



Tryout

Adobe® PageMaker® version 6.0



WELCOME TO THE ADOBE Pagemaker 6.0 TRYOUT

Adobe PageMaker 6.0 gives you the tools and the power to create professional publications on the desktop.

You can use PageMaker to create a variety of publications, from newsletters and brochures to color catalogs and magazines. Whether you are a beginner constructing your first newsletter, or an experienced art director or designer, the variety of layout and design tools in PageMaker gives you professional results.

PageMaker also provides capabilities that make printing and prepress work easier, including the ability to preview the fit of your publication on the page size you have selected, to professionally trap publications, and to impose pages in 2-up, 3-up, and 4-up format.

ABOUT THE TRYOUT

The Tryout version demonstrates most of the extensive capabilities of PageMaker 6.0. You'll see enough of the retail version features to give you a good idea of how PageMaker works.

To find out about the full capabilities of the retail version, review the facts and features brochure in the Tryout folder. In Windows, the file is called Pm6broch.pdf, and is located in the Pm6try folder. On the Macintosh, the file is called PM6 Brochure.pdf, and is located in the PageMaker 6.0 Tryout folder. To open the PDF file, first install the Adobe Acrobat Reader 2.1 program, which is located on the CD containing the Tryout. Installation instructions are in the Read Me file.

The Tryout version includes a tutorial that gives you a quick overview of creating a publication in PageMaker, as well as a complete version of online Help. The retail version comes with additional documentation, including *Adobe PageMaker 6.0 Getting Started*, *Adobe PageMaker 6.0 User Guide*, Quick Reference Card, and *Adobe Print Publishing Guide*.

DIFFERENCES BETWEEN THE TRYOUT AND RETAIL VERSIONS OF Pagemaker 6.0

The Tryout version is for demonstration purposes only, so there are significant limitations to its use. In some instances, components of the retail version have been left out. In other cases, capability has been altered.

Stand-alone utilities

The following utilities are not included with the Tryout version:

- Adobe Table 2.5, a versatile table editor for use in PageMaker
- Adobe Checklist, for quickly determining font and link status of an entire publication
- Dictionary Editor, for creating new user dictionaries, importing word lists, and revising spelling and hyphenation in PageMaker
- Quark Converter, for converting QuarkXPress 3.x documents to PageMaker 6.0 documents
- The Kodak Monitor Installer, which installs Kodak Precision Transforms, or device profiles, for use with the Kodak Precision Color Management System included with PageMaker 6.0

Plug-ins

The following plug-ins are not included with the Tryout version:

- HTML Author, for converting PageMaker files to the hypertext markup language standard used on the Internet's World Wide Web
- Create Adobe PDF, which lets you create Acrobat Portable Document Format (PDF) files from PageMaker stories
- Most Photoshop Effects, except for Spherize, Pinch, and Wave
- Build Booklet, for imposing pages and printing multi-page spreads
- Open Database Connectivity (ODBC), which enables you to import database files

Color libraries and color management

Crayon and Greys are the only color libraries included in the Tryout version.

While the Kodak Color Management System is included in the Tryout version, the Gamma Control Panel (used to calibrate the monitor) is not.

Templates

Calendar templates beyond 1997 and a template for a manual which stretches over 10 pages are not included. All other templates are included.

Tryout templates will only open in the Tryout version, and not in the retail version. To help distinguish them from retail version templates, Tryout templates have a special icon. In addition, Tryout templates have the extension .ptd, while the retail-version extension is .pt6.

You can open a template by choosing Utilities > PageMaker Plug-ins > Open Template. Since you can't save in the Tryout version, click Cancel when you're asked whether to save the new publication as a template. (This will open a new, unsaved file.)

Filters

The PageMaker 5.0 and 6.0 Story Import filters and the ODBC filter are not included. All other filters are included.

Publication size

The maximum number of pages per publication is 10 pages in the Tryout version. No more than three publications can be grouped together using the File > Book command.

Printing

Any page printed to any output device includes a band across the center of the page reading "PageMaker 6.0 Tryout." You can print one copy of a publication each time you print.

Saving

You cannot save Tryout publications or templates.

Online license agreement

An online license agreement appears each time the PageMaker Tryout version is launched.

INSTALLING THE TRYOUT ON MICROSOFT WINDOWS 95

Although this document covers installation for Windows and Macintosh platforms, the CD-ROM containing the PageMaker Tryout includes a version for either Windows or Macintosh, but not both.

You must install the Tryout onto your hard drive; you cannot run the application from your CD-ROM drive. For Windows 95 installations, all files are installed on your hard drive in a folder named Pm6try, with the exception of files relevant to ATM, TWAIN, and OLE, which are installed in the Windows folder.

The Tryout is for single users only; multiple users cannot run the PageMaker Tryout from an application installed on a network server.

Note: The retail version of PageMaker 6.0 for Windows 95 supports multiple users running from a single application installed on a network server. It also supports installation from disk images stored on a network server.

System requirements

To use the PageMaker 6.0 Tryout in Windows 95, you need the following:

- An Intel486 processor with a minimum of 8 megabytes (MB) of application random-access memory (RAM)
- Microsoft Windows 95 with default virtual-memory settings
- 24 to 40 MB space available on your hard drive for installation, and 50 MB available after installation for Windows virtual memory
- VGA display card
- A CD-ROM drive

Adobe Systems recommends the following hardware and software:

- Pentium or greater processor
- 16 MB or more of RAM available to PageMaker
- 40 MB, or more, available hard drive space for installation
- High-resolution XGA or (24-bit or greater) SuperVGA display card

To install the Tryout from the CD-ROM onto your hard drive:

1 Turn off virus-detection and screen-saver software on your computer and insert the CD-ROM containing the Tryout into the CD-ROM drive. Turning off software frees up memory for installation and prevents possible conflicts between the PageMaker 6 Installer and other programs.

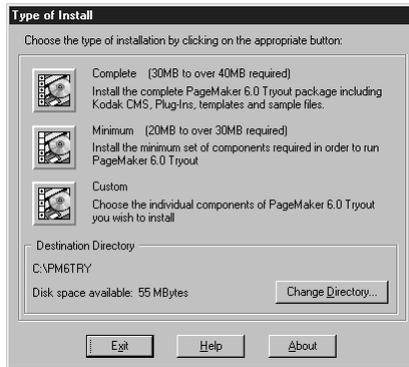
2 Choose Start > Settings > Control Panel, double-click Add/Remove Program, navigate to the Pm6try folder, and then follow the on-screen instructions.

Note: Personalization information and serial number are not required for installation of the Tryout.

3 In the Type of Install dialog box, do the following:

- Click Change Directory if you do not want to use the default destination directory that the installer specifies (c:\Pm6try), type the destination you want (using a pathname no longer than 99 characters), and then click OK.

- Select the type of installation you want—Complete, Minimum, or Custom. Your choice depends in part on the amount of space available on your hard drive. The Destination Directory section of the dialog box displays the amount of space available on your hard drive.



4 When installation is complete, click OK.

INSTALLING THE TRYOUT ON MICROSOFT WINDOWS 3.1

Although this document covers installation for Windows and Macintosh platforms, the CD-ROM containing your PageMaker Tryout includes a version for either Windows or Macintosh, but not both.

You must install the Tryout onto your hard drive; you cannot run PageMaker from your CD-ROM drive. For Windows 3.1 installations, all files are installed in a folder named Pm6try, with the exception of files relevant to ATM, TWAIN and OLE, which are installed in the Windows folder. Installation does not modify the Autoexec.bat file.

The Tryout is for single users only; multiple users cannot run the program from an application installed on a network.

***Note:** The retail version of PageMaker 6.0 for Windows 3.1 supports installation from disk images stored on a network server, but not multiple users running from a single application installed on a network server. The version for Windows 95 does support multiple users running from a network server.*

System requirements

To use the PageMaker 6.0 Tryout in Windows 3.1, you need the following:

- Microsoft Win32s components version 1.30a or later (the Win32s installation folder is included in the Pm6try folder on the CD-ROM containing the Tryout)
- An Intel486 processor with a minimum of 10 MB of RAM
- 24 to 40 MB space available on your hard drive for installation, and 50 MB available after installation for Windows virtual memory
- DOS 5.0 or higher
- VGA display card
- A CD-ROM drive

Adobe Systems recommends the following hardware and software:

- Pentium or greater processor
- 16 MB of RAM available to PageMaker
- 40 MB, or more, available hard drive space for installation
- High-resolution XGA or (24-bit or greater) SuperVGA display card

In order to install PageMaker 6.0 for Windows 3.1, you must install Microsoft Win32s 1.30a (version 167) or later. (Win32s enables PageMaker 6.0, a 32-bit application, to run under the 16-bit Windows 3.1 environment.) If you haven't installed Win32s 1.30a, the installer will sense this and prompt you to do so using files included in the Pm6try folder.

To install Win32s (for Windows 3.1 users):

- 1 Exit any Windows programs other than Program Manager, and turn off virus-detection software.
- 2 If you haven't already done so, insert the CD-ROM into your CD drive and choose File > Run from the Program Manager.
- 3 Type `d:\[path to Pm6try folder]\pm6try\win32s\setup.exe` (where d: is the CD-ROM drive indicator), and then click OK.
- 4 Follow the on-screen instructions, clicking OK or Continue when prompted.

When Win32s is successfully installed, the setup process concludes by restarting Windows, which loads Win32s. You can then install the PageMaker Tryout, as described in the next section.

To install the Tryout from the CD-ROM onto your hard drive:

1 Turn off virus-detection, screen-saver, and desktop shell software on your computer, and insert the CD-ROM containing the Tryout into the CD-ROM drive. Turning off software frees up memory for installation and prevents possible conflicts between the PageMaker 6 Installer and other programs.

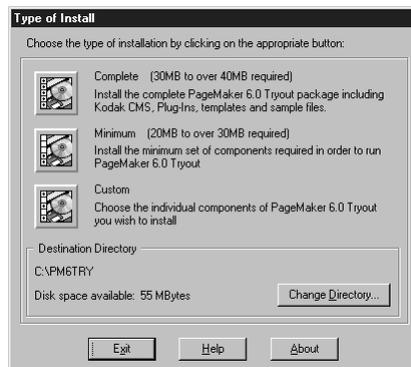
Note: You will need to reinstall the PageMaker Tryout if you later upgrade from Windows 3.1 to Windows 95.

2 Choose File > Run from Program Manager, type `d:\[path to Pm6try folder]\pm6try\setup.exe` (where d: is the CD-ROM drive indicator), and then click OK.

Note: Personalization information and serial number are not required for installation of the Tryout.

3 In the Type of Install dialog box, do the following:

- Click Change Directory if you do not want to use the default destination directory that the installer specifies (`c:\Pm6try`), type the destination you want (using a pathname no longer than 99 characters), and then click OK.
- Select the type of installation you want—Complete, Minimum, or Custom. Your choice depends in part on the amount of space available on your hard drive. The Destination Directory section of the dialog box displays the amount of space available on your hard drive.



4 When installation is complete, click OK. Choose AutoArrange from the Options menu in Program Manager.

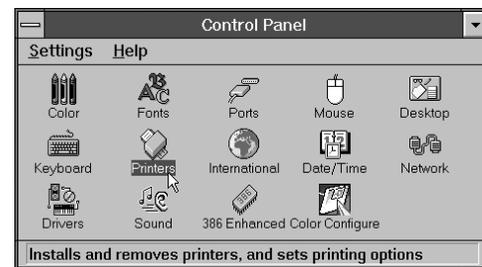
5 Install the printer drivers required to print from PageMaker, as follows:

- When printing PostScript from Windows 3.1, you need the Windows PostScript printer driver version 3.58 or later. The driver is not installed automatically with PageMaker 6.0, but it is available in the `Pm6try\Drivers` folder on the CD-ROM.

- When printing to HP LaserJet 4 or 5 printers from Windows 3.1, you need the latest drivers for those devices. If you are using the HP LaserJet 4, you need the HP version 1.50 driver or later; if you are using the HP LaserJet 5, you need the HP 1.01 driver or later. Both are available in the `Pm6try\Drivers` folder on the CD-ROM.

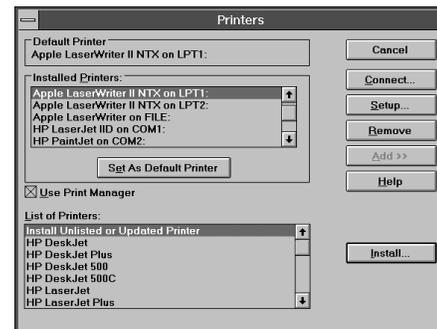
To install one of the printer drivers included with the Tryout:

- 1 Insert the CD-ROM containing the Tryout into the CD-ROM drive.
- 2 Double-click the Windows Control Panel from the Main Windows group, and then double-click the Printers icon.



3 Click Add.

4 In the lower list box, select the Install Unlisted or Updated Printer option, and then click Install.



5 When prompted for the location of the printer driver, choose from among the following options:

- For the PostScript driver, type `d:\[path to Pm6try folder]\pm6try\drivers\pscript` (where d: is the CD-ROM drive indicator).
- For the HP Laserjet 5 driver, type `d:\[path to Pm6try folder]\pm6try\drivers\lj5` (where d: is the CD-ROM drive indicator).
- For the HP Laserjet 4 driver, type `d:\[path to Pm6try folder]\pm6try\drivers\lj4` (where d: is the CD-ROM drive indicator).

6 Select the printer driver you want to install from the list in the Add Unlisted or Updated Printer dialog box, and then click OK.

7 Double-click the close box of the Printers dialog box, and then click OK when the confirmation message appears.

Note: In addition to installing the PostScript driver, you need to select a PostScript printer description (PPD) file when printing to a PostScript printer. PPD files are in the `Pm6try\rsrc\[language]\ppd4` folder.

INSTALLING THE TRYOUT ON THE MACINTOSH

Although this document covers installation for Windows and Macintosh platforms, the CD-ROM containing your PageMaker Tryout includes a version for either Windows or Macintosh, but not both.

You must install the PageMaker Tryout onto your hard drive; you cannot run PageMaker from your CD-ROM drive. For the Macintosh, all files are installed in a folder named PageMaker 6.0 Tryout, with the exception of files related to the PS Printer 8.3 driver, TWAIN, and PANOSE numbers, which are installed in specific locations in the System folder.

The Tryout has been optimized for both Macintosh and Power Macintosh. The installer will prompt you to install either version.

System requirements

To use the PageMaker 6.0 Tryout on the Macintosh, you need the following:

- An Apple Macintosh computer with a 68030 processor (or later model) with a minimum of 10 MB of application RAM, or a Power Macintosh with a minimum of 12 MB of application RAM (*Application memory* is the amount of memory left over after the system has started.)
- 20 to 40 MB available hard drive space for installation, depending on the installation option
- Apple system software version 7.1 or higher (Macintosh) or version 7.1.2 or higher (Power Macintosh)
- A CD-ROM drive

In addition, Adobe Systems recommends the following hardware and software:

- A Macintosh computer with a 68040 processor or a Power Macintosh

- 24 MB (or more) of RAM with at least 16 MB available to PageMaker
- A color monitor with a 24-bit video display card
- A Macintosh-compatible scanner
- A PostScript® printer

Note: PageMaker does not support QuickDraw GX.

To install the Tryout from the CD-ROM onto your hard drive:

- 1 Start your computer and insert CD-ROM containing the Tryout into the CD-ROM drive.
 - 2 Double-click the PageMaker 6 Installer/Utility icon.
- Note:* Personalization information and serial number are not required for installation of the Tryout.
- 3 Follow the on-screen instructions.

STARTING ADOBE PAGEMAKER

Depending on the system software you are using, do one of the following:

- In Windows 95, choose PageMaker 6.0 Tryout from the Start > Programs > Adobe menu.
- In Windows 3.1, open the Adobe group from Program Manager and double-click the PageMaker 6.0 Tryout icon.
- On the Macintosh, double-click the PageMaker 6.0 Tryout icon in the PageMaker 6.0 Tryout folder. When the PageMaker startup screen appears, you are ready to open or create a publication and begin working.

ADDING OR REPLACING PAGEMAKER COMPONENTS AFTER INSTALLATION

After PageMaker is installed, you may want to install more PageMaker components—for example, import and export filters, PPD files, PageMaker plug-ins, and utilities—or replace components that you installed initially.

To add or replace components after you have installed PageMaker 6.0 Tryout:

- 1 Repeat the steps listed in one of the installation sections of this guide until the PageMaker installer main dialog box appears.

Make sure the steps you follow apply to the system software you are using (Windows 95, Windows 3.1, or Macintosh).

- 2 Click Custom in the Type of Install dialog box.
- 3 Click the kind of file you want to install (Filter, or PPD, for example), click Install, and then use the PageMaker Installer dialog box that appears to select the specific files you want. Click OK to install the components.
- 4 Follow the on-screen instructions that appear until installation of the components are complete.

REMOVING THE PAGEMAKER 6.0 TRYOUT FROM YOUR HARD DRIVE

In Windows 95 and Windows 3.1, the Uninstall feature lets you remove all folders and files installed on your hard drive by the PageMaker installer.

To uninstall the PageMaker Tryout in Windows 95:

- 1 Exit from the PageMaker Tryout.
- 2 In Windows, choose Start > Settings > Control Panel, and then double-click the Add/Remove Program option.
- 3 Select an option in the list box at the bottom of the dialog box, and then click Add/Remove.
- 4 Follow the on-screen instructions until the PageMaker Tryout application files are removed.
- 5 Restart Windows.

To uninstall PageMaker Tryout in Windows 3.1:

- 1 From Program Manager, open the Adobe group, and then double-click the Uninstall PageMaker 6.0 Tryout icon.
- 2 Follow the on-screen instructions until the PageMaker application files are successfully uninstalled.
- 3 Restart Windows.

Note: Continue with the next steps only if you want to remove Win32s components installed on your system, and only if you have verified that other 32-bit applications on your computer do not require the Win32s files.

- 4 Make a backup copy of the System.ini file, located in the Windows folder, and open the original in a text editor that saves in text-only format (such as Notepad).
- 5 Delete the following line from the [386Enh] section:
device=C:\Windows\System\Win32s\W32s.386

- 6 Modify the following line from the [Boot] section in the System.ini file: **drivers=mmsystem.dll winmm16.dll** to the following (remove Winmm16.dll):
drivers=mmsystem.dll

- 7 Save the System.ini file as text-only.

- 8 From File Manager, delete the Win32s folder (and all of its files) in the Windows\System\ folder. Exit from Windows.

- 9 Finally, from DOS, delete the following four files from the Windows\System folder:

- Win32S16.dll
- Win32s.ini
- W32sys.dll
- Winmm16.dll

Note: The DOS command for deleting the first file, for example, is `Del \Windows\System\Win32s16.dll`.

To remove the PageMaker Tryout on the Macintosh:

Move the PageMaker 6.0 Tryout folder to the trash, and then choose Special > Empty Trash.

TECHNICAL SUPPORT

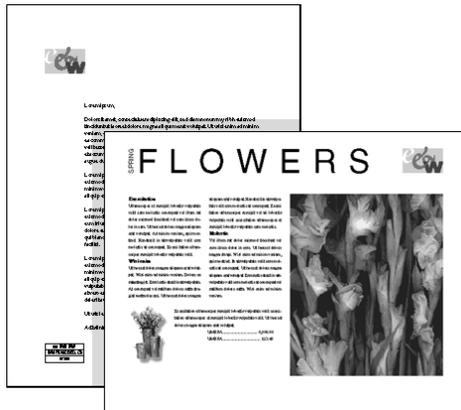
Since the Tryout is for demonstration purposes only, you don't receive complimentary support from Adobe technical support staff. However, several forms of automated help are available free of charge.

For callers in the United States or Canada, FaxYI is a free, fax-on-demand system that will fax you any of over 1400 technical and customer-service documents. To reach FaxYI, call 1-206-628-5737 from a push-button phone or fax machine and follow the instructions. You can also call 1-206-628-5728 for automated help for PageMaker 6.0. These complimentary automated services are available 24 hours a day, seven days a week.

For free information about Adobe products and services from anywhere in the world, use forums on CompuServe and America Online, the Adobe Home Page on the World Wide Web, or the Adobe technical support bulletin board system. To open the Adobe Home Page, use the URL <http://www.adobe.com> once you are on the World Wide Web. To access the Adobe bulletin board, call 1-206-623-6984.

TUTORIAL

The best way to learn PageMaker is to try it yourself. This tutorial guides you through some basic PageMaker skills as you create and print a letterhead and brochure for the fictitious company Earth & Ware, a garden center.



You'll learn how to:

- Set up page and printer options and position ruler guides.
- Type and format text, and define text styles.
- Set indents and tabs.
- Work with threaded text blocks.
- Resize, move, and rotate graphics and text blocks.
- Place text and graphics from other applications.
- Print a PageMaker publication.

These are basic techniques that will give you the skills you need to begin producing your own PageMaker publications.

This tutorial assumes that you have a working knowledge of your computer hardware and operating system—Windows 3.1, Windows 95, or Macintosh System 7.1 or later—and that you have successfully installed the Tryout version of PageMaker 6.0.

If your screen doesn't match our samples

The fonts in our sample illustrations may differ slightly from those that appear on your screen. This means that the fonts and printers we used differ from yours. In most cases, the differences are insignificant. Your results depend on several factors:

- The screen and printer fonts you have installed.
- Whether or not you use a type-management program.
- The printer you choose.

The practice publications in this tutorial are designed for either US letter-size paper or international A-4 paper. Instructions apply to both document sizes. We have provided approximate metric equivalents for inch measurements.

STARTING A NEW PUBLICATION

When you start a new publication, you first establish the characteristics of the publication pages (size, orientation, and margins), whether it will be printed on one side or two, and the printer you'll use for the final version of your publication.

To start a new publication:

- 1 Depending on the system software you are using, do one of the following:
 - On the Macintosh, double-click the PageMaker 6.0 Tryout folder.
 - On Windows 3.1 or Windows 95 (hereafter both will be referred to simply as Windows), double-click the Pm6try folder.
- 2 Double-click the PageMaker 6.0 Tryout icon. After a few moments the online license agreement appears; click Accept, and you'll see the PageMaker startup screen, followed by an empty application window.
- 3 Choose New from the File menu (File > New).

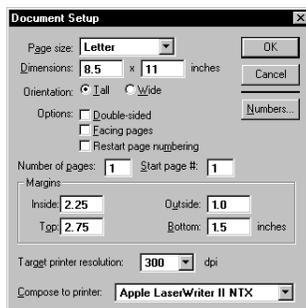
The Document Setup dialog box appears with PageMaker's default settings, which you will change in the next few steps.

- 4 Deselect the Double-sided option.
- 5 Click in the margin text boxes and set these margins:
 - Left: 2.25 inches (57mm)
 - Right: 1 inch (25mm)
 - Top: 2.75 inches (70mm)
 - Bottom: 1.5 inches (38mm)

6 In Windows, use the Compose to Printer option to select the printer you plan to use for the final version of your publication. (This may not be the desktop printer you'll use to print drafts or proofs.)

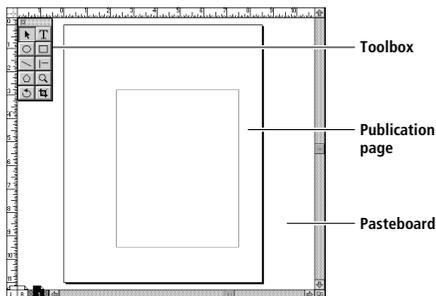
7 Set the Target Printer Resolution to match the printer you'll use to print the final copy of your publication. PageMaker uses this resolution to correctly scale bitmap images when you resize them using magic stretch.

Note: In the Tryout version, publications may be up to 10 pages long, and a maximum of three publications can be assembled into a book using the Utilities > Book command.



8 Click OK.

You will see an untitled publication window containing the pasteboard and a letter-size, vertical page.



POSITIONING RULER GUIDES

PageMaker provides nonprinting guides to help you align and position objects on the page. The page already has margin guides—a dotted or colored rectangle that represents the page margins you specified in the Document Setup dialog box. Now you'll add ruler guides to help position the logo and company address for the letterhead.

To add ruler guides:

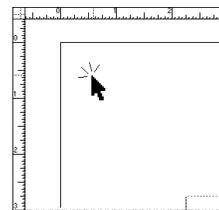
1 Make sure there are checkmarks next to the Show Rulers, Show Guides, and Snap to Rulers commands on

the Guides and Rulers submenu on the Layout menu (Layout > Guides and Rulers).

When Snap to Rulers is selected, PageMaker pulls the pointer into line with each tick mark on the ruler when you create your guides. This ensures exact placement of the ruler guides.

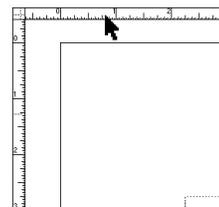
2 Press Command + Option (Macintosh) or use the right mouse button (Windows) and click in the upper-left corner of the page.

This action centers your view in the upper-left corner of the page and changes the page display to the actual size of the page, so you can place the ruler guides precisely.

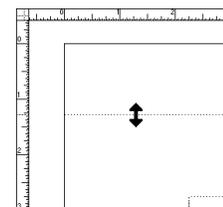


Magnified view of the upper-left corner of the page.

3 Position the pointer on the horizontal ruler (which extends across the top of the publication window) and drag down to the 1¼-inch (3.2cm) mark on the vertical ruler. A horizontal ruler guide appears.



When you click and drag from here...



... the pointer changes to a two-way arrow until you release the mouse button.

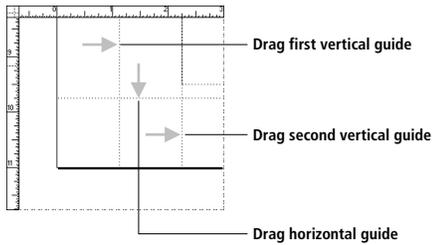
4 Use the scroll bars or the grabber hand to move the view to the lower-left corner of the page.

To use the grabber hand, hold down the Option key (Macintosh) or Alt key (Windows) as you press the mouse button, and then drag the grabber hand.

5 Create three more ruler guides as follows:

- Drag a vertical guide to the 1/8-inch mark on the horizontal ruler.
- Drag a vertical guide to the 2/4-inch mark on the horizontal ruler.

- Drag a horizontal guide to the 9 3/4-inch mark on the vertical ruler.



- 6 Choose Lock Guides from the Guides and Rulers submenu on the Layout menu (Layout > Guides and Rulers > Lock Guides).

When Lock Guides is selected, PageMaker locks the ruler guides in place, so you can't accidentally reposition them.

TYPING TEXT

For the letterhead you create here, you'll type the address of a fictitious garden center called Earth & Ware. First, you'll set the text defaults—the formatting that PageMaker applies to every new text block you create.

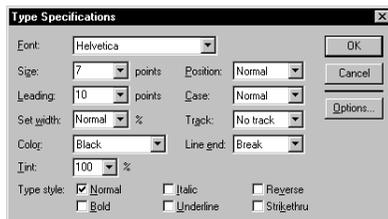
If the master-page icon (in the lower-left corner of the publication window) is black, you are working on the master page, which contains basic design elements, such as page numbers, that are common to most or all pages in your publication. Click the page 1 icon to turn to page 1.



To type text:

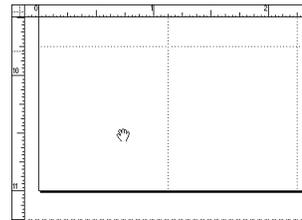
- 1 Choose Type Specs from the Type menu (Type > Type Specs) and change only what is indicated in the illustration below. Then click OK.

When no text is selected and you change the type specifications, you reset the default formatting for all new text you type in the active publication. Everything you type now appears in your chosen font and size. You can override these new defaults by selecting the text and changing it, or you can set new defaults by choosing formatting options with no text selected.



The font Helvetica is used in our sample illustrations. If you're working in Windows, you can substitute Arial, which is similar to Helvetica.

- 2 Choose 200% Size from the View submenu on the Layout menu (Layout > View > 200% Size).
- 3 Use the scroll bars or the grabber hand to move to the lower-left corner of the page.

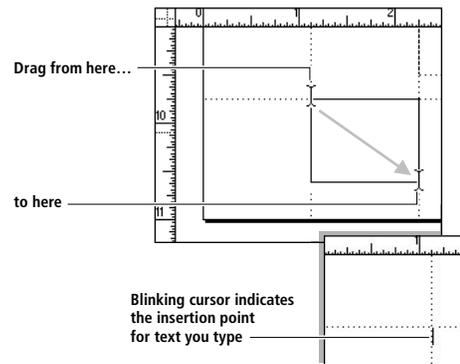


- 4 Select the text tool from the toolbox. The pointer tool turns into an I-beam. You are now ready to create a text block for the text you'll type.

- 5 Position the tiny horizontal tick mark on the I-beam at the intersection of the leftmost vertical guide and the horizontal guide at the bottom of the page.

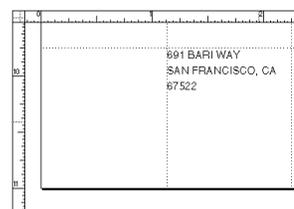
- 6 Drag the I-beam down and to the right until you intersect the next vertical ruler guide, as shown below, and then release the mouse button.

This creates a text block that controls the width of the text.



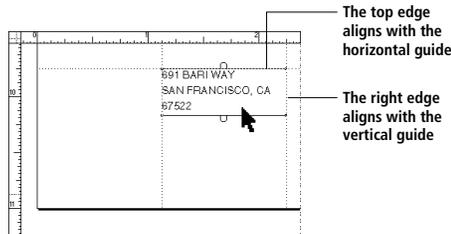
- 7 Type the street address shown below for the Earth & Ware garden center, pressing Return (Macintosh) or Enter (Windows) after each line to create a new line.

If text wraps to the next line, select the pointer tool, click on the text block, and then drag a right corner handle to the right until the text fits on the line.



8 If your text block is not positioned as shown, select the pointer tool, and click inside the text block to select it. Drag the block as necessary to align the text within the margins as shown.

If a down arrow appears in the lower window-shade handle, drag it down to reveal all the text in the block. When the handle is empty, there is no additional text to reveal.



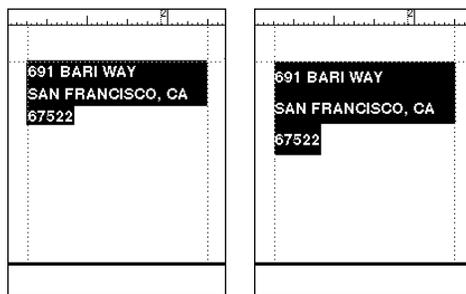
FORMATTING TEXT CHARACTERS

The text you've typed so far is 7-point Helvetica with 10-point leading (the vertical spacing between two lines of text). That's because you previously selected 7-point Helvetica as the default size and font and 10-point as the default leading.

You can select any text in a publication and use commands on the Type menu to apply formatting that is different from the defaults. In this exercise, you'll practice formatting text.

To format text:

- 1 Select the text tool and click anywhere in the text.
- 2 Choose Select All from the Edit menu to select all the text you typed so far (Edit > Select All).
- 3 Choose 14 from the Leading submenu on the Type menu (Type > Leading > 14).



Text with 10-point leading

Text with 14-point leading

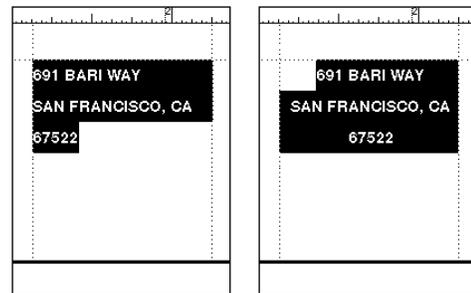
FORMATTING PARAGRAPHS

Certain formatting decisions, such as alignment (centered or justified, for example), indents, and tab posi-

tions, apply to an entire paragraph. To format a paragraph, you must use the text tool. You can format a single paragraph by either clicking three times anywhere in the paragraph to select the paragraph or clicking an insertion point anywhere in the paragraph. PageMaker begins a new paragraph each time you press Return (Macintosh) or Enter (Windows).

To format paragraphs:

- 1 If the address is not already selected, select a portion of all three paragraphs in the address by dragging the text tool from the first line to the last line.
- 2 Choose Align Center from the Alignment submenu on the Type menu (Type > Alignment > Align Center).



Align Left

Align Center

If you like, you can spend a few minutes experimenting with the text formatting commands on the Type menu. For example, change the font and the size, or try different type styles.

DRAWING A BOX

Now you'll draw a black box around the address to add visual appeal.

To draw a box:

- 1 Select the rectangle tool from the toolbox.

When you move the pointer onto the page, it becomes a crossbar.

- 2 Choose 1 pt from the Line submenu on the Element menu (Element > Line > 1 pt).

This sets the thickness (or weight) of the line for the box you're about to draw.

By choosing formatting options from the Element menu before you begin drawing, and with nothing selected, you set the default formatting for all new objects you add to your publication or template. You can over-

ride the default formatting by selecting an object and changing its formatting, or you can set new defaults by choosing formatting options with no object selected.

3 To draw the box, click the crossbar on the intersection of the ruler guides at the upper-left corner of the text block, and then drag to the lower-right corner of the text block, as shown below.



If you align the box precisely with the ruler guides, it may be difficult to distinguish the top and sides of the box from the ruler guides. Choose Show Guides from the Guides and Rulers submenu on the Layout menu (Layout > Guides and Rulers > Show Guides) to hide or display the ruler guides.

DRAWING LINES

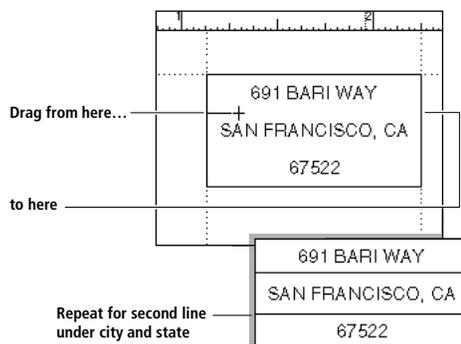
Now you'll draw two horizontal lines in the box you created to separate the lines of the address.

To draw lines:



1 Select the constrained-line tool in the toolbox.

2 Click the crossbar on the left side of the box beneath the first line of the address, and then drag it to the right side of the box, as shown below. Repeat to draw a line under the second line of the address.



PLACING A GRAPHIC

PageMaker offers a variety of ways to manage graphics in your publication. In this exercise, you'll place a graphic from another application into your publication to use as a company logo.

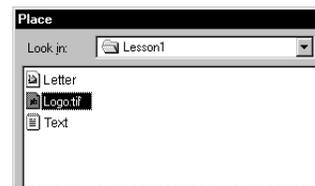
In this exercise, you'll place a company logo at the top of the letterhead.

To place a logo graphic:

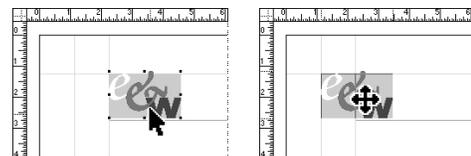
- 1 Select the pointer tool from the toolbox.
- 2 Choose Actual Size from the View submenu on the Layout menu (Layout > View > Actual Size).
- 3 Use the scroll bars or the grabber hand to move to the upper-left corner of the page.

Note: If ruler guides are hidden, choose Show Guides from the Guides and Rulers submenu on the Layout menu to display the ruler guides.

- 4 Choose Place from the File menu (File > Place). Select the Logo.tif file from the Lesson1 folder of the Tutorial folder, and then click OK (Macintosh) or Open (Windows).



- 5 Click near the top of the page to place the logo.
- 6 While the logo is still selected, position the pointer tool over the center of the logo, click, and drag it into alignment with the top and leftmost ruler guides.



When you move an object, the cursor turns into a four-way arrow.

RESIZING A GRAPHIC

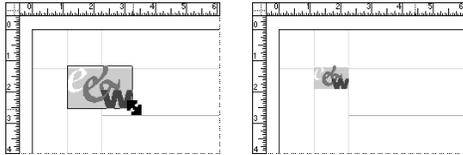
In this exercise, you'll resize the graphic you just placed, maintaining its original proportions so that it fits neatly between the two vertical ruler guides you created earlier.

To resize a graphic:

- 1 Using the pointer tool, select the graphic if it is not already selected.

- Hold down the Shift key, click the lower-right handle of the graphic, and drag it to the right-most vertical ruler guide.

Note: Pressing the Shift key while you drag ensures that PageMaker maintains the proportions of the original graphic as you resize it. You must release the mouse button before you release the Shift key for this to work.



While pressing the Shift key, size the graphic...

...and then line it up between the two vertical rulers.

Congratulations on completing your first PageMaker publication! You have combined text and graphics to create a simple letterhead for Earth & Ware, a fictitious garden center. Now we'll show you an easy way to use the publication you've created.

Note: The retail version of PageMaker allows you to save a publication as a template. That way, each time you open a letterhead template you can start on a blank "sheet" of letterhead.

PLACING A LETTER ON THE LETTERHEAD

Keep your publication open as you get ready to place a text file on the letterhead page. Placing text is similar to placing a graphic.

To place a text file:

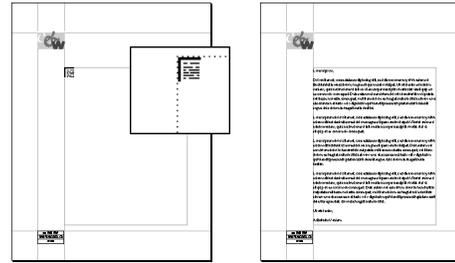
- Choose Fit in Window from the View submenu on the Layout menu (Layout > View > Fit in Window).
- Select the pointer tool from the toolbox.
- Choose Place from the File menu (File > Place).
- In the Place Document dialog box, select the Text file from the Lesson1 folder of the Tutorial folder, and then click OK (Macintosh) or Open (Windows).

In Windows, click Open in the Import Filter dialog box.

- Position the loaded text icon as shown in the following illustration, and then click.

After the text flows onto the letterhead, it has windowshade handles indicating that it is selected. If a down arrow ap-

pears in the lower windowshade handle, drag it down to reveal all the text in the block. When the handle is empty, the text block contains no additional text.



When you click the loaded text icon here...

...the story flows onto the page.

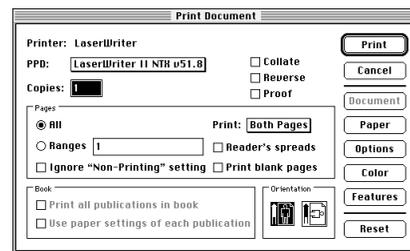
PRINTING THE LETTERHEAD

You are now ready to print the letterhead you created. Since the Tryout version is not meant to be used for printing final versions of page layouts, your copy will be overprinted with a band reading "PageMaker 6.0 Tryout." You can print one copy each time you open the Print Document dialog box (by choosing File > Print).

Macintosh note: Be sure you select the LaserWriter 8.x driver in the Chooser when printing to a PostScript printer.

To print from a Macintosh:

- Choose Print from the File menu (File > Print) to open the Print Document dialog box.

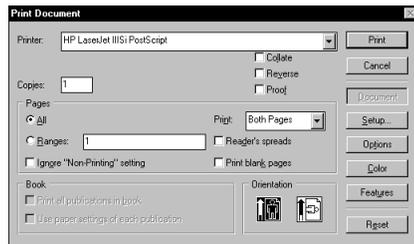


Settings for a PostScript printer

- If you're printing to a PostScript printer, select a PPD option.
- Click Print.
- After the file has printed, leave the your letterhead publication open so you don't lose your work. Although you can't save publications in the Tryout version, you'll want to use your letterhead in the next part of the tutorial.

To print from Windows:

- 1 Choose Print from the File menu (File > Print) to open the Print Document dialog box.

*Settings for a PostScript printer*

- 2 Select the name of an active printer for the Printer option.

This printer can be the one you specified in the Document Setup dialog box for the final printout of your publication, or it can be a desktop printer for a proof copy.

- 3 If you're printing to a PostScript printer, select a PPD option.

- 4 Click Print.

- 5 After the file has printed, leave your letterhead publication open so you don't lose your work. Although you can't save publications in the Tryout version, you'll want to use your letterhead in the next part of the tutorial.

Now that you've successfully completed a letterhead, you're ready to produce a brochure. The next section of this tutorial introduces several design techniques, such as manipulating type and arranging graphics and text, that demonstrate how you can use PageMaker to convey a powerful message on the page.

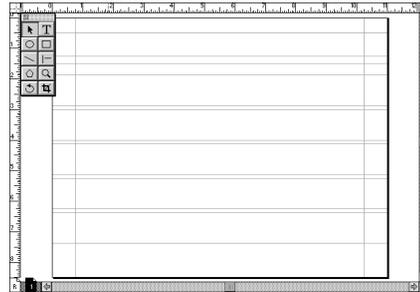
CREATING A BROCHURE

Now that you've learned some PageMaker fundamentals, we'll guide you through additional techniques that are essential to creating distinctive publications. You'll create a brochure for the fictitious garden center, Earth & Ware, as you learn how to:

- Work with master pages to provide a consistent look for a publication.
- Create, import, rotate, and resize objects.
- Overlap text and graphics.
- Work with text in story editor.
- Work with multiple open publications.
- Print a publication.

OPENING A TEMPLATE

PageMaker comes with several prebuilt templates that include a page design, text styles, and text and graphics placeholders to simplify your work.

*Template for brochure*

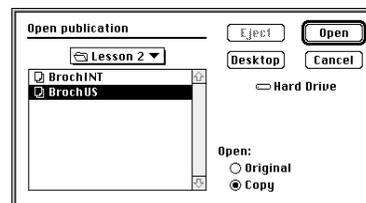
PageMaker templates offer two major benefits: they provide a fast, easy way to create professionally designed documents, and you can use them repeatedly to establish a consistent design theme for publications. You can focus on the content of publications, because the design decisions have already been made.

We've provided a template for the brochure you'll create. From the template, you'll create a new brochure, adding text, a logo, and graphics.

The template has two pages. You will work only on page 1 to create the brochure in this tutorial. After you've finished, you can use page 2 to create your own version of the brochure.

To open the brochure template:

- 1 Choose Open from the File menu (File > Open).
- 2 In the Open Publication dialog box, select the BrochUS file from the Lesson2 folder of the Tutorial folder. If you will be printing on A4-size paper, select the BrochINT file.



- 3 Click OK to open a copy of the file and begin.

An untitled publication window opens. Some of the work has already been done for you: the margins are set and several guides are positioned to create a design grid. Having a prebuilt grid is one advantage of using a template.

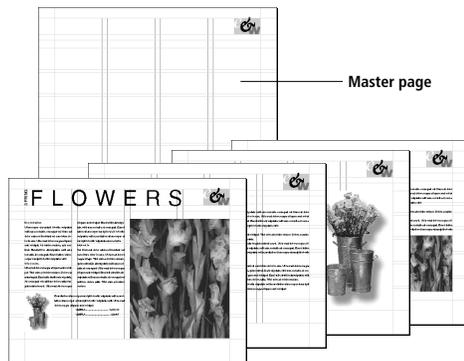


TIP: PRESS COMMAND + J (MACINTOSH) OR CTRL + J (WINDOWS) TO HIDE OR DISPLAY GUIDES, INCLUDING COLUMN GUIDES. HIDE THEM WHEN YOU WANT TO SEE APPROXIMATELY HOW THE PRINTED PAGE WILL LOOK. DISPLAY THEM WHEN YOU NEED TO POSITION AN ELEMENT.

CREATING COLUMNS

Everything you see on the page is actually on the master page. The master page contains design elements common to every page in a publication. Master pages provide a foundation for most publications that you create in PageMaker. They help establish a consistent look within and between publications, and save you time.

You'll modify this master page by adding column guides, which you'll use to position text.



Design elements on the master page appear on every page in the publication, but you can omit them from specific pages if needed.

Column guides are nonprinting vertical lines that let you align text and graphics within the publication. Creating column guides on the master page ensures that the columns are identical throughout the publication. For this brochure, you'll create four columns.

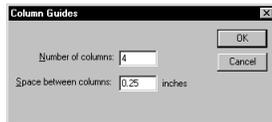
To create columns:

1 Click the master-page icon to move to the master page.



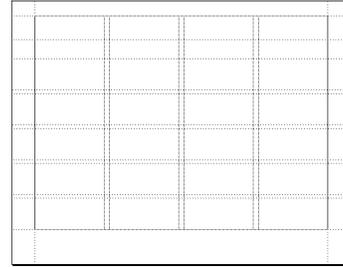
2 Choose Column Guides from the Layout menu (Layout > Column Guides).

3 Type **4** for Number of Columns, and then press Tab or click in the Space Between Columns text box and type **.25** (.64cm).



4 Click OK to close the dialog box.

Column guides appear, dividing your page into four equal columns.



The brochure, after you create columns.

5 Click the page 1 icon to return to page 1, where you'll be doing your work in this tutorial.



6 If you don't see the column guides on page 1, choose Copy Master Guides from the Layout menu (Layout > Copy Master Guides).

PLACING GRAPHICS

PageMaker lets you import graphics in a variety of formats, including WMF (Windows metafile), EMF (enhanced metafile), BMP (Windows bitmap), PICT, TIFF, and EPS (encapsulated PostScript). EPS and TIFF are often your best choices on both the Macintosh and in Windows, although you should avoid EPS if you're printing to a non-PostScript printer.



The brochure, after you place the graphics

The next step is to place one TIFF graphic on the right side of the page and a smaller TIFF graphic on the left side of the page.

To place TIFF graphics:

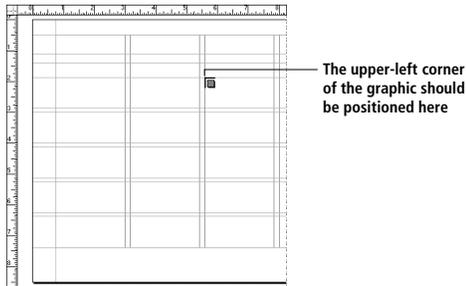
1 Make sure Snap to Guides on the Guides and Rulers submenu on the Layout menu is selected (Layout > Guides and Rulers > Snap to Guides).

The Snap to Guides option helps you align objects with the guides and rulers. When you create, place, or move an object, PageMaker pulls it into line with the nearest guide.

2 Choose Place from the File menu (File > Place), select the Flowers.tif file from the Lesson2 folder of the Tutorial folder, and then click OK (Macintosh) or Open (Windows).

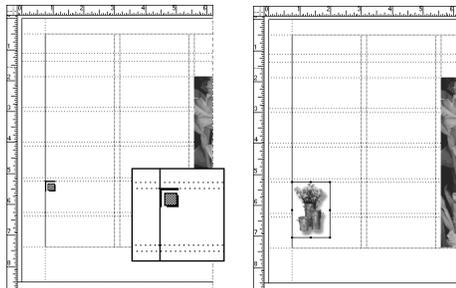
3 Position the loaded icon as shown below, and then click at the intersection of the 1 7/8-inch (4.5cm) horizontal guide and the left edge of the third column to place the graphic.

If the upper-left corner of the graphic is not positioned as shown here, click the pointer on the graphic and drag the graphic into position.



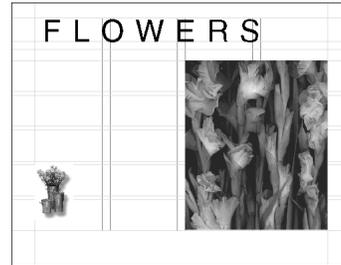
4 Choose Place from the File menu (File > Place), select the Bouquet.tif file from the Lesson2 folder in the Tutorial folder, and then click OK (Macintosh) or Open (Windows).

5 Position the loaded icon as shown, and then click at the intersection of the 5 1/4-inch (13.3cm) horizontal guide and the left margin.



CREATING AND STYLING A HEADING

Now you'll create a text block in which you'll type the heading for the brochure. You'll position the heading to span the first three columns.



The brochure, after you add a heading

To type and position the heading:

1 Select the text tool and position the I-beam at the intersection of the top and left margin guides.

2 Drag the I-beam diagonally to define the text block. Drag from the 1-inch (2.5cm) mark on the horizontal ruler over to the right edge of the third column and down to the 1 1/4 inch (3.2cm) mark on the vertical ruler.

When you release the mouse button, you will see a blinking cursor at your starting position.



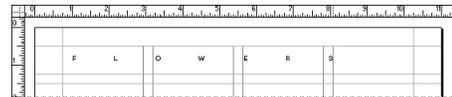
3 Type **FLOWERS**.

Note: You might want to change the view by choosing 75% Size from the View submenu on the Layout menu.

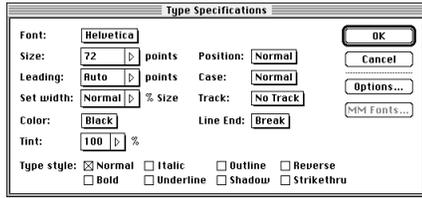
4 If FLOWERS is not already highlighted, select the text tool and double-click the word FLOWERS to select it.

5 Choose Force Justify from the Alignment submenu on the Type menu (Type > Alignment > Force Justify).

This distributes the characters evenly over the width of the text block.



6 Choose Type Specs from the Type menu (Type > Type Specs), and set type attributes to match those in the Type Specifications dialog box shown here.



If Helvetica is not available, choose Arial (Windows) or another font.

7 Click OK to close the dialog box.

You may need to adjust the position of the heading or the width of the text block to match the illustration below. Use the pointer tool to select the text block and position it. Leave ¼ inch (.6cm) between the letter F and the left page margin, and position the baseline of the letters (the imaginary line on which the letters rest) on the horizontal guide at the 1¼-inch (3.2cm) mark on the vertical ruler.



CHANGING TYPE STYLE AND ALIGNMENT

You can use the commands on the Type menu to format text. Some of these commands (Font, Size, and Type Style, for example) apply to characters. Other commands (such as Paragraph, Indents/Tabs, and Alignment), apply to entire paragraphs. To make a change to a specific character or paragraph, the text tool must be selected and the characters must be highlighted, or an insertion point must be clicked in the paragraph. If you select more than one paragraph, the changes will apply to all the selected paragraphs.

Note: If you choose commands from the Type menu without any characters or paragraphs selected, you'll reset the default attributes, which will apply to all new text you type.

Lorem ipsum dolor sit amet, consectetur etuer adipiscing elit sed diam nonum nibh euismod tinci dunt ut laoreet do magna aliquam era volutpat. Ut wisi ad enim minum quis.

Lorem ipsum dolor sit amet, consectetur etuer adipiscing elit sed diam nonum nibh euismod tinci dunt ut laoreet do magna aliquam era volutpat. Ut wisi ad enim minum quis.

Some formatting commands apply to characters (for example, type style, tracking, font, type size, and leading). Here we used the Type Style command to italicize a word.

Lorem ipsum dolor sit amet, consectetur etuer adipiscing elit sed diam nonum nibh euismod tinci dunt ut laoreet do magna aliquam era volutpat quis.

Lorem ipsum dolor sit amet, consectetur etuer adipiscing elit sed diam nonum nibh euismod tinci dunt ut laoreet do magna aliquam era volutpat quis.

Some formatting commands apply to paragraphs (for example, paragraph spacing, indents, tabs, and alignment). Here we used the Alignment command to center the paragraph.

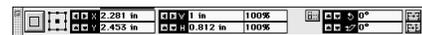
USING THE CONTROL PALETTE

The Control palette is an alternative to moving, resizing, and rotating an element manually. Using the Control palette, you have precise control over text and graphics and can make several changes without changing tools or choosing commands.

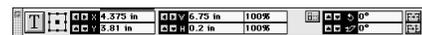
The settings and options available in the Control palette change according to what you select in the PageMaker window.

When you select graphics and text blocks with the pointer tool, you can enter precise numeric values in the Control palette to move, resize, rotate, scale, and crop the objects. When you click in a text block with the text tool, you can apply formatting to text and paragraphs.

In this tutorial, you'll use the Control palette to precisely rotate a text block in the brochure.



Control palette with objects selected



Control palette with text selected

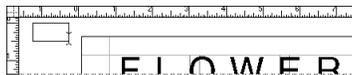
ROTATING AND MOVING A TEXT BLOCK

PageMaker provides extensive control over the objects in your publication. You can position graphics and text blocks precisely, rotate them in .01-degree increments, and resize them to exact specifications.

You can rotate an object (text or graphics) by using the rotating tool in the toolbox, the Rotate option on the Control palette, or both. For this exercise, you'll use the rotating tool to rotate an object, while viewing the angle of rotation on the Control palette. When you finish rotating the object, you'll set the angle of rotation precisely with the Control palette before dragging the object into position on the brochure.

First, create the text block you will rotate:

- 1 Select the text tool, move to the pasteboard (as shown), and then drag to create a text block approximately 1-inch (2.5cm) wide and 1/2-inch (1.3cm) long.



- 2 Type **SPRING**.



- 3 With the text selected, format it in 14-point Helvetica using the Size command on the Type menu (Type > Size).

Now you'll rotate and move the text block:

- 1 Use the zoom tool to magnify the area around the word **SPRING** and the letter **F** in **FLOWERS**, or press Command + Spacebar (Macintosh) or Ctrl + Spacebar (Windows) and drag diagonally over the area.
- 2 Choose Control Palette from the Window menu to open the Control palette (Window > Control Palette).
- 3 Select the pointer tool, and click the **SPRING** text block. (You can also use the rotating tool to select objects you wish to rotate.)



The text block has windowshade handles at the top and bottom, indicating that it is selected.



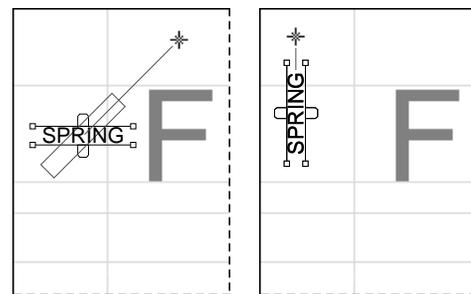
- 4 Select the rotating tool, and position the starburst over the center of the text block.

The location on the text block where you click the starburst is called the fixed point. Rotating an object moves it around its fixed point.



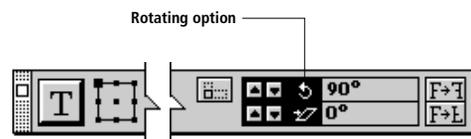
The pointer changes to a starburst.

- 5 Drag the starburst counterclockwise to rotate the text block. Continue rotating until the baseline of **SPRING** is parallel to the left edge of the **F** in **FLOWERS** and the angle of rotation shown on the Control palette is approximately 90 degrees.



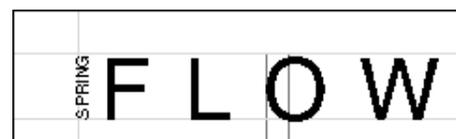
You may need to move **SPRING** closer to **FLOWERS** to view and align both text blocks. Select the pointer tool and drag the **SPRING** text block closer to the **F** in **FLOWERS**.

- 6 To ensure that the angle of rotation is exactly 90 degrees, be sure that the number displayed in the Rotate option on the Control palette is 90. If not, type **90**, and then press Return (Macintosh) or Enter (Windows).



- 7 Select the pointer tool, and click the **SPRING** text block again.

- 8 Drag the rotated text block into position next to the **F** in **FLOWERS**, as shown below. The bottom of the letter **S** in **SPRING** should rest on the baseline of **FLOWERS**.



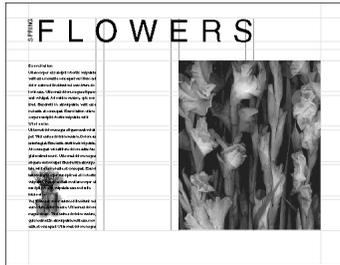
PLACING A TEXT FILE

Placing text in PageMaker is similar to placing a graphic. In this step, you'll place a text file in the brochure. To



TIP: WHEN YOU ROLL THE WINDOW SHADE UP OR DOWN, MAKE SURE YOU DRAG RATHER THAN CLICK THE MOUSE BUTTON. OTHERWISE THE POINTER TOOL TURNS INTO A LOADED TEXT ICON. IF THIS HAPPENS, CLICK THE POINTER TOOL IN THE TOOLBOX, AND TRY AGAIN.

view the entire brochure, choose Fit in Window from the View submenu on the Layout menu. (Layout > View > Fit in Window)



The brochure, after you place the first column of the text file

To place the first column of text:

1 Make sure there is not a checkmark next to the Autoflow command on the Layout menu (Layout > Autoflow). If there is, choose Autoflow to deselect it.

Autoflow is useful for flowing all the text in a file into a publication. In this case, however, you want to place the text column-by-column.

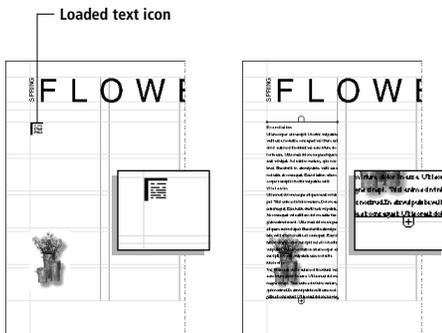
2 Choose Place from the File menu (File > Place).

3 In the Place Document dialog box, select the E&WText file from the Lesson2 folder of the Tutorial folder, and then click OK (Macintosh) or Open (Windows).



4 Position the loaded text icon at the intersection of the left margin and the horizontal guide at the 2-inch (5cm) mark on the ruler, and then click to place the text.

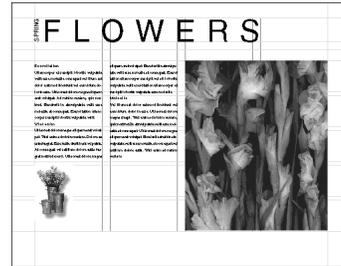
A down arrow in the bottom windowshade handle indicates there is more text to be placed.



When you click the loaded text icon, text flows from the point where you clicked to the bottom of the column.

CREATING THREADED TEXT BLOCKS

One of the strongest features in PageMaker is the flexibility of text blocks. You can move them, break them apart, and change their shapes as the page layout and graphic images in your publication dictate, while keeping the flow of the story intact.

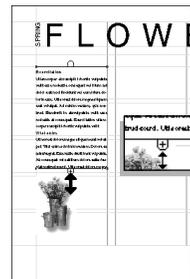


The brochure, after you place the second text block

In PageMaker, you can create separate text blocks in the same story to accommodate any page design. These threaded text blocks can be on the same page or on different pages. In this exercise, you'll flow a second text block from the same story into the second column of your brochure.

To flow text into the second column:

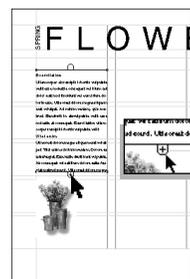
1 Using the pointer tool, drag the bottom windowshade of the text block up to the 5 1/8-inch (13cm) mark on the vertical ruler.



When you move the windowshade up, the text block shortens. This is called "rolling up the windowshade."

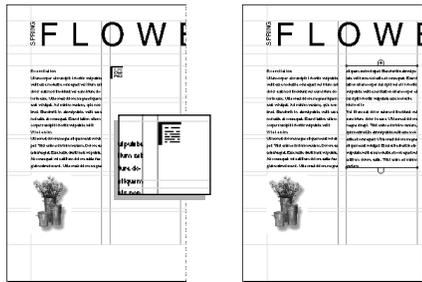
2 Click the down arrow in the bottom windowshade handle.

The loaded text icon appears.



- 3 Position the loaded text icon at the left edge of the second column at the 2-inch (5cm) horizontal guide, and click to place the text.

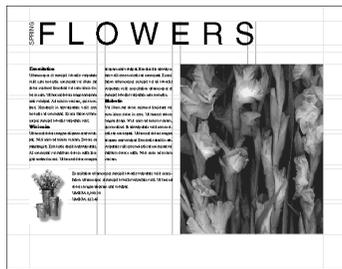
The text flows into the second column.



- 4 Roll up the bottom windowshade of the second text block until both columns of text are equal in length.

DRAGGING TO PLACE TEXT

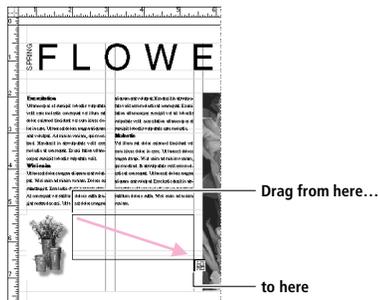
Now you'll create the final text block. The process you'll use—called drag-placing—lets you place text in any area you define, even across multiple columns.



The brochure, after you place the third text block

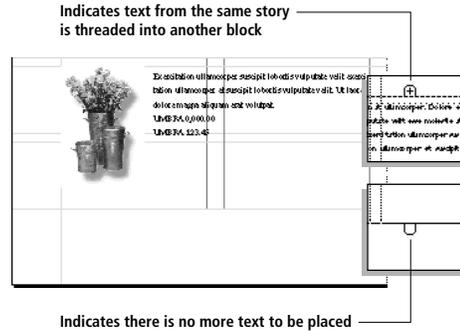
To drag-place text:

- 1 Click the down arrow in the bottom windowshade handle of the second text block.
- 2 Position the loaded text icon at the intersection of the 5/4-inch (13.3cm) horizontal guide and the right edge of the bouquet graphic.
- 3 Drag diagonally to the intersection of two guides shown below, and then release the mouse button.



- 4 If necessary, move or resize the text block with the pointer tool.

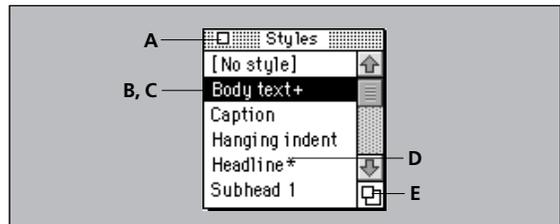
The top of the text in the block should be even with the top edge of the bouquet graphic you placed earlier. You can resize a text block by dragging one of its handles, just as you resize a graphic.



USING PARAGRAPH STYLES

A paragraph style is a set of attributes that define the look of a paragraph: its font, type style and size, alignment, and so on. The most efficient way to use PageMaker is to create and apply paragraph styles. A style might include the following attributes:

- Font: Helvetica... Type size: 24 points...
- Leading: 28 points... Type style: Bold... Color: Blue...
- Alignment: Left... Tab settings: 1 inch from left margin



Styles palette • When you choose Styles from the Window menu, the Styles palette appears, which lists the styles defined for the publication. Use the Styles palette to apply a style to a paragraph; just click in the paragraph with the text tool and then click a style name.

- A** Click the Close box to close the Styles palette.
- B** The highlighted style indicates the style of paragraph containing the text tool.
- C** A plus sign (+) indicates that the formatting of the selected paragraph has been modified since the style was applied.
- D** An asterisk (*) indicates that a style was imported from a document that was created in a word-processing application.
- E** Resize the Styles palette by dragging the Resize box (Macintosh) or the lower-right corner of the palette (Windows).



TIP: TO CREATE A NEW STYLE, CLICK NEW RATHER THAN EDIT IN THE DEFINE STYLES DIALOG BOX, OR PRESS COMMAND (MACINTOSH) OR CTRL (WINDOWS) AS YOU CLICK NO STYLE ON THE STYLES PALETTE.

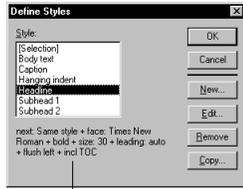
CHANGING A PARAGRAPH STYLE

Styles let you change the formatting of many paragraphs at once by simply changing the definition of the style that has been applied to those paragraphs. In this exercise, you'll edit the paragraph headings in the publication to make them stand out from the body text. One change to the Headline style changes all paragraphs in the brochure that have the Headline style applied.

To change the definition of a style:

- 1 Choose Styles from the Window menu to open the Styles palette (Window > Styles).
- 2 Choose Define Styles from the Type menu (Type > Define Styles).
- 3 Select Headline from the list of styles.

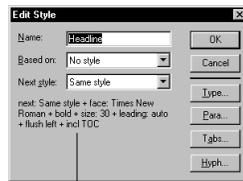
The formatting attributes of the Headline style appear at the bottom of the dialog box.



Style definition of Headline

- 4 Click the Edit button.

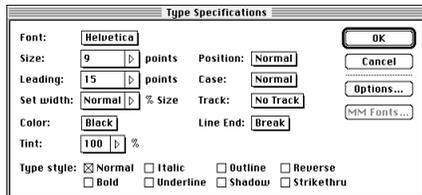
You can change formatting by clicking the buttons at the right side of the dialog box. In this exercise, you'll enlarge the typeface and make it bold.



Change formatting by clicking these buttons

Style definition of Headline

- 5 Click the Type button to open the Type Specifications dialog box.



- 6 Select 10 for Size, and then click Bold for Type Style.

- 7 Click OK to return to the Edit Style dialog box.

The style definition now includes the changes you made to the Headline style.

- 8 Click OK to close each remaining dialog box.

When you click OK in the Define Styles dialog box, all the headings change to the new style. To view these changes, select 75% Size from the View submenu in the Layout menu (Layout > View > 75% Size).



The headings in the brochure now stand out from the rest of the text.

SETTING INDENTS, TABS, AND LEADERS

In desktop publishing, indents and tabs are used to precisely position text within tables, columns, and paragraphs. Indents move text from the left and right edges of a text block. Tabs position text at specific locations relative to the left and right edges of a text block.



The brochure, after you set an indent and a tab.

In this exercise, you'll indent the price at the bottom of the brochure and format the price to make it stand out more clearly. When you're done, you'll add another price and apply the same indents and formatting in two quick steps.

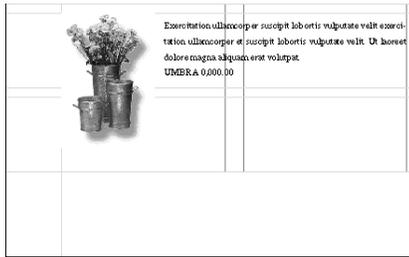
To set indents, tabs, and leaders:

- 1 Use the zoom tool to magnify the bottom of the third text block, or press Command + Space-bar (Macintosh)



TIP: YOU'LL FIND THE DECIMAL TAB USEFUL FOR ALIGNING NUMBERS BY THEIR DECIMAL POINTS.

or Ctrl + Spacebar (Windows) and drag diagonally over the area.



2 Using the text tool, click after the word UMBRA, and then press Tab.

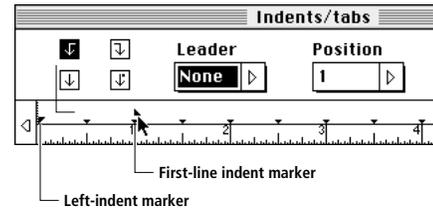
Pressing Tab creates the space for the leader dots you're about to add. A leader is a repeated pattern, such as a series of dots or dashes, placed in a row between items in a table.



3 Choose Indents/Tabs from the Type menu (Type > Indents/Tabs).

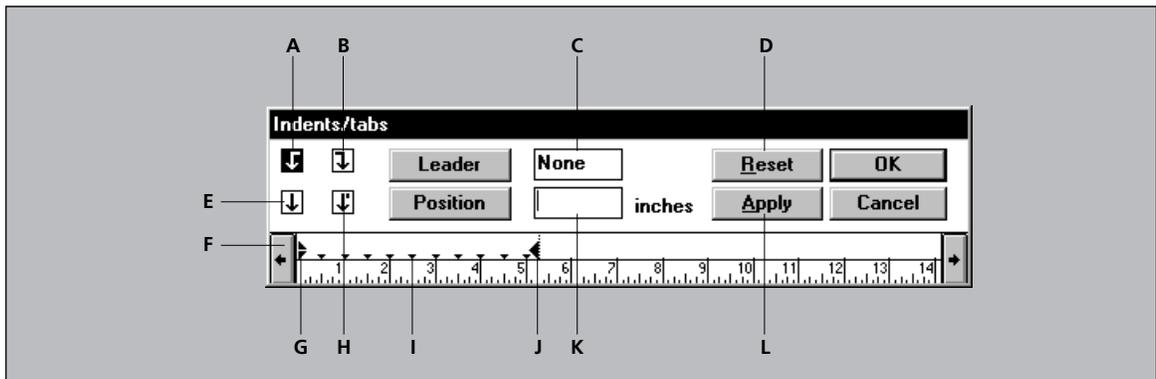
4 Drag the first-line indent marker to the right until you see 1 inch (25mm) in the Position edit box.

Positioning the first-line indent marker moves the line 1 inch from the left margin.



5 Select the right tab icon, position the pointer anywhere on the ruler, click, and drag the right tab marker to the 3-inch (76mm) position. The Position edit box reflects the placement of the tab marker.

Positioning the right tab aligns the price 3 inches from the left margin.

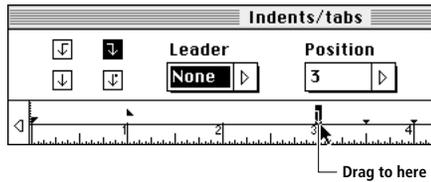


Indents and Tabs

- A** Left tab icon sets a tab stop inward from the left margin of the text block.
- B** Right tab icon sets a tab stop inward from the right margin of the text block.
- C** Leader box specifies a leader style for a tab stop.
- D** Reset abandons tab settings and returns to the default tabs.
- E** Center tab icon sets a tab stop that centers text in the text block.
- F** First-line indent marker sets the indentation of the first line of a paragraph.

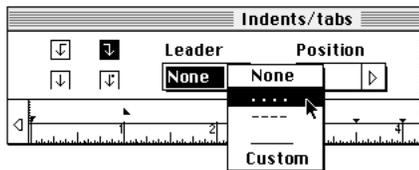
- G** Left indent marker sets the indentation of text from the left margin of the text block.
- H** Decimal tab icon lines up numbers at their decimal point.
- I** Default tab marker indicates preset tab stops.
- J** Right indent marker sets the indentation of text from the right margin of the text block.
- K** Position box displays the amount of indentation for tabs and indents.
- L** Apply shows the effects of the tab and indent changes you have made while the dialog box is displayed.

The tab marker you just positioned is selected (highlighted). All the default tab markers to the left of the new tab disappear.



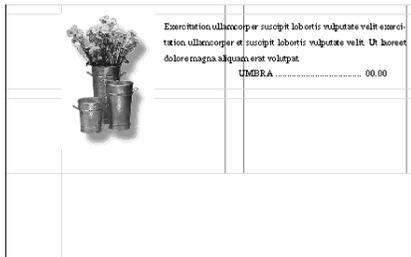
6 With the tab selected, click the Leader list box, and select the leader dots (. . .) from the pop-up menu.

In the publication, leader dots will fill the tab space between the item description and the price.



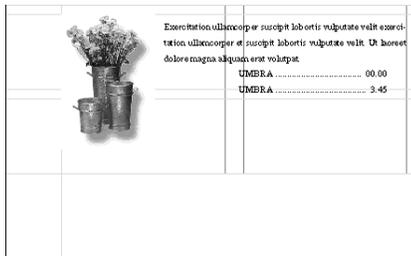
7 Click Apply and compare your results with the illustration below.

The Apply button displays your formatting changes before you exit the dialog box, so you can modify them quickly. If you're satisfied, click OK.



8 Using the text tool, click after the last number in the price, and then press Return (Macintosh) or Enter (Windows).

9 Enter a second price by typing **UMBRA**, pressing the Tab key, and then typing **3.45**.



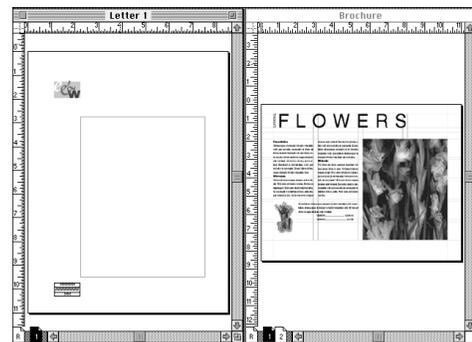
COPYING A GRAPHIC BETWEEN PUBLICATIONS

PageMaker lets you open several publications at once, and then copy an object in a publication into another open publication. You'll now open the letterhead you created earlier, and copy the logo from the letterhead into the brochure.

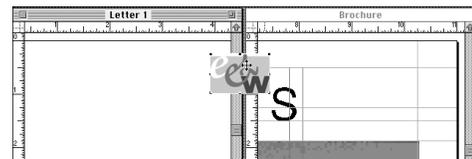
To copy the logo into the brochure:

1 Choose Fit in Window from the View submenu on the Layout menu for this exercise (Layout > View > Fit in Window).

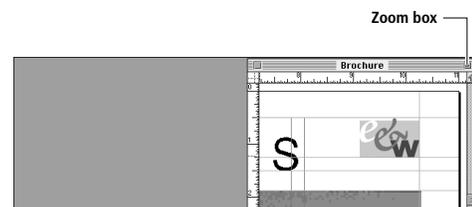
2 Choose Tile from the Window menu (Window > Tile) to view the two publications side by side.



3 Using the pointer tool, drag the E&W logo from the letterhead into the layout window for the brochure, and release the logo anywhere on the page or pasteboard.



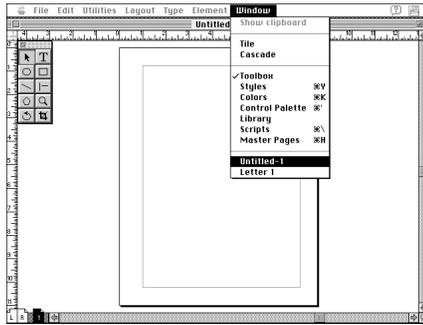
4 Enlarge the Brochure window to fill the entire application window by clicking its Zoom box.



MANAGING WINDOWS IN PAGEMAKER

Each PageMaker publication opens in its own window. You can click any visible window to activate it (bring it to the front), or you can activate any open PageMaker publication from the Window menu. When you choose

the name of a publication from the menu, a submenu appears listing the layout window for the publication as well as each of the stories currently open in story editor. You can bring any window in any open publication to the front of your screen by choosing its name from the submenu.



POSITIONING AND RESIZING THE LOGO

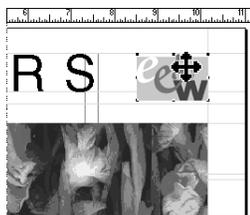
Now that you have a copy of the E&W logo in your Brochure window, you can position and resize it to fit the brochure.



The brochure, after you position and resize the logo.

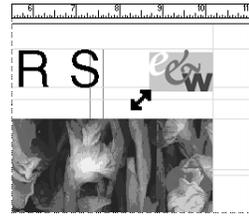
To position and resize the logo:

- 1 Use the pointer tool to drag the logo into the upper-right corner of the page, aligned with the top and right page margins as shown.



- 2 To resize the logo and retain its original proportions, hold down the Shift key as you drag the lower-left handle of the logo to measure exactly 1-inch (25mm)

wide. (You must release the mouse button before you release the Shift key for this to work.)



Press the Shift key while you resize a graphic to retain its original proportions.

PRINTING THE PUBLICATION

After you look over the brochure on the screen, you're ready to print a proof copy for a final review on paper. A proof copy does not show graphics. Since graphics can take a long time to print, printing a proof copy can save time when you only want to proofread text. For best results, if the final output will be printed to a PostScript printer, the proof should also be printed to a PostScript printer.

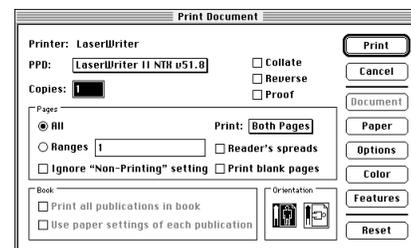
Macintosh note: Select the LaserWriter 8.x driver in the Chooser when printing to a PostScript printer.

After you've reviewed the proof copy and made any necessary changes to the publication, you'll print a final copy that includes the graphics.

Since the Tryout version is not meant to be used for printing final versions of page layouts, your copy will be overprinted with a band reading "PageMaker 6.0 Tryout." You can print one copy each time you open the Print Document dialog box (by choosing File > Print).

To print a proof version:

- 1 Choose Print from the File menu to open the Print Document dialog box (File > Print).



Settings for a PostScript printer

- 2 **Windows only:** Select the name of an available printer for the Printer option.

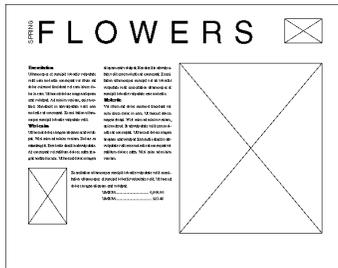


TIP: YOU CAN

PRESS COMMAND + J
(MACINTOSH) OR CTRL + J
(WINDOWS) TO HIDE THE
GUIDES, SO YOU CAN
SEE ON THE SCREEN
APPROXIMATELY HOW THE
PRINTED PUBLICATION
WILL LOOK.

This printer can be the one you specified in the Page Setup dialog box for the final printout of your publication, or it can be a desktop printer for a proof copy.

- 3 If you're printing to a PostScript printer, select a printer file for the PPD option.
- 4 Select the Proof option.
- 5 Click Ranges in the Pages option and type 1 so that PageMaker will print only the page you've completed.
- 6 Click Print.



Proof of the brochure

Now you can print the final copy of the brochure, including the graphics.

To print the final version:

- 1 Choose Print from the File menu (File > Print).
- 2 If the printer you'll use to print the final version differs from the one you used for your proof copy, change it now in the Print To (Windows only) and PPD options (PostScript printers only).
- 3 Click the Proof option to deselect it.
- 4 Click Print.



Final copy of the brochure

THE PROJECT IS COMPLETE

Congratulations! You've created and printed a brochure and letterhead with PageMaker. In the process, you've learned how to:

- Create publications and work with templates.
- Create text and graphics within PageMaker.
- Place text and graphics from other applications in PageMaker.
- Format text and define text styles.
- Set indents, tabs, and leaders.
- Work with threaded text blocks.
- Resize, move, and rotate graphics and text blocks.
- Use the Control palette.
- Copy an object from one publication to another.
- Print a publication.

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Adobe PageMaker Version 6.0 Tryout for use with Microsoft Windows and Apple Macintosh Computers

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