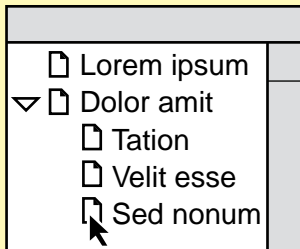


ALDUS PAGEMAKER®

How to read this document

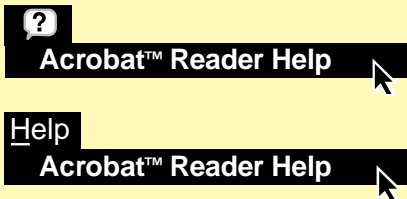
Go to a chapter or topic.



Adjust the view.



Get more
help.



Tip: Print the Index to locate topics.

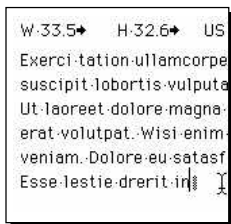
Welcome to PageMaker 5.0

Aldus PageMaker 5.0 is the only program you'll ever need to produce professional printed materials. With a built-in word processor and sophisticated tools for manipulating text and graphics, PageMaker is *the* comprehensive desktop-publishing program for creating high-quality publications.

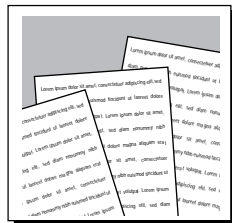
The basic concepts

The idea behind desktop publishing is simple: you can take text and graphics created on a computer and combine them into a single publication that you can format and print. Your result is professional-quality pages.

The exercises in this book give you a quick overview of creating publications in PageMaker. Experiment freely with the tools and techniques presented here. Don't worry about making mistakes; you can always begin an exercise again. Above all, have fun exploring PageMaker.



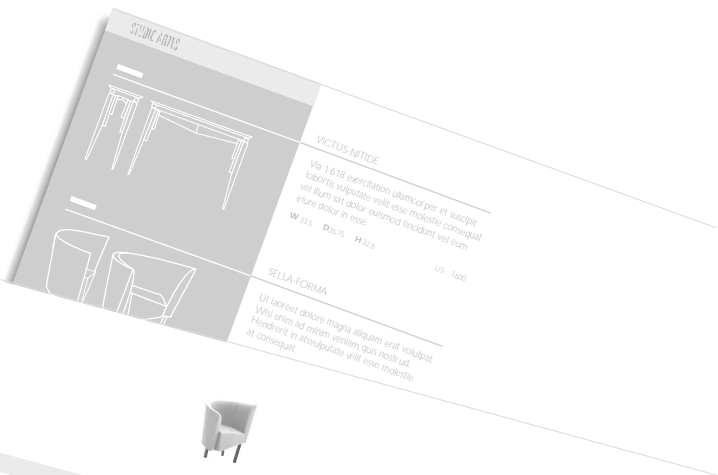
You can create text within PageMaker...



...or pull it in from other applications.

| | A | B |
|----|--------|--------|
| 1 | Lorem | Ipsum |
| 2 | 872.50 | 873.00 |
| 3 | 357.00 | 125.62 |
| 4 | 658.32 | 943.00 |
| 5 | 981.00 | 250.00 |
| 6 | 125.62 | 872.50 |
| 7 | 357.00 | 125.62 |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |

Text and graphics combine to make a striking, professional publication.



2 VI ERODUNT G

6 STYLUS-A-SILE

| | | |
|--------|--------|-------|
| VICTUS | NITIDE | |
| SELLA | FORMA | A4736 |
| | SOLARI | A3266 |
| | NOVUS | A3266 |

8 STYLUS-5-MAGNO-IMP

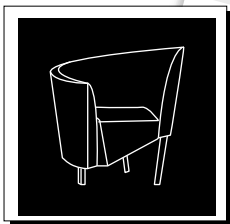
| | | |
|--------|--------|--|
| VICTUS | FIGURA | |
| | FIGURA | |
| | FORMA | |
| | SOLARI | |
| | NOVUS | |

12 STYLUS-8-PROFUNDUS

| | | |
|--------|--------|-------|
| SELLA | FIGURA | |
| CUBARE | FORMA | D3335 |
| | SOLARI | D5236 |
| | NOVUS | D5246 |
| | | D3236 |



Contenus



PageMaker accommodates all kinds of graphic images, from simple line drawings...



...to detailed illustrations...



...and scanned images.

About the Trial Version

This Trial Version demonstrates the power of PageMaker 5.0. You'll see enough of the retail version features to give you a good idea of how PageMaker works. However, because the Trial Version is for demonstration purposes only, there are significant limitations to its use.

The following table details the differences between the Trial Version and the retail version of PageMaker 5.0.

| PageMaker feature | Trial Version | Retail version |
|--------------------------|---|--|
| Printing | Publications can be printed only once; each printed page contains print banner | Fully functional |
| Publication size | Limited to 10 pages, 3 publications in a book | Single publications can contain up to 999 pages; no limit on booked publications |
| General | Unique icon and startup screen; Installation does not modify the "Autoexec.bat" file (Windows); nothing installed in Aldus folder (Macintosh) or Aldus directory (Windows); files created in Trial Version cannot be opened in the retail version | Fully functional |
| Templates, Tutorial | None | Full set of publication templates and complete, hands-on tutorial |
| Documentation | Trial Version booklet, new-feature sheet | <i>Getting Started, User Manual, Aldus Additions, Commercial Printing Guide, ReadMe files</i> |
| Aldus Additions | Limited number of Additions | Full set of Additions with complete documentation; additional, installable Additions available |
| Help files | Full Help files | Full Help files |
| Color | No color or custom-color libraries | Fully functional color and custom-color libraries |
| Spelling dictionaries | U.S.- and U.K.-based dictionaries included, specific to Trial Version | Several dictionaries and multilingual spell checking possible |
| Filters | Limited number of filters | Full set of import and export filters |

Running the Trial Version on the Macintosh

Before you install the Trial Version, make sure your system meets these minimum requirements:

- Macintosh II series, SE/30, or Quadra computer with 4 megabytes RAM (random-access memory) running Apple System 6.0.7 (or later) and Apple Finder 6.1.7 (or later).
- At least 7 megabytes available hard-drive space.

If you have a **Power Macintosh** system, your minimum memory requirements are as follows:

- 5.5 megabytes free RAM.
- At least 13 megabytes available hard-drive space.

Set up the Trial Version as follows:

1. **Start your computer and insert the Trial Version Disk 1 or CD.**
2. **Double-click the Aldus Installer/Utility icon.**
3. **Follow the instructions in the “Aldus Installer Main Window.”**

Aldus Installer/Utility icon



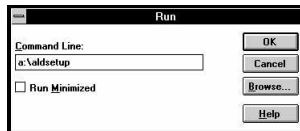
Running the Trial Version in Microsoft Windows

Before you install the Trial Version, make sure your system meets these minimum requirements:

- PC system running DOS 3.3 (or later) with a 80386 (or higher) processor; 4 megabytes RAM (random-access memory).
- At least 7 megabytes available hard-drive space.
- Microsoft Windows 3.1 (or later) running in standard or enhanced mode.
- VGA (or higher) resolution video card and monitor.

Set up the Trial Version as follows:

1. Start your computer and Windows (type *win* at the DOS prompt). Insert Disk 1 in the floppy drive (which we refer to as drive A:).
2. Choose "Run" from the Program Manager File menu. Type *a:\aldsetup*, and then choose "OK."



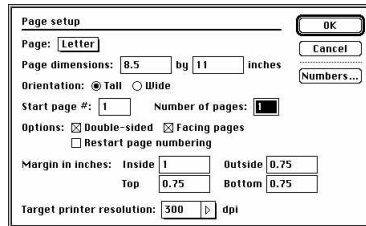
3. Follow the instructions in the Aldus Setup Main Window.

Once you have the Trial Version up and running, you're ready to create a publication.

Creating a new publication

Start PageMaker and create a new PageMaker publication now, so you can experiment with the concepts in this section for yourself.

1. Start the Trial Version by double-clicking on the PageMaker 5.0 icon. Choose “New...” from the File menu.



PageMaker opens the “Page setup” dialog box, where you specify page and printing options for your publication. You can accept the default settings or you can practice selecting your own.

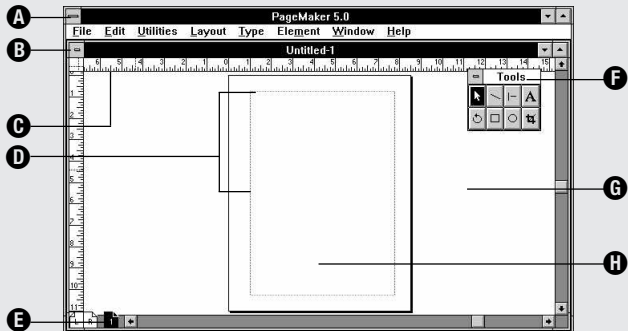
2. Select a page size from the “Page” drop-down list.
3. Select an orientation for the page.
4. In the “Number of pages” edit field, type 4.
5. Click “OK” when you finish selecting the options you want.

Exploring the PageMaker window

When you create a publication, PageMaker opens a publication window, which contains an empty page centered on the pasteboard. The page and pasteboard, where you lay out text and graphics, are similar to the work space artists use in traditional paste-up methods.

The PageMaker window

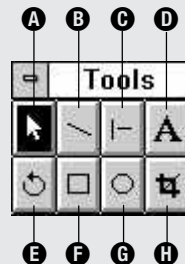
- A The PageMaker window displays all open publications.
- B Each open publication appears in its own publication window.
- C Rulers help you align text and graphics on the page.
- D Margins appear as dotted or pink lines.
- E Page icons show the master pages and the number of pages in the publication. The open page is highlighted.
- F The toolbox displays tools you can select to create and edit objects.
- G The pasteboard stores items for later use. Items on the pasteboard are visible from any page but do not print.
- H The publication page is at the center of the pasteboard.



The toolbox

The icons in the toolbox represent the tools you use in PageMaker. If the toolbox restricts your view of your work, you can move it by dragging its title bar.

- A** Use the pointer tool to select, move, and resize text blocks and graphics.
- B** Use the line tool to draw straight lines.
- C** Use the constrained-line tool to draw straight lines at multiples of 45 degrees.
- D** Use the text tool to type, select, and edit text.
- E** Use the rotating tool to rotate selected text blocks and graphics.
- F** Use the rectangle tool to draw squares and rectangles.
- G** Use the ellipse tool to draw circles and ellipses.
- H** Use the cropping tool to trim graphics.



Working with objects on the page

Both text and graphics are *objects* in PageMaker. You can create them with tools from the toolbox, or place them into a PageMaker publication from other programs. Once they're in PageMaker, you can move or resize them, or combine text and graphics to create visual appeal.

This section describes how you work with graphic objects. Blocks of text (called *text blocks*) can also be manipulated as objects. For information on working with text blocks, see “Working with text” on page 19.

Drawing an object

You can use the drawing tools in the PageMaker toolbox to create simple objects, such as boxes and circles, for use as graphics. Then you can assign line widths and fills to those objects.

1. **Select a drawing tool from the toolbox.**
2. **Click and hold the crossbar (+) on the page, and then drag it to create an object.**

When you release the mouse button, the object you just created is selected. An object is selected if it has square “handles” around it. You must select an object before you can change its shape, size, or line-and-fill attributes. To select an object that is deselected, first select the pointer tool, then click anywhere on the object.



Line tool



Constrained-line tool

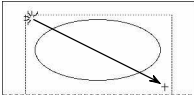


Rectangle tool

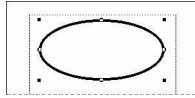


Ellipse tool

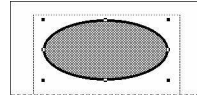
3. Choose a line attribute from the “Line” submenu on the Element menu.
4. If you created a rectangle or ellipse, choose a fill attribute from the “Fill” submenu on the Element menu.



We selected the ellipse tool and dragged the crossbar diagonally to create an ellipse.



We chose “4pt” from the “Line” submenu. (Square handles around the object indicate that it is selected.)



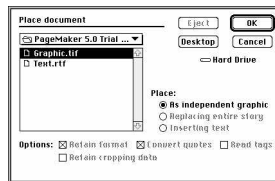
We chose “30%” from the “Fill” menu.

Importing an object

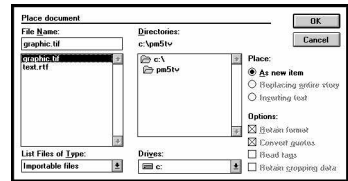
You can use PageMaker’s tools to create text and graphics, or you can import them from outside PageMaker.

In the following example, you’ll use the “Place...” command on the File menu to import an object from another application, and place it on the page. Then you’ll move and resize the object.

1. If it is not selected already, select the pointer tool from the toolbox.
2. Choose “Place...” from the File menu.

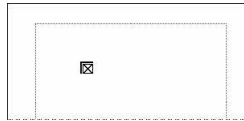


Macintosh

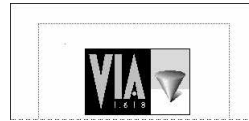


Windows

3. In the list box, click to select the PageMaker 5.0 Trial Version folder (Macintosh) or the PM5TV directory (Windows). If you've installed the Trial Version in a different location, go to that location to select the files.
4. Double-click the filename "Graphic.tif" to select it.
5. Position the cursor anywhere on the page, and click to place the object.



A loaded icon appears, indicating that you have imported a graphic.

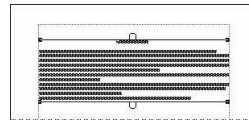


Clicking on the page places the graphic.

Now try importing text. Follow the steps above, but import the file "Text.rtf."



This time, the loaded icon indicates that you have imported a text file.



Clicking on the page places the block of text.

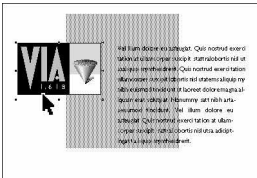
When you import text, it may appear as gray lines (called *greeked* text), depending on the size of the text and the view magnification of your page. PageMaker uses greeked text to speed the display of text on the screen in reduced views of the page. The real words and letters are readable in a larger view.

Selecting an object

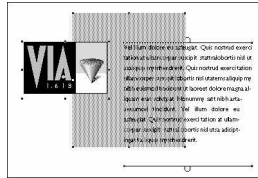
Use the pointer tool to select objects in PageMaker. You can select a single object, or you can select multiple objects and modify them all at the same time.

When objects overlap, you can select them through the stack. Or you can move one or more objects to the front or back of the stack.

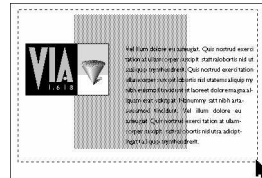
Selecting and rearranging objects



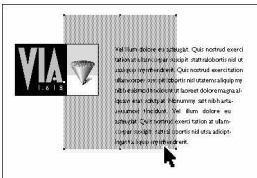
Click on an object with the pointer tool to select it.



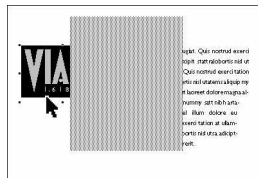
Hold down the Shift key as you click to select multiple objects.



Drag the pointer tool around multiple objects to select all of them.



Choose "Bring to front" or "Send to back" from the Element menu to move a selected object to the front or back of the stack, respectively.



Press Command (Macintosh) or Ctrl (Windows) as you click objects behind other objects with the pointer tool. You'll see handles appear on a selected object.



Click in an empty area of the page or pasteboard to deselect objects.

Moving and resizing an object

To create effective publications you need to be able to position elements precisely. You can move all PageMaker objects, including text and graphics you create in PageMaker and imported text and graphics, by dragging them. Try it yourself.

1. Select the pointer tool from the toolbox.
2. Click anywhere on an object to select it (to select a drawn object that has no fill, click on the outline).
3. To move the object, position the pointer on the object (but not on a handle). Hold down the mouse button until you see a four-way arrow, and then drag the object to a new position.



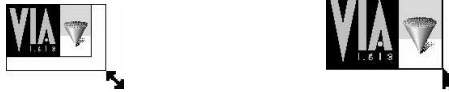
Holding the mouse button and dragging an object.



Quickly dragging the outline of an object.

4. To resize the object, position the pointer over any square handle, hold down the mouse button until you see a two-way arrow, and then drag.

When you resize an object, the shape of the object changes relative to the side or corner handle you select. Resize an object proportionally by holding down the Shift key as you drag. You must release the mouse button before you release the Shift key for this to work.



Hold down the Shift key and the mouse button as you drag to resize an object proportionally.

In addition to moving and resizing objects manually, you can enter precise measurements for the placement of elements on your pages using the Control palette.

Manipulating an object using the Control palette

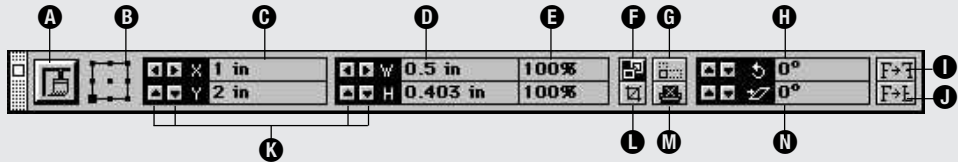
The Control palette offers an alternative to manipulating an object manually. Because you can enter exact values, the Control palette lets you work with graphics and text blocks precisely, and you can make several changes without switching to the toolbox or choosing commands.

If you prefer to manipulate an object manually, the Control palette can still help you work precisely: when visible, it provides immediate feedback about the object you're modifying, such as the object's exact position and size. Experiment with the Control palette now.

- 1. Use the pointer tool to select an object on the publication page (such as the object you manipulated in the previous section).**
- 2. Choose "Control Palette" from the Window menu.**

The Control palette appears, displaying information about the object you selected.

The Control palette with an object selected



- | | | |
|---|--------------------------------|-------------------------------------|
| A Apply button | E Percent-scaling option | J Vertical-reflecting button |
| B Proxy | F Scaling option | K Nudge buttons |
| C Position option ("X" and "Y" coordinates) | G Proportional-scaling option | L Cropping option |
| D Sizing option (width and height) | H Rotating option | M Printer-resolution-scaling option |
| | I Horizontal-reflecting button | N Skewing option |

Tip

You can also use the Control palette to change a value in small increments by clicking a *nudge button*. And you can change values arithmetically using the + (plus), - (minus), *(times), and / (divided by) keys. For example, to double an object's height arithmetically, click an insertion point in the existing value of the option and type *2.

3. Change the horizontal position of the selected object by typing a new number in the "X" edit box.
4. Change the height of the selected object by typing a new number in the "H" edit box.

Before moving on, you may want to experiment with other functions on the Control palette, such as rotating, skewing, and reflecting the graphic.

Working with text


You can type text directly in PageMaker or import it from another program. Once text is in PageMaker, you can work with it in two ways: by editing and formatting characters and paragraphs, and by manipulating blocks of text on the page.

The options available when you work with text depend on the tool you use. When you use the text tool, you can type, edit, and format text. When you use the pointer tool, you can manipulate text blocks as objects much as you would a graphic; for example, select, move, and resize it.

Typing text

You insert text in PageMaker the way you would in a word-processing program: with the text tool selected, click the insertion point where you want to begin, and then type. When you type text, it may appear as greeked text, depending on the size of the text and the view magnification of your page.

1. Select the text tool from the toolbox.

The text tool turns into an I-beam () when you move it onto the page.

2. **Click the I-beam where you want to insert text on the page, and then begin typing.**

To see the actual letters and words that you type, increase your view from “Fit in Window” by choosing a view greater than “Actual size” from the “View” submenu of the Layout menu.

Type whatever you want; content is not important here. However, it is important to understand that text you create becomes part of a *story* in PageMaker. A story is a collection of text that PageMaker recognizes as a single unit for editing purposes. A story can comprise numerous linked or threaded text blocks, or it can be just one text block.

3. **To view the boundaries of the text block you just created, select the pointer tool and click anywhere on the text.**

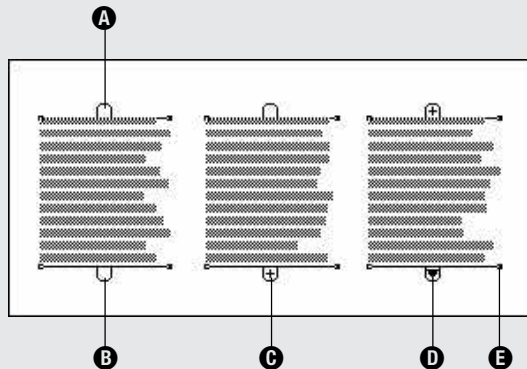
Understanding text blocks

As you just saw, text is contained in text blocks. When you click text with the pointer tool, you can see the text block. A text block, like a graphic, is an object that you can move, resize, and connect to or separate from other text blocks while keeping the flow of text (the story) intact from text block to text block.

Identifying parts of a text block

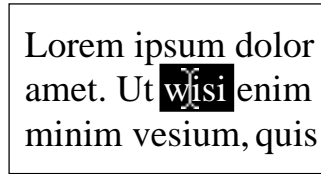
The borders of a text block are defined across the top and bottom by windowshades with loops, called windowshade handles, and by solid square handles at the four corners of the text block.

- A An empty windowshade handle at the top of a block indicates the beginning of a story.
- B An empty windowshade at the bottom of a block indicates the end of a story.
- C A plus sign in the windowshade handle indicates that text from the same story is contained in another text block.
- D A down arrow in the windowshade handle indicates that there is more text to be placed on the page.
- E A corner handle is the point where you drag to resize a text block.

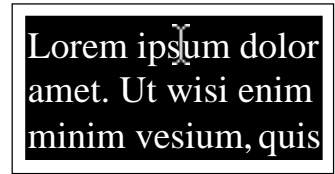


Selecting text with the text tool

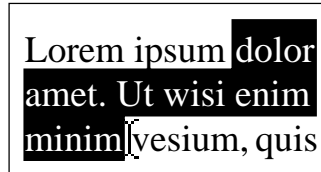
You can use the text tool to select text in several different ways:



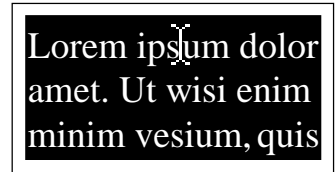
Double-click to select a word.



Triple-click to select an entire paragraph.



Drag the I-beam to select a range of text.



Click in a text block and choose "Select all" from the Edit menu to select all the text in that story.

To deselect text, click anywhere outside the selected area, or select any tool in the toolbox.

Note: If you choose "Select all" from the "Edit" menu with the pointer tool selected (instead of the text tool), PageMaker selects all the objects—text blocks and graphics—on the visible pages and the pasteboard.

Editing text

You can edit text in PageMaker in two ways: on the page in layout view or as a story in story editor, PageMaker's built-in word processor.

In layout view, you select and edit text with the text tool. This is useful when you need to see how the revisions look on the page with the graphics, or when you're making only a few changes to the text.

In story editor, you work only on the text, not the layout, so revising text is fast and easy. Working in story editor is a convenient way to type or edit lengthy blocks of text. You can apply formatting to text in story editor, but you won't see most of the formatting until you return to layout view. You can also use story editor to find and change text, check spelling, and create and edit an index or table of contents.

To work in story editor, click in a story with the text tool or the pointer tool, and then choose "Edit story" from the Edit menu. When you're finished working in the story editor, choose "Close story" from the Story menu to return to layout view.

You can assign attributes to text using the Control palette options, whether you're in story editor or are using the text tool in layout view.

Tip

In layout view, you can click in a text block with the text tool or the pointer tool, and then press Command + E (Macintosh) or Ctrl + E (Windows) to open story editor. You can also open story editor to a particular point in a story by clicking an insertion point with the text tool and pressing Command + E (Macintosh) or Ctrl + E (Windows), or by triple-clicking on a text block using the pointer tool.

If you position the I-beam in a specific paragraph in story editor and press Command + E (Macintosh) or Ctrl + E (Windows), you'll return to the page containing that paragraph in layout view.

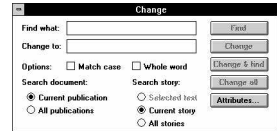
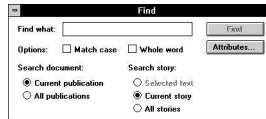


You can edit text in layout view or story editor.

Finding and changing text in story editor

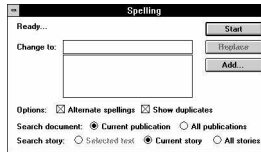
In story editor, use the “Find...” command on the Utilities menu to find words and phrases; text formats, such as fonts or styles; or special characters, such as tabs and index markers. You can also find text formats and special characters in the current story, in every story in the publication, or in every story in all open publications.

Use the “Change...” command on the Utilities menu to substitute text for specific occurrences of a word or phrase in a story, a publication, or all open publications. You can make the changes on a case-by-case basis, or you can have PageMaker make the changes automatically.



Checking your spelling in story editor

Use the “Spelling...” command on the Utilities menu to check for spelling errors in a story, a publication, or all open publications. PageMaker’s spelling checker proposes alternate spellings for words not found in the program’s dictionary.



Getting around in PageMaker

PageMaker lets you view your pages at several magnifications. You can also specify a particular area of the page to view and increase or decrease its magnification at the same time. In this section, we'll show you these techniques, plus how to move quickly from one page to another in your publication. If you're still in story view, choose "Close story" from the Story menu to return to layout view.

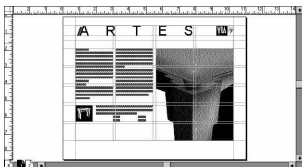
Moving around the page and pasteboard

As you work in PageMaker, you'll often change your view of the page, from a close-up view of a single graphic to a bird's-eye view of the entire page.

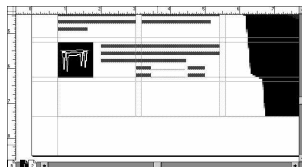
You can change your view of the page several ways in PageMaker. You can:

- choose commands from the "View" submenu on the Layout menu.
- use the keyboard combinations listed next to those menu commands.
- use the right mouse button to zoom into and out of a particular area (Windows only).
- specify a custom view area with the mouse.

The “View” commands on the Layout menu center selected objects in the publication window. PageMaker has several preset page views. The one you choose depends on the amount of detail you need.



When you need to check the overall composition of your page, use “Fit in window” view.

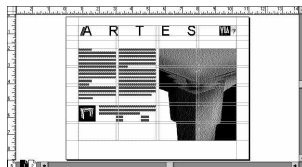


When you need to zoom in on details, use “Actual size” view.



When precision is imperative, use “200% size” view, or “400% size” view.

Clicking the right mouse button switches between “Fit in window” and “Actual size” (Windows only).



Tips

To switch quickly between “Actual size” and “200% size,” press Command + Option + Shift as you click the mouse button (Macintosh), or hold down the Shift key as you click the right mouse button (Windows).

Position the pointer where you want to zoom in, and click the right mouse button. Your view zooms into the exact location you clicked. To return to “Fit in window” view, click the right mouse button again.

You can use the mouse to select your own view of a specific area of the page: press Command + spacebar (Macintosh) or Ctrl + spacebar (Windows) and drag diagonally over an area of the page to magnify. Press Command + Option + spacebar (Macintosh) or Ctrl + Alt + spacebar (Windows) to reduce the page.

Moving between pages

You can easily move from one page to another when you're working on a publication with multiple pages. You can go directly to a specific page, thumb through pages in sequential order, and quickly add or delete pages.

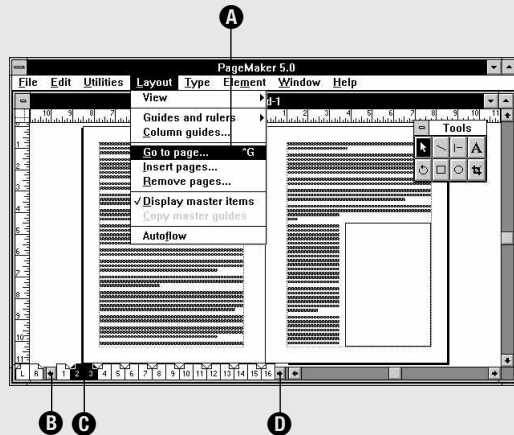
Moving through a publication with multiple pages

- A Choose this command to move to a specific page.
- B Click this arrow to see page icons for lower-numbered pages.
- C Click a page icon to go to that page.
- D Click this arrow to see page icons for higher-numbered pages.

Press Command + Shift + tab (Macintosh) or F11 (Windows) to go to the previous page.

Press Command + tab (Macintosh) or F12 (Windows) to go to the next page.

If you press Shift and choose "Go to page..." from the Layout menu, PageMaker will start at page 1 and move sequentially through the publication until you click the mouse or press Esc.



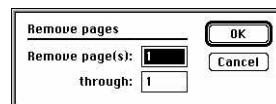
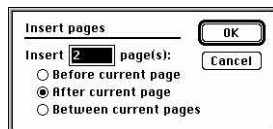
Adding and removing pages

When you create a new publication, you will use the “Page setup” dialog box to specify the number of pages you want. You can also use this dialog box to add or remove pages at the end of a publication. To view the “Page setup” dialog box, choose “Page setup...” from the File menu. Enter the number of pages in the “Number of pages” edit box.

You may also want to add or remove pages in the middle of an existing publication. The “Add pages...” and “Remove pages...” commands on the Layout menu let you adjust the number of pages at any point in a publication.

To add pages, go to the location in a publication where you want to insert pages, and choose “Insert pages...” from the Layout menu. Type the number of pages you want to add, select a location for the new pages, and click “OK.”

To remove pages, choose “Remove pages...” from the Layout menu. Type the page range you want to remove, and click “OK.”



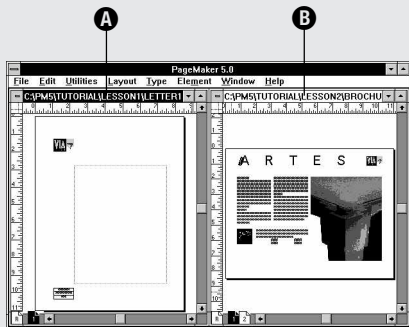
Working in multiple open publications

PageMaker 5.0 lets you have several publications open at the same time, so it's easy to move or copy graphics and text from one publication to another. In addition, having multiple publications open lets you check the spelling, search for and replace text and formatting, and compare page designs in all open publications at once. (The number of publications you can open simultaneously is limited only by your computer's available RAM and system resources.)

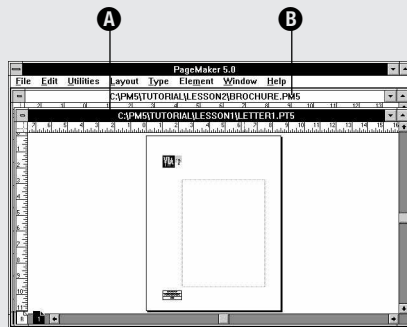
Each publication opens in its own window. To activate a window (bring it to the front), you can click any visible area of that window, or you can choose an open publication from the list in the Window menu.

Two commands on the Window menu ("Tile" and "Cascade") help you arrange publication windows on the screen so you can see them easily. In PageMaker 5.0 for Windows, these commands work in a similar way to their counterparts in the Program Manager.

Arranging open windows



Choose "Tile" from the Window menu to place windows next to each other. The number of open windows determines how PageMaker tiles them.



Choose "Cascade" from the Window menu to stack and overlap windows so their title bars are visible.

- A Active publication window
- B Inactive publication window

Correcting mistakes

PageMaker provides two ways to correct mistakes, so you can experiment with confidence. You can use the “Undo” or “Revert” commands.

PageMaker remembers your last action and lets you reverse the action by choosing “Undo” from the Edit menu. Because this command can only reverse your most recent action, you must choose “Undo” before performing any other action. If you accidentally click anywhere on the pasteboard, you won’t be able to undo your action as intended.

Note: The “Undo” command cannot reverse all actions. For example, it cannot reverse changes made using the “Styles” and “Colors” palettes, most commands on the File menu, or the commands on the Type menu. The “Undo” command can, however, reverse text edits, moving or resizing a selected text block or graphic, and more.

Use the “Revert” command to abandon all changes and display the most recently saved version of your publication or template.

The “Revert” command, used with the Shift key, can also restore your last “mini-saved” version, a version of the file that PageMaker saves automatically whenever you move to a different page, insert or delete a page, change the page setup, print, or copy. To restore a mini-saved version of your publication, hold down the Shift key as you choose “Revert.”

Saving your work

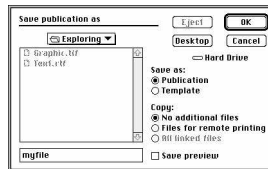
As you work in PageMaker, your publications are temporarily stored in the computer's memory. To avoid losing your work in the case of an unexpected power failure or system crash, you should save it frequently on your hard drive.

We strongly recommend saving to the hard drive at least every 15 minutes. That way, if there's a power failure or a computer problem, you won't lose more than 15 minutes worth of work. It's also a good idea to make backup copies on other disks by copying the file from your hard drive.

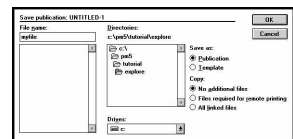
Note: We recommend that you work only from your hard drive or network, not directly from a floppy disk. Working from a hard drive or network generally increases the speed of PageMaker operations and ensures that there is enough disk space to work safely.

Saving files in PageMaker is similar to saving files in other programs.

1. Choose "Save" from the File menu.



Macintosh



Windows

2. Select the location in which you want to save the file.
3. Type the name you want for the publication.
4. Click "OK."

The next time you use "Save," PageMaker won't ask you to name your publication; it will save the publication with the same name.

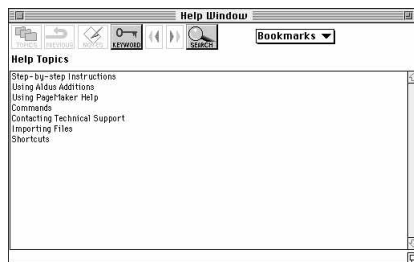
You can save the publication with a different name by choosing "Save as..." from the File menu and renaming the file.

Online Help: Learning more about PageMaker

If you have questions about other PageMaker features, you'll find online Help useful.

On the Macintosh, just press the Help key or choose the Help command from the Window menu. The Help Topics screen appears, giving you several options for entering online Help. In addition, you can turn on System 7 Balloon Help by choosing the Balloon Help menu from the menu bar. When Balloon Help is on, you can move the pointer over any area of the publication window to get more information about it.

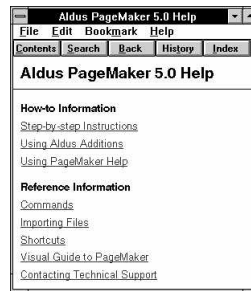
Note: Help includes all features available in the full retail version of PageMaker 5.0.



Help Topics (Macintosh)



In Windows, choose an option from the Help menu or press F1 for the contents screen for online Help.



Help contents screen (Windows)

Whether you are using PageMaker on the Macintosh or in Windows, you can choose from the following groupings of information:

- “Step-by-step Instructions” displays procedures for completing specific tasks in PageMaker.
- “Using Aldus Additions” lists the Aldus Additions you can install and explains how to use each one.
- “Using PageMaker Help” explains how to use the Help system.
- “Commands” provides descriptions of all PageMaker commands, listed according to menu.
- “Importing Files” explains how to import files from other programs and lists the features or attributes PageMaker supports.

- “Shortcuts” lists all keyboard and mouse shortcuts.
- “How to order Aldus PageMaker 5.0” gives instructions for obtaining your own copy of the retail version of PageMaker 5.0.
- “Visual Guide to PageMaker” (Windows) shows you a publication window with all palettes open. Click on any area to get more information about that part of the publication window.

While working in PageMaker, you can bypass the Help menu and directly view the relevant Help screen by using context-sensitive Help.

To get help while in a specific dialog box, press Command + ? (question mark) (Macintosh) or Ctrl + ? (Windows), and then click on a vacant area of the dialog box. To get help for a specific menu command, highlight the command, and then press Shift + F1 (Windows only).

Aldus PageMaker® Trial Version
Version 5.0 for use with Microsoft Windows and Apple Macintosh Computers

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ALDUS PAGEMAKER AND MICROSOFT WINDOWS

Aldus PageMaker operates in a graphics environment called Microsoft Windows, created by Microsoft Corporation. An extension of the MS-DOS operating system, Microsoft Windows gives a standard look and feel to Aldus PageMaker and all other Windows applications. To run Aldus PageMaker under Microsoft Windows, you need to license and install Microsoft Windows.

ALDUS PAGEMAKER AND THE APPLE MACINTOSH

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