Adobe PageMaker 6.5 Introduction
A Two Day Training Course

Course Aims:

This course explains how to use PageMaker 6.5 to produce well-designed documents quickly and easily. Special emphasis is placed on the principles of good design in DTP, as well as giving delegates a thorough grounding in the essentials of operating the software. Delegates will work on a set of sample documents (for a fictional company) during the course, giving hands-on experience of different types of document and the specific features of PageMaker, while learning to achieve a consistent "corporate style" for them all.

Course Outline:

Introduction
- Fundamental Concepts, New Features
- Text, Images, Printing, Links; Keyboard Shortcuts

Page Layout
- Multiple Master Pages; Hiding Master Page Elements
- Setting up & Moving Columns
- Rulers; Inserting & Removing Pages

Placing Text
- Imported W/P Style Tags; Text Pre-formatting
- Placing Text on the Page; Text Blocks
- Autoflow; Splitting a Story; Frame Stand-offs
- Placing Text & Managing Text Flow in Frames
- Formatting Frames; Changing Polygonal Frames

Moving Around
- Scroll Bars, Moving from Page to Page

Saving your Work
- Contents of a Publication; Saving as you Work
- Templates, Replacing Existing Text

Printing
- Target Printer; Changing Target Printer
- Panose Font Matching, Printing a Publication
- PPD Files; Print Blank Pages
- Book: Print all Publications in Book
- Options, Set-up & Colour; Duplex
- Paper: Scale, Thumbnails, Tile, Printer's Marks
- Colour: Composite, Greyscale, Separations
- Print Colours in Black

Images
- Positioning, Independent & Inline Graphics
- Image Types, Cropping, Distortion,
- Using "Image Control", Text Over Image
- Brightness, Contrast, Screen Type, Angle, Lines-per-inch

Drawing Tools
- Lines, Rectangles, Circles, Polygons, Ellipses,
- Fills; Reshaping Drawn Objects
- Line Thickness & Pattern; Colours
- Reshaping, Positioning & Grouping Drawn Objects

The Story Editor
- Activating Story Editor; File Menu
- Draft Font, Menu Options, Spell Checker
- Search & Replace ("Find... & Change... ")
- Edit & Utilities Menu in Story View

Formatting Text
- Creating & Editing Style Tags
- Editing, Saving, & Applying a Style

Type Menu & Styles
- Fonts, Leading, Set width..., Track, Type Style
- Keyboard Short-cuts
- Type Specs, Paragraph, Alignment, Dictionary
- Table of Contents, Rules, Spacing, Hyphenation
- Limit Consecutive Hyphens...

Text and images together
- Flowing Text Around an Image
- Text wrap, Stand-off & Rotation, Default Settings

The Control Palette
Colour
- Specifying & Applying Colour
- Adding Colour to Imported Monochrome Images
- RGB, HLS & CMYK Colour Models
- Pantone System (Spot-colour)
- Colour Palette, Matching, Libraries & EPS files
- Colours On-screen; Colour Management System

PageMaker Fundamentals
- Creating a Document: A Quick Guide

Target Audience:

Intending, new or recent users of PageMaker who want to gain a good understanding of the product in a short space of time. Anyone thinking of purchasing PageMaker 6 who wants to see its capabilities.

Assumed Knowledge:

A basic understanding of PCs, Windows 95 and a mouse, plus experience of using a word processor is assumed. Absolute beginners should attend a "Windows 95 User Introduction" course first. Whilst experience of desktop publishing itself is not essential, a look at the product documentation would be beneficial.