ADOBE PAGEMAKER

Introduction

Adobe PageMaker is a Desktop Publishing program that can be used to set page-layout text design using a Personal Computer (PC). It helps one produce professional-looking publications.

Starting Adobe PageMaker.

1. Click the **Start** button, then point to **Programs**.
2. Open the **Adobe** group, then click **Adobe PageMaker 6.5** or **7.0**.

   The PageMaker program starts, and automatically displays the *Document Setup* dialog box for your new publication.

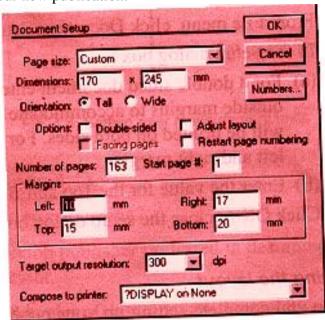*Fig. 1.0*: Document Setup dialog box

3. In the *Document Setup* dialog box, specify the publication setup options.

   ♦ In the **Page size** list box, select the appropriate page size. The dimensions of the page size you select are displayed in the **Dimensions** text boxes.

   ♦ Click a button to specify the page orientation.
     Select "**Tall**" (for *Portrait*), or "**Wide**" (for *Landscape*).

   ♦ Click the **Numbers** button to display the *Page Numbering* dialog box, where you define or change the page numbering style for your publication.

   ♦ In the **Start Page #**, type the starting page number for your publication.

   ♦ In the **Number of Pages** list box, type the number of pages you initially want in the publication. You can add or delete pages later.

   ♦ In **Compose to Printer**, choose the name of the printer you will use to print the final copy of your publication.

   ♦ Under **Margins**, specify the placement of page margins.

   (a). **Double-sided** lets you format your publication for printing on either one or both-sides of the paper.

     If you select **Double-sided**, then set *Inside* and *Outside* margins to accommodate binding on pages that will be printed on two sides.
     Inside margins are on the right-side of the left pages & on the left side of the right pages.

Outside margins are on the left-side of the left pages & on the right side of the right pages.

To print your publication on one side of the paper, *Double-sided* should be unchecked.

(b). **Facing pages** lets you display & work on left & right pages together. This option is available only if Double-sided is selected.

4. Click **OK** to apply the selected options, and display the publication window.

PAGEMAKER SCREEN LAYOUT

When you create a publication, PageMaker opens the *Publication window*, which contains an empty page or facing pages of your current document centered on the Pasteboard.

A PageMaker publication window is made up of the following layout components:

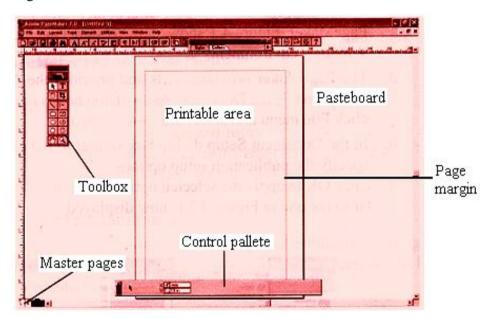|	
1. Pasteboard.	**6.** Palettes
2. Printable area.	**7.** Title bar.
3. Toolbox.	**8.** Menu bar.
4. Rulers.	**9.** Scroll bars.
5. Page icons.	**10.** Pointer

Fig. 1.1: PageMaker Application window

The Pasteboard

The Pasteboard is the large blank area surrounding the page. This is where text and graphical objects are placed before arranging them neatly on the printable area.

Note. You can move text and graphics to the Pasteboard until you need them again.

The Printable area

This is the area that looks like a page surrounded (enclosed) by margins on the pasteboard. Any object or text that is intended for printing should be placed on the printable area.

The Toolbox

It contains a set of buttons that represent the various tools that can be used to create and manipulate publications.
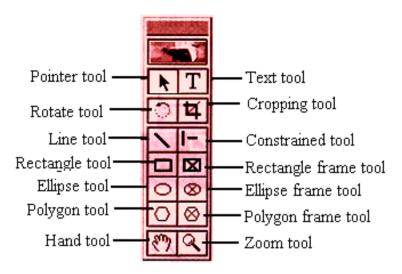
Fig. 1.2: Toolbox

Tool	*Purpose*
Pointer tool	select, move, and resize blocks of text and graphical objects.
Text tool	type and select text.
Rotating tool	rotate selected graphics or text blocks.
Cropping tool	trim imported graphics.
Line	draw straight lines in any direction.
Constrained tool	draw vertical or horizontal lines.
Rectangle	draw rectangles and squares.
Ellipse	draw circular objects
Ellipse frame	create a circular or oval placeholder for text and graphics
Polygon	helps to draw basic polygons such as triangle, pentagons, stars, etc
Hand	scroll the page
Zoom (magnifier)	magnify or reduce an area of the page.

- To select a tool, click on it.
- If the toolbox restricts the view of your work, drag its title bar to move it.

Displaying or hiding the Toolbox,

1. Click on **Window**, then choose **Hide Tools** (to close the toolbox) or click **Show Tools** (to display the toolbox)

Rulers

Each publication window has a *horizontal ruler* that extends along the top & a *vertical ruler* that extends along the left borders of the window.

Rulers are used when you want to position text & graphics accurately on the page. They help the user to create *ruler guides* & measure an object size manually.

Note. You can display rulers when you need them, and hide them when you want more room on the screen to view a publication.

Page icons (Page thumbnails)

They are found at the bottom left-corner of the publication window. Each icon represents a page in the publication.

Each publication has 2 types of Page icons:

(i).   Master page icon, i.e., the icons marked **L** and **R**.
(ii).   Actual page icon.

Fig. 1.4: Master page icons

- To move to a page, just click its thumbnail.
- To display a master page, click a master page thumbnail.

A *Master page* is used to design the general layout that needs to be applied in all other pages of the publication.

The Palettes

These are windows that contain the tools you can use to add and change text & graphics in your publication.

There are 4 commonly used palettes in Adobe PageMaker:

1.   Color palette.
2.   Control palette.
3.   Master page palette.
4.   Tools palette.

Control palette

It is a shortcut toolbar (or a strip) that contains text & paragraph formatting command buttons and list boxes. It enables the user to assign attributes to text and graphical objects.

Color palette

Can be used to apply colors or view the kind of color applied to the selected text or object.

1. To display or hide the Colors palette; click on **Window**, then choose **Show Colors** or **Hide Colors**.

Tip. Drag the palette to a convenient place on your desktop and leave it open while you work.

Pointer

This is a position pointer on the screen & its shape depends on what you are doing.

- An **Arrow** (🖢) – to point & select objects.
- An (I) beam – to write and edit text.
- A **Hand** (🖑) – to grab the screen.
- A Cross-hair cursor (✛) – to draw.

Menu bar

It is a pull-down menu at the top of the screen.

Zero Lock

These are page position gridlines of the Horizontal & Vertical ruler that mark the page to start at 0 (zero) on both rulers.

Scroll bars

They are used for moving vertically and horizontally on the publication.

Comparison between DTP software & Word processor software application window

- Both have a title bar, menu bar and scroll bars.
- Word processing software has a Status bar; DTP software has no Status bar.
- DTP software has its printable work area centered on a *pasteboard*.

Changing the Document Setup.

To change setup options of a publication, e.g., page size, orientation, margins:

1. Click on **File**, then choose **Document Setup**, then select the required page setup options.

WORKING WITH MASTER PAGES

A **Master page** (also called the *document master*) is a page used to design a common layout to be applied in all the other pages of a publication.

A master page normally contains basic design elements such as *headers and footers*, *page numbers*, & *layout guides* (i.e., column guides, ruler guides, & margin guides) that are common to all pages in your publication.

Note. Master pages are important especially when creating a publication that has several pages such as a book or a project report. It ensures that there is consistency among all the pages in the publication.

Setting up a publication using master pages.

Every publication has 1 or 2 blank Master pages identified by letter '**L**' for left and '**R**' for right. Letters **L** & **R** mark the master page icon for *facing pages*, while **R** alone marks a single-sided publication.
These icons appear at the lower left corner of a publication window.

To switch to master pages, click the master page icon, then:

1. Place non-printing ruler guides on the master pages.

   Non-printing ruler guides are vertical or horizontal lines you place on the printable area. They assist you to place text & graphics accurately & consistently throughout the publication.

   To place ruler guides; point to the ruler, then drag the guide to the required position.

2. Create basic design elements on the master pages, including the text & graphics that you want to appear on each page in your publication.

Creating a new master page based on a publication page.

1. Switch to the publication page on which you want to base the new master.
2. Click on **Window**, then choose **Show Master Pages**.
3. From the **Master Pages palette** menu, choose **Save Page As**.
4. Type a name, then click **Save**.

   Objects and guides applied to the selected publication page are copied to the new master. The new master page then becomes active and its name appears on the **Master Pages palette**.
   ♦ To open the **Master Pages palette** menu, click the right-facing arrow at the right corner of the palette.
5. To turn to the master applied to the current publication page, click the name of the master page.

Displaying master pages and master page items.

Method 1:

1. Right-click the master page icon at the bottom of the publication window to display the list of masters, then select the master you want to view.

Method 2:

1. Click on **Layout**, choose **Go to Page**, and then select the name of the master you want.

Adding, or modifying guides & objects on a master page.

You can add or manipulate text and graphics, and change guides or rulers on a master page. When you modify a master page, the changes appear instantly on associated publication pages.

To modify or rename a master page:

1. Display the master page you want to add or modify text, graphics, or nonprinting guides.
2. To change the master's name, page margins, or column guides;
    a) Press **CTRL** and double-click the name of the master page you want to modify or edit.
    b) Type the new name, and the new values you want for margins or columns.
    c) If you want the objects and guides (i.e., margins and columns) on the associated pages to be repositioned or resized as appropriately as those of the master you are editing, select **Adjust Layout**.
3. Click **OK**.

Deleting a master page and all the objects on it.

1. Click on **Window**, then choose **Show Master Pages**.
2. Select the master page to delete, then click the *trash* button on the bottom of the palette.
3. When prompted, click **OK**.

Setting up margin guides

Margin guides are very important because; they define the printable area of your publication.

To change margin settings;

1. Click on **File**, then choose **Document Setup**.
    (a). For a *double-sided* document (i.e., a document that will be printed on both sides), enter the values for *inside* & *outside* margins to accommodate binding. For single-sided pages, set the *Left & Right* margins.
    (b). Enter the values for the *Top & Bottom* margins.
2. Click **OK**.

Displaying and hiding rulers

1. To display the rulers, click on **View**, then select **Show rulers**. To hide the rulers, click on **View**, then select **Hide rulers**

Setting measurement units of a ruler

You can set the measurement units on both the vertical and horizontal ruler.

1. Right-click each ruler separately, to display a list of the available measurement systems.
2. Select the measurement unit you want to use, e.g., *millimeters*, *inches*, etc

SAVING THE LAYOUT OF YOUR PUBLICATION

Once you set up your publication layout, it is important to save it before you start entering text and graphics.

To save a publication for the first time.

1. Click on **File**, then choose **Save** or **Save As** (or press **CTRL**+'**S**').
1. In the *Save Publication* dialog box, type a name for the publication, then select a drive or folder in which to store the publication.
2. Click **Save**.

After you name and save a publication once, the **Save** and **Save As** commands function differently:

To save changes made to a publication.

1. Click on **File**, then choose **Save** (or click the **Save** button on the toolbar).
   This saves the changes made to your publication with the same filename.

Using the 'Save As…' command.

Save As can be used if you want to:

– Name and save a new publication.
– Save a publication on a different disk drive or in a different folder.
– Make a copy of an existing publication with a new name, leaving the original publication unchanged.

To save a publication with a new name or in a different location.

1. Click on **File**, then select **Save As**.
2. In the *Save Publication* dialog box, select the new location you want to save your publication in and/or type a new name.
3. Under **Copy**, select an option.
   (a). **No additional files** - saves the current publication only.
   (b). **Files required for remote printing** - copies all the files needed to print the publication to one location.
4. Click **Save**.

Reverting to the Last Saved version.

Sometimes, you may make changes to a document that make the document more confusing. To abandon all the changes and restore the most recently saved version of your publication;

1. Click on **File**, then select **Revert**.
2. In the prompt that appears, click **OK**.
   This deletes all changes made since the last time you saved the publication.

Closing a publication.

This closes the active publication and returns to the PageMaker window.

1. Click on **File**, then choose **Close**.

   If you have made any changes since you last saved the publication, PageMaker asks if you want to save those changes. You can save the changes, or ignore them.

Opening an existing publication.

1. Click on **File**, select **Open** (or press **CTRL**+'**O**').
2. In the *Open Publication* dialog box, select the drive or folder that contains the document.
3. Select the filename of the publication you want to open.
4. Choose whether to open it as **Original** or a **Copy**, then click **Open**.

To quickly open a recently saved publication.

PageMaker keeps track of the last eight publications you opened and saved.

1. Click on **File** menu, then choose **Recent Publications**.
2. Select the publication you want to open from the *Recent Publications* menu.

Review Questions.

1. Identify four common features in word processing and desktop publishing software.
2. Differentiate between the *Pasteboard* and *Printable page*.
3. **(a).** What are Master pages?
   (b). Why are master pages important in a publication?
4. What commands are used in place of portrait and landscape page orientation in PageMaker?
5. Explain the importance of the following tools on the PageMaker's toolbox.
   (i) Pointer tool
   (ii) Text tool
   (iii) Rotate tool
   (iv) Line tool
   (v) Hand tool
   (vi) Zoom tool

WORKING WITH TEXT

Adding text to a PageMaker publication.

Text can be entered into a PageMaker publication in 2 main ways:

1). Typing the text directly into a page.
2). Importing the text from another program.

Method 1: **Typing text directly into the page.**

1. Click the *Text tool* ($\mathbf{T}$) from the toolbox. The pointer turns into an **I**-beam (insertion point).
2. Click at the point where you want to insert text on the page, then type the text.
                    -**Or**-
   Drag a rectangular area to define a text block or text frame, then type the text.

   A *text frame* defines the space you want the text to occupy. It confines the text to the area you've selected.
3. To display the boundaries of the text block you've created, select the *Pointer tool* and click anywhere in the text.

Method 2: **Pasting text from another Window-based program.**

1. Select the text you want to copy, e.g., in Microsoft Word.
2. Click on **Edit**, then choose **Copy**.
3. Switch to the PageMaker program, e.g., using *ALT+TAB*.
4. Click to place the insertion point where the pasted text should start.
5. Click on **Edit** menu, then choose **Paste**.

Changing the view of a Page.

After typing text into a PageMaker publication, you may need to increase or decrease the page view to see either all the text and graphics or to magnify a portion of the page.

1. Click in the text or select the graphic you want to see clearly so that when you magnify, it comes to the center of the screen
2. Click on **View** menu, then choose:

   (a). **Actual Size -** to see text and graphics as they will appear when printed.

   (b). **Fit in Window -** to check the overall composition of a page or a two-page spread.

-Or-

(c). Choose **Zoom To**, then click the desired view from the list that appears, e.g., 25%, 50%, 75%, 100%, etc.

(d). **Entire Pasteboard** - to view objects on the pasteboard.

Selecting text in a PageMaker publication.

All text in PageMaker is contained either in *text blocks* or in *text frames*.

Method 1: Selecting text using the Text tool (**T**).

When the text is selected using the *Text* tool, you can type, edit or change the text attributes, e.g., Bold, Underline, etc.

1. Select the **Text** tool from the toolbox.
2. Move the cursor to the beginning of the text to be worked on, then drag the I-beam to select a range of text.

   Alternatively;

   - To select a word, double-click the word.
   - To select an entire paragraph, triple-click the paragraph.
3. Choose the desired command to apply to the text.

Method 2: Selecting text using the Pointer tool (**↖**).

The **Pointer** tool is used to select a text block. When you click the text using the Pointer tool, a line appears at the top and at the bottom of the text block.

This method is used if you want to:
- Move the text block.
- Change the size of the text block.
- Delete the text block.

Method 3: Using the Select All command.

This selects all the objects and/or text in a text block.

1. Using the **Text** tool, click anywhere inside the text block.
2. On the **Edit** menu, click **Select All** (or press **CTRL**+'**A**').
   To deselect, click an empty part of the page (or choose **Deselect All** from the **Edit** menu).

Selecting objects.

(a). To select a single object, click the object with the **Pointer** tool to display the object's border.

(b). To add objects to a selection, hold down **SHIFT** as you click other objects.

(c). To select several objects at once, drag the pointer tool around multiple objects. Make sure you include each object's bounding box (as indicated by its selection handles).

(d). To select an object underneath another object on the same layer, press **CTRL** and click the object you want to select.

Editing a publication.

The term **editing** means making changes to a publication.

PageMaker has two special editing tools:

- The *Find and Change* tool, and
- The *Spelling* tool.
   Therefore editing a publication includes the process of correcting spelling mistakes, and replacing of words.

Note. Before editing the publication, you must open it in the ***story window***.

PageMaker defines each text block as a story. A **Story** is a collection of text that PageMaker recognizes as a single unit for editing purposes.

A story can be just one letter or several hundred pages of text.

Searching for and replacing words in the publication.

The *Find and change* tool helps a person to search for specific occurrences of a particular word or a group of words in a publication and replace it with another one.

To find and change a word or a phrase in the publication:

1. Using the *Text* tool, click an insertion point in a story, or select a range of text if you want to limit your search to that section.
2. Click on **Edit**, then select **Edit Story**. The publication now opens in the story window showing only the text but not the graphical objects.
3. Click on **Utilities**, then select **Find** or **Change**. A dialog box is displayed.
4. In the *Find What* textbox, type the word you want to find. To change the word, type the new word to replace with in the *Change To* textbox.
5. Under *Search document*, select an option to determine the scope of the search, e.g., *Current publication* or in *all open publications*.   If you search the current publication only, select an option in the *Search Story*.
6. Click **Find** in the dialog box to begin the search. To continue with the search operation, select **Find Next**.
7. Once you are through, click on **Story**, then choose **Close Story**.

Spell-checking the publication.

1. Click the I-beam anywhere in the publication or select the range to be spell checked.
2. Click on **Edit**, then select **Edit Story**.
3. Click on **Utilities**, then select **Spelling**. A dialog box is displayed with the following options:

    (a). **Change To:** - displays the word PageMaker does not recognize. Type or select the correct word from the list in the *Suggestions* box.

    (b). **Ignore**: -

    (c). **Replace:** - replaces the misspelled word with the one you have typed in the **Change To** box, or selected in the **Suggestions** box.

    (d). **Add:** - opens the **Add word to user dictionary** dialog box in which you specify the word you want to add to or remove from the dictionary.

4. Under *Search story*, specify the scope of the search, e.g., in *selected text*, in the *Current story* only, or in *All stories* in the publication.
5. Specify spell checking options:
    - *Alternate Spellings* – it lets you see suggested replacements for misspelled words.
    - *Show Duplicates* – displays repeated words.
6. Click the **Start** button to begin spell checking.

Deleting text.

1. Select the text to be deleted.
2. On the **Edit** menu, select **Clear** (or press the **Delete** key).

Moving and copying text.

1. Select the text to be moved or copied.
2. On the **Edit** menu, click **Cut** (or press **CTRL**+'**X**') to move the text to a new location, or click **Copy** (or press **CTRL**+'**C**') to make a duplicate of the selected text.
3. Click or select where you want to move or copy the text to.
4. On the **Edit** menu, click **Paste** (or press **CTRL**+'**V**').

Formatting a publication.

Formatting refers to applying special attributes to text, graphical objects and pages in order to make them attractive & appealing to the eye.

Formatting may include; *changing font size*, *bolding*, *changing text colour*, *adjusting picture brightness and contrast*, and *formatting columns* on the page.

Text formatting.

To format text in your publication, use the commands in the *Type* menu or the **Control palette**.

To display the Control palette;

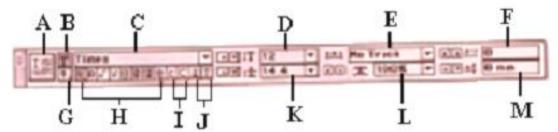1. Click on **Window**, then click **Show Control Palette**.

Fig. 1.5: Control Palette

A –	Apply button	**H -**	Type style
B –	Character view	**I -**	Case options
C –	Font option	**J -**	Position buttons
D –	Type size option	**K -**	Leading option
E –	Expert tracking option	**L -**	Horizontal scale
F –	Kerning option	**M -**	Baseline shift option
G -	Paragraph view		

The contents of the Control palette vary depending on which tool is selected from the toolbar.

There are 2 types of control palette modes:

1. *Object mode*.

    Selecting a graphical object in object view, enables you to apply attributes related to the object such as rotating, moving, resizing, etc.

2. *Text mode*.

    The Text mode can be selected by clicking the **Character view** or **Paragraph view** button.

    There are 2 types of Text modes:

    (i) Character view.
    (ii) Paragraph view.

    Character view is when the **T** tool on the control palette is selected. This means that, you can apply character attributes such as font type, size, or style (bold, italic or regular) to the selected text.

    Paragraph view is when you select a paragraph, and then click the ¶ button below the T tool on the control palette. This means that, you can apply paragraph styles, select alignment options, and other paragraph attributes.

To format text:

1. Use the *Text* tool to select the text you want to format.
2. Click on **Type**, then choose the formatting attribute you want, i.e., *font*, *size*, *alignment*, *type style* (bold, italic, underline).

        -Or-

In *Character view*, choose the formatting attribute you want from the Control palette.

Changing the font (typeface) of your text.

1. Select the text whose font you want to change.
2. Click on **Type**, select **Font**, then select the font you want to use from the list.

Changing the Size of characters.

It lets you specify the printed point size of the selected text.

1. Select the text whose size you want to change.
2. Click on **Type**, select **Size**, then click the size you want to use.

Making text Bold, Italic and Underlined.

1. Select the text you want to make bold, italic or underlined.
2. Click on **Type**, select **Type Style**, then click *Bold*, *Italic*, or *Underline*.
   To remove bold, italic or underline from text, click **Normal**.

Note. To remove each of the above commands individually;

1. Select the text.
2. Click on **Type**, select **Type Style**, then click the item with a tick to deselect it.

Changing the Colour of text.

1. Select the text whose colour you want to change.
   If the Colour palette if it is not displayed, click on **Window**, then choose **Show Colors**, then click the *Colors* tab.
2. Select the colour you want to apply.

Changing the Leading.

Leading refers to the space between adjacent lines.

1. Select the text whose leading you want to change.
2. Click on **Type**, select **Leading**, then click the leading you want to use.
   Note. The bigger the leading, the more the space between lines.

Changing the Tracking.

Tracking refers to changing the visual denseness or openness of characters in a line.

To change the distance between characters;

1. Select the text whose track you want to change.
2. On the **Type** menu, then select **Expert Tracking**.
3. Click the track you want to apply, i.e., *No Track*, *Very loose*, *Loose*, *Tight* or *Very Tight*.
   Note. If the track is **Very Loose**, the characters are further apart.

Formatting text to superscript and subscript.

Superscript refers to text that is positioned slightly higher than the rest on the same line, e.g., 3 in 10^3. *Subscript* refers to text slightly below the rest on the same line, e.g., the number 2 in H_2O.

To format text to superscript or subscript;

1. Select the text you want to change to superscript or subscript.
2. Click on **Type**, then choose **Character**.

3. In the *Character Specifications* dialog box, select *subscript* or *superscript* from the **Position** list box.
4. Click **OK**.

> **Note**. To remove the superscript or subscript format, select **Normal** from the *Position* list box.

To format several text attributes at once.

1. Using the *Text* tool, select the text you want to format.
2. Click on **Type**, then choose **Character**.
3. In the *Character Specifications* dialog box, select text attributes such as *font*, *size*, *type style*, *colour*, *position* (normal, subscript, superscript), *case* (normal, All caps, small caps), *leading*, or *tracking*.
4. Click **OK**.

Kerning of characters

Kerning refers to fixing of particular pairs of letters that are too close or too far apart from each other.

To automatically kern a pair of characters;

1. Select the text you want to kern.
2. Click on **Type**, then choose **Expert Kerning**.
3. In the *Expert Kerning* dialog box, click the appropriate slider button to make the text either tighter or looser.
4. Click **OK** to apply.

Changing the Case of a given text.

This allows you to change a typed text into capitals or small letters.

1. Select the text whose case you want to change.
2. Click on **Utilities**, point to **Plug-ins**, then click **Change Case**. The *Change Case* dialog box is displayed.
3. Select the case option you want, e.g., *lowercase*, *uppercase*, *sentence case*, *title case*, or *toggle case*, then click **Apply** to preview the change.
4. Choose **OK** to close the dialog box.

Applying a Drop Cap to a given text.

Drop cap refers to text formatting where the first character in a line is bigger and drops down to occupy the space in the next lines.

To apply a drop cap;

1. Select the first character of your paragraph.
2. Click on **Utilities**, point to **Plug-ins**, then click on **Drop Cap**.
3. Specify the number of lines you want the character to occupy in the **Size** box, and then click **Apply** to preview the format.
4. Click **Close**.

> To remove the dropped capital, display the *Drop cap* dialog box, then click **Remove**.

Counting characters in your document.

1. Click in the document whose characters, paragraphs, sentences, etc you want to count. To count a specific text, select the text.
2. Click on **Utilities**, point to **Plug-ins**, then click **Word Counter**.

Paragraph formatting.

A **Paragraph** in PageMaker is any amount of text that ends with a paragraph mark, which is created by pressing the ENTER key.

To format a paragraph, use the **Paragraph** command in the **Type** menu, or the *Control palette*.

Adding space above or below paragraphs.

You can increase or decrease the amount of vertical space before or after selected paragraphs:

1. Select the paragraph you want to space.
2. Click on **Type**, then choose **Paragraph** to display the *Paragraph Specifications* dialog box.
3. Under *Paragraph space*, type the values you want in the *Before* and *After* textboxes.

Setting a word or letter spacing.

1. Select one or more paragraphs.
2. Click on **Type**, then choose **Paragraph**.
3. In the *Paragraph Specifications* dialog box, click the **Spacing** button to display the *Spacing Attributes* dialog box.
4. Type new values under *Word space* or *Letter space* text boxes.
5. Click **OK**.

Inserting page and column breaks

Sometimes you may want a certain text, paragraph or a new chapter to start at the top of a column or page.

To set a page or column break:

1. Select the paragraph or text you want to move to another column or page.
2. Click on **Type**, then select **Paragraph**.
3. In the *Paragraph Specifications* dialog box, select the ***Column Break Before*** checkbox so as to force the paragraph to start at the top of the next column, or select the ***Page Break Before*** checkbox to force the paragraph to start at the top of the next page.
4. Click **OK**.

Changing the Alignment of text in paragraphs.

Method 1.

1. Select all the paragraphs with text whose alignment you want to change.
2. Click on **Type**, point to **Alignment**, then click the desired option; *Left*, *Center***,** *right* or *Justify*.

Method 2.

1. Select all the paragraphs.
2. Click on **Type**, select **Paragraph**.
3. Click the arrow in the *Alignment* box, select the desired option; *Left*, *Center***,** *right* or *Justify*, then click **OK**.

Indents and Tabs

Indents and tabs are powerful tools for positioning text.

Setting indents.

Indents are used to set temporary left and right margins for the paragraph. They move text inwards from the right & left edges of a margin.

You can set indents by:

– Typing indent values in the *Paragraph* dialog box, or
– Typing indent values on the *Control palette* in paragraph view.

Setting an indent using the *Paragraph* command;

1. Click an insertion point in a paragraph, or select the paragraphs whose indents you want to change.
2. Click on **Type**, then select **Paragraph**.
3. Under *Indents*, type the desired values for *Left*, *First* and *Right* indents, then click **OK**.

Setting an indent using the *Control palette*;

1. Select a paragraph or paragraphs you want to indent.
2. On *Control palette*, click the *paragraph-view* button.
3. Type the desired values for the indents in the **Indent** text box, then press the ENTER key.

Setting Tab Stops.

Tabs position text at specific positions. They are used when you want to create a table, such that when you press the TAB key, the cursor goes to the specified position in the tab stops.

To set tabs;

1. Click anywhere on the document where tabs are to start taking effect.
2. Click on **Type**, then select **Indents/Tabs**.
3. On the *Tab ruler* shown in the Indents/Tabs dialog box, click a tab-alignment icon (left, right, center, or decimal) for the first tab you want to set.
4. Drag the new tab marker along the ruler to position the different tab stops at the desired points.
5. If you want the tab leader, click the **Leader** button, then choose the type of leader you want.
6. Choose **Apply**, then click **OK**.

Review Questions.

1. **(a).** What is a Control palette?
   (b). How would you use a control palette to format:
      (i) Characters in a text
      (ii) Paragraphs.
2. Explain how you would:
   (a). Calibrate rulers to measure in millimeters.
   (b). Change the boldface and the font size of selected text at once.
3. Differentiate between the following:
   (a). Change case and drop cap.
   (b). Kerning and tracking.

Page formatting.

This refers to formatting the whole page. It may include *setting column guides*, *page numbering*, *adding headers and footers*, etc.

Working with Non-printing guides & rulers.

Nonprinting guides are lines that help the user to position objects on a page, but do not appear in print.

There are 3 kinds of nonprinting guides:

1). Margin guides,
2). Column guides, and
3). Ruler guides.

Margins

Margins are defined in the **Document Setup** dialog box when you first create a publication, and are applied to the Document Master page.

To change the Document Master margins use the **File** - **Document Setup** command.

Column guides

Column guides are non-printing lines that serve as boundaries for text you place within them.

A *column* is the area between the margins. Columns control the flow of text in text blocks that you place automatically and also help position text and graphics.

Ruler guides

Ruler guides are non-printing lines that help you align items or objects on a page accurately. However, they don't control the flow of text.

To display or hide the margin, column, or ruler guides on the page:

1. Click on **View**, then select the guide to display or hide. If an item has a tick, it means it is displayed.

To force objects you move or resize to align with the nearest guide:

1. Click on **View**, then choose **Snap to Guides.**

COLUMN GUIDES.

Column guides help the user to divide a large page into columns that make the publication look more organized.

Columns are mostly used in designing large publications, newspapers, and journals.

Differences between margin guides and column guides.

– *Margin guides* are around the edges of the printable page, while column guides may split the page at the center.
– PageMaker marks *margins* with a **blue** line, but *column guides* are marked with **pink** coloured lines.

To set up columns on a particular page;

1. Move to the page in which you want to set up the columns or move to the master page.
2. Click on **Layout**, then select **Column Guides**.

    To setup column guides separately in a publication with double-sided facing pages, select the *Set Left and Right Pages Separately*, then set different columns for each page.
3. Type the number of columns you want on the page, and specify the space you want between columns (called the *Gutter*). If you are setting left and right pages separately, enter values for both pages.
4. Select **Adjust Layout** if you want existing text and graphics on the page to adjust so as to align with the revised column setup.
5. Click **OK**.

    PageMaker will automatically create the specified number of columns, equally spaced (i.e., of identical widths), and fit them within the margins of the page.
    To create columns of unequal size, drag the column guides using the **Pointer** tool to the positions you want.

    Note. If the columns are set in a Master page, they will appear on all the pages of the publication.

Moving and locking columns.

Moving columns.

1. To adjust column widths, simply drag the column guides.

    The two lines forming the gutter between columns move together, and any text and graphics on the page will not be affected by dragging column guides.

Locking and unlocking column and ruler guides:

After setting up your columns, you can lock them in place to prevent accidental moving.

1. Click on **View**, then choose **Lock Guides**.

Review Questions.

1. **(a).** What are non-printing guides?
    (b). Give three non-printing guides used in PageMaker.
2. Explain how you would:
    (a). Create different columns on the same page.
    (b). Lock column guides to avoid accidental moving from the current position.
3. What does the term *Gutter* mean in relation to column setting?
4. Differentiate between margin guides and column guides.

Page numbering.

To print page numbers in a PageMaker publication, add a *page-number marker* (a special character) that keeps track of the order of pages in the publication and ensures that each page is numbered correctly at all times.

To add page numbers to a publication:

1. Turn to a master page or to a publication page by clicking its icon.
2. Using the *Text* tool, click the position on the page where you want the page number to appear.
3. Press **Ctrl + Alt + P**.

    On the master pages, a page-number marker (**LM** for a left master page, **RM** for a right master page or single page master) indicates where page numbers will appear.

4. Use the *Text* tool to select and format the text as desired.

Changing the page number style:

Normally, PageMaker applies the Arabic page numbering style, i.e., 1, 2, 3 …

To change the style;

1. Click on **File**, then choose **Document Setup,** then click **Numbers** button.
    Select the numbering style you want to use, e.g., *Arabic numerals*, *Roman numerals*, or *letters of the alphabet*.
2. Click **OK**.

Specifying the starting page number:

Pages are numbered starting from 1. To specify a different starting point;

1. Click on **File**, then choose **Document Setup**.
2. Type the starting page number in **Start Page #**. If the publication is part of a book, click **Restart Page Numbering**.

Moving between pages in a publication.

You can easily move from one page to another when you are working on a publication with multiple pages.

To move to a particular page;

1. Click on **Layout**, then select **Go To Page** (or press **CTRL**+'**G**').
2. Type the page number you want to go to, then click **OK**.

    To move to the previous page or the next page, press **Page Up**, or **Page Down** key. To jump to the first page, or last page, press **Home** or **End** key.

Adding new pages to a publication.

1. Move to where you want to insert pages.
2. Click on **Layout**, then select **Insert Pages**.
3. Type the number of pages you want to add, and select a location to specify where the inserted pages should be placed, i.e., *Before*, *After* or *Between* the current pages.
4. Click **Insert**.

Deleting/removing specific pages.

1. Click on **Layout**, then select **Remove Pages**.
2. Type the range of pages you want to remove, then click **OK**.

   The specified pages together with their content will be removed.

Adding headers and footers to a publication.

A *Header* refers to a line of text such as a page number, date, or a company name usually printed on the top margin of each page in a document, while a *Footer* is a line of text printed in the bottom margin.

Note. You can use the same header and footer throughout the publication or use *running headers and footers* that indicate the content of each page.

Publications that require headers and footers are: *dictionaries*, *telephone* or *address directories*.

Defining consistent headers and footers.

To define a header or footer common throughout the publication;

1. Click the master page(s) icon.
2. At the top of the page, click where you want the header to appear, or at the bottom, click where you want the footer to be placed.
3. Type the text that you want displayed on every page in your publication.

Defining running headers and footers.

1. Using the **Pointer** tool, click to select the text block you want to use to create a header or footer.
2. Click on **Utilities**, point to **Plug-ins**, then click **Running Headers & Footers**. A dialog box is displayed with a Preview page that helps you correctly position the header or footer.
3. At the top of the sample page, select the master or publication pages whose guides you want to use for positioning purposes.
4. Click or drag the **Place** icon to create a text block placeholder, and position it where you want the header or footer to appear on the text page.
5. Use the nudge buttons or the *Position* and *Width* text boxes to finalize the placement and width of the selected placeholder.
   The leftmost nudge buttons snap the placeholder to the nearest guide.
6. In the **Content** list box, select the words that will be used as headers or footers, e.g., *the 1st word in the First paragraph*, then click **Add**.
7. Under **Apply To:** select a page range that will determine which pages the selected running header will appear on.

   To specify a contiguous or a discontinuous range, use the *Range* text box, e.g., "**1, 3-6, 10**" applies the header or footer to pages 1, 3, 4, 5, 6, and 10.
8. To preview the running headers or footers before closing the dialog box, click the **Preview** button.
9. Click **OK**.

Removing running headers and footers

To delete running headers and footers associated with an existing story;

1. Select any text blocks in the story.
2. Click on **Utilities**, point to **Plug-ins**, then click **Running Headers & Footers**.
3. Drag the placeholder for the appropriate header/footer off the page, then click **OK**.

WORKING WITH GRAPHICAL OBJECTS

Adding graphics to a publication.

PageMaker provides three ways of adding graphics to a publication:

1. Drawing lines, ovals, circles, squares, rectangles, etc on a page using the drawing tools.
2. Importing pictures from other applications into a PageMaker publication using the **Place** command.
3. Pasting all or part of a graphic from another publication using a Clipboard.

(a). Drawing using the Toolbox.

The toolbox has several graphic drawing tools.

Tool	*used to draw*
Line tool	a line at any angle.
Constrained tool	a line at either 45^0 or 90^0.
Rectangle tool	rectangle or a square.
Polygon tool	polygons (many-sided figures).
Ellipse tool	ovals or circles.

Note. To draw a perfect square or circle, hold down the **SHIFT** as you draw with the Rectangle or Ellipse tool.

(b). Importing graphics from other applications.

PageMaker allows a person to import pictures directly from another file or application by using a process called ***Placing***.
In most cases, graphic files are created in graphical-based desktop publishers or picture editing software, and then imported into PageMaker.

To import a graphic:

1. If you want to place the graphic in a frame, click to select the frame using the *Pointer* tool.
2. Click on **File**, then choose **Place**.
3. Select the file you want to place, then click the **Open** button.
   The cursor changes to become a loaded icon.
4. Click anywhere on the pasteboard using the *Pointer* tool to place the new graphic.

(c). Pasting graphics from Clipboard.

1. Select the graphic you want to move or copy.
2. Click on **Edit**, choose **Cut** or **Copy.**
3. In your publication, position the insertion point where you want to place the object.
4. Choose **Paste** from the **Edit** menu, then grab the graphic from the Pasteboard and drag it to where you want it on the publication.

   Note. Graphics can be pasted from publications like CorelDraw and Paint.

Formatting graphical objects.

Moving and resizing a graphical object

Once you create a graphical object, you can adjust its size, shape, or location.

To move a graphical object:

1. Using the **Pointer** tool, click the graphic you want to modify to display the boundaries.
2. Point anywhere inside the object, and then drag to another location.

To resize a text or graphical object:

1. Using the **Pointer** tool, click to select the object.
2. Point to the *selection handles* displayed at the corners of the object, and then drag to the required size.

Applying or changing stroke and fill

Once you create a graphical object, you can enhance it by applying stroke and fill.

A *Stroke* refers to a line style, while *Fill* refers to applying patterns such as shading or background colour to an object.

To apply fill;

1. Using the **Pointer** tool, click to select the object you want to apply or change fill.
2. Click on **Element**, then point to **Fill**, then select the fill pattern you want to apply.

To apply stroke;

1. Select the object you want to apply or change stroke.
2. Click on **Element**, then point to **Stroke**, then select the line style or thickness you want to apply for the line.

Note. To set the fill and stroke options, (e.g., to change the colour of Fill and line), click the **Fill and Stroke** command on the **Element** menu to display a dialog box.

Applying rounded corners to rectangles and squares.

1. Select the rectangle or square whose corners you want to change.
2. Click on **Element**, then select **Rounded Corners**.
3. Select the corner style you want, then click **OK**.

Reshaping a polygon.

Once you draw a polygon, you can change it to another shape such as a triangle, pentagon, hexagon, or even a star.

1. Select the polygon you want to reshape.
2. Double-click the selected polygon. PageMaker displays reshape placeholders.
3. Drag the vertical placeholders to the shape you want.

To set the number of sides or create a star;

1. Select the polygon you want to reshape.
2. Click on **Element**, then select **Polygon Settings**.
3. In the *Polygon settings* dialog box, type the number of sides you want (from 3 to 100).
4. To create a star, drag the scroll box to change the percentage value in the *Star inset* box.
   A value of 0% means no star, while 100% represents a star whose vertices meet at the centre.
5. Click **OK**.

Adding text into a text frame.

You can create text by using a Text frame. A *Text frame* is a graphical object used to create various shapes of text objects.

Text frames do not change height or width as you add or remove text.

Method 1:
1. Draw a frame using any of the frame tools that defines the shape you want the text block to take, e.g., *Rectangle frame*, *Ellipse frame*, or *Polygon frame*.

                    -Or-
   Select a drawn shape, click on **Element**, point to **Frame**, then choose **Change to Frame**.
2. Click the **Text** tool, click in the frame, then type the text (or paste text from the clipboard).

Method 2:
1. Select a text block, hold down the **SHIFT**, and then select an empty frame.
2. Click on **Element**, point to **Frame**, then click **Attach Content**.
   The text flows into the frame and the text block disappears.

Wrapping text around a graphical object.

Text wrap is controlling the flow of text over or around a graphical object. It helps in formatting an object allowing text to flow around it without obstructing it.

Wrapping determines how text behaves around an object. For example, you can make the text surround an object without displacing it.

To wrap text around an object:
1. Select the object.
2. Click on **Element**, then choose **Text Wrap**.
3. Click the middle wrap option in the dialog box displayed.
4. Specify a *Text flow* option.

   The *leftmost* icon makes the text jump the object to the next page or column. The *middle* icon allows text to jump over the object and continue on the same page. The *rightmost* icon creates a rectangular text wrap around all the sides of the object.
5. Enter *standoff* value for the boundary (**standoff** - the distance of the text from each side of the graphic).
6. Click **OK**.

Grouping and ungrouping objects.

Grouping means combining several objects into one so that you can work with them as one single object.

Grouped objects can be formatted, rotated, resized, or moved as a single unit.

To group objects:
1. Hold down the **SHIFT** key, and then click to select each of the objects you want to group using the *Pointer* tool.
2. Click on **Element**, then choose **Group** (or press **CTRL + 'G'**).
   To select an object within the group, press *CTRL* then click the object.

To ungroup objects:
1. Click to select the group.
2. Click on **Element**, then choose **Ungroup**.

Rotating an object.

Rotating an object means changing the angular placement of the object.

To rotate an object;

1. Select the object.
2. Select the **Rotate** tool from the toolbox. The pointer changes to a star.
3. Position the star at a fixed point at the centre of the object.
4. Drag the star away from the fixed point in the direction you want to rotate the object. To rotate at intervals of 45^0, press the SHIFT as you drag clockwise or anticlockwise.
5. When the object is in the desired position, release the mouse button.

Cropping an object.

When you import a graphic from another program or publication, you can cut off unwanted parts of the graphic that you do not want to print starting from the edges.

To crop a graphic;

1. Select the graphic that you want to crop to display the placeholders.
2. Select the **Cropping** tool from the toolbox.
3. Point to a selection handle, and hold down the left mouse button to turn the cropping tool into a double-sided arrow.
4. Drag inwards until only the part of the graphic you want in your publication remains.

To move the graphic within its frame;

1. Position the **Cropping** tool at the centre of the graphic, and hold down the left mouse button.
2. When the hand appears, drag until you see the part you want to appear in your publication, then release the mouse button.

Locking objects.

You can lock individual objects in place in order to help preserve the design of your pages through all the stages of production.
You can change the attributes of a locked object provided the change does not affect the object's size or position. For example, you can change a colour or fill applied to a locked object.

To lock or unlock an object;

1. Select the object.
2. Click on **Element**, then choose **Lock Position** (to lock). To unlock a locked object, choose **Unlock**.

Creating Drop shadows.

A ***Drop shadow*** is a copy of a graphic that is shaded black or another colour or given a shaded pattern. When dropped slightly to the left or right behind the original shape, it looks like a shadow.
Drop shadows are used to add dimension and emphasis to graphics.

1. Draw the graphic, then fill the graphic with colour (use the **Element** menu - **Fill** command).
2. Copy the graphic while it is still selected.
3. Give the copied graphic a different darker shading and ***Send it to the back*** using the **Element** menu (**Arrange** command).

Deleting a graphic.

1. Select the graphic you want to delete.
2. On the **Edit** menu, choose **Clear** (or press **Backspace** or **Delete** key).

Using rulers to measure objects

In PageMaker, you can design page layouts and graphics that are exact in measurement as specified using the horizontal and vertical rulers.

Example; **draw a triangle of height 5 cm and base 6 cm.**

1. Set the rulers to measure in *millimeters*.
2. Drag and place ruler guides from the horizontal and vertical rulers to mark a rectangle area of 5 cm x 6 cm on the screen.
3. Using the Polygon tool, draw a polygon shape in the guides.
4. Select the polygon, click **Element** then choose **Polygon Settings**.
5. In the *Polygon settings* dialog box, select 3 sides and then click **OK**.
6. Finally, select the triangle and drag it to fit exactly inside the marked area.

Review Questions.

1. **(a).** What is a Text frame?
   (b). How would you convert a rectangular shape into a text frame so that you can place text in it.
2. Give three methods that are used to transform an object.
3. Explain how you would:
   (a). Draw a hexagon.
   (b). Rotate a triangle by 30 degrees.
   (c). Lock an object in order to preserve your publication design.
   (d). Import a graphic from another file into the publication using the Place command.
   (e). Group objects so that you can manipulate them as a unit.
4. **(a).** What is Text wrap?
   (b). Give three ways you can wrap text on an object.
   (c). Explain the concept of wrapping text around objects.
5. Define the following:
   (a). Cropping.
   (b). Object grouping.
   (c). Line stroke.
   (d). Artwork.
6. Explain why you would need to lock margins or objects in a publication.
7. Differentiate between Fill and stroke.

PRINTING A PUBLICATION.

To print one or more copies of your publication;

1. Click on **File**, then choose **Print**.

   The *Print* dialog box appears in which you can specify the following:

   (a). *Printer:* - select the printer that you wish to print to from the list of active printers installed in Windows.

   (b). *Copies:* - type the number of copies you want printed per page.

   (c). *Collate:* - if this box is checked, a complete copy of the publication or book is printed before printing the next copy.

   (d). *Reverse:* **-** if selected, it will reverse the order in which your printer normally prints your pages.

   (e). Under *Pages*:

   (i)   Choose **All** - to print all the pages in the active publication.
   (ii) Specify the range of pages you want to print in the **Ranges** box, if you do not wish to print the whole document.

(iii) In the **Print** box**,** choose:

- ♦ **Both Pages** - to print all the pages specified under *Ranges*.
- ♦ **Even Pages** - to print all the even pages in your publication, or all the even pages specified under *Ranges*.
- ♦ **Odd Pages** - to print all the odd pages in your publication, or all the odd pages specified under *Ranges*.

(iv) **Print blank pages –** selecting this option to print the blank pages in their proper position in the publication.

(f). *Orientation:* - determines the print orientation of your page. The '*Tall*' icon prints your publication in Portrait mode, while the '*Wide*' icon prints in Landscape mode.

Note. Select the same orientation you selected in the **Page Setup** dialog box.

(g). To specify the *Paper size*, *Print quality*, *Paper type* and other options that your printer will use, click **Setup**.

2. Click **Print** to start printing your publication using the print specifications you have selected.