

ADOBE PAGEMAKER – FOUNDATION COURSE OUTLINE

APPLICATION	ADOBE PAGEMAKER
LEVEL	FOUNDATION
DURATION	TWO DAYS
WHO SHOULD ATTEND	This course is appropriate for any new and first time users that require a thorough understanding of the fundamental principals and use of this powerful DTP application

OBJECTIVE

This course is designed to introduce the delegate to the wide range of features and functions available within PageMaker. At the end of the course, delegates will be competent with the topics described below, which will provide the confidence to execute document design, layout, editing and production, enabling them to produce a wide range of publications.

What is PageMaker?	Desktop Publishing concepts, PageMaker screen layout
Creating a New Publication	zero point; nonprinting guides; setting up pages; saving, closing and opening a publication
Using the Drawing Tools	drawing objects, moving and resizing; duplicating and deleting; grouping and ungrouping; changing the stacking order of objects; rotating, reflecting and skewing an object; changing lines and fills
Working with Graphics	placing a graphic; resizing; copying; cropping a graphic; wrapping text around graphics; using image control and PhotoShop effects
Adding Text	editing text; adjusting text blocks; formatting text characters; using the control palette
The Story Editor	threading and unthreading text; cut, copy & paste; windowshades; spell check; finding and changing text
Special Text Effects	setting indents, tabs and leaders; tracking; kerning; leading
Using Master Pages	applying master pages; removing masters; creating headers & footers; numbering pages
Table Editor	entering & formatting text; inserting, deleting and resizing rows and columns; borders and fills; grouping and ungrouping cells; saving a table; exporting tables
Acrobat Distiller (optional)	creating a PDF file; distiller settings
Printing a Publication	print dialog box options; printing composites and colour separations; printers marks

PREREQUISITE

All delegates should possess competent skills within the PC or Macintosh environment as appropriate.

SUGGESTED TRAINING PATH

→ PageMaker Foundation → PageMaker Workshops