



# PAGEMAKER

*Page layout software that offers typographic control, exacting page design capabilities, and numerous customization options.*

## Basic Concepts...

**Document Setup...** When **double-sided** is selected, side margins are labelled Inside and Outside. Otherwise, side margins become Left and Right. Check **Facing Pages** only if the publication is part of a larger book, but will not be numbered sequentially.

If you know how many pages the publication will have, you can create them now in **Document Setup**. If you don't know, you can easily add and remove pages later.

Select or enter the number of dots per inch (dpi) of your final output device. In Windows, specify the printer you will use to print the final version of your publication. Do this before you start your publication, so that PageMaker displays the correct fonts and page sizes available for your printer.

## The default window...

The **publication window** contains a single publication.

The **toolbox** displays tools you can select to create or edit objects and view a publication.

**Margins** appear as dotted or pink lines.

**Page icons** show the master pages (L for left, and R for right) and the regular pages in the publication. The open page is highlighted. **Scroll arrows** appear if there are more page icons to view than can be displayed at one time.

**Rulers** help you align objects on the page.

The **pasteboard** stores items for later use. Items on the pasteboard are visible from any page but do not print.

At the center of the pasteboard is the **publication page**.

## Viewing Pages...

PageMaker lets you view your pages at several preset magnifications. Alternatively, you can use the **zoom tool** to specify an area of the page to view, and increase or decrease its magnification at the same time. To change the part of the page or pasteboard that displays at the current view or magnification level, you can scroll within the window using the **scroll bars** or using the **grabber hand feature**.

Use the **Layout, View** command to display the page or pasteboard at preset views. A page retains its view until you change the view again.

View settings serve various purposes. Use **Fit in Window** when you need to check the overall composition of a page or a two-page spread; use **Actual Size** to see text and graphics as they will appear when printed; and use **200% Size** or **400% Size** when precision is imperative.

### Useful Shortcuts...

**To toggle between Fit in Window and Actual Size**, press Command + Option and click (Macintosh) or click using the right mouse button (Windows). The place you click becomes centered in the publication window.

**To toggle between Actual Size and 200% Size**, press Command + Option + Shift and click (Macintosh), or press Shift and click the right mouse button (Windows).

**To set all pages in the active publication to the same view**, press Option (Macintosh) or Alt (Windows) as you choose the view you want from the Layout, View menu.

### Working with Text and Graphics...

In PageMaker, graphics that you draw or import and text (which is contained in text blocks), are called **objects**. An object can be on a page or on the pasteboard.

**Selecting objects...**Use one of the following techniques to select one or more objects. To select all objects on the currently displayed page or pair of facing pages, choose Edit, Select All.

**To select a single object**, click the object with the pointer tool.

**To add objects to a selection**, hold down Shift as you click other objects.

**To select several objects at once**, drag the pointer tool around multiple objects. Be sure to include each object's bounding box within the selection area, not just the visible portion of the object.

**To select an object underneath another object**, press Command (Macintosh) or Ctrl (Windows) and click the object you want to select. Each time you click, PageMaker selects an object one level deeper in the stack of objects.

### Graphics...

PageMaker lets you import graphics in a variety of formats, including WMF, EMF, BMP, PICT, TIFF, and EPS. EPS and TIFF are often your best choices on both the Macintosh and in Windows,

although you should avoid EPS if you're printing to a non-PostScript printer.

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

### Working with windowshades...

Windowshades stretch horizontally across the top and bottom borders of a selected text block.

**An empty windowshade handle at the top** of a text block indicates the beginning of a story.

**An empty windowshade handle at the bottom** of a text block indicates the end of a story.

**A + (plus sign)** in a windowshade handle indicates that the text block is threaded to another text block containing the same story.

**A down arrow** in a bottom windowshade handle indicates that there is more text in the story to be placed but no remaining text blocks in which to place it.

**A corner handle** is the point where you drag to resize a text block.

### Formatting Text...

PageMaker provides several ways to apply character-level formatting, such as font and size, and paragraph-level formatting, such as alignment and indentation. How PageMaker applies formatting depends on what is selected when you choose options.

**Pointer tool selected...**Sets the publication's default type and paragraph specifications. If no publication is open, the changes apply to text you type in all new publications you open.

**Text selected with text tool...**Changes just the selected text or, for paragraph-level attributes, just the paragraphs selected.

**Insertion point selected...**Applies character-level formatting to new text you type at that point, and paragraph-level formatting to the paragraph containing the insertion point.

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