

COURSE OUTLINE



OVERVIEW

Adobe PageMaker is one of the first desktop publishing programs that emerge in the market. Though it may be deemed old by some, it still manages to create professional looking layouts with ease, efficiency, and quality.

Course Description

The course is designed to help students be familiarized with the basic tools and features of PageMaker to enable them to produce outputs. The course provides the essential techniques and tricks in creating eye-catching layouts.

Learning Outcomes

- Expertly layout documents
- Create publishable documents, brochures, and other types
- Know the basic tools and features, and use them effectively

TRAINING METHODS

The course will use lectures with demonstrations, hands-on practice, and exercises

Target Audience

Graphic artist and layout artists who are transition to PageMaker, and those who want an understanding with publishing.

Course Outline

Overview to PageMaker

- Familiarizing yourself with the interface
- Basic Tools and Features

Creating a New Document

- Opening a New Document
- Navigating the Document
- Zooming Keyboard Shortcuts

Working with Text

- Copying to the Clipboard
- Ruler Guides
- Selecting Text
- Autoflow Options

Place Options

- Selecting Multiple Objects
- Story Editor
- Find and Change

Navigating the Control Panel

- Font Styles
- Baseline Shift
- Paragraph Styles
- Indents and Tabs

Columns, Breaks and Rules

- Hyphenation
- Widows and Orphans
- Discretionary Hyphens
- Dictionaries

Using Ruler Guides

- X and Y Positioning
- Rounded Corners
- Transformations
- Fill and Stroke

Familiarizing yourself with the Color Palette

- Pantone Colors
- Editing Colors
- Working with Tints
- Importing Colors
- Spot vs. Process

Inserting Photos and Artwork

- Scaling Graphics
- Send to Back, Bring to Front
- Cropping Graphics
- Flipping, Rotating and Skewing

Working with Frames

- Frame Options
- Separating and Attaching Content
- Masking and Grouping

The Page Elements

- Text Wrap
- Adding Pages
- Master Pages Palette
- Moving Pages within the Document
- Linking Artwork

Packaging a document

- Printing from PageMaker
- Preferences settings
- Plug-In Palettes