

Training Course Specification

Course: **Adobe PageMaker v7; Level 2**

Duration: **One-Day**

COURSE OBJECTIVES: To build on introductory knowledge of PageMaker, using the publication editing and compiling tools of Adobe PageMaker.

WHO SHOULD ATTEND: People who are moving to a good level of artwork production, to design various kinds of publications (newsletters for example) using Adobe PageMaker as the main software application.

EXPERIENCE NEEDED: This course assumes some previous experience of PageMaker, or similar design and typesetting applications. Delegates should have a very clear understanding of the Windows operating system and use of a word processor (especially Microsoft Word) is central to using PageMaker.

COURSE CONTENTS:

Module 1: Getting Started

Objectives
Working with Styles
Defining a Style
Creating a New Style
Applying Styles
Applying Styles Using the Control Palette
Modifying Styles
Removing Styles
Working with Templates
Opening a PageMaker Template
Identifying Parts of a Template
Using a PageMaker Template
Creating Your Own Template
Using Your Custom Template
Summary; Module 1

Module 2: Working with Text

Objectives
Using PageMaker Plug-ins
Adding Bullets to Paragraphs
Removing Bullets from Paragraphs
Numbering Paragraphs
Using Drop Caps
Creating Running Headers and Footers
Converting PageMaker Publications
Creating a Table of Contents
Marking a Style as a Table of Contents Entry
Generating a Table of Contents
Modifying Table of Contents Styles
Creating an Index
Marking an Index Entry
Generating an Index
Summary; Module 2

Module 3: *Creating a Publication*

Objectives

Creating Special Effects

Rotating a Text Object

Filling a Graphic Object

Changing the Stacking Order of Objects

Reversing Text

Drawing a Shadow Box

Grouping Objects

Locking and Unlocking an Object

Skewing an Object

Inserting Special Characters

Controlling Text Flow

Controlling the Hyphenation for a Style

Creating a Pull-Quote

Using Kerning and Tracking

Sorting Publication Pages

Summary; Module 3

Module 4: *Finishing a Publication*

Objectives

Using a Library

Creating a Library

Adding a Library Object from the Publication Page

Copying an Object from a Library

Displaying Library Objects

Selecting Another Library

Creating a Book

Creating a Book List

Modifying a Book List

Setting Auto Renumbering for Pages in a Book

Copying Styles from Another Publication

Generating a Book Table of Contents

Modifying Book Table of Contents Styles

Generating a Book Index

Printing a Book

Summary; Module 4