Adobe PageMaker 6.5

Presented by Anshu Assistant Prof. Department of Computer Science **Paper Code - CEMS SEC 402** SEC Semester IV (2020)

What is PageMaker 6.5?



PageMaker is a page layout application

PageMaker Extensions



 PageMaker uses two kind of Extensions:

.P65 (Publication files) .T65 (Template files)



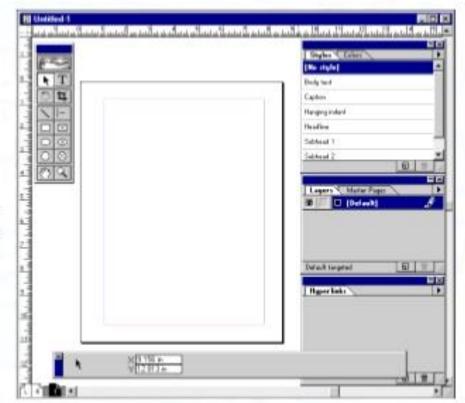
General Preferences

 This dialog box allows you to create defaults for how PageMaker will treat the content in your publications such as your text, save your files, move items, measure items, and display guides.

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Work Environment

 The PageMaker environment will display a New Publication window, a Blank Page, a Master Page, and Current Page icons, horizontal and vertical Scroll Bars, Rulers, the Control palette, the Toolbox, and other palettes.



Toolbox

 The PageMaker Toolbox enables you to access the basic tools you need to perform various actions in the publication window.



Colors Palette

- The Colors palette is used to make quick color changes to your publication.
- By default every Colors palette must contain the following colors : None, Paper, Black, and Registration.

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[Registration]		
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Control Palette

The Control palette gives you a one-stop shop, enabling you to change several formatting options in one place rather than making repeat trips to the Type menu.

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Character Control Palette

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Paragraph Control Palette

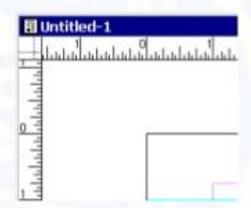
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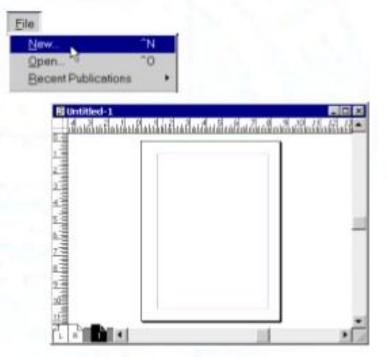
Rulers/Guides

 Rulers can be toggled on and off by choosing View > Show/Hide Rulers OR by pressing the Ctrl + R key combination.



New Documents

- Creating a New Document allows you to set up the publication page with specified settings.
- You can define such things as the size of the page, the size of the margins, and even the orientation of the page.



Master Pages

 The Master Page typically contains the basic design elements of a page, such as headers and footers, and page numbers.





Saving Documents

- The Save and Save As commands allow you to store your active publication.
- To save your publication, choose File > Save
 OR press the Ctrl + S key combination.

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Opening Documents

- The Open command allows you to open a previously saved publication.
- To Open a publication choose File > Open OR press the Ctrl + O key combination.



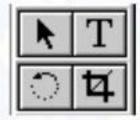
Closing Documents

 Close command, closes the active publication.

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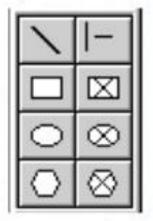
Basic Tools

- The Pointer tool is used to select, move, and resize text objects and graphics.
- The Text tool is used to create text blocks and text frames, select, and edit text.
- The Rotation tool is used to select and rotate text objects and graphics.
- The Cropping tool is used to crop parts of the graphic that you do not want to print.



Drawing Tools

 The Drawing tools allow you to create simple graphics (or frames to hold text or imported graphics) to which you can apply a stroke and or fill.



Visual Tools

- The Visual tools allow you to zoom in and out of or navigate around your publication or Pasteboard.
- These tools can be used on their own or in conjunction with other tools by using the keyboard shortcut.



Modifying Tools

 Double-clicking some of the tools will display various dialog boxes.

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Custom Colors

- You can create custom colors using the Define Colors dialog box.
- To open the Define Colors dialog box, choose Utilities > Define Colors.

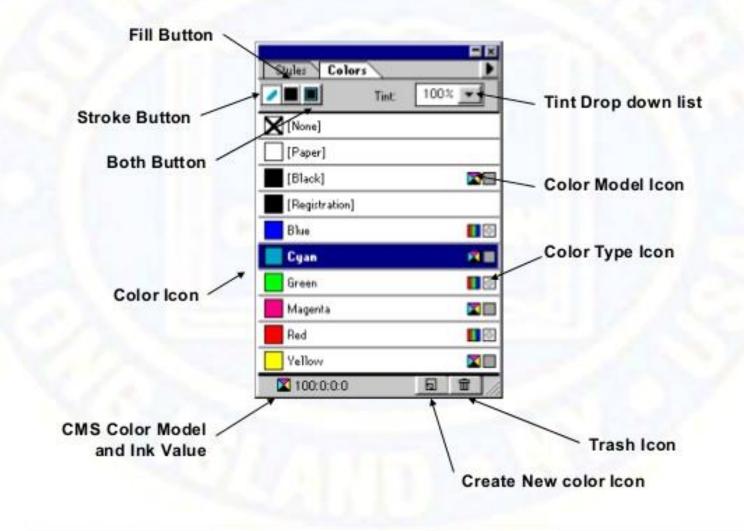
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Color Options Dialog Box

 To select a color or choose a color model (such as RGB), go to the Color Options dialog box by choosing Utilities > Define Color and clicking the New button.

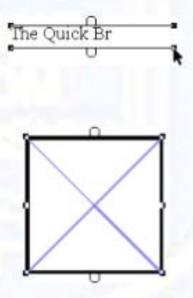
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Colors Palette

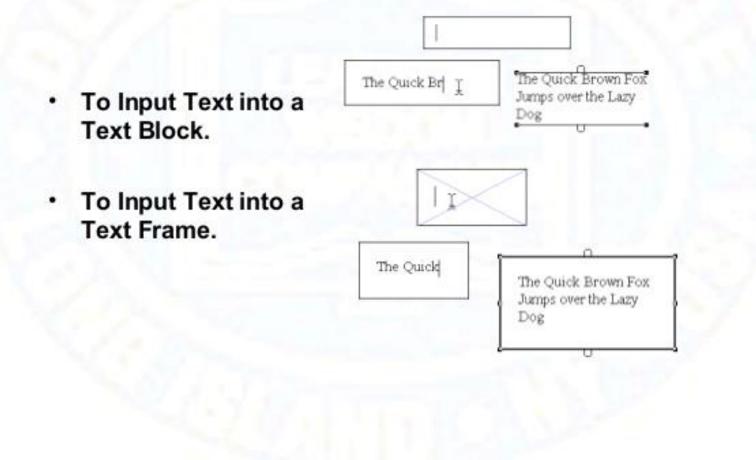


Blocks Vs. Frames

- A Text Block is one of two ways in which PageMaker allows you to add Text to your publication.
- A Frame becomes a Text Frame or a Graphics Frame depending on the content you add into it.



Inputting Text



Placing Text

- The Place Dialog Box allows you to import text from various sources.
- PageMaker can import such files as Spreadsheet or Database documents, Word-Processed documents, another PageMaker Story files, ASCII text files, Rich Text files and HTML files.



Editing Text

- To edit text, first you need to Highlight text in a Text Frame or Text Block with the mouse.
- Then delete existing text or add new text.

The quick brown fox jumps over the lazy dog |

The quick brown fox jumps over the lay dog

The quick brown fox jumps over the lazy dog.

Text Control Palette

- In the Character View click one of the font options in the Control palette.
- Use the toggling buttons to choose the Type style,
 Case, Position, Type Size,
 Leading, Expert tracking,
 Horizontal Scale, Kerning,
 and Baseline Shift to format the text.

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Character Specifications Dialog Box

- The Character
 Specifications dialog box allows you to format the text in your publication.
- If you open the dialog box without having any text items selected, any changes you make will become the default setting for the text you will use in your publication.

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Placing Pictures

 The Place dialog box allows you to Import graphics of various file formats such as Tiff, Eps, Jpeg and Gif.



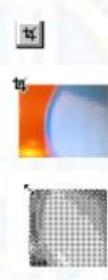
Modifying Picture

 The Control Palette allows you to adjust the size of your picture, the location of the picture on the page, the size of your picture frame, the rotation of the picture, or the how the picture is skewed.

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	H DEY	17p7	EEH 10p	25%	Q*	121

Cropping

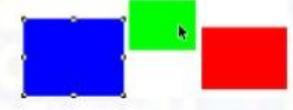
When you import a graphic from another program or publication, you can crop parts of the graphic that you do not want to print by adjusting the size of its surrounding bounding box.





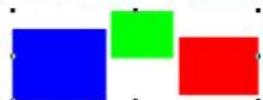
Selecting Objects

- Use the Pointer tool when selecting objects.
- You can select a single object, or you can select multiple objects and modify them all at once.



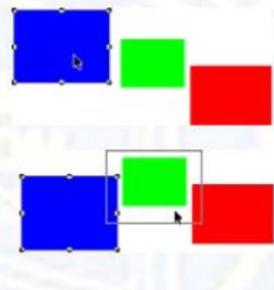
Grouped Objects

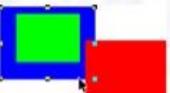
 A Group of objects, when selected, appears with four handles at the corners that define the bounding box of all objects in the group.



Moving Objects

- To Move objects with the mouse:
- 1. Place the pointer over the object you would like to move and select it.
- 2. Click and drag the object to the new desired location.
- The object has now been moved.





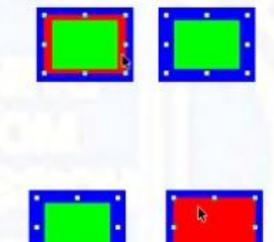
Aligning Objects

 With the Align Objects dialog box, you can align objects in relation to one another, and/or evenly distribute the spaces between the objects.

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		Horizontal Align the centors of the items.
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Arranging Objects

- The Send To Back command will move selected objects to the back most level of any overlapping objects.
- The Bring To Front command will move selected objects to the front most level of any overlapping objects.



Printing Your Work

 When you are ready to print your publication, go to File > Print to open up the Print Document dialog box.



Print Document

 The Print Document displays settings that will allow you to setup various output options.

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Print Paper

The Print Paper dialog box allows you to define settings that determine how the publication will print on the various paper sizes available on you printer or output device.

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Print Options

 The Print Options dialog box allows you to setup how placed images or type will print when your publication is outputted.

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Print Color

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Print Features

 The Print Features dialog box is specific to every printer you select and it allows you to setup more print options.

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