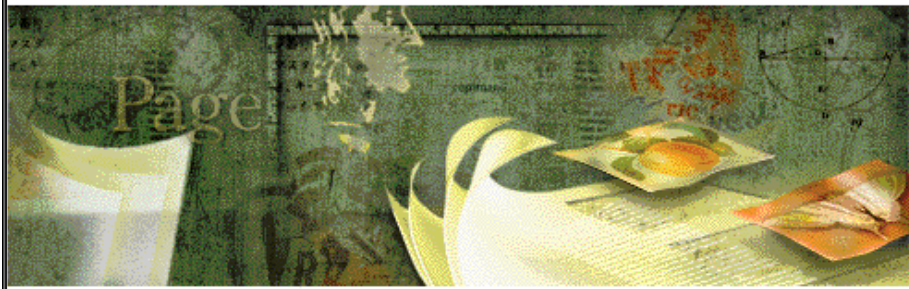




Queen Mary
University of London

Computing
Services



Adobe® PageMaker® version 6.5

Ver. 6.52

Introduction

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Computing Services
07 October 2003

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Starting a new publication

Exercise 1

Follow the steps below to start a new document with these settings:


Page size: A4

Margins: 0.8" (20mm) all round

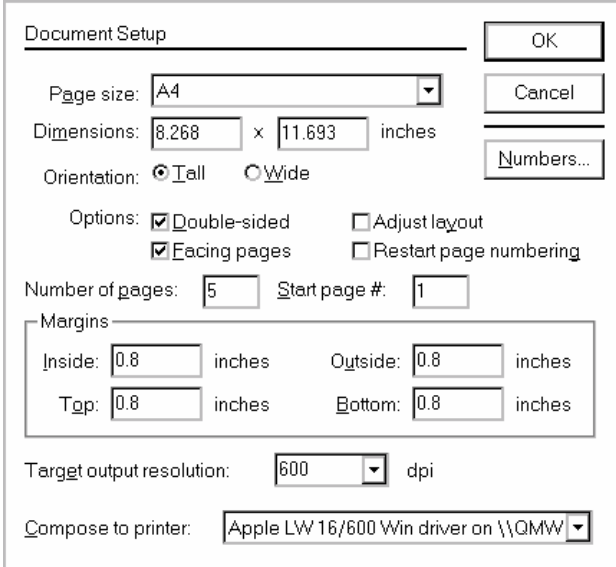
Double-sided

Facing pages

Number of pages: 5

File  **New** (Note: This means choose **New** on the **File** menu).

The **Document Setup** dialog box is displayed:



Document Setup

Page size: A4

Dimensions: 8.268 x 11.693 inches

Orientation: Tall Wide

Options: Double-sided Adjust layout
 Facing pages Restart page numbering




Number of pages: 5 Start page #: 1

Margins

Inside: 0.8 inches Outside: 0.8 inches
Top: 0.8 inches Bottom: 0.8 inches

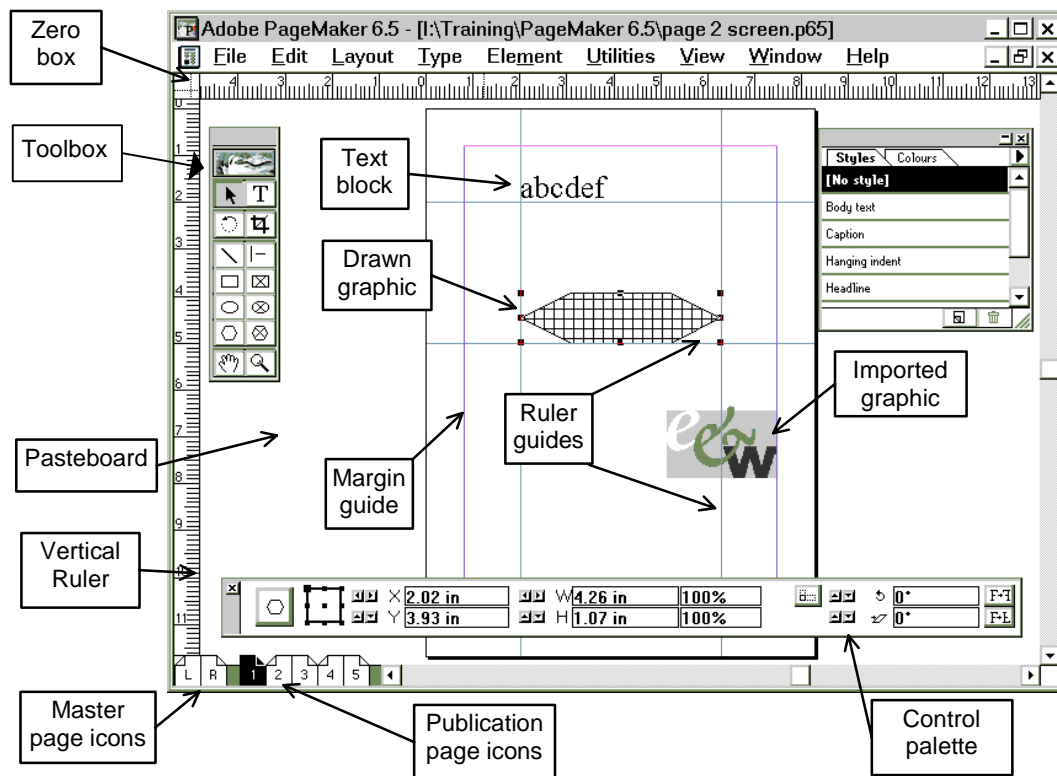
Target output resolution: 600 dpi

Compose to printer: Apple LW16/600 Win driver on \\QMW

- Click  in the **Page Size** box and choose the page size. **Page Size** is set to **Custom** if you set your own values in the **Dimensions** boxes. The maximum **Dimensions** values are 42 × 42 inches (106 × 106 cm)
- Set the **Tall** button for a page like this:  or **Wide** for one like this: 
- Check **Double-sided** for the page layout used in books, newspapers and magazines
- Check **Facing pages** to see the pages that face each other in a double-sided publication
- Set values for the margins in the **Inside**, **Outside**, **Top** and **Bottom** boxes
- The **Numbers** button allows you to set choose a style for page numbers
- You can also set the **Number of pages** and the **Start page #** (number) to start working with (you can always add more pages later)
- Choose the printer you are composing the document for. Note that this should be the final target printer, not the printer that you use to proof your document

When you have chosen all your settings, click **OK**. The PageMaker window is displayed. See the next page.

The PageMaker window



Changing margins and other page attributes

To make changes after starting a new publication: **File** **Page Setup**, Make changes, and click **OK**

Saving a new publication

It is a good idea to save your work periodically. To do this:

- i) **File** **Save as** to get the **Save publication as** dialog box
- ii) Select the folder or directory, type the file name into the **File name** box and click **Save**

Exercise 2

Save your publication as EX3 in the My Documents folder

Setting program and document preferences

File **Preferences** while no document is open allows you to set preferences for all new documents.

File **Preferences** while a document is open allows you to set preferences for that document.

Exercise 3

Set the following preferences:

- **Measurements in** to suit yourself
- Click **More** and set **Greek text below** to 2

Setting and using guides

There are three kinds of guide to help you accurately place items and draw graphics:

Margin guides are magenta. Set via the New document dialog.

Column guides are blue. Left and right column guides are automatically set on top of the left and right margin guides. Set via **Options**  **Column guides**.


Ruler guides are green. Drag horizontal and vertical guides from the rulers.

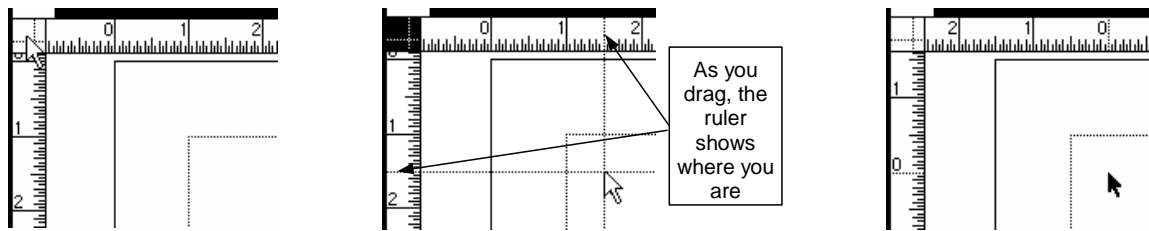
To help you set ruler guides you may want to reset the zero on one or both rulers, just as an ordinary ruler usually measures from its zero.

Changing the rulers' zero point

Exercise 4

Follow the steps below to set the rulers' zero point to the intersection of the margin guides

- i) **View**  **Guides and Rulers** and make sure that **Zero lock** is unchecked.
- ii) Drag from the zero box to where you want the new zero:



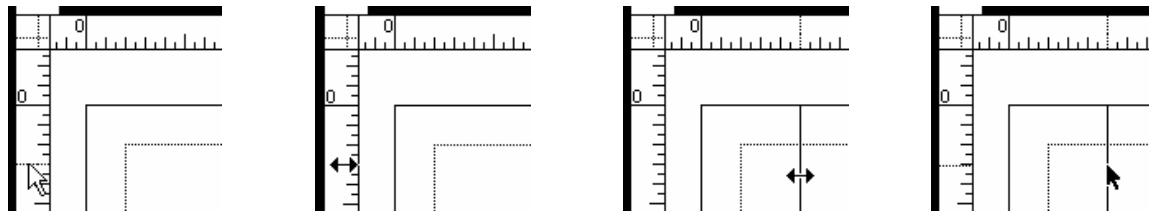
1. Point to the zero box and hold down the left button

2. Drag to the new zero point, checking the rulers for the exact values you want

3. Release the mouse button and the zeros are reset

Setting ruler guides

Drag from the rulers to the desired position (again, the ruler shows you where you are):




1. Point to the ruler

2. Press the left button

3. Drag to position

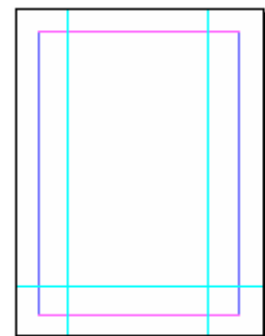
4. Release button

Locking ruler guides

To prevent guides being moved by accident, **View**  **Lock guides**

Exercise 5

- Drag ruler guides so there is one 1" (25mm) inside each margin (as in the diagram)
- Lock the guides



Snapping to guides

When objects are drawn or dragged near to guides, they are drawn to the guides like steel to a magnet, provided that **Snap to guides** on the **View** menu is checked.

Exercise 6

Make sure that **Snap to guides** is on

Working with graphics

You can import pictures (scanned drawings and photographs, or pictures created on a computer) into a PageMaker publication using the Place command.

Placing graphics


Exercise 7


Follow the steps below to place the graphic Logo.tif (in the C:\PM65\Extras\Tutorial\Lesson1 folder) in the centre of the page



i) Select the pointer tool, 



ii) **File** → **Place**. The **Place** dialog box is displayed

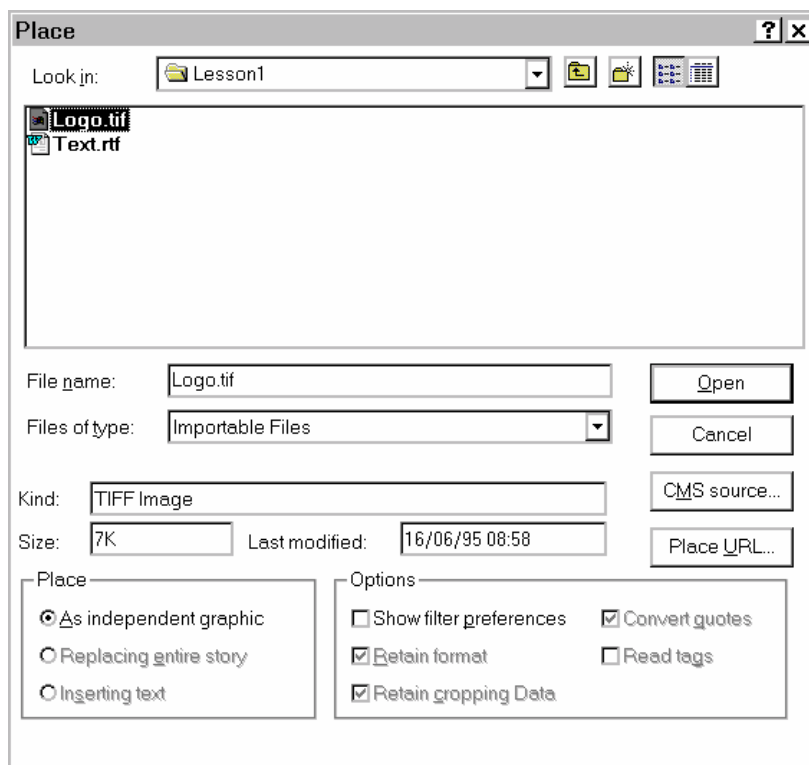
iii) Select the file to place (make sure that it is a graphic) and click **Open**. The cursor changes shape depending upon the type of graphic chosen:

 indicates a paint-type (bitmapped) graphic

 indicates a draw-type (vector) graphic

 (Mac: ) indicates a TIFF (Tagged Image File Format) graphic

 (Mac: ) indicates an Encapsulated PostScript file



iv) Click at top left hand corner of position desired *or* drag a rectangle with the mouse

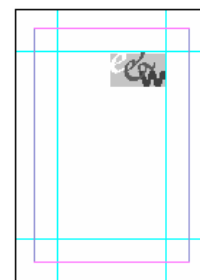
Moving graphics

i) Select 

ii) Drag the graphic to desired position

Exercise 8

Move the graphic so that is is 1" (25mm) from the top and the right margins



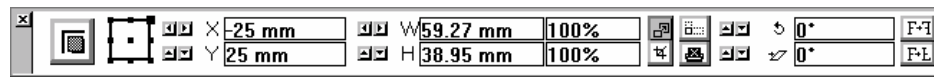
Resizing graphics



The little squares at each corner and side are called **handles**

- Drag a corner handle to change size in both dimensions.
- Drag a centre handle to change horizontal or vertical size only.
- Hold down Shift while dragging to maintain proportions.

Or you can use the Control Palette:



Click or enter values or % in W and H, then click or press the Return key, ↵.

The centre of resizing is determined by the node selected in .

Exercise 9

Adjust the graphic so that it is 2" (50mm) wide and 1.25" (31.1mm) high but still on the margins

Deleting graphics

Select click on the graphic and press the **Delete** key on the keyboard

Some basic techniques

The pasteboard

Items can be kept on the pasteboard and moved between the pasteboard and a page.

Changing the amount of detail you see

There are three ways of doing this:

- Select the Zoom tool, , and use it either to click where you want to zoom into or to drag an area that you want to zoom to. Hold down Ctrl to zoom out. You can select the Zoom tool temporarily by holding down Ctrl and the Spacebar. Add Alt to zoom out.
- You can open the **View** menu and use the various Zoom commands.
- You can also use the following keyboard shortcuts:

Toggle between Actual size and Fit in window Ctrl+click right mouse button
(Mac: ⌘+Option+click)

Zoom factor:	In	Out	Fit in window	Actual size	50 %	75%	200%	400%
Ctrl/⌘ +	=	-	0	1	5	7	2	4

Moving around

To

Move the window in any direction using the grabber hand

Move the window horizontally or vertically using the grabber hand

Move to a specific page

Move to the next page

Move to the previous page

Go to page ...

Do the following

Alt/Option and drag or choose and drag

Alt/Option + Shift and drag

Click on its icon. eg, click on to move to page 2

Page Down


Page Up

Ctrl+Alt+G






Creating graphics in PageMaker




Exercise 10

Follow the procedures below to draw the following:

- A circle of 1" (25mm) diameter, line 4pt and a solid black fill with a 20% Tint
- A square of 1" (25mm) side, line 5pt and fill with 


i) Select the appropriate drawing tool:

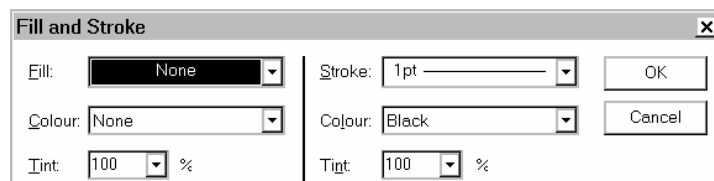
-  to draw a straight line  to draw a straight line horizontally, vertically or at 45°
-  to draw a rectangle. Double-click the tool to set rounded corners
-  to draw an oval or ellipse
-  to draw a polygon or star. Double click the tool to set number of sides and star inset

Hold down the Shift key to force  to draw squares,  to draw circles and  to draw regular polygons/stars

- ii) Press the left button where you want to start the object
iii) Drag to where you want it to end and release the button

Changing the fill and stroke of a graphic

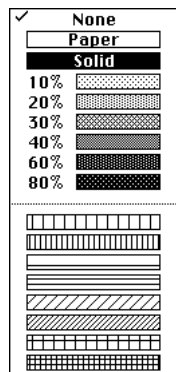
- i) Select the graphic using the  tool
- ii) **Element** → **Fill and Stroke** to display the dialog box:



then:

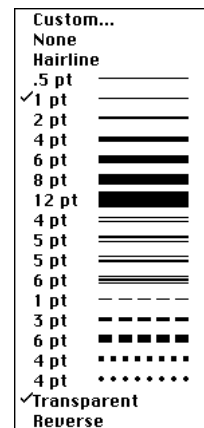
Choose a fill type from the **Fill** box and Tint from the **Tint** box

You can also set stroke and fill types *before* you draw an object




Choose a stroke type from the Stroke box

You can also set these attributes separately using the **Stroke** and **Fill** commands on the **Element** menu



Moving drawn graphics

Select , point to a filled part of the graphic or to its outline and drag.

Exercise 11

Move the circle so that is in the 1in (2.5cm) square of guides at the bottom left and move the square so that is in the square on the right (see picture at top of next page)

Resizing graphics

To change the size of a graphic, select it and drag one of its resizing handles.

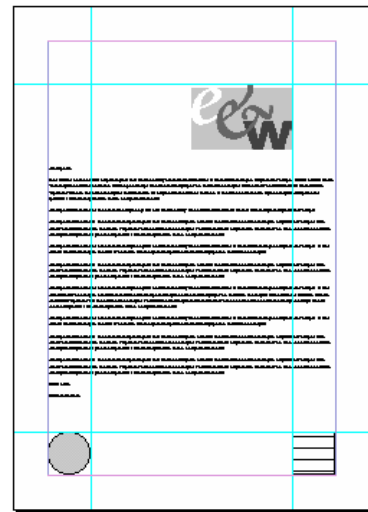
Hold down shift to force the graphic to stay, or become, a circle or a square.

Importing text from a file

You can import text from any word processor file type that PageMaker has a *filter* for, including plain text files.

Exercise 12



- i) Open the **Layout** menu and make sure that **Autoflow** is OFF (no ✓ beside it)
- ii) Follow the procedure below to place the file C:\PM65\Extras\Tutorial\Lesson1\text.rtf so that it is positioned between the margins and below the top graphic as shown on the right:






- i) **File** → **Place**. Get the **Place** dialog box:



- ii) Get the file you want in here. Then click **Open** to place it. Click **Cancel** to close the dialog without placing
- iii) If the format of the file is not recognised, you will be asked to choose one. Once you have done this, the mouse cursor changes into one of the following icons

 = Manual flow (if **Autoflow** on the **Layout** menu is off). The flow of text on to the page will stop at the end of the current column, showing the 'more text to place' windowshade handle, 

 = Autoflow (hold down **⌘** (PC: Ctrl) to switch to Manual). Text will flow on to the page without stopping and PageMaker will add pages if necessary to fit it

 = Semi-automatic flow (Get by holding down Shift). The flow of text on to the page will stop at the end of the current column. The mouse cursor will stay as 

- iv) At this point you can *either* click at the vertical position you want for the text in which case PageMaker will run the text from the left to the right of the column you are in *or* you can drag a rectangle in which to place the text.

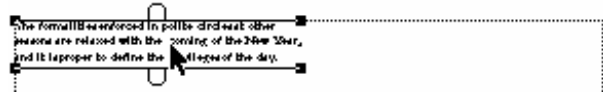
Moving, resizing and reshaping text blocks

Moving a text block

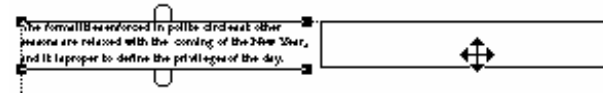
i) Select the pointer tool



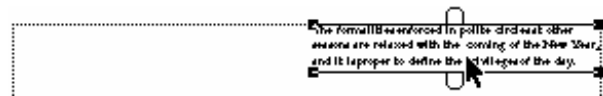
ii) Move the mouse cursor into the text block



iii) Press the left mouse button and drag the block to its new place

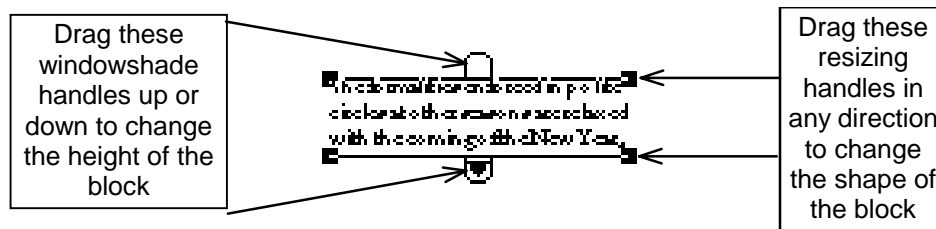


iv) Release the mouse button



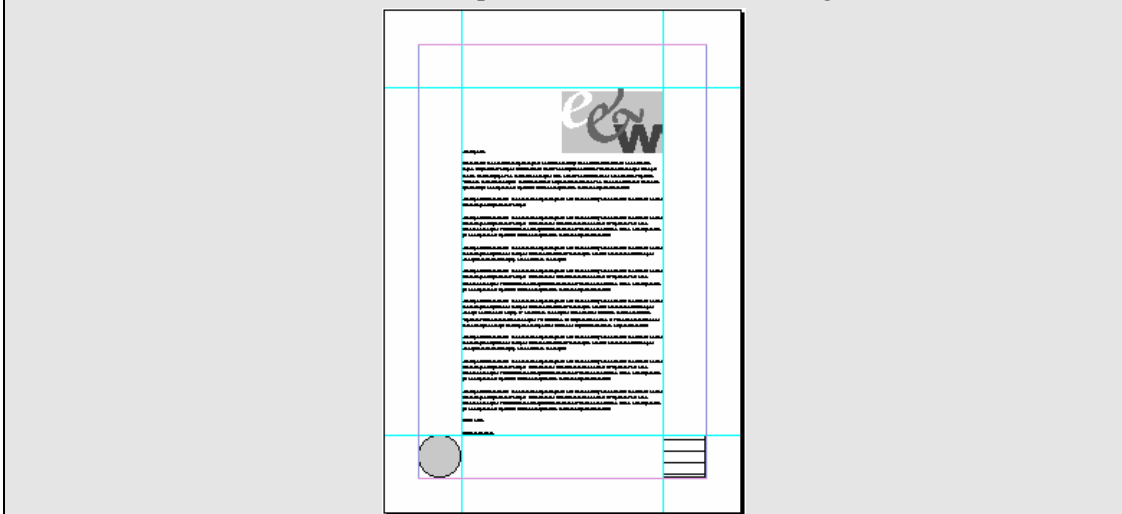
Change the size and shape of a text block

When you select a text block with the pointer tool, windowshade handles appear at the top and bottom of the text block. Resizing handles appear at each corner:



Exercise 13

Resize/move the text block so that it is positioned between the ruler guides as follows,



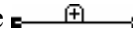
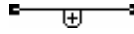
Text flow

A story can consist of a number of separate text blocks. These can be placed anywhere in different columns or different pages.

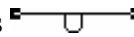
There are four different kinds of text block you can have in a story:

The first text block in a story has  at the top.


Headline
Si meliora dies, ut vina,
poemata reddit, scire velim,

Blocks in the middle of a story have  at the top and  at the bottom.

chartis pretium quotus arroget
annus. scriptor abhinc annos
centumqui decidit, inter
perfectos veteres quere ferri

The last text block has  at the bottom.


debet an intervallis atque novos?
Excludat iurgia finis, "Est vetus
atque probus, centumqui
perficit annos."

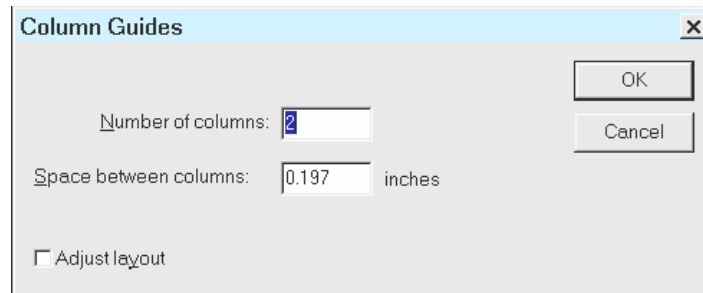
 at the bottom means that there is text in the story that hasn't yet been placed. The windowshade handle is coloured red.

chartis pretium quotus arroget
annus. scriptor abhinc annos
centumqui decidit, inter

To place the rest of the story, click the triangle and then place it

Changing the number of columns on a page

i) **Layout**  **Column guides...** to display:



ii) Set **Number of columns** and **Space between columns** to the values that you require.

Exercise 14

i) Move to page 2 by click its icon in



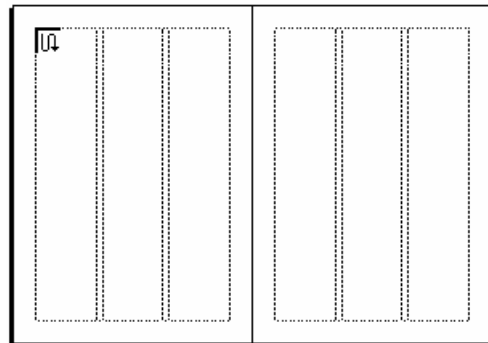
ii) Turn Autoflow ON (**Layout**  **Autoflow**)

iii) Set the number of columns to 3




iv) Place the story

C:\PM65\Extras\Tutorial\Lesson1\text.rtf in column 1 starting at the top left hand corner.

v) Drag each of the windowshade handles down and up in turn and observe what happens to the text

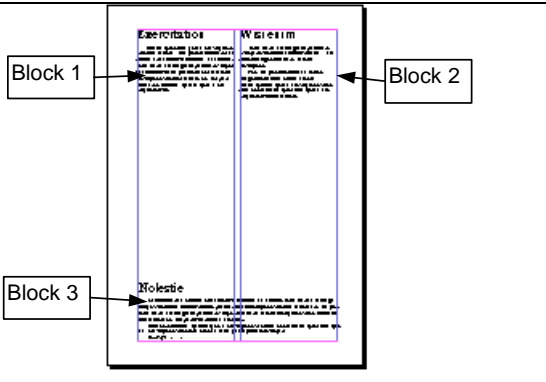


Breaking a one-block story into more than one block


- i) Select the block with the pointer tool, 
- ii) Roll up the bottom windowshade handle until the block contains only what you want in it
- iii) Click on the bottom handle (which is now red). The mouse changes to  or 
- iv) Place this new block in the usual way (see page 8)
- v) Repeat from (ii) with the new last block

Exercise 15

- i) Set the number of columns to 2
- ii) Move to page 3
- iii) Place the story Tutorial/Lesson2/E&wtext.rft
- iv) Break this story into three blocks and arrange them as shown on the right
- v) Save the publication as EX15



To reflow a story that has already been placed




- i) Select the last text block with the pointer tool, 
- ii) Drag the bottom windowshade handle up to that it meets the top handle
- iii) Repeat for the remaining text blocks
- iv) Click the bottom windowshade handle of the first text block and reflow the story

Exercise 16



Rejoin into one block the three blocks from the last exercise

To break a story into two or more stories



When a story is separated into blocks, it still remains one story. Sometimes, you want to break a story into a number of distinct stories. Do this as follows:

- i) Use the **T** tool to highlight the text you want to take out of the story or use  to select a block of text
- ii) **Edit**  **Cut**
- iii) Either click or drag a rectangle where you want the text to go
- iv) **Edit**  **Paste**

Exercise 17

- i) Break the story from the previous exercise into two stories of equal size, one in the left column and one in the right column
- ii) Check that the two parts really are two stories: select , **Edit**  **Select all** and then examine the windowshade handles

To join two separate stories into one

- i) Select one story
- ii) **Edit**  **Cut**
- iii) Click an insertion point in the other story where you want the text to reappear
- iv) **Edit**  **Paste**. See next page for exercise

Exercise 18

- i) Join the two stories from the previous exercise into one
- ii) Check that there is only one story by selecting **T** and **Edit**☞**Select all**

Getting out of trouble with text blocks

Most problems with text blocks arise because they get too fragmented. You can use the following two techniques to get all the text in a story into one block:

Method 1: Find the first block in the story
Resize it so that it is big enough to hold all the text

Method 2: Click an insertion point in any block with **T**
Edit☞**Select all** then **Edit**☞**Cut** and **Edit**☞**Paste**

Typing text into a document

This can be done *either* in the place in the publication that you want it *or* by using the Story Editor.

Typing text directly onto the page

- i) Select the text tool, **T**
- ii) **Either** click at the vertical position you want for the text in which case text will run from the left to the right of the column you are in **or** drag an imaginary rectangle to mark the left and right boundaries of the text. A flashing vertical line appears at the place that text will go onto the screen. This is called the **insertion point**
- iii) Type the text, remembering that words will wrap to the next line automatically

Exercise 19

- i) Select **T** and click an insertion point at the top of page 1, where the margins meet on the left
- ii) Type in the following text:
PageMaker Exercises by <your name>

Typing in a new story using Story Editor

The Story Editor is a built-in word processor. It includes facilities such as Search and Replace and Spell Check. Stories can also be imported directly into Story Editor. To use it:

- i) **Edit**☞**Edit Story**
- ii) Type in story
- iii) **Story**☞**Close Story** to close Story Editor
- iv) Click Place button and follow step (iii) in Importing text

Checking spelling

In Story Editor, **Utilities**☞**Spelling** and follow the dialog

Searching and replacing

In Story Editor, **Utilities**☞**Find** to search for text
Utilities☞**Change** to replace text

Exercise 20

In the story on page 2, replace all occurrences of Lorem Ipsum by LLLLL IIIII




Editing text

Editing text on the page

Select **T** and then click where you want to place the insertion point, drag to highlight, etc. (See next page for details)

Editing text using Story Editor

NOTE: You can arrange the layout window and the Story Editor window so that both show at the same time

- iii) To edit a story using Story Editor,
either triple-click on the story with the pointer tool
or click on the story with  or **T** then press Ctrl+E (Mac: ⌘+E) or **Edit**  **Edit Story**
- iv) Use the usual word processing techniques to insert, delete and select text.
- v) To return to layout view, **Edit**  **Layout** or Ctrl+E (Mac: ⌘+E)
- vi) You can see hidden characters such as tab (→), space(·) and paragraph marks (¶) by choosing **Display** ¶ on the **Story** menu.

NOTE: The following apply to both Layout view with **T** and to Story Editor view


Moving the insertion point in a story

To move	Press	To move	Press
One Word Left	Ctrl (Mac: ⌘)+←	To Next Line	↓
One Word Right	Ctrl (Mac: ⌘)+→	Up one Paragraph	Ctrl (Mac: ⌘)+↑
To Previous Line	↑	Down a Paragraph	Ctrl (Mac: ⌘)+↓



Selecting text with the keyboard

Hold down Shift while moving the insertion point as above

Selecting text with the mouse

To select	Do this
Any text	Drag across the text you want to select <i>or</i> click at one end of the text, hold down Shift and click the other end of the text
A word	Double-click the word
A paragraph	Triple click in the paragraph text
Whole story	Click in story, then Edit  Select All or Ctrl (Mac: ⌘) +A

Moving and copying text

- i) Highlight the text to move/copy then **Edit**  **Cut/Copy** or Ctrl (Mac: ⌘) +X/C
- ii) Click where you want the text to go then **Edit**  **Paste** or Ctrl (Mac: ⌘) +V

Exercise 21

In the story on page 2 of the publication, move the second paragraph so that it comes before the first

Character formatting

The **Font** (typeface) determines the shape of text characters. The **Size** sets the size in points. The *point* (abbreviated pt) is the standard unit of size in typesetting. 1 inch = 72 points. Examples:

23 point Times New Roman

28 pt Arial

Type **Style** includes **Bold**, *Italic*, Underline, ~~Strikethrough~~ or any combination.

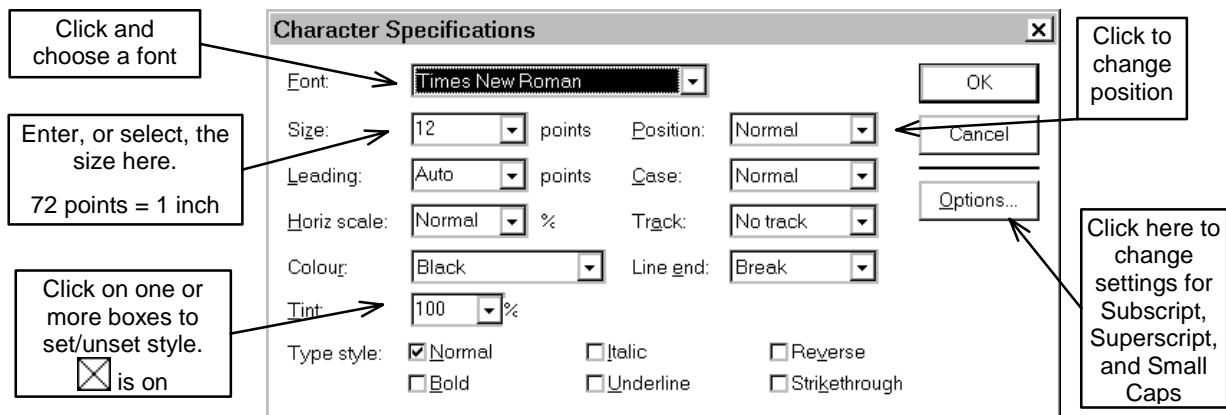
You can set **Position** to be subscript or superscript, **Case** to be ALL CAPS or Small Caps.

Set width, Leading and Track are dealt with under Typography.

Setting character formatting

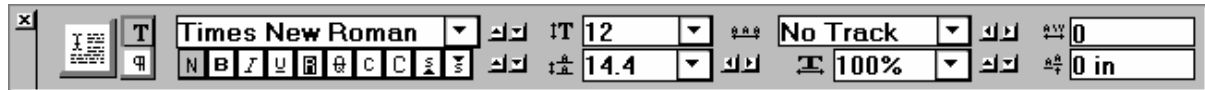
i) Select text

ii) **Type**  **Character...** Get the **Character Specifications** dialog box:



iii) Make changes required and click **OK**

You can also use the Control Palette with the **T** button pressed:



Some keyboard shortcuts

To change type size

One point smaller

One point larger

On the PC, press

Ctrl+Shift+<

Ctrl+Shift+>

On the Mac, press

⌘+Option+ Shift+, (comma)

⌘+Option+ Shift+. (full stop)

To format text as

Normal

Bold

Italic

Underline

On the PC, press

Ctrl+Shift+spacebar

Ctrl+Shift+B

Ctrl+Shift+I

Ctrl+Shift+U

On the Mac, press

⌘+Shift+spacebar

⌘+Shift+B

⌘+Shift+I

⌘+SHIFT+U

Exercise 22

- Format the headline on page 1 so that it is in a Sans Serif font and runs from one margin to the other
- Format the text on page 2 in Times New Roman at a size to fill all the white space between the graphics

Paragraph formatting

A paragraph is a block of text up to the next paragraph mark (return), which is represented by ¶ when you Display ¶ in Story Editor. Paragraph formatting is a property of whole paragraphs. It allows you to change the shape of blocks of text, space before and after paragraphs and other aspects of the layout of paragraphs.

Alignment examples

Left

A desktop publishing system transforms the way you produce business documents, by allowing you to turn out high-quality printed material much faster and at lower cost. Desktop publishing is now used in very many companies, in a variety of ways: marketing departments use it to produce marketing literature.

Justified

Graphics programs are used to create images of various kinds. Graphics programs include Paintbrush, Corel Draw, Freelance, Harvard Graphics and many more. Another source of graphics is an image scanner - a device which converts a graphic on paper into a computer graphic.

Centred

Desktop publishing software runs on standard business computer. There are a range of desktop publishing programs, varying in cost, capabilities and ease of use. Generally a desktop publishing program is used in conjunction with word processing programs (to produce the text) and graphics programs (to produce the pictures).

Right

Word processing programs are used to enter and edit the basic text. There are a huge range of word processing programs, including Word, DisplayWrite, WordStar, and WordPerfect. Word processing programs offer specialised editing facilities, such as Spell-checkers and Search and Replace functions.

Force Justified

When it comes to printing, desktop publishing gives you a range of choices. You can use an inexpensive dot-matrix printer for producing page proofs. Or use a laser printer to produce near-quality pages, which for most purposes will be the highest quality you will ever need. For special documents where only the very highest quality is good enough, you can output pages to photocopiers like the Linotronic 100 or Linotronic 300. These pages can then be used to make plates for high-quality conventional printing.

Indentation examples

Left indent of 1cm

A desktop publishing system transforms the way you produce business documents, by allowing you to turn out high-quality printed material much faster and at lower cost. Desktop publishing is now used in very many companies, in a variety of ways: marketing departments use it to produce marketing literature.

Right indent of 1cm

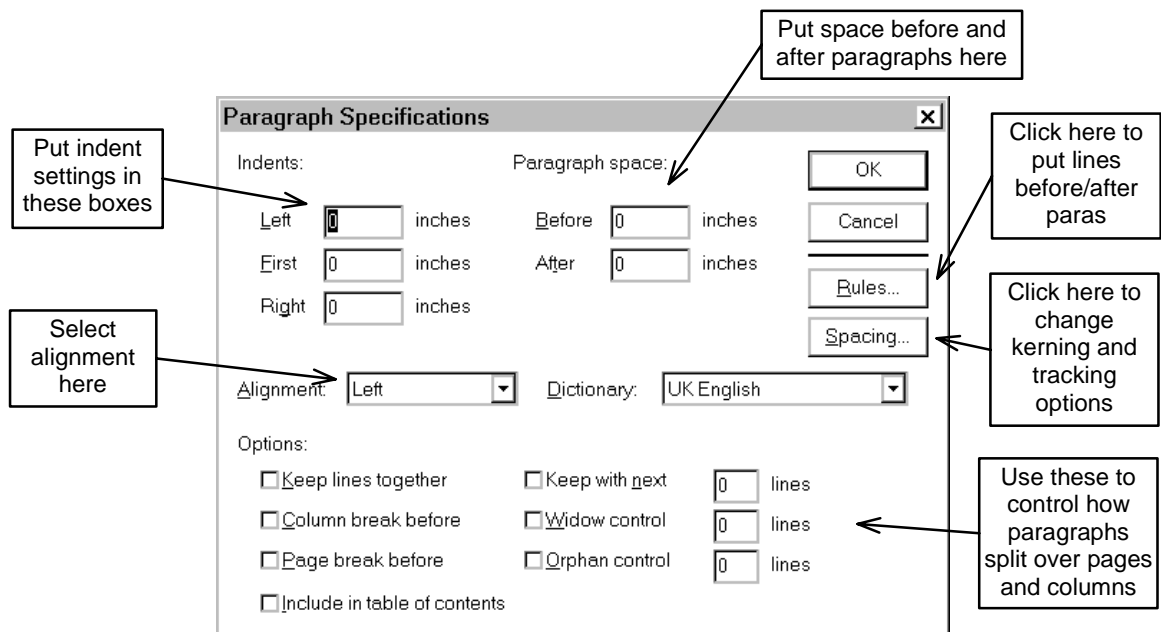
Graphics programs are used to create images of various kinds. Graphics programs include Paintbrush, Corel Draw, Freelance, Harvard Graphics and many more. Another source of graphics is an image scanner - a device which converts a graphic on p

First line indent of 1cm

Graphics programs are used to create images of various kinds. Graphics programs include Paintbrush, Corel Draw, Freelance, Harvard Graphics and many more. Another source of graphics is an image scanner - a device which

Setting paragraph formatting

- i) Select paragraphs by clicking an insertion point for one, highlighting for more than one.
- ii) **Type ¶ Paragraph** to display the dialog box:




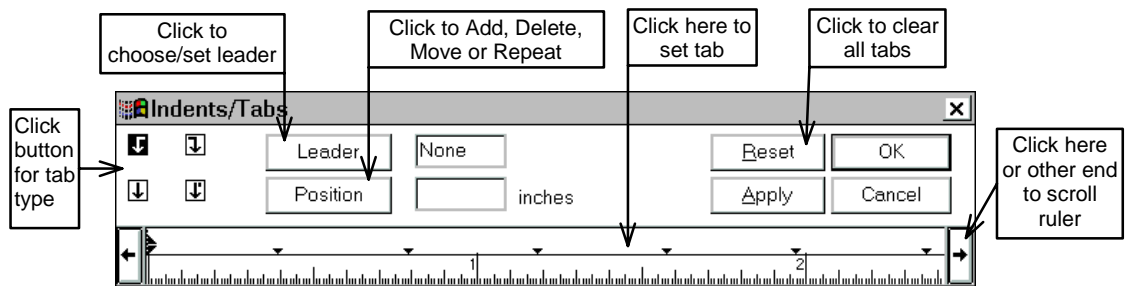
- iii) Click **OK** when done



Or you can use the Control Palette with the ¶ button pressed:



Setting tabs

- i) Select paragraphs you want to set tabs for
- ii) **Type**  **Indents/tabs**. Get the Indents/Tabs dialog box:



To set indents drag the upper of  to set First, the lower to set Left and  to set the Right indent



Exercise 23

- Remove the extra line space between each paragraph in the Page 1 story. Set Space After to 0.2" (5mm).
- Set First Indent to 0.1" (2.5mm). Set Alignment to Justified.



Master pages

Anything that is placed on a master page appears on all corresponding publication pages unless you uncheck **Display Master Items** on the **Page** menu for that page. You can place text, graphics, and page numbers on master pages. You can also set ruler guides.

Working with master pages



Click  to work on the left master page. Click  to work on the right master page. Do not forget to move back to a document page when you have finished.

Removing master items from a document page

View  **Display master items** to remove the . If you change your mind, repeat to turn on again.

Page numbers

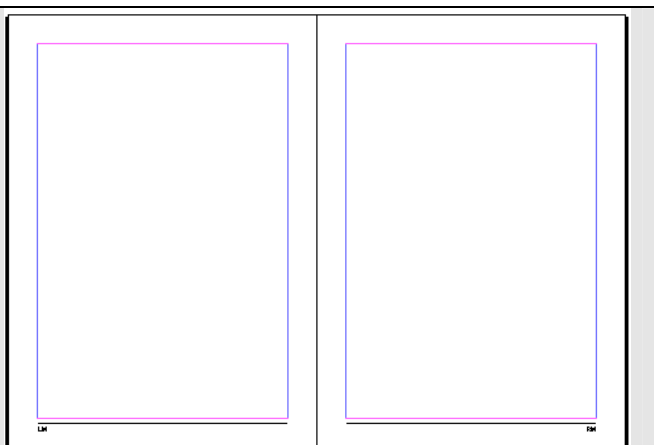
To place a page number code on a master page so that publication pages are automatically numbered,

- i) Select left master page
- ii) Select  and click an insertion point or drag a text area
- iii) Press Ctrl+Shift+3 (Mac: +Option+P) Get LM code inserted. Format it in the same way as you would ordinary text. You can also add any other text you want, such as the word Page etc.
- iv) Repeat for right master page.

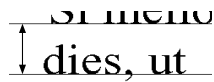
Exercise 18

On each master page

- i) Place a 0.5 point rule 0.1" (2.5mm) below the bottom margin
- ii) Place a page number code 0.125cm (0.05 in) below the rule and flush with the outside margins (see right)
- iii) Suppress the master items on page 1
- iv) Check that all other pages are numbered and have the rule on them



Leading



This is the vertical distance from one line of text to the next. The default is 120% of the font size so that, for example, 10 point text will be set on 12 point.

Setting leading

- i) Highlight text
- ii) **Type** **Leading** or **Type** **Character...**
- iii) Select or enter the leading value in points. Auto gives the default value.

Viewing leading

Drag through a line of text with the text tool. The height of the highlighted area shows the line's leading.

Exercise 19

Type in the following so that they describe themselves:

- i) This sentence is in 30 point Times New Roman on 30 point leading
- ii) THIS SENTENCE IS IN 16 POINT ARIAL AND ITS LEADING IS SET SO THAT THERE IS NO SPACE BETWEEN THE LINES

Kerning

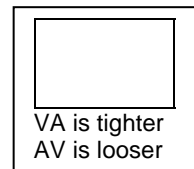
Kerning is the process of adjusting the space between letters to take account of their different shapes. Kerning can be done manually between a pair of letters, over a range of selected text, or for a whole story.

Manual kerning is additional to automatic pair kerning which adjusts the space between the pairs of letters defined by font designers as kern pairs for all type larger than the value in the **Spacing attributes** dialog box which is displayed by **Type** **Paragraph** **Spacing**. In general, automatic kerning should be on for text that is larger than body text.

Manual kerning

To kern letters manually, select the text to change (if 2 characters click between them), and use the following keyboard commands to add and remove space between the letters:

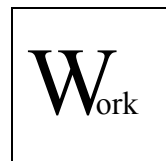
To	Press	Mac
tighten by 0.01 of an em	Alt+←	Option+←
loosen by 0.01 of an em	Alt+→	Option +→
tighten by 0.04 of an em	Ctrl+Alt+←	⌘+ Option +←
loosen by 0.04 of an em	Ctrl+Alt+→	⌘+ Option +→
remove all manual kerning	Ctrl+Alt+K	⌘+Opt+K



1 em is a width equal to the current point size. So, in 12 point text, 1 em = 12 points; in 72 point text, 1 em = 72 points

Exercise 20

- i) Key in the word Work. Set the letter W to 72 pt and the rest of the word to 24 pt
- ii) Zoom in close and kern so that the space between W and o is the same as the rest of the word:




Tracking

Tracking allows you to adjust the letter spacing within a selected range of text. Tracking is applied using one of five "tracks," or standardised adjustment curves. The default value is "No track," which leaves the current spacing as is. "Normal" adjusts larger font sizes more than smaller sizes because the larger the font size, the tighter the tracking should be. The tighter the tracking, the shorter the line of text.

This is Very
loose
This is
Loose
This is
Normal
This is Tight
This is Very tight

Changing tracking

- i) Select text
- ii) **Type**  **Expert Tracking**
- iii) Choose tracking mode


Keyboard shortcut for no tracking: Ctrl+Alt+K (Mac: ⌘+Option+K)

Exercise 21

Try different tracking settings for the first sentence from Exercise 19

Changing character width




To squash or expand text,

- i) **Type**  **Horizontal Scale**
- ii) Select a % to change by *or* select **Other** and enter between 5 and 250
- iii) Click OK

THIS IS 70%
THIS IS NORMAL
THIS IS 130%

Baseline alignment

It is good typesetting practice to align the bottom of columns. Use the following technique if headings or sub-headings throw columns out of alignment.

- i) Select paragraph(s) which are causing the problem
- ii) **Type**  **Paragraph**  **Rules**  **Options**
- iii) Check **Align to grid**
- iv) Set **Grid size** to be the leading of the body text
- v) Ctrl+Alt+Click OK to close the dialog boxes


Frames

Frames were introduced into PageMaker at version 6.5 to provide another way to position text and graphics.


Exercise 22

- i) Move to page 4
- ii) Follow the procedures below to recreate page 3 (see page 10 for details) on page 4 but this time using frames
- iii) Add another frame in the centre of the page and import logo.tif into it

Creating a frame and importing text or a graphic

- i) Choose one of the frame tools: 
- ii) Draw the frame
- iii) **File** → **Place...**
- iv) Select the file to place
- v) If the frame you want to place into has been deselected, click on it

Linking frames

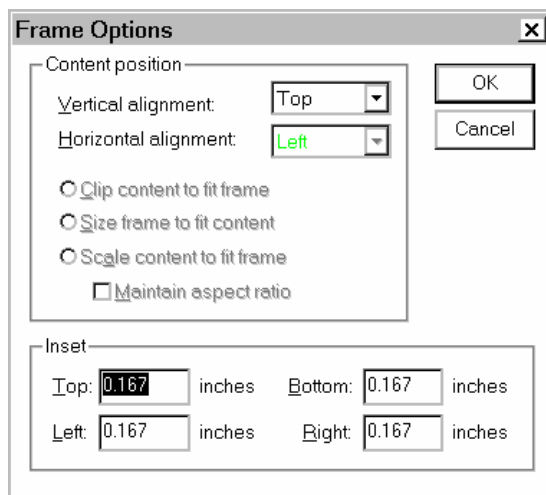
- i) Draw another frame
- ii) Click the bottom windowshade handle of the frame that you want to link from. The mouse changes to 
- iii) Click the frame that you want to link to

NOTE that you can only link to empty frames

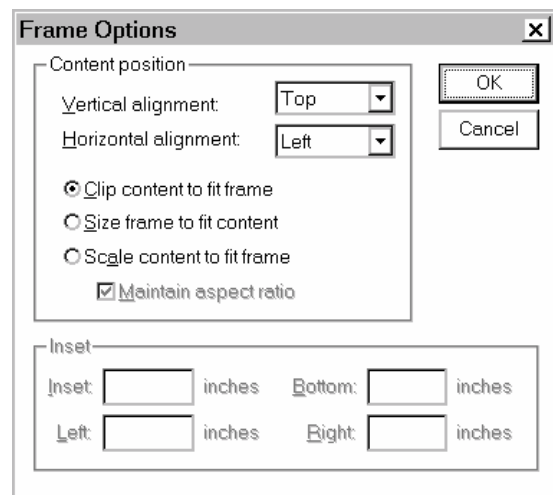
Modifying frames

- i) Select the frame using 
- ii) **Element** → **Frame** → **Frame Options...** to display the dialog box:

For text



For graphics



- iii) Make the setting you want and click OK

Formatting frames


Right-click the frame and select a formatting command from the short-cut menu.

Advanced resizing

- i) Hold down Ctrl (Mac: ⌘) while resizing bitmap graphic types to match resolution to target printer and avoid unwanted patterning effects.
- ii) To restore a graphic to its original proportions, hold down Shift, click a handle, and release the mouse button when the cursor changes to a double-headed arrow.

Cropping graphics

To trim the sides of a graphic:

- i) Select 
- ii) Drag handles to crop picture as desired

Duplicating graphics (or text blocks) - basic

Simple duplication of selected graphics can be done by **Edit** ⇧ **Copy** followed by **Edit** ⇧ **Paste**.

This gives a second copy, offset by 0.1" horizontally and vertically.

Duplicating graphics (or text blocks) - multiple copies

To place graphics at a constant displacement of any amount:


- i) Select graphic(s) to duplicate.
- ii) **Edit** ⇧ **Paste Multiple...**
- iii) Set offsets and number of copies
- iv) Click **OK**

Exercise 23

Draw a square of side 3cm and duplicate it so that a series of square runs down the diagonal of a page.

Inline graphics

A graphic can be inserted as part of a text block as follows,

- i) Select 
- ii) Click an insertion point
- iii) **File** ⇧ **Place** etc

Exercise 24

- i) Draw a circle and fill it red
- ii) **Edit** ⇧ **Copy** to place it on the Clipboard
- iii) Type This is a red circle and then paste the circle as the next character


Types of graphic: TIFF, EPS, etc

Tagged Image File Format (TIFF) graphics are bitmapped, so that their appearance in print depends critically upon their size. They can be printed on any printer.

Encapsulated PostScript (EPS) are vector-type graphics which may be resized in any way desired without losing quality. They print only on a PostScript printer.

Windows Metafile (WMF) are draw (vector) graphics in a standard Windows format. They will print on almost any printer.

Reversed text

- i) Draw rectangle a little larger than text block to be reversed
- ii) **Element** → **Fill** → **Solid**
- iii) Select text with  tool
- iv) Colour it, say, green, so that it stays visible
- v) Drag it on top of rectangle
- vi) Adjust as necessary
- vii) Set **Type** → **Type style** to and click **Reverse**


**REVERSED
TEXT**

You may need to send the rectangle to the back.

Exercise 25

- i) Set up your name at 30 point in a typeface of your choice and reverse it
- ii) Repeat the exercise using a frame

Drop shadows




- i) Draw a box around text or graphic with 
- ii) Colour it black using the Colour palette and give it a Paper fill using **Element** → **Fill**
- iii) Put the rectangle behind the text by doing **Element** → **Send to back**
- iv) **Edit** → **Copy** then **Edit** → **Paste** to make an offset copy
- v) **Element** → **Fill** and choose Solid. Set colour to Black if necessary
- vi) Put the black rectangle behind everything else by **Element** → **Send to back**

This text is in
a box with a
drop shadow.
It could be a
graphic

Exercise 26

- i) Reproduce the above example
- ii) Repeat using a frame

Running text around graphics

- i) Select graphic
- ii) **Element** → **Text wrap**
- iii) Choose  to flow over the graphic
-  to wrap around the sides of a rectangular shape
-  to wrap around the sides of an irregular shape
- iv) Choose one of the following to determine text flow:



top of graphic, then resume flowing at the next column or page



top of graphic, then jump to the bottom and continue flowing



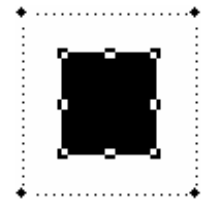
top of graphic, wrap around sides, continue flowing from the bottom

Adjusting the graphic boundary

The stand-off boundary becomes visible when you select the graphic and text wrap is on.

The stand-off distance, or margin, between the graphic and the text flowing around it is specified in the Text wrap dialog box.

You can also use the pointer tool to reshape the boundary by dragging on a handle. Create a new handle by clicking once on the boundary.





Stand-off boundary is the dotted line

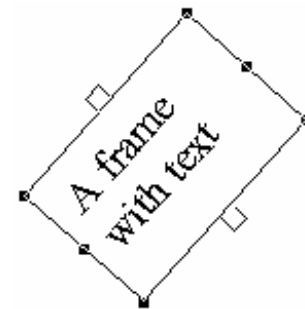
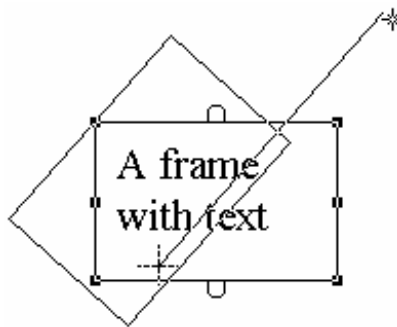
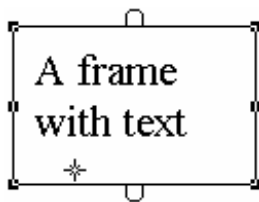
Exercise 27

- i) Go to page 1 of the publication and move the logo into the middle of the text
- ii) Modify the graphic boundary so that the text runs around letters which make up the logo

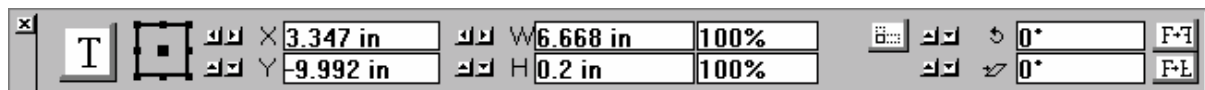
Rotating text and graphics

Use the Rotation tool, , to rotate a frame, a graphic or a text block by sight.

- i) Click  and move the cursor to the point on the graphic that you want to use as the centre of rotation:
- ii) Press the left button and drag out and around to rotate the object:
- iii) Release the mouse:



or select a rotation centre and set an angle of rotation in the Control Palette:



Drop caps

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.

The above effect can be achieved by **Utilities** > **Plug-ins** > **Drop Cap...**

Exercise 28

Put drop caps on all the paragraph in the story on page 1

Miscellaneous features

Changing the colour of objects

- i) If necessary, **Window** ⇨ **Show Colours** to show the colour palette
- ii) Select the object and click on a colour

Arranging and rearranging graphics

You can place graphics on top of each other to achieve interesting effects

You can change the order in which they are stacked by selecting one then using

Element ⇨ **Arrange** and choose action to take

Selecting and moving more than one item

Select , then

To

Select all items

Select any number of items

Add an item or items to a selection

Remove an item from a selection

Deselect all items

Do this

press **Ctrl+A** *or*

Edit ⇨ **Select all** *or*

Drag an imaginary rectangle around (marquee) all items

Shift+click on each item *or*

Marquee items

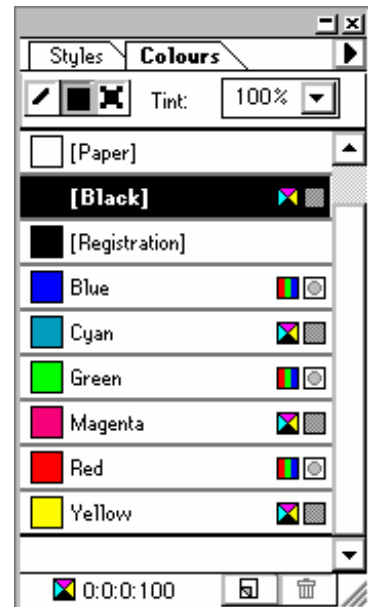
Hold down **Shift** and click on item *or*

Shift+Marquee a group

Hold down **Shift** and click on item

Click on a white area of the display

To move the selected items, drag on a non-white part of the group



and

Styles

Creating a style

- i) **Type** ⇨ **Define styles** and click **New**
- ii) Put a name in **Name** and change other settings as required

Applying a style

- i) Select paragraphs to style.
- ii) **Type** ⇨ **Style** and choose style. Or select a style in the Style Palette.

Modifying a style

- i) **Type** ⇨ **Define style** ⇨ **Edit**
- ii) Select style to modify and change settings as required

