

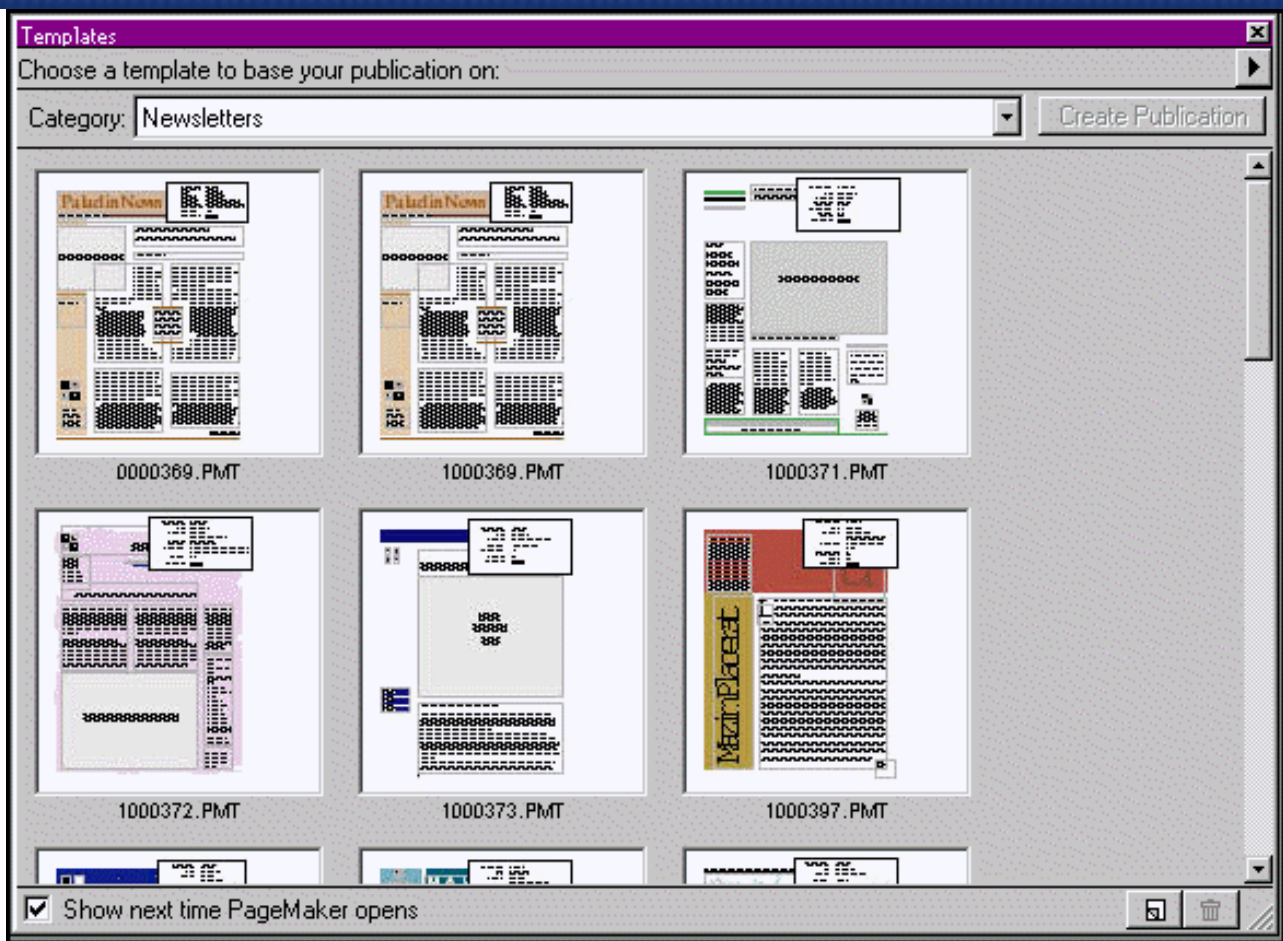
Basic PageMaker 7

- I. [Creating a new document](#)
 - II. [The PageMaker workspace](#)
 - III. [Using frames as placeholders](#)
 - IV. [Entering and editing text](#)
 - [Using story editor](#)
 - [From Word](#)
 - V. [Inserting graphics](#)
 - VI. [Saving, printing, and exporting files](#)
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Creating a new document

There are two ways to create a new document in PageMaker. You can base the document on one of the built-in templates or create the document from scratch.

1. The most prominent feature when PageMaker opens is the Templates window. This is the easiest way to browse the built-in PageMaker templates and select a ready-made layout for your document. Click on the Category drop-down menu to select the type of document, then scroll through the thumbnail previews of the available templates. You can click on a template you like and click the Create Publication button to begin working. For the sake of practice, we'll simply close this window by clicking on the  in the upper right corner of the Templates window so that we can create our document from scratch.



- To create a document from scratch, click on the File menu and select New to create a new blank document.



3. The Document Setup window will open. It is important to make sure that these settings are correct before you begin building your document because some settings are difficult change later.

Document Setup

Page size: Letter

Dimensions: 8.5 x 11 inches

Orientation: ☒ Tall ☐ Wide

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

Number of pages: 1 Start page #: 1

Margins:
 Inside: 1 inches Outside: 0.75 inches
 Top: 0.75 inches Bottom: 0.75 inches

Target output resolution: 300 dpi

Compose to printer: HP DeskJet 812C on LPT1

Buttons: OK, Cancel, Numbers...

4. Select the page size, dimensions, and orientation for your document. You can change these settings later, but it will involve manually rearranging the layout of your document.

Page size: Letter

Dimensions: 8.5 x 11 inches

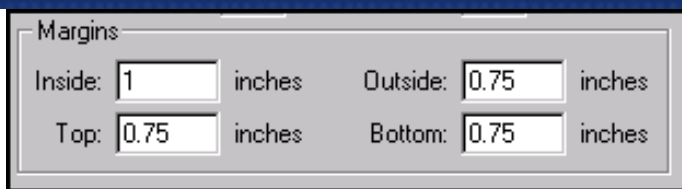
Orientation: ☒ Tall ☐ Wide

5. The options section determines how PageMaker will handle documents that have multiple pages. By default, PageMaker will layout the document to be printed like a booklet - with double sided pages and different right and left margins to allow for binding in the middle. Adjust layout is used if you change a document's properties after it is created. This option will force PageMaker to try to rearrange the document to fit the new settings. By default, when you tell PageMaker to automatically number the pages in a document, the first page is page 1. To start with a different page number, select Restart page numbering and type the starting number in the Start page # text box. Enter the number of pages for your document in the Number of pages textbox. To add or delete pages later, click on the File menu and choose Document Setup.

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

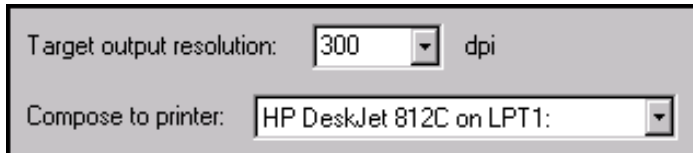
Number of pages: 1 Start page #: 1

6. Set the margins for your document. When a document is set up for double-sided printing, margins are defined as Inside and Outside (the Inside margin is on the side of the page where the binding would be). If double-sided printing is turned off, margins are defined as right and left.

A dialog box titled "Margins" with four input fields. The "Inside" field is set to "1" inches, the "Outside" field is set to "0.75" inches, the "Top" field is set to "0.75" inches, and the "Bottom" field is set to "0.75" inches.

Margins	
Inside: 1 inches	Outside: 0.75 inches
Top: 0.75 inches	Bottom: 0.75 inches

7. Set the target output resolution for your document. For documents that are going to be printed, 300dpi is usually best. Select the printer you plan to use to print your document. You can change this later, but PageMaker will use this printer to determine the printable area of the page, available fonts, and other settings.

A dialog box with two fields. The first field is "Target output resolution:" with a dropdown menu set to "300" and the unit "dpi". The second field is "Compose to printer:" with a dropdown menu set to "HP DeskJet 812C on LPT1:".

Target output resolution:	300	dpi
Compose to printer:	HP DeskJet 812C on LPT1:	

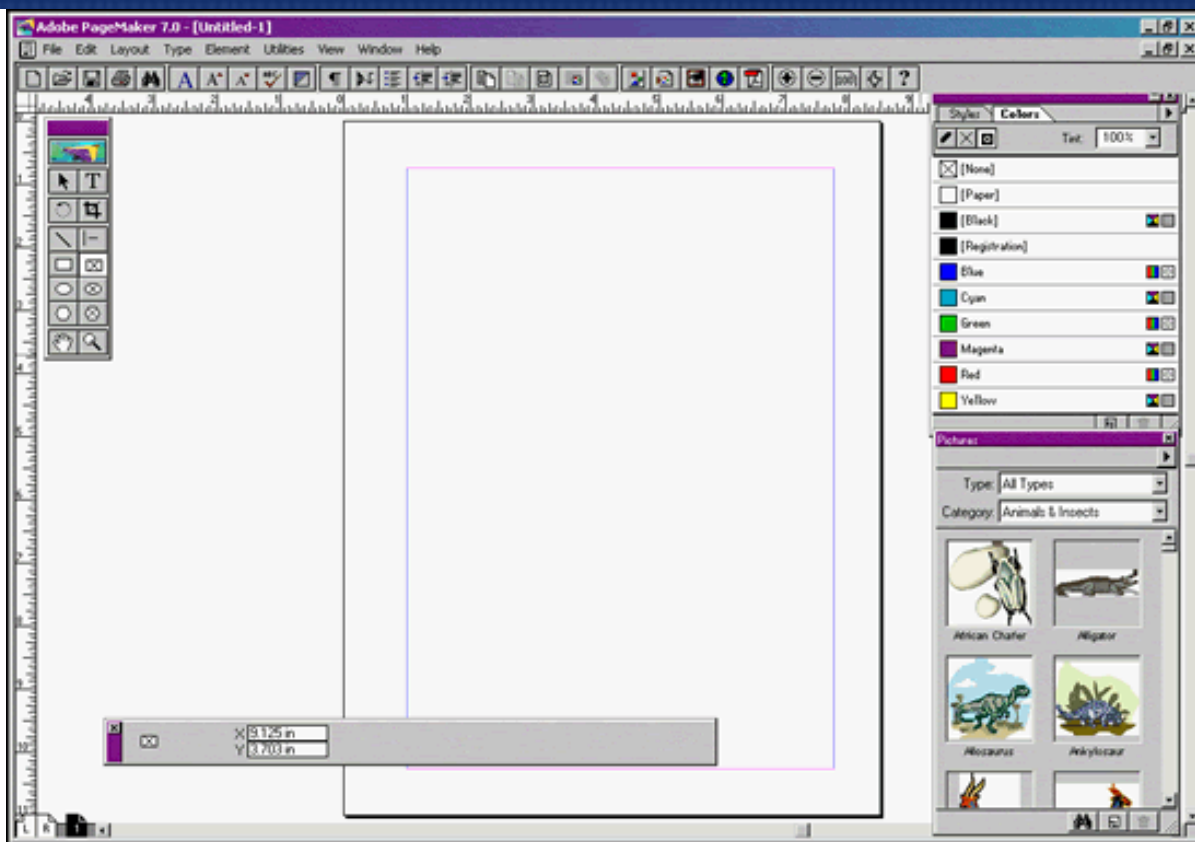
8. Click the Numbers button to choose the style of the page numbers. Click OK to save your settings and start building the document.

A dialog box with three buttons: "OK", "Cancel", and "Numbers...".

OK
Cancel
Numbers...

The PageMaker workspace

1. Once you have created a new document and specified the document settings, you will see a screen similar to the one below. The black border represents the size of the page. The pink and blue lines represent the margins you defined in the document settings. The white area outside the borders of the page is called the pasteboard and can be used to store images, text, and other elements for future use. Anything on the pasteboard will not be printed or exported.

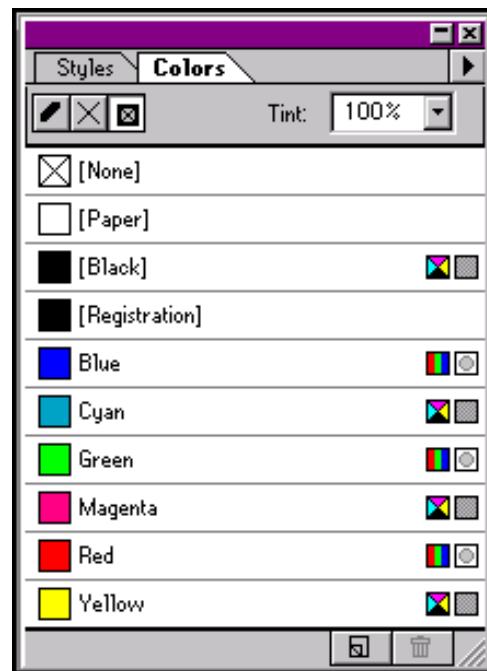
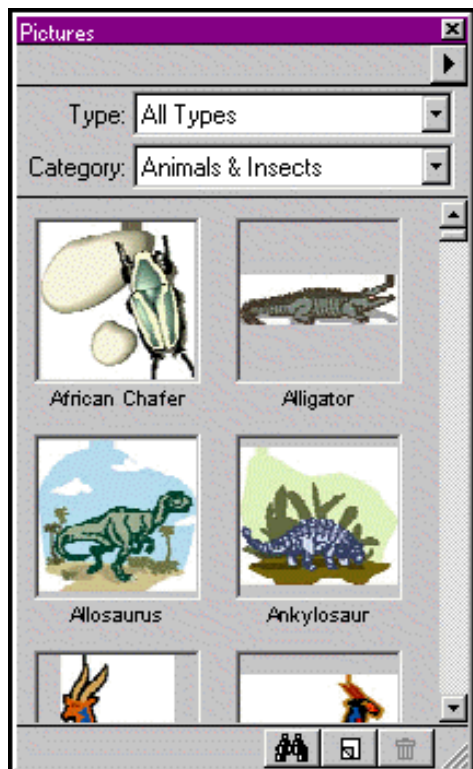


2. Somewhere on the left-hand side of the screen, you will see the PageMaker toolbox. The toolbox contains all of the tools you will need to create your publication. For now, the pointer tool should be selected.  This tool allows you to select and move items on the page.



3. On the right hand side of the screen, you should see two palettes. Many of the features in PageMaker are controlled by palettes. You can drag the title bar of a palette to move it to a new location on the screen or click the  button to close the palette. Once you've closed a palette, click on the Window menu and select the palette to open it again.

The pictures palette allows you to browse a library of built-in images (similar to clip art) which can be inserted into your document. The Colors palette shows you the colors that you can apply to objects on the page. The default color palette only has eight colors but you can add custom colors or modify existing colors.



4. Near the bottom of the screen you should see the Control palette. The Control palette changes based on the tool that is selected at the time. With the pointer tool selected, the Control palette shows the X and Y coordinates of the pointer. When the text tool is selected, the Control palette changes to allow you to see and modify various text attributes.



5. In the lower left corner of the screen are the page icons. The L and R page icons represent the left and right master pages (master pages contain things like page numbers, watermarks, or headers and footers that are the same on every page). The numbered page icons represent the pages in your document. The page(s) that are blackened are the ones that are currently being edited. Click on a page icon to view or edit the corresponding page.



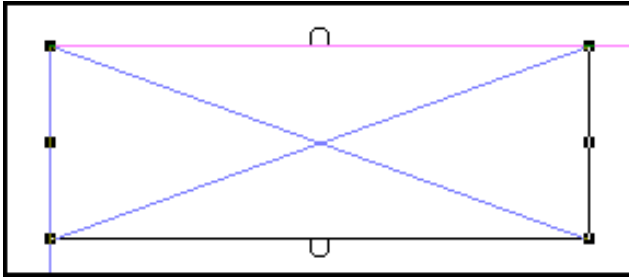
Using frames as placeholders

1. Frequently when you are building a publication in PageMaker, you have a general idea of how the document should flow before you have the exact text and images. In this case, it is helpful to use frames to layout your document and fill in the content as it becomes available. Even if you have the final content before you start building the document, there are advantages to using frames to layout the publication.
2. A frame is basically a placeholder that will eventually hold text or an image. Frames can be rectangular, round, or polygonal. To insert a frame, click on one of the frame tools in the toolbox.



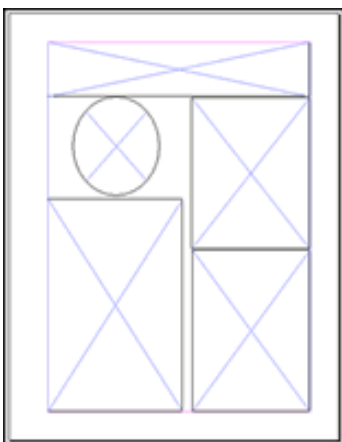
Note: An object (text or graphic) will take the shape of the frame in which it is placed. Text placed in a round or polygon frame will flow to fill in the frame. An image placed in a round or polygon frame will be cropped by the frame.

3. Your cursor will change to a crosshair. Click and drag on the page to draw the frame. When you release the mouse button, you will see a frame like the one below.



4. To resize a frame, select the pointer tool in the toolbox and click and drag one of sizing handles around the outside of the frame. To move the frame, select the pointer tool, click anywhere on the frame (except one of the sizing handles) and drag the frame to its new location. To delete a frame, select the pointer tool, click the frame to select it, and press the delete key on your keyboard.
5. Continue adding frames to your document until you are satisfied with the layout. Keep in mind that these frames are only placeholders and can be rearranged, resized, or deleted if necessary once you start inserting content.

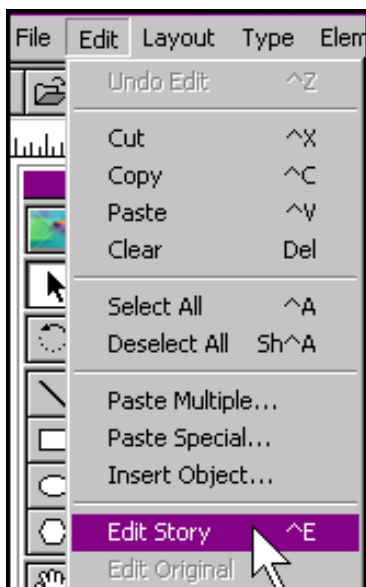
Note: For the remainder of this tutorial, I will be using the document below.



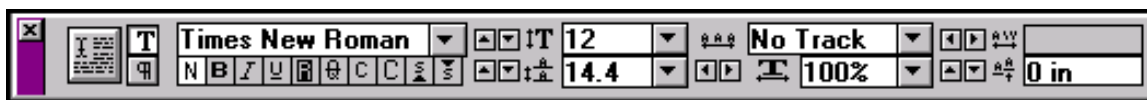
Entering, Editing, and Formatting Text

It is important to remember that PageMaker is a desktop publishing application, not a word processor. PageMaker's story editor allows you to create and edit text, but for large amounts of text, it is best to create the text in a word processor and import it into PageMaker. We will add text both ways so that you can see the differences.

1. For short passages of text, you can enter the text directly in PageMaker. Click on the Edit menu, and choose Edit Story.

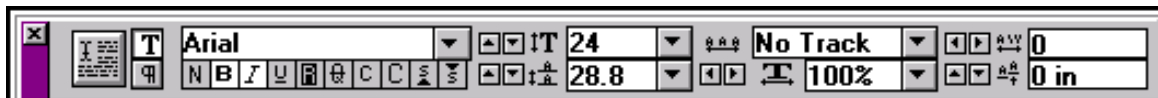


2. The story editor is a blank screen where you can begin typing. Notice that the Control palette contains several font settings.

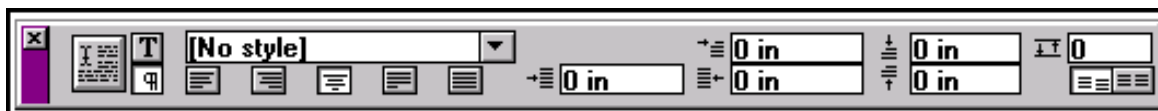


The toolbar at the top of the screen also contains some new buttons such as bulleted list, numbered list, indent, outdent, check spelling, etc.

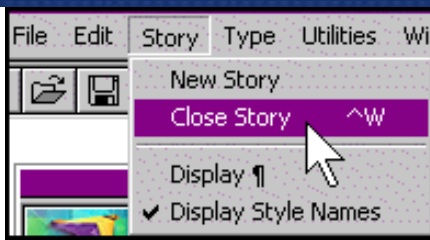
3. Type the text for the title of your publication.
4. Select the text and use the Control palette to change the font and size. Notice that your changes won't appear in the story editor - you will only see your formatting when you close the story editor and return to the main document.



5. Click on the  button in the Control palette to switch from font settings to paragraph settings. Click the Align Center button.



6. To return to the main document, click on the Story menu and choose Close story.



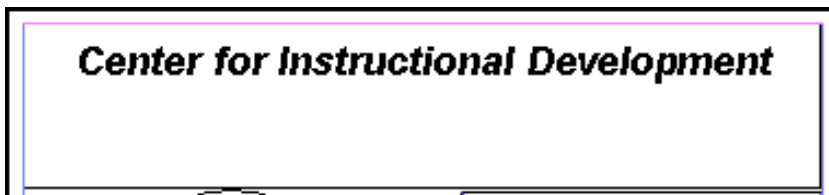
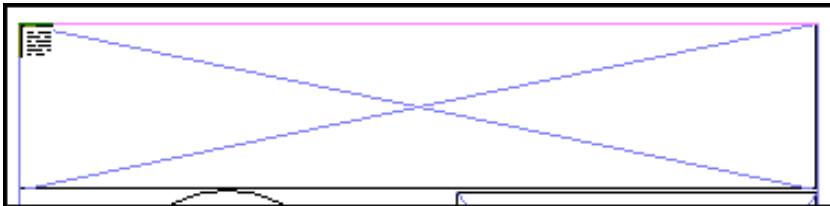
7. PageMaker will warn you that the story has not been placed and prompt you to either place it or discard it. Placing an object inserts it into a frame. Click Place.



8. You will be returned to the main document and the pointer will change to a "loaded text" icon.



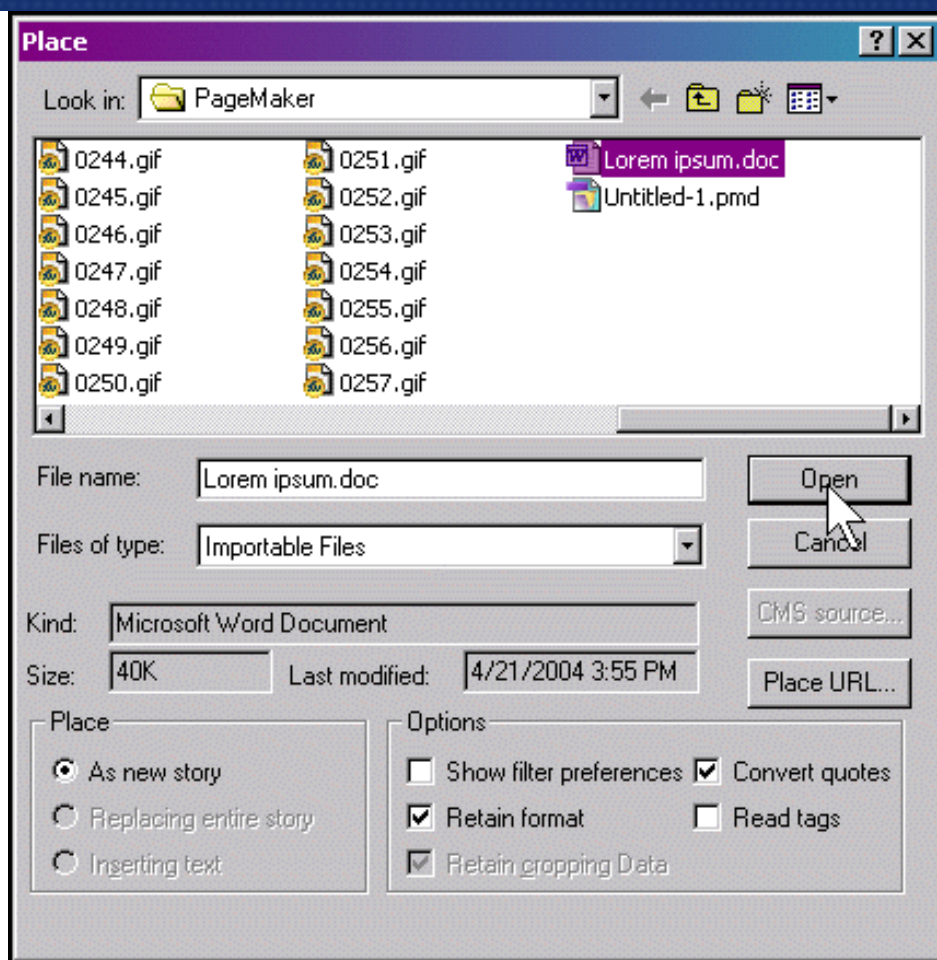
Position the loaded text icon in a frame and click. The text will be attached to the frame.



9. You can now resize the frame to remove the extra space, or select the frame, choose Edit story from the Edit menu, and return to the story editor to adjust the font size so the text fills the frame.
10. If you want to insert a large amount of text, you should prepare the text in a word processor such as Microsoft Word and import it into PageMaker. Click on the File menu and choose Place.

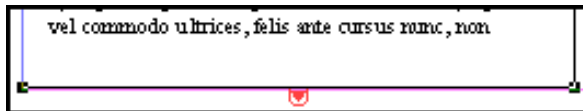


11. PageMaker will open a window allowing you to browse your hard drive for the file you want to insert. PageMaker recognizes *.jpg, *.gif, *.pdf, *.doc, *.txt, *.rtf, and many other file types. Select the file you want to insert and click Open.

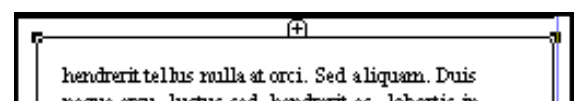
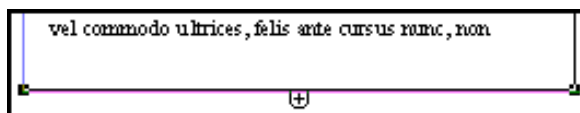


12. The pointer will change to a "loaded text" icon.  Click inside the frame where you want to add the text. As much text as will fit in the frame will be inserted.

13. Click to select the frame where you just added text. If there is more text than what will fit in the frame, a red arrow will appear at the bottom of the frame.



14. You can resize the frame so that all the text fits, or you can tell PageMaker to continue the text in another frame. To continue the text in another frame, click the red arrow. The cursor will change to a link icon.  Click in the frame where you want the remaining text to go. Continue this process until all text has been placed in a frame. This is referred to as "threading frames". When you select a frame, you can tell if there is more text in another frame by looking at the "window shades" at the top and bottom of the frame. A plus sign at the top of a frame means that the text was continued from somewhere else. A plus sign at the bottom of the frame means that the text continues in another frame.



Text continues in another frame

Text is continued from another frame.

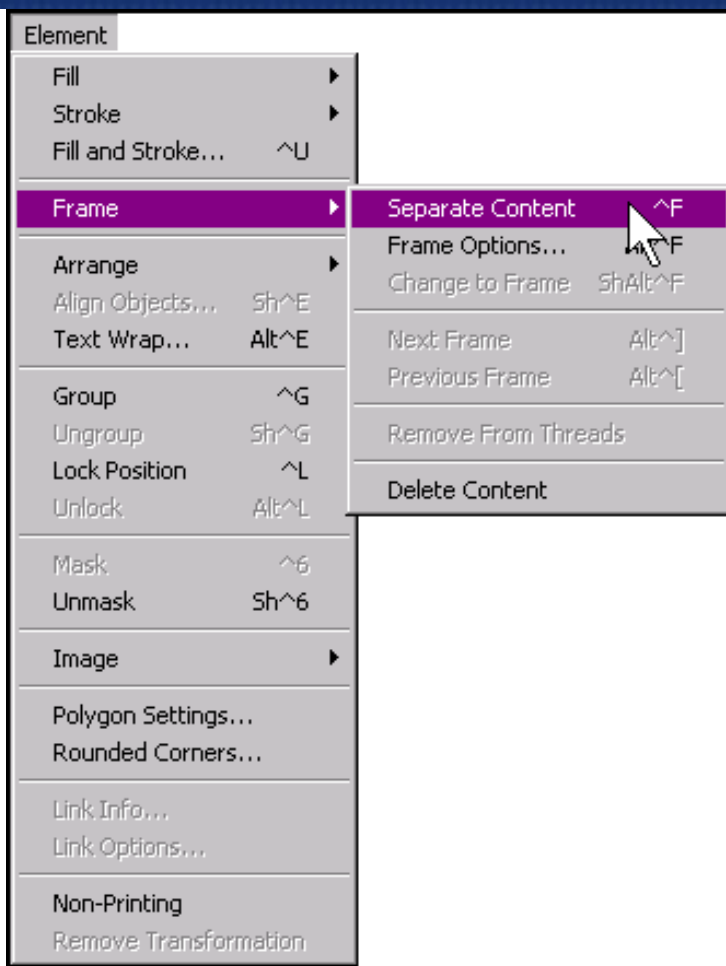
15. You edit imported text using the story editor. Select the frame containing the text you want to edit and click Edit story on the Edit menu. Notice that the entire story appears in the story editor, even if the story is spread out over several frames.



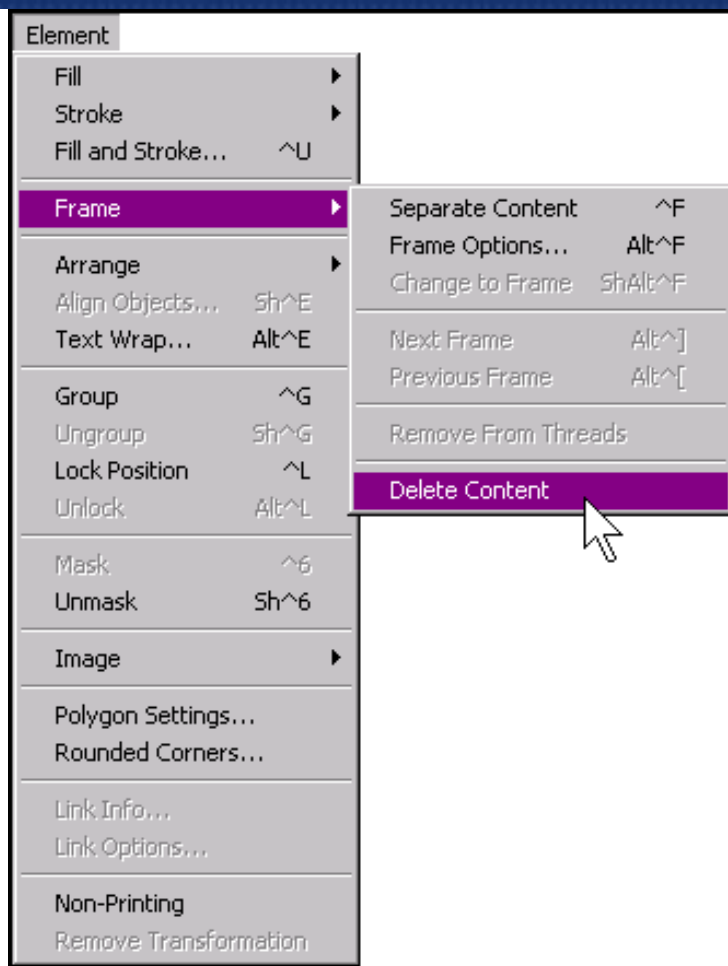
16. If you need to remove content that you have placed in a frame, you have three options.

Option 1: With the pointer tool, you can select the frame and click the delete key on your keyboard. This will delete the entire frame and its associated content.

Option 2: With the pointer tool, select the frame and choose Frame from the Element menu. Choose Separate Content. The content will be separated from the frame and placed in the document freely. You can then move the content to the proper location in the document, place it in another frame, or delete it altogether.



Option 3: With the pointer tool, select the frame. Choose Frame from the Element menu. Select Delete Content. This will remove the content from the document altogether but leave the frame (and any Frame Options) intact.

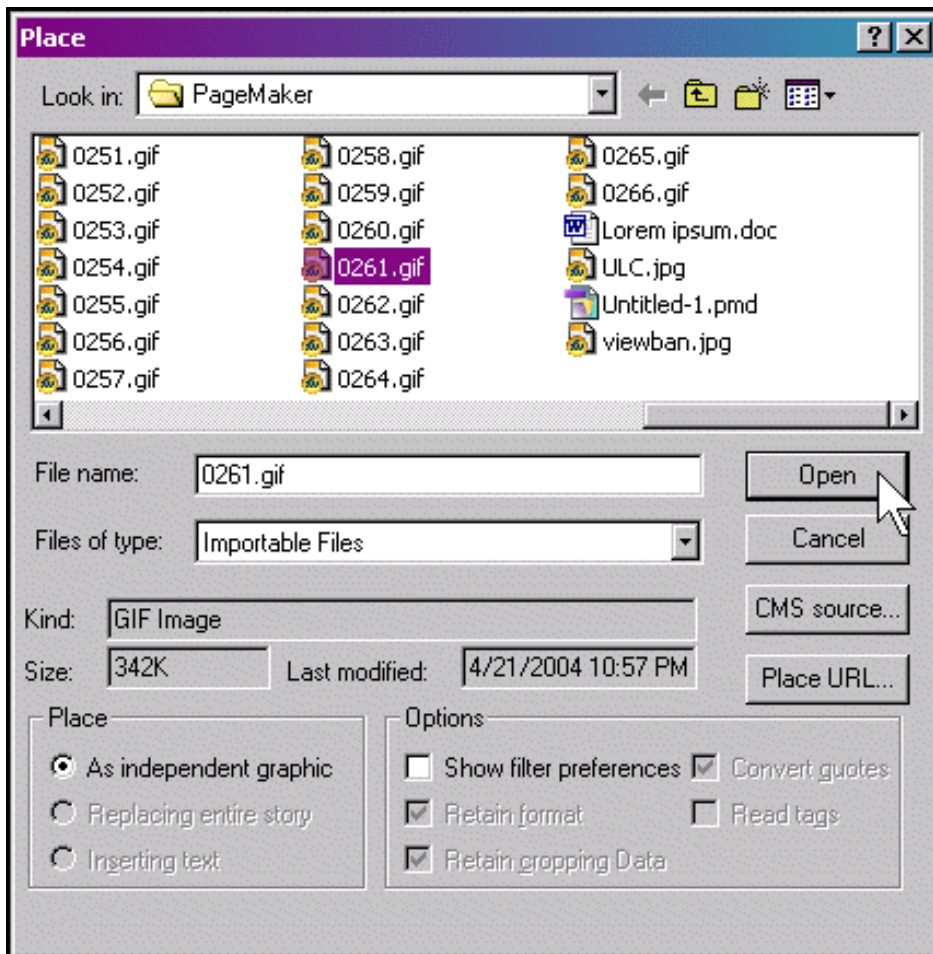


Inserting graphics

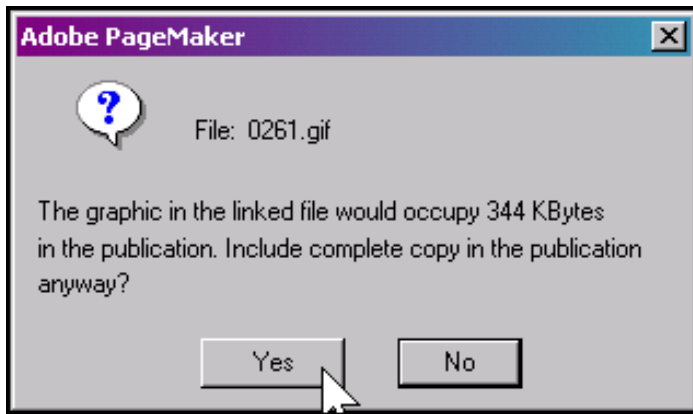
1. The process for inserting images into a PageMaker document is the same as the process for importing text. Click on the File menu and choose Place.



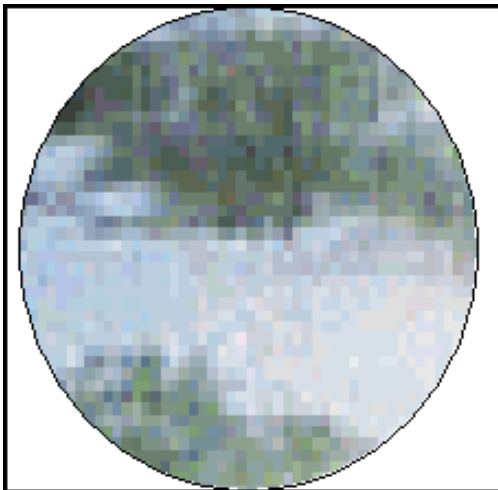
2. Browse for the image file you want to insert. Select the file and click Open.



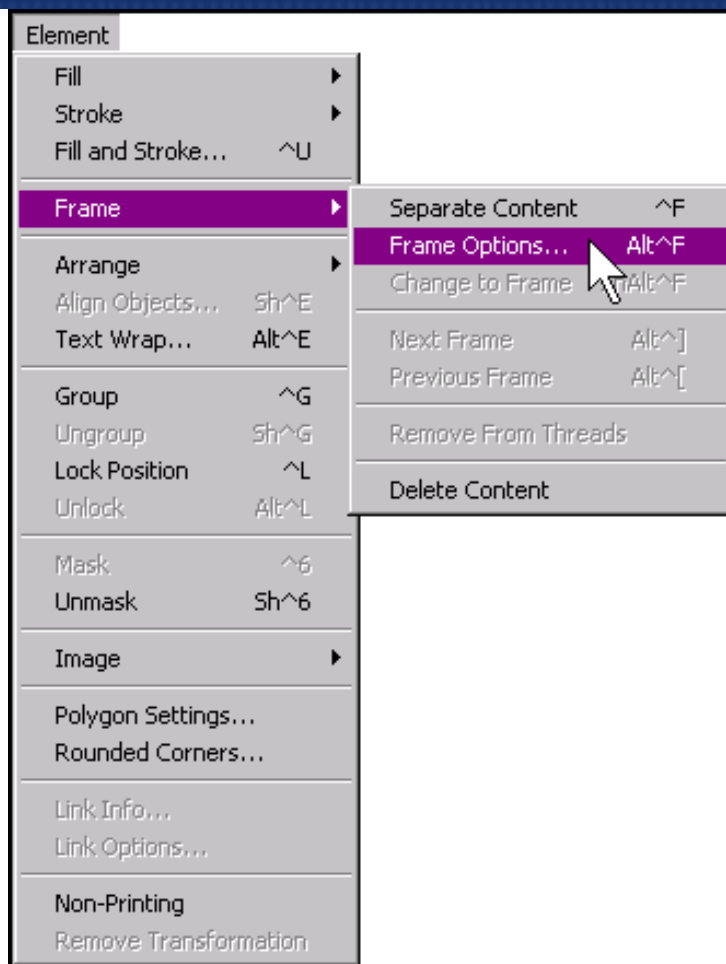
3. You may be warned about the size of the image file and asked whether to include a copy in the file anyway. If you select Yes, the image will be embedded in the PageMaker document increasing the file size of the document. If you select No, the image will be linked to the PageMaker document. With this option, the document itself will be a smaller file but you will need to send the image along with the document if you send it to someone else for editing or printing.



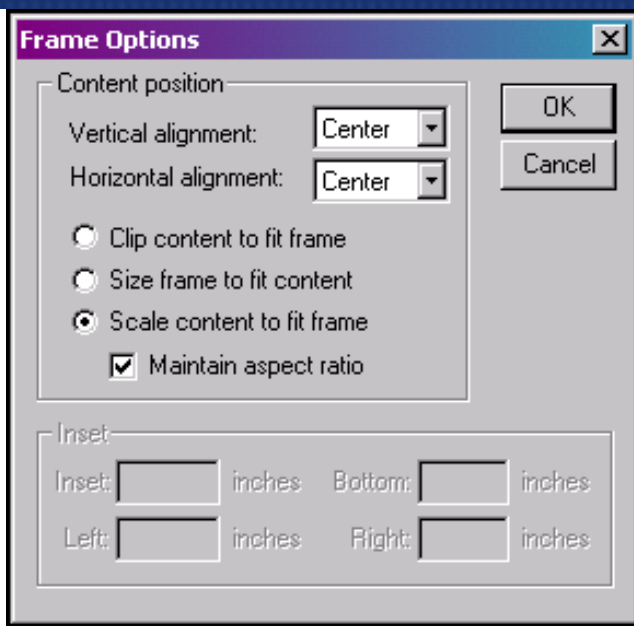
4. The cursor will change to a "loaded graphic" icon.  Click in the frame where you want to insert the picture.



5. If the picture does not exactly fit in the frame, you may need to adjust the position of the picture or resize either the picture or the frame. Make sure that the frame is selected and click on the Element menu and select Frame, Frame Options.



6. By default, the content (in this case the image) will be placed in the top left corner of the frame. Change the Vertical alignment, Horizontal alignment, or both by selecting values from the dropdown menus. When the content is clipped to fit the frame, the image stays the same size, and only the portion that will fit in the frame is displayed. When the frame is sized to fit the content, the frame will grow or shrink to exactly match the image size. When the content is scaled to fit the frame, the picture will grow or shrink to exactly fit inside the frame. If you are using this option, make sure that the Maintain aspect ratio option is selected so the picture doesn't get distorted. Be very careful when scaling a picture to fit inside a frame because pictures tend to lose quality when they are resized. It is best to use an image editing program to get the picture the right size before you import it into PageMaker.



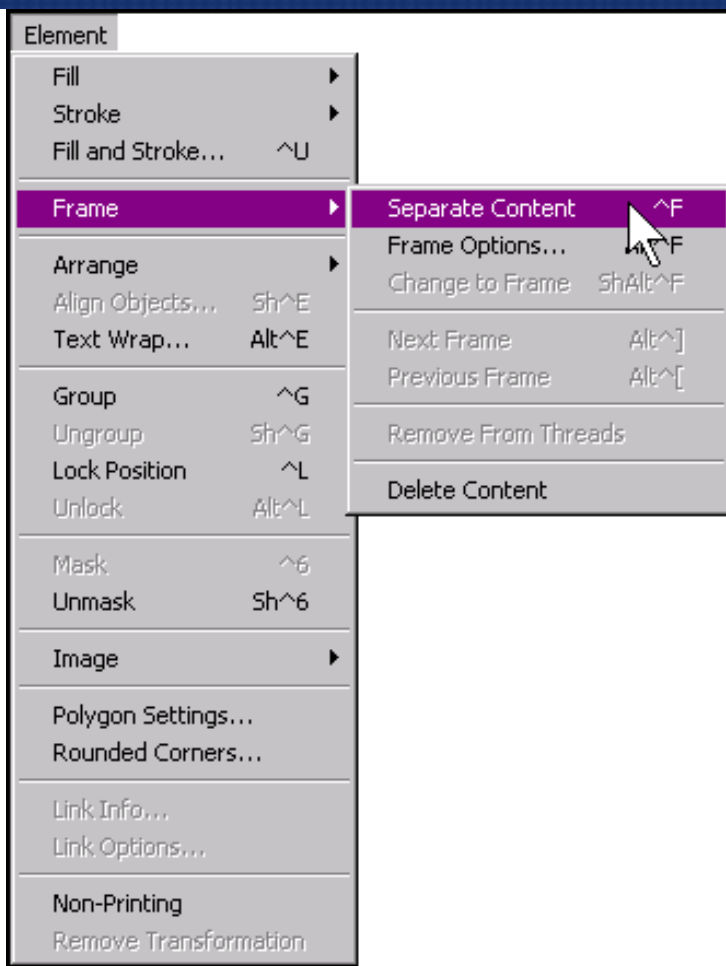
7. When you click OK, the options you selected should be applied to the frame.



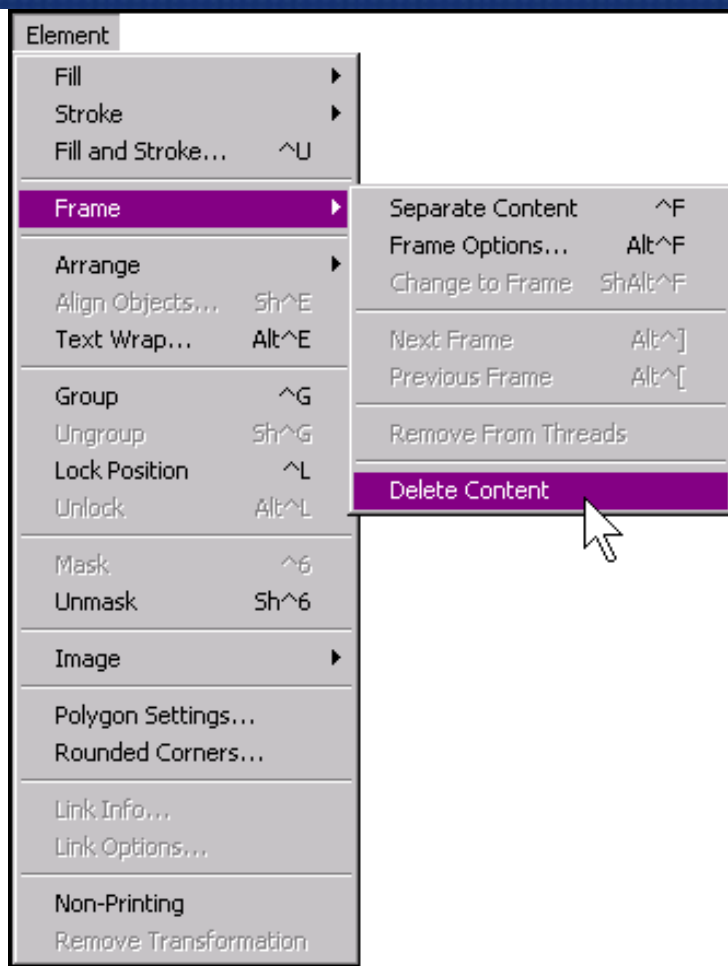
8. If you need to remove content that you have placed in a frame, you have three options.

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Option 2: With the pointer tool, select the frame and choose Frame from the Element menu. Choose Separate Content. The content will be separated from the frame and placed in the document freely. You can then move the content to the proper location in the document, place it in another frame, or delete it altogether.

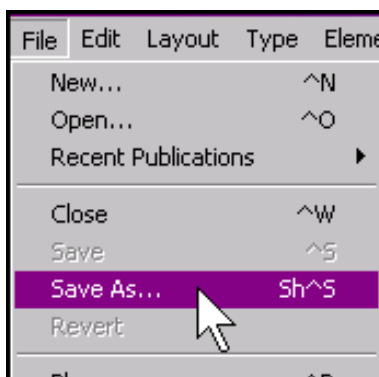


Option 3: With the pointer tool, select the frame. Choose Frame from the Element menu. Select Delete Content. This will remove the content from the document altogether but leave the frame (and any Frame Options) intact.

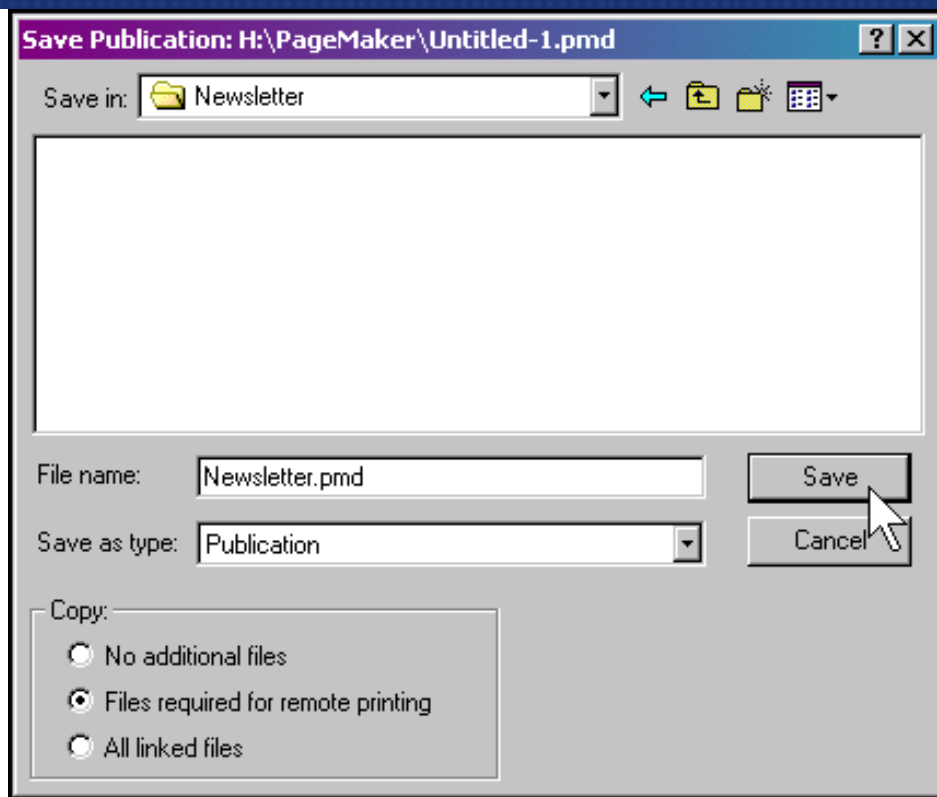


Saving Files

1. To save your PageMaker document, click on the File menu and choose Save.
2. If you are sending your publication to someone else to be printed or edited, you need to make sure that any fonts you have used and any graphics that are linked instead of embedded are included with the file. To do this, click on the File menu and choose Save As.



3. It is a good idea to create a new folder for your publication and the related files. Give the file a name and select Files required for remote printing from the Copy options. Select Save.



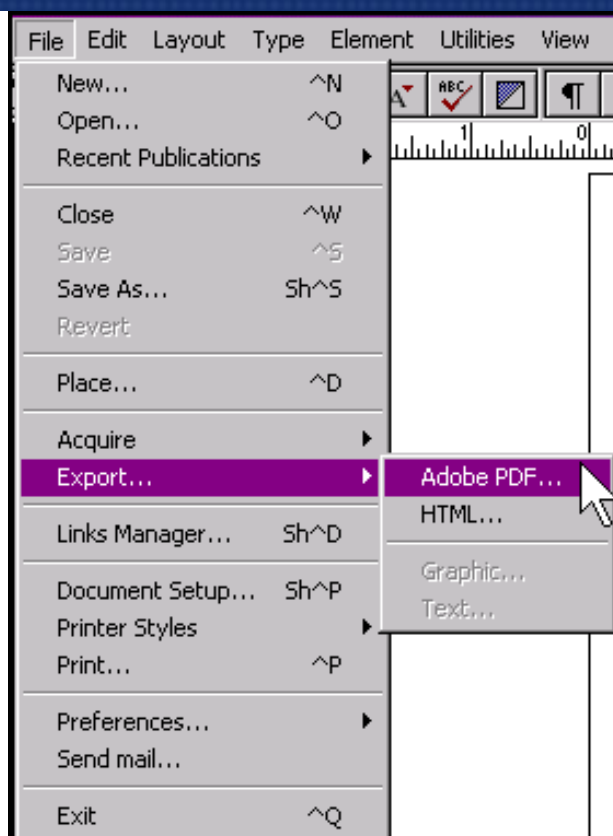
4. All the necessary files will be saved to the folder you specified. Copy that folder onto a disk or zip it to send to another computer.

Printing Files

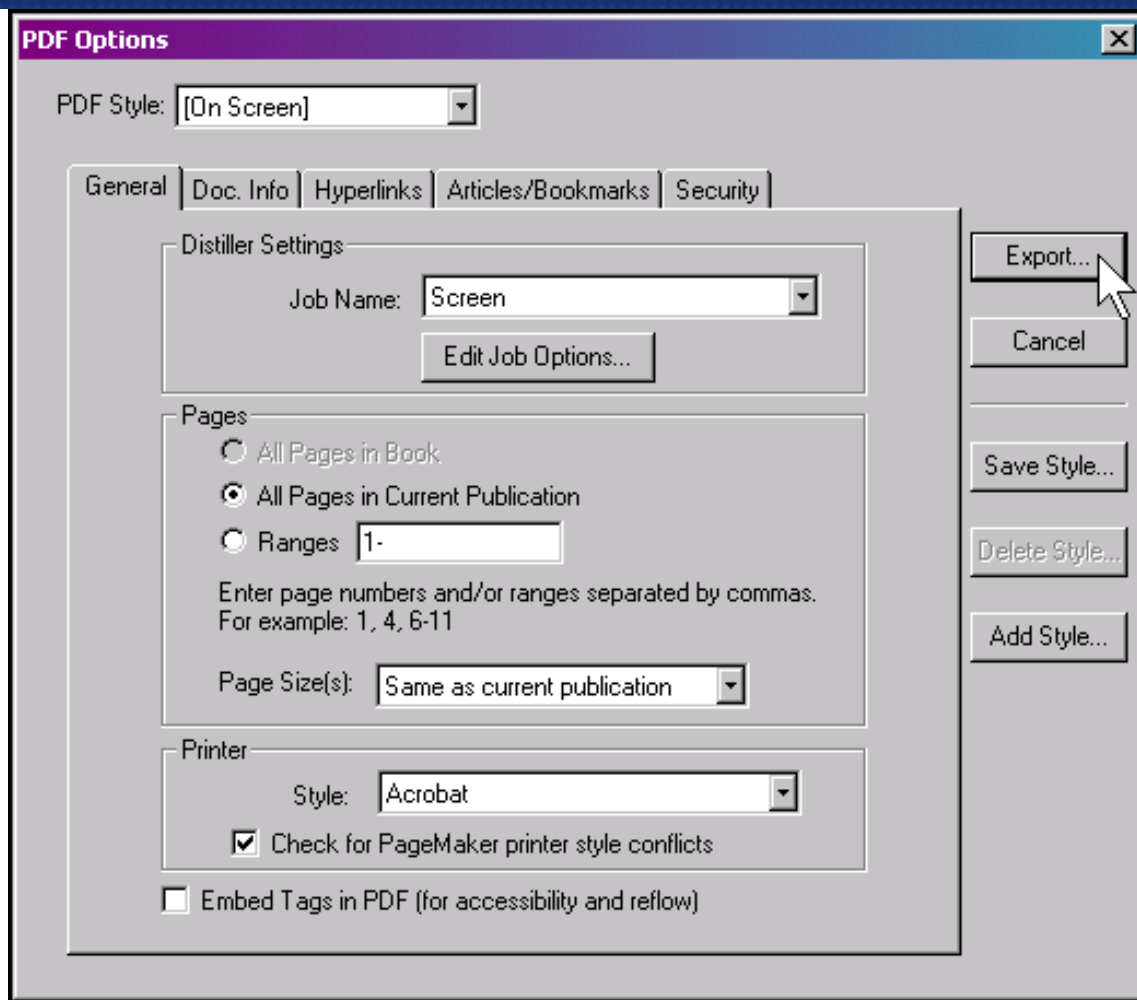
1. To print a PageMaker publication, click on the File menu and choose Print. The printer and options you selected in the Document Settings will determine what options are available to you.

Exporting Files

1. To export a PageMaker file to PDF format for electronic distribution, click on the File menu and select Export, Adobe PDF.



2. The PDF Options window opens where you can make any necessary changes to the Acrobat Distiller settings. Click Export.



3. You will be prompted to give the PDF file a name. Depending on the size and complexity of your PageMaker document, converting to PDF may take a few minutes. A summary will be displayed when the export is complete.

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