



PAGEMAKER 6.5

PLUS



University Computing and Information
Services

Training Guide

For additional help,
contact the UCIS Help Desk at (910) 521-6260 or helpdesk@uncp.edu,
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PAGEMAKER 6.5 Plus

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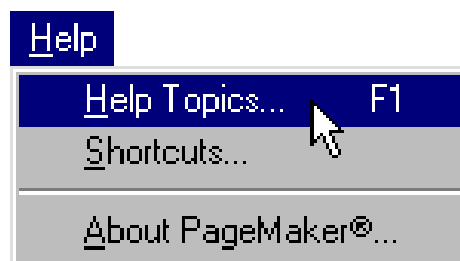
ABOUT PAGEMAKER 6.5



Adobe **PageMaker 6.5** is the award-winning page layout software of choice for business professionals who need to create and print high-quality documents simply and reliably. Professional publishing tools give you precise control over document look and feel, so you can produce visual communications that are both powerfully effective and highly creative.

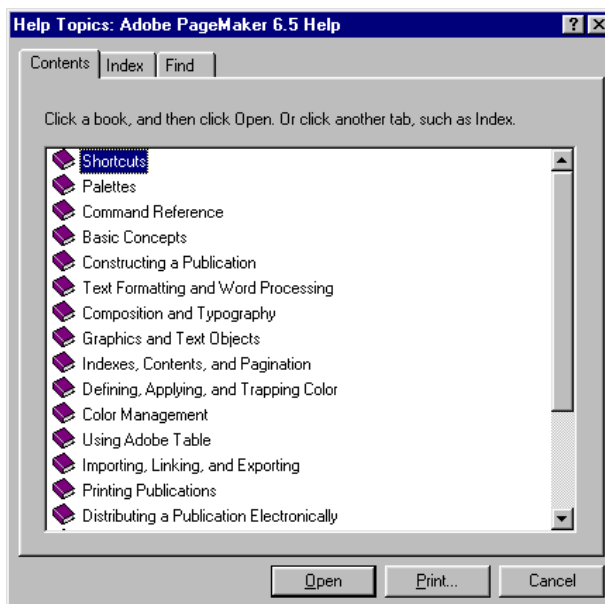
HELP WITH PAGEMAKER 6.5

For help with PageMaker 6.5, from the menu select **Help**.



HELP TOPICS

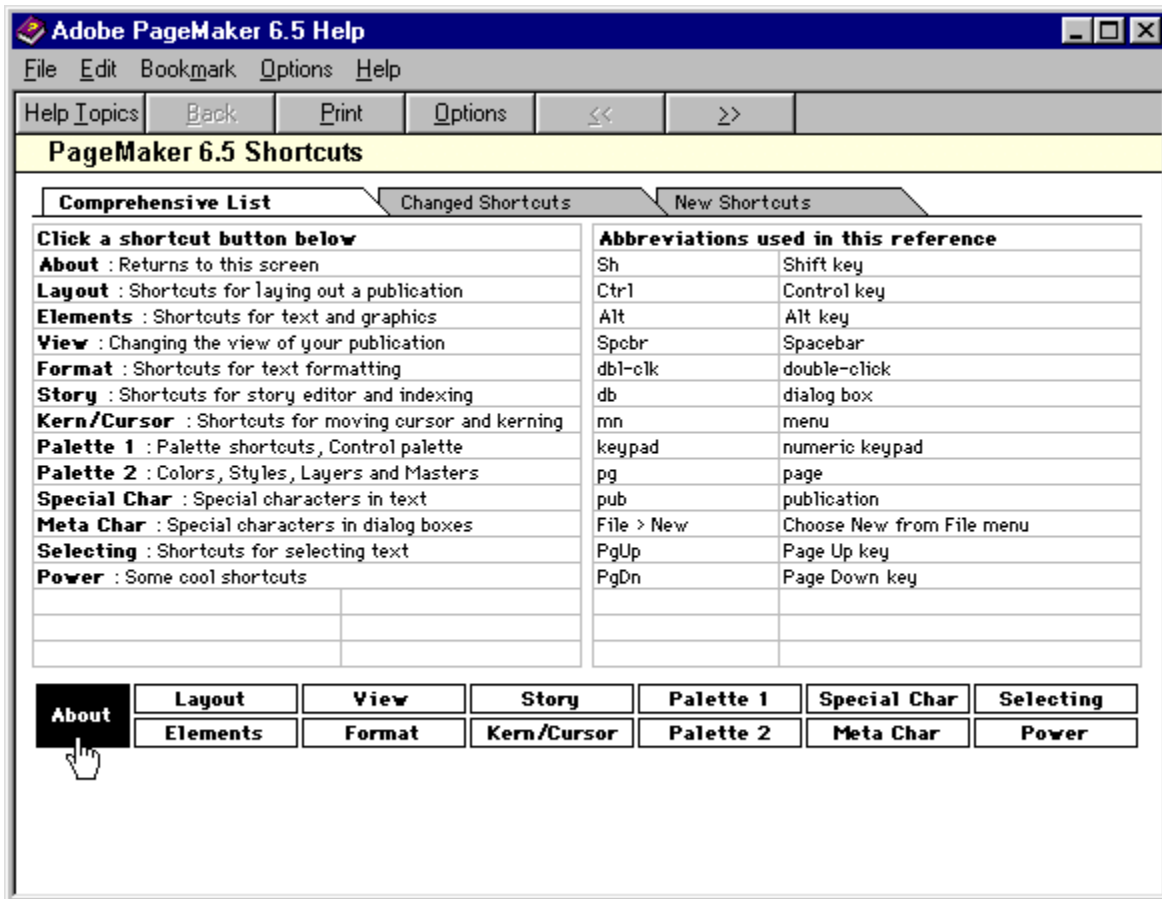
1. From the menu, select **Help, Help Topics**. The **Help Topics** box opens.
2. In the **Contents** tab, double click the book icon to see the topics in this category.
3. Click the **Index** tab to switch to the **Help Index**. Click in the first textbox and type the first few letters of the word for which you are looking. Click the **Display** button. **OR**, click the entry you want from box two and press the **Display** button.
4. Click the **Find** tab to begin the **Find Setup Wizard**.
5. When finished, click the **Cancel** button.



SHORTCUTS

From the menu, select **Help, Shortcuts** to view PageMaker 6.5 shortcuts.

Click **Comprehensive List**, **Changed Shortcuts**, or **New Shortcuts** tab to view the different tabs. Also click the buttons at the bottom of the box for more detailed shortcuts.




CREATING A NEW PUBLICATION

When you create a new blank publication you must make decisions about page layout options such as paper size, page orientation, number of pages, etc...

START PAGEMAKER 6.5

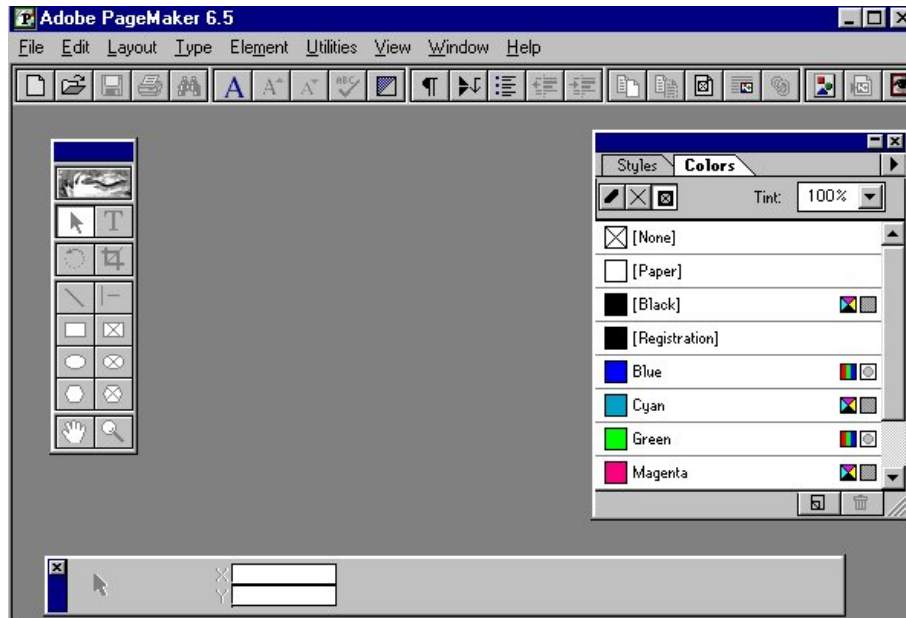
From the desktop, click on the **PageMaker 6.5**  icon.

OR

Click on the Windows **Start**  button. Choose **Programs, Adobe PageMaker 6.5, Adobe PageMaker 6.5**.

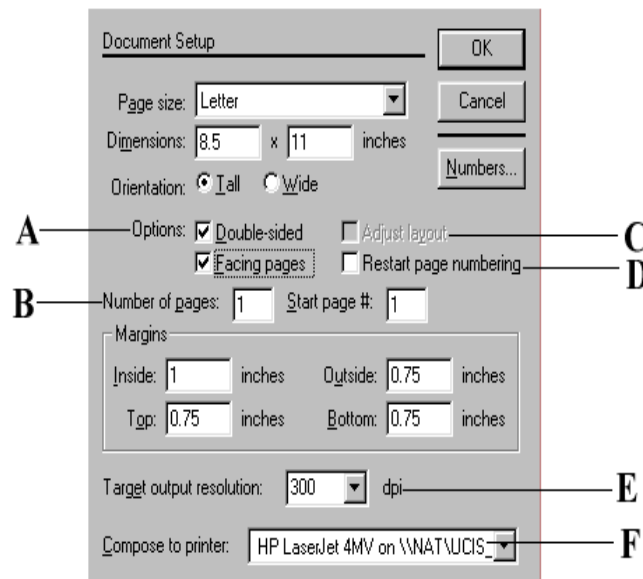
TO CREATE A NEW PUBLICATION

1. Start **PageMaker**. The **Adobe PageMaker 6.5** box opens.



- From the menu, select **File, New**. The **Document Setup** box opens.

You can enter custom settings in the **Document Setup** box or click **OK** to begin laying out your publication using the default, or standard, settings that come with PageMaker.



- A Options:** When Double-sided is selected, side margins are labeled Inside and Outside. Otherwise, side margins become Left and Right.
- B Number Of Pages:** If you know how many pages the publication will have, you can create them now. If you don't know, you can easily add and remove pages later.
- C Adjust Layout:** Select this option when you change the page settings of existing layout and want PageMaker to automatically move and scale text and graphic objects.
- D Restart Page Numbering:** Select this option only if the publication is part of a larger book (a linked set of publications) but will not be numbered sequentially. For example, you may want appendixes numbered separately from the other chapters in a book.

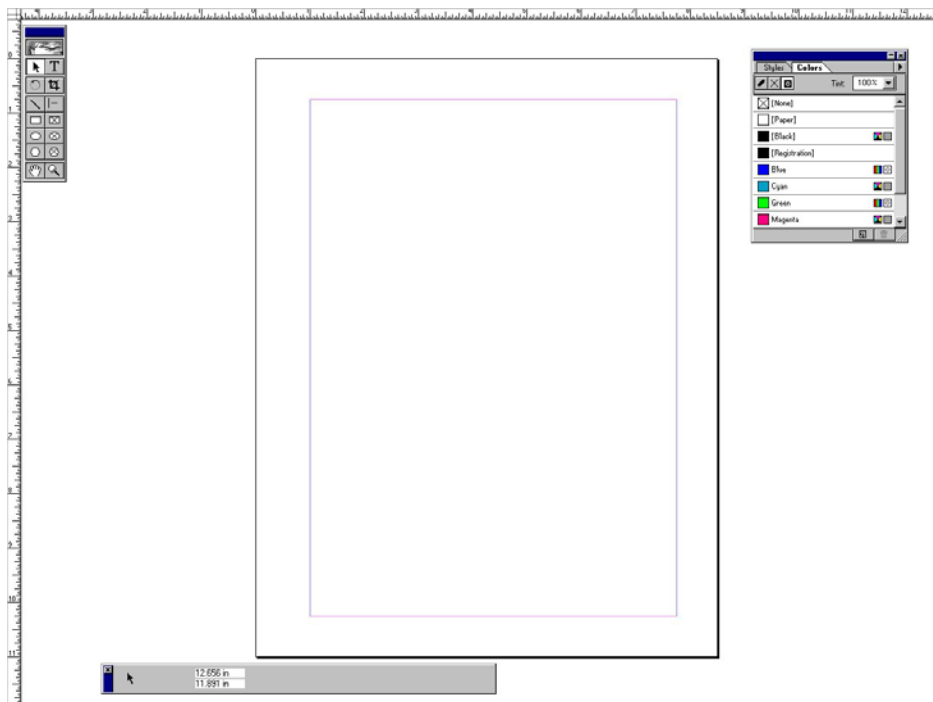
- E Target Output Resolution:** Select or enter the number of dots per inch (dpi) of your final output device.
 - F Compose To Printer:** In Windows, specify the printer you will use to print the final version of your publication. Do this as you start your publication, so that PageMaker displays the correct fonts and page sizes available for your printer.
3. You can select the desired page size, orientation, margins, choose the printer, and so on by clicking in the appropriate boxes and drop-down list boxes or use the default page settings.



Note: It is important that you specify the printer you will use to print the final version of your publication so that PageMaker can display the correct fonts for your printer. This setting determines your font choices and the printable area of the page.

PAGEMAKER 6.5 SCREEN

When you create a publication, PageMaker opens a publication window, which contains a blank page centered on the pasteboard. The page and pasteboard are where you lay out text and graphics.



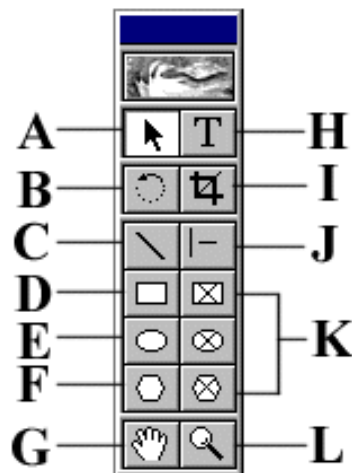
THE PAGEMAKER WINDOW

- A** The **Toolbox** displays tools you can select to create or edit objects and view a publication.
- B** **Margins** appear as dotted pink and purple lines.

- C** **Page icons** show the master pages (**L** for left, and **R** for Right) and the regular pages in the publication. The open page is highlighted. Scroll arrows appear if there are more page icons to view than can be displayed at one time.
- D** **Rulers** help you align objects on the page.
- E** The **Color and Styles** palettes are used to add, delete, and edit colors and styles.
- F** The **Pasteboard** stores items for later use. Items on the pasteboard are visible from any page but do not print.
- G** The **Publication Page** is at the center of the pasteboard.
- H** The **Control Palette** lets you make precise changes to text and graphics without switching to the toolbox or choosing menu commands.

TOOLBOX

The icons in the toolbox represent the tools you use in PageMaker. To select a tool, click it. If the toolbox restricts your view of your work, drag its title bar to move it or choose **Window, Hide Tools** to close the toolbox.






- A** Use the **Pointer** tool to select, move, and resize text objects and graphics.
- B** Use the **Rotating** tool to select and rotate objects.
- C** Use the **Line** tool to draw straight lines in any direction.
- D** Use the **Rectangle** tool to draw squares and rectangles.
- E** Use the **Ellipse** tool to draw circles and ellipses.
- H** Use the **Polygon** tool to draw polygons.
- G** Use the **Hand** tool to scroll the page, or to preview and test hyperlinks.
- H** Use the **Text** tool to type, select and edit text.
- I** Use the **Cropping** tool to trim imported graphics
- J** Use the **Constrained line** tool to draw vertical or horizontal lines.

- K** Use the **Rectangle frame** tool to create a rectangle placeholder for text and graphics. Use the **Ellipse frame** tool to create a circular or oval placeholder for text and graphics. Use the **Polygon frame** tool to create a polygonal placeholder for text and graphics.
- L** Use the **Zoom** tool to magnify or reduce an area of the page.




COLORS AND STYLES PALETTE



STYLE

1. Click the **Styles**  tab to select a style for the text.
2. To create a new style, click the  button along the bottom of the **Colors and Styles Palette**.
3. The **Style Options** box opens.
4. Enter the name and click the **Char..** button to set formatting for the style. Click **OK**.
5. To remove a style, select the style and click the  trashcan along the bottom of the **Colors and Styles Palette**.

COLORS

1. Click the **Colors**  tab to select a color.
2. To change **line color**, click the  button.
3. To change **fill color**, click the  button.



4. To change **line and fill color**, click the button.

5. Selecting **None** makes the object **transparent**.

6. Select **Paper** applies the color white to the object.



7. To change the **Tint**, click the down arrow at the end of the **Tint** button.



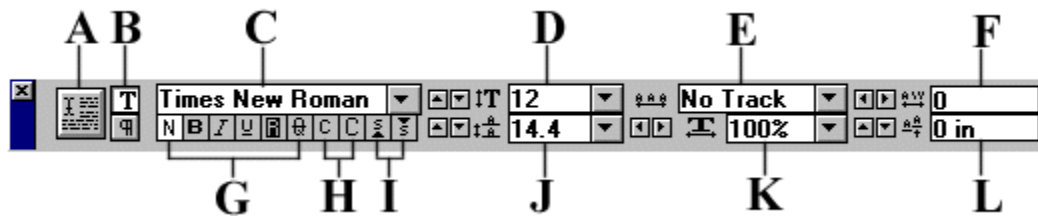
8. To **create a color**, click button along bottom.

9. Name the color. Click the down arrow next to **Model** and select RGB. Enter the RGB (Red, Green and Blue) value. For gold, enter Red 255, Green 204 and Blue 0. Click **OK**.



10. To **remove a color**, select the color and click the **trashcan** button.

CONTROL PALETTE



A **Apply** button: Click to apply formatting to selected text.

B **Character-view** and **paragraph view** buttons: Toggle between to kinds of type settings.

C **Font**

D **Font Size**

E **Expert Tracking** option: Type or select the amount of space between letters and words.

F **Kerning (Rotation)** option: Increase, decrease, or view kerning increments.

G **Type-Style** Buttons: Apply Normal, Bold, Italic, Underline, Reverse or Strikethru.

H **Case** buttons: Specify small caps or all caps, or deselect both buttons for normal case.

I **Position** buttons: Specify Superscript or Subscript type, or deselect both buttons for normal position.

J **Leading** option: Specify the number of spaces between lines.

K **Horizontal Scale** option: Type values from 5% to 250% in increments of a tenth of 1% (Normal equals 100%, or the character width in the original font design).

L **Baseline-Shift** option: Specify the vertical position of text relative to the baseline.

GETTING AROUND IN PAGEMAKER

CHANGING THE VIEW

1. Select the **V**iew menu and click on the desired viewing size from the list.
2. You can use the keyboard strokes listed next to the menu commands in the View menu.
3. You can zoom in and out of a particular area on the desktop using the mouse. From the "Fit in window" view, position your pointer to the area of the page you would like to zoom-in on and press the **right** mouse button, then choose an appropriate viewing size.
4. To specify a custom view area with the mouse, press and hold <Ctrl> + <Spacebar> and click on the area of the page to magnify. Press and hold <Ctrl> + <Alt> + <Spacebar> and click to reduce.

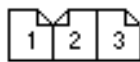
WORKING WITH PAGES

1. You can add or delete pages from the Page setup dialog box. Choose **F**ile, **D**ocument **S**etup. Type the number of pages you want in your publication and click **O**K. PageMaker will add or delete pages to create the desired number of pages.
2. To **remove pages**, choose **L**ayout, **R**emove **P**ages... Type the page range you want to remove, and click **O**K. OR, right click on the page number. From the menu, choose **R**emove **P**ages. Set the page range. Click **O**K.
3. To **add pages** to the publication, choose **L**ayout, **I**nsert **P**ages... Type the number of pages you want to add, select a location for the new pages, and click **I**nsert. OR, right click on the page number. From the menu, choose **A**dd **O**ne **P**age or **I**nsert **P**ages. If choose **I**nsert **P**ages, set number of pages to insert, and choose **b**efore or **a**fter current page. From **M**aster **P**age, choose **D**ocument **M**aster if wish for pages to be like master or **N**one if don't want pages to be like master.

MOVING BETWEEN PAGES

From the menu, select **L**ayout, **G**o to **P**age...

OR



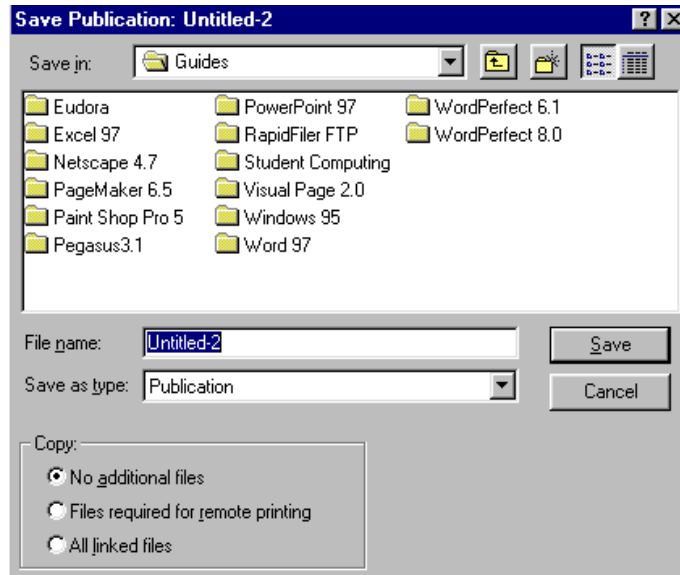
Click a page icon on the bottom left of the screen to go to that page.

MOVING AROUND THE DESKTOP

Click on the scroll bars and arrows to scroll around the desktop.

SAVING A PUBLICATION

1. From the menu, choose **F**ile, **S**ave.
2. The **S**ave **P**ublication box opens.



3. Choose the **Save In** location, **File Name** and **Save As Type**. Click **Save**.





Note: When saving a publication, if saved as a **publication**, PageMaker 6.5 adds the file extension ".p65." If saved as a **template**, PageMaker 6.5 adds the extension ".t65."


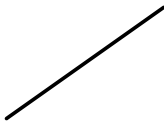


WORKING WITH OBJECTS



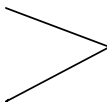






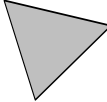


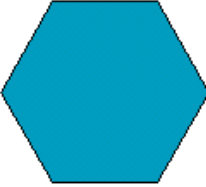
DRAWING AND MODIFYING LINES, SHAPES AND OBJECTS

1. Select a drawing tool from the toolbox by clicking once on the desired tool. Use the drawing tool to draw lines, ellipses, rectangles, and polygons (or frames to hold text or imported graphics) to which you can apply a stroke and fill.

2. Click-and-drag the crossbar  on the page to create an object. When you release the mouse button your

new object is selected. You can tell this because it is surrounded by black square handles . While the object is selected you can change the attributes or the look of the lines and interior of the object.

DRAWING BASIC SHAPES			DRAWING IRREGULAR POLYGONS	
TOOL	UNCONSTRAINED Press and drag the cursor	CONSTRAINED Press <Shift> as you drag cursor	TOOL	To draw, point and click with left mouse button
 Line				Polygon or Frame Polygon

 Constrained Line		Not applicable	Open-path polygon 
 Rectangle or Frame Rectangle			 Double-click last point to anchor line segments.
 Ellipse or Frame ellipse			Closed-path polygon 
 Polygon or Frame Polygon			<p>Press any key other than Backspace, Delete, or Esc; or click on first anchor point to anchor and join line segments.</p> <p>Note: As you create a polygon, you can press Backspace or Delete to remove the last anchor you positioned.</p>

SELECTING AN OBJECT

1. **Select an object** by clicking once on it with the pointer tool.
2. To **duplicate an object**: Select the object by clicking once on it with the pointer tool. Square handles around an object indicate that the object has been selected. Click on **E**dit, **C**opy to copy the image to the clipboard, choose **E**dit then **P**aste.
3. You can **select multiple objects** by holding down the <Shift> key.
4. Another way to select multiple objects is to drag the Pointer tool around the objects you want to select.
4. **Deselect an object** by clicking on any empty area on the publication or the pasteboard surrounding the publication.
5. To **clear the screen**, click on **E**dit, **S**elect all then press the <Delete> key.

CHANGING STROKES AND FILLS

You can modify objects a number of ways in PageMaker. For example, you can resize, rotate, and add color to objects. For objects drawn with PageMaker drawing tools, you can also change **stroke** (the width of lines drawn with the drawing tools, and the width of borders around rectangles, ellipses, and polygons), as well as **fill** patterns.

1. To change **only the stroke** attributes, using the pointer tool, select the object. From the menu, choose **E**lement, **S**troke, and choose a line style.
2. To change **only the fill** attributes, using the pointer tool, select the object. From the menu, choose **E**lement, **F**ill, and select a filling for your object (if the object is a rectangle, circle, or ellipse).

3. To set **both the fill pattern and stroke** attributes for the selection, using the pointer tool, select the object. From the menu, choose **Element Fill and Stroke** and select attributes from the Fill and Stroke pop-up menus.




Note: If you select stroke or fill attributes when no object is selected, those attributes become the new default settings. Objects you subsequently draw adopt those attributes until you change them.



Note: You can double-click on the drawing tools in the toolbox to change default drawing attributes for the active publication.




MOVING AND RESIZING AN OBJECT

You need to be able to position text and graphics precisely in order to create effective publications. You can move or reposition all PageMaker objects including both text and graphics by dragging them.

1. Select the **Pointer**  tool from the toolbox.
2. Click anywhere on an object to select it. **You may have to click on a line of an object if there is no filling or if the object itself is a line.**
3. To **move an object**, click and drag the object to a new location and release.

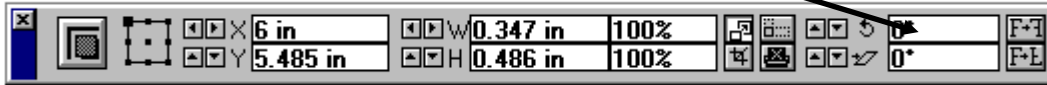
To **view the object** as you move it you will need to pause for a second after you click on an object. If you do not pause you will only see an outline of the object you are moving.
4. You can **resize any object** by dragging one of the square handles. To retain the object's true proportion while resizing, you must hold down the <Shift> key as you drag. Release the mouse button first and then release the <Shift> key for this to work.
5. You can **trim a graphic** file by selecting the **Cropping** tool and dragging the graphic handles. Cropping does not remove parts of images; just covers selected edges. You can restore a cropped graphic by dragging the handle to the original position with the cropping tool. Cropping does not work with textholders.

ROTATING AN OBJECT

1. Using the **Pointer**  tool from the toolbox, select the object.
2. From the toolbox, select the **Rotating**  tool.
3. Click the black handle (black box) along the edge of the object and drag the **starburst**  to rotate the object.

OR

2. From the Control Palette, click in the **Rotate** option. Set the degree to rotate and press <Enter>.



3. Set the number displayed in the **Rotate** option to **0** to return the object to its original setting.

ARRANGE AN OBJECT

Arranging allows you to change the stacking order of objects

1. Select object.
2. From the menu, select **Element, Arrange**. Select **Bring to Front, Bring Forward, Send Backward** or **Send to Back**.

PLACING TEXT DOCUMENTS OR IMPORTING AN OBJECT


The **Place** command is PageMaker's primary importing method. When you place text or a graphic, PageMaker establishes a link to the source file on your disk (unless the file is an HTML document). The link allows PageMaker to update the version of the document that is in your publication, and can minimize the size of your publication by allowing you to store an imported graphic outside the publication.

1. From the toolbox, select the **Pointer** tool.
2. From the menu, select **File, Place**.
3. Locate the file to place and click **OK**.



Note: If graphic is larger than 256K, PageMaker displays an alert message asking if you want to store a complete copy of the graphic in the publication. If you don't want to store the complete graphic, PageMaker imports a low resolution version of it for display only, which reduces the size of your publication file and establishes a link to the original file. This original file must be available and linked when you print the publication; otherwise PageMaker prints only the low resolution version of the graphic. You can increase or decrease the file size that PageMaker stores in your publication.

Choose **Yes** to place a complete copy in the publication

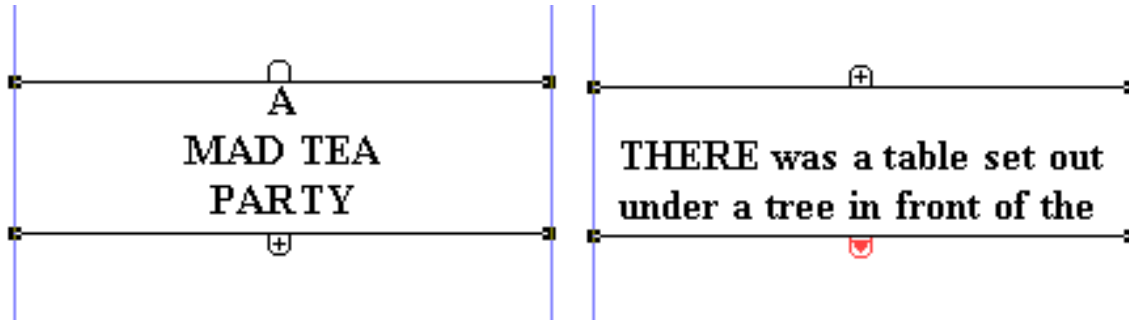
4. Position the icon  anywhere on the page and click to place the object.

WORKING WITH TEXT

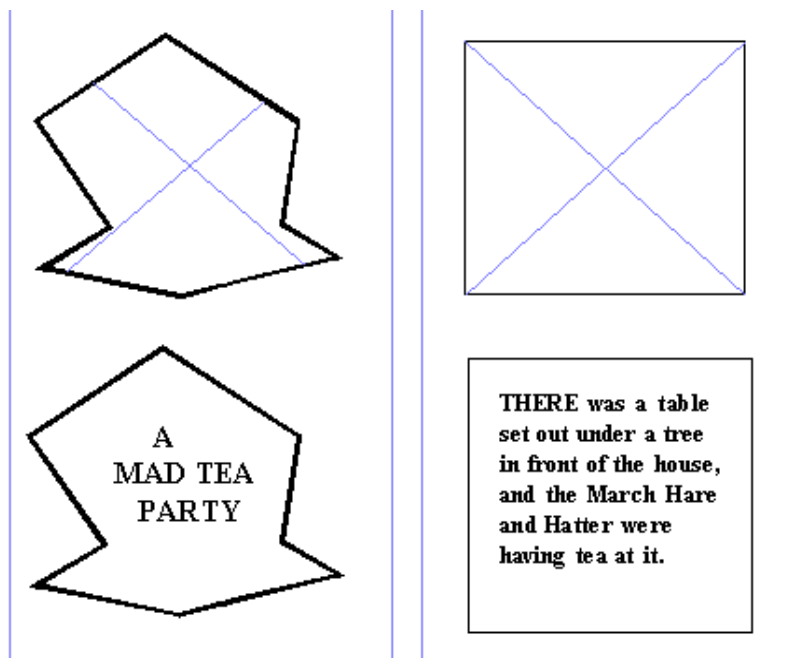
You can type or format text directly in layout view, or take advantage of PageMaker's story editor, a built-in word processor that makes it easy to create and edit text. In layout view, text is contained in text objects- either a text block (which is created with the text tool) or a text frame (which is created with a frame tool).

CREATING TEXT OBJECTS


A text block must be rectangular; it cannot have a stroke or fill, and it cannot be empty.



A text frame can be any shape; it can have a stroke or fill, and it can be empty, serving as a placeholder for text to come.




Create A Text Block With The Text Tool

1. Select the **Text**  tool from the toolbox. The text tool turns into an I-beam when you move it onto the page.
2. Click the I-beam where you want to insert text. By default, the insertion point jumps to the left side of the text block.
3. Unlike with a text frame, you do not see the borders of a text block until you click the text with the pointer tool.

Create A Text Frame

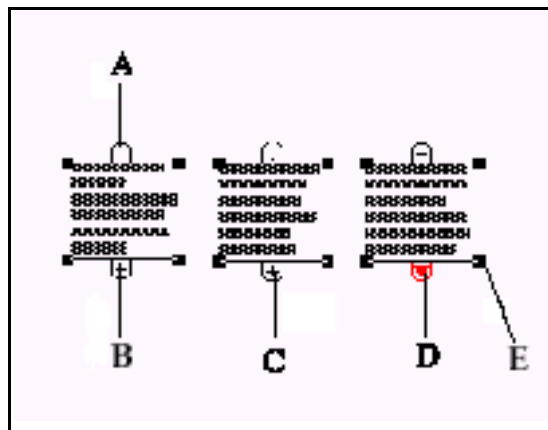


1. Select the **Rectangle frame**  tool and draw a rectangle on the page.
2. The shape is ready to receive content. An empty frame displays with a nonprinting cyan marker, but otherwise behaves and prints like any other PageMaker-drawn shape.
3. To add text to the frame, click the text tool, click in the frame, and then type or paste text directly into the frame.

UNDERSTANDING TEXT BLOCKS

Parts of a Text Box

- A** An empty windowshade handle at the top of a block indicates the beginning of a story.
- B** An empty windowshade at the bottom of a block indicates the end of a story.
- C** A plus sign in the windowshade handle indicates that text from the same story is contained in another text block.
- D** A down arrow in the windowshade handle indicates that there is more text to be placed.
- E** A corner handle is the point where you drag to resize a text block.



Working With Windowshades

1. Resize the text block to a $1 \frac{1}{4}$ " x $1 \frac{1}{4}$ " block. All of the text will not fit in this block.
2. To continue the story to another text box click on the bottom windowshade handle that contains the red arrow. You will see a loaded icon. Place the icon where you want the text to continue and click. (If a text block does not exist, you will have to draw the text block.)
3. You can pull windowshades down or push them up to adjust the length of the text box.
4. To pick up text and move it to another location, click on a windowshade with a plus sign in it. This loads your icon with any text below the windowshade handle you clicked. Place the icon where you want the text to appear and click.



Note: After moving text from one location to another, the size of your text box could change, so you may have to adjust the size of your text box to fit the new location.

EDITING TEXT

You can edit text in two different ways: ❶ using the layout view to edit directly on the page, or ❷ using the story editor.

EDITING TEXT IN PAGE LAYOUT

1. Select the **Text** tool from the toolbox and click in the text box you want to edit. This positions your cursor within the pre-existing text so you may insert, delete, bold, italicize, etc...
2. You can select text that you want to format using several different techniques:

FOR THIS TO HAPPEN	DO THIS
Select a word	Double-click on the word
Select a paragraph	Triple-click on the paragraph
Select a range	Drag the I-beam
Select all text in a story	From the menu, choose E dit, S elect All

Two Methods of Formatting Text

The **TYPE MENU** allows you to set normal word processing styles such as Font, Size, Leading, Alignment, Style, Tabs and Indents, as well as more specialized desktop publication formatting.

OR

The **CONTROL PALETTE** is an easy and effective way to be able to format text and graphics on your page. The Control Palette remains visible until you turn it off, just like the Toolbox.

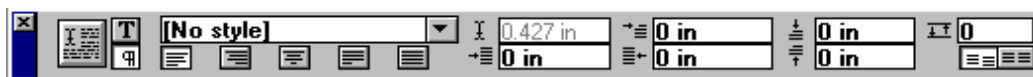
To display the Control Palette, select **Window, Control palette**.

The Control Palette will display a different set of options depending on the tool you are using. The following is a picture of the text editing control palette:

Character View of Control Palette



Paragraph View of Control Palette



Change Default Formatting Settings

De-select any text and select the desired formatting options.



EDITING TEXT IN THE STORY EDITOR

In story editor, you work *only* with text, not the layout, so revising text is fast and easy. Working in story editor is a convenient way to type or edit lengthy blocks of text.


1. Select the story you want to edit with either the pointer tool or the text tool.
2. Select **E**dit, **E**dit Story to open the text in PageMaker's word-processing facility.
3. Edit the story as desired.
4. Select **S**tory, **C**lose story, to close the story and return to layout view.

PLACING A TEXT FILE AND CREATING THREADED TEXT BLOCKS

Text files can be placed in PageMaker. Text objects in PageMaker are very flexible. They can be broken apart and you can change their shapes as the page layout and graphic images in the publication dictate. You can create separate text blocks in the same story to accommodate any page design. These are called **threaded** text blocks.



1. Make sure there is not a checkmark next to the **Autoflow** command under the **Layout** menu. If there is, choose **Autoflow** to deselect it.
2. From the menu, select **File, Place**.
3. Locate the text file you wish to place and click Open.
4. The mouse pointer changes to . (Pointer changes to  if Autoflow is checked)
5. Click where you wish to place the text.
6. The text, inside a text block, appears.
7. When the text block appears, (if text is long) a red + appears at the bottom of the windowshade.



8. Click the red +. The mouse pointer changes to .
9. Click to where you wish to insert the threaded text block.

USING PARAGRAPH STYLES

A **paragraph style** is a set of attributes that define the look of a paragraph: its font, type style and size, alignment and so on. Styles let you change the formatting of many paragraphs at once by simply changing the definition of the style that has been applied to those paragraphs.

1. From the **Colors and Styles Palette**, click the **Styles**  tab.
2. Using the **Text**  tool from the toolbox, highlight the desired text. Click the style from the **Styles** palette to apply the style.



WRAP TEXT AROUND A GRAPHIC

1. Place the graphic in the publication. Click on the graphic.
2. From the menu, select **Element, Text Wrap**. The **Text Wrap** box opens.
3. Select the **Wrap option** and **Text flow**. Click **OK**.

4. A dotted box appears around the graphic. Click and drag the handles on the box to customize the text wrap.

MASTER PAGE

Changes made to the master page will be reflected throughout the publication. Text holders or graphics added to the master page will be added to all pages in the publication.

Click on the **master page**  or  icon, in the lower left corner of the window, to move to the master page.

INSERT PAGE NUMBERING

In PageMaker you add page-number markers to the pages you want to be numbered. PageMaker automatically updates the page number when repagination occurs (such as when you add, remove, or insert pages).

You can type the page-number marker on a publication page or you can place page-number markers on the master pages to automatically number all pages in a publication.

1. Turn to a master page in the publication.
2. Click and insertion point with the text tool.
3. Press <Ctrl> + <Alt> + P. Format the text as necessary.

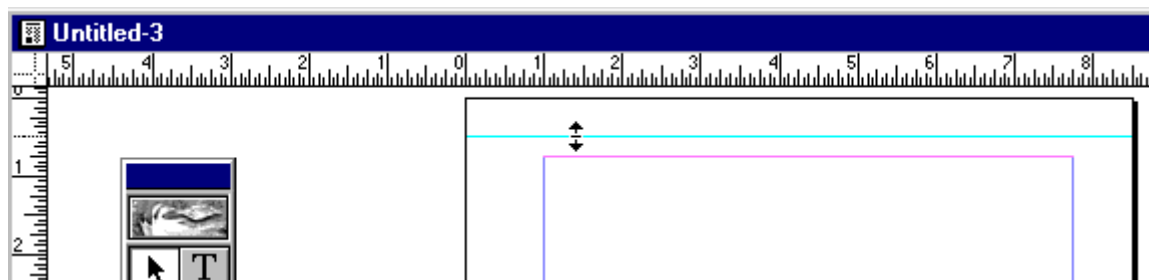
Page-number markers appear as RM (right master) or LM (left master) on the master pages but display the page number on publication pages.

RULER GUIDES

Guides help you align and position object on the page. Make sure there is a check beside **Snap to Rulers** in the **View** menu. Rulers guides do not print.

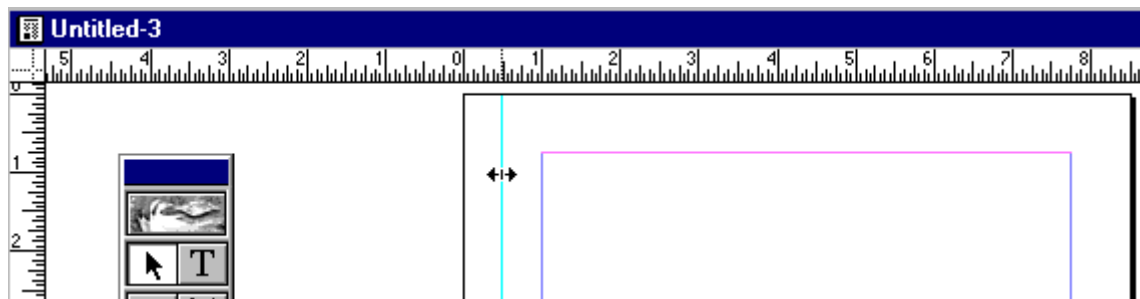
Draw A Horizontal Ruler

Position the mouse pointer in the horizontal ruler. Click and drag down to the desired location for the horizontal ruler. A light blue horizontal ruler guide appears.



Draw A Vertical Ruler

Position the mouse pointer in the vertical ruler. Click and drag down to the desired location for the vertical ruler. A light blue vertical ruler guide appears.



Reposition A Ruler

Click and drag the ruler to the desired location.

Remove A Ruler

Click and drag the ruler to the **Pasteboard** (the area around the publication).

Lock Guides Into Place

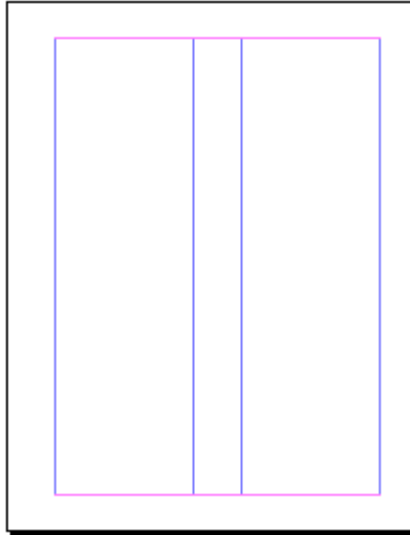
From the menu, select **View, Lock Guides**. This locks the guides into place so that you don't accidentally reposition them with the pointer.

To unlock guides, from the menu, select **View**. Uncheck **Lock Guides**.

COLUMN GUIDES

Column guides are non-printing vertical lines that let you align text and graphics within the publication. When you create column guides on the master page, it ensures that the columns will be identical throughout the publication.

1. From the menu, select **Layout, Column Guides**. The **Column Guides** box opens.
2. Set the **Number of columns** and the **Space between columns**. Click **Adjust Layout** to change the layout to fit the number of columns. Click **Ok**. Column guides appear.



Remove Column Guides

From the menu, select **Layout, Column Guides**. Set the **Number of columns** to 1 and check or uncheck **Adjust Layout**. The column guides disappear.

PRACTICE EXERCISE

CREATING A LETTERHEAD TEMPLATE

START A NEW PUBLICATION

1. Start PageMaker by double-clicking the Adobe PageMaker 6.5 icon.
2. Choose **File, New**.
3. Uncheck the "**Double-sided**" option.
4. Click in the Margins boxes and set the following margins:
Left: 2.25 inches **Right:** 1 inch
Top: 2.75 inches **Bottom:** 2 inches
5. Select the printer you plan to use for the final version of your publication in the "**Compose to Printer**" box.
6. Click **OK**.

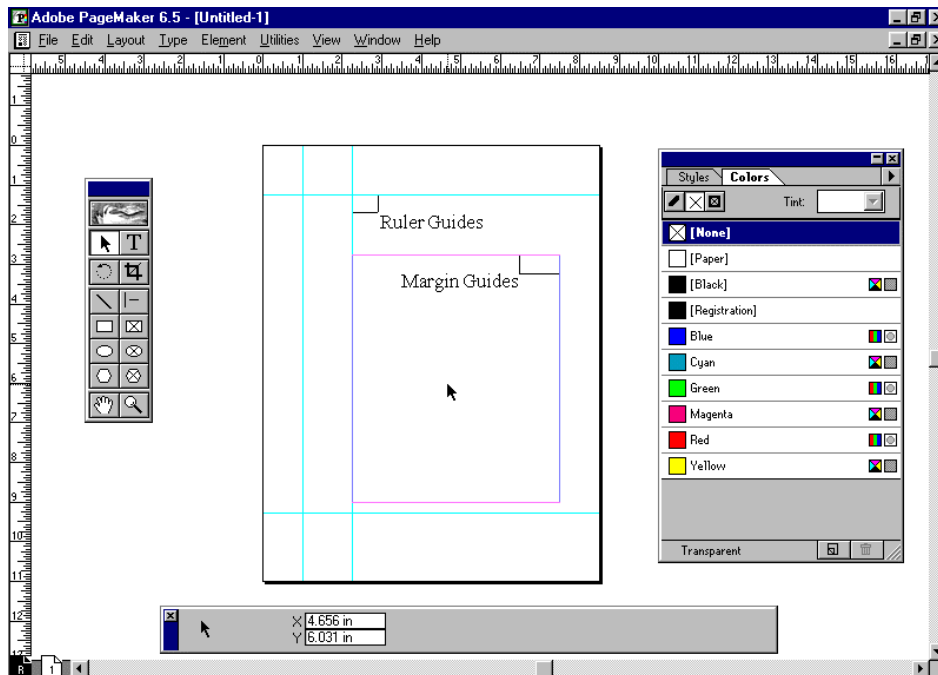
POSITIONING RULER GUIDES

You will see a blank screen with a picture of a vertical, letter-sized page. The pink lines on the page are guide lines that form a rectangular shape to display the margins you set. You can add guides to the page to help you align and position objects neatly on the page. **Guides DO NOT print out.**

1. By default the **Rulers** and **Guides** are turned on as well as the **Snap to guides** option.
2. Move your pointer to the upper-left corner of the page, click once with the right mouse button and choose **Actual Size**.

This will zoom your view in the upper-left corner of the page and change the page display to the actual size of the page, so you can place the ruler guides precisely.

3. Position the pointer on the **horizontal rule**, click and drag down to the 1 1/4" mark on the vertical ruler. A horizontal ruler guide appears.
4. Use the scroll bars to move the view to the lower-left corner of the page.
5. Create three more ruler guides as described below:
 - a. Drag a **vertical guide** right to the 1 1/8" mark on the horizontal ruler.
 - b. Drag a **vertical guide** right to the 2 1/4" mark on the horizontal ruler.
 - c. Drag a **horizontal guide** down to the 9 1/4" mark on the vertical ruler.
6. Choose **View, Lock guides**. This locks the ruler guides in place so that you don't accidentally move them with the Pointer tool.



SAVING YOUR WORK

1. Choose **File, Save**. The "Save publication" dialog box appears.
2. In the **Save as type** box, click and choose **Template** to save this document as a template and not an ordinary publication.
3. Double-click the directory location where you want to store the file in the **Directories** box.
4. In the **File name:** box type **letterhead** and then click **Save**. PageMaker will automatically insert the extension **.T65** to the end of your filename to indicate that this file is a template file.

So far your letterhead template only contains a blank page with the layout grid you created. In the next section you will add text and graphics to your template.

TYPING TEXT

1. Choose the **Type** menu and change the default text options to the match the ones listed below:

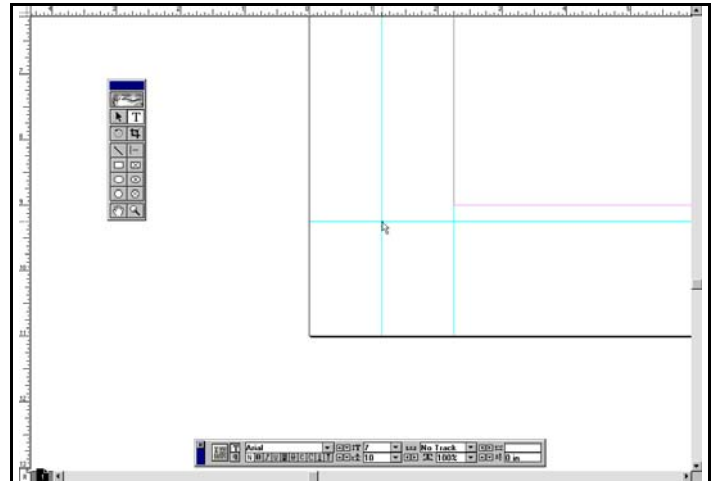
Font: Arial
Size: 7
Leading: 12
Alignment: Center

Leave all other settings as they appear.
Leading is the amount of space between two lines of text



Note: Position your pointer on the lower left-hand corner of the page. Hold down the <Shift> key and click the right mouse button. This zooms you in to **Actual Size** to make it easier to see the text you are about to type.

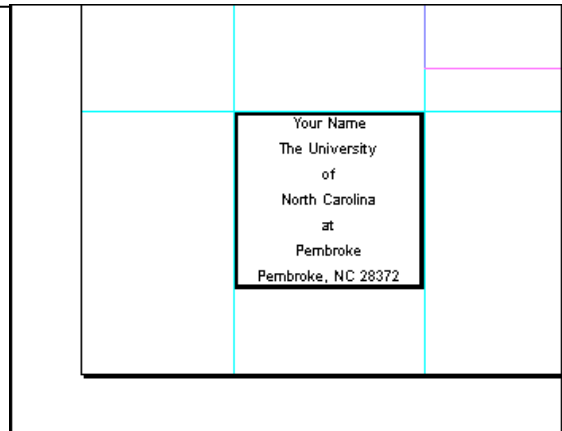
2. Select the **Text** tool from the toolbox.
3. Position the tiny horizontal tick mark on the I-beam at the intersection of the leftmost vertical guide and the horizontal guide at the bottom of the page. (See Figure A)
4. Click-and-drag the I-beam down and to the right until you intersect the next vertical ruler guide. This creates a text block that controls the width of the text.
5. Type your name and address as you would when addressing an envelope, pressing the <Shift> key after each line.



DRAWING A BOX

To draw a box around the address for visual effect:

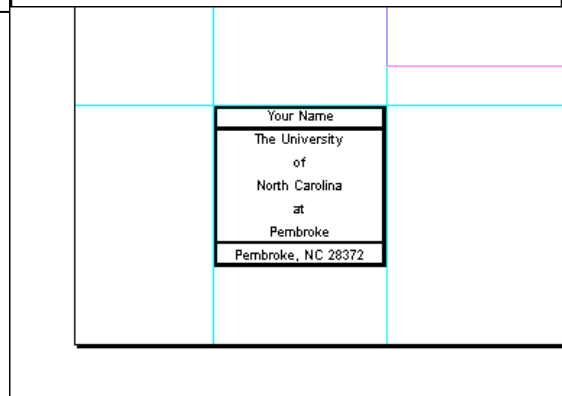
1. Select the **Rectangle** tool from the toolbox.
2. Choose **Element, Stroke** and set the line thickness to "2pt".
3. To draw the box, click the crossbar on the intersection of the ruler guides at the upper-left corner of the text block, and then drag to the lower-right corner of the text block.



DRAWING LINES

To draw two horizontal lines in the box you just created to separate the lines of the address:

1. Select the **Constrained-line** tool in the toolbox.
2. Click the crossbar on the left side of the box beneath your name, and then drag it to the right side of the box. Repeat to draw a line under the sixth line of the address (under Pembroke).

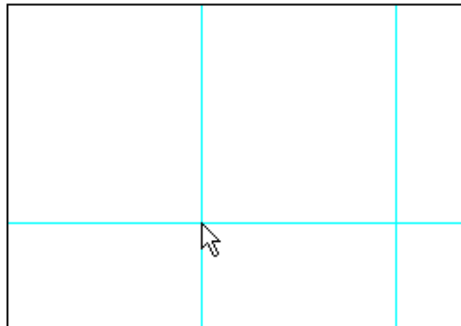


PLACING A GRAPHIC

You will now insert a copy of the UNCP logo into your template.

1. Select the **Pointer** tool from the toolbox.
2. Choose **V**iew, **A**ctual Size.
3. Use the scroll bars or the right mouse button to move to the upper-left corner of the page.
4. Choose **F**ile, **P**lace.
5. Choose the file **logo.gif** and click **O**pen.

Top Left of Page



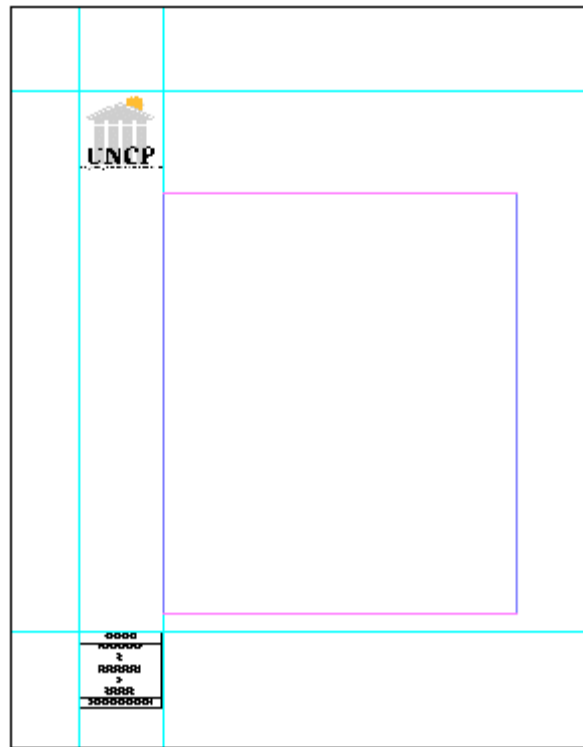
6. Position your pointer so that the upper-left corner of the icon fits in the intersection of the outer-most guides in that corner. Then click to place the logo.

RESIZING A GRAPHIC

It may be necessary to resize the logo.

1. Using the **Pointer** tool, select the graphic if it is not already selected.
2. Hold down the **<Shift>** key, click the lower-right handle of the logo, and drag it to the right most vertical ruler guide. (Pressing the **<Shift>** key ensures that PageMaker maintains the proportions of the original graphic as you resize it.)
3. Choose **F**ile, **S**ave.

Your template is now complete. You can now use this template to write memos, letters, or other kinds of correspondence. The next exercise will demonstrate how to do this.



PLACING A LETTER ON THE LETTERHEAD TEMPLATE

You will place some text on your letterhead template in this exercise and save the letter as a publication instead of a template.

1. Your **letterhead.T65** template should still be open.

At this point we could start typing a letter on the page using the **Text** tool but for classroom purposes we will use some pre-existing text to fill the body of the letter.

2. Click on the page with the right mouse button to change the view to "**Fit in Window**" view.
3. Choose **Place...** from the **File** menu.
4. Choose the file **Internet** and click **Open**.
5. In the "Import-filter" dialog box, click **OK**.
6. Position the loaded text icon in the upper-left corner of the box formed by the pink margin guidelines and click to place the text.
7. Choose **File, Save as...** and choose "**Publication**" in the **Save as type** box so the letter will be saved as a normal publication.
8. Name the file **letter1** and click on **Save**.

You have successfully added body text to the template!

WEB SITES OF INTEREST

Faculty and Staff Computing Services
www.uncp.edu/ucis/facultyandstaff

Online Computer Guides
www.uncp.edu/ucis/guide

ADDITIONAL HELP

For additional help, please contact the **UCIS Help Desk**:

Phone: (910) 521-6260

Email: helpdesk@uncp.edu

Internet: www.uncp.edu/ucis