

ZED AGE SYLLABUS

PageMaker

► INTRODUCTION

Introduction to Desk Top Publishing, Introduction to Page Maker Advantages, Using the Mouse, Components of the Page Maker Window

► CREATING A NEW DOCUMENT

Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines., Adding Guidelines to Master Pages. Aligning to Guidelines, Displaying Guidelines, Locking Guidelines. Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specifications : Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options. Saving Your Document: Saving a new Document, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version. Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text. Formatting paragraphs: Changing Indents, Changing the space around Paragraphs, Changing paragraph Alignment, controlling How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs.

► INTRODUCTION TO CREATING FRAMES

Converting Other Objects to Frames, Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page, Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert. Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines : Adjusting, Spacing and Leading, Setting and changing Tabs.

► Formatting Text

Introduction to Auto Flow, page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.

► ADDING DESIGN ELEMENTS- INTRODUCTION

Adding Graphics to your Document, Adding Lines, Changing Lines Specifications, Adding Shapes, changing Shape specifications, Changing Line and fill, Specifications together (Fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing page maker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into page maker : Placing, Sizing, aligning Graphics, Cropping Graphics. Introduction to Using layers, Moving and creating objects. Introduction to Printing- Selecting a Printer, Printing your Document, Printing Document Dialog Box Options.

► DEVELOPING LONG DOCUMENTS

Introduction – Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching Between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editors.

► SPELLINGS

Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, using find Feature, Using the change Feature, using page Maker Help.