

Adobe ®

PageMaker 6.5

Course Outline

Advanced Level

WORKING ON BOOKS

- Books
- Creating A Table Of Contents

LIBRARIES

- Working With The Libraries Palette
- Searching The Library

ADVANCED PLUG-INS

- Adding Headers And Footers
- Using The Word Counter
- Using The Publication Converter
- Using EPS Font Scanner
- Using The Change Case Plug-In
- Balancing Columns

TABLES

- Working With Tables
- Editing Tables
- Exporting Tables
- Importing Tables

ADVANCED TYPE

- Horizontal Spacing
- Vertical Spacing
- Hyphenations

ADVANCED COLOUR

- What Is CMS?

SCRIPTS

- Working With Scripts
- Editing Scripts

PREPRESS FUNDAMENTALS

- Trouble-Shooting
- Trapping
- Using Save For Service Provider

PAPERLESS PRINTING

- Printing Without Paper
- Creating PDF Files

WEB PUBLISHING

- Exporting HTML