

Adobe ®

PageMaker 6.5

Course Outline

Foundation Level

INTRODUCTION TO PAGEMAKER

- What Is PageMaker 6.5?
- PageMaker Extensions
- General Preferences

PAGEMAKER INTERFACE

- Work Environment
- Toolbox
- Colours Palette
- Control Palette
- Rulers/Guides

DOCUMENTS

- New Documents
- Master Pages
- Saving Documents
- Opening Documents
- Closing Documents

TOOLS

- Basic Tools
- Drawing Tools
- Visual Tools
- Modifying Tools

COLOURS AND FILLS

- Custom Colours
- Colour Options Dialog Box
- Colours Palette

TEXT

- Blocks Vs. Frames
- Inputting Text
- Placing Text
- Editing Text
- Text Control Palette
- Character Specifications Dialog Box

PICTURES

- Placing Pictures
- Modifying Picture
- Cropping

OBJECTS

- Selecting Objects
- Grouped Objects
- Moving Objects
- Aligning Objects
- Arranging Objects

OUTPUT

- Printing Your Work
- Print Document
- Print Paper
- Print Options
- Print Colour
- Print Features