

Adobe PageMaker 7 The Basics Course Outline



Course aims:

In this course, you will learn basic techniques and skills that will give you a solid understanding of the software as you create great looking documents.

Pre-Requisites:

Before taking this course, students should be familiar with the basic functions of their computer's operating system. Students should also have basic word processing skills, such as copying and pasting text, formatting type, and so on. .

Who should attend:

Those who need to learn the basic fundamentals of PageMaker

Duration: 1 day

Getting started with the user interface	The environment, document setup, typing text and manipulating text blocks, basic text formatting, importing and manipulating graphics, using master pages
Working with text	Importing, spacing and indenting text. Using tabs and styles. Working with the story editor
Using colours and graphics	Drawing and applying colours to shapes. Text wrapping. Manipulating and cropping graphics. Inline graphics
Printing	Creating and applying spot colours. Updating links. Creating a booklet. Printing a proof, collecting files for output
Working with templates to create an identity	Creating and using templates. Drag and drop between documents. Using a library