

Adobe PageMaker

Level I

Course Objectives

Adobe PageMaker is a powerful desktop publishing program. With it, you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this courseware you will learn the basics of creating documents with PageMaker.

Prerequisites

The following list summarizes skills that students should be comfortable with for this courseware.

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|---|--|
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Print Manager |

Course Outline

Navigating in PageMaker

- PageMaker environment elements
- Navigating

Creating a document

- Document set-up
- Saving
- Using Text
- Using Graphics
- Importing Graphics

Multi-Page documents

- Document set-up
- Master pages
- Inserting pages
- Working with Text

Working with frames

- Creating frames
- Placing text within frames

Formatting text

- Character formatting
- Paragraph formatting

Graphics

- Importing graphics
- Text Wrap
- Attaching text to a frame
- Copying items between documents

Course Materials

Course Length:

25 hours - *with flexibility*

Approximate Page Count

125 Pages

Number of Sections:

Six Sections Plus Preface and Appendices

Average Number of Exercises:

25

GUIDED EXERCISES

Hands on, step by step exercises that guide students through procedures and commands.

PROJECTS

Hands on, extended exercises presented at the end of each section. These exercises require the student to work independently and apply their knowledge of a combination of features learned, up to that point in the courseware, to accomplish a particular task.