An Introduction to Adobe Pagemaker

U1BNI

🎯 LEARNING OBJECTIVES

After the completion of this chapter, the student

- **learns about what Desktop publishing is.**
- **creates documents using PageMaker**
- **creates Text Blocks**
- **changes a Text block size**
- **inserts text from other software like MS-Word in the PageMaker document**
- **uses frames to hold text in place of using text blocks and so many**

2.1   Desktop Publishing

We hear and see the term '**Desktop publishing**' a lot these days. What exactly is it? What does it mean? Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

Today, there are several Desktop Publishing (DTP) software available in the market. Some of the popular DTP software are **Adobe PageMaker, Adobe InDesign, QuarkXPress**, etc.

2.2   Introduction to Adobe PageMaker

Adobe PageMaker is **a page layout software**. It is used to design and produce documents that can be printed. You can create anything from a simple business card to a large book.

Page layout software includes tools that allow you to easily position text and graphics on document pages. For example, using PageMaker, you can create a newsletter that includes articles and pictures on each page. You can place

Figure 2.1 Various page layout softwares

pictures and text next to each other, on top of each other, or beside each other—wherever you want them to go. Figure 2.1 shows various page layout softwares

2.3　Opening PageMaker

In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence **Start→All Programs → Adobe → Pagemaker 7.0 → Adobe PageMaker 7.0.**

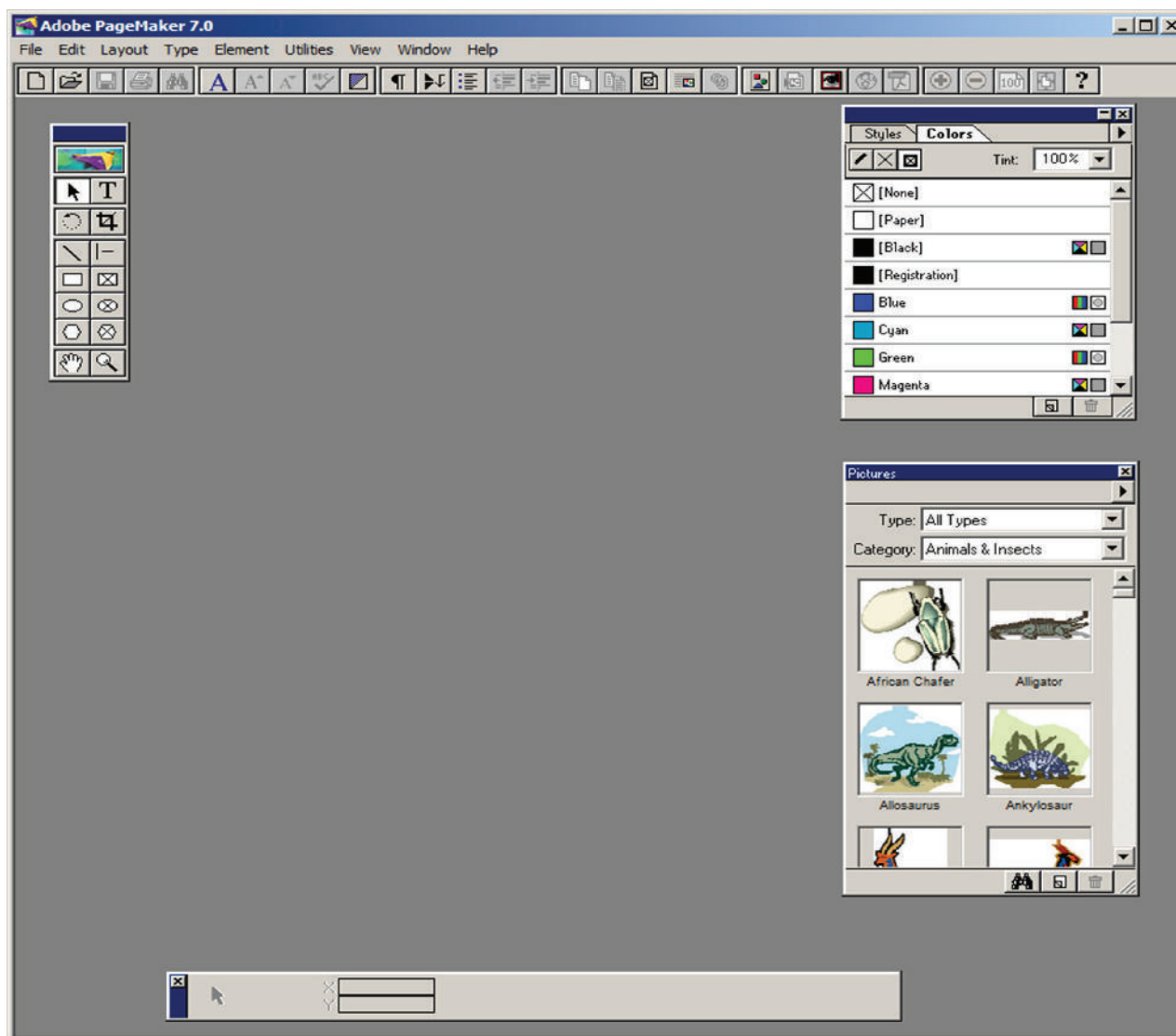The Adobe PageMaker window will be opened as shown in Figure 2.2

Figure 2.2 Adobe PageMaker window

2.4　Creating a New Document

To create a new document,

1. Choose **File > New** in the menu bar. (or) Press Ctrl + N in the keyboard. Now **Document Setup dialog box** appears.(Figure 2.3)

2. Enter the appropriate settings for your new document in the Document Setup dialog box.
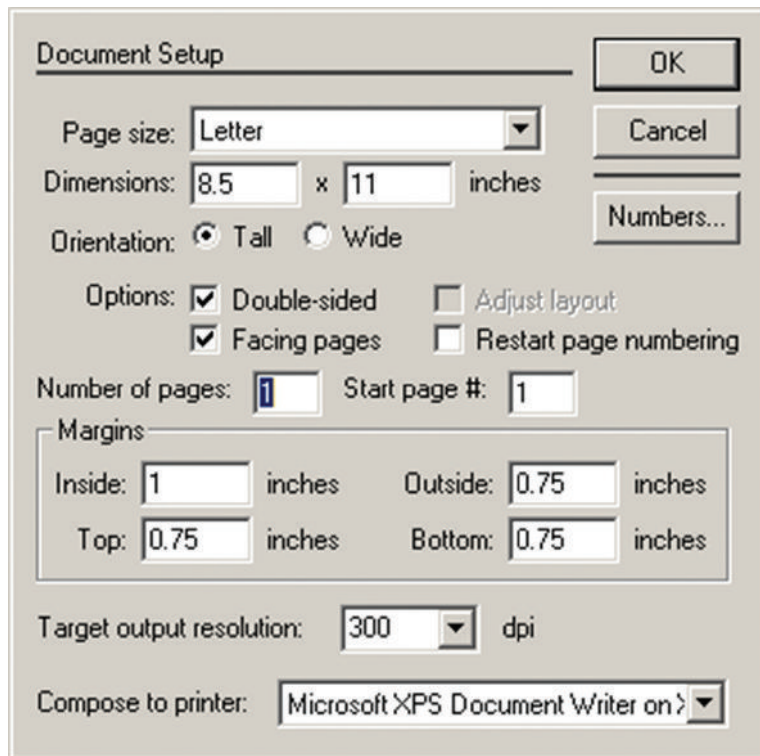
3. Click on **OK.**

Figure 2.3 Creating a New Document

Now a new document called **Untitled - 1** opens on the screen as shown in Figure 2.4.

A document page is displayed within a dark border. The area outside of the dark border is referred to as the pasteboard. Anything that is placed completely in the pasteboard is not visible when you print the document. You can use the pasteboard to temporarily hold elements while designing your document.
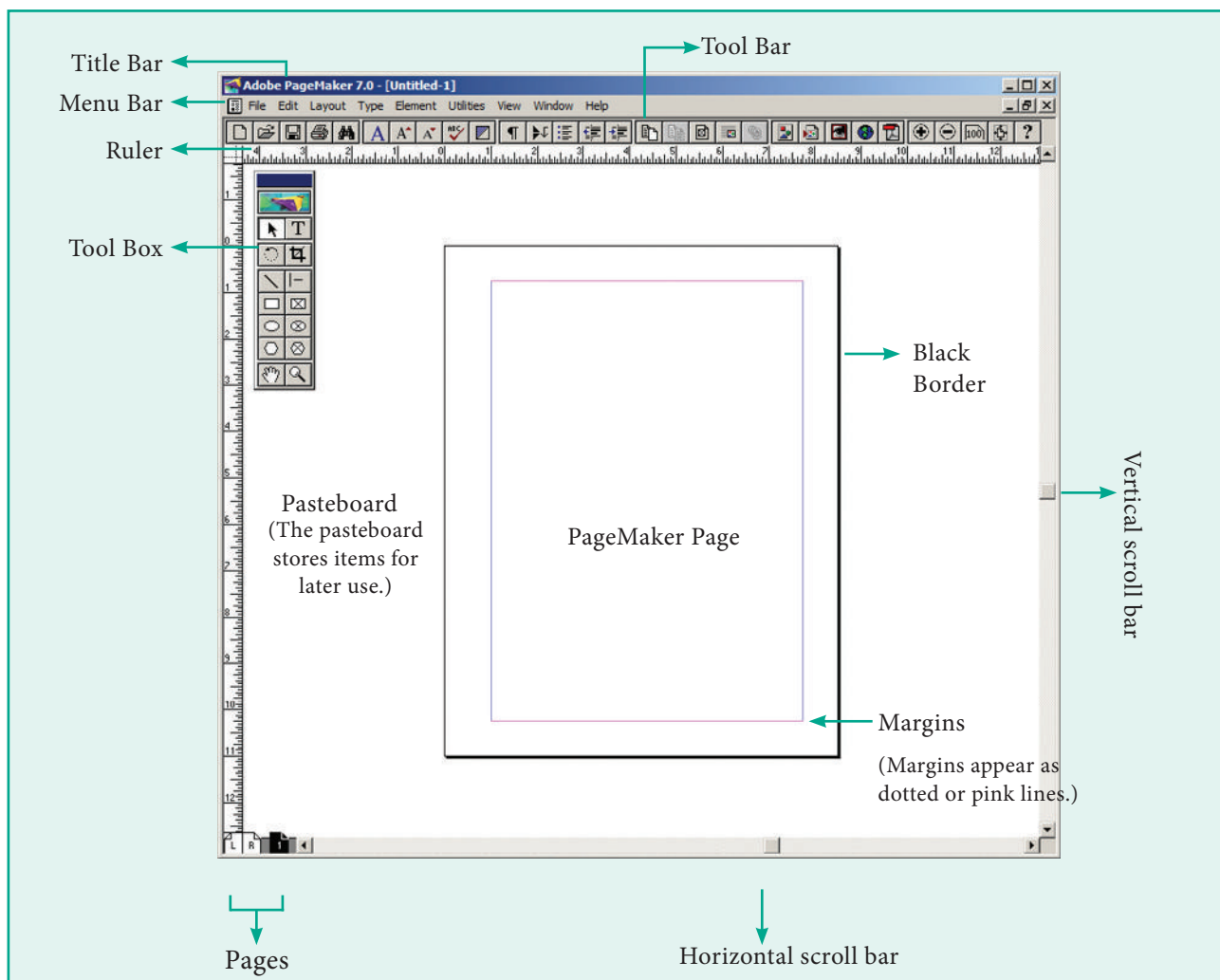

Figure 2.4 Workspace

The main components of the PageMaker window are **Title bar, Menu bar, Toolbar, Ruler, Scroll bars and Text area.** Let us have a look at these components.

Title bar

Adobe PageMaker 7.0 - [Untitled-1]

Figure 2.5 Title bar

It is the topmost part of the window. It shows the name of the software and the name of the document at the left, and the control buttons (Minimize, Maximize and Close) at the right.

In Figure 2.5 we can see the name of the software (Adobe PageMaker 7.0) at the left. It is followed by the default name of the document(Untitled-1) which can be changed when we save the document with a user-supplied name.

We know that on clicking the Minimize button the document window is minimised to a small icon and kept in the task bar, Maximise button is used for maximising the current document window to fit the whole screen area, and the Close button closes the software itself.

Menu bar

File Edit Layout Type Element Utilities View Window Help

Figure 2.6 Menu bar

It contains the following menus **File, Edit, Layout, Type, Element, Utilities, View, Window, Help.** When you click on a menu item, a pulldown menu appears. There may be sub-menus under certain options in the pull-down menus. Refer Figure 2.6

Toolbar

If you place the mouse pointer on a button in the Toolbar, a short text will appear with its description called '**Tool Tip**'. Refer Figure 2.7

Figure 2.7 Toolbar

Toolbox

The Figure 2.8 shows the PageMaker toolbox.

To move the toolbox, drag the toolbox by its **title bar**. Select a tool from the default toolbox by clicking it.

If the toolbox is not available on the screen, you can perform these steps to show the toolbox.
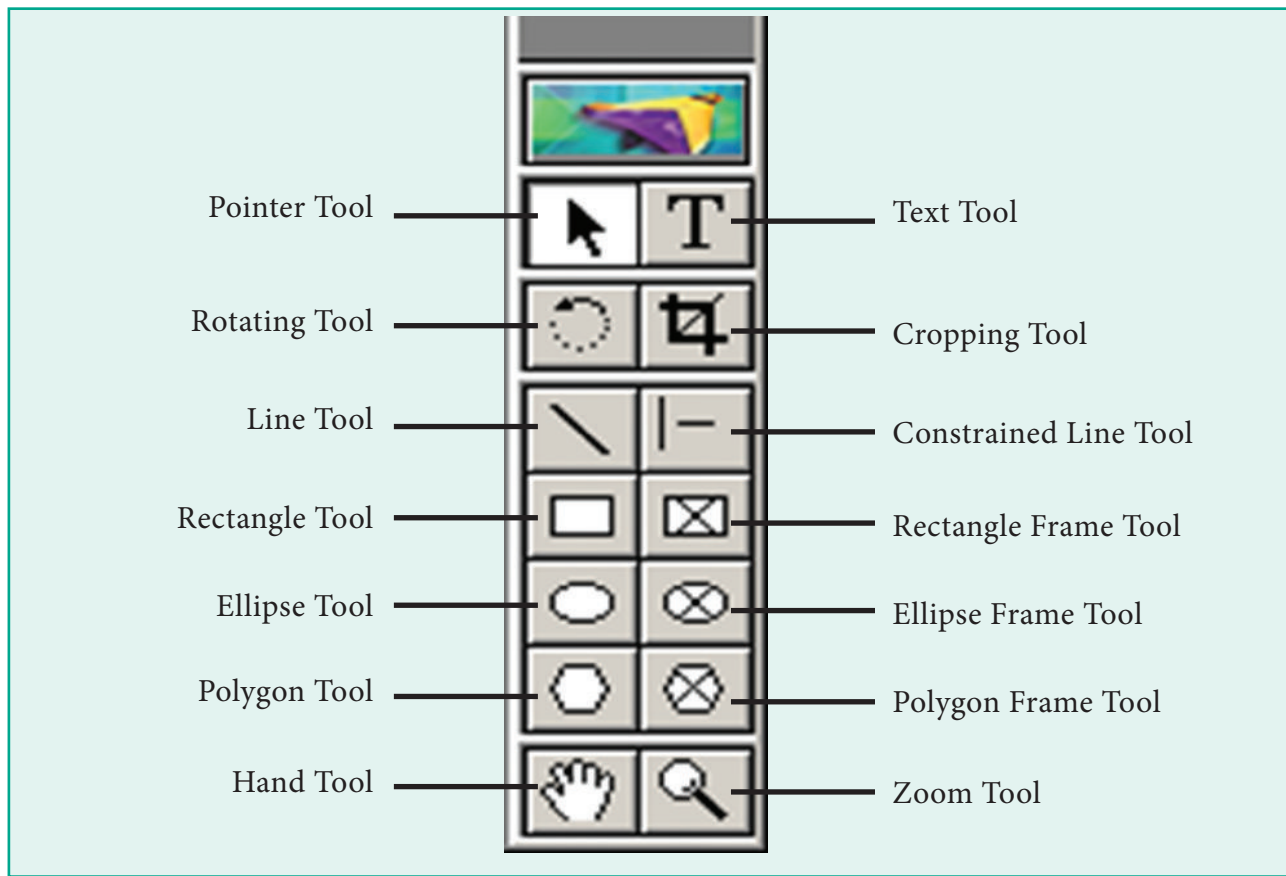
Figure 2.8 Toolbox

1. Click on **Window**. The Window menu will appear.
2. Click on **Show tools**.

The toolbox appears in front of your document window. If you want to hide the toolbox, you can perform these steps to hide the toolbox.

1. Click on **Window**. The Window menu will appear.
2. Click on **Hide tools** to hide the toolbox.

The Keyboard shortcuts and Toolbox usages are shown in Table 2.1 & Table 2.2

Table 2.1	Keyboard Shortcuts	
S. No.	**Tools**	**Keyboard Short Cut**
1	Pointer Tool	F9
2	Rotating Tool	Shift + F2
3	Line Tool	Shift + F3
4	Rectangle Tool	Shift + F4
5	Ellipse Tool	Shift + F5
6	Polygon Tool	Shift + F6
7	Hand Tool	Shift + Alt + Drag Left mouse button
8	Text Tool	Shift + Alt + F1
9	Cropping Tool	Shift + Alt + F2
10	Constrained Line Tool	Shift + Alt + F3
11	Rectangle Frame Tool	Shift + Alt + F4

Table 2.2 Tool Box Usage			
Tool	**Toolbox**	**Cursor**	**Use**
Pointer Tool			Used to select, move, and resize text objects and graphics.
Text tool			Used to type, select, and edit text.
Rotating tool			Used to select and rotate objects.
Cropping tool			Used to trim imported graphics.
Line tool			Used to draw straight lines in any direction.
Constrained line tool			Used to draw vertical or horizontal lines.
Rectangle tool			Used to draw squares and rectangles.
Rectangle frame tool			Used to create rectangular placeholders for text and graphics.
Ellipse tool			Used to draw circles and ellipses.
Ellipse frame tool			Used to create elliptical placeholders for text and graphics.
Polygon tool			Used to draw polygons.
Polygon frame tool			Used to create polygonal placeholders for text and graphics.
Hand tool			Used to scroll the page (an alternative to the scroll bar)
Zoom tool			Used to magnify or reduce an area of the page.

Scroll bars

Scrolling is the process of moving up and down or left and right through the document window. There are two scrollbars namely Vertical and Horizontal scroll bars for scrolling the document vertically or horizontally.

Rulers

There are two ruler bars. One is at the top and the other is at the left side.

To show the ruler
1. Click on **View**. The View menu will appear.
2. Click on **Show Rulers**. Rulers appear along the top and left sides of the document window.

To hide the ruler
1. Click on **View**. The View menu will appear.
2. Click on **Hide Rulers** to hide the rulers.

2.5 Entering Text in the Document

In PageMaker the text can be typed inside a **text block.** So, you must use the **Text tool** to create the text blocks. After creating a Text block, you can type the text directly into the text block. As the characters are typed, the flashing vertical bar called the **insertion point** or I-beam which moves to the right. When the text being typed reaches the end of the text block, PageMaker will automatically wrap the text to the next line. The **Enter key** must not be pressed at the end of the each line in text block. The Enter key should be pressed only at the end of a paragraph or when a blank line is to be inserted.

2.6 Editing Text in the Document

Editing means making changes to the text. When you edit a document, you revise the text. Editing may be inserting and deleting words and phrases, correcting errors, and moving and copying text to different places in the document.

2.6.1 Selecting Text

Text can be selected using the **mouse** or the **keyboard**.

Selecting Text using the mouse
To select text using a mouse, follow these steps :
1. Place the Insertion point to the left of the first character to be selected.
2. Press the left mouse button and drag the mouse to a position where you want to stop selecting.
3. Release the mouse button.
4. The selected text gets highlighted.

To Select	Press
A Word	Double-click with I-beam
A Paragraph	Triple-click with I-beam

Selecting Text using the Keyboard
To select text using a keyboard, follow these steps :

1. Place the Insertion point to the left of the first character you wish to select.

2. The **Shift** key is pressed down and the movement keys are used to highlight the required text.

3. When the **Shift** key is released, the text is selected.

To Select	Press
One character to the left	Shift + ←
One character to the right	Shift + →
One line up	Shift + ↑
One line down	Shift + ↓
To the end of the current line	Shift +End
To the beginning of the current line	Shift + Home
Entire Document	Ctrl + A

2.6.2 Deleting Text

You can easily delete a character, or word, or block of text.

To delete a character, do the following :

1. Position the insertion point to the **left of the character** to be deleted.
2. Press **Delete key** on the keyboard. (or)
3. Position the insertion point to the **right of the character** to be deleted.
4. Press **Backspace key** on the keyboard.

To delete a block of text, do the following :

1. Select the text to be deleted.
2. Press **Delete or Backspace** in the keyboard (or) **Edit > Clear** command.

2.6.3 Undo Command

The **Undo** command is used to reverse the action of the last command. To reverse the last command, click on Edit>Undo in the menu bar (or) press Ctrl + Z in the keyboard.

2.6.4 Copying and Moving Text

The **Copy** and **Paste** commands of PageMaker can be used to copy text from one location in a document and paste it at another location. The **Copy** command creates a duplicate of the selected text, leaving the original text unchanged. The **Paste** command pastes the copied text at the position where the insertion point is placed.

The **Cut** and **Paste** commands can be used to move text from one position in a document to the other. The **Cut** command deletes the selected text from its original position. The **Paste** command then places this text at the position where the insertion point is placed.

Moving the Text

The selected text can be easily cut and pasted in the required location.

To cut and paste text .

1. Select the text to be moved.
2. Choose **Edit > Cut** in the menu bar. (or) Press **Ctrl + X** in the keyboard (or) Click the right mouse button and choose **cut** from the pop-up menu.
3. Insertion point is moved to the place where the text is to be pasted.
4. Choose **Edit > Paste** in the menu bar. (or) **Press Ctrl + V** in the keyboard. (or) Click the right mouse button and choose **Paste** from the pop-up menu.

The text can also be moved in this way to another location.

> The following keyboard shortcuts can be used to move text
>
> **Ctrl + X → to Cut**
>
> **Ctrl + V → to Paste**

Copying the Text

The selected text can be easily copied and pasted in the required location.

To copy and paste text .

1. Select the text to be coped.

2. Choose **Edit > Copy** in the menu bar (or) Press **Ctrl + C** in the keyboard (or) Click the right mouse button and choose **Copy** from the pop-up menu.

3. Insertion point is moved to the place where the text is to be pasted.

4. Choose **Edit > Paste** in the menu bar (or) **Press Ctrl + V** in the keyboard (or) Click the right mouse button and choose **Paste** from the pop-up menu.

The text can also be copied in this way to another location.

Keyboard shortcuts for copy and paste:

Ctrl + C $\rightarrow$ **to Copy**

Ctrl + V $\rightarrow$ **to Paste**

2.7   Text Block

A text block contains the text you type, paste, or import. You can't see the borders of a text block until you select it with the pointer tool.

You can create text blocks in two ways:

1. Click or drag the text tool on the page or pasteboard, and then type.

2. Click a loaded text icon in an empty column or page.

2.7.1 Creating a Text Block with the Text tool

To create a text block with the text tool:

1. Select the text tool (T) from the toolbox. The pointer turns into an I-beam. Refer Figure 2.9
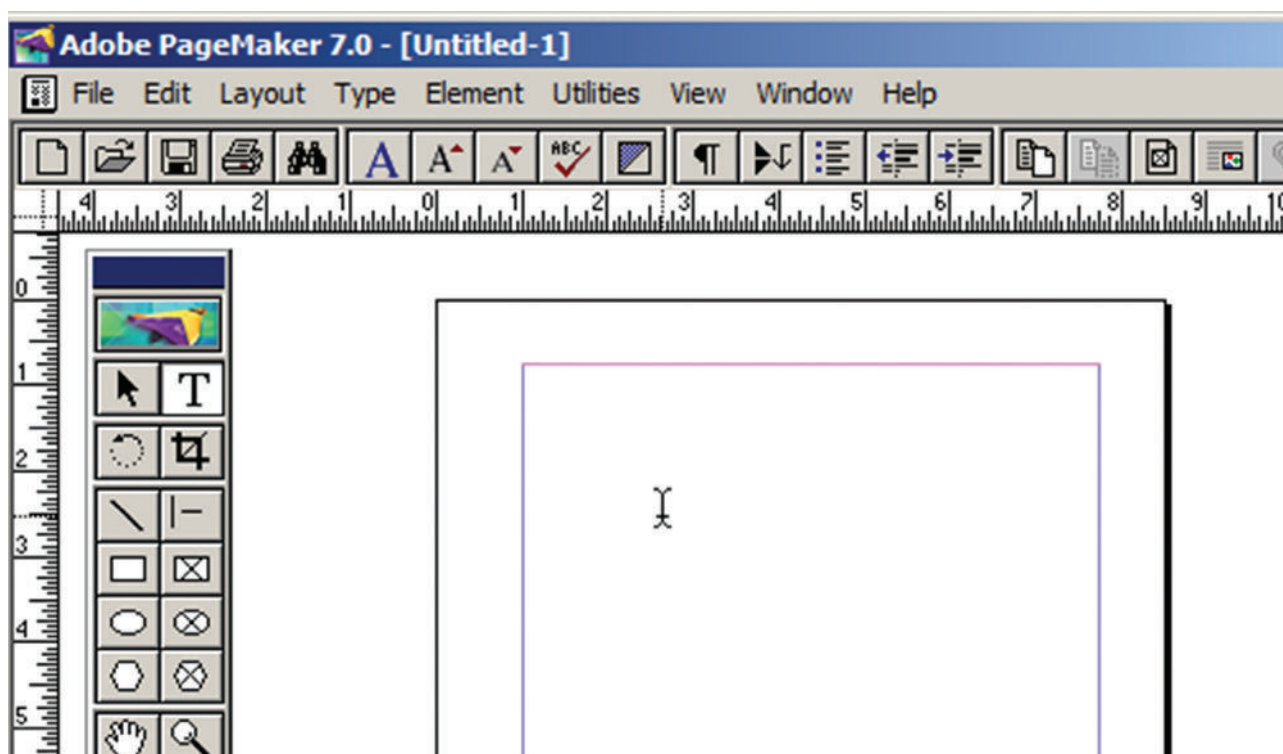
Figure 2.9 Text creation using text tool

2. On an empty area of the page or pasteboard, do one of the following:

Click the I-beam where you want to insert text. (Refer Figure 2.10) This creates a text block to the width of the column or page. By default, the insertion point jumps to the left side of the text block.
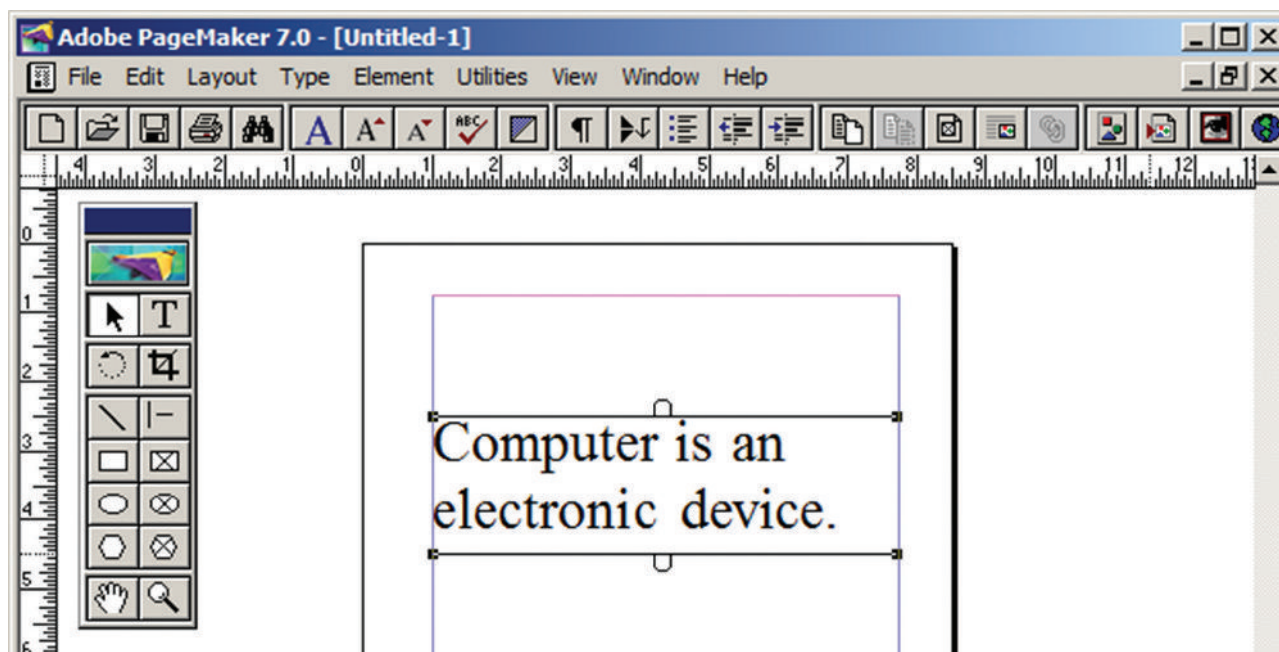
Figure 2.10

3. Type the text you want.

Unlike with a text frame, you do not see the borders of a text block until you click the text with the pointer tool. Refer 2.11
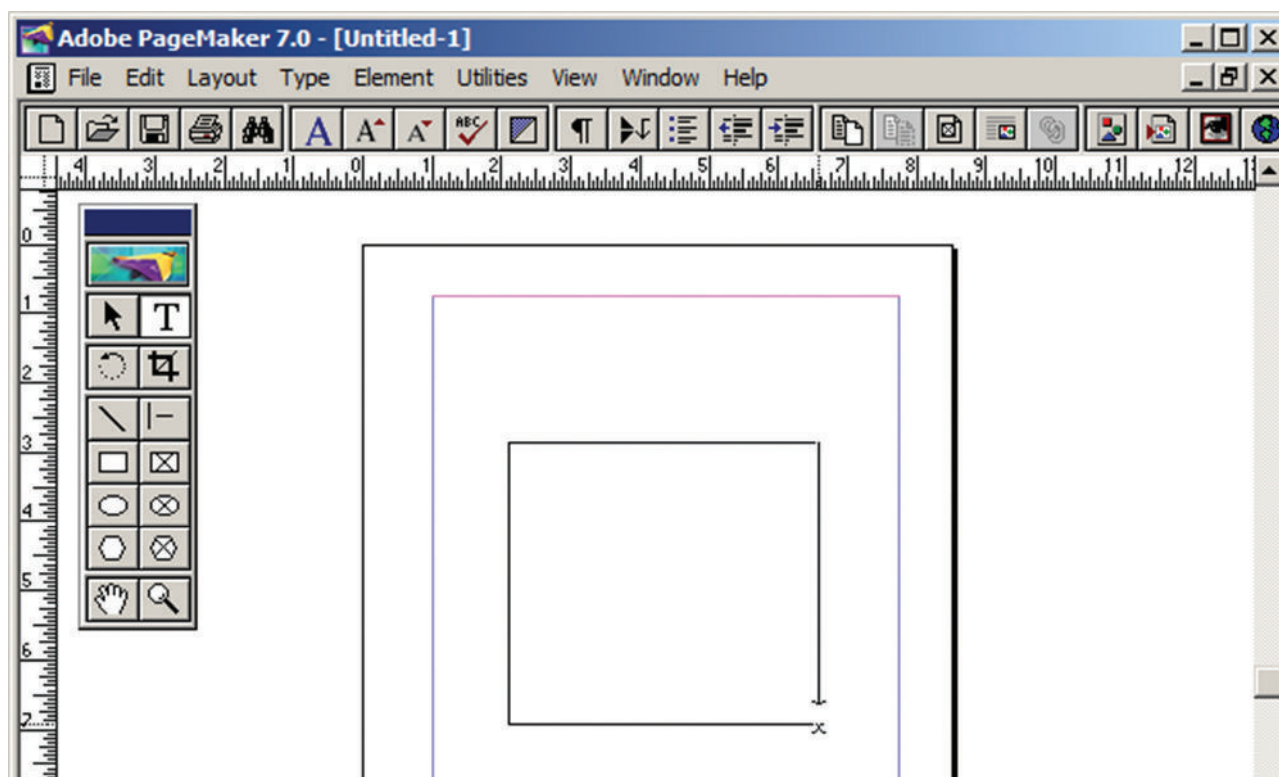
Figure 2.11 **Text borders**

2.7.2 Moving a Text Block

To move a block without changing its shape, place the cursor anywhere inside the block, and click and drag it to the required position. Refer 2.12
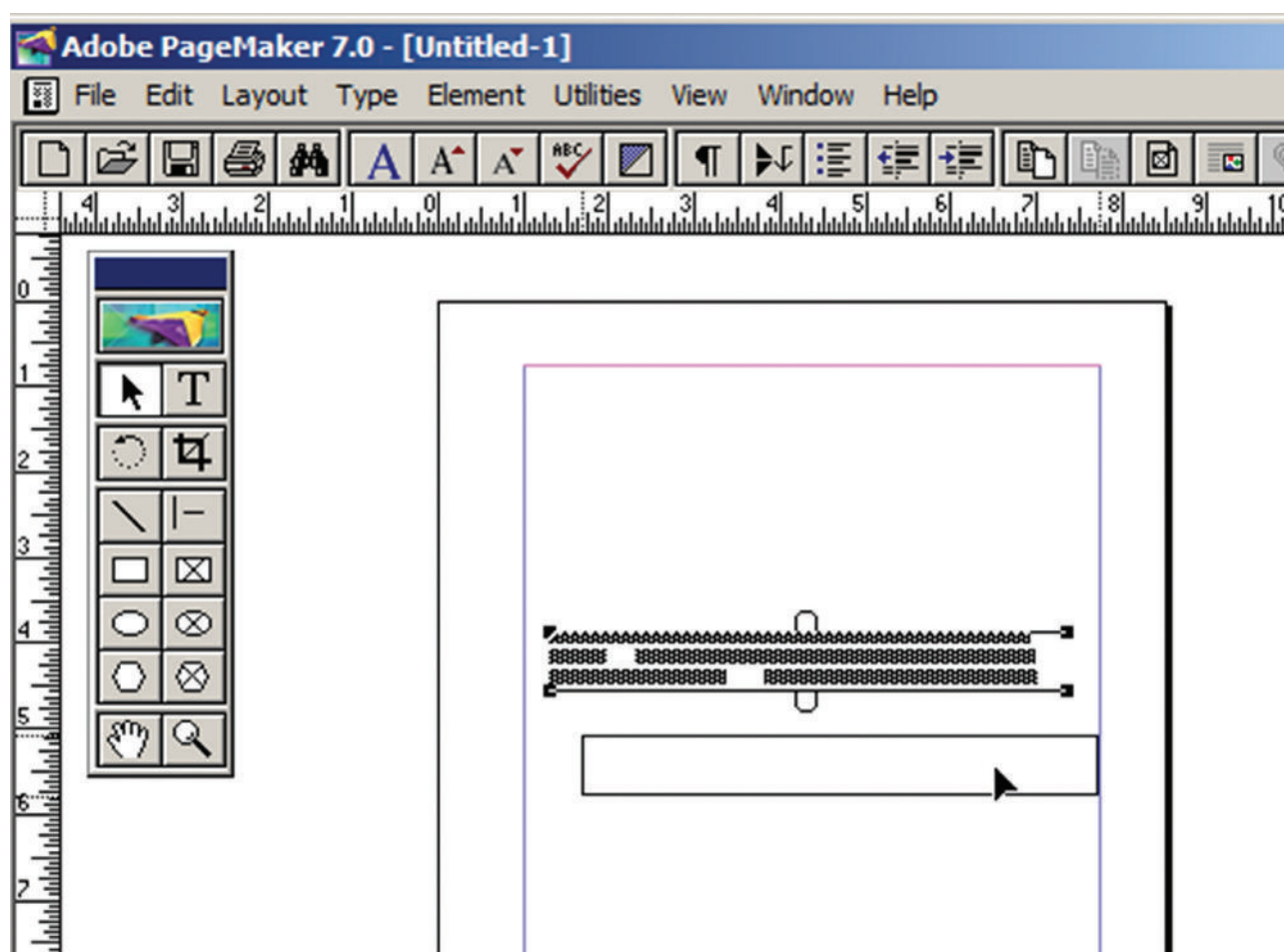
Figure 2.12 Moving a text block

2.7.3   Resizing a Text Block

When you select a text block with the Pointer tool, the block's boundaries become visible. Two handles are seen above and below the text block. These handles are called **Windowshades**. There is a dark square on both ends of the handle. These are used to change the size of the text block. Refer Figure 2.13 to Figure 2.15
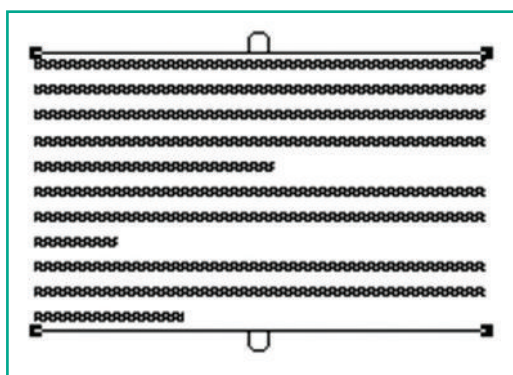
Figure 2.13 Resizing text block-Step 1

To resize a Text block

1. Click on **the Pointer tool.**
2. Click either the left or right corner handle on the bottom of the text block and drag.
    When you release the mouse button, the text in the text block will reflow to fit the new size of the text block.
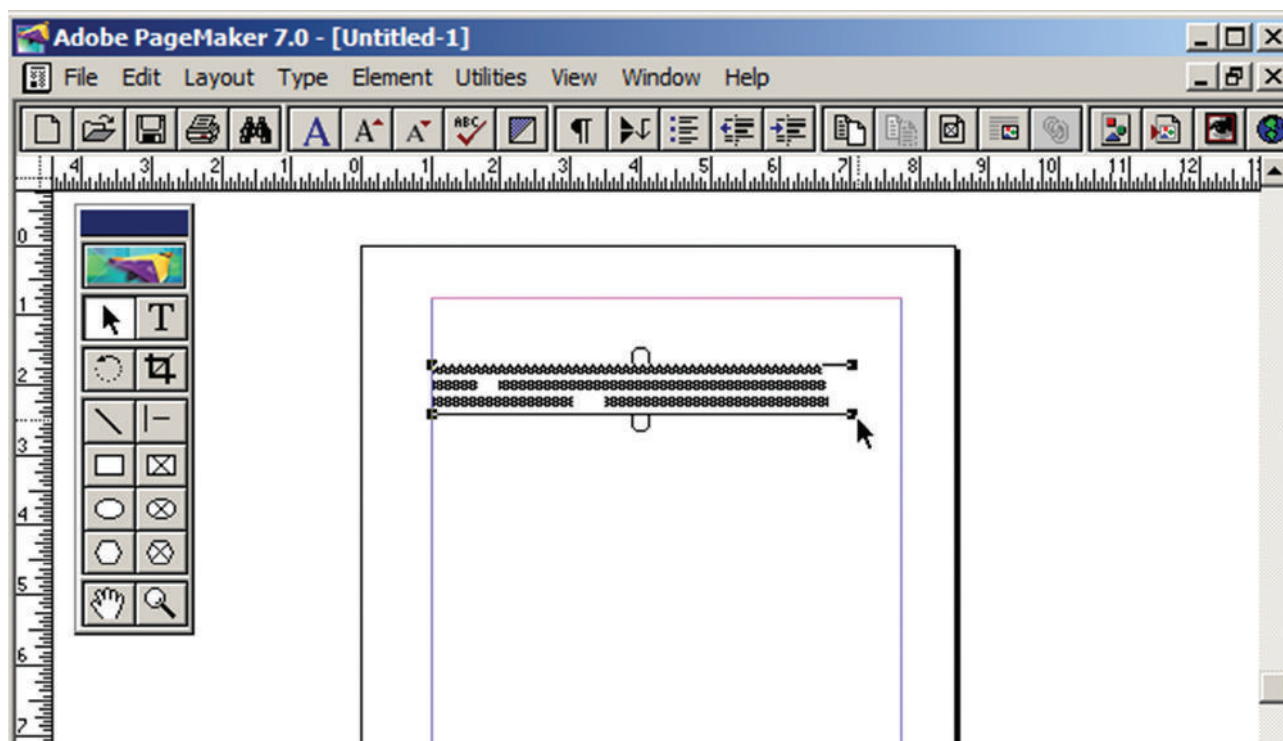
Figure 2.14 Resizing text block-Step 2

3. A red triangle in the bottom windowshade means there is more text in the text block than is visible on the page. Drag the windowshade handle down to show more text.
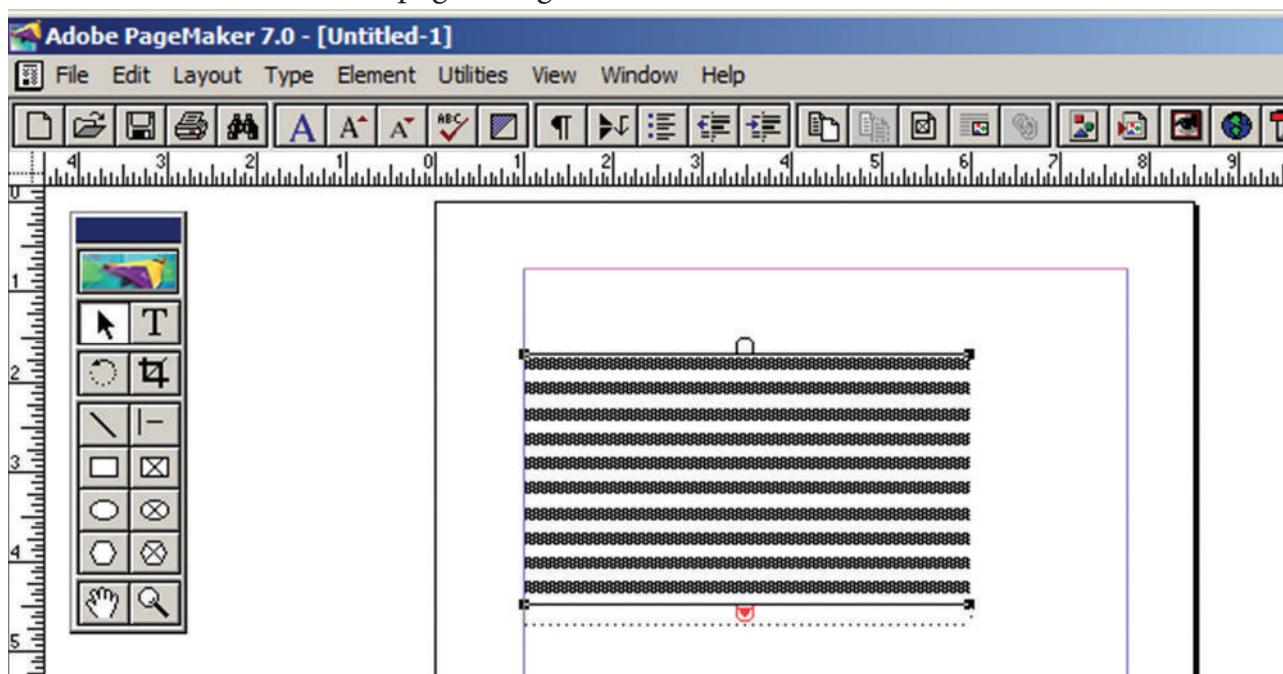
Figure 2.15 Resizing text block-Step 3

2.7.4 Splitting a Text Block into two

To split a text block into two

1. Place the cursor on the bottom handle, click and drag upwards. When you release the bottom handle will contain a red triangle. Refer Figure 2.17-18
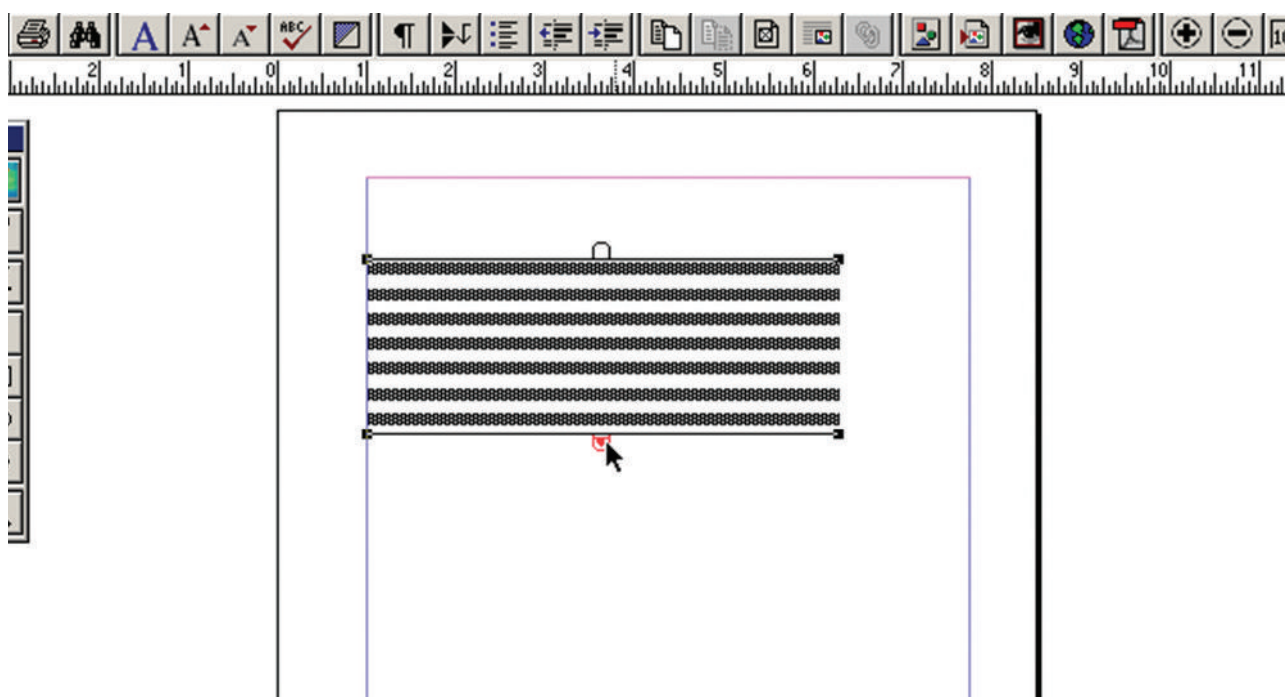
Figure 2.16 Splitting a Text block–Step 1

2. Click once on this, and the cursor changes to a loaded text icon.
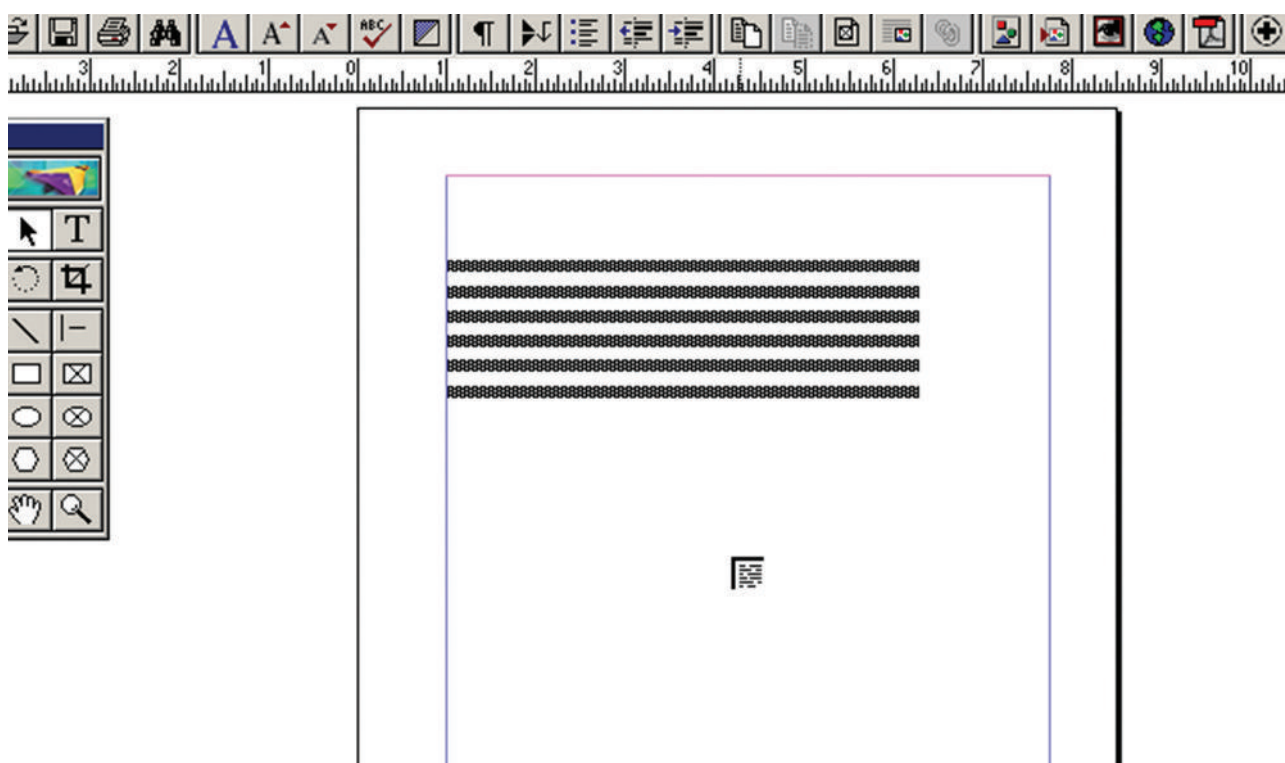
Figure 2.17 Splitting a Text block–Step 2

3. Position this where the second part of the text is to be, and click.
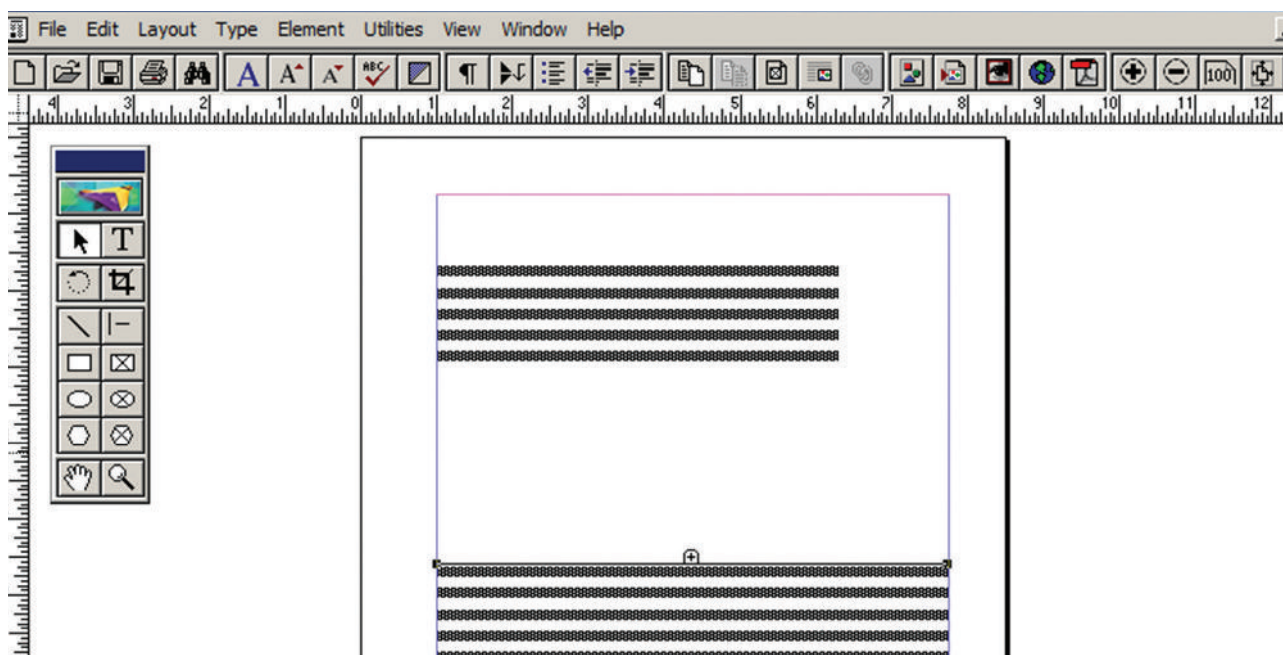
Figure 2.18 Splitting a Text block–Step 3

2.7.5 Rejoining split blocks

To rejoin the two text blocks

1. Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.

2. Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

2.7.6 Placing (Importing) Text

You can insert text from other software program like MS-Word in to a PageMaker document. Refer Figure 2.19 to Figure 2.22

1. Choose **File > Place.** The **Place dialog box** will appear.
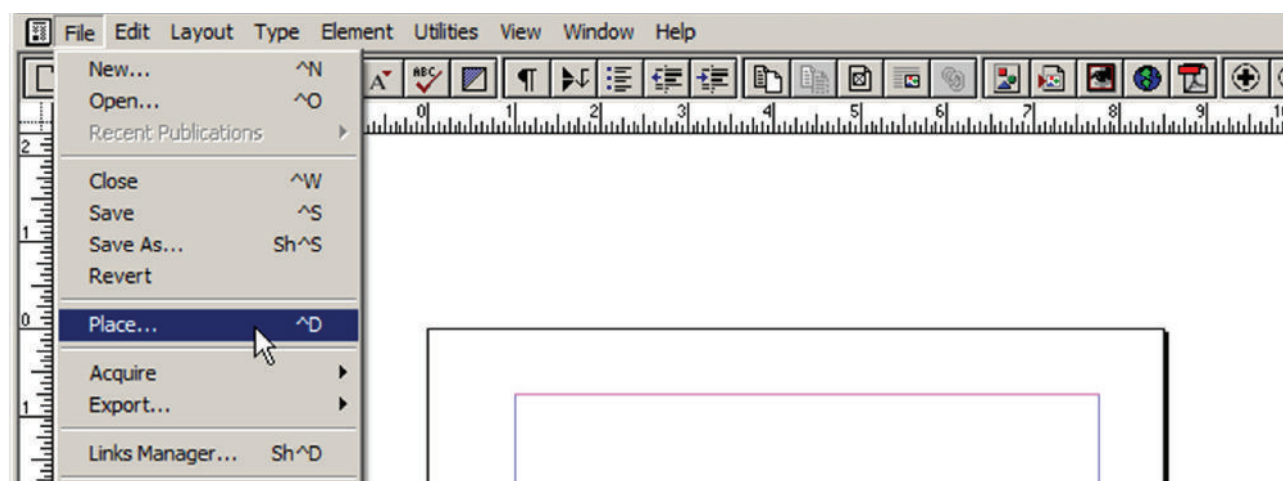
Figure 2.19 Importing Text

2. Locate the document that contains the text you want to place and select it.
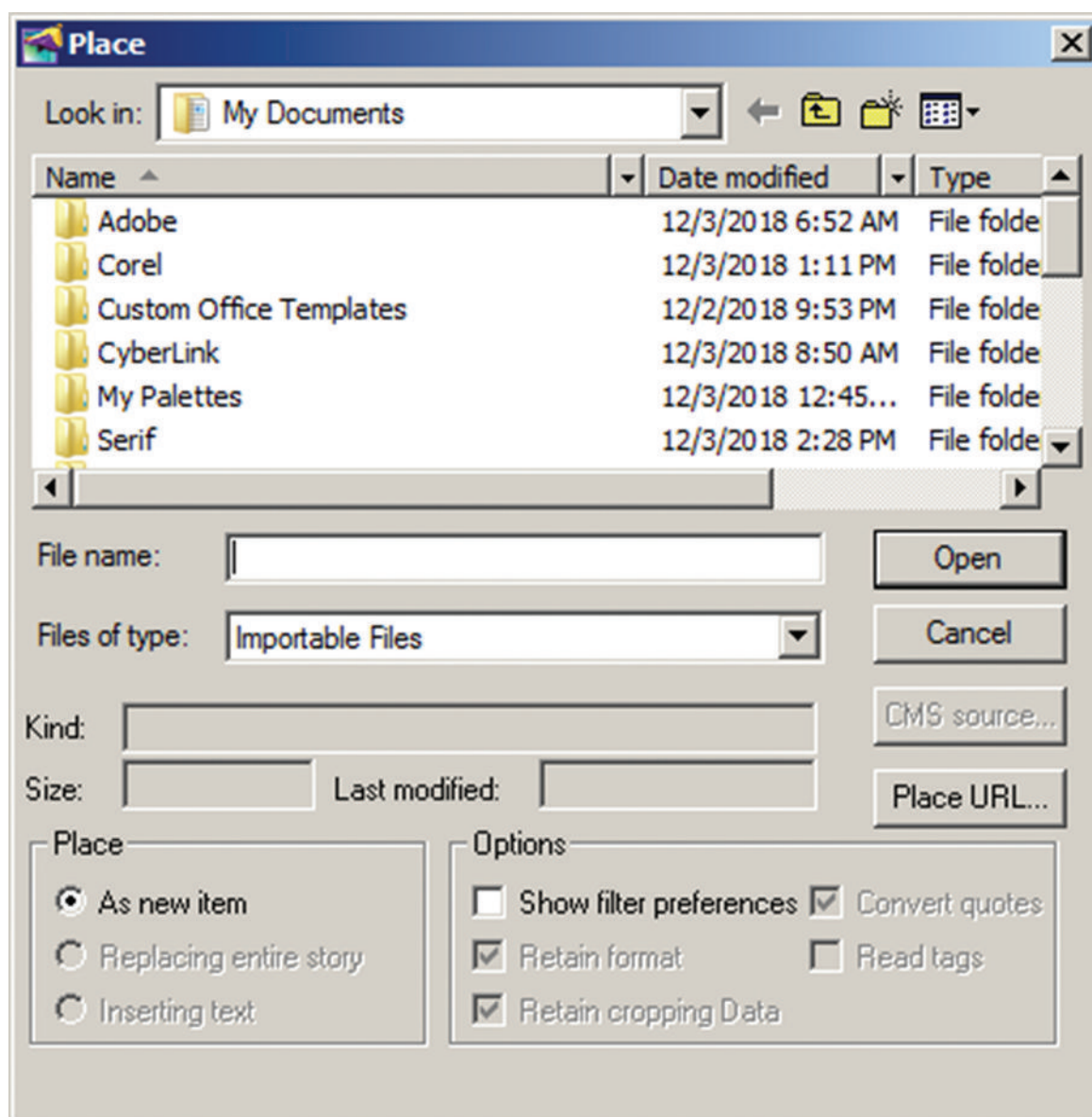
Figure 2.20 Document selection during import

3. Click on **Open** in the Place dialog box. The pointer changes to the loaded text icon (📋).

4. Make a text block to place the text. (Or) Click in the page to place the text. The text will be placed in the page.

If the text to be placed is too big to fit on one page, PageMaker allows you to place it on several pages. This can be done manually or automatically.

Manual text flow

- Position the loaded text icon at a corner of the area where you want to place text, hold down the mouse button, and drag to define the text block. Release the mouse button.

- Text flows into the defined area. If there is more text than that fits in the text block you defined, a red triangle appears in the bottom windowshade handle.

Figure 2.21 Load Text

● Click once on this and the loaded text icon reappears. Now generate a new text block and click. Repeat this process until there is no more text to place.
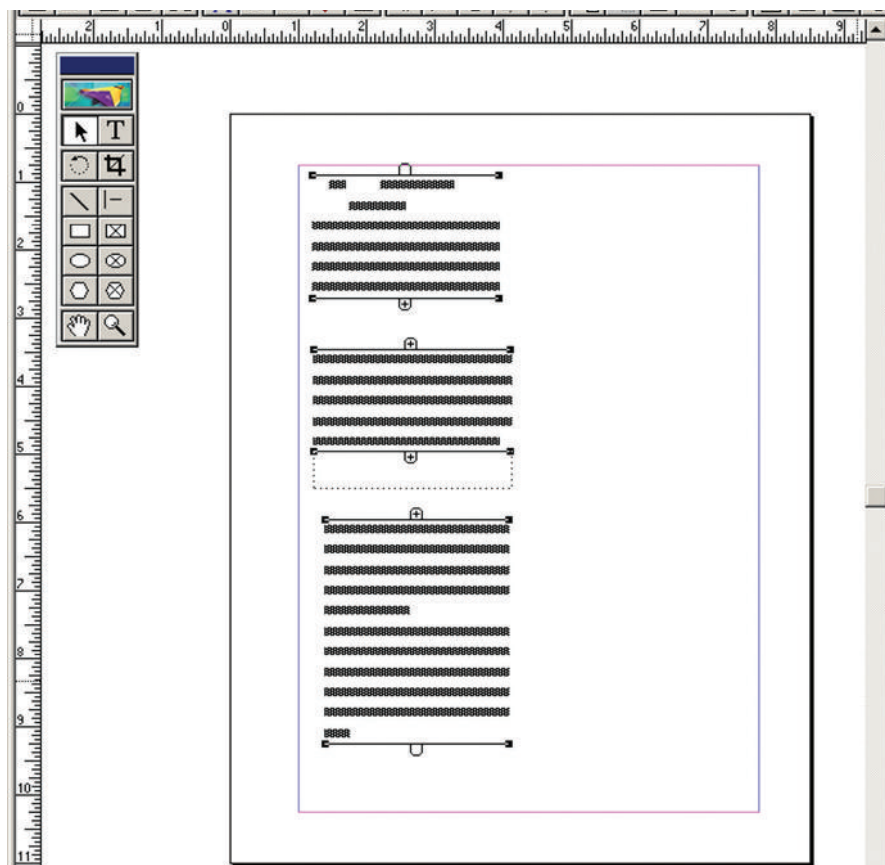
Figure 2.22 Continue loading text

Similarly if you want to place the text in a page, position the loaded text icon at the top of the page and click. Text flows into the page. If there is more text than fits in the page, a red triangle appears in the bottom windowshade handle.

Click once on this and the loaded text icon reappears. Now generate a new page (or pages) by selecting **Layout > Insert Pages** in the menu bar. Place the loaded text icon at the top of the next page and click. Repeat this process until there is no more text to place.

Automatic text flow

Before importing the text, first select **Layout > Autoflow** in the menu bar. Then you should import the text. Now the loaded text icon looks different - it contains a squiggly arrow( ).

Place the loaded text icon at the top of the page and click. Now the text will automatically flow on to the succeeding pages, creating new ones, if necessary.

2.8   Understanding story

A PageMaker story is similar to a newspaper article. The front page of a newspaper may contain several independent articles, some of which continue on other pages. In PageMaker, several stories may appear on the same publication page and continue elsewhere in the publication.
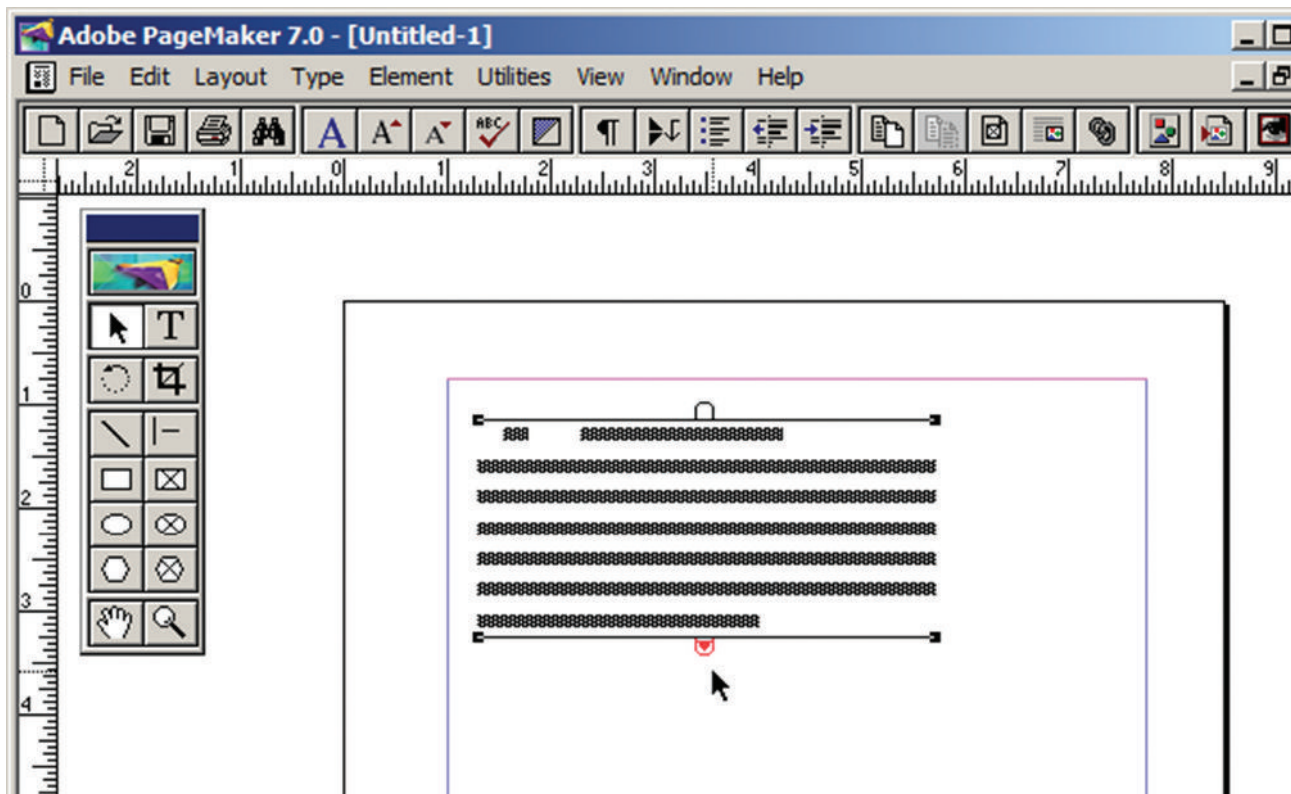
2.9   Threading text blocks

All text in PageMaker resides inside containers called **text blocks**.

A Text block can be connected to other text block so that the text in one text block can flow into another text block.

Text blocks that are connected in this way are **threaded**. The process of connecting text among Text blocks is called **threading text**. Text that flows through one or more threaded blocks is called a **story**.

Once you have a loaded text icon, you can use one of three text-flow options to place text in text blocks.

To cancel a loaded text icon, click the pointer tool in the toolbox, now the text is deleted.

A threaded text block can be identified by a plus sign in its top and/or bottom handles. Refer Figure 2.23-Fig 2.25

Unthreaded text is where a text block stands alone, without being connected to any other block. These blocks have nothing in their top and bottom handles.
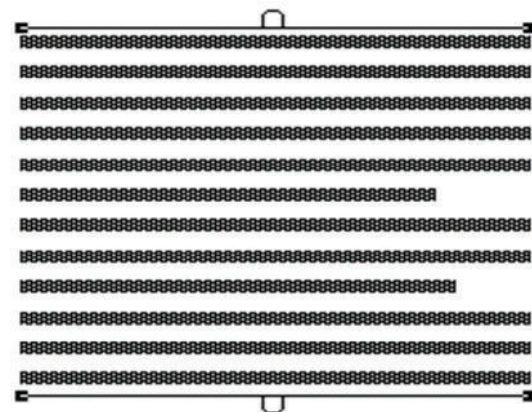
Figure 2.23 Unthreaded text
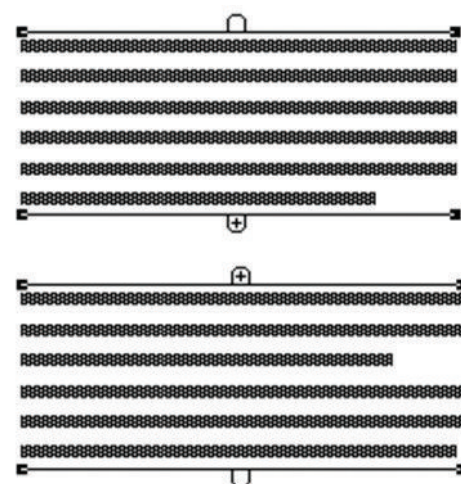
Figure 2.24 Threaded text-1
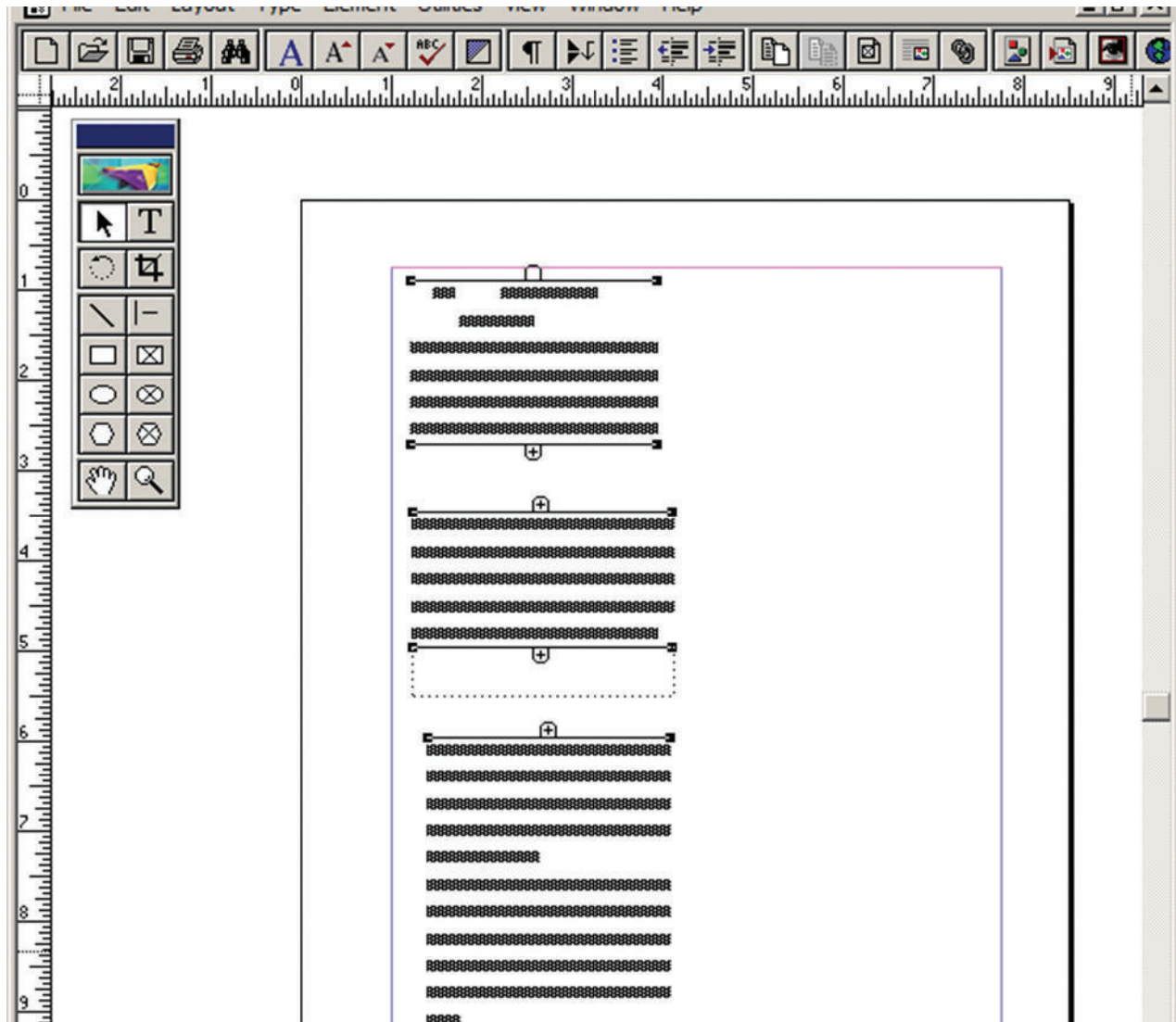
Figure 2.25 Threaded text-2

2.9.1 To unthread a threaded block

Method - 1:

Select the block that you wish to unthread with the pointer tool. Click on Edit > Cut in the menu bar.(the block disappear). Now click on the Edit > Paste in the menu bar. The block will reappear in the same position, but it is now an unthreaded block.

> **BEWARE:** if the block is in the middle of a story, say the second of the three, the first block is now threaded directly to the third.

Method - 2:

Select the block that you wish to unthread with the pointer tool. Then choose the Text tool and select all the text in the block. Then click on Edit > Cut in the menu bar.(the block disappear). Now click the insertion point within an existing threaded block. Then click on Edit > Paste in the menu bar. The text will be added in this block.

2.10   Placing Text in a Frame

You can also use frames to hold text in place of using text blocks. Refer Figure 2.26

To place text in a Frame

1. Click on any one Frame tool from the Toolbox.

2. Draw a frame with one of PageMaker's Frame tools (Rectangle frame tool or Ellipse Frame Tool or Polygon frame Tool). Make sure the object remains selected.

3. Click on **File** > **Place.** The Place dialog box will appears.

4. Locate the document that contains the text you want to place, select it.

5. Click on **Open**.

6. Click inside the frame to place the text in it.

    The text will be placed in the frame.
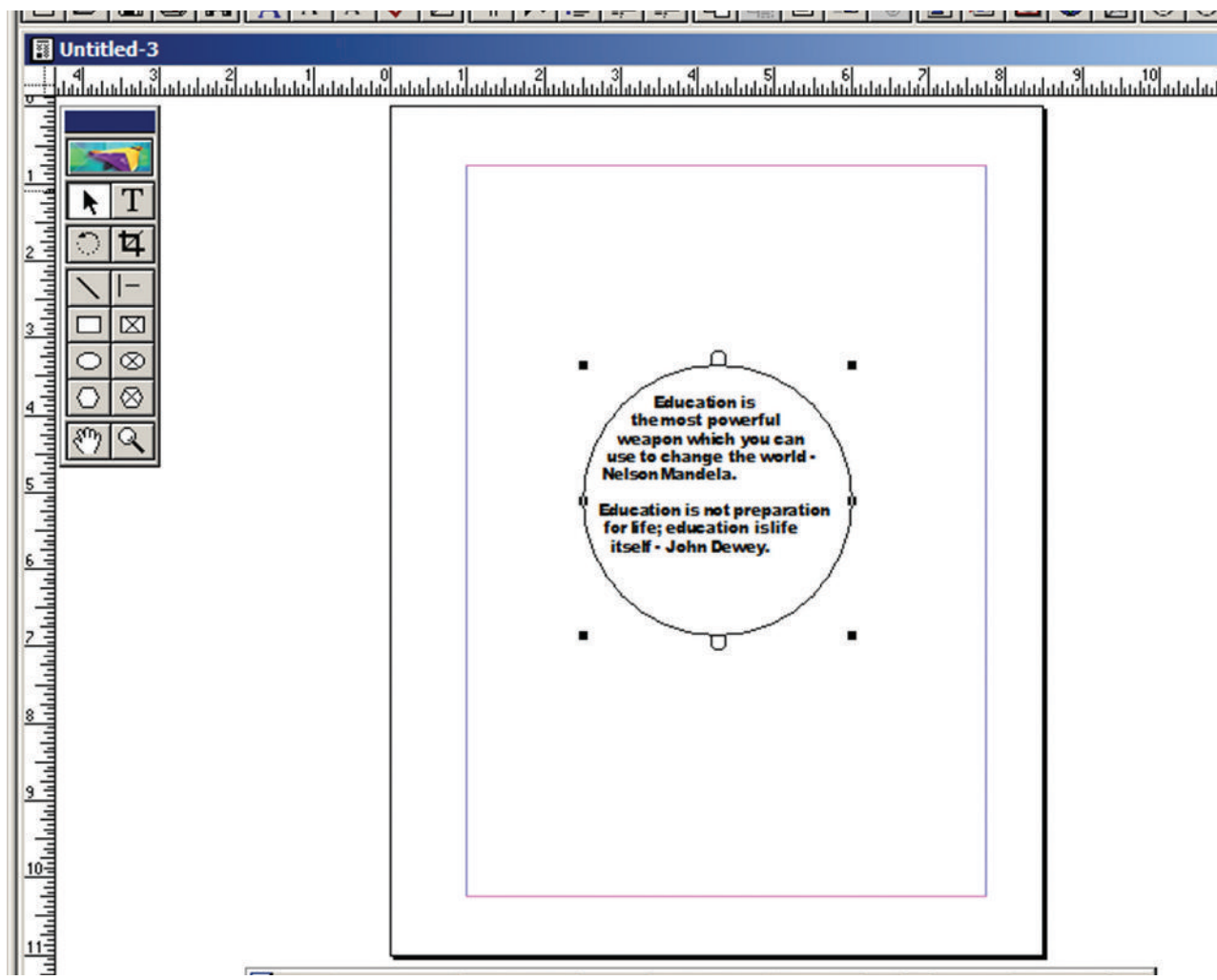
Figure 2.26 Place text in a Frame

● In PageMaker, text and graphics that you draw or import are called objects.

● An object can be on a page or on the pasteboard.

● Text can be contained either in text blocks or text frames.

2.10.1 Linking Frames containing Text

A single frame may not be large enough to hold an entire story when you are using a large amount of text, you can link frames together so that an entire story is visible.

To link Frames containing text

1. Draw a **second frame** with the Frame tool of your choice.
2. Click the **first frame** to select it.
3. Click on the **red triangle** to load the text icon.
4. Click the **second frame**. PageMaker flows the text into the second frame.
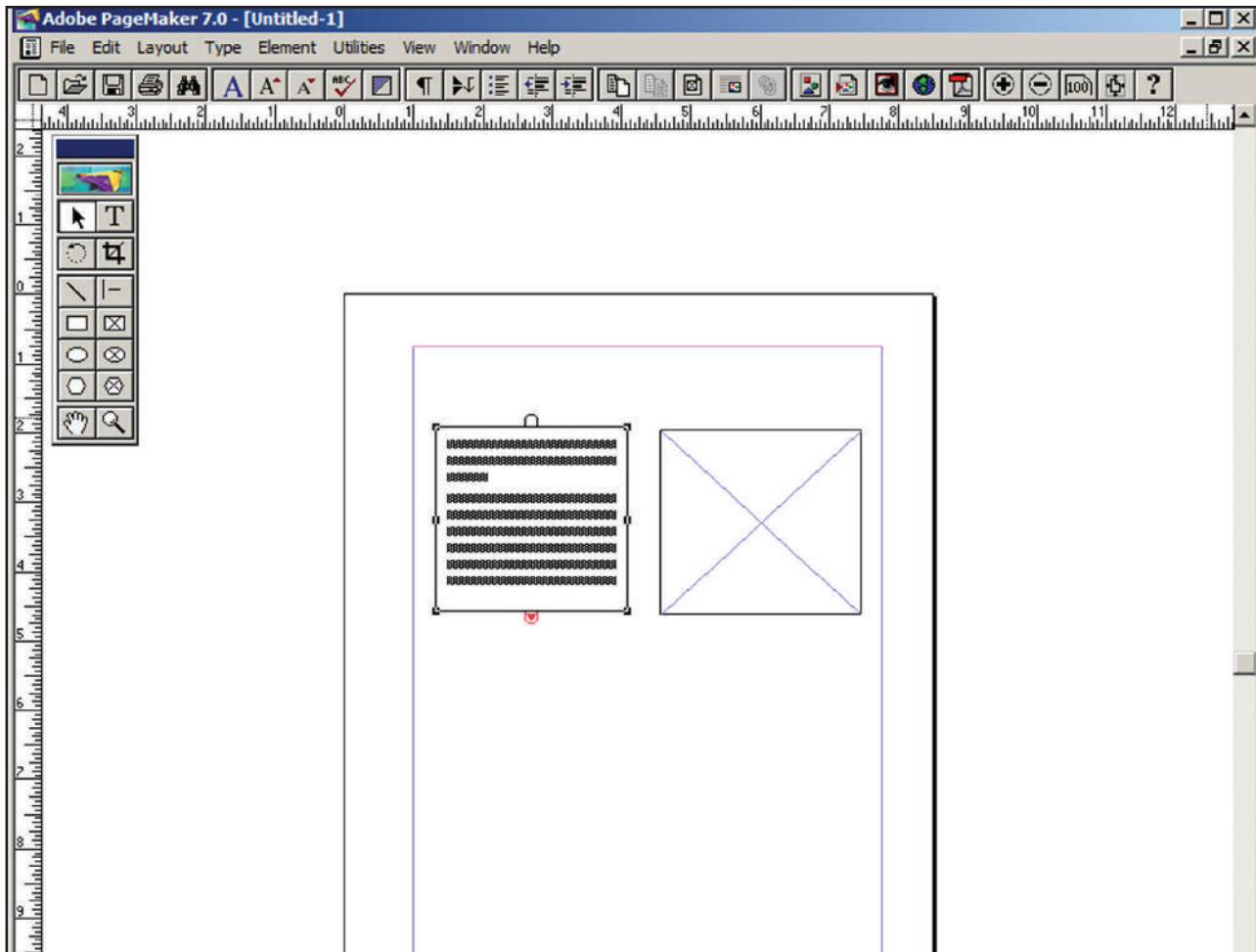
Figure 2.27 To link Frames containing text

2.10.2 Converting text in a Text block to a Frame

After created text in a text block, if you want to convert it to a frame. You can do this by using these steps.

1. Draw the **frame** of your choice using one of the PageMaker's Frame tool.
2. Select the text block you want to insert in the frame.

3. Click the frame while pressing the Shift key. Now both elements will be selected.
4. Choose **Element > Frame > Attach Content** on the Menu bar.
5. Now the text appears in the frame. Refer Figure 2.28
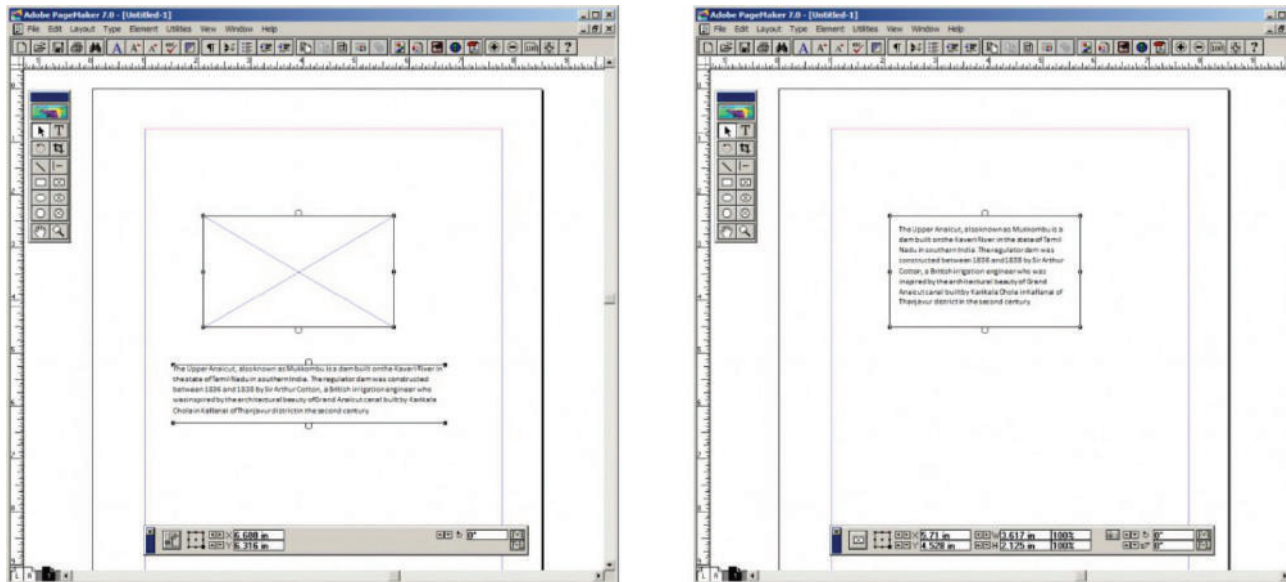
Figure 2.28 Converting text in a Text block to a Frame

2.10.3 Separating Text from the Frame

Once text has been attached to a frame or flowed inside it, you can separate the text and frame.

To separate text from a frame

1. Click the frame with the **Pointer** tool.

2. Choose **Element** > **Frame** > **Delete Content** in the menu bar. The text will not appear in the frame.

2.11 Saving, Closing and Opening Documents

The below section explains about various operations with the documents.

2.11.1 Saving a Document

You can save your document for future use. Saving a document allows you to review later and edit the document. Saved file can be used on other computer also.

To save a document for a first time following steps are used:

1. (a) Choose **File** > **Save** in the menu bar. (or)

(b) Click on the **Save icon**(⊞)   in the Tool bar. (or)

Press **Ctrl + S** in the Keyboard.

(c) A **Save Publication** dialog box as shown in the Figure 2.29 appears on the screen.
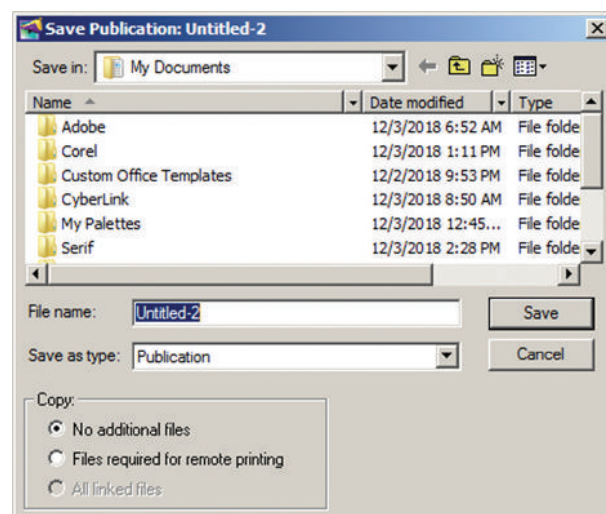
Figure 2.29 Saving a Document

2. The file name is given in the **File name** list box.

3. Then click on the **Save** button to save the document. The document is now saved and a file name appears in the title bar.

Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the **File > Save** command or by clicking the **Save** button (or) clicking **Ctrl + S** in the keyboard.

2.11.2 Saving a Document with a new name or in a different location

You can save a document with a new name or in a different location using **Save As** command. **Save As** command creates a new copy of the document. So, two versions of the document exist. The versions are completely separate, and the work you do on one document has no effect on the other.

To save a document with a new name or in a different location:

1. Choose **File > Save As** in the menu bar. (or) Press **Shift + Ctrl + S** in the keyboard.

   Now Save Publication dialog box will appear. Refer Figure 2.30

2. Type a new name or specify a new location.

3. Click the **Save** button.
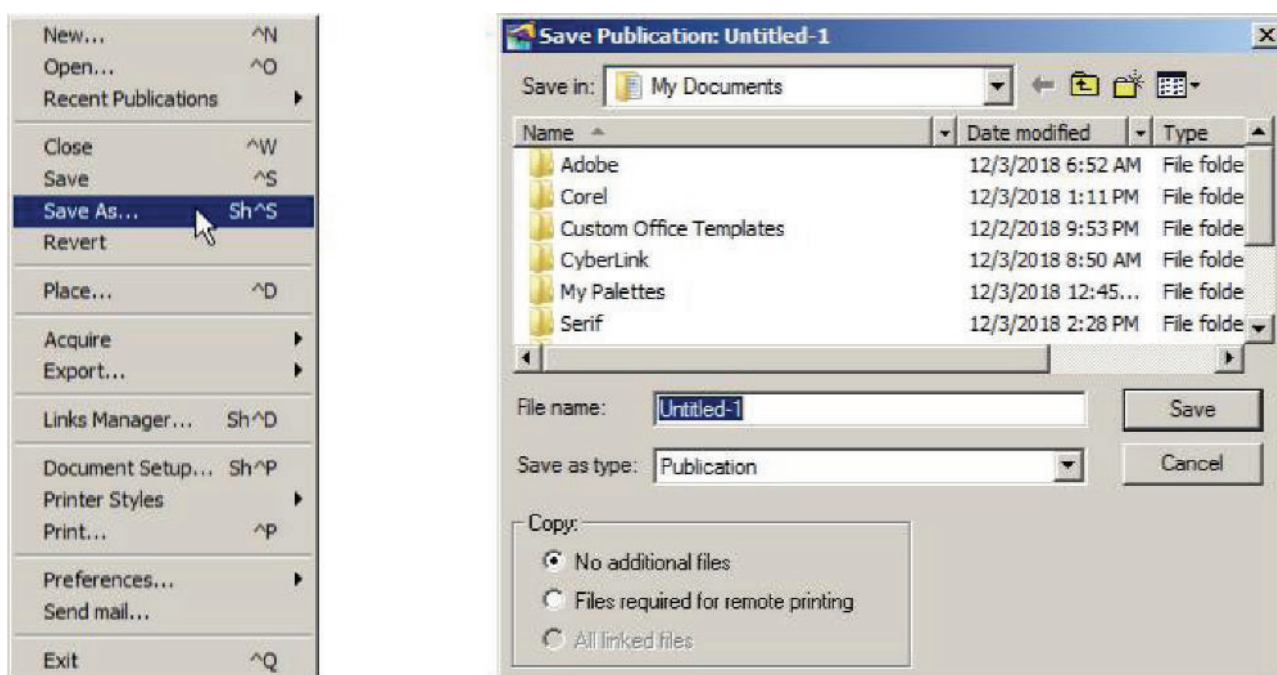
Figure 2.30 Saving a Document with a new name or in a different location

2.12 Closing a Document

After a document is saved, it is not closed. It remains open so that the user can continue working. When the work is finished, the user should save and close the document.

After saving, the document can be closed using the **File > Close** command in the menu bar (or) **Ctrl +W** in the keyboard.

2.13 Opening an existing Document

To open a document that has been saved and closed the following steps are used:

1. (a) Choose **File > Open** in the menu bar   (or)

   Click on the **Open icon** ( ) in the Tool bar (or)

Press **Ctrl + O** in the Keyboard.

A **Open Publication** dialog box as shown in the figure 2.31 appears on the screen.
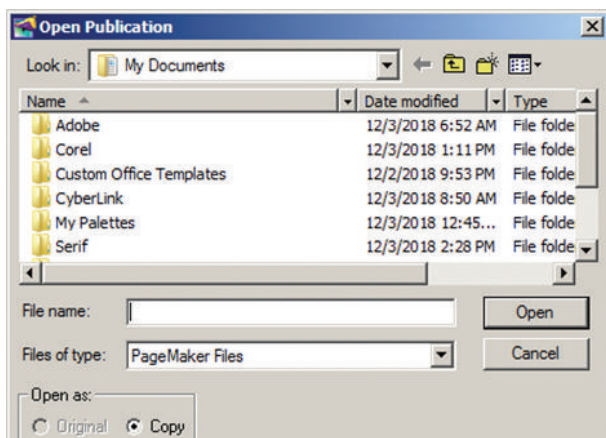
Figure 2.31 Opening an existing Document

2. The file name is given in the **File name** list box.

The name of the file to be opened can be chosen from the list, which is displayed.

3. Then click on the **Open** button.

Now the required file is opened.

2.14 Moving Around the Document

We can move the insertion point to anywhere in the document by using the mouse or the Keyboard.

To move the insertion point with the mouse, the mouse pointer is moved to the required spot and the mouse button is clicked. The insertion point jumps to that spot. It is to note that mouse pointer is different from the insertion point.

To move the insertion point with the keyboard the arrow keys and other key combination can be used.

The below Table 1.1 lists the common movement keys. If the key combination is joined with a plus sign, the first key must be pressed and held down and the second key is to be pressed.

Table 1.1 Keyboard Movement Keys	
Move	**Press**
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl + Left Arrow
One word to the right	Ctrl + Right Arrow
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
Up one paragraph	Ctrl + Up Arrow
Down one paragraph	Ctrl + Down Arrow

2.15 Scrolling the Document

In PageMaker, there are two sets of scroll bars; one for **up and down movement** and the other for the **left and right movement** of the document.

PageMaker's scroll bars work differently than those in a word processor. Note that they are set to the center of each bar. Also, they scroll only the page you are currently on. Use the scroll bar on the right side to move up and down. Use the scroll bar at the bottom to move left and right.

The scrolling procedure is as follows:

1. To scroll left and right the left and right arrow respectively should be clicked.

2. To scroll up and down the up and down arrow respectively should be clicked.

3. To scroll a relative distance in the document the scroll box should be drawn up or down.

2.16 Magnifying and reducing with the zoom tool

Use the zoom tool to magnify or reduce the display of any area in your publication. You can also double-click the zoom tool to jump to Actual Size, or press Alt as you double-click the tool to go to Fit in Window view. Refer Figure 2.32

To magnify or reduce with the zoom tool:

1. Select the zoom tool.

   The pointer becomes a magnifying glass with a plus sign in its center, indicating that the zoom tool will magnify your view of the image. (The magnifying glass shows a minus sign in its center when in reduction mode.) To toggle between magnification and reduction, press the Ctrl key.

2. Position the magnifying glass at the center of the area you want to magnify or reduce, and then click to zoom in or out.

   Continue clicking until the publication is at the magnification level you want. When the publication has reached its maximum magnification or reduction level, the center of the magnifying glass appears blank.

To magnify part of a page by dragging:

1. Select the zoom tool.

2. Drag to draw a marquee around the area you want to magnify.

   To zoom in or out while using another tool:

   Press **Ctrl+Spacebar** to zoom in. Press **Ctrl+Alt+Spacebar** to zoom out.
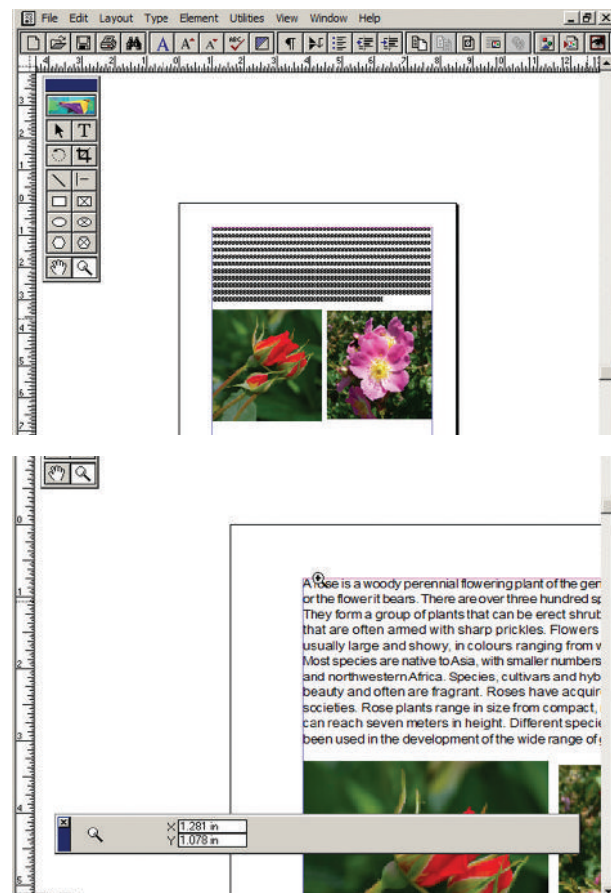

Figure 2.32 To magnify or reduce with the zoom tool

2.17 Formatting a Document

Formatting is the process of changing the general arrangement of text, i.e., improving the appearance of the text by using various fonts, font colors, and font styles. A font is a set of letters, numbers or symbols in a certain style. Each font looks different from other fonts.

2.17.1 Character Formatting using Character Specifications Dialog Box

Character formatting means displaying text in a certain way. Character formatting consists of text properties - bold, italic, underline, font type, font size, font color, etc. Refer Figure 2.33, 2.34 and 2.35

The steps to apply character formatting to text are as follows :

1. Select the text to be formatted.

2. Choose **Type** > **Character** in menu bar (or) Press **Ctrl + T** on the keyboard.

   The **Character Specifications** dialog box appears.

3. Make the appropriate changes in the dialog box.

   - Click the drop-down menu arrow of the **Font** box and select the desired font.
   - Click the drop-down menu arrow of the **Font Size** box and select the font size.
   - Click the drop-down menu arrow of the **Font Color** box and select the desired color.
   - Click the Bold, Italic, or Underline buttons to make the text bold, italic, or underlined respectively.
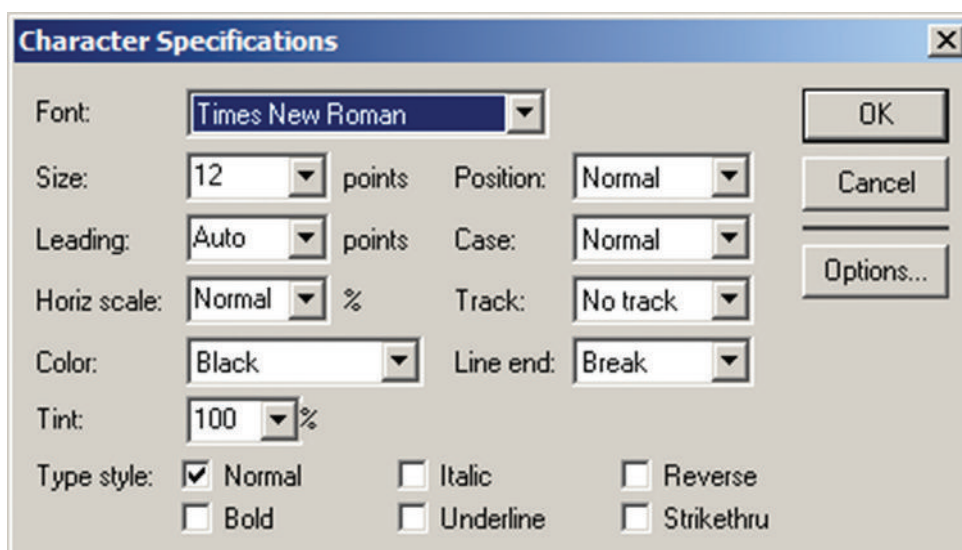
4. Click on OK.

Figure 2.33 Character Formatting using Character Specifications Dialog Box

2.17.2 Character Formatting using the Control Palette

The Control Palette is especially useful when you are doing lot of formatting.

Its features change based on the object that is selected on your layout.

If the Control palette is not showing then use the following steps:

1. Click on **Window** > **Show Control Palette** sequence in the menu bar. (or)

2. Press **Ctrl + '** in the keyboard.

   Now the Control Palette appears on the window.

To modify character attributes using the Character Control Palette:

1. Select the text you want to modify.
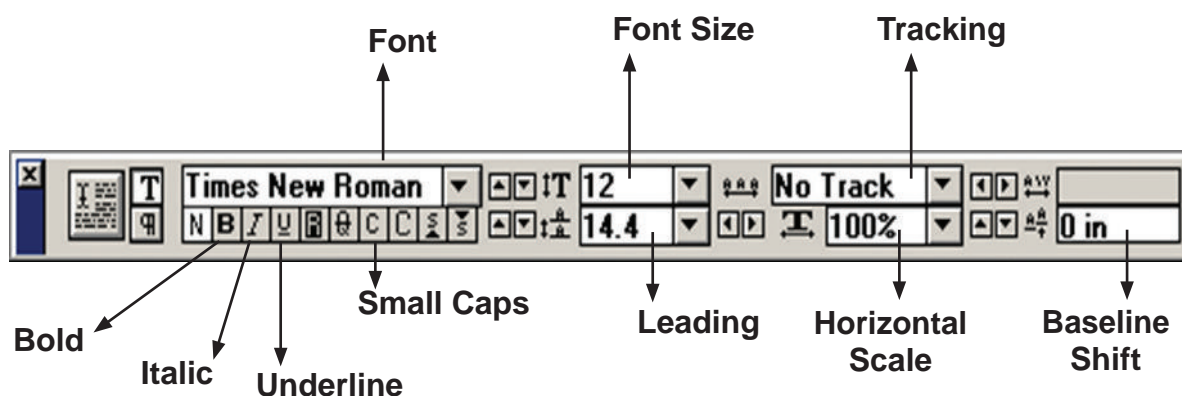2. Make the appropriate changes in the Control palette. Refer Figure 2.34
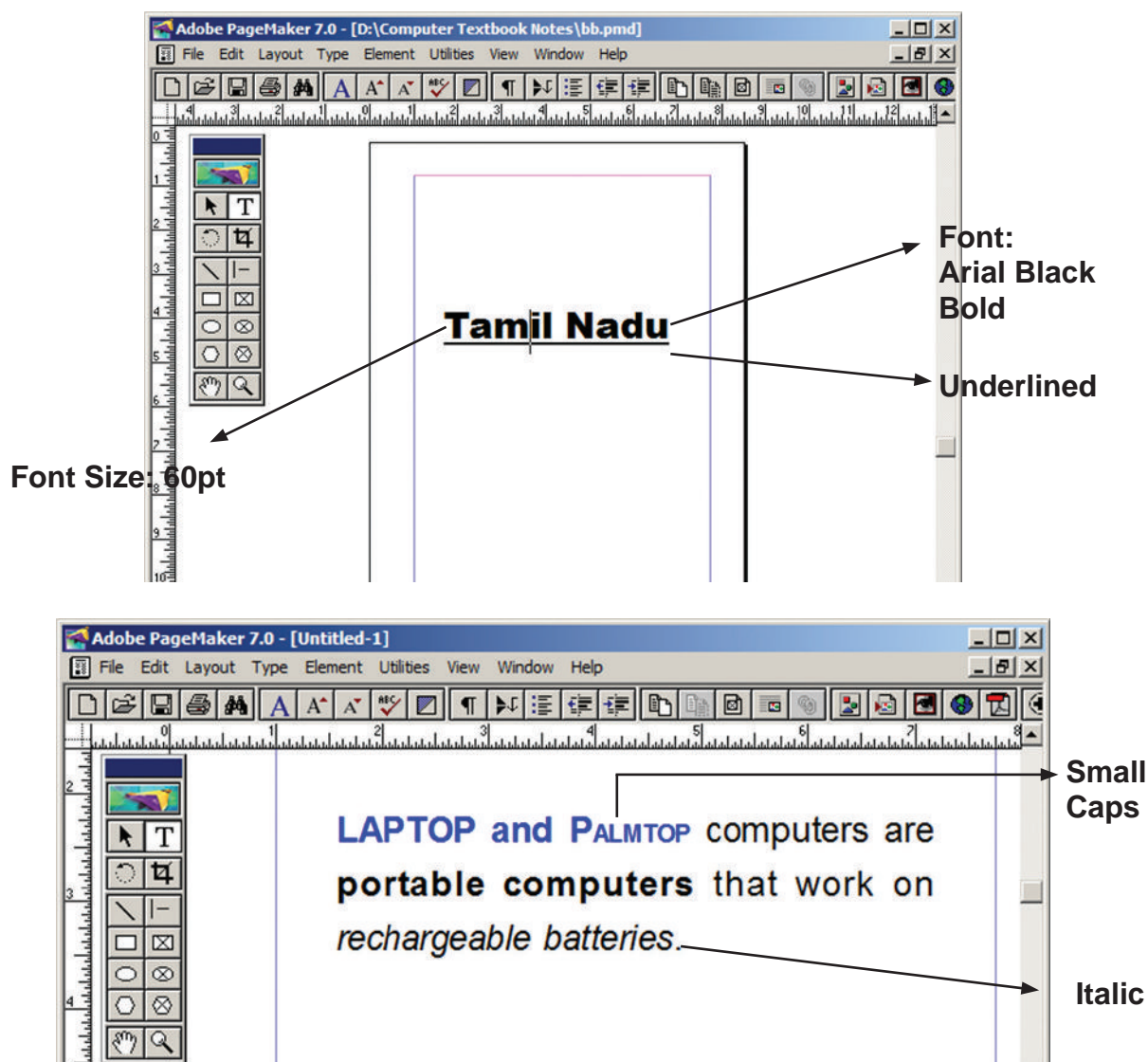

Figure 2.34 Character Control Palette

Figure 2.35 Modify character attributes using the Character Control Palette

2.17.3 Changing Text Colour

You can change the colour of the text. Your design may look beautiful if you choose a text colour other than black.

To colour characters

1. Select the text you want to colour.
2. Choose **Window** > **Show Colors** in Menu bar. The **Colors palette** appears. Refer Figure 2.36

    Click the colour you want to apply to the selected text.

    The characters change to the colour you selected in the palette.
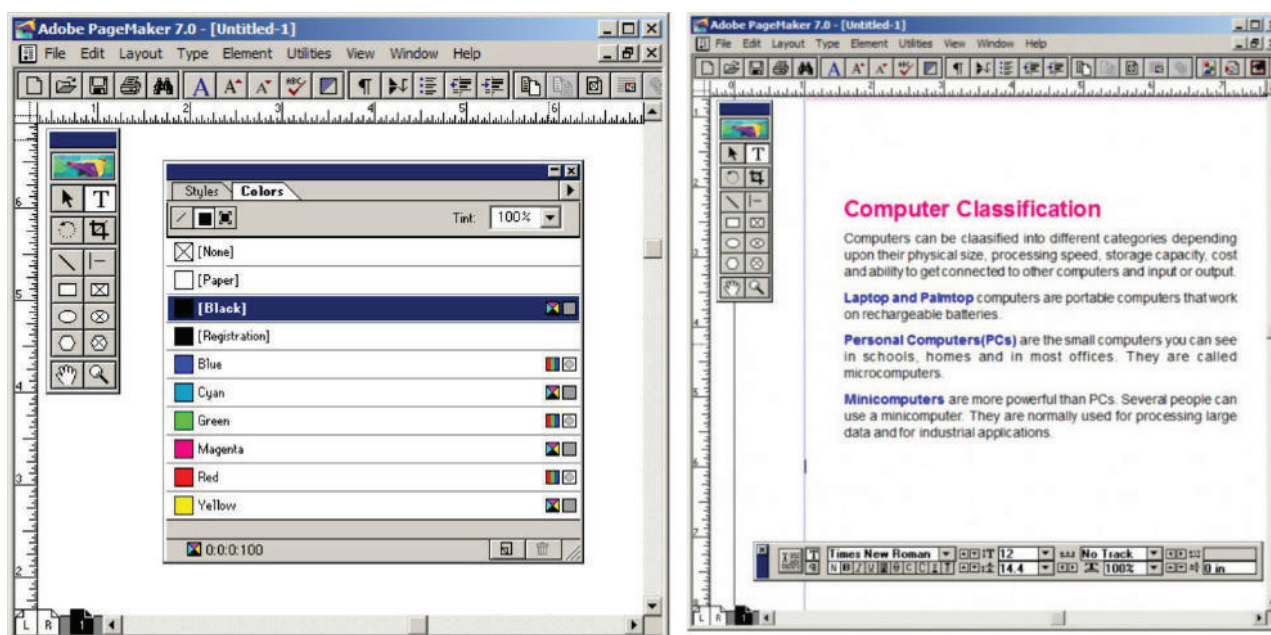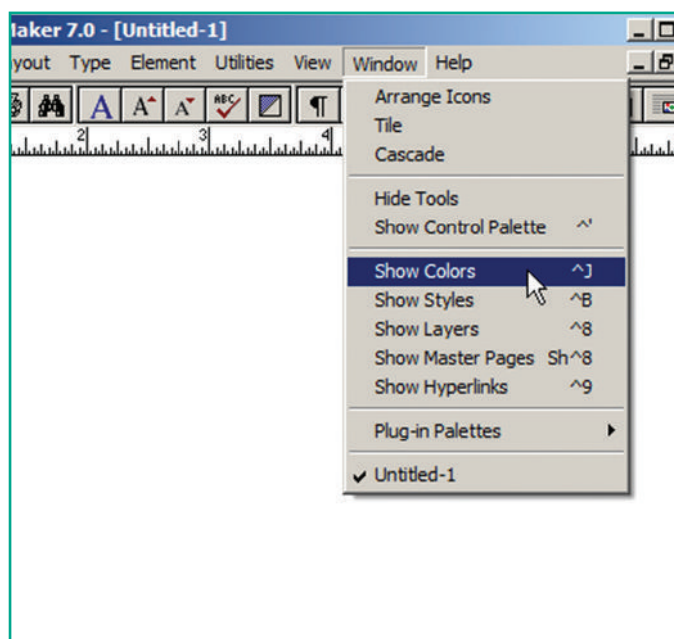

Figure 2.36 Colors palette

2.18   Drawing

There are so many drawing tools in PageMaker. **Line tool, Rectangle tool, Ellipse tool** and **Polygon tool** are four main drawing tools.

2.18.1   Drawing Lines

PageMaker has two Line tools. The first one creates a straight line at any orientation. The second is a constrained Line tool that draws only at increments of 45 degrees. You can change the property of tools by double-clicking on them. Refer Figure 2.37 to Figure 2.40

To draw a line

1. Select the Line tool from the toolbox. The cursor changes to a crosshair.
2. Click and drag on the screen to draw your line. As you drag, a line appears.

3. Release the mouse button and the line will be drawn and selected, with sizing handles on either end.

Resize the line by clicking and dragging the handles, if necessary.

Figure 2.37 Drawing Lines

To draw a Dotted line

1. Double click the **Line tool** from the toolbox. A **Custom Stroke** dialogue box appears.

Figure 2.38 Custom Stroke

2. Select the required **Stroke style** in the drop-down list box.

Figure 2.39 Stroke style

3. Then click OK button. Now the cursor changes to a crosshair.

4. Click and drag on the screen to draw your dotted line. As you drag, the line appears.

5. Release the mouse button and the line will be drawn and selected, with sizing handles on either end.

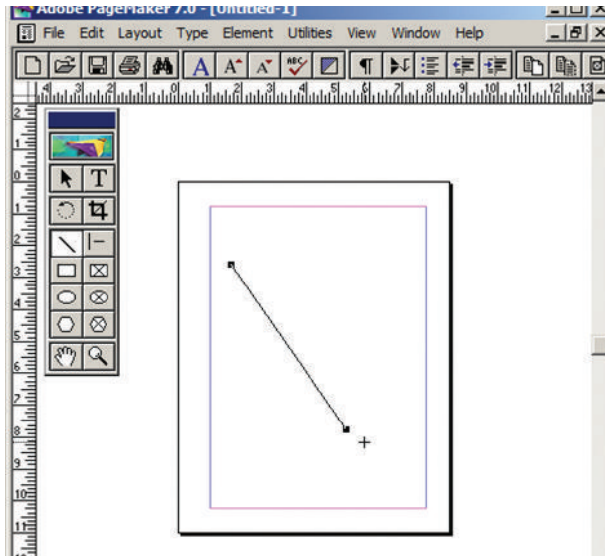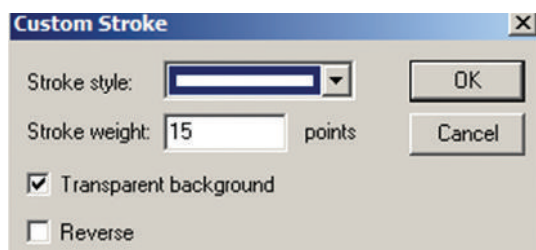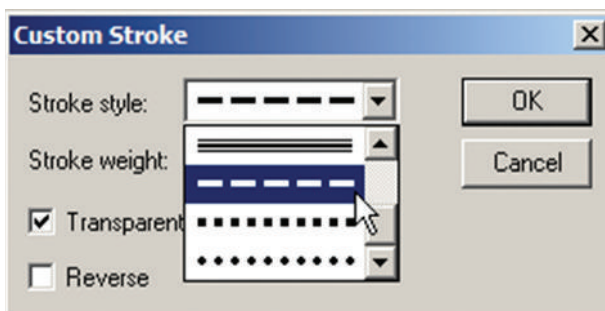Resize the line by clicking and dragging the handles, if necessary.
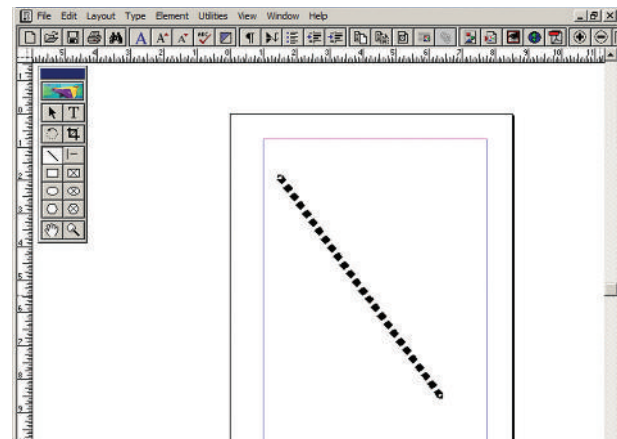
Figure 2.40 Dotted line

2.18.2 Drawing Rectangles or Ellipses

You can also draw rectangles and ellipses shapes by using the same technique as used in line drawing. Refer Figure 2.41 and 2.42

1. To draw a rectangle or ellipse:
Click on the **Rectangle** or **Ellipse tool** from the toolbox.
The cursor changes to a **crosshair**.

2. Click and drag anywhere on the screen. As you drag, a rectangle or ellipse appears.

3. Release the mouse button when the rectangle or ellipse is of the desired size.

Press the **Shift key** while you're drawing to constrain the shape to a square or circle.

Figure 2.41 Draw a Rectangle or Ellipse

Drawing a Rounded Corner Rectangle

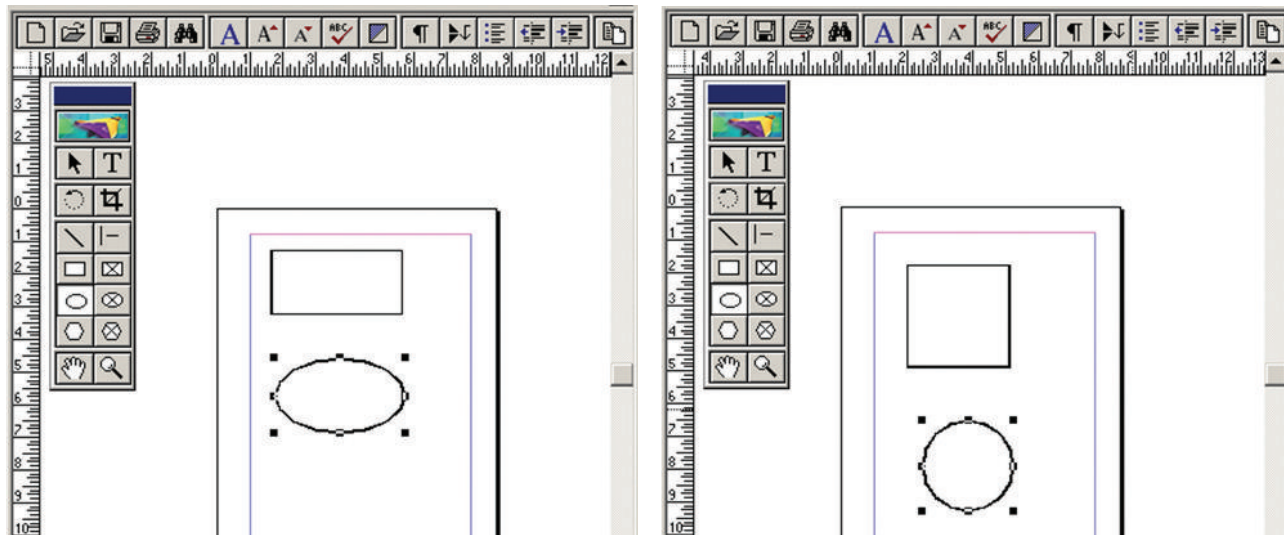To draw a rounded-corner rectangle:

1. **Double-click** the **Rectangle tool** in the toolbox.
   The **Rounded Corners** dialog box appears.
2. Choose a corner setting from the preset shapes.
3. Click on OK. The cursor changes to a **crosshair**.
4. Click and drag anywhere on the screen.
5. Release the mouse button when the rectangle is the desired size.
   Press the Shift key as you draw to constrain the shape to a rounded-corner square.
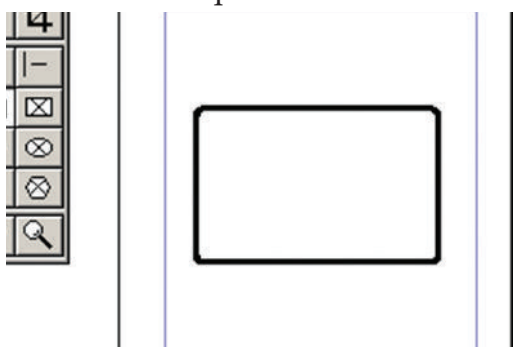

Figure 2.42 Draw a Rounded Corner Rectangle

2.18.3   Drawing Polygon

To draw a Polygon

1. Click on the **Polygon tool** from the toolbox.

   The cursor changes to a **crosshair**.

2. Click and drag anywhere on the screen. As you drag, a Polygon appears.

3. Release the mouse button when the Polygon is of the desired size. Refer Figure 2.43
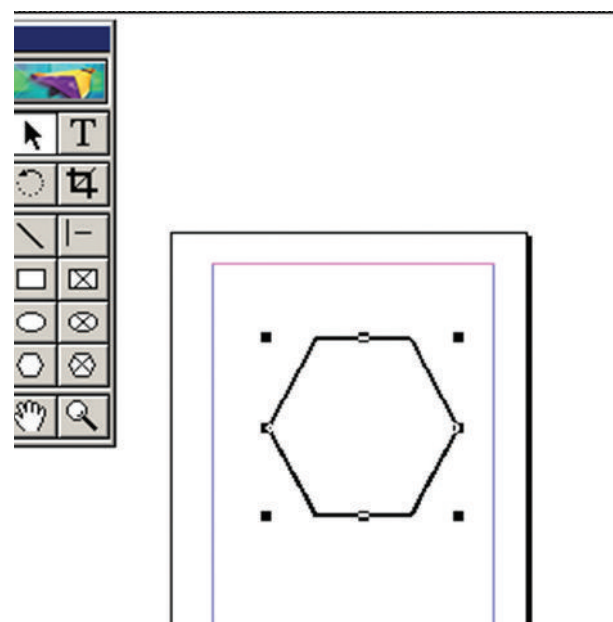

Figure 2.43 draw a Polygon

2.18.4 Drawing a Star using Polygon tool

To draw a Star

1. Click on the **Polygon tool** from the toolbox.

   The cursor changes to a **crosshair**.

2. Click and drag anywhere on the screen. As you drag, a Polygon appears.

3. Release the mouse button when the Polygon is of the desired size.

4. Choose Element > Polygon Settings in the menu bar.

   Now Polygon Settings dialogue box appears.

5. Type 5 in the Number of sides text box.

6. Type 50% in Star inset textbox.

7. Click OK. Now the required star appears on the screen. Refer Figure 2.44 - 2.46

Figure 2.45 Polygon tool setting

Figure 2.46 Polygon

Star Inset percentage bends the polygon lines inwards to form a star-shaped object.

Drawing a star with given number of sides and required inset

1. The value of 'Star inset' is 50%

   The number of sides is 15
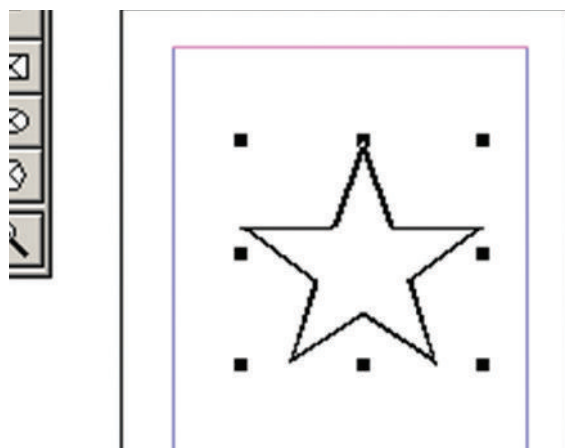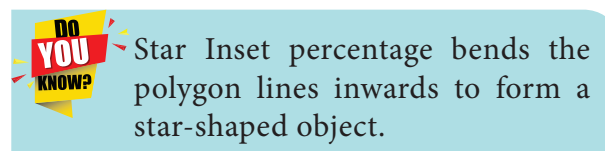
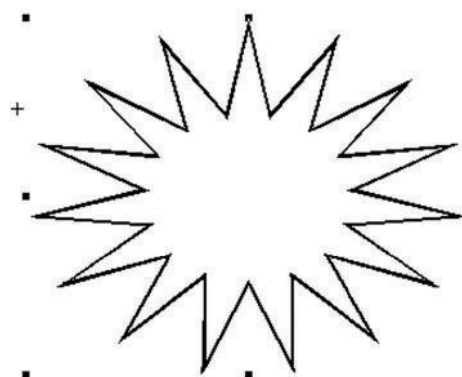The result of the star shape is shown Figure 2.47.

Figure 2.47 Drawing a star-1

Figure 2.44 Drawing a Star using Polygon tool

2. The value of 'Star inset' is 25%

The number of sides is 25

The result of the star shape is shown Figure 2.48.
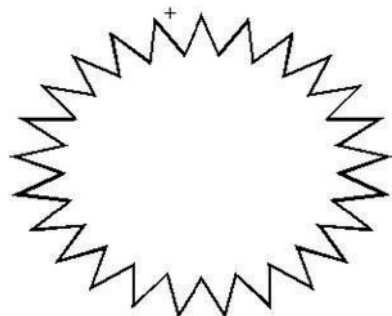
Figure 2.48 Drawing a star-2

3. The value of 'Star inset' is 35%

The number of sides is 70

The result of the star shape is shown Figure 2.49.
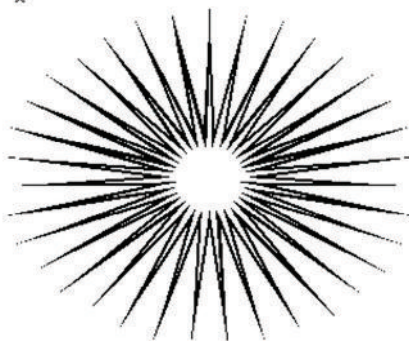
Figure 2.49 Drawing a star-3

2.18.5 Filling Shapes with Colors and Patterns

Filling Rectangle with colour

1. Draw a rectangle using Rectangle tool.

2. Select the rectangle.

3. Choose **Window** > **Show colors** in the menu bar. (or) Press Ctrl + J

Now **Colors palette** appears.

4. Click on the required colour from the Colors Palette.

5. The rectangle will be filled with the colour. Refer Figure 2.50 and 2.51
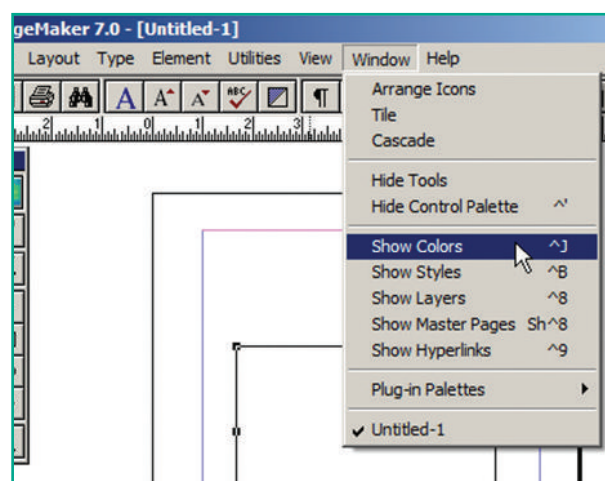
Figure 2.50 Show colors

Figure 2.51 Filling Shapes with Colors and Patterns

2.19 Working with pages

The main purpose of PageMaker is composing pages. You can insert new pages into a document, remove existing pages, move between pages, and sort pages in a large document.

2.19.1 Going to a specific Page

PageMaker provides several methods for navigating through the pages in your publication.

Method 1:

You can move from one page to another by using the **Page up** and **Page down** keys on your keyboard. This is probably the navigation methods you will use most often.

Method 2:

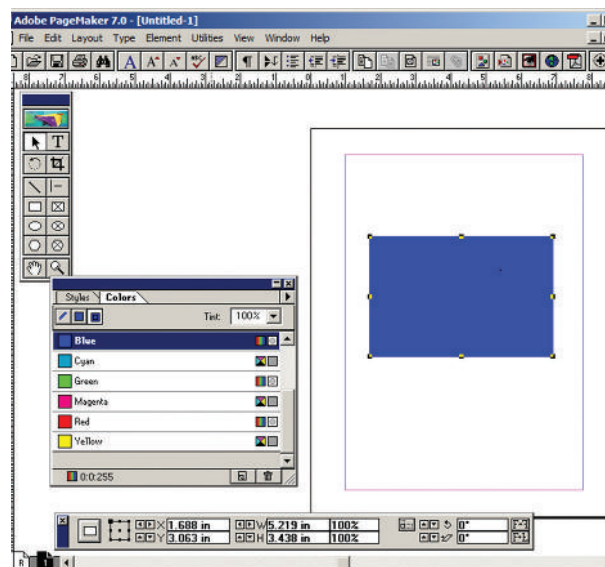You can move from one page to another by using the page icons at the left bottom of the screen. Click on the page icon that corresponds to the page that you want to view. The page is displayed.

Method 3:

Using the Go to Page dialog box. Refer Figure 2.52 and 2.53

To go to a specific page in a document
1. Choose **Layout** > **Go to Page** in the menu bar (or) Press **Alt + Ctrl + G** in the keyboard. Now the **Go to Page** dialog box appears.
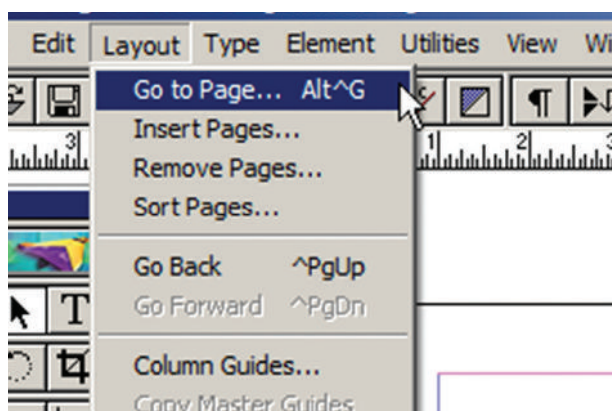
2. In the dialogue box, type the page number that you want to view.
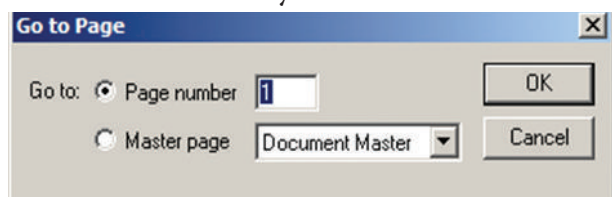
3. Then click on OK. The required page is displayed on the screen.

2.19.2   Inserting Pages

You can add more pages to a document. You can insert pages before, after, or between the pages you're currently viewing. When you insert pages, PageMaker automatically renumbers the pages in your publication. Refer Figure 2.54 and 2.55

To insert pages
1. Go to the page immediately before the page you want to insert.
2. Choose **Layout** > **Insert Pages** in the menu bar. The **Insert Pages** dialog box appears.

Figure 2.54 Insert Page

3. Type the number of pages you want to insert.
4. To insert pages after the current page, choose 'after' from the pop-up menu.
5. Click on Insert button.

Figure 2.55 Insert page settings

6. The new pages are inserted in your publication.

2.19.3 Removing Pages

You can remove the unused pages from your document using Remove Pages dialog box.

1. Choose **Layout** > **Remove Pages** in the menu bar. The **Remove Pages** dialog box appears. Refer Figure 2.56 and 2.57

<div align="center">Figure 2.56   Remove pages</div>
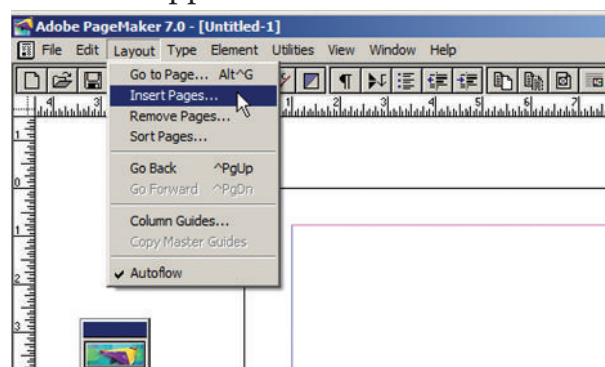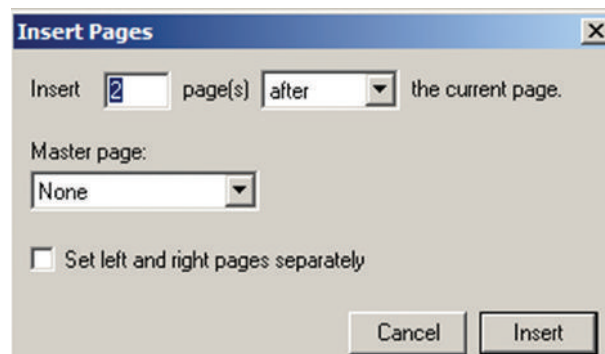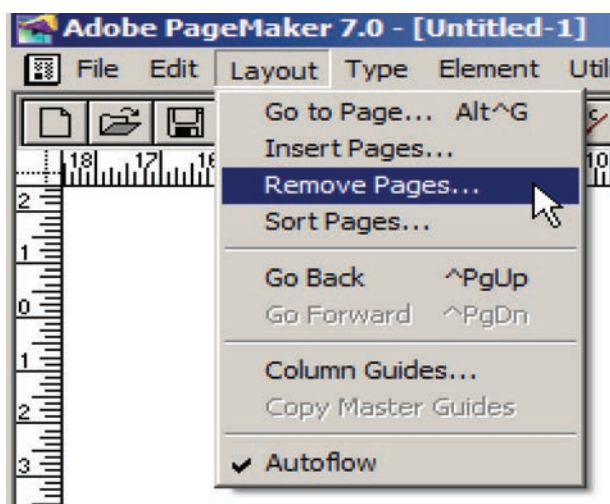
2. Type the page range you want to remove.
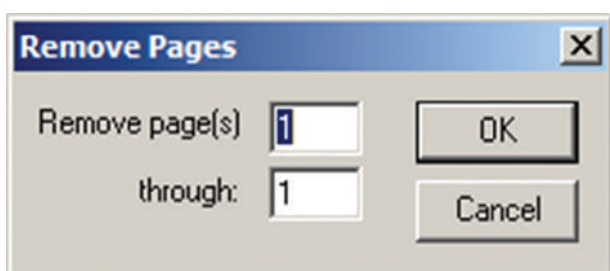
<div align="center">Figure 2.57   Remove pages settings</div>

3. Click on OK button.

2.20 Master Pages

Any text or object that you place on the master page will appear on all the document pages to which the master is applied. It shortens the amount of time because you don't have to create the same objects repeatedly on subsequent pages.

Master Pages commonly contain repeating logos, page numbers, headers, and footers. They also contain nonprinting layout guides, such as column guides, ruler guides, and margin guides.

A master item cannot be selected on a document page.

You can create, modify, and delete objects on master pages just like any other objects, but you must do so from the master pages themselves.

At the lower left corner of a document (publication) window you can find an icon which represents the master pages. The letters L and R (L denotes left and R denotes right) mark the master page icon for facing pages. A single-sided publication icon is marked by an R alone. Refer Figure 2.58

<div align="center">Figure 2.58   Master Pages</div>

2.20.1 Inserting Page Numbers in Master Pages

To make page numbers appear on every page

1. Click on Master Pages icon.
2. Then click on Text Tool. Now the cursor changes to I - beam.
3. Then Click on the left Master page where you want to put the page number.

4. Press Ctrl + Alt + P.

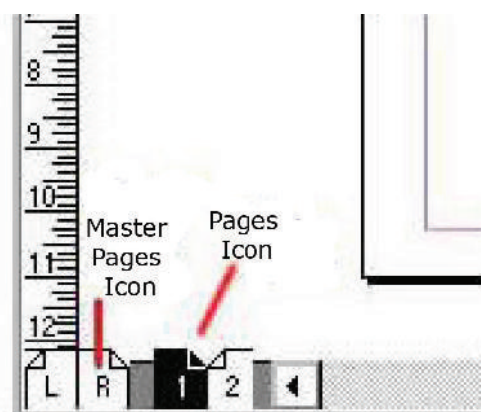5. The page number displays as 'LM' on the left master page.

6. Similarly click on the right Master page where you want to put the page number.

7. Press Ctrl + Alt + P.

8. The page number displays as 'RM' on the right master page, but will appear correctly on the actual pages. Refer Figure 2.59
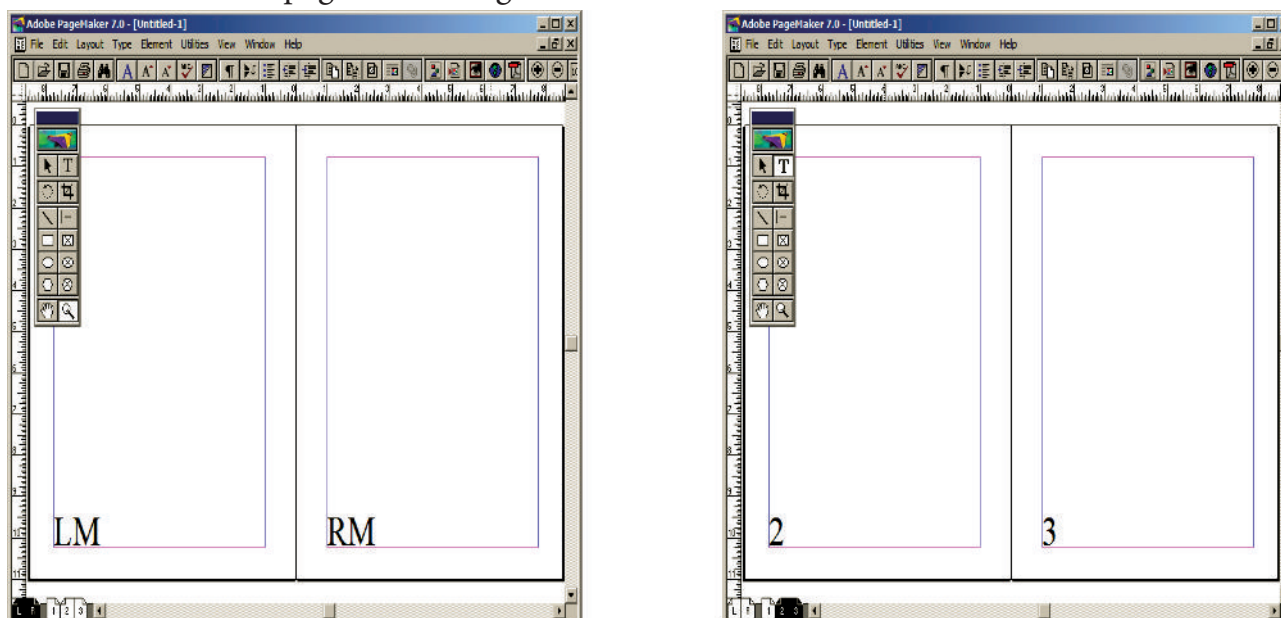
Figure 2.59 Inserting Page Numbers in Master Pages

2.20.2 Hiding Master Items

To make the master items invisible on a particular page, switch to the appropriate page, then choose **View** > **Display Master items** (which is usually ticked). Refer Fig 2.60
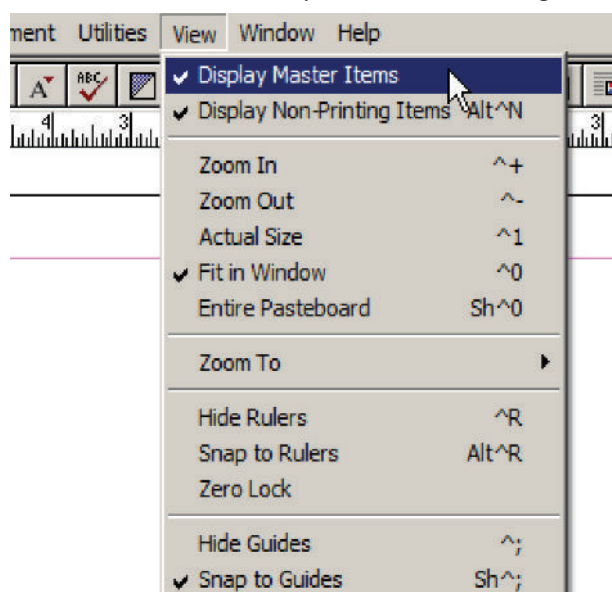
Figure 2.60 Hiding master page items

2.20.3 Showing Master Page Palette

Master Pages palette organize all the command you will need to work with Master Pages. Refer Figure 2.61 and 2.62

To show Master Page Palette

1. Choose **Windows> Show Master Pages** in the menu bar. The **Master Pages Palette** appears.
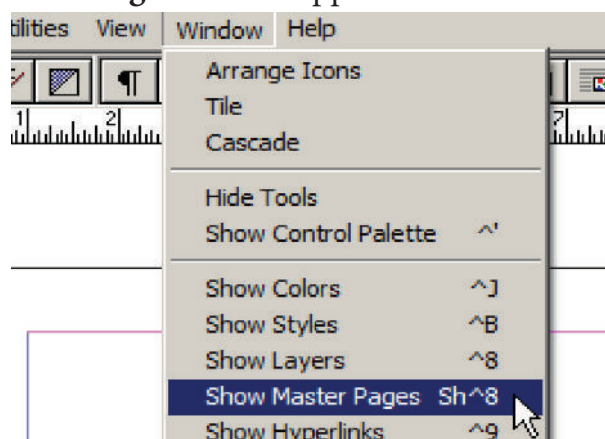
Figure 2.61 Master page palette

Master Pages tab   Master Pages List

Pop-up Menu

New Master   Page Delete
Pages icon   Icon
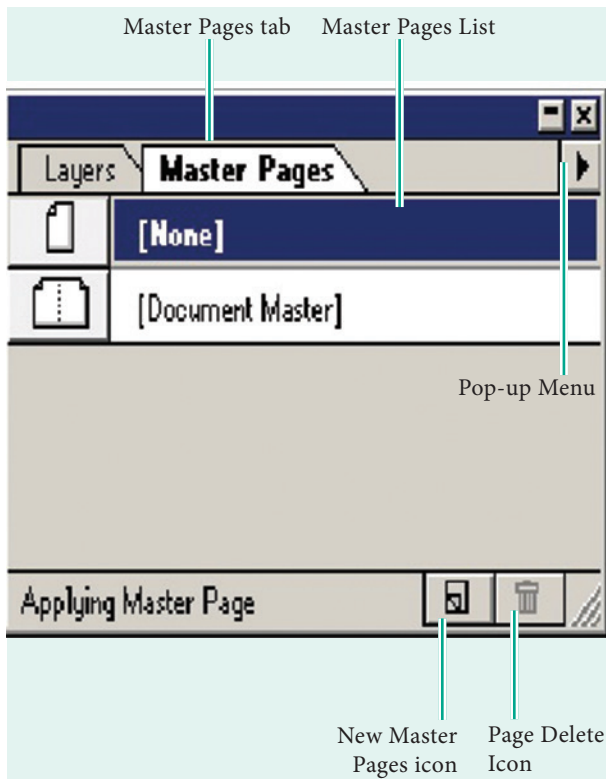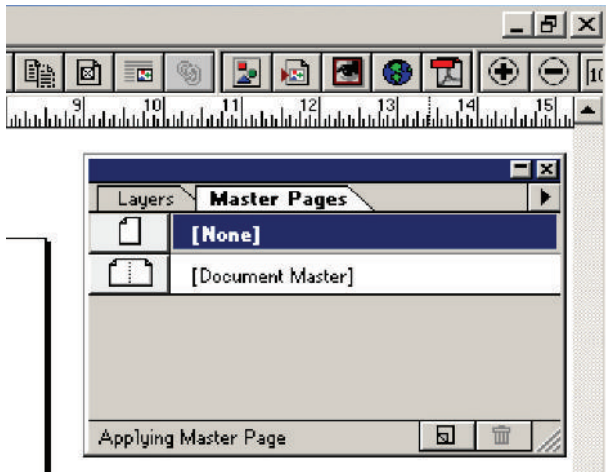
Figure 2.62 Master page

2.20.4 Creating Master Pages

By default, all Pagemaker documents have a Master Page already created '**Document Master**'. But sometimes you will require more than one Master Page.

You can set up multiple master pages for any publication, each page containing a specific combination of headers, footers, page numbers, frames, and other elements that you want to use over and over.

When you create a new Master Page, you will be asked to name the new Master page and set its margins and column guides.

To create a new Master Page

1. Click the **New Master Page icon** in the Master Pages palette. The **New Master Page dialog** box appears.

2. Enter the name of the new master page in the **Name** field.

3. Make the appropriate changes in the Margins and Column Guides fields.

4. Click on OK. A new Master Page appears in the Master Pages palette. Refer Figure 2.63 and 2.64
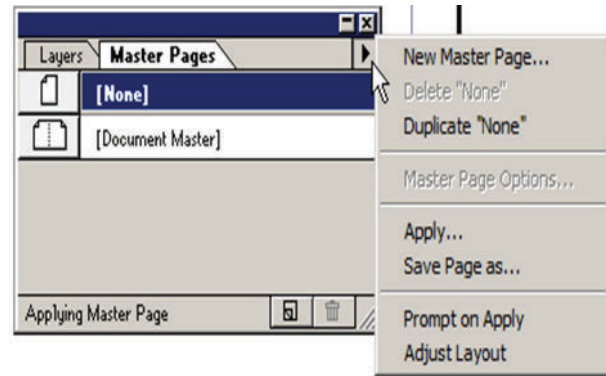
Figure 2.63 Create master pages
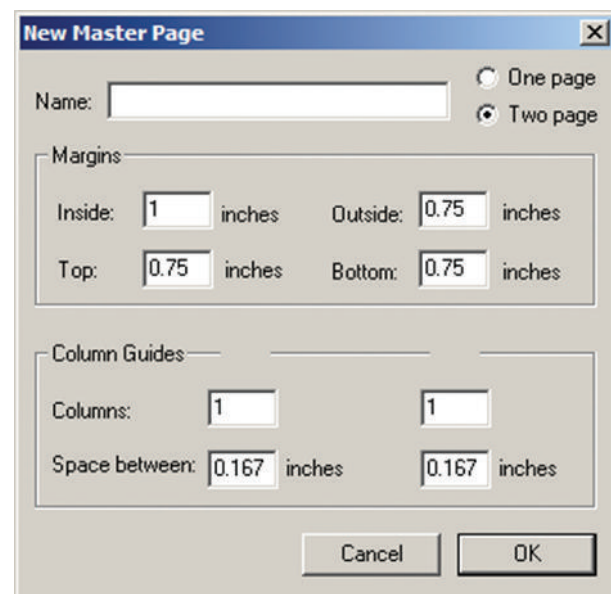
Figure 2.64 Master page setting

2.21 Print a document

1. Choose **File** > **Print** in the menu bar (or) Press **Ctrl + P** in the keyboard. The **Print Document dialog box** appears.

2. Choose the settings in the Print Document dialog box as

   - Select the printer from the **Printe**r drop-down list box.

   - Choose the pages to be printed in the **Pages** group box by selecting one of the following available options :

All: This option prints the whole document.

Ranges: This option prints individual pages by the page number or a range of pages.

You can use commas to separate the page numbers (e.g., 5,7,19).

Use a hyphen to print page ranges(e.g., 10-17; this will print all pages from page numbers 10 to 17).

To print from a particular page to the end of the document, enter the starting page number followed by a hyphen (e.g., 5 -).

You may also combine individual page numbers and a range of pages (e.g., 5, 9, 15-26).

Print : You can also print only odd-numbered or even-numbered pages. Select the Odd pages or Even pages option from the Print drop-down list box. Refer Figure 2.65

Figure 2.65 Print Document setting

- Type the number of copies you want in the **Copies** text box.

- You can choose whether to **collate** the pages or not. Suppose you want to print 4 copies of a 5 pages document.

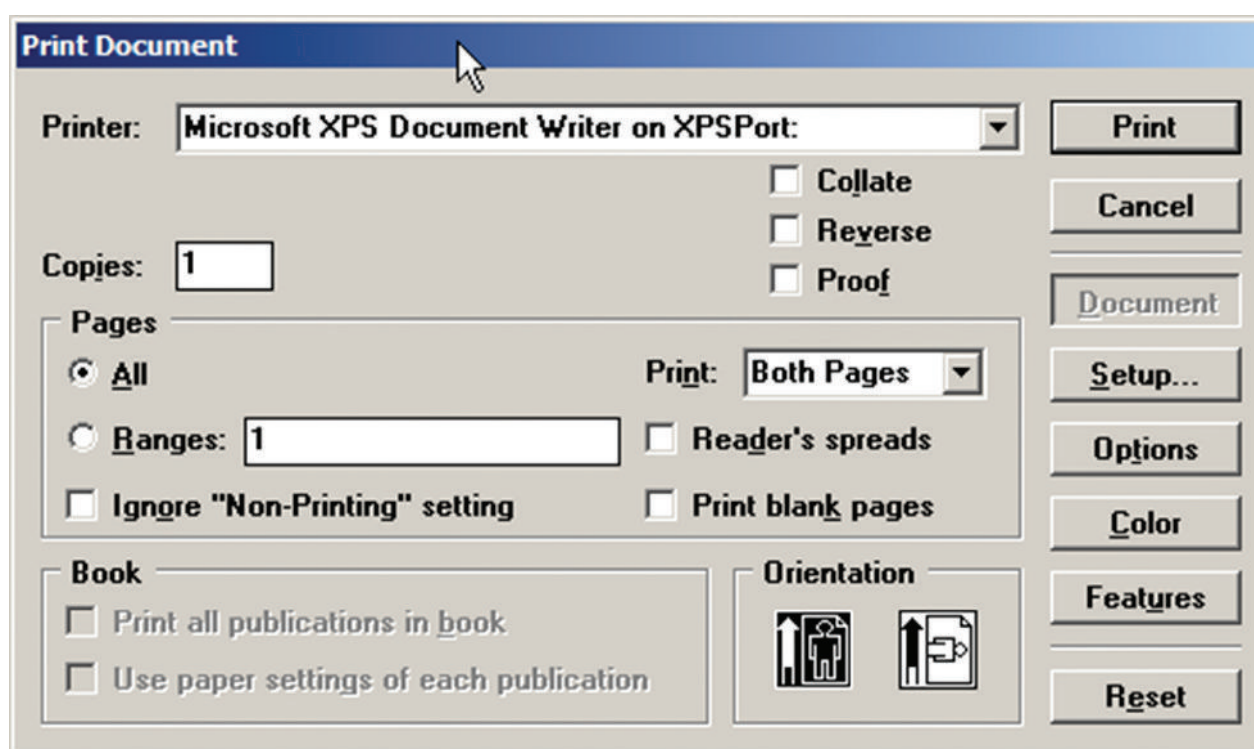If the **Collate** option is not selected. PageMaker will first print 4 copies of page 1, then 4 copies of page 2, and so on.

If the **Collate** option is selected, PageMaker will print a complete set of pages 1 to 5, then a second set, and so on.

4. After choosing from the options in the **Print Document** dialog box, click Print button to print the document. Make sure the printer is switched on.

POINTS TO REMEMBER

- Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

- Some of the popular DTP software are **Adobe PageMaker, Adobe InDesign, QuarkXPress**, etc.

- Adobe PageMaker is **a page layout software**. It is used to design and produce documents that can be printed.

- The area outside of the dark border is referred to as the pasteboard.

- Editing means making changes to the text. When you edit a document, you revise the text.

- A text block contains text you type, paste, or import. You cannot see the borders of a text block until you select it with the pointer tool.

- A Text block can be connected to other text block so that the text in one text block can flow into another text block. Text blocks that are connected in this way are **threaded**.

- The process of connecting text among text blocks is called **threading text**.

- Text that flows through one or more threaded blocks is called a **story**.

- Any text or object that you place on the master page will appear on all the document pages to which the master is applied.

- Master Pages commonly contain repeating logos, page numbers, headers, and footers.

- A master item cannot be selected on a document page.

Header	Text that is repeated at the top of each page
Footer	Text that is repeated at the bottom of each page
Symbol	A sign or a special character that can be inserted in a PageMaker document
Margins	The amount of space between the text and the edge of the page on all four sides
Orientation	The direction(along the height or along the width) in which the page is being printed
Menu	A list of commands
Editing	Making changes to the text
Undo	Reversing the last command
Redo	Reversing the Undo command

EVALUATION

Part I

Choose the correct answer

1. DTP stands for _____
   (a) Desktop Publishing
   (b) Desktop Publication
   (c) Doctor To Patient
   (d) Desktop Printer

2. _____ is a DTP software.
   (a) Lotus 1-2-3
   (b) PageMaker
   (c) Maya
   (d) Flash

3. Which menu contains the New option?
   (a) File menu
   (b) Edit menu
   (c) Layout menu
   (d) Type menu

4. In PageMaker Window, the area outside of the dark border is referred to as _____.
   (a) page
   (b) pasteboard
   (c) blackboard
   (d) dashboard

5. Shortcut to close a document in PageMaker is _____
   (a) Ctrl + A   (b) Ctrl + B
   (c) Ctrl + C   (d) Ctrl + W

6. A _____ tool is used for magnifying the particular portion of the area.
   (a) Text tool   (b) Line tool
   (c) Zoom tool   (d) Hand tool

7. _____ tool is used for drawing boxes.
   (a) Line
   (b) Ellipse
   (c) Rectangle
   (d) Text

8. Place option is present in _____ menu.
   (a) File
   (b) Edit
   (c) Layout
   (d) Window

9. To select an entire document using the keyboard, press _____
   (a) Ctrl + A
   (b) Ctrl + B
   (c) Ctrl + C
   (d) Ctrl + D

10. Character formatting consists of which of the following text properties?
    (a) Bold
    (b) Italic
    (c) Underline
    (d) All of these

11. Which tool lets you edit text?
    (a) Text tool
    (b) Type tool
    (c) Crop tool
    (d) Hand tool

12. Shortcut to print a document in Pagemaker is _____
    (a) Ctrl + A
    (b) Ctrl + P
    (c) Ctrl + C
    (d) Ctrl + V

13. Adobe PageMaker is a _____ software.

14. _____ Bar is the topmost part of the PageMaker window.

15. _____ is the process of moving up and down or left and right through the document window.

16. _____ tool is used to draw a circle.

17. The Insert pages option is available on clicking the _____ menu.

18. Match the following.
    Cut   -   (i) Ctrl + Z
    Copy   -   (ii) Ctrl + V
    Paste   -   (iii) Ctrl + X
    Undo   -   (v) Ctrl + C

19. Choose the odd man out.
    i. Adobe PageMaker, QuarkXPress, Adobe InDesign, Audacity
    ii. File, Edit, Layout, Type, Zip
    iii. Pointer Tool, Line tool, Hide Tool, Hand Tool
    iv. Bold, Italic, Portrait, Underline

20. Choose the correct statement.
    i. (a) Text can be selected using mouse only.
       (b) Text can be selected using mouse or the keyboard.
    ii. (a) DTP is an abbreviation for Desktop publishing.
        (b) DTP is an abbreviation for Desktop publication.

21. Choose the correct pair
    (a) Edit and Cut
    (b) Edit and New
    (c) Undo and Copy
    (d) Undo and Redo

Part - II

Short Answers

1. What is desktop publishing?
2. Give some examples of DTP software.
3. Write the steps to open PageMaker.
4. How do you create a New document in PageMaker?
5. What is a Pasteboard in PageMaker?
6. Write about the Menu bar of PageMaker.
7. Differentiate Ellipse tool from Ellipse frame tool.
8. What is text editing?
9. What is text block?
10. What is threading text blocks?
11. What is threading text?
12. How do you insert a page in PageMaker?

Part - III

Explain in Brief Answer

1. What is PageMaker? Explain its uses.
2. Mention three tools in PageMaker and write their keyboard shortcuts.
3. Write the use of any three tools in PageMaker along with symbols.
4. How do you rejoin split blocks?
5. How do you link frames containing text?
6. What is the use of Master Page?
7. How to you insert page numbers in Master pages?

Part - IV

Explain in detail

1. Explain the tools in PageMaker toolbox.
2. Write the steps to place the text in a frame.
3. How can you convert text in a text block to a frame?
4. Write the steps to draw a star using polygon tool?