

Course Outline – Adobe PageMaker

Aims: To give users an introduction to the features and concepts of Adobe PageMaker and the key skills necessary to achieve professional results with ease.

Duration: Can be covered in one day covering the initial topics in depth and others outlined, or all topics in-depth over two days.

PageMaker environment:

The Window and navigation interface
Palettes and tools
Creating a new document and Page setup
Rulers and guides
Opening and saving

Working with text:

Getting text on the page
Importing text
Editing and formatting
Word processing features
Long document features

Working with objects:

Importing pictures and graphics
Manipulating pictures and graphics
Drawing tools
Transforming - mirror, scale, rotate, skew
Groups and layers

Colour:

Basic colour theory
Choosing the appropriate colour model
Applying colour to text and objects

Working with other software:

How PageMaker interfaces with other Adobe products
Other file types
Methods of exporting and forwarding data and documents

Printing:

Printing in-house
Preparing and sending documents for commercial printing

