

Page Maker is one of the most important packages of DTP for composing text and design.

Page Maker is presented by two groups:-

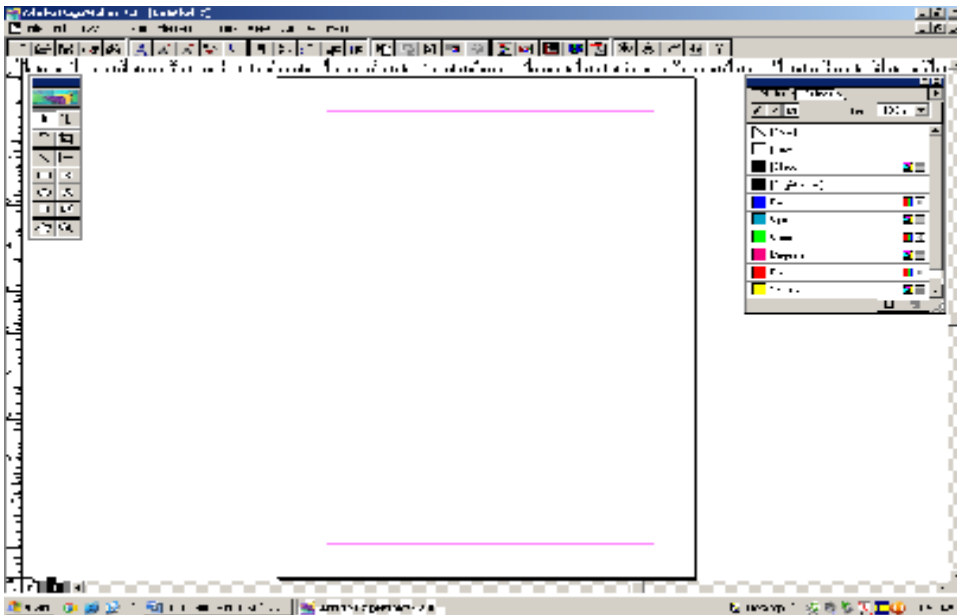
- a) ADOBE &
- b) ALDUS.

Feature of Page Maker.

- a) Easy setting of Page.
- b) Realizable set of operator.
- c) Large amount of data can be type in a very in a easy manner.
- d) Facilities of import and export.
- e) It creates a graphics of text area. So that only one area can be effectible at time.
- f) Better placing of contained from one page to another page in a very easy manner.

Steps to Load Page Maker.

- Click Start Button.
- Choose at Program.
- Choose at Adobe.
- Choose at Page Maker 6.5 or 7.0
- Click at Page Maker 6.5 or 7.0





Title Bar:- It is used to display the name of currently open the file with application button.


Menu Bar:- It is used to display a list of menu and each menu contained a list of sub menu.


Rules:- It is used to set margin.


TOOL BOX:- It is used to display a list of tools for composing text and design.


 _____ Pointer Tool: - Pointer tool is used to select move and resize text block and graphic.


 _____ Text Tool: - Text tool is used to type, select, and edit text.


 _____ Rotation Tool: - Rotation tool is used to select and rotate any object.


 _____ Crop Tool: - It is used to trim. The imported graphic.


 _____ Line Tool: - It is used to draw straight line in any direction.


 _____ Constrained Line Tool: - It is used to draw a rectangular or square.

 _____ Rectangle Tool: - It is used to draw a rectangular or square.

 _____ Rectangle Frame Tool: - It is used to draw a rectangular place holder for text and graphics.

 _____ Ellipse Tool: - It is used to draw ellipse on circle.

 _____ Ellipse Frame Tool: - It is used to draw circular or oval place holder for text & graphics.

 _____ Polygon Frame Tool: - It is used to draw different type of polygon.



_____ Polygon Frame Tool: - It is used to draw different type of polygon place holder for text & design.



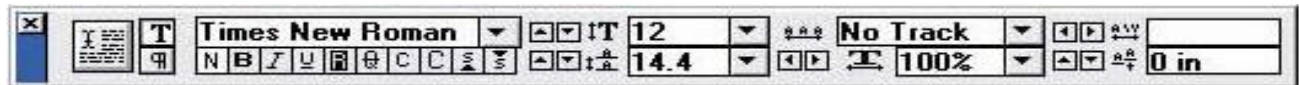
_____ Hand Tool: - It is used to scroll. The page or to preview a text hyperlink.



_____ Zoom Tool: - It is used to magnified on reduce an area of the page.

Control Palette: - It is used to set different option in character view. Comma View or in Selected object.

Control Palette in Character View



- Font Face: - It is used to change the name of font select text.
- Type Style Button: - It is used to apply. Normal, bold, italic, underline. Reverse, strike through on the selected text.
- Type Size Option:- It is used to specified type size in point nudge amount is 0.1 point.
- Leading Option: - It is used to specific vertical spaces between the two lines or paragraph. Auto turns, automatically leading at 120% of type size, Nudge amount is 0.1 Inch.
- Case Button: - It is used to specific small caps or all caps or deselected both buttons.
- Position Button: - It is used to specific superscript or subscript.
- Export Tracing Button: - It is used to type or select the amount of space between letters and words.

Steps to load control palettes.

- Click Window Menu.
- Click at Control Palette.
- Ctrl + ' (Single inverted comma)

Spectrum

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Color Palette: - It is used to change fill and outline color of the selected object.

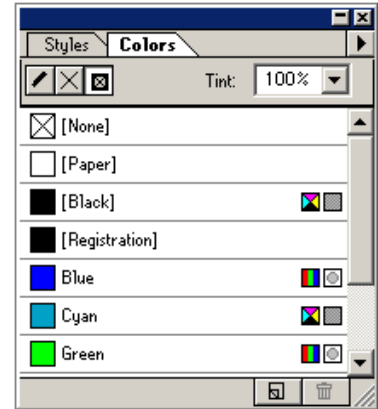
Steps to load color palette.

- Click window menu.
- Click at show color or Ctrl+J.

File:

New: - It is used to create a new file.

- Open the file menu.
- Click on New.

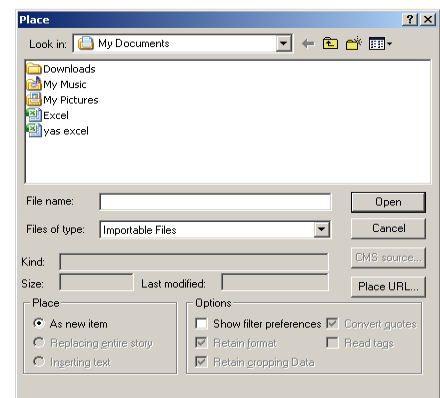


Recent Publication: - It is used to display the name of currently open file.

- Open the file menu.
- Click on recent publication
- Click at anyone file name.

Place: - It is used to place the contained of any other file into current application file.

- Open the file menu.
- Click on place.
- Select anyone file name
- Click on open.
- Click the mouse pointer at any location of page.

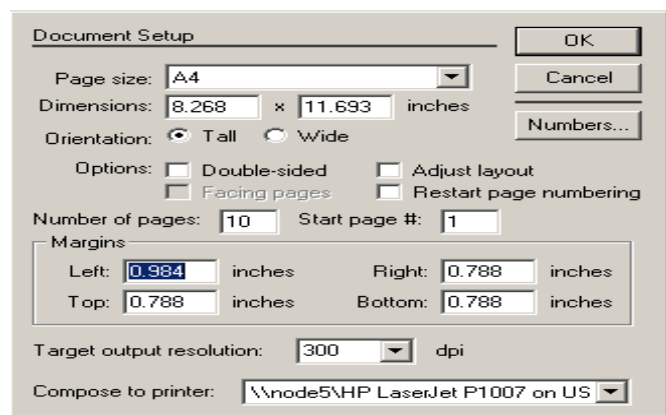


Link manager:- it is used to display information about the link file.

- Open the file menu.
- Click on link manger.

Document Setup: - It is used to set properties about the document.

- Open the file menu.
- Click on document set up.
- Set the properties.
- Click on OK button.



Printer Style: - It is used to create your own printing style.

- Open the file menu.
- Click on printer style.
- Click on define.
- Click on new.
- Give style name.
- Click on OK button.
- Click at edit button.
- Set the properties.
- Click on OK button.

Preference: - It is used to set the properties of rulers.

- Open the file menu.
- Click on preference.
- Click on general.
- Select the measurement of rulers.
- Click on OK button.

Exit: - it is used to come output from Adobe Page Maker.

Edit:

Undo : - it is used to clear any current action.

Cut : - it is used to cut any selected text or object.

Copy: - it is used to copy any selected text or object.

Paste: - It is used to Paste the Cut or copied text or object.

Clear: - It is used to delete any selected text or object.

Select All: - It is used to select all text or object.

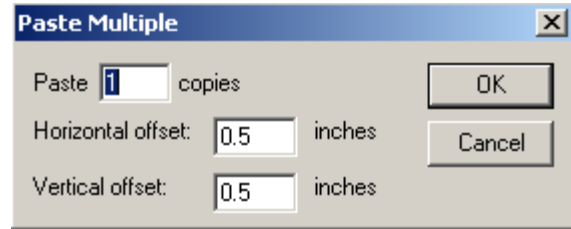
Deselect All: - It is used to remove the selection the selected object.

- Open the Edit menu.
- Click on Deselect all.

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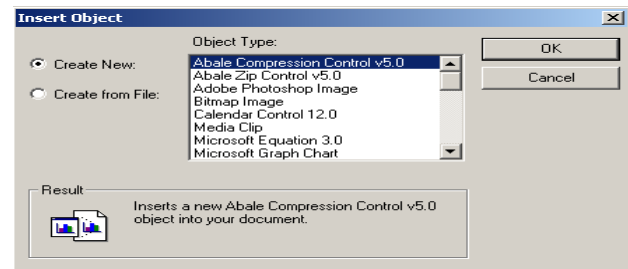
Paste Multiple: - it is used to paste multiply copies of any object.

- Select the object and copy it.
- Open the Edit menu.
- Click on Paste Multiply.
- Gives number of copies.
- Set horizontal and vertical offset.
- Click on OK button.



Insert Object: - It is used to insert object form other application file.

- Open the Edit menu.
- Click on Insert object.
- Click on Pint Brush picture.
- Click on ok button.



Edit story: - It is used to open an edition for writing long stories, thesis etc.

- Open the Edit menu.
- Click on edit story.
- Write the story.
- Open the Edit menu.
- Click on Edit Layout.
- Click the mouse pointer on the page.

Edit Original:- It is used to open the original source of the imported text or object for editing Select the imported text or object.

- Open the Edit menu.
- Click on Edit Original.

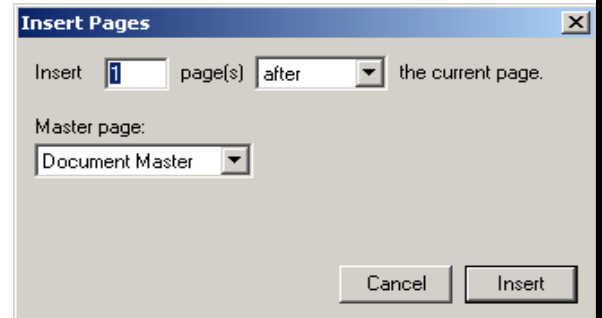
Layout

Go To Page: - It is used to move the Cursor on the specified page.

- Open the Layout menu.
- Click on go to page.
- Give page number.
- Give on OK button.

Insert Pages: - It is used to insert new pages in the document.

- Open the Layout menu.
- Click on insert pages.
- Give page number.
- Click on OK button.



Remove Page: - It is used to remove from the document.

- Open the Layout menu.
- Click on Remove Page.
- Give Page number.
- Click on OK Button.

Sort Pages: - It will display all the pages of the document at a time.

- Open the layout menu.
- Click on Sort Pages.

Go Back: - It is used to move the cursor one page back.

- Open the Layout menu.
- Click on Go Back.

Go Forward: - It is used to move the cursor one Page forward.

- Open the layout menu.
- Click on Go Forward.

Column Guides: - It is used to insert multiple columns on the page.

- Open the layout menu.
- Click on Column Guide.
- Give number of column & spaces between columns.
- Click on OK button.

Copy Master Guide: - It is used to copy guides from master page to normal page.

Go in the master page.

Insert guide line.

Come in the normal page.

Click layout menu.

Click at master copy guide.

Auto Flow: - When you will place the content of another file and if the content is greater than the page size, then auto flow automatically insert new pages and fit the content on those page.

- Click layout menu.
- Click at Auto flow.
- Click file menu.
- Click at place.
- Select the file menu.
- Click open.
- Click OK.
- Click the cursor on the page.

TYPE:

Font: - It is used to change the font face or font name.

- Select the text.
- Click type menu.
- Click at font.
- Click at any one font name.

Size: - It is used to change the size of select text.

- Select the text.
- Click type menu.
- Click at size.
- Click at any one size.

Leading: - It is used to insert spaces between the two lines on paragraph.

- Select the text.
- Click type menu.
- Click at leading.
- Click at any one position.

Type Style: - It is used to change the style of selected text.

- Select the text.
- Click type menu.
- Click on type style.
- Click at any one style.

Expert Kerning: - It is used to insert minor spaces between the text.

- Select the text.
- Click type menu.
- Click at Expert Kerning.
- Select the properties.
- Click OK.

Expert Tracking: - It is used to set the spaces between the two letter or words

- Select the text.
- Click type menu.
- Click at expert tracking.
- Click at any one position.

Horizontal Scale: - It file the selected text according to the selected by person.

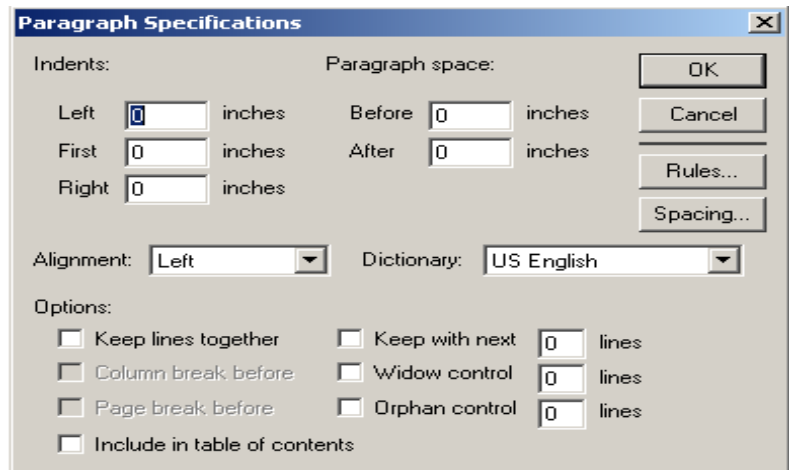
- Select the text.
- Click type menu.
- Click at Horizontal Scale.
- Click at any one position.

Character: - It is used to charge font name, size, leading, horizontal scale, color, position etc, of text at a time.

- Select the text.
- Click type menu.
- Click at character.
- Set the property.
- Click OK.

Paragraph: - It is used to set the paragraph properties.

- Select the paragraph.
- Click type menu.
- Click at paragraph.
- Give spaces.
- Click OK.



Indent/Tabs: - It is used to set the tab stop position

- Click type menu
- Click at Indent/Tab.
- Give tab position.
- Click at position.
- Click at add tab.
- Click at apply.
- Click OK.

Hyphenation: - It is used to apply Hyphen between the words.

- Click type menu.
- Click at Hyphenation.
- Click at OK.
- Click at Manual Place plus.
- Algorithm or Manual plus dictionary.
- Click at Add.
- Click at OK.

Alignment: - It is used to set a alignment of text or paragraph.

- Select the text.
- Click type menu.

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- Click at alignment.
- Click at any one alignment option

Style: - It is used to apply selected style or the selected text.

- Select the text.
- Click type menu.
- Click at style.
- Click at anyone style.

Define Style: - It is used to create your own style.

- Click type menu.
- Click at define style.
- Click at new.
- Give style name.
- Click OK.
- Click at character.
- Set the property.
- Click OK.

ELEMENT

Fill: - It is use to change the fill style of selected object.

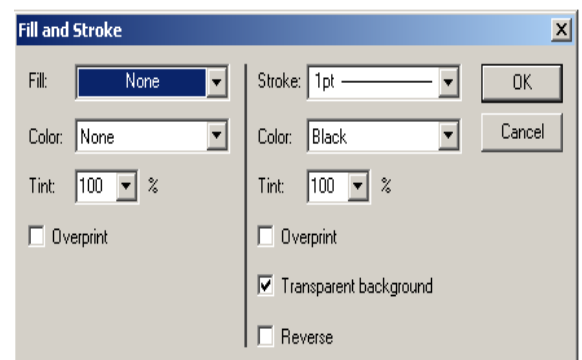
- Select the object.
- Click element menu.
- Click at fill.
- Click at anyone style.

Stroke: - It is used to set the outline style of an object.

- Select the object.
- Click element menu.
- Click at stroke.
- Click at anyone stoke style.

Fill & Stroke: - It is used to select fill & stroke color & style of the select object.

- Select the object.
- Click element menu.



- Click at fill & stroke.
- Select the color Style.
- Click OK.

Frame: - It is used to create or modify the frame.

Attach content: - It is used to attach the content inside the frame.

- Select the text & frame.
- Click element menu.
- Click at frame.
- Click at attach content.

Delete Content: - It is used to delete content frame the frame.

- Select the frame.
- Click element menu.
- Click at frame.

Arrange: - It is used to arrange two graphics either back position or forward position.

Align Object: - It is used to align a picture vertically or horizontally into the frame for better adjustment or for better outlook.

Click the delete content.

Change to frame: - It is used to convert the selected object into frame and frame onto object.

- Select the object.
- Click element menu.
- Click at frame.
- Click at change to frame.

Text Wrap: - It is used to change the flow of text (wrap option).

- Write the text.
- Place the object on the text.
- Select the text.
- Click element menu.
- Click at text wrap.
- Click at anyone wrap option.

- Click OK.

Mask: - It is used to apply masking on the selected object.

- Selected the mask object.
- Click element menu.
- Click at mask.

Unmask: - It is used to unmask the mask object.

- Selected the mask object.
- Click element menu.
- Click at unmask.

Group: - It is used to group more than two objects onto one for moving together.

Ungroup: - Just reverse to group.

Lock Position: - It is used to lock any object to move from one place to another place.

Unlock: - Just reverse.

Polygon Setting: - It is used for setting polygon option.

- Click element menu.
- Click at polygon setting.
- Select no. of side and star in set.
- Click OK.

Rounded Corner: - It is used to change the corner of rectangle.

- Click element menu.
- Click at rounded corner.
- Selected anyone corner style.
- Click OK.

Lick Option: - It is used to set option related to link.

- Click element menu.
- Click at link information.
- Click at update automatically.
- Click at OK.

Non- Printing: - It is used to set selected object as non-printing object.

- Selected the object.

- Click element menu.
- Click at non-printing.

Remove Transformation: - It is used to remove the transformation effect from the transform object.

- Selected the transform object.
- Click element menu.
- Click at remove transformation.

Plug-ins: - It is used to contain some predefined options like change case, bullet, numbering, drop cap, word count etc.

Change Case: -

- Select the text.
- Click utilities menu.
- Click at plug ins.
- Click at change case.
- Selected any one case.
- Click applies.
- Click OK.

Bullet & Numbering: -

- Select the text.
- Click at utilities menu.
- Click at bullet & numbering
- Select anyone bullet style
- Click OK.

Drop Cap:-

- Selected the character.
- Click utilities.
- Click at plug in.
- Click at drop cap.
- Selected the line.
- Click applies.
- Click at close.

Find: - It is used to find any word from the document.

- Click utilities menu.

- Click at find.
- Write the word.
- Click at find.

Find Next: - It is used to find next occurrence of given word.

- Click utilities menu.
- Click at find next.

Change: - It is used to replace any word of the document with a new word.

- Click utilities menu.
- Click at change.
- Write the word.
- Click at change or change all.

Spelling: - It is used to check the spelling mistake.

- Click utilities menu.
- Click at spelling.
- Click at start.
- Select the correct word.
- Click at replace.

NOTE: - *Find, Find next, change, spelling will be highlight only in edit story.*

Book: - It is used to create a list of books so that it can print automatically one by one at the time of printing.

- Click utilities printing.
- Click at books.
- Select the file name.
- Click at insert.
- Click OK.

Index Entry:-

- Select the word.
- Click utilities menu.
- Click at index entry.
- Click at Add.
- Click OK.

Show Index:-

- Click utilities menu.
- Click at show index.

Create Index: -

- Click utilities menu.
- Click at create index.
- Gives title of index.
- Click OK.
- Click the mouse pointer one of page.

Create TOC (Table of Content):

- Click utilities menu.
- Click at create TOC.

NOTE: Index Entry, show Index, Create Index, Create TOC (Table of content all these option are related to creation and showing index.

Define Color: - It is used to add new color for editing existing color of the color the color palette.

To Modify color.

- Click utilities menu.
- Click at define color.
- Select the color name.
- Click at edit.
- Set the properties.
- Click OK.

To add new Color.

- Click utilities menu.
- Click at define color.
- Click at new.
- Give color name.
- Set the properties of color.

- Click OK.

VIEW

Display Master Item: - It is used to show or hide master item to the normal pages.

- Click view menu.
- Click at display master item.

Display non- printing item: - It is used to show or hide non-printing items.

Zoom In: - It is used to magnify the page.

- Click view menu.
- Click at zoom in.

Actual Size: - It is used to display the actual size of page.

- Click view menu.
- Click at actual size.

Fit in Window: - It is used to fit the page in window size.

- Click view menu.
- Click at fit in window.

Entire Paste Board: - It is used to display the paste board.

- Click view menu.
- Click entire paste board.

Zoom To: - It is used to magnify the page according to the selected %

- Click view menu.
- Click at zoom to.
- Click at anyone%

Show Rulers: - It is used to show or hide rulers.

- Click view menu.
- Click at show ruler.

Zero Lock: - It is used to lock the zero position of ruler.

- Click view menu.
- Click at zero lock.

Show Guides: - It is used to clear the guide lines form the page.

- Click view menu.
- Click at lock guide.

Clear Guide Gulde: - It is used to clear the guide from the page.

- Click view menu.
- Click at clear ruler guide.

Send Guide to Back: - It is used to send guide lines to back of object or bring guide lines to form of object.

- Click view menu.
- Click at send guide to bank.