

## Create a new document:

1. On the menu bar, click “File,” then “New”.  
(Note: From now on, this will be indicated using the following notation style: File>New.)
2. Type in the dimensions for the publication size you want. Next press “OK.”

File>New

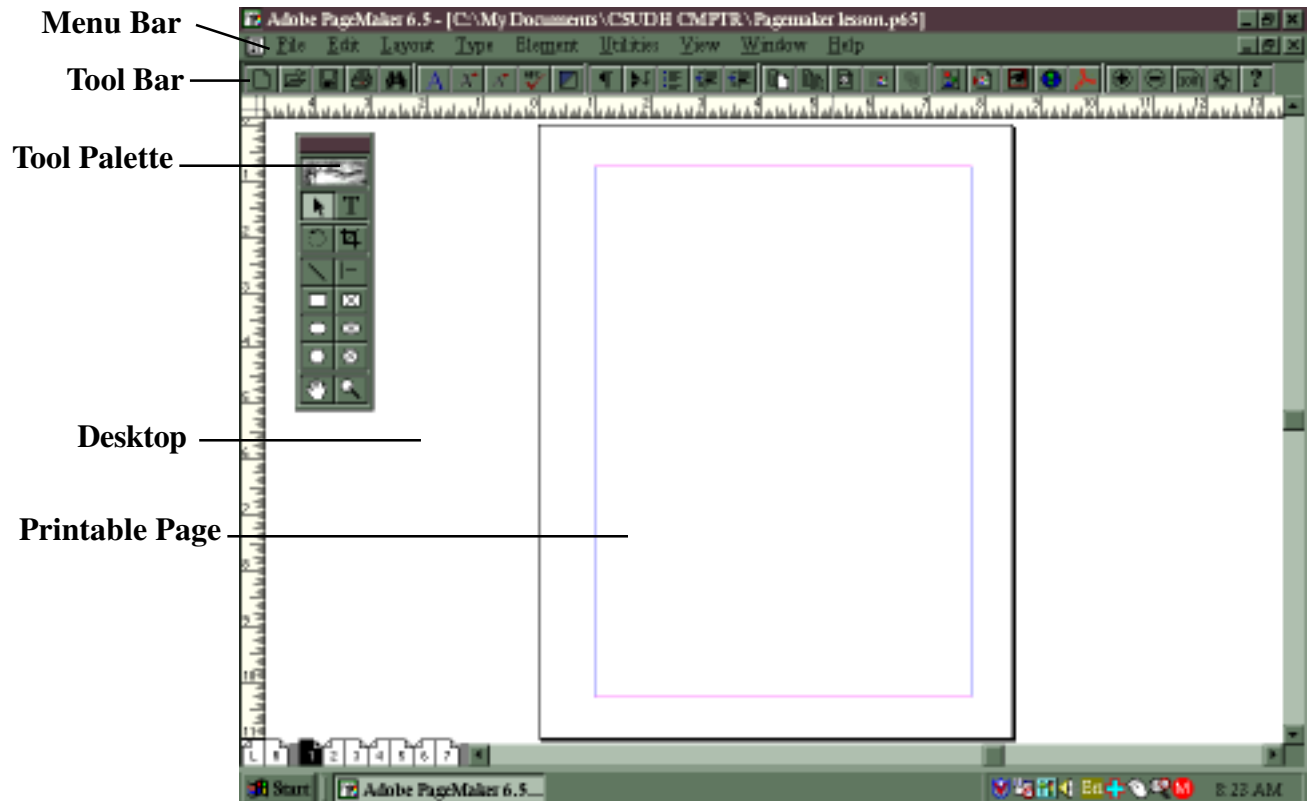
File>Save As



## Save your document regularly!

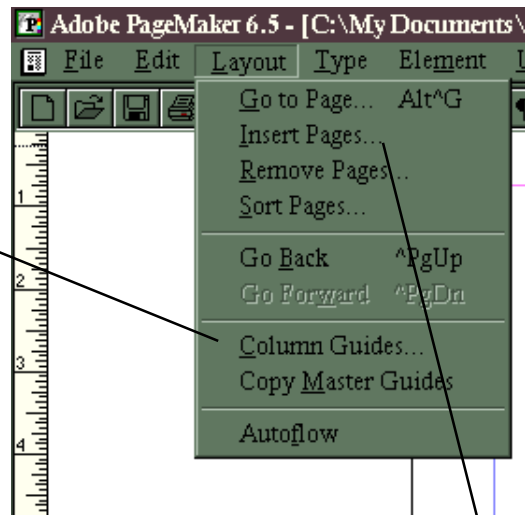
1. On the menu bar, click File>Save As.
2. Type in a file name and put it in the desired location.  
*(I recommend saving it to the hard drive, in the Documents folder. The file may become too large to save on a floppy by the time you are finished.)*
3. Now that your file has a name, you need only go to File>Save (on a regular basis) to continue backing up your work.
4. To open a file you already have, go to File>Open.

## The Big Picture:



## Laying Out Columns:

1. Most newsletters have 2, 3, or 4 columns of text on a page. Decide what you want. Then click: Layout>Column Guides.
2. A dialog box will appear asking how many columns you want. Type in the number in the top box and press OK.



3. Your document is now divided into columns.

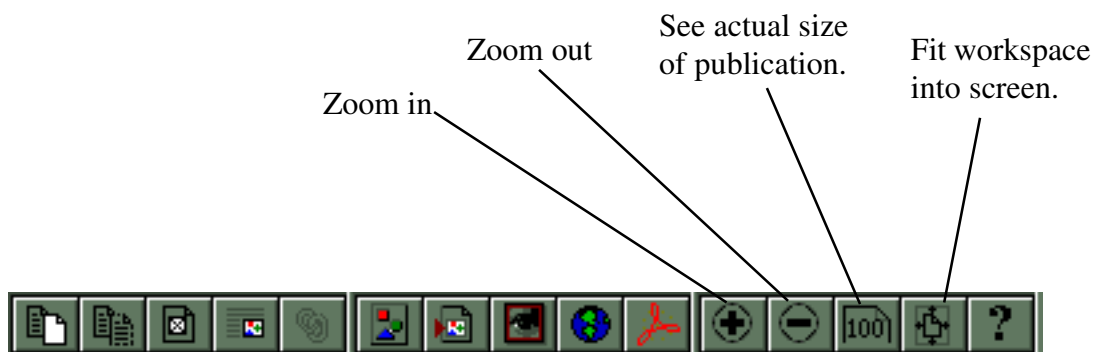
Layout>Insert Pages

## Number of Pages:

1. You can also add and remove pages in the Layout menu. Go to Layout>Insert Pages.
2. In the dialog box that appears, type in the number of pages you wish to insert. Click OK.

## Viewing Your Publication:

While working in PageMaker, it is useful to zoom in and out of your workspace. One way to do this is to use the following buttons on the toolbar. (Notice that only the right half of the toolbar is pictured below.)



## Text Tools:

1. To type text directly into the document, first use these tools to **Make a Text Box**.
2. If you don't see these tools on the screen, go to Window>Show Tools.
3. After you make a text box, you can then **Adjust the Text Box** as you need to.



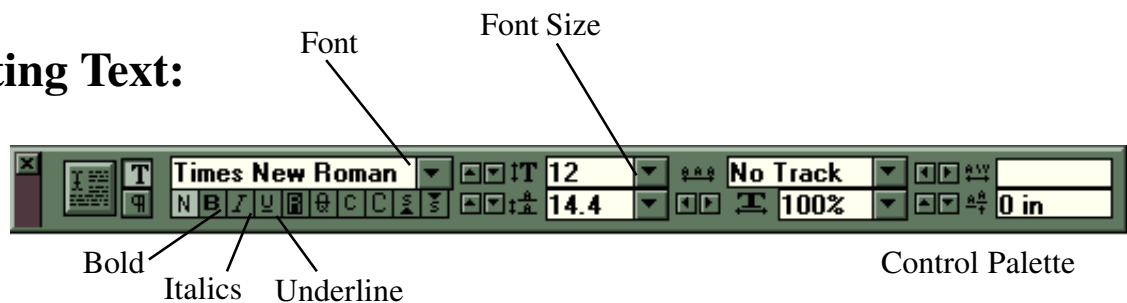
**Make a Text Box:** To type text directly into the PM document--whether a headline or body text:

1. Press this button.
2. Click and drag a box where you want the text to go in the PM document. (The box will be invisible when you finish clicking, but you should see a cursor.)
3. Type away!

**Adjusting Text Boxes:** To adjust the size of a text box, and thereby, the width of a column:

1. Press this button.
2. Click on the text you want to adjust. When you do so, the text box will become visible.
3. Click and drag the corners of the text box to the desired dimensions.
4. Or click and drag in the middle of the text box to move it somewhere else.

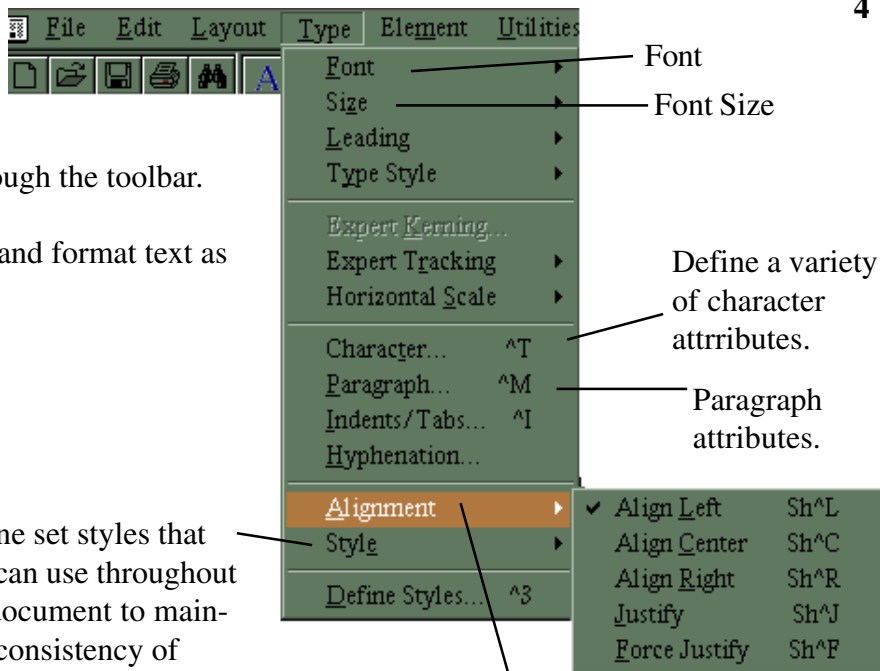
## Formatting Text:



### Control Palette:

1. One way to format text is with the Control Palette. If you don't see the Control Palette, go to Window>Show Control Palette.
2. Next, highlight the text you want to format by clicking and dragging over it. *Remember: You must have the Text button (T) on the Tools palette (above) depressed before you can select text.*
3. Use the Control Palette to format the text.

## Formatting Text: 11



### Using the Toolbar:

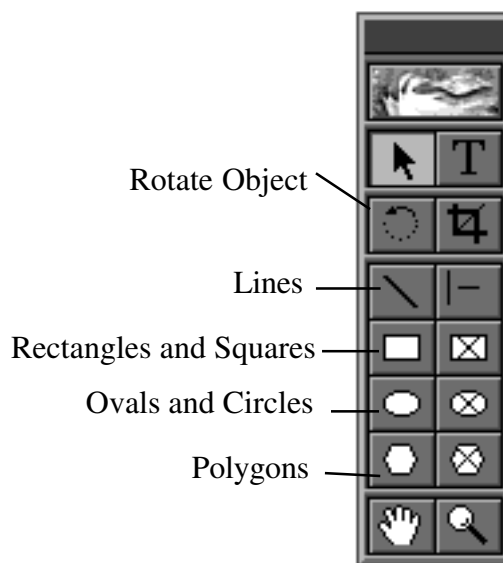
1. You can also edit text through the toolbar.
2. Highlight text.
3. Go to Type in the toolbar and format text as needed.

Define set styles that you can use throughout the document to maintain consistency of styles in subheadings, titles, etc. Go to Window>Show Styles to see style options on screen.

Text Alignment

## Graphic Tools:

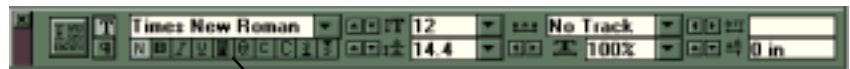
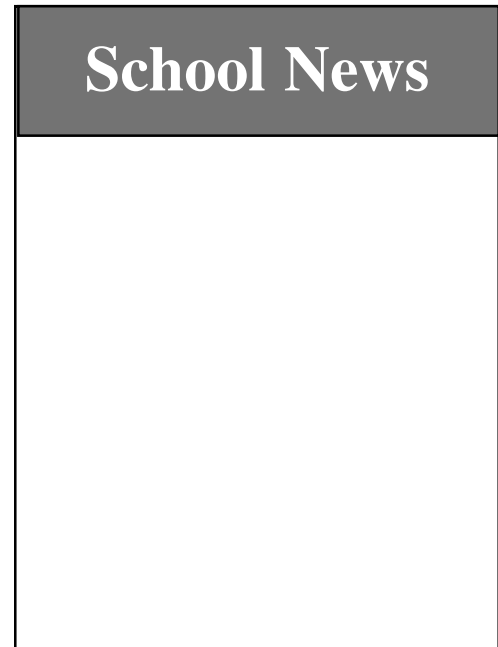
1. Make shapes using the tool palette.
2. Click on desired tool.
3. Click and drag in desired location in PM document; the shape will appear.
4. **To move a shape to a new location**, select the arrow tool in the tool palette and click on the object. Then click on the object in between the nodes and drag it to the desired location.
5. **To modify an object's size**, click on the object using the arrow tool. Click and drag a node to resize.
6. **To adjust the number of sides of a polygon**, first click on it to select it using the arrow tool. Then go to the Element>Polygon Settings on the toolbar.



## Making A Basic Masthead:

Most newsletters have masthead at the top of the first page. Generally, the title of the publication, the volume, issue, and date are included in this area. Make the masthead you see here using the following steps:

1. Make a rectangle and select it by clicking on it with the arrow tool.
2. On the toolbar, go to Element>Fill and Stroke.
3. In the dialog box that appears, choose a Solid fill, black, 55% tint. For the stroke, or line around the shape, choose a 1pt stroke, black, 100% tint.
4. Now make a text box and type "School News." Edit the size of the text using the Control Palette and move it to the desired location.
5. To make the text white, highlight it and press the Reverse button on Control Palette.



Reverse

## To place a text or photo file into the document:

The best way to do this is to use the **Place** command in the File Menu.

PageMaker then makes a link to the file on your computer so that when you package a file to send to the printer, all of the linked files are called up and saved in the package.

1. File>Place (in toolbar)
2. On prompt, browse your files and choose the one you want to place.
3. Click on the location in PageMaker that you want to place it.

(Note: For a graphic, PageMaker (PM) will ask if you want to store the complete file in the document. I usually say "no" so the PM file does not get too large.)

## For Future Lessons:

1. Editing text files using text editor.
2. Text flow over multiple pages.
3. Changing photo and graphic size in PM 6.5.
4. Adding keylines to photos and graphics.
5. Text wrap around photos and graphics.
6. Saving document for service provider.
7. Arranging objects on top of and behind one another.