# ADOBE PAGEMAKER

## INSERT PICTURE

Choose Move Tool→File→Click on Look in List→Choose Local Disk [F:]→Open Picture folder→Choose any category→Choose any picture→Open→Click and drag the mouse in the page.

## INSERTING MORE COLORS

From color box click on 'New'→Click on Libraries list→Choose Pantone Coated from the list→Click on any color (Press SHIFT/CTRL for multiple colors)→Ok→Ok.

## DELETE COLOR

Click on the color which we want to delete→From color box click on Delete→Ok.

## PARAGRAPH SETTING

Select all paragraph→Type→Paragraph→Set:Indents:First: I, Alignment:Justify, Paragraph space:  After: 0.3→Ok.

## BULLETS AND NUMBERING

### INSERTING BULLETS

Select all the text→Utilities→Plug-ins→Bullets and Numbering→Edit→ Change: Font: Webdings/Windings/Windings 2/Windings 3→Choose any Symbol from the→list→ Ok →Click on Only selected paragraph→Ok.

### INSERTING NUMBERS

Select all the text→ Utilities→Plug-ins→Bullets and Numbering→Click on Numbers→Choose any Numbering style from the list→Choose any Separator from the Separator list→Click on Only selected paragraphs→Ok.

### REMOVING BULLETS AND NUMBERING

Select all the text→ Utilities→Plug-ins→Bullets and Numbering→Click on Remove → Ok.

## CHANGE CASE

Select all the text→ Utilities→Plug-ins→Change Case→Choose any Changing Case→ Apply→Ok.
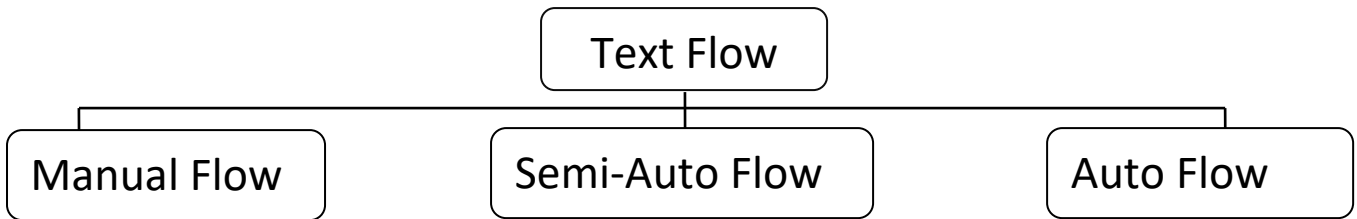
## DROP CAP

Select all the text/paragraph→ Utilities→Plug-ins→Drop cap→Type number of lines to drop→Apply→Ok.

# REMOVE DROP CAP

Select the paragraph→Utilities→Plug-ins→Drop cap→Remove→Close.

# TEXT FLOW

```
                    ┌─────────────┐
                    │  Text Flow  │
                    └─────────────┘
        ┌───────────────────┼───────────────────┐
┌─────────────┐    ┌─────────────────┐    ┌─────────────┐
│ Manual Flow │    │ Semi-Auto Flow  │    │  Auto Flow  │
└─────────────┘    └─────────────────┘    └─────────────┘
```

# MANUAL FLOW (   )

File→Place→Click on look in list→Choose Local Disk [C:]→Program Files→Adobe→ PageMaker 7.0→Choose 'Readme' file(   ) from the list→Open→click on the page→Then click on the red handle below the page and click on the next page→Now continue that process until the red handle unto remove.

# SEMI-AUTO FLOW (    )

File→Place→Click on look in list→Choose Local Disk [C:]→Program Files→Adobe→ PageMaker 7.0→Choose 'Readme' file(   ) from the list→Open→Press SHIFT and click on the 1$^{st}$ page and then the 2$^{nd}$ page→Now continue this process until the mouse pointer change to arrow.

# AUTO FLOW (    )

File→Place→Click on look in list→Choose Local Disk [C:]→Program Files→Adobe→ PageMaker 7.0→Choose 'Readme' file(   ) from the list→Open→Press CTRL and click on the 1$^{st}$ page.

# INSERTING COLUMN

Click on any text page→Layout→Column Guides→Set: Number of column and Space between columns→Click on adjust layout□→Ok.

# INSERTING COLUMNS IN ALL PAGES

Click on L/R (Master Page)→Layout→ Column Guides→Set: Number of column and Space between columns→Click on adjust layout□→Ok.

# REMOVE COLUMNS

Click on the page→Layout→ Column Guides→Set: Number of columns: 1 →Click on adjust layout□→Ok.

# INSERTING PAGE NUMBER

Click on L/R (Master Page)→Choose text tool and click on the left page and press CTRL+ALT+P→Again click on the right page and press CTRL+ALT+P→Now click on the pages.

# CREATING STYLE

Click on 'Style' on Color Box/Windows→Show Styles→From Style box click on 'New'→ Type a New Style name in the Name Box→Click on Char…. (Character)→Change: Font, Size, Color, Type Style→Ok→Click on Para…. (Paragraph)→Change: Indents: First, Paragraph Space: After, Alignment→Ok→Ok→Click on the New created style from the list and type the text.

# DELETE STYLE

Click on the new created new style from the style list→From style box click on Delete →Ok.

# TAB SETTING

Place the cursor in the page→Type→Indents/Tabs (CTRL+I)→Click on the left arrow on the Ruler and adjust '0' inch over the left margin→Type the 1st Tab position and choose alignment→position→Add tab→Now deselect the tab→Again type the 2nd Tab position and choose alignment→position→Add tab→Now continue this process until all the tab positions are set→Apply→Ok→Now type the text by pressing Tab and Enter Key.

# DELETE TAB SETTING

Type→Indents/Tab(CTRL+I)→Click on Reset.

# TEXT WRAPPING

Type some text→place any picture over the text→Click on the picture→Element→ Text wrap→Click on 2nd Wrap option→Choose any text Flow style→Ok.

# PASTE MULTIPLE

Type some text→Copy the text→Place the cursor in the page→Edit→Paste Multiple →Type number of copies we want to paste→Ok.

# INSERT OBJECT

Click on Move Tool→Edit→Insert Object→Click on Create New→Choose "Bitmap Image" from the Object Type list→Ok→Draw any picture in paint→Click on close (X)→ Now place the picture in the page.

# MASKING

Type any text→Place any shape over the text→Select both the shape and the text→Element→Mask.

# REMOVE MASK

Click on the shape→Element→Unmask.

# MASK:

This command creates a window sort of effect to see the text through the graphic which you are using.

# BULLETS AND NUMBERING:

Now it is easy to put bullets in the text. These can your choice and can be replaced by special characters too. It is also possible to number the paragraphs. The number style can again be changed ascend to your choice.

# CHANGE CASE:

Using this command you can changed the case of the text from normal to all Upper case, all Lower case etc.

# MASTER PAGES:

Whatever we put at the master pages gets reflected at all the pages in the publication. So what we do is, put whatever is command to all pages on the master pages. This includes headers and footers. Sometimes while making invoices, we put the invoices matter on the master page and type the current bill on the regular pages. Even for typing the routine office correspondences. We some times make the letterhead on the master page, so that it need not be typed on all pages.