



4D Group

PageMaker Introduction

Who would benefit?

This course is for those who wish to understanding and create effective publications using PageMaker.

Objective

To give individuals the ability to create and modify a publication to a professional standard.

Content

- Discuss individual's needs
- Create a publication
- Layout view
- The toolbox and control palette
- Insert and placing a heading
- Add column guides
- Place text
- Create a new page
- Insert a headline
- Insert and place a graphic in text
- Control text wrap
- Text wrap an irregular shape
- Create drop shadows
- Use the polygon tool
- Create a mask
- Use drop caps
- Story editor
- Placeholders
- Create and edit layers, master pages and styles

Duration

One day

Further level

PageMaker Advanced