



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