



Adobe PageMaker Tutorial

Introduction

This tutorial is designed to give you a basic understanding of Adobe PageMaker. The handout is designed for first-time users and will cover a few important basics. PageMaker is a desktop publishing program. It is used to create documents with a complex layout of text and graphics, such as brochures, pamphlets, newsletters, fliers, reports etc. It offers certain functionalities of a graphics program, and is therefore more suited to organizing pages compared to a word processing program (especially when including graphic images in the document).

This handout walks you through creating a report containing graphic images in PageMaker.

To open PageMaker in the Open Access Labs go to:

Start ► Programs ► Applications ► Graphics ► Adobe PageMaker

How to Create a New Document

Upon starting PageMaker you will see a screen offering you a variety of initial choices of templates upon which to base your publication. In our case, we will start with a blank presentation. After becoming familiar with PageMaker we can always choose one of the templates to create our publication. Close the templates-options screen by clicking on the **Close** button located on the top right corner of the screen.

Go to: **File ► New**. A dialogue box showing the **Document Setup** similar to Figure 1 will appear. Here we can specify the page dimensions, orientation, margins, number of the pages etc. Set the inside margin to "1", all other margins to ".75" and the page size to "Letter".



Figure 1

When done, click **OK**. We can return to this window by clicking on: **File ► Document Setup**, and change or modify any of the settings at a later stage. We now have a new document open in

Pagemaker Tutorial Guide

Jessica J Manson



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Table of Contents Pagemaker Tutorial Guide

1. Understanding the eBook Pagemaker Tutorial Guide
 - The Rise of Digital Reading Pagemaker Tutorial Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Pagemaker Tutorial Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pagemaker Tutorial Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pagemaker Tutorial Guide
 - Personalized Recommendations
 - Pagemaker Tutorial Guide User Reviews and Ratings
 - Pagemaker Tutorial Guide and Bestseller Lists
5. Accessing Pagemaker Tutorial Guide Free and Paid eBooks
 - Pagemaker Tutorial Guide Public Domain eBooks
 - Pagemaker Tutorial Guide eBook Subscription Services
 - Pagemaker Tutorial Guide Budget-Friendly Options

6. Navigating Pagemaker Tutorial Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Pagemaker Tutorial Guide Compatibility with Devices
 - Pagemaker Tutorial Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pagemaker Tutorial Guide
 - Highlighting and Note-Taking Pagemaker Tutorial Guide
 - Interactive Elements Pagemaker Tutorial Guide
8. Staying Engaged with Pagemaker Tutorial Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pagemaker Tutorial Guide
9. Balancing eBooks and Physical Books Pagemaker Tutorial Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pagemaker Tutorial Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Pagemaker Tutorial Guide
 - Setting Reading Goals Pagemaker Tutorial Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Pagemaker Tutorial Guide
 - Fact-Checking eBook Content of Pagemaker Tutorial Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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