



Development & Training

Adobe PageMaker

THE BASICS

- PageMaker tool box
- PageMaker palettes
- Menus, Icons and dialog boxes
- The control palette

PAGE LAYOUT

- Creating and saving documents
- Opening and editing documents
- Using guides
- Creating and using templates
- Creating frames
- Changing contents of frames

TYPOGRAPHY

- Modifying character attributes
- Modifying paragraph formats
- Importing text
- Rules and tabs
- Adding bullets and numbering

GRAPHICS

- Importing graphics
- Editing and cropping images
- Using the picture palette

COLOUR

- The colour palette
- Creating process, spot, tints and special colours
- Applying fill and stroke colours
- Changing stroke weights

PRINTING

- Printing basic documents

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