

# Course overview:

## PageMaker 6.5 Intermediate

(S244eng)



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## Overview and objectives

After completing this one-day course, students will know how to:

Create a new master page in a template, add items to the master, apply multiple master pages, create a publication from an existing template, use the Grid Manager to define grids and use frames in a template

Apply effects to text by adding pull quotes, drop cap, drop shadow effect, bullets and numbering, changing the horizontal scale and aligning text and inline graphics

Position, resize, transform, copy and paste multiple copies of a graphic, and align, mask, group and power paste objects

Add and assign objects to layers and arrange, hide and lock layers

Create a table, add and import text in the table, change the format of the table to insert tables in PageMaker

Create a book, add headers and footers, a table of contents and an index

Prepare a publication for printing, arrange pages in a publication, build a booklet, view publication information, set print options and print composite proofs

## Who should attend?

You should have basic knowledge of PageMaker 6.5 gained through experience or attendance on a PageMaker 6.5 Basic course. You will get most out of this course if your goal is to become proficient in using the advanced features of PageMaker 6.5 such as creating and using templates, adding advanced effects to text and graphics, creating and inserting tables and working with long publications.

### Working with templates

- Using existing templates • Modifying master pages in existing templates • Creating a custom template • Unit summary

### Applying type effects

- Applying effects to text • Formatting text • Unit summary

### Formatting graphics

- Adjusting graphics • Modifying graphics • Copying graphics • Working with objects on a page • Unit summary

### Applying layers

- Exploring layers • Working with layers • Unit summary

### Working with Adobe Table 3

- Adding tables • Enhancing tables • Working with embedded tables • Unit summary

### Working with long documents

- Creating books • Adding a table of contents • Creating an index • Unit summary

### Printing publications

- Preparing publications for printing • Printing publications • Unit summary

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### Course summary

- Course summary • Continued learning after class

### Quick reference

### Index

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