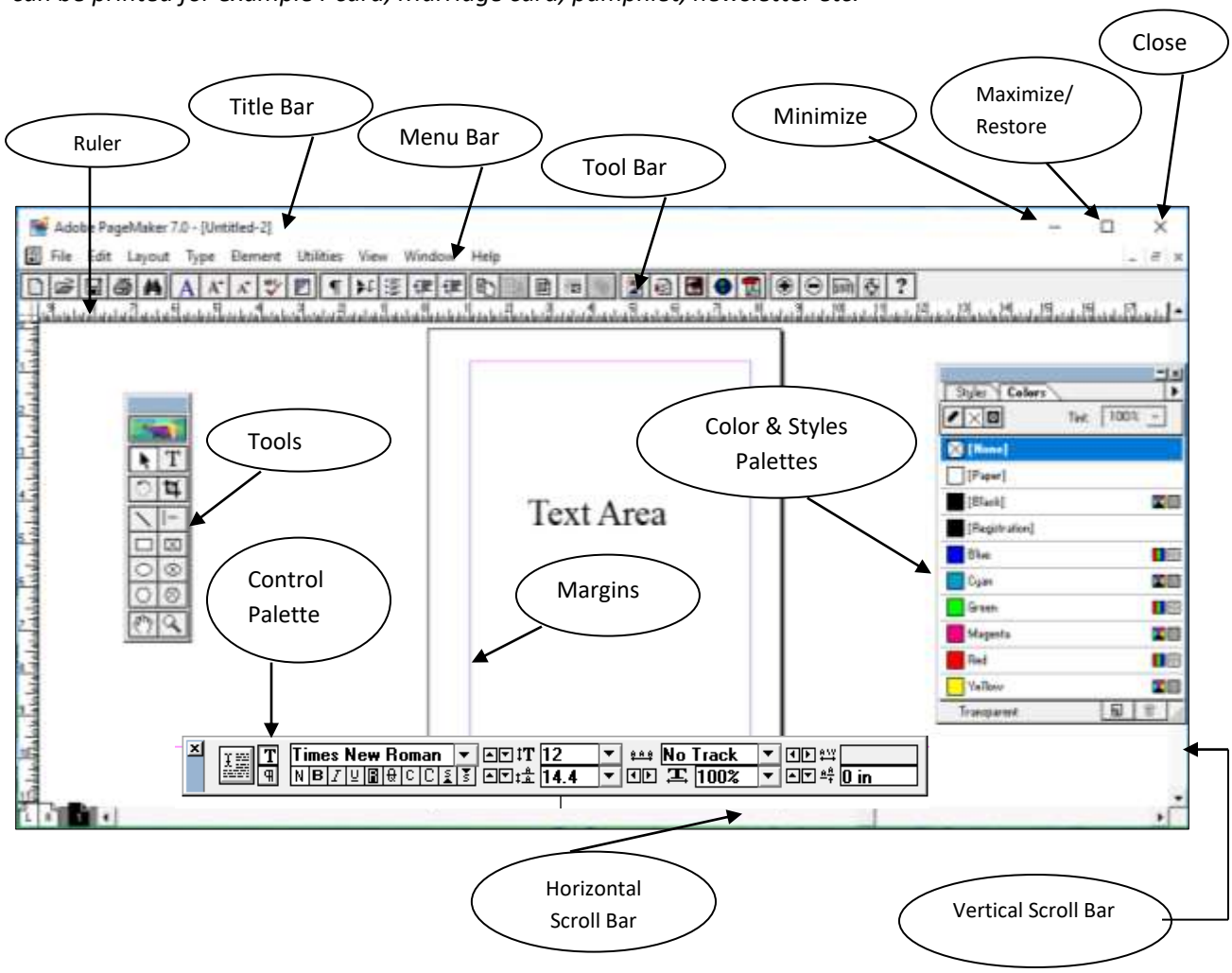
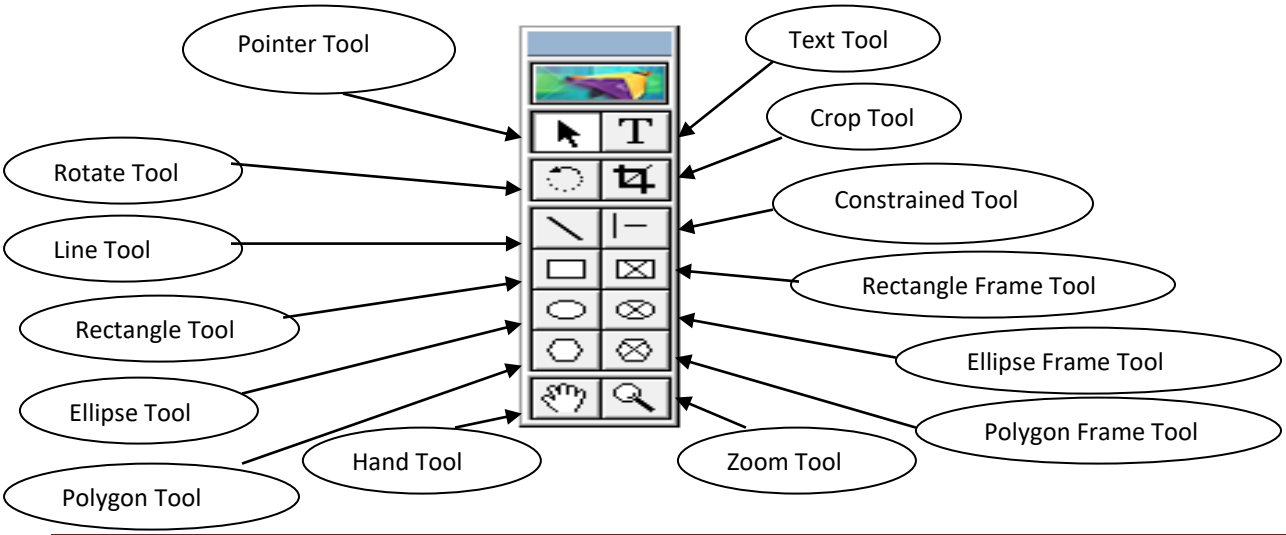
Adobe PageMaker: *Adobe PageMaker (formerly Aldus PageMaker) is a desktop publishing computer program introduced in 1985 by the Aldus Corporation.. It is used to design and produce documents that can be printed for example I-card, Marriage card, pamphlet, newsletter etc.*

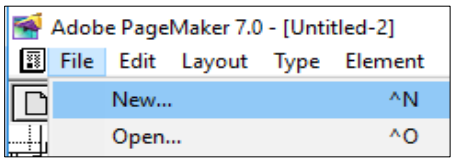




Step to create new page

- Step 1 : *Click on* **File** *Menu and then click on* **New**

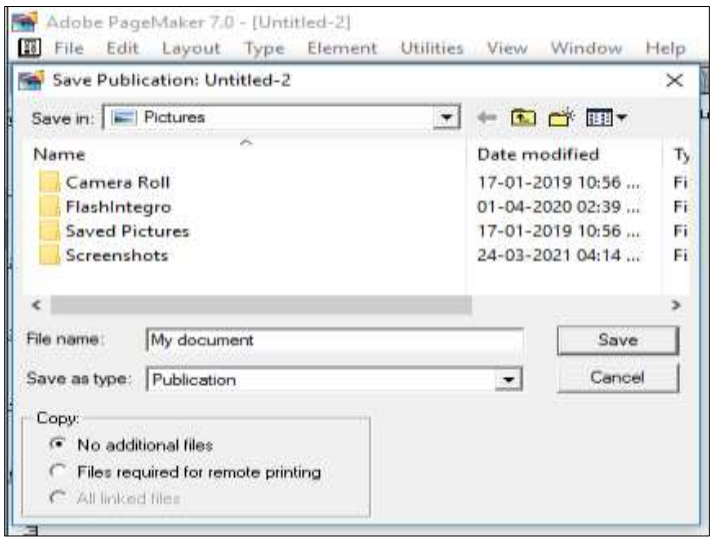
  Shortcut: Ctrl + N



Step to save a new page

- Step 1 : *Click on* **File** *Menu and then click on* **Save As**

  Shortcut: Ctrl + S

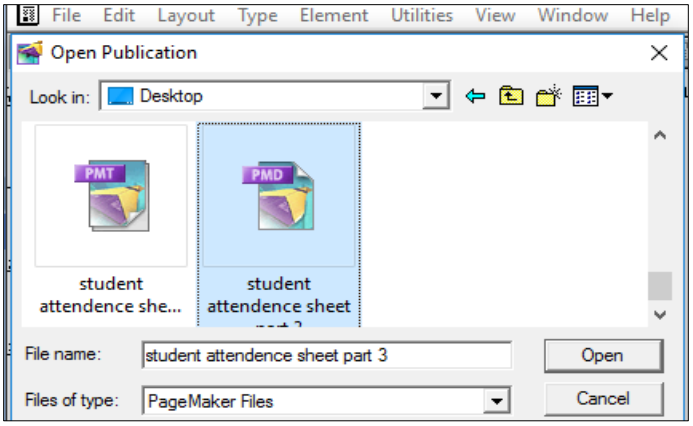


Step 2: *Give any* **file name, Save as type Publication** *and then click on* **Save**

Step to open an existing document

- Step 1 : *Click on* **File** *Menu and then click on* **Open** *,select your document, click on* **Open**

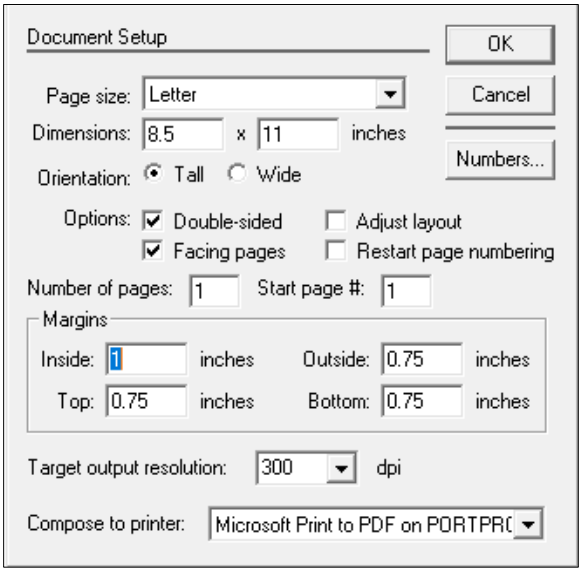
  Shortcut: Ctrl + O



Step to open Document Setup Dialog Box

- Step 1: *Click on* **File** *Menu and then click on* **Document Setup**

  Shortcut: Ctrl + Shift + P



Step to use Fit in window / Actual Size

- Step 1: *Right Click on mouse and chose* **Fit in Window** or **Actual Size**

  Shortcut: Ctrl **+ Right click on mouse**

Step to Hide/Show Tools:

- Step 1 : *Click on* **Window menu** *and then click on* **Hide / Show** *Tools*

Step to Hide/Show Guides:

- Step 1: *Click on* **Window** *menu and then click on* **Hide / Show Guides**

  Shortcut: Ctrl + ;

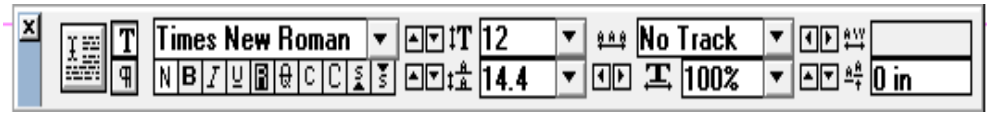
Step to use Text tool to write:

- Step 1: *click on* **Text tool** *and click on the Page*
- Step 2 : *Write Text*

Step to show/ hide Control Palette:

- Step 1: *click on* **Window** *and then click on* **Show/ Hide Control Palette**

  Shortcut: Ctrl + "



Step to incase/decrease font Size:

- Step 1: *Select text using text tool.*
- Step 2: *Click on* **Type** Menu → **Size** → *Chose Size (eg.6,8,10…)*

Or

Shortcut key: Ctrl + Shift + > to increase

Shortcut Key: Ctrl + Shift + < to decrease

Step to move Text:

- Step 1: *Click on the Text*
- Step 2: *Click on Move tool to move the text in the page*

Step to Copy & Paste text:

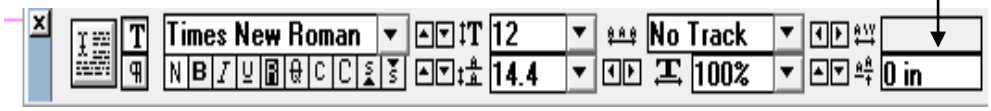
- Step 1: *Select text, then go to* **Edit** → **Copy**

  Shortcut key: Ctrl + C
- Step2: *Click on the page, then go to* **Edit** → **Paste**

  Shortcut key: Ctrl + V

Step to use Kerning

- Step 1: *Select the text and then open control palette by pressing* Ctrl + "
- Step 2: *Write any value from -1.0 to 1.0 and then press* Enter



Hide /show Rulers

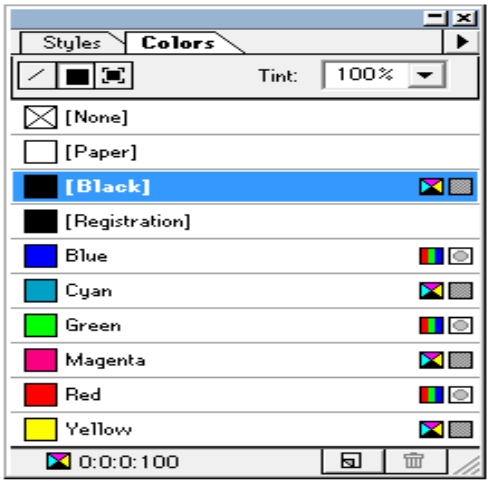
- Step 1: **Window → Show Rulers /Hide Rulers**

  Shortcut key: Ctrl + R

Hide /show Color

- Step 1: **Window → Show Color /Hide Color**

  Shortcut key: Ctrl + J



Step to Change Color of text

- Step 1: *Select the text and Right Click on any Color from colors*

Step to Change Alignment of text

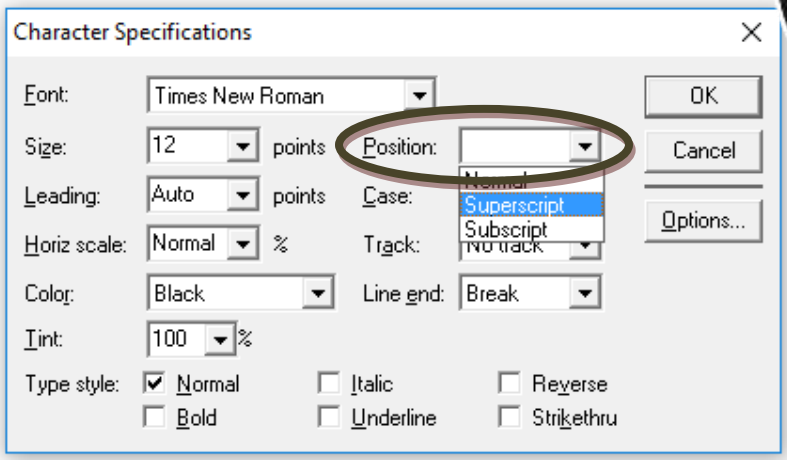
- Step 1: *Select the text* → *Click on* **Type** *menu* → **Alignment** → **Align Right/ Left/Center** *(Choose as per your need)*

Shortcut key:	Purpose
Ctrl + Shift + L	*For left alignment*
Ctrl + Shift + R	*For Right alignment*
Ctrl + Shift + C	*For Center alignment*
Ctrl + Shift + J	*For Justified alignment*
Ctrl + Shift + F	*For Force Justified alignment*

Step to make a superscript / Subscript text

- Step 1: *Select the text and click on* **Type** → **Character**

  <u>Shortcut:</u> *Select the text and press* Ctrl + T

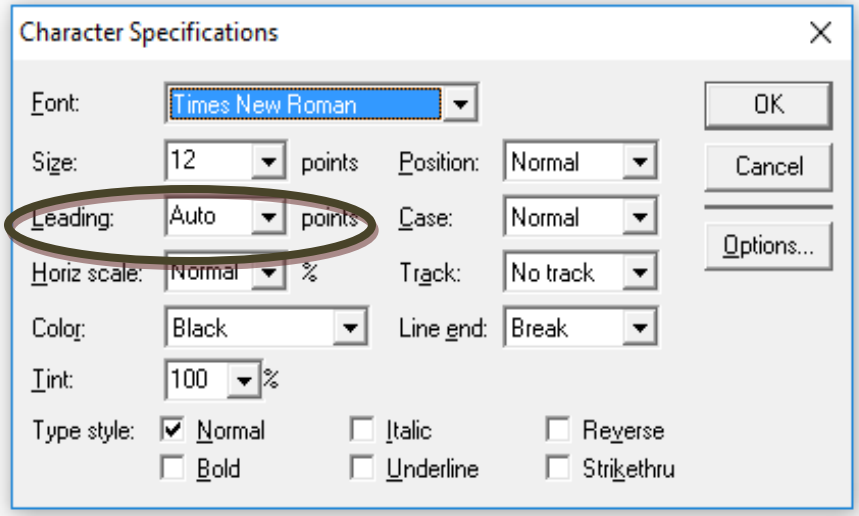


- Step 2: *From the dialog box, choose* **Superscript / Subscript** *from* **Position**

Step to give paragraph spacing

- Step 1: *Select the text and click on* **Type** → **Character**

  Shortcut: Select the text and press Ctrl + T



- Step 2: *From the dialog box, choose any value from* **Leading (eg. Auto,11, 12,…….36)**

Step to insert shapes

- Step 1: *Click on Pointer Tool then click on* **Rectangle Tool**, **Oval Tool** or **Polygon Tool** *(Any One) and draw on the page.*

Step to Color a Shape:

- Step 1: *Click on Pointer Tool then click on* **Rectangle Tool**, **Oval Tool** or **Polygon Tool** *and then click on color.*

Step to Copy & Paste shapes:

- Step 1: *select text go to* **Edit → Copy**

  Shortcut key: Ctrl + C
- Step2: *Click on the page* **Edit → Paste**

  Shortcut key: Ctrl + V

Step to delete a shape:

- Step 1: Select the shape using Pointer tool
- Step 2: Click on **Edit → Clear**

  Shortcut key: Ctrl + Delete

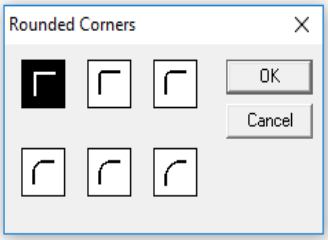
Step to group two or more objects:

- Step1: *Using Arrow tool Select the two or more objects pressing* Shift key *of keyboard*
- Step2: **Elements → Group.**

  Shortcut Key: Ctrl + G

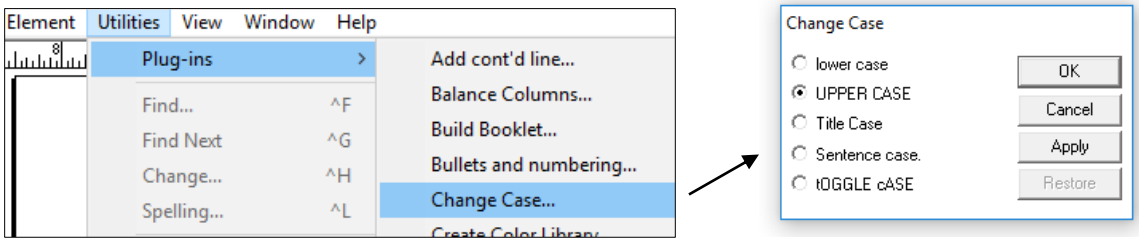
Steps to make rounded corner of a rectangle

- Step1: *Click on the rectangle using Pointer tool.*
- Step 2: *Click on* **Elements → Rounded corners**
- Step 3: *Choose any one Rounded corner Design and click on* **OK**.



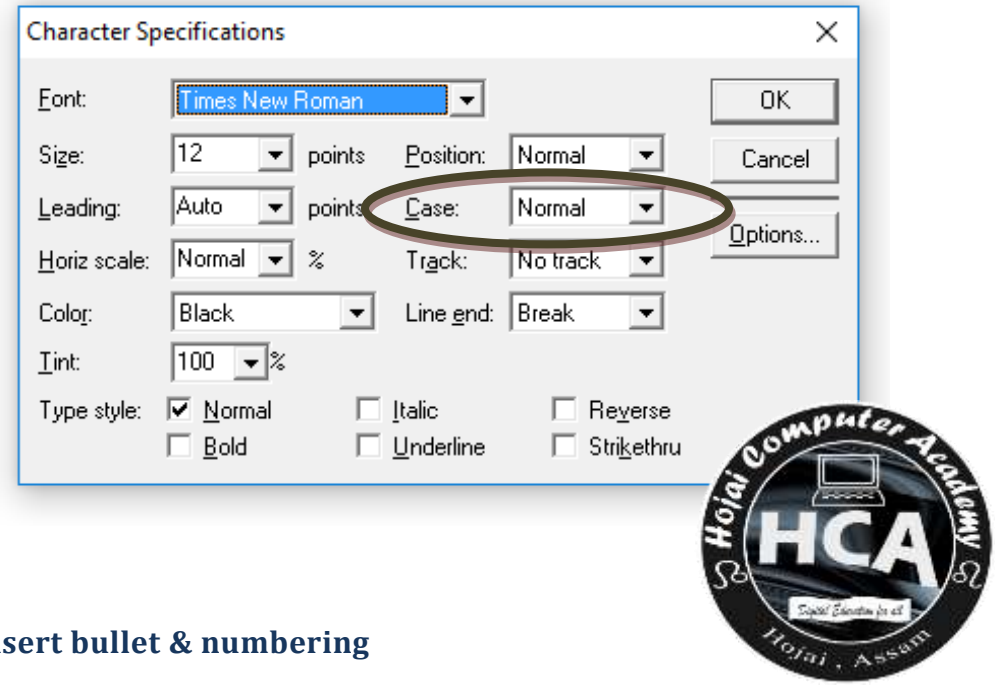
Steps to convert a text into upper case

- Step1: *Select the text using* **Text tool.**
- Step2: **Utilities** → **Plug – ins** → **Change case** *select* **UPPER CASE** *then* **OK**



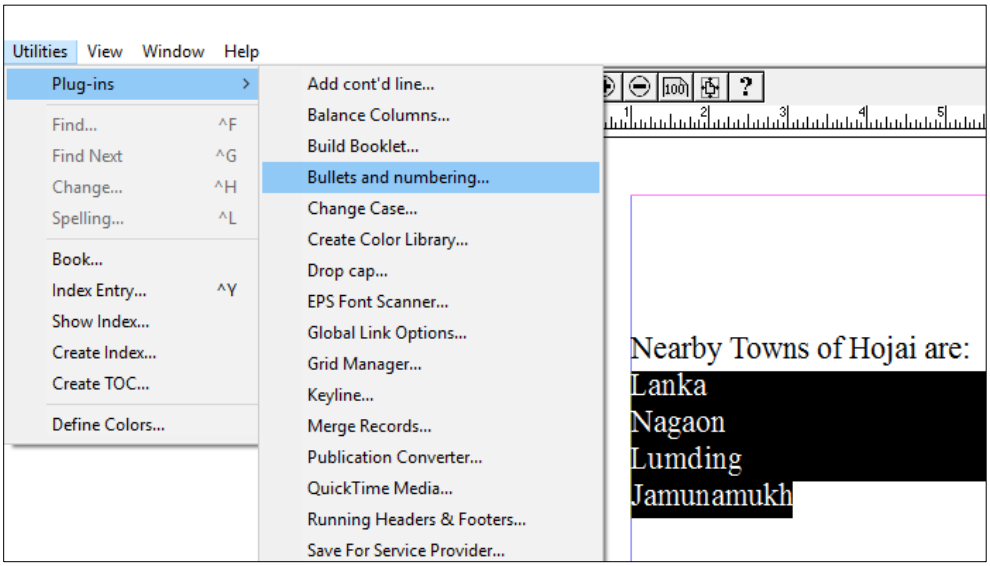
Or

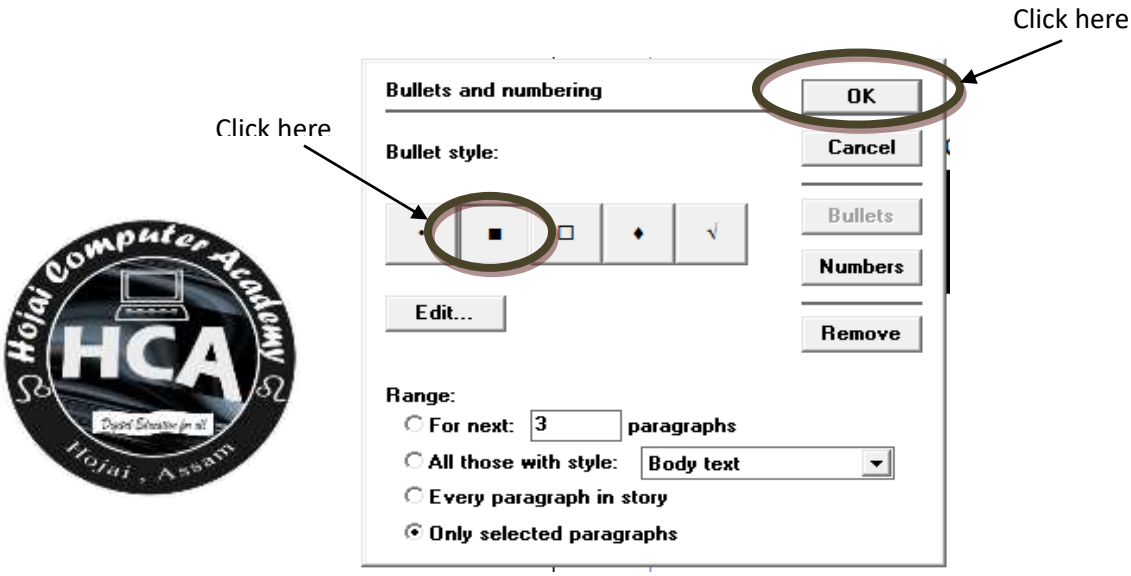
- Step 1: *Select the text then go to* **Type** → **Character** *Then choose* **All caps** *under*



Steps to insert bullet & numbering

- Step1: *select a text.*
- Step2: **Utilities** → **Plug – ins** → **Bullets and numbering**
- Step3: *Select Bullet Style then* **OK**





Step to Zoom the document

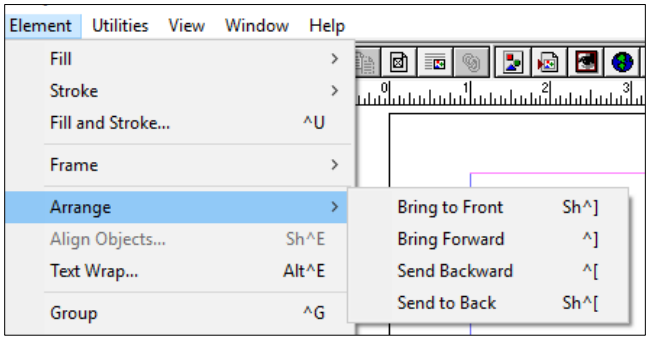
- Step1: **View** ⟶ **Zoom in**

  OR

- **View** ⟶ **Zoom To** ⟶ 25%, 50% etc….

Arrange Objects. (Send to Back/ Front)

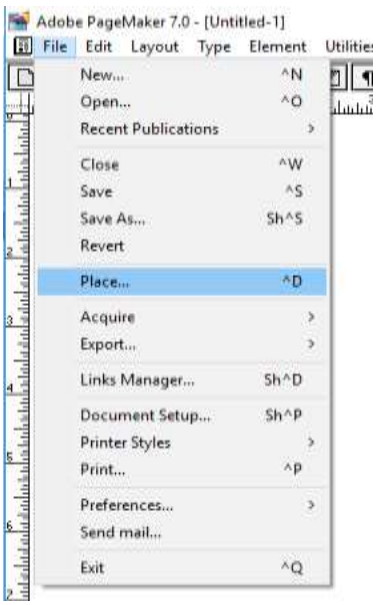
- Step1: *Select the shape that you want to arrange*
- Step2: **Elements** → **Arrange** → *Select* **Bring to front/ send to Back** *etc as per your need.*

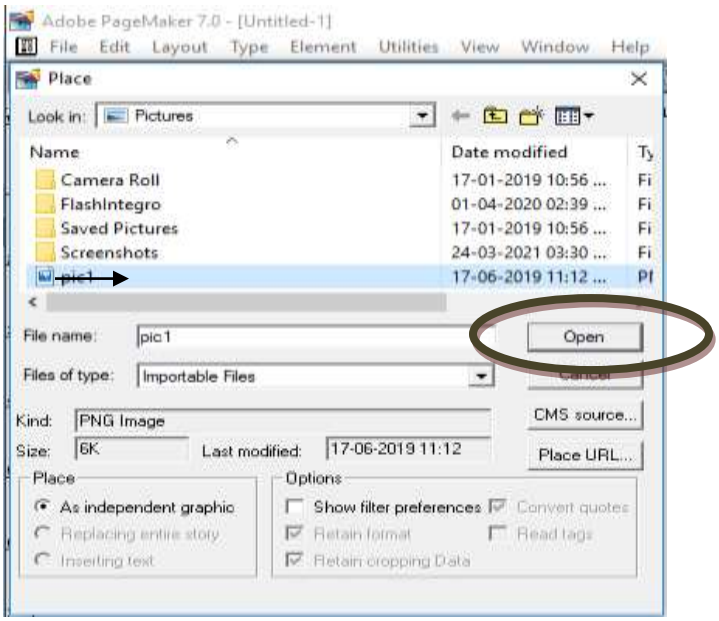


Insert Image

- Step1: *Click on* **File** → **Place** now *choose the picture and then click on* **Open**

Shortcut: Ctrl + D





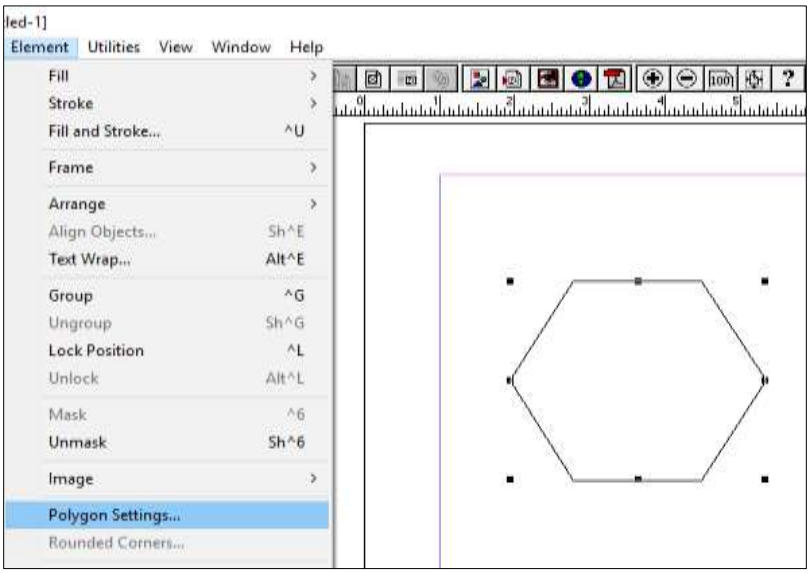
Working with Polygon

- Step1: *Click on* **Polygon Tool** *using* **Pointer Tool and** *draw the image shown in the picture.*
- Step2: *Click on* **Element** → **Polygon settings**
- Step3: *Now increase* **Number of sides** *and* **Star insets** *then press* **OK**

Lock an object

- Step1: *Select the object using* **Pointer Tool**
- Step 2: **Element** → **Lock Position**

  Shortcut: Ctrl + L



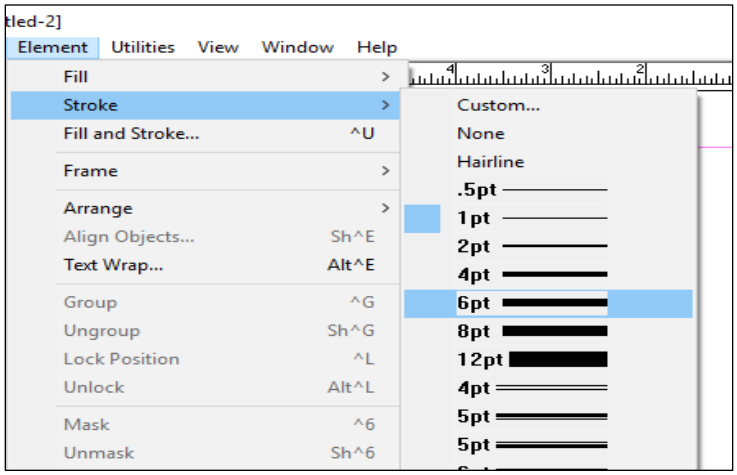
Unlock an object

- Step1: *Select the object using* **Pointer Tool**
- Step 2: **Element** → **Unlock**

  Shortcut: Alt + Ctrl + L

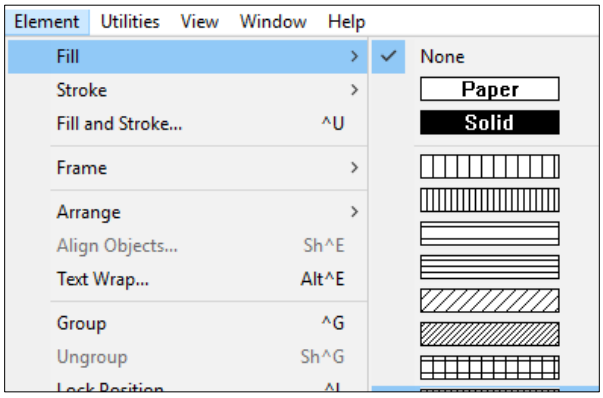
Working with Stroke

- Step1: *Select the object using* **Pointer Tool**
- Step 2: **Element** → **Stroke** *now choose the desired stroke from the list of strokes.*



Working with Fill

- Step1: *Select the object using* **Pointer Tool**
- Step 2: **Element** → **Fill** *now click on the desired Fill options from the list (e.g. Paper, Solid…)*



Working with Column

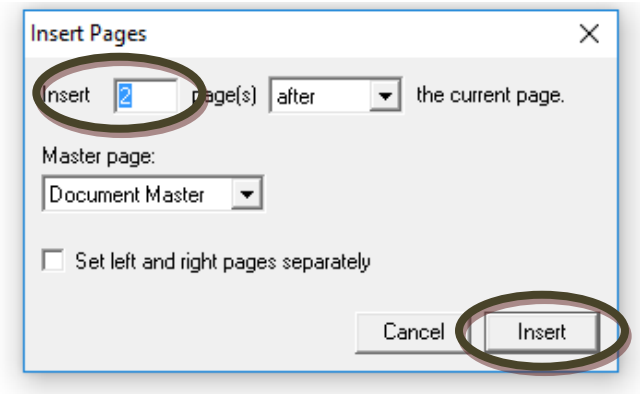
- Step1: **Layout** → **Column Guides**
- Step 2: Now enter the numbers of column you want (Eg. 2,3 or 4)

Inserting new Page

- Step1: **Layout** ⟶ **Insert pages**
- Step 2: *A new Dialog box will be open and then write number of pages (Eg. 1,2,3….) you want to insert* and then press **Insert** button.

Remove Pages

- Step1: **Layout** ⟶ **Remove pages**
- Step 2: *A new Dialog box will be open and then write number of pages (Eg. 1,2,3….) you want to delete* and then click **Ok** button



The End