<u>Adobe PageMaker:</u> 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.



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Step to create new page

Step 1 : Click on File Menu and then click on New Shortcut: Ctrl +

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F	ile	Edit	Layout	Туре	Element
		New			^N
·		Open.			^0

Step to save a new page

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





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

Step to open an existing document

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Step 1 : Click on File Menu and	鱰 Open Publication	ı		×
then click on Open ,select your	Look in: 📃 Deskto	P		* ⊞▼
document, click on Open	PMT	PMD		^
Shortcut: Ctrl + O				
	student	student		
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	File name: studen	nt attendence sheet part	3	Open
	Files of type: PageN	Maker Files	•	Cancel

Step to open Document Setup Dialog Box

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

Shortcut: Ctrl + Shift + P	
Document Setup OK Page size: Letter ✓ Dimensions: 8.5 × 11 inches Drientation: • Tall • Numbers Options: ✓ Double-sided Adjust layout ✓ Facing pages ■ Restart page numbering Number of pages: 1 Start page #: 1	
Inside: inches Outside: 0.75 inches Top: 0.75 inches Bottom: 0.75 inches Target output resolution: 300	HCA B B C C C C C C C C C C C C C C C C C

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

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Shortcut:	Ctrl +	
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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	+	
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Step to incase/decrease font Size:

Step 1: Select text using text tool.



- 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 to use Kerning



Hide /show Rulers

Step 1: Window → Show Rulers /Hide Rulers
 Shortcut key: Ctrl + R

Hide /show Color

✤ Step 1: Window → Show Color /Hide Color

+

Ctrl

Shortcut key:

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Styles Colors			•
	Tint:	1003	* 🗸
🔀 [None]			
[Paper]			
[Black]			
[Registration]			
Blue			
Cyan			
Green			
Magenta			
Red Red			
Yellow			
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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
Ctr1 + Shift + L	For left alignment
Ctri + Shift + R	For Right alignment
ctri + Shift + C	For Center alignment
Ctri + Shift + J	For Justified alignment
Ctrl + Shift + F	For Force Justified alignment

Step to make a superscript / Subscript text



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

Step to give paragraph spacing

	10 A					
Character Sp	ecifications					
<u>F</u> ont:	Times New I	Roman	•			OK
Si <u>z</u> e:	12 💌	points	Position:	Normal	•	Cancel
Leading:	Auto 👻	points	<u>C</u> ase:	Normal	-	0-1-
<u>H</u> oriz scale:	Normal 🔻	%	Tr <u>a</u> ck:	No track	•	Uptions.
Colo <u>r</u> :	Black	-	Line <u>e</u> nd:	Break	•	
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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.

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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
 Step 2: 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

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.

G

+

Rounded Corners	×
	OK Cancel

Steps to convert a text into upper case

- Step1: Select the text using Text tool.
- \div



Or

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

Character Sp	pecifications	×
<u>F</u> ont:	Times New Roman	ОК
Si <u>z</u> e:	12 v points Position: Normal v	Cancel
Leading:	Auto 💌 points Case: Normal 💌	Detions
Horiz scale:	Normal 🗸 % Tr <u>a</u> ck: No track 💌	
Colo <u>r</u> :	Black Line end: Break	
<u>T</u> int:	100 - %	
Type style:	✓ Normal ☐ Italic ☐ Reverse ☐ Bold ☐ Underline ☐ Strikethru	Domphiler Te
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- Step1: *select a text*.
- Step2: Utilities → Plug ins → Bullets and numbering
- Step3: Select Bullet Style then OK

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Utilities	View Window	Help				
Plug Find Find Cha	j-ins I I Next nge	> ^F ^G ^H	Add cont'd line Balance Columns Build Booklet Bullets and numbering) © [@] [2] հոհանունունում ունունունունունունունունունունունունունո		
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Step to Zoom the document

✤ Step1: View → Zoom in

OR

❖ View → Zoom To → 25%, 50% etc....

Arrange Objects. (Send to Back/ Front)

- \div Step1: Select the shape that you want to arrange
- * need.

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Insert Image



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



Unlock an object

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



Working with Stroke

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

Element	Utilities	View	Window	Help	_	
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Text V	Vrap		А	lt^E		4pt
Group	Group			^G		6pt
Ungro	oup		SI	h^G		8pt 🔤
Lock	Position			^L		12pt
Unloc	Unlock		A	lt^L		4pt
Mask				^6		5pt
Unma	isk		S	h^6		5pt

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...)



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	Fill				>	~	None
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	Fill a	nd Stroke			^U		Solid
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	Ung	roup		Sł	n^G		
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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

Insert Pages	×						
Insert 2 page(s) after the current page.							
Master page:							
Document Master							
Set left and right pages separately							
Cancel Insert	D						

