



# Basic/Intermediate Adobe PageMaker training course

## Course objective

Adobe PageMaker is a powerful page layout tool that can be used in creating professional publications. In this course, you will learn the basic techniques and skills that will enable you to create a variety of publication types.

## General information

- ▶ Hands-on exercises familiarise delegates with the concepts and operations.
- ▶ Following *Basic/Intermediate Adobe PageMaker* training, delegates are entitled to 30 days email support from Armada to help with any post-training issues.

## Who should attend?

*Basic/Intermediate Adobe PageMaker* training is suitable for newcomers to Adobe PageMaker or those with a small amount of experience using the software.

## Duration

Two days.

## Courseware and certification

Delegates receive comprehensive Adobe courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

## What version of PageMaker is covered?

As an *on-demand* training course (for your group), *Basic/Intermediate Adobe PageMaker* training can be based on any recent version of PageMaker.

## Location, price and further information

Courses can be based at our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorways) or at your venue.

For pricing and further information, please see:  
[www.armada.co.uk/coursepagemaker.htm](http://www.armada.co.uk/coursepagemaker.htm).

## Course outline

### ▶ Module 1: Creating a newsletter

The PageMaker environment  
Document setup  
Typing text and manipulating text blocks  
Basic text formatting  
Importing and manipulating graphics  
Using master pages

### ▶ Module 2: Using text

Importing text  
Spacing text  
Indenting text  
Using tabs  
Using styles  
Using the story editor

### ▶ Module 3: Using graphics

Drawing shapes  
Applying colours  
Text wrapping  
Manipulating graphics  
Cropping graphics  
Inline graphics

### ▶ Module 4: Printing with PageMaker

Creating and applying spot colours  
Updating links  
Creating a booklet

### ▶ Module 5: Creating an identity system

Creating templates  
Using templates  
Drag and drop between documents  
Using a library

*continued...*



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▶ **Module 6: Formatting using advanced typography**

- Choose typefaces
- Align type
- Align type to a Grid
- Kern type
- Hyphenate text
- Create type effects

▶ **Module 7: Applying advanced layout techniques**

- Use graphics frames
- Use layers
- Adjust layout automatically
- Create multiple master pages

▶ **Module 8: Applying colour management and printing**

- Define CMYK and spot colours
- Create printer styles
- Print colour separations

▶ **Module 9: Creating tables**

- Creating a new table
- Import table text
- Format text
- Format a table
- Change borders and shading
- Use tables in PageMaker

▶ **Module 10: Creating Acrobat PDF documents**

- Export a PDF document
- Create a PDF for print
- Set up hyperlinks
- Create a PDF for the Web