



4D Group

## PageMaker Introduction

### Who would benefit?

This course is for those who wish to understanding and create effective publications using PageMaker.

### Objective

To give individuals the ability to create and modify a publication to a professional standard.

### Content

- Discuss individual's needs
- Create a publication
- Layout view
- The toolbox and control palette
- Insert and placing a heading
- Add column guides
- Place text
- Create a new page
- Insert a headline
- Insert and place a graphic in text
- Control text wrap
- Text wrap an irregular shape
- Create drop shadows
- Use the polygon tool
- Create a mask
- Use drop caps
- Story editor
- Placeholders
- Create and edit layers, master pages and styles

### Duration

One day

### Further level

PageMaker Advanced