Adobe PageMaker Tutorial

Introduction

This tutorial is designed to give you a basic understanding of Adobe PageMaker. The handout is designed for first-time users and will cover a few important basics. PageMaker is a desktop publishing program. It is used to create documents with a complex layout of text and graphics, such as brochures, pamphlets, newsletters, fliers, reports etc. It offers certain functionalities of a graphics program, and is therefore more suited to organizing pages compared to a word processing program (especially when including graphic images in the document).

This handout walks you through creating a report containing graphic images in PageMaker.

To open PageMaker in the Open Access Labs go to:

Start ▶ Programs ▶ Applications ▶ Graphics ▶ Adobe PageMaker

How to Create a New Document

Upon starting PageMaker you will see a screen offering you a variety of initial choices of templates upon which to base your publication. In our case, we will start with a blank presentation. After becoming familiar with PageMaker we can always choose one of the templates to create our publication. Close the templates-options screen by clicking on the **Close** button located on the top right corner of the screen.

Go to: **File ▶ New**. A dialogue box showing the **Document Setup** similar to Figure 1 will appear. Here we can specify the page dimensions, orientation, margins, number of the pages etc. Set the inside margin to "1", all other margins to ".75" and the page size to "Letter".

Figure 1

When done, click **OK**. We can return to this window by clicking on: **File ▶ Document Setup**, and change or modify any of the settings at a later stage. We now have a new document open in

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R Barnett

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