

Module 1 – Getting Started with PageMaker

- What is Desktop Publishing
- The PageMaker Screen
- The Menu System
- Opening a File
- Text Blocks/Story

Module 2 – Creating a Flyer

- The Project
- Saving the File
- Entering Text
- Font Style, Font Size, and Alignment
- Placing a Graphic
- Printing
- The Finished Product

Module 3 – Create a Tri-Fold Brochure

- The Tri-Fold Brochure
- The Layout
- Using Guides
- Placing a Document
- Viewing Options
- Squares and Rectangles
- Color
- Multiple Selections
- Grouping
- Rotating Text and Graphics
- The Finished Product

Module 4 – Creating an Invitation

- The Project
- The Layout
- Leading
- Tabs/Indents
- Color
- Front and Back
- The Finished Product

Module 5 – Creating Business Cards

- The Project
- Creating the Layout
- Saving a Template
- Line Drawing
- Tracking/Kerning
- Grouping

Module 6 – Creating a Newsletter

- The Project
- Creating the Layout
- Master Pages
- Page Numbering
- Columns
- Different First Page
- Styles
- Spacing
- Continued on Next Page
- Drop Caps
- Table of Contents
- The Cropping Tool
- Text Wrap