

# Adobe PageMaker II and III: Creating a Newsletter

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*A Workshop for San Diego State University Students*



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## Where to Find Help When You Need It

### ***Student Computer Help Web Site***

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to:

<http://rohan.sdsu.edu/~students>

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<http://rohan.sdsu.edu/~bats/>

### ***Help in the Love Library Student Computing Lab***

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-224

|               |                    |                   |
|---------------|--------------------|-------------------|
| <b>Hours:</b> | 10:00am – midnight | Sunday            |
|               | 7:00am – midnight  | Monday - Thursday |
|               | 7:00am - 6:00pm    | Friday            |
|               | 10:00 am - 6:00pm  | Saturday          |

### ***N Help from the Student Computing Help Desk***

**Phone:** 594-3189

**Location:** Love Library 220

|               |                 |           |
|---------------|-----------------|-----------|
| <b>Hours:</b> | 8:00am – 4:30pm | Monday    |
|               | 8:00am – 4:30pm | Tuesday   |
|               | 8:00am – 7:30pm | Wednesday |
|               | 8:00am – 7:30pm | Thursday  |
|               | 8:00am – 4:30pm | Friday    |

**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

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# Creating a Newsletter

*In this class we will create a two-colored newsletter featuring the Library palette, imported duo-tone photographs, and a page with mixed column layouts. In addition to practicing page layout and typography skills, you will learn effective use of Change and Spelling command in the Story Editor.*

## Start the publication

1. Choose File, New
2. In the Setup dialog box, change the dimensions, the orientation, page, and margin options.  
For this newsletter the dimensions will be 9 by 16, double-sided, facing pages with 2 pages. The margins are all set to .75. Chose 2400 dpi for the resolution.

## Changing the units of measurement

1. Choose File, Preferences, General
2. Choose picas for Measurements In and also for Vertical Ruler.
3. Click Ok.

## Setting up the master pages

### Setting up columns

If we set the columns on the master page, they will appear on all pages that use this master page.

1. Click the master page icon at the bottom of the document window to display the left and right master pages.
2. Choose Layout, Column Guides and specify 3 columns with 1 pica 6 points of Space Between Columns (enter as 1p6).
3. Click Ok.

### Creating the running head

The title of the newsletter will appear at the top of every page. To make this happen we will set up the title as a running head on the master page.

1. Using the zoom tool magnify the top of the master page.
2. Drag a guide down to 3p1.
3. Select the text tool and drag a text column across the entire width of the page above the columns.
4. Type in the title of your newsletter. (Adventure—Travel)

**Note:** To type an em dash hold down Alt+Shift as you type a hyphen.

5. With the text tool select the text. In the Control palette, change the font type, size, and options. (Choose MyriadMM 830 BL 300 CN and size 10)
6. Choose all caps to make the text uppercase.
7. Choose the paragraph view icon and change the left and right indents (18 picas for each).
8. With the text still selected change the text alignment (Force Justify Alignment).
9. With the pointer tool, position text on the guide and resize to full width of page.
10. Copy this header and paste on the right page.

## Suppress Master Page Items

We don't want the header to appear on the title page.

1. Click the page icon 1.
2. Choose View, Display Master Items to deselect it.

## Adding Guides

Drag the guide ruler down from the horizontal ruler. You will need to watch the Control palette as you drag, so that you can accurately position the ruler. Make guides at 25p6, 49, 53p3, 58p8

## Placing Art

For the graphics for this publication the clipart was stored in a library in order to conserve disk space.

1. Choose Window, Plug-in Palettes, Show Library. In the Library palette, choose Open Library from the palette menu. (Open 06Lib.pml)
2. If you don't see both images and titles, choose Display Both from the palette menu.
3. Drag the 'AT Logo-Heading' from the library to the desktop.
4. Align the left edge with the left margin and the top of the Volume 23 with the to margin.

5. Drag the 'LeapDuo' from the Library palette to the layout, position the graphics along the left page margin and under the guide at 25p6.

## Placing the Text

PageMaker has multiple options for placing text. You can use the fully automatic text-flow options (Autoflow) or you can use Manual Flow. The Autoflow command would place the text in all three columns immediately. For our example we will use the Manual Flow command.

1. Display the page at Actual Size.
2. Choose File, Place, and open 06TextA.doc
3. By default the manual text flow icon will appear. Hold down Shift to change to the semiautomatic text-flow icon.
4. Continue to hold down Shift and click inside the left column, starting several picas below the photograph. You'll position the text more precisely later.
5. Holding down the Shift, click inside the second column at the same position to fill the second column.
6. Click the pointer tool in the toolbox to switch the cursor. We will work with the rest of the story later.

## Formatting the Bungee article

Often you have already created another publication with the styles you want, to save time you can import that style

### Importing styles

1. Choose Type, Define Styles, and click Import in the Define Styles dialog box.
2. Select 06Styles.p65. Click Ok.

### Adding heads, graphics, and styles

1. Select the text tool and click an insertion point anywhere in the article you just placed. Choose Edit, Select All.
2. Apply one of the styles you just imported. Choose Type, Style, Body Text.
3. Select the pointer tool, and then click the top windowshade handle of the first column. The loaded text cursor appears so that you can create a new first text box, connected to the rest of the story.
4. Drag the loaded text cursor to create a new text box across the top of the two columns under the photo. Align this with your guides

5. Select the text tool, click in the first head (Bungee Jumping in Mexico) and apply the Head 1 paragraph style.

### Tracking and kerning

Tracking adjusts the space between characters evenly, adding or removing space between each pair of characters.

Kerning is another technique for controlling texture in type. Kerning is an adjustment of letter space between individual pairs of characters.

1. Select the text tool, select the entire Bungee Jumping in Mexico headline, and then choose Type, Expert Kerning.
2. Set the Kern Strength to .8 and the Design Class to Display. Click Ok.
3. Locate the paragraph that begins For a honeymoon.. and apply the Head 2 Paragraph style.

### Adding a graphical drop cap

1. Select the text tool and delete the L from the phrase "Let me say..." at the beginning of the body text for the article.
2. Select the point tool, drag the LCap out of the library and position it near the beginning of the article.
3. Select the text tool, click three times in the first paragraph of body text to select the entire paragraph, and then switch to the paragraph view of the Control palette. Change the first line indent from 1 pica to 0.

### Fixing a widow

1. Display the Character view on the Control palette
2. With the first paragraph still selected, click the Decrease Kerning button in the Control palette once or twice until the single word moves up one line.

### Placing the circle graphic

This photo has text wrap already applied to it. It's also a mask, which allows the photograph to be cropped using a circle drawn in PageMaker. The circle and mask are already grouped together to make them easier to position.

1. Drag the Circle Photo from the library onto the pasteboard.
2. In the Control palette, select the top left corner of the Proxy icon, type 15p for X, type 69p9 for Y, and then click the Apply button.

## Adding the continuation line

Before we tell the reader where the article continues, we need to first place the rest of the article.

1. With the pointer tool selected, select the text block in the second column, and load the text by clicking the bottom of the windowshade handle.
2. Go to the second page. Hold down Command to toggle from manual to automatic flow. Click in the top of the left column to place the text. All remaining text will be placed on the publication.
3. Return to first page, and select the text block in the second column.
4. Choose Utilities, Plug-ins, Add Cont'd Line. In the dialog box that appears, select Bottom of Text Block and click Ok. If you choose Top of Text Block, PageMaker adds a line at the top that says "Continued from page..."
5. To change the styles, choose Windows, Show Styles to display the Styles Palette. Holding down the Command as you click the Cont. On style in the Styles palette.
6. Click Char..., and choose AGaramond for Font, choose both Bold and Italic for Type Style. Choose 9 for size and 14 for leading. Click Ok, and then click Para. To remove the ruling lines from the style definition, click Rules, and then deselect Rule Above Paragraph and Rule below Paragraph. Hold down Option as you click Ok to close all dialog boxes.

## Adding Editor's Note

The editor's note will be a sidebar of our publication and rest of top of a screened blue rectangle. The rectangle serves as a focal point and visually unifies the top and bottom of the page.

### Creating the blue background

1. Return to page 1 and select the rectangle tool. Drag a tall narrow rectangle on the pasteboard to the right of page 1. Do not worry about the size right now.
2. With the rectangle selected, point to the top left reference point of the Proxy icon in the Control palette. In the Control palette type 19p6 for W, and 77p6 for H, and then press Enter.

3. Choose Window, Show Colors to display the color palette. With the rectangle selected, click the both button, click PANTONE Blue 072 CV and then choose 20% Tint.
4. Zoom and move the page so you can see the bottom right corner of the page. Select the pointer tool and drag the rectangle so the bottom right corner lines up with the bottom right corner of the page.
5. Choose Element, Arrange, Send to Back so the blue background is behind the photos.
6. Choose Element, Lock Position.

### Placing and formatting the text.

1. Choose File, Place and double-click 06TextB.doc. Click the loaded text icon in the right column.
2. Select the Text tool, click in the story, choose Edit, Select All. Apply the Sidebar Text paragraph style.
3. Select the pointer tool and select the text block. In the Control palette, select the top left reference point, type in 35p6 for X and 50p4 for Y then press enter.
4. Zoom in on the top of the article. Select the rectangle tool and draw a rectangle over the "Editor's Note". Draw it as wide as the column. Select the rectangle with the pointer tool, and in the Control palette type 19p for W and 2p4for H. Press Enter
5. Display the color palette, choose the both button and apply PANTONE Blue 072 CV.
6. Choose Element, Arrange, Send Backward.
7. Select the text tool and highlight "Editor's Note" and apply the SideHead paragraph style.
8. Select the blue rectangle, if you can't because the story is in the way, hold down Command and click the text box.
9. With the up and down arrows move the box directly behind the text.
10. Group the items by selecting the text box and the rectangle and choose Element, Group.
11. Select the text tool and click in the first paragraph, from the Control palette change the first line indent from 1p to 0.

## Finish the Bungee article

1. Click on the page 2 icon.
2. Add a horizontal ruler guide at 57p, 61p8, and 70p4.
3. Drag the left text box up to the 61p8 guide. Then drag the second column to the 57p guide.

4. Click the windowshade handle at the bottom of the second column and flow the rest of the text into the third column.

## Formatting the Kayaking article

The Kayaking with Crocs article is part of the same story we have been working with.

1. Zoom in on the middle of the second column. Apply Head 1 style to the words "Kayaking with Crocs"
2. Choose Type, Expert Kerning to apply this to the same text. Type .8 for kern strength and choose Display form the Design Class. Click Ok.
3. Make a column break before this headline. Click anywhere in the headline, choose Type, Paragraph. Select Column Break Before in the options sections. Click Ok.
4. With the text tool, click the insertion point in the paragraph which begins "A short tale..." and apply the Head 2 style.
5. Drag the Kayaking Photo out of the library to the top of the third column.
6. Drag the bottom of the window shade to reveal the whole story.

## Position the pull quote

1. Select the rectangle-frame tool from the toolbox. Draw a frame on the pasteboard.
2. Choose Element, Text Wrap. For Wrap Option, select the second icon (rectangular wrap). Type 0p9 for all values and click Ok.
3. With the frame selected, display the Color palette, click the fill button and select PANTONE Blue 072 CV. Choose Element, Stroke, 6pt.
4. Click the top reference point in the Control palette. Type -39p9.5 for X, 24p5.5 for Y, 10p2 for W, 14p3 for H, then press enter.
5. With the frame selected choose File, Place. Select the 06TextC.doc.
6. Select the text tool, click the insertion point in the pull quote text, choose Edit, Select All and apply the Pull Quote style.
7. Place a return at the beginning of the text. With the left arrow move to the top of the text box.
8. Choose File, Place and select 06Art1.eps.
9. Select the frame with the pointer tool, choose Element, Frame, Frame Options. Type 0 for all insets. Click Ok.
10. Select the text tool, triple-click the photograph in the pull quote to select the paragraph. In the Control palette Character

view, type 38 for leading and then press return.

11. Select the text tool and place the insertion point in the first line. In the Control palette Paragraph view, type 1 pica for space before the paragraph and then press return.

## Laying out the Tibetan Treks sidebar

### *Place the sidebar title*

1. Drag the Side Head graphic onto the page, positioning it at the top left of the empty area at the bottom of the page. Fine-tune the positioning so the left edge snaps to the left margin and the top edge aligns with the guide at 57.

### *Place the background graphic*

1. Select the Tibetan Treks graphic and drag it to the bottom of the page. Fine-tune its position, so that the left and right edges are against the left and right edges of the page, and the top edge aligns with the bottom of the blue rectangle with the text.
2. Select the sidebar title graphic and choose Element, Arrange, Bring to Front.
3. Select the Tibetan Treks photo. Display the Colors palette and apply PANTONE Blue 072 CV.

### *Apply special effects to a photo*

For the type to be readable over the photo, the photo should be lighter.

1. Choose Element, Image, Image Control. Experiment by clicking different buttons above the graph and with click the Lightness and Contrast controls. These buttons produce an immediate affect. Click apply to see the effect.

### *Placing the text in two columns*

1. Choose Layout, Column Guides. Enter 2 for the number of columns. Click Ok.
2. Choose File, Place and double-click 06TextD.doc. Hold down the Shift key as you place the text on the page aligning it in the top of each column.
3. Select the Text tool, click in the new story, and choose Edit, Select All. Display the Styles palette, and apply the Sidebar Text style.

4. Select the text tool, and click an insert point in the first paragraph of the text you just placed. In the paragraph view of the Control palette, change the first line indent from 1 to 0.
5. Select the pointer tool. Drag the TCap from the Library palette and place it so it aligns with the left edge and the bottom of the fifth line.
6. Delete the first letter of the story, the T.
7. Select the text tool. Triple-click the second paragraph in the article, and then hold down Shift as you click the last paragraph.
8. From the Control palette, character view, change the track from Normal to Tight.

### **Finding and changing text**

1. Click in the story you want to edit.
2. Choose Edit, Edit Story.
3. Choose Utilities, Change.
4. Enter the text you want to change in the Find What. Enter the text you want to replace with in the Change To.
5. You can click Change All to change all instances. However, Change All should be used with great caution to avoid unintended results.
6. Click Find. Look at the found word highlighted in the story window. If it is one you want to change, click Change & Find.
7. When finished close the Change dialog box.

### **Check Spelling**

1. From story editor, choose utilities, spelling. Select Alternate Spellings and select Show Duplicates, leave Current Publication selected, select All Stories, and then click start.  
The Alternate Spellings option makes PageMaker suggest alternate spellings for questionable words.
2. PageMaker may come upon a word that you want to add to the diction so that PageMaker will recognize it in the future. Click Add. PageMaker presents the words with suggested hyphenation, indicated by the tilde characters (~), and proposed to add it as all lowercase.  
 ~ most desirable hyphenation  
 ~~ acceptable but not ideal hyphenation  
 ~~~ least preferable hyphenation
3. Click ok. Click Continue.
4. When the message Spell check complete appears in the dialog box, click the top left corner.