

Lesson 4

Jewelcase booklet



In this lesson you will create the eight-page booklet titled Architectural Treasures of Italy, featuring eight color photographs of historic Italy. For best results, this booklet needs to be printed on a printing press. To print color art on a commercial printing press, your service provider will separate each page containing composite art into its component colors by creating a film separation on an imagesetter for each ink—cyan, magenta, yellow, black (CMYK), and any spot colors. A commercial printer uses these film separations to create the printing plates used on the press.

Designed to accompany a CD-ROM, this publication fits in the front cover of a CD-ROM jewelcase. It's easy to get the right dimensions, because the PageMaker application includes a page size already established for this exact purpose. Before printing this booklet on a commercial printing press, you must specify a custom paper size larger than the page size to accommodate the printer's marks (cropping marks) and page information.

This lesson covers:

- Specifying columns of unequal width
- Working with layers
- Creating a bordered frame
- Reversing text out of a frame
- Adding rules to a paragraph
- Flowing text semi-automatically
- Modifying an image using the Image Control command

It should take you approximately 2 hours to complete this lesson.

Before you begin

All files and fonts needed to assemble this booklet are found on the *Adobe PageMaker Classroom in a Book* CD-ROM in the folders 04Project and PM6CIBFonts, respectively.

Opening an existing document

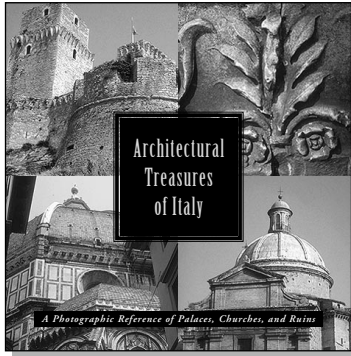
Let's take a look at the final version of the booklet you will create in this lesson.

- 1** Before launching PageMaker, return all settings to their defaults, deleting the PageMaker 6.5 preferences file. See "Restoring default settings" in Lesson 1.
- 2** In addition to the commonly-used fonts listed in the Introduction, make sure AGaramond, AGaramond Bold, AGaramond Semibold Italic, and Birch are installed.

Windows only: Because of the way Windows handles fonts, *AGaramond Semibold Italic* appears in the ATM Fonts list as **AGaramond, Bold Italic** (notice the comma), while *AGaramond Bold* appears as **AGaramond Bold**. However, neither **AGaramond Semibold Italic** nor **AGaramond, Bold Italic** appear in font menus in Windows applications. You must apply bold and italic to **AGaramond** to use *AGaramond Semibold Italic*.

- 3** Launch PageMaker.

4 Choose File > Open, and double-click the 04Final.p65 file in the 04Project folder.



The full view of the first page displays a variety of text and graphic elements. The page icons indicate the booklet consists of eight pages.

5 If the publication window does not fill the screen, click the Maximize button in the title bar to expand the window.

6 Click the page icons to page through the booklet, and then click the page 1 icon to display the first page.

7 Choose View > Show Guides to display the guides used to assemble this booklet.

Talk with your printer

Designed to be printed on a commercial printing press, this booklet features images that were saved as CMYK TIFF files, making it easier to create the film separations.

To reduce the demand for disk space on your system, these images were scanned at a resolution of 100 dpi. Since it is likely that your printer would recommend printing this sort of publication at a line screen frequency of 150 lpi, in a real environment these images would have to be scanned at 300 dpi (double the selected line screen frequency) to meet the printing requirements of this publication.

To successfully print a design like this one, which has images that touch the edge of the page, you must allow the images to extend or *bleed* beyond the trim marks of the page. A bleed allows for inaccuracies of the press and trimming equipment. Your printer can tell you the optimum bleed size for this job. So that you can better visualize the printed piece, the images in 04Final.p65 do not bleed, nor will they bleed in the version you create.

As discussed in lesson 2, adjacent colored objects in a design require trapping. After verifying the trapping specification, the size of the bleed, and the line screen frequency with your printer, talk with your service provider to determine who will perform the prepress tasks and how you should deliver this publication to your service provider.

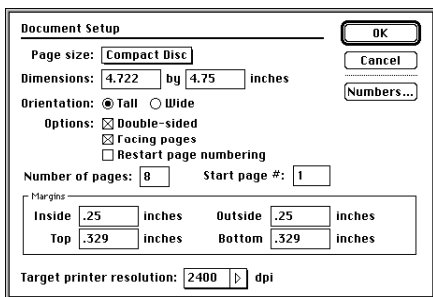
Assembling the master page

For these left and right master pages, you will specify column guides, create graphic elements, and specify automatic page numbering.

Creating a new publication

After setting the options in the Document Setup dialog box, you will save and name your publication.

1 Choose File > New, and choose Compact Disc for Page Size. Type **8** for Number of Pages, type **.25** for Inside, **.25** for Outside, **.329** for Top, and **.329** for Bottom to set the margin guides. Set the Target Output Resolution to 2400 dpi, and choose (Windows only) the AGFA-ProSet9800 for Compose to Printer. Then click OK.

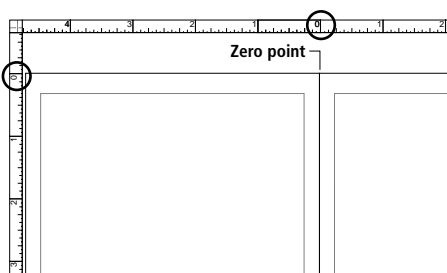


The publication window displays the first page of the untitled publication with the specified page dimensions and margin guides. Unless you specify otherwise, page number 1 of a double-sided publication is assigned to the first right page in the publication.

2 Choose File > Save As, and type **04Work.p65** for Name, open the 04Project folder if necessary, and click Save.

3 Click the page 2 icon to view the second and third facing pages.

The zero point is aligned with the intersection of the top, inside edges of the facing pages. (In previous lessons, you assembled single-sided publications, where the zero point is aligned with the top left corner of the page.)



Establishing preferences

Because you use the rulers to set up guides, it's a good idea to choose a measurement system before you begin laying out your pages. You'll also reduce the size below which PageMaker displays text as gray lines in layout view.

1 Choose File > Preferences > General.

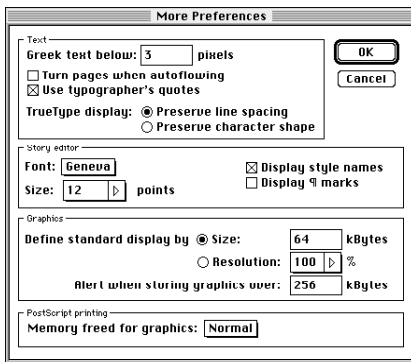


To open the Preferences dialog box, double-click the pointer tool.

2 In the Preferences dialog box, choose Picas for both Measurements In and Vertical Ruler, and then click More.

Remember: 22p9 means 22 picas and 9 points.

3 In the More Preferences dialog box, set Greek Text Below to 3. Leave all other settings at their default values. Hold down Shift (Windows) or Option (Macintosh), and click OK to close the dialog boxes.



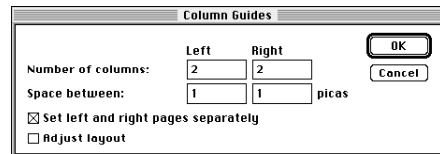
Specifying columns of unequal width

PageMaker automatically creates columns of equal width when you specify multiple columns. In this project you will create unequal columns, using the pointer tool to drag the column guides to the positions you want.

1 Click the master-page icon (⌘P) in the lower left corner of the publication window.

PageMaker displays the facing master pages and highlights the master-page icon. These pages display the margin guides you specified in the Document Setup dialog box, with the zero point aligned with the intersection of the top, inside edges of the facing pages.

2 Choose Layout > Column Guides, and type 2 for Number of Columns, select Set Left and Right Pages Separately (just to see that you can specify different numbers of columns on the left and right pages), and click OK.



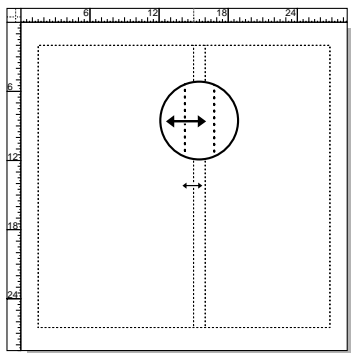
PageMaker automatically creates columns of equal widths, filling the entire image area between the margin guides.

You'll now move the column guides.

To maintain the specified space between columns, the guides of adjacent columns move together. It is important that you drag and position the correct guide. The locations specified are for the right guide in column 1, not the left guide of column 2.

3 Select the pointer tool (if necessary). On the right master page, position the pointer on the right column guide of column 1.

(See the illustration.) Then drag the column guide until it is aligned approximately with the 15p mark on the horizontal ruler.



4 On the left master page, drag the right column guide of column 1 until it is aligned approximately with the -13p6 mark on the horizontal ruler.


Note: Since the left page is positioned to the left of the zero point, all X coordinate values for the left page are less than or equal to zero.


5 Choose File > Save.


Drawing a circle

After drawing a small circle, you will use the Control palette to resize it, and the Colors palette to fill it with the color black.

1 Magnify the lower left portion of the left master page.

2 Select the ellipse tool () in the toolbox, hold down Shift (to constrain the ellipse to a circle), and drag to draw a small circle of any dimension.

3 In the Control palette, make sure the Scaling button is toggled to proportional scaling (). Type **1p2** for W (width) and press Tab. (Because you selected proportional scaling, PageMaker automatically enters 1p2 for H.) Press Enter or Return to resize the circle.

4 In the Colors palette click the Both button () and click [Black] to apply the color black to the stroke and fill of the circle.

Placed on the master pages, the circle will serve to frame the page numbers.

5 Choose File > Save.



Setting automatic page numbering

To number all pages in a publication automatically, you can place page-number markers on the master pages. After you place the page number marker in a black circle on the left page, you will copy and paste them to the right page, and reverse the colors.

1 Select the text tool (**T**), and drag to define a text block on top of the black circle, making it approximately the width of the circle (exact height is not important).

If your cursor jumps to the column guide, drag again over the circle.

You need to reverse the text so it will stand out on the black circle. You'll set the text attributes before you type the page-number marker so you can see what you type.

2 In the Control palette, choose AGaramond (Regular) for Font. Type **9** for Size () and click the Bold (**B**), and Reverse buttons ()

Remember that when you click a button in the Control palette, PageMaker applies any values you've typed as well as the action for the button.

Note: Because of the way fonts are defined, when you apply bold to AGaramond, PageMaker actually uses AGaramond Semibold. On the Macintosh, you can get the same result if you select AGaramond Semibold directly.

3 Hold down Ctrl and Alt (Windows) or Command and Option (Macintosh), and press **p**.

The page-number marker LM (left master) is displayed over the black circle, indicating where the page numbers will appear.

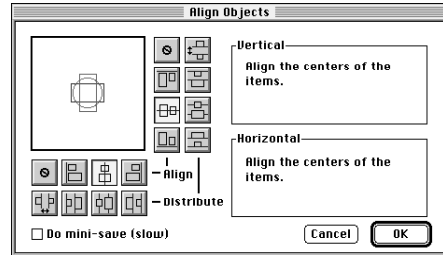
You will use the align objects feature in PageMaker to center the text over the circle, but first you need to center the text within the text block. You will both increase the leading, to center the page number within the leading slug, and then change the paragraph alignment from left justified to center.

4 With the cursor still in the text, choose Edit > Select All. In the Control palette, type 15 for Leading (¶). Click the Paragraph-view button (¶) and then click the Center-align button (≡).

5 Select the pointer tool, drag to select both the black circle and the page-number marker.

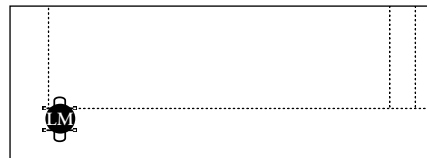
If you selected only one of the objects, drag again, but start dragging further away so you enclose the bounding boxes of both objects.

6 Choose Element > Align Objects (Windows) or Element > Align (Macintosh). Click both the vertical and horizontal Center-Align buttons, and click OK.



7 With the two objects still selected, select the center reference point in the Proxy icon in the Control palette. Type -26p3 for X and 26p11 for Y, and press the Apply button (□) to align the center of the objects with the specified coordinate position.

Remember: Unless otherwise stated, the reference point in the Control palette Proxy icon should be a square point, not an arrow.



8 Choose File > Save.

Copying the page-number marker

Since your publication has facing pages, you will copy the left page-number marker, and paste the copy on the right master page.

1 With the pointer tool selected, drag to select both the black circle and the page-number marker. Choose Edit > Copy.

2 Hold down Alt (Windows) or Option (Macintosh) and double-click the zoom tool (Q) to switch to the fit-in-window view.

Now that both pages are visible, you can zoom in to the area on the right page where you'll paste the page number marker.

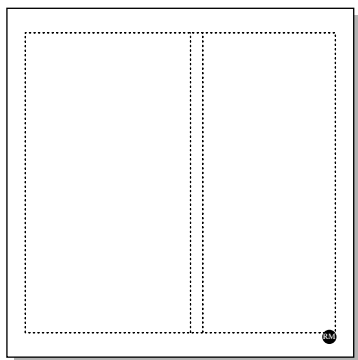
3 With the zoom tool still selected, drag across the bottom right quadrant of the right master page.

4 Choose Edit > Paste.

PageMaker pastes the circle and page-number marker on the right master page. Notice that the page-number marker automatically changes to RM (right master).

Note: Page-number markers positioned on the pasteboard display as PB (pasteboard).

5 With the black circle and the page-number marker still selected, in the Control palette make sure the center reference point in the Proxy icon is selected, type **26p3** for X and **26p11** for Y, and press Enter or Return.



Since the circle and the page-number marker will be positioned on a black box, you will reverse the colors of both objects.

6 Select the text tool (T), and double-click the page-number marker **RM** to select it. In the Control palette, click the Character-view button (T). Then click the Reverse button (R) to deselect it (and thus change the color back to black).

The Reverse button toggles text between the paper color and black. Until you reverse the circle, the page-number marker will not be visible.


7 Select the pointer tool, hold down Ctrl (Windows) or Command (Macintosh) and click twice to select the black circle. (The first click selects the text block; the second click selects the circle.) In the Colors palette, make sure the Both button (B) is selected, and select the color [Paper].

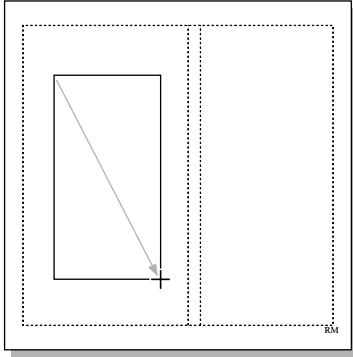
8 Choose File > Save.

Drawing a box



After creating the box that fills the right side of the right master page, you will fill it with the color black and adjust the stacking order to stack the black box behind the circle and the page-number marker.


1 Double-click the hand tool (H). (This is another shortcut to the fit-in-window view.)

2 Select the rectangle tool () and draw a box of any dimension on the right master page.



You'll now use the Control palette to both move it to the right edge of the page and to resize it.

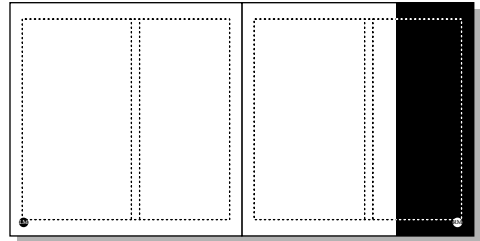
3 In the Control palette, select the top right corner reference point in the Proxy icon. Click the Scaling button to toggle it to non-proportional scaling () . Type **28p4** for X, **0** for Y, **9p6** for W, and **28p6** for H, and then press the Apply button () .

4 In the Colors palette, select the Both button () , and then select [Black] to apply the color black to the stroke and fill of the box.

The black box covers the white circle and page-number marker.

5 With the box still selected, choose Element > Arrange > Send to Back to stack the black box behind the circle and the page-number marker.

The master-page design is complete, and you are ready to assemble the booklet cover.



6 Choose File > Save.

Assembling the booklet cover

After hiding the display of the master-page elements on the first page (booklet cover), you will create two layers to separate the art and text. You'll then divide the page into quadrants, place four photographs, and create the boxed title and subtitle.

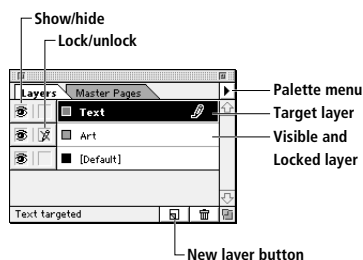
Time out for a movie

Play the movie called 1Layers.mov. This movie introduces layers and, through a practical example, shows how layers can really make working in PageMaker easier. For information on playing the movie, see "PageMaker tutorial movies" in the Introduction to this book.

Looking at layers in the final version

Before you create layers in this booklet, take a look at how layers were used in the final version.

- 1 Choose Window > 04Final.p65 to switch to the final version of the publication.
(In Windows, the path to the file is displayed with the file name on the Window menu.)
- 2 If necessary, click the page 1 icon to view the front cover of the booklet.
- 3 Choose Window > Show Layers.



Layers let you separate like elements and treat them like a unit without grouping them. When elements are on a layer, you can display them, hide them, lock them, or even change their stacking order in relation to the rest of the publication. You'll use layers in this booklet to speed up screen redraw and make layout easier. After placing the photographic images on the Art layer, you'll hide that layer as you work on the text layer. When you want to display both layers, you can quickly lock one layer so you don't have to worry about inadvertently moving an object.

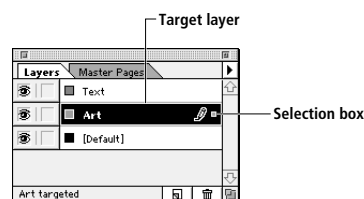
- 4 Click the eye icon (👁) of the Art layer.

PageMaker hides the Art layer throughout the publication, not just on the displayed page. A hidden layer also does not print.

- 5 Click the page 2 icon, and then click to display the eye icon of the Art layer to again view the images.

You can determine which layer an element is on by selecting the element.

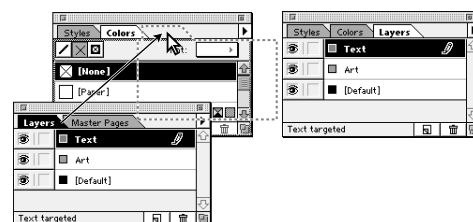
- 6 Select the image behind the table of contents on page 2.



The layer containing the selected element becomes the *target* layer. (It is highlighted and contains the pencil icon.) The small selection box next to the pencil icon indicates that something on that layer is selected. Notice that the color of the graphic handles of the selected image match the color swatch of the layer.

The three palettes you'll use most often in creating this booklet are the Layers, Styles, and Colors palettes. You can combine the three to leave more room to view your page.

- 7 Drag the Layers tab to the Colors and Styles palette, and then click the Close box of the Master Pages palette.



Creating layers

You are now ready to create two new layers in your booklet.

- 1 Choose File > Close to close 04Final.p65 and to return to your publication. If prompted to save before closing, click No.

Your publication already contains a default layer (called Default). Because that was the only layer when you created the master pages, all the master page elements automatically were placed on the Default layer. You can place master page elements on any layer, and with the exception of stacking order, they will behave like any other element on the layer. However, master page elements always display at the bottom of the stacking order, regardless of the layer they are on.

You will leave the Master Page elements on the Default layer.

- 2 Click the New Layer button (📄) at the bottom of the Layers palette, type **Text** for Name, and click OK.

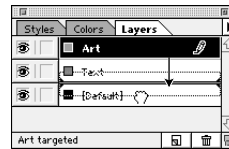
Create the next layer using the Layers palette menu.

- 3 Choose New Layer from the Layers palette menu, type **Art** for Name, and click OK.

The stacking order of layers reflects their order in the palette: the bottom layer in the palette is the bottom layer in the publication. Since the text in the booklet appears on

top of the images, you want the text layer to be the top layer. Changing the order of layers is simple.

- 4 In the Layers palette, drag the Art layer down between the Text and Default layer. As you drag, insertion triangles appear on the edges of the layers to show you where the layer will be inserted.



Hiding the display of master-page elements

You can display master-page elements on a page-by-page basis. Because the design doesn't use master-page elements on the cover, you will deselect the display of the master-page elements for the cover.

- 1 Click the page 1 icon to view the front cover of the booklet.

Since master-page elements are automatically displayed on each page of the publication, the first page of the publication is displayed with all master-page elements found on the right master page.

You can easily hide master-page elements on a page.

- 2 Choose View > Display Master Items to deselect the option.

The text and graphic elements that you created are not displayed, but the nonprinting guides (margin, column, and ruler) are not affected. If you were to print this page, none of the master-page elements would be printed.

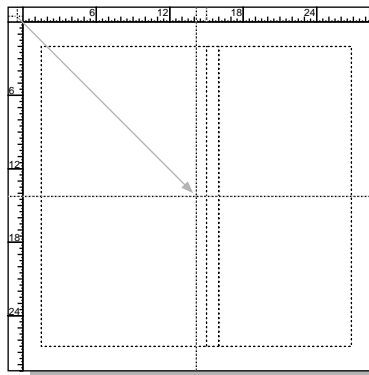
Placing and cropping a graphic

After dividing the front cover into quadrants, you will place a photograph into each quadrant. The photographs were prepared in Adobe Photoshop by applying a single color to a grayscale TIFF image, and then sizing and saving each image in TIFF file format at a resolution of 100 dpi.

1 From the horizontal ruler, drag to create a horizontal ruler guide at 14p3. From the vertical ruler, drag to create a vertical ruler guide at 14p2, dividing the booklet cover into quadrants.

As you learned in Lesson 1, you can move the zero point (the intersection of the horizontal and vertical rulers) to any location on the page. To make it a little easier to align the four photographs on the cover, you will move the zero point from the top-left corner of the page until it is aligned with the center of the page. Each image will have a corner touching the zero point, making it easy to enter their precise location in the Control palette.

2 With the pointer tool selected, position the pointer on the crosshair of the zero point, and drag it until the zero point is aligned with the intersection of the ruler guides you just created. Watch the position in the Control palette; X should be 14p2, and Y should be 14p3.



3 Make sure the Art layer is still the target layer. If not, click to select it.

4 Choose File > Place, and double-click the 04ArtA.tif file in the 04Project folder.

5 With the loaded graphic icon displayed, click in the upper left quadrant of the page to place the photograph.

Since the photographs extend to the edges of the page, each photograph was sized to allow for a bleed to overlap the edges of the page. For the sake of viewing the actual design of the cover, you will crop each photograph to

be aligned with the edges of the page. When the booklet is complete, one of the prepress tasks will be to pull the crop rectangles out again, to reestablish the bleeds.

Before you crop, you'll position the images.

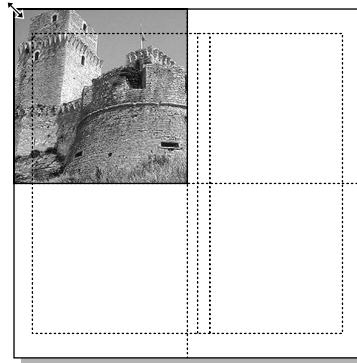
6 In the Control palette, select the bottom right reference point in the Proxy icon, type **0** for both X and Y, and press Enter or Return to align the bottom right corner of the photograph with the zero point.

Precision will be important when cropping these images for two reasons. You will copy all the images on the cover and paste them onto the back cover. If cropped precisely to fit the page, they will be easier to position on the back cover. In addition, in the final printing of this booklet, the binding edges of the pages will abut each other, rather than bleed. If not cropped carefully, an image could overlap the adjacent page in the signature or not print all the way to the page fold. This is another example of the importance of talking to your service provider before you begin layout.

7 Select the cropping tool (⌘), and position the tool over the top left graphic handle of the photograph, making sure the graphic handle shows through the center of the cropping tool. Hold down the mouse button until the tool changes to a double-headed arrow.

8 With the mouse button still held down, drag down and right to the top left corner of the page, and release the mouse button when W in the Control palette is 14p2, and H is 14p3.

PageMaker crops the view of the photograph.




Placing and cropping the three remaining graphics

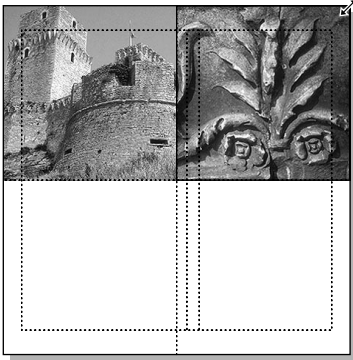
As you place the three remaining photographs on the cover, crop each one to be aligned with the edges of the page.

1 Choose File > Place, and double-click the 04ArtB.tif file in the 04Project folder.

2 With the loaded graphic icon displayed, click in the upper right quadrant of the page to place the photograph.

3 In the Control palette, select the bottom left reference point in the Proxy icon, type **0** for both X and Y, and press Enter or Return.

4 Select the cropping tool () and position the tool over the top right graphic handle of the photograph, and drag down and left to the top right corner of the page. Watch the values in the Control palette; W should be 14p2, and H should be 14p3.





5 Choose File > Place, and double-click the 04ArtC.tif file in the 04Project folder.

6 With the loaded graphic icon displayed, click in the lower left quadrant of the page to place the photograph.

7 In the Control palette, select the top right reference point in the Proxy icon, type 0 for both X and Y, and press Enter or Return.

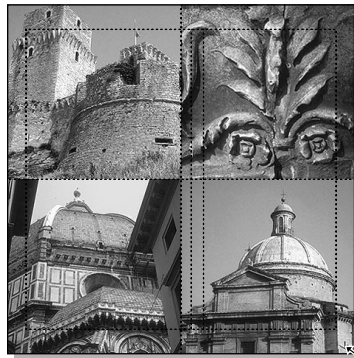
You will use the cropping tool in the Control palette to crop the next two images.

8 Click the Cropping button () in the Control palette. With the top right reference point still selected, type 14p2 for W, and 14p3 for H, and click the Apply button ()

9 Choose File > Place, and double-click the 04ArtD.tif file in the 04Project folder.

10 Position the loaded graphic icon in the lower right quadrant of the page and let it snap to the zero point. Then click to place the photograph.

11 In the Control palette, select the top left reference point in the Proxy icon, type 0 for both X and Y. Click the Cropping button, and type 14p2 for W, and 14p3 for H. Then click the Apply button.



12 Choose File > Save.

Creating a bordered frame for the title

Next to the rectangle, ellipse, and polygon tools in the toolbox, is a corresponding frame tool. Like standard PageMaker-drawn shapes, frames can have a stroke and fill. Unlike standard shapes, however, frames can also have content, either text or graphics. Frames make it easy for you to position objects and text within another shape and can serve as placeholders in templates or during the design phase of a publication.

You will create the title for this booklet in a bordered frame on the text layer.

1 In the Layers palette, select the Text layer. Then click the eye icon (👁) of the Art layer to temporarily hide the images.

2 Select the rectangle frame tool (⌘), and drag to draw a box of any dimension in the center of the page.

3 In the Control palette, select the center reference point in the Proxy icon. Type **0** for both X and Y (to center the frame on the page), type **9p7** for both W and H (to resize the frame), and press Enter or Return.

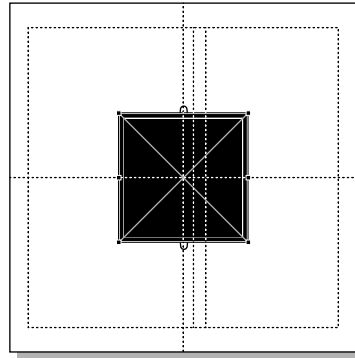
4 Click the Colors palette tab, make sure the Both button (■) is highlighted. Then select [Black] to apply the color black to the stroke and fill of the box.

5 Choose Element > Stroke > 6-pt triple line to create a triple-line border.

You now need to set the frame options. The frame options control the position of the content within the frame. You can center a text block vertically within a frame, or align its top or bottom with the top or bottom of the frame. You can also specify insets to offset text from the edges of the frame.

6 With the frame still selected, choose Element > Frame > Frame Options. Choose Center for Vertical Alignment, set the Top, Bottom, Left, and Right Insets to **0**, and click OK.

Note: *Vertical Alignment and Offsets are the only frame options that affect text. The other options apply to graphics in a frame.*



7 Choose File > Save.

Time out for a movie

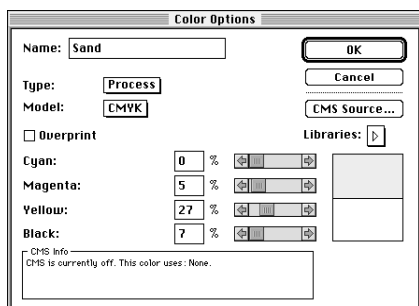
To learn more about frames, play the movie called 2Frames.mov. This movie shows you how to use frames as placeholders for text and graphics when designing a publication, and how those frame subsequently speed up layout. For information on playing the movie, see “PageMaker tutorial movies” in the Introduction to this book.

Defining process colors

This booklet calls for two custom colors. Before you define these process colors, you'll remove any unused colors from the palette.

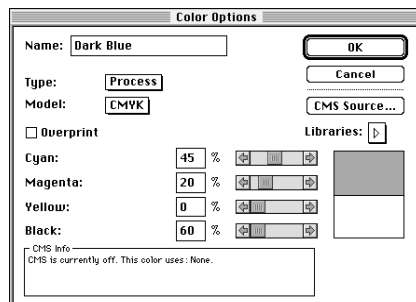
1 Choose Utilities > Define Colors, and click the Remove Unused button. When prompted, click Yes to All to remove all unused colors, then click OK when PageMaker lists the number of colors and inks removed. (Do not close the Define Colors dialog box.)

2 In the Define Colors dialog box, click New. Type **Sand** for Name, and choose Process for Type and CMYK for Model. Then enter the CMYK values shown below. (You can press the Tab key to jump from one edit box to the next. (In Windows, press Tab twice.) After entering the Black value, press Tab again if you want to see the final color displayed in the color swatch.)



3 Click OK, and then click New again.

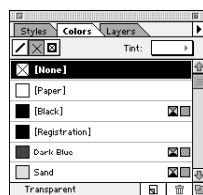
4 Type **Dark Blue** for Name, and enter the CMYK values shown below.



5 Hold down either Shift (Windows) or Option (Macintosh) and click OK to close the dialog boxes.

6 Click the Maximize button in the top of the Colors palette to display the entire palette. (Click again if PageMaker minimizes the palette.)

PageMaker added the new colors Dark Blue and Sand to the palette.



7 Choose File > Save.

Creating the title

After creating the title, you will center it in the bordered box.

1 Select the text tool (T), and click inside the bordered frame to establish an insertion point. In the Character view of the Control palette, choose Birch for Font, type **24** for Size (T), and click the Apply button (T).

2 In the Colors palette, select Sand to set the color for the text you are about to type.

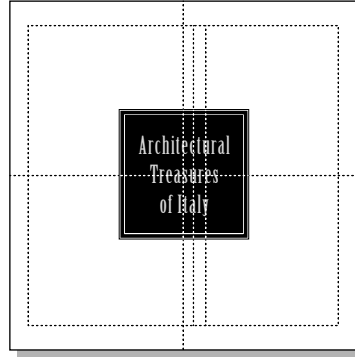
3 Type the following text, breaking the lines as shown with Enter or Return:

**Architectural
Treasures
of Italy**

4 Choose Edit > Select All. In the Control palette, type **.05** for Kerning (K). Click the Paragraph-view button (¶), and then click the Center-align button (C) to center the text horizontally in the frame.

The text is now nicely centered horizontally in the frame, but vertically it is still a bit off-center. The frame option centers the entire block of text, including leading and Paragraph Space After settings. You can either calculate a top offset to push the text down or change the leading method, which changes where the text sits in the leading slug. Of the three leading methods, the Top of Caps leading option provides the best spacing for centering text vertically in a frame.

5 With the text still selected, choose Type > Paragraph. Click Spacing, and select Top of Caps for Leading Method. Hold down Shift (Windows) or Option (Macintosh), and click OK to close the dialog boxes.



6 Choose File > Save.

Placing the subtitle in a frame

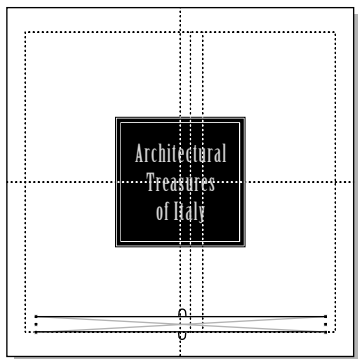
After creating another frame, you will place the subtitle within it.

1 Select the rectangle frame tool (F), and drag to draw a box of any dimension below the existing black frame.

2 In the Control palette, make sure the center reference point in the Proxy icon is selected. Type **0** for X, **11p8** for Y, **23p8** for W, and **1p4** for H, and press Enter or Return to resize the box and center it horizontally on the page.

3 In the Colors palette, click the Stroke button (S). Make sure [Black] is selected.

4 With the frame still selected, choose Element > Frame > Frame Options. Choose Center for Vertical Alignment, and set the Top, Bottom, Left, and Right Insets to 0. Then click OK.



5 With the frame still selected, choose File > Place. Double-click 04TextA.doc in the 04Project folder.



The subtitle appears in the frame.

6 Select the text tool (T), triple-click the subtitle to select it, and choose Type > Paragraph.

7 Choose Center for Alignment. Click Spacing, and then select Top of Caps for Leading Method. Hold down Shift (Windows) or Option (Macintosh), and click OK to close the dialog boxes.

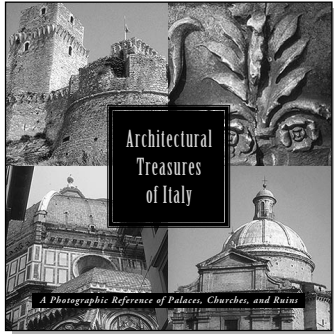
8 In the Control palette, click the Character-view button (T), and type 10 for Size (⌘T), 10 for Leading (⌘L), and .06 for Kerning (⌘V). Click the Bold (B) and Italic (I) buttons.

To better set off the subtitle, you will change the frame to a solid black box and apply the paper color to the text. (As mentioned in the beginning of this lesson, clicking the Reverse button in the Control palette is the same as selecting the color [Paper] for text.)

9 With the text still selected, select [Paper] in the Colors palette to apply the paper color to the subtitle. (The text disappears until you change the frame to black.)

10 Select the pointer tool, select the subtitle frame, click the Fill button (⊞) in the Colors palette, and select [Black].

11 Click the Layers palette tab, click to display the eye icon (👁) of the Art layer to redisplay the photographic images.



The front cover is completely assembled.

12 Choose File > Save.

Assembling the first double-page spread

In addition to placing the text and graphic elements, you will create rules above and below paragraphs, and create and apply styles.

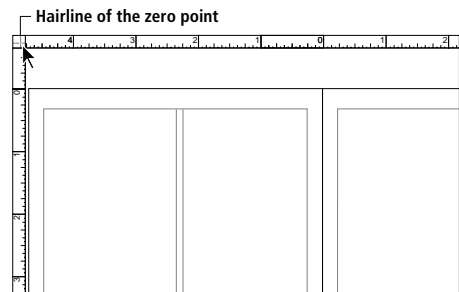
Placing a graphic

After placing and positioning a graphic on the left page of the first double-page spread, you will apply a color to an illustration.

1 Click the page 2 icon to view the first double-page spread.

The zero point is still aligned with the center of the right page.

2 Double-click the hairline of the zero point (in the top left corner of the publication window) to return it to its default position at the top, intersecting edges of the facing pages.



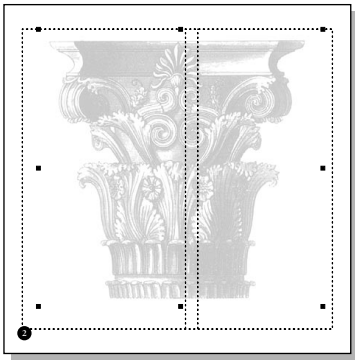
3 In the Layers palette, select the Art layer, choose File > Place and double-click 04ArtE.tif in the 04Project folder.

4 With the loaded graphic icon displayed, click the upper left quadrant of the left page (page 2) to place the illustration.

5 With the pointer tool selected, position the pointer on the illustration, hold down the mouse button, and quickly drag the illustration to display its bounding box. With the mouse button still held down, drag the bounding box until its top edge is aligned with the top margin guide, visually centering it between the left and right edges of the page.

6 Click the Colors palette tab to activate it. Select Sand to apply the color to the illustration.


Note: You can apply color to monochrome (1-bit) and grayscale bitmap images, but not color bitmap images.



7 Choose File > Save.


Creating a bordered frame for the table of contents

After creating the bordered frame for the table of contents, you will use the Control palette to size and position it, applying Dark Blue to the stroke and fill of the box. To see how easy it is to move elements to another layer, you will create the frame on the Art layer and move it to the Text layer.

1 Select the rectangle frame tool () and drag to draw a box of any dimension on the left page (page 2).

2 In the Control palette, make sure the center point of the Proxy icon is selected, type -14p2 for X, 14p3 for Y, 12p6 for both W and H, and press Enter or Return to resize and center the box.

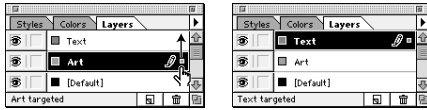
3 Choose Element > Stroke > 5-pt double line (heavy over light) to specify a border for the box.

4 In the Colors palette, make sure the Both button () is selected, and select Dark Blue to apply the color to the stroke and fill of the box.

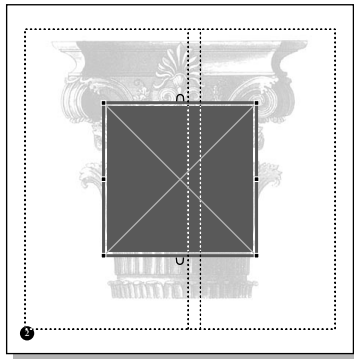
5 Click the Layers tab to activate it.

Note that the frame appears on the Art layer, the layer that was the target layer when you created it. You can easily move an object from one layer to another using the Layers palette. When an object is selected, a small selection box appears in the palette. To move the object to another layer, you simply drag the selection box to the appropriate layer.

6 With the box still the only selected element on the page, drag the small selection box (next to the pencil icon in the palette) up to the Text layer.



PageMaker moves the box to the Text layer.



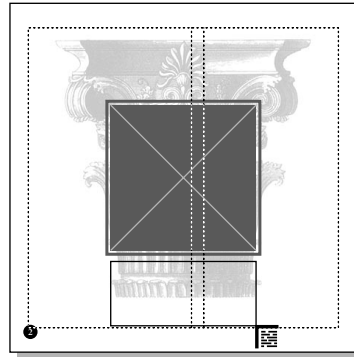
7 Choose File > Save.

Placing the table of contents

After placing the table of contents, you will format the text and then attach it to the frame.

1 Choose File > Place, and double-click 04TextB.doc in the 04Project folder.

2 With the loaded text icon displayed, drag below the blue box to define a text block that spans the width of the blue box (exact height is not important) to place the text.



3 If the bottom windowshade handle contains a down arrow, drag the arrow down until the entire story is displayed.

4 Select the text tool (T), click an insertion point in the text, and choose Edit > Select All.

5 In the Control palette choose Birch for Font, type **15** for Size (1T), **20** for Leading (1±), and **.1** for Kerning (1w), and click the Apply button (1□).

Depending upon how big you made the text block (or how far you dragged the bottom windowshade handle), some of the text may have disappeared from sight. Leave it as it is. The entire story is still selected even though it may not be displayed.

6 Choose Type > Paragraph. Choose Center for Alignment, and click the Spacing button. Then select Top of Caps for Leading Method. Hold down Shift (Windows) or Option (Macintosh) and click OK to close the dialog boxes.

7 Triple-click the first line of the table of contents to select it. In the Control palette, type **23** for Size, and click the All Caps button (c).

Don't worry if **WHAT'S INSIDE** seems too close to the second line. You'll be adding a rule between the two in the next procedure.

8 Choose Edit > Select All. In the Colors palette, select [Paper] to apply the paper color to the table of contents.

9 Select the pointer tool, and click the table of contents (which is no longer visible) to select it as a text block. Hold down Shift, and select the bordered box as well.

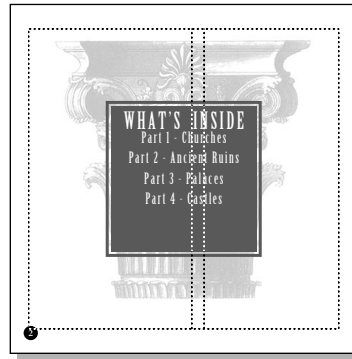


Sometimes the only way to locate paper-colored text is to select all items on the page. (With the pointer tool selected, choose Edit > Select All.) In this way, you can see exactly where the text block is located.

10 Choose Element > Frame > Attach Content.

PageMaker inserts the text into the frame. Using the frame options, you can center the text vertically in the frame.

11 Choose Element > Frame > Frame Options. Choose Center for Vertical Alignment, type **0** for Top, Bottom, Left, and Right indents, and click OK.



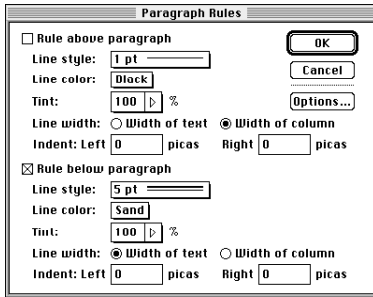
12 Choose File > Save.

Creating a rule below a paragraph

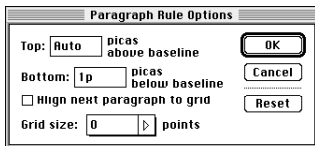
You will create the double-line rule that is positioned below the table of contents title. Even though a rule looks like a graphic object, it can be a paragraph attribute that is part of the text, moving whenever the text moves.

1 Select the text tool (T), and click **WHAT'S INSIDE** to establish an insertion point. Choose Type > Paragraph, type **0p8** for After, and then click the Rules button.

2 Select Rule Below Paragraph, choose the 5-point double line (heavy over light) for Stroke Style, choose Sand for Stroke Color, select the Width of Text option, and click the Options button.

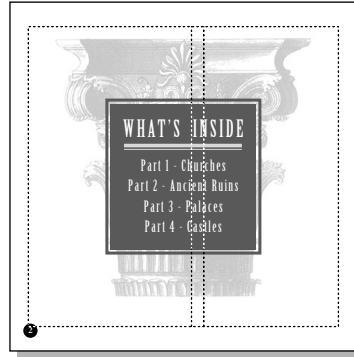


3 Type **1** for Bottom to override the default vertical position, hold down either Shift (Windows) or Option (Macintosh) to close the dialog boxes, and click OK.



Note: The default (Auto) position of a rule below a paragraph places the bottom edge of the rule along the bottom of the slug of the last line of text. Depending upon the leading

applied to the text, a large value for Picas Below Baseline can increase the size of the slug of the last line.



4 Choose File > Save.

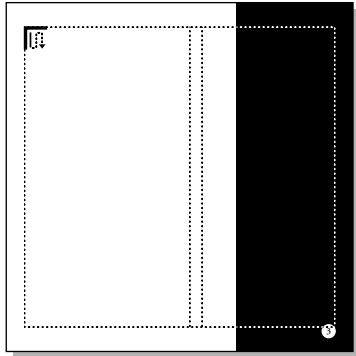
Flowing text semiautomatically

Since the text is meant to be positioned in specific columns in the publication, you will flow the text semiautomatically, one column at a time. Flowing text semiautomatically is very much like flowing text manually, but the text icon is automatically reloaded after the text flows into the column. You may recall that the Autoflow option flows text automatically, column to column.

1 If necessary, magnify the view of the right page (page 3) so that you can see the entire page.

2 Choose File > Place, and double-click 04TextC.doc in the 04Project folder.

3 Position the loaded text icon in the top left corner of column 1, letting it snap to the margin guides. Hold down Shift (to specify semiautomatic flow), and click to place the text. Then release the Shift key.



Once the text has filled the column, the loaded text icon reappears automatically.

4 Click the page 4 icon to view the second double-page spread.

5 On the right page (page 5), position the loaded text icon in the top left corner of column 1, letting it snap to the margin guides. Hold down Shift (to specify semiautomatic flow), and click to place the text. Then release the Shift key.

6 Click the page 6 icon to switch to the final spread of the booklet.

7 Using the same technique, place the next portion of the story on page 7. Remember to let the loaded text icon snap to the margin guides.

Once placed, PageMaker again displays the loaded text icon, indicating there is more story to place. At this point, you don't need to place the remainder of the story. After you reformat the text in the next procedure, most of the text will flow back onto pages 3 and 5. Once there is room, the unplaced portion will automatically flow onto the page.

8 With the loaded text icon displayed, click the pointer tool to stop placing text. (The unplaced text remains part of the story.)

9 Choose File > Save.

Formatting the story

After using the Control palette to format the entire story you just placed, you will roughly align the text block in the left column on page 3.

1 Click the page 2 icon to view the first double-page spread.

2 Select the text tool (T), and click the text on page 3 to establish an insertion point. Choose Edit > Select All to select the entire story that spans multiple pages.

3 In the Control palette, type **8** for Size (1T) and **13** for Leading (1±), and click the Apply button (🔧).

You'll now zoom into column 1.

4 Hold down Ctrl (Windows) or Command (Macintosh) together with the spacebar (the pointer changes to the zoom tool), and drag the mouse diagonally across column 1 to enclose the top half of the text on page 3.

Notice how the text tool is still selected. This magnification shortcut lets you quickly zoom in to an area without changing tools.

5 With the text tool still selected, triple-click the first paragraph of the text to select it. (The paragraph spans most of the page.)

6 In the Control palette, type .05 for Kerning (⌘V), then click the Bold (B) and Italic (I) buttons.

7 In the Control palette, click the Paragraph-view button (¶), and type 2 for First-line Indent (⌘T), and click the Apply button.

8 Choose File > Save.

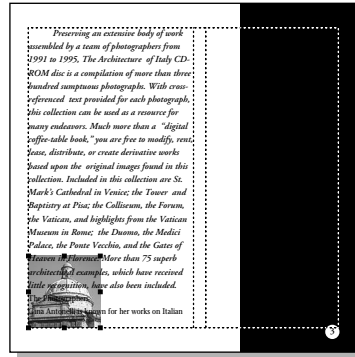
Wrapping text around a graphic

After placing a photograph, you will use the Text Wrap command to flow text around a rectangular graphic boundary that surrounds the photograph.

1 Click the pointer tool, and then choose View > Fit in Window. Click the Layers palette tab to activate it, and select the Art layer.

2 Choose File > Place, and double-click the 04ArtF.tif file in the 04Project folder.

3 With the loaded graphic icon displayed, click anywhere on page 3 to place the photograph. Then drag the photograph until it aligns to the bottom left corner of column 1.



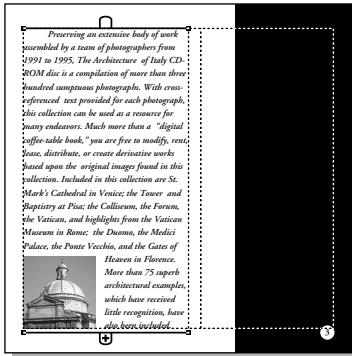
The text overlaps the photograph. You will use the Text Wrap command to define how the text will wrap around the photograph.

4 With the photograph still selected, choose Element > Text Wrap. For Wrap Option, click the second icon (rectangular wrap). For Text Flow, make sure the third icon (wrap-all-sides) is selected. For Standoff in Picas, type 0 for Left, p9 for Right, and 0 for both Top and Bottom. Then click OK.



The text stands 9 points from the right edge of the photograph.

5 With the pointer tool selected, click the text to select it as a text block, and drag the bottom windowshade handle down to display the last line of the paragraph.



6 Choose File > Save.

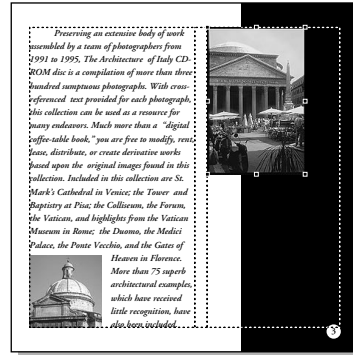
Placing a graphic

You will place and position another photograph in the upper right corner of page 3.

1 Choose File > Place, and double-click the 04ArtG.tif file in the 04Project folder.

2 With the loaded graphic icon displayed, select the Art layer in the Layers palette, and click the upper right corner of page 3 to place the photograph.

3 With the image still selected, drag the photograph until it snaps to the top left corner of column 2.



4 Choose File > Save.

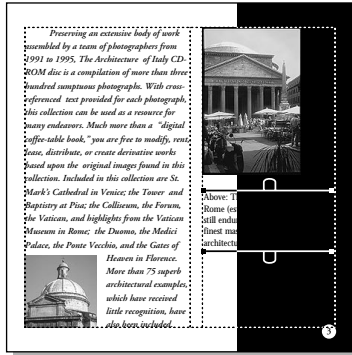
Placing the caption

After placing and aligning the caption below the pantheon photograph, you will reduce the size of the caption text block.

1 Select the Text layer in the Layers palette.

2 Choose File > Place, and double-click 04TextD.doc in the 04Project folder.

3 Position the loaded text icon on page 3, column 2, underneath the photograph you just placed, and click to place the text.



4 Select the text tool (**T**), click the caption to establish an insertion point, and choose Edit > Select All.

5 In the Control palette, click the Character-view button (**T**), and type **10** for Size (**rt**) and **13** for Leading (**rt**). Then click the Bold button (**B**).

You'll now zoom in to the area you are working, so you can align the caption with the adjacent text.

6 Hold down Ctrl (Windows) or Command (Macintosh) together with the spacebar, and drag the mouse diagonally across the bottom right quadrant of the page, stopping just above the page number. Be sure to include a small portion of the text in column 1.

7 From the horizontal ruler, drag to create a horizontal ruler guide at approximately 15p8, aligning it with the baseline of the text in column 1. From the vertical ruler, drag to create a vertical ruler guide at approximately 19p8.

You are ready to align the caption with the adjacent text.



To toggle between the pointer tool and the currently selected tool, hold down Ctrl (Windows) or Command (Macintosh) and press spacebar.

8 Select the pointer tool, position the pointer over the caption and hold down the mouse button until the pointer changes to an arrowhead. Then drag the text block until the baseline of the first line of text is aligned with the horizontal ruler guide.

9 Choose View > Fit in Window.

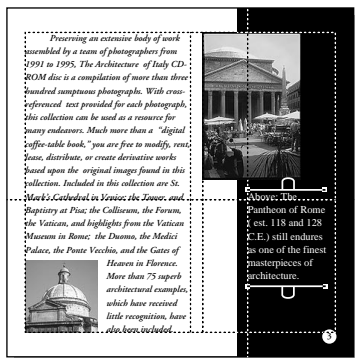
You'll now reverse the text to the paper color and then move the text block onto the black box.

10 Select the text tool (**T**), click the caption to establish an insertion point, and choose Edit > Select All. In the Character-view of the Control palette, click the Reverse button (**↔**).

11 Select the pointer tool, and then select the text block. Hold down Shift (to constrain the movement) and drag the text block to the right until it snaps to the 19p8 vertical ruler guide, maintaining its baseline alignment with the adjacent text.

You now need to resize the text block to fit in its new location.

12 With the text block still selected, in the Control palette, select the top left reference point in the Proxy icon. Then type **6p5** for W and **7p7** for H, and press Enter or Return.



13 Choose File > Save.

Creating a caption style

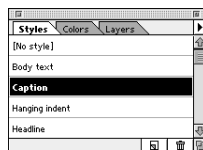
All captions in this publication will be formatted identically. You'll save time by creating a style that you can apply to each caption.

1 Select the text tool (T), and click the caption you just formatted to establish an insertion point. Then choose Type > Define Styles.

Notice that [Selection] is highlighted, and that the attributes of the caption are displayed under the style list. You'll create a new Caption style, replacing the default style of the same name.

2 Click New. Type **Caption** for Name, and click OK. When asked if you want to replace the existing style, click OK, and then click OK to close the dialog box.

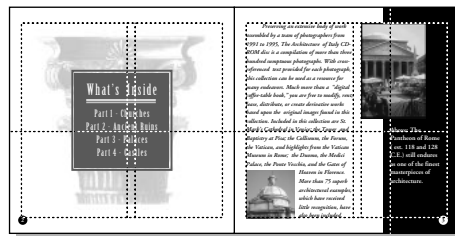
PageMaker creates the new style using the attributes of the caption. The Styles palette displays the style Caption.



You will apply the style Caption to the caption. In this way, if you ever modify the Caption style, all captions will change uniformly.

3 With the insertion point still established in the caption, click Caption in the Styles palette.

You have completed assembling the first double-page spread.



4 Choose File > Save.

Assembling the second double-page spread

In addition to placing and formatting more text and graphic elements on the second double-page spread, you will create a rule above a paragraph. You will also use the Image Control command to modify an image.

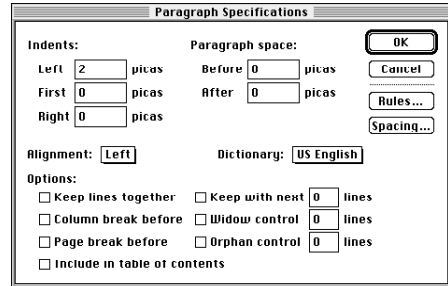
Creating a rule aligned with a single-line paragraph

To frame each subhead visually, you will add a thick paragraph rule to the subheads. As in earlier steps in this lesson, you open a series of dialog boxes to set the stroke style and weight, color, horizontal width, and vertical positioning of the paragraph rules.

Remember: Rules are paragraph attributes and not independent graphic objects; they cannot be selected or edited with the pointer tool.

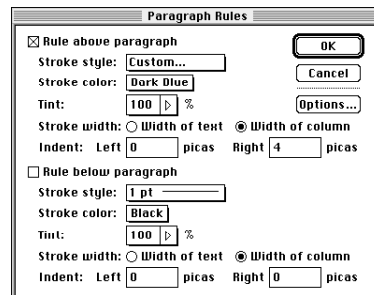
- 1 Click the page 4 icon to view the second double-page spread.
- 2 Magnify the view of the top portion of column 1 on page 5.
- 3 If necessary, select the text tool (T), and triple-click the subhead **Photographers** to select it.
- 4 In the Control palette, type 7 for Size (T) and 13 for Leading (L). Choose Very Loose from the Tracking (T) pop-up menu. Then click the Bold (B), Reverse (R), and All Caps buttons (C).

- 5 With the subhead still selected, choose Type > Paragraph, and type 2 for Left (to specify size of the indent). Make sure Left is selected for Alignment, and click the Rules button.



- 6 Select Rule Above Paragraph, and choose Custom for Stroke Style. In the Custom Stroke dialog box, choose the solid line, type 11 for Stroke Weight, leave Transparent Background selected, and click OK.

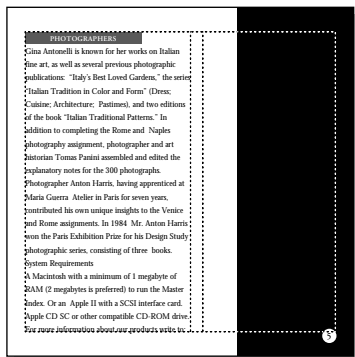
- 7 In the Paragraph Rules dialog box, choose Dark Blue for Stroke Color, and leave the Width of Column option selected. For Indent, type 4 for Right (to specify a 4-pica indentation).



Note: The indent option indents the rule from the right or left edge of the column (for Width of Column) or text (for Width of Text).

8 Click the Options button. Type **p8** for Top (to specify where the top of the rule starts above the baseline), hold down Shift (Windows) or Option (Macintosh) and click OK to close all the dialog boxes.

9 Choose File > Save.



Creating and applying a subhead style

Since one more subhead must be formatted, you will save time by creating a style using the subhead you have already formatted.

1 With the subhead still selected, choose Type > Define Styles, and click New.

2 Type **Subhead** for Name, hold down Shift (Windows) or Option (Macintosh), and click OK.

3 With the subhead still selected, click Subhead in the Styles palette.

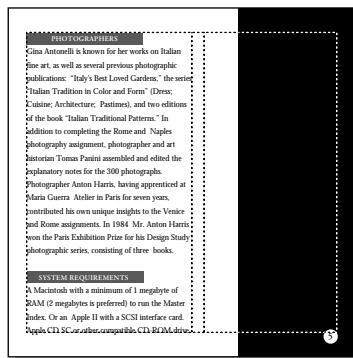
You will apply the Subhead style to another subhead. To center the subhead within the rule, you will change the indent of the second subhead.

4 Scroll to the bottom half of the page. With the text tool selected, click in the next subhead, **System Requirements**, to establish an insertion point. In the Styles palette, click Subhead.

5 With the insertion point still established in the second subhead, choose Type > Paragraph, and type 1 for Left, and click OK.

You will roll up the windowshade handle of this text block to push the system requirements subhead and paragraph to page 7 (where the remainder of the story is placed).

6 Select the pointer tool, click the text in column 1 to select it as a text block. Drag the bottom windowshade up just above the subhead **System Requirements**.



7 Choose File > Save.

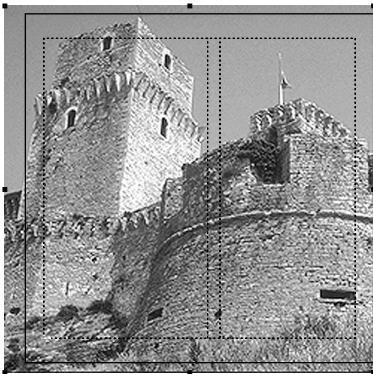
Placing and cropping a graphic

After placing a photograph on the left page of the second double-page spread, you'll crop the edges of the photograph to align it with the edges of the page.


- 1** Choose View > Fit in Window. In the Layers palette, select the Art layer.
- 2** Choose File > Place and double-click 04ArtH.tif in the 04Project folder.
- 3** When prompted to include a copy of the graphic in the publication, click No.
- 4** With the loaded graphic icon displayed, click the upper left corner of the left page (page 4).

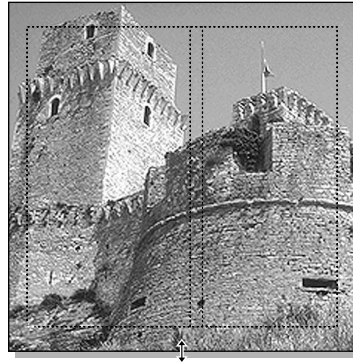
Using the control palette, you'll align the right edge of the photograph precisely with the inside edge of the page, letting its other edges overlap the outside edges of the page.

- 5** In the Control palette Proxy icon, select the top right reference point. Type **0** for X, and **-0p9** for Y. Press Enter or Return.



As with all images in this project that extend to the edge of the page, this photograph was sized to allow for a bleed. Once again, you'll crop the photograph to the page edges.

- 6** Select the cropping tool () , position the tool over the top left graphic handle of the photograph, and drag down and right to the corner of the page.
- 7** With the cropping tool still selected, position the cursor over the bottom-center graphics handle, and drag up to the bottom edge of the page.



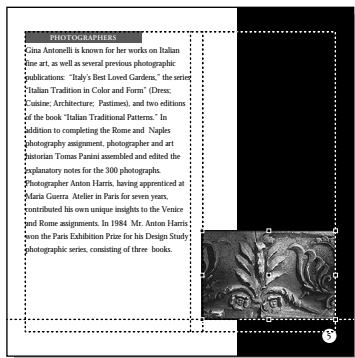
- 8** Choose File > Save.

Placing a graphic

You will place a photograph in the lower right corner of page 5. You'll align it to a ruler guide just above the page-number and the right margin.

- 1** Magnify the view of the lower half portion of page 5.
- 2** From the horizontal ruler, drag to create a horizontal ruler guide at approximately 25p6.

- 3 Choose File > Place, and double-click 04ArtI.tif in the 04Project folder.
- 4 With the loaded graphic icon displayed, click anywhere in the lower right corner of the right page to place the photograph.
- 5 Once placed, drag the photograph until its bottom edge snaps to the 25p6 horizontal ruler guide and the right margin guide.



- 6 Choose File > Save.

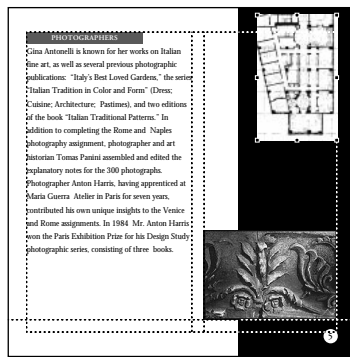
Placing and modifying an image

The Image Control command makes it possible to alter the appearance of line art or bitmap or grayscale images, adjusting the lightness or darkness of an entire image and adjusting the screen pattern (where you specify whether the image is composed of dots or lines).

You will place a grayscale image and use the Image Control command to reverse the light and dark areas within the image.

Note: You cannot use the Image Control command to alter a color image. Also, images adjusted with the Image Control command must be printed to a PostScript printing device.


- 1 Choose View > Fit in Window.
- 2 Choose File > Place, and double-click 04ArtJ.tif in the 04Project folder.
- 3 With the loaded graphic icon displayed, click in the upper right corner of the right page (in the black box) to place the illustration.
- 4 With the illustration still selected, in the Control palette make sure the top left reference point in the Proxy icon is selected. Type 20p4 for X and p7 for Y, and press Enter or Return to position the illustration.

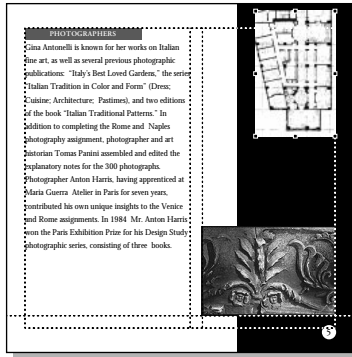


5 With the illustration still selected, choose **Element > Image > Image Control**.

Refer to the *Adobe PageMaker 6.5 User Guide* for more information about the **Image Control** command.

6 Depending upon your system, do one of the following:

- **Windows:** Set the **Contrast** option to **-50**, and click **OK**.
- **Macintosh:** Click the **Reverse Grey Levels** button (), and click **OK**.



The black portions of the image reverse to white, and vice versa.

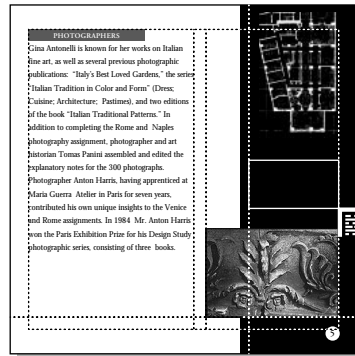
Note: Unlike text, you cannot reverse an imported bitmap image by applying the paper color to it. PageMaker applies a color to only the black and gray portions of the image. The white would remain white.

7 Choose **File > Save**.

Placing the captions

After placing the captions that accompany the illustration and photograph on the right page, you will apply the style **Caption** and position the captions above the photograph.

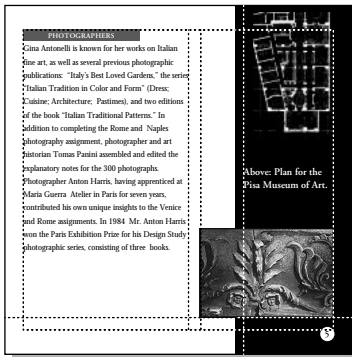
- 1** From the vertical ruler, drag to create a vertical ruler guide at approximately 19p8.
- 2** Magnify the view of the portion of the black box between the two images, then click the **Text** layer in the **Layers** palette.
- 3** Choose **File > Place**, and double-click **04TextE.doc** in the **04Project** folder.
- 4** With the loaded text icon displayed, drag to define a text block that extends from the 19p8 vertical ruler guide to the right margin guide on the right page (exact height is not important), taking note of its approximate position to be able to select it with the text tool.



Since the placed text is colored black, it cannot be viewed on the black rectangle.

5 Select the text tool (T), click in the area where you just placed the captions to establish an insertion point, choose Edit > Select All, and select Caption in the Style palette.

(Windows only) If the captions remain invisible, press Ctrl together with the Shift and F12 keys to redraw the screen.



6 From the horizontal ruler, drag to create a horizontal ruler guide at approximately 12p5, aligning it with the baseline of the text in column 1. (You may need to scroll the page.)

7 Select the pointer tool, and click the caption text to select the text block. Use the arrow keys or Control palette nudge buttons to move the text block until the baseline of the first line of the caption is aligned with the 12p5 horizontal ruler guide.

8 With the captions still selected as a text block, drag the bottom windowshade handle down to display the entire story.

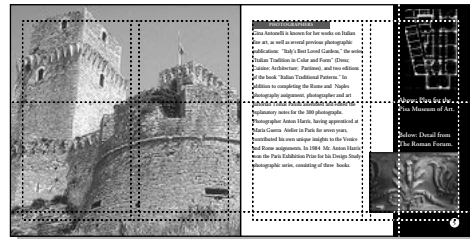
You need to separate the two captions. You'll edit the Caption style to include space after each paragraph.

9 Hold down Control (Windows) or Command (Macintosh), and click the Caption style. Click the Para button, and type p26 for After. Then hold down Shift (Windows) or Option (Macintosh), and click OK to close the dialog boxes.

PageMaker inserts 26 points between the captions. Because 26 points is twice the leading value, the captions remain aligned with the adjacent text.

The second double-page spread is complete.

10 Choose View > Fit in Window.



11 Choose File > Save.

Assembling the last spread

The design of the last spread closely follows the design of the previous spread.

Placing the large graphic on page 6

As with page 4, you'll place a full-page version of one of the photographs from the cover onto page 6. Rather than repeat the steps of placing, positioning, and cropping the image, you can copy and paste the image from page 4, and then replace it with the new image. PageMaker will replace the image, using the existing cropping rectangle.

1 With the pointer tool selected, click the image on page 4 to select it. Choose Edit > Copy.

You'll now paste it on page 6 using the *power paste* option, which pastes a copy in the exact same position on the page.

2 Click the page 6 icon. Hold down Alt (Windows) or Option (Macintosh), and choose Edit > Paste.

3 With the pasted image still selected, choose File > Place. Click 04ArtK.tif in the 04Project folder (do not double-click it). Select Replacing Entire Graphic, and make sure Retain Cropping Data is selected, then click Open (Windows) or OK (Macintosh).

PageMaker replaces the image. In addition to cropping the image using the existing cropping rectangle, PageMaker also scales the image, if necessary, to fit within the bounding box of the original image.



4 Choose File > Save.

Finishing the last spread

After placing and positioning a photograph on page 7, you'll move the address and copyright information to the bottom of the page and reformat it.

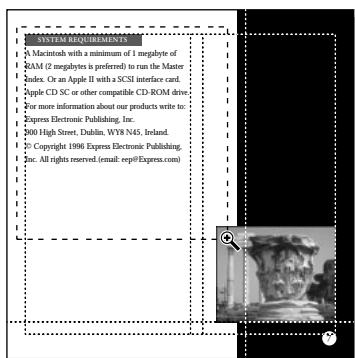
1 From the horizontal ruler, drag to create a horizontal ruler guide at approximately 25p6.

2 Choose File > Place and double-click the 04ArtL.tif file in the 04Project folder.

3 With the loaded graphic icon displayed, make sure the Art layer is still selected, and click in the lower portion of page 7 to place the photograph. Then drag the photograph until its bottom right corner snaps to the intersection of the 25p6 ruler guide and the right margin guide.

You'll now zoom in to the area you'll be working on.

4 Hold down Ctrl (Windows) or Command (Macintosh) together with the spacebar, and drag across the top two-thirds of column 1, page 7 (as shown below), enclosing the entire text block and a small portion of the image in column 2.



Before you move the address and copyright information to the bottom of the page, you'll first change the text to a smaller point size and reduce the leading.

5 Select the text tool (T), position the tool over the sentence that begins "For more information," and triple-click to select the entire paragraph. Hold down Shift, and click the last line (containing the words "All rights reserved.").

PageMaker extends the selection to the end of the text block.

6 In the control palette, type 7 for Size (T) and 9 for Leading (T), and click the Apply button (Apply).

7 Select the pointer tool, click the text to select it as a text block. Drag the bottom windowshade handle up, just below the last line of the paragraph listing the system requirements.

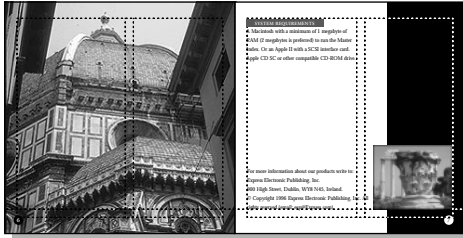
8 Click the down arrow in the bottom windowshade handle. The pointer changes to the loaded text icon. Position the icon in the lower portion of column 1, and click. (You'll reposition the text block once it is placed.)

9 Select the hand tool (H). Position the tool in the middle of the page and drag the page up to display the bottom half of the page.

10 Select the pointer tool. Drag the text block to align the baseline of the last line of text with the 25p6 ruler guide.

You have finished this spread.

11 Double-click the hand tool to switch to the fit-in-window view.



12 Choose File > Save.

Assembling the back cover

The back cover uses the same four images as found on the front cover. As with the front cover, you will deselect the display of the master-page elements.

1 Click the page 8 icon to switch to the back cover. Then, choose View > Display Master Items to deselect the option.

PageMaker turns off the display of the master page elements.

You are now ready to copy the four images from the cover.

2 Click the page 1 icon.

3 In the Layers palette, click the lock column (next to the eye icon) in the Text layer to lock the layer. The Lock icon appears. Click the Art layer to activate it.

4 Select the pointer tool, and choose Edit > Select All. Then, choose Edit > Copy.

5 Click the page 8 icon. Then Choose Edit > Paste.

Because the images were on a right page and the back cover is a left page, PageMaker pastes the images on the pasteboard to the right of page 8 (where a right page would be).

You'll now use the control palette to position the images on the page. The top right corner of the page is the zero point and therefore is the easiest point to use for alignment.

6 With the images still selected, click the top right reference point in the Proxy icon. Type 0 for both X and Y, and click Enter or Return.

PageMaker positions the images on the page.



You have finished assembling the booklet.

7 Choose View > Hide Guides to hide the guides.

8 Choose File > Save to save the 04Work.p65 publication.

If you have determined that your service provider will perform all the prepress tasks (including resetting the bleeds), you are ready to deliver the 04Work.p65 file to your service provider. Be sure to include all image files that are linked to the publication.

9 If you would like to Print the Jewelrycase booklet, choose File > Print. Select the printer you want to print to (Windows) and select the appropriate PPD. Click Print.

Building a booklet

The Build Booklet plug-in lets you create a copy of your current publication in which pages are arranged for printing multipage spreads or signatures. This publishing technique is known as *page imposition*. For this project, two pages are printed on each sheet of paper. When the paper is folded, the book pages are in the correct order. In your booklet, the first and last pages will be printed on one page, the second page on the same sheet as the second-to-last page, and so on.

Previewing the pages

Before building the booklet, you want to make sure that your text and layout are finished. Major changes may change the pagination and require that you rebuild your booklet.

To help you understand the results of using Build Booklet, you'll also open a finished version of the booklet with the pages already rearranged by Build Booklet.

1 Browse through your publication, making sure that everything is in order.

PageMaker's page sorting option lets you view thumbnails of your publication pages so you can see the entire publication at once.

2 Choose Layout > Sort Pages. On the Macintosh, click the Options button, select Show Detailed Thumbnails, and click OK.

Resize the window if necessary to see all the pages at once.

3 Click Cancel when you have finished viewing the pages.

4 Choose File > Open, and double-click 04FnlBkt.p65 in the 04Project folder.

5 Choose Layout > Sort Pages. Resize the window if necessary to see all the pages at once. To increase the size of the thumbnails, click the Build Booklet zoom tool.

The eight pages of the booklet have been distributed between four larger pages. Page 1 of the booklet contains the original page 1 and page 8. Booklet page 2 contains the original pages 2 and 7; booklet page 3 contains original pages 3 and 6; and booklet page 4 contains original pages 4 and 5.

6 Click Cancel when you have finished viewing the pages.

7 Choose File > Close to close 04FnlBkt.p65 and return to your publication. If prompted to save before closing, click No.

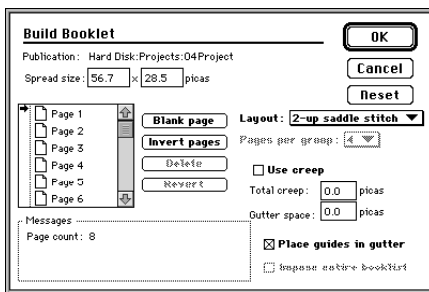
Using Build Booklet

You are now ready to use Build Booklet.

1 With 04Work.p65 open, choose Utilities > Plug-ins > Build Booklet.

2 Choose 2-up Saddle Stitch for Layout.

This option is for standard booklet printing, where double-sided pages are folded once and fastened along the fold.



After you choose a layout, PageMaker calculates the spread size for you.

The Build Booklet plug-in gives you several additional options for arranging your booklet. You can adjust the spread size, delete extra pages, insert blank pages, rearrange pages, and adjust for creep. For more information, refer to the *Adobe PageMaker 6.5 User Guide* and the *Adobe Print Publishing Guide*.

3 Leave the Place Guides in Gutter option selected. Click OK to create the booklet.

4 When prompted, choose to save your original document.

The Build Booklet plug-in saves and closes the current document, and then opens a new, untitled version that has the expanded spread size and new page sequence.

5 Save the new file as 04Booklt.p65 in the 04Project folder.

Page 1 of the booklet is a 56p7 by 28p6 page that contains the original page 1 and page 8.



Notice that the left edge of page 1 and the right edge of page 8 abut each other and will not need to bleed. Because this is a saddle-stitch booklet, the binding edge of each page always abuts another page in the printed signature. Therefore any cropping you applied to images on the binding edge will be left in place during the prepress preparations.

6 Continue to page through your document.

7 When you have finished browsing through the booklet, close all open files and quit the Adobe PageMaker application.

Printing the booklet

In addition to trapping and resetting the bleeds, the prepress tasks will include specifying a custom page size and including printer's marks and page information. For more information on these prepress tasks, refer to the *Adobe PageMaker 6.5 User Guide* and the *Adobe Print Publishing Guide*.

Designed to be printed on a commercial printing press, this publication requires a total of four process color (CMYK) film separations. Knowing your printer plans to print this publication using a line screen frequency of 150 lpi, your service provider will create the four film separations on a image-setter at a resolution of 2400 dpi. Once the film separations are prepared, you can deliver them to your printer.

Review questions

- 1 What is meant by the term bleed?
- 2 What are some advantages to using layers?
- 3 How do you adjust the position of text within a frame?
- 4 How do you make text flow around a graphic?

Answers

- 1 Printed areas that extend beyond the trim marks of the page.
- 2 Layers let you do the following:
 - work with objects without accidentally moving or modifying objects on other layers
 - treat similar objects together without grouping
 - hide or display objects
 - lock a layer to prevent modification of its objects
 - quickly change the stacking order of objects
- 3 Choose Element > Frame > Frame Options. Select options and click OK.
- 4 Select the graphic, and choose Element > Text Wrap. For Wrap Option, click the second (rectangular wrap) icon. For Text Flow, PageMaker selects the third (wrap-all-sides) icon. Type the degree of offset you want and click OK. For irregular wraps, you can click on the text-wrap border to add new handles, and drag edges or handles to modify the area that keeps text away.