

Lesson 6

Adventure newsletter



This project is a newsletter published by a consortium of companies that provide travel-related services. Although it is short enough to be called a newsletter, the variety and complexity of its layout are comparable to a magazine. This project focuses on creating professional-level typography and layout. Many page elements are stored in a library, so you can streamline importing and concentrate on mastering professional layout skills.

To maintain the professional appearance of this highly designed publication, you will create a leading grid to ensure that the pieces align in an ordered way so that the complex page retains a unified and harmonious overall appearance. You will also employ a number of PageMaker's typographic controls and use the story editor for tasks such as spell-checking and replacing certain characters.

In this project you learn how to:

- Use semiautomatic text flow.
- Apply Expert Kerning.
- Create a page that has different column layouts on different parts of the page.
- Use paragraph settings to control column breaks.
- Use the Add Cont'd Line plug-in.
- Use the story editor to find and replace characters.
- Perform a spell check.
- Use PageMaker's image-control features.
- Force-justify a line.
- Control hyphenation and widows.

This project should take you about 2 hours to complete.

Before you begin

1 Before launching PageMaker, return all settings to their defaults. See “Restoring default settings” in Lesson 1.

2 Make sure that the AGaramond, AGaramond Semibold, Corvinus Skyline, and Myriad Multiple Master families of fonts are installed.

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

3 Start Adobe PageMaker 6.5. Open the 06Final.p65 file in 06Project to see how the completed newsletter will look.



4 If the publication window does not fill the screen, click the Maximize button in the right corner of the title bar to expand the window.

Starting the publication

The newsletter uses an unusual tall and narrow shape to reinforce the exotic nature of its stories. You will begin building the publication by setting up the page size.

1 Choose File > New to open the Document Setup dialog box.

2 Enter **9** by **16** inches for Dimensions, and select Tall orientation. Make sure that the Double-sided and Facing Pages options are selected. Choose 2400 dpi for Target Output Resolution and, in Windows only, choose AGFA-ProSet9800 for Compose to Printer. Enter **2** for Number of Pages, and type **.75** inches for all four margins. Click OK.

The newsletter layout was designed using picas as a unit of measure. Now that you have set up the page size, you can switch the unit of measure to picas.

3 Choose File > Preferences > General. Choose Picas for Measurements In and also for Vertical Ruler. Click OK.


4 Choose File > Save, and go to the 06Project folder. Enter **06Work.p65** as the publication name, and then click OK.

Setting up the master pages

The majority of pages in this newsletter have three columns, so you begin by specifying a three-column layout on the master pages. While you're on the master pages, you also create the title header that appears at the top of the inside pages.

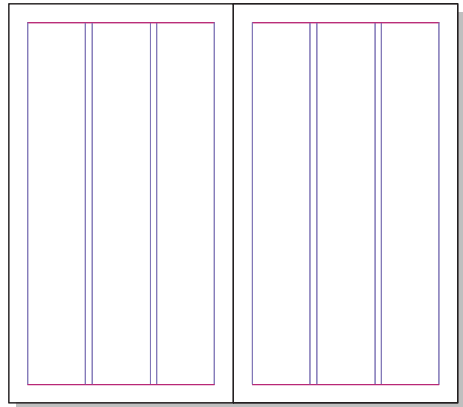
Setting up columns

When you set columns on a master page, they appear on all publication pages that use that master page.

1 Click the master page icon () at the bottom of the document window to display the left and right master pages.

PageMaker shows you both master pages because you chose Facing Pages in the Document Setup dialog box.

2 Choose Layout > Column Guides and specify three columns with 1 pica 6 points (1p6) of Space Between Columns. Click OK.



Your settings apply to both right and left document pages because the Set Left and Right Pages Separately option was not selected when you specified options in the Document Setup dialog box.

Creating the running head

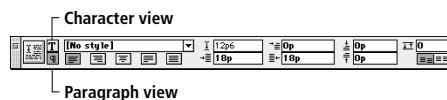
The title of the newsletter appears at the top of every page. You can easily make this happen by setting up the title as a running head on the master pages. Because the publication uses double-sided facing pages, you'll put the running head on both the left and right master pages. First you will zoom in to the specific area where you want to work.

1 Select the zoom tool (Q) and drag to draw a marquee starting near the top of the left master page and extending across the full width of the page. Make it only a couple of inches high.

2 Drag a guide from the horizontal ruler down to 3p1. Select the text tool (T) and drag a text column across the entire width of the page above the columns. Type in the words **Adventure—Travel**, putting an em dash (with no spaces) between the two words.

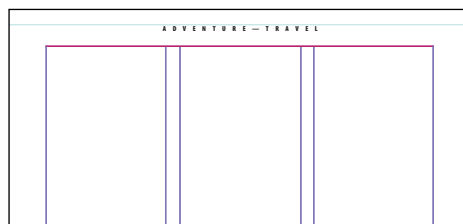
Note: To type an em dash hold down **Alt+Shift** as you type a hyphen (Windows), or hold down **Option+Shift** as you type a hyphen (Macintosh).

3 With the text tool still selected, select the text. In the Control palette, make sure the Character view button (τ) is selected. Choose MyriadMM 830 BL 300 CN for the font, and 10 point for the size. Click the All Caps button (c) to make the text uppercase. Click the Paragraph-view icon (¶), and apply a left indent of 18 picas and a right indent of 18 picas.



Next, you want to add letterspacing.

4 With the text still selected, click the Force Justify Alignment button (≡) in the Control palette.



PageMaker adds equal amounts of space between each character to make the text fill the measure. The degree of space is limited by the right and left indents you set.


Note: PageMaker justifies a line by increasing space between words before increasing the space between letters. If a regular word space was used on either side of the em dash, there may be too much space between words and not enough between letters. If you

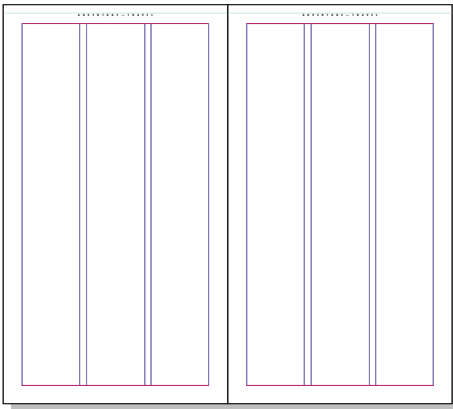
*want additional space around the em dash while maintaining more balanced spacing, you can use nonbreaking spaces instead, by typing **Ctrl+Alt+spacebar** (Windows) or **Option+spacebar** (Macintosh).*

5 Select the pointer tool and size and position the text block so it extends the full width of the page. Position the bottom of the windowshade on the guide at 3p1.

The bottom of the windowshade snaps easily to the guide because you have Snap to Guides turned on.

So far so good: you've created a page header for the left pages. Now you need to duplicate it on the right master page.

6 With the pointer tool, select the header text block and copy it. Use the scroll bars or the hand tool () to pan to the right master page. Zoom in on the top, just as you did for the left master page, and paste. Then use the pointer tool to drag the text block so that it sits against the left side of the page (filling the page width) and so that the bottom of the windowshade snaps to the 3p1 guide.



You've completed the master pages.

7 Save 06Work.p65.

Beginning page 1

You don't want the header to appear on page 1, the title page.

1 Click the page icon 1.

2 Choose **View > Display Master Items** to deselect it.

The header that you created on the master page is no longer visible on page 1. It will still be visible on all pages that have Display Master Items enabled.

Adding guides

Next, you'll create a series of guides to help you position material on the page.

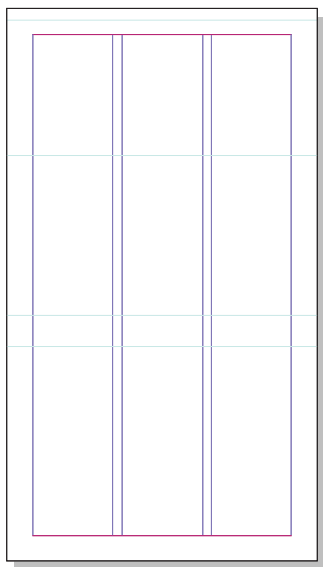
1 Drag a ruler guide down from the horizontal ruler. Watch the Control palette as you drag, so that you can accurately position the ruler guide so that Y reads 25p6.



When you create guides, you can monitor the guide position on the Control palette or on the ruler opposite the one from which you dragged the guide.

2 Drag to create three more ruler guides from the horizontal ruler. Position the additional horizontal guides at 49, 53p3, and 58p8 picas.

Note: If the Control palette isn't displaying the ruler increment you want, the current magnification may be causing ruler increments to round off to the nearest pixel. If you zoom in on the page and the Control palette, the rulers will display finer increments.



You created these guides on page 1 because it is the only page that uses this layout. If you wanted to create the same set of guides on all pages, you would have created them on the master pages.

3 Now is a good time to save your work. Remember to save often, even though this book reminds you only once in a while.



If you're creating a visible grid of regularly-spaced guides, you can also use the Grid Manager plug-in. Choose Utilities > Plug-ins > Grid Manager.

Placing art on page 1

For this project, we have provided all of the art that you need, including the drop caps. Some—but not all—of the elements have been saved in a library. Several of the elements in the library were created in Page-Maker itself and do not exist as separate files. The largest graphics are not included in the library, in order to conserve disk space.

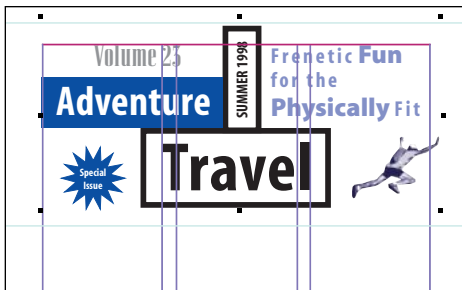
1 On page 1, choose Window > Plug-in Palettes > Show Library. In the Library palette, choose Open Library from the palette menu. Navigate to the 06Project folder, and double-click 06Lib.pml. You should see one or two thumbnails, each with a title underneath. If you don't see both images and titles, choose Display Both from the palette menu. The masthead items at the top of page 1 were created in PageMaker and added to the library as AT Logo-Heading.



Note: Items stored in the Library palette don't snap to guides or the grid as you drag them from the Library palette to the layout, nor do they display a preview until you release the mouse. Therefore, throughout this lesson you will move Library palette items onto the layout, let go, and then drag them precisely to their final positions.

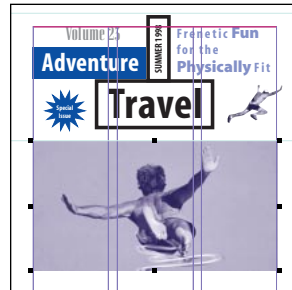
2 If necessary, scroll the Library palette until you see ATLogo-Heading. Drag AT Logo-Heading out of the Library palette, but don't let go yet. As you drag, the loaded graphic icon indicates where the top left corner of the graphic will be when you release the mouse button. Position the top left of the loaded graphic icon near the top left corner of the page margin, and then release the mouse button.

3 Press and hold the mouse button on the masthead until you see the preview image for the masthead, then drag it into its final position so that the left edge snaps to the left page margin and the top of the **Volume 23** text characters are aligned with the top page margin, as shown below.



The next element is the large duotone photograph intended for the top half of page 1.


4 Drag LeapDuo from the Library palette to the layout, position the loaded graphic icon along the left page margin and under the masthead, and then release the mouse button. Then drag the photograph so that the left side snaps to the left margin and the top snaps to the guide at 25p6 picas (you can check the Control palette for the location of the top edge as you drag, if you make sure any of the top reference points are selected in the Proxy icon).



Placing the text

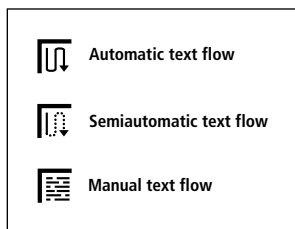
The 06TextA.doc file contains the text of several articles for the current issue, including the bungee-jumping story. You can save time by using the most appropriate text-flow method. If you use the fully automatic text-flow option (the Autoflow command), the text will fill all three columns immediately. You don't want that, because the right column is reserved for another story. Manual flow would work, but you'd have

to reload the cursor after each column. PageMaker's semiautomatic flow is the perfect way to place this story, because you can choose which columns to fill and the text cursor stays loaded.

1 Begin by displaying the page at Actual Size if it isn't already, and use the scroll bars or hand tool () to pan so that the two left columns below the large photograph are visible.

2 Choose File > Place, open the 06Project folder, and double-click 06TextA.doc.

PageMaker imports the text and gives you the automatic text-flow icon or the manual text-flow icon, depending on whether Autoflow is enabled in the Layout menu. Autoflow is turned off by default, so you probably see the manual text-flow icon.

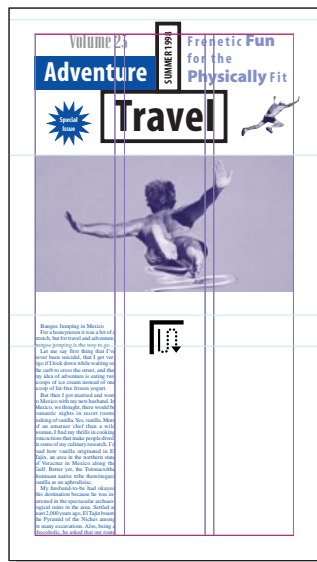


3 Hold down Shift to change to the semiautomatic text-flow icon.

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.

The text fills the column and stops. Your cursor is still a loaded text icon, ready to place more text.

5 Holding down Shift, click inside the second column at the same position to fill the second column.



There's more to the story, but you'll place that later.

6 Click the pointer tool in the toolbox to deselect the loaded text icon.

Note: When you click with a loaded text icon to place text, the text fills the width of the column if the icon is inside the column when you click. If you click outside the column margin, PageMaker spreads the text the full width of the page margins. If that happens, drag the bottom windowshade handle up to roll the column completely up, and click the red triangle to reload the text icon. Then place it again, being careful to position the pointer within the column.

Formatting the Bungee article

Other lessons in this book teach you how to format paragraphs and create paragraph styles, so for this project, you will simply use paragraph styles to quickly format different parts of the publication.

Importing styles

Whenever the styles you want to use exist in another publication, save time by importing them instead of creating them from scratch.

1 Choose **Type > Define Styles**, and click **Import** in the **Define Styles** dialog box.

2 Navigate to the **06Project** folder if you're not there already, and double-click to open **06Styles.p65**.

When you're asked if you want to copy over existing styles, click **OK**. Click **OK** again to close the **Define Styles** dialog box.

Your document now contains a complete and up-to-date set of paragraph styles that you will use to format the newsletter text.

Adding heads, graphics, and styles

The next step is to apply paragraph styles to all the paragraphs of the bungee-jumping story. You first apply the **Body Text** style to all of the text. After that, all you have to do is apply headline styles where needed.

1 Select the text tool (**T**) and click an insertion point anywhere in the article you just placed. Now choose **Edit > Select All**, and apply the **Body Text** style.

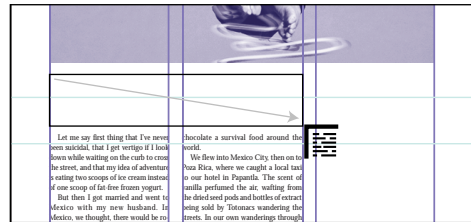
Note: You can use the **Styles palette** or the **Control palette** to do this, or you can choose **Type > Style > Body Text**.

Because you chose the **Select All** command, the **Body Text** paragraph style is now applied to the entire file that you just imported, not just the portion that's visible.

Now you will lay out the headline of this story in a way that keeps it threaded to the rest of the story.

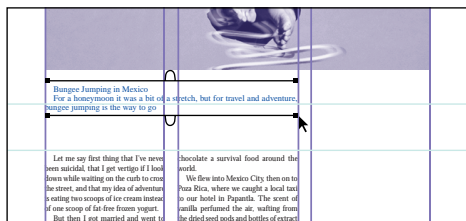
2 Select the pointer tool, and then click the top windowshade handle of the first column. The loaded text cursor appears so that you can create a new first text block for this story, threaded to the rest of the story.

3 Drag the loaded text cursor to create a new text block across the top of the two columns under the photograph.



4 Drag the top windowshade handles of the two columns of body text so that each snaps to the **58p8** guide. Then click the headline

you just pasted, and make sure that the text block fills the two-column width completely.



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

Tracking and kerning

Compare the current headline with 06Final.p65, and notice that in the final version, the headline fits on one line and there is not so much space between the characters.



Default letter spacing for headline



After kerning

Typographers would say that the headline in 06Final.p65 has a *firmer texture*. The perception of type texture affects the design of the page. Texture is affected by the visual arrangement of the shapes of and spaces between type characters. Your goal is to create a texture that is even and feels pleasant to look at—neither crowded nor loose. There are two ways to control typographic texture: tracking and kerning.

Tracking adjusts the space between characters evenly, adding or removing space between each pair of characters. As type gets larger, characters should be closer together for proper texture. Type that is smaller than 14 points rarely needs tightening and sometimes requires a looser texture, whereas most type larger than 30 points needs tightening. Tracking automatically adjusts letter spacing as you change the type size. The amount of tracking applied to a certain size depends on font- and size-specific tracking tables which you can edit if you are typographically experienced. If you don't have a proper tracking table for a font, the result may not be optimal.

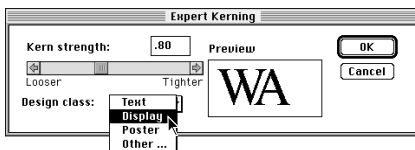
The second technique for controlling texture in type is called *kerning*. Kerning is an adjustment of letter space between individual pairs of characters. If you select a range of text and then apply kerning, this is known as *range kerning*, which is similar to tracking. However, unlike tracking, applying a kerning value does not automatically compensate for different type sizes. For example, if you select a paragraph containing several

sizes of type, the kerning value you enter is applied whether or not it is appropriate for all the sizes of type you selected.

Display type, or type larger than approximately 36 points, is more of a challenge to kern manually. To help you, PageMaker provides the Expert Kerning feature. Expert Kerning examines each selected character shape to determine optimal letter spacing, which in display type is quite likely to be different between each pair of characters.

Expert Kerning is intended to be applied only to several words of larger type sizes, typically 36 points or over. The level of precision at which Expert Kerning calculates kerning is not visible at smaller sizes. In the next step, you use PageMaker's Expert Kerning feature to reduce space selectively between characters of a headline.

- 1 Select the text tool (T), select the entire **Bungee Jumping** headline, and then choose Type > Expert Kerning. Set the Kern Strength to .80 and the Design Class to Display. Click OK.



PageMaker's Expert Kerning reduces the space between each pair of characters. The headline should now fit on one line and match the one in 06Final.p65.



- 2 Locate the paragraph that begins **For a honeymoon...** and apply the Head 2 paragraph style.

Note: If any part of the **For a honeymoon...** paragraph moves down to the main story, select the pointer tool, select the headline text block and pull down its bottom windowshade until that second paragraph is completely visible under the headline again.

- 3 Drag the **Bungee Jumping** headline so that the first baseline rests on the 53p3 guide. This may not happen easily if the bottom of the text block snaps to the next guide down. You can move the headline baseline close to the 53p3 guide, and then press the vertical arrow keys to nudge the headline into position. Make sure that the left side of the block is flush with the left margin and that it fills the two-column width completely.

Adding a graphical drop cap

The decorative drop cap for the bungee-jumping article has been provided for you in the library. It was created in PageMaker and is a combination of the letter L, a rectangle, and a text wrap.

- 1 Select the text tool (T) and delete the L from the phrase “Let me say...” at the beginning of the body text for the article.
- 2 If necessary, scroll the Library palette so that you can see the LCap drop cap.
- 3 Select the pointer tool, drag LCap out of the library, position it near the beginning of the bungee-jumping article, and release the mouse button. Now fine-tune its position by lining up the bottom of the drop cap graphic with the baseline of the fifth line of the first paragraph of the article, and then release the mouse button.



Because the piece already has a wrap applied to it, the surrounding text positions itself nicely around the drop cap.

- 4 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.

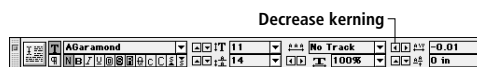


The drop cap procedures in this lesson are useful for adding a graphical drop cap, but if you simply want to convert the first letter of a paragraph into a drop cap, you would select the first letter and choose Utilities > Plug-ins > Drop Cap.

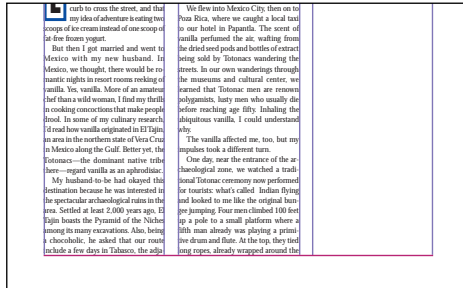
Fixing a widow

The last line of the first paragraph ends with a very short line—a widow. A widow is generally considered to be typographically undesirable, so there's an easy way to fix it.

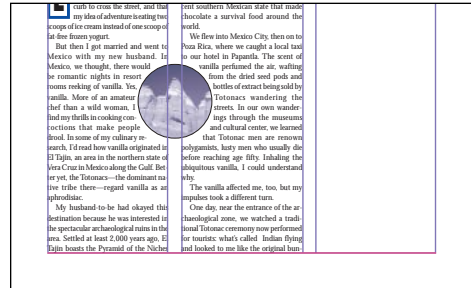
- 1 Display the Character view of the Control palette.
- 2 With the first paragraph still selected, click the Decrease Kerning button in the Control palette once or twice until the single word moves up one line.



Make sure that the bottom of the text block in each of the two columns is even with the bottom page margin.



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 or press Return or Enter.



Placing the circle graphic

Now it's time to place the circular graphic that goes between the two columns of the bungee-jumping article. It's called Circle Photo in the Library palette. This graphic 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 the photo it masks are grouped to make them easier to position.

1 If necessary, scroll the Library palette to locate Circle Photo. Drag Circle Photo from the library onto the pasteboard or a white area of the page.

This time you will use the Control palette to position the graphic precisely.

3 Save 06Work.p65.

You may want to check 06Final.p65 again to see if your work matches it.

Adding the continuation line

The bungee-jumping article continues on a later page, so you will add a continuation line where it ends on page 1 to tell the reader where the article continues, or jumps. To do this, you must first place the rest of the article. The file containing this article is large because it contains other articles as well, so you are going to flow the remainder of the 06TextA.doc file into the document so you can see what you're working with.

1 With the pointer tool still selected, select the text block in the second column, and load the text icon by clicking the bottom windowshade handle.

2 Go to the second page, and hold down Ctrl (Windows) or Command (Macintosh) to toggle from manual flow to automatic text flow. Click in the top of the left column to place the text.

3 PageMaker flows all the unplaced text into the publication.

Return to the first page, and select the text block in the second column by clicking it with the pointer tool.

4 Choose Utilities > Plug-ins > Add Cont'd Line. In the dialog box that appears, select Bottom of Text Block and click OK.

By choosing Bottom of Text Block, you tell PageMaker that you want the jump line to say "Continued on page..." If you choose Top of Text Block, PageMaker adds a line at the top that says "Continued from page..." PageMaker knows where you placed the next text block of the article, and it inserts a line of text that contains the correct page number. It also creates a paragraph style called Cont. On, which has the default formatting for the continuation line. You can edit this style exactly as you would edit any other paragraph style.

5 If necessary, choose Window > Show Styles to display the Styles palette. To change the look of the continuation line, display the Edit Style dialog box by holding down Ctrl (Windows) or Command (Macintosh) as you click the Cont. On style in the Styles palette.

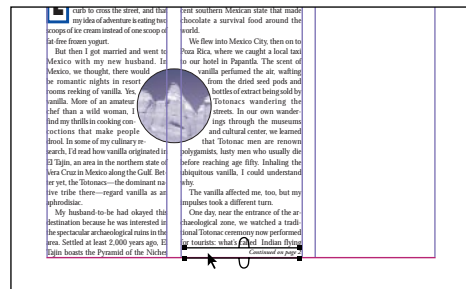
6 Click Char, and choose AGaramond for Font, and choose both Bold and Italic for Type Style. Choose 9 for size and 14 for leading. Click OK, and then click Para.

To remove the ruling lines from the style definition, click Rules, and then deselect Rule Above Paragraph and Rule Below Paragraph. Hold down Shift (Windows) or Option (Macintosh) as you click OK, to close all dialog boxes.

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.

The final step is to position the continuation line more precisely. It's in a separate text block, so all you have to do is drag it.

7 With the pointer tool still selected, select the text block containing the jump line. Drag it down until its baseline sits on the bottom margin.




Adding the Editor's Note


The Editor's Note is a *sidebar* and rests on top of a screened blue rectangle that forms one of the major design elements on the front page. The rectangle serves as a focal point and visually unifies the top and bottom of the page.

Creating the blue background


Take another look at 06Final.p65 and note the blue background on the right side of page 1.

1 Return to 06Work.p65 on page 1, and select the rectangle tool () . Drag a tall narrow rectangle on the pasteboard to the right of page 1. The size and position are not important. You will adjust them soon.

2 With the rectangle still selected, be sure the top left reference point of the Proxy icon in the Control palette is selected. In the Control palette type **19p6** for W, and **77p6** for H, and then press Enter or Return.

3 If necessary, choose Window > Show Colors to display the Colors palette. With the rectangle still selected, click the Both button () , click PANTONE Blue 072 CV and then choose 20% for Tint.

The rectangle is now a lighter version of the blue color you selected. Tinting a color is also known as *screening back* when you apply a halftone screen to lighten it.

4 Zoom out and use the scroll bars or hand tool () to pan the page so that you can see the bottom right corner of the page. Select

the pointer tool and drag the rectangle so that its bottom right corner lines up with the bottom right corner of page 1.

5 With the rectangle still selected, choose Element > Arrange > Send to Back so that the blue background is behind the photograph and the title art is at the top of the page.



6 Choose Element > Lock Position. This locks the rectangle so that it will not accidentally be moved as you work on the page.

7 Save 06Work.p65.

Placing and formatting the text

In the next steps, you will place and format the text for the Editor's Note. Take a look at the Editor's Note in 06Final.p65 to see where you're headed. Notice that the title is white text against a dark blue box.

1 Choose File > Place and double-click 06TextB.doc. Click the loaded text icon in the right column about a pica below the big photograph.

2 Select the text tool (T), click in the Editor's Note, and 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 of the Proxy icon, type 35p6 for X and 50p4 for Y, and then press Enter or Return.

In the next steps, you will apply a paragraph style to the header, create a dark blue rectangle, place it behind the header, and group the rectangle and text block together.

4 Zoom in on the top of the Editor's Note article. Select the rectangle tool (□) and draw a rectangle over the "Editor's Note" title; draw it as wide as the column. Select the pointer tool, select the rectangle, and in the Control palette, type 14 picas (the width of the column) for W, and 2p4 for H. Press Enter or Return.

5 With the rectangle still selected, display the Colors palette, click the Both button (⊞), and apply PANTONE Blue 072 CV.

6 Choose Element > Arrange > Send Backward (not Send to Back, which would put the dark rectangle behind the light rectangle). If necessary, repeat this step until the dark blue rectangle is behind the text.

7 Select the text tool and click in the title of the sidebar ("Editor's Note"), and apply the SideHead paragraph style. The title is now easier to read over the dark rectangle because Reverse is applied to the type as part of the paragraph style definition. If you don't see distinct characters, the text may be greeking—zoom in to see it better.



8 Select the pointer tool and select the blue rectangle. If you accidentally select the text block which is now in front of the rectangle, hold down Ctrl (Windows) or Command (Macintosh) and click again to select through the text block.

9 Use the Up and Down arrow keys on the keyboard or the vertical nudge buttons on the Control palette to move the blue rectangle in small increments until it is centered vertically behind the Editor's Note text.

Using the nudge technique works especially well for this kind of precise positioning.

At this point, the dark blue rectangle and the text block should both be as wide as the column. The dark blue rectangle should stay with the reversed headline text, so you'll group them to keep them together.

10 With the rectangle still selected, hold down Shift as you click on the text block to add it to the selection, and choose Element > Group.

11 Select the text tool and click an insertion point in the first text paragraph of the Editor's Note. Display the Paragraph view of the Control palette, and change the first line indent from 1 pica to 0.

The last paragraph of the Editor's Note may end with a widow—a word or fragment of a word that looks awkward alone on a line. If you see one, you can correct it by applying range kerning, as you did to the first paragraph in the **Bungee Jumping** article.



12 Save 06Work.p65.

Finishing the Bungee article

Next, you will go to page 2 and position the remainder of the bungee-jumping article.

1 Click the page 2 icon and zoom in on the top of the page. Make sure that the top of each of the two text blocks aligns exactly with the top margin.

Now you will add guides to make it easier to size the story for this layout. You may refer to 06Final.p65 to review how this story fits into the rest of the page.

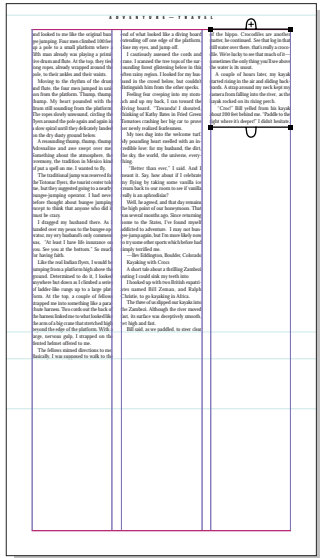
2 Pan down and, if necessary, zoom out so that you can see the bottom half of the two columns.

3 Drag a ruler guide out from the horizontal ruler and position it at 57p. Drag to create two more horizontal ruler guides and position them at 61p8 and 70p4.

4 With the pointer tool still selected, select the left text block and drag the bottom handle up until the bottom is on the 61p8 guide (the second one from the bottom). Then select the second column and drag its bottom windowshade handle up to the guide at 57p.

5 Click the windowshade handle at the bottom of the text block in the second column to load the text icon, and flow the remaining text into the third column. If the top of the

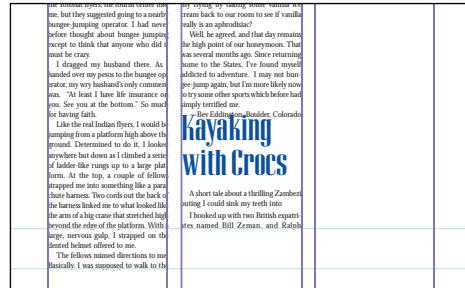
text block does not already touch the top margin, drag the top windowshade up until it snaps to the margin.



Formatting the Kayaking article

Next, you will apply formatting to the **Kayaking with Crocs** article, which begins near the bottom of the second column in 06Final.p65.

- 1** Zoom in on the middle of the second column, and apply the Head 1 style to the words **Kayaking with Crocs**.



- 2** Select the same words with the text tool so that you can apply Expert Kerning just as you did for the headline of the bungee-jumping article.
- 3** Choose **Type > Expert Kerning**. Type **.80**, for Kern Strength, and choose **Display** from the Design Class pop-up menu. Click **OK**.

Now you will use the Column Break option to move the headline to the top of the third column.

- 4** Click anywhere in the Kayaking with Crocs headline, and choose **Type > Paragraph**. In the **Options** section, select **Column Break Before**, and click **OK**.

The head promptly moves to the top of the next column because you added the column break option to it.

5 With the text tool still selected, click an insertion point in the paragraph which begins **A short tale**, and apply the Head 2 style.

6 Select the pointer tool. Drag the Kayaking Photo out of the Library palette, position it close to the top of the third column, and then release the mouse button. Drag the photograph again to fine-tune its position, snapping it to the left column guide of the third column and the top page margin.




The photo already has a wrap applied to it, so it pushes the text down and out of the way. Since Snap to Guides is on, the picture snaps easily into the column when you move it close to the column guides.

7 With the pointer tool still selected, drag the bottom windowshade of the Kayaking article down to reveal the entire story.

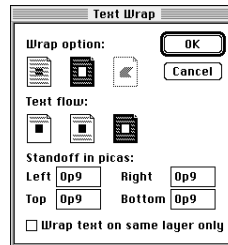
8 Save 06Work.p65.


Positioning the pull quote

The pull quote for this page includes a photograph. By putting the pull quote and the photograph inside a frame, you'll be able to set text wrap once for the entire pull quote, and still be able to edit the text and photo.

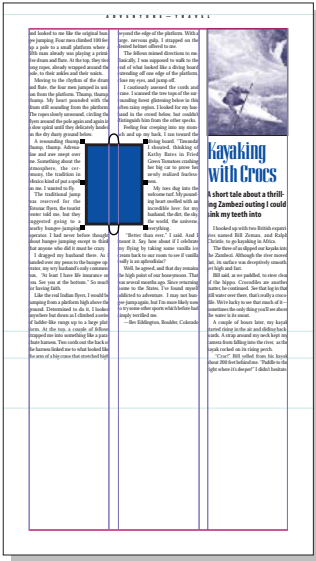
1 Select the rectangle-frame tool () from the toolbox. Draw a frame on the pasteboard, and leave it selected.

2 Choose Element > Text Wrap. For Wrap Option, select the second icon (rectangular wrap). Type 0p9 for all Standoff Values, and then click OK.



3 With the frame still selected, display the Colors palette, click the Fill button () , and then select PANTONE Blue 072 CV. Choose Element > Stroke > 6 pt.

4 Be sure the top left reference point of the Control palette Proxy icon is selected. Type **–39p9.5** for X, **24p5.5** for Y, **10p2** for W, **14p3** for H, and then press Enter or Return.



5 With the frame still selected, choose **File > Place**. Select the file **06TextC.doc** in the **06Project** folder, make sure the **Within Frame** option is selected, the **Show Filter Preferences** option is deselected, the **Retain Format** option is selected, and then click **Open (Windows)** or **OK (Macintosh)**. The text is placed within the frame.

The text may be difficult to read because it is black on a dark blue background. You will apply a style that will make it easy to read.

6 Select the text tool (T), click an insertion point in the pull quote text, and choose **Edit > Select All**. Display the **Styles** palette and click the **Pull Quote** style.

Now you will add a duotone image to the pull quote. First you will add a paragraph return so that the image will be in its own paragraph.

7 With the text tool still selected, click at the beginning of the text you just placed and press Enter or Return. Then press the Left Arrow key to move the insertion point back to the top of the text block.

8 Choose **File > Place**, select the **06Art1.eps** file from the **06Project** folder, make sure the **As Inline Graphic** option is selected, and then click **OK**.



The text and photograph don't appear properly aligned right now, but you will fix that in the following steps.

9 Select the pointer tool, select the frame (do not select any of the frame contents), and choose **Element > Frame > Frame Options**. Type **0** for each **Frame Inset**, and then click **OK**.

Not enough of the top of the photograph is visible, so you'll add leading to the line that contains it.

10 Select the text tool and triple-click the photograph in the pull quote to select the paragraph containing the photograph. In the Character view of the Control palette, type **38** points for leading ($\text{1}\frac{1}{2}$), and then press Enter or Return.



11 Click the text tool within the first line after the photo, and in the paragraph view of the Control palette, type **1** pica for space before the paragraph ($\frac{1}{6}$), and then press Return or Enter.



Laying out the Tibetan Treks sidebar

To finish page 2, you will place the prepared title graphic for the Tibetan Treks sidebar and then place a graphic at the bottom of the page. You will then modify the graphic in several ways: you will enlarge it, color it blue, and alter it with PageMaker's Image Controls. Finally, you will change the layout to two columns, place the sidebar text, and add the drop cap.

Placing the sidebar title

You will fill out the bottom of page 2 by adding another sidebar. In this section you add the title of the sidebar, which is stored as a graphic in the Library palette.

1 Take another look at 06Final.p65 to see what this part of the page looks like.

2 Select the pointer tool. Locate Side Head in the Library palette and drag it onto the page, positioning the loaded graphic icon approximately at the top left of the empty area at the bottom of the page, and then release the mouse button. Drag the graphic to fine-tune its positioning, so that the left

edge snaps to the left margin and the top edge aligns with the guide at 57, and then release the mouse button.



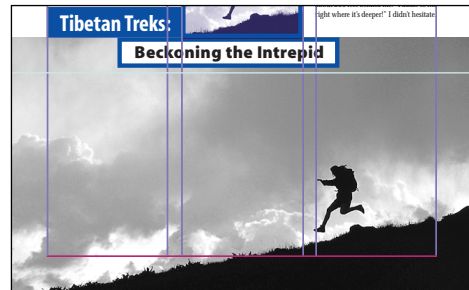
Placing the background graphic

The sidebar text will appear on top of a background photograph, so you will add the photograph next.

1 Select the pointer tool. Locate Tibetan Treks in the Library palette, drag it to the empty area at the bottom of the page, and release the mouse button. Drag the photo again to 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 containing the text **Tibetan Treks**. The photograph may hang below the page edge slightly.

2 Select the sidebar title graphic that you just dragged from the library, and choose **Element > Arrange > Bring to Front** so that it is in front of the enlarged background photograph.

3 Select the Tibetan Treks photo. Display the Colors palette and apply PANTONE Blue 072 CV.



Applying special effects to a photo

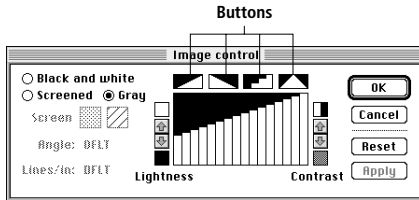
For the type to be readable over the photo, the photo should be lighter. You will use the Image Control feature to screen back the photo and create special effects.

Macintosh:

With the photo selected, choose **Element > Image > Image Control**. Experiment by clicking different buttons above the graph and with clicking the Lightness and Contrast controls.

The buttons produce an immediate effect, but for the other controls, you have to click Apply. On a Macintosh, you can adjust each bar in the graph individually, or drag across the graph to shape the bars together. Click Apply to see the effect.

When you're done exploring, use the pointer to draw a line across the graph. The line should begin at the middle of the left side and go to the top right corner of the graph. Click Apply, and then click OK.



Windows:

With the photo selected, choose Element > Image > Image Control.

Set the Lightness to 90% and the Contrast to 24%. Click OK.

Placing the text in two columns

Now you've prepared the background graphic for the Tibetan Treks article. The next step is to place the text. This article is laid out in two columns rather than three, so you will change the column guides.

1 Choose Layout > Column Guides. This time, enter **2** for the number of columns. Keep **1p6** as the Space Between Columns, and click OK.

Notice that changing the number of columns does not affect text that is already placed on the page.

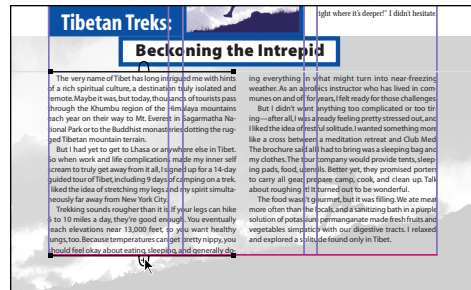
2 Choose File > Place, and double-click 06TextD.doc in the 06Project folder. As you position the loaded text icon, turn on semi-

automatic text flow again by holding down Shift as you click in the top of each column below the head **Beckoning the Intrepid**. If you still have a loaded text icon after flowing the second column, click the pointer tool to cancel placing text. You will make adjustments later that will make all the text fit.

3 Select the text tool (T), click in the new story, and choose Edit > Select All. Display the Styles palette, and apply the Sidebar Text paragraph style.

4 If the top of either column does not already touch the guide at 70p4, select the pointer tool and drag the top windowshade of each text block as necessary.

5 If the bottom of the left column does not already touch the bottom margin, select the pointer tool (if necessary) and drag its windowshade so that it snaps to the bottom margin.



6 Select the text tool, and click an insertion 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 pica to 0.

7 Select the pointer tool. Locate TCap in the Library palette and drag it approximately to the beginning of the story. Drag the drop cap again to fine-tune it, so that the left edge is against the left margin and the bottom edge aligns with the fifth baseline of the story, and then let go of the mouse button.

8 Delete the first letter of the story—the **T**—since it is now redundant with the drop cap.

The library you opened for this project will stay open until you close it. You won't be using this particular library any further in this project or for any other projects in this book, so you will close it now. Simply closing the palette window won't close the library file itself, so you will use a palette menu command to close the library file.

9 In the Library palette, choose Close Library from the palette menu. Then close the Library palette.

For the next step, you want to select all of the Tibet article except the first paragraph. This can be difficult to do precisely, but there is a quick way.

10 Select the text tool. Triple-click the second paragraph in the article, and then hold down Shift as you click the last paragraph in the article.



The selection technique in step 10 also works for whole words. Just start dragging by double-clicking a word at either end of the desired range.

11 In the character view of the Control palette, change the track from Normal to Tight.



12 Save 06Work.p65.

Using the story editor

PageMaker's story editor is a text-only view where you can edit text quickly and easily because PageMaker does not have to display graphics or sophisticated formatting, and stories are all together in one place instead of being spread out over various pages.

Some tasks can be performed only in story editor view, such as finding, changing, and checking the spelling of text.

By setting some preferences, you can control the appearance of text in the story editor.

- 1 Choose File > Preferences > General, and then click More.

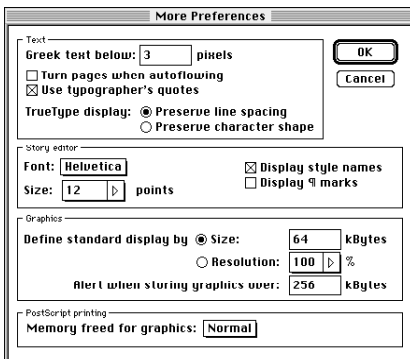


You can also display the Preferences dialog box by double-clicking the pointer tool.

- 2 In the story editor section of the More Preferences dialog box, choose a Font and Size that you'd like to use in the story editor. For this project, choose 12-point Helvetica.

These settings are provided to make it easier to read and edit text in the story editor, and they do not affect the text on the layout.

- 3 Make sure Display Style Names is selected. This shows the style name of each paragraph in a column to the left of the text. When you're working in story editor, this option quickly identifies the paragraph style applied to each paragraph.



- 4 Hold down Shift (Windows) or Option (Macintosh) as you click OK to close both Preferences dialog boxes.

Finding and changing text

If you carefully examine the text you imported for the various articles, you will find that there is an unusual character—**6**—in places where there should be em dashes. Similar characters may appear when text is moved between applications or computer platforms. PageMaker's Find and Change feature makes it easy to fix these instances. To use find and change, you must work in story editor view.

- 1 Go to page 1. To display the story editor, select the text tool (T) and click an insertion point in the first paragraph of the body text in the bungee-jumping article. Don't click next to the drop cap (L), because the drop cap is a graphic separate from the story.

- 2 Choose Edit > Edit Story.

The story editor opens to the position in the story where you clicked an insertion point.



You can also open the story editor by triple-clicking on the story with the pointer tool.

3 In story editor, examine the last sentence in the fourth paragraph. There are two instances of the ó character in the sentence **óthe dominant native tribe thereó**. Select one and copy it.

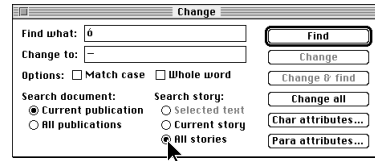


4 Choose Utilities > Change. Paste the copied character into Find What.

Note: You can also type the character directly into Find What. In Windows, hold down Alt and type 0243 on the numeric keypad. On a Macintosh, hold down Option as you type e and then let go of Option and type o.

5 Type an em dash in Change To by typing ^_ (Windows) or pressing the keyboard shortcut Option+Shift+- (Macintosh). Leave Match Case and Whole Word deselected, leave Current Publication selected for Search Document, and select All Stories for Search Story.

The case (uppercase or lowercase) doesn't matter, and the character you're looking for is not a whole word, because in this publication it is always typed without a space next to it.



You can click Change All to change all instances of the character to an em dash. However, Change All should be used with great caution to avoid unintended results. For instance, if the character is present as a legitimate character in a word, Change All will replace it anyway. It's far safer to check each occurrence as it is found.

6 Click Find. Look at the found character highlighted in the story window. It's one you want to change, click Change & Find.

PageMaker makes the change and automatically searches for the next occurrence of the character.

7 Change each occurrence of the character to an em dash. There should be seven in all. PageMaker will open a separate story editor window for each story where it finds an occurrence.



To skip over an occurrence without changing it, click Find Next.

8 Close the Change dialog box.

9 Save 06Work.p65. (You should be saving at regular intervals.)

Checking spelling

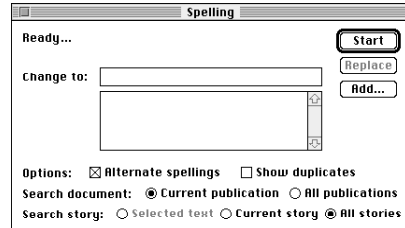
Spell checking is another task that you can perform only in story editor view. You should still be in story editor, but because PageMaker creates a separate window for each story, you are in the window for the “Tibetan Treks” story.

You want to begin checking spelling in the bungee jumping story. If you have not closed the window for that story, you can quickly return to it by choosing it from the Window menu. The story is listed in a menu under the name of the publication that contains it. PageMaker identifies each story window in the menu by the first few characters in the story.

1 Choose Window > 06Work.p65 > Bungee Jumping in M, and click an insertion point at the beginning of the story. Choose Utilities > Spelling. Select Alternate Spellings, deselect 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. Normally, you’d also select Show Duplicates, but in this text the writer uses phrases like **thump, thump, thump**.

Finally, selecting the All Stories option lets you check all editable text in the publication using a single spell-checking session.



PageMaker looks for both misspelled words and unexpected capitalization, such as a sentence beginning with a lowercase letter.

The first word that the spell checker questions is **bungee**. You want to add it to the dictionary so that PageMaker will recognize it in the future.

2 Click Add.

PageMaker presents the word with suggested hyphenation, indicated by tilde characters (~), and proposes to add it as all lowercase (not a proper noun).

3 Make sure As All Lowercase selected, and click OK. Click Continue.

If the word must always have the capital letters that you’ve typed in the Word option, you would select Exactly as Typed. If the word should be lowercase except at the beginning of a sentence, you would select As All Lowercase. PageMaker will capitalize it as necessary; for example, at the beginning of a sentence.

The next questioned word is **amatuer**. This word is wrong, but the correct spelling appears in the list of possible replacements.

4 Select **amateur** in the replacement list to make it appear in Change To, and then click Replace. At the word **Tajin**, click Ignore.

PageMaker continues the spelling check without adding **Tajin** to the dictionary. The next word is **Veracruz**. You want to use a different form of the name.

5 Type **Vera Cruz** for Change To and click Replace.

The change appears in the text. **Cruz** is not in the dictionary either, but you don't want to add it to the dictionary, so click Ignore to continue spell checking.

***Note:** Sometimes when you type in a change and click Replace, PageMaker continues the search without waiting for you to click Ignore or Add. That means that PageMaker found the substitution in its dictionary.*

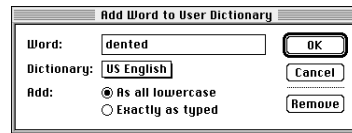
This project contains many proper and place names that should be ignored. Others, like **hippo**, are odd or rare and don't need to be added to the dictionary. Click Ignore for all of the following words:

Totonacs	chocoholic
Tabasco	Poza
Rica	Papantla
Totonac	

6 When you get to **ubquitous**, choose the correct spelling, **ubiquitous**, from the list, and click Replace. When you reach the word **dented**, click Add to add the word to the dictionary, because it is spelled correctly.

PageMaker displays the Add to User Dictionary dialog box, which shows how it would hyphenate the word. You don't want it to hyphenate before the **ed**, so remove the three tildes from the word.

7 Be sure that As All Lowercase is selected, and click OK.



You use the tilde characters to specify which hyphenation points have priority. Typing a single tilde in a word indicates the most desirable hyphenation points. Typing two tildes indicates acceptable but not ideal hyphenation points, and typing three tildes indicates the least preferable hyphenation points. When you don't want the word to be hyphenated at all, remove all tildes from it.

8 Click Continue. Click Ignore for the following words.

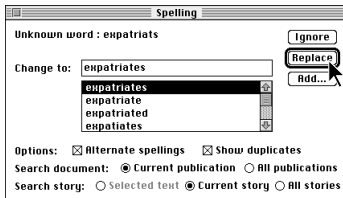
Tawanda	Kathy
Bev	Eddington

When you get to **kayaking**, click Add and change the hyphenation to **kayak~ing**. Click OK and then click Continue.

9 Click Ignore for the following words:

Crocs Zambesi

10 When you get to **expatriates**, choose **expatriates** from the list, make sure it appears as shown, and click Replace.



11 Click Ignore for the following words:

Zeman Ralph
 Christie hippo
 Croc betcha
 Jon Benson

12 When the spell checker questions **whitewater**, click Add and change the hyphenation to **white~water**. Be sure As All Lowercase is selected and click OK.

13 Click Continue, then click Ignore for **Yangtze**. Replace **reluctantly** with **reluctantly** from the list, and then click Ignore for the following words:

who've say...happy
 Britta Munstead

The next word that the spell checker questions is the h at the beginning of the Tibetan Treks sidebar story. The word begins with a lowercase letter because you removed the capital T and replaced it with a drop cap. Under these circumstances the word is OK but should not be added to the dictionary.

14 Click Ignore, and then click Ignore for the following words:

Khumbu Himalaya
 Everest Sagarmatha
 14-day Med
 simpatico

The next word that the spell checker questions is the T in the drop cap at the beginning of the Tibetan Treks sidebar story. Under these circumstances the word is OK but should not be added to the dictionary.

15 Click Ignore. When the message **Spell check complete** appears in the dialog box, click the top left corner (Macintosh) or top right corner (Windows) to close it.

Closing story editor

There is one story editor window open for each of the three stories in the project that were opened by the spelling checker. You can close all of them at once.

1 Hold down Shift (Windows) or Option (Macintosh) as you choose Story > Close All Stories.

Congratulations! You have completed this project. If you have a printer available, you may print your completed version of the publication.

2 Close all open files, and close PageMaker.

Review questions

1 How do you suppress master page items on just one page?

2 What is a quick method to space text evenly across a column?

3 How do you reuse styles among publications?

4 What are the differences between tracking, kerning, range kerning, and the Expert Kerning command?

5 How do you add a continuation line to a story that jumps to another page?

Answers

1 Choose View > Display Master Items to turn off the display of master page items for the current page.

2 Select the text tool, click in the paragraph, click the Paragraph-view button in the Control palette, and click the Force Justify Alignment button.

3 To use the styles of one publication in another, open the publication to which you will add styles. Choose Type > Define Styles, and click Import. Locate and double-click the publication that has the styles you want to copy. Click OK to confirm copying over existing styles. Click OK to close the Define Styles dialog box.

4 *Kerning* refers to adjustments of letter space between individual pairs of characters. *Range kerning* refers to selecting three or more consecutive characters and applying kerning to them. *Tracking* is similar to range kerning, but it also compensates for the size of the text to which the track is applied. The Expert Kerning command calculates optimal kerning for individual letter pairs in the selected text but makes adjustments that are only noticeable at larger type sizes (usually over 36 points).

5 With a story completely placed, select a text block with the pointer tool and choose Utilities > Plug-ins > Add Cont'd Line. Select whether the continued line should appear at the bottom or top of the selected text block and click OK.