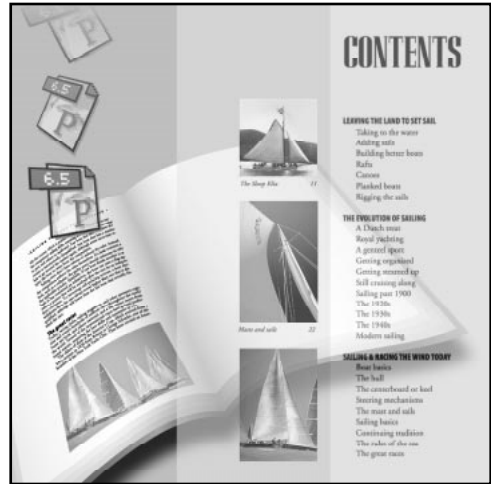


Lesson 8

Sailing publication



In this project, you'll learn how to manage a document divided into several chapter files. First you'll assemble three chapters into a book. Then you'll learn several ways to create index entries. You will generate and format an index and a table of contents for all the publication files that make up the book.

This project is a multichapter book about sailing. You are provided with three chapters that have already been completed. To the existing chapters you will add index markers, create an index and a table of contents in separate publications, and integrate all of the publications into a completed book.

In this project you learn how to do the following:

- Create a book list.
- Insert index markers.
- Create and format an index.
- Create a table of contents.

This project should take you about 2 hours to complete.

Before you begin

Before beginning to assemble the publication for this lesson, you will use the Preferences dialog box to establish application defaults, and then you will open the final version of the publication you will create.

1 Before starting PageMaker, return all settings to their defaults by deleting the PageMaker 6.5 preferences file. See “Restoring default settings” in Lesson 1.

2 Make sure that AGaramond, Corvinus Skyline, and the Myriad Multiple Master fonts are installed on your system.

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 and open the 08Chap1.p65, 08Chap2.p65, and 08Chap3.p65 files in the 08Project folder. Turn the pages in each publication to see how the book is designed. Later, you will look at the example files for the table of contents and index.



- 4** Close 08Chap1.p65 and 08Chap2.p65. If you are asked if you want to save changes, click No. In 08Chap3.p65, click the Maximize button to make the publication window fill the screen.
- 5** Set up the palettes you will need for this project. If the Control and Styles palettes are not visible, choose Window > Show Control Palette and Window > Show Styles. Close any other open palettes.

Creating a book list

The heart of this project is to assemble all the chapters into a book list that associates a number of separate publications as a unit. A book list makes it possible to generate page numbers, an index, and a table of contents across a set of publications you specify. In PageMaker, you create a book by generating a book list in any publication. You add each publication to the book list, and if you want the index and table of contents to be in separate publications, you add them to the book list as well.

The index and table of contents don't have to be in separate publications. You can generate the information and place it in one of the existing publications. For this book project, however, the graphic designer has designed and created a template file for the

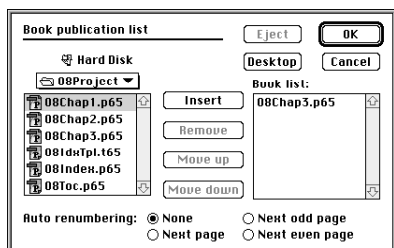
table of contents and another for the index. When you create the book list, you'll include those two (currently empty) publications.

You can create the book list in any of the publications that will be in the book. However, the book list must also be present in any publications from which you are generating a table of contents or index, so once the book list is created, you'll copy it to the table of contents and index publications for this book.

To create a complete book list that includes the index and table of contents, begin by using templates to create the empty files from which you will build these two publications.

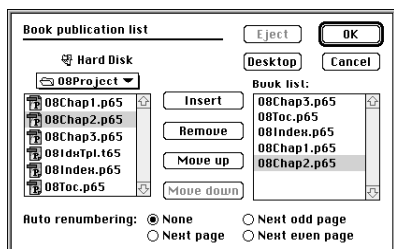
- 1** Open 08TocTpl.t65, the template for the table of contents. Because it is a template, it opens as an untitled document. Save this in the 08Projects folder as 08Toc.p65, and then close the publication. Next, open 08IdxTpl.t65, the template for the index. Save it in the 08Projects folder as 08Index.p65, and then close the publication.
- 2** You can create the initial book list in any of the publications that will be part of the book. Therefore, it's OK to create it in the remaining open publication, 08Chap3.p65.
- 3** Choose Utilities > Book.

PageMaker displays the Book Publication List dialog box. In the next steps, you will add the publications that are to be parts of the book and then arrange them in the correct order.



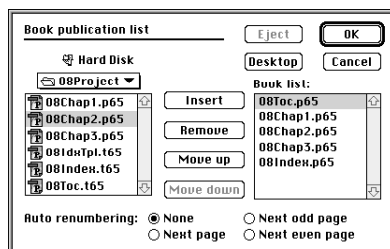
4 By default, the Book List on the right should include the current publication. If it isn't there, select 08Chap3.p65 in the left list, and then click Insert. Next you'll add the table of contents publication. In the left list, navigate to the 08Projects folder if necessary, select 08Toc.p65, and then click Insert to add it to the book list on the right. Now you will insert the index publication into the book list using a shortcut. In the list on the left, double-click 08Index.p65.

5 In the left list, add 08Chap1.p65 and 08Chap2.p65 to the book list, so that the list includes the publications as shown below. You will arrange them in the correct order in the next step.



The order that the publications appear in the book list is important, because this is the order in which PageMaker numbers the pages. The publications should appear in the list with the table of contents first, the three chapters in order, and the index last.

6 In the book list, select 08Toc.p65. If it is not the first publication in the list, click Move Up as necessary until 08Toc.p65 becomes the first publication. As necessary, select other publications in the book list and click either Move Up or Move Down until the list matches the one shown below.



Before you close the Book Publication List dialog box, you need to tell PageMaker that the publications should be numbered consecutively and that each new chapter should begin on a right (odd-numbered) page. PageMaker will then add a blank page, if necessary, to the end of a chapter so that the next chapter begins on a right page. If you choose None as the Auto Renumbering option, PageMaker just uses whatever numbering you specified as the Starting Page # in the Document Setup dialog box for each publication.

7 Select Next Odd Page, and then click OK. PageMaker asks you if you want to renumber the publication now. Choose No.

You do not need to renumber the publication until you generate the table of contents, because the table of contents will add pages, and therefore will change the page numbers.

You'll need a copy of the book list in the table of contents and index files in order to generate their contents, so the easiest thing to do is to copy the book list to all the files in the book.

8 In 08Chap3.p65, where you created the original book list, hold down Ctrl (Windows) or Command (Macintosh) and choose Utilities > Book.

That's all there is to it. PageMaker places a copy of the book list in every publication in the book list.

9 Save 08Chap3.p65.

Adding index entries

Creating an index has four stages: inserting index entries into each publication in the book, looking the entries over and editing them if necessary, generating the index, and placing the index in the publication where you want it to be.

Wait until you have finished editing your publication before you add the index markers. If you make changes after you have added the markers, you run the risk of moving or deleting a marker as you edit, or of making an index entry inappropriate.

The mechanics of creating the index are relatively simple, but choosing the words and determining the structure of an index is a distinct discipline outside the scope of this book. In this lesson, we teach you how to add an entry and generate an index.

To add index entries, you should work in story editor so that you can see the index markers. The following steps take you through several different techniques for adding index entries to a publication.

Adding a simple page reference

When an index entry is spelled exactly the same as the text it refers to in the publication, creating an entry can be as easy as pressing a keyboard shortcut. When you want to customize an entry, PageMaker provides the Index Entry dialog box.

1 Select the text tool (T), click an insertion point in any paragraph on the first page of 08Chap3.p65, and choose Edit > Edit Story.

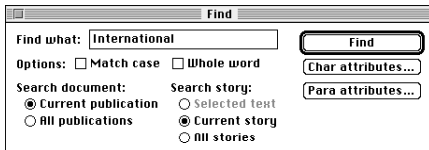


In addition to using the Ctrl+E (Windows) or Command+E (Macintosh) keyboard shortcut, another way to open story editor is to triple-click the story with the pointer tool.

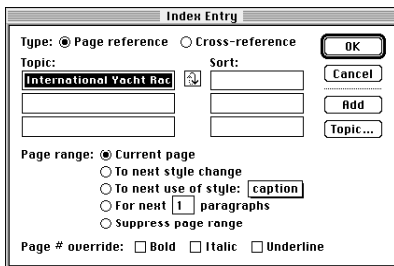
2 Choose Story > Display ¶ so that you can see the invisible characters in the story, including the symbols that mark index entries. The index marker symbol is a black rectangle with a white diamond inside (¶).

A quick way to insert an index entry is to select the text that should appear in the index, choose Utilities > Index Entry, and if the words in the Index Entry dialog box are correct, click OK. You begin by using Find to locate the phrase International Yacht Racing Union and then add it to the index.

3 Display the Find dialog box by choosing Utilities > Find or pressing Ctrl+F (Windows) or Command+F (Macintosh). To find the first phrase that you want to add to the index, type **International** in the Find What box, and click Find.



4 When PageMaker finds the word International, close the Find window, and in story editor, select the rest of the phrase International Yacht Racing Union. To display the Index Entry dialog box, choose Utilities > Index Entry. The selected text appears as a first-level topic. Be sure that Page Reference is selected, rather than Cross-Reference, and click OK.



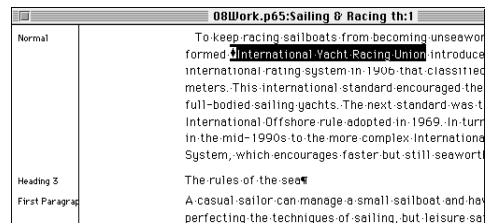
If you will be using the Find command often, you don't have to close the Find window. You can keep it open while you work in story editor.

You have just created an index entry for the selected phrase. In story editor, a marker symbol (¶) shows up to the left of the text you selected for the entry. This marker contains the indexing information that you entered in the Index Entry dialog box.



As you create more index entries, you may find it faster to open the Index Entry dialog box by using the keyboard shortcut: Ctrl+Y (Windows) or Command+Y (Macintosh).

Choosing the Page Reference option in the Index Entry dialog box adds to the index entry the page number on which the index marker appears. Later in this project, you use the Cross-Reference option to create entries that begin with "See..." and "See also..."

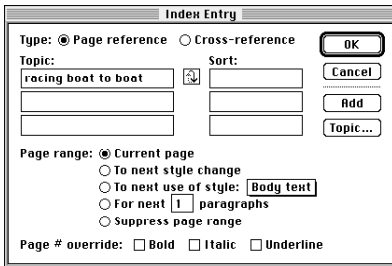


Customizing an index entry

In some cases, the words in the text aren't in the right form or in the right order for the index entry, so you need to take additional steps to create the entry you want.

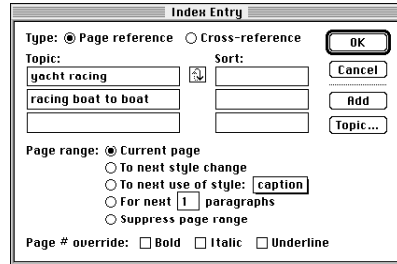
You will create the next entry by typing text directly in the Index Entry dialog box, rather than by selecting text.

1 Go back three paragraphs to the one that begins **By the 1720s**. Click an insertion point anywhere in the paragraph, and open the Index Entry dialog box without selecting any text first. All the topic boxes are blank. Create a first-level topic by typing **racing boat to boat** in the top Topic box.



If you clicked OK now, you'd create a first-level topic entry with that text. But you decide that it should be a second-level topic entry instead.

2 Click the Promote/Demote button (⬆) to move the entry down one level, and then type **yacht racing** as a first-level topic. Click OK.



You've created a main (first-level) index entry that says **yacht racing** and a second-level subentry that says **racing boat to boat**. If you are unfamiliar with the concept of first-level and second-level entries, you can examine the final index.

3 Open the 08IdxFin.p65 publication in the Final folder, and find the **yacht racing** entry.

Yacht racing is a first-level topic, and **racing boat to boat** and the other two indented entries under it are the second-level topics. PageMaker lets you create three levels of topic entries.

For basic first-level entries that don't need any editing, there's a good keyboard shortcut.

4 If necessary, use the Window menu to return to the story editor view of 08Chap3.p65. In the paragraph just before the one you're in, which begins **Yacht racing began**, select the words **Charles II**. Press Ctrl+Shift+Y (Windows) or Command+Shift+Y (Macintosh).

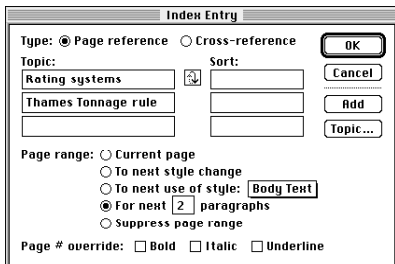
That's all you have to do. PageMaker creates the index entry.

Indexing a range of pages

Now you will index a topic that is discussed in two sequential paragraphs. In PageMaker you can set up an index marker to refer to a range of paragraphs so that proper page numbers are generated even if the topic spans more than one page.

1 Choose Utilities > Find, type **Thames Tonnage rule**, select Current Story, and click Find. Notice that there are two paragraphs in a row that discuss this topic.

2 Open the Index Entry dialog box. The selected phrase appears as a first-level entry, but it should be a second-level topic. Click the Promote/Demote button (⏏) to change it to a second-level entry. Then type **Rating systems** above it as a first-level entry. Select For Next ___ Paragraphs and type 2. Click OK.



The For Next ___ Paragraphs option is one way to index a topic across a page break. All pages where the specified paragraphs appear will appear in the index.

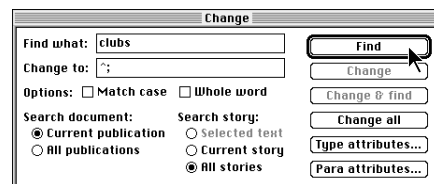
Indexing with the Find and Change commands

For the next indexing technique, you will use Find and Change to find a phrase and create an index entry for it. PageMaker doesn't really change the word, it only adds an index entry. You want to find all occurrences of the word **clubs** and create an index entry for each one. You can use the Change dialog box to do this quickly and easily.

1 In story editor, scroll to the beginning of the story, and click an insertion point in the title.

You want to use the Change option now, but you won't be able to open it if the Find dialog box is open.

2 If the Find dialog box is still open, close it, and choose Utilities > Change. Type the word **clubs** for Find What, type the character ^; for Change To, and then select All Stories. Click Find.



Note: The All Stories option will find matching text in any text block on any page, including the master pages.

The first occurrence is in the paragraph that begins **By the 1720s**. It's about the first racing clubs, which is relevant enough to index.

3 Click Change & Find to add an index marker and find the next occurrence of the word.

The second occurrence is also relevant.

4 Click Change & Find.

The third occurrence is in a paragraph that doesn't really say anything substantial about racing clubs.

5 Click Find Next to find the next occurrence of the word without adding an index marker to the current occurrence.

There are no more instances of the word **clubs** in the remaining text, so the Search Complete dialog box appears.

6 Click OK.

Next you want to find occurrences of the word **club** (rather than **clubs**) and index the occurrences as **clubs** where appropriate. The technique that you used in the last step—typing ^; for Change To—won't work here, because you want the index entry (**clubs**) to be slightly different from the word you're searching for. In the next steps, you will use two different techniques: You will type the entry, and you will choose the entry from a list of topics.

7 Click an insertion point at the beginning of the story. In the Change dialog box, type **club** for Find What, select the Whole Word and All Stories options. Click Find.

***Note:** You can use the Change dialog box to find text without changing it, so that you don't have to switch to the Find dialog box.*

8 The first occurrence is one you want to index, so open the Index Entry dialog box. (The quickest way is the keyboard shortcut.) Click in the first-level topic box, and type **clubs**. Click OK to insert the index marker.

9 To find the next occurrence of **club**, click Find Next in the Find dialog box.



Instead of clicking Find Next, you can use the keyboard shortcut: Ctrl+G (Windows) or Command+G (Macintosh).

10 The next occurrence of **club** is not one for which you want to create an index marker, so click Find Next.

11 The third occurrence needs to be indexed. Open the Index Entry dialog box and click Topic. Choose the letter C for the Topic Section to display entries beginning with the letter C. Select **clubs**, and hold down Shift (Windows) or Option (Macintosh) as you click OK to close the dialog boxes.

12 In story editor, select the index marker and choose Edit > Copy.

You know you will be creating additional entries exactly like the one in the previous procedure. Because an index marker includes complete information for a single index entry, copying the index marker to the Clipboard lets you paste an entire copy of the same entry wherever you need it.

13 Find **club** again. When you find the next occurrence, click an insertion point before the word and paste the index marker you copied. Click Find, and paste another marker right before the next occurrence. After the fifth occurrence, you see the Search Complete dialog box. Click OK.

Indexing a proper name

In English, proper names appear in publication text with the first name first. However, they are indexed by last name. PageMaker can automatically change the order of a proper name so that it appears in the index by the last name.

1 Click an insertion point at the beginning of the story choose Edit > Find to find the name **Dixon Kemp**.

You want to index this as **Kemp, Dixon**, but you don't have to reverse the name manually. PageMaker does it for you.

2 Press Ctrl+Alt+Y (Windows) or Command+Option+Y (Macintosh).

PageMaker adds the index marker.

3 To see how the index entry will look, select the marker that PageMaker just added to the left of Dixon Kemp (without selecting the name) and choose Utilities > Index Entry. The dialog box shows the index entry for the selected marker. Notice that the index entry reads **Kemp, Dixon** even though the text that you originally selected read **Dixon Kemp**. Click OK.

For the next index entry, you will find a name and then edit it in the Index Entry dialog box. This name is different—it includes a title. The automatic name indexing you just used works with two-word names only, so you will use a technique that will let PageMaker index three word names by last name.

4 Click an insertion point in the first paragraph of the story. Choose Edit > Find and locate the name **Sir William Perry**. In story editor, select the space between the words Sir and William, and replace it with a non-breaking space by typing Ctrl+Alt+spacebar (Windows) or Option+spacebar (Macintosh).

A non-breaking space will make the title and the first name index as one name, so that the automatic name indexing will work. You can use this technique with any three-word name, such as a name including a title or a middle name.

5 Select the name Sir William Perry and then press Ctrl+Alt+Y (Windows) or Command+Option+Y (Macintosh).

6 Select the index marker that you just created (without selecting the name), and open the Index Entry dialog box, either by using the keyboard shortcut or by choosing Utilities > Index Entry.

The dialog box shows the correctly indexed name—**Perry, Sir William**. You see a ^s in between the words **Sir** and **William**. This is the symbol for a non-breaking space that PageMaker displays in dialog boxes, so that you can distinguish it from a normal space.

7 Click OK.

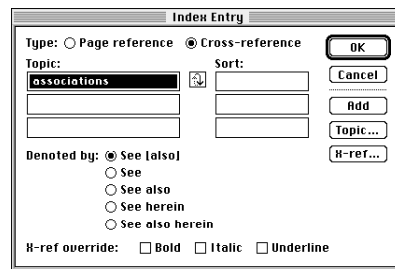
Adding a cross-reference

A *cross-reference* is a kind of index entry that refers to another index entry instead of to a page number. In the following steps, you will create a cross-reference index entry that says **associations, see Clubs**.

1 Click anywhere in the text in story editor to deselect the index marker you just edited.

The location of the insertion point doesn't matter when you create a cross-reference, because a cross-reference does not refer to a page.

2 Choose Utilities > Index Entry and select Cross-Reference. Type **associations** as a first-level entry.



The options displayed in the bottom half of the dialog box change to those relevant to cross-references.

3 Select See. To make the word **see** appear in italics, select Italic for X-Ref Override. Click the X-Ref button.

In the Select Cross-Reference Topic dialog box you can choose from any existing topic in the index. This helps keep your topic list consistent. The list displays all entries beginning with the chosen letter of the alphabet.

To browse through existing topics, you can either click the Next Section button to see the entries for the next letter of the alphabet, or choose another letter for Topic Section to go directly to the desired section of the

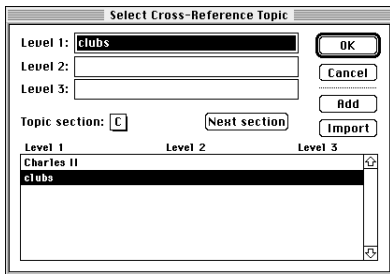
alphabet. You can use these techniques to browse through existing index entries for this project.

4 Choose C for Topic Section to see a list of entries in the current chapter that begin with the letter C.



To see all the index entries in all the publications in the book list, click the Import button.

5 Click **clubs** in the list of C entries, and then click OK.



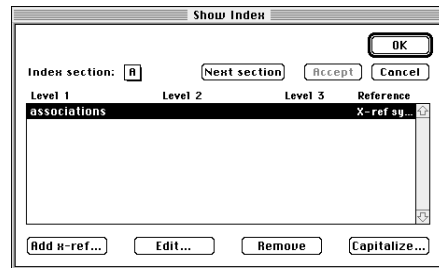
6 Click OK. Save 08Chap3.p65.

Previewing and editing the index

You can edit any entry by selecting its marker symbol in story editor and then opening the Index Entry dialog box. The information for the selected marker will appear. You can then make whatever changes you want. PageMaker offers you an even more convenient way to edit entries, however. You can create a preview of the index by using the Show Index feature and then edit any entry from within that listing.

1 In story editor, choose Utilities > Show Index.

PageMaker goes through all the publications in the book list for the currently active publication. When the search is complete, it displays the Show Index dialog box. The Index Section is set to A.



In the Show Index dialog box, you can see the cross-reference **associations**, see **clubs** that you just created.

Earlier, you added a cross-reference using the Index Entry command from the layout. You can also add a cross-reference from the Show Index dialog box, because a cross-reference isn't tied to a specific page. In the following steps you will add an entry that cross-references the topic **artificial materials** to the topic **synthetic materials**.

2 Click Add X-Ref. Type **artificial materials** for Level 1. Click X-Ref, scroll to the bottom of the list, select **synthetic materials**, and then click OK. Click OK to close the Index Entry dialog box. The new entry is visible in the list. Click OK to close the Show Index dialog box.

You'll open the Show Index dialog box again to edit another entry. Normally you would open Show Index just once to make many changes, but for this project you will open Show Index again to learn how to view only the index entries in the current publication, not throughout the entire book list.

3 Hold down Ctrl (Windows) or Command (Macintosh) as you choose Utilities > Show Index. Holding down Ctrl or Command opens Show Index with the entries in the current publication only.

The A section appears by default. The words **artificial materials** are selected, because they are the first entry for this letter.

4 Select **associations**, and then click Edit. In the Edit Index Entry dialog box, change **associations** to **organizations**, and then click OK. The Show Index dialog box automatically switches to the O section, where the edited cross-reference is visible. Click Accept, and then click OK to exit.

Note: The Accept button lets you apply index changes you have made so far without having to click OK. However, you still have to click OK and choose File > Save to save the index changes to disk.



Double-clicking an index entry is the same as selecting it and clicking Edit.

5 Close 08Chap3.p65. When you are asked if you want to save changes, click Yes.

Generating an index

You will quickly create a fully formatted index using the index entries you have entered in this project. The sailing publication consists of more than one file, so you will use the Book command to index all of the publications together.

1 Switch to 08IdxFin.p65 to see how the finished index will look. 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.



2 In the 08Projects folder, open 08Index.p65, the publication you created from the index template. 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.

3 Choose Utilities > Book to confirm that this file contains an up-to-date book list, and then click Cancel to close the dialog box.

Note: You can create an index for a booked publication only from a file that contains a book list. This file has a book list because earlier in this lesson you created a book list in 08Chap3.p65 and then copied it to all the other files on the list, including this one.

4 Choose Utilities > Create Index. In the Create Index dialog box, be sure that Include Book Publications is selected.

If this option is not selected, PageMaker indexes only the current publication, not the whole book.

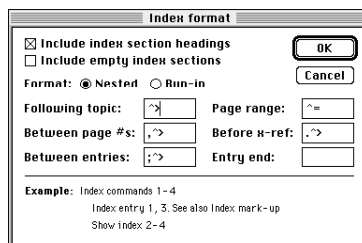
5 The Title option contains the text that will appear as the title of the index. For this project, you can accept the default of **Index**. Leave Remove Unreferenced Topics selected.



In PageMaker, you can build a list of topics and reassign existing entries to different topics. As topic assignments change during a project, some topics may end up without references from any entries. Remove Unreferenced Topics ensures that topics without entries aren't included in the index.

In the next step, you will change the space that occurs between the entry and the first page number. The default is two spaces, but you change it to a nonbreaking en space. This prevents entries in which the number is on a line by itself.

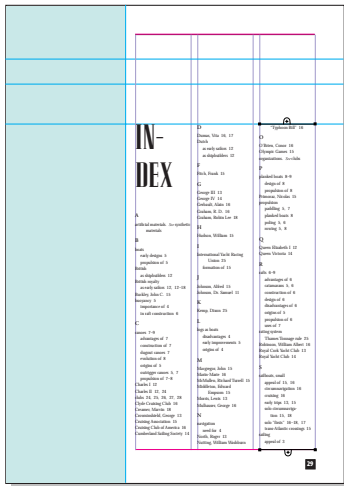
6 Click Format. You will edit the Following Topic option. It is selected by default, so type a caret followed by a greater-than symbol (^>). In this dialog box, this is the code for an en space. Click OK to exit the Index Format dialog box, and then click OK again to generate the index.



Note: To see what the other codes mean, look in Appendix A of the Adobe PageMaker 6.5 User Guide, “Special Characters.”

PageMaker compiles the information from all the index markers you created, and then displays a loaded text icon. You want to place the index in all three columns while leaving room for the index title, so you will use semi-automatic text flow to start each column part of the way down on the page.

8 Continue holding Shift as you click at the intersection of the left edge of the second column and the horizontal guide at 3 inches. Continue to flow index text into the third column the same way you did in the first two columns.



9 Select the pointer tool and select the text block in the first column. Click the top windowshade of the first column to load the text icon. Starting where the left edge of the first

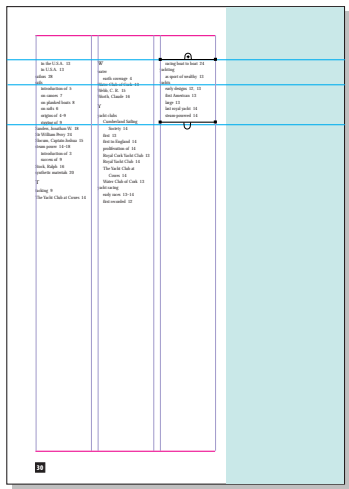
[illegible]

10 With the pointer tool still selected, click the text block in the third column, and click the bottom windowshade handle of the third column.

11 On page 30 (the second page of this publication), starting in the first column at the horizontal guide at 1.375, drag to create a text block that fills roughly $\frac{1}{3}$ of the column down from the top.

12 Click the bottom windowshade handle, and starting at the horizontal guide at 1.375, drag another text block roughly $\frac{1}{3}$ the size of the column. Then, starting in the third col-

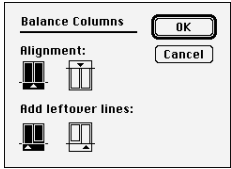
umn at the guide at 1.375 inches, click to place the remaining text. If you don't have enough text left to do this, reduce the size of the first two columns.



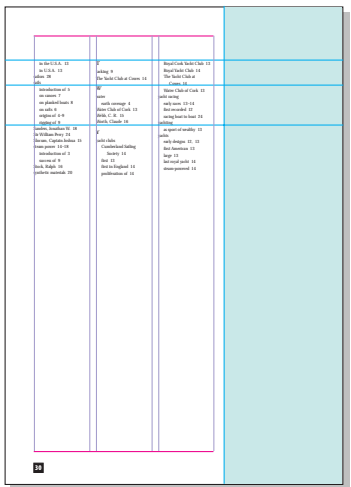
Depending on how carefully you placed the columns on page 2, they may be uneven, so you will use the Balance Columns plug-in to line up their bottom edges.

13 Select the pointer tool and select all three columns on this page.

14 Choose Utilities > Plug-ins > Balance Columns. Be sure the left icon is chosen for both Alignment and Add Leftover Lines. Click OK.



These two choices tell PageMaker that you want to adjust the bottoms of the columns rather than the tops and that if they can't be exactly the same length, the extra text should go on the left.



15 Save 08Index.p65.

Generating the table of contents

PageMaker creates a table of contents by assembling the text from paragraphs that you designate. An easy and common technique is to set up a paragraph style that includes heading paragraphs in the table of contents. Using this method it is possible to build a table of contents without any manual intervention. In this project, you will include the text of the first-, second-, and third-level heads in the table of contents.

1 Open 08TocFin.p65 in 08Project/Final to see what you're about to create. 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.

CONTENTS	
LEAVING THE LAND TO SET SAIL	3
Taking to the water	4
Adding sails	4
Building better boats	5
Rails	6
Canoes	7
Powered boats	8
Regatta life sails	8
THE EVOLUTION OF SAILING	11
A Dutch treat	12
Royal sailing	12
A general sport	13
Getting organized	13
Getting started up	14
Sail racing today	15
Sailing past 1900	15
The 1900s	16
The 1950s	17
Modern sailing	17
SAILING & RACING THE WIND TODAY	19
Four lines	20
The hull	20
The streamlined or keel	21
Steering and heaving	21
The mast and sails	21
Sailing boats	23
Continuing traditions	24
The rules of the sea	25
The great race	26
INDEX	29

2 Open 08Chap3.p65 in the 08Project folder. Choose Type > Define Styles. Select Heading 1, click Edit, and click Para. Select the Include in Table of Contents option. Click OK twice to get back to the main Define Styles dialog box.

Paragraph Specifications

Indents:

Left inches Before inches

First inches After inches

Right inches

Alignment: Dictionary:

Options:

☐ Keep lines together ☒ Keep with next lines

☐ Column break before ☐ Widow control lines

☐ Page break before ☐ Orphan control lines

☒ Include in table of contents

Buttons: OK, Cancel, Rules..., Spacing...

3 Select Heading 2, and repeat the process—click Edit, click Para, select Include in Table of Contents, click OK twice. Do the same thing for Heading 3, and then click OK to accept all the style changes. Save the chapter.

You have just specified that the text of all three heading levels in Chapter 3 should automatically be included in the table of contents. In the real world, you'd have to do the same thing for each of the other chapters, or better still, you would copy the Chapter 3 styles into the other chapters. In this project, however, this step has already been done for you in the other two chapters.

4 In the 08Projects folder, open 08Toc.p65, the empty file that you created earlier from the table of contents template. Take a quick look at the list of styles, and notice that they are the same ones that appear in your chapter publications.

Later on, you'll see that PageMaker creates some new paragraph styles for the generated table of contents text.

Now that the pages for this publication are final, you want to renumber the pages, making sure that each publication (chapters, TOC, and index) still begins on a right page.

5 In 08Toc.p65, choose Utilities > Book, and in the Auto Renumbering section, click Next Odd Page (even if it is already selected—otherwise you won't be able to click OK). Click OK. Choose Yes when asked if you want to renumber the pages now.

PageMaker goes through all the publications in the book, updating the page numbering and adding blank pages where necessary to ensure that each publication begins on a right (odd-number) page. Now it's time to generate the actual table of contents.

6 Choose Utilities > Create TOC.

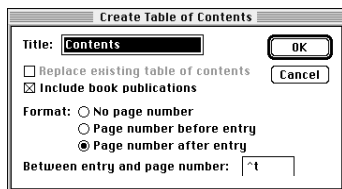
In the Create Table of Contents dialog box, the text in the Title box will appear as the title of the table of contents.

7 For this project, leave the default title of **Contents**. Be sure that Include Book Publications is selected.

You would deselect this only if you wanted to create a table of contents or paragraph list for just the current publication—not a common situation.

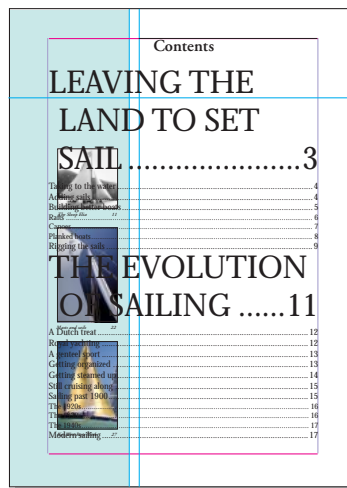
8 For Format, leave the default of Page Number After Entry.

9 For Between Entry and Page number, the **^t** designates a tab between the entry and page number. You can use regular spaces instead, if you like, or you could use **^m** to put in an em space. For now, leave the tab. Click OK.



PageMaker informs you of its progress as it goes through the publications looking for designated paragraphs. When it has completed the task, it presents you with an icon loaded with the newly generated text.

10 Click the loaded text icon in 08Toc.p65 near the top left corner of the page margins to place the generated text.

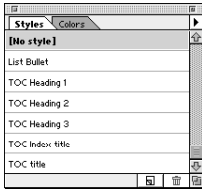


11 Save 08Toc.p65.

Formatting the table of contents

Your table of contents text is in place, but the appearance isn't right. PageMaker created a new paragraph tag for each requested paragraph style, but it used the formatting of the source paragraphs as a default style definition. You will customize the look of the table of contents by editing the paragraph styles PageMaker automatically creates for a TOC.

1 Go to the first page of 08Toc.p65, and look in the Styles palette. Notice that PageMaker has added several new styles to the list. Each one begins with the letters TOC.



You begin by editing the paragraph style for the title.

2 In the Styles palette, hold down Ctrl (Windows) or Command (Macintosh) as you click the style TOC title. Click Char, and choose Corvinus Skyline3 as the font. Type **56** for Size, and set Case to All Caps. Deselect Bold, and set the Track to Normal. Click OK. Next, click Para in the Style Options dialog box. Set the Alignment to Left, Left Indent to **2.25**, the First Indent to **0**, and the Space After to **.75** inch. Hold down Shift (Windows) or Option (Macintosh) as you click OK to close all dialog boxes.

In the next steps, you define the other four styles that begin with TOC. The type specifications are expressed using the notation *x/x*, which is a shorthand method by which typographers and graphics designers describe type size and leading. For example, 12/15 means 12 point type on 15 points of leading.

3 In the Styles palette, hold down Ctrl (Windows) or Command (Macintosh) as you click TOC Heading 1. Click Char and specify **12/15** MyriadMM 830 BL 300 CN. The Case is already set to All Caps, because PageMaker picked up the attribute from the Heading 1 style in the chapters. Click OK, click Para, and specify **2.25** for Left Indent, **0** for First Indent, and **.2** for Paragraph Space Before. Click OK. Click Tabs, click the right-aligned tab icon (☐), and then choose the dotted line for Leader. Type **6.74** for Position. Click the Position pop-up menu and choose Add Tab. Click OK twice to close both dialog boxes.

You will modify the next two styles using the same method you just used to edit the TOC Heading 1 style.

4 For TOC Heading 2, specify Char settings of **11.5/15** AGaramond Regular. Specify Para settings of **2.25** for Left Indent and **0** for First Indent. For Tabs, add a right aligned, dot-leader tab at **6.74**. Remember that you must choose Add Tab from the Position pop-up menu to record the new tab position.

5 For TOC Heading 3, change the Char settings to **11.5/15** AGaramond Regular. Specify Para settings of **2.5** for Left Indent and **0** for First Indent. Click Tabs and set a right-aligned, dot-leader tab at **6.74**.

The word **Index** is still not formatted correctly. It should look the same as the lines that have the TOC Heading 1 style applied to them. You will fix this in the next topic.

6 With the pointer tool selected, hold down the Shift key to constrain the movement to a single direction, and drag the text block so that the baseline of the title (**Contents**) rests on the guide at about 2 inches.

Making paragraph styles consistent

You're almost done. In the following steps, you will make the style for the index title — **TOC Index title**—the same as the **TOC Heading 1** style. This is necessary because you are going to be generating the table of contents one more time, to update it. The number of pages in the table of contents changes as you apply formatting, and the new table of contents will reflect the changed numbers. If you change the definition of the **TOC Index title** style, the index title will be correctly formatted when the new table of contents is generated.

- 1** If necessary, drag the bottom window-shade handle of the text block down a little below the bottom margin so that you can see the large word **Index**.
- 2** Select the text tool (**T**), click in the last line, and look in the Styles palette to see that the line has the **TOC Index title** paragraph style applied to it. Notice the capitalization and spacing of the style name.
- 3** Click an insertion point in one of the lines that has the **TOC Heading 1** style applied to it. Hold down Ctrl (Windows) or Command (Macintosh) as you click [No style] in the Styles palette to display the Style Options dialog box.

4 Type **TOC Index title** for Name, being careful to duplicate the capitalization and word spacing of the style name. Click OK, and then click OK again when asked whether you want to replace the style.

You have now redefined the **TOC Index title** style to be exactly like the **TOC Heading 1** style. When you regenerate the table of contents, everything will be formatted correctly.

Regenerating the table of contents

- 1** Choose Utilities > Create TOC.
- 2** Select Replace Existing Table of Contents, and click OK.

PageMaker generates a new table of contents and replaces the old text with the new table of contents text. The page numbers in the rest of the book have changed to reflect the changes you made.

Formatting the dot leaders and page numbers

The next problem is that the dot leaders of the bold **TOC** entries are too heavy. The obvious solution is to select the leader and apply different formatting, but if you try it, you'll see what actually happens.

- 1** Select a **TOC Heading 1** leader without selecting the space that precedes it.
- 2** Apply 11.5-point AGaramond (not bold) to it.

The dot leader is still big and bold because it derives its formatting from the last character before the dot leader begins. However, you don't want to change the paragraph for-

matting of the TOC entry. To reformat any kind of tab leader differently than the characters before it, you can add a space before the leader and format the space with the attributes you want for the leader.

3 Go to the first entry that has the TOC Heading 1 style applied to it, **Leaving the Land to Set Sail**. Select the text tool (T) and type a space immediately before the dot leader. Select the space you just typed, and use the Control palette in character view to apply 11.5-point AGaramond. Then choose Edit > Copy, because you want to use that space to format other leader tabs in the following steps.

LEAVING THE LAND TO SET SAIL	3
Taking to the water	4
Adding sails	4
Building better boats	5
Rafts	6
Canoes	7
Planked boats	8
Rigging the sails	9
THE EVOLUTION OF SAILING	11
A Dutch treat	12

4 The next TOC Heading 1 paragraph, **The Evolution of Sailing**, doesn't have a space before the dot leader, so after the word **Sailing**, paste the formatted space you copied in the previous step.

5 In the same way, paste the formatted space after the entries on the remaining TOC Heading 1 line and to the index title line.

Your table of contents should now match the sample file 08TocFin.p65. You've completed the table of contents, and, in fact, you've

completed the book. You'll hide the guides so that you can see the completed layout more clearly.

CONTENTS	
LEAVING THE LAND TO SET SAIL	3
Taking to the water	4
Adding sails	4
Building better boats	5
Rafts	6
Canoes	7
Planked boats	8
Rigging the sails	9
THE EVOLUTION OF SAILING	11
A Dutch treat	12
Rural yachting	12
A protest agent	13
Getting organized	13
Getting started up	14
Sail training along	15
Sailing past 1900	15
The 1920s	16
The 1930s	16
The 1940s	17
Modern sailing	17
SAILING A RACING THE WIND TODAY	19
A Dutch treat	19
The hull	20
The mast	21
Steering mechanisms	21
The crew and sails	21
Sailing today	23
Continuing tradition	24
The rules of the sea	25
The great sea	26
INDEX	29

6 Choose View > Hide Guides.

7 Save 08Toc.p65.

Printing the book

You can print a booked publication from any one of the publications within the book. You should first check the book list contained in the publication to be sure it's up to date.

1 In 08Toc.p65, choose Utilities > Book, and check the list to be sure it contains 08Toc.p65, 08Chap1.p65, 08Chap2.p65, 08Chap3.p65, and 08Index.p65, in that order. Click Next Odd Page, and then click OK. If PageMaker asks you if you want to renumber the pages, click Yes.

2 Choose File > Print. Make sure that a PPD appropriate for your printer is selected, if you have a PostScript printer. Otherwise, select the appropriate printer.

3 Select Print All Publications in Book.

This choice is available to you because the publication that you're in has a book list in it. If the current publication doesn't contain a book list, this choice is grayed out. The other choices in the Print Document dialog box are the same as for a document that doesn't use a book list.

4 Select Print Blank Pages to print any blank pages that PageMaker may have added to make each publication begin on a right page.

This publication uses a paper size larger than Letter, so if your printer cannot print on paper larger than Letter size, you can automatically shrink it to fit the selected paper size.

5 If you want to print, click Paper, click Reduce to Fit in the Scale section, and then click Print. If you don't want to print, save the printing settings you specified by holding down Shift and clicking Done.

6 Close all open files, and quit PageMaker. When asked if you want to save changes, click Yes.

Review questions

1 What are the benefits of combining publications into a book list?

2 How do you make PageMaker copy your book list into every file in the book list?

3 What is the fastest way to create an index entry from a word?

4 What's the easiest way to set up the entries in a table of contents?

5 What does it mean when a designer or typographer specifies type as 18/20?

Answers

1 A book list lets you automate the following tasks:

- Number several publications sequentially
- Generate a table of contents for multiple publications
- Generate an index for multiple publications

2 Hold down Ctrl (Windows) or Command (Macintosh) and choose Utilities > Book.

3 Select the word and press Ctrl+Shift+Y (Windows) or Command+Shift+Y (Macintosh). You can also open Story Editor, choose Utilities > Change, type the word for Find What and type ^; for Change To, click Find, and then click Change or Change & Find.

4 Set up a heading style to include all headings with that style in the table of contents. To do so, choose Type > Define Styles, select a heading style, click Edit, click Para, select Include in Table of Contents, and click OK for all dialog boxes.

5 It means the type should have a size of 18 points and a leading of 20 points.