

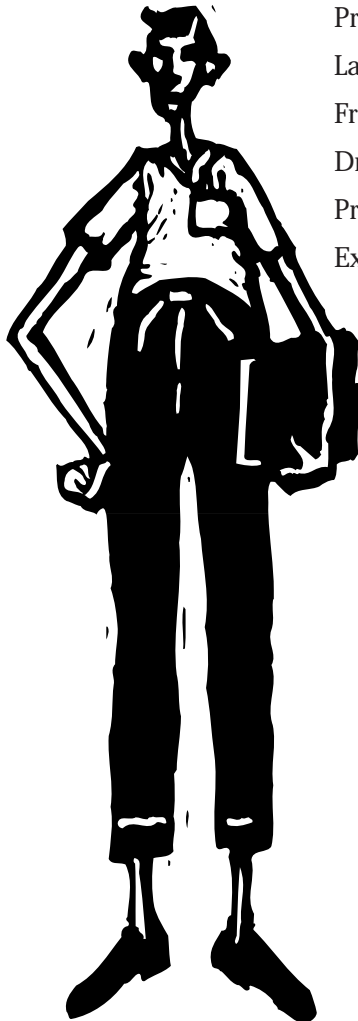
# PageMaker<sup>version 6.5</sup> *tips and tricks* Windows

© **Robin Williams**

*August 7, 1998*

# Contents

Miscellaneous tips and tricks .....	3
Miscellaneous tips for text .....	7
Application and publication defaults .....	8
Master pages .....	9
Tabs and indents .....	9
Colors palette .....	10
Control palette .....	11
Library palette .....	11
Word, letter, line, and paragraph spacing .....	12
Graphics .....	12
Text wrap .....	14
Inline graphics .....	14
Paragraph rules .....	15
Style sheets .....	16
Story editor; find-and-change .....	18
Printing .....	19
Layers palette .....	19
Frames .....	20
Drag-and-drop .....	20
Prevention and troubleshooting .....	21
Extra notes!! .....	22



# PageMaker!

with Robin Williams

# Win

## Miscellaneous tips and tricks

- .....
- Save As ... To reduce file size, speed production, and reduce printing problems, **Save As** and **replace** the original file at least once a day. This is the same as using "Save option: Smaller" in Preferences (File menu).
- .....
- Diagnostic To **globally recompose** all text *and* to have PageMaker **search for internal problems** with the file, do this regularly (like once a day):  
Select the **pointer tool**.  
Hold down the Control and Shift keys, and from the Type menu choose "Hyphenation...."  
You will hear one beep (all is well), two beeps (all was not well, but it was fixed) or three beeps (you're hosed).  
If you heard two beeps, Save As, and if you think it might be a serious problem, do not replace the original file when you Save As: make a new file and toss the old one.
- .....
- Mini-revert To revert to the last time you turned a page, added or deleted a page, changed the document setup, switched between story editor and layout view, pasted, clicked the active page icon, or printed, hold down the **Shift key** and choose "**Revert**" from the File menu.
- .....
- Close dialogs Press **Shift Enter** to **OK** all open dialog boxes.  
Press **Shift Esc** to **Cancel** all open dialog boxes.
- .....
- Turn pages Press **PageDown** to move forward; **PageUp** to move backward. You will move forward or backward as many times as you press the key.  
To go back to the last page you viewed, press **Control PageDown**.  
To go forward to the last page you viewed, press **Control PageUp**.  
When you are on a **master page**, press **PageUp** or **PageDown** to return to the last page you were on.  
**Shift-click** on a scroll arrow to move the page icons forward or backward six at a time. **Control-click** on a scroll arrow to move the page icons to the very beginning or very end.  
To see a **slide show** of all your pages, hold down the **Shift key** and choose "**Go to Page...**" from the Layout menu. Click to stop.
- .....
- Add a page Press **Control Alt Shift G**. The new page will appear directly after the page you are currently viewing.
- .....
- Change view Hold down **Control Alt**, **click** on portion of page that you want to see enlarged (or reduced) to **actual size**.  
Hold down **Control Alt Shift**, **click** on portion of page that you want to see enlarged (or reduced) to **200 percent**.  
To **change all pages** in publication to a particular view, hold down the **Option key** while you choose the view from the View menu.  
**Double-click** the magnifying tool to view Actual Size (100%), or hold down the **Alt key and double-click** the magnifying tool to Fit in Window.

Magnifying tool	<p>You can choose the magnifying tool from the Toolbox and <b>click to enlarge</b> to the view increments. <b>Control-click</b> with magnifying tool <b>to reduce</b> view. <b>Press-and-drag</b> with tool to enlarge selected area to fill the screen, up to <b>800 percent</b>.</p> <p>To get the magnifying tool temporarily: <b>Hold down the Control key</b> and then also <b>hold down the Spacebar</b> — while they are down, the magnifying tool will appear. When you let go of the Control Spacebar, the previous tool you were using will return to you.</p>
Grabber hand	<p>While using any tool, hold down the <b>Alt key</b>; <b>press-and-drag</b> to move the page around the screen. You won't see the grabber hand until you press.</p>
Guides	<p><b>Reset zero point</b> by double-clicking in zero point window.</p> <p><b>To remove all guides except master guides</b>, choose “Copy Master Guides” from the Layout menu.</p> <p><b>To remove all guides</b>, choose “Clear Ruler Guides” from the View menu. (Also see the “Grid Manager” plug-in.)</p>
Roll up window	<p><b>Double-click on the title bar</b> of the window to resize it smaller or enlarge it to fill the screen.</p>
Switch tools	<p>Press <b>Control Spacebar</b> or <b>F9</b> to switch from any tool back to the pointer tool. If you press Control Spacebar or F9 again, you will toggle back to the previous tool.</p>
Move tiny object	<p>To move a tiny object, draw a larger object nearby. Select both objects, drag the larger one.</p>
Power paste	<p>Copy object (s); <b>Control Alt V</b> to paste into exact same position (even on another page or another document).</p> <p>Power paste, then move pasted object. Power paste again to paste multiple objects in the same relative position to original object. You can also, of course, use the “Paste Multiple...” feature from the Edit menu.</p>
Drag-paste	<p>Hold down <b>Control Alt</b> and drag an object.</p>
Delete objects	<p>Hold the Delete key or the Backspace key down; as you <b>click on objects they will disappear</b>.</p> <p>(In <b>text</b>, you can delete the character to the <i>right</i> of the insertion point by hitting the <b>Delete key</b> in the edit keys section.)</p>
Rotate tool	<p>When you use this tool, <b>the handle you choose is anchored</b> and the graphic rotates around it. I'm sure you already realized this. Don't forget, though, that you can also click anywhere <i>inside</i> or <i>outside</i> the graphic to create an anchor point. Control-drag <b>to anchor from the exact center</b>.</p> <p>If you press the rotate tool and move quickly, your object will <b>rotate as an outline</b>. If you press the rotate tool and wait a moment, you will be able to <b>see the object as you rotate</b>.</p>

Fast/slow moves	<p>To <b>move the outline of an object quickly</b>, press on it with the pointer tool and <i>instantly</i> drag the object.</p> <p>To <b>move the entire object</b> with all the details, press on it with the pointer tool, <i>wait</i> until you see the four-headed arrow, then drag.</p>
Send front, back	<p>You can <b>send forward or backward one level at a time</b>, in addition to all the way forward or back. Use the Arrange submenu found in the Element menu, or memorize the keyboard shortcuts.</p> <p style="padding-left: 20px;">Bring all the way to front      Control Shift ]  Bring forward just one level    Control ]</p> <p style="padding-left: 20px;">Send all the way to the back    Control Shift [  Send back just one level        Control [</p> <p>Also, objects remember which levels they're on and stay there! In fact, if you move an object, then later put it back, it goes back on the same level it came from. Incredible.</p>
Group objects	<p>You can <b>group objects</b>. Select the objects, press <b>Control G</b> (or use the Element menu).</p> <p><i>You can edit text while it is grouped!</i> You can also edit or move any object: hold down the Control key, click on the object to select it.</p> <p>You can <b>resize</b> an entire collection of objects while they are grouped. Select the group and press <b>Control Shift G</b> to ungroup.</p>
Lock	<p>You can <b>lock objects into position</b> on any page. Select the object(s) while they are in position, press Control L (or use the Arrange menu). Text is still editable while locked. Use the Arrange menu to unlock selected items.</p>
Nudge objects	<p>Use the <b>arrow keys to nudge</b> objects around the page. They will move according to the nudge amount you have set in the Preferences dialog box (File menu).</p> <p>Hold down the <b>Shift key</b> to nudge objects an amount ten times the amount set in the Preferences dialog box.</p>
Tile windows	<p>From the Window menu, choose "Tile" to view all of your open documents at once. While you are in tile view, you can:</p> <p><b>Drag</b> items from one publication to another—<i>you do not need to copy and paste!</i> Any colors and style sheets in the original item from the first pub will be added to your color and style palettes in the other pub.</p> <p>In the Story Editor, <b>to view all open stories</b> in all <i>open</i> pubs, press Shift and choose "Tile All" from the Window menu. <b>To cascade all</b>, press Shift and choose "Cascade All" from the Window menu.</p> <p><b>To close all</b>, press Shift and choose "Close All Stories" from the Story menu, <i>or</i> hold the Option key down and click in the close box.</p>
Unload cursor	<p>If you ever have a loaded cursor, loaded with a graphic image or with text, and you don't want to put it on the page, click on any tool, or press Control Spacebar (which selects the pointer tool).</p>



Toolbox	<p>Double-click tools in the <b>Toolbox</b> to get dialog boxes:</p> <p>Pointer tool: Preferences  Alt pointer tool: Document setup  Text tool: Type specifications  Alt text tool: Paragraph specifications  Ellipse tool: Fill and line settings  Line tools: Custom line settings  Rectangle tool: Rounded corners  Polygon tool: Polygon settings  Magnifying tool: View at actual size  Alt mag. tool: View at fit in window size</p>
Hide palettes	<p>Make sure there is no insertion point flashing anywhere (click any tool or press F9 to select the pointer tool), then press Tab to <b>hide all open palettes</b>. To <b>hide all palettes except the Toolbox</b>, press Shift Tab.</p>
Open/Save pubs	<p>The File menu has a great command, <b>“Recent Publications,”</b> that names the last eight publications you opened. Choose one to open it.</p> <p>Hold the Shift key down when you choose one of these pubs, and you will open a <b>copy</b> of the pub, <i>or</i> the <b>original</b> of a template.</p> <p><b>To save all open pubs</b>, press Shift as you choose Save from the File menu.</p> <p><b>To close all open pubs</b>, press Shift as you choose Close from the File menu.</p> <p><b>To redraw the current page</b>, press Control Shift F12.</p>
Align objects	<p><b>Select objects</b> to be aligned, then use the <b>“Align...”</b> command from the Element menu.</p>
Non-printing items	<p>Select any object or text block with the <b>pointer tool</b>. From the Element menu, choose “Non-Printing.” The object will have blue corner handles (like non-repro blue) to indicate it will not print.</p> <p>To make the item <b>print</b>, select it again and choose “Non-Printing” again, <i>or</i> when you print, make sure you click the checkbox titled “Ignore ‘Non-Printing’ setting.”</p> <p>To <b>hide</b> these items on your screen, from the View menu choose “Display Non-Printing Items,” which removes the checkmark from the command and makes the non-printing items invisible on the screen.</p>
Online help	<p>Press <b>Shift F1</b>, then choose any menu item. The Help file appears with information for that item. While in Help, you can search, choose a topic, or double-click a keyword. Click on any text that is underlined to go immediately to that topic. Use the “Display History Window” command in the Options menu to go back to an area you previously read.</p>



All/small caps    To make selected text **normal:**    Control Shift Spacebar or F5  
 To make selected text **bold:**    Control Shift B or F6  
 To make selected text **italic:**    Control Shift I or F7  
 To make selected text **all caps:**    Control Shift K  
 To make selected text **subscript:**    Control \  
 To make selected text **superscript:**    Control Shift \  
 To make selected text **reverse:**    Control Shift V  
 To make selected text **italic:**    Control Shift I  
 To make selected text **underline:**    Control Shift U

Kerning    With the text tool, either select a range of text (kerning applies to the *right* of each selected character), or position the insertion point between two characters.

Decrease in coarse amounts (.04 em; 1/25 em)	Control Backspace	Control Alt LeftArrow	Shift-click left nudge button (decreases in <b>extra-coarse</b> amount, .1 em)
Increase in coarse amounts (.04 em; 1/25 em)	Control Shift Backspace	Control Alt RightArrow	Shift-click right nudge button (increases in <b>extra-coarse</b> amount, .1 em)
Decrease in fine amounts (.01 em; 1/100 em)	Control Shift keypad -	Alt LeftArrow	Click left nudge button.
Increase in fine amounts (.01 em; 1/100 em)	Control Shift keypad +	Alt RightArrow	Click right nudge button.
Decrease in extra-fine amounts (.001 em; 1/1000 em)			Type in negative number.
Increase in extra-fine amounts (.001 em; 1/1000 em)			Type in positive number.

**The kerning value is attached** to the right side of each character. If you copy a character you have kerned, you copy the kerning value with it, and the value will paste in with the character. Try it. If you replace a character, the kerning value is removed with the original character.

To **remove kerning**, select the text with the text tool, press **Control Alt K**.

Hyphens    **To create a non-breaking hyphen**, type **Control Alt Hyphen**.  
**To create a discretionary hyphen**, a hyphen that only appears when necessary and disappears if the word falls in the middle of a line, type **Control Shift Hyphen**. (A discretionary hyphen is affectionately called a “dischy.”)

If you type a discretionary hyphen *in front* of any word, that word will **never hyphenate** (discretionary hyphens are invisible unless needed).

## Application and publication defaults

Pub defaults    In an open publication, click on any tool. Any specification you select *while no text or graphic is selected and no insertion point is flashing* will become the new **publication** default. Use this to your advantage! Remember, even a specific style sheet can be a default.

App defaults    Open PageMaker, but do not open a publication. Any specification you choose from any menu *while no publication is open* becomes an **application default**. PageMaker will open *new* pubs with these defaults. They will not affect already existing publications.

## Master pages

Hurray!!

You can create up to **256 master pages** per publication! Open the Master Pages palette (press Control Shift 8 *or* choose from the Window menu) and check out the options: press on the tiny right-pointing arrow.

To **apply a master page**, choose one from the palette while you are on a *document page*.

To **apply one side of a double-page master**, hold down the Alt key and click on the outside left or right edge of the master page icon.

To **change** a master page, press on the *L/R page icon* to get the pop-up menu of master pages and choose one; *or* if you don't need to see the actual page, Control-click on the master page name in the palette.

In the Master Pages palette, to:

**Define a new** master page: Control-click None

**Edit** an existing master page: Control-click on name of page

**Remove all objects and guides:** Shift-click None

**Remove objects and column guides, but not ruler guides:** Alt-Shift-click None

**Remove objects and ruler guides, but not column guides:** Control-Shift-click None

Page numbers

To **create auto page numbers**, on the master page type **Control Alt P** in a text block. It will appear as RM or LM (right or left master), but will turn into the number on every page.

## Tabs and indents

General notes

Tabs apply only to **selected text**.

The tabs and indents **ruler** in the dialog box has nothing to do with the ruler on your publication.

There are invisible **default tabs** set every half inch.

When you create a **new tab**, all *default* tabs to the left of the new tab disappear.

Select the tab in the ruler before you **change** it.

**Text always begins** wherever the *top left triangle* is positioned; it bumps into the *triangle on the right* and bounces back to wherever the *bottom left triangle* is positioned.

Indent marker

To **move the left indent marker** (the bottom triangle) **independently** of the first-line indent marker (the top triangle), hold the Shift key down as you drag the lower marker.

Repeat tab

Select a tab; choose **"Repeat Tab"** from the Position menu. New tabs will appear all across the ruler to the right, the same distance from each other as the selected tab is from the zero point *or* from the previous tab. This is great to use with inline graphics to create a step-and-repeat effect!

Tab leaders

You can type one or two characters in the tab leader box. This includes spaces, such as Period Spacebar. It also includes odd characters in other fonts: type the odd character, don't worry about what it looks like in the ruler, then follow the next tip to change the leader into the font you want.

Apply specs To **apply the tabs and indents ruler settings** to other paragraphs directly following it:

With the text tool, select the paragraph that has the settings you want to apply. Drag downward to select the following paragraphs to which you want to apply the settings. Press Control I to view the Tabs and Indents ruler. Click the OK button, or just hit Enter.

Customize leader The leader always picks up the formatting of the last character before the leader. So insert a **thin space** (Control Shift T) directly after the last character. Format that character with the size, font, weight, etc., that you want. To apply this to other leader lines, use Find and Change.

<b>Hot dogs</b> .....	\$1.50	<b>Hot dogs</b> .....	\$1.50
with chili .....	1.90	with chili .....	1.90
with sauerkraut .....	2.10	with sauerkraut .....	2.10

## Colors palette

Shortcuts Show/hide Colors palette Control J  
 Edit a color Double-click on color name  
 Make new color Control-click any color  
 Change process colors (■) to spot (■),  
*or* change spot colors to process Select color in palette, then use palette menu

Tints If you change a color upon which you have based **tints**, those tints will also change to be tints of the new color.

Replace colors To **replace** one existing color (B) with another existing color (A):

In the Define Colors dialog box (from the Element menu), double-click the color you want to *replace* (B).

Rename it with exactly the same name as the color you want to *replace it with* (A). Click OK; click OK.

This will *remove* color B from the palette and thus from your publication!

Remove unused There is a great button called “Remove unused” in the Define Colors dialog box, or use the menu command “Remove Unused Colors” in the Colors palette. This removes all defined colors that are not used in the publication. You cannot remove colors that are used in an EPS file unless you first delete the EPS file.

Search for colors Search and replace colored text. Use the Story Editor, Find & Change.

Copy colors Use the **“Import...”** button in the Define Colors dialog box or from the palette menu to copy an entire color palette from another publication.

**To copy selected colors from one pub to another:**

Open the publication that contains the colors (Pub A), *and* the pub into which you want to copy them (Pub B).

From the Window menu, choose “Tile.”

In Pub A, make some boxes and apply the colors to them. With the pointer tool, drag those boxes into Pub B. The colors in the boxes will be added to the Colors palette in Pub B.

## Control palette

From keyboard	Show or hide the Control palette:	Control '
	Activate/deactivate Control palette:	Control ~
	Toggle between Paragraph and Character view:	Control Shift `
	Select options in order:	Tab
	Select options in backwards order:	Shift Tab
	Apply change, return to layout:	Enter
	Apply change and keep option active:	Shift Enter
	Nudge by 10x amount:	Shift-click nudge buttons
	Undo:	Esc
	Apply selected <i>button</i> option:	Spacebar
	Select typestyle buttons:	Left and right arrow keys, after selecting Normal

**Measurements** You can override any measurement by typing in the initial of the measurement you want to use (i for inches, p for picas, mm for millimeters). *Or* press Control Alt M to cycle through the measurements.


Don't forget you can multiply, divide, add, or subtract from many of the existing measurements.


**Nudge amounts** The amount of nudge is determined by the amount you set in the Preferences dialog box (choose "Preferences/General" from the File menu, *or* double-click on the pointer tool).

**Proxy point** The proxy point is the **reference/anchor point**. Objects will rotate/skew from that point, and XY coordinates refer to that point.

You can click in the proxy button, or you can click a handle on the object to set the corresponding proxy point.

XY coordinates display the position of the selected proxy point *relative to the zero point on the ruler*.

 Click once on a proxy point: the **square box is an anchor** and modifications rotate around the anchor.

 Click again on the same point: the **double-headed arrow** indicates this is **the point that will move** when you apply modifications.

## Library palette

**Add items** Select an object or text block with the pointer tool. Click the + sign on the library palette.

**Place items** Simply **drag the object** from the Library to the page or pasteboard.

**Search** Press the tiny triangle in the title bar of the Library palette; choose "Search library...." Take advantage of the limiters: And, Or, But Not.

## Word, letter, line, and paragraph spacing

### Leading (line)

When you drag over text with the text tool, the black area you see is the **leading slug**. PageMaker's **auto leading** is 120 percent of the point size of the type (that is, add 20 percent to the point size, or multiply times 1.2). You can change this default in Paragraph Specs, under "Spacing."

The default leading method is **Proportional**, where  $\frac{2}{3}$  of the leading value is *above* the baseline, and  $\frac{1}{3}$  of it is *below*.

**Type** always sits *on* the baseline, and generally typefaces are designed with  $\frac{2}{3}$  of their letterforms *above* the baseline, and  $\frac{1}{3}$  *below*.

The leading method **Tops of caps** is stupid. One exception: In a two-line headline, use "Top of Caps" to prevent the first line from moving upward when you decrease the leading value.

The leading method **Baseline** measures the amount of space from one baseline *up to the baseline above it*. Also rather stupid, plus your descenders disappear all the time.

### Word and letter spacing

Both the word and letter spacing features (Paragraph specs, Spacing button) operate under this basic principle:

The **desired** percent is the amount of letter or word space that the designer built into the typeface. If you want your selected paragraph of text to have more or less than this, type in the amount. The only stipulation is that the amount you enter *must be between* the minimum and the maximum amounts, so change the min/max amounts if necessary.

The **minimum and maximum** amounts shown *are only applicable if the text is justified*. Otherwise, PageMaker uses the desired amount.

### Paragraph

**Never use a double Return between paragraphs.** This is a law. Use the Paragraph specs dialog box to set a specific amount of space between paragraphs, about half a line depth. I find it easiest to use "Space After" to create the space *between* paragraphs, and "Space Before" above subheads to create an extra space *above* them. Build this spec right into your style sheets!

## Graphics

### Image control

Works only on 1-bit or grayscale TIFFs (not color).

Any screen angles, number of lines per inch (PostScript printers only), and choice of screen patterns that you choose or write in override the defaults of application and printer.

Can change line art to a shadow: click Screen, decrease Lightness.

### High-res

To temporarily view a graphic at high-res on the screen, hold down the Control key as you redraw the screen (PageMaker must be able to find the linked original or it can't draw at high-res).

### Magic resize

**To resize a 1-bit bitmapped graphic to print without moiré patterns**, first of all choose your "Target Printer Resolution" in Document Setup. Then select the object with the pointer tool, hold down the Shift key so you don't re-proportion it as you resize, and hold the **Control key** to magic-resize the object.

---

### Compress TIFFs

To **compress TIFFs** as you place them, hold down Control Alt. Double-click the graphic, or select it from the list and click OK. *Hold those keys down to the count of 5*, or at least until you see a notice telling you PageMaker is making a copy. PageMaker compresses a *copy* of the graphic, then places and links to the copy.

To **replace uncompressed TIFFs** with compressed ones, select the graphic on the page with the pointer tool. When you place, make sure the radio button is selected, "Replacing entire graphic," and the checkbox, "Retain cropping data." The graphic will drop in, replace the original one, and pick up all cropping, image control, and colors you had applied.

To **uncompress a TIFF**, act like you are going to place it, but hold down the Control key as you place. If you don't really want the graphic on the page, click any tool or press Control Spacebar.

---

### Crop

Don't forget that after you crop a graphic, you can press on the center of it with the cropping tool and move the image around inside the frame.

Inline graphics: if you try to crop with the Control palette, it will only crop from the center. Use the cropping tool if you want to crop from edges.

---

### Mask



Draw a shape and place it on top of a graphic image. With the pointer tool, select both objects. From the Element menu, choose "Mask." To unmask, select both objects and choose "Unmask." duh.

To group both objects and mask them at the same time, hold down the Shift key; the menu items change to "Mask and Group" (or "Unmask and UnGroup").

*Even while the objects are grouped and masked, you can still edit them!* To reach the image underneath, hold down the Control key and click each layer until you see the handles of the graphic image. Then you can move it, resize it, change colors, etc.

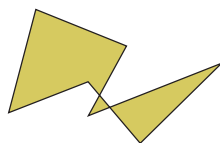
---

### Edit polygons



Double-click the polygon tool to **choose** the number of sides and the amount of inset.

Once you create a polygon, double-click on it with the pointer tool to get **editable points** (vertices), as shown to the left. Drag a point (a vertex) to move it; click on a point to delete it; click on a line to add a new point.



**To create your own polygon**, select the polygon tool. Click once to set the first point. You'll find a "string" following your pointer around. Continue to click to set down other points. When finished, click the beginning point, or double-click to let the ends connect themselves. Try it.

---

### Photoshop

Select a graphic with the pointer tool. From the Element menu, choose "Image>Photoshop Effects...." PageMaker applies the effects to a *copy* of the graphic, not to the original graphic. You can also use Kai's Power Tools and Adobe Gallery Effects here! Too cool.

---

### Acquire

You can use this command, under the File menu, to **scan** items directly into PageMaker. Your input device must support the TWAIN technology.

## Text wrap

### Edit text wrap

Hold down the **Spacebar** to **defer** the text from custom wrapping until you are finished.

Click to set **more points**; press-and-drag points to **custom-wrap**; drag one point on top of another to **delete it**.

### Inside-out

To **wrap text *inside* an object**, turn the text wrap inside-out: grab one corner handle and pull it down over the handle diagonally opposite; take that corner handle and pull it up where the first one was.



*Regular text wrap*



*Inside-out text wrap*

### Initial cap



To **text wrap an initial cap** (a single letter, a word, or a text block), set the text in an individual text block. Select that one text block and group it (press Control G). Now you can put a text wrap around it (Select the image, press Control Alt E).

### Wrap on layers

To **apply a text wrap to some text blocks but not others**, put the object you are wrapping *around*, plus the text that wraps *around it*, both onto the same layer, separate from the rest of the text that you *don't* want to wrap around. Select the image, press Control Alt E and set your wrap, and just make sure to check the box “Wrap text on same layer only.”

## Inline graphics

### How'd it get here?

To embed a **graphic within text**, simple paste, place, or insert while the insertion point is flashing.

### Auto leading

Inline graphics drop in with **20 percent** of their point size added to the leading value. To make them fit into your text, select all the text and apply a fixed leading value. You can move the graphic up or down with the pointer tool, to position it anywhere on the baseline.

### Text or graphic?

An inline graphic maintains graphic qualities (except you can't text wrap), yet also has text qualities: you can kern it, tab it, change its leading value, apply space before and after, change the alignment, etc.

### Remember

An inline graphic appears where the **insertion point** is flashing! Check that insertion point before you place, paste, or insert!

An inline graphic drops in with **auto leading** attached! Select the graphic with the *text tool* and change the leading.

You can adjust the graphic above and below the **baseline**: with the *pointer tool*, press-and-drag it.

## Paragraph rules

### Rules

The dotted lines and the heavy black rules you see on these pages are part of my style sheets—I just type and they appear!

Paragraph rules are lines (rules) that are embedded in the text. *They are not inline graphics*—they just show up when you type. Really cool.

A paragraph rule “above” is attached *above* the first line of a paragraph; a rule “below” is attached *below* the last line of a paragraph.

Paragraph rules always bend in toward the text.

Rules can extend *beyond* the text block 22.75 inches. In fact, they don’t even have to *start* within the text block!

Rules can be up to 800 points thick!!!! This actually comes in handy for setting an entire block of text on a colored background.

### How to specify

Know the **point size** of your type.

To specify where the **rule above** should land:

Figure out  $\frac{2}{3}$  of the point size of your type.

Add to that: the thickness of the rule.

Add to that: the amount of space you want between the rule and the text.

This is the amount you enter in the Paragraph Rules Options dialog box, in the “Top, picas above baseline” edit box.

To specify where the **rule below** should land:

Figure out  $\frac{1}{3}$  of the point size of your type.

Add to that: the thickness of the rule.

Add to that: the amount of space you want between the rule and the text.

This is the amount you enter in the Paragraph Rules Options dialog box, in the “Bottom, picas below baseline” edit box.

Positive numbers **indent** the rule; negative numbers **outdent** the rule.

You will almost always have to try some numbers, check it out, adjust things. And sometimes you must change the specs for the first or last paragraph in your arrangement to make things look right (you might, for instance, have to eliminate the bottom rule in the first paragraph, and the top rule in the last paragraph, or something similar).

## Style sheets

### Create them

Style sheets are the most important feature you can learn!

#### **To create a style from the Define Styles dialog box:**

From the Type menu, choose “Define Styles...,” *or* press Control 3. Click the “New...” button. Name the style, and click on the Type, Paragraph, Tabs, and Hyphenation buttons to see and use the dialog boxes you know and love. Click the OK buttons.

#### **To create a style of the formatting** you have on your page:

With the Text tool, click in the line/paragraph that has the formatting you want in your new style.

From the Type menu, choose “Define Styles...,” *or* press Control 3.

The “[Selection]” style is highlighted. Double-click “[Selection]” *or* click the “New...” button.

Type in a name (make sure the name gives you a clue as to what the style is!), then click the OK buttons to get out (*or* press Shift Enter).

And there it is in your Styles palette.

*This does not apply the style to the selected text!*

**Shortcut to create a new style,** Control-click on [No style] in the Styles palette.

### Apply them

#### **To apply a style to a paragraph:**

Click the I-beam in the paragraph to which you want to apply the style, *or* select the range of paragraphs.

From the Type menu, slide down to “Style” (*not* “Type Style”!) and out to the style name. *Or* show the Styles palette (press Control B) and just click once on the style name.

### Edit them

**To edit a definition,** double-click on the name of the style in the Styles palette. *If your insertion point is flashing somewhere, though, you should **Control-click** on a style or the text will turn into the style you double-click on.* *Or,* of course, you can go back to the Define Styles dialog.

### Overrides

A + sign after the name of the style indicates that the paragraph includes some formatting that is not built into the style sheet. *Temporary overrides* will be removed if you re-apply the style sheet. *Permanent overrides* will remain until you physically change them in the text.

**Temporary overrides:** fonts, paragraph specs, tabs and indents, alignment.

**Permanent overrides:** caps, small caps, type style changes (such as underline, italic, bold, etc.)

### Imported styles

**To turn an imported style** (indicated by an \*) **into a PageMaker style,** Control-click on the name, then click OK when you see the dialog box. The \* will disappear and PageMaker will claim the style.

If you use Microsoft Word, either create a default style named **Normal**, *or* be conscious of removing “Normal” *instantly every single time it appears!* If not, you run a serious risk of corrupting your file. Guess how I know.

Defaults	The style you choose with the pointer tool is the style that will be your <b>default</b> . Take advantage of this. For instance, let's say you are about to type seven captions for seven photos. With the pointer tool, select the style "Caption." Now every time you start to type in a new text block, it will already be formatted in the Caption style.
Copying styles (importing)	Use the <b>Import...</b> button in the Define Styles dialog box or the <b>"Import Styles..."</b> command from the Styles palette to copy an entire style sheet from one publication to another.  <b>To copy <i>selected</i> styles from one pub to another:</b> Open both the publication that contains the styles (Pub A), <i>and</i> the pub into which you want to copy them (Pub B). From the Window menu, choose "Tile." In Pub A, type a few words and apply the style to it. With the pointer tool, drag that text block into Pub B. The styles in that text block will be added to the Styles palette in Pub B.
Next/Based on	<b>Take advantage of "Next Style."</b> After you have created several styles, you can go back and tell certain styles to come after other styles. For instance, you've noticed that every time you use the style Headline, you hit a Return and use the style First Paragraph. So in the Headline style, choose First Paragraph to be the <i>next style</i> . This only works, though, as you type text directly in PageMaker. And it does not affect anything else already on the page.  <b>Be careful about using "Based On."</b> This can be great, because it allows you to make global changes with one style definition. But it can also ruin an entire document if you are not conscious.
No style	It is important to apply <b>[No style]</b> to those paragraphs that you don't want to ever change if you happen to change a style definition.
Caution!	Never begin a style sheet name with a <b>period</b> . It will corrupt your file. How do you think I discovered that?  Never allow <b>Normal</b> from Microsoft Word to hang around in your palette with the asterisk (*) after it. Either get rid of it or turn it into a PageMaker style, as mentioned above.

## Story editor; find-and-change

**Local formatting** Intentionally mark text with formatting such as underline or strikethru (styles you would not use otherwise). Use Find & Change to change that style of text into the **local formatting** that you want, overriding the style sheet definition. For instance, change all underlined text to Normal, Franklin Gothic Condensed, 9 point.

**To find styled text**, don't enter anything into the "Find What" or "Change To" edit boxes.

If there is an **underline** under the labels "Find What" or "Change To," it indicates there is at least one attribute applied to the text in that edit box.

**To reset attributes to Any**, hold down the Alt key and click on the Type and/or Paragraph attributes button.

**To reset both Type and Paragraph attributes at once**, hold down Shift and Alt keys as you click on either the Type Attributes button or the Paragraph Attributes button.

**All pubs** When searching, the radio button "All publications" really means "All *open* publications."

**Special chars.** To find or change to special characters, use these codes:

To Find, Change, or enter this character:	Type this:
Spacebar space	<i>type a space</i>
Non-breaking space	Option Spacebar or ^S or ^s
Non-breaking slash	^/
Non-breaking hyphen	^~
Discretionary hyphen	^- ( <i>hyphen</i> )
Computer-inserted hyphen*	^C or ^c
Em space	^M or ^m
En space	^>
Thin space	^<
Any kind of blank space*	^W or ^w
Em dash	^_ ( <i>Shift hyphen</i> )
En dash	^= ( <i>equal sign</i> )
Return	^P or ^p
Line break	^N or ^n
Tab	^T or ^t
Auto page number	^# or ^3
Index marker	^;
Caret	^^
Inline graphic (only in story editor)*	^G or ^g
Wildcard character	^?

*Type the ^ (caret) by typing Shift 6.*


\*cannot enter in "Change To" edit box

**Find page** To find text on a particular page in multi-page publication, open the Story Editor and search for the text. When you have found it, PageMaker highlights it in the story on the screen. Press **Control E** and PageMaker will take you to the page that contains that text.

## Printing

- Non-consec.** Don't forget that you can **print non-consecutive pages** in PageMaker. Simply type in the page numbers you want to print, with a comma between each number. To indicate "the rest of the pages," type a hyphen after the number. For instance, "3,4,9-12,7,15-" would print all the pages listed from 3 to 12, plus from page 15 to the end of the publication.
- Printer styles** You can create a **printer style sheet!** A printer style saves all the specifications you have chosen in all those print dialog boxes (*except* which pages to print, or the spot ink angle and frequency settings).  
From the File menu, slide down to "Printer Styles" and out to "Define..."  
Click "New." In the box you get, type the name for your printer style, giving it a name that will give you a clue as to its purpose.  
Now you can click "Edit." This gives you the Print dialog box you know and love. Choose your specs, then click the OK buttons.
- Shortcut** An quick and easy way to make a Printer Style is to set up your dialog box when you are printing anyway. Hold down the Control key and the "Print" button turns into "Style...." Click it, name the style.
- Use a style** To use a style, choose it from the File menu, Printer Styles command.  
**Shortcut:** Hold the Shift key down when you choose a Printer Style, you won't even see the print dialog box, but will go straight to printing.
- Save specs** Have you ever gotten halfway through the print dialog boxes, checking and unchecking options, then realized you forgot something and had to return to your document, losing all those specs you had set? Hold down the Shift key and the "Print" button turns into "Done." The dialog box will disappear, nothing will print, and all your specs will be saved.

## Layers palette

- Add or delete** In the Layers palette, hold down the Alt key to **delete a selected layer** without getting the dialog box, or to **add a new layer** with the standard defaults, again without getting a dialog box.
-  **To hide a layer**, click the eyeball icon. Hidden layers will not print.  
**To prevent accidentally "writing" on a layer**, click in the right-hand box. You'll see a little pencil with a line through it.
- Move objects** **To move an object from one layer to another**, select the object with the pointer tool. In the Layers palette, drag the tiny colored square (found at the right side of the layer name) to the layer you want the object on.  
If you selected more than one object and the objects are on different layers, just drag each tiny colored square in the Layers palette individually.
- Copy objects** **To copy an object from one layer to another**, hold down the Control key as you follow the tip above.
- Select all** **To select every object on a particular layer**, first select the pointer tool, then hold down Control Alt and click the Layer name.
- Select layers** Hold down the Control key to select more than one layer. Then you can merge the selected layers, delete them, etc.

## Frames

- Creating frames Use the tools with Xs in them to create frames: just select the tool, then press-and-drag to draw a frame.  
*Or* select an existing PageMaker shape; press Control Alt Shift F.
- Editing options **To edit the position and fit** of text or graphics inside of a frame, select the frame and press Control Alt F.
- Add content **To put existing text or graphic into an empty frame** (or to replace existing text or graphics with new stuff that's on the page), use the pointer tool to select the frame and the text block or graphic. Press Control F.
- Text + graphics **To put both text and graphics into one frame**, the graphic must be an inline graphic.
- Thread frames **To thread frames together**, first make the frames on any combination of pages you like. Then get the pointer tool. Click once on the first frame to select it, then click on the bottom windowshade handle, just like in a regular text block. You'll get a "thread icon." With that thread icon as your cursor, click on the frame you want to flow into, even if it's on another page. Continue this until all frames are threaded. Now if you put text in the first frame, it will automatically flow through all the frames.
- Delete frames **To delete a frame**, just click on a frame with the pointer tool and hit the Delete key. *The text will not be deleted*—the text will just flow into the next frame, or back up into the previous frame, where you can then flow it into another.
- Break thread **To break the thread of a frame**, hold down Control Shift and click in the top or bottom windowshade handle.  
**To break a link and pick up the thread icon at the same time**, hold down Control Alt Shift and click in the windowshade handle.
- Find frames **To find the next frame** in a threaded series, select a frame and press Control Alt ].  
**To find the previous frame**, select a frame and press Control Alt [.
- Advantages The advantage of using frames is that you can set up spaces that text can flow into automatically. This is good for those publications whose formats stay the same with each new publication, like magazines or some newsletters. You can delete a frame without deleting its text. You can add a border and a fill color or pattern. You can create polygons of any shape.

## Drag-and-drop

- Drag-and-drop PageMaker 6.5 supports **drag-and-drop**. To put a graphic or text file directly into PageMaker, you can simply drag it from the Desktop or any folder onto a page in an open publication. Just drag it onto the PageMaker page. If an insertion point is flashing, the text or graphic will drop in at that point. Otherwise it will just drop anywhere on the page.

## Prevention and troubleshooting

### Prevention

**To prevent corruption of files,** follow these guidelines always:

Allocate enough RAM to PageMaker.

Have at least 16 megs of application RAM available.

Leave at least 5 megabytes of hard disk space free at all times.  
*(In general I recommend you leave at least 10 percent of your hard disk space free at all times.)*

Never begin a file name with a period.

Never begin a style sheet or color name with a period.

Always eliminate the “Normal” style from your style sheet the moment it appears, *or* create an application default style named “Normal.”

Always turn imported styles into PageMaker styles. (Imported styles display an asterisk after their name. To turn them into PageMaker styles, Control-click on the style name in the palette, click OK.)

Use Save As and the global recompose/diagnostic regularly!

Check the pasteboard every now and then; get rid of superfluous stuff. View the entire pasteboard (from the Layout menu, choose “View” and “Entire Pasteboard.” Select the pointer tool. Press Control A. Do you see rolled up text blocks, empty text blocks, white boxes, surprise graphics anywhere? Get rid of anything superfluous.

### Troubleshoot

**If text exhibits puzzling behavior,** open it in the Story Editor, then check the specifications. Especially check the Paragraph Specifications dialog box—make sure there are no boxes checked that might make the text try to jump somewhere else.

**If a file is having problems,** try these steps:

Read the prevention tips above and fix anything that doesn't follow the recommendations.

Save As and rename the file (do not “Replace”). Toss the original file.

Run the slide show (hold Shift, choose “Go to Page” from Layout menu; click to stop). (If PageMaker can't turn a page, the next page has the problem.) After the slide show, Save As and rename the file. Toss the original file.

Check the Links dialog box under the File menu. Unlink any file with a “?” or “UN” before its name. Save As and rename the file.

Run the diagnostic on the file. Save As with new name.

Select each graphic (one at a time) with the pointer tool, then choose “Link Info” from the Element menu. If you get an error, delete the graphic, Save As and rename the file, then replace with the original graphic.

If your file isn't very complicated, select all the items and paste them into a new document: With the pointer tool selected, press Control A to Select All. Copy and paste these items to your new publication. Be sure to check the pasteboard before you copy, though! (See tip above.)

If a page won't print, check the box “Proof” in the Print dialog box. If the page prints with the graphic as a proof (box with X through it), that graphic is the problem. *Or* if you have TrueType on that same page, try changing the type to PostScript Type 1. If it prints, it is the TrueType giving you the problem, not the graphic. *Or* perhaps the combination of the two takes up too much memory for your printer.

Use “Save As” to save the file to a previous version of PageMaker, with a different name. Open that file in your current version, Save As with a different name.

Extra notes!!