Hints for first time Adobe PageMaker users
Denise Thomas, *IPM Florida*

In addition to Adobe PageMaker, it would be beneficial to have the full version of Adobe Acrobat and Adobe Photoshop in order to produce pdfs and to modify pictures, respectively.

Getting started. When first using Adobe Pagemaker, refer to the Help Topics of "Looking at the work area" and "Graphics and Text Objects" since they will be the most helpful when using the templates. The following windows should always remain open: Tools, Control Palette and Colors. Find out about the buttons for each of these windows by referring to these Help Topics.
- For Tools, go to Looking at the Work Area > Using the toolbox.
- For Control Palette, go to Windows Shortcuts > Control palette in character or paragraph view (both are important)
- For Colors, go to Defining, Applying, and Trapping Color > Applying colors
- If you click the "X" and lose them, go to Window at the top of the page, click on it and click on the window you want open.

Organizing files. All sections should have separate folders with a separate folder inside for Graphics. All photos and tables will go in this folder.

Before putting any text in the Pagemaker template, format the text in Microsoft Word first!
- Text- Tahoma, 9 or 10 font (be consistent in each chapter)
- Bullets: You will want to customize your settings so go to Format → Bullets & Numbering → Customize. Use the following settings:
  - Font: Symbol, size 9
  - Bullet position - Indent at: 0''
  - Text position - Tab space after: 0.2''
                              - Indent at: 0.2''
- Cut and paste into Pagemaker by clicking outside of the template in a white space (pasteboard), click on the "T" on the Tools Window, then paste (Ctrl V).
- Highlight the text and justify it (4th button over in the Paragraph view of the Control Palette) and change the text to 12 leading (# below the font size in the Text view of the Control Palette).
- Positioning text. Click on the Move icon (looks like an arrow), then click and drag the text box and line up both sides with the guiding lines (blue lines on template) using the little squares. The side of the box will turn red when aligned.

Using guiding lines. These lines are used to help you line things up. Some are already provided and these can be moved by clicking and dragging them. If you need additional lines, click inside the ruler on the sides and top of the template and drag towards the

middle and a blue line will appear. They go away by dragging them back toward the ruler.

Inserting photos. Convert photo into a TIFF file and save in Graphics file if it is not already then go to File → Place… and choose the file to insert. Click onto placeboard not into the box with an "X" (placeholder).

- If a box pops up asking if you want a complete copy in the publication, click "no" because clicking "yes" will make the file too big; therefore, your pictures will be linked to the photos in your graphics folder. Keep in mind that if you move any Pagemaker files (i.e. move to another folder) the graphics may need to be re-linked by going to File > Link Manager… (photos with an "X" means that it is not linked).
- Adjust the photo to an appropriate size by pressing SHIFT and dragging the little rectangles around the photo or if you want only a certain section to be shown, adjust the photo focusing on the size of that section.
- Photos can be inserted into placeholders (the boxes with an X) by highlighting both the placeholder and photo (click one then hold SHIFT and click the other) and go to: Element (top of page) → Frame → Attach Content.
- To center or focus on one area within the picture, use the crop button on the Tools window and move the picture within the placeholder.
- If you are using the template, delete the text in the photo placeholder by clicking on the move icon, then click on text box and hit Delete.

Modifying or creating colors. Colors can be changed or created by going to Utilities → Define Colors. The colors can be altered by changing the RGB numbers. Create new colors by clicking on New then selecting Type- Process, Model- RGB.

Changing the color tint of a box. The tint of color boxes can be changed by highlighting the colored box and changing the % of Tint on the Colors Window. The top and bottom bars are normally 100%, and the text boxes are some percentage (the templates have the text boxes at 35%).

Bringing text or boxes to front or back. If text is hidden behind a box, click on the problematic box and go to Element → Arrange → send to back, and this will bring the text/photo/different box to the front.

Eliminating excessive hyphenation. Commonly, when text is justified, it creates many hyphens that are automatically placed to fit in the space. To eliminate that problem, highlight the text and go to Type (on top bar) → Hyphenation… → Off. This should justify the text without hyphens allowing it to be more visually appealing.

Eliminating larger spaces in the last line of the text. Often after cutting and pasting text, there will be a larger space in the last line the text that cannot be fixed by changing the leading. In order to resolve the problem, simply press Enter on the keyboard after the last word or period in that text. The spaces will then be uniform within the paragraph.

Creating pdfs in Adobe Pagemaker. Pdfs can be created directly in Pagemaker by going to File → Export → Adobe PDF. For job name, scroll on High Quality Print.

- If you want to make a pdf of just the one document or certain pages click on "All pages in current document" or "Ranges…" respectively, then click Export.
- If you want to make a pdf of several documents, you will want to make a Book before you go through this process by opening whatever document you want as your first document then going to Utilities → Book… where you will choose the files in the order that you want include. After that, follow the steps above but click on "All pages in Book" and export.
- If you make a pdf of a Word document for your book (i.e., Appendices), make sure that the fonts are embedded by going to the Change Conversion Settings under Adobe PDF on the top toolbar of Microsoft Word.

*Note: In order to make smaller pdf files, you need to have the full version of Adobe Acrobat.

Changing your pdfs from RGB to CMYK for commercial printers. Most commercial printers print in CMYK (cyan, magenta, yellow, black) which is 4 colors compared to RGB (red, green, blue) which is 3 color cartridges and typically what regular printers use. If you are sending it to a commercial printer, you will need to change it to CMYK. This can be done using the full version of Adobe Acrobat. Open the pdf and go to Advanced → Print Production… → Convert Colors.

Acknowledgments:

We would like to acknowledge Dr. Norm Leppla and Joyce Merritt for editing this document. We would like to thank Jane Medley for her assistance using the Pagemaker program and the initial layout of the *Grower's IPM Guide for Tomato and Pepper Production*.