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PAGEMAKER 7.0: LEVEL 1 (WINDOWS) **2**

PAGEMAKER 7.0: LEVEL 2 (WINDOWS) **4**

PageMaker 7.0: Level 1 (Windows)

Course Specifications

Course number: 078171
Course length: 1 day
Software: PageMaker 7.0
Certification: Adobe Certified Expert (ACE) PageMaker 7.0

Certification

PageMaker® 7.0: Level 1 is one of two Element K courseware titles that address the Adobe Certified Expert (ACE) Program objectives for the PageMaker 7.0 exam. The ACE Program is for graphic designers, Web designers, developers, systems integrators, value-added resellers, and business professionals who seek recognition for their expertise with specific Adobe products. Certification candidates must pass a product proficiency exam in order to become an Adobe Certified Expert.

Course Description

Adobe PageMaker is a powerful page layout application you can use to create professional looking publications. In this course, you will learn basic techniques and skills that will give you a solid understanding of the software as you create a four-page color newsletter. PageMaker is a robust application that offers a high degree of control over many aspects of page design. To learn how to use it to its fullest capabilities, you need to understand basic principles and techniques. As you progress through this course, you'll learn these techniques and use them to work with PageMaker efficiently and produce great looking documents.

Prerequisites: To ensure your success, we recommend you have experience using your computer's operating system.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

- Navigate in the PageMaker environment.
- Set up a document.
- Import text and graphics.
- Format text using fonts, sizes, type styles, indents, alignment, and tabs.
- Use styles to format text.
- Use master pages and guides to design a document's layout.
- Add page numbers to a document.
- Wrap text around a graphic.
- Create a booklet
- Create and use templates.

Course Content

Lesson 1: Creating a Newsletter

- Topic 1A: The PageMaker Environment
- Topic 1B: Document Setup
- Topic 1C: Typing Text and Manipulating Text Blocks
- Topic 1D: Basic Text Formatting
- Topic 1E: Importing and Manipulating Graphics
- Topic 1F: Using Master Pages

Lesson 2: Using Text

- Topic 2A: Importing Text
- Topic 2B: Spacing Text
- Topic 2C: Indenting Text
- Topic 2D: Using Tabs
- Topic 2E: Using Styles
- Topic 2F: Using the Story Editor

Lesson 3: Using Graphics

- Topic 3A: Drawing Shapes
- Topic 3B: Applying Colors
- Topic 3C: Text Wrapping
- Topic 3D: Manipulating Graphics
- Topic 3E: Cropping Graphics
- Topic 3F: Inline Graphics

Lesson 4: Printing with PageMaker

- Topic 4A: Creating and Applying Spot Colors
- Topic 4B: Updating Links
- Topic 4C: Creating a Booklet
- Topic 4D: Printing a Proof
- Topic 4E: Collecting Files for Output

Lesson 5: Creating an Identity System

- Topic 5A: Creating Templates
- Topic 5B: Using Templates
- Topic 5C: Drag and Drop Between Documents
- Topic 5D: Using a Library

Appendix A: Adobe Certified Expert (ACE) Program

- PageMaker® 7.0 ACE Exam Objectives

PageMaker 7.0: Level 2 (Windows)

Course Specifications

Course number: 078173
Course length: 1 day
Software: PageMaker 7.0

Certification: Adobe Certified Expert (ACE) PageMaker 7.0

Certification

PageMaker® 7.0: Level 2 is one of two Element K courseware titles that address the Adobe Certified Expert (ACE) Program objectives for the PageMaker 7.0 exam. The ACE Program is for graphic designers, Web designers, developers, systems integrators, value-added resellers, and business professionals who seek recognition for their expertise with specific Adobe products. Certification candidates must pass a product proficiency exam in order to become an Adobe Certified Expert.

Course Description

Adobe PageMaker is a powerful page layout application you can use to create professional publications. In this course, you will learn advanced techniques and skills as you create a full-page color advertisement for publication in a magazine, and a catalog with tables that you will prepare for both print output and as an Acrobat PDF file designed for desktop printing or electronic distribution via the Web. Although PageMaker is a robust application that offers fine control over typography, page layout, colors, and printing, not all of its features are on the surface, so you may be missing out on the best ways to create professional-caliber publications. Additionally, you need some background information in each of those areas to fully exploit them and to create as polished a document as possible. As you create the documents in this course, you'll delve deeply into each of these areas, enabling you to work efficiently and get great results.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *PageMaker 7.0: Level 1*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

- Choose fonts appropriately.
- Balance columns.
- Use frames to contain graphics.
- Organize a document using layers.
- Use color management and set up color separations for four or more ink printing.
- Create and format tables using Adobe Table.

Course Content

Lesson 1: Formatting Using Advanced Typography

Topic 1A: Choose Typefaces
Topic 1B: Balance Columns
Topic 1C: Align Type
Topic 1D: Align Type to a Grid
Topic 1E: Kern Type
Topic 1F: Hyphenate Text
Topic 1G: Create Type Effects

Lesson 2: Applying Advanced Layout Techniques

Topic 2A: Use Graphics Frames
Topic 2B: Use Layers
Topic 2C: Adjust Layout Automatically
Topic 2D: Create Multiple Master Pages

Lesson 3: Applying Color Management and Printing

Topic 3A: Define CMYK and Spot Colors
Topic 3B: Set Up Color Management
Topic 3C: Use Color Management
Topic 3D: Create Printer Styles
Topic 3E: Print Color Separations
Topic 3F: Control Inks

Lesson 4: Creating Tables

Topic 4A: Create a New Table
Topic 4B: Import Table Text
Topic 4C: Format Text in a Table
Topic 4D: Format a Table
Topic 4E: Change Borders and Shading
Topic 4F: Use Tables in PageMaker



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Lesson 5: Creating Acrobat PDF Documents

Topic 5A: Export a PDF Document

Topic 5B: Create a PDF for Print

Topic 5C: Set Up Hyperlinks

Topic 5D: Create a PDF for the Web

Appendix A: Adobe Certified Expert (ACE) Program

PageMaker® 7.0 ACE Exam Objectives