

There are many wonderful features in PageMaker which can streamline the process of laying out pages and create CONSISTENCY from page to page. Some of those features are:

1. Displaying "Master Items" (such as guides and column guides)
2. Automatic page numbering
3. Using "Style Sheets" for headlines, body copy, photo captions, etc.
4. Using the "power paste" and "multi-paste" functions.
5. Putting a photo inside a box using the "Mask" function.

## Displaying "Master Items" and Numbering Pages Automatically

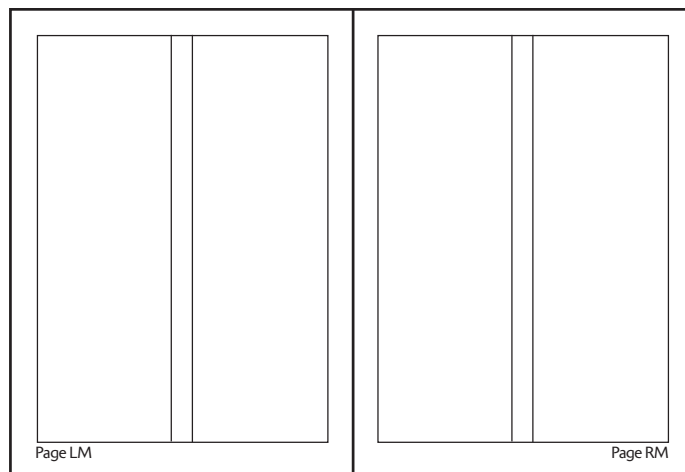
In the lower left hand corner of the screen, is a page set marked with an "R". These are your "Master Pages".

Click on the "R" page. Whatever you put on this page will appear on EVERY page. For instance, if you want to have two columns on every page in your school annual, go to the "Layout" drop down menu, launch the "Column Guides" window and type "2" columns with ".5" inches between each column and select "OK". Click back on page 1 and you will have column guides on this page and every page of your document (you must select "Display Master Items" from the drop down "View" menu for each page).

**Automatically numbering your pages** can be done on the Master Page.

1. Using the Type tool, drag a text block onto the Master Page (for instance, in the lower left corner).
2. On a Mac, hold down the Option and Command keys and type a "p". On a PC, hold down the Control and Alt keys and type a "p".
3. The letters "RM" will appear in your text block. Now you can format this text. Choose a font, size, etc. and position the page numbers where you want them to appear (left, center, right, wherever). If you wish, you can type the word "Page" in front of the "RM" letters.
4. NOTE: On right and left facing pages, you will have to create TWO text blocks, one for the right page and one for the left. The "RM" will appear for right pages; an "LM" for left pages.
5. NOTE: Go to the "File" drop down menu and to the "Document Setup" menu. You must specify which "Start page #: \_\_" you wish to use as your first page number (i.e., Page 1, 5, 8, whatever).

**Other repeating page elements:** You can use this same technique to cause other repeating elements to appear on every page. For instance, you may want the words "2002 School Annual" to appear on the left hand page and the page numbers to appear on the right. Or perhaps you want a graphic to appear next to each page number. Place the graphic on the Master Page; it will show up on every page in your document.



Column guides and auto page numbering placed onto the Master Page

## Using “Style Sheets”

Another fantastic, time saving auto-function is called “Style Sheets”. These enable the type-setter to pre-determine the parameters of repeating type elements such as “Headlines”, “Body copy”, “Photo descriptions”, etc. It will speed up your layout time and will create uniformity in the typesetting from page to page. Here’s what you do:

1. Start by going to the “Type” drop down menu and launch the “Define styles...” window (Command-3 on a Mac; Control-3 on a PC).
2. Click on each of the default headings (such as “Caption”) and select “Remove”. This will eliminate the default settings from the list. Once you’ve done this, select “OK”.
3. Now create a text block and format the type to the desired specifications (size, font, justification, leading, etc.)
4. Highlight the text block you have formatted and launch the “Define styles...” window.
5. Give this text block a name by selecting “new” and typing in a name (for instance, “Headline”). Back out of the window by selecting “OK”.
6. Now launch the “Show Styles” window (Command-B on a Mac; Control-B on a PC). Your new “style sheet” appears in this window.
7. Now create a new text block and type something. With this text still active, click on your new style. The text will automatically adopt the pre-formatted settings for this style.

**Editing style sheets:** You can create as many style sheets as you need and edit them as necessary. If, for example, you want to change ALL the “Headlines” in your document, launch the “Define styles...” window, select the “Headlines” style and then select “Edit”. From this window you can edit the size, font, tabs, etc. for this style. Once your changes are made, back out by selecting “OK”. All of the “Headlines” in your document will take on the new look.

**Importing style sheets:** Many school annuals are divided up among various groups working on different parts of the final book (e.g., one group is doing the “Sports” pages; another group is working on the “Drama” pages).

Create a “Starter File” (one in which all style sheets, margins, page number layout, guides, etc. have been established). You can “import” the style sheets from this master “Starter File” into each of the other sections.

1. Open up the section you are working on.
2. Launch the “Define styles...” window.
3. Select “import”.
4. Use the browser to find the PageMaker document which contains the style sheets you wish to import.
5. You will be prompted to “copy over existing styles”. Select “OK”.
6. Back out of the “Define styles...” menu by selecting “OK”. The list of styles from the other document will now appear in the “Show Styles” window.

### Style Sheets can be used to...

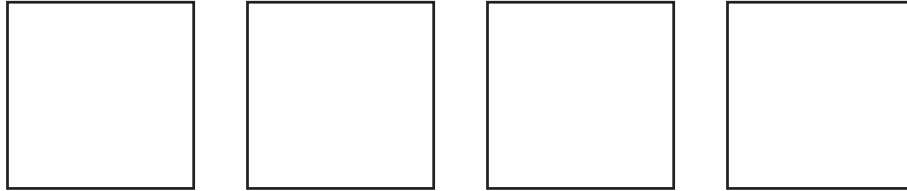
- Create uniformity in tpestyles from page to page and document to document.
- Speed up typesetting and layout.
- Quickly change ALL the formatting parameters of a particular type element.
- Quickly move from style to style.

**NOTE:** This entire page was created using Style Sheets (Headline, body text, indent “numbered” text). It makes it possible to quickly shift from one style to another without wasted formatting time.

## Using "Multi-Paste"

Let's say you want four 1" boxes placed 1/4" apart from one another in a straight line. This is a job for the "Paste Multiple..." window found under the "Edit" drop down menu.

1. Draw a 1" square box and place it on a page.
2. Now copy the box by selecting it with the arrow tool and selecting Command-C (Mac) or Control-C (PC).
3. Launch the "Paste Multiple..." window. Type in "3" copies, with 1.25" horizontal offset, and "0" vertical offset and select "OK".
4. The three identical boxes will appear as shown below:



5. Use the "Paste Multiple..." window whenever you need to create multiple objects in perfect alignment with each other (such as lines on a form).

## Using "Power-Paste"

Another form of pasting objects in exact position involves the "Power-Paste" function. Try this exercise:

1. Draw a 1" box. Copy the box and paste it by holding down the Option and Control keys and typing a "V" (Mac) or Control and Alt keys and a "V" (PC). A copy of the original box has now been pasted exactly on top of the first box.
2. Now select the box on top and while holding down the Shift key, drag the box to the right. The Shift key "constrains" the object, forcing it to stay perfectly aligned with the first object. Position the second box and release the mouse and Shift key.
3. Now hold down the Option and Control keys and type TWO "V's". You will now have four 1" boxes, placed perfectly in line, spaced exactly the same distance one from another.

Uses for "Power-Paste". This function can be used in the following ways:

1. You can select multiple elements (or a single element) on one page, copy them, go to another page and use Power-Paste. These copied elements will align perfectly from the previous page (this is a huge time-saver over the copy/paste/realign method).
2. You can create a text block, select and copy it, use Power-Paste, and drag the text block (using the Shift key) to create columns of perfectly aligned, matching type.
3. You can place a graphic object, copy it, use Power-Paste, drag the copied graphic (using the Shift key), and use Power-Paste over and over again to create a repeating pattern of perfectly aligned graphic elements.
4. Come up with your own uses for this great, time-saving function!

## Masking a Photo inside a Box

Placing a photo inside a box (with or without a border) is a simple operation in PageMaker.

1. Draw a box (set the "Fill" to "None").
2. Place the photo onto the page and send behind the box (as in the example to the right).
3. Size the photo and the box until it fits the way you want it.
4. Now, select BOTH the line and the photo and go to the "Element" drop down menu and select "Mask". You're done!
5. If you need to "unmask" the photo, select the line and photo and choose "Unmask".
6. Note: By clicking on just the photo, you can drag it inside the box to position it, or drag the corner handles to resize it. Or, you can select just the line and resize the line.



Before



After