

STEP 5

Do this *continued*

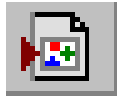


Figure 4-2



Figure 4-3



Figure 4-4



Figure 4-5

Adding Graphics to the Document

1. To begin adding graphics to your document, click the Pointer tool (Figure 3-9), then click the Place icon (Figure 4-2) near the top right of the screen. *This opens the Place window (Figure 4-3).*
2. Navigate to the C:\Program Files\Cruiser\785_DesktopPublishing\Students directory, select the “studying.jpg” file, then click the Open button. *Once PageMaker has loaded the graphic, the mouse cursor will switch to the Place cursor (Figure 4-4).*
3. Move the cursor to the upper left-hand corner of the location where you want to place your drawing, then click the left mouse button. *You will see a digitized photograph of a student studying in his room. (Digitizing is the process of converting a signal or image, such as a picture, into signals a computer can interpret.)*

Manipulating the Graphic

You can make changes to the shape and size of the graphic by either clicking and moving the selection handles or by changing the values in the Control Palette.

1. Open the Control Palette (Window menu, Show Control Palette). *Be sure to position the Control Palette where it will not be in your way.*
2. Click the picture of the student to select it. *When you select a graphic it becomes surrounded by eight small, black rectangles called selection handles (Figure 4-5).*

continued on next page...

STEP 5

Do this

Text wrap is a great design tool to use when you want to incorporate text and graphics together.

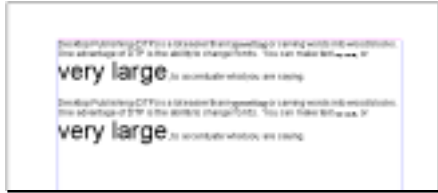


Figure 5-8



Figure 5-9

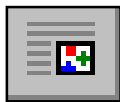


Figure 5-10



Figure 5-11

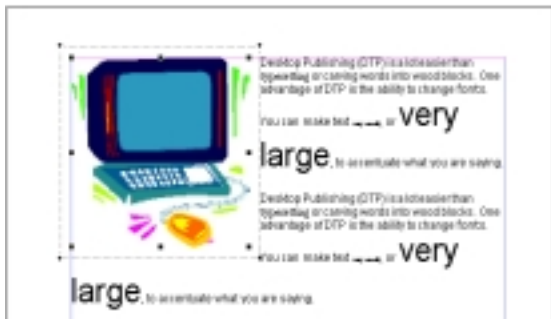


Figure 5-12

Wrapping Text Around a Graphic

1. Use the Pointer tool to select the paragraph and stretch it out to the right margin by clicking the handle in the lower right corner of the text box (Figure 3-10).
2. So that we can have more text for this example, triple-click the paragraph with the Text tool to highlight all the text, copy it, click at the end of the paragraph, press the Enter key twice, and paste the text again. *The top of your page should look similar to Figure 5-8.*
3. Place a copy of the “computer.jpg” file located in the C:\Program Files\Cruiser\785_DesktopPublishing\Students directory and put it in the top left corner of the margins. *If necessary, refer to steps 1-3 on page 26 to review the directions on how to retrieve images. The graphic should be overlapping the text (Figure 5-9).*
4. Make the text wrap around the graphic by clicking the graphic with the Pointer tool, and selecting the Text Wrap icon (Figure 5-10).
5. In the Text Wrap window (Figure 5-11), click the center wrap option, then click OK. *By default, this will keep text .167 inches away from all four edges of the graphic, unless you specify otherwise. Your page should now look similar to Figure 5-12.*
6. Move the right side of the text wrap line (it’s the dashed line) by clicking and dragging it to the right farther away from the graphic. *The text should move accordingly.*

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STEP 2

Read this *continued*

Bullets are a great way of highlighting a series of points. Remember that other design tricks include:

- HEADLINES
- SUBHEADS
- SIDEBARS
- PULL QUOTES
- DROP CAPS
- BLURBS

Creating a drop cap is easy enough. All you do is highlight the letter, select the Utilities menu, select Plug-Ins, choose Drop Cap, and select how many lines you want the cap to be. It is recommended that a drop cap not be more than three or four lines, because it can become a distraction to the reader. Use your best judgement depending on the project.

Blurbs are a capitulation of the headline, worded provocatively to entice the reader. Bullets are a word, sentence, or paragraph preceded by some form of special character, usually out-dented, that establishes it as a member of a list.

STEP 3

Do this



Click **Programs** and select *PageMaker*. When *PageMaker* starts, create a new, one-page, letter size document.

Along with the clip-art you used in **Activity 4** and **5**, there is also a photograph of businessmen walking away from an airplane (businessmen.jpg), and one of a woman's hands typing on a keyboard (typing.jpg) in the C:\Program Files\Cruiser\785_DesktopPublishing\Students directory. Look in **Activity 4** at the procedure you followed to retrieve and place the student picture in a document. Follow this procedure to retrieve the other two graphics, if you decide to use them.

There is also a scanner in the module that may be available for you to use. Notify the instructor for directions on how to use the scanner, if you decide to use it.

You will probably want to begin your newsletter by setting the columns and grid. Remember, you must use a standard three-column format.

Once you have established your grid, begin adding the other elements such as the newsletter title, headlines, graphics, and stories.

Be as creative as you like, but try and make the final product as professional as possible. You have all of this activity, next activity, and about half of **Activity 10** to work on your newsletter.