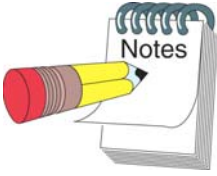




About This Book



About the Author

Kevin A. Siegel is the founder and president of IconLogic, Inc. He has written more than 100 step-by-step computer training books including *Essentials of Dreamweaver 4*, *Accelerated QuarkXPress 4*, *Essentials of RoboHelp HTML 9*, and *Essentials of PowerPoint 2001 for the Macintosh*. Kevin spent five years in the U.S. Coast Guard as an award-winning photojournalist and has more than 17 years experience as a desktop publisher and technical writer. He is a certified technical trainer, has been a classroom instructor for nearly 9 years and is a frequent speaker at trade shows and conventions. Kevin holds multiple certifications from companies such as Adobe, eHelp Software, and the Chauncey Group. You can reach Kevin at ksiegel@iconlogic.com.

About IconLogic Books

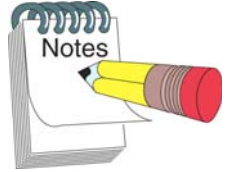
IconLogic books are unique! They are created by instructors with years of software training experience. Before IconLogic books, our instructors rarely found a book that was perfect for a classroom setting. If the book was beautiful, odds were that the text was too small to read and hard to follow. If the text in a book was the right size, the quality of exercises left something to be desired.

Finally tiring of using inadequate materials, our instructors started teaching without any books at all. Over the years, we've had many students ask if the in-class instruction came from a book. If so, they said they'd buy the book. That sparked an idea. We asked students — just like you — what they wanted in a training manual. You responded, and the results appear in this book.

This book has been divided into several modules. Since each module builds on lessons learned in a previous module, we recommend that you complete each module in succession.

We hope you enjoy the book. If you have any comments or questions, please contact us (an address, phone number and email address appear on page xix).

Book Conventions



This book is designed for ease of use. During every module, you'll be guided through lessons step by step. Instructions for you to follow will look like this:

☞ instructions for you to follow will look like this

If you are expected to type anything or if something is important, it will be set in bold type like this:

☞ type **9** in the box

If you are expected to press a key on your keyboard, the key will be in brackets like this:

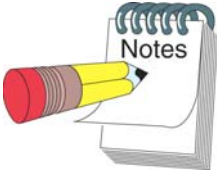
☞ press [command]

Note: This book is meant for use by both Macintosh and PC users. The software is the nearly the same for both, but the keyboard commands may be different. The term [command] is used in this book as a neutral term for [ctrl] (PC) and [Apple] (Mac).

Confidence Checks

You will also come across the little guy at the right. He indicates a Confidence Check. Throughout each module you'll be guided through hands-on exercises. But at some point you'll have to fend for yourself. That's where Confidence Checks come in. They're very important. You must be sure to complete each of them because some exercises build on completed Confidence Checks.





Student Data Files

The data files that support the lessons presented in this book can be downloaded from our Web site. Instructions for downloading the data files appear below.

Student Activity: Download PC Data Files from the Web

1. Download the PC student data files necessary to complete the lessons presented in this book (Mac users, turn to page xv).

- ☞ start Internet Explorer (we recommend you use Internet Explorer version 6 or newer)
- ☞ go to the following Web address: <http://www.iconlogic.com/>
- ☞ click the **data files** link at the bottom of the page
- ☞ click the **PC** link
- ☞ click the **PageMaker 7, Essentials of** link
- ☞ when the dialog box appears, click **Save**
- ☞ navigate to your **desktop**
- ☞ click **Save**

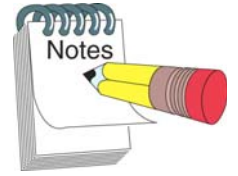
The zipped data files will be downloaded to your desktop.

2. After the file downloads, close Internet Explorer.

3. Extract the data files.

- ☞ find the **PM7.exe** file you just downloaded to your desktop
- ☞ double-click the file to open it (click **Run** if prompted)
- ☞ choose **SelfExtract > Extract Files**
- ☞ click **Execute**
- ☞ after the files have been extracted, you can close the SelfExtract program

There should now be a **pm7data** folder on your desktop. You will use these files to complete the lessons in this book.



Student Activity: Download Macintosh Data Files from the Web

1. Download the Macintosh student data files necessary to complete the lessons presented in this book.
 - ☞ start **Internet Explorer** or **Safari**
 - ☞ go to the following Web address: **<http://www.iconlogic.com/>**
 - ☞ click the **data files** link at the bottom of the page
 - ☞ click the **Macintosh** link
 - ☞ click the **PageMaker 7, Essentials of** link
 - ☞ if you are using Safari, click the **Download** button (if prompted)

The file will be downloaded to your desktop.

2. After the file downloads, quit the browser and close all windows.

There should be an **PM7Data_Mac** folder on your desktop. It is possible that the data files did not extract on their own. If there is a **PM7Data_Mac.hqx** icon on your desktop, but no **PM7Data_Mac** folder, double-click the icon now to extract the data.

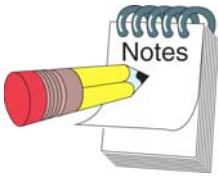
When finished, there should be a **PM7Data_Mac** folder on your desktop.

System Requirements

PageMaker 7 **does not come with this book**. PageMaker 7 is available for both the Macintosh and PC and can be purchased directly from Adobe at www.adobe.com. For either platform, the more memory you've got, the better. PageMaker works best on a Macintosh if you've got a G3 or something newer and if you're running at least System 8.6. If you're a PC user, a Pentium III with Windows 98 or newer is your best bet. If you've got an older computer and/or operating system, refer to the PageMaker user manual for software limitations.

Printer Setup (PC Users Only)

If you're using a PC, the first thing you *must* do, before starting PageMaker and creating a publication, is determine which printer you'll be using for final output. Often times you'll be working with a service provider who will be printing camera-ready art for you. In either event, you must load the printer driver you'll be using for final output. If you do not own the driver, contact your provider and ask for the install software or drivers. Even though you won't actually be printing to the printer, the driver must be installed and selected as the target printer when you create or open publications. Failure to load and select the correct printer will likely result in your publication being repaginated.



The PC files created for this book require the Apple LaserWriter II NT, an older, yet common laser printer for both the Macintosh and PC. During the next few steps, you'll learn how to load the driver for this printer. Once you've completed this book and begin creating your own publications, you'll need to load and use the printer driver specific to your needs.

Student Activity: Add a Printer

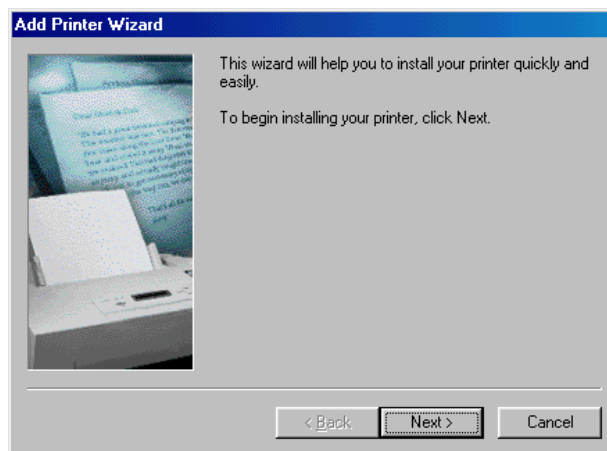
1. Add the printer driver for the Apple LaserWriter II NT.

☞ choose **Start > Printers and Faxes**

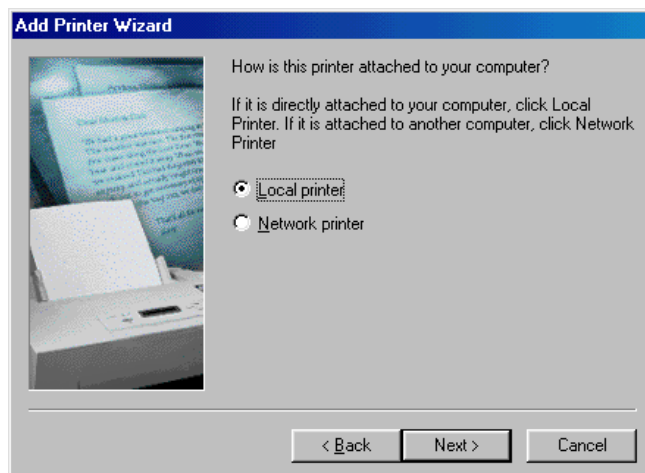
The Printers window appears.

☞ double-click the **Add Printer** icon 

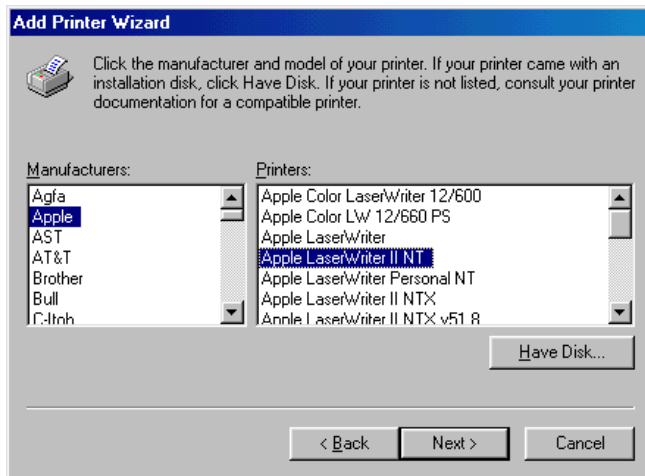
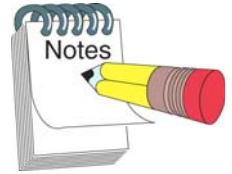
The Add Printer Wizard will appear.



☞ click the **Next** button



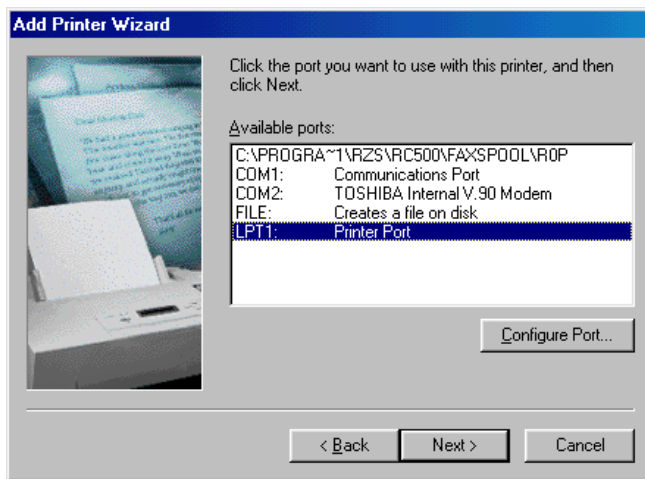
- ☞ select **Local printer** (deselected **Automatically detect...**) and then click **Next** twice



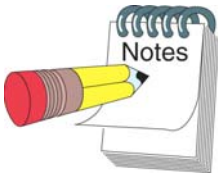
- ☞ select **Apple** from the list of Manufacturers and **Apple LaserWriter II NT** from the list of Printers

Note: If you do not see Apple LaserWriter II NT in the list, it means the printer driver has been updated since this book was printed. In this case, select the **Apple LaserWriter II NT** driver that you see (it may have a “v” number after it).

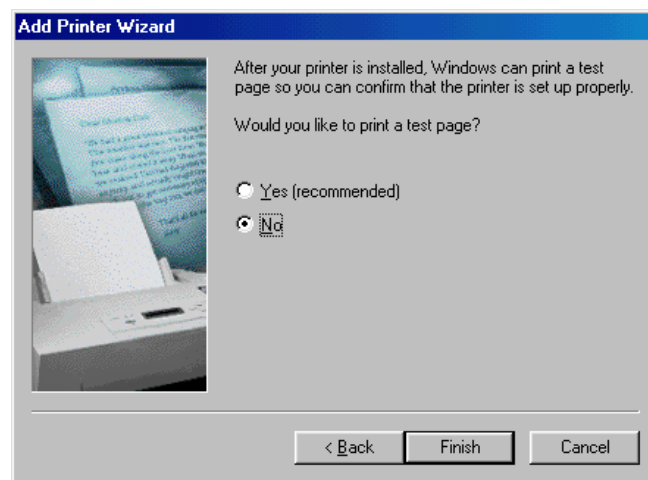
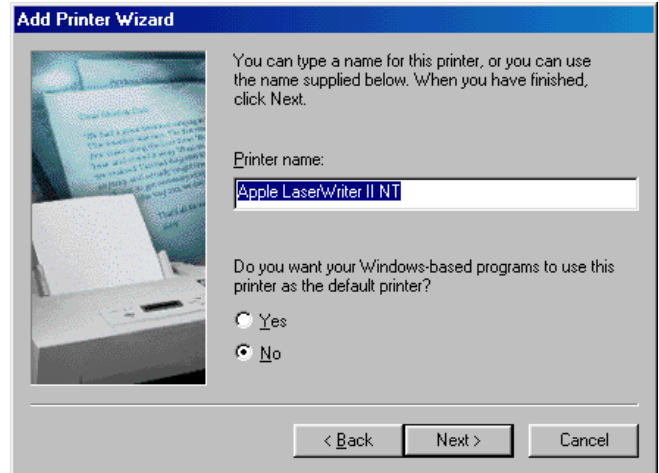
- ☞ click **Next**



- ☞ select **LPT1: Printer Port** as the Available port
- ☞ and click **Next**



- ☞ select **No** from the Do you want your Windows-based programs to use this printer as the default printer
- ☞ ensure the Printer name that appears is **Apple LaserWriter II NT** (if not, make any necessary changes now)
- ☞ click **Next**



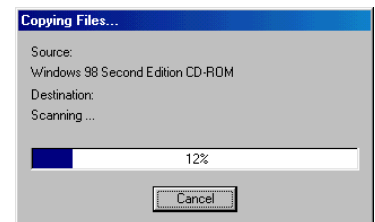
- ☞ click **No** to printing a test page (again, you probably don't have this printer and you have no intention of ever really printing to it)

The necessary files for the printer will automatically be found and installed by Windows. You shouldn't need to insert your Windows install CD.

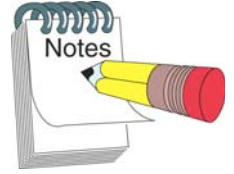
If successful, you'll see the Apple LaserWriter icon in the Printers window.



2. Close the Printers window.



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