

Conversion from PageMaker to InDesign

This Single day (6 hour) course is aimed at experienced users of PageMaker, who are converting to InDesign, and is not suitable for beginners.

Note: If you require Introduction to InDesign training (suitable for beginners) please ask for details of our Introduction to InDesign course.

The aim of the course is to familiarise PageMaker users with the locations in InDesign, of the features that were available in PageMaker, and any changes in the usage of these. In addition, we will cover how to convert PageMaker documents to InDesign.

Switching to InDesign from PageMaker

In a Nutshell

New Document Setup

- Starting a new document
- Number of Pages
- Facing Pages
- Master Text Frame
- Page Size
- Orientation

Moving from Page to Page

Magnification

Measurement units and Rulers

Ruler Guides

Changing the zero point

The Toolbox

- What does each tool do?

Drawing

Selecting objects

Paths

Scissors Tool

Transform Palette

Eyedropper Tool

Arranging Objects

- Group/Ungroup, Bring to Front/Back etc.

- Aligning and distributing objects

- Locking object position

- Step & Repeat

Applying Colour

- Using the Toolbox

- Working with Swatches

- Using the Color palette

- Edit the fill or stroke color of selected text or objects using the Color palette

- About Tints

- About Transparency

Gradients

Text

- Text Frames

- To type text into a document

- Placing text

- Selecting Text

- Formatting Characters

 - Font

 - Type Size

 - Leading

 - Baseline Shift

 - Kerning and Tracking

 - Horizontal/Vertical Scale

- Formatting paragraphs

 - Horizontal Text Alignment

 - Paragraph Spacing

 - Indents

 - Tabs

 - Drop Caps

 - Aligning and justifying text vertically

 - Controlling paragraph breaks

- Changing the color and gradient of type

 - Inserting glyphs

- Inserting common symbols, spaces, and hyphens

- Hyphenation and Justification

 - Adjusting hyphenation

 - Justification

Spelling

Working with hyphenation and spelling dictionaries

Find/Change

Adding column, frame, and page breaks

Editing and updating a linked text file

Text Wrap

Creating path type

Text import filters

Styles

Graphics

About vector graphics and bitmap images

Placing a graphic

Managing links and embedded graphics

Clipping paths

Pages Palette

Master Pages

Sections

Layers

Creating grids

Changing Settings

Printing

Keyboard Commands

Tables

Converting PageMaker Documents