

Yearbook Starter Kit

Thank you for choosing American Printing and Publishing, Inc.
to publish your yearbook or supplement.

We pride ourselves on our outstanding Support Services.

If anyone on your yearbook staff ever has a question
about any step of the process

you can ALWAYS call us toll free at the following number:

1-888-700-0313

Email: printing@ampub.net Web: www.ampub.net

CONTENTS:

Your Yearbook Starter Kit contains the following materials.

**We HIGHLY RECOMMEND that you take the time to
thoroughly review this material:**

1. Documentation:

- a. Completion Checklist
- b. Ladder Planning sheets
- c. List of acceptable programs and formats
- d. Three ways to submit your artwork:
 - Camera ready
 - Combination
 - Fully composed digital
- e. Helpful Hints
 - Photoshop basics
 - Pagemaker basics

2. Pasteup boards (on request)

COMPLETION CHECKLIST

Prior to sending us your publication, be sure to complete this checklist:

If you are sending your publication on paste-up boards:

- Are they CLEAN (no glue or wax residue)?
- Have you created a “mock-up” of the finished book? (i.e., have you supplied a copy of all the pages and assembled them in order)

If you are sending your publication as a Combination:

- Is the final version of your digital files on a disk? (i.e. PageMaker, InDesign, Quark)
- Have you included a copy of all your font files on the disk?
- Have you included copies of all your scanned images (if any) on the disk?
- Are all the photos and artwork to be scanned by American clearly labeled according to the naming system as described in this documentation?
- Have all the photos been clearly marked to show sizing and cropping?
- Are all of the photos and artwork to be scanned included in the package you are sending?
- Have you created a “mock-up” of the finished book? (i.e., have you supplied a copy of all the pages and assembled them in order)

If you are sending your publication as Fully Composed Digital files:

- Is the final version of your digital files on a disk? (i.e. PageMaker, InDesign, Quark)
- Have you included a copy of all your font files on the disk?
- Have you included copies of all your scanned images on the disk?
- Have all the photos and artwork been saved according to the naming system as described in this documentation?
- Have you created a “mock-up” of the finished book? (i.e., have you supplied a copy of all the pages and assembled them in order)
- Have you saved the entire publication as an Adobe Acrobat file (PDF) and included it on the disk?

Once this checklist has been completed, please mail your publication to:

**American Printing & Publishing, Inc.
8609 S. 212th St.
Kent, WA 98031**

Phone: 253-395-3349

Ladder Diagram - 16 page multiple

Section #

How to use these planning sheets:

For example, if your book will have 52 pages, you would use THREE of the "16 page multiple" sheets and ONE of the "4 page multiple" sheets for a total of 52 pages. If your book will have 76 pages, then use FOUR "16 page" sheets, ONE "8 page" sheet and ONE "4 page" sheets for a total of 76 pages. In other words, USE AS MANY OF THE 16 PAGE SHEETS AS YOU CAN, then use the 8 page and 4 page sheets to add up to your final page count. Always start each section with an ODD number and end each section with an EVEN number (odd numbered pages are always on the right hand side/even numbers are always on the left).

USE THIS BOX TO NUMBER YOUR SECTIONS. For example, if you need 5 sheets to plan your book, number the sections as follows: Section 1 of 5, 2 of 5, 3 of 5, 4 of 5, 5 of 5

Under the SUBJECT heading, put a descriptive word (such as "Senior Pictures", "Sports", "Drama", etc.) Under each even and odd page, indicate the specific CONTENT for that page (e.g., if the subject heading is "Sports", the specific content on one of the Sports pages might be "Varsity Basketball" or "Girls Volleyball"). You may also want to include the name or names of those responsible for producing that page.

SUBJECT	PG #	EVEN PAGES	ODD PAGES	PG #

Notes: _____

ACCEPTABLE PROGRAMS AND FORMATS

American Printing & Publishing is able to receive yearbooks and supplements in either Mac or PC format. We will receive files in one of three programs, Pagemaker, InDesign, and Quark. If you plan to use any other programs besides these three to lay out your book, please contact our staff to discuss program options BEFORE beginning your project.

Your publication can be sent to us using Zip disks, CDs, or uploaded via our FTP site.

THREE WAYS TO SUBMIT YOUR ARTWORK

1. Camera Ready

Camera ready pages are produced by cutting and pasting your photos and text on paste up boards. American Printing will supply your yearbook staff with pasteup boards at your request.

IF YOU ARE PLANNING ON USING COLOR IN YOUR BOOK, PLEASE CONSULT WITH A REPRESENTATIVE FROM AMERICAN PRINTING BEFORE YOU BEGIN TO ASSEMBLE YOUR BOOK!

Do pasteup according to the following method:

- Begin by PLANNING your book carefully. Using the LADDER PLANNING sheets (included in this kit), lay out your yearbook in 16 page increments (i.e., 16 pages, 32 pages, 48 pages, etc.) Accommodations can be made for books with other page totals as long as the entire book is divisible by FOUR (e.g. 36 pages, 40 pages, 44 pages, etc.)
- Page numbers DO NOT INCLUDE the front and back cover of your book.
- Remember, PAGE 1 OF YOUR BOOK STARTS ON THE RIGHT HAND SIDE OF THE FIRST PASTEUP BOARD, and the LAST PAGE of your book goes on the LEFT SIDE next to page 1. After page 1, you can lay up your pages as follows: 2 and 3, 4 and 5, 6 and 7, etc. Odd numbered pages are always on the right side! Layout your cover and back cover on a separate pasteup board. The cover goes on the right and the back cover goes on the left.
- Using non-repro blue pencil or pen, layout your pages on the pasteup boards (make sure to stay within the blue grid area). You may choose to layout your pages on a computer and paste the finished laser printed pages in place.
- Trim photographs to square or rectangular shapes only. A paper cutter or Exacto blade and ruler is a way to keep all corners at right angles.
- Trim text and artwork to square or rectangular shapes. Leave a pica width (1/8") space around the edge of all art and text. Leave space between art, text and photos (avoid overlapping).
- Use rubber cement to adhere text, art and photos to pasteup boards. DO NOT USE double stick tape, scotch tape, or other permanent glues. DO NOT put scotch tape over the top of any artwork! Keep all art clean!
- Use a T-square or the grid and ruler to keep everything straight.
- Photos and art that have been previously printed or scanned will not reproduce clearly. Stay with line art (art with no screens), with clean, dark lines.
- Make sure to include a complete paper copy of your yearbook or supplement - color lasers for the color pages and black and white lasers for the black and white pages. Your book will be built according to this laser proof - so be careful!

2. Combination

This format consists of pages which are laid out in Pagemaker, InDesign or Quark, including type and numbered boxes to show where photos and art will be inserted. The electronic file is sent to American Printing on disk, together with all of your loose photos and art. American Printing will scan your photos and insert them into your layed out pages.

IF YOU ARE PLANNING ON USING COLOR IN YOUR BOOK, PLEASE CONSULT WITH A REPRESENTATIVE FROM AMERICAN PRINTING BEFORE YOU BEGIN TO ASSEMBLE YOUR BOOK!

Create your electronic files and organize your photos and art as follows:

- Begin by **PLANNING** your book carefully. Using the **LADDER PLANNING** sheets (included in this kit), lay out your yearbook in 16 page increments (i.e., 16 pages, 32 pages, 48 pages, etc.) Accommodations can be made for books with other page totals as long as the entire book is divisible by FOUR (e.g. 36 pages, 40 pages, 44 pages, etc.)
- Page numbers **DO NOT INCLUDE** the front and back cover of your book.
- Remember, **PAGE 1 OF YOUR BOOK STARTS AS A RIGHT HAND PAGE**, and the **LAST PAGE** of your book goes on the **LEFT SIDE** next to page 1. After page 1, you can lay up your pages as follows: 2 and 3, 4 and 5, 6 and 7, etc. Odd numbered pages are always on the right side! Layout your cover and back cover in a separate file. The cover goes on the right and the back cover goes on the left.
- Set up your folders. Please set up your folders **EXACTLY** as they are shown here in Diagram 1.
- Using your page layout program of choice, create your first 16-page document and save this as "Pages 1-16" in the "Page Sections" folder. You can create each of your sections by doing a "Save As" and giving it the appropriate name. If you need an 8-page or 4-page section, simply remove some of the pages and re-save with a new name. (See Diagram 3 for a picture of the Start Up Document and its measurements.)
- Begin to lay out your pages, inserting your headlines, page numbers, type, etc. together with artwork and photos to be included on each page. Create boxes where each of the photos will be inserted (in Pagemaker, use the box tool **WITHOUT** the "x"). Make the boxes with a black line and a white fill, each box proportionate to the size of the photo which will be placed into it. (See Diagram 2.)
- As shown in Diagram 2, number each of the boxes and "tag" each of the photos with a page number and position number (e.g., the tags for the photos on page 12 would be 12-1, 12-2, 12-3, etc.) **DO NOT WRITE ON THE BACK OF THE PHOTOS!** Ink tends to rub off onto the fronts of other photos. Instead, use non-removable, stick-on paper tags and write on the tags in pencil.

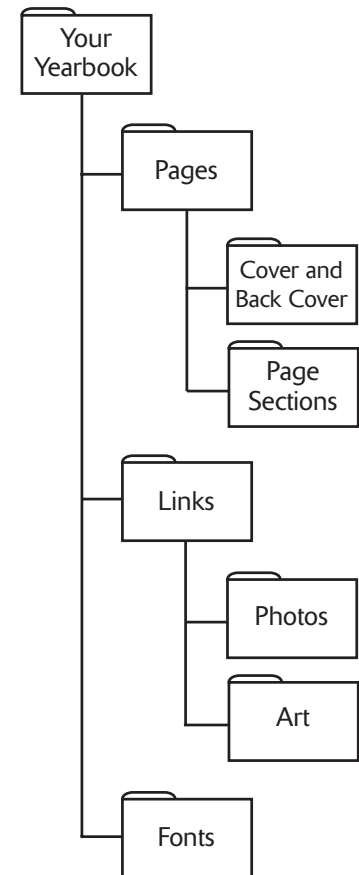


Diagram 1

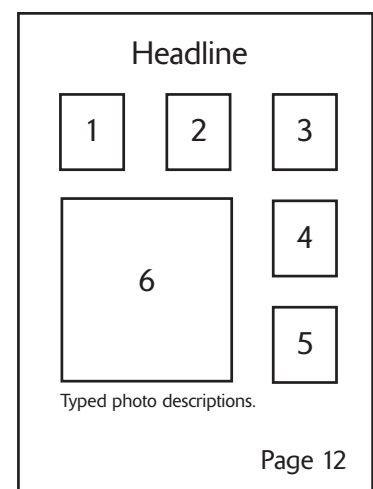
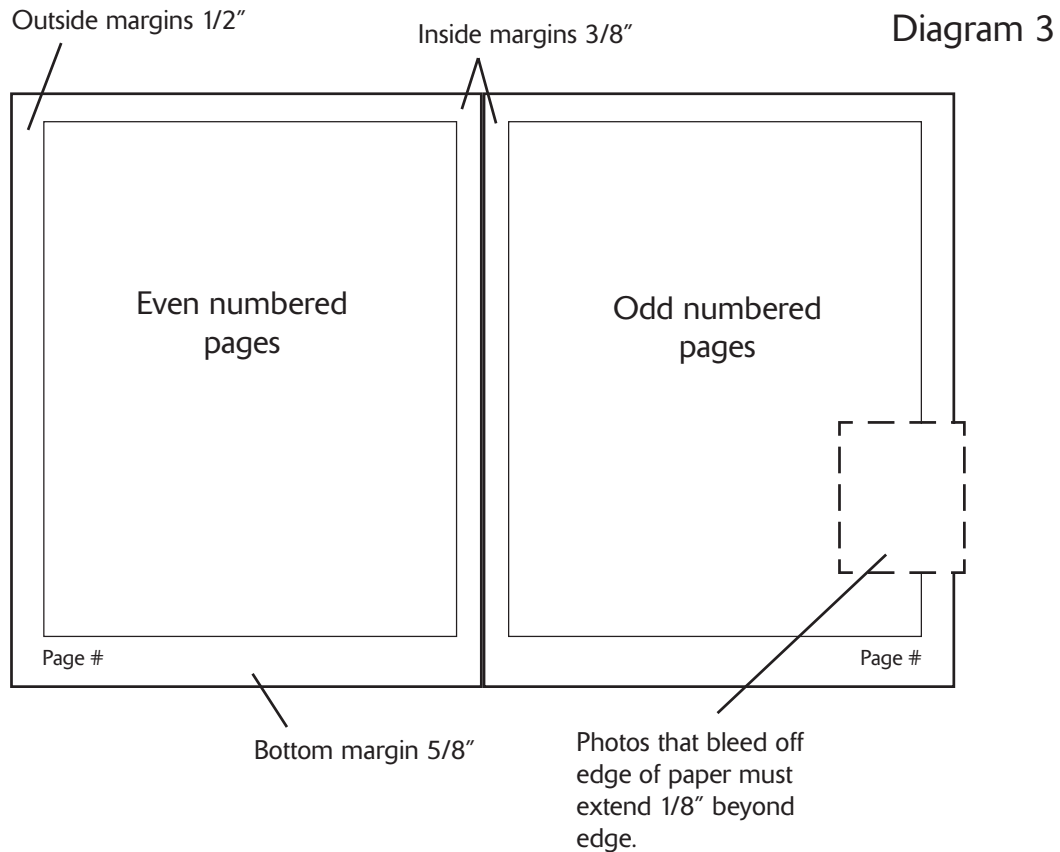


Diagram 2



The Start Up Document features double-sided facing pages with preset margins. These margins are preferred; however, your yearbook staff may adjust them according to your own design scheme. If you choose to have photos bleed off the page, make sure to extend them 1/8" beyond the edge.

- Likewise, if you are including art that you wish scanned, tag the artwork according to the numbering system described above.
- Include COMPLETE copies of all fonts used in your publication in the "Font" folder. Keep in mind that many Mac-based Postscript fonts are made up of TWO DIFFERENT FILES (a "screen font" version and a "printer font" version for each style of that particular font). True Type fonts have both of these versions built into one file. To be on the safe side INCLUDE EVERYTHING related to a particular font in the font folder (screen fonts, printer fonts and EVERY STYLE - medium, bold, italic, etc.) It is better to include everything you have than to leave something out!
- Make sure to include a complete paper copy of your yearbook or supplement - color lasers for the color pages and black and white lasers for the black and white pages. Your book will be built according to this laser proof - so be careful!

3. Fully Composed Digital

Creating a digital book or supplement means that you will create your own layout pages in Pagemaker, InDesign or Quark and you will scan and place your own photos.

IF YOU ARE PLANNING ON USING COLOR IN YOUR BOOK, PLEASE CONSULT WITH A REPRESENTATIVE FROM AMERICAN PRINTING BEFORE YOU BEGIN TO ASSEMBLE YOUR BOOK!

Please refer to the step-by-step instructions for the "Combination" format, with these additional instructions:

- The "Links" folder should contain all scans of photos and graphics.
- Photos should be saved with the page number and position number in the title (e.g., a photo on page 12 in position 4 would be saved with the name "Photo 12-4").
- Black and white photos should be scanned at 300 DPI and saved in TIFF format as a GRAYSCALE photo (NOT RGB). Color photos should also be scanned at 300 DPI and saved in TIFF format as a CYMK photo (NOT RGB). If you have any questions about scanning - PLEASE CALL FOR INFORMATION BEFORE STARTING YOUR BOOK!
- DIGITAL PHOTOS: Digital cameras usually capture images at 72 dpi. For best results: open each photo in Photoshop, go to the "Image" drop down menu, and launch the "Image Size..." window. Change the Resolution to 300 AND reduce the size of the photo by at least 50% or more. Select "Okay". Now save photos according to the two previous steps listed above.
- Scan your photos as close to the final size as possible. In other words, if a photo will appear on a page 4x6", then scan, crop and save the photo at 4x6". However, it is a good idea to save the photo at 10% larger than your anticipated final size, or leave some extra image area when cropping in PhotoShop. Save your final cropping and sizing for after you've placed the photo into your layout program.
- When placing photos into Pagemaker, a window will appear and ask the following question: "The graphic in the document would occupy 1193 KBytes in the publication. Include complete copy in the publication anyway?" ALWAYS Select NO! (Refer to Diagram 4). Pagemaker will automatically keep a log of the links from your "Links" folder without embedding a copy of the photo in the document (thus reducing the size of your Pagemaker file). You can view all of the links in Pagemaker by going to the "File" menu, then down to the "Links Manager..." A list of your links will appear.
- Any missing links or fonts will delay the publication of your book. MAKE SURE TO INCLUDE ALL LINKS AND FONT FILES!
- Please do not send copies of photos and art files which are not included in your book.
- Make sure to include a complete paper copy of your yearbook or supplement - color lasers for the color pages and black and white lasers for the black and white pages. Your book will be built according to this laser proof - so be careful!

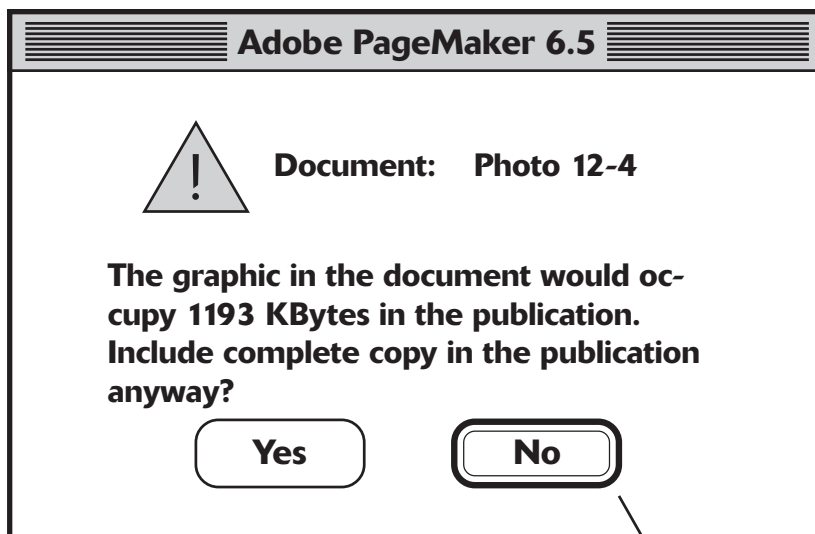


Diagram 4

ALWAYS select "No"

HELPFUL HINTS

1. Copy and Art Work

(for books which are pasted up, or for which American Printing will be doing the scanning)

- Use new ink and toner cartridges in printers and dark black pens for all text and custom art designs. Copy should look crisp and black, not gray, intermittent, or “washed out”.
- Use a printer that is “Letter Quality” (600-1200 dpi), not dot-matrix.
- All art work should use dark colors for the best reproduction (in other words, if you cut out a piece of art from another source, light blue, green, yellow, etc. will not reproduce).
- Art work which has screens as part of the art (i.e., screened dots are used to create various levels of lighter colors and blends) do not usually reproduce very well. We make no guarantee of results from screened artwork.

2. Photographs

- The best reproduction is from sharp, black and white prints with good contrast. Try to shoot as much of your yearbook utilizing black and white film.
- Pay particular attention to lighting when taking yearbook photos. Photos that are too light or too dark will not reproduce well, especially if light and dark photos appear on the same layout page.
- Avoid using prints from previous publications (old yearbooks, magazines, etc.) or photocopying previously printed photos. When these photos are rescanned/rescreened, they form a “screendoor” pattern which ruins the clarity of the photo. It is possible to correct for this effect, but it requires blurring the photo.

3. PhotoShop Basics for Scanning and Photo Correction

- Scan black and white photos at 300 dpi in Grayscale and as close to the final size as possible (e.g., if a photo will be cropped to a size of 4x6”, then scan that portion of the photo and scale the photo as it is being scanned to as close to the final size as possible). However, it is a good idea to save the photo at 10% larger than your anticipated final size, or leave some extra image area when cropping in PhotoShop. Save your final cropping and sizing for after you’ve placed the photo into your layout program.
- Save each photo as a TIFF into your “Links” folder using the preferred naming system (e.g., a photo on Page 12 in position 4 would be named “Photo 12-4.tiff”).
- After cropping and saving your file, basic black and white photo correction consists of the following 3 steps:
 1. Sharpening (if necessary)
 2. Adjusting levels (brightness/contrast and levels of gray from 1-255)
 3. Removing undesirable spots, scratches, or other objects from a photo

Some general information about each of these steps has been included on the following pages:

Sharpening a Photo in PhotoShop

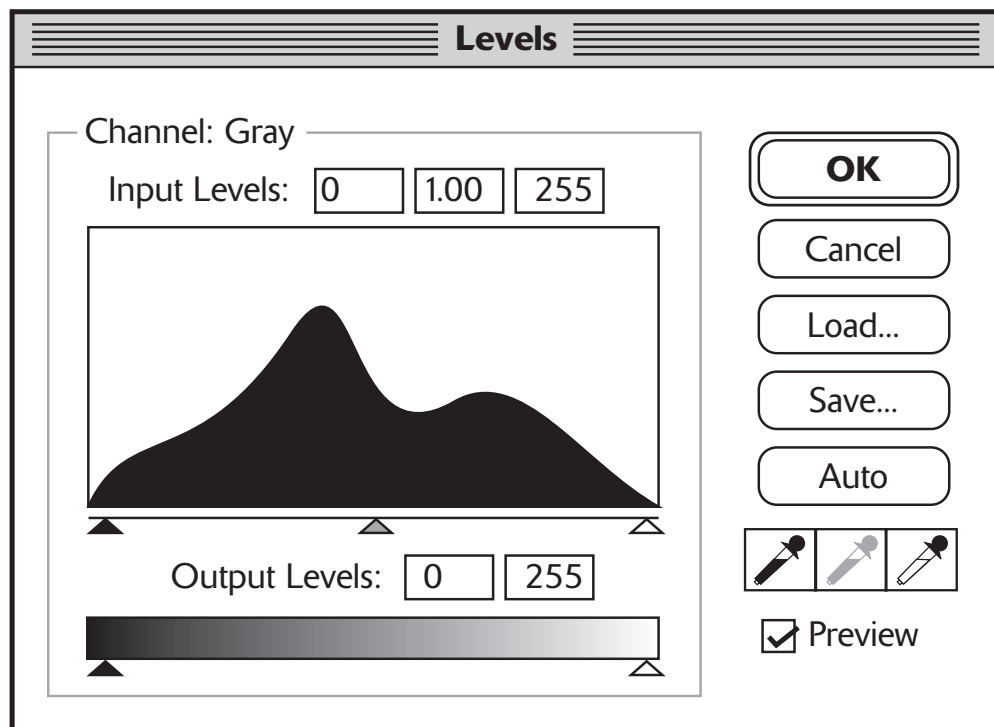
Under the “Filter” menu, go down to the “Sharpen” menu where you will find four sharpening options. If you use “Sharpen”, PhotoShop will sharpen the photo according to its default setting. The “Sharpen Edges” will cause the identifiable edges of objects in a photo to be sharpened. The “Sharpen More” will do precisely that; however, try to avoid oversharpening a photo!

The most accurate option is found under the “Unsharp Mask...” Choosing this option will launch the “Unsharp Mask” window. Use the Preview window to zoom in on an area of the photo so you can view the sharpening effect up close. Placing the arrow pointer on the Preview window and holding down the mouse key will engage and remove the sharpening effect so you can compare. Below are three “sliders”. The “Amount” slider controls how much sharpening will occur. The “Radius” and “Threshold” sliders determine how “wide” the sharpening effect will be. We recommend setting the “Amount” to 33%, the “Radius” to 5.0 pixels and the “Threshold” to 2 levels. Now click on the Preview window to see the effect. If the effect is pleasing, hit OK. If not, experiment with the sliders until you get the desired effect.

Adjusting Levels

This is probably the most important (and misunderstood) step in correcting your photos. Go to the “Image” menu, go down to “Adjust”, and go to “Levels...” (Command-L on a Mac; Control-L on a PC). This will launch the “Levels” window, which is shown here.

You want to become very familiar with the Levels window!!!



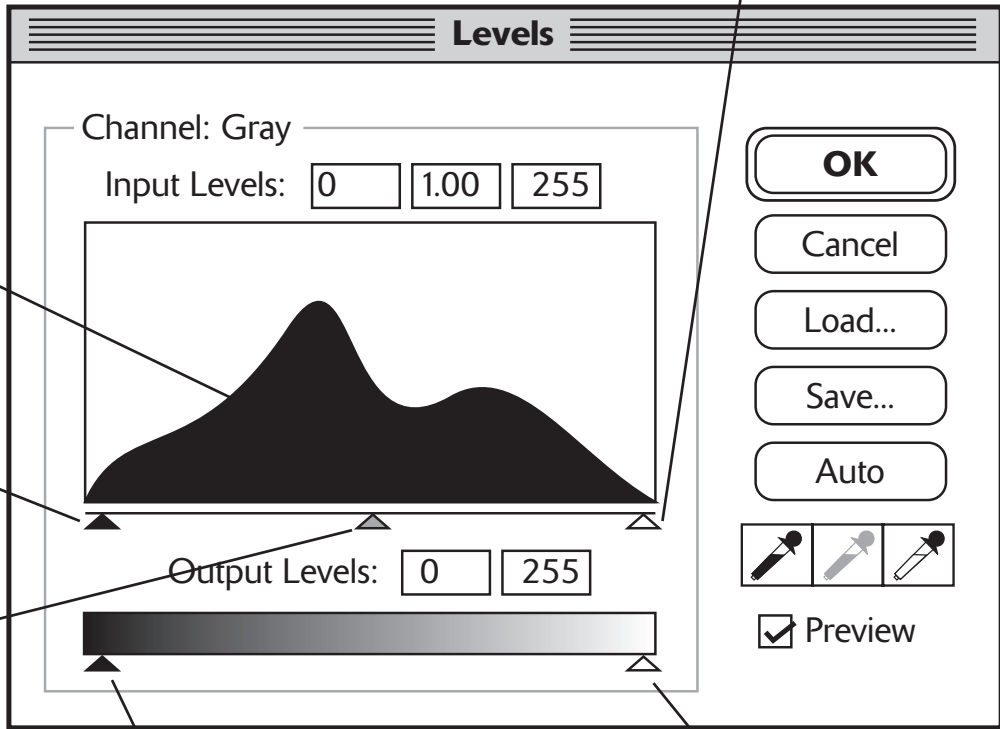
Adjusting Levels, Cont.

Moving Slider #3 to the left lightens the lightest part of a photo.

"Histogram"
(a visual picture of how the pixels are distributed throughout a photo)

Moving Slider #1 to the right darkens the darkest part of a photo.

Moving Slider #2 right or left darkens and lightens the mid-tones of a photo.



Moving Slider #4 to the right ADDS "white" to the darkest areas of a photo

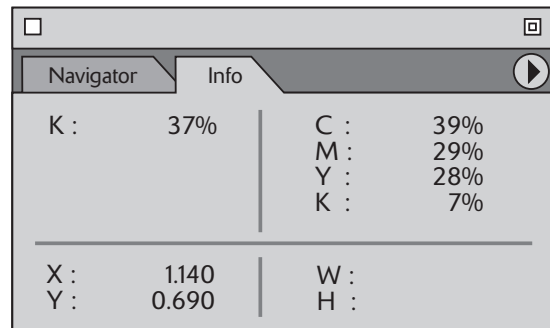
Moving Slider #5 to the left ADDS "black" to the lightest areas of a photo

To get familiar with the Levels window, scan a black and white (grayscale) photo and bring it into PhotoShop. Experiment with this photo to see how adjusting levels works.

Grayscale photos consist of 255 levels of gray "pixels" (the building blocks of images). The DARKEST pixel is "255" (pure black); the LIGHTEST pixel is "0" (pure white). All the pixels that range between are various shades of gray (lighter or darker); altogether they form a grayscale photo.

Adjusting Levels consists of lightening and darkening the Shadows (darkest part of a photo), the Highlights (lightest part of a photo) and the Midtones (medium tones of a photo). The various sliders provided in the Levels window enable these adjustments to be made. The best results are achieved when a photo has pixels which are evenly distributed from dark to light with the majority of the pixels in the Midtone Range.

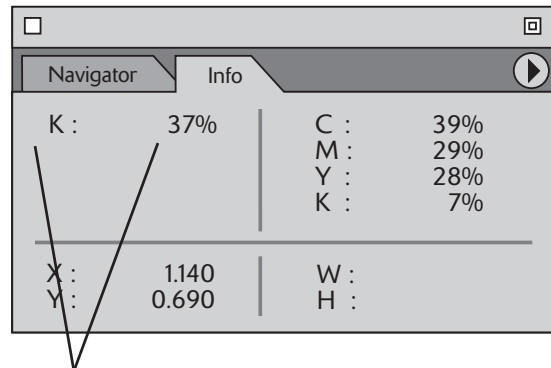
How can you measure the Levels of a photo? You can evaluate the distribution of pixels by using your pointer tool and the "INFO" Window. Launch the INFO Window by going to the "Window" drop down menu and then select "SHOW INFO". It will launch a window that looks like this:



Using the Adjust Levels window and Info window to adjust photos.

1. Position the "Info" window in a place where you can see your photo, the Info window, and the Adjust Levels window all at the same time.

2. As you move your pointer tool over the photo, you will notice the numbers in the Info window change. These numbers are measuring the levels of gray pixels wherever your pointer is pointing. You are most concerned about the "K" measurement in the upper left corner of the Info window.



The letter "K" stands for "black". The percent number next to it tells you what percentage of black is present in any pixel you point at on a photo.

3. Place your pointer on the WHITEST part of the photo. The "K" reading should read between 2-4%. Now place it on the BLACKEST part of the photo. The "K" reading should read between 96-98%. Now place it on the point closest to a medium gray. It should read about 50%. If this is the case, your photo is at the correct level and it is ready to save.

4. If necessary, use the Adjust Levels window to make the following adjustments:
- If the BLACKEST part of your photo is too DARK (it has a "K" reading of 98% or higher), then move Slider #4 to add WHITE to this area of the photo. Recheck it in the Info window by putting your pointer tool on the DARKEST part of the photo and see how the "K" number has changed.
 - If the BLACKEST part of your photo is too LIGHT (it has a "K" reading of 96% or lower), then move Slider #1 to add BLACK to this area of the photo. Recheck it in the Info window by putting your pointer tool on the DARKEST part of the photo and see how the "K" number has changed.
 - If the WHITEST part of your photo is too DARK (it has a "K" reading of 4% or higher), then move Slider #3 to add WHITE to this area of the photo. Recheck it in the Info window by putting your pointer tool on the LIGHTEST part of the photo and see how the "K" number has changed.
 - If the WHITEST part of your photo is too LIGHT (it has a "K" reading of 2% or lower), then move Slider #5 to add BLACK to this area of the photo. Recheck it in the Info window by putting your pointer tool on the LIGHTEST part of the photo and see how the "K" number has changed.

5. Normally, the Mid-tones will adjust accordingly as you make adjustments to the Shadows and Highlights; however, if the midtones need adjusting, you can move Slider #2 left or right until the photo is correct.

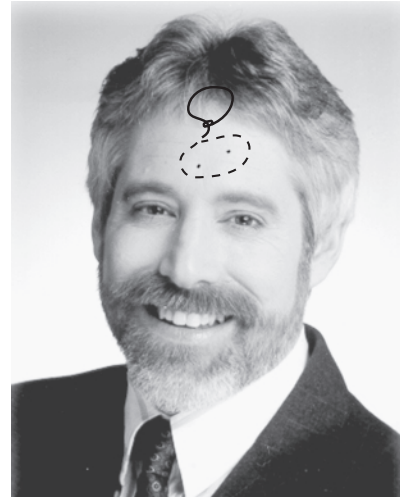
NOTE: Beware of **OVERCORRECTING** a photo! Changing the dark area of a photo will also change the light areas, and vice versa. Remember, **YOUR GOAL IS TO END UP WITH THE DARKEST AREAS BEING ABOUT 98% BLACK AND THE WHITEST AREAS 2% WHITE**, with the midtones being distributed in between. WATCH OUT FOR WHITE AREAS THAT ARE 100% WHITE AND BLACK AREAS THAT ARE 100% BLACK! THESE PHOTOS WILL NOT PRINT WELL AT ALL!

Removing Spots and Scratches from Photos

Sometimes your scanned photos may exhibit unwanted spots and scratches in the image. There are two primary methods for correcting these blemishes: 1. using the "Dust & Scratches" Filter, and 2. using the "Cloning" tool.

Dust & Scratches Filter

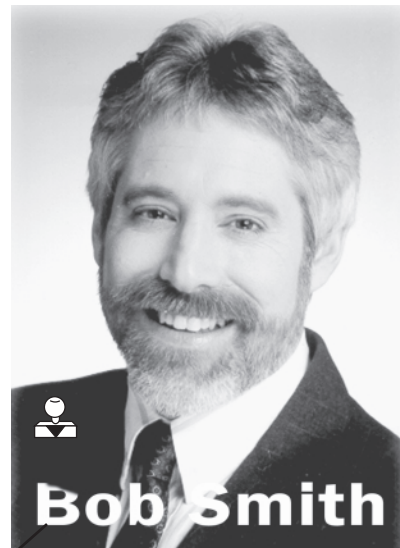
1. Using the Lasso tool, circle the spot or scratch.
2. Launch the "Dust & Scratches" filter by going to the "Filter" drop down menu and then select the "Noise" drop down menu and then select "Dust and Scratches".
3. Set the "Radius" slider to about "5" and the "Threshold" slider to about "2". The blemish should disappear. If not, adjust the sliders until it does.
4. Repeat this process for each spot on the photo.



Using the "Cloning" Tool

In this operation, you are essentially copying part of an image from one area of the photo and "painting" it over the top of the unwanted part of the photo. For instance, in the example below, the name "Bob Smith" is obscuring the lower part of the photo and you want to remove it. Proceed as follows:

1. Choose an appropriate Brush size from the "Brush" menu (found under the "Windows" drop down menu - choose "Show Brushes").
2. Select the "cloning" tool from the tool menu (it looks like a rubber stamp with a black triangle on it).
3. Using the sample below, notice how the cloning tool is positioned over the black part of the suit. In Mac, hold down the "option" key and click the mouse (on a PC, hold down the "Alt" key). As you hold down the key, the triangle in the cloning tool turns white. This shows which area of the photo you choosing to "clone".
4. Now move the cloning brush over the area you wish to "paint out". As you hold down the mouse key and move the brush, notice how the area you chose is being "painted" over the area you wish to remove.
5. Continue choosing different areas of the photo to use as "paint" until you have removed the unwanted image.
6. Work in short strokes (clicking and releasing the mouse button) so if you make a small mistake, you can use the "Undo" function to take a step back (Command-Z on a Mac; Control-Z on a PC).



You can use the Cloning Tool to make some very significant changes to a photo, if you are careful and clever. Experiment a little and see what you can do!

The dark part of the suit is being used in this example to "paint out" the letter "B". The same method could be used to remove this entire name from the photo.

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

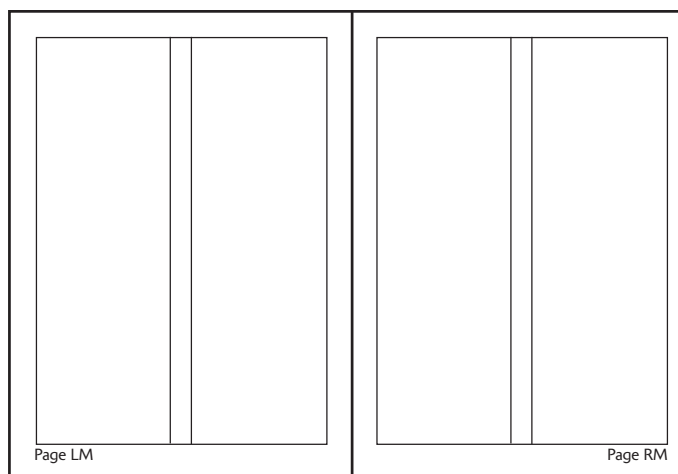
In the lower left hand corner of the screen, is a page set marked with an "R". These are your "Master Pages".

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 typesetter 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...

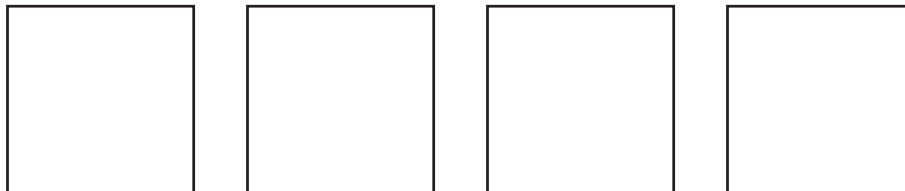
- Create uniformity in tpestyles from page to page and document to document.
- Speed up typesetting and layout.
- Quickly change ALL the formatting parameters of a particular type element.
- Quickly move from style to style.

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