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Adobe
Pagemaker

01.07.2021
&
02.07.2021

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A vibrant collage serves as the background for the title page. It features a yellow pencil with a purple eraser in the foreground, a purple notebook with a yellow pencil resting on it, and a scenic landscape of rolling green hills under a blue sky with white clouds in the background.

02

CHAPTER

An Introduction to Adobe Pagemaker

Learning Objectives

To learn
Entering
Text in the
Document

Copying
and
Moving
Text

Selecting
Text

Deleting
Text

Entering Text in the Document

- In PageMaker the text can be typed inside a **text block**.
- You must use the **Text tool** to **create the text blocks**.
- you can type the text directly into the text block.
- As the characters are typed, the flashing vertical bar called the **insertion point or I-beam** which **moves to the right**.

Editing Text in the Document

- Editing means making changes to the text. When you edit a document, you revise the text.
- Editing may be inserting and deleting words and phrases, correcting errors, and moving and copying text to different places in the document.

Selecting Text

Text can be selected using the **mouse** or the **keyboard**.

Selecting Text using the mouse

To select text using a mouse, follow these steps :

1. Place the Insertion point to the left of the first character to be selected.
2. Press the left mouse button and drag the mouse to a position where you want to stop selecting.
3. Release the mouse button.
4. The selected text gets highlighted.

To Select	Press
A Word	Double-click with I-beam
A Paragraph	Triple-click with I-beam

Selecting Text

Selecting Text using the Keyboard

To select text using a keyboard, follow these steps :

1. Place the Insertion point to the left of the first character you wish to select.
2. The **Shift** key is pressed down and the movement keys are used to highlight the required text.
3. When the **Shift** key is released, the text is selected.

To Select	Press
One character to the left	Shift + ←
One character to the right	Shift + →
One line up	Shift + ↑
One line down	Shift + ↓
To the end of the current line	Shift + End
To the beginning of the current line	Shift + Home
Entire Document	Ctrl + A

Deleting A Text

You can easily delete a character, or word, or block of text.

To delete a character, do the following :

1. Position the insertion point to the **left of the character** to be deleted.
2. Press **Delete key** on the keyboard.
(or)
3. Position the insertion point to the **right of the character** to be deleted.
4. Press **Backspace key** on the keyboard.

To delete a block of text, do the following :

1. Select the text to be deleted.
2. Press **Delete** or **Backspace** in the keyboard (or) **Edit > Clear** command.

Undo Command

- **Undo command is used to reverse the action of the last command.**
- To reverse the last command, click on Edit>Undo in the menu bar (or) press Ctrl + Z in the keyboard.

Copying and Moving Text

- **Copy and Paste commands of PageMaker can be used to copy text from one location in a document and paste it at another location.**
- **Copy command creates a duplicate of the selected text, leaving the original text unchanged.**
- **Paste command pastes the copied text at the position where the insertion point is placed.**

Copying and Moving Text

- Cut and Paste commands can be used to move text from one position in a document to the other.
- Cut command deletes the selected text from its original position.
- Paste command then places this text at the position where the insertion point is placed.

Cut and Paste Command

1. Select the text to be moved.
2. Choose **Edit > Cut** in the menu bar.
(or) Press **Ctrl + X** in the keyboard
(or) Click the right mouse button and choose **Cut** from the pop-up menu.
3. Insertion point is moved to the place where the text is to be pasted.
4. Choose **Edit > Paste** in the menu bar.
(or) Press **Ctrl + V** in the keyboard.
(or) Click the right mouse button and choose **Paste** from the pop-up menu.

The text can also be moved in this way to another location.

The following keyboard shortcuts can be used to move text

Ctrl + X → to Cut

Ctrl + V → to Paste

Copy and Paste Command

Copying the Text

The selected text can be easily copied and pasted in the required location.

To copy and paste text .

1. Select the text to be copied.
2. Choose **Edit > Copy** in the menu bar
(or) Press **Ctrl + C** in the keyboard
(or) Click the right mouse button and choose **Copy** from the pop-up menu.
3. Insertion point is moved to the place where the text is to be pasted.
4. Choose **Edit > Paste** in the menu bar
(or) Press **Ctrl + V** in the keyboard
(or) Click the right mouse button and choose **Paste** from the pop-up menu.

Keyboard shortcuts for copy and paste:

Ctrl + C → to Copy

Ctrl + V → to Paste



**THANK
YOU !!**