

# PageMaker

## Creating Columns, Placing and Manipulating Text

### #1 Creating Columns

To create columns, follow these steps: 1. With the Pointer Tool, go up to the Menu Bar and hold down on Layout. 2. Pull down to Column Guides... and let up on the mouse. 3. Enter the number of columns you want to have. Do not change the "Space Between" field. Your columns will form on your page.

### #2 Placing Text

To place text, follow these steps: 1. With the Pointer Tool, go up to the Menu Bar and hold down on File. Pull down to Place and let up on the mouse. 2. A window will appear that allows you to select the text that you want to place. NOTE: If your text is saved on your disk and you do not see the text file in the small window on the left, click on the "desktop" button on the right and then look to the window on the left and select your disk. Select "open" to open your disk. 3. Look to the window on the left and double click on your file. 4. PageMaker will automatically take you back to your layout, but your cursor becomes a small box-type icon. This icon means that you have your text and it is ready to be placed on the page. 5. To place your text, simply position the text icon where you want to start the words, and click down once with your mouse. The text will flow down into your column.

### #3 Manipulating Text

To manipulate text, follow these steps: 1. Make sure you have the Pointer Tool because you can not manipulate text with any other tool. 2. To move a block of text, click down on the text and hold down until your cursor becomes a crossbar. At this point you can move the text anywhere you want as long as you keep holding down on the mouse. When you let up, your text stays in that place. 3. To make a column wider or skinnier, select the text by clicking on it once quickly and then hold down on one of the tiny handles at the top or bottom of the text and pull out or in. 4. To continue placing text into another column, select the text by clicking on it once quickly. Take the pointer tool and click one time quickly on the small red arrow at the bottom of the text. You will notice that you now have the text icon again - this tells you that you can place more text. Simply place the icon at the top of the next column and let go. 5. You may also pull up or down on the window-shade to shorten or lengthen your text.

### #4 Balancing Columns

To balance your columns of text: 1. Select all of your text with the pointer tool. 2. With the pointer tool, go up to the menu bar and hold down on Utilities. 3. Pull down to PageMaker Plug-Ins and then choose "Balance Columns." 4. Your columns will automatically be balanced with text!