

Setting up column guides

you create columns to control the flow of text in text blocks that you place automatically, and to help position text and graphics. How you specify columns is determined by the command you use:

Command to Create Columns:

Layout > Column Guides

Fig 1

This command creates a specified number of columns of identical widths, fitting them within the margins of the page. If text or graphics are already on the page, PageMaker can reposition them to align with the revised column setup if you select *Adjust Layout* in the *Column Guides* dialog box. See *Adjusting a layout automatically* for details.

The *Utilities > Plug-ins > Grid Manager* command fits columns within any area you specify, or creates columns of a specified width.

Fig 2

you can create up to 20 columns on a page.

To save time and ensure consistency, add column guides to master pages rather than to specific publication pages.

Setup columns on a page:

(1) Turn to the publication page or master page where you want the columns.

(2) Choose *Layout > column Guides*. When facing pages appear in the publication window and you choose *Column Guides*, then *Set Left and Right Pages separately* option appears so that you can set columns differently for each page.

Fig 3

Fig 3.1

Type the number of columns you want on the page and the space you want between columns (the gutter). If you are setting left and right pages separately, type values for both pages.

Select *Adjust Layout* if you want existing text and graphics on the page to adjust to the revised column setup and then click *OK*. PageMaker creates the specified number of columns, equally spaced and equally sized.

Commands To Lock or Unlock Column and ruler guides:

Choose *View > Lock Guides* |

Pagemaker 65 Techniques

Robert R. Redfield



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 Macworld ,1996

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