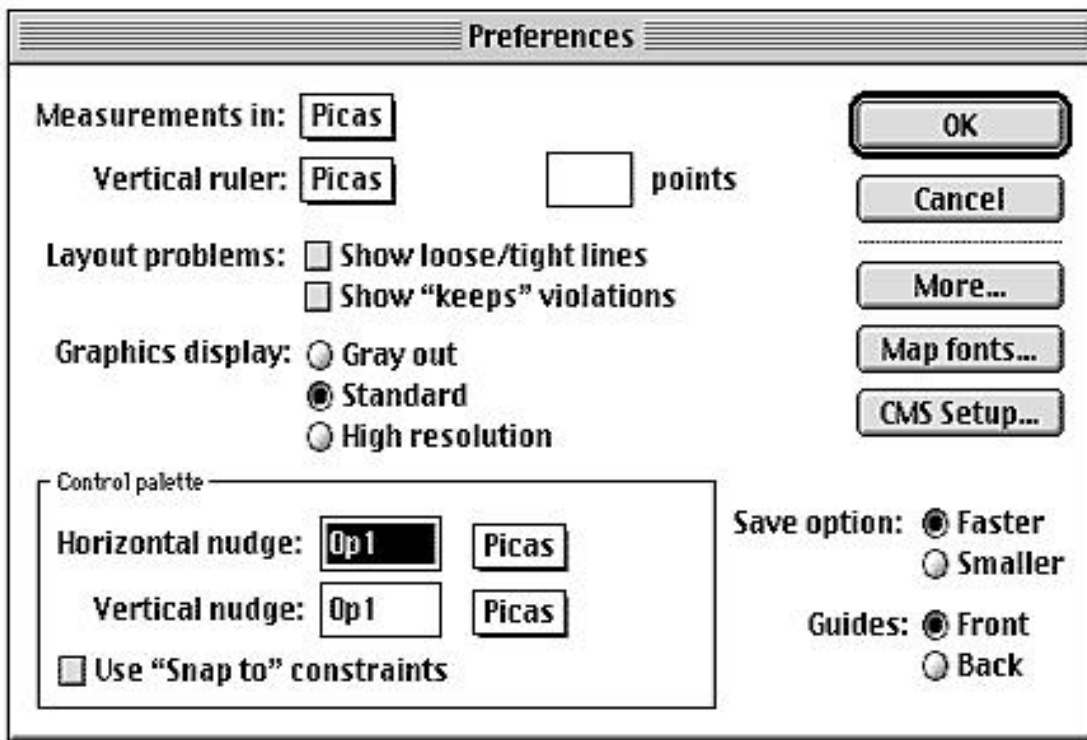


How do I set defaults in Adobe® PageMaker®?

There are some defaults that should be set in Adobe® PageMaker® before any pages are created. Defaults tell PageMaker which options/settings to use when it starts a new file. While no pages are open, any menu item selected will become the default setting for the document, **or**, open the Master template, if one is used, and set the preferences in this file.

For example, select **Preferences**, then **General** from the **File** menu. In the dialog box, change the **Measurements** and **Vertical Ruler** to picas to match the *Roughing It* sheets.



Then click on the **More...** button to select **Use Typographer's Quotes**. Now every time a quote mark is typed curly quotes (“”) will appear instead of inch marks ("). All new files created will now have those options set.

More Preferences

Text

Greek text below: pixels

Turn pages when autoflowing

Use typographer's quotes

TrueType display: Preserve line spacing
 Preserve character shape

OK

Cancel

Story editor

Font:

Size: points

Display style names

Display ¶ marks

Graphics

Define standard display by Size: kBytes

Resolution: %

Alert when storing graphics over: kBytes

PostScript printing

Memory freed for graphics:

There are other options that may be set at this point to maintain consistency. By going under the **Type** menu, you can select a default **Font**, **Size**, **Leading** and **Alignment**.

Copyright © 2010 Herff Jones, Inc.