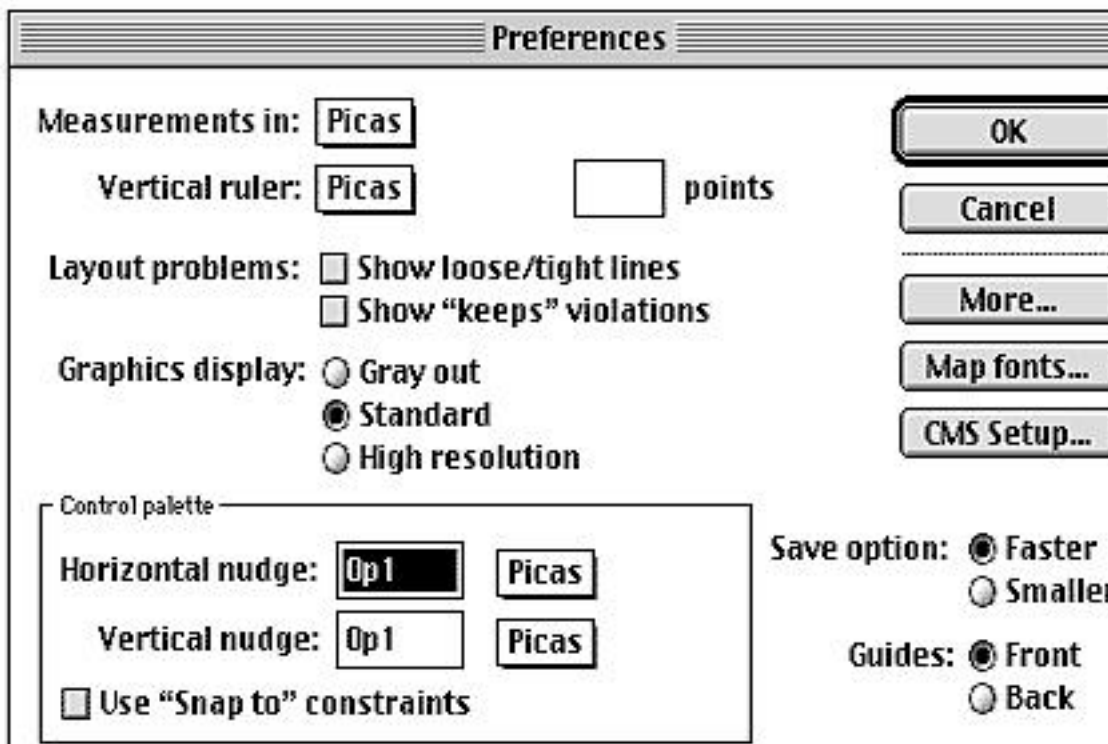


# How do I set defaults in Adobe® PageMaker®?

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

**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**.

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