

EASY JOURNAL IN PAGEPLUS

No. 2, January 2018

Starting a PagePlus Document from Scratch – an Online Tutorial Video

I mentioned in issue No. 1 that a large number of tutorial videos for PagePlus exist on YouTube. I have to admit that I haven't taken full advantage of them, but I've started to now that I'm writing these "Easy Journal" pieces.

I just came across one that shows how to create a publication from scratch – exactly what I'm trying to do with this journal. And I have followed it to create the front side of this issue.

It demonstrates creating a one-page publication, not a booklet, but we do see one-page journals in the bundles, and what's more, the steps which are demonstrated in the video are used in most parts of creating a booklet journal as well —

- how to start a new publication
- adding an image to the background for variety and texture
- using the Assets browser to find images
- using transparency and gradient shading on an image
- placing a text frame on the page
- picking a font to use in the text frame
- using placeholder text to fill a frame for experimenting with fonts and format
- formatting columns

- adding an image to float with the text
- justifying text
- adding a header with the Artistic Text tool
- adding color to the header text
- adding and modifying drop shadows to the header
- creating small caps in the header text
- modifying the text spacing in the header

What's especially useful is that throughout the tutorial you see (and can replay as often as you want) every click and movement of the cursor, plus hear the voice-over description of what's going on. And all of this is accomplished in a 6½-minute video!

Here's the link to this excellent video: <https://community.serif.com/tutorials/details/240/>

I blush to admit how easy it was to find this tutorial video, which I had never looked at before. All I had to do was click Help and then Learning Assistant and it was right there among the 18 tutorial files listed. (Too often in my impatience to get right to work, I make things hard for myself by failing to take advantage of all the help just waiting to show me how the program works. I'm sure this never happens to anyone else.)

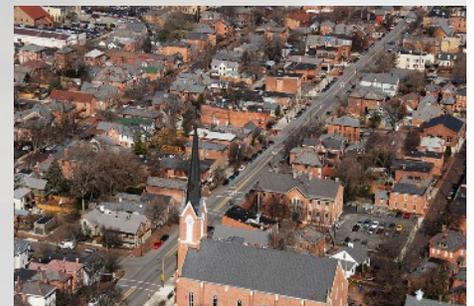
So, I think I should repeat what I said about the bargain availability of PagePlus version X9 in the last issue:

"I compose *Pennant Bravo* and Nancy Heber's *Journeys* using Serif's PagePlus desktop publishing software and I know of two other NAPA members who use it: Gary Bossler, for *Ohio Views*, and Jack Oliver, for *Oliver's Twist*.

"If you use Microsoft Windows and have wondered about getting a genuine desktop publishing program, you might like to know that PagePlus X9 is now available for \$24.99 – this price reduction is because Serif is creating a new desktop publishing program to be part of its new Affinity suite of programs for Mac as well as Windows. **There will be no future updates to PagePlus, but you can get the full program, with a license, for this price.**

However, you cannot get the printed manuals nor a physical CD, so it would also be prudent to buy the \$2.99 Download Protection Service in case you would have your computer crash, be stolen, be corrupted by viruses, or when you buy a new computer. You can download copies of the manuals at

<http://www.serif.com/int/ie/productmanuals/>.



Aerial view of Third Street, German Village Historic District, Columbus, Ohio.

“Since PagePlus has been around for years, there are quite a few tutorials on YouTube, both by Serif and by users. This is helpful to know because desktop publishing programs *are* more complex than word processor programs. (But also more powerful.)

Check Out the Tutorial Videos, Maybe?

If you’d like to look at the tutorial videos on your computer (or one of your library’s public computers), see <https://www.youtube.com/watch?v=oQszgaXJMFk>

That’s a free way to see if you might like the software before deciding whether to buy it at their special “legacy” price.

The Few Changes I Made

I did make a few changes as I followed the “Starting from Scratch” video tutorial to create page 1:

- for background art I used one of my own photos, a stained glass window by our front stairs.
- the other image is also a photo I had, placed in column 3 instead of 2. I also created a caption for it by adding a small text frame directly under the photo to hold the text of the caption.
- I needed article headers; none were used in the video tutorial. I just used the default Heading 2 from the type styles pull-down.

- I substituted my own Baskerville font for the body text.
- I added the issue number and date line, as required by NAPA rules.

How to Add the Second Side

The video tutorial only showed creating a document on just one side of a sheet. Here’s what you do to add the back side.

If you have too much text on your page you will see two little icons at the bottom right of your text frame.



The red square means you have text (hidden) in the overflow area. The green plus sign allows you to create a new page that will have the same text frame properties as the page you are now on, and your current page will be linked to it so the overflow text will automatically appear on the new page. Just click on that green plus sign to make it happen. That’s the simplest way to create a new page, and it’s the way the video shows.

Images and Wrapping Text around Them

Inserting graphics and manipulating them is a great asset in a desktop publishing program. There are several video tutorials about working with graphics that you can learn from.

When you insert a graphic image, you almost always have to refine it by adjusting its size, position, angle of tilt if desired, and whether text prints on top of it, hides below it, or wraps around it.

Almost never do I import a picture that I want overwritten by text, although page 1 of this journal is an obvious exception. But often the picture is inserted with no text wrapping, which lets text run *under* the picture and disappear from view. I never want that to happen. That also gives a false impression where the text following the picture flows.

When you need to force text wrapping, right click on the image, select Wrap Settings, and click on the one you want. (It’s usually the “Tight” option in my case, though sometimes I use Top & Bottom if Tight wrapping results in impossibly narrow columns of text alongside the photo. I used top and bottom in the column on the left to make those two icons stand out more clearly, whereas I used Tight for my pressmark below.) Then click OK. You will see the surrounding text wrap around the picture now, and any following text will now take its true flow.

Pssst!

In case you didn’t happen to catch it on page 15 of the December issue of *The National Amateur*, that issue was composed entirely in this PagePlus software.

Colophon

Published by Bill Boys, 184 Reinhard Ave., Columbus OH 43206. The paper used is Staples 28-lb Premium Bright White paper, 98 bright. It is printed at 600 dots per inch (dpi) on a Ricoh Aficio SP C420DN color laser printer that’s about six or seven years old.

