

# Desktop Tips

## Going digital > Buying a scanner and cameras

You see them everywhere, digital cameras for \$300, scanners for \$99, it seems too good to be true.

Digital cameras and scanners vary in price and performance. How do you choose one that is right for your yearbook staff? Here are a few helpful hints:

**Cameras:** Do not purchase a camera with pixel dimensions lower than 1024 x 768. Pixel dimensions can tell you how large an image the camera is capable of producing. For yearbook production, images must be at least 300 dpi (dots per inch). Divide your pixel dimensions by 300, and you can tell how large the image from a camera will be at 100%. This is critical information, since you should never enlarge digital camera photos. Using this formula, a 1024 x 768 camera will give images that are roughly 4 x 3 inches. Smaller pixel dimensions from less expensive cameras produce even smaller images! Always shoot photos using the camera's highest setting.

**Scanners:** Do not purchase a scanner with optical resolution below 600 x 600. Scanners are great imaging tools for yearbook staffs since they allow you the flexibility to enlarge your images. If you purchase a scanner that can capture 600 x 600 optical resolution, it will have the power you need to enlarge an image up to 200%

**Decisions, decisions:** If you have to choose between adding either a scanner or a digital camera to the yearbook room, consider the scanner. Scanners are great for yearbook staffs because they allow you to enlarge your photos. Scanners also allow your yearbook photographers to continue to use their current cameras. When a deadline is looming, you can always just crop and sticker a glossy print photo and place it in a copy envelope if there is no time to scan and place it.

## PageMaker > Reducing type in a grouped object

Have you ever noticed in PageMaker 6.5 when you reduce the size of a grouped object that also contains text, the object reduces but the type does not? Here is a way to get around that. Figure out the reduction percentage of the object you want to resize, then under the window, open the Scripts palette. In this palette find the Group folder. In the Group folder you will see Resize Group, double click on it and wait for the Scale Group menu to appear. When the menu appears, enter the percentages you would like for the graphic to be. It's that easy.

## PageMaker > Indexing

Wouldn't it be great if creating an index was as easy as pulling a rabbit out of a hat? PageMaker doesn't make it quite that simple, but it does have some interesting tips and tricks that can make indexing a lot simpler!

### **To index selected text using a keyboard shortcut:**

1. Select the text in your story that you want to index.
2. Press Command + Shift + Y for the Macintosh. Press Ctrl + Shift + Y for Windows machines.

### **To index a proper name, last name first:**

1. Select the text in your story that you want to index.
2. Press Command + Option + Y for the Macintosh. Press Ctrl + Alt + Y for Windows machines. The name will appear – last name first – in your index with the current page as its page reference.  
*For example, Bill Smith is indexed as Smith, Bill.*

### **To index names of more than two words or names with titles:**

1. Insert a nonbreaking space by highlighting the space between the two words, then press Option + spacebar (Macintosh) or Ctrl + Alt + spacebar (Windows).  
*For example, to index Jennifer Love Hewitt, place a nonbreaking space between Jennifer and Love. PageMaker indexes the name as Hewitt, Jennifer Love.*

### **Easy access to your index for quick reference and editing:**

One of the hardest parts of creating an index is remembering what entries you have already made. You can view your index at any point by choosing *Show Index* from the *Utilities* menu. You can edit the index that is displayed in the *Show Index* dialog box by clicking on the *Edit*, *Add*, or *Remove* buttons.

Clicking on the *Edit* button brings up the *Edit Index Entry* dialog box for the currently selected index entry. This box is functionally identical to the *Index Entry* dialog box.

## PageMaker > Library palettes

How do I put PageMaker's Library palette to use in my yearbook? The Library palette is a great tool for yearbook staffs to efficiently organize frequently used headlines, folio artwork, graphics, photo credits, entire layouts, logos, caption and body copy treatments, and much, much more. The Library palette allows you to view, store, search for, retrieve, and most importantly, manage your items from a floating palette.

- You can identify an item with keywords and search for it later. You can also search for an item based on the title, author, and date it was added to the library.
- When viewing objects, the Library palette displays items as thumbnails so you can better see the items stored within your library.

- You can create as many Library palettes as you want, but you can only have one open at a time.

**Creating a new library** – By creating a totally new library, you can insert items that are specific to your yearbook needs.

1. Open a document or page layout in PageMaker.
2. Go to *Window > Plug-in palettes > Show library*.
3. Click and hold on the arrow in the right-top corner of the palette. Drag down and choose *New Library*. A *Create new library* dialog box appears allowing you to enter the palette's name and the location in which you want to store it.
4. Click OK.

**Adding items to the Library palette** – You can easily add items to the Library palette from your publication window.

1. Create a headline, folio, graphic, photo credit – whatever you want to place into the Library palette.
2. Select what you just created (make sure the Library palette is open or visible).
3. Click on the *Add* button (the + sign) at the right-lower portion of the Library palette.
4. The graphic should automatically pop into the palette.
5. To get items out of the palette, just click on the item in the Library palette and drag it out onto the page and release.