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8 easy steps to create an In PageMaker

Important note: This procedure only works for schools that have a hard drive that is large enough to hold all of the files in the book. Your files should also be backed up on disks or zip disks.

1. Number Pages

From the **File** menu select **Document Setup** (or **Page Setup** in 5.0 and 6.0) and set the **start page #:** field so that the PageMaker page numbers (in the lower left-hand corner of your screen) correspond to the actual page numbers in your book.

2. Tag Names

→ As you enter the names, highlight them and mark them with the index keystroke

PageMaker 6.5: (Mac: Option+Command +Y), (PC: **Ctrl +Alt +Y**).

PageMaker 5.0 and 6.0: (Mac: **Shift +Command + Z**), (PC: **Shift +Alt +Z**).

If the names are separated by a carriage return, comma, or semicolon, you can mark them all at once.

TIPS: Highlight names on the printed copies of your finished pages. It makes them easier to see.

Two-word names such as Mary Ellen or Van Owen must be “glued” together using a non-breaking space (Mac: **Option+Spacebar**), (PC: **Ctrl +Alt +Spacebar**). Delete the space between Mary and Ellen. Replace the space with a non-breaking space.

3. Tag QPP Names (use this option only if you submit your mug pages using a photographers CD)

→ Request an index disk from the plant when completing the Quick Panel Plus enrollment form. The disk will contain a file for each page of mugs.

→ Choose **File/Place**. Place the names in the margin of the appropriate pages. (Don't worry about how these pages look, since these pages have already been sent to the plant.) Highlight ALL names (with the Text tool, **Edit/Select All**) and tag (see step 2).

4. Build the Book List

→ Move all pages to one computer or one zip disk.

→ Open your PageMaster template and save it with your job number and index page numbers.
(i.e. #7766 p 232-238)

→ Set column guides (usually 4 to 6). Go to the “L”, “R” master pages and set column guides for the index pages. Go back to the first two pages in the file and make sure **Display Master Items** is checked in the **View** menu. (for PageMaker 5.0 and 6.0, choose **Copy Master Guides** from the **Layout** menu.)


→ Choose the Book option to select the pages that you want to index.

PageMaker 6.0 and 6.5: **Utilities/Book** PageMaker 5.0: **File/Book**

→ Navigate to the location of your page files in box on left. Select each file and click **Insert** until all files are in the box on the right. Move pages up or down until all files are in numerical order. This will put the page numbers in order in the index. Choose OK.



5. Create your index

- From the **Options Layout** menu select **Autoflow**
- From the **Utilities** menu select **Create index**. Make sure the box **Include book publications** is checked.
- From the dialog box choose **Format**.
In the "**Following Topic**" box, highlight and change the window to a single space—one space bar (the cursor moves but nothing else shows.)
In the "**Between Pages**" box change the window to a comma followed by a single space (comma - spacebar). Click **OK**.
- When the text icon appears  go to the first column of the first index page. Align the text icon with the top left corner of the guides and click.
- The text will automatically flow into as many columns as needed.

6. Format the Index

- Open the **Style Palette** under the **Window** menu and notice that three new styles have appeared.
- **Index Level 1** refers to the style of the names and page numbers in your index. **Index Section** refers to the division letters in the index (A, B, C, D). **Index Title** refers to the style of the word "INDEX" at the beginning of the index.
- Change styles by selecting **Define Styles** from the **Type** menu. Select one of the defined index styles.
- Choose **Edit**. Choose **Type** (PM 5.0 and 6.0) or **Char** and **Para** (PM 6.5) to make changes to font, point size, leading, alignment, etc. Adjustments may be made to the style as often as necessary. Each time the index is rebuilt, the style defined in the style palette will be in effect.

7. Make Corrections to Names

- Corrections should be made on the actual page on which the error occurred.
- Go to the page, place the cursor in the copy block containing the error and open the **Story Editor** under the **Edit** menu.
- Delete the tag symbol. Correct the mistake. Highlight the name again and re-tag. (See Step 2.)

8. Rebuild the Index (you can do this after each deadline)

- After corrections are made or when new files are added to the book list, you can update the index.
- Open the file containing the index pages. Go to **Utilities/Create Index**.
- Check **Replace Existing Index** Choose **OK**. The new index will automatically replace the old index.
- When the index overflows in the last column, push the window shade up to the bottom of the column. Click on the red triangle to reload, and click in the upper-left corner of the next column to continuing autoflowing.
- At each deadline, create an index, correct name spellings, use the index as a hit list, and then rebuild the index after the next deadline.