

# Using the Adobe PageMaker 6.5 Library Palette

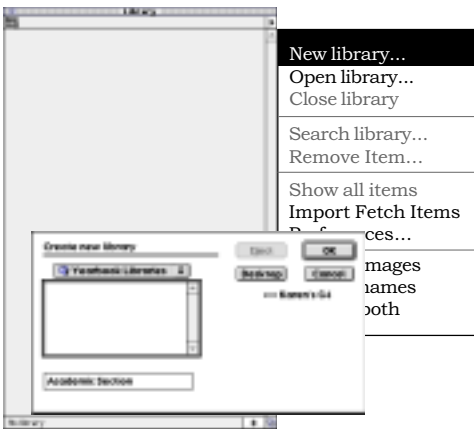
The Library palette is a great tool to efficiently organize frequently used headlines, folio artwork, graphics, photo credits, entire layouts, logos, caption and body copy treatments, and more. The Library palette allows you to view, store, search for, retrieve, and most importantly, manage your items from a floating palette.

**1. Creating a new library:** By creating a new library, you can insert items that are specific to your needs.

- a. Open a PageMaster layout.
- b. Under the Window menu, choose Plug-in Palettes > Show Library.

c. Click on the black arrow in the upper right corner of the Library Palette, and choose New Library from the pull-down menu. The "Create New Library" dialog box will appear in which you should enter the new library name and assign a location for storing it.

d. Click OK. The new library appears with the name you just gave it, and it is ready for you to begin adding items.



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

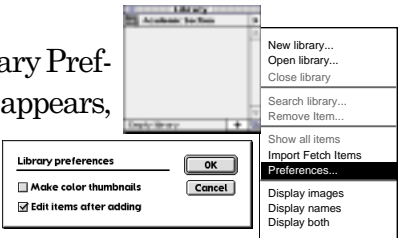
- a. Select Preferences... from the Library pull-down

menu.

b. When the "Library Preferences" dialog box appears, click to check the box for *Edit Items after adding*. This allows you to enter the title for the item you are adding, the name of the person who added the item (the author), the date the item was added, as well as some key words to describe the item. This information will help you manage the items in the library as it grows.

c. To add an item to the Library palette, the item must first be present in the open publication. If the item to be added is a graphic not yet imported to the PageMaster layout, use the Place option under the File menu to insert it into the document. Then select the item with the pointer tool and click the Add button (the + sign) located in the lower right corner of the Library palette. The Item information dialog box appears automatically as each item is added.

d. Click OK. The item appears in the library.

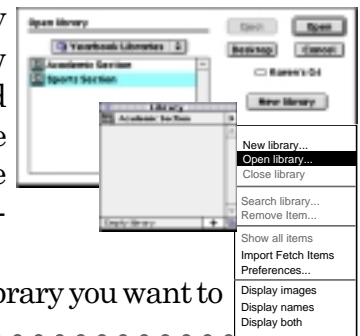


**3. Opening an existing library:** To open an existing library, it is important to remember where the library has been stored, and what it has been named.

- a. Open a PageMaster layout.

b. Choose Library from the Window menu. If you created a library earlier, the palette opens to the most recently used library.

- c. If this is not the library you want to



open, choose Open Library from the Library palette pull-down menu.

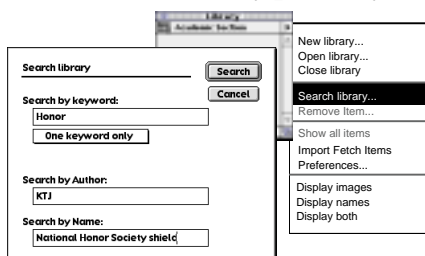
**d.** When the “Open library” dialog box appears, select the library you want to open in the scroll box and click Open. The library you selected replaces the library that was just open. Only one library can be open at a time.

**c.** Enter the appropriate information in the fields provided to find a specific item. In the pull-down menu under “Search by keyword:” are listed different options to define the search. By using the *And*, *Or*, or *But not* options (rather than *One keyword only*; as shown), a second text box will appear for you to enter in the second keyword.

**4. Searching for items in a library:** Use the Library palette’s search features to find specific items based on the items’ title, author, date, or keywords.

**a.** Open PageMaker and the Library palette you want to search.

**b.** Choose Search Library from the Library palette pull-down menu.



**5. Placing items from the library:** The procedure for using items from the library palette is simple and efficient.

**a.** Open the library that contains the item(s) you want to place.

**b.** Open the PageMaster publication page you want to place the item(s) to.

**c.** Select the item in the Library palette and drag it onto the page and release. The graphic pops into place.

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You can find more information about library palettes and other desktop tips and tricks on my website at [www.geocities.com/melinda4217/heartofyearbooks](http://www.geocities.com/melinda4217/heartofyearbooks).

This site is provided as a service to all yearbook advisers.

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