

**ADOBE**  
**PAGEMAKER 7.0**  
**DAY 1**

**FLYER**

Locating Files and Fonts  
Restoring default settings  
Starting Pagemaker  
Assembling a two-column flyer  
Producing the flyer

**ARCHITECT'S**  
**LETTERHEAD**

Assembling a custom template  
Assembling an envelope  
Assembling a business  
Printing the letterhead  
Assembling a letter

**PROJECT PROPOSAL**

Assembling a master page  
Assembling the first page  
Assembling the second page  
Assembling the third page  
Producing the proposal

**JEWELCASE BOOKLET**

Assembling the master page  
Assembling the booklet cover  
Assembling the first double-page spread  
Assembling the second double-page spread  
Assembling the last spread  
Assembling the back cover  
Building a booklet  
Printing the booklet

**CYCLING GUIDEBOOK**

Setting up the document  
Finishing up the cover  
Working with styles  
Finishing the first spread  
Laying out the next spread  
Finishing pages 6 and 7