

## **DESKTOP PUBLISHING (CCA-106)**

### **OUTLINE OF COURSE:**

1. PageMaker Basics
2. Working with a Publication
3. The Drawing Tools
4. The Text Tool
5. Importing Graphics
6. Transformations
7. Utilities
8. Master Pages
9. Working with Large Amounts of Texts
10. The Story Editor
11. Style Sheets PageMaker
12. Long Documents Features
13. Working with Frames
14. Working with Layers

### **DETAILED SYLLABUS:**

#### **1. PAGEMAKER BASICS: (3 - Marks)**

Starting PageMaker, PageMaker Window Elements, Viewing the Page, Floating Palettes, Toolbox, Using the Zoom Tool, Using the Rulers, Displaying the Rulers, Using the Revert Feature.

#### **2. WORKING WITH A PUBLICATION: (3 - Marks)**

Opening a Publication, Creating a New Document, Setting the Margins, Setting the Page Size, Setting the Page Orientation, The Page Icons, Displaying Master Pages and Master Page Items, Inserting and Removing Pages, Inserting a Page, Removing a Page, Setting Page Numbers, Saving a New Document, Saving an Existing Document, Saving a Document as Another Document, Closing a Document.

#### **3. DRAWING TOOLS: (3 - Marks)**

The Line Tool, The Oval Tool, Rectangle Tool, Polygon Tool, Changing the Shape of Rectangle, Changing Strokes and Fills, Deleting an Object, Duplicating an Object.

#### **4. THE TEXT TOOL: (3 - Marks)**

Introduction, Using the Text Tool, Creating Text From Scratch, The Manual Text Icon, The Autoflow Text Icon, Text Blocks, Sizing and Positioning Text Blocks, Editing and Manipulating Text, Threading and Unthreading Text, Threading Additional Text, Threading Text to a Different Page, Unthreading Text Blocks, Rethreading Text Blocks.

#### **5. IMPORTING GRAPHICS: (3 - Marks)**

Introduction, Placing Graphics, Placing in-Line Graphics, Converting an Independent Graphic to an In-Line Graphic, Aligning In-Line Graphics, Sizing Graphics, Cropping Graphics, Object Linking and Embedding (OLE), Setting Up an OLE Liked Object, Embedding an OLE Object, Text Wrap.

#### **6. TRANSFORMATIONS: (3 - Marks)**

Introduction, Using the Control Palette, Control Palette Basics, Modifying Objects by Adjusting Values, Using the Reference-Point Proxy, Setting Measurement and Nudge Preferences, Moving Objects, Rotating an Object, Reflecting an Object, Skewing an Object, Removing Transformation, Aligning and Distributing Objects, Grouping and Ungrouping, Rules for Grouping Objects, Changing the Staking Order of Objects, Locking Objects.

**7. UTILITIES: (3 - Marks)**

Creating PDF Files with Acrobat, Creating an Adobe Acrobat File, Font Issues, Managing Automatic Hypertext Links, Using the Tables Editor, Setting Adobe Table Defaults, Adobe Table Preferences, Typing, Editing and Formatting Text in Adobe Table, Formatting Text in a Table, Exporting and Saving Adobe Tables, Exporting Tables from Adobe Table, Exporting a Table as Text, Exporting a Table as a Graphic, Saving Adobe Tables, Importing and Updating Table, Sorting Pages, Balancing Columns, Create Keyline, Bullets and Numbering, Add Continued Line.

**8. MASTER PAGES: (3 - Marks)**

Creating Master Pages, Setting Up Pages, Numbering Pages, Adding Page Numbers, Adding a Prefix to Page Numbers, Numbering pages within a book, Setting Margins, Setting Print-related Document Setup Options, Resizing 1-bit Bitmap Images, Column Guides, Setting Up Ruler Guides, Revising, Deleting and Renaming Masters, Removing Master Page Formatting, Displaying Master Pages and Master Page Items, Showing Master Pages, About the Adjust Layout Option.

**9. WORKING WITH LARGE AMOUNT OF TEXTS: (3 - Marks)**

Introduction, Character Specifications, Paragraph Specifications, Changing Indents, Paragraph Spaces, Alignment, Adding Lines Above or Below Your Paragraphs, Indent/Tabs, Hyphenation, Grid Manager.

**10. THE STORY EDITOR: (3 - Marks)**

Introduction, Using the Story Editor, Starting at a Particular Spot in a Story, Placing the Story, Returning to an Open Story Window, Creating and Editing Text in Story Editor, Managing Story Editor Windows, Story Editor Preferences, Navigating through Text, Using the Key Board, Selecting Text, Cutting, Copying, Deleting and Pasting Text, Using the Spelling Checker, Starting the Speller, Adding Words to Dictionaries, Using Find and Change, The Find Feature, Searching with Wildcard Characters, Searching for Phrases, Searching for Special Attributes, Positioning the Find Dialog Box, Using the Change Feature, Replacing Text, Replacing Special Attributes, Story Editor and Layout Views.

**11. PAGEMAKER STYLE SHEETS: (2 - Marks)**

Introduction, Defining Styles, Creating New Styles, Editing Styles, Removing Styles, Copying Styles, Applying Styles to Text, Changing Styles, Modifying Styles Text.

**12. LONG DOCUMENTS FEATURES: (3 - Marks)**

Compiling Chapters into a Book, Preparing the Book, Combing the Chapters, Numbering Pages, Restarting Page Numbering, Creating a Table of Contents.

**13. WORKING WITH FRAMES: (3 - Marks)**

Introduction, Creating Frames, Editing Frames, Setting the Frame Options, Using Frames with Text, Threading Text Frames, Converting Other Objects to Frames, Text Frames.

**14. WORKING WITH LAYERS: (3 - Marks)**

Introduction, The Layers Palette, Creating a New Layer, Moving Objects From One Layer to Another, Moving Layers, Locking Layers, Deleting Layers.

**PRACTICALS: (40 - Marks)**

(Software : Adobe PageMaker 6.5)

1. Letter Head Design
2. Business Card Design
3. Sign Board Design

4. Cash Memo Design
5. Logo Design
6. Certificate Design
7. Newspaper Advertisement Design
8. Build Booklet, Page Numbering
9. Type a Doc Using Story Editor
10. Newsletter Design (Page Layout Design)

**TEXT BOOKS:**

1. **ADOBE PAGEMAKER 6.5** - Shashank Jain & Satish Jain – First Edition 2001, BPB Publications.

**SUGGESTED FURTHER READINGS:**

1. **PAGEMAKER 6.5 COMPLETE** – R. Shamms Mortier, Rick Wallace, Rick Wallace, Phil Gaskill, Richard Romano, Carla Rose, Ellen Wixted, First Indian Edition 1997, Techmedia.
2. **DESKTOP PUBLISHING ON PC** – M.C. Sharma, First Edition 1997, BPB Publications.
3. **BPB'S DTP COURSE (DESKTOP PUBLISHING)** – Satish Jain & M. Geetha Iyer. First Edition 2009. BPB Publications.
4. **PAGEMAKER 7 FOR WINDOWS** – Ted Alspach, First Indian Edition 2002, Techmedia.
5. **ADOBE PAGEMAKER 7.0** - Shashank Jain & Satish Jain – First Indian Edition 2002, BPB Publications.

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