

**B.A. – IV**

**Course Code: FC 211**

**Subject: Foundation Course- Computer Applications**

**Paper Title: DTP Applications**

**Objectives:**

To make students to

- Design and develop publishing / printing media concepts

**Contents:**

**Unit – I Introduction to Graphics and DTP:**

Introduction to Graphic Designing, Fundamentals of Computer Designing, Introduction to Concepts: Vector & Raster Graphics, Introduction to DTP, Choosing Hardware requirements for DTP, Choosing Printing House, Choosing Paper quality, Choosing Right Colors, Fonts, Beginning design and general design considerations, Text Organization, Design common Media Publications

**Unit –II Introduction to PageMaker:**

Introduction to PageMaker: *PageMaker Window elements, Work area, Viewing a Page, Toolbox, Types of Palettes, Template Palette, Zoom tool, Rulers, Scrolling within Window, Working with Publication: Opening Publication, Working with Document: Creation and Setup of document with setting the Margins, Page size, Page Orientation, using Page Icons, Displaying Master Page and its items, Inserting and Removing Pages, Setting Page Number, Saving new and existing Documents, Closing Document, Drawing Tool: Line Tool, Rectangle Tool, Oval Tool, Polygon Tool, Changing shapes of Polygon, Strokes and Fills, Duplicating and Deleting an Object, Text Tool: Creating Text, Manual Text Icon, Autoflow Text Icon, Text Blocks, Sizing and Positioning Text Blocks, Editing and manipulating Text, Threading and Unthreading Text and Additional Text, Threading Text to a Different Page, Unthreading Text Blocks, Rethreading Text Blocks, Importing Graphics: Placing Graphics, Placing In-Line Graphics, Converting independent graphics to an In-line Graphics, Aligning In-line Graphics, Sizing Graphics, Cropping Graphics, Object Linking and Embedding: Setting up an OLE object, Embedding an OLE object, Text Wrap: Wrapping Text around another Text Block, Wrapping Text around Graphics, Transformation: Use of Control Palette, Modifying Objects by adjusting values and reference point proxy, Setting measurement and nudge preferences, Moving and resizing Object, Rotating, Skewing and Reflecting an Object, Removing transformations, Aligning and Distributing Objects, Grouping and Ungrouping, Rules for Grouping Objects, Changing the stacking order of Objects, Locking Objects*

### **Unit – III Advance Features of PageMaker:**

Master Pages: *Introduction to Master Pages, Creating Master Pages, Setting up Master Pages: Numbering Pages, Adding Page Numbers and its prefix, Setting Margins and Print – related Document 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, Applying Master Page Design, Applying Various Masters to existing Pages, Utilities: Creating Tables using Table Editors, Setting Adobe Table Defaults, Adobe Table Preferences, Typing, Editing and Formatting Text in Table, Exporting and Saving Tables, Importing and Updating Tables, Sorting Pages, Balancing Columns, Create Keyline, Bullets and Numbering, Add Continued Line, Creating PDF Files with Acrobat, Changing Distiller option into PageMaker, Changing PDF compression options to reduce File size, Managing Font Issues with PDF File, Working with Hyperlinks in booked Publications and changing PDF options for Hyperlinks, Working with Text: Introduction, Character Formatting, Paragraph Formatting, Controlling Widows and Orphans, Controlling Page Breaks, Paragraph Rules, Using Indents / Tabs and Hyphenation, Text Wrapping, Grid Manager, Story Editor: Introduction, Opening of the Story Editor, Starting at a particular Spot in a Story, Returning to Layout View from Story Editor, Creating and Editing Text in Story Editor, Managing Story Editor Windows, Story Editor Preferences, Navigating through Text or using Keyboard – Selecting, Cutting, Copying, Deleting and Pasting Text, Use of Spell Checker, Adding new Words to Dictionary, Find and Change Features, Searching with - Wild Card Characters, for Phrase, Special Attributes, Positioning the Find Dialog Box, Replacing Special Attributes, Story Editor and Layout Views, Working with Frames: Creating and Editing Frames, Setting Frame Options, Using Frames with Text, Threading Text Frames, Deleting Threaded Text Objects, Converting Other Objects to Frames, Working with Layers: Introduction, The Layers Palette, Creating new Layer, Layer Options, Adding objects to Layers, Moving objects between Layers, Moving Layers, Locking Layers, Hiding and Showing Layers, Merging and Deleting Layers*

### **Unit – IV Additional Features of PageMaker:**

Long Document Features: *Introduction, Compiling Chapters and assembling Publications into Book, Page Numbering option, Creating and Editing Index, Setting up Cross – Reference Index Entries, Managing Cross – Referenced Topics, Automatic Marking of the Index Entries, Generating the Index, Creating a Table of Contents, PageMaker Styles and Templates: Introduction, Defining Styles and Creating new Styles, Editing, Copying and Removing Styles, Applying Styles to Text, Changing Styles, Modifying Styled Text, PageMaker Templates – Opening Templates, Building own Templates, Links Management: Linking Files Vs. Pasting Files, Setting Link Options, Linking Text and Graphics, Changing the Status of Links, Displaying Link Information, Hyperlinks and HTML: Publishing Pages Electronically on the WEB, HTML and WEB Browsers, PageMaker’s HTML Tools, Hyperlink Tools, Previewing of Your Hyperlinks, Web – Safe Color Library, Graphics in HTML, Exporting Documents to HTML*

**Main Reference Book(s):**

- (i) PageMaker 7 : Trainging Guide, Satish Jain, BPB Publication
- (ii) Comodex 9-in-1 DTP Course Kit, Vikas Gupta, Dreamtech Press

**Accomplishments of the student after completing the Course:**

After completion of this course Student would be able to

- Understand the practical approach of the DTP Software and manage to implement the exercises using PageMaker tools.
- Design and create various media publications such as Newsletters, Brochures and Catalogs including Web publishings.

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**List of Practicals (Sample Guide line):**

- 1 Advertisement (Newspaper)
  - 2 Visiting Card / Business Card
  - 3 Phamphlates / Handbill
  - 4 Letter Head
  - 5 Inquiry Form
  - 6 Banner
  - 7 Brochures
  - 8 4 page booklet [different types effect : font, font style, bold, italic, underline etc.]
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