Q13. Write a note on :

a) Coaxial cable

b) Optical fibre

c) Bluetooth

Q14. What are the different types of network ? Explain.

Q15. Differentiate between LAN, WAN and MAN.

—End—

Desk Top Publishing (Elementary)

2.1 Introduction

Text document can be prepared using word-processing as well as **Desk Top Publishing(DTP)**. In these days information is available in various forms like text, audio, video, graphics, images etc. To arrange this information on a page and make the page attractive in printed mode can be made possible by using Desk Top Publishing technique. Documents created by DTP software can be provided on paper or online or in digital form. In this chapter we will describe Desktop Publishing and its application, Comparison of DTP with Word processing, PageMaker, tools in PageMaker, Master Pages, Headers and footers, printing option for a publication, Hands on with page maker etc.

2.2 Desk Top Publishing

Desktop publishing refers to the design and production of publications like books, brochures, Flyers, Posters, magazines, cards, newspapers etc. by designing their text and graphic layout and inserting, editing, formatting and printing of text and graphical objects using special desktop publishing software installed on computers.It is the process of combining and assembling text and graphic images (pictures, graphs, illustrations, photographs, etc) electronically on a computer screen to output professional-looking publications such as flyers, newsletters, brochures, business forms, books and magazines.A file created in a DTPsoftware is called a publication. DTP software is used to arrange text and graphics into professional looking publications which can then be printed out.

Desktop Publishing Software

1. PageMaker, Corel Draw, Adobe InDesign, PagePlus, QuarkXPress, FrameMaker, Microsoft Publisher.

2.3 Applications of DTP

Desktop publishing applications are used to create and design the page layouts for both printed and online publications, such as brochures, books, magazines and newspapers. They enable users to collect graphics, text and other materials that can be interactively rearranged to create digital files.

The advantages of DTP are as follows :-

- It is used in graphics design.
- Easy to use (user-friendly)
- Increased productivity
- Reduced production costs
- Professional output.
- You can position each letter in text with much more precision.
- Ability to produce customized documents
- Reduced time to print

Disadvantages of DTP

- Setup expenses for computer, laser printer and software.
- Need Knowledge of using DTP.

Desk Top Publishing is used for different publications like :

Books, Newspapers, Magazines, Posters, Business Cards, Flyers, Brochures.

2.4 Comparison of DTP with Word Processing

Word Processing

Word processing software is used to manipulate a text document, such as a resume or report. You typically enter text by typing, and the software provides tools for copying deleting and various types of formatting.

Some of the functions of word processing software include :

- Creating, editing, saving and printing documents
- Copying, pasting, moving and deleting text within a document
- Formatting text, such as font type, bold, underlined and italicized
- Creating and editing tables
- Inserting elements from other software, such as illustrations and photographs
- Correcting spelling and grammar

Word Processing v/s Desktop Publishing

Both word processing and desktop publishing are similar in many ways but differ-

ent in areas that cover the publication of documents.

The similarities between the two are :

1. Both tools deal with text that can be formatted.
2. Both tools can work with tables and pictures.
3. Both tools have many similar features like WordArt, Clip Art, and text styles.

The differences between the two are :

Word Processing Software	Desktop Publishing Software
1. It involves creation, editing, and printing of text.	1. It involves production of documents that combines text with graphics.
2. Word Processing software are used for simple memos, letters, manuscripts and resumes.	2. Desktop publishing are used to work on things like newsletters, magazines, adverts, and brochures where layout is important.
3. Text can be added directly.	3. Text frame must be added to add text.
4. Software's such as Microsoft word and Open Office are used.	4. Software's such as Page maker, Corel Draw QuarkXPress as well as Adobe InDesign are used.
5. It is easier to use, in compare to desktop publishing software.	5. It is difficult to use, in compare to word processing software.
6. Word Processing programs are designed to focus on texts.	6. Desktop Publishing devices are designed to focus more on the structure or display of a document.

2.5 Introduction to PageMaker

PageMaker is one of the best and popular Desktop Publishing Designing Program developed by Adobe Corporation in USA. It is specially used in page designing. Page Maker is a software program used to create Visiting cards, Identity card, flyers, reports, advertisement, Logo, Brochures, News papers and different articles etc. PageMaker is a document layout program that has extensive typographic controls, page design capabilities, and customization options. You can add, create, import, and arrange text and graphics and then place them anywhere on the page. PageMaker can be used for single page documents (such as fliers or announcements) or multi-page documents (such as chapters or brochures).

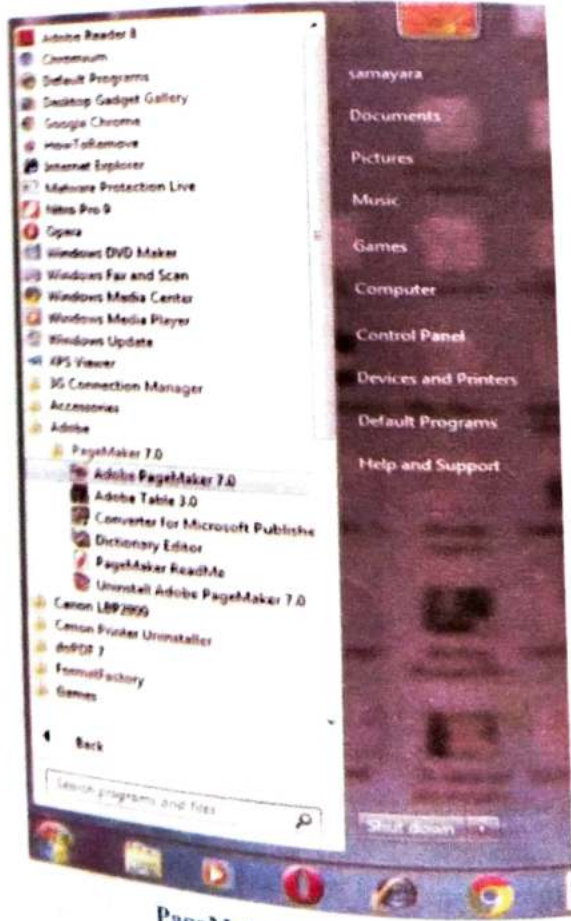## 2.8 Getting Started with PageMaker

How to open PageMaker ?
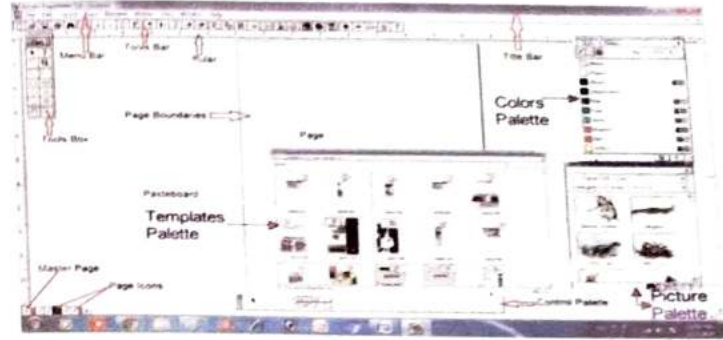
The steps in starting page maker are as follows :

1. Click on Start button in the Taskbar
2. Click on All Programs ⇒ PageMaker 7.0 ⇒ Adobe PageMaker 7.0 as shown below

Or

- Click on Start > Run.
- Type PM70 into the run box.
- Click on Ok.

PageMaker Window

Opening Pagemaker Window

The various components of PageMaker window are as follows :

Title Bar	Contains the control menu icon on the left side and buttons to minimize, maximize or restore and close the window on the right side. It displays the name of the application If any publication is open; the title bar also shows that publication's name.
Menu Bar	The standard menu bar contains all the main menus for File, Edit, Type, Layout, Element and other utilities.
Toolbar	Contains buttons that you can use instead of menu options to perform common tasks.
Palette	Contains options to monitor and modify text and objects. There are several palettes available in PageMaker and you can display or hide any of them while you work.
Toolbox	Contains tools for selecting text and objects, creating drawing objects and frames, rotating and cropping objects, and navigating publications.
Templates Palette	Contains more than 301 professionally designed templates for every business need. Just open the Templates palette, select a category, choose a template, replace the placeholders with your content, and you can design your page.
Picture Palette	Contains different kind of pictures.
Control Palette	The control palette is located at the bottom of the screen by default but can also be dragged to any position on the screen. This palette contains the properties that affect a selected object on the layout.
Rulers and Guides	Rulers appear at the top and left side of the PageMaker screen, which help the user line up objects on the layout.

2.7 Opening A New Document

When you create a new PageMaker publication, you first need to specify certain global settings such as page size and margins, to create a publication with the preferred settings. After these options are selected, you are ready to begin entering text in your publication. The steps in opening a new document in PageMaker are as follows :

1. Click on the **File → New** Option.

2. **Document Setup window appears on the screen as follows :**
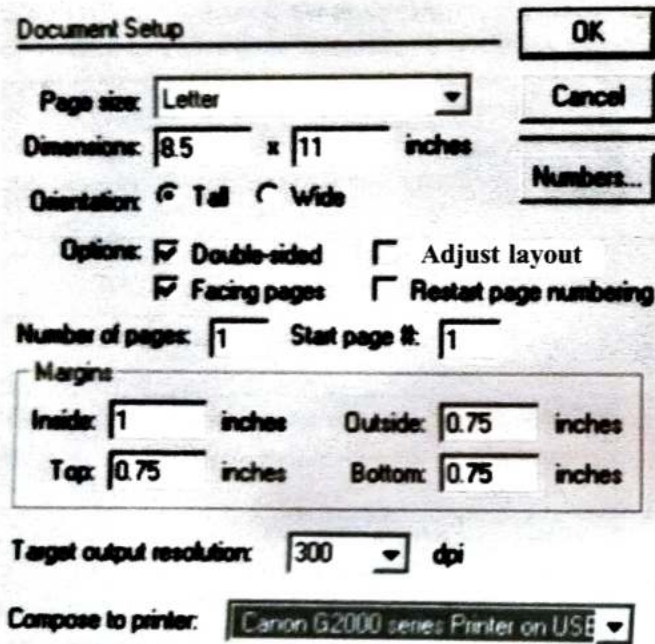
Document Setup Window

The setup options available in the Document Setup dialog box are :

- **Page size :** This can be set to **A4, Letter, Magazine,** and so on. You can also define custom page size by entering the size measurements in the **Dimensions** boxes.

- **Orientation :** This can be set to **Tall or Wide.** Tall orientation (Portrait) sets a page with height larger than the width. If you select Wide orientation (Landscape), the page width will be larger than its height.

Select the size, dimensions and orientation for your new document →
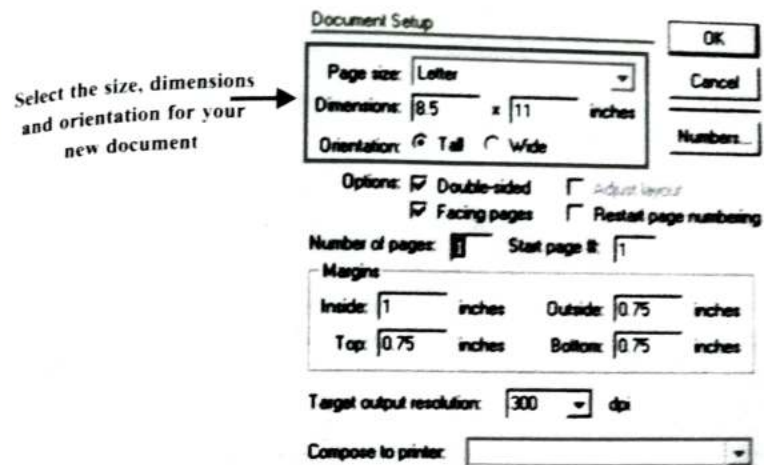

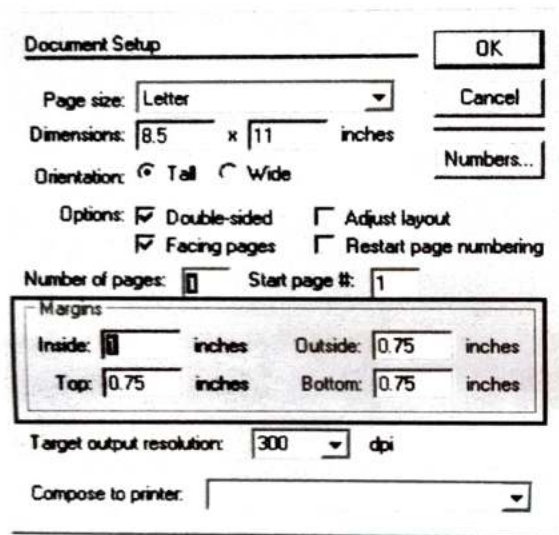Setting the size, dimensions and orientation

Selecting Options For Single and Multiple Pages

In the option section, you can set the pages to be single or multiple.

- **Single-sided :** Select this option by un-checking the Double-sided box. The single-sided option creates a publication that will print on only one side of each page. Only one master page will be created.

- **Double-sided :** Select this option for a publication that will print on both sides of each page. The pages will still be displayed one at a time on your screen. However, two master pages will be created.

- **Facing Pages :** Select this option to display two pages at a time on your screen (all except page 1, which is typically displayed alone). This is the appropriate option if you are working on a booklet or magazine, which will have their pages set up to face ach other, much like a book's. You cannot having facing pages unless they are double sided.
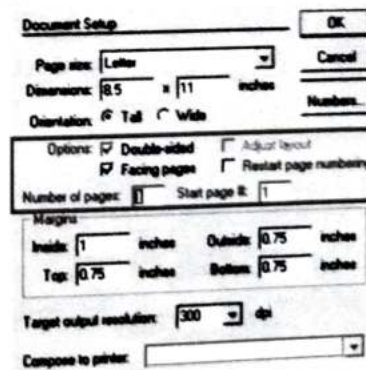
- **Number of pages and Start page :** Number of pages can be set to specify the number of page for the publication. Start page can be set to specify the number that should be given to the first page. For example, if you specify the Start page as 5 for your publication, your first page will be numbered as 5.

- **Margins :** A margin refers to the space between your text or image and the edge of your page Margins are defined as **Inside and Outside, or Right and Left.** When you set up document for double-sided printing, margins will be defined as Inside and Outside. The Inside margin is it the inner side of the page, where the document binding will be. When you setup document for single-sided printing, your margins will be defined as Right and Left.

```
Document Setup                          OK

  Page size:  Letter          ▼        Cancel

  Dimensions: 8.5    x  11     inches
                                        Numbers...
  Orientation:  ⦿ Tall   ⦾ Wide

  Options: ☑ Double-sided    ☐ Adjust layout
           ☑ Facing pages    ☐ Restart page numbering

  Number of pages: 0     Start page #: 1
  ┌ Margins ──────────────────────────────────┐
  │ Inside: 1      inches   Outside: 0.75  inches │
  │ Top: 0.75      inches   Bottom: 0.75  inches │
  └────────────────────────────────────────────┘

  Target output resolution:  300   ▼  dpi

  Compose to printer:                      ▼
```

<center>Setting Margins</center>

- **Target output resolution :** Use this section to select the resolution for your final document. If you intend to print your document, select the default resolution of 300 dpi.

- **Compose to printer :** Use this section to specify the printer that you will use to print the document. If your computer is part of a network that has more than one printer, use the drop down box to select the particular one you want to print to. PageMaker uses your selection is determine the available fonts, printable area and other settings.

- **Numbers :** Click on the Numbers button to select the style of page numbers for document. Click on OK to save your selection.

3. Select the **Page size, Orientation, Margins** and the **Printer** to e used. Click **OK**.

4. **Blank page maker window appears on the screen now as follows :**
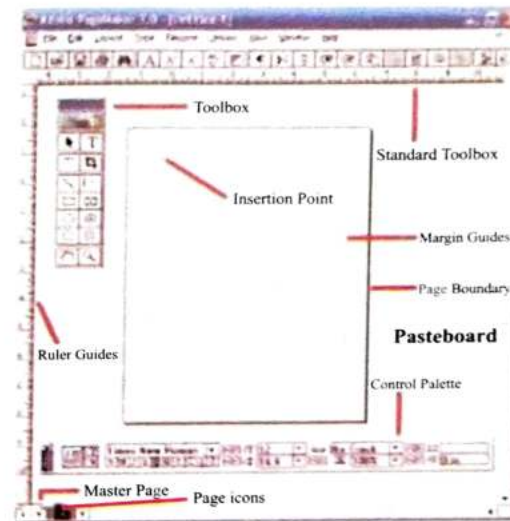
2.8 Work Environment

The PageMaker environment will display a New Publication window, a Blank Page, a Master Page, and Current Page icons, horizontal and vertical Scroll Bars, Rulers, the Control palette, the Toolbox and other palettes. The PageMaker window contains many parts that work together to make creating a document easier. The various elements are :

1. **Title Bar :** The title bar displays the document's name. If the document is unnamed, the name displayed in the title bar will be **Untitled-1.**

2. **Rulers :** The top and left ruler bars helps you to precisely position the cursor, text and graphics in the page. The Current Cursor location is shown by two dotted lines in the rulers. The rulers measure in inches or picas (a pica is a unit of measurement used in typography, equal to 12 points, approximately 1/6 of an inch). To view the rulers select **View → Show Rulers (Ctrl + R).**

3. **Master Page Icon :** The **Master Page icon shows the position of the master Pages.** Clicking it will display the Master Page. Master Pages contain text, graphics, layout and settings, which are common, thought the publication.

4. **Page Icon :** The numbered page icons represent the pages of your document. The highlighted icon indicates which page(s) you are currently viewing. The L and R icons represent master pages. Items on master pages will appear on all pages of the document.

5. **Pasteboard :** Surrounding the page is an area of white space called the Pasteboard. It is used to store graphics and texts as you work. It is useful for temporarily placing text and graphic elements when deciding where to place items, or when moving items between pages. Text and graphics or the pasteboard will not print.

6. **Margins :** The dotted lines represent the page margins. Generally, all the text and graphics are placed within the page margins.

7. **Page Boundaries :** The page boundaries represent the edges of the paper. Any items outside or overlapping the page boundaries will not print.

8. **Scroll Bars :** Like Microsoft Word and other applications, PageMaker has scroll bars to help you move to various points on the current page(s). Scroll bars are not used to move between pages.

9. **Resize Box :** The Resize box (lower right corner) is used to change the size of the window. Click and drag it to change the window to the desired size.

10. **Previous Size (refresh) Box :** The Previous Size box (upper right corner) is used to refresh your screen display. This is especially useful when you have been making several editing changes or testing different font sizes and styles.

11. **The Control Palette :** The Control Palette is used to manipulate both text blocks and graphics. There are three views within the Control Palette: Character, Paragraph, and Pointer. The view displayed depends on the tool that is selected. In each view, you can manipulate the text, paragraph, or object by adjusting the settings within the Control Palette.

12. **Toolbox :** The PageMaker Tool box enables you to access the basic tools you need to perform various actions in the publication window. The most common tools are the Pointer and the Text tools.

2.9 Various tools available in PageMaker

The Adobe PageMaker toolbox offers all the desktop publishing tools you need to design brochures, postcards, business cards, letterheads, or other.

The Toolbox can be dragged around just like any other window. To close it, go to Window on the menu bar and select Hide Tools. To retrieve it, go to Window and select Show Tools.
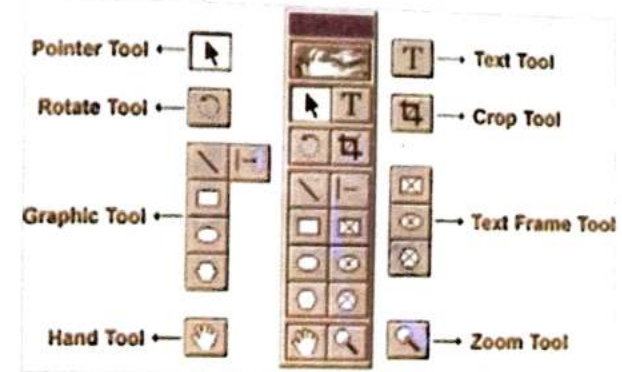
| Tool	Toolbox	Cursor	Use
Pointer Tool	▲	▲	Used to select items, text, or a location. Once an item has been selected, it can be resized, moved, copied or deleted.
Text tool	T	I	Enables text entry and editing.
Rotating tool	⟳	•	Rotates text, drawings, or graphics.
Cropping tool	⊐	⊐	Allows custom trimming of graphics.
Line tool	\	+	Draws straight lines at any angle. See **Elements, Lines** for options.
Constrained line tool	|—	+	Draws horizontal, vertical, and 45 degree lines. See **Elements, Line** for options.
Rectangle tool	▢	+	Draws rectangles. To draw squares, hold the SHIFT key before clicking and dragging.
Rectangle frame tool	⊠	+	Creates rectangular placeholders for text and graphics. To create square placeholders, hold down the SHIFT key before clicking and dragging.
Ellipse tool	○	+	Draws ellipses. To draw circles, hold down the SHIFT key before clicking and dragging.
Ellipse frame tool	⊗	+	Creates elliptical placeholders for text and graphics. To create circular placeholders, hold down the SHIFT key before clicking and dragging.
Polygon tool	⬡	+	Draws basic polygons. See **Element, Polygon Settings** for options.
Polygon frame tool	⊗	+	Creates polygonal placeholders for text and graphics.
Hand tool	✋	✋	Used to scroll the page (an alternative to the scroll bar)
Zoom tool	🔍	🔍	Used to magnify or reduce the view of your work area. To zoom out hold the ALT key before clicking.

Various tools in Toolbox

2.10 Working with Text

In PageMaker, text is typed in text blocks or frames. PageMaker allows you to create text in the document, or import it from an existing file.

Inserting New Text

Select the Text tool from the Toolbox. Click on your document where you want your text, and begin typing. A text block is created automatically.

The Steps are :

- To open a text block First click the Text tool.
- Click anywhere on the page within the margin guides.
- Press the mouse button and drag the insertion point to the right. Release the mouse when you have opened the box to the correct size.
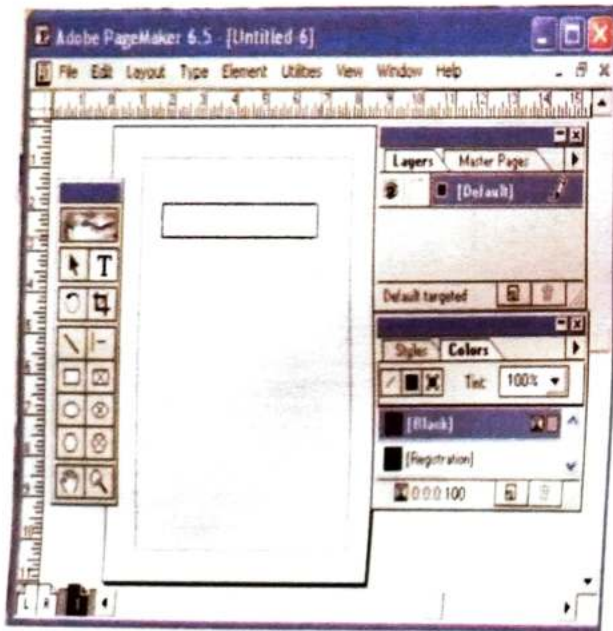
1. To **move** a text block, select it by clicking on it once with the Pointer Tool(choose the Pointer Tool from the toolbox). Once it is selected, click and hold, then move it to the new position and release the mouse button.

2. To **resize** a text block, select it by clicking once with the Pointer. Click on the "handles" on the border of the text block and drag until you have the correct new size.

Text can be directly typed in the PageMaker

- Go to Edit menu+ Click Edit Story (Ctrl + E)
- The story editor will appear where you can type desire text or paragraph.
- Format the text with the help of control palette.
- After completion go to story menu and click close story to return to main document.

Placing (Inserting) Existing Text

Unlike most programs, PageMaker doesn't have an **Insert** menu. Even so, you can import text and graphics by using the **Place** command in the **File** menu.

1. Go to the **File** menu and select **Place**.

2. Navigate to your document and click **Open**. Your cursor turns into the Place icon. Click in your document where you'd like the text to be placed. Remember, you can always move and resize. You can also designate the size of your text block by clicking and dragging a square as you place the text.
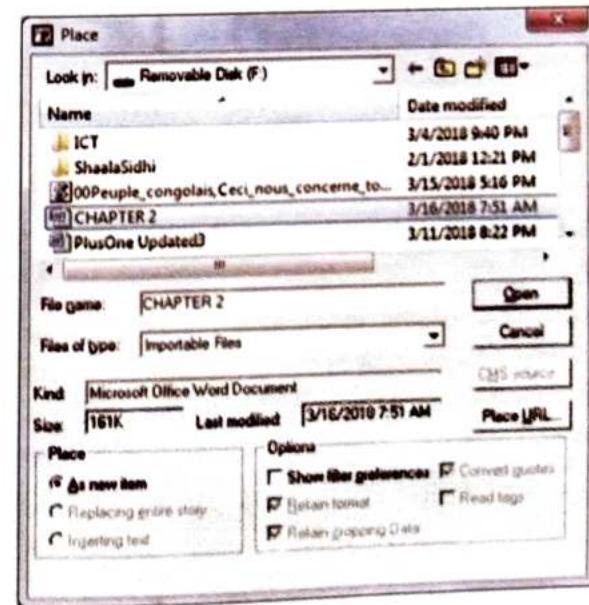
Formatting Text

Modifying your text is done in a similar fashion as in Word. The most common characteristics you need to modify (such as font, size, alignment, etc.) are found under the **Type** menu. Make sure you're using the Text Tool, highlight the text you want to change and go to the **Type** menu.

Additional text options can be found in the **Utilities** menu in the **plug-ins** section (such as **Bullets and Numbering**, **Drop Caps**, etc.).

Use text Control Palette to format the text according to your choice. Control palette contains several font settings.

How text is formated by using Text Control Palette. To change text style, to change text size etc.
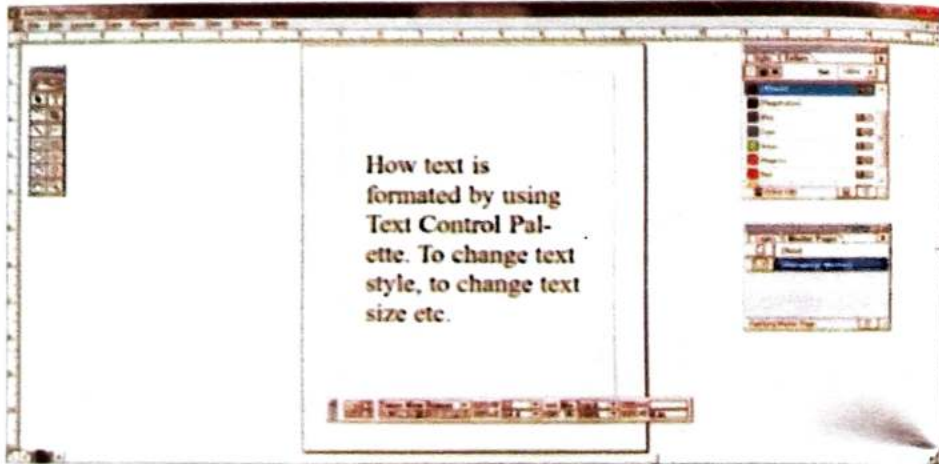
Text Control Palette

Palettes

Palettes are used to monitor and modify text and graphics in a publication. The various palettes in pageMakerare :-

1. **Control Palette :-** The control Palette displays the properties for the selected paragraph, character or object. It is a sort of shortcut to the object, text, and paragraph properties. Choose Window and select Show Control Palette to display the Control palette.
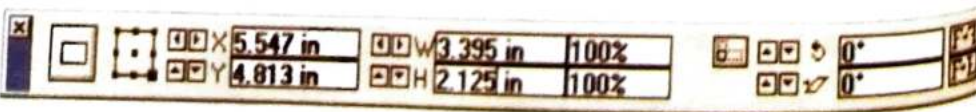
The Control Palette in Object Mode

The control Palette when it has an object selected displays the object properties such as the reference point, position, size, scaling. Cropping, printer resolution, rotating, skewing and horizontal and vertical reflection.

Horizontal/vertical mirror : Mirrors the currently selected object along the x or y-axis.

Height/width : sets the height and width of the currently selected object, either numerically in inches or in percentage of the current size.

Rotate : Rotate, is used to rotate the selected object around an axis. The center of rotation is set as the object's center and exact measurements can be used.

Skew : This skews. The currently selected object, in degrees.

XY position : sets the horizontal and vertical position of the upper-left comer of the currently selected object.
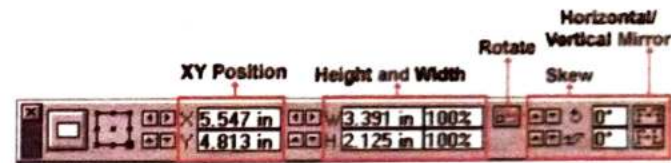
Control Palette in Character Mode

The Character Palette is displayed when the text tool is selected. It has options for changing text styles, size, leading, tracking, width and Deming. There is a toggle button to shift between paragraph view and character view.

Kerning : Text Kerning adjusts the spacing between characters in text. It is selective, so you can adjust just one or two characters, or whole sections of text, Negative numbers move characters closer together, whereas Positive numbers space them out.

Leading : Text Leading adjusts the spacing between lines of text. This is applicable on line-by-line basis. Positive and Negative number have the same effect as they have on Kerning, except that the spacing is between the lines of text.

Tracking : Text Tracking adjusts how closely characters follow each other. Very tight tracking brings text closer together, very loose spreads it out a bit.

Size : Text Size adjusts point size of text.

Position: Text Position adjusts the placement of the text on a given line. Positive Numbers move the text into a super text position (above the line), and Negative numbers move it into a subtext position (below the line).

Width : Text Width adjusts the character width and does not affect height. The larger the percentage, the wider the word. Percentages over 100% make it proportionally larger than standard sizing, fewer than 100% make it proportionate smaller.
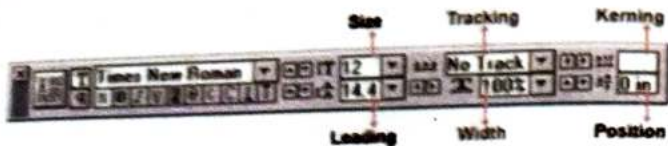
Control Palette In Paragraph mode

The control palette displays options for the paragraph style, alignment, indent, spacing, grid spacing and grid alignment.

2. **COLOR PALETTE :** The Color Palette is used to apply colors or view the name or kind of color applied to the selected text or object. The buttons stroke, fill or both, can be used to change the color of the graphic object and Object level. Tint allow you to have variations of the same color. To apply a color to a text or object and select the color from the color Palette. **Choose** Window and select Show Colors, to display the Colors palette.


3. **STYLES PALETTE :** The Styles Palette is used to apply styles or to view or edit styles defined for the publication. To apply a style, just click a paragraph with the text tool and then click a style name in the palette. Choose Window and select Show Styles to display the Styles palette.
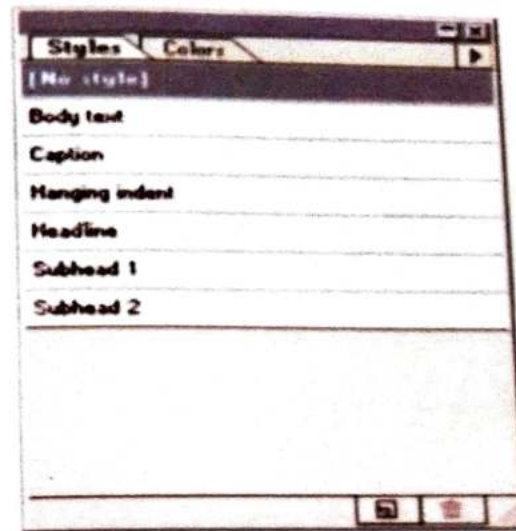
4. **LAYERS PALETTE :** The Layers Palette is used where a multiple layers document structure is required. Layers allow you to separ4ate the different elements that make up your document. You can hide, display, add or delete layers as required. Choose Window and select Show Layers to display the Layers Palette.
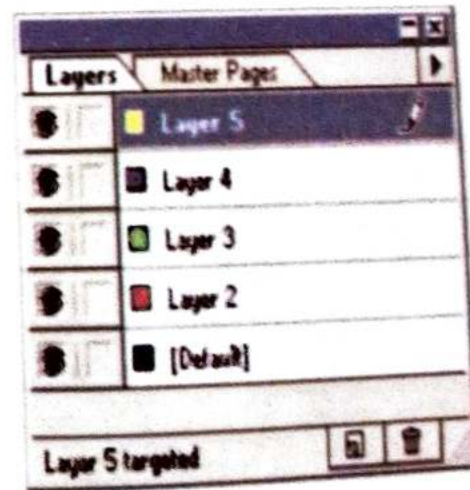
5. **MASTER PAGES PALETTE :** The Masters. It displays a list of available masters and apply masters pages for a particular document. The master page icon at the bottom of the window is used when you want to go to a master page for editing. Choose Window and select Show Master Pages to display the master Page palette.
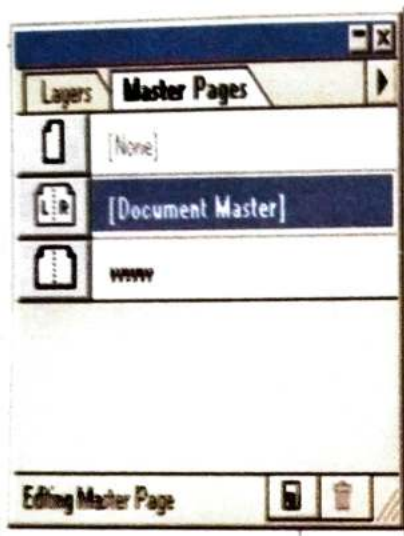
6. **HYPERLINK PALETTE :** A hyperlink has two parts: a source, which is the hyper linked text, or graphic that you click, and a destination, which is where the source jumps. Inside a PageMaker Publication, destinations are called anchors. You can also give a valid web hyperlink. Choose Window and select Show Hyperlinks to display the Hyperlinks palette.
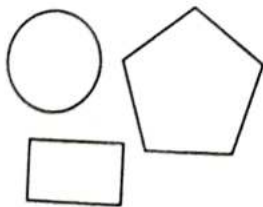
2.11 Drawing Objects

To **Draw an Object** :

Select a **Drawing Tool** from the toolbox.

On the publication page, **Click, Hold and Drag** the **Crossbar** to draw the object.

When finished, **Release** the mouse button

Selecting an Object

You must use the Pointer Tool to select objects. You may select a single object or multiple objects and modify them all at once.

Three Ways to Select Objects :

To select a single object, choose the Pointer Tool from the toolbox and Click on the object.

To add objects to a selection, press the Shift key as you Click other objects.

To select several objects at once, Click, Hold and Drag the Pointer Tool around multiple objects.

When an item is selected, a Bounding Box(consisting of 8 *Handles*) surrounds the item.

Moving an Object:

Select the Pointer Tool from the toolbox.

Click on the object to select it.

Click, Hold and Drag (inside the Bounding Box)the object to a new location.

Resizing an Object or Graphic:

Select the Pointer Tool from the toolbox.

Click on the object to select it.

Click on one of the Bounding Box Handles surrounding the object.

Drag the Two Way Arrow *in* or *out* to resize the object.

Deleting an Object:

Select the Pointer Tool from the toolbox.

Click on the object to select it.

Press the Backspace key or the Delete key.

Creating a Sunburst Using the Polygon Tool:

Select the Polygon Tool from the toolbox.

Draw a polygon. With the polygon selected, go to the ElementMenuand choose Polygon Settings.

You may change the Number of Sides and StarInset options while viewing the Preview. When finished, click OK.

Polygon Settings

Number of sides: 22

Star inset: 43 %

Preview

OK

Cancel
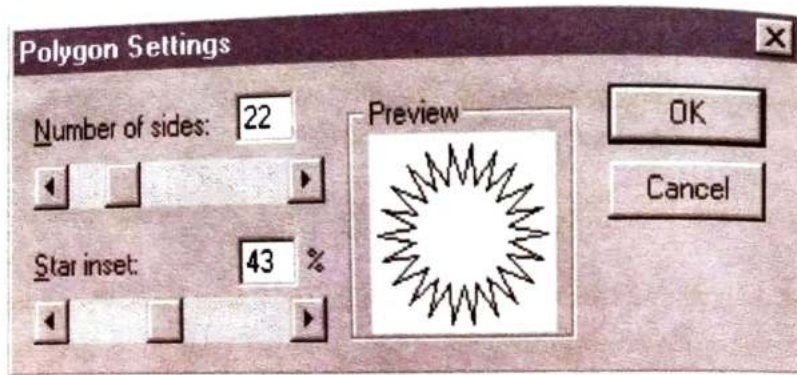
Images and graphics can be imported in you document by using place option in file menu in the same way as we have imported text.
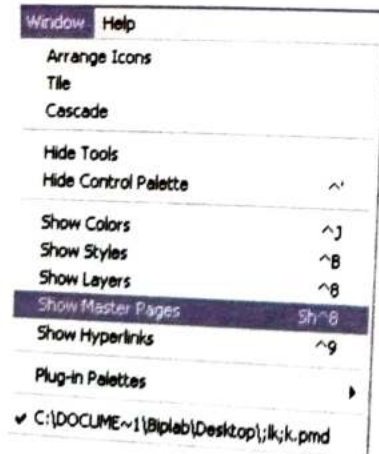
2.12 Master pages

A master page contains basic design elements such as headers, footers, page numbers, nonprinting guides, column, ruler and margin guides. An icon (with letters L and R) representing master pages appears lower left of the window. Click on it to show the current master page of the page your on. Click and hold down to choose a different master page
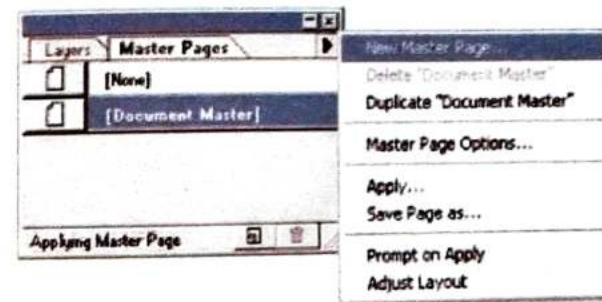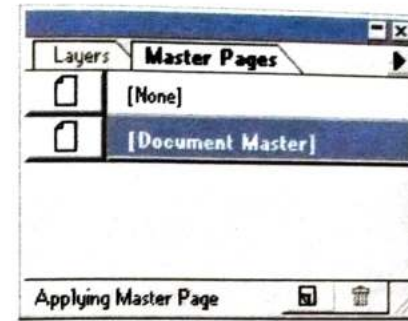
Creating Master pages

Master Pages can be created from scratch, based on existing master pages
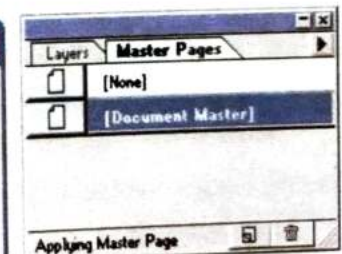
To make from scratch :

1. Window—Master Pages

Window	Help
Arrange Icons	
Tile	
Cascade	
Hide Tools	
Hide Control Palette	^'
Show Colors	^J
Show Styles	^B
Show Layers	^8
Show Master Pages	Sh^8
Show Hyperlinks	^9
Plug-in Palettes	▶

✔ C:\DOCUME~1\Biplab\Desktop\;lk;k.pmd

2. New Master from the master page palette menu

Layers | **Master Pages**
[None]
[Document Master]
Applying Master Page

Layers | Master Pages
[None]
[Document Master]
Applying Master Page

New Master Page...
Delete "Document Master"
Duplicate "Document Master"
Master Page Options...
Apply...
Save Page as...
Prompt on Apply
Adjust Layout

3. **Type in name**

New Master Page

Name:

⊙ One page
○ Two page

Margins

Left: 10 mm   Right: 10 mm
Top: 10 mm   Bottom: 10 mm

Column Guides

Columns: 1

Space between: 4.23 mm

Cancel   OK

Layers | **Master Pages**
[None]
[Document Master]
Applying Master Page

4. Set the margins, columns and space between

5. Click ok

From an existing Master page

1. Window—Master Pages

2. Duplicate master from the master page palette menu

3. Select master page to be duplicated and Type in name

4. Click Duplicate copy

5. Set the margins, columns and space between

6. Click ok

To delete

1. Select the master page

2. Window—Master Pages

3. Delete...

Numbering the pages

It is best to add page number to the Master Pages. This saves time and ensures the willall be in the same place on every page.

Adding page numbers

1. Turn to a master page or to a publication page

2. Use the text tool to click an insertion point where you want the page number

3. Press Command+Option+P (on the master pages the page number markers areLM for left master page RM for right master page or single page)

4. Use the text tool to select the format of the text

To specify the starting page number or numbering system :

1. Choose File—Document Setup

2. To start pagination at a certain number types the starting page in Start Page.

To specify the numbering system

1. Click numbers.

2. Select the numbering system you want to use, and then click OK.

2.13 Headers and Footers

Headers and footers are special areas at the top and bottom of each page and can include information such as the document title, a page number, the name of the author and so on. In PageMaker, headers and footers are added to a master page, so they automatically appear on each page that uses the master. These instructions are for PageMaker 6.0 and 6.5.

1. Go to the master pages by clicking the master pages icon.

2. Zoom in to enlarge the page view.

3. Go to the area on the page where you want to insert the header or footer.

4. Select the Text tool and click where you want to add the text on the page.

5. Type the header or footer text and format it.

6. Position the header or footer exactly where you want it to appear on the page by using the Pointer tool.

7. Return to the document pages by clicking on one of the document page icons at the bottom of the PageMaker window.

Setting up column guides

Working with newsletters and brochures often requires the use of columns. While you can create columns manually by setting your text block's width, this process can be made easier by creating columns. As you create columns with PageMaker, a set of guides (like the page margins) are added to the page. When you first create your document, its default is one column per page. PageMaker provides the option of creating up to 20 columns on a single page. Between each column will be a "gutter." The gutter adds some white space between each column so text will not appear on top of the next column. If you are using the columns for a brochure, these gutters should be larger to add space for folding.

NOTE : If you want to set columns for all pages of your document, set them on the master pages.

Command to Create Columns :

Layout > Column Guides

Setting up column guides
you create columns to control the flow of text in text books that you place automatically and to help position text and graphics. How you specify columns is determined by the command you use :
Command to Create Columns :
Layout > Column Guides
Fig.1
This command creates a specified number of columns of identical widths, fitting them within the margins of the page. If text orgraphics are already on the page. PageMaker can reposition them to align with the revised column setup if you select adjust layout in the Column Guides dialog box. See Adjusting a layout automatically for details.
The Utilities : plug-ins : Grid Manager command fits columns within any area you specify or creates columns of a specified width.
Fig.2
You can create up to 20 columns on a page.
To save time and a insure consistency add column guides to master pages rather than to specific publication pages.
Setup columns on a page :
(1) Turn to the publication page or master page where you want to the columns.
(2) Choose Layout : Column Guides. When facing pages appear in the publication window and you choose column Guides than Set Left and Right pages separately option appears so that you can set columns differently for each page.
Fig. 3
Fig. 3.1
Type the number of columns you want on the page and the space you want between columns the gutten. If you are setting left and right pages separately type values for both pages.
Select adjust layout if youwant existing text and graphics on the page to adjust to the revised column setup and then click or PageMaker creates the specified number of columns equally space and equally sized.
Commands To Lock or Unclock column and ruler guides :
Choose view : Lock Guides.

Column Guides dialog box:
Number of columns: 3
Space between columns: 4.23 mm
OK | Cancel
☐ Adjust layout

Saving a Publication

To save PageMaker File : Use the **Save** command to save a new document as well as any additional changes you make to a document that you have previously saved.

Click on **File** and then select **Save** from the drop-down menu. Clicking this option will open the **Save Publication** dialog box.

1. Use the **Save in** drop-down list and the navigation window to navigate to the folder where you want to save your document.

2. In the **File name** text box, type in the name of your file. For a new document, this replaces the document's default name from *Untitled*.

3. In the *Save as type* drop-down list, select the desired file type: *Publication (extension .pmd), Template.*

4. When you are done, click the **Save** button. PageMaker will save all modifications you have made since the last save


2.13 Printing a PageMaker Document

Adobe PageMaker's printing options allow you to choose the number of copies to print, select the size of your print output, as well as customize additional printing options.

Printing a PageMaker Document

1. Click on **File** and select **Print**from the dropdown menu(or Press ctrl+P). This opens the **Print dialog** box.

2. Make your selections from the print options in the dialog box. See **An Overview of the Print Dialog Box** below.

   Click the **PRINT** button to begin printing.
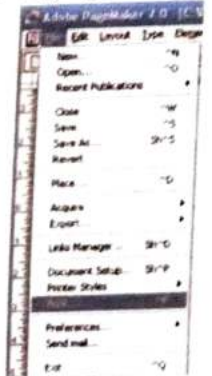
An Overview of the Print Dialog Box

In this section, we will review each of the different options available in the Print Dialogue box, which you will use to set up your document for publication.
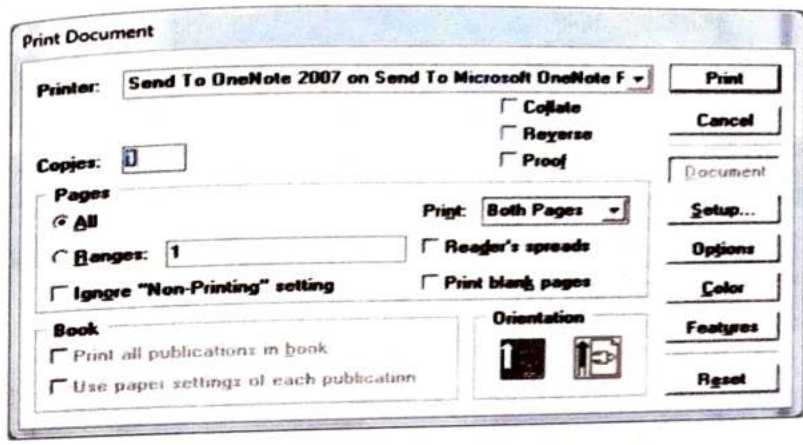
Printer

Select your desired printer from the **Printer** dropdown menu. If you have more than one printer, pick the printer to which you want to send your printout.

Number of Copies

To print multiple copies, type the number of copies of your document that you want to print out.

To print multiple copies of your document, type the number of copies that you want into the Copies text box

Pages

To print out every page of your document, click the **all** radio button

To print out only a part of your document, use the **Ranges** option. Type in the range of pages you want to print into the **Ranges** text box. **Example:** To print pages 7 through18 of your document, type in 7-18.

To print non-consecutive pages, type in specific page numbers. Separate the page numbers with a comma. **Example:** To print pages 2, 6 and 12 through 18, you will type in: 2, 6, 9, 12 - 18

Orientation

Select the paper orientation that matches the way you intend for your document to be printed. Choose between the tall (portrait) orientation and wide (landscape) orientation.

How to Print a Non-Letter Size Document

If you would like to print a document in a different size from the standard letter size, you will first need to specify the size of your document, and then configure its print size. Here's how:

1. **Document Setup for a Non-letter Size Document**

   Click on **File** and select **Document Setup...** from the drop-down menu. This will open the **Document Setup** dialog box.

   Select the desired paper size from the **Page Size** pull-down list

   <div align="center">OR</div>

   Type in the desired dimensions for your document into the **Dimensions** text boxes

   Click **OK**

2. **Print Setup for a Non-letter Size Document**

   Click on **File** and select **Print...** from the drop-down menu. This will open the **Print** dialog box.

   Click **Set Up...** to open the **Printer Properties** dialog box.

   Click on the **Paper** tab. Select your desired paper size from the **Size is** dropdown list.

   Click on the *Basics* tab. Select the desired orientation of the paper from the *Orientation* section.

   Click **OK**, and then click **PRINT**.

Desk Top Publishing : Desktop Publishing (DTP) is the process of combining and assembling text and graphic images electronically on a computer screen to output professional-looking publications such as flyers, newsletters, brochures, business forms, books and magazines.

Page Maker : PageMaker is one of the best and popular Desktop Publishing Designing Program developed by Adobe Corporation in USA. It is specially used in page designing. With PM we can create any kinds of Designing like Visiting cards, Identity card, advertisement, Logo, Brochures, News papers and different articles etc.

Word Processing : Word processing is used to manipulate a text document, such as a resume or report. This software provides tools for copying, deleting and various types of formatting.

Control Palette : By using Control Palettes you make precise changes to text and graphics.

Master page : A master page contains basic design elements such as headers, footers, page numbers, nonprinting guides, column, ruler and margin guides.

Headers and footers : Headers and footers are special areas at the top and bottom of each page and can include information such as the document title, a page number, the name of the author and so on.

Print Preview : Print Preview mode changes the screen view to display your layout without frames, guides, rulers, and other screen items.

TRUE OR FALSE

1. DTP is designing software which combines text and graphics.

2. DTP and word processing both are used for same purpose.

3. Headers and Footers are added to a master page, so they automatically appear each page.

4. Rectangle Toolis used to draw circles.

5. Ellipse Toolis used to drawsquares.

6. A file created in a DTP program is called a publication.

7. Printing time orientation is of two types.

8. Shortcut Key for display Printing Dialogue box is Ctrl+P

9. DTP stands for Desk Top Publishing.

10. We can't crop or trim an object in DTP.

11. Text leading adjusts the spacing between lines of text.

12. Pasteboard is used to copy and paste multiple items.

13. .PMD is the extension of DTP.

14. Text kerning adjusts the spacing between characters in text.

15. Palette are used to monitor and modify text and graphics in a publication

16. Toolbox enables you to access the basic tools you need to perform various actions in the publication.

17. Letters L and R which appears lower left of the window represent Master page.

Answers: (1) True (2) False (3) True (4) False (5) False

(6) True (7) True (8) True (9) True (10) False

(11) True (12) True (13) True (14) True (15) True

(16) True (17) True

EXERCISE

Q.1. Define DTP. Where it is used ?

Q.2. What are advantages and disadvantages of DTP ?

Q.3. Define PageMaker. How publication page is saved in PageMaker?

Q.4. What do you mean by work environment ? Explain.

Q.5. What are different tools used in PageMaker.

Q.6. Explain the difference between DTP and Word Processing.

Q.7. How can you save a publication ? Explain.

Q.8. How DTP document is printed?

Q.9. How headers and footers are inserted in PageMaker document.

Q.10. What do you mean by Master page?

Q.11. What is master page ? how would you create a master page in pagemaker ?

—End—

CHAPTER 4

Digital Image Editing

INTRODUCTION TO PHOTOSHOP

Image editing encompasses the process of editing images whether they are digital photograph traditional photochemical photographs, or illustrations. **Adobe Photoshop is a popular image editing software. It is industry standard image editing software used worldwide by professional photographer and designers who want to refine their digital image.** Adobe Photoshop is a raster graphics editor developed by Adobe System Inc. It was originally created or developed in 1988 by Thomas and John Knoll. Since then, this software has become the industry standard not only in raster graphics editing, but in digital art as a whole.

Photoshop can be used to create customized graphics, edit photograph and images for print as well as for the web in multiple layers. Photoshop deals with bitmapped digitized images. You can also work with vector graphics, which are drawings, made of smooth lines that retain their crispness when scaled. You can design your artwork from scratch in Photoshop. You can import image into the program for many sources such as :

Commercial CDs of digital images

Photographs from a digital camera

Captured video images

Artwork created in drawing programs

Scanned photograph, Graphics or other docments.

BASIC GRAPHIC TERMINOLOGY

Compter can store images in many different ways. These different ways are called file formats or image file type. There are many different types of image file such as : jpg, gif, png, svg. However, no matter what file type you use, every picture file on a computer can be classified as a Bitmap or a Vector image. The difference is in how the computer read and display the image.

1. **Bitmap Images :** A bitmap (also called "raster") graphic is created from rows of different colored pixels or dots that together form an image. In their simplest form, bitmaps have only two colors, with each pixel being either black or white. With increasing complexity, an image can include more colors; photograph-quality