

DIT-03 Introduction to DTP

Group A: Page Maker

UNIT-1 : PAGEMAKER BASICS

Starting PageMaker, About the work area, Using the toolbox, Working with palettes, Viewing pages, Working with text and graphics, Moving between pages, Adding and deleting pages, Working with multiple open publications

UNIT-2 : CONSTRUCTING A PUBLICATION

Creating and opening publications, Naming and saving a publication, Closing a publication, Setting up pages, Changing Document Setup options, Setting up rulers, Creating running headers and footers

UNIT-3 : DRAWING TOOLS AND TEXT TOOLS

Different drawing tools, Text tools, Character formatting, Paragraph formatting, Controlling Widows and orphans, Controlling Page breaks, Tabs and Hyphenation, Grid Manager, Printing a Document

UNIT-4 : IMPORTING GRAPHICS

Placing Graphics, Sizing and Cropping Graphics, OLE, Embedding an OLE Object

UNIT-5 : MASTER PAGES

Creating a Master Page, Numbering Pages, Setting up Ruler guides, Applying Master Page Design

UNIT-6 : UTILITIES

Using a Table Editor, Create Keyline, Bullets and Numbering, Creating PDF File with Acrobat, Story editor, Spell Checker

Group B: Photoshop

UNIT-1 : PHOTOSHOP'S ENVIRONMENT

Raster and Vector Graphics, Photoshop Environment Elements, Navigating in Photoshop

UNIT-2 : SIZING IMAGES

Image Size and Resolution, Cropping

UNIT-3 : SELECTING IMAGE AREAS

The Rectangular and Elliptical Marquee Tools, The Lasso Tools, Saving Selections, The Magic Wand Tool, The Magnetic Lasso Tool, Modifying Selections

UNIT-4 : LAYERS

Floating Versus Fixed Selections, Undoing Previous Steps, Copying Selections, Creating Layers, Transforming Layers, Copying Layers between Images, Arranging Layers, Saving Images in Photoshop Format

UNIT-5 : BLENDING AND COMPOSITING

Defringing, Opacity and Blending Modes, Feathering Edges

UNIT-6 : IMAGE MODES

Mode Characteristics, Grayscale and Bitmap Modes, Color Modes

UNIT-7 : COLOR AND PAINTING

Selecting Colors, Painting Tools, The Clone Stamp Tool

UNIT-8 : TEXT, LAYER EFFECTS, AND FILTERS

Type Layers, Layer Effects, Filters, Merging and Flattening Layers

UNIT-9 : ADJUSTING IMAGES

Brightness/Contrast, Levels Adjustment Layers, Toning Tools, Hue/Saturation

Suggested Reading

1. PageMaker 7, Training Guide-Satish Jain, BPB Publications.
2. Photoshop 7 Savvy, Steve Romaniello, BPB Publication.