

B.A. IInd Year, IIIrd Semester
SUBJECT: COMPUTER APPLICATION
DESK TOP PUBLISHING WITH ADVANCE PAGE MAKER
(AECC Course)
Course Code: UDESKCP201

Sub. Type- AECC

Credit Value: 6

Total No. of Lectures:

Pre-requisite:Open for All

Total Marks-100

Passing Marks-40

Course Learning Outcomes (CLO):

After studying this Course the Student will be able to

- Gain in depth knowledge of Page maker and its practical Applications.
- Create, Edit & format documents using Page Maker.
- Understand various advance concepts of Page maker for Desktop Publishing.
- Using PageMaker, students will be able to gain practical knowledge of book preparation and handling of large amount of texts.
- Gain deep insights of working with PDF's

Expected Job Role / career opportunities:

After studying this Course the Student will be able to pursue his/her career as a/an:

- Graphic designer
- Multimedia Editor
- Logo Designer
- Office Assistant
- Desktop Publishing Operator

Content of the course DTP

Unit 1st –

Working with a publication, Opening a Publication, Creating a New Document, Setting the Margins, Setting the Page Size, Setting the Page Orientation, 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 Upan OLE Liked Object, Embedding an OLE Object, Text Wrap.

Unit 2nd--

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. Working with large amount of texts. Long documents features: Compiling Chapters into a Book, Preparing the Book, Combing the Chapters, Numbering Pages, Restarting Page Numbering, Creating a Table of Contents.

Unit 3rd–

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 Creating Master Pages, Setting Up Pages, Use Of story editor , Page Maker style sheets, working with frame, working with layers.

Text Books, Reference Books, Other resources

Suggested Readings:

1. Desk Top Publishing From A to Z by Bill Grout and Osborne; McGraw Hill
2. DTP (Desk Top Publishing) for PC user by Houghton; Galgotia Publishing House Pvt. Ltd., Daryaganj, New Delhi.
3. ADOBE PAGEMAKER 6:5 - Shashank Jain & Satish Jain — First Edition 2001, BPB Publications.
4. PAGEMAKER 6.5 COMPLETE - R. Shamms Mortier, Rick Wallace, Rick Wallace, Phil Gaskill, Richard Romano, Carla Rose, Ellen Wixted, First Indian Edition 1997, Tech. media.
5. DESKTOP PUBLISHING ON PC - M.C. Sharma, First Edition 1997, BPB Publications.
6. BPB'S DTP COURSE (DESKTOP PUBLISHING) — Satish Jain & M. Geethalyer. First Edition 62009.BPB Publications.
7. PAGEMAKER 7 FOR WINDOWS - Ted Alspach, First Indian Edition 2002, Tech. media.
- 8 ADOBE PAGEMAKER 7.0 - Shashank Jain & Satish Jain — First Indian Edition 2002, BPB Publications.

Suggested equivalent online courses:

<https://www.youtube.com/watch?v=NxDeGx7RXTc>

<https://www.youtube.com/watch?v=7pllLjZ8vew>

<https://www.youtube.com/watch?v=RiYkSikfEu0>

<https://www.youtube.com/watch?v=ZigiVMryvol>

<https://www.youtube.com/watch?v=ApHROIIwJ8>

<https://www.youtube.com/watch?v=tuRRqfRFWQ0>

<https://www.youtube.com/watch?v=0pkMIlsMZHk>

Note if Any: