

## **CCA-03 Introduction to DTP**

### **Group A: PageMaker**

#### 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 publication, 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 windows 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 Environment

Raster and Vector graphics, Photoshop environment Elements, navigation in Photoshop

#### Unit 2: Sizing Images

Image size and Resolution, Cropping

#### Unit 3: Selecting Image Areas

The rectangular and Elliptical Marquee tool, the lasso tools, saving selections, The magic wand tool, The magnetic lasso tool, modifying selections

#### Unit 4: Layers

Floating versus fixed selections, undoing previous step, copying selection, 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, Color modes

Unit 6: Image Modes

Mode characteristic, Grayscale and Bitmap Modes, color modes

Unit 7: Color and Painting

Selecting colors, Painting tools, and the clone stamp tool

Unit 8: Text, Layer effects, and filters

Text, Layer effects, filters, Merging and Flattening Layers

Unit 9: Adjusting Images

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

**Suggested Readings:**

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