

1. What is desktop publishing?

Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

2. Give some examples of DTP software.

Some of the popular DTP software are **Adobe PageMaker, Adobe InDesign, QuarkXPress**, etc

3. Write the steps to open PageMaker.

To open Adobe PageMaker using the command sequence **Start→All Programs → Adobe → PageMaker 7.0 → Adobe PageMaker 7.0.**

4. How do you create a New document in PageMaker?

To create a new document,

1. Choose **File > New** in the menu bar. (or) Press Ctrl + N in the keyboard. Now

Document Setup dialog box appears.

2. Enter the appropriate settings for your new document in the Document Setup dialog box.

3. Click on **OK**.

5. What is a Pasteboard in PageMaker?

The area outside of the dark border is referred to as the pasteboard.

You can use the pasteboard to temporarily hold elements while designing your document.

In pasteboard is not visible when you print the document.

6. Write about the Menu bar of PageMaker.

It contains the following menus **File, Edit, Layout, Type, Element, Utilities, View, Window, Help**.

When you click on a menu item, a pulldown menu appears.

There may be sub-menus under certain options in the pull-down menus.

7. Differentiate Ellipse tool from Ellipse frame tool.

Ellipse	Ellipse frame
Used to draw circles and ellipses.	Used to create elliptical placeholders for text and graphics.

8. What is text editing?

Editing means making changes to the text.

Editing encompasses many tasks, such as inserting and deleting words and phrases, correcting errors, etc..

9. What is text block?

In PageMaker the text of the document can be typed inside a **text block**

10. What is threading text blocks?

A Text block can be connected to other text block so that the text in one text block can flow into another text block. Text blocks that are connected in this way are **threaded**. is called as threading text blocks

11. What is threading text?

The process of connecting text among Text blocks is called **threading text**.

12. How do you insert a page in PageMaker?

1. Go to the page immediately before the page you want to insert.

2. Choose **Layout > Insert Pages** in the menu bar.

3. Type the number of pages you want to insert.

4. To insert pages after the current page, choose 'after' from the pop-up menu.

5. Click on Insert.

Part - III

Explain in Brief Answer

1. What is PageMaker? Explain its uses.

Adobe PageMaker is a **page layout software**. It is used to design and produce documents that can be printed.

Page layout software includes tools that allow you to easily position text and graphics on document pages.

2. Mention three tools in PageMaker and write their keyboard shortcuts.

Refer : Part IV Question No:1

3. Write the use of any three tools in PageMaker along with symbols.

Refer : Part IV Question No:1

4. How do you rejoin split blocks?

To rejoin the two text blocks

- Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.
- Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

5. How do you link frames containing text?

To link Frames containing text

- Draw a **second frame** with the Frame tool of your choice.
- Click the **first frame** to select it.
- Click on the **red triangle** to load the text icon.
- Click the **second frame**. PageMaker flows the text into the second frame.

6. What is the use of Master Page?

Any text or object that you place on the master page will appear on the entire document pages to which the master is applied. It shortens the amount of time because you don't have to create the same objects repeatedly on subsequent pages.

Master Pages commonly contain repeating logos, page numbers, headers, and footers.

They also contain nonprinting layout guides, such as column guides, ruler guides, and margin guides.

7. How to you insert page numbers in Master pages?















To make page numbers appear on every page

- Click on Master Pages icon.
- Then click on Text Tool. Now the cursor changes to I - beam.
- Then Click on the left Master page where you want to put the page number.
- Press Ctrl + Alt + P.
- The page number displays as 'LM' on the left master page.
- Similarly click on the right Master page where you want to put the page number.
- Press Ctrl + Alt + P.
- The page number displays as 'RM' on the right master page, but will appear correctly on the actual pages.

Part - IV

Explain in detail

1. Explain the tools in PageMaker toolbox.

Icon	Function	Short Cut	Description
	Pointer	F9	Used to select, move, and resize text objects and graphics..
	Text	Shift + Alt + F1	Used to type, select, and edit text
	Rotate	Shift + F2	Used to select and rotate objects
	Crop	Shift + Alt + F2	Used to trim imported graphics
	Line	Shift + F3	Used to draw straight lines in any direction
	Constrained Line	Shift + Alt + F3	Used to draw vertical or horizontal lines
	Rectangle	Shift + F4	Used to draw squares and rectangles.
	Rectangle Text Box	Shift + Alt + F4	Used to create rectangular placeholders for text and graphics.
	Ellipse	Shift + F5	Used to draw circles and ellipses
	Ellipse Text Box	Shift + Alt + F5	Used to create elliptical placeholders for text and graphics.
	Polygon	Shift + F6	Used to draw polygons.
	Polygon Text Box	Shift + Alt + F6	Used to create polygonal placeholders for text and graphics.
	Hand (Panning)	Shift + Alt + Drag Left mouse button	Used to scroll the page (an alternative to the scroll bar)
	Zoom	Shift + Alt + F7	Used to magnify or reduce an area of the page.

2. Write the steps to place the text in a frame.

To place text in a Frame

- Click on one of a Frame tool from the Toolbox.
- Draw a frame with one of PageMaker's Frame tools (Rectangle frame tool or Ellipse Frame Tool or Polygon frame Tool). Make sure the object remains selected.
- Click on **File**. The File menu will appear.
- Click on **Place**. The Place dialog box will appear.
- Locate the document that contains the text you want to place, select it.
- Click on **Open**.
- Click in a frame to place the text in it.

Now The text will be placed in the frame.

3. How can you convert text in a text block to a frame?

After created text in a text block, if you want to convert it to a frame. You can do this by using these steps.

- Draw the **frame** of your choice using one of the PageMaker's Frame tool.
- Select the text block you want to insert in the frame.
- Click the frame while pressing the Shift key. Now both elements will be selected.
- Choose **Element > Frame > Attach Content** on the Menu bar.
- Now the text appears in the frame.

4. Write the steps to draw a star using polygon tool?

To draw a Star

- Click on the **Polygon tool** from the toolbox. The cursor changes to a **crosshair**.
- Click and drag anywhere on the screen. As you drag, a Polygon appears.
- Release the mouse button when the Polygon is of the desired size.
- Choose **Element > Polygon Settings** in the menu bar.
- Now Polygon Settings dialogue box appears.
- Type 5 in the Number of sides text box.
- Type 50% in Star inset textbox.
- Click OK. Now the required star appears on the screen.

BOOK QUESTION

Define story?

Text that flows through one or more threaded blocks is called a **story**.

How will you Hiding Master Items

To make the master items invisible on a particular page, switch to the appropriate page, then choose **View > Display Master items**.

How will you Showing Master Page

Choose **Windows> Show Master Pages** in the menu bar. The **Master Pages Palette** appears.

How will you Removing Pages

You can remove the unused pages from your document with a Remove Pages dialog box.

- Choose **Layout > Remove Pages** in the menu bar. The Remove Pages dialog box appears.
- Type the page range you want to remove.
- Click on OK button

How will you create Master Page

To create a new Master Page

1. Click the **New Master Page icon** in the Master Pages palette. The **New Master Page dialog** box appears.
2. Enter the name of the new master page in the **Name** field.
3. Make the appropriate changes in the Margins and Column Guides fields.
4. Click on OK. A new Master Page appears in the Master Pages palette.

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