

## **DESK TOP PUBLISHING ON PC**

**Introduction to Adobe Page maker:** Adobe Page maker --is a simple page creating software.

### **PageMaker**

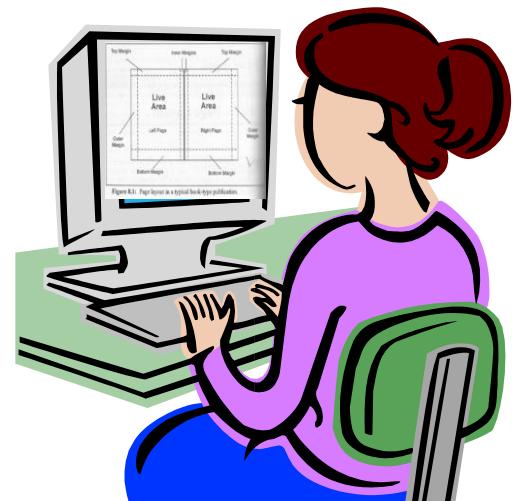
A full featured desktop publishing program for Windows and Macintosh from Adobe PageMaker was the de facto standard in the graphics arts industry for many years for creating ads, Brochures, newsletters and books of all sizes and kinds. Introduced originally for the Mac in 1985 by Aldus Corporation, it set the standard for desktop publishing. In fact, Paul Brainerd, president of Aldus, coined the term. The PC version was introduced in 1987 for Windows 1.0 and was the first non-Microsoft Windows application. PageMaker was superseded by Adobe's.

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**Desk Top Publication is mainly use to create.....** Small Advertisements, Pamphlets, Invitation cards, Brochures, Newsletters, Letter Heads ,Posters and Banners, Greeting cards, Business cards, Visiting Cards Books, Newspapers, Photo Editing . And for many other publications Work.....!

### **DTP is mainly used to in all places.....**

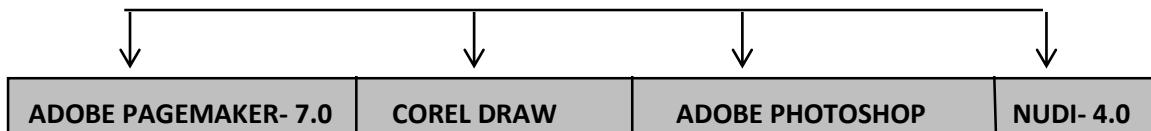
- 1) Printing Press
- 2) Daily News paper
- 3) News Channels
- 4) Photo Studio
- 5) DTP Centers
- 6) Home
- 7) Offices
- 8) Advertisements Company
- 9) Film Industries
- 10) Magazines



### **Future Software of DTP**

- 1) Video Editing
- 2) Web Designing
- 3) Animation
- 4) VFX: a) after effect, b) sound effect, c) 3D X mass, d) 3D animation

### **IN DTP MAINLY WE ARE GOING TO STUDY THE FOUR CHAPTERS**



**Adobe Page maker** --is a simple page creating software.

**Coral Draw**--is a Creating by using Graphic Designing software.

**Adobe Photoshop** --is an Editing the Standard image Professional editing software.

### **ADOBE PAGEMAKER- 7.0**

Adobe PageMaker is application software. PageMaker means creating a page, as we want; this PageMaker is very useful program to create bookwork's as well as small advertisements, large advertisement, visiting cards, wedding cards, catalogues, brochures Etc.

## Getting started with Page Maker

Start Button



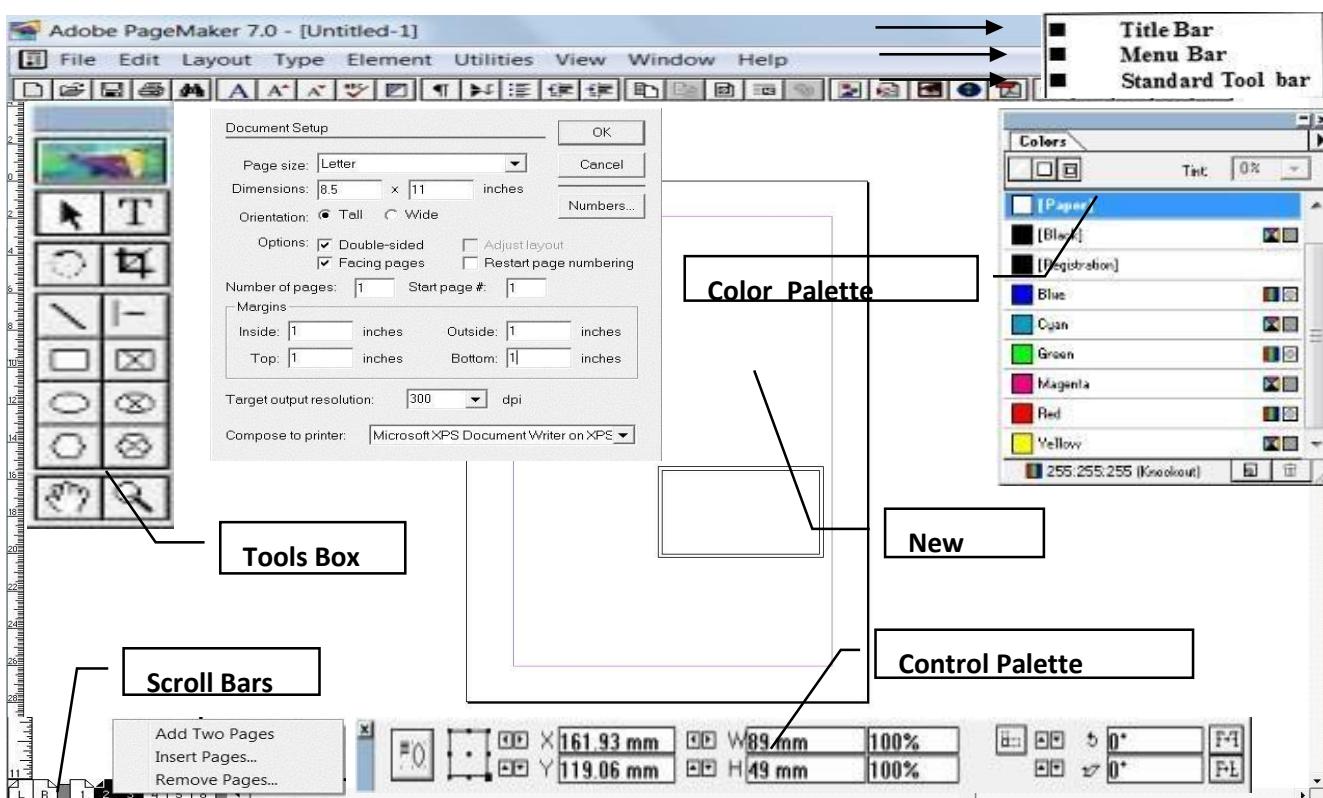
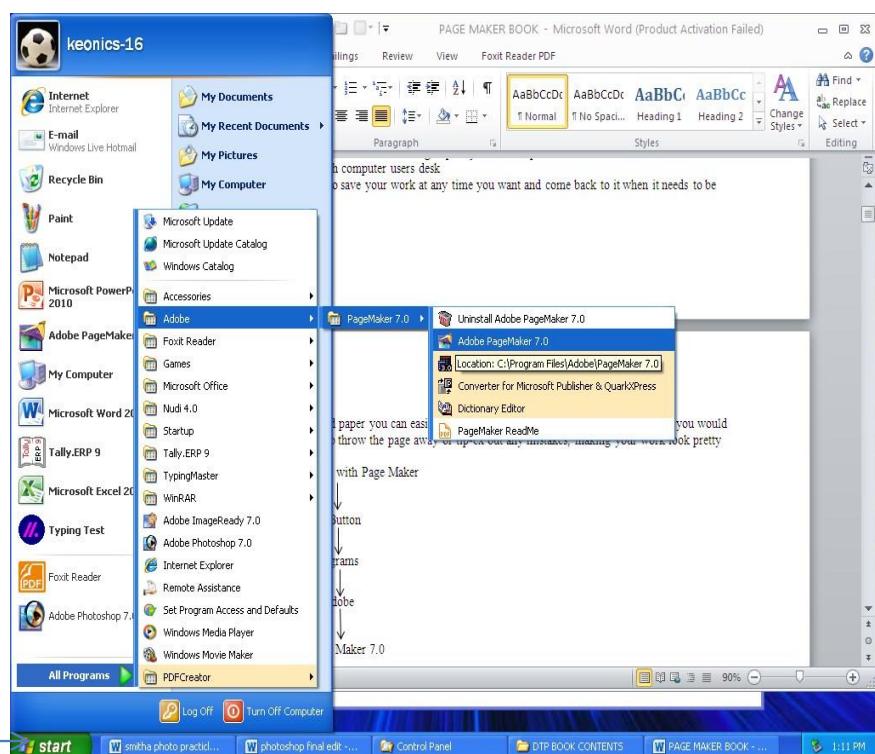
All Programs



Adobe



Page Maker 7.0



- 1) **TITLE BAR:** The title bar of the PageMaker window displays the application name along with its version and the file name.
- 2) **MENU BAR:** The menu bar is a collection of nine useful menus. Each menu contains a list of commands related to a particular task, and each command performs a specified task.
- 3) **STANDARD TOOL BAR:** It is a short cut way to the menu bar options.

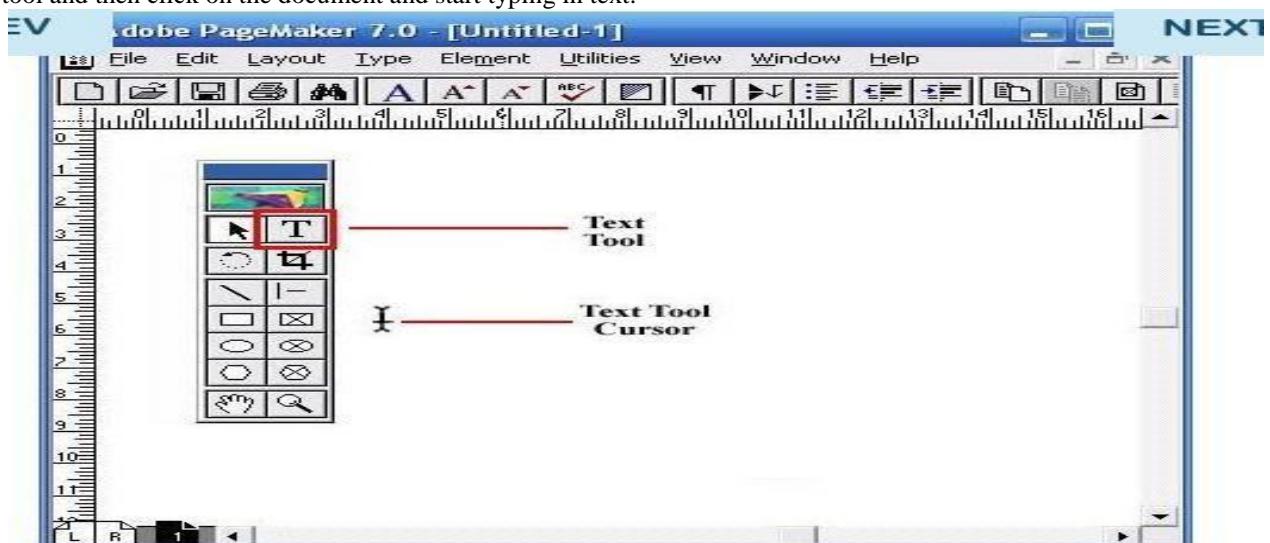
- 4) RULER:** At the top and on the left hand side of the screen you can see a measuring tool. This measuring tool is known as Ruler. The PageMaker window contains a Horizontal ruler and a Vertical ruler. These rulers help us to take measurements on the screen.
- 5) THE TOOL BOX:** The Toolbox is a vertical bar containing a set of Tools, which are used for creating and editing work in a PageMaker file. For working with any tool, just click on that tool. The tool gets selected. By default, the Pointer tool is selected.
- 6) CONTROL PALETTE:** The control palette allows us to manipulate text and other objects in a number of ways. The contents of the control palette get automatically changed. Depending upon the type of tool CONTROL PALETTE being used currently. If we are working with text toll (T), the control palette displays the current setting.
- 7) COLOR PALETTE** It is Use to Applying colors Select the object or text.
- 8) PAGE:** Page is most important part of the PageMaker window. Page is that area of the screen, where we can type text and place the objects. All items positioned on the Page will get printed. Anything, whether it may be text or object, placed outside a page does not get printed. We can add as many as Pages as we like in a publication. However PageMaker can display either one Page or two pages on the screen at a time.
- 9) THE PAGE BAR:** In above figure two thumbnails L&R in page the bar. These thumbnails represent the master pages. A master page contains basic design elements, such as Header, footers, and page numbers that are common to most of the publication. Each publication can have virtually unlimited number of master pages. For a document having double- side (left and right) pages, there are two master pages -one for all the left side- pages and the other for all the right- side pages.
- 10) THE SCROLL BARS:** We all are familiar with the scroll bars. Scroll bars are two important Navigation devices. They are used to move the page up & down left & right sides of the window (screen)

- 11) DOCUMENT SETUP:** Here you can define the basic parameters of the publication, such as page. ) Or NEW: It opens a new blank publication Select the new option from the file menu It will display the document set up dialog box in that select the page type and orientation and number of pages and margin etc. And click in ok button. It will display the pages as we selected.

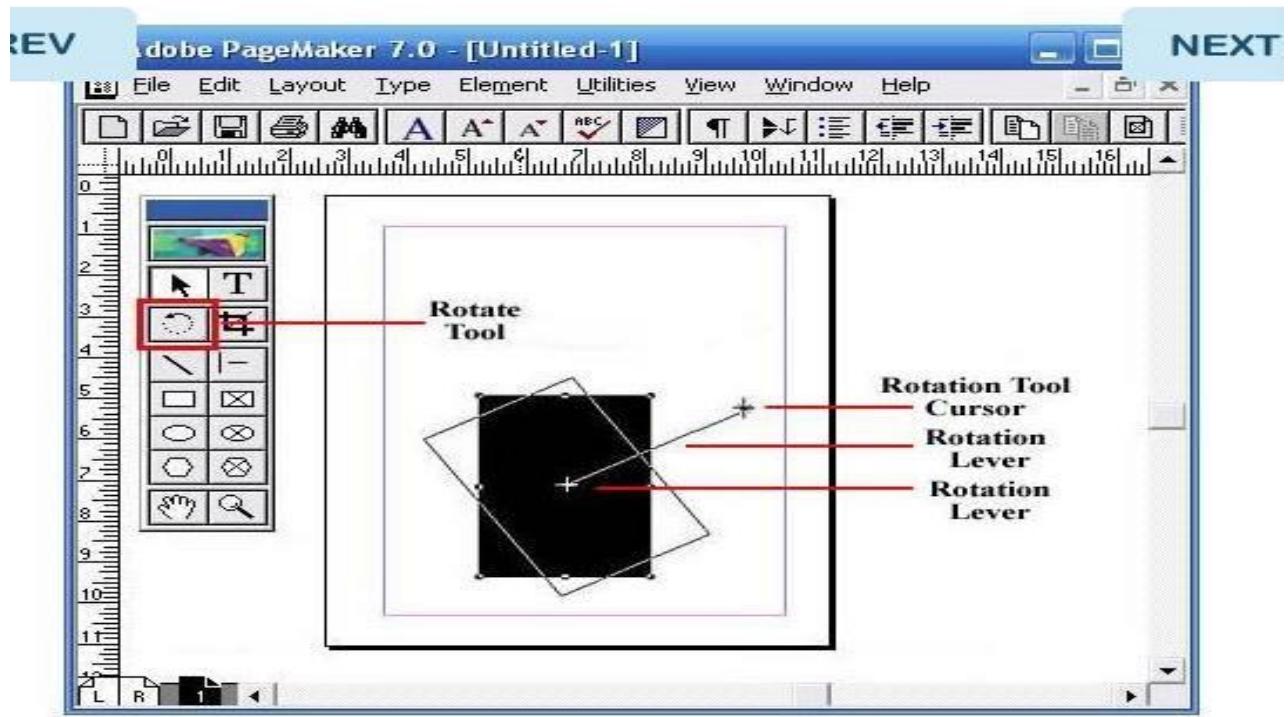
**12) The Tool Box**

The Adobe PageMaker toolbox offers all the desktop publishing tools you need to design brochures, postcards, business cards, letterheads, or other publications in PageMaker. To display and access the Toolbox, click on the "Window" menu and click on "Tools." The toolbox will now be displayed. You can toggle between a visible and hidden toolbox as needed to maximize your workspace.

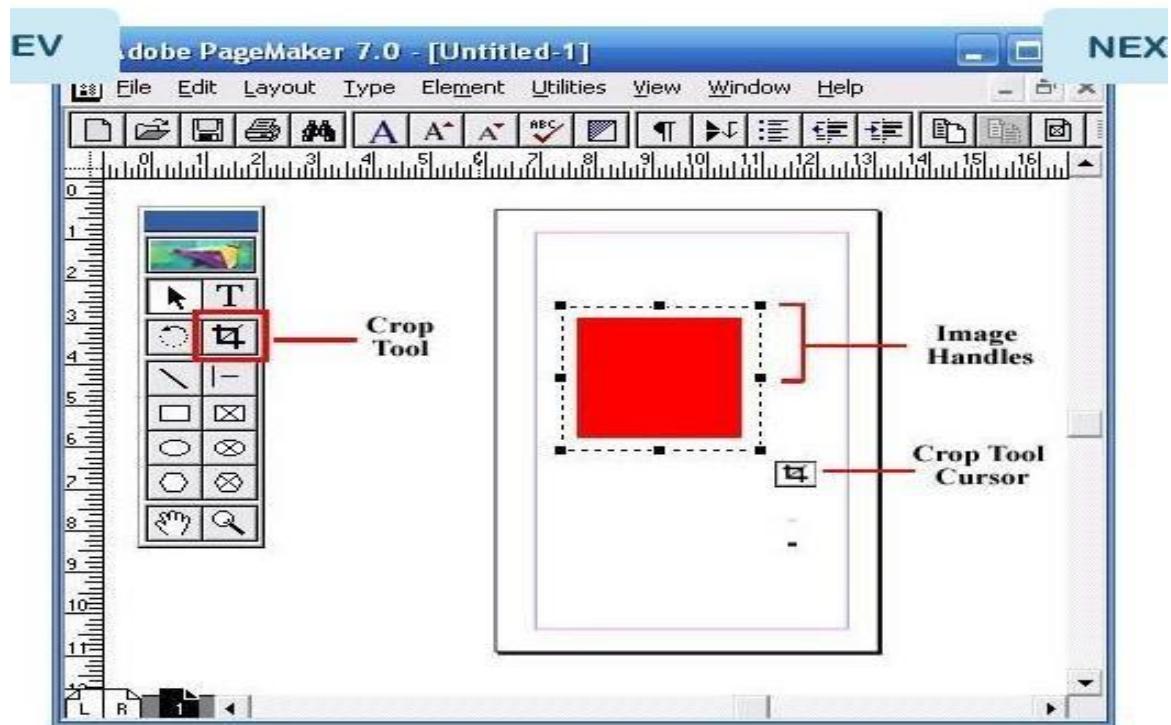
- 1) The Text Tool:** The Text tool enables you to select and edit text, as well as insert text boxes. Click the text tool and then click on the document and start typing in text.



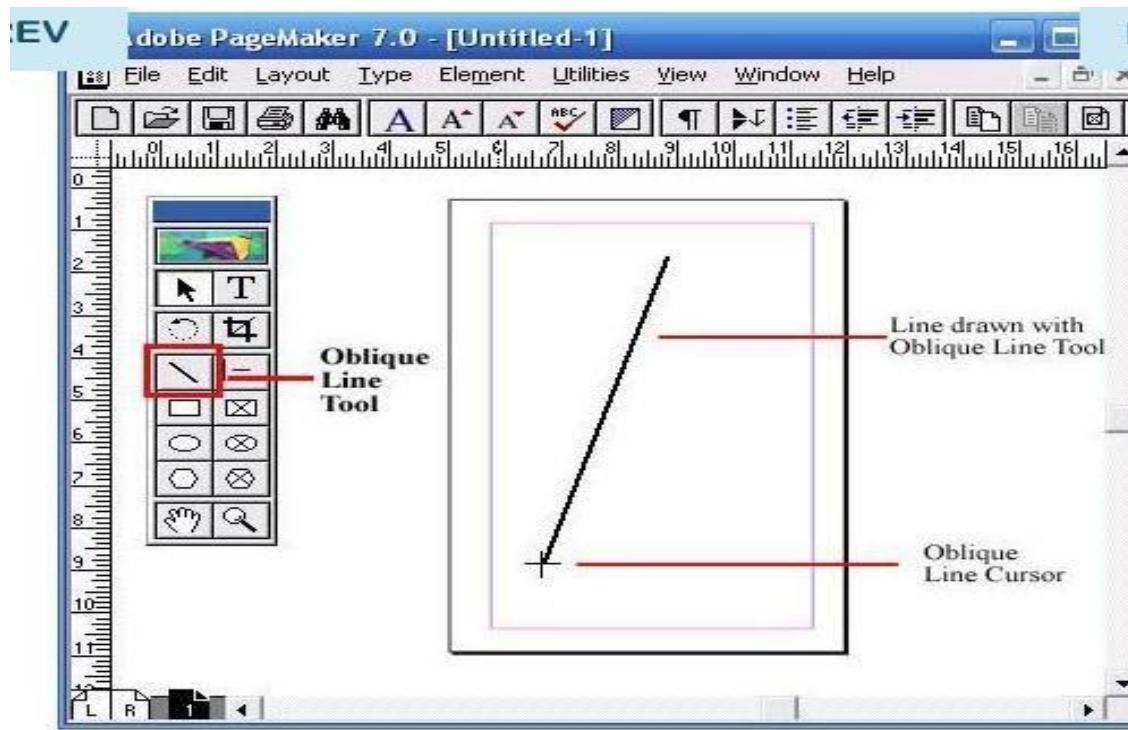
- 2) **Rotate Tool:** The rotate tool enables you to rotate a text box or image to a desired angle. Select the rotate tool, and click on the object's reference point. Drag the object to the angle you want it to be.



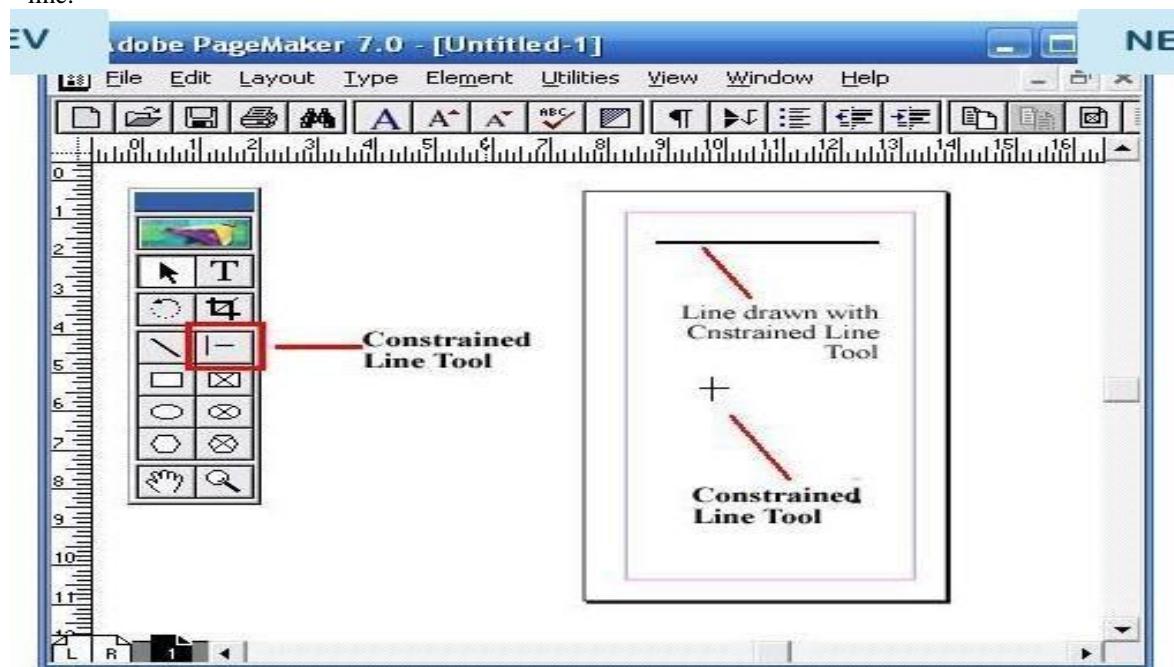
- 3) **Crop Tool:** Enables you to crop imported images down to size. You can only use this PageMaker tool on .tiff images.



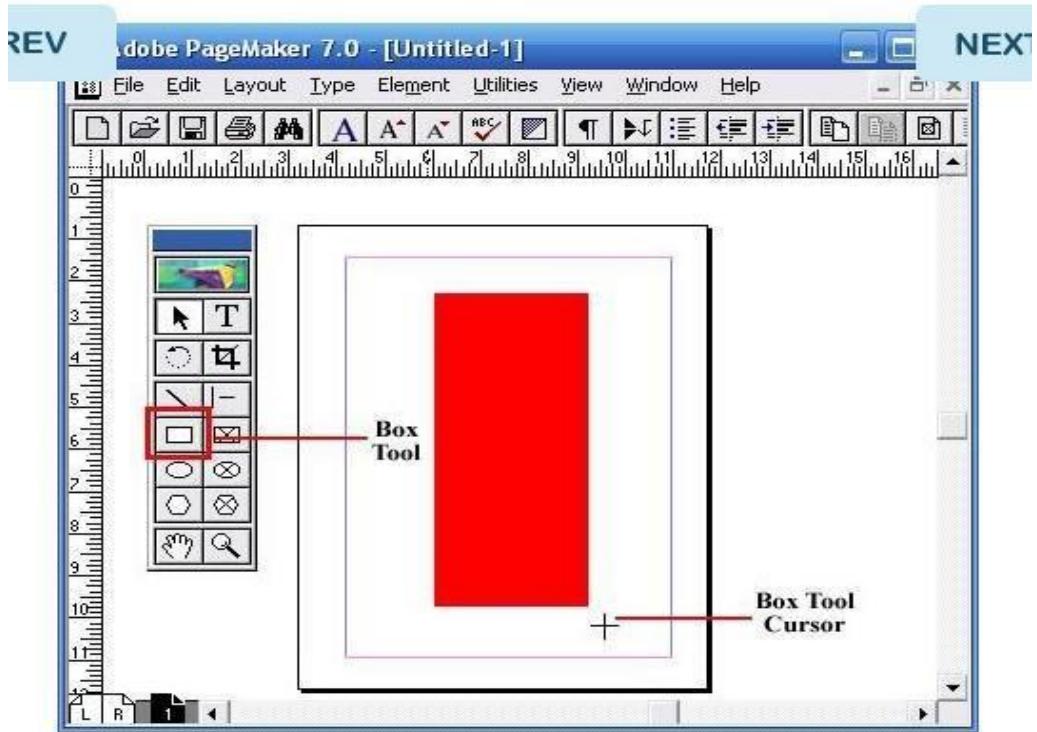
- 4) **Oblique Line Tool:** Enables you to draw straight lines at an angle. Click on the oblique line tool, then click on the document. Drag in the desired direction to draw a line.



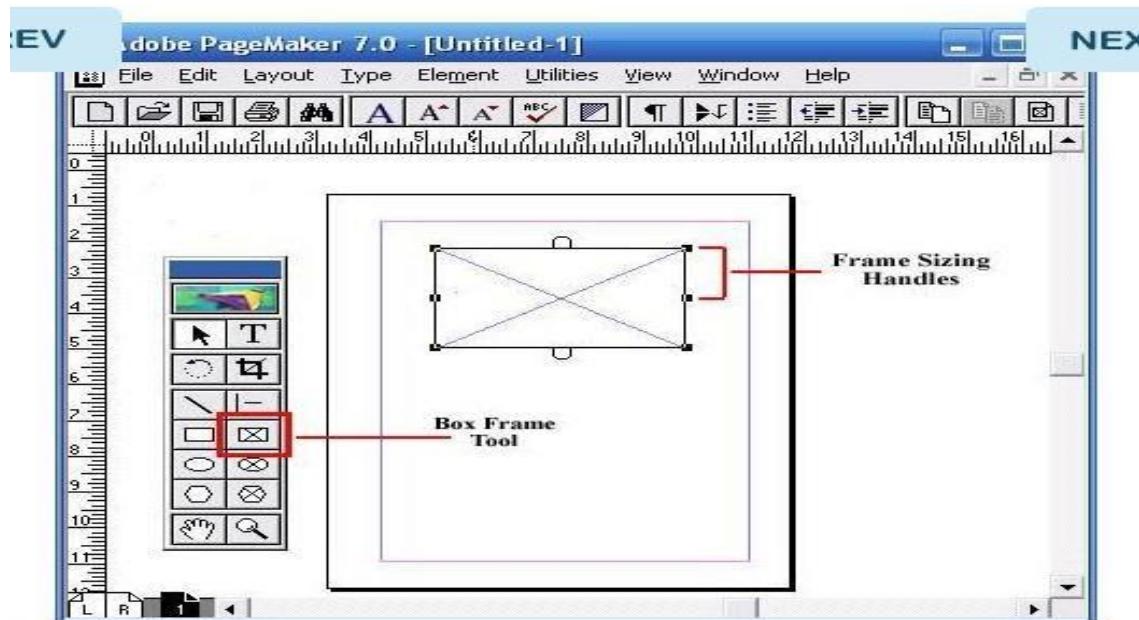
- 5) Constrained Line:** The constrained line tool enables you to draw horizontal, vertical and 45-degree angle lines. Click on the constrained line tool, then click on the document. Drag in the desired direction to draw a line.



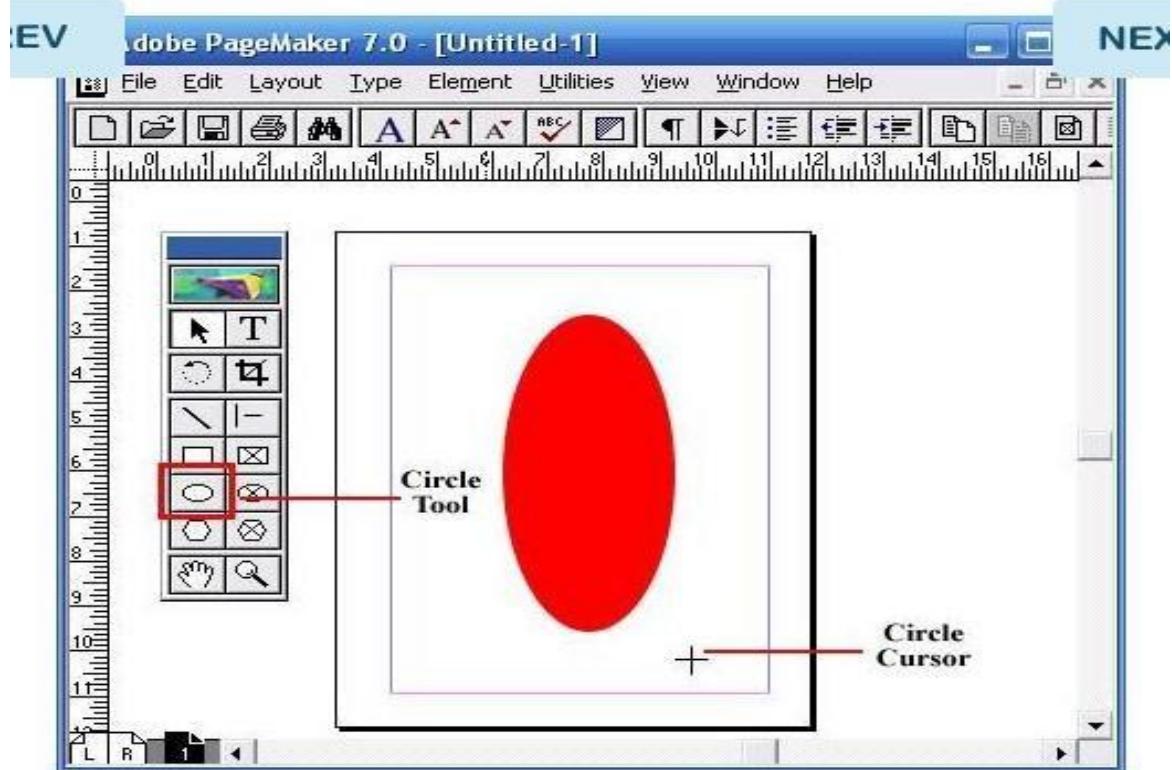
- 6) Box Tool:** The box tool enables you to create rectangular shapes. Select the box tool and click on the document. Drag to create a rectangular shape.



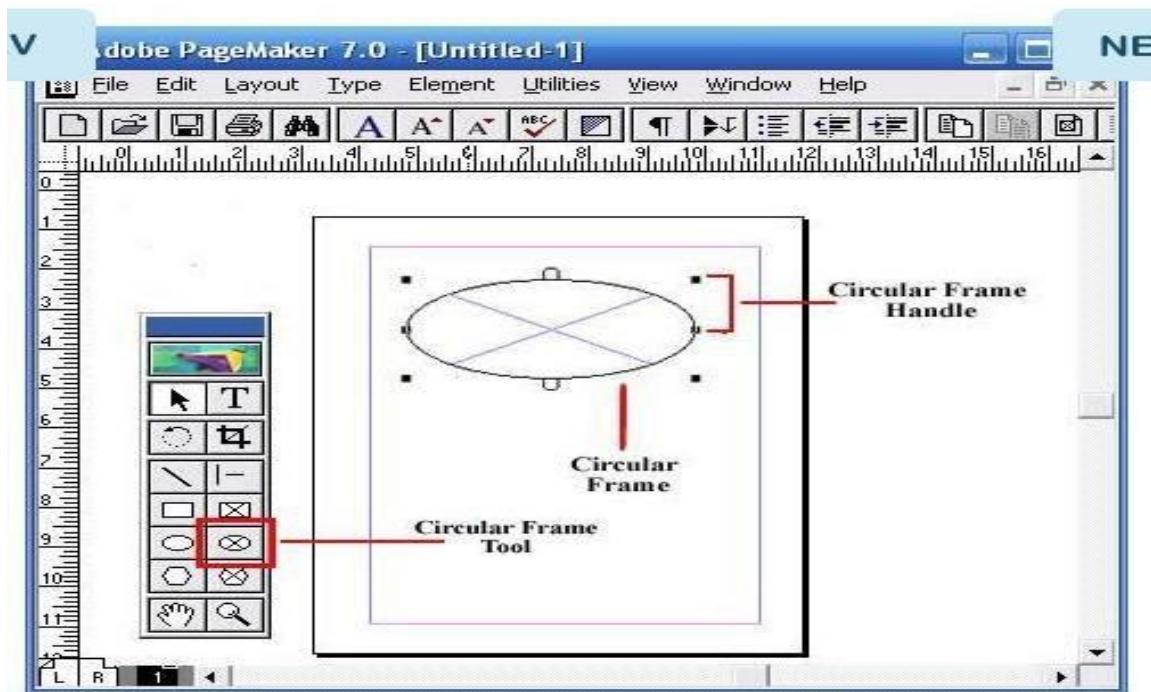
- 7) Rectangle Frame Tool:** The rectangle frame tool enables you to create a rectangular text box that you can type your text into. Select the rectangle frame tool, then click on the document. Drag to draw a rectangular frame. Select the Text tool from the toolbox and click inside the frame. Type in your text. The text will be confined within the text box.



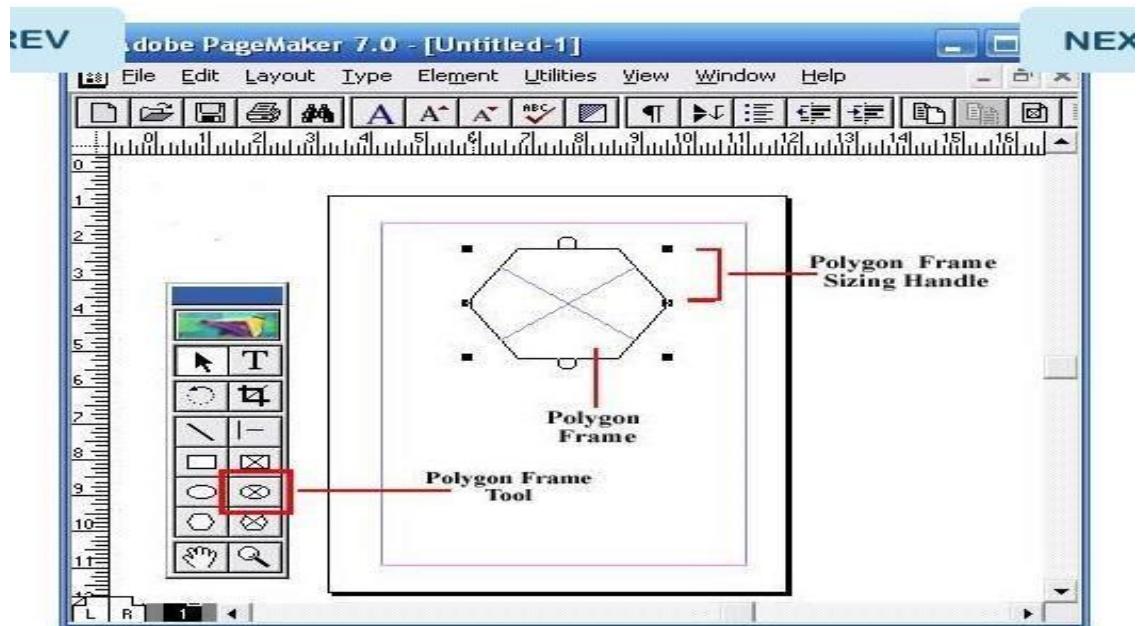
- 8) Circle Tool:** The circle tool enables you to create a circular or oval shape. Select the circle tool, click on the document. Drag to draw a circle or ellipse.



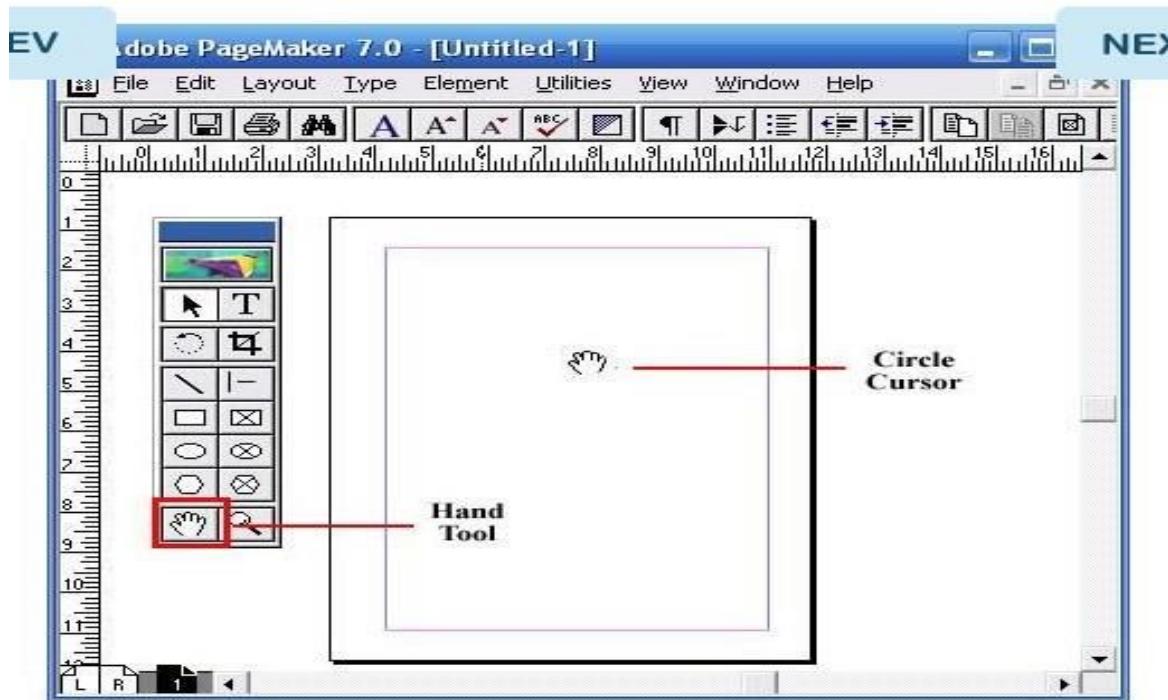
- 9) Circular frame Tool:** Enables you to create a circular or oval-shaped text box that you can type your text into. Select the circular frame tool, then click on the document. Drag to draw the circular frame. Select the text tool from the toolbox and click inside the frame. Type in your text. The text will be confined within the text box.



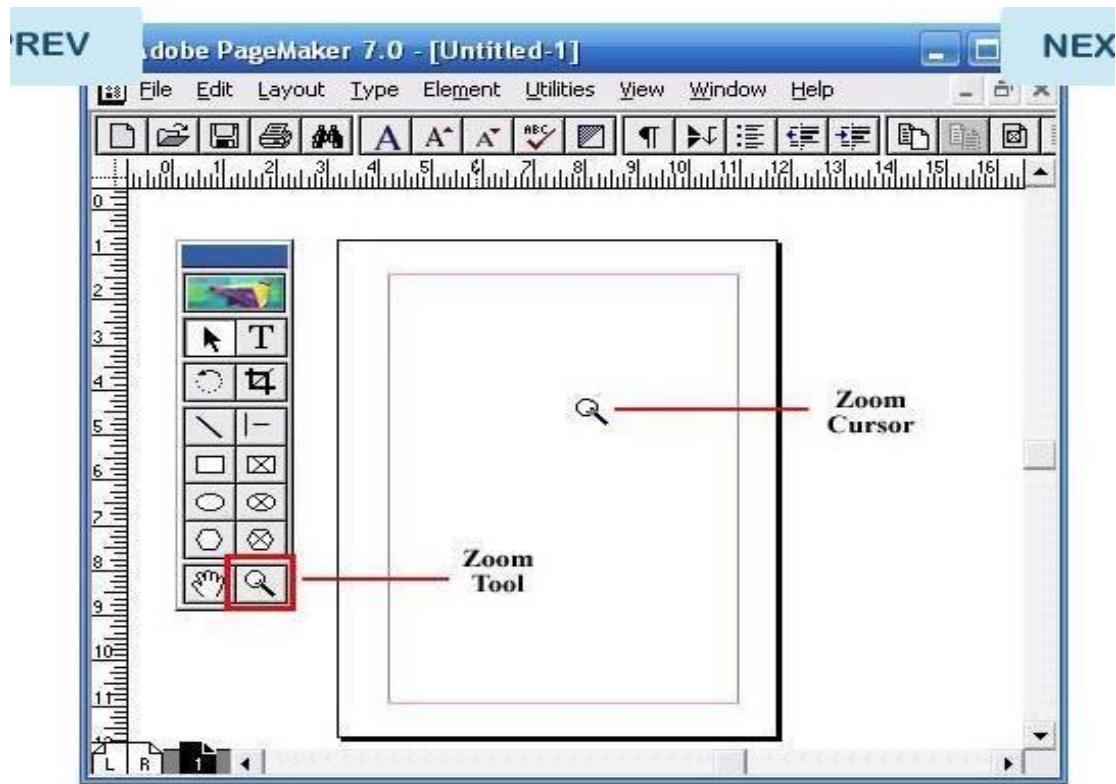
- 10) Polygon frame Tool:** enables you to create a polygonal text box. Select the polygon frame tool, and then click on the document. Draw to draw the polygon frame. Select the text tool from the toolbox and click inside the frame. Type in your text. The text will be confined within the text box.



**11) The Hand Tool:** The hand tool enables you to reposition a page on your screen for optimal view. It is especially useful when you are working with a large document and need to navigate a large page. Select the hand tool and click on the page. Drag to navigate from one part of the page to another.



**12) Zoom Tool:** Enables you to magnify or shrink the area of the page on your screen.



## Working with Menus

### FILE MENU

- **New:** New command is used to create a new publication. This command gives rise to a dialog box where you define the various options before opening a new page of the publication.
- **Open:** Open allow you to open an existing PageMaker file.
- **Save:** Save command saves the current publication. To save all the open files, press the shift key while choosing the Save option.
- **Revert:** Revert command rolls back all the changes made since the last save. It is the same as closing the publishing without saving and opening it again.
- **Place:** Place command is used to place text and Graphics into the publication.
- **Acquire:** The Acquire command is used to scan an image into your publication.
- **Export:** Export command lets you export your publications into the format you select.

### EDIT MENU

- **Paste Multiple:** Paste Multiple lets you paste multiple copies of text or graphics.
- **Paste Special:** Paste Special is used to specify the format to use when you paste an object into your publication.
- **Insert Object:** Insert Object is used to specify the format to be used to insert an OLE embedded object within a PageMaker publication.
- **Edit Story:** Edit Story is used to toggle between the word processing mode and the layout mode.

### LAYOUT MENU

- **Sort Pages:** When you select Sort Page command, a dialog box appears with all the pages of the publication. You can rearrange the pages in the publication graphically.
- **Column Guides:** Column Guides lets you divide the pages of the publication into different column of equal size.
- **Auto Flow:** Auto Flow is used to flow the text onto the pages of the publication on its own from a loaded text icon. It flows the text into pages from columns to columns and also adds pages on its own depending on the availability of text.

## TYPE MENU

- **Define Styles:** This option will present you a dialog box with the list of styles used in the publication. You can add, modify and delete styles from this dialog box.

## ELEMENT MENU

- **Frame:** Frame has options for frame alignment, position and margins.
- **Align Objects:** Align Objects lets you align multiple objects relative to each other.
- **Link Options:** Link Options is used to define whether the linked text or graphic is to be updated along with the publication in use and also its frequency
- **Plug-ins:** Plug-ins has a list of sub commands, which lists out the various plug-ins, which have been included with PageMaker as additions.

## VIEW MENU

- **Display Master Items:** Display Master Items toggle the display of items from the master pages to be reflected in the current page of the publication.
- **Display Non-Printing Items:** Display Non-Printing items toggle the display of nonprinting items.

## WINDOW MENU

- **Show Tools:** Hide/Show tools toggles the display of PageMaker toolbar.
- **Show Control Palette:** Show/Hide Control Panel toggles the display of control panel on the screen.
- **Show Colors:** Show/Hide Colors Toggles the display of the Color Palette on the screen
- **Show Style:** Show/Hide Styles toggles the display of the Styles Palette on the screen.
- **Show Layers:** Show/Hide Layers toggles the display of the Layers Palette on the screen.
- **Show Master Pages:** Show/Hide Master Pages toggle the display of the Master Pages Palette on the screen.
- **Show Hyperlinks:** Show/Hide Hyperlinks toggles the display of the Hyperlink Palette on the screen

## Creating a New Document

PageMaker is a powerful page layout application. It offers a range of versatile tools for creating pamphlets, postcards, reports, newsletters, resumes, handouts, and other publications. This article focuses on the basics of how to create a new PageMaker document.

### How to Create a New Document

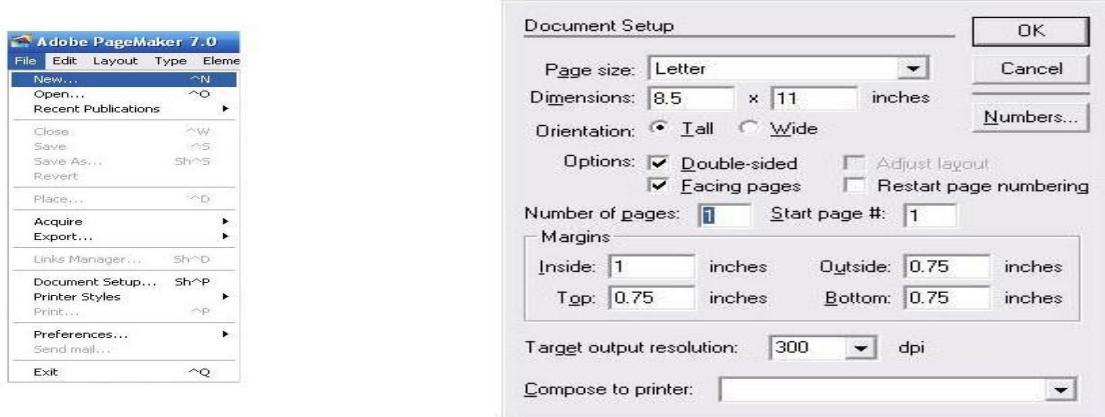
There are two methods you can use to create a new document in PageMaker:  Use a built-in PageMaker template

Use the Document Setup dialog box

This tutorial focuses on the basics of creating a new document using the Document Setup dialog box. A later tutorial in this series will demonstrate how to use PageMaker's built-in templates.

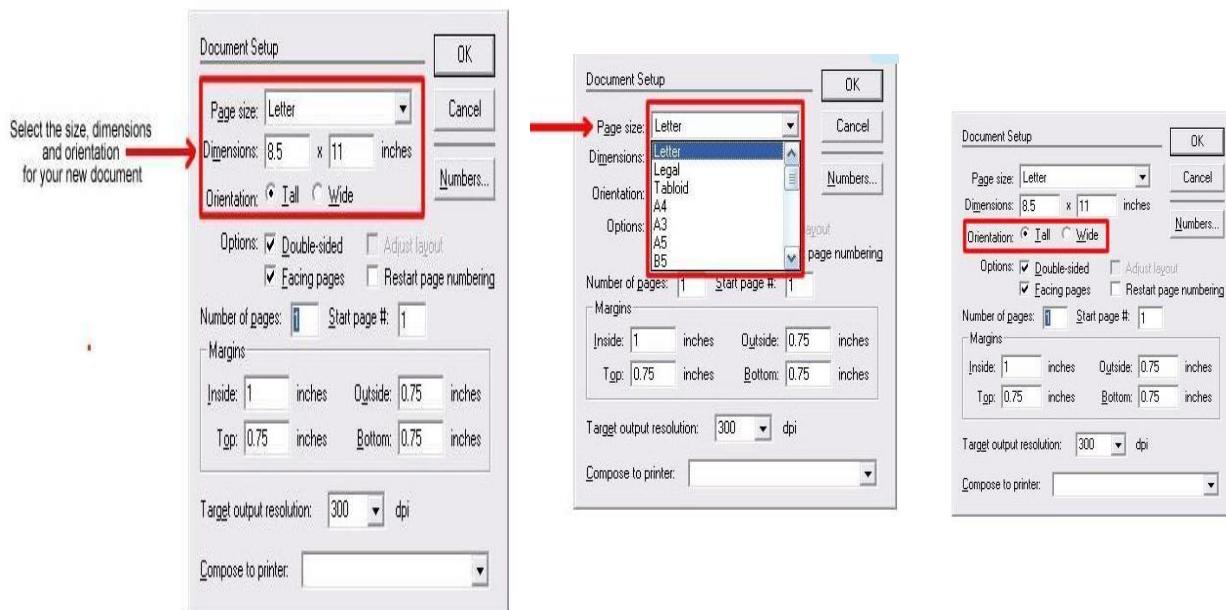
## Creating a New Document from Scratch

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



## Using the Document Setup Dialog Box

The **Document Setup** dialog box enables you to customize your document design. It provides a range of options that you can use to select your page size, specify the document's orientation, print a double-sided document, rotate your document, enlarge or reduce your printout, as well as adjusting the printable area. The sections below describe each of the options in the Document set up box.



## Selecting Options for Single and Multiple Pages

Your selections in the Options section will determine how PageMaker will handle a document that has multiple pages.

### Single-sided

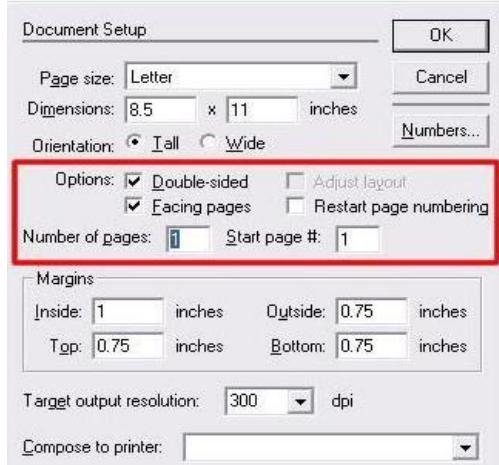
Select this option by un-checking the **Double-sided** box. The single-sided option creates a publication that will print on only one side of each page. Only one master page will be created.

### 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 each other, much like a book's. You cannot have facing pages unless they are double sided.



## Adjust Layout

Select this option if you want to change your document's properties after it has been created. The Adjust Layout option forces PageMaker to re-arrange your document to fit new settings.

### **Number of Pages**

Use this option to change the total number of pages that you want to have in your document. Type the desired number into the *Number of pages* text box. Change the number of pages by typing the appropriate number in the *Number of pages* text box.

### **Restart page numbering**

PageMaker will, by default, begin all numbered pages from page 1. Select the "Restart page numbering" option if you are working with numbered pages, and want your document to start with a page number other than 1. Check the *Restart page numbering* and then type the desired starting number into the *Start page#* text box.

## **SHORTCUT - KEYS**

### **File Menu**

- |  |                                |
|--|--------------------------------|
| 1) New (Ctrl + N)                      | 4) Group (Ctrl +G)             |
| 2) Open (Ctrl + O)                     | 5) UN Group (Shift + Ctrl + G) |
| 3) Save (Ctrl +S)                      | 6) Lock Position (Ctrl +L)     |
| 4) Save as (Ctrl + Shifts)             | 7) Unlock (Alt + Ctrl + L)     |
| 5) Close (Ctrl + W), 6) Place (Ctrl+D) | 8) Mask (Ctrl+6)               |
| 7) Document Setup (Shift+Ctrl+P)       | 9) Un Mask (Shift+Ctrl+6)      |
| 8) Print (Ctrl+P)                      |                                |
| 9) Exit (Ctrl+Q)                       |                                |

### **Edit Men**

- 1) Ctrl + X
- 2) Copy (Ctrl +C)
- 3) Paste Ctrl +V)
- 4) Clear (Del)
- 5) Select Undo (Ctrl +Z)
- 6) Cut All (Ctrl+ A)
- 7) Deselect All (Shift + Ctrl +A)
- 8) Edit Story (Ctrl+E)

### **Layout Menu**

- 1) Go to Page (Alt + Ctrl +G)
- 2) Go Back (Ctrl + Pgup)
- 3) Go Forward (Ctrl + Pgdn)

### **Type Menu**

- 1) Character (Ctrl +T)
- 2) Paragraph (Ctrl + M)
- 3) Indents/Tabs (Ctrl +I)
- 4) Define Style (Ctrl +3)

### **Element Menu**

- 1) Fill And Stroke (Ctrl+U)
- 2) Alien Objects (Shift + Ctrl+E)
- 3) Text Wrap (Alt+ Ctrl+ E)

### **Utilities Menu**

- 1) Find Next (Ctrl+G)
- 2) Change (Ctrl+H)
- 3) Spelling (Ctrl + L)
- 4) Find (Ctrl + F)

### **View Menu**

- 1) 2) Zoom In (Ctrl+)
- 3) Zoom Out (Ctrl -)
- 4) Actual Size (Ctrl +1)
- 5) Fit In Window (Ctrl +O)
- 6) Entire Pasteboard (Shift + Ctrl+ O)
- 7) Hide Rulers (Ctrl + R)
- 8) Snap To Rulers (Alt +Ctrl +R)
- 9) Hide Guides (Ctrl + ;)
- 10) Snap To Guides (Shift + Ctrl + ;)

### **Window Menu**

- 1) Show Control Palette (Ctrl + \_)
- 2) Hide Colors (Ctrl +J)
- 3) Show Styles (Ctrl +B)
- 4) Show Layers (Ctrl +8)
- 5) Show Master Pages (Shift + Ctrl+ 8)
- 6) Show Hyper Links (Ctrl +9)

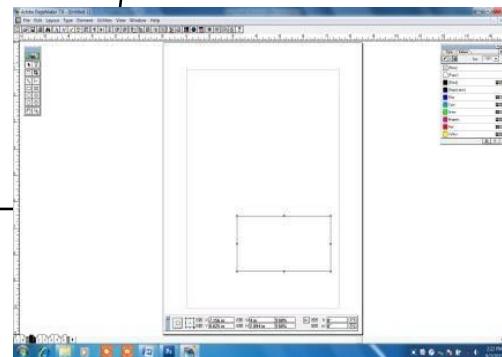
### Help Menu

1) Help Topics ( F 1) Go to file menu

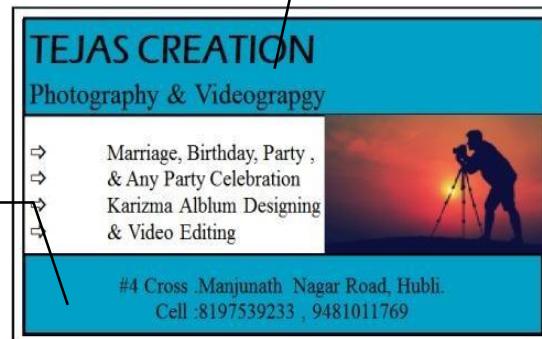
## 1) Steps of Visiting Card Creating

- New
- Document Setup
- New Page
- Go to Tool Box
- Select Rectangle Tool
- Drag On the New Page
- Go to Control Palette
- **Width 89 mm**
- **Height 49 mm**
- Click On Enter Button Key Go to Color Pallet
- Select Outline color(Black)
- Select fill color Wait (paper)
- Go to Utilities Menu
- Plug ins
- Keyline -5 points
- Go to Tool Box Select text Tool
- Write all text
- Adjust according to the styles, colors, □ Size and picture.
- All Select full visiting card & Group

New Page

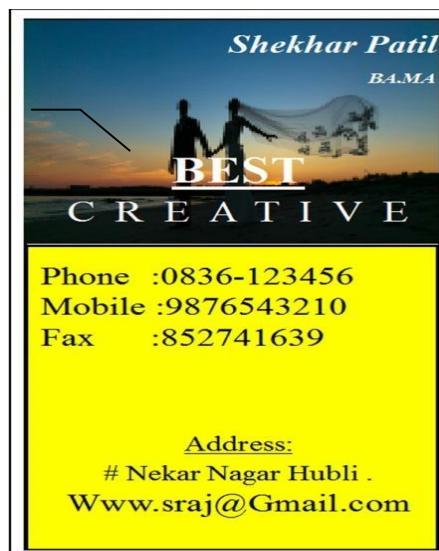


Width 89



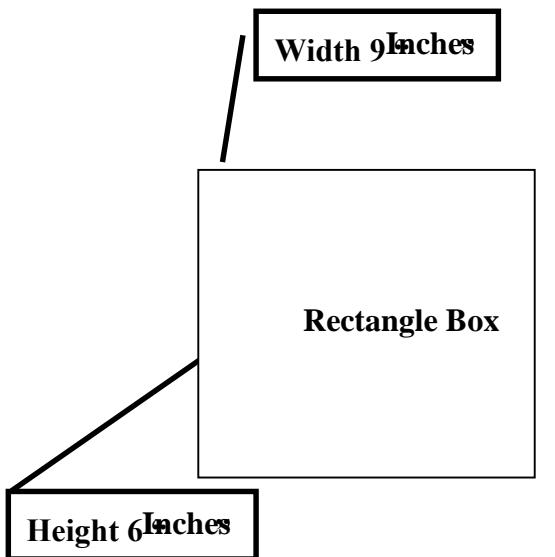
Width 52 mm

Height 92 mm



## 2) Steps of Invitation Card Creating

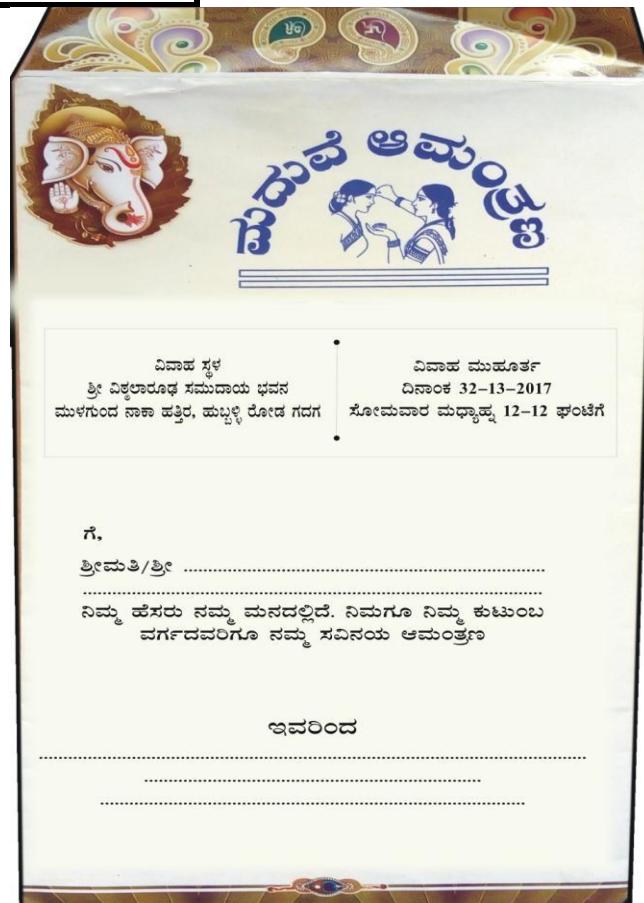
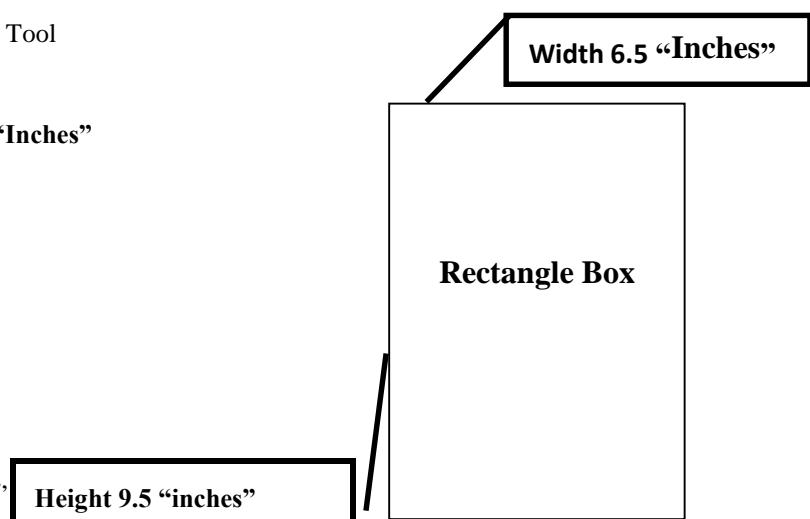
- Single side Invitation card
- Go to Tool Box Select Rectangle Tool
- Drag On The New Page
- Go to Control Palette
- **Width 9 "Inches" Height 6 "Inches"**
- Click On Enter Button Key
- Go to Color Pallet
- Select Outline color (black)
- Select fill color (paper)
- Go to Utilities Menu
- Plug-ins Keyline -10 or 15 points Go to Tool Box Select text Tool
- Write all text -Adjust according to the styles, colors, size and picture.
- All Select full invitation card & Group-Go to file menu ➤ Save the file name.



## 3) Steps of Envelope Card Creating

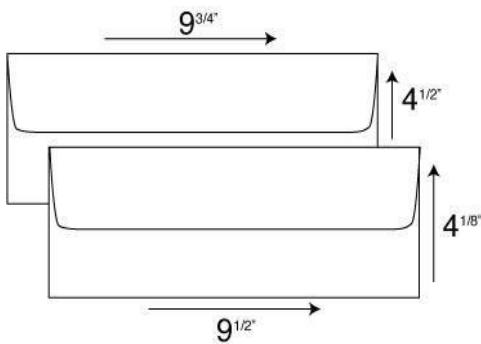
- Single side Envelope

- Go to Tool Box Select Rectangle Tool
- Drag On The New Page
- Go to Control Palette
- **Width 6.5 "Inches" ➤ Height 9.5 "Inches"**
- Click On Enter Button Key
- Go to Color Pallet
- Select Outline color (black)
- Select fill color (paper)
- GO to Utilities Menu
- Plug ins
- Keyline -10 or 15 points
- Go to Tool Box Select text Tool
- Write all text
- Adjust according to the styles, colors, □ Size and picture.
- All Select full Envelope & Group
- Go to file menu
- Save the file name.

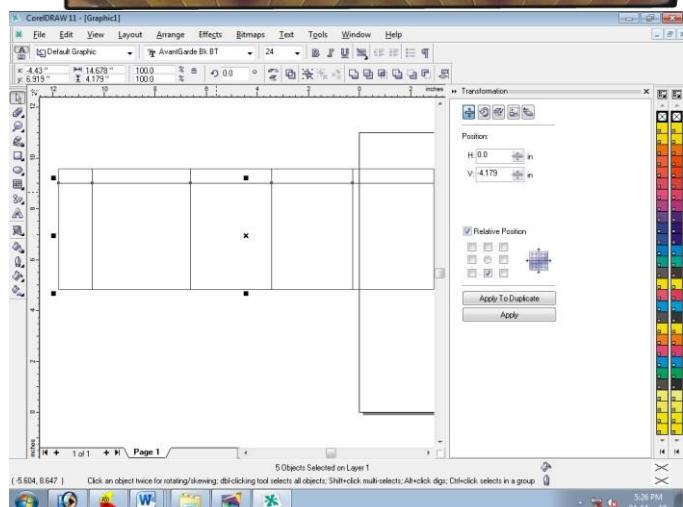


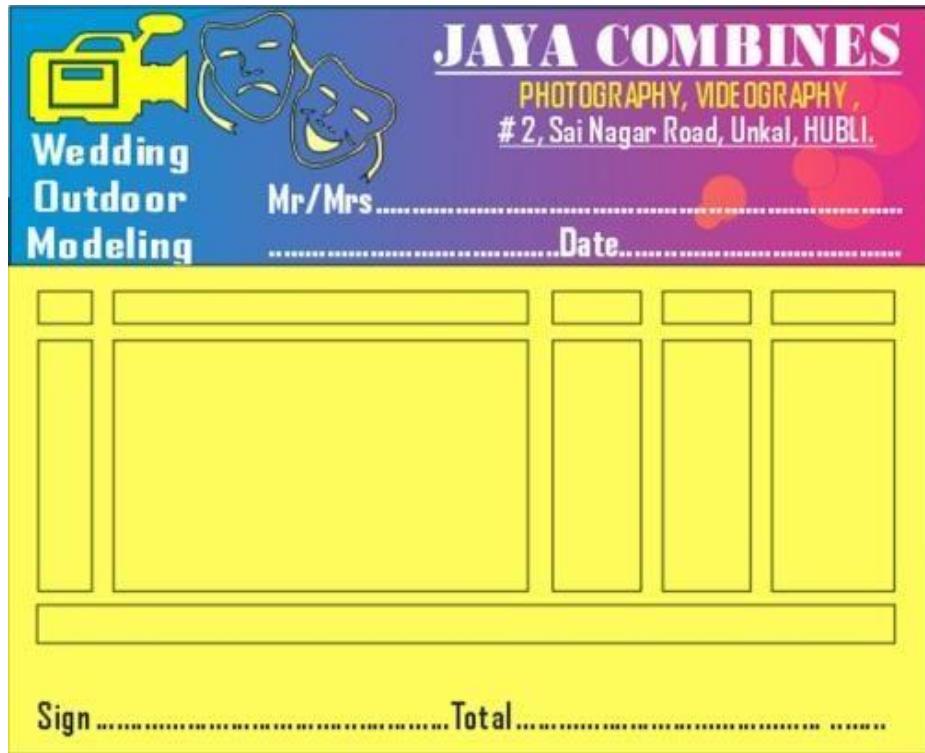
#### 4) Steps of Bill Book Creating

- Go to Tool Box
- Select Rectangle Tool
- Drag On The New Page
- Go to Control Palette
- Width 6 —Inches!
- Height 9 —Inches!



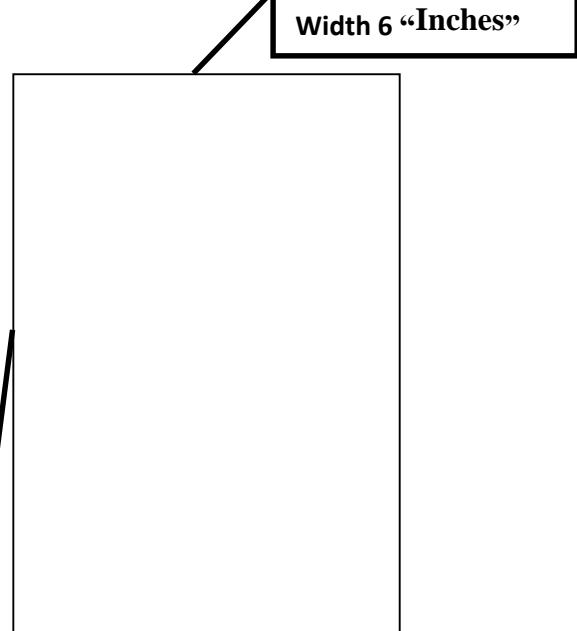
- Click On Enter Button Key
- Go to Color Pallet
- Select Outline color (black)
- Select fill color (paper)
- Go to Utilities Menu Plug-ins—
- Keyline -10 or 15 points—
- Select Rectangle
- Copy and paste-- Move the Rectangle -- Select full Rectangle Box--Go to Tool Box Select text Tool--Write all



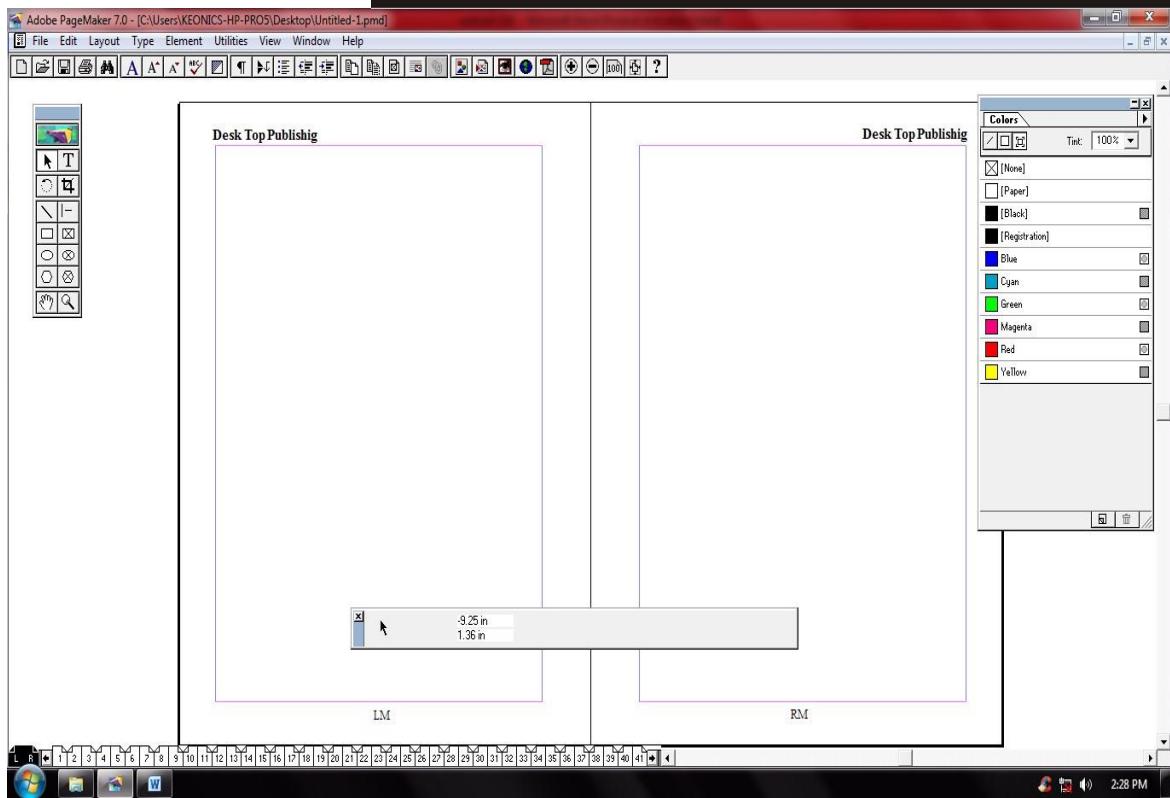
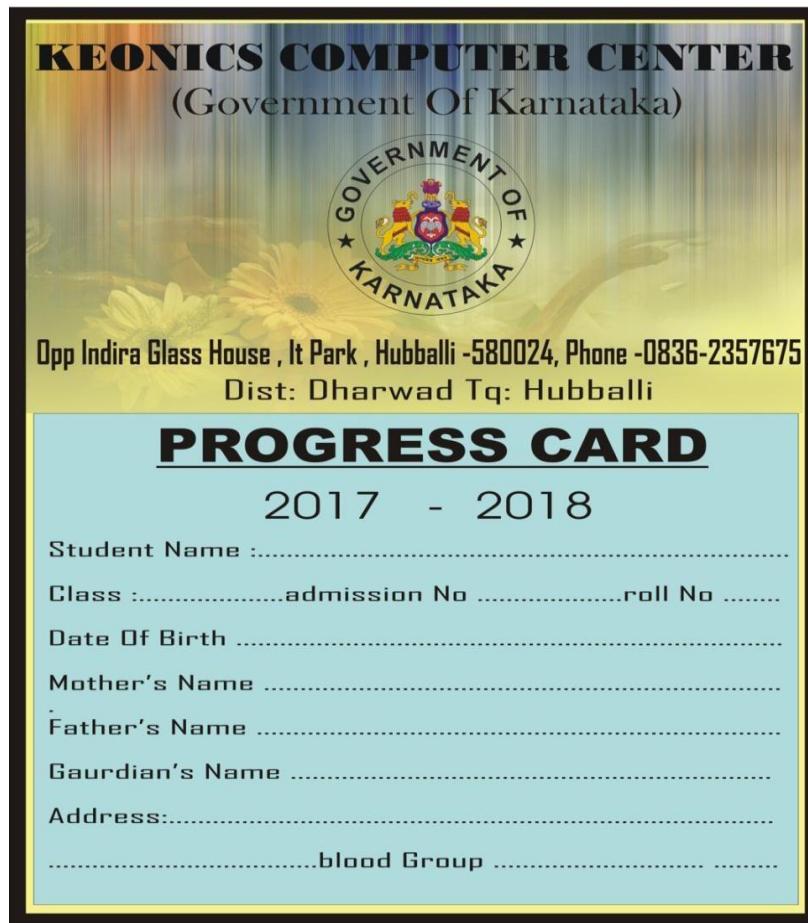


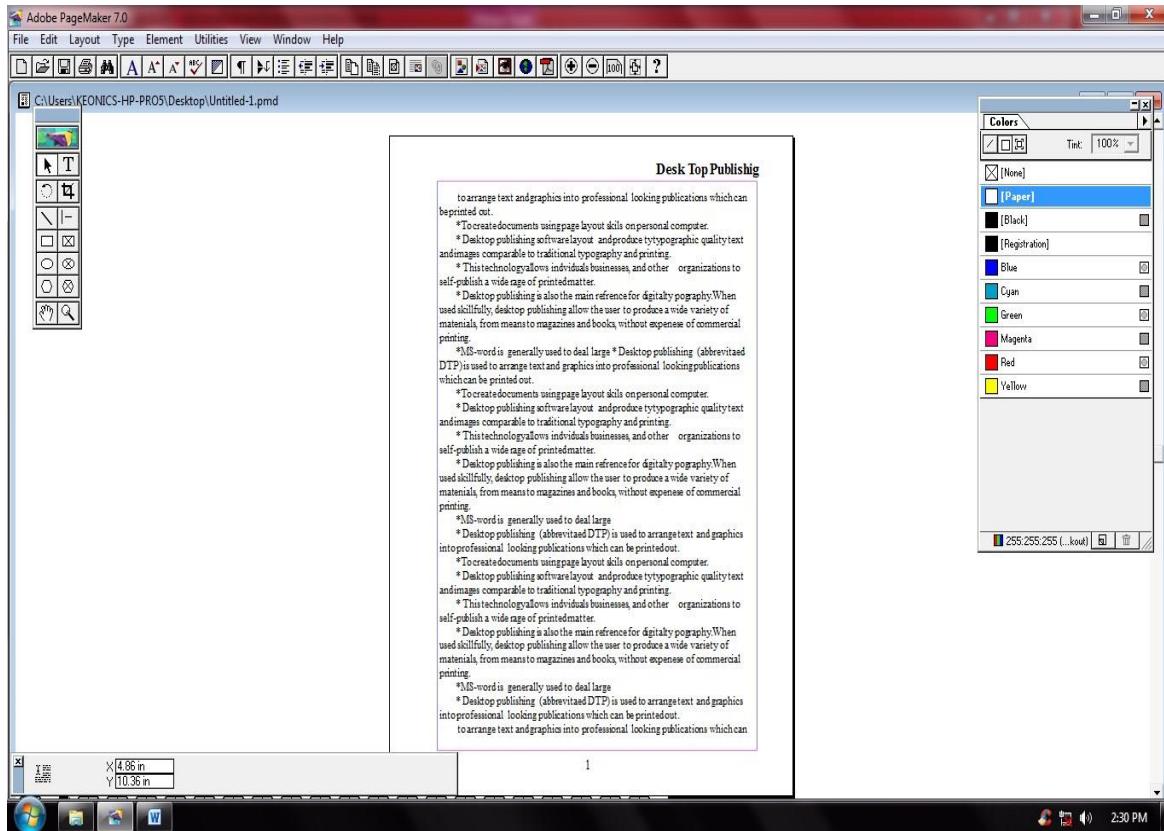
##### 5) Steps of Brochure Creating

- Go to Tool Box Select Rectangle Tool
- Drag On The New Page
- Go to Control Palette
- **Width 6 "Inches"** ➤ **Height 9 "Inches"**
- Click On Enter Button Key
- Go to Color Pallet
- Select Outline color (black)
- Select fill color (paper)
- Utilities
- Plug-ins
- Keyline -10 or 15 points
- Select text Tool
- Write all text
- Adjust according to the styles, colors, ➤ size and picture.
- All Select full Brochure & Group
- Go to file menu



- Save the file name.





## 7) Steps of News Paper Column Works Creating

- Go to file Menu
- New Page
- Document set up



### • Steps to create master pages

- Master pages {L,R} from page bar
- Select text tool from tool bar
- Click inside the left master page & press Ctrl+Alt+p
- Which display left master page
- Select LM with pick tool & copy left master page
- Paste it into right master page
- Text tool which display[R M]
- Add the header like date, time, name
- With the help of text tool

6 pt Times Roman  
 8 pt Times Roman  
 9 pt Times Roman  
 10 pt Times Roman  
 11 pt Times Roman  
 12 pt Times Roman  
 13 pt Times Roman  
 14 pt Times Roman  
 16 pt Times Roman  
**18 pt Times Roman**  
**20 pt Times Roman**  
**24 pt Times Roman**  
**30 pt Times Roman**  
**36 pt Times Roma**  
**48 pt Times R**  
**60 pt Time**

Figure 5.4: Times Roman typeface in different point sizes.

### PAGE LAYOUT: What is a page layout ?

A layout is a composition of interrelated elements on a page. The term elements here refers to each type of thing on the page. For instance, pages in this book include such elements as the page number in a bold face, running headers in italics at top of each page, captions for tables and graphics, and graphic elements themselves such as lines, frames and pictures. Because elements are interrelated, a decision about one often affects decisions about others. A knowledge of principles of page layout techniques is therefore necessary for achieving good layout. (Shows a typical two-page layout of a book)

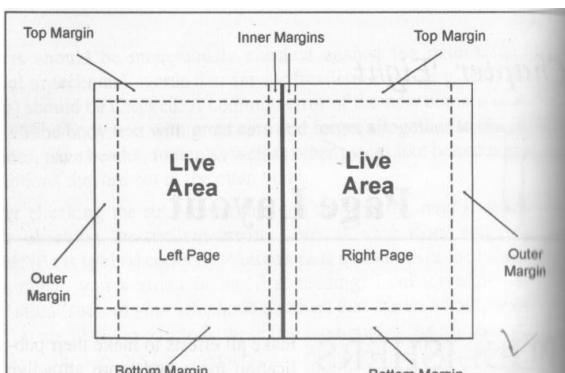


Figure 8.1: Page layout in a typical book-type publication.

### PAPER SIZES

Dot matrix printers accept loose sheets as well as continuous paper in rolls or fan-folded. Some models can accept wider paper also. They are mostly used for preparing large statements like balance sheets.

Laser printers accept cut sheets only. Commercially available cut sheet sizes are listed below:

A1	594 × 841 mm	(23.4 × 33.1 inches)
A2	420 × 594 mm	(16.5 × 23.4 inches)
A3	297 × 420 mm	(11.7 × 16.5 inches)
A4	210 × 297 mm	(8.3 × 11.7 inches)
A5	148 × 210 mm	(5.8 × 8.3 inches)
B5	176 × 250 mm	(6.93 × 9.84 inches)
Half	5.5 × 8.5 inches	(139.7 × 215.9 mm)
Letter	8.5 × 11 inches	(215.9 × 279.4 mm)
Legal	8.5 × 14 inches	(215.9 × 355.6 mm)
Double	11 × 17 inches	(215.9 × 431.8 mm)
Broad Sheet	18 × 24 inches	(355.6 × 609.6 mm)

Commonly used laser printers do not accept paper sheets bigger than A4 or Letter size. There are two options open to you for making larger size documents. One is to design the document in small sections, print them on laser printer and then paste them in their correct positions on a pasteboard. The second option is provided by page layout programs like Page Maker and Ventura Publisher. They allow you to design the document on a bigger size paper, and then make the laser printer print that document in four pages (also called tiles) with sufficient overlap to enable you to cut and paste them to make a complete document.

### CORELDRAW

## Introduction to coral draw

**COREL DRAW:** Useful For Creating & Editing Graphic Design Application Software.

**CorelDraw** (styled **CorelDraw**) is a vector graphics editor developed and marketed by Corel Corporation. It is also the name of Corel's Graphics Suite, which bundles CorelDraw with bitmap-image editor Corel Photo-Paint as well as other graphics-related programs (see below). The latest version is marketed as CorelDraw Graphics Suite 2018 (equivalent to version 20), and was released in April 10, 2018<sup>[4]</sup>. CorelDraw is designed to edit two-dimensional images such as logos and posters.

## **History** [Edit]



In 1987, Corel engineers Michel Bouillon and Pat Berne Undertook To Develop A VectorBased illustration program to bundle with their desktop Publishing systems. That program, CorelDraw, was Initially released in 1989. CorelDraw 1.x and 2.x ran Under Windows 2.x and 3.0. CorelDraw 3.0 came Into its own with Microsoft's release of Windows 3.1. The inclusionOn of True TypeIn Windows 3.1 Transformed CorelDraw into a serious illustration Program capable of using system -Installed outline Fonts without requiring third -Party software such A Adobe Type Manage r; Paired with a photo - Editing program (Corel Photo-Paint), a font manager And several other pieces of software, it was also part Of the first alIn-OneGraphics suite.



## **Getting Started with CorelDraw**

Start  
↓  
Programs  
↓  
Corel Graphics Suite

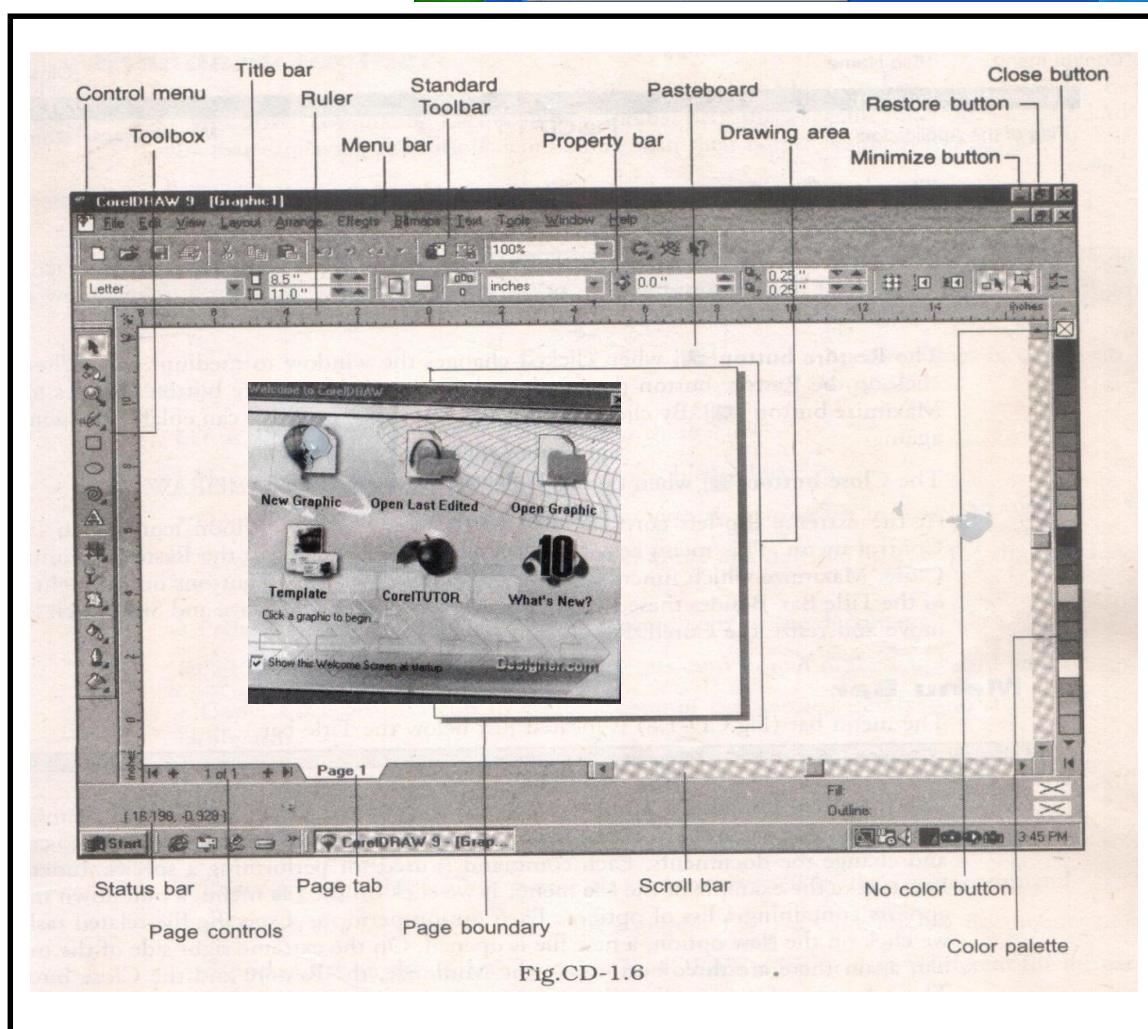
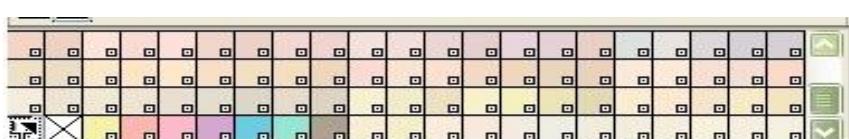
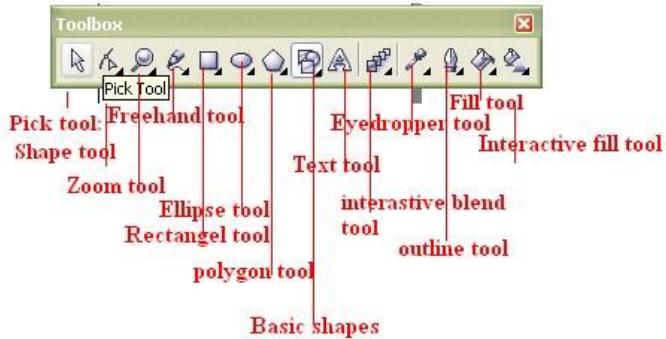


Fig.CD-1.6

**Color Palette:** Color Palette can be used for applying colors to objects or the outlines of the objects or for highlighting the text. By default, this palette is on the right side in the CorelDraw screen.

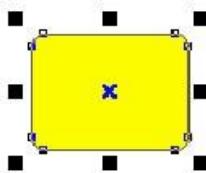


**Toolbox:** As the name suggests, the Toolbox is a collection of all the tools used for performing different tasks. We can select any of these tools by clicking on the appropriate icon. The small black arrow at the bottom right side of the tool indicates the presence of float.

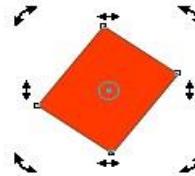


- 1) **Pick tool:** The Pick tool lets you select and size, skew, and rotate objects.

(Selecting)



(Rotating)



- 2) **Shape tool:** The Shape tool lets you edit the shape of objects.

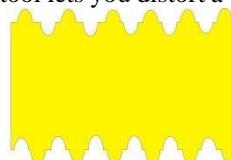
(Before Applying the shape tool)



along its

(Before applying the Smudge tool)

(After applying the shape tool)



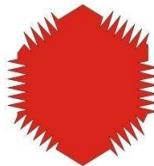
(After applying the

- 6) **Roughen brush tool:** The Roughen brush tool lets you distort the outline of a vector object by dragging along the outline



(Before

applying the roughen tool)



(After applying the Roughen tool)

- 7) **Free transform Tool:** The Free transform tool lets you transform an object by using the free rotation, Angle



rotation, scale,

and Skew tools.



(Before applying the freehand tool)

(After applying the freehand tool)

- 8) **Zoom tool:** The Zoom tool lets you change the magnification level in the drawing window.  
KEONICS COMPUTER TRAINING CENTRE I, T, PARK, OPP GLASS HOUSE, HUBLI -580029 PH .NO-0836-2357675

**9) Hand tool:** The Hand tool lets you control which part of the drawing is visible in the drawing window.  
**10) Freehand tool** lets you draw single line segments and curves. **Freehand tool:** The **11)** curves one segment at a time.  
**Belier tool:** The Belier tool lets you draw

**12) Artistic media tool:** The Artistic media tool provides access to the Brush, Sprayer, Calligraphic, and Pressure tools.

**13) Artistic media:** The Artistic media tool provides access to the Brush, Sprayer, Calligraphic, and Pressure tools.

**14) Preset:** It is used to draw curves using preset strokes.

**15) Brush stroke:** It is used to apply bush strokes to a curve.

**16) Sprayer:** It is used to apply a series of a curve.



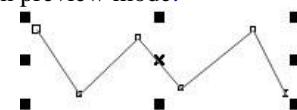
**17) Pen:** It is used to draw curves as if you are using a calligraphic pen. The Pen tool lets you draw curves one segment at a time.



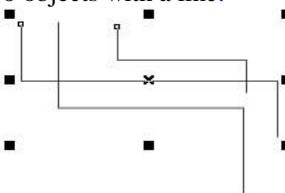
**19) 3-point curve tool:** The 3-point curve tool lets you draw a curve by defining the start, end, and center points.

**21) Dimension tool:** The Dimension tool lets you draw vertical, horizontal, slanted, or angular dimension lines.

**18) Poly line:** Use to draw the poly lines. The Polyline tool lets you draw lines and curves in preview mode.

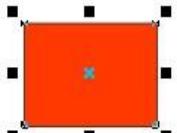


**20) Interactive connector tool:** The Interactive Connector tool lets you join two objects with a line.



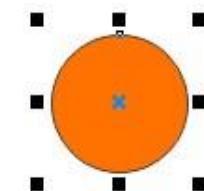
**22) Rectangle:** Use to draw the rectangle object    **23) 3 pointed rectangle:**

The 3-point rectangle by Rectangle

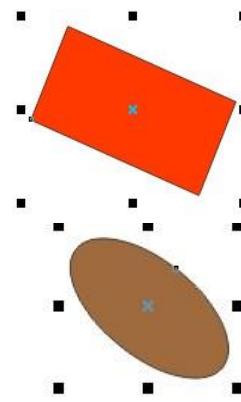


**24) Ellipse:** ellipse tool:

Dragging



Clicking to



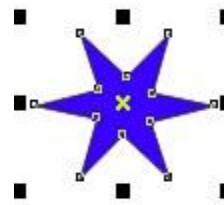
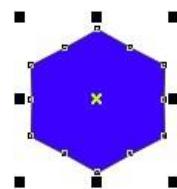
rectangle tool lets you draw a dragging to create the baseline and Clicking to define its height.

Used to draw the ellipse. **25) 3Pointed**

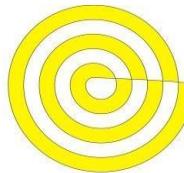
The 3-point ellipse tool lets

You draw an ellipse by to create the Centerline of the ellipse and define its height.

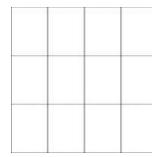
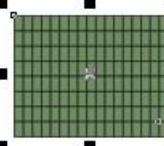
**26) Polygon tool:** Used to draw polygons and stars. Holding Down the mouse button on this tool open a flout, from which you can choose a different object tool.



**27) Spiral:** The Spiral tool lets you draw symmetrical and logarithmic spirals. If you want to fill the color to your spiral you should close the end point of the spiral.



**28) Graph paper tool:** It is used to draw the grid. Holding down the mouse button on this tool opens a fly out, from which you can choose a different object tool.



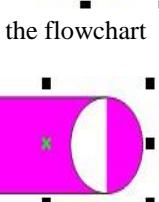
**30) Arrow shapes:** Used draw arrows of various, directions, And number of head.



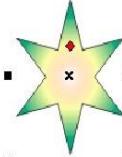
**29) Basic shapes:** It you draw basic shapes such as hexagrams, right angels triangles, lightning bolts, and a smiley face.



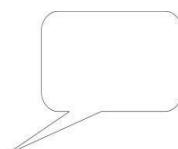
**31) Flow chart shapes:** It is used to draw the flowchart shapes.



**32) Star shapes:** Lets you draw ribbon objects and explosion shapes.

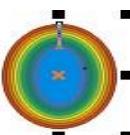


**33) Callout shapes:** lets you draw callout shapes and labels

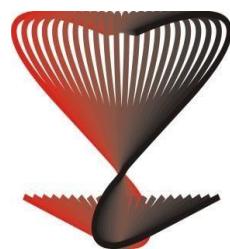
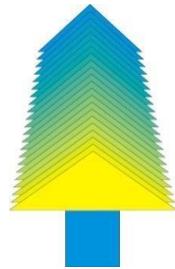


**34) Text tool:** The Text tool lets you type words directly on the screen as artistic or Paragraph text.

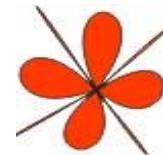
**36) Interactive counter toll:** The Interactive contour tool lets you apply a contour to an object.



**35) Interactive blend tool:** The Interactive blend tool lets you blend two objects.

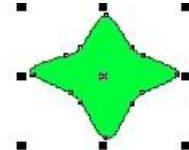
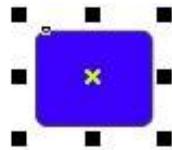


**37) Interactive distortion tool:** The Interactive distortion tool lets you apply a Push or Pull Zipper distortion, or a Twister distortion to an object.



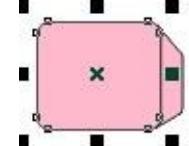
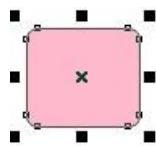
(Before applying the interactive distortion tool) (After applying the interactive distortion tool)

**38) Interactive Envelope toll:** The Interactive envelope tool lets you distort an object



(Before applying the interactive envelope tool) (After applying the interactive envelope tool)

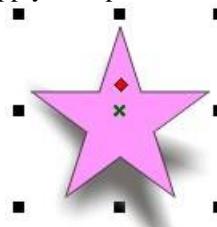
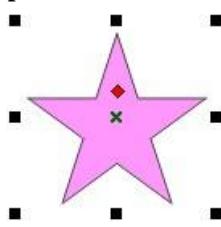
**39) Interactive Extrude tool:** The Interactive extrude tool lets you apply the illusion of depth to objects.



(Before applying the interactive extrude tool)

(After applying the interactive extrude tool)

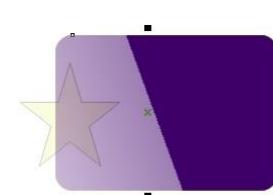
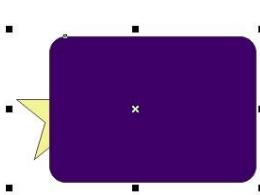
**40) Interactive drop shadow tool:** The Interactive drop shadow tool lets you apply a drop shadow to an object.



(Before applying the interactive shadow tool)

(After applying the interactive shadow tool)

**41) Interactive transparency tool:** The Interactive transparency tool lets you apply transparencies to objects.

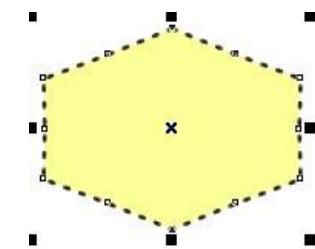
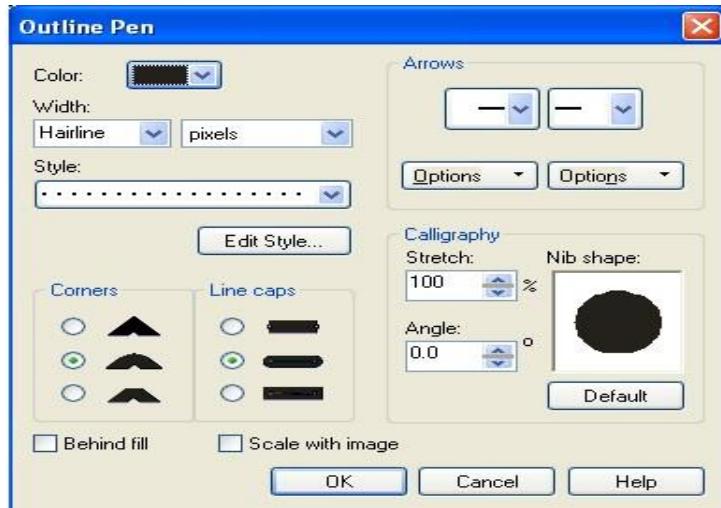


(Before applying the interactive transparency tool) (After applying the interactive transparency tool)

**42) Eye drop tool:**  The Eyedropper tool lets you select a fill from An object on the drawing Window.

**43) Paint bucket tool**  The Paint bucket tool lets you fill an object on the drawing window After electing a fill using the Eyedropper tool.

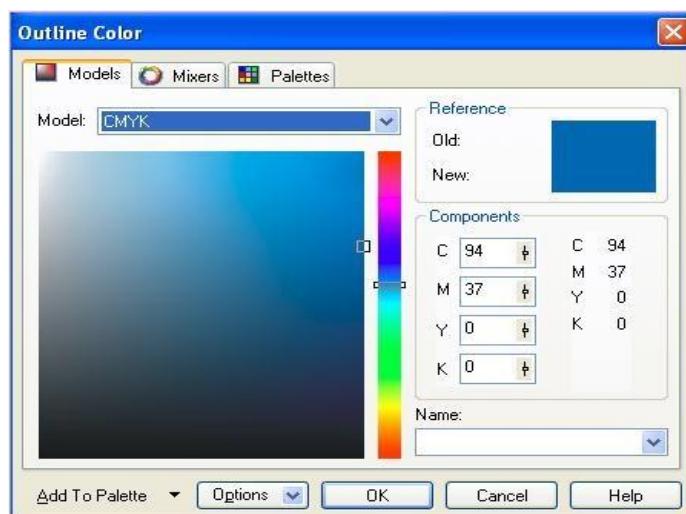
**44) Outline pen tool:**  The Outline tool lets you set the outline properties



We should select the color and

The corners and the line caps Width style etc. When we select the options will get the picture Like this type.

**45) Outline color tool**  this tool is used to change the outline color. Here we have a Different type of colors like models mixers palettes.

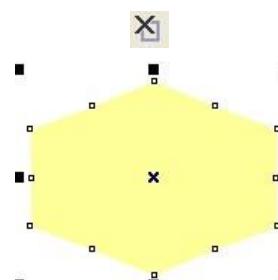


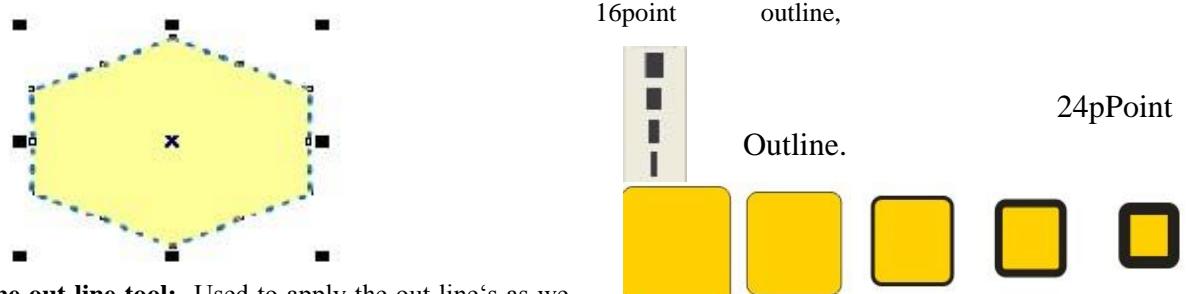
**46) No**

**outline**

**tool:**

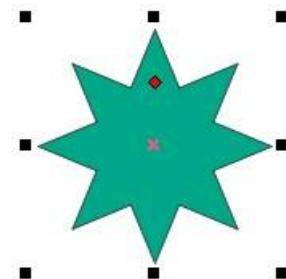
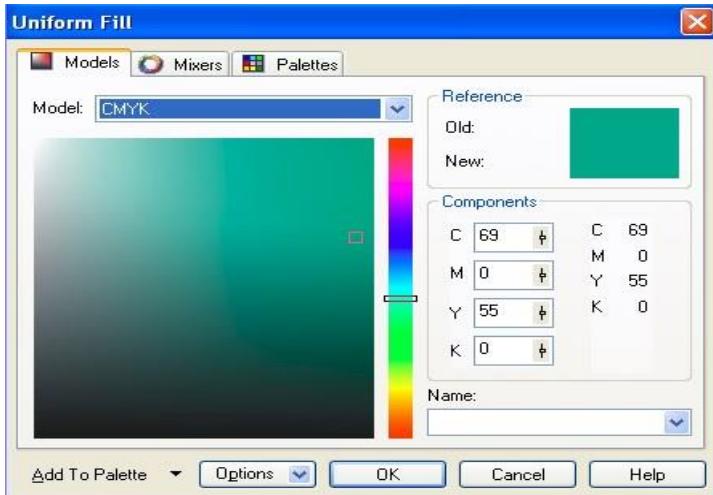
It is used to remove the out lines.



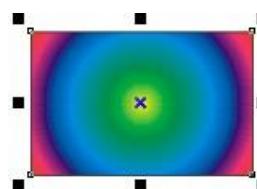
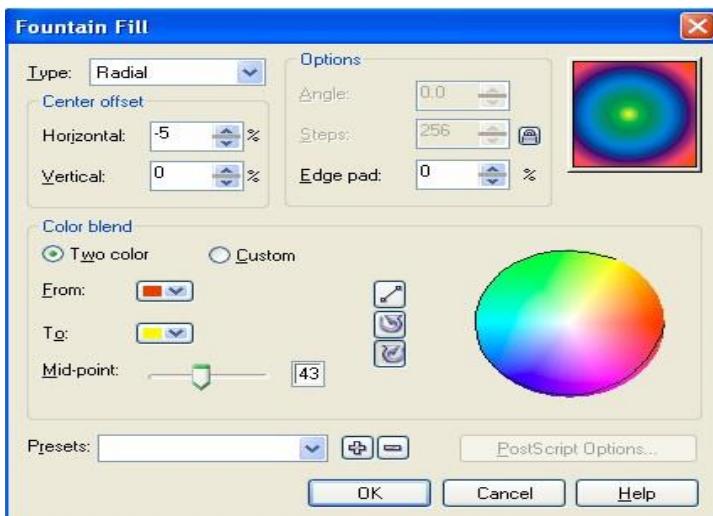


**47) Hairline out line tool:** Used to apply the out line's as we want like a hairline 1/2point out line, 1point outline, 2point outline, 8point outline,

**48) Fill dialog box:** It is used to fill the color to our object's by selecting the color's.



**49) Fountain fill tool** when we click on this option it will dis play the fountain fill dialog box and here we can select the type of fill color style like radial linear conical etc.



**50) Pattern dialog fill** It is used to fill the predefined pattern's to our selected object

**51) Texture fill dialog** Here also we are having a different types of pre-defined patterns and we can also change the color of the selected patterns by selecting the colors present in the dialog box etc.

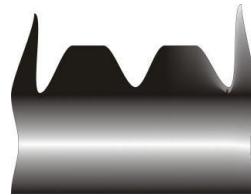
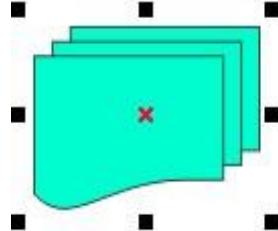
**52) Post script fill dialog box** It is also one of the filling option use do fill the objects which we are selected and here we have a different types of predefined patterns by using the patterns we can fill our objects, **53) No fill** it is used to remove the fill.

**54) Color dicker window** By using this we can fill the fill colors and outline colors at a time.



**55) Interactive fill tool** The Interactive fill tool **56) Interactive mesh fill tool** lets you apply various fills. Interactive mesh tool lets you apply

a mesh grid to an object.

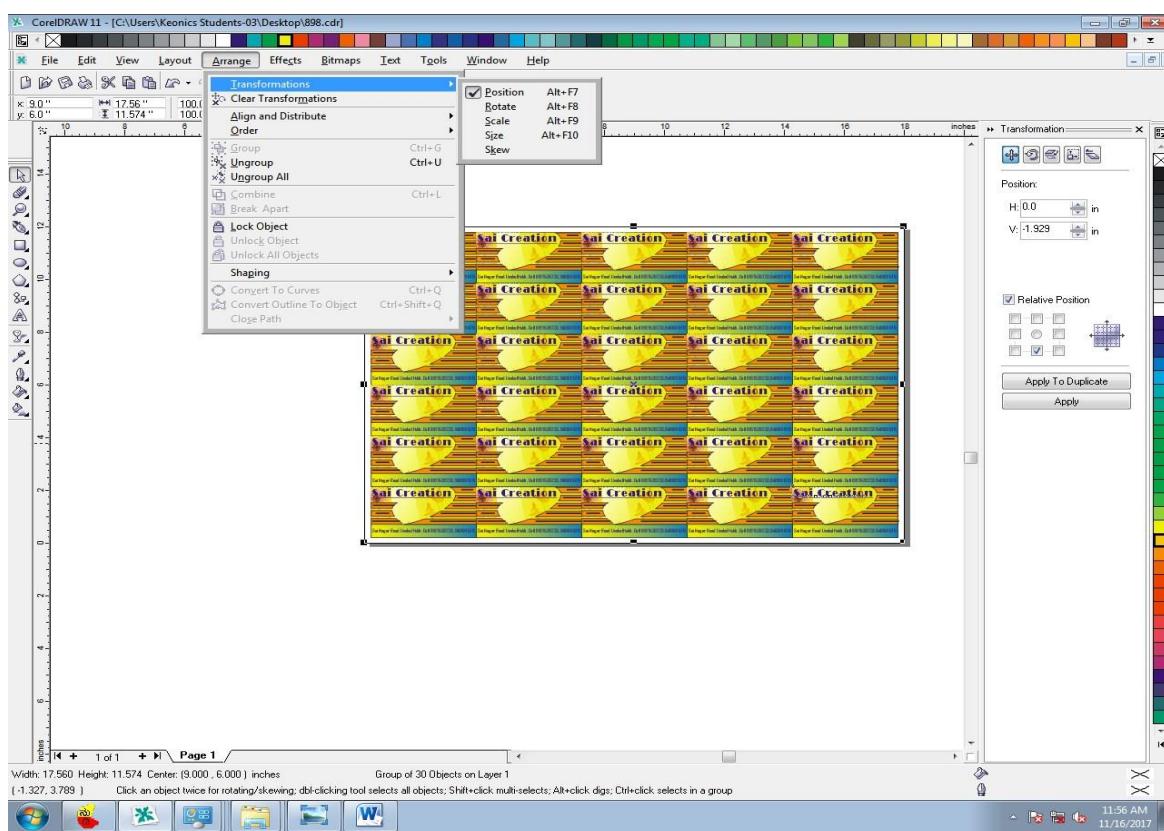
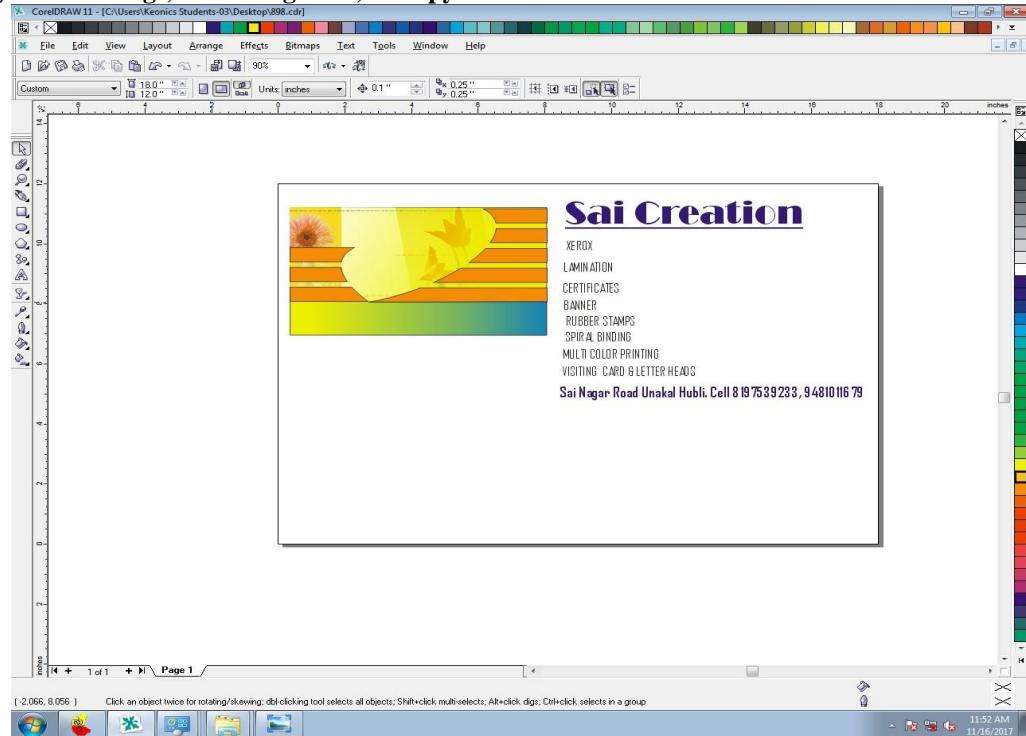


### 1) Steps To create visitingCard

- Go To File Menu
- New page
- Go to Toolbar (Select rectangle tool)
- Drag rectangle tool on new page
- Go to property Bar [Units (Millimeter)]
- **Width 89mm**
- **Height 49mm**
- Click on Enter
- Go to color pallet choice the color and fill it on rectangle
- Go to Tool bar (Select text tool) Type the text--Copy & paste the text on the rectangle box ,Apply text style, photos, Graphic design Select full visiting card (Ctrl +A) Go to arrange menu select group option (Ctrl + G)



## 2). Visiting Card Settings, 12x18 Page size, 30 copy Cards

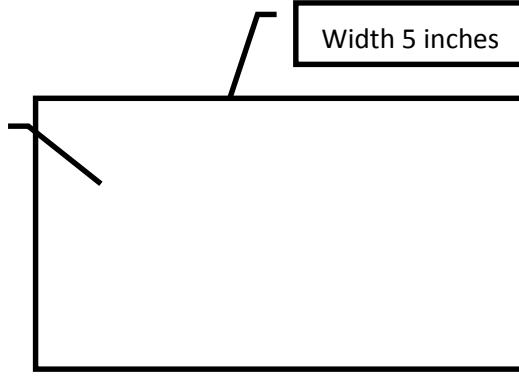


## 3) Steps to create Banner

- Go to File Menu
- New page

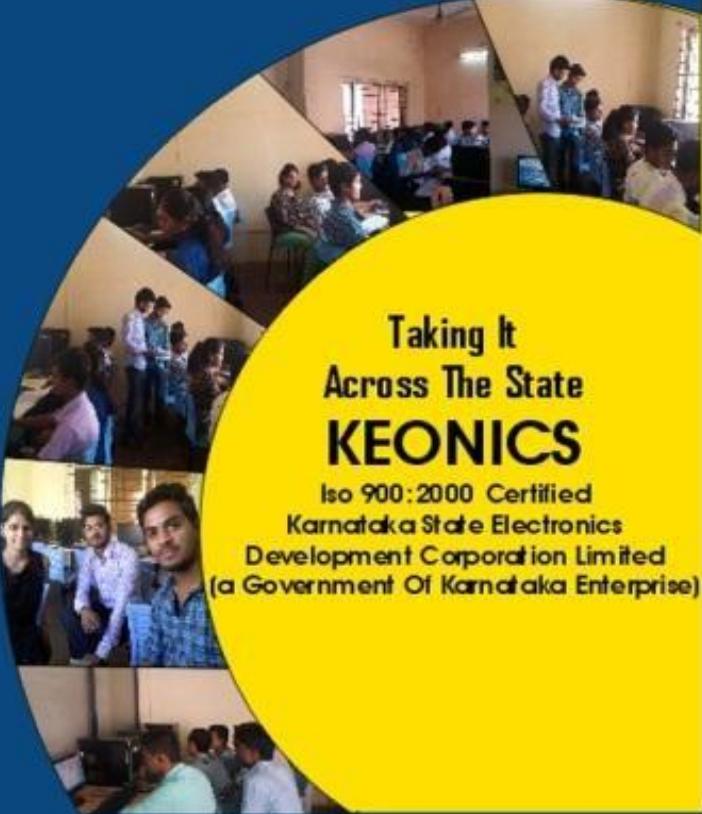
Height 7 inches

- Go to Toolbar (Select rectangle tool)
- Drag rectangle tool on new page
- Go to Property Bar [Units (millimeters)]
- Width 5 inches
- Height 7 inches
- Click on Enter
- Go to color pallet choice the color and fill it on rectangle-Go to Tool bar (Select text tool) -Type the text Copy & paste the text on the rectangle box
- Apply text style, photos, Graphic design
- Go to Table Menu---Create New Table--Type the All text On Table--Use Table Menu All Options
- Select full Bill Book-- (Ctrl +A--Group (Ctrl + G) ---Save the file --Give the File Name XYZ— Save as type CDR – Corel Draw.

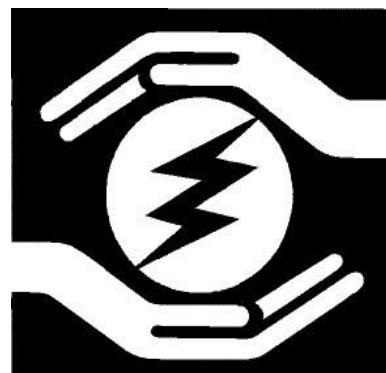
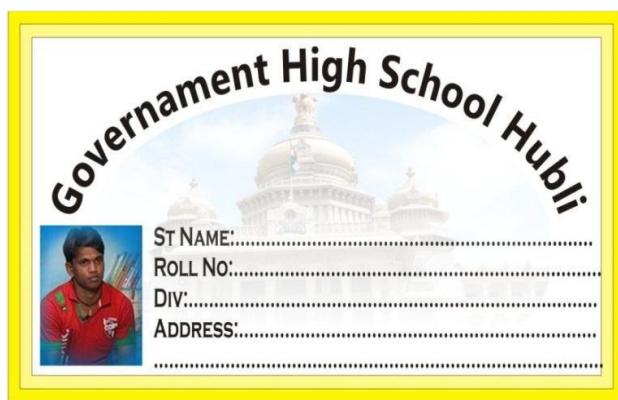


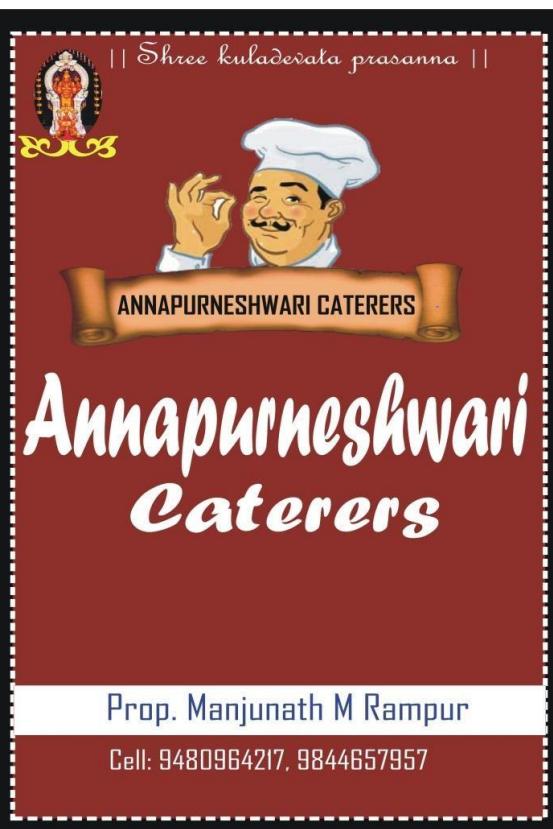
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**Taking It Across The State**  
**KEONICS**  
Iso 900:2000 Certified  
Karnataka State Electronics Development Corporation Limited  
(a Government Of Karnataka Enterprise)





Corel R.A.V.E. 2.0 - [Movie2]

File Edit View Movie Arrange Effects Bitmaps Text Tools Window Help

100% AvantGarde Bk BT 12

Paragraph Text: AvantGarde Bk BT (Bold) [JS] on Layer 1

Width: 447 Height: 408 Center: (249, 222) pixels

Corel R.A.V.E. 2.0 - [Movie2]

File Edit View Movie Arrange Effects Bitmaps Text Tools Window Help

100% Times New Roman 14

Paragraph Text: Times New Roman (Normal) [US] on Layer 1

Width: 447 Height: 421 Center: (251, 226) pixels

**Desktop publishing software layout**

arrange text and graphics into professional looking publications which can be printed out.

technology allows individuals, businesses, and other organizations to self-publish a wide range of printed matter.

MS-word is generally used to deal large Desktop publishing (abbreviated DTP) is used to arrange text and graphics into professional looking publications which can be printed out.

To create documents using page layout skills on personal computer.

Desktop publishing is also the main reference for

digitally typography. When used skillfully, desktop publishing allow the user to produce a wide variety of materials, from menus to magazines and books, without expense of commercial printing.

MS-word is generally used to deal large Desktop publishing (abbreviated DTP) is used to arrange text and graphics into professional looking publications which can be printed out.

To create documents using page layout skills on personal computer.

Desktop publishing is also the main reference for

Transformation

Position:

Relative Position

Apply To Duplicate

Apply

## ADOBE PHOTOSHOP 7.0

## **Introduction to Photoshop**

**Adobe Photoshop** --is a Editing the Standard image Professional editing software.

**Interface:** **Photoshop** is unlike other common software interfaces which emulate virtual typewriters or graphing paper. Photoshop creates an artist's virtual studio/darkroom. When you open the program you see a toolbox on the left with tools you will use to manipulate your images, and on the right, a white square which is your "canvas" or work area. The gray area surrounding the canvas is not part of your image, but only defines its edges.

To change the canvas dimensions, go to **Image > Canvas size**. You can type in any dimensions you like, but remember that the area of the image is directly proportional to the file size.



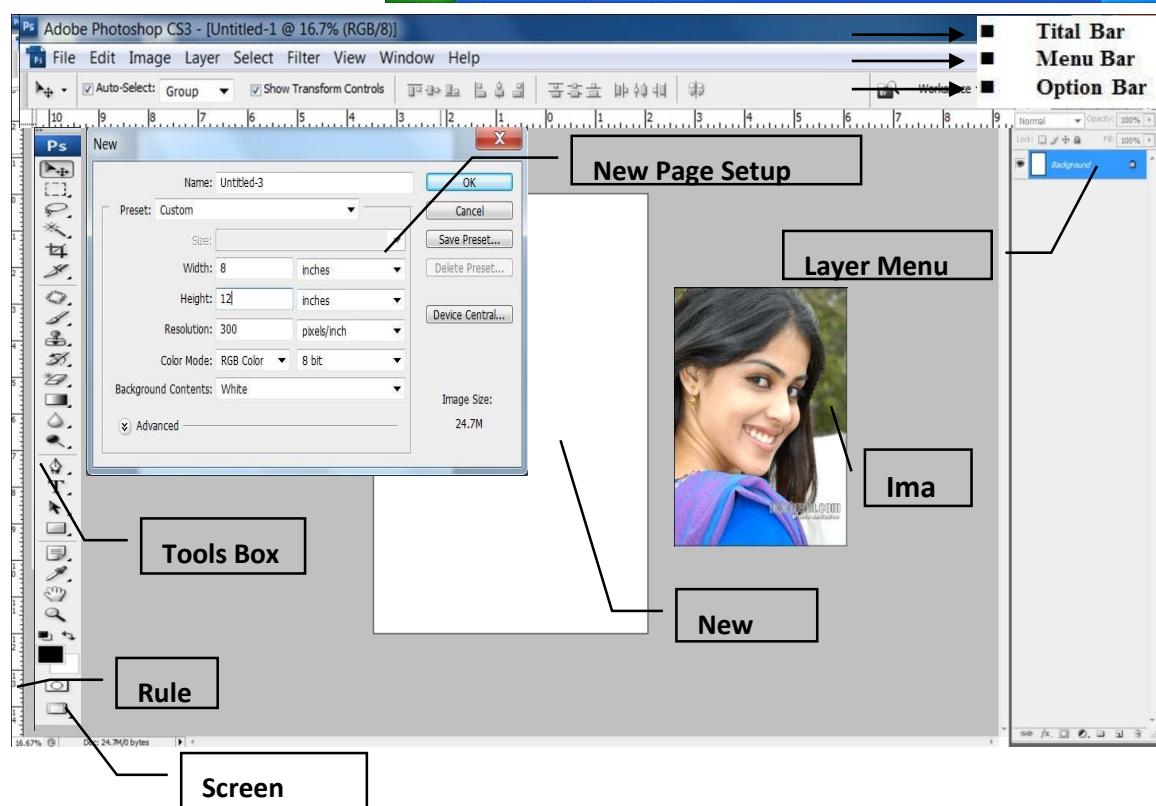
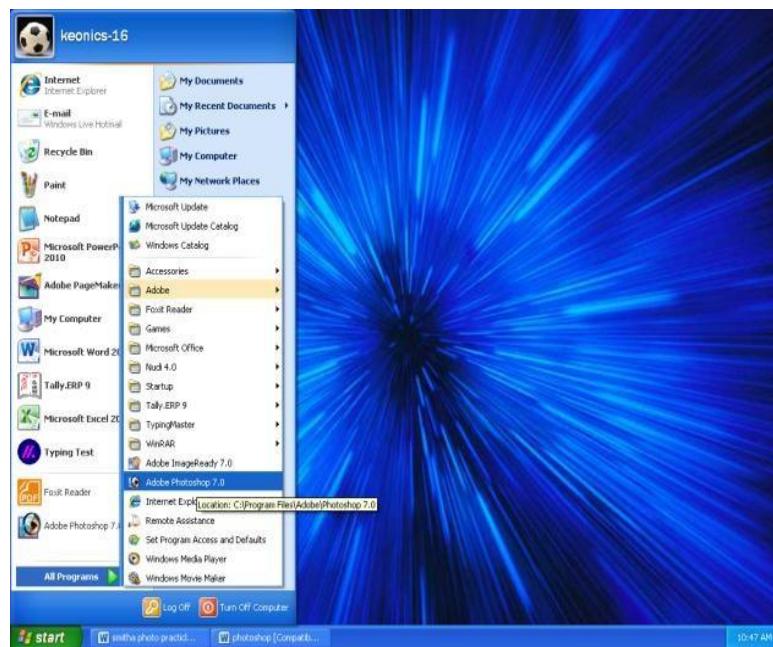
Welcome to Adobe® Photoshop® 7.0, the professional image-editing standard. With its integrated Web tool application, Adobe Image Ready R, Photoshop delivers a comprehensive environment for professional designers and graphics producers to create sophisticated images for print, the Web, wireless devices, and other media. Moreover, Photoshop provides a consistent work environment with other Adobe applications including Adobe Illustrator®, Adobe InDesign®, Adobe Go Live®, Adobe Live Motion™, Adobe After Effects®, and Adobe Premiere®.

## **Getting started with Photoshop**

Click on the start button.

Programs.

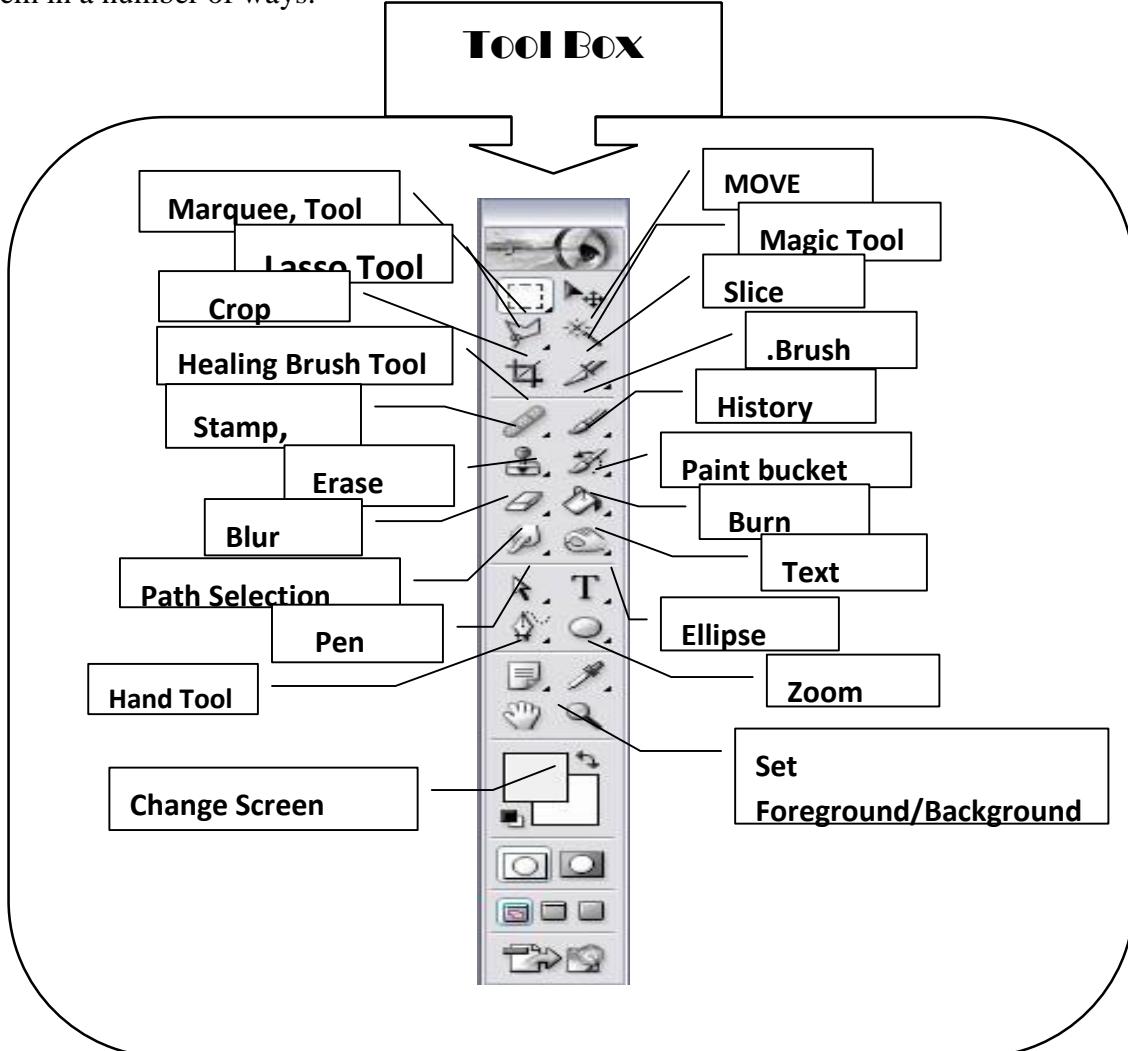
Click on  Adobe Photoshop



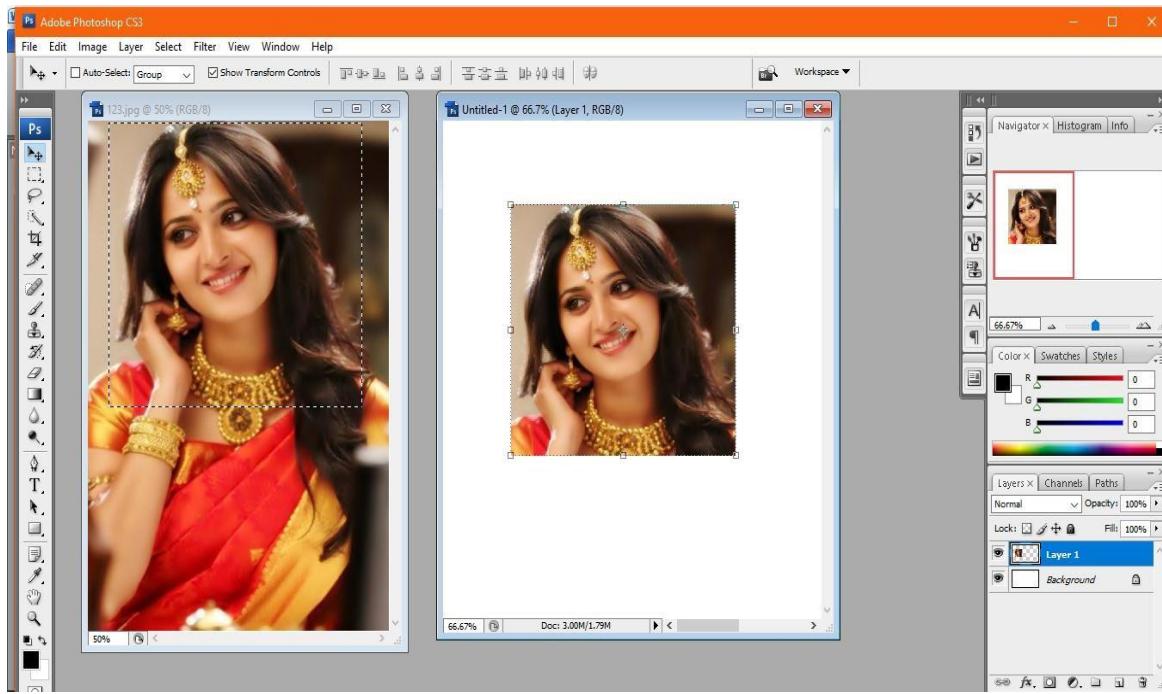
- ❖ **Title bar:** The title bar of the photo shop program window it contains the title of the application that is Adobe photo shop.
- ❖ Dilly, all in one tool for scrolling and zooming it is especially used when we are working on large image that does not fit entirely on the screen.
- ❖ **Color palettes:** The color palette is used for selecting and applying color to the image.
- ❖ **Layers Palettes:**-In a Flat; every pixel resides on one single plane. The layer named background is the base layer &if an image contains nothing else it is a slat one. But as we begin combining image ,we create layers which are independent of one another as long as an image is on a layer, we can mane, transform & Edit it with other layers ↓↓↓
- ❖ **Standard screen mode:**-This is the default mode for viewing documents, in standard mode, a document appears in its standard form in this mode, an image is displayed with all the screen components such as title bar, menu bar etc.
- ❖ **Navigator palette:** The Navigator palette is used for navigating through an image. It provides a hand
- ❖ **Menu bar:** The menu bar is a collection of main useful menus.

- ❖ **The option bars:** The option bar is situated below the menu bar in the photo shop screen. The options bar displays options specific to the tool we have selected from the tool box.
- ❖ **Image window:** The image window contains the image to be edited, this is the area where we work and only this part of the screen gets printed.
- ❖ **Image title bar:** The title bar of the image window shows the title of the image.

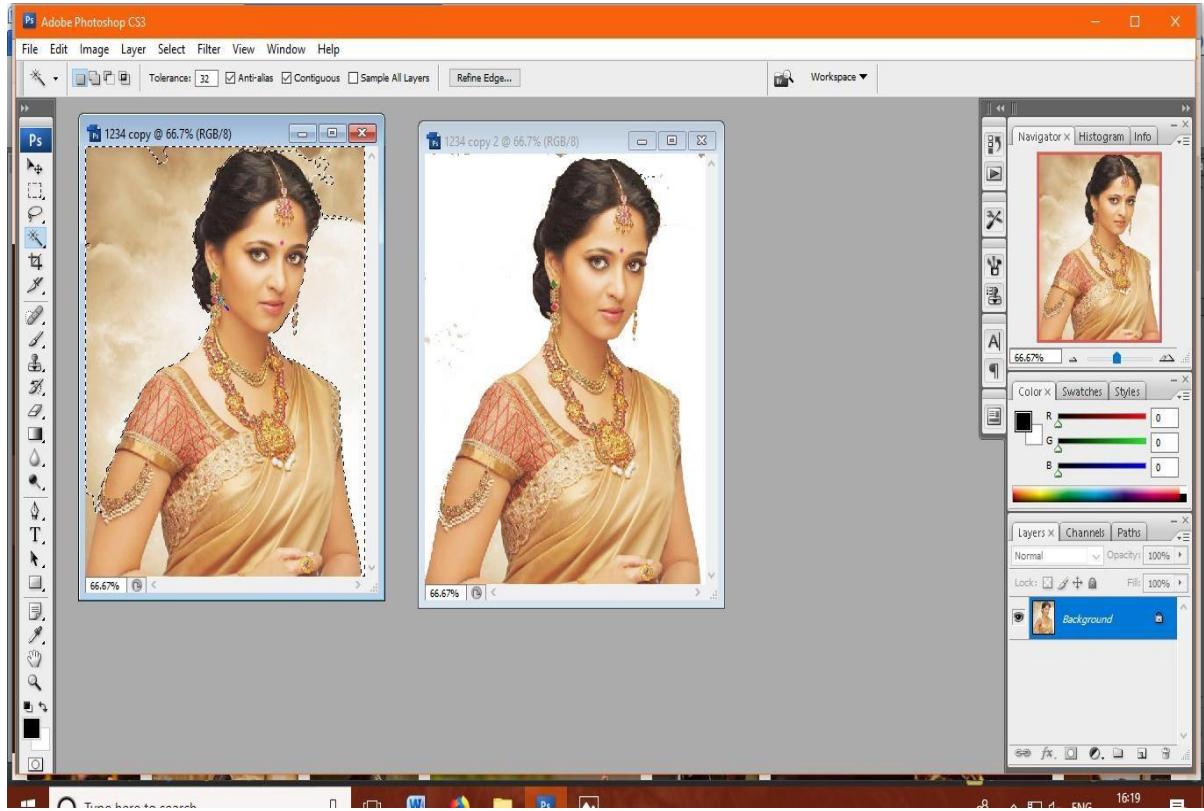
**The Tool Box:** The tool box is a set of tools, which are used for creating images and editing them in a number of ways.



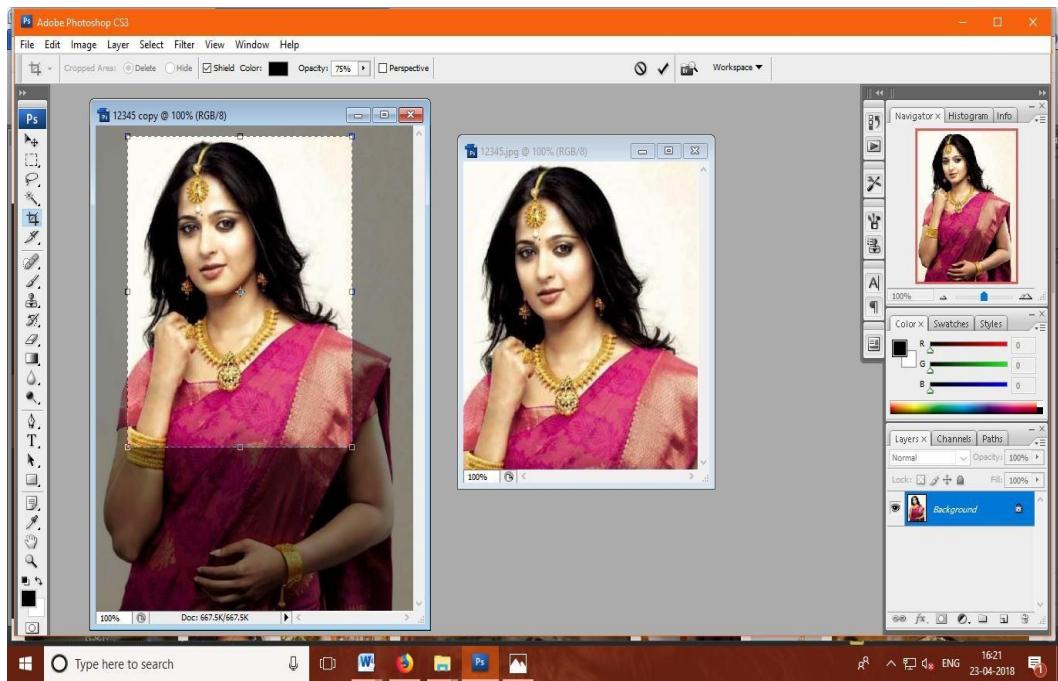
- 1). **Marquee Tool:** Select a part of an image you are working with arranged form such as rectangular and elliptical.



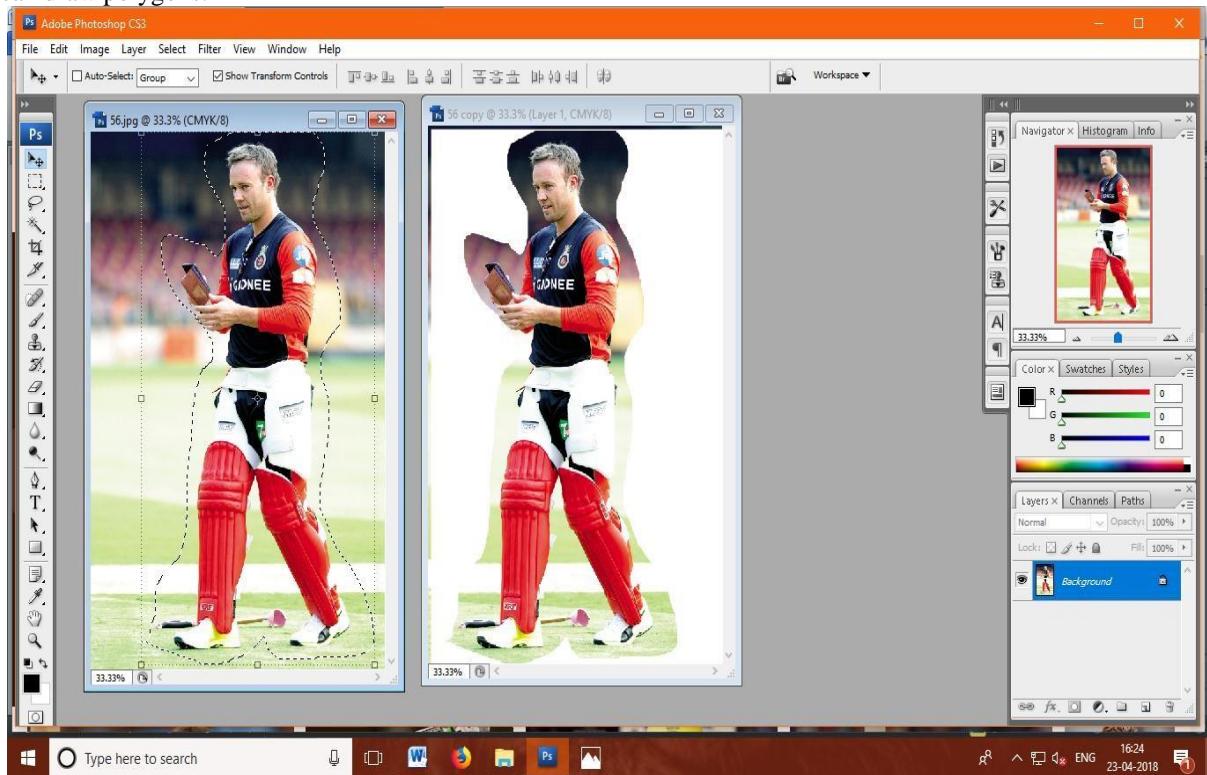
**2). Magic wand Tool:** select all the same-color or similarly colored adjacent pixels.



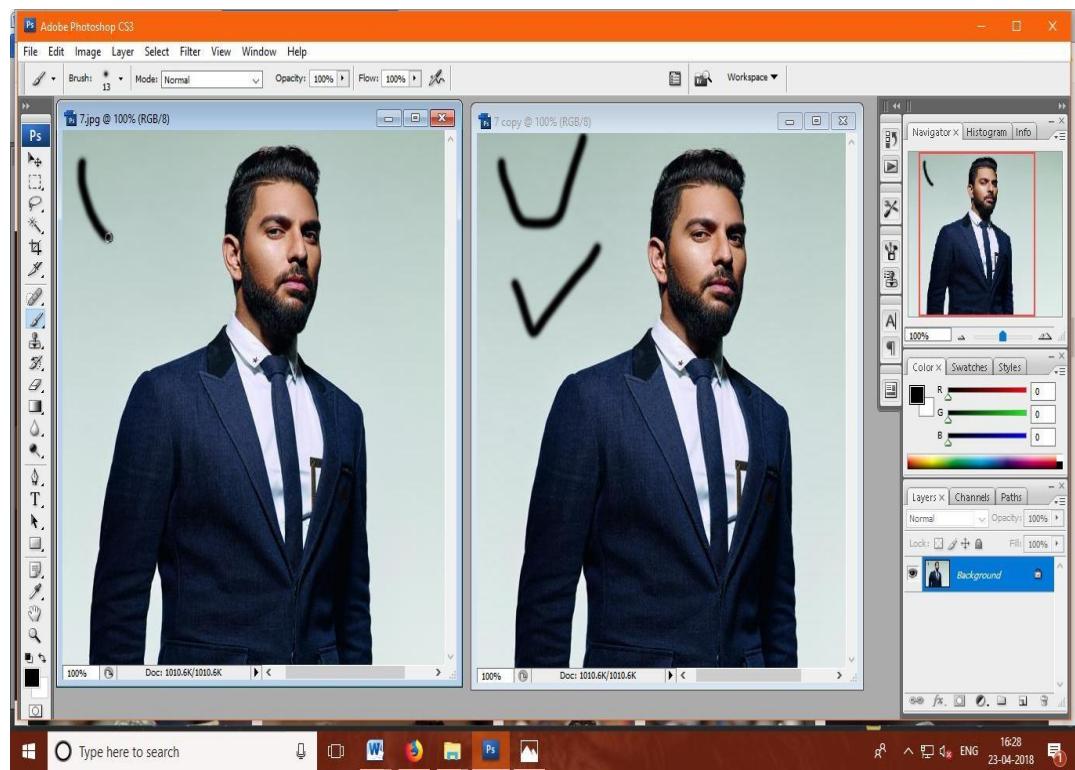
**3). Crop Tool:** Crop the image- The selected area will be surrounded with a blinking dotted line.



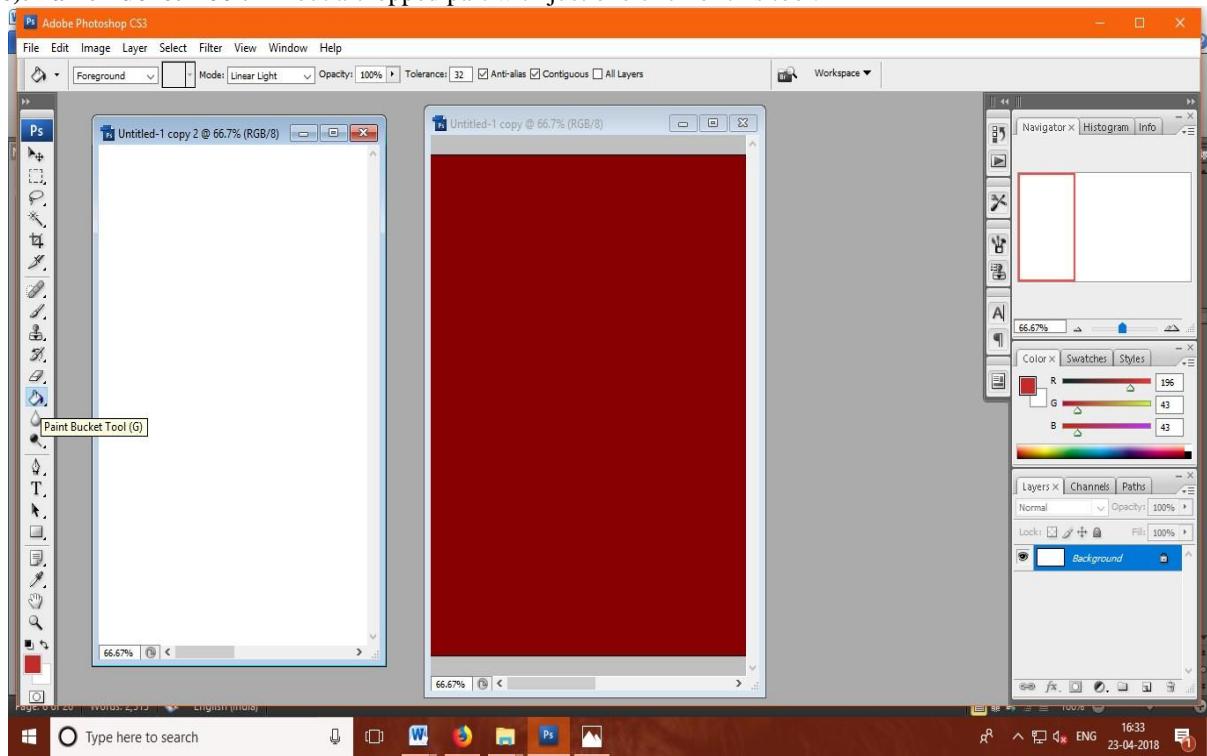
**4) Lasso Tool:** Draw selection paths freehand with a mouse - If you click and hold, you can change the tool so that you can draw polygons.



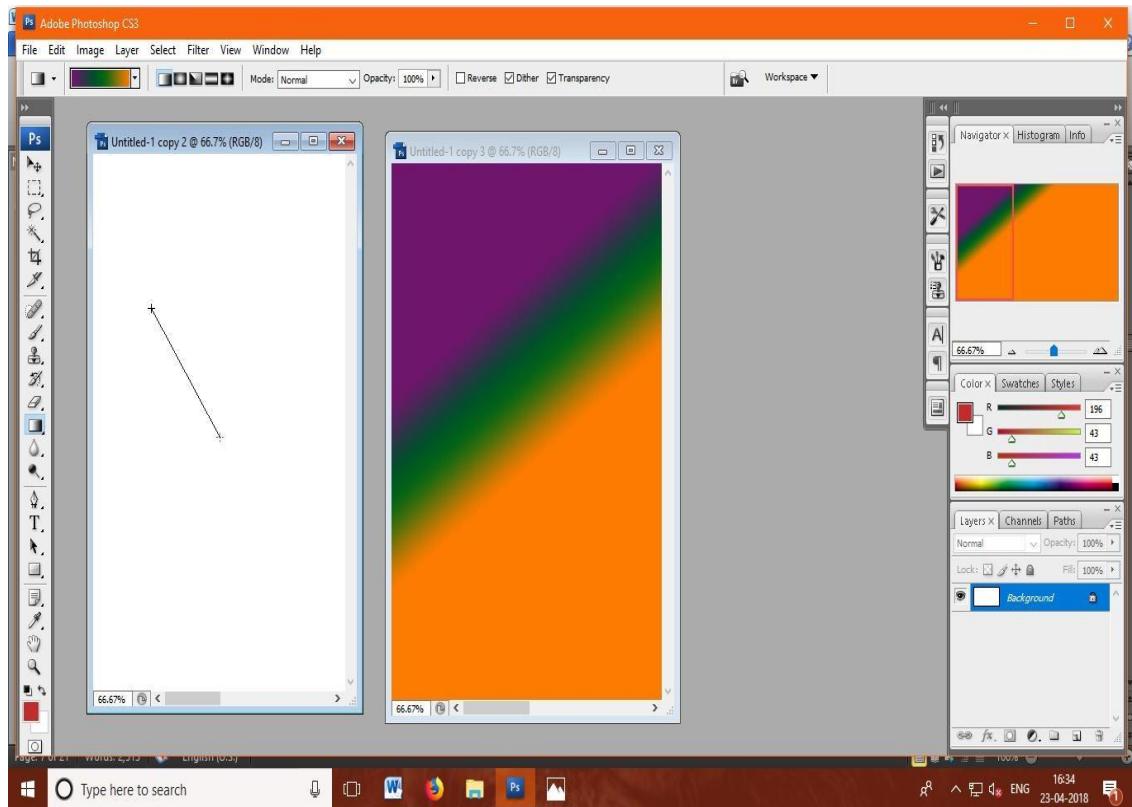
**5). Brush Tool:** it is use to apply a different color for object or draw any drawing with brushes.



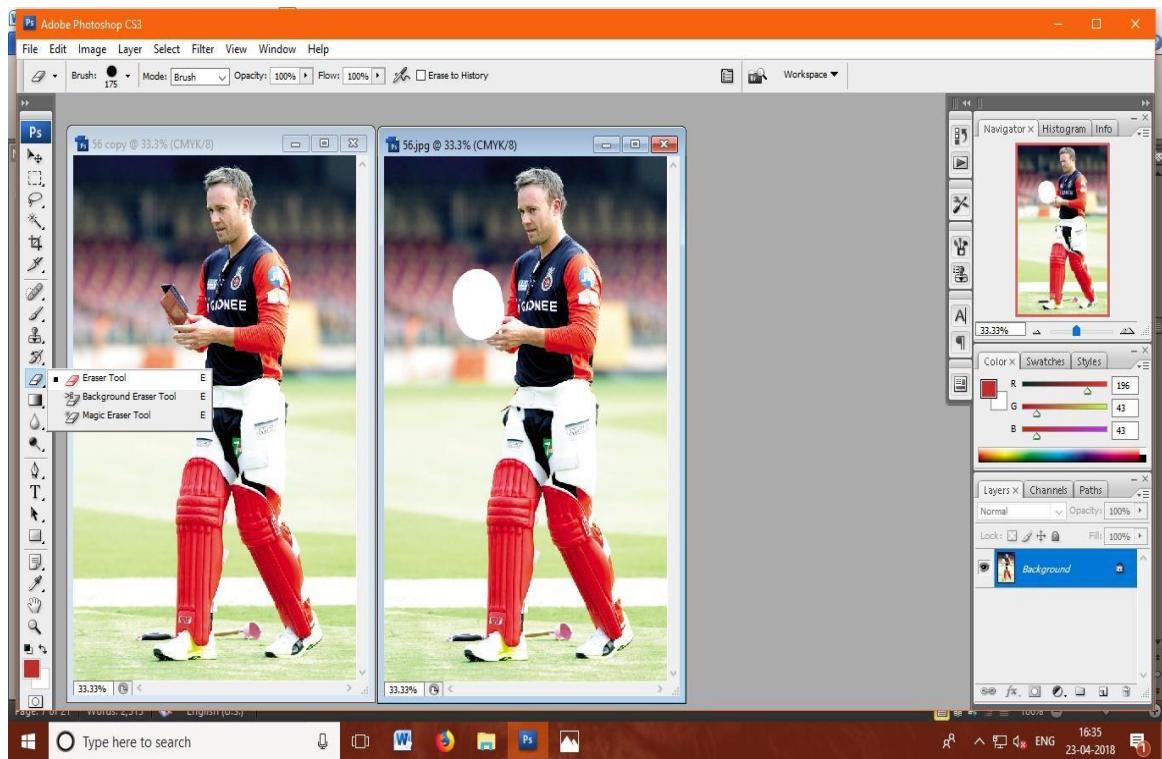
#### 6). Paint Bucket Tool: fill out a cropped part with just one click of this tool.



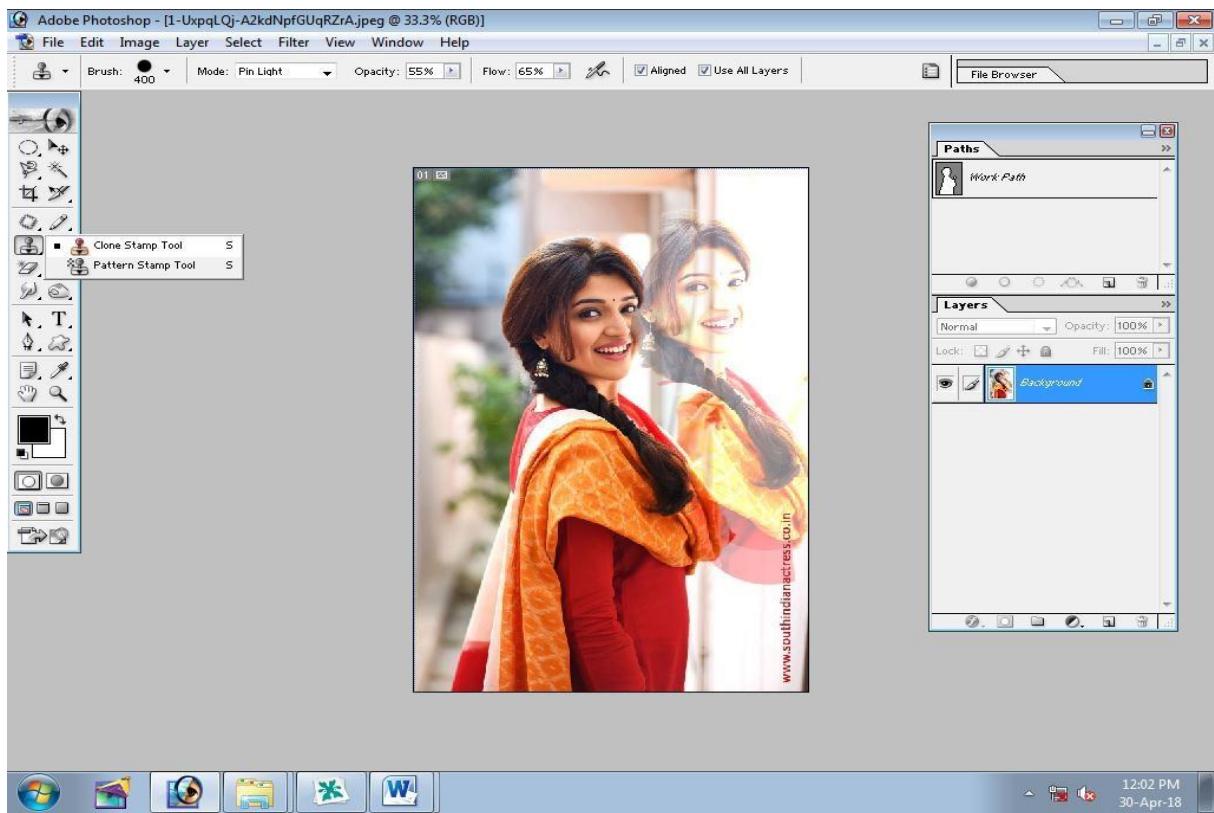
#### 7). Gradient Tool: this helps you to paint stage by stage with more than 2 colors



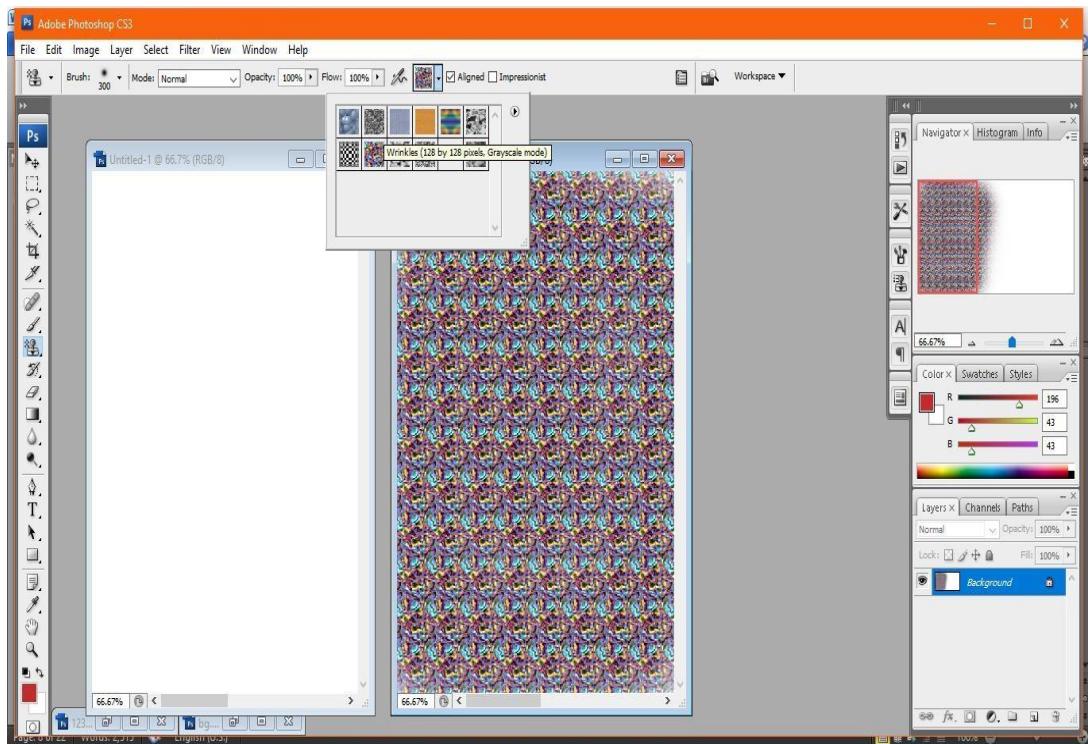
**8). Erase Tool:** what you cropped or where you click with your mouse after selecting this tool.



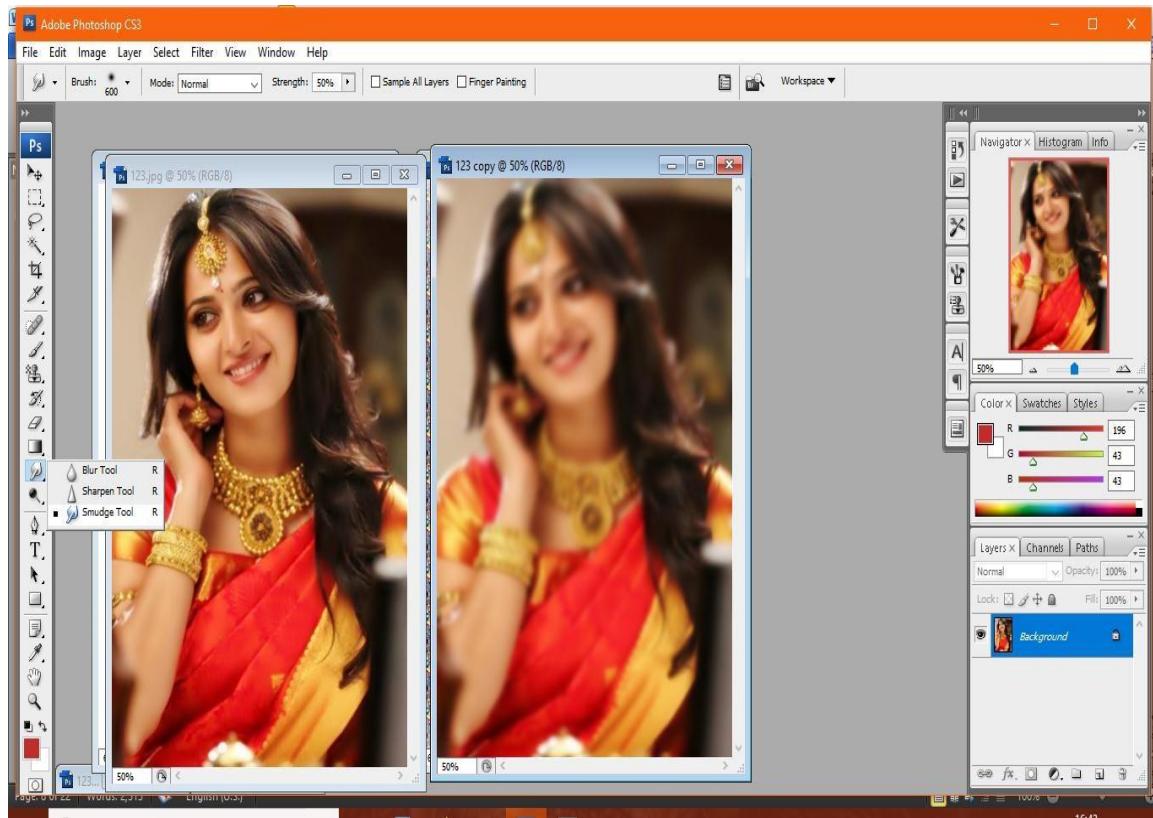
**9). Clone Stamp Tool:** copy a selected part and restore it where you want.



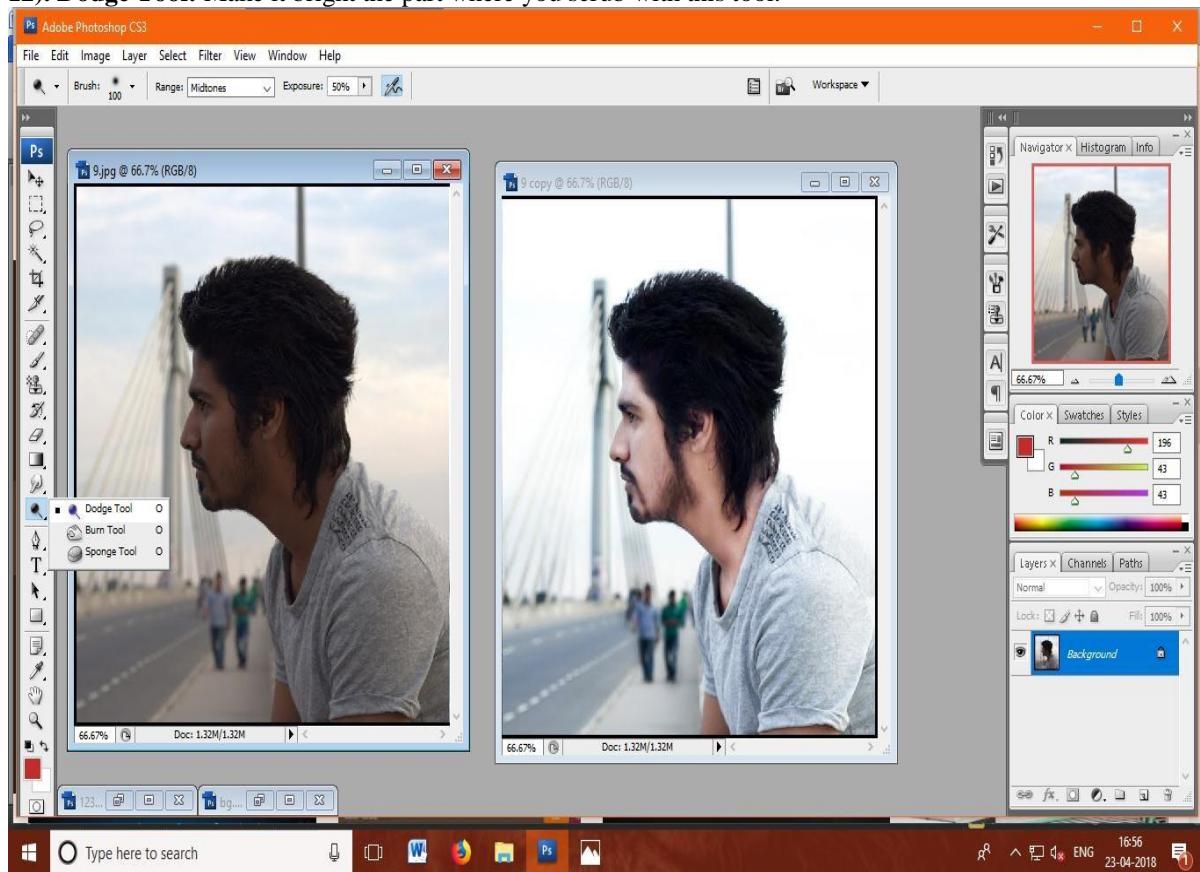
**10). Pattern Stamp Tool:** this is nearly the same tool with clone stamp, but you can arrange the shape you cropped, and you can use it as a fixed shape.



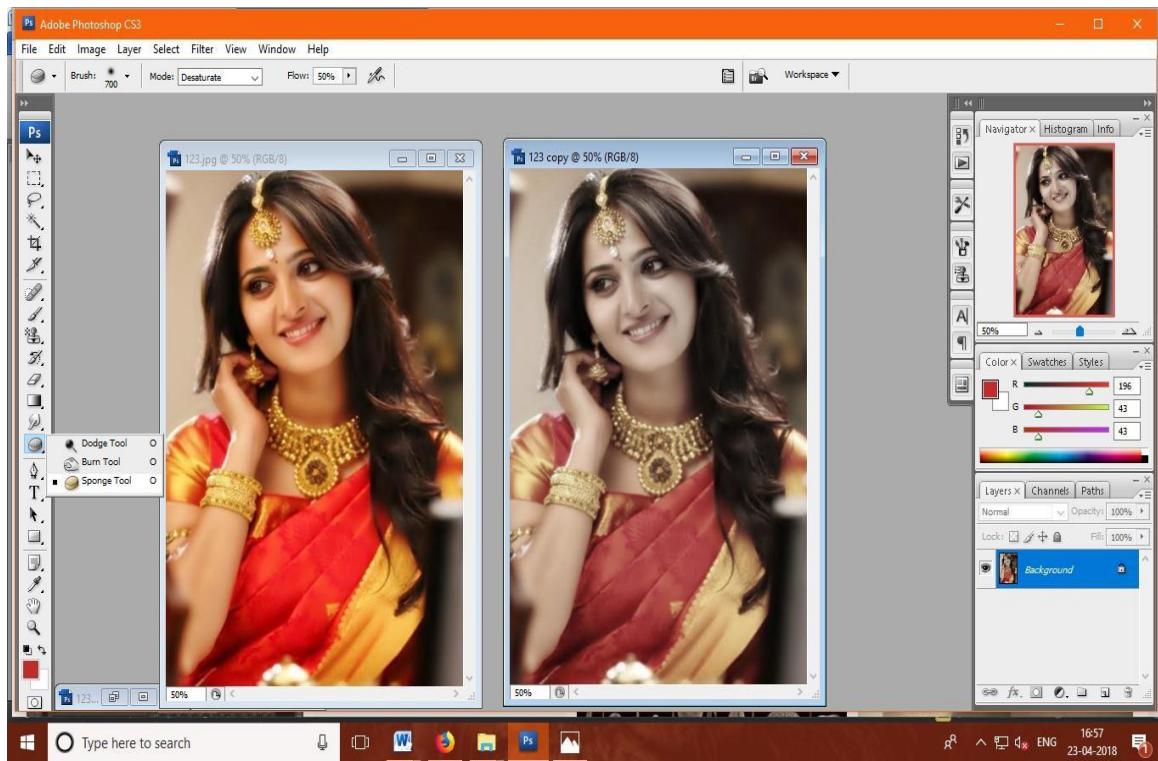
**11). Smudge Tool:** effect as such rubbing canvas with fingers.



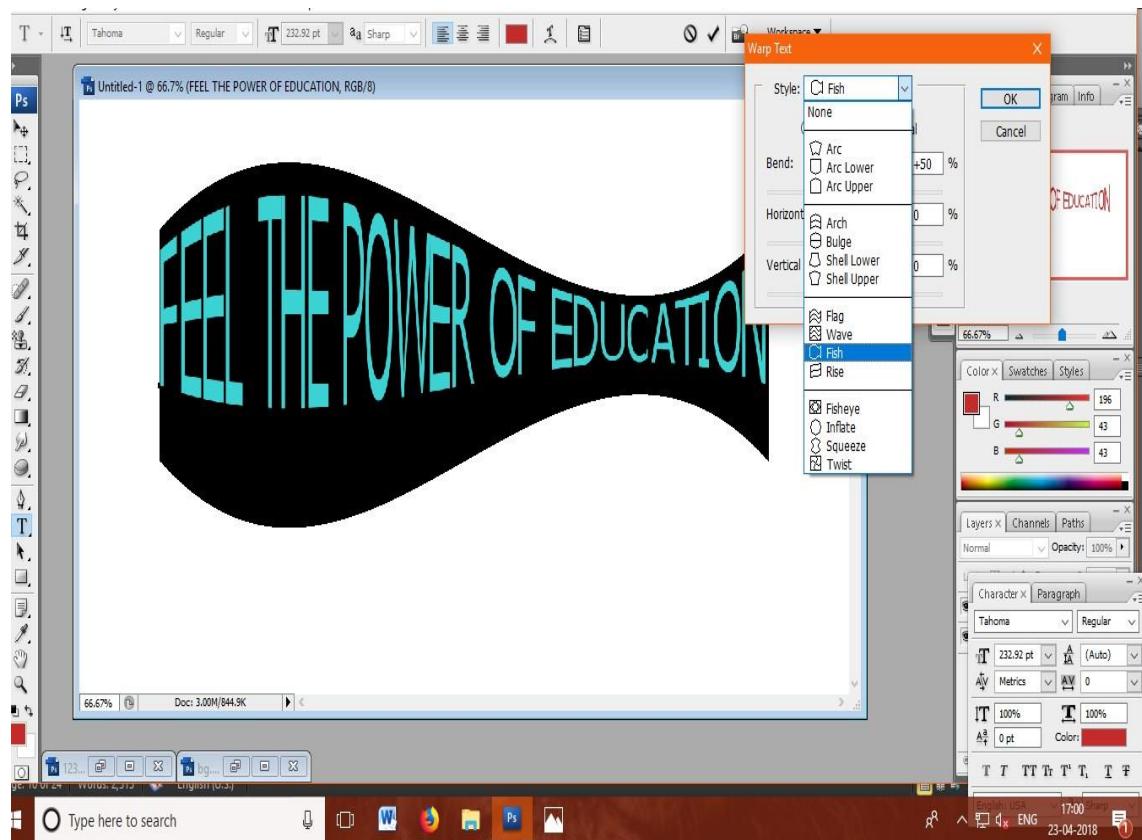
**12). Dodge Tool:** Make it bright the part where you scrub with this tool.



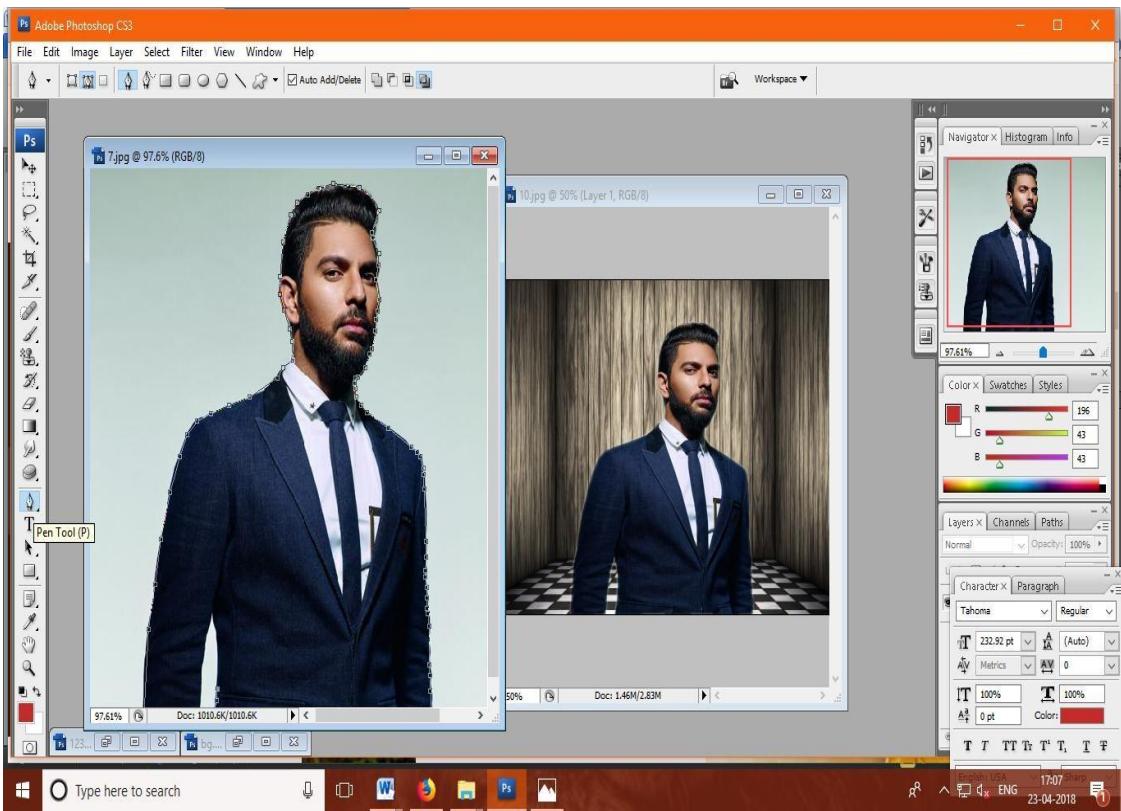
**13). Sponge Tool:** Saturate or desaturate selected part of an image.



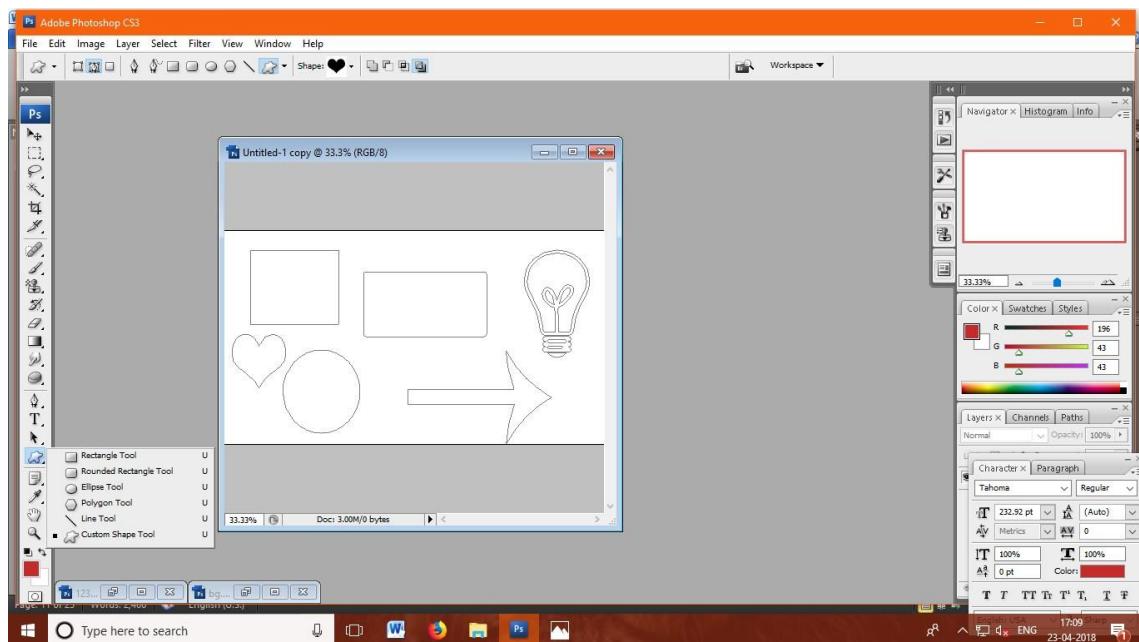
**14). Text Tool:** Type in various characters.



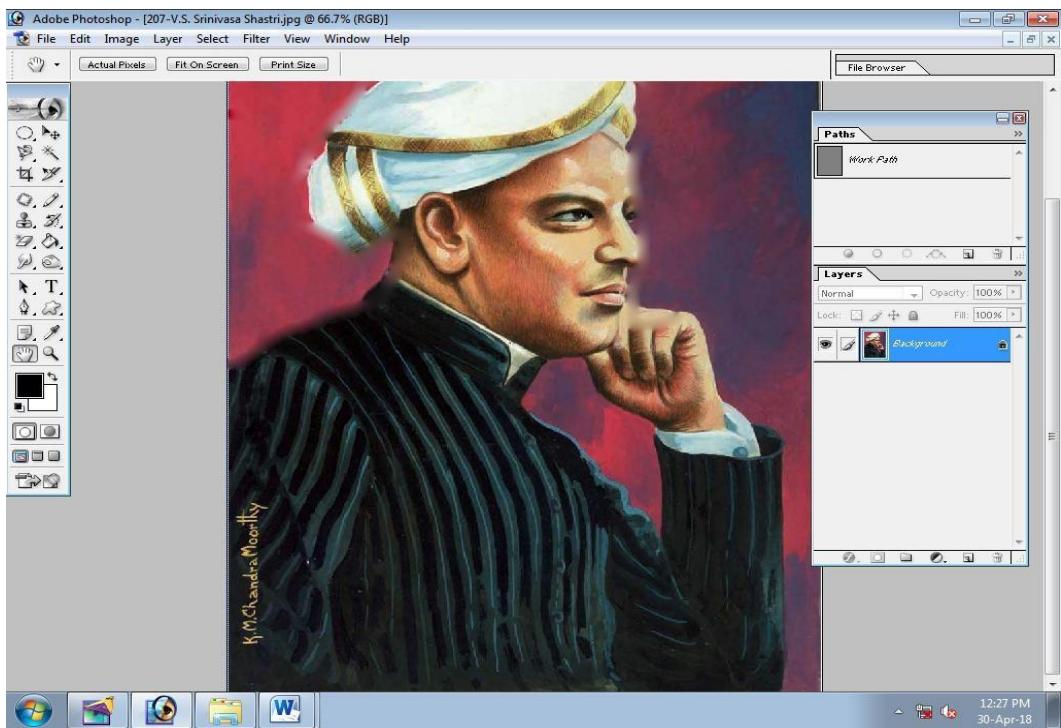
**15). Pen Tool:** It is used to draw free hand drawings



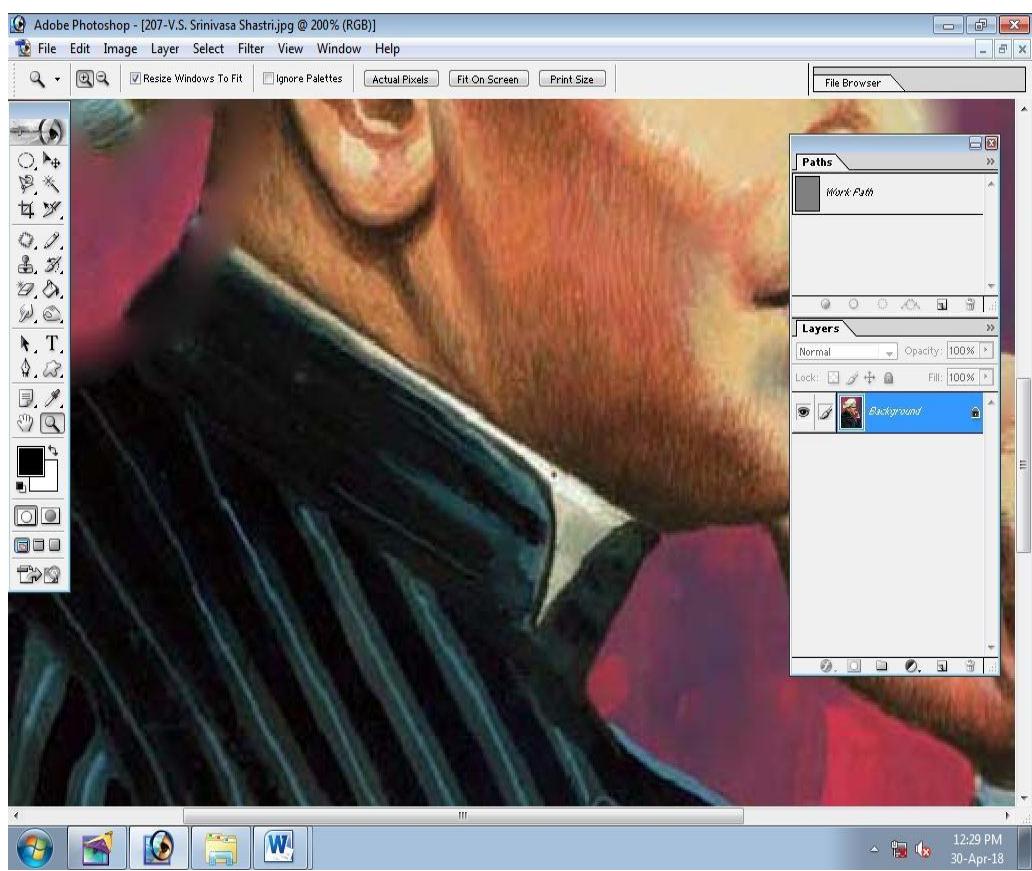
**16. Shape Tool:** This tool is used to add a different type of shapes, like rectangle, Ellipse, rounded rectangle and variety of Custom shapes.



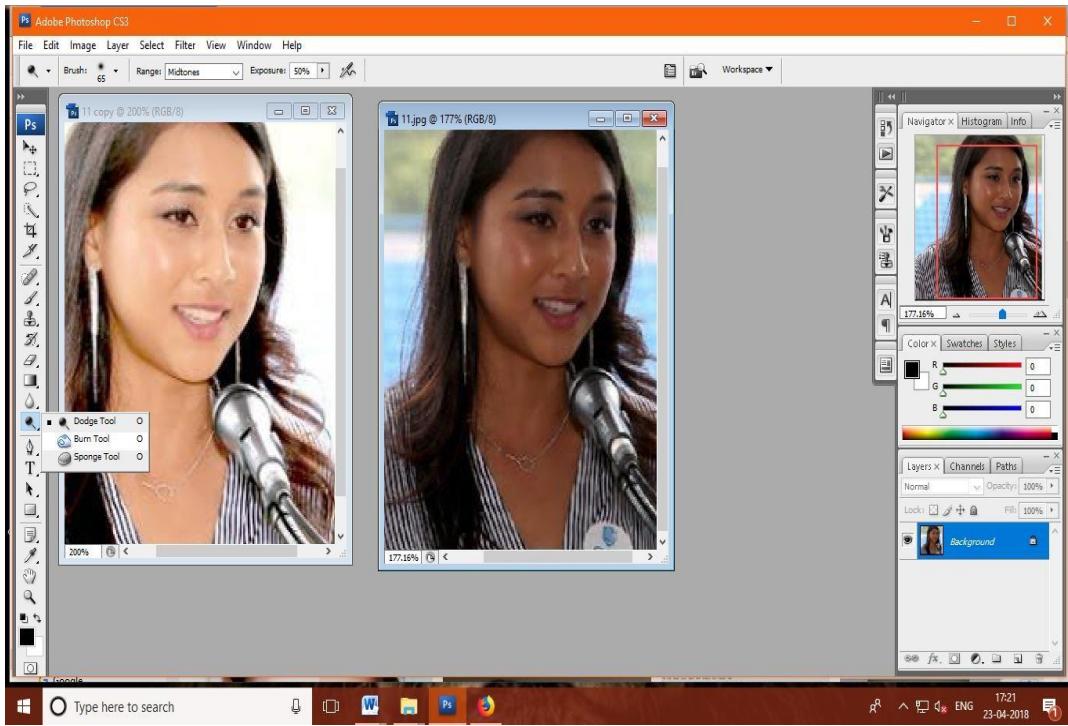
**17. Hand Tool:** It is used to move our working page left and right and top and bottom.



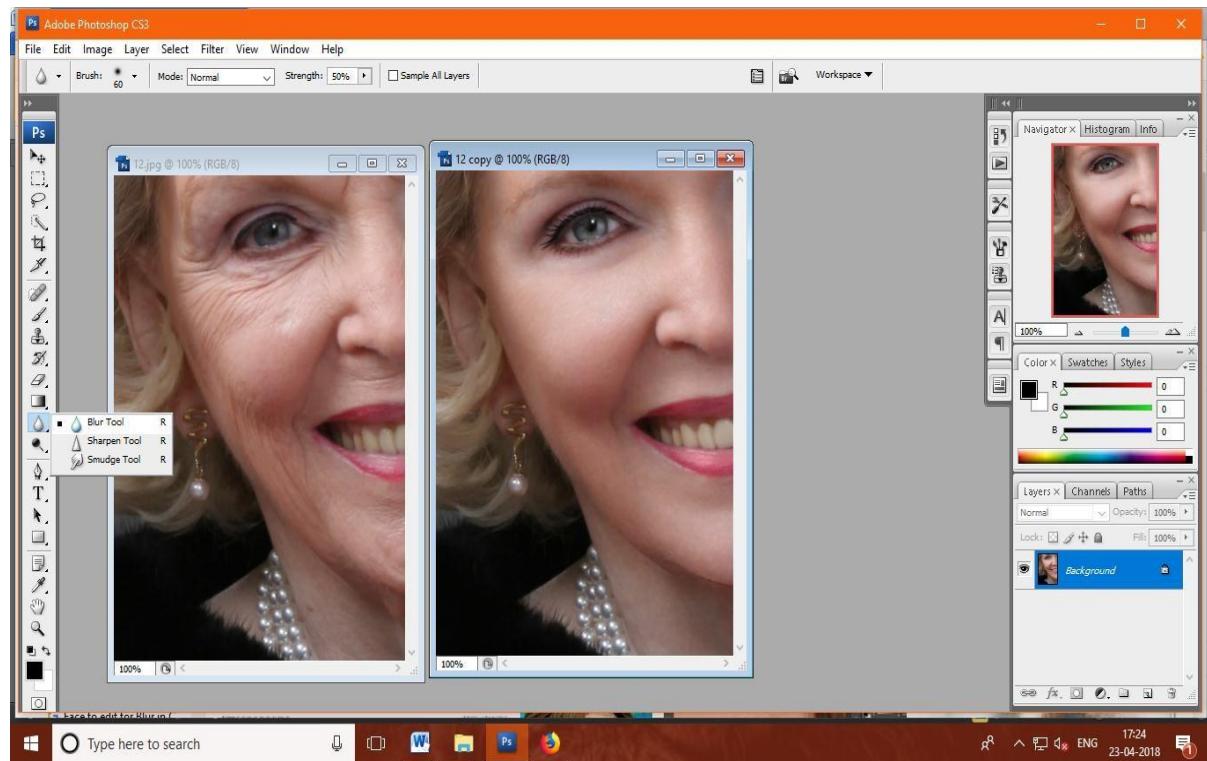
**18). Zoom Tool:** It is use to increase and decrease the page size.



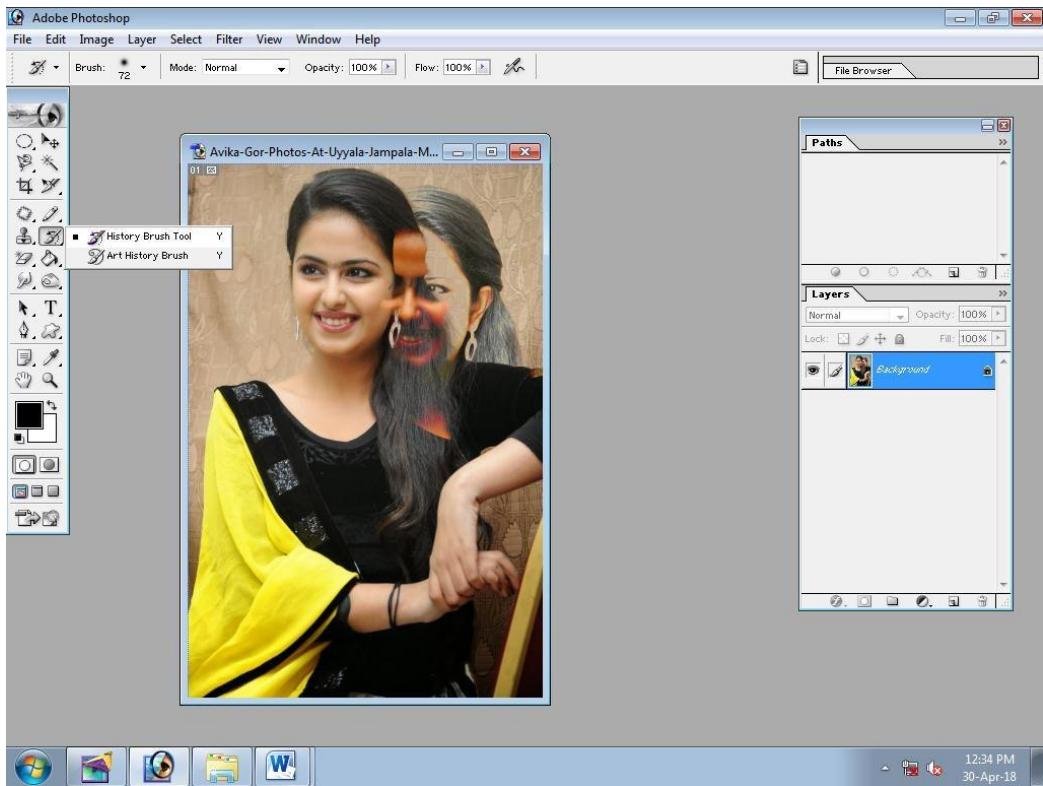
**19).Burn Tool:** It is use to convert our dim pictures to rich color.



**20). Blur Tool:** It is use to make our images smooth.

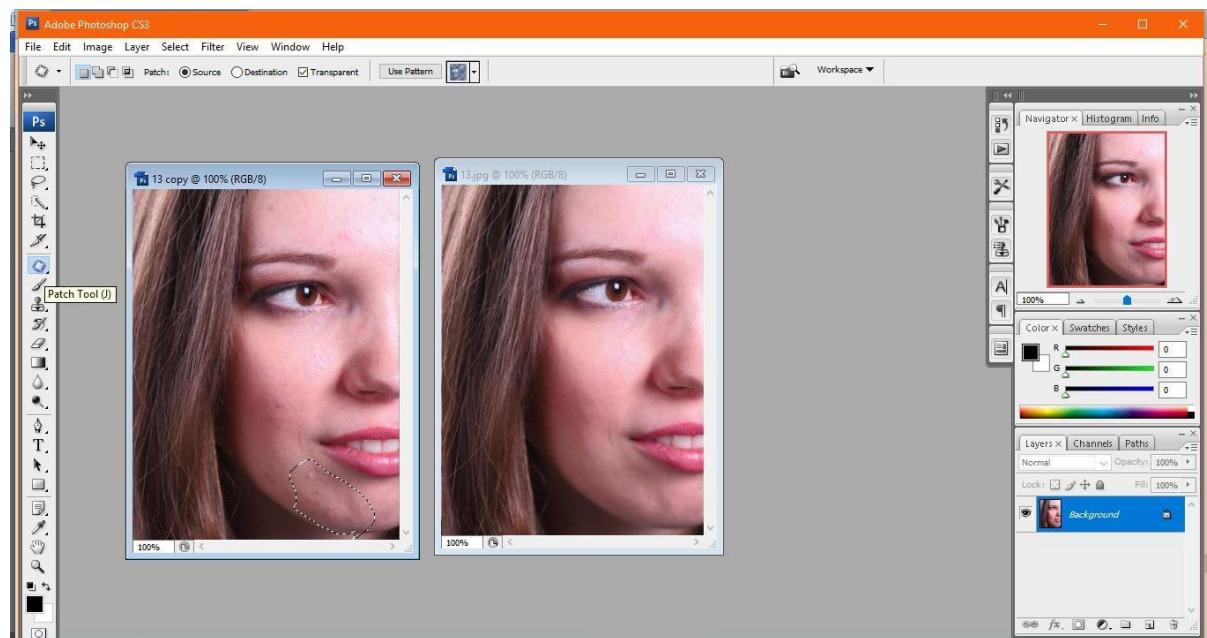


**21). History brush tool:** It is use to draw or apply extra effects to image.

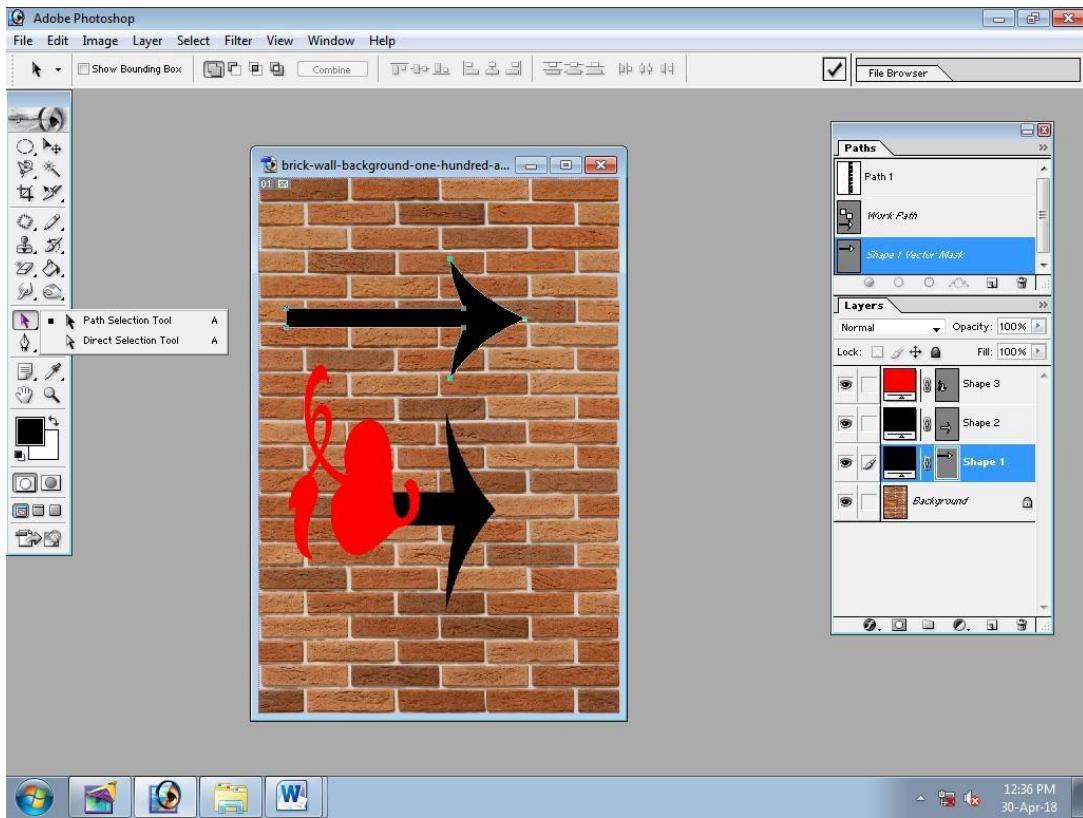


**22). Patch Tool:** It is used to apply the patch's to your picture.

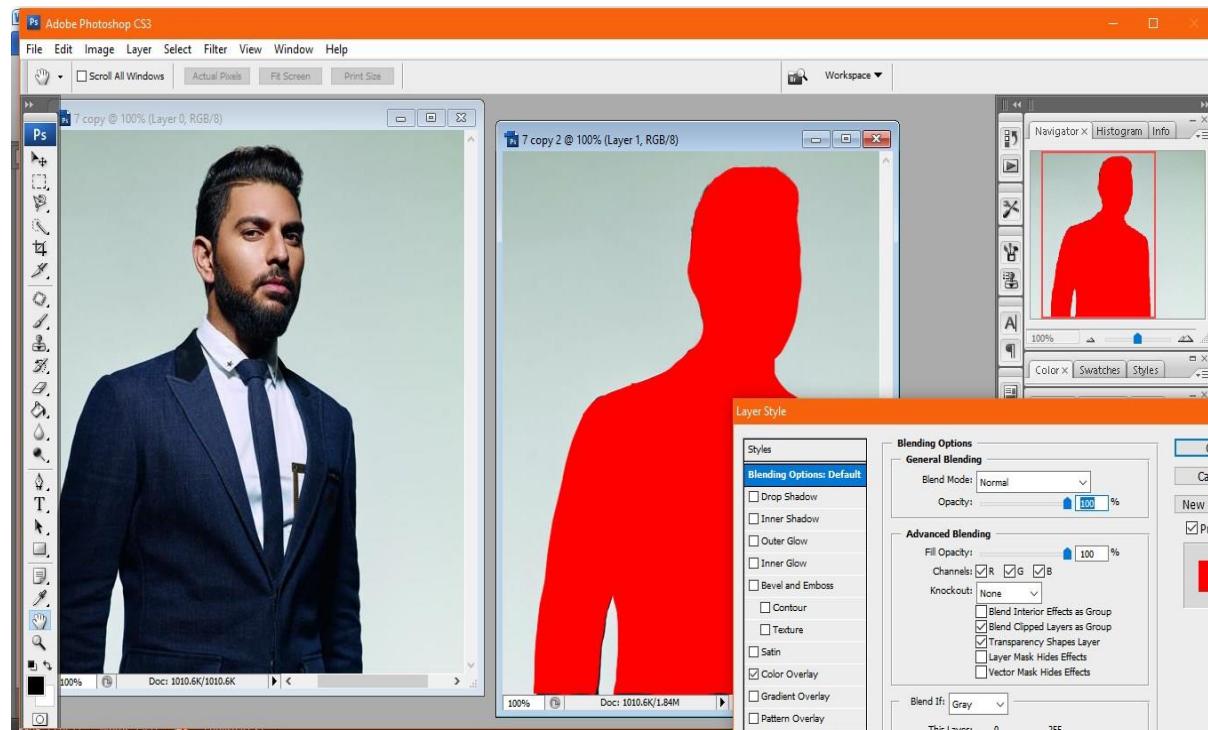
- .. Select the Area with patch tool.
- .. Hold the selected shape.
- .. Move that selected part, to which u want to apply a patch....



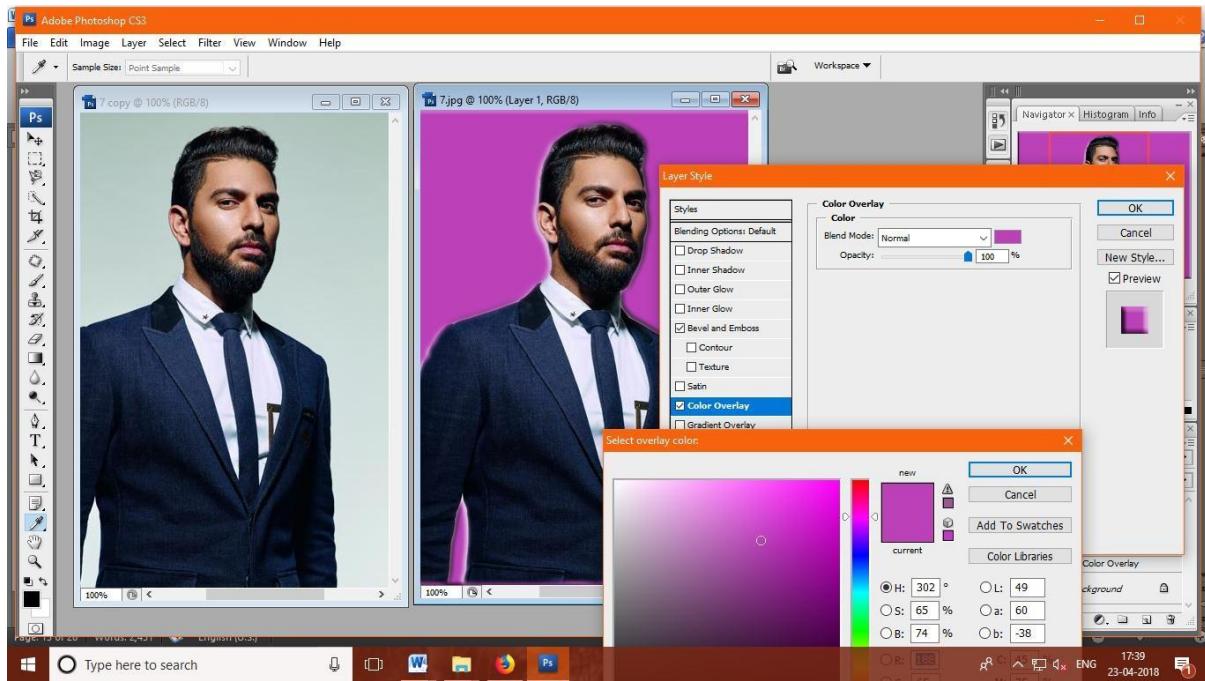
**23). Path Selection Tool:** It is use to select the applied object of the image.



**24) Foreground color:** the color of image what you draw with a drawing tool such as brush tool.

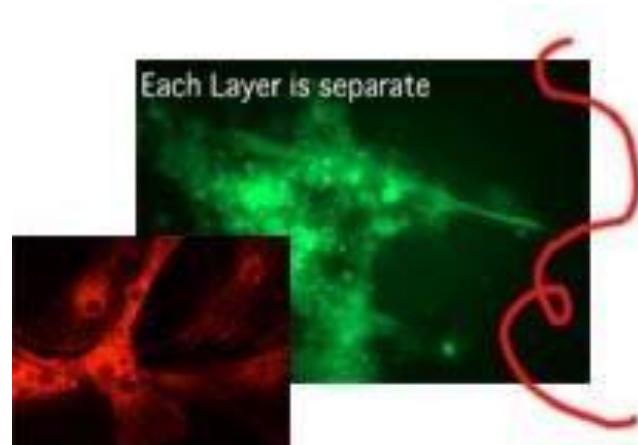
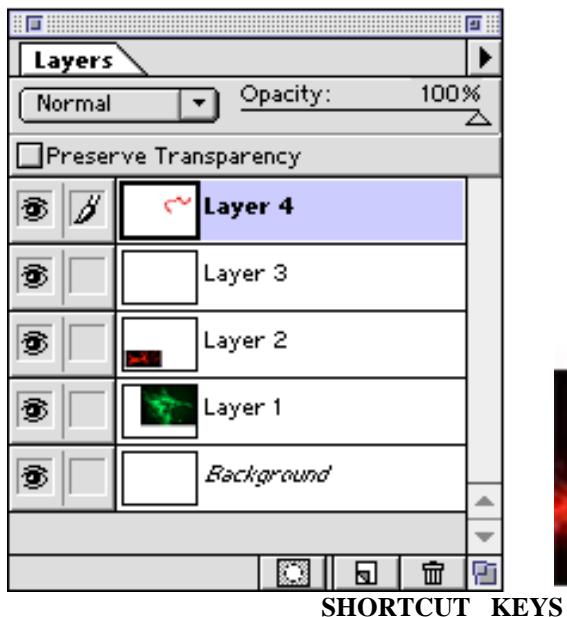


**25).Background color:** when you use the gradient tool, the color will be different from the foreground color.



### **Layers.....**

Photoshop works on a system of layers, which are like sheets of transparency. When you place objects on a layer, they become part of the layer, just as if you had drawn on a transparency with a marker. If two objects are on the same layer and you want to move them closer to each other, you need to cut them out with the lasso or marquee tool and physically move them together. If they are on different transparent layers, however, all you have to do is move the layers with the move tool until the objects are closer to each other.



### **File Menu**

New	Ctrl+N
Open	Ctrl+O
Browse	Shift+ Ctrl+ O
Open As	Alt+ Ctrl+ O
Close	Ctrl+ W
Save	Ctrl+S
Save As	Shift+ Ctrl+ S

### **Filter Menu**

Last filter	Ctrl+ F
Extract	Alt+ ctrl+ x
Liquefy	Shift +ctrl+ x
Pattern marker	Alt+ shift+ ctrl+ x

### **View Menu**

Gamut Warning	Shift+ Ctrl+ Y
Zoom In	Ctrl++

Save For Web Alt+ Shift+ Ctrl+ S  
 Page Setup Shift+ Ctrl+ P  
 Print with Preview Ctrl+P  
 Print Alt+ Ctrl+ P  
 Print One Copy Alt+ Shift+ Ctrl+ p  
 Exit Ctrl+ Q  
**Edit Menu**

Undo Ctrl+ Z  
 Step Forward Shift+ Ctrl+ Z  
 Step Backward Alt+ Ctrl+ Z  
 Fade Shift+ Ctrl+ F  
 Cut Ctrl+ X  
 Copy Ctrl+ C  
 Copy Merged Shift+ Ctrl+ C  
 Paste Ctrl+ V  
 Paste into Shift+ Ctrl+ V  
 Free Transform Ctrl+ T  
 Color Setting Shift+ Ctrl+ K

Zoom Out Ctrl+-  
 Fit on Screen Ctrl+0  
 Actual Pixels Alt+Ctrl+0  
 Extras Ctrl+ H  
 Rulers Ctrl+ R  
 Snap Shift+ Ctrl+;  
 Lock Guides Alt+ Ctrl+;

### Select Menu

All Ctrl+ A  
 Deselect Ctrl + D  
 Reselect Shift+ ctrl+ D  
 Inverse Shift+ ctrl+ I  
 Feather Alt+ ctrl+ D

### Image Menu

Auto levels Shift+ Strl+ L  
 Auto Contrast Alt+ Shift+ Ctrl +L  
 Auto color Shift +Ctrl+ B  
 Curves... Ctrl+ M  
 Color Balance Ctrl+ B  
 Hue/saturation Ctrl+ u  
 Desiderate Shift+ Ctrl+ U  
 Invert Ctrl+ I  
 Group with previous Ctrl+ g  
 Ungroup Shift+ Ctrl+ g  
 Merge layers Ctrl+ E  
 Merge visible Shift+ Ctrl +E

### 1) Steps of Image Cutting

- Perfect Image cutting
- Go to File Menu
- Open
- Select One Image & select one Wallpaper
- Image duplicate

Select Image & Image Cutting

### File Formats

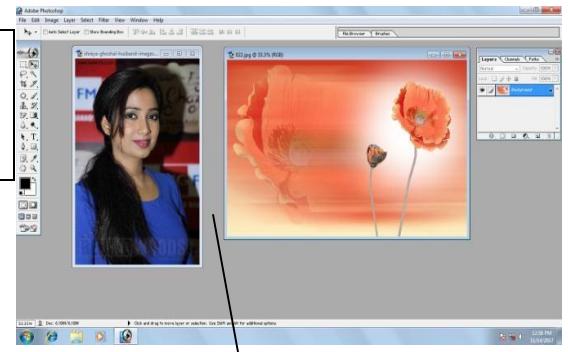
PSD (Photoshop document)  
 EPS (encapsulated PostScript)  
 TIFF Format (Tagged image file format)  
 Gif (Graphics Interchange Format)  
 JEPG (Joint Photographic Experts Group)



- Pen tool Select
- Go to option bar (select path selection Tool)



- Image cutting
- All Image cutting
- Ctrl+ Click Enter Button
- Go to select menu
- Feather (Refine Edge) (Ctrl+ Alt+ D)
- Feather Range (1, 2, 3, 4, 5,)
- Cutting Image we have to do minimize Image
- Go to tool Bar & Select Move tool
- Photo Image must Move on the wallpaper
- Enter Alt+ Shift for Big & Small (while working Hold (Alt+ Shift) button.)
- Set the Image on the wallpaper
- File Menu, Save,
- File Name xyz
- Format PSD or JPEG



## 2) Steps of Inserting an Image inside in To a Frame

Select One Image

Shift) button.)----Enter Button Click ---File menu, save---xyz---Format PSD or JPEG

Select One Frame

➤ Go to File Menu  
 ➤ Open  
 ➤ Select One Image, Select One Frame  
 ➤ Image & Frame Duplicate  
 ➤ Go To Tool Bar  
 ➤ Select Move Tool  
 ➤ Moving Image in to a Frame  
 ➤ Ctrl+ Shift+ A (All select Frames)  
 ➤ Ctrl+ X (Image Cut)  
 ➤ Selecting Frame from Pen Tool Or Magic Tool  
 ➤ Ctrl+ Enter button Click---Go to Select Menu--Feather (2, 3, 4,)--Shift+ ctrl+ v (paste Into)  
 ➤ Ctrl+ T (Free Transform) ---Enter Alt+ Shift for Big & Small--- (While working Hold (Alt+ File name

Inserting a Image  
Inside In To a Frame

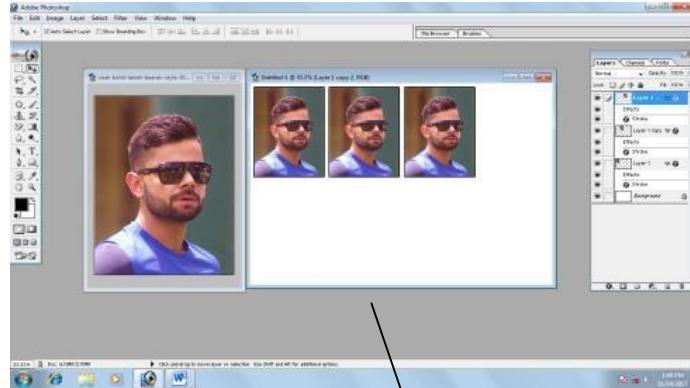


### 3) Steps of Passport Size Photo Creating

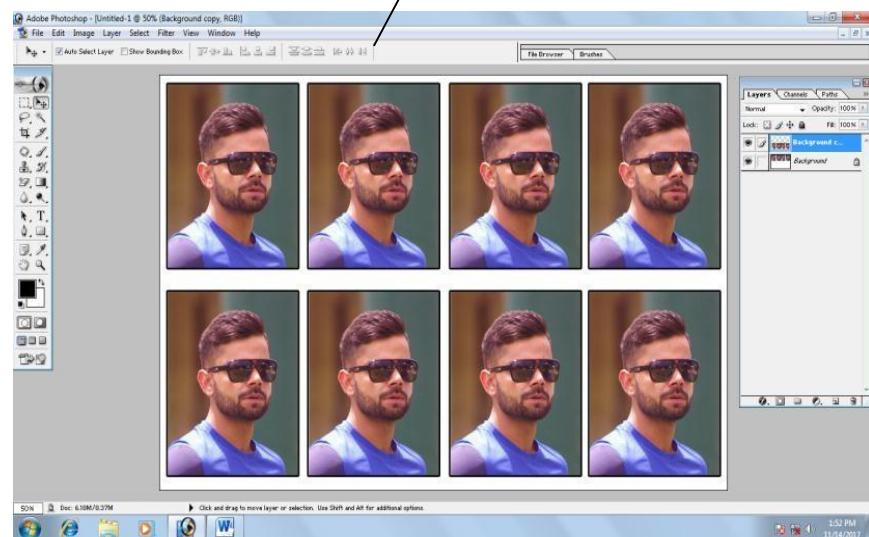
- Go to File Menu
- Open
- Select Image
- Image duplicate
- Go to Tool Bar
- Select crop tool

Select New  
Page 4x6  
Copies In  
New Page

- Go to option bar (**Width 35mm**) (**height 45mm**) (**Resolution 300**)
- Selecting image from crop Tool
- Enter Button Click
- Go File Menu
- Select New Page (width 6 inch) (Height 4 inch) (resolution 300) (Mode Color) (Background Contents White) Ok
- Go To Tool Bar, Select Move Tool
- Moving Image in to a New page .....Go to windows menu
- Layers (F2) Layer 1 Double click .....Stroke -3, color Black (ok, ok)
- Hold Alt+ Shift+ ctrl+ For duplicate Image
- Correct adjustment Image For New Page
- Ctrl+ Shift+ E button click, Hold Alt+ Shift+ ctrl+ For duplicate Image Correct adjustment ,Image For New Page File menu save,
- File name: xyz Format PSD or JPEG



**Passport Size Photo 8 Copy**



#### 4) Steps of Stamp Size Photo Creating

Go to File Menu

Open

Select Image

Image duplicate

Go to Tool Bar

Select crop tool

### Select Image

Go to option bar (Width 22 mm) (height 30 mm) (Resolution 300)

Selecting image from crop Tool

Enter Button Click

Go File Menu

Select New Page (width 6 inch) (resolution 300)

Contents White) Ok

Go To Tool Bar, Select Moving Image in to a new to windows menu

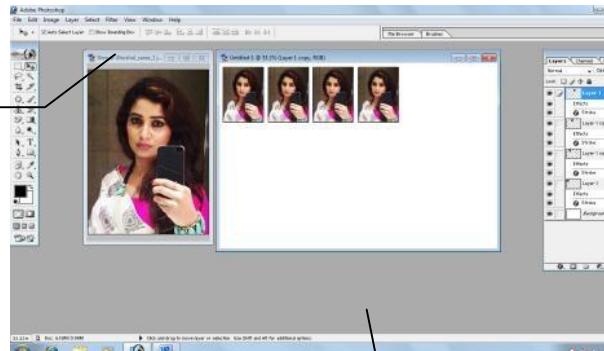
Layers (F2) Layer 1

.....Stroke -3, color Black (ok, ok)

Hold Alt+ Shift+ ctrl+ for duplicate Image

Correct adjustment Image for New Page

Ctrl+ Shift+ E button click, Hold Alt+ Shift+ ctrl+ for duplicate Image Correct adjustment, Image For New Page



Select New Page 4X6  
18 copy in New Page

inch) (Height 4  
(Mode Color) (Background

Move Tool  
page .....Go

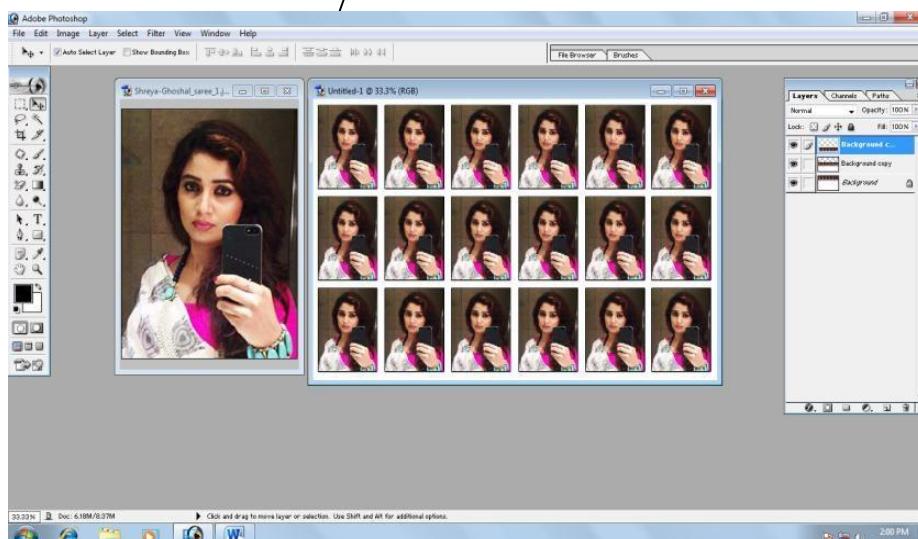
Double click

File menu save,

**Stamp Size Photo 18 Copies**

File name: xyz

Format PSD or JPEG



### 5) Steps of Image Circle Color

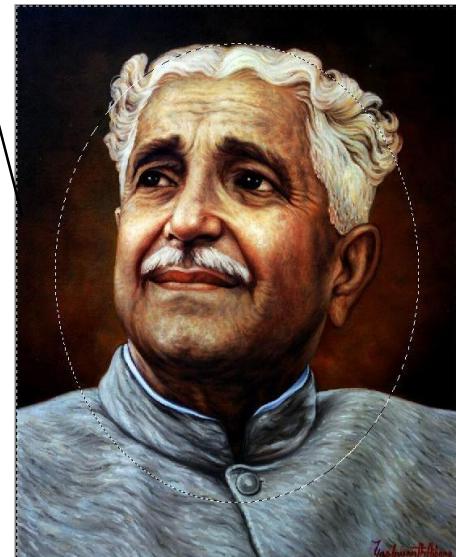
- Go to File Menu
- Open
- Select Image
- Image duplicate
- Go to tool bar, select Elliptical marquee tool (circle tool)
- Go to option Bar, (New selection option)
- Go to select Menu
- Inverse ( Alt+ shift+ I )
- Go to, Again Select Menu
- Feather ( Alt + ctrl+ D )

### Select Inverse

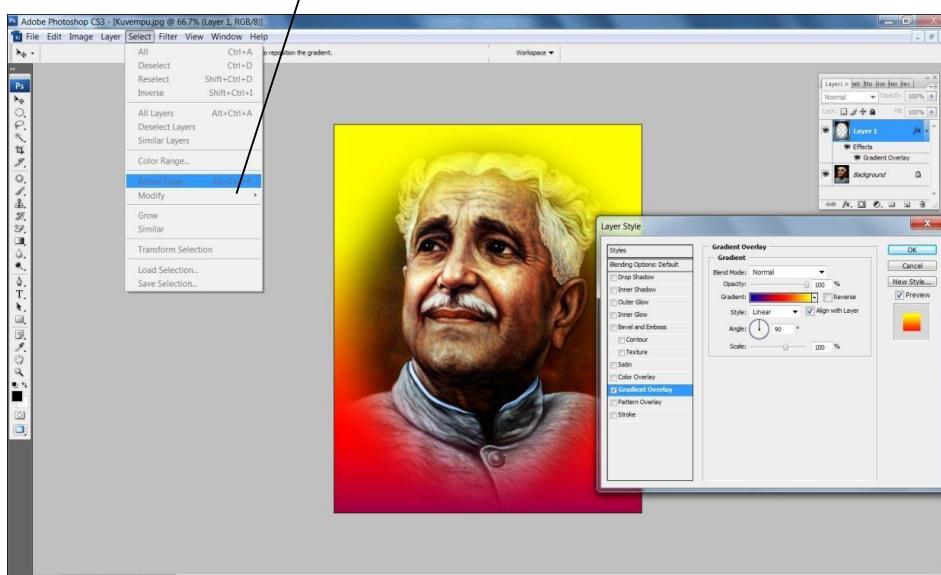


Select circle tool,  
& Inverse Select

- Copy paste Image (Ctrl+ c) copy,(Ctrl+ V) paste
- Go to windows Menu
- Layer (F7)
- Layer 1 Double click
- Select ( Color overly, Gradient overly, Pattern overly ) Ok
- Deselect ( Crtl + D )
- File menu, save -File name xyz
- Format PSD or JPEG



Feather Option



## 6) Steps of Pimples Removing In Image

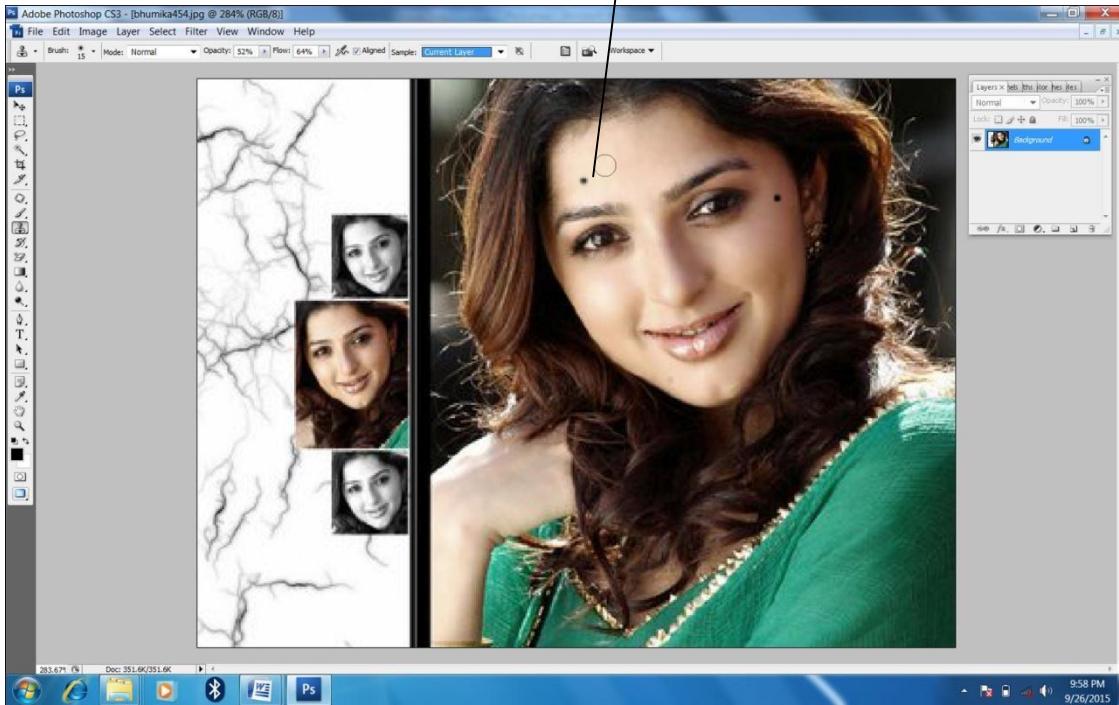
- Go to File Menu
- Open
- Select Image
- Image duplicate
- Go to Tool Bar, Select Clone Stamp tool
- Go to Option Bar, ( Blur Brush ) ( Mode Normal ) ( opacity 55% ) ( Flow 65% ) ✓ Aligned ✓ Use All layer
- Go To Image
- For Doing Brush Big & Small press Ctrl+ flower bracket ( For Brush Big Ctrl+ flower Bracket Right )
- ( For Brush small Ctrl+ flower Bracket Left )
- Alt+ for Image Skin Copy, & paste on the pimples
- File menu, save

Image



- File name xyz
- Format PSD or JPEG

### Pimples Removing In Image

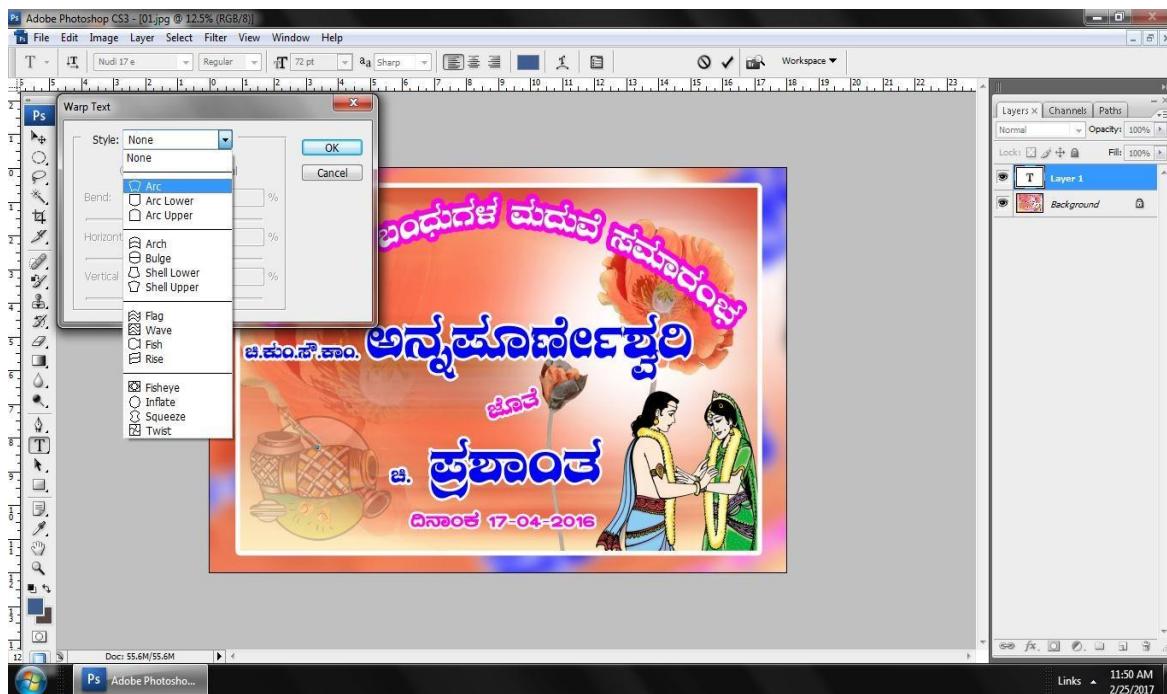


### 7) Steps of Marriage Card Creating.....

- Go to File Menu
- Open
- Select Wall Paper
- Wall Paper duplicate
- Select Text Tool
- Type All Text &
- Go To Create Warped Text

ಇಂದೂರ ಬಂಧುಗಳು ಮದವೇ ಸಮಾರಂಭ  
ಚಿ.ಹಂ.ಸೆ.ಕಾಂ ಅನ್ನಪೂರ್ಣೇಶ್ವರಿ  
ಚಿ. ಪ್ರತಾಂತ

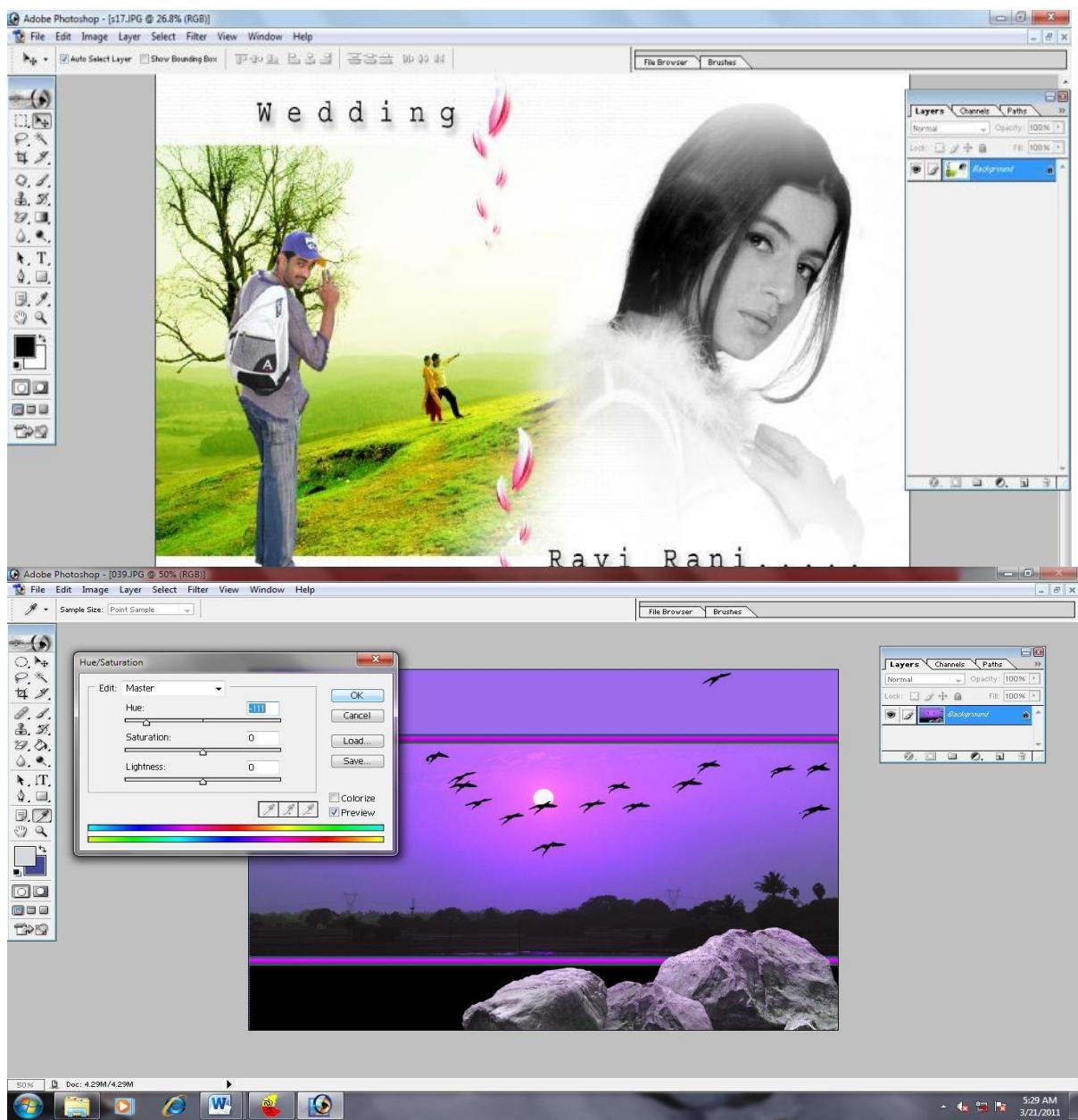




## 8) Color Correction

- Image menu
- Auto level
- Color balance Bright/contrast
- Hue/saturation ➤ De saturate
- Selective color
- Variation

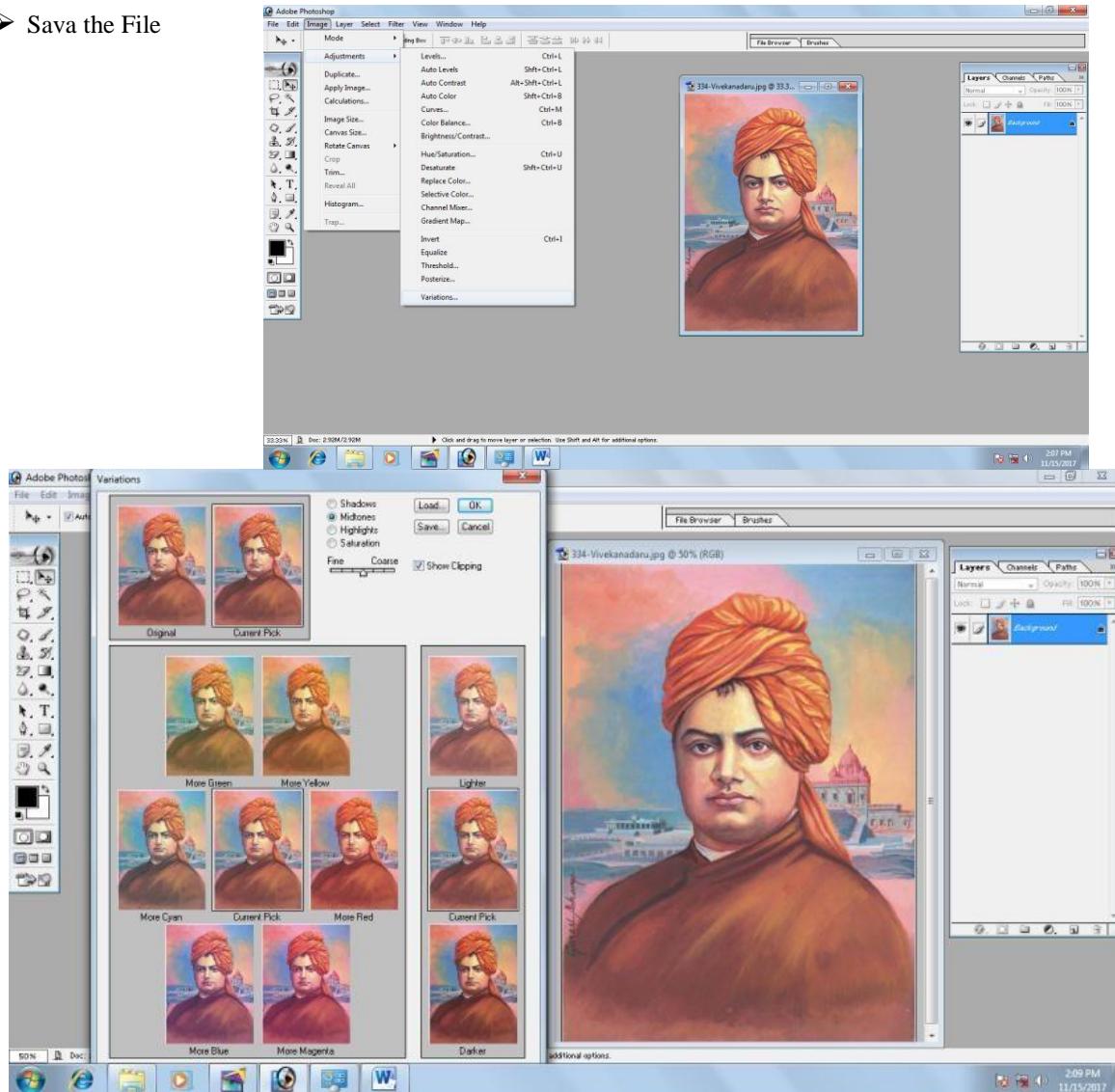




### 9) Photo black & white to color

- Select 1Photo
- Ctrl+ Shift+ U ( Black & White)
- Select pen tool
- Face cutting.....& Ctrl+ Enter
- Alt+ SF ( Feather 10) ⇔ Go to image menu Adjustment
- **Variations** original photo click colors yellow red color click
- OK
- Alt + SV ( save selection + Name 01+ OK
- Ctrl+ D

➤ Sava the File



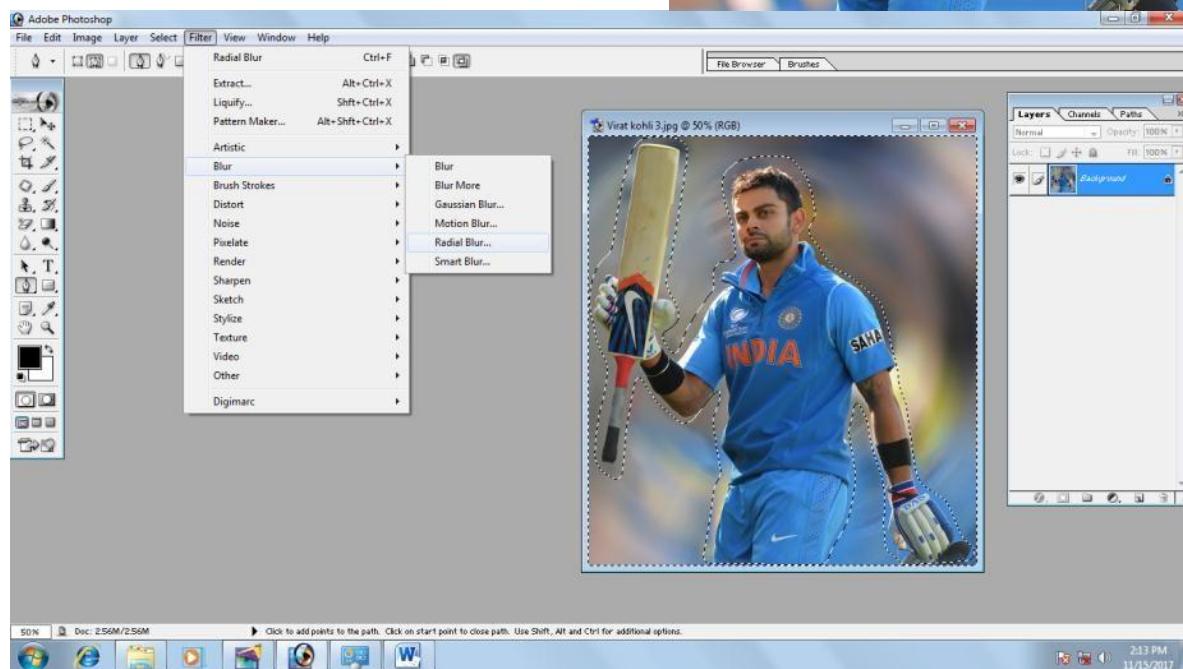
**10) Steps of Filter ----Blur----**

- Go to File Menu
- Open
- Select Image
- Image duplicate

**Image**

**Radial Blur.**

- Go to Tool Box Select Quick Selection tool
- Select in to Photo
- Go to Filter Menu
- Select Blur Option ----Radial Blur



#### 10) Steps of Photo Mixing, 1

- Go to File Menu
- Open
- Select One Image,
- select one wallpaper
- Image & Wallpaper duplicate
- Go to Tool Bar (select pen Tool)
- Option Bar (paths select option)
- Image cutting

Select Wallpaper

- Hold ctrl button than click Enter button
- Go to select Menu

**Image Select**

#### Apply this option for layers or image

- 1) Use Add layer mask on the Image
- 2) Use Image Edge Delete on the Image
- 3) Use Image Black & White on the image
- 4) Use Image Duplicate on the Image
- 5) Use Image color adjustment On the Image
- 6) use Hue/ Saturation Option on the Image
- 7) Use Variations Option on the Image.



**Photo Mixing**



#### 11) Steps of Photo Mixing, 2

- Select One Image
- Select pen tool
- Photo cutting
- Ctrl+ enter
- Alt SF (Feather 2)



- Select Move tool ⇔ Move on the new page ⇔ Ctrl+ T ⇔ Hold Alt+ Shift button for image Resize then enter
- Click F7 button
- Click Add layer mask tool
- Click Gradient tool
- Go to option by reset Gradient
- Select Black & White color



### Questions & Answers

- 1) .....Displays options to user printer, Printer drinkers and operation system in Photoshop? ♦ Print
- 2) .....Key is used to select curser to string of the page in PageMaker?  
♦ Ctrl+ home
- 3) In PageMaker 200m out option is present in.....? ♦ View menu
- 4) In PageMaker .....tool is used to select and edit text.  
♦ Texel tool
- 5) In PageMaker, text wrap option is present in.....?  
♦ Element
- 6) In PageMaker to show/hide control palate shortcut key is.....? ♦ Ctrl +
- 7) Corel draw was released in the year.....?  
♦ 1989
- 8) In coral draw.....tool provides a free hand method of dividing objects into portion. ♦ Eraser tool

- 9) In coral draw ..... key is used to align left.  
     ❖ L
- 10) In coral draw ..... Is the shortcut key to activate tools?  
     ❖ Alt+ O
- 11) Shift + pgup option is used to bring to front in coral draw.  
     ❖ True
- 12) In Photoshop ..... tool gives darkens pixels in an image.  
     ❖ Burn
- 13) In Photoshop ..... tool to create free from pen. ❖ Pen tool
- 14) What is the shortcut key for image size in Photoshop?  
     ❖ Alt + ctrl +l
- 15) User can use the ..... tool to religion an image vertically or horizontally in Photoshop. ❖ Cropping
- 16) PDFC creator is used to create PDF files by converting word, Excel, Power point?  
     ❖ Yes
- 17) PDEC creator supports access to its functionally via a ..... interface. ❖ Active X
- 18) Password can be assigned to PDF files?  
     ❖ No
- 19) What must you do to use a computer to edit footage captured with a digital video camera?  
     ❖ Import the video footage using a fire wire cable or the equivalent.
- 20) Presentation graphics software is typically used to prepare a .....? ❖ Series of on-screen-slides.
- 21) If a photographic image looks fine when printer the problem has to do with images.....? ❖ Resolution
- 22) In PageMaker menu bar is a collection of tools.  
     ❖ False
- 23) We can create a booklet and books in.....?  
     ❖ PageMaker
- 24) .....key is used to select curser to from to end of the page in PageMaker. ❖ Shift+ end
- 25) In PageMaker 200m out option is present in.....  
     ❖ View menu
- 26) In PageMaker Increasing/Decreasing space between the words of a paragraph is.....? ❖ Kerning
- 27) We can activate properties menu by using in coral draw.....?  
     ❖ None
- 28) To lock the objects .....command is given in coral draw.  
     ❖ Arrange –lock object
- 29) In coral draw insert barcode option present in .....?  
     ❖ Edit menu
- 30) In coral draw the actions that precedes all the actions you want to undo is.....?  
     ❖ Click f ills >undo ducker
- 31) To blur the hard edges in an image..... Tools used in Photoshop. ❖ Blur
- 32) RGB stands for?  
     ❖ Red green blue
- 33) In Photoshop we can find Import & Export option in.....menu. ❖ File
- 34) To open a new work space command is.....?  
     ❖ File – New
- 35) In Photoshop ..... tools allow lighteners to the image.  
     ❖ Dodge
- 36) Computer can be defined as an .....machine.  
     ❖ Electronic
- 37) KB stands for.....?  
     ❖ Kilo byte
- 38) Shortcut key to shut down is.....?  
     ❖ Alt +F4
- 39) Txt is the extension name for.....?  
     ❖ Note pad
- 40) WAN stands for.....?  
     ❖ Wide area network
- 41) Google.com is a.....?  
     ❖ Search engine

- 42) Which of the following is required before performing mail merge in MS-Word?  
 ❖ Create
- 43) Which of the following is graphics solution for word processors? ❖ All of page
- 44) To draw the spirals, double –click in the .....tab of the options dialog box ❖ Nudge box
- 45) Ctrl + I will .....in MS-Word.  
 ❖ Italic
- 46) There can be many ways to insert page number in a document which of the following lets you insert. ❖ Page number from insert menu
- 47) In order to arrange the countries from those with the highest population to those with the lowest you need to sort on the population held in.....  
 ❖ Descending order
- 48) What should be adding before a fraction to avoid entering it as a date? ❖ Zero space
- 49) Which function will you use to enter current time in a worksheet cell?  
 ❖ F2
- 50) If particular workbook have to open each time excel started where that workbook should be placed? ❖ Xl start folder
- 51) Which of the following statement is false? ❖ All of the above statements are false.
- 52) Which of the following should you use if you want all the slides in the presentation to have the same? ❖ A presentation design template
- 53) Which of the following method can insert a new slide in current presentation? ❖ All of the above
- 54) Shortcut key for slide show.....?  
 ❖ F5
- 55) We can type file name in Kannada using.....?  
 ❖ Diphase
- 56) Can we type Kannada NUDI in mail using Diphase?  
 ❖ Yes, by NUDI direct on & scroll lock on
- 57) A web site font page/main page is called.....?  
 ❖ How page
- 58) WI –Fi stands for.....?  
 ❖ Wireless fidelity
- 59) Which file starts MS-Word?  
 ❖ MS –word exe
- 60) In MS-word, what is gutter margin?  
 ❖ Margin that is added to the binding slide of page when printing.
- 61) With which view can you see how text and graphics will appear on the printed page? ❖ Print layout
- 62) In MS-word to move the insertion point the next word command use is.....?  
 ❖ CTRL+ RIGHT ARROW
- 63) MS –office is application software.  
 ❖ True
- 64) In PageMaker, fill and stroke option is used to fill  
 ❖ Color &stroke
- 65) In PageMaker, print option is present in.....?  
 ❖ File menu
- 66) PageMaker publication Has ..... default of pages  
 ❖ One page
- 67) We can create a booklet and books in .....?  
 ❖ Page Maker
- 68) In PageMaker short cut key to close the publication is.....? ❖ Curlew
- 69) In coral draw ..... provide A powerful & simple way to shape objects ❖ Envelop