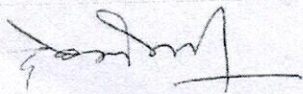
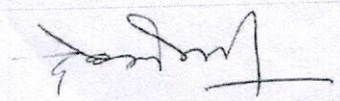


Part A Introduction		
Program: <u>                    </u> Diploma	Year: <u>2<sup>nd</sup> yr</u>	Session: 2022-23
Course Code	V2-COA-DTPT	
Course Title	Desk Top Publishing with Advanced Page Maker	
Course Type	Vocational	
Pre-requisite (if any)		
Course Learning outcomes (CLO)	<p>After studying this Course the Student will be able to</p> <ul style="list-style-type: none"> <li>• Gain in depth knowledge of Page maker and its practical Applications.</li> <li>• Create, Edit &amp; format documents using Page Maker.</li> <li>• Understand various advance concepts of Page maker for Desktop Publishing.</li> <li>• Using PageMaker, students will be able to gain practical knowledge of book preparation and handling of large amount of texts</li> <li>• Gain deep insights of working with PDF's</li> </ul>	
Expected Job Role / career opportunities	<p>After studying this Course the Student will be able to pursue his/her career as a/an:</p> <ul style="list-style-type: none"> <li>• Graphic designer</li> <li>• Multimedia Editor</li> <li>• Logo Designer</li> <li>• Office Assistant</li> <li>• Desktop Publishing Operator</li> </ul>	
Credit Value	4	
Part B- Content of the Course		
Total No. of Lectures + Practical (in hours per week): L-2 Hrs / P-2 Hrs		
Total No. of Lectures/ Practical: L-30hrs/P-60hrs		
Module	Topics	No. of Hours

  
 Dr. G. S. Goswami

I	Working with a publication , Opening a Publication, Creating a New Document, Setting the Margins, Setting the Page Size, Setting the Page Orientation, Introduction, Placing Graphics, Placing in-Line Graphics, Converting an Independent Graphic to an In-Line Graphic, Aligning In-Line Graphics, Sizing Graphics, Cropping Graphics, Object Linking and Embedding (OLE), Setting Up an OLE Liked Object, Embedding an OLE Object, Text Wrap.	8L
II	Introduction, Using the Control Palette, Control Palette Basics, Modifying Objects by Adjusting Values, Using the Reference-Point Proxy, Setting Measurement and Nudge Preferences, Moving Objects, Rotating an Object, Reflecting an Object, Skewing an Object, Removing Transformation, Aligning and Distributing Objects, Grouping and Ungrouping, Rules for Grouping Objects, Changing the Staking Order of Objects, Locking Objects. Working with large amount of texts. Long documents features: Compiling Chapters into a Book, Preparing the Book, Combing the Chapters, Numbering Pages, Restarting Page Numbering, Creating a Table of Contents.	12L
III	Creating PDF Files with Acrobat, Creating an Adobe Acrobat File, Font Issues, Managing Automatic Hypertext Links, Using the Tables Editor, Setting Adobe Table Defaults, Adobe Table Preferences, Typing, Editing and Formatting Text in Adobe Table, Formatting Text in a Table, Exporting and Saving Adobe Tables, Exporting Tables from Adobe Table, Exporting a Table as Text, Exporting a Table as a Graphic, Saving Adobe Tables, Importing and Updating Table, Sorting Pages, Balancing Columns, Create Keyline, Bullets and Numbering, Add Continued Line Creating Master Pages, Setting Up Pages , Use Of story editor , Pagemaker style sheets, working with frame, working with layers	10L
<b>Practical</b>		
	<ol style="list-style-type: none"> <li>1. Creating and opening a document in Page Maker</li> <li>2. Formatting and editing a document in Page Maker</li> <li>4. Saving and printing a given document in Page Maker</li> <li>5. Insertion of graphics in Page Maker</li> <li>6. Working with a publication in Page Maker</li> <li>7. Using the Control Palette in Page Maker</li> <li>8. Use of page maker to Prepare the Book and Combing the Chapters</li> <li>9. Reflecting an Object, Skewing an Object and Removing Transformation</li> </ol>	15P
	<ol style="list-style-type: none"> <li>10. Design Letter head and business card using Page Maker</li> <li>11. Cash Memo and Certificate making in Page Maker</li> <li>12. Use of various tools in Sign Board Design</li> <li>13. Use of various tools to design professional logos</li> <li>14. Design Newspaper Advertisement and flyers</li> <li>15. Type a Doc Using Story Editor</li> <li>16. Build Booklet and perform Page Numbering and editing</li> <li>17. Page Layout Design for Newsletter</li> <li>18. Creating and formatting PDF Files with Acrobat</li> <li>19. Creating Pagemaker style sheets and frames</li> </ol>	15P

  
 Dor Goswami

Project/ Field trip

**Part C-Learning Resources**

**Text Books, Reference Books, Other resources**

**Suggested Readings:**

1. Desk Top Publishing From A to Z by Bill Grout and Osborne; McGraw Hill
2. DTP (Desk Top Publishing) for PC user by Houghton; Galgotia Publishing House Pvt. Ltd., Daryaganj, New Delhi.
3. ADOBE PAGEMAKER 6.5 - Shashank Jain & Satish Jain – First Edition 2001, BPB Publications.
4. PAGEMAKER 6.5 COMPLETE – R. Shamms Mortier, Rick Wallace, Rick Wallace, Phil Gaskill, Richard Romano, Carla Rose, Ellen Wixted, First Indian Edition 1997, Techmedia.
5. DESKTOP PUBLISHING ON PC – M.C. Sharma, First Edition 1997, BPB Publications.
6. BPB'S DTP COURSE (DESKTOP PUBLISHING) – Satish Jain & M. Geetha Iyer. First Edition 2009. BPB Publications.
7. PAGEMAKER 7 FOR WINDOWS – Ted Alspach, First Indian Edition 2002, Techmedia.
8. ADOBE PAGEMAKER 7.0 - Shashank Jain & Satish Jain – First Indian Edition 2002, BPB Publications.

**Suggested equivalent online courses:**

<https://www.youtube.com/watch?v=NxDeGx7RXTg>

<https://www.youtube.com/watch?v=7pllLjZ8vgw>

<https://www.youtube.com/watch?v=RiYkSiKfEu0>

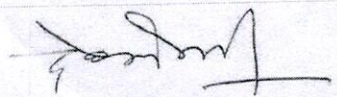
<https://www.youtube.com/watch?v=ZiqjVMryvoI>

<https://www.youtube.com/watch?v=ApHRQIIwJ8>

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

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

Note if Any:

  
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