VISION COMPUTERS

Advance Computer Training Centre

100% Job Oriented Course

Basic
Designing Course





Name	:
DOA	:
Batch	:
Mobile	:
Adress	:

ತರಬೇತಿ ಮುಗಿದ ನಂತರ ಮಾನ್ಯತೆ ಪಡೆದ ಪ್ರಮಾಣಪತ್ರ ನೀಡಲಾಗುವುದು

<u>OVERVIEW</u>

Vision Computers provides high quality computer education at very low cost. Vision Computer's mission is to create a pool of high quality Computer professionals who will meet the demanding needs of organizations for tomorrow's challenges.

Vision Computers emphasis is given to the maximum extent on the projects by maximum practical learning through simulated projects designed to the needs of the industry. "Practice makes a man perfect". A belief that is unanimously shared at Vision Computers. This is quite evident from the fact that the Diploma courses offer more computer time than theory, a popular concept in modern education.

Vision Computers Education is conveniently situated in Mysore. If you are deciding a best place for maximizing your knowledge, then you have come to the right spot. Training methods have been maximized with "learning" rather than "teaching" through equipped lab 1-to-1 ratio (one computer for one student). With structured combination of theoretical and practical sessions.

- Theory
- Practical
- Assignments
- Certification

Skill Development

The Skill development initiative aims to connect with the youth by upgrading their skills as per their competencies. We train latest computer technologies combined with life-long learning are the essential ingredients for building a successful career in the IT Industry. Soft skills development division helps our undergraduates to improve the necessary soft skills the employers seek from their employed graduates so that they become effective practical professionals.

Excellence

Our qualified and experienced staff ensures excellence in whatever they do Faculty delivery, tutorial sessions, assignment design, guidance and assessment. These fact are evidenced by the excellent results our students gain year after year.

Quality

We have always been maintaining quality of our study programs from course designing to course materials to course delivery and assessment of the learners. This compels us to maintain the standards in all our courses.

Computer Education

We are offering wide range of Computer courses from basic to advance and focus on the pursuit of excellence.

Photo Gallery









Why Choose Vision Computers?

- ☑ More than 5 years of Experience in Training the students
- ☑ Innovation, Professionalism, Excellence, Quality & Access"
- ☑ Provides 100% JOB Ready Skills to students
- ☑ 20:80 Theory to Practical Sessions
- ☑ Imparts high quality training
- ☑ Employability skills to Students
- ☑ Certified and experienced faculty
- ☑ Verifiable Certificates
- ☑ Guest lecturers
- ☑ Up-to-date Information
- \square More practical sessions
- ☑ Mock assessments

Reasons Why Students love Vision Computers?

- ☑ Time Flexibilities
- ☑ Batch Flexibilities
- ✓ Low Fee Structure
- ☑ Theory To Practical
- ☑ Job Assistance
- ☑ Verifiable Certifications
- ☑ Doubt Clearing Session

What We Do?

- ☑ We understand the market needs better than anyone else.
- ☑ We are so confident in our ability to deliver reliable, effective training that unless you feel 100% satisfied that Vision Computers Computer Education delivered even more.

Hours of Operation

Classes are scheduled for Monday to Saturday 9 a.m. to 9 p.m. Special Fast Track and Weekend batches are also available.

Lab Rules

Do's

- ☑ All users of the lab are to follow the directions of lecturer/lab technician.
- ☑ Sit properly and make sure your hands are clean and dry before using computer.
- ☑ Report any problems, broken plugs, exposed electrical wires to your lecturer/lab technician immediately.
- ☑ Turn off the computer properly once you are done using it.
- ☑ Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect.
- ☑ Report fires or accidents to your lecturer/laboratory technician immediately.
- ☑ Keep the lab clean and tidy.

Don'ts

- **☑** Do not eat or drink in the laboratory.
- 🗷 Avoid stepping on electrical wires or any other computer cables.
- ☑ Do not remove or take anything from the computer lab without permission.
- Do not touch, connect or disconnect any plug or cable without your lecturer/technician's permission.
- **☑** Do not insert any objects into the computer.
- **☒** Do not disturb others.

☑ Do not misbehave in the computer laboratory.

Student Responsibilities:

- ☑ Attend every class or notify of an absence in advance.
- ☑ Participate in the discussion, Special Class & ask questions.
- ☑ Note on every Class Survey if you need a computer.
- ☑ Complete the Homework. (Practice, practice, practice....)

Course Details:

Course : Basic Desining Course

Duration : 3 Months
Total Hours : 75 Hours

Test Marks : 50

Test Hours : 1.5 Hours

Exam Marks : 100

Examination Hours : 03 Hours

- ☑ DTP Operator
- ☑ Graphic Designer
- ☑ Adds Designer
- ☑ Invitation Designer
- ✓ Printing Press
- ☑ Flex Designer
- ☑ Banner Designer
- ☑ Cards Designer
- ☑ Photo Album Designer

Contents

Desktop Publishi	ng9
Publishing	9
Desktop Publis	shing9
Desktop Publis	shers Software;10
Difference bety	ween a desktop publisher and a word processor11
	P softwareuı
=	design:
2. Page lay	yout design:
Types of DTP s	software12
ı. Graphic	cal based:12
	based:12
	cations12
	P software13
302 //	a DTP System13
	nologies used in DTP14
	p15
	document15
ı. Page Siz	ze and Orientation
2. Resolut	ion
3. Color M	16de16
	ound Contents16
5. Openin	g an image from a disk16
	p Window16
Toolbox	17
	ages18
2. Correct	ing Scanned Images18
3. Remove	e an Object18
4. Croppir	ng and Resizing19
5. Change	Color19
Layers	19
PhotoShop Pra	actical20
PhotoShop sho	ortcut keys21
CorelDraw	24

The CorelDraw Window	24
Tools	25
Page Navigation with the Page Selector	29
Color Palettes	29
CorelDraw shortcut keys	30
CorelDraw Works	32
Adobe PageMaker	
Introduction	34
The PageMaker Window	34
Create a Publication	35
Menu Bar	35
Toolbox	35
Bullets	37
Printing	37
PageMaker shortcut keys	38
PageMaker Works	39
	W 100

Vision C	omputers
----------	----------

Basic Designing Course

Notes

Comp.
ion Collipus
1131
63 63
40 mg

DESKTOP PUBLISHING

Publishing

Publishing is the process of producing publication like newspapers, cards, pamphlets, pictures, calendars etc. that have special text, graphic layout and design. The traditional method of publishing involved drawing and writing manually on wooden or metallic boards. The artwork was then painted with ink and pressed on papers to produce a printout. This was very tedious. Today the art of publishing has changed because of the computers and smaller printers that are able to print high quality text and graphics, even in an office or at home.



Desktop Publishing

Desktop publishing (DTP) it refers to the process of producing publications like cards, newspapers etc. by designing their text and graphic layout and inserting, editing, formatting and printing of text and graphical objects using a special desktop publishing software installed on computers.

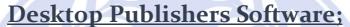
The term desktop means that all the publishing process can now be done on a desk in the office or at home using a computer. The difference between a desktop publisher and a word processor is that a desktop publisher software gives the user more tools and control of the page layout, text manipulation and graphics design than a word processor. However it is important to note that some word processors today have also been incorporated with text and graphic formatting and editing tools. Hence a thin line exists between them and the desktop publishers. For example one can design a full publication in Microsoft Word by using the available drawing and picture tools, create columns etc.

Desktop publishing (DTP) is the creation of documents using page layout skills on a desktop computer primarily for print. Desktop publishing software can generate layouts and produce typographic quality text and images comparable to traditional typography and printing. This technology allows individuals, businesses, and other organizations to self-publish a wide range of printed matter. Desktop publishing is also the main reference for digital typography. When used skillfully, desktop publishing allows the user to produce a wide variety of materials, from menus to magazines and books, without the expense of commercial printing.

Desktop publishing combines a personal computer and WYSIWYG page layout software to create publication documents on a computer for either large scale publishing or small scale local multifunction peripheral output or distribution. Desktop

publishing methods provide more control over design, layout, and typography than word processing. However, word processing software has evolved to include some, though by no means all, capabilities previously available only with professional printing or desktop publishing.

The same DTP skills and software used for common paper and book publishing are sometimes used to create graphics for point of sale displays, promotional items, trade show exhibits, retail package designs and outdoor signs. Although what is classified as "DTP software" is usually limited to print and PDF publications, DTP skills aren't limited to print. The content produced by desktop publishers may also be exported and used for electronic media. The job descriptions that include "DTP", such as DTP artist, often require skills using software for producing e-books, web content, and web pages, which may involve web design or user interface design for any graphical user interface.



- Adobe PageMaker
- Adobe Photoshop
- Adobe illustrator
- CorelDraw.
- Microsoft Publisher.
- Ventura.
- Harvard graphic.













<u>Difference between a desktop publisher and a word</u> <u>processor.</u>

A DTP software gives the user more tools and control of the page layout, text manipulation and graphic design than a word processor.

However, today's word processors have been incorporated with text and graphic formatting and editing tools, e.g., you can design a full publication in Microsoft Word by using the available Drawing and Picture tools, create columns, etc.

Purpose of DTP software

DTP programs give the typesetter (the person designing publications) a lot of control on:

1. Graphic design:

Using DTP software, a typesetter can create and edit very complex text & graphical objects of high quality. For example, the software provides the user with rulers & ruler guides that can be used to place an object in the correct position within the publication.

2. Page layout design:

With a desktop publisher, the user can design a page layout by setting consistent (constant) picture and object locations, divide a page into a number of columns, and also create layers. Layering is the arrangement of objects on top of each other with the one on top being on the first layer.

3. Printing:

To produce any publications, they must be printed. Therefore, DTP software helps the user to prepare artwork (i.e., publications that are ready for printing).

Types of DTP software

There are 2 main types of DTP software:

1. **Graphical based:**

They are specifically developed for editing & formatting graphic objects like pictures. Graphic-based desktop publishers have superior capabilities for handling images such as setting resolution, brightness, contrast, cropping, and filling the images with color.

Examples;

- Adobe Photoshop.
- CorelDraw.

2. Layout based:

They are specifically developed to create different page layout designs for text and pictures.

Examples;

- Adobe PageMaker.
- Microsoft Publisher.

Types of publications

There are several types of publications that can be produced using DTP software. They include:

Cards: They may be for special occasions such as weddings, graduations, Business, and for congratulations.

Certificates: These are types of publications used to show completion of courses and special events.

Newspapers, Magazines, Pamphlets and Newsletters: They contain news targeting a group of people.

Books: Are bulky publications with many pages that are bound together.

Calendars: They are used to show dates. They are also used by companies to advertise their products.

Notices, Brochures, Posters / Advertisement, and Catalogues.

Features of DTP software.

1) Text can be entered directly into a DTP publication. Alternatively, the text can be entered into a Word processor and then copied into the DTP document.

Graphics can be created in a separate program, then incorporated into a Desktop publishing program.

A Scanner can also be used to copy images, such as photographs and drawings, into a Desktop publishing document. A Scanner is a device that reads text and images into a document.

- 2) A DTP program gives you more control over the graphics in a publication. You can:
 - Move change the position of a graphic on a page,
 - Size make a graphic larger or smaller,
 - Rotate turn or spin a graphic, and
 - Crop trim part of a graphic.
- 3) Has a wide range of Fonts & print sizes that can be merged with useful symbols, such as arrows and stars.
- 4) Has Columns of various widths, in which the text is fitted automatically using sensible hyphenation. The columns can also be reorganization automatically.
- 5) Enables Scaling and cropping of publications so as to fit the available space.
- 6) Page numbers can be inserted.
- 7) Enables production of multiple page documents.

Steps in using a DTP System.

- 1. Prepare your text and illustrations with a Word processor or a Graphics package. Alternatively, use a Scanner to input text and graphics from other sources.
- 2. Using the DTP program, develop the format of each page. Your screen becomes an electronic paste board with rulers, column guides and other page design aids.
- 3. Copy the text and illustrations into the page format you have designed in the DTP program. The DTP program will automatically move the excess text to another column or page and also help size and place illustrations and headings.
- 4. Format the pages on the screen to look the way you want them, then store them electronically on your hard disk. If necessary, print them on a Laser Printer to produce the finished printed material.

Printing terminologies used in DTP.

- 1) Ranner the main headline across the top of the page.
- 2) Cross head a small heading used to break up text into easily readable sections.
- 3) Bullet solid dot printed before pieces of text in order to add an emphasis.
- 4) Cast off a calculation as to how much space the text will use on a page.
- 5) Footer a line of text at the bottom of each page giving the publications title, author's name, etc.
- 6) Masthead details of the person involved in printing the publication.
- 7) WYSIWYG (What You See Is What You Get) this means that, the presentation on the screen is exactly what you will get from the Printer.
- 8) Jigging moving text around by means of DTP software



ADOBE PHOTOSHOP

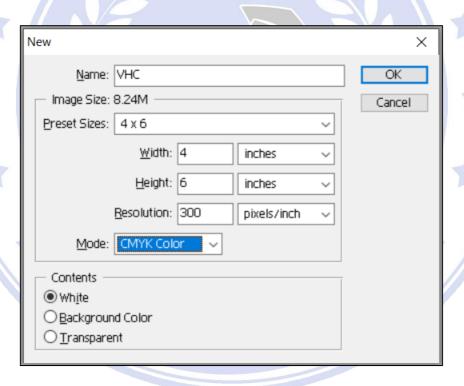
Adobe Photoshop is a popular image editing software that provides a work environment consistent with Adobe Illustrator, Adobe InDesign, and other products in the Adobe Creative Suite. This tutorial is an introduction to using Adobe Photoshop. Here you will learn how to get started, how to use the interface, and how to modify images with basic editing skills.

Start-All Programs-Adobe Photoshop

Setting up the document

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning.

To create a new document, click **File - New**. This will open the Document Setup dialog box. Here you will be able to name your file, set up the correct page size and orientation for your document.



1. Page Size and Orientation

Change the page size by typing in new values for width and height. Page size represents the final size you want after bleeds or trimming other marks outside the page. In the Preset dropdown menu you can find such common sizes as letter, legal etc. Typing in exact values for Height and Width gives you more control over the size and orientation of your page.

2. Resolution

Resolution is the number of pixels on a printed area of an image. The higher resolution, the more pixels there are on the page, the better quality of the image. However, high resolution increases the size of the file. **The standard recommended resolution for printed images is 150-300**, for Web images it is 72.

3. Color Mode

Choose a color mode that will best fit your project. For example, when making a graphic for a web site, choose RGB. When making an image for prints choose CMYK. This determines the way colors are handled in the image. You have five choices: Bitmap, Grayscale, RGB Color, CMYK Color, and Lab Color.

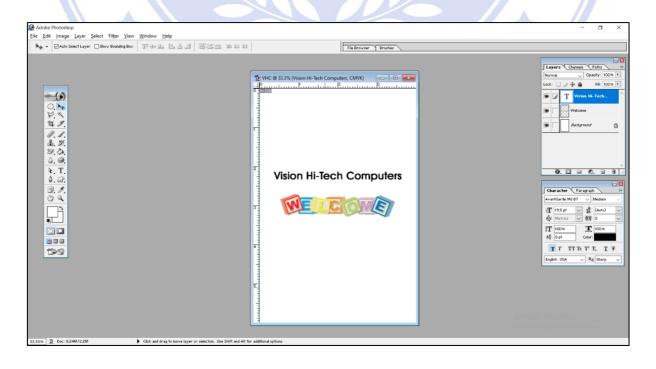
4. Background Contents

Choose the background: white, color or transparent. When you have entered all of your document settings, click Ok.

5. Opening an image from a disk

If the image you have is saved on a disk or to the computer, select **File** _ **Open**, and then **navigate to the disk drive**/file where your image is saved. Choose the image file and click Open. At this point, you may want to save your image under a different name so that you can always have the original to fall back on in case of a mistake. To save your file, **select File** _ **Save As** and type in the new name of the file in the dialogue box.





Toolbox

- Move tools -Used to select and move objects on the page.
- **Marquee** Selects an object by drawing a rectangle or an ellipse around it.
- Lasso Selects an object by drawing a freehand border around it.
- Magic wand- Selects all objects in a document with the same or similar fill color, stroke weight, stroke color, opacity or blending mode.
- Crop- Resize the image that you want to keep. Resize the selected area dragging the squares at the sides and corners.
- Eye Dropper- Takes color samples from colors on the page and displays them in the Color Boxes.
- Healing Brush-Corrects small blemishes in scanned photos.
- Brush- Draws brush strokes of different thicknesses and colors.
- Clone stamp Takes a sample of an image and applies over another image, or a part of the same image.
- Art history brush- Paints over an image using the source data from a specified history state or snapshot.
- **Eraser** Removes part of an existing path or stroke. You can use the Erase tool on paths.
- Paint bucket- Applies a color fill to a selected part of the image or to an entire layer.
- Blur -Blurs the sharp edges of an image.
- Path selection- Selects paths and path segments.
- Type- Types text on a page. Every time you click the Type Tool on a new portion of the page, a new layer will be created.
- Pen- Draws smooth-edged paths. Select the tool, click on the page and drag to draw a path. Click and drag the anchor points to modify the path.
- Hand- Allows you to move around within the image.



- Magnify- Magnifies or reduces the display of any area in your image window.
- Color Boxes- The foreground color appears in the upper color selection box and represents a color that is currently active. The background color appears in the lower box and represents an inactive color.
 - To change the foreground/background color, click the upper/ lower color selection box in the Toolbox.
 - To reverse the foreground and background colors, click the Switch Colors icon (the arrow) in the toolbox.
 - To restore the default foreground and background colors, click the Default Colors icon (the little black and white boxes) in the toolbox.

1. Edit Images

Launch the Photoshop program. The Photoshop program window opens. A toolbox and palette windows appear on the screen. The tools in the toolbox let you select, paint, edit, and view images.

Other toolbox controls choose foreground and background colors, and change the screen display mode. Most tools have associated palettes, which contain options for each tool.

The first time you start the application, the toolbox appears on the left side of the screen. These include the tools that let you use type, select, paint, draw, edit, move, annotate, and view images.

2. Correcting Scanned Images

The quality of scanned images can often be improved. Adjust the brightness and color balance, fix a scratch on the picture, remove an object, resize the image, and sharpen the focus.

3. Remove an Object

Choose the Magnifying Glass tool from the toolbar (Zoom tool), center of the photo (see below). This will zoom into this area. **Select the Clone Stamp from the toolbar.** This tool allows you to copy one area of the picture to another part of the picture. The size of the area being copied is set by the size of the brush.

4. Cropping and Resizing

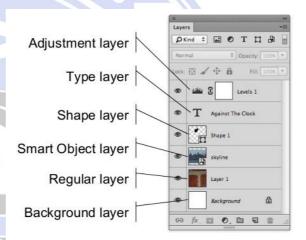
Photoshop has a cropping tool that can select a part of the picture and remove the rest. Cropping can be used to remove unwanted parts of a picture or to focus on a particular portion of the image.

5. Change Color

Locate and open the image from the Image menu, select Adjustments, then choose **Hue/Saturation** from the sub-menu and play with these sliders to make the shoes another color. Also change level, color balance and curves.

Layers

When you added the text to the picture in the previous section, you also created a new "layer." As new items, such as text, are added to an image, Photoshop automatically adds a new layer. Layers allow you to edit and position different parts of an image separately. The Layers palette displays all layers for a picture.



PhotoShop Practical





॥ ಶ್ರೀ ಪಾರ್ವತಮ್ಮ ಕೈಪೆ ॥ **GIRISH** 8892507252 NAME:-.. AMOUNT:-SI No **Amount** Date 1 2 3 4 5 6 7 8 9 10







PhotoShop shortcut keys

A - Path Selection Tool
B - Brush Tool

C - Crop Tool

D - Default Foreground and Background Colors

I - Eyedropper Tool

J - Spot Healing Brush Tool

L - Lasso Tool

R

M - Marquee Tool

O - Dodge Tool

Fdit in Quick Mask Mod

Q - Edit in Quick Mask Mode

Clone Stamp Tool

S - Clone Stamp Tool
U - Shape Tool

X - Switch Foreground and Background Colors

Rotate View Tool

Y - History Brush Tool

Z - Zoom Tool

E - Eraser Tool

G - Gradient Tool

H - Hand Tool

P - Pen Tool

T - Type Tool

V - Move Tool

W - Magic Wand Tool

X - Change Screen Mode

F - Screen Modes[Brush Tip increase] Brush Tip increase

Show Grid

Fit on Screen

Fı Start Help F5 Show/Hide Brush panel F6 Show/Hide Color panel F7 Show/Hide Layers panel F8 Show/Hide Info panel F9 Show/Hide Actions panel Show & Hide Tool bar, Option bar, All Panels Tab Show & Hide All Panels Shift+Tab Ctrl+-Zoom out Ctrl++ Zoom In Ctrl+; **Show Guides**

New Ctrl+A Select All Ctrl+N Color Balance Ctrl+B Ctrl+O Open Ctrl+C Copy Ctrl+P Print Ctrl+D Deselect Ctrl+O Exit/Quit Ctrl+E Merge Layers Ctrl+R **Show Rulers** Ctrl+F Last Filter Ctrl+S Save Ctrl+G **Group Layers** Ctrl+T Free Transform **Show Extras** Hue/Saturation Ctrl+H Ctrl+U Ctrl+I Invert Ctrl+V Paste Ctrl+I Layer via Copy Ctrl+W Close Ctrl+K **Preferences** Ctrl+X Cut Ctrl+L Levels Ctrl+Y **Proof Colors** Ctrl+M Curves Ctrl+Z Undo/Redo

Ctrl+'

Ctrl+(o)

Ctrl+ Delete Fill the Background color **Brush Tip Hardness** Shift+ [or] Cycle through blending modes Shift++/-Shift+Alt+Up/Down Arrow -**Baseline Shift**

Shift+Alt+A Linear Burn Shift+Alt+B Color Burn Shift+Alt+C Color Shift+Alt+D Color Dodge Shift+Alt+E Difference

Shift+Alt+F Soft Light Lighten Shift+Alt+G Hard Light Shift+Alt+H -Dissolve Shift+Alt+I Linear Light Shift+Alt+J Shift+Alt+K Darken Shift+Alt+L Hard Mix

Multiply

Normal Shift+Alt+N Shift+Alt+O Overlay

Shift+Alt+Q -Behind (Brush) Shift+Alt+R Clear (Brush) Shift+Alt+S Screen

Shift+Alt+T -Saturation Shift+Alt+U -Hue Shift+Alt+V Vivid Light Linear Dodge Shift+Alt+W -**Exclusion** Shift+Alt+X -Shift+Alt+Y Luminosity Shift+Alt+Z -Pin Light

Shift+Alt+M -

Shift+Ctrl+; -	Snap	Shift+Ctrl+L -	Alignments Left
Shift+Ctrl+< -	Font size decrease	Shift+Ctrl+N -	New Layer
Shift+Ctrl+> -	Font size increase	Shift+Ctrl+R -	Alignments Right
Shift+Ctrl+B -	Auto Color	Shift+Ctrl+S -	Save As
Shift+Ctrl+C -	Copy Merged	Shift+Ctrl+T -	Transform Again
Shift+Ctrl+C -	Alignments Center	Shift+Ctrl+U -	Desaturate
Shift+Ctrl+D -	Reselect	Shift+Ctrl+V -	Paste Into
Shift+Ctrl+G -	Ungroup Layers	Shift+Ctrl+W-	Close
Shift+Ctrl+I -	Inverse	Shift+Ctrl+X -	Liquify Filter
Shift+Ctrl+J -	Layer via Cut	Shift+Ctrl+Y -	Gamut Warning
Shift+Ctrl+J -	Alignments Justify	Shift+Ctrl+Z -	Fade
Shift+Ctrl+K -	Color settings	Shift+Ctrl+Z -	Step Forward
Shift+Ctrl+L -	Auto Tone	Shift+F6 -	Feather

Alt+/Delete - Fill the Foreground color

Alt+Left/Right Arrow - Kerning/Tracking
Alt+Up/Down Arrow - Change leading

Alt+Ctrl+;	-//	Lock Guides	Alt+Ctrl+I	-	Image Size
Alt+Ctrl+o	H	Actual Pixels	Alt+Ctrl+O	-	Browse in Bridge
Alt+Ctrl+A	11	Select All Layers	Alt+Ctrl+R	-	Refine Mask
Alt+Ctrl+C	7-	Canvas Size	Alt+Ctrl+V	-	Vanishing Point
Alt+Ctrl+G	-	Create Clipping	Alt+Ctrl+W	-	Close All
Mask 🚺			Alt+Ctrl+Z	-	Step Backward
		· / /			

Alt+Shift+Ctrl+C - Content Aware Alt+Shift+Ctrl+P - Print One Copy

Scale Alt+Shift+Ctrl+S - Save for Web
Alt+Shift+Ctrl+K - Menus Alt+Shift+Ctrl+X - Pattern Maken

Alt+Shift+Ctrl+K - Menus Alt+Shift+Ctrl+X - Pattern Maker Alt+Shift+Ctrl+L - Auto Contrast

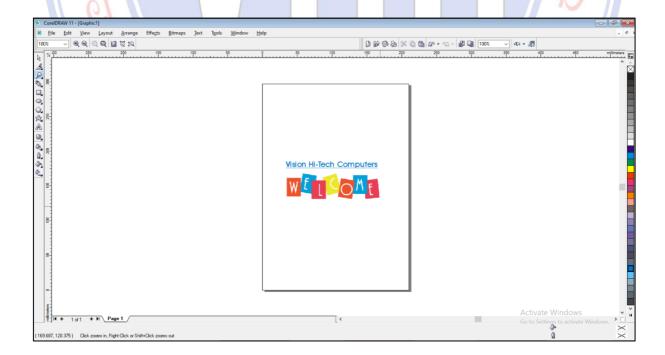
CORELDRAW

CorelDraw is a vector graphics editor developed and marketed by Corel Corporation. It is also the name of the Corel graphics suite, which includes the bitmapimage editor Corel Photo-Paint as well as other graphics-related programs. CorelDraw is designed to edit two-dimensional images such as logos and posters.

There are many computer applications that you can use to drive a laser cutter. CorelDRAW is the most versatile and mastery of it will allow you to achieve the outstanding results from your laser system. CorelDRAW is a very powerful professional vector graphics package usually sold with other Corel products such as CorelTRACE and Corel PHOTO-PAINT. Some features will be familiar to those provided in similar applications such as Adobe Illustrator. CorelDRAW supports Windows shortcuts and is both configured with its own additional shortcuts and can be customized to have additional shortcuts added. Another advantage to be gained from using CorelDRAW is that it can be used to great benefit for a multitude of other tasks Teachers encounter in their day to day work.

Start-All Programs-Adobe Photoshop 7.0

The CorelDraw Window



Tools

The Toolbox is located in the left portion of the window and contains all the drawing and editing tools necessary to create objects for an illustration. Tools containing a small triangle in the corner produce a Flyout. Flyouts contain additional tools or tool options and are explained below in the order they appear on the default screen. Flyouts are described following the Tool Overview.

- Pick Too- Selects objects or groups of objects. Once selected, you can use the Pick Tool of move, stretch, scale, rotate, and skew objects.
- Shape Tool- Reshapes objects. Objects are reshaped by moving nodes, lines, and control points.
- Perfect Shapes Tool- A collection of objects which you can add to your drawing. They include such things as arrows, stars, talk bubbles, and flow chart symbols.
- Interactive Blend Tool- The Blend Tool allows you to merger objects together through a series of steps. The flyout gives access to several more interactive tools that are described on the following pages.
- Outline Tool- Sets the outline style of an object or a line. This includes the line type, ends, color, and weight. The flyout gives quick access to some changes.
- Fill Tool-Assigns the fill style of any object. Fills are only visible on closed objects. The flyout gives access to control dialogs for each type of fill.
- Freehand Pick tool Select objects by using a freehand selection marquee. Position and transform objects.
- Smudge Brush tool Smudge Brush tool Change the shape of an object by dragging along its outline.
- Roughen Brush tool Roughen Brush tool Distort the edge of an object by dragging along its outline.
- Free Transform tool Free Transform tool Rotate, skew, mirror, and scale objects.
- Smear tool Change the edge of an object by dragging along its outline.
- **Twirl tool** Add swirl effects by dragging along the outline of an object.
- Attract tool Attract tool Reshape objects by attracting nodes to the cursor.
- Repel tool Reshape objects by pushing nodes away from the cursor.
- Smooth tool Smooth object by dragging along its outline.

- Crop tool Remove the areas outside a selection.
- Knife tool Slice an object to split it into two separate objects.
- Eraser tool (X) Remove unwanted areas in a drawing.
- **Virtual Segment Delete tool** Remove overlapping segments in objects.
- **Zoom tool** (**Z**) Change the magnification level of the document window.
- Pan tool (H) Drag hidden areas of a drawing into view without changing the zoom level.
- Freehand tool (F5) Draw curves and straight line segments.
- 2-Point Line tool Draw a straight line by drawing from the starting point to the endpoint.
- Bezier tool Draw curves one segment at a time.
- Artistic Media tool (I) Add artistic brush, spray, and calligraphic effects by using freehand strokes.
- Pen tool Draw curves in segments, and preview each segment as you draw.
- B-Spline tool Draw curved lines by setting control points that shape the curve without breaking it into segments.
- Polyline tool Draw connected curves and straight lines in one continuous action.
- Point Curve tool Draw a curve by dragging from the starting point to the endpoint and then positioning the center point.
- Smart Fill tool Create objects from overlapping areas, and apply a fill to those objects.
- Smart Drawing tool (Shift+S) Convert freehand strokes to basic shapes or smoothed curves.
- Rectangle tool (F6) Draws rectangles and squares. Squares are created by using the Control key while drawing.
- 23-Point Rectangle tool Draw rectangles at an angle.
- Elipse tool (F₇) Draws ellipses and circles. Circles are created by holding down the Control key as you draw.
- **3-Point Elipse tool** Draws elipses at an angle.
- Polygon tool (Y) Draw polygons by draggig in the drawing window.
- Star tool Draw uniform, outlined stars.

- Complex Star tool Draw stars that have intersecting sides.
- Graph Paper Tool(D) Draws a collection of boxes that simulates a sheet of graph paper
- Spiral tool (A) Draw symmetrical and logarithmic spirals.
- Basic Shapes tool Draw triangles, circles, cylinders, hearts and other shapes.
- Arrow Shapes tool Draw arrows of various shapes and directions.
- Flowchart Shapes tool Draw flowchart symbols.
- Banner Shapes tool Draw ribbon objects and explosion shapes.
- Callout Shapes tool Draw labels and speech bubbles.
- Text tool (F8) Add and edit paragraph and artistic text.
- Table tool Draw, select, and edit tables.
- Parallel Dimension tool Draw slanted dimension lines.
- Horizontal or Vertical Dimension tool Draw horizontal or vertical dimension lines.
- Angular Dimension tool Draw angular dimension lines.
- **Segment Dimension tool** Display the distance between end nodes on single or multiple segments.
- Straight-Line Connector tool Draw a straight line to connect two objects.
- Right-Angle Connector tool Draw a right angle to connect two objects.
- Right-Angle Round Connector tool Draw a right angle with a rounded corner to connect two objects.
- Edit Anchor tool Modify the connector line anchor points of objects.
- Blend tool Blend objects by creating a progression of intermediate objects and colors.
- Contour tool Apply a series of concentric shapes that radiate into or out of an object.
- Distort tool -Transform objets by applying Push and Pull, Zipper, or Twister effects.
- **Drop Shadow tool** Apply shadows behind or below objects.
- Envelope tool Change the shape of an object by applying and dragging the nodes of an envelope.
- Extrude tool Apply 3D efect to objects to create the illusion of depth.

- **Transparency tool** Partially reveal image areas underneath the object.
- **Eyedropper Tool** The Eyedropper Tool allows you to select a color within an object and allows you to apply that color to another object.
- Outline Pen (F12) Set outline properties sucj as line thickness, corner shape, and arrow type.
- Outline Color (Shift+F12) Choose the outline color by using color viewers and color palettes.
- Uniform Fill (Shift+F11) Choose a solid fill color for an object by using color palettes, color viewers, color harmonies, or color blends.
- Fountain Fill (F11) Fill an object with a gradient of colors or shades.
- Pattern Fill Apply a preset pattern fill to an object or create a custom pattern fill.
- **Texture Fill** Apply preset texture fills to objects to create the illusion of a variety of textures, such as water, clouds and stone.
- PostScript Fill Apply an intricate PostScript texture fill to an object.
- Interactive Fill tool (G) Create a fill dynamically by using markers in the drawing window and property bar to change the angle, midpoint, and color.
- Mesh Fill tool (M) Fill an object by blending multiple colors or shades arranged over a mesh grid.

Page Navigation with the Page Selector

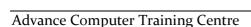
A CorelDRAW file can have as many as 999 pages. A document of that length, however, might be created more easily in Corel Ventura. To navigate a multi-page document you use the Page Navigator bar at the bottom left of the work window. From this bar you can add or move from one page to another. To delete pages you need to use the Delete Page command under the Layout menu.

Color Palettes

The colorful row of boxes on the right of the screen is the Color Palette. Corel DRAW comes with 18 color systems and gives you the ability to create your own palette. The palette can be floated or parked. The type of palette can be changed with the Windows menu, or the Color Palette Browser

Docker. You may have several palettes open at once.

Note: When you hold down a chip on the color palette, a box with shades of that color displays. By dragging to one of the shades of the first color, you can choose a shade of a color quickly and apply it to a line or fill an object.



CorelDraw shortcut keys

C+1 . A	All C-1+	Ctul . O	0	
Ctrl + A	- All Select	Ctrl + O - Open		
Ctrl + B	- Brightness/Contrast	Ctrl + P	- Print	
Ctrl + C	- Copy	Ctrl + Q	- Convert to Curves	
Ctrl + D	- Duplicate	Ctrl + R	- Repeat	
Ctrl + E	- Export	Ctrl + S	- Save	
Ctrl + F	- Find and Replace	Ctrl + T	- Text Properties	
Ctrl + G	- Group	Ctrl + U	- Ungroup	
Ctrl + I	- Import	Ctrl + V	- Paste	
Ctrl + J	- Options	Ctrl + W	- Refresh Window	
Ctrl + K	- Break Apart	Ctrl + X	- Cut	
Ctrl + L	- Combine	Ctrl + Y	- Snap to Document Grid	
Ctrl + N	- New	Ctrl + Z	- Undo	
	· //			
Ctrl + F11	- Insert Symbol Character	Ctrl + F5	- Object Styles	
Ctrl + F12	- Spell Check	Ctrl + F6	- Color Styles	
Ctrl + F2	- View Manager	Ctrl + F7	- Envelope	
Ctrl + F2	- View Manager	Ctrl + F8	- Convert	
Ctrl + F ₃	- Symbol Manager	Ctrl + F9	- Contour	
Ctrl + F ₃	- Lens	Ct11+19	Contour	
Ctil + 13	Letis			
B Align	Pottom	D Alian	Dight	
9	Bottom Contage Vertically		Right	
	Centers Vertically	T Align		
	Centers Horizontally	F1 Help Topics		
L Align		F9 Full-	Screen Preview	
P Cente	er to Page			
			(2)	
Ctrl + -	- Insert Formatting Code	Ctrl + Page	Down - Backward One	
Ctrl + End	- To Back of Page	Ctrl + Page	Up - Forward One	
Ctrl + Home	- To front of Page			
Alt + Enter	Object Properties	Alt + F4	Exit	
Alt + F10	Transformations	Alt + F7	Position	
Alt + F11	Macro Editor	Alt + F8	Rotate	
Alt + F12	Align to Baseline	Alt + F9	Scale	
	<u> </u>	_		

Complix

Ctrl + Shift + - - Insert Formatting Code

Ctrl + Shift + B - Color Balance

Ctrl + Shift + D - Step and Repeat

Ctrl + Shift + O - Stop Macros Recording

Ctrl + Shift + Q - Convert Outline to Object

Ctrl + Shift + R - Record Temporary Macro

Ctrl + Shift + S - Save As

Ctrl + Shift + T - Edit Text

Ctrl + Shift + U - Hue/saturation/Lightness

Ctrl + Shift + Z - Redo

Shift + Arrow Keys - Super Nudge

Shift+ Page Down - Order > To Back of Layer

Shift+ Page Up - Order > To Front of Layer

Alt + Shift + A - Alignment Guides

Alt + Shift + D - Dynamic Guides

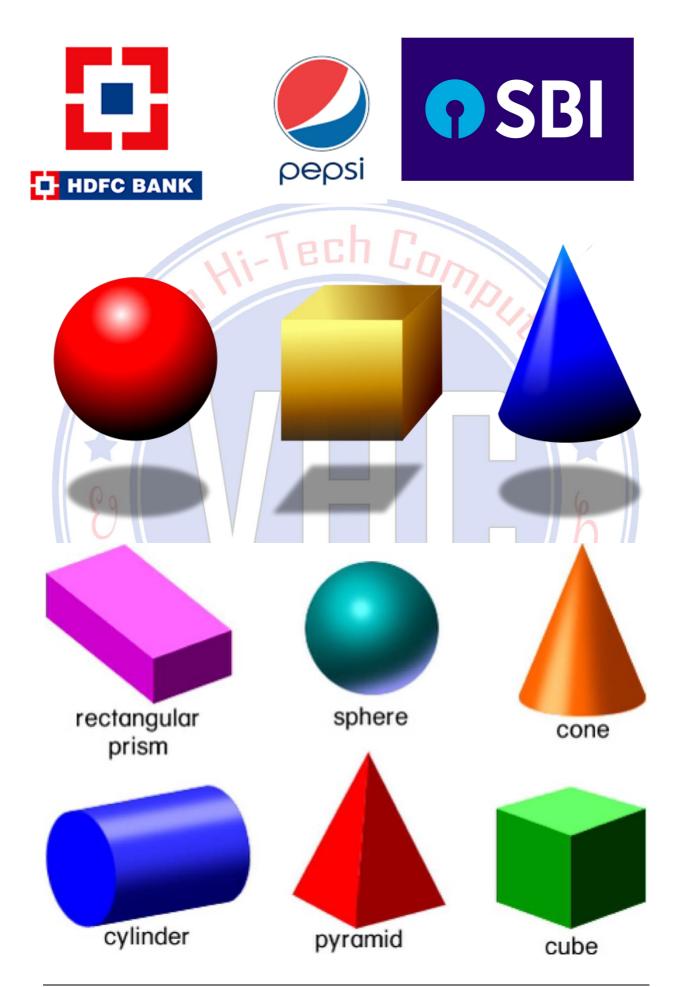
Alt + Shift + F11 - Macro Manager

Alt + Shift + F₁₂ - VSTA Editor

Alt + Z - Snap to Objects

Alt + Arrow Keys - Scroll





ADOBE PAGEMAKER

Introduction

Adobe PageMaker 7.0 is the most popular and advanced graphic publication program which is developed by Adobe Corporation of USA. In this program, we can create Visiting cards, Wedding cards, newspapers, magazines, books, ID cards, e-books, brochures etc. After designing in Adobe PageMaker, you can take print in printing press.



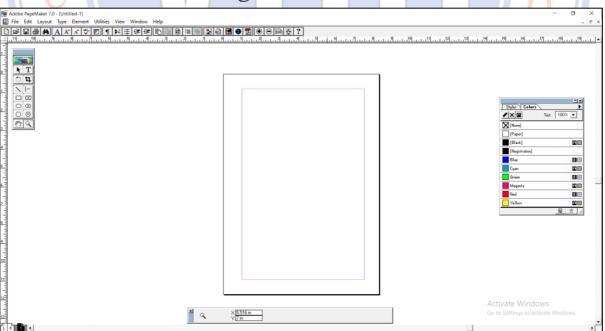
PageMaker was originally designed to facilitate pasting parts of a publication together after they were individually created with other software.

PageMaker has some basic graphics capabilities, however complicated graphics should be created and edited using software specifically for graphics, e.g., Adobe Illustrator or Photoshop and then imported. Likewise for text. Although PageMaker has a basic text editor, it is best to create and edit your text in a word processor, e.g. Microsoft Word and then import it.

PageMaker has a **File**, **Place** command that allows you to select the text and graphics files that you wish to import.

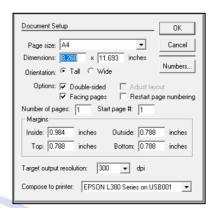
Start-All Programs-Adobe PageMaker

The PageMaker Window



Create a Publication

- To open a new document, select **File**, **New** from the menu.
- The Document Setup dialog box will appear, allowing you to change the default for this specific document.
- The values in the Document Setup dialog box may be changed after starting a publication.



Menu Bar

File Edit Layout Type Element Utilities View Window Help

File- Commands that affect the entire document (includes Open, Save, Place, Print, Page setup, Preferences and Quit).

Edit- Contains Undo, cutting and pasting commands.

Layout- Go to, insert, remove, and sort pages. Also controls column guides.

Type- Formats the characters and paragraphs.

Element- Contains a palette of line widths and patterns for lines and shapes created within PageMaker and a palette of shades and patterns for shapes drawn within PageMaker.

Utilities- Contains the index and table of contents features and plug-ins currently installed.

View- Controls the display size of your publication. Also controls rulers and guides.

Window- Contains the commands to display the different palettes, the toolbox, and documents open.

Toolbox

The Toolbox can be dragged around just like any other window. To close it, go to **Window** on the **Menu bar** and select **Hide Tools**. To retrieve it, go to **Window** and select **Show Tools**.

These tools are used primarily for creation and editing of simple graphics and text.

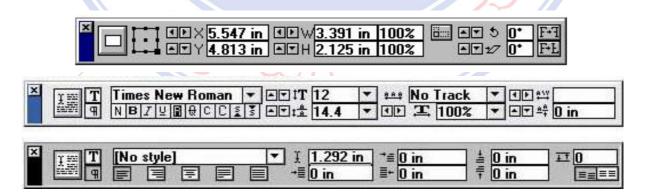
Explanation of Toolbox

• Pointer Tool – Use the Pointer tool to select, move and resize text objects and graphics.

 \square

⊗

- Rotating Tool Use the rotating tool to select and rotate objects.
- Straight Line Tool Use the straight line tool to draw straight lines in any direction.
- Rectangle Tool Use the rectangle tool to draw squares, rounded rectangles and rectangles.
- Ellipse Tool Use the ellipse tool to draw circles and ellipses.
- Polygonal Tool Use the polygonal tool to draw polygons, triangles, stars etc.
- Hand Tool Use the hand tool to scroll the page, or to preview and test hyperlinks.
- Text Tool Use the text tool to type, select text and edit text.
- **Crop Tool** Use the crop tool to trim imported graphics.
- Constrained Line Tool Use the constrained line tool to draw vertical and horizontal lines.
- Rectangle Frame Tool Use the rectangle frame tool to create placeholder rectangle and square shape.
- Ellipse Frame Tool Use the Ellipse frame tool to create placeholder ellipse and circle shape.
- Polygonal Frame Tool Use the polygonal frame tool to create placeholder polygonal/triangle or star shape.
- Zoom Tool Use the zoom tool to magnify or reduce an area of the page.



Bullets and numbering

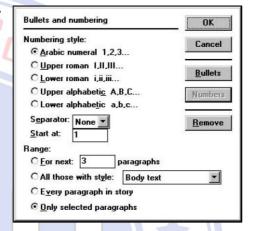
This 'Plug-In' allow you to add 'bullets' or numbers to selected paragraphs in the text. Use it as follows:

- 1. Using the 'Text' tool, click in the first paragraph to which you want to add the bullets/numbers.
- 2. Select 'Utilities', 'Plug-Ins' and 'Bullets & numbering'.
- 3. Choose whether you want to add bullets/numbers to every paragraph, a certain number of paragraphs, all paragraphs with a certain style, or selected (highlighted) paragraphs.

Bullets

- 1. For bullets, choose the type of bullet you want. If the selection offered does not appeal to you, click on 'Edit', and choose from the entire character set (or another set).
- 2. For numbers, click on 'Numbers' and complete the dialogue box which appears. The style of numbering can be chosen, and the separator, i.e. the character which appears after the number.

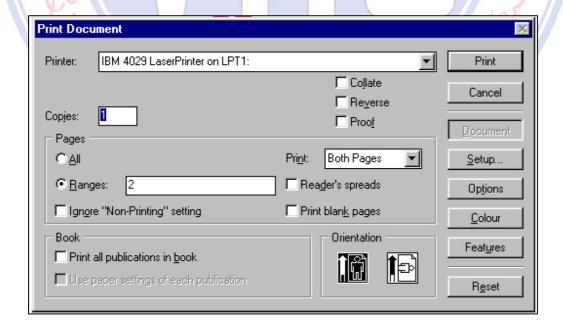
Then click 'OK' (or 'Remove' to remove previously placed bullets/numbers).



Printing

Before printing, make sure that the machine you are using is actually connected to a printer!

Select 'File', 'Print' to obtain the following dialogue box:



PageMaker shortcut keys

Ctr+}	_	Bring To Front	Ctrl+2	_	200 Percent
Ctrl+{	_	Send To Back	Ctrl+3	_	Define Style
Ctrl+ +	_	Zoom In	Ctrl+4	_	400 Percent
Ctrl+-	_	Zoom Out	Ctrl+5	_	500 Percent
Ctrl+\	_	Subscript	Ctrl+6	_	Mask
Ctrl+o	_	Fit In Window	Ctrl+7	_	Percent
Ctrl+1	_	Actual Size	Ctilly		refeelit
Ctiiii		Inch			
Ctrl+A	-	Select All	Ctrl+N	>-	New
Ctrl+C	1	Сору	Ctrl+O	11/	Open
Ctrl+D	- ^	Place	Ctrl+P	_~	Print
Ctrl+E		Edit story	Ctrl+Q	-	Quite
Ctrl+F	5	Find	Ctrl+R	-	Show/Hide Ruler
Ctrl+G	_ //	Group	Ctrl+S	-	Save
Ctrl+H	-//	Change	Ctrl+T	_	Character Specs
Ctrl+I	-	Indents/Tabs	Ctrl+U	_	File & Stroke
Ctrl+J	-	Show/hide Color	Ctrl+V	-	Paste
Ctrl+K	1	General	Ctrl+W	-	Close
Ctrl+L()	-	Lock Position	Ctrl+Y	_	Index Entry
Ctrl+L	1	Spelling	Ctrl+Z	-	Undo
Ctrl+M	1	Paragraph			
// 67					
Ctrl+Shift+/	J_\\	Strikethrough	Ctrl+Shift+E	-	Align Object
Ctrl+Shift+\	+ //	Superscript	Ctrl+Shift+G	-	Ungroup
Ctrl+Shift+{	O. J.	Bring Forward	Ctrl+Shift+I	- /	Italic 5
Ctrl+Shift+}	-	Send Backward	Ctrl+Shift+J	-//	Justify
Ctrl+Shift+<	-	Decrease Font Size	Ctrl+Shift+K	- /	All Caps
Ctrl+Shift+>		Increase Font Size	Ctrl+Shift+L	70	Left Align
Ctrl+Shift+>	-	Increase Font size	Ctrl+Shift+P	_	Document Setup
Ctrl+Shift+6	-	Unmask	Ctrl+Shift+R	-	Right Align
Ctrl+Shift+B	-	Bold	Ctrl+Shift+S	_	Save As
Ctrl+Shift+C	<u>'</u> -	Center Align	Ctrl+Shift+U	J -	Underline
Ctrl+Shift+D) -	Link Manager	Ctrl+Shift+V	<i>-</i>	Reverse
Ctrl+Alt+F	-	Frame Option	Ctrl+Alt+>	-	Standard Size
Ctrl+Alt+G	-	Go to	Ctrl+Alt+E	-	Text Wrap
Ctrl+ Alt+L	_	Unlock			

PageMaker Works

WANTED BRIDES

PQM for Handsome Boy 5'9" 1983, B.Tech, Double MBA, wkg with reputed MNC company, Seeks alliance Beautiful. Working / Non working Girl. All Kayastha.

NAME CHANGE

I, P. Sunder Rajan S/o Sommasundaram Padmanabhan R/o D-1-B/2-B, Janak Puri, New Delhi-58 have changed my minor Son's name from Padmanabhan Sunderrajan

TEACHERS WANTED

U.G. / P.G. with B.Ed., P.E.T. (Gents & Ladies)

- Primary (Montessori Trained) English & all Subjects
- Part Time Teachers: Art, Music, Dance, Swimming

Salary commensurate with qualification & experience.

IDHAYAM RAJENDRAN HIGHER SECONDARY SCHOOL

Maduralyli Virudhunagar Hindu Nadar Uravinnuraliku Parulalik (ICSE Syllabus upto STD X, State Board Syllabus STD XI & XII

TEACHERS WANTED P.G. with B.Ed., to handle Std. XI & XII ISC Classes:

- Economics
 Accountancy
- Commerce English
- Salary commensurate with qualification & experience. Send your hand written application immediately.

IDHAYAM RAJENDRAN SCHOOL

AL-ASMA EDUCATIONAL INSTITUTE BUDGAM

URGENT

REQUIRED TEACHER FOR **HISTORY SUBJECT**

QUALIFICATION: M.A. HISTORY

Monthly Salary: Rs. 10,278.00 CP Fund included Interview : 27.06.2019 | Time 11.00 am

VENUE: SCHOOL OFFICE

Contact: 7889952622, 7006716906



Invites Applications for the following posts to

handle the classes IX-XII. **Social Science Teacher:**

M.A., B.Ed., (History) Science Teacher:

M.Sc., B.Ed., (Biology)

English Teacher: M.A., B.Ed.,

Eligible and Experienced candidates can be send your resume to kvsmatvnr@gmail.com

THE CORRESPONDENT,

K.V.S.Matriculation Higher Secondary School, Opp to collectorate, Virudhunagar.

Ph : 04562 – 252727, 252757

Teachers wanted for Social and English. Wanted office staff with good communicative skills. Walk in interview on 8th and 9th

LIVING HOPE MATRICULATION SCHOOL

MOUNT ZION, CHOLAPURAM SOUTH RAJAPALAYAM TK.VIRUDHUNAGAR DIST. PH:8056380378,7338990001

EMAIL: joelhkumar@gmail.com

WALK IN INTERVIEW



BYJU'S Off Campus

Location: Across India

ಮಿಲಿಟರಿ ಇಂಜಿನಿಯರ್ ಸರ್ವೀಸಸ್

ಇ-ಟೆಂಡರ್ಗಳಿಗಾಗಿ ಆಹ್ವಾನ ಪ್ರಕಟಣೆ

1) ಭಾರತದ ರಾಷ್ಟ್ರಪತಿಗಳ ಪರವಾಗಿ, ಕಮಾಂಡರ್ ವರ್ಕ್ಸ್ ಇಂಜಿನಿಯರ್ (ಎಎಫ್) ದಕ್ಷಿಣ ಗಂಗಮ್ಮ ವೃತ್ತ, ಭದ್ರತಾ ರಕ್ಷಕರ ಮುಖ್ಯ ಕೊಠಡಿ ಎದುರಿಗೆ 410 ಎಎಫ್ ಸ್ಪೇಷನ್, ಜಾಲಹಳ್ಳಿ ಬೆಂಗಳೂರು-560013 ಇವರು ಕೆಳಕಂಡ ಕಾಮಗಾರಿಗಳಿಗಾಗಿ ದ್ವೀ ಲಕೋಟೆ ವ್ಯವಸ್ಥೆಯಡಿ ಆನ್ಲೈನ್ **ಐಟಂ ದರದ** ಬಿಡ್ಗಳಿಗಾಗಿ <u>ಇಲೆಕ್ಟಾನಿಕ್ ಬಿಡ್</u> ಗಳನ್ನು ಆಹ್ವಾನಿಸಿದ್ದಾರೆ:-

ಕಾಮಗಾರಿಯ ಹೆಸರು	ಬೆಂಗಳೂರಿನ ಜಾಲಹಳ್ಳಿಯಲ್ಲಿರುವ ಎಎಫ್ ಸ್ಟೇಷನ್ನ ಸಿಟಿಐ ಇಲ್ಲಿನ ಬಿಲ್ಡಿಂಗ್ ಸಂ. ಪಿ-1004 ನ ವಿಶೇಷ ದುರಸ್ಥಿ ಕಾಮಗಾರಿ.
ಅಂದಾಜು ವೆಚ್ಚ	ರೂ. 18.75 ಲಕ್ಷಗಳು
ಪೂರ್ಣಗೊಳಿಸುವ ಕಾಲಾವಧಿ	153 ದಿನಗಳು (ಐದು ತಿಂಗಳು)
ಟೆಂಡರ್ ಐಡಿ	2017_MES_163216_1

- 1) ಹೆಚ್ಚಿನ ಮಾಹಿತಿಗಾಗಿ ವೆಬ್ಸೈಟ್ <u>eprocuremes.gov.in</u> / <u>eprocure.gov.in</u> ನಲ್ಲಿ
- 2) ಪತ್ರಿಕೆಯಲ್ಲಿ ಪ್ರಕಟವಾಗಿರುವ ಬಿಡ್ ಆಹ್ವಾನ ಪ್ರಕಟಣೆಯು ಟೆಂಡರ್ನ ಪ್ರಕಟಣೆ / ಬಿಡ್ ಡಾಕ್ಯುಮೆಂಟ್ ನ ಫಾರಂ ಆಗಿರುವುದಿಲ್ಲ.

JOB OPPORTUNITY

An Outdoor advertisement Company required energetic and motivated staff for Karachi office.

- Manager Finance (CA/Inter)
- Accountant (B.Com)
- Graphic Designer

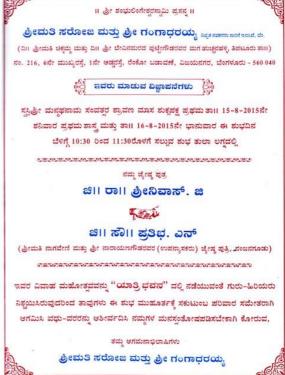
Experienced persons will be preferred.

Email: hrm@ad-innovation.com









17:0:00	Commenters
VISION	Computers

Basic Designing Course

Notes

Tach
HI-ILDIII GOA
1 0 7 5 3 ± 5 0 //

NOW ALL COURSES UNDER ONE ROOF

Basic Computer



MS Office



Tally with GST



Get 4 Courses in 1 Kit Kannada Nudi



PhotoShop



PageMaker



Corel Draw



C Programming



C++ Programming



Typing Master



25+ Courses

VISION COMPUTERS

Udayagiri Signal, Mahadevpura Main Road, Mysuru.



9741110088, 9663627143





