



(B.A.) (Arts)
 (B.A.) (Computer Application) Semester (IV)

Course Code	UA04MICOP01	Title of the Course	DTP-PageMaker
Total Credits of the Course	4 (2 Theory + 2 Practical)	Hours per Week	4 (Theory) + 2 (Practical per Batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To study the fundamentals and concepts of New Media. 2. To learn the basics Desk Top Publication. 3. To enable students to design and develop digital content. 4. To enable students to use PageMaker for professional publishing/printing media.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>PageMaker Basics: Starting PageMaker, PageMaker Window Elements, Viewing the Page, Floating Palettes, Toolbox, Using the Zoom Tool, Using the Rulers, Displaying the Rulers, Using the Revert Feature.</p> <p>Working With a Publication: Opening a Publication, Creating a New Document, Setting the Margins, Setting the Page Size, Setting the Page Orientation, The Page Icons, Displaying Master Pages and Master Page Items, Inserting and Removing Pages, Inserting a Page, Removing a Page, Setting Page Numbers, Saving a New Document, Saving an Existing Document, Saving a Document as Another Document, Closing a Document.</p>	25%
2.	<p>Master Pages: Creating Master Pages, Numbering Pages, Adding a Prefix to Page Numbers, Numbering pages within a book, Setting Margins, Setting Print-related Document Setup Options, Column Guides, Setting Up Ruler Guides, Revising, Deleting and Renaming Masters, Removing Master Page Formatting, Displaying Master Pages and Master Page Items, Showing Master Pages, Adjust Layout Option.</p> <p>Working With Large Amount of Texts: Character Specifications, Paragraph Specifications, Changing Indents, Paragraph Spaces, Alignment, Adding Lines Above or Below Your Paragraphs, Indent/Tabs, Hyphenation, Grid Manager.</p>	25%
3.	<p>Drawing Tools: Line Tool, Oval Tool, Rectangle Tool, Polygon Tool, Changing the Shape of Rectangle, Changing Strokes and Fills, Deleting an Object, Duplicating an Object.</p> <p>The Text Tool: Using the Text Tool, Creating Text From Scratch, The Manual Text Icon, The Autoflow Text Icon, Text Blocks, Sizing and Positioning Text Blocks, Editing and Manipulating Text, Threading and Unthreading Text, Threading Additional Text, Threading Text to a</p>	25%





	Different Page, Unthreading Text Blocks, Rethreading Text Blocks. Importing Graphics: Placing Graphics, Sizing Graphics, Cropping Graphics, Object Linking and Embedding (OLE), Setting Up an OLE Liked Object, Embedding an OLE Object, Text Wrap.	
4.	Layers: Layers Palette, Creating a Layer, Moving Objects From One Layer to Another, Moving Layers, Locking Layers, Deleting Layers. Style Sheets: Defining Styles, Creating New Styles, Copying, Editing and Removing Styles, Applying Styles to Text, Modifying Styles Text. Utilities: Font Issues, Hypertext Links, Tables Editor, Table Preferences, Typing, Editing and Formatting Text in Table, Exporting Adobe Tables as Text or as a Graphic, Saving Adobe Tables, Balancing Columns, Create Keyline, Bullets and Numbering, Add Continued Line. Creating PDF Files.	25%
Teaching Learning	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical	

Teaching-Learning Methodology	Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration, and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	25%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3.	University Examination (Theory + Practical)	50% (25% T)+(25%P)





Course Outcomes: Having completed this course, the learner will be able to

- Understand the advantages of new media. Understand the concept of DTP.
- Understand the importance and use of PageMaker.
- Work with Object Linking and Embedding.
- To prepare and publish professional work.

Suggested References:

Sr. No.	References
1.	PageMaker 7: Training Guide, Satish Jain, BPB Publication
2.	Adobe PageMaker 7.0, The official training workbook developed by the staff of the Adobe, Adobe
3.	Adobe PageMaker 7 By Anaya Multimedia, S.A.
4.	Adobe PageMaker 7.0 By Kevin G. Proot.
5.	Adobe PageMaker 7.0 Classroom in a Book by Adobe Creative Team (Author)

On-line resources to be used if available as reference material

On-line Resources

How To Use All Tools of Adobe Pagemaker 7.0 in Gujarati

<https://www.youtube.com/watch?v=TTXFeyKD2Uw>

Adobe Pagemaker 7.0 (Watermark Tutorial)

<https://www.youtube.com/watch?v=o8gIB4X5I10&list=PLYUCPItbACEqsuVMaT-5SeJzIT-TMVG7B&index=3>

Master page Tutorial in Adobe Pagemaker 7.0

<https://www.youtube.com/watch?v=KvpsHdnVD3M&list=PLYUCPItbACEqsuVMaT-5SeJzIT-TMVG7B&index=2>

Learn Freeform Drawing in AdobePagemaker 7.0

https://www.youtube.com/watch?v=TMbeorGL_G0&list=PLYUCPItbACEqsuVMaT-5SeJzIT-TMVG7B

PageMaker Tutorial For Beginners (हिंदी) - Adobe PageMaker Hindi Real Tutorial

https://www.youtube.com/watch?v=rSitQiZWB_Q

PageMaker 7.0 tutorial in hindi

<https://www.youtube.com/watch?v=6gssxH3SmFo&list=PLNceejCURhV-T939imW1RPIx3MPMXJTUr>

How to Use all Tools in Adobe Pagemaker 7.0 in Hindi by RKR Graphics

<https://www.youtube.com/watch?v=tuRRqfRFWQ0&list=PLNceejCURhV-T939imW1RPIx3MPMXJTUr&index=2>

20 Useful Shortcuts Keys of Pagemaker 7.0 (Matter Design Karne Ke Liye)

<https://www.youtube.com/watch?v=f3tqVlgPuYM&list=PLNceejCURhV-T939imW1RPIx3MPMXJTUr&index=3>

Marriage Card Matter Design in Pagemaker step by step

<https://www.youtube.com/watch?v=pFpK5oFK0wA&list=PLNceejCURhV->





[T939imW1RPlx3MPMXJTUr&index=4](#)

Election Poster Design in Pagemaker 7.0 in Hindi

<https://www.youtube.com/watch?v=ct3mMTTrnlg&list=PLNceejCURhV->

[T939imW1RPlx3MPMXJTUr&index=9](#)

