Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension
Short Term Certificate Courses
(3 Month)
Syllabus
For

Certificate Course in Desk Top Publishing

Unit -I

- Introduction to Desktop Publishing introduction to Desktop (DTP) history, Defmatio, need and area of Application, Disserence betweena word processor and publication software.
- Use and importance of DTP in Publication and newspaper printing
- Introduction to offset printing Technology printers formatting of text.
- Typography, fonts Font Size, spacing breaks, Measurements etc.
- Types of printing : lithography, stenography — Gravure, Screen printing ,offset printing, working of offset printing, term used in offset printing, CMYK, impression importance of DTP in for publication, laser printers used types, advantage of laser printer in Publication.

Unit -II

- Adobe PageMaker -Introduction to PageMaker, Adobe PageMaker, pervious and current version of PageMaker, PageMaker is DTP, Software at tribute setting tools styles, minnows, alignment, grids etc. keyboard shortcuts , page layout margins and page orientations with various pages sizes, text editing and manipulation, fitters, import and export options, placing of text and images, autoflow and history editor, different layouts views, table settings columns and gutters, use of style palettes and colors find option and document setup

Unit -III

- Adobe PageMaker-page and document setup, working with ruters, setting the unit measurement, buttes, column balancing, brakes, text wrapping, windows and orphar lines, revert command and he use, using caps and various style format editing of graphic and framers ole and embedding, plugins, mathematics equation, table editor and its use

Unit IV

- Introduction to Adobe Photoshop, Photoshop documents and Graphic files, vector image and raster images definitions, features area of application etc. Advantage and disadvantage of vector and raster graphics, bitmap graphics, Pixels application programs to work vector graphic and raster graphics various color made and models : HSB,RHB,CMYK, Bitmap, grayscale dutone models

Unit-V

- Introduction to various versions, concepts and application of Photoshop understanding design principles and solour theory Understanding the use of various fonts and typo issues with web design understanding designing standards, print layour design andcreative visualization for intuitive layout.

- Photoshop history & introduction, the file menu the tools, Drawing likes & shapes working with Photoshop tools working with layers. WEB & WEB GALLERY using internet explorer in Photoshop creating animations using image ready creating animations using image ready creating animations & presentations.

Tips and Tricks in Photoshop

Working with Images in Photoshop, working with paletters, i.e. layers palette, navigator palette, inso palette color palette, swatches palette, styles palette, History palette, Actions Palette Tool preset Palette channels palette and path palette, working with layers photo editing.

Image adjustment options- Labels, Auto Labels, Auto contrast, curves, colors balance, Brightness/ Contrast pasteurize valuations,

preparing the file and work area, creating different shapes,

creating three Dimensional effects using layers working with the magic wand tool and lasso tool creating images using symbol sprayer tool.

Books Recommended:-
1) The Ultimate DTP Book-Bill Rosoman
2) Computer Fundamentals- P.K. Shinha
3) Adobe PageMaker 7.0 Development by Staff of Adobe
4) Adobe Photoshop develop by Staff of Adobe
5) The Essential book for MS-Office by-Bill Bruck.