Padasalai's Telegram Groups!

(தலைப்பிற்கு கீழே உள்ள லிங்கை கிளிக் செய்து குழுவில் இணையவும்!)

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- TNPSC - Group
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CHAPTER 2

An Introduction to Adobe Pagemaker

Two Marks

1.What is meant by DTP?

Desktop Publishing is the creation of page layouts for documents using

DTP software.

Some of the popular DTP software are Adobe PageMaker, Adobe

InDesign, QuarkXPress, etc

2. What is meant by Adobe pagemaker? Write its application.

Adobe PageMaker is a page layout software. It is used to design and

produce documents that can be printed.

You can create anything from a simple business card to a large book

create a newsletter

Place pictures and text next to each other on top of each other, or

beside each other

3.Write the steps for creating new document in pagemaker.

1. Choose File > New in the menu bar.

(or) Press Ctrl + N in the keyboard.

Document Setup dialog box appears

2. Enter the suitable settings in the Document Setup dialog box.

3. Click on OK.

4.Define Pasteboard

The area outside of the dark border is referred to as the pasteboard.

Anything that is placed completely in the pasteboard is not visible when

you print the document.

  Pasteboard is used to temporarily hold elements while designing your

document.

Explain the toolbox in pacemaker?

Explain the toolbox in pagemaker

Tool	Toolbox	Cursor	Use
Pointer Tool			Used to select, move, and resize text objects and graphics.
Text tool			Used to type, select, and edit text.
Rotating tool			Used to select and rotate objects.
Cropping tool			Used to trim imported graphics.
Line tool			Used to draw straight lines in any direction.
Constrained line tool			Used to draw vertical or horizontal lines.
Rectangle tool			Used to draw squares and rectangles.
Rectangle frame tool			Used to create rectangular placeholders for text and graphics.
Ellipse tool			Used to draw circles and ellipses.
Ellipse frame tool			Used to create elliptical placeholders for text and graphics.
Polygon tool			Used to draw polygons.
Polygon frame tool			Used to create polygonal placeholders for text and graphics.
Hand tool			Used to scroll the page (an alternative to the scroll bar)
Zoom tool			Used to magnify or reduce an area of the page.

Write about Menu bar in pagemaker.

It contains the following menus

  File

  Edit,

  Layout,

  Type,

  Element,

  Utilities,

  View,

  Window,

  Help.

When you click on a menu item, a pulldown menu appears.

There may be sub-menus under certain options in the pull-down menus

Define Scrolling

Scrolling is the process of moving up and down or left and right through

the document window.

There are two scrollbars namely Vertical and Horizontal scroll bars for

scrolling

How to show / Hide ruler?

To show the ruler:

1. Click on View. The View menu will appear.

2. Click on Show Rulers

To hide the ruler:

1. Click on View. The View menu will appear.

2. Click on Hide Rulers.

What is meant by Text wrap?

When the text being typed reaches the end of the text block, PageMaker will

automatically wrap the text to the next line

Explain the different ways of selecting the text.

Selecting Text using the mouse:

1. Place the Insertion point to the left of the first character to be selected.

2. Press the left mouse button and drag the mouse to a position where you

want to stop selecting.

3. Release the mouse button.

4. The selected text gets highlighted.

To Select Press:

A Word Double-click with I-beam

A Paragraph Triple-click with I-beam

Selecting Text using the Keyboard:

1. Place the Insertion point to the left of the first character

2. Press the Shift key and the movement keys are used to highlight the

required text.

3. When the text is selected release the shift key

One character to the left Shift + ←

One character to the right Shift + →

One line up Shift + ↑

One line down Shift + ↓

To the end of the current line Shift +End

To the beginning of the current line Shift +Home

Entire Document Ctrl + A

How will you delete a character or block of text ?

1. Place the insertion point to the left of the character to be deleted.

2. Press Delete key on the keyboard. (or)

3. Place the insertion point to the right of the character to be deleted.

4. Press Backspace key on the keyboard.

To delete a block of text:

1. Select the text to be deleted.

2. Press Delete or Backspace in the keyboard (or) Edit > Clear command.

Difference between Moving and copying a text

MOVING	COPYING
Select the text to be moved	Select the text to be copied
Click Ctrl + X or Cut Icon or Edit Cut	Click Ctrl + C or Copy Icon orEdit—>Copy
Take the insertion pointer to the new location to be moved	Take the insertion pointer to the new location to be copied
lick Ctrl + V or Paste Icon or Edit Paste	lick Ctrl + V or Paste Icon or Edit Paste
The required text is moved to the required location	The required text is copied to the required location

How many ways you can create text blocks in pagemaker?

Text blocks can be created in two ways:

1. Click or drag the text tool on the page or pasteboard, and then type.

2. Click a loaded text icon in an empty column or page.

How will you print a document in pagemaker?

1. Choose File > Print in the menu bar (or) Press Ctrl + P

The Print Document dialog box appears.

2. Choose the settings in the Print Document dialog box as

   Select the printer from the Printer drop-down list box.

   Choose the pages from Pages group box

All: This option prints the whole document.

Ranges: This option prints individual pages by the page number or a range

of pages

You can use commas to separate the page numbers

Use a hyphen to print page ranges

To print from a particular page to the end of the document, enter the

starting page number followed by a hyphen (e.g., 5 -).

Print : You can also print only odd numbered or even-numbered pages.

You can choose whether to collate the pages or not.

4. After choosing from the options in the Print Document dialog box, click

Print button to print the document.

Define Master page

  Any text or object placed on the master page will appear on the entire

document pages

  It shortens the amount of time

  Same objects need not be created repeatedly on subsequent pages

What are the elements that can be placed in Master page?

  Master Pages commonly contain repeating logos, page numbers,

headers, and footers.

  They also contain nonprinting layout guides, such as column guides,

ruler guides, and margin guides.

  A master item cannot be selected on a document page

  Icon which is on the Lower left corner of a document represents the

master pages.

How will you insert page numbers in Master page?

1. Click on Master Pages icon.

2. Click on Text Tool. Now the cursor changes to I - beam.

3. Click on the left Master page where you want to put the page number.

4. Press Ctrl + Alt + P.

5. The page number displays as 'LM' on the left master page.

6. Similarly click on the right Master page where you want to put the page

number.

7. Press Ctrl + Alt + P.

8. The page number displays as 'RM' on the right master page,

How will you hide master items?

  Switch to the appropriate page,

  Choose View > Display Master items

How will you show Master page palette?

1. Choose Windows > Show Master Pages in the menu bar.

2. The Master Pages Palette appears.

How will you create New master page?

1. Click the New Master Page icon in the Master Pages palette.

The New Master Page dialog box appears.

2. Enter the name of the new master page in the Name field.

3. Make the appropriate changes in the Margins and Column Guides fields.

4. Click on OK.

How will you insert page numbers in pagemaker?

1. Go to the page immediately before the page you want to insert.

2. Choose Layout > Insert Pages in the menu bar. The Insert Pages dialog

box appears.

3. Type the number of pages you want to insert.

4. To insert pages after the current page, choose 'after' from the pop-up

menu.

5. Click on Insert

How will you remove pages in pagemaker?

1. Choose Layout > Remove Pages in the menu bar. The Remove Pages

dialog box appears.

2. Type the page range you want to remove

3. Click on OK button

How many ways you can switch over to specific page in pagemaker?

Method 1: You can move from one page to another by using the Page up and

Page down keys

Method 2: You can move from one page to another by using the page icons

at the left bottom of the screen

Method 3:

1.Choose Layout > Go to Page in the menu bar (or)Press Alt + Ctrl + G

2.Type the page number in the dialog box to view.

3.Click on OK

Write the steps involved in drawing star using polygon tool

1. Click on the Polygon tool from the toolbox. The cursor changes to a

crosshair.

2. Click and drag anywhere on the screen. A Polygon appears.

3. Release the mouse button when the Polygon is of the desired size.

4. Choose Element > Polygon Settings in the menu bar. Now Polygon

Settings dialogue box appears.

5. Type 5 in the Number of sides text box.

6. Type 50% in Star inset textbox.

7. Click OK.

How will you fill shapes with colours and patterns?

1. Draw a rectangle using Rectangle tool.

2. Select the rectangle.

3. Choose Window > Show colors in the menu bar. (or) Press Ctrl + J. Now

Colors palette appears.

4. Click on the required colour from the Colors Palette.

5. The rectangle has been filled with the colour.

Write the steps for drawing Rounded corner Rectangle

1. Double-click the Rectangle tool in the toolbox.

The Rounded Corners dialog box appears.

2. Choose a corner setting from the preset shapes.

3. Click on OK. The cursor changes to a crosshair.

4. Click and drag anywhere on the screen.

5. Release the mouse button when the rectangle is the desired size.

Press the Shift key as you draw to constrain the shape to a rounded corner

square.

How will you draw different types of lines in pagemaker?

1. Select the Line tool from the toolbox. The cursor changes to a crosshair.

2. Click and drag on the screen to draw your line.

To Draw dotted lines:

To draw a Dotted line:

1. Double click the Line tool from the toolbox. A Custom Stroke dialogue

box appears.

2. Select the required Stroke style in the drop-down list box

3.Click OK.

.Click and drag on the screen to draw your dotted

Define formatting text in pagemaker

Formatting is the process of changing the general arrangement of text, i.e.,

improving the appearance of the text by using various fonts, fonts colors, and

font styles.

How will you format text using character formatting dialog box?

1. Select the text to be formatted.

2. Choose Type > Character in menu bar (or) Press Ctrl + T on the keyboard.

The Character Specifications dialog box appears.

3. Click the drop-down menu arrow of the Font box and select the desired

font.

   Click the drop-down menu arrow of the Font Size box and select the

font size.

   Click the drop-down menu arrow of the Font Color box and select the

desired colour.

   Click the Bold, Italic, or Underline buttons to make the text bold, italic,

or underlined respectively.

3. Click on OK.

How will you format text using control palette?

1. Click on Window > Show Control Palette sequence in the menu bar.

(or)

2. Press Ctrl + ' in the keyboard.

3. Select the text you want to modify.

2. Make the appropriate changes in the Control palette

How will you change the text colour?

1. Select the text you want to colour.

2. Choose Window > Show Colors in Menu bar. The Colors palette

appears.

3.Click the color you want to apply

How will you magnify part of page by dragging?

1. Select the zoom tool.

2. Drag to draw a marquee around the area you want to magnify.

To zoom in:

Press Ctrl+Spacebar to zoom in

To zoom out :

Press Ctrl+Alt+Spacebar to zoom out.

Write the procedure for scrolling a document in pagemaker

1. To scroll left and right the left and right arrow should be clicked.

2. To scroll up and down the up and down arrow should be clicked.

3. To scroll a relative distance in the document the scroll box should be

drawn up or down

Explain how will you move around the document

To move the insertion point with the mouse, the mouse pointer is moved to

the required spot and the mouse button is clicked.

To move the insertion point with the keyboard the arrow keys and other key

combination can be used

Move Press

One character to the left Left Arrow

One character to the right Right Arrow

One word to the left Ctrl + Left Arrow

One word to the right Ctrl + Right Arrow

Up one line Up Arrow

Down one line Down Arrow

To the end of a line End

To the beginning of a line Home

Up one paragraph Ctrl + Up Arrow

Down one paragraph Ctrl + Down Arrow

How will you save a document?

1. Choose File > Save As in the menu bar.

(or) Press Shift + Ctrl + S in the keyboard.

2.Save Publication dialog box will appear.

3. Type a new name in File name list box (or) specify a new location.

4. Click the Save button.

What is meant by Text block? How will you create text block?

A block of text is text that is connected, such as text that was placed from a

single word processing file or text that was typed in PageMaker from a single

insertion point.

1. Select the text tool (T) from the toolbox. The pointer turns into an I-beam.

2. On an empty area of the page or pasteboard, Click the I-beam where you

want to insert text

3. Type the text you want

Moving a text block:

Place the cursor anywhere inside the block, and click and drag it to the

required position

Resize a text block:

1. Click on the Pointer tool.

2. Click either the left or right corner handle on the bottom of the text block

and drag.

When you release the mouse button, text block will reflow to fit the new size of

the text block

3. A red triangle in the bottom window shade means there is more text in the

text block

Splitting a text block:

   Place the cursor on the bottom handle,

   Click and drag upwards. When you release, the bottom handle will contain

a red triangle

Click once on this, and the cursor changes to a loaded text icon

Position this and click

Rejoin two text block:

1. Place the cursor on the bottom handle of the second text block,

2. Click and drag the bottom handle up to the top.

3. Place the cursor on the bottom handle of the first text block,

4. Click and drag the bottom handle down if necessary.

Explain how will you import text in pagemaker.

1. Choose File > Place. The Place dialog box will appear

2. Locate the document that contains the text

3. Click on Open in the Place dialog box. The pointer changes to the loaded

text icon

4. Click in the page to place the text.

Manual Text flow:

Position the loaded text icon at a corner of the area where you want to

place text,

Hold down the mouse button, and drag.

Release the mouse button.

Text flows into the defined area. If there is more text a red triangle appears

in the bottom window shade handle.

Automatic text flow:

First select Layout > Autoflow in the menu bar.

It contains a squiggly arrow.

Place the loaded text icon at the top of the page and click.

The text will automatically flow on to the succeeding pages, creating

new ones, if necessary.

The process of connecting text among Text blocks is called threading

text

How will you unthread a text block?

   Select the block with the pointer tool.

   Click on Edit > Cut in the menu bar

   Click on the Edit > Paste in the menu bar. The block will reappear in

the same position

How will you place text in a frame?

1. Click Frame tool from the Toolbox.

2. Draw a frame with one of Frame tools (Rectangle frame tool or Ellipse

Frame Tool or Polygon frame Tool).

   Make sure the object remains selected.

3. Click on File. The File menu will appear.

4. Click on Place. The Place dialog box will appear.

5. Locate the document that contains the text you want to place, select it.

6. Click on Open.

7. Click in a frame to place the text in it.

How will you link frame containing text?

1. Draw a second frame with the Frame tool of your choice.

2. Click the first frame to select it.

3. Click on the red triangle to load the text icon.

4. Click the second frame. PageMaker flows the text into the second frame

How will you convert text in a text block to a frame?

1. Draw the frame using Frame tool.

2. Select the text block to insert in the frame.

3. Click the frame while pressing the Shift key. Now both elements will be

selected.

4. Choose Element > Frame > Attach Content on the Menu bar.

5. Now the text appears in the frame

How will you separate text from the frame?

1. Click the frame with the Pointer tool.

2. Choose Element > Frame > Delete Content in the menu bar. The text

will not appear in the frame.

One Mark Questions

1. All option prints the whole document

2. Ranges option prints individual pages by the page number

3.Shortuct key for printing a document is Ctrl+P

4. By default, all Page maker documents have a Master Page already created

'Document Master'

5.To show master page palette choose Windows> Show Master

6.To create new master page click New Master Page icon in the Master

Pages palette

7. To make the master items invisible on a particular page, choose View >

Display Master items

8.To make text or object appear on the entire document pages Master pages

is used

9.To remove unused pages from the document choose

10.To go to specific page in a document choose Layout > Go to Page

11.Shortcut key to go to specific page in a document Alt + Ctrl + G

12.To insert pages in a document choose Layout > Insert Pages

13.To display the colour palette choose Ctrl + J

14.Command to display the colour palette choose Window > Show colors

15. Star Inset percentage bends the polygon lines inwards to form a star-shaped

object

16.To display the character control palette press Ctrl+'

17. Command to show the control palette is Window > Show Control

18. Control Palette is useful for formatting

19. Character formatting means displaying text in a certain way

20. Shortcut key to display character formatting dialog box is Ctrl+T

21. Type > Character is used to display character formatting dialog box.

22. Formatting is the process of changing the general arrangement of text,

23. A font is a set of letters, numbers or symbols in a certain style

24. Zoom tool to magnify or reduce the display of any area in your publication

25. Shortcut key used for Zoom in is

27. To toggle between magnification and reduction, press the Ctrl key

28. In PageMaker, there are two sets of scrollbars;

29. To move to the beginning of a line press Home key

30. To move up one paragraph press Ctrl + Up Arrow

31. To move one word to the left Ctrl + Left Arrow

32. To move one word to the right Ctrl + Right Arrow

33. To move to the end of the line press End key

34. To move one character to the right press Right arrow

35. Shortcut key for opening a document is Ctrl+O

36. Shortcut key for closing a document is Ctrl+W

37. To save a document with new name shortcut key is Shift + Ctrl + S

38. To Separating Text from the Frame choose Element > Frame > Delete

Content

39. To Converting text in a Text block to a Frame choose Element > Frame > Attach Content

40. In PageMaker, text and graphics that you draw or import are called objects.

41. All text in PageMaker resides inside containers called text blocks

42. The process of connecting text among Text blocks is called threading text

43. To cancel a loaded text icon, click the pointer tool in the toolbox

44.A threaded text block can be identified by a plus sign in its top and/or bottom handles

45.PageMaker allows you to place it on several pages either manually or automatically

46.A red triangle in the bottom window shade means there is more text in the text block

47.Two handles which are seen above and below the text block. are called Windowshades

48.By default, the insertion point jumps to the left side of the text block

49.A text block contains text you type, paste, or import

50. The Undo command is used to reverse the action of the last command

51.Shortcut key for Undo is Ctrl+Z

52.To move the text shortcut key is Ctrl+X

Ctrl+V- Shortcut key to Paste, Ctrl+C-Shortcut key to copy

53.To delete a block of text the command is Edit > clear

54.Delete key is used to delete the character to the left of insertion point

55.Backspace key is used to delete the character to the right of the insertion point

56.To copy the text the shortcut key is Ctrl+C

57.To select the entire document select Ctrl+A

58.To select one character to left press Shift+

59.To select the end of the current line press Shift + End

60.To select the text to the beginning of the line press Shift + Home

61.To select one line up press shift +

62.Shift key is pressed down to highlight the required text

63.Flashing vertical bar is called Insertion point moves towards right

64.Bringing the text automatically to the next line while reaching the end of the line is called Text wrap

65. Enter key must not be pressed at the end of the each line in text block

66. Enter key should be pressed only at the end of a paragraph or when a blank line is to be inserted

67.To select a word press double click with I-beam

68.To select a paragraph Triple click with I-beam

69.To show the rulers choose View > Show Rulers option is selected

70.To hide the ruler choose View > Hide Rulers option is used

71.There are two ruler bars.

72. Inserting and deleting words and phrases, correcting errors, and moving and copying text to different places is called as Editing

73. Scrolling is the process of moving up and down or left and right through the document window

74. There are two scrollbars namely Vertical and Horizontal scroll bars

75.Cropping tool is used to trim imported graphics

76. To select, move, and resize text objects and graphics Pointer tool is used

77.Pointer Tool F9

Rotating Tool Shift + F2

Line Tool Shift + F3

Rectangle Tool Shift + F4

Ellipse Tool Shift + F5

Polygon Tool Shift + F6

Hand Tool Shift + Alt + Drag Left mouse button

Text Tool Shift + Alt + F1

Cropping Tool Shift + Alt + F2

Constrained Line Tool Shift + Alt + F3

Rectangle Frame Tool Shift + Alt + F4

78.Short text which appear when mouse pointer is placed on the toolbar is called Tool tip

79.Title bar shows the name of the software and the name of the document

80.Title bar is at the top most part of the window.

81.Default name of the document is Untitled-1

82. A document page is displayed within a dark border

83. The area outside of the dark border is referred to as the pasteboard

84. pasteboard holds the elements temporarily while designing your document

85.Shortcut key used to create new document is Ctrl+N

86.To open adobe pagemaker choose Start→All Programs → Adobe → Pagemaker 7.0 → Adobe PageMaker 7.0

87. Adobe PageMaker is a page layout software

88. Page layout software includes tools that allow you to easily position text

and graphics on document pages

89.Some of the DTP software are Adobe Pacemaker, Adobe In design, QuarkXpress,

90.DTP stands fo DeskTopr publishing

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