CHAPTER 2

AN INTRODUCTION TO ADOBE PAGEMAKER

BOOK BACK QUESTIONS:

PART I

CHOOSE THE CORRECT ANSWERS

1. DTP stands for _____
(a) Desktop Publishing
(b) Desktop Publication
(c) Doctor To Patient
(d) Desktop Printer

2. _____ is a DTP software.
(a) Lotus 1-2-3   (b) PageMaker
(c) Maya   (d) Flash

3. Which menu contains the Newoption?
(a) File menu   (b) Edit menu
(c) Layout menu   (d) Type menu

4. In PageMaker Window, the areaoutside of the dark border is referredto as _____.
(a) page   (b) pasteboard
(c) blackboard   (d) dashboard

5. Shortcut to close a document inPageMaker is _____
(a) Ctrl + A   (b) Ctrl + B
(c) Ctrl + C   (d) Ctrl + W

6. A _____ tool is used formagnifying the particular portion ofthe area.
(a) Text tool   (b) Line tool
(c) Zoom tool   (d) Hand tool

7. _____ tool is used for drawingboxes.
(a) Line   (b) Ellipse
(c) Rectangle   (d) Text

8. Place option is present in_____ menu.
(a) File   (b) Edit
(c) Layout   (d) Window

9. To select an entire document using the keyboard, press _____
(a) Ctrl + A   (b) Ctrl + B
(c) Ctrl + C   (d) Ctrl + D

10. Character formatting consistsof which of the following textproperties?
(a) Bold   (b) Italic
(c) Underline   (d) All of these

11. Which tool lets you edit text?
(a) Text tool   (b) Type tool
(c) Crop tool   (d) Hand tool

12. Shortcut to print a document inPagemaker is _____
(a) Ctrl + A   (b) Ctrl + P
(c) Ctrl + C   (d) Ctrl + V

13. AdobePageMakerisa_____software.

14. _____ Bar is the topmost part of the PageMaker window.

15. _____ is the process of movingup and down or left and right through the document window.

16. _____ tool is used to draw acircle.

17. The Insert pages option is available on clicking the _____ menu.

18. Match the following.
Cut -   (i) Ctrl + Z
Copy -   (ii) Ctrl + V
Paste -   (iii) Ctrl + X
Undo -   (v) Ctrl + C

19. Choose the odd man out.
i) Adobe PageMaker, QuarkXPress, Adobe InDesign, Audacity
ii) File, Edit, Layout, Type, Zip
iii) Pointer Tool, Line tool, Hide Tool,Hand Tool
iv) Bold, Italic, Portrait, Underline

20. Choose the correct statement.

i. (a) Text can be selected using mouseonly.

   (b) Text can be selected using mouseor the keyboard.

ii. (a) DTP is an abbreviation for Desktop publishing.

   (b) DTP is an abbreviation for Desktop publication.

21. Choose the correct pair

(a) Edit and Cut   (b) Edit and New

(c) Undo and Copy   (d) Undo and Redo

ANSWERS FOR OBJECTIVES									
1.	a	2.	b	3.	a	4.	b	5.	d
6.	c	7.	c	8.	a	9.	a	10.	d
11.	a	12.	b						

Answer for Fill in the blanks:

13. Page Layout

14. Title

15. Scrolling

16. Ellipse

17. Layout

18. Match: iii, iv, ii, i

19. iv

20. (i)-b, (ii)-a

21. a

PART II

SHORT ANSWERS

1. What is desktop publishing?

Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

2. Give some examples of DTP software.

Some of the popular DTP software are Adobe PageMaker, Adobe InDesign, QuarkXPress, etc.

3. Write the steps to open PageMaker.

In the Windows operating system, we can open Adobe PageMaker using the command sequence Start→All Programs → Adobe → Pagemaker 7.0 → Adobe PageMaker 7.0.

4. How do you create a New document in PageMaker?

To create a new document,

❖ Choose File > New in the menu bar. (or) Press Ctrl + N in the keyboard. Document Setup dialog box appears.

❖ Enter the appropriate settings for your new document in the Document Setup dialog box.

❖ Click on OK.

5. What is a Pasteboard in PageMaker?

The area outside of the dark border is referred to as the pasteboard. In PageMaker An object can be on a page or on the pasteboard.

6. Write about the Menu bar of PageMaker.

It contains the following menus File, Edit, Layout, Type, Element, Utilities, View, Window, Help. When you click on a menu item, a pull down menu appears. There may be sub-menus under certain options in the pull-down menus.

7. Differentiate Ellipse tool from Ellipse frame tool.

Ellipse tool	Ellipse frame tool
It is used to draw circles and ellipses.	It is used to create elliptical placeholders for text and graphics.

8. What is text editing?

Entering a new text or modifying the existing text in a document is known as text editing.

9. What is text block?

A text block contains text you type, paste, or import. You cannot see the borders of a text block until you select it with the pointer tool.

10. What is threading text blocks?

❖ A Text block can be connected toother text block so that the text in one textblock can flow into another text block.

❖ Text blocks that are connected in this wayare threaded.

11. What is threading text?

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

12. How do you insert a page in PageMaker?

To insert pages

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

2. Choose Layout > Insert Pages in themenu 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.

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PART III

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EXPLAIN IN BRIEF ANSWER

1.   What is PageMaker? Explain its uses.

Adobe PageMaker is page layout software.

Uses

❖ It is used to design and produce documents that can be printed.

❖ We can create anything from a simple business card to a large book.

2.   Mention three tools in PageMaker and write their keyboard shortcuts.

1 Pointer Tool	F9
2 Rotating Tool	Shift + F2
3 Line Tool	Shift + F3

3.   Write the use of any three tools in PageMaker along with symbols.

Symbol	Tool
⬆	Pointer tool
T	Text tool
◯	Rotating tool

4.   How do you rejoin split blocks?

To rejoin the two text blocks

1. Place the cursors on the bottom handle of the second text block, click and drag the bottom handle up to the top.
2. Then place the cursor on the bottom handle of the first text block, and click and dragthe bottom handle down if necessary.

5.   How do you link frames 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.

6.   What is the use of Master Page?

❖ Any text or object that you place on the master page will appear on the entiredocument pages to which the master is applied.

❖ Master Pages commonly contain repeating logos, page numbers, headers, andfooters.

7.   How to you insert page numbers in Master pages?
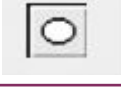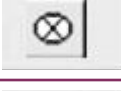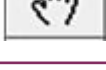
1. Click on Master Pages icon.
2. Then click on Text Tool. Now thecursor changes to I - beam.
3. Then Click on the left Master pagewhere you want to put the pagenumber.

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PART IV

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EXPLAIN IN DETAIL

1.   Explain the tools in PageMaker toolbox.

Tool	Toolbox	Cursor	Use
Pointer	⬆	⬆	Used to select, move, and resize text objects and graphics.
Text tool	T	�X	Used to type, select, and edit text.
Rotating tool	◯	✦	Used to select and rotate objects

Tool	Icon	Pointer	Description
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 draw 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

2. Write the steps to place the text in a frame.

To place text in a Frame

1. Click on one of a Frame tool from the Toolbox.
2. Draw a frame with one of PageMaker's 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. The text will be placed in the frame.

3. How can you convert text in a text block to a frame?

After created text in a text block, if you want to convert it to a frame. You can do this by using these steps.

1. Draw the frame of your choice using one of the PageMaker's Frame tool.
2. Select the text block you want to insert in the frame.
3. Click the frame while pressing theShift key. Now both elements will beselected.
4. Choose Element > Frame > AttachContent on the Menu bar.
5. Now the text appears in the frame.

4. Write the steps to draw a star using polygon tool?

To draw a Star

1. Click on the Polygon tool from the toolbox. The cursor changes to a crosshair.
2. Click and drag anywhere on the screen. As you drag, 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 boxappears.
5. Type 5 in the Number of sides text box.
6. Type 50% in Star inset textbox.
7. Click OK. Now the required starappears on the screen.

ADDITIONAL QUESTIONS AND ANSWERS:

PART A

CHOOSE THE CORRECT ANSWERS:

1. Which of the following is a DTP software?
   a) page maker   b) in design
   c) quark x press   d) all of the above.

2. The main components of the page maker windows are
   a) title bar, menu bar
   b) tool bar, ruler
   c) scroll bars and text area
   d) all of the above.

3. ____ is the top most part of the windows.
   a) title bar   b) menu bar
   c) tool bar   d) tool box.

4. There are ____ scroll bars available.
   a) 1   b) 2   c) 3   d) 4

5. There are ____ ruler bar.
   a) 1   b) 2   c) 3   d) 4

6. To select a word, press ____ with I –Beam.
   a) Select click   b) right click
   c) double click   d) triple click.

7. To select a paragraph, press ____with I – Beam.

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   a) select click   b) right click
   c) double click   d) triple click.

8. ____ tool is used to select ,move and resize text objects and graphics.
   a) pointer tool   b) text tool
   c) rotating tool   d) cropping tool.

9. The ____ key is used to pressed down and the movements keys.
   a) ctrl   b) shift
   c) alt   d) tab

10. In page maker the text of the document can be type inside a ____
   a) text tool   b) text area
   c) text block   d) text box

11. The ____key must not be press at the end of the each line in text block.
   a) back space   b) enter
   c) tab   d) arrow keys.

12. Text can be contained ____
   a) text blocks   b) text frame
   c) either a (or) b   d) both a and b

13. Master pages commonly contain ____
   a) repeating logos, page numbers
   b) headers and footers
   c) both a and b
   d) none of these.

14. A new document in page maker is called ____
   a) Untitled -1   b) Document-1
   c) New Document   d) None of these

15. The ____ command is used to reverse the action of the last command.
   a) Undo   b) Redo
   c) Delete   d) Backspace

ANSWERS FOR OBJECTIVES									
1.	d	2.	d	3.	a	4.	b	5.	b
6.	c	7.	d	8.	a	9.	b	10.	c
11.	b	12.	c	13.	c	14.	a	15.	b

FILL IN THE BLANKS:

1. DTP expands _____Ans : Desk top publishing.

2. Adobe page is a _____layout software. Ans:page

3. To make adobe page make in a windows is ___
   Ans: start → all programs→page maker7.0→ adobe page maker 7.0.

4. The area outside of the border is referred to as the _____   Ans:paste board

5. In tool bar a short text will appear as its description called _____   Ans:Tooltip

6. The _____command is used to reverse the action of the last command.   Ans:undo

7. The short cut key for undo is _____ Ans : ctrl +z

8. A _____ contains text you type ,paste or import in pagemaker.   Ans:text block

9. The two handles are seen above and below of the text block are called _____ Ans :windowshades

10. Generate a new page by selecting _____ in the menu bar.   Ans : layout →insert pages.

11.All text in page maker resides inside containers called _____   Ans : text blocks.

12. In page maker, text and graphics that you draw or import are called _____   Ans: objects.

13. The process of connecting text among text blocks is called _____ text   Ans: threading.

14. Text the flows through one or more .threaded blocks is called a _____   Ans : story.

15. The _____ palette is especially useful when you are doing lot of formatting _____ Ans: control palette.

16. Page maker has _____ line tool.   Ans: 2.

17. As the characters are typed, the flashing vertical bar called the ___ Ans: insertion point

18. ___is the process of changing the general arrangement of text. Ans: Formatting

19. ___means making changes to the text.
                              Ans: Editing

20. Reversing the Undo command is known as___
                              Ans:Redo

SHORT CUT KEYS

1. Ctrl+N	-	Create New Document
2. F9	-	Pointer Tool
3. Shift+F2	-	Rotating Tool
4. Shift+F3	-	Line Tool
5. Shift+F4	-	Rectangle Tool
6. Shift+F5	-	Ellipse Tool
7. Shift+F6	-	Polygon Tool
8. Shift+Alt +Drag Left Mouse Button- Hand Tool		
9. Shift +Alt+ F1	-	Text Tool
10. Shift +Alt +F2	-	Cropping Tool
11. Shift+Alt +F3	-	Constrained Line Tool
12. Shift+Alt +F4	-	Rectangle Frame Tool
13. Shift + <--	-	One Character To Left
14. Shift +→	-	One Character To The Light
15. Shift +^	-	One Line Up
16. Shift+	-	One Line Down
17. Shift +End	-	To End Of The Current Line
18. Shift+Home	-	To The Beginning Of The Current Line
19. Ctrl+ A	-	Select Entire Document
20. Ctrl+Z	-	Undo
21. Ctrl+X	-	Cut
22. Ctrl+V	-	Paste
23. Ctrl+C	-	Copy
24. Ctrl+S	-	Saving A Document
25. Ctrl+W	-	Closing A Document
26. Left Arrow (←)	-	One Character To The Left
27. Right Arrow (→)	-	One Character To The Right
28. One Word To The Left - Ctrl +Left Arrow		
29. One Word To The Right - Ctrl +Right Arrow		

30. Up Arrow	- Up One Line
31. Down Arrow	- Down One Line
32. End	- To The End Of A Line
33. Home	- To The Beginning Of A Line
34. Ctrl+ Up Arrow	- Up One Paragraph
35. Ctrl+ Down	- Down One Paragraph
36. Ctrl+ O	- Opening An Existing Document
37. Ctrl+ Space Bar	- To Zoom In
38. Ctrl+ Alt + Space Bar	- To Zoom Out
39. Ctrl+ T	- Character Formatting
40. Ctrl+'	- Control Palette
41. Alt+ Ctrl+ G	- Going To Specific
42. Ctrl+ Alt+ P	- Page Number Displays
43. Ctrl+ P	- Print

PART B

SHORT ANSWERS

1. What is the purpose of page layout tool?

Page layout software includes toolsthat allow you to easily position textand graphics on document pages.

2. What are the components of PageMaker Window?

The main components of the above window are Title bar, Menu bar, Toolbar, Ruler,Scroll bars and Text area.

3. What is title bar?
- ❖ It is the topmost part of the window.
- ❖ It shows the name of the software and the name ofthe document at the left, and the control buttons (Minimize, Maximize and Close) at theright.

4. What are the menu options available in Menu bar?

File, Edit, Layout, Type, Element, Utilities, View,Window, Help.

5. What is tooltip?

If you place the mouse pointer on a button in the Toolbar, a short text will appear as itsdescription called 'Tool Tip'.

6. Write the steps to show toolbox in page maker.

1. Click on Window. The Window menu will appear.
2. Click on Show tools.

7. Write the steps to hide toolbox in page maker.

1. Click on Window. The Window menu will appear.
2. Click on Hide tools to hide the toolbox.

8. Write the steps to show ruler in page maker.

1. Click on View. The View menu will appear.
2. Click on Show Rulers. Rulers appear along the top and left sides of the document window.

9. Write the steps to hide ruler in page maker.

1. Click on View. The View menu will appear.
2. Click on Hide Rulers to hide the rulers.

10. What is the purpose of Undo command?
- ❖ The Undo command is used to reverse the action of the last command.
- ❖ To reverse the last command, click on Edit→Undo in the menu bar
  (or)
- ❖ Press Ctrl + Z in the keyboard.

11. How to move a text box in Page maker?

To move a block without changing its shape, place the cursor anywhere inside the block, and click and drag it to the required position.

12. Write short note on Text block in page maker.

A text block contains text you type, paste, or import. You can't see the borders of a text block until you select it with the pointer tool.
You create text blocks 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.

13. How will you rejoin the split blocks?

To rejoin the two text blocks
1. Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.

2. Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

14. What do you mean by threading text?

❖ Text blocks that are connected in this way are threaded.

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

15. How will you close a document?

The document can be closed using the File > Close command in the menu bar (or) Ctrl +W in the keyboard.

16. How to remove pages in Pagemaker?

You can remove the unused pages from yourdocument with a Remove Pages dialog box.

1. Choose Layout > Remove Pages inthe menu bar. The Remove Pagesdialog box appears

2. Type the page range you want toremove.

17. How to Hide the Master Items?

To make the master items invisible on aparticular page, switch to the appropriatepage, then choose View > Display Masteritems

PART C

EXPLAIN IN BRIEF ANSWER

1. Write the steps to 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, the text in the text block will reflow to fit the new size of the text block.

3. A red triangle in the bottom windowshade means there is more text in the text block than is visible on the page. Drag the windowshade handle down to show more text.

2. Write the steps to Select Text using the mouse

To select text using a mouse, follow these steps :

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

3. Differentiate copying and moving the text.

Copying	Moving
Creating similar text in new location	Relocating the original text in a new location
Makes a duplicate text in another location	Transfers the Original text to another location
Will not affect the original content	Will delete the Original content
Keyboard shortcuts for cut and paste: Ctrl + X → to Cut Ctrl + V → to Paste	Keyboard shortcuts for copy and paste: Ctrl + C → to Copy Ctrl + V → to Paste

4. Write the steps to delete a character or word or block of text

Deleting Text

You can easily delete a character, or word, or block of text.

To delete a character, do the following :

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

2. Press Delete key on the keyboard.

(or)

3. Position 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, do the following :

1. Select the text to be deleted.

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

5. How will you create a text box with the text tool?

To create a text block with the text tool:

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, do one of the following:

• Click the I-beam where you want to insert text.

• This creates a text block the width of the column or page. By default, the insertion point jumps to the left side of the text block.

3. Type the text you want.

Unlike with a text frame, you do not see the borders of a text block until you click the text with the pointer tool.

6.   Write the steps to 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, the text in the text block will reflow to fit the new size of the text block.
3. A red triangle in the bottom windowshade means there is more text in the text block than is visible on the page. Drag the windowshade handle down to show more text.

7.   Write the steps to split a textbox into two.

To split a text block into two

1. Place the cursor on the bottom handle, click and drag upwards. When you release the bottom handle will contain a red triangle.
2. Click once on this, and the cursor changes to a loaded text icon.
3. Position this where the second part of the text is to be, and click.

8.   Write the steps to Select Text using the Keyboard

To select text using a keyboard, followthese steps :

1. Place the Insertion point to the left of the first character you wish to select.
2. The **Shift** key is pressed down and the movement keys are used to highlight the required text.
3. When the **Shift** key is released, the text is selected

To Select	Press
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

9.   Write the steps to split a textbox into two.

To split a text block into two

1. Place the cursor on the bottom handle, click and drag upwards. When you release the bottom handle will contain a red triangle.
2. Click once on this, and the cursor changes to a loaded text icon.
3. Position this where the second part of the text is to be, and click.

10.   Write the steps to import the text.

1. Choose File→Place. The Place dialog box will appear.
2. Locate the document that contains the text you want to place and select it.
3. Click on Open in the Place dialog box. The pointer changes to the loaded text icon.
4. Make a text block to place the text. (Or) Click in the page to place the text. The text will be placed in the page. If the text to be placed is too big to fit on one page, PageMaker allows you to place it on several pages. This can be done manually or automatically.

11.   What are the various options to save a document?

1. (a) Choose File > Save in the menu bar. (or)
2. The file name is given in the File name list box.
3. Then click on the Save button to save the document. The document is now saved and a file name appears in the title bar.

Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the File > Save command or by clicking the Save button (or) clicking Ctrl + S in the keyboard.

12.   Write the steps to save a Document with a new name or in a different location

❖ You can save a document with a new name or in a different location using Save AS command. Save AS command creates a new copy of the document. So, two versions of the document exist. The versions are completely separate, and the work you do on one document has no effect on the other.

❖ To save a document with a new name or in a different location:

1. Choose File > Save As in the menu bar. (or) Press Shift + Ctrl + S in the keyboard. Now Save Publication dialog box will appear.

2. Type a new name or specify a new location.

3. Click the Save button.

13. How will you open an existing document?

1. (a) Choose File > Open in the menu bar (or)Click on the Open icon ( ) in the Tool bar (or) Press Ctrl + O in the Keyboard. AOpen Publication dialog box as shown that appears on the screen.

2. The file name is given in the File name list box. The name of the file to be opened can be chosen from the list, which is displayed.

3. Then click on the Open button. Now the required file is opened.

14. Write the procedure to scroll the document.

The scrolling procedure is as follows:

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

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

3. To scroll a relative distance in the document the scroll box should be drawn up or down.

15. Write the steps to draw a line.

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. As you drag, a line appears. 44

3. Release the mouse button and the line will be drawn and selected, with sizing handles on either end. Resize the line by clicking and dragging the handles, if necessary.

16. Write the steps to Draw Rectangles or Ellipses.

You can also draw rectangles and ellipses shapes by using the same technique as used in line drawing.

1. To draw a rectangle or ellipse:

Click on the Rectangle or Ellipse tool from the toolbox. The cursor changes to a crosshair.

2. Click and drag anywhere on the screen. As you drag, a rectangle or ellipse appears.

3. Release the mouse button when the rectangle or ellipse is of the desired size. Press the Shift key while you're drawing to constrain the shape to a square or circle.

17. Write the steps to Draw Polygon

To draw a Polygon

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

2. Click and drag anywhere on the screen. As you drag, a Polygon appears.

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

18. Write the steps to Draw a star with given number of sides and required inset.

1. The value of 'Star inset' is 50% The number of sides is 15

2. The value of 'Star inset' is 25% The number of sides is 25

3. The value of 'Star inset' is 35% The number of sides is 70

19. Write short note on 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.

❖ You can create, modify, and delete objects on master pages just like any other objects, but you must do so from the master pages themselves.

20. Write the steps to create a new Master Page

1. Click the New Master Page icon inthe Master Pages palette. The NewMaster Page dialog box appears.

2. Enter the name of the new masterpage in the Name field.

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

4. Click on OK. A new Master Pageappears in the Master Pages palette.

PART D

EXPLAIN IN DETAIL

1. What are the methods to unthread a threaded block? Explain.

Method - 1:

❖ Select the block that you wish to unthread with the pointer tool. Click on Edit > Cut in the menu bar.(the block disappear).

❖ Now click on the Edit → Paste in the menu bar.

❖ The block will reappear in the same position, but it is now an unthreaded block.

Method - 2:

❖ Select the block that you wish to unthread with the pointer tool.

❖ Then choose the Text tool and select all the text in the block.

❖ Then click on Edit → Cut in the menu bar.(the block disappear).

❖ Now click the insertion point within an existing threaded block.

❖ Then click on Edit →Paste in the menu bar.

❖ The text will be added in this block.

2. Write the steps to place text in a frame

1. Click on one of a Frame tool from the Toolbox.

2. Draw a frame with one of PageMaker's 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. The text will be placed in the frame.

3. Explain the magnifying and reducing with zoom tool.

Use the zoom tool to magnify or reduce the display of any area in your publication

To magnify or reduce with the zoomtool:

1. Select the zoom tool. The pointer becomes a magnifying glass with a plus sign in its center, indicating that the zoom tool will magnify your view of the image.To toggle between magnification and reduction, press the Ctrl key.

2. Position the magnifying glass at the center of the area you want to magnify or reduce, and then click to zoom in or out. Continue clicking until the publication is at the magnification level

you want. When the publication has reached its maximum magnification or reduction level, the center of the magnifying glass appears blank.

To magnify part of a page bydragging:

1. Select the zoom tool.

2. Drag to draw a marquee around thearea you want to magnify.

To zoom in or out while usinganother tool:

Press Ctrl+Spacebarto zoom in. PressCtrl+Alt+Spacebarto zoom out.

4. Explain various methods of character formatting.

Character Formattingusing Character Specifications Dialog Box

Character formatting means displaying text in a certain way. Character formatting consists of text properties - bold, italic, underline, font type, font size, font colour, etc.

The steps to apply character formatting to text are as follows :

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. Make the appropriate changes in the dialog box.

   • 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.

4. Click on OK.

Character Formatting using the Control Palette

The Control Palette is especially useful when you are doing lot of formatting.

Its features change based on the object that is selected on your layout.

If the Control palette is not showing then use the following steps:

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

(or)

2. Press Ctrl + ` in the keyboard. Now the Control Palette appears on the window

To modify character attributes using the Character Control Palette:

1. Select the text you want to modify.
2. Make the appropriate changes in the Control palette.

5. Write the steps 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. Then click OK button. Now the cursor changes to a crosshair.
4. Click and drag on the screen to draw your dotted line. As you drag, the line appears.
5. Release the mouse button and the line will be drawn and selected, with sizing handles on either end. Resize the line by clicking and dragging the handles, if necessary.

6. Write the steps to Drawing a Rounded Corner Rectangle

To draw a 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.

7. Write the seps to Fill Shapes with Colors and Patterns

Filling Rectangle with colour

1. Draw a rectangle using Rectangle tool.
2. Select the rectangle.
3. Choose Window > Show colors inthe menu bar. (or) Press Ctrl + J. Now Colors palette appears.
4. Click on the required colour fromthe Colors Palette.

5. The rectangle has been filled with thecolour.

8. Write all the methods to go to specific page.

   Pagemaker provides several methods for navigating the pages in yourpublication.

Method 1:

   You can move from one page to anotherby using the Page up and Page down keyson your keyboard. This is probably thenavigation methods you will use most often.

Method 2:

   You can move from one page to anotherby using the page icons at the left bottomof the screen. Click on the page icon thatcorresponds to the page that you want toview. The page is displayed.

Method 3:

   Using the Go to Page dialog box.

To go to a specific page in a document

1. Choose Layout > Go to Page in themenu bar (or) Press Alt + Ctrl + Gin the keyboard. Now the Go to Pagedialog box appears.
2. In the dialogue box, type the pagenumber that you want to view
3. Then click on OK. The required pageis displayed on the screen.

9. What are the various methods to inset page number in PageMaker Software.

To make page numbers appear onevery page

1. Click on Master Pages icon.
2. Then click on Text Tool. Now thecursor changes to I - beam.
3. Then Click on the left Master pagewhere you want to put the pagenumber.
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, but will appear correctly on the actual pages.

10. Write the steps to print a document

1. Choose File > Print in the menu bar
   (or) Press Ctrl + P in the keyboard.
   The Print Document dialog boxappears.

2. Choose the settings in the PrintDocument dialog box as

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

   • Choose the pages to be printed in the Pages group box by selecting one of the following available options :

   All: This option prints the wholedocument.

   Ranges: This option prints individualpages by the page number or a rangeof pages.