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(A Venture of Chandigarh ETC Services Pvt. Ltd.)

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Website : www.citcchandigarh.com

Course Syllabus: Certificate in Page Maker

Batch Name: Page Maker

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 30Hours

Courses / Modules Paper

Paper 1
Page Maker

1: Introduction to publishing
1.1 Overview of traditional Publishing
1.2 Overview of Desktop Publishing
1.3 Overview of PageMaker
1.4 Starting PageMaker

2: Introduction to PageMaker
2.1 Starting a new Publication
2.2 Page Setup
2.3 Target Printer
2.4 Saving a Publication
2.5 Using a story editor to create and place text
2.6 Working with Text Blocks
2.7 Enhancing the Publication
2.8 Printing a Publication

3: Placing and Manipulating
3.1 Assembling one page publication by importing
3.2 Assembling multi page publication by importing
3.3 Processor
3.4 Text flow option
3.5 Manual
3.6 Automatic
3.7 Semi-Automatic
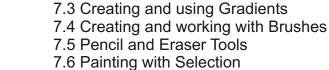3.8 Placing text in columns

4: Importing and Manipulating Graphics
4.1 Importing Graphics
4.2 Placing Graphics within a document
4.3 Working with graphics on the pasteboard
4.4 Cropping a graphic
4.5 Resizing a graphic

5: Text and Graphic
5.1 Additional Story Editor features
5.2 Find/Change
5.3 Spell Check
5.4 Combining graphics with text
5.5 Text Wrap and Standoff
5.6 Customizing the Graphics boundary

6: Selection
6.1 Using pagemaker template to create new Publications
6.2 Master Pages
6.3 Locking and Merging Layers
6.4 Copying Layers, Using Perspective and Layer
6.5 Header
6.6 Footer
6.7 Page number
6.8 Styles

7: Printing in Photoshop
7.1 Using the Brush tool
7.2 Working with Color and Swatches
7.3 Creating and using Gradients
7.4 Creating and working with Brushes
7.5 Pencil and Eraser Tools
7.6 Painting with Selection