



Date: 09.06.2007

Time: 2.00 pm- 4.00pm

Answer FOUR questions ONLY.

Q1.

- a. What is meant by *desktop publishing*?
- b. What are the hardware and software requirements for effective desktop publishing?
- c. "*PageMaker has managed to remain the number-one desktop publishing program*"
Do you agree with this statement? Justify your answer.

Q2.

- a. When the PageMaker program is invoked a blank screen confronts you, which will be as in *Figure 1* below. In this first blank screen you will see three main palettes, all inactivated.

Identify the main three palettes and name them (marked as A, B, and C).

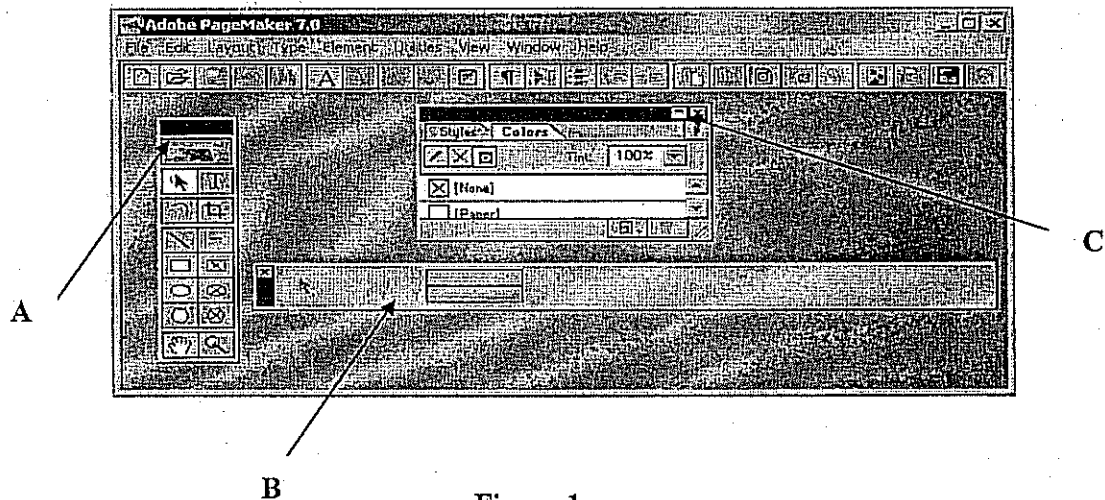


Figure 1

- b. State whether the following statements are **TRUE** or **FALSE**
- i. DTP uses computer technology and specialized software to produce graphics and texts for documents.
 - ii. When you begin creating a document you can see control, tools and story editor palettes.
 - iii. The size of a page of your publication can be selected under *page size* of the popup menu.
 - iv. You can enlarge your document into actual size by clicking on *layout* → *actual size*.
 - v. *Rulers* and *guides* help you to position the text and graphics correctly on your pages.
- c. Briefly explain how to create a **master page** in desktop publishing
(*Note: You should include all the important points and clearly write the steps*)

Q3.

- a.
 - i. How do you insert the tools palette, if it is not shown in your document?
..... →
 - ii. To view the Styles/Colours palette:
..... →
 - iii. How to setup the number of columns and the amount of space between them?
..... →
 - iv. To change the scale in rulers:
..... →
 - v. To view the actual size of the document:
..... →
- b. What are the two methods of inserting text into a PageMaker document? Explain briefly.
- c. Identify A to M from the following figure (*Figure 2*)

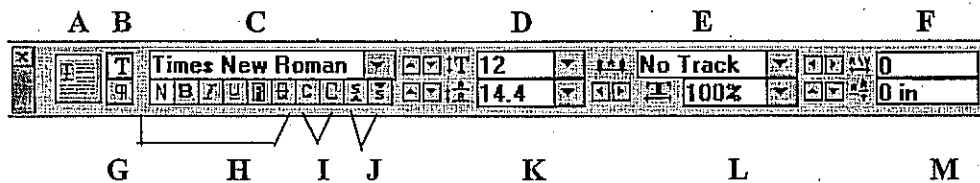


Figure 2

Q4.

- a. If you need to insert more text into the text block you typed in a PageMaker document, briefly explain the steps of how you do it.
- b. Describe the facilities that are available in the story editing mode.
- c. What do you understand by *tracking* and *kerning* in the context of text editing? Explain briefly.

Q5.

- a. What are styles?
- b. Write down the advantages of using styles.
- c. Discuss, how we can save the formatting time by defining styles.
- d. Explain briefly the two methods of defining styles in PageMaker.

Q6.

- a.
 - i. What are the two basic types of graphics?
 - ii. What is the difference between above two types of graphics?
- b. What are the two methods that you can use to select multiple objects?
- c. Write down two **image formats** and two **drawing formats** you can use, when importing graphics into PageMaker.
- d. Explain briefly the main steps that you have to follow when importing text into a PageMaker document.

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