PAGE MAKER & COREL

1. Explain the main areas, icons of PageMaker workspace with diagram.

The icons in the toolbox represent the tools you use in PageMaker. To select a tool, click it. If the toolbox restricts your view of your work, drag its title bar to move it, or choose Window>hide Tools to close the toolbox.

A. Use the pointer to select, move and resize text objects and graphics. **B.** Use the rotating tool to select and rotate objects. **C.** Use the line tool to draw lines in any direction. **D.** Use the rectangle tool to draw squares and rectangle. **E.** Use the ellipse tool to draw circles and ellipse. **F.** Use the polygon tool to draw polygons. **G.** Use the hand tool to scroll the page or to preview and test hyperlinks. **H.** Use the text tool to type, select and edit text. **I.** Use the cropping tool to trim the imported graphics. **J.** Use the constrain line tool to draw vertical and horizontal lines. **K.** Use the frame tool to create placeholders shapes. **L.** use the zoom tool to magnify or reduce.

2. Explain how to insert page numbers in master page.

Pagemaker will automatically number pages in the style you designate when the proper page numbering code is placed on the master pages of your document.
1 Turn to a master page in your publication.
2 Click an insertion point with a text tool.
3 Press Ctrl+Alt+P(windows)or command+Option +P (Mac OS).
4 Choose Edit>Select All to select the text,and format the text as necessary.
5 Repeat steps 3 and 4 for all master pages in the publication.

Page-number markers appear as RM (right master)or LM (left master) on the master pages but display the page number on publication pages.

3. What is the use of drop cap?Explain in details

Drop caps are one variety of initials capitals –those oversized letters at the start of some paragraphs to catch the eye and lead to the reader into text.
Here's how:

1. With the text tool,highlight the letters you wish to make into a drop cap.
2. Select Utilities>Plug-ins>Drop caps…from the menu bar.
3. In the drop cap dialog box change the size into number of lines of text you want the letter to drop into the paragraph(the default is 3).
4. Select Apply to see how the drop cap will look.
5. If you don't like it, select Remove then try again.
6. When you satisfied with your drop cap,select the Close button on the drop cap dialog box.

4. How to create a bullet list in PageMaker document

A bullet list is a list of paper of words,phrases,or sentences set apart with a simple
Bullet or numbers at the start of each line.Bullet lists can help to set apart information or provide a list of steps to be taken to accomplish a task.

Here's How:

1. With the text tool, highlight the lines to which you want to add bullets or numbers or put your cursor at the start of the first line(paragraph).

2.Select **Utilities**>**Plug-ins**>**Bullets and numbering**…From the menu bar.

3.In the Bullets and numbering dailog box select the style of bullet you want to use from the choices given or use the Edit button to select a different font or bullet or size for the bullet.

4.If you want a numbered list instead of bullets, select the numbers button.Choose a numbering style and specify the number range to use if you don't want to start with number 1.

5.If you highlight the text you want bulleted or numbered, choose Only selected paragraphs for the Range; otherwise,specify the number of paragraphs that you want bulleted.

6.Select **OK** to add your selected bullet or number style.

CORELDRAW

I.   **Write the steps to fit a text "inside graphics" to a circular path with picture**?

IN a CorelDraw a user can design the text in different ways by first selecting the tools from the toolbox.To fit a text inside graphics to a circular path, a user should follow some procedures/steps which are given below:-

1. From the tool box,select Ellipse tool and draw a circle.
2. Select the text tool from the toolbox and type the shown below:-

Inside graphics Network
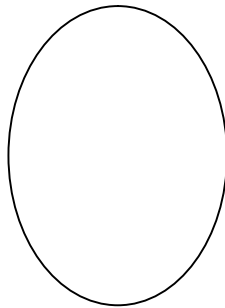
3. Select the text with pick tool from toolbox.
4. Select **text** from the menu bar.
5. Select **Fit text to path from** the text option in the menu bar.
6. Select the circle as a path with the pointer from the toolbox.
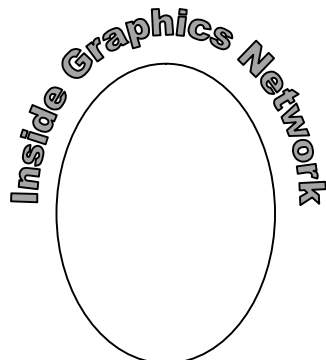
7.Select the Effect property again to get the options of fit to text path on the property bar.
8.Select the option of "Distance from path" from the property bar.
9.Increase the value to increase the distance between text and path.
10.Select Arrange from the menu bar and go to **Break text Apart** of the option**.**

II.   **Explain how to use Weld, Intersect and Trim Tools in Corel draw.**

   In a CorelDraw as different tools works different action, a user can select different options from the menu bar to present different kind of shapes.Here, we have some of the tools which present different kinds of shapes by selecting the objects.

Weld:-welding is a melting of the overlapped parts and converting the tow objects into one.
Intersect:- Intersecting is the main intersecting part of the two diagrams. It shows the intersection part of the diagram.
Trim:- Trim is to cut the intersecting part of the diagram.