

Chapter 2

An Introduction to Adobe Pagemaker

I. Choose The Correct Answer:

Question 1.

DTP stands for

- (a) Desktop Publishing
- (b) Desktop Publication
- (c) Doctor To Patient
- (d) Desktop Printer

Answer:

- (a) Desktop Publishing

Question 2.

..... is a DTP software.

- (a) Lotus 1-2-3
- (b) PageMaker
- (c) Doctor To Patient
- (d) Lotus 1-2-3

Answer:

- (b) PageMaker

Question 3.

Which menu contains the New option?

Answer:

- (a) File menu
- (b) Edit menu
- (c) Layout menu
- (d) Type menu

Answer:

- (a) File menu

Question 4.

In PageMaker Window, the area outside of the dark border is referred to as

.....

- (a) page
- (b) pasteboard
- (c) blackboard
- (d) dashboard

Answer:

- (b) pasteboard

Question 5.

Shortcut to close a document in PageMaker is

- (a) Ctrl + A
- (b) Ctrl + B
- (c) Ctrl + C
- (d) Ctrl + W

Answer:

- (d) Ctrl + W

Question 6.

A tool is used for magnifying the particular portion of the area.

- (a) Text tool
- (b) Line tool
- (c) Zoom tool
- (d) Hand tool

Answer:

- (c) Zoom tool

Question 7.

..... tool is used for drawing boxes.

- (a) Line
- (b) Ellipse
- (c) Rectangle
- (d) Text

Answer:

- (c) Rectangle

Question 8.

Place option is present in menu.

- (a) File
- (b) Edit
- (c) Layout
- (d) Window

Answer:

- (a) File

Question 9.

To select an entire document using the keyboard, press

- (a) Ctrl + A
- (b) Ctrl + B
- (c) Ctrl + C

(d) Ctrl + D

Answer:

(a) Ctrl + A

Question 10.

Character formatting consists of which of the following text properties?

(a) Bold

(b) Italic

(c) Underline

(d) All of these

Answer:

(d) All of these

Question 11.

Which tool lets you edit text?

(a) Text tool

(b) Type tool

(c) Crop tool

(d) Hand tool

Answer:

(a) Text tool

Question 12.

Shortcut to print a document in Pagemaker is

(a) Ctrl + A

(b) Ctrl + P

(c) Ctrl + C

(d) Ctrl + V

Answer:

(b) Ctrl + P

Question 13.

Adobe PageMaker is a software.

Answer:

Page layout

Question 14.

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

Answer:

Title

Question 15.

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

document window.

Answer:

Scrolling

Question 16.

..... tool is used to draw a circle.

Answer:

Ellipse

Question 17.

The Insert pages option is available on clicking the menu.

Answer:

Layout

Question 18.

Match the following.

(a) Cut – (i) Ctrl + Z

(b) Copy – (ii) Ctrl + V

(c) Paste – (iii) Ctrl + X

(d) Undo – (iv) Ctrl + C

Answer:

(iii), (iv), (ii), (i)

Question 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

Answer:

(i) Audacity, (ii) Zip, (iii) Hide Tool, (iv) Potrait

Question 20.

Choose the correct statement.

(i) (a) Text can be selected using mouse only.

(b) Text can be selected using mouse or the keyboard.

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

(b) DTP is an abbreviation for Desktop publication.

Answer:

(i) (b) & (ii) (a)

Question 21.

Choose the correct pair.

Answer:

- (a) Edit and Cut
- (b) Edit and New
- (c) Undo and Copy
- (d) Undo and Redo

Answer:

- (d) Undo and Redo

PART – II

II. Short Answer:

Question 1.

What is desktop publishing?

Answer:

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

Question 2.

Give some examples of DTP software?

Answer:

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

Question 3.

Write the steps to open PageMaker?

Answer:

In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence Start → All Programs → Adobe → Pagemaker 7.0 → Adobe PageMaker 7.0.

Question 4.

How do you create a New document in PageMaker?

Answer:

To create a new document

1. Choose File > New in the menu bar. (or) Press Ctrl + N in the keyboard. Now Document Setup dialog box appears.
2. Enter the appropriate settings for your new document in the Document Setup dialog box.
3. Click on OK.

Question 5.

What is a Pasteboard in PageMaker?

Answer:

A document page is displayed within a dark border. 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.

Question 6.

Write about the Menu bar of PageMaker?

Answer:

Below the title bar is the Menu bar. 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.

Question 7.

Differentiate Ellipse tool from Ellipse frame tool?

Answer:

Ellipse tool:

Used to draw circles and ellipses.

Ellipse frame tool:

Used to create elliptical placeholders for text and graphics.

Question 8.

What is text editing?

Answer:

Editing meAnswer:Answer:Answer:Answer:making changes to the text. Editing encompasses many tasks, such as inserting and deleting words and phrases, correcting errors, and moving and copying text to different pfaces in the document.

Question 9.

What is text block?

Answer:

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.

Question 10.

What is threading text blocks?

Answer:

All text in PageMaker resides inside containers called text blocks. A Text block can be connected to other text block so that the text in one text block can flow into another text block. Text blocks that are connected in this way are threaded.

Question 11.

What is threading text?

Answer:

A Text block can be connected to other text block so that the text in one text block can flow

into another text block. Text blocks that are connected in this way are threaded. The process of connecting text among Text blocks is called threading text.

Question 12.

How do you insert a page in PageMaker?

Answer:

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.
6. The new pages are inserted in your publication.

PART – III

III. Explain in Brief Answer:

Question 1.

What is PageMaker? Explain its uses?

Answer:

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. Page layout software includes tools that allow you to easily position text and graphics on document pages. For example, using PageMaker, you could create a newsletter that includes articles and pictures on each page. You can place pictures and text next to each other, on top of each other, or beside each other wherever you want them to go.

Question 2.

Mention three tools in PageMaker and write their keyboard shortcuts?

Answer:

Tools:

1. Printer Tool
2. Rotating Tool
3. Line Tool

Keyboard Short Cut:

1. F9
2. Shift + F2
3. Shift + F3

Question 3.

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

Answer:

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.

Question 4.

How do you rejoin split blocks?

Answer:

Rejoining 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.

Question 5.

How do you link frames containing text?

Answer:

Linking Frames containing Text

A single frame may not be large enough to hold an entire story when you are using a large amount of text, you can link frames together so that an entire story is visible.

To 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.

Question 6.

What is the use of Master Page?

Answer:

Any text or object that you place on the master page will appear on the entire document pages to which the master is applied. It shortens the amount of time because you don't have to create the same objects repeatedly on subsequent pages. Master Pages commonly contain repeating logos, page numbers, headers, and footers. They also contain non printing layout guides, such as column guides, ruler guides, and margin guides.

Question 7.

How to you insert page numbers in Master pages?

Answer:

Inserting Page Numbers in Master Pages

To make page numbers appear on every page

1. Click on Master Pages icon.
2. Then click on Text Tool. Now the cursor changes to I – beam.
3. Then 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. O Press Ctrl + Alt + P.
8. The page number displays as ‘RM’ on the right master page, but will appear correctly on the actual pages.

PART – IV

IV. Explain in detail.

Question 1.

Explain the tools in PageMaker toolbox?

Answer:

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.

Question 2.

Write the steps to place the text in a frame?

Answer:

Placing Text in a Frame

You can also use frames to hold text in place of using text blocks.

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.

Question 3.

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

Answer:

Converting 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 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.

Question 4.

Write the steps to draw a star using polygon tool?

Answer:

Drawing a Star using Polygon tool

To draw a Star

(i) Click on the Polygon tool from the toolbox.

The cursor changes to a crosshair.

(ii) Click and drag anywhere on the screen. As you drag, a Polygon appears.

(iii) Release the mouse button when the Polygon is of the desired size.

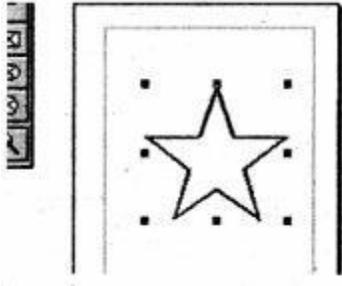
(iv) Choose Element > Polygon Settings in the menu bar.

Now Polygon Settings dialogue box appears.

(v) Type 5 in the Number of sides text box.

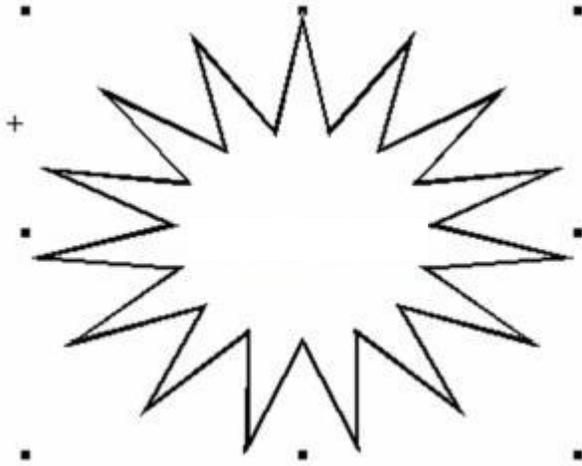
(vi) Type 50% in Star inset textbox.

(vii) Click OK. Now the required star appears on the screen.

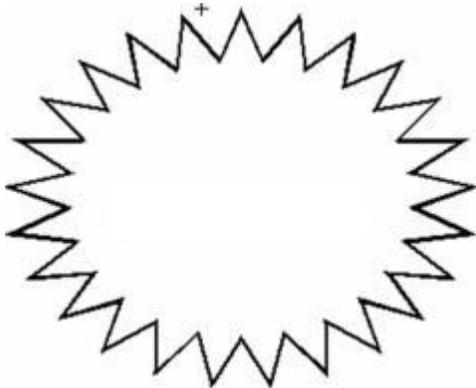


Drawing a star with given number of sides and required inset

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.

3

