

FURTHER DETAILS REGARDING MAIN TOPICS OF PROGRAMME NO. 02/2017 (Item No. 12)

DTP OPERATOR

INFORMATION AND PUBLIC RELATIONS

(CATEGORY No. 656/14)

Unit1: Fundamental & Basic of Computer Fundamentals:

Introduction to computer, Hardware & Software. Computer Application, Input Devices: Keyboard, Mouse, OCR, OMR, MICR, Scanner etc. Storage Media - Magnetic Disk, Hard Disk, Floppy Disk, CD etc. Output Devices: Hard copy devices & Soft copy devices. Types of software – System & Application Software Concepts. Bits, Bytes, RAM, ROM, ASCII etc. **Operating Systems:** MS Windows, Introduction & Version, Desk Top & its terminology, Set up using Control panel, Windows accessories, File Management Folder Concept. MS Windows and its use. File management, Folder, maintenance wizard, setting through Control panel.

Unit 2: Networking Concept , Word processing, Printing Process:

LAN, MAN, WAN. File & Printer Sharing, Introduction & Use of Internet, Word Processing through MS Word. Basics of Word processing, opening documents and Creating Documents Saving Documents/Quitting Document cursor Control, Spell check, Character formatting, Page formatting , Adding borders and shading, Headers and footers, Setting up multiple columns , Sorting blocks, Margin & hyphenating, Text wrapping. **Printing Process** Introduction, History of Printing and Types, Comparative Analysis of Various printing process. Desk Top Publishing, Introduction, Merits and Demerits. Typography, Types (Fonts) Type sizes, Different families (Style). Point system and other system of measuring, Casting off, Proof reading and its marks, House style, **Composing Process** Introduction of various methods of composing Computer to plate , Paper Introduction and preparation . Various paper sizes, Various paper calculations.

Unit 3: Adobe Page Maker, Quark Xpress, Scanning

Creating and opening publication, using the tool box, working with palettes, text and graphics, starting a publication from the template, saving and closing a publication. Tutorial- Positioning ruler guides, typing text, formatting graphics. Creating columns, creating styles and alignment. Rotating and moving of text block and graphics, placing text file, setting tab, indents and leaders copying graphics between publication, positioning and resizing the logo. Creating a Publication setting up pages, changing document setup, using master pages. OLE (Object linking and exporting). TIFF image. PDF HTML formats. Printing of publication proof corrections with appropriate proof reading marks. Quark Xpress, Page composing through Quark Xpress specifying Document, setting, creating and opening publications, use of plates & control. Typing & Text manipulation, positioning resizing. Scaling and stacking typing text. Master pages, Master items & spreads . Setting up pages , changing document setup. Half tone separating & Trapping.

Principles of scanning, Types of scanners(Flatbed&Drum) and its use, Resolution, DPI, LPI PPI, graphic drawings inputs of pictures, sketches etc.Preparation of OCR.Use of scanner for picking up illustration, line drawing Setting of Scanner making of OCR.

Unit-4: Adobe Photoshop, Document Designing & Advance features.

Image Fundamentals, Digital image pixel.Resolution. DPI, raster image/bitmaps. Vector image/ graphics. **Various File Format**, Bitmap, JPEG, PSD, PDD,TIFF,GIF,VMF. Various Tools, Various palettes, Various Image Display Options , Various Edit commands, Various Image Commands. Document Designing& Advance features, Graphic Reproduction Tonal Value, Tonal Gradation, Continuous tone, Half tone, Moirepattern, Highlight, Middle tone, Shadow areas, Contrast and other details, Photo editing Software, Color corrections techniques.

Unit-5: Corel Draw,Graphic Design

Introduction Creating opening drawing. Setting up the drawing page. Using the rulers ,Grid, And guidelines. Viewing document. Drawing and shaping, Objects, drawing, moving and shaping object, drawing lines and curves, dimension line. Working with style& templates.Organizing objects, arranging &changing the order of objects.Grouping ,ungrouping locking and unlocking objects, Using and setting layers, Aligning &editing objects data, Working with pattern and texture fills. Applying and editing line ending shapes, splitting and erasing portions of objects positioning moving stretching and rotating objectsworking with multiple on screen color palettes. Adding graphics symbols and specials character editing Formatting text & paragraph, hyphenating text. Creating and editing blends, envelopes. Creating and modifying vector and bitmap. Applying special effects to bitmap by 3D. Effects blur effects, contour effects, Creating color separations, working with halftone and bitmap screens. Importing and exporting files, OLE (Object Linking and Embedding) printing of document / design.

Graphic DesignPrinciples of page design, Elements of design, Color-Define color, type of colors, impact of colors color wheelAchieving of different colors through appropriate color percentage. Selection of types(Fonts) for text/Display work, Preparation of Graphics, Creations Of rough sketches, Color Selections, Font& Image selection, illustration work .

Unit -6:Adobe in design, page make up, File management, Printing, Binding

Document and column set up for a variety of publications, identification of tools ,use of rulers, guides and snap to guides, page formatting, formatting type including styles, sizes, leading ,tracking ,kerning, using the edit menu–cutting ,copying ,pasting multiple pasting ,editing stories, spell checking ,formatting paragraphs, moving/ resizing text blocks, leading adjustment etc. Placing graphics, resizing graphics, text wraps, setting up templates and style palettes, grouping and aligning objects, multiple pasting with “step and repeat: functions, graphic formats, links, resolutions. Color ,color libraries and color separation, Bi-fold brochures and other custom layouts, rotation tool, drop caps, page numbering and insertion of special symbols. Styles and creating a custom style palette, use of templates, printing solutions and PPD’s and PDF’s generation.**Page make up** principles of page make of Books, board room/seminar presentation material preparations. Copy preparation procedures, copy

fitting procedures, page making through adobe in design. **Costing and estimating** Costing and estimating of various jobs, preparations of masters/use of masters for taking out proofs. **Digital printing** :Types of digital printing, Uses in commercial operations, inkjet bubble jet/thermal printer /laser printer used for small and big formats, page composing through regional language software.

Unit -7

- i. Various kinds of typewriters based on the make, the type, the size, the language etc. Manual typewriter, electric typewriter, electronic typewriter, word processor.
- ii. Systems of typing, touch system and sight system, their advantages and disadvantages, arranging the materials for typing. Correct sitting posture while typing. Correct typing procedure, various parts of a typewriter and their use.
- iii. Visible and invisible parts of typewriter (margin stops, paper guide, paper release lever, line space gauge, cylinder knobs, shift key, space bar, tab set key, ratchet wheel and pinion wheel, dogs etc.) and their functions. Insertion and removal of paper, keyboard, typing of alphabets, words, phrases, sentences and small paragraphs, typing of symbols not given on the keyboard.
- iv. Care and maintenance of the typewriter. Oiling and cleaning of the machine. Change of ribbon, minor repair work.
- v. Centering, horizontal and vertical mathematical judgement placement. Proof reading and correcting of error, proof correction marks, use of different types of erasing materials.

Unit – 8

- i. Typing of letters, blocked, semi blocked and NOMA, simplified with open closed and mixed punctuations, syllabification (splitting of words at the end of the line). Typing of short letters and one page letter and letter running into more than one page.
- ii. Typing of addresses on envelopes, inland and postcards including window display chain feed. Typing of annexure and appendices to letters.
- iii. Tabular typing, two columns table and multiple column table box, etc., display of tabulation work. Typing of financial and costing statements, use of carbon paper for taking out more than one copy. Methods using carbon (manifolding), machine assembly method and desk assembly method. Correction of errors on the carbon copies (paper being in the machine and taken out of the machine)
- iv. Typing on printed form like invoices, bills, quotations, tenders, index cards etc., typing of simple and confused manuscripts. Typing of orders, circulars, notices, memoranda, notes, advertisements, interview letters, appointment letters etc.

- v. Importance of typewriting in modern era. Latest Malayalam software in computer.

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