



# RAJ GLOBAL TECHNICAL INSTITUTE

कम्प्यूटर का ज्ञान रोजगार का वरदान, एक कदम तरक्की की ओर ॥

## Syllabus of Desk Top Publishing

### Course:

Responsible for the make the students to work as news paper layout designer or they Can do self employment in DTP industry.

### Contents:-

### Phase 1. Fundamentals of Printing and Publishing

#### Unit 1.Types of Printing

- Introduction – Letterpress printing – Lithography – Offset Printing Principles involved in different printing processes Machines for letterpress, Offset, Gravure, Flexography and Screen, Printing Web Offset Printing Materials

DTP operator's arsenal – Page setting Character level & Paragraph level formatting – Hyphenation – alignments – Indentation – single sided and double sided documentation. Generic process in DTP.

### Phase 2. Graphic Designing using CorelDraw

#### Unit 1.Introduction to CorelDraw

- Getting Started Moving Around and Viewing Drawings Basic Drawing Skills Selecting and Manipulating Objects Drawing and Shaping Objects Arranging Objects

#### Unit 2.Using Text

- Working With Text Working with Objects Outlining and Filling Objects Using Symbols and Clipart Transforming Objects

#### Unit 3.Adding Special Effects

- Creating Output Exporting Drawings □ Special Effects Printing

#### Unit 4.Customizing CorelDraw

- Introduction Customizing Options Using Text and Color Working With Color Working With Paragraph Text Special

Text Effects Layouts and Layers Special Page Layouts  
Arranging Objects Using Layers

Unit 5.Styles and Templates

- Using Styles and Templates Advanced Effects Special Interactive Effects Custom Creation Tools Working With Bitmaps Corel TRACE and Corel R.A.V.E.

**Phase 3. Working with Photoshop**

Unit 1.Introduction

- Vector Shapes and Bitmaps Explore the Photoshop Environment Using the File Browser

Unit 2.Basic Photo Corrections

- Working with Selections Layer Basics Masks and Channels Retouching and Repairing

Unit 3.Painting and Editing

- Basic Pen Tool Techniques Vector Masks, Paths, and Shapes Advanced Layer Techniques

Unit 4.Creating Special Effects

- Preparing Images for Two Color Printing Composite Images Creating a Composite Image Creating an Animated GIF Creating Composite Images Using Photo merge

Unit 5.The Finished Product

- Saving Images for the Web and Creating a Web Gallery Photoshop Elements Print Options – Basics of Adobe Illustrator

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