



# KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006, India

## Skill Development Programme

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### Syllabus – Post Graduate Programmes

#### DESK TOP PUBLISHING (DTP)

##### **Level I – First Year**

###### **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 objects working 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 Design :**

Principles of page design, Elements of design, Color-Define color, type of colors, impact of colors color wheel Achieving 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.

##### **Level II – Second Year**

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.

### **List of Practicals**

- 1) To Create a Letterhead
- 2) To Create a Newspaper advertisement
- 3) To Create a Letterhead
- 4) To Create an Invitation/Thank you card
- 5) To Create a Brochure
- 6) To Create a Business Card
- 7) To Create a CD Cover

### **References:**

- CorelDraw in Simple Steps, Shalini Gupta
- CorelDRAW Bible, Deborah Miller
- Adobe Indesign CS one-on-one, Deke McClelland, Deke press
- Adobe Indesign classroom in a book, Kelly Kordes Anton, Tina DeJarld ,Adobe press
- Adobe Indesign CS2 bible, Galen Gruman.