



## **SYLLABUS FOR UNDERGRADUATE PROGRAMME**

### **DESKTOP PUBLISHING**

**( Skill Enhancement Course )**

**[ Semester I, II & III ]**

**Under National Education Policy – 2020**

**(Effective from the Academic Session 2023-2024)**

**MAHARAJA BIR BIKRAM UNIVERSITY  
AGARTALA, TRIPURA: 799004**



## **DESKTOP PUBLISHING-1**

### **Course 1 - Introduction to Desktop Publishing**

(SEM 1)

#### UNIT I

A brief introduction to publishing. Understanding the steps involved in book publishing process: acquisitions, contract, cover and page design, proofing, distribution, galley, advanced reader copies, book launch.

Understanding Desktop Publishing (DTP): history of DTP (since 1970s), examples of present and discontinued popular DTP software (both proprietary, like Adobe InDesign and open source, like Scribus), general features of DTP software, alternative digital layout software like TeX, troff, LaTeX (advantages and disadvantages only), primary difference between desktop publishing software and word processing software. Common file types associated with DTP.

#### UNIT II

Introduction to graphics software related to DTP. Raster graphics - advantages and disadvantages, some popular proprietary and open source software, common associated file types. Vector graphics - advantages and disadvantages, some popular proprietary and open source software, common associated file types. Differences between raster and vector graphics.

#### UNIT III

Understanding colours. Color models, color spaces, ICC profile, etc. Brief introduction to typefaces and popular font families related to DTP Understanding the use of text editors and word processors for use with DTP software Word Processors - Microsoft Word, etc vs. LaTeX, etc Graphic design software - InkScape vs. GIMP, Adobe Photoshop, etc.

#### UNIT IV

Using Word Processors - important features of a word processor; opening, closing, creating and saving documents; entering text; moving around documents; editing documents; searching, inserting and replacing text; understanding undo-redo actions, formatting documents (character, paragraph, alignments, columns, etc.), creating lists, use of indents, header and footer, creating and working with tables, mail merge and printing.

**Course 2 - Graphic Software**  
**(SEM 2)**

UNIT - I

Introduction to the workspace - toolbox, rulers, canvas, page area, tool controls, document properties, etc.

UNIT - II

Drawing/ object creation - understanding paths, anchors (or nodes), handles, etc; drawing squares, rectangles, circles, ellipses, arcs, polygons, stars, spirals, etc.; drawing rectangular and polar grids.

UNIT - III

Selecting and arranging objects; Use of selection tool objects attributes; Working with groups and layers; Modifying/ manipulating/ reshaping objects - use of anchors (or nodes); Creating special effects; Working with masks; Applying filters and live effects (live trace and live paint); Working with bitmaps in vector files

UNIT - IV

Advanced text editing; modifying graphic styles; working with images; Working with Color; Importing and Exporting; Printing

**Course 3 - Desktop Publishing Software**

**(SEM 3)**

UNIT - I

Working with text

- setting paper sizes, paper margins, etc
- import from text editor/ word processor
- using story editor
- formatting texts - justification, color, baseline, etc
- text and paragraph attributes
- managing styles/ paragraph styles using style manager
- font family, typeface and font - their attributes
- typography
- lists and tables
- text box/ frames
- indents - hanging indentations and columns - correcting uneven columns
- kerning, line spacing, shadows, drop caps
- orphans and widows
- linking/ unlinking frames
- master pages
- sections, numbering pages
- rulers, guides, etc
- working with layers

UNIT - II

Working with graphic

- Import / draw graphics - import from graphic program
- draw basic shapes (line, square, rectangle, circle, ellipse, polygon, etc)
- image frame
- render frame
- grouping/ ungrouping objects
- basic object transformation (rotation, reflection, skewing, cropping, etc)
- wrapping text around objects
- working with layers

UNIT - III

Exporting and printing

- Pre-press
- Imposition
- Crop marks
- Bleed marks
- Registration marks
- Colour bars
- Page information
- Overprinting
- Preflight - checks for missing glyphs,
  - items not on page
  - text frame overflows, used transparencies, missing images, image resolution, etc

UNIT-IV

Advanced topics

- Creating footnotes, cross-references, table of contents, list of indexes and managing bibliography
- Understanding and working with colour models (RGB and CYMK), colour space (sRGB) and ICC profile