ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

¸A¥ÀÌ 152	¨AU¼ÆgÀ, UÀgÀªÁg, ªÀÄ 18, 2017 (ª¸±ÁR 28, ±P ªµð 1939)	¸AaP 20
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¨ÁU 1

gÁd¸ ¸PÁðgz ªÄÄR¸ DzÃ±U¼Ä ºÁUÆ ¸ÄvÆÃ¯ ªÄÄAvÁz J¯Á E¯ÁSU½UÆ ¸A§A¢¹z DzÃ±U¼Ä

PAzÁAiÄ ¸aªÁ®AiÄ

«µAiÀ : Gvg P£Àq f¯AiÄ eÆÃ¬ÄqÁ vÁ®ÆQ£ gÁªÄ£Ug UÁªÄz ¸gPÁj ¥q j.¸. £A.55 g° PÃv 0-03 UÄAm d«ÄÃ£ÉÀ ²Ã gÁªÄ°AU zÃª¸Á£P ªÄAdÆgÄ ªiÁqÄª §UÀ.

Nz¯ÁVz : ¥ÁzÃ²P DAiÄÄPgÄ, ¨¼UÁ« «¨ÁU, ¨¼UÁ« Eªg ¥v ¸A:¥ÁD¨:¨Æ«Ä:4: J¯ïJ£ïr:¹Dgï: 99/2013-14 ¢£ÁAP 26-09-2014

¥¸Áª£:-

¥ÁzÃ²P DAiÄÄPgÄ, ¨¼UÁ« «¨ÁU, ¨¼UÁ« Eªg ªÄÄ¯ Nz¯Áz ¥vz° Gvg P£Àq f¯AiÄ eÆÃ¬ÄqÁ vÁ®ÆQ£ gÁªÄ£Ug UÁªÄz ¸gPÁj ¥q j.¸. £A.55 g° PÃv 0-03 UÄAm d«ÄÃ£ÉÀ ²Ã gÁªÄ°AU zÃª¸Á£ ¸®ÄªÁV ²Ã gÁªÄ°AU zÃª¸Á£ ª¸ª¸Á¥£ P«Än PÃª¯ð (gÁªÄ£Ug) EªjU ªÄAdÆgÄ ªiÁqÄª §UÀ ²¥Ág¹£ÆA¢U ¥¸Áª£ ¸°¹gÄvÁg.

¥ÁzÃ²P DAiÄÄPgÄ ¨¼UÁ« «¨ÁU Eªgä vªÄ ¥vz° PÆÃjgÄª d«ÄÃ£Ä ¸Æ¥Á(eÆÃ¬ÄqÁ) vÁ®ÆQ£ gÁªÄ£Ug(²ÃvÁªÁq) UÁªÄz j.¸.£A.55 g MlÄ PÃv 41-14 JPg d«ÄÃ£Ä EzÄ, ªÄÆ®v Cgt¸ d«ÄÃ£ÁVzÀ £Avg ¸PÁðgz DzÃ± £A. J¥ïJ¥ïr-79/J¥ïfJ¯ï-79 ¢£ÁAP:01-05-1980 g£AiÄ Cgt¸ d«ÄÃ£Ä £«ÄPgt C¢¸ÆZ£ g° 39-27 UÄAm d«ÄÃ£Ä ¸gPÁj ¥qªAzÄ ¥jªvð£ ºÆA¢gÄvz. ¨Á®Q G½z 1-26 UÄAm 10 Du d«ÄÃ£Ä PÁ¢l ¥Ág¸ï ºÁUÆ ¸PÁðj ¥qÁ JAzÄ PÁ®A £A. 9 g° zÁR¯ÁVgÄª¸zÁV ºÁUÆ PÁ®A £A. 11 g° PÁ½ £¢ d® «zÄvï AiÆÃd£AiÄr ªÄÄ¼ÁUqAiiÁz ¤gÁ²vjU ªÄAdÆgÁVgÄvz. ªÄÄR¸ C©AiÄAvgÄ P.¦.¹ UuÃ±UÄr EªgÄ ¯ÃOmï £P vAiiÁj¹zÀ CzgAv ¤gÁ²vjU 1135 ¥ÁmïU¼£Ä ¤«Äð¹ ¥Ä£ðª¸w P®¹ PÆq¯ÁV F ¯ÃOmï £P ¥PÁg gÁªÄ°AU zÃª¸Á£, ª¸Á¹Ã¢ ºÁUÆ ZZðU½U ¥Ámï «ÄÃ¸°nzÀ ¥Ä£ðª¸w PÃAzU¼° ªÄAdÆj¹z ¥ÁmïU¼£Ä ºÆgvÄ¥r¹ G½z R¯Á eÁUz° º®ªÁgÄ ªµðU¼ »AzAiÄÃ zÃª¸Á£U¼£Ä C£¢P¸vªÁV ¤«Äð¸¯ÁVzÀ J¯Á zÃª¸Á£U¼£Ä £ÆÃAzt ºÁUÆ ªÄÄzÁAP E¯ÁSAiÄ° l¸ï rÃqï ªÄÆ®P £ÆÃAzÁ¬Ä¹gÄª¸zÁV w½¹gÄvÁg. P£ÁðlP ¨Æ ªÄAdÆgÁw ¤AiÄªÄU¼Ä 1969g ¤AiÄªÄ 21 g£AiÄ ªiÁgÄPm ¨¯AiÄ ±ÃPqÁ 50 gµÄ ªiË®ª£Ä «¢¹ ²Ã gÁªÄ°AU zÃª¸Á£P 0-03 UÄAm d«ÄÃ£Ä ªÄAdÆgÄ ªiÁqÄª PÄjvÄ ¸PÁðgz ¥ÆªÁð£ÄªÆÃz£ ¤ÃqÄª PÄjvÄ F P¼PAq µgvÄU½UÆ¼¥lÄ ªÄAdÆgÄ ªiÁqÄªAv ²¥Ág¸Ä ªiÁrgÄvÁg.

1. GzÀÃ²v d«Ä£ÉÀ AiiÁª GzÀ±PÁV ªÄAdÆj¸¯ÁVzAiÆÃ CzÃ GzÀÃ±PÁV G¥AiÆÃV¸vPÀzÄ.
2. ¸zj d«ÄÃ¤£° AiiÁª¸zÃ jÃwAiÄ CwPªÄtªÁUzAv £ÆÃrPÆ¼vPÀzÄ.
3. ªiÁgÄPm ¨¯ ±ÃPqÁ 50 gµÄ ªiË®ºÁUÆ E¤ÀvgÀ ±Ä®U¼ ¸»v ¸PÁðgPÀ ¨j¸Äª µgwUÆ¼¥lÄ.
4. ªÄÄ®Aq µgvÄU¼£Ä G®AX¹z° ¸zj d«Ä£ÉÀ ¸PÁðgz ª±P vUzÄPÆ¼¯ÁUÄª¸zÄ.

¥¸Áª£AiÄ°£ CA±U¼£Ä PÆ®APÄµªÁV ¥j²Ã°¹ F P¼PAqAv DzÃ²¹z:-

¸PÁðgz DzÃ± ¸AS¸: Dgïr 37 J¯ïfJ£ï 2014, ¢£ÁAP: 13.04.2017

¥¸Áª£AiÄ° «ªj¹gÄª CA±U¼ »£À¯AiÄ° ²Ã gÁªÄ°AU zÃª¸Á£ ª¸ª¸Á¥£ P«Än PÃª¯ð (gÁªÄ£Ug) EªjU Gvg P£Àq f¯AiÄ eÆÃ¬ÄqÁ vÁ®ÆQ£ gÁªÄ£Ug(²ÃvªÁq) UÁªÄz ¸.£A.55 g° 0-03 UÄAm d«ÄÃ£ÉÀ P£ÁðlP ¨Æ

ªÀAdÆgÁw ¤AiÀªÀU¼Ä 1969g ¤AiÀªÄ 21 g£AiÄ ªiÁgÀPm ¨¯AiÄ ±ÃPqÁ 50% ªiË®¸ ºÁUÆ E¤¸vg ±Ä®U¼£Ä¸ ¥ÁªW¹PÆAqÄ F P¼PAq µgvÀU½UÆ¼¥lÄ ²Ã gÁªÄ°AU zÃª¸Á£P¸ ªÀAdÆgÄ ªiÁq®Ä C£ÄªÆÄz£ ¤Ãq¯ÁVz.

1. GzÃ²v d«Ä£Ä¸ AiiÁª GzÃ±PÁV ªÀAdÆj¸¯ÁVzAiÆÃ CzÃ GzÃ±PÁV G¥AiÆÃV¸vPzÄ ºÁUÆ AiiÁª¸zÃ PÁgtPÆ¸ ¥g¨Ág ªiÁqvPz®.
2. ¸zj d«ÄÃ¤£° AiiÁª¸zÃ jÃwAiÄ CwPªÄtªÁUzAv £ÆÃrPÆ¼vPzÄ.
3. ¥Z°v ªiÁgÀPm ¨¯AiÄ ±ÃPqÁ 50 gµÄ ºÁUÆ E¤¸vg ±Ä®U¼ ¸»v ¸PÁðgP¸ ¨j¸Äª µgwUÆ¼¥lÄ.
4. ªÀÄ®Aq µgvÀU¼£Ä¸ G®AX¹z° ¸zj d«ÄÃ£Ä¸ ¸PÁðgz ª±P¸ vUzÄPÆ¼¯ÁUÄª¸zÄ.

P£ÁðlP gÁd¥Á®g DzÃ±Á£Ä¸Ág ªÄvÄ Cªg º¸j£°,
GzAiÄ Dgï. £ÁAiÄPï
¦ÃoÁ¢PÁj
PAzÁAiÄ E¯ÁS (¨Æ.ªÄA-2)

PR - 137
SC - 25

¸ºPÁg ¸aªÁ®AiÄ

«µAiÄ : 2017-18£Ã ¸Á°U AiÄ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄ£Ä¸ ªÄÄAzÄªg¸®Ä ºÁUÆ ºÆ¸ ¸z¸gÀU¼£Ä¸ £ÆÃAzÁ¬Ä¸®Ä DzÃ± ºÆgr¸Äª §U¸.

Nz¯ÁVz : ¸PÁðj DzÃ± ¸AS¸: ¹M/162/¹J¯ïJ¸ï/2015, ¨AU¼ÆgÄ ¢£ÁAP:15-04-2016

¥¸Áª£:

ªÄÃ¯ Nz¯Áz ¸PÁðgz DzÃ±z° Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄr 2016-17£Ã ¸Á°£° ¸z¸g£Ä¸ £ÆÃAzÁ¬Ä¸®Ä DzÃ± ºÆgr¸¯ÁVvÄ. 2017-18£Ã ¸Á°U F AiÆÃd£AiÄ° ¸z¸g£Ä¸ £ÆÃAzt/£«ÃPj¸®Ä DzÃ± ºÆgr¸¨ÃPÁUÄvz.

¸PÁðj DzÃ± ¸AS¸: ¹M/695/¹J¯ïJ¸ï/2016, ¨AU¼Ægï ¢£ÁAP: 20-04-2017

¥¸Áª£AiÄ° «ªj¸¯Áz CA±U¼ »£¯AiÄ° Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄr 2017-18£Ã ¸Á°£° UÁ«ÄÃt ¸ºPÁg ¸AWz ¸z¸gÄ ªÄvÄ Cªg PÀlÄA§ ªUðzªgÄ £ÆÃAzÁ¬Ä¹PÆ¼®Ä C£ÄªÁUÄªAv ªÄÄA¢£ DzÃ±zªg«U F P¼PAq DzÃ±ª£Ä¸ ªiÁUð¸ÆaU¼ÆA¢U ºÆgr¹z.

ªiÁUð¸ÆaU¼Ä :

1) P£ÁðlP ¸ºPÁg ¸AWU¼ PÁAiÄ¸, 1959g Cr CxªÁ P£ÁðlP ¸ËºÁzð ¸ºPÁjU¼ PÁAiÄ¸, 1997g Cr CxªÁ §ºÄ gÁd¸ ¸ºPÁg ¸AWU¼ PÁAiÄ¸, 2002g Cr £ÆÃAzÁ¬Ä¹gÄª ºÁUÆ PÁAiÄð¤ªð»¸ÄwgÄª AiiÁª¸zÃ UÁ«ÄÃt ¸ºPÁg ¸AWU¼° M§¸ ª¸Q ¸z¸g£ÁVz¸°, Cª£Ä ªÄvÄ Cª£ PÀlÄA§ ªUðzªgÄ ¤U¢v ªAwUAiÄ£Ä¸ ¥ÁªW¹ Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¸ ¥qAiÄ®Ä Cºðjgï¼vÁg. FUÁU¯Ã P¼z ¸Á®ÄU¼° AiÆÃd£AiÄrAiÄ° ¸z¸v ¥q¢z¸° ¥¸P ¸Á°UÆ ¸º CAvºªgÀU¼Ä AiÆÃd£AiÄrAiÄ° DAiiÁ ¸ºPÁg ¸AWU¼° £«ÃPj¸®Ä/ £ÆÃAzÁ¬Ä¸®Ä CºðgÁVvÁg.

2) f¯Á PÄAz ¸ºPÁg ¨ÁAPÄU¼ ºÁUÆ ¥Áx«ÄP P¸¶ ¥w£ ¸ºPÁg ¸AWU¼ ªw¬ÄAz ¸AWn¸®ngÄª J¯Á UÁ«ÄÃt ¸-¸ºÁAiÄ UÄA¥ÄU¼ ¸z¸gÄ ªÄvÄ Cªg PÀlÄA§ ªUðzªgÄ £«ÃPj¸®Ä/ £ÆÃAzÁ¬Ä¸®Ä CºðgÁVvÁg.

3) C«¨P PÀlÄA§z AiiÁª¸zÃ M§¸ ¸z¸£Ä/¸z¸¼Ä ªÄÃ¯ w½¹gÄª Cºð ¸ºPÁg ¸AWz ¸z¸gÁV Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄr £ÆÃAzÁ¬Ä¸Äª ¢£ÁAPP¸ 3 wAU¼Ä P¼¢g¨ÃPÄ. ¸-¸ºÁAiÄ UÄA¦£ ¸z¸gÁzg CAvºB UÄA¥£Ä¸ ¸Á¦¹ 3 wAU¼Ä Uw¹g¨ÃPÄ. D PÀlÄA§z ¥wAiÆ§¸ ¸z¸£Æ ªÁ¶ðP ªAwU ¥ÁªW¸Äª ªÄÆ®P Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¸ ¥qAiÄ§ºÄzÄ. C«¨P PÀlÄA§ CAzg vAz, vÁ¬Ä, UAq/ ºAqw, UAqÄ ªÄP¼Ä & ªÄzÄªAiiÁUz ºtÄ ªÄP¼Ä, ¸Æ¸, ªÆªÄP¼Æ ¸Äj JAzÄ Cx¸ð¬Ä¸Äª¸zÄ.

4) ªÄzÄªAiiÁVgÄª ºtÄ ªÄU¼Ä ºÁUÆ Cª¼ ªÄP¼Ä vAz/vÁ¬Ä/Ct/vªÄ Eªg PÀlÄA§z°AiÄÄ CAzg ¥zÁ£ CfðzÁgg PÀlÄA§z°AiÄÃ ªÁ¸ªÁVz¸g, Cªg ¥Á°£ ªAwU ºt ¥Áªw¹zg £«ÃPgt / £ÆÃAztU ºÁUÆ AiÆÃd£AiÄ ¸Ë®¨¸ ¥qAiÄ®Ä CºðgÁVgÄvÁg. DzÁUÆ¸, 2017-18£Ã ¸Á°£ AiÆÃd£AiÄ Cª¢Aiİ° ªÄzÄªAiiÁz ºtÄ ªÄU¼Ä vAz/vÁ¬Ä/Ct/vªÄ Eªg eÆv ªÁ¸ªÁVgz ¸AWz PÁAiÄðªÁ¦AiÄ ºÆgU ªÁ¸«z¸g CAvº ¸Az¨ðz° ªÄÃ¯ «ªj¹zAv C«¨P PÀlÄA§z ¸z¸AiiÁVgzÄ EgÄª¸zjAz, F AiÆÃd£AiÄ ¸Ë®¨¸ª£Ä¸ ¥qAiÄ®Ä CºðgÁUÄª¸¢®. Dzg, Cª¼Ã ¸ºPÁg ¸AWz ¸z¸AiiÁV 3 wAU¼Ä P¼¢z°, Aiİ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¸ ¥qAiÄ§ºÄzÁVz. ºÁUÆ ªÄÃ¯ w½¹gÄª F ¤§ðAz CAxª½U C£¬Ä¸Äª¸¢®. ªÄzÄªAiiÁV UAq£ ªÄ£AiÄ° ªÁ¸ ªiÁqÄwgÄª ºÁUÆ ¥zÁ£ CfðzÁgg eÆvAiÄ° ªÁ¸ ªiÁqzÃ EgÄª ºtÄ ªÄP½Az ¸ºPÁg ¸AWU¼Ä ªAwUAiÄ£Ä¸ ¹ÃPj¸vPz®.

5) 2017-18£Ã ¸Á°£° ªÄzÄªAiiÁUz ºtÄªÄP½U ¥zÁ£ CfðzÁggÄ ªAwU ¥Áªw¹zÄ, D£Avg ªÄzÄªAiiÁVzl° CAvº ªÄzÄªAiiÁz ºtÄ ªÄP¼Ä 31-05-2018gªgU AiÄ±¹¤ ¸ºPÁg g:vg DgÆÃU¦ gPuÁ AiÆÃd£AiÄrAiÄ° ¸Ë®¨¦ª£Ä¦ ¥qAiÄ§ºÄzÁVz.

6) 2017-18£Ã ¸Á°U Ai±¹¤ ¸ºPÁg g:vg DgÆÃU¦ gPuÁ AiÆÃd£AiÄ ªÁ¶ðP ªAwUAiÄ£Ä¦ ¥wAiÆ§jU `. 300/-Pl ¤U¢UÆ½¸¯ÁVz. F AiÆÃd£AiÄ ¥AiÆÃd£ ¥qAiÄ®Ä ¥zÁ£ CfðzÁggÄ ªÄvÄ Cªg PÄlÄA§z GzÃ²¹z ¥wAiÆ§¦ ¸z¸¦jU PqÁAiÄªÁV `. 300/- ªAwU ¥Áªw ªiÁq¨ÄPÄ. F ¥:Q ¸AWz ¸Á¢¯ÁgÄ ªZPl ªÄvÄ AiÄ±¹¤ ¸ºPÁg g:vg DgÆÃU¦ gPuÁ AiÆÃd£AiÄ ¸z¸¦gÄU¼£Ä¦ £ÆÃAzÁ¬Ä¸®Ä ±«Ä¹zªjU ¥ÆÃvÁºz£ªÁV ¸ºPÁg ¸AW/¸A¸¦AiÄÄ `. 10/-£Ä¦ ElÄPÆAqÄ, G½z `. 290/-U¼£Ä¦ ºt ¹ÃPj¹z 15 ¢£U¼Æ¼UÁV ¸A§A¢¹z f¯Á ¸ºPÁj ¨ÁAPÄU¼° AiÄ±¹¤ l¸ï ºÆA¢gÄª SÁvU dªiÁ ªiÁqvPlzÄ/ªUÁð¬Ä¸vPlzÄ. f¯Á ¸ºPÁj ¨ÁAPÄU¼Ä dªiÁ DUÄª ªAwUAiÄ ªÆvª£Ä¦ ¹ÃPj¹z 7 ¢£U¼Æ¼UÁV C¥Pï ¨ÁAQ£°gÄª Ai±¹¤ l¸ï SÁvU dªiÁ ªiÁqvPlzÄ/ªUÁð¬Ä¸vPlzÄ. «¼A§ªÁz° D ºtª£Ä¦ ElÄPÆAq ¸ºPÁj ¸AW/¸A¸¦AiÄªgÄ ¨ÁAQ£ ¤AiÄªÄU¼ ¥PÁg «¼A§z CªU §r ¥Áªw ªiÁq®Ä §zgÁUÄvÁg. ¥j²µ eÁw/ ¥j²µ ªUðzªgÄ ªÁ¶ðP ªAwU `. 50/-£Ä¦ ¥Áªw¸¨ÃPÄ G½z gÆ. 250/-£Ä¦ ¸PÁðgz ªw¬ÄAz ¸ºÁAiÄz£ªÁV ¥Áªw¸¯ÁUÄªlzÄ.

7) AiiÁªlzÃ MAzÄ PÄlÄA§z° LªgÄ CxªÁ CzQAv ºaU PÄlÄA§ ¸z¸¦g£Ä¦ Ai±¹¤ ¸ºPÁg g:vg DgÆÃU¦ gPuÁ AiÆÃd£U ¸z¸¦g£ÁV ÆÃAzÁ¬Ä¹z°/£«ÃPj¹z° CªgÄ ¥Áªw¸¨ÃPÁz ªAwU ºtz° CAzg ¥w ¸z¸¦jU gÆ.290/-g° ±Ã.15gµÄ jAiiÁ¬Äw ¥qAiÄ®Ä CºðjgÄvÁg ºÁUÆ ¥j²µ eÁw / ¥j²µ ¥AUqz ¸z¸¦jU `. 40/-g° ±Ã.15 jAiiÁ¬Äw ¥qAiÄ®Ä CºðjgÄvÁg.

8) Ai±¹¤ AiÆÃd£AiÄr ¸z¸¦g ÆÃAztAiÄ£Ä¦ £«ÃPj¸Äª ¸Az¨ðz° PqÁAiÄªÁV ¥zÁ£ CfðzÁggÄ ªAwUAiÄ£Ä¦ ¥Áªw¹ £«ÃPj¹z £AvgªÃ G½z ¸z¸¦g ªAwUAiÄ£Ä¦ ¥qzÄ £«ÃPj¸¨ÃPÄ. ¥zÁ£ CfðzÁggÄ ªAwUAiÄ£Ä¦ ¥Áªw¸zÃ Cªg PÄlA§ ªUðz ¸z¸¦jAz ªAwUAiÄ£Ä¦ ¥qzÄ Cªg ¸z¸¦v£Ä¦ £«ÃPj¸zl° CAvº ¥PgtU¼Ä Ai±¹¤ AiÆÃd£AiÄr aQvAiÄ£Ä¦ ¥qAiÄ®Ä CºðvºÆAzÄªl¢®.

9) Ai±¹¤ AiÆÃd£AiÄr ¸z¸¦gÁU®Ä ªAiÆÃ«ÄwAiÄ ¤§ðAzªl EgÄªl¢®.

10) £ªeÁv ²±Ä«£ vÁ¬ÄAiÄ ºgÄ Ai±¹¤ PÁqïð£°zg 30 ¢£U¼ªgU vÁ¬Ä ºgÄ EgÄª Ai±¹¤ PÁrð£ DzÁgz ªÄÃ¯ F AiÆÃd£AiÄrAiÄ° §gÄª ¸Ë®¨¦ª£Ä¦ ¥qAiÄ§ºÄzÄ. 30 ¢£U¼ £Avgz° ªÄUÄ«£ º¸j£ÆA¢U D ªµðz° AiiÁª ¸Az¨ðz°AiÄÆ £ÆÃAzÁ¬Ä¹PÁEqÄ AiÆÃd£AiÄ ¸ª®vÄ ¥qAiÄ§ºÄzÄ.

11) 2017-18£Ã ¸Á°£° P¤µ 50.00 ®P ¸z¸¦gÄU¼£Ä¦ £ÆÃAzÁ¬Ä¸Äª UÄj ¤U¢¥r¸¯ÁVz. ¥w f¯AiÄ ¥j¹wAiÄ£Ä¦ UªÄ£z°lÄPÆAqÄ ¸ºPÁg ¸AWU¼ ¤§AzPgÄ ¥w f¯U ¥vÄP UÄj ¤U¢UÆ½¸ÄªAv ¸Æa¸¯ÁVz. 2016-17£Ã ¸Á°£° 41.47 ®P ¸z¸¦g£ÁV £ÆÃAzÁ¬Ä¹zÄ, Cªg®g£Ä¦ 2017-18£Ã ¸Á°U £«ÃPj¸®Ä PªÄ P:UÆ¼vPlzÄ.

12) 2017-18£Ã ¸Á°U UÁ«ÃÃt Ai±¹¤ ¸z¸¦gÄU¼£Ä¦ £ÆÃAzÁ¬Ä¸®Ä/£«ÃPgtP¦ ¥ÁgA¨z ¢£ÁAP: 01-05-2017 ªÄvÄ PÆ£AiÄ ¢£ÁAP: 30-06-2017 DVgÄvz.

13) 2017-18£Ã ¸Á°£° Ai±¹¤ ¸z¸¦gÄU¼£Ä¦ ºÆ¸zÁV £ÆÃAzÁ¬Ä¸®Ä ºÆ¸zÁV 2017-18£Ã ¸Á°U £ÆAzÁªu ¥ÁgA MzV¸Äª v£P 2016-17£Ã ¸Á°£° ¸g§gÁdÄ ªiÁrgÄª ºÆ¸ £ÆÃAzt ¥ÁgAU¼£Ä¦ ªiÁv G¥AiÆÃV¸¨ÃPÄ ªÄvÄ UÄgÄw£ aÃn MzV¸¨ÃPÄ. ¨Ãg AiiÁªlzÃ ªµðU¼° ¤ÃrgÄª ¥ÁgAU¼£Ä¦ G¥AiÆÃV¸vPlz®. ªÆz®Ä 2016-17£Ã ¸Á°£ ¸g§gÁf£° G½z ¥ÁgAU¼£Ä¦ G¥AiÆÃV¸¨ÃPÄ, D£Avg l¸ï¤Az 2017-18£Ã ¸Á°U ¸g§gÁdÄ ªiÁrz £ÆÃAzt ¥ÁgAU¼£Ä¦ G¥AiÆÃV¸¨ÃPÄ.

F ªµðz £ÆÃAztU ¨ÃPÁz Cª±P ¸ASlAiÄ ¥ÁgAU¼£Ä¦ f¯U¼ ¸ºPÁg ¸AWU¼ G¥¤§AzPgÄU¼Ä l¸ï PbÃj¬ÄAz ¥qzÄ Cªg ªÁ¦AiÄ ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU½U ¥ÁgA/¥Ä¸PU¼£Ä¦ ºAvºAvªÁV ¥Ægl:¹ ¹ÃPlw ¥qAiÄ¨ÃPÄ. MªÄ ¥Ægl:z ¥ÁgAU¼° ¸ºPÁg ¸AWzªgÄ ªiÁ»wAiÄ£Ä¦ ¥ÆwðAiiÁV £ªÄÆ¢¹ ªAwU ºtª£Ä¦ ¨ÁAQU ¥Áªw ªiÁrz £AvgªÃ ¥Ã£B ¥ÁgAU¼£Ä¦ MzV¸¨ÃPÄ. ¸ºPÁg ¸AWP ¥ÁgA ¥Ægl:¸ÄªÁU ¥Ä¸Pz ¸ASl ªÄvÄ AiÄÄ¤Pï L.r ¸ASlAiÄ£Ä¦ £ªÄÆ¢¹ PÁAiÄðz²ð¬ÄAz ¹ÃPlw ¥qzÄPÆ¼¨ÃPÄ. F §U¦ ¥j²Ã®£UÁV ¥vÄP ¥Ä¸Pz° §g¢ng¨ÃPÄ. £«ÃPj¹zªjU ºÆ¸zÁV Lr PÁqïð PÆqvPlz®, CªjU ºt¥Áªw¹zP g²Ãw PÆlÄ, g²ÃwAiÄ° FUÁU¯Ã PÆngÄª PÁqïð£ AiÄÄ¤Pï Lr £A§g£Ä¦ £ªÄÆ¢¸¨ÃPÄ. ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU¼Ä £«ÃPgtPÁV ¨wð ªiÁrz ªÄvÄ ºÆ¸zÁV £ÆÃAzÁ¬Ä¸®Ä ¨wð ªiÁrz ¥ÁgAU¼ PbÃj ¥wAiÄ£Ä¦ qÁmÁ JAnU P¼»¸¨ÃPÄ.

14) 2017-18£Ã ¸Á°£° £«ÃPgt ªiÁqÄwgÄª/ ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äª ¥zÁ£ CfðzÁg ªÄvÄ Cªg PÄlÄA§ ªUðzªg DzÁg ¸ASlAiÄ£Ä¦ ¥vÄPªÁV £ÆÃAzt ¥ÁgA/ £«ÃPgt g¹Ã¢AiÄ ªÄÃ¯ ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðAiÄªgÄ £ªÄÆ¢¸vPlzÄ. 2017-18£Ã ¸Á°¤Az Ai±¹¤ AiÆÃd£U DzÁgï ¸ASlAiÄ£Ä¦ £ªÄÆ¢¸Äªl¸zÄ PqÁAiÄªÁVgÄvz. 2016-17£Ã ¸Á°£ ¥ÁgAU¼£Ä¦ G¥AiÆÃV¸Äª ¸Az¨ðz°AiÄÆ J¯Á ¸z¸¦g DzÁgï ¸ASlAiÄ£Ä¦ Cªg º¸j£ ªÄÄAz £ªÄÆ¢¸vPlzÄ.

15) CºðºPÁg ¸AWU¼Ä ¸z¸¦gÄU½Az ¤U¢v ªÁ¶ðP ªAwU ºt ¥qzÄ ºt ¹ÃP:w g²Ã¢AiÄ£Ä¦ PÆq¨ÃPÄ. ¥ÁgA£° ¸z¸¦g£Ä¦ £ÆÃAzÁ¬Ä¹z wAU¼Ä, ªµð ªÄvÄ ¢£ÁAPª£Ä¦ v¥z £ªÄÆ¢¸¨ÃPÄ. £ÆÃAzÁªu ¥ÁgA£ P¼¨ÁUª£Ä¦ ¸z¸¦jU PÆq¨ÃPÄ. ªÄÃ¯ÁUª£Ä¦ qÁmÁ JAn ªiÁq®Ä ¸A§A¢¹z f¯Aiİ ¸ºPÁg ¸AWU¼

G¥¤§AzPjU ¥w wAU¼ PÆ£AiÄ° ¸AU»¹z ªAwUAiÄ º t ª£Ä¯ ¨ÁAQU dªÄ ªiÁr g²Ã¢AiÆA¢U P¼Ä»¸¨ÃPÄ ªÄvÄ DVAzÁUÌ qÁmÁ JAn ªiÁq®Ä C£ÄPÆ®ªÁUÄªAv ¥w wAU¼ PÆ£AiÄ° ºÆ¸ £ÆÃAzÁªu Cfð/ £«ÃPgtz «ªgU¼£Ä¯ CAzg ºÆ¸ CfðU¼° ¸z¸gÁU¼ ¥ÆÃmÆÃ CAn¹, J¯Á «ªgU¼ÆA¢U ºÆ¸zÁV £ÆÃAzÁ¬Ä¹z ªÄvÄ £«ÃPgtªÁz ¸z¸gÁU¼ vÉSAiÆA¢U ¸ºPÁg ¸AWU¼ G¥¤§AzPg PbÃjU ¤Ãr ¹ÃPÉw ¥qAiÄ¨ÃPÄ.

16) 2017-18£Ã ¸Á°£° ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äªªju ºÆ¸ PÁqÄðU¼£Ä¯ PÆq¯ÁUÄªÌzÄ. ¥zÁ£ CfðzÁggÄ ªÄvÄ Cªg PÄlÄA§z ¸z¸g Jgqª ¨Áªav U¼£Ä¯ ¤Ãq¨ÃPÄ. PbÃj ¥w ªÄvÄ ¸z¸g ¥wAiÄ »A¨ÁUz° Cfð ¥ÁgA£° PªÄ ¸AS¦ C£ÄUÄtªÁV ¥ÆÃmÆÃU¼£Ä¯ CAn¹ ¨Áªavz P¼U Cªg º¸g£Ä¯ §gAi¨ÃPÄ.

17) FUÁU¯Ã PÁqïð ºÆA¢gÄªªgÄ £«ÃPgt ¸Az¨ðz° ªAwU vÄA© ºZÄªjAiiÁV ºÆ¸zÁV ¸z¸g£Ä¯ ¸Ãj¸®Ä §AiÄ¹z°, ¥zÁ£ CfðzÁgjU ¤ÃrgÄª PÁrð£° ºÆ¸ ªÌQAiÄ ªiÁ»wAiÄ£Ä¯ ªÄÄR¥Ä l z° §gzÄ »A§¢AiÄ° ¥ÆÃmÆÃ CAn¸¨ÃPÄ ºÁUÆ Dìqï-D£ï PÁqïð£° ºÆ¸zÁV ¸Ã¥ðqUÆAq ªÌQAiÄ ªiÁ»wAiÄ£Ä¯ ªÄÄR¥Ä l z° §gzÄ »A§¢AiÄ° ¥ÆÃmÆÃ CAn¸¨ÃPÄ ªÄvÄ D Dìqï-D£ï PÁqïð£Ä¯ qÁmÁ JAnU ¸°¸vPÌzÄ.

18) 2017-18£Ã ¸Á°£° ºÆ¸zÁV £ÆÃAzÁªu/£«ÃPgtUÆAq/ ¸Ã¥ðqAiiÁz ¸z¸gÁU½U ¸AWªÌ ªÁ¶ðP ªAwU º t ¥qzÄ ¤ÃrgÄª ¹ÃPÉw g²Ã¢AiÄ£Ä¯ ªÄvÄ ºÆ¸ £ÆÃAzt ¥ÁgA (L.r. PÁqïð) C£Ä¯ ¸z¸gÄ 2017-18£Ã ¸Á°£ CAvÌzªgU ¸ÄgQvªÁV ElÄPÆ¼¨ÃPÄ ªÄvÄ AiÆÃd£AiÄ ¸Ë®¨ìª£Ä¯ ¥qAiÄÄª ¸Az¨ðz° g²Ã¢AiÄ£Ä¯ l ¸ï¤Az CAVÃPj¸®l D¸vU½U PqÁAiÄªÁV ºÁdgÄ¥r¸¨ÃPÄ JA§ w¼Äª½PAiÄ£Ä¯ ¸AWªÌ £ÆAzÁ¬Äv ¸z¸jU w½¸vPÌzÄ.

19) »A¢£ ªµðU¼° £ÆÃAzÁ¬Ä¹z J¯Á Ai Ä±¹¤ ¸z¸jUÆ AiÄÆ¤Pï Lr ¤Ãr ªiÁ»wAiÄ£Ä¯ Ai Ä±¹¤ ª¨ï¸tmï www.yeshasvini.kar.nic.in £° C¼ªr¸¯ÁVz. AiiÁªÌzÃ PÁgt¢Az »A¢£ ªµðU¼° £ÆAzÁ¬Ä¹PÆAq ¸z¸gÄ £«ÃPj¹PÆ¼¢z° CAvºªgÄ F ªµð ºÆ¸zÁV PÁqïð ¥qAiÄ§ºÄzÄ.

20) ¥Áx«ÄP P¦¶ ¥w£ ¸ºPÁg ¸AWU¼Ä, J¯Á f¯Á PÃAz ¨ÁAPÄU¼Ä, UÁ«ÄÃt ¸ºPÁg ¸AWU¼Ä ªÄvÄ PCARD ¨ÁAPÄU¼Ä vªÄ ¸Á®UÁgg ªÄ£ªÇ°¹ ¸Á®UÁggÄ ªÄvÄ Cªg PÄlÄA§z Evg J¯Á ¸z¸g£Ä¯ F AiÆÃd£AiÄrAiÄ° £ÆÃAzÁ¬Ä¸®Ä PªÄ P¦UÆ¼®Ä w½¹z.

21) ºÁ®Ä GvÁzPg ¸ºPÁg ¸AWU¼Ä, ¸ºPÁj ¸Pg PÁSÁð£U¼Ä, ¸ºPÁj £Æ°£ VgtU¼Ä EvÁ¢ ¸ºPÁj ¸AWU¼Ä Cªg ¸z¸jU º t ¥Áªw ªiÁqÄªÁU CAvº ¸z¸g PÄlÄA§z Cºð ªÌQU¼£Ä¯ ªÄ£ªÇ°¹ ¸z¸g£ÁV £ÆÃAzt ªiÁq¨ÃPÄ. ¥zÁ£ CfðzÁggÄ ªÄvÄ Cªg PÄlÄA§z AiiÁªÌzÃ ¸z¸£Ä ¸PÁðj £ËPg£ÁV CxªÁ SÁ¸V PA¥¤AiÄ° PÁAiÄð¤ªð»¸ÄwzÄ, ¨Ãg AiiÁªÌzÃ DgÆÃUÌ «ªiÁ AiÆÃd£AiÄ ¸Ë®¨¦P Cºð£ÁVz°, CAvºªg£Ä¯ Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£AiÄ ¥¯Á£Ä¨«AiiÁV £ÆÃAzÁ¬Ä¸¨ÁgzÄ. DzÁUÆ¦ AiiÁªÌzÃ PÁgtPÁV £ÆÃAzÁ¬Ä¹zgÆ Cªgª Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¦ ¥qAi®Ä Cºðg£ÁUÄªÌ¢®.

22) gÁdìz° P®ª¦ ºÁ®Ä GvÁzPg MPÆlU¼Ä ªÄvÄ P®ª¦ ¸ºPÁg ¸AW/¸A¸lU¼Ä Cª¦U¼ ¸z¸g Ai Ä±¹¤ ªAwUAiÄ° ¨ÁU±B º t ª£Ä¯ ¸ºPÁg ¸AWz ¸Av §AqªÁ¼¢Az ¨j¸Äwª. F ¥zwAiÄ£Ä¯ gÁdìz J¯Á ¸ºPÁg ¸AW ¸A¸lU¼Æ PÆq C£Ä¸j¸ÄªAv ¥ÆÃvÁ»¸®Ä ¸Æa¸¯ÁVz.

23) 2017-18£Ã ¸Á°£° ºÆ¸zÁV/£«ÃPgt ªiÁrPÆ¼Äª ¸z¸gÁU¼Ä ¸Ä¼Ä ªiÁ»w ªÄvÄ CPªÄªÁV, ¸z¸g CxªÁ ¸ºPÁg ¸AWU¼ v¦¤AzÁV DVzìg, UÆwzÄ CxªÁ UÆw®zAiÆÃ £ÆÃAzt ºÆA¢zìg CAvº ªÌQU¼Ä Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£AiÄrAiÄ° ¸Ë®¨ìª£Ä¯ ¥qAi®Ä C£ºðgÄ ºÁUÆ ¥ÁªÌw¹z ªAwU º t ª£Ä¯ ªÄÄlÄUÆÃ®Ä ºÁQPÆ¼¯ÁUÄªÌzÄ. ºÁUAiÄÃ CAvº ¥¯Á£Ä¨«U¼ Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£AiÄ ¸z¸v vAvÁ£Ã gzÄUÆ¼Ävz, ¥vÃP gzÌw DzÃ±z Cª±Pv EgÄªÌ¢®.

24) Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£AiÄrAiÄ°£ ªiÁ»wAiÄ£Æ¼UÆAq ¨ÆÃZgïU¼£Ä¯ ¸ºPÁg ¸AWU¼Ä 2017-18£Ã ¸Á°U AiÆÃd£AiÄrAiÄ° ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äª/£«ÃPgtUÆ¼Äª Ai Ä±¹¤ PÁqïð ºÆA¢gÄª ¥zÁ£ CfðzÁgjU PÆqvPÌzÄ ªÄvÄ ¨ÆÃZg£Ä¯ ¤ÃrgÄª §UÌ ¹ÃPÉwAiÄ£Ä¯ ¥qzÄ ¸AWzªgÄ ElÄPÆ¼vPÌzÄ. ¸z¸gÄ ¨ÆÃZg£Ä¯ PÃ½ PqÁAiÄªÁV ¥qAiÄvPÌzÄ.

25) F P¼PAqAv ¸Ë®¨ìU¼£Ä¯ Ai Ä±¹¤ ¸z¸jU MzV¸¯ÁUÄªÌzÄ.

A. ªÁqïðU¼ ¸Ë®¨ì : d£g¯ï ªÁqïð£ ¸Ë®¨ìz° Ai Ä±¹¤ £mïªPïð D¸vU¼° C£ÄªÄw¹z 823 ±¸ aQvU¼£Ä¯ MzV¸¯ÁUÄªÌzÄ. Ai Ä±¹¤ ¸z¸gÄ ¸µ¯ï ªÁqïð£° aQv ¥qAi®Ä Ea¹zg CAvº ¸z¸gÄ DAiiÁ D¸vU¼Ä ¸µ¯ï ªÁqïð£° aQvU ¤U¢¥r¸Äª ªZªÄ£Ä¯ Ai Ä±¹¤ ¸ºPÁg g¦vg DgÆÃUÌ gPuÁ AiÆÃd£¬ÄAz D¸vU zÆgPÄª aQvÁ ªZªÄ£Ä¯ P¼zÄ G½z ªÆvª£Ä¯ ¥ÁªÌw¸¨ÃPÄ.

B. jAiiÁ¬Äw zgz ºÆggÆÃV aQv : 2017-18£Ã ¸Á°£°AiÄÆ jAiiÁ¬Äw zgz° CAzg `. 100/- ¸ÁªiÁ£¦ ºÆggÆÃV v¥Á¸uU Ai Ä±¹¤ ¸z¸gÄ ¥ÁªÌw¸¨ÃPÄ. «±Ãµ ºÆggÆÃV v¥Á¸uU `. 200/- ¥ÁªÌw¸¨ÃPÄ ªÄvÄ Cªgª v¥Á¸uUÁV ¥ÁªÌw¹z g²ÃwAiÄ ªÄÃ¯ 3 wAU¼ªgU ªÄÃ¯ ºÃ½z ºÆggÆÃV aQvU¼£Ä¯ GavªÁV ¥qAiÄ§ºÄzÄ.

c. QÃ¤P¯ï E£¹UÃµ£ï: 2017-18£Ã ¸Á°£° AiÄ±¹¤ ¸z¸gÄ ±Ã 25 jAiiÁ¬Äw zgz° £mïªPïð D¸vU¼° Q¤P¯ï ªÄvÄ Evg v¥Á¸uU¼£Ä (Clinical & other Investigation) ¥qAiÄ§ºÄzÄ.

D. Ujµ ªÆvz aQv : DAiiÁ ªµðz° MAzÄ ¨Áj zÁR¯Ázg `. 1.25 ®PU¼Ä ªÄvÄ CzÃ ªµð C£ÃP ¸Áj D¸vU zÁR¯Ázg `. 2.00 ®PU¼Ä

26) 2017-18£Ã ¸Á°£° P®ª¸ ¸z¸gÄ AiÄ±¹¤ ªAwU º t ª£Ä ¸ºPÁg ¸AWP ¥Áªw ªiÁr, ¥ÆÃmÆÃ EvÁ¢ C±P zÁR¯U¼£Ä MzV¸z Ez¸g, F PÁgt¢Az ¸ºPÁg ¸AWz° ¨ÁQ G½z ªAwUAiÄ ªÆvª£Ä ¸ºPÁg ¸AWª¸ Aiİ±¹¤ l¸ïU ¤Ãrz zÃtUAiÄAzÄ ¥jUt¹, l¸ï£ SÁvU dªiÁªiÁqvPzÄ.

27) Aiİ±¹¤ AiÆÃd£AiÄr ¸z¸g£Ä £ÆÃAzÁ¬Ä¸Äª C ª¢AiÄÄ ªÄÄVz PÆq¯Ã, J¯Á f¯Á ¸ºPÁg ¸AWU¼ G¥ ¤§AzPgÄU¼Ä DAiiÁ ¸ºPÁg ¸AWU½U «vj¹gÄª Dzg §¼P DUzÃ EgÄª £ÆÃAzt ¥ÁgAU¼Ä PqÁAiÄªÁV 7 ¢£U¼Æ¼UÁV ¸ºPÁg ¸AWU½Az ªÁ¥¸Ä ¥qzÄPÆ¼vPzÄ. ªÄÄAzÄªgzÄ ¸z¸jAz ¸AU»¹gÄª ªAwUAiÄ ªÆvª£Ä ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU¼Ä DAiiÁ r¹¹ ¨ÁAQ£°gÄª SÁvU dªiÁ ªiÁrgÄª §Uİ SÁvj¥r¹PÆ¼vPzÄ.

28) 2016-17£Ã ¸Á°£ AiÄ±¹¤ AiÆÃd£AiÄ Cª¢AiÄÄ ¢£ÁAP: 01-06-2016 jAz ¥ÁgA¨ªÁV 31-05-2017P ªÄÄVAiÄÄvz. F ¸ÄvÆÃ¯ C£AiÄ ºÆ¸zÁV £ÆÃAzÁªuAiiÁUÄª/ ¸Ã¥ðqAiiÁUÄª ¥¯Á£Ä¨«U¼Ä AiÄ±¹¤ ¸ºPÁg g£vg DgÆÃUİ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¦ª£Ä ¢£ÁAP: 01-06-2017 jAz eÁjU §gÄªAv ªiÁv ¥qAiÄ®Ä C ºðgÁUÄvÁg. Dz¦jAz ¸ºPÁg ¸AWU¼Ä ¤ÃqÄª ªAwU º t ¹ÃP¦w g²Ã¢/¥¯Á£Ä¨«U ¤ÃqÄª £ÆÃAzt £ªÄÆ£ ¨ÁUz ¥wAiÄ° F ªÄÃ°£ CA±ª£Ä ¸µªÁV §gAiÄ¨ÃPÄ ªÄvÄ w½Äª½PAiÄ£Ä ¸º ¥¯Á£Ä¨«U ¤Ãq¨ÃPÄ.

AiÄ±¹¤ ¸ºPÁg g£vg DgÆÃUİ gPuÁ AiÆÃd£AiÄ ªiÁUð¸ÆaU¼ §Uİ w½Äª½P ¤Ãq®Ä DAiiÁ ¥ÁAvz ¸ºPÁg ¸AWU¼ dAn ¤§AzPgÄ Cªg ªÁ¦AiÄ E¯ÁSÁ¢PÁjU¼, f¯Á ¸ºPÁg ¨ÁAPïU¼, ºÁ®Ä GvÁzPg MPÆlU¼ ªÄvÄ Evg ¥ªÄÄR ¸ºPÁg ¸AW/¸A¸U¼ ªÄÄR¦ PÁAiÄð¤ªÁðºuÁ¢PÁjU¼ ¸¨AiÄ£Ä ¥ÁAwÃAiÄ ªÄlz° ¤ªð»¸®Ä ¸Æa¹z. £Avg ¢£ÁAP 30-04-2017gÆ¼U J¯Á f¯Á ¸ºPÁg ¸AWU¼ G¥¤§AzPgÄU¼Ä Cªg f¯AiÄ J¯Á UÁ«ÄÃt ¸ºPÁg ¸AWU¼ CzPg ªÄvÄ PÁAiÄðz²ðAiÄªg, ¸¸ºÁAiÄ UÄA¥Ä ªÄvÄ ¸A§A¢¹z E¯ÁSU¼ C¢PÁjU¼ ¸¨ PgzÄ PÁAiiÁðUÁg K¥ðr¹ AiÆÃd£AiÄ ªiÁUð¸Æa ¤AiÄªÄU¼Ä, Ew«ÄwU¼Ä ªÄvÄ AiÆÃd£¬ÄAz ¸Ë®¨¦ ¥qAiÄªªg §Uİ ªiÁ»wAiÄ£Ä ¤Ãr, vUzÄPÆAq PªÄz §Uİ ªg¢AiÄ£Ä ¸ºPÁg ¸AWU¼ ¤§AzPjU ªÄvÄ ¸PÁðgP ¸°¸®Ä ¸Æa¸¯ÁVz.

P£ÁðlP gÁd¥Á®g DeÁ£Ä¸Ág ªÄvÄ Cªg º¸j£°,

JA ªAPl¸Á«Ä

«±Äµ PvðªÁ¢PAj ªAvA ¥z¤«Av

¸PÁðgz G¥ PÁAiÄðz²ð.

¸ºPÁg E¯ÁS

¸ºPÁg ¸aªÁ®AiÄ

«µAiÄ : 2017-18£Ã ¸Á°U AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃUİ gPuÁ AiÆÃd£AiÄ£Ä ªÄÄAzÄªg¸®Ä ºÁUÆ ºÆ¸ ¸z¸gÄU¼£Ä £ÆÃAzÁ¬Ä¸®Ä DzÃ± ºÆgr¸Äª §Uİ.

Nz¯ÁVz : ¸PÁðj DzÃ± ¸AS¦: ¹M/163/¹J¯ïJ¸ï/2015, ¨AU¼ÆgÄ ¢£ÁAP:15-04-2016

¥¸Áª£ :

Nz¯Áz ¸PÁðgz DzÃ±z° AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃUİ gPuÁ AiÆÃd£AiÄ C£AiÄ 2016-17£Ã ¸Á°£° ¸z¸g£Ä £ÆÃAzÁ¬Ä¸®Ä DzÃ± ºÆgr¸¯ÁVvÄ. 2017-18£Ã ¸Á°U F AiÆÃd£AiÄ° ¸z¸g£Ä £ÆÃAzt/£«ÃPj¸®Ä DzÃ± ºÆgr¸¨ÃPÁUÄvz.

¸PÁðj DzÃ± ¸AS¦: ¹M/695/¹J¯ïJ¸ï/2016, ¨AU¼ÆgÄ ¢£ÁAP: 20-04-2017

¥¸Áª£AiÄ° «ªj¸¯Áz CA±U¼ »£¯AiÄ° AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃUİ gPuÁ AiÆÃd£AiÄ° 2017-18£Ã ¸Á°£° £Ug ¸ºPÁg ¸AWz ¸z¸gÄ ªÄvÄ Cªg PÄlÄA§ ªUðzªgÄ £ÆÃAzÁ¬Ä¹PÆ¼®Ä C£ÄªÁUÄªAv ªÄÄA¢£ DzÃ±zªg«U F P¼PAq DzÃ±ª£Ä ªiÁUð¸ÆaU¼ÆA¢U ºÆgr¹z.

ªiÁUð¸ÆaU¼Ä :

1) P£ÁðlP ¸ºPÁg ¸AWU¼ PÁAiÄ, 1959g Cr Cxª Á P£ÁðlP ¸Ëºázð ¸ºPÁjU¼ PÁAiÄ, 1997g Cr Cxª Á §ºÄ gÁd¦ ¸ºPÁg ¸AWU¼ PÁAiÄ, 2002g Cr £ÆÃAzÁ¬Ä¹gÄª ºÁUÆ £Ug, ¥lt ¥zÃ± ªÄvÄ ¥Äg¸¨ ªÁ¦AiÄ° PÁAiÄð¤gvªÁVgÄª ¸ºPÁg ¸AWU¼°gÄª ¸z¸gÄ ªÄvÄ Cªg PÄlÄA§ªUðzªjU £Ug ¸ºPÁjU¼ AiÄ±¹¤ AiÆÃd£AiÄÄ C£¬Ä¸Ävz. AiÆÃd£AiÄ° £ÆAzÁ¬Ä¹PÆ¼®Ä Ea¸Ääªgä l¸ï ¤U¢¥r¹z ªÁ¶ðP ªAwUAiÄ£Ä ¥Áªw¹ ¸z¸v ¥qAiÄ§ºÄzÄ. ¸ªiÁ¥£UÆArgÄª ¸ºPÁg ¸AWU¼, ¤¶ÄAiÄªÁz ¸ºPÁg ¸AWU¼, £Ëpgg ¸ºPÁg ¸AWU¼ ¸z¸jU F AiÆÃd£AiÄÄ C£AiÄªÁUÄª¦¢®.

PR - 138
SC - 25

2) ¸AUºªÁz ªAwU º t ª£Ä DAiÄ f¯Á PÃAz ¸ºPÁg ¨Á¼AQ£° vg¢gÄª £Ug AiÄ±¹¤ SÁvU dªiÁ ªiÁq¨ÄPÄ. F PÁgtPÁV J¯Á f¯Á PÃAz ¸ºPÁg ¨Á¼APÄU¼Ä vªÄ vªÄ vÁ®ÆPÄ ¨ÁAZÄU¼° AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£UÁV ¥vÃP SÁv vgAiÄ¨ÄPÄ. DAiiÁ f¯Aiİ ¸ºPÁg ¸AWU¼ G¥¤§AzPgÄ f¯Á PÃAz ¸ºPÁg ¨Á¼APÄU¼Æq£ ª¼ªºj¹ £Ug AiÄ±¹¤ AiÆÃd£UÁV ¥vÃP SÁv vgAiÄªÄªAv Pªİª»¸¨ÄPÄ.

3) f¯Á PÃAz ¸ºPÁg ¨Á¼APÄU¼ ªw¬ÄAz ¸AWn¸®ngÄª J¯Á £Ug ¥zÃ±z°gÄª ¸-¸ºÁAiÄ UÄA¥ÄU¼ ¸z¸gÄ ªÄvÄ Cªg PÄlÄA§ ªUðzªgÆ ¸º AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£AiÄ° £ÆÃAzÁ¬Ä¹PÆ¼®Ä Cºðjg ÄvÁg, Dzg CAvº ¸¸ºÁAiÄ UÄA¥ÄU¼ gZ£AiiÁV 3 wAU¼Ä Uw¹g¨ÄPÄ.

4) F »A¢£ ¥zÀwAiÄAv ¥l t ¸ºPÁg ¨Á¼APÄU¼Ä, ¥º tAiÄ DzÁgz ªÄÃ¯ £UgªÁ¹U½U UÁ«ÄÃt AiÄ±¹¤ AiÆÃd£AiÄr £ÆÃAzÁ¬Ä¸Äª¼z£Ä¤°¸¯ÁVz.

5) C«¨P PÄlÄA§z AiiÁª¼zÃ M§ ¸z¸£Ä/¸z¸¼Ä ªÄÃ¯ w½¹gÄª Cºð ¸ºPÁg ¸AWz ¸z¸gÁV AiÄ±¹¤ AiÆÃd£AiÄr £ÆÃAzÁ¬Ä¸Äª ¢£ÁAPP 3 wAU¼Ä P¼¢g¨ÄPÄ ¸-¸ºÁAiÄ UÄA¦£ ¸z¸gÁzg CAvº ¸-¸ºÁAiÄ UÄA¥£Ä ¸Á¦¹ 3 wAU¼Ä P¼¢g¨ÄPÄ, D PÄlÄA§z ¥wAiÆ§ ¸z¸£Æ ¤U¢v Cª¢AiÄ° ªÁ¶ðP ªAwU ¥Áªw¸Äª ªÄÆ®P AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¼ ¥qAiÄ§ºÄzÄ. C«¨P PÄlÄA§ CAzg vAz, vÁ¬Ä, UAq/ ºAqw, UAqÄ ªÄP½Ä/ªÄzÄªAiiÁUz ºtÄ ªÄP½Ä, ¸Æ¸, ªÆªÄP¼Æ ¸Äj JAzÄ Cx£ð¬Ä¸Äª¼zÄ.

6) ªÄzÄªAiiÁVgÄª ºtÄ ªÄU¼Ä ºÁUÆ Cª¼ ªÄP¼Ä vAz/vÁ¬Ä/Ct/vªÄ Eªg PÄlÄA§z°AiÄÃ CAzg ¥zÁ£ CfðzÁgg PÄlÄA§z°AiÄÃ ªÁ¸ªÁVzg, Cªg ¥Á°£ ªAwU º t ¥Áªw¹zg £«ÃPgt/£ÆÃAztU ºÁUÆ AiÆÃd£AiÄ ¸Ë®¨¼ ¥qAiÄ®Ä CºðgÁVgÄvÁg. DzÁUÆ¼, 2017-18£Ä ¸Á°£ AiÆÃd£AiÄ Cª¢AiÄ° ªÄzÄªAiiÁz ºtÄ ªÄU¼Ä vAz/vÁ¬Ä/Ct/vªÄ Eªg eÆv ªÁ¸ªÁVgz ¸AWz PÁAiÄðªÁ¦AiÄ ºÆgU ªÁ¸«zg CAvº ¸Az¨ðz° ªÄÃ¯ «ªj¹zAv C«¨P PÄlÄA§z ¸z¸AiiÁVgzÃ EgÄª¼zjAz F AiÆÃd£AiÄ ¸Ë®¨¼ªÄ£Ä ¥qAiÄ®Ä CºðgÁUÄª¼¢®. Dzg, Cª¼Ã ¸ºPÁg ¸AWz ¸z¸AiiÁV 3 wAU¼Ä P¼¢gİ°, AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£AiÄ ¸Ë®¨¼ ¥qAiÄ§ºÄzÁVz. ºÁUÆ ªÄÃ¯ w½¹gÄª F ¤§ðAz CAxª½U C£¬Ä¸Äª¼¢®. ªÄzÄªAiiÁV UAq£ ªÄ£AiÄ° ªÁ¸ ªiÁqÄwgÄª ºÁUÆ ¥zÁ£ CfðzÁgg eÆvAiÄ° ªÁ¸ ªiÁqzÃ EgÄª ºtÄ ªÄP½Az ¸ºPÁg ¸AWU¼Ä ªAwUAiÄ£Ä ¹ÃPj¸vPİz®.

7) 2017-18 £Ã ¸Á°£° ªÄzÄªAiiÁUz ºtÄªÄP½U ¥zÁ£ CfðzÁggÄ ªAwU ¥Áªw¹zÄ, D£Avg ªÄzÄªAiiÁVzİ° CAvº ªÄzÄªAiiÁz ºtÄ ªÄP¼Ä ¥¸P ¸Á°£° 31-5-2018gªgU AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£AiÄrAiÄ° ¸Ë®¨¼ª£Ä ¥qAiÄ§ºÄzÁVz.

8) 2017-18£Ã ¸Á°U AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¼ gPuÁ AiÆÃd£AiÄr ªÁ¶ðP ªAwUAiÄ£Ä ¥wAiÆ§jU gÆ.710/-P ¤U¢UÆ½¸¯ÁVz. F AiÆÃd£AiÄ ¥AiÆÃd£ ¥qAiÄ®Ä GzÀ²¸Äª ¥wAiÆ§gÄ `. 710/- gAv ¥zÁ£ CfðzÁggÄ ªÄvÄ Cªg PÄlÄA§z ¥wAiÆ§ ¸z¸jU PqÁAiÄªÁV ¥Áªw ªiÁq¨ÄPÄ. F ¥ÉQ `. 10/-£Ä ¸AWz ¸Á¢¯ÁgÄ ªZPÄ ªÄvÄ AiÄ±¹¤ ¸z¸gÄU¼£Ä £ÆÃAzÁ¬Ä¸Ä®Ä ±«Ä¹zªjU ¥ÆÃvÁº z£ªÁV ¸ºPÁg ¸AW/¸A¸AiÄÄ ElÄPÆAqÄ, G½z `. 700/-U¼£Ä ºt ¹ÃPj¹z 15 ¢£U¼Æ¼UÁV ¸A§A¢¹z f¯Á ¸ºPÁg ¨Á¼APÄU¼° AiÄ±¹¤ l¸ï ºÆA¢gÄª £Ug AiÄ±¹¤ SÁvU dªiÁ ªiÁqvPİzÄ/ªUÁð¬Ä¸vPİzÄ. f¯Á ¸ºPÁj ¨Á¼APÄU¼Ä dªiÁ DUÄª ªAwUAiÄ ªÆvª£Ä ¹ÃPj¹z 7 ¢£U¼Æ¼UÁV C¥Pï ¨Á¼AQ£°gÄª AiÄ±¹¤ l¸ï SÁvU dªiÁ ªiÁqvPİzÄ/ªUÁð¬Ä¸vPİzÄ. «¼A§ªÁz° D ºtª£Ä ElÄPÆAq ¸ºPÁg ¸AW/¸A¸AiÄªgÄ ¨Á¼AQ£ ¤AiÄªÄU¼ ¥PÁg «¼A§z CªU §r ¥Áªw ªiÁq®Ä §zÀgÁUÄvÁg. ¥j²µ eÁw / ¥j²µ ¥AUqz ¸z¸gÄ `. 110/- ªiÁv ¥Áªw¸¨ÄPÄ G½z `. 600/-U¼£Ä ¸PÁðg¢Az ¸ºÁAiÄz£ªÁV ¥Áªw¸¯ÁUÄª¼zÄ.

9) MAzÃ PÄlÄA§z LªgÄ CxªÁ CzÀAv ºaU PÄlÄA§ ¸z¸g£Ä AiÄ±¹¤ ¸z¸g£ÁV £ÆÃAzÁ¬Ä¹z°/£«ÃPj¹z° CªgÄ ¥Áªw¸¨ÄPÁz ªAwU ºtz° CAzg ¥w ¸z¸jU gÆ.700/-g° ±Ã.15 jAiiÁ¬Äw ¥qAiÄ®Ä Cºðjg ÄvÁg ºÁUÆ ¥j²µ eÁw / ¥j²µ ¥AUqz ¸z¸jU `. 110/-g° ±Ã.15 jAiiÁ¬Äw ¥qAiÄ®Ä Cºðjg ÄvÁg.

10) AiÄ±¹¤ AiÆÃd£AiÄr ¸z¸g £ÆÃAztAiÄ£Ä £«ÃPj¸Äª ¸Az¨ðz° PqÁAiÄªÁV ¥zÁ£ CfðzÁggÄ ªAwUAiÄ£Ä ¥Áªw¹ £«ÃPj¹z £AvgªÃ G½z ¸z¸g ªAwUAiÄ£Ä ¥qzÄ £«ÃPj¸¨ÄPÄ. ¥zÁ£ CfðzÁggÄ ªAwUAiÄ£Ä ¥Áªw¸zÃ Cªg PÄlA§ ªUðz ¸z¸jAz ªAwUAiÄ£Ä ¥qzÄ Cªg ¸z¸v£Ä £«ÃPj¸z° CAvº ¥PgtU¼Ä AiÄ±¹¤ AiÆÃd£AiÄr aQvAiÄ£Ä ¥qAiÄ®Ä Cºðv ºÆAzÄª¼¢®.

11) £Ug AiÄ±¹¤ AiÆÃd£AiÄ ¸z¸gÁU®Ä ªAiÆÃ«ÄwAiÄ ¤§ðAz«gÄª¼¢®.

12) £ªeÁv ²±Ä«£ vÁ¬ÄAiÄ º¸gÄ AiÄ±¹¤ PÁqïð£°zİg 30 ¢£U¼ªgU vÁ¬Ä º¸gÄ EgÄª AiÄ±¹¤ PÁrð£ DzÁgz ªÄÃ¯ F AiÆÃd£AiÄrAiÄ° §gÄª ¸Ë®¨¼ª£Ä ¥qAiÄ§ºÄzÄ. 30 ¢£U¼ £AvgzÁ° ªÄUÄ«£ º¸j£ÆA¢U D ªµðz° AiiÁª ¸Az¨ðz°AiÄÆ £ÆÃAzÁ¬Ä¹PÆAqÄ AiÆÃd£AiÄ ¸ª®vÄ ¥qAiÄ§ºÄzÄ.

13) 2017-18£Ã ¸Á°£° P¤µ 20.00 ®P ¸z¸gÄU¼£Ä £ÆÃAzÁ¬Ä¸Äª UÄj ¤U¢¥r¸¯ÁVz. ¥w f¯AiÄ ¥j¹wAiÄ£Ä UªÄ£z°lÄ ¸ºPÁg ¸AWU¼ ¤§AzPgÄ ¥w f¯U ¥vÃP UÄj ¤U¢UÆ½¸ÄªAv ¸Æa¸¯ÁVz. 2016-17£Ä ¸Á°£° 2.25 ®P ¸z¸g£ÁV £ÆÃAzÁ¬Ä¹zªg®g£Æ 2017-18£Ã ¸Á°U AiÄ±¹¤ £«ÃPj¸ÄªAv PªÄ P¼UÆ¼vPİzÄ.

14) **2017-18£Ã ¸Á°U £Ug AiÀ±¹¤ ¸z¸ÀgÀU¼£Ä £ÆÃAzÁ¬Ä¸®Ä/£«ÃPgtPÌ ¥ÁgA¨z ¢£ÁAP: 01-05-2017 ªÀvÀ PÆ£AiÀ ¢£ÁAP: 30-06-2017 DVgÀvz.**

15) 2017-18£Ã ¸Á°£° AiÀ±¹¤ ¸z¸ÀgÀU¼£Ä ºÆ¸zÁV £ÆÃAzÁ¬Ä¸®Ä ºÆ¸zÁV 2017-18£Ã ¸Á°U £ÆAzÁªu ¥ÁgA MzV¸Ãª v£P 2016-17£Ã ¸Á°£° ¸g§gÁdÄ ªiÁrgÄª £ÆÃAzt ¥ÁgAU¼£Ä ªiÁv G¥AiÆÃV¸¨ÃPÄ ªÀvÀ UÀgÀw£ aÃn MzV¸¨ÃPÄ. ¨Ãg AiiÁªÀzÃ ªµðU¼° ¤ÃrgÄª ¥ÁgAU¼£Ä G¥AiÆÃV¸vPÌz®. ªÆz®Ä 2016-17£Ã ¸Á°£ ¸g§gÁf£° G½z ¥ÁgAU¼£Ä G¥AiÆÃV¸¨ÃPÄ, D£Avg l¸ï¤Az 2017-18£Ã ¸Á°U ¸g§gÁdÄ ªiÁrz ÆÃAzt ¥ÁgAU¼£Ä G¥AiÆÃV¸¨ÃPÄ.

F ªµðz £ÆÃAztU ¨ÃPÁz Cª±P ¸ASåAiÄ ¥ÁgAU¼£Ä f¯U¼ ¸ºPÁg ¸AWU¼ G¥¤§AzPgÀU¼Ä l¸ï PbÃj¬ÄAz ¥qzÄ Cªg ªÁ¦AiÄ ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU½U ¥ÁgA/¥Ä¸PU¼£Ä ºAvºAvªÁV ¥Ægɹ ¹ÃPÌw ¥qAiÄ¨ÃPÄ. MªÄ ¥ÆgɹzÁ ¥ÁgAU¼° ¸ºPÁg ¸AWzªgÄ ªiÁ»wAiÄ£Ä ¥ÆwðAiiÁV £ªÄÆ¢¹ ªAwU ºtª£Ä ¨ÁAQU ¥Áªw ªiÁrz £AvgªÃ ¥Ä£B ¥ÁgAU¼£Ä MzV¸¨ÃPÄ. ¸ºPÁg ¸AWU½U ¥ÁgA ¥ÆgɸÄªÁU ¥Ä¸Pz ¸ASåªÀvÀ AiÄ¤Pï L.r ¸ASåAiÄ£Ä £ªÄÆ¢¹ PÁAiÄðz²ð¬ÄAz ¹ÃPÌw ¥qzÄPÆ¼¨ÃPÄ. F §UÌ ¥j²Ã®£UÁV ¥vÀP ¥Ä¸Pz° §g¢ng¨ÃPÄ. £«ÃPj¹zªjU ºÆ¸zÁV LrPÁqïð PÆqvPz®, CªjU ºt¥Á«w¹zP g²Ãw PÆlÄ, g²ÃwAiÄ° FUÁU¯Ã PÆngÄª PÁqïð£ AiÄ¤Pï Lr £A§g£Ä £ªÄÆ¢¸¨ÃPÄ. ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU¼Ä £«ÃPgtPÁV ¨wð ªiÁrz ªÀvÀ ºÆ¸zÁV £ÆÃAzÁ¬Ä¸®Ä ¨wð ªiÁrz ¥ÁgAU¼ PbÃj ¥wAiÄ£Ä qÁmÁ JAnU P½Ä»¸¨ÃPÄ.

16) **2017-18£Ã ¸Á°£° £«ÃPgt ªiÁqÄwgÄª/ ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äª ¥zÁ£ CfðzÁg ªÀvÀ Cªg PÀlÄA§ ªUðzªg DzÁg ¸ASåAiÄ£Ä ¥vÀPªÁV £ÆÃAzt ¥ÁgA/ £«ÃPgt g¹Ã¢AiÄ ªÀÄ¯ ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðAiÄªgÄ £ªÄÆ¢¸vPÌzÄ. 2017-18£Ã ¸Á°¤Az AiÀ±¹¤ AiÀÄd£U DzÁgï ¸ASåAiÄ£Ä £ªÄÆ¢¸Ä ªÀzÀ PqÁAiÄªÁVgÀvz. 2016-17£Ã ¸Á°£ ¥ÁgAU¼£Ä G¥AiÆÃV¸Ä ª ¸Az¨ðz°AiÀÆ J¯Á ¸z¸Àg DzÁgï ¸ASåAiÄ£Ä Cªg º¸j£ ªÀÄAz £ªÄÆ¢¸vPÌzÄ.**

17) Cºð ¸ºPÁg ¸AWU¼Ä ¸z¸ÀgÀU½Az ¤U¢v ªÁ¶ðP ªAwU ºt ¥qzÄ ¸AWz ºt ¹ÃPÌw g²Ã¢AiÄ£Ä PÆq¨ÃPÄ. ¥ÁgA£° ¸z¸Àg£Ä £ÆÃAzÁ¬Ä¹z ¢£ÁAPª£Ä v¥z £ªÄÆ¢¸¨ÃPÄ. £ÆÃAzt ¥ÁgA£ P¼¨ÁUª£Ä ¸z¸ÀjU PÆq¨ÃPÄ. ªÀÄ¯ÁUª£Ä qÁmÁ JAn ªiÁq®Ä ¸A§A¢¹z f¯AiÄ ¸ºPÁg ¸AWU¼ G¥¤§AzPjU ¥w wAU¼ PÆ£AiÄ° ¸AU»¹z ªAwUAiÄ ºtª£Ä ¨ÁAQU dªÄ ªiÁr g²Ã¢AiÆA¢U P½Ä»¸¨ÃPÄ ªÄvÀ DVAzÁUÌ qÁmÁ JAn ªiÁq®Ä C£ÄPÆ®ªÁUÄªAv ¥wwAU¼ PÆ£AiÄ° ºÆ¸ £ÆÃAzt Cfð/£«ÃPgtz «ªgU¼£Ä CAzg ºÆ¸ CfðU¼° ¸z¸ÀgÀU¼ ¥ÆÃmÆÃ CAn¹, J¯Á «ªgU¼ÆA¢U ºÆ¸zÁV £ÆÃAzÁ¬Ä¹z ªÄvÀ £«ÃPgtªÁz ¸z¸ÀgÀU¼ vBSAiÆA¢U ¸ºPÁg ¸AWU¼ G¥¤§AzPg PbÃjU ¤Ãr ¹ÃPÌw ¥qAiÄ¨ÃPÄ.

18) 2017-18£Ã ¸Á°£° ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äªªj U ºÆ¸ PÁqÄðU¼£Ä PÆq¯ÁUÄªÀzÄ. ¥zÁ£ CfðzÁggÄ ªÄvÀ Cªg PÀlÄA§z ¸z¸Àg JgqÄ ¨ÁªavU¼£Ä ¤Äq¨ÃPÄ. PbÃj ¥w ªÄvÀ ¸z¸Àg ¥wAiÄ »A¨ÁUz° Cfð ¥ÁgA£° PªÄ ¸ASå C£ÄUÄtªÁV ¥ÆÃmÆÃU¼£Ä CAn¹ ¨Áªavz P½U Cªg º¸g£Ä §gAiÄ¨ÃPÄ.

19) FUÁU¯Ã PÁqïð ºÆA¢gÄªªgÄ £«ÃPgt ¸Az¨ðz° ªAwU vÄA© ºÆ¸zÁV ¸z¸Àg£Ä ¸Äj¸®Ä §AiÄ¹z°, ¥zÁ£ CfðzÁgjU ¤ÃrgÄª PÁrð£° ºÆ¸ ªÀQAiÄ ªiÁºwAiÄ£Ä ªÄÄR¥Älz° §gzÄ »A§¢AiÄ° ¥ÆÃmÆÃ CAn¸¨ÃPÄ ºÁUÆ Dåqï-D£ï PÁqïð£° ºÆ¸zÁV ¸Ã¥ðqUÆAq ªÀQAiÄ ªiÁ»wAiÄ£Ä ªÄÄR¥Älz° §gzÄ »A§¢AiÄ° ¥ÆÃmÆÃ CAn¸¨ÃPÄ ªÄvÀ D Dåqï-D£ï PÁqïð£Ä qÁmÁ JAnU ¸°¸vPÌzÄ.

20) 2017-18£Ã ¸Á°£° ºÆ¸zÁV £ÆÃAzt/£«ÃPgtUÆAq/¸Ã¥ðqAiiÁz ¸z¸ÀgÀU½U ¸AWªÀ ªÁ¶ðP ªAwU ºt ¥qzÄ ¤ÃrgÄª ¹ÃPÌw g²Ã¢AiÄ£Ä ªÄvÀ ºÆ¸ £ÆÃAzt ¥ÁgA (L.r. PÁqïð) C£Ä ¸z¸ÀgÄ 2017-18£Ã ¸Á°£ CAvÌzªgU ¸ÄgQvªÁV ElÄPÆ¼¨ÃPÄ ªÄvÀ AiÆÃd£AiÄ ¸Ë®¨åª£Ä ¥qAiÄÄª ¸Az¨ðz° g²Ã¢AiÄ£Ä l¸ï¤Az CAVÃPj¸®l D¸vU½U PqÁAiÄªÁV ºÁdgÄ¥r¸¨ÃPÄ JA§ w½ª½PAiÄ£Ä ¸AWªÀ £ÆAzÁ¬Äv ¸z¸ÀjU w½¸vPÌzÄ.

21) »A¢£ ªµðU¼° £ÆÃAzÁ¬Ä¹zÌ J¯Á AiÀ±¹¤ ¸z¸ÀjUÆ AiÄÆ¤Pï Lr ¤Ãr ªiÁ»wAiÄ£Ä AiÀ±¹¤ ª¨ï¸émï www.yeshasvini.kar.nic.in £° C¼ªr¸¯ÁVz. AiiÁªÀzÃ PÁgt¢Az »A¢£ ªµðU¼° £ÆAzÁ¬Ä¹PÆAq ¸z¸ÀgÄ £«ÃPj¹PÆ¼¢zÌ°, CAvºªgÄ F ªµð ºÆ¸zÁV PÁqïð ¥qAiÄ§ºÄzÄ.

22) £Ug ¸ºPÁg ¸AWU¼Ä Cªg ¸z¸ÀjU ¸Á® «vj¸Äª ªÄvÀ Evg ¸Az¨ðz° ºt ¥Áªw ªiÁqÄªÁU ¸z¸Àg ªÄ£ªÇ°¹ Cªgä ªÄvÀ Cªg PÀlÄA§z ¸z¸Àg£Ä AiÀ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃUÌ gPuÁ AiÆÃd£AiÄr £ÆÃAzt ªiÁq¨ÃPÄ. ¥zÁ£ CfðzÁggÄ ªÄvÀ Cªg PÀlÄA§z AiiÁªÀzÃ ¸z¸Àg£Ä ¸PÁðj £ËPg£ÁV CxªÁ SÁ¸V PA¥¤AiÄ° PÁAiÄð¤ªð»¸ÄwzÄ CxªÁ ¨Ãg AiiÁªÀzÃ DgÆÃUÌ «ªiÁ AiÆÃd£AiÄ ¸Ë®¨åP CºðÉÁVzÌ°, CAvºªg£Ä AiÀ±¹¤ AiÆÃd£AiÄ ¥¯Á£Ä¨«AiiÁV £ÆÃAzÁ¬Ä¸¨ÁgzÄ. DzÁUÆÌ AiiÁªÀzÃ PÁgtPÁV £ÆÃAzÁ¬Ä¹zgÆ CªgÄ AiÀ±¹¤ AiÆÃd£AiÄ ¸Ë®¨å ¥qAiÄ®Ä CºðgÁUÄªÀ¢®.

23) gÁdÌz° P®ªÀ ºÁ®Ä GvÁzPg MPÆlU¼Ä ªÄvÀ P®ªÀ ¸ºPÁg ¸AW/¸A¸lU¼Ä CªÀU¼ ¸z¸Àg AiÀ±¹¤ ªAwUAiÄ° ¨ÁU±B ºtª£Ä ¸ºPÁg ¸AWz ¸Av §AqªÁ¼¢Az ¨j¸Äwª. F ¥zwAiÄ£Ä gÁdÌz J¯Á ¸ºPÁg ¸AW ¸A¸lU¼Æ PÆq C£Ä¸j¸ÄªAv ¥ÆÃvÁ»¸®Ä ¸Æa¸¯ÁVz.

24) 2017-18£Ã ¸Á°£° ºÆ¸zÁV/£«ÃPgt ªiÁrPÆ¼Äª ¸z¸gÄU¼Ä ¸Ä¼Ä ªiÁ»w ªÄvÄ CPªÄªÁV ¸z¸g CxªÁ ¸ºPÁg ¸AWU¼ v¦¤AzÁV DVzg UÆwzÆÃ CxªÁ UÆw®zAiÆÃ £ÆÃAzt ºÆA¢zg CAvº ª¸QU¼Ä AiÄ±¹¤ AiÆÃd£AiÄrAiÄ° ¸Ë®¨¸ª£Ä¸ ¥qAiÄ®Ä C£ºðgÄ ºÁUÆ ¥ÁªwÂz ªAwU ºtª£Ä¸ ªÄÄlÄUÆÃ®Ä ºÁQPÆ¼¯ÁUÄª¸zÄ ºÁUAiÄÃ CAvº ¥¯Á£Ä¨«U¼ AiÄ±¹¤ AiÆÃd£AiÄ ¸z¸v vAvÁ£Ã gzÄUÆ¼Ävz, ¥vÀP gzw DzÃ±z C±Pv EgÄª¸¢®.

25) AiÄ±¹¤ £Ug ¸ºPÁjU¼ DgÆÃU¸ gPuÁ AiÆÃd£AiÄrAiÄ°£ ªiÁ»wAiÄ£Æ¼UÆAq ¨ÆÃZgïU¼£Ä¸ ¸ºPÁg ¸AWU¼Ä 2017-18£Ã ¸Á°U AiÆÃd£AiÄrAiÄ° ºÆ¸zÁV £ÆÃAzÁ¬Ä¸Äª/£«ÃPgtUÆ¼Äª AiÄ±¹¤ PÁqïð ºÆA¢gÄª ¥zÁ£ CfðzÁgjU PÆqvPzÄ ªÄvÄ ¨ÆÃZg£Ä¸ ¤ÃrgÄª §U¸ ¹ÃP¢wAiÄ£Ä¸ ¥qzÄ ¸AWzªgÄ ElÄPÆ¼vPzÄ. ¸z¸gÄ ¨ÆÃZg£Ä¸ PÃ½ PqÁAiÄªÁV ¥qAiÄvPzÄ.

26) F P¼PAqAv ¸Ë®¨¸U¼£Ä¸ AiÄ±¹¤ ¸z¸jU MzV¸¯ÁUÄª¸zÄ.

A. ªÁqïðU¼ ¸Ë®¨¸: d£g¯ï ªÁqïð£ ¸Ë®¨¸z° AiÄ±¹¤ £mïªPïð D¸vU¼° C£ÄªÄw¹z 823 aQvU¼£Ä¸ MzV¸¯ÁUÄª¸zÄ. AiÄ±¹¤ ¸z¸gÄ ¸µ¯ï ªÁqïð£° aQv ¥qAiÄ®Ä Ea¹zg CAvº ¸z¸gÄ DAiiÁ D¸vU¼Ä ¸µ¯ï ªÁqïð£° aQvU ¤U¢¥r¸Äª ªZª£Ä¸ AiÄ±¹¤ ¸ºPÁg g¸vg DgÆÃU¸ gPuÁ AiÆÃd£¬ÄAz D¸vU zÆgPÄª aQvÁ ªZª£Ä¸ P¼zÄ G½z ªÆvª£Ä¸ ¥ÁªwÂ¸¨ÃPÄ.

B. jAiiÁ¬Äw zgz ºÆggÆÃV aQv : 2017-18£Ã ¸Á°£°AiÄÆ jAiiÁ¬Äw zgz° CAzg `. 100/- ¸ÁªiÁ£¸ ºÆggÆÃV v¥Á¸uU AiÄ±¹¤ ¸z¸gÄ ¥ÁªwÂ¸¨ÃPÄ. «±Ãµ ºÆggÆÃV v¥Á¸uU `. 200/- ¥ÁªwÂ¸¨ÃPÄ ªÄvÄ CªgÄ v¥Á¸uUÁV ¥ÁªwÂ¹z g²ÃwAiÄ ªÄÄ¯ 3 wAU¼ªgU ªÄÄ¯ ºÃ½z ºÆggÆÃV aQvU¼£Ä¸ GavªÁV ¥qAiÄ§ºÄzÄ.

C. QÃ¤P¯ï E£¹UÃµ£ï : 2017-18£Ã ¸Á°£°AiÄÆ AiÄ±¹¤ ¸z¸gÄ ±Ã 25 jAiiÁ¬Äw zgz° £mïªPïð D¸vU¼° Q¤P¯ï ªÄvÄ Evg v¥Á¸uU¼£Ä¸ (Clinical & other Investigation) ¥qAiÄ§ºÄzÄ.

D. Ujµ ªÆvz aQv : DAiiÁ ªµðz° MAzÄ ¨Áj zÁR¯Ázg `.1.75 ®PU¼Ä ªÄvÄ CzÃ ªµð C£ÃP ¸Áj D¸vU zÁR¯Ázg gÆ. 2.50 ®PU¼Ä.

27) 2017-18£Ã ¸Á°£° P®ª¸ ¸z¸gÄ AiÄ±¹¤ ªAwU ºtª£Ä¸ ¸ºPÁg ¸AWP¸ ¥ÁªwÂ ªiÁr, ¥ÆÅmÆÃ EvÀ¢ C±P zÁR¯U¼£Ä¸ MzV¸z Ezg, F PÁgt¢Az ¸ºPÁg ¸AWz° ¨ÁQ G½z ªAwUAiÄ ªÆvª£Ä¸ ¸ºPÁg ¸AWª¸ Ai Ä±¹¤ l¸ïU ¤Ãrz zÃtUAiÄAzÄ ¥jUt¹, l¸ï£ SÁvU dªiÁªiÁqvPzÄ.

28) AiÄ±¹¤ AiÆÃd£AiÄr ¸z¸g£Ä¸ £ÆÃAzÁ¬Ä¸Äª CªA¢AiÄÄ ªÄÄVz PÆq¯Ã, J¯Á f¯Á ¸ºPÁg ¸AWU¼ G¥ ¤§AzPgÄU¼Ä DAiiÁ ¸ºPÁg ¸AWU½U «vj¹gÄª Dzg §¼P DUzÃ EgÄª £ÆÃAzt ¥ÁgAU¼Ä PqÁAiÄªÁV 7 ¢£U¼Æ¼UÁV ¸ºPÁg ¸AWU½Az ªÁ¥¸Ä ¥qzÄPÆ¼vPzÄ. ªÄÄAzÄªgzÄ ¸z¸jAz ¸AU»¹gÄª ªAwUAiÄ ªÆvª£Ä¸ ¸ºPÁg ¸AWU¼ PÁAiÄðz²ðU¼Ä DAiiÁ r¹¹ ¨ÁQ£°gÄª SÁvU dªiÁ ªiÁrgÄª §U¸ SÁvj¥r¹PÆ¼vPzÄ.

29) 2016-17£Ã ¸Á°£ AiÄ±¹¤ AiÆÃd£AiÄ C¢AiÄÄ ¢£ÁAP: 01-06-2016 jAz ¥ÁgA¨ªÁV 31-05-2017P¸ ªÄÄVAiÄÄvz. Dz PÁgt F DzÃ±z£AiÄ ºÆ¸zÁV £ÆÃAztAiiÁUÄª/¸Ã¥ðqAiiÁUÄª ¥¯Á£Ä¨«U¼Ä AiÄ±¹¤ AiÆÃd£AiÄ ¸Ë®¨¸ª£Ä¸ ¢£ÁAP:01-06-2017 jAz eÁjU §gÄªAv ªiÁv ¥qAiÄ®Ä CºðgÁUÄvÁg. Dz¸jAz ¸ºPÁg ¸AWU¼Ä ¤ÃqÄª ªAwU ºt ¹ÃP¢w g²Ã¢/¥¯Á£Ä¨«U ¤ÃqÄª £ÆÃAzt £ªÄÆ£ ¨ÁUz ¥wAiÄ° F ªÄÃ°£ CA±ª£Ä¸ ¸µªÁV §gAiÄ¨ÃPÄ ªÄvÄ w¼Äª½PAiÄ£Ä¸ PÆq ¥¯Á£Ä¨«U ¤Ãq¨ÃPÄ.

AiÄ±¹¤ AiÆÃd£AiÄ ªiÁUð¸ÆaU¼ §U¸ w¼Äª½P ¤Ãq®Ä DAiiÁ ¥ÁAvz ¸ºPÁg ¸AWU¼ dAn ¤§AzPgÄ Cªg ªÁ¦AiÄ E¯ÁSÁ¢PÁjU¼, J¯Á ¥lt ¸ºPÁg ªÄvÄ Evg ¥ªÄÄR ¥lt ¸ºPÁg ¸AW/¸A¸U¼ ªÄÄR¸ PÁAiÄð¤ªÁðºuÁ¢PÁjU¼ ¸¨AiÄ£Ä¸ ¥ÁAv, f¯Á ºÁUÆ vÁ®ÆPÄ ªÄlz° ¤ªð»¸®Ä ¸Æa¹z. £Avg ¢£ÁAP:30-04-2017 gÀ¼U J¯Á f¯Á ¸ºPÁg ¸AWU¼ G¥¤§AzPgÄU¼Ä Cªg f¯AiÄ J¯Á £Ug ¸ºPÁg ¸AWU¼ CziPg ªÄvÄ PÁAiÄðz²ðAiÄªg, ¸¸ºÁAiÄ UÄA¥Ä ªÄvÄ ¸A§A¢¹z E¯ÁSU¼ C¢PÁjU¼ ¸¨ PgzÄ PÁAiiÁðUÁg K¥ðr¹ AiÆÃd£AiÄ ªiÁUð¸Æa ¤AiÄªÄU¼Ä, Ew«ÄwU¼Ä ªÄvÄ AiÆÃd£¬ÄAz ¸Ë®¨¸ ¥qAiÄÄªªg §U¸ ªiÁ»wAiÄ£Ä¸ ¤Ãr, vUzÄPÆAq PªÄz §U¸ ªg¢AiÄ£Ä¸ ¸ºPÁg ¸AWU¼ ¤§AzPjU ªÄvÄ ¸PÁðgP¸ ¸°¸®Ä ¸Æa¸¯ÁVz.

P£ÁðlP gÁd¥Á®g DeÁ£Ä¸Ág ªÄvÄ Cªg º¸j£°,

JA ªAPl¸Á«Ä

«±Ãµ PvðªÄ¢PAj ªAvA ¥z¤«Av

¸PÁðgz G¥ PÁAiÄðz²ð.

¸ºPAg E¯AS

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ಶಿಕ್ಷಣ ಸಚಿವಾಲಯ

ವಿಷಯ : ಅಂಗೀಕೃತ ವಾಣಿಜ್ಯ ಮತ್ತು ಗಣಕ ಯಂತ್ರ ಶಾಲೆಗಳಲ್ಲಿ ಬೋಧಿಸುತ್ತಿರುವ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣದ ಪರಿಷ್ಕೃತ ಪಠ್ಯಕ್ರಮ ಮತ್ತು ಪಠ್ಯಪುಸ್ತಕಗಳ ಅನುಮೋದನೆ ಕುರಿತು.

ಓದಲಾಗಿದೆ: 1. ನಿರ್ದೇಶಕರು(ಪ್ರೌಢಶಿಕ್ಷಣ), ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು ಇವರ ಪ್ರಸ್ತಾವನೆ ಸಂಖ್ಯೆ:ವಾಶಿ/ಇತರೆ 43/ 2015–16 ದಿನಾಂಕ:18.01.2017.

2. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ 02 ಎಲ್‌ಸಿಇ 2006 ದಿನಾಂಕ:30.12.2006.

3. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ 38 ಎಲ್‌ಸಿಇ 2008 ದಿನಾಂಕ:10.02.2009.

ಪ್ರಸ್ತಾವನೆ : –

ಮೇಲೆ ಓದಲಾದ ಕ್ರಮಾಂಕ[2]ರ ಸರ್ಕಾರದ ಆದೇಶದಲ್ಲಿ ಬೆರಳಚ್ಚು/ಶೀಘ್ರಲಿಪಿ ವಿಷಯದ ಜೊತೆಗೆ ಗಣಕ ಯಂತ್ರ ಶಿಕ್ಷಣವನ್ನು ಷರತ್ತುಗಳನ್ವಯ ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಹಾಗೂ ಗಣಕ ಯಂತ್ರ ಪರೀಕ್ಷೆಯನ್ನು ಕರ್ನಾಟಕ ಪ್ರೌಢಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿಯು ನಡೆಸಲು ಅನುಮತಿ ನೀಡಲಾಗಿರುತ್ತದೆ, ಕ್ರಮಾಂಕ[3]ರ ಸರ್ಕರದ ಆದೇಶದಲ್ಲಿ ಪಠ್ಯಾವಳಿ ಸಮಿತಿಯು ತಯಾರಿಸಿರುವ ಗಣಕ ಯಂತ್ರ ಶಿಕ್ಷಣದ ಪಠ್ಯವನ್ನು ಮತ್ತು ಪಠ್ಯಕ್ರಮವನ್ನು ಅನುಮೋದಿಸಲಾಗಿರುತ್ತದೆ, ಹಾಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಗಣಕ ಯಂತ್ರ ಶಿಕ್ಷಣದ ಪಠ್ಯಕ್ರಮದಿಂದ ಪ್ರಸ್ತುತ ಪರಿಸ್ಥಿತಿಗೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಹೆಚ್ಚು ಉಪಯುಕ್ತವಾಗುತ್ತಿಲ್ಲವೆಂದು ತಿಳಿಸಿ ನಿರ್ದೇಶಕರು(ಪ್ರೌಢಶಿಕ್ಷಣ), ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು ರವರು ಕ್ರಮಾಂಕ[1]ರ ಅಂಗೀಕೃತ ವಾಣಿಜ್ಯ ಮತ್ತು ಗಣಕ ಯಂತ್ರ ಶಾಲೆಗಳಲ್ಲಿ ಬೋಧಿಸುತ್ತಿರುವ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣದ ಪರಿಷ್ಕೃತ ಪಠ್ಯಕ್ರಮ ಮತ್ತು ಪಠ್ಯಪುಸ್ತಕಗಳ ಕರಡನ್ನು ಅನುಮೋದನೆಗೆ ಕೋರಿರುತ್ತಾರೆ, ನಿರ್ದೇಶಕರ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಪರಿಶೀಲಿಸಿ, ಅದರಂತೆ ಈ ಕೆಳಕಂಡ ಆದೇಶ.

ಸರ್ಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ 34 ಎಸ್‌ಓಹೆಚ್ 2017, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 18ನೇ ಮಾರ್ಚ್ 2017

ಪ್ರಸ್ತಾವನೆಯಲ್ಲಿ ವಿವರಿಸಿರುವ ಅಂಶಗಳ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ರಾಜ್ಯದ ಅಂಗೀಕೃತ ವಾಣಿಜ್ಯ ಮತ್ತು ಗಣಕ ಯಂತ್ರ ಶಾಲೆಗಳಲ್ಲಿ ಬೋಧಿಸುತ್ತಿರುವ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣದ ವಿಷಯಗಳಾದ ಕಂಪ್ಯೂಟರ್ ಗ್ರಾಫಿಕ್ಸ್ ಮತ್ತು ಕಂಪ್ಯೂಟರ್ ಆಟೋಮೇಷನ್ ಪಠ್ಯಕ್ರಮ ಮತ್ತು ಪಠ್ಯಪುಸ್ತಕದ ಕರಡನ್ನು ಸರ್ಕಾರವು ಅನುಮೋದಿಸಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

ವಿ.ಟಿ.ರಾಜ್ಯಶ್ರೀ

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,

ಶಿಕ್ಷಣ ಇಲಾಖೆ. [ಪ್ರೌಢಶಿಕ್ಷಣ].

ಪರಿಷ್ಕೃತ ಪಠ್ಯವಸ್ತುವಿನಂತೆ
ಸಿದ್ದಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರ
ಶಿಕ್ಷಣ ಪಠ್ಯಪುಸ್ತಕ

ಆಫೀಸ್ ಆಟೋಮೇಶನ್

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COMPUTER FUNDAMENTALS

CHAPTER- 1 COMPUTER FUNDAMENTALS

INTRODUCTION

Are you new to computers? Do you wonder what they do and why you would want to use one? This article gives an overview of computers: what they are, the different types, and what you can do with them.

What are Computers?

Computers are machines that perform tasks or calculations according to a set of instructions, or programs. The first fully electronic computers, introduced in the 1940s, were huge machines that required teams of people to operate. Compared to those early machines, today's computers are amazing. Not only they are thousands times faster, they can fit on your desk, ~~in~~ on your lap, or even in your pocket.

Computers work through an interaction of ***Hardware*** and ***Software***. **Hardware** refers to the physical parts of a computer that you can see and touch, including the case and everything inside it. The most important piece of hardware is a tiny rectangular chip inside your computer called the **Central Processing Unit (CPU)**, or ***microprocessor***. It is called as "**brain** of computer"—the part that translates instructions and performs calculations. Hardware items such as your monitor, keyboard, mouse, printer, and other items are often called hardware devices. The set of ~~*programs or*~~ *instructions* given to the computer to carry out a task is called program. The software is classified into **System software** and **Application software**. The System software acts as a bridge between user and computer hardware. The Word Processing program that you can use to write letters on your computer is a type of **Application Software**. The ***Operating System*** **(OS)** is a **System software** that manages your computer and the devices connected to it. Two well-known operating systems are Windows and Macintosh operating system. Your computer uses the Windows operating system.

COMPUTER - APPLICATIONS

Following list demonstrates the various applications of Computers.

- **Business:** The computer's characteristics such as high speed of calculation, diligence, accuracy, reliability, or versatility has made it an integrated part in all business organizations.
- **Banking:** Today Banking is totally dependent on computer for online transactions and other calculations.
- **Insurance:** Insurance companies are keeping all records up to date with the help of computer. The Insurance Companies, Finance houses and Stock broking firms are widely using computers for their concerns. Even these companies are transacting online.
- **Education** The computer has provided a lot of facilities in the Education System.
- **Marketing** With computers, advertising professionals create art and graphics, write and revise copy, and print and disseminate ads with the goal of selling more products.
- **Health Care:** Computers have become important part in all medical fields.
- **Engineering Design:** Computers are widely used in engineering purposes.
- **Military** Computers are largely used in defense. Modern tanks, missiles, weapons etc. employ computerized control systems.
- **Communication:** Communication means to convey a message, an idea, a picture or speech that is received and understood clearly and correctly by the person for whom it is meant.
- **Government Applications:** Computers play an important role in government applications like sales tax department, income tax department and computerization of voters list, etc.

OFFICE AUTOMATION COURSE **COMPUTER FUNDAMENTALS**

ADVANTAGES OF COMPUTER

1. **Speed:** It performs all the calculation within nano-seconds. (1/billionth part of a second.)
2. **Accuracy:** Computer can do all calculations without any error and gives 100% correct results.
3. **Large Storage Capacity:** It stores huge quantity of data in its memory.
4. **Diligence:** Computer will not get tired even if it works for 24 hours continuously.
5. **Communication & Security:** We can communicate & protect our documents from other user by storing it in more secured way..

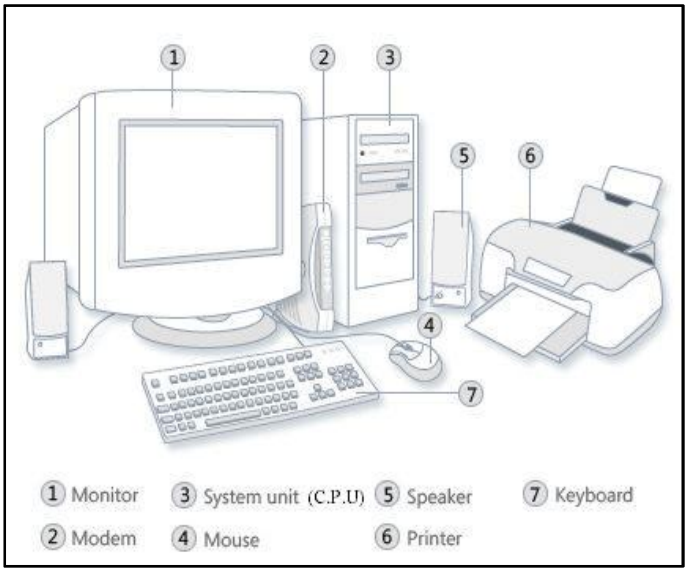
DISADVANTAGES OF COMPUTER

1. It creates unemployment.
2. If we work for 24 Hrs with the computer we may get headache, eye strain etc.
3. Needs electricity to work with computers.
4. The data stored on a computer can be accessed by unauthorized persons through networks. It has created serious problems for the data security. Data security has to be provided.
5. The computer manufacturing processes and computer waste are polluting the environment. The wasted parts of computer can release dangerous toxic materials. Green computer is a method to reduce the electricity consumed and environmental waste generated when using a computer. It includes recycling and regulating manufacturing processes. The used computers must be donated or disposed of properly.

PARTS OF COMPUTER

If you use a desktop computer, you might already know that there isn't any single part called the "**Computer**." A computer is really a system of many parts working together.

The illustration below shows the most common hardware in a desktop computer system. Your system may look a little different, but it probably has most of these parts. A laptop computer has similar parts but combines them into a single notebook-sized package.

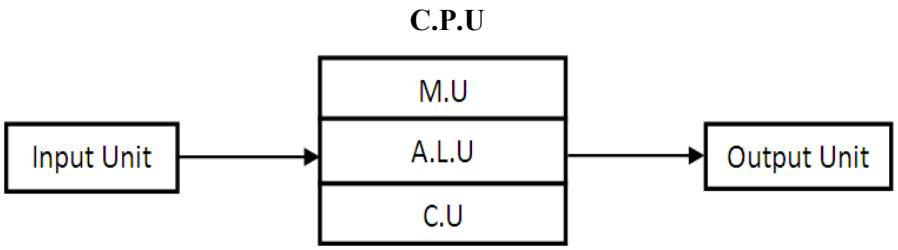


Desktop computer system

To work with computer we should have two important equipments: **Hardware and Software.**

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Block diagram of a computer



a. **Input Unit**: Input devices are those devices that can be used to insert data, instructions or information into a computer. A few input devices are Mouse, Keyboard, Microphone, Joystick and Scanner.

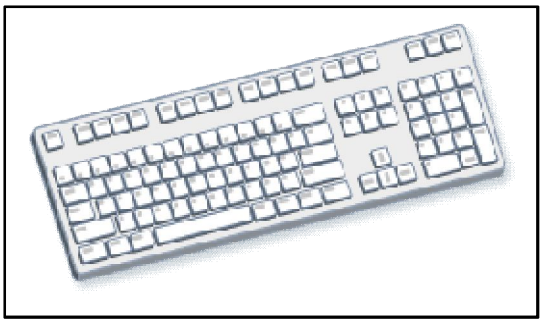
b. **Central Processing Unit. (C.P.U)** : It processes the information received from the user.

C.P.U.	Central Processing Unit. (Brain of Computer)
M.U	Memory Unit.
A.L.U	Arithmetic and Logical Unit.
C.U	Control Unit.

c. **Output Unit:** it sends the processed data to user.

INPUT DEVICES

Keyboard

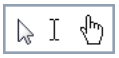


We give data or instructions to a computer using input devices. A Keyboard is used to enter data into a computer. There are different types of keys and their functions:

- **Typing keys:** They include letters, numbers, symbols, punctuations and space bar.
- **Control keys**: Control key, alt key, the windows logo key and the escape key are the control keys. These keys are used alone or in combination with the other keys to perform certain actions.
- **Function keys**: These are labeled as f1, f2, f3, f4 and so on up to f12. The functionality of these keys differs from program to program and is used to perform specific actions.
- **Navigation Keys**: It means locating position. It helps you to move around in documents, data sheets, presentations or WebPages and edit text. These include the arrow keys, home, end page up, page down, delete and insert.
- The Numeric keypad is designed like a conventional calculator used to input numbers.



Mouse (Manually Operating User Symbolic Encoder)

A mouse is used as a pointing device to point to and interact with items on the computer screen. When you move the mouse, you can see a small moving arrow - this is called the '**pointer**'.  The pointer's appearance might change depending on **where it is positioned** on your screen. The pointer can provide data or instructions to the computer for processing. A mouse has two buttons - left and right. It also includes a scroll wheel between the two buttons that helps you to move between documents and Web-pages more easily

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Joystick

Joystick is a device which is used to move cursor position on a monitor screen. It is a stick having a spherical ball at its both lower and upper ends. The lower spherical ball moves in a socket. The Joystick can be moved in all four directions. The function of joystick is similar to that of a mouse. It is mainly used for playing computer games.

Light Pen



Light pen is a pointing device which is similar to a pen. It is used to select a displayed menu item or draw pictures on the monitor screen. It consists of a photocell and an optical system placed in a small tube. When light pen's tip is moved over the monitor screen and pen button is pressed, its photocell sensing element detects the screen location and sends the corresponding signal to the CPU.

Track Ball



Track ball is an input device that is mostly used in notebook or laptop instead of a mouse. This is a ball which is half inserted and by moving fingers on ball, pointer can be moved. Since the whole device is not moved, a track ball requires less space than a mouse. A track ball comes in various shapes like a ball, a button or a square.

Scanner

Scanner is an input device which works more like a photocopy machine. It is used when some information is available on a paper and it has to store in computer for further manipulation. Scanner captures images from the source which are then converted into the digital form that can be stored on the disc. These images can be edited before they are printed.



Scanners are classified into

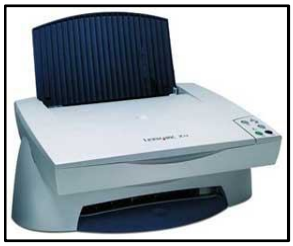
- **Flat-Bed Scanner:** Flat-bed scanners are some of the most commonly used scanners as it has both home and office functions. The way they scan documents is that a mechanism rolls under the document to obtain the image. For businesses that have a need for high processing abilities, the flat-bed scanner can scan any number of documents with a click of a button.
- **Sheet-Fed Scanner:** Here the image is fed through the scanner and moves along the beam to be read rather than the beam moving. This type is not useful for books, but only for single sheets.
- **Drum Scanner:** These types of scanners are used mainly for capturing a picture and producing at a very high resolution rate. There are only a few companies that make these scanners, considering the high cost of producing a scanner such as this. It is considered a tremendous upgrade to a regular flat-bed scanner
- **Portable Scanner**: Portable scanner are designed to capture text and other data while you are on the go. The scanner is powered by batteries and once you scan the text, the content is stored on the portable scanner. Once you get home, you can transfer the content to a computer. Transferring to your computer is done by using a cable or a wireless connection.
- **Integrated Scanner:** Integrated scanners are becoming one of the most modern types of scanners when it comes to obtaining images. ATMs feature this type of built-in scanner for check-processing and approval.

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Magnetic Ink Card Reader (MICR)



MICR input device is generally used in banks as there are a large number of cheques to be processed every day. The bank's code number and cheque number are printed on the cheques with a special type of ink that contains particles of magnetic material that are machine readable. This reading process is called Magnetic Ink Character Recognition (MICR). The main advantage of MICR is that it is fast and less error prone.



Optical Character Reader (OCR)

OCR is an input device used to read a printed text. OCR scans text optically character by character, converts them into a machine readable code and stores the text on the system memory.

Optical Mark Reader (OMR)



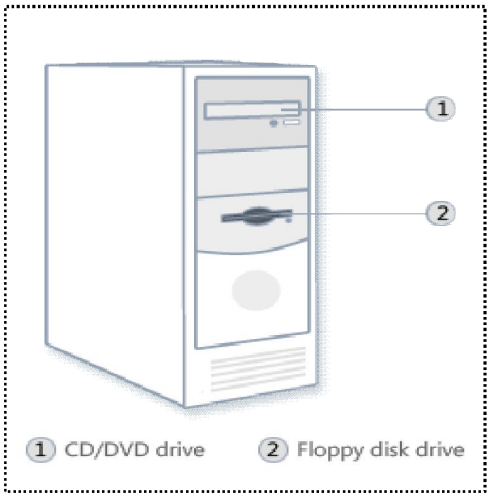
OMR is a special type of optical scanner used to recognize the type of mark made by pen or pencil. It is used where one out of a few alternatives is to be selected and marked. It is specially used for checking the answer sheets of examinations having multiple choice questions.

Bar Code Readers



Bar Code Reader is a device used for reading bar coded data (data in form of light and dark lines). Bar coded data is generally used in labeling goods, numbering the books etc. It may be a hand held scanner or may be embedded in a stationary scanner. Bar Code Reader scans a bar code image, converts it into an alphanumeric value which is then fed to the computer.

CENTRAL PROCESSING UNIT (C.P.U) / SYSTEM UNIT



The system unit is the core of a Computer System. Usually it is a rectangular box placed on your desk. Inside this box are many electronic components that process information. The most important of these components is the central processing unit (CPU), or ***Microprocessor***, which is also called as "***brain of computer***". Another component is Random Access Memory (RAM), which temporarily stores information that the CPU uses while the computer is on. The information stored in RAM will be erased when the computer is turned off.

Almost every other part of your computer connects to the System unit using cables. The cables plug into specific ports (openings), typically on the back of the system unit. Hardware that is not part of the system unit is sometimes called a peripheral device or device.

Arithmetic And Logic Unit (ALU)

An arithmetic and logic unit (ALU) is a digital circuit that performs integer arithmetic and logical calculations. The ALU is a fundamental building block of the central processing unit of a computer. The processors found inside modern CPUs and graphics processing units (GPUs) accommodate very powerful and very complex ALUs.

Control Unit

The control unit of the CPU contains circuit that uses electrical signals to direct the entire computer system to carry out stored program instructions. The control unit does not execute program instructions; rather, it directs other parts of the system to do so. The control unit must communicate with both the arithmetic/logic unit and memory. It acts as a nervous system in our body.

Micro Processor



It is a multipurpose, programmable device that accepts digital data as input, processes it according to instructions stored in its memory, and provides results as output. A microprocessor incorporates the functions of a computer's central processing unit (CPU) on a single integrated circuit (IC), or at most a few integrated circuits.

A microprocessor -- also known as a CPU or central processing unit -- is a complete computation engine that is fabricated on a single chip. The first microprocessor was the Intel 4004, introduced in 1971. The 4004 was not very powerful -- all it could do was add and subtract, and it could only do that 4 bits at a time. But it was amazing that everything was on one chip. Prior to the 4004, engineers built computers either from collections of chips or from discrete components (transistors wired one at a time). The 4004 powered one of the first portable electronic calculators.

MEMORY / STORAGE UNIT

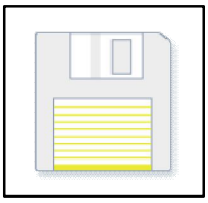
When you know something, it is stored in your memory. In the same way, the place where computer stores data and programs is called **Computer Memory**. Computer has 2 types of Memory - **Primary/ Main Memory and Secondary Memory**. The main memory is very **fast**. It is called Random Access Memory or RAM. Data and instructions are stored in the main memory from where it can be retrieved from CPU for processing results. **RAM** is the memory in which all the programs are stored during execution. The speed of the computer depends on the RAM. **Cache memory** is a memory that is a part of RAM and is very close to the processor. It is used to improve processing speed. The primary memory is limited in size as it is expensive. so to store unlimited data we use **secondary memory**. Any data or program that is kept in secondary memory has to be copied by RAM because the computer cannot process data directly on secondary memory. The examples of Secondary Memory are – Pen Drives, Hard Disk, Floppy Disk, Magnetic Tapes, Magnetic Bubble Memories and Optical Memories.

How does a computer store data in its memory?

Computer stores all information in 0's and 1's (i.e., using binary number system). A single binary digit, i.e., a 1 or a 0 is called a bit. A group of eight bits is called a byte**.**

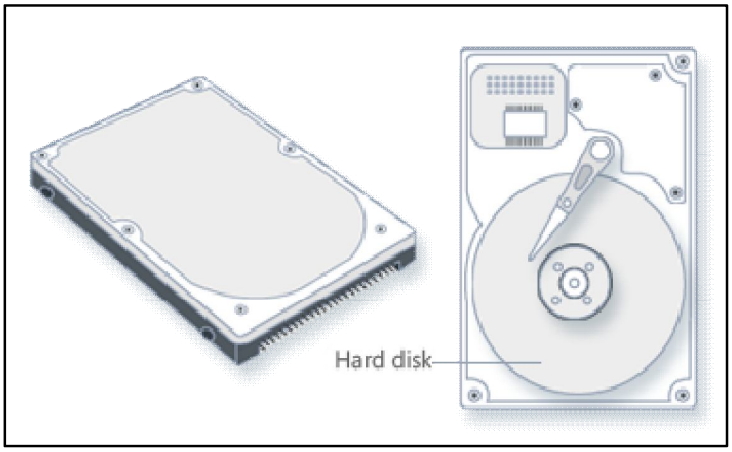
Unit	**Description**
Bit	1 bit = 1 or 0
Byte	1 B = 8 bits
Kilobyte (KB)	1 KB = 1024 Bytes
Megabyte (MB)	1 MB = 1024 KB
Gigabyte (GB)	1 GB = 1024 MB
Terabyte (TB	1 TB = 1024 GB
PetaByte (PB)	1 PB = 1024 TB

Floppy disk drive



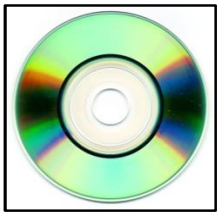
Floppy disk was developed in 1970's they are cheap and faster storage media. It stores less information and it is portable. The disk is made up of *Ferro Magnetic Oxide* and covered with *Mylar plastic* cover to prevent from dust and finger prints. To store the information the internal disk is divided into number of concentric circles called as *Tracks*. And sub divided into segments called as *Sectors*. A disk can store information on both sides. Now a days floppy disks are not used.

Hard Disk Drive



Your computer's hard disk drive stores information on a hard disk, a rigid platter or stack of platters with a magnetic surface. Because hard disks can hold massive amounts of information, they usually serve as your computer's primary means of storage, holding almost all of your programs and files. The hard disk drive is normally located inside the system unit. We can find different capacity of Hard disks like 10 GB, 20 GB, 40 GB, 80 GB, 160 GB, 500GB, 1000 GB,1TB etc.,

CD and DVD drives



Nearly all computers today come equipped with a CD or DVD drive, usually located on the front panel of the system unit. CD drives use lasers to read (retrieve) data from a CD, and many CD drives can also write (record) data onto CDs. If you have a recordable disk drive, you can store copies of your files on blank CDs. You can also use a CD drive to play music CDs on your computer. It can store 640MB To 720MB; DVD drives can do everything that CD drives can, plus read DVDs. If you have a DVD drive, you can watch movies on your computer. Many DVD drives can record data onto blank DVDs. DVD can store up to 16 G.B

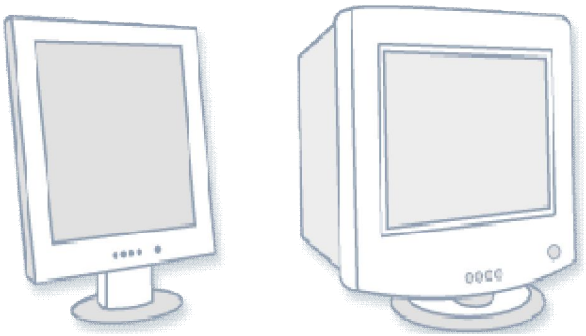


Pen drive It is an external storage device, in which we can store the information from 256 M.B to 1 TB, which can be connected to USB ports in the CPU.

OUTPUT DEVICES

Output devices are used to display the result to the user. The main output devices are Monitor, Printer, Speaker, Headphones and Projector. Following are few of the important output devices which are used in Computer Systems

Monitor



LCD monitor (left): CRT monitor

A monitor displays information in visual form, using text and graphics. The portion of the monitor that displays the information is called the screen. Like a television screen, a computer screen can show still or moving pictures, text.

There are three basic types of monitors:

- CRT (cathode ray tube) Monitors,
- LCD (liquid crystal display) Monitors and

- LED (Light Emitting Device) Monitors.

CRT monitors, however, are generally more affordable but occupies more space and power. LCD and LED monitors have the advantage of being much thinner and lighter and they consume less power.

Printer



A printer transfers data from a computer onto paper. You don't need a printer to use your computer, but having one allows you to print e-mail, cards, invitations, announcements, and other materials. Many people also like being able to print their own photos at home.

A. Impact Printer: These printers are made up of electro mechanical mechanism. In this printer needles or hammers were used to get the printout. These printers are slow printers. There are two types in Impact Printer.

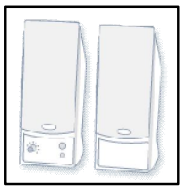
- **Character Printer:** Character Printer prints character by character at a time. It is also known as Serial Printer. **Ex:** Dot Matrix, Daisy Wheel.
- **Line Printer:** This printer prints line by line. **Ex:** Drum printer, Chain printer.

B. Non Impact Printer: These are the printers made up of Electronic Mechanism in which Thermal Rays are used to get the printout. These printers are fast printers.

- **Page Printer:** This Printer prints page by page. **Ex:** Laser Printer, Inkjet Printer

The two main types of printers are Inkjet printers and Laser printers. Inkjet printers are the most popular printers for use at home. They can print in black and white or in full color and can produce high-quality photographs when used with special paper. Laser printers are faster and generally better able to handle heavy use.

Speakers



Speakers are used to play sound. They may be built into the system unit or connected with cables. Speakers allows you to listen to music.

Headphones

Headphones give sound output from the computer. They are similar to speakers except that they are worn on the ears, so that only one person can hear the output at a time.

Projectors

Projector is an output device with which a text or an image is projected onto a flat screen. A projector is often used in meetings or to make presentations. It allows the display to be visible to many people.

HARDWARE AND SOFTWARE

All physical components of a computer that can be touched or felt are called **Hardware.** The electronic circuits and mechanical components such as Hard Disk, Printer, CPU, Keyboard and Mouse are Hardware. Hardware devices are very important but they are useless without the instructions that control them. The Instructions that are used to control hardware and accomplish tasks are called **Software**. Software is a general term used for computer programs. These programs are planned step-by--step set of instructions that direct the computer what to do and how to do. There are two types of software : Application Software and System Software.

Application Software: An application is a job or a task that a user wants to accomplish through a computer. Application Software is a program that helps the user to perform a specific job. It enables a

user to write a letter or create a drawing. Microsoft Word and Microsoft Paint are examples of Application Software.

System Software: The programs that are directly related to the computer hardware are called System Software. For example, to run a computer you need an operating system, which is a System Software.

Translators are system software, which converts program from one level language to another level language. Eg., Assembler, Compiler, Interpreter.

- **Assemblers:** This is a translator that converts assembly level coding to machine level coding.
- **Compiler:** This is a translator which converts a high level language program into its equivalent machine level language and creates an object file.
- **Interpreter**: This is a translator that reads high level code line by line, converts it into machine level code and executes the commands. An object file is not created.

PROGRAMMING LANGUAGES

Language is a means of communication. The language which is used to communicate with the computer is called as *Programming Language*.

There are two types

1. Low Level Language
2. High Level Language.

1. Low Level Language: Low Level Language is classified into two types.

a. Machine Level Language: It is used by first generation computer technicians who designed the computer; it consists of 0's and 1's (Binary Codes).

Advantages:

1. Programs run very faster and saves time.

Disadvantages:

1. It is machine dependent language.
2. Difficult to write the programs and difficult to check the errors and modify.

b. Assembly Level Language: In this language the instructions are given in mnemonic codes (Add, Sub, Mul, Div) and Binary codes.

Advantages:

1. Easy to understand when compared with Machine Level Language.
2. Easy to check and modify the errors when compared with Machine Level Language.

Disadvantages:

1. It is machine dependent.
2. It needs translators to convert codes.

2. High Level Language: It uses the structured English coding to give instructions. It is used to write the programs in computer.

Ex: C, C++, VB, Oracle, Java.

Advantages:

1. It is machine independent.
2. Easy to learn.
3. Easy to check errors and modify.

Disadvantages:

It needs translators to convert high level language into machine level language.

OFFICE AUTOMATION COURSE **COMPUTER FUNDAMENTALS**

GENERATIONS OF COMPUTER.

1st Generation (Vacuum Tubes)

Year	- 1945 - 1955
Size	- Room size (1500 Sq.ft)
Components	- Vacuum Tubes (1800)
Generating Heat	- More Heat
Processing Speed	- Very Slow
Example	- ENIAC, UNIVAC, EDSAC

2nd Generation (Transistors)

Year	- 1955 - 1964
Size	- Almara Size
Components	- Transistors
Generating Heat	- Less than 1st generation.
Processing Speed	- Faster than1st generation.
Example	- IBM1401

3rd Generation (Integrated Circuits)

Year	- 1964 - 1975
Size	- Office Table Size.
Components	- IC'S (Integrated Circuits)
Generating Heat	- Less than 2nd generation.
Processing Speed	- Faster than 2nd generation.
Example	- IBM 360.

4th Generation (Microprocessor)

Year	- 1975 - 2000
Size	- T.V. Size.
Components	- Micro Processor.
Generation Heat	- No heat (Fan in CPU)
Processing Speed	- Faster than 3rd generation.
Example	- Personal Computer

5th Generation (Artificial Intelligence)

Year	- 2000 - Till now
Size	- Long Note Book
Components	- Bio's Cell (Basic Input Output System)
Generating Heat	- No heat
Processing Speed	- Very Fast
Example	- Laptop

HISTORY OF COMPUTER

1. ABACUS

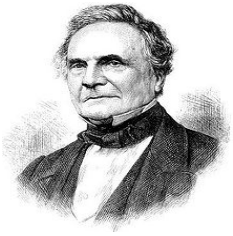
It was the first mechanical device, developed in 2000B.C. This was performing calculations like Addition, Subtraction. Abacus was introduced by China and Japan country people. Today, abacus are often constructed as a bamboo frame with beads sliding on wires, but originally they were beads or stones moved in grooves on sand or on tablets of wood, stone, or metal.

2. PASCAL ADDING MACHINE

This was the mechanical device, which was operated by Metal wheel dials. This was Performing all the arithmetic operations like +,-, *, /. It was introduced in the year 1642 by French Mathematician called **Blaise Pascal.**

3. JACQUARDS CARD OR PUNCHED CARD (1804)

This device designed as weaving patterns in the fabrics using cards with punched holes. This was the beginning of the concept of punched cards. It was introduced by world's largest company i.e., IBM (International Business Machine Corporation).



4. CHARLES BABBAGE (ANALYTICAL ENGINE)

He is the father of computer. He proposed a machine which has the ability to perform all the arithmetic operations for any mathematical problem on date read from punched cards. It consists of memory to store the result, input & output devices. It was developed in the year 1833. He is known as the Father of Computer because the device analytical engine has all the necessary parts of today's computer. He is the first person to give the necessary computer for components and also the shape of the computer. He was a mathematician, philosopher, inventor and mechanical engineer, who is best, remembered now for originating the concept of a programmable computer.

5. ENIAC (Electronic Numerical Integrator and Calculator)

It was the first electronic computer, it was the largest machine consists of 1800 vacuum tubes & occupies 1500 sq.ft of space, It performs calculation in a day which normally requires 300 days. It had the capacity to do 360 multiplications & 5000 additions per second.

6.UNIVAC (Universal Automatic Computer)

It was the world's first commercial data processing machine. It is faster when compare to ENIAC. In the year 1833 the Analytical engine was invented by "**Charles Babbage".**

CLASSIFICATION OF COMPUTER

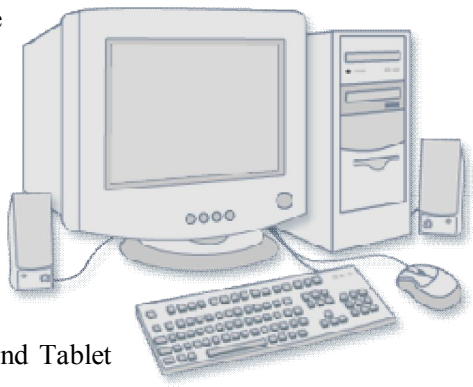
On the basis of DATA computer are classified into 3 types.

1. Analog Computer: This computer is used for measuring the physical quantities. They process the information physical and continuous in nature and the result is displayed on the monitor. **Ex:** Computers used in measurement of Temperature, Pressure, Speedometer etc.

2. Digital Computer: These computers are operates by counting the numbers and letters. This data is called discrete data. **Ex:** These computers are used in cricket score board.

3. Hybrid Computer: These computers are the combination of Analog and Digital computers are integrated. e**x:** These Computers are used in Hospitals (ICU).

Types of Computers (According to SIZE and CAPACITY)



Computers range in size and capability. At one end of the scale are supercomputers, very large computers with thousands of linked microprocessors that perform extremely complex calculations. At the other end are tiny computers embedded in cars, TVs, stereo systems, calculators, and appliances. These computers are built to perform a limited number of tasks.

The personal computer, or PC, is designed to be used by one person at a time. This section describes the various kinds of personal computers: desktops, laptops, handheld computers, and Tablet PCs.

Desktop Computers

Desktop computers are designed for use at a desk or table. Desktop computers are made up of separate components. The main component, called the system unit, is usually a rectangular case that sits on a desk. Other components, such as the monitor, mouse, and keyboard, connect to the system unit.



Laptop Computers

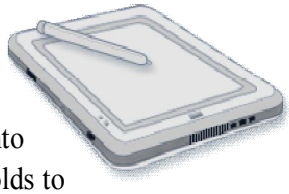
Laptop computers are lightweight mobile PCs with a thin screen. They are often called notebook computers because of their small size. Laptops can operate on batteries, so you can take them anywhere. Unlike desktops, laptops combine the CPU, screen, and keyboard in a single case. The screen folds down onto the keyboard when not in use.

Handheld Computers



Handheld computers, also called personal digital assistants (PDAs), are battery-powered computers small enough to carry almost anywhere. Although not as powerful as desktops or laptops, handhelds are useful for scheduling appointments, storing addresses and phone numbers, and playing games. Some have more advanced capabilities, such as making telephone calls or accessing the Internet. Instead of keyboards, handhelds have touch screens(Virtual keyboard) that you use with your finger or a stylus (a pen-shaped pointing tool).

Tablet PCs



Tablet PCs are mobile PCs that combine features of laptops and handhelds. Like laptops, they're powerful and have a built-in screen. Like handhelds, they allow you to write notes or draw pictures on the screen, usually with a tablet pen instead of a stylus. They can also convert your handwriting into typed text. Some Tablet PCs are “convertibles” with a screen that swivels and unfolds to reveal a keyboard underneath.

Types of Computers (According to their SPEED and COMPUTING POWER)

Computer can be broadly classified by their speed and computing power.



1. **PC (Personal Computer):** Single user computer system. Moderately powerful microprocessor.



2. **WorkStation:** Single user computer system. Similar to Personal Computer but have more powerful microprocessor.



3. **Mini Computer:** Multi-user computer system. Capable of supporting hundreds of users simultaneously.



4. **Main Frame:** Multi-user computer system. Capable of supporting hundreds of users simultaneously. Software technology is different from minicomputer.

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5. **Super Computer:** An extremely fast computer which can perform hundreds of millions of instructions per second.



SETTING UP AND WORKING OF A COMPUTER

HOW DO YOU USE A COMPUTER?

A computer or a computer system mainly consists of a system unit or case and other devices such as Monitor, Keyboard, Mouse, Speakers and Microphone. In order to use a computer we need to connect all the devices to the system unit.

HOW DO YOU CONNECT A COMPUTER?

You need to follow the following steps in order to connect a computer:

- Place the computer on a desk or table.
- Set the system unit next to the Monitor. Be sure of the place where the system unit is to be kept. The place should be well ventilated and should have sufficient airflow which will prevent the system unit from overheating.
- The rear portion of the system unit has all the various connection slots or ports for connecting various devices. First, connect the monitor to the system unit.
- The video port of the system unit is called the VGA port. The color of the video port and the connectors of the VGA cable are blue to make them easier to identify. Connect one end of the VGA cable to the video port in the system unit and the other end to the monitor.
- Now you need to connect the keyboard into the system unit. A keyboard has 2 types of connectors – PS/2 connector and USB Connector. You can connect the keyboard to any of the 2 ports depending on its type. Desktop computer keyboard often comes with a PS/2 connector. Connect the keyboard to the keyboard port of the system unit.
- A mouse has three models of connectors: (i) Mouse with PS/2 Connector; (ii) Mouse with USB Connector; and (iii) Mouse with Serial Connector. You need to connect the mouse in the appropriate port in the system unit. For example, if it has a serial connector, connect it to the serial port in system unit.
- Now, you need to connect the printer to the system unit. A printer has two models of connectors - Parallel Port Connector and USB Port Connector. You can connect the printer to any one of the two ports in the system unit depending on the type of connector in the printer.
- Now that all the main components like the monitor, printer mouse and keyboard are connected to the system unit, all you have to do is to provide power supply to the system unit and the monitor using two power supply cables that come with the computer. Plug one power supply cable into the power supply plug in the system unit; plug another power supply cable into the monitor. Now plug both these power supply cables to the power plugs (outlets) in a switch board. The computer system is now ready to be used.

STEPS TO START A COMPUTER

- Switch on the power supply of both the system unit and the monitor.
- Press the power button of the system unit. It is usually located in the front side of the system unit. Ensure that the LED of the unit is switched on.
- Now, switch on the monitor. Press the power button on the front bottom side of the monitor. Ensure that the LED of the monitor is turned on.

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- In few seconds, the display appears on the monitor. The boot screen could be seen as soon as the monitor starts. Wait until everything is loaded and Windows desktop screen is displayed on the monitor. Now your computer is ready to use.

OFFICE AUTOMATION COURSE **OPERATING SYSTEM**

OPERATING SYSTEM

OFFICE AUTOMATION COURSE **OPERATING SYSTEM**

CHAPTER – 2 OPERATING SYSTEM

INTRODUCTION

Operating System is a collection of program that helps us to interact with other computer programs and manages the resource of the computer system. The computer is useless without an operating system. There are various types of operating systems available today. Computers use a different language than us; this language is made up of digits. Computer can understand only machine level language. The operating system acts as an interpreter. It helps us talk to the compute i.e., operating system is an interface between user and computer. The Operating System also enables you to effectively use the system resources and access other programs. All other programs need operating system to start them, but the operating system starts by itself. This is why when we switch on a computer we see the respective operating system's screen. The Operating system starts the computer automatically when power is turned on.

What are the functions of an Operating System?

The major functions of the Operating System are:

- It controls and coordinates the operation of a computer
- It eases the interaction between you and the computer
- It controls input and output devices
- It controls execution of computer programs
- It manages the use of the main memory of Computer
- It helps you to manage and manipulate files.

Classification of Operating System: Operating system can be user friendly with many icons and images or it can be just text or character based. The Operating System can be classified into 2 types: **Character User Interface(CUI) and Graphical User Interface (GUI)**.

Character User Interface: Each and every task is performed by giving commands. Ex: DOS (Disk Operating System).

Graphical User Interface: Here the task is performed either by clicking mouse or by giving commands. It is more user friendly compared to CUI operating systems. Examples of GUI are Windows XP, Windows NT, Windows 7, Ubuntu, etc.

OPERATING SYSTEM

There are quite a few operating systems that are totally free. **Linux** is popular with tinkerers and there are hundreds of popular versions available for free. **Ubuntu** is probably the most popular and well-known — it's probably the easiest to use, the easiest to learn (if you're coming from Windows) and there is a lot of support & a lot of discussion forums to browse through if you need help. Other popular OS include LinuxMint (which includes many 'mint' tools), Debian (known to be the most stable and compatible), Mageia, Fedora, OpenSuse, FreeBSD, BOSS(Bharath Operating System Solution) and others.

OFFICE AUTOMATION COURSE **OPERATING SYSTEM**

WINDOWS OPERATING SYSTEM

Microsoft Windows is a series of graphical interface operating systems developed, marketed, and sold by **Microsoft**. Most of the computers that we use come with preinstalled operating system of Microsoft Windows. In case you have a computer system without the Windows operating system you can buy licensed software from an authentic seller of the software. An alternative method of obtaining the software could be through online websites such as Microsoft's website.

HISTORY OF WINDOWS OPERATING SYSTEM

Year	Released Version
1983	Bill Gates announces Microsoft Windows November 10, 1983.
1985	Microsoft Windows 1.0
1987	Microsoft Windows 2.0
1992	Microsoft Windows 3.1
1993	Microsoft Windows NT 3.1
1995	Microsoft Windows 95
1995	Microsoft Windows 95 Service Pack
1996	Microsoft Windows NT 4.0
1996	Microsoft Windows 95 (4.00.950B)aka OSR2 with FAT32 & MMX
1998	Microsoft Windows 98 was released June, 1998.
1999	Microsoft Windows 98 SE (Second Edition)
2000	Microsoft Windows 2000 was released
2000	Microsoft Windows ME (Millennium)
2005	Microsoft Windows XP Professional x64 edition
2007	Microsoft releases Microsoft Windows Vista and Office
2008	Microsoft releases Microsoft Windows Server 2008 .
2009	Microsoft releases Windows 7
2012	Microsoft releases Windows Server 2012
2012	Microsoft releases Windows 8
2015	Microsoft releases Windows 10

Here in this book, we are concentrating on Microsoft Windows 7 Operating System. So Let us know more about Windows 7 Operating system in the following sections.

INTRODUCTION TO WINDOWS 7

Welcome to Windows 7. Among the new features available in Windows 7, there are new security tools that can use to keep your computer more secure, and new technologies that run in the background, making your computer run more efficiently and reliably. A Windows 7 Operating System (OS) dictates how all

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the parts (software and hardware resources) of your computer work together and how specific tasks (i.e., displaying and saving information) are to be performed.

Windows 7 is built primarily on Windows Vista technology which includes the best attributes of previous Windows versions. People who already know and have used previous versions of Windows should have no problems using Windows 7. Windows 7 offers several benefits over other versions, namely, its built-in file encryption and password control capabilities provide basic data and access security, increased reliability and performance ability, friendly graphical user interface (GUI), and The new look to Taskbar, System Tray, its Web communication features. Mainly Windows 7 has advancements in touch, speech, and handwriting recognition, support for virtual hard disks, support for additional file formats, improved performance on multi-core processors, improved boot performance, and kernel improvements. Windows 7 retains the Windows Aero graphical user interface and visual style introduced in the operating system's predecessor, Windows Vista, but many areas have seen enhancements.

Windows 7's desktop is graphical which allows the user to click on icons to launch applications, open files and folders, connect to a network, and perform many other functions.

Users should find that Windows 7 is more efficient and customizable than previous versions and other platforms. The Start button on the bottom left corner of the screen allows easy access to just about everything in the system. The Start button is used to initiate applications, opens or search for documents, adjusts settings, activates the Help Support system, manages files, and maintains the entire system to meet your specific needs.

FEATURES OF WINDOWS 7

1. It has a 32/64 bit of Operating System.
2. It provides G.U.I (Graphical User Interface) that allows communicating visually.
3. It is having better memory management.
4. It controls file, folder & documents.
5. It is very easy to manage & control the windows.
6. It is a Multi User & Multi Task.
7. It has new windows Themes, Quick view for recently used computer applications, Quick Search, Quick Disk Management, Internet Security, and Gadgets and so on.

MULTI USER OS: The Operating system that supports more than one person at a time is called multiuser operating system.

MULTI TASK OS: The Operating system that supports ~~to~~ process of more than one task at a time is called multi tasking operating system.

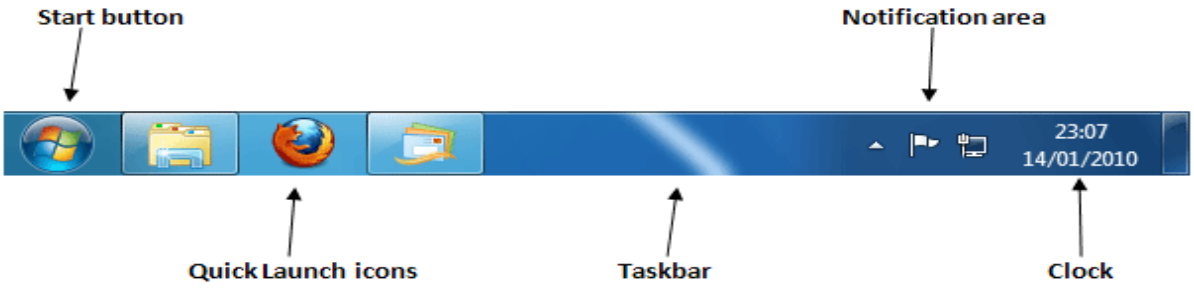


When your computer starts for the first time, what you see is called the **Desktop**. The desktop has a background, which is called **Wallpaper**. The small pictures on the desktop are called Desktop **Icons**. These icons represent shortcut for files, programs and folders which could be quickly and easily accessed.

The Desktop is split into two areas. The Main area or a Desktop and a

taskbar.

The narrow strip at the bottom, with the clock to the right and the round Start button to the left, is called the **Taskbar**. You can also pin the various programs to the task bar as icons to be used as quick access to the programs. The Taskbar above is from Windows 7. You'll have the **clock** on the right hand side. It is split into a number of different areas: a round **Start button, Quick Launch icons, a notification area, and a clock**. All other areas are the Taskbar itself. The image below shows where the different areas are:



The task bar displays all the running applications and programs as icons. It also helps you access many applications and programs in the computer through these icons. The task bar provides an easy way to switch between multiple programs running on the computer. If a number of applications are running and there is not enough space available on the task bar to keep all the icons, then similar types of icons can also be grouped together.

Start Button



Through the Start button, you can access programs and other system utilities. When you click on the start button, the start menu appears listing various programs installed the computer. You can use **Control Panel** in the start menu to change various hardware and software settings in your computer. You can also use **Help and Support** menu item in the start menu to get any help you need while working with Windows.

The left hand column is a list of recently used programs and will change as you use your computer.

Below the left hand column is a search box. In this box you can type a file name, folder name, program, or extension and search for the location on the computer. If you do not press enter after your search your list of matching items will appear above the search box in the start menu. By clicking the magnifying glass or pressing enter, a window will open with a list of the matching items.

With the help of start menu you can **shut down** your computer with a click only. You can also **log off** from the computer, **switch between users**, **restart** the computer and **lock** the computer using the start menu and **hibernate** the system.



- The first option is to **switch users.** This will keep the current user logged into the computer and bring you back to the sign in window to log into another account.

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- **Log off** will log the user off closing all programs and return you to the sign in menu.
- **Lock** will lock the computer so a password will have to be entered before being able to log back on. Any open programs will remain open untilit is closed by the user or the computer is shut down.
- **Restart** will log off all users shut down the computer and reboot it to the log in menu.
- **Sleep** will keep all programs running but shut down the monitor and non essential components of the computer. It will keep any programs open but will only use minimum resources to keep the computer running.
- **Hibernate** is used primarily for laptops. It uses even less power than sleep mode by placing your open work on your hard drive and turning your computer off with the ability to recover any open work when the computer is turned back on.



There is one more area on the Taskbar, and it's easily overlooked - the Show Desktop button. In the images above, you can just see a narrow rectangle to the right of the clock: Click this button to minimize all open programmers and reveal the desktop.

Here are some common items you'll use on the Start Menu.

Account Name – The account name for our test computer is Guest. The user will find access to all of their personal files and information stored in a single location.

Computer – Formerly known as "My Computer" this start menu item provides access to all storage drives (hard drives, flash drives, network drives, CDs, etc) currently accessible through your computer.

Documents – Many users will remember this item as "My Documents". From this menu item, users can access all of their files stored in the location.

Pictures – From here, users can find all of their pictures stored in this location.

Music – Users will find their music files stored in this location.

All Programs Menu – Stores most of your options, such as the programs you have installed on your computer including Microsoft Office.

Search programs and files– Allows you to quickly search for files, folder and programs on your entire system.

Recently Used Programs – Provides quick access to programs that you use frequently by placing them just above the Start button.



Help and Support – Takes you to the Windows 7 Help Center.

Devices and Printers – Allows you to view printers and devices currently installed on your system.

Control Panel –Allows you quick access to programs that do everything from removing your programs to adjusting your mouse settings and setting up a firewall.

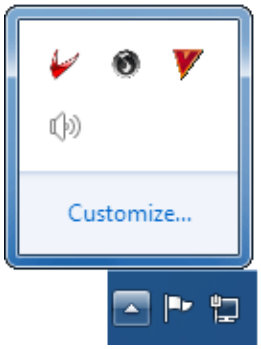
Shut Down – Powers down the system. You can access more power options by clicking the arrow to the right.

Run Command – The Run command gives you quick access to programs, websites, etc. Just type in the name of the file or website and click OK. You can access the Run command by typing "Run" (without quotations) into the **Search programs and files** box. The search field can also be used as the old Run dialog box. Simply type in the program name and press the Enter key on your keyboard.

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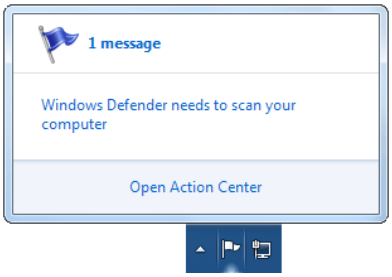
Notification Area

The Notification area, formally called the System Tray, is the area of the Taskbar where you can view programs and tasks that are running in the background, as well as view important messages about updating your computer. (Although the clock is considered part of the Notification area, we'll look at this separately.)



In the image ~~below~~, the Notification area shows three icons: The first one, the white arrow, is for **hidden icons**. Click the white arrow to see which icons have been hidden:

The second of the three icons in the Notification area is a **white flag**. This flag **alerts** you to **issues** that need to be taken care of. Click the flag icon to see if there are any problems:



As you can see, Windows 7 is telling us that there is 1 message, and that it's to do with Windows Defender. You can click on the "1 message" heading at the top, or on the message itself. You can also open the "Action Center" from here.

The third icon that appears in the Notification area (on our computer, anyway) is a Network icon. This tells us that we have an internet connection, and there are no problems. If the internet access is down, there will be a red X through this icon: The **red X** will disappear when the problem with the internet is solved.

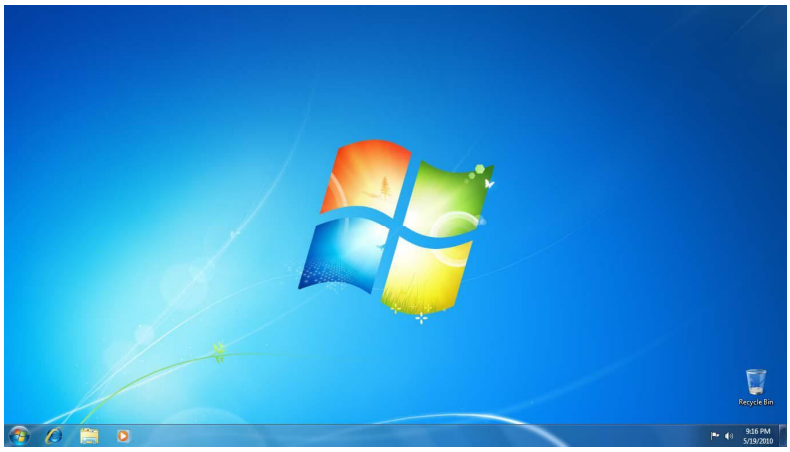


THE DESKTOP

The Desktop is the main Windows 7 screen (see image below). It is the work area where dialog boxes, windows, icons, and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.

Desktop Icons

The Desktop is where you'll find icons (It is a symbolic or graphical or small pictures which we can see on the desktop) for many of your most frequently used programs. You'll most likely see icons for Computer, Documents, Recycle Bin, and Internet Explorer.



- **Computer** – Allows you to see what drives are attached to your computer (for example, your local hard disk drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.

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- **Documents** – Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents."
- **Recycle Bin** – Stores any files you delete until you empty it.
- **Internet Explorer** – Contains Windows' built in web browser that integrates with other Windows components (such as your folders and Documents).

On the other hand, you can also create and edit icons for your own use.

WORKING WITH ICONS

Creating Icons – To create an icon, right-click anywhere on the Desktop and choose **New Shortcut**. Browse for the file or program you want to create the icon for, click **next,** name your icon, then click **Finish**.

Deleting Icons – To delete an icon, either right-click on the icon and select **Delete**, or click once on the icon and press the Delete key on your keyboard.

Renaming Icons – To rename an icon, right-click on the icon and choose **rename**. You can then type in the new name. Also, try clicking once on the icon, wait half a second, then click it a second time. The text area will be visible and you can type a new name or select an icon press F2, the text area will be visible and you can type a new name and press enter key.

Arranging Icons – To arrange the icons on your desktop, right-click in an open area of the desktop, click **Sort By**, and choose the appropriate option from the list below.

- **Name** – Sort the icons alphabetically from top to bottom, left to right.
- **Size** – Sort the icons by file size (the amount of space the file takes up on your local computer).
- **Type** – Sorts the icons by the type of file, such as Word Documents, programs, etc.
- **Date Modified** – Arranges the icons with the most recent items on the top left hand corner.

Moving & Dragging – To move (drag) an icon, click on it once, holding down the click, and drag it to another location. You can also arrange the items wherever you would like. Simply right-click on the open area of the Desktop, select **View**, and choose **Align icons to Grid**.

Changing Desktop Properties

The Personalization (Display Properties) window allows you to change your wallpaper, screen saver, and even your desktop theme. To access the window, right-click anywhere on an open space of your desktop and click Personalize. Here's a rundown of what each area is.

Change desktop icons – Allows you to select which items will appear on your desktop.

Change mouse pointers – Allows you to pick a different mouse pointer. You can also change how the mouse pointer looks during such activities as clicking and selecting.

Desktop – Allows you to set the Desktop background picture.

Display – Allows you to set your screen resolution and other advanced monitor and video settings.

Screen Saver – Allows you to set a screen saver and its time interval. A screen saver is a picture or animation that covers your screen and appears when your computer is idle for a set period of time.

Sounds – Changes which sounds are heard when you do everything from receiving e-mail to emptying your Recycle Bin.

Window: The rectangle portion of a screen Known as window. It is classified into two types:

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A. Application Window: It is a window, which is used for user's application. It is also known as parent window.

Ex: Notepad, Point Brush, word pad etc.,

B. Document Window: In this we can open more than one document at a time it is also called as child window.

Ex: Excel book, Word documents etc.

Window Themes – Allows you to set a theme for Windows which includes changing visual or auditory elements associated with menus, icons, backgrounds, screen savers, mouse pointers and some computer sounds. Users can set some aspects of Windows 7 to visually look like Windows XP.

Changing System Date and Time

To change the system date and time, click on the date and time present on the right side of the task bar. After this, a clock and a calendar appear. Following are the steps to change the system date and time:

1: Click on the date and time on the taskbar
2: Click on the change date and time settings link
3: Click on the change date and time button
4: Set date and time
5: Click OK to save changes and return to the date and time dialog box
6: Click OK on the date and time dialog box to save changes and close the dialog box.

Desktop and its Display Settings

Desktop is the display area that you see when you log onto your computer. You can change the appearance and personalization or the way the desktop behaves. Just like you decorate your room and desk with pictures, you can decorate your desktop too by changing the **Wallpaper** or desktop background. When you keep the computer idle for some time or if you do not work for a while on the computer, an animation of pictures or text appears on the screen. This is called **a Screen Saver**. You can set a screen saver of your choice or can even set a **password** and assign timing for the screen saver. Once you set the timing, the screen saver starts by itself when the computer is left idle. Assigning a password to your screen saver locks your screen, therefore, no one can access your desktop if you are away from your computer for a long time. You can also change the theme of your Windows appearance and can customize it as '**My theme'**. You can also change the color of Windows by using the Windows color icon.

Steps to Change the Desktop Background

1: Right click on the empty space on the desktop
2: Click on the personalize option from the menu
3: Click on the desktop background link
4: Choose a picture and set it as your desktop background
5: Click on the save changes button to save the changes.

Setting a Screen Saver

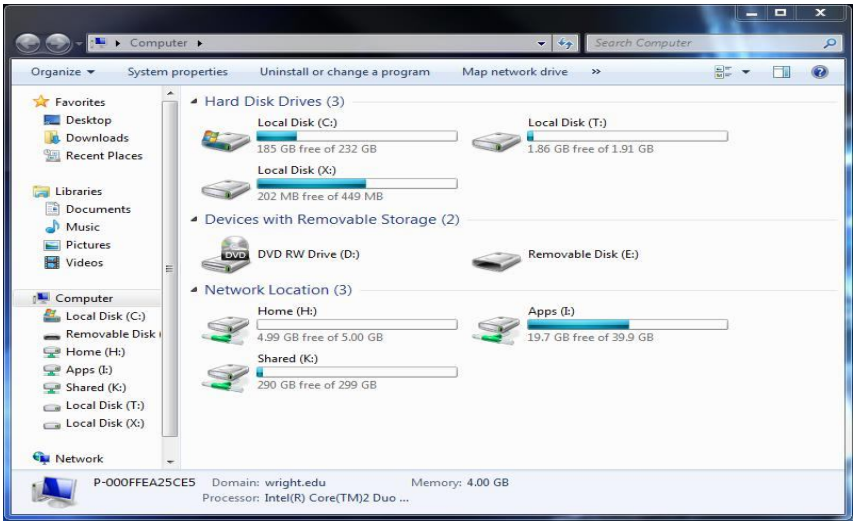
1: Right click on the empty space on the desktop
2: Click on the personalize option
3: Click on the screen saver link
4: Click on the screensaver dropdown menu and select a screen saver from the list
5: Set the time for the screen saver to start by selecting number of minutes from wait combo box

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6: Click on the preview button preview the screen saver
7: Click on the apply button to apply the screen saver
8: Click on the OK button to save the changes

COMPUTER SCREEN

The computer screen (formerly known as My Computer) has changed slightly in Windows 7. Along with showing all of the various drives attached to your computer, you also have an "Explorer" type view on the left side that will allow you easy access to the contents of those drives.



Hard Disk Drives – This area lists all of the physical hard drives you have installed in your computer. This does not include any external hard drives or flash drives.

Devices with Removable Storage – This area lists any external hard drives, flash drives, or CD/DVD drives connected to computer.

Network Locations – This area lists any network drives you may be connected to. On-campus computers will have access to the Home (H:\) drive, which is your personal network space, the Shared (K:\) drive, which is shared among users in your department, and the Apps (I :\) drive, which stores applications that user provides

Steps to Transfer files onto a USB flash drive/ Pen drive

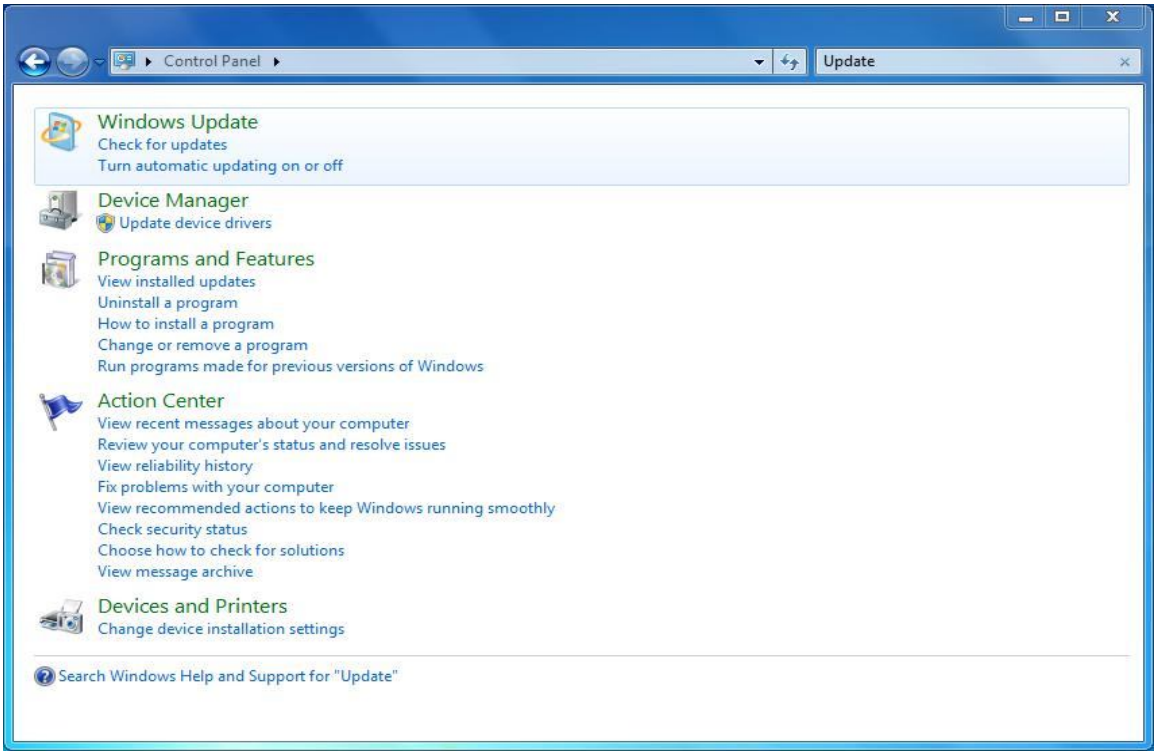
1. Plug the USB flash drive directly into an available USB port. (Note: A message indicating that a new device has been detected is displayed at the lower right hand of your taskbar. It may take few seconds to be detected)
2. If the USB flash drive does not open, then goto Start menu → Computer→ Double click on the Removable disk associated with the USB flash drive.
3. Navigate to the folders in your computer containing files you want to transfer
4. Right click on the file you want to copy, then select copy
5. Return to the Removable disk window, right click within the window, then select paste
6. Or just select the file → right click →Send to →Select removable drive name associated with the USB flash drive.

QUICK SEARCH

Have you ever opened a window, such as the Control Panel, and have trouble finding what you are looking for? Windows 7 allows users to search individual windows through Quick Search. In our

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example, the user was able to find Windows Update by typing the word "update" (without quotations) in the search filed located in the top right corner of the window.



DISK MANAGEMENT

To keep your system humming along, it's a good idea to always keep a check on how your system is running and where your files are located. Below are some things you should keep tabs on to help your system run better.

- **Recycle Bin** – It's a good idea to empty your Recycle Bin occasionally. Files can build up in here and take up valuable space. To do so, right-click on the Recycle Bin's icon and select **Empty Recycle Bin**.
- **Disk Cleanup** – Allows you to clean up temporary files, etc. that are collecting dust on your system. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Cleanup**. You'll see a checklist of items that you can mark and remove.
- **Disk Defragmenter** – Sometimes, Windows will throw bits and pieces of your files across your hard drive, thus making the computer slower when trying to access these files. To remedy this, you need to run Disk Defragmenter. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Defragmenter** and follow the directions.

Tip: Run your virus and spyware scanners at least once a week and set them up to run automatic updates. You can download free spyware and virus scanning software for your computer from the Connect Wright website, located at **https://www.wright.edu.cats/cw/**. Users will be asked to authenticate with their username and password to access the website.

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BURNING DATA TO A CD

Burning a CD or DVD is great for backing up data, transferring it to another computer, mailing it to someone, or archiving older files to free up hard drive space. To burn a CD follow the steps below:

- Insert a blank disc into your PC.
- The Auto play dialog box appears, asking whether you intend for this CD or DVD to hold computer files or music.
- Click the "Burn files to disc" link.
- Type the name for the disc, but before clicking next, review the following options:
    - Like a USB Flash Drive: Live File System is a new format that allows you to drag files and folders onto it in real time. You can think of it as a thumb drive.
- With a CD/DVD player: Mastered format is the most widely used and allows you to drag the files/folders into its window. The PC duplicates the items, placing it in an invisible, temporary holding area until you're ready to burn. You burn all files and folders at once.
- Choose one of the options, and then click "Next."
- Add files and folders into the disc's window with one of the following options:
    - Drag the items into the open CD/DVD window or onto the disc burner's icon in the Computer window.
    - Highlight the files you want burned onto the CD. Choose Organize -> Copy. Click in the CD/DVD window, and then choose Organize -> Paste to copy the material there.
    - Explore your hard drive and whenever you find a file/folder you'd like to be backed up, right-click it.
- Click the "Burn to disc" button near the top of the window.
- Follow the prompts to finish burning your disc.

INTERNET SECURITY

The Internet can let hackers access your computer, unleash their viruses, set up remote hacking tools, feed us spyware and try to trick us into giving them our credit card numbers. Windows 7 does include added security behind the scenes, but we will focus on the following security measures that you can see and change.

- **Security Center** – Shows you at a glance where you're safe and where you're not. Click the buttons or arrows on the right side of the screen to get more details about your security in any category. But if you want to change those settings, click **Control Panel → Security → Security Center**.
- **Windows Firewall** – Acts as a gatekeeper between you and the Internet. It examines all traffic, and lets through only communications that it knows are safe; all other traffic is turned away at the door. Protects both inbound and outbound traffic.
- **Windows Defender** – Protects you against spyware in two ways. First, it's a kind of silent sentinel that sits in the background, watching your system. When it detects a piece of spyware trying to install itself, Defender zaps it. Second, it scans your hard drive for infections every day, and removes what it finds. Access it by going to **Control Panel→ Security → Windows Defender**.
- **Phishing Filter** – A phishing attack involves receiving an email that appears to be legitimate from a bank, eBay, PayPal, or some other financial Web site. The message tells you that the site needs to confirm account information, or warns that your account has been hacked, and needs you to help keep it safe. Access it by going to **Internet Explorer → Tools → Phishing Filter**.

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- **Privacy and Cookies** – Deposits preference files on your hard drive. Some cookies can be helpful, such as ones that let your PC log into a site automatically or let you customize what the site looks like and how to use it. On the other hand, some cookies can record which pages you visit on a site, how long you spend on a site, what kind of information you like to find out, and so on. To check cookie settings, open Internet Explorer and go to **Tools → Internet Options → Privacy tab**. Two types of cookies are described below:
    - ***First-party cookies***: created by the site you are currently visiting and generally aren't privacy invaders.
    - ***Third-party cookies***: deposited by sites other than the one you're on, normally via advertisements.
- **Erasing Your Tracks** – Internet Explorer logs every web site you visit, storing cookies and possibly your passwords. In addition it can store graphic/text files to speed up the page when you visit those sites again. To delete cookies and browsing history go to **Tools → Internet Options → General**.
- **Pop-up blocker** – Pop-ups are more than annoying; they're potentially dangerous. They're tricks hackers use to deposit spyware on your PC.

WINDOWS SIDEBAR

Windows also includes some other programs that make your life easier. These programs include Internet Explorer, Windows Contacts, Windows DVD Maker and Windows Defender. To access go to **Start →All Programs**.

Internet Explorer – Provides you with a way to view websites on the Internet. This is a full featured program and has many advanced options and security to make your web browsing safe and fun.

Windows Contacts – Provides a central directory for phone numbers, email addresses and mailing addresses. **Windows DVD Maker** – Debuts with Windows 7 and only with the Premium or Ultimate Editions. It allows you to turn your digital photos or camcorder movies into DVD's that work on any DVD player, complete with menus, slideshow controls, and other navigation features.

Windows Defender – As discussed in **Internet Security topic.**

Tip: Windows DVD maker requires Windows Movie Maker. You can download Windows Movie Maker, free of charge, from Microsoft by navigating to ***http://download.live.com/moviemaker*** *in your favorite web browser.*

Windows Live Essentials

Windows Live Essentials can be downloaded, free of charge, through Windows Update. The programs provided additional software designed to increase user productivity and enjoyment.

- **Messenger** – Instant Messaging program similar to IChat or AOL Instant Messenger (AIM).
- **Windows Mail** – Outlook Express has been replaced by Windows Mail, an improved e-mail program with enhancements such as junk e-mail filtering and protection against phishing messages. To check these settings go to **Tools -> Junk E-mail Options**. It allows you to create multiple accounts to check, create filters, and add signatures to your e-mail.
- **Windows Photo Gallery** – Digital photo management that allows you to import photos, organize, tag, rate, edit and share pictures.

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- **Windows Movie Maker** – Allows you to edit your video from a camcorder or digital camera, trimming out the boring parts, and dress it up with credits, music, and so on.
- **Windows Toolbar** – Allows Windows Live and Hotmail users to quick access their email, calendar, photos and more.
- **Writer** –Allows users to create professional looking blogs. Even allows users to publish directly to more blog services.
- **Family Safety** –Provides additional parental controls to limit user accessibility to websites.
- **Microsoft Outlook Connector** – Allows users to access their Windows Live & Hotmail accounts via Outlook.
- **Microsoft Office Live Add-in** – Allows Windows Live and Hotmail users to save and open documents from their SkyDrive.
- **Silverlight** – Enhances the user experience when they access websites that utilize Silverlight.

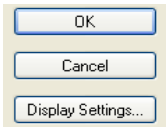
GADGETS



Gadgets are easy to use mini-programs that give you information at a glance and provide easy access to frequently used tools. To access Gadgets, right-click anywhere on an open space of your desktop, and click Gadgets. As you use your computer to access information, perform tasks, and interact with software, you may at times feel like you're facing information overload. You have to open a web browser just to check the weather, open an application to view your calendar, and open a calculator program just to add up a few numbers. Now, with Windows Gadgets the specific information you need is at your fingertips.

DIFFERENT BUTTONS USED IN WINDOWS

1. **Text box** :
2. **Check box**:
3. **List box**:


4. **Radio button**:
5. **Drop down list box** :
6. **Spinners** :
7. **Slider** :
8. **Command or push button:**


FREE SOFTWARES

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CHAPTER -3 FREE SOFTWARE

Windows includes a wide array of simple programs that makes it easier to finish your day to day tasks. Below you'll find information on these. To access them, click on **Start->All Programs->Accessories->** and then the appropriate icon.

Calculator – Contains both a simple and scientific calculator.

Command Prompt – Gives you access to the old DOS style command window.

Notepad – This is a simple text editor, mainly used to type a few notes.

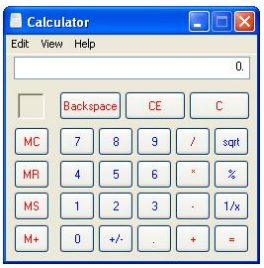
Paint – A simple image editing and creation program.

WordPad – A word processing program with more options than Notepad, but not as advanced as Microsoft Word.

CALCULATOR

Calculator is used to calculate arithmetic & Logical Calculations, there are 4 types in calculator

1. Standard Calculator. Alt+1
2. Scientific Calculator. Alt+2
3. Programmer Calculator Alt+3
4. Stastistics Calculator Alt+4



MC - Memory Cancel
MR - Memory Recall
MS - Memory Save
M+ - Memory Plus

Note : You can also do Unit conversion and Date calculations.

Unit Conversion

When you select the Unit Conversion mode, the Calculator will expand with a form on the left side. This conversions pane has 3 drop-down menus.

From the top one, select the type of unit you want to convert.

In the next two menus, select which values you wish to convert to and from.

For instance, here we selected Temperature in the first menu, Degrees Fahrenheit in the second menu, and Degrees Celsius in the third menu. Enter the value you wish to convert in the From box, and the conversion will automatically appear in the bottom box.

The Calculator contains dozens of conversion values, including more uncommon ones. So if you've ever wanted to know how many US gallons are in a UK gallon, or how many knots a supersonic jet travels in an hour, this is a great tool for you!

You can also do Date calculations by using Calculator application of Windows 7. You can also specify how many days, months, or even years are to be added or subtracted from the specified date. Once you've entered the information, click Calculate and you'll be presented with the resulting day and date.

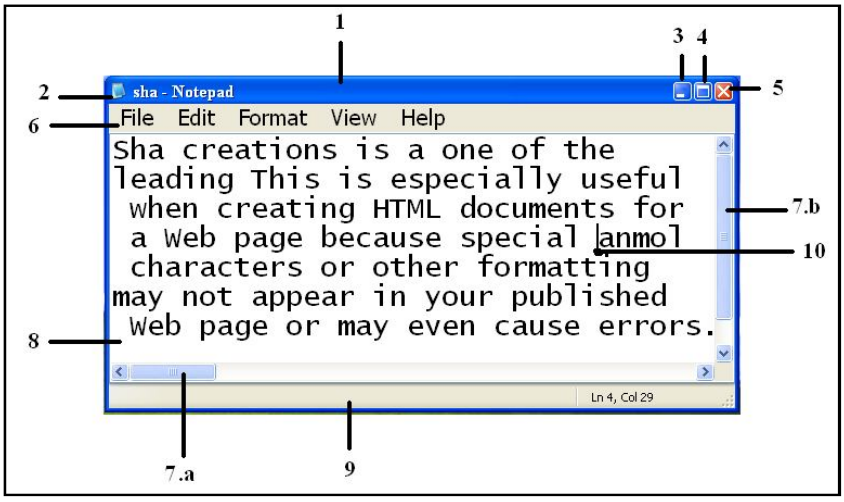
NOTEPAD

Parts of a Window

1. **Title bar:** The top most bars in every window are title bar. It displays name or title of active window. At the right corner it consists of controls menu box.

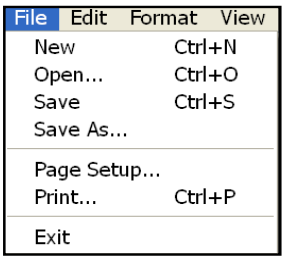
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2. **Control Box:** It controls the screen activities like minimize, maximize or restore and close move etc.
    a. **Minimize**: It is used to shrink the window as an icon & places on the taskbar.
    b. **Maximize/Restore**: It is used to enlarge the window to full screen.



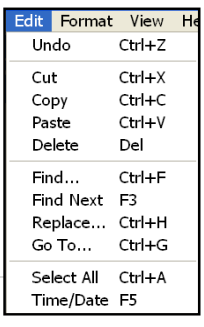
    c. **Close**: It is used to close the active window.
6. **Menu Bar**: Below the title bar is the menu it displays menus for the active window.
7. **Scroll bar**: It is used to see the hidden text of an active window. There are two types of scroll bar namely.
    a. **Horizontal scroll bar**.
    b. Vertical scroll bar.
8. **Working Area:** It is a place where user can edit the text or draw the pictures.
9. **Status Bar:** The bottom most bar in every window is the status bar.
10. **Mouse Pointer:** The various shapes and meaning of mouse pointers:
    - Arrow shape - We can select the options
    - I shape - We can edit the text
    - Hourglass shape - Processing is going on in the system.

Notepad is a Windows tool used to edit the text. It is also called as "**Handy Text Editor"**. In Notepad we can edit the text & we can apply formatting like font, size or font style. The files of Notepad application have the extension **.TXT**. It is purely text editor software, in other words, we cannot insert pictures or we can't apply colors for font.



FILE MENU

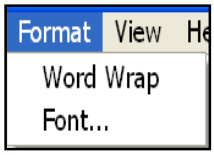
1. **New (Ctrl+N):** It is used to open new or blank file.
2. **Open (Ctrl+O):** It opens an existing file.
3. **Save (Ctrl+S):** It saves the active file under a given name.
4. **Save As:** It create a duplicate copy of an active file.
5. **Page set up:** It is used to set the paper size, margins, header & footer for the file.
6. **Print (Ctrl+P):** It is used to get the print out of the active file.
7. **Exit (Alt+F4):** It is used to close the Notepad application.



EDIT MENU

1. **Undo (Ctrl+Z):** It is used to reverse the last action done by the user.
2. **Cut (Ctrl+X):** It is used to cut the selected contents from the active file and place it in the Buffer.

3. **Copy (Ctrl+C):** It is used to copy the selected contents into the buffer.
4. **Paste (Ctrl+V):** It is used to insert cut or copied contents from the buffer to the active file.
5. **Delete (Del):** It is used to delete the selected contents permanently.
6. **Find (Ctrl+F):** It is used to search the word or character.
7. **Find Next (F3):** It is used to repeat the last search.
8. **Replace (Ctrl+H):** It is used to change the existing text with the new text.
9. **Select All (Ctrl+A):** It is used to select all the contents present in the active file.
10. **Time & Date (F5):** It is used to insert system date and time.



FORMAT MENU

1. **Word wrap:** It is used to set the text contents with the left and right margins.
2. **Font:** It is used to change the fonts, font size, and font style in the Notepad.

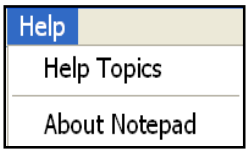
VIEW MENU

Status Bar: This option is used to show/ hide the status bar.



HELP MENU

Help Topic: This option is used to get the help about any topic from the Notepad application.



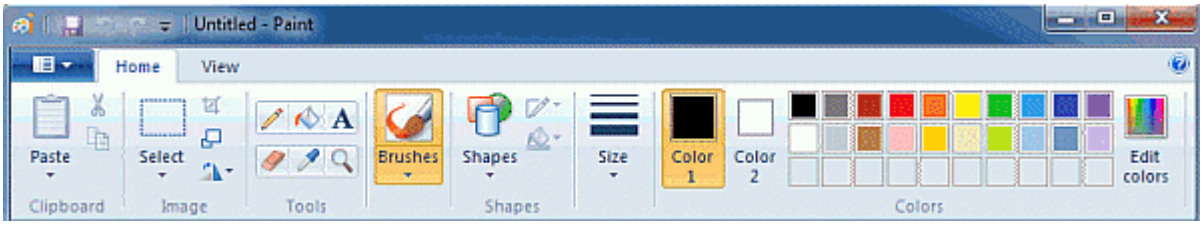
PAINT BRUSH

It is a Windows tool used to draw the pictures. Microsoft Paint, ~~which has~~ also ~~been~~ known as Paintbrush or Windows Paint, is a very simple and widely recognized image creating and editing software. The version of paint in Windows 7 makes use of the Ribbon GUI. It also features "artistic" brushes composed of varying shades of gray and some degree of transparency that give a more realistic result. The paint files are stored with the extension **.PNG**, the default tool is **Pencil**.

Ribbon: In computer interface design, a **ribbon** is a graphical control element in the form of a set of toolbars placed on several tabs. In 2007 Microsoft products began to introduce a form of modular ribbon as their main interface where large, tabbed toolbars, filled with graphical buttons and other graphical control elements, are grouped by functionality. Such ribbons use tabs to expose different sets of controls, eliminating the need for numerous parallel toolbars. Contextual tabs are tabs that appear only when the user needs them

The Paint Window

This is a typical view of the top of the Paint window.



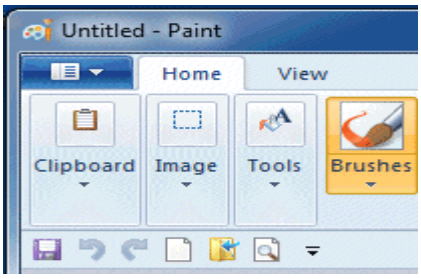
At the very top is the Title Bar, just as in all programs, below it is a very simple Menu Bar and below that is the **Ribbon**.

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The Title Bar

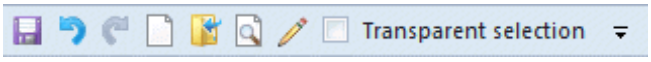


At the left end of the Title Bar the first item shows a little paint palette. If clicked, this button opens a standard window menu, offering Restore, Move, Size, Minimize, Maximize and Close. The next 4 items make up the **Quick Access Bar**, Offering buttons for Save, Undo, Redo, Customize. You'll also see other commands that you can add if you wish. I've chosen to add **New**—for a new Paint page, **Open**—to open a previously saved and closed picture, and **Print Preview**.



You can click any of these items a second time to undo changes you've made to the Quick Access Toolbar.

Adding Ribbon items to the Quick Access Toolbar



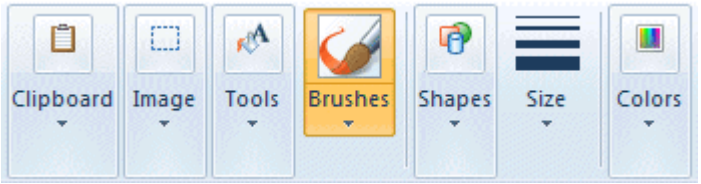
Many other items can be added to the Quick Access Toolbar. On the Ribbon, right click on anything you'd like to add to the Quick Access Toolbar and a menu will appear. This includes things offered in sub-menus. I've added the Pencil tool and Paste Transparent. To remove items you've added from the Ribbon, right click the unwanted icon and then click the Remove option.

Other things on the Title Bar

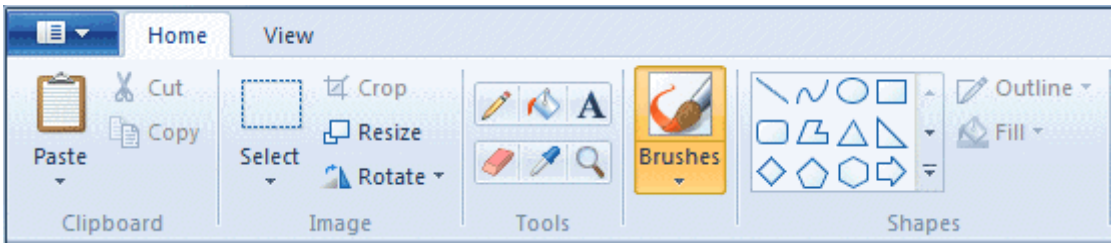
After the Quick Access items, you'll see the title of your picture followed by the name of the program—Paint, of course. If you haven't yet saved your picture, the name will be shown as "Untitled".

THE RIBBON

All the tools, the color palette, and most commands are grouped together in the ribbon. The exceptions are **Save**, **Undo** and **Redo**, which are shown at the **left end of the title bar**, in the **Quick Access Toolbar**.



If you choose to use a very small window, the ribbon will appear like this. Drop-down arrows below each item will give you access to everything in their menus. If, however, you use a very large window, you will have many more menu items on display.



There is also an option to minimize the ribbon. If you choose this, the ribbon disappears entirely, but pops into view if you click on the **Home** tab.

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The Menu Bar

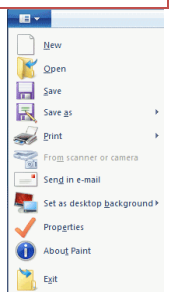


At the right-hand end of the Title Bar are the three usual window buttons, **Minimise**, **Maximise** and **Close**. If your Paint Window is already maximized—taking up all of your screen—the middle button will be **Restore**, which makes the window the size you usually have it.



The Menu bar has three items on the left and a Help button at the far right.

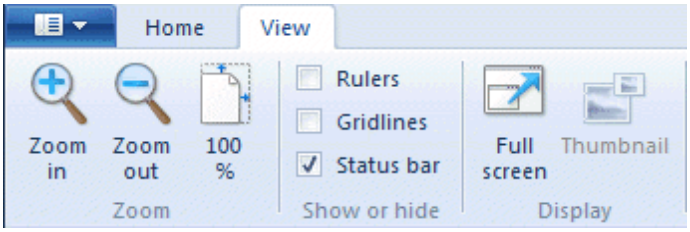
Comprehensive Menu



1. **New (Ctrl+N):** It is used to open a new blank file.
2. **Open (Ctrl+O):** It is used to open an existing file.
3. **Save (Ctrl+S):** It is used to save an active file.
4. **Save as:** It is used to create a duplicate copy.
5. **Print:** It is a view, which appears before taking the printout.
6. **Page Setup:** It is used to set the paper size, margins, header, and footer for the documents.
7. **Print :** It has three sub options
8. **Print**: **(Ctrl+P):** It is used to get the printout of the active file.
9. **Page Setup:** To change layout of picture.
10. **Print Preview :** It is used to preview the picture before printing
11. **Send in email:** It is used to send the contents of the active file to mail.
12. **Set as desktop background:** It is used to set the image on the desktop. It has three sub options
    a. **Fill:** Fill the entire screen with the picture.
    b. **Tile:** It displays the file contents side by side.
    c. **Center:** Center the picture to the middle of the screen
    d. **Properties:** Change the properties of the picture The Properties dialogue, for instance, will give you information about the picture on which you're currently working, and let you nominate whether you want to work in centimeters, inches or pixels.
13. **About Paint:** Displays about paint
14. **Exit (Alt+F4):** It is used to quit the paintbrush application.

Home Tab

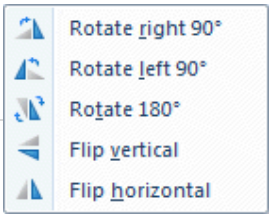
For nearly everything you do, you'll want the **Home** tab to be at the front. The Home tab contains the Ribbon, from which tools and colors are selected. When you're making use of the View tab, you can flick back and forth between Home and View as often as you need to.



View Tab

Zooming in and out is one of the features that can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar. **Zoom in** and **Zoom out** tools can be clicked repeatedly to get a closer or more distant view.

The 100% option is handy when you've finished working in a very zoomed in view. One click and you're back to normal.



On the **Show or Hide** part of this tab, you have the option of hiding the status bar. I wouldn't advise you to do that. The status bar can be useful.

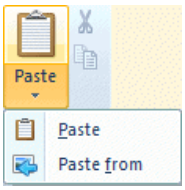
Gridlines are convenient if you want to align shapes accurately.

Rulers If you like. Turn them on and see what you think. Two measuring scales appear: horizontal (one on top) and one on left side (vertical), which will be help full while creating/editing an image.

On the **Display** section, you can click for **Full Screen View**. You can also get a Full Screen View by hitting F11. In either case, **come back to a Normal view by pressing the Esc key**.

Thumbnail is only available when you are zoomed in. It lets you see how changes you make are affecting your picture in normal view.

The Clipboard Menu

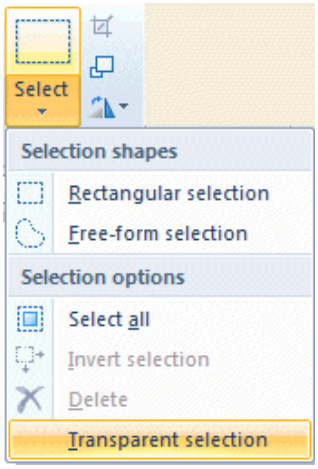


The clipboard menu offers three options—**Cut**, **Copy** and **Paste**. Only when a selection is active will the Cut and Copy icons show as being ready.

Paste is always active, because you may wish to **Paste from** a picture on your computer. Say you've previously drawn and saved a small flower and now wish to add it to your present drawing. You'd click the down arrow under Paste, click **Paste from** and navigate to the saved picture, click its name and click **Open**.

You'd be returned to your work space and see the added picture inside a selection rectangle, ready for you to drag to its permanent position.

The Image Menu—Select



Rectangular Select: It is used to select the objects in rectangle form
Freeform Select: It is used to select irregular part of picture
Select All: To select whole image
Invert Selection: To select everything in the picture except for the currently selected area
Delete: To delete a selected object.
Transparent Selection: Used to make the background color in the selection as transparent or opaque.
Crop: Used to crop a picture so only the part you selected appears in your picture. Cropping lets you change the picture so only the selected object or person is visible.
Resize: Used to resize or skew the picture.

Rotate or flip

This menu lets you make mirror images of selections, either use Rotate to rotate the whole picture or a selected part of it.

Tools Menu

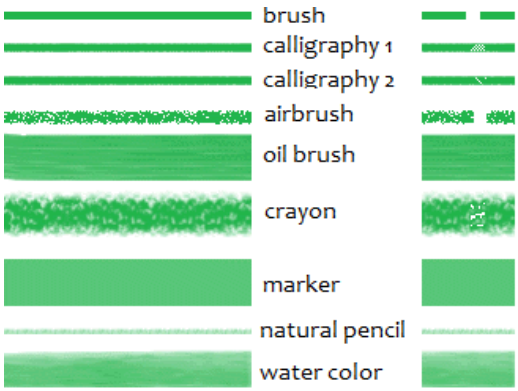
1. **Pencil** : It is used to draw free hand drawings.
2. **Eraser** : It is used to erase the unwanted drawings.

3. Fill With Color : It is used to fill the colors for closed object.

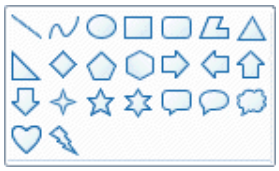
4. Pick Color : It is used to fill the colors for closed objects.

5. Magnifier : It is used to see the objects in large size.

Brushes : It is used to color the pictures. Brushes let you paint in various widths and textures. We have 9 different types of brushes



6. Text : It is used to edit the text.
7. Shapes Menu : Contains basic shapes of drawing.
8. Outline: To apply outline for a shape
9. Fill: To fill a color to a shape.
10. Size : It is used to draw the straight lines of various thicknesses



HOW TO SAVE A CUTOUT

1. Save the picture you're working on.
2. Select the part you want to save as a cutout.
3. Click the Crop button.
4. Go to the Paint button and open the menu.
5. Click **Save as**
6. Be very sure that you do click Save **as** and not save.
7. Type a name for the cutout and click Save.
8. You'll be returned to the Paint window with the cutout displayed in it. You'll see that the name on the Title bar is the name you used when saving the cutout.
9. Click the Open icon on your Quick Access Toolbar or from the Paint Button menu.
10. Open the picture with which you wish to continue working.

Line Thickness, the Size Tool



This tool becomes active only **after** you have chosen either a Brush or a Shape, so choose your Brush or Shape and you'll then find you can click the down arrow under Size and choose a line thickness. The line thicknesses offered vary according to the brush you've chosen.

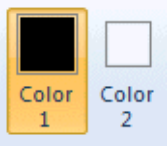
Colors

The Color section of the ribbon has three parts: Boxes showing the active colors—Color 1 and Color2, the Color Palette and the Edit Colors button.

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The Color Boxes :

Color 1 is the **Foreground Color**, and is always black when you open Paint or open a different Paint page.



Color 2 is the **Background Color**, and is always white when you open Paint or open a different Paint page.

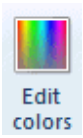
The Color Palette

The two top lines of the Color Palette show all the colors available whenever you are making a picture. The line of blank squares at the bottom will show any colors you have edited **during this session**. Once Paint is closed, those colors will vanish away.

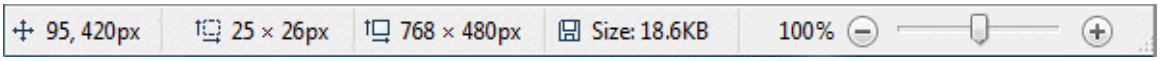


Edit Colors

The Edit Colors button takes you into the Edit Colors dialogue. There you can click any color on an extended palette and click the Add to Custom Colors button.



The Status Bar



The Status Bar sits at the very bottom of the Paint Window, where it offers information and can be used to help as you work. We'll look at its features from left to right.

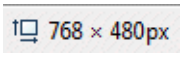
Cursor Position : Gives your Cursor Position, which is helpful when you want to position something precisely.



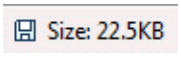
Selection Size : Shows the size of a selection you're making, or of an object you're drawing.



Image Size: Shows the size of your entire picture, even if it is very large and so not all visible in the window. If you haven't changed the units in the Properties dialogue this measurement will be in pixels.



Disk Size: Once you've saved a picture, this will show its Size on Disk. In a very small window, this figure may not be shown.



Zoom Slider: The Zoom Slider is convenient if you're working in a zoomed-in view and want to zoom out. However, you can't zoom **in** on a particular spot, as you can with the Magnifier.

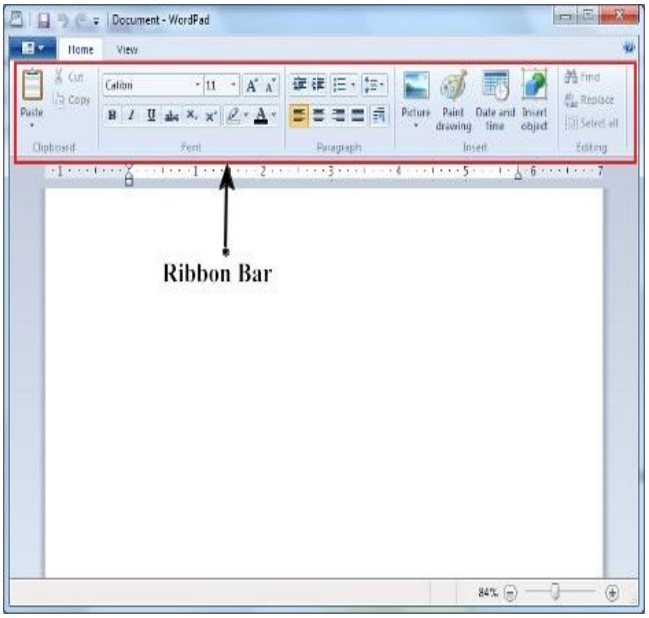


WORD PAD

It is a simple text documents or documents with complex formatting and graphics. You can link or embed information from other documents into a WordPad document. You can save your WordPad file as a rich text file and the extension name for word pad is **.RTF**. In the Word Pad we can format text & also we can insert the pictures.

WordPad are a bit more friendly due to the ribbon bar, which was first introduced in Microsoft Office 2007. WordPad first received its ribbon menu with the release of Windows 7.

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The Windows Fax and Scan utility enables you to scan documents and pictures. Before you can scan documents and pictures, you must have a scanner installed on your computer. Your scanner must be listed in the Devices section of the Devices and Printers Control Panel window.

To check to see if your scanner is properly installed, open the Device Stage. Choose Start→Devices and Printers. If Windows doesn't automatically find your scanner, you can manually add it in the Devices and Printers window by clicking the Add a Device button in the toolbar and following the wizard's commands.

How to scan a document or picture?

Choose Start→All Programs→Windows Fax and Scan.

Click the Scan button in the Navigation pane, then click the New Scan button on the toolbar.

1. Use the settings on the right to describe your scan.

   By letting the computer know what you're scanning, its color profile, and the type of file you plan to create, you enable Windows Fax and Scan to create the highest quality scan.
2. Click the Preview button to see what your document will look like.

   Make any last minute changes.
3. If you're happy with the preview, click the Scan button.

   Windows scans the document and presents you with an image of your document.
4. Click the Save As button and complete the necessary information.

   Enter the filename, the type of graphics file you want saved, and then click the Save button.

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WINWORD

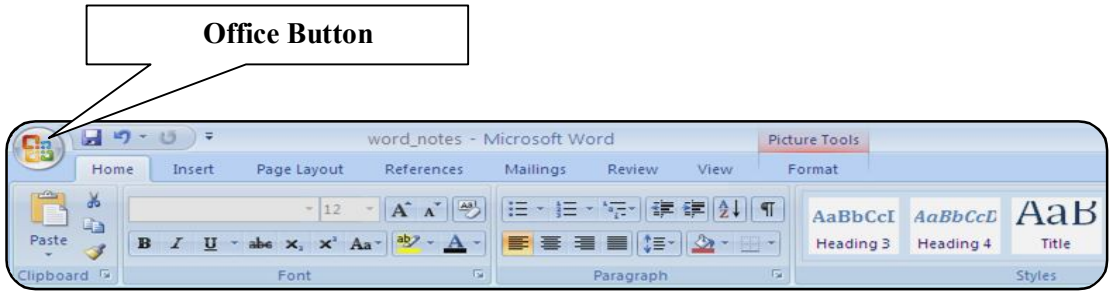
OFFICE AUTOMATION COURSE **DOCUMENT EDITING SOFTWARE – WORD 2007**

CHAPTER - 4 WORD 2007

Microsoft Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information. Word 2007 provides editing and reviewing tools for creating polished documents more easily than ever before. Word 2007 supports exporting your file to PDF (**Portable Document Format) & XPS (XML Paper Specification) formats.** The extension name for word **Documents** is **.DOCX** and word **Template** is **.DOTX.**

The first conspicuously new feature you'll encounter when you start Word will undoubtedly be the **Ribbon**, which is part of the new interface called Microsoft Office Fluent user interface. On the Ribbon are all the commands, styles, and resources you need, arranged on task-oriented tabs. The one remaining toolbar is the Quick Access toolbar, where you can place your most frequently used commands and resources for easy access, regardless of which tab of the Ribbon is active.

THE OFFICE BUTTON

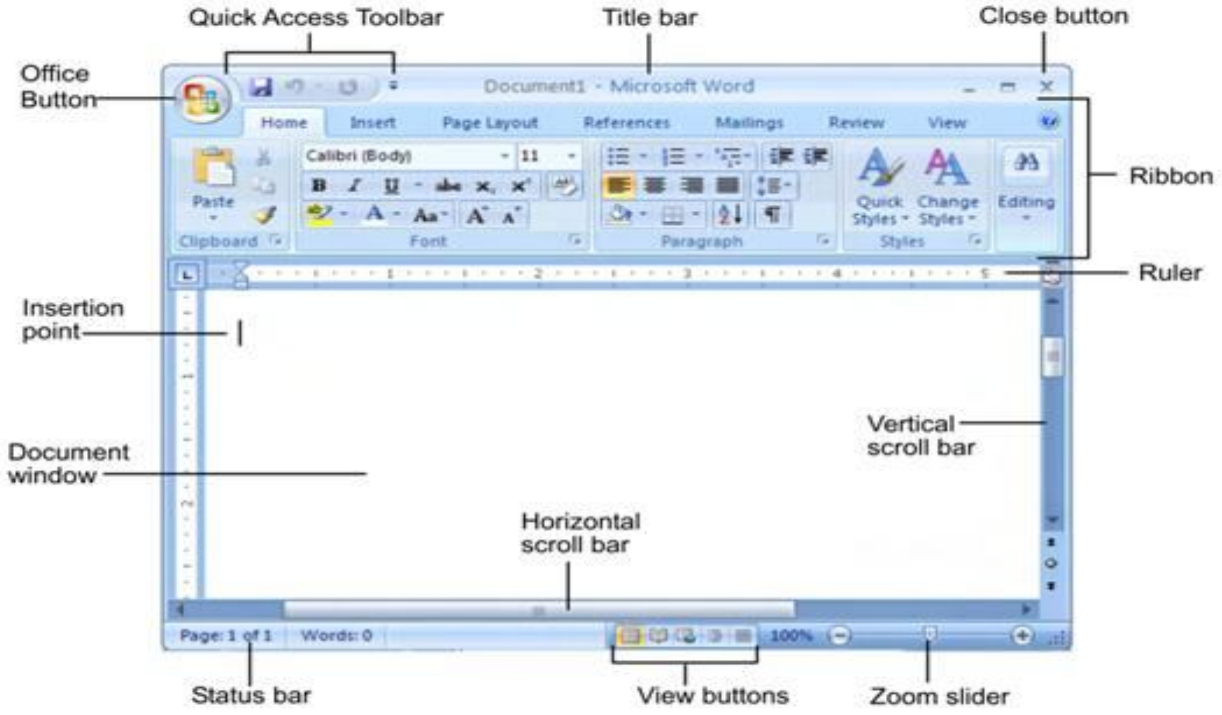


The colorful icon in the top left hand corner of the **Word** window is the **Office button.** When you point to the Office button with the mouse pointer it will turn orange**.** When you click the left mouse button while pointing to the Office button, a menu will open that contains some of the most commonly used commands which were found in the **File** drop-down menu in earlier versions of **Word**. **Recent documents** are listed in the **Recent Documents** pane on the right side of the menu.



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PARTS OF MS WORD 2007 WINDOW

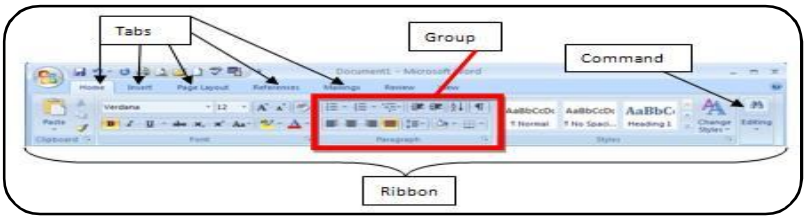


THE RIBBON

The 'Ribbon User Interface' is a task-oriented Graphical User Interface (GUI). The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected. The new ribbon in **Word 2007** looks like this:



The ribbon is divided into **Tabs, Groups,** and **Commands.** Each **tab** opens a different ribbon with **groups** of **commands** inside it. Microsoft has tried to make the placement of the commands within both groups and tabs as intuitive as possible to make them easy to find. By using the Ribbon system the user has many less mouse clicks to execute the desired command.



In the lower right hand corner of some groups is a small down pointing arrow. These are referred to as Dialog **Expanders** or **Launchers**. Clicking on the arrow will open a **Dialog window** or a **Command pane**. The dialog box may provide additional options that may not be contained on the active tab. Most of the dialog boxes that appear should be familiar; many are taken directly from earlier versions of the program.

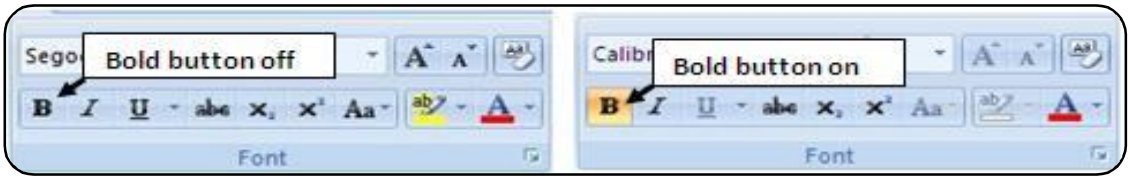
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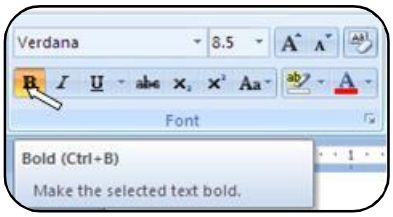
The Ribbon has three types of Commands.

1. **Simple Buttons**
2. **Drop-down menus Buttons**
3. **Launchers (or Dialog Expanders) Buttons**

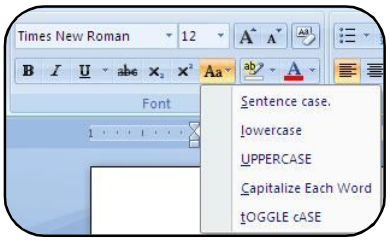
Simple Buttons work as **Toggles** or **on/off switches**. When the command is off it will be surrounded by blue and look like all other commands. When a command button is on, it will be surrounded by orange. A command will only work when it is on. **Bold** is an example of a button.

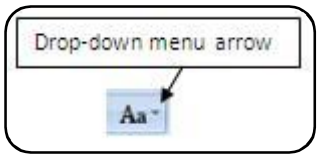


If you aren't sure what a command is or what a command does, place the mouse pointer over the command and hold it there. A text box will open up. The text box contains the command name, the keyboard shortcuts for the command, along with an explanation of the command.



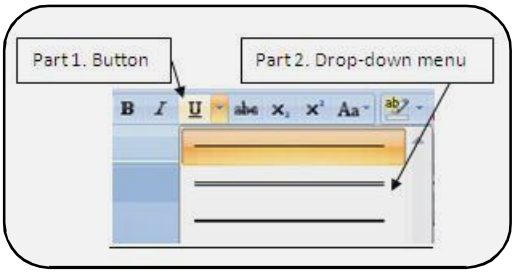
Drop-down menu buttons will have a down arrow to the right of the command. Just like buttons, the drop-down menu command will be surrounded by orange and the drop-down list will open up. **Change case** control is an example of a drop-down menu.



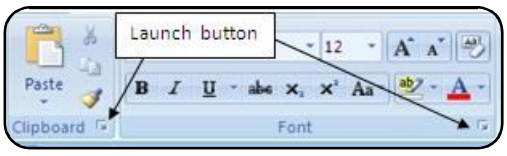


Some commands are a combination of a **simple button** and a **drop-down menu button**.

There are two buttons for these commands. The left button is a simple button and the right buttons is drop-down menu arrow button. If one clicks on the simple button the default value will be used, if one click on the drop-down menu arrow there will be a number of options available from which to choose. The default value is the last used value for the command. **Underline** is an example of a combination command.



Launcher (or **Dialog Expanders) buttons** are usually displayed in the bottom right corner of some groups. Clicking the launcher button will open up a series of options either in a **Task pane** (such as the **Clipboard**) or a **Dialog window** such as the **Font** group.



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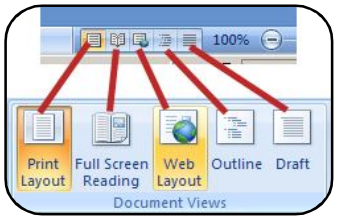
QUICK ACCESS & STATUS BAR



The Quick Access toolbar is one of the new features in MS Word 2007. This toolbar is located at the top of the workspace on the far left next to the Office Button. Users can click on the down arrow to see a dialog box that contains the commands that can be added to the Quick Access toolbar. This allows the user to choose to click on one of these commands (shown as icons in the toolbar) rather than having to click on the Office Button and selecting the same command. Users can also choose to show the Quick Access toolbar below the Ribbon if that works better and you can minimize the Ribbon from the range of options as well. If you use certain commands more often than others, for example Insert Hyperlink, you can choose this from the More Commands option at the bottom of the dialog box.



The Status Bar is a thin toolbar that runs along the bottom of the Word workspace. This bar can display information about the document being worked on, such as page number, word count, language, and there are viewing options in the form of icons at the right hand side of the Status Bar. You can also right click on the Status Bar and a dialog box will open with many more options that can be displayed. Options include Line Number, Selection Mode, Column, and more. Each item that is selected in the dialog box will be shown in the Status Bar.



Each document created in Word can be viewed in many different ways, depending upon the user's preference. The default view option is set to Print Layout, but this can be changed by using the various icons located at the lower right hand corner of the Word workspace. There are five different views that can quickly be changed by clicking on the icons. It will take some practice to get back to some views because you may need to close out of a certain view to get back to Print Layout view. It's a good idea to try out each of the views and learn how to navigate through them quickly. The 5 different views are **Print Layout, Full Screen Reading, Web Layout, Outline, and Draft.**

HOME TAB

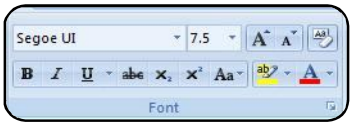
Clipboard Group



The **Home** ribbon is made up of the most used commands in Word. The first group on the **Home** ribbon is the **Clipboard. Copy**, **Cut**, **Paste** and **Format Painter** are the commands within the Clipboard group. The Clipboard commands are on the Home ribbon of **Word** and all other Office 2007 applications that use the ribbon. The dialog expander arrow of the Clipboard group will open up the **Clipboard pane**, showing all items that can be pasted. You can now have up to 24 items in the Clipboard pane.

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Font Group



The second group of commands on the Home ribbon is the **Font** group. The font group commands are format enhancing tool that includes **font typefaces**, **font size**, **font styles** (bold, italics, underline, etc.), **colors** and more. Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface. The expander arrow in the **Font group** will open up the **Font dialog** window.

The default font is Calibri, Font Size 11 in a NORMAL Template

Paragraph Group



The third group on the Home ribbon is the **Paragraph** group. The paragraph group allows you to change **Paragraph Alignment** (left, right, centered, or justified), adjust **Line Spacing** within a paragraph, (1, 1.15, 1.5, 2, 2.5, 3,) adjust **Spacing before and After paragraphs,** working with paragraph **Indentation.** This is also the area where you can add **bullet lists**, number **lists**, or **outlines form** to a documents. We can also Increase and decrease indents, we can apply Paragraph Marks, Apply Border for paragraph and color for paragraph**.** The Dialog expander arrow will open the **Paragraph dialog** window.

Style Group



The fourth group on the Home ribbon is the **Style** group. Styles are a collection of formatting options that you can apply to text. When you use styles to format your document, you can quickly and easily apply a set of formatting choices consistently throughout your document.

A **style** is a set of **formatting characteristics**, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading. For example, instead of taking three separate steps to format your heading as 16-point, bold, Cambria, you can achieve the same result in one step by applying the built-in Heading 1 style. You do not need to remember the characteristics of the Heading 1 style. For each heading in your document, you just click in the heading (you don't even need to select all the text), and then click Heading 1 in the gallery of styles. We can even edit Styles if required using Change styles.

Editing Group



The Fifth and final group on the Home ribbon is the **Editing** Group. The commands in the Editing group are **Find**, **Replace**, and **Select**. When you create a document in Microsoft Word, you may decide to change a certain word or phrase that is repeated throughout the document. Let the computer do the hard work with the **Find** and **Replace** feature in Word and you can be sure you didn't miss one.

Under the **Find** command there is the **Go to** command. The Go to command can be used to immediate directly go to a page, a section or any marked location within your document.

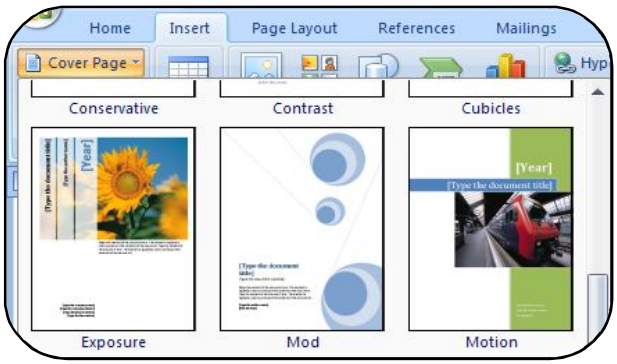
The **Select** command can be used for different purposes:

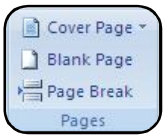
- To select all of the text in the document, click **Select All**.
- To select shapes that are hidden, stacked, or behind text, click **Select Objects**, and then draw a box over the shapes.
- To select text with similar formatting, click **Select Text with Similar Formatting**.

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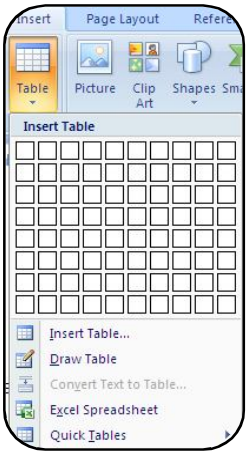
INSERT TAB

Pages Group



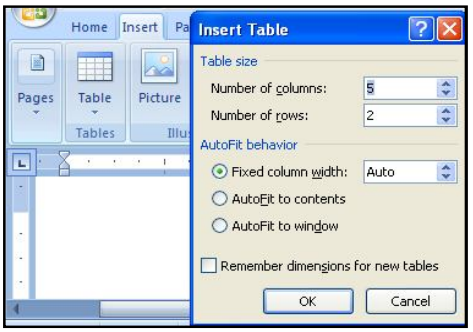


1. **Cover Page:** It is used to create cover page to the document.
2. **Blank Page:** It is used to insert a blank page to the document.
3. **Page Break (Ctrl+ Enter):** It is used to break the page. Page break are 2 types Automatic Page break and Manual page break(Ctrl Enter)



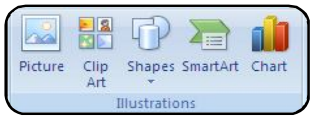
A. Tables Group: It is used to insert number of columns and number of rows in fixed width and height. We can insert columns to left, columns to right, above rows, below rows, cell etc., We can also convert existing text to tables in word

1. **Insert Table:** It is used to insert number of columns and number of rows in fixed width and height. We can insert columns to left, columns to right, above rows, below rows, cell etc.,
   a. **Auto Fit to contents:** Initially the columns are very narrow. Columns are expanded as you enter text.
   b. **Auto Fit to window:** The entire table will get adjusted to both left & right margins.
   c. **Fixed column width:** Initially columns are of fixed width.
   The width of the columns can be adjusted as required.



2. **Draw Table:** This option is used to create a table by drawing lines. We can select line style, line colors, line width, Sort its contents (Ascending OR Descending) we can set Text Direction.
3. **Convert:** It is used to convert existing table to text & existing text to table.
4. **Excel Spread sheet:** It allows inserting excel sheet into a document.
5. **Quick Tables:** Quick Tables are the tables that are stored in galleries as building blocks. You can access and reuse these Quick Tables anytime. If you frequently use a table with specific formatting, then the table can be stored in Quick Tables gallery, so that you need not recreate each time you need it.

Illustrations Group



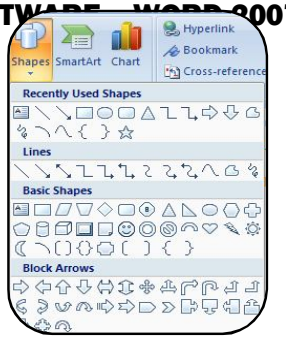
A. Picture: This option is used to insert the pictures from file.

1. Go to insert tab, click on Picture in Illustrations group.
2. Select any image then click on OK button.



B. Clipart: This option is used to insert the pictures installed with office 2007. We can insert Drawings, movies, sounds, or stock photography to illustrate a specific concept.

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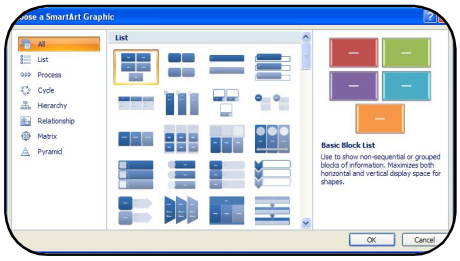
Steps:

1. Go to insert tab, Click on Clip Art in Illustrations group.
2. Type the keywords in a search, and then click on go button.
3. Click on any clip to add into a document.

C. Shapes: This option is used to insert readymade shapes such as rectangle, flowcharts, callouts, etc.

Steps:

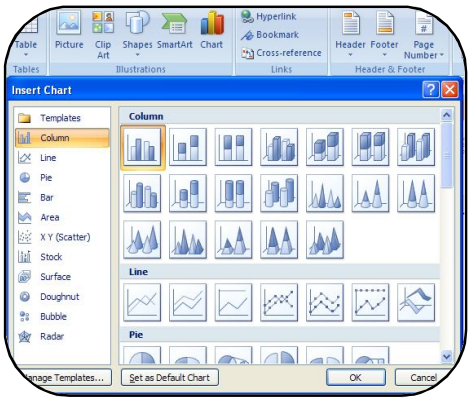
1. Go to insert tab, click on Shapes in Illustrations group.
2. Select any shape, draw in a document.



D. Smart Art: This option is used to insert the Smart art graphic to visually communicate information. Smart Art graphics range from graphical lists and process diagrams to more complex graphics such as cycle diagram, radial diagram, Venn diagram, target diagram, pyramid diagram and organization chart.

Steps:

1. Goto insert tab, click on Smart Art in Illustrations group.
2. Select any Smart Art & then click on OK button.



E. Charts: It is used to insert the charts, there are 11 different types of charts like Column chart, Line, Pie, Bar, Area, XY (scatter), Stock, Surface, Doughnut, Bubble and Radar

Steps:

- Goto insert tab, click on chart in Illustrations group.
- Select the required chart, and then click on OK button.

Links Group

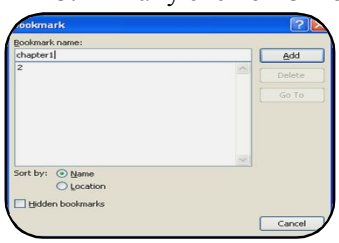
1. **Hyperlink (Ctrl+K):** It is used to place a link to a program or a webpage or an image or a document.



Steps:

1. Go to links group from insert tab.
2. Click on Hyperlink, select any file or document
3. Finally click on OK button.





2. **Bookmark:** It is used to mark a specific location of a document. It helps to identify & skip from one location to another location. We can also make a hyperlink that directly jumps to bookmark.

Steps:

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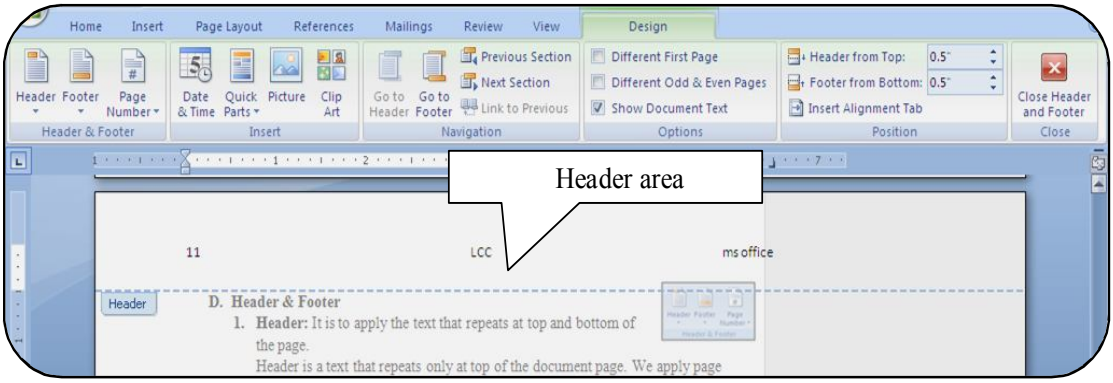
1. Type a text as Chapter 1
2. Place the pointer at chapter 1, Go to links group from insert tab.
3. Click on Bookmark, give the name as chapter 1as shown in above picture
4. Click on Add button.

3. **Cross-Reference:** Cross reference is a reference to an item that appears in another location in a document. We can create cross reference to headings, footnotes, bookmark, numbered paragraphs and so on. Cross references are automatically updated if the content is moved to another location. By default cross references are inserted as hyperlinks.

Header & Footer Group

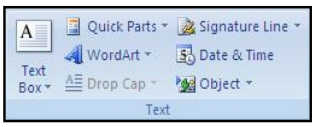


1. **Header:** It is to apply the text or image that repeats at top and of every page. We apply page number, total number of pages, odd page, even page, line numbers, etc.
2. **Footer:** Footer is a text that repeats at bottom of the document every page. We apply page number, total number of pages, odd page, even page, line numbers, etc.
3. **Page number:** It automatically inserts page numbers, either at the header position or at the footer position. We can change the format of page numbers, alignment and the starting number.



Text Group

1. **Text Box:** It is used to insert the text box, in which we can type the text.

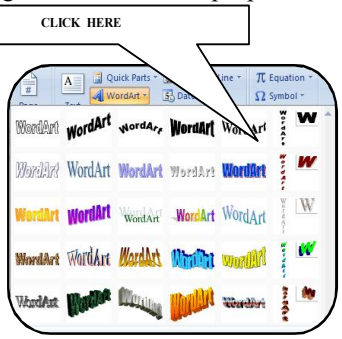


Ms word 2007

Steps:

i. Go to text group in insert tab, click on Text box.
ii. Select the different styles of text box.
iii. Draw into a document.

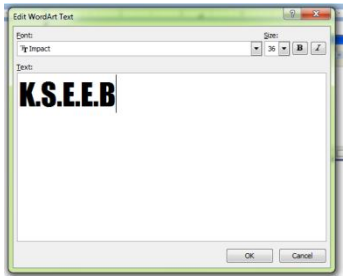
2. **Quick Parts:** It is used to insert reusable pieces of contents, including fields, document properties such as author, title, or any pre defined snippets you create.
3. **Word Art:** It is used to insert the decorative text into the document. We can insert text horizontally or vertically.



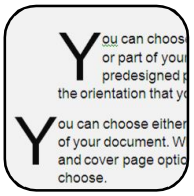
Steps:

i. Go to text group in insert tab, click on WordArt.
ii. Click on any 1 pattern of Word art
iii. Type the required text then click on Ok

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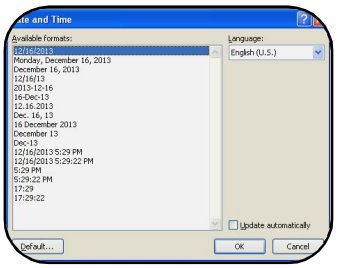
K.S.E.E.B



4. **Dropcap:** The first character of paragraph appears as a large capital letter. By default drop cap is applied to 3 lines. We can drop up to 10 lines, with different methods like dropped and in margins.

Steps:

1. Type a paragraph of text; Place the cursor near first letter of a paragraph.
2. Go to insert tab, click on Drop Cap from Text group.
3. Select the dropped styles as Dropped or in margin.



5. **Signature Line:** It is used to insert the signature line.
6. **Date & Time:** It is used to insert the date & time.

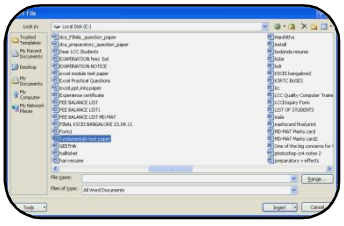
Steps:

1. Go to insert tab, click on Date & Time from Text group.
2. Select the date or time format, click on Ok button.

7. **Object:** It allows ~~to~~ the user to insert & make changes to the selected object like applying the brightness, contrast, size etc.,

Steps:

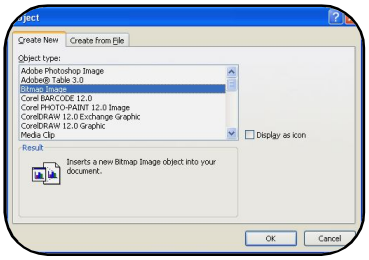
1. Go to text group, click on object, select object
2. Select the object type from a list then click on OK button as shown in the below window.



8. **Text from file:** Used to insert text from other application.

Steps:

1. To add the text from other application click on object, select text from file
2. Select the file or document, click on insert button.



Symbols Group

1. **Equation:** Used to insert formulas into the document.





2. **Symbol:** It is used to insert the symbols into the document that are not present in keyboard. We can also assign short cut keys to it.

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PAGE LAYOUT TAB

Themes Group

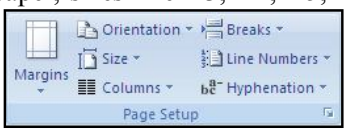


This option is used to apply different themes to the cover page; we can also set different font, styles & text color.

Steps:

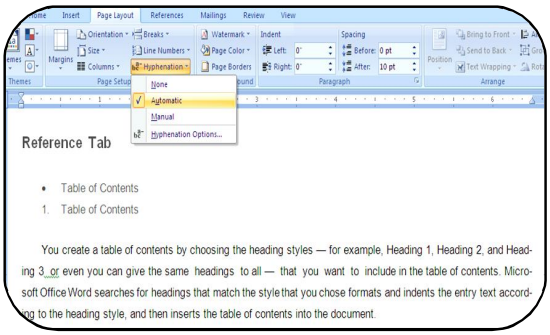
1. To work with the themes, first insert the cover page.
2. Click on themes & change the themes styles.

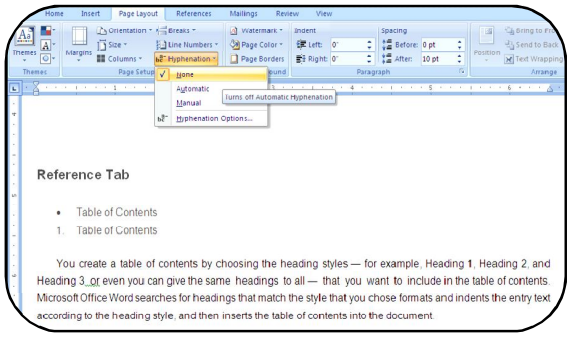
Page Setup Group:



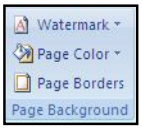
It is Used to set the margins, Orientations like Portrait & Landscape , sizes like A3, A4, A5, letter, Legal etc., insert columns, Breaks like page break, column break etc., to set line numbers, & Hyphenation(used to break line between syllables of words) and settings. The default page is Letter, Margin is Left :1.25 , Right :1.25 , Top:1 , Bottom: 1,Orientation is Portrait, Column is 1,

Hyphenation:





Page background Group:

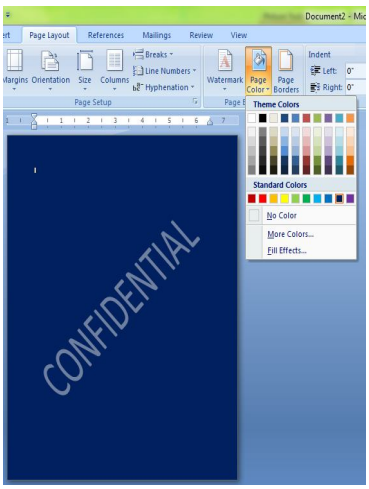


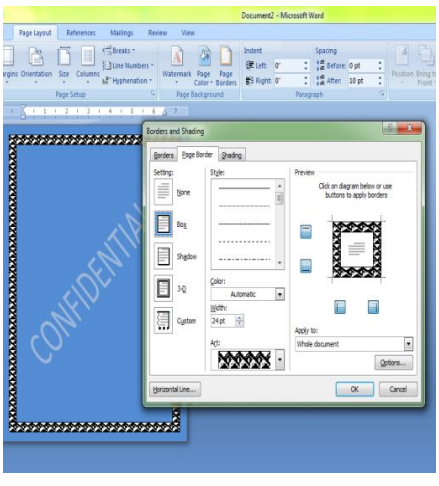
A. **Watermark**

This option is used to apply water mark to the document; also we can change the page color & add page borders.

Watermark **Page color** **Page border**







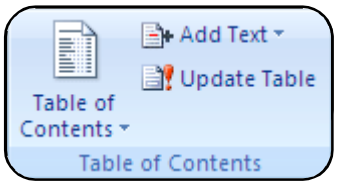
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Paragraph Group



1. **Indent:** used to set the left and right indent to the margins. The indents are classified into 2 types they are Normal indent and Hanging indent.
2. **Spacing:** It is used to set the spacing for the paragraph (before & after)

Arrange Group

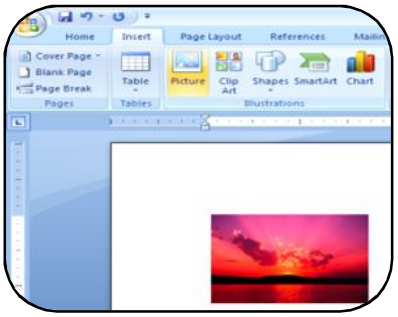


Using this option we can set the position of the picture or object in the page, it also allows us to move the objects to forward, front, backward, back etc., using text wrapping option we can fit the picture or object to the text in different form. We can also align the objects, Group, ungroup & rotate the objects.

REFERENCE TAB

Table of Contents Group

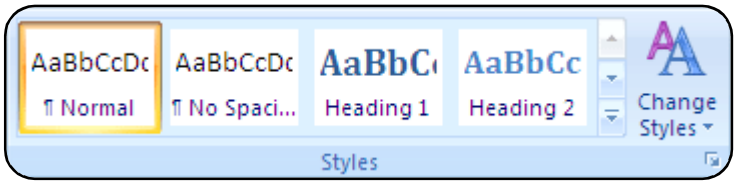
Table of Contents



You create a table of contents by choosing the heading styles — for example, Heading 1, Heading 2, and Heading 3 or even you can give the same headings to all — that you want to include in the table of contents. Microsoft Office Word searches for headings that match the style that you choose formats and indents the entry text according to the heading style, and then inserts the table of contents into the document.

Mark entries by using built-in heading styles

1. Select the heading to which you want to apply a heading style.
2. On the **Home** tab, in the **Styles** group, select the heading that you want.



For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the Quick Style gallery.

Mark individual text entries

If you want the table of contents to include text that is not formatted as a heading, you can use this procedure to mark individual text entries.

1. Select the text that you want to include in your table of contents.
2. On the **References** tab, in the **Table of Contents** group, click **Add Text**.
3. Click the level that you want to label your selection, such as **Level 1** for a main level display in the table of contents.
4. Repeat steps 1 through 3 until you have labeled all of the text that you want to appear in the table of contents.

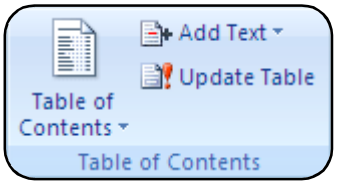
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CREATE A TABLE OF CONTENTS

After you mark the entries for your table of contents, you are ready to build it.

Create a table of contents from built-in heading styles

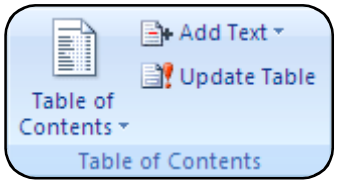
Use this procedure if you created a document by using heading styles.



1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.

Update the table of contents

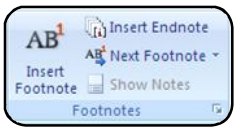
If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.



1) On the **References** tab, in the **Table of Contents** group, click **Update Table**.
2) Click **Update page numbers only** or **Update entire table**.

Footnotes Group

Insert Footnote: It is used to give a note at the end of the document. It is available only if document contains footnote or end note. It shows the footnote text inserted in the page.

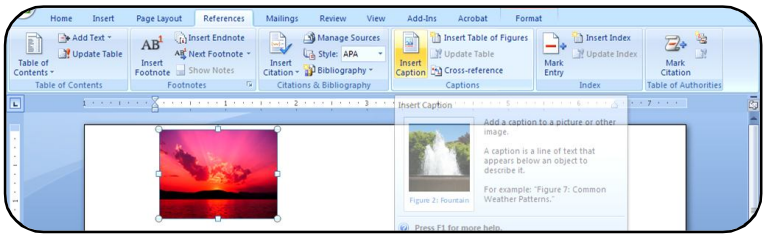


Caption and Bibliography Group

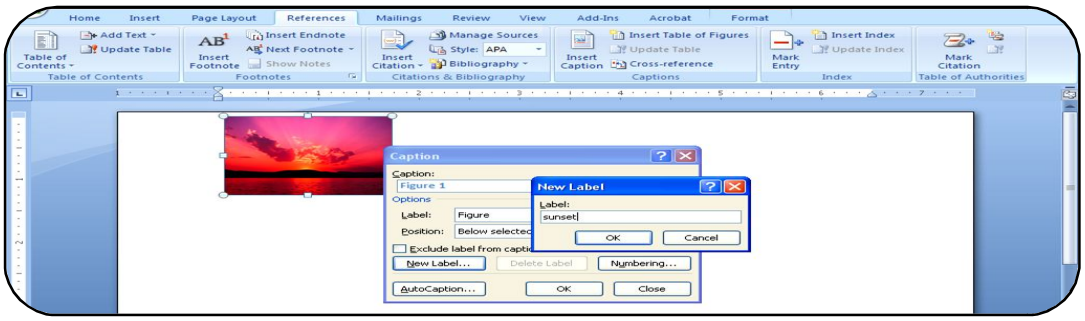
1. **Insert Caption:** Using this option we can give a name to the image or object.

Steps:

1. Go to Insert Tab, Click on Picture from Illustrator Group.
2. Click on image, go to Reference Tab, and click on Insert Caption from Caption Group.



3. Click on New label & give a new name to the picture, finally click on OK button.



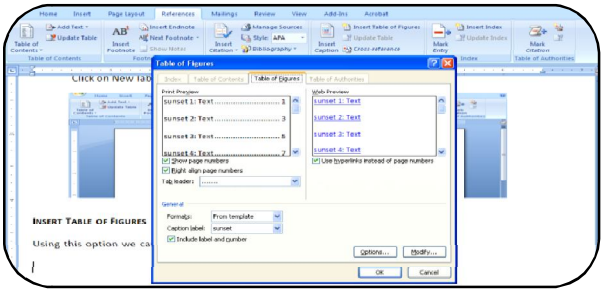
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INSERT TABLE OF FIGURES

Using this option we can create a list of table of figures which we have created caption.

Steps:

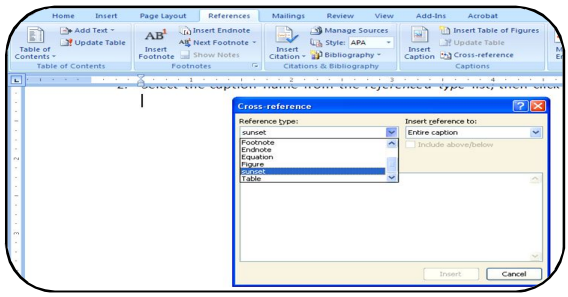
- On the reference tab, click on insert table of figures from caption group.
- Change the different tab leader styles & format, finally click on ok button.



Cross-reference: This option is used to insert the given name to the image. (ex: "refer page no. 6 → cross reference)

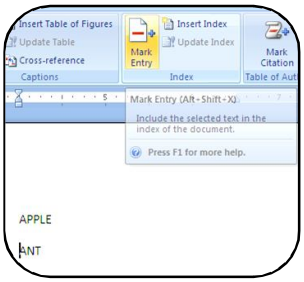
Steps:

On the reference tab, click on cross-reference option from caption group. Select the caption name from the referenced type list, then click on insert button.



Index Group

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.



1. **Mark Entry:** This option is used to mark the text.
2. **Insert Index:** After marking all the text, it is used to create an Index table.
3. **Update Index:** Used to update the changes done in the index text.

Steps:

1. Type a text as apple & select, go to reference Tab, click on Mark Entry.
2. Similar to all the text.
3. Click the pointer in the first page, go to reference Tab, click on Insert Index.
4. To update the changes in a table, use Update Index.

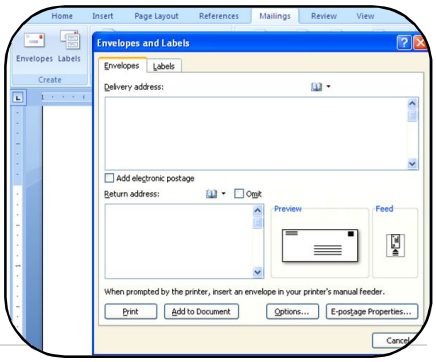
MAILINGS TAB

Create Group

1. **Envelopes:** It supports to stores the receiver's address for further use (to print envelopes).

Steps:

- Go to Mailings Tab, click on Envelopes from Create group.
- Type the Delivery address & return address, then click on OK button.



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2. Labels: Used to create labels.



Steps:

- Go to Mailings Tab, click on Labels from Create group.
- Type the field names and then click on options to choose the label size.
- Select the size from the list, click on OK button.
- Finally click on new document.

A. Start Mail Merge Group



1. **Start Mail Merge:** This option used to start ~~to create~~ mail merge by using Step By Step Mail Merge Wizard option.
2. **Select Recipients:** In this option type the new recipient's details or to select from the document to add in the letter.
3. Edit Recipient List: **It is used to update the changes if anything done in the recipients list.**



B. Write & Insert Fields

1. **Insert Merge Fields:** To add the field names into the created letter.

C. Preview Results



1. **Preview Results:** This option is used to see the preview of the letter & also we can ~~be~~ find the required recipient.

D. Finish

1. **Finish & Merge:** Used to finally to add all the receiver's addresses to the created letter.

Steps To create Mail Merge using Direct Method:

- Create a letter without receiver's address.
- Go to *Mailings*, select *Start Mail Merge*.
- Select *Step by step Mail merge wizard.*
- In step 1 click on *next*
- In step 2 click on *next*
- In step 3 select *Type a new list* option & click on *next*
- Click on *Customized columns*
- Delete all the field names or you can enter the details in required field names.
- If you have deleted all the field names then click on *Add*, type the new field names like Name, Address line 1, Address_line 2, Place, Pin code, Date & Time etc.,
- Click on *OK* button.
- Add the required records.
- Save the documents & click on *OK* button
- Again click on *OK* button.
- Keep the cursor point below the "To"
- Click on insert merge fields option from Write & insert fields group
- Add the field names one by one, click on insert button.
- Go to Finish group, click on Finish & merge option.
- Select edit individual documents.
- Finally click on OK button.

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Steps To create Mail Merge using Table Method:

- Take a new document.
- Insert table, give field name in column as address.
- Add "To" Addresses
- Save & close the document.
- Take a new document, create a letter without "To" address
- Go to *Mailings*, select *Start Mail Merge*.
- Select *Step by Step Mail Merge Wizard.*
- In step 1 click on *next*
- In step 2 click on *next*
- In step 3 select use an existing list & click on Browse.
- Select the document, click on open.
- Click on insert fields, select the field name like address,
- Click on insert & close the window.
- Go to Finish group, click on Finish & merge option.
- Select edit individual documents.
- Finally click on OK button.

REVIEW TAB

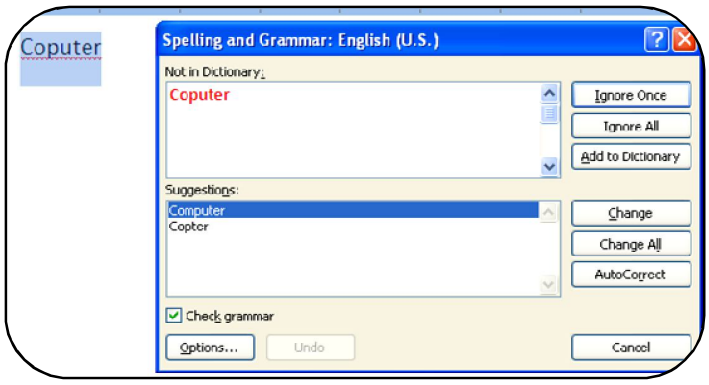
Proofing Group

1. **Spelling & Grammar (F7):** It is used to check the spelling and grammatical mistakes Red wavy line indicates spelling mistake and Green wavy line indicates grammar mistakes.



Steps:

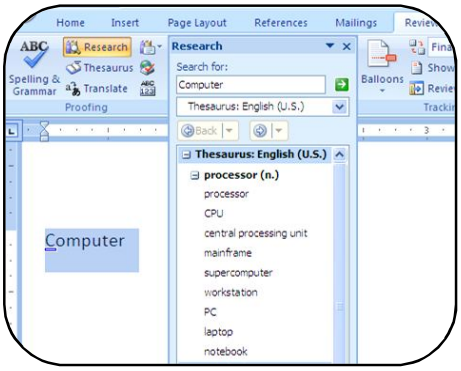
1. Type a wrong word, go to Spelling & Grammar.
2. Select ~~ed~~ the correct spelling word from the suggestions list,
3. Click on change button.



2. **Research (Alt+click):** It is used to open the research task pane to search through reference materials such as dictionary, encyclopedia and translation services.
3. **Thesaurus (Shift+F7):** It is used to show nearest meaning of the selected word.

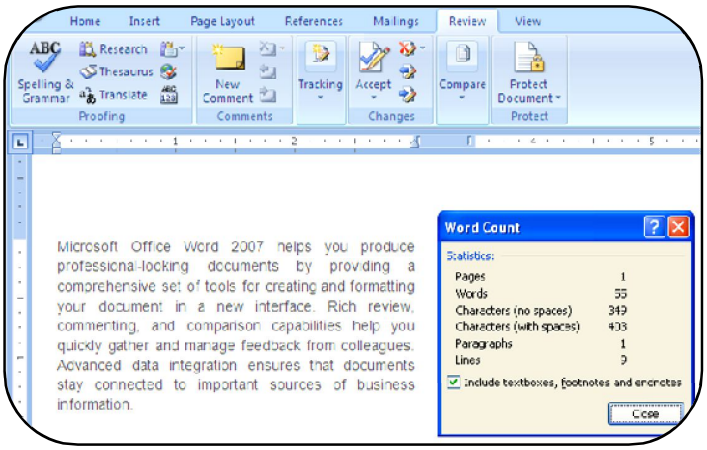
Steps:

I. Type a word & select, goto Thesaurus option,
II. It lists out the meaning of the selected word.



4. **Word Count:** It display the total number of characters, words, lines, paragraphs, pages etc.,

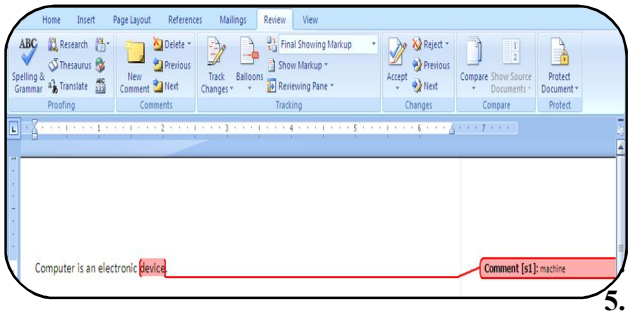
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Comments Group

1. **New Comment:** It is an extra note attached to the document for reference; it is non printable item; it is an external reference included to a selected text.





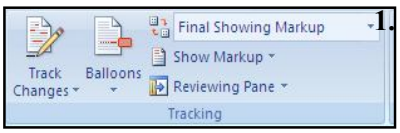
5.

Delete: This option used to delete the selected comment.

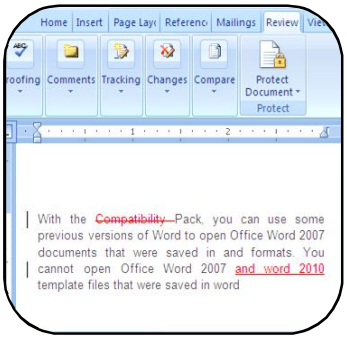
Previous: This option used to see the previous comment.

Next: This option used to see the next comment.

Tracking Group



1. **Track Changes:** In this we can change inserted text colors, formatted text colors and changed lines.



You can easily make and view tracked changes and comments while you work in a document. By default, Microsoft Office Word 2007 uses balloons to display deletions, comments, formatting changes, and content that has moved. If you want to see all of your changes in line, you can change settings so that tracked changes and comments display the way you want.

2. **Balloons:** This option is used to show- all the comments.

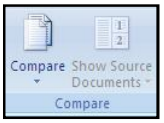
Changes Group

1. **Accepts**: This option is used to accept the changes done in the document.
2. **Reject**: This option is used to reject the changes done in the document.
3. **Previous**: It lets you to take to the previous track change text.
4. **Next**: It lets you to take to the next track change text.



Compare Group

Compare: This option is used to compare multiple versions of the documents.



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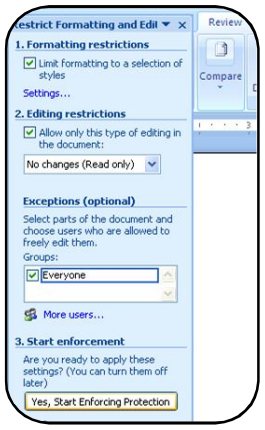
Protect Group



Protect Document: This option is used to protect the document by giving the password.

***Steps*:**

1. Go to Review tab, Click on Protect Document.
2. Select Restrict Formatting & Editing option.
3. Select 1st & 2nd options, then select ***Yes*** start Enforce Protection.
4. Type the password, again type the same password.
5. Click on ***OK***.
6. To Unprotect the Document.
7. Click on Stop Protection.
8. Type the same password.



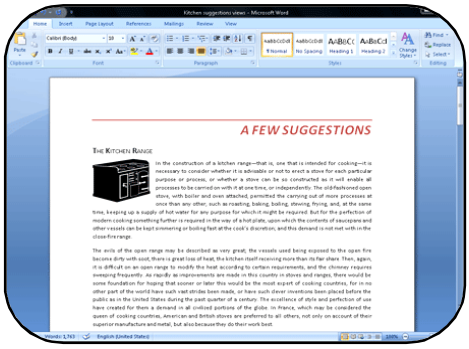
VIEW TAB

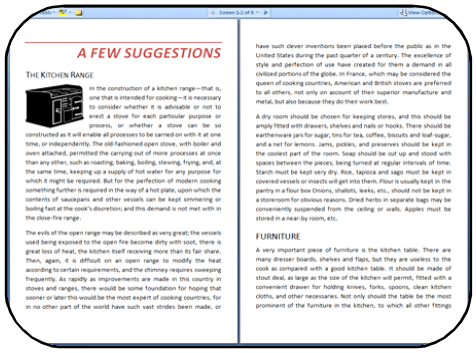
Document Views Group



Word gives you several ways to view your document as you work on it, and you'll find that your efficiency increases and your work become easier when you use the optimal view for the task at hand. You can use either the View tab on the Ribbon or any of the five view buttons at the bottom-right of the window to change your view.

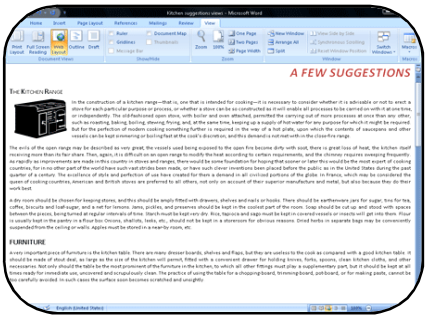
1. **Print Layout View** is the standard working view for print documents and it shows you how your document will look when it's printed—the placement of pictures, the arrangement of columns, the distance of the text from the edge of the page, and so on.



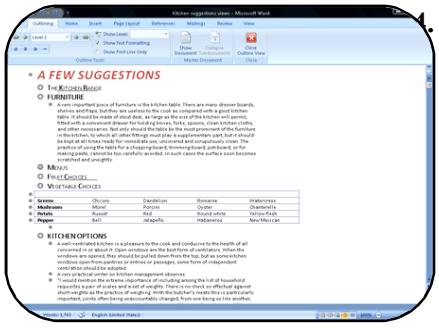


2. **Full Screen Reading View** makes it easy to read documents on your screen. The text is laid out in long vertical pages (or screens), just like those you see in most books. If you increase the size of the text for better readability, the content simply flows from one screen to the next. To maximize the area of the screen that's available for the document's content, the elements you normally see in the other views—the tabs, the Ribbon, and the status bar, for example—are no longer visible.

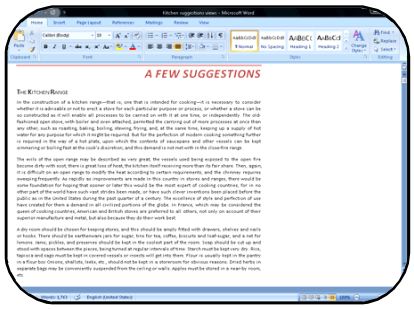
3. **Web Layout View** is exclusively for working with online documents as if they were Web pages. That is, all the elements are displayed, but font size, line length, and page length all adjust to fit the window, just as they do on many Web pages.



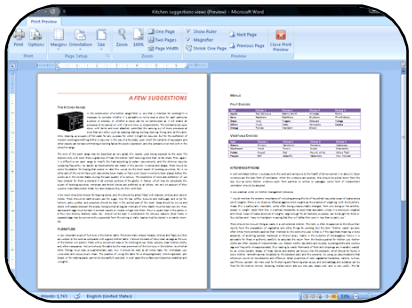
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4. **Outline View** displays your document as an outline, with the paragraph formatting defining the levels of the outline. By default, Word's standard heading styles have corresponding outline levels—Heading 1 is level one, Heading 2 is level two, and so on—and other paragraph styles, such as Normal, are treated as regular text. You can use Outline view to organize your topics before you start writing, or you can use it to reorganize an existing document.



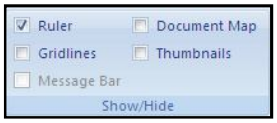
5. **Draft View** is designed for speed of entry and editing. It's based on the commercial publishing technique of creating galleys. You place the text and other elements in one long, continuous column that flows from one page to the next, and you deal with the placement of elements after you've ironed out any content problems. Draft view was called Normal view in earlier versions of Word.



Print Preview shows you just how your document will look when you print it. You can see a close-up view, one page at a time, or two or more pages at once. Use Print Preview to make sure your document's layout is exactly the way you want before you go ahead and print it.

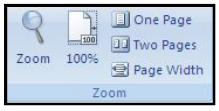
***Note*:** The default view is **Print Layout.**

Show/Hide Group



1. **Ruler:** This option is used to show or hide the ruler.
2. **Gridlines:** This option is used to show or hide the gridlines.
3. **Document Map:** This option is used to show or hide the document map.
4. **Thumbnails:** This option is used to show or hide the thumbnails.

Zoom Group



Zoom: It allows us to see the document in different zooms (Compression or Expansion of document view). The default size is 100% & maximum we can set 500%. The minimum zoom size is 10%.

Window Group



1. **New window:** It is used to create duplicate of active document window.
2. **Arrange all:** It is used to arrange all opened windows one by one. All opened documents are shown on the screen.
3. **Spilt:** It is used to divide the window into two parts to view different parts of the document at the same time. Windows are displayed one below the other.
4. **View Side by Side:** In this view two windows are displayed side by side. This view can be used to compare two opened documents.
5. **Synchronous Scrolling:** Used to scroll the pages of all the opened documents simultaneously.

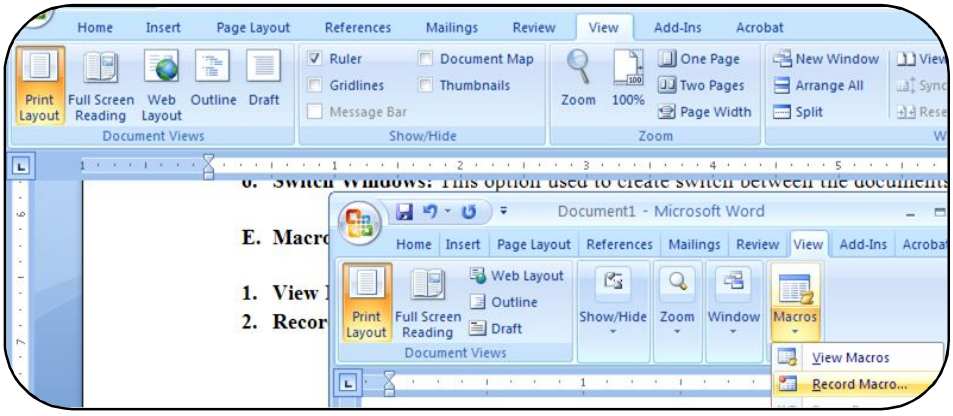
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6. **Switch Windows:** This option used to switch between the documents.

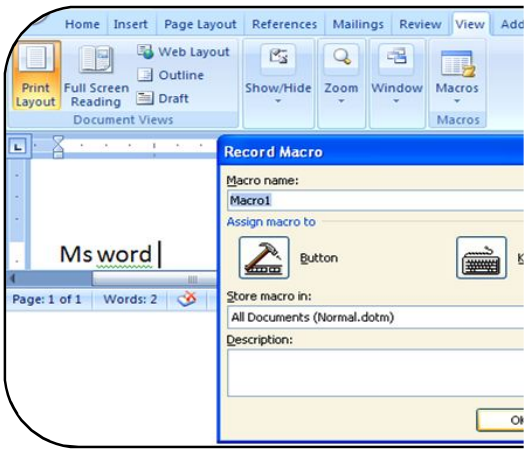
Macros Group (Alt+F8)

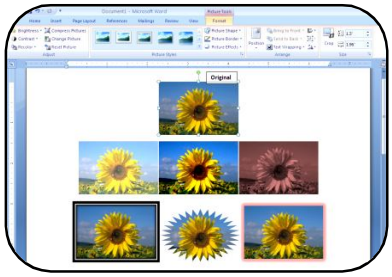


1. **View Macro:** Displays the list of macros.
2. **Record Macros:** Used to store the action done in the document as a macro for later use.
3. **Pause / Stop Recording:** Using this option we can pause / stop the recording.



In the next step give a macro name, then click on OK button as shown in the below *figure.*



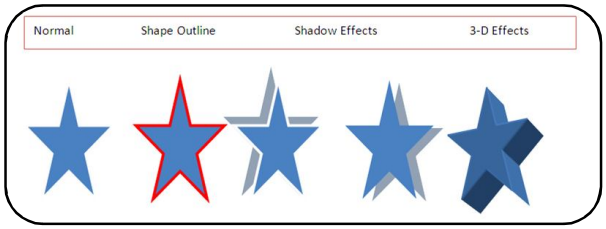


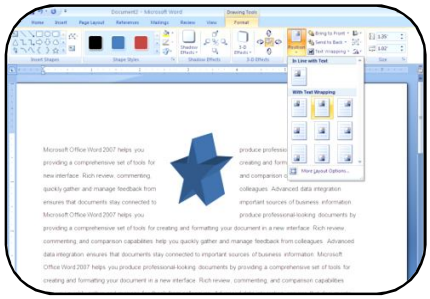
Picture Tools: If you want to work with this picture tools

1. First insert image,
2. Then click on image
3. Goto format in picture tools.

Drawing Tools: If you want to work with a drawing tools, first insert an object, select & goto Drawing tools.

Position : We can re order the objects using Bring to Front & Send to back option in arrange Group as shown in the below figure .



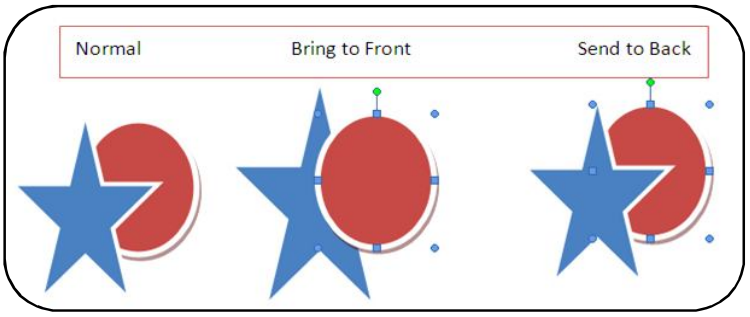


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Text Wrapping

Using this option we can set the object in Inline text, Square, Tight, Behind text etc., as shown in the below picture.

In MS Word we can arrange the objects to the left,, right, center, top, bottom etc., as shown in the below picture.

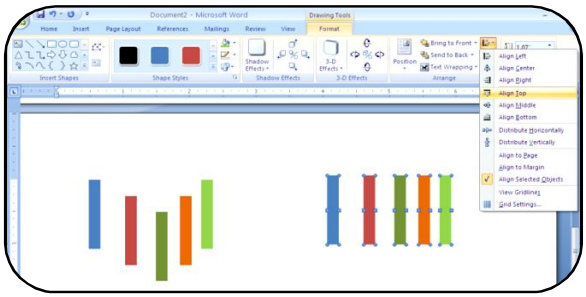


Steps:

A. Draw the multiple object using Illustration group in insert tab.

B. Select all the objects using shift key.

C. Goto Drawing tools, click on align button.

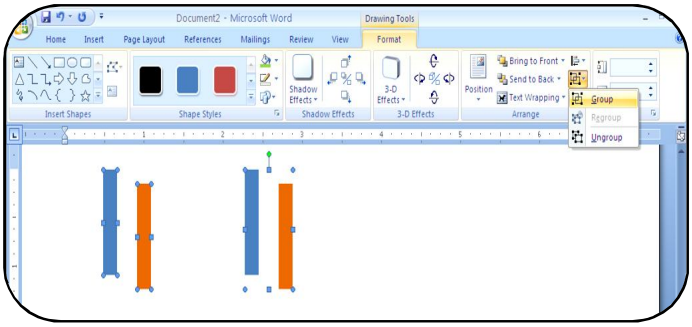


Group

We can group the multiple objects to make a single object.

Steps:

1. Insert Multiple objects.
2. Select by holding shift key.
3. Goto format group in drawing tab
4. Click on group.
5. To ungroup click on ungroup option.



Size

Using size group we can resize (increase or decrease) the size of the image or object.

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SPREADSHEETS

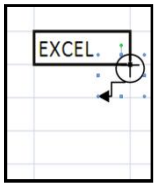
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CHAPTER - 5 EXCEL 2007

INTRODUCTION

Excel 2007 is the spreadsheet application**,** which is used majorly for calculation & other tasks. The Excel 2007 grids has 1,048,576 rows by 16,384 columns, which provides you with 1,500% more rows and 6,300% more columns than you had available in Microsoft Excel 2003. For those of you who are curious, columns now end at XFD instead of IV. In Excel 2007, you can quickly format the data in your worksheet by applying a theme and by using a specific style. Themes can be shared across other 2007 Office release programs, such as Microsoft Word and PowerPoint, while styles are designed to change the format of Excel-specific items, such as Excel tables, charts, PivotTables, shapes, or diagrams.

In Office Excel 2007, you can quickly arrange your worksheet data to find the answers that you need by using enhanced filtering and sorting. In Office Excel 2007, the default format for an Excel WorkBook is the Excel 2007 XML-based file format (**.XLSX**). The first cell address is A1 and last cell address us XFD 1,048,576. Each cell or active cell is surrounded by grid line (non-printable line).



FILL HANDLE

Fill Handle: At the right corner fill handle box is located which is used to fill the contents for selected cell. We can select column by clicking on a column heading. we can select a row by clicking on a Row heading. We can select any cell by the key combination Ctrl + Mouse click. In each cell we can enter up to 255 characters.

Shortcut key for selecting a row is Shift+SpcBar. Shortcut key for selecting a column is Crtl+SpcBar

By default we have 3 sheets in a WorkBook and we can insert as much as we require in a WorkBook. The default WorkBook name is **"BOOK 1"**

Excel window consists of two types windows such as **Application window and Document window.**

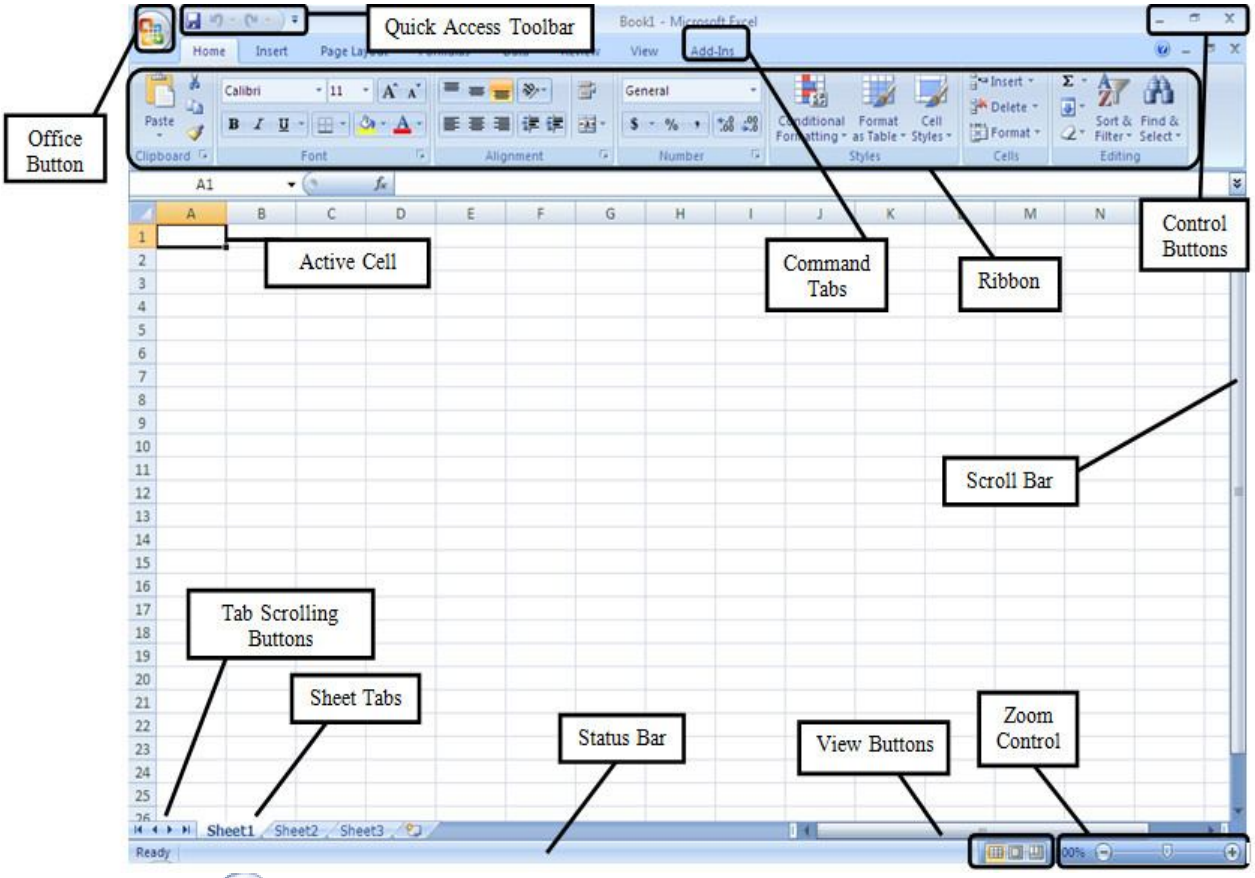


NAME BOX FORMULA BAR

- **Application window:** It consists of title bar, Menu bar, Standard tool bar, Formatting toolbar and Status bar.
- **Name Box :** It displays the active cell addresss.
- **Formula Bar:** In formula bar we can see the contents typed in a cell. The information that can be entered or edited through the formula bar includes formulas, which are combinations of letters, numbers and symbols that can help users perform calculations, such as tabulating the values of an entire column.
- **Document Window:** It consists of 16,384 columns and 1,048,576 rows with its heading and also which displays sheet tab by default,. We are having 3 sheet and we can insert as much as we required in a WorkBook

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MS EXCEL WINDOW



Office Button : The **Microsoft Office Button** replaces the **File** menu and is located in the upper-left corner of these Microsoft Office programs. When you click the **Microsoft Office Button**, you see the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.

OFFICE BUTTON OPTIONS:

1. **New (Ctrl+N):** It is used to create a new blank WorkBook or template based WorkBook like invoice, letter etc.,
2. **Open (Ctrl+O):** It is used to open the existing WorkBook.
3. **Save (Ctrl+S):** It is used to save the active WorkBook. The default extension of a excel WorkBook is **".XLSX"**
4. **Save As (F_{12}):** It is used to create a duplicate copy of the active document.

   Note: We can assign password to a document while saving to give protection to the document.

Steps to Set Password to a Workbook.

   a. Go to office button
   b. Click on save option
   c. Select tools button
   d. Select general option
   e. Type the password to open again. Retype the same password.
   f. Give the document name, finally click on save button.

5. **Print (Ctrl+P):** It is used to get Printout of the Workbook.

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6. **Print Preview (Ctrl+$_{F2}$):** Displays the worksheet as it appears on the paper when printed. It shows all printable information. It allows to shrink the document size and to change the ruler settings.
7. **Send:** It allows sending the copy of a document in a mail as an attachment through Internet.
8. **Close (Ctrl+W):** It is used to close the active document.
9. **Recent documents:** It list out the recently used documents.

Excel Options:

Using this option we can set the color scheme, Auto Correct, Save settings & Customize the Quick access toolbar using Popular, Display, Proofing, Save, Advanced & Customize options.

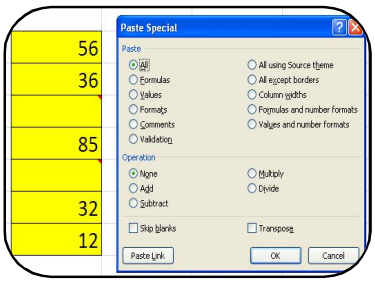
HOME TAB

Clipboard Group



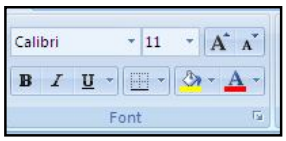
1. **Cut (Ctrl+X):** It cuts the selected portion text and places it on Clip board
2. **Copy (Ctrl+C):** This option is used to copy the selected word on to clipboard.
3. **Paste:** This option is used to paste in different ways :–paste formulas, paste values, no border, transpose, paste link, paste special, paste as hyperlink & paste as a picture.





4. **Paste Special:** By using this option we can paste only the required values, text, comments or formats etc.
5. **Office Clipboard:** It stores the cut or copied text; it stores up to 24 contents.
6. **Format Painter:** It copies the format styles of the current cell/selected cells. We can apply the same styles to other cells.

Font Group

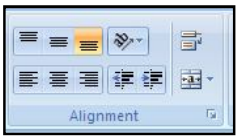


This group provides various icons to apply formatting to the text such as:

- Selecting font name, size, color, etc (default font is “Calibri” and size is “11”.
- Choosing the appearance of text in bold, italic or underlined
- Selecting effects like superscript, subscript.
- Choosing whether cell border is needed or not.
- We can increase or decrease the font size.
- A cell or a group of cells can be highlighted by filling them with any selected color.

Alignment Group

This group provides icons to provide different alignments for the contents of cells.



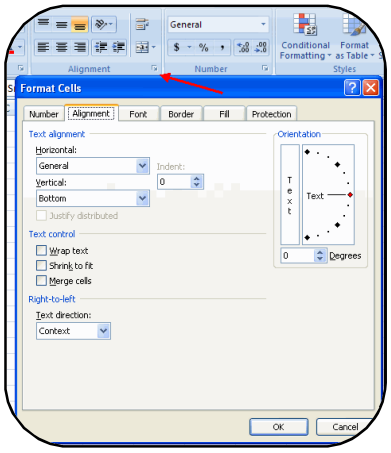
- Vertical alignment: Top, Middle or Bottom
- Horizontal alignment: Left, Center, or Right.

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- Text Direction: Contents of a cell can be displayed in any angle.
- Icons for increasing and decreasing indent.
- Two or more cells can be merged to form a single cell
- The contents of a cell can be wrapped to fit in the selected column width. By default text are left aligned and numbers are right aligned.

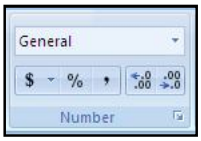
In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell to be formatted.
- Click the Dialog Box arrow on the Alignment group of the Home tab



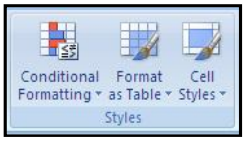
There are several tabs on this dialog box that allow you to modify properties of the cells.

- **Number tab**: It displays the specific number format for the cells. We can set the different number format like, general, percentage, and dollar etc., & also to increase or decrease the decimal point**.**
- **Alignment tab**: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.
- **Font tab**: Allows for control of font face, font style, size, color, and additional features.
- **Border tab:** Applies Border styles and colors to a table which is selected.
- **Fill tab:** fill colors and styles for the selected cell or table.



Styles Group

Conditional Formatting: Used to set different conditional formatting to the cells by selecting different conditions. You might use conditional formatting to locate dates that meet a certain criteria (such as falling on a Saturday or Sunday), to call out highest or lowest value in a range, or to indicate values that fall under or over a specified amount.



Steps:

- Select the cell(s) to which you want to apply conditional formatting.
- Click the Conditional Formatting button in the Styles group on the Home tab.
- Point to Highlight Cells Rules and then select the criteria you want to use.
- Enter the values you want to reference in the text box.

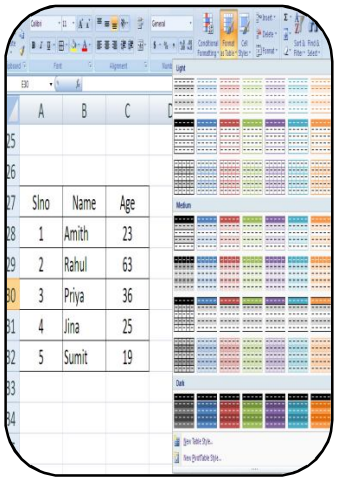


2. Format as Table: Used to apply quick formatting to the selected table.

Steps:

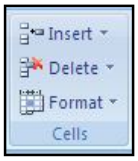
I. Create a table as in above figure
II. Select & goto format as table.
III. Select any one format.

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Cell Styles: By using this option we can set different heading levels to the cell text.

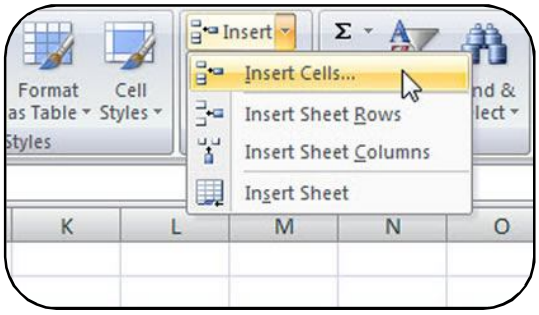
Cells Group



1. **Insert:** This option is used for inserting the cells, rows & columns.

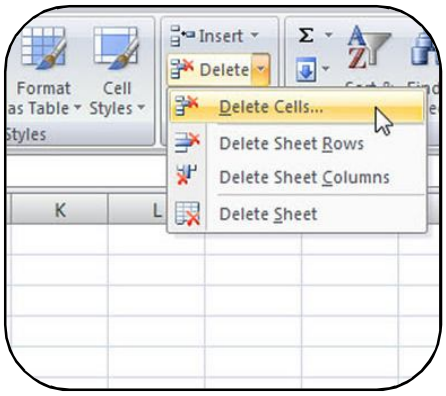
To insert new cells, rows, or columns in an Excel worksheet, follow these steps:

1. Select the cells, rows, or columns where you want the new, blank cells to appear.
2. Click the drop-down button attached to the Insert command button in the Cells group of the Home tab.
3. Click Insert Cells on the drop-down menu.



The Insert dialog box opens with the following option buttons:

- **Shift Cells Right:** Select this option to shift existing cells to the right to make room for the blank cells you want to insert.
- **Shift Cells Down:** Use this default option to shift existing cells down.
- **Entire Row:** Select this option to insert complete rows in the cell range. You can also select the row number on the frame before you choose the Insert command.
- **Entire Column:** Select this option to insert complete columns in the cell range. You can also select the column letter on the frame before you choose the Insert command.

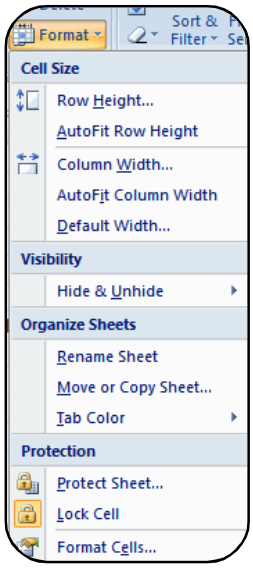


Delete: This option is used for deleting the cells, rows & columns. To delete the actual cell selection rather than just clear out the contents, follow these steps:

1. Select the cells, rows, or columns you want to delete.
2. Click the drop-down button attached to the Delete command button in the Cells group of the Home tab.
3. Click Delete Cells on the drop-down menu.

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The Delete dialog box opens, showing these options for filling in the gaps:



- **Shift Cells Left:** This default option moves entries from neighboring columns on the right to the left to fill in gaps created when you delete the cell selection.
- **Shift Cells Up:** Select this to move entries up from neighboring rows below.
- **Entire Row:** Select this to remove all the rows in the current cell selection.
- **Entire Column:** Select this to delete all the columns in the current cell selection.

2. **Format:** Used to format cell sizes. We can set row height, the default row height is 15, and we can also set to Auto fit row height. Similarly we can set column width; the default column width is 8.43. In this we can show or hide the rows & columns, also we can rename the sheet and copy & move the sheet from one worksheet to another worksheet. We can also change tab color. Using protect sheet option we can protect the sheet by giving the password.

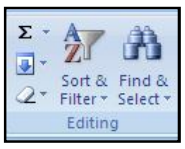
To Modify Column Width

- Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.
- Select **Column Width** to enter a **specific** column **measurement**.
- Select **AutoFit Column Width** to adjust the column width to fit its contents.

To Modify the Row Height

1. Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.
2. Select **Row Height** to enter a **specific** row **measurement**.
3. Select **AutoFit Row Height** to adjust the row height to fit its contents.

Editing Group:



In editing group we can perform calculations using **Autosum** (Alt+=)(Sum, Avg, count, max, min) option & the data pattern can be continued to adjacent cells in any direction i.e., down, left, up, right, across worksheet, series (1,2,3, or Jan, Feb., march..) & Justify. Using **Clear** option we can be used to clear only the contents, only the formats or only the comments of the selected cells. Clear option can also be used to clear formats, comments and contents of the selected cells. The sort & filter option will be used to arrange the data in ascending & descending order. The Find & Select option can be used to find the text or number and we can also replace the text or number. We can move to specified cell using Go to option. We can also work with objects.

In the *Editing* group, click **FILL** » select the appropriate option:

- **Down:** Repeats the contents of the first cell throughout the selected cells below it.
- **Right:** Repeats the contents of the first cell throughout the selected cells to the right of it.
- **Up:** Repeats the contents of the first cell throughout the selected cells above it.
- **Left:** Repeats the contents of the first cell throughout the selected cells to the left of it.
- **Across Worksheets:** Repeats the contents of the selected cells in another selected worksheet.

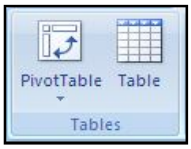
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- **Series...** fills in data that is part of a pattern, rather than simply repeating the data across selected cells. This option brings up the *Series* dialog box, which allows you to select the type of pattern you would like to use. ***Ex:*** If the first cell contains the day Sunday, Excel will fill the following cells with Monday, Tuesday, etc.
- **Justify:** Distributes text in the first selected cell throughout several selected rows.

NOTE: This option changes the contents of these cells by moving the data to fit within the new rows.

INSERT TAB

Tables Group

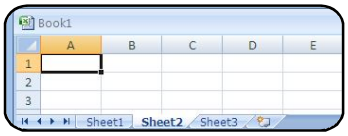


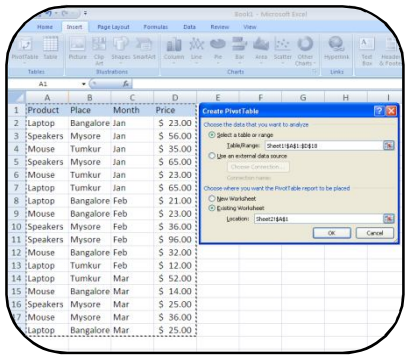
Pivot Table: A PivotTable report is an interactive way to quickly summarize large amounts of data. Use a PivotTable report to analyze numerical data in depth and to answer unanticipated questions about your data.

Steps to create a Pivot Table

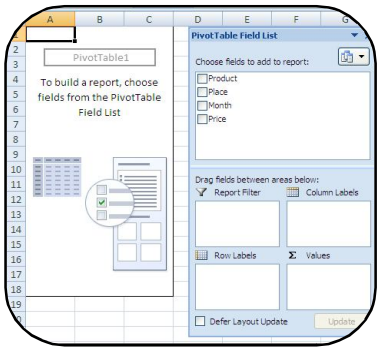
1. Create a data as shown in the below picture.
2. Click any one cell ~~that~~ where you need the Pivot table result, here we have select A1 in sheet 2
3. Goto Insert tab & select Pivot table, a Create Pivot Table window will open
4. Click on Sheet 1 & select the table range as shown in the below picture & click on OK button

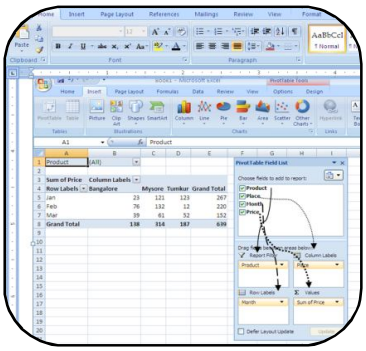
	A	B	C	D
1	Product	Place	Month	Price
2	Laptop	Bangalore	Jan	$ 23.00
3	Speakers	Mysore	Jan	$ 56.00
4	Mouse	Tumkur	Jan	$ 35.00
5	Speakers	Mysore	Jan	$ 65.00
6	Mouse	Tumkur	Jan	$ 23.00
7	Laptop	Tumkur	Jan	$ 65.00
8	Laptop	Bangalore	Feb	$ 21.00
9	Mouse	Bangalore	Feb	$ 23.00
10	Speakers	Mysore	Feb	$ 36.00
11	Speakers	Mysore	Feb	$ 96.00
12	Mouse	Bangalore	Feb	$ 32.00
13	Laptop	Tumkur	Feb	$ 12.00
14	Laptop	Tumkur	Mar	$ 52.00
15	Mouse	Bangalore	Mar	$ 14.00
16	Speakers	Mysore	Mar	$ 25.00
17	Mouse	Mysore	Mar	$ 36.00
18	Laptop	Bangalore	Mar	$ 25.00
19				





5. Drag & Drop the field names in their areas as show in the below picture.
6. Finally you can create a Pivot Table.

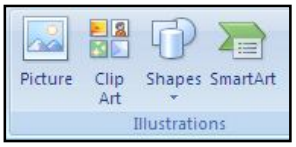




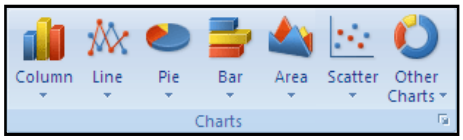
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Pivot Chart: A PivotChart report provides a graphical representation of the data in a PivotTable report (PivotTable report: An interactive, cross tabulated Excel report that summarizes and analyzes data, such as database records, from various sources, including ones that are external to Excel). You can change the layout and data that are displayed in a PivotChart report just as you can in a PivotTable report. A PivotChart report always has an associated PivotTable report: The PivotTable report ~~that~~ supplies the source data to the PivotChart report. It is created automatically when you create a new PivotChart report. When you change the layout of either report, the other also changes.) That uses a corresponding layout. Both reports have fields that correspond to each other. When you change the position of a field in one report, the corresponding field in the other report also moves.

Illustrations Group



- **Picture:** This option is used to insert the pictures.
- **Clipart:** This option is used to insert the default clip arts.
- **Shapes:** This option is used to insert the different Shapes.
- **SmartArt:** This option is used to insert the Smart art objects.



A. Charts: Chart is a representation of the selected data, which can be used to create the graphical representation, it is easy to create professional ~~looking~~ charts. Simply by choosing a chart type, a chart layout, and a chart style. There are 11 different types of charts are present like as follows:

Column charts	Line charts	Pie charts	Bar charts
Area charts	XY (scatter) charts	Stock charts	Surface charts
Doughnut charts	Bubble charts	Radar charts	

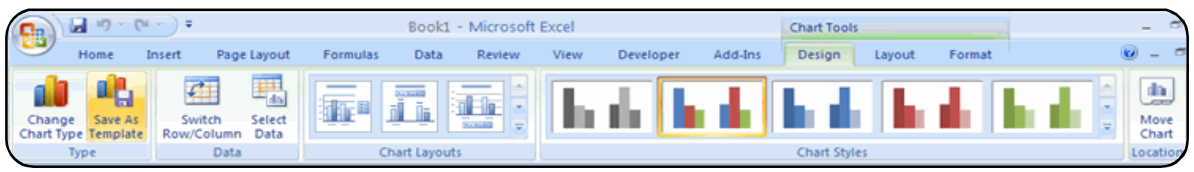
The default chart is column chart, you can apply special effects, such as shadow, reflection, glow, soft edges, bevel, and 3-D rotation to chart element shapes, which gives your chart a finished look.

Following are the steps to create a Chart:

1. On the worksheet, arrange the data that you want to plot in a chart.
2. Select the cells that contain the data that you want to use for the chart.
3. On the Insert tab, in the Charts group, select the chart type.
4. Then click a chart subtype that you want to use.

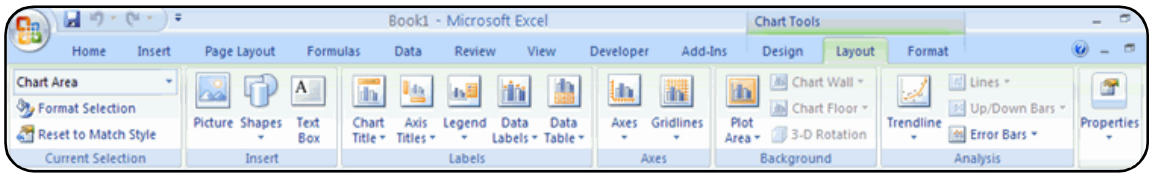
Chart Tools:

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format. Within the **Design** tab you can control the chart type, layout, styles, and location.

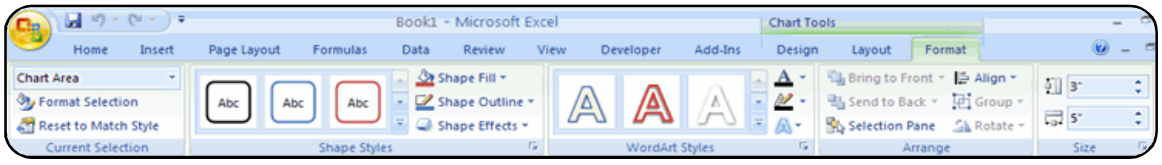


Within the **Layout** tab you can control inserting pictures, shapes and text boxes, labels, axis, background, and analysis.

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Within the **Format** tab you can modify shape styles, word styles and size of the chart.



Links Group

Hyperlink (Ctrl+K): It is used to place a link to another document in the existing file.

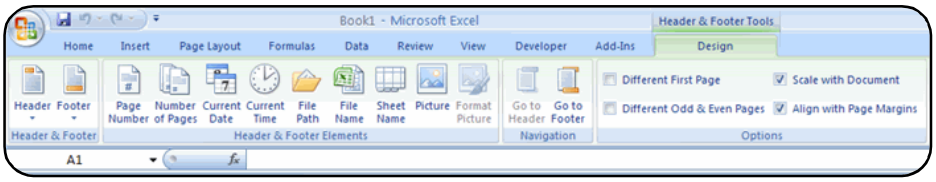
Text Group



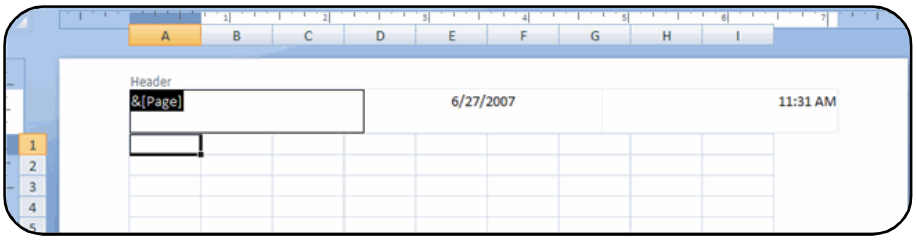
1. **Text Box:** It is used to insert the text box, in which we can enter the text.
2. **Header & Footer:** This option is used to add header & footer to the sheet.

Steps:

- Click the **Header & Footer** button on the **Insert** tab
- This will display the **Header & Footer Design Tools Tab**
- To switch between the Header and Footer, click the **Go to Header** or **Go to Footer** button



- To insert text: enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell



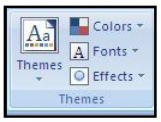
3. **Word Art:** It is used to insert the decorative text into the document.
4. **Signature Line:** It is used to insert the signature line.
5. **Object:** It allows to the user to insert & make the changes of the selected object like applying the brightness, contrast, size etc.,
6. **Symbol:** It is used to insert the symbols into the document that are not present in keyboard. We can also assign short cut keys to it.

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PAGE LAYOUT TAB

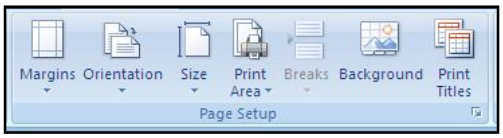
Themes Group:

This option is used to apply different themes to the cover page, we can also set different font, styles & text color.



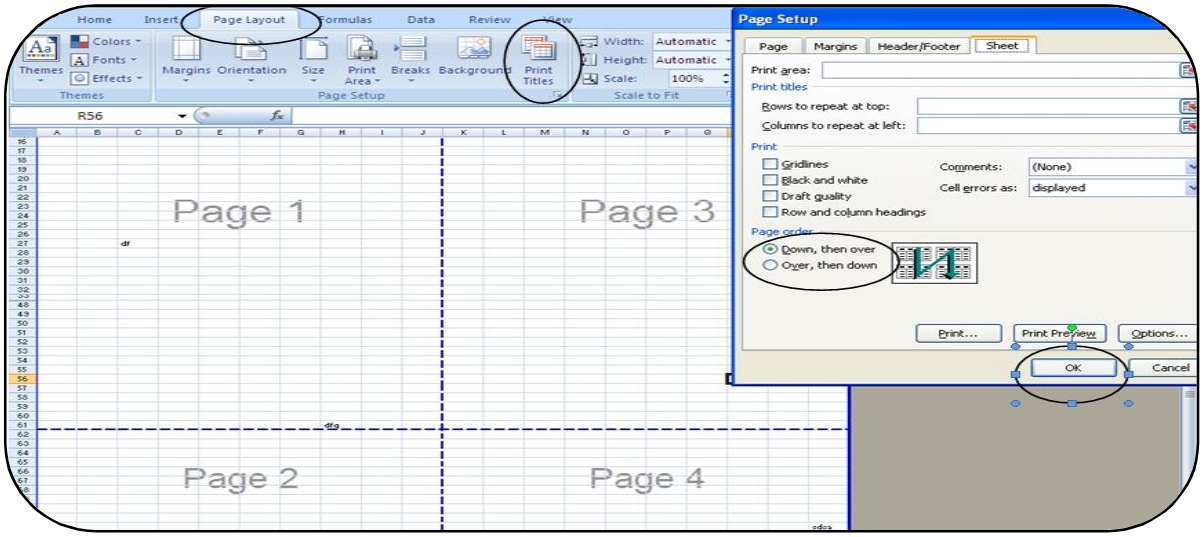
Page Setup Group

1. **Margins:** To set different margins to the document.
2. **Orientation:** We can set orientation like portrait or landscape.
3. **Size:** This option is used to set the page size like A3, A4, letter, legal etc.,



Here the default paper is Letter(8.5 X 11), Orientation : Portrait, Margins : left : 0.7", Right :0.7" , Top:0.75" , Bottom:0.75" and Header : 0.3", Footer :0.3" respectively.

4. **Print Area:** This option used to set / remove the printing area.
5. **Break:** Used to break the page in the different points.
6. **Background:** We can set/reset different background to the sheet.
7. **Print Titles:** In this option we can select or remove the titles like headings, gridlines and Page order like Over then down & down then over as shown in the below picture



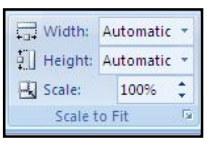
Scale to fit Group

1. **Width:** used to shrink the width of printed output fit to maximum number of pages.
2. **Height:** used to shrink the height of printed output fit to maximum number of pages.
3. **Scale:** This option lets you to adjust the height and width of the pages.



Sheet Option Group

1. **Gridlines:** Gridlines are the faint lines that appear around cells in Excel 2007. They are used to distinguish cells on the worksheet. They are non printable lines. This option is used to show/hide the Gridlines on the worksheet & to get printout on the paper or not.



2. **Headings:** This option is used to show or hide the headings like A, B, C etc., & to get printout on the paper or not.

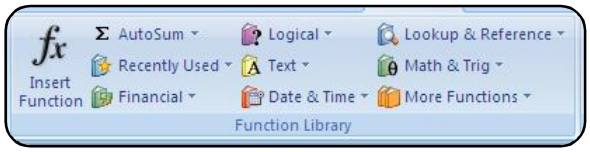
Arrange Group:



Using this option we can set the position of the picture or object in the page, it also allows arranging the objects to forward, front, backward, back etc., Using text wrapping option we can fit the picture or object to the text in different form. We can also align the objects, Group & ungroup & rotate the objects.

FORMULAS TAB

Function Library Group



Operator: It is symbol used to perform calculations. There are three types of operators.

1. **Arithmetical Operator:** It is used to perform only arithmetic operations like addition, subtraction, multiplication, divisions etc., **Ex: +, -, *, /.**
2. **Reference Operators:** It is used to compare two or more numbers. Ex: > or =, < or =.
3. **Logical Operators:** It is used to combine two or more conditions Ex**:** and, or, not.

   a. Constants: Constants is a fixed value we cannot change the value of constants.
   Ex: 10, 20, 30 etc.

   b. Variable: It is a floating value we can change the value of variable.
   Ex: A=10 or A=15, B=8 or B=13.

   c. Formula: It is a combination of operators, (operands) constants, and variable to perform some calculations.
   Ex: C= a+b. here + is an operator, a and b are operands or variables.

   d. Function: The readymade formula is called as functions.
   There are different categories of functions like

Text Functions.	Date and Time Functions.
Statistical Functions.	Logical Functions.
Financial Functions	Mathematical and Trignometric Functions.
Lookup and references	Engineering Functions
Cube functions	Information functions

TEXT FUNCTIONS:

If you want to combine text and a number, like a date, into a readable format use the TEXT function. For example, if you have the following information in separate cells, you can use TEXT to create a meaningful sentence.

a. Character: This function returns or converts number into character.
Syntax: =Char(number) **Ex:** =Char(65) **Result**: A.

b. Code: This function returns or converts character into number.
Syntax: =Code("Character") **Ex:** =Code ("A") **Result:** 65.

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c. Concatenate: This function combines or merges the given string. We can merge upto 30 strings.

Syntax: =Concatenate("string 1", "string 2", "string 3")

Ex: =concatenate ("com","put","er") **Result:** computer.

d. Exact: This function returns a boolean value. If the strings are equal, it displays true and if the strings are not equal it display false.

Syntax: =Exact("string 1", "string 2") **Ex:** =Exact("john", "john") **Result:** True.

e. Find: This function finds the position of given character with in string.

Syntax: =Find("find text","string") **Ex:** =Find("p","computer") **Result:** 4

f. Right: This function displays specified number of characters from the right side.

Syntax: =Right("string", "number of characters")

Ex: =Right("computer",4) **Result:** uter.

g. Left: This function displays specified number of characters from the left side.

Syntax: =Left("string", "number of characters")

Ex: =Left("computer",4) **Result:** comp.

h. Length: This function returns length of the given string.

Syntax: =Length("string") **Ex:** =Length("Kolar") **Result:** 5

i. Lower: This function converts the given string to lower case letters.

Syntax: =Lower("capital string")

Ex: =Lower("NEWTON") **Result**: newton

j. Upper: This function converts the given string to upper case letters.

Syntax: =Upper("small string") **Ex:** =Upper("india") **Result:** INDIA

k. Mid: This function returns a substring of the given string. The sub string starts from the position specified in the second field and the length of the substring is given in the third field.

Syntax: =Mid("string", starting number, number of characters)

Ex: =Mid("Cococola",3,4) **Result:** Coco

l. Proper: This function returns the capitalized of first character in a given string.

Syntax: =Proper("string") **Ex:** =Proper("sAcHIn") **Result:** Sachin

m. Replace: This function replace old string with a new string using starting number and number of characters.

Syntax:=Replace("String", starting no.,no. of characters, "new string")

Ex: =Replace("Maharani",5,4, "Raja") **Result:** MahaRaja.

n. Repeat: This function repeats the given string ~~into~~ number of times.

Syntax: =Rept("string","number of times")

Ex: =Rept("Mysore",4) **Result:** MysoreMysoreMysoreMysore.

o. Substitute: This function replaces or substitutes the part of the given string as specified by the second and third fields.

Syntax: =Substitute("String","old string","new string")

Ex: =Substitute("Cococola","cola"," maza") **Result:** Cocomaza.

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p. Trim: This function removes spaces from both ends (left and right) of the given string.

Syntax: =Trim("String") **Ex:** =Trim("India") **Result:** India

2. Statistical Functions:

a. Average: This function finds out percentage of given numbers or range of numbers.

Syntax: =Average(number 1, number 2,number 3)

Ex: =Average(89,88,65,87,97,87) **Result:** 85.5

b. Count: This function counts the cells having numbers within the range of cells.

Syntax: =Count(Range) **Ex:** =Count(A1:A6) **Result:** 3

	A
1	23
2	MUMBAI
3	47
4	
5	52
6	BLORE
7	3

c. Counta: This function counts the cells having numbers and text within that range of cells.

Syntax: =Counta(Range) **Ex:** =Count(A1:A6) **Result:** 5

	A
1	23
2	MUMBAI
3	47
4	
5	52
6	BLORE
7	5

	A
1	23
2	MUMBAI
3	47
4	
5	52
6	BLORE
7	1

d. Countblank: This function counts the number of blank cells within that range of cells.

Syntax: =Countblank(Range) **Ex:** =Countblank(A1:A6) **Result:** 1

e. Countif: This function counts the cells having numbers using condition.

Syntax: =Countif(Range,"Condition")

Ex: =Countif(A1:A6,">35") **Result:** 2

	A
1	23
2	MUMBAI
3	47
4	
5	52
6	BLORE
7	2

3. Logical Functions

a. And: This function returns true if all the conditions are satisfied. It returns false if any one condition is not satisfied.

Syntax: =And(condition1, condition2)

Ex: =And(6>4,4<8) **Result:** True.

b. Or: This function returns true if any of the condition is satisfied and returns false if all the conditions are not satisfied.

Syntax: =Or(condition1,condition2)

Ex: =Or(6>4,4>6) **Result:** True.

c. NOT: This function returns complement of the result. If the condition is true, not(condition) is false and vice versa.

Syntax: =Not(condition) **Ex:** =Not(6>9) **Result:** True.

d. If: This function returns one of the two values depending on some condition. If the condition evaluates to true, then the first value is returned; else the second value is returned.

Syntax: =If(condition, "true block", "false block")

Ex: =If(D2>14, "Major", "Minor") **Result:** Major.

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4. Date and Time Functions:

a. Date: This function returns date in system date format given ~~using~~ year, month and day.

Syntax: =Date(year,month,day)

Ex: =Date(2010,5,25) **Result:** 25-05-2010

b. Date value: This function returns serial number of the given date-text.

Syntax: =Datevalue("Date")

Ex: =Datevalue("25-05-2010") **Result:** 40323.

c. Day: This function returns day of the given serial number.

Syntax: =Day("serial number")

Ex: =Day("40323") **Result:** 25.

d. Month: This function returns the month of the given serial number.

Syntax: =Month("serial number")

Ex: =Month("40323") **Result:** 5.

e. Year: This function returns year of the given serial number.

Syntax: =Year("serial number")

Ex: =Year("40323") **Result:** 2010.

f. Days360: This function returns the number of days between given starting date and ending date. This function assumes there are twelve 30-day months in an year.

Syntax: =Days360("starting date","ending date")

Ex: =Days360("5/23/2010","6/23/2010") **Result:** 30

g. Today: This function returns system date.

Syntax: =Today( ) **Ex:** =Today( ) **Result:** 5/23/2010.

h. Now: This function returns system date and time.

Syntax: =Now( ) **Ex:** =Now( ) **Result:**7/28/2014 1:05:30 PM

i. Time: This function returns system time format.

Syntax: =Time(Hour,Minutes,Seconds)

Ex: =Time(1,25,45) **Result:** 1:25 PM

j. Time value: This function returns serial number of given time.

Syntax: =Timevalue("Hr:Min:Sec")

Ex: =Timevalue("8:20:50") **Result:** 0.347800926.

k. Hour: This function returns the hour of the given serial number.

Syntax: =Hour("serial number")

Ex: =Hour("0.347800926") **Result:** 8

l. Minute: This function returns the minute of the given serial number.

Syntax: =Minute("serial number")

Ex: =Minute("0.347800926") **Result:** 20

m. Second: This function returns the second of the given serial number.

Syntax: =Second ("serial number")

Ex: =Second ("0.347800926") **Result:** 50

n. WeekDay: This function returns the weekday of the given serial number.

Syntax: =Weekday("serial number")

Ex: =WeekDay("0.347800926") **Result:** 5

5. Mathematical and Trigonometric functions.

a. Absolute: This option returns absolute value of a given number. Absolute value means the value without its sign. positive value of given negative value.

Syntax: =Abs(negative value) **Ex:** =Abs(-90) **Result**: 90

=abs(75) Result: 75

b. Factorial: This function returns factorial of given number.

Syntax: =Fact(number) **Ex:** =Fact(5) **Result**: 120.

c. Even: This function rounds a positive number up and negative number down to the nearest even integer. (returns next even number of given odd number.)

Syntax: =Even(odd number) **Ex:** =Even(7) **Result:** 8

=even(-5) Result: -6

d. Odd: This function rounds a positive number up and negative number down to the nearest odd integer. (returns next odd number of given even number)

Syntax: =Odd(even number) **Ex:** =Odd(8) **Result:** 9.

=odd(-6) Result: -7

e. Integer: This function returns only integer value.

Syntax: =Int(number with decimal) **Ex:** =Int(10.50) **Result:** 10

f. Ln(natural logarithm): This function returns natural logarithm of given number.

Syntax: =Ln(number) **Ex:** =Ln(1000) **Result:** 6.907755279

g. Log: This function returns logarithm of given number using base.

Syntax: =Log(number, base number)

Ex: =Log(100,2) **Result:** .698970004

h. Log 10: This function returns logarithm of given number using base 10.

Syntax: = Log(number) **Ex:** =Log(100,2) **Result:** 6.643856

i. Square Root: This function returns square root of given number.

Syntax: =Sqrt(number) **Ex:** =Sqrt(144) **Result:** 12

j. Mod: This function finds out modulus of given number ~~using~~ and divisor. This function returns the remainder after dividing the given number by the divisor.

Syntax: =Mod(number,divisor) **Ex:** =Mod(5,2) **Result:** 1

k. Power: This function returns result of the given number raised to given power.

Syntax: =Power(number,power) **Ex:**=Power(2,3) **Result:** 8

l. Pi: This function returns default value of pi.

Syntax: =Pi() **Ex:** =Pi() **Result:** 3.1415

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m. Sum: This function returns sum of all numbers in the given range.finds out total of given numbers.

Syntax: =Sum(number1,number2,number3) or sum(A1:A5)

Ex: =Sum(10,20,30) **Result:** 60

Sum(h1:h4) Result:

n. Sumif: This function finds the sum of those numbers in the range that satisfy the given condition.

Syntax: =Sumif(range,"condition")

Ex: =Sumif(A1:A5,">50") **Result:** ~~2~~

o. Product: This function finds out product of all numbers in the given range. ~~multiplication of given number.~~

Syntax: =Product(Range) **Ex:** =Product(A1:A2) **Result:** 6

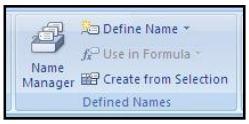
p. Maximum: This function returns maximum value within a range.

Syntax: =Max(range) **Ex:** =Max(A1:A5) **Result:** 17

q. Minimum: This function returns minimum value within range.

Syntax: =Min(range) **Ex:** =Min(A1:A5) **Result**: 1

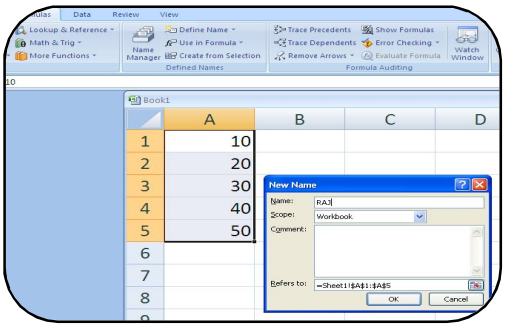
Defined Names Group

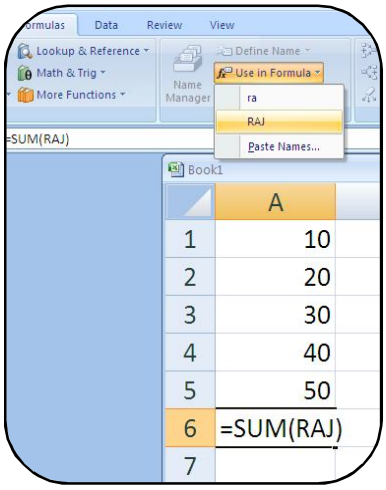


1. **Define Name:** We can give a name to the selected cells as shown in the below picture.

2. **Use in formula:** The name given to the cell can be used in formulas instead of their addresses. This option lists available names in the workbook and you are allowed to select any one to use in the formula.

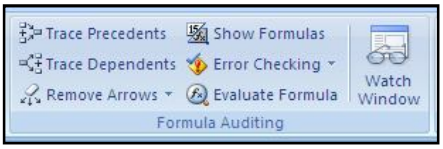
3. **Create from selection:** It allows us to automatically generate names from the selected cells. The names may be listed in the top/bottom/right/left side of the cells.



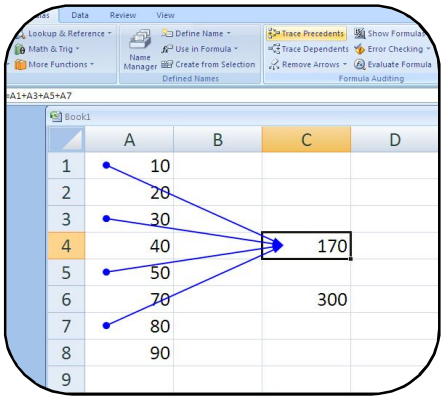


Formula Auditing Group

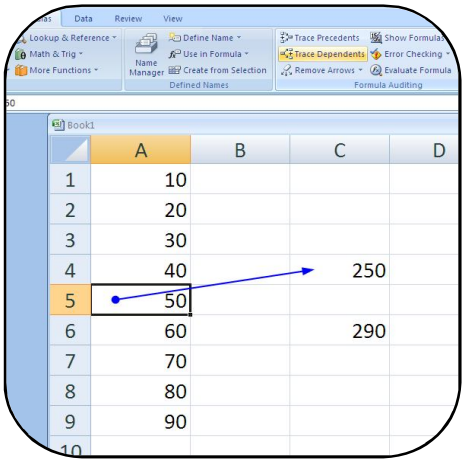
1. **Trace precedents:** It shows arrow to indicate what cells affect the value of the currently selected cell.



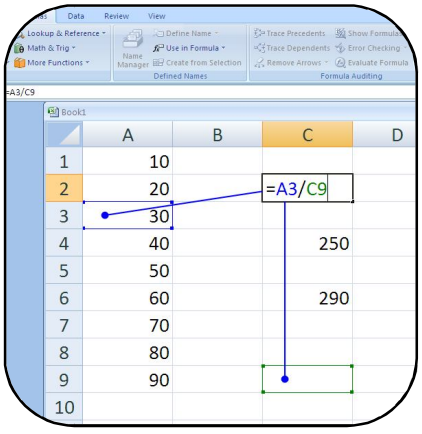
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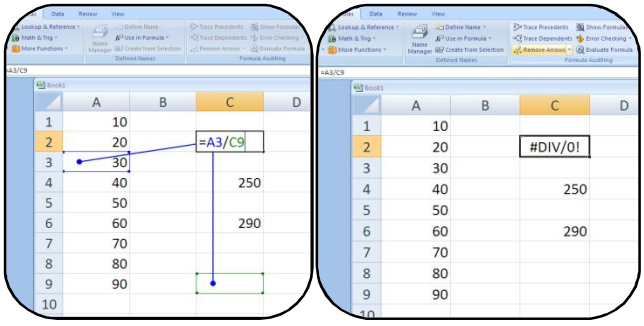
2. **Trace dependents:** It shows arrow to indicate which are the cells affected by the currently selected cell.



3. **Trace Error:** It shows arrow to the cells which leads to error along with the explanation for the error.

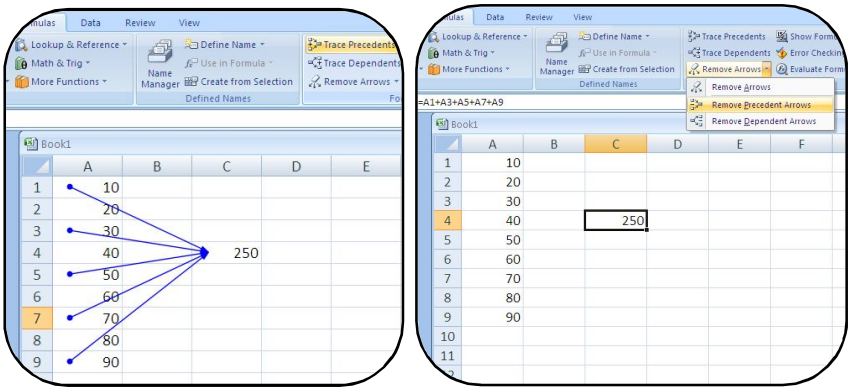


4. **Remove arrows:** It removes all the arrows.(Precedent and dependent arrows)

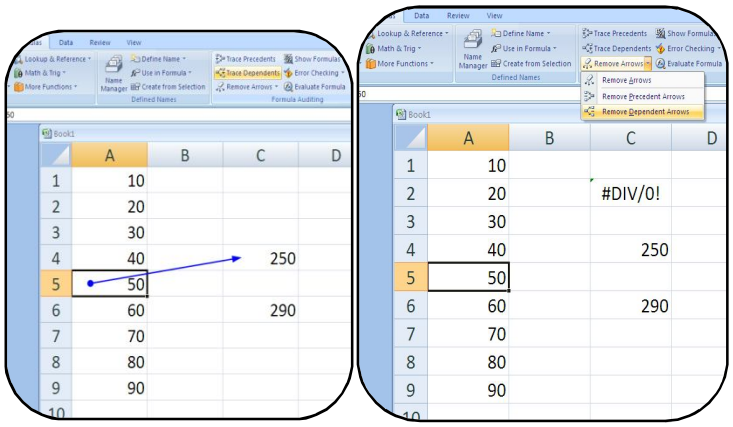


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5. **Remove precedents arrows:** It removes only precedent arrows.

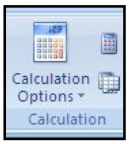


6. **Remove dependents arrows:** It removes only dependent arrows.



7. **Watch Window:** This option used to open the watch window, in this we can monitor the values of certain cells as changes are made to the sheet.

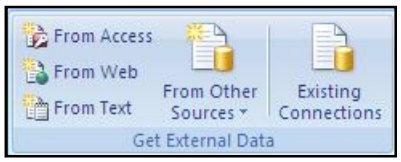
Calculation Group



1. **Calculation Option**: Using this option we can specify when calculations are performed. Calculations can be performed automatically or manually. Usually all calculations are performed as soon as changes are made to the related cell.
2. **Calculate now (F9):** Used to update the calculation now in entire workbook. This is required only if automatic calculation has been turned off.
3. **Calculate Sheet (Shift+F9):** Used to update the calculation now in the entire sheet.

DATA TAB

Get External Data Group

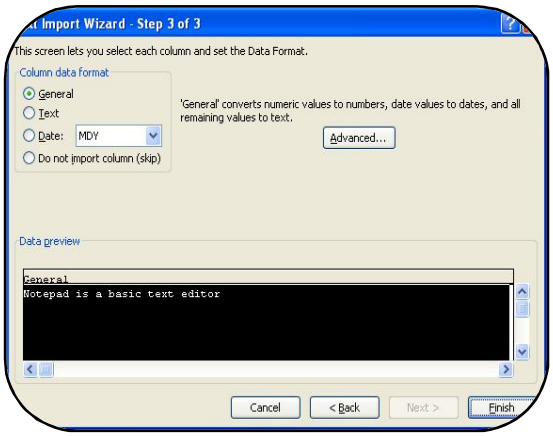


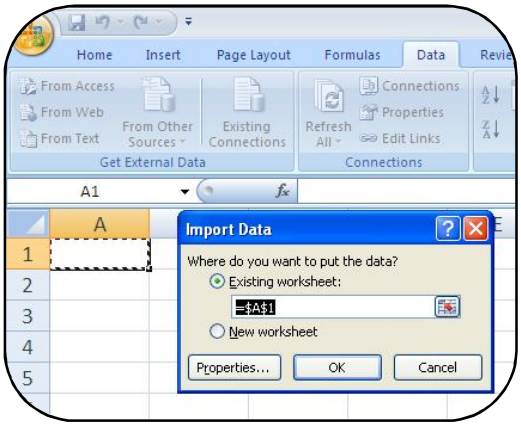
1. **From Access:** This option is used to import the table from MS Access database.
2. **From Web:** Import the data from the web.
3. **From Text:** Using this option we can import the text from Notepad, WordPad applications etc.,

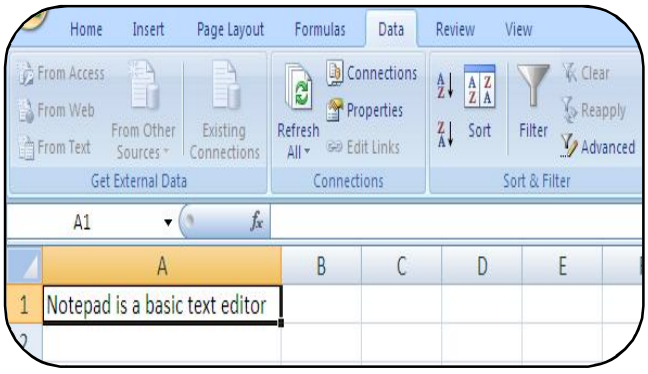
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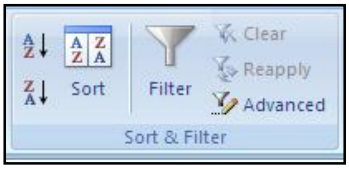


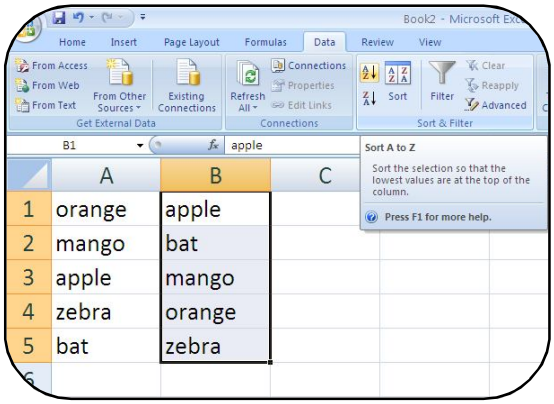




Sort & Filter Group

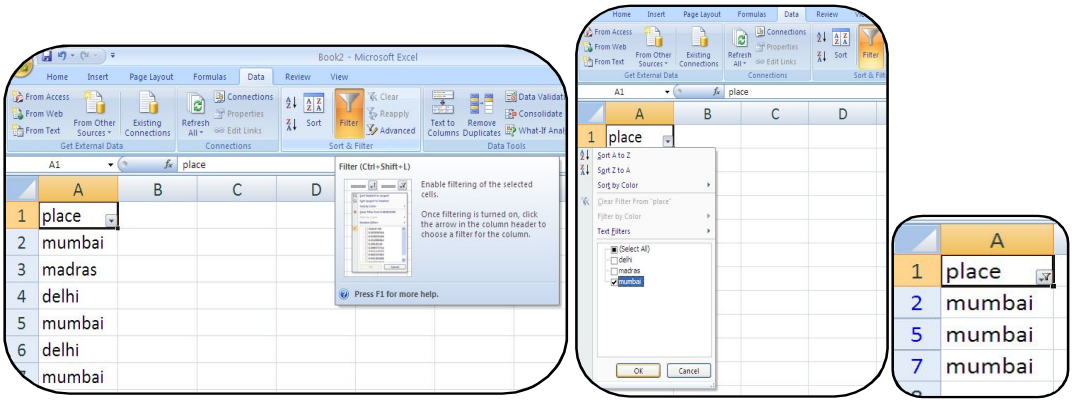
1. **Sort:** This option is used to arrange the contents in ascending or descending order.



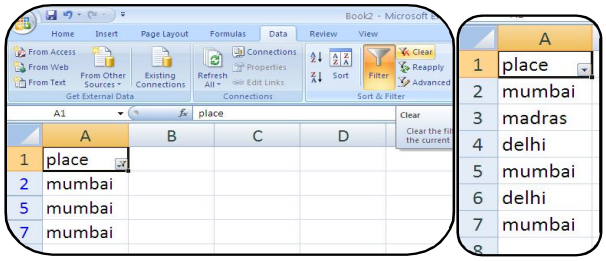


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2. **Filter:** Used to apply or remove the filters to the selected fields.



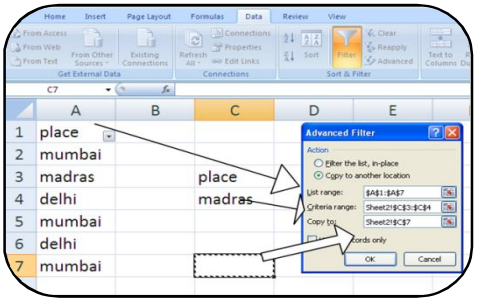
3. **Clear:** It lets you to clear the filter and display all the records.



4. **Advanced filter:** We can specify complex criteria for filters. The filtered list can be in place or can be copied to another location.

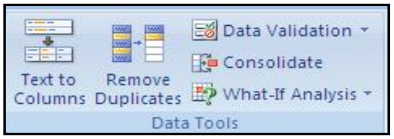
Steps:

1. First select all the data, go to filter.
2. Click in criteria range box, select place & madras cell.
3. Click in copy to box & click in any 1 cell from a sheet.



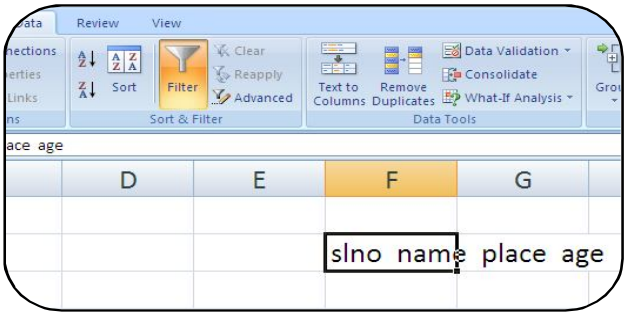
Data Tools Group

1. **Text to Columns:** It is used to divide column contents into multiple columns.



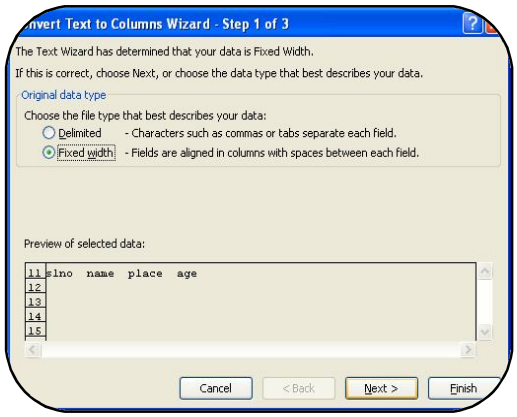
Steps:

1. Type the field names in a single cell as show in the below picture

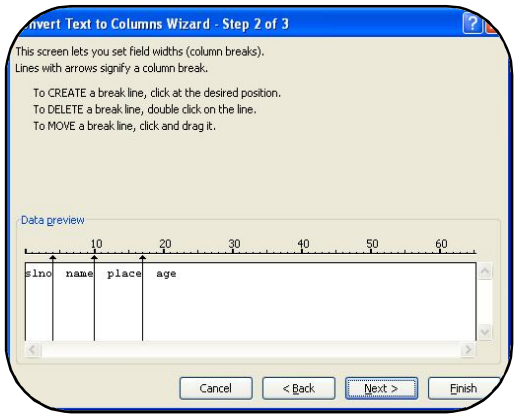


2. Click on " text to columns" ; Wizard window appears on the screen. Choose the appropriate option (delimited or fixed width) . click on next

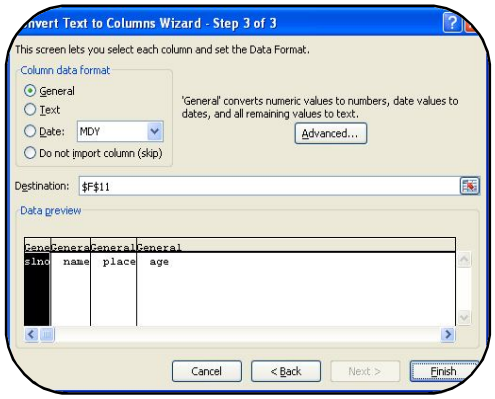
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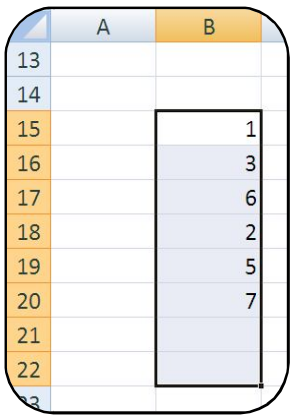
3. In step 2 click on next button

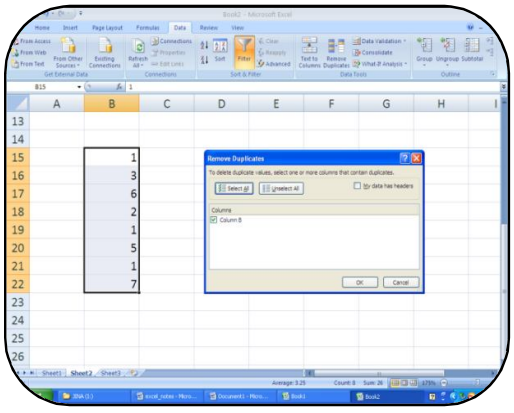


4. In step 3 click on finish button



2. **Remove Duplicates:** Using this option we can remove the duplicate records present in the selected range of cell. In this you can find number 1 is repeated, to remove the duplicate: Select the data range, click on remove duplicates and click on OK button.



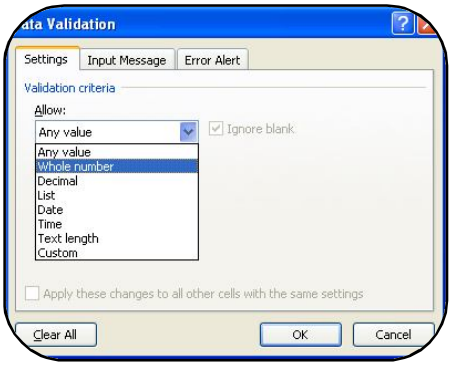


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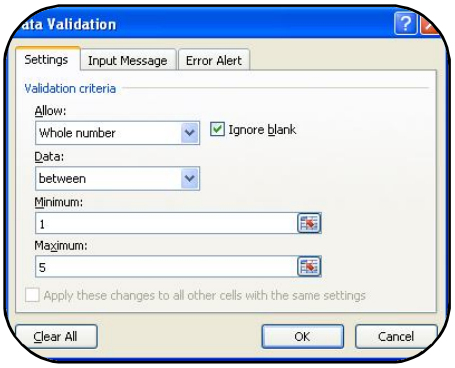
3. **Data validation:** It is used to ensure that a valid data is entered in the selected range of cells. Set the condition for selected cell or cells. We can also give the input message and error messages.

Steps:

1. Go to data validation change the allow condition from any value to whole number.



2. In data select between & give the numbers as minimum 1 & maximum 5, then click on ok button



3. Type the Error Alert message in the Error message box, finally click on ok button



4. **Consolidate:** This option is used to consolidate values from one sheet to another sheet using functions like sum, average, count etc.

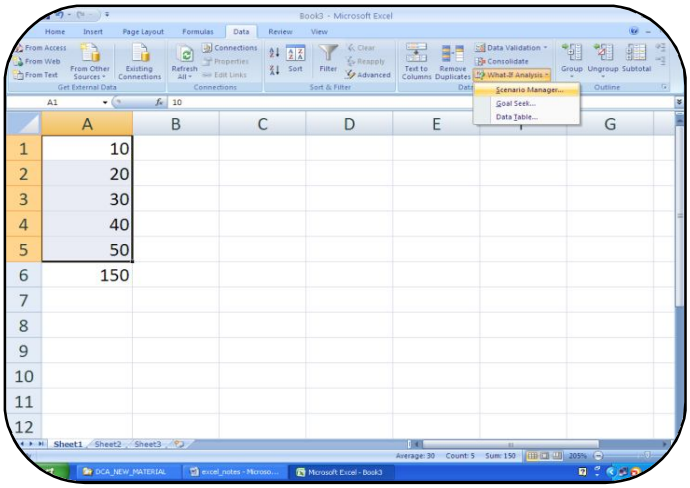
5. **What if Analysis Group**

   a. **Scenarios:** This option changes references cell values then automatically changes the target values.

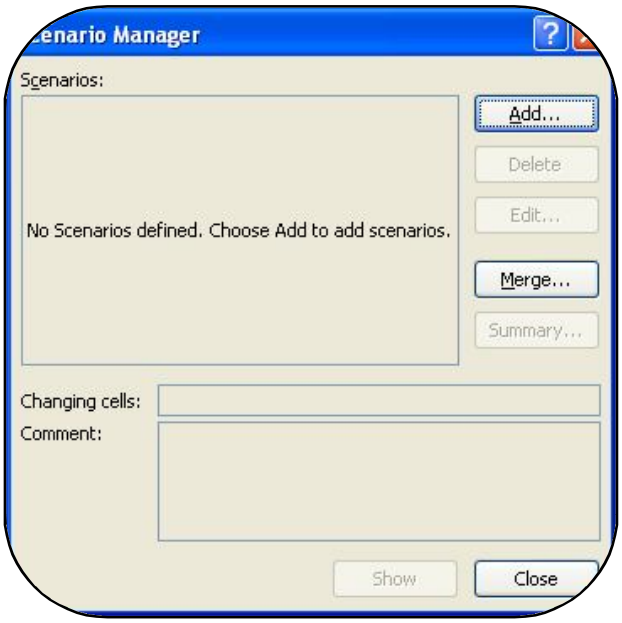
   Steps:

   1. Type the values & get total.
   2. Select the data except total.
   3. Go to scenario manager from what if analysis option

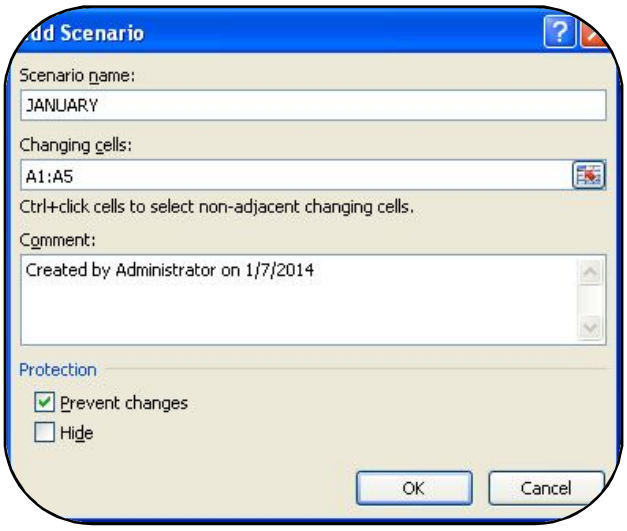
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4. Click on Add button

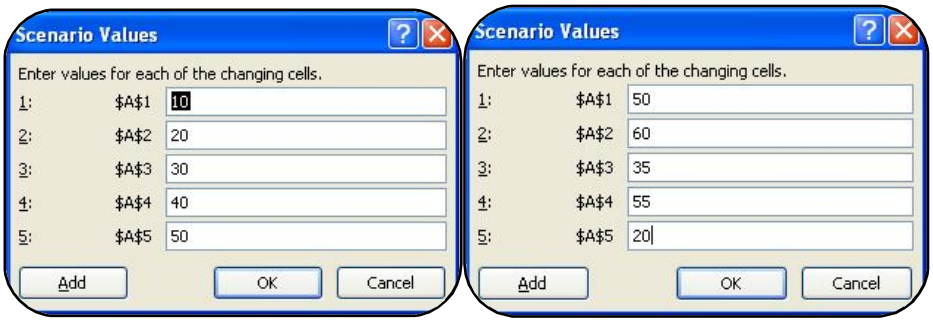


5. Type the Scenario name as show in the below, then click on OK button.



6. Change the values if required then click on OK button.

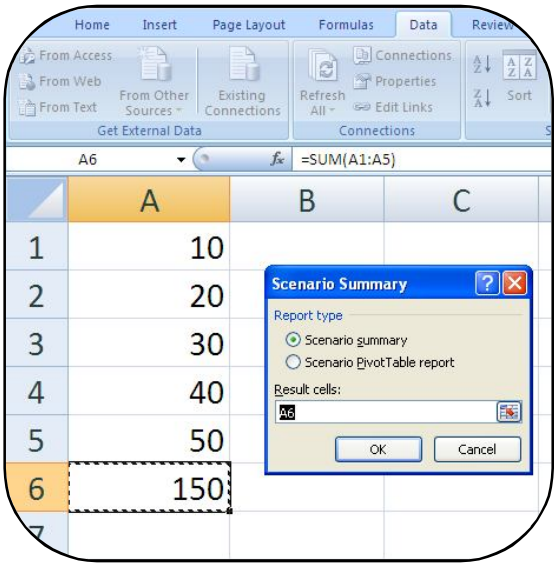
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7. Click on Summary button.

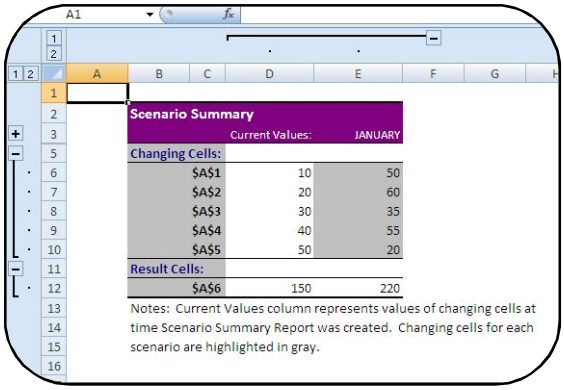


8. Finally click on OK button

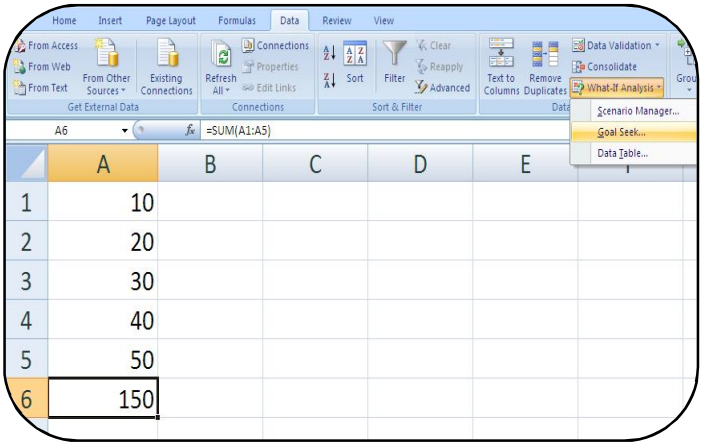


9. Summary sheet will be ready

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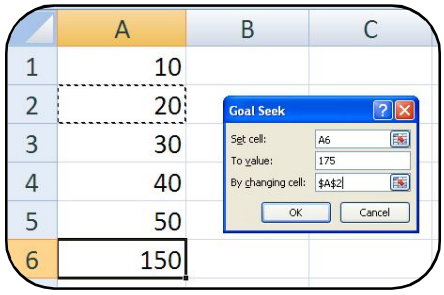


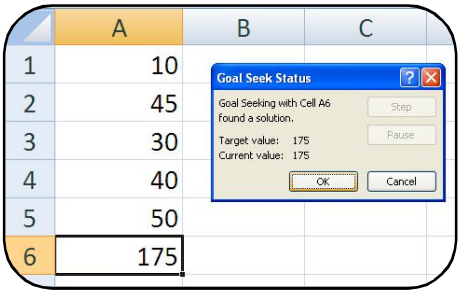
b. Goal seek: This option is used to change the target value; the difference value will be added to reference cell.



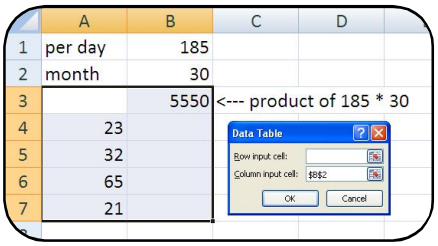
Steps:

1. Type the values & get the total of it.
2. Click on the total cell, Goto goal seek.
3. Enter the required value in the "To value" field.
4. Click on the "By changing cell" box & then click on any cell on the worksheet.
5. Finally click on OK button



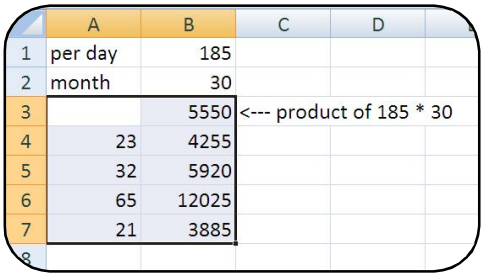


c. Data Table: A data table is a range of cells that shows how changing certain values in your worksheet affect the results of the formulas. Data tables provide a shortcut for calculating multiple versions in one operation and a way to view and compare the results of all of the different variations together on your worksheet.



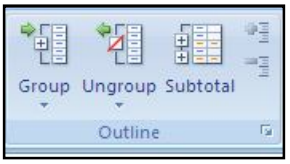
Steps:

1. Create a table by giving per day value & enter the number of total days in a month.
2. Create a product of 185 x 30, we get 5550
3. Type the working days of the employees, & select as above picture.
4. Go to Data Table & click on Column input cell.
5. Select the number B2 cell (30).
6. Finally click on OK button



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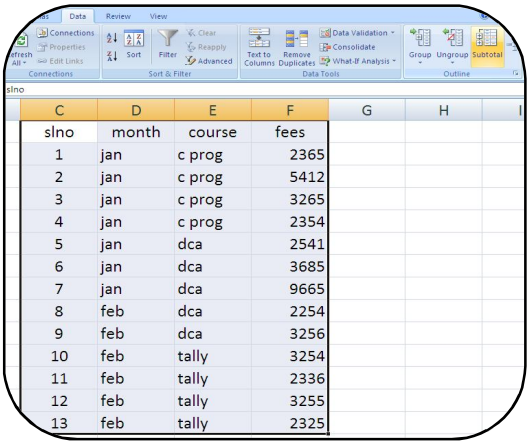
Outline Group



1. **Group:** It is used to group the selected rows and columns.
2. **Ungroup:** This option used to remove the grouping and we can also show and hide grouping rows and columns.
3. **Subtotal:** This option is used to find different functions like sum, average, count etc.

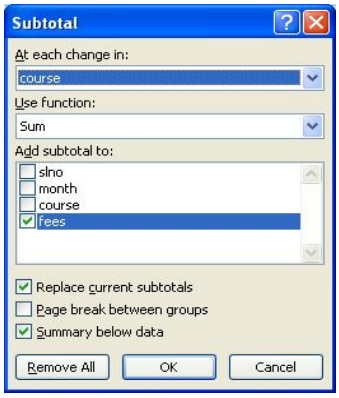
Steps:

1. Create a table as shown in the below picture.
2. Select the data & goto Subtotal.

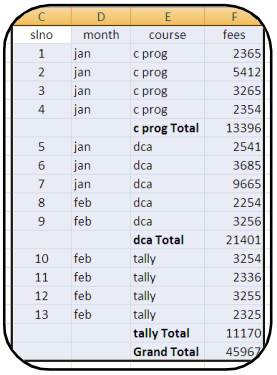


slno	month	course	fees
1	jan	c prog	2365
2	jan	c prog	5412
3	jan	c prog	3265
4	jan	c prog	2354
5	jan	dca	2541
6	jan	dca	3685
7	jan	dca	9665
8	feb	dca	2254
9	feb	dca	3256
10	feb	tally	3254
11	feb	tally	2336
12	feb	tally	3255
13	feb	tally	2325

3. Change the slno to course in "At each change in ".



4. Finally click on OK button.



slno	month	course	fees
1	jan	c prog	2365
2	jan	c prog	5412
3	jan	c prog	3265
4	jan	c prog	2354
		c prog Total	13396
5	jan	dca	2541
6	jan	dca	3685
7	jan	dca	9665
8	feb	dca	2254
9	feb	dca	3256
		dca Total	21401
10	feb	tally	3254
11	feb	tally	2336
12	feb	tally	3255
13	feb	tally	2325
		tally Total	11170
		Grand Total	45967

4. **Show Detail:** Used to expand the grouped cells.
5. **Hide Detail:** Used to group the selected cells.

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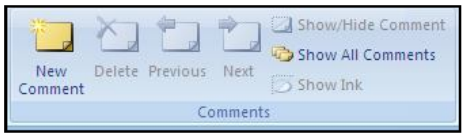
REVIEW TAB

Proofing Group



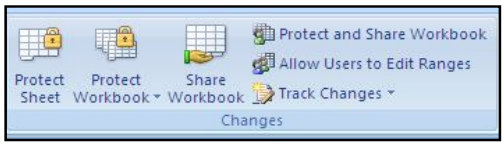
- **Spelling (F7):** This option checks the spelling mistakes.
- **Research(Alt+Click):** It is used to search nearest meaning of the selected word.
- **Thesaurus (Shft+F7):** It is used to search nearest meaning of the selected word, also can be replaced with the selected text.
- **Translate:** Used to translate the selected text into different language.

Comments Group



1. **New Comment:** Used to create new comment.
2. **Delete:** Used to delete the comment.
3. **Previous:** To go to previous comment.
4. **Next:** To go to next comment.
5. **Show / Hide Comment:** Used to show or hide the comments at a time.
6. **Show all comments:** Used to show or hide all the comments at a time.

Changes Group



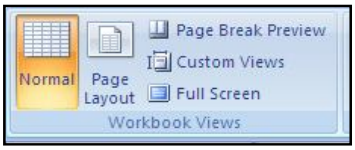
1. **Protect Sheet:** Used to protect the active sheet by giving a password.
2. **Protect WorkBook:** Used to protect the active entire WorkBook by giving a password.
3. **Share WorkBook:** It allows to share the WorkBook, so that the other user can use the WorkBook.
4. **Protect & Share WorkBook:** Used to protect & share the WorkBook.
5. **Allow users to edit ranges:** Used to allow to the user to make changes in the sheet.
6. **Track Changes**
   a. **Highlight Changes:** Used to highlights the changes done by the user.
   b. **Accept / Reject Changes:** Used to accept or reject the changes done by the user.

   c.

VIEW TAB

WorkBook Views Group:

We can see the document in 5 different views like print



1. Normal.
2. Page layout.
3. Page break Preview.
4. Custom Views.
5. Full Screen.

Show/ Hide Group

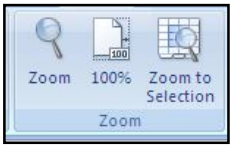


1. **Ruler:** This option is used to show or hide the ruler.
2. **Gridlines:** This option is used to show or hide the gridlines.

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3. **Message Bar:** This option is used to show or hide the message bar.
4. **Formula Bar:** This option is used to show or hide the Formula bar.
5. **Headings:** This option is used to show or hide the headings of the sheet

Zoom Group

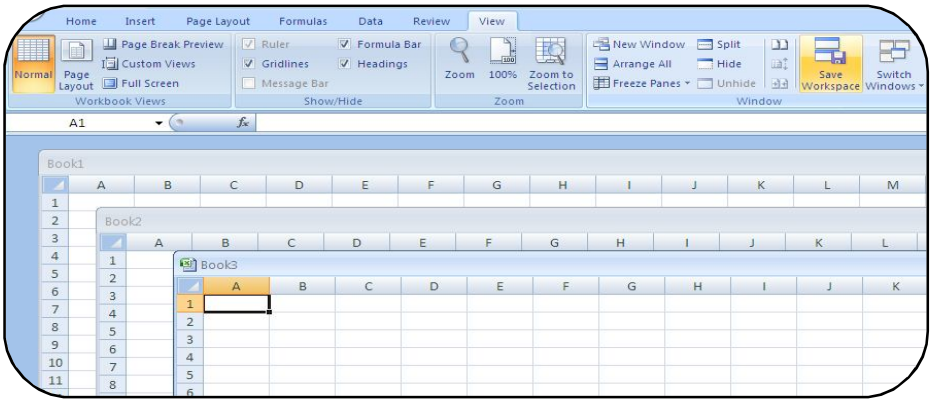


1. **Zoom:** Used to increase or decrease the zoom level. The minimum zoom is 10 %, by default it will be 100 % & the maximum zoom level is 400 %.
2. **100%:** It apply to 100 % zoom size, this is the default zoom size.
3. **Zoom to Selection:** Used to zoom only the selected range of cells.

Window Group



1. **New Window:** Used to create a new duplicate window of the active sheet.
2. **Arrange All :** This option used to arrange all the open window.
3. **Freeze Panes:** Used to freeze or unfreeze the sheet.
4. **Split:** Using this option we can split the sheet.
5. **Hide:** We can hide the active sheet.
6. **Unhide:** We can unhide the active sheet.
7. **Save workspace:** Used to save all the open WorkBook with a single name.



Note: All the 3 workbooks will be save with a single name.

8. **Switch windows:** Used to switch between open windows.

Macro's (Alt+F8) Group



1. **View Macro:** It lists out the created macros.
2. **Record Macro:** Used to record the set of action done by the user in a document, which can be used later to repeat the same actions.

PRESENTATION SOFTWARE

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CHAPTER - 6 POWERPOINT 2007

INTRODUCTION

PowerPoint is a powerful presentation graphics program that provides everything you need to produce an effective presentation in the form of on-screen slides, a slide presentation on a Web site, or black-and-white or color overheads. The extension name for Ms PowerPoint Presentation is **.PPTX.** The default slide orientation is **Landscape.** Power point 2007 used to help you produce professional presentations, PowerPoint 2007 provides a comprehensive set of features that you can use to create and format your information. You can create and add designer-quality SmartArt graphics with only a few clicks of your mouse.

PowerPoint 2007 comes with new themes that offer you a wide range of options when you are formatting your presentations. In the past, formatting a presentation took more time because you had to choose the color and style options individually for your tables, charts, and graphics and make sure that they matched one another. **Themes** simplify the process of creating professional presentations. Just select the theme that you want, and PowerPoint 2007 does the rest. With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your presentation complement one another. And best of all, you can apply the same theme to a Word 2007 document or Excel 2007 worksheet that you apply to your presentation. The extension of a Powerpoint file is ***.pptx**

We can work with different layout views like:

1. **Normal View (Default view):** Normal view is the main editing view, where you write and design your presentation
2. **Slide Sorter View:** Slide Sorter view is a view that shows all the slides in a file ~~at a time~~ in thumbnail form.
3. **Notes Page View:** You can type your notes in the Notes pane, which is located just below the Slide pane in Normal view. Notes are not visible during the slide show.
4. **Slide Show View**(F5)**:** Slide Show view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated effects (**Animate**: To add a special visual or sound effect to text or an object. For example, you can have your text bullet points fly in from the left, one word at a time, or hear the sound of applause when a picture is uncovered.) and transition effects will effect during the actual presentation.

Using PowerPoint, you can prepare each component of a presentation: individual slides, speaker notes, an outline, and audience handouts

Turn on/off Ruler: **View Tab → Show/Hide Group → Ruler.**

Turn on/off visual gridlines: **View Tab →Show/Hide Group → Gridlines**

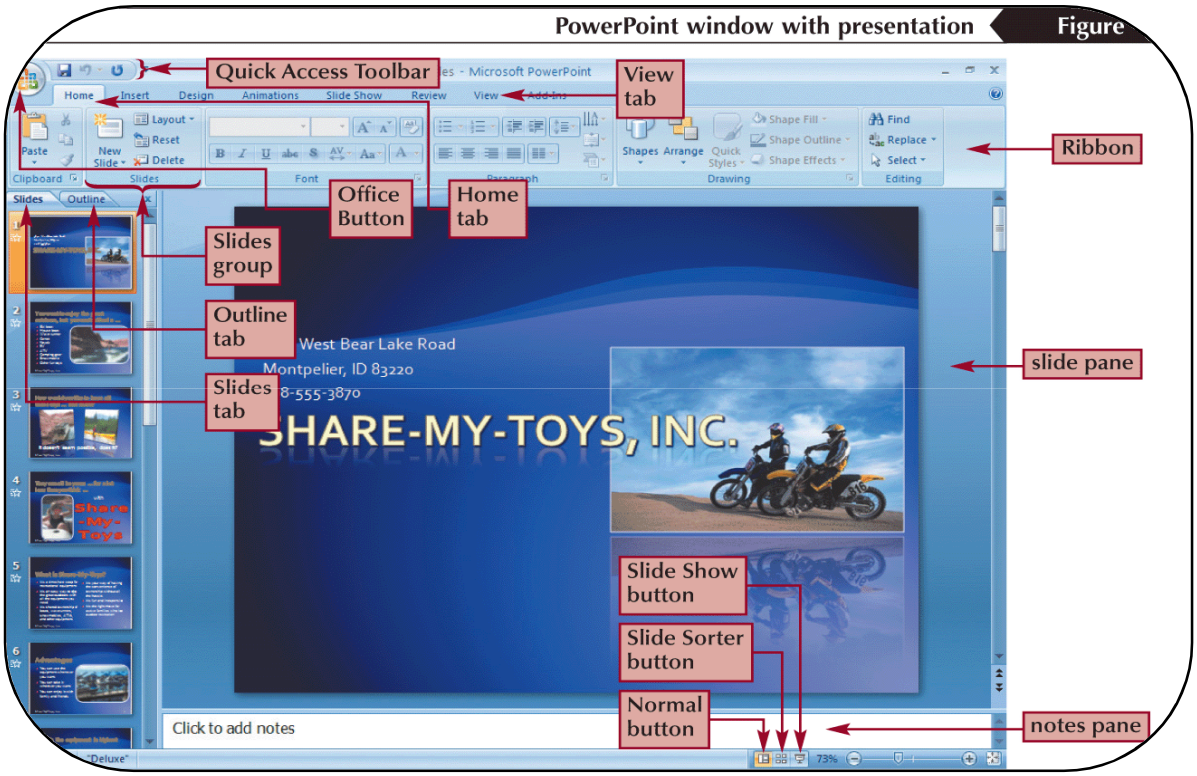
Gridlines and rulers are used to measure and line up objects on a slide.

Basic Tips

- It is best to outline your entire presentation before working too much on the style and layout of your presentation. At the end concentrate on style and format of your slides as it consumes less time. Keep in mind the content of your presentation is the most important part of it!
- Keep your points short and straightforward. Points should be complimentary to your oral presentation.

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- PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to keep all animation as simple as possible and only use sounds if absolutely necessary.
- Stay away from unusual fonts. If you are presenting on an unfamiliar computer, the font you have chosen may not work. **Arial and Times New Roman** are common fonts.
- Think of contrast. If you use a dark background, use light-colored text and vice versa. Refrain from using backgrounds that will obscure your text color.

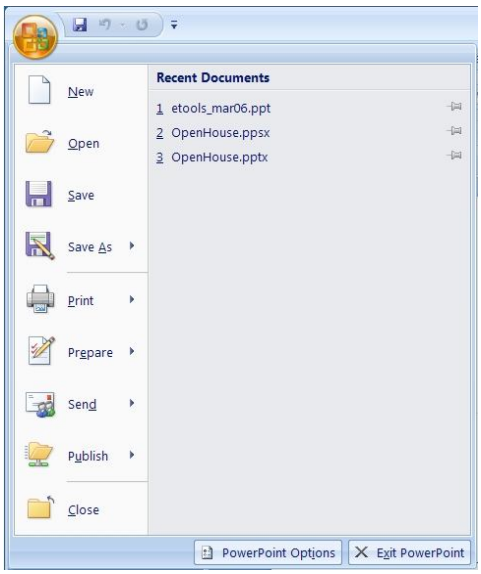


PowerPoint window with presentation Figure

THE OFFICE LOGO



The first thing most people will need to relearn is where to go to open a document, create a new one, save your document and print. Clicking the Office logo at the top left of the screen will provide most of the items formerly found under the file menu including those listed above. Beside the logo you also will find a disk icon to save your document as well as the undo and redo buttons. More buttons can be added to this "Quick Access Toolbar" through the word options mentioned in the next section.



As you can see here the Office logo opens up listing your options for new, open etc. and also contains a list of your recent documents for quick opening. Any of the items listed

with an arrow beside them will replace the recent documents on the right with the options associated with the menu item. You should also see at the bottom right of this menu a button for exiting PowerPoint and changing PowerPoint's options.

Save as

The save as option will provide you with the most common file formats to save your document in. The common ones are PowerPoint Presentation, PowerPoint Show, and PowerPoint 97-2003 Presentation. The last one is the option most people should be using currently, especially if they wish to share documents with others who do not have the new version of Office.

Print

Here you can choose from Print, Quick Print and Print Preview. Print brings up the standard print dialog box, quick print will print one copy without any dialog box coming up and print preview will bring up the print preview screen.

Prepare

The prepare menu's most common options are Properties, Inspect Document, Mark as Final and Run Compatibility Checker. The properties option allows you to setup metadata for the document like Author, Title, keywords, comments and others. Inspect Document will scan the document for any hidden data like comments and annotations, and any hidden collaboration data. This is very useful when making a previously private document public. It will help you find any comments or changes made previously that should not be made public. Mark as Final will mark the document as a final copy and make it read only so changes cannot be made. The last common item, Run Compatibility Checker will scan the document for new features that were used and show you these.

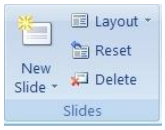


THE HOME TAB

The home tab the basic formatting tools found in PowerPoint 2007. You will find five sections, **Clipboard, Slides, Font, Paragraph and Editing.** The options are similar to other office packages.

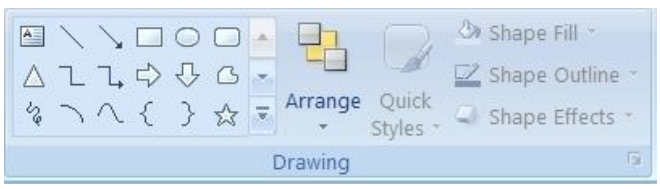
Slides

The slides section has tools to add new slides, change the layout of a slide, also reset or delete a slide. Both the New Slide and Layout sections offer drop down menus with predefined slide layouts to use.



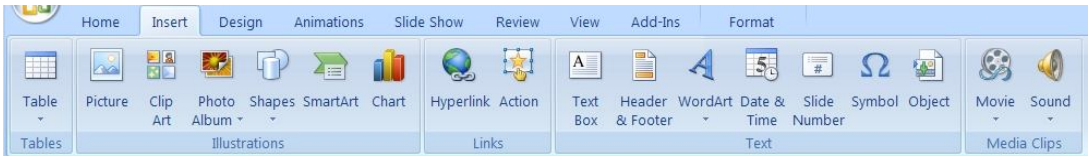
Drawing

The main part of the drawing section gives you a large number of shapes, lines arrows and flowchart pictures. The arrange icon is used to bring an item forward or backwards on the screen or group and ungroup objects. The quick styles icon gives a drop down with predefined shape style options or you can use the shape fill, shape outline, or shape effects icons to create your own styles.



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INSERT TAB



The insert tab has five sections for inserting most types of objects. The sections are **tables, illustrations, links, text and media clips.**

Media Clips

Sounds or movies can be added through this section. A large number file types can be added here including, mp3, midi, wav , wma, wmv, avi and many others.

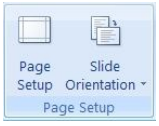


DESIGN TAB



The design tab has three sections, **Page Setup, Themes and Background.**

Page Setup



Page setup provides you with the tools to slide size and orientation. The slide size option allow for some predefined sizes like letter, legal, overhead, and tv aspect ratios like 4:3 standard resolution and 16:9 widescreen.

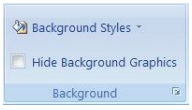
Themes



The themes section gives predefined colour, fonts and effects or you can choose your own.

Background

The background section lets you choose a background style or hide the background on the selected slide..



ANIMATIONS TAB



The animations tab contains three sections, preview, animations and transitions to this slide.

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Preview

The preview section will show you're the current slides animation to allow you to check it is the way you want it.

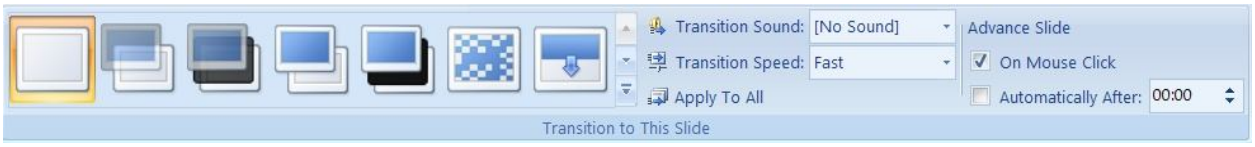


Animations

Here you can create your own animations for use in the slide.

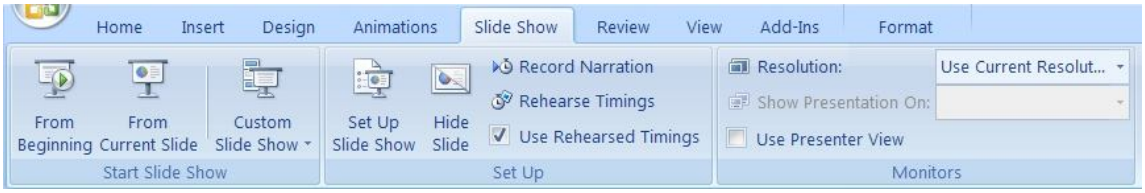


Transition to This Slide



The remainder of the Animations tab is taken up by the Transition to This Slide section. Here you can apply different transitions to be used between slides like fades, slides and many more. You can set options for speed, sounds, and timing.

SLIDE SHOW TAB



The Slide Show tab contains three sections, start slide show, set up and monitors.

Start Slide Show

The start slide show section is used to start your slide show either from the beginning or the current slide. You can also use this section to create a custom slide show. Custom slide shows can be used to create one thirty minute presentation and one sixty minute presentation using the same set of slides but omitting some for the shorter show.



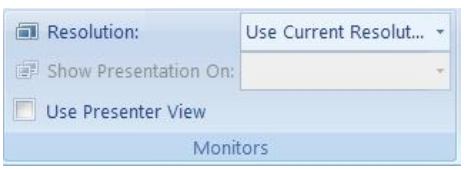
Set Up

The main features of this section are setup a slide show, record narration and rehearse timings.



Monitors

This section provides the tools to change the resolution of the slide show choose which monitor to display it on if you have multiple monitors and use presenter view if you have multiple monitors.



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REVIEW TAB



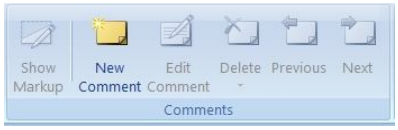
The review tab offers three sections which include proofing, comments, and protect.

Proofing



The proofing section provides the standard spelling check, a thesaurus, research tools that include MSN search and Microsoft Encarta encyclopedia. You will also find translation tools to help with single words or the whole document. The translation of the entire document is done by an online service called Wordlingo.

Comments



The comments section allows you to add comments to a document for easier collaboration. You can cycle through the comments to find out what notes you left for yourself or others and you can delete a comment that was made when it is no longer relevant.

Protect



The protect section gives you options to add a password and protect the document. You can restrict changes to formatting and editing or the whole document. If you use Windows Live you can also manage permissions for specific users who also have Windows Live.

VIEW TAB



The view tab offers six sections which include presentation views, show/hide, zoom, Color/Greyscale, window and macros.

Presentation Views



The presentation views section switches you between normal, slide sorter, notes page, slide show, slide master, handout master and notes master. Normal shows you one slide in the centre with thumbnails of all slides to the left of the screen. Slide sorter fills the centre with thumbnails of all slides which you can drag around to sort them. The notes page view shows the slide on the top section and notes you add in a bottom section. Slide show will start the slide show from the beginning. The Slide master, handout master and notes master views allow you to change what the presentations themes will follow by working with a master setup. Each of these master views also provide another tab to the ribbon.

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Show/Hide



The show/hide section will toggle certain tools on or off the screen including rulers, gridlinesand message bar. The rulers will show along the top and left side of the screen. Gridlines will cover your entire document inside the margins. They will be visible on screen but don't print. The message bar can only be displayed when there is a message to be displayed. One common reason for the message bar to display is when macros have been enabled or disabled.

Zoom



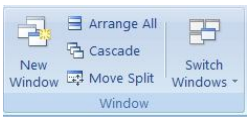
The zoom section provides tools to zoom into or out of the document. You can choose your own zoom factor or use one of the predefined zoom factors.

Color/Greyscale



This section allows you to switch between color, grayscale or pure black and white. This will allow you to see how slides will look when printed on a black and white printer.

Window



The new window button will open your current document in a new window. The arrange all button will take your currently open windows and stack them one on top of the other. This is also where you can easily switch between windows.

Macros

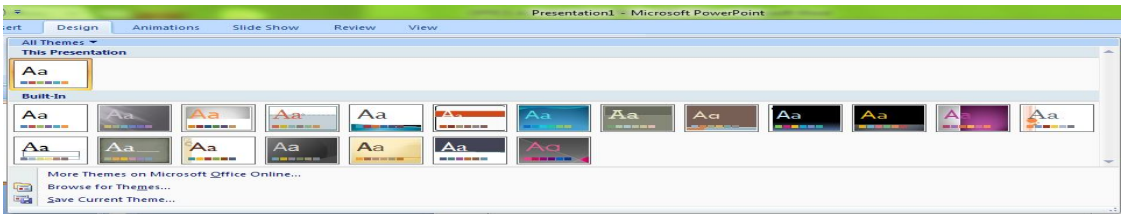


The macros section provides the tools required to work with and create basic macros. You can view existing macros or record your own. Choose record macro from the drop down and then perform the functions you do often, like change the page layout, and style of the document. Once you have done those tasks then stop recording. You will be able to use that macro over again to shorten the steps you need to take every time you need to perform that set of tasks.

APPLYING THEME:

A *theme* can make your presentation look more professional. The default theme uses black text on a white background. This is somewhat boring and simple, but good for accessibility. To see the different themes:

1. Click on the **Design** tab – the ribbon changes to show a number of different themes:
2. Move the mouse pointer over any of the themes – the current slide will display the chosen theme.
3. For more schemes, click on the **[More]** button at the foot of the *scroll bar* on the right of the themes.



4. Click on your preferred theme - both slides should now display the new theme

The theme will then be applied to all the slides in your presentation

1. Colors -- Changes the color scheme of the current theme
2. Fonts -- Changes the font of the current theme
3. Effects -- Changes the effects of the current theme

LAYOUT

PowerPoint 2007 provides 9 standard layouts, People creating presentations in your organization can then use either the built-in or your custom layouts to create their presentations.

- On the View Tab → goto Presentation views group →click Normal
- In Normal view, in the pane that contains the outline and slide tabs, click the slide tabs
- Click the slide that you want to apply a layout to:
- On the Home tab, in the Slides group, click Layout and then select the layout you want.

The different Slide layouts are : **Title Slide, Title with content, Section Header, Two Content, Comparison, Title Only, Blank, Content with caption and Picture with caption.**

SLIDE TRANSITIONS



Instead of simply moving abruptly from one slide to another during a presentation, slide transitions allow slides to dissolve into each other, using a variety of different special effects. These can make your on-screen presentation look even better and more professional.



1. Check you are in *Normal* view and that the first slide is selected

2. Move to the **Animations** tab at the top to show the following ribbon:

Across the middle of the ribbon, you'll see certain transition effects. As you move over each one, you'll see the transition effect on the slide. Just to the right of these is a vertical scroll bar – use the *up* and *down arrows* on the scroll bar to change the set of transition effects that are showing (there is also a *More* arrow underneath that will show you all the different transition effects in one window).

3. Choose one of the transition effects for the first slide

Note that a *small star* symbol appears to the left of the first slide miniature - this indicates that a transition has been setup on this slide. Next, explore the options in the *Transition to This Slide* group on the ribbon:

4. Set the *Transition Speed:* of the transition effect to **medium** or **slow** to see the effect more clearly.

You can also set up a *Transition Sound:*:

5. Under *Advance Slide*, set the next slide to appear *Automatically After* a set number of seconds by this you can move slide automatically without having to click the mouse button.

6. Move to the next slide and repeat steps **3** to **5**, choosing different effects

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7. Finally save your presentation (press **<Ctrl +S>**) then run it **(<F5>)** to see the effects - press **<Esc>** when you've seen enough

Having different transition effects between slides may add interest but it isn't good practice. It distracts from the talk and isn't good for accessibility. It's best to stick to one transition throughout (and only use a different one for effect, if you need to). To standardize the transition:

8. Remove the current effects by choosing **[No Transition]** (the first one in the list of available effects) then click on the **[Apply to All]** button

9. Next, choose your preferred transition (repeat steps **3** and **4**) then click on **[Apply to All]**

10. Finally, repeat step **7** to see the effects



FORMATTING SLIDE DESIGN

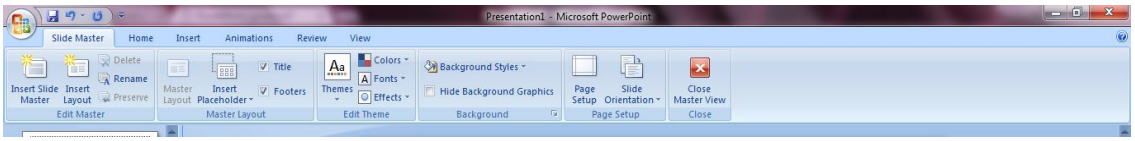
1. Change the Background

Design Tabs → Background → Background Styles

Click on the Format Background button at the bottom. The Format Background dialog box will appear.

- You can set the color, solid or gradient, transparency or choose picture/texture fill
- Click the Close button to apply changes only to the current slide
- Click on Apply to all to apply changes to all the slides.

Formatting Presentation Using the Slide Master



The Slide Master acts as a template for your entire presentation. Altering anything on the Slide Master will change the formatting of all the slides in your presentation.

- **To open the Slide Master** :View Tab >> Presentation Views >> Slide Master
  The Slide Master Tab appears on the left-hand side of Home Tab
- **To Edit the Slide Master** : Clicking on the Slide Master Tab provides a set of Slide Master Formatting Groups:
  - Edit Master
  - Master Layout
  - Edit Theme
  - Background - set the background for all the slides o Page Setup
  - Close -- Click on Close button to go back to Normal View.
- Choose the top Slide Master Slide in the left panel
- You can edit the Background, Bullet styles, Slide Titles, and Title animations here.

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View	On Screen	Use To
Normal View	Shows the slides in miniature, the slide in full, and speaker's notes underneath	Edit contents of slides; try out animation effects
Slide Sorter	Shows a miniature of each slide in the current order	Add, delete and move slides; rehearse timings
Slide Show	Plays the presentation on screen from the current slide	Practice presentation

MASTER SLIDES

The **Master Slide** is the design template or design theme used for the slides within your presentation. There are 4 different master slides -- title master, notes master, handout master and the most common, the slide master.

- **Slide Master:** Dictates the format of your slides
- **Handout Master:** Controls the look of printed handouts
- **Notes Master:** Determines the characteristics of printed speaker notes

The default design template when you first start a Power Point presentation is a plain, white slide. This plain, white slide and the font choices used on it were created in the slide master. All slides in a presentation are created using the fonts, colors and graphics in the slide master, with the exception of the Title slide (which uses the title master). Each new slide that you create takes on these aspects.
Many colorful, preset design templates are included with PowerPoint to make your presentations more interesting. To make global changes to your slides, edit the master slide rather than each individual slide.

Also Known As: The term **master slide** is often used *incorrectly* when referring to the slide master, which is only one of the master slides.

a. **A Slide Master** is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning. Every presentation contains at least one slide master. The key benefit to using slide masters is that you can make universal style changes to every slide in your presentation, including ones added later to the presentation. When you use a slide master, you save time because you don't have to type the same information on more than one slide. The slide master especially comes in handy when you have extremely long presentations with lots of slides. Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master view.

1. A slide master in Slide Master view

2. Slide layouts associated with the slide master



Note : When you want your presentation to contain two or more different styles or themes (such as backgrounds, colors, fonts, and effects), you need to insert a slide master for each different theme.

b. **Title Master: Title Master** option is not available until you create a new Slide Master for that presentation.

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Note Finish working on the slide master before you create or change the title master, because the title master inherits some styles, such as font type and size, from the slide master. Also note that if you make changes directly to the title master, those changes are preserved and are not affected by changes to the slide master.

How to Create a Title Master

To create a title master, follow these steps:

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. On the **Insert** menu, click **New Title Master**.
3. Make the changes that you want.

For example, you can insert text, change the fonts, change the color or size of the text, and add a picture or text box. Make sure that you do not delete or add characters in the placeholder text. On the **Master** Toolbar, click **Close**.

c. **Handout Master :** You can use the Handout Master in PowerPoint to set the appearance of all printed handouts for a presentation. To access this view,

- Goto View→Presentation Views→ Click on Handout Master tab in the Ribbon. This will then display the handout master for the presentation in the main window.
- Doing this will display the handout master for the presentation in the main window. You will also see the "Handout Master" tab appear in the Ribbon.
- Select which handout layout to modify by selecting the desired layout from the "Slides Per Page" drop-down in the "Page Setup" button group on the "Handout Master" tab in the Ribbon.
- You can modify the placeholder information in the main window, if desired.
- You can check or uncheck the placeholders shown in the "Placeholders" button group to add or remove those items from the layout.
- When finished, click the "Close Master View" button in the Close" button group on the "Handout Master" tab to close the view.

d. Notes Master :

You can make changes to the notes master in PowerPoint to alter the appearance of the "Notes Page" view of presentation slides. You can modify the content of the notes master in PowerPoint to impact the layout of the notes page view of your presentation.

- To alter the appearance of the "Notes Page" view of a presentation's slides, click the "Notes Master" button in the "Master Views" button group ("Presentation Views" button group in 2007) on the "View" tab in the Ribbon.
- The notes master for the current presentation will be displayed in the main window and you will also see the "Notes Master" tab appear in the Ribbon.
- Modify the content of the notes master to change the layout of the notes page view within your current presentation.
- You can check or uncheck the placeholders shown in the "Placeholders" button group to add or remove those items from the layout.
- After changing your notes master, you can click the "Close Master View" button in the Close" button group on the "Notes Master" tab to close the view.

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ANIMATION SCHEMES

PowerPoint allows information on your slides to appear one item at a time. This stops your audience from reading ahead of you, making them concentrate on each point individually. Try the following to animate your bullet points:

1. Click on a slide with a bulleted list on it (eg slide **2**) and make sure that the **Animations** tab is still showing on the *Ribbon*
2. Click within the bullet point area on the slide and then click on the *list arrow* next to **No Animation** in the *Animations* group :
3. Only a few animation schemes are listed. Some bring in all the bullet points together, eg *Fade All At Once*, while others bring them in one by one, eg *Fade By 1st Level Paragraphs*. As you move the mouse over the list, you are shown what each animation looks like on the slide. Try setting up various animations for your slides:
4. From the list of animations choose one of them, Ex: *Fly In By 1st Level Paragraphs*
5. Repeat steps **2** and **3** for another slide with bullet points, choosing a different animation



Tip: *As with slide transition, it isn't a good idea to use too many different animations as they can distract the viewer. Always bear accessibility in mind and avoid some of the more 'exciting' animations. To see more of the available animation schemes and to get to further animation options:*

5. Choose one of the slides with bullet points that you've already animated and click on the slide title (or a picture if there's one on the slide)

On the right-hand side of your PowerPoint window, the *Custom Animation Task Pane* should be showing (this can always be displayed by clicking on the **[Custom Animation]** button in the *Animations* group):



6. Click on the **[Add Effect]** button followed by **Entrance** from the submenu and then **More Effects...**

7. Choose an entrance effect (they range from *Basic* to *Subtle* to *Moderate* to *Exciting*!) then click **[OK]**

8. Click the **[Play]** button to check that the changes you have made look correct

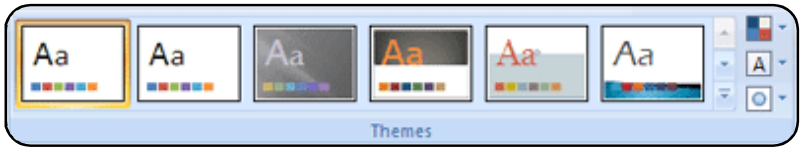
To change the animation order:

9. Click on the object you want to change then use the **[Re-Order]** buttons to move it up or down the list - click on **[Play]** again to check the animation is now correct

10. Finally, save your presentation (press **<Ctrl s>**) then run it from the first slide (press **<F5>**)

Tip: You can also set up Emphasis and Exit effects and Motion Paths - for example, after bringing a picture into the slide, you may want to emphasize it by making it grow in size. When the slide is finished, you can get the picture to exit along a particular motion path. This is all done via the [Add Effect] button (as step 6, above).

11. End by closing the *Custom Animation Task Pane*

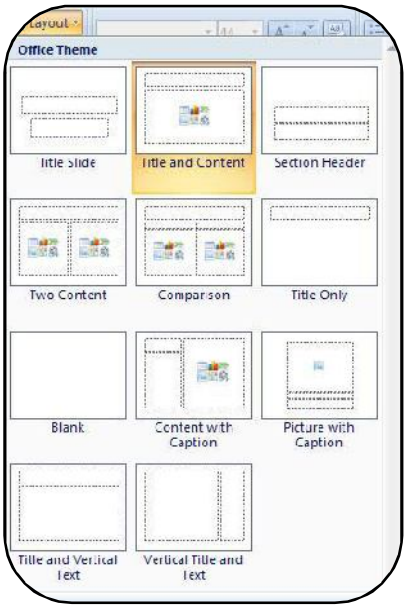


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Tip: *If you right click on a slide you can choose whether to* ***Apply to All Slides*** *or* ***Apply to*** **Selected Slides.**

Usually, all the slides in a presentation will have the same theme but, if your presentation is split into different sections, then you could consider using a different theme for each section.
Most of the themes use contrasting text and background colours to maximize accessibility, ie light text on a dark background or dark text on a light background. This helps to make the text clearer and easier to read. Note that some themes contain pictures or patterns that could cause viewing problems for certain people. You can always apply a different theme later if you decide the current one is unsuitable.
5. Press <**Ctrl s**>to **[Save]** your presentation again

LAYOUT



Microsoft Office PowerPoint 2007 includes five built-in, standard layouts, or you can create custom layouts that meet your specific organizational needs. There are totally 9 layout are there in MS PowerPoint. People creating presentations in your organization can then use either the built-in or your custom layouts to create their presentations.

Presenting the presentation

a. **Manual Presentation:**

View Tab >> Presentation Views >> Slide Show To move to the next slide in your presentation do one of the following:

- Click the left mouse button
- Hit the spacebar
- Use the arrow keys on the keyboard: Up or Left keys to go to previous slide (Move backward), Right or Down keys to go to next slide (Move forward). Click on the Esc key on keyboard to go back to Normal view.

b. Automatic Presentation: Animations Tab>> Transition to this Slide >> Advance Slide Click on the check box for "Automatically After."

- Set the time to automatically change to the next slide after a certain duration of time. This feature is useful ifs you are under a time constraint or if you want to present in a more movie-like style.

REHEARSE TIMING

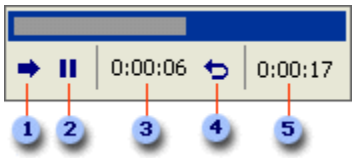
You can rehearse your presentation to make sure that it fits within a certain time frame. While you rehearse, use the Slide Timing feature to record the time that you need to present each slide, and then use the recorded times to advance the slides automatically when you give your presentation to your actual audience. The Slide Timing feature is ideal for creating a self-running presentation.

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Rehearse and time the delivery of a presentation

NOTE: Be prepared to start delivering your presentation immediately after you complete step 1 below.

1. On the Slide Show tab, in the Set Up group, click Rehearse Timings. The Rehearsal toolbar appears, and the Slide Time box begins timing the presentation.



The Rehearsal toolbar :

1 Next (advance to next slide) 2 Pause 3 Slide Time

4 Repeat 5 Total time for presentation

2. While you time your presentation, do one or more of the following on the Rehearsal toolbar:

- To move to the next slide, click Next.
- To temporarily stop recording the time, click Pause.
- To restart recording the time after pausing, click Pause.
- To restart recording the time for the current slide, click Repeat.

3. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:

- To keep the recorded slide timings, click Yes.
- To discard the recorded slide timings, click No.

Slide Sorter view appears and displays the time of each slide in your presentation.

INTERNET

CHAPTER – 7 INTERNET

INTRODUCTION

The Internet is a global system of interconnected computer networks that use the standard Internet protocol suite (TCP/IP) to serve several billion users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries an extensive range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support email.

Email is an important communications service available on the Internet. The concept of sending electronic text messages between parties in a way analogous to mailing letters or memos predates the creation of the Internet. Pictures, documents and other files are sent as email attachments. It is a global collection of computer networks, which are connected through cables, satellites and telephone lines. Through internet we can access the information from websites present all round the world.

The Internet can be explained as a network of computers, designed to receive and send data in the form of e-mails, blogs, webcasts, etc. To put it in simple words, it can be treated as a super-massive server, armed with a plethora of information which is used by billions of people simultaneously. The Internet is basically a network that connects other, smaller networks. All modern technologies are connected by the Internet, thereby leaving no stone unturned. This digital world can be a playground for some and a battlefield for others.

The Internet has become an indispensable business tool, which has helped bring the world closer. Receiving news from across the world, accessing knowledge resources, and shopping online are simply a click away. The Internet has tremendous potential and a lot to offer in terms of services. However, like every other innovation in science and technology, the Internet comes with its own advantages and disadvantages.

APPLICATION OF INTERNET

1. Education.
2. Communication.
3. Business.
4. Banking.
5. Hospitals.
6. Industries.
7. Transportation.
8. Scientific fields etc.,

ADVANTAGES OF INTERNET

1. **Faster Communication.**

   The Internet has been mankind's greatest means of communication yet. Newer innovations are only making it faster and more reliable. Today, we can initiate real-time communication with someone who is in another part of the world. For more personal and interactive communication, it is possible to avail the facilities of video

conferencing, chat and messenger services. With the help of these services, the geographically fragmented countries have come together to form a community that is able to share its thoughts on global issues, that affect each and every one of us. The Internet has given us a common platform and medium through which we are able to explore other cultures and ideologies.

2. Abundant Information Resources

The Internet is a treasure trove of information; which offers knowledge on any given topic under the sun. Search engines make information accessible on various subject matters such as, government law and services, trade fairs and conferences, market information, new innovations and technical support, and even dispense advice on love and relationships matters.

It has become common practice to seek assistance from the web in order to research and gather resources for homework, office presentations, and supplement one's own research. The web also updates news about the latest breakthroughs in the field of medicine, technology, and other domains of science. Numerous websites such as America's Doctor, have made it possible to seek online advice from specialist doctors without having to actually fix an appointment.

3. Inexhaustible Education

The Internet has become an essential propagator of knowledge, both through free as well as paid services. The credibility of this form of education and whether it is safe, secure, and trustworthy, is usually proven through the quality and authenticity of content presented by each website. The World Wide Web has become a remarkable avenue for the academically unprivileged, to amass greater knowledge and know-how on subjects.

The entire scope of homeschooling has expanded because of increased accessibility to videos of teachers giving lectures, showing diagrams and explaining concepts, much like a real classroom. Nonprofit organizations too have opened websites that seek volunteers and donations in order to help the ones in need. There are also sites like **Wikipedia, Coursera, Babbel, Archive, and Teachertube,** among others, that have dedicated themselves to the art of imparting knowledge to people of all age groups.

4. Entertainment for Everyone

Entertainment is one of the foremost reasons why people prefer surfing the Web. In fact, the Internet has gained much success by marketing for several multifaceted entertainment industries. Finding the latest updates about celebrities and exploring lifestyle websites have become day-to-day activities of many Internet consumers. On the other hand, even celebrities are using the Internet effectively for promoting their cause and for keeping their fans happy.

There are innumerable games that can be download, either for a price or for free. Indeed, online gaming has tasted dramatic and phenomenal success because of its ever-increasing demand throughout the world.

5. Social Networking and Staying Connected

One cannot imagine a social life without **Facebook or Twitter**. These portals have become our means to stay connected with friends and family, and stay in touch with the latest happenings in the world. Social networking has also evolved as a great medium to connect with like-minded individuals and become a part of interesting groups and communities.

Apart from finding long-lost friends, the Internet also makes it easier to search and apply for jobs and business opportunities on forums and communities. There are public chat rooms where users

can meet new people. For those who are single, the Internet also provides the option to select a suitable dating partner through secure online profiles, that can be filtered as per personal preferences.

6. **Online Services and E-Commerce**

Thanks to numerous monetary services, we can perform all our financial transactions online. We can book tickets for a movie, transfer funds, pay utility bills and taxes without having to leave our homes or offices. Travel websites for instance, offer quick booking schemes and plan itineraries as per the preferences of their clients. E-commerce is used for all type of business dealing that involves the transfer of money through the Internet. Online transaction of money has become the norm with almost all kinds of business. E-commerce, with its vast reach over a variety of products and services, makes it possible to have the client's orders delivered at their doorsteps. Websites such as eBay allow customers to bid, buy, sell, and even auction products online.

NETWORK:

A computer network is a telecommunications network that allows computers to exchange data. The physical connection between networked computing devices is established using either cable media or wireless media.

It is Internet TCP/IP network, which is confined to a particular organization or company, where it resides.

Requirements to Get Internet Connection:

1. Personal Computer
2. Telephone Line Connection / Cell phone.
3. Modem.
4. Internet Account.
5. Browsing Software.

BROWSING SOFTWARE:

It is client software, known as browser and is used to access web information.

Ex: Google Chrome, Mozilla Firefox, Internet Explorer, Opera, Safari,Maxthon, Rockmelt, Seamonkey-project.org, deepnetexplorer, avanthbrowser, etc.,

MODEM (MODULATOR AND DEMODULATOR):

To connect your computer to the Internet, you need a modem. A modem is a device that sends and receives computer information over a telephone line or high-speed cable. Modems are sometimes built into the system unit, but higher-speed modems are usually separate components.

ISP'S (INTERNET SERVICE PROVIDERS):

ISP's are one who provides internet account to the user. BSNL, VSNL. Reliance, Aircel, Docomo etc., are all service providers.

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WHAT IS AN E-MAIL ?

A hundred years ago a message took 7 days to travel from Coast to coast and even longer to cross the ocean. With the advent of airmail, that time was cut to 3 or 4 days. Today, overnight may Delivery is available in certain areas, for a hefty surcharge. But faxing And electronic mail provide faster and less expensive delivery of messages. So it is electronic creation of mails, which is transferred from one computer to another computer.

The way electronic mail works on the internet is similar to the way the postal system works. The address is the most important part of both standard letters and Email messages. If the address is incorrect, the Intended recipients will never see the message. When you send electronic mail, your local post office reads the E-mail address and either delivers the message to another local mail Account or sends it to the internet. The postal service collects mail and Takes it to the local post office for processing and routing.

WHAT IS A WEBSITE?

A website is a collection of web pages (documents that are accessed through the Internet). A web page is what you see on the screen when you type in a web address, click on a link, or put a query in a search engine. A web page can contain any type of information, and can include text, color, graphics, animation and sound.

When someone gives you their web address, it generally takes you to their website's home page, which should introduce you to what that site offers in terms of information or other services. From the home page, you can click on links to reach other sections of the site. A website can consist of one page, or tens of thousands of pages, depending on what the site owner is trying to accomplish.

Why Do People Visit Websites?

Generally, people look at websites for two primary reasons:

1. To find information they need. This could be anything from a student looking for pictures of frogs for a school project, to finding the latest stock quotes, to getting the address of the nearest Thai restaurant.

2. To complete a task. Visitors may want to buy the latest best-seller, download a software program, or participate in an online discussion about a favorite hobby.

The main thing to remember in creating a website is that you're not creating the website for you; you already know about the information or service you have to offer. You're creating the site for your visitors, so it should contain the content they want, and be organized in a way that makes sense, even to an outsider.

A website is a means of communication, and it is only successful when its message is received by the intended user.

WEB PAGE:

Web pages make up the World Wide Web. These documents are written in HTML (hypertext markup language) and are translated by your Web browser. Web pages can either be static or dynamic. Static pages show the same content each time they are viewed. Dynamic pages have content that can change each time they are accessed. These pages are typically written in scripting languages such as PHP, Perl, ASP, or JSP. The scripts in the pages run functions on the server that return things like the date and time, and database information. All the information is returned as HTML code, so when the page gets to your browser, all the browser has to do is translate the HTML.

Please note that a Web page is not the same thing as a **Web site**.

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A **Web site** is a collection of pages. A Web page is an individual HTML document. This is a good distinction to know, as most techies have little tolerance for people who mix up the two terms.

Eg: www.rediffmail.com, www.google.com, www.yahoo.com etc.,
WWW means World Wide Web.

NETWORKING

It is interconnection between two or more computers and it is a telecommunications network that allows computers to exchange data. The physical connection between networked computing devices is established using either cable media or wireless media

Types of Network

1. **LAN (Local Area Network):** It is a connection between computers within a building or an area with the range of 10 Kms.
2. **MAN (Metropolitan Area Network):** It is a connection between computers within 10 to 100Kms or from place to place.
3. **WAN (Wide Area Network):** World Wide Connection between computers from one country to another country.

EXPANSIONS

WWW	World Wide Web.
HTTP	Hyper Text Transfer Protocol.
HTML	Hyper Text Markup Language.
TCP	Transmission Control Protocol
IP	Internet Protocol
DNS	Domain Name Servers
FTP	File Transfer Protocol
URL	Uniform Resource Locator
MAC	Media Access Control address

E-MAIL (ELECTRONIC MAIL) :

It is reported that the first thing that 90 % of Internet users do when they connected to the net is to check if they have received any emails. Internet has drastically changed the mail pattern and has made it incredibly fast.

Free Email services have become the main way of communication on this modern web. Today most of us owns a free email services like Gmail, Outlook, Yahoo, AOL,Mail.com, Yandex, Inbox.com, icloud,etc.,

- **Gmail** : It is the most used and best free email service around the globe. It has a very simple user interface. It provides a storage space of 15GB free to its users, it has a better security(https) and it has best anti-spam shield, and malware and phishing protection. Gmail also includes other features like Google drive(we can send email attachments up to 10 GB.
- **Outlook** : It is a free email service from Microsoft. Previously it was known as Hotmail. Like Gmail, Outlook provides a cleaner user interface, better privacy than Gmail. It provides practically unlimited storage. Skype is integrated right in Outlook.com, Social Media integration let you to chat with your Face book Friends.

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- **Yahoo Mail** : Yahoo Mail is another popular web based free email service provided by Yahoo. It will provide 1 TB of free email storage. Yahoo messenger is already integrated in Yahoo mail. Its anti-spam features are best in class. Its interface is similar to Outlook.com
- **AOL Mail :** AOL is the short name of America Online. AOL mail is also a popular and free email service. It features unlimited email storage, spam and virus protection, spell checker, etc.,
- **Zoho Mail** : It has a cleaner looking user interface. It has best privacy features. Other feature includes Zoho docs, best security upto 99.9% up time. IOS and Android apps
- **Mail.com :** It is another free email service operated by United Internet which is an internet company based in Germany. It provides unlimited email storage, great spam and virus protection. You can access mail from mobile devices also. We can send attachment up to 50MB

SURFING OR BROWSING

Surfing the Internet is a term typically used to describe an undirected type of web of browsing where users whimsically follow one interesting link to another without a planned search strategy or definite objective. Surfing the net has become a popular pastime, for many Internet users.

DOWNLOAD

It is hard to find an Internet user, who has not used it to download music and movies. Apart from it, there are lots of other things that can be downloaded using internet as well. Internet is a best place to download top songs, music tunes, mp3 musics, **videos** and much more.

Some of the websites which offer free download to music are

www.Youtube.com, www.clickmaza.com, www.indiamp3.com,
www.archive.org, www.seekasong.com, www.airmp3.me,
www.get-music.net, www.song.pk,etc.,

Some of the websites which offer free download to music are

www.freebookspot.com, http://www.free-ebooks.net/
http://www.free-ebooks.net/ http://manybooks.net/,
http://freecomputerbooks.com/ https://www.scribd.com/

SEARCH FOR RELEVANT INFORMATION

If you are not sure about something, then one of the easiest way to know more about it is by searching it on internet. Internet has got a huge database of information on almost every subject and one can easily find out lots of information on any topic using internet.

Some of the search engines are :

www.google.com, www.yahoo.com, www.aol.com,
www.msn.com, www.lycos.com, www.AltaVista.com.
www.Ask.com, www.answers.com, www.search.com.

BOOK TICKETS

Online booking has made things really easy. Be it a movie ticket or flight ticket, you can book just about anything using Internet. The process is very easy, convenient and super fast.

www.bookmyshow.com, www.yathra.com, www.makemytrip.com,
www.goibibo.com, www.busindia.com, www.travelguru.com,
https://www.irctc.co.in/ www.ticketplease.com

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SHOP ONLINE

The use of internet is not limited merely to booking tickets. With help of net, you can do a full-fledged online shopping. On popular e-stores like EBay, Amazon etc., one can find almost anything that he needs to buy. These e-stores are reliable and you can find quality products at most competitive rates on them; and all this can be done without even stepping out of your home! Some of the online shopping websites are:

www.flipkart.com, www.snapdeal.com, www.amazon.in,
www.lenskart.com, www.caratlane.com , www.myntra.com,
www.ebay.in, www.bigbasket.com, www.yepme.com

MAKE FRIENDS

One of the best things about internet is that is has made communication very easy and convenient. World is a small place now and one can get connected to just about any part of the world without any problem. There are many sites and forums on net, where you can find likeminded people and make friends with them. All this is possible only due to internet.

Socialize

Social networks have got really big since last decade. Face book and Twitter are the new online hangouts of net users and who likes to share all the latest happening of their life on these social networks and keep their profile duly updated. Now it is possible to be in touch with all of your friends and relatives, however big they may count in numbers and all this is possible due to social networks, which acts as a very convenient and effective platform for online socialization.

www.facebook.com, www.twitter.com, www.youtube.com,
https://**plus.google**.com, www.tagged.com, www.linkedin.com, etc.,

8. E BANKING

Banking was never so easy and convenient before! Right from opening an account to operating it, E-Banking has really been a big boon for everyone. Not only can one view his account activities but he can also execute online transactions from the comfort of the home.

Axis bank, ICICI bank, Karnataka bank, State bank, Canara, etc., offer e banking facilities

9. DATA SHARING

Data sharing was never so easy and quick before! It doesn't matter, if you have to send a file or song, a picture or a eBook,; with help of internet, you can send just about anything at anywhere and that too, in no time!

Some of the data sharing sites are : **Drop box, Media fire, 4shared, Google Drive, I cloud, Box, Mega, Zippy share, etc.,**

10. ONLINE FREELANCER

Internet has also created great opportunities for people who are interested in working online as freelancers. Be it writing or web designing, e-commerce or entrepreneurship, now it is possible for everyone to show off his talent online and make a living out of it. Millions of freelancers make their living online and this number is increasing substantially every year.

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Toptal, Elance, Freelancer, Craigslist, Guru, 99designs, Peopleperhour, etc.,

DISADVANTAGES OF THE INTERNET

1. **Theft of Personal Information**

The use of Internet for banking, social networking, or other services, often makes our personal information vulnerable to theft. There are no fail-proof ways to securing names, account numbers, addresses, photos, and credit card numbers from being stolen or misused by thieving websites and individuals.

Unscrupulous hackers can access our sensitive information through unsecured connections by planting phishing software. Needless to say, the damage caused by having our identities misused and our accounts broken into, is often irreparable and most of all, embarrassing.

2. **Spamming**

Spamming refers to sending unwanted e-mails, which serve no purpose and needlessly obstruct the computer system. Such illegal activities can be very frustrating as it makes it slower to access our email accounts and makes the entire service unreliable for consumers.

Spammers usually use bots that bombard the receiver with an endless line of advertisements. This can prove to be increasingly perplexing, as it keeps getting mixed with our more important emails. Fortunately, email service providers often have security systems in place to guard against spamming. Fortunately, it is possible to report an email as spam, so that all emails from the same email id or IP address, are blocked.

3. **Malware Threats**

One of the most annoying problems with the Internet is the ease with which any malware can infect our computers. Internet users are often plagued by virus attacks that harm their computers and important files. Virus programs are inconspicuous and may get activated simply by clicking a seemingly harmless link. Computers connected to the Internet are extremely prone to IP targeted virus attacks that may end up crashing the system completely.

Internet virus can be of three types. The first type of virus affects files and goes directly for a particular file or file type. The second type harms system and executable boot files. These can be particularly nasty, as they can effectively stop the computer from starting again. Lastly, there's the macro virus, which is the most common as well as the most harmless of them all. The macro virus simply keep changing things like symbols on word files. The type of virus that can replicate and spread itself is known as worms. When a virus is disguised as something else, it's known as a Trojan.

Some of the anti – malware softwares are : **Hitman Pro, Malwarebytes, Zemana, Emsisoft, MSRT, NPE.**

4. **Social Isolation, Obesity, and Depression**

The biggest problem with having the Internet is, its ability to create rifts between the real and virtual world. The virtual world can often seem so alluring that once hooked, going back to real life seems daunting. There is an addiction for everything that pertains to the web and that includes excessive surfing, online gambling, social networking, and gaming addiction. There are now psychiatric clinics and doctors that specifically cater to resolving the problems created by the Internet. These addictions create both physical as well as mental issues that can lead to health

complications if left unattended. It is ironic that, while it is easy to find plenty of online support for agoraphobia, the Internet itself can be a big cause or trigger for it.

The link between obesity and the Internet is rather easy to understand. The more one sits in front of the computer, the lesser one exercises. At the end of the longish list of physical and emotional maladies, is depression. Since all problems are so deeply linked with one another and with the Internet, it isn't uncommon for people to be afflicted with multiple issues. Recent studies and research have gone deep enough to actually differentiate between compulsive Internet use and excessive Internet use. Furthermore, thanks to smartphones, holding a simple face-to-face conversation seems out of the ordinary as compared to chatting online.

Thus, even though the Internet has the potential to make our lives simple and convenient, it also holds the power to wreak havoc. Its influence on us is mostly dictated by the choices we make while being online. With prudent use, we can manage to harness its unlimited potential and steer clear of its adverse effects.

OFFICE AUTOMATION COURSE **NUDI**

NUDI

OFFICE AUTOMATION COURSE **NUDI**

CHAPTER – 8 NUDI

ನುಡಿ (ಕನ್ನಡ)

ಕನ್ನಡ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳ ಶಿಷ್ಟತೆ ಮತ್ತು ಏಕರೂಪತೆ

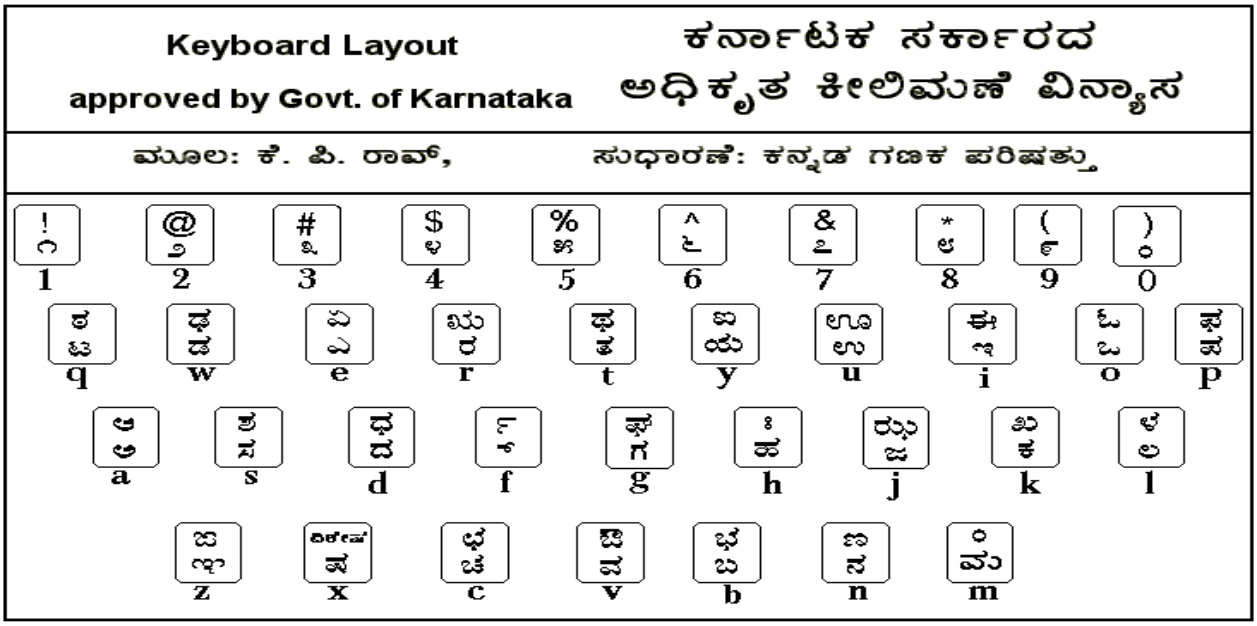
ಹಿನ್ನೆಲೆ

ಕನ್ನಡ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳು ಇದುವರೆಗೆ ಮುಖ್ಯವಾಗಿ ಪದ ಸಂಸ್ಕರಣೆಗೆ (Word processing, DTP) ಮಾತ್ರ ಬಳಕೆಯಾಗುತ್ತಿವೆ. ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ತನ್ನ ಎಲ್ಲ ವ್ಯವಹಾರಗಳನ್ನೂ ಗಣಕೀಕರಿಸಿ ವಿದ್ಯುನ್ಮಾನ ಆಡಳಿತ ವ್ಯವಸ್ಥೆಯನ್ನು ಜಾರಿಗೆ ತರಲು ನಿರ್ಧರಿಸಿದೆ. ಕರ್ನಾಟಕದ ಅಧಿಕೃತ ಆಡಳಿತ ಭಾಷೆಯು ಕನ್ನಡ. ಎಲ್ಲ ಗಣಕೀಕೃತ ವ್ಯವಹಾರಗಳು ಕನ್ನಡದಲ್ಲೇ ಇರುತ್ತವೆ. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯ ಮಾಜಿ ಮುಖ್ಯಮಂತ್ರಿ ಶ್ರೀ ಎಸ್ ಎಂ ಕೃಷ್ಣ ಅವರು ಮಾರ್ಚ್ 18, 2000ರಂದು ಪ್ರಕಟಿಸಿದ ಸರಕಾರದ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ನೀತಿಯಲ್ಲಿ ಇದನ್ನು ಸ್ಪಷ್ಟವಾಗಿ ನಮೂದಿಸಲಾಗಿದೆ. ಆದ್ದರಿಂದ ಕನ್ನಡ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳನ್ನು ದತ್ತಸಂಸ್ಕರಣೆಗೂ ಬಳಸಬೇಕಾಗಿದೆ.

ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳಿಗೆ ಶಿಷ್ಟತೆ (standard), ಏಕರೂಪತೆಗಳು (uniformity) ಅತ್ಯಗತ್ಯ.

ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸ

ಗಣಕಗಳಲ್ಲಿ ಕನ್ನಡದ ಬಳಕೆಗೆ ಹಲವಾರು ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸಗಳು ಲಭ್ಯವಿದ್ದುದರಿಂದ ಬಳಕೆದಾರರಲ್ಲಿ ಗೊಂದಲವಿತ್ತು. ಆದ್ದರಿಂದ ಗಣಕ ಪರಿಣತರು ಹಾಗೂ ಕನ್ನಡ ಭಾಷಾ ತಜ್ಞರ ಸಹಕಾರದೊಂದಿಗೆ ಕನ್ನಡ ಗಣಕ ಪರಿಷತ್ತು ವ್ಯಾಪಕವಾಗಿ ಅಧ್ಯಯನ ನಡೆಸಿ ರೂಪಿಸಿದ ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸವನ್ನು ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ಅಧಿಕೃತ ವಿನ್ಯಾಸವೆಂದು ಮಾನ್ಯಮಾಡಿದೆ. ಎಲ್ಲಾ ತಂತ್ರಾಂಶ ತಯಾರಕರೂ ಈ ವಿನ್ಯಾಸವನ್ನೇ ಕಡ್ಡಾಯವಾಗಿ ನೀಡಬೇಕೆಂದು ಅಧಿಸೂಚನೆ ಹೊರಡಿಸಲಾಗಿದೆ.



ಕನ್ನಡಕ್ಕೂ 26 ಕೀಲಿಗಳು

- ಗಣಕ ಯಂತ್ರಗಳ ಜೊತೆ ಇರುವ ಇಂಗ್ಲಿಷ್ ಅಕ್ಷರಗಳ ಕೀಲಿಮಣೆಗಳಲ್ಲಿ ಇರುವ 26 ಕೀಲಿಗಳನ್ನು ಮಾತ್ರವೇ ಕನ್ನಡಕ್ಕೂ ಬಳಸಿಕೊಳ್ಳಬೇಕು.
- ಮೊದಲಿಗೆ ಗಣಕಯಂತ್ರದ ಕೀಲಿಮಣೆಯಲ್ಲಿ ಇಂಗ್ಲಿಷ್ ಅಕ್ಷರಗಳಿಗಾಗಿ ನಿಗದಿಯಾಗಿರುವ ಕೀಲಿಗಳ ಪೈಕಿ ಯಾವ ಕೀಲಿಯು ಯಾವ ಕನ್ನಡ ಅಕ್ಷರಕ್ಕೆ ಎಂಬುದನ್ನು ಗೊತ್ತುಪಡಿಸಬೇಕು.
- ಹೀಗೆ ನಿರ್ಧರಿಸಿದ ನಂತರ ಕೀಲಿಗಳ ಮೇಲೆ ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಇಂಗ್ಲಿಷ್ ಅಕ್ಷರಗಳ ಪಕ್ಕದಲ್ಲಿ ಬರೆಯಬಹುದು ಅಥವಾ ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಮುದ್ರಿಸಿದ ಅಂಟುಚೀಟಿಗಳನ್ನು ಕೀಲಿಗಳ ಮೇಲೆ ಅಂಟಿಸಬಹುದು.
- ಕನ್ನಡ ಭಾಷೆಯಲ್ಲಿ ಕೆಳಕಂಡ 51 ಅಕ್ಷರಗಳು/ಚಿಹ್ನೆಗಳು ಈಗ ಬಳಕೆಯಲ್ಲಿವೆ.

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- 13 ಸ್ವರಗಳು (ಅ, ಆ, ಇ, ಈ, ಉ, ಊ, ಋ, ಎ, ಏ, ಐ, ಒ, ಓ, ಔ)
- 'ಅ' ಸ್ವರ ಸಹಿತವಾದ 25 ವರ್ಗೀಯ ವ್ಯಂಜನಗಳು (ಕ, ಖ, ಗ, ಘ, ಙ, ಚ, ಛ, ಜ, ಝ, ಞ, ಟ, ಠ, ಡ, ಢ, ಣ, ತ, ಥ, ದ, ಧ, ನ, ಪ, ಫ, ಬ, ಭ, ಮ)
- 'ಅ' ಸ್ವರ ಸಹಿತವಾದ 9 ಅವರ್ಗೀಯ ವ್ಯಂಜನಗಳು (ಯ, ರ, ಲ, ವ, ಶ, ಷ, ಸ, ಹ, ಳ)
- ಅನುಸ್ವಾರ(ಂ), ವಿಸರ್ಗ(ಃ), ಅರ್ಕಾವೊತ್ತು (ಽ) ಮತ್ತು ಮೂಲವ್ಯಂಜನವನ್ನು ಮೂಡಿಸಲು ಬಳಸುವ ಅರ್ಧಾಕ್ಷರ ಚಿಹ್ನೆ (್, ಹಲಂತ್) – ಒಟ್ಟು 4 ಚಿಹ್ನೆಗಳು.
- ಇವೆಲ್ಲವೂ ಸೇರಿ 51 ಅಕ್ಷರ/ಚಿಹ್ನೆಗಳಾಗುತ್ತವೆ.
- ಆದ್ದರಿಂದ ಇಂಗ್ಲಿಷ್‌ಗಾಗಿ ಬಳಸುವ 26 ಕೀಲಿಗಳು [ಸಹಜ(ನಾರ್ಮಲ್) ಮತ್ತು ಶಿಫ್ಟ್(ಒತ್ತು) ಒಡನೆ 52 ಸಾಧ್ಯತೆಗಳು] ಮಾತ್ರವೇ ಕನ್ನಡಕ್ಕೂ ಸಾಕಾಗುತ್ತದೆ.
- ಮೂಲವ್ಯಂಜನ ಬೇಕಾದಾಗ ತೆರೆಯ ಮೇಲೆ ಅಕಾರಾಂತ ವ್ಯಂಜನ ಮೂಡಿದ ನಂತರ '್' ಚಿನ್ಹೆಯ ಕೀಲಿಯನ್ನು ಒತ್ತಿ ಅದನ್ನು ಮೂಲ ವ್ಯಂಜನವನ್ನಾಗಿ ಪರಿವರ್ತಿಸಬಹುದು.
- ಗುಣಿತಾಕ್ಷರಗಳು ಮತ್ತು ಸಂಯಕ್ತಾಕ್ಷರಗಳನ್ನೂ ಈ ವಿನ್ಯಾಸದಿಂದಲೇ ಪಡೆಯಬಹುದು.

ತಂತ್ರಾಂಶದ ಆರಂಭ

- 'ನುಡಿ'ಯ ಅನುಸ್ಥಾಪನೆ ಆದ ಕೂಡಲೆ ಪ್ರದರ್ಶಕತೆರೆ (ಮಾನಿಟರ್) ಮೇಲೆ Nudi 4.0/5.0 ಎಂಬ ಒಂದು ಲಾಂಛನ (Icon) ಮೂಡಿರುತ್ತದೆ.
- ನುಡಿಯನ್ನು ಬಳಸಲು ಈ ಲಾಂಛನವನ್ನು ಎರಡು ಬಾರಿ ಕ್ಲಿಕ್ಕಿಸಿ.
- ಕೀಲಿಮಣಿಯ ಮೇಲಿನ SCROLL LOCK ಸಂಕೇತ ದೀಪ ಹೊತ್ತಿರುತ್ತದೆ. ಕೀಲಿಮಣಿಯ ಕೀಲಿಗಳನ್ನು ಒತ್ತಿದಾಗ ಕನ್ನಡ ಅಕ್ಷರಗಳು ಮೂಡಬೇಕಾದರೆ ಇದು ಹೊತ್ತಿರಬೇಕು. ಇದನ್ನು ಹೊತ್ತಿಸಲು/ಆರಿಸಲು SCROLL LOCK ಕೀಲಿಯನ್ನು ಒತ್ತಿರಿ.
- ಈ ಗ ನುಡಿ ತಂತ್ರಾಂಶ

ಕನ್ನಡದಲ್ಲಿ ಗುಣಿತಾಕ್ಷರಗಳು ಮತ್ತು ಸಂಯುಕ್ತಾಕ್ಷರಗಳನ್ನು ಪಡೆಯುವ ಉದಾಹರಣೆಗಳು

ಅ	a	ಕೆ	Ke	ಜ	Z	ಛೆ	Ce
ಆ	A	ಕೇ	KE	ಜಾ	ZA	ಛೇ	CE
ಇ	i	ಕೈ	KY	ಜಿ	Zi	ಛೈ	CY
ಈ	I	ಕೊ	Ko	ಜೀ	ZI	ಛೊ	Co
ಉ	u	ಕೋ	KO	ಜು	Zu	ಛೋ	CO
ಊ	U	ಕೌ	KV	ಜೂ	ZU	ಛೌ	CV
ಋ	R	ಕಂ	KM	ಜೃ	ZR	ಛಂ	CM
ೠ	RX	ಕಃ	KH	ಜೄ	ZRX	ಛಃ	CH
ಎ	e	ಗ	g	ಜೆ	Ze	ಜ	j
ಏ	E	ಗಾ	gA	ಜೇ	ZE	ಜಾ	jA
ಐ	Y	ಗಿ	gi	ಜೈ	ZY	ಜಿ	ji
ಒ	o	ಗೀ	gI	ಜೊ	Zo	ಜೀ	jI
ಓ	O	ಗು	gu	ಜೋ	ZO	ಜು	ju
ಔ	V	ಗೂ	gU	ಜೌ	ZV	ಜೂ	jU
ಅಂ	aM	ಗೃ	gR	ಜಂ	ZM	ಜೃ	jR
ಅಃ	aH	ಗೄ	gRX	ಜಃ	ZH	ಜೄ	jRX
ಕ	k	ಗೆ	ge	ಚ	c	ಜೆ	je
ಕಾ	kA	ಗೇ	gE	ಚಾ	cA	ಜೇ	jE
ಕಿ	ki	ಗೈ	gY	ಚಿ	ci	ಜೈ	jY
ಕೀ	kI	ಗೊ	go	ಚೀ	cI	ಜೊ	jo
ಕು	ku	ಗೋ	gO	ಚು	cu	ಜೋ	jO
ಕೂ	kU	ಗೌ	gV	ಚೂ	cU	ಜೌ	jV
ಕೃ	kR	ಗಂ	gM	ಚೃ	cR	ಜಂ	jM
ಕೄ	kRX	ಗಃ	gH	ಚೄ	cRX	ಜಃ	jH
ಕೆ	ke	ಘ	G	ಚೆ	ce	ಞ	z
ಕೇ	kE	ಘಾ	GA	ಚೇ	cE	ಞಾ	zA
ಕೈ	kY	ಘಿ	Gi	ಚೈ	cY	ಞಿ	zi
ಕೊ	ko	ಘೀ	GI	ಚೊ	co	ಞೀ	zI
ಕೋ	kO	ಘು	Gu	ಚೋ	cO	ಞು	zu
ಕೌ	kV	ಘೂ	GU	ಚೌ	cV	ಞೂ	zU
ಕಂ	kM	ಘೃ	GR	ಚಂ	cM	ಞೃ	zR
ಕಃ	kH	ಘೄ	GRX	ಚಃ	cH	ಞೄ	zRX
ಖ	K	ಘೆ	Ge	ಛ	C	ಞೆ	ze
ಖಾ	KA	ಘೇ	GE	ಛಾ	CA	ಞೇ	zE

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ಫೂ	PU	ಮ	m	ರ್ೊ	ro	ಶೃ	SR
ಫೃ	PR	ಮಾ	mA	ರೋ	rO	ಶೄ	SRX
ಫೄ	PRX	ಮಿ	mi	ರಾ	rV	ಶೆ	Se
ಫೆ	Pe	ಮೀ	mI	ರಂ	rM	ಶೇ	SE
ಫೇ	PE	ಮು	mu	ರಃ	rH	ಶೈ	SY
ಫೈ	PY	ಮೂ	mU	ಲ	l	ಶೊ	So
ಫೊ	Po	ಮೃ	mR	ಲಾ	lA	ಶೋ	SO
ಫೋ	PO	ಮೄ	mRX	ಲಿ	li	ಶೌ	SV
ಫೌ	PV	ಮೆ	me	ಲೀ	ll	ಶಂ	SM
ಫಂ	PM	ಮೇ	mE	ಲು	lu	ಶಃ	SH
ಫಃ	PH	ಮೈ	mY	ಲೂ	lU	ಷ	x
ಬ	b	ಮೊ	mo	ಲೃ	lR	ಷಾ	xA
ಬಾ	bA	ಮೋ	mO	ಲೄ	lRX	ಷಿ	xi
ಬಿ	bi	ಮೌ	mV	ಲೆ	le	ಷೀ	xI
ಬೀ	bI	ಮಂ	mM	ಲೇ	lE	ಷು	xu
ಬು	bu	ಮಃ	mH	ಲೈ	lY	ಷೂ	xU
ಬೂ	bU	ಯ	y	ಲೊ	lo	ಷೃ	xR
ಬೃ	bR	ಯಾ	yA	ಲೋ	lO	ಷೄ	xRX
ಬೄ	bRX	ಯಿ	yi	ಲೌ	lV	ಷೆ	xe
ಬೆ	be	ಯೀ	yI	ಲಂ	lM	ಷೇ	xE
ಬೇ	bE	ಯು	yu	ಲಃ	lH	ಷೈ	xY
ಬೈ	bY	ಯೂ	yU	ವ	v	ಷೊ	xo
ಬೊ	bo	ಯೃ	yR	ವಾ	vA	ಷೋ	xO
ಬೋ	bO	ಯೄ	yRX	ವಿ	vi	ಷೌ	xV
ಬೌ	bV	ಯೆ	ye	ವೀ	vI	ಷಂ	xM
ಬಂ	bM	ಯೇ	yE	ವು	vu	ಷಃ	xH
ಬಃ	bH	ಯೈ	yY	ವೂ	vU	ಸ	s
ಭ	B	ಯೊ	yo	ವೃ	vR	ಸಾ	sA
ಭಾ	BA	ಯೋ	yO	ವೄ	vRX	ಸಿ	si
ಭಿ	Bi	ಯೌ	yV	ವೆ	ve	ಸೀ	sI
ಭೀ	BI	ಯಂ	yM	ವೇ	vE	ಸು	su
ಭು	Bu	ಯಃ	yH	ವೈ	vY	ಸೂ	sU
ಭೂ	BU	ರ	r	ವೊ	vo	ಸೃ	sR
ಭೃ	BR	ರಾ	rA	ವೋ	vO	ಸೄ	sRX
ಸೆ	se	ಳೇ	LE	ಟಂ	LXM	ಸ್ತ್ರ	sfpR
ಸೇ	sE	ಳೈ	LY	ಟಃ	LXH	ಶ್ಮಿ	xfkfri
ಸೈ	sY	ಳೊ	Lo	ಸಂಯುಕ್ತಾಕ್ಷರಗಳ		ಕ್ತ್ರಿ	kftfy
ಸೊ	so	ಳೋ	LO	ಉದಾಹರಣೆಗಳು		ಷ್ಟ್ರೃ	xfqfy
ಸೋ	sO	ಳೌ	LV	ಕ್ಕ	kfk	ಕ್ತ್ರ	kftfr
ಸೌ	sV	ಳಂ	LM	ಖ್ಯ	KfK	ಪ್ರೋ	pfrO
ಸಂ	sM	ಳಃ	LH	ಗ್ಗ	gfg	ತ್ರ್ಯೋ	tfrfyO
ಸಃ	sH	ಱ	rX	ಘ್ಗ	Gfg	ತ್ರ್ಯಂ	tfrfyM
ಹ	h	ಱಾ	rXA	ಜ್ಞ	ZfZ	ವಿಶೇಷ ಅಕ್ಷರಗಳು	
ಹಾ	hA	ಱಿ	rXi	ಜ್ಞ	jfz	ಝ	jX
ಹಿ	hi	ಱೀ	rXI	ಡ್ವ	wfv	ಫ್ಲ	PX
ಹೀ	hI	ಱು	rXu	ಬ್ಯಾ	bfyA	ಖ್ಲ	KX
ಹು	hu	ಱೂ	rXU	ಭ್ರ	Bfr	ಅವಗ್ರಹ ಚಿಹ್ನ	
ಹೂ	hU	ಱೃ	rXR	ಮ್ಯ	mfy	ऽ	aX
ಹೃ	hR	ಱೄ	rXRX	ಮ್ಯಿ	mfyi		
ಹೄ	hRX	ಱೆ	rXe	ಷ್ಟೀ	xfqfrI		
ಹೆ	he	ಱೀ	rXE	ಣ್ಣು	NfNu		
ಹೇ	hE	ಱೈ	rXY	ದ್ದೂ	dfDU		
ಹೈ	hY	ಱೊ	rXo	ದ್ವೆ	dfve		
ಹೊ	ho	ಱೋ	rXO	ಸ್ಟೀ	sfqE		
ಹೋ	hO	ಱೌ	rXV	ದ್ವೈ	dfvY		
ಹೌ	hV	ಱಂ	rXM	ತ್ಯೋ	tfyo		
ಹಂ	hM	ಱಃ	rXH	ಷ್ಣೀ	xfNO		
ಹಃ	hH	ಟ	LX	ಸ್ಕೆ	sfkV		

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ಳ	L	ಬಾ	LXA	ಶ್ಚಂ	SfvM		
ಳಾ	LA	ಬೃ	LXR	ಸ್ಟಃ	sfvH		
ಳಿ	Li	ಬ್ಗಾ	LXRX	ತ್ಸ್ನ	tfsF		
ಳೀ	LI	ಬಿ	LXe	ಶ್ಟ್ರ	xfqfr		
ಳು	Lu	ಬೇ	LXE	ತ್ಸ್ಟ್ರೀ	tfsfyO		
ಳೂ	LU	ಬೈ	LXY	ನ್ನ	nN		
ಳೃ	LR	ಬೊ	LXo	ಕ್ಷ್ಮ	kfxfmY		
ಳ್ಗಾ	LRX	ಬೋ	LXO	ಶ್ಟ್ರ	xfqfrY		
ಳೆ	Le	ಬೌ	LXV	ಸ್ಪ್ಲ	sfpR		

ಕನ್ನಡದ ಸಾಹಿತ್ಯ ಬರವಣಿಗೆಗೆಯಂಬ ರ ಅಕ್ಷರದಿಂದ ಪ್ರಾರಂಭವಾಗುವ ಗುಣಿತಾಕ್ಷರಗಳು				ಅರ್ಕಾವೊತ್ತು ಚಿಹ್ನೆಯನ್ನು ಬಳಸಿಕೊಂಡಿರುವಂಥ ರ ಅಕ್ಷರದಿಂದ ಪ್ರಾರಂಭವಾಗುವ ಗುಣಿತಾಕ್ಷರಗಳು			
ರ ಅಕ್ಷರಕ್ಕೆ ಇತರ ವ್ಯಂಜನಗಳ ಒತ್ತುಗಳು				ಇತರ ವ್ಯಂಜನಗಳಿಗೆ ಅರ್ಕಾವೊತ್ತಿನ ಚಿಹ್ನೆಯ ಬಳಕೆ			
ರ್ಕ	rfk	ಅರ್ಕ	arfk	ಕ್	kF	ಅಕ್	akF
ರ್ಖ	rfK	ಮುರ್ಖ	mUrfK	ರಖ	KF	ಮುಖ್	mUKF
ರ್ಗ	rfg	ಮಾರ್ಗ	mArfg	ಗ್	gF	ಮಾಗ್	mAgF
ರ್ಘ	rfG	ಭರ್ಘ	BrfG	ಘ್	GF	ಭಘ್	BGF
ರ್ಙ	rfZ			ಙ್	ZF		
ರ್ಚ	rfc	ಅರ್ಚನೆ	arfcne	ಚ್	cF	ಅಚ್ಚನೆ	acFne
ರ್ಛ	rfC	ಮುರ್ಛೆ	mUrCe	ಛ್	CF	ಮುಛೆ	mUCeF
ರ್ಜ	rfj	ಮಾರ್ಜ	mArfj	ಜ್	jF	ಮಾಜ್	mAjF
ರ್ಝ	rfJ			ರಝ್	JF		
ರ್ಞ	rfz			ಞ್	zF		
ರ್ಟ	rfq	ಚಾರ್ಟ	cArfqf	ಟ್	qF	ಚಾಟ್	cAqfF
ರ್ಠ	rfQ			ಠ್	QF		
ರ್ಡ	rfw	ಬರ್ಡು	brfdu	ಡ್	wF	ಬಡು	bwuF
ರ್ಢ	rfW			ಢ್	WF		
ರ್ಣ	rfN	ಕರ್ಣ	krfN	ಣ್	NF	ಕಣ್	kNF
ರ್ತ	rft	ಕರ್ತಾರ	krftAr	ತ್	tF	ಕತಾರ	ktAFr
ರ್ಥ	rfT	ಅರ್ಥ	arfT	ಥ್	TF	ಅಥ್	aTF
ರ್ದ	rfd	ಜರ್ದಾ	jrfdA	ದ್	dF	ಜದಾ	jdAF
ರ್ಧ	rfD	ಅರ್ಧ	arfD	ಧ್	DF	ಅಧ್	aDF
ರ್ನ	rfn	ಕರ್ನಾಟಕ	krfnAqk	ನ್	nF	ಕಣಾಟಕ	knAFqk
ರ್ಪ	rfp	ಅರ್ಪಣೆ	arfpNe	ಪ್	pF	ಅಪ್ಣೆ	apFNe
ರ್ಫ	rfP	ಅರ್ಫ	arfP	ಫ್	PF	ಅಫ್	aGF
ರ್ಬ	rfb	ಜರ್ಬು	jrfbu	ಬ್	bF	ಜಬುಕ್	jbuF
ರ್ಭ	rfB			ಭ್	BF		
ರ್ಮ	rfm	ಕರ್ಮ	krfm	ಮ್	mF	ಕಮ್	kmF
ರ್ಯ	rfy	ಆರ್ಯ	Arfy	ಯ್	yF	ಆಯ್	AyF
ರ್ರ	rfr	ಸರ್ರನೆ	srfrne	ರ್	rF		
ರ್ಲ	rfl	ಪೇರ್ಲ	pErfl	ಲ್	lF	ಪೇಲ್	pElF

OFFICE AUTOMATION COURSE **NUDI**

ಮೇಲ್ಕಂಡ ಎರಡು ರೂಪಗಳೂ ಕನ್ನಡದಲ್ಲಿ ಬಳಕೆಯಲ್ಲಿವೆ.

ಅರ್ಚನೆ	Arfcne	ಅರ್ಚನೆ	acFne
ಮೂರ್ಛೆ	mUrfCe	ಮೂರ್ಛೆ	mUCeF
ಭರ್ಜಿ	Brfji	ಭರ್ಜಿ	BjiF
ಪಾರ್ಟಿ	pArfqi	ಪಾರ್ಟಿ	pAqiF
ಬರ್ಡು	brfwu	ಬರ್ಡು	bwuF
ಸರ್ಪ	srfp	ಸರ್ಪ	spF
ಕರ್ರನೆ	krfrne		
ಸರ್ವ	Srfv	ಸರ್ವ	svF
ನಿರ್ದೇಶ	nirfdES	ನಿರ್ದೇಶ	nidEFS
ಅರ್ಕ	Arfk	ಅರ್ಕ	akF
ದುರ್ಗೇಶ್ವರಿ	durfgESfvri	ದುರ್ಗೇಶ್ವರಿ	dugEFSfvri
ಹರ್ಷೋದ್ಗಾರ	hrfxOdfgAr	ಹರ್ಷೋದ್ಗಾರ	hxOFdfgAr

ACCOUNTING SOFTWARE

CHAPTER -9 ACCOUNTING SOFTWARE

INTRODUCTION TO TALLY ERP.9

Tally is the world's fastest and most powerful concurrent Multi-lingual business Accounting and Inventory Management software. Tally is comprehensive ERP software that goes far beyond the basic functionalities of finance and accounts. It encompasses every critical aspect of an organization, including payroll, inventory, manufacturing and banking to name a few. Tally is the perfect fit for every organization right from a promising new start up to a high-flying business giant. Tally is primarily designed exclusively to meet the needs of small and medium business. It is fully integrated, affordable and highly reliable software.

Tally Software business was set up in 1986 by late S.S. Goenka, who was the founder of the company Peutronics Private Limited, Bangalore. He mentored his son **Bharat Goenka** in creating accounting software that would handle all financial accounts for his business. Bharat Goenka spent a lot of months to develop path breaking technology. Tally is user friendly software used to solve all the complicated accounting problems.

VERSIONS OF TALLY

Tally 4.5	Tally Ees 5.4	Tally Ees 6.3	Tally Ies 7.2
Tally Ies 8.1	Tally Ies 9.0	Tally.Erp 9	

Advanced Features of Tally ERP.9

- Tally 9 allows creation and maintenance of multiple companies concurrently up to 99,999 companies.
- Tally 9 has an advanced features in complete Book-Keeping, Single and Double entry method, Integrated ledgers, Receivables and Payables, Final statement etc.
- It is flexible to use Multi-Currency accounting, Multiple Companies, Group consolidation etc.
- It enables grouping of companies and provides consolidated reports. Change done in any constituent or Branch Company is automatically updated in the grouped information.
- To overcome difficulties, you have always On-line Help interactive in Tally 9 and also provide user-definable security for the users.
- You can also import or export data through XML and also E-mail reports of Financial statement.
- Inventory control is flexible to use in Tally. You can maintain stock items, stock groups, godowns, ordering, cancellation of materials, stock summary etc. can be done. Also Pure Inventory vouchers are maintained in tally.
- It has flexible Units of Measure, Multi-location Warehouse management, Multi price levels and Drill down facility.
- VAT, TDS, Service Tax, Excise of Traders, CST, FBT are the winning features in Tally 9.

TALLY USER CLASSIFICATION

Tally ERP 9, (integrated enterprise solution) latest version of tally, provides with two specific classification Licensing. They are

- Tally Silver for Single-User
- Tally Gold for Multi-User

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

Tally Silver For Single-User

The Single-user licensing allows the consumption of tally on only one computer with an option of activating it online or offline. However, we can use the same tally license on another computer by granting the license activated on the first and deactivating it on the other. If we are an Offline user, we can take a request file to a computer, which has Internet connectivity and activate our copy of Tally license easily.

Tally Gold For Multi-User

The multi-user licensing feature facilities the use of tally on any number of computers connected to a local area network (LAN) with a provision of activating the license online or offline. However, the method of activation is not different from the one followed in Single User licensing system. After the successful installation of multi-user license on the license serve, we will have tally icon, when windows starts and windows runs tally as a service in the background. The licensing clients may install and use tally later on.

ACCOUNTING

Accounting is an art of business communications. It communicates the results of business operations to various parties like proprietor, partnership concern, creditors, investors, private company, public limited company, a joint venture companies, government, agencies etc.

Earlier days, Accounting was considered simply as a process of reloading business transactions. Nowadays, Accounting is considered to be a tool of management providing vital information concerning the organization's future. So, Accounting today is thus more of an information system rather than a mere recording system.

- The American Institute of Certified Public Accounting (AICPA) give definitions for "Accounts" as follows:

"Accounting is the art of recording, classifying and summarizing in significant manner and in terms of money, transactions and events which are, in part, in part, at least of a financial character and interpreting the results there of"

- The American Accounting Association (AAA) defined as follows:

"Accounting is the process of identifying, measuring and communicating economic information to permit informed judgments and decision by users of the information"

- The Accounting Principles Board (APB) defined as follows:

"The function of accounting is to provide quantitative information, primarly as financial nature, about economic entities, that is needed to be useful in making economic decision".

As per the definition of many Accounts committee, Accounts involves the following nature:

1. Recording (Book-keeping)
2. Classifying (Ledger making)
3. Summarizing (Trial Balance, ,Balance Sheet)

Two Branches of Accounting

There are two branches of accounting namely: Financial Accounting, Management Accounting

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

(a)**FINANCIAL ACCOUNTING**: It is mainly confined to the preparation of financial statements like Profit and Loss A/C, Balance Sheet, Financial reports, Graphs, Ratios etc. for the use of outsiders like Shareholders, Creditors, Debenture holders, Companies, Banks, Financial Companies etc.

(b)**MANAGEMENT ACCOUNTING**: Here the accounting is based on Management. The accounts which provides important information to the management. The Management Accounting is the application of professional information in such a way as to assist the management in the information of policies and in the planning and control of the operations of the undertaking. It covers various accounting areas such as Cost accounting, Budgetory control, Inventory control, Statistical methods, Internal auditing etc.

Transaction:

A transaction is a business activity that involves the transfer of money or money's worth between two accounts

A transaction can be of two types

a. **Cash Transaction**: A cash transaction is one where money is immediately received or paid in the form of cash.
b. **Credit Transaction**: A credit transaction is one where money is paid later, but the benefits are enjoyed immediately.

TYPES OF TRANSACTIONS

a. Transactions including individuals/business entitites
b. Transactions including assets, goods, cash
c. Transaction including incomes, expenses, losses and gains.

RULES OF ACCOUNTING

The transaction in the journal are recorded on the basic of the rules of debit and credit. The nature of accounts are classified in three categories (i) Personal account (ii)Real account (iii)Nominal account.

(I)Personal Account: It includes the accounts of persons with whom the business deals. The account deals with an individual person or corporate bodies or institutions. E.g. Kannan A/c Sujatha A/c, new India Insurance A/c, Canara Bank A/c, BSNL A/c, St.John's college A/c,etc.

The rule of Personal Account follows:

"Debit the Receiver"
Credit the Giver"

FOR EXAMPLE: Mr. Kannan received Rs. 100 as interest from Canara Bank. Here Mr.Kannan is debited. Here the Money receiver is Mr kannan so, Mr.Kannan is dedited. here the money giver is Canara bank. So, Canara bank is credited.

By the rule,

"Mr. Kannan A/c is the receiver
Canara bank the giver "

(II) Real Account: It includes the account which relate to such things which can be touched, untouched, felt, measured etc. e.g. Land, Cash A/c, Building< Machinery A/c, Furniture A/c, Stock A/c, Land A/c etc. Untouched A/c like Patents, Goodwill etc.

The rule of Real Account follows:

"Debit- What comes in?
Credit-What goes out?"

For example, A Machinery has been purchased for business by cash. Here machinery comes into the business. So, Machinery is debited. Here cash goes out (or) cash for the purchase of machinery. So, Cash is credited. Ex: salary accounts, discount allowed, discount received, etc.,

By the rule,

"Debit- Machinery A/c (Comes in)
Credit-Cash A/c (Goes Out)"

(III)Nominal Account: The nature of nominal accounts relates to incomes and gains in the business and also expenses and loses in the business e.g. Interest Received A/c, Interest Given A/c, Rent Received A/c, Rent given A/c, Salary A/c, Commission paid A/c, Travelling Expenses A/c, Loss A/c, Profit A/c, Income Earned A/c.

The rule of Nominal Account follows:

"Debit-All expenses and Loses
Credit-All gains and Incomes"

For Example, A Fruit stall merchant earned Rs.5000?-by selling fruits and he gives Rs.1000/- as a rent for the fruit stall.

By the rule,

"Debit-Rent given A/c
Credit-Cash A/c"

A Table for easy understanding the nature of Accounting Rules follows:

Nature of Accounts	Debit	Credit
Personal A/c	The Receiver	The Giver
Real A/c	What comes in?	What goes out?
Nominal A/c	All Expenses and Loses	All Income and Gaines

BASIC ACCOUNTING TERMS

To help you understand accountancy better, we have explained commonly used accounting terms below.

a. **Assets** : Assets refer to the properties that belong to the business (What we own), it will give economic benefit in future.

Ex: Car → by renting a car, we can benefit (money)
If we do a job, then we will have laptop → Laptop is an asset of a company

b. **Liability**: Liabilities are what the business is obligated to pay to others (What we owe) which we want to give to someone to something.

Ex: If we do jobs at a company, then we will get a salary from that company, the salary is paid for me by that company, so salary is a liability for that company.

Note: Every asset has a liability attached to it.

Ex: Mobile Phone → Asset — Mobile Bill → Liability
Car → Asset — Car Maintenance → Liability.

We have to pay liability to use Asset.

c. **Income** : It is different from asset. Income is one for which we can economically benefit which you drive from asset in other words It is a revenue earned by a business minus the expense incurred in order to earn such revenue.

Ex: Car → asset Rent received → income

d. **Expense** : It is different from liability. It is what we have to pay at present. Or in other words it is the amount spent by a business to conduct its activities.

Ex : Car → Asset Rent paid → Income

When we buy a car, we will be knowing that we have to pay for petrol, diesel, maintenance cost, etc., so then it will be a **liability**. But when we pay for petrol, diesel, and maintenance charges, it will become expense.

e. **Revenue**: The earnings of a business through its activities and operations.

f. **Capital** : It is the amount invested by a proprietor on his business

g. **Debit** (+): What comes in. It means addition in business

h. **Credit** (-): What goes out. It means substraction in business.

i. **Debtor** : A debtor is a person who receives benefits from the business immediately, but is obligated to pay for the same in future.
Ex: A buyer, who purchases goods from the business on credit, becomes a debtor to the business.

j. **Creditor**: A person who provides benefit without receiving immediate payment for the same, and who will claim the payment in future.
Ex: When the business purchases goods on credit from a supplier, the supplier becomes a creditor to the business.

k. **Stock** : Unsold goods, raw materials, scrap, etc, that lie with the business

l. **Sales**: Sales refer to the amount of goods sold by a business.
- Sales made against immediate payment of cash are called cash sales
- Sales on credit are called credit sales.

m. **Sales Return** : Goods that have been sold but are returned by the buyer before consumption, due to reasons like poor quality, damage of goods, etc.,

n. **Purchase**: Purchase is the amount of goods bought by a business for further use or for reselling.
- Purchase made against immediate payment of cash are called cash purchases
- Purchase on credit are called credit purchases.

o. **Purchase Return** : Goods that have been purchased but are returned to the seller before consumption due to reasons like poor quality, damage of goods, goods expired, etc.,

p. **Proprietor** : The Proprietor is the owner of the business.

q. **Ledgers** : Names of account which we created in tally when we write account. Whatever transactions we do we have to create a ledger for that transaction.

r. **Vouchers** : Entries created when we do some transactions. When we pass a voucher, we create entries.

DOUBLE ENTRY SYSTEMS OF ACCOUNTING :

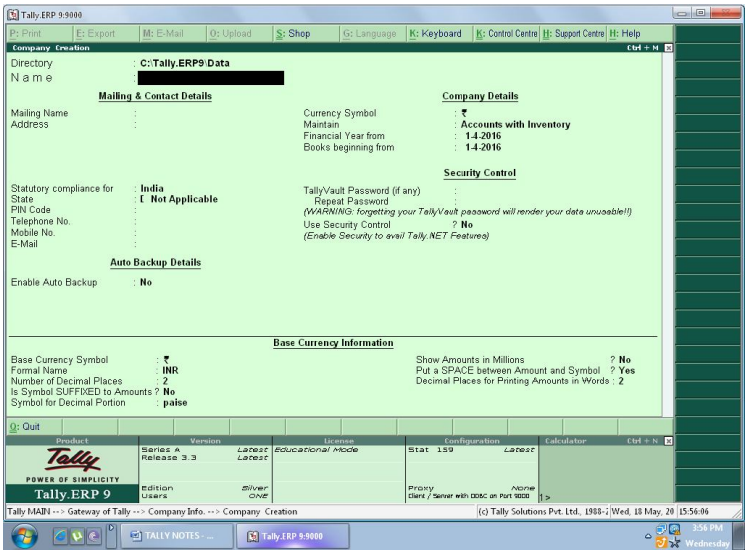
Every financial transaction has two aspects, one where the business receives a benefit and the other where it provides benefit. Therefore every transaction should be recorded in a such a way that its effect is reflected in two places in a business. I.e., one will be debited, whereas the other will be credited. The receiving aspect is termed the Debit aspect. The giving aspect is termed as Credit aspect.

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

GET STARTED WITH TALLY:

Steps to Create a Company

1. Double click on tally icon from the desktop. We will have a **"Company info"** menu on the right side of the screen as shown below.



2. Select the option **Create Company** By bringing down arrow key and press enter. Company Creation screen will be displaying as show below.

Let us Explain each section separately:

- ✓ **Directory:** Directory means the data storage location. This is the place where tally store all data we enter in tally. By default the data storage will be inside the installation folder. Data will be stored in D:/, if we install tally in D drive. But we can change it to different location by typing it manually.
- ✓ **Name:-**Type the name of the Company in this field, for example say 'Anubhav Traders'.
- ✓ **Address:-**This is the place where we can enter the address of the company.
- ✓ **Statutory compliance for:-**Select the country in which our business/ company is located.
- ✓ **Auto Backup Details :** Set to Yes if you want Tally to create a backup of data of the company automatically.
- ✓ **Company Details**

Company Symbol : Enter according to country selected for the company.

Maintain : Accounts only → To maintain only the financial a/c of company

Accounts with inventory → To combine financial ac/c and inventory books for the company

Financial Year From → This refers to the 12 month accounting period of the company. Ex : For Anubhav Traders Financial year begins from 1-4-2016.

Books beginning from → The date provided in the aforesaid field will be automatically displayed here. If you have started with maintaining your books of accounts with mid-year, In Tally 9, we can set the required date accordingly.

In the above company creation screen, we can enter company details, data storage etc.

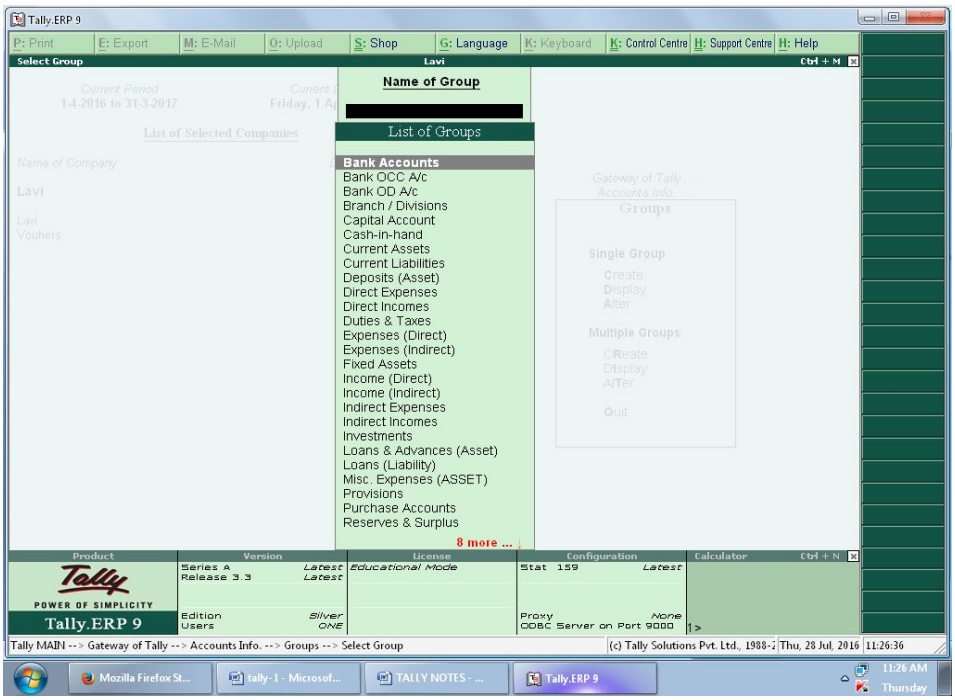
Select Company	To select company
Shut Company	To unload a selected company
Create Company	To create a new company
Create Group Company	This option becomes active when more than one company is selected
Alter	To alter information of existing company
Change Tally Vault	To alter Tally Vault password for a company
Split Company Data	To split the company data into financial period
Backup	A copy of the data should be kept in other media like CD or tally locker
Restore	To getting back the earlier data in the working disk
Quit	To exit a company

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

ACCOUNTS GROUP

A Group is the accounting group under which ledgers of the same nature can be classified. Accounts group of tally provides a set of 28 pre-defined groups, of these 15 are primary groups and 13 are sub-groups.

Among the 15 primary groups, 9 groups are Balance Sheet items and the remaining 6 groups are Profit and Loss a/c items.



1. Capital Account
    a. Reserves & Surplus
2. Current Assets
    a. Bank Account
    b. Cash-in –hand
    c. Deposits
    d. Loans And Advances
    e. Stock-in –hand
    f. Sundry Debtors (Credit Sales)
3. Current Liabilities
    a. Duties and Taxes
    b. Provisions
    c. Sundry creditors (Credit Purchase)
4. Fixed Assets
5. Investments
6. Loans
    a. Bank OD (Over Draft)
    b. Secured Loans
    c. Unsecured Loans
7. Suspense Account
8. Miscellaneous Account
9. Sales Account
10. Purchase Account
11. Direct Income

12. Indirect Income
13. Direct Expenses
14. Indirect Expenses
15. Branch/Divisions

1. **Capital Account:** This is a primary group to hold the capital and reserves & surplus of the company. Accounts like Partners capital, share capital, Drawings etc belongs to this group.
    a. **Reserves and surplus:**This is a sub group of capital account.Accounts like Capital reserve, investment allowance reserve, share premium account, general reserve. This group is also called as Retained Earnings.
2. **Fixed Assets:** The assets which cannot be easily converted into cash. Ex:: Land & Building, Plant & machinery, Furniture etc.
3. **Current assets:** This is a primary group to keep the assets of the company.
    a. **Bank account:** All bank saving or current accounts are created under this group. e.g SB A\c, Current A\c can be placed under this group.
    b. **Cash-in hand:** This will hold cash account only. Cash account is automatically created (default group) when a company is created. Ex: Petty cash, cash at branch a/c, etc.,
    c. **Deposits:** Accounts related to deposits like security deposits, fixed deposits, Recurring Deposits and rental deposits can be created under this group
    d. **Loans and Advances:** Accounts related to advances and loans of non-trading nature of accounts like Advances against salaries, work contracts, Advances to purchase of fixed assets, advance received from customers, etc. can be created in this group.
    e. **Stock in hand:** This is used to hold the opening and closing stock figures of certain accountants like Raw material, working progress, finished product etc
    f. **Sundry Debtor:** This group is used to create the accounts of our customers (all parties to whom credit sales are made)
4. **Current Liabilities :** This is a primary group to hold the outstanding and statutory liabilities of company such as ESI, PF, TDS etc. deducted from salary of employees should be placed under this group. It has three sub groups.
    a. **Duties & Taxes:** Accounts of trade duties and taxes like excise, Local sales tax, Central sales tax, excise, etc., can be open under this group.
    b. **Provisions:** It is used to hold tax provisions in this group Ex: Provisions for depreciation, Provision of taxation, provision for bad debts, provision for dividend, etc.,
    c. **Sundry Creditors :** This group is used to create accounts for our suppliers (all parties to whom credit purchase are made).
5. **Investments:** It holds the accounts of over all investments like shares, bonds, debenture, government securities(NSC, reserve bank bonds, IDBI bonds) and invested in other companies are placed under this group.
6. **Loans:** Accounts of loans taken by the company are created in this group . it has three groups .

    a **Bank over draft(Bank OCC A/c)** : Over draft account of a bank like hypothecation account , bills discount account etc. can be opened under this group.

    B **Secured loan**: Accounts of loans taken by the company from financial corporation upon furnishing security must be placed here. Debentures issued by the company can also be placed here.

    Eg: Sundaram finance, Ashok Leyland finance ,Banks etc.

    C **Unsecured loan** : Accounts of loans taken by the company unconditionally from outside parties. Without providing security. Deposits received by the company from others can also be placed under this group.

7. **Suspense account** : Accounts of money received or paid by the company in suspense . If an advance amount like Travelling advances is paid to marketing executives. It is used to record amount paid or received temporarily or whose transactions is not yet known.
8. **Miscellaneous Account**: But there are so many expenses for which no account heads can be created because of very few transactions for certain expenses. If an accountant creates individual account heads for such type of transactions, then it will be very difficult to control. Therefore, all these expense are booked under miscellaneous expenses account or general expenses account. For example:- very small amount paid for donations or charities, membership fees for local organizations , short and excess amount written off, festival celebration expenses and other expenses for which no account head is available.
9. **Sales account:** A company sales comes under this group like sales account like company sales, cement sales, tire sales, car sales, bricks sales etc.
10. **Purchase account:** A company purchased comes under this group like purchase account like machinery purchased, furniture purchased etc.
11. **Direct income :** All income which do not have regular period to receive you money also use this group for accounts like servicing , contract charges that follows sales of equipments. Eg professional charges, received wages, received service charges etc.
12. **Indirect income:** The account of indirect income like rent received ,interest received, commission received etc.
13. **Direct expenses:** The expenses which do not have any regular fixed period to pay there are manufacturing or direct expenses. Ex: Wages , auto fair, freight charges, delivery charges etc.
14. **Indirect expenses:** which have limited or fixed period to pay and which are regular in nature. Eg salary expenses, rent expenses, telephone expenses ,electricity expenses etc
15. **Branches/ Divisions:** All company branches are bank branches comes under this group. Eg Mysore Branch, Vijayanagar Branch, etc.

List of Commonly used ledger in tally

Advertisement expenses	Direct expenses
Advertisement payable	Current liabilities
Air conditioner	Fixed assets
Audit fees	Indirect expenses
Bad debts	Indirect expenses
Bad debts received	Indirect incomes
Bank	Bank account
Bank charges	Indirect expenses
Bank loan	Loans & liabilities
Bank overdraft	BankOD
Bills payable	Current liabilities
Bills receivable	Current assets
Bonds	Current assets
Building	Fixed assets
Capital	Capital account
Car	Fixed assets
Car repair	Indirect expenses
Cash	Cash in hand
Cash at bank	Bank account
Closing stock	Stock in hand
Commission (cr.) / commission received	Indirect incomes
Commission (dr.)	Indirect expenses

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

Computer	Fixed assets
Coolage	Direct expenses
Creditors	Sundry creditors
Debtors	Sundry debtors
Depreciation	Indirect expenses
Depreciation reserve	Current liabilities
Difference in trial balance (dr or cr)	Suspense account
Discount (cr.) / discount received	Indirect incomes
Discount (dr) / discount allowed	Indirect expenses
Donation	Indirect expenses
Drawing	Capital account
Electricity expenses	Indirect expenses
Factory	Fixed assets
Fire insurance	Indirect expenses
Furniture & fitting	Fixed assets
General expenses	Indirect expenses
General reserve	Current liabilities
Godown rent	Indirect expenses
Goods sent on consignment	Sales account
Goodwill	Fixed assets
Import duty	Direct expenses
Income on investments	Indirect incomes
Input vat 4%, 12.5%	Duties & taxes
Insurance	Indirect expenses
Insurance claim	Indirect incomes
Insurance company	Sundry debtors
Interest (dr.)	Indirect expenses
Interest on loan	Indirect expenses
Interest received (cr.)	Indirect incomes
Invest in govt. Bond	Investment
Investment	Investment
Labour charges	Indirect expenses
Land & building	Fixed assets
Legal expenses	Indirect expenses
Loan on mortgage, loans	Loans & liabilities
Machine & tools	Fixed assets
Machine repair	Indirect expenses
Manager's commission	Indirect expenses
Manufacturing expenses	Direct expenses
Motor cycle	Fixed assets
Motor cycle repair	Indirect expenses
Mutual fund	Investment
Office expenses	Indirect expenses
Opening stock	Stock in hand
Output vat 4%, 12.5%	Duties & taxes
Outstanding expenses	Current liabilities
Packing exp.	Indirect expenses
Personal expenses/ drawings	Capital account
Petrol expenses	Indirect expenses

Plant & machine	Fixed assets
Postage & telegram	Indirect expenses
Printing & advertisement	Indirect expenses
Printing & stationery	Indirect expenses
Printing, papers & advertisement	Indirect expenses
Production wages	Direct expenses
Provision for discount on debtors	Indirect expenses
Provision for office expenses	Current liabilities
Purchase	Purchase account
Purchase of new land	Fixed assets
Purchase of raw material	Purchase account
Purchase return	Purchase account
Refreshment expenses	Indirect expenses
Refrigerator	Fixed assets
Rent	Indirect expenses
Rent & tax	Indirect expenses
Rent payable	Current liabilities
Rent received	Indirect incomes
Repair & renovation	Indirect expenses
Repairing charges received	Indirect incomes
Salary	Indirect expenses
Wages	Direct expenses
Salary payable	Current liabilities
Sales	Sales account
Sales return	Sales account
Scooter	Fixed assets
Shares / bonds	Investments
Shop	Fixed assets
Shop expenses	Indirect expenses
Shop rent	Indirect expenses
Showroom repair	Indirect expenses
Stable expenses	Indirect expenses
Stamp & postage	Indirect expenses
Stationery	Indirect expenses
Stock ***(1st april and 31st march)***	Stock in hand
Stock of material	Current assets
Sundry creditors	Sundry creditors
Sundry debtors	Sundry debtors
Telephone expenses	Indirect expenses
Telephone securities	Indirect expenses
Trade expenses	Indirect expenses
Travelling expenses	Indirect expenses
Typewriter	Fixed assets
Vat payable	Current liabilities
Vehicle repair	Indirect expenses

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

Excersise 1: From the following information prepare a balance sheet to A M industrial company.

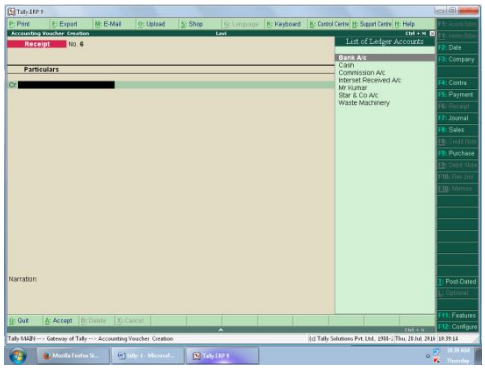
Particulars	Ledger group	Debit	Credit
Rayan traders	Sundry creditor		40000
Bad debts	Mis expenses	3400	
Bad debts recoverd	In income		3400
Bank a/c	Bank a/c	5000	
Bills receivable	Current assets	50000	
Carriage inwards	Dir expenses	550	
Commission received	In income		1400
Current assets	Current assets	140000	
Depreciation expenses	In expenses	1600	
Discount allowed	In expenses	2000	
Discount received	Income		20000
Electricity charges	Dir expenses	5000	
Excise duty payable	Provision		2600
Factory rent	In expenses	10000	
Fixed deposit	Deposit/ assets	5400	
Furniture	Fixed assets	15000	
Particulars	**Ledger group**	**Debit**	**Credit**
General reserve	Reserves & surplus		70000
Suhana trading A/C	Sundry creditor		5400
Income tax payable	Provision		5000
Insurance premium	Current assets	3550	
Loan taken	Loans liabilities		40000
Mr. Arbaz capital	Capital a/c		100000
Mr. Zain capital	Capital a/c		100000
Purchase machinery	Fixed assets	80000	
Printing & stationery	In expenses	1600	
Rent expenses	In expenses	7000	
Purchases	Purchases a/c	150000	
Rahul enterprises	Sundry debtors	54200	
Rent advanced	Loans / advances	5400	
Salary expenses	In expenses	15000	
Sales	Sales a/c		220000
Interest received	In income		5600
Sales tax	Duties & taxes		4000
Srinidhi corporation	Sundry debtors	7700	
Stock as on 1/1/2005	Stock in hand	55000	

VOUCHER:-

A Voucher is a basic recording document. Daily business transactions are entered in Tally through Vouchers. It is a key to all business information. Entering the business transactions through Voucher called Voucher Entry. Tally has pre-defined voucher like Contra Voucher, Journal Voucher, Sales Voucher, Purchase Voucher, Receipt Voucher, Payment Voucher and Memo Vouchers. Daily Business transactions are entered on the basis of Voucher types. Follow the below steps for voucher entry.

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

- In the Gateway of Tally, Select Voucher Entry option. The Accounting Voucher Creation screen display as follows



By using the functional keys, you can choose the voucher types like Receipt, payment, Contra, Journal etc.

VOUCHER TYPES	FUNCTIONAL KEYS
Receipt Voucher	F6
Payment Voucher	F5
Contra Voucher	F4
Journal Voucher	F7
Sales Voucher	F8
Credit Note	Ctrl + F8
Purchase Voucher	F9
Debit Note	Ctrl + F9
Memo Voucher	F10

Press F2 Functional key to change the Voucher date. Button panel of the Voucher Creation screen contains all the Voucher types and functions.

Receipt Voucher

Receipt Voucher is used to enter all receipts of cash and bank (Receipt by cash or Receipt by cheque or Receipt by demand draft). Even the amount received for the sale of Fixed assets e.g. Furniture, Machinery etc. (not being the regular course of business) must be treated as Receipt Voucher. Press F6 Function key to enter the Receipt Voucher.

Rules for Receipt Voucher:

Debit	Credit
a)Cash A/c b)Bank A/c	a)The Giver of money or Sundry debtors b)Income Received c)Cash sales of Fixed Assets e.g. Furniture, Machinery etc.

Activity 1: From the following transactions, prepare a Receipt Voucher entries for the Barathwaj & Company

i. i)Rs.5,000/-the amount received from Mr. Kumar
ii. ii)Rs.2,000/-cheque and Rs.500/-cash given by Star & Company
iii. iii)Rs.1,500/-commission received by cash.
iv. iv)Rs.1,000/-cash sales on Waste machinery.
v. v)Rs.2,500/-received for Interest by cheque.

rans	*A/c Involved*	*Nature of A/c*	*Debit/Credit*
(i)	Kumar A/c Cash A/c	Personal A/c Real A/c	Credit Debit
(ii)	Star & Company A/c Cash A/c Bank A/c	Personal A/c Real A/c Personal A/c	Credit Debit Debit
	Commission A/c	Nominal A/c	Credit

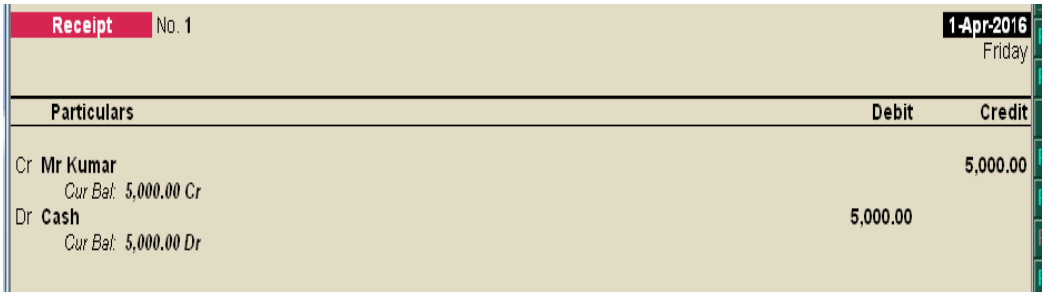
iii)	Cash A/c	Real A/c	Debit
(iv)	Waste Machinery A/c Cash A/c	Real A/c Real A/c	Credit Debit
(v)	Interest Received A/c Bank A/c	Nominal A/c Personal A/c	Credit Debit

Note: You should be clear in nature of Accounting Rules.

Now 5 transactions are entered in the Receipt Voucher by following steps:

*In the Gateway of Tally, choose Voucher Entry option. The Voucher Creation Screen displays fig (T.17), in which Receipt Voucher is selected by using the Function key F6. Also pres F2 Function key to enter the date. One by one five transactions are entered in the Voucher.

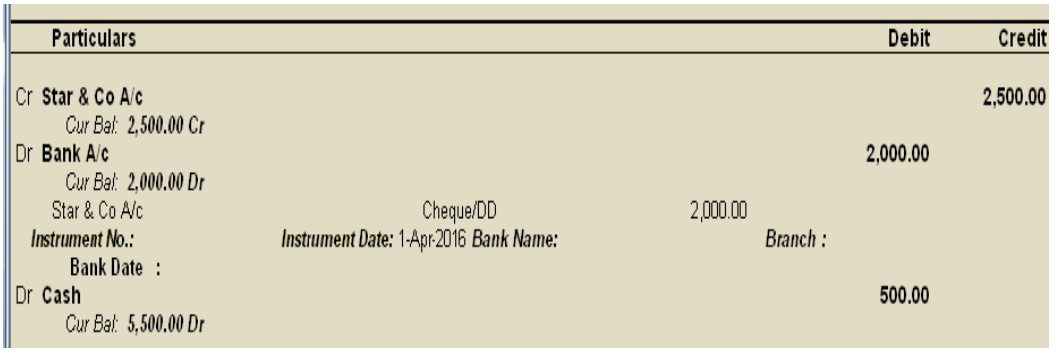
Transaction (i)



Receipt No. 1 — 1-Apr-2016 Friday

Particulars	Debit	Credit
Cr Mr Kumar *Cur Bal: 5,000.00 Cr*		5,000.00
Dr Cash *Cur Bal: 5,000.00 Dr*	5,000.00	

Transaction (ii)



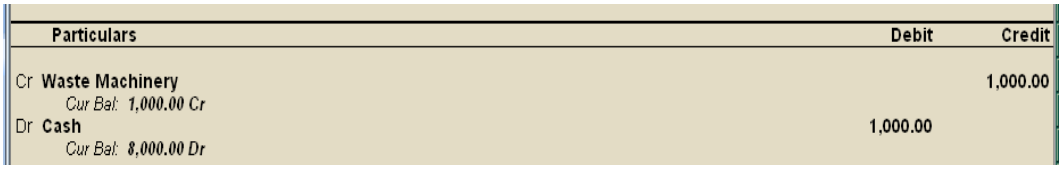
Particulars	Debit	Credit
Cr Star & Co A/c *Cur Bal: 2,500.00 Cr*		2,500.00
Dr Bank A/c *Cur Bal: 2,000.00 Dr* Star & Co A/c Cheque/DD 2,000.00 *Instrument No.:* *Instrument Date:* 1-Apr-2016 *Bank Name:* *Branch :* Bank Date :	2,000.00	
Dr Cash *Cur Bal: 5,500.00 Dr*	500.00	

Transaction (iii)



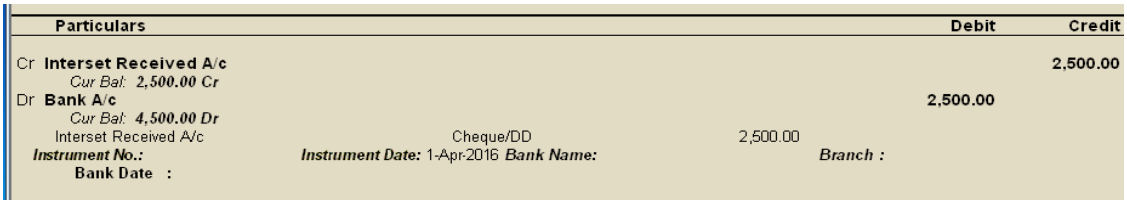
Particulars	Debit	Credit
Cr Commission A/c *Cur Bal: 1,500.00 Cr*		1,500.00
Dr Cash *Cur Bal: 7,000.00 Dr*	1,500.00	

Transaction (iv)



Particulars	Debit	Credit
Cr Waste Machinery *Cur Bal: 1,000.00 Cr*		1,000.00
Dr Cash *Cur Bal: 8,000.00 Dr*	1,000.00	

Transaction (v)



Particulars	Debit	Credit
Cr Interset Received A/c *Cur Bal: 2,500.00 Cr*		2,500.00
Dr Bank A/c *Cur Bal: 4,500.00 Dr* Interset Received A/c Cheque/DD 2,500.00 *Instrument No.:* *Instrument Date:* 1-Apr-2016 *Bank Name:* *Branch :* Bank Date :	2,500.00	

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

Payment Voucher

Payment Voucher records all the payments made through Bank and Cash. Even the amount paid for the purchase of Fixed Assets like purchase of Machinery, Land, Furniture etc.(not being the regular course of business)must be treated as payments. Cheque Printing is done only through Payment voucher entry.

Rules for Payment Voucher:

Debit	Credit
a) The Ledger A/c of the Receiver Or Sundry creditors	a)Cash A/c
b) Expenses A/C	
c) Any cash purchase of Fixed Assets e.g. Land, Machinery etc.	b)Bank A/c

From the following transactions, prepare Payment Voucher entries for the Barathwaj and Company

i)Rs.4500/-paid for Bonus.

ii)Rs.2000/-cheque paid for Salaries.

iii)Rs.450/-paid for Electric charges.

iv)Rs.1150/-paid for Telephone bill by KVB Bank Cheque.

v)Rs.3000/-purchase on Furniture. Here Rs.2000/- Canara bank cheque paid and rs.1000/-paid by cash.

vi)Rs.1000/-paid to M/s. Chitra * Company

Trans	A/c Involved	Nature of A/c	Debit/ Credit	Explanation
(i)	Bonus A/c Cash A/c	Nominal A/c Real A/c	Debit Credit	Expenses &Loses Cash goes out
(ii)	Salary A/c Bank A/c	Nominal A/c Personal A/c	Debit Credit	Expense & Loses Cheque given
(iii	Elect Charges A/c Cash A/c	Nominal A/c Real A/c	Debit Credit	Expenses & Loses Cash goes out
(iv	Telephone Charges A/c KVB A/c	Nominal A/c Personal A/c	Debit Credit	Expenses & Loses Cheque given
(v)	Fur A/c Canara Bank A/c Cash A/c	Real A/c Personal A/c Real A/c	Debit Credit Credit	Furniture comes in Bank cheque given Cash goes out
(vi	Chitra & Co. A/c Cash A/c	Personal A/c Real A/c	Debit Credit	Receiver of the money Cash goes out

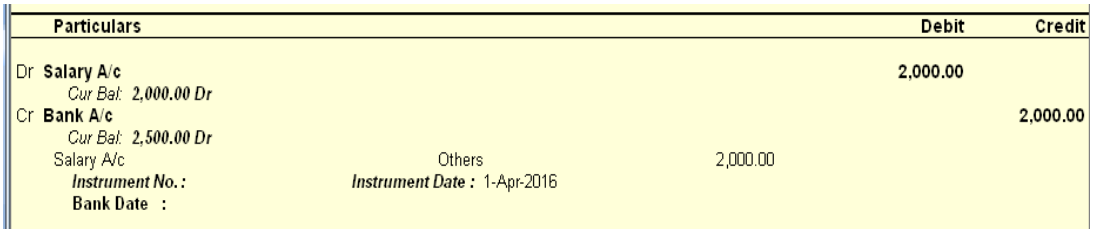
*Press F5 Function key in the Voucher Creation screen to enter the Payment voucher.

Transaction (i)



Particulars	Debit	Credit
Dr **Bonus A/c** *Cur Bal: 4,500.00 Dr*	4,500.00	
Cr **Cash** *Cur Bal: 3,500.00 Dr*		4,500.00

Transaction (ii)



Particulars			Debit	Credit
Dr **Salary A/c** *Cur Bal: 2,000.00 Dr*			2,000.00	
Cr **Bank A/c** *Cur Bal: 2,500.00 Dr*				2,000.00
Salary A/c *Instrument No.:* **Bank Date :**	Others *Instrument Date :* 1-Apr-2016	2,000.00		

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

Transaction (iii)

Particulars	Debit	Credit
Dr **Electric Charge A/c**	450.00	
Cur Bal: 450.00 Dr		
Cr **Cash**		450.00
Cur Bal: 3,050.00 Dr		

Transaction (iv)

Particulars	Debit	Credit
Dr **Telephone Charges A/c**	1,150.00	
Cur Bal: 1,150.00 Dr		
Cr **Kvb Bank A/c**		1,150.00
Cur Bal: 1,150.00 Cr		
Telephone Charges A/c Cheque 1,150.00		
Instrument No.: *Instrument Date :* 1-Apr-2016 *Cross Instrument Using:* A/c Payee		
Bank Date :		

Transaction (v)

Particulars	Debit	Credit
Dr **Furniture A/c**	3,000.00	
Cur Bal: 3,000.00 Dr		
Cr **Canara Bank**		2,000.00
Cur Bal: 2,000.00 Cr		
Furniture A/c Others 2,000.00		
Instrument No.: *Instrument Date :* 1-Apr-2016		
Bank Date :		
Cr **Cash**		1,000.00
Cur Bal: 2,050.00 Dr		

Transaction (vi)

Particulars	Debit	Credit
Dr **Chitra & Co A/c**	1,000.00	
Cur Bal: 1,000.00 Dr		
Cr **Cash**		1,000.00
Cur Bal: 1,050.00 Dr		

Contra Voucher

A contra entry is an entry in a business books of accounts, indicating transfer of funds from Cash account to bank account, Bank account to cash account, One bank account to another bank account, CASH A/c Vs BANK A/c.

If the cash amount is deposited into the Bank, then Bank A/c will be debited and Cash A/c will be credited. If the cash amount is withdrawn from the Bank, then Cash A/c will be debited and Bank A/c will be credited. If 'A' Bank cheque is deposited into 'B' Bank, then the 'B' Bank, then the 'B' Bank A/c will be debited and 'A' Bank will be credited.

From the following transaction, prepare a Contra voucher entries for the Barathwaj & Company.

(i) Rs.2500/-cash deposited into Canara Bank.
(ii) Rs.500/-cash withdraw from Canara Bank.
(iii) Rs.5000/-Demand draft of State Bank of Mysore deposited to Canara Bank
(iv) Rs.1000/-Canara Bank cheque and Rs.750/-cash deposited to Karnataka Bank.
(v) Rs.1000/-of Canara Bank cheque given to Karnataka Bank for fund transfer.
(vi) Rs.250/-cash withdraw from Karnataka Bank for local expenses.

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

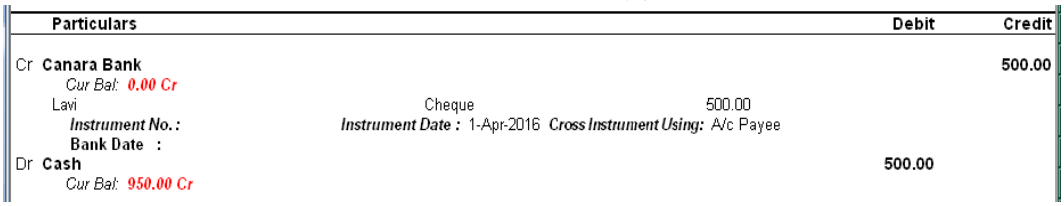
Trans	*A/c Involved*	*Nature of A/c*	*Debit/Crdit*	*Explanations*
i)	Canara Bank A/c Cash A/c	Personal Real	Debit Credit	Cash Received Cash goes out
ii)	Canara Bank A/c Cash A/c	Personal Real	Credit Debit	Cash given Cash comes in
iii)	SB Mysore A/c Canara Bank A/c	Personal Personal	Credit Debit	DD Given DD Receiver
iv)	Cash A/c Canara Bank A/c Karnataka Bank A/c	Real Personal Personal	Credit Credit Debit	Cash goes out Cheque Given Cash & Cheque Receiver
v)	Canara Bank A/c Karnataka Bank A/c	Personal Personal	Credit Debit	Cheque Giver Cheque Receiver
vi)	Cash A/c Karnataka Bank A/c	Real Personal	Debit Credit	Cash comes in Cash Giver

*Press F4 Function key in the Voucher Creation Screen to enter the Contra Voucher.

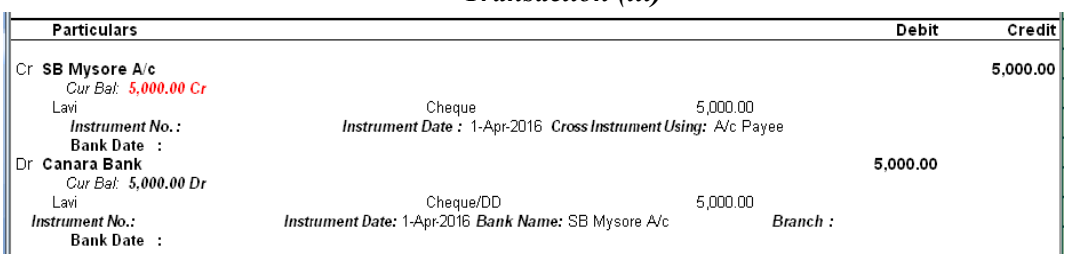
Transaction (i)



Transaction (ii)



Transaction (iii)



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Transaction (iv)

Particulars			Debit	Credit
Cr **Cash**				750.00
Cur Bal: 1,700.00 Cr				
Cr **Canara Bank**				1,500.00
Cur Bal: 3,500.00 Dr				
Lavi	Cheque	1,500.00		
Instrument No.:	*Instrument Date :* 1-Apr-2016 *Cross Instrument Using:* A/c Payee			
Bank Date :				
Dr **Karnataka Bank A/c**			2,250.00	
Cur Bal: 2,250.00 Dr				
Lavi	Cheque/DD	2,250.00		
Instrument No.:	*Instrument Date:* 1-Apr-2016 *Bank Name:*	*Branch :*		
Bank Date :				

Transaction (v)

Particulars			Debit	Credit
Cr **Canara Bank**				1,000.00
Lavi	Cheque	1,000.00		
Instrument No.:	*Instrument Date :* 1-Apr-2016 *Cross Instrument Using:* A/c Payee			
Bank Date :				
Dr **Karnataka Bank A/c**			1,000.00	
Lavi	Cheque/DD	1,000.00		
Instrument No.:	*Instrument Date:* 1-Apr-2016 *Bank Name:* Canara Bank	*Branch :*		
Bank Date :				

Transaction (vi)

Particulars			Debit	Credit
Cr **Karnataka Bank A/c**				250.00
Lavi	Cheque	250.00		
Instrument No.:	*Instrument Date :* 1-Apr-2016 *Cross Instrument Using:* A/c Payee			
Bank Date :				
Dr **Cash**			250.00	

Journal Voucher

A Journal Voucher is used to pass adjustment Voucher entries. To adjust the debit and credit amounts without involving cash or bank accounts. The amount adjusted between two Ledger accounts are entered in the Journal Voucher. You can also make any credit purchases or sales any fixed assets entry through this voucher. Depreciation on Fixed assets like machinery, furniture, motorcars etc. are involved in this journal voucher.

Credit note Voucher (Sales Return):In business, due to certain reasons like delay in delivery, goods damaged, overcharging etc. in which goods are return (Sales Return) from Sundry debtors (customers). It is generally issued by the seller to the buyer

For Ex: On 1st April 2016, ABC Co., returned goods worth Rs. 5000.

	Account	Debit	Credit
Voucher Entry	Buyer Ledger account (ABC Co.)		5000
	Sales Account (Local Sales)	5,000	

Debit note Voucher (purchase Return):In business, due to certain reasons like delay in delivery, goods damaged, overcharging, poor quality, etc. in which goods are return (purchase Return)to Sundry creditors(owners). Used for purchase returns.

For Sales Return and Purchase return for the following transactions, prepare a journal voucher, credit note voucher & debit note voucher.

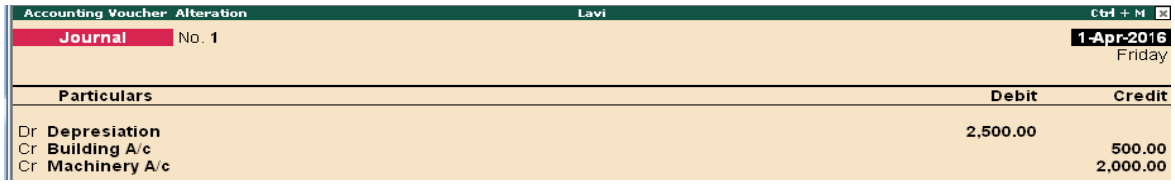
OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

(i) Depreciation Rs.2000/-on Machinery and Rs.500/-on Building is to be entered.
(ii) M/s. Gokul Company returns the goods worth Rs.500/- as a damaged goods.
(iii) Rs.1200/-worth goods Purchase return to M/s. Arasan & Company due to late in delivery.
(iv) Returned goods of Rs. 5000/- to India Cement
(v) Jain and Co returned goods of Rs.760/- as the goods quality was poor.
(vi) A fund transferring is made for adjustment in business by barrowing Rs.3000/-from M/s. John Agency and given to M/s. Jain & Company.

No	*A/c Involved*	*Nature of A/c*	*Debit/ Credit*	*Voucher type*	*Explanation*
(i)	Deposite A/c Machinery A/c Building A/c	Nominal Real Real	Debit Credit Credit	Journal Voucher	Expenses & Loses Cash goes out Cash goes out
(ii)	Gokul & Company A/c Sales Return A/c	Personal Real	Credit Debit	Credit note Voucher	The giver of goods Sold goods comes in
(iii)	Arasan & Company A/c Purchase Return A/c	Personal Real	Debit Credit	Debit note voucher	Received the goods Purchase goods goes out
(iv)	India cement A/c Purchase Return A/c	Personal Real	Debit Credit	Debit note voucher	Received the goods Purchase goods goes out
(v)	Jain & Company A/c Sales Return A/c	Personal Real	Credit Debit	Credit note voucher	The giver of goods Sold goods comes in
(vi)	John Agency A/c Jain & Company A/c	Personal Personal	Credit Debit	Journal voucher	The giver of money Receiver of Money

Press F7 Function key in the Voucher Creation screen.

Transactions (i)

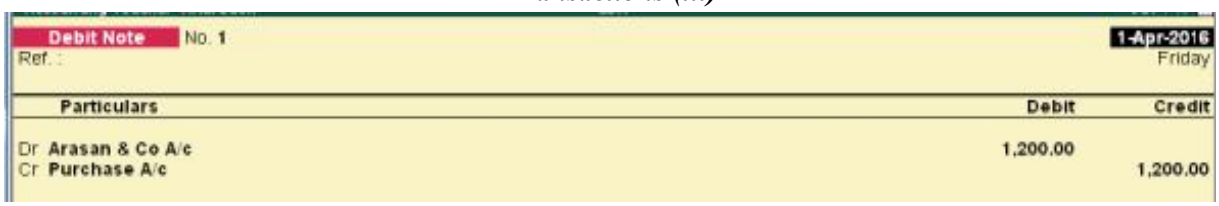


Transactions (ii)

Click Credit Note in the Button panel.

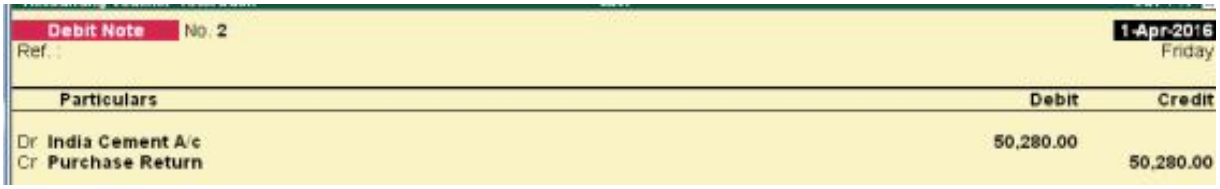


Transactions (iii)



OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

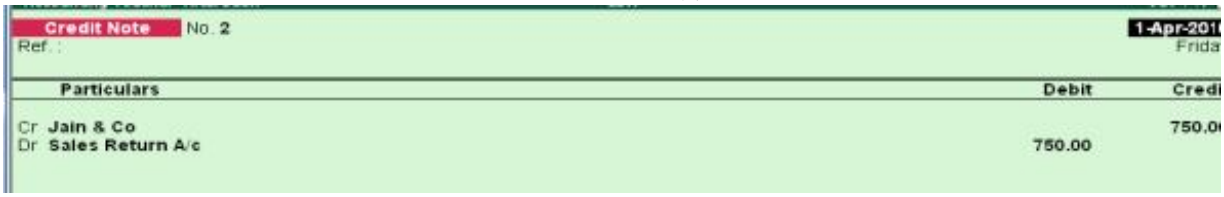
Transactions (iv)



Debit Note No. 2 — 1-Apr-2016, Friday
Ref. :

Particulars	Debit	Credit
Dr India Cement A/c	50,280.00	
Cr Purchase Return		50,280.00

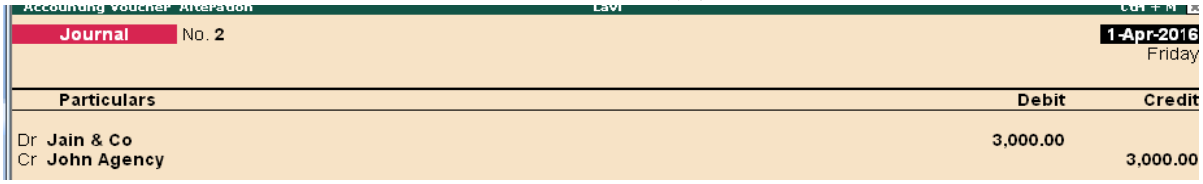
Transactions (v)



Credit Note No. 2 — 1-Apr-201 Frida
Ref. :

Particulars	Debit	Credi
Cr Jain & Co		750.0
Dr Sales Return A/c	750.00	

Transactions (vi)



Journal No. 2 — 1-Apr-2016, Friday

Particulars	Debit	Credit
Dr Jain & Co	3,000.00	
Cr John Agency		3,000.00

Sales Voucher

Sales voucher is used when the company sells some goods to the customers either by cash, cheque or on credit basis. Sales made in the regular course of business (sales of fixed assets i cannot be entered in sales voucher, we have to enter it in receipt voucher.)

Here Ledger A/c of the Buyer or Customer or Sundry debtors are debited and Sales A/c are credited. Also, Discount given to customers is debited and duties of taxes, packaging & forwarding charges of the Sales A/c are credited.

Rules for Sales voucher:

Debit	*Credit*
The Ledger A/c of the Buyer Or Customers or Sundry debtors Or Receiver	Any Sale A/c
Discount on sales	Duties of taxes, packaging and forwarding charges of sales product.

From the following transactions, prepare a sales voucher entry for Barathwaj and Company

(i) Rs. 50,000/-worth Cement sales to M/s. Gokul and Company on cash with the following additional charges.
   a) Local sales tax 4%
   b) Central sales tax 2%
   c) Pack and Forwarding charges Rs.750/-

(ii) Rs. 4,050/-worth Bricks sold to M/s. Jain and Company

(iii) Paint sales worth Rs.10,000/-to M/s. John agency and given discount 5%

(iv) Cement sales Rs.7,000/-worth to M/s. Jain and Company and charged 3% for Local sales tax.

(v) Cement sales Rs.3,75,000/-and Brick sales 60,000/-to M/s. John Agency.

(vi) Bricks sales worth Rs.7,500/-to M/s. Gokul and Company and allow Rs.500/- discount for cash sales.

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

No	*A/c Involved*	*Nature of A/c*	*Debit/Credit*	*Explanation*
I	Gokul & Co. A/c Cement Sales A/c Local Sales Tax A/c Central Sales Tax A/c Pack & Forw A/c	Personal Real Nominal Nominal Nominal	Debit Credit Credit Credit Credit	Receiver of the product Cement goes out for sales Incomes and Profit Incomes and Profit Incomes and Profit
Ii	Jain & Co. A/c Bricks sales A/c	Personal Real	Debit Credit	Receiver of the product Bricks goes out for sales
Iii	John Agency A/c Paint sales A/c Discount A/c	Personal Real Nominal	Debit Credit Debit	Receiver of the product Paint goes out for sales Expenses & Loses
iV	Jain & Co. A/c Cement Sales A/c Local Sales Tax A/c	Personal Real Nominal	Debit Credit Credit	Receiver of the product Cement goes out for sales Incomes & Gains
V	John Agency A/c Cement Sales A/c Bricks Sales A/c	Personal Real Real	Debit Credit Credit	Receiver of the product Cement goes out for sales Bricks goes out for sales
Vi	Gokul & Co. A/c Brick sales A/c Discount A/c	Personal Real Nominal	Debit Credit Debit	Receiver f the product Bricks goes out for sales Loses & Expenses

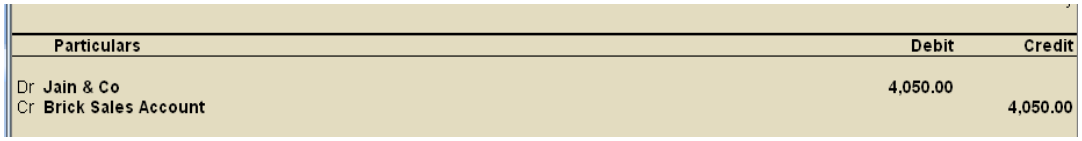
Press F8 Function key in the Voucher creation screen to enter sales voucher.

Transaction (i)



Particulars	Debit	Credit
Dr Gokul & Co A/c	53,750.00	
Cr Cement Sales A/c		50,000.00
Cr L S T		2,000.00
Cr C S T		1,000.00
Cr P & F		750.00

Transaction (ii)



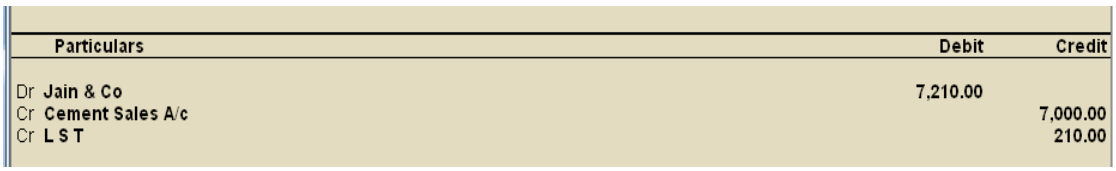
Particulars	Debit	Credit
Dr Jain & Co	4,050.00	
Cr Brick Sales Account		4,050.00

Transaction (iii)



Particulars	Debit	Credit
Dr John Agency	9,500.00	
Cr Paint Sales A/c		10,000.00
Dr Discount A/c	500.00	

Transaction (iv)



Particulars	Debit	Credit
Dr Jain & Co	7,210.00	
Cr Cement Sales A/c		7,000.00
Cr L S T		210.00

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Transaction (v)

Particulars	Debit	Credit
Dr John Agency	4,35,000.00	
Cr Cement Sales A/c		3,75,000.00
Cr Brick Sales Account		60,000.00

Transaction(vi)

Particulars	Debit	Credit
Dr Gokul & Co A/c	7,000.00	
Cr Brick Sales Account		7,500.00
Dr Discount A/c	500.00	

Purchase Voucher

Purchase voucher is used when the company purchases some goods from the suppliers either by cash, cheque or on credit basis. (Purchase of fixed assets will be entered in payment voucher)

Rules for Purchase Voucher:

Debit	*Credit*
Any Purchase A/c *Duties of taxes, packaging and forwarding charges of purchase product.*	*The Ledger A/c of the Giver or Supplier or Sundry creditors.* *Discount given by supplier*

From the following transactions, prepare a Purchase voucher for Barathwaj & Company

i) M/s. Ramco cement supplied Rs.2,00,040/-worth cement and allowed discount 3% for cash purchase. The additional charges are charged for purchase as follows:

a)Local Sales Tax 4%

b)Packing & Forwarding charges Rs.2000/-

ii) M/s. Arasan & Company supplied Rs.75,000/-worth bricks and allowed Rs.1000/-discount for the purchase.

iii) Computer Purchase worth Rs.30,000/-and Printer Purchase worth Rs.5000/-are both purchased from Excel systems. Additional Packaging & Forwarding charges Rs.1000/-are made for purchase.

iv) Accounting software worth Rs.22,000/-purchased from Data systems.

v) M/s. India cement supplied Rs.1,00,020/-worth cement and allowed discount Rs.5,000/-for cash purchase.

Tran	**A/c Involved**	**Nature of A/c**	**Debit/Credit**	**Explanation**
(i)	Ramco cement A/c Cement Purch A/c Discount A/c Pack & Forw A/c Local sales tax A/c	Personal Real Nominal Nominal Nominal	Credit Debit Credit Debit Debit	The giver of the product Cement comes in Incomes &Gains Loses & Expenses Loses & Expenses
(ii)	Arasan & Co. A/c Bricks Purch A/c Discount A/c	Personal Real Nominal	Credit Debit Credit	The giver of the product Bricks comes in Incomes & Gains
(iii)	Excel Sys A/c Comp Purch A/c Printer Purch A/c Pack & Forw A/c	Personal Real Real Nominal	Credit Debit Debit Debit	The giver of the product Computer comes in Printer comes in Expenses & Loses

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(iv)	Data Sys A/c Software A/c	Personal Real	Credit Debit	The giver of the product Software comes in
(v)	India Cement A/c Cement Purch A/c Discount A/c	Personal Real Nominal	Credit Debit Credit	The giver of the product Cement comes in Incomes & Gains

Press F9 Function key in the Voucher creation screen to enter the Purchase voucher.

Transaction (i)

Particulars	Debit	Credit
Cr Ramco Cement A/c		2,04,040.00
Dr Cement Purchase A/c	2,00,040.00	
Dr L S T	8,000.00	
Dr P & F	2,000.00	
Cr Discount A/c		6,000.00

Transaction (ii)

Particulars	Debit	Credit
Cr Arasan & Co A/c		74,000.00
Dr Bricks Pur A/c	75,000.00	
Cr Discount A/c		1,000.00

Transaction (iii)

Particulars	Debit	Credit
Cr Excel System		36,000.00
Dr Computer Purchase	30,000.00	
Dr Printer	5,000.00	
Dr P & F	1,000.00	

Transaction (iv)

Particulars	Debit	Credit
Cr Data System		22,000.00
Dr Accounting Software	22,000.00	

Transaction (v)

Particulars	Debit	Credit
Cr India Cement A/c		95,000.00
Dr Cement Purchase A/c	1,00,020.00	
Cr Discount A/c		5,020.00

Memo Voucher

Memo Voucher is a purely non-accounting voucher, the entries in this voucher does not affect the accounts. The entries in the voucher are not pasted into the ledger. So, they do not affect the final result of the company. Tally stores memo voucher in a separate register called Memo Register. Suspense Account like Travelling expenses, Post dated accounts like Post dated cheque given or received are come under this Memo Voucher.

For example, A company gives an employee cash for paying travelling expenses before travelling, the exact nature and cost of which are unknown. You could have entered a voucher stating petty cash advance, a voucher to record the actual expenditure details when they are known, and another voucher to record the return of surplus cash. So in simpler way we can use a Memo voucher to enter advance and can be turned to a payment voucher after receiving the details of the expenditure incurred. These transaction is entered in Memo Voucher as follows in next page:

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

*Press F10 Function key in the Voucher creation screen to enter the Memo Voucher.

After Travelling is complied, the Memo voucher is transferred to Payment voucher e.g. the actual travelling expenses for the sales executive is Rs.500/-
*Press F5 Function key for Payment Voucher.

Here Memo voucher is transferred to Payment voucher after the suspense account is cleared.

REPORTS IN TALLY

Tally creates the books of accounts and the financial statements based on the vouchers entered till date. The Gateway of Tally displays a few reports directly, ie., the Balance Sheet, Profit and Loss a/c, Stock Summary and Ratio Analysis as these statements are extremely critical for day to day business analysis.

Display a Voucher

In a day, many transactions of accounts are entered in Tally through in Tally Voucher entry. If you want to see the Voucher entries follow the below step.

Day Book : The day book contains all the transactions made by a business, irrespective of the type of transaction. By default the display is set to the date of the last voucher entry made. But this can be set to list all the transactions made over a certain period. Transactions include all financial vouchers reversing and memorandum journals as well as inventory vouchers.

*In the Gateway of Tally, select Display option. The Display menu displays as follows:
*Choose Day Book option from the Display menu.
*Press Alt+F1 keys to see the voucher entries in details.
Note: To display a Voucher for particular period press Alt+F2 keys.

Alter a Voucher

If you want to change the entries in the Voucher follow the bellow the below steps.

*In the Gateway of Tally select Display option.
* Then choose Day Book option from the Display menu.
*Select the particular Voucher entry account to change and then press ENTER key.
Then, you can alter the entries in that voucher

Gateway of Tally → Display → Day Book → Enter

Delete a Voucher

If you want to delete a Voucher entry follow the bellow steps.

*In the Gateway of Tally, select Display option.
*Then choose Day Book option from the Display menu.
*Select the particular Voucher entry to delete and then press Alt+D keys.
*Are you sure to delete the voucher entry press ENTER key or "Y" to delete otherwise, press "N" in the confirmation small box.

Gateway of Tally → Display → Day Book → Alt +D

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Insert a Voucher

If you want to insert a Voucher entry follow the below steps:

*In the Gateway of Tally, select Display option.

*Then choose Day Book option from the Display menu.

*Choose the Voucher entry position in between other vouchers and press Alt+I keys.

A Voucher entry screen displays to enter the transactions of the Inserted Voucher.

Gateway of Tally → Display → Day Book → ALT+I

FINANCIAL STATEMENTS :

Financial Statements summarize the individual transactions to show totals, ratios and statistics required by users to analyze the company's financial data in a variety of ways.

- Balance Sheet
- Profit and Loss A/c

Balance Sheet :

- Balance Sheet is a financial statement that reports a business financial position as on a specific date. It shows a balance between the assets and liabilities of a business.

  Assets = liabilities + owner's equity.

To view balance sheet: Gateway of Tally → Balance Sheet

Balance sheet gets updated instantly with every transaction is recorded.

Balance Sheet — ABC Company 11-12 — Ctrl + M

Liabilities	ABC Company 11-12 as at 31-Mar-2012		Assets	ABC Company 11-12 as at 31-Mar-2012
Capital Account		95,02,863.21	Fixed Assets	43,62,177.80
Loans (Liability)		81,99,754.03	Investments	6,60,642.79
Current Liabilities		1,04,77,860.69	Current Assets	3,79,51,163.99
Profit & Loss A/c		1,53,93,506.65	Misc. Expenses (ASSET)	50,000.00
Opening Balance			Diff. in Opening Balances	5,50,000.00
Current Period	*1,55,01,006.65*			
Less: Transferred	*1,07,500.00*			
Total		4,35,73,984.58	Total	4,35,73,984.58

Profit and Loss Account :

Profit and Loss account or Income statement is a periodic statement, which shows the net result of the business operations for a specific period. All the expenses incurred and incomes earned during the reporting period are recorded in the Profit and Loss account or Income and Expenditure account.

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The profit and loss account in Tally displays the information based on the default primary Groups. It is updated instantly with every transaction/voucher that is entered. No special processing is required to produce a profit and loss account in Tally.

Gateway of Tally → Profit &Loss a/c -→ click F1:Detailed → To view the P & L a/c in detailed format.

The P & L a/c is generated and updated immediately from the date of opening of books till the date of last entry.

Profit & Loss A/c — ABC Company 11-12 — Ctrl + M

Particulars	ABC Company 11-12 1-Apr-2010 to 31-Mar-2012	Particulars	ABC Company 11-12 1-Apr-2010 to 31-Mar-2012
Opening Stock	16,81,848.44	Sales Accounts	4,32,99,616.28
Purchase Accounts	2,74,43,682.50	Direct Incomes	56,550.00
Direct Expenses	43,000.00	Closing Stock	75,94,295.06
Gross Profit c/o	*2,17,81,930.40*		
	5,09,50,461.34		5,09,50,461.34
Indirect Expenses	73,30,923.75	*Gross Profit b/f*	*2,17,81,930.40*
Nett Profit	*1,55,01,006.65*	Indirect Incomes	10,50,000.00
Total	2,28,31,930.40	Total	2,28,31,930.40

Trail Balance :

It is a summary report of all ledger balances to check whether the figures are correct and balanced. Considering that the journal entries are error-free and posted correctly to the general ledger, the total of all debit balances should be equal to the total credit balances.

Gateway of Tally →Display → Trial Balance

Trial Balance — ABC Company — Ctrl + M

Particulars	ABC Company 1-Apr-2008 to 31-Mar-2009 Closing Balance	
	Debit	Credit
Capital Account		24,00,000.00
Capital Account		24,00,000.00
Loans (Liability)		12,00,000.00
Loan From Bank		12,00,000.00
Current Liabilities	5,45,257.50	2,38,27,223.75
Duties & Taxes	1,15,982.50	2,50,569.25
Sundry Creditors	4,29,275.00	2,35,51,979.50
CST Deferred Account		3,200.00
Interest Payable Account		16,275.00
Tax Deferred A/c		5,200.00
Fixed Assets	2,00,000.00	
Capital Goods	2,00,000.00	
Current Assets	4,08,56,757.00	
Opening Stock	56,650.00	
Loans & Advances (Asset)	65,000.00	
Sundry Debtors	3,07,23,732.00	
Cash-in-Hand	74,53,050.00	
Bank Accounts	25,52,825.00	
CST Refund Granted Ac	2,000.00	
Entry Tax	3,500.00	
Branch / Divisions		8,600.00
Branch/ Division		8,600.00
Sales Accounts		3,90,55,008.75
Sales Bills to Make	1,12,500.00	
Branch Transfer - Outwards		7,92,000.00
		51 more ...
Grand Total	6,67,17,132.50	6,67,17,132.50

OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

RATIO ANALYSIS

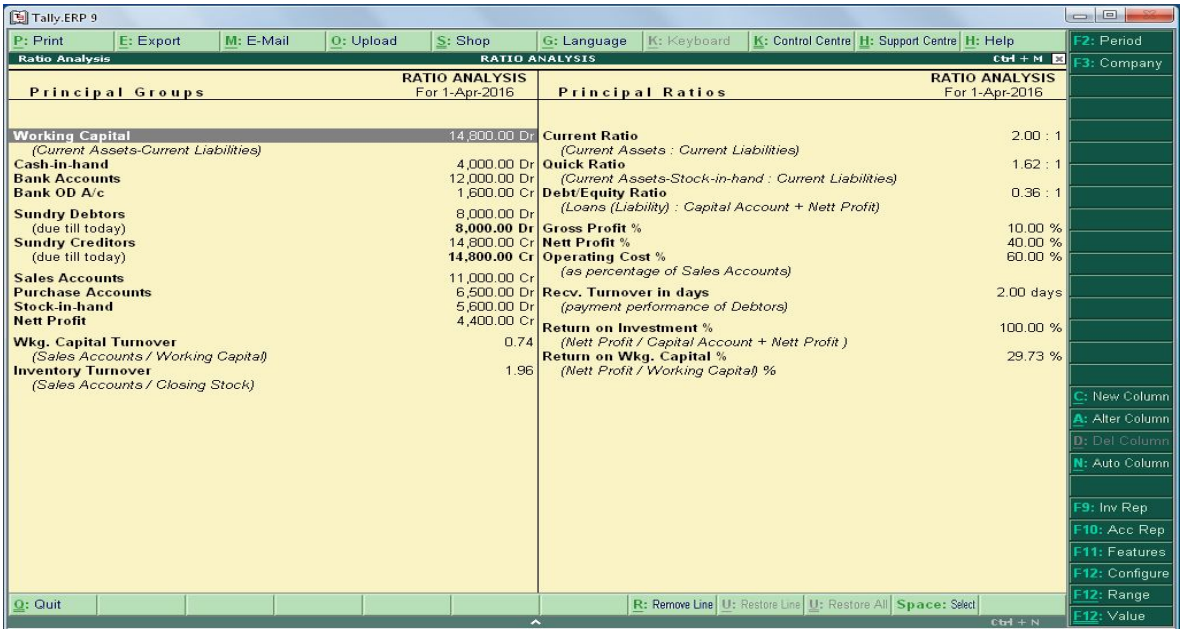
The Ratio analysis report provides a critical overview of the company's performance in the form of ratios. Not only does this report provide an instant understanding of the working capital, the operating cost percentage and the nett and gross profit perecentage, but also gives information about the payment performance of debtors. The return on investment percentage and the return on working capital percentage are other crititcal ratios available in this report. Ratio analysis in the final accounts shows the principal groups and principal ratios

The principal groups: like working capital, ,cash in hand, Bank account, Bank o/d account, sundry debtor, sundry creditor.

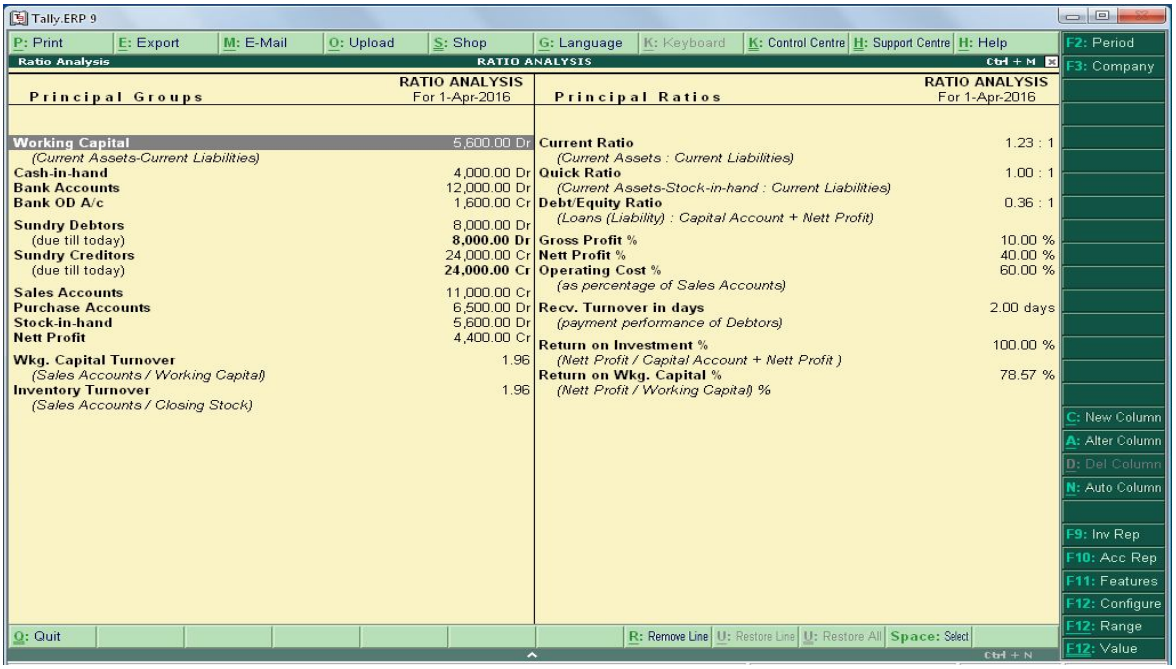
The principal ratios: shows the current ratio,quick ratio,recover turnover in days.

Formulas: current ratio=current assets C R =2:1

Quick ratio=Current assets-closing stock Q R = 1:1

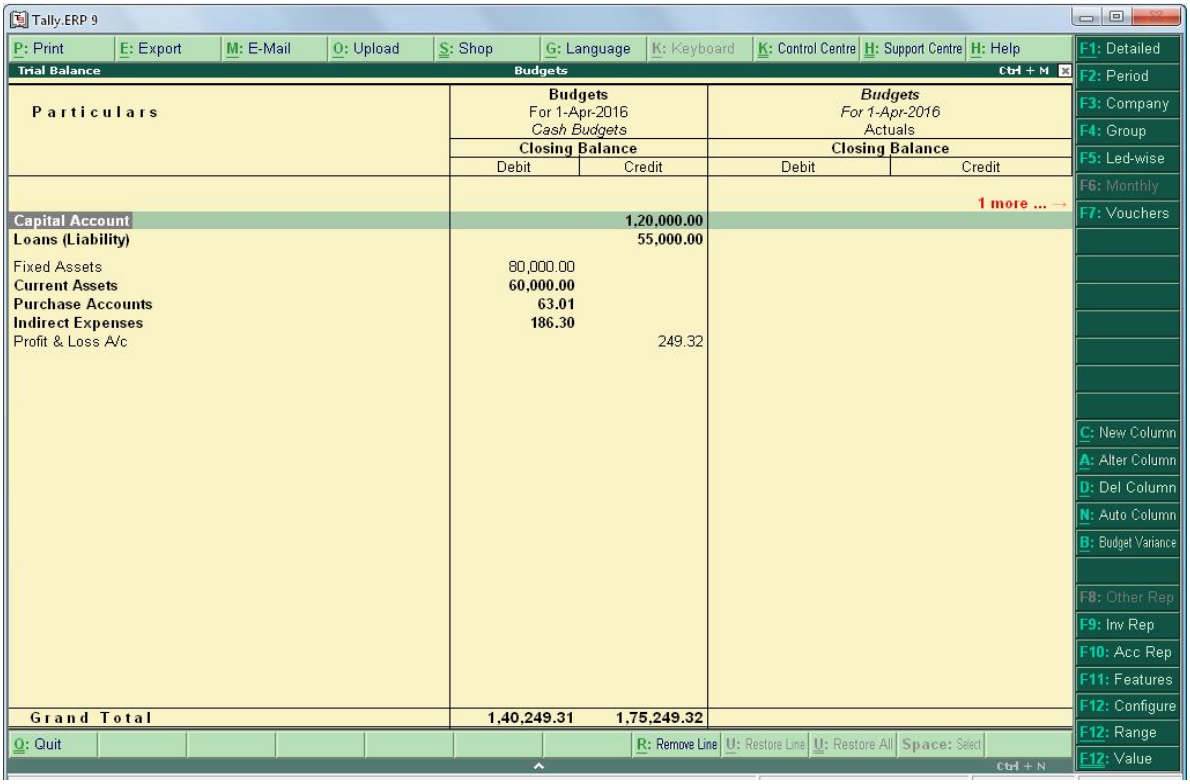


OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**

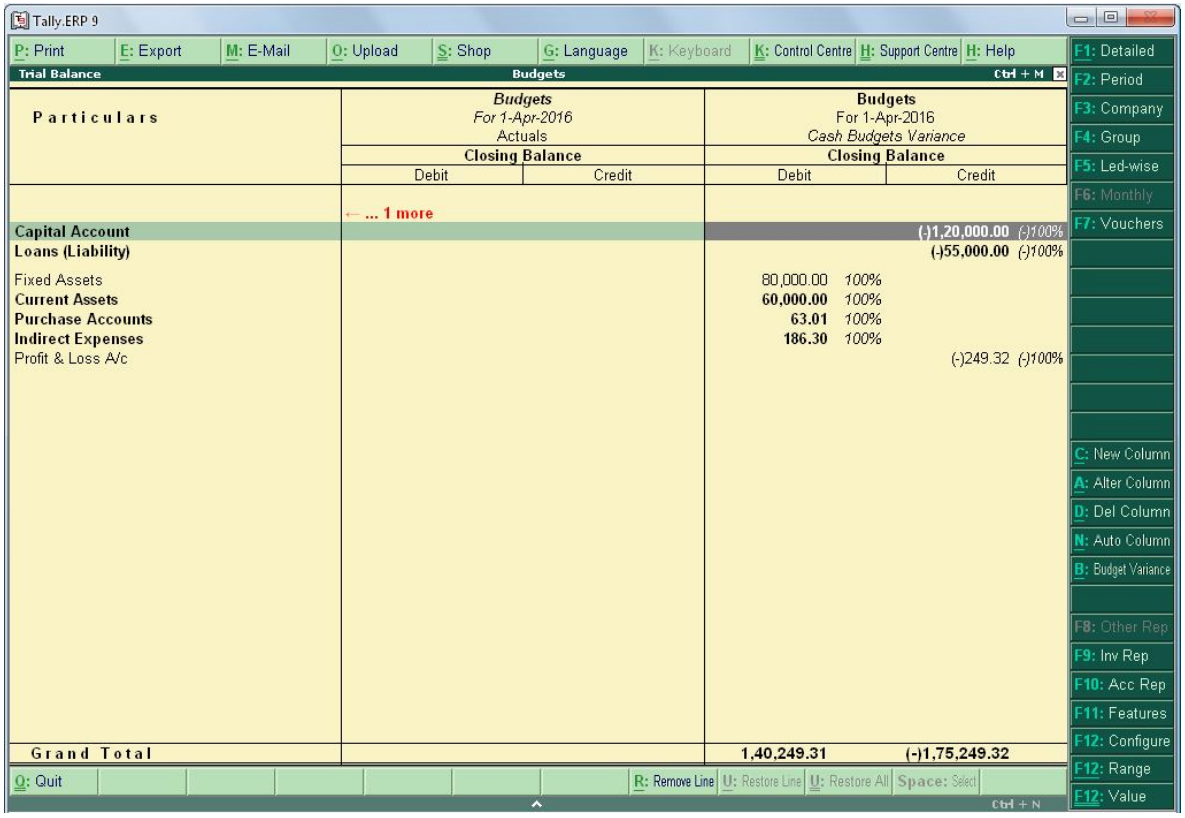


BUDGETS

Budgets is an estimation of future income and expenses. Budgets are used to set targets and compare against actual and get variances



OFFICE AUTOMATION COURSE **ACCOUNTING SOFTWARE: TALLY 9**



OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

Commonly Used shortcut keys

Common Short Cut Keys

- **Ctrl + A** to select all
- **Ctrl + B** to toggle the **Bold** attribute
- **Ctrl +C** to copy
- **Ctrl +E to center align**
- **Ctrl + F** to find
- **Ctrl + G** goto command
- **Ctrl + H** Replace
- **Ctrl + I** to toggle the **Italic** attribute
- **Ctrl +J** justify align
- **Ctrl + L** left align
- **Ctrl +N** New file
- **Ctrl + O** open a file
- **Ctrl + P** Print a file
- **Ctrl +R** Right align
- **Ctrl +S** save
- **Ctrl + U** to toggle the **Underline** attribute
- **Ctrl + X** to **cut** selected text to the clipboard
- **Ctrl + V** to **paste** text from clipboard
- Ctrl + W to close a file
- **Ctrl + Z** to **undo** the last action
- **Ctrl + Y** to **redo** the last action
- **Ctrl + Shift + <** to decrease font size one point
- **Ctrl + Shift + >** to increase font size one point
- **Ctrl + Spacebar** to remove **character formatting**
- **Ctrl + Shift + Spacebar** to create a **non-breaking space**
- **Ctrl + Hyphen** to create a **non-breaking hyph**en
- **Ctrl + Home** to go to the start of the document
- **Ctrl + End** to go to the end of the document
- **F1** Help
- **F7** Spell and Grammer Check
- **F12** Save as
- **Ctrl + up** arrow to paragraph up
- **Ctrl + down** arrow to paragraph down
- **Ctrl + left** arrow to **go to** the word to the left
- **Ctrl + right** arrow to **go to** the word to the right
- Alt + F4 : Exit package
- Alt + F10 Maximize
- Ctrl + F6 will switch between multiple files in one office program

Excel

- **Enter** Enters the contents of the active cell and moves to the cell below (by default)
- **Shift + Enter** Enters the contents of the active cell and moves to the cell above (by default)
- **Tab Enters** the contents of the active cell and moves one cell to the right
- **Shift + Tab** Enters the contents of the active cell and moves one cell to the left

OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

- **Ctrl + '** Enters the contents from the cell directly above into the active cell
- **Ctrl + ;** Enters the current date into the active cell
- **Ctrl + Shift + ;** Enters the current time into the active cell
- **Shift + Insert** Enters the data from the clipboard
- **Delete** Deletes the selection or one character to the right
- **Backspace** Deletes the selection or one character to the left Shift + Delete Cuts the selection to the clipboard
- **Ctrl + Shift + Page Down** Selects the active worksheet and the one after it
- **Ctrl + Shift + Page Up** Selects the active worksheet and the one before it
- **Ctrl + Shift + Spacebar** Selects all the objects on the worksheet when an object is selected or selects the whole worksheet
- **Ctrl + Spacebar** Selects the current column
- **Shift + Arrow keys** Selects the active cell and the cell in the given direction
- **Shift + Backspace** Selects the active cell when multiple cells are selected
- **Shift + Spacebar** Selects the current row
- **Ctrl + Shift + Arrow Key** Extends the selection to the next cell adjacent to a blank cell in that direction
- **Ctrl + Shift + End** Extends the selection to the last used cell on the worksheet
- **Ctrl + Shift + Home** Extends the selection to the beginning of the worksheet
- **Shift + Arrow Keys** Extends the selection by one cell in that direction
- **Shift + Home** Extends the selection to the first column
- **Shift + Page Down** Extends the selection down one screen
- **Shift + Page Up** Extends the selection up one screen
- **End + Shift + Arrow Keys** Extends the selection to the next non-blank cell in that direction
- **End + Shift + End** Extends the selection to the last cell in the current row*
- **End + Shift + Home** Extends the selection to last used cell on the worksheet
- **Ctrl + Shift + (' or)** Applies the Time format "hh:mm" to the selection
- **Ctrl + Shift + (1 or !)** Applies the Comma separated format "#,##0.00" to the selection
- **Ctrl + Shift + (4 or $)** Applies the Currency format "£#,##0.00" to the selection
- **Ctrl + Shift + (5 or %)** Applies the Percentage format "0%" to the selection
- **Ctrl + Shift + (# or ~)** Applies the General format to the selection
- **Ctrl + (# or ~)** Applies the Custom Date format "dd-mmm-yy" to the selection
- **Ctrl + Shift + (7 or &)** Applies the outline border to the selection
- **Ctrl + Shift + (- or _)** Removes all the borders from the selection
- **Arrow Keys** Moves to the next cell in that direction
- **Ctrl + Tab** Moves to the next open workbook or window
- **Alt + Tab** Moves to the next application open on your computer
- **Enter** Moves to the cell directly below
- **Tab** Moves to the next cell on the right (or unprotected cell)
- **Home** Moves to the first column in the current row
- **End + Arrow Keys** Moves to the next non empty cell in that direction
- **End + Enter** Moves to the last cell in the current row that is not blank
- **End + Home** Moves to the last used cell on the active worksheet*
- **End + Home** Moves to the last used cell on the active worksheet*
- **Page Down** Moves to the next screen of rows down
- **Page Up** Moves to the previous screen of rows up
- **Shift + Enter** Moves to the cell directly above (opposite direction to Enter)
- **Shift + Tab** Moves to the cell directly to the left (opposite direction to Tab)
- **Alt + Page Down** Moves you one screen of columns to the right
- **Alt + Page Up** Moves you one screen of columns to the left
- **Ctrl + Home** Moves to cell "A1" on the active sheet
- **Ctrl + End** Moves to the last used cell on the active worksheet*
- **Ctrl + Up Arrow** Moves to the first row in the current region
- **Ctrl + Down Arrow** Moves to the last row in the current region

OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

- **Ctrl + Left Arrow** Moves to the first column in the current region
- **Ctrl + Right Arrow** Moves to the last column in the current region
- **Ctrl + Page Up** Moves to the previous worksheet in the workbook
- **Ctrl + Page Down** Moves to the next worksheet in the workbook
- **Ctrl + Shift + Tab** Moves to the previous open workbook or window
- **Scroll Lock + Arrow Keys** Moves the workbook or window one cell the corresponding direction
- **Scroll Lock + End** Moves to the last cell in the current window
- **Scroll Lock + Home** Moves to the first cell in the current window
- **Scroll Lock + Page Down** Moves you down one screen (current selection unchanged
- **Scroll Lock + Page Up** Moves you up one screen (current selection unchanged)
- **Enter** Moves from top to bottom within a selection
- **Tab** Moves from left to right within a selection
- **Ctrl + .** Moves clockwise to the next corner within a selection
- **Shift + Tab** Moves from right to left within a selection (opposite direction to Tab)
- **Alt + Ctrl + Left** Arrow Moves to the left between non adjacent cells in a selection
- **Alt + Ctrl + Right** Arrow Moves to the right between non adjacent cells in a selection
- = Starts a Formula
- **Ctrl +** ` Toggles between the value layer and the formula layer
- **Ctrl + Insert** Copies the current selection to the clipboard
- **Ctrl + Shift + (** Unhides any hidden rows within the selection
- **Ctrl + Shift +)** Unhides any hidden columns within the selection
- **Ctrl + Shift +** \ Select unequal cells
- **Alt** Toggles the activation of the old Menu Bar
- **Alt + Shift + Left Arrow** Displays the (Data > Group and Outline > UnGroup) dialog box
- **Alt + Shift + Right Arrow** Displays the (Data > Group and Outline > Group) dialog box
- **Alt + Spacebar** Activates the Control Box in the top left hand corner
- **End** Toggles between switching End Mode on or off
- **Scroll Lock** Toggles between switching Scroll Lock on or off
- S**hift + Insert** Pastes the entry from the clipboard
- **Ctrl + 0** Hides the columns in the current selection

POWERPOINT SHORTCUTS

- Alt+1 Align Left
- Alt+3 Align Right
- Alt+2 Align Horizontal Center
- Alt+4 Distribute Objects Horizontally
- Alt+Shift+1 Align Top
- Alt+Shift+2 Align Vertical Center
- Alt+Shift+3 Align Bottom
- Alt+Shift+4 Distribute Objects Vertically
- Alt+5 Align to Slide
- Alt+Shift+W Bring to Front
- Alt+Shift+S Bring Forward
- Alt+Shift+A Send Backward
- Alt+Shift+Q Send to Back
- Ctrl+1 View – Normal
- Ctrl+2 View – Outline
- Ctrl+3 View – Notes
- Ctrl+4 View – SlideSorter
- Ctrl+5 View – Reading
- Ctrl+Shift+Y Increase Font Size
- Ctrl+Shift+X Decrease Font Size

OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

• Ctrl+Shift+G	Object – Regroup
• Ctrl+T	Open the dialog box for changing the font.
• Shift+F3	Change the case of letters between sentence, lowercase, or uppercase.
• Ctrl+M	Insert a new slide.
• Ctrl+Shift+D	Duplicate of a selected slide.
• F5	Start the presentation from the beginning.
• Shift+F5	Start the presentation from the current slide.
• Ctrl+F1	Show or hide ribbon.
• Alt, H, S, L, P	Launch the Selection pane.
• Ctrl+Shift+F	Move a selected item forward.
• Ctrl+Shift+B	Move a selected item backward.
• F1	Open the Help window.
• Shift+F4	Repeat the last Find action
• Left-Arrow	Move one character to the left.
• Right-Arrow	Move one character to the right.
• Up-Arrow	Move one line up.
• Down-Arrow	Move one line down.
• Ctrl+Left-Arrow	Move one word to the left.
• Ctrl+Right-Arrow	Move one word to the right.
• End	Move to the end of a line.
• Home	Move to the beginning of a line.
• Ctrl+Up-Arrow	Move up one paragraph.
• Ctrl+Down-Arrow	Move down one paragraph.
• Ctrl+End	Move to the end of a text box.
• Ctrl+Home	Move to the beginning of a text box.
• Ctrl+Enter	In Microsoft Office PowerPoint, move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.
• Shift+Right-Arrow	Select one character to the right.
• Shift+Left-Arrow	Select one character to the left.
• Ctrl+Shift+Right-Arrow	Select to the end of a word.
• Ctrl+Shift+Left-Arrow	Select to the beginning of a word.
• Shift+Up-Arrow	Select one line up.
• Shift+Down-Arrow	Select one line down.
• Ctrl+Backspace	Delete one word to the left.
• Delete	Delete one character to the right.
• Ctrl+Delete	Delete one word to the right.
• Ctrl+D	Duplicate of an marked object.
• Ctrl+Spacebar	Remove manual character formatting, such as subscript and superscript.
• Ctrl+N	Build a new presentation.
• Ctrl+Shift+S	Show or hide a focused item.
• Alt+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.

TALLY SHORTCUTS

Windows	Functionality	Availability
	To select a company	At all masters menu screen
F1	To select Accounts Button and inventory Buttons	At the Accounting / Inventory vouchers creation and alteration screen

OFFICE AUTOMATION COURSE		COMMON SHORTCUTS
F2	To change the menu period	To change the menu period
F3	To select the company	To change the menu period
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
F9 (CTRL + F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY
ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the

OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

		voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.

INTERNET SHORTCUTS

- **Ctrl+Tab** – Switch to the next tab – in other words, the tab on the right. (**Ctrl+Page Up** also works, but not in Internet Explorer.)
- **Ctrl+Shift+Tab** – Switch to the previous tab – in other words, the tab on the left. (**Ctrl+Page Down** also works, but not in Internet Explorer.)
- **Ctrl+W**, **Ctrl+F4** – Close the current tab.
- **Ctrl+Shift+T** – Reopen the last closed tab
- **Ctrl+T** – Open a new tab.
- **Ctrl+N** – Open a new browser window.
- **Alt+F4** – Close the current window. (Works in all applications.)
- Mouse Actions for Tabs
- **Middle Click a Tab** – Close the tab.
- **Ctrl+Left Click, Middle Click** – Open a link in a background tab.
- **Shift+Left Click** – Open a link in a new browser window.
- **Ctrl+Shift+Left Click** – Open a link in a foreground tab.
- Navigation
- **Alt+Left Arrow, Backspace** – Back.
- **Alt+Right Arrow, Shift+Backspace** – Forward.
- **F5** – Reload.
- **Ctrl+F5** – Reload and skip the cache, re-downloading the entire website.
- **Escape** – Stop.
- **Alt+Home** – Open homepage
- **Ctrl+0** – Default zoom level.
- **Ctrl+H** – Open the browsing history.
- **Ctrl+J** – Open the download history.
- **Ctrl+D** – Bookmark the current website.

OFFICE AUTOMATION COURSE **COMMON SHORTCUTS**

- **Ctrl+Shift+Del** – Open the Clear Browsing History window
- **Ctrl+L**, **Alt+D**, **F6** – Focus the address bar so you can begin typing.
- **Ctrl+Enter** – Prefix www. and append .com to the text in the address bar, and then load the website. For example, type **howtogeek** into the address bar and press **Ctrl+Enter** to open www.howtogeek.com.
- **Alt+Enter** – Open the location in the address bar in a new tab.
- **Ctrl+K**, **Ctrl+E** – Focus the browser's built-in search box or focus the address bar if the browser doesn't have a dedicated search box. (**Ctrl+K** doesn't work in IE, **Ctrl+E** does.)
- **Alt+Enter** – Perform a search from the search box in a new tab.
- **Ctrl+F**, **F3** – Open the in-page search box to search on the current page.
- **Ctrl+G**, **F3** – Find the next match of the searched text on the page.
- **Ctrl+Shift+G**, **Shift+F3** – Find the previous match of the searched text on the page

ಪರಿಷ್ಕೃತ ಪಠ್ಯವಸ್ತುವಿನಂತೆ
ಸಿದ್ದಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರ
ಶಿಕ್ಷಣ ಪಠ್ಯಪುಸ್ತಕ

ಗ್ರಾಫಿಕ್ ಡಿಸೈನರ್

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PUBLISHING SOFTWARE

INDESIGN CS6

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CHAPTER 1 INTRODUCTION

Adobe InDesign is a **Desktop Publishing Software** (DTP) Application produced by **Adobe Systems**. It can be used to create works such as Posters, Flyers, Brochures, Magazines, Newspapers and Books. InDesign is the successor to Adobe PageMaker, which was acquired with the purchase of Aldus in late 1994. InDesign was introduced by Adobe Systems in 1999 as the first DTP application. The first version, InDesign 1.0 was released on 1999. InDesign CS6 now supports features such as XHTML exporting, professional typographical controls, and long-document support. Using InDesign, you can produce professional-quality, full-color documents on high-volume color printing presses, or print to a range of output devices, such as desktop printers and high-resolution imaging devices, or export to a range of formats including PDF and EPUB.

STARTING INDESIGN

Click **Start button →All Programs→Adobe→Adobe InDesign CS6.**

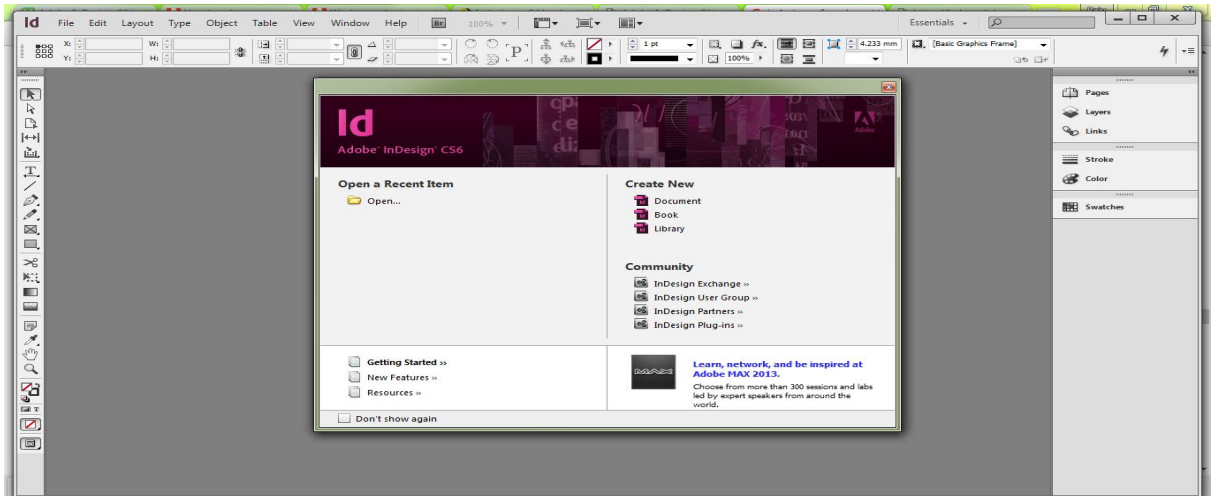


Fig 1.1 : InDesign Welcome Screen

The Welcome Screen along with the workspace appears as shown in fig: 1.1

The welcome screen consists of the following section:

- **Open Recent Items:** It shows the list of recently opened documents.
- **Create New:** used to create New Document/Book/Library.
- **Community:** Used to connect to various online InDesign related communities like Groups, Plug-in and Exchange.

Helps and latest tips

- **Getting Started:** It shows the getting started tips by opening an official Adobe website.
- **New Features:** It displays the new features in InDesign CS6 compared to older versions by opening its official website.
- **Resources:** It shows the help topics for InDesign CS6 in an official website
- **Adobe InDesign CS6:** Opens a Facebook link for InDesign with latest tips

SETTING UP THE DOCUMENT

To create a New Document, Click **File menu →New→In Create New Section: Select Document (Ctrl + N)**. A New Document dialog box appears Fig: 1.2 displays the **New Document Dialog box**, you can set up the

page size, page orientation, bindings, margins, and columns all in one place. You can change these settings at any time.

Options in New Document dialog box are:

Document Preset: Choose a preset if you have saved earlier which includes page size, columns and margins

Intent: If you are creating a document to be output to PDF or SWF for the web, choosing the Web option changes several options in the dialog box, such as turning off **Facing Pages**, changing the **Orientation** from Portrait to Landscape, and using a **page size** based on Monitor **Resolution.**

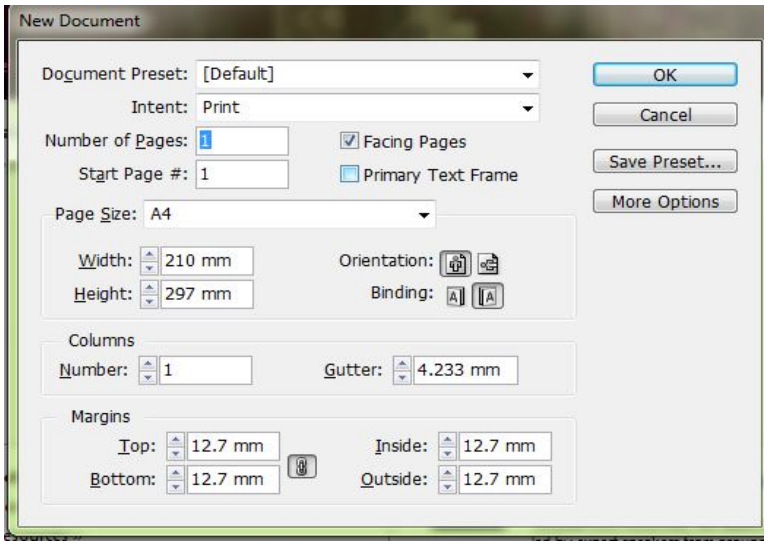


Fig 1.2 New Document Dialog Box

Number of Pages: Type a value for the total number of pages for this document.

Facing Pages: This option is used to make left and right pages face each other in a double-page Spread. Deselect this option to let each page stand alone.

Starting Page #: Specify which Page number the document starts on.

Primary Text Frame: Select this option to add a **Primary Text Frame** on the **Master page.**

Page Size: Choose a Page size from the menu, or type values for **Width and Height**. There are **Presets** for common sizes such as letter, legal, and tabloid. Default Page size is **A4.**

Orientation: Portrait and Landscape. Default orientation is **Portrait**

Binding: Can be set for Left to Right(used for normal binding of book) or Right to Left(used for Arabic book binding)

Columns: Number of columns in a document can be set here. Default is 1

Gutter: The space between two columns is called as Gutter margin.

Margins::We can set Margins to InDesign document. By default Inside, Outside, Top and Bottom: 12.7mm or 0.5”

Note: You can change column and marginal settings for pages and Spreads. When you change the column and margin setting on Master page, you change the setting for all pages to which master is applied. Changing the columns and margins of regular pages affects only those pages which are selected.

Bleed: After clicking More Options Button, Bleed and Slug options appear, the Bleed area is used to align objects that you want to extend all the way to the trim line of your printed document.

Slug: The Slug area is used for instructions to the printer, sign-off forms, or other information related to your document. The Slug area is discarded when the document is trimmed to its final page size.

After selecting the required options click OK button in **New Document** dialog box. A blank document named **Untitled-1.indd** is created

NOTE: If you need to adjust any of this information while you are working, you can make changes at any time by clicking File → Document Setup.

THE INDESIGN INTERFACE

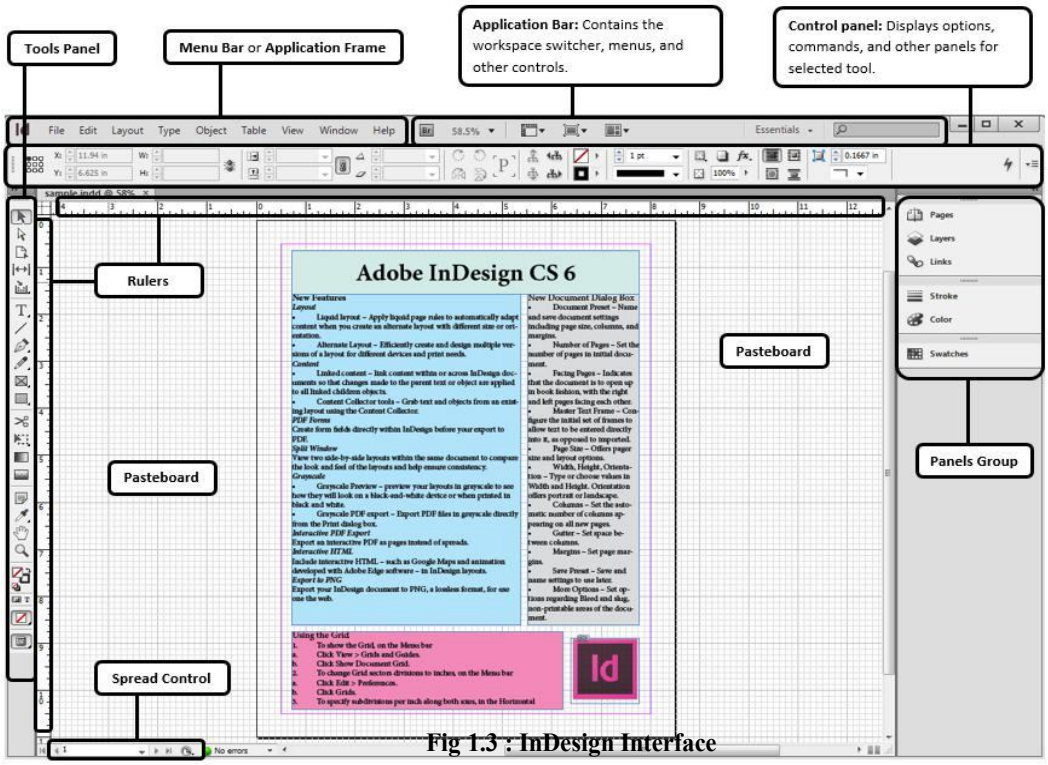


Fig 1.3 : InDesign Interface

The default Workspace in InDesign includes: an **Application bar, Menu bar, Control Panel, Tools Panel, Panel group(dock), Document window(pasteboard), Work Area ,Spread controls, Status Bar.**

Application Bar:

It is located at the top of the Window. It contains various elements like **InDesign icon, Goto Bridge button, Zoom controls, View controls, Screen mode drop down box, Arrange drop down box, Workspace switcher, The search box.** At the right end of the Application bar there are three buttons: **minimize, maximize and close**

InDesign Icon : It allows you to **Restore, Size, Move, Minimize, Maximize and Close** the InDesign Window.
Goto Bride button : opens Adobe Bride package.
Zoom Controls :Allows to zoom in or zoom out a document.
Screen Mode : Allows to view document in different screen modes like: **Normal, Preview, Bleed, Slug and presentation modes.**

- **Normal:** Mode which will show Normally

- **Preview:** It previews the document which is ready for printing.
- **Bleed:** It previews the printable area of the document with its predefined bleed area that extends beyond the page boundaries.
- **Slug:** The Slug area is an area outside of the document page that contain printing related instructions. It previews the document with all printalble objects with predefined slug area.
- **Presentation:** It preview the document in full screen size without menus (as shown in Powerpoint slide show)

Arrange documents : It is used to arrange multiple documents if you have opened. It lets you arrange documents as : Consolidate all, Tile all in a Grid, Tile All Horizontal, Tile All Vertically.

Workspace Switcher : InDesign lets you switch between the workspaces. You can customize a workspace as needed. There are workspaces like **Advanced, book, Digital publishing, Essentials, Interactive for PDF, New in CS6, Printing and Proofing, Typography**. You can also Create new workspace, Replace it, Remove it.

The Search box: It is used to search data from internet.

Close: To close the application.

Restore/Maximize: toggles between Maximize (full screen) and Restore (Normal sized screen).

Minimize: collapsing the window into an icon on the taskbar

Menu bar

The **Main Menu** organizes commands in individual menus which are grouped according to the task they perform. The different menus are:

- **File Menu:** Has basic operation commands like creating a new file, opening, printing, importing, exporting, closing a file.
- **Edit Menu:** Allows you to edit the contents of the file by using cut, copy, paste, find, etc.,
- **Layout Menu:** It works with various page layout related options like adding pages, guides, navigating through pages, etc.,
- **Type Menu:** Has text related options like font style, color, Alignment, inserting symbols, typing on path, track changes, bullets, etc.,
- **Object Menu:** Has object related options like: aligning object, arranging an object, applying transformations, etc.,
- **Table Menu:** Has options related to tables like inserting, deleting, merging, splitting tables/cells
- **View Menu:** Has options to change view for a document like zoom, ruler, guides,
- **Window Menu:** It allows you to perform work related to workspace (here we can turn on/off Panels)
- **Help Menu:** Provides help

Control Panel

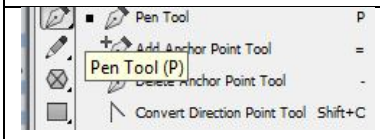
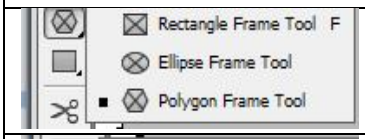
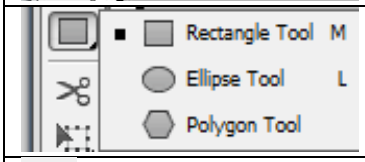
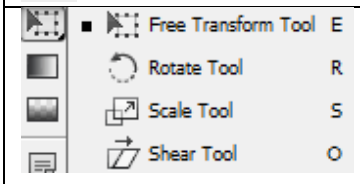
The **Control Panel** displays options for the currently selected Tool.

Tools Panel

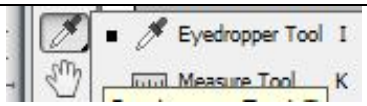
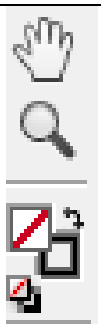
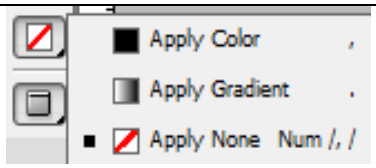
The **Tools Panel** contains Tools for creating and editing images, artwork, page elements, and so on. Related Tools are grouped together. The Toolbox contains Tools for drawing and editing images. Some of the Tools are visible by default, while others are grouped in flyouts. **Flyouts** open to display a set of related Tools. You can access the Tools in a flyout by clicking a small arrow in the lower-right corner of a Toolbox. It

contains related Tools. They can be selected by hovering over any of the Toolbox buttons which have flyout arrows.

Tools/ Flyouts of InDesign are listed below:

	**Selection Tool** allows you to select, resize, skew and re-position objects or image
	Direct Select Tool:allows you to select objects to reshape them. You can also move objects independently within a frame
	Page Tool: Allows you to create multiple pages of different sizes in a single document.
	Gap Tool:Used to adjust the gaps between objects.
	Content Collector Tool : It enables you to collect contents such as images or text from InDesign document.
	**Type Tool**: Allows you to create a rectangular text frame, type, edit and format text on a page. **Type on a Path Tool**: Allows you to type text on an open or closed path.
	**Line:** Used to draw lines
	**Pen Tool:** Used to draw lines or curve segments **Add Anchor point Tool** : Used to add anchor points to lines or curve segments. **Delete Anchor point Tool:** Used to delete anchor points to lines or curve segments **Convert Direction point Tool** : It toggles the direction point on an line or curve segment.
	**Pencil Tool:** Used to draw open or closed path **Smooth Tool:** Used to remove unnecessary angles or anchor points from a path **Erase Tool**: Used to erase line segments and points
	Creates an empty rectangular/ elliptical/ polygonal placeholder in a document
	Rectangle Tool :Allows you to draw Rectangles or square Ellipse Tool: Allows you to draw Ellipse or Circle Polygon Tool: Allows you to draw Polygonal or stars
	Scissor Tool : It is used to cut a path into separate paths
	**Free Transform Tool:** Used to move, rotate and reshape objects **Rotate Tool:** Used to rotate objects **Scale Tool:** Used to resize objects horizontally, vertically and proportionally. **Shear Tool:** Used to Tilt the object towards the dragged position of an object

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	**Gradient Swatch Tool:** Used to apply gradients
	Gradient Feather Tool: Changes the gradient to gradually soften it in a specified direction
	Note Tool: Used to add Notes (information) to a specified area in a document.
	**Eyedropper Tool:** Select the color **Measure Tool:** Used for measuring distances
	**Hand Tool:** Allows to reposition page for optimal view
	Zoom Tool: Used to zoom in or zoom out and view a document.
	Fill and Stroke Tool: Used to apply fill and Outline (stroke) colors to an object.
	**Formatting Affects Text :** Applies fill and stroke to text. **Formatting Affects Container:** Applies fill and stroke to containers.
	**Apply Color:** Applies color to an object. **Apply Gradient:** Applies Gradient to an object. **Apply None:** Removes the applied color in an object.
	Normal, Preview, Bleed, Slug, Presentation : Document Views

Panels

Panels help you monitor and modify your work. By using Panels you can add or remove various effects on an object and a document. By default Panel group is located at right side of the workspace. The different Panels are The pages Panel, Layers, Stroke, Color, Swatches, Links, Buttons and Forms Panel, Object States Panel, Layers Panel, etc.,

Scrollbar

Scrollbar helps you to view different portion of your page. There are two types of scroll bar: Vertical scrollbar and Horizontal scrollbar.

Ruler

Rulers: By default when you open any document you'll see the Horizontal and Vertical Rulers on the top and left side. They are very useful for arranging items in your document.

Pasteboard

Pasteboard : The white area that surrounds the page is called the pasteboard. It's a work-space for temporarily storing objects. The pasteboard is not a fixed size and it is not shared between Spreads. Each Spread has its own pasteboard.

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Page

Page: The most important part of the Indesign window is the page. Page is that area of the screen where we type and place objects that we want to print. Anything, whether it is text or object, placed outside a page does not print.

Page/Spread Controls : Page/ Spread controls indicates absolute page numbers in a document that has many pages and makes it easy to jump from page to page in a document. To goto the next or previous page, click the Next Page button ▶or Previous Page button ◀in the Page/Spread control tab. To go to the first or last page, click the First Spread button ⏮ or Last Spread button ⏭.

Pull-down menus: The Pull-down menus contain the commands. Click on a menu title in the menu bar to get the Pull-down menu. Pull-down menus contain five types of commands.

- **Command with ellipsis:** Clicking a command with an ellipsis displays a dialog box. Command dialog boxes require you to enter more information, or they present you with more choice.

- **Commands with arrows:** A right pointing arrow means there is a second-level menu (called a submenu)

- **Commands with check marks:** A check mark by the side of a command means the command is toggled *on* (turned on). Clicking a command with a check mark removes the mark and toggles the command *off*.

- **Commands that are dimmed:** A dimmed command is not currently available. Often you must select or highlight some text or objects before dimmed commands will darken and become available.

- **Commands with keyboard shortcuts:** Sometimes a keyboard equivalent is displayed to the right of the command. Pressing the keys gives you the same result as selecting the command indicated from the menu. To open Pull –down menus, position the mouse pointer over the pull-down menu name you want to activate, and click the mouse button. The menu drops down to see a submenu or invoke a menu command, drag the mouse pointer over the menu command title (a right-facing arrow points to another level of menus), and submenu will open. To pull the menu back, click outside the menu.

Note: You can customize menus and keyboard shortcuts in InDesign according to the need of the user.

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CHAPTER – 2
DISCOVERING THE DOCUMENT WINDOW

DOCUMENT AND GUIDES

Page: A rectangle area surrounded by black lines, centered on the pasteboard is the **Page**. Page is the area of the screen where we type text and place objects.

Spreads: A Spread is a set of pages viewed together, such as the two pages visible whenever you open a book or magazine. Spreads appear in case of multiple pages and if **facing Page** option is selected in **the New Document dialog box.**

Pasteboard: Working area outside a page where you can store objects that aren't yet positioned on a page. Every Page/Spread includes its own pasteboard.

Note: The pasteboard above and below each page or Spread is an inch deep. The pasteboard at both left and right of a page or Spread is just as wide as the page. For example, a Spread composed of two 8-inch-wide pages has 8 inches of pasteboard to the left and 8 inches of pasteboard to the right, plus 1 inch of pasteboard above and 1 inch below.

Lines of other colors are Ruler guides.
Column guides appear in front of margin guides. When a column guide is exactly in front of a margin guide, it hides the margin guide.

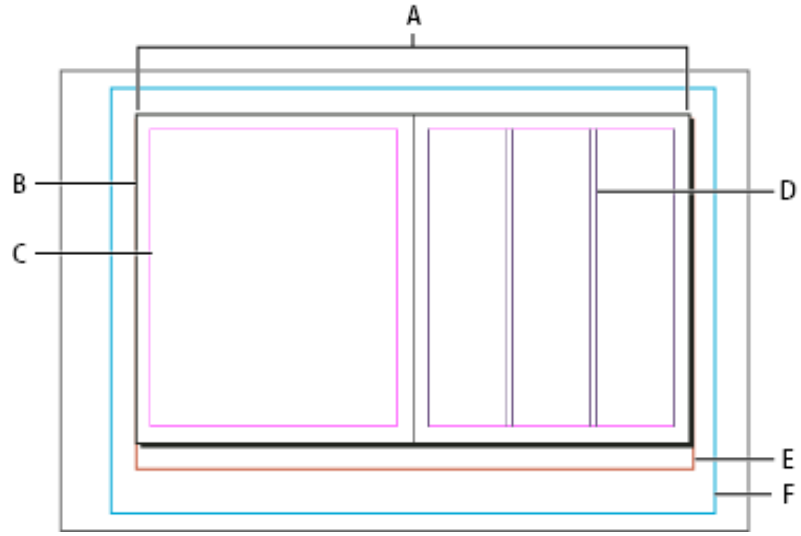


Fig 2.1 : Document and Guides in Normal View Mode

A. Spread (black lines) **B. Page (black lines)**
C. Margin guides (magenta lines) **D. Column guides (violet lines)**
E. Bleed area (red lines) **F. Slug area (blue lines)**

Margin: A margin is a space separating text or other elements from the edge of the paper. If **Facing Pages** is selected in the New Document or **Document Setup dialog box**, the Left and Right margin option names change to **Inside and Outside**, so that you can specify additional inside margin space to accommodate binding. In the above figure we observe Margin guide is in **Magenta color**.

Columns: A Column is a vertical area reserved for text. Most newspapers, for example, contain four or more columns per page. You can specify the number of columns your text has to be divided in the New Document **or Document Setup dialog box**. Column guides are indicated by **Violet color**.

Bleed Area: The Bleed area allows you to print objects that are arranged at the outer edge of the defined page size. For a page of the required dimensions, if an object is positioned at its edge, some white may appear at the edge of the printed area due to slight misAlignment during printing or trimming. For this reason, you should position an object that is at the edge of the page of the required dimensions a little beyond the edge, and trim

after printing. Bleed area is shown by a red line on the document. You can set Bleed area settings from Bleed in the Print dialog box.

Slug Area: The Slug area is discarded when the document is trimmed to its final page size. The Slug area holds printing information, customized color bar information, or displays other instructions and descriptions for other information in the document. Objects (including text frames) positioned in the Slug area are printed but will disappear when the document is trimmed to its final page size. It is shown by **Blue lines** in the document. Objects outside the Bleed or Slug area (whichever extends farther) do not print.

Rulers: Ruler is a measurement Tool that allows the user to align graphics, text, tables, or other elements on a page. A horizontal ruler appears to the top and vertical ruler appears to the right of the grid. The default units of measure for the Rulers are picas (a pica equals 12 points).

Show/Hide Rulers: Click **View** Menu → **Show Rulers** or **Hide Rulers**. Both actions can be toggled with the same hotkey (Ctrl + R).

Configuring Rulers: To change unit of measurement Click **Edit** Menu → **Preferences→Units & Increments→** click the **Horizontal/Vertical** drop-down button and select the desired option and Click **OK**.

ZERO POINT

The point where the Rulers intersect (horizontal and vertical) in the upper-left corner of the page is called the ***zero point.*** The zero point is the starting place for all horizontal and vertical measurements. You can move the zero point easily to measure distances from a specific part of your page. If you **move** the zero point, all the **objects** on the page **display new X: and Y: values** even though they haven't actually moved. Objects above or to the left of the zero point will show negative X: and Y: values, and the X: and Y: values of other objects will not relate to their actual position on the page or Spread.

- **To reset the zero point:** Double-click the zero point window to reset it to the default location.
- **To move the zero point:** Position the *Pointer* Tool on the crosshair in the Zero Point Window and Drag to the new location. Release the mouse button, the zero point is reset.
- **To lock the zero point:** To avoid accidental move of Zero point, use the context menu by right Clicking near zero point window and choose Lock Zero Point.
- **To unlock zero point:** Display the context menu and turn off lock zero point.

UNITS OF MEASUREMENTS

✓ **Points:** Equal to $^{1}/_{72}$ of an inch (or $^{1}/_{12}$ of a pica). To enter values in points, Type pt after the value or p before value (p6 or **6 pt**).

✓ **Picas:** Equal to $^{1}/_{6}$ of an inch. To enter values in picas, type a **p** after the value (ex: **6p**).

Note: You can combine measurements using both picas and points. Keeping in mind that 1 pica is equal to 12 points, you can enter 1½ picas as either 1.5p or 1p6.

✓ **Inches:** An English measurement system that is divided into 16ths. To enter values in inches, type **i**, **in**, **inch**, or **"** after the value. Ex: **3i**, **3in**, **3 inch**, and **3"**

✓ **Inches decimal:** Inches divided into 10ths on the Ruler rather than 16ths. To enter values in inches decimal, include a decimal point as appropriate and type **i**, **in**, **inch**, or **"** after the value.

- ✓ **Agates:** Typically used in newspapers, an agate is 1/14 of an inch, usually the depth of a line in the small type of classified ads, stock tables, and sports statistics boxes. To enter values in agates, type **ag** after the value — Ex: **10ag**.

- ✓ **Pixels:** Typically used for Web pages and other on-screen documents, a pixel is the dot on a computer monitor that is the smallest element visible; the thousands of pixels on-screen at their various colors make up the image. To enter values in pixels, type **px** after the value Ex: **10px**.

- ✓ **Millimeters:** A metric measurement that is 1/10 of a centimeter. To enter values in millimeters, type **mm** after the value, such as **14mm**.

- ✓ **Centimeters:** A metric measurement that is about 1/3 of an inch. To enter values in centimeters, type **cm** after the value, ex: **2.3cm**.

- ✓ **Ciceros:** A European typesetting measurement that is slightly larger than a pica. To enter values in ciceros, type **c** after the value — Ex: **2c**.

- ✓ **Custom:** This option lets you set a custom number of points as your measurement unit, placing a labeled tick mark at every point increment you specify. You get to customize the number of tick marks between the labeled marks by entering a value in the Points field.

GRIDS

The non-printable lines in a document are called as **Grid**. Two types of Grids are available:

- **Baseline Grid** : Used for aligning columns of text. It resembles a **ruled notebook paper**. It covers entire Spreads. Baseline Grids appear on every Spread and cannot be assigned to any master

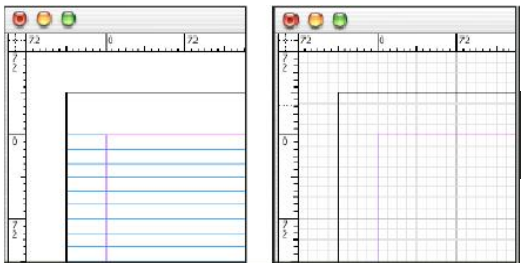


Fig 2.2:Left : Baseline Grid Right: Document Grid

- **Document Grid:** Used for aligning objects. It resembles a **graph paper**. It covers entire pasteboard. Document Grids appear on every Spread and cannot be assigned to any master. The document Grid can appear in front or behind all guides, layers and objects but cannot be assigned to any layer.

Viewing Grids

Click **View menu→Grids & Guides**, select **Show Document Grid** or press **Ctrl + ‘**

Changing Grid Sectors

Click **Edit** Menu → **Preferences → Grids**, to specify subdivisions per inch along both axes, in the **Horizontal** or **Vertical section**, enter the desired numbers in the **Gridline Every and Subdivision** fields.

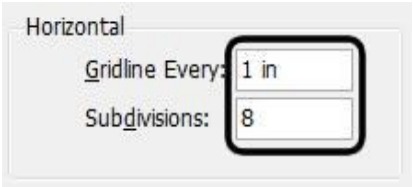


Fig : 2.3 : Grids Dialog Box

Ruler Guides

Ruler guides are different from Grids in that they can be positioned freely on a page or on a pasteboard. You can create two kinds of Ruler guides:

- **Page Guides:** This appears only on the page on which you create.
- **Spread Guides**: which Span all pages and the pasteboard of a multiple page Spread.

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Creating a Ruler Guides: Select Selection Tool → Click the horizontal ruler in the document window and drag on the page → A horizontal line, representing the horizontal grid is added to a page.
Similarly you can also add a Vertical Ruler guide also.

Deleting a Ruler Guides: Select the ruler guide which you want to delete (horizontal or vertical guide) using Direct Selection Tool →Goto Edit menu →clear (press del key)

Show/Hide Ruler Guides: Click **View Menu → Grids & Guides → Show/Hide Guides.**

PANELS

Panels help you monitor and modify your work. The different Panels are Page, Stroke, Info etc. By default certain Panels are displayed and are located (docked) along the right edge of the InDesign window, but you can add any Panel by selecting it from the window menu. Many Panels have menus with Panel specific options. You can separate group, stack, and dock Panels into your preferred layout.

A **Dock** is a collection of Panels or Panel groups displayed together, generally in a vertical orientation. You dock and undock Panels by moving them into and out of a dock.

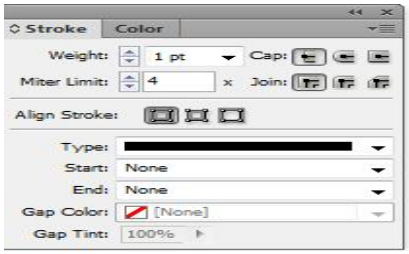


Fig : 2.4 : Stroke Panel group

- To dock a Panel drag it by its tab into the dock at the top, bottom, or in between other Panels.
- To dock a Panel group, drag it by its title bar into the dock
- To remove a Panel or Panel group, drag it out of the dock by its tab or title bar.
- To move a Panel/ Panel group drag it by tab or title bar.

To control the display of Panels → Click the *Window* menu and choose the *Panel* you want to display. When the Panel is displayed, the option changes to hide Panel option

WORKSPACE

You create and manipulate your documents and files using various elements, such as Panels, bars, and windows. Any arrangement of these elements is called a **Workspace**. The Application bar across the top contains a Workspace switcher and menus. Each **preset** is optimized to perform some common tasks and designed to user requirements to achieve efficiency.
You can create and customize your own workspace by arranging the Panels, windows, etc., By saving the current size and position of Panels as a named Workspace, you can restore that Workspace even if you move or close a Panel. The names of saved Workspaces appear in the Workspace switcher in the Application bar.

Save a Custom Workspace

With the Workspace in the configuration you want to save, Click **Window menu → Workspace → New Workspace,** The New Workspace dialog box appears. Then type a name for your Workspace and click OK button.

Display or Switch Workspaces

Select a Workspace name from the Workspace switcher in the Application bar.

Delete a Custom Workspace

Click **Window menu → Workspace→ Delete Workspace**, from the dialog box, select the Workspace you want to delete and then click Delete button.

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VIEWING THE PAGE

When a new document is created, it is initially displayed in the ***Fit Spread to Window***. InDesign offers a number of views of your document pages. Zoom option is available in Application Bar. You can shrink the images to see the whole page upto 5%, or see varying enlargements of the page upto 4000% of actual size. Alternatively, you can use the **Zoom Tool** to specify an area of the page to view, and to increase or decrease its magnification. You can **scroll** within the window using the scroll bars or use the **Hand Tool**.

Other Page Views

Use commands on the *View* menu to display the page or pasteboard at preset views.

- Zoom In : To increase the magnification.
- Zoom Out : To decrease the magnification.
- Fit Page to Window : To check the overall composition of a page
- Fit Spread to Window : To check the overall composition of two-pages Spread
- Actual Size : To see text and graphics as they will appear when printed.
- Entire Pasteboard : To find or view objects on the pasteboard.
- Zoom To : When precision is imperative. (200% to 400%)

THE TOOL BOX

The Toolbox has various sets of Tools used to design a document.

- **Selection Tools:** Used for Selection of objects
- **Drawing and Type Tools :** Used for editing text and drawing simple and complex shapes.
- **Transform Tools :** Used to Resize, Reshape objects
- **Navigation Tools :** Used to Navigate

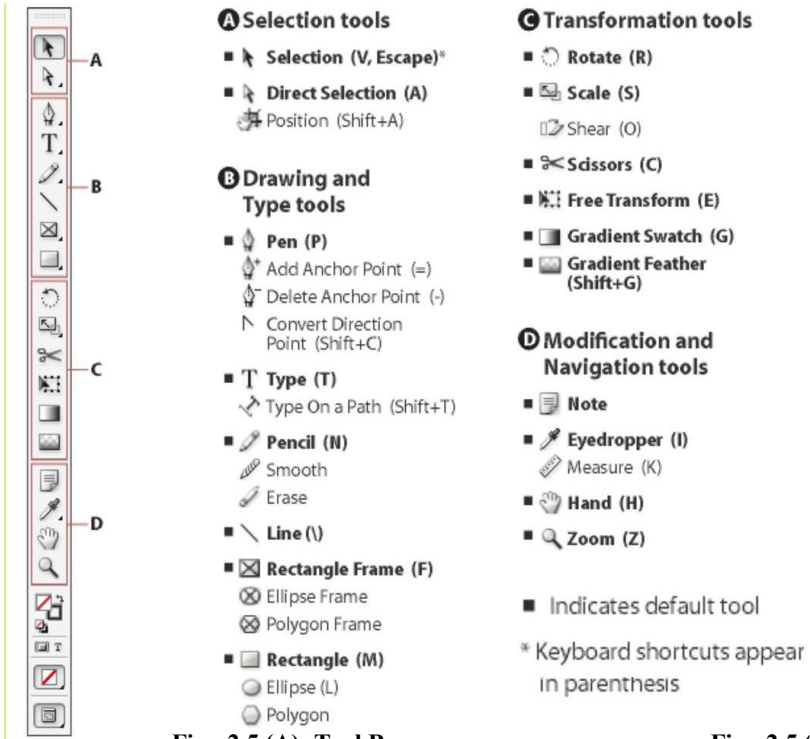


Fig : 2.5 (A): Tool Box

Some Tools in the Toolbox have additional Tools linked to them. These Tools have small black triangles in the lower right-hand corner which is called **flyouts**. To view the additional Tools click and hold down on any Tool that has a black triangle in the corner.

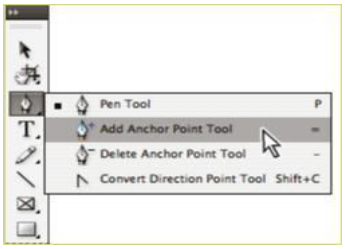


Fig : 2.5 (B) :Pen Flyout

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WORKING WITH A DOCUMENT

A file created in InDesign is called **Document** and it is saved with the extension .indd. We have already seen how to create a New document and the explanation of New Document dialog box is in our 1st Chapter. Let's see how to work with other file related options like opening an existing file, saving etc.

To Open a document created in Indesign

Click **File** Menu → (Ctrl+ O), **Open a File** dialog box appears, in **Look in** Text box, browse to locate your file location and select the file you want to open and click the **Open** button.

To Save a New document do this:

Click **File** menu→**Save** *(Ctrl+S)* displays the **Save As** dialog box, the insertion point is positioned in **the File Name:** text box. Type a file name for this document. Click on the **Save As Type:** InDesign CS6 Document, Click **Save** to return to your document.

You assign a file name **only once** to new document. Each subsequent time you open the document, you in fact **open a copy** of the document. Any changes made to the opened document are made to the copy until it is saved, then the original is updated with the changes.

Note:- Remember, if you open an existing document and make some changes you do not like, the simplest thing to do is just close the document without saving it, then reopen it and start again.

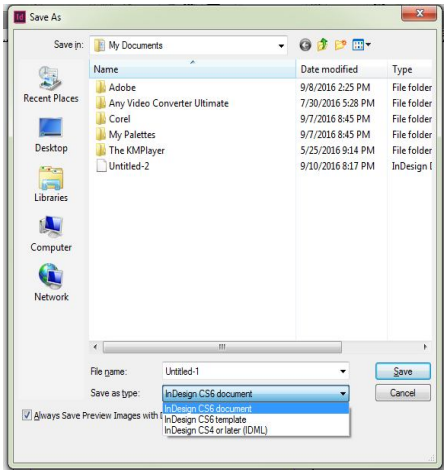


Fig : 2.6 : Save Dialog Box

Saving an Existing Document It is always a good idea to save your work very often but it safeguards you from discarding changes due to power failure. To save your document, click the *File* menu and choose *Save*.

Saving a Document as Another Document

Click **File** menu → **Save As** *or* press **Shift+Ctrl+S** keys together to display the **Save As** dialog box → the name of the current document is highlighted in the text box. Type a new name for the document. Click *OK* to save the new document and return to the document window.

CLOSING A DOCUMENT

To close the active document: Click ***File* menu → Close**(Ctrl+W). The document is closed without exiting InDesign. To exit from InDesign package goto **File Menu →Quit (Ctrl +Q)**

CREATING AN ALTERNATE LAYOUT

It helps you to modify the contents based on different types of a layout. It is used when you have a common contents but it should be displayed in various devices such as iPad, iPhone, etc.,

This feature uses **Liquid Page Rules,** it automatically accommodates the contents to the size or orientation of an alternate layout in InDesign document. The liquid page rules consists of various options such as Re-center, scale, object based and guide based.

Select the **type Tool →Drag** to create a text frame in work area**. →Type** a text in text frame → Select the text frame using **Selection Tool →** Goto **Layout menu → Liquid Layout.** Then the **liquid layout Panel** appears

→Select the **Liquid page rule (Off/ Scale/ Re-center/ Guide based/ Object based/ Controlled by master.** →Select **Height, width, top left and right** checkboxes under **Resize with page options.**

Select **Layout → Create Alternate layout →Now select the options in the Liquid page rule →click ok**. Now we can have an alternate layout along with original layout.

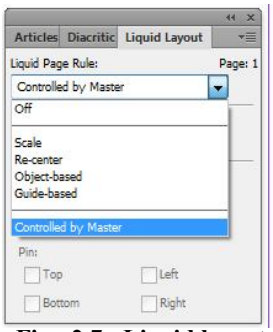


Fig : 2.7 : Liquid layout Dialog Box

INSERTING / REMOVING PAGES

InDesign gives you complete freedom to add or remove pages. You can specify where you want to add a page or which page/pages you want to delete. The pages you add have the page setup parameters you specified for your existing pages.

To insert a page:

Click **Layout** menu→ **Pages →Add pages** (**Shift+Ctrl+P)**adds only single page.

To insert multiple Pages

Click **Layout** menu→ **Pages →Insert Pages**, we get **Insert Page** dialog box, there we can specify number of pages we wish to insert in **Pages** text box**,** where to add pages: before, after, beginning of the document, end of document in **Insert:** drop down list box and you can also choose the type of master from **Master:** drop down list box.

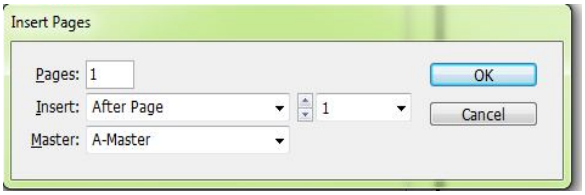


Fig : 2.8 : Insert Page Dialog Box

Removing a page

Click **Layout →pages→Remove Pages.** The Remove pages dialog box appears Specify the page number you want to delete. If you are removing **only one page**, enter the same page number in both text boxes (for example, if you want to remove page 27, type 27 in both text boxes). If you want to remove **more than one page**, type the beginning and ending page numbers inclusive, in the two text boxes (for example , if you want to remove pages 27 through 34, type those numbers in the two text boxes). → **Click Ok**. InDesign displays a dialog warning you that the contents of the pages will be deleted Click *OK* to confirm the removal and return to your document. Click *Cancel* to cancel the deletion.

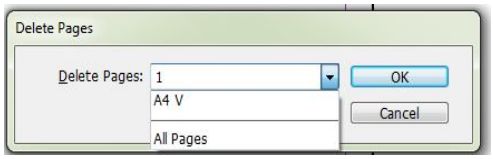


Fig : 2.9 : Delete Page Dialog Box

MASTER PAGES

A Master page is a nonprinting page that you can use as the template for the rest of the pages in your document. Master pages can contain text and graphic elements that will appear on all pages of a publication (i.e. headers, footers, page numbers etc.) By default, every InDesign document you create contains **two masters**, one for pages on the **left** and one for those on the **right**.

Multiple Master pages

You can create as many masters as you want or need – for example, you want a colored box down the left margin of just some pages; you could create a master that has this look, and then apply it to only the pages that need it.

- To add a **New Master**, go to the **Pages** Panel, click on the far right arrow with three lines (circled at right) and choose **New Master**….
- In the subsequent dialog box, give it a **name** if you want and then click OK.
- Select the appropriate master to change by double-clicking it, and then edit it as you wish.
- To **apply** it to a **page**, **drag** the master icon onto the page icon in the **Pages** Panel, or right-click on the page icon and choose **Apply Master to Pages** and choose the correct master for the page.

To view the default Master page

- Make sure the **Pages Panel** is displayed, by going to the **Window menu→ Pages.**
- Double-click on **A-Master** in the Pages Panel to display the Master page.

  Remember, there is a left and a right page to the master, so be sure you are on the page you want to be.

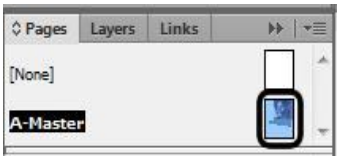


Fig : 2.10(a) : Pages Panel group

Applying Master to a Page

- Goto **Window→Pages**. In the **Pages** Panel, click the desired page icon (**Note:** Not the Master page icon).
- Right-click the page, select **Apply Masters to Page then Apply Master** dialog box appears. Visible whenever you open a book or magazine.
- If desired, click the **To Pages** drop-down menu and select the desired options. Or, type in the page number in the **To Pages** field. (**Note:** A range of page numbers can also be used with a comma or hyphen)
- Click **OK**.

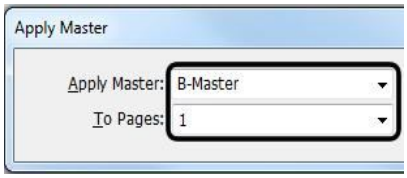


Fig : 2.10(b) : Apply Master Dialog

Overriding Master pages

On occasion, you may need to change something about the master just on one page – for example, you don't want the page number to display on the first page of a chapter. You can do this without creating a whole new master, but rather just override the one you are currently using.

- In the **Pages** Panel right-click on the **page icon** for the page you want to change.
- From the **options**, choose **Override All Master page Items**.
- You can now click on any element on the page and change or delete it.

Deleting a Master

Deleting a master page from a document will not affect the settings of page margin, orientation, character or Paragraph formatting,

Click **Pages Panel** from Panels group →Select the **master page** you wish to delete → Click the **Panel menu** icon in Pages Panel→Select **Delete master**.

CHAPTER 3
WORKING WITH TOOLS AND OBJECTS

SELECTION TOOL:

The Selection Tool is used to **select, move, resize, scale, and rotate** objects on the page. It is the only Tool that lets you drag objects around screen. To select any object on a document page, click on **Selection Tool and just click on the object**.

You can even manipulate content within frames by using **content grabber**. It alone works as a position Tool, rotation Tool. When you double click a text frame with the selection Tool, you will switch to the **type Tool.** When you double click the contents of an object with the selection Tool, you will switch between selecting contents and the frame.

Direct Selection Tool:

It is used to select objects that are inside other objects. (It is used to work on the contents of a frame, not the frame itself. It is used to select individual handles on objects to reshape them or move within frames.)

Click the **Direct Selection Tool → Position** the Tool over the **point** you want **to move→drag** the **point** to the **new position.**

You can also move **multiple points/object** by creating a **rectangular marquee** around the points you want to select using **direct selection Tool** or hold the **shift key** as you click to select the points. The selected point appear solid

To move an object by dragging

Select the **object** using **Selection Tool →** place the mouse pointer on the object you want to move the mouse pointer changes to an arrowhead. Drag the object to move it.

To resize an object by dragging

Select the **object** using **Selection Tool →** Press ***Shift*** if you want to constrain movement to **vertical or horizontal** or to **constrain the shape** of an object as you resize it or to resize an imported graphic **proportionally**. **Drag** the object handle to resize it. A two-way arrow (for resizing most objects) or a crossbar (for resizing lines).

Page Tool

Use the page Tool for creating different page sizes within a document. Select Page Tool→layout menu→ page→then use the options in the control page to change the page layout.

Gap Tool

It is used to adjust the spacing between objects. Press **U** to select the Gap Tool, place the pointer between objects, **drag** to change the gap between aligned objects. **Shift+drag** to move the gap between only 2 nearest objects. **Alt+drag** move a gap and objects in same direction. **Ctrl+Drag** to resize the gap instead of moving. **Crlt+Alt+drag** option to resize the gap and move the objects.

Collector Tool

When you select the **Content Collector** Tool, A pop-up "conveyer" appears at the bottom of the screen, it allows the user to grab multiple pieces of contents (text/ objects) and repurpose throughout the same or separate documents using Content Collector Tool.



Fig : 3.1: Content Conveyer

You can repurpose single or multiple pieces of content simply by dragging the content out of the conveyer whilst choosing to keep or remove them from the conveyer. It is the fast way to replicate pieces of your graphics across multiple layouts and documents.

To copy the contents to content conveyer

Select content collector Tool (B) → then the content conveyer should appear at the bottom of the screen → click objects or stories to add them to the content conveyor at the bottom of the screen either by clicking or drag select. The objects or stories will then appear within your content conveyer.

To use the contents in content conveyer

Goto new file/spread/page where you wish to place an object/story which you placed in content conveyer →Select Content placer Tool → You can now click/select and drag to place content onto the page.

You can then use the content placer Tool to copy and link these object from the content conveyer into another document. Press B to switch between the Content collector and the Content placer Tools.

Line

Line : This Tool lets you to draw lines at any angle. It also allows you to draw lines of various thicknesses and at various angles.

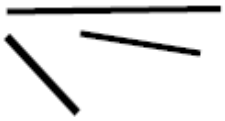


Fig : 3.2: Lines and Constrained Lines

Constrained line Tool: This Tool lets you draw horizontal lines; vertical lines or lines at 45°, creating straight horizontal and vertical lines

Frames and Basic Shape Tools

The Frame and Shape Tools are redundant because both Frames and Shapes can hold **Text or Graphics** or **be empty**. The frames appear with a **big X** through them, making them easier to spot when looking for **frames** to fill. Frame and Basic shape Tools are used to draw **Rectangle, Square, Ellipse, Circle, Open or closed shapes, Polygons.** It can be simply inserted as an object or we can add text inside a shape Tool using Frames

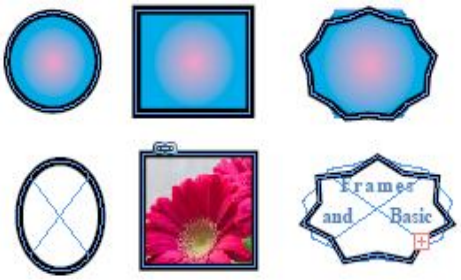


Fig : 3.3: Basic Shape Tool in the above line. Frames in the second line

- **Rectangle Frames/Rectangular Shape:** Used to create rectangle or square placeholder
- **Ellipse Frames/Ellipse Shape Tool:** Used to create circular or elliptical place holder
- **Polygon Frames/Polygon Shape Tool:** Used to create multi sided shape placeholder.

Inside Frames you can insert text or image.

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Draw basic lines or shapes or frames.

In the Toolbox, do one of the following:

- To draw **a line or shape**: select the **Line Tool**, **the Ellipse Tool**, **the Rectangle Tool or the Polygon Tool**. (Click and hold the Rectangle Tool to open flyout and then you can select either the Ellipse or Polygon Tool.) **Drag** in the Document Window.

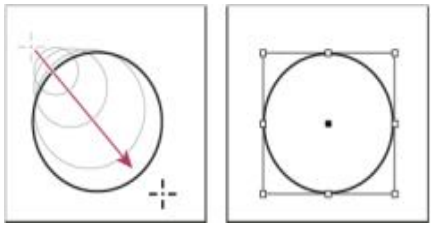


Fig : 3.4 : Dragging to create a basic circle

- To draw a placeholder (empty) graphics/ shape frame, select the **Ellipse Frame Tool, the Rectangle Frame Tool, or the Polygon Frame Tool. Drag** in the Document Window to create the path or frame.
- To draw from the center out, hold down **Alt**.
- To constrain a line to 45° angles, or to constrain the width and height of a path or frame to the same proportions, hold down **Shift** as you drag.

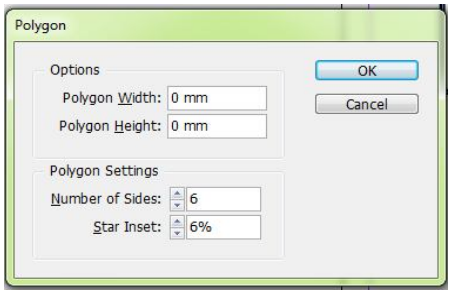


Fig : 3.5: Polygon options

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- To change the number of sides of a polygon, Select the polygon shape Tool → click anywhere on a drawing window, a dialog box appears: Specify **Polygon width, height, number of sides, star inset and press ok** polygon will be placed in a page. If you do not specify polygon width and height but if you specify number of sides and star inset and press ok → then begin dragging, until you get a polygon of desired size.

Editing Shapes.

To change Width: To edit a shape first select the shape using Selection Tool →Place a mouse pointer on one of the corner handles of the circle shape →Drag the mouse pointer in the horizontal outward direction. The width of the shape increase.

To change Height: To edit a shape first select the shape using Selection Tool →Place a mouse pointer on one of the corner handles of the circle shape →Drag the mouse pointer in the downward direction. The height of the shape increase.

To Round the box Corners do this:
Select a rectangle you want to change the corners. Click **Object menu→Corner Options**. The Rounded Corner dialog box appears as in Fig:3.4. Select the **corner size and shape** you want and click ***OK***. The different shapes are **None, Fancy, Bevel, Inset, Inverse rounded, Rounded.**

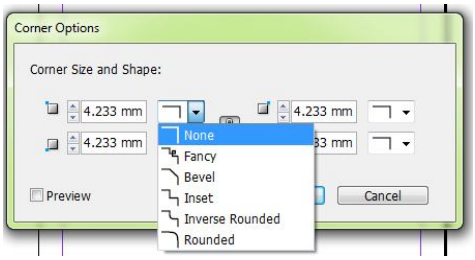


Fig : 3.6(a) : Rounded Corners Dialog box

Use Live Corners

With Live Corners, you can apply corner effects to rectangular frames by clicking the yellow box that appears on the frame and dragging. In addition, you can apply a different corner effect and a different corner radius to each corner.

- Select a rectangular frame →click the yellow box.
- Four yellow diamonds appear on the selected frame, indicating Live Corners mode.

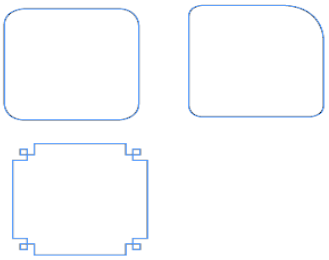


Fig : 3.6(b) : Rounded Corners

To add corner effects, do any of the following tasks:

- To adjust the radii of all four corners together, drag one of the diamonds towards the center of the frame.
- To adjust a single corner, hold down **Shift** as you drag a diamond.
- To cycle through the various effects, **Alt**-click a yellow diamond.
- To stop editing corners, click anywhere outside the selected frame.

Guidelines for applying corner design:

- If you've obtained plug-in software that adds more effects, the Corner Options command in the Stroke Panel can include additional shapes.
- Corner effects appear on all of a path's corner points, but never on smooth points. The effects change angles automatically when you move a path's corner points.
- If a corner effect significantly changes the path by, for example, creating a bulge inward or outward, it may affect how a frame interacts with its contents or with other parts of the layout. Increasing the size of a corner effect may push an existing text wrap or frame inset farther away from the frame.
- You can't edit a corner effect, but you can change its appearance by changing the corner radius or modifying the stroke.
- If you applied corner effects but can't see them, make sure that the path uses corner points and that a stroke color or gradient has been applied to it. Then increase the Size option in the Corner Options dialog box, or increase the stroke weight in the Stroke Panel.

Fit an object to its frame

Select the frame of the object →Choose **Object → Fitting** and one of the following options:

- **Fit Content To Frame:** Resizes content to fit a frame and allows the content proportions to be changed. The frame will not change, but the content may appear to be stretched if the content and the frame have different proportions.

- **Fit Frame To Content:** Resizes a frame to fit its content. The frame's proportions are altered to match the content proportions, if necessary. This is useful for resetting a graphics frame that you accidentally altered.

Note: To fit a frame to its content quickly, double-click any corner handle on the frame. The frame resizes away from the point you click. If you click a side handle, the frame resizes only in that dimension.

- **Center Content**: Centers content within a frame. The proportions of the frame and its content are preserved. The size of the content and frame are unaltered.

- **Fit Content Proportionally:** Resizes content to fit a frame while preserving the content proportions. The frame's dimensions are not changed. If the content and the frame have different proportions, some empty space will result.

- **Fill Frame Proportionally:** Resizes content to fill the entire frame while preserving the content's proportions. The frame's dimensions are not changed. If the content and the frame have different proportions, some of the content will be cropped by the bounding box of the frame.

Note: The Fitting commands fit the outer edges of the content to the center of the frame's stroke. If the frame has a thick stroke weight, outer edges of the content will be obscured. You can adjust the frame's stroke Alignment to the center, inside, or outside of a frame edge. To remove undesired fitting settings applied using AutoFit, choose Object → Fitting → Clear Frame Fitting Options.

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Pen

Pen Tool is used to create paths, which are straight or curved lines that consist of anchor points and line segments. You can create simple or complex paths by clicking the pen Tool pointer on the page. Each time you click the pen Tool pointer on the document, you create an anchor point. Line segments automatically fall into place between every two anchor points. You start off by creating one anchor point, then creating another at a different location. Once the second anchor point is created, a line segment is automatically placed between the 2 anchor points. The number of anchor points and line segments we need depends on the type of objects you create. You can create an open path or closed path using Pen Tool.

- **Open Path :** An open path is a path whose end points are not connected. (Ex: U, [, M,,Z)
- **Closed path:** A closed paths are continuous lines that do not contain end points. i.e., when you create a closed path, you end the drawing at the same point where you started it by clicking the pen Tool on the first anchor point.

Note : For open path, you can apply only stroke. For closed path you can apply fill and stroke.

To Draw Straight line Segments

- Using the Pen Tool, click once and release somewhere on the document(do not drag)
- Move over a few inches and click again. A straight path segment should connect the 2 anchor points.

To Draw a Star

- Select pen Tool, position the pen Tool where you want the straight segment to begin(do not drag)
- Click again where you want the segment to end (**Shift+ click** to constrain the angle of the segment to a 45 degree multiple)
- Continue clicking to set anchor points for additional straight segments
- To close the path, position the pen Tool over the first anchor point. Click to close the path. **(objects→ paths→ close path.)**
- To leave the path open **Ctrl+Click** anywhere away from all objects(press enter key to leave the path open)

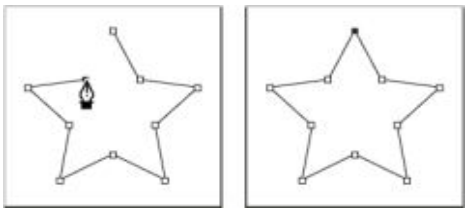


Fig : 3.7: Pen Tool to draw line segments

To Draw a Curve

Select the **Pen Tool**. → **Position** the Pen Tool where you want the curve to begin, and **hold** down the mouse button. The **first anchor point appears**, and the Pen Tool pointer changes to an arrowhead. →

Drag to set the slope of the **curve** segment you're creating, and then release the mouse button. In general, extend the direction line about one third of the distance to the next anchor point you plan to draw. (You can adjust one or both sides of the direction line later.) Hold down the **Shift** key to constrain the Tool to multiples of **45**°.

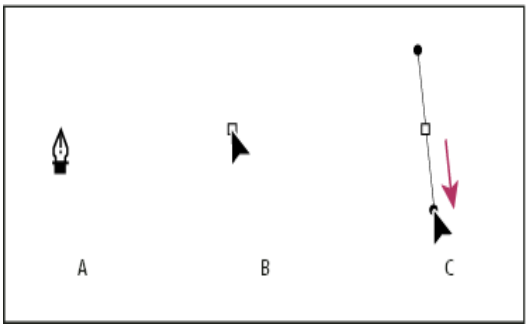
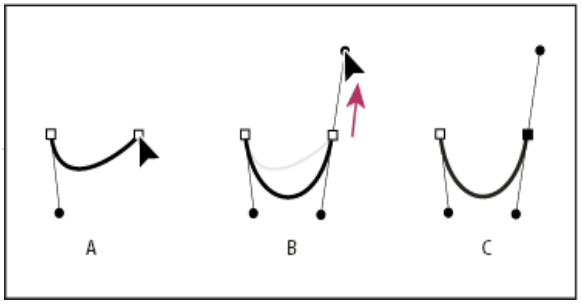


Fig : 3.8(a): Drawing the first point in a curve
A. Positioning Pen Tool
B. Starting to drag (mouse button pressed)
C. Dragging to extend direction lines

Position the Pen Tool where you want the curve segment to end, and do one of the following::



- To create a **C-shaped curve**, drag in a direction opposite to the previous direction line. Then release the mouse button.
- To create an **S-shaped curve**, drag in the same direction as the previous direction line. Then release the mouse button.

Continue dragging the Pen Tool from different locations to create a series of smooth curves. Note that you are placing anchor points at the beginning and end of each curve, not at the tip of the curve.

Note: Alt-drag direction lines to break out the direction lines of an anchor point.

Complete the path by doing one of the following:

To **close the path**, position the Pen Tool over the first (hollow) anchor point. A small circle appears next to the Pen Tool pointer when it is positioned correctly. Click or drag to close the path.

Reposition anchor points as you draw

After you click to create an anchor point, keep the mouse button pressed down, hold down the spacebar, and drag to reposition the anchor point. → Complete a path by objects→paths→close path.

Fig : 3.8 (b): Drawing the Second point in a curve
A. Starting to drag 2nd smooth point
B. Dragging away from previous direction line, creating a curve
C. Final curve

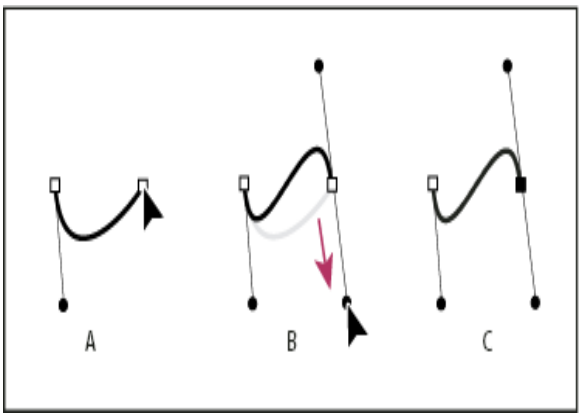


Fig : 3.8(C): Drawing an S curve
A. Starting to drag new smooth point
B. Dragging in same direction as previous direction line, creating an S curve
C. Result after releasing mouse button

Add Anchor Point

Used to add or remove additional anchor points into a drawing

- Position the pen Tool pointer over the path between point 2 and point 3
- Click anywhere on the path between the 2 points, An anchor point is added where you clicked
- Click the Direct selection Tool click the new anchor point, then drag it to point 3.

Converting Points

Converting points on a path

- Select the **Direct selection Tool →Select one or more points on path to convert**
- Select the pathfinder Panel by clicking **Window Menu →Object and Layout →Pathfinder or Object Menu→ Convert point →Select a Convert command**
- Click the button with the convert command you want
  - **Plain** : Changes points to have no direction points or lines
  - **Corner** : Changes points to have independent direction lines.
  - **Smooth** : Changes points to be a continuous curve with connected direction lines.
  - **Symmetrical** : Changes point to smooth points with equal length directional lines.

Converting points on a path using the convert direction point Tool.

- Select the **Direct selection Tool →Select a path to convert points**
- Select the convert direction point Tool on the Tools Panel
- Drag a corner point to create a smooth point with no handles

Scissors

It is used to split or break a path into segments. If we want to separate 1 path into 2 parts ex: 1 circle into 2 halves then we can use this Tool, Use Direct Selection Tool to move one point away from the other. **Select the path→ Select scissors Tools→Position the cursor where you want to split the path→click to split the path at that point.**

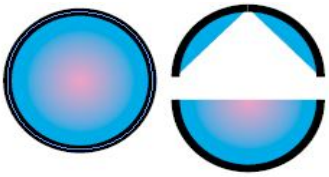


Fig : 3.9 : Left Original Image
Right : Image split using scissors

Note :Path that contains text cannot be split into 2 distinct segments

Selecting Multiple Elements

You can use the selection Tool to select objects. You can select a single object, or you can select multiple objects and modify them all at once. When objects overlap, you can select them through the stack of objects. Use the following techniques to select objects. To select all objects on the current page or Spread, click **Edit** menu and choose **Select All**. Click an empty part or the page or click **Edit** menu and choose **Deselect All** to deselect.

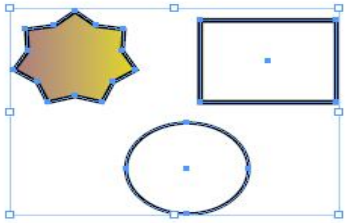


Fig : 3.10: Selecting many objects

- To select a **single object**, **click** the object with the pointer Tool→ **To add objects to a selection**, hold down **Shift** as you click other objects.
- To **select several objects at once**, **drag** the pointer Tool **around multiple objects**. Be sure to **include** each object's **bounding box** (as indicated by its selection handles) within the selection area, not just the visible portion of the object.
- To select an **object underneath another object on the same layer**, press ***Ctrl*** and click the object you want to select. Each time you click, InDesign selects an object one level deeper in the stack of objects.

DELETING , MOVING , RESIZING ELEMENTS

Deleting an Object

When you delete an object, you break all links between a document and the original object. So, be careful while deleting an object.

To delete an object do this: Select the object. → Click **Edit** menu and choose **Clear**, or press, **Backspace** or **Delete** key.

Moving and Resizing object

You can move and resize any object by dragging with the mouse or by using the *Control Panel*. You can also move an object by pressing arrow keys on the keyboard.

Note:- You can move two or more objects simultaneously but you can resize only one object at a time unless you first group the items you want to resize.

Dragging a side handle changes the width or height only but dragging a corner handle changes the width and height simultaneously.

Object	Resized with shift key
Line →	Line angled at 45 degree increments
Ellipse →	Circle
Rectangle →	Square

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Regular polygon →	Even sided shape with all sides equal
Imported →	Aspect ratio preserved
Group →	Aspect ratio of the group is preserved

To Move an object using the Arrow keys do this:

Select the object →To move the object incrementally by **.01 inch (.25mm**), press an **arrow key**. To move the object incrementally by **0.1 inch (2.5mm**) hold down **Shift** as you press an arrow key.

CUT, COPY AND PASTE AN OBJECT

- **Cut (Ctrl+X)** option is used to move the selected text or objects from the document to the clipboard, removing them from the page

- **Copy (Ctrl+C)** option is used to copy the selected text or objects to the clipboard. The original objects remain on the page.

- **Paste (Ctrl +V)** Option is used to place the contents of the clipboard (the last thing you cut or copied) into your document. The contents of the clipboard can be pasted repeatedly. Pasting does not affect the contents of the clipboard or original contents.

- **Duplicate (Ctrl+Alt+Shift+D)** option is used to copy and paste the selected text or objects on the page without storing the copy in clipboard. It works faster than copy and paste. If you copy an object, its copy is placed in a container called as clipboard. Then when you press paste, the copy is been placed from the data stored in clipboard. So instead of using copy and paste you can directly use Edit → Duplicate which makes the duplicate copy of the selected object.

- **Duplicate objects into a Grid:** By dragging and using modifier keys, you can create a Grid of object identical to the object being duplicated. Select an object. → Using the Selection Tool, hold down **Alt** key and begin dragging. → While still dragging, release the **Alt** key. Press the **Left Arrow** and **Right Arrow** keys to change the **number of columns**. Press the **Up Arrow** and **Down Arrow keys** to change **the number of rows**. **Drag** a rectangle to specify the **size** of the **Grid**. Release the mouse button.

Duplicate a selected object as you transform

You can duplicate an object each time you change its position, orientation, or proportions. For example, you can create a flower by drawing one petal, setting its Reference point at the base of the petal, and repeatedly rotating at incremental angles, simultaneously duplicating to leave behind a new copy of the petal at each angle. During a transformation, do one of the following:

If you're dragging the **Selection Tool**, **the Rotate Tool**, **the Scale Tool**, **or the Shear Tool**, start dragging, and then hold down **Alt** key after you begin dragging. To constrain the duplicate's transformation, **Alt+Shift** drag If you're specifying a value in the Transform or Control Panel, press **Alt+Enter** after you've typed the value. If you're pressing arrow keys to move objects, hold down **Alt** as you press the keys.

- **Paste without formatting(Ctrl+Shift+V):** Imagine you have a 60 pt Bodoni headline and some 12 point Myriad body text. If you select a couple of words of body text, and try to paste it in the middle of the headline, the pasted text will appear with the 12 point Myriad formatting, when the desired result is probably to adopt the formatting of the headline. This where Paste without Formatting comes in. All you have to do is copy the body text normally, then use **Edit → Paste without Formatting** to paste the text

into the headline. The formatting of the body text will be left behind, and the text will adopt the formatting of the new cursor location. It is mainly used when you need to copy text from other packages.

- **Paste Into (Ctrl+Alt+V):** It is used to paste a text block inside an object. For using Paste Into, first you need to copy text box (not text in text box) then Paste into option will be highlighted. Then select the object into which you need to paste the text box and then go to **Edit-→Paste into**. Then the text box is placed inside the object.

- **Place and Link:** When you copy text in other packages and paste it in InDesign, you can link a text file, changes made in the original will trigger a request to update the link in InDesign, but it is one-way only. There is no facility for moving the edits from InDesign back to the text doc other than exporting the story to RTF or text.

- **Step and Repeat :** Use the Step and Repeat command to instantly create rows or columns of duplicates. For example, you can fill a page with evenly spaced duplicates of a single business card design. Select the object or objects you want to duplicate. → **Choose Edit → Step and Repeat**. → For **Repeat Count**, specify how many duplicates you want to make, not counting the original. For **Horizontal Offset** and **Vertical Offset**, specify how far to shift the position of each new duplicate from the previous duplicate along the **x and y axes**, respectively, and click OK.

Note: To create a page full of duplicates, first use Step and Repeat with Vertical Offset set to 0 (zero); this will create one row of duplicates. Then select the entire row and use Step and Repeat with Horizontal Offset set to 0; this will repeat the row down the page.

Moving elements & Resizing using the using Control Panel

To move an object using the Control Panel do this:

Select the object. If the Control Panel is not displayed, click *Window* menu and choose **Show Control Panel**. → Select a Reference point in the proxy to specify the part of a selected graphic that moves → if the Reference point is a box, the object will move, if it is an **arrow** the object will change size as see in Figure 3.8. Click the **Reference point** to toggle from one mode to the other. → To move the object adjust the values for X and Y

To resize an object using Control Panel do this:

Select the object. → Click or double click to select the Reference point on the Proxy. If you click to select a Reference point, it appear as a small rectangle on the proxy, and the equivalent location on the selected object remains stationary as you resize the object. → To maintain the original aspect ratio of the object. You can then change either the *X* and *W* values or the *Y* and *H* values, depending on the selected Reference point. The related values changes proportionally.

Specify a size in one of the following way:

1. If the **Reference point is a box or a four way arrow**, resize the object from the Reference point outward by adjusting W and H or L options (Note that L Appears only if a line is selected.) W - Refers to the width of the object H- refers to the height of the object.

2. If the **Reference point is a two way arrow** move the Reference point to stretch or shrink the object by adjusting values for W, H, and L, or for X and Y.
3. If you want to **resize an object** to a percentage of its original size, change the percentage values next to *W* and *H*.
4. Click the *Apply* button.

ALIGNING AND DISTRIBUTING OBJECTS USING THE ALIGN DIALOG BOX

You can align objects in relation to one another, and then evenly distribute the spaces between the objects. Align or distribute objects **based on a common edge** or **based on the centers** of objects. For example, select the align right icon to move objects horizontally so that their right edges line up with the right edge of the rightmost object.(To align objects to a Grid, use Rulers and guides). When you distribute objects, you can add an even amount of space between their facing edges.

To Align and Distribute objects:

1. Select the objects you want to align and distribute.
2. **Click Window→ Objects and Layout** sub-menu and choose **Align option**.
3. If you are distributing objects, select one of the following methods for each

Direction (vertical and horizontal):

Align Panel is displayed at right side. Select one icon for each direction (horizontal or vertical) in which you want to align or one of the axes.

Align Objects :	Align Left Edges, Align Horizontal centers, Align right edges, Align top edges, Align Vertical centers, Align bottom edges
Distribute Objects:	Distribute Top Edges, Distribute Vertical Centers, Distribute Bottom Edges, Distribute Horizontal Centers, Distribute Right Edges, Distribute Left Edges
Distribute Spacing:	Distribute Horizontal space, Distribute Vertical space
Use Spacing :	Specify the required amount of spacing• Select

Pencil

Pencil Tool lets you draw a freeform path as pen Tool. It lets you draw open and closed paths as if you were drawing with a pencil on paper. It is most useful for fast sketching or creating a hand-drawn look.

Draw freeform paths with the Pencil Tool

Select the **Pencil Tool** → Select the stroke color and weight and fill **None** on the **Stroke Panel** → Position the Tool where you want the path to begin, and drag to draw a path.

Edit paths with the Pencil Tool

You can edit any path using the Pencil Tool and add freeform lines and shapes to any shape.

Add to a path with the Pencil Tool

Select an existing path. → Select the Pencil Tool → Position the pencil tip on an endpoint of the path. You can tell you're close enough to the endpoint when the small x next to the pencil tip disappears→ Drag to continue the path.

Set Pencil Tool Options :

Double click on pencil Tool → Enter fidelity value(5-20)→Higher value creates fewer anchor points →Enter smoothness percentage (0-100%) → a higher value creates smoother curves → Click OK.

Eraser

You may want to delete parts of paths. Rather than selecting and deleting individual points, you can use the Erase Tool to drag to delete parts of a path. Select the path that you want to delete parts of. → Choose the **Erase Tool** in the **Tools Panel** → Press and drag the **Erase Tool** along the path. → Release the mouse to display the new path .

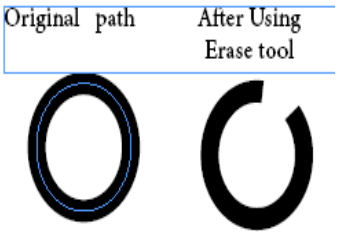


Fig : 3.11: Eraser Tool

Smooth Tool

If you create a path with some jagged edges, you can use the smooth Tool to remove extra anchor points to smooth it out. (The path will be drawn with a fewer points) → Select the Direct Selection Tool →select the path you want to smooth →Select the Smooth Tool →drag along the path to smooth it out. →The path is reshaped with fewer points

You can set Smooth Tool options:

Double click **Smooth Tool** →Enter the **fidelity** value(5-20). Fidelity determines how far the mouse must move before an anchor point is added. A higher value creates less anchor points and smoother path. →Enter the **smoothness** value (0-100). A higher value creates smoother curve. → Select the **keep selected** check box to keep paths selected after you draw them →Click Ok

Working with Pathfinder.

If you are overlapping objects, you can use buttons on the pathfinder Panel to create compound shapes, which are editable and releasable (restoring original attributes.) You can use pathfinder buttons (add, subtract, intersect, exclude overlap or minus back) on almost any object, except placed or rasterized images, mesh objects or a single group.

Select 2 or more overlapping objects -→ Goto **Window →object and layout →pathfinder→Select Add/ Subtract/ Intersect/ Extrude overlap/ Minus back.**

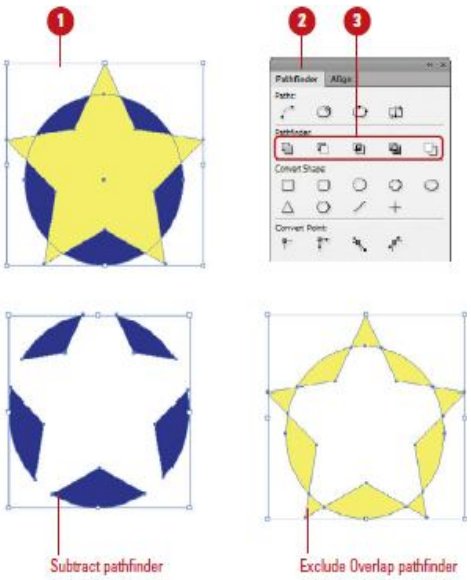


Fig : 3.12: Working with path finder

- **Add:** Used to join the outer edges of selected objects into a compound shapes
- **Subtract:** Use to remove objects in front of other objects and still preserve paint attributes.
- **Intersect :** Use to preserve object areas that intersect.
- **Exclude Overlap :** Use to change overlapping areas to transparency.
- **Minus back :** Use to remove objects in the back, leaving only part of the front most objects.

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CHAPTER 4 WORKING WITH TEXT TOOLS

TYPE TOOL

Type Tool lets you create Text frames and select or type text. To create a Rectangular Text frame, **click and drag**; Hold the **shift** key to create a perfect Square. To begin typing or editing click in a Text frame or in any empty Frame and type.

Text frames can also be connected to other Text frames so that the text in one Frame can flow into another Frame. Frames that are connected in this way are **Threaded**. Text that flows through one or more threaded Frames is called **Story.** When you import a word file in InDesign it comes into your document as a single story, regardless of the number of Frames it may occupy.

Text frames can have multiple columns. A Two column Text frame can sit on a four column page. Text frames can also be placed on Master pages and still receive text on document pages.

If you use the same type of Text frame repeatedly, you can create an object style that includes Text frame formatting such as stroke and fill colors, Text frame options, text wrap and transparency effects. When you place/paste a text we don't need to create a Text frame because InDesign automatically adds Frames based on the page column settings

Creating Type directly

- Select the Type Tool T then drag to define the width and height of a new Text frame. An insertion point appears.
- Click to place an insertion point if you haven't defined the width and height of a new Text frame.
- In the Control Panel, click the Character Formatting Control icon A or the Paragraph Formatting Control icon ¶.



Fig : 4.1:Control Panel A. Character Formatting controls B. Paragraph formatting controls

- Specify formatting options. Then start typing text.

Creating Type in a Text frame

You can create a Rectangle/ellipse/Polygon text box of any size that you want. Then select **Type Tool →Drag** to create a Text frame **→Start typing →** if you type more than what a Text frame can hold, an overflow symbol (a tiny red plus sign in the Square) appears on the edge of the Rectangle box. You can reshape the Text frame object to display the text or create a thread link to another Text frame.

Filling a Text Frame with Placeholder

If you do not have any text at present to enter into the Text frame, then you can have InDesign insert placeholder text. Create a empty **Text frame→Select it →right click the Text frame →click fill with placeholder text**

Working with Paragraph Text

Paragraph attributes specify how your Paragraphs appear on the page, including Alignments, position of indents and tabs, and the amount of space before and after the Paragraph. In InDesign, a Paragraph is any contiguous text followed by a Paragraph return. You can apply attributes to selected Paragraphs, or you can change the attributes of all Paragraphs of a particular Paragraph style. InDesign provides several ways to apply

Paragraph attributes, including the Paragraph Panel and Character Panel, which display a list of predefined group of character and Paragraph attributes applied to selected Paragraphs, and the Control palette.

Using the type Tool, click an insertion point in a single Paragraph or select a range of Paragraphs. → Click ***Type*** Menu and choose ***Paragraph*** option**.** The ***Paragraph Specifications*** dialog box lets you apply formatting not available on the Control palette. Select formatting options.

Type on Path

You can format text to flow along the edge of an **open or closed path** of any shape. Apply options and Effects to **type on a path: Slide it along the path, flip it over to the other side of the path, or use the shape of the path to distort the characters.** Type on a path has an in port and an out port just like other Text frames, so you can thread text to and from it. You can include only one Line of type on a path, you can't create type on a path using compound paths, such as those that result from using the Create Outlines command.

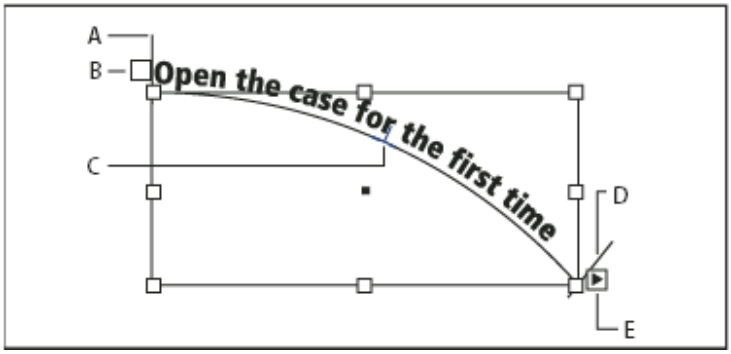


Fig :4.2: Type on a path. A. Start bracket B. In port C. Center bracket D. End bracket E. Out port indicating threaded text

Create Outlines command.

Select the **Type On a Path Tool**→Position the pointer on the path until a small plus sign appears next to the pointer , and then follow these steps:

Click the path, an insertion point appears. To confine the text to a specific portion of the path, click the path where you would like the text to start, and drag along the path to where you want the text to end, then release the mouse. Then Type the text you want. If you clicked to place the insertion point on the path, type will appear along the entire length of the path. If you dragged, type will appear only along the length you dragged.

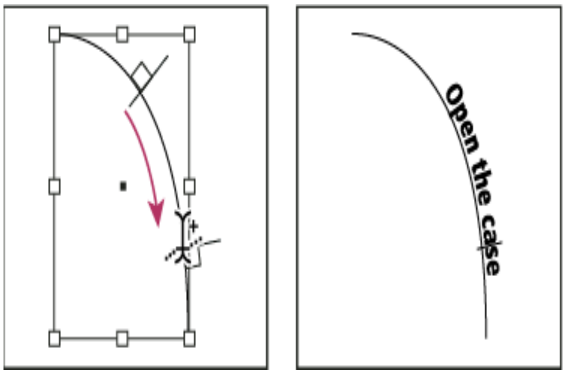


Fig :4.3: Changing Location of type on path

Tighten character spacing around sharp turns and acute Angles

Using the Selection Tool or the Type Tool, select the **Type on a path → Choose Type → Type on a Path → Options**, or double-click the Type On A Path Tool.

For Spacing, type a value in points. Higher values remove the extra space between characters positioned on sharp Curves or Angles.

Modify Type on a path

Select direct selection Tool →click on the type :**Center/ left and right** brackets appear around the type→drag the bracket (not the Square to adjust the position of **Type on the Path** →To change type on path options click the type **Menu →type on path→options →Specify the options (Effect, Flip, Align to Path and Spacing)** →click **Ok**

Positions:

- **Swap slides:** Drag the center bracket to the other side to change inner/outer position of the type along the path

- **Left :** Drag to position the left side or starting point of the type along the path
- **Center:** Drag left or right to position the type along the path.
- **Right :** Drag to position the right side of the type along the path.

If the overflow symbol appears, deselect the **Text frame → select Direct Selection Tool →drag a corner to reshape the Text frame**

Selecting and Deselect type text

Text : Drag the I beam cursor to select and highlight a word or Line of text.

Text range: Click to place the insertion point at the beginning of the text range, press shift and then click at the end of the text range.

Word : double click a word of text

Paragraph : Triple click a Paragraph of text

All text (Ctrl+A): Click to place the insertion point, Go to **Edit Menu→Select all**

To deselect :Go to **Edit Menu → Deselect all**

Editing Text with Autocorrect

Autocorrect feature automatically corrects common capitalization and spelling errors as you type. You can add words and phrases to the autocorrect dictionary that you tend to Misspell.

Go to **Edit Menu →Preferences→Autocorrect→Enable autocorrect** check box →Check mark **Autocorrect Capitalization errors** and language(to select language Dictionary) →click OK

To Add/Edit/Remove words from Autocorrect:

- **Add:** type a misspelled word or an abbreviation to add it to the list of words that needs to be autocorrected
- **Edit:** Select any word you want to change and make the necessary correction.
- **Remove:** Select any words you want to delete.

Aligning Text

Alignment is the setting of **text** flow or image placement relative to a page, column (measure), table cell or tab. The type **Alignment** setting is sometimes referred to as **text Alignment**, **text justification** or **type justification.**

You can align text with the **left** or **right** edges of a text block (or with the inset of a Text frame), and you can **center** or **justify** it. (Justified text is aligned with both the left and right edges of a text block or with the left and right inset of a Text frame.)

Types of Alignments: Left, Center, Right, Justify with last Line aligned left, Justify with last Line aligned right, Justify with last Line aligned center, Justify all Line, Align towards Spine, Align away from Spine.

When you apply **Align towards Spine** to a Paragraph, text on a left-hand page is right-aligned, but when the same text flows onto (or if the Frame is moved to) a right-hand page, it becomes left aligned. Similarly, when you apply **Align Away From Spine** to a Paragraph, text on a left-hand page is left aligned, while text on a right-hand page is right aligned. In Vertical Frames, Aligning to or Away from the Spine has no effect, since Text Alignment is parallel to the Spine Direction. **Do not align to Baseline Grid**: Click to keep the Paragraph text from aligning to the Baseline Grid. **Align to Baseline Grid**: To align the Paragraph text to the Baseli`ne Grid.

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To align a Paragraph:

1. Select one or more Paragraphs, or edit a Paragraph style
2. Click *Type* Menu → Paragraph and then choose an *Alignment* option.

Kashida : It is a type of justification used in some cursive scripts related to Arabic. Kashida justification is accomplished by elongating characters at certain chosen points. Kashida justification can be combined with white space justification to various extents.

Indent : Alignment and Indents give Paragraphs their fundamental appearance. Indentation helps readers visually separate Paragraphs — the indent acts as the separator, like the blank Lines used to separate Paragraphs in typewritten documents.

You can set Left Line Indent, Right Line indent, Left indent and right indent for a Paragraph. You can also set the space before and after the Paragraph. You can align / un-align text to Baseline Grid also. Select the **Type Tool**, select the Paragraph or multiple Paragraph →Go to **Type Menu →Paragraph** →Enter the **Left/Right** indent value → To create a **First Line or last Line indent**, enter a first Line indent or last Line indent value or use the up and down arrows to specify one.

Applying Spacing

You can control the Vertical space between Paragraphs by specifying the amount of space to insert before or after selected Paragraphs or all Paragraphs of a certain style. To apply spacing between Paragraphs, enter a value in **Space Before Paragraph** or **Space After Paragraph** and press enter key.

DropCap:

A Dropcap is the first letter of a Paragraph that's of a much bigger size than the rest that follow. The letter formatting is such that the letter "˜drops down' to cover the few Lines following the first one. This option is found in **Type Menu →Paragraph** option. In InDesign you can set **number of words** and **number of Lines** to which you can apply Dropcap. By default its value is 1

Note: InDesign never inserts space before a Paragraph set to begin at the top of a column or page (using the Page Break Before or Column Break Before attribute). For those cases you must add the extra space manually by typing one or more Paragraph returns.

To Increase or Decrease Space before or after a Paragraph:

Select the Paragraph you want to edit, Click *Type* Menu and choose *Paragraph* option. → In the *Paragraph Space* options, specify the values you want in the *first Line indent and last Line indent box.*

Apply a Paragraph Rule

If you want a Line above or below a Paragraph, you can apply it to a Paragraph, so the Line stays with the Paragraph as you add or delete a text. A Paragraph rule can also be applied as part of a style sheet. In the Paragraph rules dialog box, we can set **Style, Type, Weight, Color, Position, Width of the Paragraph Line rule.**

Select a **Paragraph** →go to **Options Menu→Paragraph Rules →Preview →select Rule above/ Rule below** from the list arrow, and then select rule on check box →select **Weight/ Color/ Type/ Tint/ Gap color/ Gap tint/ Overprint gap/ Width/ Offset/ Indent** →To keep the rule in the Text frame, select the **keep in Frame** checkbox →press OK.

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APPLYING BULLETS AND NUMBERING

The best way to draw attention to a list is to format the items with bullets or numbers. You can also customize the list style. If you move, insert or delete items in a numbered list, InDesign sequentially renumbers the list for you. To apply select the text on which you want to apply the bullet or number list using **Type Tool →Click Type →Bulleted and Numbered Lists→Apply Bullets/Apply Numbers.**

Note : You can convert bullets/numbers to text. Go to type Menu→ point to bulleted & Numbered lists →Click convert bullets to text or convert numbering to text

ADDING AUTOMATIC PAGE NUMBERING

You can add Automatic Page Numbers to a document. The Master Page of an InDesign document is used to apply automatic page numbering.

Select **Master Page (A-Master)** →Select **Type Tool & draw Frame** at a location where you wish to Add Page number (Bottom Left or Top Right) →Go to **Type**→Insert **Special Character→Markers →Current Page Number** (Ctrl+Alt+Shift+N).

As you are currently working on A-Master the character A appears in the selected Text frame. If you select a page other than Master page, then InDesign will actually display Page Number. But in Master page it will display master name. In this example it will display as A

Note: The other special characters are: symbols (copyright, trademarks), markers(pg no, section markers), hyphens and dashes(Em and En Dashes), quotation marks (single/double quotes) and other(includes tabs and indents)

Setting Text frame options

If you need to make adjustments to all the text in a Text frame, you can use the Text frame options dialog box to make all your changes in one place.

Select the **Text frame** you want to change→Go to **Object Menu → Text frame Options** →Select preview check box → click **General** tab →Select **Columns/ Number/ Width/ Gutter/ Maximum/ Balance columns/ Inset values.**

Columns: Select to keep a fixed column width or number or allow a flexible width

Number: Specify number of columns

Width: Specify the column width you want.

Gutter: Specify the gutter space between the columns you want.

Maximum: For flexible width, specify the max. size before adding column.

Balance Columns: Select to automatically balance text across columns in a multiple column Text frame

Inset values: top, bottom, left, right

Move a Text frame

Using the Selection Tool, drag the Frame. Using the **Type Tool**, hold down **Ctrl** and drag the Frame. When you release the key, the Type Tool is still selected.

Resize a Text frame

Do any of the following:

To resize using the **Type Tool**, hold down **Ctrl** and drag any Frame handle. If you hold down the mouse button for one second before you begin dragging, the text will recompose while you resize the Frame.

Note: If you click the Text frame instead of dragging it, you'll lose your text selection or insertion point location.

To resize using the **Selection Tool**, drag any of the Frame handles on the Frame's border. Hold down **Ctrl** key to scale the text within the Frame.

To quickly **fit the Frame** to its content, use the Selection Tool to select the Text frame, and double-click any handle. For example, if you double-click the center bottom handle, the bottom of the Frame snaps to the bottom of the text. If you double-click the center right handle, the height is preserved while the width narrows to fill the Frame.

Note: You can also double-click a handle on an overset Text frame to expand the height or width to fit all text in the Frame. If a Text frame includes more overset text than can reasonably fit on the page, the Text frame isn't resized.

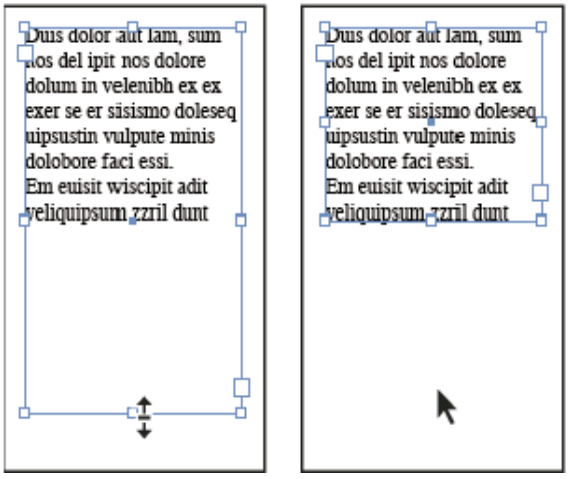


Fig :4.4: Double-click handle to resize Text frame

To fit the Text frame to the content, select the Frame using the Selection Tool, and choose **Object → Fitting → Fit Frame to Content.** The bottom of the Text frame fits the contents of the text. If a Text frame includes more overset text than can reasonably fit on the page, the Text frame isn't resized. To resize using the Scale Tool , drag to resize the Frame.

Inserting columns

You can create columns with fixed or flexible width and automatically balance text in the same Textbox. You can Span a Paragraph across multiple columns or split a Paragraph into multiple columns within the same Text frame. When you have a Paragraph Span across multiple columns, you can balance the text before Spanning Paragraph.

Click to place the insertion point in the Paragraph you want to change →**Select Paragraph Panel → Go to Options Menu→Span Columns→ click Paragraph layout →Click Span columns →Specify Span/ Space Before or After Span.**

To split columns: Go To **Paragraph layout →Split columns →** specify **sub columns/ Space Before or After Split/ Inside or Outside Gutter →**press **OK.**

Use Text frames on Master pages

Master pages can be used to Add Headers, Footers, Page Numbers, Watermarks, Text frames. When you start a New document, you can select the Master Text frame option so that an empty Text frame is placed on the document's default Master page. This Frame has the column and margin attributes specified in the New Document dialog box. Follow these Guidelines for using Text frames on Master pages: **Set master Text frames** when you want each page in your document to contain a page-sized Text frame into which you can flow or type your text. If your document requires more variation, such as pages with different numbers of Frames or Frames of different lengths, leave the Master Text frame option deselected, and use the Type Tool to create Text frames on masters.

Whether or not you select the Master Text frame option, you can add Text frames to a Master page to act as Placeholders. You can thread these empty placeholder Frames together to establish a flow. Flow text into master Text frames using the same procedures you would use with Frames created on document pages. If you need to type text in a master Text frame on a document page, hold down **Ctrl+Shift** as you click the Text frame on the document page. Then click in the Frame using the Type Tool and begin typing. You can use Smart Text Reflow to add or remove pages automatically as you type and edit text. By default, when you type text at the

end of a threaded Text frame based on a Master page, a new page is added, allowing you to continue typing in the new Text frame. You can edit Smart Text Reflow settings.

If you change the page margins, Text frames adjust to the new margins only if the Enable Layout Adjustment option is selected Selecting the Master Text frame option does not affect whether new pages are added when you Autoflow text.

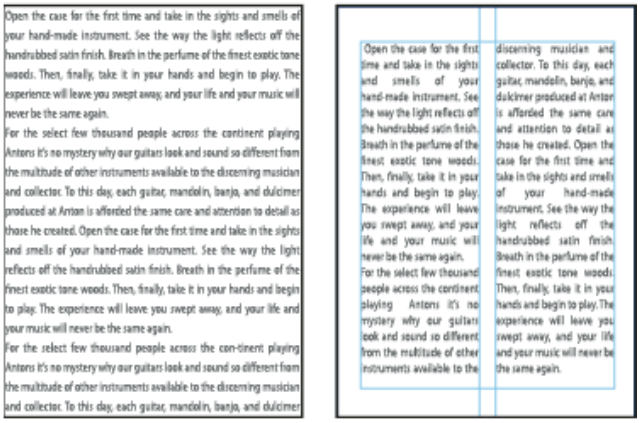


Fig :4.5: Before (left) and after (right) setting inset and creating two columns in a Text frame

Change Text frame properties

Use Text frame Options to change settings such as the number of columns in the Frame, the Vertical Alignment of text within the Frame, or the inset spacing, which is the distance of the margins between the text and the Frame.

Note: If you need to use the same Text frame properties for multiple Text frames, create an object style that you can apply to your Text frames.

Using the Selection Tool/Type Tool, select a Frame, click inside the Text frame or select text. Click **Object → Text frame Options**, or hold down **Alt** and then double-click the Text frame using a selection Tool. Change Text frame options, and then click OK.(Text frame options are available when you're defining an object style for text boxes.) Add columns to a Text frame. (You can create columns within a Text frame by using the Text frame Options dialog box.)

Note: You cannot create columns of unequal width in a Text frame. To create columns of unequal width or height, add threaded Text frames side-by-side on either a document page or a Master page.

Using the Selection Tool, select a Frame, or using the Type Tool, click inside the Text frame or select text. **Choose Object →Text frame Options. →** Specify the number of columns, the width of each column, and the spacing between each column (Gutter) for the Text frame.

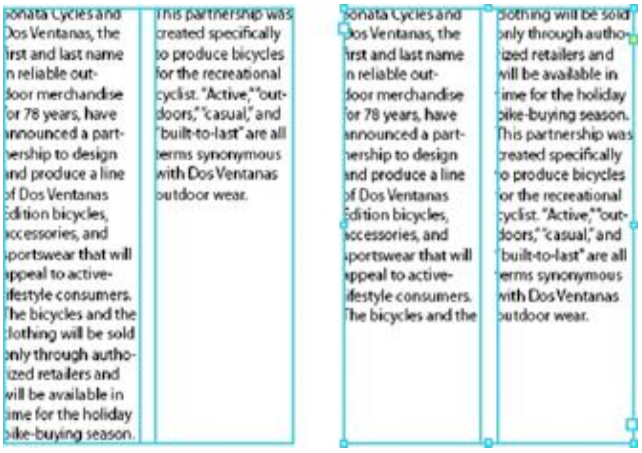


Fig :4.6: Before (left) and after (right) balancing columns

(Optional) Select Fixed Column Width to maintain column width when you resize the Frame. If this option is selected, resizing the Frame can change the number of columns, but not their width. (Optional) Select **Balanced Columns** to make text even at the bottom of a multi-column Text frame.

You can also change Text frame inset Spacing (margins) by **Choose Object → Text frame Options.** In **General** Tab Type the Offset distances you want for Top, Left, Bottom, and Right. If the Frame you've selected has a non-rectangular shape, the Top, Left, Bottom, and Right **options are dimmed**, and an Inset option is available instead. First Baseline offset options can be set using **Baseline Options tab**. The following options appear in the Offset Menu under First Baseline:

Ascent: The height of the "d" character in the font falls below the top inset of the Text frame.

Cap Height: The top of uppercase letters touch the top inset of the Text frame.

Leading: Use the text's leading value as the distance between the Baseline of the first Line of text and the top inset of the Frame.

X Height: The height of the "x" character in the font falls below the top inset of the Frame.

Fixed: Specify the distance between the Baseline of the first Line of text and the top inset of the Frame.

Min: Select a minimum value for the Baseline offset. For example, if Leading is selected and you specify a minimum value of 1p, InDesign uses the leading value only when it's greater than 1 pica.

Note: If you want to snap the top of the Text frame to a Grid, choose either Leading or Fixed so that you can control the location of the first Baseline of text in Text frames.

Changing Font Style of the Text

Select text using **Type** Tool from the **Tools Panel** → Apply the required **font face, size** from the drop down list. → Click the **color Panel** icon in the Panels group→ move the mouse pointer over the **CMYK** spectrum. (Mouse pointer changes to Eyedropper Tool)→ Select a color from the spectrum. Then the color of the text changes to the selected color.

Go to Type Menu→ character→ You can set Font face, Size, Leading, Kerning, Tracking, Scaling, Baseline shift, Skew/Shear, Language, Font style (Underline, Bold, Subscript, etc.,)

Leading : Leading is the amount of space between the Baseline of one row of text to the Baseline of another row of text.

Kerning: Kerning is adding to or taking away space between characters for a more balanced look.

- **Optical Kerning:** Adjusts the Kerning between letters based on character shapes rather than predefined kerning values
- **Metrics Kerning:** Uses the built-in Kerning of the font. If the font designer took the time to set up kerning pairs, this is a good option.

Scaling: Scaling allows you to make text Wider or Narrower for Horizontal text and taller or shorter for Vertical text. You can adjust the height or width of your text using the preset values in the drop down Menu to the right of the **Vertical or Horizontal Scale Fields**, type in your own value, or use the up and down arrows to the left of the **Vertical or Horizontal Scale Fields** to adjust the scale one increment at a time.

Skewing: The Shear Tool or Skew on the Control and Transform palettes slants an object or text along its Horizontal axis. It allows you to distort the text at an Angle to give it perspective. The Shear dialog box can also shear an object along a Vertical or slanted axis. Skewing or Shearing may be used to create a shadow or simulate some types of perspective.

Tracking: Tracking is similar to kerning, instead of adjusting the spacing between two characters, it adjusts the spacing for an entire block of selected text. Typically we will track a Line of text or a few words depending on the length and design application.

Determine Word and Character Counts

Place the insertion point in a Text frame to view counts for the entire thread of Frames (the story), or select text to view counts only for the selected text. Choose **Window → Info.** The Info Panel displays the **number of characters, words, Lines, and Paragraphs** in a Text frame. The position of the insertion point within the Text frame also appears.

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Add Header and Footer

You can add Headers and Footers by clicking **Window→pages→Master-A**. In Master-A or Master page type the text above the margin or below the margin to get header and footer to whole document. When you go to other pages, you can see Headers and Footers applied to all pages

To add content:

- Choose **Type → Insert Special Character → Markers → Current Page Number**.
- Choose **Type →Text Variables → Insert Variable → File Name**

Working with Glyphs

A Glyph is a style variation such as ligatures, ordinals, swashes and fractions for a given character in an open type font. You can automatically insert alternate Glyphs with the open type Panel or insert them manually with the Glyphs Panel to extend the font format.

Select the **Type Tool →**select a **character** (to **Insert/ Replace a Glyph**) →Go to **Type Menu →**Select Glyphs →Select a **different font and font style →** click the show list arrow, and then select a **Glyphs category** →Double click a glyph that you want to **Insert/Replace.**

Text Wrapping

You can wrap text around any object, including Text frames, imported images, and objects you draw in InDesign. When you apply a text wrap to an object, InDesign creates a boundary around the object that repels text. The object that text wraps around is called the **Wrap object**. Text wrap is also referred to as **Runaround Text**. Keep in mind that text wrap options apply to the object being wrapped, not the text itself. Any change to the wrap boundary will remain if you move the wrap object near a different Text frame.

To display the Text Wrap Panel, choose **Window→ Text Wrap**. Select a **Text box/object**, click the type of Wrap you need to apply for the text box/inserted object. → Specify **Offset values →** Choose **Show Options** from the Text Wrap Panel Menu to display additional options. Types of Text wraps:

Wrap Around Bounding Box: **:** Creates a Rectangular wrap whose width and height are determined by the bounding box of the selected object, including any offset distances you specify.

Wrap Around Object Shape: **:** Also known as **contour wrapping**, creates a text wrap boundary that is the same shape as the Frame you've selected (plus or minus any offset distances you specify).

Jump Object: **:** Keeps text from appearing in any available space to the right or left of the Frame.

Jump To Next Column: **:**Forces the surrounding Paragraph to the top of the next column or Text frame.

No Text Wrap: No text wrapping applied

Note Tool

You can use note Tool to add non – printing notes to text.

THE STORY EDITOR

If you want to focus solely on text in the document then we should use story editor because it displays text and tables in a separate window with unformatted sequential columns and rows for easy editing. Any Graphics, Shapes, Text formatting or other design elements in the document will not appear in the Story Editor. The left side of the editor displays the **Paragraph style** and the right side displays the **Editable text**. You can edit text in InDesign either on the layout page or in the story editor window. Writing and editing in a story

editor window allows the entire story to appear in the typeface, size, and spacing that you specify in Preferences,

Text frames can also be connected to other Text frames so that the text in one Frame can flow into another Frame. Frames that are connected in this way are **Threaded**. Text that flows through one or more threaded Frames are called **Story.** The Story Editor is also where you can view Track changes to text.

Each Story appears in a different Story Editor window. All the text in the story appears in the story editor, including overset text. You can open several story editor windows simultaneously, including multiple instances of the same story. A Vertical Depth Ruler indicates how much text is filling the Frame, and a **Line indicates** where text is overset. When you edit a story, changes are reflected in the layout window. Open stories are listed in the Window Menu. You cannot create a new story in a story editor window.

You can view and edit tables in Story Editor, where text is displayed in sequential columns and rows for easy editing. Quickly expand or collapse tables, and decide whether to view them by row or column. The Story Editor also displays text that has been added, removed, or edited if you turn on Track Changes.

Open the Story Editor

Select the Text frame, →Choose Edit → Edit In Story Editor (Ctrl+Y).

Return to the layout window

In Story Editor, Choose **Edit → Edit In Layout (Ctrl+Y)**.

When you use this method, the layout view displays the same text selection or insertion-point location as last appeared in the story editor, and the story window remains open but moves behind the layout window. Click in the layout window. The story window remains open but moves behind the layout window.

Close the story editor window.

Choose the document name from the bottom of the Window Menu.

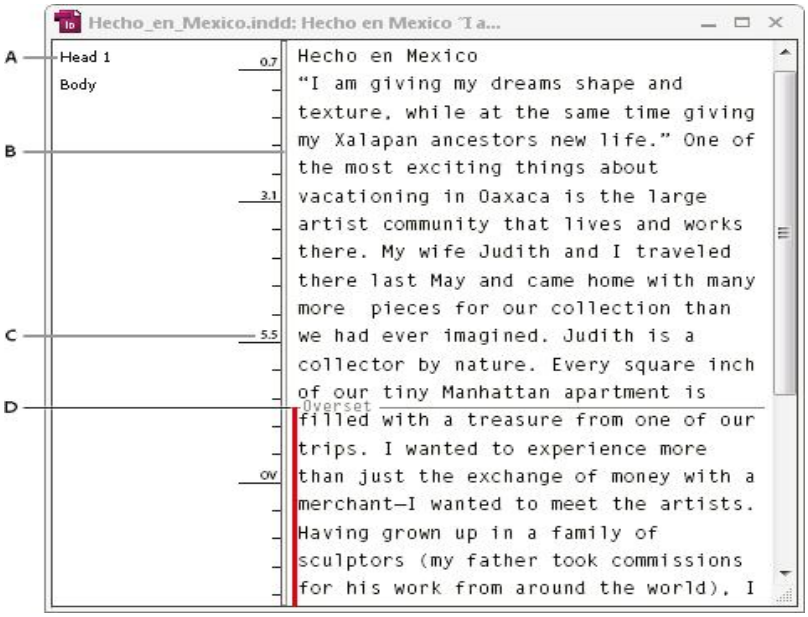


Fig :4.7: Story Editor Window A. Paragraph styles B. Drag divider to adjust column width C. Vertical depth Ruler D. Overset text indicator

Show or hide Story Editor items

You can show or hide the style name column and the depth Ruler, expand or collapse footnotes, and show or hide Paragraph break marks to indicate the start of new Paragraphs. These settings affect all open story editor windows. With the story editor active, choose

View → Story Editor→ Show Style Name Column or Hide Style Name Column. You can also adjust the width of the style name column by dragging the Vertical bar.

With the Story Editor active, choose **View → Story Editor → Show Depth Ruler or Hide Depth Ruler/Expand or Collapse All Footnotes/ Show or Hide Paragraph breaks.**

Story Editor Preferences

Use Story Editor **Display Preferences** to change the appearance of the Story Editor. Although the Story Editor suppresses all but the most basic text styling attributes, some objects and attributes are represented, including the following:

Attribute	Icon	Attribute	Icon
Table		Hidden conditional text	
InLine objects		Note	This is note
XML tags	Tag1	Footnotes	1
Variables	File Name	Index markers	
Hyperlink sources		Deleted text	text
Hyperlink anchors		Added text	text
Cross-reference		Moved text	text

Fig :4.8: Most basic text styling attributes

Here are some reasons to use the Story Editor:

1. **When text is difficult to view or select**: You may be working in a Newsletter Story which jumps from page to page. Editing the Story in the Story Editor lets you work with the entire Story at one time in one continuous stream.

2. **When text is overset:** If not all the text fits in a Story's Frames, a red + sign appear at the bottom of a Story. (If text or an object doesn't fit in a table cell, it shows as a red dot.) But in the Story Editor, all the text of the Story, even the portion that is overset, is visible. You can easily edit the Story to fit the Frames.

3. To work with footnotes or notes in the context of the Story: When you insert a footnote in a Story, the text of the footnote appears at the bottom of the column or page. In the Story Editor, the footnote appears as a marker in the context of the Story. You can click the marker to expand and view or edit the footnote. (You can also choose **View→ Story Editor → Expand All Footnotes.**) These notes can also be expanded or collapsed in context in the Story Editor.

4. **To easily work with Markers:** for anchored objects, Text Variables, Cross References, and so on, InDesign displays Markers in the Story Editor for a large number of the specialized features used in a text flow.

5. To work with overset text or Embedded Graphics in a table: The table text is displayed arranged either by rows or columns. It's much easier to select and work

6. **To view Paragraph styles applied or to do a Depth Count on text:** By default, the names of Paragraph styles are displayed to the left of the text. A Depth counter is also displayed which shows the total depth of text in the Story in the current Ruler units. You can turn those features on and off in the **View → Story Editor** Sub-menu.

SPELL CHECK

You can spell-check a selected range of text, in all of the text in a Story, in all stories in a document, or in all stories in all open documents. Misspelled or unknown words, words typed twice in a row (such as "the the"), and words with possible capitalization errors are highlighted. In addition to checking the Spelling in a document, you can also enable **Dynamic Spelling** so that potentially misspelled words are Underlined while you type.

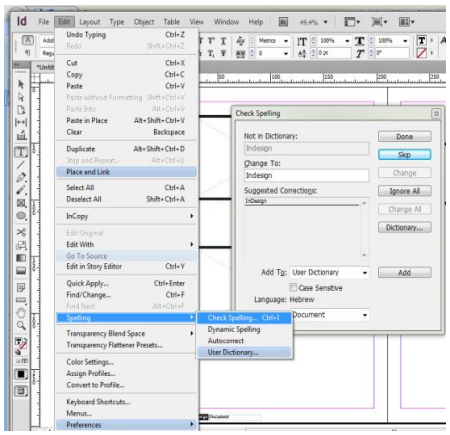


Fig :4.9: Spell check dialog box and Menu

When you check Spelling, the dictionary for the languages you assigned to the text is used. You can quickly add words to the dictionary. **Edit →Spelling→Check Spelling**. You can check Spelling for entire document or check from the insertion point or check Spelling of the selected text or check all text in the currently selected Frame.

FIND AND REPLACE

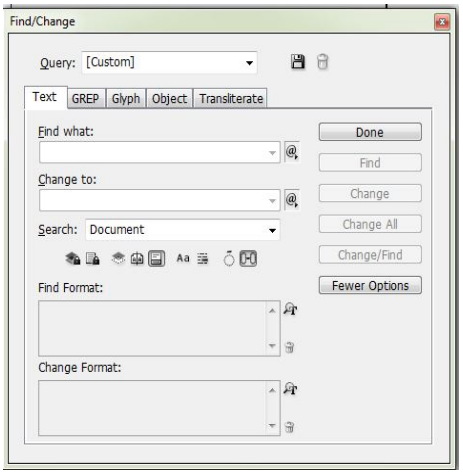


Fig :4.10: Find and Replace Dialog Box

1. Choose **Edit → Find/ Change**. This opens the Find/Change palette, so you can jump into the text and edit it without closing the palette.
2. In the **Find What** area, type the text you want to find. (You can leave this blank if you simply want to change formatting.)
3. In the **Change To** area, type the text you want to replace it with.
4. Choose an option from the Search Menu to specify the scope of your search: **All Documents, Document, Story, To End of Story, and Selection**. (If necessary, you can jump into the document and select a Story, an insertion point, or text to search.)
5. Check **Whole Word** if you don't want to find variations of the Find What text (such as plurals).
6. Check **Case Sensitive** if you only want to find text with the exact capitalization pattern shown in the **Find What** field. When this option is checked, the capitalization in the **Change To** field is used for changes as well.
7. If you want to consider formatting in the search, click the **More Options** button to expand the Find/Change palette
8. Use the Format buttons in the **Find Format Settings** and **Change Format Settings** area to specify the formatting you want to find and replace.
9. Click **Find Next** to start the search. When you locate the found text, click **Change To** Replace it with the Change To text and formatting or click Find Next again to skip it.

CHANGE CASE

When formatting an article, sometimes you will need to change the font case in order to emphasize the texts or sentences. Actually it is dreary (boring) to type the text you want to change case one by one, and you don't have to do it manually. The different type of change case are:

- **Upper Case :** Make all selected characters capital**.**
- **Lower Case :** Make all selected characters small letters**.**
- **Title Case :** Capitalizes the first letter of each word to Capital.
- **Sentence Case:** Make all selected text in sentence case format i.e., capitalize each word after punctuations, etc.,

Other Styles:

- **Subscript:** Reduces and lowers the text below the baseline.
- **Superscript**: Reduces and raises the text above the baseLine.
- **Underline:** Underlines the text.
- **Strikethrough:** Adds a Line through the text.

SELECT TEXT

Drag the I-bar cursor over a character, word, or an entire text block to select it.

Select text in a Frame that is covered

Using the Selection Tool , hold down **Ctrl** and click to select the Text frame. Select the Type Tool, and then click inside the Text frame or select text.

View hidden (nonprinting) characters :

Choose **Type → Show Hidden Characters.** If hidden characters still do not appear, turn off preview mode. Choose **View→Screen Mode→Normal** and choose **View → Overprint Preview** to deselect it.

Nonprinting characters such as those for spaces, tabs, ends of Paragraphs, index markers, and end of Story appears. These special characters are visible only in a document window and a Story editor window; they don't print or output to formats such as PDF and XML. The hidden characters appear in the same color as the layer color.

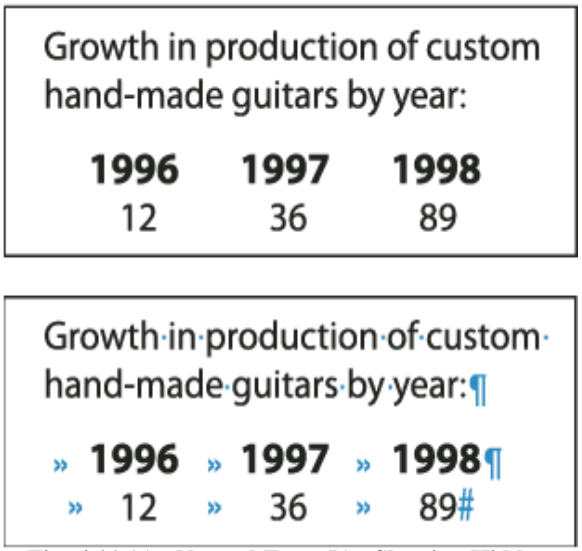


Fig :4.11 (a) : Normal Text (b) : Showing Hidden characters

Add column, Frame, and page breaks

Control column, Frame, and page breaks by inserting special break characters in the text. Using the Type Tool, click to place the insertion point where you want the break to occur. Choose **Type → Insert Break Character**, and then choose a break option from the Sub-menu.

Note: You can also create breaks by using the Enter key. For a column break, press Enter; for a Frame break, press Shift+Enter; and for a page break, press Ctrl+Enter.

To **remove a break** character, choose **Type → Show Hidden Characters** so that you can see nonprinting characters, and then select and delete the break character.

Break options

The following options appear on the **Type → Insert Break Character Menu**:

Column break	Flows text to the next column in the current Text frame. If the Frame has only one column, the text goes to the next threaded Frame.
Frame break	Flows text to the next threaded Text frame, regardless of the current Text frame's column setup.
Page break	Flows text to the next page with a Text frame threaded to the current Text frame.
Odd page break	Flows text to the next odd-numbered page with a Text frame threaded to the current Text frame.

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Even page break Flows text to the next even-numbered page with a Text frame threaded to the current Text frame.

Paragraph Return Inserts a Paragraph return (the same as pressing Enter or Return).

Forced Line Break Forces a Line to break where the character is inserted, starting a new Line without starting a new Paragraph (the same as pressing **Shift+Enter**). A forced Line break is also called a soft return.

Discretionary Line Break Indicates where a Line of text should break if the Line needs to break. A discretionary Line break is similar to a discretionary hyphen, only no hyphen is added where the Line breaks.

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CHAPTER 5
INTRODUCTION TO THREADED TEXT

If you are working with huge texts then you can directly type the text in InDesign with proper alignments and text flow or you can just directly import a text from other packages like word, notepad, CorelDraw, etc., using **File→Place** command. Threading text within InDesign can hugely improve the experience of editing and amending copy while working on layouts. The process of threading text is linking two or more Text frames allowing text to flow from one separate Frame to another.

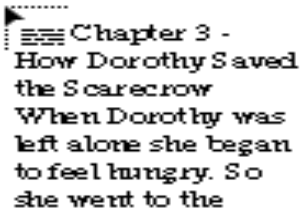


Fig :5.1(a): Loaded cursor thumbnail

A Text can be placed in InDesign either by selecting a Text frame or it can be placed in any shapes or it can create its own Text frame box. When you Go to **File→ Place**, You will notice that the first few Lines of your text are displayed as part of the cursor (Fig 5.1). This feature gives you the chance to confirm you've chosen the right text file. The next thing you should pay attention to is the particular look of the cursor, which changes based on where you place it. For example, if you hover the cursor above a **blank area** (not over an existing Frame), you'll see dotted corner Lines appear at the top left (again, Fig 5.1). This dotted-Line cursor indicates that if you click or drag here, InDesign will place the text inside a new Frame. It also indicates that if there is more text that can fit inside that one Frame, the extra text will become overset (it will appear cut off).

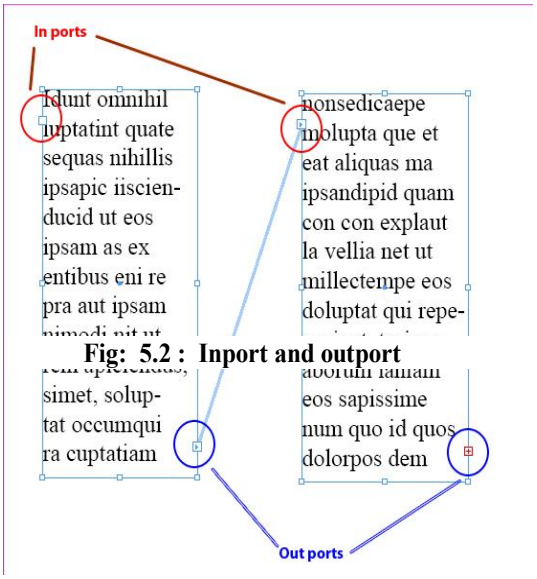


Fig: 5.2 : Inport and outport

Select the **Type Tool** from the Tool box and draw a Text frame over 2 columns by clicking and dragging over the area you want to cover **→Go to Type Menu →select fill with placeholder text option** →now reduce the Text frame to one column by selecting the text using **Selection Tool** and dragging the middle handle that sits on the Vertical edge of the Frame until it snaps to 1 columns →if a text is **over-flown** you will notice **a red box** containing a **+ mark** at the bottom right side of the Text frame. →Now draw another Text frame→Using the selection Tool, click once on the red box (out-port) in the first Frame then the cursor will change to thread icon and a small preview Paragraph will appear, the text is next placed to second column by clicking on the Text frame which has been created earlier. This 1st and 2nd column text are called as threaded text. To view text threads go to **View Menu →Extras→Show Text Threads**. To undo a thread use the selection Tool and double click on the import of the Text frame if you want to unthread text.

Knowing the Symbols

- **Flow / Flowing –** When content text starts in one Frame and continues to others.
- **Thread / Threading –** Frames which are linked; when they have flowing text among them.
- **In port –** Icon displayed on the upper-left side of the Frame.
- **Out port –** Icon displayed on the lower-right side of the Frame.

Refer to the following graphic; it resumes the meaning of the three symbols featured at In ports and Out ports.

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Symbol	In port	Out port
	First Frame; Text starts in current frame.	Last Frame; Text finish in current frame.
	Threaded Frame; Text available in previous frame.	Threaded Frame; Text available in next frame.
	(In ports doesn't have this symbol)	Text leftover current frame.

Fig: 5.3 : Symbols Featured At Inport And Outports

Step 1: Create Your Layout

Even thought you can always insert Text frames later it's recommended to at least have a general idea of the page layout. Create Text frames and image frame according your needs. For this example, I have created 3 making sure the first Frame isn't big enough to include all the content (text).

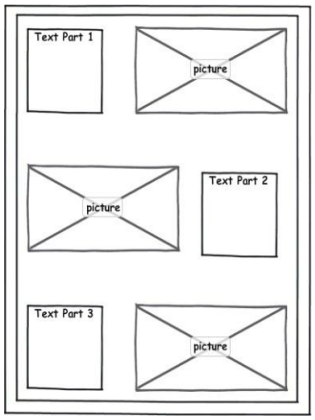


Fig: 5.4(a) : Creating layout of text and image Frame

Step 2: Select Text

For illustration purposes, let's use a simple document with 30 Lines of text in it so it will be easy for you to see how the content automatically fits the Frames with any modification done.

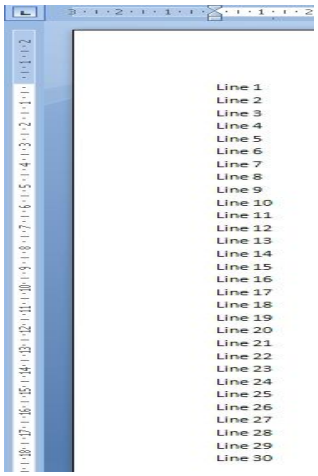


Fig : 5.4(b) Text that need to placed in Text frame.

Step 3: Fill the First Text frame

You can copy and paste text to your clipboard or use the "Place" feature to select a document. Paste the text into the first Frame, you'll notice the red "+" mark at the out port (lower right side of the Frame), that indicates content has been left out.

Step 4: Fill the Other Text frames

Click over the red "+" in the out port and you'll notice your mouse pointer has changed. Move on to the next Text frame and the pointer will display a chain icon, this indicates your text will be threaded, click over the Text frame and see how it has automatically filled up to capacity. If you had activated the "**show text threads**" option you'll see a Line between both boxes. Repeat this step until all the content has been placed to your document.

After linking the 3 Text frames the document should look similar to the image below.

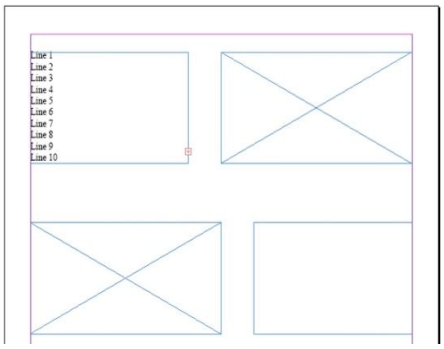


Fig : 5.4(c) Overflown text that has been placed in Text frame.

What Happens If I Edit the Content?

A really cool feature of working with text threading is that when you edit the content it will accommodate automatically. For example let's increase the text size of the first Line, as it would be a title, you'll notice the content has been distributed among the linked Text frames. And it doesn't stops there, it also works when you add content and even between pages.

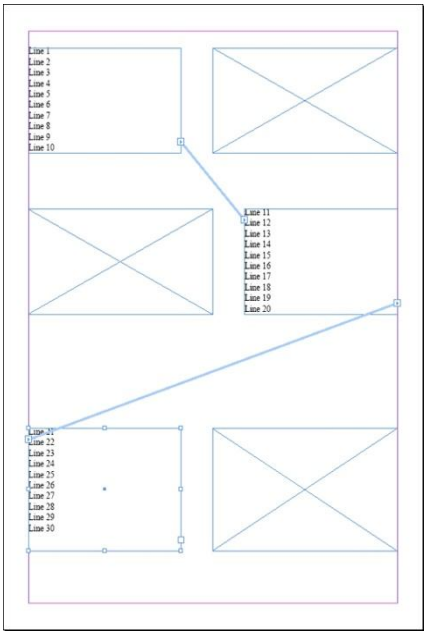


Fig : 5.4(d) Threaded text

Using a Primary Text frame

If you are flowing text into a document with a lot of pages, you may want to specify a primary Text frame when you create the document. Primary Text frames have special powers that make them much more versatile than their predecessors when changing the master applied to a page. In order to get the primary Text frame to automatically create new pages as you flow text, you need to make sure that **Smart Text Reflow** is turned on in the **Type pane** of the **Preferences dialog box.** It's a good idea to enable the Limit to Primary Text frames option, so that, for example, a single overset Line in a threaded Story won't accidentally create new pages. You might also want to turn on Delete Empty Pages if you expect your text to flow forward and backward.

Once you've got your primary Text frame on the Master page, you can simply load your cursor (with the Place command) and click on top of one of the Frames. The text automatically flows into that Frame, and InDesign creates as many pages as are necessary to hold all the text.

You can see the Lines that connect Text frames, it is "Show Text Threads," not text links **(View→ Extras →Show Text Threads)**.

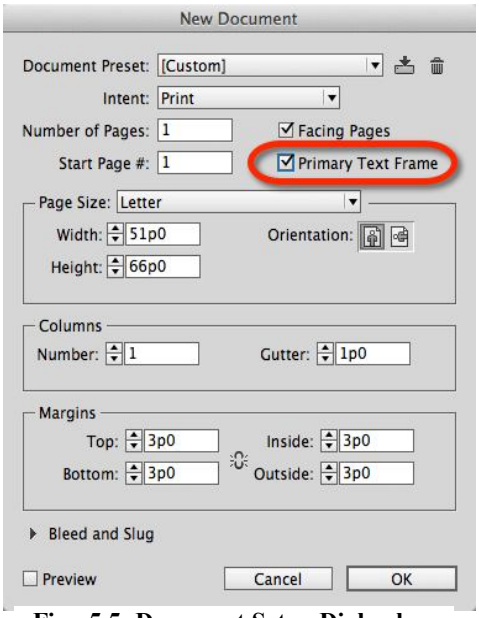


Fig : 5.5: Document Setup Dialog box

Creating your own Primary Text frames

If you didn't turn on the Primary Text frame checkbox when you started your document, then create your own custom primary Text frames. Open the Master page and draw as many Frames as you need. For instance, a Story Book publisher I know uses 3 linked Frames on the page. Click the out-port on the first Frame to load the cursor. Click inside the next Frame that you want to link. Then click on the out port of the second Frame, and link to the third Frame. Repeat until all the Frames have been linked. (You might want to choose **View → Extras → Show Text Threads** (Fig:5.6) to keep track of which Frames are linked.)

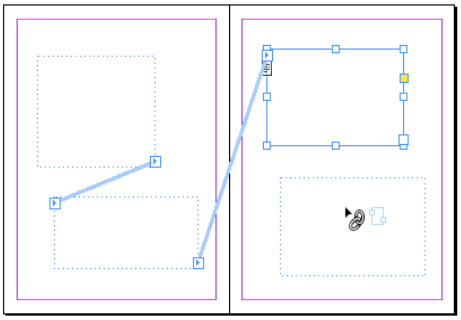


Fig: 5.6: Text threads show how the Frames are linked.

Your Frames are now linked, but they don't yet have the special abilities of primary Text frames. But when you select any of the linked Frames, you'll see a small icon on the upper left corner. The icon displays a simple Frame (Fig:5.7). This indicates that it is an ordinary Text frame. Click that icon. It changes to a Frame with an arrow extending from the out-port position. That means the Frame has changed to a primary Text frame. You can have as many linked Frames as you want in the primary Text frames, but you can have only one primary Text frame Story on each master. That is, just one primary thread per Spread.

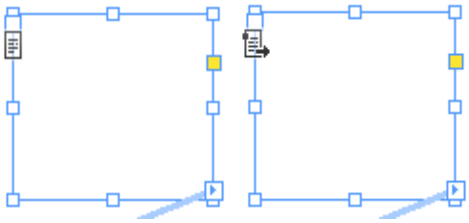


Fig: 5.7: Icons indicating ordinary Text frames (left) and primary Text frames (right)

Understanding Text Flow

Once you understand how to flow text, you can speed through your long document projects. This Table will help you choose which type of text flow you will want to use.

Method	With or without a master text frame	With a primary text frame
Manual text flow	» Adds text one frame at a time. » You must reload the text icon to continue flowing text.	» Adds as many pages as necessary if Smart Text Reflow is turned on.
Semi-autoflow (Option/ Alt-click)	» Adds text one frame at a time, and the cursor is automatically reloaded.	» Adds a single frame at a time if Smart Text Reflow is turned on. » Creates new pages to hold all the pages but leaves the cursor linked to the frame on the last page.
Autoflow (Shift-click)	» Adds as many pages as necessary, even if Smart Text Reflow is turned off.	» Does not insert text into the primary text frames. » Creates new frames above the primary text frame.
Fixed-page autoflow (Option/ Alt+Shift-click)	» Flows all text onto all the existing pages in the document. » Does not add new pages. » Creates an overset if necessary.	» Flows all text onto all the existing pages in the document. » Does not add new pages. Creates an overset if necessary. » Does not insert text into the primary text frames. Creates new frames above the primary text frame.

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CHAPTER 6
APPLY TRANSFORMATION TOOLS

Transforming Objects in InDesign means Positioning or moving objects in a Story to a different place on the screen. InDesign treats both text and Graphics as objects therefore the Transformation that InDesigSkewn offers are applied to both Graphics and text objects. The Transformation can be applied using the manual method that is clicking the corresponding Tool from the Tool box and applying the Transformations. Alternatively, you can use the control palette to apply the Transformations.

In InDesign Moving, Rotating, Skewing/Shearing and reflecting are collectively called as **Transformations** You can Transform any unlocked object. Fill patterns and PostScript screen Angle are not Transformed.

SKEWING/ SHEARING AN OBJECT

Selected images or text block with any letter Paragraph are Skewed by using the nudge buttons adjacent to the Skew symbol in the Control palette or by entering a Skew Angle in the box. Use the Control palette to Skew an object Horizontally by +85 degrees at .01-degree increments. You can Skew any unlocked object, including a text block or a grouped item.

To Skew on object

Click on the object or text with the Selection Tool or highlight text with the Type Tool. → Click a point on the Proxy, the object is Skewed from this point. → Type an Angle measurement in the Skew (object) or Shear X Angle (text) field (same field - different name). Positive values Skew to the right. Negative values Skew to the left. → Press Enter or Choose an Angle from the drop-down Menu. Text is given a false italic with the Skew Tool, use it with caution.

TO CREATE THE SHADOW USING SKEWING:

Select the top copy with the Selection Tool or highlight text with the Type Tool → In the Swatches, select a Tint percentage in the Tint % field. • Send the shadow to the back. Go to **Object → Arrange → Send to Back** (**Ctrl + Shift + [**) → Reposition the shadow if necessary using the arrow keys.

FLIPPING/REFLECTING AN OBJECT

It creates a mirror image of an object. The object Flips across an invisible axis at the specified reference point. An object can be either Flipped Horizontally or Vertically.

Note : When an object is Flipped, the color of the Flip and Rotate indicator present in control panel changes from black to white with a black Outline

To Flip an object:

Select an image using **Selection Tool→ Click Flip Horizontal** button from control panel to Flip image in Horizontal direction. If you click to select a reference point, it appears as a small Rectangle on the Proxy, and the equivalent location on the selected object remains stationary as you reflect the object. If you double click to select a reference point it appears as a two or four way arrow and the equivalent location on the selected object moves as you reflect the object.

ROTATING AN OBJECT

The process of moving an object in the clockwise or anti clockwise directions at a fixed reference point is called Rotating. You can Rotate an object by using control panel or **Object→Transform →Rotate** (CW→ clockwise, CCW → counter clock wise)

Select an image→select Rotate Tool from free Transformation Tool in Tools Menu. By default the reference point of an object is located at the center of the object. Place the mouse pointer anywhere on or around the object, hold the mouse button and move it to Rotate an image. The image Rotates around the reference point.

Note : The reference point can be relocated to the new place and the object Rotates around the new location of the reference point. (After selecting image, select rotation Tool. Then place the center dot to wherever required so that you can relocate reference point.)

CROPPING AN OBJECT

Cropping trims away unwanted areas of the image. Select the image using **selection Tool → Crop an image by dragging one of the eight handles**, which are small hollow Squares, located at the Corners, sides, top and bottom of the image Frame. For example, to Crop away a portion of the top, hold the mouse button and drag the handle located top-center of the image's Frame. Crop two edges of the image at once by dragging one of the corner handles. To Crop the top and left edges of the image at the same time, for instance, drag the handle at the upper left corner of the image Frame.

RESIZING AN OBJECT

Resizing is simply changing the Width and Height values of an object. As you resize an object, temporary guides appear, indicating that the object is aligned with an edge or center of the page or is the same height or width as another page item.

To resize a Frame, drag any handle using the Selection Tool. Hold down **Ctrl** key while dragging, the Frame and the content are Scaled. Adding the **Shift** key Scales proportionally.

Note: If Auto-Fit is selected, resizing the Frame resizes the image within the Frame.

- To **resize the content** of a Graphics Frame, use the Selection Tool to click the content grabber or direct-select the graphic, and then drag any of the Graphics Frame handles.
- To **resize a Frame** or its content to a precise size, select the object and enter the size in the width (W) or height (H) fields on the Control panel.

Note: ***To maintain the original proportions of the object when using the Control panel, make sure the Constrain Proportions icon is selected.***

- To **resize both the Frame and content**, use the Scale X Percentage and Scale Y Percentage fields, not the W and H fields. The W and H fields change only the selected Frame or content, not both. Rather than specifying percentages, you can type dimensions by including the unit of measurement, such as "6p."
- To **resize a Frame or its content** to a percentage of its current size, select the object and enter the percentage in the width or height fields on the Transform panel.
- To **create a copy of the selected object** with the new size applied to the copy, type a value in the width or height fields on the Transform panel and then hold down Alt key as you press Enter.

Note: After you resize a Frame or object, you can use a fitting option (Object Fitting) to fit the content to the Frame or the Frame to the content.

SCALING AN OBJECT

It is used to increase or decrease the size on an object. If we maintain the ratio between the dimensions of the object it is called **Proportionate scaling**. If the size of the object changes along with the ratio between the dimensions of that object then it is called as **dis-proportionate scaling**. It is always a better idea to Scale an image proportionately.

Select an image you need to Scale using selection Tool **→Object Menu→Transform →Scale** →Select a percentage in the Scale X percentage or Scale Y percentage from the dialog box→ press OK.

Note: When you select a Scale percentage in either X or Y, then the percentage value of the other box also changes to Scale an image proportionally.

Resizing and scaling are different actions in InDesign. Resizing is simply changing the Width and Height values of an object. Scaling involves using a percentage value related to the original Scale (100%) of the Frame. The difference between resizing and scaling isn't always apparent. A good way to see the difference is to resize and Scale a Text frame that has a stroke applied to it. When you double the size of the Text frame, the text size and stroke weight remain the same. When you double the Scale of the Text frame, the text size and stroke weight also double.

Resizing a Frame: By default, when the Frame (and not the Frame contents) is selected, changing the values of the Width and Height fields changes only the Frame, not its contents, regardless of which selection Tool is active.

Scaling a Frame and its contents: When the Frame is selected with the Selection Tool, changing the values of the Scale X Percentage and Scale Y Percentage fields changes the Frame and its contents. If Auto-Fit is selected, the Frame and its contents are resized together.

Resizing or scaling Frame contents: If you want to change only the content (resize or Scale) of a Frame, click the Content Grabber or use the Direct Selection Tool to select the contents. Once selected, you can use the Width and Height fields or the Scale fields, depending on your preference.

MOVING AN OBJECT

You can move an object just simply by selecting an object using selection Tool and dragging it to the new location where you want to place the image.

REPEAT TRANSFORMATIONS

You can repeat Transformations, such as moving, scaling, Rotating, Resizing, Reflecting, Shearing, and Fitting. You can repeat either a single Transformation or a sequence of **Transformations**, and you can apply those Transformations to more than one object at a time. InDesign remembers all Transformations until you select a different object or perform a different task.

Note: Not all Transformations are recorded. For example, modifying a path or its points is not recorded as a Transformation.

Select one or more objects, and perform all the Transformations you want to repeat. Select the object or objects to which you want to apply the same Transformations. Choose **Object → Transform Again** and then select one of the following options:

Transform Again: Applies the last single Transform operation to the selection.

Transform Again Individually: Applies the last single Transform operation to each selected object individually, rather than as a group.

Transform Sequence Again: Applies the last sequence of Transform operations to the selection.

Transform Sequence Again Individually: Applies the last sequence of Transform operations to each selected object individually.

Clear Transformations: Select the object or objects that have been Transformed. Choose Clear Transformations from the Transform or Control panel Menu. Unless all values are the default values, clearing Transformations results in a change of appearance for the objects.

Note: If the Scale values were reset at 100%, clearing the Transformations will not change the Scale.

COMBINING EFFECTS :

Combining the multiple objects in to a single unit is called as **Grouping**.

Grouping & Ungrouping

You can combine several objects into a group so that the objects are treated as a unit. This allows you to move or Transform a number of objects together. For example, you might group the objects in a logo design so that you can move and resize the logo as one unit. A group, when selected, appears with four handles at the Corners that define the bounding box of all objects in the group. Individual objects within a group can be selected and modified. For example, you can reformat text within a text object that is grouped with an image.

To group objects:

Using the pointer Tool, press ***Shift*** and select the objects to be grouped. One or more of the objects you select can be a group, but if you select two or more groups note that all selected objects (including those within groups) form a single, un-nested group.

Choose ***Object*** **Menu → click *Group*** option **(*Ctrl* +*G*)**

To select text or an individual object within a group:

Select the Selection Tool (to select Graphics or text objects), or the text Tool (to edit text).If selecting an object within the group, press ***Ctrl*** and select the object. To select text, click an insertion point in the text.

To ungroup objects do this:

Select the group. → **Choose *Object* Menu and click *Ungroup (Ctrl+Shift+G)*** option. The objects retain the changes you made while the objects were grouped.

Rules for grouping objects:

The following rules apply while grouping the objects:

- Text objects can be resized as part of a group, but text maintains its type and Paragraph specifications. For example, type size does not change when the text block is resized.
- Groups cannot be nested-that is, a group can be grouped with other objects (including another group) but if you ungroup, the original group is also ungrouped.
- The aspect ratio of all objects in the group is retained if you press *Shift* key while resizing a group (or if you use the proportional resizing option in the Control palette).
- A newly created group moves to the front of the stacking order. Objects in a group retain their stacking order in relation to each other until you change their stacking order with commands from the **Objects→Arrange sub Menu.**
- If the objects were grouped from different layers, the group is assigned to the layer of the topmost object in the selection.

If you prefer to manipulate an object manually, the Control panel can still help you work precisely: when visible, it provides immediate feedback about the object you are modifying, such as the Exact Position, Size, or Rotation Angle.

Lock or Unlock Objects

You can use the Lock command to specify that you don't want certain objects to move in your document. Locked objects stay locked when a document is saved, closed, and then reopened. As long as an object is locked, it cannot be moved. However, you can select locked objects if you turn off the Prevent Selection of Locked Objects option in General preferences. When you select a locked object, you can change attributes such as color.

Select the object or objects that you want to lock in place. To lock the objects, choose **Object → Lock(Ctrl+L).** To unlock an object, click the lock icon. To unlock the objects on the current Spread, choose **Object → Unlock All On Spread.(Ctrl+Alt+L)**

Note: *You can also use the Layers panel to lock or unlock both objects and layers. When you lock a layer, the Positions of all objects on a layer are locked, and the objects cannot be selected.*

Hide Objects

Hidden objects are not printed or exported, and they cannot be selected. To hide an object, select it and choose **Object → Hide(Ctrl+3)**.. To show hidden objects, choose **Object → Show All On Spread(Ctrl+Alt+3).**

Create Nonprinting Objects

You might want to create objects that appear onscreen, but will not be printed or appear in portable versions of the document. Select the object or Text frame that you don't want to be printed. → Open the Attributes panel (**Window→ Output→ Attributes)**. → In the Attributes panel, select Nonprinting..

Note: ***You can also use layers to selectively hide or show elements in a document, and you can assign layers a non-printing status. One or more of the objects you select can be a group, but if you select two or more groups, then all selected objects (including those within groups) from a single, un-nested group.***

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Chapter 7
IMPORTING GRAPHICS

The Place command is the primary method used to insert Graphics into InDesign because it provides the highest level of support for resolution, file formats, multipage PDF and INDD files, and color. To place Graphics is also referred to as **Import images** and **insert pictures**. You can also copy and paste an image to InDesign (Import). Pasting, however, embeds a graphic in a document; the link to the original graphic file is broken and doesn't appear in the Links panel, and you can't update the graphic from the original file. These options appear when you select **Show Import Options** in the Place dialog box. InDesign applies the default settings or the last settings used in placing a Graphics file of that type. The names of Graphics you've placed (Imported) appear in the **Links panel (Window →Links) (Shift+Ctrl+D).**

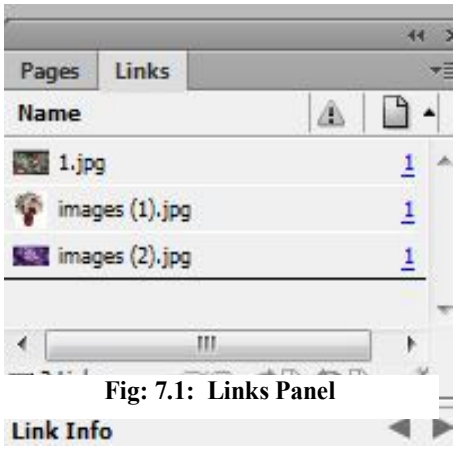


Fig: 7.1: Links Panel

Note: If you place or drag a graphic from a removable media, such as a CD, the link breaks when you remove that media from your system.

Graphic File Formats

Graphic files will store Graphics. There are different types of graphic file formats. Some formats deal with bitmap pictures only, some formats deal with vector pictures only and other formats deal with both bitmap and vector pictures. The extension used in a filename in indicative of the file format. For example, the .bmp extension is used for graphic files with a particular bitmap format, which is also called BMP format. Likewise, with other files. The various graphic file formats are:

BMP: The term is derived from **bitmap**. Needless to say , this file format is meant for bitmap Graphics. It is supported by windows and hence by all windows application. This is Perhaps, the commonest among the formats. The filename extension is .bmp. You can open .bmp files in almost every graphic application. .BMP files are bulky and need more memory compared to other formats. Advanced color processing is not possible with this format, since the results are generally far from satisfactory.

DCS: Desktop Color Separations (DCS) is a version of standard EPS format. This are intended to be used in a pre-separated, host based workflow. InDesign can rebuild a composite image from DCS 2.0/1.0 separations files. The DCS 1.0 format supports CMYK files without spot channels.

PCX: The pcx format supports RGB, indexed color, GrayScale and bitmap color modes as well as RLE compression method which is loseless. This is not ideal for commercially printed or online documents. It can provide acceptable quality only when printed on low resolution or non-postscript printers.

PNG: Portable Network Graphics uses adjustable, loseless compression to display photos. It supports transparency in an alpha channel or a designated color. PNG is best used for online documents.

SCT: Scitex format is used for high end image processing on Scitex computers which produce high quality printing. It supports RGB, CMYK, and GrayScale file but does not support alpha channels.

EPS: Encapsulated Post Script is a comprehensive format meant for both vector and bitmap Graphics. We utilize this format if the printer we use is a Post script one. The filename extension is .EPS. EPS is a cousin of Adobe's page description language Post-Script. If used properly, and with a Post Script printer, this format gives the best possible results.

GIF: Graphics Interchange format is meant for bitmap Graphics. It is developed by CompuServe, a very popular on Line service. It is the most popular format on websites. The filename extension is.gif

JPEG: This is a file format and file compression technique approved by the Joint Photographic Experts' group. The filename extension is .jpg. It is meant for bitmap Graphics. JPEG compression results in file size reduction and loss of quality. Almost every bitmap image editing application supports this format.

TIFF: Tagged Image File Format, developed by Aldus and Microsoft, is meant for bitmap Graphics. The filename extension is .tif. Most bitmap image editing applications support this format.

WMF: Windows Metafile Format, developed by Microsoft, is meant for both bitmap and vector Graphics. The filename extension is .wmf. It is not friendly with PostScript. Almost all windows- based applications support this format.

EMF: Enhanced Metafile Format is nothing but the 32-bit version of WMF format.

CDR: This is a proprietary file formats of Corel Draw meant for vector Graphics. The filename extension is CDR. You can open these files in almost every vector illustration application. You can also open these files in Corel Photo Paint by converting them into bitmap images.

PSD: This is a proprietary file format of Adobe Photoshop, meant for bitmap Graphics. PSD is derived from Photo Document. The filename extension is .PSD. Apart from Photoshop, a number of other bitmap image editing applications (e.g Corel Photo Paint) can open these files.

THE PLACE COMMAND

To Import a graphic without first creating a Frame, make sure that nothing in the document is selected. To Import a graphic into an existing Frame, select the Frame. If the new image is larger than the Frame, you can refit the Frame later by choosing **Object→ Fitting [fitting command].** To replace an existing image, select its Graphics Frame. Choose **File → Place** and select one or more Graphics files of any available format. If you select multiple files, you can click or drag in the document to place the selected files one at a time. To replace an object you selected, select **Replace Selected Item**. To add a caption based on the image metadata, select **Create Static Captions**. To set format-specific Import options, do one of the following:

Select **Show Import Options**, and then click Open. Or Hold down **Shift** as you click Open or Shift-double-click a filename. **To Import** into a new Frame, drag to create a Frame. Or, click the loaded Graphics icon in the layout at the place where you want the upper-left corner of the graphic to appear.

Note: When you drag to create a Frame, the Frame has the same proportions as the graphic unless you Shift-drag.

To Import into an existing Frame which is not selected, click the loaded Graphics icon anywhere in that Frame. **Replace Selected Item** must be selected then image automatically appears in that Frame. **To replace** an existing graphic, hold down Alt and click the loaded Graphics icon on the graphic you want to replace. **To place** the next graphic or the next page of a multipage PDF, click the loaded Graphics icon in the layout where desired. If necessary, you can scroll to a different location or change pages without losing the loaded Graphics icon.

Note: The image you place may appear to have a low resolution, depending on your settings. The display setting of an image does not affect final output of the file.

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LAYERS

Layers are used in digital image editing to separate different elements of an image. A layer can be compared to a transparency on which imaging effects or images are applied and placed over or under an image.

Create layers

You can add layers at any time using the **New Layer command** on the **Layers panel** menu or the **New Layer button** at the bottom of the **Layers panel**. The number of layers a document can have is limited only by the RAM available to InDesign. Choose **Window → Layers.** To create a new layer, do any of the following:

- To create a new layer above the selected layer, click the New Layer button.
- To create a new layer below the selected layer, hold down **Ctrl** key as you click the New Layer button.
- To create a new layer at the top of the list, hold down **Ctrl+Shift** key as you click the New Layer button.
- To create a new layer and open the New Layer dialog box, hold down **Alt** key as you click the New Layer button.

InDesign (.indd) Import options

InDesign preserves the layout, Graphics, and typography in a placed INDD file. However, the file is treated as an object, and you can't edit it, although you can control the visibility of layers and choose which pages of a multi-page INDD file to Import. When you place an InDesign file and select **Show Import Options** in the Place dialog box, you see a dialog box containing the following options:

Show preview: Preview a page before you place it. You can type a page number or click the arrows to preview a page in a multi-page document.

Pages: Specify the pages you want to place: the page displayed in the preview, all pages, or a range of pages.

Crop to: Specify how much of the page or pages to place, the page itself or the Bleed or Slug areas on the pasteboard.

Control layer visibility in Imported images

When you Import Photoshop PSD files, layered PDFs, and INDD files, you can control the visibility of top-level layers. Adjusting layer visibility in InDesign lets you vary an illustration depending on context. You can adjust layer visibility either when you place a file or by using the Object Layer Options dialog box.

Choose **File → Place** and select a Graphics file. → To replace a selected object, select Replace Selected Item. → Select **Show Import Options**, and then click **Open**. → In the Image Import Options or Place dialog box, click the **Layers tab** → to view a preview of the image, click **Show Preview.**

- (PDFs only) If you're placing a page from a multipage PDF, click the arrows, or type a page number under the preview image to preview a specific page. (Photoshop PSD files only) If the image contains layer comps, choose the layer comp you want to display from the Layer Comp pop-up Menu.
- Set the When Updating Link option as desired:

Use Photoshop's/PDF's Layer Visibility: Matches the layer visibility settings to those of the linked file when you update the link.
Keep Layer Visibility Overrides: Maintains the layer visibility settings as they were when the file was originally placed.

- Click OK.

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CHAPTER 8
WORKING WITH COLORS AND STROKES

DEFINING THE TYPES OF COLORS

The most widely used Colors are process, spot and RGB. The Process Color is a combination of CMYK. The spot is any Color formed by an ink that requires its own printing plate (pure or mixed). The RGB Color uses a combination of Red, Green, Blue Colors to produce different Colors. The Color modes are available in **Window →Color→Color -→click the options Menu:**

The Process Color

It uses CMYK Color model. It is used when a printing job requires huge range of Color shades. But CMYK Color model has a smaller range of Colors compared to the Colors of a monitor. Use process Colors when a job requires so many Colors that using individual spot inks would be expensive or impractical, as when printing Color photographs.

The Spot Color

Any Color that originates by an ink, either mixed or pure is known as spot Color. It uses a combination of CMYK to produce all other Colors. It is used to produce accurate Colors and when Color precision is critical. For creating a company logo, the final appearance of a spot Color is determined by how the ink is mixed and printed on paper.

The RGB Color

It is a combination of 3 primary Colors. This Color can be combined in various proportions to obtain any Color from the spectrum. It is a **Screen Color** in the sense, used for displaying images on electronic devises. RGB Color is device dependent

WORKING WITH COLORS AND STROKES

You can use Swatches panel, Fill Tool, Color Panel to apply Colors to a document. You can also change the Color model such as RGB, CMYK in the Color Panel as required. Strokes can be applied on Frames of an object, path.

Applying Color to an Object

Select an Object, Fill or Stroke using the **Selection Tool** →Click the **Fill or Stroke Color box** on the **Tools panel** to choose **Color** → click the **Apply Color button** on the Tools panel to apply Color or apply none to apply no Color.

You can use any of the methods to change the active fill or Stroke Colors: **Select window →Color →Color-**→To display Color panel. →Place the mouse pointer on the CMYK spectrum then the shape of the mouse changes to eyedropper Tool then select any Color from CMYK spectrum. Or Select the Swatches panel →click a Color swatch to change the Color. Or click the fill or Stroke Color box on the control panel →then click a Color swatch to change the Color. Or Double click the fill or Stroke Color box to open the Color picker dialog box → select a Color or enter Color values →click ok.

To apply Stroke Color: **Window →Stroke** → In Stroke panel : Select Weight, Color, Type of Stroke like Dashed, Dotted, etc, To switch the Current Fill and Stroke Color, click on the **Swap fill** and **Stroke icon** on the Tools panel.

Note : The default Colors are Black for Stroke and white for fill

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USING SWATCHES PANEL

The Swatches panel is used to create and name Color, Gradients, and Tints and to quickly apply them to documents. **Swatches** are similar to Paragraph and Character styles, any change you made in Swatches will affect all objects to which the swatch is applied. It will make easier to modify Color schemes without having to locate and adjust each individual object.

Swatch Types

Colors: Icons on the Swatches Panel identify the spot and process Color types, and LAB, RGB, CMYK, and Mixed Ink Color modes. Default Color is **CMYK**

- **Tints:** A percentage value next to a swatch in the Swatches panel indicates a Tint of a Spot or Process Color.
- **Gradients:** An icon on the Swatches panel indicates whether a Gradient is Radial or Linear.
- **None:** The None swatch, removes the Stroke or fill from an object. You can't edit or remove this swatch.
- **Paper:** Paper is a built-in swatch that simulates the paper Color on which you're printing. Objects behind a paper-Colored object won't print.
- **Black:** Black is a built-in, 100% process Color Black defined using the CMYK Color model. You can't edit or remove this swatch.
- **Registration:** Registration is a built-in swatch that causes objects to print on every separation from a PostScript printer. For example, registration marks use the Registration Color, so that printing plates can be aligned precisely on a press.

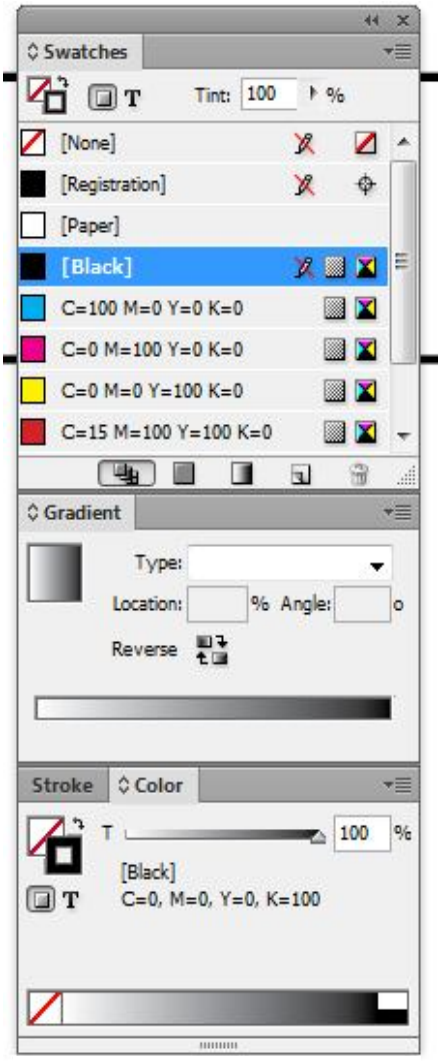


Fig: 8.1: Swatches Panel, Gradient Panel and Color Panel Group.

Creating a Color Swatch

Swatches can include Spot or Process Colors, RGB or Lab Colors, Gradients, or Tints. When you place an image that contains spot Colors, the Colors are automatically added as Swatches to the Swatches panel. You can apply these Swatches to objects in your document, but you cannot Redefine or Delete the Swatches.

Add/Delete a swatch

Click the **Swatches panel** icon in the panels group. The Swatches panel appears (By default we have Colors **(Cyan, Magenta, Yellow, Black, None, Registration, Paper, Black)** → Select the New Color swatch option from Panel Menu → In the dialog box, uncheck Name and Color value, Type new name for Color swatch in the swatch name box, select Color type from drop down list, select a Color mode →Drag the slides to change the Color mode Colors→Click ok. The new Color swatch is added to the Swatches panel.

To Delete swatch go to **Window→Color→Swatches→select** the **swatch** you want to **delete→**click **delete swatch** button→If you want to **select multiple Swatches** hold **Shift key/Ctrl key.**

Change the Swatches Panel display

Go to **Window→Color→Swatches-→**Show all Swatches/ Show Color Swatches/ Show Gradient Swatches →To display Swatches by Size, click the **Options Menu** →choose Name, Small name, Small Swatch or Large Swatch

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CREATING A GRADIENT SWATCH

A Gradient is formed as a result of successive blending of 2 or more Colors. We can apply Gradient Swatches on Text, Lines, Frames, Fills and Strokes of an object. Gradients can be created from spot Colors, Process Colors or Mixed Colors using any Color modes. There are 2 types of Gradients like Radial and Linear. You can adjust the number and blend of Gradient Colors by adding or changing Color stops. After you create a Gradient Colors by apply it to objects just like any other Swatch in the **Swatches panel**. You can also create a Gradient using **Gradient panel**. The Gradient is unnamed and not saved unless you store it in a swatch.

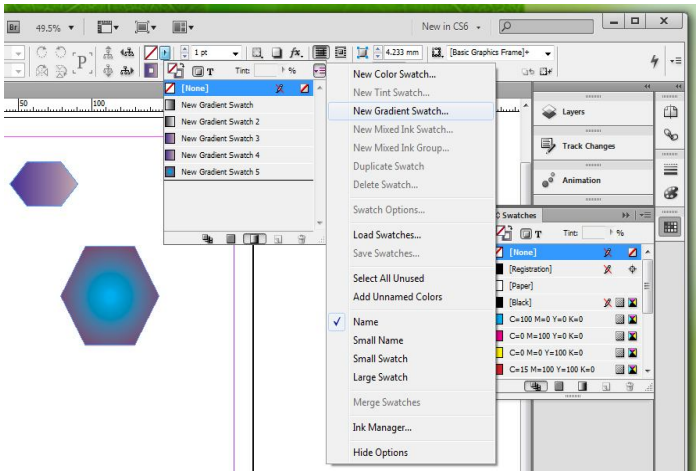


Fig: 8.2: Gradient Swatch panel and Gradient applied to Polygon

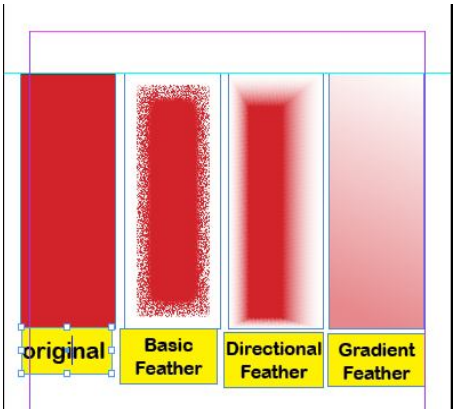
Window →Color→Swatches →Click Options →Then click **new Gradient swatch →Enter** a **name** for the **Gradient swatch → click the type list arrow,** and then select a **Gradient type : Radial or Linear →click** the left **Color stop** to set Color stop of Gradient ramp →click the stop Color list arrow, select a Color type, and then use sliders to create the Color you want. →To add Color stops, click below **the Gradient spectrum** in the blank area. → Drag sliders to change CMYK Colors or type percentages of Colors. To set the Position of the Color stop type location percentage and press ok Click add to add the Gradient to Swatches panel and continue to add Gradients →click ok

Applying Gradients

Select an object using selection Tool →Double click the Gradient swatch Tool from the Tools panel→Select Type (Linear/Radial) →The select Gradient type is applied to an object.

Gradient feather Tool

The Gradient feather Tool on the Tools panel allows you to add an opacity or transparency to a Gradient for an object. The Gradient feather Tool works just like Gradient Tool. You can change how Gradients blend, Angle of Gradient, location of radial Gradient, etc.,



Select the object with a **Gradient** that you want to change →Click the **Gradient feather Tool** on the **Tools Panel →**Double click the Gradient feather Tool to manually apply **Gradient feather →** In the effects dialog box, specify **Type /Angle/Add Color stops/ Remove Color Stops /Reverse Color Stop →** To apply or adjust a **Gradient feather**, drag across the Gradient in the object. The first drag point is the first Color stop and the last drag point is the last **Color stop →**To save the edited Gradient click the new swatch button on the Swatches panel.

CREATING A TINT SWATCHES

It is used to set the Tint or shade percentage of a base Color. This brings the lighter shade of the required Color on the object. To apply the required Tint effect to the Color, first select the Color swatch from the swatch panel and specify the Tint percentage of that Color..After you create a Tint Color swatch, it appears in the Swatches panel list with the new Tint percentage in the name.

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Saving a swatch

The Swatches which are created are saved in the swatch panel by default. If you want to use the same Color swatch in different applications like Photoshop, illustrator, etc., then the Swatches can be saved in any location of the computer with .**ase** extension.

Select the swatch from **Swatch panel →Click Panel Menu→Select Save Swatches→Select** the **location** to save the swatch from Save in drop down list by specifying a file name **→Click Save.**

Deleting a Swatch

You can also delete a swatch that is no longer required just by clicking the delete swatch button available at the bottom of the Swatches panel.

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CHAPTER 9 APPLYING EFFECTS

You can apply various effects to an Object in InDesign to make it more attractive and appealing. There are several effects such as Drop shadow, Feather, Bevel and Emboss, Transparency, Glow, Emboss, etc.,

USING EFFECTS ON AN OBJECT

TRANSPARENCY EFFECTS

When you create an Object in Adobe InDesign, by default it appears **Solid**; that is, it has **Opacity** of 100%. You can apply effects to Objects using Opacity and Blends. Overlap Objects, add Transparency to Objects, or knock out shapes behind Objects. You can make the items Transparent in a variety of ways. For example, you can vary the Opacity from 100% (completely Opaque) to 0% (completely Transparent). When you decrease Opacity, the underlying artwork becomes visible through the surface of the Object, Stroke, Fill, or Text. You use the Effects panel to specify the Opacity an Object, its Stroke, its Fill, or its Text, You can decide how the Object itself, its Stroke, Fill or Text Blend with Objects beneath.

EFFECTS PANEL OVERVIEW

Use the Effects panel (Window → Effects) to specify the Opacity and Blending mode of Objects and groups, isolate Blending to a particular group, knock out Objects inside a group, or apply a Transparency effect.

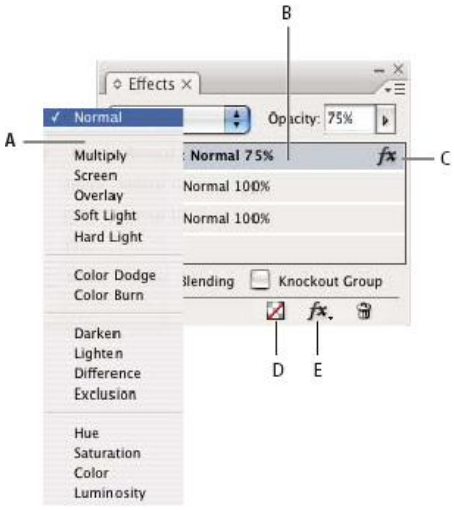


Fig: 9.1: Add and edit transparency effects in the Effects panel A. Blending mode B. Levels C. FX icon D. Clear effects E. FX button

Opacity: Determines the Opacity of an Object, Stroke, Fill, or Text.

Level: Tells you the Object, Stroke, Fill, and Text Opacity settings of the Object, as well as whether Transparency effects have been applied. Click the triAngle to the left of the word Object (or Group or Graphic) to hide or display these level settings. The FX icon appears on a level after you apply Transparency settings there, and you can double-click the FX icon to edit the settings.

Blending Mode: Specifies how Colors in Transparent Objects interact with the Objects behind them.

Isolate Blending: Applies a Blending mode to a selected group of Objects.

Knockout Group: Makes the Opacity and Blending attributes of every Object in a group knock out, or block out, underlying Objects in the group.

Clear All button: Clears effects—Stroke, Fill, or Text—from an Object, sets the Blend mode to Normal, and changes the Opacity setting to 100% throughout the Object.

FX button : Displays a list of Transparency effects.

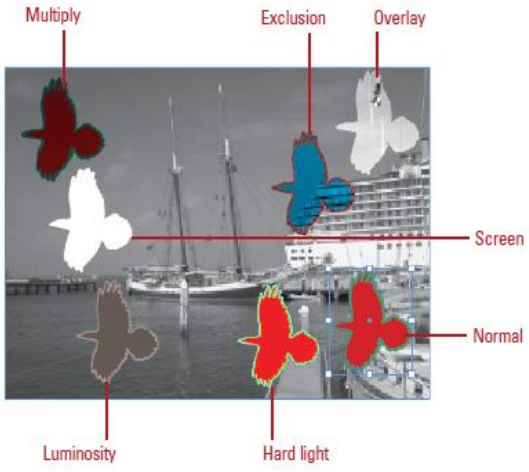


Fig: 9.1(b): Different Blending Effects like Multiply, Exclusion, Overlay, Screen, Normal, Hard light, Luminosity

DISPLAY EFFECTS PANEL OPTIONS

Choose **Window → Effects** and, if necessary, open the Effects panel Menu and choose Show Options. The Effects panel options are also available in the Effects dialog box (select an Object choose **Object → Effects →Transparency**) and, in simplified form, the Control panel.

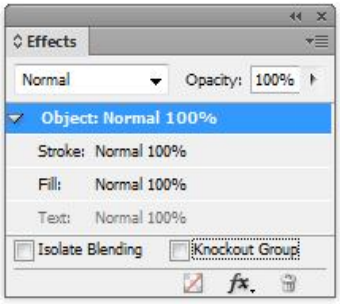


Fig: 9.2: Effects Panel

Apply Transparency effects

Select an Object. To apply effects to a graphic, select the graphic with the **Direct Selection Tool**. Choose **Window →** Effects to display the **Effects panel →** Select a level to designate which parts or part of the Object you want to change:
Object: Affects the entire **Object—its Stroke, Fill, and Text**.
Graphic: Affects only the graphic selected with the Direct Selection Tool. Effects you apply to the graphic remain with it when you paste the graphic in a different Frame.
Group: Affects all Objects and Text in the group. (Use the Direct Selection Tool to apply effects to Objects within a group.)
Stroke: Affects only the Object's Stroke (including its gap Color).
Fill: Affects only the Object's Fill.
Text: Affects only Text inside the Object, not the Text frame. Effects you apply to Text affect all the Text in the Object; you can't apply an effect to individual words or letters. You can also choose a level setting in the Control panel: Click the **Apply Effect To Object button** and select Object, Stroke, Fill, or Text.

Do any of the following to open the Effects dialog box:

In the Effects panel or Control panel, click the FX button and choose an effect from the Menu. Or Choose **Object → Effects**, and then choose an effect name → On the Effects panel, click the triangle to display level settings if necessary, and then double-click a level setting—Object, Stroke, Fill, or Text - on the Effects panel. By double-clicking, you both open the Effects dialog box and choose a level setting. → Choose options and settings for the effect. → Click OK.

Edit a Transparency effect

Select the Object or Objects to which the effect has been applied. → Select the level with the effect you want to edit, click the FX button in the Effects panel, and choose the name of an effect. → Edit the effect.

Copy Transparency effects

To copy effects between Objects, select the Object with the effect you want to copy, select the Object's FX icon in the Effects panel, and drag the FX icon to the other Object. You can drag and drop effects between Objects only to and from the same level. Or To copy effects from one level to another in the same Object, Alt-drag FX icon from one level to another (Stroke, Fill, or Text) on the Effects panel.

Note: You can move effects from one level to another in the same Object by dragging the FX icon. Clear Transparency effects from an Object

Clear Effects

To clear **all effects** but **maintain the Blending and Opacity settings**, select a level and choose Clear Effects on the Effects panel Menu or drag the FX icon from the Stroke, Fill, or Text level in the Effects panel to the Trash icon. To **clear multiple levels** (Stroke, Fill, or Text) of an effect, select the levels and click

the **Trash icon**. To **remove an individual effect** from an Object, open the Effects dialog box and deselect a **Transparency effect.**

TRANSPARENCY EFFECTS

InDesign offers nine Transparency effects. Many of the settings and options for creating these effects are similar.

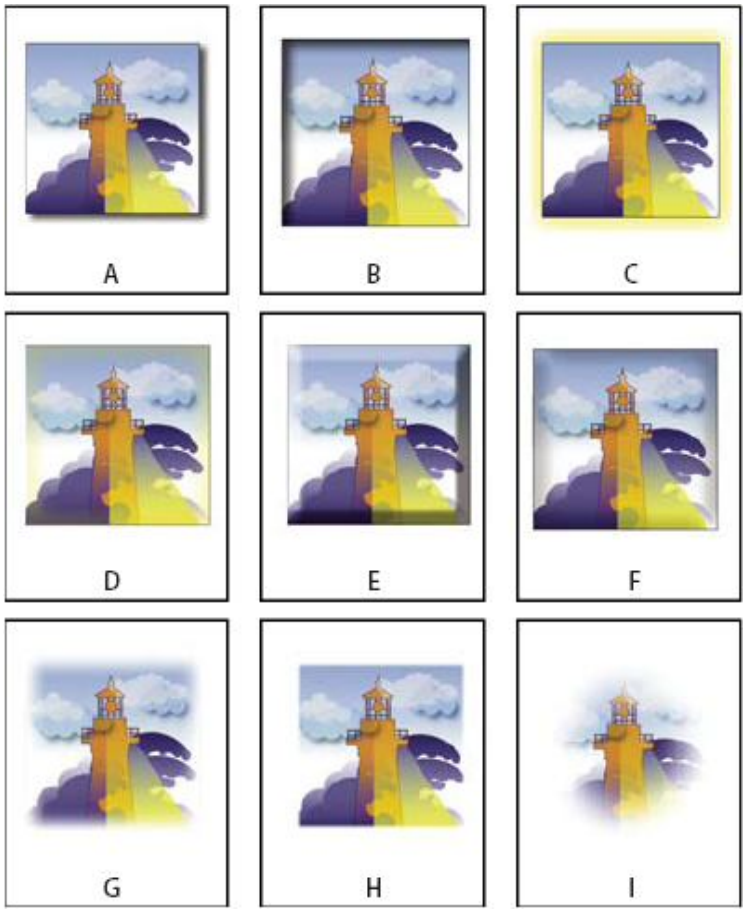


Fig: 9.3: Effects: A. Drop Shadow B. Inner Shadow C. Outer Glow D. Inner Glow E. Bevel and Emboss F. Satin G. Basic Feather H. Directional Feather I. Gradient Feather

Drop Shadow: Adds a shadow that falls behind the Object, Stroke, Fill, or Text.

Inner Shadow: Adds a shadow that falls just inside the edges of the Object, Stroke, Fill, or Text, giving it a recessed appearance.

Select an **Object →go to Object Menu →Effects→Drop Shadow/Inner Shadow→Select a Blending mode and Opacity for shadow effect or specify distance, Angle, offset values to Position the shadow → click OK.**

Note: The Spread and choke options determine the amount of Transparency used for the outer or inner part of the shadow. The noise option add random shift to the Colors to the drop shadow.

Outer Glow and Inner Glow: Add glows that emanate from the outside or inside edges of the Object, Stroke, Fill, or Text.

Select **Object →go to Object Menu→Effects →Select outer glow/inner glow →Set Blending options → press OK.**

Bevel and Emboss: Adds various combinations of highlights and shadows to give Text and images a three-dimensional appearance.

Select **Object →go to Object Menu →Effects→Bevel and Emboss →Specify Shading Options/ Structure Option→click OK.**

Satin: Adds interior shading that makes a satiny finish.

Basic Feather, Directional Feather, and Gradient Feather: Soften the edges of an Object by fading them to Transparent.

Select an **Object →go to Object Menu→Effects→specify basic feather/directional feather/Gradient feather → click OK**

Many Transparency effect settings and options are the same across different effects. Common Transparency settings and options include the following:

Angle and Altitude: Determine the lighting Angle at which a lighting effect is applied. A setting of 0 is equivalent to ground level; 90 is directly above the Object. Click the Angle radius or enter a degree measurement. Select Use Global Light if you want a uniform lighting Angle for all Objects. Used by the Drop Shadow, Inner Shadow, Bevel and Emboss, Satin, and Feather effects.

Blending Mode: Specifies how Colors in Transparent Objects interact with the Objects behind them. Used by the Drop Shadow, Inner Shadow, Outer Glow, Inner Glow, and Satin effects.

Choke: Along with the Size setting, determines how much of the shadow or glow is Opaque and how much is Transparent; large settings increase Opacity and small settings increase Transparency. Used by the Inner Shadow, Inner Glow, and Feather effects.

Distance: Specifies the offset distance for the Drop Shadow, Inner Shadow, or Satin effect.

Noise: Specifies the amount of random elements in the Opacity of a glow or shadow as you enter a value or drag the slider. Used by the Drop Shadow, Inner Shadow, Outer Glow, Inner Glow, and Feather effects.

Opacity: Determines the Opacity of an effect; drag the slider or enter a percentage measurement. Used by the Drop Shadow, Inner Shadow, Outer Glow, Inner Glow, Gradient Feather, Bevel and Emboss, and Satin effects.
Size: Specifies the amount of shadow or glow. Used by the Drop Shadow, Inner Shadow, Outer Glow, Inner Glow, and Satin effects.

Spread: Determines the Transparency of the blur within the shadow or glow effect as established by the Size setting. A higher percentage makes the blur more Opaque. Used by the Drop Shadow and Outer Glow.

Technique: These settings determine how the edge of a Transparency effect interacts with background Colors. Softer and Precise are available for the Outer Glow and Inner Glow effects:

Softer: Applies a blur to the edge of the effect. At larger sizes, doesn't preserve detailed features.

Precise: Preserves the edge of the effect, including its Corners and other sharp details. Preserves features better than the Softer technique.

Use Global Light: Applies the global light setting to the shadow, used by the Drop Shadow, Bevel and Emboss, and Inner Shadow effects.

X Offset and Y Offset: Offsets the shadow on the x- or y-axis by the amount you specify, Used by the Drop Shadow and Inner Shadow effects.

Drop Shadow

The Drop Shadow effect creates a 3D shadow. You can offset the drop shadow along the x or y axis, as well as vary the Blending mode, Color, Opacity, distance, Angle, and size of the drop shadow. Use these options to determine how the drop shadow interacts with Objects and Transparency effects:

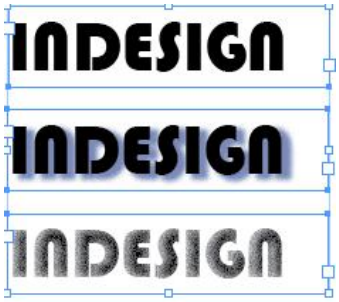


Fig: 9.4: A. Normal B. Drop Shadow C. Inner Shadow

Object Knocks Out Shadow: The Object appears in front of the drop shadow that it casts.

Shadow Honors Other Effects: The drop shadow factors in other Transparency effects. For example, if the Object is Feathered on one side, you can make the drop-shadow disregard the feathering such that the shadow doesn't fade out, or make the shadow look Feathered in the same way as the Object is Feathered. Click the Drop Shadow button on the Control panel to quickly apply a drop shadow to or remove a drop shadow from an Object, a Stroke, a Fill, or Text.

Note: To select a Color for a drop shadow, click the Set Shadow Color button (next to the Blending Mode Menu) and choose a Color.

Inner Shadow

The Inner Shadow effect places the shadow inside the Object, giving the impression that the Object is recessed. You can offset the inner shadow along different axes and vary the Blending mode, Opacity, distance, Angle, size, noise, and choke of the shadow.

Outer Glow

The Outer Glow effect makes the glow emanate from under the Object. You can set the Blending mode, Opacity, technique, noise, size, and Spread.

Inner Glow

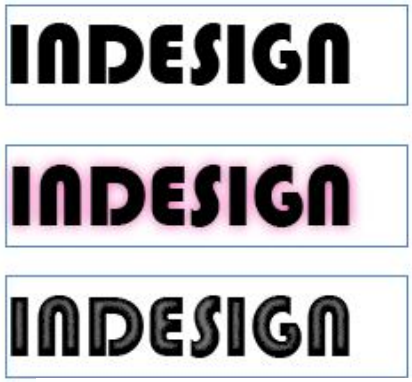


Fig: 9.5: A. Normal B. Outer Glow C. Inner Glow

The Inner Glow effect causes an Object to glow from the inside out. Choose the Blending mode, Opacity, technique, size, noise and choke settings, as well as the Source setting:

Source: Specifies the source for the glow. Choose Center to apply a glow that emanates from the center; choose Edge to apply a glow that emanates from the Object's boundaries.

Bevel and Emboss

Use the Bevel and Emboss effect to give Objects a realistic, three-dimensional look. The Structure settings determine the Object's size and shape:

Style: Specifies the bevel style: Outer Bevel creates the bevel on the outside edges of the Object; Inner Bevel creates the bevel on the inside edges; Emboss simulates the effect of embossing the Object against underlying Objects; Pillow Emboss simulates the effect of stamping the edges of the Object into underlying Objects.

Size: Determines the size of the bevel or emboss effect.

Technique: Determines how the edge of the bevel or emboss effect interacts with background Colors: Smooth blurs the edges slightly (and doesn't preserve detailed features at larger sizes); Chisel Soft blurs the edges, but not as much as the Smooth technique (it preserves detailed features better than the Smooth technique but not as well as the Chisel Hard technique); Chisel Hard provides a harder, more conspicuous edge (it preserves detailed features better than the Smooth or Chisel Soft techniques).

Soften: In addition to the Technique setting, blurs the effect to Reduce unwanted artifacts and rough edges.

Direction: Choose Up or Down to make the effect appear pushed up or down.

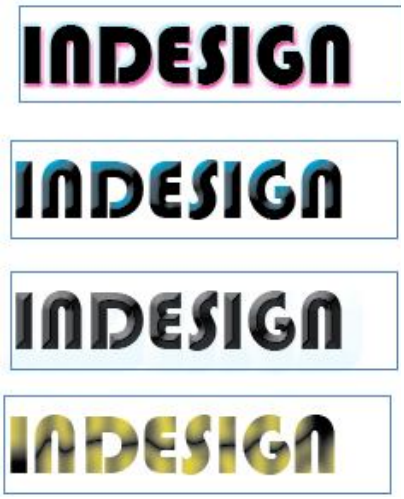


Fig: 9.6: A. Outer Bevel B. Inner Bevel C. Emboss D. Satin

Depth: Specifies the depth of the bevel or emboss effect. The Shading settings determine how light interacts with the Object:

Angle and Altitude: Sets the height of the light source. A setting of 0 is equivalent to ground level; 90 is directly above the Object.

Use Global Light: Applies the global light source as specified for all Transparency effects. Choosing this option overrides any Angle and Altitude settings.

Highlight and Shadow: Specifies the Blending mode for the bevel or emboss highlight and shadow.

Satin

Use the Satin effect to give Objects a smooth, satin-like finish. Choose the Blending mode, Opacity, Angle, distance, and size settings, as well as whether to invert Colors and transparencies:
Invert: Select this option to reverse the Colored and Transparent areas of the Object.

Basic Feather: The Feather effect softens (fades) the edges of an Object over a distance that you specify:

Feather Width: Sets the distance over which the Object fades from Opaque to Transparent.

Choke: Along with the Feather Width setting, determines how much of the softening glow is Opaque and how much is Transparent; a large setting increases Opacity and a small setting increases Transparency.

Corners: Choose Sharp, Rounded, or Diffused:

Sharp: Follows the outer edge of the shape, including sharp Corners. This option is appropriate for star-like Objects and a special effect on a rectangular shape.

Rounded: Rounds the corner by the feather radius; essentially, the shape is first inset, then outset, to form the two contours. This option works well with Rectangles.

Diffused: Uses the Adobe Illustrator method, which makes the edges of the Object fade from Opaque to Transparent.

Noise: Specifies the amount of random elements in the softening glow. Use this option to soften the glow.

Directional Feather

The Directional Feather effect softens the edges of an Object by fading the edges to Transparent from directions that you specify. For example, you can apply feathering to the top and bottom of the Object, not the left or right side.

Feather Widths: Set the distance over which the top, bottom, left side, and right side of the Object fade to Transparent. Select the Lock option to fade each side of the Object by the same distance.

Noise: Specifies the amount of random elements in the softening glow. Use this option to create a softer glow.

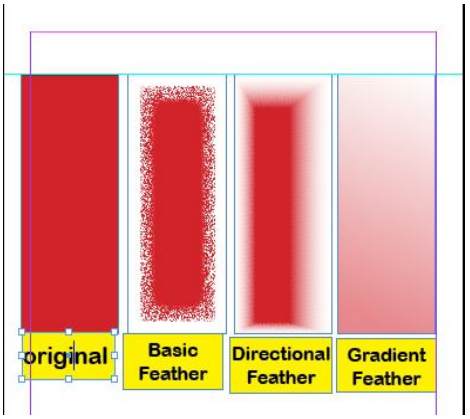


Fig: 9.7: A. Original B. Basic Feather C. Directional Feather D. Gradient Feather

Choke: Along with the Width settings, determines how much of the glow is Opaque and how much is Transparent; large settings increase Opacity and small settings increase Transparency.

Shape : Choose an option—First Edge Only, Leading Edges, or **All Edges**—to demarcate the Object's original shape.

Angle : Rotates the Frame of reference for the feathering effect such that, as long as you don't enter a multiple of 90 degrees, the feathering edges are Skewed rather than parallel to the Object.

Gradient Feather : Use the Gradient Feather effect to soften the areas of an Object by fading them to Transparent.

Gradient Stops: Create one Gradient stop for each gradation in Transparency that you want for your Object. To create a Gradient stop, click below the Gradient Slider (drag a Gradient stop away from the slider to remove a stop). To adjust the Position of a stop, drag it left or right, or select it and then drag the Location slider. To adjust the mid-point between two Opacity stops, drag a Diamond above the Gradient Slider. Where the Diamond is located determines how abrupt or gradual the transition between stops is.

Reverse Gradient : Click to reverse the direction of the gradations. This box is located to the right of the Gradient Slider.

Opacity : Specifies the Transparency between Gradient points. Select a point and drag the Opacity slider.

Location : Adjusts the Position of a Gradient stop. Select a Gradient stop before dragging the slider or entering a measurement.

Type : Linear shades from the starting Gradient point to the ending Gradient point in a Straight Line; Radial shades from the starting point to the ending point in a circular pattern.

Angle : For Linear Gradients, establishes the Angle of the gradation Lines. At 90 degrees, for example, the Lines run Horizontally; at 180 degrees, the Lines run Vertically.

Use Global Light : You can apply a uniform lighting Angle to Transparency effects in which shading is a factor: Drop Shadow, Inner Shadow, and Bevel and Emboss. When you choose Use Global Light with these effects, lighting is determined by the global setting in the Global Light dialog box.

Do the following to open the Global Light dialog box:
Choose Global Light from the Effects panel Menu. Or Choose **Object → Effects → Global Light**. → Enter a value or drag the Angle radius to set the Angle and Altitude, and click OK.

Set the Opacity of an Object.

You can apply Transparency to a single Object or selected Objects (including Graphics and Text frames), but not to individual Text characters or layers. However, Imported Graphics with those types of Transparency effects will appear and print correctly.

Select the **Object** or Objects. → Choose **Object, Stroke, Fill, or Text** with any of these techniques: → On the **Control panel** or **Effects panel,** type a value for **Opacity** or click the arrow next to the Opacity setting and drag the slider. As the Opacity value of Objects is Reduced, the Transparency increases.

*Note: **If you direct-select and cut or copy an Object from a Transparent group in InDesign, and then paste the Object somewhere else in the document, the pasted Object won't be Transparent unless it was previously selected individually and had Transparency applied.***

Apply Transparency to groups

Besides applying Transparency effects to single Objects, you can apply them to groups. If you simply select Objects and change their individual Opacity settings, the selected Objects' Opacity will change relative to that of the others. Any overlapping areas will show an accumulated Opacity.



Fig: 9.8: Individual Objects selected and set to 50% Opacity (left) and group selected and set to 50% Opacity (right)

In contrast, if you target a group that has been created with the Group command, and then change the Opacity, the group is treated as a single Object by the Effects panel (the Effects panel shows only one level option—Group), and the opacities within the group don't change. In other words, Objects within the group don't interact with each other in Transparency.

Change the appearance of Transparent artwork on screen

Use the Display Performance dialog box to set Transparency preferences. These preferences determine the on-screen quality of Transparent Objects in new documents and in documents saved with modified preferences. You can also set the preferences to turn on or off the display of Transparency in the document. Turning off Transparency in the display preferences doesn't turn off Transparency when printing or Exporting the file.

*Note: **Before you print a file containing Transparency effects, make sure that you check the Transparency preferences first. Printing automatically flattens the artwork, and may affect the appearance of the Transparency effects.***

Choose **Edit → Preferences → Display Performance** → Select an option (Fast, Typical, High Quality) in the Adjust View Settings section to determine the on-screen resolution of any effect in the document. The settings you change apply only to the option you select here: Fast turns off Transparency and sets the resolution to 24 dpi. Typical displays low-resolution effects and sets the resolution to 72 dpi. High Quality improves the display of effects, especially in PDF and EPS files, and sets the resolution to 144 dpi. Drag the Transparency

slider. The default setting is Medium Quality, which displays drop shadows and feathering. → Click OK. When inks overlap with Blend modes, choose View **Overprint Preview**. This option ensures that you can see on screen how any inks interact with Transparency.

Note: ***Use the View Menu to quickly change Transparency display between Fast Display, Typical Display, and High Quality Display.***

Apply an effect to type on a path

1. Using the Selection Tool or the Type Tool, select the type on a path.
2. Choose **Type → Type on a Path →Options,** or double-click the Type On A Path Tool.
3. Choose one of the following in the Effect Menu, and then click OK:

To keep the center of each character's baseline parallel to the path's tangent, choose **Rainbow.** This is the default setting. To keep characters' Vertical edges perfectly Vertical regardless of the path shape, while letting characters' Horizontal edges follow the path, choose **Skew**. To keep characters' Horizontal edges perfectly Horizontal regardless of the path shape, while keeping each character's Vertical edge perpendicular to the path, choose **3D Ribbon.** To keep the left edge of each character's baseline on the path without Rotating any characters, choose **Stair Step**. To keep the center of each character's baseline on the path while keeping each Vertical edge in Line with the path's center point, choose **Gravity**. You can control this option's perspective effect by adjusting the arc of the Text's path.

CHANGING STROKES

You can modify Objects in a number of ways in InDesign For example you can resize, Rotate and add Color to Objects. For Objects drawn with InDesign drawing Tools you can also change Stroke that is the width of Lines drawn with the drawing Tools, and the width of borders around Rectangles, ellipses, and Polygon as well as the Fill patterns. To add Strokes, **Select the Object→ Go to Window→Strokes**. Then Strokes panel is displayed, There click on the required Stroke. You can change the width of Stroke, style, thickness of Stroke, you can even set arrow at the starting or ending point of a Line, you can add cap, joint, miter limit, gap Color, gap Tint and Color of the Stroke.

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CHAPTER 10 WORKING WITH TABLES

A table is an Object made up of rows and columns used to organize huge amount of data in an effective way. The intersection of row and column is called as **cell**. You can create a table directly in InDesign or Import it from MS-Word or any other package. You can also apply styles to the table. In InDesign a table is placed in a Text frame, which might be larger or smaller than the table. You can drag the corner of the Text frame to adjust the Frame.

If the Text frame is smaller than the table, an overflow symbol appears in the bottom right corner. The overflow symbol works the same for tables as it does for normal Text. When the table overflows, you can repeat the header and footer rows of a table when it appears in a different Text frame on the same or different page. When you create a table, InDesign automatically creates Strokes around cells to format it. You cannot remove or customize the Strokes or add Fills by using the Strokes and Fills tab on the cell option dialog box. You can apply a border to the table. If you want to make formatting to the next level, you can add an alternating pattern to rows or columns to make it easier to read information in a table.

CREATING TABLES

A table consists of rows and columns of cells. A cell is like a Text frame in which you can add Text, Inline Graphics, or other tables. You can create tables from scratch or by converting them from existing Text. You can also embed a table within a table.

Create a Table from Scratch

Place a cursor where you need to insert a table → Select **Type** Tool and create a Text frame where you wish to insert table. →Go to **Table Menu →Insert Table→** Then a table dialog box appears

Enter **Body Rows** (No. of rows), **Columns**,{ Header Rows(Enter no. to set the no. of Heading rows), Footer Rows(Enter no. of footer rows) } →click the Table style list arrow and then select a table style →click Ok.

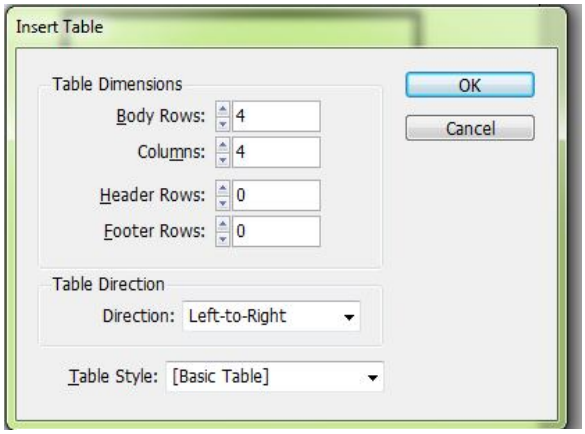


Fig: 10.1: Insert Table Dialog Box

Adding Text to table

You can use the table to organize the data in an efficient way using a structured format. If you have already inserted a table, click the cursor into a cell where you need to enter Text/data. →Set the Font face, Size, Style →Type the Text in that cell. To move to next cell press tab key/ place the cursor to next cell using mouse.

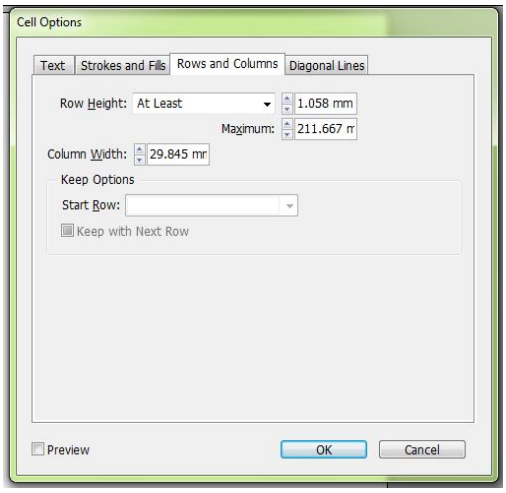


Fig: 10.2: Cell Options Dialog Box

Working with rows and Column

You can modify the table which has been inserted either by adding extra rows and columns or by deleting the unwanted rows and columns.

Inserting Rows and Columns

Select any cell, where you want to insert a new column →Go to **Table → Insert →Row**. Then the insert row dialog box appears. You can insert a row above or below a particular cell. You can insert as many rows you want. Enter the number of rows you wish to insert in **Number** : spin box and select where it should be inserted (above/ below) and press ok.

Note : The above procedure is same for inserting column also but for column we can insert it to left or right side of the particular cell.

Changing the Row Height and Column Width

You can change the row height and column width using Cell options. You can keep all the rows and columns with similar or varying heights and widths.

To Change Row Height

Select a row from the table for which you want to increase/decrease the height. →Go to **Table →Options →Cell options →Rows and columns →** The cell options dialog box appears. Select on the option Row Height drop down list. (Exactly,) → Type a value in row height spin box to define the row height. You can specify minimum and maximum height of a row here. →Click **ok**

Note : The same applies to column also.

Deleting Rows and Columns

If you want to delete any unnecessary data in a table you can delete a particular, Table, column, rows of a table. You can delete rows and columns by a. Select the table options or the delete option from the table for deleting rows and columns. Select a row/column/table you want to delete from the table **→Go to Table →Delete →Row/Column/Table**

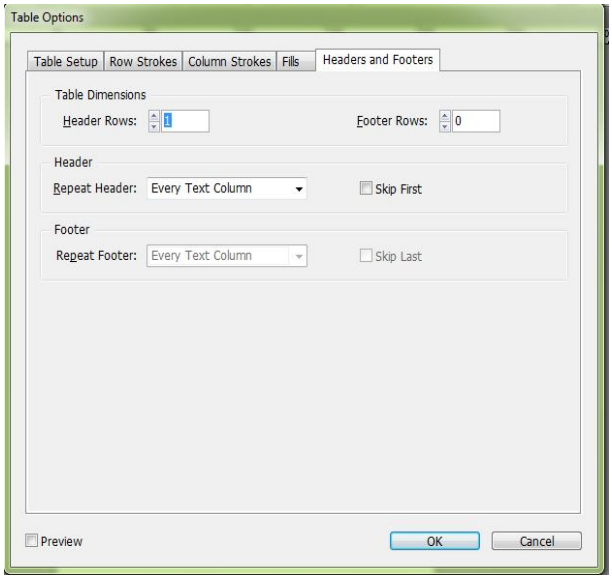


Fig: 10.3: Header and Footer window in Table option

Inserting a Header in a table

A title gives the professional look to the table. You can include the title in the header of the table. The header region appears just below the top margin of the page. If the table is large and divided into several sections. Then headers are vital to help users to familiarize the data in a table.

Select a row in the table where you want to add **Header → Table →Table Options → Headers and Footers →Select a number from the Header rows spin box →Ok →**type the Text in the header of the table

Aligning, Splitting and Merging Cells

To align a Text present in a cell of the table, and to make table attractive we align cells. There are 4 types of alignment like align right, left, center and align towards spine. You can apply any of these alignment required.

Merging of Cells Horiz		Splitting of cells	
		horizontally	
Merging cells Vertically		vertically	

Fig: 10.4: Merging and Splitting of Cells

To align cells, **Select** cells →Click align center from Control panel

You can also merge cells if required by selecting cells →then go to **Table→Merge cells**.

To split cells select cells you want to split **→Go to Table →Split cell Horizontally/Split cell Vertically.**

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Defining Cell and Table Styles

A table styles accumulates several attributes to format tables such as cell insets, Paragraph styles, Strokes, etc.,

Creating a Cell Style

It can be created using Cell Styles panel and can be applied to any cells. To do select the cells →Go to **Window →Styles →Cell styles** →Click the **Panel** Menu icon to view cell styles panel →Select the New cell style option →Type the name of a style and in **Text tab** : type cell insets for top, bottom, left and right in **Text tab**. In Vertical justification tab select Align type as top or bottom or center or justify Vertically. Click the **Strokes and Fills tab** on the left pane of the new cell style dialog box there you can set Stroke weight, Color, type, cell Fill, gap Color, gap Tint, and Tint. You can also add diagonal Lines if required by using **diagonal Lines tab** at the left side of your cell styles panel.

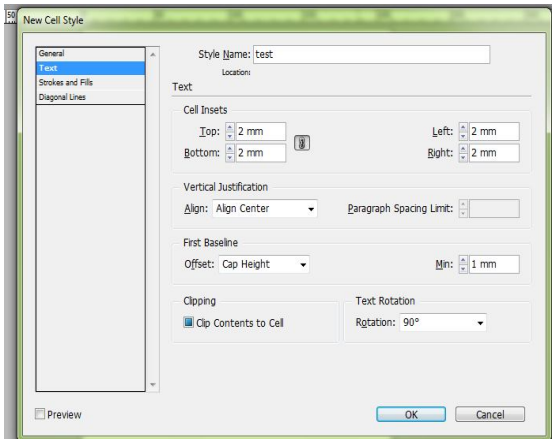
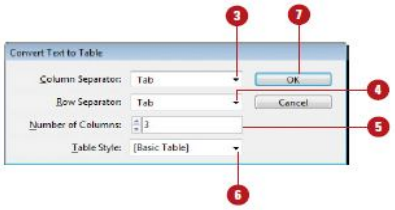


Fig: 10.5: Cell Styles Dialog Box

To Apply a Cell Style

Select the cell →Select the cell style from the list of styles in the Cell styles panel. → The style is applied to the cell. Similarly you can create a table style also. **Go to window→styles→Table styles** →And follow the same steps used for creating a cell style. In Table style can be applied for whole table, row, column and you can apply Fill to a table. In Table Strokes and Fills you can change the border of a table, add Colors to the background of a table,



CONVERT TEXT TO TABLE

Select the Text that you want to convert into a table →click the table Menu, and then click convert Text to table → click the column separator list arrow, and then select a separator: tab, comma or Paragraph. → click the row separator list arrow, and then select a separator : tab, comma or Paragraph. Enter a column number to set the number of columns in the table. → click the table style list arrow, and then select a table style →click ok.

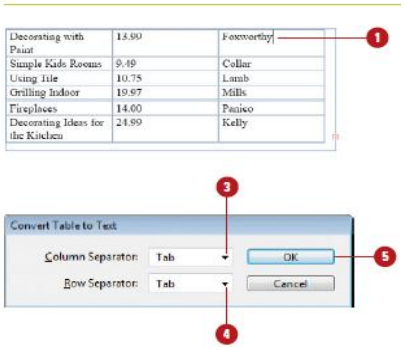


Fig: 10.6: Convert Text to table

CONVERT A TABLE INTO TEXT

Click to place the insertion point inside any cell in the table → click the table Menu and then click convert table to **Text** → click the **column separator list arrow** and then **select a separator** like **tab** or **comma** or **Paragraph** → click the **row separator list arrow,** and then select a **separator** like **tab** or **comma** or **Paragraph** → **click Ok.**

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CHAPTER 11
PUBLISHING THE DOCUMENT AND BOOK

Publishing is a process of finalizing the document for print. You can publish short documents like advertisements, broachers, etc., and long documents like books, user manual, etc., There are several features to perform different publishing and printing operations such as the PreFlight option to check errors in the document and printing layouts. You can save a document as a PDF file, PNG format, etc.,

PERFORMING THE PREFLIGHT CHECK IN THE DOCUMENT

PreFlight option is used to check a document for errors before printing. This option checks all the images, Objects, Colors, Text in a document and displays the errors. The error are displayed in Error pane of the PreFlight panel. The errors are classified into **Links, Colors, images, Objects, Text** and **Document categories**. The error is checked based on the criteria defined in the PreFlight profile. You can fix errors by manually correcting errors in each page. InDesign automatically updates the PreFlight error status as you correct errors.

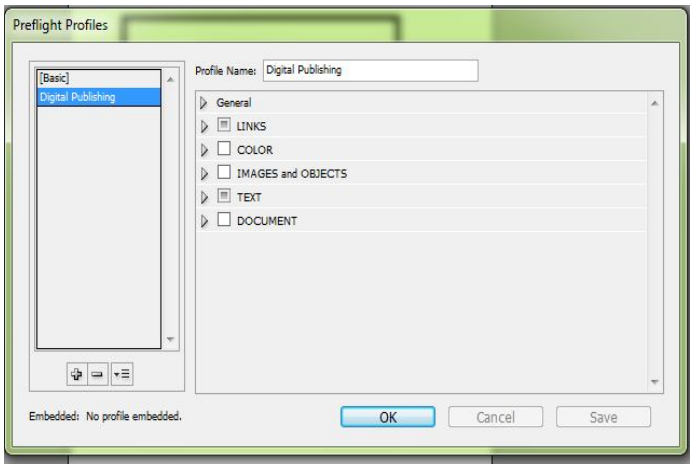


Fig: 11.1: PreFlight profile dialog box (Define profile)

To do error check, open a document to which you need to check → **Go to window→output→PreFlight →PreFlight panel** is opened, →Click the panel Menu →**Select Define profiles** option →Here type a name for the new profile, select the Color check box to find all errors related to the Colors used in the document. (Checkmark which ever items you need to do PreFlight→Links, Color, Images, Objects, Text, Document)→Click ok. →The newly created profile appears in PreFlight panel. Select the new profile from the panel

The PreFlight panel begins checking the document for the type of errors defined in the New profile.

Click right faced triangle corresponding to the document error category in the error page. The document category expands to display the error type →Select the Bleed and Slug option in the Document category → Click the right faced triangle corresponding to info option to view the error description →Click close to close the panel.

SAVING A DOCUMENT AS PDF

Go to File →Adobe PDF Presents → Press Qualify →The Export dialog box appears. → Type the file name and press save.

Instead of PDF in Export dialog box→ save as type → select as PNG to convert the document from InDesign to PNG format.

PREVIEWING AND EXPORTING IN GRAYSCALE

This option is used to Export a file in GrayScale format or to print a file in GrayScale. It previews the content of a document such as Objects, images, Text in GrayScale.

Open a document →Click **view→Proof Setup →Custom→**Select **Gray** option from the Device to stimulate drop down list. →Click ok.

To view it back in **Color Mode** go to **view →Proof Setup →Document CMYK option**

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Exporting a PDF in GrayScale

Go to **File →Adobe PDF Presents → Press Qualify →**The **Export dialog box** appears. → select the **output tab** in the left pane → In Color tab select **Color conversion** → select **convert to destination** → then Destination box is highlighted there select **Gray→**Click **Export** button in the Export Adobe PDF.

PRINTING A DOCUMENT

Printing is one of the most Important features in any package. It is used when you want to create a hard copy of the document which you created. But before printing we have to preview the document to check about margin or how they look before printing. You can make any changes if required before printing.

Previewing a document

Click the preview option from the flyout of the screen mode button. Different screen modes are : normal, preview, Bleed, Slug, presentation.

You can print a whole document or print only range of pages.

File →Print →Select Default option from the print present →Select printer →In pages option select All→Print.

Printing using range of Pages

File →Print →Select Custom option from the **print present →Select Printer →In pages option select Ranges→Type the range of pages you wish to print→Print.**

Note : To print contiguous page use "-", for non-contiguous use ","

PRINT PRESENT

Print presents are print settings that you can save and use in an InDesign. It is helpful when you want to get hardcopy of the document with the same print settings frequently. It helps us to get accurate prints of the documents when multiple prints are required.

To create : File →Print presents →Define →Click New →Type a new print present name, select printer name, select the pages type and sequence you need to print commonly→Select other options if required →Press ok

CREATE A BOOK FILE

A book file is a collection of documents that can share styles, Swatches, Master pages, and other items. You can sequentially number pages in booked documents, print selected documents in a book, or Export them to PDF. One document can belong to multiple book files.

One of the documents added to a book file is the style source. By default, the style source is the first document in the book, but you can select a new style source at any time. When you synchronize documents in a book, the specified styles and Swatches from the style source replace those in other booked documents. Choose File → New → Book.-->Type a name for the book, specify a location, and then click Save.--> The Book panel appears. The book file is saved with the file name extension .indb. →Add documents to the book file.

Add documents to a book files:

When you create a book file, it opens in the Book panel. The Book panel is the working area of a book file, where you add, remove, or rearrange documents. Choose Add Document in the Book panel Menu, or click

the plus button at the bottom of the Book panel. → Select the Adobe InDesign document or documents you want to add, and then click Open.

Note: You can drag and drop files onto the Book panel from an Explorer window. You can also drag a document from one book to another. Hold down Alt to copy the document.

If you included documents created in earlier versions of InDesign, they will be converted to Adobe InDesign CS6 format when added to the book. In the Save As dialog box, specify a new name for the converted document (or leave the name as is), and then click Save.

Note: You must convert Adobe PageMaker or QuarkXPress documents before adding them to the book file.

If necessary, change the order of the documents in the panel by dragging them up or down to the appropriate locations in the list. To designate a document as the style source, click the box next to the document's name in the panel. To open a document in a book file, double-click the document name in the Book panel.

Manage book files

Each open book file appears on its own tab in the Book panel. If multiple books are open at the same time, click a tab to bring that book to the front and access its panel Menu.

Icons in the Book panel indicate a document's current status, such as open, missing (the document was moved, renamed, or deleted), modified (the document was edited or its page or section numbers changed while the book was closed), or in use (if someone else has the document open in a managed workflow). No icon appears next to closed documents.

Note: To view the pathname of any document in a book, hold the mouse pointer over the document name until a Tooltip appears. Or, choose Document Information from the Book panel Menu.

Save a book file

Book files are separate from document files. For example, when you choose the Save Book command, InDesign saves the changes to the book, not the documents in the book.

Do one of the following:

- To save a book under a new name, choose Save Book As in the Book panel Menu, specify a location and filename, and click Save.
- To save an existing book under the same name, choose Save Book in the Book panel Menu, or click the Save button at the bottom of the Book panel.

Note: If you are sharing book files over a server, make sure that you have a file management system in place so that you don't save over each other's changes accidentally.

Close a book file

To close a single book, choose Close Book in the book's panel Menu. To close all open books docked together in the same panel, click the close button on the Book panel's title bar.

Remove book documents

Select the document in the Book panel. → Choose Remove Document in the Book panel Menu.

Removing the document from the book file doesn't delete the file on disk; the document is removed only from the book file.

Replace book documents

Select the document in the Book panel. → Choose Replace Document in the Book panel Menu, locate the document you want to replace it with, and then click Open.

Open a book file in Explorer or Finder

In the books panel, select a document. → From the books panel Menu, choose Reveal In Explorer → A browser window opens that displays the selected file.

Synchronize book documents

When you synchronize documents in a book, the items you specify—styles, variables, Master pages, trap presets, cross-reference formats, conditional Text settings, numbered lists, and Swatches—are copied from the style source to the specified documents in the book, replacing any items that have identical names. If items in the style source are not found in the documents being synchronized, they are added. Items that are not included in the style source are left as is in the documents being synchronized.

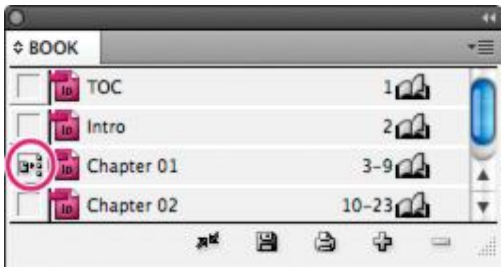
Select items to synchronize → Choose Synchronize Options in the Book panel Menu. → Select the items you want to copy from the style source to other book documents. Be sure to select all styles included in the definition of other styles. For example, an Object style may contain paragraph and character styles, which in turn include Swatches. →Select Smart Match Style Groups to avoid duplicating uniquely named styles that have been moved into or out of style groups. Suppose the style source includes a character style in a style group, and the documents being synchronized include this same character style outside the style group. If this option is selected, the character style is moved into the style group in synchronized documents.

If this option is not selected, a second instance of the character style is created in the style group with options that match the style source. The character style outside the style group does not change. → click ok.

Note: If a document contains multiple styles that have the same name (for example, Character Style 1 in a style group and Character Style 1 outside of a style group), InDesign behaves as if the option is not selected. For best results, create styles with unique names.

Synchronize documents in a book file

You can synchronize the book while documents in the book are closed. InDesign opens the closed documents, makes any changes, and then saves and closes the documents. Documents that are open when you synchronize are changed but not saved. In the Book panel, click the blank box next to the document that you want to be the style source; the style source icon indicates which document is the style source.



Selected style source

Make sure that the items you want copied from the style source are selected in the Synchronize Options dialog box.

In the Book panel, select the documents you want to synchronize with the style source document. If no document is selected, the entire book will be synchronized.

Note: To make sure that no documents are selected, click the blank Gray area below the booked documents—you may need to scroll or resize the Book panel. You can also hold down Ctrl and click a selected document to deselect it.

Choose Synchronize Selected Documents or Synchronize Book from the Book panel Menu, or click the Synchronize button at the bottom of the Book panel.

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Note: Choosing Edit → Undo will undo changes only in documents that are open at the time synchronization occurs.

Synchronize Master pages

Master pages are synchronized in the same way as other items—Master pages with the same name (such as A-Master) as those in the style source are replaced. Synchronizing masters is useful for documents that use the same design elements, such as running headers and footers. However, if you want to preserve page items on a Master page in documents other than the style source, either don't synchronize Master pages or create Master pages with different names.

It's also a good idea to synchronize Master pages using only one style source. If you need to synchronize using a different style source, deselect the Master pages option in the Synchronize Options dialog box before doing so.

Print or output a book file

One advantage of using a book file is that you can use a single command to output—for print, PreFlight, package, or Export to EPUB or PDF—selected booked documents or the entire book.

In the Book panel, do one of the following:

To output specific documents, select the desired documents.

To output the entire book, make sure no documents are selected.

Choose an output command (such as Print Book or Print Selected Documents) in the Book panel Menu.

CORELDRAW X6

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Starting coreldraw x6
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Starting and opening drawings
Starting new drawings
Opening existing drawings
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GRAPHIC DESIGNER COURSE **CORELDRAW X6**

CorelDRAW X6

GRAPHIC DESIGNER COURSE **CORELDRAW X6**

CHAPTER 1 BASICS OF CORELDRAW

INTRODUCTION

CorelDRAW is a comprehensive vector based drawing program that makes it easy to create a professio nal artwork from simple logos to intricate technical illustrations. Corel is one of the world's top software companies, with more than 100 million active users in over 75 countries. The software helps people to express their ideas and share their stories in more exciting, creative, and persuasive ways. The industry has responded with hundreds of awards for software innovation, design, and value. CorelDRAW Graphics Suite X6 offers several workflow innovations that help you be more efficient and productive. The suite's content library includes:

- 10,1000 high quality clipart and digital images
- 1,000 professional, high resolution digital photos
- 1,000 open type fonts, including premium fonts like Helvetica
- 350 vehicle templates
- 800 frames and more….

Computer imaging applications are based on creating either **vector graphics** or **bitmap graphics.** Graphical elements in a vector file are called **objects**. Each object is a self contained entity with properties such as color, shape, outline, size and position on the screen included in its definition. In CorelDRAW X6, the redesigned Object Properties docker now presents only object-dependent formatting options and properties. CorelDRAW X6 introduces additional shaping tools that provide new creative options for refining your vector objects. CorelDRAW Graphics Suite X6 provides support for 64-bit processors, which lets you work faster than ever before with large files, The extension of CorelDRAW file is .CDR.

The enhanced import and export support for Adobe Illustrator CS5 and Adobe Photoshop CS5, as well as import support for Adobe Acrobat X and Microsoft Publisher 2010, ensure that you can exchange files with colleagues and clients. With new advanced OpenType support, and enhanced complex script support for working with foreign language text, CorelDRAW Graphics Suite X6 makes it easier than ever before to layout your project. The new and improved odd, even, and all-pages Master Layers make it easier to create page-specific designs for your multi-page documents. If you are laying out multi-page documents, such as brochures and flyers, it's now easy to incorporate page-specific headers, footers, and page numbers. In addition, page numbers are automatically updated when you add or delete pages in your document. You can also insert a page number inside existing artistic or paragraph text.

CorelDRAW X6 provides interactive frames that help you efficiently generate mock-ups of design ideas. The interactive frame functionality has also been implemented in a collection of pre-designed picture frames included with the suite, giving you stylish, content-ready design assets that you can customize with ease. In CorelDRAW X6, the revamped styles engine introduces a new Object Styles docker that simplifies the creation, application, and management of styles. A style is a set of properties that governs the appearance of objects in your document. CorelDRAW X6 also introduces new style sets, you can create and apply styles and style sets to graphic objects, artistic and paragraph text, callout and dimension objects, and objects created with Artistic Media tools. The new Color Styles docker lets you add the colors used in a document as color styles. The new color harmony functionality lets you group a document's color styles so that you can quickly and easily produce iterative designs with varying color

schemes. By combining two or more color styles into a harmony, you are linking the colors into a hue-based relationship. You can also edit the individual color styles in a harmony.
In addition, you can also create a special type of color harmony called a **gradient**, which consists of one master color style and a number of varying shades of that color. When you alter the master color, the gradient colors automatically adjust to the same degree that the master color was altered. This is especially useful when outputting multiple color variations of the same design.
Computer graphics fall into two main categories: Vector graphics and Bitmaps.

VECTOR IMAGES

Vector graphics are made of lines and curves, and they are generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Vector graphics are also called as **object oriented** or draw images, are defined mathematically as a series of points joined by **lines and curves**. Graphical elements in a vector file are called **objects**. Vector graphics are ideal for logos and illustrations because they are resolution-independent and can be scaled to any size, or printed and displayed at any resolution, without losing detail and quality. In addition, you can produce sharp and crisp outlines with vector graphics.

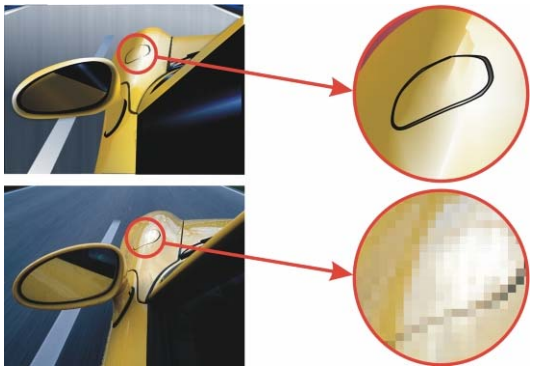


Fig 1.1 : Above : Vector Graphics
Below : Bitmap Graphics

BITMAPS GRAPHICS (RASTER IMAGES)

Bitmaps images are composed of small squares called pixels; each pixel is mapped to a location in an image and has numerical color values. Bitmaps are excellent for photographs and digital paintings because they reproduce color gradations well. Bitmaps are resolution-dependent; that is, they represent a fixed number of pixels. They look good at their actual size, but they can appear jagged or lose image quality when scaled, or when displayed or printed at a resolution higher than their original resolution.
You can create vector graphics in CorelDRAW. You can also import bitmaps (such as JPEG and TIFF files) into CorelDRAW and add them to your drawings.

CORELDRAW TERMINOLOGY

Before you get started with CorelDRAW, you should be familiar with the following terms.

Term	Description
Object	An element in a drawing such as an image, shape, line, text, curve, symbol, or layer
Drawing	The work you create in CorelDRAW; for example, custom artwork, logos, posters, and newsletters
Vector graphic	An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn
Bitmap	An image composed of grids of pixels or dots
Docker	A window that contains available commands and settings relevant to a specific tool or task
Flyout	A button that opens a group of related tools or menu items

List box	A list of options that drops down when a user clicks the down arrow button
Artistic text	A type of text to which you can apply special effects, such as shadows
Paragraph text	A type of text to which you can apply formatting options, and which can be edited in large blocks

STARTING CORELDRAW X6

Goto **Start Menu→All programs→CorelDRAW Graphics Suite X6→ CorelDRAW X6 →** The welcome screen appears as shown in fig 1.2. The Welcome screen appears when you start CorelDRAW. The Welcome screen gives you easy access to application resources and lets you quickly complete common tasks. You can also access the Welcome screen after starting the application by clicking **Windows menu → Welcome Screen.** It has 5 tabs:

- **Quick start:** It has options to create new blank document or new blank template, It also has records of recently opened files.

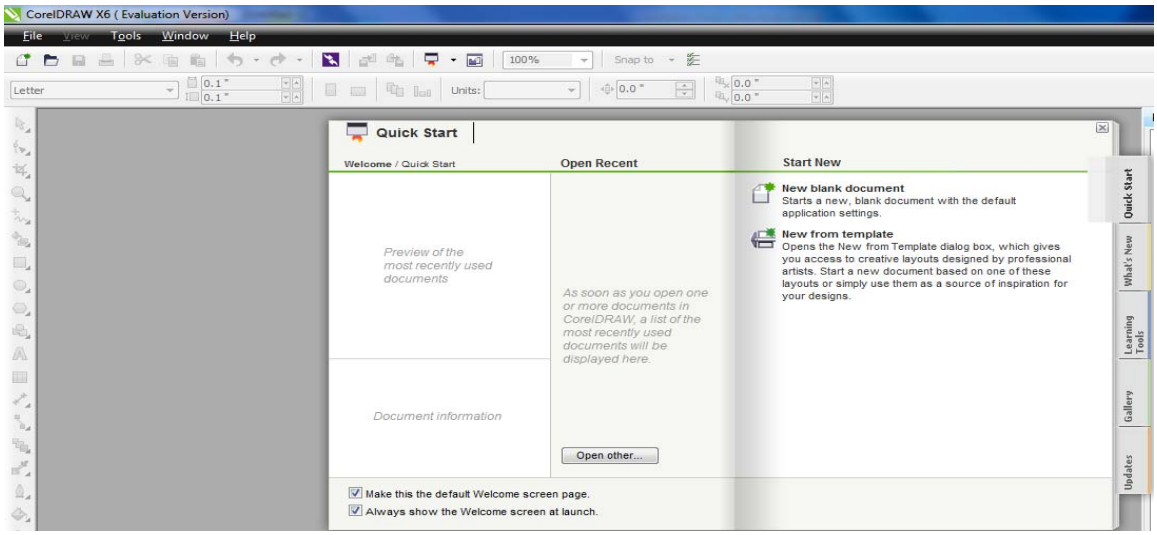


Fig 1.2 : CorelDRAW Welcome Screen

- **What's New:** List that explains new features in CorelDRAW X6.
- **Learning Tools:** It shows tips and tricks, video tutorials, guidebook and provide online resources
- **Gallery:** You can also find out about the new features in CorelDRAW Graphics Suite X6 and get inspired by graphic designs
- **Updates:** Shows any package related updates if available.

GRAPHIC DESIGNER COURSE **CORELDRAW X6**

To create a new graphic image from scratch select **quick start tab** in welcome screen window → **New Blank Document** → When you do, you will see an empty CorelDRAW X6 window. When you launch CorelDRAW, the Application window opens containing a drawing window. The CorelDRAW

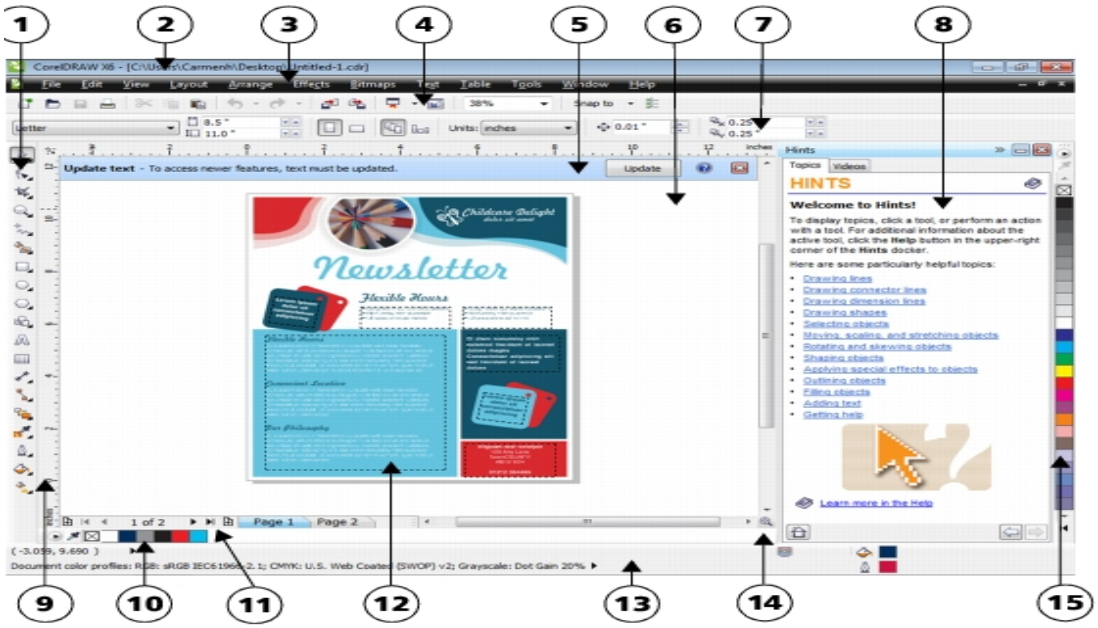


Fig 1.3 : CorelDRAW Application Window

application window appears as shown in **fig:1.3**. Circled numbers correspond to the numbers in the following table, which describes the main components of the application window.

Sections of the Screen	Description
1. Toolbox	A docked bar with tools for creating, filling, and modifying objects in the drawing.
2. Title bar	The area displays the package name with version (CorelDRAW X6) and name of currently opened drawing. By default it will be named as **Untitled**
3. Menu bar	The area containing pull-down menu options
4. Toolbar	A detachable bar that contains shortcuts to menu and other commands
5. Update text toolbar	A temporary toolbar that allows you to update legacy documents in order to edit the text using the CorelDRAW X6 text controls.
6. Drawing window	The drawing window is the whole work area in the middle of your CorelDRAW X6 window, excluding the toolbars, toolbox and status bar.
7. Property bar	A detachable bar with commands that relate to the active tool or object. For example, when the text tool is active, the text property bar displays commands that create and edit text.
8. Docker windows	A window containing available commands and settings relevant to a specific tool or task. The dockable window can be docked to any edge of the application window.
9. Rulers	Horizontal and vertical borders that are used to determine the size and position of objects in a drawing
10. Document palette	A dockable bar that lets you keep track of colors that are used in a document.

Sections of the Screen	Description
11. Document navigator	The area at the bottom left of the application window that contains controls for moving between pages and adding pages
12. Drawing page	The rectangular area inside the drawing window. It is the printable area of your work area. You can store graphic image you do not want to print in the area of the drawing window ie., outside drawing page.
13. Status bar	An area at the bottom of the application window that contains information about object properties such as type, size, color, fill, and resolution. It shows the current cursor position. The X value (first one) represents the distance from the left edge of the drawing. The Y value (the second one) represents the distance your current point is from the bottom of the drawing page.
14. Navigator	A button at the lower-right corner that opens a smaller display to help you move around a drawing
15. Color palette	A dockable bar that contains color swatches

EXPLORING TOOLBOX

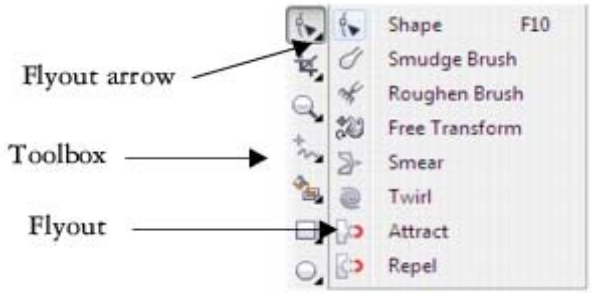


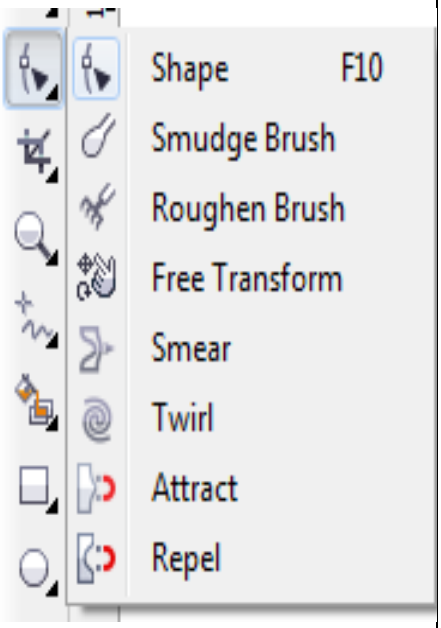
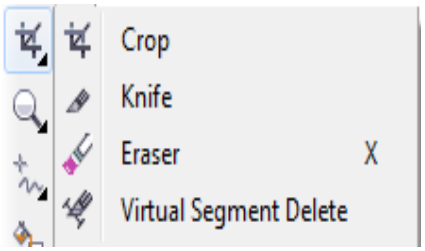
Fig 1.4 : Exploring Toolbox

The toolbox contains tools for drawing and editing images. Some of the tools are visible by default, while others are grouped in fly outs. **Fly outs** open to display a set of related CorelDRAW tools. You can access the tools in a flyout by clicking a small arrow in the lower-right corner of a toolbox. It contains related tools. They can be selected by hovering over any of the toolbox buttons which have flyout arrows. Flyouts function like toolbars when you drag them away from the toolbox. In the default workspace, clicking the flyout arrow on the **Shape** tool opens the **Shape edit** flyout.

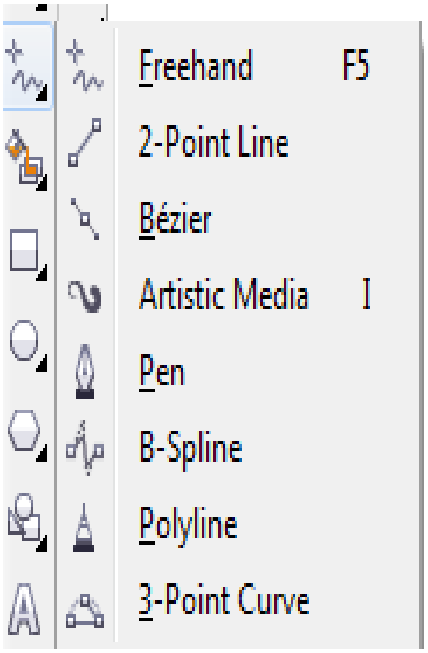
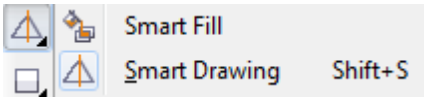
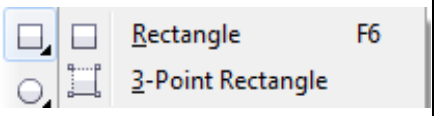
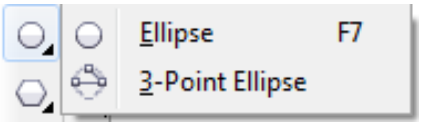
Flyouts

 **PICK TOOL FLYOUT**	**Pick Tool** lets you select, size, skew and rotate objects **Freehand Pick tool** lets you select objects by using a freehand selection marquee

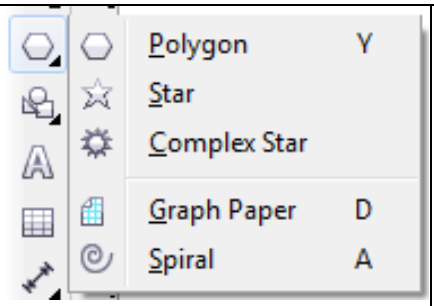
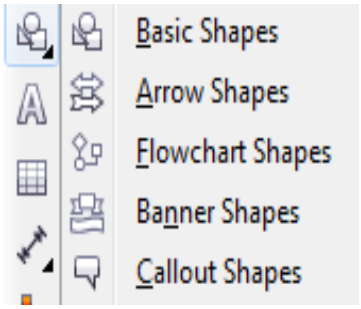
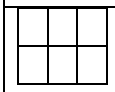
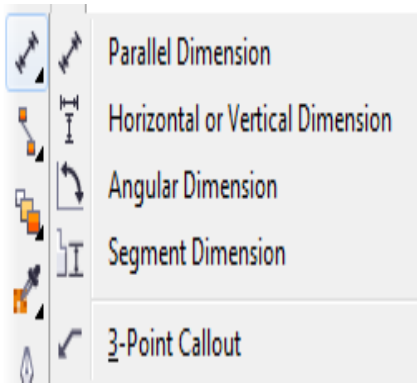
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 **SHAPE EDIT TOOL FLYOUT**	**Shape tool** lets you edit the shape of objects **Smudge brush tool** lets you distort a vector object by dragging along its outline **Roughen brush tool** lets you distort the outline of a vector based object by dragging along the outline **The free Transform tool** lets you transform an object using Free rotation, angle reflection, Scale, Skew **The Smear tool** lets you shape an object by pulling extensions or making indents along its outline. **The Twirl tool** lets you create Swirl effects by dragging along the edges of an objects. **The Attract tool** lets you shape objects by attracting nodes to the cursor. **The Repel tool** lets you shape objects by pushing away nodes from the cursor
 **CROP TOOL FLYOUT**	**The Crop Tool** lets you remove unwanted areas in objects. **The Knife Tool** lets you cut through objects **The Eraser Tool** lets you remove areas of your drawings. **The Virtual Segment Delete Tool** lets you delete portions of objects that are between intersections.
 **ZOOM TOOL FLYOUT**	**The Zoom Tool** lets you change the magnification level in the drawing window. **The Pan Tool** lets you control which part of the drawing is visible in the drawing window.
	The **Freehand** tool lets you draw single line segments and curves The **2-point line** tool lets you draw a straight two-point line segment

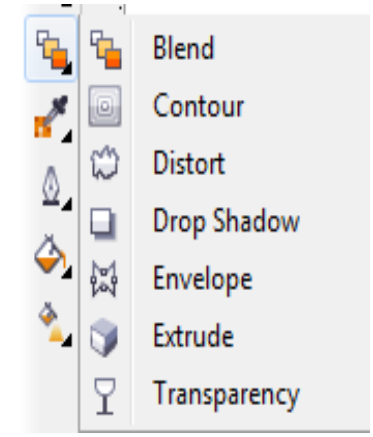
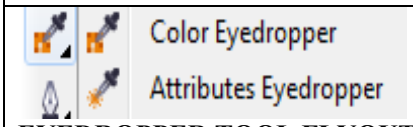
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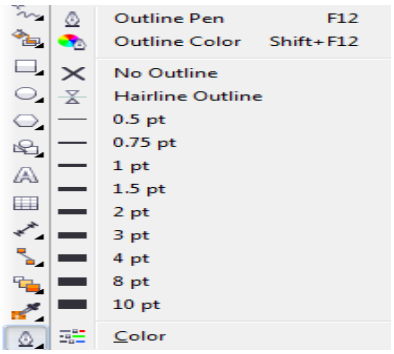
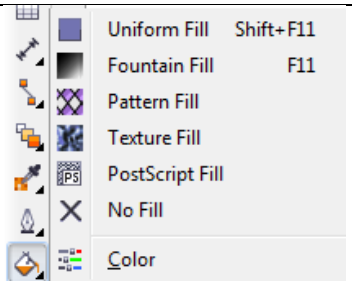
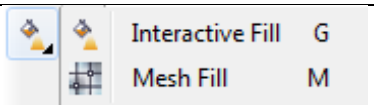
 **CURVE TOOL FLYOUT**	The **Bézier** tool lets you draw curves one segment at a time The **Artistic media** tool provides access to the **Brush**, **Sprayer**, **Calligraphic**, and **Pressure** tools. The **Pen** tool lets you draw curves one segment at a time. The **B-spline** tool lets you draw curved lines by setting control points that shape the curve without breaking it into segments. The **Polyline** tool lets you draw lines and curves in preview mode. The **3-point curve** tool lets you draw a curve by defining the start, end, and center points.
 **SMART TOOL FLYOUT**	The **Smart fill** tool lets you create objects from enclosed areas and then apply a fill to those objects The **Smart drawing** tool converts your freehand strokes to basic shapes and smoothed curves.
 **RECTANGLE TOOL FLYOUT**	The **Rectangle** tool lets you draw rectangles and squares. The **3-point rectangle** tool lets you draw rectangles at an angle
 **ELLIPSE TOOL FLYOUT**	The **Ellipse** tool lets you draw ellipses and circles. The **3-point ellipse** tool lets you draw ellipses at an angle.
	The **Polygon** tool lets you draw symmetrical polygons and stars. The **Star** tool lets you draw perfect stars. The **Complex star** tool lets you draw complex stars

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 **OBJECT TOOL FLYOUT**	that have intersecting sides. The **Graph paper** tool lets you draw a grid of lines similar to that on graph paper The **Spiral** tool lets you draw symmetrical and logarithmic spirals.
 **BASIC SHAPES TOOL FLYOUT**	The **Basic shapes** tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle The **Arrow shapes** tool lets you draw arrows of various shape, direction, and number of heads The **Flowchart shapes** tool lets you draw flowchart symbols The **Banner shapes** tool lets you draw ribbon objects and explosion shapes The **Callout shapes** tool lets you draw callouts and labels.
 **TEXT TOOL**	The **Text** tool lets you type words directly on the screen as artistic or paragraph text
 **TABLE TOOL**	The **Table** tool lets you draw and edit tables
 **DIMENSION TOOL FLYOUT**	The **Parallel dimension** tool lets you draw slanted dimension lines The **Horizontal or vertical dimension** tool lets you draw horizontal or vertical dimension lines The **Angular dimension** tool lets you draw angular dimension lines The **Segment dimension** tool lets you display the distance between end nodes in single or multiple segments

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	The **3-point callout** tool lets you draw a callout with a two-segment leader line
 **CONNECTOR TOOL FLYOUT**	The **Straight-line connector** tool lets you draw a straight connector line The **Right-angle connector** tool lets you draw a right angle connector line The **Right-angle round connector** tool lets you draw a right-angle connector line with curved corners The **Edit anchor** tool lets you modify connector line anchor points
 **INTERACTIVE TOOL FLYOUT**	The **Blend** tool lets you blend two objects The **Contour** tool lets you apply a contour to an object The **Distort** tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object The **Drop shadow** tool lets you apply a drop shadow to an object The **Envelope** tool lets you shape an object by dragging the nodes of the envelope The **Extrude** tool lets you apply the illusion of depth to objects The **Transparency** tool lets you apply transparencies to objects
 **EYEDROPPER TOOL FLYOUT**	The **Color eyedropper** tool lets you select and copy a color from an object on the drawing window or the desktop The **Attributes eyedropper** tool lets you select and copy object properties, such as line thickness, size and effects, from an object on the drawing window

 **OUTLINE TOOL FLYOUT**	The **Outline** tool opens a flyout that gives you quick access to items such as the **Outline pen** dialog box and **Outline color** dialog box
 **FILL TOOL FLYOUT**	The **Fill** tool opens a flyout that gives you quick access to items such as the fill dialog boxes
 **INTERACTIVE FILL TOOL FLYOUT**	The **Interactive fill** tool lets you apply various fills The **Mesh fill** tool lets you apply a mesh grid to an object

STARTING AND OPENING DRAWINGS

To Start CorelDRAW

CorelDRAW lets you start a new drawing from a blank page, a template, or an existing drawing. A **blank page** gives you the freedom to specify every aspect of a drawing. A **template** provides you with a starting point and leaves the amount of customization up to you.

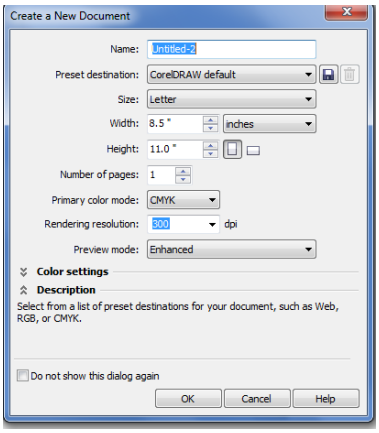


Fig 1.5 : Create New Dialog Box

STARTING NEW DRAWINGS

File →New→Blank Document →Type a filename in the **Name** text box. → From the **Preset destination** list box, choose an output destination for the drawing: →Select **paper size, unit of measurements** → number of pages you wish to insert →Enter

primary color mode →**resolution** →**Preview Mode** : Enhance/ Simple wireframe/ wireframe/Normal/ Draft/Pixel →**press ok.**

The Different CorelDRAW Present are:

- **CorelDRAW Default: A**pplies CorelDRAW default settings for creating graphics that are destined for printing.
- **Default CMYK**: Applies settings for creating graphics that are destined for commercial printing.
- **Default RGB**: Applies settings for creating graphics that are destined for printing to a high-fidelity printer
- **Web**: Applies settings for creating graphics that are destined for the Internet
- **Custom**: Lets you customize destination settings for a document

When starting a new drawing, CorelDRAW lets you specify page, document, and color management settings. You can choose from a list of **preset settings**, which are based on how you intend to use the drawing. For example, you can choose the **Web option** if you are creating a drawing for the Internet, or the **Default CMYK** option if you are creating a document destined for commercial printing. However, if the preset settings are not suitable for the drawing that you want to create, you can also customize the settings and save them for future use.

OPENING EXISTING DRAWINGS

CorelDRAW lets you open existing drawings saved to the CorelDRAW (CDR) format as well as drawings and projects saved to various file formats such as Corel DESIGNER (DSF or DES), Adobe Illustrator (AI), Adobe Portable Document Format (PDF), Encapsulated PostScript (EPS), and Computer Graphics Metafile (CGM). However, you may not be able to open certain files, depending on their file type and contents. In such cases, you can try importing the files as objects in an open drawing.

Goto **File →Open →Locate** the folder where the file is stored→Click on a **filename** →Press **Open**

PREVIEWING THE DRAWING (SCREEN PREVIEW)

You can preview a drawing to see how it will look when printed or exported. When you preview a drawing, only the objects on the drawing page and in the immediate area of the drawing window are displayed, and you can see all layers that are set to print in the **Object manager** docker. If you want a closer look at specific objects in a drawing, you can select and preview them. When you preview selected objects, the rest of the drawing is hidden

To Preview a Drawing

Click **View menu → Full-screen preview →** Click/press anywhere on the screen, to return to the application window. → You can press **Page up** and **Page down** to preview pages in a multipage drawing.

Working with Views

You can save a view of any part of a drawing. For example, you can save a view of an object at 230% magnification and then return to this specific view at any time. If a document contains multiple pages, you can view them all at once by using the **Page Sorter** view. You can also display consecutive left-hand and right-hand pages on the screen at the same time (facing pages) and create objects that span two pages

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To Save a View

Goto **Tools menu →View Manager** → Use the Zoom tools in the view manager docker to set up a view →Click the Add current view button.

If you disable the page icon next to a saved view in the docker, CorelDRAW switches to the magnification level only, not the page, when you switch to that view. Similarly, if you disable the magnifying glass icon, CorelDRAW switches to the page only, not the magnification level.

To Switch to a saved view

Click **Tools →view manager →Click a view** in the view manager docker.

To view all pages in a multipage document

Click **View →Page sorter view**

To view facing pages

Click **Layout →Page setup** → In the Document list of categories, click **Layout → Enable the Facing pages** check box → Choose one of the following settings for the **Start on** list box: Left side/right side. **Left side** → starts the document on a left hand page. **Right side**: Starts the document on a right hand page.

Working with other views of CorelDRAW

You can control how you see and work with your page by selecting from **view options**. The viewing mode you choose affects the amount of time it takes for a drawing to open or be displayed on the monitor. For example, a drawing displayed in Simple Wireframe view takes less time to refresh or open than does a drawing displayed in Enhanced view.

- **Simple Wireframe**: Displays an outline of the drawing by hiding fills, extrusions, contours, drop shadows, and intermediate blend shapes; also displays the bitmaps in monochrome. This mode lets you quickly preview basic elements in a drawing.
- **Wireframe**: Displays a drawing in simple wireframe mode plus intermediate blend shapes.
- **Draft:** Displays fills and bitmaps with a low resolution. This mode eliminates some detail to allow you to focus on the color balances in a drawing.
- **Normal** : Displays a drawing without PostScript fills or high-resolution bitmaps. This mode refreshes and opens slightly faster than the Enhanced mode.
- **Enhanced**: It is the default view. It displays a drawing with PostScript fills, high-resolution bitmaps, and anti-aliased vector graphics.
- **Pixels**: displays a pixel-based rendition of the drawing, which allows you to zoom in on an area of an object, and then position and size the object more precisely. This view also lets you see what the drawing will look like when it is exported to a bitmap file format.
- **Simulate overprints:** simulates the color of areas where overlapping objects were set to overprint and displays PostScript fills, high-resolution bitmaps, and anti-aliased vector graphics.
- **Rasterize complex effects**: Rasterizes the display of complex effects, such as transparencies, bevels, and drop shadows when in **Enhanced view**. This option is useful for previewing how the complex effects will be printed. To ensure the successful printing of complex effects, most printers require complex effects to be rasterized.

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SPECIFYING THE PAGE LAYOUT

You can begin working on a drawing by specifying settings for the size, orientation, and layout style of the page.

There are two options for specifying a page size: choosing a **preset page size** or **creating your own**. You can choose from many preset page sizes ranging from legal-size paper and envelopes to posters and Web pages. If a preset page size does not meet your needs, you can create a custom page size by specifying a drawing's dimensions.

The orientation of the page can be **Landscape or Portrait**. With **landscape** orientation the drawing's **width is greater than its height**, and with **portrait** orientation the **drawing's height is greater than its width**. Any pages you add to a drawing project assume the current orientation; however, you can give **single pages in a drawing project a different orientation**. The options you choose when specifying the page layout can be used as a default for all new drawings you create. You can also adjust the page size and orientation settings to match the standard paper settings for printing.

To set the default page layout

Click **Tools menu → Options.** → In the list of categories, click **Document** →Enable the **Save options as defaults** for new documents check box. →Enable the **Page** options check box.

The next new document is created with the page size and orientation options that were last specified with the **Resize current page only** check box **disabled**.

SAVING DRAWINGS

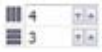
By default, drawings are saved to the CorelDRAW file format (CDR) and are compatible with the latest version of the application. You can also save a drawing that is compatible with an earlier version of CorelDRAW Graphics Suite. You can save a drawing to other vector file formats as well. If you want to use a drawing in another application, you must save it to a file format that is supported by that application. When you save a drawing, CorelDRAW lets you add reference information so that you can easily find and organize drawings later on.

Goto File →Save→Type a filename in the filename box → locate the folder where you want to save the file → Choose the file format from the Save as type dropdown box →click Save.

CHAPTER 2 GRIDS AND GUIDELINES

GRIDS AND GUIDELINES

Grids and guidelines are tools that enable you to easily position a selected object to a horizontal or vertical location or both. Working with the grid displayed is like working on graph paper. You can use grids to align your object to a position. The grids and guidelines are non-printing lines placed to align and place the objects in your drawing.

You can draw a grid and set the number of rows and columns. A grid is a grouped set of rectangles that you can break apart. To draw select Graph paper tool → Type values in the top and bottom portions of the **Columns and rows** box  on the property bar → The value you type in the top portion specifies the number of columns; the value you type in the bottom portion specifies the number of rows →Point to where you want the grid to appear →drag diagonally to draw a grid.

Note : I f you want to draw the grid from its center point outward, hold down Shift as you drag; if you want to draw a grid with square cells, hold down Ctrl as you drag.

To Ungroup a grid

Select a grid using pick tool →Goto Arrange menu →Ungroup

Guidelines are of two types **Vertical & Horizontal**. Figure 2.1 shows a Horizontal and Vertical guideline.

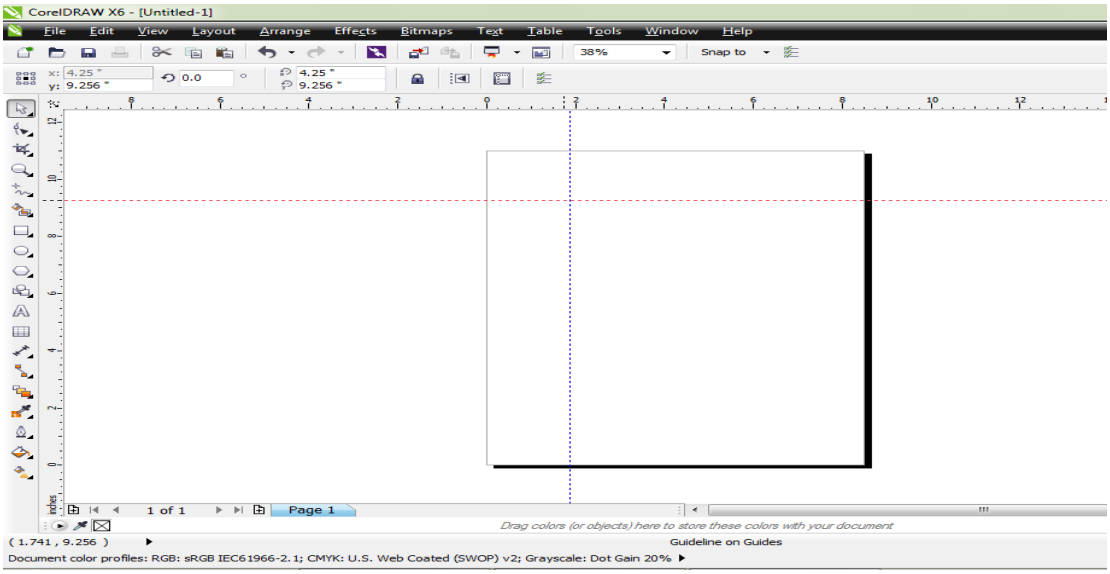


Fig 2.1 : Horizontal and Vertical Guideline

Defining Grids

. The intersecting horizontal and vertical lines are called **Gridlines.** You can also adjust the distance between the grids and number of lines(frequency) between each vertical and horizontal unit, can be set according to your requirement.

There are 3 types of grids: Document grid, Baseline grid and Pixel Grid

- **Document Grid:** The document grid is a series of non-printing intersecting lines that you can display in the drawing window. You can use the document grid to precisely align and position objects.
- **Baseline Grid :** A series of evenly spaced horizontal lines that follow the pattern of a ruled notebook and help align text and objects.
- **Pixel Grid :** It displays a pixel based rendition of the drawing, which allows you to zoom in an area of an object, then position and size the object more precisely.

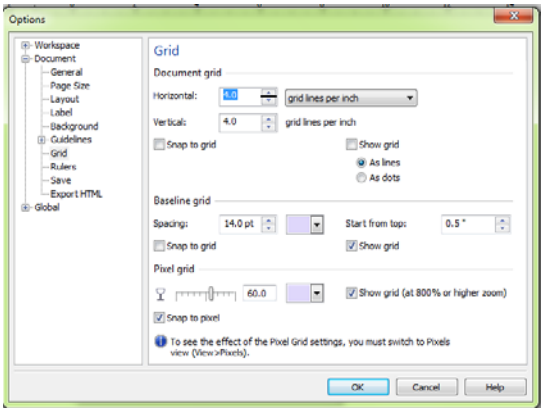


Fig 2.2 : Customizing Gridlines

To display grids do this:

1. Click **View menu → Grid → Document Grid/Baseline Grid/ Pixel Grid.**

To customize grids do this:

Click **View menu →Setup → Grid and Ruler Setup**. The Option dialog box appears as in Figure 2.2. Here you can set all types of Grids.

2. Click **Grid lines per inch /inches apart**, to specify the distance between each gridline. Type the values: **Horizontal**: type the distance between horizontal grid. **Vertical**: type the distance between vertical grid.
3. To display the grids as lines, click the **Show grid as line** radio button. To display the grids as dots, click the **Show grid as dots** radio button.
4. . To display the grid click Show grid check box.

To place a Vertical Guideline, do this:

- Drag on the ruler on the left side of the Drawing window, and pull it to the position you want to place the guide.
- Alternatively, Click **View menu → snap to →Guideline Setup →** The dialog box appears. In the dialog box, click the **Vertical** and type the number then click **Add** button.

To place horizontal guideline do this:

- Drag on the ruler situated on the top of the drawing window, and pull it until the line placed at the desired location.
- Alternatively, click **View menu →snap to → Guideline Setup →** The dialog box that appears : In the dialog box, click on **Horizontal** and type the number then click on **Add** button.

Snap to Grid feature will make the grid coordinates act like magnets that attract the object you are moving If you want to move an object to a location not a grid coordinate, you will find it difficult with snap to Grid turned on. You can place custom defined horizontal and vertical guidelines on your page and use them to align objects to a required position. CorelDRAW allows you to snap your object that is you can force your object that is being drawn to align automatically to a point on another object.

Note:- The hotkey for toggling snap to Grid on and off is Ctrl+Y.

To snap to guidelines do this:

1. Click on **View menu →snap to → choose Snap to Guidelines.** Now the guidelines will act as magnetic borders.

To remove guidelines do this:

1. **Select** the guideline you want to remove with the pick tool.
2. Press the *Delete* button or Right click and select **Delete** option from floating menu.

Using Dynamic Guides

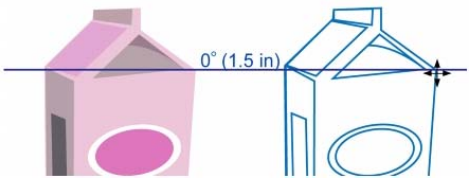


Fig 2.3 : Dynamic Guides

You can use Dynamic Guides to place objects in relation to other objects as you draw them You can display Dynamic Guides to help you precisely move, align, and draw objects in relation to other objects. Dynamic Guides are **temporary guidelines** that you can pull from the following **snap points** in objects: center, node, quadrant, and text baseline.
The object from the **snap point** that was used to create the dynamic guide, which helps you position the object precisely.. You can also display intersecting Dynamic Guides and then place an object at the intersection. In the above figure the dynamic guide was pulled from a node in the object on the left. The screen tip next to the node displays the angle of the dynamic guide (0º) The object on the right was dragged along the dynamic guide and positioned precisely 1.5 inches away from the node that was used to generate the dynamic guide.
Dynamic Guides contain invisible divisions, called **ticks**, to which your pointer gravitates. Ticks let you move objects with precision along a dynamic guide. You can adjust tick spacing to suit your needs, and you can disable snapping to ticks. You can turn off Dynamic Guides at any time.

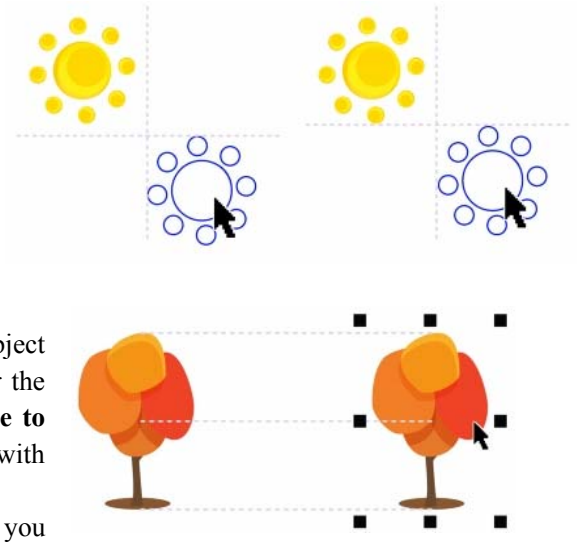
To enable or disable Dynamic Guides

Click **View → Dynamic Guides**. A check mark beside the **Dynamic Guides** command indicates that Dynamic Guides are enabled. You can toggle Dynamic Guides on and off by pressing **Shift + Alt + D.**

To set dynamic guide options

Click **View →Setup →Dynamic Guides setup →** On the **Dynamic Guides** page of the **Options** dialog box, enable angle screen tip/ distance screen tip check boxes:. → Type a value in the **Tick spacing** box to change the distance between the invisible divisions on the Dynamic Guides → In the **Guides** area, enable or disable the angle check boxes to choose the angles at which to create the Dynamic Guides → Enable the **Extend along segment** check box to create Dynamic Guides that are extensions of line segments.
Angle screen tip: Lets you display or hide the angle of Dynamic Guides. **Distance screen tip**: lets you display or hide the distance from the snap point that is used to create a dynamic guide. When you enable an angle check box, a preview of the dynamic guide appears in the **Guides** preview window

Using alignment Guides



You can align objects interactively on the drawing page by using alignment Guides. Alignment Guides are temporary guidelines that appear when you create, resize, or move objects in relation to other nearby objects. While Dynamic Guides provide precise measurements for creating technical illustrations, alignment Guides are useful in page layout to align text or graphic elements quickly and accurately.

Alignment Guides help you align the center of an object with the center of another object (**center to center**) or the edge of an object with the edge of another object (**edge to edge)**. In addition, you can align the edge of an object with the center of another object (**edge to center**).

Alignment Guides appear as an object is moved. If you want to align an object at a set distance from the edge of another object, you can **set margins** for the alignment Guides. After you specify the margins, you can choose how the edge Guides appear: they can follow either the margins, or both the margins and the edges of the object. In the above figure **Left:** Alignment Guides following the margins only (around the object at the top). **Right**: Alignment Guides following the margin (vertical guide) and the object's edge (horizontal guide)

Fig 2.4 : Alignment Guides

Alignment Guides are turned off by default. You can easily enable or disable alignment Guides, or modify their default settings. You can choose whether alignment Guides appear for individual objects in a group, or for the bounding box of the group as a whole.

To enable or disable alignment Guides

Click View →Alignment Guides.

You can also enable or disable alignment Guides by clicking **Layout menu →Layout toolbar** or **Window →Toolbars →Layout**. You can also enable alignment Guides by pressing **Shift + Alt + A.**

To modify alignment guide settings: Click **View →Setup →Alignment Guides setup →**

To place an object in relation to another object

With Dynamic Guides enabled, select an object → Drag the object to an eligible snap point of the target object → When the snap point of the target object becomes highlighted, drag the object along the dynamic guide to position it.

If you want to move the object by a specific snap point, move the pointer over the snap point until the snap point becomes highlighted. The eligible snap points: the node, center, quadrant, and text baseline snap points; appear only when the corresponding snapping modes are activated.

CHANGING THE ORDER OF OBJECTS

You can change the stacking order of objects on a layer or a page by sending objects to the front or back of other objects. You can also position objects precisely in the stacking order, as well as reverse the stacking order of multiple objects.

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To move an object in the stacking order

Select an **object** →Click **Arrange** →**Order**, and then click any one of the following commands

To front of page : moves the selected object in front of all other objects on the page. **To back of page**: moves the selected object behind all other objects on the page. **To front of layer**: moves the selected object in front of all other objects on the active layer. **To back of layer**: moves the selected object behind all other objects on the active layer. **Forward one**: moves the selected object forward one position. If the selected object is in front of all other objects on the active layer, it is moved to the layer above. **Back one**: moves the selected object behind one position. If the selected object is behind all other objects on the selected layer, it is moved to the layer below. **In front of**: moves the selected object in front of the object that you click in the drawing window. **Behind** :moves the selected object behind the object that you click in the drawing window.

An object cannot be moved to a locked (non-editable) layer; instead, it is moved to the closest editable layer. An **Order** command is unavailable if the selected object is already positioned in the specified stacking order.

To reverse the order of multiple objects

Select the objects → Click **Arrange** → **Order** ▸ **Reverse order**

CHAPTER 3
WORKING WITH DRAWING TOOLS

DRAWING LINES

CorelDRAW lets you add lines and brushstrokes by using a variety of techniques and tools. After you draw lines or apply brushstrokes to lines, you can format them. You can also format the outlines that surround objects. CorelDRAW provides preset objects that you can spray along a line. You can also create flow and dimension lines in drawings. Lines, Rectangle, square are the basic shapes of a drawing. CorelDRAW X6 lets you draw various types of lines like straight line, freehand lines, calligraphic lines and Bezier lines. The **Curve** flyout offers a wide variety of tools for drawing lines — whether freehand or precise, straight or curved!

Freehand tool: lets you draw lines and curves as if you were sketching on a sketch pad. If you make a mistake while drawing freehand curves, you can erase the unwanted part immediately and continue drawing. To use freehand tool:
Select freehand tool →

To Draw	Action
Curved Line	Click where you want to start the curved line and drag.
Straight Line	Click where you want to start the line & click where you want the line to end.
Control the smoothness of a curved line	Type a value in the **Freehand smoothing** box on the property bar. Higher values produce smoother curves.
Reposition a line	Hold down left mouse buttons, and drag the line to a new position.
Place a copy of a line in the drawing	Hold down the right mouse button, and drag the line to a new position. Click **Copy here**
Add line segments to an existing line	Click the end node of a selected line, and click where you want the new segment to end
Create a closed shape from two or more connected lines	In a line that contains two segments, click the end node, and then click the start node.
You can constrain a line created with the **Freehand** tool to a predefined angle, called a **constrain angle,** by holding down **Ctrl** while you drag. This feature is useful for drawing straight vertical and horizontal lines. .	

Polyline tool : lets you draw freehand lines (with curved and straight segments) as if you were sketching on a sketch pad. the **Polyline** tool is easier to use for quickly drawing a complex line that consists of alternating curved and straight segments.

Select **Polyline tool** →to draw **straight segment**, click where you want to start the line segment and then click where you want to end. To draw **curved segment**: click where you want to start the segment and drag across the drawing page. → You can add as many segments as you want. You can also close an open object by clicking the **close curve** button on the property bar.

2-point line tool: lets you draw a straight two-point line segment. This tool also allows you to create 2 point straight lines, perpendicular 2-point line and tangent 2-point line to objects.

To draw a straight line: Select 2 point line tool → point to where you want to start the line and drag to draw the line.

To draw a perpendicular line: Select 2 point line tool → On the property bar, click : Perpendicular 2 point line button → click the edge of an object, and drag to where you want the line to end.

If you want to draw a line that is perpendicular to 2 objects, drag to edge of the second object, and release the mouse button where the perpendicular snap point appears. To extend the line beyond the 2nd object, hold CTRL key when the perpendicular snap point appears and drag to where you want the line to end.

To draw a tangent line : Select 2 point line tool → On the property bar, click : Tangential 2 point line button → click the edge of a curved segment in an object, and drag to where you want the tangent line to end.

If you want to draw a line that is tangent to 2 object, drag the edge of the 2nd object and release the mouse button when the tangent snap point appears. When the quadrant snap points coincides with tangent snap point, the quadrant snap points appears.

Bézier tool : lets you draw lines one segment at a time by placing each node with precision and controlling the shape of each curved segment.
Select Bezier tool → To draw a **curved segment**, click where you want to place the 1st node, and the control handle to where you want to place the next node. → Release the mouse button and drag the control handle to create the curve. To draw a **straight segment**, click where you want to start the line segment and click where you want to end it. →Press space bar to finish the line.

You can also	
Draw a curved segment followed by a straight segment	Draw a curved segment, double-click the end node, and click where you want the straight segment to end.
Draw a straight segment followed by a curved segment	Draw a straight segment. Click the endpoint of the segment, drag to where you want, and release the mouse button. Drag to draw a curve.
Change curve angle to preset increments as you draw	While holding down **Ctrl**, drag a control handle

Pen tool : lets you draw lines one segment (curved or straight) at a time by placing each node with precision and controlling the shape of each curved segment. When we are using this tool we can preview the line segments you are drawing.

Select Pen tool →To draw **curved segment** : click where you want to place the first node and then drag the control handle to where you need to place next node →release the mouse button and drag the control handle to create the curve you want. To draw **straight segment :** click where you want to start the line segment and click where you want to end it. → Double click to finish the line.

You can also	
Preview a line while drawing	Enable the Preview mode button in the property bar. Click on the drawing page, and release the mouse button. Move the mouse, and click to finish the line.
Add a node to a line	Enable the Automatically add or delete nodes button on the property bar. Point to where in the line you want to add a node, and click when the pointer changes to the Add nodes state.
Delete a node from a line	Point to a node, and click when the pointer changes to the Delete nodes state.

B-Spline tool: lets you draw curved lines and b splines by setting control points that shape the curve without breaking it into segments. B-Splines touch the first and last control points and are pulled by the point.

Select B-Spline tool →Click where you want to start the line →click to set as many control points as you need to shape a line. → double click to finish the line.

Reshape the line by using control points	Select the line by using the **Shape** tool , and reposition the control points to reshape the line
Float a control point	Select the line by using the **Shape** tool , click a clamped control point, and click the **Make control point floating** button on the property bar
Clamp a control point	Select the line by using the **Shape** tool , click a floating control point, and click the **Make control point clamped** button on the property bar.
Add a control point	Select the line by using the **Shape** tool , and double-click along a control line.
Delete a control point	Select the line by using the **Shape** tool , and double-click the control point that you want to delete
Select multiple control points	Select the line by using the **Shape** tool , and hold down **Shift** while you click on the control points that you want to select

Smart drawing tool

The Smart drawing tool lets you use shape recognition to draw straight and curved lines.

3 point curve tool: lets you draw a curve by defining the start, end, and center points Select the 3 point curve tool → click where you want to start the curve, and drag to where you want the curve to end → release the mouse button and click where you want the center of the curve to be. To draw a symmetrical curve hold shift while dragging. To draw a circular curve hold ctrl while dragging.

DRAWING RECTANGLES AND SQUARES

CorelDRAW lets you draw rectangles and squares. You can draw a rectangle or square by dragging diagonally with the **Rectangle tool** or by specifying the width and height with the **3-point rectangle tool**. The 3-point rectangle tool lets you quickly draw rectangles at an angle.

You can also draw a rectangle or square with rounded, scalloped or chamfered corners. You can modify each corner individually or apply the changes to all corners. In addition, you can specify that all corners scale relative to the object. You can also specify the default corner size for drawing rectangles and squares.

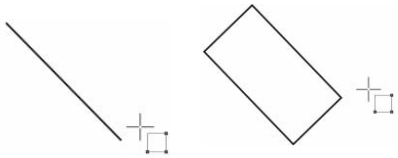


Fig 3. 1: ***Above : 3-point rectangle by first drawing its baseline Below: drawing its height.***

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To draw a rectangle or square by dragging diagonally:

Draw a rectangle	In the toolbox, click the Rectangle tool. Drag in the drawing window until the rectangle is the size you want.
Draw a square	In the toolbox, click the Rectangle tool. Hold down Ctrl, and drag in the drawing window until the square is the size you want
You can draw a rectangle from its center outward by holding down Shift as you drag. You can also draw a square from its center outward by holding down Shift + Ctrl as you drag. You can draw a rectangle that covers the drawing page by double-clicking the Rectangle tool.	

To draw a rectangle by specifying height and width

In the toolbox, click the **3-point rectangle tool** → In the drawing window, point to where you want to start the rectangle, drag to draw the **width**, and release the mouse button → Move the pointer to draw the **height**, and click. → To adjust the size of the rectangle, type values in the Object **size boxes** on the **property bar**. → To constrain the angle of the baseline to a preset increment, known as **constrain angle**, hold down **Ctrl** as you drag.

To draw a rectangle or square with rounded, scalloped, or chamfered corners

Click a **rectangle** or square. → Click one of the following buttons on the property bar →select **rounded corner/scalloped corner/ chamfered corner** → Type **values** in the **Corner radius** areas on the **property bar**. → click apply.

Round corner — produces a curved corner
Scalloped corner — replaces a corner with an edge that has a curved notch
Chamfered corner — replaces a corner with a flat edge

You can apply the same changes to all the corners by clicking **the edit corners button together** on the property bar. Click the **Relative corner scaling** button the property bar to **disable** the **scaling of corners** relative to object.

You can also modify the corners of a selected rectangle or square by clicking the Shape tool , clicking a **corner option** button on the property bar, then **drag**ging a **corner node** toward the shape's center. If you prefer to modify only **one corner**, hold down **Ctrl**, then drag a corner node toward the shape's center.

To specify the default corner size of drawing rectangles and square : click **tools menu** → **options** →Double click toolbox from the workspace list of categories →click **rectangle tool** → in the rectangle corners area, type values in the boxes.

DRAWING ELLIPSES, CIRCLES, ARCS, AND PIE SHAPES

You can draw an ellipse or circle by dragging diagonally with the **Ellipse** tool, or you can draw an ellipse by using the **3-point ellipse** tool to specify its width and height. The **3-point ellipse** tool lets you quickly create an ellipse at an angle, eliminating the need to rotate the ellipse.

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Using the **Ellipse** tool, you can draw a new arc or pie shape, or you can draw an ellipse or circle and then change it to an arc or a pie shape. You can also change the default properties of new objects that are drawn with the **Ellipse** tool. For example, you can set the default properties so that all new shapes you draw are arcs or pie shapes.

Note: You can draw Ellipse as you draw rectangle



Fig 3. 2: ***Above :3-point ellipse by first drawing its baseline Below: drawing its height.***

To draw an arc or a pie shape

You can draw an ellipse or a circle from its center outward by holding down **Shift** as you drag.

To	Command
Draw an arc	In the toolbox, click the **Ellipse** tool . Click the **Arc** button on the property bar. Drag in the drawing window until the arc is the shape you want.
Draw a pie shape	In the toolbox, click the **Ellipse** tool . Click the **Pie** button on the property bar. Drag in the drawing window until the pie is the shape you want.
To draw an arc, the ellipse or circle must have an outline. You can change the direction of a selected arc or pie shape by clicking the **Change direction** button on the property bar. You can constrain the movement of the node to 15-degree increments by holding down **Ctrl** as you drag.	

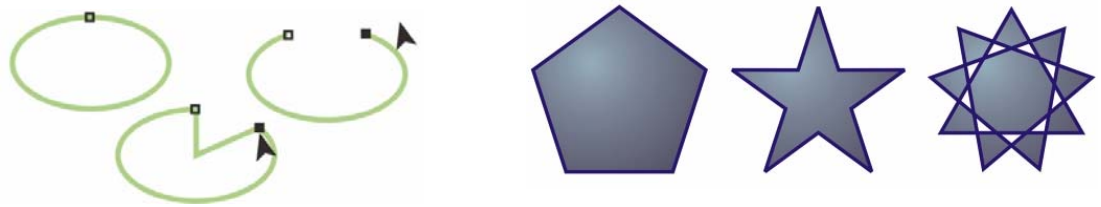


Fig 3. 3: ***Left : Drawing arc Right : Drawing Star and polygon***

DRAWING POLYGONS AND STARS

CorelDRAW lets you draw **polygons** and two types of **stars**: perfect and complex. **Perfect stars** are traditional-looking stars and can have a fill applied to the entire star shape. **Complex stars** have intersecting sides and produce original results with a fill applied. You can modify polygons and stars. For example, you can change the number of sides on a polygon or the number of points on a star, and you can sharpen the points of a star. You can also use the **Shape** tool to reshape polygons and complex stars, just as you would with any other curve object.

To draw a polygon

In the toolbox, click the **Polygon** tool → and drag in the drawing window to draw a polygon of required size . You can draw a polygon from its center by holding down **Shift** as you drag. You can draw a symmetrical polygon by holding down **Ctrl** as you drag.

To modify a polygon

To	Do the following
Change the number of sides of a polygon	Select a polygon, type a value in the **Points or sides** box on the property bar, and press **Enter**
Reshape a polygon into a star	Select a polygon, click the **Shape** tool , and drag a node on the polygon until the star is the shape you want.

To draw a star

To	Do the following
Draw a perfect star	In the toolbox, click the **Star** tool , and drag in the drawing window until the star is the size you want.
Draw a complex star	In the toolbox, click the **Complex star** tool , and drag in the drawing window until the star is the size you want.
You can draw a star from its center by holding down **Shift** as you drag. You can draw a symmetrical star by holding down **Ctrl** as you drag	

To modify a star

To	Do the following
Change the number of points on a star	Select a star, type a value in the **Points or sides** box on the property bar, and press **Enter**.
Sharpen a star's points	Select a star, and type a value in the **Sharpness** box on the property bar.
Reshape a star	Select a star, click the **Shape** tool , and drag a node on the star.
When you use the **Shape** tool to reshape a perfect star, the node movement is constrained. Also, on perfect stars, you cannot add or delete nodes, nor can you convert line segments to curves.	



Fig : 3.4 : Left to right: The Shape tool was used to change a polygon into a star that can be shaped as a curve object. The line segments of the star were then converted to curves and adjusted to produce the starfish shape



Fig : 3.5 :Drawing Spirals

DRAWING SPIRALS

You can draw two types of spirals: **symmetrical and logarithmic**. **Symmetrical spirals** expand evenly so that the distance between each revolution is equal. **Logarithmic spirals** expand with increasingly larger distances between revolutions. You can set the rate by which a logarithmic spiral expands outward. **To draw a spiral**: select the **spiral tool** → type a **value** in Spiral revolution box on property bar → In property bar select the **type of spiral** (Symmetrical/Logarithmic spiral) → If you want to change the amount by which the spiral expands as it moves outward, move the **Spiral expansion factor** slider → Drag diagonally in the drawing window until the spiral is of required size.

Note : You can draw a spiral from its center outward by holding down Shift as you drag. You can also draw a spiral with even horizontal and vertical dimensions by holding Ctrl key as you drag.

DRAWING PREDEFINED SHAPES

Using the Perfect Shapes collection, you can draw predefined shapes. Certain shapes specifically basic shapes, arrow shapes, banner shapes, and callout shapes — contain diamond-shaped handles that are called **glyphs**. You can drag a glyph to modify the appearance of a shape. You can **Add text** to the inside or outside of the shape. For example, you might want to put a label inside a flowchart symbol or a callout.

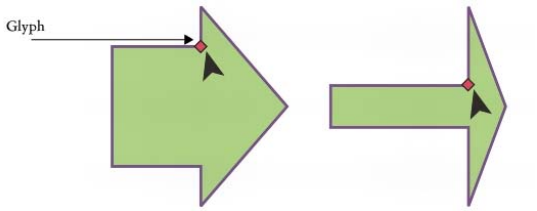


Fig : 3.6: Using the Shape tool, you can drag a glyph to alter a shape.

In the toolbox, click one of the following tools→ Basic shape tools/ Arrow shapes/ Flowchart shapes/ banner shapes/ callout shapes → Open the Perfect Shapes picker on the property bar, and click a shape. → Drag in the drawing window until the shape is of required size you want.

Like other shapes, shapes that are drawn with a Perfect Shapes tool can be modified.
Select a shape that contains a glyph → Drag a glyph until you achieve the shape you want.

Note: The right-angle, heart, lightning bolt, explosion, and flowchart shapes do not contain glyphs

To add text to a predefined shape :

Click the Text tool → Position the cursor inside the shape's outline until it changes to a text cursor → Type inside the shape, choose a font, and format the text.

DRAWING BY USING SHAPE RECOGNITION

You can use the Smart drawing tool to draw freehand strokes that can be recognized and converted to basic shapes. Rectangles and ellipses are translated to native CorelDRAW objects; trapezoids and parallelograms are translated to Perfect Shapes objects; lines, triangles, squares, diamonds, circles, and arrows are translated to curve objects. If an object is not converted to a shape, it is smoothed. Objects and curves drawn with **shape recognition are editable**. You can set the amount of time to elapse between making a pen stroke and the implementation of shape recognition. For example, if the timer is set to one second and you draw a circle, shape recognition takes effect one second after you draw the circle. You can make corrections as you draw. You can also change the thickness and line style of a shape that was drawn by using shape recognition.

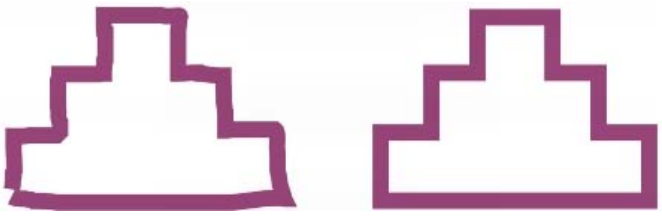


Fig : 3.7: Drawing shape using shape recognition

To draw a shape or line by using shape recognition

Click the **smart drawing tool** →Choose a **recognition level** from the Shape recognition level list box on the **property box** → choose a **smoothing level** from the smart smoothing level list box on the property bar →Draw a shape or line in the drawing window.

Note : The Smart drawing tool property bar is displayed only when the Smart drawing tool is selected

To set shape recognition delay

Goto Tools menu →options → in the workspace list of categories select smart drawing tool → move the drawing assistance delay slider. (min delay is 10 ms; max is 2 sec)

To make a correction while using shape recognition

Before the delay recognition period has elapsed, hold down **Shift**, and drag over the area you want to correct. You must start erasing the shape or line from the last point drawn

To change the outline thickness of an object drawn with shape recognition

Click the Smart drawing tool →Click the shape→ From the outline width list box on the property bar, choose an outline thickness.

CHAPTER 4 EXPLORING CROP TOOLS

CROP TOOL

Cropping lets you quickly remove unwanted areas in objects and imported graphics, eliminating the need to ungroup objects, break linked groups apart, or convert objects to curves. You can crop vector objects and bitmaps. When cropping objects, you define a rectangular area (cropping area) that you want to keep. Object portions outside the cropping area are removed. You can specify the exact position and size of the cropping area, and you can rotate and resize it. You can crop only selected objects without affecting other objects in a drawing, or you can crop all objects on the drawing page.

To crop objects: Select the object you want to crop →select crop tool →drag to define a cropping area → double click inside the cropping area.

You can also	
Specify the exact position of the cropping area	Type values in the **Crop position** boxes on the property bar, and press **Enter**.
Specify the exact size of the cropping area	Type values in the **Crop size** boxes on the property bar, and press **Enter**.
Rotate the cropping area	Type values in the **Angle of rotation** box.
Remove the cropping area	Click the **Clear crop marquee** button.

KNIFE TOOL

You can split a bitmap or vector object in two and reshape it by redrawing its path. You can split a closed object along a straight or jagged line. CorelDRAW lets you choose between splitting an object into two objects, or leaving it as one object composed of two or more sub paths. You can specify whether you want to close paths automatically or keep them open. The knife tool snaps upright when positioned properly.

Select **Knife tool**→ Position the Knife tool over the **object's outline** where you want to start cutting. → click the outline to start cutting → position the knife over the objects outline where you want to stop cutting and click again.

You can also	
Split an object along a freehand line	Point to where you want to start the cut, and drag to where you want it to end.
Split an object along a Bézier line	Hold down Shift, click where you want to start cutting an object, drag the control handle to where you want to position the next node, and click. Continue clicking to add more straight segments to the line. If you want to add a curved segment, point to where you want to place the node and drag to shape the curve. If you want to constrain the line by 15-degree increments, hold down Shift + Ctrl.
Split an object into two subpaths	Click the Keep as one object button  on the property bar.
Split an object while keeping only one of its parts	Click the object's outline where you want to start the cut, and point to where you want the cut to end. Press Tab once or twice until only the part of the object that you want to keep is selected, and then click.

Eraser Tool

To erase a portions of an object. The Eraser tool works just like a pencil eraser, removing any part of the image over which you click and drag. Erasing automatically closes any affected paths and converts the object to curves. If you erase connecting lines, CorelDRAW creates sub paths rather than individual objects

Note : You can change the size of the eraser nib by changing the eraser thickness box on the property bar and you can change the shape of the eraser nib by clicking the eraser shape button the property bar.

Select an object → select eraser tool → drag over the object

Virtual Line Segment

You can delete multiple line segments at one time by dragging the points to enclose or intersect all target segment. You can also weld line segments. The Virtual segment delete tool snaps upright when positioned properly. If you want to delete multiple line segments at one time, click the pointer to drag a marquee around all line segments you want to delete. The Virtual segment delete tool does not work on linked groups such as drop shadows, text, or images. Select the Virtual segment delete tool→ Move the pointer to the line segment you want to delete. → Click the line segment.

CROPPING BITMAPS

Cropping removes unwanted areas of a bitmap. To crop a bitmap into a rectangular shape, you can use the Crop tool. To crop a bitmap into an irregular shape, you can use the Shape tool and the Crop bitmap command.

Click the Shape tool→.Select a bitmap. → Drag the corner nodes to reshape the bitmap. → If you want to add a node, double-click the node boundary (dotted line) by using the Shape tool where you want the node to appear. → Click Bitmaps→ Crop bitmap.

STRAIGHTENING BITMAPS

This feature is useful for straightening photos that were taken or scanned at an angle. You can rotate an image by typing a rotation angle. You can specify a custom rotation angle from -15 to 15 degrees.

If you want to change the orientation of the image before straightening it, you can start by rotating the image 90 degrees clockwise and 90 degrees counterclockwise. A grid is displayed in the preview window to help you straighten the image. You can make more precise adjustments by controlling the cell size of the grid. By default, the straightened image is cropped to the cropping area that is displayed in the preview window. The final image has the same aspect ratio as the original image, but it has smaller dimensions. However, you can preserve the original width and height of the image by cropping and resampling the image.



Original image (left); straightened and cropped image (right)

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You can also produce an image at an angle by disabling cropping and then using the Crop tool to crop the image in the drawing window.

Select an **image**. → Click **Bitmaps** → **Straighten image.** → Move the Rotate image slider, or type a value between 15 and -15 in the **Rotate** image box. If necessary, move the Grid slider to adjust the size of the grid cells. → To crop and straighten the image, enable the Crop image check box.

You can also	
Change the grid color	Choose a color from the Grid color picker.
Align an image area with a gridline	Using the Pan tool, drag the image until the area is aligned with the gridline. You can use the Pan tool only after you zoom in on the image.
Rotate the image 90 degrees in either direction	Click the Rotate counterclockwise button or the Rotate clockwise button.
Hide or display the grid	Disable or enable the Grid check box.
Adjust the rotation angle by 0.1-degree increments	Click in the Rotate image box, and press the Up arrow or Down arrow key.
Reset the image to its original orientation	Click Reset.
Zoom in or out	Using the Zoom in or Zoom out tool, click in the preview window.
Fit an image in the preview window	Click the Zoom to fit button.
Display an image at its actual size	Click the 100% button.

USING PICK TOOL FOR SELECTING OBJECTS

Before you can change an object, you must select it. You can select visible objects, objects that are hidden from view by other objects, and a single object in a group or a nested group.

To	Do the following
Select an object	Click the **Pick** tool , and then click an object.
Select multiple objects	Click the **Pick** tool , hold down **Shift**, and click each object that you want to select.
Marquee select objects by using a rectangular selection area	Click the **Pick** tool , and drag around the objects that you want to select. To constrain the selection area to a square, hold down **Ctrl** while dragging.
Marquee select objects by using a selection area of irregular shape	Click the **Freehand pick** tool , and drag around the objects that you want to select. Objects that are only partially enclosed by the selection area are not selected. To select objects that are only partially enclosed by the selection area, hold down **Alt** while dragging. To constrain the selection area to a rectangular shape, hold down **Ctrl** while dragging

Select **Pick** tool , hold down **Shift**, and click each object that you want to include in the selection group→ Press **Ctrl** + a number from 0 to 9 → The number you pressed is associated with the new selection group.

To deselect objects

To	Do the following
Deselect all objects	Click the **Pick** tool , and click a blank space in the drawing window.
Deselect a single object among multiple selected objects	Hold down **Shift**, click the **Pick** tool, and then click the object.

To change how unfilled objects are selected

Click **Tools →Options →** In the **Workspace** list of categories, click **Toolbox → Pick tool**. → Enable or disable the **Treat all objects as filled** check box.
Enabling the check box lets you select an unfilled object by clicking on its outline or the area enclosed by the outline; disabling the check box lets you select an unfilled object by clicking only on its outline.

FREEHAND PICK TOOL

The **Freehand pick** tool lets you select objects by using a freehand selection marquee

CHAPTER 5 WORKING WITH IMAGES

COPYING, DUPLICATING, AND DELETING OBJECTS

CorelDRAW provides you with several ways to copy objects. When you no longer need an object, you can delete it.

Cutting, copying, and pasting

You can cut or copy an object to place it on the Clipboard and paste it into a drawing or another application. Cutting an object places it on the Clipboard and removes it from the drawing. Copying an object places it on the Clipboard but keeps the original in the drawing.

To cut or copy an object : Select an object. → Click **Edit**, and click **cut / copy** → place the cursor where you need to place the text → go to Edit menu →Paste.

Duplicating

Duplicating an object places a copy directly in the drawing window and does not use the Clipboard. Duplicating is faster than copying and pasting. Also, when duplicating an object, you can specify the distance between the duplicate and the original object along the x and y axes. This distance is known as the offset.

To Duplicate an object: Select an object. → Click **Edit**, and click duplicate

Copying objects at a specified position

You can create multiple copies of objects simultaneously, while specifying their position, without using the Clipboard. For example, you can distribute object copies horizontally, to the left or right of the original object; or you can distribute copies of objects vertically, below or above the original object. You can specify the spacing between copies of objects, or you can specify the offset at which copies of objects are created in relation to each other

Select an object → goto edit menu → step and repeat → type a value in the number of copies box →click apply.

Note : You can distribute copies of objects horizontally, vertically and offset all copies of objects by a specified distance.

To create a copy of objects quickly

In the toolbox, click the **Pick** tool → press the **Spacebar** while moving, rotating or transforming the object.

To copy size, position, or rotation from one object to another

In the toolbox, click the **Attributes eyedropper** tool → Click the **Transformations** flyout on the property bar, and enable **size/ rotation/ position** check boxes: → Click the object whose transformations you want to copy → The **Attributes eyedropper** tool automatically switches to the **Apply object attributes** mode → Click the object to which you want to apply the copied transformations.

COPYING OBJECT PROPERTIES, TRANSFORMATIONS, AND EFFECTS

CorelDRAW lets you copy attributes from one object to another. You can copy object properties such as outline, fill, and text properties. You can copy object transformations such as sizing, rotating, and positioning. You can also copy effects applied to an object.

To copy fill, outline, or text properties from one object to another

In the toolbox, click the **Attributes eyedropper** tool→ Click the **Properties** flyout on the property bar, and enable outline/fill/text → Click the object whose properties you want to copy. → The **Attributes eyedropper** tool automatically switches to the **Apply object attributes** mode → Click the object to which you want to apply the copied properties.

FINDING AND REPLACING OBJECTS

You can use the **Find** and **Replace** wizards to locate and edit objects in a large drawing.
Using search criteria that you specify, the **Find** wizard Guides you step-by-step when you need to find and select objects in a drawing. The search criteria can include object type and its related properties, fill and outline properties, vector effects applied to objects, or the name of an object or style. For example, you can search for and select all rectangles with rounded corners and without fill, or all text on a path. You can also search for objects that contain the same properties as a selected object. You can change the search criteria in the middle of a search. You can also save search criteria for later use.

The **Replace** wizard Guides you through the process of finding objects that contain the properties you specify and then replacing those properties with others. For example, you can replace all object fills of a certain color with fills of a different color. You can also replace color models and palettes, outline properties, and text attributes, such as font and font size. You can also search for specific words and replace them with other words

To find and select objects

Click **Edit → Find and replace(Ctrl + F) →Find objects →** Follow the instructions in the **Find** wizard.
If you save an object search, you can reactivate the last search you performed by clicking **Edit →Find and replace →Recent search**

To replace object properties

Click **Edit ▸ Find and replace ▸ Replace objects →** Follow the instructions in the **Replace** wizard

INSERTING BARCODES

The **Barcode** wizard in CorelDRAW lets you add bar codes to drawings. A bar code is a group of bars, spaces, and sometimes numbers that is designed to be scanned and read into computer memory. Bar codes are most commonly used to identify merchandise, inventory, and documents. The **Barcode** wizard Guides you through the process of inserting a bar code. If you need additional information at any step, you can consult the Help in the **Barcode** wizard.

To insert a bar code

Click **Edit ▸ Insert barcode →** Follow the instructions in the **Barcode** wizard.
A bar code is inserted into a drawing as an object

CREATING, EDITING, AND DELETING SYMBOLS

Symbols are objects that are defined once and can be referenced many times in a drawing. You can have multiple instances of a symbol in a drawing with little impact on file size. Symbols make editing a drawing quicker and easier, as changes made to a symbol are automatically inherited by all instances

To create a symbol: Select an object or multiple objects. Click **Edit ▸ Symbol ▸ New symbol →** Type a name for the symbol in the **Create new symbol** dialog box.

To edit a symbol : In the **Symbol manager** docker, choose a symbol from the list → To open the **Symbol manager** docker, click **Edit** ▸ **Symbol** ▸ **Symbol manager** → Click the **Edit symbol** button → Modify the objects on the drawing page → Click the **Finish editing object** tab in the bottom-left corner of the drawing window.

To delete a symbol: In the **Symbol manager** docker, choose a symbol from the list → Click the **Delete symbol** button When you delete a symbol, all instances of the symbol are removed from the drawing.

To make a linked symbol internal

Select a symbol in the drawing window → Click **Edit** ▸ **Symbol** ▸ **Break link** → If there are other instances of the symbol in the drawing, you are given the choice to break the link to all instances. If you do, the internal symbol will then apply to all the instances.

CLONING OBJECTS

When you clone an object, you create a copy of an object that is linked to the original. Any changes you make to the original object are reflected automatically in the clone. Changes you make to the clone are not automatically reflected in the original, however. You can remove changes made to the clone by reverting to the original. Cloning lets you modify multiple copies of an object simultaneously by changing the master object. The object on the left was cloned twice. Different fill and outline properties were applied to the clones. The clone on the right was also reshaped



Fig 5.1 : Cloning an object

To clone an object

Select an object. →Goto edit menu → clone.

You can also : Select the **master object of a clone** by right clicking the clone and click **Select master.** Select the **clone objects of a master** by right clicking the master and click **Select clones.**

Note : You can clone a master object multiple times, but you cannot clone a clone

POSITIONING OBJECTS

You can position objects by **dragging** them to a new location, by **nudging**, or by specifying their horizontal and vertical **coordinates**. **Nudging** lets you move an object in increments by pressing the **Arrow** keys. The increment value is known as "**nudge distance**." Micro-nudging lets you move an object by a fraction of the nudge distance. Super-nudging lets you move an object by a multiple of the nudge distance. By default, you can nudge objects in 0.1-inch increments, but you can change this increment value to suit your needs. You can also change micro-nudge and super-nudge values.

To position an object, you can set horizontal and vertical coordinates that are relative to the center anchor point, or other anchor point, of the object. You can also move an object to another page.

To Move an object

Select an object → Point to the center of the bounding box → the position cursor appears, drag the object to a new position in the drawing.

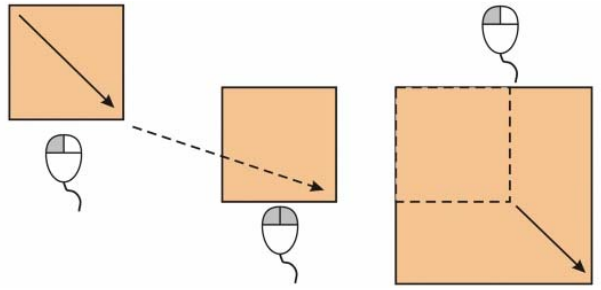


Fig 5.2 : Moving an object

You can move an object to another page by dragging the object over a page number tab at the bottom of the document window and then dragging the object into the document window

To move an object while drawing

Start drawing a shape such as a rectangle, ellipse, or polygon → Hold down the right mouse button without releasing the left mouse button, and drag the unfinished object to its new position → Release the right mouse button, and continue drawing .

To nudge an object

To	Do the following
Nudge a selected object by the nudge distance	Press an **Arrow** key.
Nudge a selected object by a fraction of the nudge distance (micro-nudge)	Hold down **Ctrl**, and press an **Arrow** key.
Nudge a selected object by a multiple of the nudge distance (super-nudge)	Hold down **Shift**, and press an **Arrow** key.

To set nudge distance: Click **Tools** →**Options** → In the **Document** list of categories, click **Rulers** → Type a value in the **Nudge** box →Type super nudge/micro nudge .
You can also set the nudge distance by deselecting all objects and typing a value in the **Nudge distance** box on the property bar. To save the new nudge distances to use in new drawings, click **Tools** →**Save settings as default**

To position an object by x and y coordinates

Select an object → If you want to change the object origin, click a point on the **Object origin** button on the property bar. → Type values in x and y to position the object in x and y axis. The x and y values specify the exact position of the object origin→ Press Enter
The object origin, also known as "anchor point" or "reference point," can be the center of an object or any one of the object's selection handles. The object origin remains stationary when an object is positioned by typing values in the **x** and **y** boxes on the property bar.

To position an object by changing anchor points

Select an object. → Click **Window** ▸ **Dockers** ▸ **Transformations** ▸ **Position** → Disable the **Relative position** check box in the **Transformation** docker →specify H and V values for the position of an object along the horizontal and vertical axis → Enable the check box that corresponds to the anchor point that you want to set → click apply
By default, the point of origin (0,0) is at the lower-left corner of the drawing page When you enable the **Relative position** check box on the **Transformation** docker, the position of the center anchor point is identified as 0,0 in the **H** and **V** boxes. When you specify a different position in the **H** and **V** boxes, the values represent a change from the current position as measured from the center anchor point of the object.

GROUPING OBJECTS

When you group two or more objects, they are treated as a single unit but retain their individual attributes. Grouping lets you apply the same formatting, properties, and other changes to all the objects within the group at the same time. In addition, grouping helps prevent accidental changes to the position of an object in relation to other objects. You can also create nested groups by grouping together existing groups.



Fig 5.3 : Grouping an object

You can add objects to or remove objects from a group. You can also edit a single object in a group without ungrouping the objects. If you want to edit multiple objects in a group at the same time, you must first ungroup the objects. If a group contains nested groups, you can ungroup all objects in the nested groups simultaneously.

To group an object: Select an objects → goto arrange menu → group.

You can select objects from different layers and group them; however, after objects are grouped, they reside on the same layer and are stacked on top of one another. You can create a nested group by selecting two or more groups of objects and clicking **Arrange →Group.** You can also group objects by dragging an object in the **Object manager** docker over another object. If the **Object manager** docker is not open, click **Window →Dockers→Object manager.** You can also group objects by clicking the **Group** button on the property bar

To add an object to a group

In the **Object manager** docker, drag the object to the group. If the **Object manager** docker is not open, click **Window→ Dockers →Object manager**

To remove an object from a group

In the **Object manager** docker, drag an object outside the group. If the **Object manager** docker is not open, click **Window→ Dockers →Object manager**. To delete an object in a group, select the object in the object list, and click **Edit →Delete**

To edit an object in a group

Click the **Pick** tool → Hold down **Ctrl**, and click an object in a group to select it → Edit the object. You can also select an object in a group by clicking the object in the **Object manager** docker. If the **Object manager** docker is not open, click **Window→ Dockers→ Object manager**

To ungroup objects

Select one or more groups → Click **Arrange, → Select Ungroup / Ungroup All.**

Ungroup — breaks a group into individual objects, or a nested group into multiple groups. **Ungroup all** — breaks one or more groups into individual objects, including objects within nested groups. Choosing **Ungroup all** also ungroups all nested groups. To preserve nested groups, select **Ungroup**.

LOCKING OBJECTS

Locking an object prevents you from accidentally moving, sizing, transforming, filling, or otherwise changing it. You can lock single, multiple, or grouped objects. To change a locked object, you need to unlock it first. You can unlock one object at a time, or all locked objects at the same time.

To lock an object

Select an object, and click **Arrange →Lock object**.
You cannot lock linked objects, such as blends, contours, or text inside an object. You also cannot lock objects within groups or linked groups. You can also lock an object by right-clicking it and then clicking **Lock object**

To unlock objects

Select a locked object, and click **Arrange →UnLock object / Unlock all objects**. You can also unlock an object by right-clicking it and then clicking **Unlock object**

COMBINING OBJECTS

Combining two or more objects creates a single object with common fill and outline attributes. You can combine rectangles, ellipses, polygons, stars, spirals, graphs, or text so that they are converted to a single curve object. If you need to modify the attributes of an object that has been combined from separate objects, you can break apart the combined object. You can extract a subpath from a combined object to create two separate objects. You can also weld two or more objects to create a single object. in the fig: 4.4 The two objects (left) are combined to create **a single object** (right). The new object has the **fill and outline properties** of the last object selected.

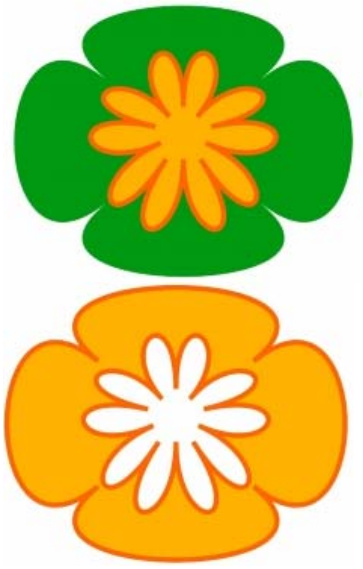


Fig 5.4 : Combining an object

To combine objects

Combined text objects become larger blocks of text. You can also combine selected objects by clicking the **Combine** button on the property bar. You can close open lines in a combined object by clicking **Arrange →Join curves** and choosing settings in the **Join curves** docker.
Select the objects to be combined. → Click **Arrange →Combine**

To break apart a combined object

If you break apart a combined object that contains artistic text, the text breaks apart into lines first, and then into words. Paragraph text breaks into separate paragraphs.
Select a combined object → Click **Arrange ▸ Break curve apart.**

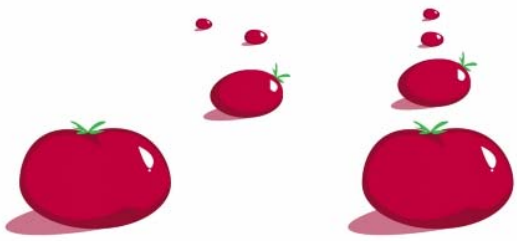


Fig 5.5 : Align and Distribute an

To extract a subpath from a combined object

Click the **Shape** tool , and select a segment, node, or group of nodes on a combined object → Click the **Extract subpath** button on the property bar → After you extract the subpath, the fill and outline properties of the path are removed from the combined object.

ALIGNING AND DISTRIBUTING OBJECTS

CorelDRAW lets you precisely align and distribute objects in a drawing. You can align objects with each other and with parts of the drawing page, such as the center, edges, and grid. When you **align objects** with objects, you can line them up by their **centers or by their edges**. You can **align multiple objects** horizontally or vertically with the center of the drawing page.

Single or multiple objects can also be arranged along the edge of the page and to the nearest point on a grid. Distributing objects automatically adds spacing between them based on their width, height, and center points. You can distribute objects so that their **center points** or **selected edges** (for example, top or right) appear at equal intervals. You can also distribute objects so that there **is equal space** between them. You can distribute objects over the extent of the **bounding box** surrounding them or over the entire drawing page.

To align an object with another object

If you select the objects one at a time, the last object selected is the reference point for aligning the other objects. If you marquee select the objects before you align them, the object that is positioned in the upper-left corner of the selection is used as a reference.

Select the objects → Click **Arrange** ▸ **Align and distribute** ▸ **Align and distribute** → Click the **align** tab → Specify vertical alignment, horizontal alignment, or both. → From the **Align objects to** list box, choose **Active objects**

To align objects along the vertical axis, enable the **Left**, **Center**, or **Right** check box To align objects along the horizontal axis, enable the **Top**, **Center**, or **Bottom** check box.

If you are aligning text objects, choose one of the following from the **For text source objects use** list box:

First-line baseline — uses the baseline of the first line of text as a reference point. **Last-line baseline** — uses the baseline of the last line of text as a reference point. **Bounding box** — uses the bounding box of a text object as a reference point

You can also align objects by clicking **Arrange** →**Align and distribute** and clicking any of the first six alignment commands. The letter next to a command name indicates the keyboard shortcut that you can use to align objects. You can also open the **Align and distribute** dialog box by selecting the objects and clicking the **Align and distribute** button on the property bar.

To distribute objects

Select the objects → Click **Arrange** →**Align and distribute** →**Align and distribute**. → Click the **Distribute** tab →

To distribute the objects horizontally, enable one of the following options from the top-right row: **Left** — evenly spaces the left edges of the objects. **Center** — evenly spaces the center points of the objects. **Spacing** — places equal intervals between the selected objects **Right** — evenly spaces the right edges of the objects

To distribute the objects vertically, enable one of the following options from the column on the left: **Top** — evenly spaces the top edges of the objects. **Center** — evenly spaces the center points of the objects. **Spacing** — places equal intervals between the selected objects. **Bottom** — evenly spaces the bottom edges of the objects

To indicate the area over which the objects are distributed, enable one of the following options

Extent of selection — distributes the objects over the area of the bounding box surrounding them. **Extent of page** — distributes the objects over the drawing page

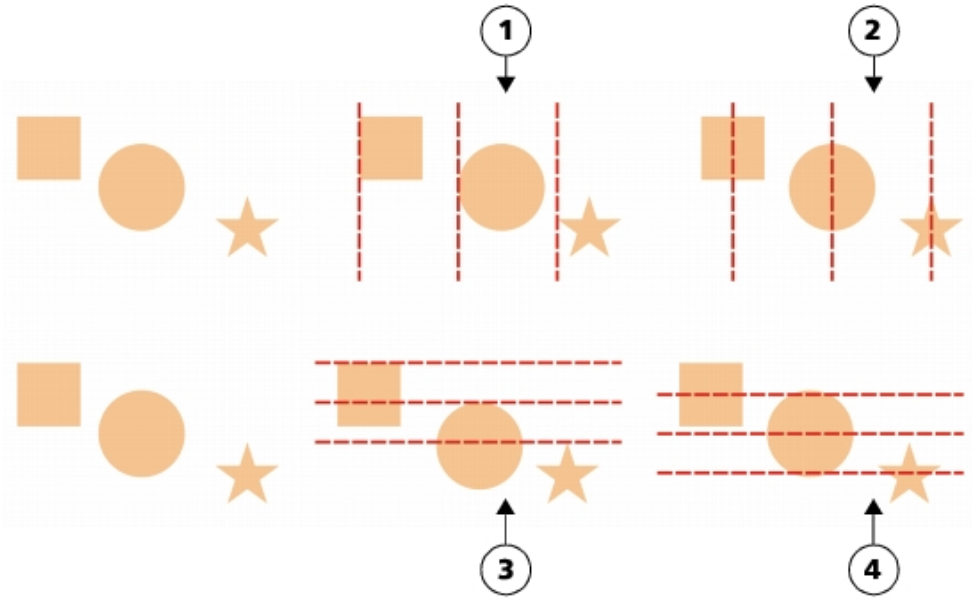


Fig : 5.6 : Top row: Options for distributing objects horizontally. 1) The Left option evenly spaces the left edges. 2) The Center option evenly spaces the center points. Bottom row: Options for distributing objects vertically. 3) The Top option evenly spaces the top edges. 4) The Center option evenly spaces the center points.

SNAPPING OBJECTS

When you move or draw an object, you can snap it to another object in a drawing. You can snap an object to various snap points on the target object. When you move the pointer close to a snap point, the snap point becomes highlighted, which identifies it as the pointer's snapping target.

To Snap objects

Select the object that you want to snap to the target object → Move the pointer over the object until the snap point becomes highlighted. Drag the object close to the target object until the snap point on the target object becomes highlighted

To snap an object as you draw it, drag in the drawing window until the snap point in the target object becomes highlighted.

USING CURVE OBJECTS

A curve object has nodes and control handles, which you can use to change the object's shape. A curve object can be any shape, including a straight or curved line. An object's nodes are the small squares that appear along the object's outline. The line between two nodes is called a **segment.** Segments can be curved or straight. Each **node** has a control handle for each curved segment connected to it. **Control handles** help you adjust the curve

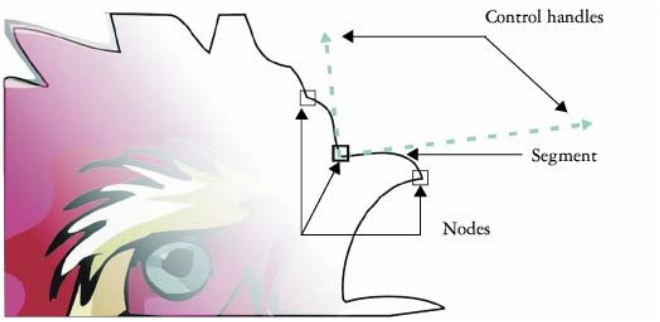


Fig 5.7 : Components of a curve: control handles, segments, nodes

of a segment.

Curve objects created in CorelDRAW follow a path that gives them their defining shape. A path can be **open** (for example, a line) or **closed** (for example, an ellipse) and can sometimes include subpaths. Most objects that are added to a drawing are not curve objects, with the exception of spirals, freehand lines, and Bézier lines. Therefore, if you want to customize the shape of an object or text object, it is recommended that you convert it to a curve object

To convert an object to curves : Select the object → Click **Arrange** menu →**Convert to curves** → You can convert artistic text to curves so that you can shape individual characters. **Bitmaps cannot be converted to curve objects.**

Adding, removing, joining, and aligning nodes

When you add nodes, you increase the number of segments and, therefore, the amount of control you have over the shape of the object. You can delete selected nodes to simplify an object's shape.

When curve objects contain many nodes, it is difficult to edit and output them to plotter and other devices. You can have the number of nodes in a curve object reduced automatically. Reducing the number of nodes removes overlapping nodes and can smooth a curve object. This feature is especially useful for reducing the number of nodes in objects imported from other applications. You can join the start and end nodes of an open path such as a line to create a closed object..



Fig 5.8 : Reducing the number of nodes to smooth a curve object



Fig 5.9 : Aligning nodes horizontally

To add or delete a node

To	Do the following
Add a node	In the toolbox, click the Shape tool, select a curve object, and double-click where you want to add a node.
Delete a node	In the toolbox, click the Shape tool, select a curve object, and double-click a node.

To reduce the number of nodes in a curve object

Select **shape** tool →To reduce the number of nodes in the **entire object**: click the Select all nodes button on property bar. To reduce the number of nodes in a **part of a curve object**, marquee select the part you want to change. →Click **Reduce nodes** on the property bar to have overlapping and redundant nodes are automatically removed. Or move the **curve smoothness slider** to control the number of nodes that are removed. Removing many nodes can reshape the curve object.

Note : You can close multiple subpaths in an object by clicking Arrange →Join curves and choosing settings in the Join curves docker.

To join the end nodes of a single subpath: Select shape tool → click a sub path → click the close curve button on the property bar.

To join the nodes of multiple subpaths: Select shape tool →press shift and click a node from each subpath → click the extend curve to close button on the property bar.

Note : If you want to join nodes from separate curve objects, you must first combine them into a single curve object, and then join the end nodes of the new subpaths.

To align Nodes: Select shape tool → select a curve object → press shift and select the nodes you want to align → click the align nodes button on the property bar.

TO TRIM AN OBJECT

Select the source object →press **shift** and click the target object →goto **Arrange menu →shaping →trim.**

To Trim front or back objects : Marquee select the source and target objects. → click arrange →shaping→ and click front minus back(removes the back object from the front one)/ back minus front (removes the front object from the back one)

To Trim overlapping areas among objects

Marquee select the objects you want to trim→ goto **arrange menu →shaping →simplify**.

WELDING AND INTERSECTING AN OBJECT

You can create irregular shapes by welding and intersecting objects. You can weld or intersect almost any object, including clones, objects on different layers, and single objects with intersecting lines. However, you cannot weld or intersect paragraph text, dimension lines, or masters of clones.

WELDING/ INTERSECTING:

Select the source object →press shift and click the target object →goto **Arrange menu →shaping →Weld/Intersect.**

CHAPTER 6 WORKING WITH TEXT

ADDING AND MANIPULATING TEXT

CorelDRAW provides multiple ways to add and manipulate text (also known as 'type'). You can create two types of text objects: artistic text and paragraph text. Artistic text is useful for adding a single word or a short line of text. Paragraph text is suitable for creating text-intensive documents, such as newsletters or brochures. You can change the position and appearance of text. For example, you can fit text to a path, wrap text around objects, or rotate text. You can also format the appearance of characters and paragraphs.

Importing and pasting text

You can import text in a new or existing document. This allows you to type text in a word processor and then add it to a CorelDRAW document. CorelDRAW supports the following text file formats: ANSI Text (TXT), Microsoft Word Document (DOC) files, Microsoft Word Open XML Document (DOCX) files, WordPerfect file (WPD) Rich Text Format (RTF) files.

To import text in a document

Using the Text tool , position the cursor in the text frame where you want to import the text. → Click **File →Import →** Choose file → click import. → In the **Importing/Pasting text** dialog box **select any** maintain fonts and formatting/ maintain formatting only / discard fonts and formatting.
If you want to apply CMYK black to the imported black text, enable the **Force CMYK black** check box.

ADDING ARTISTIC TEXT

Artistic text is useful for adding single words or short lines of text, such as headlines, to a document. You can then apply a wide range of effects to the artistic text, such as drop shadows or a contour. You can add artistic text along an open or closed path or fit existing artistic to a path. In addition, you can assign hyperlinks to text



Fig 6.1: Artistic text

To add artistic text

Using the **Text** tool , click anywhere on the drawing page, and type.

You can convert artistic text to paragraph text by selecting the artistic text using the **Pick** tool and then clicking **Text →Convert to paragraph text.**

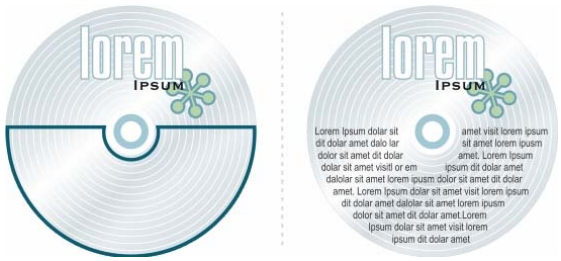


Fig 6.2: Adding paragraph text inside graphic object

Adding paragraph text

You add paragraph text in a document by using text frames. Paragraph text, also known as "**block text**," is generally reserved for larger bodies of text that have greater formatting requirements. You can insert a text frame directly in the drawing window. You can also place text inside a graphic object, which increases the number of different shapes that you can use as text frames. You can create a text frame from a closed object and then type text inside the frame. You can separate the frame from the object at any time, so that you can modify them independently. You can convert a text frame back to an object.

If you want to see the layout of your document before you add the final content, you can fill the text frames with temporary placeholder text. You can also use custom placeholder text.

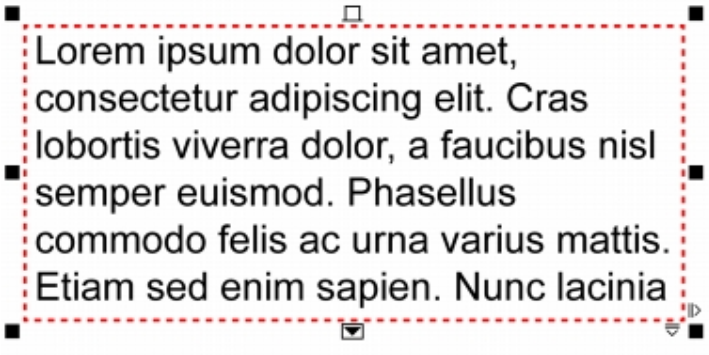


Fig 6.3 : Text frame with overflown text.

By default, text frames have a fixed size, regardless of how much text you add to them. You can increase or decrease the frame size, so that the text fits in the frame. If you add more text than a frame allows, the text continues past the lower-right border of the text frame, but remains hidden. The color of the frame turns **red** to alert you that there's additional text. You can fix the overflow manually by increasing the frame size, adjusting the text size, adjusting the column width, or linking the frame to another text frame.

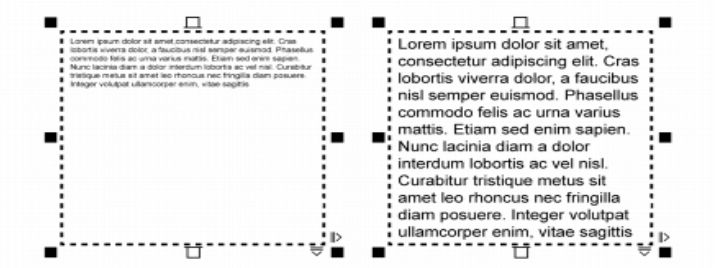


Fig 6.4 : text adjustment

You can also choose to **automatically adjust the point size of text** so that it fits neatly inside a frame. If the text overflows, CorelDRAW automatically **decreases the point size**; if you have little text, the application expands it to **fill the frame**. You can also change the formatting of selected paragraph text frames and any frames to which they are linked

To add paragraph text

Click the **Text** tool → Drag in the drawing window to size the paragraph text frame → Type in the text frame.

Set text frame column width to adjust automatically to fit the text	Click **Window →Dockers →Object properties**. In the **Object Properties** docker, click the **Frame** button to display the frame-related options. In the **Frame** area, click the **Columns** buttons. In the **Column settings** dialog box, enable the **Automatically adjust frame width** option.
Apply a background color to a text frame	Open the **Background color** picker, and click a color.
Set text frame column width to adjust automatically to fit the text	Click **Window →Dockers→Object properties**. In the **Object Properties** docker, click the **Frame** button to display the frame-related options. In the **Frame** area, click the **Columns** buttons. In the **Column settings** dialog box, enable the **Automatically adjust frame width** option.

You can use the **Pick** tool to adjust the size of a paragraph text frame. Click the text frame, and drag any selection handle

To create a frame from an object

Using the **Pick** tool , click the object in which you want to insert a text frame. Or Using a shape tool, draw a closed shape. → Select the object, and click **Text →Paragraph text frame →Create empty text frame.**

Create a text frame from an object by using the **Text** tool	Click the **Text** tool→Move the pointer over the outline of the object, and click the object when the pointer changes to an **Insert in object** pointer . Type inside the text frame.
Create a text frame from an object from the right-click menu	Right-click the object, and click **Frame type →Create empty text frame**.
Create a text frame from an object by using the **Layout** toolbar	Click **Window →Toolbars→Layout** or **Layout →Layout toolbar**. Using the **Pick** tool , click the object in which you want to insert a text frame. Click the **Text frame** button.

If the frame contains content, the content is deleted when the frame reverts to a regular object. You can also click the **No frame** button on the **Layout** toolbar. To open the **Layout** toolbar, click **Window →Toolbars →Layout** or **Layout →Layout toolbar.**

To separate a text frame from an object

Click the **Pick** tool → Select the object that includes the text frame → Click **Arrange →Break paragraph text inside a path apart →** The text frame and the object can now be moved or edited separately.

When you separate a text frame from some objects, such as ellipses or stars, the text does not retain the shape of the object. Alternatively, the text is contained in a standard rectangular text frame.

To adjust text to fill the text frame

If you choose to fit text to a frame that is linked to other frames, the application adjusts the size of text in all linked text frames.

Select a text frame → Click **Text →Paragraph text frame →Fit text to frame.**

To align paragraph text to the baseline grid

Click **View →Grid →Baseline grid →** Select a text frame → Click **Text →Align to baseline grid**

FITTING TEXT TO A PATH

You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Paragraph text in a text frame can be fitted to open paths only. After you fit text to a path, you can adjust the text position relative to that path. For example, you can mirror the text horizontally, vertically, or both. Using tick spacing, you can specify an exact distance between the text and the path.

CorelDRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted. You can also modify the text and path properties independently. The text reverts to its original appearance when you straighten it

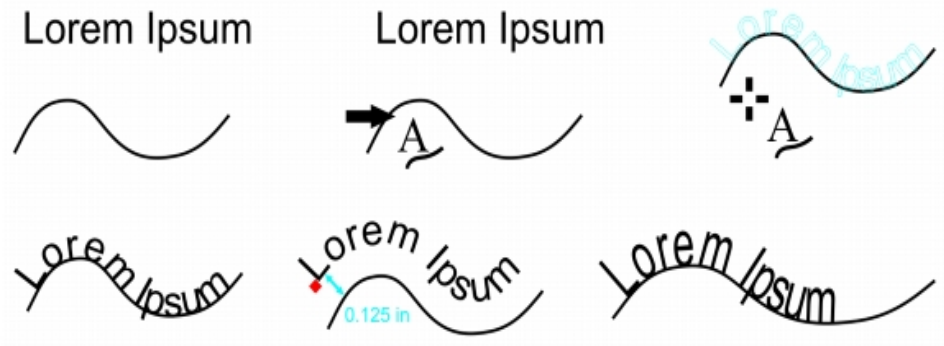


Fig 6.5 : Text and curve as separate objects (upper left), choosing a path with Fit Text to Path tool (upper middle), aligning text while fitting it to path (upper right), text fitted to path (lower left), interactive feedback about offset distance (lower middle), and text and curve stretched horizontally by 200% (lower right)

Aligning text by using the baseline grid

You can align text within a frame or in different frames by using the baseline grid. This is useful, for example, when you want to align two or more text frames that contain different fonts, font sizes, and spacing.

To add text along a path

Using the **Pick** tool, select a path → Click **Text** →**Fit text to path** → type along the path.

The text cursor is inserted on the path. If the path is **open**, the text cursor is inserted at the beginning of the path. If the path is **closed**, the text cursor is inserted at the center of the path. Text cannot be added to the path of another text object. You can also **fit text to a path** by clicking the **Text** tool and pointing to a path. When the pointer changes to a **Fit to path** pointer, click where you want the text to begin, and type. Artistic text can be fitted to open or closed paths. Paragraph text can be fitted to open paths only. Text cannot be fitted to the path of another text object

CHANGING TEXT CASE

CorelDRAW lets you change the text case of artistic and paragraph text. For example, you can apply small caps to acronyms so they visually blend with the text. This is a useful formatting technique for headings, such as book or chapter titles. You can automatically convert text to lowercase or uppercase without deleting or retyping letters.

Note : If the Object properties docker is not open, click Window ▸ Dockers ▸ Object properties.

To change the text case

Using the **Text** tool , select a character or a block of text → In the **Object properties** docker, click the **Character** button to display the character-related options → In the **Character** area of the **Object properties** docker, choose any of the following options from the **Caps** list box

- **None** — turns off all of the features in the list.
- **All caps** — substitutes lowercase characters with upper case equivalents.
- **Titling caps** — applies the OpenType version of the feature if the font supports it.
- **Small caps (auto)** — applies the OpenType version of the feature if the font supports it.
- **All small caps** — substitutes characters with a scaled-down version of the upper case characters.
- **Small caps from caps** — applies the OpenType version of the feature if the font supports it.

You can also change text case by selecting a character or a block of text, clicking **Text →Change case**, and enabling an option in the **Change case** dialog box.

ADJUSTING CHARACTER AND WORD SPACING

You can improve text readability by adjusting the character and word spacing. When letters or words are too close together, or too far apart, they become difficult to read. CorelDRAW offers you different tools for controlling text spacing.

Character spacing

You can change the spacing between characters (also known as "letter spacing") in a block of text. For example, fully justifying a block of text may insert too much space between characters, which creates a visual imbalance. To improve readability, you can decrease the character spacing. If you want to change the spacing between several characters, you need to adjust the **kerning.**

Using the **Text** tool , position the cursor in a block of text or Using the **Pick** tool , click an artistic text object or a text frame → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, type a value in the **Character spacing** box.
Values for adjusting spacing represent a percentage of the space character. The **Character** values range from -100 to 2000 percent. All other values range from 0 to 2000 percent
You can also change the **character spacing proportionally** by clicking the **Shape tool** → selecting the text object, and dragging the **Interactive horizontal spacing** arrow in the lower-right corner of the text object.

Word spacing

You can also adjust the spacing between words.
Using the **Text** tool , position the cursor in a block of text or Using the **Pick** tool , click an artistic text object or a text frame → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, type a value in the **Word spacing** box.
You can also change the word spacing proportionally by clicking the **Shape** tool , holding down **Shift**, selecting the text object, and dragging the **Interactive horizontal spacing** arrow in the lower-right corner of the text object.

Adjusting line and paragraph spacing

You can change the spacing between lines of text, which is also known as **"leading"** or "**interline spacing.**" When changing the line spacing for artistic text, it applies only to the lines of text that are separated by a hard return. The line spacing of paragraph text applies only to the lines of text within the same paragraph. In CorelDRAW, you can also adjust line spacing of a text object by using the **Shape** tool

To adjust interline spacing

Using the **Text** tool , select the paragraph text → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, choose one of the following units of measurement. **% of Char height/ points or percentage of point size**

Percentage of character height — lets you use a percentage value that is relative to the character height. **Points** — lets you use points. **% of Pt.size** — lets you use a percentage value that is relative to the character point size → Type a value in the **Line spacing** box.

You can also change the spacing between lines proportionally by clicking the **Shape** tool , selecting the text object, and dragging the **Interactive vertical spacing** arrow in the lower-left corner of the text object.

To adjust the spacing between paragraphs

Using the **Text** tool , select the paragraph text → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, Type a value in one of the following boxes:

Before paragraph spacing — lets you specify the amount of space to insert above the paragraph text. **After paragraph spacing** — lets you specify the amount of space to insert below the paragraph text. You can also use this procedure to adjust the spacing between items in a bulleted list

ADDING BULLETS TO TEXT

You can use bulleted lists to format information. You can wrap text around bullets, or you can offset a bullet from text to create a hanging indent. CorelDRAW lets you customize bullets by changing their size, position, and distance from text. You can also change the spacing between items in a bulleted list.

Using the **Text** tool , select the paragraph text → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, click the arrow button located at the bottom of paragraph area to display additional options → enable the bullets check box → click the bullet settings button → In the bullets dialog box, perform a task from the following table

To	**Do the following**
Preview text with bullets	Enable the **Preview** check box.
Choose a font	In the **Appearance** area, choose a font from the **Font** list box.
Choose a symbol	Open the **Symbol** picker, and click a symbol.
Set a bullet size	Type a value in the **Size** box.
Adjust the bullet position	Type a value in the **Baseline shift** box.
Set the distance from the text frame	In the **Spacing** area, type a value in the **Text frame to bullet** box.
Set the distance between the bullet and the text	Type a value in the **Bullet to text** box
You can also	
Add a bullet with a hanging indent	Enable the **Use hanging indent style for bulleted lists** check box.
Change the color of a bullet	Select the bullet with the **Text** tool , and click a color on the color palette.
Remove bullets	In the **Paragraph** area of the **Object Properties** docker, disable the **Bullets** check box.
Indent an entire bullet paragraph	In the **Paragraph** area of the **Object properties** docker, type the same value in the **First line indent** and **Left line indent** boxes.

You can adjust the spacing in between bullets by increasing or decreasing the space before and after a paragraph. Bullets are inserted at the beginning of each new line that is preceded by a return.

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INSERTING DROP CAPS

Applying drop caps, also known as **initial caps**, to paragraphs enlarges the initial letter and insets it into the body of text. You can customize a drop cap by changing different settings. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text that you want to appear next to the drop cap. You can remove the drop cap at any point without deleting the letter. You can preview a drop cap before you add it to a drawing. The changes you make are temporarily applied to the text in the drawing window, so you can see how the drop cap will look when you add it.

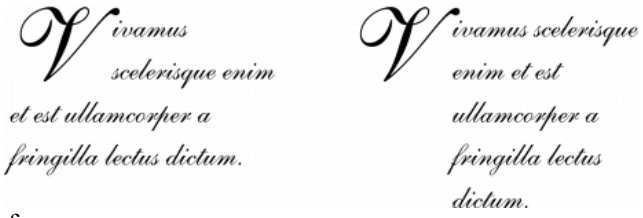


Fig 6.6 : Applying DropCap

Using the **Text** tool , select the paragraph text → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, click the arrow button located at the bottom of paragraph area to display additional options → enable the Dropcap box → click the dropcap settings buttons → In the dropcap dialog box, perform a task from the following table.

To	Do
Specify the number of lines next to a drop cap	In the **Appearance** area, type a value in the **Number of lines dropped** box.
Set the distance between the drop cap and the body of text	In the **Appearance** area, type a value in the **Space after drop cap** box. This sets the space to the right of the drop cap.
Preview a drop cap	Enable the **Preview** check box.
Offset the drop cap from the body of text	Enable the **Use hanging indent style for drop cap** check box.
Remove drop caps	In the **Paragraph** area of the **Object Properties** docker, disable the **Drop caps** check box.

CHANGING CHARACTER POSITION AND ANGLE

You can modify the appearance of text by shifting the characters vertically or horizontally, which changes the position of the selected characters relative to the surrounding characters. You can also rotate characters by specifying an angle of rotation.

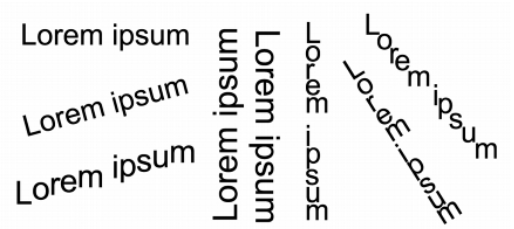


Fig 6.7 : Different examples of rotating

Using the **Text** tool , select the paragraph text → In the **Object properties** docker, click the **Character** button to display the character-related options → In the **Character** area of the **Object properties** docker, click the arrow button located at the bottom of Character area to display additional options to shift characters

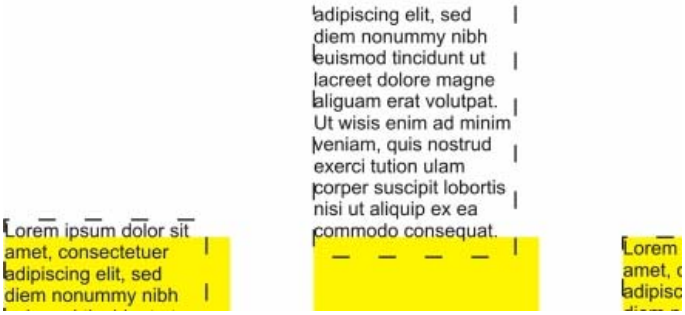


Fig 6.8 : align a text object with other objects by using the baseline of the first line, the baseline of the last line, or the edge of the text frame.

horizontally/ vertically.
Note : type the value in **object properties →character →character angle box** to rotate a character in coreldraw.

ALIGNING TEXT

CorelDRAW lets you align text in various ways. You can align paragraph text horizontally and vertically in relation to its text frame. You can align paragraph text with the baseline grid. You can also align text to a selected object.
Artistic text can be aligned horizontally, but not vertically. When you align artistic text, the entire text object is aligned in relation to the bounding box. If characters have not been shifted horizontally, applying no alignment produces the same result as applying left alignment

To align text horizontally

Using the **Text** tool , select the text that you want to align OR Using the **Pick** tool , click an artistic text object or a text frame whose content you want to align → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, click any type of alignment
The types of alignment are : **None** — applies the default alignment setting. **Align left** — aligns text with the left side of the text frame or the bounding box of artistic text. **Center** — centers text within the text frame. **Align right** — aligns text with the right side of the text frame and the bounding box of artistic text. **Full justify** — aligns text, with the exception of the last line, with the left and right sides of the text frame. **Force justify** — aligns text, including the last line, with the left and right sides of the text frame.
You can also align text horizontally by clicking the **Horizontal alignment** button on the property bar and choosing an alignment style from the list box. The property bar displays an icon that corresponds to the current alignment style

To align paragraph text vertically

Using the **Pick** tool , click a text frame → In the **Object properties** docker, click the **Frame** button to display the frame- related options . → In the **Frame** area of the **Object properties** docker, choose an alignment option from the **Vertical alignment** list box.

To align text with an object

Using the **Pick** tool , hold down **Shift,** click the text object, and then click the object → Click **Arrange** ▸ **Align and distribute** ▸ **Align and distribute** → Choose one of the **For text source objects use** list box.(first line baseline/ last line baseline / bounding box) → Enable any one horizontal alignment check boxes (left, center, right)→ enable any one vertical alignment check box (top, center, bottom) → click apply.
Source object list box: First line baseline — uses the baseline of the first line of text to align the objects **Last line baseline** — uses the baseline of the last line of text to align the objects. **Bounding box** — aligns text with its bounding box.
If you select the text objects one at a time, the last object selected is the reference point for aligning the other objects. If you marquee select the objects before you align them, the object that is positioned in the upper-left corner of the selection is used. If you have applied a linear transformation, such as rotation, to the text and are aligning objects with a baseline, the objects align with the baseline point of the starting edge of the text object. You can also align text objects by selecting them and clicking the **Align and distribute** button on the property bar.

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ADDING TABS AND INDENTS

You can modify existing tab stops by changing their alignment. You can also add trailing leader characters, so that dots, or other characters, automatically precede the tab stops. In addition, you can add new tab stops and remove existing tab stops.

Indenting changes the space between a text frame and the text that it contains. You can add and remove indents without deleting or retyping text. You can indent an entire paragraph, the first line of a paragraph, or all lines of a paragraph except the first line (a hanging indent). You can also indent from the right side of the text frame.

To modify a tab stop

Click **Window →Dockers →Object properties**. → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, click the arrow button located at the bottom of **Paragraph** area to display additional options → Click the **Tab settings** button → Perform a task from the following table.

To	Do the following
Change the alignment of tab stops	Click the cell in the **Alignment** column, and choose an alignment option from the list box.
Set tab stops with trailing leader characters	Click the cell in the **Leaders** column, and choose **On** from the list box.
Delete a tab stop	Click the cell, and click **Remove**.
Change the default leader character	Click **Leader options**, open the **Character** picker, and click a character.
Change the default leader spacing	Click **Leader options**, and type a value in the **Spacing** box.

You can also add, move, or delete tab stops on the horizontal ruler at the top of the drawing window. Click to add a tab stop, drag a tab marker to move it, and drag a tab marker off the ruler to delete it.

To add a tab stop

Using the **Text** tool, select the paragraph text → Click **Window→ Dockers →Object properties** → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker, click the arrow button located at the bottom of **Paragraph** area to display additional options→ Click the **Tab settings** button→ . Click **Add** → Click the new cell in the **Tabs** column, and type a value.

To indent paragraph text

Using the **Text** tool, select the paragraph text → Click **Window →Dockers →Object properties** → In the **Object properties** docker, click the **Paragraph** button to display the paragraph-related options → In the **Paragraph** area of the **Object properties** docker type values for first line indent/left line indent/ right line indent in the following boxes→ press ok.

First line indent — indents the first line of text relative to the left side of the frame. **Left line indent** — creates a hanging indent relative to the left side of the text frame; all lines, except the first line, are indented. **Right line indent** — indents the text relative to the right side of the frame

You can remove indents by typing 0 in the **First Line indent**, **Left line indent**, and **Right line indent** boxes. You can indent an entire paragraph by typing the same value in both the **First line indent** and the **Left line indent** boxes.

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DISPLAYING NONPRINTING CHARACTERS

You can display nonprinting characters, such as spaces, tabs, and formatting codes. For example, when you display nonprinting characters, a space appears as a tiny black dot, a non breaking space appears as a circle, and an em space appears as a line. When enabled, nonprinting characters are displayed only when you add or edit text.

To display nonprinting characters : Click **Text →Show nonprinting characters**

CHAPTER 7
WORKING WITH TRANSFORMATION TOOLS

SIZING AND SCALING OBJECTS

CorelDRAW lets you size and scale objects. In both cases, you change the dimensions of an object proportionally by preserving its aspect ratio. You can change the dimensions of an object by specifying precise values or by changing the object interactively. When you scale an object, you change its dimensions by a specified percentage

To	
Size a selected object	Drag any of the corner selection handles.
Set a precise size	Type values in the **Object size** boxes on the property bar.
Size a selected object from its center	Hold down **Shift**, and drag one of the corner selection handles.
Size a selected object to a multiple of its original size	Hold down **Ctrl**, and drag one of the corner selection handles.
Stretch and size a selected object simultaneously	Hold down **Alt**, and drag one of the corner selection handles.

The anchor point of an object, also known as "object origin," remains stationary when you resize the object by typing values in the **Object size** boxes on the property bar. If you want to change the object origin, click a point on the **Object origin** button on the property bar. You can also size an object by clicking **Arrange →Transformations →Size** and then typing values in the **Transformation** docker.

To scale an object

Select an object →In the toolbox, click the **Free transform** tool → Click the **Free scale** button on the property bar. → If you want to change the object origin, click a point on the **Object origin** button on the property bar → Type a percentage by which you want to scale the object in the **Scale factor** boxes on the property bar

You can also	
Apply the scaling according to the object's position rather than the x and y coordinates	Click the **Relative to object** button on the property bar.
Scale an object using the **Transformation** docker	Click **Window→Dockers→Transformations→ Scale**.
Leave the original object unchanged and apply the transformation to a copy	Click the **Apply to duplicate** button on the property bar, or type a number in the **Copies** box in the **Transformation** docker.

The object origin, also known as "anchor point" or "reference point," can be the center of an object or any one of the object's selection handles. The object origin remains stationary when an object is scaled by typing values in the **Scale factor** boxes on the property bar. You can also scale an object by dragging a corner selection handle. You can also scale an object by using the **Transform** toolbar. To open the toolbar, click **Window ▸ Toolbars ▸ Transform.**

ROTATING AND MIRRORING OBJECTS

CorelDRAW lets you rotate and create mirror images of objects. You can rotate an object by specifying horizontal and vertical coordinates. You can move the center of rotation to a specific ruler coordinate or to a point that is relative to the current position of the object. Mirroring an object flips it from left to right or top to bottom. By default, the mirror anchor point is in the center of the object.

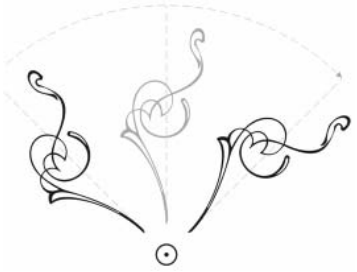


Fig 7.1 : Rotating objects around a single point.

To rotate an object

Select an object → In the toolbox, click the **Free transform** tool → Click the **Free rotation** button on the property bar → Type a value in the **Angle of rotation** box on the property bar.

You can also	
Apply the rotation according to the object's position rather than the x and y coordinates	Click the **Relative to object** button on the property bar.
Use rotation handles to rotate an object	Using the **Pick** tool, click the object twice to display the rotation handles. Drag a rotation handle clockwise or counterclockwise.
Rotate an object using the **Transformation** docker	Click **Window →Dockers →Transformations Rotate**.

To rotate an object around a ruler coordinate

Select an object → Click **Window → Dockers →Transformations Rotate**. → Disable the **Relative center** check box → Type a value in the **Angle** box → Type values for H or v center boxes to specify the point on the horizontal ruler/vertical ruler around which the object rotates →Enter.

To mirror an object

Select an object→ Click **Window→ Docker → Transformations Scale →** In the transformation docker select Horizontal mirror/Vertical mirror → click apply.

Horizontal mirror — lets you flip the object from left to right. **Vertical mirror** — lets you flip the object from top to bottom.



Fig 7.2 : Mirroring an object from top to bottom

If you want to flip the object on a specific anchor point, enable the check box that corresponds to the anchor point you want to set. You can also mirror a selected object by holding down **Ctrl** and dragging a selection handle to the opposite side of the object. You can also mirror a selected object by clicking the **Mirror horizontally** or the **Mirror vertically** button on the property bar.

CHAPTER 8 LAYERS

CREATING LAYERS

All CorelDRAW drawings consist of stacked objects. The vertical order of these objects — the stacking order — contributes to the appearance of the drawing. An effective way to organize these objects is by using invisible planes called layers.

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Fig 8.1 : Drawings can be assembled by placing objects on various levels or layers

Layering gives you added flexibility when you organize and edit the objects in complex drawings. You can divide a drawing into multiple layers, each containing a portion of the drawing's contents. For example, you can use layers to organize an architectural plan for a building. You can organize the building's various components (for example, plumbing, electrical, structural) by placing them on separate layers.

Local layers and master layers

All content is placed on a layer. Content that applies to a specific page is placed on a **local layer**. Content that applies to all pages in a document can be placed on a **global layer** called a **master layer.** Master layers are stored on a virtual page called the **Master Page**. The **Object manager** docker displays the default layer structure. The names of active page and layer appear at the top. You can create master layers for all pages, for even pages, or for odd pages. The Master Page is a virtual page that contains the information that applies to all pages in a document. You can add one or more layers to a master page to hold content such as headers, footers, or a static background. By default, a master page contains the following layers:

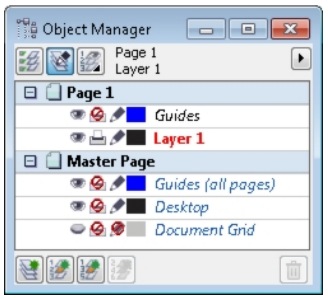


Fig 8.2 : Object manager docker

Each new file is created with a default page (Page 1) and a Master Page. The default page contains the following layers:

Guides — stores page-specific (local) guidelines. All objects placed on the Guides layer appear as outlines only, and the outlines act as guidelines.
Layer 1 — represents the default local layer. When you draw objects on the page, the objects are added to this layer unless you choose a different layer.
Guides (all pages) — contains the guidelines that are used for all pages of the document. All objects placed on the Guides layer appear as outlines only, and the outlines act as guidelines.
Desktop — contains objects that are outside the borders of the drawing page. This layer lets you store objects that you may want to include in the drawing at a later time
Document grid — contains the document grid that is used for all pages of the document. The document grid is always the bottom layer

The default layers on the master page cannot be deleted or copied. Layers that you add to the master page appear at the top of the stacking order unless the stacking order is changed in the **Current page, layers only** view in the **Object manager** docker (accessible through the **Layer manager view** flyout).
To add content to a layer, you must first select the layer so that it becomes the active layer.

VIEWING LAYERS, PAGES, AND OBJECTS

You can choose different views that let you display pages, layers, or all the objects in your document. The view you choose depends on the complexity of your document and the task you are performing. For example, in a long multipage document, you can choose a pages-only view so that you can navigate the document more easily and view only one page at a time. The **Current page, layers only** view lets you view and reorder all the layers that affect the current page, including the master layers.

To create a layer

If the **Object manager** docker is not open, click **Tools →Object manager →** Perform a task from the following table:

To	Do the following
Create a local layer	In the upper-right corner of the **Object manager** docker, click the flyout button , and click **New layer**.
Create a master layer for all pages	In the upper-right corner of the **Object manager** docker, click the flyout button , and click **New master layer (all pages)**.
Create a master layer for odd pages	In the upper-right corner of the **Object manager** docker, click the flyout button , and click **New master layer (odd pages)**. This command is available only when the active page is an odd page.
Create a master layer for even pages	In the upper-right corner of the **Object manager** docker, click the flyout button , and click **New master layer (even pages)**. This command is available only when the active page is an even page.

To use a layer in the drawing, you must first make the layer active by clicking the layer name in the **Object manager** docker. The layer name appears in a red bold font to indicate that it is the active layer. When you start a drawing, the default layer (Layer 1) is the active layer. Master layers are always added to the master page. Content added to these layers is visible on all pages of the document, all odd pages, or all even pages, depending on the type of master layer that you have chosen. Master layers for odd and even pages cannot be created in Facing Pages view. If you have created odd and even master pages before switching to Facing Pages view, the odd and even master pages will be converted to all-page master layers.

To make a layer active

If the **Object manager** docker is not open, click **Tools ▸ Object manager →** In the **Object manager** docker, click the layer name → The layer name appears in a red bold font to indicate that it is the active layer

TO DELETE A LAYER

If the **Object manager** docker is not open, click **Tools ▸ Object manager →** Click the name of a layer → Click the flyout button , and click **Delete layer.**
When you delete a layer, you also delete all the objects on it. To preserve an object, move it to a different layer before you delete the current layer. You can delete any unlocked layer except the following default

layers: **Document grid**, **Desktop**, and **Guides.** You can also delete a layer by right-clicking the layer name in the **Object manager** docker and choosing **Delete**

CHANGING LAYER PROPERTIES

For each new layer that you create, the display, editing, and printing and exporting properties are enabled by default. You can change these properties at any time. You can also turn a local layer into a master layer, or a master layer into a local layer. For information about master layers, see Creating layers.

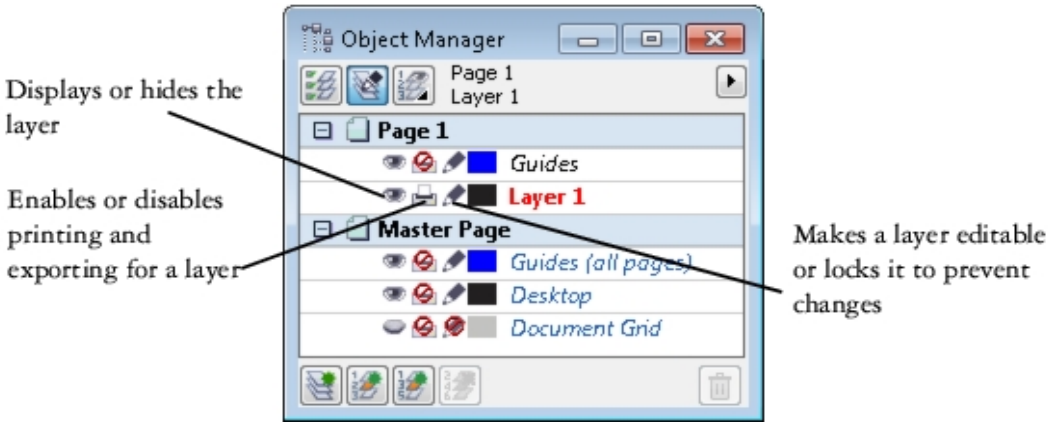


Fig 8.3: The icons to the left of a layer's name let you change the layer's properties.

To change layer properties

If the **Object manager** docker is not open, click **Tools →Object manager →** Right-click the layer, and click **Properties →** Specify the settings you want

SHOWING AND HIDING LAYERS

You can choose to show or hide layers in a drawing. Hiding a layer lets you identify and edit the objects on other layers. It also reduces the time required for your drawing to refresh when you edit it.

To show or hide a layer

If the **Object manager** docker is not open, click **Tools →Object manager →** Click the **Show or hide** icon beside the layer name.
The layer is hidden when the **Show or hide** icon is grayed out. Objects on a hidden layer are displayed in the printed or exported drawing unless the layer's printing and exporting properties are disabled. You can also show or hide a layer by right-clicking the layer in the **Object manager** docker and then clicking **Visible.**

PRINTING AND EXPORTING LAYERS

You can set printing and exporting properties for a layer to control whether a layer is displayed in the printed or exported drawing. Note that hidden layers are displayed in the final output if the printing and exporting properties are enabled. The **Document grid** layer cannot be printed or exported.

To enable or disable printing and exporting of a layer

If the **Object manager** docker is not open, click **Tools →Object manager→** Click the **Enable or disable printing and exporting** icon beside the layer name.
Disabling the printing and exporting of a layer prevents its contents from appearing in the printed or exported drawing, or in full-screen previews. You can also enable or disable the printing and exporting of a layer by right- clicking the layer in the **Object manager** docker and clicking **Printable.**

SETTING A LAYER'S EDITING PROPERTIES

You can allow editing of the objects on all layers or restrict editing so that you can only edit objects on the active layer. You can also lock a layer to prevent accidental changes to the objects it contains. When you lock a layer, you cannot select or edit the objects on that layer.

To set the editing properties of a layer

If the **Object manager** docker is not open, click **Tools →Object manager→** In the **Object manager** docker, click the name of the layer that you want to edit. The layer name appears in a red bold font to indicate that the layer is active → Perform a task from the following table

To	Do the following
Lock or unlock a layer	Click the **Lock or unlock** icon beside the layer name.
Allow editing on all layers	Click the flyout button , and click **Edit across layers**.
Allow editing on the active layer only	Click the flyout button , and disable **Edit across layers**.

If you disable editing across layers, you can work only on the active layer and the **Desktop** layer. You cannot select or edit objects on inactive layers. You can also allow editing on all layers by clicking the **Edit across layers** button in the **Object manager** docker. Editing across layers is enabled when the button appears pressed. Clicking the button again restricts editing to the active layer. You can also lock or unlock a layer by right-clicking the layer in the **Object manager** docker and then clicking **Editable**

RENAMING LAYERS

You can rename layers to indicate their contents, their position in the stacking order, or their relationship with other layers.

To rename a layer

If the **Object manager** docker is not open, click **Tools →Object manager →** Right-click the layer name, and click **Rename.**
Layer names may not be preserved when you save a CorelDRAW Graphics Suite X6 file to a previous version. You can also rename a layer by clicking the layer name twice and typing a new name.

USING LAYER COLOR TO VIEW OBJECTS

You can change the layer color so that objects on the layer are displayed with the layer color when you use Wireframe view. For example, if you place various components of an architectural plan (plumbing, electrical, structural) on separate layers, you can use layer color to quickly identify to which component the objects belong.

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To change the layer color

In the **Object manager** docker, double-click the color swatch that appears to the left of the layer name, and choose a color. Objects on the layer are displayed with the layer color when you use Wireframe view (**View ▸ Wireframe).** You can also choose to display only the objects on a specific layer in Wireframe view by right-clicking the layer name, choosing **Properties**, and enabling the **Override full color view** check box in the layer properties dialog box

Moving and copying layers and objects

You can move or copy layers on a single page or between pages. You can also move or copy selected objects to new layers, including layers on the master page. Moving and copying layers affects the stacking order. Moving or copying an object to a layer **below its current layer** causes the object to become the top object on its new layer. Similarly, moving or copying an object to a **layer above** its current layer causes the object to become the bottom object on its new layer.

To move a layer

If the **Object manager** docker is not open, click **Tools →Object manager**. → In the layers list, drag a layer name to a new position

TO COPY A LAYER

If the **Object manager** docker is not open, click **Tools →Object manager**. → In the layers list, right click the layer that you want to copy, and click **copy.** → Right-click the layer above which you want to place the copied layer, and click **Paste.** The layer and the objects it contains are pasted above the selected layer.

To move or copy an object to another layer

If the **Object manager** docker is not open, click **Tools ▸ Object manager**. → Click an object in the **Object manager** docker. → Click the flyout button and click either move to layer or copy to layer → click the destination layer.

You can also move an object to another layer by using an **Order** command. When you move objects to or from a layer, the layer must be unlocked

CHAPTER 9 WORKING WITH COLORS

WORKING WITH COLOR

CorelDRAW lets you choose and create colors by using a wide variety of industry-standard color palettes, color mixers, and color models. You can store frequently used colors for future use by using the Document palette, or creating and editing custom color palettes.
You can also create and save colors for future use by using color styles. You can customize how a color palette appears on your screen by changing the size of swatches, the number of rows, and other properties.

Understanding color models

You need a precise method to define colors. Color models provide various methods to define colors, each model defining colors through the use of specific color components. There is a range of color models to choose from when creating graphics.

CMYK color model

The CMYK color model, which is used in printing, uses the components cyan (C), magenta (M), yellow (Y), and black (K) to define color. Values for these components range from 0 to 100 and represent percentages.

RGB color model

The RGB color model uses the components red (R), green (G), and blue (B) to define the amounts of red, green, and blue light in a given color. In a 24-bit image, each component is expressed as a number from 0 to 255. In an image with a higher bit rate, such as a 48-bit image, the value range is greater. The combination of these components defines a single color. RGB is the most commonly used color model, because it allows a broad range of colors to be stored and displayed.

HSB color model

The HSB color model uses hue (H), saturation (S), and brightness (B) as components for defining color. HSB is also known as HSV (with the components hue, saturation, and value). Hue describes the pigment of a color and is expressed in degrees to represent the location on the standard color wheel. For example, red is 0 degrees, yellow is 60 degrees, green is 120 degrees, cyan is 180 degrees, blue is 240 degrees, and magenta is 300 degrees.

Grayscale color model

The grayscale color model defines color by using only one component, lightness, which is measured in values ranging from 0 to 255. Each grayscale color has equal values of the red, green, and blue components of the RGB color model. Changing a color photo to grayscale creates a black-and-white photo.

FILLING OBJECTS

You can add colored, patterned, textured, and other fills to the inside of objects or other enclosed areas. You can customize a fill and set it as a default, so that each object you draw has the same fill.

Applying uniform fills

You can apply a uniform fill to objects. Uniform fills are solid colors that you can choose or create by using color models and color palettes.

Select an object. → Click a color on the color palette

If you want to mix colors in a uniform fill, press **Ctrl** and click another color on the color palette. You can also choose a uniform fill by clicking any of the following controls. the **Uniform fill** button in the **Fill** section of the **Object properties** docker. The **Uniform fill** button in the toolbox. The **Interactive fill** tool in the toolbox, and then choosing **Uniform fill** from the **Fill type** list box on the property bar.

Applying fountain fills

A fountain fill is a smooth progression of two or more colors that adds depth to an object. Fountain fills are also known as **Gradient fills**. There are four types of fountain fills: **linear, radial, conical, and square. A linear fountain fill** flows in a straight line across the object, a conical fountain fill creates the illusion of light hitting a cone, **a radial fountain fill** radiates from the center of the object, and a **square fountain fill** is dispersed in concentric squares from the center of the object.

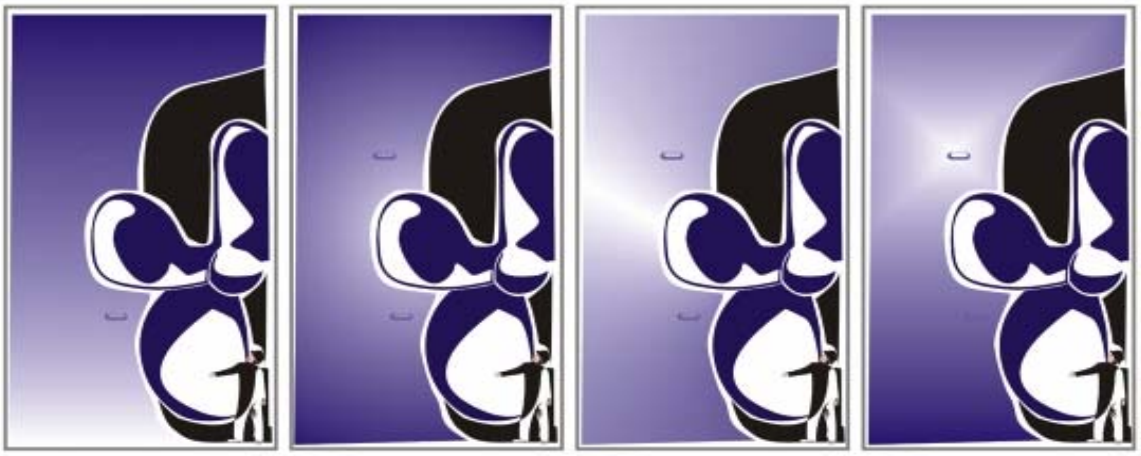


Fig 9.1: The 4 types of fountain fills (left to right): linear, radial, conical, and square

You can apply preset fountain fills, **two-color fountain fills, and custom fountain fills** to objects. Custom fountain fills can contain two or more colors, which you can position anywhere in the fill's progression. After you create a custom fountain fill, you can save it as a preset.

To apply a preset fountain fill

Select an object. → Click **Edit** →**Object properties** → In the **Object properties** docker, click the **Fountain fill** button to display fountain fill options → Select a fountain fill type → Click the arrow button to display more fill options → Choose a fill from the **Fill presets** list box.

You can also apply a preset fountain fill by clicking the **Fountain fill** button in the toolbox and choosing a fill from the **Fountain fill** dialog box You can add a color to a fountain fill by dragging a color from the color palette to an object's interactive vector handle.

To apply a two-color fountain fill

Select an object → Click **Edit** →**Object properties**. → In the **Object properties** docker, click the **Fountain fill** button to display fountain fill options → Select a fountain fill type → Enable the **Two-color blend** option → Open the **From** color picker, and click a color → Open the **To** color picker, and click a color → Move the fill midpoint slider to adjust the color progression between the start and end fill colors → Click the arrow button to display more fill options → Specify the settings you want.
You can also apply a two-color fountain fill by clicking the **Interactive fill** tool in the toolbox and choosing a fountain fill from the **Fill type** list box on the property bar. You can mix colors in a two-color fountain fill by selecting one of the interactive vector handles, pressing **Ctrl**, and clicking a color on the color palette

To apply a custom fountain fill

Select an object → Click **Edit** ▸**Object properties**. → In the **Object properties** docker, click the **Fountain fill** button to display fountain fill options → Select a fountain fill type → Enable the **Custom color blend** option → Click the first color swatch above the color band, open the **Current** color picker, and click a color on the color palette. → Click the end color swatch above the color band, open the **Current** color picker, and click a color on the color palette → To adjust the midpoint between the colors, double-click between the two color swatches on the color band, and drag the new color swatch. If you want to specify the exact position of the midpoint, type a value in the **Position** box → Click the arrow button to display more fill options → Specify the attributes you want.
You can also apply a custom fountain fill by doing one of the following: clicking the **Fountain fill** button in the toolbox, and specifying the fill attributes in the **Fountain fill** dialog box. clicking the **Interactive fill** tool in the toolbox, and dragging colors from the color palette in the document window onto the object's interactive vector handles

To change the fountain fill print and display quality

Select an object → In the toolbox, click the **Interactive fill** tool → Choose a fountain fill from the **Fill type** list box on the property bar → Click the **Lock fountain steps** button on the property bar, type a value in the **Fountain steps** box, and press **Enter** .
When the **Fountain steps** box is locked, the number of steps in the printed fountain fill is determined by the value specified in the **Print** dialog box.

To set the display quality for fountain fills

Click **Tools** ▸**Options** → In the list of categories, double-click **Workspace**, and click **Display** → Type a value in the **Preview fountain steps** box

APPLYING PATTERN FILLS

You can fill objects with two-color, full-color, or bitmap pattern fills.

A two-color pattern fill is composed of only the two colors that you choose. A full-color pattern fill (also known as "vector pattern") is a more complex vector graphic that can be composed of lines and fills. A full-color fill can have color or transparent background. A bitmap pattern fill is a bitmap image whose complexity is determined by its size, image resolution, and bit depth.

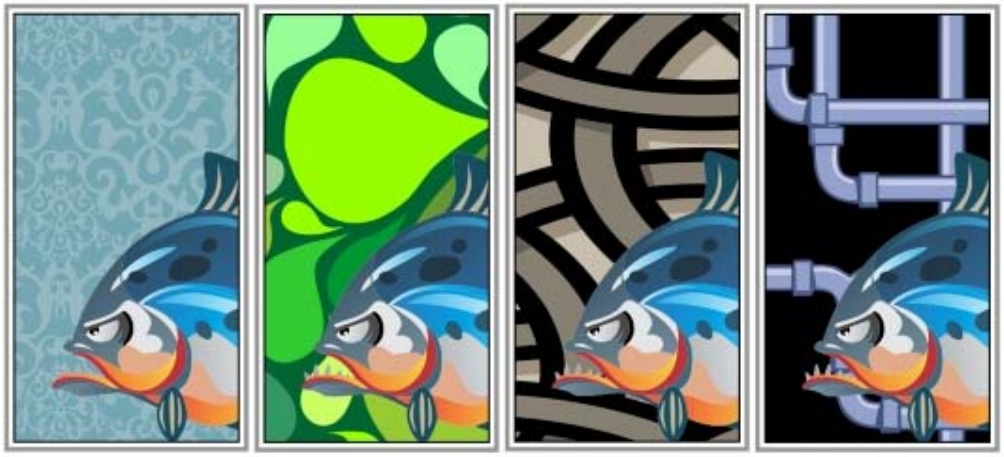


Fig: 9.2 :Examples of bitmap pattern fills

CorelDRAW Graphics Suite provides a collection of full-color (vector) and bitmap pattern fills that you can access and search. You can preview thumbnails of the available pattern fills.

You can also create your own pattern fills. For example, you can create pattern fills from objects that you draw or images that you import.

You can change the tile size of pattern fills. You can also specify exactly where these fills begin by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical position of the first tile, relative to the top of the object, affects the rest of the fill.

You can mirror the fill so that alternating tiles are reflections of each other. If you want a pattern fill to change according to actions you perform on the filled object, you can set the fill to transform with the object. For example, if you enlarge the object, the pattern becomes larger while the number of tiles remains the same.



Fig 9.3: Pattern fill

You can apply a pattern of two or more colors to an object.

To apply a two-color pattern fill

Select an object → Click **Edit →Object properties** → In the **Object properties** docker, click the **Pattern fill** button to display pattern fill options → In the **Type** area, click the **Two-color pattern fill** button → Choose a fill from the **Pattern fill** picker. Open the **Front** color picker, and click a color → Open the **Back** color picker, and click a color .

You can also mix colors in a two-color pattern fill by pressing **Ctrl** and clicking a color on the color palette. You can also apply a pattern fill by clicking the **Interactive fill** tool in the toolbox and choosing **Two-color pattern** from the **Fill type** list box on the property bar. You can mix a color with only one of the colors in the fill by pressing **Ctrl** and dragging a color to the interactive handle

To apply a full-color or bitmap pattern fill

Select an object → Click **Edit ▸ Object properties** → In the **Object properties** docker, click the **Pattern fill** button to display pattern fill options → In the **Type** area, click the **Fill color pattern fill/ Bitmap pattern fill** button → Choose a fill from the **Pattern fill** picker.

You can also apply a full-color or a bitmap pattern fill by clicking the **Interactive fill** tool in the toolbox and choosing an option from the **Fill type** list box on the property bar

To create a two-color pattern fill

Select an object → In the toolbox, click the **Pattern fill** button → Enable the **2-color** option → Open front color picker to choose a foreground color/ back to choose a background color → click create.

To create a two-color pattern fill from an image

Click **Tools** →**Create** →**Pattern fill** → Enable the **Two-color** option → In the **Resolution** area, enable low/medium/high resolution →click ok. → Select the image or area of the image that you want to use in the pattern

Low — creates a low-resolution, two-color pattern .**Medium** — creates a medium-resolution, two-color pattern. **High** — creates a high-resolution, two-color pattern

To create a full-color pattern from an image

Click **Tools** →**Create** ▸ **Pattern fill** → Enable the **Full-color** option →click ok → Select the image or area of the image that you want to use in the pattern → In the **Create pattern** dialog box, click **OK** →. In the **Save vector pattern** dialog box, type a filename for the pattern in the **File name** box. Full-color patterns can have transparent or color background

To create a pattern fill from an imported image

Select an object→ In the toolbox, click the **Pattern fill** button → Enable 2 color/ full color/ bitmap →click load → In the **Import** dialog box, locate the image that you want to use, and double-click the filename .

To change the size of pattern tiles

Select an object → Click **Edit** →**Object properties** →In the **Object properties** docker, click the **Pattern fill** button to display pattern fill options → Select a pattern fill type → To display more pattern fill options, click the arrow button located below the tile size buttons → Type the value for tile width or height → You can also change the size of pattern tiles by doing one of the following: clicking the **Pattern fill** button in the toolbox and choosing a size in the **Pattern fill** dialog box clicking the **Interactive fill** tool in the toolbox, selecting an object, and clicking the **Small tile**, **Medium tile**, or **Large tile** button on the property bar.

You can also skew or rotate tiles by clicking the **Interactive fill** tool in the toolbox, selecting an object, and dragging the skewing or rotation handles to change the appearance of the pattern.

APPLYING TEXTURE FILLS

A texture fill is a randomly generated fill that you can use to give your objects a natural appearance. CorelDRAW provides preset textures, and each texture has a set of options that you can change. You can use colors from any color model or palette to customize texture fills. Texture fills can hold only RGB colors; however, other color models and palettes can be used as a reference to select colors. You can change the tile size of texture fills. Increasing the resolution of a texture tile increases the accuracy of the fill. You can also specify exactly where these fills begin by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical position of the first tile, relative to the top of the object, affects the rest of the fill. You can rotate or skew the fill, adjust the tile size, and change the center of the texture to create a custom fill. If you want a texture fill to change according to the actions you perform on the filled object, you can set the fill to transform with the object. For example, if you enlarge the filled object, the texture becomes larger while the number of tiles remains the same. Texture fills can enhance a drawing. However, they also increase the size of a file and the time it takes to print, so you may want to use them in moderation.

To apply a texture fill

Select an object →Click **Edit** ▸ **Object properties** → In the **Object properties** docker, click the **Texture fill** button to display texture fill options. → Choose a texture library from the **Texture fill** list box → Choose a texture from the **Texture fill** picker. You can also apply a texture fill by clicking the **Texture fill** button in the toolbox and choosing a texture in the **Texture fill** dialog box.

You can also	
Change the size of texture tiles	Click **Tiling**, and type values in the **Width** and **Height** boxes.
Move the center of the texture fill up, down, left, or right	Click **Tiling**, and type values in the **X** and **Y** boxes in the **Origin** area.
Specify a row or column offset as a percentage of the tile's width or height	Click **Tiling**, and enable the **Row** or **Column** option. Type a value in the **% of tile size** box.
Rotate the texture fill at a specified angle	Click **Tiling**, and type a value in the **Rotate** box.
Modify the texture shape	Click **Tiling**, and type a value in the **Skew** box.
Apply object changes to the texture fill	Enable the **Transform fill with object** check box.
Arrange the tiles so that alternating tiles are reflections of each other	Click **Tiling**, and enable the **Mirror fill** check box.

APPLYING POSTSCRIPT TEXTURE FILLS

You can apply PostScript texture fills to objects. A PostScript texture fill is created in the PostScript language. Some textures are very complex, and large objects that contain PostScript texture fills may take time to print or to update on the screen. Depending on the view mode you are using, the letters "PS" — rather than the fill — may appear. When you apply a PostScript texture fill, you can change several properties, such as the size, line width, and the amount of gray that appears in the texture's foreground and background.

Select an object → Click **Edit** →**Object properties** → In the **Object properties** docker, click the **Postscript fill** button to display postscript fill options → Choose a fill from the **PostScript fill textures** list box

If you want to change the fill properties, click the **PostScript fill properties** button and specify the settings you want. You can also apply a PostScript fill by clicking the **Interactive fill** tool, choosing **PostScript fill** from the **Fill type** list box on the property bar, and choosing a fill from the **PostScript fill textures** list box

APPLYING MESH FILLS

When you fill an object with a mesh fill, you can create unique effects. For example, you can create smooth color transitions in any direction without having to create blends or contours. When you apply a mesh fill, you specify the number of columns and rows in the grid, and you specify the grid's intersecting points. After you have created a mesh object, you can edit the mesh fill grid by adding and removing nodes or intersections. You can also remove the mesh.





Fig 9.4: Mesh fill applied to get realistic look

A mesh fill can be applied only to closed objects or a single path. If you want to apply a mesh fill to a complex object, you must first create a mesh-filled object and combine it with the complex object to form a PowerClip object. You can add color to a patch of a mesh fill and to the individual intersection nodes. You can also choose to mix colors for a more blended appearance.

In addition, you can smooth the color in a mesh fill to reduce the appearance of hard edges. You can also reveal objects underneath a selected area by applying transparency to the mesh fill.

To apply a mesh to an object

Select an object. → In the toolbox, click the **Mesh fill** tool → Type the number of columns in the top portion of the **Grid size** box on the property bar. Type the number of rows in the bottom portion of the **Grid size** box on the property bar, and press **Enter** . Adjust the grid nodes on the object.

To fill a mesh with color

Select a mesh-filled object. → In the toolbox, click the **Mesh fill** tool → Drag a color from the color palette to a patch in the object

To smooth the appearance of color in a mesh fill

Select a mesh-filled object → In the toolbox, click the **Mesh fill** tool → Click the **Smooth mesh color button** on the property bar.

To apply transparency to a mesh fill

Select a mesh-filled object. → In the toolbox, click the **Mesh fill** tool → Click a node to select part of the mesh → On the property bar, move the **Transparency** slider to the right to increase the transparency of the selected area

Applying fills to areas

You can apply fills to any enclosed area by using the **Smart fill** tool. Unlike other fill tools, which fill only objects, the **Smart fill** tool detects the edges of an area and creates a closed path so that the area can be filled. For example, if you draw a freehand line that crosses over itself to create loops, the **Smart fill** tool can detect the edges of the loops and fill them. As long as the paths of one or more objects completely enclose an area, it can be filled.



Fig 9.5: **the original spiral object is duplicated and offset, resulting in enclosed areas that can be filled by using the** Smart fill **tool**

Because the **Smart fill** tool creates a path around the area, it essentially creates a new object that can be filled, moved, copied, or edited. This means that the tool can be used in one of two ways: to fill an area or to create a new object from an area. When you use the **Smart fill** tool on areas that already have fills applied to them, remember the following:

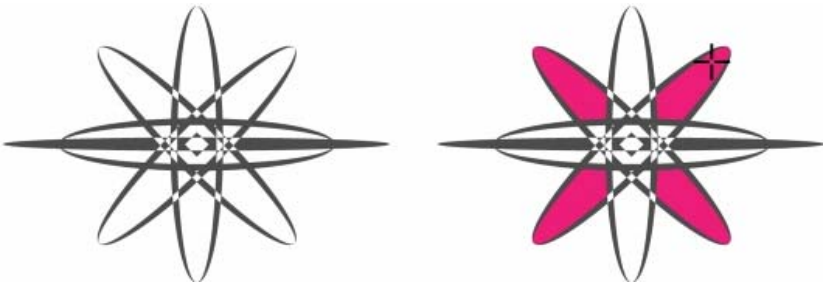


Fig 9.6: **Using the Smart fill tool to fill enclosed areas.**

An object with transparency applied to it is considered completely transparent — paths under any area of the object are detected, regardless of whether the specific area appears opaque. PostScript fills are considered transparent — paths under any area of a PostScript fill are detected. All fills other than PostScript fills are considered opaque — paths under these fills are not detected

To apply a fill to an enclosed area

In the toolbox, click the **Smart fill** tool On the property bar, choose one use default/ fill tool/ specify/ nofill/ fill color options from the **Fill options** list box → From the **Outline options** box, choose use default/specify/no outline → Click inside the enclosed area that you want to fill . :

Fill options :

Use default — lets you fill the area with the **Fill tool** default setting **Specify** — lets you fill the area with a solid color by choosing a color from the **Fill color** picker on the property bar. **No fill** — applies no fill to the area.

Outline options:

Use default — lets you apply the default outline setting. **Specify** — lets you choose a line width from the **Outline width** box and a line color from the **Outline color** color picker. **No outline** — applies no outline to the area.

WORKING WITH FILLS

There are a number of tasks that are common to all types of fills. You can choose a default fill color so that every object that you add to a drawing has the same fill. You can also remove a fill, copy it to another object, or use it to fill an area surrounded by an open curve.

To choose a default fill color

Click a blank area on the drawing page to deselect all objects. → In the toolbox, click the **Uniform fill** button → In the **Change document defaults** dialog box, enable the check boxes for the types of objects whose default fill you want to change → In the **Uniform fill** dialog box, specify any fill settings.

You can also change the default fill color by editing the default style sets in the Styles docker.

To remove a fill

Select an object → Click **Edit** ▸ **Object properties** → In the **Objects properties** docker, click the **No fill** button

You can also remove a fill by clicking the **Fill** flyout in the toolbox, and then clicking the **No fill** button.

To copy a fill to another object

Using the **Pick** tool , select the object from which you want to copy the fill → With the right mouse button, drag the first object over the destination object, to which you want to apply the fill → A blue

outline of the first object follows the pointer to the destination object → When the pointer changes to a crosshair pointer , release the mouse button, and choose **Copy fill here** from the context menu.
You can also use the **Attributes eyedropper** tool to copy a fill. You can also sample the color of an existing object and apply the sampled color to another object as a uniform fill.

To show fills in open curves

Click **Tools** ▸ **Options** → In the list of categories, double-click **Document**, and click **General**. → Enable the **Fill open curves** check box

CHAPTER 10 ADDING EFFECTS

You can create the illusion of three-dimensional (3D) depth in objects by adding contour, perspective, extrusion, bevel, or drop shadow effects.

To copy effects from one object to another

In the toolbox, click the **Attributes eyedropper** tool → Click the **Effects** flyout on the property bar, and enable **perspective/ envelop/ blend/ extrude/ contour/ lens/ powerclip/ drop shadow/ distortion** → Click the object whose effects you want to copy →: Click the object to which you want to apply the copied effects.

The **Attributes eyedropper** tool automatically switches to the **Apply object attributes** mode.

To remove an effect from an object

Select an object that has a perspective effect. → Click Effects →Clear perspective/Extrusion/ blend /contour/lens

CONTOUR

You can contour an object to create a series of concentric lines that progress to the inside or outside of the object. CorelDRAW also lets you set the number and distance of the contour lines. After contouring an object, you can copy or clone its contour settings to another object. You can also change the colors of the fill between the contour lines and the contour outlines themselves. You can set a color progression in the contour effect, where one color blends into another. The color progression can follow a straight, clockwise, or counterclockwise path through the color range of your choice. You can also choose how contour corners appear. For example, you can use pointed or rounded corners, or you can bevel (square off) sharp contour corners. You can separate an object from its contour lines. A center contour has been applied to the above object. The number of contour lines, as well as the distance between lines, can be changed. An outside contour has been applied to the above object. Note that an outside contour projects from the outside edge of the object.

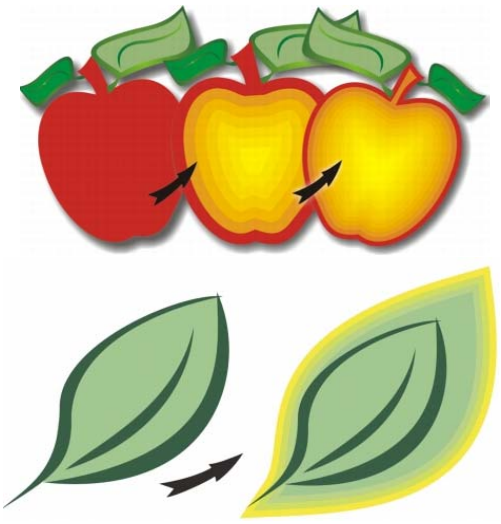


Fig 10.1:Contouring objects

To contour an object:

Select the Contour tool → Click an object or a set of grouped objects, and drag the start handle toward the center to create an inside contour or away from the center to create an outside contour → Move the object slider to change the number of contour steps

You can also	
Add contour lines to the center of the selected object	Click the To center button .
Specify the number of contour lines	Click the Inside contour or Outside contour button on the property bar, and type a value in the Contour steps box on the property bar.
Specify the distance between contour lines	Type a value in the Contour offset box on the property bar.
Accelerate contour line progression	Click the Object and color acceleration button on the property bar, and move the object slider.
Use pointed contour corners	Click the Mitered corners button .
Use rounded contour corners	Click the Round corners button . The effect of this control is more obvious with outside contours.
Use beveled contour corners	Click the Bevel corners button .

You can create contours by clicking **Effects → Contour** and specifying the settings you want in the Contour docker.

To set the fill color for a contour object

In the toolbox, click the **Contour tool → Select a contour object** →Open the Fill color picker on the property bar, and click a color:
If you cannot apply the fill color, you need to make sure the Fill color option is enabled on the status bar

To specify an outline color for the contour object

In the toolbox, click the **contour tool → select a contour object →** open the outline color picker on the property bar, and click a color.

To set the fill progression

In the toolbox, click the Contour tool → Select a contour object →click linear contorur colors/ clockwise contour colors/ counterclockwise contour colors.

To separate an object from its contour lines

Using the Pick tool , select a **contoured object → Click Arrange ▸ Break contour group apart.**

APPLYING PERSPECTIVE TO OBJECTS

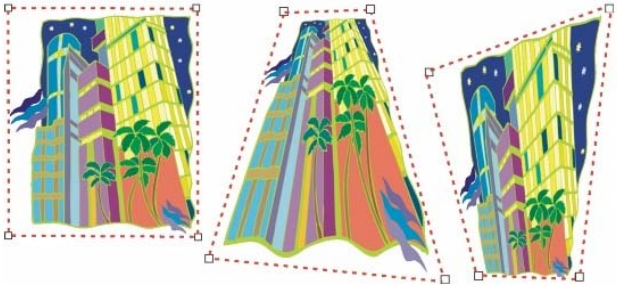


Fig 10.2 : The original graphic (left) with one-point (middle) and two-point (right) perspectives applied to it.

You can create a perspective effect by shortening one or two sides of an object. This effect gives an object the appearance of receding in one or two directions, thereby creating aone-point perspective or a two-point perspective. Perspective effects can be added to objects or grouped objects. You can also add a perspective effect to linked groups, such as contours, blends, and extrusions. You can't add perspective effects to paragraph text, bitmaps, or symbols. After you apply a perspective effect, you can copy it to other objects in a drawing, adjust it, or remove it from the object.

To apply a perspective

To	
Apply a one-point perspective	Click Effects ▸ Add perspective. Press Ctrl, and drag a node.
Apply a two-point perspective	Click Effects ▸ Add perspective. Drag the nodes on the outside of the grid to apply the effect you want.

Pressing Ctrl constrains the node's movement to the horizontal or vertical axis to create a one-point perspective effect. You can move opposing nodes the same distance in opposite directions by pressing Ctrl + Shift as you drag.

To adjust the perspective

In the toolbox, click the Shape tool → Select an object that has a perspective effect → Drag a node to a new position.You can also adjust the perspective by dragging one or both of the vanishing points.

CREATING EXTRUSIONS

You can make objects appear 3D by creating extrusions. You can create extrusions by projecting points from an object and joining them to create an illusion of three dimensions. After you create an extrusion, you can copy or clone its attributes to a selected object. Cloning and copying transfer the extrusion attributes of an extruded object to another. However, the cloned extrusion settings cannot be edited independently from the master. You can change an extruded form by rotating it and rounding its corners.

Extruded fills

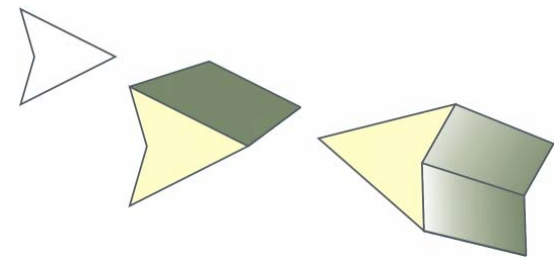


Fig 10.3 : Applying Extrusions

You can apply fills to an entire extrusion or only to the extruded surfaces. You can cover each surface individually with the fill, or you can drape the fill so that it blankets the entire object with no breaks to the pattern or texture.

Left to right: a simple shape, the shape with an extruded fill of solid color, the shape with an extruded gradient fill and a rotation applied.

Lighting

You can enhance extrusions by applying light sources. You can add up to three light sources to project toward the extruded object with varying intensity. When you no longer need light sources, you can remove them.

Vanishing points

You can create a vector extrusion in which the lines of the extrusion converge at a vanishing point. The vanishing point of a vector extrusion can be copied to another object so that both objects appear to recede toward the same point.

To create an Extrusions

Select object using pick tool →select extrude tool →Choose a preset from the Presets list box on the property bar. → Choose an extrusion type from the Extrusion type list box on the property bar → select an object → Drag the object's selection handles to set the direction and depth of the extrusion

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To apply a fill to an Extrusions

Select an extruded object with the Extrude tool →Select use object fill/ use solid color/ use color shading.

To apply beveled edges to an Extrusions

Select an Extrude tool →Select an extruded object → click the extrusion bevels button on the property bar → enable the use bevel check box → type a value in the bevel depth box. →

To add light an Extrusions

Select an extruded object →Select use extrusion lighting button on the property bar → click any 3 light buttons → the light appears as numbered circles in the preview window → drag the numbered circles in the light intensity preview window to position the lights. →Enable the full color range check box to look more realistc.

CREATING BEVEL EFFECTS

A bevel effect adds 3D depth to a graphic or text object by making its edges appear sloped (cut at an angle). Bevel effects can contain both spot and process (CMYK) colors, so they are ideal for printing. You can remove a bevel effect at any time. Bevel effects can be applied only to vector objects and text, not to bitmaps. You can choose bevel styles like soft edge and emboss. Soft edge creates beveled surfaces that appear shaded in some areas and Emboss makes a object appear as a relief.

Beveled surfaces

You can control the intensity of the bevel effect by specifying the width of the beveled surface.

Light and color

An object with a bevel effect appears lit by white ambient (surrounding) light and a spotlight. The ambient light is of low intensity and cannot be changed. The spotlight is also white by default, but you can change its color, intensity, and location. Changing the spotlight color affects the color of the beveled surfaces. Changing the spotlight's intensity lightens or darkens the beveled surfaces. Changing the location of the spotlight determines which beveled surfaces appear lit.

You can change the location of the spotlight by specifying its direction and altitude. Direction determines where the light source is located in the plane of the object (for example, to the left or right of an object). Altitude determines how high the spotlight is located in relation to the object's plane. For example, you can place the spotlight flush with the horizon (altitude of 0°) or directly above the object (altitude of 90°). In addition, you can change the color of the beveled surfaces that are in shadow by specifying a shadow color.

To create a soft edge bevel effect:

Select an object that is closed and has a fill applied to it →goto effects menu → bevel → In the bevel docker, select the soft edge from the style list box -→ enable to center/distance.

You can also	
Change the color of beveled surfaces in shadow	Choose a color from the Shadow color picker. Beveled surfaces change to a shade of the specified shadow color.
Choose a spotlight color	Choose a color from the Light color picker.
Change the intensity of the spotlight	Move the Intensity slider.

Specify the position of the spotlight	Move either direction/altitude sliders: Direction values range from 0° to 360°; altitude values range from 0° to 90

Direction value range from 0 deg to 360 deg and altitude values ranges from 0 deg to 90 deg.

To create an emboss effect

Select an object that is closed and has a fill applied to it → goto effects menu → bevel → In the bevel docker, select the emboss from the style list box -→ enable to distance slider →click apply.

DROP SHADOW

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. You can add drop shadows to most objects or groups of objects, including artistic text, paragraph text, and bitmaps. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering. After you create a drop shadow, you can copy it or clone it to a selected object. When you copy a drop shadow, the original and copy have no connection and can be edited independently.

To add a drop shadow effect

Select drop shadow tool →Select an object→ drag from the center or side of the object until the drop shadow is the size you want → specify any attributes on the property bar.

Drop shadows cannot be added to lined groups, such as blended objects, contoured objects, beveled objects, extruded objects, objects created without the artistic media tool or other drop shadows.

To add a cuttable shadow: Select an object → click edit menu → duplicate → click a dark color on the onscreen color palate → click arrange menu → order →behind and click the original to position the duplicate behind it. → adjust the position of the duplicate.

To separate a drop shadow from an object: Select an object drop shadow → click arrange menu →break drop shadow group apart → drag the shadow.

BLENDING OBJECTS

CorelDRAW lets you create blends, such as straight-line blends, blends along a path, and compound blends. Blends are often used for creating realistic shadows and highlights in objects. A straight-line blend shows a progression in shape and size from one object to another. The outline and fill colors of the intermediate objects progress along a straight-line path across the color spectrum. The outlines of intermediate objects show a gradual progression in thickness and shape.

After you create a blend, you can copy or clone its settings to other objects. When you copy a blend, the object takes on all the blend-related settings, except for the outline and fill attributes. When you clone a blend, changes you make to the original blend (also called the master) are applied to the clone

To	Do the following
Blend along a straight line	In the toolbox, click the Blend tool. Select the first object, and drag over the second object. If you want to reset the blend, press Esc as you drag.
Blend an object along a freehand path	In the toolbox, click the Blend tool. Select the first object. Hold down Alt, and drag to draw a line to the second object.
Fit a blend to a path	In the toolbox, click the Blend tool. Click the blend. Click the Path

	properties button on the property bar. Click New path. Using the curved arrow, click the path to which you want to fit the blend.
Stretch the blend over an entire path	Select a blend that is already fitted on a path. Click the More blend options button on the property bar, and enable the Blend along full path check box.
Create a compound blend	Using the Blend tool, drag from an object to the start or end object of another blend

To set the number of intermediate objects in a blend

Select a blend → type a value in the blend objects box on the property bar → press enter

To set the distance between objects in a blend that is fit to a path

Select a blend that is fit to a path → click the blend spacing button on the property bar → type a value in the blend objects box on the property bar →press enter.
If you have used the blend along full path command, the blend spacing button is not available.

To set the color progression in a blend

Select a blend → on the property bar select direct blend/ clockwise blend/ counterclockwise blend

To map the nodes of a blend

Select a blend → click the more blend options button on the property bar, and click map nodes → click a nodes on the start object and on the end object.

To	Do the following
Select the start or end object	Select a blend, click the **Starting and ending objects** button on the property bar, and click **Show start**, or **Show end**.
Change the start or end object of a blend	Select a blend; click the **Starting and ending objects** button on the property bar, and click **New start**, or **New end**. Click an object outside the blend that you want to use as the start or end of the blend.
Fuse the start or end object in a split or compound blend	Hold down **Ctrl,** click a middle object in a blend, and then click a start or end object. Click the **More blend options** button on the property bar. If you have selected the start object, click the **Fuse start** button. If you have selected the end object, click the **Fuse end** button

You can reverse the direction of the blend by clicking **Arrange** ▸ **Order** ▸ **Reverse order**
Note : you can also change blend path, split a blend and remove a blend.

APPLYING LENSES

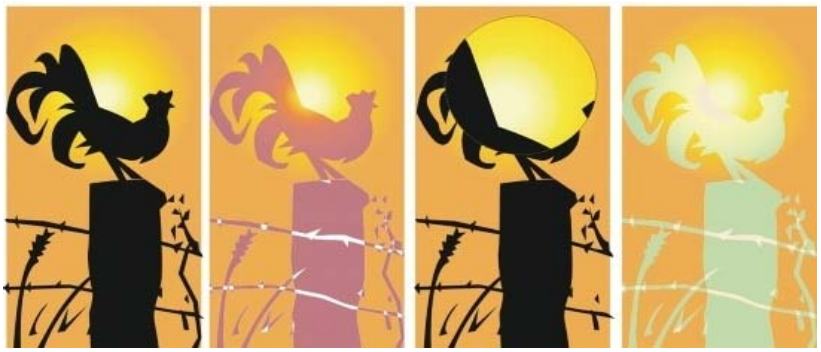


Fig 10.4 : The lens types applied to the original (far left): (left to right) Heat map, Magnify, and Custom color

Lenses change how the object area beneath the lens appears, not the actual properties and attributes of the objects. You can apply lenses to any vector object, such as a rectangle, ellipse, closed path, or polygon. You can also change the appearance of artistic text

and bitmaps. When you apply a lens over a vector object, the lens itself becomes a vector image. Likewise, if the lens is placed over a bitmap, the lens also becomes a bitmap. After you apply a lens, you can copy it and use it with another object.

Lens	Description
Brighten	Lets you brighten and darken object areas and set the rate of the brightness and darkness
Color add	Lets you simulate an additive light model. The colors of the objects beneath the lens are added to the color of the lens as if you were mixing colors of light. You can choose the color and the amount of color you want to add.
Color limit	Lets you view an object area with only black and the lens color showing through. For example, if you place a green color limit lens over a bitmap, all colors except green and black are filtered out in the lens area.
Custom color map	Lets you change all the colors of the object area beneath the lens to a color ranging between two colors you specify. You can choose the range's start and end colors and the progression between the two colors. The progression can follow a direct, forward, or reverse route through the color spectrum.
Fish eye	Lets you distort, magnify, or shrink the objects beneath the lens, according to the percentage value you specify
Heat map	Lets you create the effect of an infrared image by mimicking the heat levels of colors in object areas beneath the lens
Invert	Lets you change the colors beneath the lens to their complementary CMYK colors. Complementary colors are colors that are opposite each other on the color wheel.
Magnify	Lets you magnify an area on an object by an amount that you specify. The magnify lens overrides the original object's fill, making the object look transparent.
Tinted grayscale	Lets you change the colors of object areas beneath the lens to their grayscale equivalents. Tinted grayscale lenses are particularly effective for creating sepia-tone effects.
Transparency	Lets you make an object look like a piece of tinted film or colored glass
Wireframe	Lets you display the object area beneath the lens with the outline or fill color of your choice. For example, if you set red for the outline and blue for the fill, all areas beneath the lens appear to have red outlines and blue fills.
Tinted grayscale	Lets you change the colors of object areas beneath the lens to their grayscale equivalents. Tinted grayscale lenses are particularly effective for creating sepia-tone effects.

To apply a lens

Select an object.→Click Effects→Lens. →Choose a lens type from the list box in the Lens docker. →Specify the settings you want.

You cannot apply the lens effect directly to linked groups such as contoured objects, beveled objects, extruded objects, drop shadows, paragraph text, or objects created with the **Artistic media** tool. You can preview the different types of lenses in real time without auto- applying them to a drawing by clicking the **Lock** button and then choosing a lens and settings to preview. When you find the lens you want to use, click **Apply**, or click the **Lock** button again to resume auto-applying the lenses while previewing them.

To copy a lens

Select the object to which you want to copy the lens. →Click Effects Copy effect Lens from. → Click the object from which you want to copy the lens.

CREATING ROLLOVERS

Rollovers are interactive objects that change in appearance when you click or point to them. You can create rollovers using objects. To create a rollover, you add the following rollover states: **Normal**: The default state of a button when no mouse activity is associated with the button. **Over:** the state of a button when the pointer passes over it. **Down:** the state of a clicked button

You can apply different object properties to each of the rollover states. You can also preview the rollover states. To add a rollover object to a Web design, you must save the rollover to a the Macromedia Flash (SWF) format.

To create a rollover object

Select an object. → Click Effects Rollover Create rollover.

To modify an object's rollover state

Click Window→Toolbars Internet. →The Internet toolbar appears. →Click the rollover object to select it. →On the Internet toolbar, click the Edit rollover button. →From the Active rollover state list box, choose a state: normal/over/down → Modify the object properties, such as the color. → Click the Finish editing rollover button.

You can also	
Delete a rollover state	On the **Internet** toolbar, click the **Deletes rollover state** button .
Duplicate a rollover state	On the **Internet** toolbar, click the **Duplicate states** button .
Undo a rollover	On the **Internet** toolbar, click the **Extract all objects from rollover** button .
Specify what frame appears when the rollover is clicked	On the **Internet** toolbar, choose a target frame from the **Target frame** list box.

You cannot close a drawing in which you are editing a rollover. You must finish editing first

To view rollover properties

Click Window→ Dockers→ Object manager. →Click the page and layer where the rollover resides. →Click the rollover name, and expand the Normal, Over, and Down states.

You can preview a rollover object's states in the drawing page by clicking **the Live preview of rollovers** button on the **Internet** toolbar. To quit previewing the rollover so that you can edit it, click the **Live preview of rollovers** button . You cannot undo while previewing a rollover

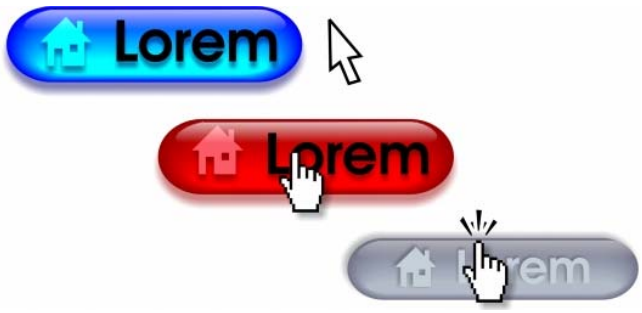


Fig 10.5 : Rollovers showing Normal (left), Over (center), and Down (right) states

POWERCLIP

CorelDRAW lets you place vector objects and bitmaps, such as photos, inside other objects, or frames. A frame can be any object, for example artistic text or a rectangle. When the object is larger than the frame, the object, called the contents, is cropped to fit the form of the frame. This creates a PowerClip object.



Fig 10.6(a) :Original Artistic text and image



Fig 10.6 (b) : PowerClipped image

You can create more complex PowerClip objects by placing one PowerClip object inside another PowerClip object to produce a nested PowerClip object. You can also copy the contents of one PowerClip object to another PowerClip object.

Note : *In the PowerClip object, the artistic text is the frame, and the bitmap forms the contents. The bitmap is shaped to the letters of the artistic text*

You can create an empty PowerClip frame from an object, or convert a PowerClip frame back to an object. Creating empty PowerClip frames or text frames is useful when you want to define the layout of your document before adding the content.

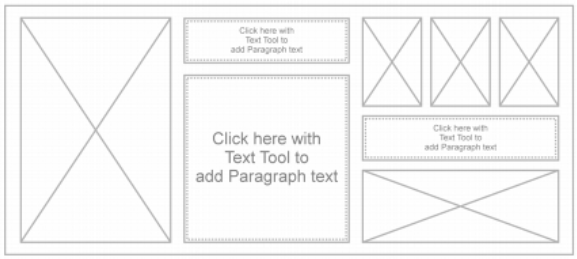


Fig 10.7: Empty PowerClip frames and text frames

After you create an empty PowerClip frame, you can add contents to it. You can also add contents to a PowerClip frame that already contains another object.

Note: Creating empty PowerClip frames and text frames is useful when you want to visualize your page layout before adding the contents

: After you create a PowerClip object, you can select or edit its contents, or reposition the contents inside the frame. Whenever a PowerClip object is selected, a floating toolbar appears.



The PowerClip toolbar lets you edit, select, extract, lock, or reposition the contents inside the frame. The toolbar appears whenever a PowerClip object is selected.

You can lock the PowerClip contents, so that when you move the frame, the content moves with it. If you want to delete the contents of a PowerClip object or modify it without affecting the frame, you can extract the contents.

To create a PowerClip object

Select the object that you want to use as the PowerClip contents →Goto Effects menu →PowerClip → place inside frame →click the object that you want to use as a frame.

If you want to create a nested PowerClip object, drag the PowerClip object inside another PowerClip object, and hold down the **W** key as you release the mouse button to place the object inside the frame.

You can also right-click an object or a group of objects, click **PowerClip inside**, and then click the object that you want to use as a container. If the content is placed so that it falls outside the frame in its current position, it is automatically centered inside the frame to make it visible. To change this setting, click **Tools** ▸ **Options**, choose **Edit** in the **Workspace** list of categories, and set the options you want in the **PowerClip frame** area.

To create an empty PowerClip frame

Select an object that you want to use as a frame → select effects → PowerClip → create empty PowerClip frame. You can also right-click the object, choose **Frame type**, and click **Create empty PowerClip frame.** You. can also click the **PowerClip frame** button on the **Layout** toolbar. To open the **Layout** toolbar, click **Window** ▸ **Toolbars** ▸ **Layout** or **Layout** ▸ **Layout toolbar.**

To add content to a PowerClip frame

Drag an object to the PowerClip frame → when the object approaches the frame, the frame is highlighted → to add the object to an empty PowerClip frame, release the mouse button. To add the objects to a full PowerClip frame, hold down the W key as you release the mouse button.

You can also drag content to the PowerClip frame directly from Corel CONNECT, or from the **Connect** docker If the content is placed so that it falls outside the frame, it is automatically centered inside the frame to make it visible. To change this setting, click **Tools** ▸ **Options**, choose **Edit** in the **Workspace** list of categories, and set the options you want in the **PowerClip frame** area.

To convert a PowerClip frame back to an object

Right-click the PowerClip frame, chooses **Frame type**, and click **None**.

If the frame contains content, the content is deleted when the frame reverts to a regular object. To avoid losing the content, you can first extract it from the PowerClip object You can also click the **No frame** button on the **Layout** toolbar. To open the **Layout** toolbar, click **Window** ▸ **Toolbars** ▸ **Layout** or **Layout** ▸ **Layout toolbar**.

To select the contents of the PowerClip object

Select the PowerClip object → the PowerClip toolbar appears → click the select contents button on the PowerClip toolbox

To position the contents inside the PowerClip frame

Select the PowerClip object → perform a task from the following table

To	Do the following
Center the contents inside the PowerClip frame	Click **Effects** ▸ **PowerClip** ▸ **Center contents**.
Fit the contents proportionally inside the PowerClip frame	Click **Effects** ▸ **PowerClip** ▸ **Fit contents proportionally**. The content is resized so that its longest dimension fits inside the frame. The content is not distorted, and its aspect ratio is preserved. The whole content is visible, but there may be empty areas in the frame.
Fill the PowerClip frame proportionally	Click **Effects** ▸ **PowerClip** ▸ **Fill frame proportionally**. The content is resized so that it fills the frame without being distorted. The content's aspect ratio is preserved. The frame is full, but there may be parts of the content that fall outside the frame and are not visible.
Fill the PowerClip frame by stretching the contents	Click **Effects** ▸ **PowerClip** ▸ **Stretch contents to fill frame**. The content is resized and distorted so that it fills the frame. The content's aspect ratio is not preserved. The frame is full, and all of the content is visible.
The **Fit contents proportionally**, **Fill frame proportionally,** and the **Stretch contents to fill frame** commands modify the PowerClip contents. The content remains modified even if you extract it from the frame. You can also position the contents by clicking the **Fit contents** button on the PowerClip toolbar and clicking a command	

To copy the contents of the PowerClip object: Select the object → goto effects menu → copy effect → PowerClip from → click a PowerClip object.

To edit the contents of the PowerClip object: Select the object → goto effects menu →edit PowerClip → edit the contents of the PowerClip object → click effects menu → PowerClip →finish editing this level.

While you edit the contents, the frame appears in Wireframe mode and cannot be selected or edited You can also double-click the PowerClip object to enable it for editing, or select the PowerClip object and

click the **Edit PowerClip** button on the PowerClip toolbar. When you have finished editing the contents, click the **Stop editing contents** button

To lock or unlock the contents of a PowerClip object: Select an PowerClip objectgs → goto effects menu →PowerClip → lock contents to PowerClip.

If you move the frame while the content is unlocked, the content remains stationary and is not visible until you move the frame over it You can also right-click a PowerClip object and click **Lock contents to PowerClip**, or you can select the PowerClip object and click the **Lock contents to PowerClip** button on the PowerClip toolbar.

To extract the contents of a PowerClip object: Select the PowerClip object → goto effects menu → PowerClip → extract contents

The contents remains in the same location, but it is separated from the frame. The PowerClip frame remains as an empty PowerClip frame. You must extract the contents of each level in a nested PowerClip separately You can also select the PowerClip object and click the **Extract contents** button on the PowerClip toolbar

CHAPTER 11 IMPORTING

WHY PROVIDE THESE DIFFERENT FORMATS?

A file format defines how an application stores information in a file. If you want to use a file created in a different application than the one you are currently using, you must import that file. Conversely, if you create a file in one application and want to use it in another application, you must export the file to a different file format.

When you name a file, an application automatically appends a filename extension, usually three characters in length; for example, .CDR, .BMP, .TIFF, AND .EPS. This filename extension helps you and the computer differentiate between files of different formats.

IMPORTING FILES

You can import files created in other applications. For example, you can import an Adobe Portable Document Format (PDF), JPEG, or Adobe Illustrator (AI) file. You can import a file and place it in the active application window as an object. You can also resize and center a file as you import it. The imported file becomes part of the active file. You can also import a bitmap as an externally linked image. When you import a linked bitmap, edits to the original (external) file are automatically updated in the imported file.

While importing a bitmap, you can resample it to reduce the file size, or crop it to eliminate unused areas of the image. You can also crop a bitmap to select only the exact area and size of the image that you want to import.

When you import a file from an earlier version of CorelDRAW that contains text in a language different from the language of your operating system, you can use code page settings to ensure that object names, keywords, and notes saved with the file are displayed correctly.

To import a file into an active drawing

Click **File** ▸ **Import** → Choose the folder where the file is stored

Working with bitmaps

You can convert a vector graphic to a bitmap. You can also import and crop bitmaps in CorelDRAW. You can also add color masks, watermarks, and special effects, and you can change the color and tone of the images.

CONVERTING VECTOR GRAPHICS TO BITMAPS

Converting a vector graphic or object to a bitmap lets you apply special effects to the object with CorelDRAW. The process of converting a vector graphic to a bitmap is also known as “rasterizing.” When you convert the vector graphic, you can select the color mode of the bitmap. A color mode determines the number and kind of colors that make up the bitmap, so the file size is also affected. You can also specify settings for such controls as dithering, anti-aliasing, overprinting black, and background transparency. When you export a file to a bitmap file format, such as TIFF, JPEG, CPT, or PSD, the same bitmap conversion options are available.

To convert a vector graphic to a bitmap

Select an object → Click **Bitmaps** ▸ **Convert to bitmap**. → Choose a resolution from the **Resolution** list box → Choose a color mode from the **Color mode** list box → Enable any of the following check boxes:

Dithered — simulates a greater number of colors than those available. This option is available for images that use 256 or fewer colors. **Always overprint black** — overprints black when black is the top color. Enabling this option prevents gaps from appearing between black objects and underlying objects when you print bitmaps. **Anti-aliasing** — smoothes the edges of the bitmap. **Transparent background** — makes the background of the bitmap transparent .

You can change the black threshold for the **Always overprint black** option. If you export a vector file to a bitmap format, such as GIF, you are prompted to set the bitmap conversion options described in the procedure above before you export the file . Making the background of a bitmap transparent lets you see images or a background otherwise obscured by the bitmap background

To convert a vector graphic to a bitmap when exporting

Click **File** ▸ **Export** → Choose the folder where you want to save the file →Choose a bitmap file format from the **Save as type** list box, and type a filename in the **File name** list box → Set the options you want, and click **Export.** In the **Convert to bitmap** dialog box, type values in one of the following pairs of boxes. **Width** and **Height** — let you specify the image dimensions. **Width %** and **Height %** — let you resize the image to a percentage of its original size → To specify the resolution, type a value in the **Resolution** box → Choose a color mode from the **Color mode** list box. Enable any of the following check boxes: **Dithered** — simulates a greater number of colors than those available. This option is available for images that use 256 or fewer colors. **Always overprint black** — overprints black when black is the top color. Enabling this option when you print bitmaps prevents gaps from appearing between black objects and underlying objects → In the **Options** area, enable anti-aliasing/ maintain layers/ transparent background option: **Anti-aliasing** — smoothens the edges of the bitmap. **Maintain layers** — preserves layers . **Transparent background** — makes the background of the bitmap transparent.

You can change the black threshold for the **Always overprint black** option. Not all options in the **Convert to bitmap** dialog box are available for all bitmap file formats. Making the background of a bitmap transparent lets you see images or a background otherwise obscured by the bitmap background.

Exporting documents as PDF files

You can export a document as a PDF file. A PDF file can be viewed, shared, and printed on any platform provided that users have Adobe Acrobat, Adobe Reader, or a PDF-compatible reader installed on their computers. A PDF file can also be uploaded to an intranet or the Web. You can also export an individual selection or an entire document to a PDF file.

When you export a document as a PDF file, you can choose from several PDF presets, which apply specific settings. For example, with the **Web** preset, the resolution of the images in the PDF file is optimized for the Web.

You can also create a new PDF preset or edit any existing preset. PDF file security settings are not saved with a PDF preset. If you have used symbols in a document, they will be supported in the PDF file.

To export a document as a PDF file

Click **File** ▸ **Export.** / You can also save a PDF file by clicking **File** ▸ **Save as** → Choose **PDF - Adobe Portable Document Format** from the **Save as type** list box → Locate the folder in which you want to save the file. → Type a filename in the **File name** box → Click **Export**

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CREATING OBJECTS FOR THE WEB

CorelDRAW lets you export objects that are optimized for viewing in a Web browser. You can also create interactive rollovers from CorelDRAW objects. In addition, you can add hyperlinks and bookmarks to a drawing. After creating the Web-compatible object in CorelDRAW, you can add the object to a design using a Web-authoring tool. You can also export the object to HTML

Exporting to HTML

You can ensure that your CorelDRAW files and objects publish to HTML successfully by setting document elements to be HTML-compatible, selecting the settings you want, and checking Preflight issues. You can then publish to HTML. The resulting HTML code and images can be used in HTML authoring software for creating a Web site or page.

Click **File** ▸ **Export HTML**. → Set the following options in the **Export HTML** dialog box:
General — contains options for HTML layout, folders for HTML file and images, and FTP site and export range. You can also select, add, and remove presets. **Details** — contains details of HTML files produced, and allows you to change the page name and file name. **Images** — lists all images for the current HTML export. You can set individual objects to JPEG, GIF, and PNG formats. Click **Options** to select presets for each image type. **Advanced** — provides options for generating JavaScript for rollovers and cascading style sheets, and maintaining links to external files. **Summary** — shows statistics for files according to various download speeds. **Issues** — displays a list of potential issues, including explanations, suggestions, and tips.
CorelDRAW assigns the extension **.htm** to documents you publish in the HTML format. By default, HTML files share the same name as the CorelDRAW (CDR) source file and are saved in the last folder you used to store exported Web documents

CHAPTER 12 PRINTING A DRAWING

PRINTING YOUR WORK

Using CorelDRAW, you can print one or more copies of the same drawing. You can also specify the page type and the page range that you want to print. Before printing a drawing, you can specify printer properties, including paper size and device options. For example, you can specify printer features such as duplexing stapling.

To set printer properties

Click File → Print. → Click the General tab. → In the Destination area, choose a printer from the Printer list box. → Click Preferences. → Set any properties in the dialog box.

To print your work

Click File→ Print. → Click the General tab. → In the Destination area, choose a printer from the Printer list box. → In the Destination area, choose a page size and orientation option from the Page list box. → In the Copies area, type a value in the Number of copies box. → If you want the copies collated, enable the Collate check box. → In the Print range area, enable one of the following options:
Current document — prints the active drawing. **Current page** — prints the active page . **Pages** — prints the pages that you specify. **Documents** — prints the documents that you specify . **Selection** — prints the objects that you have selected.
If you enable the Pages option, you can choose to print a range of pages, only even pages, only odd pages, or both even and odd pages. You can also automatically **match the printer orientation** to the document orientation: In the Destination area, choose **Match orientation from the Page list box**. Apply the printer's default page size: In the Destination area, choose Use printer default from the Page list box.

LAYING OUT PRINT JOBS

You can lay out a print job by specifying the size, position, and scale. Tiling a print job prints portions of each page on separate sheets of paper that you can assemble into one sheet. You would, for example, tile a print job that is larger than your printer paper.

To specify the size and position of a print job

Click File →Print. → Click the Layout tab.→ In the Image position and size area, enable either As in document/fit to page/ reposition images to options: **As in document**: maintains the image size as it is in the document .**Fit to page**: sizes and positions the print job to fit to a printed page. **Reposition images to:** lets you reposition the print job by choosing a position from the list box .Enabling the Reposition images to option lets you specify size, position, and scale in the corresponding boxes. → You can also choose an imposition layout, such as 2 x 2 (4-up) or 2 x 3 (6-up), from the Imposition layout list box. For more information, see Working with imposition layouts.

To tile a print job

Click File→Print. →Click the Layout tab. →In the Image position and size area, enable the Print tiled pages check box. →Type values in the following boxes: **Tile overlap** — lets you specify the amount by which to overlap tiles. **% of page width** — lets you specify the percentage of the page width the tiles will occupy. You can include tiling alignment marks by enabling the Tiling marks check box.

PREVIEWING PRINT JOBS

You can preview your work to show how the position and size of the print job will appear on paper. For a detailed view, you can zoom in on an area. You can view how the individual color separations will appear when printed. Before printing your work, you can view a summary of issues for a print job to find potential printing problems. For example, you can check the current print job for print errors, possible print problems, and suggestions for resolving issues.

To preview a print job

- Click File→Print preview. → To close the print preview, click File Close print preview.

You can quickly preview a print job in the Print dialog box by clicking File Print and clicking the Mini preview button .

To magnify the preview page

Click File→ Print preview. →Click View→ Zoom. → Enable the Percent option, and type a value in the box.

You can also magnify the preview page by choosing a preset zoom level. You can also zoom in on a portion of the print preview by clicking the Zoom tool in the toolbox and marquee selecting an area.

To preview color separations

Click File→Print preview. → On the property bar, click the Enable color separations button.

You can **preview the composite** by clicking View→Preview separations→Composite. You can view individual color separations by clicking the tabs at the bottom of the application window.

To view a summary of issues for a print job

Click File→ Print. → Click the Preflight tab.

If there are no print job issues, the tab name displays as No issues. If there are issues, the tab name displays the number of issues that were found. If you want to exclude certain issues from the preflight check, click Settings, double-click Printing, and disable any check boxes that correspond to issues you want overlooked.

APPLYING PRINT STYLES

A print style is a set of saved printing options. Each print style is a separate file. This lets you move a print style from one computer to another, back up a print style, and keep document-specific styles in the same directory as the document file. You can select an existing print style, create a new print style, or edit a print style and save the changes. You can also delete print styles.

To choose a print style

Click File→ Print. → Click the General tab. → Choose coreldraw defaults/ browse from the Print style list box:

To create a print style

Click File→Print. → Click the General tab. → Set any printing options.→ Click Save as→ Choose the folder where you want to save the print style. → Type a name for the style in the Filename box. You can also save a print style by clicking File Print preview, and clicking the Save print style as button.

To edit a print style

Click File→Print. → Choose a print style from the Print style list box. →Modify any of the printing options. →Click Save as. →Choose the folder where the print style is stored. →Click the filename. → Click Save.

You should save the modified settings as a print style or apply the changes before canceling; otherwise, you'll lose all the modified settings.

To delete a print style

Click File→Print preview. →Select a print style. →Click the Delete print style button .

PRINTING COLOR SEPARATIONS

When you send color work to a print service provider or printing shop, either you or the print service provider must create color separations. Color separations are necessary because a typical printing press applies only one color of ink at a time to a sheet of paper. You can specify the color separations to print, including the order in which they print. Printing presses produce color using either process color or spot color, or both. You can convert the spot colors to process colors at printing time. When setting halftone screens to print color separations, we recommend that you use the default settings; otherwise, screens can be improperly set and result in undesirable moiré patterns and poor color reproduction. However, if you are using an image setter, the screen technology should be set to match the type of image setter the print service provider uses. Before customizing a halftone screen, consult the print service provider to determine the correct setting. If you have overprinted areas, you can choose how you want those areas to print. For more information about overprinting, see Working with color trapping and overprinting.

To print color separations

Click File→Print. →Click the Color tab. → Enable the Print separations option.

If you want to print specific color separations, click the Separations tab, and enable the corresponding check box in the list of color separations. You can change the order in which color separations print, by enabling the Use advanced settings check box in the Options area. In the separations list at the bottom of the dialog box, click in the Order column next to the color separation that you want to change. Chose a new order value from the list box. If you want to print separations using a color profile that is different from the document color profile, you can click the Color tab and choose a color profile from the Correct colors using color profile list box.

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To convert spot colors to process colors

Click File→ Print. →Click the Color tab. →Enable the Print separations option. →Enable the Convert spot colors to check box.

Changing the spot colors to process colors does not affect the original CorelDRAW file; it affects the way colors are sent to the printer.

To customize a halftone screen

Click File→Print. →Click the Color tab. →Enable the Print separations option. →Click the Separations tab. →In the Options area, enable the Use advanced settings check box. Click Advanced. →Change any of the Screening technology/resolution/ basic screen/ halftone type settings:

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WORKING WITH SHORTCUT KEYS

Command	Table	KeyStroke	Description
Find Text...	Text Editing	Alt+F3	Finds the specified text in the drawing
Find Text	Table Text Editing	Alt+F3	Finds the specified text in the drawing
Spiral	Main	A	Draws spirals; double-clicking opens the Toolbox tab of the Options dialog
En Dash	Text Editing	Alt+-	En D&ash
En Dash	Table Text Editing	Alt+-	En D&ash
Undo %s	Main	Alt+Backspace	Reverses the last operation
Pan Down	Main	Alt+DnArrow	
Properties	Main	Alt+Enter	Allows the properties of an object to be viewed and edited
Size	Main	Alt+F10	Opens the Size Docker Window
Macro Editor...	Main	Alt+F11	Macro &Editor...
Align To Baseline	Main	Alt+F12	Aligns text to the baseline
Linear	Main	Alt+F2	Contains functions for assigning attributes to linear dimension lines
Horizontal Text	Main	Ctrl+,	Changes the text to horizontal direction
Optional Hyphen	Text Editing	Ctrl+-	&Optional Hyphen
Optional Hyphen	Table Text Editing	Ctrl+-	&Optional Hyphen
Vertical Text	Main	Ctrl+.	Changes the text to vertical
Expand Selection	Table Editing	Ctrl+A	Expand Selection
Expand Selection	Table Text Editing	Ctrl+A	Expand Selection
Lens	Main	Alt+F3	Opens the Lens Docker Window
Exit	Main	Alt+F4	Exits CorelDRAW and prompts to save the active drawing
Position	Main	Alt+F7	Opens the Position Docker Window
Rotate	Main	Alt+F8	Opens the Rotate Docker Window
Scale	Main	Alt+F9	Opens the Scale Docker Window
Pan Left	Main	Alt+LeftArrow	
Pan Right	Main	Alt+RightArrow	
Dynamic Guides	Main	Alt+Shift+D	Shows or hides the Dynamic Guides (toggle)
Pan Up	Main	Alt+UpArrow	
Snap to Objects	Main	Alt+Z	Snaps objects to other objects (toggle)
Em Dash	Text Editing	Alt+_	Em &Dash
Em Dash	Table Text Editing	Alt+_	Em &Dash
Align Bottom	Main	B	Aligns selected objects to the bottom
Align Centers Vertically	Main	C	Vertically aligns the centers of the selected objects
Horizontal Text	Main	Ctrl+,	Changes the text to horizontal direction
Optional Hyphen	Text Editing	Ctrl+-	&Optional Hyphen
Optional Hyphen	Table Text Editing	Ctrl+-	&Optional Hyphen
Vertical Text	Main	Ctrl+.	Changes the text to vertical
Expand Selection	Table Editing	Ctrl+A	Expand Selection
Expand Selection	Table Text Editing	Ctrl+A	Expand Selection
Select all objects	Main	Ctrl+A	
¼ Em Space	Text Editing	Ctrl+Alt+Space	¼ &Em Space
¼ Em Space	Table Text Editing	Ctrl+Alt+Space	¼ &Em Space
Bold	Text Editing	Ctrl+B	Changes the style of text to bold
Bold	Table Text Editing	Ctrl+B	Changes the style of text to bold
Brightness/Contrast/Intensity...	Main	Ctrl+B	Brightness/Contrast/Intensity
Copy	Main	Ctrl+C	Copies the selection and places it on the Clipboard
Duplicate	Main	Ctrl+D	Duplicates the selected object(s) and offsets by a specified amount
Delete Word to Right	Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Delete Word to Right	Table Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Micro Nudge Down	Main	Ctrl+DnArrow	Nudges the object downward by the Micro Nudge factor
Move Down 1 Paragraph	Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph

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Command	Table	KeyStroke	Description
Copy	Main	Ctrl+C	Copies the selection and places it on the Clipboard
Duplicate	Main	Ctrl+D	Duplicates the selected object(s) and offsets by a specified amount
Delete Word to Right	Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Delete Word to Right	Table Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Micro Nudge Down	Main	Ctrl+DnArrow	Nudges the object downward by the Micro Nudge factor
Move Down 1 Paragraph	Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Move Down 1 Paragraph	Table Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Center	Text Editing	Ctrl+E	Center Alignment
Center	Table Text Editing	Ctrl+E	Center Alignment
Export...	Main	Ctrl+E	Exports text or objects to another format
Move to End of Frame	Text Editing	Ctrl+End	Moves the text caret to the end of the frame
Move to End of Frame	Table Text Editing	Ctrl+End	Moves the text caret to the end of the frame
To Back Of Page	Main	Ctrl+End	To Back Of Page
Bring up Property Bar	Main	Ctrl+Enter	Brings up the Property Bar and gives focus to the first visible item that can be tabbed to
Column/Frame Break	Text Editing	Ctrl+Enter	Column/&Frame Break
Column/Frame Break	Table Text Editing	Ctrl+Enter	Column/&Frame Break
Text	Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Text	Table Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Insert Symbol Character	Main	Ctrl+F11	Opens the Insert Character Docker Window
Spell Check...	Main	Ctrl+F12	Opens the Spell Checker; checks the spelling of the selected text
View Manager	Main	Ctrl+F2	Opens the View Manager Docker Window
Symbol Manager	Main	Ctrl+F3	Symbol Manager Docker
Graphic and Text Styles	Main	Ctrl+F5	Opens the Graphic and Text Styles Docker Window
Envelope	Main	Ctrl+F7	Opens the Envelope Docker Window
Convert	Main	Ctrl+F8	Converts artistic text to paragraph text or vice versa
Contour	Main	Ctrl+F9	Opens the Contour Docker Window
Group	Main	Ctrl+G	Groups the selected objects
Force Justify	Text Editing	Ctrl+H	Force Full Alignment
Force Justify	Table Text Editing	Ctrl+H	Force Full Alignment
Move to Beginning of Frame	Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
Move to Beginning of Frame	Table Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
To Front Of Page	Main	Ctrl+Home	To Front Of Page

Copy	Main	Ctrl+C	Copies the selection and places it on the Clipboard
Duplicate	Main	Ctrl+D	Duplicates the selected object(s) and offsets by a specified amount
Delete Word to Right	Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Delete Word to Right	Table Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Micro Nudge Down	Main	Ctrl+DnArrow	Nudges the object downward by the Micro Nudge factor
Move Down 1 Paragraph	Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Move Down 1 Paragraph	Table Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Center	Text Editing	Ctrl+E	Center Alignment
Center	Table Text Editing	Ctrl+E	Center Alignment
Export...	Main	Ctrl+E	Exports text or objects to another format
Move to End of Frame	Text Editing	Ctrl+End	Moves the text caret to the end of the frame
Move to End of Frame	Table Text Editing	Ctrl+End	Moves the text caret to the end of the frame
To Back Of Page	Main	Ctrl+End	To Back Of Page
Bring up Property Bar	Main	Ctrl+Enter	Brings up the Property Bar and gives focus to the first visible item that can be tabbed to
Column/Frame Break	Text Editing	Ctrl+Enter	Column/&Frame Break
Column/Frame Break	Table Text Editing	Ctrl+Enter	Column/&Frame Break
Text	Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Text	Table Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Insert Symbol Character	Main	Ctrl+F11	Opens the Insert Character Docker Window
Spell Check...	Main	Ctrl+F12	Opens the Spell Checker; checks the spelling of the selected text
View Manager	Main	Ctrl+F2	Opens the View Manager Docker Window
Symbol Manager	Main	Ctrl+F3	Symbol Manager Docker
Graphic and Text Styles	Main	Ctrl+F5	Opens the Graphic and Text Styles Docker Window
Envelope	Main	Ctrl+F7	Opens the Envelope Docker Window
Convert	Main	Ctrl+F8	Converts artistic text to paragraph text or vice versa
Contour	Main	Ctrl+F9	Opens the Contour Docker Window
Group	Main	Ctrl+G	Groups the selected objects
Force Justify	Text Editing	Ctrl+H	Force Full Alignment
Force Justify	Table Text Editing	Ctrl+H	Force Full Alignment
Move to Beginning of Frame	Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
Move to Beginning of Frame	Table Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
To Front Of Page	Main	Ctrl+Home	To Front Of Page

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Command	Table	KeyStroke	Description
Italic	Text Editing	Ctrl+I	Changes the style of text to italic
Italic	Table Text Editing	Ctrl+I	Changes the style of text to italic
Copy	Main	Ctrl+Insert	Copies the selection and places it on the Clipboard
Full Justify	Text Editing	Ctrl+J	Full Alignment
Full Justify	Table Text Editing	Ctrl+J	Full Alignment
Options...	Main	Ctrl+J	Opens the dialog for setting CorelDRAW options
Break Apart	Main	Ctrl+K	Breaks apart the selected object
Combine	Main	Ctrl+L	Combines the selected objects
Left	Text Editing	Ctrl+L	Left Alignment
Left	Table Text Editing	Ctrl+L	Left Alignment
Micro Nudge Left	Main	Ctrl+LeftArrow	Nudges the object to the left by the Micro Nudge factor
Move Left 1 Word	Text Editing	Ctrl+LeftArrow	Moves the text caret left 1 word
Move Left 1 Word	Table Text Editing	Ctrl+LeftArrow	Moves the text caret left 1 word
Merge Cells	Table Editing	Ctrl+M	Combines selected cells into one cell
Use bullets	Main	Ctrl+M	Show/Hide Bullet
New	Main	Ctrl+N	Creates a new drawing
None	Text Editing	Ctrl+N	No Alignment
None	Table Text Editing	Ctrl+N	No Alignment
Font Size Decrease	Text Editing	Ctrl+NUMPAD2	Decreases font size to previous point size
Font Size Decrease	Table Text Editing	Ctrl+NUMPAD2	Decreases font size to previous point size
Font Size Decrease	Main	Ctrl+NUMPAD2	Decreases font size to previous point size
Font Size Previous Combo Size	Text Editing	Ctrl+NUMPAD4	Decrease font size to previous setting available in the Font Size List
Font Size Previous Combo Size	Table Text Editing	Ctrl+NUMPAD4	Decrease font size to previous setting available in the Font Size List
Font Size Previous Combo Size	Main	Ctrl+NUMPAD4	Decrease font size to previous setting available in the Font Size List
Font Size Next Combo Size	Text Editing	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Next Combo Size	Table Text Editing	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Next Combo Size	Main	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Increase	Text Editing	Ctrl+NUMPAD8	Increases font size to next point size
Font Size Increase	Table Text Editing	Ctrl+NUMPAD8	Increases font size to next point size
Print...	Main	Ctrl+P	Prints the active drawing
Back One	Main	Ctrl+PgDn	Back One
Move to End of Text	Text Editing	Ctrl+PgDn	Moves the text caret to the end of the text
Move to End of Text	Table Text Editing	Ctrl+PgDn	Moves the text caret to the end of the text
Forward One	Main	Ctrl+PgUp	Forward One
Move to Beginning of Text	Text Editing	Ctrl+PgUp	Moves the text caret to the beginning of the text
Move to Beginning of Text	Table Text Editing	Ctrl+PgUp	Moves the text caret to the beginning of the text
Convert To Curves	Main	Ctrl+Q	Converts the selected object to a curve; converting to curves can provide for more flexible editing
Repeat %s	Main	Ctrl+R	Repeats the last operation
Right	Text Editing	Ctrl+R	Right Alignment
Right	Table Text Editing	Ctrl+R	Right Alignment
Micro Nudge Right	Main	Ctrl+RightArrow	Nudges the object to the right by the Micro Nudge factor
Move Right 1 Word	Text Editing	Ctrl+RightArrow	Moves the text caret right 1 word
Move Right 1 Word	Table Text Editing	Ctrl+RightArrow	Moves the text caret right 1 word
Save...	Main	Ctrl+S	Saves the active drawing
Non-breaking Hyphen	Text Editing	Ctrl+Shift+-	Non-breaking &Hyphen
Non-breaking Hyphen	Table Text Editing	Ctrl+Shift+-	Non-breaking &Hyphen
Color Balance...	Main	Ctrl+Shift+B	Color Balance
Show Non-Printing Characters	Text Editing	Ctrl+Shift+C	Shows non-printing characters
Show Non-Printing Characters	Table Text Editing	Ctrl+Shift+C	Shows non-printing characters
Step and Repeat...	Main	Ctrl+Shift+D	Shows Step and Repeat docker
Use drop cap	Text Editing	Ctrl+Shift+D	Show/Hide DropCap
Use drop cap	Table Text Editing	Ctrl+Shift+D	Show/Hide DropCap
Select Down 1 Paragraph	Text Editing	Ctrl+Shift+DnArrow	Selects text downwards by 1 paragraph
Select Down 1 Paragraph	Table Text Editing	Ctrl+Shift+DnArrow	Selects text downwards by 1 paragraph
Select to End of Frame	Text Editing	Ctrl+Shift+End	Selects text to the end of the frame
Select to End of Frame	Table Text Editing	Ctrl+Shift+End	Selects text to the end of the frame
Font List	Text Editing	Ctrl+Shift+F	Shows a list of all the available/active fonts
Font List	Table Text Editing	Ctrl+Shift+F	Shows a list of all the available/active fonts
HTML Font Size List	Text Editing	Ctrl+Shift+H	Shows a list of all the available/active HTML font sizes
HTML Font Size List	Table Text Editing	Ctrl+Shift+H	Shows a list of all the available/active HTML font sizes
Select to Beginning of Frame	Text Editing	Ctrl+Shift+Home	Selects text to the beginning of the frame

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Command	Table	KeyStroke	
Small Capitals	Text Editing	Ctrl+Shift+K	Small Capitals
Small Capitals	Table Text Editing	Ctrl+Shift+K	Small Capitals
Select Left 1 Word	Text Editing	Ctrl+Shift+LeftArr...	Selects the word to the left of the text caret
Select Left 1 Word	Table Text Editing	Ctrl+Shift+LeftArr...	Selects the word to the left of the text caret
Em Space	Text Editing	Ctrl+Shift+M	E&m Space
Em Space	Table Text Editing	Ctrl+Shift+M	E&m Space
En Space	Text Editing	Ctrl+Shift+N	E&n Space
En Space	Table Text Editing	Ctrl+Shift+N	E&n Space
Stop Recording	Main	Ctrl+Shift+O	St&op Recording
Font Size List	Text Editing	Ctrl+Shift+P	Shows a list of all the available/active font sizes
Font Size List	Table Text Editing	Ctrl+Shift+P	Shows a list of all the available/active font sizes
Run Temporary Macro	Main	Ctrl+Shift+P	Run Tem&porary Macro
Select to End of Text	Text Editing	Ctrl+Shift+PgDn	Selects text to the end of the text
Select to End of Text	Table Text Editing	Ctrl+Shift+PgDn	Selects text to the end of the text
Select to Beginning of Text	Text Editing	Ctrl+Shift+PgUp	Selects text to the beginning of the text
Select to Beginning of Text	Table Text Editing	Ctrl+Shift+PgUp	Selects text to the beginning of the text
Convert Outline To Object	Main	Ctrl+Shift+Q	Converts an outline to an object
Record Temporary Macro	Main	Ctrl+Shift+R	&Record Temporary Macro
Select Right 1 Word	Text Editing	Ctrl+Shift+RightA...	Selects the word to the right of the text caret
Select Right 1 Word	Table Text Editing	Ctrl+Shift+RightA...	Selects the word to the right of the text caret
Save As...	Main	Ctrl+Shift+S	Saves the active drawing with a new name
Style List	Text Editing	Ctrl+Shift+S	Shows a list of all the styles in the drawing
Style List	Table Text Editing	Ctrl+Shift+S	Shows a list of all the styles in the drawing
Non-breaking Space	Text Editing	Ctrl+Shift+Space	Non-breaking &Space
Non-breaking Space	Table Text Editing	Ctrl+Shift+Space	Non-breaking &Space
Edit Text...	Main	Ctrl+Shift+T	Opens the Edit Text dialog box
Hue/Saturation/Lightness...	Main	Ctrl+Shift+U	Hue/Saturation/Lightness
Select Up 1 Paragraph	Text Editing	Ctrl+Shift+UpArrow	Selects text upwards by 1 paragraph
Select Up 1 Paragraph	Table Text Editing	Ctrl+Shift+UpArrow	Selects text upwards by 1 paragraph
Font Weight List	Text Editing	Ctrl+Shift+W	Shows a list of all the available/active font weights
Font Weight List	Table Text Editing	Ctrl+Shift+W	Shows a list of all the available/active font weights
Redo %s	Main	Ctrl+Shift+Z	Reverses the last Undo operation
Toggle Pick State	Main	Ctrl+Space	Toggles between the current tool and the Pick tool
Character Formatting	Main	Ctrl+T	Character &Formatting
Underline	Text Editing	Ctrl+U	Changes the style of text to underline
Underline	Table Text Editing	Ctrl+U	Changes the style of text to underline
Ungroup	Main	Ctrl+U	Ungroups the selected objects or group of objects
Micro Nudge Up	Main	Ctrl+UpArrow	Nudges the object upward by the Micro Nudge factor
Move Up 1 Paragraph	Text Editing	Ctrl+UpArrow	Moves the text caret up 1 paragraph
Move Up 1 Paragraph	Table Text Editing	Ctrl+UpArrow	Moves the text caret up 1 paragraph
Paste	Main	Ctrl+V	Pastes the Clipboard contents into the drawing
Refresh Window	Main	Ctrl+W	Redraws the drawing window
Cut	Main	Ctrl+X	Cuts the selection and places it on the Clipboard
Snap to Grid	Main	Ctrl+Y	Snaps objects to the grid (toggle)
Undo %s	Main	Ctrl+Z	Reverses the last operation
Non-breaking Hyphen	Text Editing	Ctrl+_	Non-breaking &Hyphen
Non-breaking Hyphen	Table Text Editing	Ctrl+_	Non-breaking &Hyphen
Graph Paper	Main	D	Draws a group of rectangles; double-clicking opens the Toolbox tab of the Options dialog
Delete	Main	Delete	Deletes the selected object(s)
Delete Character to Right	Text Editing	Delete	Deletes the character to the right of the text caret
Delete Character to Right	Table Text Editing	Delete	Deletes the character to the right of the text caret
Table	Table Editing	Delete	Delete the selected table
Move Down	Table Editing	DnArrow	Move Down
Move Down 1 Line	Text Editing	DnArrow	Moves the text caret down 1 line
Move Down 1 Line	Table Text Editing	DnArrow	Moves the text caret down 1 line
Nudge Down	Main	DnArrow	Nudges the object downward
Align Centers Horizontally	Main	E	Horizontally aligns the centers of the selected objects
Move to End of Line	Text Editing	End	Moves the text caret to the end of the line
Move to End of Line	Table Text Editing	End	Moves the text caret to the end of the line
Shape	Main	F10	Edits the nodes of an object; double-clicking the tool selects all nodes on the selected obj
Fountain Fill...	Main	F11	Applies fountain fills to objects
Outline Pen...	Main	F12	Opens the Outline Pen dialog box
Zoom One-Shot	Main	F2	

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Command	Table	KeyStroke	Description
Zoom Out	Main	F3	Zoom Out
Zoom To Fit	Main	F4	Zoom To All Objects
Freehand	Main	F5	Draws lines and curves in Freehand mode
Rectangle	Main	F6	Draws rectangles; double-clicking the tool creates a page frame
Ellipse	Main	F7	Draws ellipses and circles; double-clicking the tool opens the Toolbox tab of the Options dialog box
Text	Main	F8	Adds text; click on the page to add Artistic Text; click and drag to add Paragraph Text
Full-Screen Preview	Main	F9	Displays a full-screen preview of the drawing
Interactive Fill	Main	G	Adds a fill to object(s); clicking and dragging on object(s) applies a fountain fill
Hand	Main	H	Hand Tool
Move to Beginning of Line	Text Editing	Home	Moves the text caret to the beginning of the line
Move to Beginning of Line	Table Text Editing	Home	Moves the text caret to the beginning of the line
Artistic Media	Main	I	Draws curves and applies Preset, Brush, Spray, Calligraphic or Pressure Sensitive effects to the strokes
Align Left	Main	L	Aligns selected objects to the left
Move Left	Table Editing	LeftArrow	Move Left
Move Left 1 Character	Text Editing	LeftArrow	Moves the text caret left 1 character
Move Left 1 Character	Table Text Editing	LeftArrow	Moves the text caret left 1 character
Nudge Left	Main	LeftArrow	Nudges the object to the left
Mesh Fill	Main	M	Converts an object to a Mesh Fill object
Navigator	Main	N	Brings up the Navigator window allowing you to navigate to any object in the document
Center to Page	Main	P	Aligns the centers of the selected objects to page
Move Down 1 Frame	Text Editing	PgDn	Moves the text caret down 1 frame
Move Down 1 Frame	Table Text Editing	PgDn	Moves the text caret down 1 frame
Next Page	Main	PgDn	Goes to the next page
Move Up 1 Frame	Text Editing	PgUp	Moves the text caret up 1 frame
Move Up 1 Frame	Table Text Editing	PgUp	Moves the text caret up 1 frame
Previous Page	Main	PgUp	Goes to the previous page
Align Right	Main	R	Aligns selected objects to the right
Move Right	Table Editing	RightArrow	Move Right
Move Right 1 Character	Text Editing	RightArrow	Moves the text caret right 1 character
Move Right 1 Character	Table Text Editing	RightArrow	Moves the text caret right 1 character
Nudge Right	Main	RightArrow	Nudges the object to the right
Distribute Spacing Vertically	Main	Shift+A	Vertically Distributes the space between the selected objects
Distribute Bottom	Main	Shift+B	Distributes selected objects to the bottom
Distribute Centers Vertically	Main	Shift+C	Vertically Distributes the centers of the selected objects
Cut	Main	Shift+Delete	Cuts the selection and places it on the Clipboard
Select Down	Table Editing	Shift+DnArrow	Select Down
Select Down 1 Line	Text Editing	Shift+DnArrow	Selects text downwards by 1 line
Select Down 1 Line	Table Text Editing	Shift+DnArrow	Selects text downwards by 1 line
Super Nudge Down	Main	Shift+DnArrow	Nudges the object downward by the Super Nudge factor
Distribute Centers Horizontally	Main	Shift+E	Horizontally Distributes the centers of the selected objects
Select to End of Line	Text Editing	Shift+End	Selects text to the end of the line
Select to End of Line	Table Text Editing	Shift+End	Selects text to the end of the line
What's This?	Main	Shift+F1	What's This? Help
Uniform Fill...	Main	Shift+F11	Applies uniform color fills to objects
Outline Color...	Main	Shift+F12	Opens the Outline Color dialog box
Zoom To Selection	Main	Shift+F2	Zoom To Selected
Change Case...	Text Editing	Shift+F3	Changes the case of selected text
Change Case...	Table Text Editing	Shift+F3	Changes the case of selected text
Zoom To Page	Main	Shift+F4	Zoom To Page
Toggle View	Main	Shift+F9	Toggles between the last two used view qualities
Select to Beginning of Line	Text Editing	Shift+Home	Selects text to the beginning of the line
Select to Beginning of Line	Table Text Editing	Shift+Home	Selects text to the beginning of the line
Paste	Main	Shift+Insert	Pastes the Clipboard contents into the drawing
Distribute Left	Main	Shift+L	Distributes selected objects to the left
Select Left	Table Editing	Shift+LeftArrow	Select Left
Select Left 1 Character	Text Editing	Shift+LeftArrow	Selects the character to the left of the text caret
Select Left 1 Character	Table Text Editing	Shift+LeftArrow	Selects the character to the left of the text caret
Super Nudge Left	Main	Shift+LeftArrow	Nudges the object to the left by the Super Nudge factor
Distribute Spacing Horizontally	Main	Shift+P	Horizontally Distributes the space between the selected objects
Select Down 1 Frame	Text Editing	Shift+PgDn	Selects text downwards by 1 frame
Select Down 1 Frame	Table Text Editing	Shift+PgDn	Selects text downwards by 1 frame
To Back Of Layer	Main	Shift+PgDn	To Back Of Layer
Select Up 1 Frame	Text Editing	Shift+PgUp	Selects text upwards by 1 frame
Select Up 1 Frame	Table Text Editing	Shift+PgUp	Selects text upwards by 1 frame

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To Front Of Layer	Main	Shift+PgUp	To Front Of Layer
Distribute Right	Main	Shift+R	Distributes selected objects to the right
Select Right	Table Editing	Shift+RightArrow	Select Right
Select Right 1 Character	Text Editing	Shift+RightArrow	Selects the character to the right of the text caret
Select Right 1 Character	Table Text Editing	Shift+RightArrow	Selects the character to the right of the text caret
Super Nudge Right	Main	Shift+RightArrow	Nudges the object to the right by the Super Nudge factor
Smart Drawing	Main	Shift+S	Dbl-click opens Smart Drawing Tool options; Shift+drag backwards over line erases
Distribute Top	Main	Shift+T	Distributes selected objects to the top
Select Up	Table Editing	Shift+UpArrow	Select Up
Select Up 1 Line	Text Editing	Shift+UpArrow	Selects text upwards by 1 line
Select Up 1 Line	Table Text Editing	Shift+UpArrow	Selects text upwards by 1 line
Super Nudge Up	Main	Shift+UpArrow	Nudges the object upward by the Super Nudge factor
Align Top	Main	T	Aligns selected objects to the top
Move Up	Table Editing	UpArrow	Move Up
Move Up 1 Line	Text Editing	UpArrow	Moves the text caret up 1 line
Move Up 1 Line	Table Text Editing	UpArrow	Moves the text caret up 1 line
Nudge Up	Main	UpArrow	Nudges the object upward
Eraser	Main	X	Erases part of a graphic or splits an object into two closed paths
Polygon	Main	Y	Draws polygons
Zoom	Main	Z	Zoom Tool

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PHOTOSHOP CS6

GRAPHIC DESIGNER COURSE **PHOTOSHOP CS6**

CHAPTER 1 PHOTOSHOP CS6

INTRODUCTION

Photoshop is a Raster graphics editor (Bitmap) developed and published by **Adobe Systems**. Photoshop is a massive program and it would take a volume of several thousand pages to cover every parameter of every function. It is a powerful Image editing software for multimedia professionals like photographers, designers, etc., With this software we can explore our creativity and achieve the highest quality results. As you begin the process of learning Photoshop, you will quickly come to realize that, there are often multiple way of accomplishing the same task. It is not necessary for you to learn all the different ways; you only need to remember any one method that fits with the way we prefer to work. This may be menus, icons, right clicking, keyboard shortcut; it is completely upto the user's choice.

Photoshop's ability to manipulate digital Images, restore old photographs, and we can create digital artwork from scratch. The Images created with any digital camera or photographic film Images converted to digital format through the use of a scanner. Once an Image is opened in Photoshop, the designer can manipulate the Image in different ways, such as correcting color, Reducing dust and scratches in an old Image, you can generate JPEG, PNG or GIF Image assets from the contents of a Layer or Layer group from a Photoshop file. Photoshop files have default file extension as **.PSD**, which stands for "Photoshop Document." A PSD file has a maximum height and width of 30,000 Pixels, and a length limit of 2 Gigabytes.

Because of Photoshop's popularity, PSD files are widely used and supported by most competing software. The .PSD file format can be exported to and from Adobe's other apps like Adobe Illustrator, Adobe InDesign, and After Effects, to make professional standard DVDs and provide non-linear editing and special effects services, such as Backgrounds, textures, and so on, for television, film, and Internet.

Photoshop's primary strength is as a Pixel-based Image editor, unlike vector-based Image editors. Photoshop also enables vector graphics editing through its Paths, Pen Tools, Shape Tools, Shape Layers, Type Tools, Import command, and Smart Object functions. These Tools and commands are convenient to combine Pixel-based and vector-based Images in one Photoshop document, because it may not be necessary to use more than one program. To create very complex vector graphics with numerous Shapes and colors, it may be easier to use software that was created primarily for that purpose, such as Adobe Illustrator, Corel DRAW. Photoshop's non-destructive Smart Objects can also import complex vector Shapes

PHOTOSHOP CS6 REQUIREMENTS

- Intel P4 or AMD Athlon 64 Processor or more
- Microsoft Windows 7 with SP 1 or more
- 1 GB RAM, Hard Disk space for installation
- 1024 X 768 display(1280 X 800 recommended) with 16 bit color and 512 MB or more RAM
- Internet Connection
- DVD drive
- OpenGL 2.0 capable system

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STARTING PHOTOSHOP CS6

Click on Start Button → Programs → Adobe Photoshop CS6

SETTING UP THE DOCUMENT

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning. For example, if your final output will be a brochure, you may need to set up your document to be Horizontal and double-sided.

CREATE A NEW DOCUMENT

Click **File menu → New.** This will open the **Document Setup dialog box**. Here you will be able to **name your file**, Select the **Preset** set up the correct **page size**(specify width and height)for your document, Page size represents the final size you want after bleeds or trimming other marks outside the page. In the **Preset** dropdown menu you can find such common sizes as letter, legal, tabloid, etc. Typing in exact values for **Height** and **Width** gives you more control over the Size and Orientation of your page.

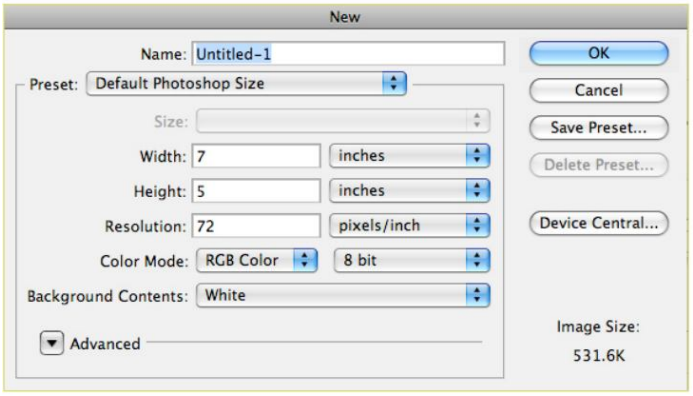


Fig 1.1 : Photoshop Document Setup Window

Resolution : Resolution is the number of Pixels on a printed area of an Image. The higher the resolution, the more Pixels there are on the page, the better the quality of the Image. However, high resolution increases the size of the file. The standard recommended resolution for printed Images is 150-300, for Web Images it is 72. **Color Mode** Choose a color mode that will best fit your project. For example, when making a graphic for a web site, choose RGB. When making an Image for print choose CMYK. **Background Contents** Choose the Background: white, color or Transparent. When you have enteRed all the details, press OK button.

INTERFACE

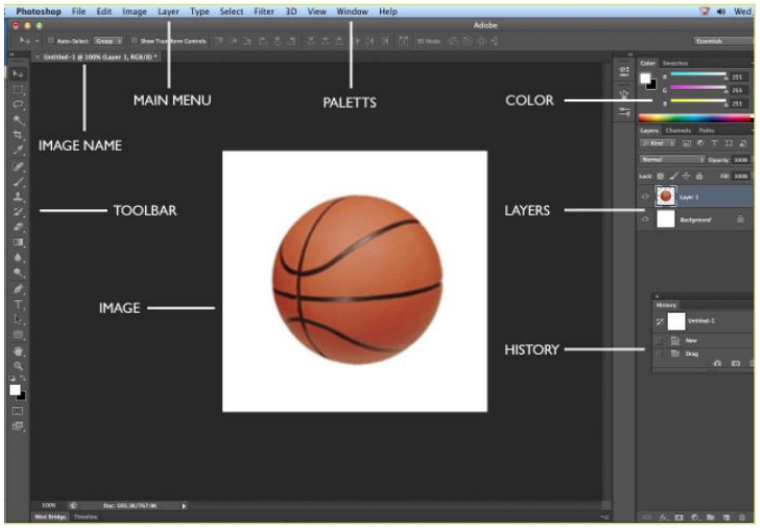


Fig 1.2 : Photoshop Interface

Adobe Photoshop is a powerful Tool for editing photographs and graphics. The first step in learning Photoshop is to familiarize user self with the Photoshop Interface, which consist of 5 basic components:

Menu Bar: It contains all of Photoshop's available options.

Tool Bar: It has various Tools for editing the Image.

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Options Bar: Set the options for the currently selected Tool.

Palettes/Panels: Palettes contain functions that help you monitor and modify Images. It has various panes to control different aspect of the projects and includes Layers, channels, paths, history, etc. By default, Palettes are stacked together in groups. The Palettes that are usually visible are: **Color, Adjustments and Layers**. If none of the Palettes are visible, goto **Window** Menu→ choose the **Palettes** you need.

Image Window: Contains the Image to be edited.

Rulers: helps you position Images or elements precisely. Rulers appear along the top and left side of the Image window. If not viewed, **Click View Menu→ Rulers or Ctrl+R.**

Status bar: displayed at the bottom of document window and displays useful information such as current magnification, file size, etc.,

PHOTOSHOP TOOL BAR

If the Tool Bar is not visible, click **Window Menu → Tools,** the Tool Bar will be displayed.

The Tool Bar is illustrated below. Note that the actual Tools displayed will depend on the settings left by the last user. In most instances, clicking and holding on one of the buttons can access several Tools. This illustration shows many of the typical Tools.

In Photoshop CS6 the Toolbar may be displayed in one of two ways. A long narrow Tool bar may appear when the Tools option is selected from the menu under Window. The Tool Bar can also be set to a have a more **compact appearance**. The Images below illustrate the differences.

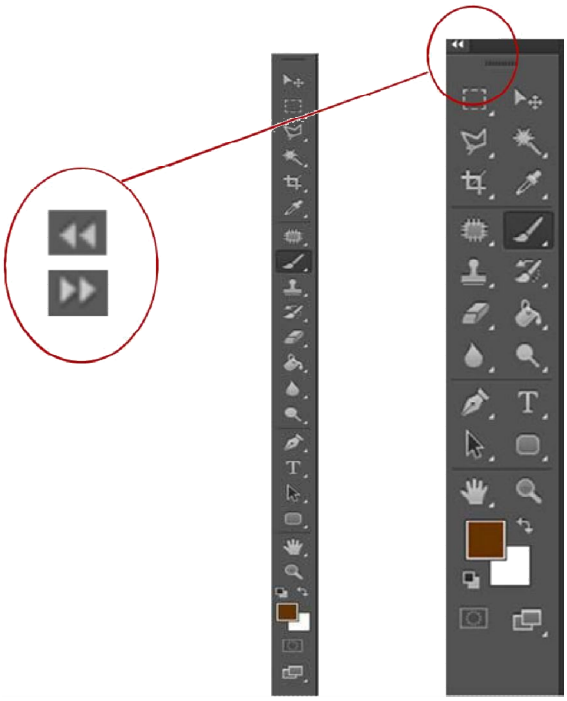


Fig 1.3 : Modes of Photoshop Toolbar
Left : Compact Mode Right : Extended Mode

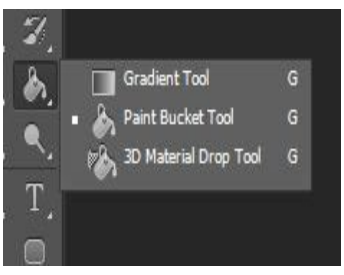


Fig 1.4 : Paintbucket Flyout

A **small pair of arrow heads** above and to the left of the Tool Bar control whether the Tool Bar is extended or compact. When the arrows point to the left, the Tool Bar is **compact**. When they point to the right, the Toolbar is **extended**.

Some Tools in the Toolbar have additional "hidden" Tools. These Tools have small triangles in the lower right-hand corner, these are called as **flyouts**. To view the "hidden" Tools, click and hold down on any Tool that has flyout.

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Many of the buttons on the Toolbar control more than one Tool or different modes for the same Tool. Example: the Paint Bucket Tool button hides the button for the Gradient Tool. **Click** either the Paint Bucket button or the Gradient Tool button, whichever is displayed. A popout menu will appear for you to select.

NAME	PURPOSE
Rectangular Marquee Tool (M)	Used for making Rectangular or Square selection
Elliptical Marquee Tool (M)	Used for making Circular or Elliptical selection
Single Row Marquee Tool	Use to make Single Row selection
Single Column Marquee Tool	Use to make Single Column selection
Move Tool (V)	Use to Move Image or objects
Lasso Tool (L)	Use to make Free form selection with a mouse click
Polygonal Lasso Tool (L)	Use to make Straight edge selection
Magnetic Lasso Tool (L)	Use to make Automatic Free form selection on edges
Magic Wand Tool (W)	Use to select similar color in an Image
Crop Tool (C)	Use to Crop an Image
Slice Tool (C)	Use to create Slices in an Image
Slice Select Tool (C)	Use to select Slices in an Image
Spot Healing Brush Tool (J)	Use to remove imperfections & blemishes from an Image
Healing Brush Tool (J)	Use to Repair Pixels by Blending them seamlessly
Patch Tool (J)	Use to repair the selected area with Pixel of another area
Red Eye Tool (J)	Use to remove Red Eye effect from an Image
Brush Tool (B)	Use to paint an Image with specified color
Pencil Tool (B)	Use to paint hard-edged Stroke
Color Replacement Tool (B)	Use to replace specific colors
Clone stamp Tool (S)	Use to Clone and duplicate the selected area
Pattern Stamp Tool (S)	Use to Paint an Image using source specified in History state
History Brush Tool (Y)	Use to Erase some region from an Image
Art History Tool (Y)	Use to Erase Pixels from similar Colored area
Erase Tool (E)	Use to Fill Gradients
Paint Bucket Tool (G)	Use to Fill with Foreground color
Blur Tool	Use to blur an Image
Sharpen Tool	Use to sharpen an Image
Smudge Tool	Use to smudge an Image as if it is retouched by a finger
Dodge Tool (O)	Use to lighten Pixels in an Image
Burn Tool(O)	Use to darken Pixel in an Image

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NAME	PURPOSE
Sponge Tool(O)	Use to change the saturation of color in a selection area
Path selection Tool (A)	Use to path, with all Anchor points, created by Pen Tool
Direct Selection Tool (A)	Use to change Anchor's placement in a path created by Pen Tool
Horizontal Type Tool (T)	Use to type in Horizontal way
Vertical Type Tool(T)	Use to type text in Vertical way
Horizontal Type Mask Tool (T)	To create a selection in the shape of type in a Horizontal text
Vertical Type Mask Tool (T)	To create a selection in the shape of type in a Vertical text
Pen Tool (P)	Use to create Lines and Curves with automatic Anchor points
Freedom Pen Tool (P)	To create Lines and Curves with automatic Anchor points
Add Anchor point Tool	Use to add Anchor points in a path created by Pen Tool
Delete Anchor Point	Use to delete Anchor points from a path created by Pen Tool
Convert Point Tool	Use to reshape Curves in a path created by Pen Tool
Rectangle Tool (Shape) (U)	Use to draw Rectangle or Square Shapes
Round Rectangle Tool (U)	Use to draw Round edged Rectangle or Square Shapes
Ellipse Tool(U)	Use to draw Round or Elliptical Shapes
Polygon Tool (U)	Use to draw Polygonal Shape
Line Tool (U)	Use to draw Straight Lines
Custom Shape Tool (U)	Use to draw custom Shapes
Notes Tool (I)	Use to add text note in an Image
Audio Annotation Tool	Use to add Audible a Note in an Image
Eye Dropper Tool (II)	Use to select color from an Image
Color Sampler Tool (I)	Use to create color samplers in an Image
Measure Tool (I)	Position an Image precisely between any two points
Hand Tool (H)	Use to navigate in an Image
Zoom Tool (Z)	Use to Zoom out an Image
Set Back and Foreground Colors	Select and toggle between Back and Foreground colors
Edit in Standard Mode	Use to edit an Image in Standard Screen Mode
Edit in Quick mask Mode	Use to edit an Image in quick Mask Mode
Standard Screen Mode	Use to view an Image in standard Screen Mode
Full Screen Mode with Menu bar	Use to view an Image in full Screen Mode with menu bar
Full Screen Mode	Use to view an Image in full Screen Mode without menu bar
Edit in Image Ready	Use to open and edit an Image in Image Ready

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SCREEN MODES

The term Screen Modes, refers to the way of viewing the documents. Photoshop provides three types of Screen Modes. To change from one mode to another, we use the Screen Mode Flyout at the bottom of the Tools Panel and select the requiRed mode

Standard Screen Mode

This is the default mode for viewing documents. In standard mode, a document appears in its standard form. In this mode, an Image is displayed with all the screen components, such as title bar, menu bar etc. To view an Image in this mode, click on the Screen Mode button on the **Tools Panel** and select **Standard Screen Mode.**

Full Screen Mode with Menu Bar

To see an Image in this mode, click on the **Screen Mode Button** on the **Tools Panel** and select **Full Screen Mode with Menu Bar.** Observe that the Title bars of Photoshop program and recently open file disappears and light Grey Background Fills empty area around the Image

Full Screen Mode

To display an Image in full Screen Mode, click on the Screen Mode Button on the **Tools Panel** and select **Full Screen Mode.** In this mode, we can see the Image set against a neutral Black Background. The Title bar, Menu bar and Taskbar - all disappear, but we can still see the Toolbox, Options bar, and different Palettes on the screen.

We can also switch between different modes by click **View** Menu →**Screen Modes**→ click on the requiRed Screen Mode.

SAVING FILES

To save a file undertake the steps given below:

1. Click on the **File** menu in the menu bar. The list of options appears. Click on the Save option from this list → The **Save As** dialog box appears on the screen

By default, all file gets saved in My Documents Folder. However, you may select your own desiRed folder to save the file.

2. Type **a File name** in the box beside the **File Name** option → Click on the **save** button. The **Save As** dialog box closes and the file is saved with the specified name under the specified folder.

REVERTING FILES

Many a times, we accidentally make unwanted changes to our files. If the number of changes is large, rectifying each and every change consumes a lot of time. To avoid this waste of time and effort, we can use the Revert option of the File menu. This option will ignore all the changes we have made and will transform the file to its last saved version. To revert a file, you many undertake the following steps:

Click on the **File** menu in the menu bar. → Select **Revert** option. The current file is reverted to its last saved version.

CLOSING A FILE

After saving the changes we have made to our file, we can close it. The content of the file remains unchanged until we open it again and make changes to it. Let us see how to close a file. To close a file, you may undertake the following steps:

Click on the **File** menu. → Move the mouse pointer over the **Close** option and click the left mouse-button.

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CHAPTER 2 INTRODUCTION TO PALETTES

Photoshop contains over two dozen Palettes that can be shown or hidden by using the **Window** menu and selecting the Palette you wish to reveal. Palettes with a checkmark beside their names indicate that they are open in your Photoshop workspace and clicking those check marked Palettes will hide them.

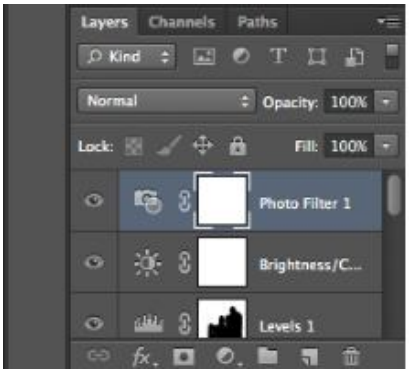


Fig 2.1 : Layer Palette

Palettes can be organized in many different ways in the Photoshop workspace. One way is by grouping several Palettes together in a window and in tabs. If you look at the Image, notice that next to the **Layers Palette** there are tabs for the **Channels** and **Paths** Palettes which are grouped in the single **Palette window.** Additionally, Palettes can be collapsed or minimized in your Photoshop workspace and can be hard to locate. Collapsed Palettes will appear as icons and can be expanded by clicking on the icon of the Palette.

THE TOOLS PALETTE



Fig 2.2 : Tools Palette

It is the Palette that houses all of Photoshop's wonderful Tools.

- Click on the Tool icon to select that Tool.
- Point your cursor over the Tool icon to reveal its name and (keyboard shortcut).
- Click and hold down on any Tool icon that has a white triangle in the bottom right to reveal related tools nested underneath.

THE OPTIONS PALETTE

Think of the **Options Palette** as the sidekick to the Tools Palette. Whenever you select a **Tool** from the Tools Palette, the Options Palette will display all of the options for that selected Tool. Ex: if you select the **Type Tool**, the Options Palette will display options related to text such as font, type size, color and more options as shown below.

The Options Palette is located just below your Menu bar. It's conveniently located so that you can quickly and easily adjust your Tool's properties as you use them.

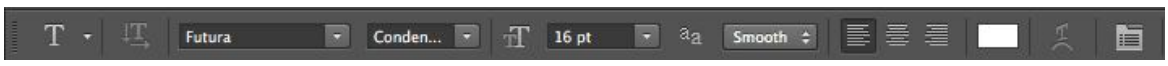


Fig 2.3 : Options Palette

Note: If you ever find your Tools or Options Palettes missing, Go to Window menu → select either Tools or Options from the list to reveal the Palettes.

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LAYERS AND ADJUSTMENTS PALETTES

The **Layers Palette** is the home for all of your Layer information where it can be stoRed and organized. It lists all Layers in an Image, and a thumbnail of Layer contents appears to the left of the Layer name. You use the Layers Palette to **Create, Hide, Display, Copy, Merge, and Delete Layers.**

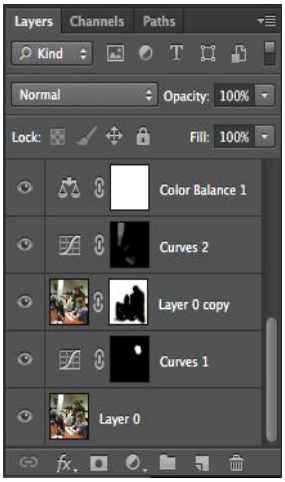


Fig 2.5 : Layers Palette

The Adjustments Palette is where you would select Adjustments that you wish to apply to Layers. This Palette includes many different Adjustments including Exposure, Color balance, Saturation, and Brightness/ Contrast.

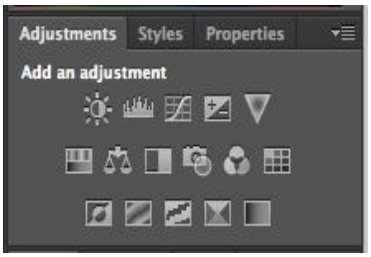


Fig 2.4 : Adjustment Palette

COLOR PALETTE

The Color Palette is where you can select and change our **Foreground** and **Background** colors that will be used with brushes and Fills. Look at the screenshot of the Color Palette shown and take note of the two stacked boxes, shown as Black and white. Here top box (Black) is the Foreground color and the bottom box (white) is the Background color.

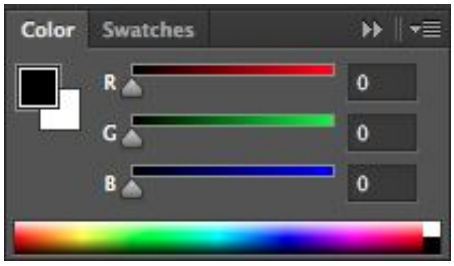


Fig 2.6 (a): Color Palette

Note: Click on the list icon ( ) in the Color Palette to change the color mode from RGB to CMYK, Grayscale, Lab, and more.

To change the color, select either the Foreground and Background color box in the Color Palette by clicking on it. Then, use either the sliders or click in the spectrum below the sliders to select a new color. If you do not like using the sliders, double click on a color box to bring up the Color Picker



Also know that you can select and change Foreground and Background colors within your Tools Palette by using **this mini color Palette** located near the bottom of the Tools Palette.

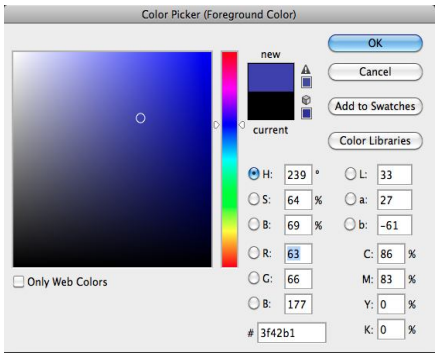


Fig 2.6 (b) : Color Picker Dialog Box

SWATCHES PALETTE

The Swatches Palette stores colors that you need to use often. You can add or delete colors from the Palette or display different libraries of colors for different projects.

HISTORY PALETTE

The History Palette is a log of all the Actions you perform within Photoshop. By default, the History Palette contains the **last 20 changes** to your Image. Each time you change the Image, a new state is added to the History Palette. To jump to a particular state, click on that state name in the History Palette and all other Actions after that state will become Greyed out and italicized.



Fig : 2.7 : [Left Image: Shows the current state and recent Actions performed | Right Image: Shows going back to a previous state]

Note: If you go back to a previous state and then perform a new action, you will record over all previous Actions and edits.

The **Snapshot command** lets you take a **snapshot of any state** in the History Palette of your Image. The new snapshot is added to a list of snapshots located at the top of History Palette. To create a snapshot:

1. Select the state that you want to capture.
2. Click the *New Snapshot* icon ( ) at the bottom of History Palette

Note : When you close the Image file, the snapshots and states in the History Palette are not saved.

HISTOGRAM PALETTE

A Histogram illustrates how Pixels in an Image are distributed by graphing the number of Pixels at each color intensity level. The Histogram Palette shows whether the Image contains enough detail in the shadows (shown in the left part of the Histogram), Midtones (shown in the middle), and Highlights (Shown in the right part of the Histogram) to make a good correction.

NAVIGATOR PALETTE

The Navigator Palette is used for navigating through an Image. It provides a handy Tool, all in one Tool for scrolling and zooming. It is especially used when we are working on a large Image that does not fit entirely on the screen.

INFO PALETTE

The Info Palette shows the color values beneath the pointer and depending on the Tool in use, gives other useful information like hint on using selected Tool, it gives document status information and can display 8 bit, 16 bit or 32 bit values.

STYLES PALETTE

You can view and select preset styles from the Styles Palette.

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ACTION PALETTE

You use the Actions Palette to record, play, edit, and delete individual Actions (Fig.PS-1-23). This Palette also lets you save and load action files. You can use the Actions Palette for the following purposes:

- To expand and collapse sets , Actions, and commands, Click the triangle to the left of the set, Actions Palette. **Alt-click** the triangle to expand or collapse all Actions in a set or all commands in an action.
- To display Actions as buttons, choose **Button Mode** from the **Actions Palette** menu. Choose **Button Mode** again to return to list mode. You can't view individual commands or sets in Button mode.
- To select Actions in the Action Palette, click an action name**. Ctrl-click** action names to select multiple, non-contiguous Actions. Shift-click action names to select multiple, contiguous Actions.

CHANNELS PALETTE

The Channels Palette lets you create and manage channels. The Palette lists all channels in the Image – composite channel first (for RGB, CMYK, and Lab Images). A thumbnail of the channel's contents appears to the left of the channel name: the thumbnails automatically updated as you edit the channel.

You can use the Channels Palette for following purposes:

- You can use the Palette to view any combination of channels in the document window. For example, you can view an Alpha channel and the composite channel together to see how changes made in the Alpha channel relate to the entire Image.
- Individual channels are displayed in Grayscale. In RGB, CMYK or Lab Images, you can view the individual channels in color. If more than one channel is active, the channels always appear in color.
- You can change the default to show the individual color channels in color. When a channel is visible in the Image, an eye icon appears to its left in the Palette.
- In Alpha channels, selected Pixels appear as white; unselected Pixels appear as Black (partially selected Pixels appear as Grey). These are the channel default options.
- If you display an Alpha channels at the same time as color channel, the Alpha channel appears as a Transparent color overlay, analogous to a printer's rubylith or a sheet of acetate. To change the color of this overlay or set other Alpha channel options, choose channel options from the channel Palette menu

PATHS PALETTE

The paths Palette lists the name and the thumbnails Image of each save paths, the current work paths, and the current vector mask. Turning thumbnails off can improve performance.

PHOTOSHOP WORKSPACE

You create and manipulate your documents and files using various elements, such as panels/Palettes, bars, and windows. Any arrangement of these elements is called a workspace. (The

workspaces of different Adobe applications share similar appearances so that you can move between the applications easily.)

Depending on how you work, your workspace may reflect any combination. For example, when you work with text, you would need the Character and Paragraph panels, but you might not need the Styles or Histogram panel.

Rather than making you Redesign your workspace every time you begin a new project, Photoshop gives you ways to use pRedefined workspaces or create your own customized workspaces. Photoshop includes pRedefined workspaces including Essentials (Default),New in Cs6,Design, Painting, What's New, 3D, Motion, Photography, and Typography.

To view workspace, click on **Window** Menu → **Workspaces** → select any one workspace sub menu. When you create or change a workspace, Photoshop auto-saves any changes (even if you exit Photoshop) until you reset it.

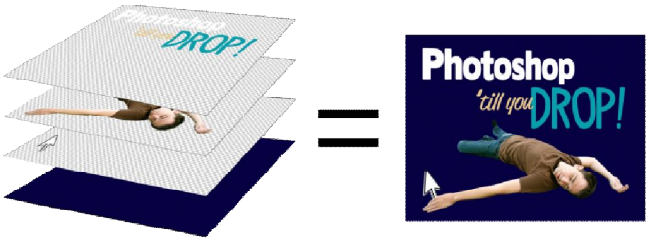
To create a new workspace

Arrange the panels into a specific working order → click on **Window Menu → Workspace→ New Workspace** → Type a name for the workspace. The names of saved workspaces appear in the workspace list.

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CHAPTER 3 LAYERS

Layers are one of Photoshop's most powerful features as they are individual slices of information that can be stacked or moved to create your Image composition. With Layers, you can Draw, Edit, Paste, and Reposition elements on one Layer without disturbing the others.



This graphic shows how Layers would be stacked to create a composite. Layers contain both Transparent and Opaque elements, so keep this in mind when stacking. Looking at the example, notice that the top Layer that contains text saying, "Photoshop 'till you drop!". Only the text in that Layer is Opaque and the rest of the Layer is Transparent so that information below it - the person, cursor, and Background color are still seen. In Photoshop, Transparency is identified by a white and Grey checkeRed pattern.

NAVIGATING AND ORGANIZING LAYERS

The organization of Layers and the ability to easily navigate are very important factors when working with Layers. This section will show you, how to select, move, create folders, search, and organize Layers.

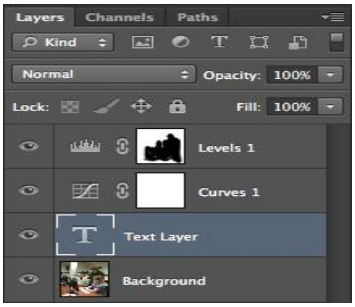


Fig 3.1 : Example of a Selected Layer

Selecting a Layer

In order to perform any action in Photoshop, you first need to select a Layer. To select a Layer, just click on Layer in the **Layers Palette**. The Layer will turn Blue to indicate that it has been selected. To select several Layers, hold down the **CTRL** key on your keyboard and click on each Layer you would like to have selected. To select consecutive Layers, select the first Layer and then hold the **SHIFT** key and select the last Layer.

Moving Layers

It is important to know how to move Layers, so that you are able to change the order of them as needed.

- Select the Layer(s) you wish to move.
- Click and hold your mouse and drag the Layer to the desiRed position.

A **thick line** will appear between Layers to indicate where the Layer will be dropped. Once you have the Layer where you want it, release your mouse and the Layer will be moved to the new location.

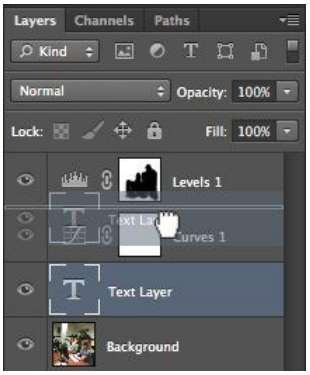


Fig 3.1(b) : Dragging the Selected Layer

Finding Layers

Almost every Photoshop document has more than one Layer and those Layers can quickly become overwhelming and make it hard to find anything. Fortunately, there are some Tools that helps to find different types of Layers

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Click on the **Search Dropdown** (Kind): to select whether you want to search Layers by Kind, Name, Effect, Mode, Attribute, or Color. After selecting a search method, use the options to the right of the **Search Dropdown** to select additional attributes to return search results.

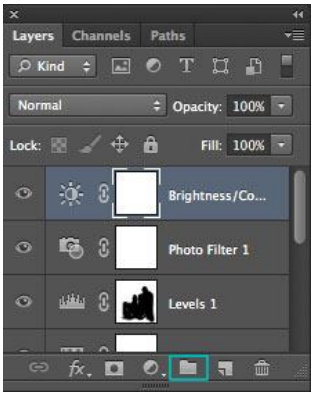


Fig 3.2(a): Search Box and Create new group

Creating Groups

Another feature to keep your Layers organized is to create folders, also known as groups. You can add Layers to a group and organize them however you wish.

Create a new folder by clicking the "Create a new group" button ( ) at the bottom of the Layers Palette.

- Drag Layers onto the group folder Layer, to add them to the group.
- Double-click on the **Group Name** in the Layers Palette to rename it.

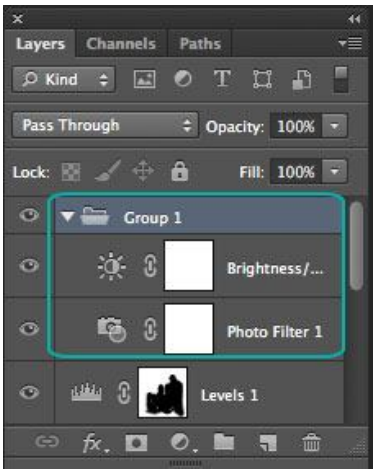


Fig 3.2(b) : Drag Layers into new group

TYPES OF LAYERS

There are many types of Layers! Some Layers are pieces of a final Image that you are putting together, some are shape or text Layers (created automatically), and some are Fill or Adjustment Layers. Fill or Adjustment Layers allow you to play with different colors or effects without changing your main Image. If you change your mind, you can delete or alter the Fill or Adjustment Layer, and your original Image Layer is still intact.

Background Layer



Whenever you first open an Image in Photoshop, the default Layer containing that Image will be called the **Background Layer** and this **Layer** is **Protected** or **Locked**, many filters and effects cannot be applied to Background Layers. To unprotect the Background, double-click Layer's name in the Layers Palette, a dialog box will appear where you can change the **Layer Name** and other details if you'd like, click **OK** and your Layer will now be unprotected.

Image Layer



Image Layers are Layers that contain any Image information. Whenever we create a **new Layer**, by default it is an **Image Layer**. The Layer Thumbnail of Image Layers contains a preview of the contents of that Layer

Adjustment Layer



Adjustment Layers are Layers that contain only Image **Adjustment information** and can be deleted or modified at any time. Adjustment Layers are a recommended way to make **color and tone Adjustments** to your Images because they are non-destructive to your Image. Adjustment Layers are very flexible by allowing the user to easily modify, mask or delete them. Double clicking on the Layer Thumbnail will allow you to make changes to the Adjustment Layer.

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Type Layer

Type Layers contain only Text type. They can be created and edited through the use of the Type Tool (T).



Fill Layer

Fill Layers can contain Solid colors, Gradients, or Patterns. Create a new Fill Layer by going to **Layer** in the menu and selecting **New Fill Layer** and selecting either **Solid Color, Gradient, or Pattern.**



Shape Layer

Shape Layers contain Shapes drawn using the **Shape Tools.** To edit a shape Layer, select the Layer and the Shape Tool for options.



PARTS OF A LAYER

Understanding the parts of the Layer will help you better understand many Layer features and how Layers work. Layers are more than just a singular objects, but they can contain many parts and features that help you use Layers to your full advantage. A screenshot of a Layer and an explanation of all the major parts and features and shown below.

Layer Thumbnail

This thumbnail shows the contents of the current Layer or Adjustment icon if it is an **Adjustment Layer.**

Tip: Press the CTRL key and click on the Layer. Thumbnail to create a selection of all the contents of that Layer.

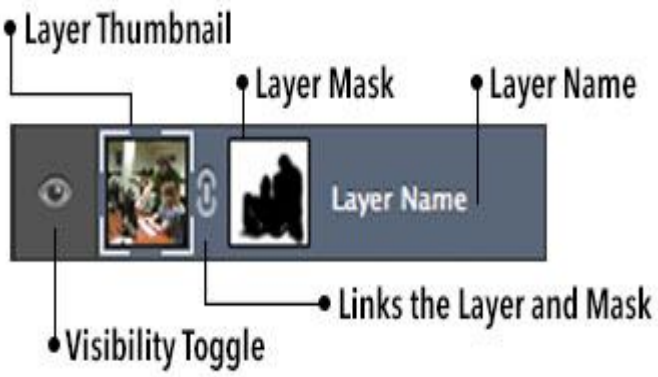


Fig 3.3 :Layer Thumbnail

Layer Mask

A Layer Mask is like the stencil to a Layer. Layer Masks allow certain parts of a particular Layer to be shown or hidden. Areas of white in the masks are displayed, while areas of Black are hidden.

Looking at Layer Masks

Without a Layer Mask, the entire Image would have an orange Fill. With a Layer Mask, you can indicate which parts of the Layer should be shown (white) and which areas should be hidden (Black). Look at the circular Layer Mask in the Image to the left and compare it to the orange Circle on the Image to see how the mask works.

- Create a new mask by selecting a Layer and then clicking the ( ) icon at the bottom of the Layers Palette.

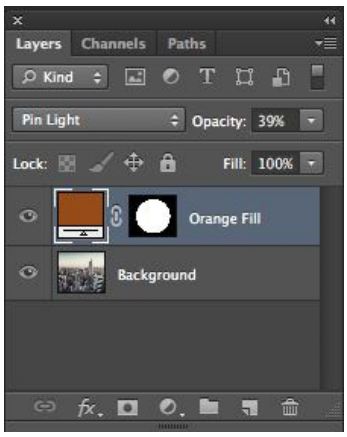


Fig : 3.4: Layer Mask

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- Edit a mask by selecting the Layer Mask Thumbnail within the Layer and use the paintbrush to paint

Tip: Press CTRL key and click on the mask thumbnail to create a selection of all the contents of that mask.



Fig : 3.5: Visibility Mode

Change Mask Properties by going to Window and then selecting Properties to reveal the Properties Palette.

Layer Name : This indicates the name of the Layer. By default, the name will be determined by the type of Layer it is.

Rename a Layer by double-clicking on the Layer Name→type a new name → Press ENTER key.

Hide or Show a Layer by clicking on the eyeball icon to toggle visibility. This is a handy Layer feature that allows to show/hide particular Layers without having to delete them.

Layer and Mask Link : This link icon appears whenever you add a Layer Mask to a Layer. The link helps ensure that any changes to the Layer is also applied to the Layer mask.

Link or Unlink a Layer Mask by clicking on the link icon ( ) in the Layer.

LAYER FEATURES

Layers are so powerful because of many features and effects that can be applied to Layers. Learning Layer features will help you create some creative and unique effects for all of your Images or composites. We have outlined some of the major features of Layers in this section.

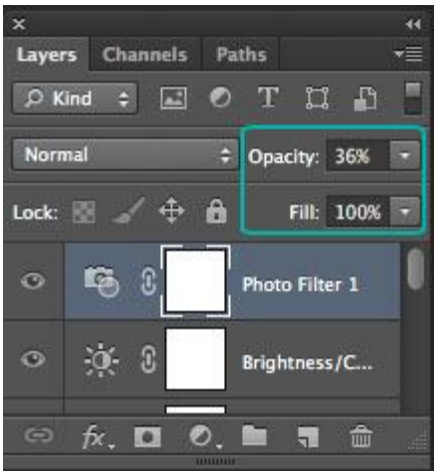


Fig : 3.6(a): Opacity and Fill

Opacity and Fill

The Opacity and Fill commands allow you to change the Opacity (or Transparency) of a Layer. Both commands work the same, but with one difference.

In the Circles shown below, notice that the **Opacity change** affects **both** the **Fill** and **Stroke** of the Circle and the **Fill change** affects **only** the **Fill** and not the Stroke of the Circle. Opacity and Fill changes can drastically change the appearance of a Layer and are recommended when trying to blend objects or make Adjustments more subtle.

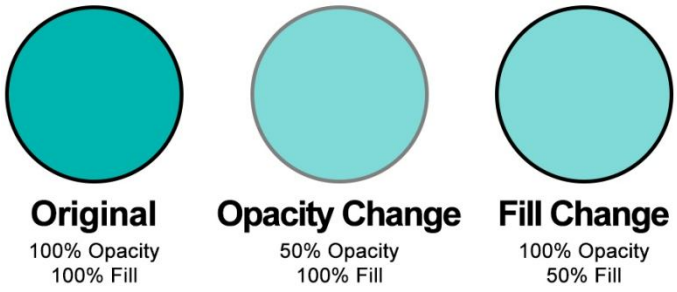


Fig : 3.6(b): Opacity and Fill with example

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Locking Layers

Locking Layers can be a handy Tool when working in Photoshop. There are several ways to lock the Layer or Layer contents. Each Layer can be locked by selecting the Layer, and then selecting the type of lock.

Layer Buttons

There are several buttons at the bottom of the Layers Palette, which we will explore in this section. Many of these buttons perform Actions that can be found in other locations within the program, but are also in the Layers Palette for convenience and ease. These buttons are outlined below:

Link Layers - Select two or more Layers and click this button to link them together. Linking means that they will all move together.

Add a new Layer style - This button allows you to add a new Layer style without going to Layer and selecting Layer Style in the menu.

Add Layer mask - Clicking this will add a new Layer mask to the selected Layer.

Create new Fill or Adjustment Layer - This button allows you to add a New Fill or make Adjustment without using the Adjustments Palette.

Create a new group - Click this to create a new group (folder). Drag Layers into this group to organize them.

Create a new Layer - Clicking this will create a new, empty Layer.

Delete Layer - Select a Layer or multiple Layers and click this button to permanently delete them.

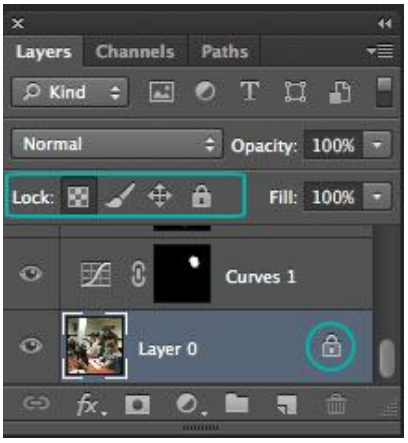


Fig : 3.7: Locked Layer

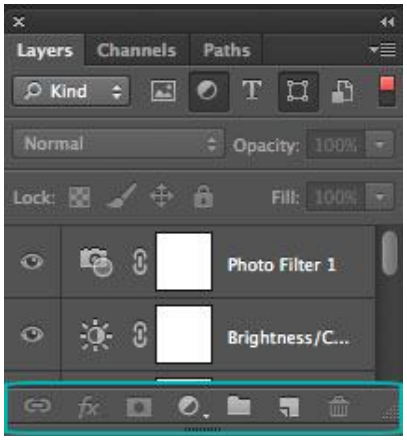


Fig : 3.8: Layer Palette

Blending Modes

Blending modes affect the appearance of Layers and how they will display. Blending modes are broken down into five different groupings that affect the Layer differently. The best way to use Blending Modes is to mix and match them and experiment with different variations.

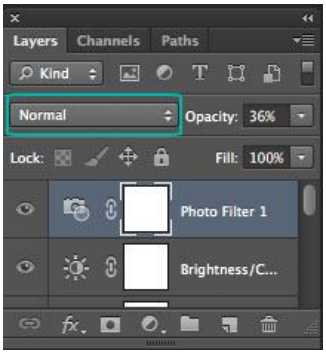




Fig : 3.9(a): Blending modes 3.9(b) Blending Modes Options

Merging and Flattening Layers

If you ever need to combine several Layers or need to flatten the entire Image, then use the merge and flatten commands.

- Combine or merge several Layers by selecting the Layers, and then right-clicking on the Layer Name of one of the selected Layers. Select "Merge Selected" from the menu and all selected Layers will be combined into one.
- Combine or merge only visible Layers, by right clicking on the Layer Name of any visible Layer and selecting "Merge Visible".
- Flatten an entire Image by right-clicking on the Layer Name of any Layer and selecting "Flatten Image"

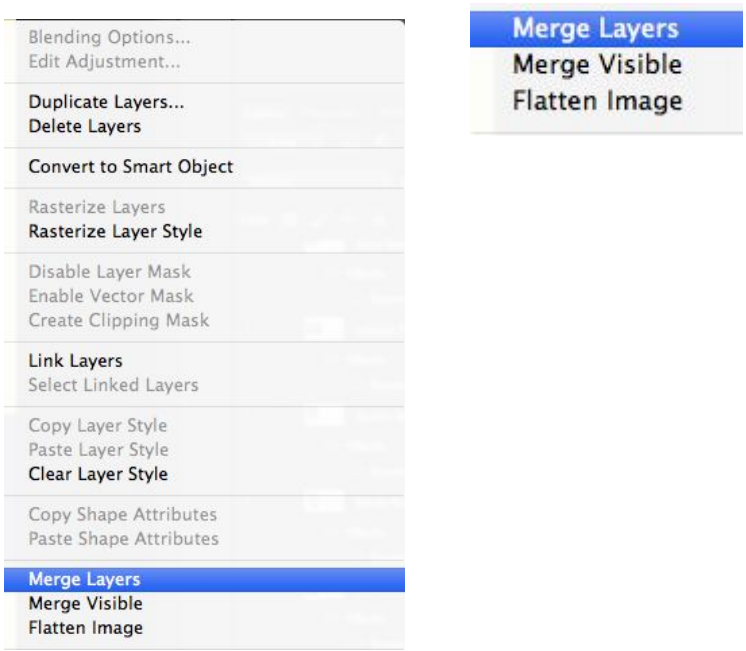


Fig : 3.10: Layer Options

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CHAPTER 4 TOOLS PANEL

The **Tools Panel** contains a set of Tools, which are used for creating and editing Images. When you start Photoshop, the Tools Panel appears at the left side of the screen. The **Option bar** at the bottom of menu bar displays options specific to the Tool we have selected from the Tools Panel. Ex: if we select Marquee Tool, Option bar displays options specific to Marquee Tool such as the Single selection mode or Add/ Subtract selection mode, Feather Pixels of the selection, Style of selection and Height and Width of selection.

OVERVIEW AND FUNCTIONS OF TOOLS PANEL

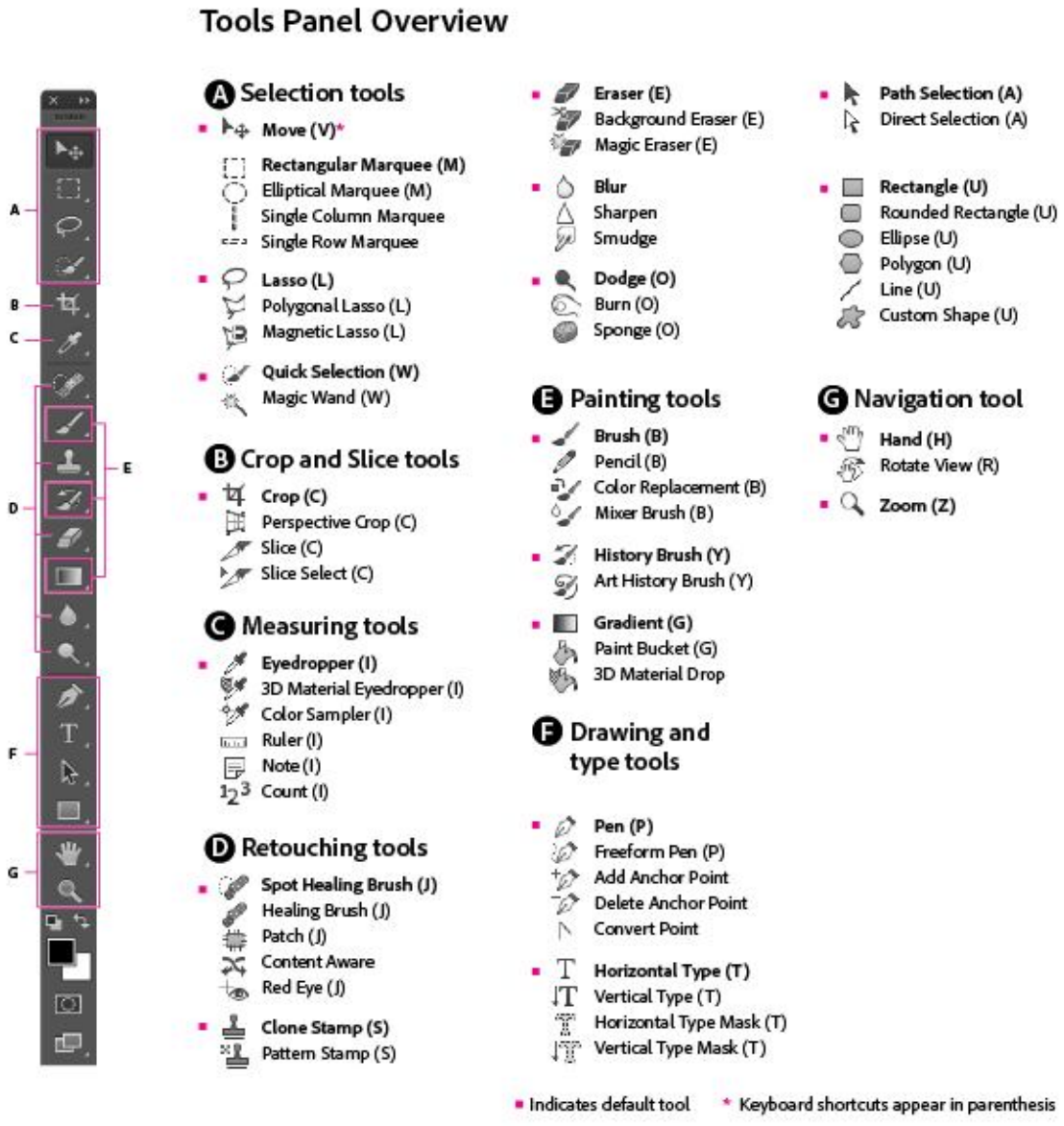


Fig : 4.1: Exploring Photoshop Toolbox

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Because Photoshop has so many features, it is not possible to discuss every Tool and option available, in this document. These Tools are classified into groups depending upon their functionality. The groups are as follows:

- Selection Tools
- Crop and Slice Tools
- Measuring Tools
- Retouching Tools
- Painting Tools
- Drawing and Type Tools
- Navigation Tools

Before learning the usage of any Tool in the Tools Panel, we have to understand another important feature - Flyouts. As the Tools Panel contains many Tools, displaying all the Tools will make the Tools Panel huge and obstructing. Therefore, some Tools in the Tools panel have additional "hidden" Tools. These Tools have small Black triangles in the lower right-hand corner these are called as **Flyouts**. To view the "hidden" Tools, click and hold down on any Tool that has a Grey triangle in the corner.

SELECTION TOOLS

Photoshop is used exclusively for working with Images. Very often, instead of working on entire Image, we need to work on portion of an Image. Photoshop is equipped with various Tools that enable selecting parts of an Image. The selection Tools are categorized under two major groups. They are

- Marquee Selection Tools.
- The Lasso selection Tools.

The Marquee Selection Tools

The Marquee Selection Tools help us select areas of an Image in geometrical patterns. The Tools contained in the Marquee Selection Flyout are:



Fig : 4.2: Marquee Tool Flyout

Rectangular Marquee*:* This Tool allows us to select portion of an Image in the shape of Rectangle or Square.

Elliptical Marquee: This Tool allows us to select portion of an Image in Elliptical or circular Shapes.

Single Row Marquee: This Tool allows us to select a single row of Pixels of an Image.

Single Column Marquee: this Tool allows us to select a single column of Pixels of an Image.



Fig : 4.3: Selection using Rectangular marquee

Making Selections with Marquee Tools

For making Rectangular/Square/Elliptical/Circular/Row/ Column selection, undertake the following steps:

1. Open the Image in which selection has to be made.

2. Click on the small arrow on the bottom right side of the Marquee Tool
3. From there click on any Tool depending upon your shape of selection
4. Place the mouse pointer on the Image and drag around the area you want to select.

The Marquee Option Bar



Fig : 4.4: Marquee Option Bar

The different options available in Marquee Option bar are:

- **New Selection:** Allows us to make a new selection. Any previous selection will be discarded.
- **Add to Selection:** Allows us to add some more areas of the Image to the existing selection.
- **Subtract from selection:** Allows us to subtract some of the portion of the Image from the selection.
- **Intersect with Selection:** It selects only intersected part of 2 selections
- **Feather:** Used to create soft edges around the selection. (Value can be enteRed between 0px to 1000px).
- **Anti-alias:** Used to create BlurRed, Softer edged selection. This can be used only when Elliptical Marquee Tool is active.
- **Style:** It has various different styles with which we can make a selection.
  - **Normal** : It creates default normal selection
  - **Fixed Size** : Create selection of specific dimension
  - **Fixed Aspect Ratio** : Creates proportional selection.
- **In selection area:** Width and Height is displayed by the cursor.
- **Redefine Edge :** This will view the current selection against different Backgrounds for easy editing. By default it is enabled.

Note : Other selections like Elliptical Marquee is also same.

Lasso Tools

Lasso Tools are used to make freeform selection. Under Lasso Tool, there is a group of Tools which you can use to make freeform selections in an Image. They are



Fig : 4.4: Lasoo Tool Flyout

1. ***Freehand Lasso Tool*** or just **Lasso Tool:** Allows us to make freeform selections in an Image.
2. ***Polygon Lasso Tool*:** Allows us to make freeform selections in an Image in the form of Polygonal areas. We click at different points to obtain a selection as a Polygon with points as its vertices.
3. ***Magnetic Lasso Tool*:** While moving on the area to be selected, this Tool automatically sticks to the edges of the Image, making the selection very easy.



Fig : 4.3: Selection using Lasoo Tool

New options that appear in the Magnetic Lasso Tool option bar are:

Width : To specify a detection width, enter a Pixel value for **Width**. The Magnetic Lasso Tool detects edges only within the specified distance from the pointer.

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Note: To change the lasso pointer so that it indicates the lasso width, press the Caps Lock key. You can change the pointer while the Tool is selected but not in use. Press the right bracket (]) to increase the Magnetic Lasso edge width by 1 Pixel; press the left bracket ([) to decrease the width by 1 Pixel.

Contrast : To specify the lasso's sensitivity to edges in the Image. Enter a value between 1% and 100% for Contrast. Higher the value, the greater is the Contrast between the edges and the Background.

Frequency: To specify the rate at which the lasso sets fastening points, enter a value between 0 and 100 for Frequency. A higher value Anchors the selection border in place more quickly.

Note: On an Image with well-defined edges, try a higher width and higher edge Contrast, and trace the border roughly. On an Image with softer edges, try a lower width and lower edge Contrast, and trace the border more precisely.

Stylus Pressure: If you are working with a stylus tablet, select or deselect the Stylus Pressure option. When the option is selected, an increase in stylus pressure decreases the edge width.

Move Tool

The Move Tool is used for moving Image or portion of the Image from one location to another.

1. Click on the **Move Tool** from the Tools Panel.
2. Place the mouse pointer over the Image or the selected part of the Image.
3. Drag the mouse pointer to move the selected part of the Image to some other location.



Fig : 4.4: Move Tool

Quick Selection Tool

The Quick Selection Tool makes it easier to select the areas of an Image we want; because the selection expands outward and automatically finds and follows defined edges in the Image.

Select Quick selection Tool → Click and drag the mouse over the area to start selection→ you can vary brush size, hardness, spacing, angle, roundness, pen pressure or stylus wheel options also. → Continue dragging the mouse pointer until you select the desiRed area . → Select the **sample all Layers** to do selection based on all Layers and **auto Enhance** to Reduce roughness and pixilation in the selection edge.



Fig : 4.5: Selection using Quick Selection Tool

Magic Wand

The Magic Wand is used to select adjacent areas of the same color in the Image. The selection depends upon the Tolerance setting. Higher the Tolerance setting value, the wider the range of selected Pixels.

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To make selection using Magic Wand

1. Click on the Magic Wand Tool in the Tools Panel.
2. In the Option bar, enter the tolerance value in the Tolerance option. A low tolerance value will select colors very similar to the Pixel you click and a high value will select a broader range of colors.
3. Click on any part of the Image. All the adjacent Pixels with the same color within the Tolerance range are selected.



Fig : 4.6: Selection using Magic Wand Tool

Options present in Magic Wand Option bar :

Anti-alias: Defines a Smooth edge.
Contiguous: Selects only adjacent area with the same color. Otherwise all Pixels in the entire Image with the same color are selected.
Sample All Layers: Selects colors using data from all the visible Layers. Otherwise, Magic Wand Tool selects color only from Active Layer.

CROP AND SLICE TOOLS

Crop Tool  - The Crop Tool is used to trim the Image. It is an important Tool for making Adjustments to the overall size of an Image. Crop Tool affects the size of the whole Image, not just a single Layer.

To crop an Image with the Crop Tool, follow these instructions:

- Choose the Crop Tool  from the Tools panel or press C. The shape of the mouse-pointer changes to the crop Tool cursor.

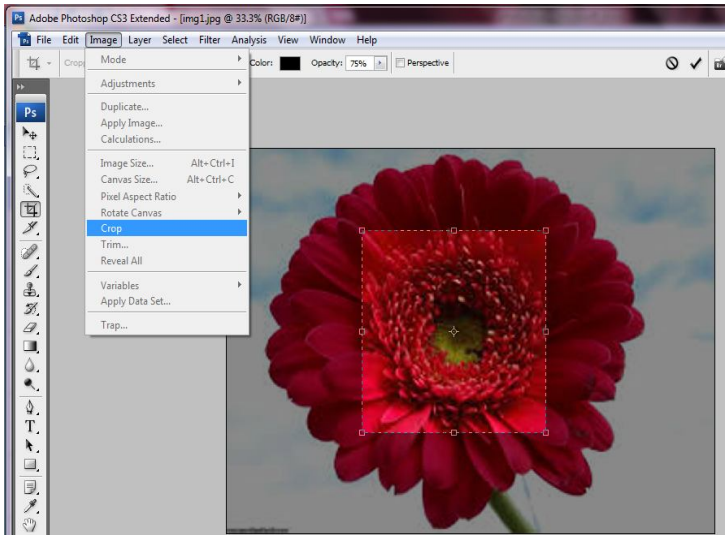
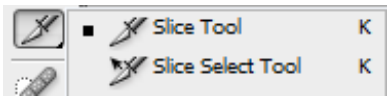




Fig : 4.7 (a) : Original Image **(B) Cropped Image**

- Place the mouse-pointer on the Image and drag it to create a Rectangular selection over the part the part of the Image you want to retain.
- Release the left mouse button. Instantly Crop Marquee appears with handles on the corners and sides. This crop Marquee can be **moved, resized and rotated**.
- To rotate the crop box move the cursor to one of the corner markers and drag the cursor.
- Press the **Enter** key or double click inside the crop Marquee or Press ✓ button in the Options Panel to crop the Image.

Slice Tool



The slice Tools in Photoshop are particularly useful for Web designer's as these allow them to divide an Image up into Rectangular sections, and the slices can then used in Photoshop to specify how each individual slice will be optimized, what file format a slice area should be saved in and what compression settings should be used.

Slice Select Tool :

To slice an Image you use the Slice Tool to drag across an Image to manually define a user-slice, and as you create such user-slices, Photoshop automatically generates additional auto-slices that divide up the other areas. You can then use the slice select Tool to go back and edit the size of each slice afterwards. **Ctrl** key lets you toggle between these two Tools but the slice Tool automatically becomes the slice select Tool whenever you move over a user slice, thus allowing you to edit it without having to manually Select the Slice Select Tool each time. The default setting is to show **Slice numbers**. But if the slice numbers are currently hidden and you want to see the slice numbers displayed next to each slice, then go to the **Guides, Grid** and **Slices preferences** and check the '**Show Slice Numbers'** option.

RETOUCHING TOOLS

The Retouching Tools enable us to change or edit Pixel arrangements in a number of ways. Retouching Tools are mainly used for editing and some of the retouching Tools are:

Spot Healing Brush Tool:

This Tool quickly removes blemishes and other imperfections in your photograph. The spot healing brush Tool works similar to Healing brush, but it doesn't require you to specify a sample spot. The Spot Healing Brush automatically samples from around the retouched area.

1. Open an Image, select the Spot healing Brush Tool from the Tools Panel.
2. Choose the **Brush Size** in the Option bar. A brush size that is slightly larger than the area to want to retouch will be better.
3. Choose **Type** option in the Option bar between **Proximity Match** or **Create Texture.**
4. Click over the check box beside the **Sample All Layers** option in the Option bar to sample data from all visible Layers. Deselect Sample All Layers to sample only from the active Layer.
5. Click the area you want to fix, or click and drag over a large area. The spot is being corrected.

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Healing Brush Tool -

Healing Brush Tool lets you correct imperfections, causing them to disappear. It is used to remove blemishes (dust marks and scratches) from photographs.

To retouch using sampled Pixels:

1. Select the Healing Brush Tool.
2. Set Brush size and Style on the Options bar, select the Sampled option.
3. Click **Alt** key somewhere on your Image to define a sampling point.
4. Paint with the Healing Brush Tool on the damaged area.



Fig : 4.8(a) :Retouch using Sampling Pixel

Patch Tool

Patch Tool lets you repair a selected area with Pixels from another area or a pattern but is used to repair areas of a photograph that are larger than the typical scratch.

Red Eye Tool

Using this Tool you can remove the Red Eye effect from the photographs. Red Eye is caused by the reflection of a camera and direct flash in an eye retina. By default, Red Eye Tool uses a large brush and makes the areas around the pupil Black. You can change the default settings in the Option bar to fit the size you require and just click on the Red area of the eye.

Clone Stamp Tool

The Clone Tool is used to copy portions of a Layer from one area to another. It is similar to the Rubber Stamp Tool found in earlier versions of Photoshop. It is used for cloning or duplicating selected areas of an Image.

1. Open an Image, Select the clone stamp Tool from the Tools panel.
2. Click the Brush size from the Brush Preset picker Options bar
3. Select the Brush tip.
4. Set the **Sampling point** by positioning the mouse pointer in the Image. Hold down the **Alt** key and click on the part of the Image to be Cloned
5. Click and drag the mouse pointer to Fill the sample of an Image with the cloned Pixels.

Pattern Stamp Tool

It is similar to Clone Stamp Tool but, it only clones the pRedefined areas of Pixels with pattern rather than from a source point in the Image. For using Pattern Stamp Tool, we first define a pattern using **Define Pattern** option in the **Edit Menu** and then we clone this pattern using Pattern Stamp Tool.

- Open an Image from which the pattern is to be defined.
- Select the area to be used as a pattern using any Selection Tool.
- Click **Edit Menu → Define Pattern**.
- A default name is given to the pattern, however we can change the default name with the name of your choice. Click OK button.
- Open the Image to which the pattern is to be applied and click Pattern Stamp Tool.
- Place the mouse pointer on the Image and drag it over a part of the Image to Fill it with the pattern.

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Eraser Tool

The Eraser is used to remove portions of an Image and it works like an ordinary Eraser. When working on the Background Layer, it removes the Pixels to Transparency, when working on some other Layer, the Pixels of that Layer are removed to expose the Pixel in the Background Layer.

- In the Tools Panel, select the Eraser Tool.
- On the Options bar, you can select the brush size, style, erasing mode, Opacity, and flow. There are three erasing modes:
    1. **Brush**: The Eraser Tool takes the shape of a brush similar to Paintbrush Tool.
    2. **Pencil**: The Eraser Tool takes the shape of a pencil similar to Pencil Tool.
    3. **Block**: The Eraser takes the shape of a wooden block. Here size of Eraser Tool is fixed.
- Place the mouse pointer on the area of the Image to be erased and drag the mouse pointer.

Background Eraser Tool

The Background Eraser Tool erases Pixel of an Image to Transparency.

- In the Tools Panel, select the Background Eraser ool.
- Choose Brush size, Style, Sampling (Erasing mode), Limits and Tolerance in the Option Bar. The **Sampling** option in the Options bar allows to select one of three erasing modes:

a) **Continuous**: (Default method) : Allows to erase everything.
b) **Once**: Allows to Erase only color you first click on.
c) **Background Swatch**: Only allows erasing Pixels that contain current Background color.
d) **Limits** defines range of the Tool: all over Image (Dis-contiguous), only adjacent areas (Contiguous) or only inside Pixels (Find Edges).
e) **Tolerance** option sets the Tool's sensitivity.
f) **Protect Foreground Color** option disallows erasing Pixels that contain current Foreground color.

- Place the mouse pointer on the area of the Image to be erased and drag the mouse pointer.

Magic Eraser Tool

This Tool can be compaRed to Magic wand Tool, which is used to select similar Colored areas in an Image based on Tolerance settings. The Magic Eraser Tool is used to erase Pixels from similar Colored areas of an Image based on the Tolerance value.

Blur Tool

The Blur Tool is used to selectively blur areas of a Layer. The amount of blur can be controlled. It is especially handy when blending colors or objects.

1. In the Toolbox, select the Blur Tool.
2. Choose brush size, style, mode and Tool strength from the option bar.
3. Drag on the Image.



Fig : 4.9: Applying blur to left and right Image

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Sharpen Tool

The Sharpen Tool is used to increases Contrast clarity of blur Images with soft edges. Sharpening enhances the definition of edges in an Image.

1. In the Tools Panel, select the Sharpen Tool.
2. Choose Brush size, Style, Tools Strength and Effect's Mode from Option bar
3. Drag on the Image.

Smudge Tool

The Smudge Tool creates the effect of Smudging wet paint with a figure. The smudge Tool selects the color of the Pixels where you first click and smears the Pixels in whichever direction you drag the brush.

1. In the Tools Panel, select the Smudge Tool.
2. Choose Brush size, Style, Tool's Strength and Mode
3. Drag on the Image.

Dodge Tool

Lightens Pixels where user paints. The unnecessary dark portions of an Image can be made lighter.

1. In the Tools Panel, select the Dodge Tool.
2. Select Brush size, Hardness, Exposure (Stroke Strength) and Tools range: Shadows, Midtones or Highlights from the Option bar.
3. Drag on the Image.



Fig : 4.10(a) Before Dodge Tool **4.10(b) : After Dodge Tool Applied**

Burn Tool

Burn Tool works opposite to Dodge Tool. It Darkens Pixels in an Image

- In the Toolbox, select the Burn Tool.
- Select brush size, hardness, exposure (Stroke strength) and Tools range: Shadows, Midtones or Highlights from the Option bar.
- Drag on the Image.

Note : If your goal is to dodge or burn a large area of a picture such as a sky or someone's face, then the best way to go about doing this is to add a Levels or Curves Adjustment Layer to lighten or darken the entire Image.

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Sponge Tool

You can use the Sponge Tool to paint in localized Adjustments that will modify the saturation of an Image. The sponge Tool has two modes: **Saturate** increases the color saturation, while **De-saturate** decreases the color saturation.

1. In the Tools Panel, select the Sponge Tool.
2. Choose Brush size, Style, Mode, Flow from the Option bar.
3. Drag on the Image.

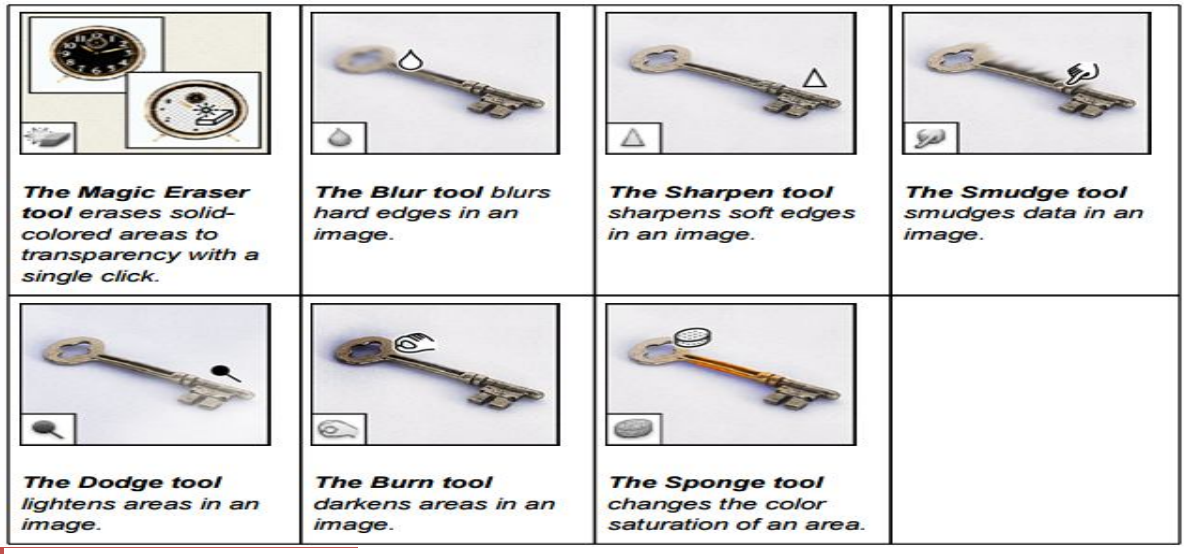


Fig : 4.11: Retouching Tools

PAINTING TOOLS

Painting Tools such as Brush, Pencil and Paint Bucket Tools can be used to create different kinds of painting Strokes.

Brush Tool

Brush Tool lets to draws brush Strokes of different thicknesses and colors and also paints with the current Foreground color. It works like an ordinary brush. By default, the Brush Tool creates soft Strokes of color and the Pencil Tool creates hard-edged, freehand Lines. However, once you apply a brush Stroke, there is no simple way to select the entire brush Stroke and move it to a new location in the Image.

To use Brush Tool or Pencil Tool

1. Specify Foreground color
2. Select Brush or Pencil Tool
3. Choose a brush, size, blending mode, Opacity, Flow from the Option bar
4. For the Pencil Tool, select Auto Erase to paint the Background color over areas containing the Foreground color
5. Drag in the Image to paint

To Draw a Straight Line : Click a starting point in an Image, then hold down shift and click an ending point.

6. When using the brush Tool as an Airbrush, hold the mouse button without dragging to build up color.



Fig : 4.12: Brush Tool Options

Pencil Tool

It has hard edges Strokes. The pencil always paints a hard edge that is not anti-aliased, it is mainly used to Fill an area in a single shade or to draw a basic drawing.

Paintbrush Tool

The Paintbrush Tool and the Pencil Tool let you paint the current Foreground color on an Image. The Tools create different effects.

History Brush

It makes a copy of the Image as it was in a previous state, then uses the content of this copy to paint with. The History Brush Tool paints with a history state or snapshot.

1. In the Tools Panel, select the History Brush Tool.
2. Choose brush size, style, Airbrush mode, Blending mode, Opacity, Flow from the Option bar.
3. In the History Palette, select a source history state or snapshot.
4. Paint with the selected history state.

Art History Brush

It paints with stylized Strokes. Like History Brush Tool, Art History brush Tool uses a specified history state as a source data.

1. Select the Art History brush Tool
2. Select a brush and set brush options: Blending Mode, Opacity, Style, Area, Tolerance from the option bar.
   Area: Enter a value to specify the area coveRed by the paint Strokes. The greater the size, the larger the coveRed area and the more numerous the Strokes.
   Tolerance: Enter a value or drag the slider to limit the regions where paint Strokes can be applied. A low tolerance lets you paint unlimited Strokes anywhere in the Image. A high tolerance limits paint Strokes to areas that differ considerably from the color in the source state or snapshot
3. Drag on the Image.

WORKING WITH BRUSHES

The brush you select determines many characteristics of the resulting Stroke. Photoshop has many different varieties of preset brushes to Fill a wide range of uses. In Photoshop we can also create custom brushes using the brushes Palette.

Using the Brushes Palettes

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The Brushes Palettes lets you select preset brushes and design custom brushes

Displaying the Brushes Palette
Click on Window Menu-→Brushes

Displaying options in the brushes Palette
Select an item name on the left side of the Palette. The available options for the selected item appears on the right side of the Palette.

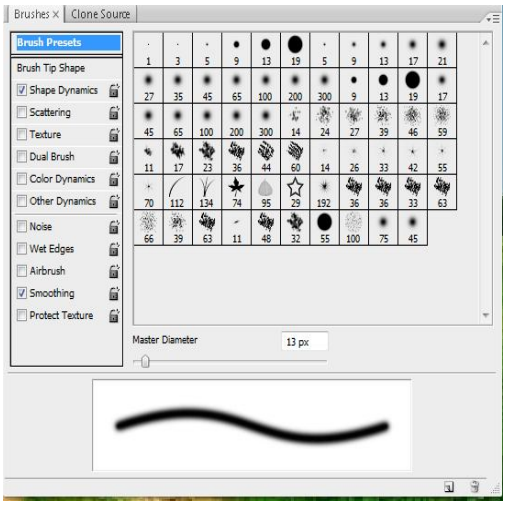


Fig : 4.13: Brush Presents

To select a preset brush
Click a brush in the brush pop-up Palette
Specify a diameter for the brush by dragging the slider/enter the value. If the brush has a dual tip, both the primary and dual brush tips are scaled.
Click use sample size to use the original diameter of the brush tip. This option is available only if the brush tip shape is based on a sample.

To change how Preset brushes are displayed
Choose a display option from the Brush pop-up Palette menu or Brushes Palette menu.

- Text only to view the brushes as a list
- Small or large thumbnail to view the brushes as thumbnails
- Small or large list to view the brushes as a list with thumbnails
- Stroke Thumbnail to view a sample brush Stroke with each brush thumbnail.

To return to the default library of preset brushes

- Select Reset Brushes from the Brush pop-up Palette menu or Brushes Palette menu
- You can either replace the current list or append the default library to the current list.

Create a New Brush

You can customize brush tips by editing their options and create new brush tip Shapes by sampling Pixels in an Image. The brush tip you select determines the shape, diameter and other characteristics of a brush mark.

- Using any Selection Tool, select the Image area you want to use as a custom brush. The Brush shape can be up to 2500 Pixels by 2500 Pixels in size.
- When painting, you can't adjust the hardness of Sampled brushes. To create a brush with Sharp edges, set Feather to zero Pixels. To create a Brush with soft edges, increase the Feather setting.
- Choose **Edit → Define** Brush Preset.
- Name the Brush, and click OK.

Note: If you select a color Image, the brush tip Image is converted to Grayscale. Any Layer mask applied to the Image doesn't affect the definition of the brush tip.

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Gradient Tool

The Gradient Tool can be used to Fill an area with transitions of one color to another. There are five types of Gradient Fill:

1. **Linear**: this Fill is applied from the starting to the end in a Straight line.
2. **Radial**: this Fill is applied from the starting to the end point in a circular pattern.
3. **Angle**: this Fill is applied from the starting to the end point in an angle pattern.
4. **Reflected**: this Fill applies symmetric linear Gradients on either side of the starting point.
5. **Diamond**: this Fill applies shades from the beginning point onwards in a diamond pattern

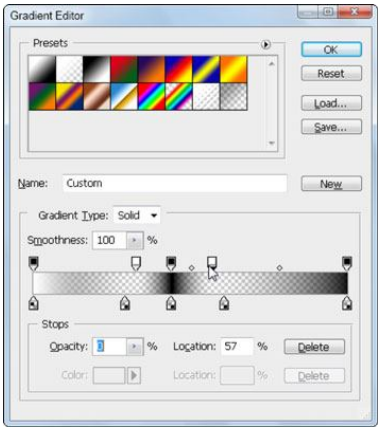


Fig : 4.14: Gradient Dialog box

a) Open an Image.
b) Choose the Gradient Tool from the Tools Panel.
c) Click inside the **Gradient** sample in the option bar to open the **Gradient Editor** dialog box.
d) Select any of the Gradients from the Preset box, or create a new Gradient from the Gradient.
e) Also select Gradient type, Smoothness in the Gradient Editor dialog box.
f) Set the Opacity to 100% in the option bar.
g) Click and drag with the left mouse button in the area where you want to apply Gradient

Paint Bucket 

This Tool is used to color Pixels with the Foreground color based on tolerance setting. It Fills the entire area with the Foreground color or with pattern with just one mouse click. It is especially useful when used with a Marquee.



Fig : 4.15: The PaintBucket Tool Options bar

To Fill with Foreground/Pattern color:

- In the Tools Panel, select the Paint Bucket Tool.
- Select Foreground or Pattern according to your choice in the Fill Mode of the Option bar. Also if pattern is selected, select a pattern you require.
- Also adjust Tolerance, Contiguous, Blending mode in the option bar.
- Click on your Image to Fill the area.

Color Replacement Tool

It replaces a selected color with a new color. You can paint over a targeted color with a corrective color. The Hue and Saturation modes are also useful if you want to modify these color components individually. There are various ways one can change the color of an object. The color replacement Tool offers a simple easy-to-use solution.



Fig : 4.16(a): Original Image

Ex: I wanted to change the color of the purple shirt to Dark Yellow.

1. Double-clicked the Foreground color in the Tools panel. This opens

the Color Picker dialog and let us selected a dark Yellow as the new Foreground color.

2. Select the shirt with selection Tool.
3. Click the Color replacement Tool.
4. Set the other options in Option Bar like

Mode: **Color**,
Sampling: **Continuous/Once/ Background Swatch**,
Limits: **Find Edges/ Discontiguous / Contiguous**,
Tolerance and to define a smooth edge in the corrected area, select **Anti-aliased**.



4.16(b) : Image after color replacement

5. Drag in the Image to replace the targeted color.

DRAWING AND TYPE TOOLS

Pen Tool

Photoshop provides multiple Pen Tools. The standard **Pen Tool** draws with the greatest precision; the **Freeform Pen Tool** draws paths as if you were drawing with pencil on paper, and the **Magnetic pen** option lets you draw a path that snaps to the edges of defined areas in your Image. You can use the Pen Tools in conjunction with the shape Tools to create complex Shapes.

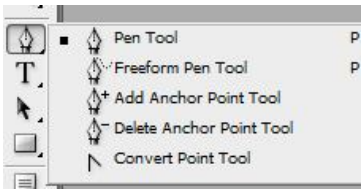


Fig : 4.17: Pen Tool flyout

When you use the standard Pen Tool, the following options are available in the options bar:

- In the Tools panel, select the Pen Tool.
- On the Options bar, select **Auto Add/Delete** to add an Anchor point when you click a line Segment or delete an Anchor point
- Select **Rubber band** next to shape button to preview path Segment as you draw.
- Click or drag the mouse pointer to set Anchor points for additional Segments.
- To complete the path in the following way:
- **To end an open path:** keep the **Ctrl** key pressed and click the left mouse button away from the path.
- To **close a path**, position the pen pointer over the first Anchor point, a small loop appears, position it correctly and click to close the path.
- Press [**Shift**] key while drawing to constrain the Segment angle to a multiple of **45°**.

WHEN YOU SHOULD USE VECTOR PATH TOOLS

If you need to isolate an object or create a cut-out, the only way to do so is to use the pen and pen modifier Tools to draw a path outline. You see, with a photograph like this, there is very little color differentiation between the object and the Background, and it would be very difficult for selection Tool to accurately pRedict the edges in this Image.

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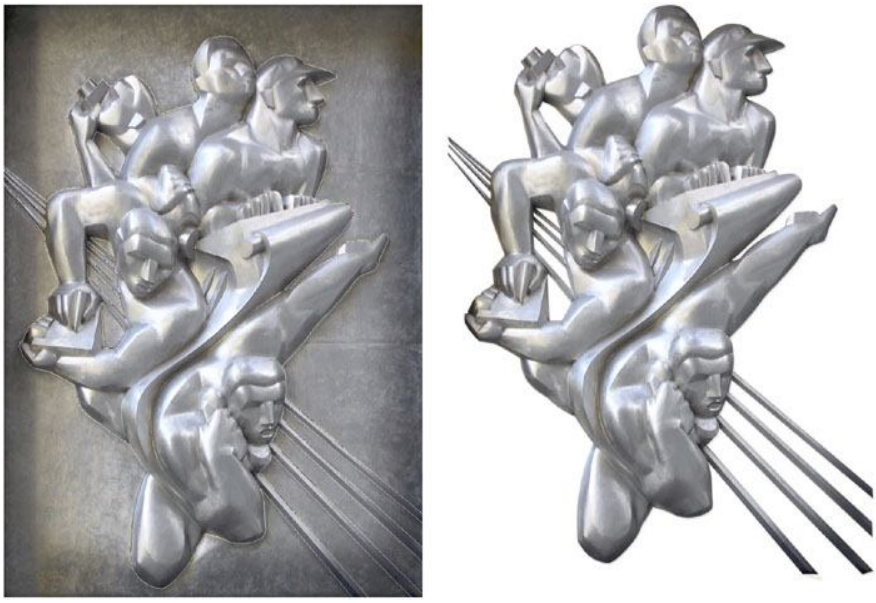


Fig 4.18 Example of an Image where it is easier and quicker to use the Pen Tool to draw a path outline of the figures in this sculpture

Freeform Pen Tool

The Freeform Pen Tool operates more or less exactly like the lasso Tool. The main difference is that the Freeform Pen Tool automatically evens out the rough edges as you draw an outline in order to produce a pen path that uses as few Anchor points as possible. The Freeform Pen Tool Options bar is shown in Figure 5 below.



Fig: 4.19: The freeform Pen Tool Options bar.

Magnetic Pen Tool mode

The Freehand Pen Tool has a Magnetic mode. When this is checked, the Pen Tool behaves just like the magnetic lasso, except that the path points can be saved as a path instead of being converted directly to a selection.

Add Anchor Tool

When the add Anchor point Tool is selected you can use it to click on a path Segment to **Add a new Anchor point** to a path. But the thing is, if you have the normal Pen Tool selected (with the Auto **Add/Delete** option selected in the Pen Tool Options bar) and move close over a pen path Segment, it will automatically convert to the add Anchor point Tool mode. So there is effectively no need to bother with selecting the add Anchor point Tool. You can access the add Anchor point Tool without having to switch Tools.

Delete Anchor point Tool

When the delete Anchor point Tool is selected you can use it to click on an existing Anchor point to **delete** it.

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Convert point Tool

Convert Point Tool is used to curve Straight Line to create a Shape but that line should be created by using Pen Tool. A path consists of one or more Straight or Curved Segments. Anchor points mark the end points of the path Segment. On Curved Segment, each selected Anchor point displays one or two direction Lines, ending in direction points. So we use the Convert point Tool to curve the Straight Lines.

Path Selection Tool

Selecting a path component or Segment displays all the Anchor points on the selected portions including any direction Lines and direction points if the selected Segment is Curved.

1. Open an Image and create path using Pen Tool.
2. Now click over the Path selection Tool in the Tools Panel.
3. Entire path created in Image gets selected.

Rectangle Tool

This Tool helps you to draw Rectangle/Circle.

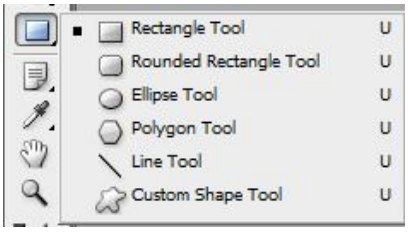


Fig : 4.20 : Rectangle Flyout

Rounded Rectangle Tool

This Tool also helps us to draw Rectangle with the corners rounded.

Ellipse Tool

Ellipse Tool is used to draw Ellipse/ Circle

Polygon Tool

Helps us to draw Polygon and Stars

Line *Tool*

Helps us to draw Lines.

Custom Shape Tool

Helps us to draw Shapes other than Geometric Shapes. The Custom shape Tool has a collection of pRedefined Shapes like Star, Flower, Common Signs, etc.,

ANNOTATION & MEASURING TOOLS

Notes Tool

It makes notes and voice annotations that can be attached to an Image.

Ruler Tool

Ruler Tool is used to measures distances, locations and angles.

Count Tool

Count Tools is used to count objects in an Image.

Eyedropper Tool

Takes color samples from colors on the page and displays them in the Color Boxes. Select the Tool, click on the color in the Image you wish to sample. The Color Box will display this color.

NAVIGATION TOOLS

Zoom Tool

This is a very handy Tool used to quickly zoom in or out of an Image.

Hand Tool

Hand Tool allows users to slide the Image around the Image area in order to view different sections of the Image within its window.

Type Tool 

Type refers to text. This is the Tool that is used to add text to an Image and to edit existing text. Size, color, and other attributes of the text can be specified and adjusted. It has **Horizontal type, Vertical Type, Horizontal type mask, Vertical Type Mask.**

- **Horizontal**: It creates the text in Horizontal orientation i.e Normal.
- **Vertical**: It creates the text in Vertical orientation (i.e top to bottom)
- **Horizontal Type Mask**: It creates Horizontal Type Shaped Selections.
- **Vertical Type Mask**: It creates Vertical Type Shaped Selections

With the Type Tool selected, your mouse cursor will change into what's commonly referRed to as an "I-beam". As soon as we select the Type Tool, the **Options Bar** along the top of the screen updates to show us options related to the Type Tool.

Creating Point Type Text

Whenever we type some text, it is created on a separate Layer called the Type Layer.

1. Open the Image to which you want to add text.
2. Click on the Type Tool in the Tools Panel.
3. Keep the mouse pointer on the Image and click to type text.
4. When you have finished typing the text, click on some other Tool on the Tools Panel. The Type is created in a new Layer and is displayed in the Layers Palette.

Creating Paragraph Type

When you enter paragraph type, the Lines of text wrap to fit the dimensions of the bounding box. You can also enter multiple paragraphs. You can resize the bounding box and also apply transformation Tools on bounding box.

Steps to create Paragraph text

1. Click on the Type Tool in the Tools Panel.
2. Click on change Text Orientation button to

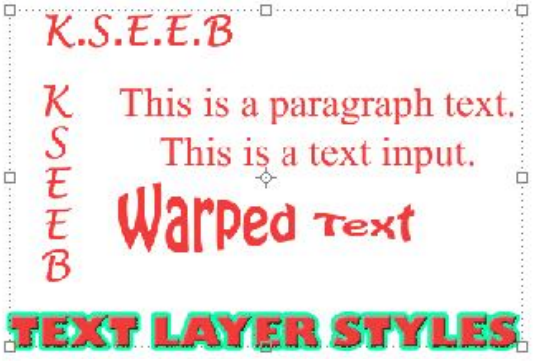


Fig : 4.21: Text Types

create either Horizontal or Vertical

3. Drag diagonally to define a bounding box for the Text.
4. Now whatever you type will appear inside the bounding box.

Resizing the bounding box

If you enter more text than the text that fit in the bounding box then overflow icon will appears on the bounding box.

1. Click on the Type Tool
2. Click on the text to display its boundary box.
3. Drag one of the corner handle of the bounding box to increase or decrease the size of the bounding box. Use Shift key while dragging to maintain the proportion of the bounding box.

Rotating the bounding box along with text

1. Place the mouse pointer slightly outside the bounding box. The mouse pointer turns into a bi-headed Curved arrow.
2. Drag and rotate the mouse while keeping the left mouse button pressed. You will notice even the text rotates.

Convert Point Type to Paragraph Type

1. Click on the Point Type text
2. Click **Layer Menu →Type→ Convert to** Paragraph text

Convert Paragraph type to Point Type

When you convert from paragraph type to point type, a carriage return is added at the end of each line of type

1. Select the type Layer in the **Layer panel**
2. Choose **Layer→Type→Convert to Point Text**

Changing the Typing setting

We have many options for our text to appear impressive. These options can be applied using the character Palette. But most of these options appear also in the Option bar and are listed below:

- **Text Orientation button**: To create text either Vertical oriented or Horizontal oriented.
- **Font Style**: To change the style of letters.
- **Font size**: To increase or decrease the size of characters.
- **Alignment**: To align the text to center, right, left
- **Color button**: To change the color of the text.

Warping type

Warping a type Layer enables us to add a variety of special Effects and Shapes to the text. For example we can arrange the in-different Shapes. For warping the type carry out the following steps:

1. Open the Image, click on **Type** Tool and type Text in the Image.
2. Click on the **Layer** Menu → **Type** →**Warp Text**. A dialog box appears.
3. Click on the down arrow button beside **Style** option. A List of all the available warp style appears (Ex: Arc Upper, Arc Lower, Arch, Flag etc)

4. Select a style of your choice and click **OK** button

Type Masking

When we use the Horizontal Type Mask Tool or Vertical Type Mask Tool, we create a selection in the shape of the type. Type selection appear on the active Layer, and can be moved, copied, Stroked or Filled just like any other selection.

For type masking, carry out the following steps

1. Open an Image in which you want to create type mask.
2. From the Flyout of Type Tool, select **Horizontal Type Mask/Vertical Type mask.**
3. Click anywhere in the Image and type some text. The Text appears in the base color of the Image.
4. Click the mouse button on any Tool in the Toolbox to deselect the type Tool. Now the text on Image appears in a selection form.
5. Click **Edit Menu → Copy**
6. Click **Edit Menu → Paste**. A New Layer appears in the Layer Palette. But nothing will be visible.
7. To make the text visible, click **Layer Menu →Layer Style →Drop shadow**. The drop shadow dialog box appears. Set the Effect style and click over the OK button.

Enter type along a path

1. Select the **Horizontal/Vertical type Tool/Horizontal Type Mask Tool/Vertical Type Mask Tool**
2. Position the pointer so that the Baseline indicator of the Type Tool is on the path and click. After you click, an Insertion point appears on the path.
3. Enter the **Type**, **Horizontal Type** appears along the path, perpendicular to the baseline. **Vertical Type** appears along the path, parallel to baseline.

Move or Flip on a Path

1. To **Move Text**, click and drag the type along the path. Be careful not to drag across the path.
2. To **Flip Text** to the other side of the path, click and drag the type across the path.
3. To **Move Type** across a path without changing the direction of the type, use the baseline shift option in the Character panel.

Note : If you created type that runs from left to right across the top of a Circle, you can enter a negative number in the baseline shift text box to drop the type so that it flows inside the top of the Circle.

CONVERTING TYPE LAYER TO STANDARD LAYER

We can convert a type into a standard Layer so that we can use commands and Tools on the Layer that could not be used when the Layer was Type Layer.

1. Open an Image containing a Type Layer.
2. Click on the Type Layer in the Layer Palette.
3. Click on **Layer Menu →Rasterize →Type**. Now the **T** icon in the Layer Palette is removed indicating that it is no more a type Layer and has been converted to a standard Layer.

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CHAPTER 5 WORKING WITH IMAGES

VECTOR AND BITMAP IMAGES

Vector Images are made up of Lines and Curves and **Bitmap Images** are made up of Pixels. Bitmap Images are resolution dependent; they contain a fixed number of Pixels. Enlarging a bitmap graphic Redistributes the Pixels in the grid, it makes the edges of the Image to appear jagged. Vector Images are made up of objects like Lines and Curves so they are resolution independent. They can be displayed on output devices of varying resolution without losing quality.

UNDERSTANDING IMAGE RESOLUTION

Resolution refers to number of Pixels in an Image. It is measuRed in Pixels per inch (ppi). An Image with high resolution produces high quality of Image because it has more Pixels. Images in Photoshop can vary from low resolution (72 ppi or 96 ppi) to high resolution (300 ppi or higher).

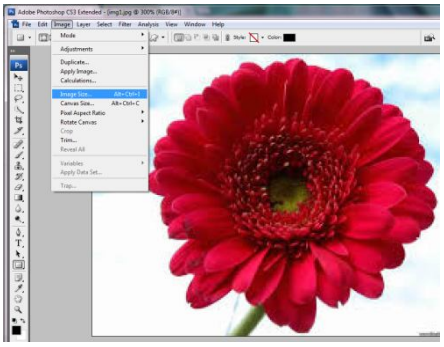


Fig : 5.1: Original Image 72dpi

In Photoshop if the Image resolution is higher than the monitor resolution, the Image appears larger onscreen than its specified print dimensions. Ex : when we display a 1"x1", 144 ppi Image on a 72ppi monitor, the Image Fills a 2x2 inch area of the screen. The lower the resolution of the Image appears pixilated or blurRed as compaRed to the higher resolution Image. The number of Pixels per unit of length on a monitor is the monitor resolution. Image Pixels are translated directly into the monitor Pixels.While printing, we will use term dpi (dots per inch on the page while printing) instead of ppi.

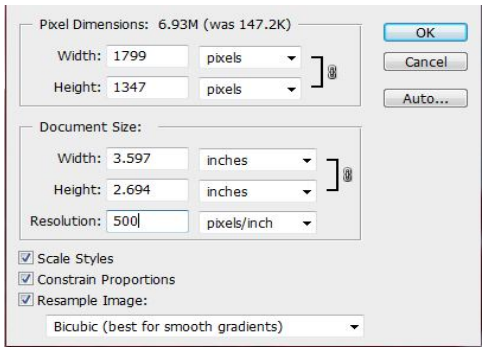


Fig : 5.1(b): Dimension Dialog box

Note : DPI refers to the resolution of a printing device not the resolution of an Image.

Pixels are not visible at 100% zoom level. Digital Images are made up of binary numbers 0s and 1s, which represent the color of a single Pixel. In Raster Images each Pixels value can be randomly different to the next, which suits it perfectly to create photo realistic Image or it can be of same color for that needs continuous tone of colors. We can also change the resolution of an Image either by resizing an Image or resizing the Canvas.



Fig : 5.1(c): High Resolution Image(500 dpi)

Resizing : Refers to changing Pixel dimension of an Image onscreen but also its Image quality and its printed characters.

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To change the resolution of an Image : Open an Image in Photoshop, Click **Image** menu →**Image Size**(Ctrl+Alt+I) → Type a value in the **Resolution** box in the Document Size section→Press **OK** button.

Note : As we change the resolution value of an Image, then the width and height of a Image also changes.

CHANGE THE SIZE OF A DOCUMENT

We can change the size of an Image, by either changing the size of the Canvas or resize the Image itself. Resizing Image means specify Image size in terms of printed dimensions and Image resolutions. Pixel dimension means specifying the total Pixel dimensions of an Image along with height and width. Ex: If a Pixel dimension is 200 X 200 then, an Image has total of 40,000 Pixels

To change the size of a document change height and width of an Image in **Image** Menu → **Image Size.** If we want to keep the Pixel dimension same but change the resolution of an Image, then Goto **Image** Menu→**Image Size** → Uncheck **Resample Image**. Then the Photoshop adjusts the document size to accommodate the Pixels without making any changes to the Pixel dimension. Re-sampling an Image refers to changing the Pixel dimensions of an Image.

EDITING IMAGES

Once an Image is opened in Photoshop, many types of editing can be done such as Rotate, Crop, Resize, etc.

Rotate an Image

Rotate Canvas command is used to Flip the Image Vertically or Horizontally. This command does not work on individual Layers or parts of Layers or selection n borders or paths. You can rotate an Image at a pRedefined angle or specifying the angle of your choice.



Fig : 5.2(a): Original Image



Fig: 5.2(b): Rotated Image

Goto **Image** menu→ **Image Rotation** →**Flip Canvas Horizontal**→Press OK

For Angle rotation : Click **Image** menu→**Image Rotation**→Arbitrary→In the rotate Canvas→ choose Angle option CW(Clock Wise) or CCW(Counter Clock Wise). The default value 0 gets highlighted. Type the desiRed value in the **Angle Box → Press Ok**.

Cropping an Image

Cropping means trimming an Image. It is used to remove unwanted portion of an Image. It Reduces the size of the file. Cropping can be done with the Crop Tool or the Crop command.

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To crop an Image with the Crop Tool, follow these instructions:

- Choose the Crop Tool from the Tools Panel or press **C**. The shape of the mouse-pointer changes to the crop Tool cursor.
- Place the mouse-pointer on the Image and drag it to create a Rectangular selection over the part the part of the Image you want to retain.
- Release the left mouse button. Instantly Crop Marquee appears with handles on the corners and sides. This crop Marquee can be moved, resized and rotated. Pressing **Shift,** the size of the box will be changed proportionally.
- To rotate the crop box move the cursor to one of the corner markers and drag the cursor.
- Press the Enter key or double click inside the crop Marquee or Press button in the Options Panel to crop the Image. Or Goto **Image menu →Crop**

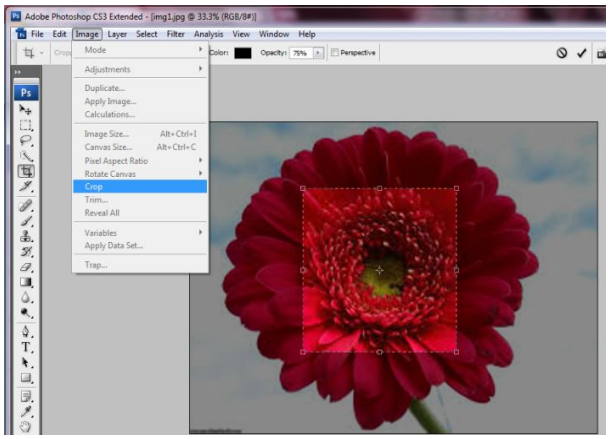


Fig : 5.3: Original Image



Fig : 5.3(b) : Cropped

CHANGING THE CANVAS SIZE

The Canvas size is full editable area of an Image. The Canvas size command lets you add or remove workspace around an existing Image. Increasing the Canvas size adds space around an existing Image, while decreasing the Canvas size crops the Image. When you increase Canvas size, it Fills the extra area with the current Background Fill color. Increasing your Canvas size can come in handy if you're trying to add a frame or border around your Image

Image Menu →Canvas size (Alt +Ctrl+ C)→it displays current Canvas size and file size in **Current size** section→ Enter **new height and width** of Canvas in New Size section→**OK**

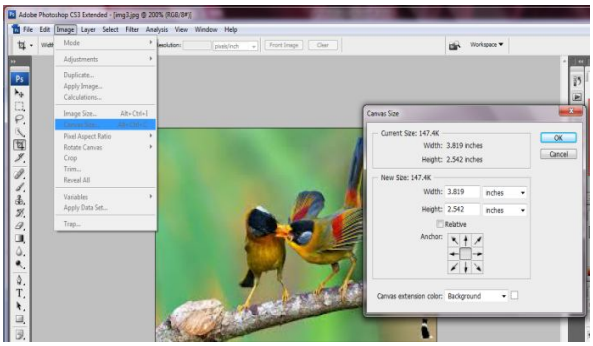


Fig : 5.4(a): Original Image



Fig : 5.4(b) : Canvased Image

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TRANSFORMATION OF OBJECTS IN PHOTOSHOP

After an object is inserted in a new Layer, we can use Layer transformation commands to transform the object. To transform the Layer or the selected fragment we can use one of the commands **Transform** or **Free Transform** from the Edit menu. Free Transform option will help you to perform all transformations at one time. If you select the command **Edit → Free Transform,** the Layer or the selected fragment will be enclosed in a frame with eight markers, and in the Options Palette a number of parameters for Adjustment will appear.



Fig: 5.5: Options Palette

Other transformation commands: **Scale, Rotate, Skew, Distort, Perspective, Warp, Rotate 180°, Rotate 90° CW, Rotate 90° CCW, Flip Horizontal, Flip Vertical**.)

Scale – Scaling stands for changing the size of a selection. To adjust the size of the selection of the Image within the area you should move one of the eight markers. To change the scale proportionally you should drag the marker in the corner keeping the **Shift** key pressed. You can enter values for the W and H parameters in percentage from the original size directly in the

Options Palette. For the size to be changed proportionally, you should activate the relation sign between the W and H parameters.

Flip – To Flip an Image you should move one of the markers behind the opposite marker. Ex: If you drag the left marker all the way to the right side of the right marker, the Image will Flip Horizontally. However, if you want to Flip the Image, you'd better use the commands **Flip Horizontal and Flip Vertical from the Edit Menu → Transform.**

To Flip an Image, you can also use the following commands from the **Image** menu→ **Rotate Canvas.**

Flip Horizontal - It mirrors the Image as to the standing axis, i.e. interchanges the left and the right parts of the Image;

Flip Vertical - It mirrors the Image as to the Horizontal axis, i.e. it turns the Image upside down.

Rotate – To rotate an Image you should bring the cursor to the marker in the corner so that the cursor transforms in a two-side rounded arrow, press the left mouse and keeping it pressed, drag the cursor. You can set the rotation angle in the Options Palette using the Rotate parameter.
You can apply the following commands:



Fig : 5.6: Image Rotation Options

180° - It rotates the Image by 180 degrees.
90° CW - It rotates the Image by 90 degrees clockwise.
90° CCW - It rotates the Image by 90 degrees anticlockwise.
Arbitrary - This command rotates the Image by an arbitrary angle. For this purpose:
Goto Image menu →rotate Canvas →enter the value of the rotation angle in degrees→ Specify the direction of the rotation – clockwise(cw) or anticlockwise (ccw) → press the button OK.

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Skew – To Skew an Image you should drag the marker on the side, the upper and the lower marker keeping the `Ctrl` key pressed. You can adjust the Skew transformation option in the Options Palette setting the H and V parameters.

Distort – It is possible to distort an Image by dragging a corner marker keeping the **Ctrl** key pressed.

Warp – A part of the Image, could now be distorted or transformed into a new shape.



Fig : 5.7: Example of some Transformation Tool like Skew, Distort, Perspective

Perspective – to create a perspective you should drag a corner marker keeping the **Ctrl** and **Shift** keys pressed. If you want to drag two points at a time, you should drag a corner marker keeping the **Ctrl, Alt and Shift** keys pressed. To confirm the transformation press **Enter** key or double-click with the left mouse button inside the object. You can as well press the button ✓ in the **Options** Palette. To cancel the transformation press `Esc` or the button ⊘ in the **Options** Palette.

FAST SCANNING IN PHOTOSHOP

When you place photos on the scanner you do not need to align them precisely. Just put them on the board and scan them all at once. You can import a scanned Image by clicking **File → Import**. When the photos are imported, Click on **File Menu→ Automate → Crop And Straighten Photos**. Your photos will be aligned, cropped and put to separate documents.

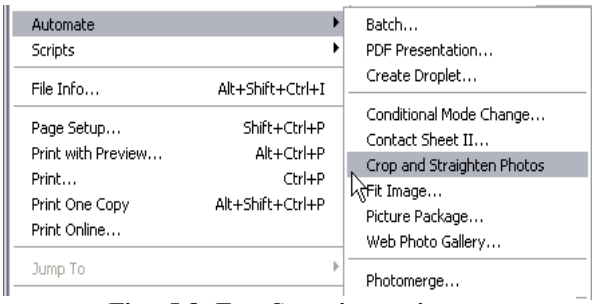


Fig : 5.8: Fast Scanning option

SELECTING FOREGROUND AND BACKGROUND COLORS

The two colouRed boxes in the Tools Panel indicate the current **Foreground color and the Background color**. The **Default Foreground color** is **Black** and the **Default Background color** is **White**.

When you use the Type Tools, the Painting Tools, or the Shape Tools, Foreground color is applied. The **Foreground color** is also the beginning color of a default Gradient applied by the Gradient Tool. The **Background color** is the color you apply with the Eraser Tool and is the ending color of the default Gradient.

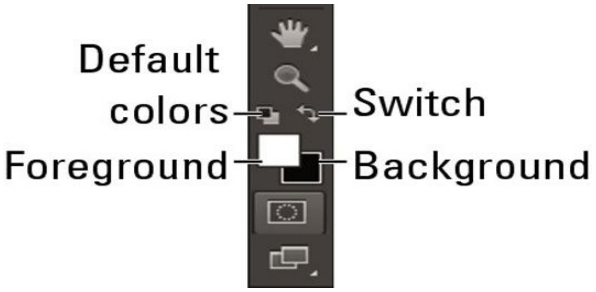


Fig : 5.9: Foreground and Background color in Tools

When you increase the size of your Canvas, the additional Canvas gets Filled with the Background color (if you don't have any other Layers). Clicking the small icon labeled default colors or simply press the D key to return the colors to the defaults. To switch the Foreground and Background

colors, click the Curved arrow in the Tools panel or press the X key. Here are a few tips to help you get a handle on using Tools with Foreground and Background colors:

Blend the Foreground and Background by using the Gradient Tool: When you drag with the Gradient Tool across the Canvas and the Gradient is set to the default, you get a blending of the Foreground and Background colors.

Fill selected areas with the Foreground color: Just click with the Paint Bucket Tool in the selected areas based on a Tolerance setting.

Apply the Background color by erasing: If you're working on a Background, rather than a Layer, you can use the Eraser Tool to apply the Background color. Some people prefer to say you're erasing to the Background or Canvas color. If you use the Eraser Tool on a Layer, you erase to Transparency.

Add more Background to your Canvas and Fill it with the Background color: When you enlarge your Canvas size, Photoshop, by default, automatically Fills the added Canvas with the Background color. If you enlarge a Layer, the extra Canvas is Transparent.

We can set the current Foreground or the Background color using the following

- Color Picker Palette
- Eyedropper Palette
- Swatches Palette

USING COLOR PICKER PALETTE

When you click either the Foreground or Background color swatch in the Tools panel of Photoshop, Color Picker dialog box is appears. This huge dialog box allows you to select a color from the color spectrum (color slider) or define your color numerically.

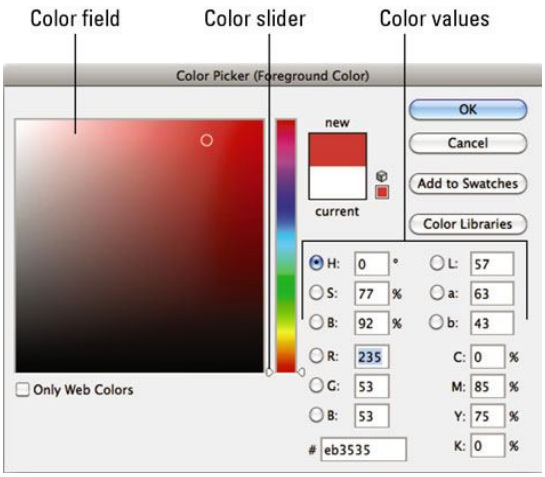


Fig : 5.10: Color Picker Dialog Box

Drag the color slider to get the color you want. To fine-tune your choice, click in the large Square on the left. This Square area is called a **color field.** The circular icon targets your selected shade. The dialog box displays your new chosen color, as well as the current original Foreground or Background color.

The numeric values also change accordingly to represent the exact shade you've chosen.

Alternatively, if you know the numeric values of the color you want to use, you can plug in the values in the text boxes on the right side of the Color Picker. For example, RGB values are based on Brightness levels, from 0 to 255, with 0 being Black and 255 being the pure color or white. CMYK values are based on percentages (0 to 100) of the four process colors — Cyan, Magenta, Yellow, and Black. You can enter the hexadecimal formula (six digit Alpha numeric color code) for web colors. When you're satisfied with the color, click OK.

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Note : Choosing a color visually is fine for web or multimedia work, but not recommended for print work. Among other reasons, your monitor uses an RGB (Red, Green, and Blue) color model, whereas printers use a CMYK (Cyan, Magenta, Yellow, and Black) model.

You can add new color to your Swatches panel if desiRed. Click the Add to Swatches button. Name your new swatch and click OK.

USING EYEDROPPER TOOL

Suppose you want to use color of some other Image, but you are not able to locate that color in the Color Picker Palette since the Palette contains a large number of colors. In such situation, Eyedropper Tool helps in locating the desiRed color. The Eyedropper takes the sample color from an Image and sets it as the Foreground or Background color.

Selecting Foreground/Background with Eyedropper Tool

- In the Tools panel, select the Eyedropper Tool.
- Click somewhere on your Image to define the Foreground color. Look how Foreground selector on the Toolbox changes.
- Click holding Alt key to set the Background color.
- In the Options bar, you can change sample size (the Eyedropper's range):
  - the "Point Sample" picks up the color from the Pixel you click on
  - all the other samples read average values from larger areas (movie).

Note : You can toggle between Foreground and Background colors by pressing the X.

USING SWATCHES PALETTE

Swatches allow you to save and select colors so that you can quickly use them again in your workflow. By default, the swatches panel holds over 100 pRedefined color swatches, and has the ability to save as many user defined swatches as you desire. We can change a color or delete it in a swatch

SELECTING COLORS USING SWATCHES PALETTE

Click Foreground color on the Tools Panel and then click a color in the Swatch Palette or press CTRL key and press on the color swatch with the left mouse button to select Background color.

Adding Colors to the Swatch Palette

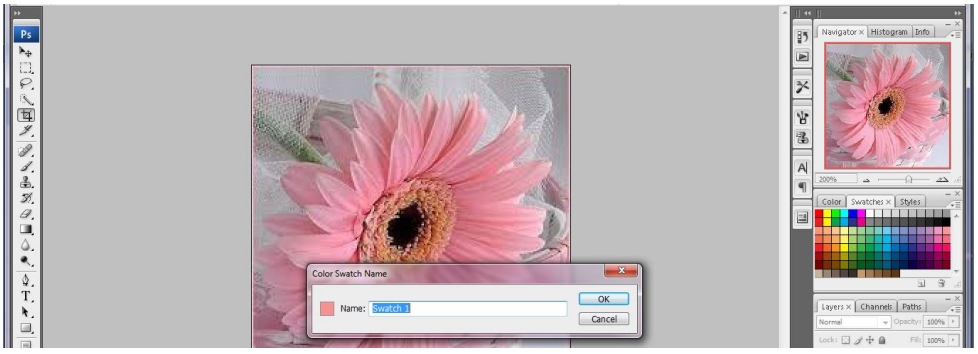


Fig : 5.11: Swatches Palette

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- Open an Image → Select the desiRed color from your Image using Eye-dropper Tool. Then the color appears in the Foreground color box → Click the empty area in the swatches Palette. The color swatch name dialog box appears, Enter Name and press OK.

CAMERA RAW

Camera Raw software is included as a plug-in with Adobe After Effects and Adobe Photoshop, and also adds functionality to Adobe Bridge. Camera Raw gives each of these applications the ability to import and work with camera raw files. You can also use Camera Raw to work with JPEG and TIFF files. You must have Photoshop or After Effects installed to open files in the Camera Raw dialog box from Bridge. However, if Photoshop or After Effects is not installed, you can still preview the Images and see their metadata in Bridge. If another application is associated with the Image file type, it's possible to open the file in that application from Bridge.

Using Bridge, you can apply, copy, and clear Image settings, and you can see previews and metadata for camera raw files without opening them in the Camera Raw dialog box. The preview in Bridge is a JPEG Image generated using the current Image settings; the preview is not the raw camera data itself, which would appear as a very dark Grayscale Image.

You can modify the default settings that Camera Raw uses for a particular model of camera. For each camera model, you can also modify the defaults for a particular ISO setting or a particular camera (by serial number). You can modify and save Image settings as presets for use with other Images. When you use Camera Raw to make Adjustments (including Straightening and cropping) to a camera raw Image, the Image's original camera raw data is preserved. The Adjustments are stoRed for each Image in either the Camera Raw database, as metadata embedded in the Image file, or in a sidecar XMP file (a metadata file that accompanies a camera raw file). After you process and edit a camera raw file using the Camera Raw plug-in, an icon appears in the Image thumbnail in Bridge. If you open a camera raw file in Photoshop, you can save the Image in other Image formats, such as PSD, JPEG, Large Document Format (PSB), TIFF, Cineon, Photoshop Raw, PNG, or PBM. From the Camera Raw dialog box in Photoshop, you can save the processed files in Digital Negative (DNG), JPEG, TIFF, or Photoshop (PSD) formats. Although Photoshop Camera Raw software can open and edit a camera raw Image file, it cannot save an Image in a camera raw format.

Note: In Photoshop, the Camera Raw dialog box is automatically suppressed when you use a batch of files for a web photo gallery, picture package, or contact sheet, or when you use the Place command.

Different camera models save camera raw Images in many different formats, and the data must be interpreted differently for these formats. Camera Raw includes profiles for many camera models, and it can interpret many camera raw formats.

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CHAPTER 6 PHOTOSHOP COLOR MODES

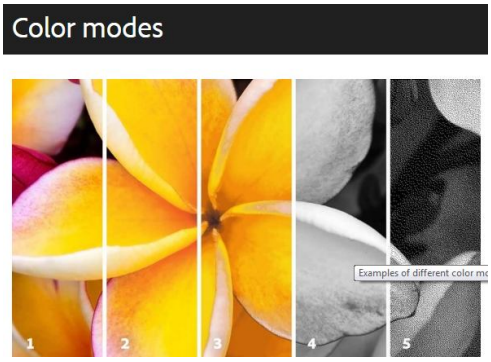


Fig : 6.1: Color Modes

A color model is a method to translate the light captuRed in an Image into digital form that the computer and other devices can understand. Each color model breaks the light into one or more channels and then assigns an intensity level of each channel for each Pixel in the Image. Choosing a color mode also determines which Tools and file formats are available. Photoshop has 8 different color modes.

RGB COLOR MODE:

RGB Color is the most versatile and widely used of all the Photoshop modes. It's the mode in which digital cameras save your photos; the only mode in which all the Photoshop Tool options and filters are accessible; and the mode of choice for export to the Web, Mobile devices, Video, Multimedia programs, and most Inkjet printers. The Mode of this document is RGB Color, so it contains three channels. (1 Red, 1 Green, 1 Blue). RGB is consideRed as device dependant color mode because colors in Images created in RGB color mode will appear differently on various devices like TFT, Mobile, TV, PDA's, etc,.

CMYK COLOR MODE:

In the CMYK mode, each Pixel is assigned a percentage value for each of the process inks. The lightest (highlight) colors are assigned small percentages of process ink colors; the darker (shadow) colors are assigned higher percentages. For example, a bright Red might contain 2% Cyan, 93% Magenta, 90% Yellow, and 0% Black. In CMYK Images, pure white is generated when all four components have values of 0%.

Use the CMYK mode when preparing an Image to be printed using process colors. Converting an RGB Image into CMYK creates a **color separation**. If you start with an RGB Image, it's best to edit first in RGB and then convert to CMYK at the end of your editing process.

INDEXED COLOR MODE:

Indexed Color mode produces 8-bit Image files with upto 256 colors. When converting to indexed color, Photoshop builds a **Color Lookup Table** *(CLUT)*, which stores and indexes the colors in the Image. If a color in the original Image does not appear in the table, the program chooses the closest one or uses **dithering** to simulate the color using available colors.

Although its Palette of colors is limited, indexed color can Reduce file size yet maintain the visual quality needed for multimedia presentations, web pages etc. Limited editing is available in this mode. For extensive editing, you should convert temporarily to RGB mode

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GRAYSCALE COLOR MODE

Grayscale mode uses different shades of Grey in an Image. In 8-bit Images, there can be up to 256 shades of Grey. Every Pixel of a Grayscale Image has a Brightness value ranging from 0 (Black) to 255 (white). In 16-and 32-bit Images, the number of shades in an Image is much greater than in 8-bit Images.

Grayscale values can also be measuRed as percentages of Black ink coverage (0% is equal to white, 100% to Black). Grayscale mode uses the range defined by the working space setting that you specify in the **Color Settings** dialog box.

DUOTONE COLOR MODE

The Duotone mode defines an Image in two colors. To convert an Image to the Duotone mode, we first have to convert it into the Grayscale mode.

BITMAP COLOR MODE

Bitmap mode uses one of two color values (Black or White) to represent the Pixels in an Image. Images in Bitmap mode are called bitmapped 1-bit Images because they have a bit depth of 1.

LAB COLOR MODE

The Lab color model is based on the human perception of color. The numeric values in Lab describe all the colors that a person with normal vision sees. Because Lab describes how a color looks rather than how much of a particular colorant is needed for a device (such as a monitor, desktop printer, or digital camera) to produce colors, Lab is consideRed to be a *device-independent* color model. Color management systems use Lab as a color reference to pRedictably transform a color from one color space to another color space.

The Lab Color mode has a lightness component (L) that can range from 0 to 100. In the Adobe Color Picker and Color panel, the *a* component (Green-Red axis) and the *b* component (Blue-Yellow axis) can range from +127 to –128.

MULTICHANNEL COLOR MODE

Multichannel mode Images contain 256 levels of Grey in each channel and are useful for specialized printing.

These Guide lines apply when converting Images to Multichannel mode:

- Layers are unsupported and therefore flattened.
- Color channels in the original Image become spot color channels in the converted Image.
- Converting a CMYK Image to Multichannel mode creates Cyan, Magenta, Yellow, and Black Spot Channels.
- Converting an RGB Image to Multichannel mode creates Cyan, Magenta, and Yellow Spot Channels.
- Deleting a channel from an RGB, CMYK, or Lab Image automatically converts the Image to Multichannel mode, Flattening Layers.
- To export a multichannel Image, save it in **Photoshop DCS 2.0 format**.

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MAKING COLOR ADJUSTMENTS

The process of color corrections using the Tools and methods are known as color Adjustments. The Adjustment panel is active by default. The powerful Tools in Photoshop can enhance, repair, and correct the color and Tonality (lightness, darkness, and Contrast) in an Image.

You can adjust the color in an Image in different ways. The most flexible method is to use an **Adjustment Layer**. When you select a color Adjustment Tool in the Adjustments panel, Photoshop automatically creates an Adjustment Layer. Adjustment Layers let you experiment with color and Tonal Adjustments without permanently modifying the Pixels in the Image. The color and Tonal changes reside within the Adjustment Layer, which acts as a covering through which the underlying Image Layers appear.

Here are some points to consider before making color and Tonal Adjustments.

- Work with a monitor that's calibrated and profiled. For critical Image editing, calibration and profiling are essential. Otherwise, the Image you see on your monitor looks different on other monitors or when printed.
- Plan to use Adjustment Layers to adjust the Tonal range and color balance of your Image. Adjustment Layers let you go back and make successive Tonal Adjustments without discarding or permanently modifying data from the Image Layer. Accessing the color and Tonal commands in the Adjustments panel automatically creates Adjustment Layers.
- If you don't want to use Adjustment Layers, you can apply Adjustments directly to an Image Layer. Remember that some Image information is discarded, when making a color or Tonal Adjustment directly to an Image Layer.
- For critical work and maximum preservation of Image data, it's best if the Image you work with is 16 bits per channel (16-bit Image) rather than 8 bits per channel (8-bit Image). Data is discarded when you make Tonal and Color Adjustments. The loss of Image information is more critical in an 8-bit Image than a 16-bit Image. Generally, 16-bit Images have a larger file size than 8-bit Images.
- Duplicate or make a copy of the Image file. Working on a copy of your Image preserves the original in the event you want to use the Image in its original state.
- Remove any flaws such as Dust spots, Blemishes, and Scratches from the Image before making color and Tonal Adjustments.
- Open the **Info or Histogram panel in Expanded View**. As you evaluate and correct the Image, both panels display invaluable feedback on your Adjustments.

  You can make a selection or use a mask to confine your color and Tonal Adjustments to part of an Image. Another way to apply color and Tonal Adjustments selectively is to set up your document with Image components on different Layers. Color and Tonal Adjustments are applied to only one Layer at a time. Only the Image components on the targeted Layer are affected.

ADJUSTMENTS PANEL OVERVIEW

The Tools for making color and Tonal Adjustments can be found in the Adjustments panel. Clicking a Tool icon selects an Adjustment and automatically creates an Adjustment Layer. The Adjustments you make using the controls and options in the Adjustments panel create nondestructive Adjustment Layers.

The Properties panel has a Presets menu with the Adjustment presets. Presets are available for Levels, Curves, Exposure, Hue/Saturation, Black & White, Channel Mixer and Selective Color. Clicking

a preset applies it to the Image using an Adjustment Layer. You can always save Adjustment settings as a preset, which is added to the presets list.

Clicking an Adjustment icon or a preset displays the settings options for the specific Adjustment.

1. If you want to make Adjustments to a portion of your Image, select that portion. If you make no selection, the Adjustment is applied to the entire Image.
2. Do one of the following:

- Click an Adjustment icon in the Adjustments panel.
- Create an Adjustment Layer.
- Double-click the thumbnail of an existing Adjustment Layer in the Layers panel.

Note: You can also choose Image→ Adjustments, and choose a command from the submenu to apply Adjustments directly to the Image Layer. Keep in mind that this method discards Image information.

Apply a correction using the Adjustments panel

1. In the Adjustments panel, click an Adjustment icon or choose an Adjustment from the panel menu.
2. Use the controls and options in the Properties panel to apply the settings you want.

Other necessary options requiRed to know:

- To toggle the visibility of the Adjustment, click the Toggle Layer Visibility button.
- To return the Adjustment to its original settings, click the Reset button.
- To discard an Adjustment, click the Delete This Adjustment Layer button.
- To expand the width of the Adjustment panel, drag a bottom corner of the panel.

COLOR ADJUSTMENT COMMANDS:

You can choose from the following Color Adjustment commands:

- **Color Correction :** This command is useful for various types of color corrections.

- **Levels :** The **Histogram** represents color levels with **Black** on the left and white on the right. It corrects the Tonal range of an Image which represents the amount of Contrast in the Image.

- **Auto Levels :** It will automatically shift the darkest Pixels to Black and the lightest Pixels to white. It can greatly improve Contrast in dark or Shadow Images.

- **Auto Contrast :** It adjusts the overall Contrast and Mixture of colors in an Image.

- **Auto Color :** It looks for the Darkest and Lightest points in the Image and balances out the colors. It remover the unpleasant casts created by scanners and digital cameras.

- **Curves :** It adjusts the whole Tonal range of an Image.

- **Color Balance :** It changes the whole mixture of colors in an Image for generalized color correction. Shadows, Mudstones, Highlights help in selecting the Tonal range.

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- **Hue/Saturation :** It adjusts the Hue, Saturation and Brightness of a specific color component in an Image.

- **Selective Color :** It is a technique used by high end scanners and separations program to increase and decrease the amount of process colors in primary color components in an Image.

- **Channel Mixer:** It makes the color from Multiple channels- Red, Green and Blue. Its main purpose is to create special Effects on our Images.

- **Brightness/Contrast** : It makes simple Adjustments to the Tonal range or an Image or to every Pixel in the Image

- **De-Saturate** : It changes colors or Brightness values on an Image, but are typically used for enhancing color and producing special effects.

- **Invert:** It inverts the color of an Image. It is used to make a positive Black and white Image negative or to make a positive from a scanned Black and white negative.

- **Equalize:** It Redistributes the Brightness values of the Pixels in an Image so that more evenly represent the range of Brightness levels .

- **Threshold:** It converts Grayscale or color Images to high- Contrast Black-and- white Images.

- **Posterize**: It leads us specify the number of Tonal levels for each channel in an Image and then maps Pixels to closest matching levels.

- **Gradient map:** The equivalent Grayscale range of an Image to the colors of a specified Gradient Fill. We can specify more than one color.

- **Match color**: It matches colors between multiple Images and Layers and matches the color from one Image to another Image.

- **Shadow/highlight**: It is suitable for correcting photos. The Adjustment is useful for brightening the areas of shadows in an Image.

- **Variation:** It adjusts the color balance, Contrast and saturation of an Image by showing user thumbnails of alternatives .

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CHAPTER 7
USING FILTERS AND AUTOMATE COMMANDS

You can use filters in Photoshop to change the look of your Images. For example, you can apply special effects that turn an Image into an artistic rendering of a photograph. You can apply filters to a selected area or to an entire Layer.

Not all filters work on all Images. You can't use some filters on Images in Grayscale mode and can't use any filters in bitmap mode or index color mode. Many other filters will not work on 16-bit Images. Once you have applied a filter, you can continue to reapply it to increase the effect. Filters can change the Brightness value, saturation, Hue and position of Pixels in relation to other Pixels of an Image. Filters can be various types such as Blurring, Lens correction, Lens Blur, Noise Reduction, Liquify and Vanishing Point filters.

USING FILTERS

You can use filters to clean up or retouch your photos, apply special art effects that give your Image the appearance of a sketch or impressionistic painting, or create unique transformations using distortions and lighting effects. The filters provided by Adobe appear in the Filter menu. Some filters provided by third-party developers are available as Plug-Ins. Once installed, these Plug−in filters appear at the bottom of the Filter menu.

Smart Filters, applied to Smart Objects, lets you use filters nondestructively. Smart Filters are stoRed as Layer effects in the Layers Palette and can be readjusted at any time, working from the original Image data contained in the Smart Object. To use filters, choose the appropriate submenu command from the Filter menu. Once you have applied a filter, you can continue to reapply it to increase the effect.

These guideLines can help you to work with Filters

- Filters are applied to the active, visible Layer or a selection
- Most filters can be applied cumulatively using the Filter Gallery. All filters can be applied individually.
- Filters cannot be applied to Bitmap mode or indexed color Images.
- Some filters work only on RGB Images.
- All filters can be applied to 8 bit Images. Only the following filters can be applied to 16 bit Images. Blur, Average Blur, Blur More, Gaussian Blur, Motion Blur, Noise, Add Noise, Despeckle, Dust and Scratches, Median, Sharpen, Sharpen Edges, Sharpen More, Unsharp Mask, Stylize, Emboss, Find Edges and Solarize.
- Some filters are processed entirely in RAM. If all your available RAM is used to process a filter effect, you may get an error message.

Selecting the area Filtering

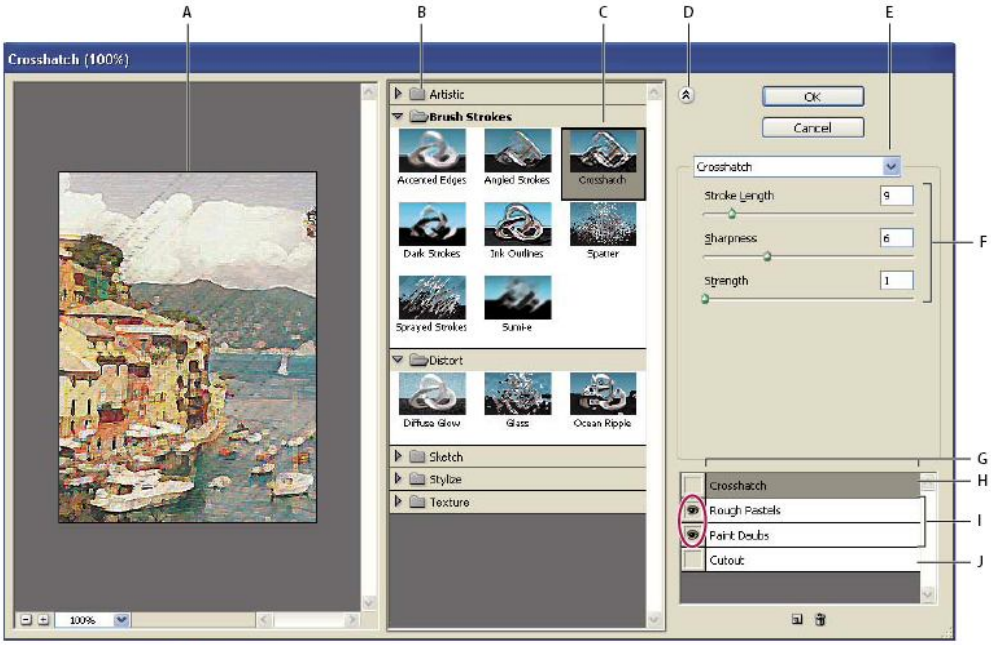
- To apply filter to an entire Layer, must be first select/activate that Layer.
- To apply filter to an area of a Layer, select that area.
- To apply a filter nondestructively so you can change your filter settings later, select the Smart Object that contains the Image content you want to filter.

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FILTER GALLERY

The Filter Gallery provides a preview of many of the special effects filters. You can apply multiple filters, turn on or off the effect of a filter, reset options for a filter, and change the order in which filters are applied. When you are satisfied with the preview, you can then apply it to your Image. Not all filters in the Filter menu are available in the Filter Gallery.

Click on Filter Menu→Filter Gallery→Select the filter name which you want to apply from a range of filters available.



Filter Gallery dialog box
***A.** Preview **B.** Filter category **C.** Thumbnail of selected filter **D.** Show/Hide filter thumbnails **E.** Filters pop-up menu **F.** Options for selected filter **G.** List of filter effects to apply or arrange **H.** Filter effect selected but not applied **I.** Filter effects applied cumulatively but not selected **J.** Hidden filter effect*

Fig :8.2: Filter Gallery Dialog Box

- If available, select the Preview option to preview the filter in the document window.Depending on the filter and how you are applying it, use the following tips to preview the filter:
- Use the + button or - button under the preview window to zoom in or zoom out on the preview.
- Click the zoom bar (where the zoom percentage appears) to choose a zoom percentage.
- Drag in the preview window to center a specific area of the Image in the window.
- Click the Show/Hide button at the top of the dialog box to hide the filter thumbnails.
- Click the eye icon next to a filter to hide the effect in the preview Image.
- You can adjust the filter settings or select a new filter to preview.

Apply Filters from menu

You can apply a filter from the Filter menu, selecting a submenu to select the effect you want. If no dialog box appears, the filter effect is applied.

If a dialog box or the Filter Gallery appears, enter values or select options, and then click OK. If you do not get the results you

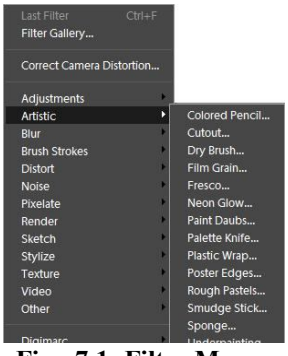


Fig : 7.1: Filter Menu

want, click Cancel.

ARTISTIC FILTERS

Filters from the Artistic submenu help you achieve painterly and artistic effects for a fine arts or commercial project. For example, use the Cutout filter for collages or typography. These filters replicate natural or traditional media effects. All the Artistic filters can be applied through the Filter Gallery.

- **Colored Pencil:** Draws an Image using Colored pencils on a solid Background. Edges are retained and given a rough crosshatch appearance; the solid Background color shows through the smoother areas.

Note: ***For a parchment effect, change the Background color just before applying the Colored Pencil filter to a selected area.***

- **Cutout:** Makes an Image appear as though it were constructed from roughly cut pieces of Colored paper. High-Contrast Images appear as if in silhouette, and Colored Images are built up from several Layers of Colored paper.
- **Dry Brush:** Paints the edges of the Image using a dry brush technique. The filter simplifies an Image by Reducing its range of colors to areas of common color.
- **Film Grain:** Applies an even pattern to the shadow tones and mid-tones. A smoother, more saturated pattern is added to the lighter areas. This filter is useful for eliminating banding in blends and visually unifying elements from various sources.
- **Fresco :** Paints an Image in a coarse style using short, rounded, and hastily applied daubs.
- **Neon Glow :** Adds various types of glows to the objects in an Image. This filter is useful for colorizing an Image while softening its look.
- **Paint Daubs:** Lets you choose from various brush sizes (from 1 to 50) and types for a painterly effect. Brush types include Simple, Light Rough, Dark Rough, Wide Sharp, Wide Blurry, and Sparkle.
- **Palette Knife:** Reduces detail in an Image to give the effect of a thinly painted Canvas that reveals the texture underneath.
- **Plastic Wrap:** Coats the Image in shiny plastic, accentuating the surface detail.
- **Poster Edges:** Reduces the number of colors in an Image (posterizes it)
- **Rough Pastels:** Applies Strokes of pastel chalk on a textuRed Background. In areas of bright color, the chalk appears thick with little texture; in darker areas, the chalk appears scraped off to reveal the texture.
- **Smudge Stick:** Softens an Image using short diagonal Strokes to smudge or smear the darker areas. Lighter areas become brighter and lose detail.
- **Sponge:** Creates Images with highly textuRed areas of Contrasting color, simulating the effect of sponge painting.
- **Under painting:** Paints the Image on a textuRed Background, and then paints the final Image over it.
- **Watercolor:** Paints the Image in a watercolor style using a medium brush loaded with water and color, simplifying details. Where significant Tonal changes occur at the edges, the filter saturates the color.

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BLUR FILTERS

The Blur filters soften a selection or an entire Image, and are useful for retouching. They smooth transitions by averaging the Pixels next to the hard edges of defined Lines and shaded areas in an Image.

- **Average:** Finds the average color of an Image or selection, and then Fills the Image or selection with the color to create a smooth look. For example, if you select an area of grass, the filter changes the area into a homogeneous patch of Green.
- **Blur and Blur More:** Eliminate noise where significant color transitions occur in an Image. Blur filters smooth transitions by averaging the Pixels next to the hard edges of defined Lines and shaded areas. The effect of the Blur More filter is three or four times stronger than that of the Blur filter.
- **Box Blur:** Blurs an Image based on the average color value of neighboring Pixels. This filter is useful for creating special effects. You can adjust the size of the area used to calculate the average value for a given Pixel; a larger radius results in greater blurring.
- **Gaussian Blur:** Quickly blurs a selection by an adjustable amount. *Gaussian* refers to the bell-shaped curve that is generated when Photoshop applies a weighted average to the Pixels. The Gaussian Blurfilter adds low-frequency detail and can produce a hazy effect.

Note: When Gaussian Blur, Box Blur, Motion Blur, or Shape Blur are applied to a selected Image area, they will sometimes produce visually unexpected results near the edges of the selection. This is because these blur filters will use Image data from outside the selected area to create the new, blurRed Pixels inside the selected area. For example, if the selection represents a Background area that you want to blur while keeping the Foreground sharp, the edges of the blurRed Background area will be contaminated with colors from the Foreground, producing a fuzzy, muddy-looking outline around the Foreground. To avoid this effect in such cases, you can use Smart Blur or Lens Blur.

- **Lens Blur:** Adds blur to an Image to give the effect of a narrower depth of field so that some objects in the Image stay in focus and others areas are blurRed.
- **Motion Blur:** Blurs in the specified direction (from –360º to +360º) and at a specified intensity (from 1 to 999). The filter's effect is analogous to taking a picture of a moving object with a fixed exposure time.
- **Radial Blur:** Simulates the blur of a zooming or rotating camera to produce a soft blur. Choose Spin to blur along concentric circular Lines, and then specify a degree of rotation. Choose Zoom to blur along radial Lines, as if zooming into or out of the Image, and specify a value from 1 to 100. Blur quality ranges from Draft (for fast but grainy results) or Good and Best for smoother results, which are indistinguishable from each other except on a large selection. Specify the origin of the blur by dragging the pattern in the Blur Center box.
- **Shape Blur:** Uses the specified kernel to create the blur. Choose a kernel from the list of custom shape presets, and use the radius slider to adjust its size. You can load different shape libraries by clicking the triangle and choosing from the list. Radius determines the size of the kernel; the larger the kernel, the greater the blur.
- **Smart Blur:** Blurs an Image with precision. You can specify a radius, a threshold, and a blur quality. The Radius value determines the size of the area searched for dissimilar Pixels. The Threshold value determines how dissimilar the Pixels must be before they are affected. You also can set a mode for the entire selection (Normal) or for the edges of color transitions (Edge Only and Overlay Edge). Where significant Contrast occurs, Edge Only applies Black-and-white edges, and Overlay Edge applies white.

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- **Surface Blur :** Blurs an Image while preserving edges. This filter is useful for creating special effects and for removing noise or graininess. The Radius option specifies the size of the area sampled for the blur. The Threshold option controls how much the Tonal values of neighboring Pixels must diverge from the center Pixel value before being part of the blur. Pixels with Tonal value differences less than the Threshold value are excluded from the blur.

BRUSH STROKE FILTERS

Like the Artistic filters, the Brush Stroke filters give a painterly or fine-arts look using different brush and ink Stroke effects. Some of the filters add grain, paint, noise, edge detail, or texture. All the Brush Stroke filters can be applied through the Filter Gallery.

- **Accented Edges:** Accentuates the edges of an Image. When the edge Brightness control is set to a high value, the accents resemble white chalk; when set to a low value, the accents resemble Black ink.
- **Angled Strokes:** Repaints an Image using diagonal Strokes, with lighter and darker areas painted in Strokes going in opposite directions.
- **Crosshatch:** Preserves the details and features of the original Image while adding texture and roughening the edges of the Colored areas with simulated pencil hatching. The Strength option (with values from 1 to 3) determines the number of hatching passes.
- **Dark Strokes:** Paints dark areas with short, tight, dark Strokes, and lighter areas with long, white Strokes.
- **Ink OutLines:** Redraws an Image with fine narrow Lines over the original details, in pen-and-ink style.
- **Spatter:** Replicates the effect of a spatter airbrush. Increasing the options simplifies the overall effect.
- **Sprayed Strokes:** Repaints an Image, using its dominant colors, with angled, sprayed Strokes of color.

DISTORT FILTERS

The Distort filters geometrically distort an Image, creating 3D or other reshaping effects. Note that these filters can be very memory-intensive. The Diffuse Glow, Glass, and Ocean Ripple filters can be applied through the Filter Gallery.

- **Diffuse Glow:** Renders an Image as though it were viewed through a soft diffusion filter. The filter adds see-through white noise, with the glow fading from the center of a selection.
- **Displace:** Uses an Image, called a *displacement map*, to determine how to distort a selection. For example, using a parabola-shaped displacement map, you can create an Image that appears to be printed on a cloth held up by its corners.
- **Glass:** Makes an Image appear as if it were being viewed through different types of glass. You can choose a glass effect or create your own glass surface as a Photoshop file and apply it. You can adjust scaling, distortion, and smoothness settings. When using surface controls with a file, follow the instructions for the Displace filter.
- **Ocean Ripple:** Adds randomly spaced ripples to the surface of the Image so that it appears to be underwater.

- **Pinch:** Squeezes a selection. A positive value up to 100% shifts a selection toward its center; a negative value up to – 100% shifts a selection outward.
- **Polar Coordinates:** Converts a selection from its Rectangular to polar coordinates, and vice versa, according to a selected option. You can use this filter to create a cylinder anamorphosis—an art form popular in the 18th century—in which the distorted Image appears normal when viewed in a mirroRed cylinder.
- **Ripple:** Creates an undulating pattern on a selection, like ripples on the surface of a pond. For greater control, use the Wave filter. Options include the number and size of ripples.
- **Shear:** Distorts an Image along a curve. Specify the curve by dragging the line in the box. You can adjust any point along the curve. Click Default to change the curve back to a Straight line. In addition, you choose how to treat undistorted areas.
- **Spherize:** Gives objects a 3D effect by wrapping a selection around a spherical shape, distorting the Image and stretching it to fit the selected curve.
- **Twirl :** Rotates a selection more sharply in the center than at the edges. Specifying an angle produces a twirl pattern.
- **Wave:** Works much as the Ripple filter does, but with greater control. Options include the number of wave generators, wavelength (distance from one wave crest to the next), height of the wave, and wave type: Sine (rolling), Triangle, or Square. The Randomize option applies random values. You can also define undistorted areas.
- **ZigZag:** Distorts a selection radically, depending on the radius of the Pixels in your selection. The Ridges option sets the number of direction reversals of the zigzag from the center of the selection to its edge. You also specify how to displace the Pixels: Pond Ripples displaces Pixels to the upper-left or lower right, Out From Center displaces Pixels toward or away from the center of the selection, and Around Center rotates Pixels around the center.

NOISE FILTERS

The Noise filters add or remove *noise*, or Pixels with randomly distributed color levels. This helps to blend a selection into the surrounding Pixels. Noise filters can create unusual textures or remove problem areas, such as dust and scratches.

- **Add Noise :** Applies random Pixels to an Image, simulating the effect of shooting pictures on high-speed film. You can also use the Add Noise filter to Reduce banding in featheRed selections or graduated Fills or to give a more realistic look to heavily retouched areas. Options for noise distribution include Uniform and Gaussian. Uniform distributes color values of noise using random numbers between 0 and plus or minus the specified value, creating a subtle effect. Gaussian distributes color values of noise along a bell-shaped curve, creating a speckled effect. The Monochromatic option applies the filter to only the Tonal elements in the Image without changing the colors.
- **Despeckle:** Detects the edges in an Image (areas where significant color changes occur) and blurs all of the selection except those edges. This blurring removes noise while preserving detail.
- **Dust & Scratches:** Reduces noise by changing dissimilar Pixels. To achieve a balance between sharpening the Image and hiding defects, try various combinations of Radius and Threshold settings. Or apply the filter to selected areas in the Image. Median
- Reduces noise in an Image by blending the Brightness of Pixels within a selection. The filter searches the radius of a Pixel selection for Pixels of similar Brightness, discarding Pixels that differ too much from adjacent Pixels, and replaces the center Pixel with the median Brightness value of the searched Pixels. This filter is useful for eliminating or Reducing the effect of motion on an Image.

- **Reduce Noise:** Reduces noise while preserving edges based on user settings affecting the overall Image or individual channels.

PIXELATE FILTERS

The filters in the Pixelate submenu sharply define a selection by clumping Pixels of similar color values in cells.

- **Color Halftone :** Simulates the effect of using an enlarged halftone screen on each channel of the Image. For each channel, the filter divides the Image into Rectangles and replaces each Rectangle with a Circle. The Circle size is proportional to the Brightness of the Rectangle.
- **Crystallize** Clumps Pixels into a solid color in a Polygon shape.
- **Facet :** Clumps Pixels of solid or similar colors into blocks of like-Colored Pixels. You can use this filter to make a scanned Image look hand-painted or to make a realistic Image resemble an abstract painting.
- **Fragment:** Creates four copies of the Pixels in the selection, averages them, and offsets them from each other.
- **Mezzotint:** Converts an Image to a random pattern of Black-and-white areas or of fully saturated colors in a color Image. To use the filter, choose a dot pattern from the Type menu in the Mezzotint dialog box.
- **Mosaic :** Clumps Pixels into Square blocks. The Pixels in a given block are the same color, and the colors of the blocks represent the colors in the selection.
- **Pointillize:** Breaks up the color in an Image into randomly placed dots, as in a pointillist painting, and uses the Background color as a Canvas area between the dots.

RENDER FILTERS

The Render filters create 3D Shapes, cloud patterns, refraction patterns, and simulated light reflections in an Image. You can also manipulate objects in 3D space, create 3D objects (cubes, spheres, and cylinders), and create texture Fills from Grayscale files to produce 3D-like effects for lighting.

- **Clouds:** Generates a soft cloud pattern using random values that vary between the Foreground and the Background colors. To generate a more stark cloud pattern, hold down Alt (Windows) or Option (Mac OS) as you choose Filter → Render → Clouds. When you apply the Clouds filter, the Image data on the active Layer is replaced.
- **Difference Clouds:** Uses randomly generated values that vary between the Foreground and Background color to produce a cloud pattern. The filter blends the cloud data with the existing Pixels in the same way the Difference mode blends colors. The first time you choose this filter, portions of the Image are inverted in a cloud pattern. Applying the filter several times creates rib and vein patterns that resemble a marble texture. When you apply the Difference Clouds filter, the Image data on the active Layer is replaced.
- **Fibers:** Creates the look of woven fibers using the Foreground and Background colors. You use the Variance slider to control how the colors vary (a low value produces long streaks of color, and a high value results in very short fibers with more varied distribution of color). The Strength slider controls how each fiber looks. A low setting produces a loose weave, and a high setting produces short, stringy fibers. Click the Randomize button to change how the pattern looks; you can click the button a number of times until you find a pattern you like. When you apply the Fibers filter, the Image data on the active Layer is replaced.

- **Lens Flare:** Simulates the refraction caused by shining a bright light into a camera lens. Specify a location for the center of the flare by clicking anywhere inside the Image thumbnail or by dragging its cross hair.
- **Lighting Effects:** Lets you produce myriad lighting effects on RGB Images by varying 17 light styles, three light types, and four sets of light properties. You can also use textures from Grayscale files (called *bump maps*) to produce 3D-like effects and save your own styles for use in other Images.

Note: Lighting Effects is unavailable in 64-bit versions of Mac OS.

SHARPEN FILTERS

The Sharpen filters focus blurRed Images by increasing the Contrast of adjacent Pixels.

- **Sharpen and Sharpen More :** Focus a selection and improve its clarity. The Sharpen More filter applies a stronger sharpening effect than does the Sharpen filter.
- **Sharpen Edges and Unsharp Mask:** Find the areas in the Image where significant color changes occur and sharpen them. The Sharpen Edges filter sharpens only edges while preserving the overall smoothness of the Image. Use this filter to sharpen edges without specifying an amount. For professional color correction, use the Unsharp Mask filter to adjust the Contrast of edge detail and produce a lighter and darker line on each side of the edge. This process emphasizes the edge and creates the illusion of a sharper Image.
- **Smart Sharpen:** Sharpens an Image by letting you set the sharpening algorithm or control the amount of sharpening that occurs in shadows and highlights. This is the recommended way to sharpen if you don't have a particular sharpening filter in mind.

SKETCH FILTERS

Filters in the Sketch submenu add texture to Images, often for a 3D effect. The filters also are useful for creating a fine-arts or hand-drawn look. Many of the Sketch filters use the Foreground and Background color as they Redraw the Image. All the Sketch filters can be applied through the Filter Gallery.

- **Bas Relief:** Transforms an Image so that it appears carved in low relief and lit to accent the surface variations. Dark areas of the Image take on the Foreground color, and light colors use the Background color.
- **Chalk & Charcoal :** Redraws highlights and Midtones with a solid midtone Grey Background drawn in coarse chalk. Shadow areas are replaced with Black diagonal charcoal Lines. The charcoal is drawn in the Foreground color; the chalk, in the Background color.
- **Charcoal :** Creates a posterized, smudged effect. Major edges are boldly drawn, and Midtones are sketched using a diagonal Stroke. Charcoal is the Foreground color, and the Background is the color of the paper.
- **Chrome:** Renders the Image as if it had a polished chrome surface. Highlights are high points, and shadows are low points in the reflecting surface. After applying the filter, use the Levels dialog box to add more Contrast to the Image.
- **Conté Crayon :** Replicates the texture of dense dark and pure white Conté crayons on an Image. The Conté Crayon filter uses the Foreground color for dark areas and the Background color for light

areas. For a truer effect, change the Foreground color to one of the common Conté Crayon colors (Black, sepia, or sanguine) before applying the filter. For a muted effect, change the Background color to white, add some of the Foreground color to the white Background, and then apply the filter.

- **Graphic Pen :** Uses fine, linear ink Strokes to capture the details in the original Image. The effect is especially striking with scanned Images. The filter replaces color in the original Image, using the Foreground color for ink and the Background color for paper.
- **Halftone Pattern:** Simulates the effect of a halftone screen while maintaining the continuous range of tones.
- **Note Paper :** Creates an Image that appears to be constructed of handmade paper. This filter simplifies Images and combines the effects of the Stylize > Emboss and Texture > Grain filters. Dark areas of the Image appear as holes in the top Layer of paper, revealing the Background color.
- **Photocopy:** Simulates the effect of photocopying an Image. Large dark areas tend to be copied only around their edges, and Midtones fall away to either solid Black or solid white.
- **Plaster:** Molds an Image from 3D plaster, and then colorizes the result using the Foreground and Background color. Dark areas are raised, and light areas are recessed.
- **Reticulation :** Simulates the controlled shrinking and distortion of film emulsion to create an Image that appears clumped in the shadows and lightly grained in the highlights.
- **Stamp:** Simplifies the Image so that it appears to be created with a rubber or wood stamp. This filter is best used with Black-and-white Images.
- **Torn Edges:**Reconstructs the Image so that it appears composed of ragged, torn pieces of paper, and then colorizes the Image using the Foreground and Background colors. This filter is particularly useful for text or high-Contrast objects.
- **Water Paper:** Uses blotchy daubs that appear painted onto fibrous, damp paper, causing the colors to flow and blend.

STYLIZE FILTERS

The Stylize filters produce a painted or impressionistic effect on a selection by displacing Pixels and by finding and heightening Contrast in an Image. After using filters like Find Edges and Trace Contour that highlight edges, you can apply the Invert command to outline the edges of a color Image with Colored Lines or to outline the edges of a Grayscale Image with white Lines.

- **Diffuse:** Shuffles Pixels in a selection to soften focus according to the selected option: Normal moves Pixels randomly (ignoring color values), Darken Only replaces light Pixels with darker ones, and Lighten Only replaces dark Pixels with lighter ones. Anisotropic shuffles Pixels in the direction of the least change in color.
- **Emboss :** Makes a selection appear raised or stamped by converting its Fill color to Grey and tracing the edges with the original Fill color. Options include an embossing angle (from –360° to recess the surface, to +360° to raise the surface), height, and a percentage (1% to 500%) for the amount of color within the selection. To retain color and detail when embossing, use the Fade command after applying the Emboss filter.
- **Extrude :** Gives a 3D texture to a selection or Layer.
- **Find Edges:** Identifies the areas of the Image with significant transitions and emphasizes the edges. Like the Trace Counter filter, Find Edges outLines the edges of an Image with dark Lines against a white Background and is useful for creating a border around an Image.

- **Glowing Edges :** Identifies the edges of color and adds a neon-like glow to them. This filter can be applied cumulatively.
- **Solarize:** Blends a negative and a positive Image—similar to exposing a photographic print briefly to light during development.
- **Tiles:** Breaks up an Image into a series of tiles, creating an offset between the selection and its original position. You can choose one of the following to Fill the area between the tiles: the Background color, the Foreground color, a reverse version of the Image, or an unalteRed version of the Image, which puts the tiled version on top of the original and reveals part of the original Image underneath the tiled edges.
- **Trace Contour:** Finds the transitions of major Brightness areas and thinly outLines them for each color channel, for an effect similar to the Lines in a contour map.
- **Wind :** Places tiny Horizontal Lines in the Image to create a windblown effect. Methods include Wind; Blast, for a more dramatic wind effect; and Stagger, which offsets the Lines in the Image.

TEXTURE FILTERS

Use the Texture filters to simulate the appearance of depth or substance, or to add an organic look.

- **Craquelure:** Paints an Image onto a high-relief plaster surface, producing a fine network of cracks that follow the contours of the Image. Use this filter to create an embossing effect with Images that contain a broad range of color or Grayscale values.
- **Grain:** Adds texture to an Image by simulating different kinds of grain—Regular, Soft, Sprinkles, Clumped, Contrasty, Enlarged, Stippled, Horizontal, Vertical, and Speckle, available from the Grain Type menu.
- **Mosaic Tiles :** Renders the Image so that it appears to be made up of small chips or tiles and adds grout between the tiles. (In Contrast, the Pixelate > Mosaic filter breaks up an Image into blocks of different-Colored Pixels.)
- **Patchwork:** Breaks up an Image into Squares Filled with the pRedominant color in that area of the Image. The filter randomly Reduces or increases the tile depth to replicate the highlights and shadows.
- **Stained Glass** : Repaints an Image as single-Colored adjacent cells outlined in the Foreground color.
- **Texturizer:** Applies a texture you select or create to an Image.
- **Video filters :** The Video submenu contains the De-Interlace and NTSC Colors filters.
- **De-Interlace:** Smooths moving Images captuRed on video by removing either the odd or even interlaced Lines in a video Image. You can choose to replace the discarded Lines by duplication or interpolation.
- **NTSC Colors:** Restricts the gamut of colors to those acceptable for television reproduction, to prevent oversaturated colors from bleeding across television scan Lines.

OTHER FILTERS

Filters in the Other submenu let you create your own filters, use filters to modify masks, offset a selection within an Image, and make quick color Adjustments.

- **Custom :** Lets you design your own filter effect. With the Custom filter, you can change the Brightness values of each Pixel in the Image according to a pRedefined mathematical operation

known as *convolution*. Each Pixel is reassigned a value based on the values of surrounding Pixels. This operation is similar to the Add and Subtract calculations for channels.

- You can save the custom filters you create and use them with other Photoshop Images.
- **High Pass:** Retains edge details in the specified radius where sharp color transitions occur and suppresses the rest of the Image. (A radius of 0.1 Pixel keeps only edge Pixels.) The filter removes low-frequency detail from an Image and has an effect opposite to that of the Gaussian Blur filter.
- It is helpful to apply the High Pass filter to a continuous-tone Image before using the Threshold command or converting the Image to Bitmap mode. The filter is useful for extracting line art and large Black-and-white areas from scanned Images.
- **Maximum and Minimum :** The Maximum and Minimum filters are useful for modifying masks. The Maximum filter has the effect of applying a spread (dilation)—spreading out white areas and choking in Black areas. The Minimum filter has the effect of applying a choke (erosion)—shrinking white areas and spreading out the Black areas. Like the Median filter, the Maximum and Minimum filters operate on selected Pixels. Within a specified radius, the Maximum and Minimum filters replace the current Pixel's Brightness value with the highest or lowest Brightness value of the surrounding Pixels.

  These filters, especially with larger radii, tend to promote either corners or Curves in the Image contours. In Photoshop CC, you can choose from the Preserve menu to favor Squareness or roundness as you specify the radius value.
- **Offset:** Moves a selection a specified Horizontal or Vertical amount, leaving an empty space at the selection's original location. You can Fill the empty area with the current Background color, with another part of the Image, or with your choice of Fill if the selection is near the edge of an Image.

DIGIMARC FILTERS

The Digimarc filters embed a digital watermark into an Image to store copyright information.

Note: Digimarc plug-ins requires a 32-bit operating system. They are unsupported in 64-bit versions of Windows.

- **Vanishing Point** The Vanishing Point feature preserves correct perspective in edits of Images that contain perspective planes (for instance, the sides of a building or any Rectangular object).

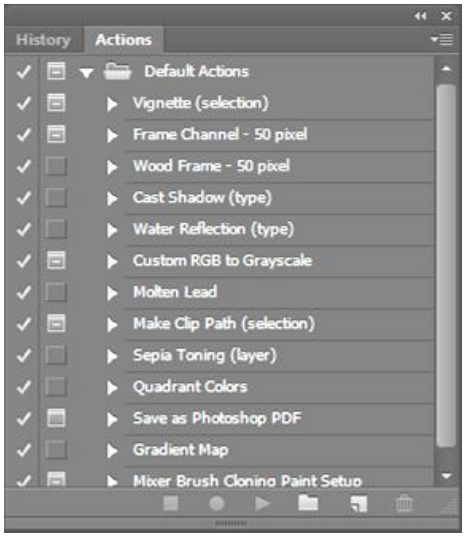
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CHAPTER 8 ACTIONS

An action is a series of tasks that you play back on a **single file or a batch of files**—menu **commands, panel options, tool actions,** and so on. For example, you can create an Action that changes the size of an image, applies an effect to the image, and then saves the file in the desired format. Actions can include steps that let you perform tasks that cannot be recorded (for example, using a painting tool). Actions can also include modal controls that let you enter values in a dialog box while playing an action.
In Photoshop, actions are the basis for droplets, which are small applications that automatically process all files that are dragged onto their icon.
Photoshop come with predefined actions installed that help you perform common tasks. You can use these actions as is, customize them to meet your needs, or create new actions. Actions are stored in sets to help you organize them. You can record, edit, customize, and batch-process actions, and you can manage groups of actions by working with action sets.

Actions Panel Overview

You use the Actions panel (**Window → Actions**) to record, play, edit, and delete individual actions. This panel also lets you save and load action files.



Expand and collapse sets, actions, and commands

Click the triangle to the left of the set, action, or command in the Actions panel. **Alt-click** the triangle to expand or collapse all actions in a set or all commands in an action.

View actions by Name only

Choose **Button Mode** from the **Actions panel** menu. Choose **Button Mode** again to return to **list mode**.
Note: You can't view individual commands or sets in Button mode.

Select actions in the Actions panel

Click an action name. **Shift-click** action names to select multiple, contiguous actions, and **Ctrl**-click action names to select multiple, dis-contiguous actions.

GUIDELINES FOR RECORDING ACTIONS

Keep in mind the following guidelines when recording actions:

- You can record most—but not all—commands in an action.
- You can record operations that you perform with the Marquee, Move, Polygon, Lasso, Magic Wand, Crop, Slice, Magic Eraser, Gradient, Paint Bucket, Type, Shape, Notes, Eyedropper, and Color Sampler tools—as well as those that you perform in the History, Swatches, Color, Paths, Channels, Layers, Styles, and Actions panels.

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- Results depend on file and program setting variables, such as the active layer and the foreground color. For example, a 3-pixel Gaussian blur won't create the same effect on a 72-ppi file as on a 144-ppi file. Nor will Color Balance work on a grayscale file.
- When you record actions that include specifying settings in dialog boxes and panels, the action will reflect the settings in effect at the time of the recording. If you change a setting in a dialog box or panel while recording an action, the changed value is recorded.

Note: Most dialog boxes retain the settings specified at the previous use. Check carefully that those are the values you want to record.

- Modal operations and tools—as well as tools that record position—use the units currently specified for the ruler. A modal operation or tool is one that requires you to press Enter or Return to apply its effect, such as transforming or cropping. Tools that record position include the Marquee, Slice, Gradient, Magic Wand, Lasso, Shape, Path, Eyedropper, and Notes tools.

Note: If you record an action that will be played on files of different sizes, set the ruler units to percentages. As a result, the action will always play back in the same relative position in the image.

- You can record the Play command listed on the Actions panel menu to cause one action to play another.

Record an action

When you create a new action, the commands and tools you use are added to the action until you stop recording.

Note: To guard against mistakes, work in a copy: At the beginning of the action before applying other commands, record the File → Save As command and select As A Copy. Alternatively, you can click the New Snapshot button on the History panel to make a snapshot of the image before recording the action.

- Open a file.
- In the Actions panel, click the Create New Action button, or choose New Action from the Actions panel menu.
- Enter an action name, select an action set, and set additional options:
- **Function Key** : Assigns a keyboard shortcut to the action. You can choose any combination of a function key, the Ctrl key and the Shift key (for example, Ctrl+Shift+F3), with these exceptions: but you cannot use the F1,F4,F6 key, with Ctrl key.

Note: If you assign an action the same shortcut that is used for a command, the shortcut will apply the action rather than the command.

- **Color :** Assigns a color for display in Button mode. Click Begin Recording. The Begin Recording button in the Actions panel turns red.

Note: When recording the Save As command, do not change the filename. If you enter a new filename, that new name is recorded and used each time you run the action. Before saving, if you navigate to a different folder, you can specify a different location without having to specify a filename.

- Perform the operations and commands you want to record.
- Not all tasks in actions can be recorded directly; however, you can insert most nonrecordable tasks using commands in the Actions panel menu.

- To stop recording, either click the Stop Playing/Recording button, or choose Stop Recording from the Actions panel menu, or press the Esc key.

Note: To resume recording in the same action, choose Start Recording from the Actions panel menu.

Record a path

The Insert path command lets you include a complex path as part of an action (a path created by pen tool.) When the action is played back, the work path is set to the recorded path. You can insert a path when recording an action or after it has been recorde.

- Start recording an action or Select an action name to record a path at the end of the action
- Select an existing path from the Paths panel
- Choose Insert path from the Actions panel menu.

If you record multiple Insert Path commands in a single action, each path replaces the previous one in the target file. To add multiple paths, record a Save Path command using the Paths panel after recording each Insert Path command.

Insert a stop

You can include stops in an action that let you perform a task that cannot be recorded (for example, using a painting tool). After you complete the task, click the Play button in the Actions panel to complete the action.

- Choose where to insert the stop by
  - Select an actions name to insert a stop at the end of action
  - Select a command to insert a stop after the command.
- Chose insert stop from the Actions panel menu
- Type the message you want to appear.
- If you want the option to continue the action without stopping, select Allow Continue
- Click Ok

You can insert a stop when recording an action or after it has been recorded.

You can also change setting when playing an Action by inserting a Modal control. A Modal control pauses an action so that you can specify values. You can set Modal control in button mode. To enable or disable Modal controls of **all commands** in an action, click the box to the left of the action name. To enable or disable Modal controls for **all actions** in a set, click the box to the left of the set name.

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PHOTOSHOP MENUS

File Menu

The File menu is home to commands that lets you open and close documents, import and export files, browse files in Adobe Bridge, print documents, and so on.

New	Creates a new document
Open	To open an existing document
Browse in Bridge	Launches Adobe Bridge in a separate window so you can import, organize, or locate Images you want to work with.
Browse in Mini Bridge	Launches a mini version of Adobe Bridge in its very own panel at the bottom of your Photoshop window.
Open As Smart Object	Lets you open a file as a linked Smart Object in a new psd document
Open Recent	Displays a list of documents you've opened recently
Close	Closes the current document.
Close All	Closes every document you have open in Photoshop.
Close and Go To Bridge	Closes the current document and opens the full version of Bridge so you can browse for other Images.
Save	Saves the current document to your hard drive.
Save As	Saves a copy of the current file with a new name or in a different format.
Check In	It kept track of the changes each person made to each file and acted like a librarian, letting you check out files when you needed to work on them. Earlier versions of Photoshop included a little application called Version Cue, which was useful if you worked and exchanged files with other folks using Adobe's Creative Suite. It also organized documents and recorded other important bits of information about the files you used.
Save for Web	Save a copy of the current document in formats that work well with web browsers
Revert File	Returns it to its last saved state by deleting the changes made after saving
Place	Places an Image or other Psd-supported file format as a Smart Object. The artwork appears on its own Layer, surrounded by a bounding box you can use to resize it.
Import	Importing a variety of info into Photoshop. Variable Data Sets let you import files that are Filled with info Photoshop needs to make customized Images based on a template file. Video Frames to Layers lets you open a movie file's frames as individual Layers in a new document. Images from Device lets you use a scanner to get a picture, drawing, or anything else off paper and into Photoshop on a Mac (see the box on page 57 for more on scanning). Make sure you've installed the scanner's software so Photoshop can communicate with it (if you haven't installed the software, you won't see it in the submenu) Notes lets you import annotations into your Image from PDF documents. WIA Support is available on PCs running Windows and lets you import Images from an attached digital camera, memory card, or scanner.
Export	Choose this menu item to export your Image as paths so you can open them

	with Adobe Illustrator.
Automate	To automate tasks you do over and over in Photoshop by saving them as Actions.
	This menu item lists the built-in Actions that come with Photoshop.
Scripts	Scripts go hand in hand with automation because they also handle repetitive or complex tasks for you.
File Info	Provides information about file.
	Choose this item to see info about the current document, including when it was created, how big the Image is, its name, copyright information, and so on. You can add and edit these details, too.
Print	Setting an Image to print.
	Choosing this item opens the newly Redesigned Photoshop Print Settings dialog box and lets you choose things like the number of copies, print quality, and which printer to use After you get the settings just right, click Print to send your document to the printer.
Print One Copy	Choose this option to make Photoshop send the current document to the printer.
	You normally use without giving you a chance to change any settings first. Think of Print One Copy as a quick-and-dirty way to print an Image without encountering a slew of dialog boxes.
Exit	To quit the Photoshop application

Edit Menu

This menu is where you'll find the Copy and Paste commands, Transform options

Undo	Use this command to erase the last thing you did.
Step Forward	If you backtrack through your Image edits, you can move forward through them again by choosing this command
Step Backward	It works just like Undo, but you can use it to go back more than one step.
Fade	This command lets you change the Opacity and blend mode of the last edit you performed. It works on filters, Image Adjustments, and so on.
Cut	Copies the selected item to your computer's memory and deletes the original.
Copy	Copies the selected item to your computer's memory but leaves the original intact.
Copy Merged	This command makes a merged copy of all the visible Layers in a selected area.
	If you're editing a multi-LayeRed document, this is a handy way to quickly consolidate and copy a certain part of the Image—the area you've selected—onto a single Layer without having to select that area on each Layer.
	Paste Places objects you've copied to your computer's memory into the current document.
Paste Special	It gives you a few different options, including pasting one selection into another (by choosing Paste Into).
	For example, if you copy a selection (an Image, say) and then create a selection in another document (such as a picture frame, you can use this command to make Photoshop paste the contents of that first selection into the second one,

	complete with a Layer mask. The other commands listed here are "Paste in Place" and Place Outside.
Clear	This command deletes whatever you've selected from the active Layer.
Check Spelling	If you add text to your Image, this command checks it for spelling errors.
Find and Replace Text	This command lets you find specific words or phrases in your document and (if you like) replace them with different text
Fill	This command Fills the selected area with the color of your choice. If you haven't selected anything, it Fills the whole Layer instead.
Stroke	This command adds a Colored Stroke, or outline, to your current selection
Content-Aware Scale	This feature lets you change the size of an Image without distorting the important parts, like people
Free Transform	This command lets you scale, stretch, warp, distort, and rotate the selected object.
Transform	Transform works like Free Transform but lets you change only one aspect of the selected object at a time.
	For example, you can rotate the object, but can't scale it at the same time. **Note: T**he Free Transform and Transform features work on individual Layers (as many as you've activated), not on your entire document.
Auto-Align Layers	This command makes it easy to create panoramas from a group of similar Images.
	When you run it, Photoshop looks for the common elements in each photo and aligns them automatically.
Auto-Blend Layers	This option lets you combine the best parts of similar Images into a single Image.
	Photoshop creates all the necessary Layer masks for you.
Define Brush Preset	Choose this option to convert the selected object into a custom brush
Define Pattern	This item makes a custom pattern out of your current selection.
Define Custom Shape	This option turns the selected path or vector mask into a custom shape.
Purge	This item lets you clear Photoshop's undo list,
Adobe PDF Presets	This item lets you manage, edit, and add groups of settings you can use when making PDF versions of Images.
Presets	lets you edit or combine groups into new libraries as well as delete groups
	You can manage groups of custom brushes, patterns, Shapes, colors, and styles by selecting this menu item.
Remote Connections	This command lets you allow a wireless device or other program to connect with Photoshop.
Color Settings	This item brings up Photoshop's advanced color settings so you can control color-management and device profiles.
Assign Profile	This option is part of Photoshop's color-management system.
	From here, you can assign specific color profiles to individual documents or disable color management
Convert to Profile	This option lets you change an Image's color-management profile.
Keyboard Shortcuts	Choose this item to customize Photoshop's keyboard shortcuts,
Menus	Choose this option to see all of Photoshop's menus.
	Note : the Preferences option appears at the bottom of the Edit menu.

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Images Menu

This menu groups together features for working with Images and your Canvas. You can resize documents, adjust Curves and Levels, duplicate Images, and rotate Images from here.

Mode	This is where you change the current document's color mode and bit depth You can choose from Bitmap, Grayscale, Duotone, Indexed Color, RGB, CMYK, Lab, and Multichannel color modes and 8-, 16-, and 32-bit Images.
Adjustments	can change the colors and overall Tonal quality of your Image.
Auto Tone	It analyzes the current Image and tries to adjust its overall colors to make it look better.
Auto Contrast	It adjusts the Contrast between light and dark areas in your Images so that highlights look brighter and shadows look darker.
Auto Color:	Artificial lighting can Skew the colors in Images, so use this command to shift them back so they look more natural.
Image Size	This option lets you change your Image's resolution and dimensions.
Canvas Size	Option to change document's dimensions without changing its file size or resolution. Use this command if you need more space in a document but don't want to resize its content
Image Rotation	Use item's options to rotate your Image and Canvas. You can choose one of the presets—like 180° or 90° CW (clockwise)—or choose Arbitrary and then enter the number of degrees you want to turn the Image.
Crop	This command lets you remove unwanted area of the Image. It lets you remove the edges of an Image in order to produce a more visually pleasing composition or change its size. Photoshop keeps the area inside the crop box and removes everything else, leaving you with an Image that's physically smaller than it was before.
Trim	Like Crop, this command lets you trim away the edges of an Image based on the color in each corner or on Transparent Pixels. This command is incredibly handy when you need to produce the smallest Image possible.
Reveal All	This command shows you all your Image's hidden edges if you've cropped non-destructively.
Duplicate	Makes a copy of your current document and lets you give the duplicated document a new name.
Apply Image	This command lets you combine a Layer and channel from one document with a Layer and channel from another document using the blend mode and Opacity of your choice.
Calculations	This command works a lot like Apply Image, but instead of combining Layers and channels, it combines only channels;
Variables	It lets you designate areas of a document as placeholders for other Images or text that Photoshop adds automatically from a specified data source It lets you create powerful document templates that you can use to generate several versions of the same basic design (with different Images and/or text) automatically.

Apply Data Set	Once you've created a document template containing variables, you can choose this menu item to tell Photoshop where the variable data—the other Images and/ or text—lives so it can automatically create the various versions of the document.
Trap	This command lets you set the spread of objects in your Images, which controls how much colors overlap where they intersect. This setting is important in offset printing.

Layer Menu:

This menu, not surprisingly, has controls for working with Layers. From here you can add and delete Layers, create Layer masks, and merge Layers, among other things.

New	This command adds a Layer or Layer group to your Image.
Duplicate Layer	This makes a copy of the current Layer.
Delete	To delete a Layer. (pressing the Delete key/Backspace also works.)
Rename Layer	To rename a Layer name.
Layer Style	Go here to set the current Layer's blending options and apply effects like drop shadows, glows, and Gradient overlays.
Smart Filter	This option lets you delete or disable a Smart Filter mask.
New Fill Layer	Fill a Layer with a solid color, Gradient, or pattern The neat thing about Fill Layers is that, when you change Canvas size, Photoshop automatically Fills in the extra space with the color, Gradient, or pattern you picked.
New Adjustment Layer	This option creates a new Adjustment Layer so you can apply nondestructive changes to your Images.
Layer Mask	From here you can show, hide, delete, and apply Layer masks (page 116).
Vector Mask	This option is like Layer Mask item above, but it lets you work with vector-based objects.
Create Clipping Mask	This command lets you attach Layers to one another so the content of one Layer shows through the shape of what's on the Layer below.
Smart Objects	It includes Tools for working with Smart Objects→editing them, duplicating them, and so on.
Video Layers	This item lets you add, remove, and paint video Layers. You can also use this item's options to restore video frames, manage color, edit video and animation Layers, and set when video Layers appear in a timeline.
Rasterize	It converts text, vector-based objects, Smart Objects, Shapes, 3-D objects, and video frames into raster-based objects.
New Layer Based Slice	This item adds slices for Web layouts to the currently selected Layer based on its content
Group Layers	Use this command to group active Layers together
Ungroup Layers	To ungroup the Layers which are previously grouped
Hide Layers	Use this command to hide Layers.
Arrange	It lets you change the order of Layers and Layer groups in the Layers panel.
Combine Shapes	It lets you combine and intersect objects on Shape Layers that you've drawn using Photoshop's built-in Shape Tools
Align Type	It lets you align content that lives on different Layers;

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Distribute	It aligns the contents of 3 or more Layers along the object's edges or center points.
Lock Layers	Lock All Layers in Group :This command lets you lock the activated Layers, or lock all the Layers in a group so you don't accidentally edit or change them.
Link Layers	Use this command to hook Layers together so they move as if they were a single Layer.
Select Linked Layers	Choose a linked Layer and then pick this menu item to activate all the Layers linked to it.
Merge Layers	This command combines the active Layers/Layer groups into a single Layer.
Merge Visible	To combine all your Image's visible Layers into a single Layer.
Flatten Image	This command merges all your Image's Layers into the Background Layer.
Matting	This option removes the extra Pixels surrounding an object's edge after you've isolated it from its original Background. After you apply matting, the item's edge should look cleaner and more natural.
Type	This menu item gives you access to new Character and Paragraph Styles panels.
Anti-Alias	Use this option to control how much blurring occurs on the edges of text to make the letter forms smoother
Orientation	This command lets you switch between Horizontal / Vertical text.
Open Type	This item gives you fast access to the extra formatting goodness contained in some Open Type fonts.
Create Work Path	To create an editable path out of the active Type Layer, which lets you change the shape of individual characters.
Convert to Shape	This command creates a Shape Layer out of an active Type Layer.
Rasterize Type Layer	This command converts a vector-based Type Layer into un-editable Pixels.
Convert to Paragraph Text	This command converts point text (the kind that can dangle off the edge of your document) to paragraph text (a text box) and vice-versa.
Wrap Text:	Use this command you can reshape text in a variety of ways.
Font Preview Size	It lets you change the size of font previews visible in the Fonts menus that live in the Options bar and Character panel.
Update All Text Layers	It updates all the Layer in a document to the current version of the program.
Replace All Missing Fonts	To replace all the missing fonts in a document with a different font.

Select Menu

The items in this menu let you grab Layers, pick colors, use Quick Mask mode, and more.

All	This command places marching ants around the perimeter of your document and grabs everything on the currently active Layer.
Deselect	Used to get rid of the marching ants and deactivate a selection.
Reselect	Used to reactivate the last selection you created.
Inverse	It will inverse the selection area.
All Layers	It activates all the visible Layers in the Layers panel at once.
Deselect Layers	To deactivate the currently active Layers.
Similar Layers	Choose similar Layers at once

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Color Range	It lets you select areas in your Image based on color.
Refine Edge	It opens a dialog box that lets you fine-tune the edges of a selection, which is helpful when wispy bits like hair or fur are involved.
Modify	It lets you tweak the edge of your current selection by expanding or shrinking it, feathering it, grabbing just its border, or smoothing it.
Grow	It finds and grabs Pixels that match the colors around the area you have selected. (The Pixels have to be adjacent to your selection)
Similar	Like the Grow command, this option will find all the Pixels in your Image that match the selected area's colors, but it finds similar-Colored Pixels anywhere in your Image.
Transform Selection	It lets you resize the currently selected area with a bounding box (just like Free Transform)
Load Selection	It activates a selection you previously saved so you can use it again
Save Selection	Use this option to save a selection for future use.

Filter Menu

This menu is packed with all kinds of effects you can apply to Images. It groups filters by type: Artistic, Blur, Sharpen, and so on.

Last Filter	It applies the last filter you used with the same settings for the current Layer or object.
Convert for Smart Filters	To convert a regular Layer to a Smart Object so you can use Smart Filters
Filter Gallery	Choose this option to see a preview of how your Image will look if you apply various filters. It's available for several filter categories, and it's a good way to learn how those filters affect your Image
Adaptive Wide Angle	It easily fix distortion problems common when shooting with a wide-angle or fish-eye lens
Lens Correction	It lets you add a beautifully darkened edge vignette, it will also correct all manner of lens distortion,
Liquify	It lets you push, pull, and move Pixels in all sorts of ways in order to change reality.
Oil Paint	It lets you create a painting from a photo by tweaking a series of sliders.
Vanishing Point	This filter helps you maintain an Image's perspective while you paint, clone, or add other Images to it.
Filter	This category includes filters that make Images look like a painting or drawing.
Blur	These filters change the focus in all or part of an Image.
	Field Blur, Iris Blur, Tilt-Shift that are useful for creating shallow-depth-of-field effects after you take the photo.
Brush Strokes	This category make your Image look like it was painted, penciled, or spray painted, among other effects; see page 660 for details.
Distort	These filters create geometric patterns based on your Image, including ripple, twirl, and zigzag effects.
Noise	This Filters that can help smooth areas of an Image that don't blend well, fix dust and scratches in photos, and remove graininess.

	You can also use these filters to add grain to give an Image more texture and depth.
Pixelate	Filters convert Images or selections into groups of geometric Shapes and patterns.
Render	These filters let you add cloud patterns, fiber patterns, and lens flares, and adjust an Image's lighting.
Sharpen	Filters in this category to make blurry or out-of-focus Images clearer.
Sketch	It will you add artistic effects to make Images look like they were hand drawn with charcoal, crayons, graphic pens, and so on.
Stylize	This will accentuate the edges in an Image in order to do things like turn Images into collections of blocks or dots, a pencil sketch, You can use the Emboss filter in this category to sharpen a blurry Image.
Video	It will de interlace (smooth) Images that you've grabbed from videos, and restrict Images to colors that display properly on TVs .
Other	This catch-all category includes options that let you build your own custom filters and adjust a Layer mask's size, among other things.
Digimarc	These filters let you add a watermark and copyright info to Images.
Browse Filters Online	This option fires up your web browser and takes you to the Adobe website so you can browse and download even more filters.

View Menu

This menu gives you all sorts of different ways of looking at Images, from zooming in or out to adding guides and rulers.

Proof Setup	Use the items to create a proof, a sample version of your Image that simulates what the finished piece will look like.
	You can simulate how your Image colors will look on a PC monitor or in another color mode—even how a color-blind person would see them.
Proof Colors	This option turns soft proofing on or off.
View	It make Photoshop highlight areas of your Image that fall outside of the safe color range, or gamut, for the color mode you're working in.
Pixel Aspect Ratio	This item lets you change the shape of your Image's Pixels for specific projects.
Correction	When working with Pixels that are not Square so your Images do not look stretched when viewed on your computer monitor.
32-bit Preview Options	It compensates for washed-out highlights and overly dark shadows.
	Because the dynamic range in 32-bit HDR Images is greater than the color range most monitors can display
Zoom In:	This command works like a magnifying glass and used to increase magnification
Zoom Out	This command decreases your Image's magnification level.
Fit on Screen	It adjusts your view of the current Image & window to Fill your screen.
Actual Pixels	Option to see your Image at its actual size.
Print Size	It shows the actual printing size of an Image.
Screen Mode	It lets you choose how you want to view Images.
	Extras If option turned on, you can add alignment helpers like guides and grids to your Images
Show Window	This submenu lists the extra items you can display and use while you're editing Images: guides, Layer edges, notes, and more.

Rulers	It shows or hides the Horizontal and Vertical rulers.
Snap	Choose this item to turn snapping on or off. (Snapping lets you align objects with guides and other items.
Snap To	Items objects snap to: guides, grids, Layers, slices, document bounds, or all of those things.
Lock Guides	It will lock guides.
Clear Guides	to get rid of all the guides you've added to the current document.
New Guide	Lets you add Vertical and Horizontal guides to an Image.
Lock Slices	Choose this item to keep your Image slices where they are.
Clear Slices	Removes all the slices from the current Image.
Window	It lets you arrange open documents, view or hide panels, and so on.
Arrange	It organizes your open document windows. From here, you can do things like open and close panels, set the same magnification level across all your documents, minimize windows, and bring all your documents in front of other windows.

Window Menu

Workspace	It will rearrange Photoshop's panels, menus, and Tools to make it easier to perform certain tasks like painting or working with text.
Extensions	A list of the Photoshop extensions installed on your machine, like the collaborative, online color-scheme generator called Kurler .
Actions	Used to open the Actions panel, here you can see a list of the Actions that came with Photoshop and ones you have created. You can also use this panel to manage Actions.
Adjustments	We can add Adjustment Layers that you can use to nondestructively alter an Image's color and lighting.
Brush	Select and edit Photoshop built-in brushes, as well as user defined brushes.
Brush Presets	To view a painting sample, as well as edit & store our own customized settings for brushes.
Channels	This panel shows the different color channels contained in your document.
Character	Here you can find all sorts of settings for working with text.
Character Styles	It will save and apply character text formatting options.
Clone Source	This panel groups together settings for using the Clone Tools.
Color	Use this panel to view and change your Foreground and Background colors.
Histogram	This panel includes a graph (called a Histogram) that shows you information about the Pixels in your Image
History	Displays a timeline of the edits you've made to the current document. It also shows what the Image looked like last time you saved it and lets you restore the Image to any previous state.
Info	It includes info about where your cursor is, the color of the Pixels it's hovering over, and the size of your current selection (if you have one).
Layer Comps	Use this panel to view and organize groups of Layers you can use to show different versions of your Image in a single document
Layers	You can add, delete, and organize your document's Layers from this panel.
Navigator	This panel lets you change how much you're zoomed in on an Image and which part of the Image you're viewing.

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Notes:	You can view, edit, and delete notes from this panel
Paragraph	We can control the paragraph-wide settings for text in documents
Paragraph Styles	Create and apply paragraph formatting options.
Paths	You can keep track of all the paths in your Image with this panel. You can also use it to change the stacking order of the paths as well as add and delete them.
Properties	This panel lets you tweak the settings for Adjustment Layers as well as Pixel- or vector-based Layer masks.
Styles	To apply Photoshop's built-in styles to your Images,& to create and save your own custom styles.
Swatches	You can view and pick colors from libraries of color chips. Photoshop includes a long list of popular libraries including several Pantone, Toyo, and Trumatch color groups.
Timeline	This command opens the Timeline panel (Animation in previous versions of the program) that you can use to create a frame-based animation or a video project complete with multiple clips, transitions, audio, and more.
Tool Presets	If you regularly use the same settings for a particular Tool, use this panel to save them as a preset so you can use them again later.
Options	This menu item shows or hides the Options bar
Tools	To show or hide the Tools panel
Open Documents	The bottom portion of the Window menu doesn't actually have a label, but it's where Photoshop lists all the documents you have open (in Alphabetical order).

Help Menu

If you don't know how to do something in Photoshop, you may find the answer in this menu. It includes a link to Adobe's online help system, several tutorials, and op-tions for activating and deactivating your copy of Photoshop (see online Appendix A). You need an active Internet connection to use almost every item in this menu.

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