QB365 Student Learing Managemnet System
Exam Name: An Introduction to Adobe PageMaker - Practice
Std: 12th Standard - Computer Technology
Chapter: An Introduction to Adobe PageMaker

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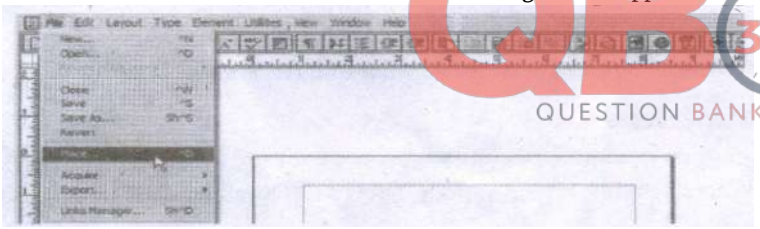
Answers Key:

5 Marks

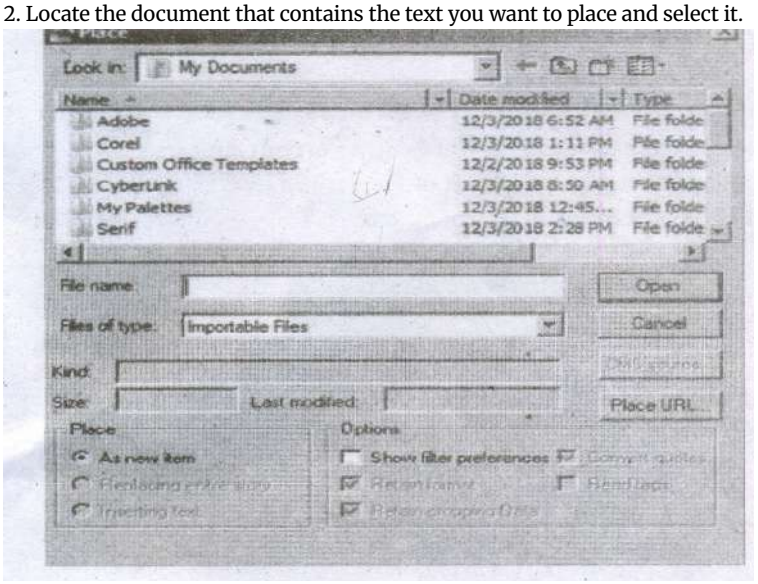
1. Tool Toolbox Cursor Use

Pointer Tool	Used to select, move, and resize text objects and graphics
Text tool	Used to type, select, and edit text.
Rotating tool	Used to select and rotate objects
Cropping tool	Used to trim imported graphics.
Line tool	Used to draw straight lines in any direction.
Constrained line tool	Used to draw vertical or horizontal lines.
Rectangle frame tool	Used to create rectangular placeholders for text and graphics.
Ellipse tool	Used to draw circles and ellipses.
Ellipse frame tool	Used to create elliptical placeholders for text and graphics.
Polygon tool	Used to draw polygons.
Polygon frame tool	Used to create polygonal placeholders for text and graphics.
Hand tool	Used to scroll the page (an alternative to the scroll bar)
Zoom tool	Used to magnify or reduce an area of the page

2. **Placing (Importing) Text**
You can insert text from other software program like MS-Word in the PageMaker document.
1. Choose File > Place in the menu bar. The Place dialog box will appear.

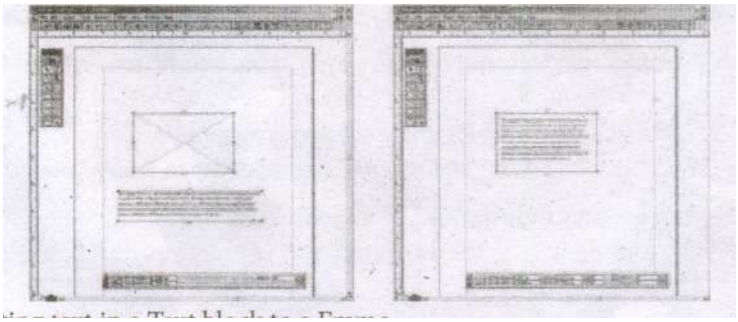


2. Locate the document that contains the text you want to place and select it.



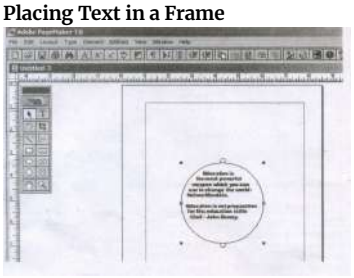
3. Click on Open in the Place dialog box. The pointer changes to the loaded text icon ( ).
4. Make a text block to place the text. (Or) Click in the page to place the text. The text will be placed in the page.
If the text to be placed is too big to fit on one page, PageMaker allows you to place it on several pages. This can be done manually or automatically:

3. Converting text in a Text block to a Frame
After created text in a text block, if you want to convert it to a frame. You can do this by using these steps.
1. Draw the **frame** of your choice using one of the Pagemaker's Frame tool.
2. Select the text block you want to insert in the frame.
3. Click the frame while pressing the Shift key. Now both elements will be selected.
4. Choose **Element > Frame > Attach** Content on the Menu bar.
5. Now the text appears in the frame.



Converting text in a Text block to a Frame

4. Drawing a Star using Polygon tool To draw a Star
   1. Click on the Polygon tool from the toolbox. The cursor changes to a crosshair.
   2. Click and drag anywhere on the screen. As you drag, a Polygon appears.
   3. Release the mouse button when the Polygon is of the desired size.
   4. Choose Element > Polygon Settings in the menu bar.
5. **Placing Text in a Frame**



To place text in a Frame:
(i) Click on one of a Frame tool from the Toolbox.
(ii) Draw a frame with one of PageMaker's Frame. tools (Rectangle frame tool or Ellipse Frame Tool or Polygon frame Tool). Make sure the object remains selected.
(iii) Click on **File**. The File menu will appear.
(iv) Click on **Place**. The Place dialog box will appear.
(v) Locate the document that contains the text you want to place, select it.
(vi) Click on **Open**.
(vii) Click in a frame to place the text in it. The text will be placed in the frame.

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3 Marks

6. (i) Adobe PageMaker is a page layout software.
   (ii) It is used to design and produce documents that can be printed.
   (iii) You can create anything from a simple business card to a large book.
   (iv) Page layout software includes tools that allow you to easily position text and graphics on document pages.
   (v) For example, using PageMaker, you could create a newsletter that intended articles and pictures on each page.
7.

S. No.	Tools	Keyboard Shortcut
1	Pointer Tool	F9
2	Rotating Tool	Shift + F2
3	Line Tool	Shift + F3
4	Rectangle Tool	Shift + F4
5	Ellipse Tool	Shift + F5
6	Polygon Tool	Shift + F6

8. i) Pointer Tool Used to select, move, and resize text objects and graphics.
   ii) Text tool Used to type, select, and edit text.
   iii) Rotating tool Used to select and rotate objects.
9. Rejoining split blocks To rejoin the two text blocks
   1. Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.
   2. Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.
10. → Draw a second frame with the Frame tool of your choice.
    → Click the first frame to select it.
    → Click on the red triangle to load the text icon.
    → Click the second frame. PageMaker flows the text into the second frame.(i)
11. → Master Pages commonly contain repeating logos, page numbers, headers, and footers.
    → They also contain non printing layout guides, such as column guides, ruler guides, and margin guides.

12. To make page numbers appear on every page
(i) Click on Master Pages icon.
(ii) Then click on Text Tool. Now the cursor changes to I - beam.
(iii) Then click on the left Master page where you want to put the page number.
(iv) Press Ctrl +Alt + P.
(v) The page number displays as 'LM' on the left Master Page.
(vi) Similarly click on the right Master page where you want to put the page number.
(vii) Press Ctrl +Alt + P.
(viii) Tile page number displays as 'RM' on the right Master Page, but will appear correctly on the actual pages.
13. (i) In PageMaker, there are two sets of scroll bars; one for **up and down movement** and the other for the **left and right movement** of the document.
(ii) Pagemaker's scroll bars work differently than those in a word processor.
14. **To magnify part of a page by dragging:**
i) Select the zoom tool.
ii) Drag to draw a marquee around the area you want to magnify.
iii) **To zoom in or out while using another tool**:
Press **Ctrl+Spacebar** to zoom in. **Press Ctrl+Alt+Spacebar** to zoom out
15. (i) There are so many drawing tools in PageMaker.
(ii) **Line tool, Rectangle tool, Ellipse tool** and **Polygon** tool are four main drawing tools.

2 Marks

16. Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.
17. (i) Adobe PageMaker,
(ii) Adobe InDesign,
(iii) QuarkXPress,
18. (i) In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence.
(ii) **Start→All Programs → Adobe→Pagemaker 7.0→Adobe PageMaker 7.0.**
19. To create a new document,
1. Choose **File> New** in the menu bar. (or) **Press Ctrl + N** in the keyboard. Now **Document Setup dialog bo**x appears.
2. Enter the appropriate settings for your new document in the **Document Setup** dialog box.
3. Click on **OK** button.
20. (i) The area outside of the dark border is referred to as the Pasteboard.
(ii) Anything that is placed completely in the pasteboard is not visible when you print the document.
21. 

i) It contains the following menus File, Edit, Layout, Type, Element, Utilities, View, Window, Help.
ii) When you click on a menu item, a pulldown menu appears.
iii) There may be sub-menus under certain options in the pull-down menus.
22.

Ellipse tool	Ellipse frame tool
Used to draw circles and ellipses. The icon is 	Used to create elliptical placeholders for text and graphics. The icon is 

23. The process of connecting text among Text blocks is called threading text. Text that flows through one or more threaded blocks is called a story.
24. The popular DTP software are Adobe PageMaker, Adobe InDesign, QuarkXPress, etc
25. To create a new document,
i) Choose File> New in the menu bar. (or) Press Ctrl + N in the keyboard. Now Document Setup dialog box appears.(Figure 1.3)
ii) Enter the appropriate settings for your new document in the Document Setup dialog box.
iii) Click on OK button.