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GRAPHIC DESIGNING

for
D.IT PART-II

According To New Syllabus Of DIT
KHYBER PAKHTUNKHWA
BOARD OF TECHNICAL EDUCATION

By

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First of all, I am grateful to Almighty Allah for giving me the courage and determination to complete this book and then to my mother for caring and loving.

Khalid.

PREFACE

Computers are general-purpose electronic device to help in data storage, processing and communication of information. Modern computers can process information not only in text form but also in graphic, audio or video form. Today, they have found their way into application areas that were not feasible twenty years ago. Revolutionary changes have occurred in the field of information technology during this period.

This 3rd edition of the Graphic Design has been written according to the new syllabus for D.IT-II. It presents an introduction to Operating it also includes a practical introduction to Graphic Design.

I hope this book will not only benefit the students but also the teachers and all other users in a better way for learning about computers and other fields of information technology.

M. Khalid Khan.

FOREWORD

We study this book thoroughly. This book provides complete guidance for the students to learn the basic concept of Adobe Photoshop, Corel Draw and Inpage.

This book covers the requirement of the DIT-II students in the subjects of Graphic Design

Though, the book is basically for the students of DIT-II but it can also be used by other people who want to get the basic knowledge of Graphic Design.

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Assist: Professor in Computer Science
Govt. College of Management Sciences
MARDAN

ACKNOWLEDGMENTS

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ADOBE PHOTOSHOP

What is Graphics? Define its main types?

A graphic is an image or visual representation of an object. Therefore, computer graphics are simply images displayed on a computer screen.

Computer graphics can be either two or three-dimensional. Early computers only supported 2D monochrome graphics, meaning they were black and white or black and green, depending on the monitor. Earl computers only supported 16 or 256 colors, most computers can now display graphics in millions of colors. 2D graphics come in two flavors — raster and vector.

Raster graphics are the most common and are used for digital photos, Web graphics, icons, and other types of images. They are composed of a simple grid of pixels, which can each be a different color.

Vector graphics are made up of paths, which may be lines, shapes, letters, or other scalable objects. They are often used for creating logos, signs, and other types of drawings. Unlike raster graphics, vector graphics can be scaled to a larger size without losing quality.

What is PIXEL?

Short for *Picture Element*, a pixel is logical unit and a single point in a graphic image. Graphics monitors display pictures by dividing the display screen into thousands or millions of pixels, arranged in rows and columns. The pixels are so close together that they appear connected. The physical size of a pixel depends on the resolution for the display screen. For maximum resolution, the physical size of a pixel will equal the physical size of the **dot** pitch. If the resolution is set to less than the maximum resolution, a pixel will be larger than the physical size of the screen's dot.

What are the different file formats of Graphics files? GIF:

The Graphics Interchange Format is a bitmap image format. It is widely used on the World Wide Web due to its wide support and portability. The format supports up to 8 bits per pixel. It allows a single image to reference its own palette of up to 256 different

colors chosen from the 24-bit RGB color space. It also supports animations. GIF format is less suitable for reproducing color photographs and other images with continuous color, but it is well-suited for simpler images such as graphics or logos with solid areas of color. File extension is .GIF

JPG: JPG or JPEG. JPEG stands for Joint Photographic Experts Group, who created the standard. It is for those photo images which must be very small files, for example, for web sites or for email. JPG is often used on digital camera, memory cards. The JPG file is often compressed to perhaps only 1/10 of the size of the original data. JPG uses lossy compression. Lossy means that some image quality is lost when the JPG data is compressed and saved, and this quality can never be recovered.
File extension is .jpg or jpeg

TIFF: TIFF (Tag Image File Format) is a common format for exchanging raster graphics (bitmap) images between application programs, including those used for **scanner** images. TIFF files are also commonly used in desktop publishing, faxing, 3D applications, and medical imaging applications. File has ".tiff" or ".tif" file name extension.
Unlike standard JPEG files, a TIFF file uses lossless compression (or none) so may be edited and re-saved without losing image quality.

PNG: Portable Network Graphics is a raster graphics file format that supports lossless data compression.
PNG was created as replacement for GIF, and is the most used format on the Internet.
PNG supports palette-based images (with palettes of 24-bit RGB or 32-bit RGBA colors "A for alpha"), grayscale images, and full-color non-palette-based RGB[A] images. It does not support non-RGB color spaces such as CMYK.

BMP: Short for "Bitmap. The BMP format is a commonly uses raster graphic format for saving image files. It was introduced on the Windows platform.
The BMP format stores color data for each pixel in the image without any compression. For example, a 10x10 pixel BMP image

will include color data for 100 pixels. This method of storing image information allows high-quality graphics, but also produces large file sizes.

Define Photoshop.

Photoshop (PS)

Photoshop is an application software that excels at editing digital photographs. It lets us create, modify, combine and optimize digital images. Subtle changes are made such as adjust the color in digital photos or scanned prints. These images may be printed or used for online purposes.

We can combine different image elements. This mixing can include photos, scanned art, text and any type of data.

Uses:

It has two general usages:

1. Creating images
2. Editing existing images
3. Photoshop include tools to move, stylize, color, add texts, do photo mixing, etc. We can select the whole image or a part for editing. Parts of an image can be cut or use as a separate image. Colors in a photograph may be changed and removed. Special effects can also be applied for example, applying filters, transformations, changing size of an image, etc. Professional web pages can also be designed in Photoshop. Simple drawings can also be created with the help of readily available tools.

Benefits:

1. Photoshop is easier to use.
2. It is rich with commands, tools, menus, shortcuts, etc in a WYSIWYG (what you see is what you get) mode.
3. Images of many different types can be easily edited. Image types include, GIF, JPEG, TIFF, PNG, BMP, etc.
4. It is also used for designing web pages according to requirements. These pages are exported as HTML format.
5. Installing Photoshop, installs additional software to add in extra features for working on photos. Examples are ImageReady, Adobe Bridge, etc.

Problems:

1. It is different from other traditional softwares, like MS-Word so a new user may feel it difficult to use it.
2. It needs extra devices to be installed on computer. Like mouse, graphics card, color display, etc.
3. Change in the resolution of computer affects the images and we may feel as if different are different images.
4. Photoshop document format (.PSD) is not recognized by other softwares like MS-Word.
5. Photoshop is installed on Windows or MAC operating systems.

Versions of Photoshop (PS)

PS1, PS2, PS3, PS4, PS5, PS6, PS7, PS CS(Creative Suite), CS2, CS 5, CS6, PS CC (Creative Cloud), PS CC 2014, PS CC 2015

To close PS file:

- Choose File > Close or File > Close All.
- Choose whether or not to save the file:

To exit Photoshop or ImageReady:

- Choose File > Exit (Windows) or File > Quit (Mac OS).
- Choose whether or not to save any open files:
  Click for each open file to save the file. Or No for each open file to close the file without saving it.

Explore Work Area/ Environment in Photoshop

Photoshop is a GUI driven software, so is rich in menus, tools, options, etc. The Photoshop work area is arranged to help you focus on creating and editing images. It includes Menu bar, Options bar. Toolbox, Active image area, and Palettes.

Photoshop Vocabulary

- Layers
- Canvas
- Selections
- Background
- Active layer
- Active document
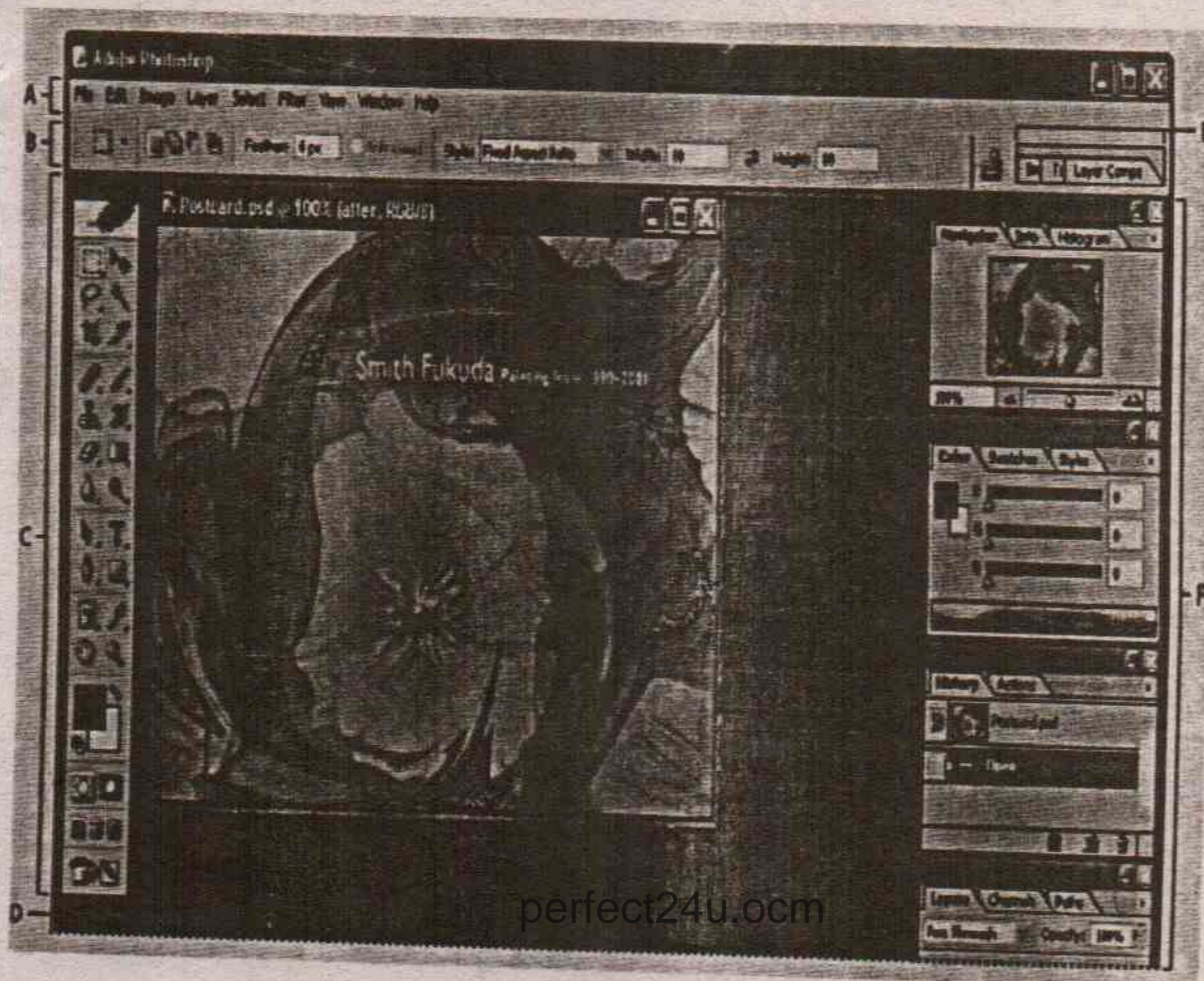
Menu bar

The menu bar contains menus items. The Menu has submenus which their have functions for performing tasks as well as further submenus. The menus are organized by topic. For example, the Layers menu contains commands for working with layers.

Option bar

The option bar represents the different options and properties of the object selected. The option bar is used frequently to edit the available features of the selected object. These options change with the change of object. This bar is just below the menu bar.

Toolbox

The toolbox holds tools for creating and editing images. These are drawing or image tools. The toolbox appears on the left side of the screen. Some tools in the toolbox have options that appear in tool options bar. These include the tools to use type, select, paint, draw, sample, edit, move, annotate, and view images. Other tools are to

change foreground/background colors, go to Adobe Online, work in different modes, and jump between Photoshop and Image Ready applications.

Tool	Shortcut
Rectangular Marquee Tool	M
Elliptical Marquee Tool	M
Single Row Marquee Tool	
Single Column Marquee Tool	
Quick Selection Tool	W
Magic Wand Tool	W
Spot Healing Brush Tool	J
Healing Brush Tool	J
Patch Tool	J
Red Eye Tool	J
Clone Stamp Tool	S
Pattern Stamp Tool	S
Eraser Tool	E
Background Eraser Tool	E
Magic Eraser Tool	E
Blur Tool	R
Sharpen Tool	R
Smudge Tool	R
Horizontal Type Tool	T
Vertical Type Tool	T
Horizontal Type Mask Tool	T
Vertical Type Mask Tool	T
Eyedropper Tool	I
Color Sampler Tool	I
Measure Tool	I
Count Tool	I

Tool	Shortcut
Lasso Tool	L
Polygonal Lasso Tool	L
Magnetic Lasso Tool	L
Slice Tool	K
Slice Select Tool	K
Brush Tool	B
Pencil Tool	B
Color Replacement Tool	B
History Brush Tool	Y
Art History Brush Tool	Y
Gradient Tool	G
Paint Bucket Tool	G
Dodge Tool	O
Burn Tool	O
Sponge Tool	O
Pen Tool	P
Freeform Pen Tool	P
Add Anchor Point Tool	
Delete Anchor Point Tool	
Convert Point Tool	
Path Selection Tool	A
Direct Selection Tool	A
Rectangle Tool	U
Rounded Rectangle Tool	U
Ellipse Tool	U
Polygon Tool	U
Line Tool	U
Custom Shape Tool	U
Notes Tool	N
Audio Annotation Tool	N

Toolbox with Tools

How can we jump Between Applications of Photoshop?

You can jump between Photoshop and ImageReady to transfer an image between the two applications for editing without closing or exiting the originating application. In addition, you can jump from ImageReady to other graphics editing applications and HTML editing applications installed on your system.

Jumping to an application saves you from having to close the file in one application and reopen it in another application

How can we preview an image in browser?

To get an idea of how an optimized image will look in a Web page, you can preview the image in any browser installed on your system. The browser displays the image with a caption listing the image's file type, pixel dimensions, file size, and compression specifications in the first paragraph, and filename and other HTML information in the second paragraph. You can add additional browsers to the menu, and specify which browser will be launched when using a keyboard shortcut.

To add a browser:

- Choose File > Save for Web, and then choose Edit List from the Select Browser menu. Click the Add button.
- In the Preview in Other Browser dialog box, navigate to the browser application on your computer, and then click Open button. Browser name appears in the Browsers dialog box.

Why we use Setting Preferences

Numerous program settings are stored in Adobe Photoshop CS Prefs file. Among the settings stored in this file are general display options, file-saving options, cursor options, transparency options, and options for plug-ins and scratch disks. Most of these options are set in the Preferences dialog box. Preference settings are saved each time you exit the application.

To open a preferences dialog box:

Choose Edit > Preferences and choose the desired preference set.

To switch to a different preference set, do one of the following:

- Choose preference set from the menu at the top of the dialog .

- Click Next to display the next preference set in the menu list; click Prev to display the previous preference set.

To restore all preferences to their default settings:

Press and hold Alt+Control+Shift immediately after launching Photoshop or ImageReady. You will be prompted to delete the current settings.

Sometimes messages contain warnings or prompts regarding certain situations. You can disable the display of these messages by selecting the Don't Show Again option in the message.

To reset the display of all warning messages (Photoshop):

- In Windows, choose Edit > Preferences > General.
- Click Reset All Warning Dialogs, and click OK.

To turn on or off warning messages (ImageReady):

- Choose Edit > Preferences > General.
- Deselect or select Disable Warnings, and click OK.

To set notification for completion of operations:

- Choose Edit > Preferences > General.
- (Photoshop) Select Beep When Done.
- (ImageReady) Select Notify When Done and choose Click OK.

Explain the procedure to use Plug-in-Modules

Using plug-in modules

Plug-in modules are software programs developed by Adobe Systems and by other software developers to add features to Photoshop and ImageReady. A number of importing, exporting, and special-effects plug-ins come are automatically installed in folders inside the Photoshop Plug-ins folder.

Once installed, plug-in modules appear as options added to the Import or Export menu; as file formats in the Open, Save As, and Export Original (ImageReady) dialog boxes; or as filters in the Filter submenus. Newly installed plug-ins will then appear in the Filter > Other submenu.

To install an Adobe Systems plug-in module:

- Use the plug-in installer, if provided.
- Copy the module into the appropriate Plug-ins folder in the Photoshop program folder. Files be uncompressed.

To install a third-party plug-in module:
Choose Edit > Preferences > Plug-Ins & Scratch Disk. in the Legacy Photoshop Serial Number text box.

WORKSPACE

How can we use options bar in Adobe Photoshop?

Most tools have options that are displayed in the options bar. The options bar is context sensitive and changes as different tools are selected. Some settings in the options bar are common to several tools (such as painting modes and opacity), and some are specific to one tool (such as the Auto Erase setting for the Pencil tool). You can move the options bar anywhere in the work area using the gripper bar, and dock it at the top or bottom of the screen. Tool tips appear when you hold the pointer over a tool. To view tool options in the options bar: Choose Window > Options. To return a tool or all tools to the default settings: Click the tool icon on the options bar, and then choose Reset Tool or Reset All Tools from the context menu.

Write the procedure to Change the keyboard shortcuts

Photoshop provides a set of default keyboard shortcuts for commands and tools. You can change individual shortcuts within a set, and define your own sets of shortcuts.

To define new shortcuts:

- Choose Edit > Keyboard Shortcuts.
- Choose a set of shortcuts from the Set menu
- Choose a shortcut type from the Shortcuts.
- In the Shortcut scroll list, select the shortcut to modify.
- Type a new shortcut.
- To discard all changes and exit, click Cancel.
- To discard the last saved change click Undo.
- To return a new shortcut to the default, click Use Default.

To clear shortcuts from a command or tool:

- Choose Edit > Keyboard Shortcuts.
- In the Keyboard Shortcuts dialog box, select the command or tool name whose shortcut want to delete.

- Click Delete Shortcut.

To delete an entire set of shortcuts:

- Choose Edit > Keyboard Shortcuts.
- In the Set pop-up menu, choose the shortcut set to delete.
- Click the Delete Set button 🗑 and then OK

Ruler, Columns, and Measure tool guide and grid *tool*

Rulers, columns, the Measure tool, guides, and the grid help you position images or elements precisely across the width or length of an image.

To show Extras:

Choose View > Extras. A check mark appears next to all shown Extras in the Show submenu.

To hide Extras:

With Extras showing, choose View > Extras. A dot appears next to all hidden Extras in the Show submenu.

To show one Extra from a list of hidden Extras:

Choose View > Show and choose an Extra from the submenu. Choosing one of the hidden Extras will cause it to show, and turn off all other Extras.

Illustrate file information view options

- Document Size displays the amount of data in the image. The number on the left represents the printing size of the image-- approximately the size of the saved, flattened file in Adobe Photoshop format. The number on the right indicates the file's approximate size including layers and channels.
- Document Profile to display the name of the color profile used by the image.
- Document Dimensions to display the dimensions of the image.
- Scratch Sizes to display information on the amount of RAM and scratch disk used to process the image. The number on the left represents the amount of memory that is currently being used by the program to display all open images. The number on the right represents the total amount of RAM available for processing images.

- Efficiency to display the percentage of time actually doing an operation instead of reading or writing the scratch disk. If the value is below 100%, Photoshop is using the scratch disk and, therefore, is operating more slowly.
- Timing to display the amount of time it took to complete the last operation.
- Current Tool to view the name of the active tool.

To view additional file information:

Choose File > File Info.

PALETTES

What is meant by Palette and where do use palettes?

Palettes are groups of tools used to edit and manipulate image. Palettes are basic components to construct and edit an image. 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 selecting those check marked palettes will hide them.

Color Palette: It is a set of the colors from RGB and selected for the foreground and background colors. In case of another color type, you can choose it among the list of the pop-up menu

History Palette: Photoshop automatically save the process of your works. (Normally 20 steps prior to the current work) These are available in History Palette. We can undo and redo action in history Palette.

The History palette lets jump to any recent state of the image created during the current working session.

Layer Palette: A layer palette represents a part of image. An image may be made up of several layers. Each layer has its own opacity, transparency and other effects.

Define Tool Presets?

The Preset Manager centralizes management of brushes, swatches, gradients, styles, patterns, contours, custom shapes, and preset tools. We use the Preset Manager to change the current set of

preset items and create new libraries. Once a library is loaded in the Preset Manager, we can access the library's items in all locations that the type of preset is available. The only thing you can't do with the Preset Manager is actually create a preset.

To display the Preset Manager: Choose Edit > Preset Manager.

To switch between preset types: Choose an option from the Preset Type pop-up menu.

To change how items are displayed:

Choose a display option palette menu:

- Text Only to display the name of each preset item.
- Small Thumbnail or Large Thumbnail to display a thumbnail of each preset item.
- Small List or Large List to display the name and thumbnail of each preset item.
- Stroke Thumbnail to display a sample brush stroke and brush thumbnail of each brush preset.

To load a library of preset items:

- Choose a library file from the bottom of the palette menu. Click OK to replace the current list, or click Append to append the current list.
- To add a library to the current list, click Load, select the library file you want to add, and click Load.
- To replace the current list with a different library, choose Replace Preset Type from the palette menu. Select the library file you want to use, and click Load.

To rename presets items:

- Select a preset item. Shift-click to select multiple items:
- Click Rename, then enter a new name for the item.
- Double-click a preset, enter a new name, and click OK.
- If the Preset Manager display presets as list or text only, double-click, enter a new name inline, and press Enter.

To rearrange preset items: Drag an item up or down in the list.

To delete preset items:

- Select a preset item, and click Delete.
- Alt-click the items you want to delete.

To create a new library of presets:

To save all the presets in the list as a library, make sure that no items are selected.

- To save a subset of the current list as a library, hold down Shift, and select the items you want to save.
- Click Save Set, choose a location for the library, enter a filename, and click Save.

To create a tool preset:

- Choose a tool, and set the options to save as a tool preset in the options bar.
- Click the Tool Preset button on the left side or choose Window > Tool Presets to display the Tool Presets palette.
- Click the Create New Tool Preset button.
- Choose New Tool Preset from the palette menu.
- Enter a name for the tool preset, and click OK.

Write down the procedure to correcting Mistake

To undo the last operation: Choose Edit > Undo.
If the command is dimmed and changes to Can't Undo

To redo the last operation: Choose Edit > Redo.

To free memory used by the Undo command
Choose Edit > Purge, and choose the item type or buffer to clear. The Purge command permanently clears it cannot be undone.

To revert to the last saved version: Choose File > Revert.

To restore part of an image to its previously saved version

- Use the History Brush tool to paint with the selected state or snapshot on the History palette.
- Use the Eraser tool with the Erase to History selected.
- Select the area you want to restore, and choose Edit > Fill. For Use, choose History, and click OK.

How can we create Duplicate image?

- Open the image you want to duplicate.
- Choose Image > Duplicate.
- Enter a name for the duplicated image.
- If you want to duplicate the image without merging the layers, select Duplicate Merged Layers Only.

- Click OK.

Define Annotating Images in Photoshop

You can attach annotations (notes) and audio annotations to an image. This is useful for comments, production notes, or other information with the image. Photoshop annotations are compatible with Adobe Acrobat.

To circulate a Photoshop document for in Acrobat, save the document in PDF. Then import the annotations into Photoshop.

Notes and audio annotations appear as small nonprintable icons on the image. They are associated with a location on the image rather than with a layer. You can hide and show annotations, open notes to view or edit their contents, and play audio annotations.

Explore Navigation Tools

Navigation in Photoshop is a very import aspect of retouching. It's important that we're able to quickly zoom in/out, move the canvas or compare the retouched part of an image with the original.

Magnifying and reducing the view

You can magnify or reduce your view using various methods. The window's title bar displays the zoom percentage (unless the window is too small for the display to fit), as does the status bar at the bottom of the window.

Note: The 100% view of an image displays an image as it will appear in a browser (based on the monitor resolution and the image resolution).

To zoom in:

- Select the zoom tool 🔍. The pointer becomes a magnifying glass with a plus sign in its center ⊕. Click the area you want to magnify. Each click magnifies to the next preset percentage, At maximum magnification level of 1600%, the magnifying glass appears empty.
- Click the Zoom In button ⊕ in the options bar to magnify to the next preset percentage. Choose View > Zoom In to magnify to the next preset percentage. (Photoshop) Enter a magnification level in the Zoom text box at the lower left of the window.

To zoom out:

- Select the zoom tool. Hold down Alt to activate the zoom-out tool. The pointer becomes a magnifying glass with a minus sign in its center 🔍. Click the center of the area of the image you want to reduce. Each click reduces the view to the previous preset percentage. When the file has reached its maximum reduction level, the magnifying glass appears empty.
- Click the Zoom out button 🔍 in the options bar to reduce to the previous preset percentage.
- Choose View > Zoom Out to reduce to the previous preset percentage.
- Enter a reduction level in the Zoom text box at the lower left of the window.

To magnify by dragging:

1. Select the zoom tool.
2. Drag over the part of the image you want to magnify.

To display an image at 100%:

- Double-click the zoom tool.

Choose View > Actual .

| 89.21% | Doc: 9.00M/9.00M | ▶ | Click and drag to scroll image in desired direction. Use Alt ar |

Navigator Palette is used to navigate our image. If the navigator palette is not visible, then you have to enable it first in the menu by going to Windows / Navigator.

In the box marked with A we can enter the zoom factor which is currently 81.97%. Only values between 0.11% and 1600% are allowed.

Scroll: Scroll tool is used to scroll through the image. By scrolling we navigate different portions of image up, down, left or right. Hand tool is also used for scrolling. Or there may be scroll bars in the window. Below table shows short cuts for navigating the image.

Action	Short Cuts
Scroll image	spacebar+drag
Zoom in	Ctrl+spacebar+click
Zoom in and change window size	Ctrl+plus
Zoom out	Alt+spacebar+click
Zoom out and change window size	Ctrl+minus
Scroll up or down one screen	PageUp/PageDown
Scroll left or right	Ctrl+Page Up/Page Down
Move to upper-left corner of image	Home
Move to lower-right corner of image	End
Zoom to 100%	Double click on Zoom tool
Fit on Screen	Ctrl+0
Cycle through all open image windows	Ctrl+Tab

Photoshop Tools

How to *select an image and Modify/ Save selection*

Selection means to pick a part of image so that it becomes a separate portion logically for processing. Selection is the basic process in the image editing and in Photoshop. It is performed to select a part of image to do different operations and modify the image.

Selection is done when we want to move, color or transform parts of image independently from the rest of the image.

We can select a rectangular, elliptical area, group of similarly colored 'pixels, a range of colors, the area within well defined edges, irregular shaped area or even the entire image.

Rectangular or elliptical areas are selected with the help of Marque tools. To create oddly shaped selection, Lasso tools are used. We can select elements of image that have well edges quickly and easily with Magnetic Lasso tool. To select group of similarly

colored pixels we use Magic Wand tool. We can select a set range of colors within an image with the Color Range Command.

Even we can expand or contract our selection, add new area to the current selection or cut off a portion from it. Selection can also be inverted or deselected what is selected.

Modify Selection

Move: We can move selection by using the move tool, which lets us rearrange elements of image.

Copy Paste: We can copy a selection and make a duplicate of it somewhere else in the image. Edit>Copy and Edit>Paste is used to perform it or we can also use mouse for this purpose.

Delete: We can delete or remove a selection so that it no more in the current image. Delete command used for this purpose.

Save: After selection, copy or paste it to another document and then apply save command.

Rotate: we can rotate a selection to tilt or turn it upside down in the image. Command is Edit>Transform> Rotate

Scale: A selection is scale(d) to make it larger or smaller, so that a part of image is emphasized. Edit>Transform>Scale

Skew or Distort: we can transform a selection using skew or distort command. This lets sketch elements in the image into interesting shapes. Edit>Transform>Skew Edit>Transform>Distort

Feather: We can feather a selection's border to create soft edges. Select > Feather

Extract: we can remove objects in an image from their backgrounds using extract command. Filter > Extract.

Select the layer in the Layers palette: **Choose Select > All.**

Deselect selections: Choose Select > Deselect. Or Press Ctrl+D

Reselect the most recent selection: **Choose Select > Reselect.**

Explain different Photoshop Tools in detail?

Marquee Selection Tool

The Marquee tool is the most basic of selection tools and often the one most useful. This tool is used to draw selections based on geometric shapes. Specifically, the marquee tool allows you to draw rectangular and elliptical selections. To form the selection, simply click and drag the mouse

Rectangle Marquee
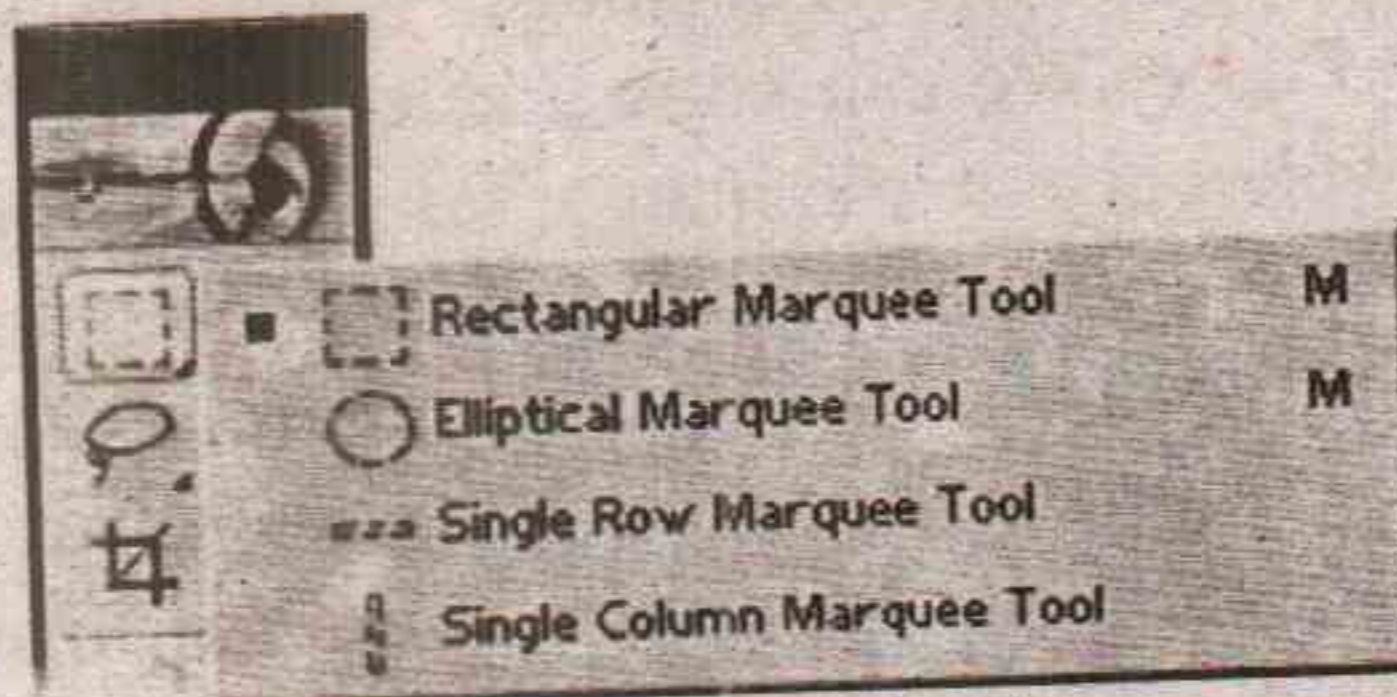
Make a rectangular selection. Hold the shift key down to constrain the selection to a square.

Elliptical Marquee

Make an elliptical selection. Hold the shift key down to constrain the selection to a circle.

Single Row Marquee

Make a horizontal selection 1 pixel high. Very useful for trimming edges and making straight lines.

Single Column Marquee

Make a vertical selection 1 pixel wide. The tool will select a 1 pixel region that is as tall as your image. Also very useful for trimming edges and making straight lines.

Options

Normal

This is the most familiar mode, defining a selection as opposing corners of a drag motion.

Fixed Ratio

Allows a certain aspect ratio to be maintained while selecting. This is useful when you need to scale the image to a common print size.

Fixed Size

Allows a specific height and/or width to be defined, along with units of scale

To use the marquee tools:

- Select a marquee tool:
- Rectangle marquee Rectangle marquee to make a rectangular selection.
- Elliptical marquee Elliptical marquee to make an elliptical selection.
- Single row or single column marquee to define the border as a 1-pixel-wide row or column.
- For the rectangle, rounded rectangle, or elliptical marquee, choose a style in the options bar:
- With the rectangle, rounded rectangle, or elliptical marquee, drag over the area to select. Hold down Shift and drag to constrain the marquee to a square or circle.
- With the single row or single column marquee, click near the area to select, and then drag the marquee to the exact location. If no marquee is visible, increase the magnification of your image view

Moving and resizing tool-based image maps

You can move and resize tool-based image map areas by dragging. You can also move and resize rectangular and circular image map areas using numeric coordinates.

To move a tool-based image map area:

- Select one or more image map areas you want to move.
- Position the pointer inside the image map area, and drag it to a new position. Press Shift to restrict movement to a vertical, horizontal, or 45° diagonal line.

To resize a tool-based image map area:

- Select an image map area you want to resize.
- Drag a handle on the image map border to resize the image map area.

To resize and move a tool-based image map area using numeric coordinates:

- Select a rectangular or circular image map area.
- In the Dimensions area of the Image Map palette, change one or more of the following options:
- X to specify the distance in pixels between the left edge of a rectangular image map area, or the center point of a circular image map area, and the origin point of the ruler in the document window.
- Y to specify the distance in pixels between the top edge of a rectangular image map area, or the center point of a circular image map area, and the origin point of the ruler in the document window.

Define Lasso polygon lasso and magnetic lasso

Lasso Tools

Lasso tools allows to select precise areas of an image by drawing or tracing the selection outline. There are three lasso tools available. The Lasso tool is used for selections where there is no pre-defined shape. The Lasso tool gives you more freedom in the shapes you select. To select the Lasso Tool click L. By default this will select the standard Lasso tool. To cycle through the Tools press Shift + L.

Lasso Tool.

The standard Lasso Tool allows you to select areas by freehand. Simply click and drag to select the outline of your area. To complete the selection drag the mouse back to the start point. At this point you will see the familiar black and white line of a selection. If you let go of your path half way through it will complete the path for you with a straight line back to the first click.

To use the lasso tool:

- Select the lasso tool lasso tool, and set options.
- Drag to draw a freehand selection border.
- To draw a straight-edged selection border, hold down Alt, and click where segments should begin and end.

- To erase recently drawn segments, hold down the Delete key until you've erased the fastening points for the desired segment.
- To close the selection border, release the mouse without holding down Alt

Polygonal Lasso Tool

Similar to the lasso tool, except that instead of holding your mouse button down to draw, left-click on various points to create a selection with a series of straight edges. We can also hold down the Alt key to draw freehand sections.

To use the polygonal lasso tool:

- Select the polygonal lasso tool, and set options.
- Click in the image to set the starting point.
- To draw a straight segment, position the pointer where you want the first straight segment to end, and click. Continue clicking to set endpoints for subsequent segments.
- To draw a freehand segment, hold down Alt and drag. When finished, release Alt and the mouse button.
- To erase recently drawn straight segments, press the Delete key.
- Close the selection border:
- Position the polygonal lasso tool pointer over the starting point (a closed circle appears next to the pointer), and click.
- If the pointer is not over the starting point, double-click the polygonal lasso tool pointer, or Ctrl-click

Magnetic Lasso Tool

This is a very handy tool for selecting areas which have reasonably well-defined edges. Left-click at the starting point of selection and simply move the mouse along the edge.

"Fastening points" are automatically made at various points along the edges. Left-click at any time to add a fastening point manually. The Polygonal Lasso Tool allows you to create selections using straight edges. Each click you make will create a point until you return to your original starting point.

To use the magnetic lasso tool

- Select the magnetic lasso tool magnetic lasso tool , and set options.
- Click in the image to set the first fastening point.
- To draw a freehand segment, move the pointer along the edge to trace.
- If the border doesn't snap to the desired edge, click once to add a fastening point manually. Continue to trace the edge, and add fastening points as needed.
- To activate the lasso tool, hold down Alt and drag with the mouse button depressed.
- To activate the polygonal lasso tool, hold down Alt, and click.
- To close the border with a freehand magnetic segment, double-click, or press Enter.
- To close the border with a straight segment, hold down Alt and double-click.
- To close border, drag back over the starting point and click.

To Complete a Selection

To finish drawing a selection, either click on the selection starting point or double-click anywhere.

Magnetic Lasso Tool - Additional options

Width: This is the distance between the cursor and the edge of the selection that the tool can detect. This determines how precise you want to be when tracing. A small value makes the edge more precise.

Frequency: This controls how often points are drawn by the Magnetic Lasso tool. Low values are good for smooth edges, high values are good for uneven edges.

Edge Contrast: This controls how much the contrast between pixels needs to be before the tool snaps to it. A high value is good when the background is in high contrast, a low value is good when the background is in poor contrast..

Define magic wand Tool

The magic wand tool lets you select a consistently colored area (for example, a red flower) without having to trace its outline. You specify the color range, or tolerance, for the magic wand tool's selection.

To use the magic wand tool:

- Select the magic wand tool ▨.
- In the options bar, specify whether to add a new selection ▧, add to an existing selection ▨, subtract from a selection ▧, or select an area intersected by other selections ▨. The magic wand cursor changes depending on which option is selected.
- For Tolerance, enter a value in pixels, ranging from 0 to 255. Enter a low value to select colors very similar to the pixel you click, or enter a higher value to select a broader range of colors.
- To define a smooth edge, select Anti-aliased.
- To select only adjacent areas using the same colors, select Contiguous. Otherwise, all pixels using the same colors will be selected.
- To select colors using data from all the visible layers, select Use All Layers. Otherwise, the magic wand tool selects colors from the active layer only.
- In the image, click the color you want to select. If Contiguous is selected, all adjacent pixels within the tolerance range are selected. Otherwise, all pixels in the tolerance range are selected.

Options

New Selection: Creates a new selection. If there is already a selection, the new selection will discard previous one.

Add Creates a new selection and adds it to already existing selection area.

Subtract: The area in new selection is cuts off from the existing selection

Intersect: Select an area intersected by other selections Area Intersected by Other Selection.

Color Range Command

The Color Range command selects a specified color or color subset within an existing selection or an entire image. To refine an existing selection, use the Color Range command repeatedly to select a subset of colors. For example, to select the green areas in a cyan selection, select Cyans in the Color Range dialog box, and click OK. Then reopen the Color Range dialog box, and select Greens.

To select a color range using sampled colors:

- Choose Select > Color Range.
- For Select, choose the Sampled Colors tool Sampled Colors tool.
- Select one of the display options:
- Selection to preview only the selection as you build it.

Crop Tool

Cropping is the process of removing portions of an image to create focus or strengthen the composition. We can crop an image using the crop tool and the Crop command.

To crop an image using the crop tool:

- Select the crop tool crop tool.
- Set the mode of the crop tool
- To crop the image without resampling, make sure that all the text boxes in the options bar are empty. You can click the Clear button to quickly clear all text boxes.
- To resample the image during cropping, enter a height, width, and/or resolution in the options bar.
- To resample an image based on the dimensions and resolution of another image, open the other image, select the crop tool, and click Front Image in the options bar. Then make the image you want to crop active.

To crop an image using the crop tool:

- Select the crop tool 4.
- Set the mode of the crop tool:
- To crop the image without resampling (default), make sure that all the text boxes in the options bar are empty. You can click the Clear button to quickly clear all text boxes.
- To resample the image during cropping, enter a height, width, and/or resolution in the options bar.
- To resample an image based on the dimensions and resolution of another image, open the other image,
- Define the cropping marquee by dragging over the part of the image you want to keep. The marquee doesn't have to be precise--you can adjust it later.
- Specify whether you want to hide or delete the cropped area
- Specify whether you want to use a cropping shield to shade the area of the image that will be deleted or hidden. When Shield is selected, you can specify a color and opacity for the cropping shield. When Shield is deselected, the area outside the cropping marquee is revealed.
- If necessary, adjust the cropping marquee:
- To move the marquee to another position, place the pointer inside the bounding box and drag.
- To scale the marquee, drag a handle. To constrain the proportions, hold down Shift as you drag a corner handle.
- To rotate the marquee, position the pointer outside the bounding box (the pointer turns into a curved arrow), and drag. To move the center point around which the marquee rotates, drag the circle at the center of the bounding box.
- Press Enter click the Commit button ✔ in the options bar; to cancel the cropping operation, press Esc

Define Healing Brush and where we can use

The healing brush tool lets you correct imperfections, causing them to disappear into the surrounding image. Like the cloning tools, you use the healing brush tool to paint with sampled pixels from an image or pattern. However, the healing brush tool also matches the texture, lighting, and shading of the sampled pixels to the source pixels. As a result, the repaired pixels blend seamlessly into the rest of the image.

To use the healing brush tool:

- Select the healing brush tool .
- Click the brush sample in the options bar and set brush options in the pop-up palette:
- Choose a blending mode from the Mode pop-up menu in the options bar:
- Choose Replace to preserve noise, film grain, and texture at the edges of the brush stroke.
- Choose a source to use for repairing pixels in the options bar: Sampled to use pixels from the current image, or Pattern to use pixels from a pattern. If you chose Pattern, select a pattern from the Pattern pop-up palette.
- Determine how you want to align the sampled pixels:
- If you select Aligned in the options bar, you can release the mouse button without losing the current sampling point. As a result, the sampled pixels are applied continuously, no matter how many times you stop and resume painting.
- If you deselect Aligned in the options bar, the sampled pixels are applied from the initial sampling point each time you stop and resume painting.
- For the healing brush tool in sampling mode, set the sampling point by positioning the pointer in any open image and Alt-clicking.
- Drag in the image.

The sampled pixels are melded with the existing pixels each time you release the mouse button. Look in the status bar to view the status of the melding process.

Define Patch Tool

The patch tool lets you repair a selected area with pixels from another area or a pattern. Like the healing brush tool, the patch tool matches the texture, lighting, and shading of the sampled pixels to the source pixels. You can also use the patch tool to clone isolated areas of an image. When repairing with pixels from the image, select a small area to produce the best result.
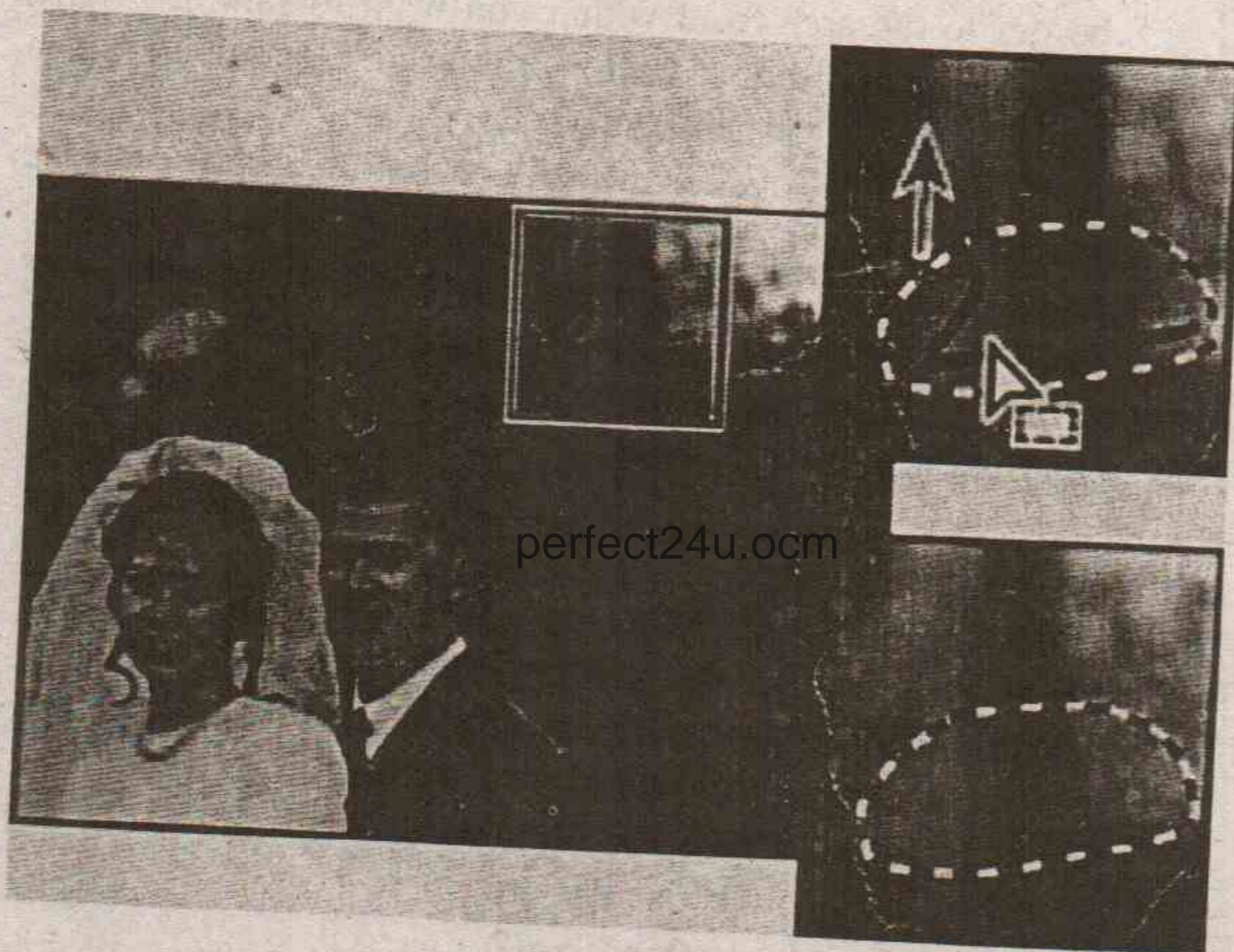
To repair an area using sampled pixels:

- Select the patch tool ⬮.
- Do one of the following:
- Drag in the image to select the area you want to repair, and select Source in the options bar.
- Drag in the image to select the area from which you want to sample, and select Destination in the options bar.
- To adjust the selection, do one of the following:
- Shift-drag in the image to add to the existing selection.

|

- Alt-drag in the image to subtract from the existing selection.
- Alt-Shift-drag in the image to select an area intersected by the existing selection.
- Position the pointer inside the selection, and do one of the following:
- If Source is selected in the options bar, drag the selection border to the area from which you want to sample. When you release the mouse button, the originally selected area is patched with the sampled pixels.
- If Destination is selected in the options bar, drag the selection border to the area you want to patch. When you release the mouse button, the newly selected area is patched with the sampled pixels.

To repair an area using a pattern:

- Select the patch tool ❡.
- Drag in the image to select the area you want to repair. .
- To adjust the selection, do one of the following:
- Shift-drag in the image to add to the existing selection.
- Alt in the image to subtract from the existing selection.
- Alt-Shift-drag in the image to select an area intersected by the existing selection.
- Select a pattern from the Pattern pop-up palette in the options bar, and click Use Pattern.

How can we use Freeform Pen Tool?

The freeform pen tool lets you draw as if you were drawing with a pencil on paper. Anchor points are added automatically as you draw. You do not determine where the points are positioned, but you can adjust them once the path is complete.

The magnetic pen is an option of the freeform tool that lets you draw a path that snaps to the edges of defined areas in your image. You can define the range and sensitivity of the snapping behavior, as well as the complexity of the resulting path. The magnetic pen and magnetic lasso tools share many of the same options.

To draw with the freeform pen tool:

- Select the freeform pen tool 🖋.
- To control how sensitive the final path is to the movement of your mouse or stylus, click the inverted arrow –next to the shape buttons in the options bar, and enter a value between 0.5 and 10.0 pixels for Curve Fit. A higher value creates a simpler path with fewer anchor points.
- Drag the pointer in the image. As you drag, a path trails behind the pointer. When you release the mouse, a work path is created.
- To continue the existing freehand path, position the freeform pen pointer on an endpoint of the path, and drag.
- To complete the path, release the mouse. To create a closed path, click the initial point of the path (a circle appears next to the pointer when it is aligned). For more information on closed and open paths.

Define Stamp Tool and to use

The clone stamp tool takes a sample of an image, which you can then apply over another image or part of the same image. Each stroke of the tool paints on more of the sample.
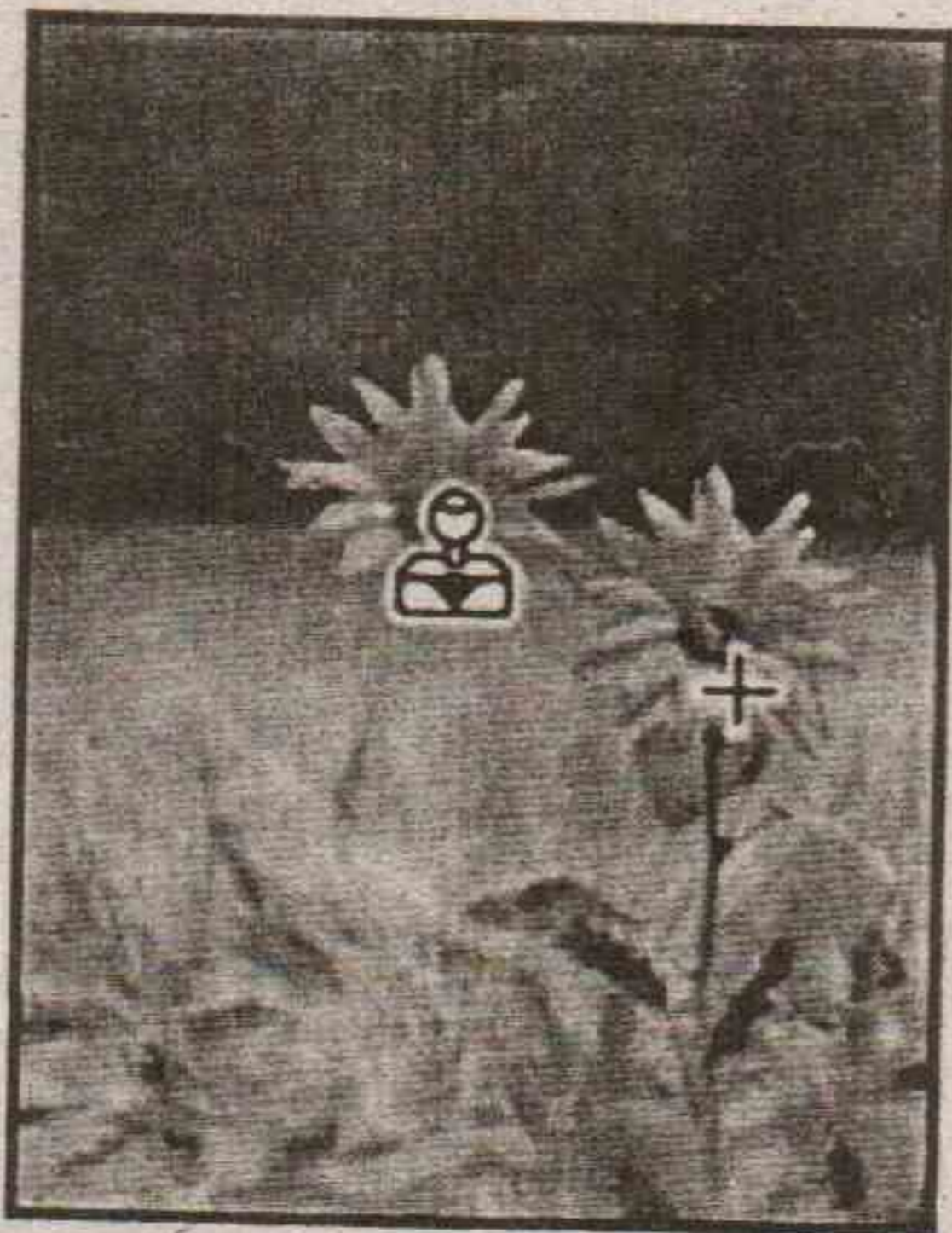
To use the clone stamp tool:

- Select the clone stamp tool 📑 , and do the following in the options bar:
- Choose a brush and set brush options.
- Specify a blending mode, opacity, and flow.
- Determine how you want to align the sampled pixels. If you select Aligned, you can release the mouse button without losing the current sampling point. As a result, the sampled pixels are applied continuously, no matter how many times you stop and resume painting. If you deselect Aligned, the sampled pixels are applied from the initial sampling point each time you stop and resume painting.
- Select Use All Layers to sample data from all visible layers; deselect Use All Layers to sample only from the active layer.
- Set the sampling point by positioning the pointer in any open image and Alt-clicking.
- Drag in the image.

C:\Program Files\Adobe\Photoshop 7.0\Help\1_10_7_3.html

Using the pattern stamp tool/ Pattern

The pattern stamp tool lets you paint with a pattern. You can select a pattern from the pattern libraries or create your own patterns.

To use the pattern stamp tool:

- Select the pattern stamp tool 📑 , and do the following in the options bar:
- Choose a brush and set brush options.
- Specify a blending mode, opacity, and flow.
- Select a pattern from the Pattern pop-up palette.
- Determine how you want to align the sampled pixels. If you select Aligned, you can release the mouse button without losing the current sampling point. As a result, the sampled pixels are applied continuously, no matter how many times you stop and resume painting. If you deselect Aligned, the sampled pixels are applied from the initial sampling point each time you stop and resume painting.
- Select Impressionist to apply the pattern with an impressionistic effect.

- Drag in the image.

Why we use *History Brush Tool in Photoshop?*

The art history brush tool lets you paint with stylized strokes, using the source data from a specified history state or snapshot. By experimenting with different paint style, size, and tolerance options, you can simulate the texture of painting with different colors and artistic styles.

Like the history brush, the art history brush uses a specified history state or snapshot as the source data. The history brush, however, paints by recreating the specified source data, while the art history brush uses that data along with the options you set to create different colors and artistic styles.
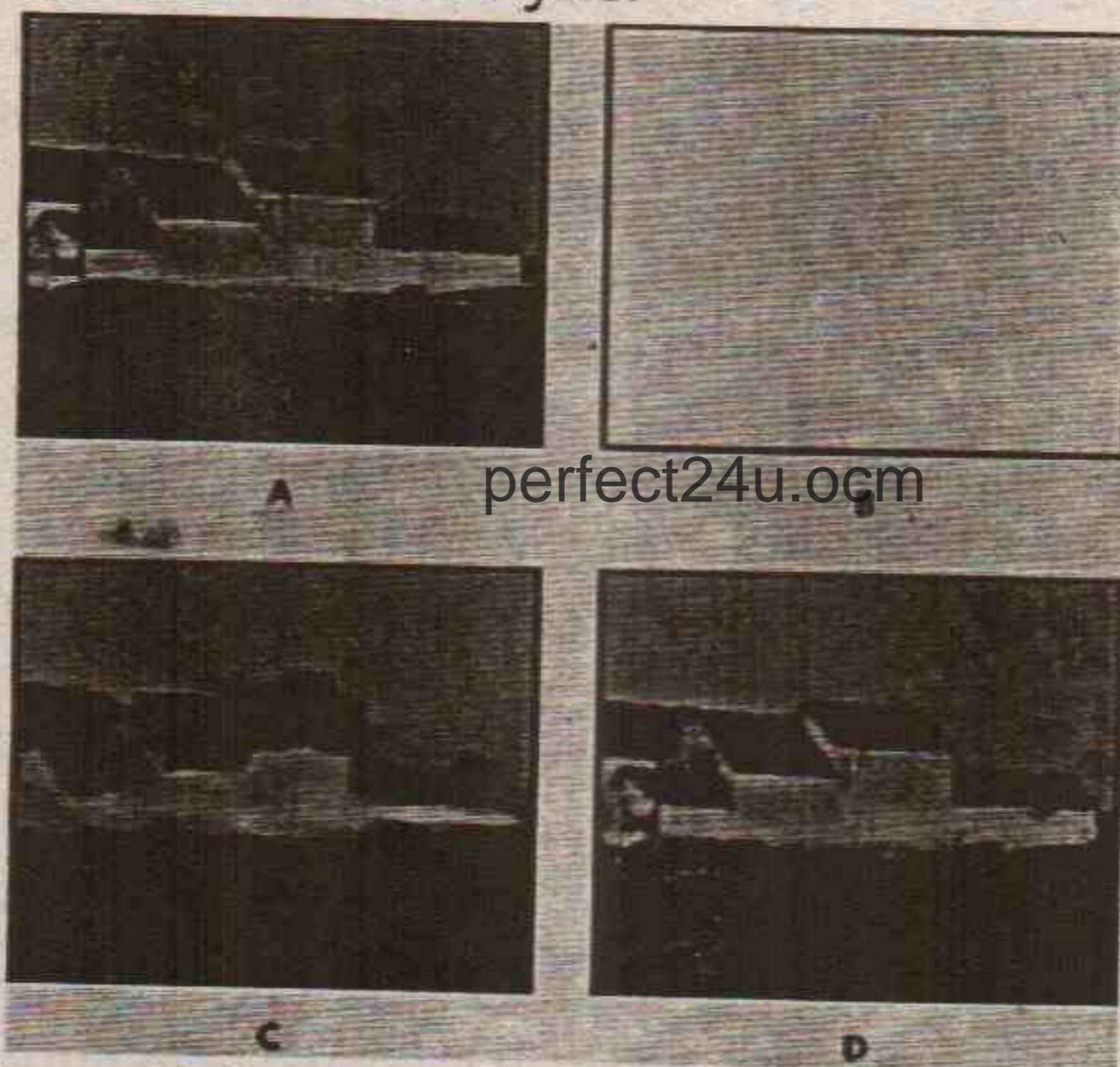
To use the art history brush tool:

1. In the History palette, click the left column of the state or snapshot to use as the source for the art history brush tool. A brush icon appears next to the source history state.
2. Select the art history brush tool.
   - Choose a brush and set brush options.
   - Specify a blending mode and opacity for the paint.
   - Choose an option from the Style menu to control the shape of the paint stroke.

- For Area, enter a value to specify the area covered by the paint strokes. The greater the size, the larger the covered area and more numerous the strokes.
- For 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.

4. Drag in the image to paint.

Define Background Eraser Tool

The background eraser tool lets you erase pixels on a layer to transparency as you drag; this allows you to erase the background while maintaining the edges of an object in the foreground. By specifying different sampling and tolerance options, you can control the range of the transparency and the sharpness of the boundaries. The background eraser samples the color in the center of the brush, also called the hotspot, and deletes that color wherever it appears inside the brush. It also performs color extraction at the edges of any foreground objects, so that color halos are not visible if the foreground object is later pasted into another image. The background eraser overrides the lock transparency setting of a layer.

To use the background eraser tool:

1. In the Layers palette, select the layer containing the areas you want to erase.
2. Select the background eraser tool .
3. Click the brush sample in the options bar and set brush options in the pop-up palette:
   - For more information on the Diameter, Hardness, Spacing, Angle, and Roundness options,
   - If you're using a pressure-sensitive digitizing tablet, choose options from the Size and Tolerance menus to vary the size and tolerance of the background eraser over

the course of a stroke. Choose Pen Pressure to base the variation on the pen pressure. Choose Stylus Wheel to base the variation on the position of the pen thumbwheel. Choose Off to not vary the size or tolerance.

4. Do the following in the options bar:

   - Choose a Limits mode for erasing: Discontiguous to erase the sampled color wherever it occurs under the brush; Contiguous to erase areas that contain the sampled color and are connected to one another; Find Edges to erase connected areas containing the sampled color while better preserving the sharpness of shape edges.

   - For Tolerance, enter a value or drag the slider. A low tolerance limits erasure to areas that are very similar to the sampled color. A high tolerance erases a broader range of colors.

   - Select Protect Foreground Color to prevent the erasure of areas that match the foreground color in the toolbox.

   - Choose a Sampling option: Continuous to sample colors continuously as you drag; Once to erase only areas containing the color that you first click; Background Swatch to erase only areas containing the current background color.

5. Drag through the area you want to erase. The background eraser tool pointer appears as a brush shape with a cross hair indicating the tool's hot spot .

Define Eraser Tool?

The eraser tool changes pixels in the image as you drag through them. If you're working in the background or in a layer with transparency locked, the pixels change to the background color; otherwise, the pixels are erased to transparency. You can also use the eraser to return the affected area to a state selected in the History palette.

To use the eraser tool:

1. Select the eraser tool 🩹 .
2. Do the following in the options bar:

- Choose a brush and set brush options. This option is not available for Block mode.
- Choose a mode for the eraser--Brush, Pencil, or Block.
- Specify an opacity to define the strength of the erasure. An opacity of 100% erases pixels completely. A lower opacity erases pixels partially.
- In Brush mode, specify a flow rate.
- In Brush mode, click the airbrush button ✒ to use the brush as an airbrush. Alternately, select the Airbrush option in the Brushes palette.
- To erase to a saved state or snapshot of the image, click the left column of the state or snapshot in the History palette, then select Erase to History in the options bar. To temporarily use the eraser tool in Erase to History mode, hold down Alt as you drag in the image.
3. Drag through the area you want to erase.

Using the magic eraser tool

When you click in a layer with the magic eraser tool, the tool automatically changes all similar pixels. If you're working in the background, or in a layer with locked transparency, the pixels change to the background color; otherwise, the pixels are erased to transparency. You can choose to erase contiguous pixels only or all similar pixels on the current layer.

To use the magic eraser tool:
1. Select the magic eraser tool ✐.
2. Do the following in the options bar:
- Enter a tolerance value to define the range of colors that can be erased. A low tolerance erases pixels within a range of color values very similar to the pixel you click. A high tolerance erases pixels within a broader range.
- Select Anti-aliased to smooth the edges of the area you erase.
- Select Contiguous to erase only pixels contiguous to the one you click, or deselect to erase all similar pixels in the image.

- Select Use All Layers to sample the erased color using combined data from all visible layers.
- Specify an opacity to define the strength of the erasure. An opacity of 100% erases pixels completely. A lower opacity erases pixels partially.
- Click in the part of the layer you want to erase.

How can we apply gradient fill?

You fill an area with a gradient by dragging in the image. The starting point (where the mouse is pressed) and ending point (where the mouse is released) affect the gradient appearance, depending on the gradient tool used.

To apply a gradient fill:

1. To fill part of the image, select the desired area. Otherwise, the gradient fill is applied to the entire active layer.
2. Select the gradient tool ▣.
3. Choose a gradient fill in the options bar:
   - Click the triangle next to the gradient sample to pick a preset gradient fill.
   - Click inside the gradient sample to view the Gradient Editor. Select a preset gradient fill, or create a new gradient fill. Then click OK.
4. Select an option for applying the gradient fill in the options bar:
   - Linear gradient ▣ to shade from the starting point to the ending point in a straight line.
   - Radial gradient ▣ to shade from the starting point to the ending point in a circular pattern.
   - Angle gradient ◼ to shade in a counterclockwise sweep around the starting point.
   - Reflected gradient ▬ to shade using symmetric linear gradients on either side of the starting point.
   - Diamond gradient ▣ to shade from the starting point outward in a diamond pattern. The ending point defines one corner of the diamond.
5. Do the following in the options bar:

- Specify a blending mode and opacity for the paint. To reverse the order of colors in the gradient fill, select Reverse.
- To create a smoother blend with less banding, select Dither.
- To use a transparency mask for the gradient fill, select Transparency.

6. Position the pointer in the image where you want to set the starting point of the gradient, and drag to define the ending point. To constrain the line angle to a multiple of 45°, hold down Shift as you drag.

Creating noise gradient fills

In addition to creating smooth gradients, the Gradient Editor dialog box lets you define a new noise gradient. A noise gradient is a gradient that contains randomly distributed colors within the range of colors that you specify.

Gradient with different Noise values: A. 10% noise B. 50% noise C. 90% noise

To create a noise gradient:

- Select the gradient tool.
- Click in the gradient sample in the options bar to display the Gradient Editor dialog box.
- To base the new gradient on an existing gradient, select a gradient in the Presets section of the dialog box.
- Choose Noise from the Gradient Type pop-up menu.

- To set the roughness for the entire gradient, enter a value in the Roughness text box, or drag the Roughness pop-up slider.
- To define the color model, choose a color model from the Color Model list.
- To adjust the range of colors, drag the sliders. For each color component of the color model you've selected, you can drag the sliders to define the range of acceptable values. For example, if you choose the HSB model, you can restrict the gradient to blue-green hues, high saturation, and medium brightness.
- Set the options to restrict colors or to add transparency.
- To randomize a gradient that conforms to the settings, click the Randomize button until you find a setting you like.
- To create a preset gradient, enter a name in the Name text box and click New. This creates a new preset gradient with the settings you specified.

How can we use Paint Bucket Tool

The paint bucket tool fills adjacent pixels that are similar in color value to the pixels you click.

The paint bucket tool cannot be used with images in Bitmap mode.

To use the paint bucket tool:

- Specify a foreground color.
- Select the paint bucket tool.
- Specify whether to fill the selection with the foreground color or with a pattern.
- Specify a blending mode and opacity for the paint.
- Enter the tolerance for the fill.
- The tolerance defines how similar in color a pixel must be to be filled. Values can range from 0 to 255. A low tolerance fills pixels within a range of color values very similar to the pixel you click. A high tolerance fills pixels within a broader range.
- To smooth the edges of the filled selection, select Anti-aliased.

- To fill only pixels contiguous to the one you click, select Contiguous; leave unselected to fill all similar pixels in the image.
- To fill pixels based on the merged color data from all visible layers, select All Layers.
- Click the part of the image you want to fill. All specified pixels within the specified tolerance are filled with the foreground color or pattern.
- If you're working on a layer and don't want to fill transparent areas, make sure that the layer's transparency is locked in the Layers palette.

Define Focus Tool

The focus tools consist of the blur tool and the sharpen tool. The blur tool softens hard edges or areas in an image to reduce detail. The sharpen tool focuses soft edges to increase clarity or focus. For information on other ways to adjust sharpness,

To use the blur or sharpen tool:

1. Select the blur tool or sharpen tool △.
2. Do the following in the options bar:
   - Choose a brush and set brush options.
   - Specify a blending mode and strength..)
   - Select Use All Layers to blur or sharpen using data from all visible layers. If this is deselected, the tool uses data from only the active layer.
3. Drag over the part of the image you want to blur or sharpen.

Define Smudge Tool and use?

The smudge tool simulates the actions of dragging a finger through wet paint. The tool picks up color where the stroke begins and pushes it in the direction you drag.

To use the smudge tool:

1. Select the smudge tool.
2. Do the following in the options bar:
   - Choose a brush and set brush options.
   - Specify a blending mode and strength.

- Select Use All Layers to smudge using color data from all visible layers. If this is deselected, the smudge tool uses colors from only the active layer.
- Select Finger Painting to smudge using the foreground color at the beginning of each stroke. If this is deselected, the smudge tool uses the color under the pointer at the beginning of each stroke.

3. Drag in the image to smudge color.

Define Toning or Dodge and use?

The toning tools consist of the dodge tool and the burn tool. Used to lighten or darken areas of the image, the dodge and burn tools are based on a traditional photographer's technique for regulating exposure on specific areas of a print. Photographers hold back light to lighten an area on the print (dodging) or increase the exposure to darken areas on a print (burning).

To use the dodge or burn tool:

1. Select the dodge tool.
2. Do the following in the options bar:
   - Choose a brush and set brush options.
   - Select what to change in the image: Midtones to change the middle range of grays; Shadows to change the dark areas; Highlights to change the light areas.
   - Specify the exposure for the tool.
   - (Photoshop) Click the airbrush button to use the brush as an airbrush. Alternately, select the Airbrush option in the Brushes palette.
3. Drag over the part of the image you want to modify.

Using the toning tools

The toning tools consist of the dodge tool and the burn tool. Used to lighten or darken areas of the image, the dodge and burn tools are based on a traditional photographer's technique for regulating exposure on specific areas of a print. Photographers hold back light to lighten an area on the print (dodging) or increase the exposure to darken areas on a print (burning).

To use the dodge or burn tool:

1. Select the dodge tool 🔍 or burn tool ✊.
2. Do the following in the options bar:
   - Choose a brush and set brush options.
   - Select what to change in the image: Midtones to change the middle range of grays; Shadows to change the dark areas; Highlights to change the light areas.
   - Specify the exposure for the tool.
   - (Photoshop) Click the airbrush button ✍ to use the brush as an airbrush. Alternately, select the Airbrush option in the Brushes palette.
3. Drag over the part of the image you want to modify.

Define Sponge Tool

The sponge tool subtly changes the color saturation of an area. In Grayscale mode, the tool increases or decreases contrast by moving gray levels away from or toward the middle gray.

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To use the sponge tool:

1. Select the sponge tool ⬤.
2. Do the following in the options bar:
   - Choose a brush and set brush options.
   - Select how to change the color: Saturate to intensify the color's saturation; Desaturate to dilute the color's saturation.
   - Specify the flow for the tool.
3. Drag over the part of the image you want to modify.

Working on path

Moving, reshaping, copying, and deleting path components
You can reposition a path component (including a shape in a shape layer) anywhere within an image. You can copy components within an image or between two Photoshop images. Using the path selection tool, you can merge overlapping components into a single component. All vector objects, whether they are described by a saved path, a work path, or a vector mask, can be moved, reshaped, copied, or deleted.

You can also use the Copy and Paste commands to duplicate vector objects between a Photoshop image and an image in another application, such as Adobe Illustrator.

To move a path or path component:

1. Select the path name in the Paths palette, and use the path selection tool ➤ to select the path in the image. To select multiple path components, Shift-click each additional path component to add it to the selection.
2. Drag the path to its new location. If you move any part of a path beyond the canvas boundaries, the hidden part of the path is still available.

To reshape a path component:

1. Select the path name in the Paths palette, and use the direct selection tool ➤ to select an anchor point in path.
2. Drag the point or its handles to a new location.

To merge overlapping path components:

1. Select the path name in the Paths palette, and select the path selection tool ➤.
2. Click Combine in the options bar to create a single component from all overlapping components.

To copy a path component or path:

Do any of the following:

- To copy a path component as you move it, select the path name in the Paths palette, and click a path component with the path selection tool ➤. Then Alt-drag) the selected path.

- To copy a path without renaming it, drag the path name in the Paths palette to the New Path button ◳ at the bottom of the palette.

- To copy and rename a path, Alt-drag the path in the Paths palette to the New Path button at the bottom of the palette. Or select the path to copy, and choose Duplicate Path from the Paths palette menu. Enter a new name for the path in the Duplicate Path dialog box, and click OK.

- To copy a path or path component into another path, select the path or path component you want to copy, and choose Edit > Copy. Then select the destination path, and choose Edit > Paste.

Define Text Tool and how can we use Text Tool?

Editing text in type layers

You can insert new text, change existing text, and delete text in type layers.

To edit text in a type layer:
1. Select the horizontal type tool **T** or the vertical type tool **↓T**.
2. Select the type layer in the Layers palette, or click in the text flow to automatically select a type layer.
3. Position the insertion point in the text, and do one of the following:
   - Click to set the insertion point.
   - Select one or more characters you want to edit.
4. Enter text as desired.
5. Commit the changes to the type layer.

How can we use Preset Shapes in Photoshop?

When you're using the custom shape tool, you can choose from a variety of preset shapes. You can also save shapes that you create as preset shapes.

To select a preset shape:
1. Select the custom shape tool.
2. Select a shape from the Shape pop-up palette.

To save a shape or path as a custom shape:
1. In the Paths palette, select a path--either a vector mask for a shape layer, a work path, or a saved path.
2. Choose Edit > Define Custom Shape, and enter a name for the new custom shape in the Shape Name dialog box. The new shape appears in the Shape pop-up palette.
3. To save the new custom shape as part of a new library, select Save Shapes from the pop-up palette menu.

You can also use the Preset Manager to manage libraries of custom shapes. For more information,

How can we use Eyedropper Tool in Photoshop?

The eyedropper tool samples color to designate a new foreground or background color. You can sample from the active image or from anywhere else on the screen.

You can also specify the area sampled by the eyedropper tool. For example, you can set the eyedropper to sample the color values of a 3-by-3-pixel area under the pointer. Modifying the sample size of the eyedropper affects the color readouts displayed in the Info palette.

To select the foreground or background color:

1. Select the eyedropper tool.
2. To change the sample size of the eyedropper, choose an option from the Sample Size menu:
   - Point Sample to read the precise value of the pixel you click.
   - 3 by 3 Average or 5 by 5 Average to read the average value of the specified number of pixels within the area you click.
3. **Do one of the following:**

To select a new foreground color, click in the image. Alternately, position the pointer over the image, press the mouse button, and drag anywhere on the screen. The foreground color selection box changes dynamically as you drag. Release the mouse button to pick the new color.

- To select a new background color, Alt-click (Windows) or Option-click (Mac OS) in the image. Alternately, position the pointer over the image, press Alt (Windows) or Options (Mac OS), press the mouse button, and drag anywhere on the screen. The background color selection bochanges dynamically as you drag. Release the mouse button to pick the new color.

Write the procedure to use Measure? *Measure tool*

The measure tool calculates the distance between any two points in the work area. When you measure from one point to another, a nonprinting line is drawn and the options bar and Info palette show the following information:

- The starting location (X and Y).

- The horizontal (W) and vertical (H) distances traveled from the x- and y-axes.
- The angle measured relative to the axis (A).
- The total distance traveled (D1).
- When using a protractor, you can view two distances traveled (D1 and D2).
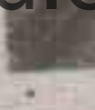
All measurements except the angle are calculated in the unit of measure currently set in the Units & Rulers preference dialog box.

Select the measure tool .

To measure between two points:

1. Select the measure tool .
2. Drag from the starting point to the ending point. Hold down the Shift key to constrain the tool to multiples of 45°.
3. To create a protractor from an existing measuring line, Alt-drag (Windows) or Option-drag (Mac OS) at an angle from one end of the measuring line, or double-click the line and drag. Hold down the Shift key to constrain the tool to multiples of 45°.

To edit a measuring line or protractor:

1. Select the measure tool .
2. Do one of the following:
- To resize the line, drag one end of an existing measuring line.
- To move the line, place the pointer on the line away from either endpoint, and drag the line.
- To remove the line, place the pointer on the line away from either endpoint, and drag the line out of the image.

What's a color space?

A color space is a specific implementation of a color model. There are many RGB and CMYK color spaces. Color Space is defined by color profile. Color spaces include color modes. We can easily change color from color space.

Color profile?

A color profile is a numerical model of a color space. Operating systems and programs need to have access to a profile that describes the meaning of the color values in order to interpret the

color correctly. Proper color management requires all image files to have an embedded profile.

Device-dependent and device-independent color spaces

Some color profiles are purely theoretical and describe a way to turn color into numbers. These are device independent. Some profiles are made to compensate for the color signature of a device like a printer or monitor. These are known as device-dependent color spaces

Working Color spaces

Working color spaces are color models that are well suited to image editing tasks such as color and tone adjustments. Ideally, these are large color spaces, offering the photographer the ability to choose between a wide gamut of colors. There's no single ideal color space but there are a few very good choices.

Color settings

In order to get Photoshop to color manage optimally, you'll want to check a few options that are part of the Color Settings dialog (available in the Edit menu). Change color with color wheel or color picker.

Color Picker?

The Adobe Color Picker lets you select a color by choosing from a color spectrum or by defining colors numerically. The Adobe Color Picker can be used for setting the foreground color, background color, and text color. In Photoshop, it is also used for setting target colors in some color and tonal adjustment commands, the stop colors in the Gradient Editor, the filter color in the Photo Filter command, and the color in a fill layer, certain layer styles, and shape layers.

When a color is selected in the Adobe Color Picker, the numeric values for HSB, RGB, Lab, CMYK, and hexadecimal numbers are simultaneously displayed. This is useful for viewing how a color is described by the different color modes.

How can we use Color Picker?

- Choose Edit > Preferences > General.
- Choose Windows from the Color Picker menu, and click OK.

To return to the Adobe Color Picker after using another color picker:

- In Windows, choose Edit > Preferences > General.
- Choose Adobe from the Color Picker menu, and click OK.

Using the color wheel / Swatch

When working with color, there are numerous ways to achieve similar results in color balance. It's useful to consider the type of image you have and the effect you want to produce. If you're new to adjusting color components, it helps to keep a diagram of the standard color wheel on hand. You can use the color wheel to predict how a change in one color component affects other colors and also how changes translate between RGB and CMYK color models.
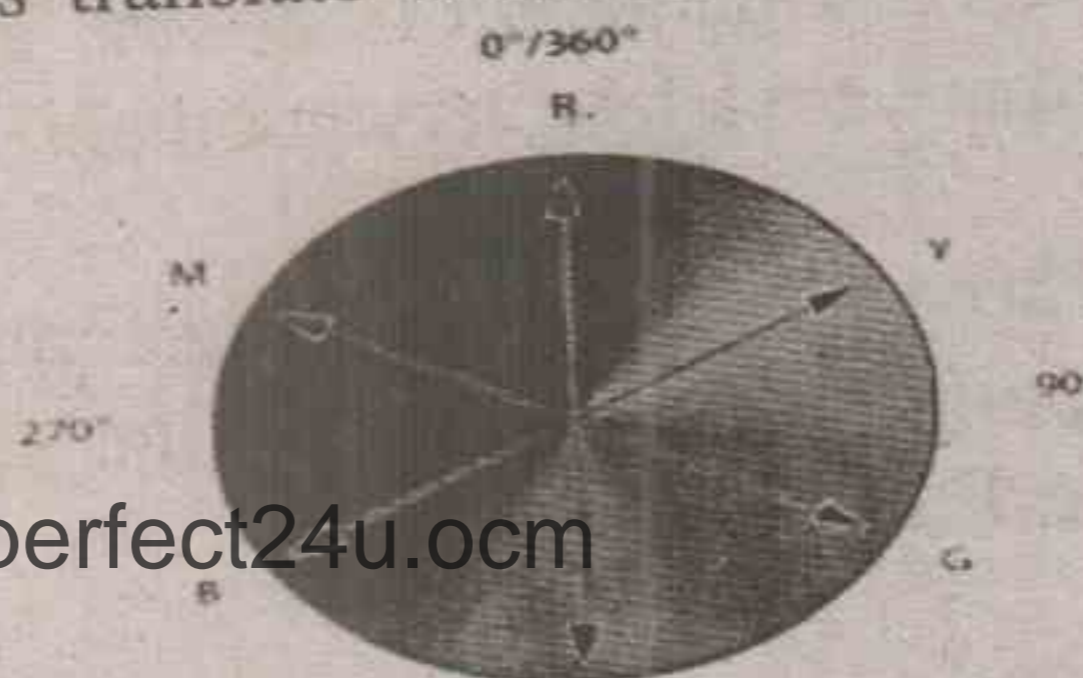
Color wheel **R.** Red **Y.** Yellow **G.** Green **C.** Cyan **B.** Blue **M.** Magenta

For example, you can decrease the amount of any color in an image by increasing the amount of its opposite on the color wheel- -and vice versa. Colors that lie opposite each other on the standard color wheel are known as complementary colors. Similarly, you can increase and decrease a color by adjusting the two adjacent colors on the wheel, or even by adjusting the two colors adjacent to its opposite.

In a CMYK image, you can decrease magenta either by decreasing the amount of magenta or by increasing its complement (by adding cyan and yellow). You can even combine these two corrections, minimizing their effect on overall lightness. In an RGB image, you can decrease magenta by removing red and blue or by adding green. All of these adjustments result in an overall color balance containing less magenta.

Define different available color formats (Modes).

Color models describe colors numerically. There are different methods of describing colors numerically, and a color mode determines which method or set of numbers to use to display and print an image. Indexed Color mode

Indexed Color mode

This mode uses at most 256 colors. In Photoshop it builds a color lookup table (CLUT), which stores colors in the image and assign indexes to these colors. When changing color Photoshop searches CLUT. If a color in the original image does not appear in the table, the program chooses the closest one or simulates the color using available colors.

Indexed color can reduce file size while maintaining visual quality. Limited editing is available in this mode.

Grayscale mode

This mode uses up to 256 shades of gray. Every pixel of a grayscale image has a brightness value ranging from 0 (black) to 255 (white). Images are produced using black-and-white or grayscale. Grayscale is a standard color model.

A grayscale image can also be converted to a CMYK or RGB image. We can convert both Bitmap-mode and color images to grayscale. To convert a color image to a high-quality grayscale image, Photoshop discards all color information in the original image.

RGB (Red Green Blue)

RGB images use three colors, or channels, to reproduce up to 16.7 million colors on-screen; the three channels translate to 24 (8 x 3) bits of color information per pixel. It is the default mode for new Photoshop images and is used by computer monitors to display colors.

RGB mode, assigns an intensity value to each pixel ranging from 0 (black) to 255 (white) for each of the RGB components in a color image.

CMYK mode (Cyan Magenta Yellow Black)

We use the CMYK mode when preparing an image. Converting an RGB image into CMYK creates a color separation. CMYK is a standard color model and the exact range of colors can differ, depending on the press and printing conditions.

In CMYK mode, each pixel is assigned a percentage value for each of the process inks. The lightest (highlight) colors are assigned small percentages colors, the darker (shadow) colors have higher percentages.

Duotone Mode

This is the mode that creates two-color grayscale images using two custom inks. In Photoshop we can create monotones, duotones, tritones, and quadtones. Monotones are grayscale images printed with a single, nonblack ink. Duotones, tritones, and quadtones are grayscale images printed with two, three, and four inks. In these types of images, colored inks are used to reproduce tinted grays rather than different colors.

Multichannel mode perfect24u.ocm This mode uses 256 levels of gray in each channel. Multichannel images are useful for specialized printing. Channels in the original image become spot color. To export a multichannel image, we first save it in Photoshop DCS 2.0 format.

Converting between color modes

Photoshop lets you change an image from its original mode (source mode) to a different mode (target mode). When you choose a different color mode for an image, you permanently change the color values in the image. For example, when you convert an RGB image to CMYK mode, RGB color values outside the CMYK gamut (defined by the CMYK working space setting in the Color Settings dialog box) are adjusted to fall within gamut. As a result, some image data may be lost and will not be recovered if you were to convert the image from CMYK back to RGB.

Converting images to Bitmap mode
Converting an image to Bitmap mode reduces the image to two colors, greatly simplifying the color information in the image and reducing its file size.

Converting to indexed color

To convert to indexed color, you must start with an image that is 8 bits per channel and either grayscale or RGB.

To convert a grayscale or RGB image to indexed color:

- Choose Image > Mode > Indexed Color.
- For grayscale images, the conversion happens automatically. For RGB images, the Indexed Color dialog box appears.
- Select Preview in the Indexed Color dialog box to display a preview of the changes. Now Specify conversion options.

Customizing indexed color tables)

The Color Table command lets you make changes to the color table of an indexed-color image. These customization features are particularly useful with pseudocolor images--images displaying variations in gray levels with color rather than shades of gray, often used in scientific and medical applications. However, customizing the color table can also produce special effects with indexed-color images that have a limited number of colors.

Note: To shift colors simply in a pseudocolor image, choose Image > Adjustments, and use the color adjustment commands in the submenu. For a summary description of these commands.

How will you adjust the monitor display?

Although the RGB color model used by computer monitors is capable of displaying much of the visible spectrum, the video system sending data to a given monitor often limits how many colors can be displayed at once. By understanding how color data is measured in digital files and on-screen, you can better adjust color display settings to offset the limitations of your video system. For critical work, your monitor should be calibrated and characterized for use in a color management system. At the very least, your monitor should be calibrated to display colors as accurately as possible.

A working knowledge of color channels and bit depth is key to understanding how Photoshop stores and displays color information in images.

How can we change the View of Screen?

- Double-click the hand tool.
- Choose View > Fit on Screen.

These options scale both the zoom level and the window size to fit the available screen space.

To automatically resize the window when magnifying or reducing the view:

To automatically resize the window when zooming in or out using keyboard shortcuts (Photoshop):

1. Do one of the following:

- In Windows or Mac OS 9.x, choose Edit > Preferences > General.
- Select Keyboard Zoom Resizes Windows.

Saving Image as PDF File

About Photoshop PDF format

You can use the Save As command to save RGB, indexed-color, CMYK, grayscale, Bitmap-mode, Lab color, and duotone images in Photoshop PDF format. Because the Photoshop PDF Document can preserve Photoshop data, such as layers, alpha channels, notes, and spot color, you can open the document and edit the images in Photoshop CS2 or later.

For advanced users, the Photoshop PDF format offers options for making the document PDF/X compliant, which is essential, for example, when you send your document to a large commercial press. PDF/X (Portable Document Format Exchange) is a subset of Adobe PDF that eliminates color, font, and trapping variables that lead to printing problems.

You can also specify security options for restricting access to the PDF document. The 128-bit RC4 (Acrobat 6 and later) encryption has an option for letting users view metadata and thumbnails in a secure PDF document using Adobe Bridge.

Printing in PhotoShop

Whether you are printing an image to your desktop printer or sending it to a prepress facility, knowing a few basics about printing makes the print job go more smoothly and helps ensure that the finished image appears as intended.

Preparing Images for Print

When preparing images for print, the highest quality images are disired. The ideal file format choice for print is TIFF, followed closely by PNG. With your image opened in Adobe Photoshop, go to the "File" menu and select "Save As". This will open the "Save As" window. Select what format you wish to use for your image and click "Save". Your image is now print ready.

Types of printing

For many Photoshop users, printing a file means sending the image to an inkjet printer. Photoshop can send your image to a variety of devices to be printed directly onto paper or converted to a positive or negative image on film. In the latter case, you can use the film to create a master plate for printing by a mechanical press.

Types of images

The simplest images, such as line art, use only one color in one level of gray. A more complex image, such as a photograph, has varying color tones. This type of image is known as a *continuous-tone image*.

Color separation

Artwork intended for commercial reproduction and containing more than one color must be printed on separate master plates, one for each color. This process, called *color separation*, generally calls for the use of cyan, magenta, yellow, and black (CMYK) inks. In Photoshop, you can adjust how the various plates are generated.

Quality of detail

The detail in a printed image depends on image resolution (pixels per inch) and printer resolution (dots per inch). Most PostScript laser printers have a resolution of 600 dpi, while PostScript image setters have a resolution of 1200 dpi or higher. Inkjet printers produce a microscopic spray of ink, not actual dots, resulting in an approximate resolution of 300 to 720 dpi.

Printing

- Choose File > Print.
- Select the printer, number of copies, and layout orientation.
- In the preview area at left, visually adjust the position and scale of the image relative to the selected paper size and orientation

After all settings, press OK.

What are the different options used with Output (Print/ Monitor Display)?

options for Print/ Monitor Display

1. Choose File > Print with Preview.
2. Select Show More Options, and choose Output from the pop-up menu.

   Note: Options not supported by the designated printer are dimmed.
3. Set one or more of the following options:

Background

Lets you select a background color to be printed on the page outside the image area. To use this option, click Background, and then select a color from the Color Picker dialog box. This is a printing option only; it does not affect the image itself.

Border

Lets you print a black border around an image. Type in a number and choose a unit value to specify the width of the border.

Bleed

Lets you print crop marks inside rather than outside the image. Use this option when you want to trim the image within the graphic. Type a number and choose a unit value to specify the width of the bleed.

Screen

Lets you set the screen frequency and dot shape for each screen used in the printing process.

Transfer

Lets you adjust the transfer functions, traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. This option is recognized only when you print directly from Photoshop, or when you save the file in EPS format and print to a PostScript printer.

Interpolation

Reduces the jagged appearance of a low-resolution image by automatically resampling up while printing. However, resampling may reduce the sharpness of the image quality. Some PostScript Level 2 (or higher) printers have interpolation capability. If your printer doesn't, this option has no effect.

Calibration Bars

Prints an 11-step grayscale, a transition in density from 0 to 100% in 10% increments. With a CMYK color separation, a gradient tint bar is printed to the left of each CMY plate, and a progressive color bar to the right.

Registration Marks

Prints registration marks on the image These marks are used primarily for aligning color separations.

Preparing Images for Web

When creating images for web use, keeping the file size low is very important. To achieve this, format and compression levels must be taken into consideration. The formats most commonally used for web images are GIF and JPG. These formats offer low file sizes and moderate to very high quality. GIF is commonly used for simple illustrations, while JPEG is more commonly used for photographs.

With your image open in Adobe Photoshop, go to the "File" menu and select "Save for Web". This will open up the "Save for Web" window.If you are working with a photo, the JPEG file format is suggested. If it is a graphic, such as a banner, logo or navigational tool, GIF format is suggested. To use the JPEG format, select JPEG in the menu.

With JPEG, it is important to take note of the file size of the image to minimize loading time. If it is too high, reduce the quality. Click the "Save" button when you are finished.

To save your image in GIF format select the following options in your settings menu. In order to delete a color from the color table, select the color that you want to delete and then click on the trash can icon. Watch for changes in the image size of your optimized image.

Optimizing bitmaps for the World Wide Web

You can save objects and optimize them for the World Wide Web. When you optimize an image for the Web, you can export to a GIF, JPEG, JPEG 2000, PNG 8-bit, and PNG 24-bit file type, choose a Web preset, and compare the previewed results. The Web presets are optimized for color, dithering, compression, and smoothing, depending on the file type you choose. You can compare up to four file types by viewing their download speed, image quality, file size, color range, and compression size as well as by panning and zooming in the image. You can also add and delete Web presets of your own

To export an image to HTML

1 Click File>Export for webpage
2 From the Export to list box, choose one of the following:
• HTML
3 Click OK
4 Locate the folder where you want to save the file.
5 Type a filename in the File name list box.

6 Click Save

Center Crop Marks

Prints crop marks where the page is to be trimmed. You can print crop marks at the center of each edge.

Caption

Prints any caption text entered in the File Info dialog box. Caption text always prints as 9-point Helvetica plain type.

Labels   Prints the filename above the image.

Emulsion Down

Makes type readable when the emulsion is down--that is, when the photosensitive layer on a piece of film or photographic paper is facing away from you. Normally, images printed on paper are printed with emulsion up, with type readable when the photosensitive layer faces you. Images printed on film are often printed with emulsion down.

Negative

Prints an inverted version of the entire output including all masks and any background color. Unlike the Invert command in the

Image menu, the Negative option converts the output, not the on-screen image, to a negative. If you print separations directly to film, you probably want a negative, although in many countries film positives are common. Check with your print shop to determine which is required.

To determine the emulsion side, examine the film under a bright light after it has been developed. The dull side is the emulsion; the shiny side is the base. Check whether your print shop requires film with positive emulsion up, negative emulsion up, positive emulsion down, or negative emulsion down.

What is Layers?

A Photoshop image is composed of one or many composing distinct regions. These are called Layers. Layers are the primary elements of the Photoshop file. A Photoshop image can consist of multiple layers, with each layer containing different objects in the image. Layers in Photoshop files act like several images combined into one. Each layer of the image has its own set of pixels that we can move and transform independent of the pixels in other layers. Most commands of Photoshop affect only the layers that we select. We can combine duplicate and hide layers in an image or even shuffle them or link particular layers. Layers have properties like color or tonal adjustments, transparency, etc. Photoshop, PDF, and Tiff formats save multilayered images, while other formats like PICT, BMP, GIF, JPEG combine (flattening) multiple layers into a single layer.

Background Layer: background is the default bottom layer that appears when create a new image that has a non-transparent background color or when image is imported. New layer is created on the top of background layers. Background layer cannot contain transparent pixels.

Transform Layer: we can use transform tool to change the shape of the objects in a layer. When a layer is transformed, then rest of the image remains unchanged. Steps are as below:

- Click layers tab to select the Layers Palette
- If layer palette is hidden then click **Windows> Layers** to open layers palette.

- Click any layers (s) to transform
- Click **Edit>**
- Click **Transform>**
- Click any transform command
- Press **Enter** to apply changes
- Press **ESC** to cancel the changes

Solid Fill Layer: Solid fill layer is layer full of a color. The layer is created with a dense color on it. Solid fill layer is created on which another layer of transparent color. The color of solid fill seems to the color of transparent layer.

- Click on **Layers** Palette
- If layer palette is hidden then click **Windows> Layers** to open layers palette.
- Click the layer above which solid color is to be added
- Click **Layer>**
- Click **New Fill Layer**
- Click **Solid Color**
- Type the name for the layer

- Color Piker Dialog box appears. Select a color
- Click **OK**

Gradient Fill Layer Gradient Fill Layer is used to fill layer to place color transition or changeover (evolution) through the image.

- Click on **Layers** Palette
- If layer palette is hidden then click **Windows> Layers** to open layers palette.
- Click the layer above which gradient color is to be added
- Click **Layer>**
- Click **New Gradient Fill Layer**
- Click **Gradient**
- Type the name for the layer
- Gradient Fill box appears.
- Click the set of gradient colors from the menu
- Click **OK**

Pattern Fill Layer Pattern Fill layer is to place a repeating design throughout the image.

- Click on **Layers** Palette
- If layer palette is hidden then click **Windows> Layers** to open layers palette.
- Click the layer above which pattern is to be added
- Click **Layer>**
- Click **New Pattern Fill Layer**
- Click **Pattern**
- Type the name for the layer
- Pattern Fill box appears. Select a pattern
- Click a pattern
- Type a value between 1 and 1000
- Click **OK**

Transform Layer

Transform layers is almost identical to transforming selections, except that you don't need to make a selection first. After an element is on a layer, you can just choose the appropriate transformation command and off you go. Additionally, you can apply a transformation to multiple layers simultaneously if you select the multiple layers first.

Adjustment Layer Adjustment Layers let us store color and tonal changes in a layer, rather than having them permanently applied to the image.

- Click on **Layers** Palette
- If layer palette is hidden then click **Windows> Layers** to open layers palette.
- Click the layer above which solid color is to be added
- Click **Layer>**
- Click **New Adjustment Layer**
- Click an adjustment command
- Type the name for the layer
- Adjustment box appears.
- Click and drag the sliders and type values to adjust settings
- Click **OK**

Type Layer: If we want to add letters, words, text, numbers etc to the photos and illustration then we need to add Type and Type

Layers to our images. Photoshop allows us to add type to our images and precisely control the type's appearance and layout. We can also stylize type using Photoshop filter and other tools. Adding type enables us to label elements in image and use letters, words and numbers in artistic ways.

- Click Type Tool
- Click on area where type has to appear
- Click and select a font style and size
- Click the color swatch to select a color for the type
- Type the text
- For line break press **Enter**
  Click **Enter** to finish.

Layer Styles

Photoshop provides a variety of effects—such as shadows, glows, and bevels—that change the appearance of a layer's contents in a non-distructive way. Layer effects are linked to the layer contents. When you move or edit the contents of the layer, the same effects are applied to the modified contents. For example, if you apply a drop shadow to a text layer and then add new text, the shadow is added automatically to the new text.

A layer style is one or more effects applied to a layer or layer group. You can apply one of the preset styles provided with Photoshop or create a custom style using the Layer Style dialog box. The layer effects icon *fx* appears to the right of the layer's name in the Layers panel. You can expand the style in the Layers panel to view or edit the effects that compose the style.

You can apply multiple effects in a single layer style. Also, more than one instance of some effects can comprise a layer style.
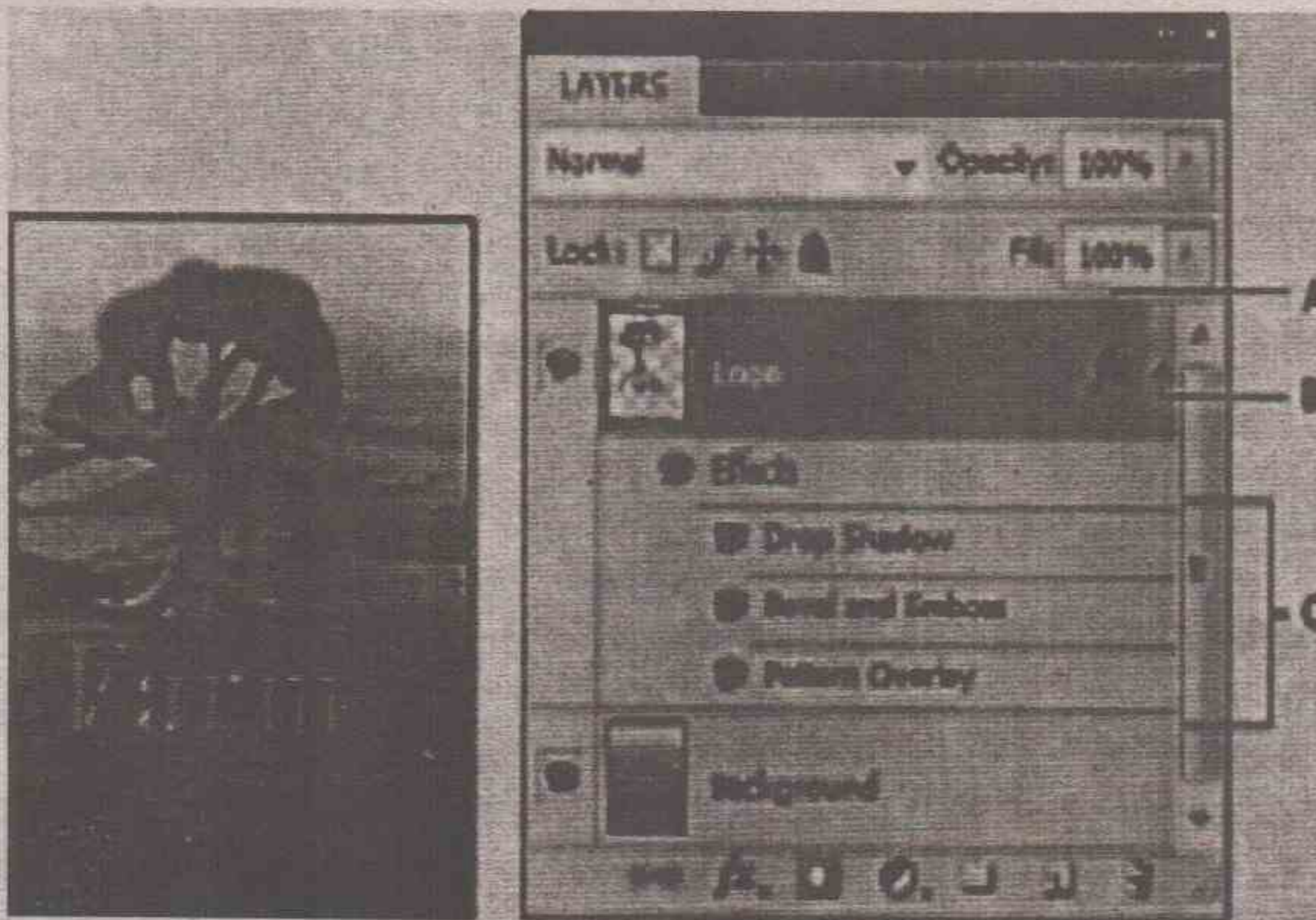
Layers panel showing layer with multiple effects applied
A. Layer effects icon
B. Click to expand and show layer effects
C. Layer effects .

When you save a custom style, it becomes a preset style. Preset styles appear in the Styles panel and can be applied to a layer or group with a single click.

Apply preset styles

You can apply preset styles from the Styles panel. The layer styles that come with Photoshop are grouped into libraries by function. For example, one library contains styles for creating web buttons; another library contains styles for adding effects to text. To access these styles, you need to load the appropriate library.

Do one of the following:

- Click a style in the Styles panel to apply it to the currently selected layers.
- Drag a style from Styles panel onto layer in Layers panel.
- Drag a style from the Styles panel to the document window, and release the mouse button when the pointer is over the layer content to which you want to apply the style.

- Choose Layer > Layer Style > Blending Options, and click the word *Styles* in the Layer Style dialog box (top item in the list on the left side of the dialog box). Click the style you want to apply, and click OK.
- When using a Shape tool or Pen tool in shape layers mode, select a style from the pop-up panel in the options bar before drawing the shape.

Blend Layers

Blending of layers will help to smooth out the telltale seams or weird color inconsistencies that occur when stitching together shots with different exposures or contrast settings. Blend will stack several images together. For example, say you took several shots, at varying depths of field, of a group of flowers, which caused some flowers to be in focus and others to be blurry. You can blend them together to get a composite shot with all the flowers in focus.

Follow these steps to blend layers:

1. Create a new document and then open all your source images. ...
2. Select all the layers and choose Edit→Auto-Align Layers. ...
3. Choose a projection method, then click OK.
4. Select all the layers (avoiding the Background layer, if you have one) and choose Edit→Auto-Blend Layers.

Merge/ Group Layers

Layers in Photoshop allow you to work on one element of an image without disturbing the others. Artists consistently use them to make design workflow easier. Sometimes, however, there's the need to combine or merge different layers together — either to work on the merged image or to flatten all layers to form a single layer for the final project. Luckily, you have several options available to you.

Merge two layers or groups

1. Make sure that the layers and groups you want to merge are visible.
2. Select the layers and groups you want to merge.
3. Choose Layer > Merge Layers

Rename a layer or layer group

As you add layers or layer groups to an image, it's helpful to give them names that reflect their content. Descriptive names make layers easy to identify in the Layers panel.

- Do one of the following:
  - Double-click the layer name or group name in the Layers panel and enter a new name. Press Enter (Windows) or Return (Mac OS).
  - Select the layer/group and then follow these steps:
    - Choose Layer > Rename Layer or Layer > Rename Group.
    - Enter a new name for the layer/group in the Layers panel.
    - Press Enter

Assign a color to a layer or group

Color coding layers and groups helps you locate related layers in the Layers panel. Simply right-click the layer or group and select a color.

Rasterize layers

You cannot use the painting tools or filters on layers that contain vector data (such as type layers, shape layers, vector masks, or Smart Objects) and generated data (such as fill layers). However, you can rasterize these layers to convert their contents into a flat, raster image.

- Select the layers you want to rasterize, choose Layer > Rasterize, and then choose an option from the submenu:

Type Rasterizes the type on a type layer. It does not rasterize any other vector data on the layer.

Shape Rasterizes a shape layer.

Fill Content Rasterizes the fill of a shape layer, leaving the vector mask.

Vector Mask Rasterizes the vector mask on a layer, turning it into a layer mask.

Smart Object Converts a Smart Object into a raster layer.

Video Rasterizes the current video frame to an image layer.

3D (Extended only) Rasterizes the current view of 3D data into a flat raster layer.

Layer Rasterizes all vector data on the selected layers.

All Layers Rasterizes all layers that contain vector and generated data.

Flatten all layers

Flattening reduces file size by merging all visible layers into the background and discarding hidden layers. Any transparent areas that remain are filled with white. When you save a flattened image, you cannot revert back to the unflattened state; the layers are permanently merged.

Converting an image between some color modes flattens the file. Save a copy of your file with all layers intact if you want to edit the original image after the conversion.

1. Make sure that all the layers you want to keep are visible.
2. Choose Layer > Flatten Image, or choose Flatten Image from the Layers panel menu.

What is Filter? Discuss major types of Filters.

Filters

Filters are some ready-made effects that you can apply to the image that you are working with.

Photoshop offers a wide variety of filters. You can create some of the most stunning effects through Photoshop's filters. You can access them from the Filters menu in the Photoshop Menu Bar.

Colored Pencil: Draws an image using colored pencils on a solid background.

Cutout

Dry Brush: Paints the edges of the image using a dry brush technique (between oil and watercolor

Film Grain: Applies an even pattern to the shadow tones and midtone

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.

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.

Watercolor Paints the image in a watercolor style using a medium brush loaded with water and color, simplifying details.

Blur filters The Blur filters soften a selection or an entire image, and are useful for retouching.

Distort filters the Distort filters geometrically distort an image, creating 3D or other reshaping effects

Diffuse Glow Renders an image as though it were viewed through a soft diffusion filter.

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.

Pixelate filters

The filters in the Pixelate submenu sharply define a selection by clumping pixels of similar color values in cells.

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

Digimarc filters

The Digimarc filters embed a digital watermark into an image to store copyright information.

Image Menu

Most basic Photoshop tasks involve the Image menu, which I showed you earlier. In this chapter of the tutorial, I'll go a little deeper into what you can do with the Image menu. I'm skipping around a little here; this represents the most commonly used items on the Image menu.

Mode

The first item on the Image menu is Mode. This is what you use to change the color mode and appearance on the entire image. I discussed RGB, the web mode, and CMYK, the print mode, earlier. You have some other choices here, including grayscale and duotone. Some modes' availability depends on the pre-existing color mode.

Adjust

You can see that the adjust option on the Image menu gives you a lot of different tools for adjusting your image. The most basic types of adjustments you can make with Photoshop involve colors and brightness. The most simple is the contrast/brightness adjustment. When you select contrast/brightness, you are confronted with a dialog box with a slider for both brightness and contrast. Moving the sliders to the left makes the picture more murky or darker, and moving the sliders to the right brightens and increases the contrast between the dark and light colors in the image. You can play around with both sliders until you get a suitable mix; the change is previewed in the image. This tool is helpful for brightening pictures that were taken in low light. The other adjustments you can make with the options on the adjustments menu are a little more complex, and the best way to learn about them is just to experiment. Because Photoshop allows you to preview your adjustments, you can get a good feel for the adjustments   without   hurting   your   image.

Image size

Another common basic feature of Photoshop that lives on the Image menu is image size. You use this function to resize an image, and it's pretty straightforward. When you select image size from the Image menu, a dialog box appears with some numbers

corresponding to the current size. You'll notice that there are two sets of sizes, Pixel Dimensions and Document Size. Pixel Dimensions refers to the image's size on screen, and Document Size refers at which document print.

Canvas Size

Canvas Size is similar to Image Size, but changes to an image's canvas size can provide you with more working area for your image, in case you want to annotate it, copy more images into it, or perform any number of other graphic variations.

Adobe Bridge is a digital asset management app developed by **Adobe** Systems and first released with **Adobe** Creative Suite v2. It is a mandatory component of **Adobe** Creative Suite, **Adobe** eLearning Suite, **Adobe** Technical Communication Suite and **Adobe** Photoshop CS2 through CS6.

Uses of Adobe Bridge

1. Batch Renaming

One of the best features of Adobe Bridge is batch renaming. If you are working with, for example, hundreds of photos, it can take a long time to rename them by hand. Adobe Bridge comes with an easy to use Batch Rename dialog box that you can use to rename groups of files with ease. You can also use the "Find and Replace" command in this program to rename files.

2. Mini Bridge

Adobe Mini Bridge is a feature that comes with Adobe Bridge that allows you to open the program inside of other Adobe programs that you are using. For example, you can open a customizable panel in Photoshop that displays all of your media files directly in Photoshop itself. You can even drag and drop files directly from Adobe Mini Bridge into Photoshop or other Adobe programs.

3. JPEG Export

Adobe Bridge makes it easy for you to convert any image files that you have. You are able to convert image files directly to JPEG from inside of Adobe Bridge. JPEG image file format is supported by most social networking websites, portable phones and much more, which means you'll be able to share your images with your friends and family with ease.

Stack in Adobe Bridge

Stacks let you group files together under a single thumbnail. You can stack any type of file. For example, use stacks to

organize image sequences, which often include many image files.
Note: Adobe Bridge stacks are different from Photoshop image stacks, which convert groups of images to layers and store them in a Smart Object.

Commands that apply to a single file also apply to stacks. For example, you can label a stack just as you would a single file. Commands you apply to expanded stacks apply to all files in the stack. Commands you apply to collapsed stacks apply only to the top file in the stack (if you've selected only the top file in the stack) or to all files in the stack.

The default sort order in a stack is based on the sort order for the folder that contains the stack.

Filter files

Control which files appear in the Content panel by selecting criteria in the Filter panel. The Filter panel displays the number of items in the current set that have a specific value, regardless of whether they are visible. For example, by glancing at the Filter panel, you can quickly see how many files have a specific rating or keyword. Criteria that appear in the Filter panel are dynamically generated depending on the files that appear in the Content panel and their associated metadata or location. For example, if the Content panel contains audio files, the Filter panel contains artist, album, genre, key, tempo, and loop criteria. If the Content panel contains images, the Filter panel contains such criteria as dimensions, orientation, and camera data such as exposure time and aperture value. If the Content panel displays search results or a collection with files from multiple folders, or if the Content panel displays flat view, the Filter panel contains a Parent Folderthat lets you filter the files by the folder where they're located.

- To filter files, select one or more criteria in the Filter panel:
  o Select criteria in the same category (for example, file types) to display files that meet any of the criteria. For example, to display both GIF and JPEG files, select GIF Imageand JPEG File beneath File Type.
  o Select criteria across categories (for example, file types and ratings) to display files that meet all of the criteria. For example, to display GIF and JPEG files that have two stars,

select GIF Image and JPEG File beneath File Type and two stars beneath Ratings.

o Select categories from the Filter panel menu.

o Alt-click (Windows) or Option-click (Mac OS) to inverse selected criteria. For example, if you've selected GIF Image beneath File Type, Alt-click GIF Image to deselect it and select all the other file types listed.

- To clear filters, click the Clear Filter button ⊘ at the bottom of the Filter panel.

- To prevent filter criteria from clearing when you navigate to another location in Adobe Bridge, click the Keep Filter When Browsing button ⚲ at the bottom of the Filter panel.

Brush tool/ Custom Brush

The Brush tool is a basic painting tool. It works like a traditional drawing tool by applying the color using strokes. It's located in the standard Tool Bar and its default shortcut is the letter B.

The Brush Tool works by adding a shaped mark on a layer, and if you continue pressing the mouse button or the pen on a tablet, several marks will be added creating a stroke until you release the pressure. The essentials options for the brush tool are: Brush Tip Shape, Blending Mode, Opacity and Flow. You must understand those concepts before moving forward with the advanced settings.

Creating Custom brush:

1. Open an image, any image.
2. Select all or part of the image.
3. Go to Edit –> Define Brush Preset.
4. Voila! New brush...

Creating Custom Pattern

1. Create a pattern image. Fire up a new canvas. It should be small (in terms of height x width). ...
2. Define as pattern. Let's define it as pattern so it can be used at anytime. Select Edit ->Define Pattern. ...
3. Using custom pattern. Create a new canvas to try out the custom pattern.

COREL DRAW

What is CorelDraw? What are its uses/ applications?

CorelDraw is a graphics design package suite. CorelDraw is a comprehensive vector-based drawing program that makes it easy to create professional artwork from simple logos to technical illustrations. CorelDraw tools are designed to meet the demands of the graphic arts professional.

CorelDraw is a vector-based drawing program which is mostly used for creating new designs or combining new designs with existing bitmap pictures.

Uses

CorelDraw is a 2D Vector based lay-outing application. It is the backbone of DTP or Desktop Publishing and graphic design industry. Some of the common uses of CorelDraw are:

- Stationery Designing
- Magazine Designing
- News Paper Designing
- Books Designing
- Illustration Making
- Logo Making
- Designing of Calendar

What is the different between Adobe Photoshop and Corel Draw?

Photoshop vs Corel Draw

Adobe Photoshop works only with bitmap pictures and it's used for retouching and composing images. It is used to work on graphics captured through other devices, like camera, etc. Its main use is to edit graphics, making changes in it.

CorelDRAW's tools are designed to meet the demands of the graphic arts professional.
It includes the following packages:
    Corel PHOTO-PAINT 10

Corel TRACE 10
Corel CAPTURE 10
Corel TEXTURE 10
Corel R.A.V.E.
Corel BARE-CODE

Explain the Application Window of Corel Draw?

Application window

When you launch CorelDraw, the application window opens containing a drawing window. The rectangle in the center of the drawing window is the drawing page where you create your drawing. Although more than one drawing window can be opened, you can apply commands to the active drawing window only.

The CorelDraw application window appears below. A description of its parts follows
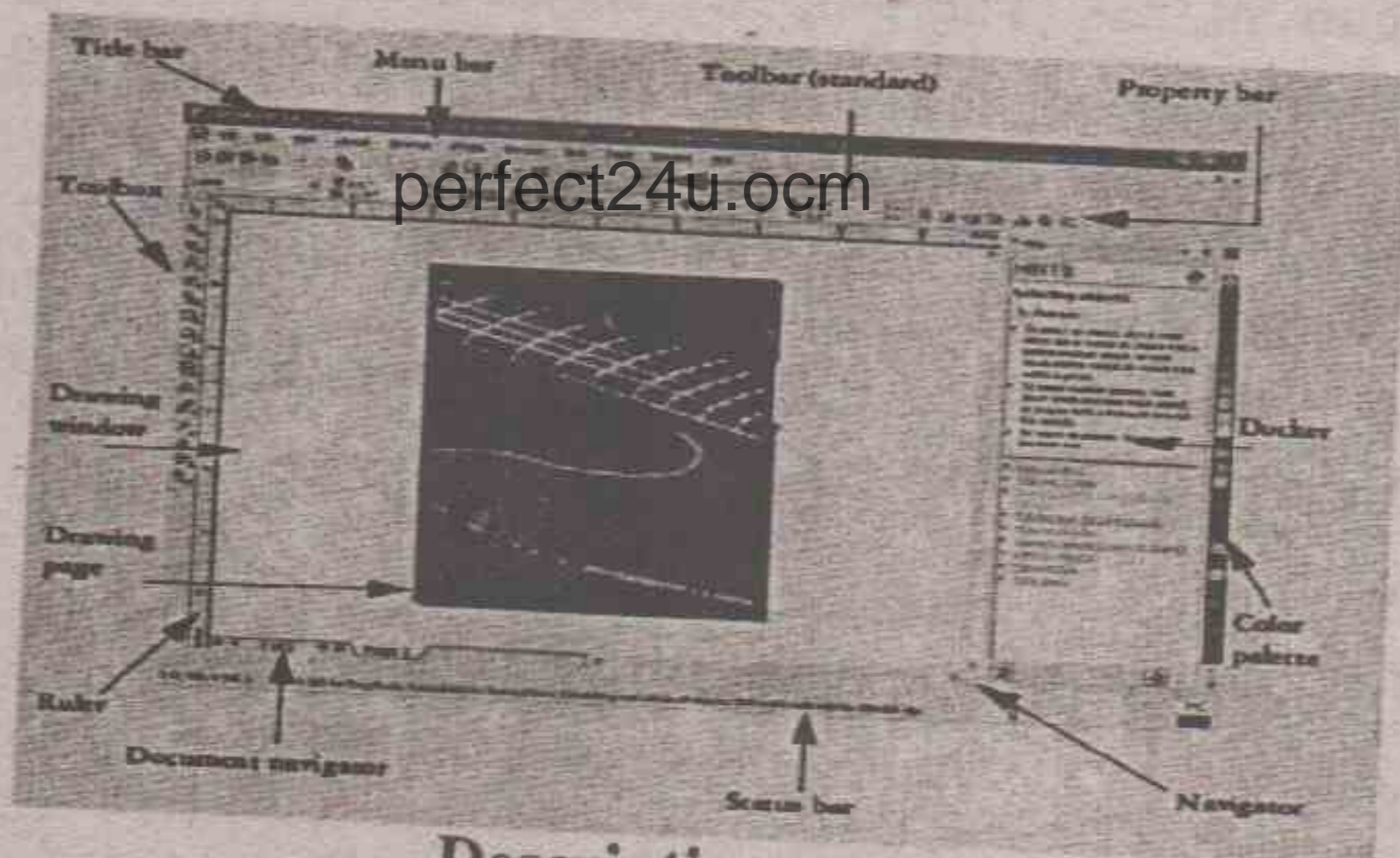
Term	Description
Object	An element in a drawing such as an image, shape, line, text, curve, symbol, or layer
Drawing	The work you create in CorelDraw: for example, custom artwork, logos, posters, and newsletters
Vector	An image generated from mathematical descriptions that determine the
Graphic	Position, length, and direction in which lines are drawn
Bitmap	An image composed of grids of pixels or dots
Docker	A window containing available commands and

	settings relevant to a specific tool or task
Flyout	A button that opens a group of related tools or menu items
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

How can we access Application Commands of Corel Draw?

CorelDraw workspace tools

Application commands are accessible through the menu bar, toolbars, toolbox, property bar, and Dockers. The property bar and Dockers provide access to commands that relate to the active tool or current task. The property bar, Dockers, toolbars, and toolbox can be opened, closed, and moved around your screen at any time.

Standard toolbar

The standard toolbar, which appears by default, contains buttons and controls that are shortcuts to many of the menu commands.

Click this button to

	Start a new drawing
	Open a drawing
	Save a drawing
	Print a drawing
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into a

drawing

Undo an action

Restore an action that was undone

Import a drawing

Export a drawing

Start Corel applications
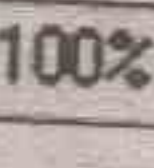
Access the Corel Graphics Community Web site

Set a zoom level

More about toolbars

In addition to the standard toolbar, CorelDraw has toolbars for specific kinds of tasks. For example, the Text toolbar contains commands relevant to using the Text tool. If you use a toolbar frequently, you can display it in the workspace at all times. The following table describes toolbars other than the standard toolbar.

Toolbar	Description
Yahoo! Toolbar	Lets you access services on Yahoo.com, such as Calendar and Mail, and use Yahoo! Search to search the Web. You need an Internet connection to use the Yahoo! Toolbar.
Text	Contains commands for formatting and aligning text
Zoom	Contains commands for zooming in and out of a drawing page by specifying percentage of original view, clicking the **Zoom** tool, and

selecting a page view

Internet	Contains commands for Web-related tools for creating rollovers and publishing to the Internet
Print merge	Contains commands for print merge items that combine text with a drawing such as creating and loading data files, creating data fields for variable text, and inserting print merge fields
Transform	Contains commands for skewing, rotating, and mirroring objects
Visual Basic for Applications	Contains commands for editing, testing, and running VBA commands

Define Flyouts and how can we use flyouts to explore toolbox?

Exploring the toolbox

Flyouts open to display a set of related CorelDraw tools. A small arrow in the bottom, right corner of a toolbox button indicates a flyout:

For example, the Shape edit flyout. Clicking a flyout arrow opens a set of related tools. Clicking and dragging the grab handles at the end of the flyout sets the flyout in its expanded form.

The following table provides descriptions of the flyouts and tools in the CorelDraw toolbox

Flyouts

Flyout	Description
Shape edit	Lets you access the **Shape**, **Smudge brush**, **Roughen brush**, and **Free transform** tools
Crop tool	Lets you access the **Crop**, **Knife**, **Er**, **Virtual segment delete** tools
Zoom	Lets you access the **Zoom** and **Hand** tools
Curve	Lets you access the **Freehand**, **Bézier**, **Artistic media**, **Pen**, **Polyline**, **3 point curve**, **Interactive connector**, and **Dimension** tools
Smart tools	Lets you access the **Smart fill** and **Smart drawing** tools
Rectangle	Lets you access the **Rectangle** and **3 point rectangle** tools
Ellipse	Lets you access the **Ellipse** and **3 point ellipse** tools
Object	Lets you access the **Polygon**, **Star**, **Complex Star**, **Graph paper**, and **Spiral** tools
Perfect Shapes	Lets you access the **Basic shapes**, **Arrow shapes**, **Flowchart shapes**, **Banner shapes**, and **Callout shapes** tools
Interactive tools	Lets you access the **Interactive blend**, **Interactive contour**, **Interactive distortion**, **Interactive drop shadow**, **Interactive envelope**, **Interactive extrude**, and **Interactive transparency** tools

Eyedropper   Lets you access the **Eyedropper** and **Paintbucket** tools

Outline   Lets you access the **Outline pen** and **Outline color** dialog boxes, a selection of outlines of various widths, and the **Color docker**

Fill   Lets you access the **Fill color, Fountain fill, Pattern fill, Texture fill,** and **PostScript fill** dialog boxes, and the **Color docker**

Interactive fill   Lets you access **Interactive fill** and **Interactive mesh fill** tools

Explain different *Tools of Corel Draw*

Tool	Description
	The **Pick** tool lets you select and size, skew, and rotate objects.
	The **Shape** tool lets you edit the shape of objects.
	The **Smudge** brush tool lets you distort a vector object by dragging along its outline.
	The **Roughen** brush tool lets you distort the outline of a vector object by dragging along the outline.
	The **Free transform** tool lets you transform an object by using the **Free rotation, Angle rotation, Scale,** and **Skew** tools.
	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 drawing.

The **Virtual segment delete** tool lets you delete portions of objects that are between intersections.

The **Zoom** tool lets you change the magnification level in the drawing window.

The **Hand** 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 **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 **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.

The **Interactive connector** tool lets you join two objects with a line.

The **Dimension** tool lets you draw vertical, horizontal, slanted, or angular dimension lines.

The **Smart fill** tool lets you create objects from enclosed areas and then apply a fill to those objects.

The **Smart drawing tool** converts the freehand strokes that you draw to basic shapes and smoothed curves.

The **Rectangle** tool lets you draw rectangles and squares.

The **3 point rectangle** tool lets you draw rectangles at an angle.

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 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.

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.
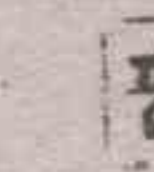
The **Banner shapes** tool lets you draw ribbon objects and explosion shapes.

The **Callout shapes** tool lets you draw callouts and labels.

The **Text** tool to type words as artistic or paragraph text.

The **Interactive blend** tool blend two objects.

The **Interactive contour** tool lets you apply a contour to an object.

The **Interactive distortion** tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.

The **Interactive drop shadow** tool lets you apply a drop shadow to an object.

The **Interactive envelope** tool lets you distort an object by dragging the nodes of the envelope.

The **Interactive extrude** tool lets you apply the illusion of depth to objects.

The **Interactive transparency** tool lets you apply transparencies to objects.

The **Eyedropper** tool lets you select and copy object properties, such as fill, line thickness, size, and effects, from an object on the drawing window.

The **Paintbucket** tool lets you apply object properties, such as fill, line thickness, size and effects, to an object in the drawing window after you select these properties with the **Eyedropper** tool.

The **Outline** tool lets you set outline properties.

The **Fill** tool lets you set the fill properties.

The **Interactive fill** tool lets you apply various fills.

Define Dockers and discuss use of dockers in Corel

The property bar displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar content changes depending on the tool or task.

For example, when you click the **Text** tool in the Toolbox, the property bar displays only text-related commands. In the

Define Dockers and ~~discuss use of~~ *dockers in Corel*

example below, the property bar displays text, formatting, alignment, and editing tools.

Dockers display the same types of controls as a dialog box, such as command buttons, options, and list boxes. Unlike most dialog boxes, you can keep dockers open while working on a document, so you can readily access the commands to experiment with different effects.
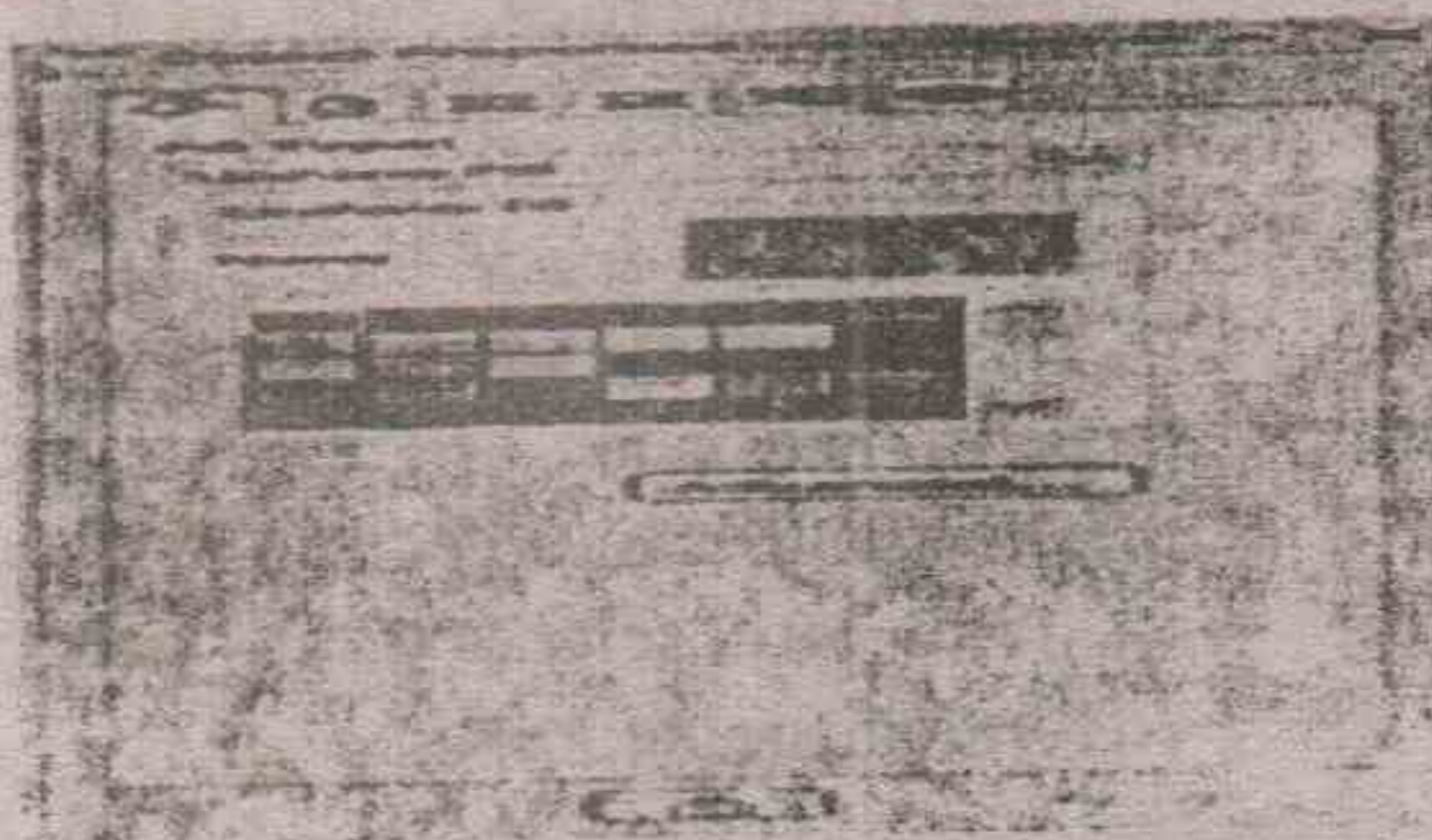
An example is the Object properties docker. When this docker is open, you can click an object in the drawing window and view formatting, dimensions, and other properties of the object. Dockers can be either docked or floating. Docking a docker attaches it to the edge of the application window. Undocking a docker detaches it from other parts of the workspace, so it can be easily moved around. You can also collapse dockers to save screen space. If you open several dockers, they usually appear nested, with only one docker fully displayed. You can quickly display a docker hidden from view by clicking the docker's tab.

Left: Docked and nested dockers. Right: A floating docker. To dock a floating docker, click the docker's title bar, and drag to position the pointer on the edge of the drawing window. To close a docker, click the X button at the top corner; to collapse or expand a docker, click the arrow button at the top corner.

The status bar displays information about selected objects (such as color, fill type, and outline, cursor position, and relevant commands).

Discuss CorelDraw workspace. How will you manage it?

CorelDraw workspace

Application commands are accessible through the menu bar, toolbars, toolbox, property bar, and Dockers. The property bar and Dockers provide access to commands that relate to the active tool or current task. The property bar, Dockers, toolbars, and toolbox can be opened, closed, and moved around your screen at any time. For managing a workspace

1. Go to Window > Workspace > New and I create a new workspace based on default. The workspace has been redesigned so you can move easily between photo workflows.

2. Customized it to the tools, dockers and layout that worked the best for project.

3. Click the tabs at the top of the Corel to switch workspaces.

4. The Manage workspace gives all the power to review and organize photos. It also lets access multi-photo processing options.

5. The Adjust workspace puts commonly used editing tools at your fingertips.

6. Finally, the Edit workspace provides you with a full range of professional-level editing tools. No matter which workspace you're in, the Organizer Palette is always there.

7. There's no need to go to a separate workspace or application to find more photographs.

8. Move the graphics into the work space and make sure that they are grouped. To do this, with the objects selected, use Ctrl + G or select Group from the Arrange menu.

9. Perform the alignment of the objects as needed

10. To create a line separator, from the Standard Toolbar, select the 2 Point Line tool.

11. Center the line below the graphic. Hold Shift key, selecting the page border, press C.

12. When everything has been centered you can click on the border and delete it.

CorelDraw terminology and concepts
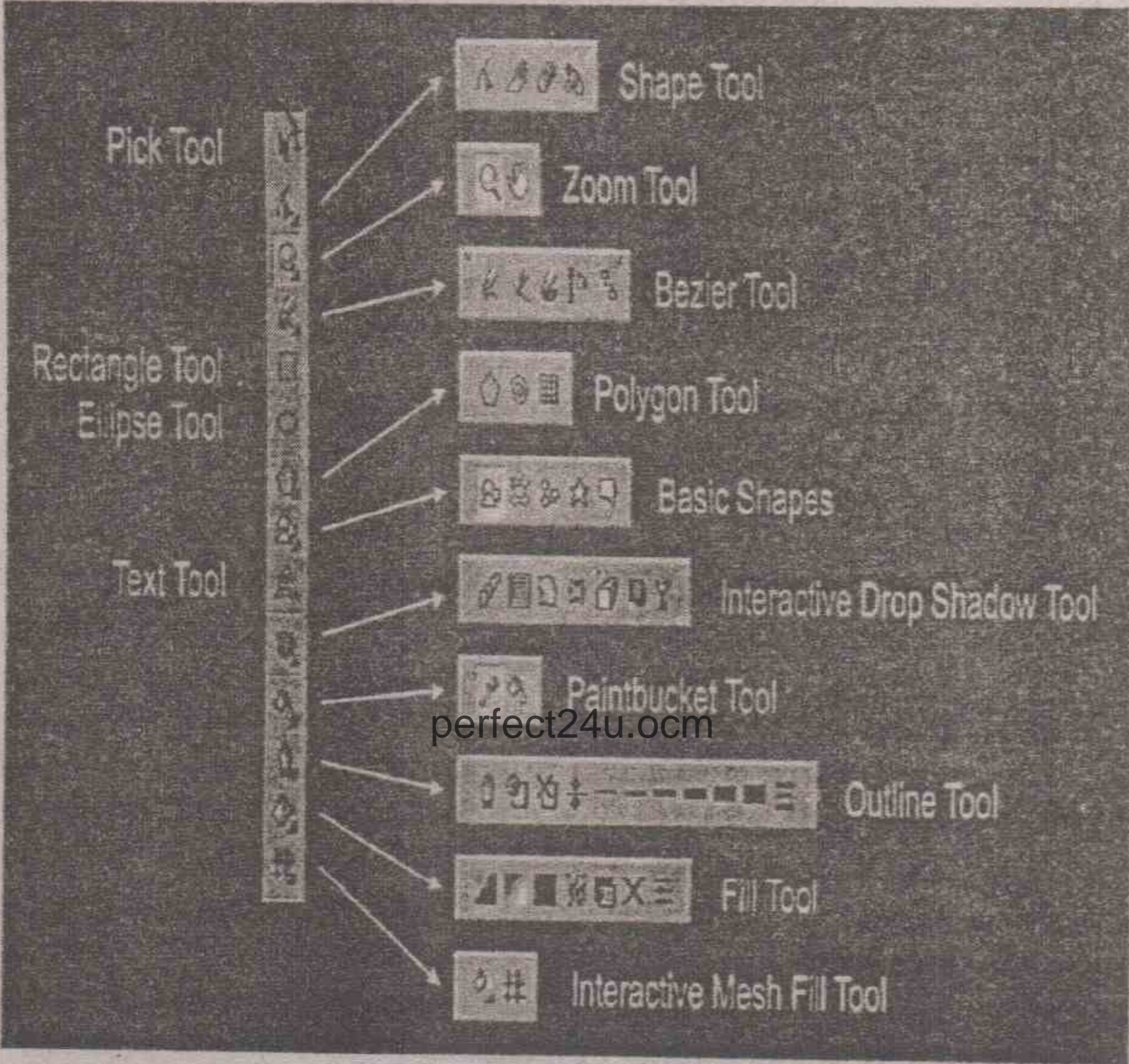
Before you get started with CorelDraw, you should be familiar with the following terms.

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 containing available commands/ settings relevant to specific tool or task
Flyout	A button that opens a group of related tools or menu items
Artistic Text	A type of text to which you can apply special effects, such as shadows
Paragraph Text	A type of text to which we can apply formatting, and can be edited in large blocks

Customizing Comma

You can use the customization features in the Options dialog box, but the interactive method is much more intuitive. All it takes is dragging an item from one menu or toolbar to another.

1. To create a new toolbar, click Ctrl + Alt while dragging an item from a toolbar or menu.
2. To copy a button or command, Click Ctrl+Alt and drag the item to different toolbar or menu.
3. To move a button or command, hold Alt while dragging the item to a new toolbar or menu.
4. To delete a button or command, hold Alt while dragging the item off the toolbar or menu.
5. It's important to press and hold the keys before you begin the mouse action.
6. When you create a new toolbar, it is automatically named New Toolbar 1 by default.
7. To change the toolbar's name, open the Options dialog box (Ctrl + J), click Workspace > Customization > Command Bars to view the Command Bars list, locate your new toolbar, click the toolbar name twice, and type a new name.

8. You can also display or hide toolbars by enabling or disabling corresponding check boxes.

To save a drawing

1 Click File Save as

2. Locate the folder where you want to save the file.

- If you want to save notes or keywords with the file, type them in the corresponding box.
- If you want to specify advanced settings, click Advanced, and specify the settings you want in the Options dialog box

3. Type a filename in the File name list box.

4 Click Save

Printing a drawing

In the CorelDRAW application, you can print one or more copies of the same drawing.

You can specify what to print, as well as which parts of a drawing to print

To set printer properties

1 Click File Print

2 Click the General tab.

3 Click Properties.

4 Set any properties in the dialog box.

To print work

1Click File Print

2 Click the General tab.

3Choose a printer from the Name list box.

4Type a value in the Number of copies box.

If you want the copies collated, enable the Collate check box

To set printer properties

1Click File Print

2 Click the General tab.

3 Click Properties

4 Set any properties in the dialog box.

To print selected vectors, bitmaps, or text

1 Click File Print

2 Click the Misc tab.

3 In the Proofing options area, enable any of the following check boxes:

- Print vectors
- Print bitmaps
- Print text

What is the process to Preserve or ignore during printing?

To preserve or ignore overprints when printing

1. Click **File ▸Print**.
2. Click the **Separations** tab.
3. From the **Document overprints** list box, choose one of the following options:
   - **Preserve** — preserves overprinted areas
   - **Ignore** — does not overprint areas; color on top prints and underlying colors are knocked out

Process to print a simulated overprint

1. Click **File ▸Print**.
2. Click the **Separations** tab. Ensure that the **Print separations** check box is disabled.
3. From the **Document overprints** list box, choose **Simulate**. The **Simulate** option rasterizes the file; the file is printed with process colors.

Process to overprint selected objects

1. Select an object.
2. Click **Edit**, and choose any of the following:
   - Overprint outline
   - Overprint fill
   - Overprint bitmap
   - You can also set an object to overprint by right-clicking the object and choosing an overprint option from the context-menu.

To print selected vectors, bitmaps, or text

1 Click File Print

2 Click the Misc tab.

3 In the Proofing options area, enable any of the following check boxes:

- Print vectors
- Print bitmaps
- Print text

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   - **Ignore** — does not overprint areas; color on top prints and underlying colors are knocked out

Process to print a simulated overprint

1. Click **File ▶Print**.
2. Click the **Separations** tab. Ensure that the **Print separations** check box is disabled.
3. From the **Document overprints** list box, choose **Simulate**. The **Simulate** option rasterizes the file; the file is printed with process colors.

Process to overprint selected objects

1. Select an object.
2. Click **Edit**, and choose any of the following:
   - Overprint outline
   - Overprint fill
   - Overprint bitmap
   - You can also set an object to overprint by right-clicking the object and choosing an overprint option from the context-menu.

4. Enable the **Auto-spreading** check box.

5. Type a value in the **Maximum** box.

6. Enable the **Fixed width** check box.   The **Maximum** box changes to the **Width** box when you enable the **Fixed width** check box.

7. Type a value in the **Text above** box.

8. The value that you type in the **Text above** box represents the minimum size to which auto-spreading is applied. If you set this value too low, small text may be rendered illegible when auto-spreading is applied.

9. The amount of spread assigned to an object depends on the maximum trap value specified in the **Maximum** box and the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum traps value.

How will you setup drawing page in CorelDraw

1. First, open CorelDRAW and create a new document. Select document size, and set the color mode to RGB. Make sure that the orientation is Portrait (Landscape) and then click OK.

2. Next, import the to be included in document.

3. Placing the graphics off to the side of the Workspace, will be accessible on multiple pages.

4. Double click on the Rectangle tool to create a border around the page.

5. Next, select the graphics and use the key combination Ctrl + D to duplicate that content.

Define Knife Tool and how can we use knife tool?

Knife tool can be used to slice the object. Learn this carefully as it may be a bit confusing. Always remember that you need to start and end the cutting on the outline of the object.

1. Open Corel Draw. Select Rectangle tool and draw rectangle.

Fill it with any color.

2. Selection doesn't affect this tool.
3. Select Knife Tool (marked with green circle in the image   below).

Knife Tool

4. Position it on the outline of the rectangle where you want to start cutting. We started from the point that is marked with red circle.

5. Once you position it will snap upright if the position is correct.
6. Drag the tool to the outline at the other end. We finished at the end on the outline which is marked by the yellow circle.
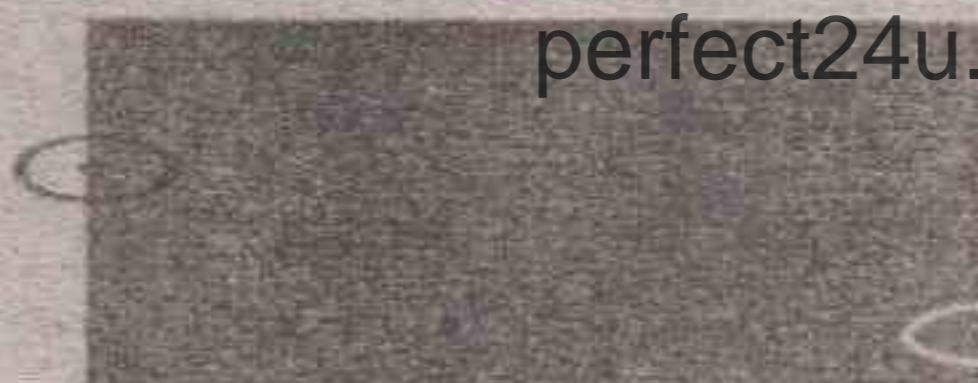
7. Release the cursor when it snaps again upright to indicate that the end position is correct.
8. The rectangle is sliced into two parts.
9. They are two different objects now that can be selected separately and fill different colors.
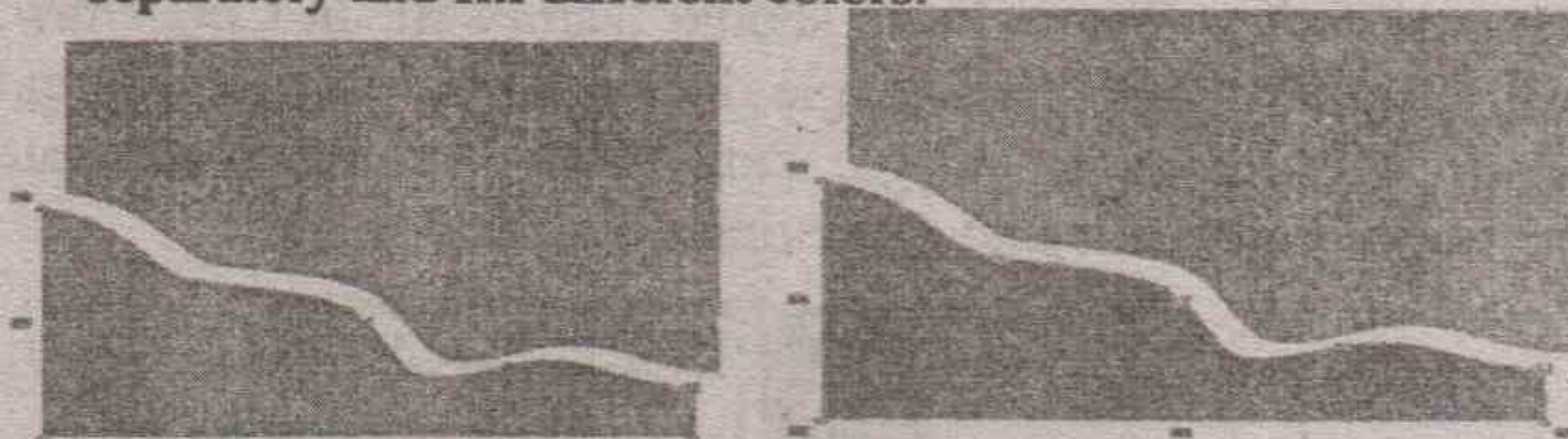
Define Pick Tool Selection?

Choose the Pick Tool from the Toolbox and click on the rectangle. Note the 8 square "handles" that surround the square. These handles indicate that the object is active. You can resize the

rectangle proportionately by clicking and dragging on the corner handles. The side handles resize only in one Direction
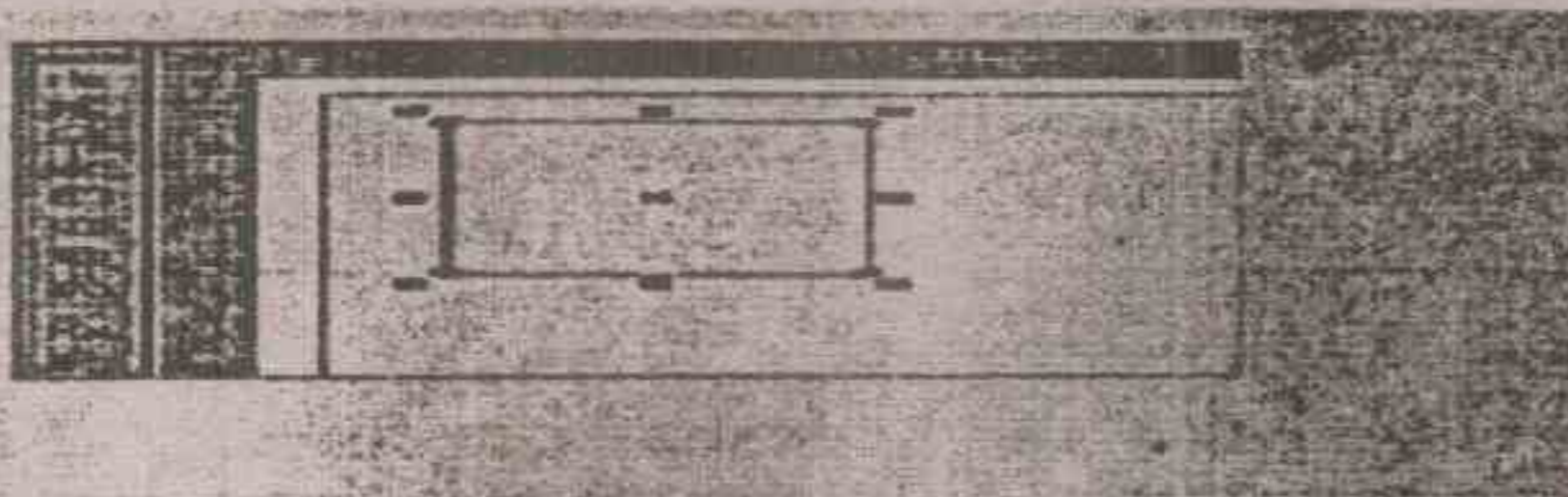
Define Shape Tool Selection?

Delete the distorted rectangle. Draw a new rectangle. Choose the Shape Tool from the Toolbox and click on the rectangle. The selection now appears as four corner handles and dotted lines. This indicates that the object is active with the Shape Tool. Click and drag on one of the corner handles. Note how the corners become round. The Shape Tool and Pick Toolhave very different functions with objects.

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How can we use zoom tool?

Choose the Zoom Tool

Click on the Zoom Tool in the Toolbox. The Zoom Tool controls the view on your

workspace and is one tool you should learn well. In CorelDraw, much of your work will toggle between close-up work and working with the entire design. Time spent learning to navigate zoom options will be repaid many times over as you work.
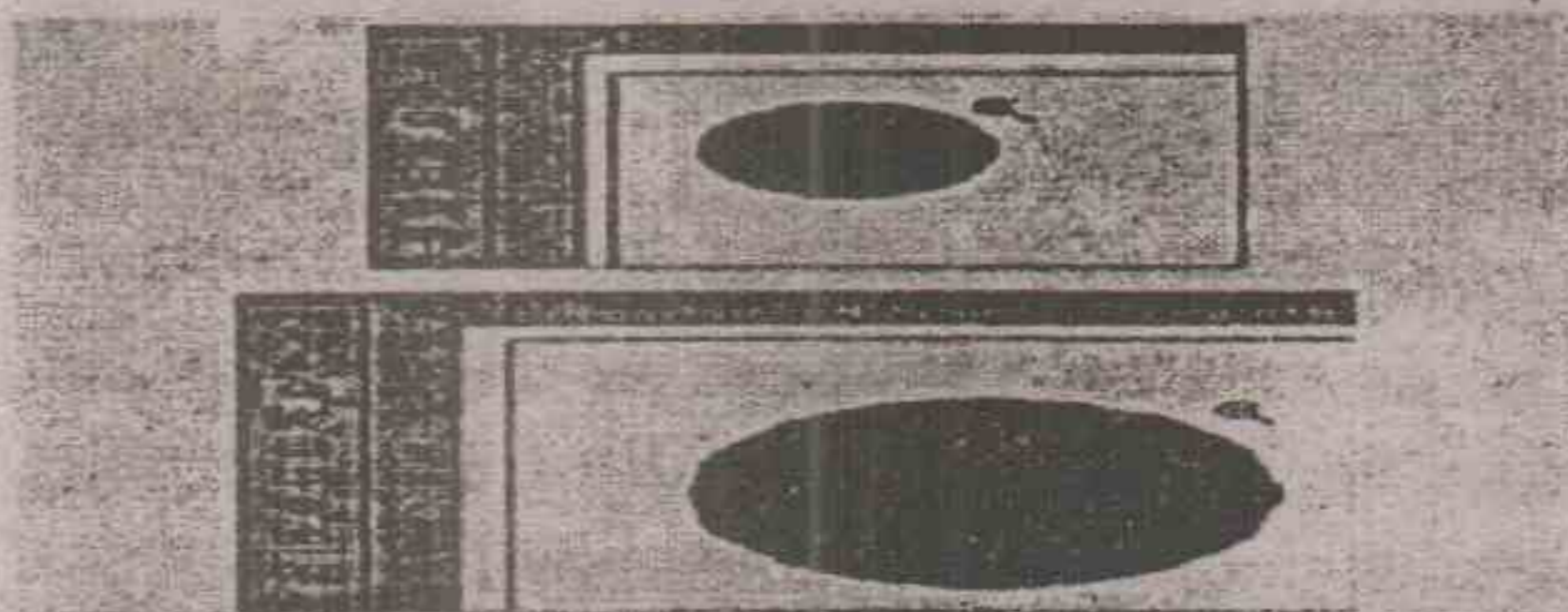
Zoom Property Bar

Select Zoom Tool. Note the Property Bar above your workspace. These tools provide one click access to the following (from left to right): Zoom Tool, Pan Tool (see step 7), Zoom In, Zoom Out, Display actual size, Zoom to Selected object, Zoom to All Objects, Zoom to Page, Zoom to Page Width, Zoom to Page Height, View Manager Docker window.
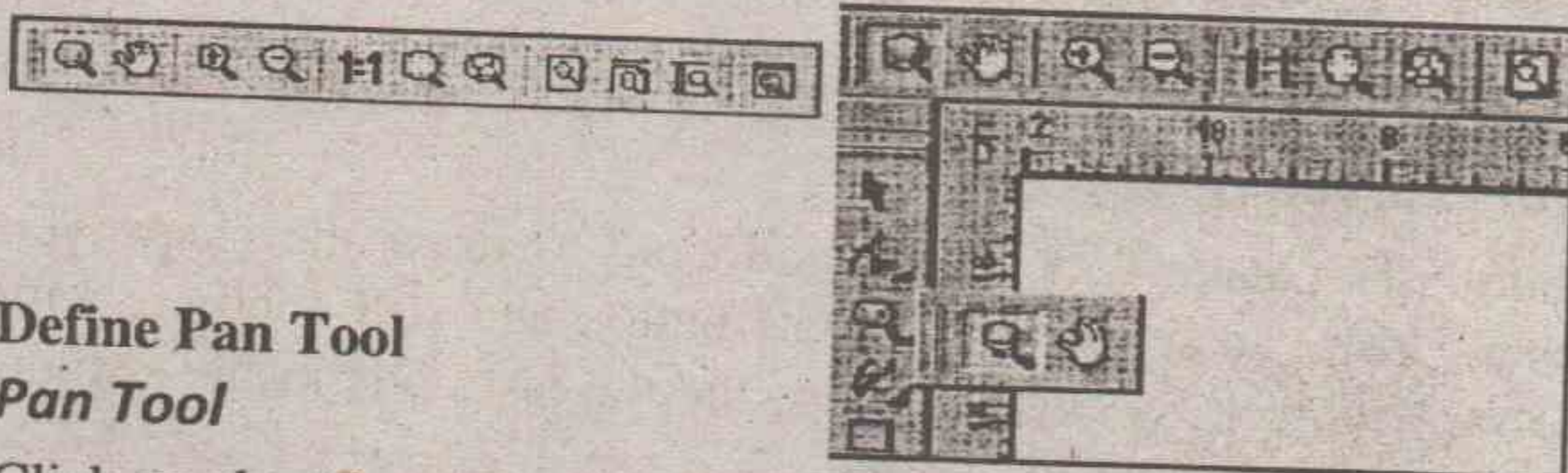
Define Pan Tool
Pan Tool

Click on the triangle at the bottom right corner of the Zoom Tool to choose the Pan Tool. You can also click on the Pan Tool icon in the Property Bar. Click and drag anywhere on your Workspace. The Pan Tool will move your document in the screen allowing you to scroll or position any portion of the document. This only affects the view, not any positioning of your objects.

Define Freehand Tool?

Choose Freehand Tool
Click on the Freehand Tool in theToolbox. This is your freehand drawing tool and is used to create drawn objects that are not variations of rectangles, spirals or circles.

Basic Shapes

CorelDRAW lets you draw basic shapes, which you can modify using special effects and reshaping tools. The Basic shapes tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle. The Smart drawing tool converts the freehand strokes that you draw to basic shapes and smoothed curves.

In this section, you'll learn about

- drawing rectangles and squares
- drawing ellipses, circles, arcs, and wedges
- drawing polygons and stars
- drawing spirals
- drawing grids
- drawing predefined shapes
- drawing using shape recognition

How can we draw Curved line?
Draw Curved Line

Choose Freehand Tool. Click and drag to draw the shape you desire. You can release the mouse button and still continue with the same object, by clicking close the the last node in the section you have just completed.

The new line will automatically join to the end of the last one. In the sample above, the yellow Rectangle highlights where the line was stopped and then started again.
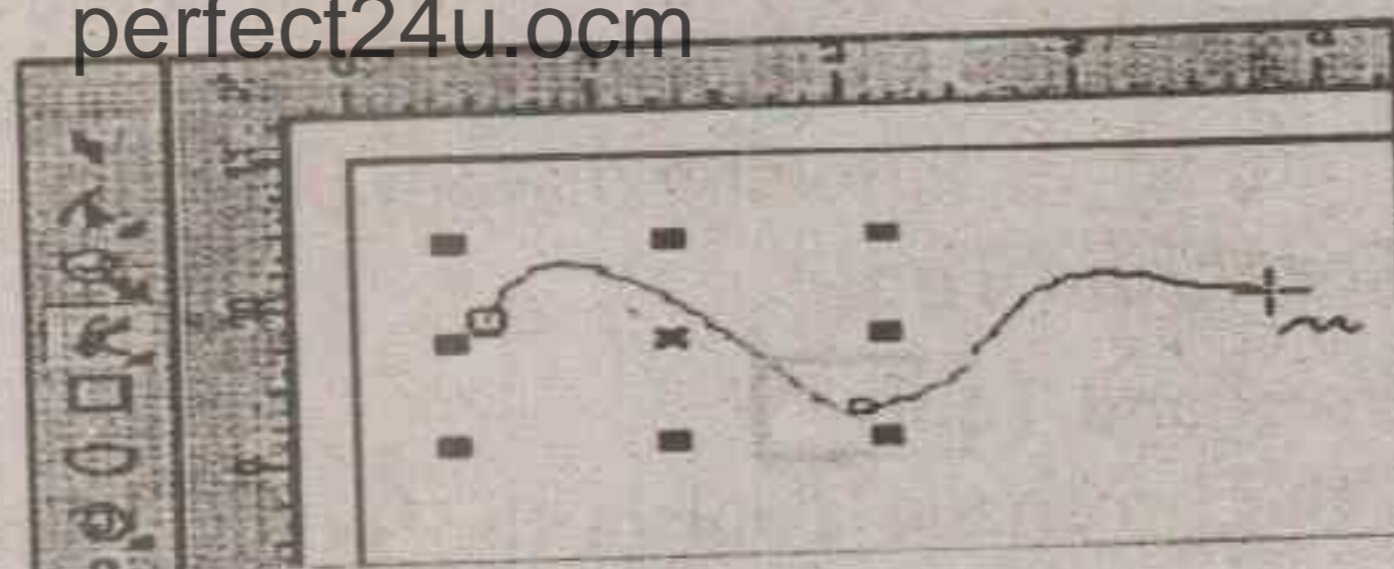
Draw Straight Line in Corel Draw?

Click and release your mouse button to place the initial node for your line. Move your cursor to the desired end for your line. Click the mouse to place the end node. You can constrain the line to 15 degree increments by

Pressing your CTRL key as you position the end node (use this to create a straight line). You can also join a new line to this object as in step 2.

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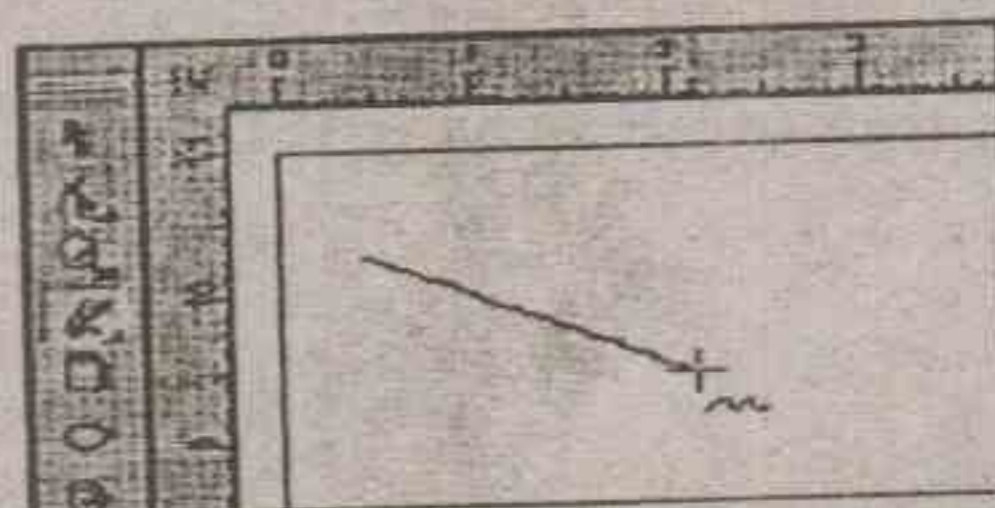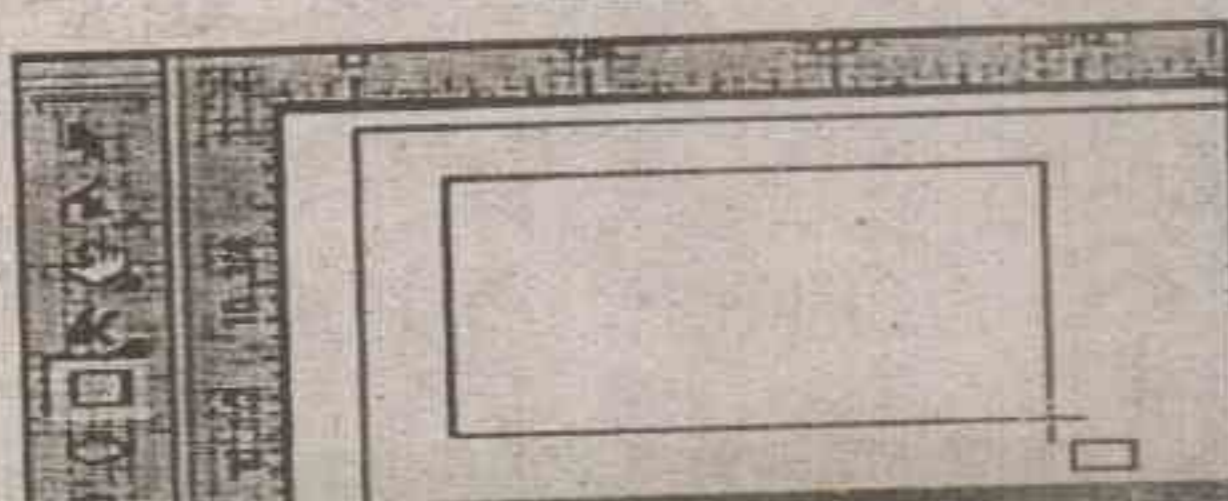
Draw rectangle and make it Rounded Rectangle?

Choose Rectangle Tool. Click and drag to create rectangle of the shape and size you desire.

Create Rounded Corners

Draw a rectangle. Choose the Shape Tool. Click and drag on any corner handle to shape the corners. Release mouse when you achieve the desired corner roundness.

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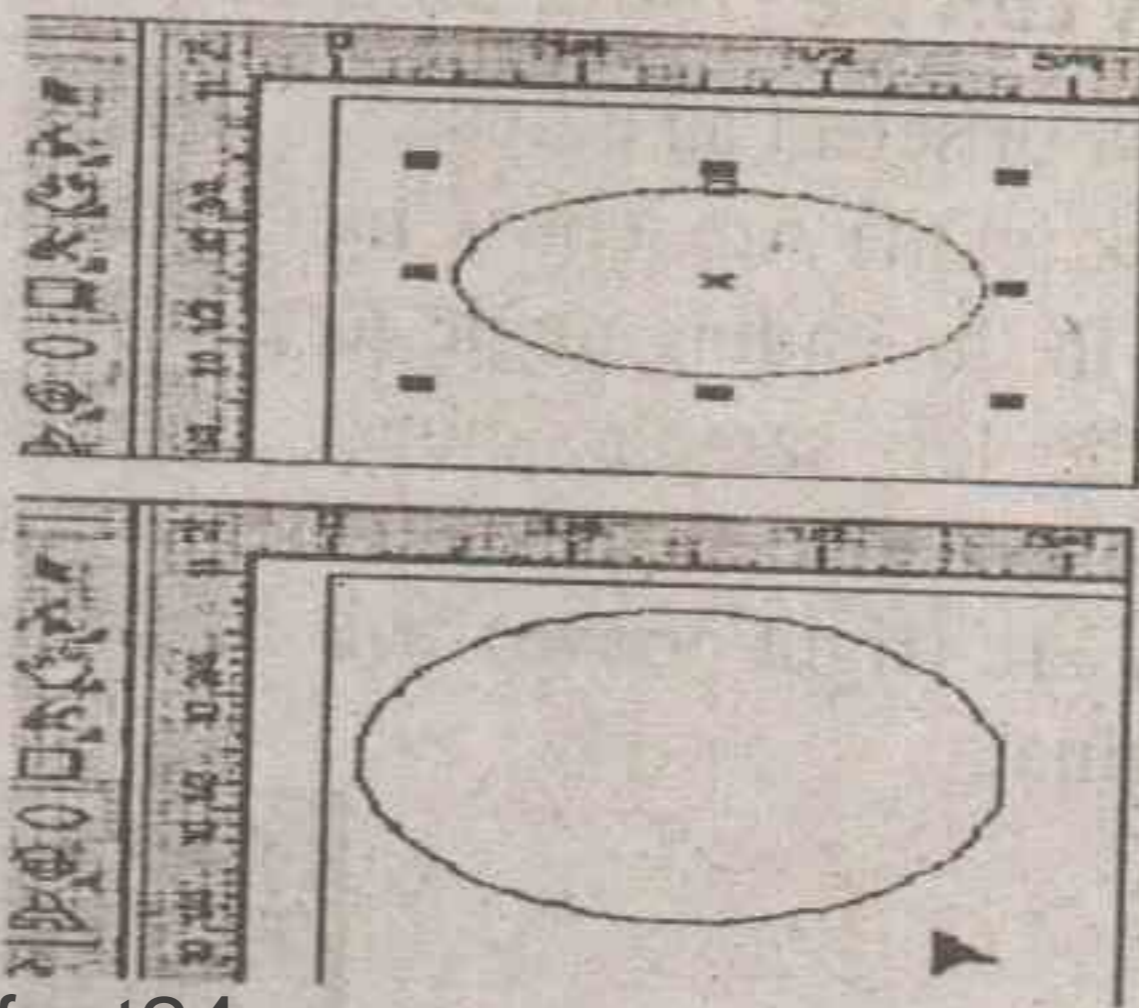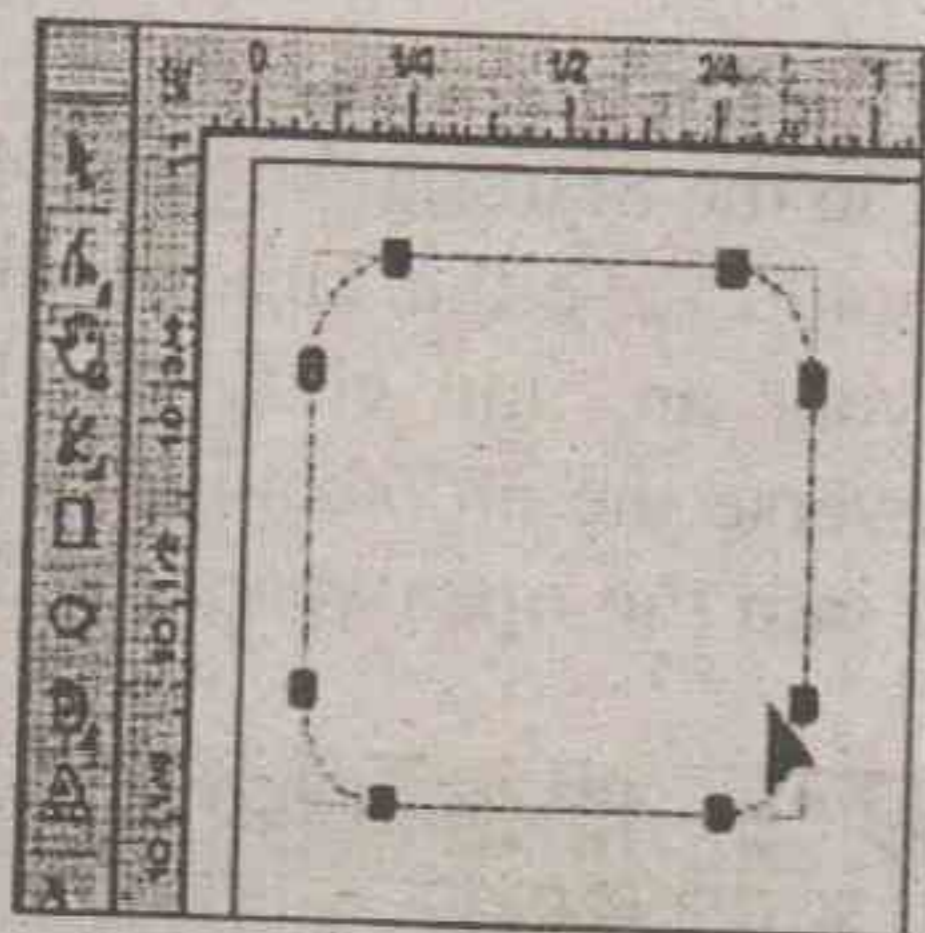
How can we draw Ellipse and make it a circle?

Choose Ellipse Tool. Click and drag to create ellipse of the shape and size you desire.

Create Circle

Choose Ellipse Tool. Click and drag with the CTRL key pressed down to constrain the ellipse to a circle. You can also hold down the SHIFT key to have the ellipse drawn from the center out, rather than the top left Corner, or use both the CTRL key and the SHIFT key together to create a circle drawn from the center.

Write down the steps to create a pie chart?

Create a Pie Shaped Graphic

Draw or select an ellipse. Fill with any color. Click on the Pie icon. Change the value in the Starting Angle to 45 and in the ending angle to 325. You should have the same results as the left sample above. Duplicate your ellipse and click on the Clockwise/Counterclockwise icon to reverse the pie shaping. Fill with a different color. The new pie will fit perfectly into the original.
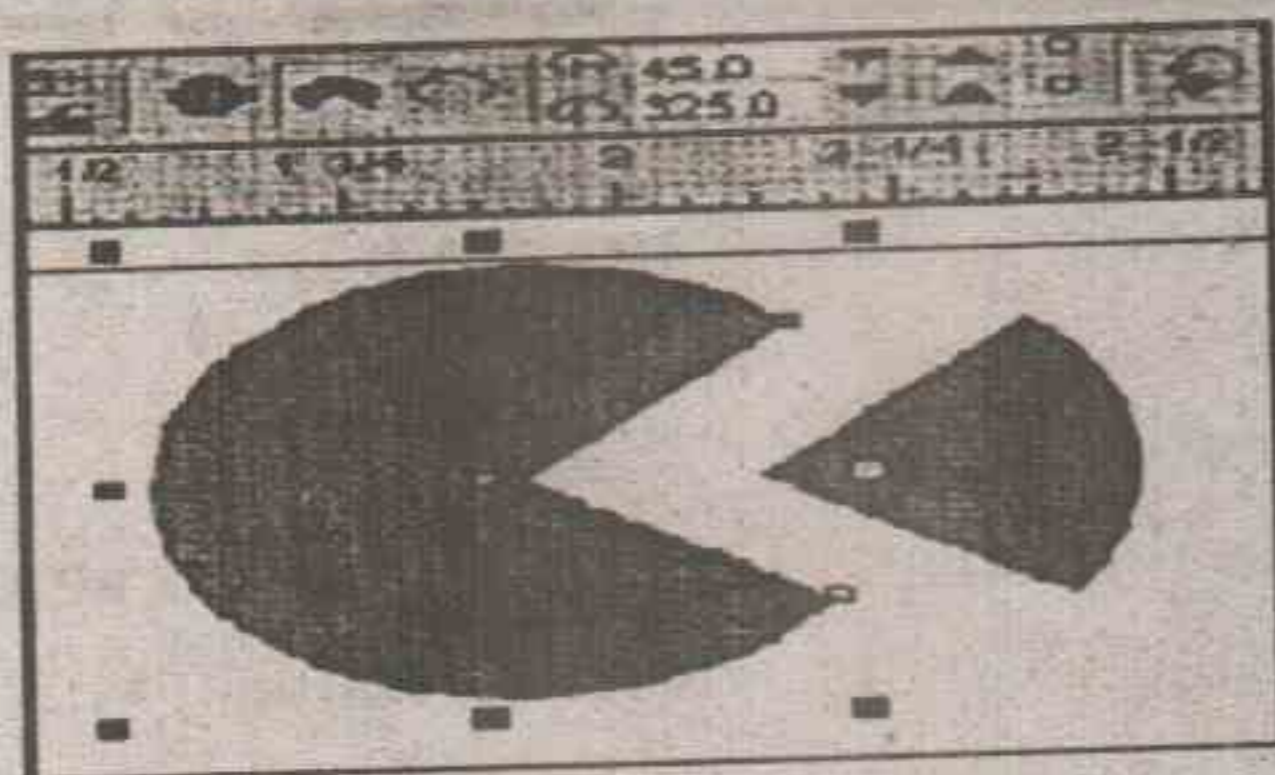
How can we create an arc?

Draw or select an ellipse.

Click on the Arc icon. Change the value in the Starting Angle to 40 and in the ending angle to 295. You should have the same results as the left sample above. Duplicate your arc and click on the Clockwise/Counterclockwise icon to reverse the arc shaping. The new arc (right above) will fit perfectly into the open space of the original.
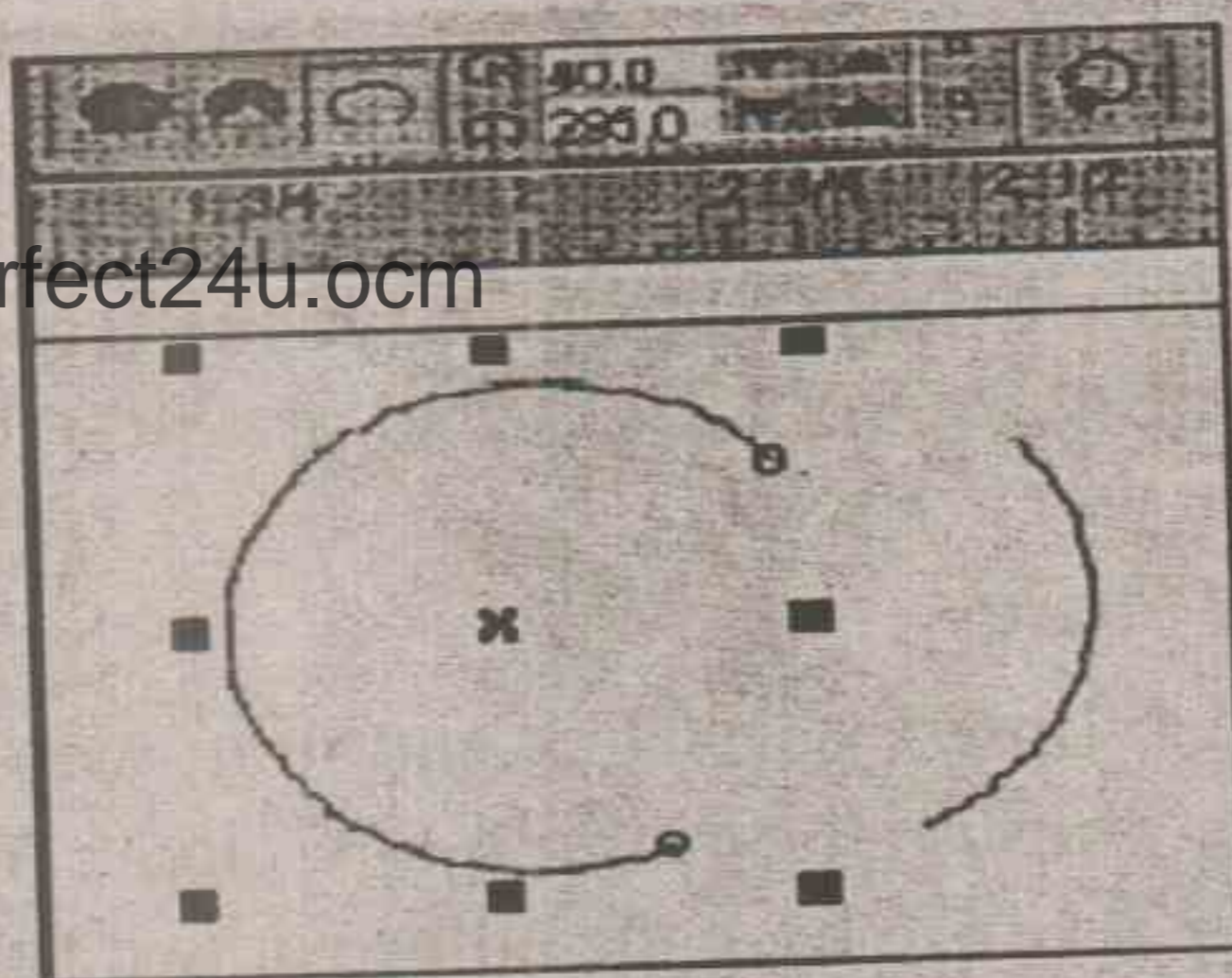
Define Spiral Tool

Choose Spiral Tool .

Choose the Spiral Tool from the Toolbox.

Note the position in the Toolbox. The Polygon or Graph Paper Tool may be showing, and you will have to click on the triangle in the bottom right corner to open the fly-out. Choose Spiral Tool.

Draw a Symmetrical Spiral

Choose Spiral Tool. Choose Number of revolutions for your spiral from the Property bar above the workspace. Click on the Symmetrical icon. (Asymmetrical spiral has equal distance between spiral revolutions.) . Click and drag on the workspace to
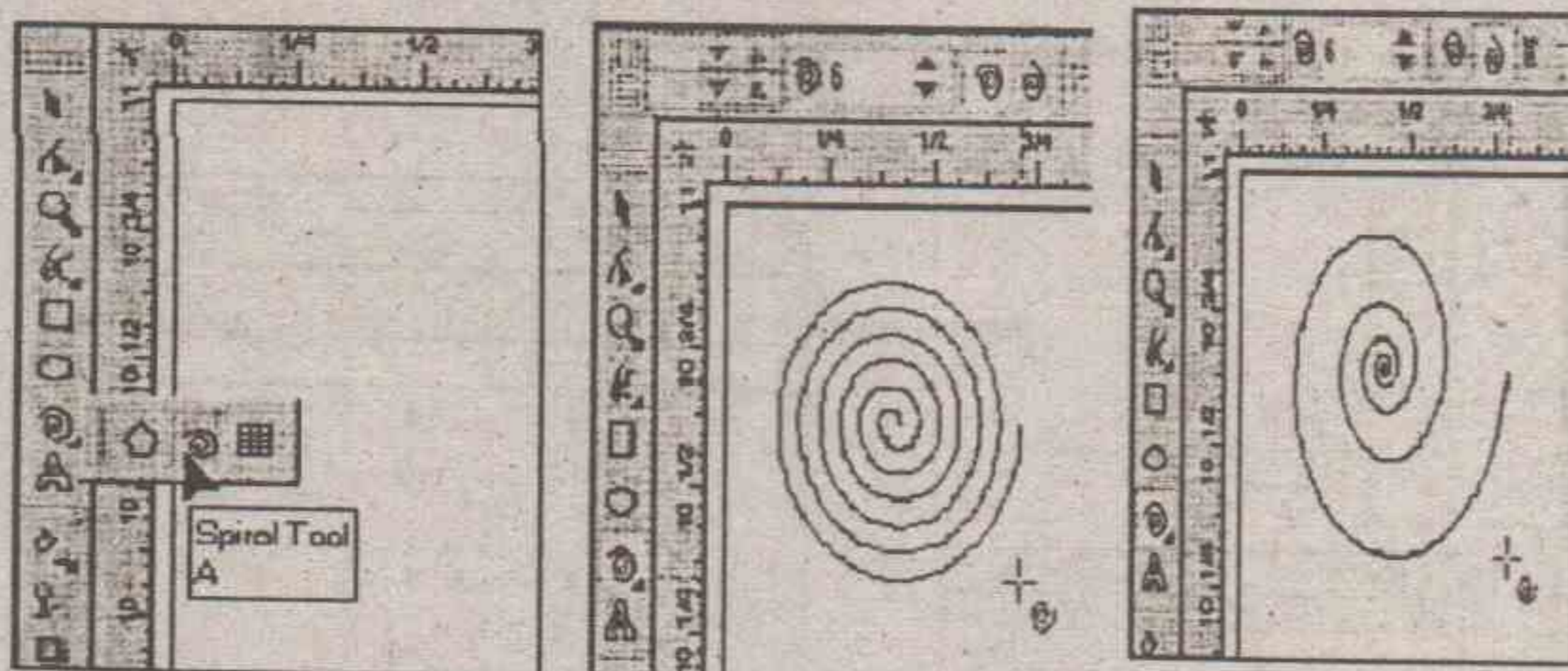
create spiral of desired size. Hold your CTRL key down as you drag to create a spiral with a circular shape. Hold your SHIFT key down to have the spiral drawn from the center.

Draw a Logarithmic Spiral

Choose Spiral Tool. Choose umber of revolutions for your Spiral from the Property Bar. Click on the Logarithmic icon. (A logarithmic spiral increases the spacing on each revolution.)

Choose the Spiral Extension Factor from the Property Bar. A lower number reduces space difference between revolutions. Click and drag on the workspace to create spiral of desired size. Hold your CTRL key down as you drag to create a spiral with a circular shape. Hold your SHIFT key down to draw spiral from the center.

Define Polygon Tool and how can we create different shapes using Polygon Tool?

Create Polygon Choose Polygon Tool. Click and drag on the workspace to create a polygon of the size and shape desired. Locate Number of Points on Polygon button on the Property Bar. Increase or decrease number as desired. The changes in point numbers are instantly reflected on your object.

Create Star

Choose Polygon Tool. Click on the Polygon/Star button in the Property Bar (highlighted with yellow rectangle). Click and drag on the workspace to create a star of the size and shape desired. Locate Number of Points on Polygon button on the Property Bar. Increase or decrease number as desired.

The changes in point numbers are instantly reflected on your star.
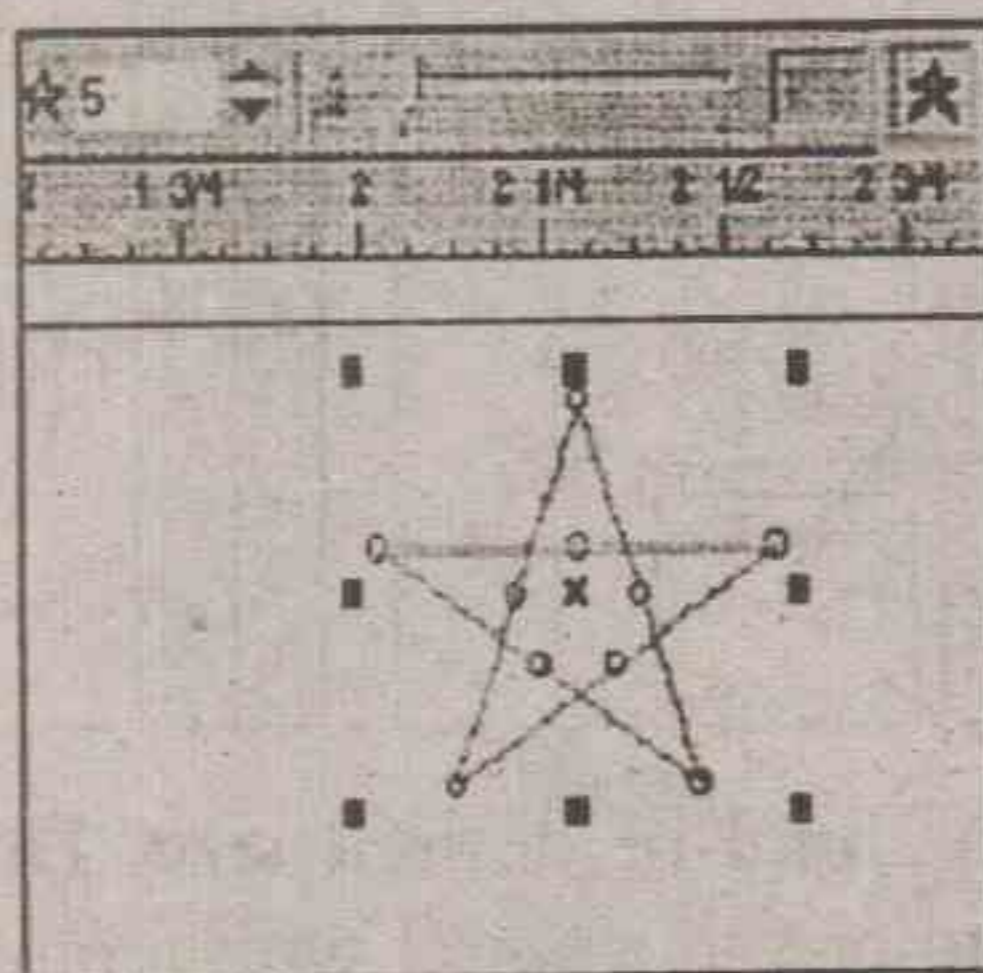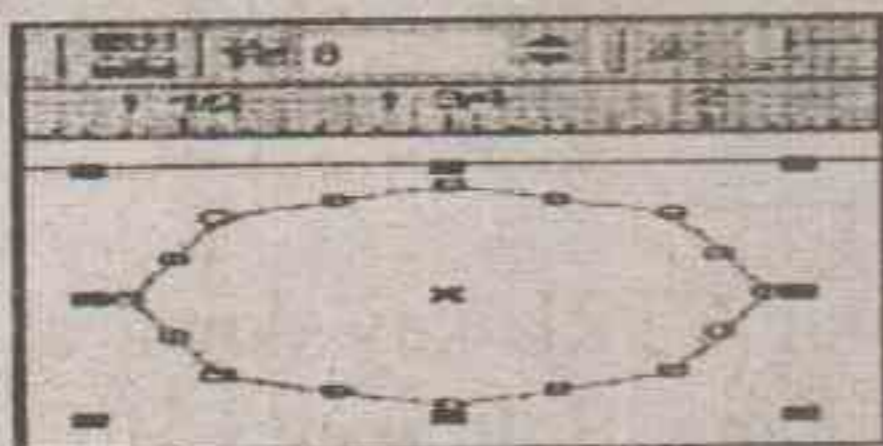
Define Graph paper Tool?

Graph Paper Tool

Choose Graph Paper Tool Choose the Graph Paper Tool from the Toolbox. Note the position in the Toolbox. The Spiral or Polygon Tool may be showing and you will have to click on the triangle in the bottom right corner to open the fly-out. Choose Graph Paper Tool.
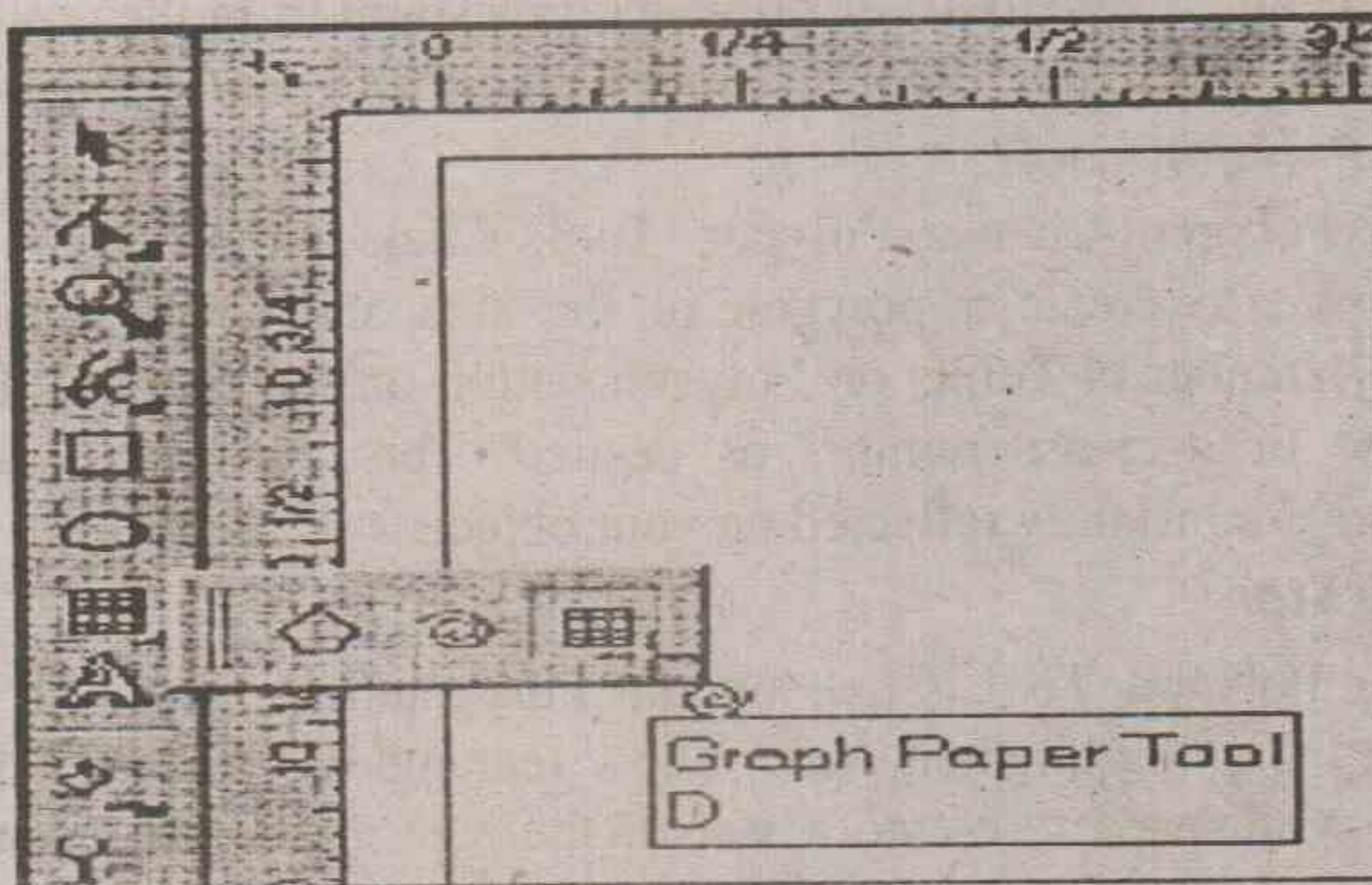
Define Text Tool?

Text Tool is used to do typing and write text in CorelDraw document. There are two types of text: Artistic and Paragraph Text.

Choose Text Tool from the Toolbox. This tutorial is an introduction to the powerful text formatting tools available in CorelDraw.
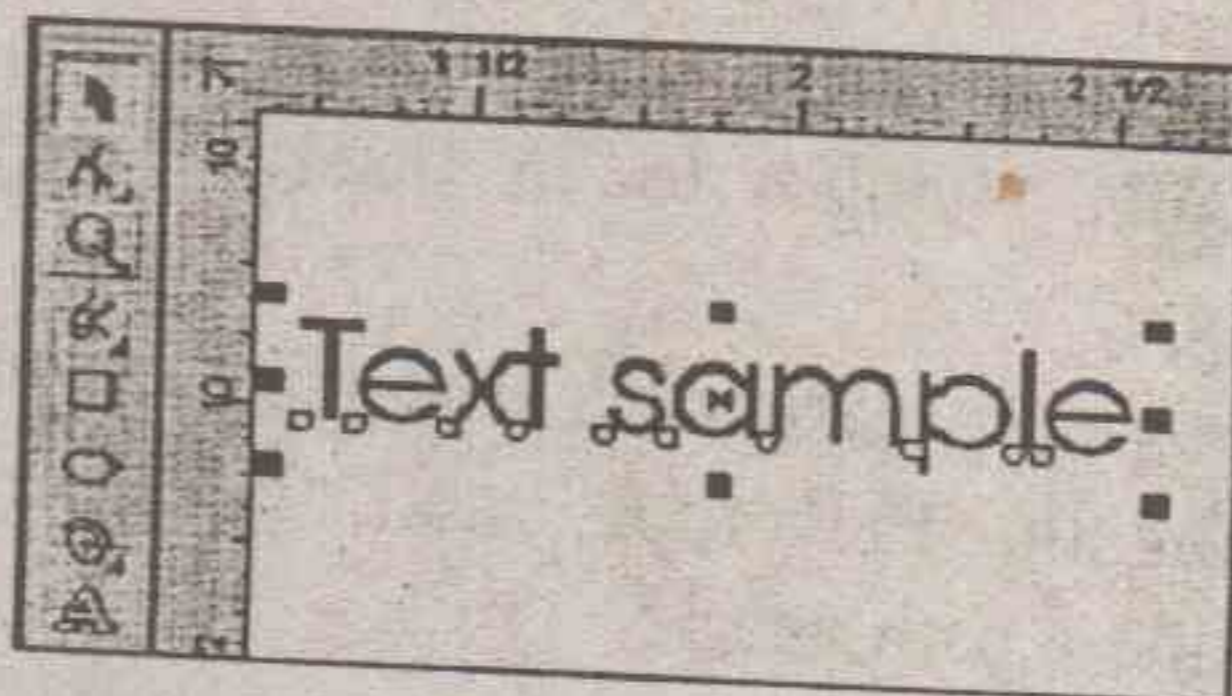
Artistic Text

Artistic text is used for short passages and when you need total flexibility to stylize text. With the Pick Tool Selected, Artistic Text is like any object. Choose Text Tool. click on the workspace where you wish your.

To add text along a path

1. Select a path using the **Pick** tool
2. Click **Text □ Fit text to path**.
3. Point to the path, and click when the pointer changes to the **Fit to path** pointer.
4. Type along the path.

If the text is fitted to a closed path, the text is centered along the path. If the text is fitted to an open path, the text flows from the point of insertion.

- You can't fit text 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.

Paragraph text

A text type that allows you to apply formatting options and directly edit large blocks of text. parent color. An original color style that

you can save and apply to objects in a drawing. You can create child colors from the parent color.

To add paragraph text

Add paragraph text Click the Text tool . Drag in the drawing window to size the paragraph text frame, and type.

Add paragraph text inside an object Click the Text tool. Move the pointer over the object's outline, and click the object when the pointer changes to an Insert in object pointer. Type inside the frame.

Separate a paragraph text frame from an object Select the object using the Pick tool , and click Arrange } Break paragraph text inside a path apart.

Have paragraph text frames automatically adjust to fit text Click Tools } Options. In the list of categories, double-click Text, and click Paragraph. Enable the Expand and shrink paragraph text frames to fit text check box

Wrap paragraph text ~~around~~ an object or text

Select the object or text around which you want to wrap text.

Click Window } Dockers } Properties.

In the Object properties docker, click the General tab.

Choose a wrapping style from the Wrap paragraph text list box.

If you want to change the amount of space between wrapped text and the object or text, type a value in the Text wrap offset box.

Click the Text tool , and drag to create a paragraph text frame over the object or text.

Type text in the paragraph text frame.

To remove a wrapping style

1.   Select the wrapped text or the object it wraps.
2.   Click **Window □ Dockers □ Properties**.
3.   In the **Object properties** docker, click the **General** tab.
4.   Choose **None** from the **Wrap paragraph text** list box.

Importing Text

1.　　　　Import or paste the text.
2.　　　　In the **Importing / pasting text** dialog box, enable one of the following options:
   - **Maintain fonts and formatting**
   - **Maintain formatting only**
   - **Discard fonts and formatting**

If you want to use the same formatting options whenever you import or paste text, enable the **Don't show this warning again** check box.

Text Effects

To change the default text style

1. Click a blank space in the drawing window using the **Pick** tool
2. Click **Text** □ **Format text.**
3. Click the **Character** tab.
4. Specify the properties you want.

Following each property change you make, by default you must specify whether the changes are applied to artistic text, paragraph text, or both. You can override this default by disabling the **Auto apply** button   next to **Apply**.

To change character properties

1. Select the text.
2. Click **Text** □ **Format text.**
3. Click the **Character** tab.
4. Specify the character attributes you want.

To change the color of text

1. Select the text using the **Text** tool
2. Click a color on the color palette.

Inserting Special Characters

You can add special characters to text as text objects or as graphic objects. When you add special characters as text, you can format the characters as you do the text. When you add special characters as graphic objects, the characters are curves. Consequently, you can edit them as you would other graphic objects

To add a special character as a text object

1. Using the **Text** tool　, click where you want to add the special character.
2. Click **Text □ Insert character**.
3. Choose a category from the list box.
4. Double-click a character in the list.
   The size of the character is determined by the font size of the text.

Object

A generic term for any item you create or place in a drawing. Objects include lines, shapes, graphics, and text. one-point perspective. An effect created by lengthening or shortening one side of an object to create the impression that the object is receding from view in one direction.

Add Graphics

You can embed a graphic object or bitmap in text. The graphic object or bitmap is treated as a text character. As a result, you can apply formatting options according to the type of text in which you embed the graphic object. You can also remove an embedded object from text, after which the object returns to its original state.

To embed a graphic object in text

1. Select a graphic object.
2. Click **Edit**, and click one of the following:
   o **Cut**
   o **Copy**
3. Using the **Text** tool　, click where you want to embed the graphic object.
4. Click **Edit □ Paste**.

Write the procedure to create Power Clip Object in Corel Draw?

Power Clip

CorelDraw lets you place vector objects and bitmaps, such as photos, inside other objects, or containers. A container can be any object, for example artistic text or a rectangle. When you place an object into a container that is larger than the container, the object, called the content, is cropped to fit the form of the container. This creates a PowerClip object.

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. In the PowerClip object, the artistic text is the container, and the bitmap forms the contents. The bitmap is shaped to the letters of the artistic text. After you create a PowerClip object you can modify the content and the container. For example, you can lock the content, so that when you move the container, the content moves with it. CorelDraw also lets you extract the content from a PowerClip object, so that you can delete the content or modify it without affecting the container.

Process to create a Power Clip object

1. Select an object.
2. Click Effects Power Clip Place inside container.
3. Click the object you want to use as the container.

Process to copy the contents of a PowerClip object

1. Select an object.
2. Click Effects Copy effect PowerClip from.
3. Click a PowerClip object.

Adding Clipart

You can use clipart, photo images, and sounds stored on the Corel content CDs or that are available online. The digital content manual contains pictures of the graphics available on the CD and their folder locations.

You can also access online images directly from Corel on the Web through the **Scrapbook** docker.

Procedure to add ClipArt

1. Click **Window** ☐ **Dockers** ☐ **Scrapbook**.
2. Insert a Corel content CD into the CD drive.
3. Double-click an icon in the CD list and navigate to a folder.
4. Drag the graphic or sound file from the Scrapbook docker to the drawing window

Text style

A set of attributes that controls the appearance of text. There are two text style types: artistic text styles and paragraph text styles.

texture fill

A fractally generated fill that, by default, fills an object or image area with one image instead of with a series of repeating images.

Template

A template is a set of styles and page layout settings that govern the layout and appearance of a drawing. You can use the default template (**CorelDRAW.cdt**) or choose one from a wide variety of preset templates available in the application. For information on starting a drawing from a template, see "Starting and opening drawings." If none of the preset templates meets your requirements, you can create a template based on styles you create or styles taken from other templates. For example, if you regularly put together a newsletter, you can save the newsletter's page layout settings and styles to a template.

To create a template

1. Click **File** ☐ **Save as**.
2. Type a name in the **File name** list box.
3. Choose **CDT - CorelDRAW template** from the **Save as type** list box.
4. Locate the folder where you want to save the template.
5. Click **Save**

Symbol

A reusable object or group of objects. A symbol is defined once and can be referenced many times in a drawing.

symbol instance

An occurrence of a symbol in a drawing. A symbol instance automatically inherits any changes made to the symbol. You can also apply unique properties to each instance, including size, position, and uniform transparency.

To insert a symbol instance

1. Open the **Symbol manager** docker by clicking **Window ▫ Dockers ▫ Symbol manager**.

   If you want the symbol scaled automatically to match the current drawing scale, ensure that **the Scale to world units** button is enabled.

2. Choose a symbol from the **Symbols** list.

3. Click the **Insert symbol** button

Define layers in CorelDraw

You can work with layers to help organize and arrange objects in complex illustrations.

In this section,

To create a layer

Create a layer Click **Tools ▫ Object manager**. Click the flyout button , and click **New layer**.

Create a Click **Tools ▫ Object manager**. Click the flyout master layer button, and click **New master layer**.

To use a layer in the drawing, you must first make the layer active. In the **Object manager** docker the active layer is highlighted in red. When you start a drawing, the default layer (Layer 1) is the active layer.

When you create a master layer, it moves to the Master Page To display or hide a layer

Click **Tools ▫ Object manager**.

Click the **Eye** icon beside the layer name.

The layer is hidden when the Eye icon is grayed.

To display layers

Display layers   Click **Window** □ **Dockers** □ **Object manager**. Click the **Layer manager view button** .

To delete a layer

Click **Tools** □ **Object manager**.

Click the name of a layer.

Click the flyout button , and click **Delete layer**

To import a bitmap

1. Click **File** □ **Import**.
2. Choose the folder where the <u>bitmap</u> is stored.
3. Select the file.
   If you want to link the image to the drawing, enable the **Link bitmap externally** check box.
4. Click **Import**.
5. Click where you want to place the bitmap.
   If you want to center the image on the drawing page, press **Enter**.

Using Interactive Blend Tool?

1. Open Corel DRAW.
2. Select Rectangle Tool and draw rectangle at the top left corner of the window. Fill it with red color.
3. Select Ellipse Tool and draw circle at the bottom right corner of the window. Fill it with green color.
4. Select Interactive Blend Tool. Its eleventh from the top in the tool box.
5. Now please observe the changes in the cursor carefully.
6. Move the cursor inside the red rectangle. There is a difference between the cursor outside and inside the rectangle.
7. Once the cursor is changed when it is inside the red rectangle, press and drags it. Take it to the inside area of the green circle.
8. A dotted line will form while you drag the cursor and once you release the mouse button, the blend will form between the rectangle and circle.

9. Observe carefully that the rectangular shape is smoothly converted into the circle with the gradual steps.
10. At the same time, the red color is also transformed into green using the same steps.

Why we use Interactive Contour Tool in Corel draw?
Interactive Contour Tool

There are many different ways to create text engravings that are original and eye catching. In this exercise we will be using the Interactive Contour tool to add an engravable 3-D beveled edge to a font.

1. Start by using the Text Tool to create your sample text. For this exercise we will be using Arial Black with a size of 125 pts. The font fill is black and the font outline is white. Now we are ready to begin creating the beveled edge.
2. Select the Interactive Contour Tool located in the pull-out menu of the Interactive Blend Tool.
3. With the Interactive Contour Tool now selected, the options for the tool appear above in the Property Bar. For the beveled edge effect, we want to add multiple steps (or outlines) to the outside of the letters by choosing the Outside Contour button.
4. Next we'll set the number of grey's that are outlining our letters by setting the Contour Steps. The number will vary depending on the thickness of bevel you want to achieve and the size font you use. For 125 pt. font we are going to use 30 steps of gray. To do so select the Contour Step box and type 30.
5. To control the width of each contour step use the Contour Offset box. As a general rule, using more contour steps and a smaller contour offset creates more detail and better

engravings. For this exercise we are going to set the contour offset to 0.002. Double click inside the Contour Offset box and change the value to 0.002.

6. And that's all there is to it! Using the Interactive Contour Tool to create 3-D text will add depth and quality to your engraved products. This tool can be used in many different ways, so be creative and have fun with it.

Define PATH

A path consists of the general outline of an object. Paths can be open or closed and can be made up of a combination of straight and curved segments. Open paths are straight or curved lines which can have varying thickness by stroking the path. Closed paths are shapes which can have a stroked outline and a filled interior. Paths can also be used to mask out or clip away portions of another image. These paths are referred to as clipping paths. Paths in graphics software are generally creating using a pen tool, Bézier curve tool, or less commonly, a spline or b-spline curve t~~l

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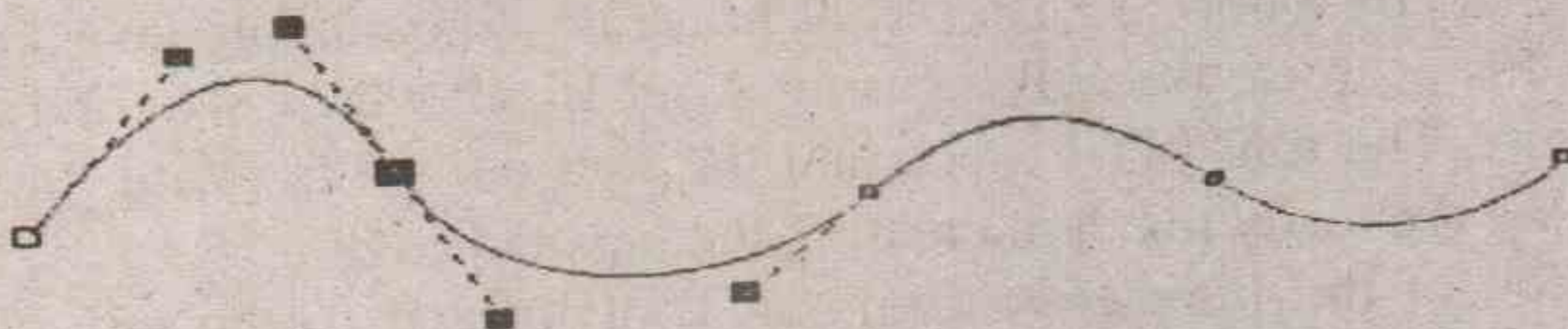
A Bezier curve path. This is an open path.
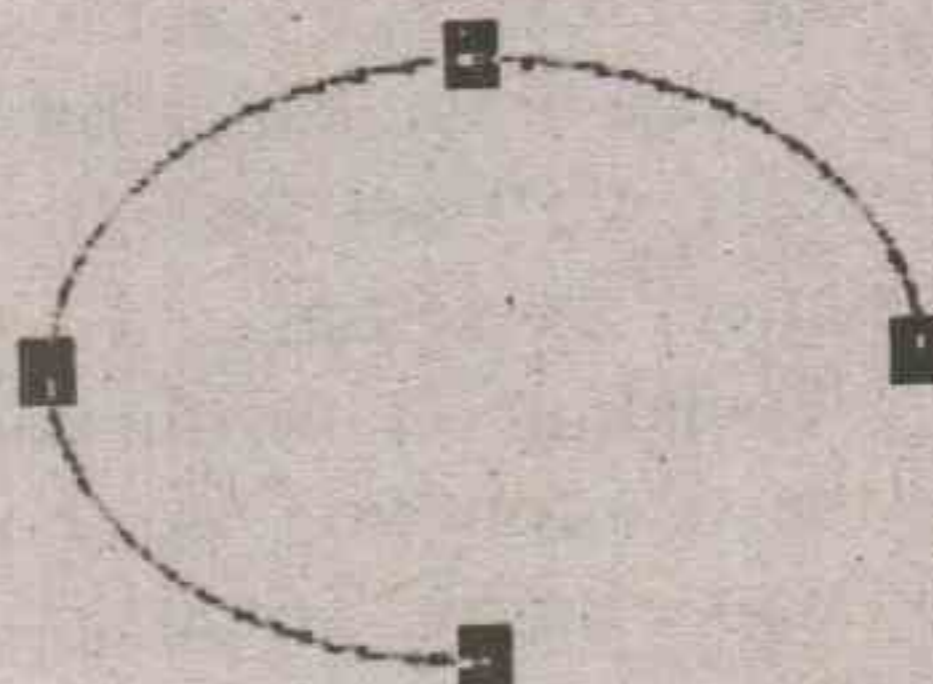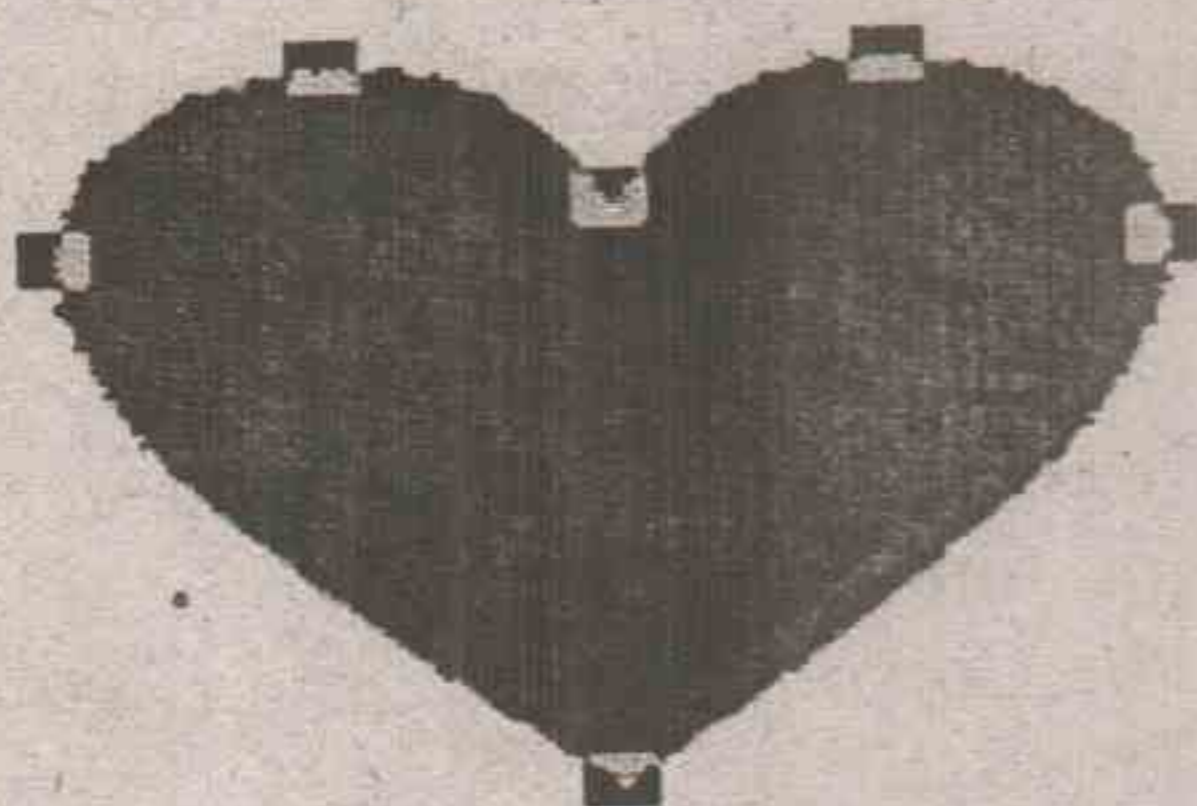
The heart is closed path with six nodes and a red fill. The partial ellipse is an open path with four nodes.
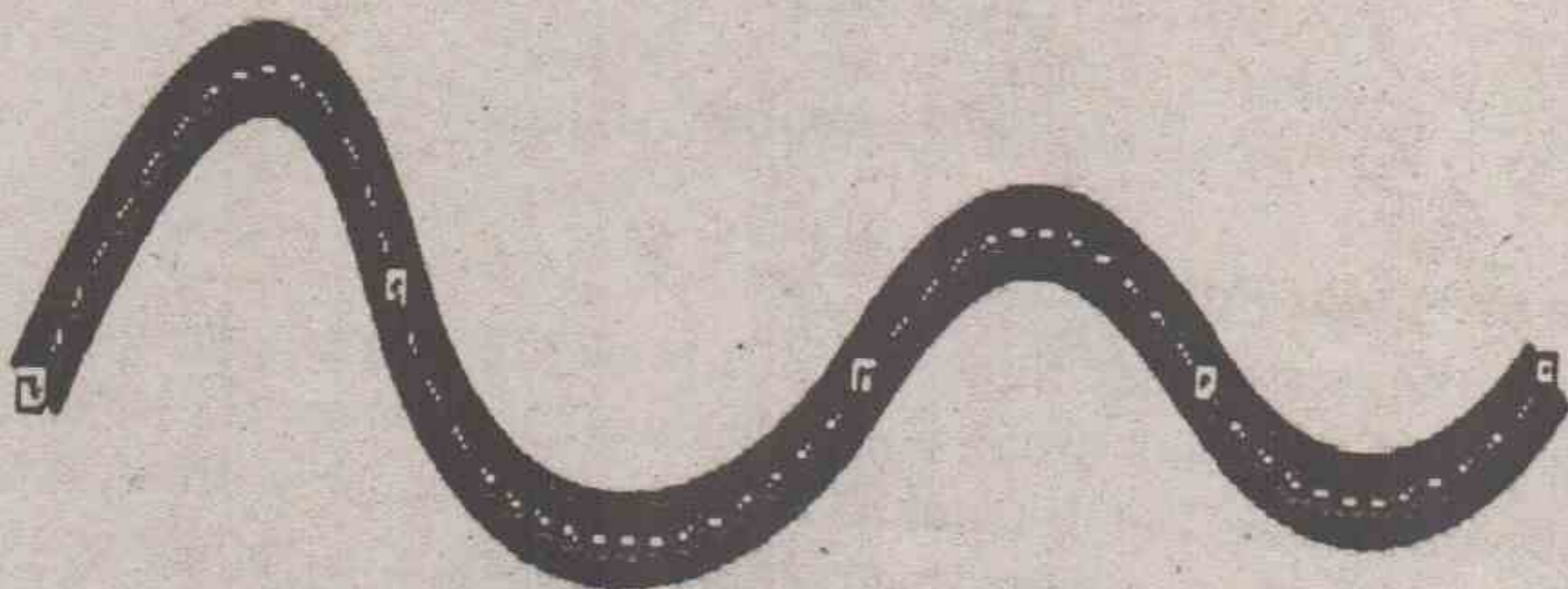
This path has been stroked to give it thickness.

This text follows a path but the path has no stroke

Many programs allows you to flow text along a path. In this example, the path itself has no stroke, making it invisible.

To modify Path

1. Click the Freehand tool, and draw a curved line to use as a path.
2. Click the Text tool, click anywhere in the drawing window, and type.
3. Click Text > Fit Text To Path. ...
4. Move the pointer along the path, and click to fit the text.

To add text to a predefined shape
1. Click the Text tool .
2. Position the cursor inside the shape's outline until it changes to a text cursor
3. Type and format the font inside the shape.

Use the Color Palette?

Corel Draw Graphics Suite X5 is a powerful graphic designing tool suitable for both professional designers and those who aspire to become one. Corel Draw X5 derives its success from the multitude of design options and compatibility aspects that allow its users to control every facet of their graphical creation. They include vector illustrations, page layouts, web graphics and tutorials (which are most helpful) amongst a host of other features. This article will look at how to setup Color Palettes in CorelDraw X5.

Step 1: Setting Up a Color Profile
In CorelDraw X5, color management starts when you create a new document. The drop down next to Primary Color Mode determines the set of colors that will be available to you. These can either be RGB or CMYK colors. These two different color modes will result in separate sets of color palettes next to your document. To ensure that all end users see the desired colors in your designs as you render them, click on the downward arrow next to Color Settings to embed the proper color profile into your document.
Depending on which color mode you choose, the document will show up with their respective RGB or CMYK profile that you set. These color schemes are imbedded into the saved files you create and ensure that you and the end user get to view the same file.

Step 2: Managing Default Color Profiles
To manage the settings, your documents can also be managed through either the Default Color Management Settings or Document Color Management Settings. Select Tools in the menu bar located above your document, go to Color Management, and select either Default Settings or Document Settings. The Default Settings Area is divided into four sections, namely the sections for controlling Default Color Settings, Color Management Policies,

Color Conversion Settings and the Import and Paste conversion settings.

These also influence Color Management Policies settings as they are interrelated. If you check the boxes next to the warnings for mismatching and missing color profiles, they will automatically warn you when you open a previously saved document if the color settings don't match or are missing from the current color settings you are working on.

Step 3: Managing Current Document Settings

To change and manage the color profiles of a document while you are working on it, you need to select the Document Settings under Color Management in the Tools section of the Menu Bar. In the Document Color Settings Area, you can view the current color profile settings of your document and compare it to the default settings that are set. To preview new color settings, you can either check Assign Different Color Profiles to view the changes on the image from a different color profile retaining the original color settings or you can check on Convert Document Colors to new Color Profiles to view changes in the Palette as well. To save these changes, click on OK.

To view the Color Proof Settings (CPS) Area, go to the Menu Bar, select Tools and click on Color Proof Settings. This will allow you to edit the color mode in your image from RGB to CMYK color schemes.

What is role of CMYK and RGB Corel Draw?

CMYK (which stands for **Cyan Magenta Yellow** and Key (or black)), these colors are used for any jobs which are printed using four color process. RGB (**Red Green and Blue**) are the primary optical colors, nearly all computer monitors and screens use RGB to create colors.
This breaks down to, basically, RGB is used for screen use, CMYK is used for any print work. However, there are print applications that need to use RGB. RGB can create a wider range of colors than CMYK (this is called a gamut) and generally RGB colors are brighter and more vivid, so if you are creating an illustration for print you should work in

CMYK and if for screen work in RGB. The most obvious effects of the gamut are in the areas of orange and purple which can be difficult to create in CMYK. Most inkjet and laser printers use a rip to convert the colors from one mode to another and although they can do a decent job, professional print processes require images to be created in the correct color mode or the colors will appear different to your intention.

Apply Brush Strokes in Corel Draw?

CorelDraw lets you apply a variety of preset brush strokes, ranging from strokes with arrowheads to ones that are filled with rainbow patterns. When you draw a preset brush stroke, you can specify some of its attributes. For example, you can change the width of a brush stroke and specify its smoothness.

You can also create custom brush strokes by using an object or a group of vector objects When you create a custom brush stroke, you can save it as a preset.
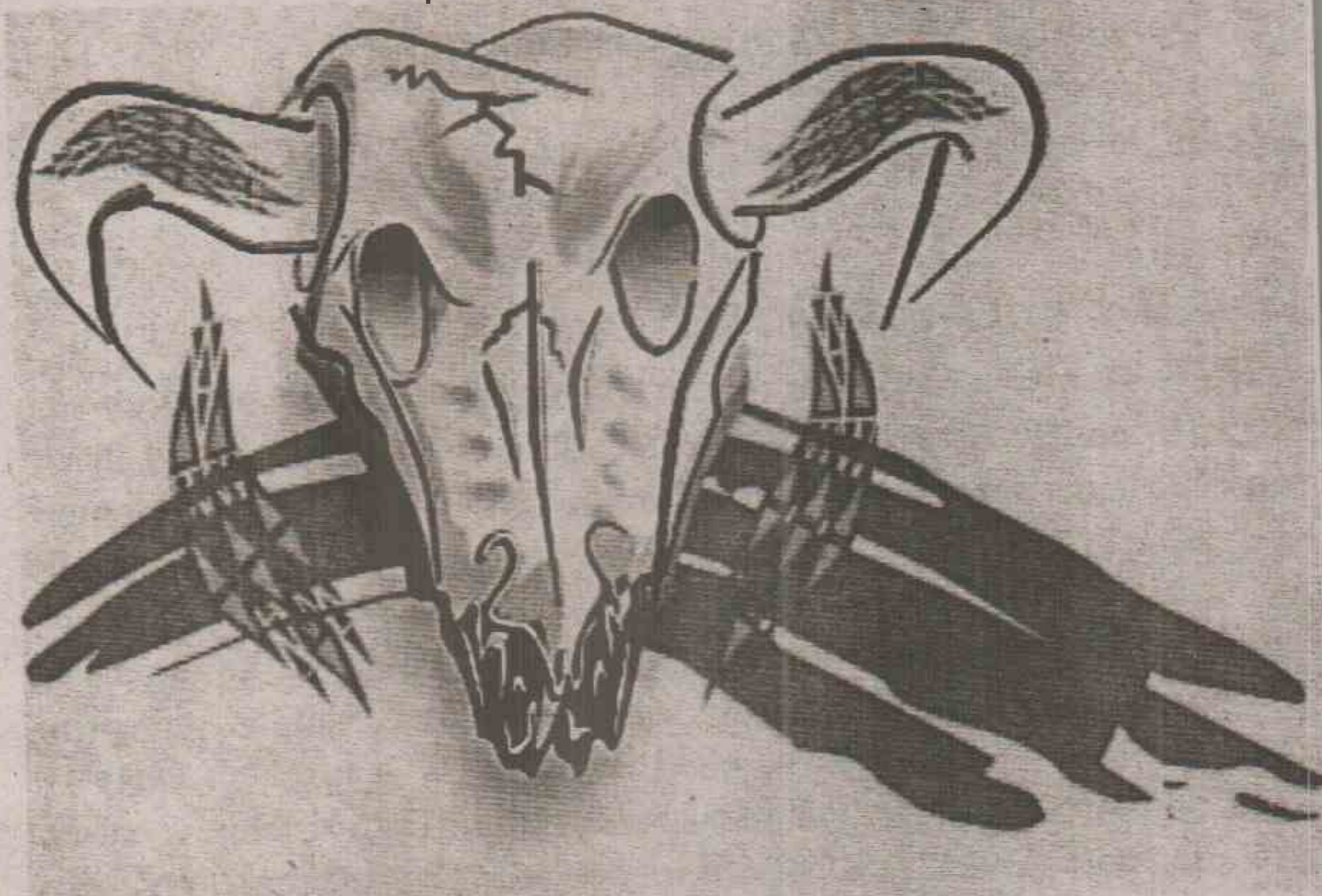
To apply a preset brush stroke

1. Open the **Curve** flyout ⟦⟧, and click the **Artistic media** tool .

2. Click the **Brush** button on the property bar.

3. Choose a brush stroke from the **Brush stroke** list box. If you want to smooth the edges of the brush stroke, type a value in the **Freehand smoothing** box on the property bar.

4. Drag until the stroke is the shape you want. If you want to set the width of the stroke, type a value in the **Artistic media tool width** box on the property bar.

5. If you have access to a brush stroke that isn't listed in the Brush stroke list box, you can apply it by clicking the Browse button on the property bar, and locating the brush stroke file.

To create a Custom Brush Stroke.

1. Select an object or a set of grouped objects.

2. Open the **Curve** flyout ⟦⟧, and click the **Artistic media** tool

3. Click the **Brush** button on the property bar.

4. Click the object or grouped objects.

5. Click the **Save artistic media stroke** button on the property bar.

6. Type a filename for the brush stroke.

7. Click **Save.**

Custom brush strokes can be accessed from the **Brush stroke** list box on the property bar.

To delete a custom brush stroke, choose the brush stroke from the **Brush stroke** list box on the property bar, and click the **Delete** button .

You can create custom brush strokes by clicking **Effects** ▶ **Artistic media** and specifying the settings you want in the **Artistic media** docker.

Creating drop shadows in CorelDraw

1. Open the Interactive tools fly out, and click the Interactive drop shadow tool .

2. Click an object.

3. Drag from the center or side of the object until the drop shadow is the size you want.

4. Specify any attributes on the property bar.

Drop shadows cannot be added to linked groups, such as blended objects, contoured objects, beveled objects, extruded objects, objects created with the Artistic media tool , or other drop shadows.

Process to remove a drop shadow

1. Select an object's drop shadow.

2. Click Effects ▶ Clear drop shadow.

• You can also remove a drop shadow from an object by clicking the Clear drop shadow button on the property bar.

Define Spray Objects

CorelDraw lets you spray a series of objects in a line. Besides graphic and text objects, you can import bitmaps and symbols to spray along a line.

You can control how a sprayed line appears by adjusting the spacing between objects so they are closer or farther apart from each other. You can also vary the order of objects in the line. For example, if you are spraying a series of objects that includes a star, a triangle, and a square, you can change the spray order so that the square appears first, followed by the triangle and then the star. CorelDraw also lets you shift the position of objects in a sprayed line by rotating them along the path or offsetting them in one of four different directions: alternating, left, random, or right. For example, you can choose a left offset direction to align the objects you spray to the left of the path.

You can also create a new spraylist with objects of your own. Objects sprayed along a curved line. The objects and line can be edited after the objects have been sprayed

To spray a line

Open the Curve fly out, and click the Artistic media tool.

Click the Sprayer button on the property bar.

Choose a spray list from the Spray list file list box on the property bar. If the spray list you want is not listed, click the Browse button on the property bar to select the folder in which the file is located.

To change the outline

Outline tools lets you access the **Outline pen** and **Outline color** dialog boxes, a selection of outlines of various widths, and the **Color** docker. The **Outline** tool lets us set outline properties.

1 Click the Smart drawing tool .

2 Click the shape.

3 Choose an outline thickness from the Outline width list box on the property bar.

4 The Smart drawing tool property bar is displayed only when the Smart drawingtool is selected.

5 When you overlap lines drawn with the Smart drawing tool, the outline thickness is determined by the average

Transform Objects

The **Free transform** tool lets you transform an object by using the **Free rotation, Angle rotation, Scale,** and **Skew** tools.

We can select a rectangular, elliptical area, group of similarly colored pixels, a range of colors, the area within well defined edges, irregular shaped area or even the entire image.

Even we can expand or contract our selection, add new area to the current selection or cut off a portion from it. Selection can also be inverted or deselected what is selected.

Move: We can move selection by using the move tool, which lets us rearrange elements of image.

Copy Paste: We can copy a selection and make a duplicate of it somewhere else in the image. Edit>Copy and Edit>Paste is used to perform it or we can also use mouse for this purpose.

Delete: We can delete or remove a selection so that it no more in the current image. Delete command used for this purpose.

Rotate: we can rotate a selection to tilt or turn it upside down in the image. Command is Edit>Transform> Rotate

Scale: A selection is scale(d) to make it larger or smaller, so that a part of image is emphasized. Edit>Transform>Scale

Skew or Distort: we can transform a selection using skew or distort command. This lets sketch elements in the image into interesting shapes. Edit>Transform>Skew ‖
Edit>Transform>Distort

Feather: We can feather a selection's border to create soft edges. Select > Feather

Extract: we can remove objects in an image from their backgrounds using extract command. Filter > Extract.

To rotate an object

1 Select an object.
2 Open the Shape edit flyout , and click the Free transform tool .
3 Disable the Relative to object button on the property bar
4 Type values in any of the following Center of rotation positionboxes:
  • x lets you specify the point on the horizontal ruler around
    which the object will rotate
  • y — lets you specify the point on the vertical ruler around
    which the object will rotate
5 Type a value in the Angle of rotation box on the property bar.
6 Press Enter

INPAGE

What is InPage?

The InPage is a word processor just like MS-Word, WordPad, etc. It can be used to create any type and size of document having English, Urdu, Pashto text as well as may include graphics images. It includes all the major features of a word processor. Inpage document may include multiple pages, tables, lists, paragraphs of text and numbers etc.

Spell Check (Urdu and English both) to be used to correct the words and vocabulary. Find and Replace features is to search for texts and replace them with the new ones. Master page is to define the layout of the page. Different commands are collected in different options in the ribbon. We can draw text boxes, title text boxes, link and unlink them.

An InPage document may have a collection of multiple types of fonts in the same document, like Urdu and English in the same page.

Document can be exported to produce GIF files which are easily used for web pages, and output without having inpage installed on the system. Grids and Guides provide features to properly align objects in the pages.

With Inpage we can install Urdu, English etc dictionaries for spell check and find and replace options.

Purpose of Inpage

Inpage has the following objective to be achieved by its user:

1. It is used for English Text

2. It is easily used for processing Arabic texts like Urdu, Pashto, etc.

3. A document with multiple types of texts can be easily created, so a page may have Urdu, English texts along with numbers, tables, images, etc

4. Inpage is used to create web pages in Arabic texts like Urdu web pages

Uses

1. It is used to create official documents like letters, memos, reports, applications, etc.
2. Web pages having Urdu etc texts can be easily created
3. Urdu, Pashto, etc Newspapers are created and edited in the inpage
4. Urdu commercial, advertising material is created
5. Brochure, pamphlets, etc are created
6. Visiting cards, Eid, Wedding cards are composed in it

Discuss Elements of INPAGE Interface

Following are the elements of INPAGE interface.

Title Bar:

The First bar of the Application is called title bar which contain the close, Maximize, minimize button on right side on the very top of the interface and on the left side of the title bar contain Command button and The Application Name with user file name.

Menu Bar:

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The second bar is called menu bar which contain different menus and each menu contain different command which are used for creating and editing of the file.

Menu bar contain the following item:

1. File Menu
2. Edit Menu
3. View Menu
4. Format Menu
5. Insert Menu
6. Symbol Menu
7. Utilities Menu
8. Language Menu
9. Window Menu
10. Help Menu

What do you mean by the following in InPage?
i. Tools ii. Ribbon   iii. Status Bar iv. Option Ribbon v. Tools Bar
vi. Ruler vii. Scroll Bar viii. Master Button ix. Zoom Language

Tools

Tools are the components available in the Inpage software. Every tool is a software component responsible for some function or even to be performed in the InPage. They are present as commands available in different shapes, like menu items, Short Cuts, Icons, options, etc.

Ribbon

Ribbon is a new format of menu in modern software. Ribbon differ from menu in its manner of flying inside the software. In Ribbon, different item or commands are listed horizontally. This way text area is left available for editing or other activities. There are man items in the main ribbon in InPage or we can say there are many ribbons, as FILE, EDIT, INSERT, etc. Each ribbon has different commands. Clicking on an item in a ribbon, performs specific functions on text or file, etc.

Status Bar

Status Bar is a horizontal area or bar displayed on the bottom of InPage window. It shows different status options active in the software. Like NUM, CAPS, if displayed will mean NUM or CAPS lock is on. Also it represents line number, page number, paragraph of the current position.

Option Ribbon:

When we select any tools from Tool bar then the related option are appear in the option Ribbon for example if we select Text Box Form tool Bar Then The Text Box Formatting option are appear in Option Ribbon

Tools Bar:

On the very left side of the inpage interface a bar is called Tools Bar. Which contain different tools which are use in Inpage application.

Rulers:

There are two Ruler in inpage interface. On is on the top of the working page and other is on left of the working page. These Ruler are used for measuring of the page width and length.

Scroll Bar:

On right and bottom of the page two scroll bars are placed for moving the page up/down and left to right.

Master Button:

At the bottom of the Inapge Interface and very left in the status bar a button with M caption, is placed for creating master page.

Zoom Bar:

A zoom bar are used to page zoom in and out. This is placed in the bottom of the interface.

Language Button:

In status bar on the very right and bottom of the page a button is placed called Language button which is used for changing the writing language URDU to ENGLISH and ENGLISH to

Running InPage

You can run InPage by choosing the InPage Urdu Professional me nu item and

On launching InPage, an InPage Urdu startup screen is displayed After a while the startup screen goes away. An InPage startup Ribbon bar containing the following menus is displayed—

- File
- Preferences
- Help

Through the File menu you can—

- Create new document
- Open existing files and
- Carry out Print Setup.

Through the Preferences menu, you can setup preferences so thatan y document newly created inherits these values.

The Help menu enables you to seek help on various topics, menu items and the various keyboard shortcuts.

Toggle English/Urdu Entry

You can toggle between English and Urdu by pressing Ctrl-Space. Also you can choose the menu item Toggle Language from the Language menu. If you have enabled Sindhi and Pashto, then this

command switches amongst English, Urdu, Sindhi and Pashto. Corresponding to the current language its name is displayed in the task bar on the bottom right corner of InPage frame window.

Choosing Urdu Font

InPage has a separate combo box for selcting Urdu fonts and English fonts. If you wish to use Urdu and your copy of InPage is Nastaliq enabled, then Noori Nastaliq is the default font for Urdu text entry. If you so wish you can choose from other Nastaliq, Arabic styled, and decorative fonts.

TextBox

You can inset the text inside a Text Box along left, right, top and bottom directions so that the text now appears in smaller bounds inset from the Text Box boundary. This is particularly useful for Text Box framed with a border.

When you select the text box then the following two attributes will be shown.

Columns and Gutter : This attribute is applicable only for a text box. A Text box is usually created with one column. To change number of columns, enter the number of columns in the columns field. The gap between two columns (Gutter Size) can also be modified.

Columns: Specifies numbers of columns in the document. The number of columns in the document can later on be modified using Format Document menu option. Gutter: Specify the gap between columns.

Automatic Text Box: If this option is checked then an automatic text chain appears on all the pages of your document. Thus you do not need to draw and link Text Boxes afresh. These Text Boxes are all linked in a text chain, so that text flows from one Text Box on a page to another Text Box on next page.

Title Text Box

Title Text Box is a Text Box with text bounds only on three sides. The fourth side is floating and is actually decided by the amount of text inside the Title Text Box.

Thus for a Vertical Line Direction, the left of the box is flexible and for a Horizontal Line Direction, the bottom is flexible. As you enter text into Title Text Box, the flexible side gets recalculated.

A Title Text Box is used for headlines, page numbers etc.

Title Textbox Creation

To create a Title Textbox first select Title Text Box Tool. Now you can create a title textbox in the following two ways

Click in the Document Area, drag the mouse with mouse button pressed.

As you move the mouse you will notice that the movement along only one axis affects the title textbox size.

Leave the mouse button when the requisite horizontal or vertical dimensions of the Title Text Box have been achieved.

Uses of Title Text Box

Title Text Boxes are used for entering Titles, headlines, page number, date etc. Behavior of Title Text Boxes on Master Page is different as compared to that of a Text Box. You can enter text into a Title box on a master page. You can verify this by moving the cursor on top of a Title Box Text Box. The cursor will change to IBEAM or DOTTED IBEAM. But for copies of this master object on other document pages, you cannot enter text or modify text formatting.

Text Chain

Text Boxes can be linked in a chain so as to allow the text to flow from one Text Box into another. A Text Box can be linked to an existing Text Box in two ways.

Default Text Chain

If in the New Document dialog, you had chosen the Automatic Text option then an automatic Text Chain will appear in all the pages of the document. This is called the Default Text Chain

Linking Text Boxes

First select the Linking Tool. This will display all the textboxes with its inlink and outlink. Inlink is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox. Outlink is again either marked cross i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to link two unlinked textboxes, you need to follow these steps—

- Click on the first textbox.
- At this point the outer boundary of this textbox will start blinking.
- Now click on the second textbox.
- An arrow drawn from first to second textbox will signify that the textboxes have been linked.
- These steps can be repeated to create a text chain.

Unlinking of Text Boxes

First select the Unlinking Tool. This will display all the textboxes with its inlink and outlink. Inlink is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox.

Outline is again either marked cross(X) i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to unlink two linked textboxes, you need to follow these steps—

- Click on the second textbox.
- The out link of the first box and the in link of the second textbox will be marked with cross. This signifies that the textboxes have been unlinked.

Linking Title Text Boxes

You cannot form a text chain with the Title Text Box. Thus the tool will appear greyed if the Title Text Box is selected.

Entering Text

To key text inside a textbox, you first need to be in Text Editing Mode. The Text Editing Mode is identified by a blinking cursor in a textbox. To enter into a Text Editing Mode, first choose the IBEAM Tool from the Tool Bar. Now with the cursor appearing as a dotted IBEAM click on top of an intended textbox. The outer boundary of the textbox will become black and a caret will start blinking. The blinking caret signifies the position in the textbox where the text gets entered if you press any key. As you enter text, the caret moves to a new position.

If the text entered is more than the available space in the textbox, then an overflow line is displayed at the bottom of the textbox. This line signifies that the text has overflowed the textbox. You should now undertake one of the following measures—

- Increase the size of the textbox.
- Remove extra text and link this textbox with a new textbox so as to let the overflowed text flow into the new textbox.

Picture Box

The picture box defines the bounds within which the picture can be pasted. You have the option to construct one of the following three types of picture boxes–

- Rectangular Picture Box
- Rounded Rectangular Picture Box
- Elliptical Picture Box

Picturebox Creation

To create a Picturebox first select one of the three Picturebox Tools. Now you can create a picturebox in the following two ways.

With Mouse

Click in the Document Area, drag the mouse with mouse button pressed.

If you want to create square Picturebox keep the SHIFT pressed while dragging the mouse.

Release the mouse button when the requisite dimensions of the Picturebox have been achieved.

With Picturebox object Ribbon

A Picturebox object ribbon appears with its dimensions appearing as blank.

Enter the left-top (or right top for right to left documents) and width and height dimensions of the required Picturebox. Press Enter.

Graphic Box

The Graphic Box enables you to draw a box with a specified border and a specified fill color. A graphic box is constructed in the standard way of first selecting the Picture Box Tool, clicking in the Document Area, dragging the mouse with mouse pressed and then leaving the mouse when the requisite dimensions have been achieved. A selected graphic box with eight handles now appears. By default, the graphic box has a black border of 1 point, does not have a fill color and the runaround of the box is also set to none. You have the option to construct one of the following three types of graphic boxes

- Rectangular Graphic Box
- Rounded Rectangular Graphic Box
- Elliptical Graphic Box

Graphic box Creation

To create a Graphic box first select one of the three Graphic box Tools. Now you can create a Graphic box in the following two ways—

With Mouse

Click in the Document Area, drag the mouse with mouse button pressed.

If you want to create square Graphic box keep the SHIFT pressed while dragging the mouse.

Release the mouse button when the requisite dimensions of the Graphic box have been achieved.

With Graphic box object Ribbon

A Graphic box object ribbon appears with its dimensions appearing as blank.

Enter the left-top (or right top for right to left documents) and width and height dimensions of the required Graphicbox. Press Enter.

LINE

Creating a Line

Select the Line Tool from the Tools Bar. Now click with the CROSS cursor in the document Area and while keeping the mouse pressed, drag the mouse. The Ribbon shows the two end points of the line. In the normal mode, you can draw orthogonal lines. That is you can draw horizontal, vertical or lines at 45 degrees. For a horizontal straight line, move the mouse horizontally. For a vertical straight line, move the mouse vertically. If a 45 degree line is required, move the mouse such that the amount of movement both horizontally and vertically is same.

Drawing Line at any Angle

To draw lines at any angle, keep the SHIFT key pressed while creating or resizing the line.

Resizing the line

The line can be resized either by dragging with the help of the handle or by specifying the X1/Y1 and X2/Y2 in the ribbon.

Changing the Width of the Line

First select the line. Enter the new value in the Width field of the ribbon and press enter/return.

Changing the Color of the line

After having selected the line, select the Fill Color from the Fill Color combo box.

Selecting a Line Pattern

You can choose the kind of line patterns desired from the Line Pattern combo box. The patterns that you can select are:

- Solid Dotted
- Dashed Dash Dotted
- Double Thick Thin
- Thin Thick

Guides

Guides are used as an aid to accurately place and align objects. Guides can be either horizontal or vertical. Guides do not get printed with the document.

Creating a Guide *With mouse.*

As soon as you move the mouse within the ruler window, the cursor changes to either the HORIZONTAL GUIDE CURSOR or the VERTICAL GUIDE CURSOR depending on whether you moved the mouse inside the horizontal or the vertical ruler. A Horizontal guide is drawn by first clicking on the horizontal ruler and then dragging the mouse with mouse button still pressed. Release the mouse button at a point in the page where the guide is desired. Similarly, a Vertical Guide is drawn by clicking on the vertical ruler, dragging the mouse and releasing it on the page where the vertical guide is desired. See Also Format Guides dialog.

Define Grid

You can construct Grid of Guides by entering the gap between the Vertical guides and also between the Horizontal guides. By default, the guides are created out. This Grid dialog will overwrite the existing guides if any in the vertical and the horizontal guides list. If you don't want this to happen, click on the Remove Existing Guides check button.

Now click on the OK button. The newly made guides appear on the current page in the document.

Moving Guides

To move a guide you first need to select it. First select the ARROW Tool. Now click the mouse on top of the guide that you want to move. The cursor will appropriately change to either the Horizontal Guide Cursor or Vertical Guide Cursor (depending on whether you clicked the horizontal or vertical guide).

To move the guide, just drag the mouse and release the mouse button when the modified position of the guide has been achieved. You can modify only those guides that are created by you. For example, you cannot modify the page margin guides.

Removing Guides

First select the ARROW Tool. Now click the mouse on top of the guide that you want to remove. The cursor will appropriately change to either the Horizontal Guide Cursor or Vertical Guide Cursor (depending on whether you clicked the horizontal or vertical guide). Drag the mouse and release the mouse button when you are on top of the ruler window. You can remove only those guides that are created by you.

Snap To Guides

An object can be made to snap to guides by dragging it near a horizontal or vertical guide. When the object's boundary is in the snap range, then the object will move so that the boundary snaps to the guide. The distance of snap can be specified in the Preferences menu item of Edit menu.

Making a Grid of Guides

You can construct a grid of guides with equal spaced guides being drawn vertically and or horizontally. You can also construct Columnar guides by specifying the number of columns and the gutter size. For doing either of this, you will need to look at the documentation for Guides menu item in the Format Menu.

Master Page in INPAGE

A master page is a separate page which include in all the pages of your document in INPAGE. This allows you to create a consistent layout for the pages in your application.

For example if you want to insert the page number and caption on each page of your document then create a master page and insert the page number and caption in a title text box. This page number and caption display in all the pages.

Creating Master Page:

Click on **M** Button on very Left on the status bar. When you click on **master M** button the original page is disable and master page is opened. Now Create the Object on the **Master page** like that Text box, Image box etc and Then Again Click on **M** button to return the normal Page.

When master page is closed then you will find that all the objects of master page are appear on the each page of you INPAGE document.

You can also Hide or Show these Master page object from you Normal page.

For this Purpose Click on Format Menu and select.

Hide Objects of Master Page: If you choose option then all master page objects on the page range will be hidden.

Show Objects of Master Page: will show the master page objects on the range of pages if they were previously hidden or deleted.

Restore Objects from Master Page: will remove any modifications made to the master page objects and make them exactly same as they are on Master Page. As mentioned previously the objects of master page on a Page can be modified on the page.

Modification of Master Objects

If the master object is modified on the master page, then this change is reflected in this master object on all the other document pages.

If the master object is modified on a document page then only that master object on that document page is modified.

Attribute Level Linking of Master Object Copy

Those attributes of the master object which are changed locally on the document page get delinked from the master object but other attributes remain linked. For example change the size of the master object copy locally in the document page; now go to this master object on the master page and change the fill color. Now all the master objects copy (including the earlier modified master object

copy) gets the new fill color. Go back to the master Object on the master Page and change its size.

Behavior of Text Boxes on a Master Page

You cannot enter text into a Text Box on a master page. Thus if you move the mouse on top of a Text Box on a master page, the cursor will not change to IBEAM or Dotted IBeam, it will remain ARROW cursor. However, you can enter text in the normal way in copies of this master object on other document pages.

Behavior of Title Text Boxes on a Master Page

You can enter text into a Title Text Box on a master page. But you cannot enter text into the copy of this master Title Text Box on other pages. The copies take the text from the master Title Text Box. If a Title Text Box is drawn afresh on the document page and is not a copy of the master Title Text Box, then text can be entered into this Title Text Box.

Date and Time in INPAGE

If we want to insert the Date and Time in our document then following step will be taken:

- Create a new document or open an existing document in INPAGE.
- Create a **Title Text Box** where you want to insert the **Date and Time**.
- Click on **Insert Menu** and then select **Date and Time** option.
- Done

Inserting Page Numbers in INPAGE

If we want to insert **page number** in **INPAGE** then we take the following steps:

1. Open the document or create new document in **INPAGE**.
2. Create a **Title Text Box** in the page where you want to insert the **Page Number**.
3. Now click on **Insert Menu** and Select **Page number**

If you want to insert the page number in all pages **automatically** then take the following steps:

1. First click on **Master Page button** to open the **Master Page**.
2. Now draw title **text box**.
3. Select **insert Menu** and then select **Page Number** Command.
4. The page number field will display "#" character on the master pages.
5. Now again click on Master Page button to close the Master Page.
6. Page number is display on each page.

Text Wrap

This option enables or disables the text wrap feature for the currently selected text chain. If the text wrap is off for a text chain then the text in that chain will not wrap around overlapping objects. If the option is on then the text in that chain will wrap around overlapping objects with Text Runaround attribute checked.

Style Sheets

In INPAGE we cal also store our custom style sheets (writing style). The following procedure is used for creating custom style sheet

1. Open or create a new file.
2. Open **Format menu** and select the **Style Sheet** Command or press **CTRL+T** Key from keyboard.
3. A dialog box appeared Click on **New Button**.
4. Give the Style Sheet Name and click on **Ok button**.
5. Next step Style Sheet modification dialog box appears.
6. In the based on field you can define which the base Style Sheet for the new Style Sheet. What ever attributes is not defined for this style will be picked from the base Style Sheet.
7. The Paragraph, Character, Borders and Hyphenation definition buttons enable you to define or modify

Paragraph, Character, Border and Hyphenation attributes for the StyleSheet.

8. After modifying click on **OK Button**.

9. New style Sheet is created and saved. You can apply this style form style sheet combo list box in text mode or click on style sheet option form format menu and select the select the style sheet which you want to apply and click on Apply button.

Remove Style Sheets

We can also remove the previous for this purpose do the following steps:

1. Click on **Format menu** and select **Style Sheet** option from list.
2. Now in appareling **dialog box** select the style sheet name which you want to remove.
3. Click on the **Remove button**.

Inserting Table in INPAGE

In INPAGE we can construct tables. This powerful tabulation facility allows you to structure your data in tabular form. At the time of creation of table you need to specify the number of rows and number of columns desired in the table.

The following procedure is used for creating a table in INPAGE.

1. Place the cursor where you want to create a new table.
2. Now Click on **Insert Menu** and select the **Table** option.
3. In appearing dialog box select the **number of the rows** and **number of columns** of the table.
4. Now Click on Ok button.
5. Finish.

Split Table

This command insert a blank line on the top of the table. A useful function of this command is when the table is at the initial position in the text chain. This command allows you to shift the table at the first base line.

Table Formatting In INPAGE

In INPAGE for table formatting click on Format Menu and then Select Table Format Option. In appearing dialog box set Cell Width, Cell Fill Color, Cell Border and Indents within the Cell.

Border: Hare can specify the border, color of border, style of border and the border width. For this purpose first we select the column and then apply on selected column.

Width and Gap: With this option we can set the column widths and gap between columns.

Indents: S the amount of indent within the Cell.

Alignment: Set the Text alignment within the cell Left, Right or Centered.

Table layout In INPAGE

We can insert and delete the columns and rows from the table layout dialog box.

Click on Format Menu and select Table layout option.

Insert. Delete Columns and Rows: perfect24u.ocm

Insertion:

- Select the Row or Column.
- Click on Format menu and then select Table Layout.
- In appearing dialog box select row or column which you want to insert.
- If you want to insert the row or column before the selected cells then check the before Check box otherwise select the After check box.
- Click on Insert Button.

Deletion:

- Select the Row or Column which you want to delete.
- Click on Format menu and then select Table Layout.
- In appearing dialog box select row or column which you want to delete.
- Click on delete button.
- you want.

Text to Table

If you have already selected text, then this menuitem appears as Text To Table. On selecting this menu item, the selected text is converted to table as follows.

The selected Paragraph is converted into a table with the text in the selected paragraphs moving to cells of the newly converted table. The number of paragraphs decide the number of Rows in the table whereas the number of columns in the newly created table is calculated on the basis of maximum number of tabs in selected paragraphs.

Table to Text

If the caret is inside the table or the table is selected then this menu item appears as Table To Text. On selecting this menu item the table is converted to text as follows.

The selected Table is converted into Text. Each row gets converted into a paragraph. The text in each cell of the row gets separated by tabs.

Creating Index Table in INPAGE

The following procedure is used to create an index table in INPAGE:

- Create a new document or open an existing document.
- Select the heading which you want to use in index table.
- Now mark all heading one by one as index entry by Click on Insert Menu and Click on Index Entry option or press CTRL + ALT+I .
- Click on **Utility Menu** and select **Generate Index** option.
- Index will be created and store in Clipboard.
- Press CTRL + V key and past the index table where

Importing in Inpage

Import Text:

Import command of Inpage is used to extract text from other files or even different file types. Once import command is used and the source file is specified, then its text is inserted into the current Inpage document.

FILE> IMPORT

OR CTRL+Y

For this purpose:

- Click on hand tool from tool box and click in the page.
- In next step Open file menu and click on Import.
- Now in appearing dialog box choose the name of the text file which you want to import in this document.
- Then click OK.

Import Picture:

In INPAGE we can also import the image file. To import picture do the following step:

- First select the picture mode for this purpose click on Image tool from tool box.
- Now draw a picture Box and move the mouse on top of a picture box, then the cursor changes to DOTTED HAND cursor.
- Now you are in Picture Edit mode.
- Now click on file menu and select import picture.
- You will be prompted with an Import Picture dialog.
- Select the picture to import and click on the OK button.

Export

Export command is used to output the current page of the Inpage document as a GIF file. This is especially useful if we want to print the page from a computer where there is no Inpage installed, or when we like to get it for the websites.

Export Text:

Select the text which you want to Export. Open File menu and select Export. In papering dialog box give the name of the file and click on save button.

Export Picture:

First select the Object mode. (Select the selection tool (arrow symbol) from tool box).

Select the Image or text Box (Click on image box or text box).

Now open the file menu and click on Export command.

Export dialogs will appear.

Give the File Name with extension type. For example test.gif

Check the Export Range check box as selected object.

If you want to export Exports all the pages of current document as pictures then check the Export Range check box as All Pages.

Find and Replace in INPAGE

Find Replace command helps you locate and change text inside a text chain. Find and Replace has an English and Urdu text toggle. In English mode you can find English text while in Urdu mode Urdu text can be entered in the Find Text field. You can further restrict the search by specifying whether INPAGE should match case and/or complete words.

Match Case: If you want to match occurrence of the specified text in different case then check Match Case option.

Match Word: If you do not want to match occurrence of the specified text within a word then check Match Whole word option.

Find Next: Click on Find Next button to start the search. If the text is found then the found text would be selected other wise the system will beep.

Cancel: Find dialog stays on top of the text until you press Cancel.

Replace. Allows you to search and replace selected text chain for Text or Text Type.

Find Text: Enter the text to be searched for in the Find Text edit control

How we set the Keyboard Preferences in INPAGE
Keyboard Preferences

In INPAGE we can select one of the predefined keyboards for example Aftab, Phonetic, Muqtadra, Farsi, Arabic or make your own custom keyboards.

For this purpose
- Open INPAGE application.
- Select **EDIT** menu then select **Preferences** and then **Keyboard preferences.**
- Select Keyboard Preferences.
- Select the Predefine Keyboard from Keyboard list
- If you want to enable the Sindhi and Pashto language sport then check the Enable Sindhi check box and Enable Pashtu check box.

We also View the selected keyboard layout and can also edit in the case of User Defined Keyboards.

We can also make a new user defined keyboard for this purpose:

- Open Keyboard Preferences dialog box.
- Select one of the eight User defined keyboards.
- Click on the User Defined keyboard button.
- Select one of predefined keyboards from the Import Keyboard combo box. Your new keyboard will be based on this keyboard.
- Modified the keyboard on your own choice. For this purpose click on the character and holding the left button dragging the mouse and leave it on top of the key where you wish to place this character.

Typographic Preferences in INPAGE

The Typographic Preferences are used to change default values for text formatting.

The Typographic Preferences dialog box contain the following option:

Nastaliq Space Width:

Set the width of the Nastaliq Space as a percentage of the font Size.

Auto Line Spacing:

Specifies the amount of Extra spacing to be added to the line when the text is in Horizontal direction. This value is specified in percentage.

Reduce Latin Font size:

Specifies the percentage reduction of Latin Fontsize in comparison to Urdu Fontsize. For Example if Urdu char if of 10 pt. Size then 10% reduction in Latin Fontsize means, the English char will appear of 9 Pt.

Justification Priorities:

Nastaliq Space: Specifies the space between Urdu/Arabic characters

Latin Space: Specifies the space between English characters

Box Styles:

Specifies the percent of font height by which to extend the top of boxed style above the top and below of the base characters.

Text: Specifies the amount of spacing to be given between the boxed style and text before and after as percent of font height.

Underline:

Amount in Percent of font size of base character by which to shift underline down and Thickness of underline in Percent of base character font size.

Save As Default: Saves the current in the preferences dialog as Application preferences, So that next time you make a new document it automatically takes these values.

Auto Kerning:

This feature has been provided to automatically remove white space between nastaliq words. This allows the nastaliq text to look more compact.

Auto Kashida:

When you are justifying Arabic text, you have an option to allow InPage to automatically insert the Kashida character instead of inserting extra white space.

Defaults:

This button restores the default values of all the fields in this dialog.

FORMATING IN INPAGE

a. Character Option in INPAGE

Character option is used for character formatting in INPAGE.

Click on Format menu and select character option.

The character formatting dialog box appears with following option:

Size: Font size in points, millimeters, centimeters, or inches. Font size can also be chosen from the drop down list.

Style: For underline the text chose the style of under line.

Color: chose the Color of The Text.

Bold/Italics: Selected text can be made Bold or Italics with this option.

Latin Font Name: Choose the English font for the selected text.

Arabic Font Name: Choose the Arabic font for the selected text.

Urdu Font Name: Choose the Urdu font for the selected text.

Spacing: we can set the spacing between characters in percentage.

Scaling: Increase or decrease the scaling of the characters. Normal scaling is 100% but we increase or decrease it.

Language: You can change the language to English to facilitate entry of upper ASCII characters i.e. characters entered using Alt and Numeric keypad. Thus you can enter bullet marks, typographic dash etc.

BaseLine Shift: Enter Shift distance of the Selected Text from the baseline. This shift can be specified in any one of the standard distance units or as percent of font size.

b. Paragraph Option in INPAGE

Paragraph option is used to specify paragraph-formatting attributes for selected text. Click on Format menu and select the Paragraph option. Paragraph dialog box is displayed with following items:-

Alignment: Choose Left, Centered, Right, Justified and Forced Justify Alignment styles for selected paragraphs.

Indents: the indent set the space beginning of the line and **End of line for all lines in the selected paragraphs.**

Line Spacing:

Set the height of each line in the selected paragraph and the gap between lines of the selected paragraphs.

Breaks:

Break takes the current paragraph to the beginning of the next page. if we select Column Break it inserts a column break for the current paragraph. This takes the current paragraph to the beginning of the next column.

Keep Together: This option disallows splitting of selected paragraphs across columns or frames.

Keep With Next. This option disallow next paragraph to be in different frame of column.

Window: Enter number of lines at top of paragraph after which the selected paragraphs can break across columns and frames

Orphan: Select number of lines at end of paragraph where the paragraph is not allowed to break.

Paragraph Spacing: This option sets the space before the paragraph and after the paragraph.

Character Alignment: we can also align the Latin/Arabic text either on the baseline or center aligns.

Hyphenation

This menu item enables you to control hyphenation in Roman Text. These options are you can specify as to the hyphenation being light or heavy. The maximum number of consecutive hyphenated lines.

Border

This option allows you to specify Border attributes for Selected Paragraphs. Options allow you to specify Border Before or After, Border Type, Border Thickness and Color.

In the Border Type combo box choose from None, Indents and text options. Indents option will create a border from beginning indent to end indent of the paragraph. Text option will create a border from beginning of first character of the line to last character of the line.

Clicking on Style Button displays the Border formatting dialog. Through this dialog you can specify the Thickness of the border line and the color of the border. Save as default button in Border Style Dialog saves the current settings of the border as application defaults.

Sorting in INPAGE

Sorting arrange the selected text in ascending order. For this purpose do the following steps:

Select the text which is written in column format. Select the Format Menu and then select the Sort option. Click on Ok button.

Choosing   Urdu   Font

InPage has a separate combo box for selcting Urdu fonts and English fonts. If you wish to use Urdu and your copy of InPage is Nastaliq enabled, then Noori Nastaliq is the default font for Urdu text entry. If you so wish you can choose from other Nastaliq, Arabic styled, and decorative fonts.

1. TextBox

You can inset the text inside a Text Box along left, right, top and bottom directions so that the text now appears in smaller bounds inset from the Text Box boundary. This is particularly useful for Text   Box   framed   with   a   border.

When you select the text box then the following two attributes will   be   shown.

Columns and Gutter : This attribute is applicable only for a Text Box. A Text box is usually created with one column. To change number of columns, enter the number of columns in the columns field. The gap between two columns (Gutter Size) can also be modified.

Columns: Specifies numbers of columns in the document. The number of columns in the document can later on be modified using   Format   Document   menu   option.

Gutter: Specify   the   gap   between   columns.

Automatic Text Box: If this option is checked then an automatic text chain appears on all the pages of your document. Thus you do not need to draw and link Text Boxes afresh. These Text Boxes are all linked in a text chain, so that text flows from one Text Box on a page to another Text Box on next page.

2. Title Text Box

Title Text Box is a Text Box with text bounds only on three sides. The fourth side is floating and is actually decided by the amount of text inside the Title Text Box.

Thus for a Vertical Line Direction, the left of the box is flexible and for a Horizontal Line Direction, the bottom is flexible. As you enter text into Title Text Box, the flexible side gets recalculated.

A Title Text Box is used for headlines, page numbers etc.

Title   Textbox   Creation

To create a Title Textbox first select Title Text Box Tool. Now you can create a title textbox in the following two ways— Click in the Document Area, drag the mouse with mouse button pressed.

As you move the mouse you will notice that the movement along only one axis affects the title textbox size. Leave the mouse button when the requisite horizontal or vertical dimensions of the Title Text Box have been achieved.

3. PictureBox

The picture box defines the bounds within which the picture can be pasted. You have the option to construct one of the following three types of picture boxes—

- Rectangular Picture Box
- Rounded Rectangular Picture Box
- Elliptical Picture Box

Picturebox Creation

To create a Picturebox first select one of the three Picturebox Tools. Now you can create a picturebox in the following two ways—

With Mouse

Click in the Document Area, drag the mouse with mouse button pressed.

If you want to create square picturebox keep the SHIFT pressed while dragging the mouse.

Release the mouse button when the requisite dimensions of the picturebox have been achieved.

With Picturebox object Ribbon

A picturebox object ribbon appears with its dimensions appearing as blank.

Enter the left-top (or right top for right to left documents) and width and height dimensions of the required picturebox. Press Enter.

4. Graphic BOX

The Graphic Box enables you to draw a box with a specified border and a specified fill color. A graphic box is constructed in the standard way of first selecting the Picture Box Tool, clicking in the Document Area, dragging the mouse with mouse pressed and then leaving the mouse when the requisite dimensions have been achieved. A selected graphic box with eight handles now appears. By default, the graphic box has a black border of 1 point, does not have a fill color and the runaround of the box is also set to none.

You have the option to construct one of the following three types of graphic boxes

- Rectangular Graphic Box
- Rounded Rectangular Graphic Box
- Elliptical Graphic Box

Graphicbox Creation

To create a Graphicbox first select one of the three Graphicbox Tools. Now you can create a Graphicbox in the following two ways–

With Mouse

Click in the Document Area, drag the mouse with mouse button pressed.

If you want to create square Graphicbox keep the SHIFT pressed while dragging the mouse.

Release the mouse button when the requisite dimensions of the Graphicbox have been achieved.

With Graphicbox object Ribbon

A Graphicbox object ribbon appears with its dimensions appearing as blank.

Enter the left-top (or right top for right to left documents) and width and height dimensions of the required Graphicbox. Press Enter.

5. LINE

Creating a Line

Select the Line Tool from the Tools Bar. Now click with the CROSS cursor in the document Area and while keeping the mouse pressed, drag the mouse. The Ribbon shows the two end points of the line. In the normal mode, you can draw orthogonal lines. That is you can draw horizontal, vertical or lines at 45 degrees. For a horizontal straight line, move the mouse horizontally. For a vertical straight line, move the mouse vertically. If a 45 degree line is required, move the mouse such that the amount of movement both horizontally and vertically is same.

Drawing Line At Any Angle

To draw lines at any angle, keep the SHIFT key pressed while creating or resizing the line.

Creating a Line

Select the Line Tool from the Tools Bar. Now click with the CROSS cursor in the document Area and while keeping the mouse pressed, drag the mouse. The Ribbon shows the two end points of the line. In the normal mode, you can draw orthogonal lines. That is you can draw horizontal, vertical or lines at 45 degrees. For a horizontal straight line, move the mouse horizontally. For a vertical straight line, move the mouse vertically. If a 45 degree line is required, move the mouse such that the amount of movement both horizontally and vertically is same.

Resizing the line

The line can be resized either by dragging with the help of the handle or by specifying the X1/Y1 and X2/Y2 in the ribbon.

Changing the Width of the Line

First select the line. Enter the new value in the Width field of the ribbon and press enter/return.

Changing the Color of Line

After having selected the line, select the Fill Color from the Fill Color combo box.

Selecting a Line Pattern

You can choose the kind of line patterns desired from the Line Pattern combo box. The patterns that you can select are:

- Solid Dotted
- Dashed Dash Dotted
- Double Thick Thin
- Thin Thick

6. Guides

Guides are used as an aid to accurately place and align objects. Guides can be either horizontal or vertical. Guides do not get printed   with   the   document.
Creating   **a**   **Guide**
You can create a guide in two ways.

With mouse

As soon as you move the mouse within the ruler window, the cursor changes to either the HORIZONTAL GUIDE CURSOR or the VERTICAL GUIDE CURSOR depending on whether you moved the mouse inside the horizontal or the vertical ruler. A Horizontal guide is drawn by first clicking on the horizontal ruler and then dragging the mouse with mouse button still pressed. Release the mouse button at a point in the page where the guide is desired. Similarly, a Vertical Guide is drawn by clicking on the vertical ruler, dragging the mouse and releasing it on the page where the vertical guide is desired. See Also Format Guides dialog.

Define Grid

You can construct Grid of Guides by entering the gap between the Vertical guides and also between the Horizontal guides. By default, the guides are created out. This Grid dialog will overwrite the existing guides if any in the vertical and the horizontal guides list. If you don't want this to happen, click on the Remove Existing Guides check button. Now click on the OK button. The newly made guides appear on the current page in the document.

Moving Guides

To move a guide you first need to select it. First select the ARROW Tool. Now click the mouse on top of the guide that you want to move. The cursor will appropriately change to either the Horizontal Guide Cursor or Vertical Guide Cursor (depending on whether you clicked the horizontal or vertical guide). To move the guide, just drag the mouse and release the mouse button when the modified position of the guide has been achieved.

You can modify only those guides that are created by you. For

example, you cannot modify the page margin guides.

Removing Guides

First select the ARROW Tool. Now click the mouse on top of the guide that you want to remove. The cursor will appropriately change to either the Horizontal Guide Cursor or Vertical Guide Cursor (depending on whether you clicked the horizontal or vertical guide). Drag the mouse and release the mouse button when you are on top of the ruler window. You can remove only those guides that are created by you. For example, you cannot remove the page margin and column guides.

Snap To Guides

An object can be made to snap to guides by dragging it near a horizontal or vertical guide. When the object's boundary perfect24u.com range, then the object will move so that the boundary snaps to the guide. The distance of snap can be specified in the Preferences menu item of Edit menu.

Making a Grid of Guides

You can construct a grid of guides with equal spaced guides being drawn vertically and or horizontally. You can also construct Columnar guides by specifying the number of columns and the gutter size. For doing either of this, you will need to look at the documentation for Guides menu item in the Format Menu.

7. Text Chain

Text Boxes can be linked in a chain so as to allow the text to flow from one Text Box into another. A Text Box can be linked to an existing Text Box in two ways.

Linking Text Boxes

First select the Linking Tool. This will display all the textboxes with its inlink and outlink. Inlink is either marked cross(X) i.e.

this text box is the first box in this text chain or there is an incoming arrow from the linked textbox. Outlink is again either marked cross i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to link two unlinked textboxes, you need to follow these steps—

- Click on the first textbox.
- At this point the outer boundary of this textbox will start blinking.
- Now click on the second textbox.
- An arrow drawn from first to second textbox will signify that the textboxes have been linked.
- These steps can be repeated to create a text chain.

Default Text Chain

If in the New Document dialog, you had chosen the Automatic Text option then an automatic Text Chain will appear in all the pages of the document. This is called the Default Text Chain.

Unlinking of Text Boxes

First select the Unlinking Tool. This will display all the textboxes with its inlink and outlink. Inlink is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox.

Outline is again either marked cross(X) i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to unlink two linked textboxes, you need to follow these steps—

- Click on the second textbox.
- The out link of the first box and the in link of the second textbox will be marked with cross. This signifies that the textboxes have been unlinked.

Linking of Title Text Boxes

You cannot form a text chain with the Title Text Box. Thus the tool will appear greyed if the Title Text Box is selected.

8. Master Page

You can go to a Master Page by clicking on the Master Page icon in the Status Bar. If your document is double sided then you will see two master pages. On the other hand if your document is single sided then you will see only one master page. The objects that are made on the master pages appear on the corresponding document pages.

Modification of Master Objects

If the master object is modified on the master page, then this change is reflected in this master object on all the other document pages.

If the master object is modified on a document page then only that master object on that document page is modified.

Attribute Level Linking of Master Object Copy

Those attributes of the master object which are changed locally on the document page get delinked from the master object but other attributes remain linked. For example change the size of the master object copy locally in the document page; now go to this master object on the master page and change the fill color. Now all the master objects copy (including the earlier modified master object copy) gets the new fill color. Go back to the master Object on the master Page and change its size.

Behavior of Text Boxes on a Master Page

You cannot enter text into a Text Box on a master page. Thus if you move the mouse on top of a Text Box on a master page, the cursor will not change to IBEAM or Dotted IBeam, it will remain ARROW cursor. However, you can enter text in the normal way in copies of this master object on other document pages.

Behavior of Title Text Boxes on a Master Page

You can enter text into a Title Text Box on a master page. But you cannot enter text into the copy of this master Title Text Box on other pages. The copies take the text from the master Title

Text Box. If a Title Text Box is drawn afresh on the document page and is not a copy of the master Title Text Box, then text can be entered into this Title Text Box.

Uses of Title Text Box

Title Text Boxes are used for entering Titles, headlines, page number, date etc. Behavior of Title Text Boxes on Master Page is different as compared to that of a Text Box. You can enter text into a Title box on a master page. You can verify this by moving the cursor on top of a Title Box Text Box. The cursor will change to IBEAM or DOTTED IBEAM. But for copies of this master object on other document pages, you cannot enter text or modify text formatting.

9. Entering Text

To key text inside a textbox, you first need to be in Text Editing Mode. The Text Editing Mode is identified by a blinking cursor in a textbox. To enter into a Text Editing Mode, first choose the IBEAM Tool from the Tool Bar. Now with the cursor appearing as a dotted IBEAM click on top of an intended textbox. The outer boundary of the textbox will become black and a caret will start blinking. The blinking caret signifies the position in the textbox where the text gets entered if you press any key. As you enter text, the caret moves to a new position.

If the text entered is more than the available space in the textbox, then an overflow line is displayed at the bottom of the textbox. This line signifies that the text has overflowed the textbox. You should now undertake one of the following measures—

- Increase the size of the textbox.
- Remove extra text, or Link this textbox with a new textbox so as to let the overflowed text flow into the new textbox.

10. Character

This option lets you to specify character formatting attributes for selected text. Character format dialog is displayed with following items

Size: Enter the desired font size in either points, millimeters, centimeters, or inches. Font size can also be chosen from the drop down list.

Style: Choose one of following styles for the selected text.
- **Single Underline**
- **Double Underline**
- **Overline**
- **Box**

Color: Color of The Text. You can choose from one of the document defined Colors.

Bold/Italics: Selected text can be made Bold or Italics with this option.

Latin Font Name: Choose the roman font for the selected text, InPage will apply this font to all roman text in the selected text.

Arabic Font Name: Choose the Arabic font for the selected text, InPage will apply this font to all Arabic text in the selected text.

Urdu Font Name: Choose the Arabic font for the selected text, InPage will apply this font to all Urdu text in the selected text.

Language: You can change the language to English to facilitate entry of upper ASCII characters i.e. characters entered using Alt and Numeric keypad. Thus you can enter bullet marks, typographic dash etc.

Spacing: Enter the spacing in percentage. Extra spacing will be introduced between the selected characters. The extra spacing amount can be specified in any of the standard distance units or as percent of font size.

Scaling: Enter the percentage by which to scale the selected characters. 100% is default which implies no scaling. 200% scaling will double the character width and 50% will half the character width.

BaseLine Shift: Enter Shift distance of the Selected Text from the baseline. This shift can be specified in any one of the standard distance units or as percent of font size.

11. Paragraph

This option lets you to specify paragraph formatting attributes for selected text. Paragraph Format dialog is displayed with following items.

Alignment: Choose Left, Centered, Right, Justified and Forced Justify Alignment styles for selected paragraphs.

Indents:

Beginning: This option sets the Indent amount at beginning of line for lines after the first line of selected paragraphs.

End: This option sets the Indent amount at end of line for all lines in the selected paragraphs.

First line: This option sets the Indent value for first lines of selected paragraph.

Line Spacing:

Line Height: This option decides height of each line in the selected paragraph. The value specified is the distance between the top of the line and bottom of the line. Text is drawn centered within this Spacing. If Auto is specified for this option then InPage automatically finds out the text height in the line and adds some percentage to the text height. This value is then used for Line Spacing. The extra percentage can be changed from the Preference option.

Interline Gap: This option sets the gap between lines of the selected paragraphs.

Tab: This option chooses the gap between default tab stops in the document. A tab character tabs to the next default tab position if no tabs are specified after the tab character.

Breaks: Selecting Page Break from the Breaks combo box takes the current paragraph to the beginning of the next page.

Selecting Column Break inserts a column break for the current paragraph. This takes the current paragraph to the beginning of the next column.

Keep Together: Check this option to disallow splitting of selected paragraphs across columns or frames.

Keep With Next: Check this option to disallow next paragraph to be in different frame of column.

Window: Enter number of lines at top of paragraph after which the selected paragraphs can break across columns and frames

Orphan: Select number of lines at end of paragraph where the paragraph is not allowed to break.

Paragraph Spacing:

Before: This option sets the space before the paragraph. This spacing will not be applied to paragraphs at top of Box.

After: This option sets the space after the paragraph. This spacing will not be applied for paragraphs ending at Box bottom.

Character Alignment: You can align the Latin/Arabic text either on the baseline in which case you should select the baseline character alignment option. If you wish to center align the text by choosing the Center Align option.

12. Hyphenation

This menu item enables you to control hyphenation in Roman Text.

These options are you can specify as to the hyphenation being light or heavy.

The maximum number of consecutive hyphenated lines.

13. Border

This option allows you to specify Border attributes for Selected Paragraphs. Options allow you to specify Border Before or After, Border Type, Border Thickness and Color.

In the Border Type combo box choose from None, Indents and text options. Indents option will create a border from beginning

indent to end indent of the paragraph. Text option will create a border from beginning of first character of the line to last character of the line.

Clicking on Style Button displays the Border formatting dialog. Through this dialog you can specify the Thickness of the border line and the color of the border. Save as default button in Border Style Dialog saves the current settings of the border as application defaults.

14. Style Sheets

You can define your custom StyleSheets by selecting this menu item. A Define StyleSheets dialog is displayed. A list of StyleSheets with their names is displayed. You can now edit this list by either adding, removing or modifying an item from the list.

New: To add a new StyleSheet, click on the New button. This prompts you to enter the name of the StyleSheet and brings up the StyleSheet modification dialog. In the based on field you can define which the base StyleSheet for the new StyleSheet. What ever attributes are not defined for this style will be picked from the base StyleSheet. The Paragraph, Character, Borders and Hyphenation definition buttons enable you to define or modify Paragraph, Character, Border and Hyphenation attributes for the StyleSheet.

Remove: To remove a StyleSheet, select the StyleSheet to be deleted from the List of StyleSheets and click on the remove button.

Modify: To modify a StyleSheet, select a StyleSheet from the List of StyleSheets. On clicking the modify button, the StyleSheet modification dialog is displayed. You can now modify the character and paragraph settings of the StyleSheet. The Paragraph, Character, Borders and Hyphenation definition buttons enable you to define or modify paragraph, character, border and Hyphenation attributes for the StyleSheet.

15. Text Wrap

This option enables or disables the text wrap feature for the currently selected text chain. If the text wrap is off for a text chain then the text in that chain will not wrap around overlapping objects. If the option is on then the text in that chain will wrap around overlapping objects with Text Runaround attribute checked.

16. Sort Text

This option enables or disables the text wrap feature for the currently selected text chain. If the text wrap is off for a text chain then the text in that chain will not wrap around overlapping objects. If the option is on then the text in that chain will wrap around overlapping objects with Text Runaround attribute checked.

17. Page Number

Selecting this option inserts a page number field at the insertion point. This option is available only if insertion point is in Title Text Box. The page number field will display "#" character on the master pages and the appropriate page number on the document pages.

18. Table

If you want to insert table at the current insertion point in the Text, choose this menu item. You will be prompted with a Insert Table dialog. Here you can specify

Rows: Enter Number of Rows To Insert

Columns: Type Number of Columns To Insert

Column Width: The default is Auto in which case the width is automatically calculated based on the text box width available at that point.

Text to Table

If you have already selected text, then this menuitem appears as Text To Table. On selecting this menu item, the selected text is converted to table as follows.

The selected Paragraph is converted into a table with the text in the selected paragraphs moving to cells of the newly converted table. The number of paragraphs decide the number of Rows in the table whereas the number of columns in the newly created table is calculated on the basis of maximum number of tabs in selected paragraphs.

Table to Text

If the caret is inside the table or the table is selected then this menu item appears as Table To Text. On selecting this menu item the table is converted to text as follows.

The selected Table is converted into Text. Each row gets converted into a paragraph. The text in each cell of the row gets separated by tabs.

Split Table

This command allows you to split the table at the current caret position. A useful function of this command is when the table is at the initial position in the text chain. This command allows you to shift the table at the first base line.