Dr.SNS RAJALAKHMI COLLEGE OF ARTS AND SCIENCE (AUTONOUMOUS)

DEPARTMENT OF COMUTER APPLICATIONS

Course Name & Code   : OPEN ELECTIVE (DESKTOP PUBLISHING-

                                   16UCA602)

STAFF NAME   : Ms.R.KAVIPRIYA

Class   : III UG

Semester   : VI

Year   : 2022-2023 Even

UNIT-III
TYPOGRAPGHY

Typography is the science of using letter forms for communication. We use letter forms extensively in our daily life, in various media like newspapers, signages, application forms, letters, notebooks, textbooks, currency notes, posters, tickets, SMS, email etc.

A very large number of digital fonts are available for a graphic designer to use in design projects. A designer carefully chooses fonts after understanding the design problem, the medium, target audience, production aspects and the context. Fonts have unique characteristics and need to be carefully chosen and used to achieve good results in communication. For example, newspaper designers spend a considerable time in experimenting with different fonts in different sizes to create a final design which helps a reader to go through several pages of a newspaper with ease and understand the text comfortably.

CLaSSIFICatION

In English, fonts are classified into several groups. There are three main groups.

1. Serif
2. Sans-Serif
3. Script

Serif: A serif is the pointed ending of a stroke as in "I" or "T". This is inspired by the letters carved on stone, using chisels. Thickness of the strokes also changes in these letter forms, like those drawn by flat brushes. Serif fonts are known for their readability and is widely used in text composition for books, newspapers, magazines etc, where a large amount of text is to be composed in small point sizes.

Sans Serif: Sans means without. Sans serif means without Serif. Sans serif fonts have blunt endings to the strokes. Almost all the strokes look like equal thickness, as if drawn by a marker pen. Sans serif fonts give a modern look and is widely used in logos and symbols, packaging, signages, websites, mobile phone interfaces, gaming consoles etc.

Script: Script fonts recreate the visual styling of calligraphy. The letters imitate the feeling of calligraphic nibs, with a slant to the right and changing thickness of strokes. These fonts give a festive and personal look to the reader and are very commonly used in wedding invitations.

India
Serif

India
Sans Serif

India
Script

T
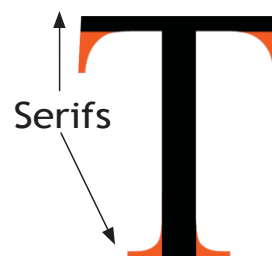
Serifs

India India *India*

Serif font: *Times Roman*   **Sans serif font:** *Helvetica*   **Script font:** *Brushscript*

Font classification: Examples

aNatOMy OF a FONt

As human body has many parts for identification like head, neck, shoulder, arms, tail, foot etc., Type Forms or Font face are also divided into parts, which we study under 'anatomy of fonts'. Some examples you will see below:

- *Shirorekha* connotes headline
- *Skandharekha*, is equivalent to shoulderline
- *Padarekha* means baseline

In future you will come across words like tail, arm and swish etc.

The size or formation of these anotamical parts of a font actually help create the typical charactertics and expressive qualities of any font family.

ABC
Uppercase

abc
Lowercase

Uppercase and Lowercase

Capital letters are called "Uppercase" letters in typographical terminology. During handcomposing, metal type of all capital letters were stored in the upper section of wooden boxes, kept in front of the person composing the text. Similarly, all small letters are called "Lowercase" letters, which were stored in the lower part of the composing box.
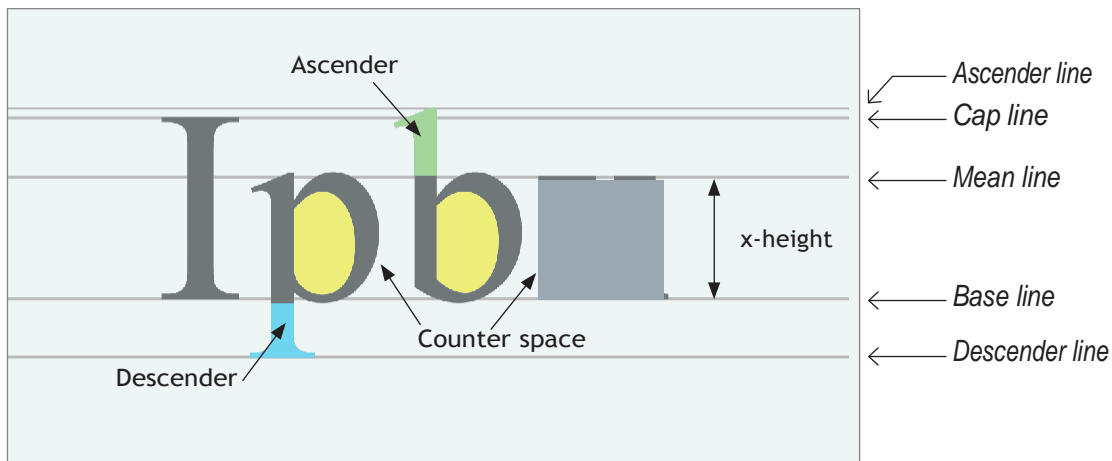
Ascender
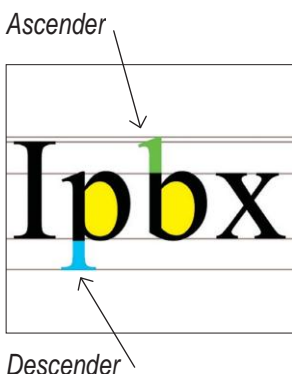
Descender

Ascender

Ascender is the portion of the alphabet that 'ascends' or exceeds above the 'x' height of an alphabet as in b, d, t, l.
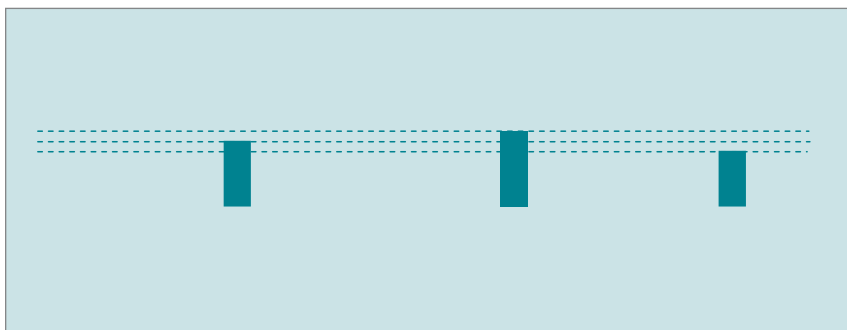
Descender

Descender is that portion of an alphabet that goes below or extends downwards from the 'x' height of an alphabet as in g, j, q, p.

X-height

Height of lowercase "x" is called "x-height". This varies considerably in typefaces. X-height contributes to the readability of fonts.

Comparison of x-height

Counter Space

The empty space or negative space inside a letter form is called a counter. Shape of the counter varies according to the designer who creates the font. Counter space also helps in identifying different fonts. These shapes can be creatively used in creating logos.

Times Roman

Bookman

Century Schoolbook
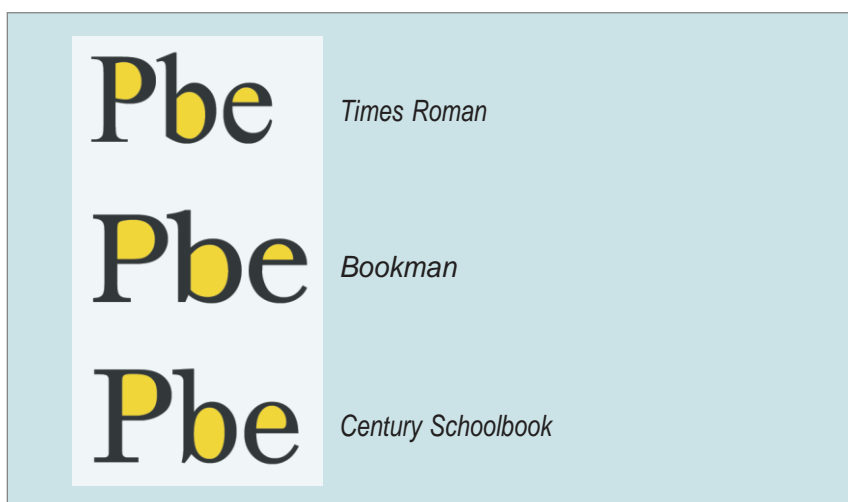
Comparison of counter spaces in different fonts: Shape and proportion changes in various fonts

FEatURES OF a FONt

When we look at a page out of a newspaper or book, some features help us identify the publication. These are a group of elements of typography, which we call features of a font. They help increase the readability or legibility of a font. These could be the size of the letters, the space between alphabet or the spaces between words or lines and the thickness of the strokes along with the corresponding space. These are features that contribute to the optimum visibility of the printed words.

Point Sizes

Point size is the space measured from the bottom of the descender to the top of the ascender.

Size of fonts are generally specified in point size. In typography, the smallest unit of measure is a point, specified as "pt". At the time of letterpress, space for printing were specified in "picas" or "ems", which were subdivided into points.

Point Size
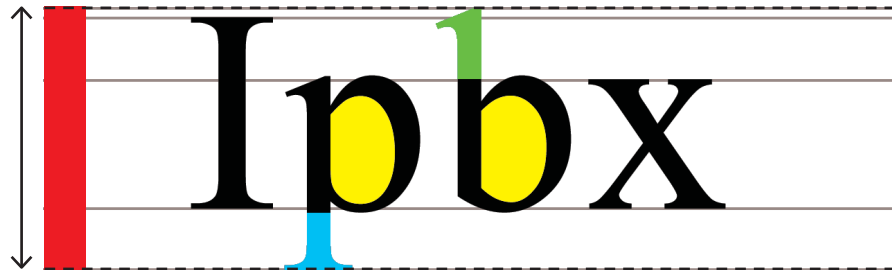
For additional information refer to your Class XI book chapter on Movable Metal Type to Digital Imagery

1 inch	=	72 points
1 point	=	0.353 mm
1 point	=	0.0139 inch
1 pica	=	12 points
1 inch	=	6 picas

Leading

Baseline
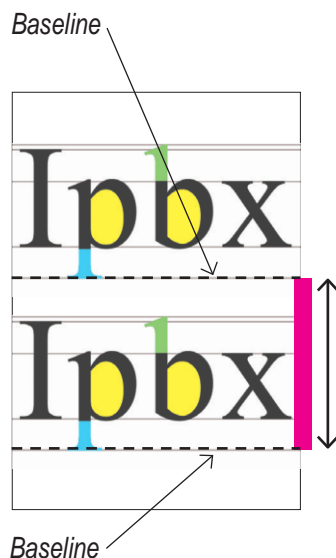

"Leading" is the space between lines of text. In digital typography, leading is the space between successive baselines.

For text composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading. So if you need 2pt leading for text with 10pt size, then leading = 10 + 2 = 12pt.

This will be specified as "10pt on 12pt".

When composing text, it is very important to use the correct point size and leading. This helps the reader to read the text comfortably. When you use fonts with large x-height or use long lines of text (more than 10 words in a line), extra leading is useful.

Baseline

The text you are reading is set in Bookman font in 11pt with 13pt leading.

Text: 9pt on 9pt.

Leading is the space between lines of text. In digital typography, leading is the space between successive baselines.
For text composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading.

Text: 9pt on 10pt.

Leading is the space between lines of text. In digital typography, leading is the space between successive baselines.
For text composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading.
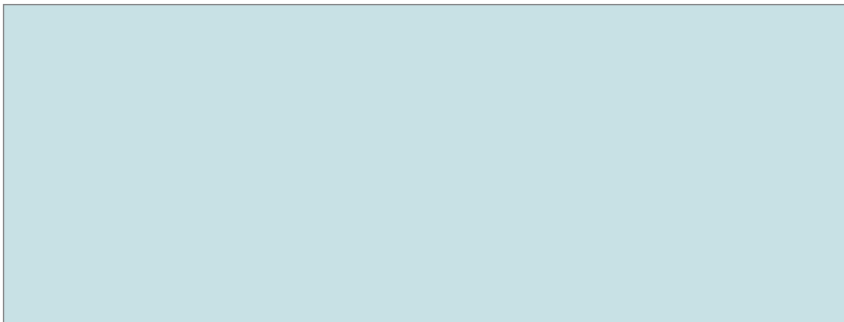
Text: 9pt on 12pt.

Leading is the space between lines of text. In digital typography, leading is the space between successive baselines.

For text composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading.

Text: 9pt on 14pt.

Leading is the space between lines of text. In digital typography, leading is the space between successive baselines.

For text composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading.

Weight

The amount of boldness in a stroke is called weight. Many fonts are available in different "weights", like Thin or Light, Regular, Bold, Extra Bold (or Extra Black) etc.

By changing the weight of the font, one can empasise or express the meaning of the word.

Different weights of the same font family

Expressions Through Change of Weight

WEAK LIGHT THIN
Strong heAvy thick

while you were
eating

it scanned & made copies copies copies copies

The
Image RUNNER 2200/2800/3300

(This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks.

(This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks.

(This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks.

Bridging the Paper and Digital Worlds

(This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks. (This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks. (This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks.

(This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks. (This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks. (This is a dummy text) It provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks to do other tasks.

The Image RUNNER 2200/2800/3300 provides all the necessary tools for quick and intuitive operations of all device functions–saving your valuable time to do other tasks.

stapled it & folded it too

just to make sure that work should **go on** even during breaks

Width

The amount of space taken by letter forms can change as per the design. In some occasions where more text has to be fitted in a limited amount of space, variations of fonts were designed to accomodate more characters per line. This was done by redesigning the original fonts in such a way as to occupy less width and by keeping the same height. This is called a "condensed" font.

On the other side, when you have less text and more space, you can use the opposite of condensed, the elongated or "expanded" or "extended" font.

Many fonts are available in different "widths", like condensed or compressed, extended or expanded etc.

By changing the width of the font, one can empasise or express the meaning of the word.

Different width of the same font family

Aa
Univers
Ultra Condensed

Aa
Univers
Condensed

Aa
Univers
Extended

Style

Different typographical styles like Italics and outlines can be used creatively to provide expressions to text.

wide narrow EMPTY

Slanting **InCOMPlETE**

tExt FORMattINg

When you look at different kinds of publications or printed matter some provide us with a pleasure to read and some look difficult and disturbing. The legibility depends on how the text matter is presented.

Once a suitable font has been selected it has to be typeset, arranged or formatted in a desirable manner, so that it looks comfortable to read. Various things contribute to make a document easily readable. We will now look at some of these.

Text Alignment

Text can be composed in different allignments. Usually, text is alligned in one of the following ways:

1. Left aligned   2. Justified   3. Centralised 4. Right aligned

Justified setting forces all composed lines to start and end in a specific area, which results in the final composition look like a box. Justified text is also called "box setting". This setting is very popular in textbooks, newspapers and magazines and helps to fit more text in a given space. However, this can cause ugly white spaces between words and letters, called "River" and "Bubble".

Bubble

River
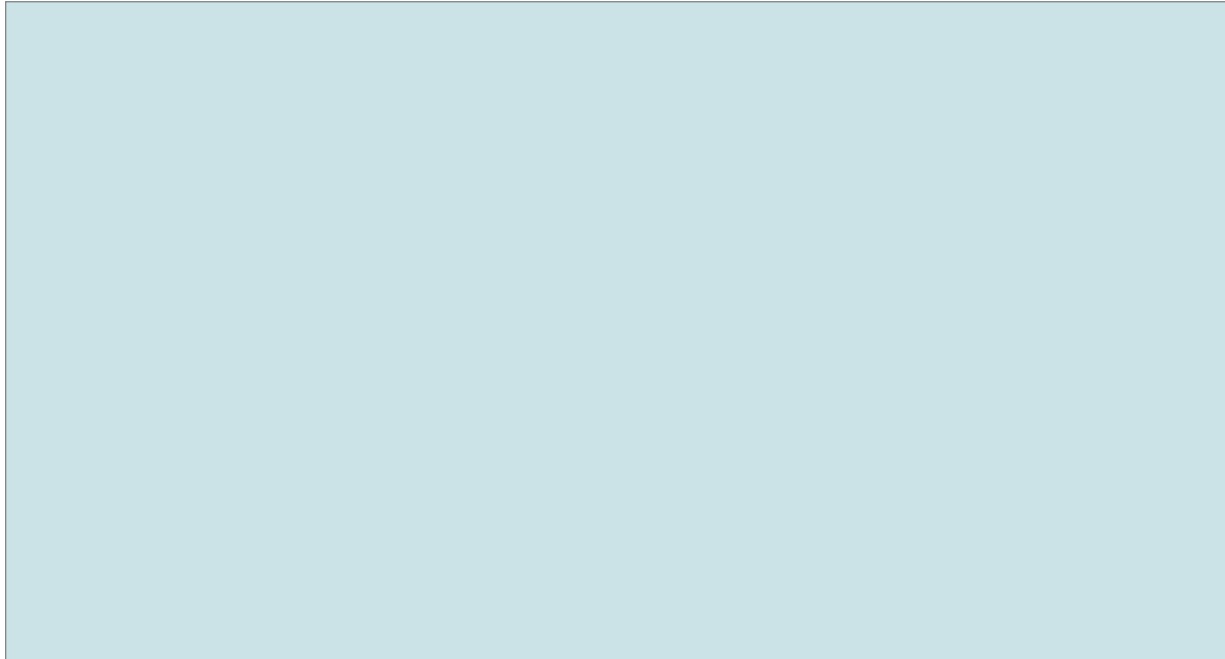
J u s t i f i e d

Leading is the space be-tween lines of text. In digital typography, lead-ing is the space between successive   baselines. For   text   composition, leading is also specified in points. For example, if you need a space of two points between lines of text, you have to add that to the point size of the text and specify leading.

Bubble

An unwanted ugly white space which appears between words is called a Bubble.

River

A series of white spaces or Bubbles make an ugly white line in a paragraph, called a river. This too causes discomfort in reading.

Hyphenation

The hyphen (-) is a punctuation mark used to join words and to separate syllables of a single word. Hyphens are mostly used to break single words into parts, or to join ordinarily separate words into single words.

Text composed **without** Hyphenation	Text composed **with** Hyphenation
The hyphen (−) is a punctuation mark used to join words and to separate syllables of a single word. Hyphens are mostly used to break single words into parts, or to join ordinarily separate words into single words.	The hyphen (−) is a punctuation mark used to join words and to separate sylla-bles of a single word. Hyphens are mostly used to break single words into parts, or to join ordinarily sepa-rate words into single words.

Widow

A small word or the last syllable of a hyphenated word, at the end of a paragraph is called a widow. This is considered to be typographically distracting to the reader.

Orphan

A short isolated line at the top of a column or a page is called Orphan. It is usually the last line of a paragraph from the preceding column. Orphan confuses the reader because they are separated from the main paragraph. Due to the position, an orphan often causes typographical distraction.

Text composition which leaves the first line of a paragraph at the bottom of a column also causes distraction to the reader.

Widow:
A small word or the last syllable of a hyphenated word, at the end of a paragraph is called a widow. This is considered to be typographically distracting to the reader.

Widow

the reader. ← Orphan
Orphan:
A short isolated line at the top of a column or a page is called Orphan. It is usually the last line of a paragraph from the preceding column. Orphan confuses the reader because they are separated from the main paragraph. Due to the position, an orphan often causes typographical distraction.

aCtIvIty 2

Make a poster on a social issue in A3 size. You may use graphics to support the text but it should primarily be a typographical design. Try to achieve typographic expressions by experimenting with orientation, size, position, space, weight, width and style of the chosen font. Choose appropriate colours to support the theme of the poster.

Towards a New Age Graphic Design

MUltILINgUaL tyPOgRaPHy

In India, 13 scripts are used for 22 official languages. In some contexts like Signage systems and logotypes, text is composed in more than one language. Designers choose fonts from different langauges carefully, so that they result in a harmonious visual. Visual comparison should be done before finalising fonts from different languages to be used in a single visual.

Comparison of stroke width, x-height and counter space is an important activity in multilingual typography.

Fonts from different languages: Compare the x-height and counter
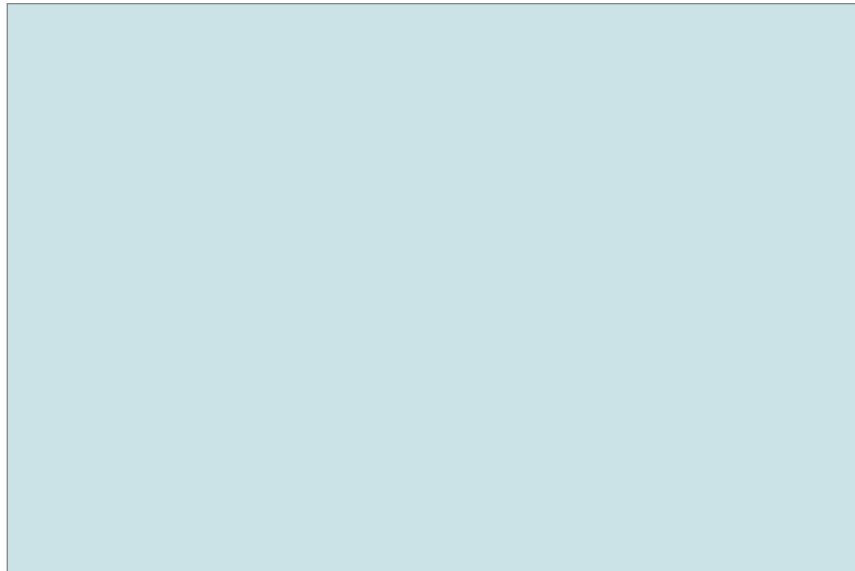
Few examples of multi-lingual signages

EXPRESSIvE tyPOgRaPHy

A designer can use fonts creatively for expressing various emotions. One can select a font which can convey an emotion or you can play around with the way you use letters.

Feminine

Casual

Many expressions can be presented through letter forms. By experimenting with some of the parameters listed below, you can create typographic expressions.

1. Orientation   2. Size   3. Position   4. Space

P

Introduction to Pagemaker 6.5

INTRODUCTION

Adobe PageMaker 6.5 is the "world's leading cross- platform professional page layout software". PageMaker is primarily used for designing and producing publication that requires a combination of text and graphics. PageMaker 6.5 has a rich array of facilities to import text and artwork from other computer application packages, as well as allowing you to generate these directly form within PageMaker itself. PageMaker can handle text better than Illustrator and PhotoShop and also give you the flexibility of graphic control not available in world processors

NEW FEATURES IN PAGEMAKER 6.5

DOCUMENT LAYERS

Layers allow you to place elements on over the other. It can be thought of as sheets stacked up one on top of the other. You can place elements on these layers or temporarily hide the layers. These layers can be used for adding imitations, floating or background images.

EASIER LAYOUT

There is a new concept of frames in PageMaker 6.5, which can hold any type of text or images. PageMaker's freeform layout capabilities have become even more flexible with its frame and text controls.

BETTER INTERGRATION

PageMaker can work seamlessly with PhotoShop, Illustrator etc. It also builds the ability to drag and drop images and elements directly from one of these applications to the other

COLOR CONTROLS

PageMaker 6.5 introduces new color technologies, which helps in reproducing high fidelity colors in you publications. A new desktop color separation tool is also included. The Kodak color management system now supports the international Consortium of Standard for sharing device profiles.

INTERNET READY

The current release of PageMaker (i.e. Version 6.5) includes an option to export your PageMaker documents to Internet ready HTML (Hyper Text Markup Language) files with the links preserved. The document images are converted to GIF or JPEG format required by the

Basic of Pagemaker

PAPER ORIENTATION

You can set paper in two ways, portrait is one in which the paper is used with the longer size in the vertical direction. If we interchange the directions, we get the Landscape orientation.
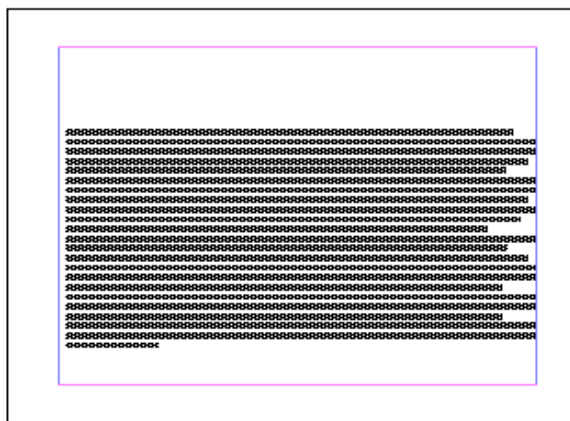
Lands cape

STARTING PAGEMAKER

- Click the Start button.

- Select Programs.

- From the Programs Menu select Adobe.

- In the Adobe Menu select PageMaker 6.5.

- Click adobe PageMaker 6.5.

- The PageMaker window is displayed.

PAGEMAKER ENVIRONMENT

Menu Bar:

The standard menu bar contains all the main menus for File, Layout, Element and other utilities.

Ruler:

The top and left ruler bars helps you to precisely position the cursor, text, and graphics in the page. The Current Cursor location is shown by two dotted lines in the rulers. The view the rulers select View > Show Rulers.

Master Page Icon:

The Master Page icon showed the position of the master Pages. Clicking it will display the Master Page. Master Pages contain text, graphics, layout and settings, which are common, thought the publication.

Page Icon:

The Page icon shows the list of pages in the publication with the currently selected pages in black. Clicking a particular page icon will display the selected page.

Plasterboard:

Surrounding the page is an area of white space called the Plasterboard. It is used to store graphics and texts as you work. Items you place on the plasterboard are visible from any page and can be selected and moved regardless of the page you are currently working on.
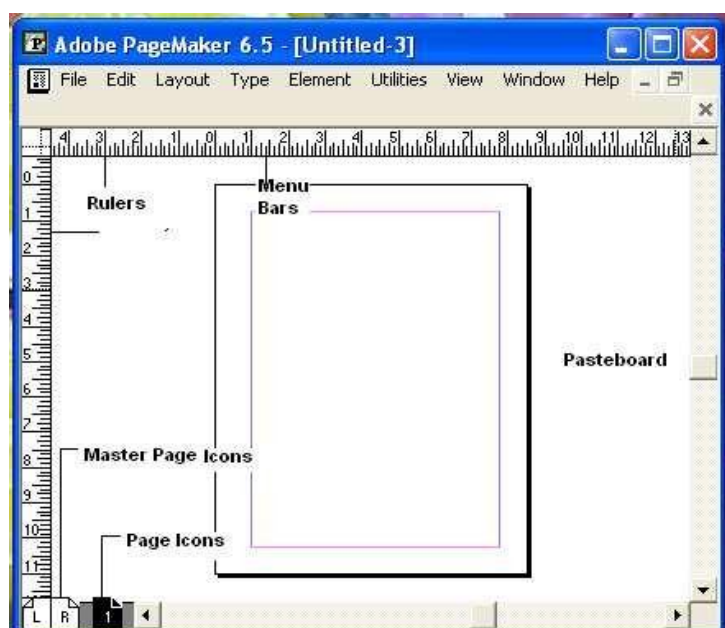
FILE MENU

New: New command is used to create a new publication. This command gives rise to a dialog box where you define the various options before opening a new page of the publication.

Open: Open allow you to open an existing PageMaker file.

Save: Save command saves the current publication. To save all the open files, press the shift key while choosing the Save option.

Revert: Revert command rolls back all the changes made since the last save. It is the same as closing the publishing without saving and opening it again.

Place: Place command is used to place text and graphics into the publication.

Acquire: The Acquire command is used to scan an image into your publication.

Export: Export command lets you export you publications into the format you select.
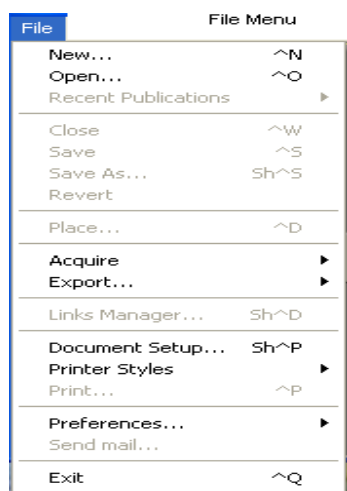
EDIT MENU

Paste Multiple: Paste Multiple lets you paste multiple copies of text or graphics.

Paste Special: Paste Special is used to specify the format to use when you paste an object into your publication.

Insert Object: Insert Object is used to specify the format to be used to insert an OLE embedded object within a PageMaker publication.

Edit Story: Edit Story is used to toggle between the word processing mode and the layout mode.

LAYOUT MENU

Sort Pages: When you select Sort Page command, a dialog box appears with all the pages of the publication. You can rearrange the pages in the publication graphically.

Column Guides: Column Guides lets you divide the pages of the publication into different column of equal size.

Auto Flow: Auto Flow is used to flow the text onto the pages of the publication on its own from a loaded text icon. It flows the text into pages from columns to columns and also adds pages on its own depending on the availability of text.

TYPE MENU

Define Styles: This option will present you a dialog box with the list of styles used in the publication. You can add, modify and delete styles from this dialog box.
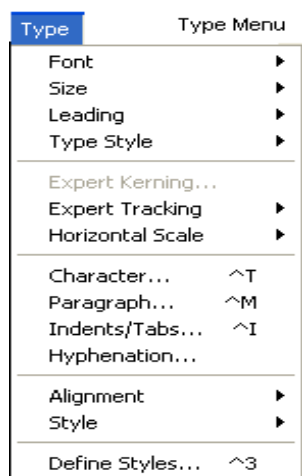
ELEMENT MENU

Frame: Frame has options for frame alignment, position and margins.

Align Objects: Align Objects lets you align multiple objects relative to each other.

Link Options: Link Options is used to define whether the linked text or graphic is to be updated along with the publication in use and also its frequency.

UTILTIES MENU

Plug-ins: Plug-ins has a list of sub commands, which lists out the various plug-ins, which have been included with PageMaker as additions.
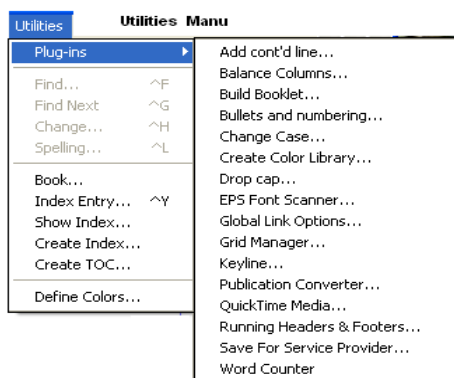
VIEW MENU

Display Master Items: Display Master Items toggle the display of items fromthe master pages to be reflected in the current page of the publication.

Display Non-Printing Items: Display Non-Printing items toggle the displayof non-printing items.
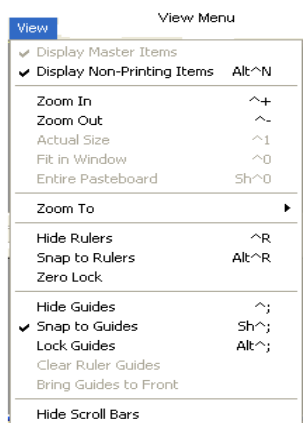
WINDOW MENU

Show Tools: Hide/Show tools toggles the display of PageMaker toolbar.

Show Control Palette: Show/Hide Control Panel toggles the display ofcontrol panel on the screen.

Show Colors: Show/Hide Colors Toggles the display of the Color Palette on the screen.

Show Style: Show/Hide Styles toggles the display of the Styles Palette on the screen.

Show Layers: Show/Hide Layers toggles the display of the Layers Palette on the screen.

Show Master Pages: Show/Hide Master Pages toggle the display of the Master Pages Palette on the screen.

Show Hyperlinks: Show/Hide Hyperlinks toggles the display of the Hyperlink Palette on the screen
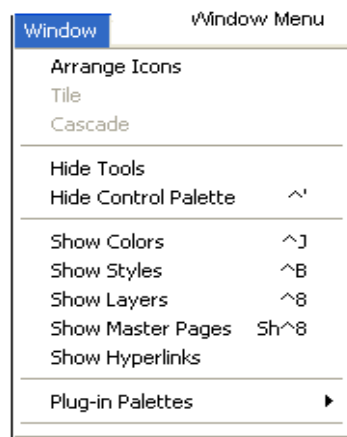
UNDERSTANDING PAGEMAKER TOOLS

TOOL BOX

Toolbox contains all the tools used to create a publication in PageMaker. Choose Window and select Show Tools to display the toolbox. The individual tools will be explained in detail later in this session.
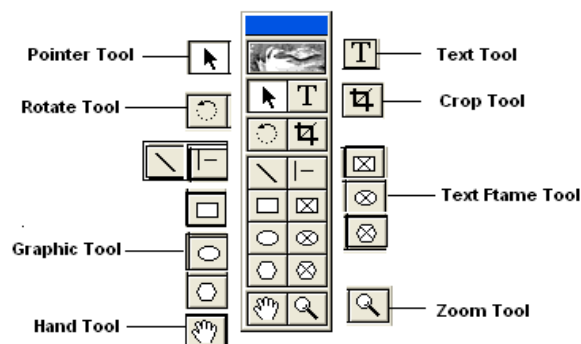
ZERO POSITION

Zero Position allows you to set the zero position on the screen. Zero position is the position, where both the top and the left side rules are at zero. By Zero positioning all measurements in the pages are made relative to this point. Click it and drag it to anywhere on the workspace to set it as the Zero Point.
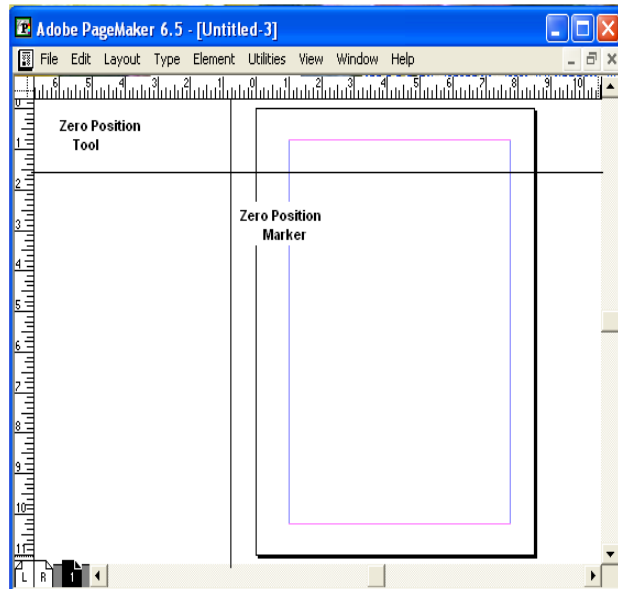
POINTER TOOL

Pointer tool is used to pick, drag and drop graphics and text.

TEXT TOOL

Text Tool is used to edit and select text and insert text frames. Click the text tool and click anywhere in the document and start entering text. The text tool creating a free flowing text box.

ROTATE TOOL

Rotate too is used to rotate text and graphic objects. Click the rotate tool. Then click on the object reference point and drag to rotate the object.
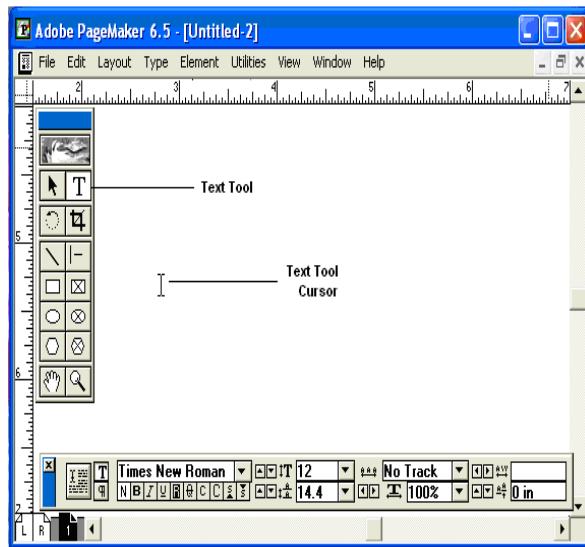
CROP TOOL

The Crop tool is used to crop imported graphic images to the required size. The crop tool only works on TIFF type of images. Click on the toll and, drag the image handles, to crop the image.
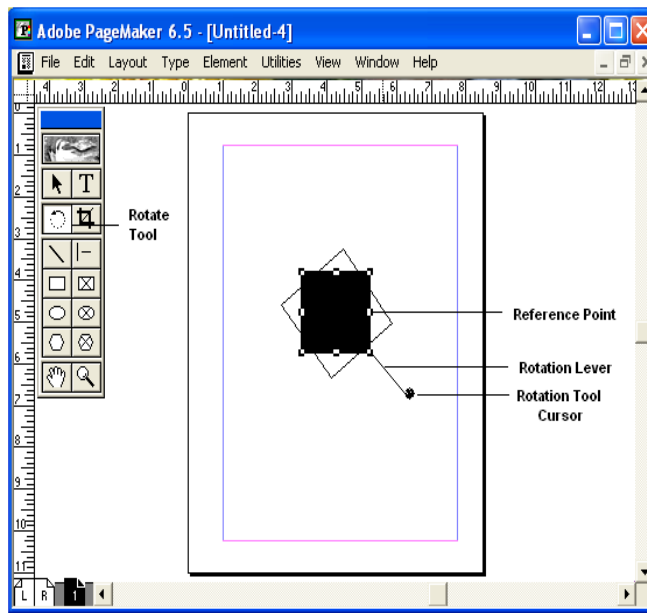
OBLIQUE LINE TOOL

Oblique Line is used to draw slanting lines. To draw a line, click the oblique line tool, click and drag to draw a line in any direction.
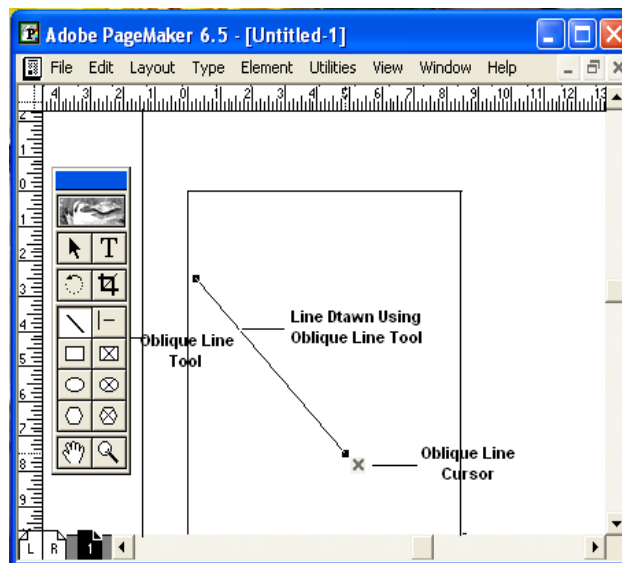
CONSTRAINED LINE TOOL

Constrained Line tool will draw lines at 45 degree intervals, i.e., horizontally, vertically or diagonally.
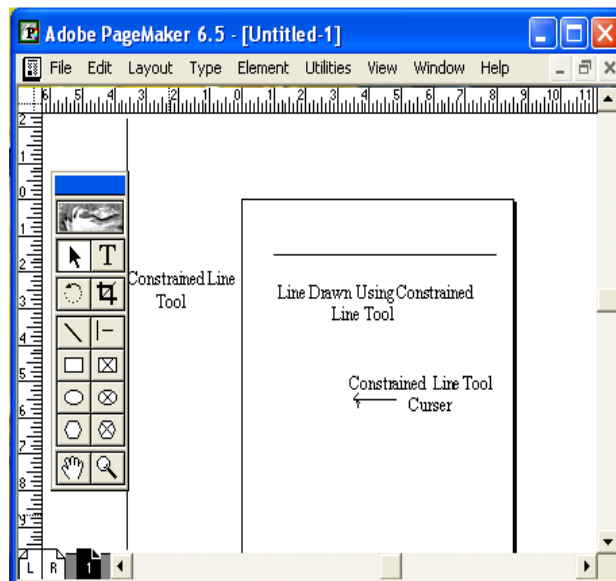
BOX TOOL

Box tool is used to draw a box.
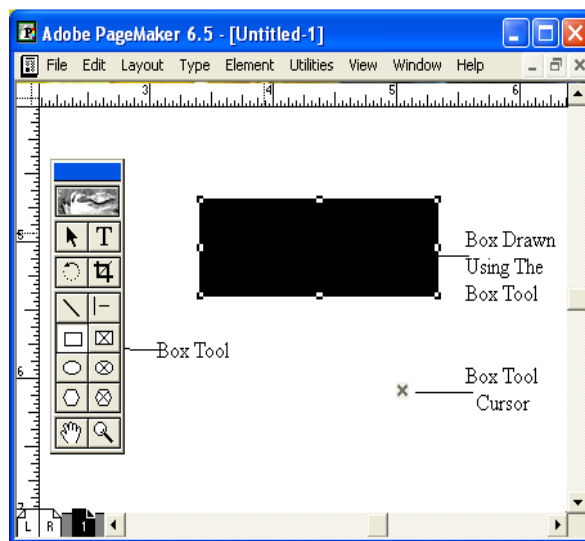
RESTANGLE FRAME

Rectangle Frame is used to type text inside a box. First select the toll and draw the area to be enclosed by the rectangular frame, then select the text tool and click inside the drawn frame to enter text. The text will be constrained to the rectangular frame.
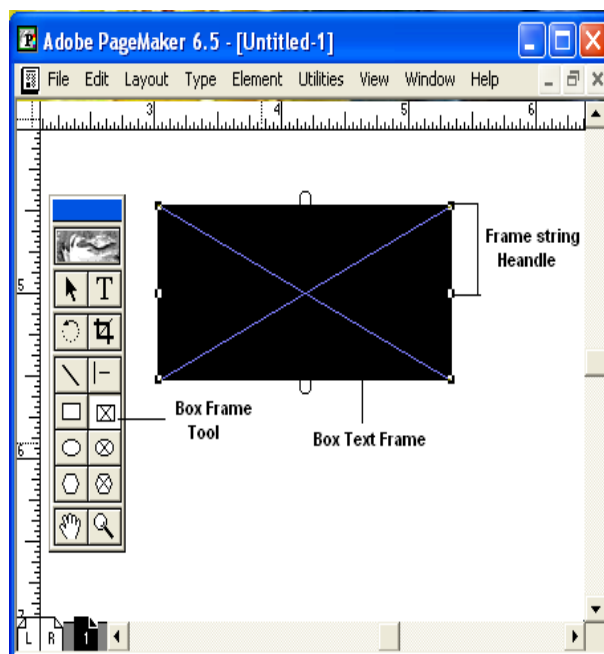
CIRCLE TOOL

Circle tool is used to draw a circle or elliptical graphic. To draw a circle or an ellipse, select the tool, click and drag to draw a circle on the document.
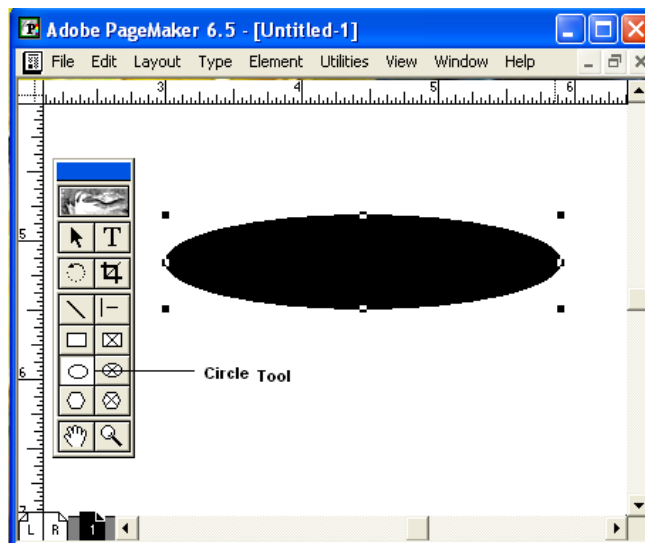
CIRCULAR FRAME

Circular Frame is used to type text inside a circle or an oval. Use the Circular frame tool to draw the frame and then click inside with the text tool to start entering text. The entered text will be constrained to the circular frame.
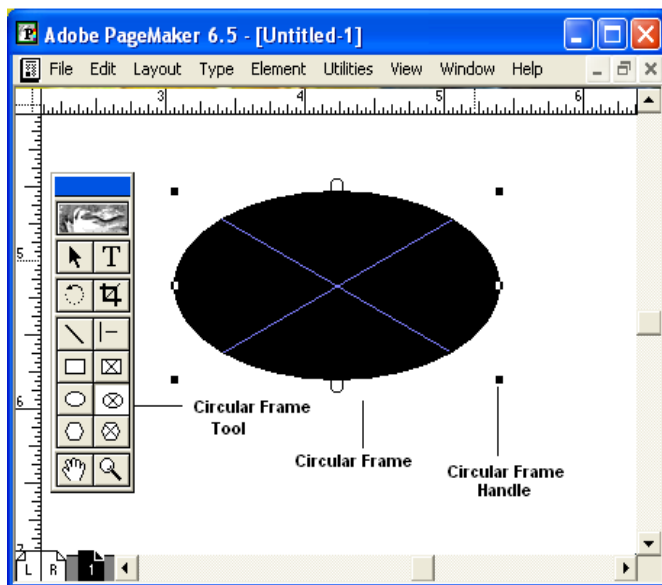
POLYGON TOOL

Polygon tool is used to draw a shape with more than four sides. You can modify the polygon by selecting Element and selecting Polygon Settings.
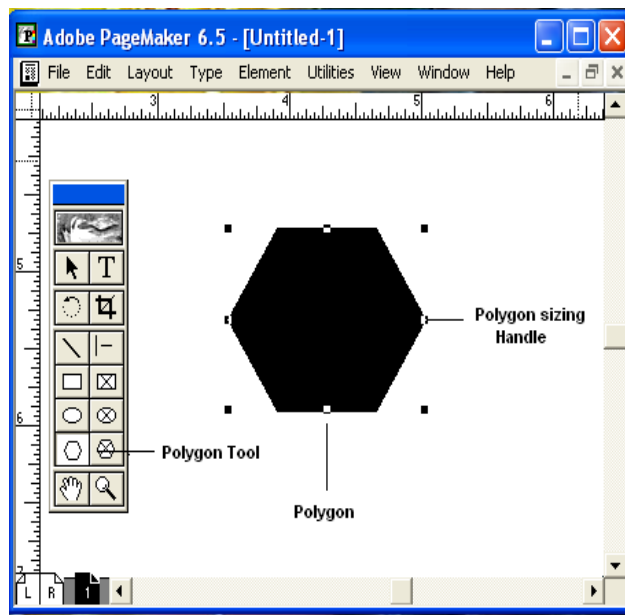
POLYGON FRAME

Polygon frame puts the text inside the polygon. Select the polygon frame tool, draw a polygon then select the text tool and click inside the frame to enter the text inside the frame to enter the text inside the polygon frame.
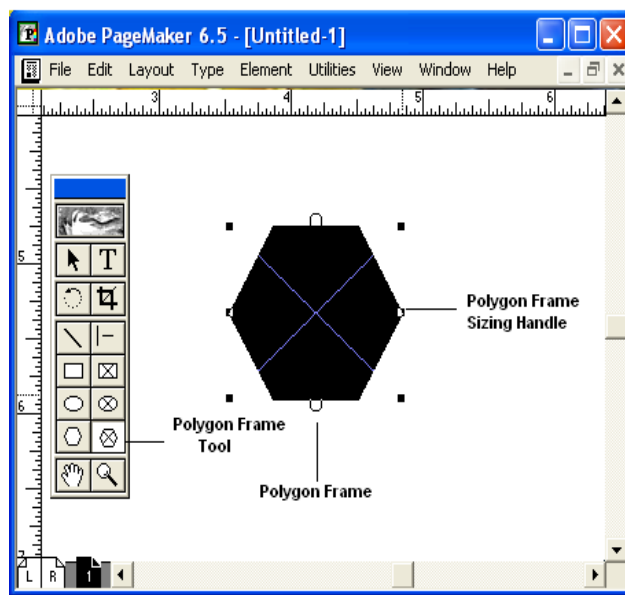
HAND TOOL

Hand tool is used to move the screen. This tool is very useful when you are working with large documents. It helps you to easily navigate in a large page. To move a screen, just select the hand tool and click and drag the page to view different parts of the page.
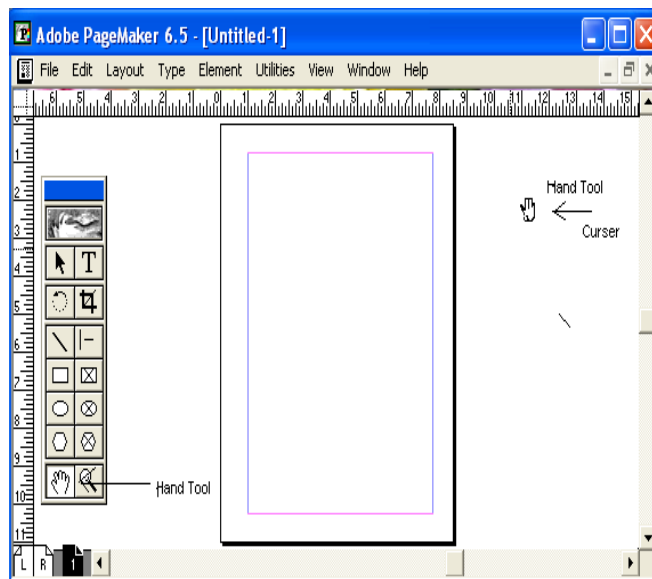
ZOOM TOOL

Zoom tool allows you to zoom in and out of the document view. By default the zoom tool will be in the Zoom-in mode. To zoom out of page select the zoom tool and press control and click in the document window with the zoom tool.
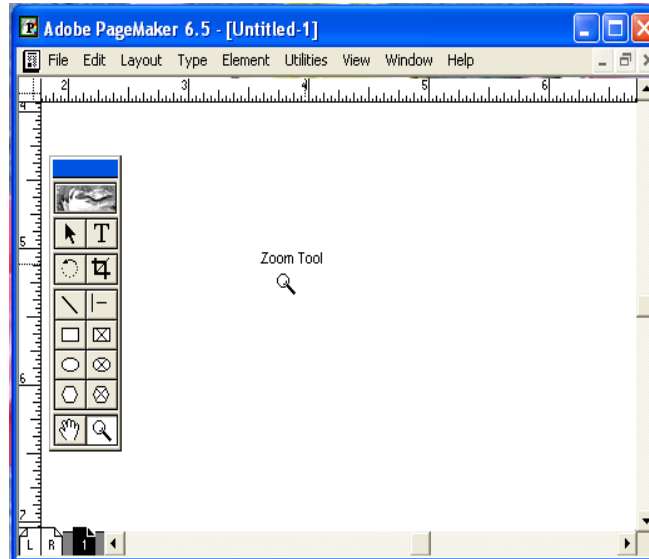
OENING A NEW PUBLICATION

- Click File.

- Select New.

The Document Setup dialog box appears. Enter 2 in the number of pages text boxand press the TAB key.
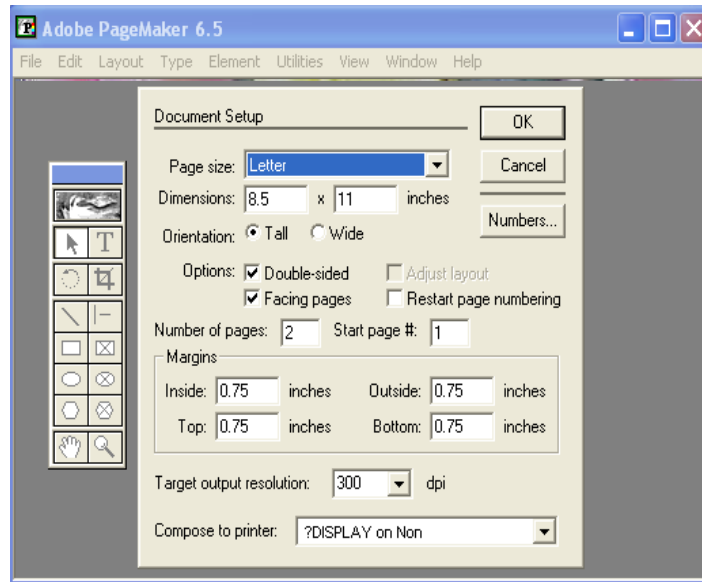
- Enter 1 inch as the inside margin and press the TAB key.

- Select the printer "HP Deskjet on LPT1"

- Click OK.

A new document is opened with the required margins and the first page of the selected document is display
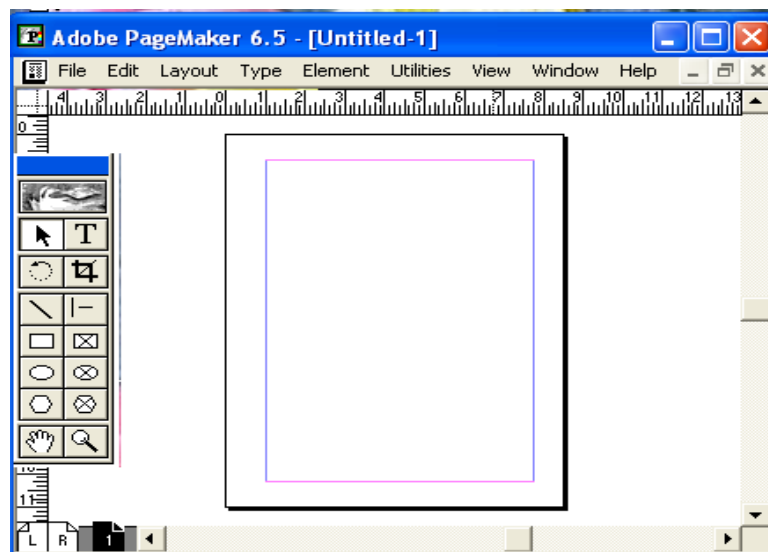
PAGE SIZE AND PAPER SIZE

Paper size is the actual size of the paper and Page Size is the printable area of the page. The Page size is the area enclosed by the page margins.

CONTROL PALETTE

The control Palette displays the properties for the selected paragraph, character or object. It is a sort of shortcut to the object, text, and paragraph properties. Choose Window and select Show Control Palette to display the Control palette.
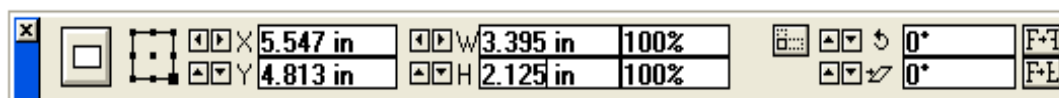
Control Palette in Object Mode

The control Palette when it has an object selected displays the object properties such as the reference point, position, size, scaling. Cropping, printer resolution, rotating, skewing and horizontal and vertical reflection.

Horizontal/vertical mirror: Mirrors the currently selected object along the x or y-axis.

Height/width: sets the height and width of the currently selected object, either numerically in inches or in percentage of the current size.

Rotate: Rotate, is used to rotate the selected object around an axis. The center of rotation is set as the object's center and exact measurements can be used.

Skew: This skews. The currently selected object, in degrees.

XY position: sets the horizontal and vertical position of the upper-left corner of the currently selected object.
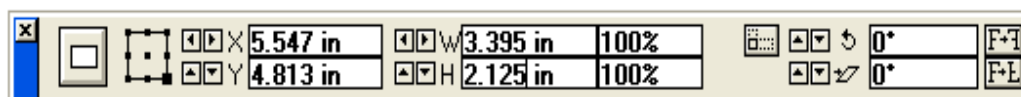
Control Palette in Character Mode

The Character Palette is displayed when the text tool is selected. It has options for changing text styles, size, leading, tracking, width and Deming. There is a toggle button to shift between paragraph view and character view.

Kerning: Text Kerning adjusts the spacing between characters in text. It is selective, so you can adjust just one or two characters, or whole sections of text, Negative numbers move characters closer together, whereas Positive numbers space them out.

Leading: Text Leading adjusts the spacing between lines of text. This is applicable on line-by-line basis. Positive and Negative number have the same effect as they have on Kerning, except that the spacing is between the lines of text.

solid. If you choose the paper option, the object fill changes to the background paper color and when the solid option is chosen, the object gets completely filled
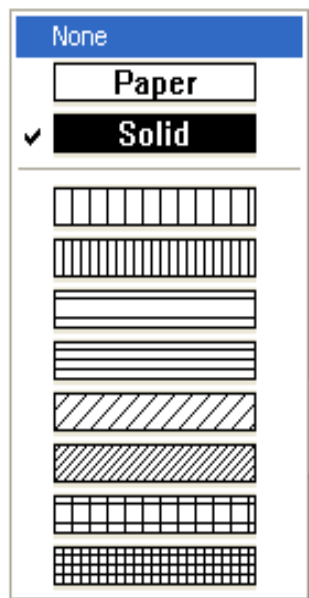
STROKE

You can use the stroke command to select the lines of different sizes and styles or choose the option called custom to create the line of your own style. Besides these, you have two more options called. Transparent and Reverse. Use Transparent Background option if you want the objects placed behind a patterned stroke to be shown through the spaces in the pattern otherwise the spaces in the pattern are opaque. Reverse Stroke option is used to draw a paper- colored stroke or outline of a shape on a contrasting black, shaded, or colored background.
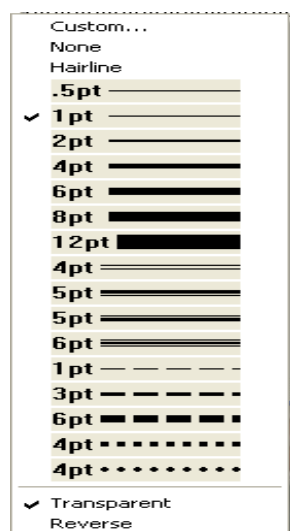
FILL AND STROKE

This is the combination of the above two commands. Instead of selecting them oneby one, you can select them together with this command.
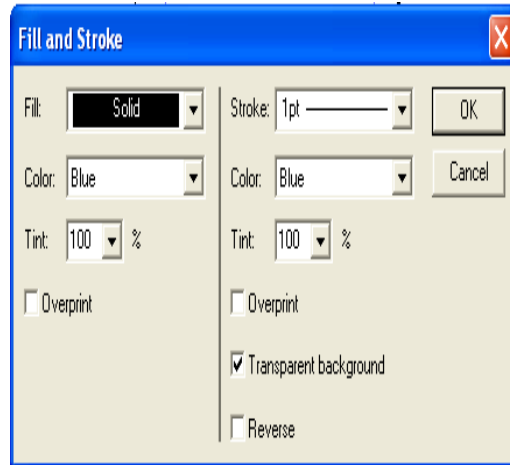
PLACING GRAPHICS

The Place command is used to Import Graphics. In this exercise you will learn placing a Graphic. To do this you first click the File menu.
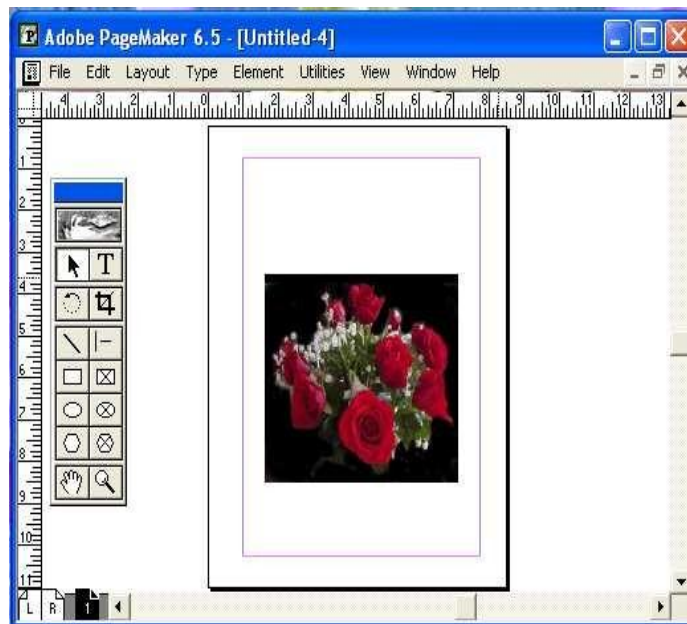
- Select Place from the drop down menu.

The Place Dialog Box opens up. Double Click "Bouquet.tif".
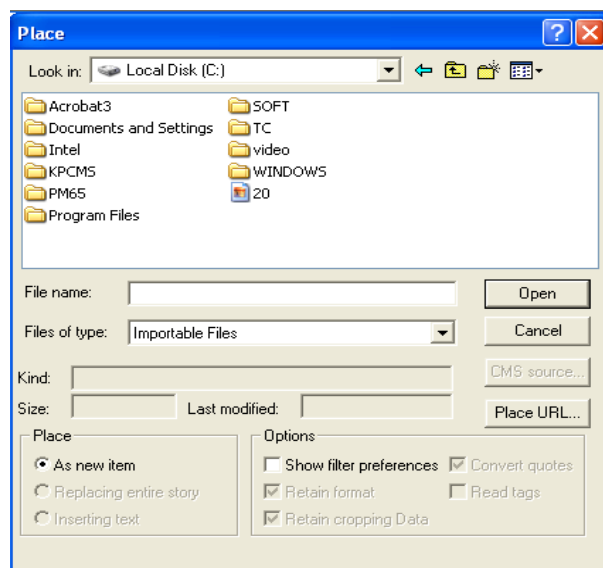
You can now see the imported image on your screen.

TRANSFORMING OBJECTS

TRANSFORMING A RECTANGLE

In this exercise you will learn to transform a rectangle.

- Select the Pointer Tool.

- Click the Rectangle to select it.

Now you can see the change in Control Palette at the bottom of the work area using which you can transform the rectangle. In the Control Palette change the Rotation to 25 degrees and press the Tab Key.

Change the Skew angle to 25 degrees and Press the Tab Key. Click the width column
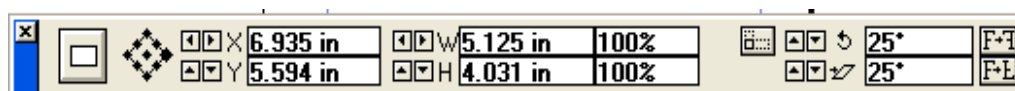
Change the width to 5 inches and press the Tab Key.

| | | X 6.935 in | W 5. in | 100% | | 25° | |
| | | Y 5.594 in | H 4.031 in | 100% | | 25° | |

Change the height to 5 inches and press the Tab Key.

| | | X 6.935 in | W 5. in | 100% | | 25° | |
| | | Y 5.594 in | H 5 | 100% | | 25° | |
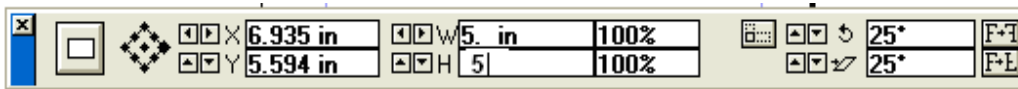
- Click the Apply button.

You can now see the transformation in the rectangle. In the same way you can transform any object using the control palette.
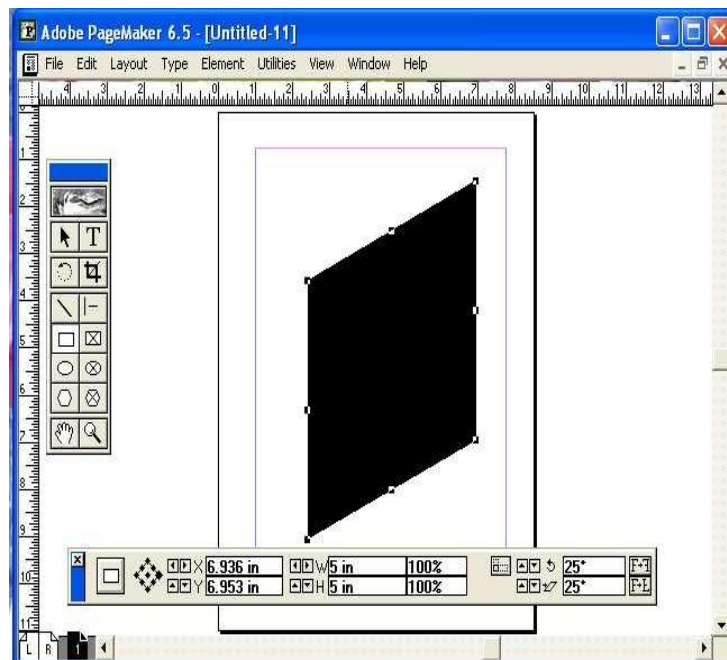
RESIZING AN ELLIPSE

In the exercise you will learn how to resize and ellipse.

- Select the Pointer Tool.

Click the ellipse drawn with the Pointer Tool and select it to display the sizing handles.

Click and drag handle shown to increase the height of the ellipse.
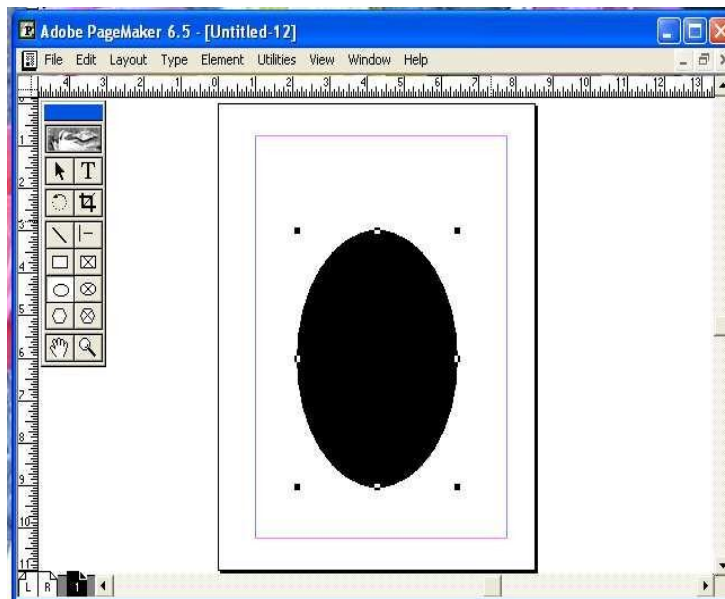
CROPPING AN IMAGE

Cropping trims away a portion of the graphic, rather than reducing the size of the graphic. In this exercise you will learn to Crop a Graphic.

- Select the Cropping tool.

Click the Graphic to select it and display the Sizing Handles.

Click the handle shown and drag towards the center to crop the graphic.

Now click on the center of the graphic, notice that the cropping tool changes to a hand tool. Hold down the mouse button and move the graphic downwards.

WORKING WITH COLOURS

ADDING COLOR TO A GRAPHIC SHAPE

In this exercise you will learn to add Color to a Graphic Shape.

- Select the Pointer Tool.

Click the Polygon drawn on the Work area using the Pointer Tool to select it.
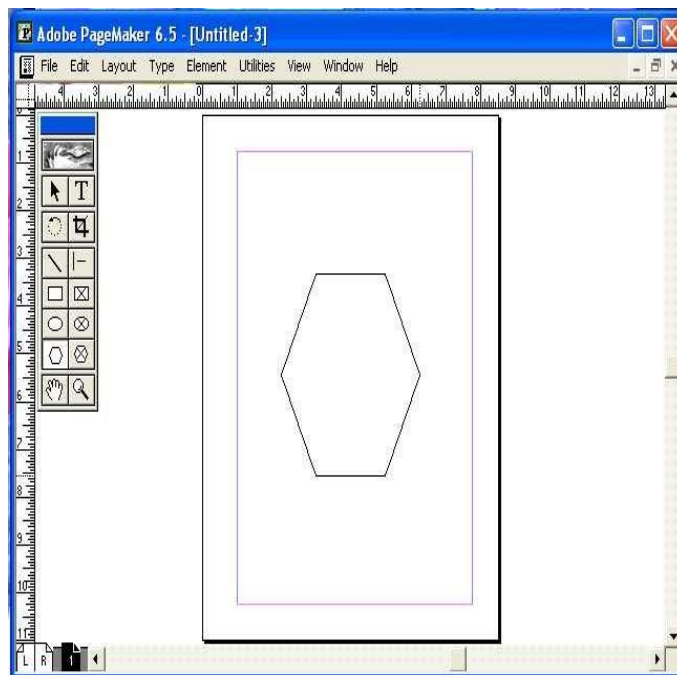
- Click Window menu.

- Select Show Colors to open the Colors Palette.

While the Outline of the Polygon is still selected, click the stroke Button.
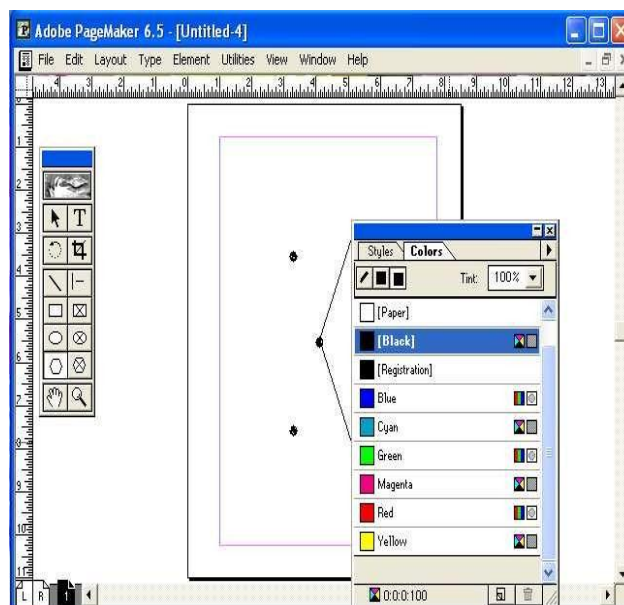
- Click Green color in the colors palette.

You can see that the Outline of the polygon is changed t Green color. To Fill the Polygon with yellow Color, Click the Fill button in the color Palette.

- Click Yellow Color in the Color Palette.

Now you can see that the Polygon is filled with Yellow Color. Click the Tint button to display the drop down tint list.
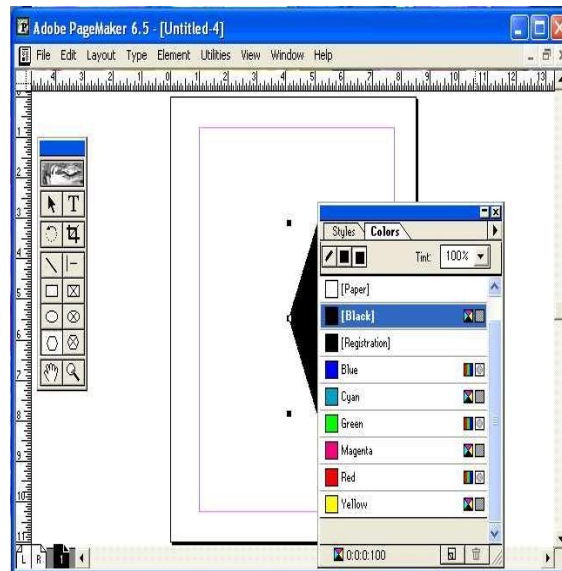
Tint the fill Color to 55%by selecting it form the drop-down Tint list.
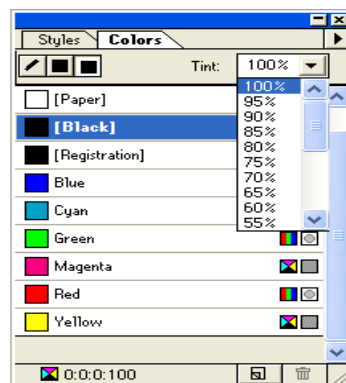
In this way you can easily add color to the Squares, Rectangles, Ovals and Circlesin PageMaker.

WORKING WITH COLORS

You can customize a color by using three color models i.e., RGB, HLS (hue, lightness, and saturation mode) and CMYK provided by Page-Maker. RGB is used to blend

percentages of red, green, and blue. HLS is used for increasing or decreasing the lightness and saturation of the hue as percentages of 100 to create the color. Using CMYK you can mix four primary colors cyan, magenta, yellow, and black in varying percentages of 100 to get different color combinations. All this can be done by selecting the new color icon at the bottom of the color palette or by selecting new color form the color palettes fly-out menu.
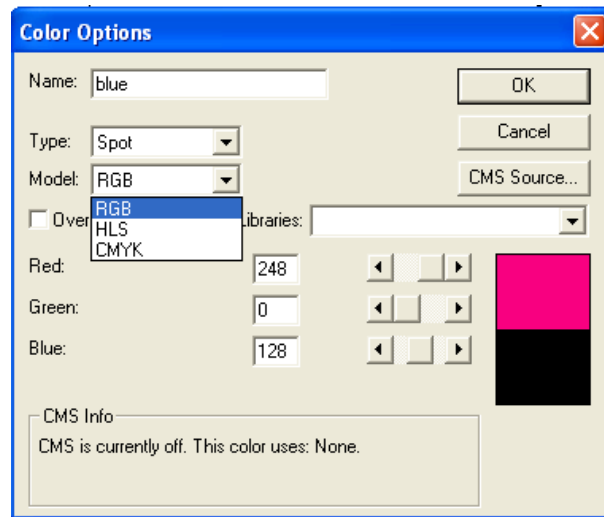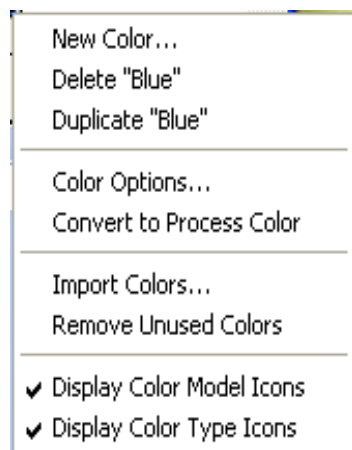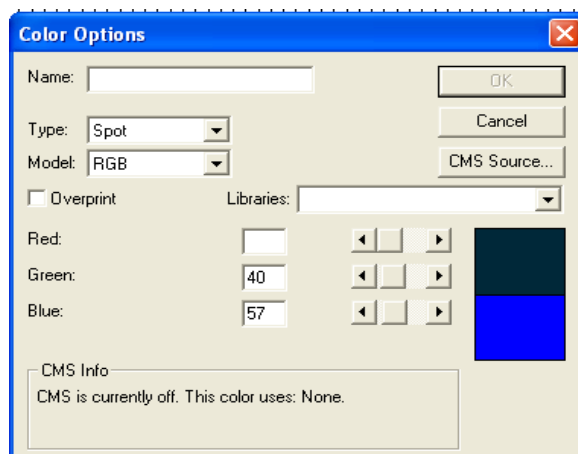

CREATING AN RGB COLOR

In this exercise, you will learn to create an RGB Color.

- Click the Color Palettes fly-out menu.
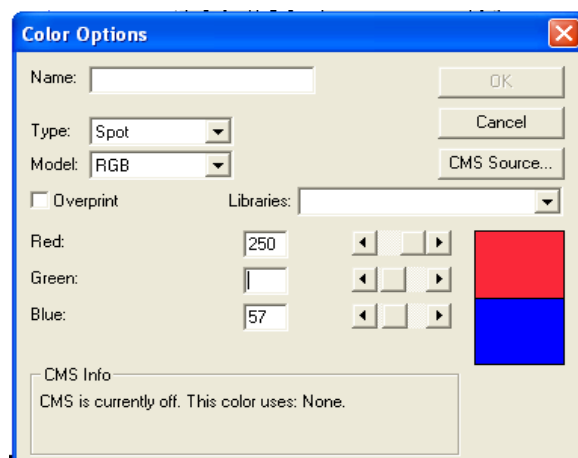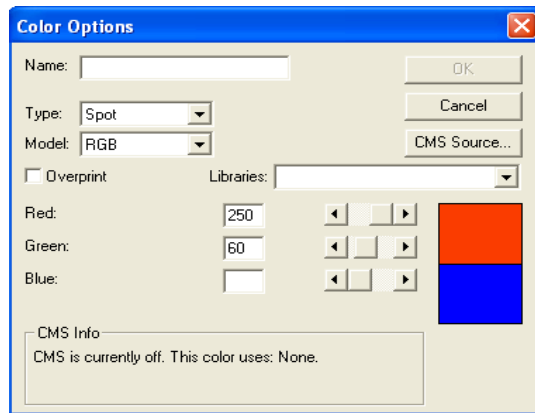
- Select New Color…Option.
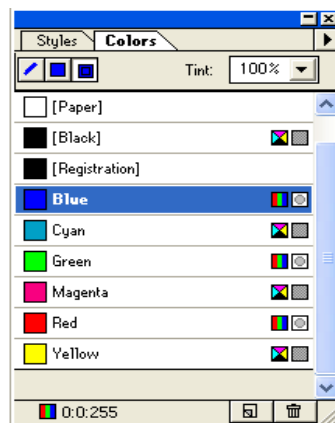
The Color Options dialog box appears on the screen. Here you can see text boxes of three different Colors, and Slide bars to enter Values for Red, Green, and Blue. Enter "250" fro Red and press the Tab Key. Click the green dialog box.
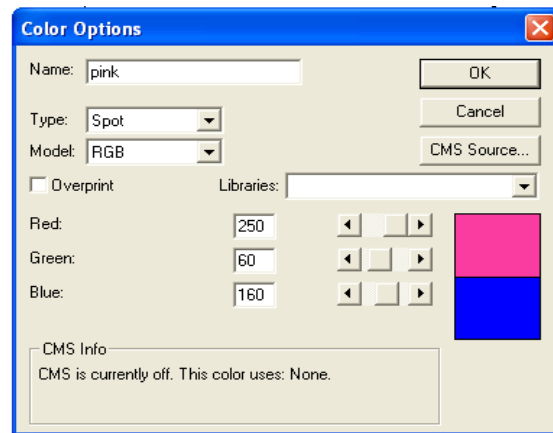

Enter "60" for Green and press the Tab Key. Click the blue dialog box.

Enter "160" for Blue and pres the Tab Key.

You can see a preview on the Right-Hand side of the dialog box, showing the resulting color in the top half and the original color setting in the bottom half. Enter "Pink" inthe name dialog box and press the Tab Key.

Click OK.

You can see that the name of the Color created is displayed in the Colors Palette