



Rapidex DTP Course

By Shirish Chavan

Unicorn Books/Pustak Mahal, 2015. Softcover. Book Condition: New. Table of Contents Part A : Introduction : Chap. I : Welcome to Desktop Publishing : 1. Why Learn Desktop Publishing (DTP)? 2. What is DTP? 3. Letterpress Printing : i. Wooden Types and Metal Types ii. Hot Metal Types iii. Printing Photographs 4. Lithography and Offset Printing 5. Gravure 6. Hardware Requirement 7. Software Requirement 8. DTP Operator`s Arsenal : i. Text Editors ii. Word Processors iii. Vector Illustration Applications or Drawing Applications iv. Bitmap Image Editing Applications v. Page Layout Applications 9. Scanning 10. Printing 11. Monitor 12. Input and Output Devices, and Storage 13. Vector Graphics and Raster Graphics 14. Fonts : i. Font Styles ii. Serif and Sans Serif iii. Dimensions of Font iv. Fixed Pitch Fonts and Proportional Spaced Fonts v. Scaling, Tracking, Kerning, Leading and Ligatures vi. Fonts in Your Computer vii. Vector Fonts (or Outline Fonts) and Bitmapped Fonts 15. Character-level and Paragraph-level Formatting 16. Drop Caps 17. Hyphenation 18. Alignments 19. Indentation 20. Single-sided and Double-sided Documents 21. Headers and Footers 22. Footnotes and Endnotes 23. Using the Mouse 24. Using the Keyboard 25. Selecting the Text and Graphics 26. Cut, Copy, Paste, and...



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