

## PRACTICE WITH MS-ACCESS

### AIM:

To create a Database.

### APPARATUS REQUIRED:

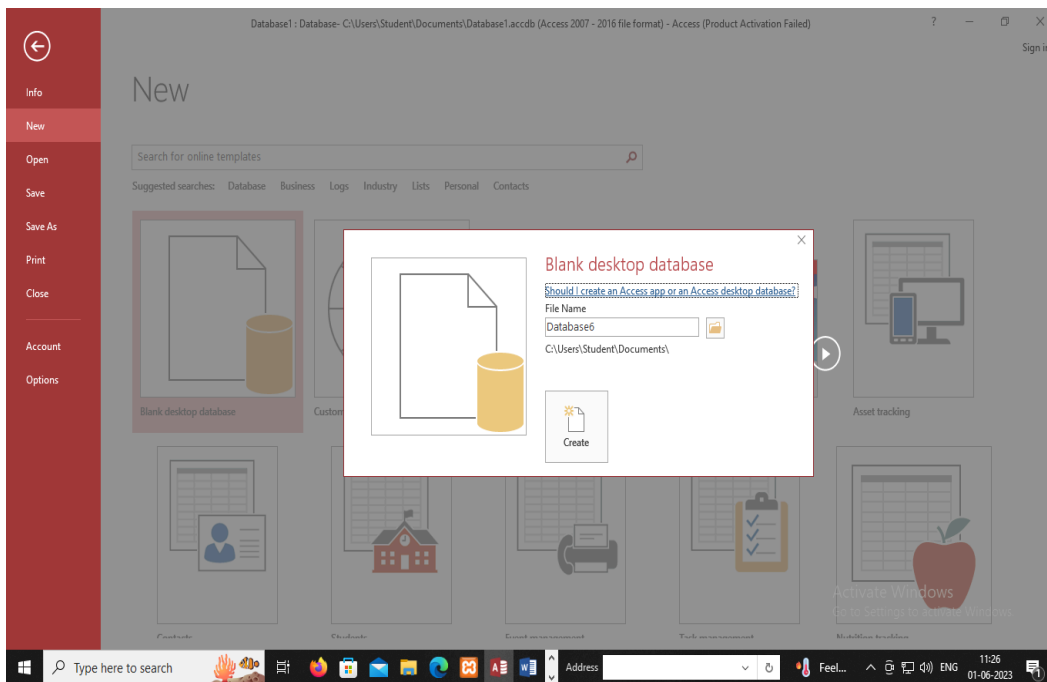
Computer, Microsoft Access.

### DESCRIPTION:

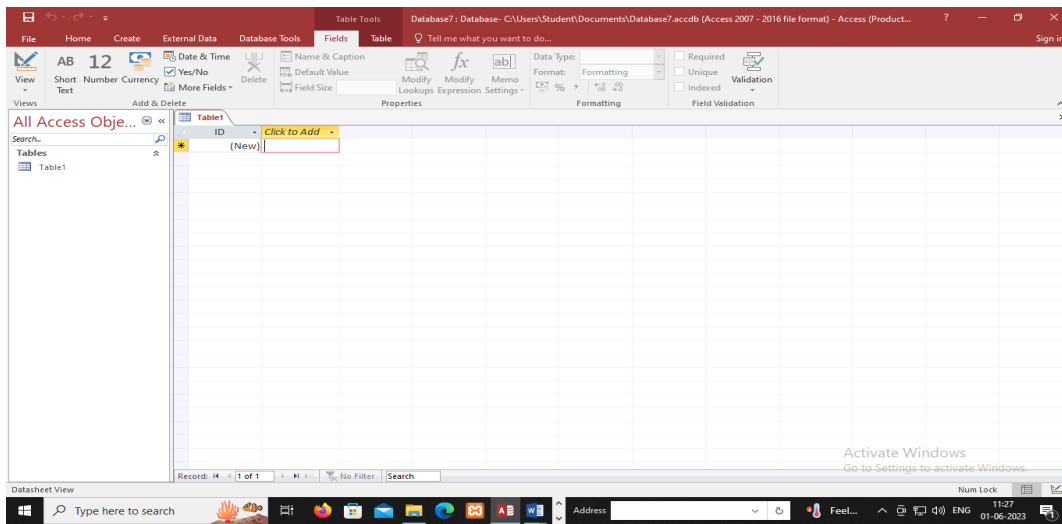
The basic definition of MS Access is that it is a database management system that combines a graphical user interface, software development tools, and jet database engine.

### PROCEDURE:

1. Open Access. If Access is already open, select File > New.



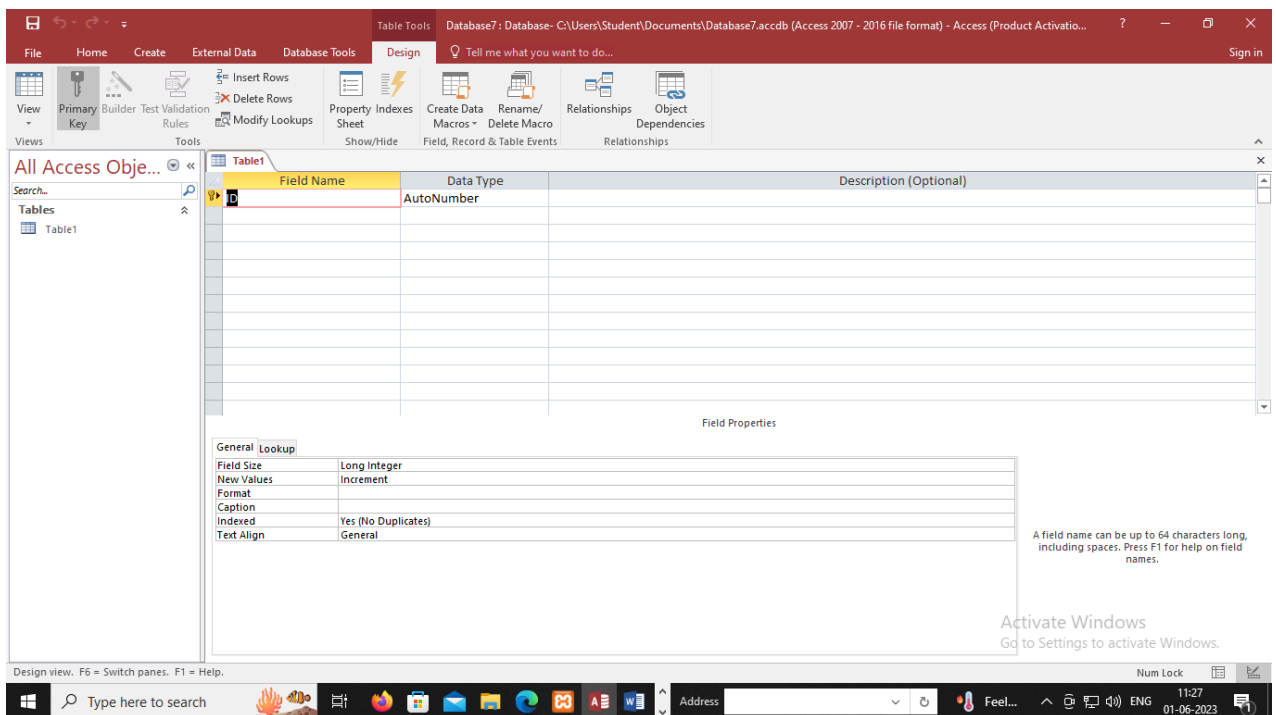
2. Select Blank database, or select a template.
3. Select Blank database, or select a template.
4. Enter a name for the database, select a location, and then select Create.



5.

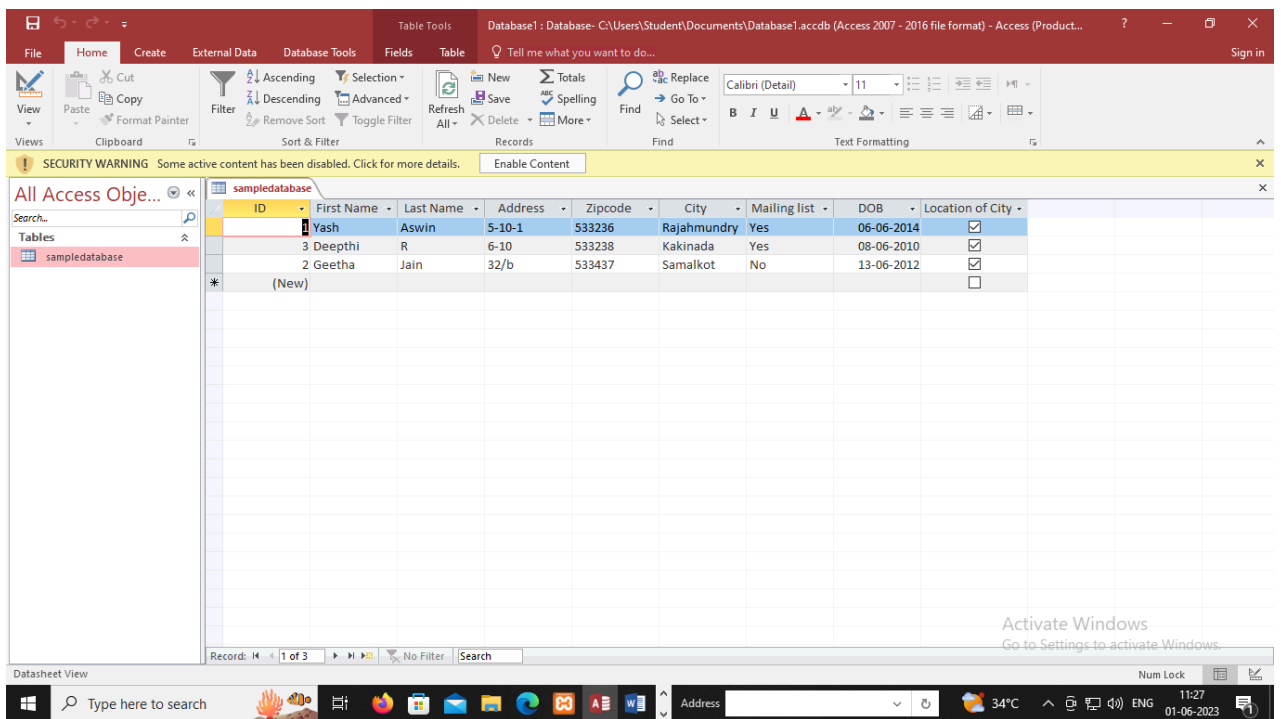
6. Select View Ribbon. In that, select Design view.

7. Save the table and click on OK.



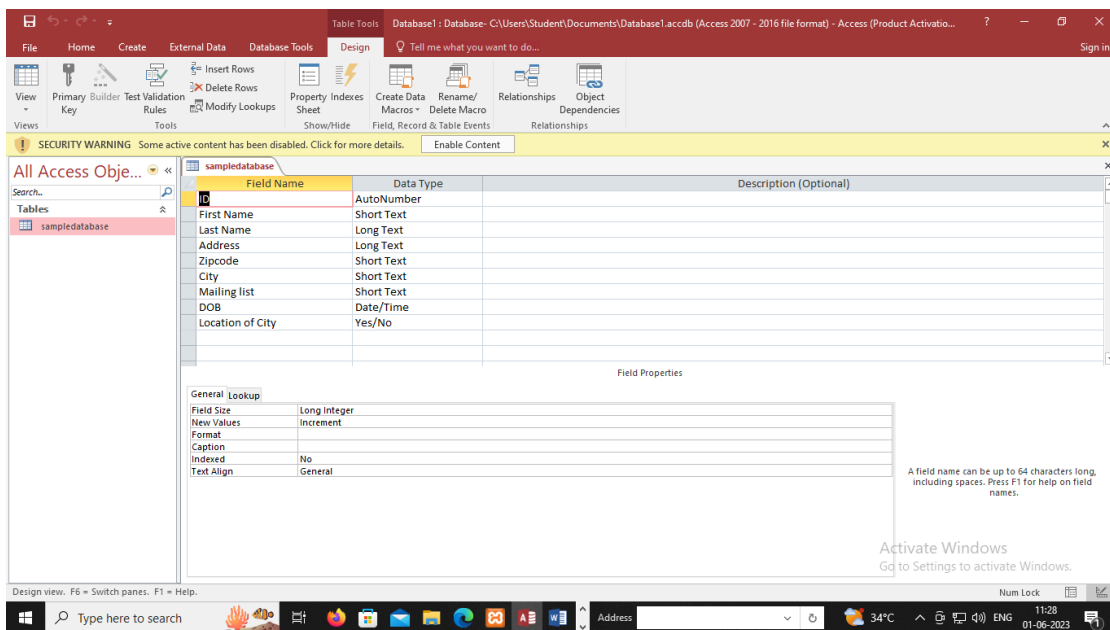
8.

9. Write the required Field Names and select the Datatype for that particular Field Name and save the table.



11. Again select View Ribbon and click on Datasheet View.

12. Now enter the data in the table which have been created.



**RESULT:**

Database created.

## TABLE WITH AND WITHOUT CONSTRAINTS

**AIM:**

To Create table with and without constraints in a database.

**APPARATUS REQUIRED:** Computer. Microsoft Access

**DESCRIPTION:**

The basic definition of MS Access is that it is a database management system that combines a graphical user interface, software development tools, and a Jet database engine.

1. Open Access. If Access is already open, select File > New.
2. Select Blank database, or select a template.
3. Enter a name for the database, select a location, and then select Create. If needed, select Enable content in the yellow message bar when the database opens.

**CREATE TABLE WITH AND WITHOUT CONSTRAINTS**

The constraint can be created within the CREATE TABLE T-SQL command while creating the table.

**PROCEDURE:**

- ☐ Go to create -> then choose query design after that click on the SQL view
- ☐ Then write the query on SQL view

**TABLE WITH CONSTRAINTS:**

CREATE TABLE STUDENT4

(

SROLLNO INT PRIMARY KEY,

SNAME VARCHAR(10),

SCITY CHAR(10),

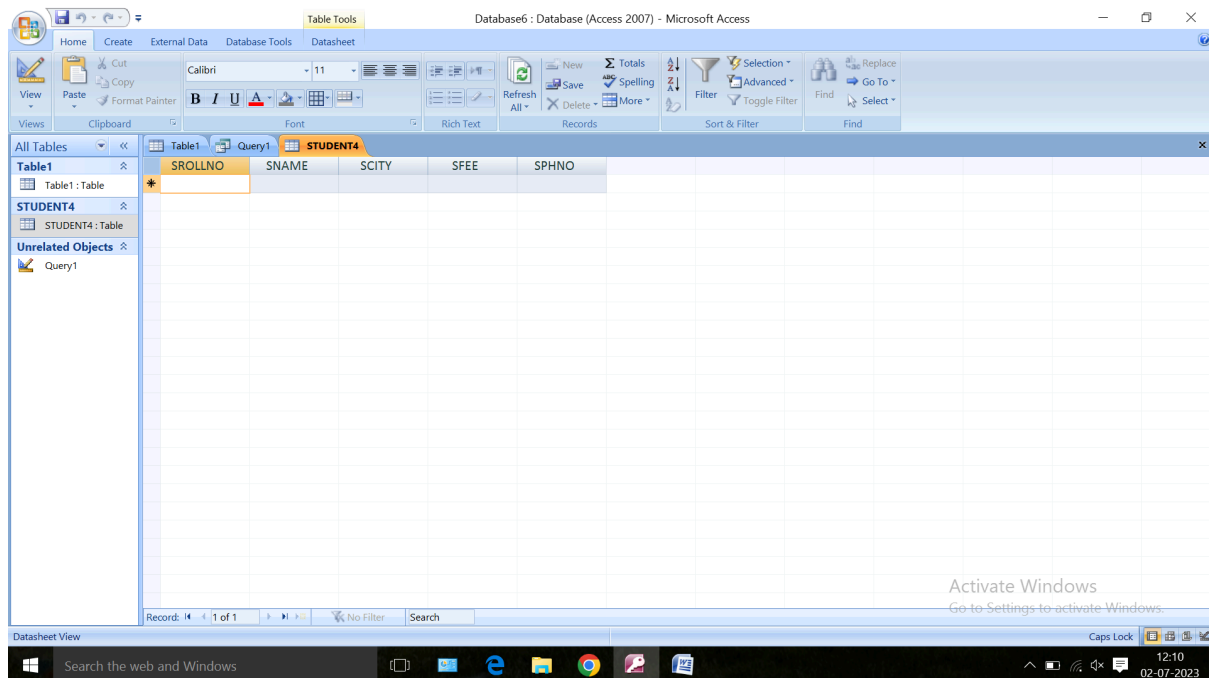
SFEE INT,

SPHNO NUMBER

);

- > Save the query :- ctrl+s
- > Then go to design, just click on run
- > Table created.





## TABLE WITHOUT CONSTRAINTS:

CREATE TABLE STUDENT5

(

SROLLNO INT,

SNAME VARCHAR(10),

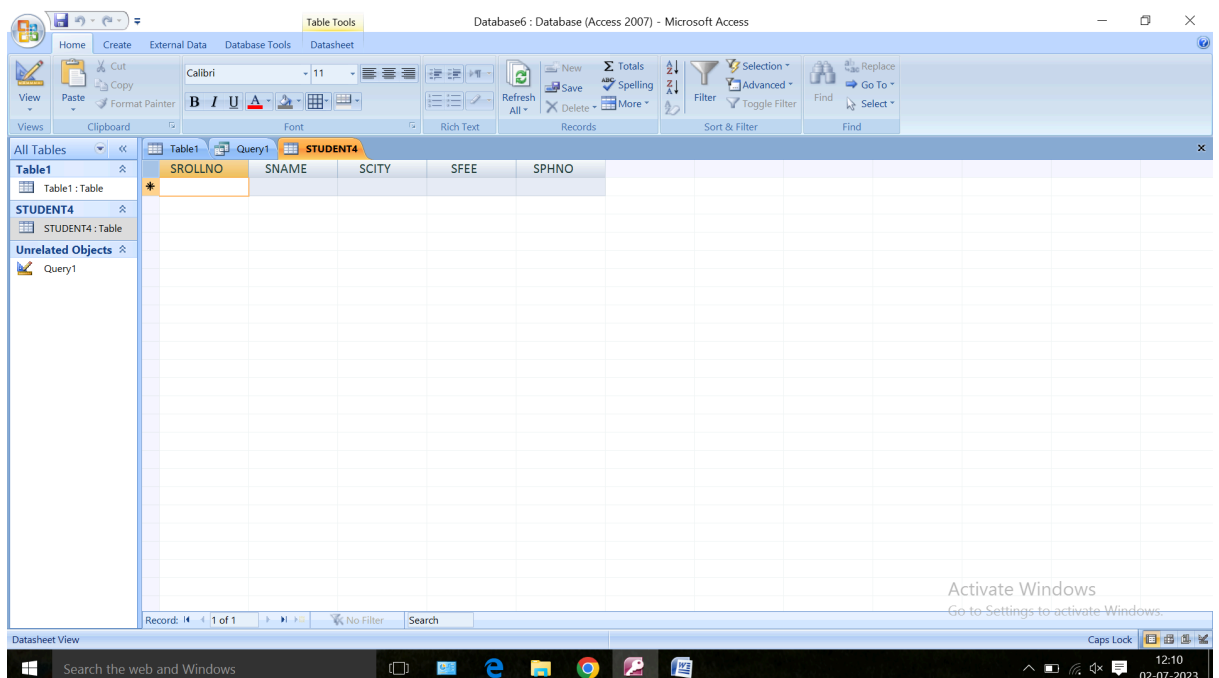
SCITY CHAR(10),

SFEE INT,

SPHNO NUMBER

);

- > Save the query :- ctrl+s
- > Then go to design , just click on run
- > Table created.



**RESULT:**

By using MS Access we can create a new STUDENT TABLE.

**TO INSERT, DELETE AND UPDATE RECORDS****AIM:**

To Insert, delete and update records in a database

**APPARATUS REQUIRED:** Computer, Microsoft Access

**DESCRIPTION:**

The basic definition of MS Access is that it is a database management system that combines a graphical user interface, software development tools, and Jet database engine.

4. Open Access. If Access is already open, select File > New.
5. Select Blank database, or select a template.
6. Enter a name for the database, select a location, and then select Create. If needed, select Enable content in the yellow message bar when the database opens.

**INSERT RECORDS INTO A TABLE**

There are essentially two methods for adding records to a table. The first is to add one record at a time; the second is to add many records at a time. In both cases, you use the SQL statement **INSERT INTO** to accomplish the task. **INSERT INTO** statements are commonly referred to as append queries.

## SQL COMMAND:

```
INSERT INTO tblCustomers (CustomerID, [Last Name], [First Name]) VALUES  
(1, 'Kelly', 'Jill')
```

## UPDATE RECORDS IN A TABLE

To modify the data that is currently in a table, you use the [UPDATE](#) statement, which is commonly referred to as an update query. The **UPDATE** statement can modify one or more records and generally takes this form.

## SQL COMMAND:

```
UPDATE table name  
SET field name = some value
```

## DELETE RECORDS FROM A TABLE

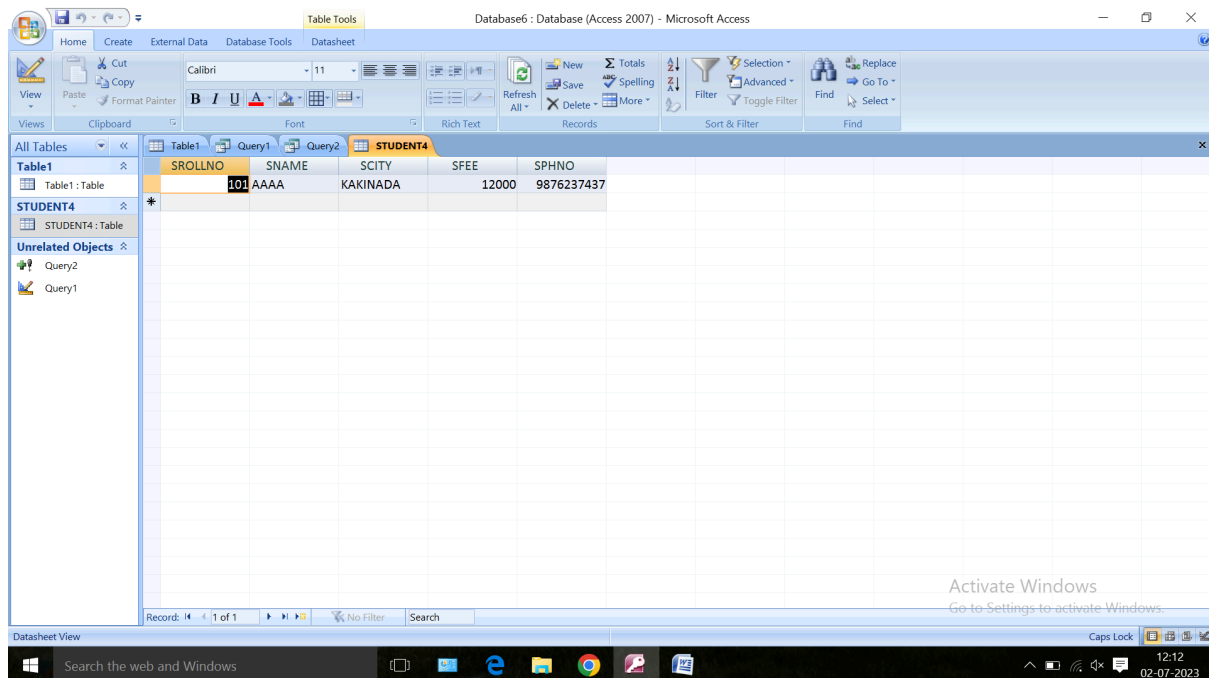
To delete the data that is currently in a table, you use the [DELETE](#) statement, which is commonly referred to as a delete query. This is also known as truncating a table. The DELETE statement can remove one or more records from a table.

## PROCEDURE:

### INSERT THE VALUES INTO THE TABLE:

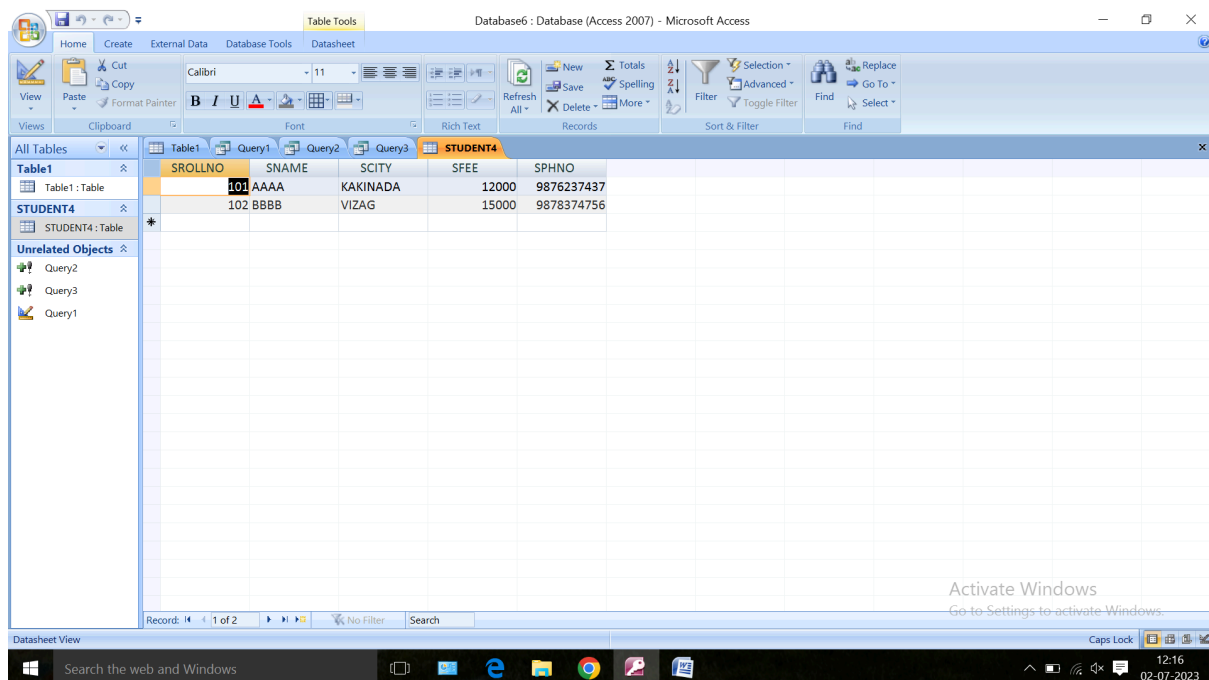
#### QUERY:

```
INSERT INTO STUDENT4 VALUES  
(  
101,  
"AAAA",  
"KAKINADA",  
12000,  
9876237437  
);
```



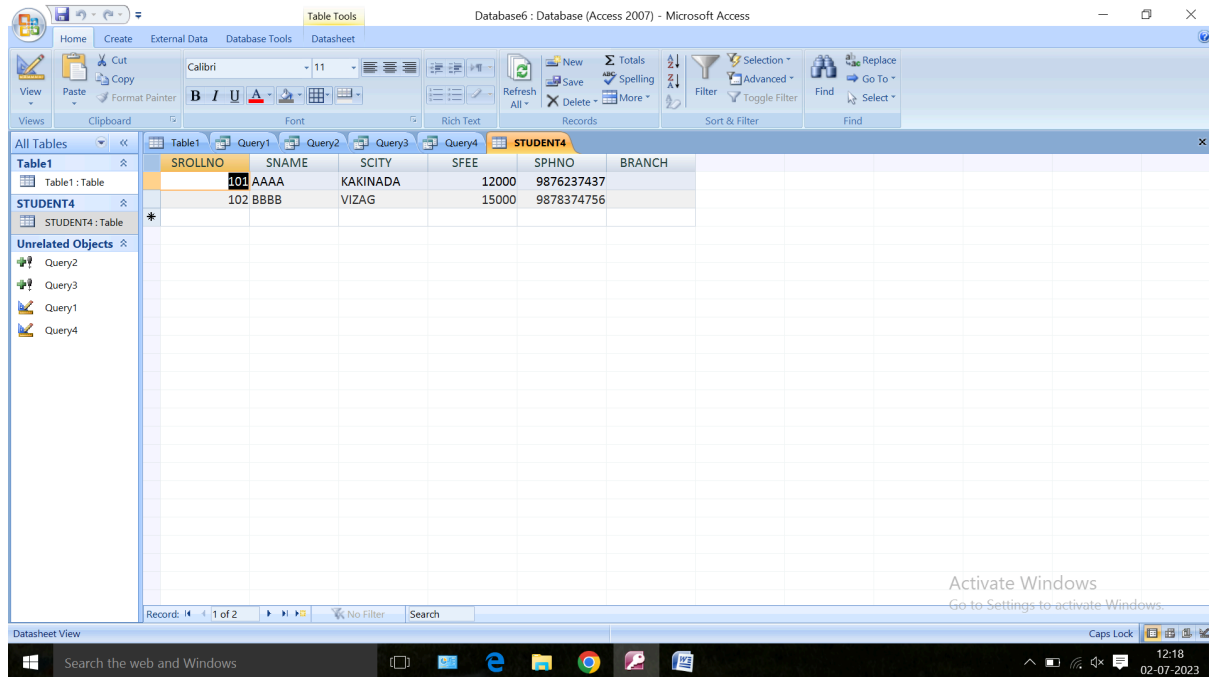
INSERT INTO STUDENT4 VALUES

(  
 102,  
 "BBBB",  
 "VIZAG",  
 15000,  
 9878374756  
 );



**ALTER THE TABLE:**

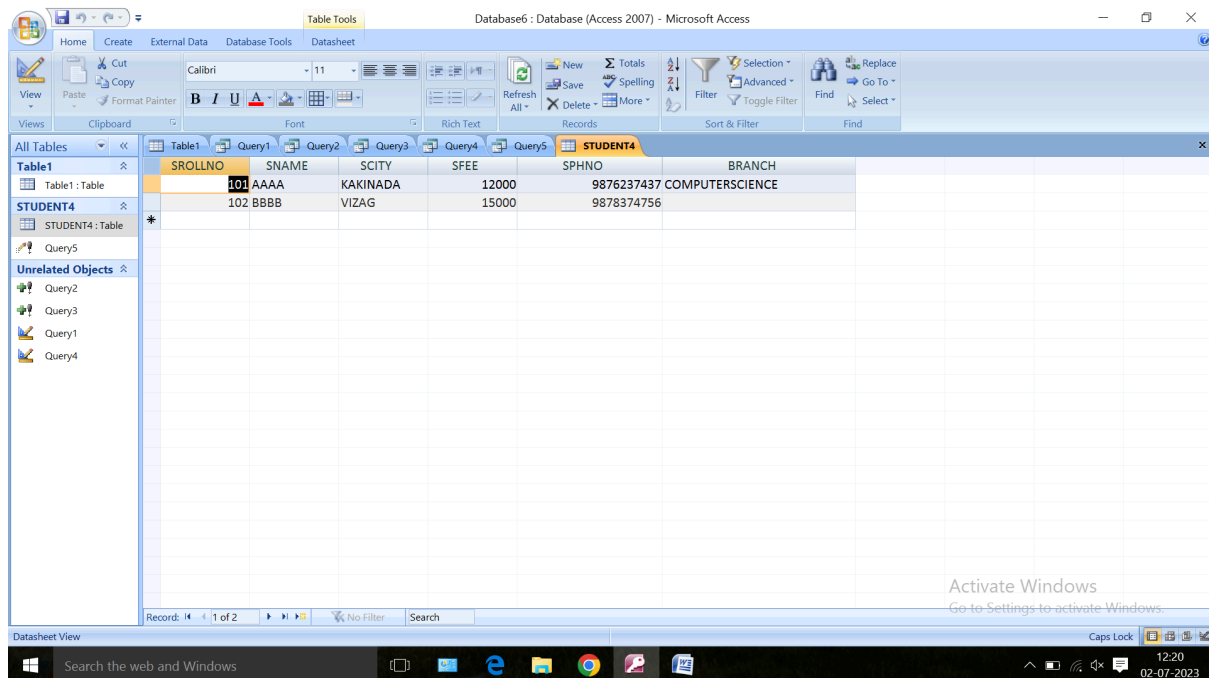
ALTER TABLE STUDENT4 ADD COLUMN BRANCH VARCHAR(20);



SROLLNO	SNAME	SCITY	SFEE	SPHNO	BRANCH
101	AAAA	KAKINADA	12000	9876237437	
102	BBBB	VIZAG	15000	9878374756	

UPDATE THE TABLE:

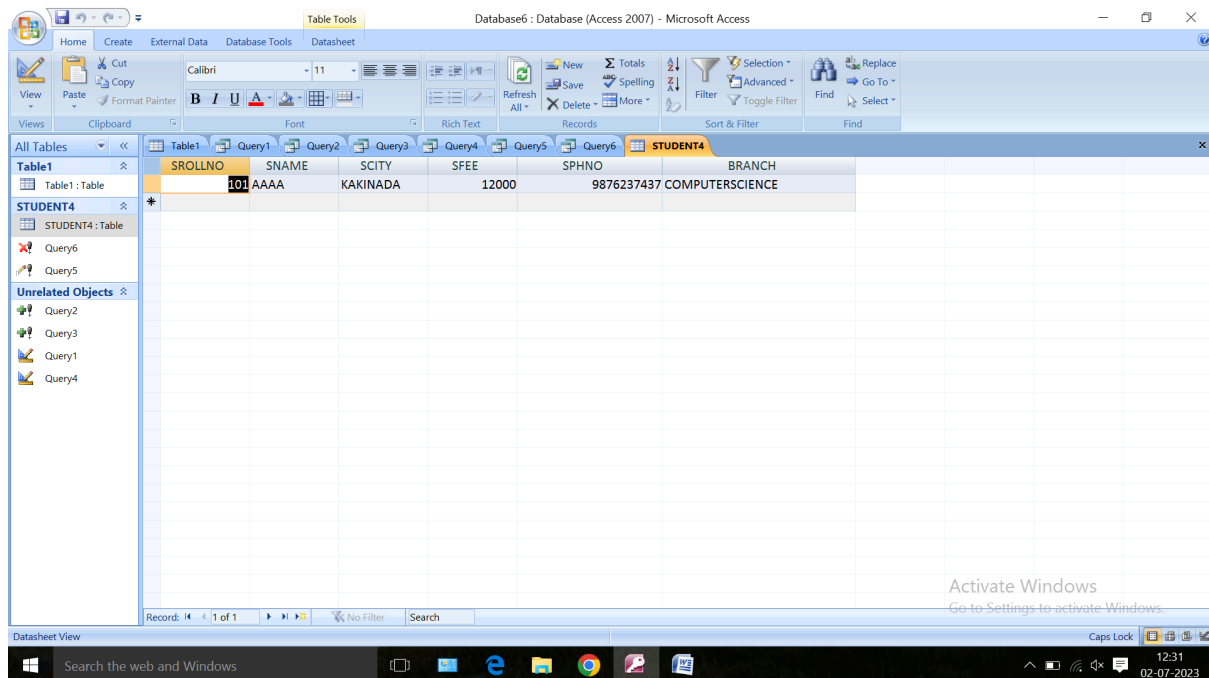
UPDATE STUDENT4 SET BRANCH = "COMPUTERSCIENCE" WHERE SROLLNO = 101;



SROLLNO	SNAME	SCITY	SFEE	SPHNO	BRANCH
101	AAAA	KAKINADA	12000	9876237437	COMPUTERSCIENCE
102	BBBB	VIZAG	15000	9878374756	

**DELETE:** only specific row will be deleted

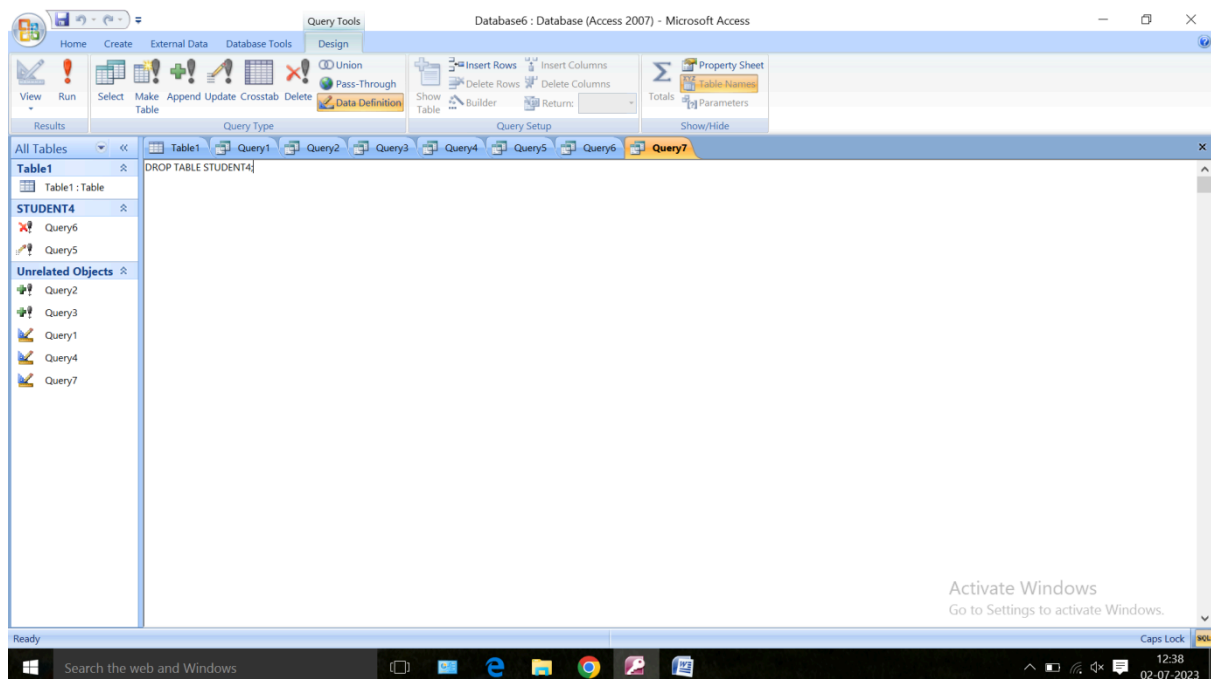
DELETE \* FROM STUDENT4 WHERE SROLLNO = 102;



## DROP:

ENTIRE TABLE WILL BE DELETED

DROP TABLE STUDENT4;



## RESULT:

In STUDENT table, values inserted, updated and deleted by using MS Access.

## **TO IMPLEMENT QUERIES**

### **AIM:**

To implement queries in a database.

**APPARATUS REQUIRED:** Computer, Microsoft Access

### **DESCRIPTION:**

The basic definition of MS Access is that it is a database management system that combines a graphical user interface, software development tools, and Jet database engine.

7. Open Access. If Access is already open, select File > New.

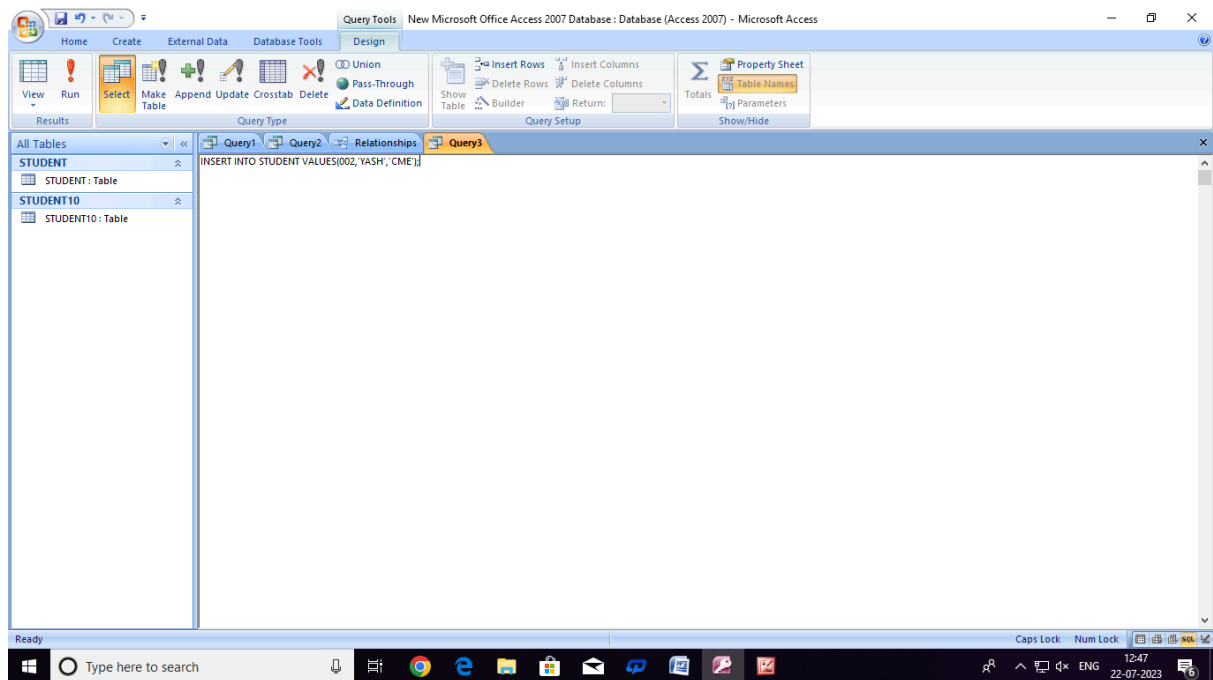
8. Select Blank database, or select a template.

**Enter a name for the database, select a location, and then select Create. If needed, select Enable content in the yellow message bar when the database opens.**

### **PROCEDURE:**

#### **IMPLEMENT QUERIES:**

**Select Create > Query Wizard** . Select Simple Query, and then OK. Select the table that contains the field, add the Available Fields you want to Selected Fields, and select Next. Choose whether you want to open the query in Datasheet view or modify the query in Design view, and then select Finish.



## RESULT:

We can implement queries and we can insert, update and delete values in a table by using MS Access.

## RELATIONSHIP BETWEEN TWO TABLES

### AIM:

To create relationship between two tables in a database.

**APPARATUS REQUIRED:** Computer. Microsoft Access

### DESCRIPTION:



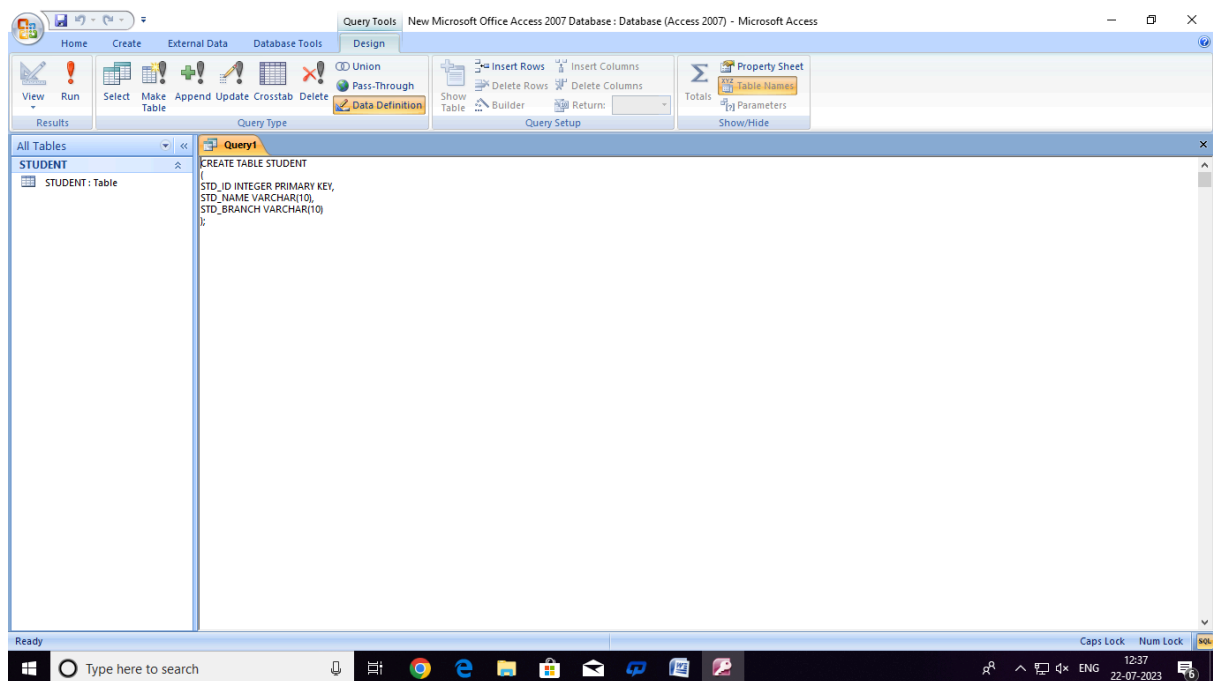
The basic definition of MS Access is that it is a database management system that combines a graphical user interface, software development tools, and Jet database engine.

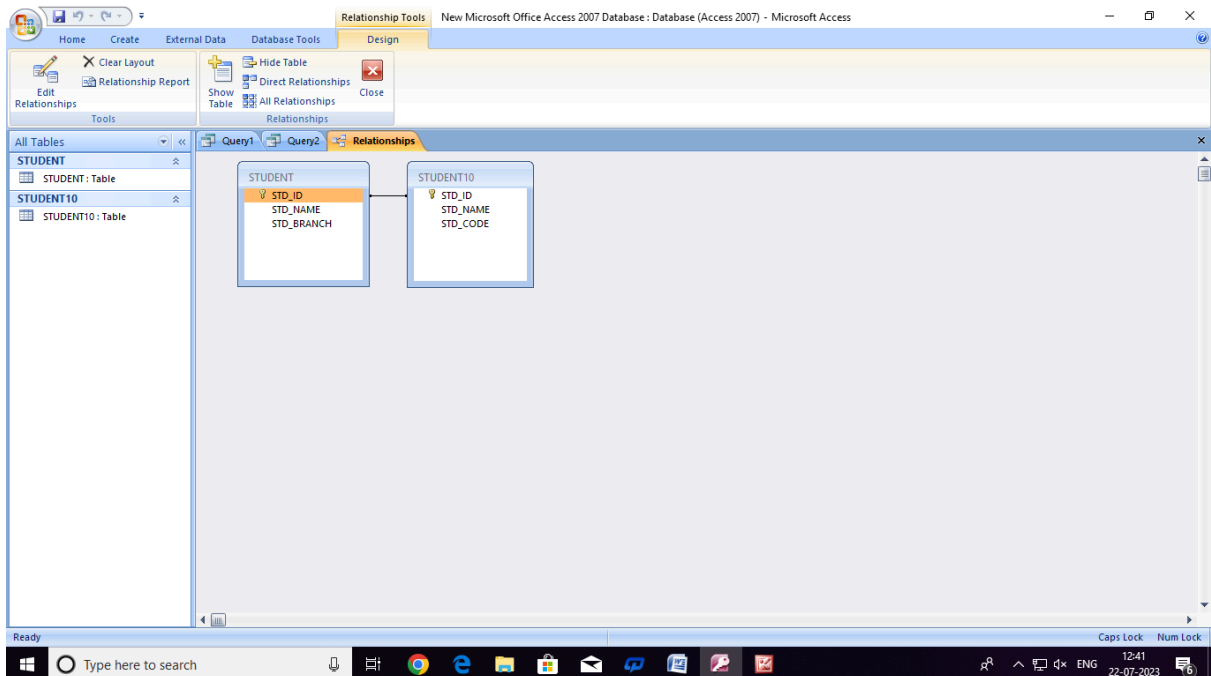
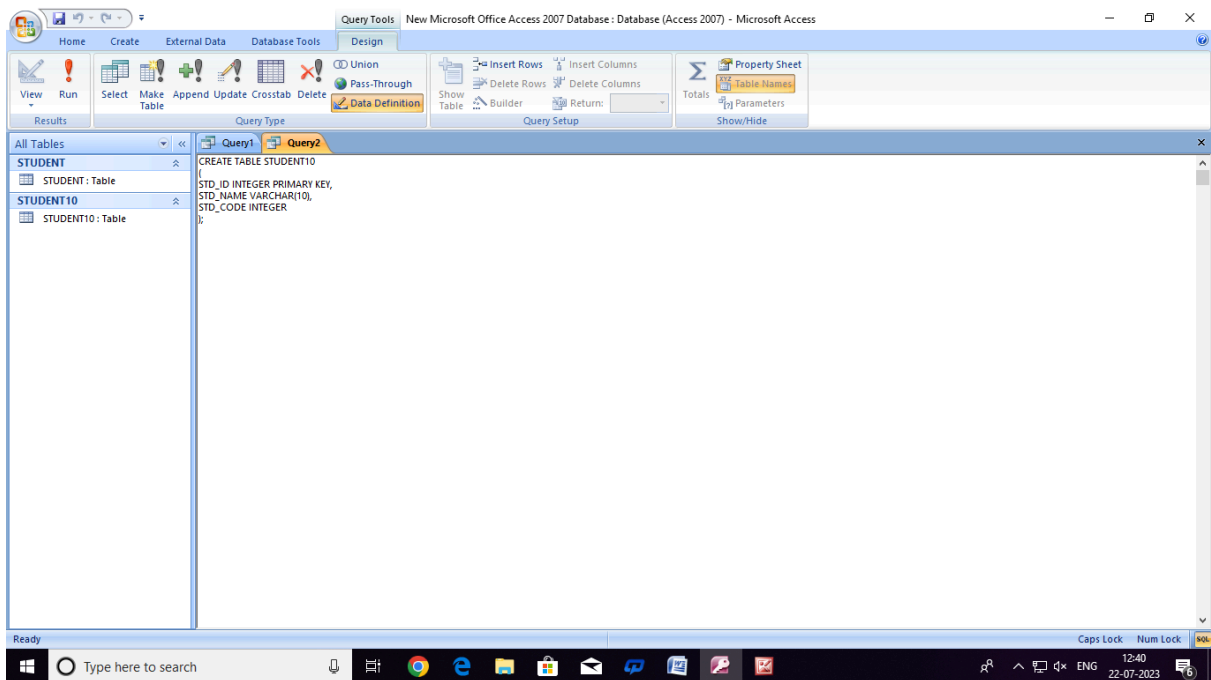
9. Open Access. If Access is already open, select File > New.
10. Select Blank database, or select a template.
11. Enter a name for the database, select a location, and then select Create. If needed, select Enable content in the yellow message bar when the database opens.

## PROCEDURE:

### CREATE RELATIONSHIP BETWEEN TWO TABLE

Create a table relationship by using the Relationships window. **On the Database Tools tab, in the Relationships group, click Relationships.** On the Design tab, in the Relationships group, click Add Tables (or Show Table in Access 2013). Select one or more tables or queries and then click Add.





## RESULT:

We can create relationship between two tables by using MS Access.

# Practice with Photoshop

## Experiment-1

### Installation, invoking and familiarizing Adobe Photoshop

#### AIM:

Installation, invoking and familiarizing Adobe Photoshop

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

#### Photoshop:

Photoshop is a leading photo manipulation tool. It is the world's best imaging and graphic design software. Its core features for a creative project are photo editing and compositing to digital painting, animation, and graphic design.

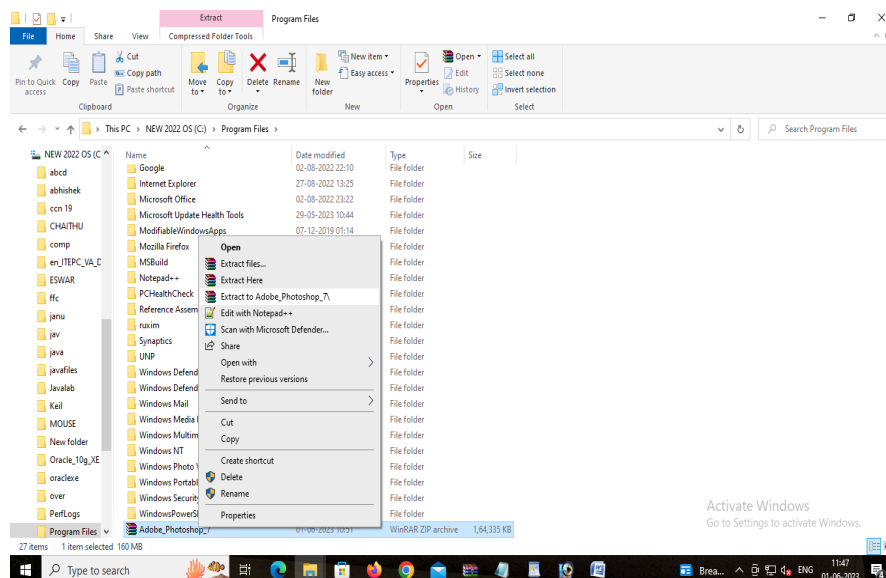
It's a premium adobe tool, so to use it, we have to purchase a plan. Adobe provides several plans as per the user's need, including complete, photograph, and single app plan.

It offers a reasonable price for a different users like individuals, students and teachers, businesses, schools, and universities. We can choose as per our needs.

#### Procedure:

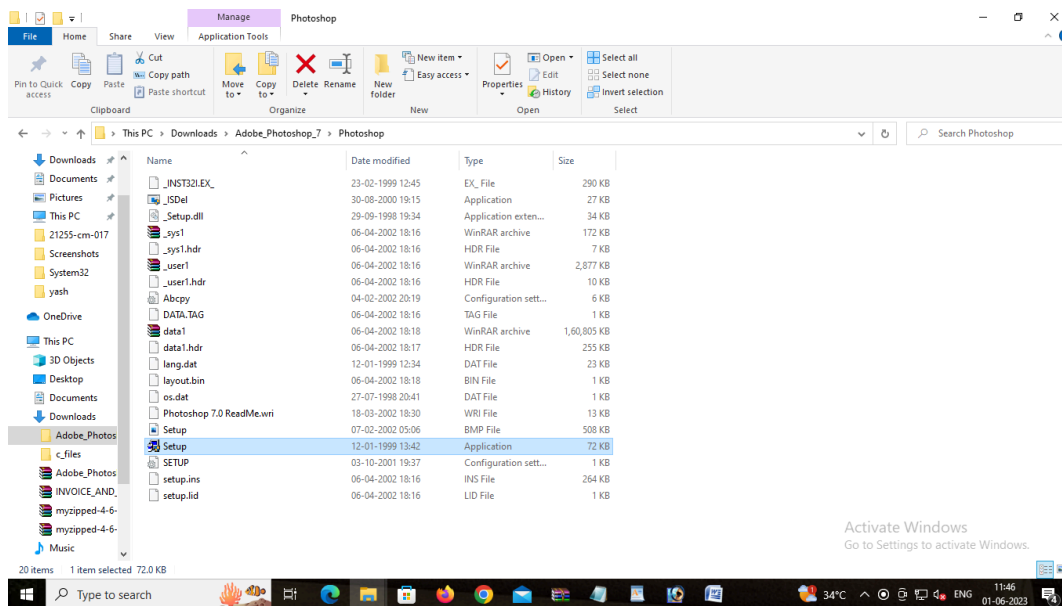
##### Step 1 - Extract File To Folder

Extract the file that you have downloaded in **Adobe Photoshop 7.0** Winrar Format to a folder and extract the installation application from Winrar.



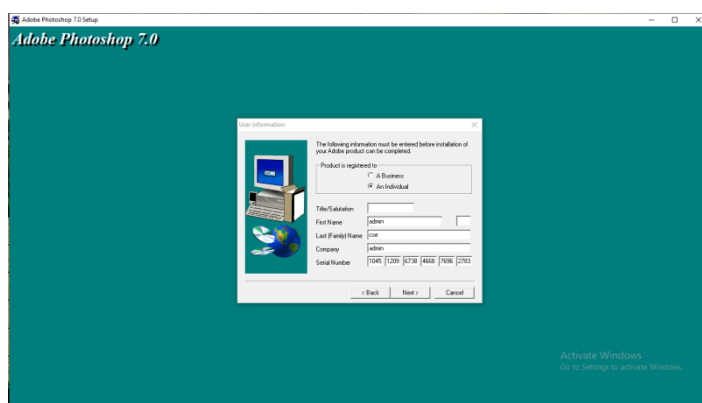
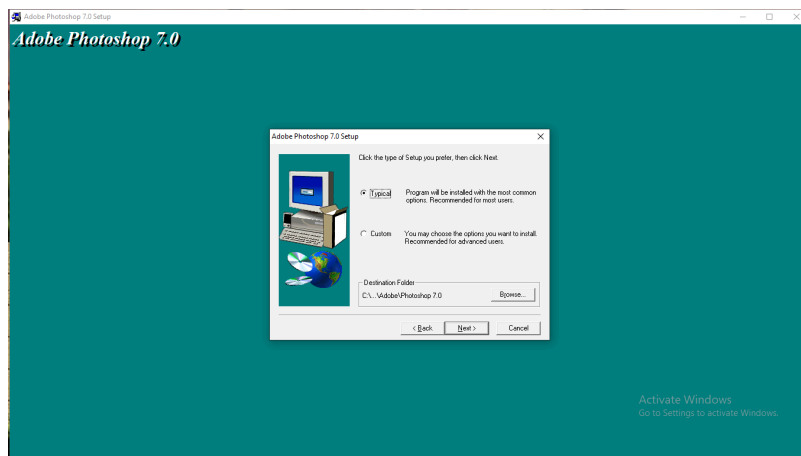
##### Step 2 - Click On Setup

After extracting, open the setup by double-clicking on Installation Setup in the Application Folder or by right-clicking with the mouse.



### Step 3 - Installation Select

As soon as you open the setup, then you will have one warning page open, where you have to click on Yes. Now you have reached the Installation Select of **Photoshop 7.0**, now the installation process will start, all you have to do is click on **Next** here.

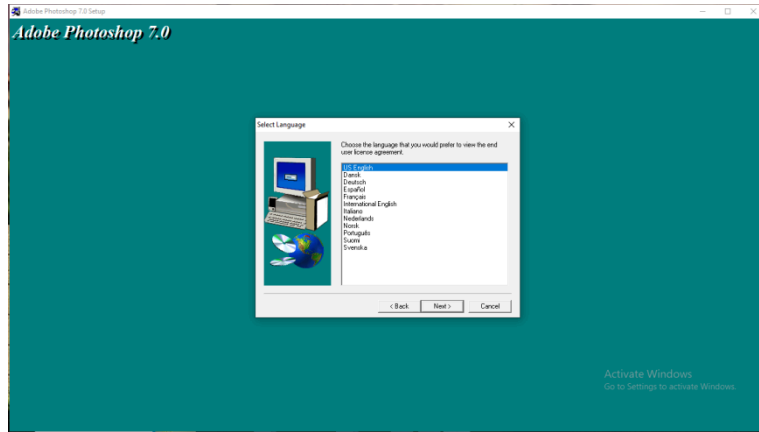


### Step 4 - Close All Adobe Applications

After clicking on **Next**, you will be given a warning option that Please Close All Adobe Applications Before Proceeding means if you have opened any file of Adobe then close it and click on **Ok**.

### Step 5 - Select Language

After clicking on **Ok**, you have to select the language, select **Us English**, and click on **Next**.



### Step 6 - Software License Agreement

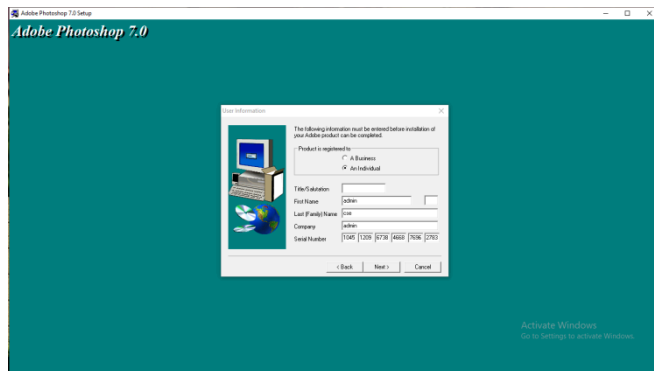
After clicking on **Next**, the option of **Software License Agreement** will appear in front of you, here you have to click on **Accept**.

### Step 7 - Enter User Information

After selecting the **Terms and Conditions**, you will have to provide User Information to install Photoshop 7.0 in which you have to enter your

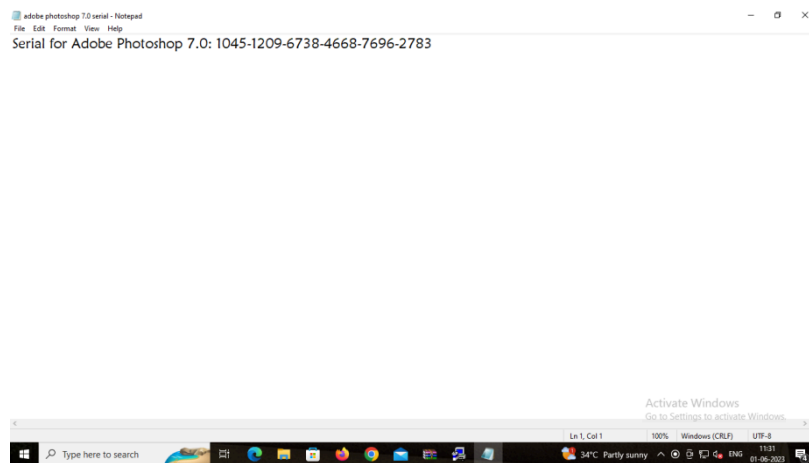
- Name
- License Key
- Serial Number
- Click on Next.

In the same folder that has the option of Setup, you will also see the Serial Key, by clicking on Serial, copy all the serial numbers and paste them in the serial number and then **click on Next**.



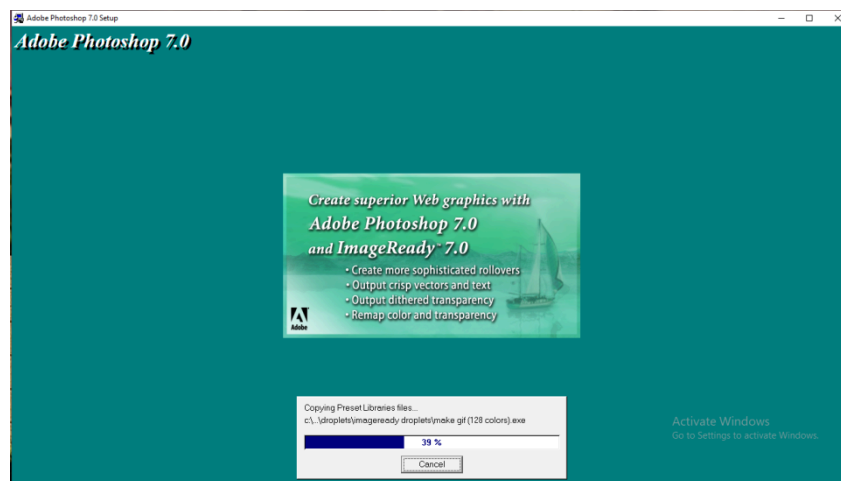
### Step 8 - Show Serial Number

On the next page, you will see the option of **Registration Information**, here you have to click on **Yes**.



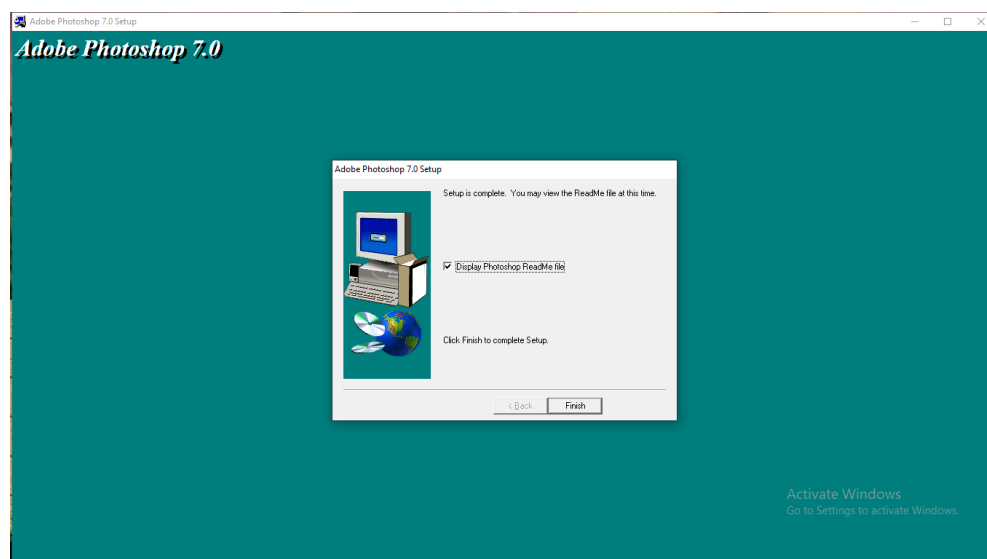
## Step 9 - Success Installation

Congratulations Your Adobe Ps 7.0 has been installed, now you will see the information of Thank You for choosing **adobe photoshop 7.0 download for pc or laptop**, here you have to click on **OK**.



## Step 10 - Finish To Complete Setup

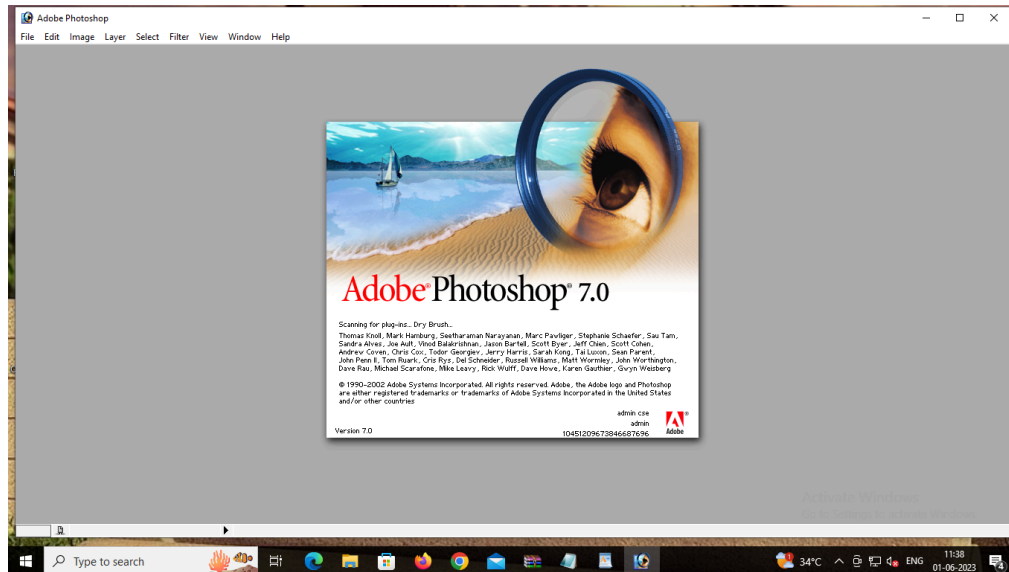
Installation is complete, now you can use Photoshop for Image Design and Editing. **Click on Finish** to Complete Setup. In this way, you can also download and install **Adobe Ps 7.0** on your computer and laptop.



# Invoking and familiarizing Adobe photoshop

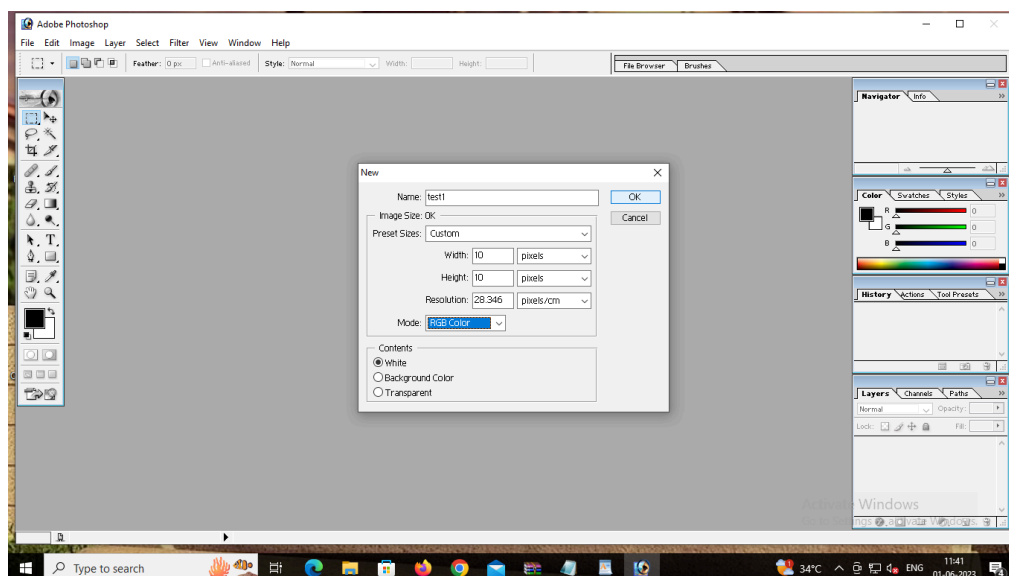
## Step1:

Open adobe photoshop7.0



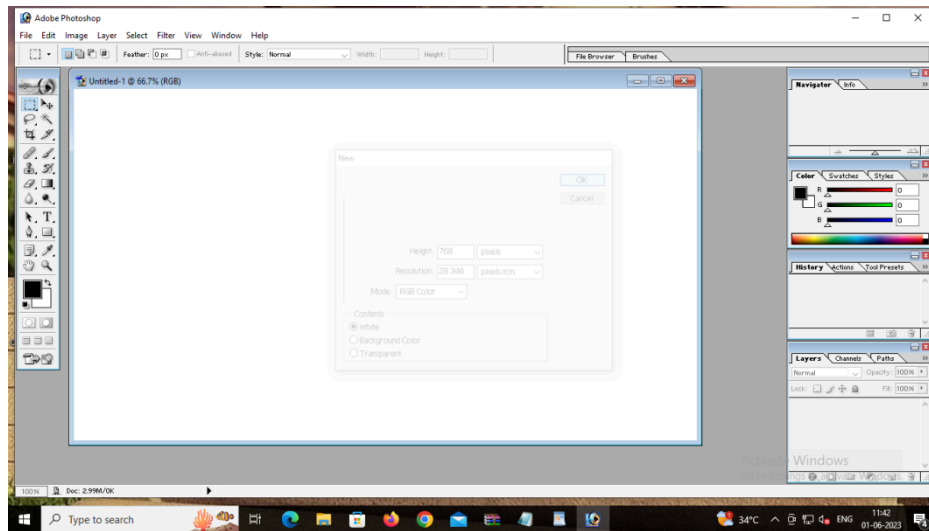
## Step2:

Create a new file: **file->new.**



Step3:

Add title,width,height and color.then clickok



## EXPERIMENT-2

### Exercise on Images

**AIM:** Exercise on images-cropping and resizing images

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

### THEORY:

#### Edit a Photo:

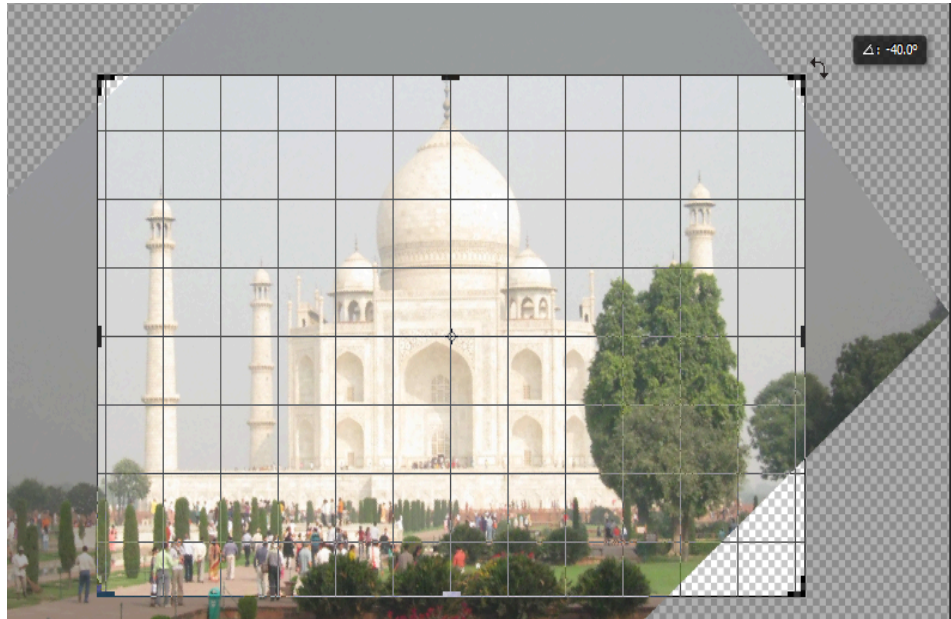
1. Using the Crop tool, you can trim edges, change the shape and size of a photo, and even straighten a crooked shoreline or horizon.
2. Brighten a photo and make its colors pop using adjustment layers.
3. Easily eliminate distracting elements with the Spot Healing Brush tool and the Patch tool.

### PROCEDURE :

#### Crop a Image

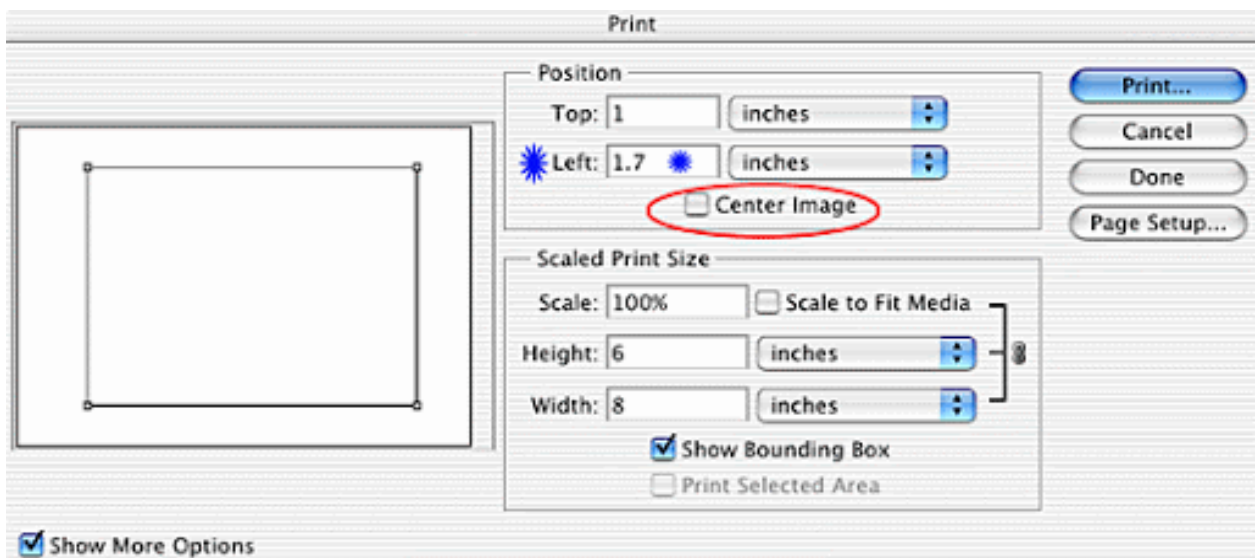


1. From the toolbar, select the Crop Tool . ...
2. Draw a new cropping area or drag the corner and edge handles to specify the crop boundaries in your photo.
3. (Optional) Specify the Crop options using the Control bar. ...
4. Press Enter (Windows) or Return (Mac OS) to crop the photo.



### Resizing image:

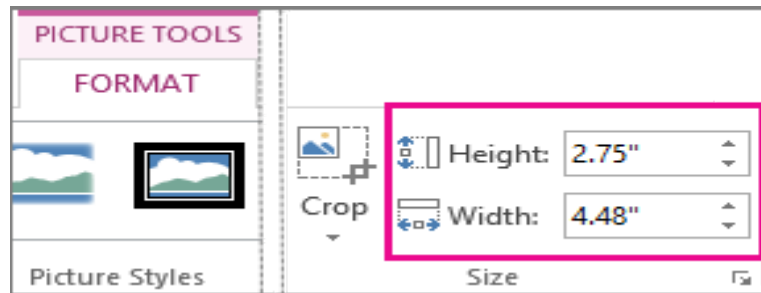
1. Click the "Lasso" tool and then trace a path around the object you want to cut out by clicking the left mouse button as you move the cursor around the edges.
2. The smaller the distance between mouse clicks, the more closely you will be able to select just the parts of the image you want.



### CHANGE THE SHAPE AND SIZE OF A PHOTO :

1. Click the picture, shape, or WordArt you want to precisely resize.
2. Click the Picture Format or Shape Format tab, and then make sure the Lock aspect ratio check box is cleared.

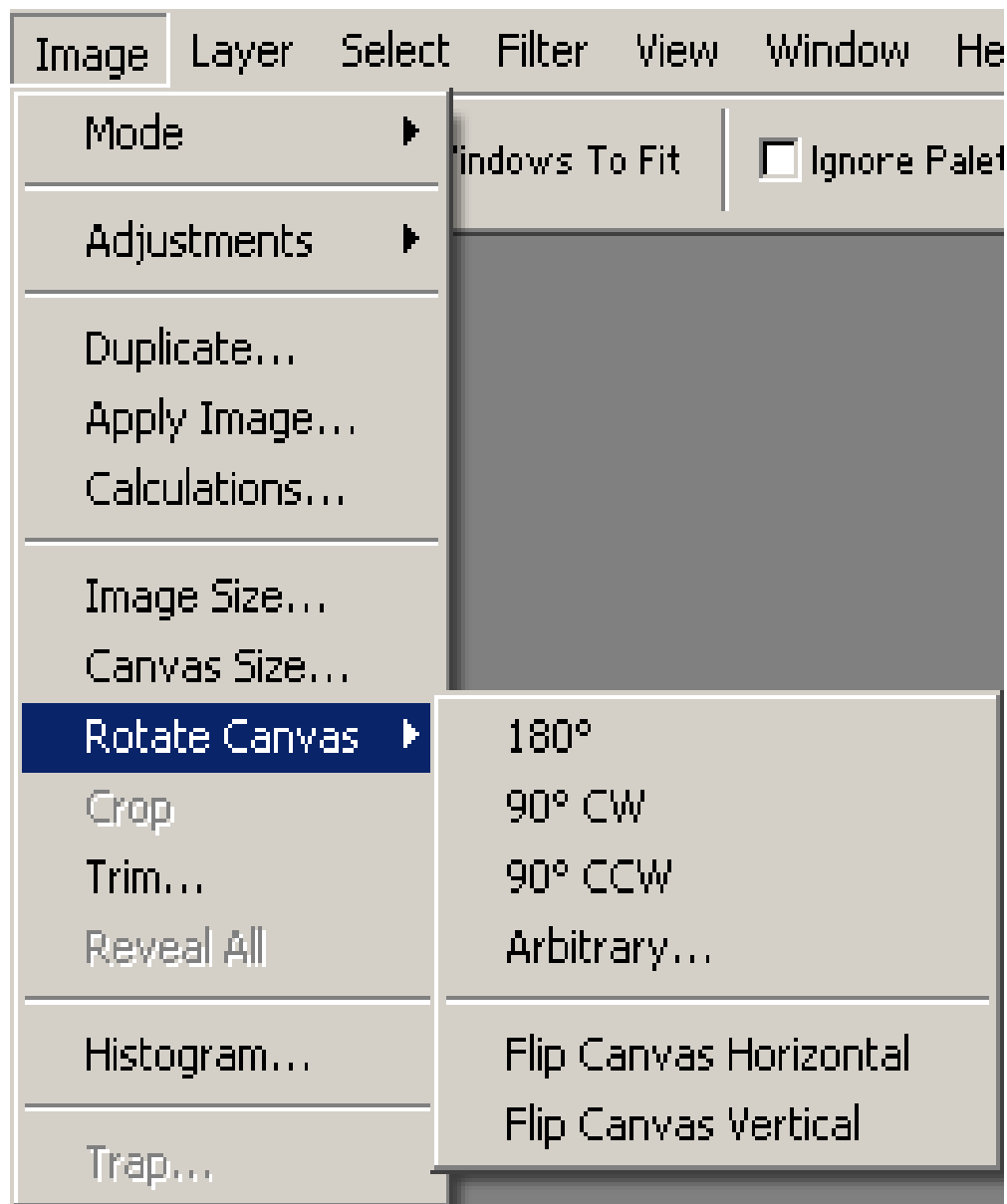
3. Do one of the following: To resize a picture, on the Picture Format tab, enter the measurements you want in the Height and Width boxes.



**Go to Image → Rotate Canvas.**

1. This will open a sub-menu with a number of choices. In this case, the picture needs to be rotated 90° counterclockwise, the third item on the list.

2. Other options are to rotate the canvas 180°, 90° clockwise, or "Arbitrary," which allows you to type in a numerical degree value. The two items at the bottom of the sub-menu flip the picture as if reflecting it in a mirror.



### Experiment-3

#### Exercise On Working With Basic Selections

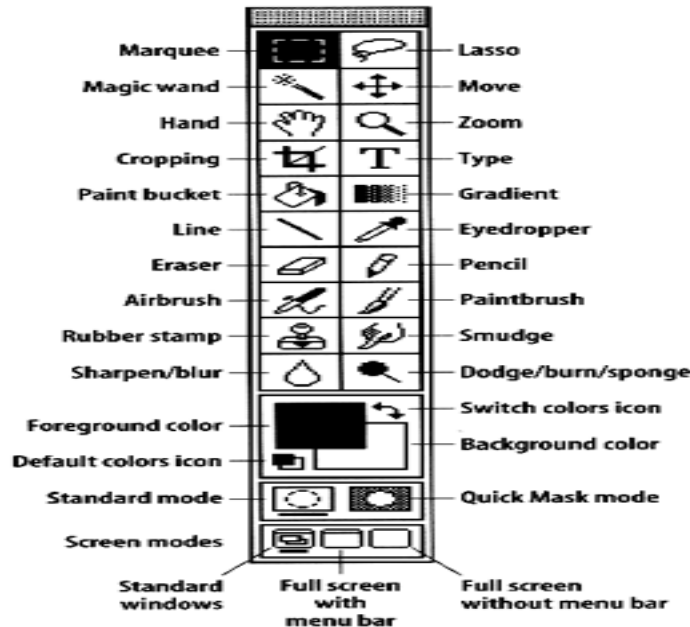
**AIM:**Exercise On Working With Basic Selections

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

#### **THEORY:**

Photoshop is a popular image changing software package. It is widely used by photographers for photo editing (fixing colors, reducing noise, adding effects, fixing brightness/contrast) and by graphic designers and Web designers to create and change images for web pages.

#### **Step 1: Basic Tools**



### Move Tool:

This tool can be used around

### Marquee Tool:

This tool can be used to make selections. There are four different types which are:

#### Rectangular -

Rectangular selection

**Elliptical** - This will make a Elliptical selection

**SingleColumn** - This will make a Column selection

**SingleRow** - This will make a Row selection

### Lasso:

This tool can also be used to make selections. There are three different types which are:

**Lasso** - This can make free hand selection

**PolygonalLasso** - This will make selection with lines

**MagneticLasso** - This will make selection by shaping onto objects.

### Quick Selection:

This tool can be used to make selection of objects by painting on them with an adjustable brush.

### Crop:

This tool can be used to trim images.

### Eraser:

This tool can be used to erase pixels of an image.

### Brush Tool:

Paints a brush stroke.

### Pencil Tool:

Paints are hard-edge stroke.

### Gradient:

This tool can be used to make a straight-line, radial, angle, reflected, and diamond blends between colors.

### Paint Bucket:

### EXPLANATION:

used to move items

used to make  
are four different types

This will make a

Fills similar coloured areas with the foreground colour

**Pen:**

This tool can be used to create smooth-edged paths. You can use the Freeform Pen to create paths free-handed.

**Type Tool:**

This tool creates a text box which can be used to type text into.

**Shape Tools:**

These tools can be used to create shapes. There are six different types of shape tools which are:

**Rectangle**

**Rounded Rectangle**

**Ellipse**

**Polygon**

**Line**

**Custom Shape**

**Hand:**

This tool can be used to move an image within the window.

**Zoom:**

Zoom in and out.

**EXPERIMENT-4**

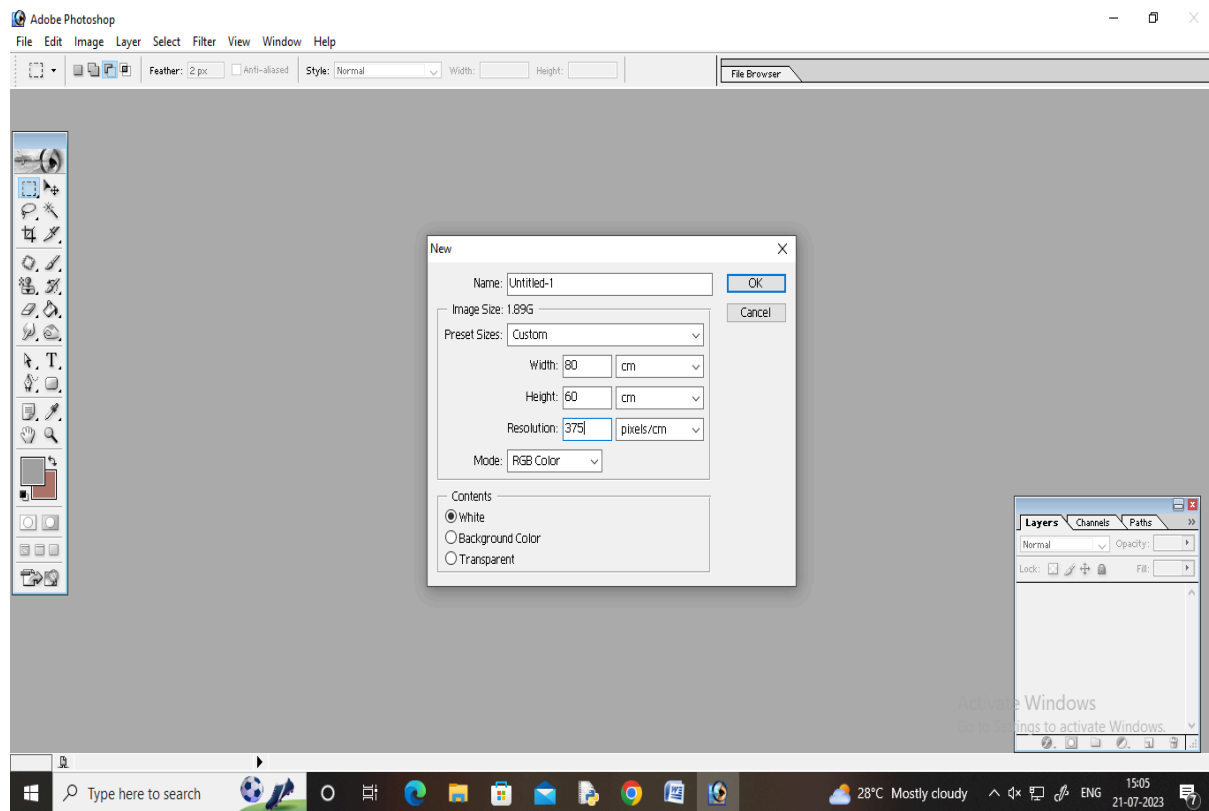
**Exercise On Layers**

**AIM:**Exercise On Layers

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

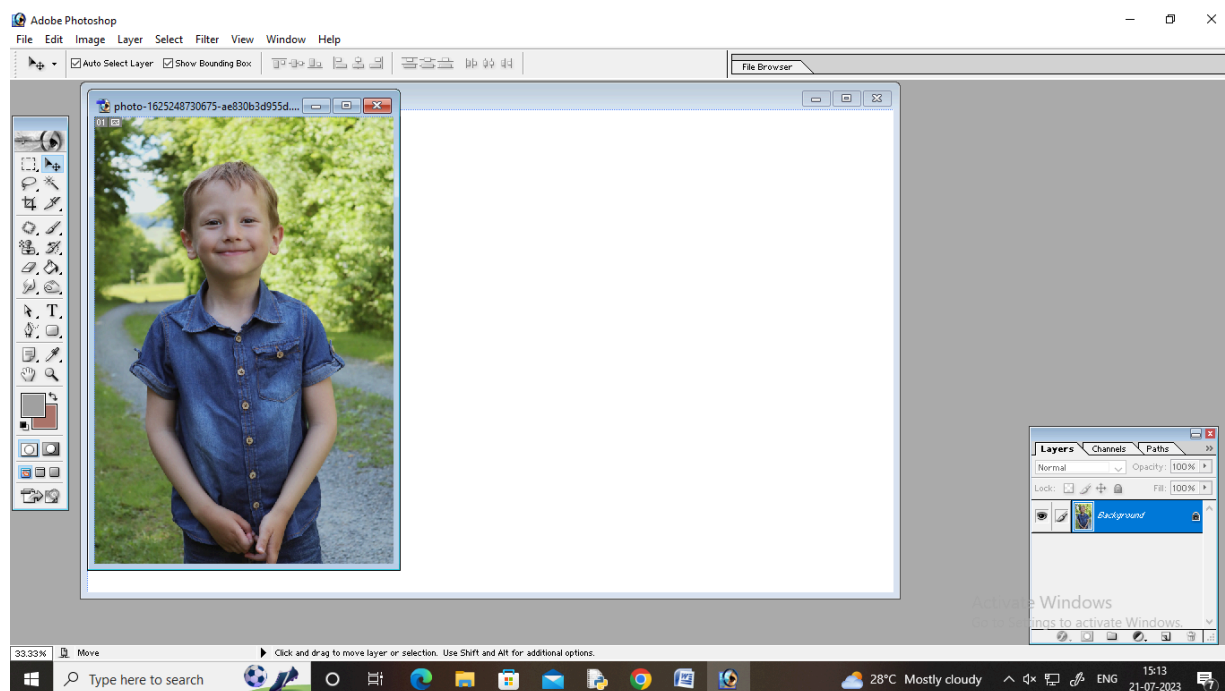
**Step 1:**

Take one new page with Required Measurements (Width,Height,Resolution)



## Step 2:

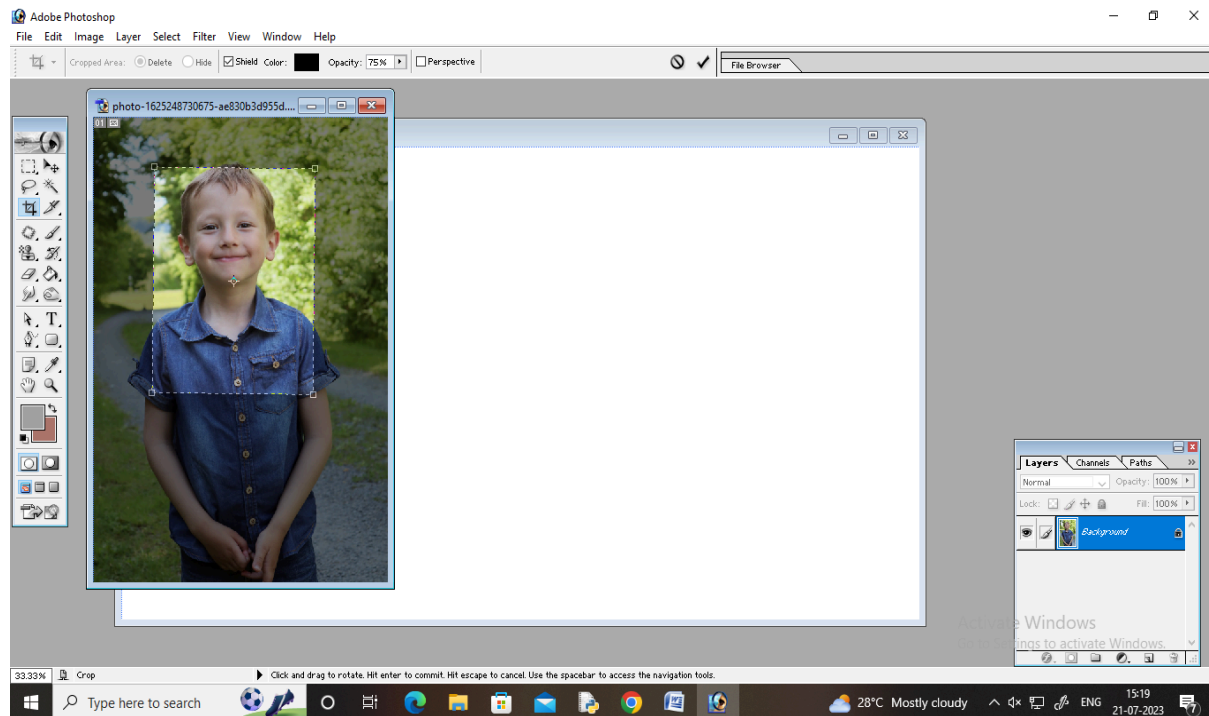
Select your photo by using - file>open



## Crop the image:

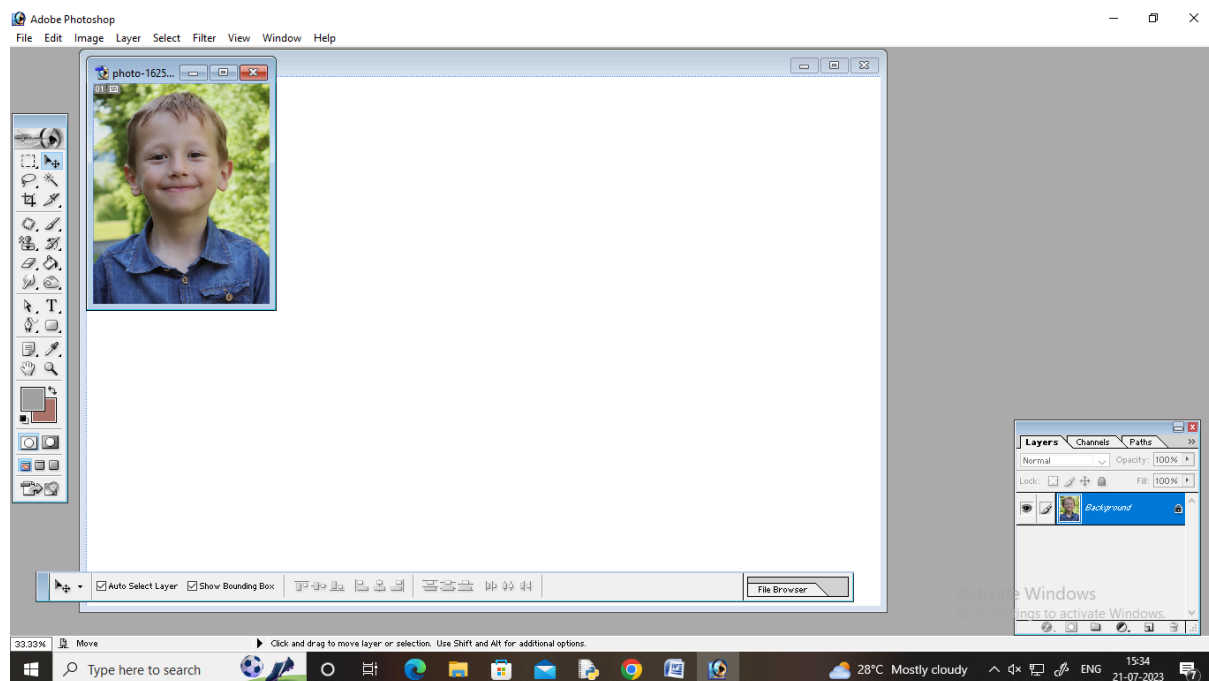
- Select the **crop** tool.
- With the **crop** tool selected, view the crop bar option at the top. In the drop down options, select **1x1 (Square)**.

- **Click and drag the crop selector** so that it includes your shoulders and ends just above the top of your hair. Once the cropped area appears **click and drag the corners** to adjust the size of the area or click and drag anywhere inside the cropped area to move it.

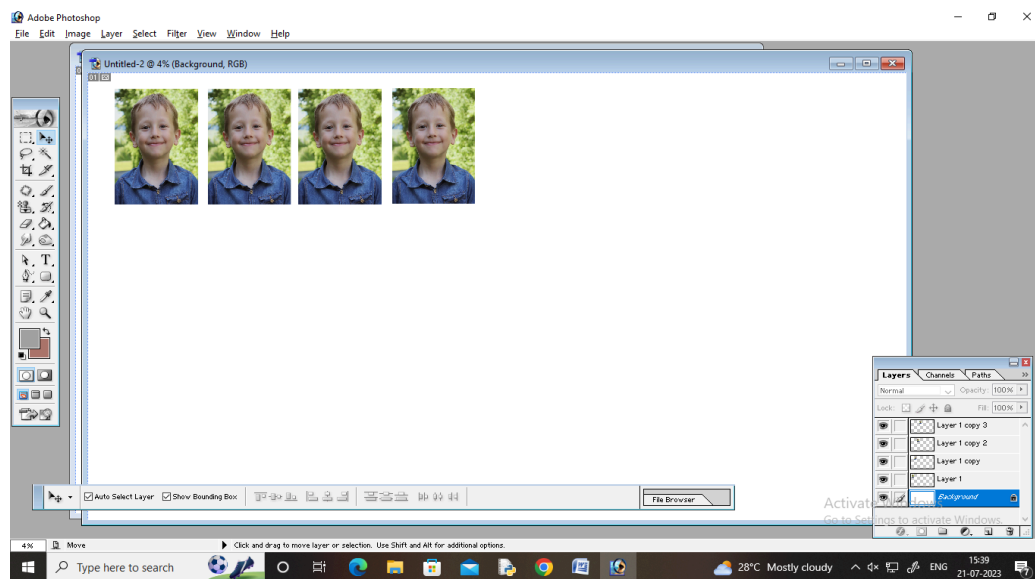


### Step 3:

**By using move tool drag and drop the image in other window**

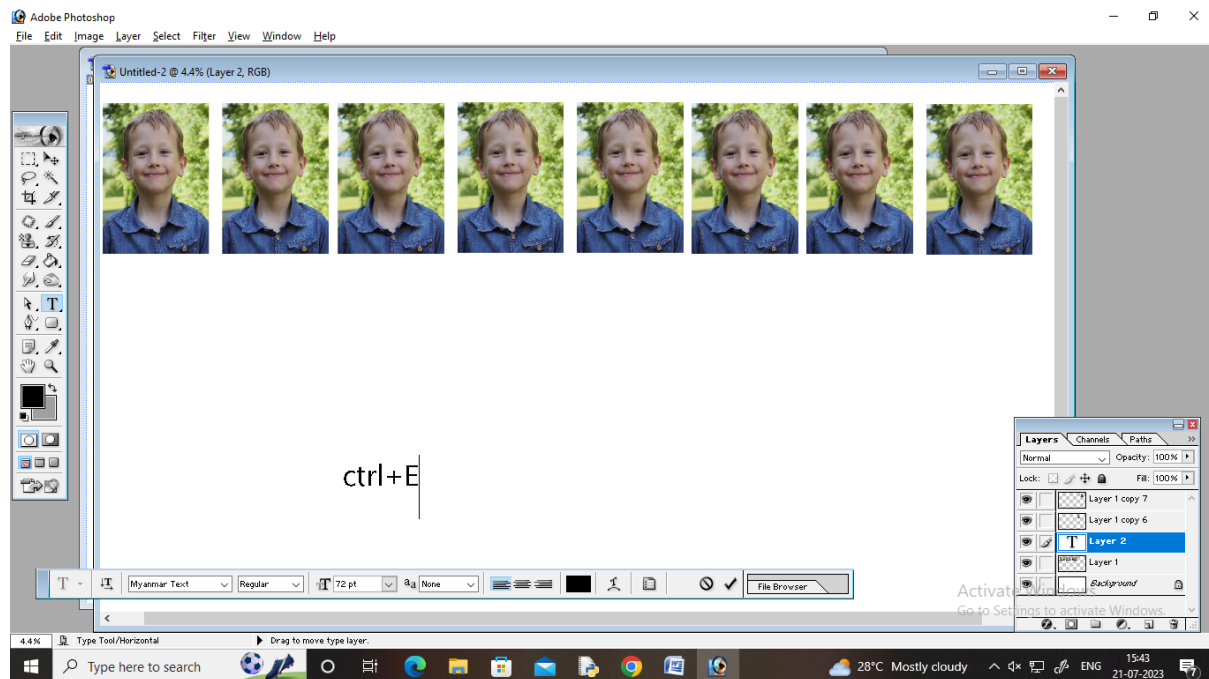


**Step 4: By using move tool+alt move the photo and place it side by side**

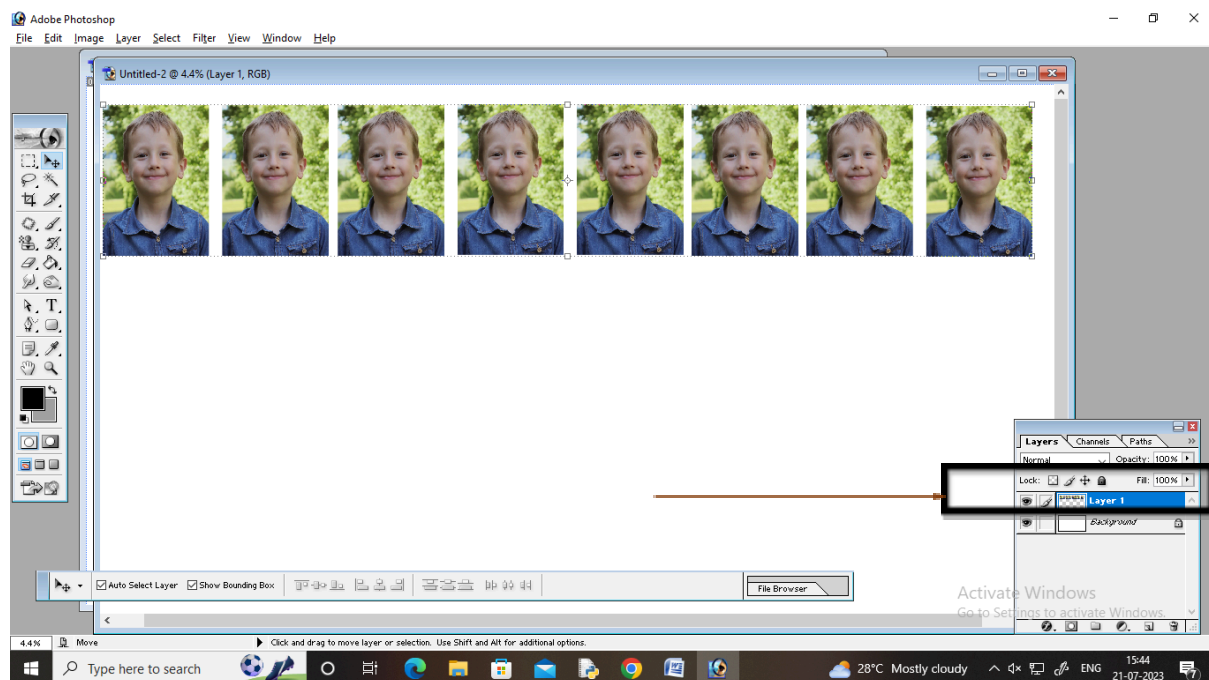


Step 5: After placing the photos next step is layers merging

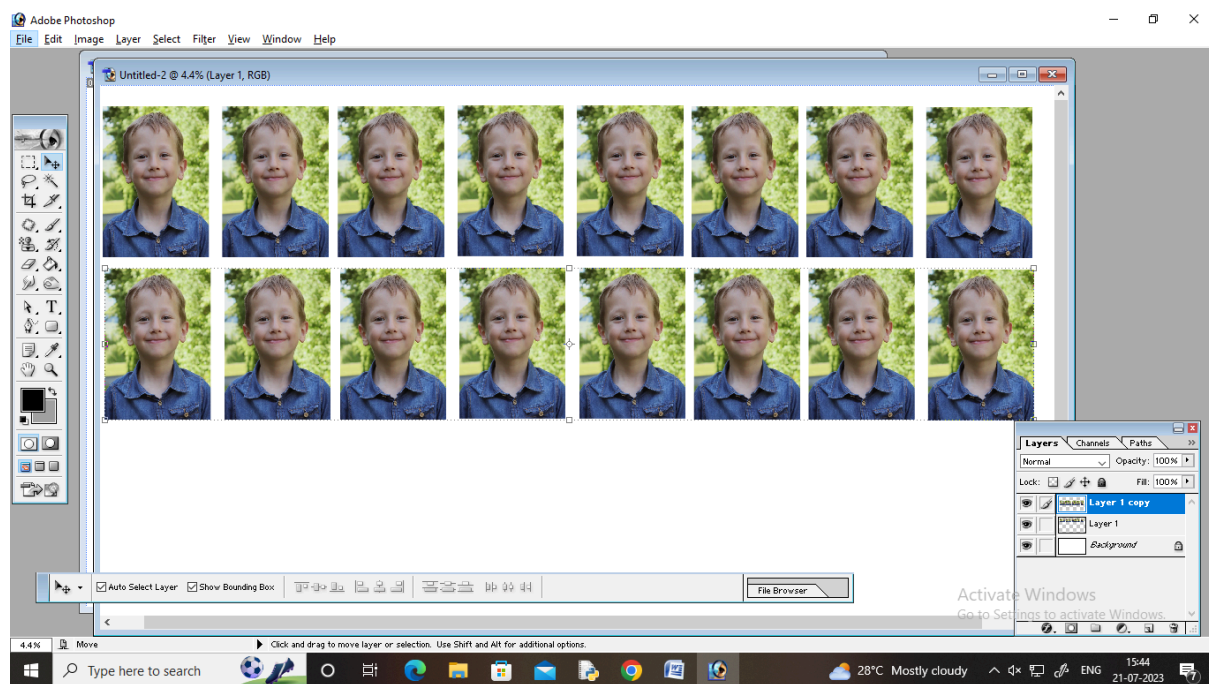
Select the layer1>click the ctrl+E to merge the layers





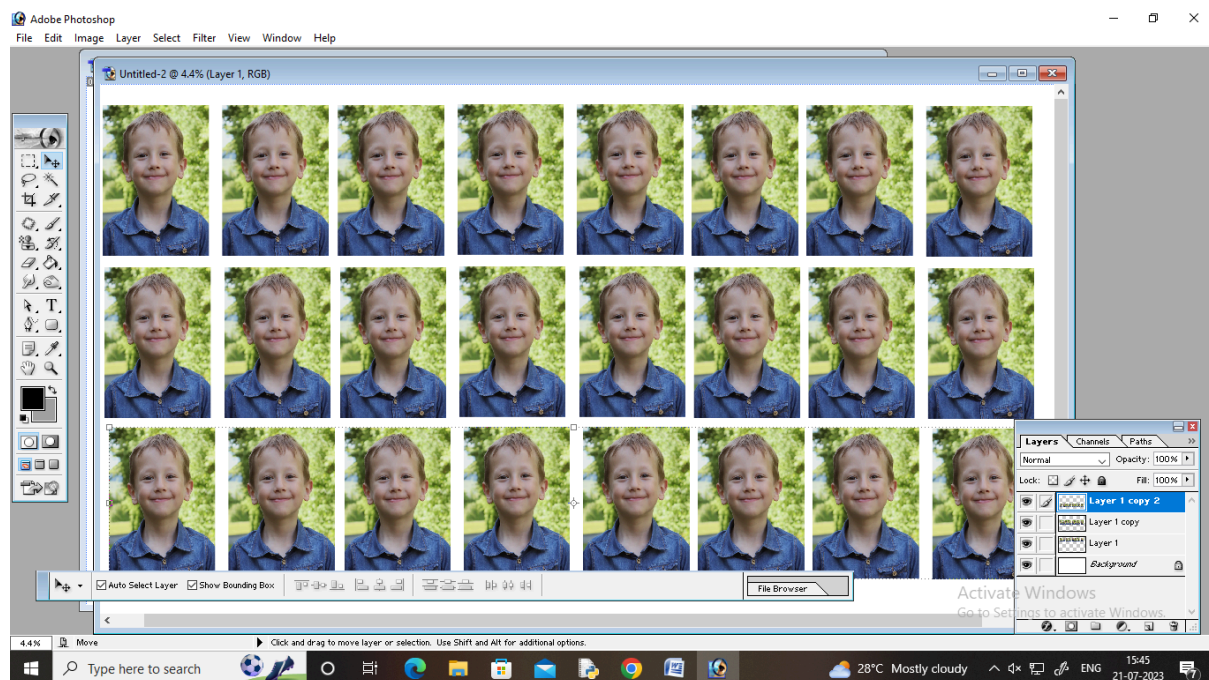


Step 6: After merging the layers into single layer then select the move tool>alt >drag the photos into bottom



Step 7:continue the same process

OutPut:



## EXPERIMENT-5

### Exercise Color correction

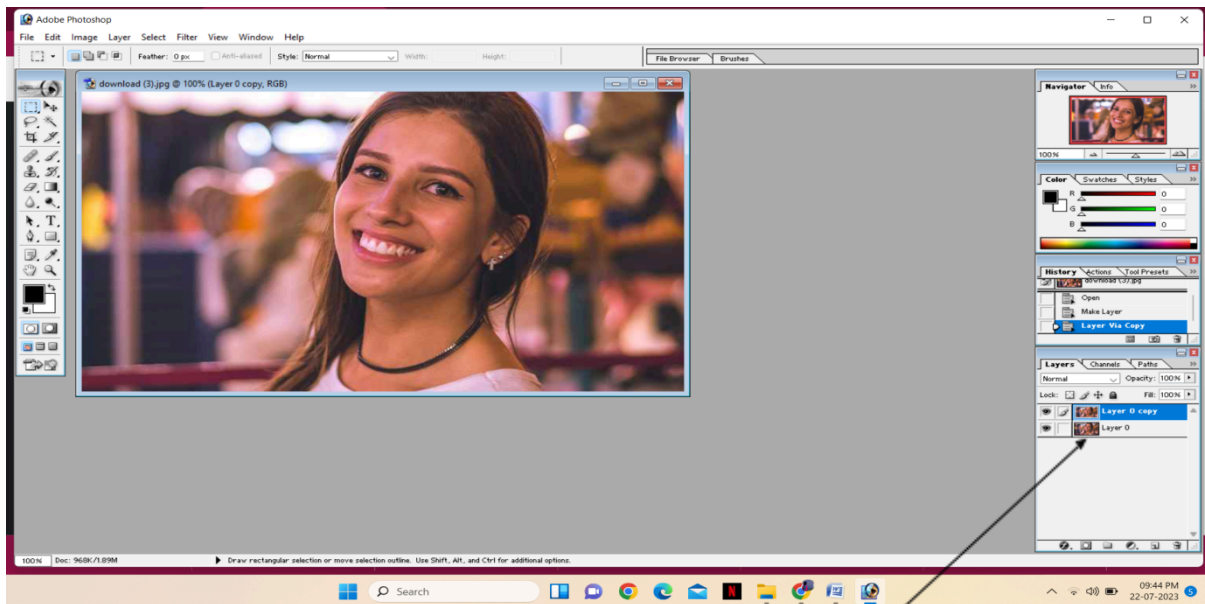
AIM: Exercise Color correction

## RESOURCES REQUIRED: Personal Computer, Photoshop

### Procedure:

**Step-1:** Select the picture you want to edit

#### Images>Adjustments

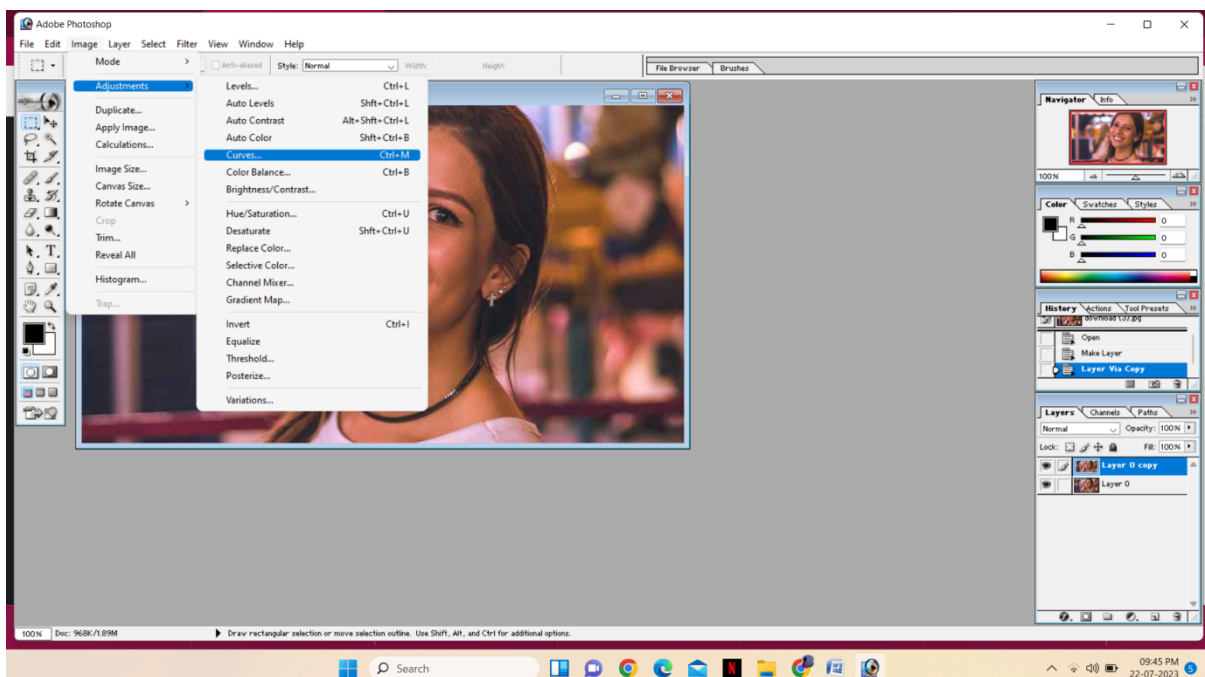


(Note: Make the duplicate layer for reference purpose? ctrl +J)

### Step-2:

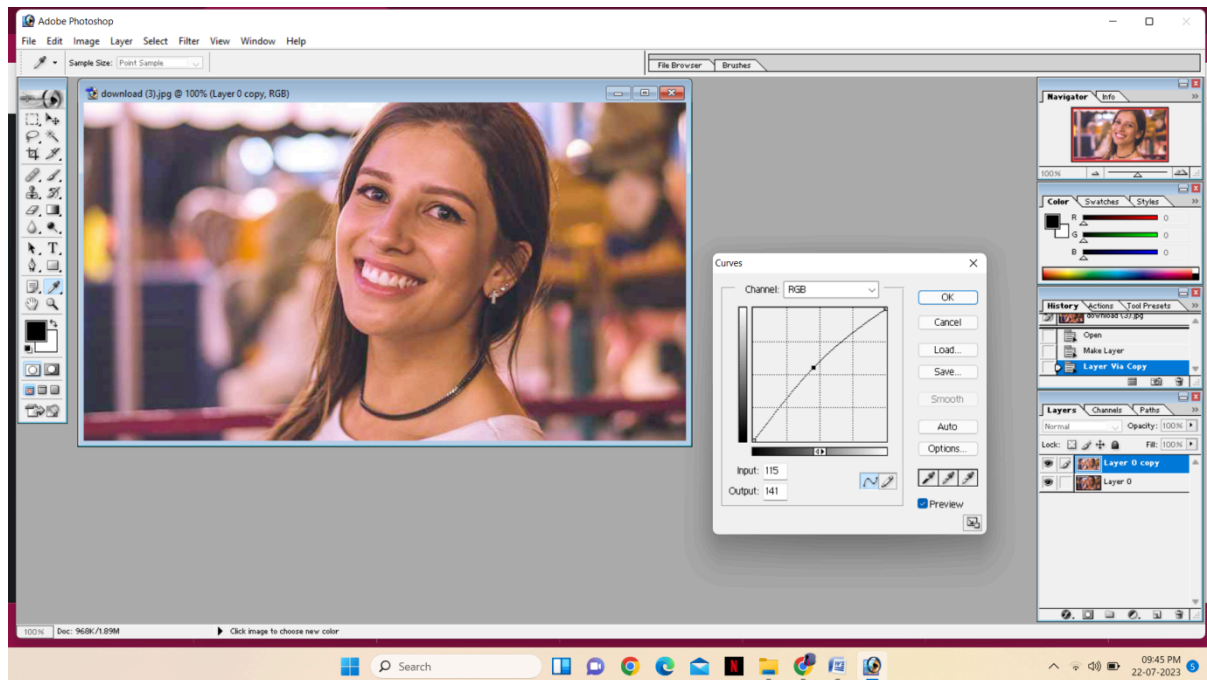
In the Adjustments , click the following for the adjustment you want to make:

**Curves tool** :it gives you more control over the tonal range of an image. It allows you to adjust the tonality of the image by creating a curve. To access the Curves tool, go to Image > Adjustments > Curves.



### Step 3:

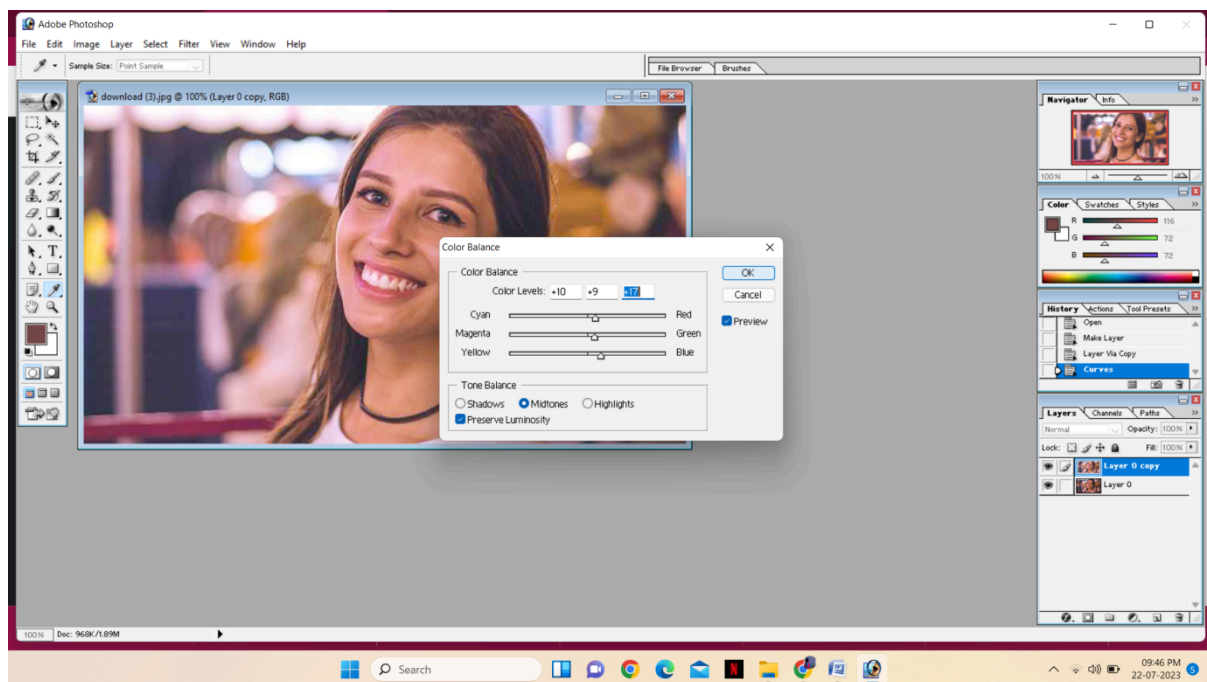
The curve Up for bright the picture and low for dark the picture



#### Step-4:

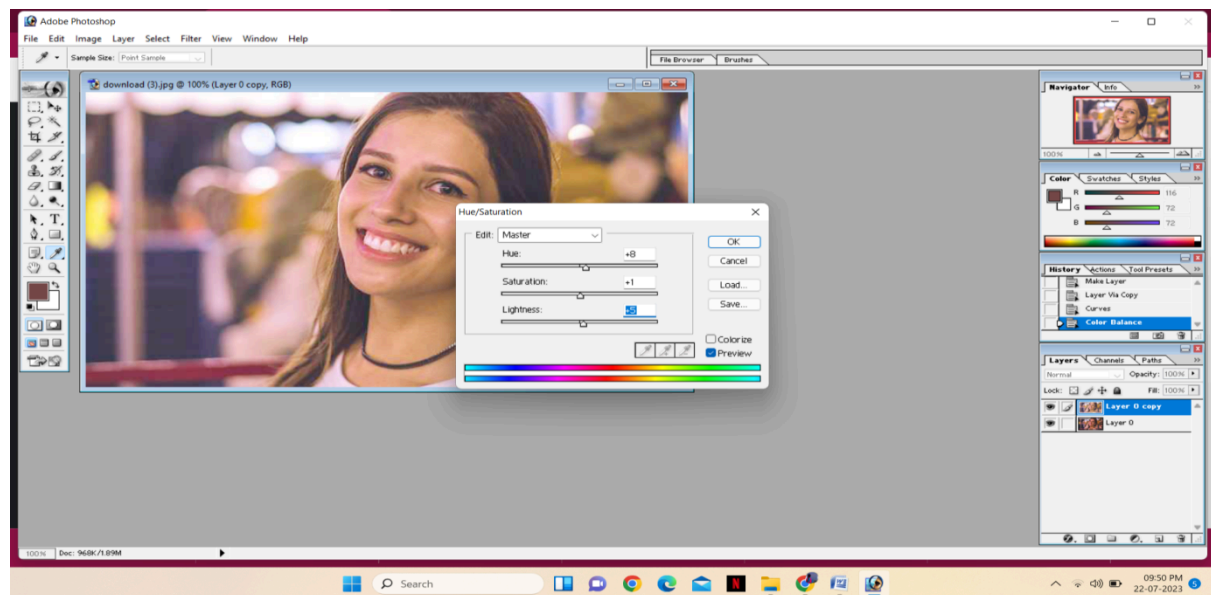
For adjusting color, click Color Balance or Hue/Saturation.

**The ColorBalance** :tool allows you to adjust the overall color balance of an image by adjusting the amount of cyan, magenta, and yellow. To access the Color Balance tool, go to Image > Adjustments >Color Balance.

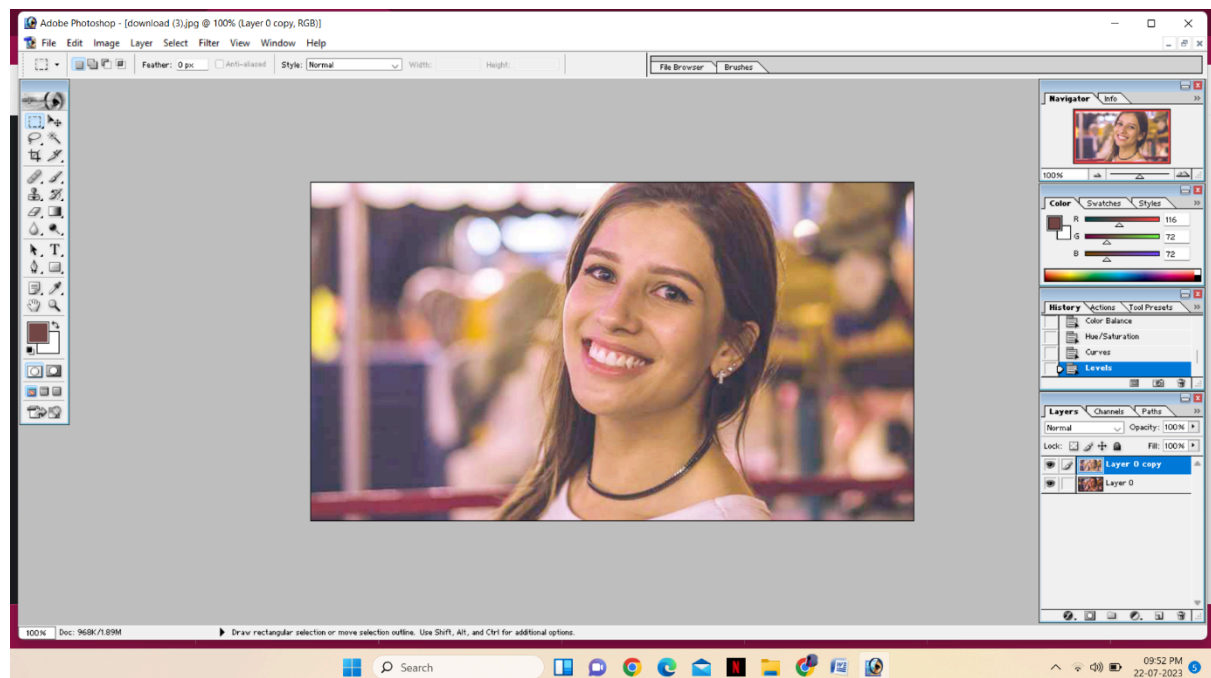


**The Hue/Saturation** tool :allows you to adjust the hue, saturation, and lightness of an image. The hue refers to the color, the saturation refers to the intensity of the color, and the lightness refers to the brightness of the color. To access the Hue/Saturation tool, go to Image > Adjustments > Hue/Saturation.





Output:



## **Experiment-6**

### **AIM: exercise on quick mask mode**

**RESOURCES REQUIRED: Personal Computer, Photoshop.**

#### **THEORY:**

Quick Mask mode lets you edit any selection as a mask without using the Channels palette and while viewing your image. The advantage of editing your selection as a mask is that you can use almost any Photoshop tool or filter to modify the mask. For example, if you create a rectangular selection with the marquee tool, you can enter Quick Mask mode and use the paintbrush to extend or contract the selection, or you can use a filter to distort the edges of the selection. You can also use selection tools, because the quick mask is not a selection.

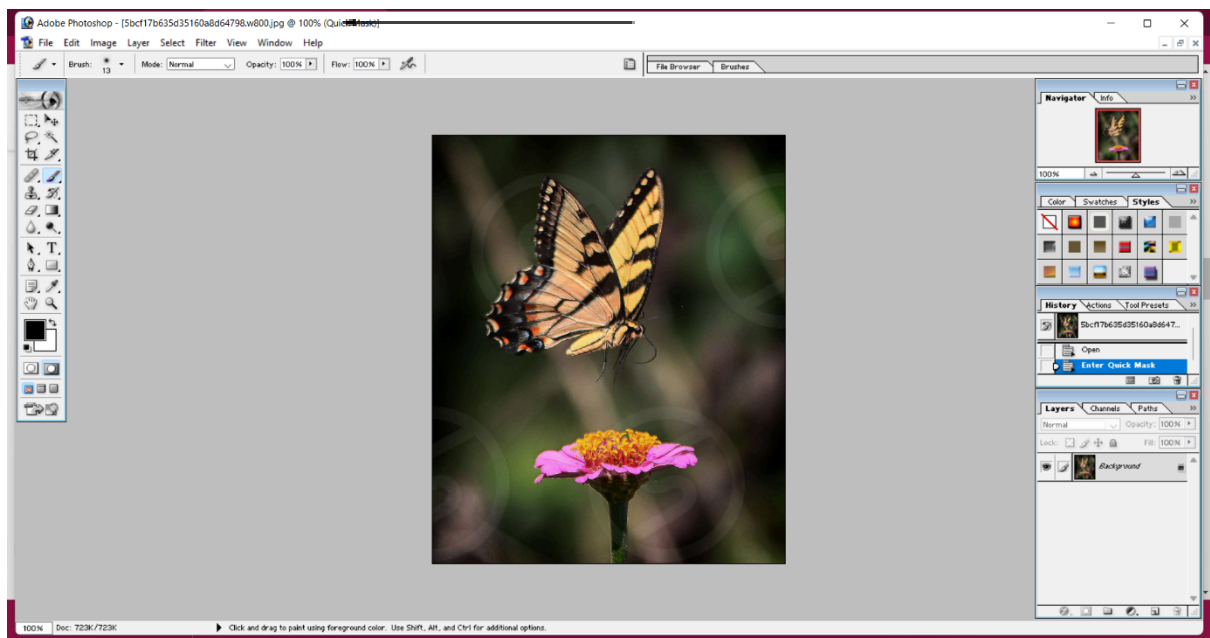
Start with a selected area and use Quick Mask mode to add to or subtract from it to make the mask. Alternatively, create the mask entirely in Quick Mask mode. Color differentiates the protected and unprotected areas. When you leave Quick Mask mode, the unprotected areas become a selection.

A temporary Quick Mask channel appears in the Channels palette while you work in Quick Mask mode. However, you do all mask editing in the image window.

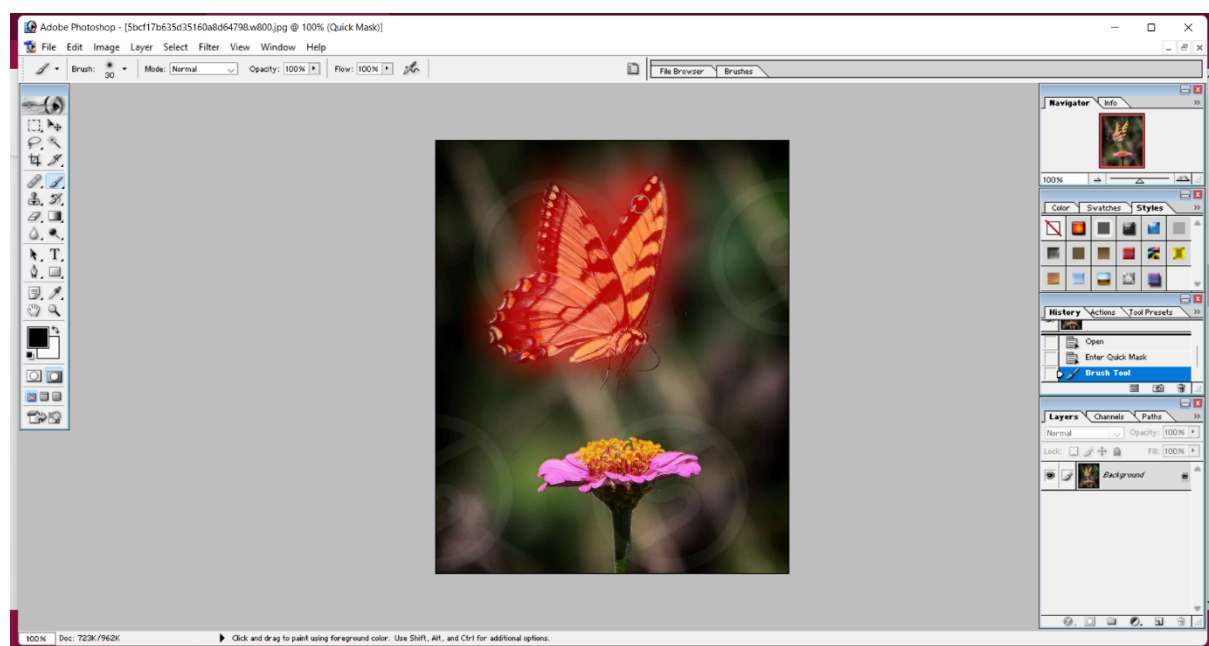
#### **To create a temporary mask:**

**Step-1:** Using any selection tool, select the part of the image you want to change.

**Step-2:** Click the Quick Mask mode button in the toolbox.

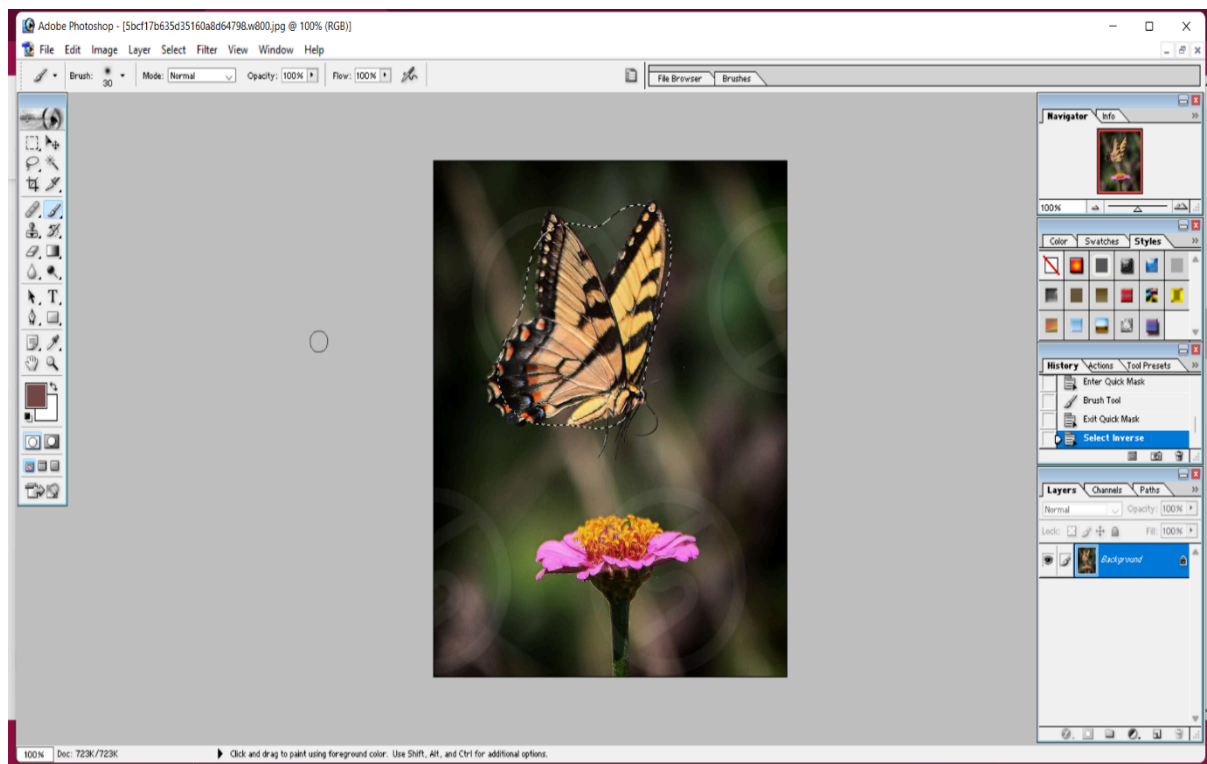


**Step-3:** To edit the mask, select a Brush or editing tool from the toolbox, or select a filter or adjustment command from the menu bar.

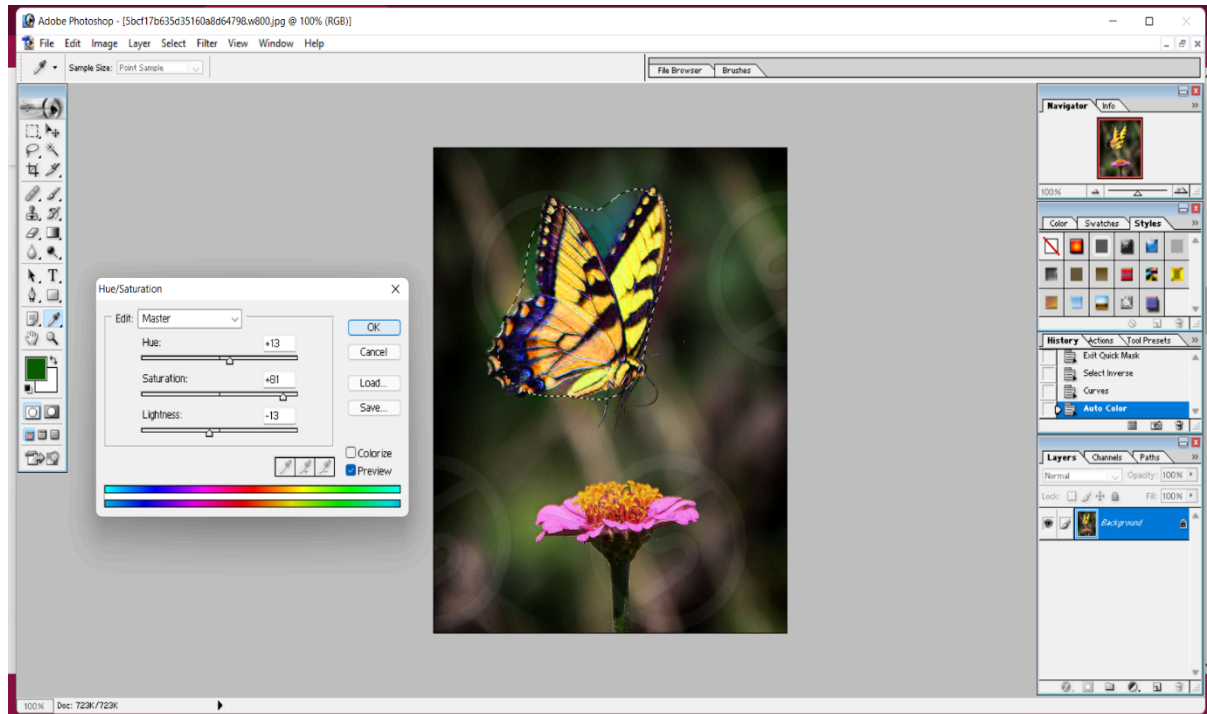


**Step-4:** Click the Standard mode button in the toolbox to turn off the quick mask and return to your original image. A selection border now surrounds the unprotected area of the quick mask.

If a feathered mask is converted to a selection, the boundary line runs halfway between the black pixels and the white pixels of the mask gradient. The selection boundary indicates the pixels transition from being less than 50% selected to more than 50%



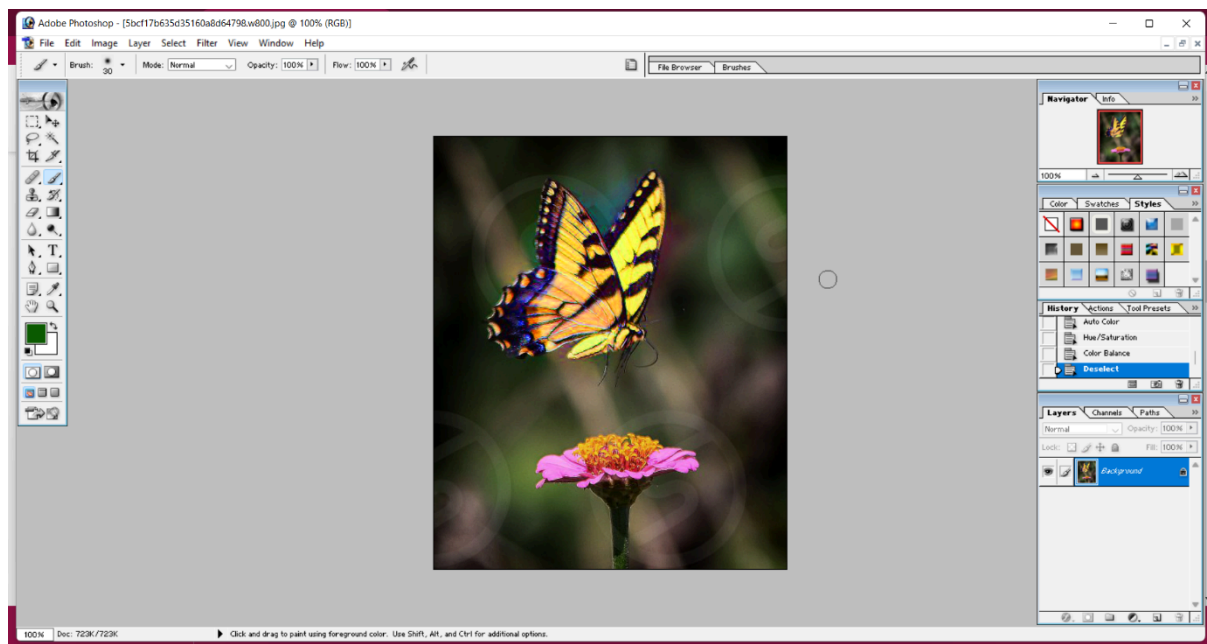
**Step-5:**Apply the desired changes to the image. Changes affect only the selected area.



**6 .**Choose Select > Deselect to deselect the selection, or save the selection.

**Output:**





## Experiment-7

### exercise on painting in photoshop

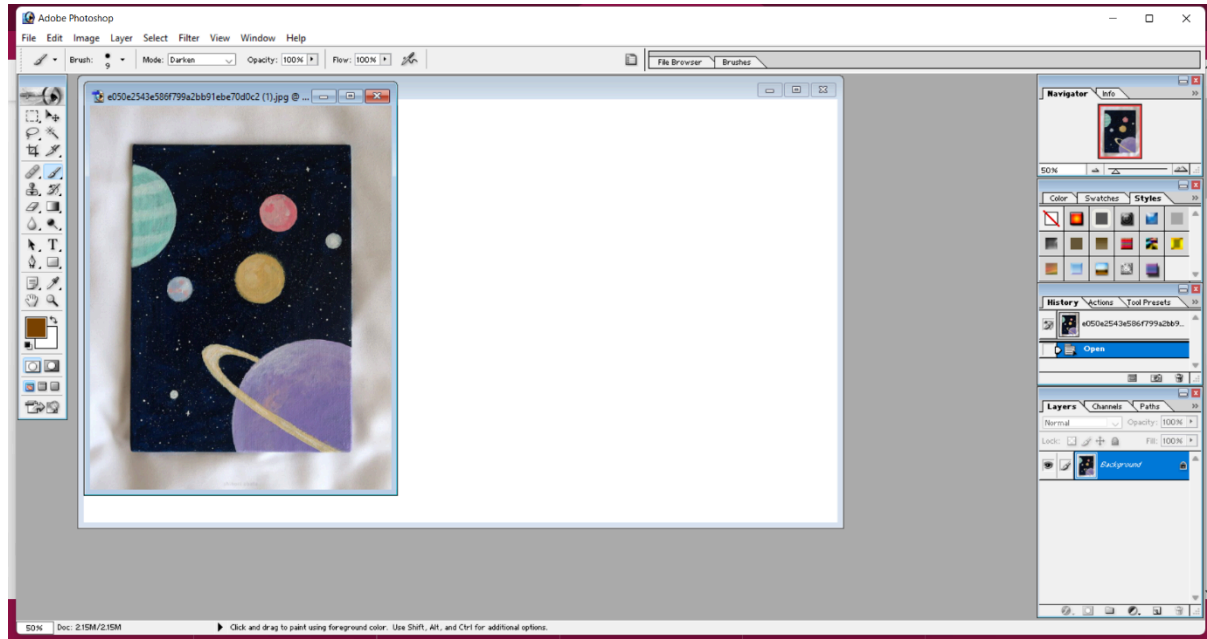
**AIM:** exercise on painting in photoshop

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

**Procedure:**

### Step-1:

Open the photo you want to use as the basis of your painting. And drag that in new window

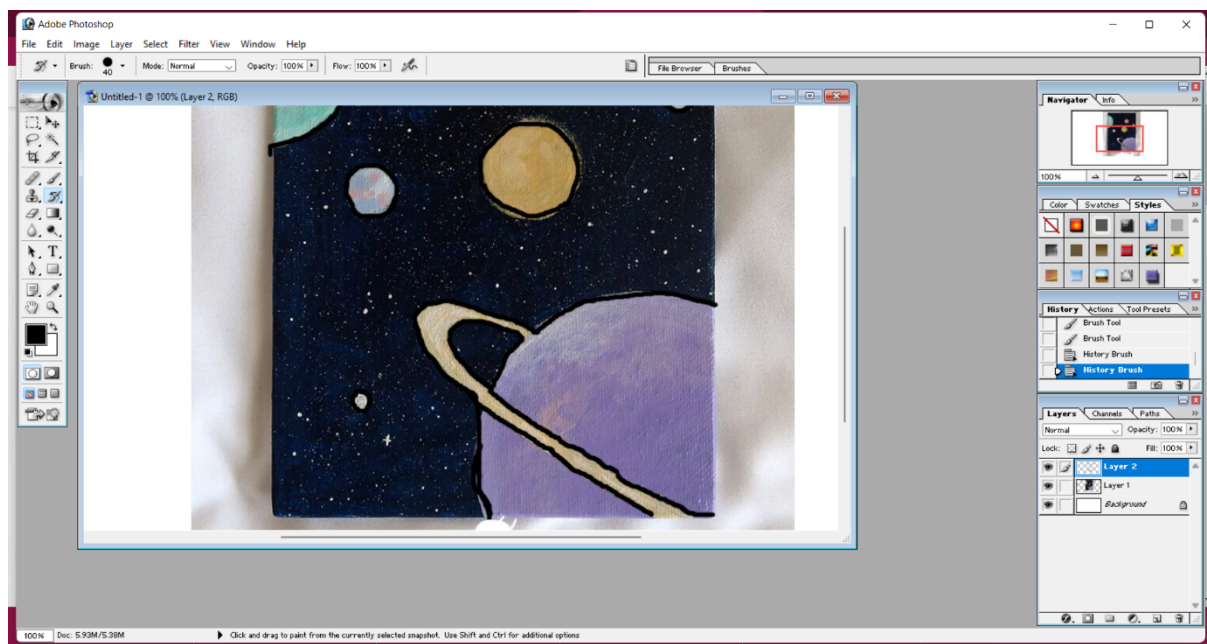


### Step-2:

Go under the Tool menu and choose Brushes. Select the Hard Brush with Strong edges(eg:9)

### Step-3:

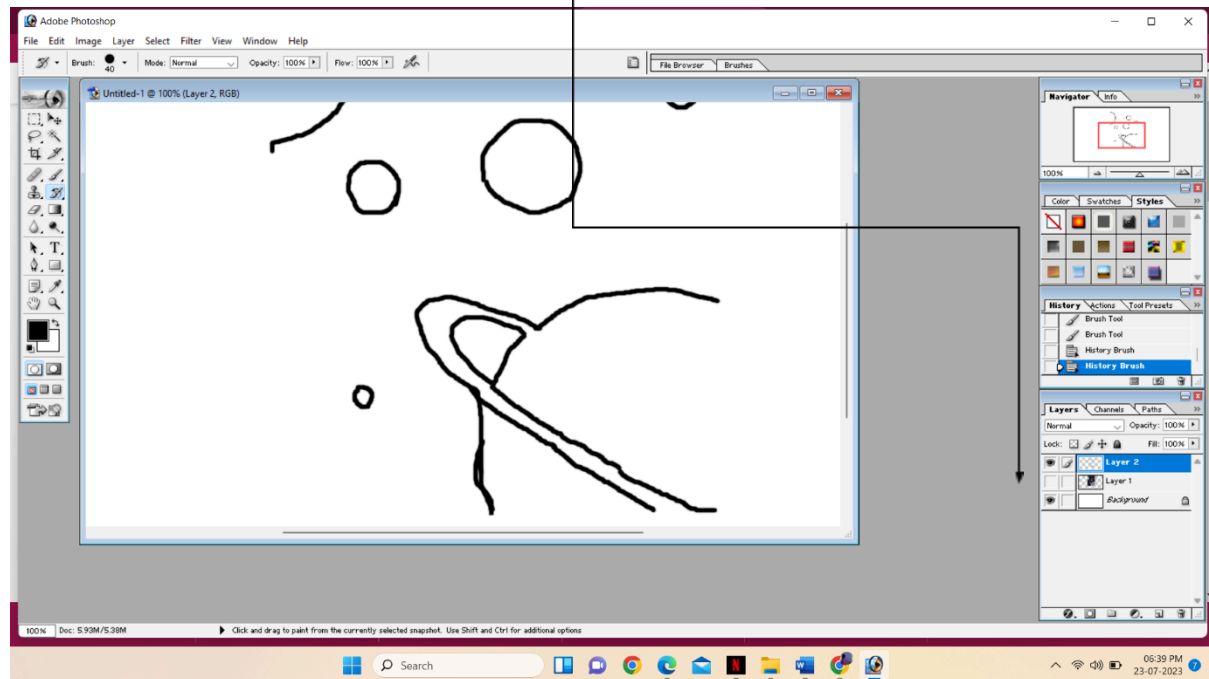
Create a new Layer by clicking on the New Layer icon at the bottom of the Layers palette. Then press "b" to get the Brush tool, and in the Brushes palette, choose the brush .and start drawing the edges int new created layers



### Step-4:

Although you'll be painting on your new layer, you're going to use the Background layer image as a tracing template. Begin painting and try to mimic the shapes and colors from the background onto Layer 1 using the Brush tool.

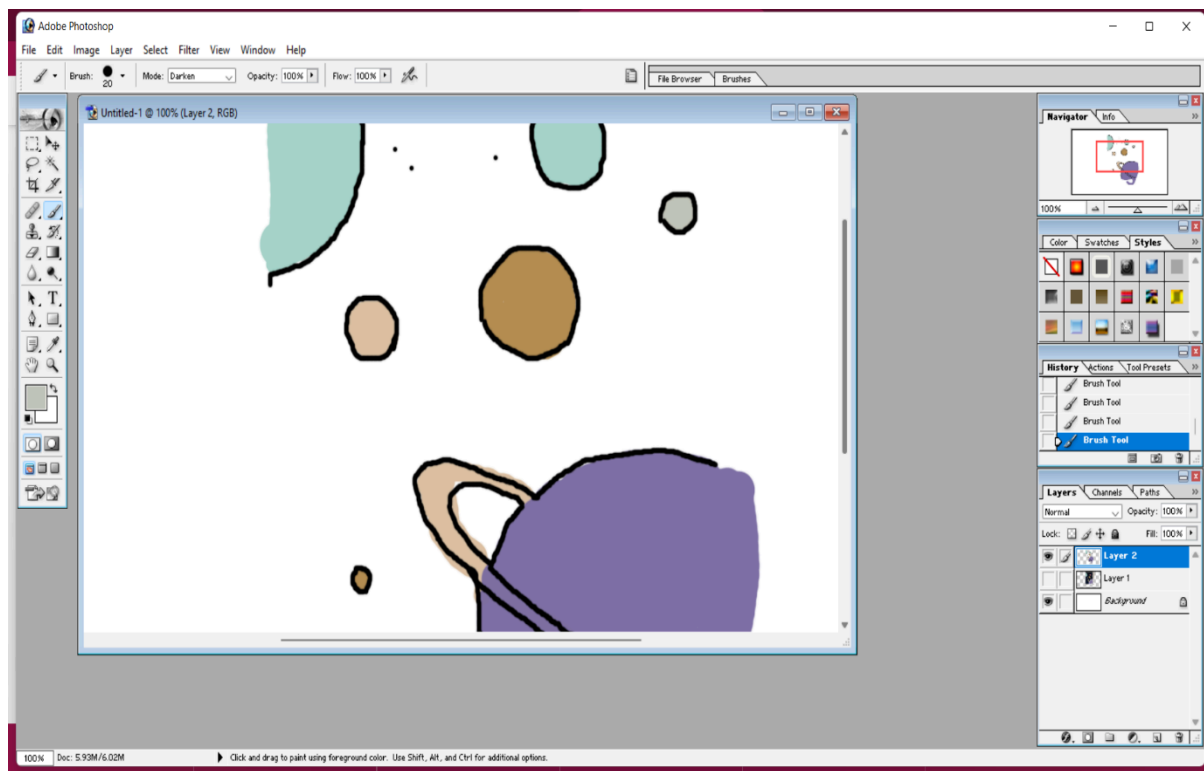
**(By disable the eye you will see the painting )**



### Step-5:

The last step is apply painting on newly drawing layer by using brush tool and using the Eyedropper for selecting the original colors in painting

### Output:



## Experiment-8

### Exercise On Photo Re-touching

**AIM:** exercise on Photo Re-touching

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

**Theory:**

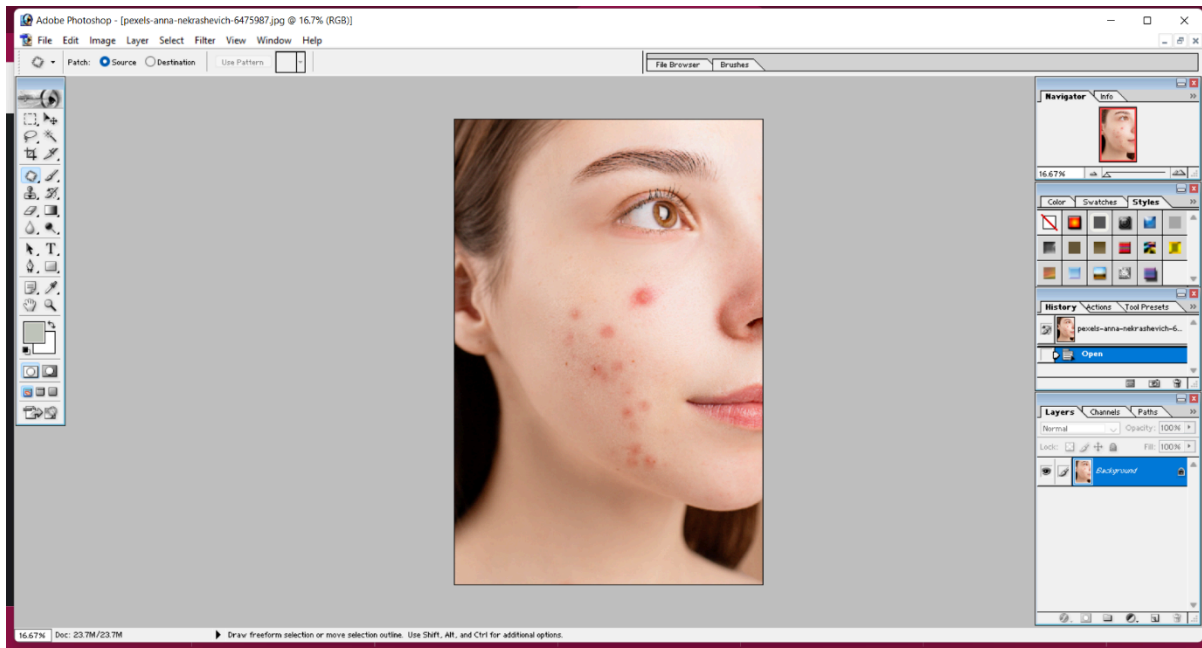
Photo retouching is a creative and subjective process. It implies an elevated improvement in the appearance of a photo to achieve a better visual effect.

Basic retouching is defined as the simple changes made to an image. Basic retouching features include teeth whitening, blemish removal, skin smoothing, interference removal, brightening etc. Extensive retouching usually transforms the entire photo into a perfect effect.

## **Procedure:**

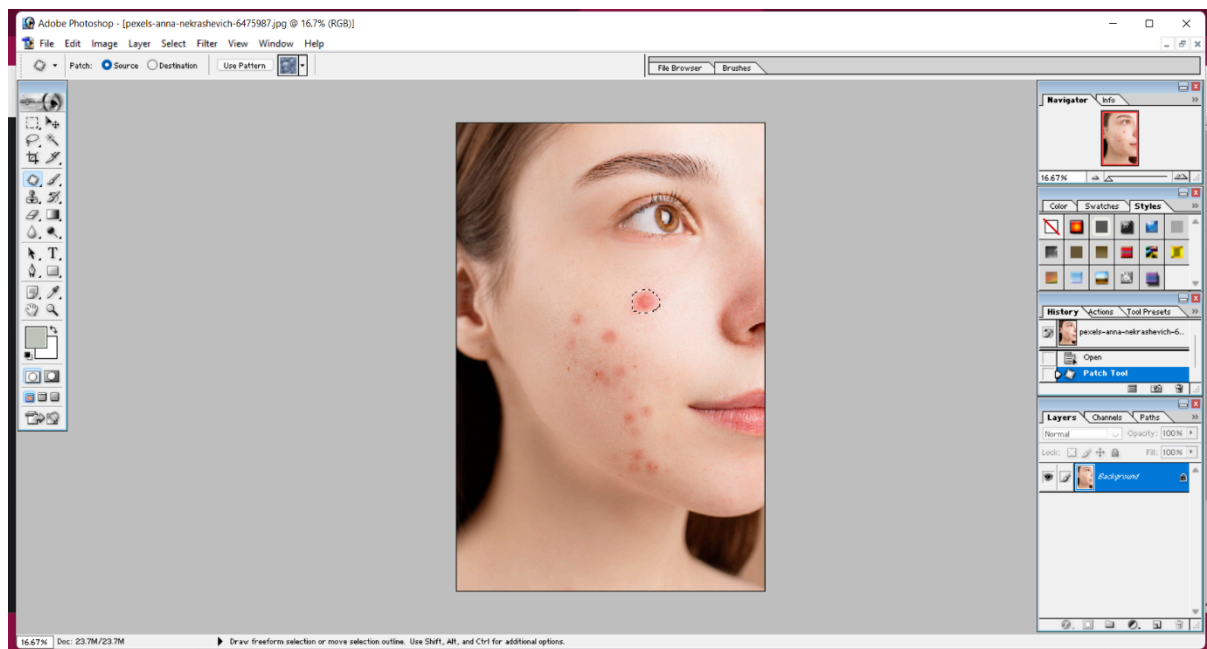
### **Step-1:**

Open the image(file>open) you want to edit and Duplicate the image layer to avoid damaging the original layer.



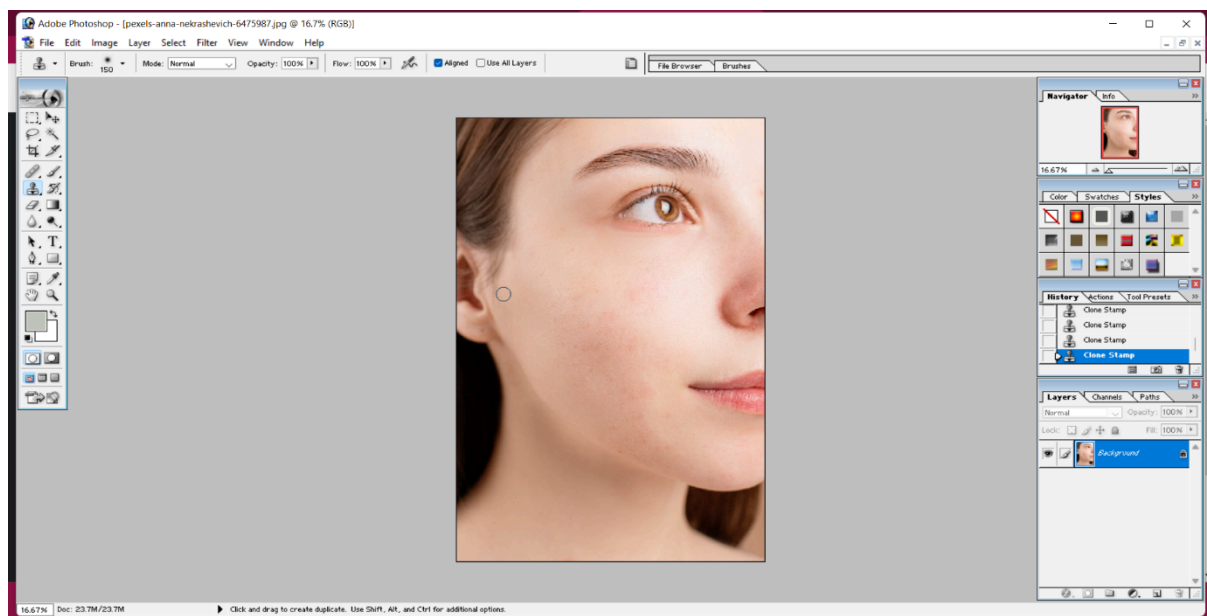
### **Step-2:**

Use the Patch Tool to remove Pimple. Click and drag the Patch Tool to draw around a Pimple, then click inside the selection and drag it onto another part of the skin to replace the Pimple.

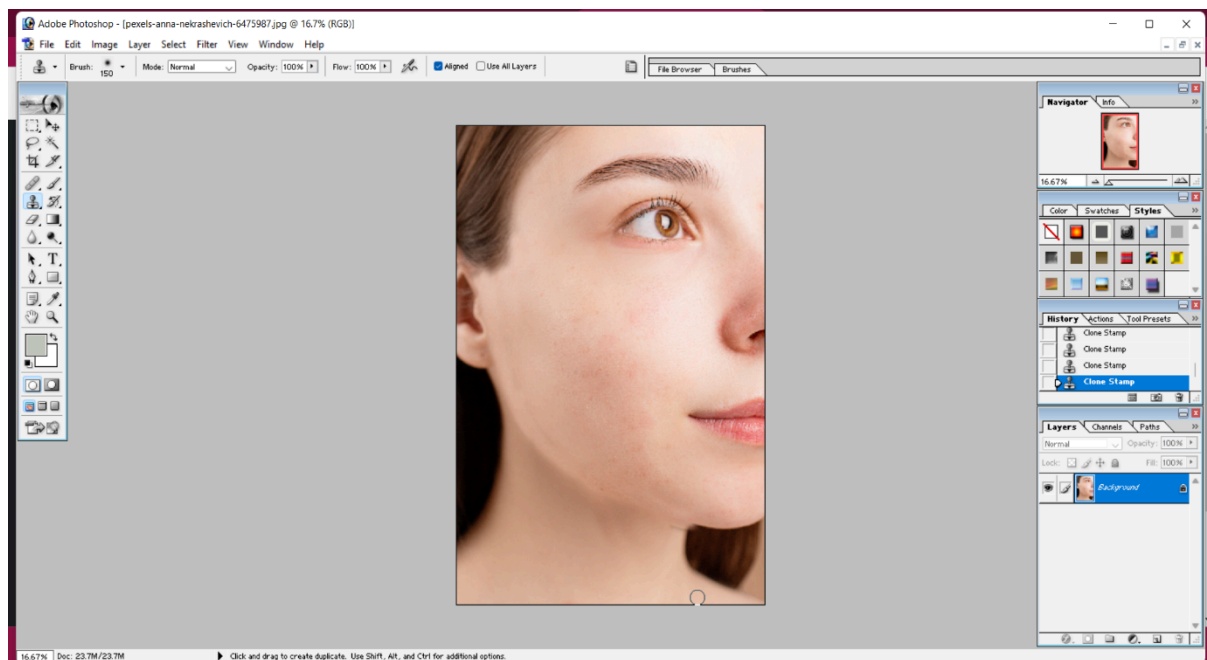


Step-4:

Use the Clone Stamp Tool to eliminate pimple. Define a point where the pimple are and set the opacity of the brush to 20%.



**Output:**



## EXERCISE ON PEN TOOL

**AIM: Exercise on pen tool**

**RESOURCES REQUIRED: Personal Computer, Photoshop.**

### **THEORY:**

You can create or edit straight lines, curves, or freeform lines and shapes using the pen

tools. The pen tools can be used in conjunction with the shape tools to create complex shapes.

### **Drawing with the pen tool**

The pen tool lets you create straight lines and smooth flowing curves with greater precision than is possible with the freeform pen tool. For most users, the pen tool provides the best control and greatest accuracy for drawing.

To draw with the pen tool:

1 Select the pen tool .

2 Set the following tool-specific options:

- To add an anchor point when you click a line segment and delete an anchor point when you click it, select Auto Add/Delete in the options bar. (See “Adding, deleting, and converting anchor points” on page 216.)
- To preview path segments as you draw, click the inverted arrow next to the shape buttons in the options bar, and select Rubber Band.

3 Position the pen pointer where you want to begin to draw, and click to define the first anchor point.

4 Click or drag to set anchor points for additional segments. (See “Drawing straight segments with the pen tool” on page 205 and “Drawing curves with the pen tool” on page 206.)

5 Complete the path:

- To end an open path, Ctrl-click (Windows) or Command-click (Mac OS) away from the path.
- To close a path, position the pen pointer over the first anchor point. A small loop appears next to the pen tip when it is positioned correctly. Click to close the path.

For more information on closed and open paths, see “About anchor points, direction lines, direction points, and components” on page 210.

#### **Drawing straight segments with the pen tool**

The simplest segment you can draw with the pen tool is a straight segment, made by clicking to create anchor points.

#### **To draw straight segments:**

1 Position the pen pointer where you want the straight segment to begin, and click to define the first anchor point.

2 Click again where you want the first segment of the straight line to end, or Shift-click to constrain the angle of the segment to a multiple of 45°.

3 Continue clicking to set anchor points for additional segments. The last anchor point is always a solid square, indicating it is selected. Previously defined anchor points become hollow squares as you add further anchor points. If the Auto Add/Delete option is

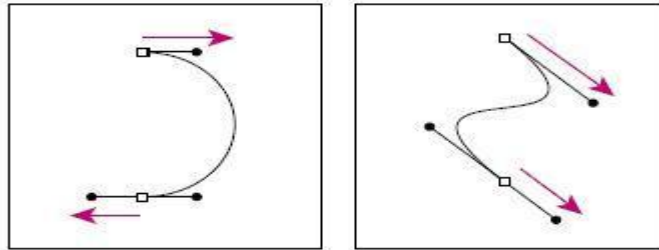


selected, you can click an existing point to delete it.

### **Drawing curves with the pen tool**

You create curves by dragging the pen tool in the direction you want the curve to go. Keep these guidelines in mind when drawing curves:

- Always drag the first direction point in the direction of the bump of the curve, and drag the second direction point in the opposite direction to create a single curve. Dragging both direction points in the same direction creates an “S” curve.



Drag in the opposite direction to create a smooth curve. Drag in the same direction to create an “S” curve.

- When drawing a series of smooth curves, draw one curve at a time, placing anchor points at the beginning and end of each curve, not at the tip of the curve. Use as few anchor points as possible, placing them as far apart as possible. This decreases the file size and reduces the potential for printing errors.

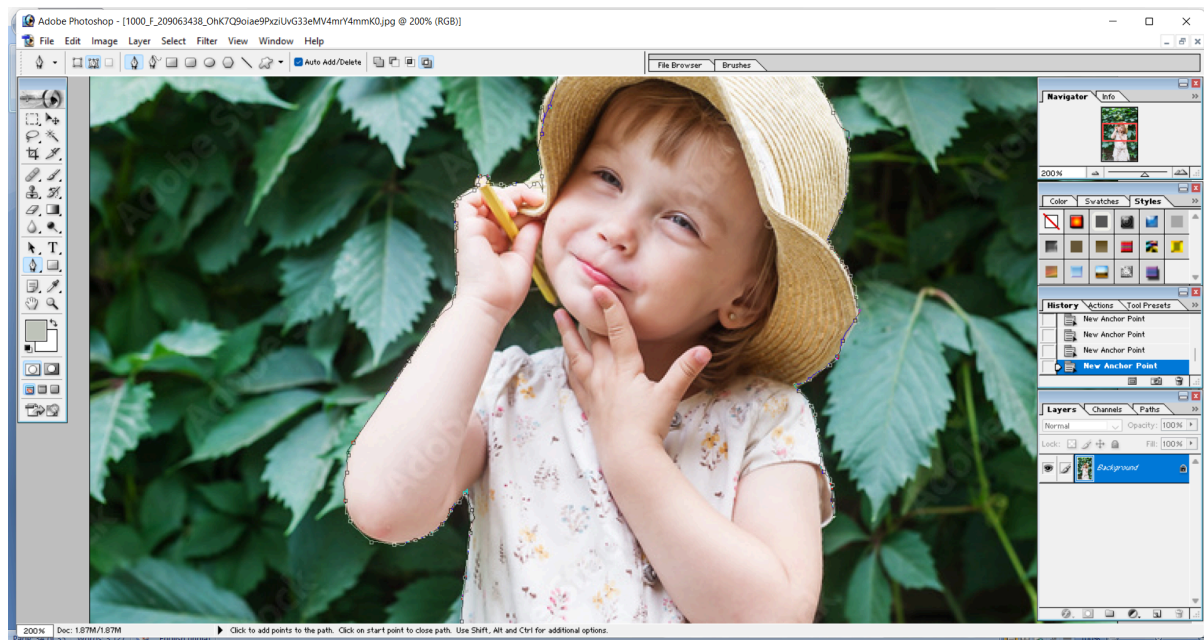
#### **To draw a curve:**

**Step-1:** Position the pointer where you want the curve to begin, and hold down the mouse button. The first anchor point appears, and the pointer changes to an arrowhead.

**2** Drag in the direction you want the curve segment to be drawn. As you drag, the pointer leads one of two direction points. Hold down the Shift key to constrain the tool to multiples of 45°, and release the mouse button once you have positioned the first direction point.

The length and slope of the direction line determine the shape of the curve segment.

You can adjust one or both sides of the direction line later.



Drag in the direction of the curve to set the first anchor point. Drag in the opposite direction to complete the curve segment.

**Step-3 :**Position the pointer where you want the curve segment to end, and drag in the opposite direction to complete the segment.

**Step-4 :**Do one of the following:

To draw the next segment of a smooth curve, position the pointer where you want the next segment to end, and drag away from the curve.

Drag away from the curve to create the next segment.

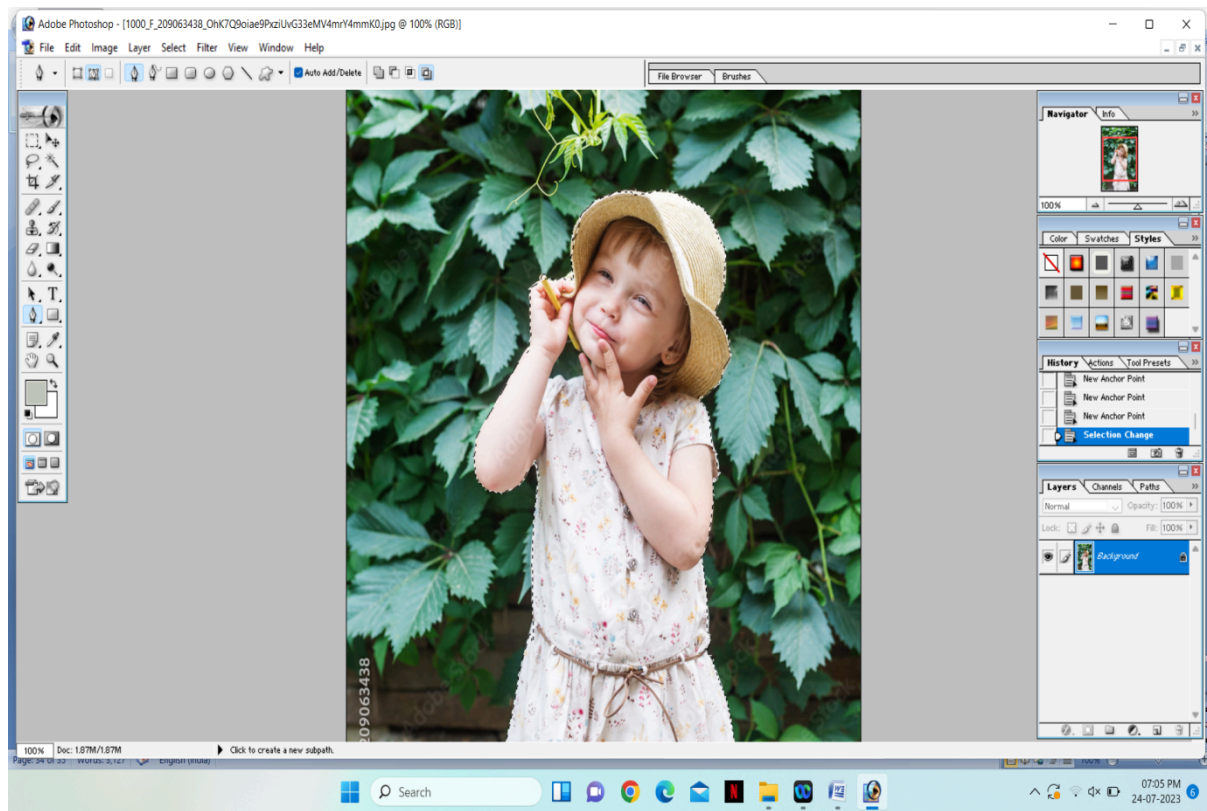
To change the direction of the curve sharply, release the mouse button, then Alt-drag (Windows) or Option-drag (Mac OS) the direction point in the direction of the curve.

Release Alt (Windows) or Option (Mac OS) and the mouse button, reposition the pointer where you want the segment to end, and drag in the opposite direction to complete the curve segment.

- To break out the direction lines of an anchor point, Alt-drag (Windows) or Option-drag (Mac OS) the lines.

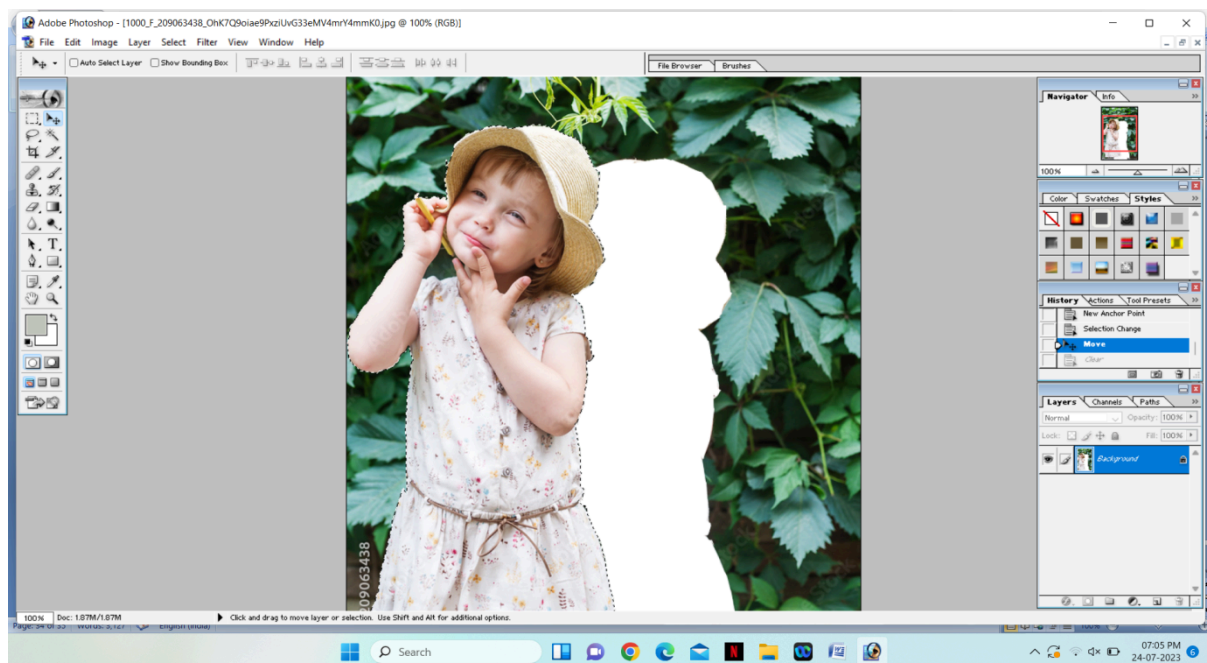
Alt-drag or Option-drag the direction point toward the curve. Release the key, and drag in the opposite direction.

**Step-5:**Select Control +enter to select the image



## Step-6:

By using the move tool move the image



## Experiment-10

### Exercise on exporting your work

**AIM:** exercise on exporting your work

**RESOURCES REQUIRED:** Personal Computer, Photoshop.

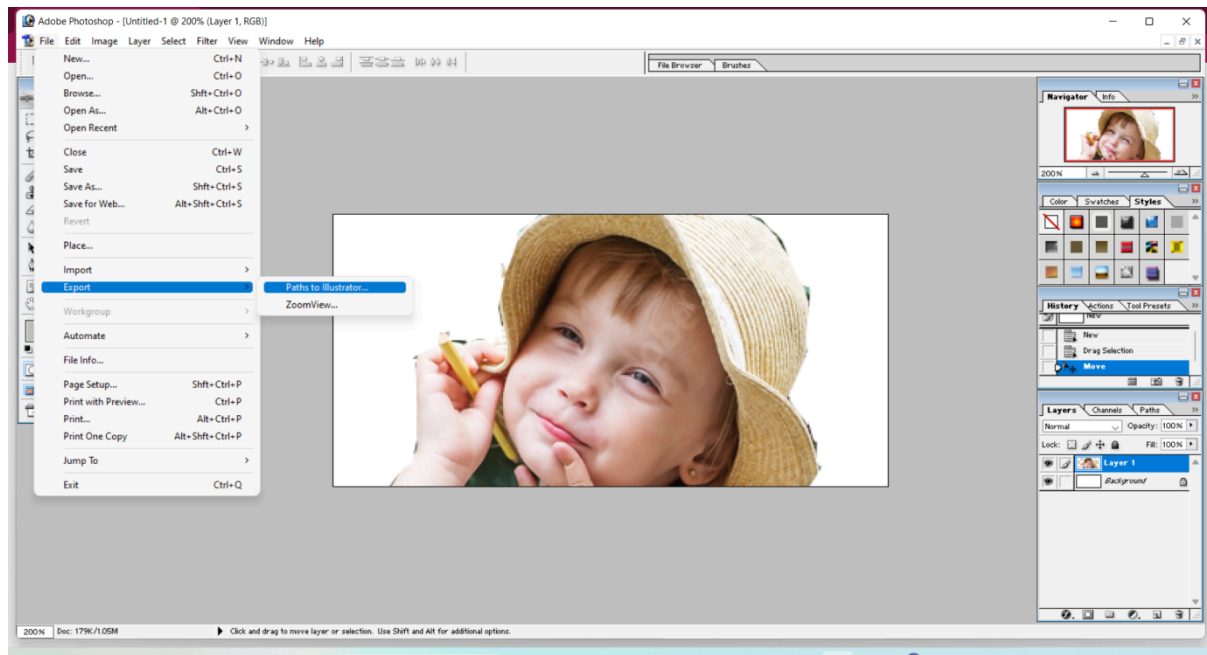
**Procedure:**

**Step-1:**

Open your file in Photoshop.

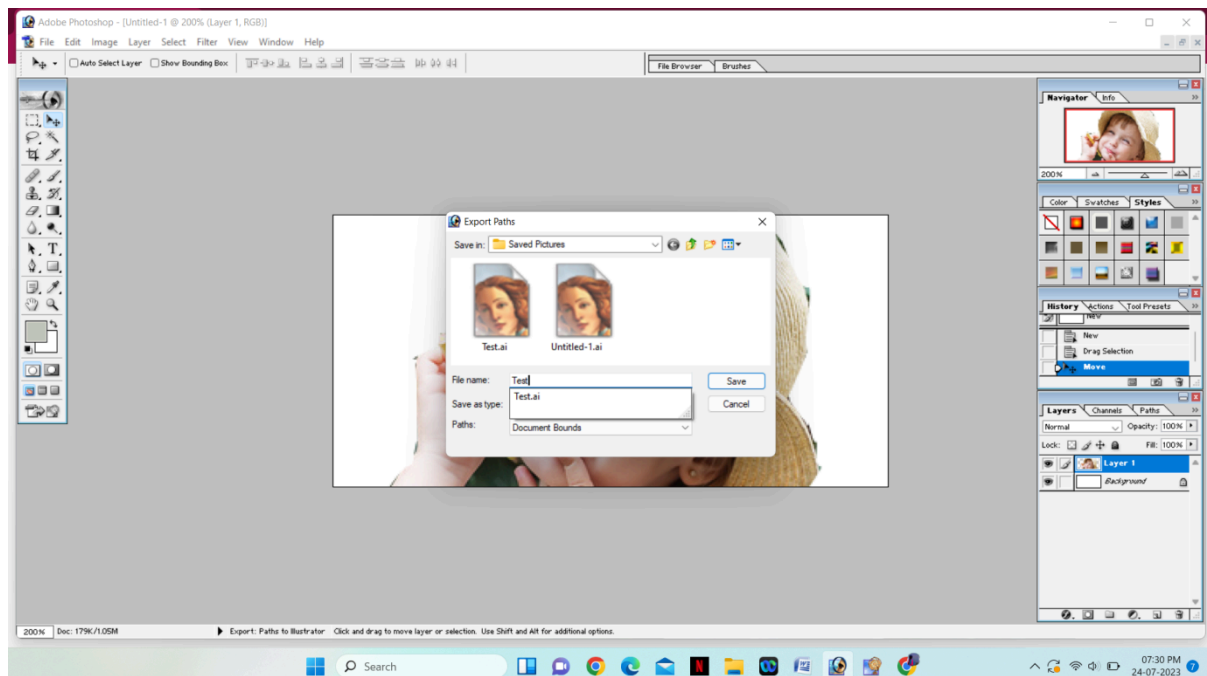
## Step-2:

Go to File > Export



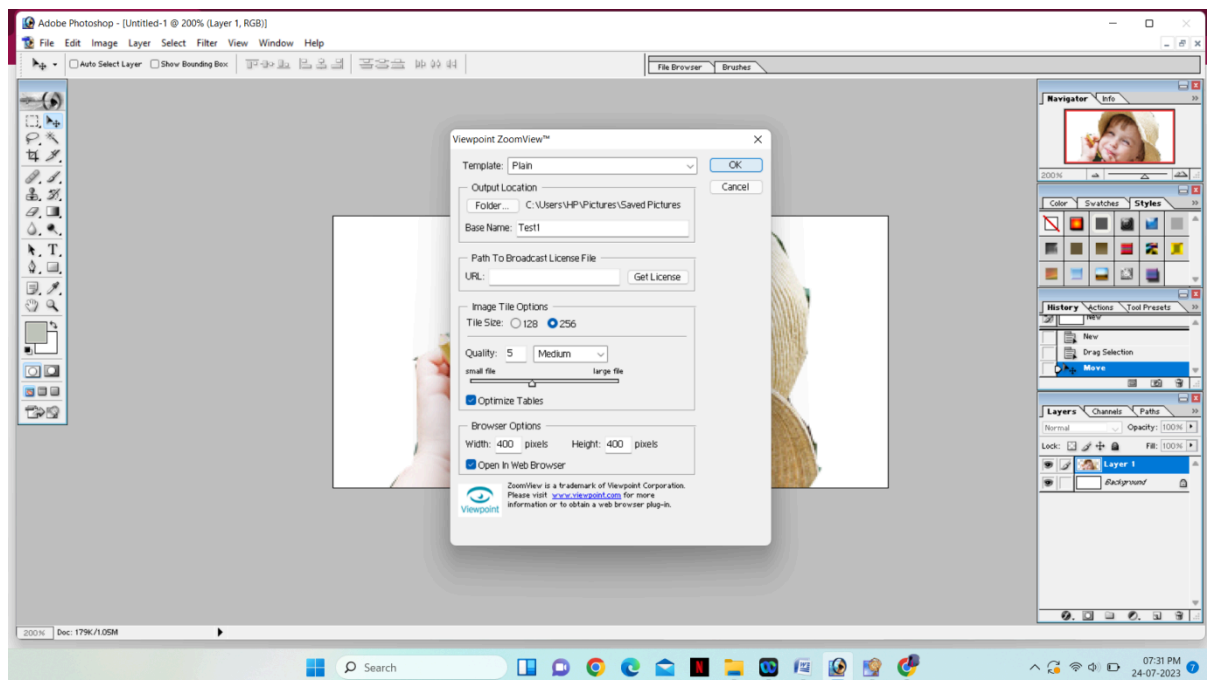
## Step-3:

Select First option Path to illustrator and save the work in desired location



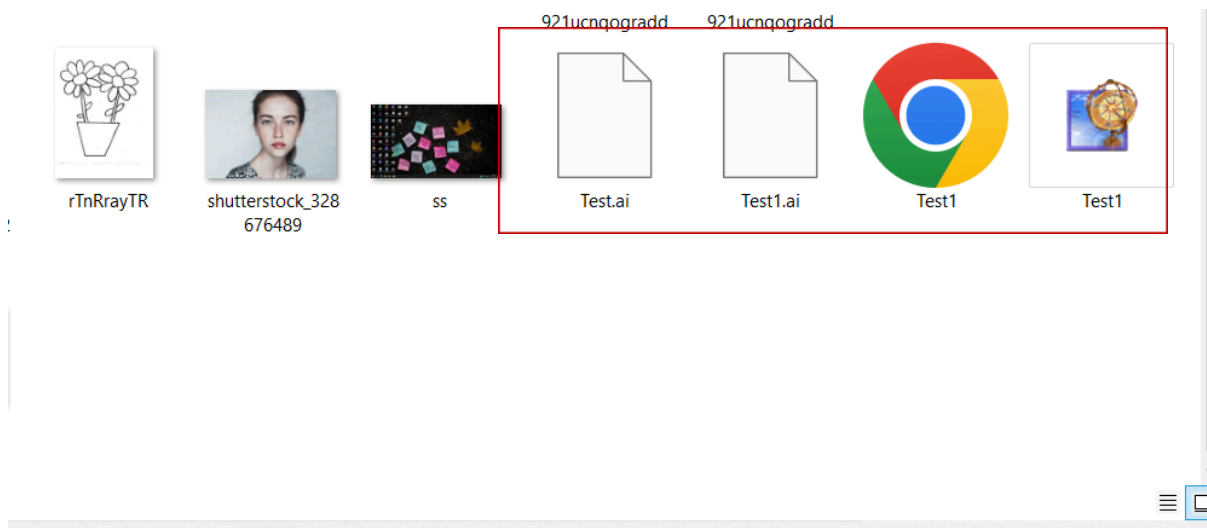
## Step-4:

Now Select the second option zoom view and give your preferences and save



## Step-5:

The work will appear in your selected location



## **Experiment-11**

### **Exercise on logo creation**

**AIM: exercise on logo creation**

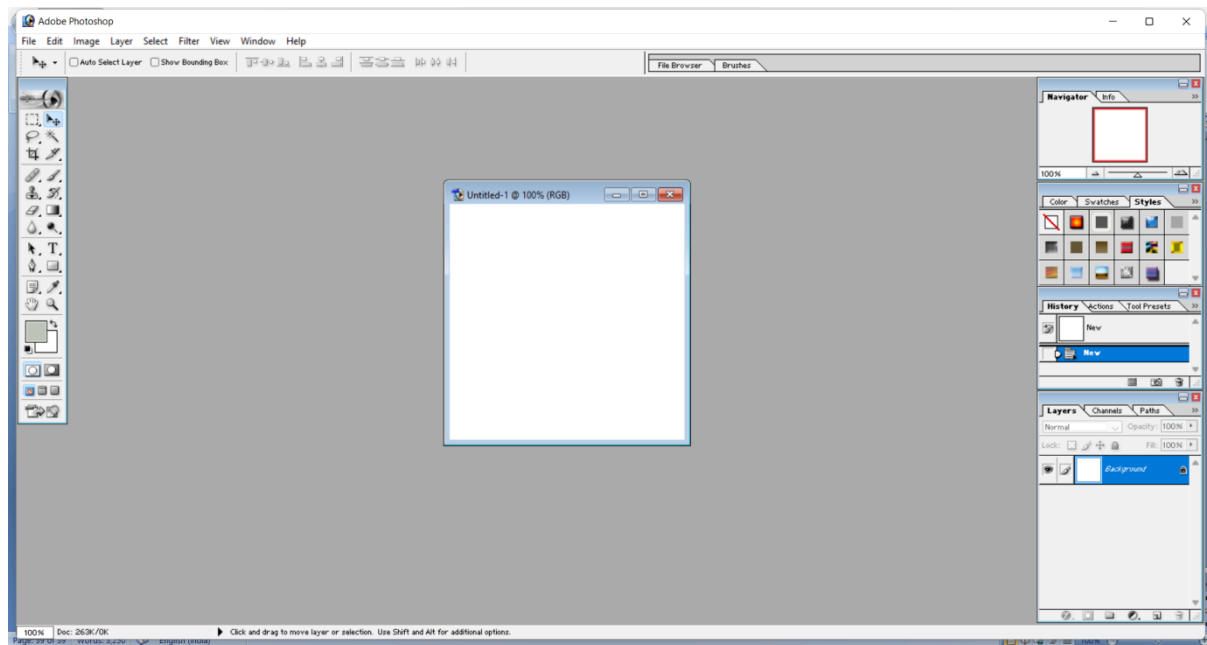
**RESOURCES REQUIRED: Personal Computer, Photoshop.**

**Procedure:**

Logo created in Photoshop using simple shape tools, gradients and text options.

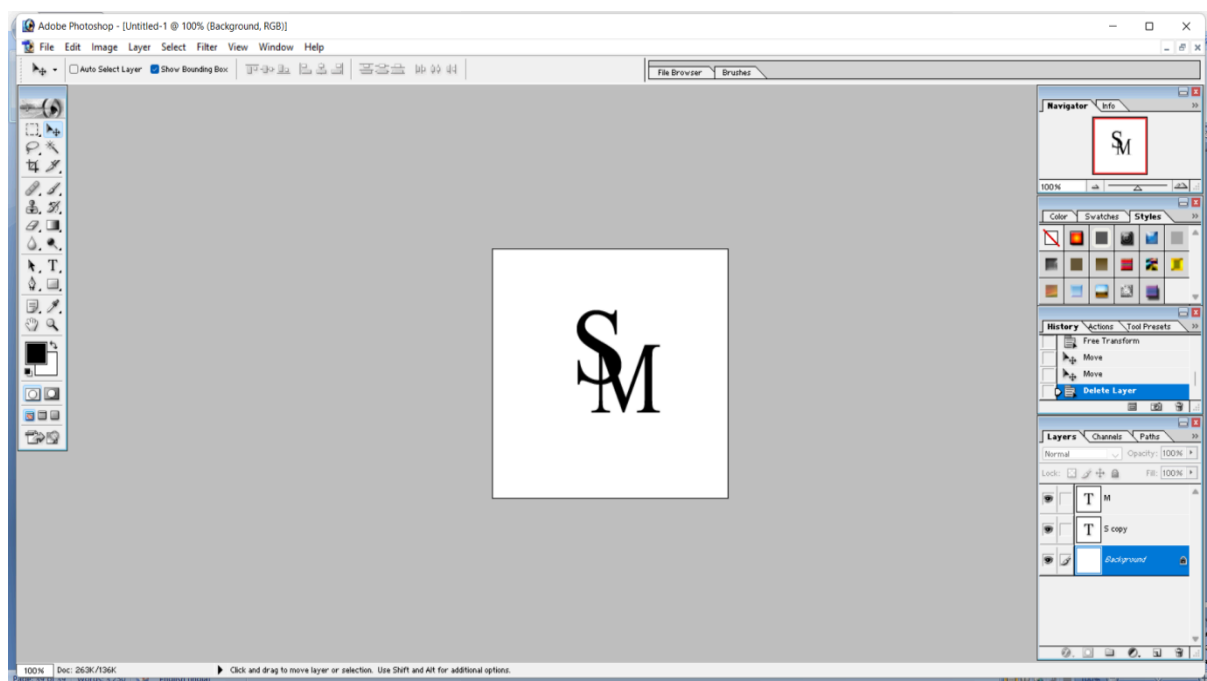
**Step-1:**

Open Photoshop and create a new document. According to your requirements



**Step-2:**

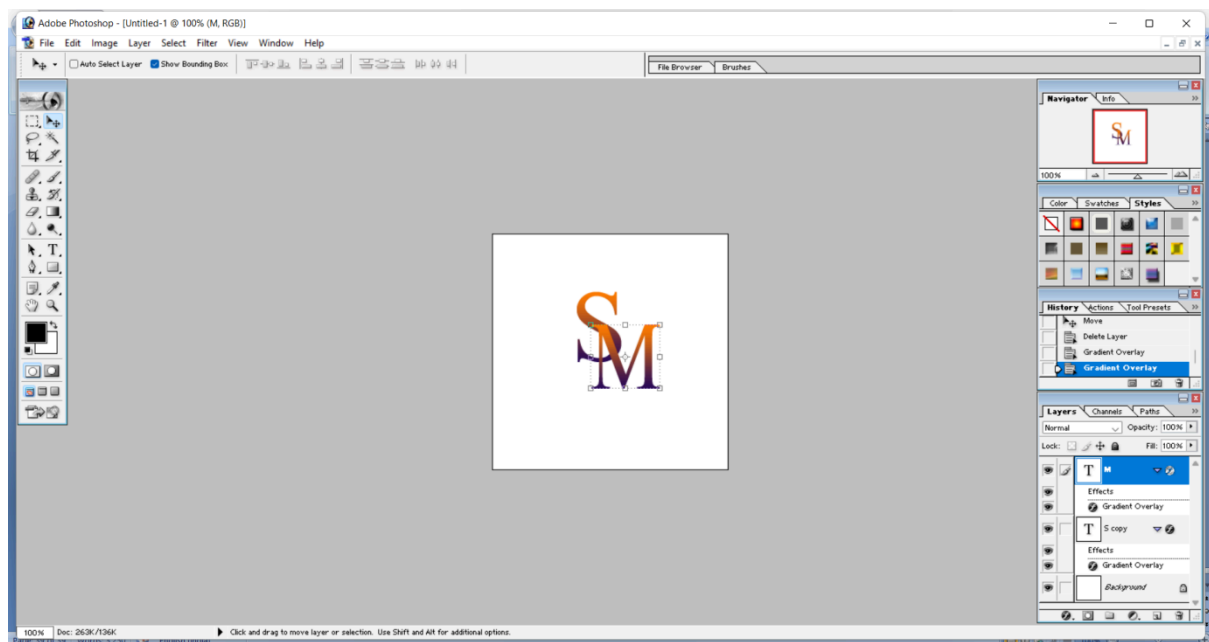
Next Step Add your text in Separate layers(Ctrl+j)



**Step-3:**

Add colour with blending options > gradient overlay>give colour







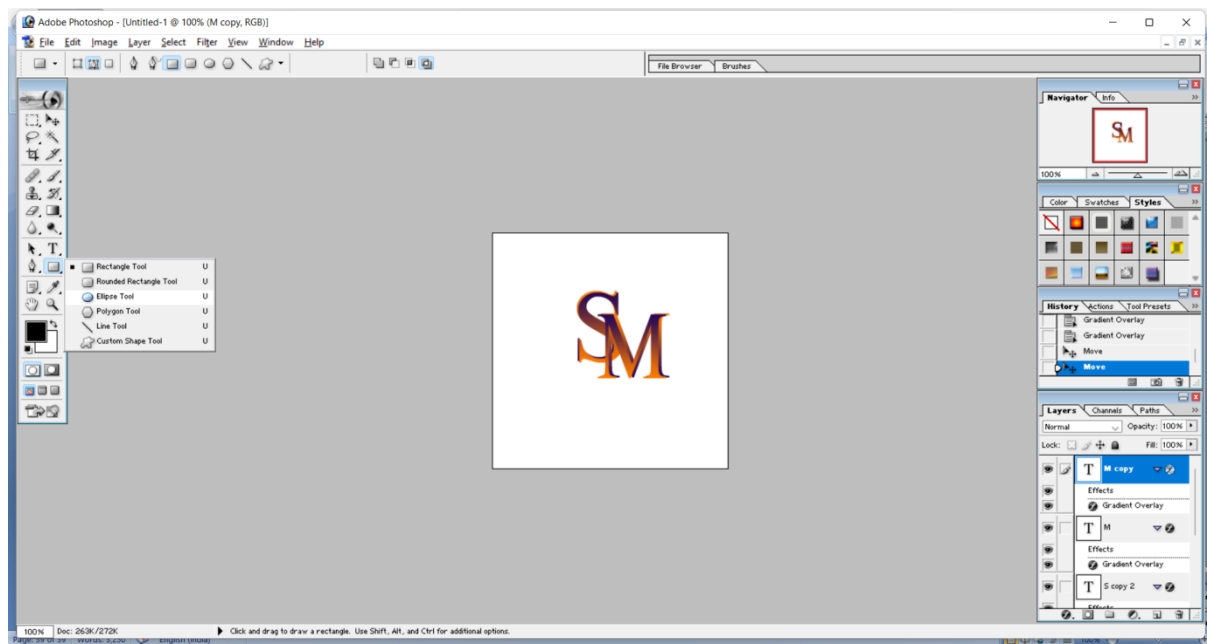
#### Step-4:

Create duplicate layers for two text layers and give them a reverse colours by using blending options>gradient overlay >(-90)

#### Step-5:

By using move tool place them in according to your need

#### Output:



## **ADOBE PAGEMAKER**

### **AIM:**

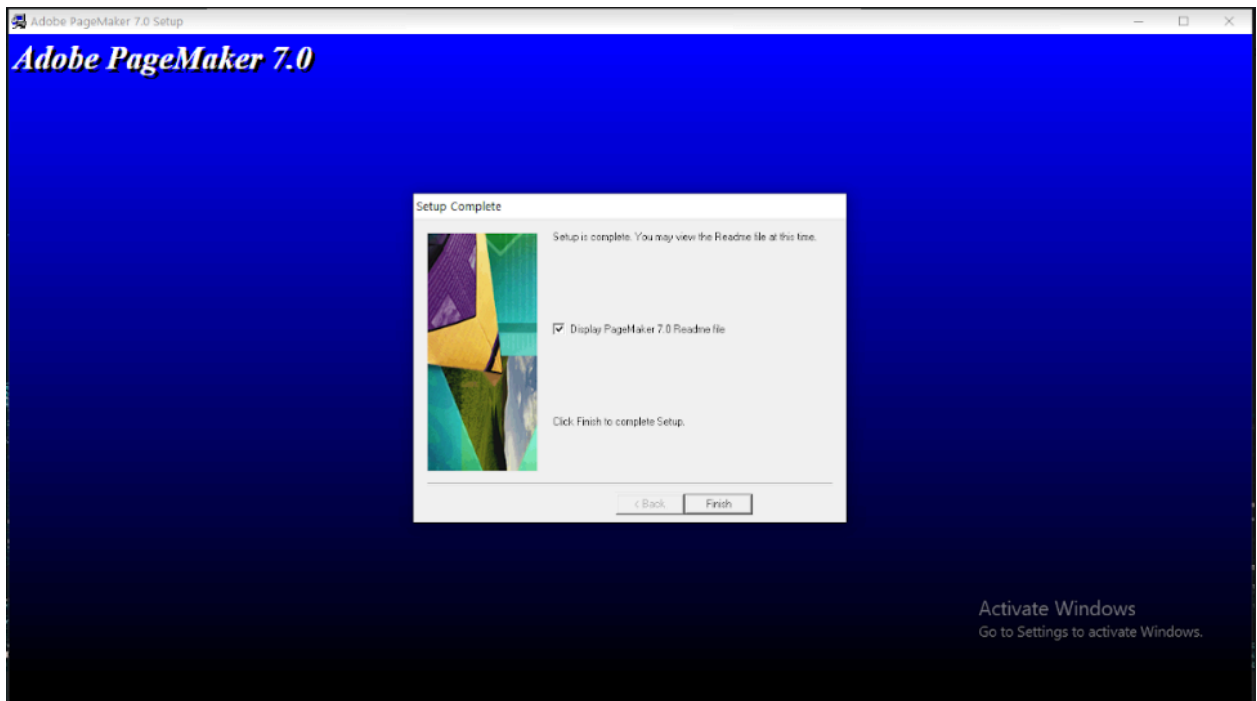
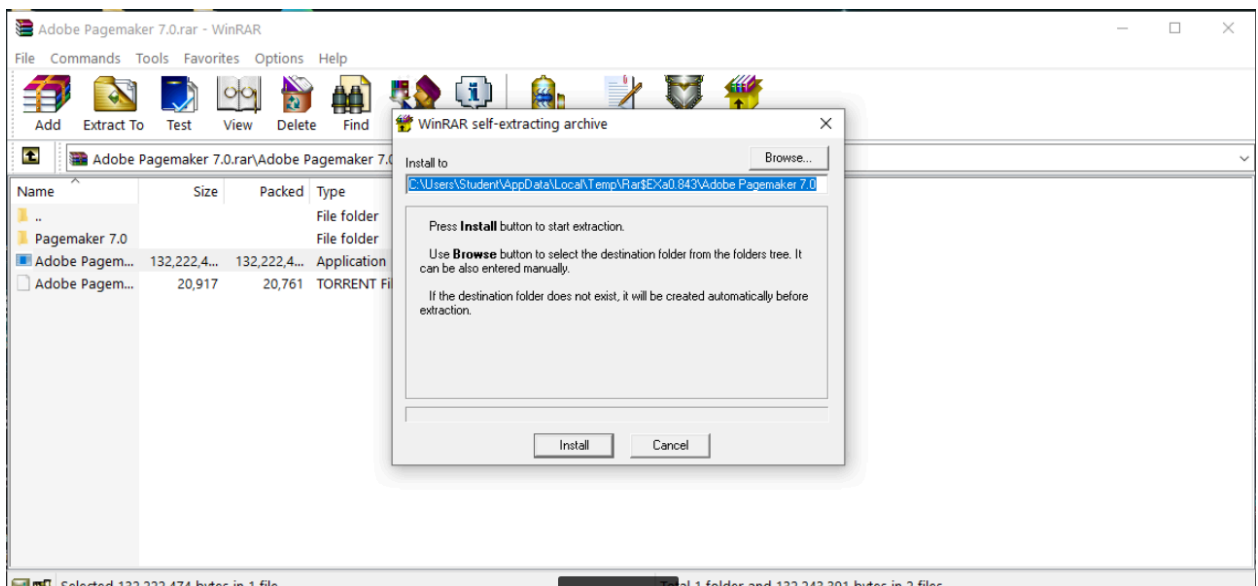
Installation, invoking and familiarizing Adobe Page Maker **APPARATUS**

**REQUIRED:** Personal computer, Adobe pagemaker.

### **Installation Page Maker:**

There are many desktop publishing programs available, but the very first one was Pagemaker. Adobe continued to support the program until 2001, when the company discontinued it. Users still continue to use Pagemaker can be installed not only on Windows and earlier editions, but also on Windows Vista, unlike other versions of Pagemaker. Download Pagemaker by using internet. Double-click the "Pm652.exe" file on your desktop that you downloaded in Step 1. The installation box for Pagemaker will then appear. Select your desired language and region. Click "Next."Click "Next" again to start the installation process. Click "Finish" to complete the installation process. Adobe Pagemaker has now been installed on your computer.

PageMaker was the de facto standard in the graphics arts industry for many years for creating ads, brochures, newsletters and books of all sizes and kinds. Introduced originally for the Mac in 1985 by Aldus Corporation, it set the standard for desktop publishing.



## What are the features of PageMaker?

PageMaker Features. Set up a single file for multiple versions of a publication, add annotations, and experiment with layouts by placing objects on different layers. By placing text and graphics on separate layers, you can control which objects are visible and work faster by turning off the graphics layer.

## **EXERCISE ON PAGE MAKER TOOLS.**

**AIM:** Adobe Page Maker Tools.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

### **DESCRIPTION:**

By placing text and graphics on separate layers, you can control which objects are visible and work faster by turning off the graphics layer.

### **PROCEDURE:**

#### **ADOBE PAGE MAKER TOOLS:**

**Pointer Tool:**



Used to select, move, and resize text objects and graphics.

**Text tool:**

Used to type, select, and edit text.

**Rotating tool:**

Used to select and rotate objects.

**Cropping tool:**

Used to trim imported graphics.

**Line tool:**

Used to draw straight lines in any direction.

**Constrained line tool:**

Used to draw vertical or horizontal lines.

**Ellipse tool:**

Used to draw circles and ellipses.

Ellipse frame tool:



Used to create elliptical placeholders for text and graphics.

**Polygon tool:**



Used to draw polygons

**Hand tool:**



Used to scroll the page (an alternative to the scroll bar)

**Zoom tool:**



Used to magnify or reduce an area of the page.

## EXERCISE ON TEXT FORMATTING

**AIM:** Adobe Page Maker Text Formatting.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

### ADOBE PAGE MAKER TEXT FORMATTING.

#### DESCRIPTION:

**To create a new document using the default given options.**

1. Open Pagemaker 7.0 and create a new document layout which includes the following setup options:

- Page size – A4.
- Number of Pages – 4.
- Margins 1.25 inches- top, and .75 inches - all other sides.

2. Type the following text:

HAPPINESS

Happiness is often confused with fun, good living, and riches. Sometimes fun is equated with happiness. Fun is what we experience while doing an activity, whereas happiness is a residual and long-lasting feeling. The path to happiness is long and full of challenges. Happiness requires life-long pursuit.

3. Set the heading 'HAPPINESS' in 18 points, Arial font, bold and alignment centre.

4. Format the paragraph as follows:

- (a) Font – Arial
- (b) Font size – 12
- (c) Alignment – Justified
- (d) Leading – 20

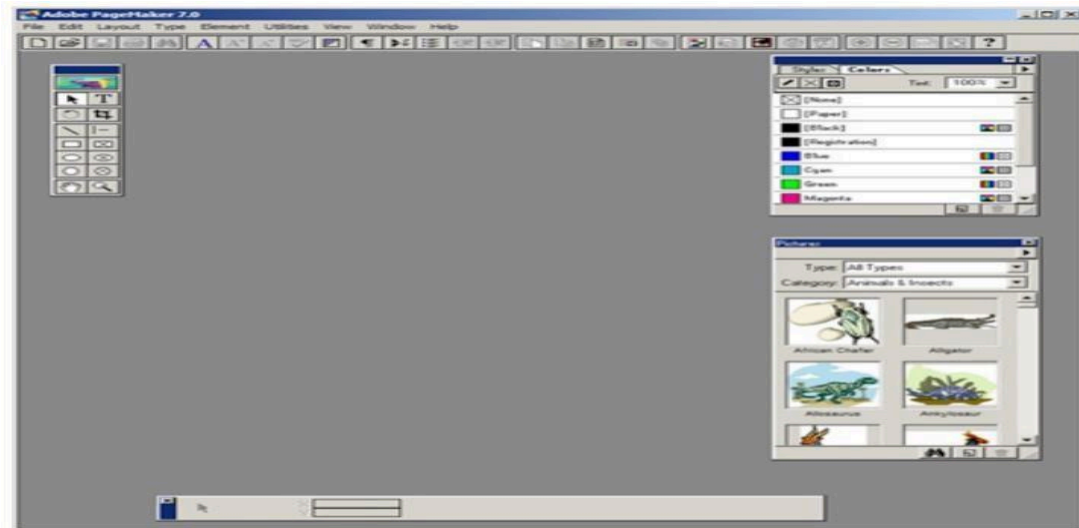
5. Save the document as 'happiness'.

### **PROCEDURE:**

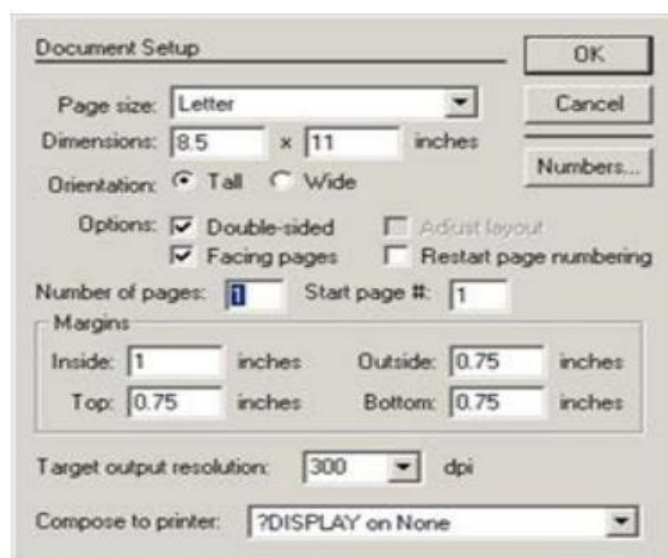
1. Start the PageMaker using the following commands.

Start -> All Programs -> Adobe -> PageMaker 7.0 -> Adobe PageMaker 7.0. The Adobe PageMaker window will be opened as shown in Figure.





2. Choose File > New in the menu bar. (or) Press Ctrl + N in the keyboard. This opens the Document Setup dialog box.



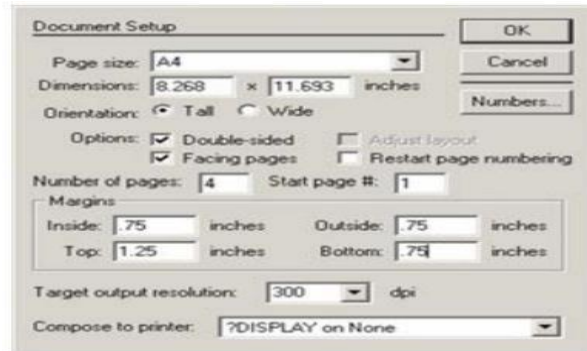
Click the Page Size drop down list box and select A4 size. In the Number of pages text box, type Set the values in the Margins sections as follows :

Inside – – 0.75 inches

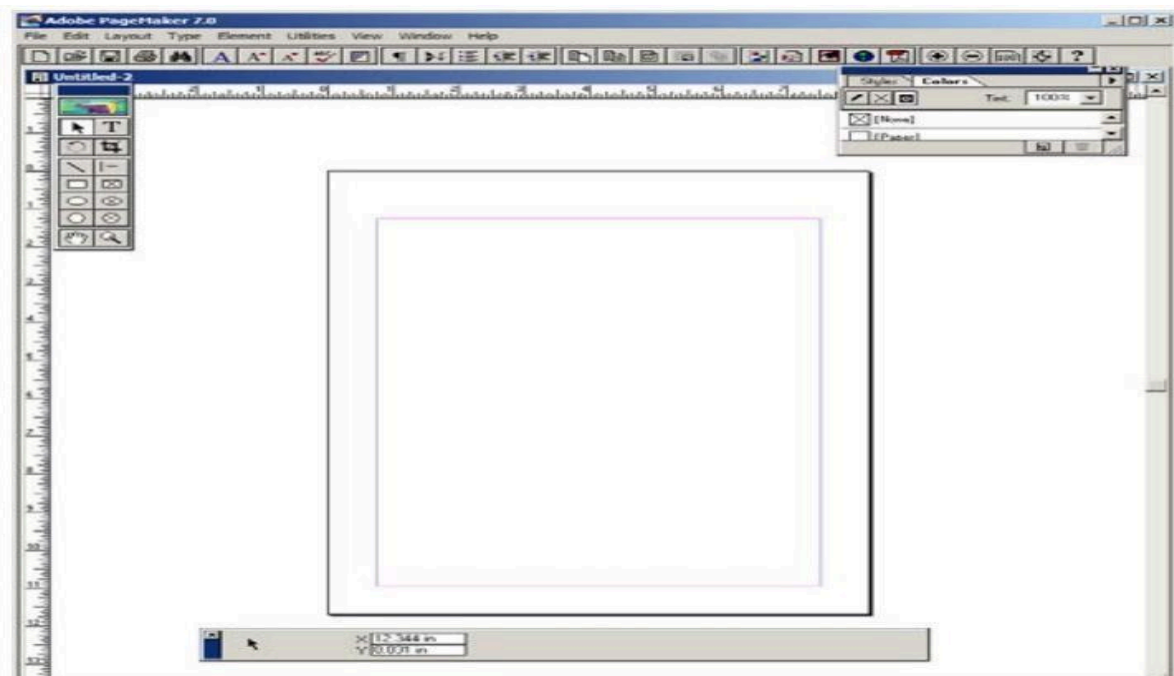
Outside – 0.75 inches

Top – 1.25 inches

Bottom – 0.75 inches



3. Click on OK. Now a new document called Untitled – 1 will appear on the screen as shown in Figure.



4. Click on the Text tool and create a text block. Then type the following text in the text block. HAPPINESS

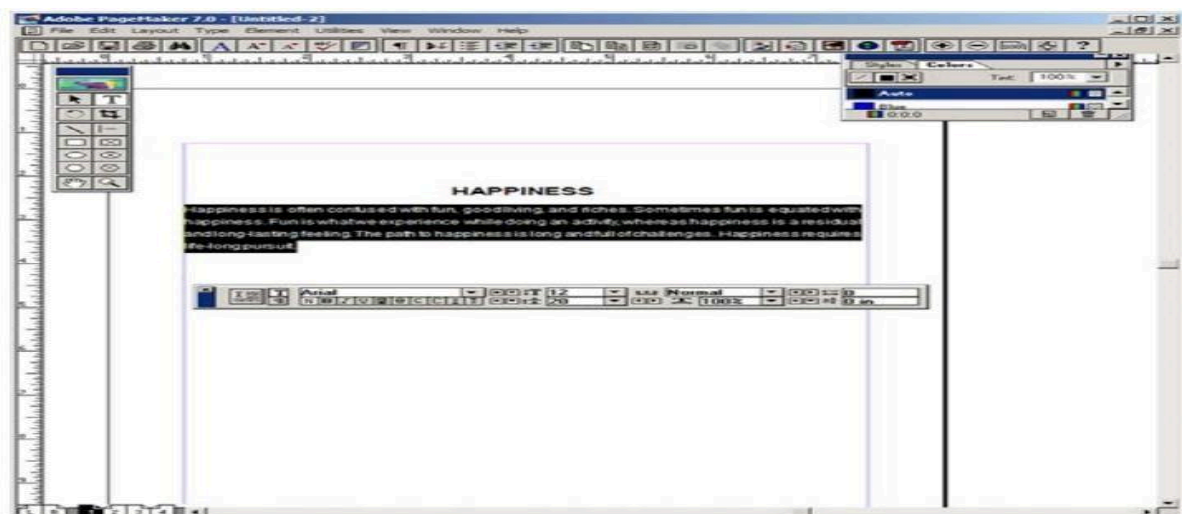
Happiness is often confused with fun, good living, and riches. Sometimes fun is equated with happiness. Fun is what we experience while doing an activity, whereas happiness is a residual and

long-lasting feeling. The path to happiness is long and full of challenges. Happiness requires life-long pursuit.

5. Select the word '**HAPPINESS**' with Text tool. Using **Character Control Palette**, change the font to Arial, font size to 18, and Leading 22. Then click on **Bold** button. Then press **Shift**  
+ **Ctrl** + **C** for centre alignment.



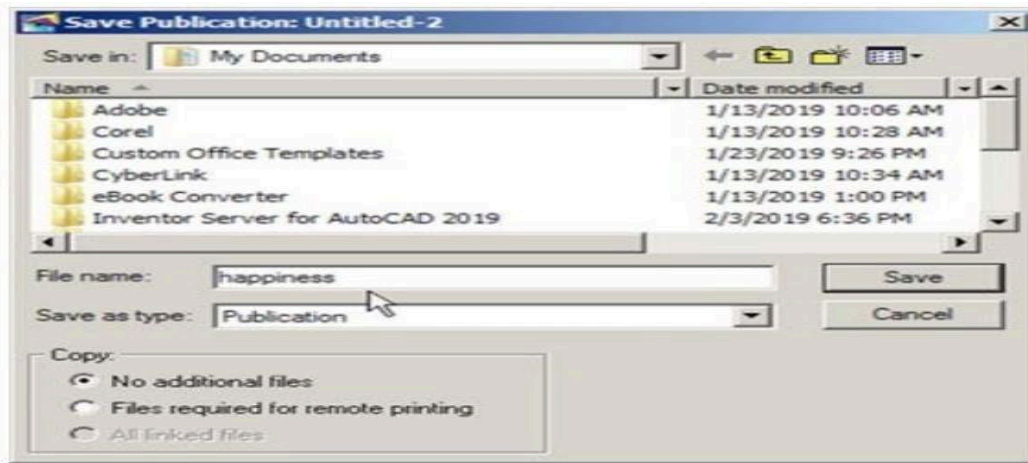
6. Select the paragraph with Text tool. Using **Character Control Palette**, change the font to Arial, font size to 12, and Leading 20. Then press **Shift** + **Ctrl** + **J** for Justify.



7. To save the document as 'happiness'

- a. Press **Ctrl** + **S** (or) Choose **File** > **Save** in the menu bar. Save publication dialogue box

appears. Type 'happiness' in the File name text box and press Save button.



## EXERCISE ON GRAPHICS TOOLS

**AIM:** Adobe Page Maker Graphics Tools.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

**DESCRIPTION:**

### GRAPHICS TOOLS:

PageMaker offers a unique graphics environment. In PageMaker you can move and resize graphics with ease, and format text around them. You can also use PageMaker's drawing tools to create your own basic shapes.

**PROCEDURE:**

### Using the Drawing Tools

1. From the *Toolbox*, select the appropriate drawing tool. That tool will appear highlighted, and when you move the mouse over the working area of PageMaker, a crossbar (+) will move across the screen.
2. Position the center of the crossbar (+) where the line or shape should start.
3. Click and drag the mouse in any direction to create a line or shape. Continue holding the mouse button down until the shape is positioned and is the desired size.
4. Release the mouse button.

### Selecting Objects

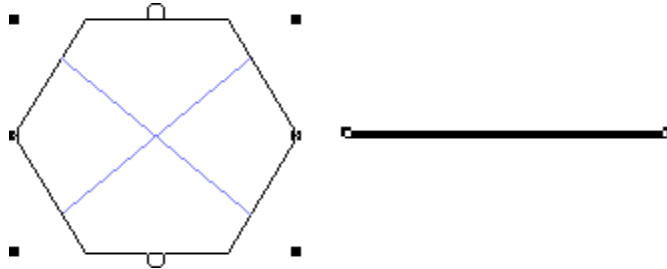
A line or shape must be selected in order for it to be deleted, moved, or modified. When a graphic element is selected, it becomes surrounded by small boxes called handles, which are used for **resizing**. Lines and shapes are selected directly after they are drawn and stay selected until you draw another line or shape or until you click the mouse. You can reselect a line or shape by using the *Pointer* tool.

### Selecting a Line or Shape

1. From the *Toolbox*, select the ***Pointer*** tool.
2. With the tip of the *pointer*, click the line or shape.  
HINT: If the graphic element has a fill pattern, you can click on the fill pattern. The drawing should now have handles. If it does not, it is not selected and you must repeat this step, paying close attention to where the tip of the *Pointer* is positioned.

## Selecting Multiple Lines and Shapes

1. From the *Toolbox*, select the **Pointer** tool
2. With the tip of the *Pointer*, click the first line or shape  
The drawing should now have handles. If it does not, try again.



3. Hold down the [**Shift**] key while clicking on other lines and shapes you want to select
4. OPTIONAL: In order to select each layer of graphics, hold down the [**Option**] or [**Ctrl**] key while clicking on the graphic. The previous layers do not remain selected unless you are also holding down the [**Shift**] key.

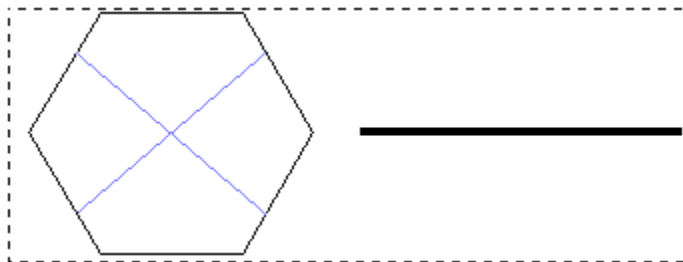
### Selecting with a Net

At times it may be difficult (and seem impossible) to select a drawing. If the drawing is made inside of a text block or too close to another drawing or graphic, you may have to use a *Net* (sometimes referred to as a coupon box) to select it. A net is a dashed line created with the *Pointer* tool. Any element fully enclosed by the net will be selected.

HINT: To capture a drawing that is within a text block or too near another element to select, create a net big enough to capture the complete drawing without capturing the complete text block or other element. This will select the drawing without selecting anything else.

### To create a net

1. From the *Toolbox*, select the **Pointer** tool
2. Click the mouse in an area where you will not select anything (a margin would typically be a safe location)
3. Hold and drag the net over the graphics you want to select  
Notice that this creates a rectangular dashed line or net.



4. Let go of the mouse button The net will disappear and all elements—a drawing, a text block, or a graphic—that were completely enclosed by the net will now be selected.
5. If you accidentally capture the wrong element or too many elements, don't panic. Just

click away from the selected elements and they will deselect

## EXERCISE ON OBJECT TRANSFORMATIONS

**AIM:** Adobe Page Maker object transformations.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

### DESCRIPTION:

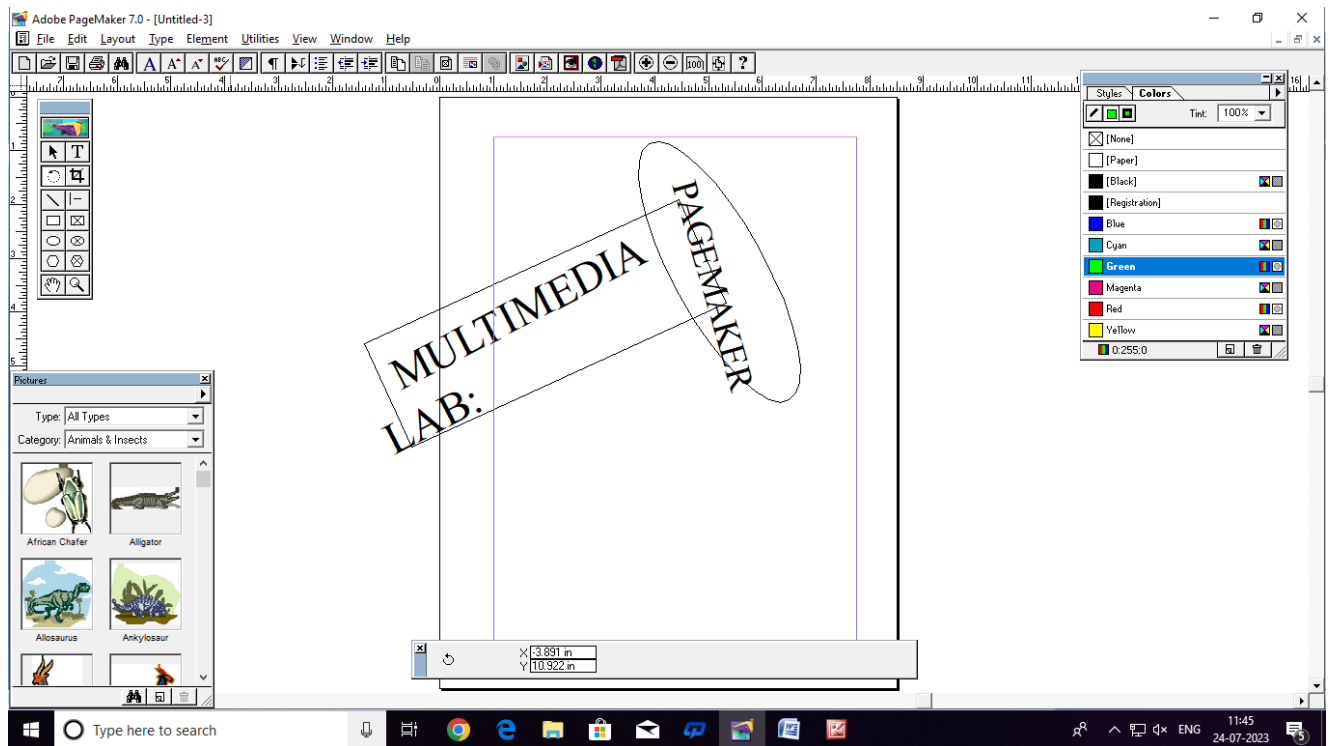
In PageMaker, rotating, reflecting and skewing are referred collectively as transformations. You can transform any object on the page or pasteboard, including an inline graphic (which you can transform independently of the text object it is in, or with the text object), and an item selected within a group (which you can transform independently of the group it is in, or with the group)

### PROCEDURE:

#### OBJECT TRANSFORMATIONS (ROTATING, REFLECTING, AND SKEWING):

Fill patterns and PostScript screen angles are not transformed. All PostScript and some non-PostScript printers support transformed text. If you have a non-PostScript printer that does not support transformed text, PageMaker uses a low resolution screen font to simulate the text. Rotating an object You can rotate any unblocked object  $\pm 360$  degrees at .01 – degree increments. Use the rotating tool in the toolbox to rotate an object manually around any fixed point, or use the Rotating option on the Control Palette to rotate relative to the reference point selected on the Proxy. Whether or not you use the Control palette's Rotate option, The Control palette displays the total degrees of rotation (even if you rotate the object more than once). Rotating an object counter clockwise increases the angle, and rotating it clockwise decreases the angle. (Zero degrees is at the three o'clock position when using the rotating tool) As you rotate a single object, The Proxy on the Control palette also rotates (in 45 degree increments) to approximate the new position of the reference point. If you select multiple objects before rotating, the Control palette displays the degrees of rotation for the group of selected objects, which is always 0 degrees. PageMaker rotates all selected objects by the same incremental amount, even if some objects are already rotated. (E.g. if you rotate two objects by 30 degrees, and one has already been rotated, PageMaker rotates both objects an additional 30 degrees. To rotate an object with the rotating tool: i) Select the object ii) Select the rotating tool from the toolbox iii) Position the starburst at a fixed point- the location around which you want to rotate the selected object. If you are rotating around the center point, press Ctrl If two or more objects are selected, the center point is based on the bounding box of the entire selection. iv) Drag the starburst away from the fixed point, in the direction you want to rotate the object. To constrain rotation to 45 degree increments from the starting position, press Shift as you drag. When the object is in position, release the mouse button







## EXERCISE ON COLOR OPTIONS

**AIM:** Adobe Page Maker COLOR OPTIONS.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

### DESCRIPTION:

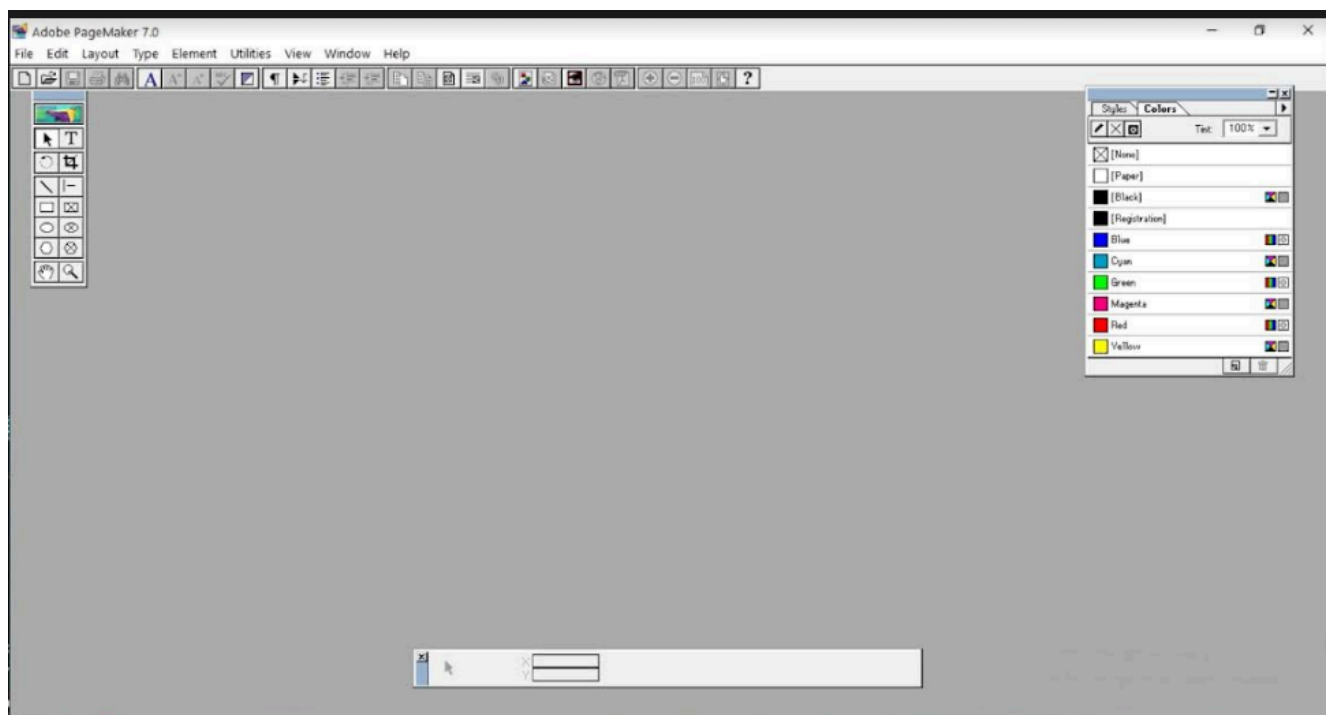
#### CHANGE THE COLOR IN PAGEMAKER:

**Choose Window > Show Colors in Menu bar.** The Colors palette appears. Click the color you want to apply to the selected text

From the Windows menu, choose Palettes, Show Swatches • Click the arrow in the upper right corner of the Swatches Window • Select Load Swatches • Select the color palette you wish to import and click Open.

#### PROCEDURE:

The seven major color schemes are monochromatic, analogous, complementary, split complementary, triadic, square, and rectange (or tetradic).



## EXERCISE ON EXPORT OPTIONS

**AIM:** Adobe Page Maker EXPORT OPTIONS.

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

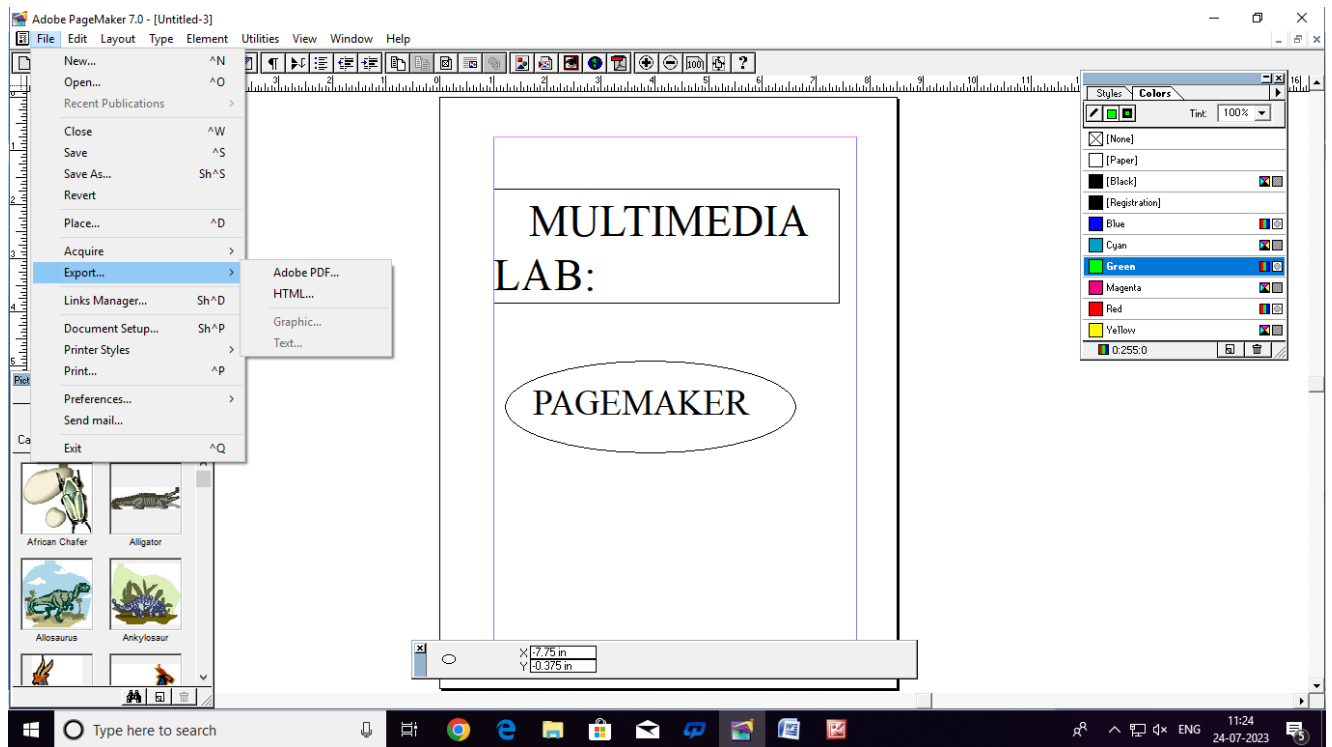
### DESCRIPTION:

Export menu is used to export the pdf directly and also provides a high degree of control over how the pdf is created. When pagemaker exports to pdf , it sends the publication to Acrobat Distiller in a process much like printing.

### PROCEDURE:

#### EXPORTING DATA FROM PAGEMAKER

1. Open the file.
2. Click on the "T" in the small toolbox
3. Click anywhere within the text.
4. Pull down the Edit menu and point to "Edit Story" (if "Edit Layout" is selected, the screen might show large black areas, have text in huge font or on top of other text, and so forth). If there were any garbage characters (not part of the text, but data about fonts and so forth) at the top and/or bottom of the document, these should no longer display, and the first line of content should display at the top of the file.
5. Pull down the Edit menu and click on "Select All." This should highlight the entire contents of the file.
6. Pull down the File menu and click on "Export." You will have to enter the name of the file you want created for the export (use the filename format goldstein-eng-tib-dict-t.rtf, where t is the original file). For the file format, select Rich Text Format (.rtf file extension).
7. Open the .rtf file and save it as a .txt (plain text) file with the filename format goldstein- eng-tib-dict-t.txt
8. Create a new Word doc that will receive the content of the file *after* it is converted. Use the filename format goldstein-eng-tib-dict-t-youtso-converted.txt (**note:** this must be a plain text (.txt) file).



## EXERCISE ON CREATING VISITING CARD

**AIM:** Adobe Page Maker CREATING VISITING CARD

**APPARATUS REQUIRED:** Personal computer, Adobe page maker

### DESCRIPTION:

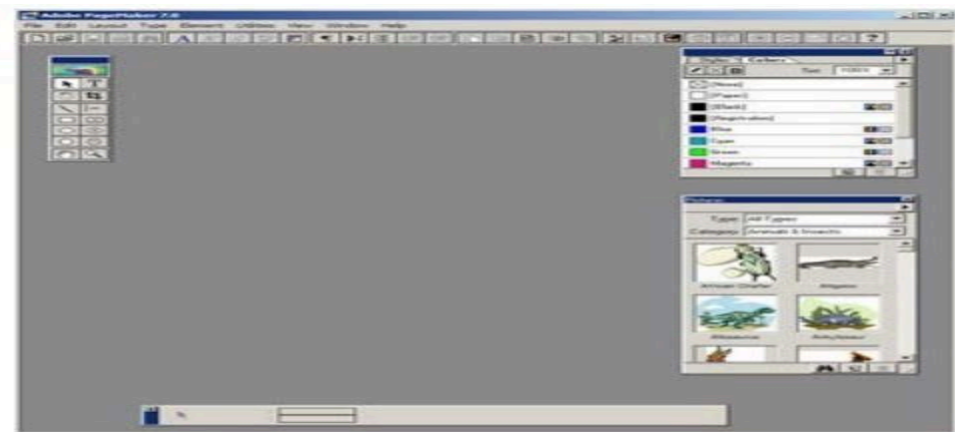
Adobe pagemaker helps us to create our own visiting cards in our own pattern.

### CREATING VISITING CARD:

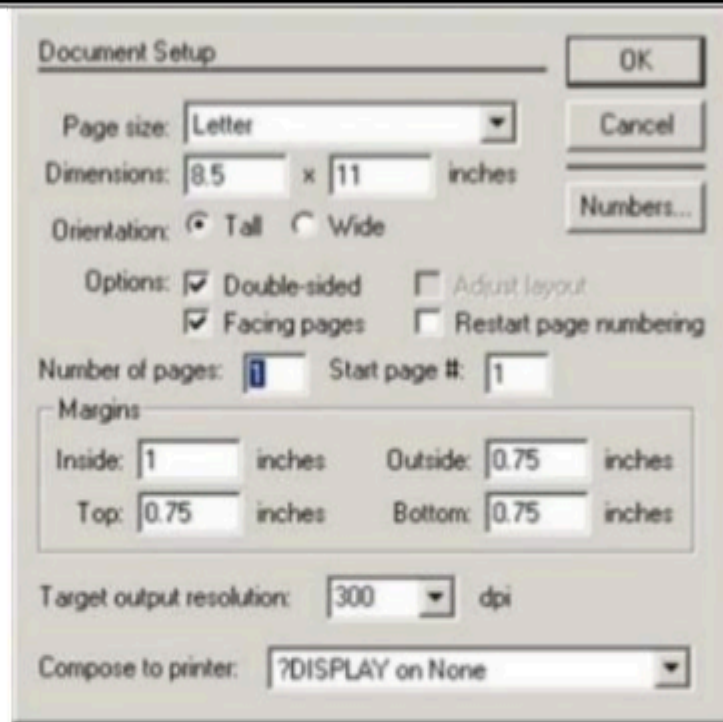
#### Procedure:

1. Start the PageMaker using the following commands.

Start -> All Programs -> Adobe -> Pagemaker 7.0 -> Adobe PageMaker 7.0. The Adobe PageMaker window will be opened as shown in Figure 1.1.

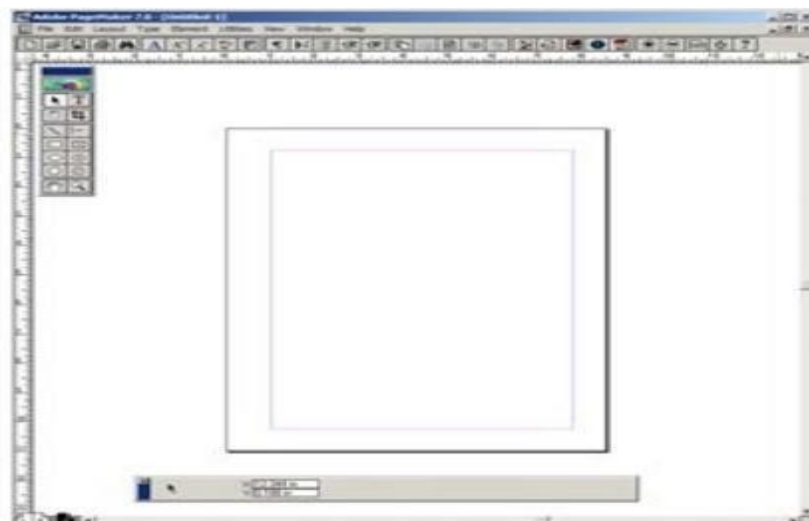


2. Choose File > New in the menu bar (or) Press Ctrl + N in the keyboard. This opens the Document Setup dialog box.



3. Click on OK.

Now a new document called Untitled – 1 will appear on the screen as shown in Figure.



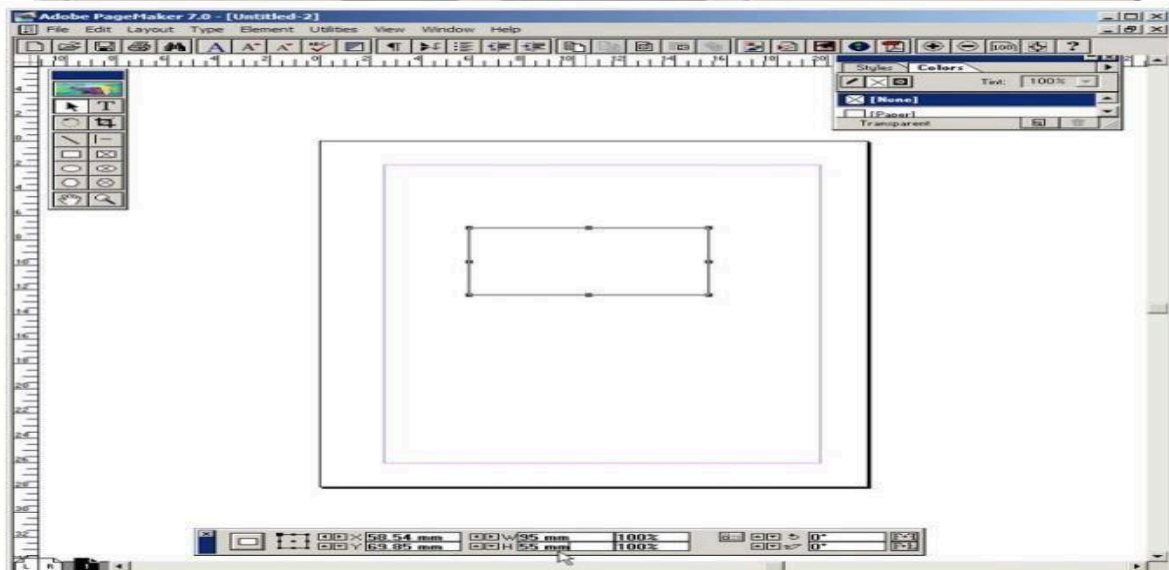
4. Now you can change Measuring Units from Inches to Millimeters.

Choose File > Preferences > general (or) Press Ctrl + K. Now Preferences dialogue box appears.

Change the unit of Measurements and Vertical ruler to Millimeters.

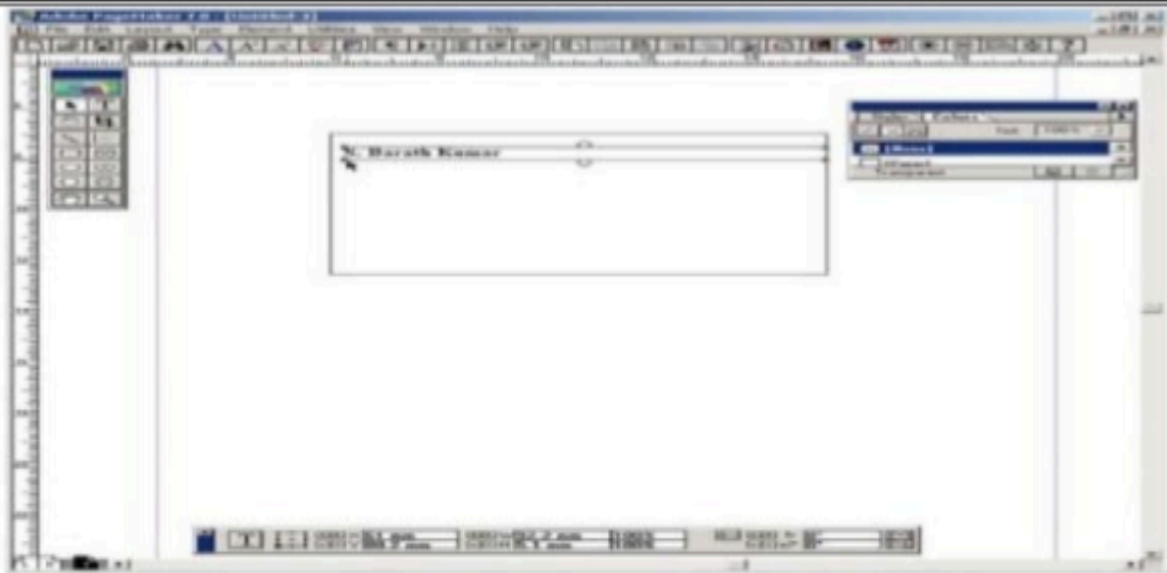
5. Select the Rectangle Tool from the Tool box and draw a rectangle.

6. Using Control Palette, the width and height value of the rectangle has to be set to 95 mm and 55 mm respectively.



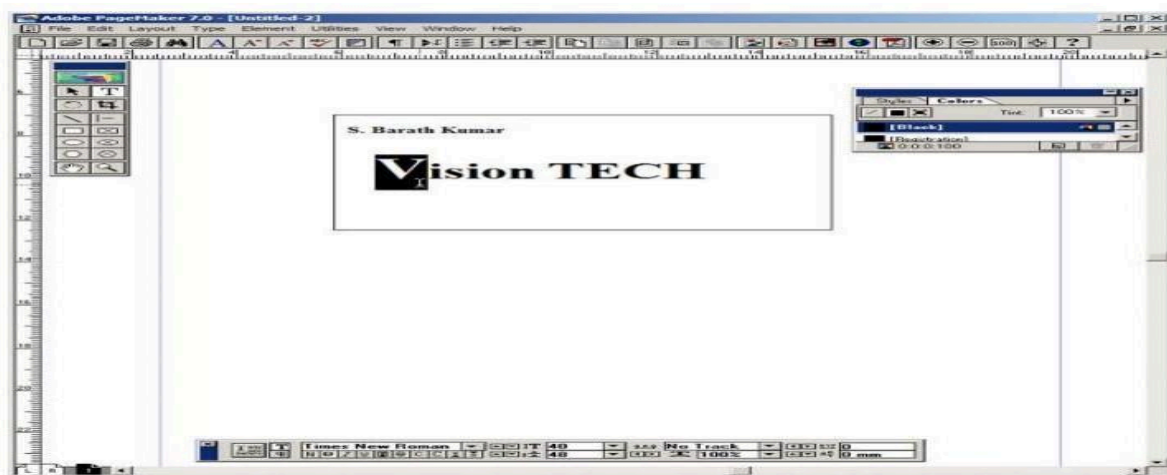
7. Select the Text Tool in the Tool box. Then drag from the left corner of the rectangle box to the right corner to specify the boundary of the text that is to be typed.

8. Type the Name of the person and select it using Text tool. Choose suitable Font and Font Size from the Control Palette. Then move it a little bit towards right side.



9. Repeat the step 7. Then type the Company name and select it using Text tool. Choose suitable Font and Font Size from the Control Palette. Then move it a little bit towards right side.

Select the First character using the Text tool and increase the font size.



10. Repeat the step 7. Then type the Company Address and select it using Text tool. Choose suitable Font and Font Size from the Control Palette. Then move it towards right side.

### Output



## EXERCISE ON CREATING BOOK COVER PAGE

**AIM:** Adobe Page Maker CREATING BOOK COVER PAGE

**APPARATUS REQUIRED:** Personal computer, Adobe page maker.

### DESCRIPTION:

To create the cover page of a particular book, we can use the tools of adobe pagemaker and we can create a book cover page.

### PROCEDURE:



## CREATING BOOK COVER PAGE:

To assemble the first of three pages of the proposal, you will begin by creating and modifying text. Once the text is formatted, you will create new styles and edit existing styles that you will use throughout the rest of this publication. Creating the title After establishing the character and paragraph specifications for the title (Bella Coola) that spans the top of the first page of the proposal, you will type the text and apply a 75% tint of black using the Colors palette.

1 Select the text tool ( ), and drag to define a text block that spans the width of the two columns (exact height is not important).

2 In the Control palette, choose Birch for Font, type 100 for Size ( ), and click the All Caps button ( ). Note: By default, PageMaker automatically sets the leading to 120% of the font size (as indicated in the Control palette).

3 Type bella coola. Because you had selected the All Caps button in the Control palette, the text is displayed in uppercase letters.

4 With the text tool still selected, drag to select the letter B in the word BELLA, and in the Control palette type 120 for Size, and click the Apply button. Note: If different leading amounts occur within a single line, PageMaker uses the largest leading amount for the entire line. Since leading is a character attribute, you can apply more than one leading amount within the same paragraph.

5 Drag to select the letter C in the word COOLA, and, in the Control palette, type 120 for Size, and click the Apply button.

6 With the text tool still selected, triple-click the title text to select it.

7 In the Control palette, click the Paragraph-view button ( ), and then click the Force-justify button ( ) to force the title text to spread across the width of the text block (which spans the two columns).

8 With the text still selected, make sure [Black] is selected in the Colors palette, and choose 75% for Tint to apply a 75% tint of black. To make the text easier to work with, you will change the leading method used for the title. The leading method controls where text sits in the slug. (As mentioned in Lesson 1, a slug is the vertical space used by each line of type.) PageMaker

you choose three different leading methods: proportional (the default method), top of caps, and baseline. Proportional and baseline leading are the most common methods.

#### A. Proportional

leading B. Top of Caps leading C. Baseline leading The proportional leading method (the method currently applied to the title) aligns the baseline of the text one-third of the slug height above the bottom of the slug. The baseline leading method, on the other hand, aligns the baseline of the text with the bottom of the leading slug. When using baseline leading, the baseline of the last line of text in a text block aligns with the bottom of the text block. Because you'll be placing text underneath this title, it will be easier to work with other text blocks if the bottom of the title text block is not in the way

9 With the text still selected, notice where the text sits in the highlighted leading slug. Choose Type > Paragraph.

10 In the Paragraph Specifications dialog box, click the Spacing button. The Spacing Attributes dialog box (Windows) and Paragraph Spacing Attributes dialog box lets you to control the amount of space inserted between letters and words, the leading method, and the percentage of autoleading. In this example you will use the Spacing Attributes dialog box to override the proportional (default) leading method with the baseline leading method. 11 In the Spacing

Attributes dialog box (Windows) or Paragraph Spacing Attributes dialog box (Mac OS), select Baseline for Leading Method. Hold down Shift (Windows) or Option (Macintosh), and click OK to close all the dialog boxes at once. Notice that the slug has shifted in the title so that the baseline touches the bottom of the slug.

12 Select the pointer tool, click the title text to select it as a text block, hold down Shift (to constrain the movement to 90°), and drag the text block to align the top edge of the smaller letters with the top margin guide. The 120-point letters overlap the top margin.

13 Choose File > Save.

