

**FURTHER DETAILS REGARDING MAIN TOPICS OF  
PROGRAMME No. 12/2019 (Item No.27)**

**JUNIOR INSTRUCTOR  
(DESKTOP PUBLISHING OPERATOR)**

**(SPECIAL RECRUITMENT FROM AMONG SC/ST ONLY)**

**(Category No.597/2017)**

**Fundamental & Basic of Computer Fundamentals:**

Introduction to computer, Hardware & Software, Computer Application, Input devices: Keyboard, mouse, OCR, OMR, MICR, Scanner etc. Storage media- Magnetic Disk, Hard Disk, Floppy Disk, CD etc. Output devices Hard copy devices & Softcopy devices. Types of Software- System & Application software concepts:- Bits, Bytes, RAM, ROM, ASCII etc. **Operating systems Ms Windows.** Introduction & Version, Desktop & its terminology, Windows accessories, File Management Folder Concept. MS Windows and its use, File management, Folder, Maintenance wizard, setting through control panel, using essential accessories and removal, Installation of various software.

**Networking Concept, Word Processing, Printing Process, Document Set Up Conceptualization of Document, Desktop publishing:**

LAN, MAN, WAN, File & Printer sharing, Introduction & Use of Internet, Use of Internet. accessing/browsing, E-mailing Downloading Understanding & File Manipulations in various Software. **Word Processing-** Basics of word processing. Text selection, Opening Documents and creating, Saving, quitting, editing text(copy, delete, move, etc) Finding and replacing text. Spell check feature/ Auto correct feature. Grammar facility Auto text. Character formatting, Page formatting. Adding borders and shading, Headers and Footers, setting up multiple columns, Sorting blocks, Margin & hyphenating, document & Data source merging . Using Mail merge feature for labels and envelopes, Inserting table, Graphics, pictures and text. Using templates and wizards, text wrapping, Printing documents. **Printing Process-** Introduction, History of Printing and Types Comparative Analysis of Various printing process. **Desktop Publishing** , Introduction, Merits and Demerits, Word processing through Ms word.

**Quark Xpress, Output devices, Paper, Scanning:**

Specifying Document setting, Creating and opening publications, use of palettes & Control , Typing & Text manipulations, positioning Resizing,

Scaling and stacking typing text formatting graphics. Creating columns, creating style. Changing type style and alignment. Rotating and moving of text block and graphics. Placing text file, Setting tab. Indents Leaders. Copying graphic between publications. Viewing page in appropriate format. Master pages, Master items & spreads, Table manipulations Box and line manipulations. Drawing merging & reshaping items. Web document feature. Setting up pagers, changing document setup. Choosing a measurement system. Adjusting layout. Numbering pages. Rearranging pages., Continued lines & linked text chains importing text. Creating columns. Editing customizing the dictionary, Hyphenation, leading long documents. Drop caps, special characters, spell check. Anchoring items to flow with text. Grouping & locking

object, Wrapping text around graphics. Using libraries, Edit colours creating custom colours creating custom colour libraries. Halftone separating & Trapping . Importing linking and exposing a graphic and document OLE, EPS, PDF, HTML Formats. Publication proof corrections with appropriate proof reading marks.**Output devices-** Inkjet printer, Laser printer, Image setters. Computer to plate or computer to Cylinder. **Paper-** Introduction and preparation. Various paper sizes (Conventional and metric) and their uses. Various paper calculations , Page composing through Quark Xpress. **Scanning:** Principles of scanning, Types of scanners (Flatbed & Drum) and its use Resolutions, DPI, LPI, PPI, Graphic drawings inputs of pictures, sketches etc. Preparation of OCR. Use of scanner for picking up illustration, line drawings, Setting of scanner, Selection line per inch, Dots per inch , Pixel inch, Selection of highlights, middle tone and shadow are Contrast, Brightness, Saturation. Reading of colour strip and do colour correction strip and do colour correction . Making of OCR.

### **Bilingual Software :-**

Setting of Bilingual (Hindi / Any Regional language) matter. Solid and Tabular setting with any multi script language software i.e. ileap Office / ISM publisher. **Digital Printing** Types of digital Printing. Uses in commercial operations. Inkjet bubble jet /thermal printer/laser printer used for small and big formats. Page composing through Regional Language Software.**Printer & Publishing** Installation of New Printer by printer setup. Use of Inkjet/ DeskJet/ Laser Printer for taking out copies **File and Print Management Printing:** Various Types of Printers and their uses. Merit & Demerits File format supported for printing i.e. EPS, PDF, TIFF etc. and also conversion in PDF. **Binding** Project Work & Binding the pages in form of Book using spiral/spico binding machine. Binding techniques.

## **Adobe Page Maker, Typography:**

**Basic concept:** Creating and opening publication, using the tool box, working with palettes, text and graphics, starting a publication from the template, saving and closing a publication. **Tutorial-** Positioning ruler guides, typing text, formatting graphics. Creating columns, creating styles and alignment. Rotating and moving of text block and graphics, placing text file, setting tab, indents and leaders copying graphics between publication, positioning and resizing the logo. **Creating a publication** setting up pages, changing document setup, using master pages. OLE , TIF IMAGE. PDF HTML formats. Printing of publication proof correction with appropriate proof reading marks. **Typography-** Types(Fonts) Type sizes, Different families (style). Point system and other system. Casting off, Proof reading and its marks. House of style, Page composing through pagemaker.

## **Adobe Photoshop, Document Designing & Advance Features:-Image Fundamentals:-**

Digital image pixel. Resolution. DPI, raster image/ bitmaps. Vectorimage / graphics. **Various File Format:** -Bitmap, JPEG, PSD, PDD, TIFF,GIF, WMF.**Understanding Various Tools:-**Marquee Rectangular/ Elliptical. Move Lasso, Polygonal I Lasso Magnetic Lasso, Magic wand. Crop Air brush, Paint brush, Pencil, Rubber Stamp, Pattern stamp, Erase, Paint bucket, Direct selection, Path component selection , Pen custom shape, eye dropper, Hand Zoom. **Understanding various Palettes:** -Navigator, info, Color,Swatches Style History, Layers. Paths, Character, Paragraph, Foreground Colors. Background colors. Default colors. Switch colors.Details about Status Bar. Option Bar.Edit Image in Standard mode. Quick Mask Mode.**Various Image Display:-**Options Standard Screen **Document Designing & AdvanceFeatures** Graphic Reproduction TonalValue Tonal Gradation Continuous tone, half tone,Moiré pattern Highlight, Middle tone, Shadow areas mode. Full Screen Mode with Menu Bar, Full Screen mode.**Various Edit Commands:-**Transform Preferences, Define Brush etc.**Various Image Commands** Inverse. Adjust, Extract, Liquify etc. Mode RGB /CYMK /LAB /Grayscale. Adjust Brightness/ Contrast. Hue/ Saturations, desaturate, Replace Colours, invert, Variations, Canvas size, Rotate canvas, crop, Trim Various Layer Commands. Rearranging Layers, Lock Layers, Merge down, Merge. Visible, Flatten Image. Working with layers set. Various Select commands Various Filter Effects, Render 3DTransform, Lens Flare. Lightning Effects. Motion Blur. Radial Blur...Various View Commands. Print Option Contrast and other details Photo editing Software.. Colour correction techniques.

## **Corel Draw, Graphic Design:**

**Introduction:** Creating Opening drawing. Setting up the drawing page. Using the rulers. Grid. And guidelines. Viewing document. **Drawing and Shaping** Objects: Drawing. Moving & Shaping Object, drawing lines and curves, dimensions line. Working with Style & Templates. Organizing Objects: Arranging & Changing the order of objects. Grouping, Ungrouping **Graphic Design:** Principles of page design Elements of design Colour Define colour, type of colours ,impact of colours, colour wheel. Achieving of different colors through appropriate colour percentage. locking and unlocking objects. Using and setting layers Aligning & editing objects data. Working with pattern and texture fills. Applying and editing line, ending shapes, splitting and erasing portions of objects positioning moving stretching and rotating objects Working with multiple on screen colour palettes. Adding graphics symbols and specials character editing Formatting text & paragraph, hyphenating text .creating and editing blends , envelopes. creating and modifying vector and bitmap .Extrusions, creating drop shadow. Objects, working with linked bitmap. Applying special effects to bitmap by 3D.Effects : blur effects, contour effects. Creating documents for various formats using layout. Creating colour separations , working with halftone and bitmap screens. Importing and exporting files, OLE (Object Linking and Embedding)Printing of document/ Design. Principles of page design, Elements of page design, Colour- Define colour, type of colours impact of colours, colour wheel, Achieving of different colours through appropriate colour percentage. Selection of types (Fonts) for text Preparation of Graphics ,Creation of rough sketches, Colour Selections ,Font & Image

## **Adobe In Design , Page Make up, Costing and estimating:**

Document and column set up for a variety of publications Identification of tools Use of rulers, guides and snap to guides . Page formatting formatting type including styles, sizes, leading, tracking, kerning. Using the edit menu cutting, copying, pasting Multiple pasting, editing stories, spell checking Formatting paragraphs, moving/resizing text blocks, leading adjustment etc..Placing graphics, resizing graphics, text wraps Setting up templates and style palettes. Grouping and aligning objects, multiple pasting with “step and repeat: functions .Graphic formats, links, resolutions Colour, colour libraries and colour separation. Bi-fold brochures and other custom layouts. Rotation tool, drop caps, page numbering and insertion of special symbols. Styles and creating a custom style palette, use of templates Printing solutions and PPD’s and PDF’s generation. **Page Make up** Principles of page make up books Copy preparation procedures Copy fitting procedures Page making through adobe In Design. **Costing and estimating:** Costing and estimating of various jobs Preparations of

masters/ use of masters for taking out proofs.

***NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper***