

**1/E-79 (i) (Syllabus-2015)**

**2022**

**( November )**

**DESKTOP PUBLISHING, PUBLISHING  
TOOLS AND MULTIMEDIA**

**( Elective )**

**( DTP-101 T )**

**( Publication Layout and Design )**

**( For the Students of DTP, MCVP and  
Media Tech )**

**Marks : 38**

**Time : 2 hours**

*The figures in the margin indicate full marks  
for the questions*

**1. Answer the following questions briefly :  $2 \times 5 = 10$**

**(a) What is the difference between a bleed and a slug?**

**(b) Explain the steps to export a file into PDF.**

**(c) What is the difference between Smart Guides and Guides?**

(d) Explain the steps to add pages in InDesign.

(e) How do we wrap a text around a graphic?

2. Explain the different types of alignment in InDesign. 7

Or

Why do we use indents? How do you create a first line indent? What is a hanging indent? 2+3+2=7

3. What is a master page? How can we set up a master page in InDesign? What is the difference between master page and a template? 2+3+2=7

Or

How do we create a new colour in a colour palette? What is the difference between a spot colour and a process colour? How can we apply colours to objects or texts? 3+2+2=7

4. What is a style? What are the different types of styles in InDesign? How do you apply a style for a paragraph and apply it to the whole document? 2+2+3=7

Or

What is an inline graphic? How do you create an inline graphic? How is an inline graphic different from a normal graphic? 2+3+2=7

5. Explain the steps on importing a table into InDesign. How do we apply and remove bullets for a text? 4+3=7

Or

Write short notes on the following : 3+3+1=7

(a) Kerning and tracking

(b) Skew and scaling

(c) Drop cap

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