DESKTOP PUBLISHING

(DTP)

Short notes on PageMaker, Photoshop & CorelDraw

Index

DTP-Desktop Publishing

Introduction to DTP

Desktop publishing applications allow you to create documents containing graphics and text on a computer. Business cards, flyers, brochures, newsletters and stationery are a few things that you can create using a desktop publisher.

Consider the creation of a simple one-page flyer. Without a graphic artist's tools, a person would be limited to a typewriter, markers, scissors, glue, a ruler, and whatever else that was in the home that could be pressed into service. A graphic artist would have press-type, the services of a typesetter, knives, spray mount, technical ruling pens, a camera (sizes photos and line drawings), etc. These tools make the job a lot easier, but they still have their drawbacks for instance, expensive ruling pens are useless if you do not have a steady hand and a good eye. With desktop publishing, these tools have all been moved onto a computer. Not only do the tools work in the same way, but they are just as easy, or even easier, to use. Best of all, production time and costs drop dramatically with the use of desktop publishing. PageMaker and the desktop computer can help you accomplish tasks in minutes that once took hours to accomplish with traditional Typesetting, layout, and paste-up techniques. It was the first in a generation of desktop publishing software packages.

Adobe PageMaker 7.0
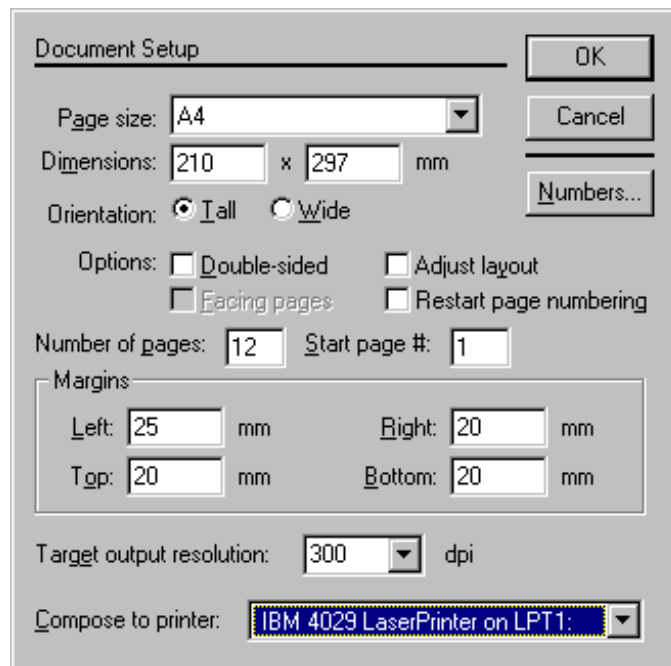
Introduction to PageMaker

PageMaker was originally designed to facilitate pasting parts of a publication together after they were individually created with other software. PageMaker has some basic graphics capabilities, However complicated graphics should be created and edited using software specifically for graphics, e.g., Adobe Illustrator or Photoshop and then imported. Likewise for text. Although PageMaker has a basic text editor, it is best to create and edit your text in a word processor, e.g. Microsoft Word and then import it.

PageMaker has a **File, Place** command that allows you to select the text and graphics files that you wish to import.

Create a Publication

To open a new document, select **File, New** from the menu. The Document Setup dialog box will appear,Allowing you to change the default for this specific document. (To change the document setup defaults for the entire application, select **File, Document Setup** without issuing the new command or while you are in an existing document.) The values in the Document Setup dialog box may be changed after starting a publication.

Menu Bar

File - Commands that affect the entire document (includes Open, Save, Place, Print, Page setup, Preferences and Quit).

Edit - Contains Undo, cutting and pasting commands.

Layout - Go to, insert, remove, and sort pages. Also controls column guides.

Type – Formats the characters and paragraphs.

Element - Contains a palette of line widths and patterns for lines and shapes created within PageMaker and a palette of shades and patterns for shapes drawn within PageMaker.

Utilities - Contains the index and table of contents features and plug-ins currently installed.

View - Controls the display size of your publication. Also controls rulers and guides.

Window - Contains the commands to display the different palettes, the toolbox, and documents open.

Toolbox

The Toolbox can be dragged around just like any other window. To close it, go to **Window** on the Menu bar and select **Hide Tools**. To retrieve it, go to **Window** and select **Show Tools**.

These tools are used primarily for creation and editing of simple graphics and text.
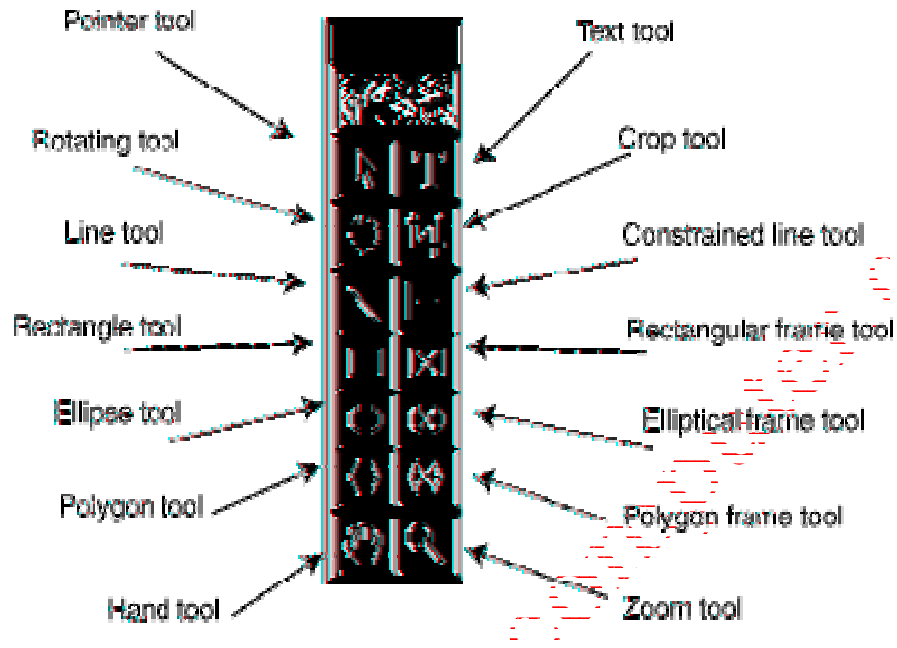
Explanation of Toolbox

Used to **select items**, text, or a location. Once an item has been selected, it can be resized, moved, copied or deleted.

Enables **text entry** and editing.

Rotates text, drawings, or graphics.

Allows custom **trimming of graphics.**

Draws straight lines at any angle. See **Elements, Lines** for Options.

Draws horizontal, vertical, and 45 degree lines. See **Elements, Line** for options.

Draws rectangles. To draw squares, hold the SHIFT key before Clicking and dragging.

Creates **rectangular placeholders** for text and graphics. To create Square placeholders; hold down the SHIFT key before clicking and dragging.

Draws ellipses. To draw circles, hold down the SHIFT key before clicking and dragging.

Creates elliptical placeholders for text and graphics. To create Circular placeholders, hold down the SHIFT key before clicking And dragging.

Draws basic polygons. See **Element, Polygon Settings** for Options.

Creates **polygonal placeholders** for text and graphics.

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

Used to **magnify** or reduce the view of your work area. To zoom out hold the ALT key before clicking.

The Pasteboard

When you create a publication, PageMaker opens a window which contains a page centered on the pasteboard. The pasteboard is similar to the work space traditionally used by graphic artists.

Untitled-3

Zero Point Box   Pasteboard Area   Redraw Box

Rulers

Toolbox

Facing Pages

Margins

Page Icons

Pasteboard Area
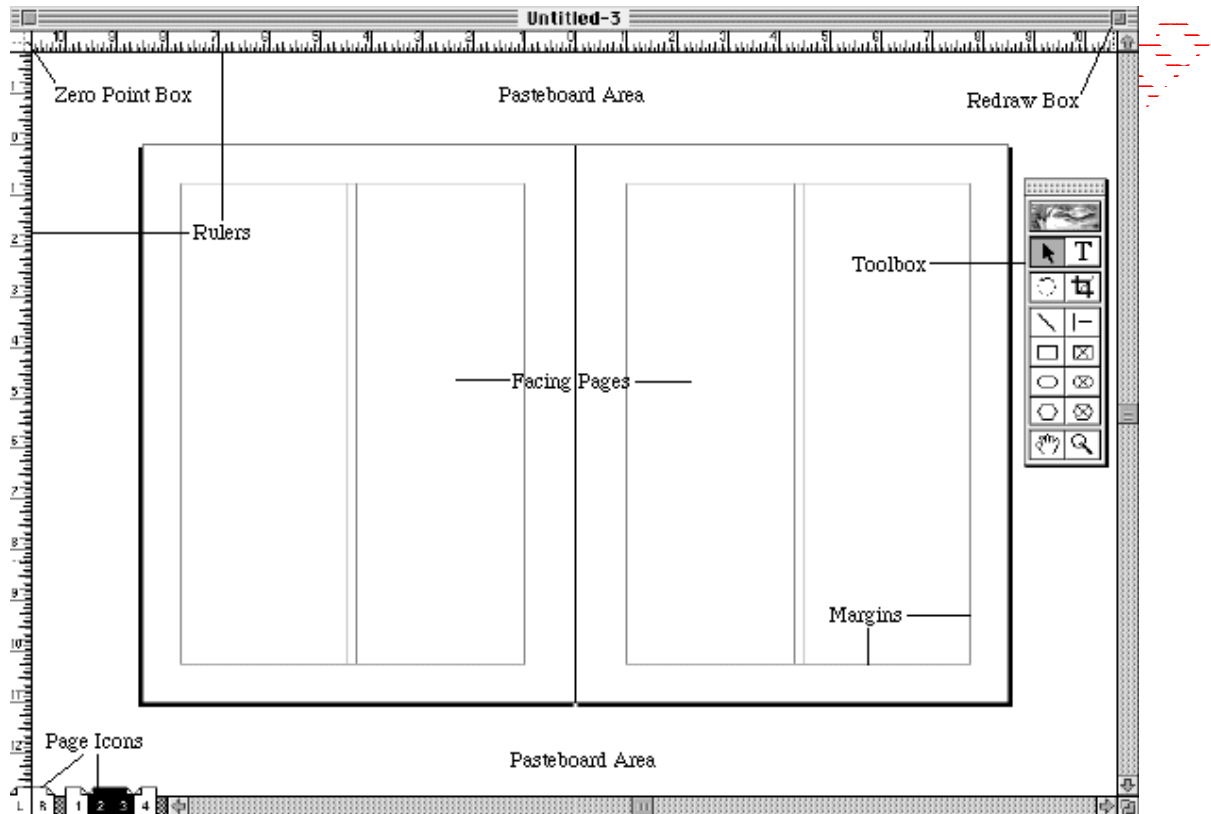
Bullets and numbering

<u>Bullets and numbering</u>

This 'Plug-In' allow you to add 'bullets' or numbers to selected paragraphs in the text. Use it as follows:

1. Using the 'Text' tool, click in the first paragraph to which you want to add the bullets/numbers.

2. Select 'Utilities', 'Plug-Ins' and 'Bullets & numbering'.

3. Choose whether you want to add bullets/numbers to every paragraph, a certain number of paragraphs, all paragraphs with a certain style, or selected (<u>highlighted</u>) paragraphs

<u>**Bullets**</u>

1. For bullets, choose the type of bullet you want. If the selection offered does not appeal to you, click on 'Edit', and choose from the entire character set (or another set).

2. For numbers, click on 'Numbers' and complete the dialogue box which appears. The style of numbering can be chosen, and the separator, i.e. the character which appears after the number.
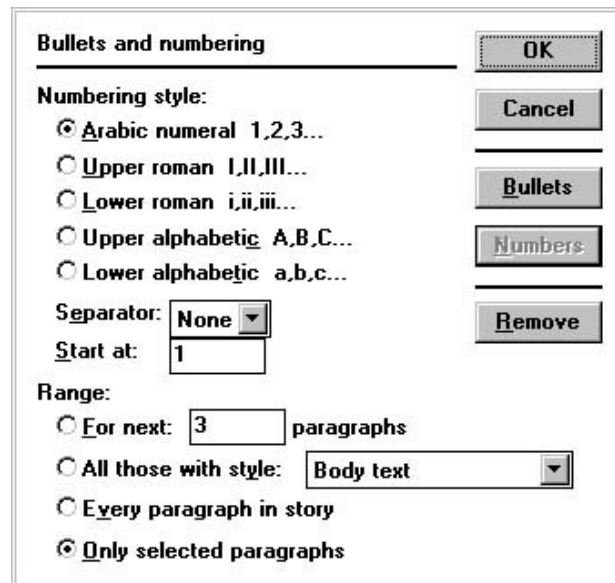
Then click 'OK' (or 'Remove' to remove previously placed bullets/numbers).

Printing

Before printing, make sure that the machine you are using is actually connected to a printer!
Select 'File', 'Print' to obtain the following dialogue box:
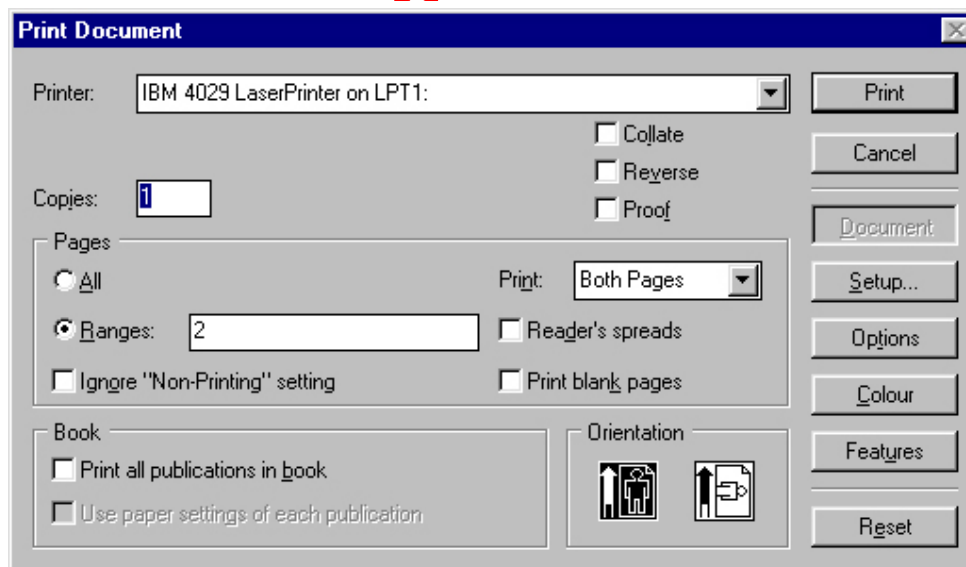
Adobe Photoshop

Adobe Photoshop is a popular image editing software that provides a work environment consistent with Adobe Illustrator, Adobe InDesign, and other products in the Adobe Creative Suite. This tutorial is an introduction to using Adobe Photoshop. Here you will learn how to get started, how to use the interface, and how to modify images with basic editing skills.

GETTING STARTED

Begin by opening Adobe Photoshop 7.0.

On a computer click **Start → All Programs → Adobe Photoshop 7.0**

Setting up the document

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning.

To create a new document, click **File → New**. This will open the Document Setup dialog box

Here you will be able to name your file, set up the correct page size and orientation for your document.
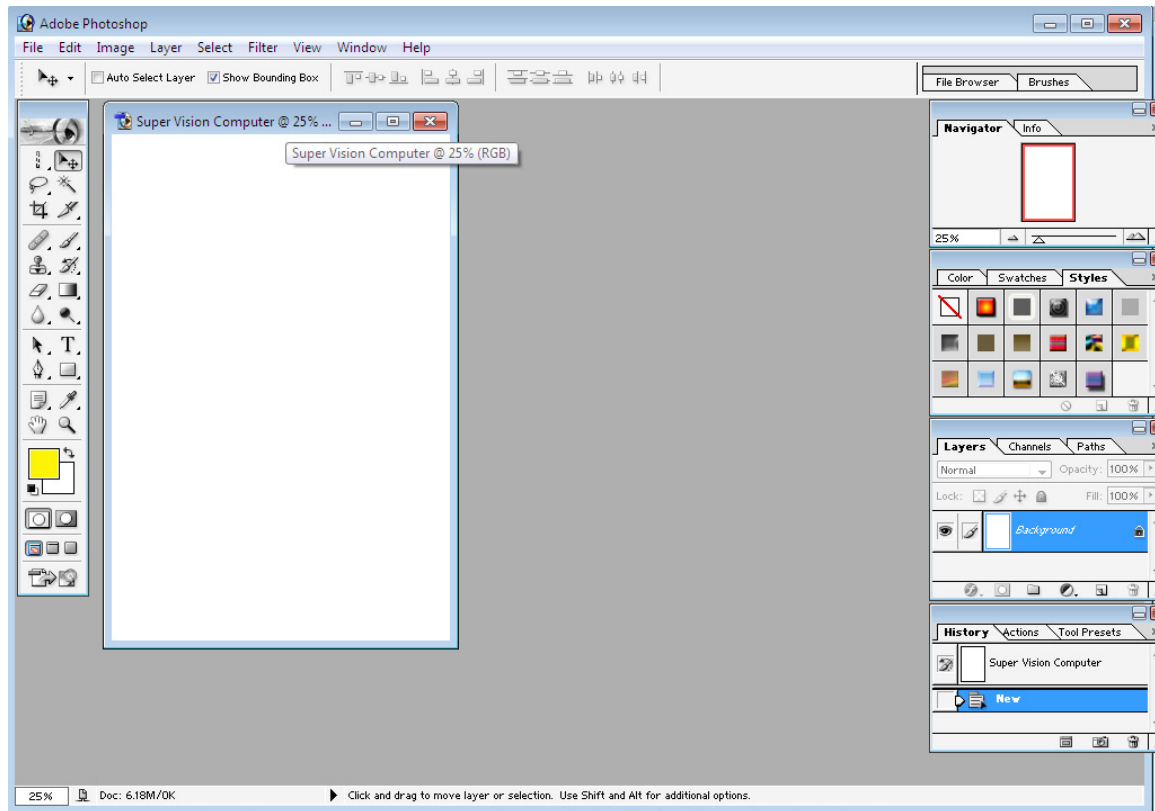
Now open an image file using file →open

After opening file select **move tools** and **drag** opened file to your **new document**
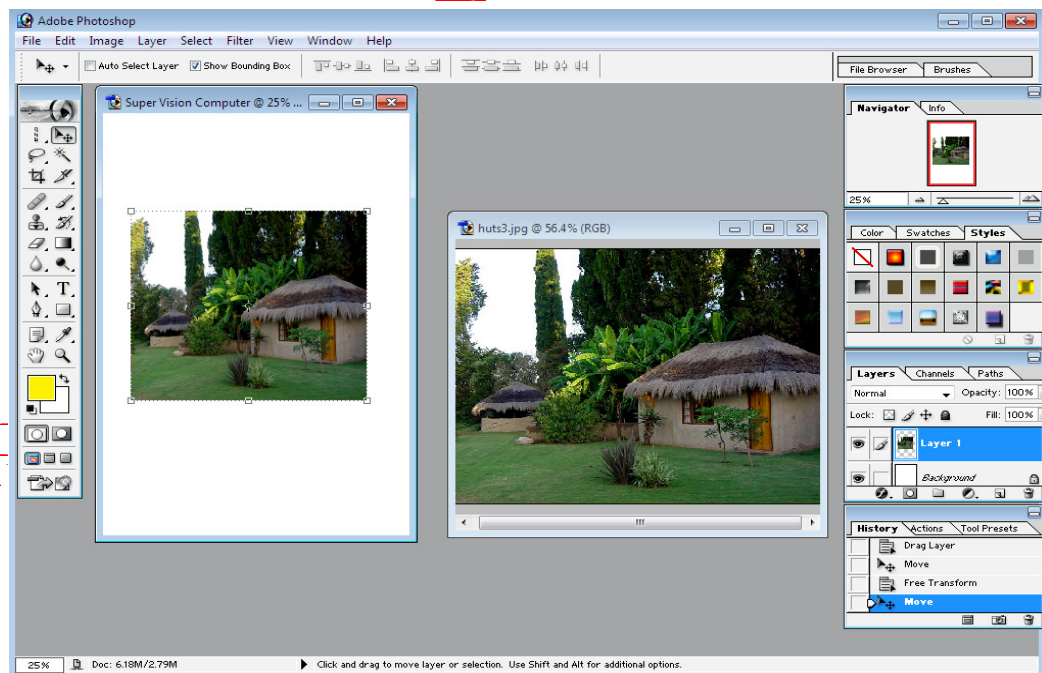
Page Size and Orientation

Change the page size by typing in new values for width and height. Page size represents the final size you want after bleeds or trimming other marks outside the page. In the Preset dropdown menu you can find such common sizes as letter, legal etc. Typing in exact values for Height and Width gives you more control over the size and orientation of your page.

Resolution

Resolution is the number of pixels on a printed area of an image. The higher resolution, the more pixels there are on the page, the better quality of the image. However, high resolution increases the size of the file. **The standard recommended resolution for printed images is 150-300**, for Web images it is 72.

Color Mode

Choose a color mode that will best fit your project. For example, when making a graphic for a web site, choose RGB. When making an image for prints choose CMYK.

Background Contents

Choose the background: white, color or transparent. When you have entered all of your document settings, click Ok.

Opening an image from a disk

If the image you have is saved on a disk or to the computer, select **File ➜ Open**, and then **navigate to the disk drive/file** where your image is saved. Choose the image file and click Open. At this point, you may want to save your image under a different name so that you can always have the original to fall back on in case of a mistake. To save your file, **select File ➜ Save As** and type in the new name of the file in the dialogue box.

<u>Toolbox</u>

Marquee Select Tools ⟶   ⟵ Move

Lasso Select Tools ⟶   ⟵ Magic wand

crop ⟶   ⟵ Slice, Slice Select

Healing Brush, Patch ⟶   ⟵ Brush, Pencil

Clone & pattern stamp ⟶   ⟵ History brush Tool

Eraser ⟶   ⟵ Paint Bucket

Blur, shapen, Smudge ⟶   ⟵ Dodge Tool

Path selection ⟶   ⟵ Text Tool

Pen & Anchor tools ⟶   ⟵ Shape Tool

Notes ⟶   ⟵ Color Picker tool

Hand Tool ⟶   ⟵ Zoom Tool

Background Color ⟶

    ⟵ Quick Mask Tool

Screen Mode ⟶

    ⟵ Edit in image ready

15

Details of Photoshop tool

Move tools -Used to select and move objects on the page. Click the tool button, and then Click on any object on the page you wish to move.

Marquee- Selects an object by drawing a rectangle or an ellipse around it. Click the tool button; choose a rectangular or an elliptical marquee. Drag the marquee over the area of the image you wish to select.

Lasso - Selects an object by drawing a freehand border around it. Click the tool button, drag to draw a freehand border around the are of the image you wish to select.

Magic wand- Selects all objects in a document with the same or similar fill color, stroke weight, stroke color, opacity or blending mode. By specifying the color range or tolerance, you can Control what the Magic Wand tool selects.

Crop- Click the tool button, then click and drag the tool over the part of the image that you want to keep. Resize the selected area dragging the squares at the sides and corners. Click the Return/Enter key when your crop box is sized correctly.

Eye Dropper- Takes color samples from colors on the page and displays them in the Color Boxes. Select the tool, click on the color in the image you wish to sample. The Color Box will display this color.

Healing Brush-Corrects small blemishes in scanned photos. Select the tool, hold down the ALT key and left-click on the base color you need to heal. Then left-click over the blemish.

Brush- Draws brush strokes of different thicknesses and colors. Select the tool. Then click on the selected area, drag to draw lines. Use the Options bar to change the brush, mode, opacity and flow.

Clone stamp - Takes a sample of an image and applies over another image, or a part of the same image. Select the tool. Hold down the ALT key and left-click on a certain point of the document where you want to start your copy point. Then, put your mouse over whatever part of the new document you want the picture to go to. Hold down the left mouse button and drag the mouse across the page to copy the picture.

Art history brush- Paints over an image using the source data from a specified history state or snapshot. Select the tool; specify the brush, blending mode, opacity, style, area and tolerance.

Eraser- Removes part of an existing path or stroke. You can use the Erase tool on paths. Text can only be erased when rasterized.Select the tool, click on the part of the image you wish to erase. Drag to erase pixels.

Paint bucket- Applies a color fill to a selected part of the image or to an entire layer. Select a layer you wish to apply the paint bucket to, click the tool button, click on the starting point, and click the area you wish to fill.

Blur -Blurs the sharp edges of an image. Select an area where you wish to apply the tool. Click the tool button and choose the brush, mode, and strength. Drag the brush along the edges.

Path selection- Selects paths and path segments. Select the tool, click anywhere on the path.

Type- Types text on a page. Every time you click the Type Tool on a new portion of the page, a new layer will be created. Select the type tool, click on the page and begin to type. You can specify the font and size in the Options bar. You can also resize and transform the text box by dragging the squares at the sides and corners. Use the Move Tool to move the text on the page.

Pen- Draws smooth-edged paths. Select the tool, click on the page and drag to draw a path. Click and drag the anchor points to modify the path.

Hand- Allows you to move around within the image. Select the tool, click on the spot on the page, hold the mouse button down, and drag to move in the area.

Magnify- Magnifies or reduces the display of any area in your image window. Select the tool, choose Zoom In or Zoom Out in the Options bar, and click on the area of the image you wish to magnify or reduce.

Color Boxes- The foreground color appears in the upper color selection box and represents a color that is currently active. The background color appears in the lower box and represents an inactive color.

1. To change the foreground color, click the upper color selection box in the Toolbox.

2. To change the background color, click the lower color selection box in the Toolbox.

3. To reverse the foreground and background colors, click the Switch Colors icon (the arrow) in the toolbox.

4. To restore the default foreground and background colors, click the Default Colors icon (the little black and white boxes) in the toolbox.

Note: If you are using the Gradient Tool, the currently selected foreground and background colors will be the default colors of the gradient.

Detailed layout of the Photoshop toolbar.

Tool	Shortcut
Rectangular Marquee Tool	M
Elliptical Marquee Tool	M
Single Row Marquee Tool	
Single Column Marquee Tool	

Tool	Shortcut
Lasso Tool	L
Polygonal Lasso Tool	L
Magnetic Lasso Tool	L

Tool	Shortcut
Clone Stamp Tool	S
Pattern Stamp Tool	S

Tool	Shortcut
Eraser Tool	E
Background Eraser Tool	E
Magic Eraser Tool	E

Tool	Shortcut
Blur Tool	R
Sharpen Tool	R
Smudge Tool	R

Tool	Shortcut
Path Component Selection Tool	A
Direct Selection Tool	A

Tool	Shortcut
Pen Tool	P
Freeform Pen Tool	P
Add Anchor Point Tool	
Delete Anchor Point Tool	
Convert Point Tool	

Tool	Shortcut
Notes Tool	N
Audio Annotation Tool	N

Tool	Shortcut
Slice Tool	K
Slice Select Tool	K

Tool	Shortcut
Paintbrush Tool	B
Pencil Tool	B

Tool	Shortcut
History Brush Tool	Y
Art History Brush	Y

Tool	Shortcut
Gradient Tool	G
Paint Bucket Tool	G

Tool	Shortcut
Dodge Tool	O
Burn Tool	O
Sponge Tool	O

Tool	Shortcut
Rectangle Tool	U
Rounded Rectangle Tool	U
Ellipse Tool	U
Polygon Tool	U
Line Tool	U
Custom Shape Tool	U

Tool	Shortcut
Eyedropper Tool	I
Color Sampler Tool	I
Measure Tool	I

Edit Images with Adobe Photoshop

Launch the Photoshop program. The Photoshop program window opens. A toolbox and palette windows appear on the screen. The tools in the toolbox let you select, paint, edit, and view images. Other toolbox controls choose foreground and background colors, and change the screen display mode. Most tools have associated palettes, which contain options for each tool.
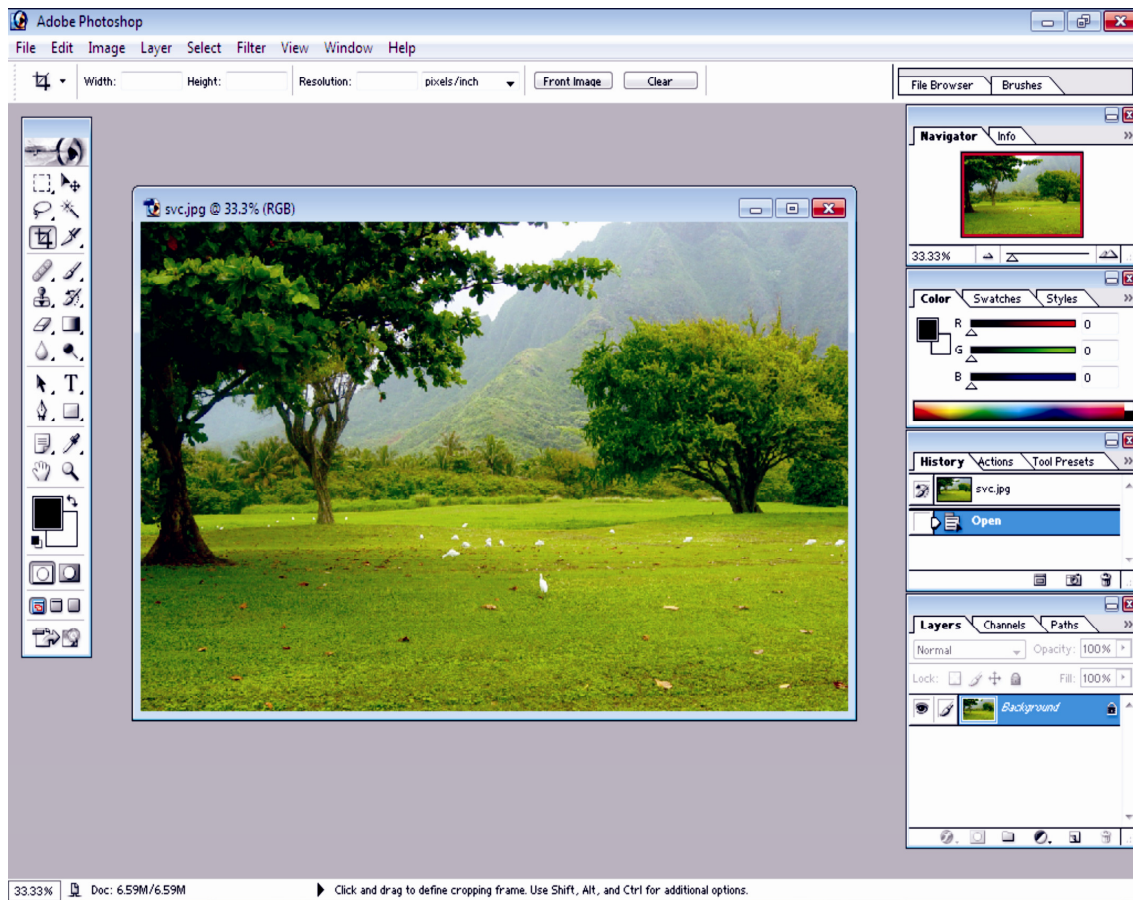
The first time you start the application, the toolbox appears on the left side of the screen. Some tools in the toolbox have options that appear in the context-sensitive tool options bar. These include the tools that let you use type, select, paint, draw, edit, move, annotate, and view images.

Correcting Scanned Images

The quality of scanned images can often be improved. Adjust the brightness and color balance, fix a scratch on the picture, remove an object, resize the image, and sharpen the focus.

1. From the **Image** menu, choose **Adjustments** and from the sub-menu Choose **Variations** This is a useful function for changing several Picture attributes.

2. Adjust the **brightness** by clicking on the image and choose **Adjustments**

3. Similarly, correct the **color balance** by clicking on the thumbnail that you like the best. Color balance is somewhat subjective, but you Might want to start by adding "**More Green**" to the image.

4. Click on the various options until you are satisfied with the Resulting image.

5. Click OK when you are finished

Repair a Damaged Image

On the picture, there is a scratch in. Photoshop can be used to repair the image.

1. Refer to the Toolbar appendix, and **select the Lasso tool** from the toolbar.

2. Carefully draw a circle around the scratch in image by clicking and dragging around it.

3. From the **Filter** menu, select **Noise**, and from the sub-menu choose **Dust & Scratches**…
In the dialog box that appears, you will adjust the Radius until the scratch Disappears.

4. Place your mouse over the triangle, drag it along the line. The number in the Radius box changes. This will occur around 3 pixels.
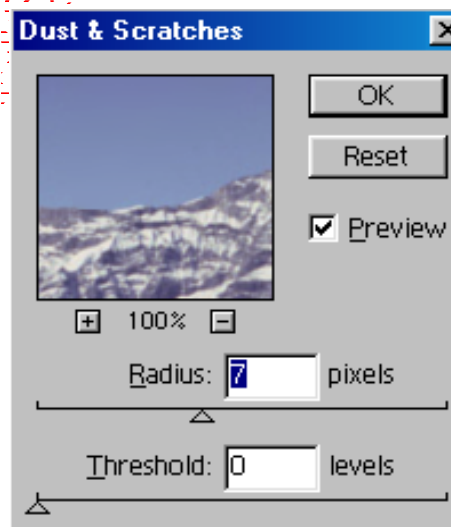
5. Click OK**.**

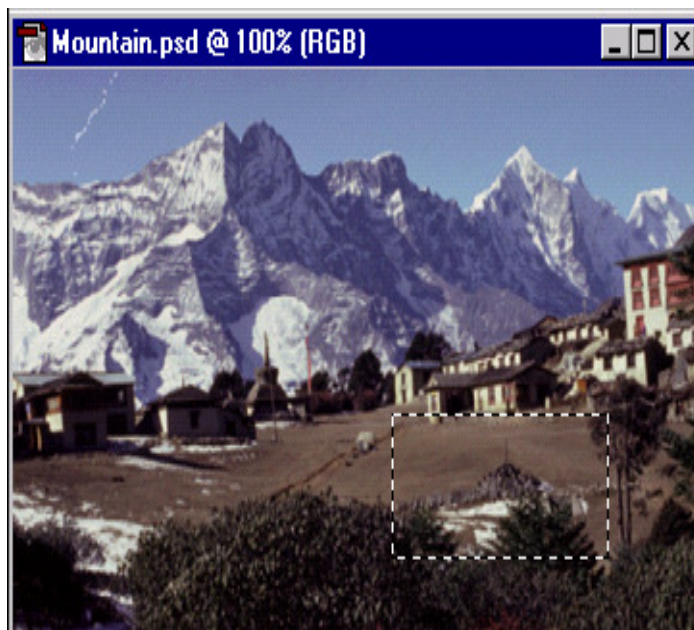The scratch is removed from the photograph.

6**.** Clear the selection**,** from the Select menu, **chooses Deselect**.

Remove an Object

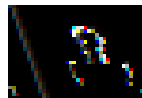Choose the Magnifying Glass tool from the toolbar (Zoom tool),

center of the photo (see below). This will zoom into this area.

Select the Clone Stamp from the toolbar. This tool allows you to copy one area of the picture to another part of the picture. The size of the area being copied is set by the size of the brush.
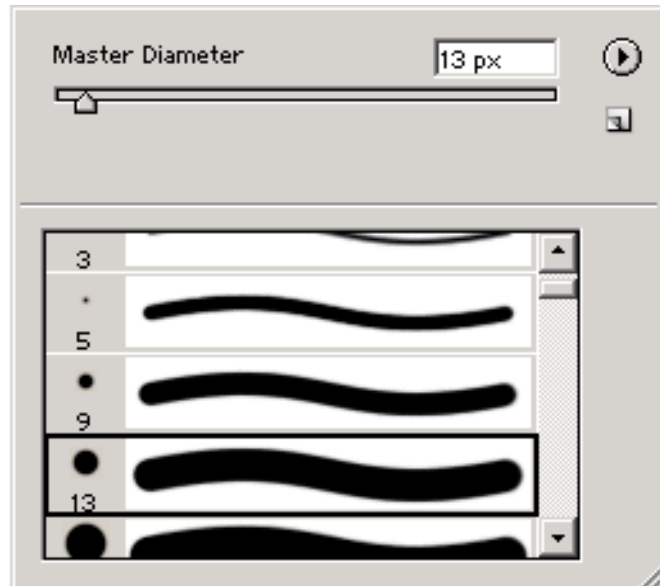
Clone stamp tools ➔

On the Brushes palette, **click the drop-down menu of brushes.**

Select the **line labeled** this sets the brush size that we will use.

First, you will select the part of the image to copy or "**clone**" with the stamp tool.

Move the "clone stamp" cursor over the photo to an area just to the left or right of the rock pile.

Hold down the ALT key

While holding the ALT click once. Release the ALT Key. This "clones" the area that was clicked.

Cropping and resizing

Photoshop has a cropping tool that can select a part of the picture and remove the rest. Cropping can be used to remove unwanted parts of a picture or to focus on a particular portion of the image.

Cropping an Image

1**.** Select the Crop tool on the toolbox.
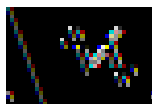
2. Move your mouse to the image, and draw a rectangle to select the desired area. & press enter

You don't have to get this perfect the first time, the selection area can be adjusted using the handles on the rectangular selection.

Altering Images

Change Color of an Object

Locate and open the image.From the Image menu, select Adjustments, then choose **Hue/Saturation** from the sub-menu.

Turn the image red by setting the Hue to -45, and the Saturation to+31. (Or play with these sliders to make the shoes another color.)
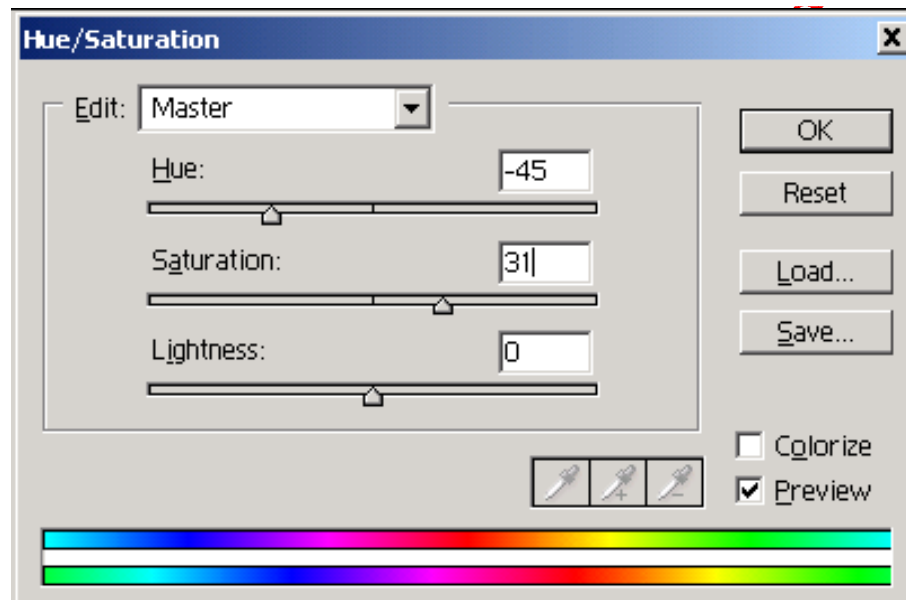
Click OK.

Also change level, color balance, hue/saturation and curves.**Go to image** menu
→**adjustment**→select desire option

Working with Layers

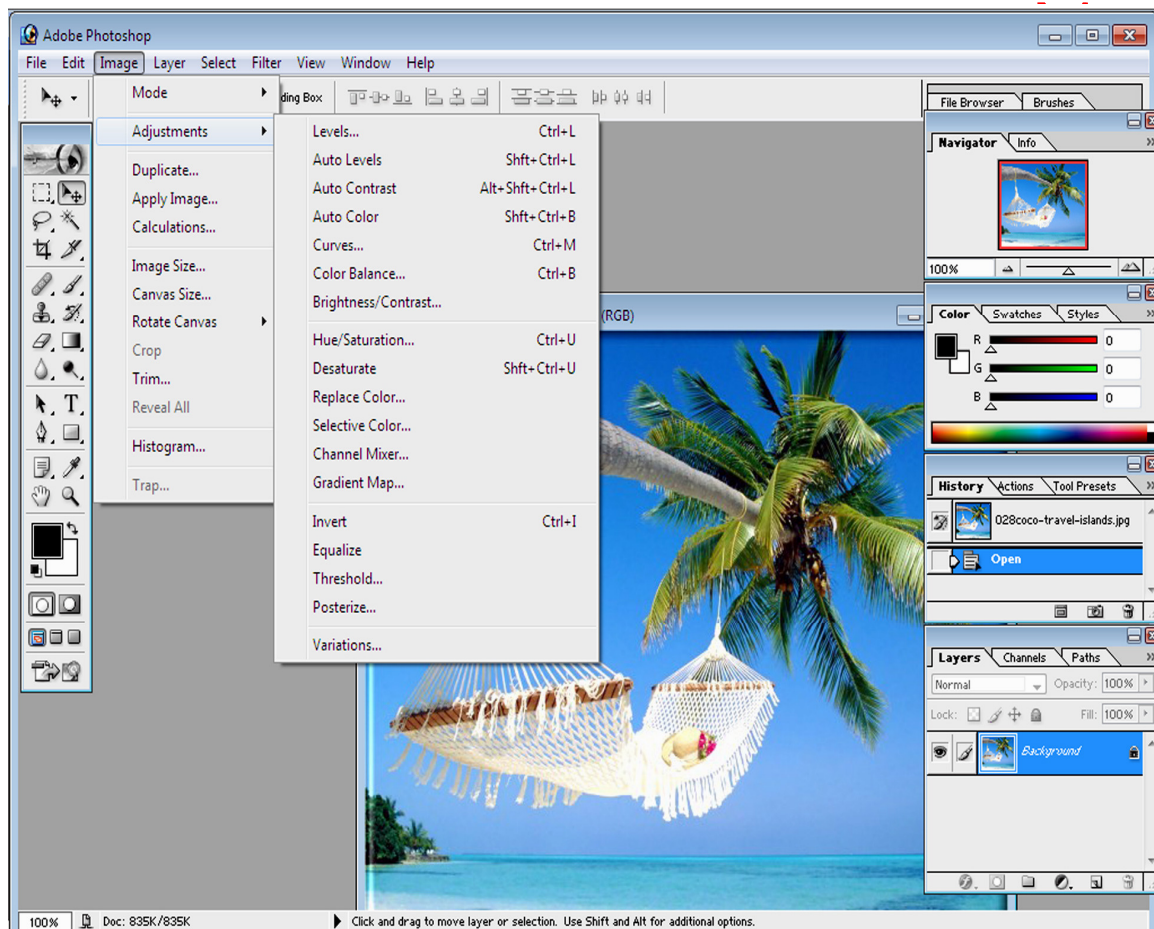When you added the text to the picture in the previous section, you also created a new "layer." As new items, such as text, are added to an image, Photoshop automatically adds a new layer. Layers allow you to edit and position different parts of an image separately. The Layers palette displays all layers for a picture.

1. Check the Window menu. If there is a checkmark next to Layers appears in the list, do nothing. Otherwise click "Layers" to display the palette. Looking at the Layers palette, you'll notice that the image has 2 layers. The text layer that you added is labeled with the text that you typed.
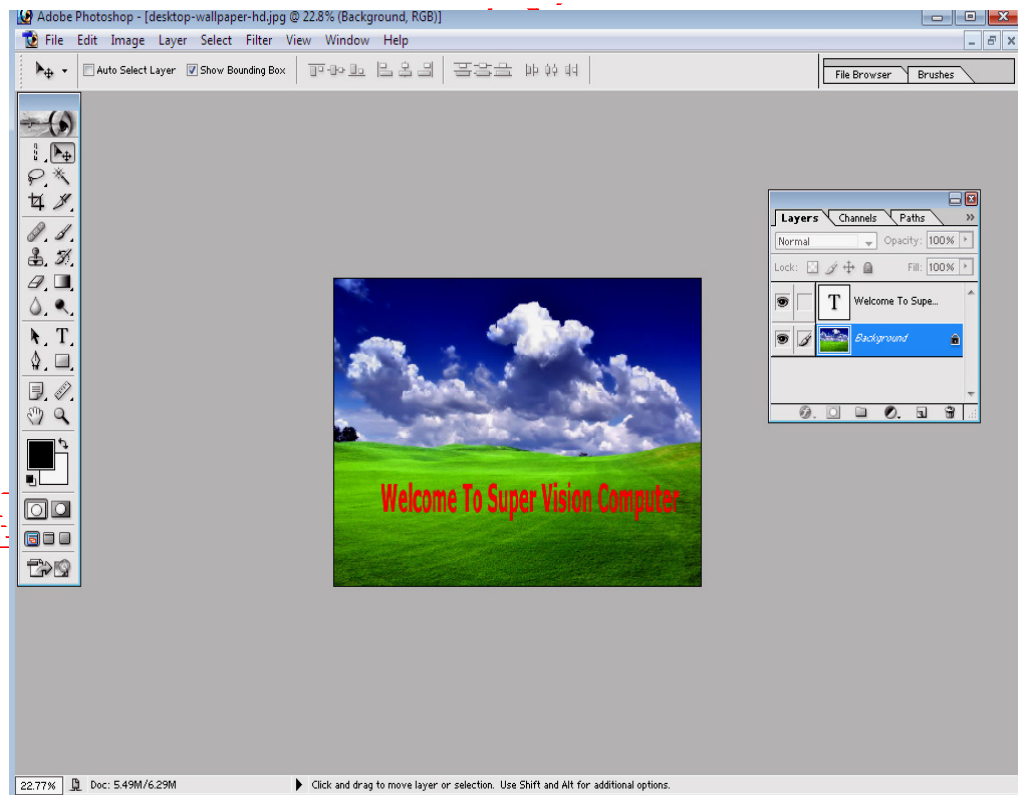
You can control whether the layer is visible by **clicking the eye icon** to The left of it. This will toggle it on (visible) or off (invisible). **Select the layer with the text by clicking it** (it's probably selected Already). It will be highlighted when selected.

Choose the Move tool from Toolbar.

Click anywhere on the image and move the mouse.

Only the image will move because only its layer is selected. Layers often contain text or a portion of an image. Effects can be added to a layer to enhance its appearance.

To add a **Layer effect** to the text layer, from the Layer menu, choose Layer style, and then choose Drop Shadow.
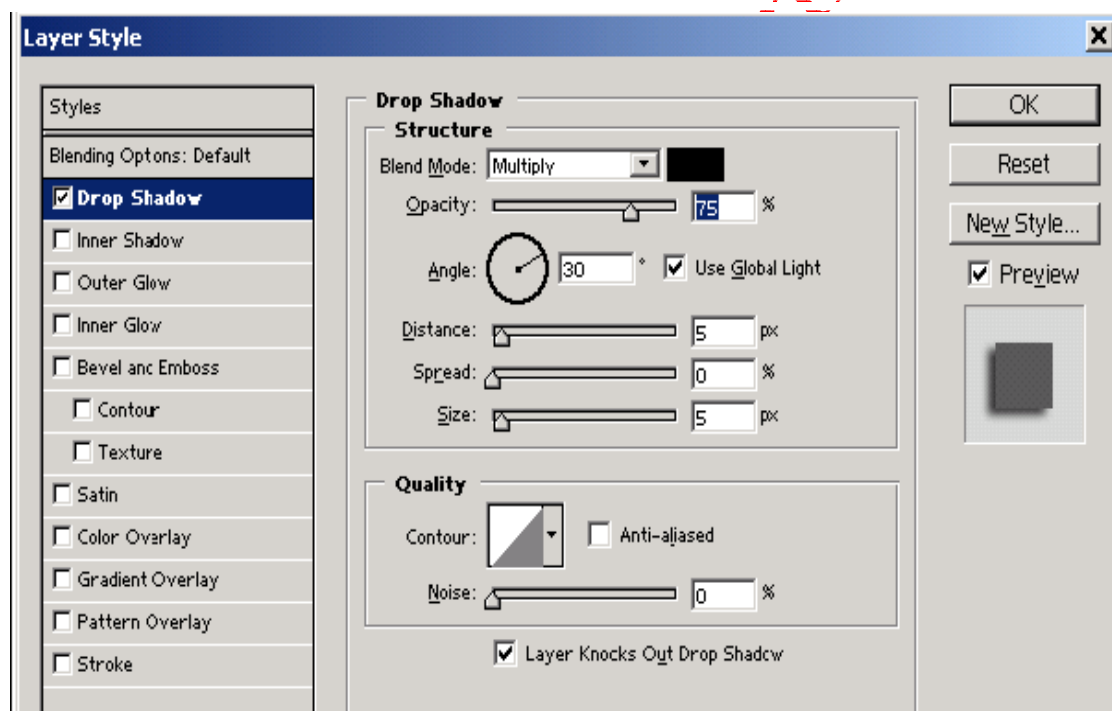
In the dialog box, click OK. The text layer now has a shadow effect

CorelDraw

Opening CorelDraw

1. When **CorelDraw** is loaded, a new section is created on the **Start Menu.** To open CorelDraw, click the Start button from the **Taskbar.** This opens the Windows Start menu.

2. Select **Programs** from the list. This activates the Programs panel. Programs are contained in groups, but rather than being initially displayed in a group window, each group is listed.

3. Find the Corel section and select **CorelDraw 12**.This opens up the program with the CorelDraw welcome screen. If you have used the program before, you may have turned off this screen.
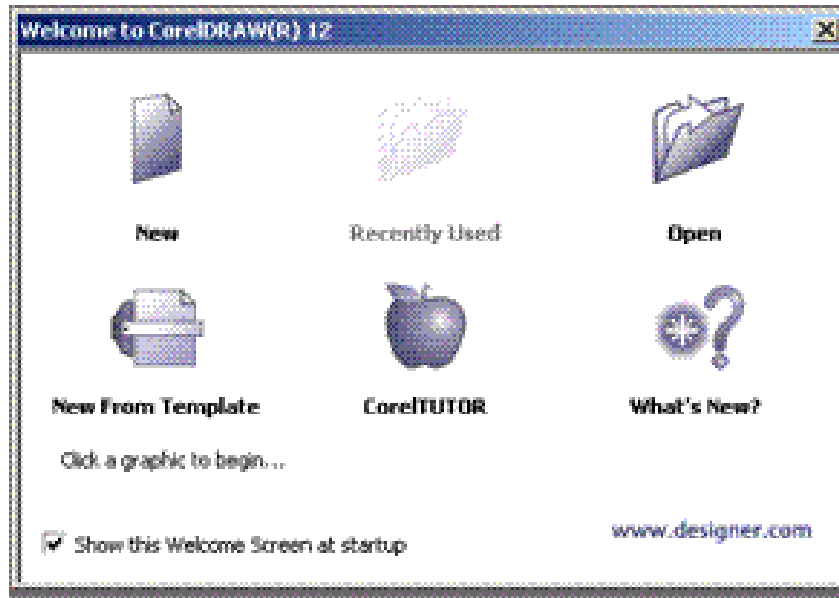
Choose **Open Graphic** or use the **Open** command on the **File menu.**

New Graphic creates a new, one page document. Open Last Edited opens the last document you had open. The splash screen will show the names of the files over the icon. The Template icon allows you to access many professionally created templates you can then modify for your own projects. Th*e* Corel Tutor gives you a brief overview of how to use the program and what's New*?* Shows you all the improvements from Version 11. Designer.com connects you to the Corel Designer.com web site where you can find many helpful areas. If you clear the check from the box in the lower left corner, you will not see this graphic but will open a new file when you open the program.

The CorelDraw Window
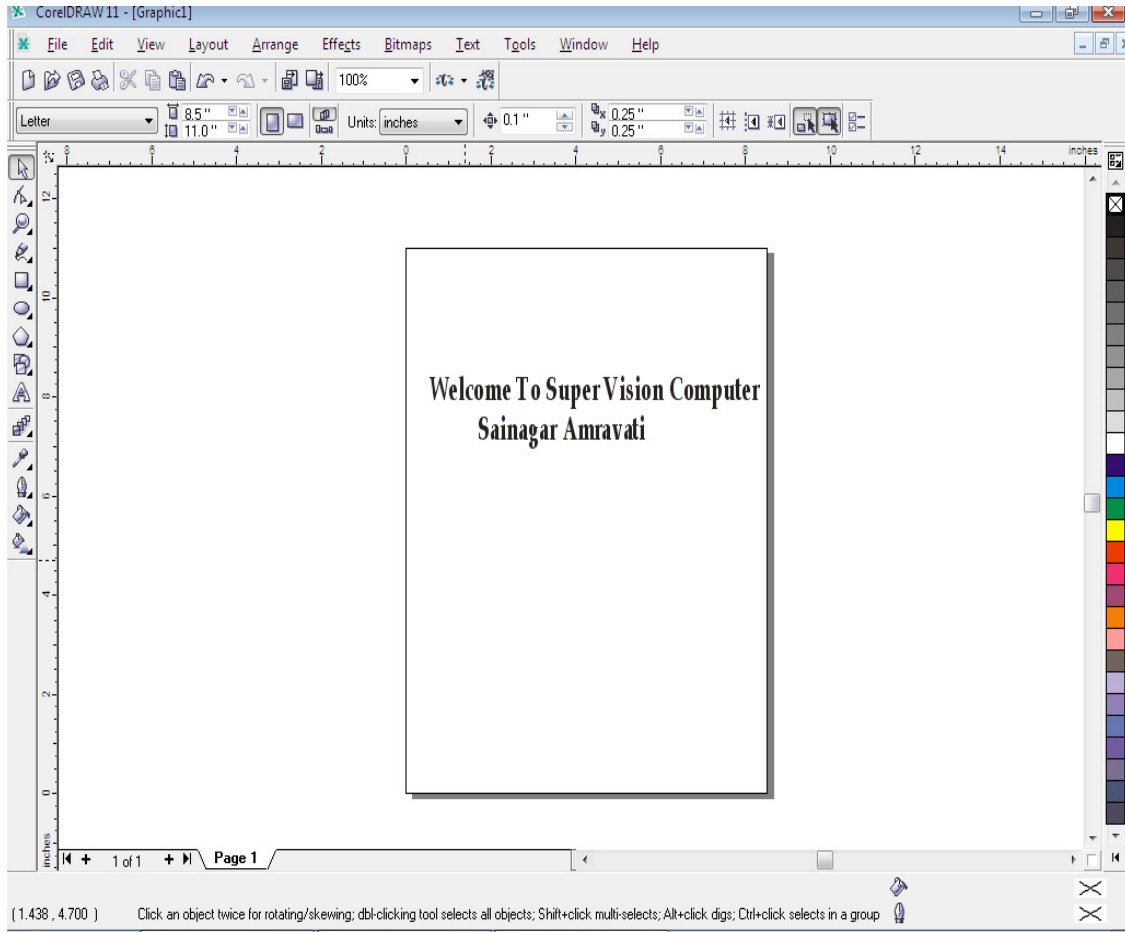
Tool Overview

The Toolbox is located in the left portion of the window and contains all the drawing and editing tools necessary to create objects for an illustration. Tools containing a small triangle in the corner produce a Flyout. Flyouts contain additional tools or tool options and are explained below in the order they appear on the default screen. Flyouts are described following the Tool Overview.

Pick Too- Selects objects or groups of objects. Once selected, you can use the Pick Tool of move, stretch, scale, rotate, and skew objects.

Shape Tool- Reshapes objects. Objects are reshaped by moving nodes, lines, and control points.

Zoom Tool- Changes the current view of the drawing. You can also select magnification options from the Property Bar in the Zoom mode.

Freehand Tool- Draws lines and curves. You can also use this tool to trace bitmaps.

Smart Drawing Tool- Converts the freehand strokes you draw to basic shapes and smoothed curves.

Rectangle Tool -Draws rectangles and squares. Squares are created by using the Control key while drawing.

Ellipse Tool- Draws ellipses and circles. Circles are created by holding down the Control key as you draw.

Graph Paper Tool- Draws a collection of boxes that simulates a sheet of graph paper

Perfect Shapes Tool- A collection of objects which you can add to your drawing. They include such things as arrows, stars, talk bubbles, and flow chart symbols.

Text Tool- Adds either Artistic or Paragraph text to your drawing.

Interactive Blend Tool- The Blend Tool allows you to merger objects together through a series of steps. The flyout gives access to several more interactive tools that are described on the following pages.

Eyedropper Tool- The Eyedropper Tool allows you to select a color within an object, especially a bitmap, and allows you to apply that color to another object. You can also capture the color for a customized palette. The flyout gives access to the paint bucket that applies the color.

Outline Tool- Sets the outline style of an object or a line. This includes the line type, ends, color, and weight. The flyout gives quick access to some changes.

Fill Tool-Assigns the fill style of any object. Fills are only visible on closed objects. The flyout gives access to control dialogs for each type of fill.

Interactive Fill Tool-Allows you to apply Fountain fills (gradients) using the mouse. The flyout gives access to the Mesh fill Tool.

Flyouts

Tool buttons containing a small triangle in the lower right corner display Flyouts. Flyouts are used by CorelDraw to display additional tools. They are activated by holding down the tool button with the mouse.

The details below are not meant to be a comprehensive look at each tool Flyout, but rather a reference.

Shape Edit Flyout -Holds Shape Edit, Knife, Smudge, Roughen, Free Transform and Virtual Segment Delete Tools.

Zoom Tool Flyout-Holds the Zoom Tool, which is used for changing the view magnification, and the Pan Tool, which is used for moving the drawing page around the display area.

Curve Flyout-Holds the Bezier Tool, Artistic Media Tool, Dimension Tool and the Connector Tool. Each tool is used to create specific types of lines.

Rectangle Tool Flyout-Holds the Rectangle tool and the 3-point Rectangle tool

Ellipse Tool Flyout-Holds the Ellipse Tool and the 3-point Ellipse Tool.

Object Flyout-Holds the Polygon Tool for creating multi-sided objects, the Spiral Tool and the Graph Paper tool.

Perfect Shape Flyou-Accesses the collection of shapes you can add to your drawing.

Interactive Tool Flyout - Holds the Interactive Blend, Contour, Distortion, Drop Shadow, Envelope, Extrude, and Transparency Tools.

Eyedropper Tool Flyout-Holds the Eyedropper Tool and the Apply Tool for the color, effect, or property selected by the eyedropper

Outline Tool Flyout -Displays options for changing line color, styles, weights, and ends.

Fill Tool Flyout - Displays options for changing fill color, styles, creating custom colors, and removing fills.

Interactive Fill Flyout- Holds the Interactive Fountain Fill Tool and the Mesh Fill Tool.

Page Navigation with the Page Selector

A CorelDRAW file can have as many as 999 pages. A document of that length, however, might be created more easily in CorelVentura. To navigate a multi-page document you use the Page Navigator bar at the bottom left of the work window. From this bar you can add or move from one page to another. To delete pages you need to use the Delete Page command under the Layout menu.

1. **Click on the Page 2 Tab.** The Page 2 tab should be white. You can also use the Page Up and Page Down keys on the keyboard.
2. Select the **Page Tab** for page 3. The Add Page button should appear as this is the last page for this file.
3. Select the **First Page arrow button** to go back to page 1
4. Click on the **1 of 3** spaces.
5. Enter a **3** in the **Go To box** and click **OK**

The Property Bar

The Property Bar is located just under the Standard Toolbar. It is an interactive command center. Being interactive means that the options on the Property Bar change depending on the current task or command. It is designed to save time by interactively displaying commands as you work. You will work more with the Property bar as you progress. This section is meant only as an introduction.

1. Select the **Pick Tool** .
2. Place the cursor indicator on top of the **purple rectangle** and click.
   Small black handles appear designating a selection. You will learn about these later in the class.
   Notice the Property Bar changed to display a new set of options.
3. Select the text.
   Again, new options display for working with text.

Color Palettes

The colorful row of boxes on the right of the screen is the Color Palette. CorelDRAW comes with 18 color systems and gives you the ability to create your own palette. The palette can be floated or parked. The type of palette can be changed with the Windows menu, or the Color Palette Browser Docker. You may have several palettes open at once.

Note: When you hold down a chip on the color palette, a box with shades of that color displays. (Shown below.) By dragging to one of the shades of the first color, you can choose a shade of a color quickly and apply it to a line or fill an object.
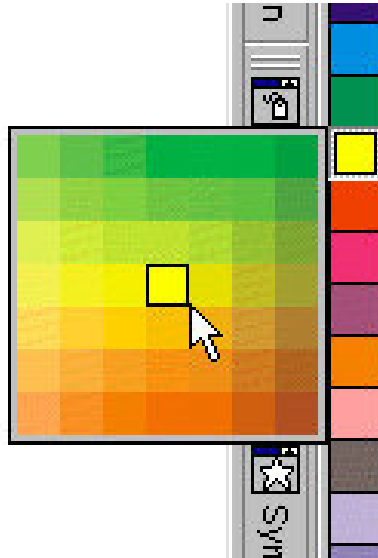
Keyboard shortcuts

<u>Adobe PageMaker keyboard shortcuts</u>

Alt + Space Bar -   Open Control Menu Box

Ctrl + N   -   Create New Document/File

Ctrl + O   -   Open

Ctrl + S   -   Save

Ctrl + Shift + S -   Save As

Ctrl + W   -   Close

Ctrl + D   -   Place A Vector/Raster/Image

 Ctrl + Shift + P -   Document (Modify/Change) Setup

Ctrl + P   -   Print

Ctrl + K   -   General/Preference (View/Display)

Ctrl + Q   -   Quite/Exit

Ctrl + A   -   Select All (Text/Object)

Ctrl + C   -   Copy (Text/Object)

Ctrl + V   -   Paste (Text/Object)

Ctrl + Z   -   Undo (One Time)

Ctrl + E   -   Edit/Modify Story

General short forms and full forms in Computer

Computer - Commonly Operated Machine Particularly Used in Technical and Educational Research

1024 Bytes	-	1 Kilo Byte (KB)
1024 GB	-	1 Tera Byte (TB)
1024 KB	-	1 Mega Byte (MB)
1024 MB	-	1 Gyga Byte (GB)
1024 TB	-	1 Peta Byte (PB)
8 Bits	-	1 Byte
BIOS	-	Basic Input Output System
CD	-	Compact Disk
CPU	-	Central Processing Unit
DVD	-	Digital Video Disk
EEPROM	-	Electrically EPROM
EPROM	-	Erasable PROM
FDD	-	Floppy Disk Drive
GSM	–	Global System for Mobile Communication.
CDMA	–	Code Divison Multiple Access.
UMTS	–	Universal Mobile Telecommunication System.
SIM	–	Subscriber Identity Module.
AVI	-	Audio Video Interleave
SIS	-	Symbian OS Installer File
AMR	-	Adaptive Multi-Rate Codec
3GP	-	3rd Generation Project
MP3	-	MPEG player lll
MP4	-	MPEG-4 video file
AAC	-	Advanced Audio Coding
GIF	-	Graphic Interchangeable Format
JPEG	-	Joint Photographic Expert Group
BMP	-	Bitmap
PNG	-	Portable Network Graphics
DOC	-	Document
HDD	-	Hard Disk Drive

HLL	-	High Level Language
HTTP	–	Hyper Text Transfer Protocol.
HTTPS	–	Hyper Text Transfer Protocol Secure.
IP	–	Internet Protocol.
URL	–	Uniform Resource Locator.
VIRUS	–	Vital Information Resource Under Seized.
3G	–	3rd Generation.
I/O	-	Input & Output
IP	-	Internet Protocol
ISP	-	Internet Service Provider
KBD	-	Keyboard
Kbps	-	Kilo Bytes per second
LAN	-	Local Area Network
LCD	-	Liquid Crystal Display
LED	-	Light Embedded Diode
LLL	-	Low Level Language