DEVELOP A PORTFOLIO
Real World Examples
Overview

GOAL: Create a portfolio of real world examples of various desktop publishing publications (e.g., business cards, brochures, magazine covers, articles in magazines, etc.).

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Explain the reasons for selecting the pieces in the portfolio. G2	CA1, 2.1	Collect seven real world examples of various desktop publishing products such as business cards, multiple-paged brochures, magazine covers and stories, flyers, brochures, templates, forms, etc. Write several sentences discussing the desktop publishing applications/ concepts used in the creation of each example. Glue or tape the seven examples to 9" x 11" (or larger) construction paper. Place the discussions in colorful bordered textboxes. Create appropriate headlines and captions for each example to be used on the respective page. Develop an attractive cover to be used for the portfolio with a title, your name, due date, graphics, etc. Also, create a table of contents indicating what is contained in the portfolio. Use color for the text,	Use the *Real World Examples* assessment to evaluate the portfolio for contents, accuracy of the write ups discussing the desktop publishing applications/concepts used to create each of the examples in the portfolio, layout and design, appropriateness of headlines and captions, bordered textboxes, color usage, graphics, and the inclusion of the required parts. Also evaluate the proofreading and accuracy of the information and file management.
Use editing tools (e.g., copy, cut, paste). A7	CA1, 1.4		
Manage electronic files. A9	CA3, 1.8		
Set margins. B1	CA1. 2.1		
Use text objects and associated features (e.g., word wrapping, drop cap, initial caps, sizing, color, linkage, frames). C3	CA1. 2.1		
Compose headlines and captions. C7	CA1. 2.1		
Proofread and correct errors. C8	CA1. 2.1		
Import graphics from various sources (e.g., software-specific library, other applications, Internet). E1	CA3, 2.7		
Manipulate graphics (e.g., resizing, cropping, scaling, rotating). E2	CA3, 2.7		

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Adjust or change color in a layout. B11	CA1. 2.1	textboxes, borders, etc. and adjust it as needed for balance. Proofread and correct all errors and typos in the documents/textboxes and then cut and paste as needed with appropriate examples. Bind and submit your portfolio.	

Activity originally developed by Zinna Bland; adapted and used with permission.