DEVELOP A PORTFOLIO
Real World Examples
Teaching Points

Overview

Portfolios are used to display examples of a person's work. But because the word portfolio implies a collection of items, it can also be samples of works, pictures, documents, fabrics, or almost anything a person may want to display. This assignment will allow students to collect examples of real world desktop publishing publications and explain the concepts and/or processes used to create each.

Content Review

Review and/or demonstrate the following as needed:

1. Portfolio development
2. Title pages and project covers
3. Table of contents
4. Textboxes with borders
5. Color usage throughout a project

Activity Preparation

Provide samples of various portfolios and previous samples of students' work if available.

Discuss how a portfolio is used in general and how it will be used for the *Real World Examples* project.

Brainstorm at least 15 items that could be included in a desktop publishing portfolio. Discuss how many examples can be used from any category in the *Real World Examples* project.

Discuss assembly methods for the portfolio, materials to be used in the project's construction, pages to be included in the portfolio, and binding of the portfolio.

Brainstorm what information could be used in write ups about the examples in the portfolio.

Discuss the creation of headlines and captions for the examples included in the portfolio.

Discuss and demonstrate text objects, textboxes, borders, etc. and their use in the portfolio.

Discuss and demonstrate the use of color throughout a project.

Discuss layout for card stock and layout for construction paper.

Explain why Web sites of organizations are used to provide examples.

Discuss proofreading methods.

Resources

Supplies needed for the activity:

Computer
Paper
Construction paper or colored card stock
Internet connection
Printer (color preferred)
Glue or other methods for binding and attaching examples

Web sites (and/or key words to use for search:

Portfolio Web sites: These sites contains example of companies portfolios.

http://desktoppub.about.com/cs/freelance/a/portfolio.htm
Even though this is about a portfolio of original work, it may provide some hints

http://www.scarecrow.ca/portfolio/desktop.asp
A company's portfolio

http://www.odanieldesigns.com/portfolio/desktoppublishing/default.cfm
A company's portfolio with explanations of products created

http://www.conwaycreations.com/conwaycreations/desktop.htm
A company's portfolio

Key words: *portfolio, desktop publishing samples,* and any word for the types of examples that will be included in the portfolio e.g., *magazine covers, business card,* etc.

Books, articles, and other resources:

Braveheart, R. (2003). *Adobe PageMaker 7.0 basics.* Boston, MA: Thomson Course
        Technology.

Lee, L. (2002). *Introducing Adobe Photoshop elements.* Upper Saddle River, NJ:
        Que/Sams (Prentice Hall).

Proot, K. (2003). *Adobe PageMaker 7.0 – Illustrated.* Boston, MA: Thomson Course Technology.

Reding, E. (2004). *QuarkXPress 5 – Design professional.* Boston, MA: Thomson Course Technology.

Obtain books, videos, and other materials from Resources@MCCE
http://www.resources.mcce.org.

Design Principles for Desktop Publishers
Lichty, Tom
Book –
[4675—BE 11.0101 P L618]
CA, WADSWORTH, 1994.

Desktop Publishing: Getting the Message Out
Video – This program introduces the key components of a basic DTP system including: a fast microprocessor, large hard drive storage capacity, CD-ROM drive, large-screen monitor, b/w-color printer and flatbed scanner and more. Learn about software, page layout programs, drawing programs, editing, clip art and lots more!
[10547 – BE VIDEO 40]
MERIDIAN, 2000.

How To Create High Impact Designs; Over 90 Examples Of What Works And What Doesn't For Creating Brochures, Newsletters, Ads, Reports, etc.
Cleland, Jane K.
Book – Examples of designs for printed materials
[4336—BE 50.0401 C589b]
CO, CAREER TRACK, 1995.