

# INTRODUCTORY CONCEPTS

## Desktop Publishing Terms Assignment

### Activity Preparation and Assignment

As an introduction to desktop publishing terms, you will review and work with columns.

Copy a file of desktop publishing vocabulary to your disk (or network drive). Open the file and immediately resave it as a different name. This file will be worked on, initially, as a word processing document.

Provide an appropriate definition for each term and check them off as they are learned throughout the term. This sheet should be updated and kept in a notebook for this class. The sheet will be checked periodically by the instructor. This sheet will become documentation for the reference guide you will develop.

Select 15 terms from the sheet and create a reference guide using the following directions:

1. Set the document up as a two-column table with one-half inch between the columns.
2. List the term in the left column and the definition in the right column.
3. Enhance each term (bold, larger point size, underlined, etc.).
4. Alphabetize terms in ascending order.
5. Use one and one-half inch left margin; one-inch top, right, and bottom margins.
6. Include an appropriate title (banner) in a 24-point serif font; include an alphabetic index at the left margin throughout in a 20-point serif font. The point size of the text for the definitions should not be larger than 12-point type.
7. Use a minimum of five appropriate graphic images that can be effectively manipulated to demonstrate text wrapping, layering, white space balancing, etc.
8. Provide a demonstration of each term (i.e., drop cap, kerning).
9. Proofread and correct all errors, and check for consistency in spacing, etc.
10. Remove all borders before printing, including tables that are used to establish columns.
11. Print and submit the reference guide.

### Resources

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

<http://ict.cas.psu.edu/training/howto/pagemaker/ManipulatingGraphics.html>

Using graphics in PageMaker

<http://www.etc.net/desktoppublishing/textbox.htm>

Using textboxes

**Key words:** *desktop publishing terms, DTP terms, graphics, manipulating graphics, DTP layout and design*