

INTRODUCTORY CONCEPTS

Desktop Publishing Terms

Teaching Points

Overview

Desktop publishing (DTP) has become a viable occupation for many creative people. While the software has evolved over the years, the terminology has remained consistent. This assignment will allow students to demonstrate their understanding of selected DTP terms used throughout the semester and to use their creativity in producing a reference guide of terms. The instructor will provide a list from which students can select 15 terms for the reference guide.

Content Review

Review and/or teach the following with students:

1. DTP layout and design
2. Working with tables and columns
3. Importing word processing documents into a DTP program
4. Using graphics and images with text

Activity Preparation

Brainstorm with students the terms that have been used in DTP.

Provide a list of DTP terms and check it against those brainstormed.

Demonstrate the desktop publishing concepts of focal point, inserting and manipulating graphics, setting margins, using tables, textboxes, text wrapping, layering, balancing white space, and others as appropriate for the DTP software used.

Discuss layout, design, and creativity in DTP.

Select and demonstrate several terms that could be used by students.

If a sample of the project is available, it could be provided for review.

Resources

Supplies needed for the activity:

Computer
Paper
Printer
DTP software

DTP dictionary
Internet connection

Websites (and/or key words to be used for search):

<http://desktoppub.about.com>

Information about many desktop publishing topics

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

Using graphics in PageMaker

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

Using textboxes

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

Books, articles, and other resources:

Adobe Press. (2002). *Adobe PageMaker 7.0*. Upper Saddle River, NJ: Adobe Press (Prentice Hall).

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: Course Technology.

Romano, F. (1997). *Delmar's dictionary of digital printing & publishing*. Albany, NY: Delmar Publishers (Thomson).

Weinmann, E., & Lourekas, P. (2003). *Illustrator 10 for Windows and Macintosh: Visual quickstart guide, student edition*. Berkeley, CA: Peachpit Press (Pearson Education).

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.