

TEXT

Newsletter

Assignment

Activity Preparation and Assignment

You will create a newsletter about desktop publishing software and equipment. Use the Internet to research information for the newsletter.

The following are the requirements for your newsletter:

1. Create a folder entitled [*insert your name*] *Newsletter* to hold the materials for the project.
2. Research
 - a. Software used for desktop publishing,
 - b. Equipment needs for desktop publishing, and
 - c. Layout and design for newsletters.
3. Highlight all information from the research that will be used in the newsletter (or draw a highlighted border around it).
4. Sketch or plan the layout for your newsletter.
5. Apply desktop publishing concepts throughout the 4-page newsletter (see the *Newsletter Overview* and/or *Newsletter Assessment* criteria).
6. Use a banner or heading for the newsletter (2 inches in depth), avoid using single column information in the layout, use a directory to indicate the location of information, apply good design and layout concepts throughout the newsletter, and indicate a page-numbering sequence.
7. Use appropriate date, issue, and other pertinent information in applicable positions throughout the newsletter.
8. Determine the graphics that will be used in the newsletter. Select and use appropriate graphics and manipulate graphics for best effect.
9. Use one-third of a page for mailing information. Create and place the return information in its correct position for mailing. Use blank text boxes to approximate the sizes and positions for the mailing label and area for stamp or indicia (postal markings).
10. Proofread and correct all errors. Submit a copy of your printed newsletter.
11. Submit a copy of your directory in Details view.
12. Submit in a 2-pocket folder the highlighted, bordered information used to create the newsletter.

Resources

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

<http://desktoppub.about.com/cs/supplies/>

Article on hardware and software requirements for DTP

http://www.tpub.com/content/photography/14130/css/14130_119.htm

DTP software

<http://www.microsoftfrontpage.com/usingfp/newsletters/#Make%20a%20Sketch%20and%20Write%20the%20Copy>

Newsletters, some basic information

Key words: *desktop publishing software, newsletter(s), newsletter design, and any piece of equipment you are researching e.g., scanner, computer, digital camera, printer, etc.*