

INTRODUCTORY CONCEPTS

Desktop Publishing Terms

Overview

GOAL: Produce a reference guide demonstrating desktop publishing (DTP) terms.

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Define terms related to desktop publishing. A1	CA1, 2.1	Accurately define at least 15 alphabetized desktop publishing terms to be used as a reference guide. Students will select terms from a listing generated by the instructor or other provided source(s). The terms will be displayed in an appropriate easy-to-read format according to DTP concepts. Each definition is to demonstrate the term used, e.g., drop cap will begin with a drop cap. Effective DTP layout and design are to be used in margins, focal point, columns and gutters, etc. A minimum of 5 related graphics are to be inserted and manipulated and are to demonstrate appropriate text wrapping, layering, etc.	Use the <i>Desktop Publishing Terms</i> assessment to evaluate the definitions provided of each term. Also evaluate the ability to demonstrate the specified terms; the use of appropriate desktop publishing layout and design with text, graphics, columns, and gutters effectively manipulated; the use of appropriately selected graphics to represent definitions; proper font selection and sizing; and the use of the number of terms and graphics specified. The ability to provide an error-free document will also be assessed.
Import text files and word processing documents into publications. C2	CA1, 2.1		
Set margins. B1	CA1, 2.1		
Create columns. B2	CA1, 2.1		
Set guttering. B3	CA1, 2.1		
Create an effective focal point. B6	CA1, 2.1		
Utilize pasteboard. B7	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		
Edit graphics (e.g., color, filters, tints). E3	CA3, 2.7		
Proofread and correct multi-media documents. A14	CA1, 2.2		

Activity originally developed by Carolyn Strobl; adapted and used with her permission.