TEXT
Newsletter
Overview

GOAL: Create a newsletter about software and equipment needed for desktop publishing.

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Create multipage, multicolumn documents (e.g., newsletters, magazines). G7	CA4, 2.1	Create a 4-page newsletter discussing and comparing desktop publishing software and equipment. Apply appropriate margins, gutters, columns, character and word spacing, and tabs and indents in text blocks in the newsletter layout and design. Use appropriate graphics, text, headlines and captions in the newsletter. Manipulate graphics, apply type attributes for emphasis, and compose attention-getting headlines and captions. Use 1/3 of a page for mailing information. Provide reference(s) for information and graphics used in the newsletter. Proofread and correct all errors. Practice good file management. Print the four pages of the newsletter on 8 ½ x 11 paper.	Use the *Newsletter* assessment to evaluate information presented on desktop publishing software and equipment. Evaluate the layout and design of the newsletter on margins, gutters, columns, tabs and indents in text blocks, graphics, type attributes, character and word spacing, and headlines and captions; the content and referencing according to copyright guidelines; the printing of the newsletter for correct page layout and order. Also, evaluate the newsletter for accuracy, proofreading, and for meeting the requirements of the project for file management.
Describe the functions of hardware components required for desktop publishing. A2	CA1, 1.2		
Compare functions and features of software used for desktop publishing. A3	CA1, 1.2		
Import text files and word processing documents into publication. C2	CA1, 2.1		
Use text objects and associated features (e.g., word wrapping, drop caps, initial cap, sizing, color, linkage, frames). C3	CA1, 2.1		
Compose headlines and captions. C7	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		

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Adjust or change color in a layout. B11	CA1, 2.1		
Create mailing pieces (e.g., product labels, business reply cards). G8	CA4, 2.1		
*Explain copyright issues related to desktop publishing (e.g., legal, ethical). A11	SC8, 1.2		
Manage electronic files. A9	CA3, 1.8		
Proofread and correct errors. C8	CA1, 2.1		

Activity originally developed by Lynn Coffey; adapted and used with permission.

*Students are to apply copyright guidelines.