

Introduction to desktop publishing

This module introduces the student to the basic concepts of desktop publishing using MS Publisher. After viewing the online tutorials, students will use the publishing software to create a greeting card and brochure.

Publisher is a desktop publishing application that differs from MS Word in that the emphasis is placed on page layout and design rather than text composition and proofing. It uses “blocks” such as text blocks and graphics blocks that can be easily moved around the page for designing.

The tutorials and instructions are based on MS Publisher. Other programs can be used to create the projects however the instructions may not apply for each step.

Objectives

After completion of this module students will become familiar with:

- Desktop publishing basics
- Using the help section
- Opening/using a template document
- Using the text, picture, and color tools appropriately
- Using desktop publishing to create publications for home or business use

Readings and Resources

- Desktop Publishing Tutorial
- Desktop Publishing Outline
- All assignment documents

Assignments

Complete

- Readings
- Assignment 1: Create a simple greeting card
- Assignment 2: Create a brochure

Publishing Assignment 1: Create a greeting card

In this module students will explore how MS Publisher works, the differences between word processing and desktop publishing programs, then create a greeting card.

Read:

- [Desktop Publishing Tutorial](#)
- [Publishing Assignment 1 – Greeting Card](#)
- All assignment documents

Requirements: Create a greeting card (You may choose the topic)

The greeting card project must:

- Modify a template to personalize a greeting card
- Use a text block to add text
- Replace placeholder graphics with new
- Use a minimum of 2 graphics
- Appropriate set up for 2 fold greeting card
- Use bold, italic and color to emphasize important items
- After completion upload the file to this assignment by **clicking on the title**, select **Add Submission, Drag and drop your file** into the box **or** select your file to upload and press **save changes**.

This assignment has a point value of: 20 points

Desktop Publishing Assignment 2: Brochure

Students will produce a brochure using a template and the tools shown in the tutorial videos.

Read:

- Desktop Publishing Assignment 2 – Brochure
- Create a brochure – <http://office.microsoft.com/en-us/publisher-help/create-a-three-panel-or-four-panel-folded-publication-HP001164668.aspx>
- All assignment documents

Requirements: Create a brochure (You may choose a topic about yourself or a business you are familiar with)

The brochure project must:

- Modify a template to create a brochure
- Replace placeholder graphics with new
- Use a minimum of 2 graphics
- Use a minimum of 1 photo
- Replace text with your own
- Appropriate use of text and graphics for a brochure
- After completion upload the file to this assignment by **clicking on the title**, select **Add Submission, Drag and drop your file** into the box **or** select your file to upload and press **save changes**.

This assignment has a point value of: 50 points