Using Desktop Publishing to Communicate

UNIT OUTCOMES

At the completion of this unit you will be able to:

1. Apply the basic design principles to design four notepads that include illustrations, headlines, white space, and text.
2. Prepare a comprehensive layout to show what your final notepad designs will look like.
3. Define desktop publishing a inputting, editing, and outputting copy to be printed.
4. Produce four camera ready notepad designs using PageMaker.

PROCEDURE

Part 1

1. Draw a comprehensive layout using the design elements for each your notepad designs.
   Use an 8.5 x 11 sheet of blank white paper and fold into fourths.
2. Design your four(4) different notepads using the following specifications:
   a. each must be 4.25 x 5.5 with 1/4 inch margins.
   b. each must have 75% white space for writing notes.
   c. each must have an illustration, a headline, and a line of text related to the headline and illustration.
   d. each must use the design elements of impact, direction, balance, and contrast.
3. Use the typeface samples sheet to select a typestyle and use the clip art sample book to choose your illustrations.

Have your designs checked by the Instructor before your start typesetting.

Instructors Signature_____

Part 2

1. Typeset your designs using PageMaker. Follow the procedures outlined in the book.
2. Print out only page **FIVE(5)** and turn in for evaluation

Using Desktop Publishing to Communicate
EVALUATION

CRITERIA	POINTS POSSIBLE	STUDENT POINTS	POINTS EARNED
Questions and Procedures			
answered all the questions	4	_____	_____
answered all but 1 question	3		
answered all but 2 questions	2		
answered all but 3 questions	1		
did not answer enough questions	0		
Comprehensive Layouts			
all 4 layouts	4	_____	_____
3 layouts	3		
2 layouts	2		
1 layout	1		
no layouts	0		
Design size and margins			
all correct size and margins	4	_____	_____
1 incorrect size	3		
2 incorrect sizes	2		
3 incorrect sizes	1		
all incorrect sizes and margins	0		
Design information, illustrations, and Type Styles			
correct information and illustrations	4	_____	_____
1 layout has incorrect information	3		
2 layouts have incorrect information	2		
3 layouts have incorrect information	1		
all have incorrect information	0		
Design elements			
all layouts have correct design elements	4	_____	_____
1 layout has incorrect elements	3		
2 layouts have incorrect elements	2		
3 layouts have incorrect elements	1		
all layouts are incorrect	0		
Camera Ready Print			
all layouts are camera ready	4	_____	_____
1 layout has incorrect elements	3		
2 layouts have incorrect elements	2		
3 layouts have incorrect elements	1		
all layouts are incorrect	0		

Total   24   _____

Order of Evaluation
1. Evaluation Sheet
2. Comprehensive Layout
3. Camera Ready Copy(4 notepads on one page)

Name_____

Period_____

QUESTIONS

1. What is the purpose of layout?

2. What is a comprehensive layout?

3. What is desktop publishing?

4. List at least 5 different editing operations.
    a.

    b.

    c.

    d.

    e.

5. What is Word Processing?

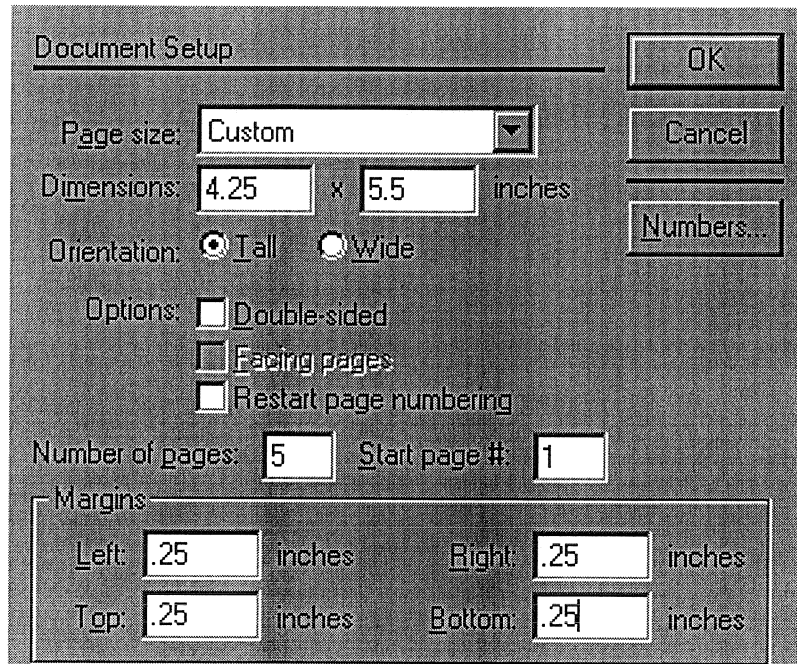6. What is Page Layout?

Adobe PageMaker
Notepads
Tutorial

by Mr. Kohl

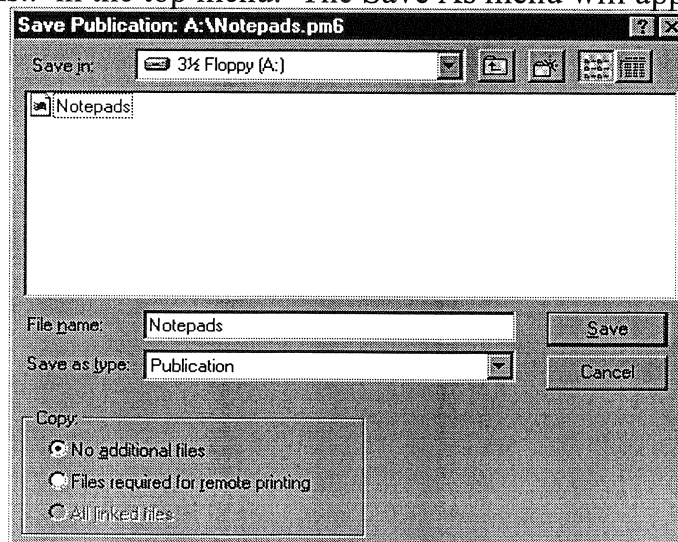**Fort Atkinson High School
Communications**

page 2
- Open PageMaker

- Go to File > New in the top menu. The Document(Page) Set Up menu will appear.

```
Document Setup                                    OK

   Page size:  Custom                      ▼       Cancel

   Dimensions:  4.25   x   5.5    inches
                                                   Numbers...
   Orientation:  ⊙ Tall   ○ Wide

        Options:  ☐ Double-sided
                  ☐ Facing pages
                  ☐ Restart page numbering

   Number of pages:  5    Start page #:  1

   ┌ Margins ─────────────────────────────────┐
   │  Left:  .25    inches     Right:  .25    inches │
   │  Top:   .25    inches     Bottom: .25    inches │
   └──────────────────────────────────────────┘
```

- Set Page to Custom, Dimensions to 4.25 x 5.5, Orientation to Tall, Number of pages to 5, Margins to .25. Click "OK".

- Place your disk into the disk drive.

- Go to File > Save As.. in the top menu. The Save As menu will appear:

```
Save Publication: A:\Notepads.pm6                    ? ✕

   Save in:   🖫 3½ Floppy (A:)           ▼  🖿  🗁  🔢  🏛

   📄 Notepads




   File name:    Notepads                           Save

   Save as type:  Publication              ▼        Cancel

   ┌ Copy ─────────────────────────┐
   │  ⊙ No additional files          │
   │  ○ Files required for remote printing │
   │  ○ All linked files             │
   └─────────────────────────────────┘
```
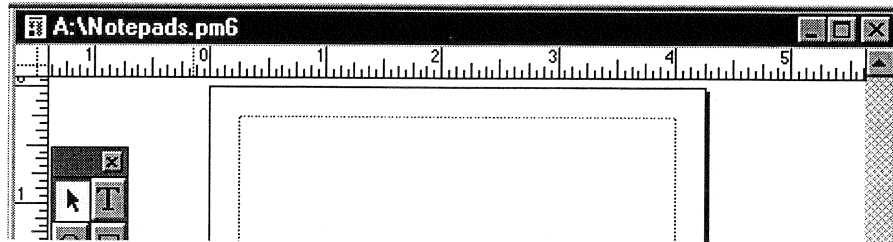
- Select the **GRAPHICS** disk to **Save in:**.

- Name your file "Notepads" in **File Name:**, and click on **Save.**

- Typeset 1st notepad on page 1. All the page numbers are listed in the lower left corner of the screen. Highlight page 1.

`R  1  2  3  4  5  ⇦`
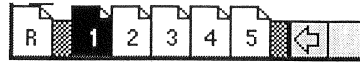
- Your screen should look like this:

A:\Notepads.pm6

Adding Text

- Click on the Text Tool in the tool box.

- Click the Cursor on the page and type your headline.

- Highlight the headline by click and draging the cursor over it.

- Go to **Type** > **Font** in the top menu. Select a different type font.

- Go to **Type** > **Size** in the top menu. Select a different type size.

- Go to **Type** > **Type Style** in the top menu. Change your headline to bold or italic.

Note: A preferred way to do all this is to use the Control Palette.
Go to **Window** > **Control Palette** in the top menu.

- Select the Arrow Tool in the tool box.

- Click and hold on your headline, drag it to a different location or the location on your comprehensive layout.

- Type another line of text that is related to your headline and position it.

- Your screen should look similar to this:

A:\Notepads.pm6

**A note from
the Teacher**

Fort Atkinson High School
Communications
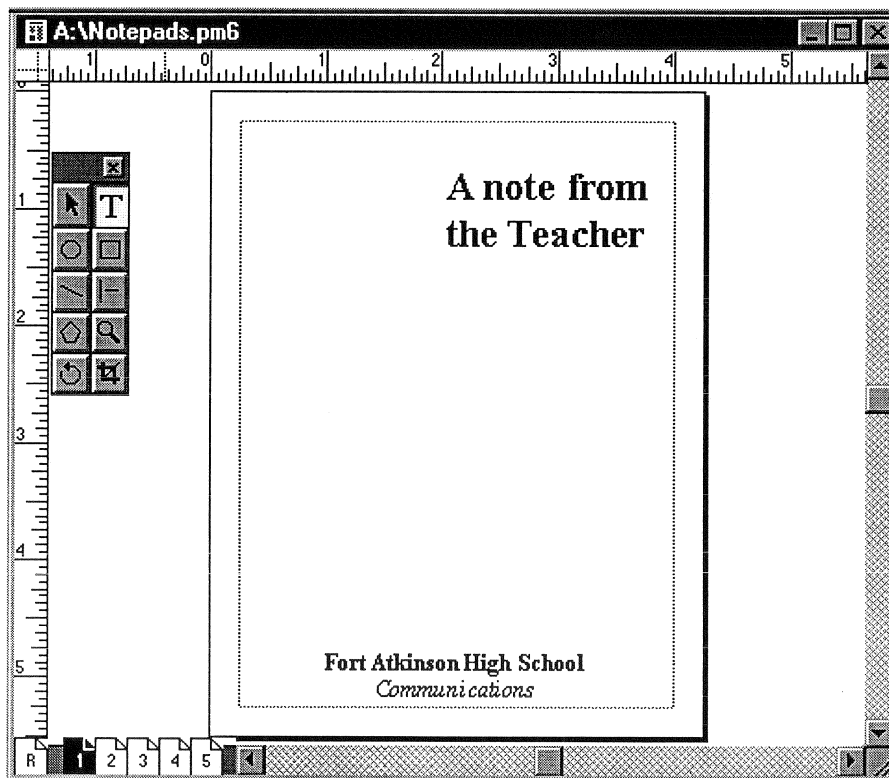
- Go to **File > Save.**   Save your work to your Notepad file on your disk.

Adding Pictures from the Clip Art Disks

- Go to File > Place. The Place menu will appear.
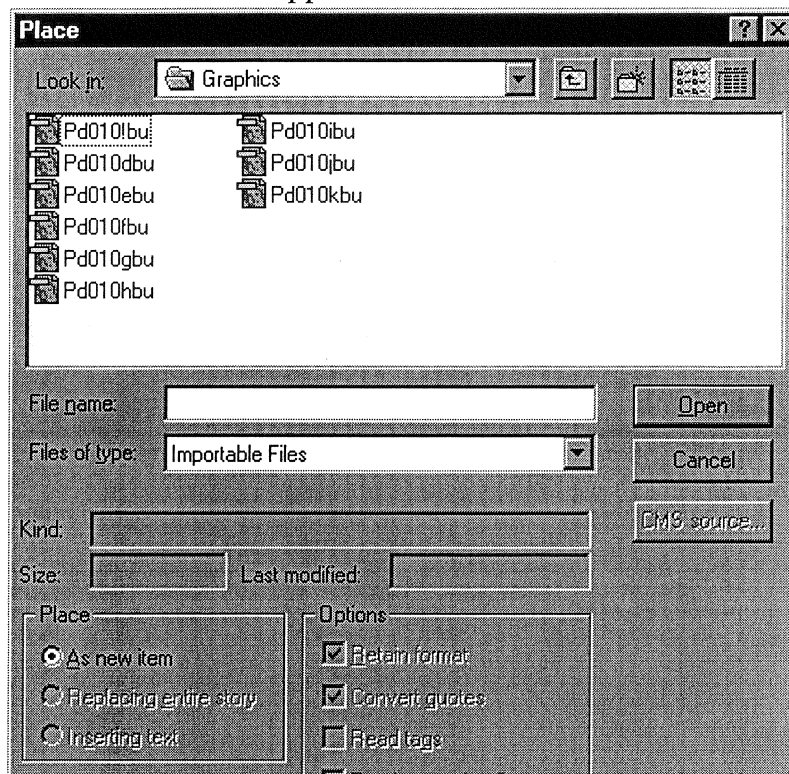
- Eject your disk.

- Select the clip art disk that has your picture.

- Insert the clip art disk and double click on the picture you want to open.

- Click your cursor on your page and the picture will appear.
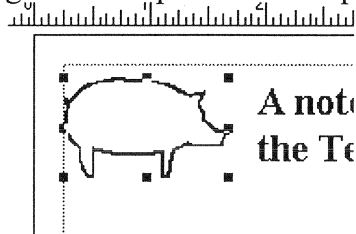
Notice the small black squares around your picture. These are called "handles". If you click and drag on one of the handles, the picture will change size. If you click and holdin the center of the picture, the picture will move to a new position.

- Save your work to your Notepad file on your disk.

- Click on Page 2 in the lower left corner of your screen and set your next notepad.
  Repeat these procedures for pages 3 and 4.

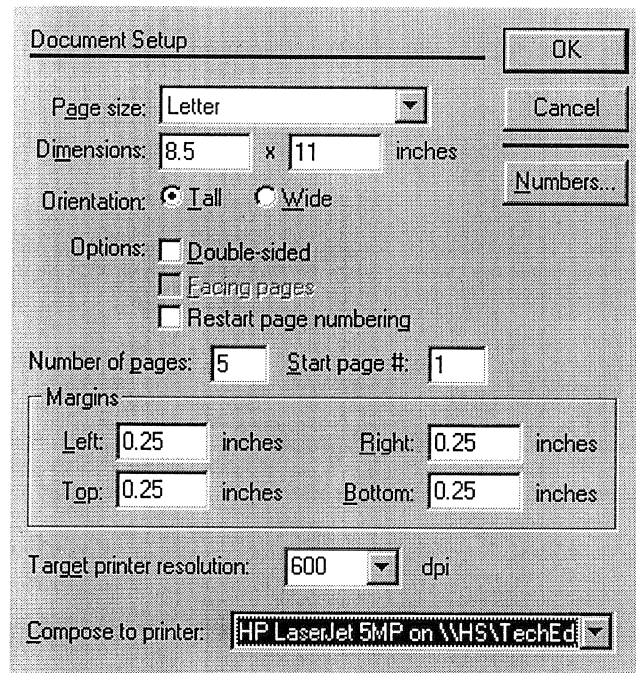# Procedure for Moving Your 4 Notepads onto 1 Page

Changing the Page Size

- Go to File > Document Set Up and make the following changes:

   Page: Letter
    Dimensions: 8.5 x 11
    Orientation: Tall
    Margins: .25 all

Document Setup

Page size:	Letter
Dimensions:	8.5 x 11 inches
Orientation:	● Tall ○ Wide
Options:	☐ Double-sided
	☐ Facing pages
	☐ Restart page numbering
Number of pages: 5	Start page #: 1

Margins
Left: 0.25 inches   Right: 0.25 inches
Top: 0.25 inches   Bottom: 0.25 inches

Target printer resolution: 600 dpi

Compose to printer: HP LaserJet 5MP on \\HS\TechEd

[OK] [Cancel] [Numbers...]

Placing the Horizontal and Vertical Guidelines

- Click on Page 5 in the lower left corner.

- Click on the arrow tool in the tool box.

- Set horizontal "snap to guides" by placing the cursor on the top ruler.

\\HS\Profiles\kohl\Desktop\My St
0 1 2 3 4 5 6 7
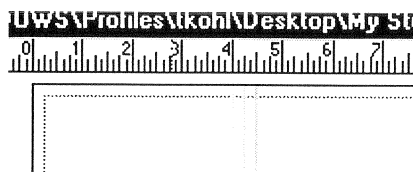
- Click and hold on the ruler.

- Drag the cursor down to the 5.25" mark on the left ruler. A blue guideline will show

Repeat this process and place a guideline on the 5.5" ruler mark and the 5.75" ruler mark.

- Your page should look like this:
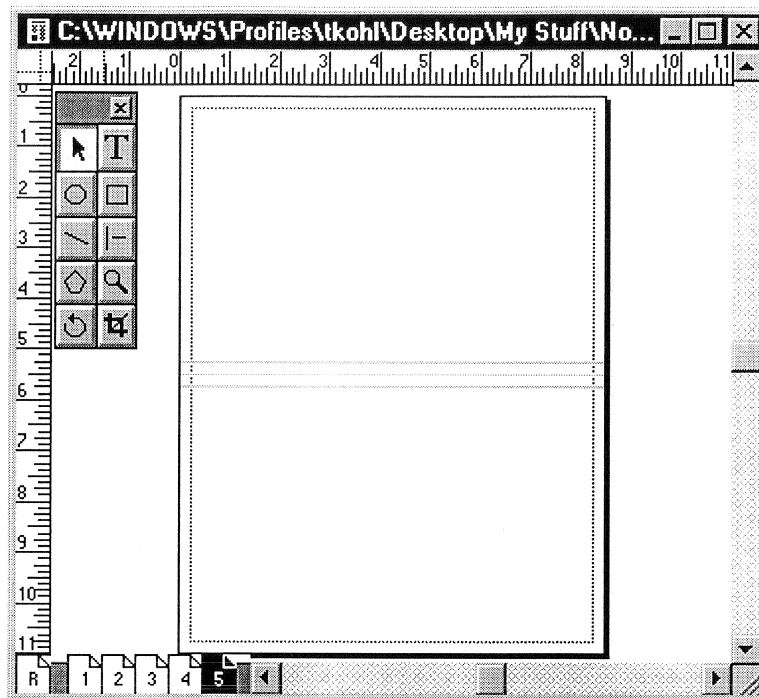
- Set your vertical "snap to guides" by moving your cursor to the left ruler. Click and hold, drag a blue guideline over to the 4" mark on the top ruler. Repeat this process and place a guideline on the 4.25" ruler mark and the 4.5" mark.

- Your screen should look like this:
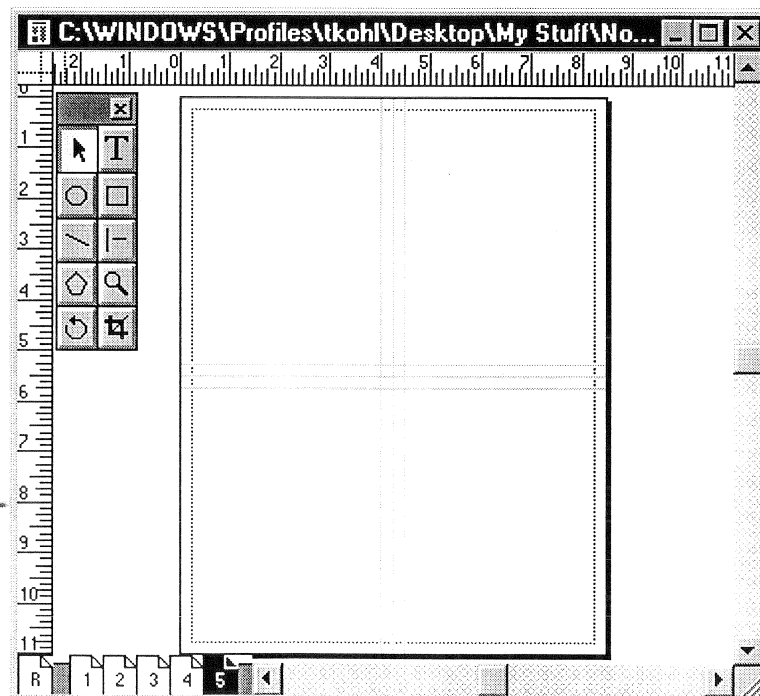
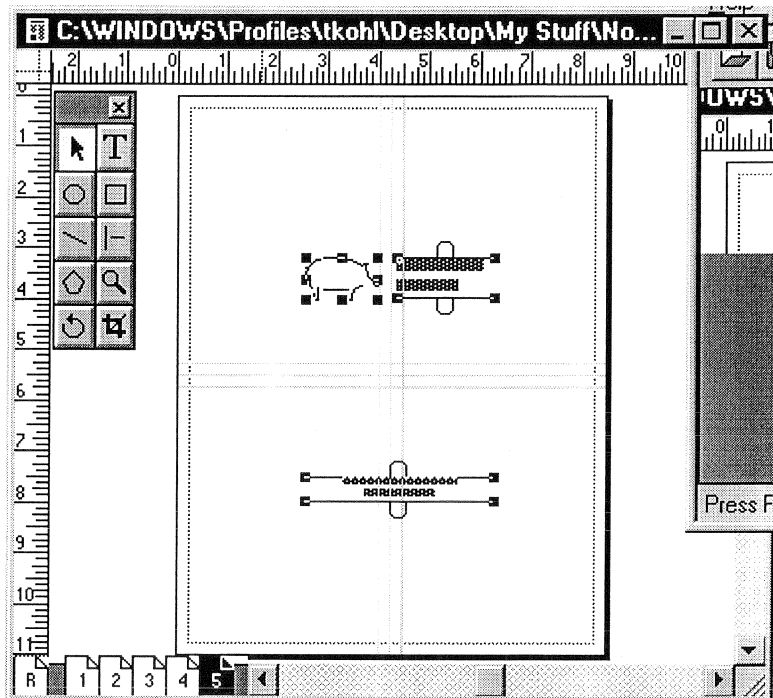# Moving Your Notepads to Page 5

- Click on page 1.

   Go to **Edit > Select All**.

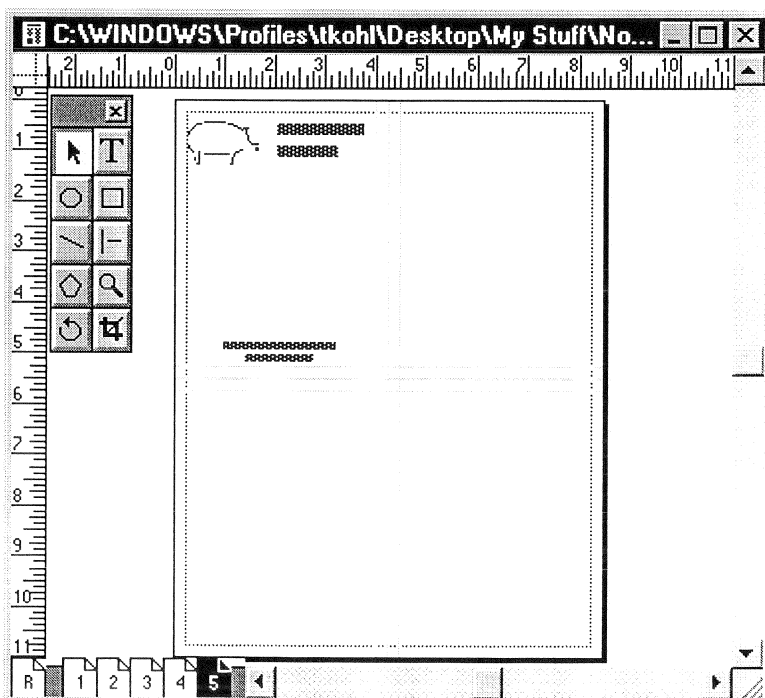- Go to **Edit > Copy**.

- Click on Page 5.

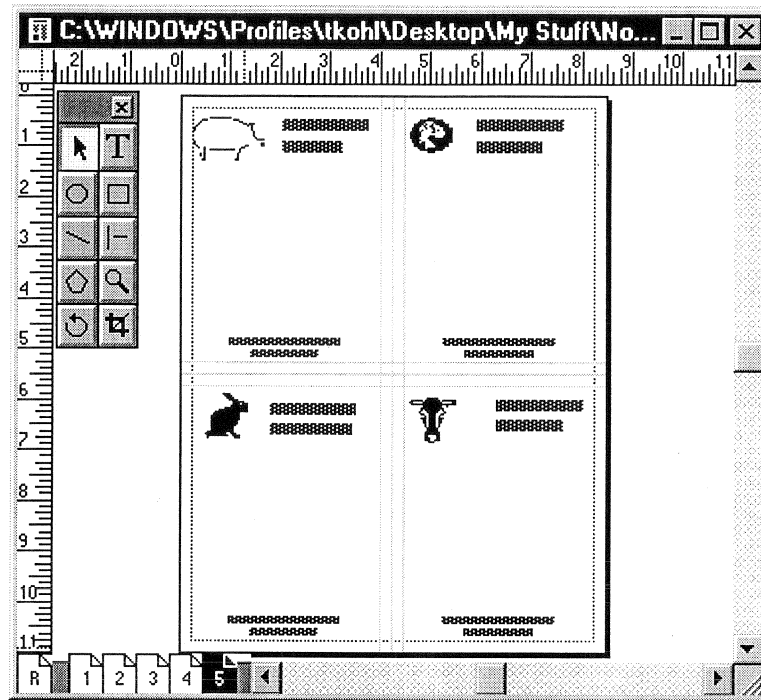- Go to **Edit > Paste.**

- Your screen should look like this:

- Click and hold on one of the objects. Drag the notepad to the upper left and place it inside the guidlines.

- Your screen should look like this:

- Save your work to your Notepad file on your disk.

- Repeat this process for the other three notepads.

- Your screen should look like this when finished:

- Save your work often.

- Print all 5 pages.