

# DESKTOP PUBLISHING

## Course Outline

- I. Internet Safety
  - A. Safe Online Communication
  - B. Privacy Protection
  - C. Cyberbullying
  - D. Viewing Inappropriate Material
  - E. File Sharing
  - F. Appropriate Communication with Adults
- II. Introduction to Desktop Publishing
  - A. Definition
  - B. Terminology
  - C. Software Choices
  - D. Publication Types
- III. Software Applications
  - A. Using Ready-Made Templates
  - B. Creating Templates
  - C. Adding, Formatting and Editing Text
  - D. Adding Objects (graphics, Excel, database, etc.)
  - E. Layering Objects
- IV. Enhancing Publications
  - A. Inserting Graphics
  - B. Utilizing Scanners and Digital Cameras
- V. Finishing Publications
  - A. Understanding File Formats
  - B. Saving Files
- VI. Design and Layout
  - A. Determine the Target Audience and Purpose
  - B. Adjust Color Combinations
  - C. Using white Space Effectively
  - D. Readability and Attractiveness
  - E. Good vs. Bad Design

VII. Publishing Files

A. Exporting

B. Printing

VIII. Professionalism

A. Copyright and Licensing Issues

B. Ethical and Legal Standards

C. Prioritize Projects

D. Complete Projects to the End-User