

Unit E DESKTOP PUBLISHING

5.00 Use desktop publishing software with alternative input devices.

5.01 Explain desktop publishing concepts and functions.



Desktop Publishing Features -- Designing Documents

Publication Terms

- Graphics - _____ used to convey a message.
- Multiple Columns - _____ used to format publications.
- Lines - _____ used in creating _____
- Draw tools -Tools used to create_____.

Graphics

- Graphics are images, _____ , or artwork that are downloaded, purchased, _____, or scanned into a computer.
- Correctly used in a publication, they assist in conveying the_____.

Basic Parts of a Newsletter

- Masthead
- Headlines
- _____
- Captions
- _____
- Columns
- Text Box
- Photographs

Popular Graphic Extensions

- BMP Windows Bit Map
- EPS Encapsulated Post Script
- GIF Graphic Interchange Format
- JPG Joint Photographic Experts Group
- MAC MAC Paint
- PIC PC Paint
- PNG Portable Network Graphic
- PSP Paint Shop Pro
- RAS Sun Raster Image
- RAW Raw File Format
- TIF Tagged Image File Format (TIFF)
- WMF Windows Meta File
- WPG WordPerfect Graphic

Paint Toolbar

- Besides controlling Paint from the keyboard, or by using the menu, you can also use the toolbar to access the most _____ operations simply.
- The toolbar is a collection of colored push_____.
- It appears at the _____ of the screen below the menu.
- Paint's basic drawing method is with a _____.

Draw Toolbar

- Publishing Software provides the tools to create basic _____ elements (e.g., lines, ovals, rectangles, and custom shapes) by working with the tools in the _____ toolbar.
- Using drawing tools makes your work easier because you can easily change lines, _____, and characteristics of the objects you have_____.

Draw Toolbar Defined

- **Draw Drop-Down** - Enables the user to manipulate the placement of and the relationship between your drawing objects.
- **AutoShapes Drop-Down** - Displays a list of possible autoshapes that can be inserted. This is a drag toolbar.
- **Select Objects** - This allows the user to select any drawn objects.
- **Line** - Allows the user to draw straight lines of any length. The user can later adjust the width and the length of the line as well as add arrowheads.
- **Arrow** - Allows the user to draw straight lines with an arrowhead.
- **Rectangle** - Allows the user to draw simple squares and rectangles. Hold down the Shift key to create a square.
- **Oval** - Allows the user to draw elliptical shapes and true circles. Hold down the Shift key to create a circle.
- **Font Color** - Allows the user to change the font color of the text within the worksheet and within shapes.
- **Line Style** - Allows the user to change the line weight and line style.
- **Dash Style** - Allows the user to change the line to a dashed or dotted style, or a combination of the two.
- **Arrow Style** - Allows the user to choose from 10 different styles when turning a line into an arrow.
- **Shadow Style** - Allows the user to change the light source and angle of the shadows. Applying a shadow can create depth and can be applied to both shapes and lines.
- **3D Style** - Allows the user to add sides as well as depth to objects for a true 3D effect.

Textbox

Text boxes are used to add text to a presentation. These boxes have one great advantage: they can be _____ anywhere on the page. This is very helpful in desktop

publishing and other areas where you need to place text or pictures at a certain _____ on the page.

Auto Shapes

Presentation Software comes with a set of _____ shapes you can use in your documents. The shapes can be resized, rotated, flipped, _____, and combined with other shapes, such as circles and squares, to make more _____ shapes.

Word Art

WordArt makes fancy shapes and outlines out of ordinary_____.

Tables and Frames

1. Tables are used to _____ information into sections.
2. Frames are used to show _____ and emphasis to objects and text.
3. Tables and Frames, when used correctly, can assist with the delivery of an effective_____.

Inserting Objects

- **Insert Diagram** - This includes organization charts and business strategy diagrams.
- **Insert ClipArt** - Inserts objects from the categorized list of available clip art images. You can also add some more clipart from your Office CDs or an online resource.
- **Insert Picture** - Allows you to insert pictures from files.
- **Fill Color** - Allows you to change the fill color of your cells or the solid color of your shapes.

Print Screen Command

To *print screen*, use the following steps:

- View screen.
- Press the print screen _____ on the keyboard.
- Open a new document.
- _____ the screen into a new document.