Technology Literacy

Checklist for Desktop Publishing

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as your work through the activities. Ask your teacher for help if you have any questions about the checklist.

Use technology tools to format your essay Use your tools: Put one space after punctuation Use one return after a paragraph Use margins, tabs, and alignment instead of spaces Mix it up: Use bold for contrast or emphasis Use italics for titles and minor emphasis Use different fonts, sizes, and colors Keep it simple: Use a limited number of fonts in your publication. Use formatting features sparingly. Use a variety of formatting features. Save your document Activity 2: Brochure Template Task: Desktop Publishing Find a template for your brochure Make sure the template is appropriate for your topic Make changes to the template so that it enhances your message Add your narrative essay to the template Include information about the product, opinion, organization, or event Format the text, and make sure your text is: Attractive Easy to read Save your brochure Activity 3: Image Search Task: Brochure Images Open a new word processing document and type your name, date, and a title Find at least four images that relate to your topic Download images to your computer Insert images into your document Cite the sources for images Save your document Activity 4: Copyright and Fair Use Task: Image Copyright Open your document with your images and citations Find and record the copyright status for each of your images Get permission for any images if necessary	Ac	tivity 1: Publishing Tools
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Use margins, tabs, and alignment instead of spaces Mix it up: Use bold for contrast or emphasis Use italics for titles and minor emphasis Use different fonts, sizes, and colors Keep it simple: Use a limited number of fonts in your publication. Use formatting features sparingly. Use a variety of formatting features. Save your document **Activity 2: Brochure Template** **Task: Desktop Publishing** Find a template for your topic Make sure the template is appropriate for your topic Make changes to the template so that it enhances your message Add your narrative essay to the template Include information about the product, opinion, organization, or event Format the text, and make sure your text is: Attractive Easy to read Save your brochure **Activity 3: Image Search** **Task: Brochure Images** Open a new word processing document and type your name, date, and a title Find at least four images that relate to your topic Download images to your computer Insert images into your document Cite the sources for images Save your document with your images and citations Save your document with your images and citations Find and record the copyright status for each of your images Get permission for any images if necessary Get permission for any images Get permission fo		
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Activity 5: Graphic Design

Intel® Education Initiative

Technology Literacy

Tas	sk: Graphic Design
	Open your brochure
	Add your images to make your brochure more visually appealing and enhance the
	message
	Add clip art to make your brochure more visually appealing and enhance the
	message
	Use principles of design to improve your brochure, including;
	□ Alignment
	□ Balance
	□ Contrast
	□ Proximity
	□ Repetition
	□ White Space
	Apply the rule of thirds to arrange the type and graphics
	Save your brochure
	Print your brochure
	Share your brochure and get feedback from the reader