

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 you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Publishing Tools

Task: Formatted Narrative Essay

- Open your edited narrative essay and rename it
- 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
- Save your document

Activity 5: Graphic Design

Task: 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