

Instructor: Kim Jones & Diane Rutherford

Course/Area: Desktop Publishing/GRHS Business & Technology Department

Grade: 9-12

Content/Topics	Standard	Skills/Benchmarks	Assessment/Products	Time
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Unit 1--PageMaker Basics

Introduction to Desktop Publishing

Students will be able to identify the historical creation of desktop publishing.
They will be able to explain the benefits and advantages of using a software program.
They will be able to explain how it is changing the way organizations operate today and provide examples of how it is used.

- Define desktop publishing
- Explain the difference between traditional publishing and desktop publishing
- Identify the key people involved in producing traditionally typeset documents and describe their responsibilities
- Compare desktop publishing to traditional publishing techniques
- Identify some of PageMaker's key features
- Identify some documents that are frequently desktop published

- Review Activities to include True/False and completion questions on vocabulary
- Reinforcement Applications

2-3 days

Starting PageMaker

Students will be able to start Adobe PageMaker, identify parts of the screen, and issue basic commands to the program.

- Start Adobe PageMaker
- Identify and know how to use the menu bar
- Define and identify the parts of a dialog box
- Open an existing PageMaker publication
- Explain the difference between a master and a numbered page
- Display different pages in a publication
- Identify the parts of the publication window
- Close a publication and exit the program

- Review Activities—identify parts of the publication window, true/false and completion questions on vocabulary
- Reinforcement Application

1-2 days

Creating a Publication

Students will be able to explain the basics about how to use Adobe PageMaker and create a small publication using the technical skills developed.

- Start a new publication
- Insert and remove pages
- Change the on-screen viewing size
- Explain and use different part of the Toolbox
- Use the pointer tool to change and remove graphics
- Define the insertion point and use the Text tool for typing text
- Use the Zoom and Hand tool to examine a specific area of a page
- Save a publication

- Review Activities—identify parts of the toolbar, true/false and completion questions on vocab
- Reinforcement Application—creating a business card

1-2 days

PageMaker Features

Students will be able to use the reverse command and create different versions of a publication. They will also be able to demonstrate technical skills using the on-screen ruler, ruler guides, and print all of or parts of a publication.

- Use the Undo command to reverse an editing action
- Use the Revert command to restore an earlier version of a publication
- Use the Save As command to save a different version of a publication
- Print all or only selected pages in a publication
- Display and hide both the Ruler and ruler guides

•Reinforcement Applications--activities using the commands

2 days

Importing and Positioning Text

Students will be able to add text by importing it, by using a text box, and by using a bounding box. They will be able to demonstrate how to divide text blocks and how to control the size and position of the text blocks. They will also demonstrate how to set up columns.

- Define the term Import
- Use the Place and Autoflow commands for importing a text file
- Define various text block terms, such as handle or windowshade
- Modify, reposition, divide, and join text blocks
- Create and use a bounding box for holding text
- Add columns to a publication
- Add headers, footers, and page numbers to master pages

•Reinforcement Applications--produce two imported text publications called Sales Report 1 and Sales Report 2

2 days

Using the Story Editor

Students will be able to type and edit text, locate and replace text, and perform spell check using Story Editor. They will also be able to copy and move text from one place to another.

- Describe the major characteristics of the Story Editor
- Switch between the layout view and the Story Editor, and explain the differences between the two views
- Use the Find and Change commands to locate and change text
- Move and copy text
- Place a text file directly into the Story Editor
- Use the Spell feature to check for spelling errors
- Describe the different types of hidden characters, and explain how to display and hide those characters

•Reinforcement Applications--Questionnaire

2 days

Understanding Typography	Students will be able to define typographic terms and techniques.	<ul style="list-style-type: none"> •Define typography and basic typography terms •Identify the various parts of a character •Define a point and explain how it is used in measuring characters •Define and identify serif and sans serif typefaces •Define and identify proportional and monospaced typefaces •Identify the names of some popular typefaces 	<ul style="list-style-type: none"> •Review Activities—identify the elements of a typeface, true/false and completion questions on vocabulary •Reinforcement Activities—typeface activity •Create a list of the different fonts we have available and identify them as serif, sans serif, or script text 	3 days
Change Type Specifications	Student will be able to apply various type specifications to the text. They will be able to select from different typefaces, point sizes, type styles, and type case.	<ul style="list-style-type: none"> •Define the terms type specifications and font •Explain how to change type specifications using pull-down lists •Explain how to change type specifications using the Character Specifications dialog box •Define the term type case and explain how to control type case •Explain how to display, move or hide the Control palette •Explain how to change type specifications using the Control palette •Describe how to change the default type specifications for a publication 	<ul style="list-style-type: none"> •Reinforcement Applications— Letterhead Travel Advertisement 	1 day
Practice and Review	Students will practice many of the commands and features they learned in previous chapters by creating a business plan.	<ul style="list-style-type: none"> •Prepare a multipage business report •Use the master page to create a header and page number marker that will appear on all pages •Type, spell check, and edit text in Story Editor •Apply type specifications to text •Save and print a publication 	•5-page Loan Proposal including a Cover Page	4 days
Unit 2—Enhancing PageMaker Documents				
Tabs and Indents	Students will be able to define the different types of tab alignments, and explain how to add, change, and remove tab settings. Students will be able apply different types of indenting and how to indent paragraphs in a publication.	<ul style="list-style-type: none"> •Explain the purpose of tabs and the various types of tab alignment. •Explain how to add, change, or remove tab settings •Describe the purpose and use of tab leaders •Identify the various types of paragraph indenting techniques •Describe different ways to indent paragraphs 	<ul style="list-style-type: none"> •Chapter Exercises 10-1 through 10-10 •Reinforcement Applications Cruises Ships Questions Class Schedule Class Information 	1 week

