Pupil Notes: Desktop Publishing

- Look at the examples of publications your teacher has given you. Talk about what they are for and why they work well. Your teacher will help you to make a plan for your publication.

- Use your desktop publishing software to make a new project file.

- Choose text and images to use in your publication from the selection your teacher has given you.

- Import and position your chosen text and images on your page.

- Use the software tools and features to edit your publication.

- Save your publication, using a filename that will help you and others know what it is.

- Ask a classmate to look at your publication. Talk about what works well and what you could improve.

Pupil Notes: Desktop Publishing

- Look at the examples of publications your teacher has given you and/or suggest some of your own. Talk about what they are for and why they work well.

- Create a plan or sketch for your publication, taking audience and purpose into account.

- Using your plan as a guide, choose images and text that are suitable for your publication. Your teacher will provide these or you can find your own.

- Insert or import the text and images you are going to use into the software. Remember to use separate text boxes, where appropriate.

- Position the text and images where you want them. Use the software tools and features to edit and adjust your publication. Make sure that the text and images are clear and easy to read. Take your publication's audience and purpose into account.

- Save your publication, using a filename that will help you and others know what it is.

- Ask a classmate to look at your completed publication. Talk about what works well and what you could improve.

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Pupil Notes: Desktop Publishing

⚙ Find and review examples of publications relevant to your project. Identify the key characteristics that make them effective. Make a note of this research in your project diary.

⚙ Create a plan for your publication, including what you are making, who it is for and what you want them to see and think when they look at your work.

⚙ Think about the audience and purpose at all times while planning and editing your publication.

⚙ Based on your plan, find or create any text, images, illustrations and diagrams that you intend to use. Import all these assets into the software.

⚙ Position all the assets you need for your publication and experiment with the software features and tools to create your desired effect.

⚙ Review your publication with a classmate and check that everything is how you had intended. Make any changes that will improve your publication.

⚙ Save your publication, using a relevant filename. Export it in a suitable format that others will be able to view or use.

⚙ Refer back to your research notes in your project diary. Make a note of at least two key features that make your publication effective for its intended audience and purpose.

⚙ Consider which aspects or characteristics of your publication you would improve, if you were designing the product again. Record your ideas in your project diary.

⚙ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.

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⚙ Find and review examples of publications relevant to your project. Identify the key characteristics that make them effective. Decide which of these characteristics are relevant to your project. Justify why you intend to incorporate them into your publication. Make a note of this justification in your project diary.

⚙ While planning your publication, consider the needs of your specific audience. Note these in your project diary as objectives for your final product. Refer back to your notes during the editing process to ensure that you are meeting these objectives.

⚙ Create a plan for your publication, using appropriate desktop publishing language to support your planning.

⚙ Think about the audience and purpose at all times while planning and editing your publication.

⚙ Based on your plan, find or create any text, images, illustrations and diagrams you intend to use. Import all these assets into the software.

⚙ Position all the assets you need for your publication and experiment with the software features and tools to create your desired effect.

⚙ Make sure the files you used to make your publication are tidy. Delete any large files you no longer need. Save your work at key points and make a copy to avoid losing successful versions.

⚙ Review your publication with a classmate. Make a note in your project diary of any areas that you need to edit further. Make changes as appropriate. Repeat this review process until your finished publication is as close to your original intention as possible, taking into account your objectives.

⚙ Save your publication using a relevant filename and export it in suitable formats that others will be able to view or use, for example in different paper sizes, to download from a website or send to a professional printshop.

⚙ Once you have completed your publication, make notes in your project diary to justify how it meets your original objectives. Make specific reference to your audience and purpose. Record any objectives that it does not fully meet.

⚙ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.