

DESKTOP PUBLISHING CLASS NOTES.

- A desktop publishing software popularly known as DTP is a specialized program used to create publications of professional quality using a Computer.
- DTP is used to create publications such as newsletters, text books, brochures, newspapers. Business cards, certificates, calendars and flyers.

- Popular DTP software includes Adobe PageMaker, Microsoft Publisher, QuarkXPress, Adobe In Design, Serif Page Plus and Apple Page 2.

ADVANTAGES OF DESKTOP PUBLICATION.

- Every item on a page is contained in a frame and can be edited and formatted independently.
- Stories can be contained in a single frame or threaded between several frames.
- Frames need not flow in logical sequence. For example a story on page 1 may be continued on page 8.
- Master pages are used to set a common layout which may be repeated on several pages. E.g Logo, page numbers.

- Publication can be printed in a form suitable for commercial printing e.g using colour separations.
- Wide range of templates is available e.g brochures, booklets, posters, business cards.
- Multiple stories from different authors can be handled with ease.

COMMON FEATURES OF DTP SOFTWARE.

Most DTPs provide the user with a variety of tools for designing, manipulating and editing a publication.

- **Select Tool** Used to select, move and resize images and text.
- **Text Tool** Used to draw text frames, insert and manipulate text.
- **Shapes Tools** For drawing basic shapes e.g rectangles and importing objects.

- **Zoom Tool** For magnifying publications view.
- **Rotate Tool** For rotating text or graphics.

INTRODUCTION TO MICROSOFT PUBLISHER

The screenshot displays the Microsoft Publisher 2007 application window. The title bar reads "Microsoft Publisher" and includes standard window controls. The menu bar contains "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Arrange", "Window", and "Help". A search bar for templates is located below the menu bar, with a dropdown menu set to "All templates".

The main workspace is titled "Getting Started with Microsoft Office Publisher 2007". It is divided into three main sections:

- Microsoft Publisher** (Left sidebar):
 - Getting Started (highlighted)
 - My Templates
- Publication Types** (Left sidebar):
 - Blank Page Sizes
 - Advertisements
 - Award Certificates
 - Banners
 - Brochures
 - Business Cards
 - Business Forms
 - Calendars
 - Catalogs
 - E-mail
 - Envelopes
 - Flyers
 - Gift Certificates
 - Greeting Cards
 - Import Word Documents
 - Invitation Cards
 - Labels
 - Letterhead
 - Menus
 - Newsletters
 - Paper Folding Projects
 - Postcards
 - Programs
 - Quick Publications
 - Resumes
 - Signs
 - Web Sites
 - With Compliments Cards
- Popular Publication Types** (Center):
 - Blank Page Sizes
 - Brochures
 - Business Cards
 - Calendars
 - E-mail
 - Flyers** (highlighted)
 - Greeting Cards
 - Import Word Documents
 - Labels
 - Newsletters
 - Postcards
 - Web Sites
- Recent Publications** (Right sidebar):
 - From File...
 - January Schedule.... (1/14/2009, 79 KB)
 - iron hill review.pub (12/2/2008, 158 KB)
 - Group Summary.pub
 - Campus Events.pub (11/24/2008, 754 KB)
 - Sorority Stuff.pub

Title Bar

Menu Bar

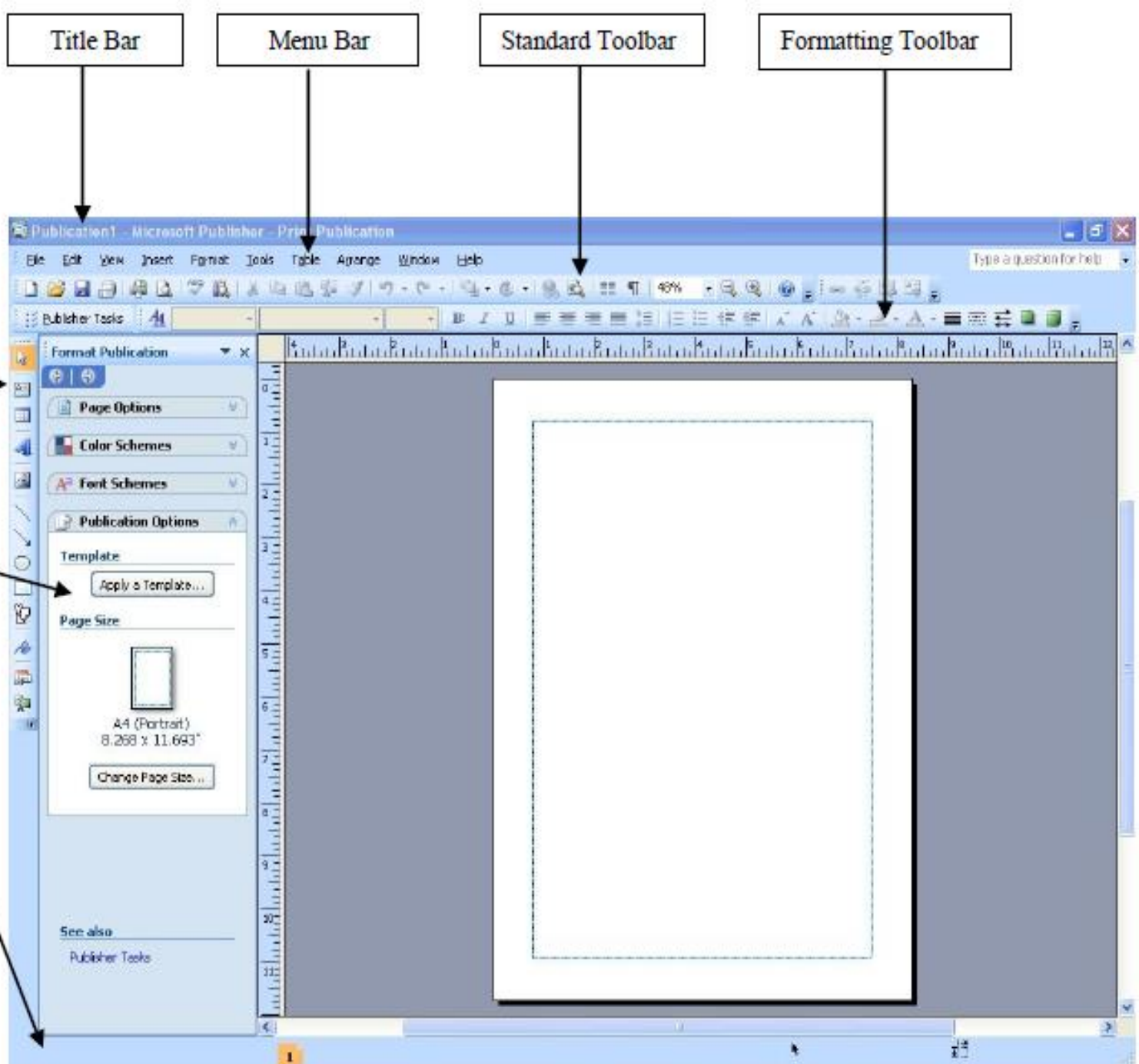
Standard Toolbar

Formatting Toolbar

Objects
Toolbar

Task
Pane

Status
Bar



Title Bar

The Title Bar displays the document's name, and contains the *Close*, *Restore* and *Minimize* buttons



Menu Bar

The Menu Bar contains menus with additional commands in the form of a drop-down list.



Standard Toolbar

The Standard Toolbar contains frequently used buttons that are common functions in Publisher and throughout Microsoft Office. This toolbar is similar in most Office 2007 programs.



Formatting Toolbar

The Formatting Toolbar contains buttons for common text formatting options in Publisher and throughout Microsoft Office. This toolbar is similar in most Office 2007 programs.



Object Bar

The Object Bar contains each of the tools you will use to create and manipulate text and graphics in Publisher.



Tool	Function
Select Objects	Selects lines, shapes, graphics, and text boxes. Selected items can be resized and have their attributes changed.
Text Box	Creates text boxes.
Insert Table	Creates tables.
Insert WordArt	Adds <i>WordArt</i> to your publication.
Picture Frame	Creates a frame in which a picture may be inserted.
Line Tool	Creates a line.
Arrow Tool	Creates an arrow.
Oval Tool	Creates circular and oval shapes.
Rectangle Tool	Creates rectangular shapes.
AutoShapes	Creates a variety of different shapes EXAMPLE: Hearts, lightning bolts, thought boxes

• Task Pane

The task pane provides quick access for complicated functions and can include *Help, Clip Art, Find and Replace, Graphics Manager, Publication Designs, Styles and Formatting*, and many others.

