

## Year 3 Computing – Desktop Publishing

### What I should already know

- How to use various aspects of a computer to create and manipulate text.
- How to use a keyboard and mouse to enter and remove text.
- How to change the look of text and explain why I am making these changes.
- To know the differences between using a computer to create text and writing text on paper, explaining which method I prefer and why.

### What I will learn by the end of this unit

- To create documents using page layout software.
- To understand that desktop publishing can be used to create documents like newsletters and brochures.
- To understand that desktop publishing software packages such as Microsoft Publisher, can be used to help us create documents.
- To understand that text and image layout is an important consideration, when creating eye-catching documents.

### Overview



### Desktop Publishing

- Desktop publishing is when we create documents using page layout software.
- We can use desktop publishing to make things like newsletters, brochures, magazines and newspapers.
- Some examples of software that we can use for desktop publishing are Microsoft Publisher, Adobe Spark and Canva.
- When using desktop publishers, we consider how images and text are laid out the page in an eye-catching and appropriate format.

### Text Tools

The toolbar is the set of icons and buttons that are at the top of the page in a desktop publisher. You should already know some of these from your earlier study:

<p>These tools can change the text.</p> <p>The <b>B</b> makes the text <b>Bold</b>.</p> <p>The <i>I</i> writes the text in <i>Italics</i>.</p> <p>The <u>U</u> <u>underlines</u> the text.</p>	<p>Clicking on this icon allows you to <u>change the size of the text</u>. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.</p>
<p>Clicking on this icon allows you to <u>change the font (style)</u> of the text. Most desktop publishers have many styles to choose from.</p>	<p>Clicking on this icon opens the <u>text colour tool</u>. It allows you to <u>change the colour of the text</u>. There are often many colours to choose from.</p>
<p>The <u>undo tool</u> reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was.</p>	

### Layout of A Page

When desktop publishing, we consider how we can lay out a page in the most interesting, eye-catching, and appropriate ways, to suit our purpose and audience.

- The title should be large, bold and clear. It is normally the largest text on the page.
- Consider which font you will use – different fonts create different ideas and feelings.
- What is the main story of the magazine? How can you sum the story up in a few words?



- Think about how different colours make us think and feel.
- Think about where you will put the date and price of the magazine – this is important information!
- Magazines are normally in portrait orientation.
- Think about how you lay out text and images.

### Image and Layout Tools

<p>Templates have a pre-arranged layout, colour scheme and style that you can adapt for your needs!</p>	<p>-The <u>styles</u> tool is a real time saver. You get to choose a number of different features, e.g. fonts and colours, and it will apply the rules to the whole document.</p>
<p>-<u>Text boxes</u> allow you to type text anywhere on the document. The box itself can be coloured. You can make the text box as large or small as you want, and rotate it using this symbol.</p>	<p>-This tool lets you insert pictures into your document. You can select pictures already on your computer, or search the internet for pictures. Pixabay contains lots of pictures that you can legally use in publications.</p>

**Key vocabulary:** desktop publishing, text, images, font style, template, orientation, placeholder, copy, paste, layout, purpose.