

Desktop Publishing Day 1

Print Shop



Situation

Personal computers help us do many jobs faster and easier than in the past. One way computers help today is through desktop publishing. Desktop publishing is simply using the computer to print things. Before, most printing involved a long process that was expensive.



Your team must use the computer program "Print Shop" to design a sign. Be sure to follow the directions under "Requirements" carefully! Use the following list to help get ideas for your sign:

- a sign for your bedroom door*
- a sign for a friend*
- a sign for your team*
- a sign for an upcoming holiday*
- a sign for a local radio or TV station*
- a sign to sell something*
- a sign for your teacher or classroom*
- a sign for a school event*
- a bookcover*



Students will use creativity and problem solving to design and print a sign. Students will learn the process of desktop publishing.



1 computer with "Print Shop" installed (1 per group)
printer paper
colored pencils



Your grade will be based on the following performance:

- A = sign complete with border, message, and graphic -- no errors
- B = sign with 2 of the 3 requirements -- no errors
- C = sign with 1 of the 3 requirements -- no errors
- D = sign with 1 of the 3 requirements -- error in grammar or layout
- F = no sign presented

Requirements Part 1



Follow the directions below carefully to learn how to use the program. Show your teacher your sign when you are finished.

1. Select "The New Print Shop" from your computer memory.
2. When the program starts, you will see the "Main Menu". Use the up and down arrow keys to move through the choices. On the right side of the screen, you can see the "Preview" section that shows a picture of the different choices.
3. Select "Sign" or "Poster".
4. At the next screen, select "Design Your Own".
5. Decide if you want to make a "Tall" or "Wide" sign and select that option.

Requirements Part 2



6. Now, you must select the three parts of your sign: the border, the graphic, and the message.
7. To see the choices in each part, highlight that part with the black box and press "Enter".
8. Select the options you want on your sign using the arrow keys.
9. When you are finished with your sign, select "Print" or "Save".
10. Follow the menu to print your sign.