**Desktop Publishing 5N0785**

**Learning Outcome 3**

**Monaghan Institute Level 5 Module**

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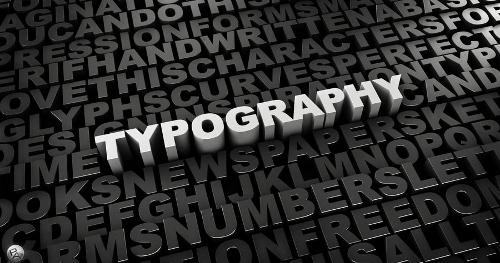


# Learners will be able to outline the essential considerations for handling text and graphics in DTP documents including size, resolution, format, placement, orientation and colour, in the context of a range of page layouts.

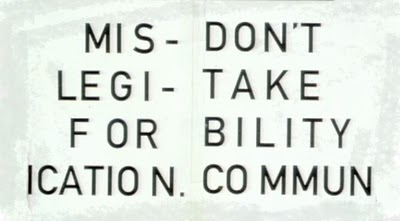
## Apply typography tools to specify features such as fonts, sizes, styles, spacing, placement, orientation, colour, alignment, indentation and page layout .

### What is typography?

Typography is the art and technique of arranging type in order to make language visible. The arrangement of type involves the selection of typefaces, point size, line length, leading (line spacing), adjusting the spaces between groups of letters (tracking) and adjusting the space between pairs of letters (kerning). Typography is performed by typesetters, compositors, typographers, graphic designers, art directors, comic book artists, graffiti artists, clerical workers, and anyone else who arranges type for a product.

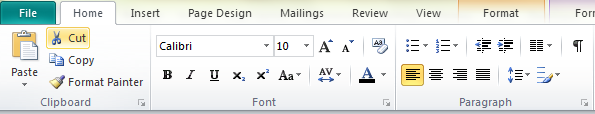




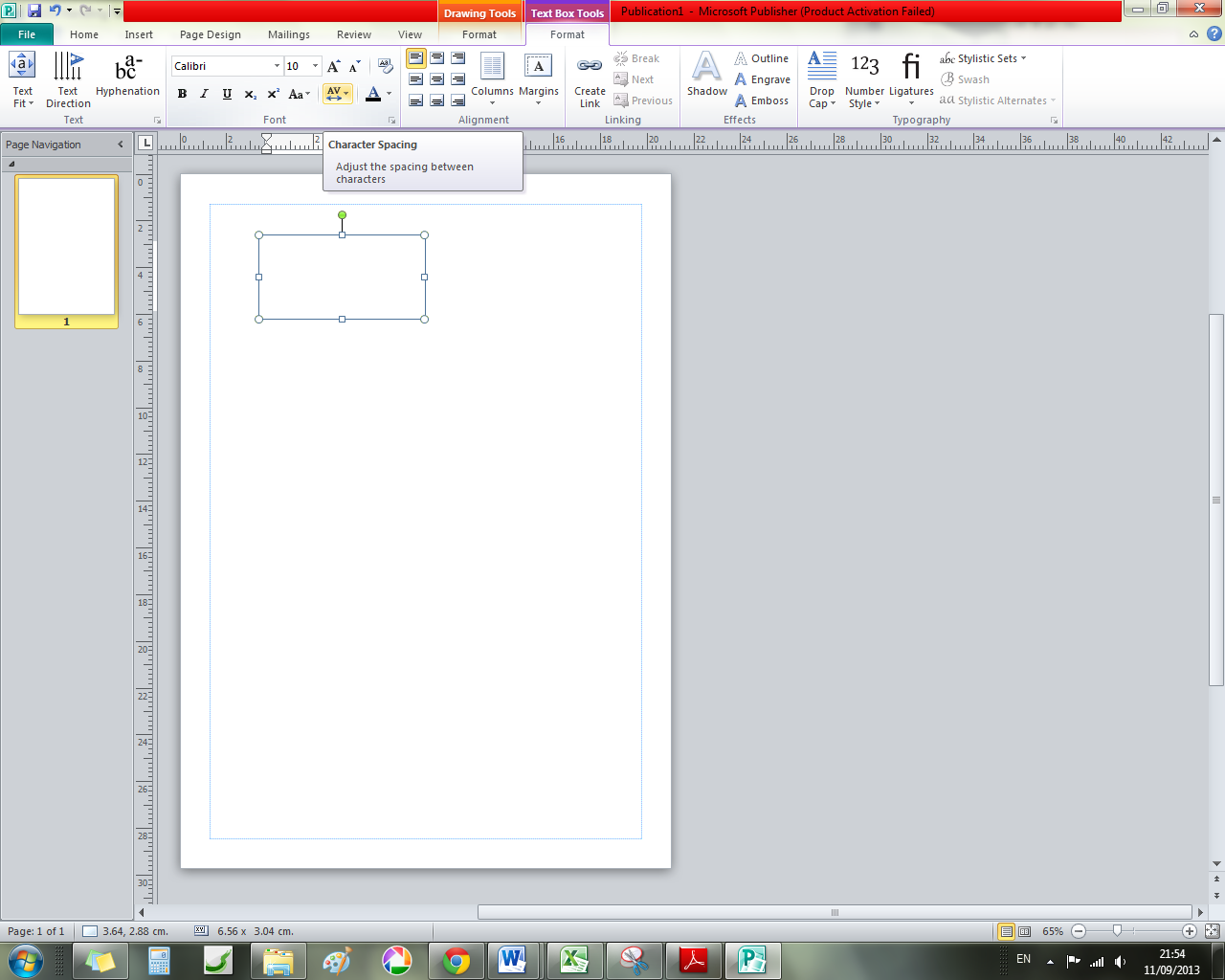


### Formatting Features Available

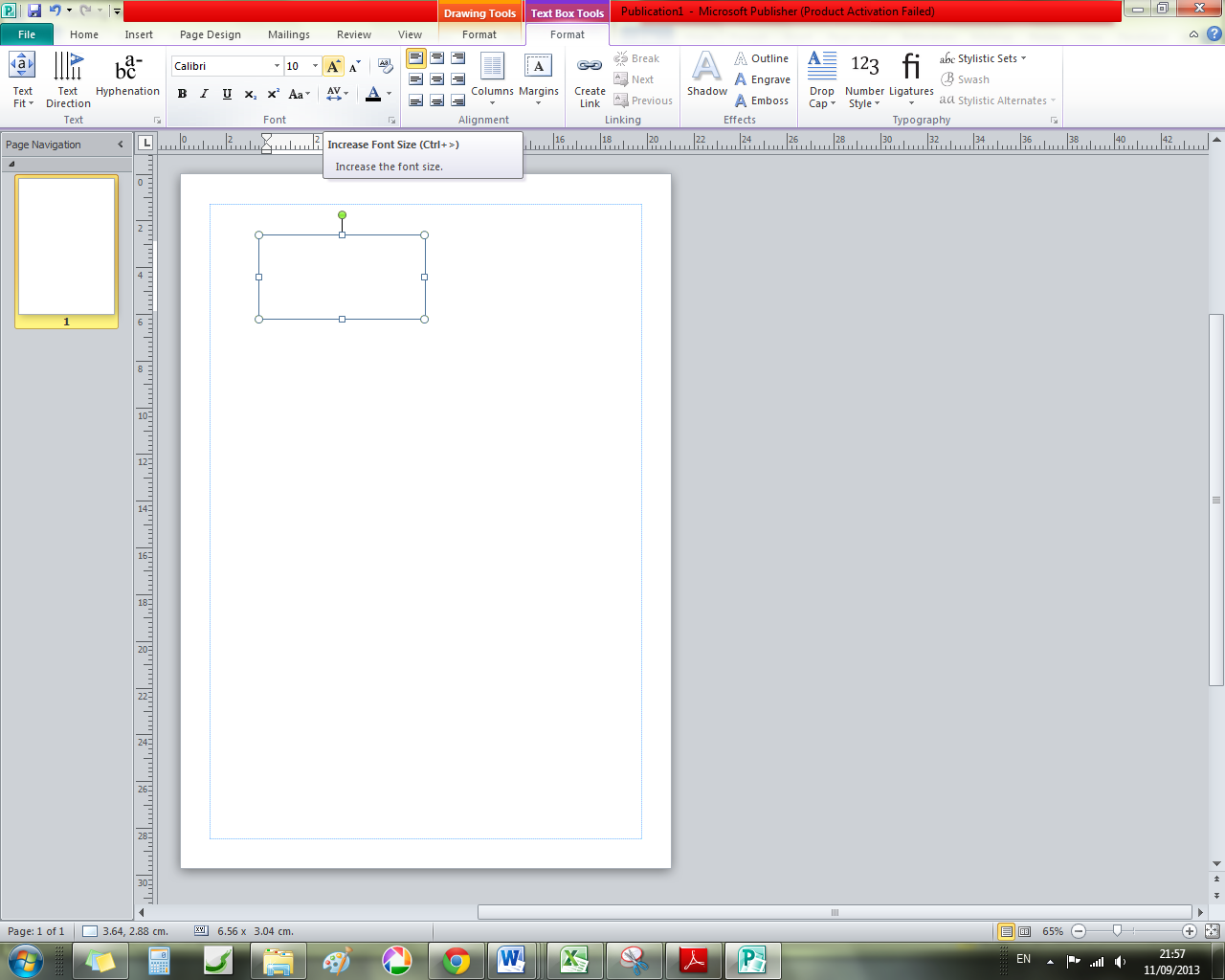
The toolbar at the top of any Microsoft software is known as the **ribbon,** along the ribbon there are a series of **tabs** in Microsoft Publisher for example Home, Insert and Page Design. On each of these tabs are **command** buttons which allow different options for example change formatting, alignment, insert text boxes, adjust line spacing and add columns. These commands are shown in **groups**. In this image the Home **tab** and the Clipboard, Font and Paragraph **groups** can be seen.



To see the name of a command and understand what that command does hover over the button symbol or text (without clicking) for just over a second. This will show the command name, an explanation of what that command does and it’s short cut key is shown (not all commands have shortcut keys). In the example shown the mouse was over the **Character Spacing** command therefore the name and explanation are shown.



This example shows the **Increase Font Size** command button its name, an explanation and its associated shortcut keys.



1. Take time to familiarise yourself with as many commands as you can, start with the **Home** tab and ensure you understand how all of these commands work before the end of this class.

**Note:** There are different ways of using commands, including keyboard shortcuts and accessing the same command on a variety of different menus. The following commands are shown using one method but there is usually more than one way to use commands.

#### Text Box

In Microsoft Publisher all text sits inside text boxes, to add a text box go to the **Home** tab and to the **Objects** group and select **Draw Text Box**. Then click on the page and draw the size of the text box required in the correct location.

#### Font Face

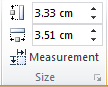
A **font face** is the style of writing being used. To change the font face highlight the text and the **Text Box Tools** menu will appear. On this menu in the **Font** group the font face list can be accessed and a new font can be selected.





#### Size

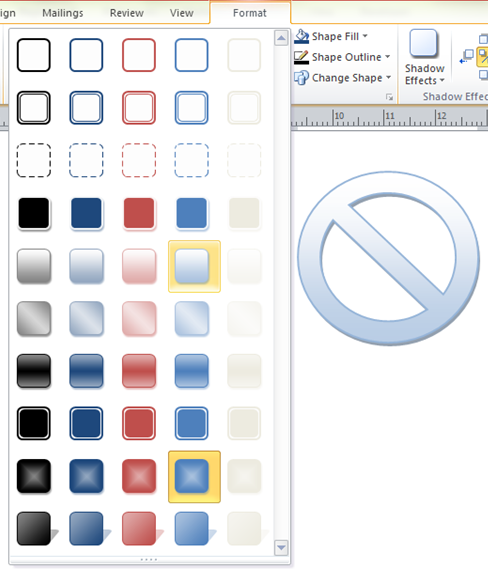
Font **size** can be increased and decreased. To change font size highlight the font and click on the font size drop down menu. In addition the **Increase Font Size** and **Decrease Font Size** buttons can be used.



Shape Size - consider also the size of shapes and text boxes, on the **Drawing Tools Format** tab there is a group called **Size**,experiment with the **Measurement** button to see what information is shown.

#### Style

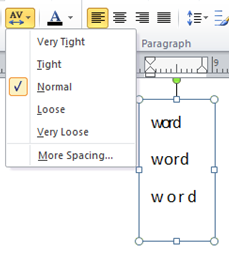
**Styles** are pre-set designs which can be applied to text or to shapes. To apply text styles highlight the text and use the Styles drop down menu on the **Home** tab in the **Styles** group. From this menu it is possible to create new styles.



To apply shape styles insert the required shape and click on it. The Format **Drawing Tools** menu will appear and a shape style can be applied from the **Shape Styles** group as shown.

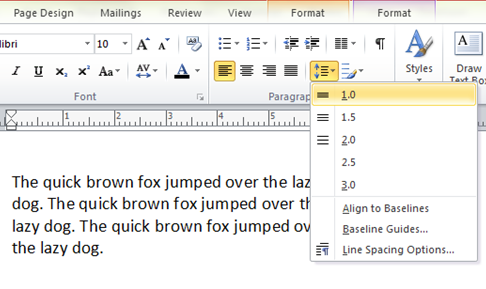
**Notes:**

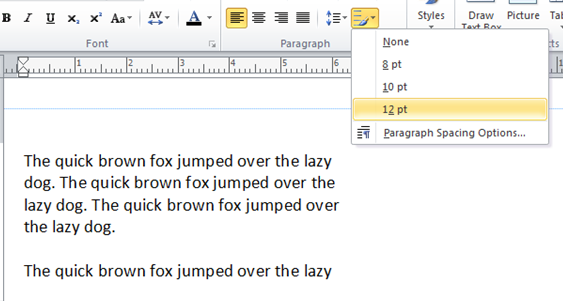
#### Spacing

Spacing is applied to text in a variety of different ways. The following are the three main options:

**Characters in Words** - this is known as **kerning** which means to adjust the spacing between two letters in a word. This is applied using the **Character Spacing** command and can be used to keep letters close together or to spread them far apart.

**Lines** - line spacing dictates how close the lines in a paragraph are to each other. Text is normally at around 1.5 spacing. To change the line spacing options go to the **Home** tab to the **Paragraph** group and click on the **Line Spacing** button as shown. In the image shown the line spacing has been changed to 1.0 so the lines of text sit close together.





**Paragraphs** -before and after each paragraph there is a space. This can be increased or decreased using the **Paragraph Spacing** button. This can be found in the **Home** tab on the **Paragraph** group.

#### Placement

The **placement position** of text boxes and graphics or shapes in Publisher is decided by the user, to position any object click on the object and using the movement tool drag to the desired location. Objects in Publisher are layered on top of each other or sit next to each other depending on their position or the wrapping applied to them.

#### Wrapping

The **wrapping** of an object dictates how it behaves in relation to the objects next to it, the wrapping options are as shown here. To access the wrapping command click on the object and the **Picture** **Tools** tab will appear, the **Wrap Text** command is in the **Arrange** group. The most commonly used wrap options are **None** and **Square** experiment with these options**.**

#### Orientation

#### Colour

#### Alignment

#### Indent

#### Page Layout

#### http://abrewer9310.files.wordpress.com/2013/10/screen-shot-2013-10-14-at-11-43-34.png

## Distinguish between bit-map and vector images.

### Image resolution?

## Distinguish between different graphic file types such as JPEG, GIF, TIFF, BMP, PSD, etc.

**Notes:**

# Additional Resources

#### Websites:

Revision Questions

1. Explain what is meant by