

Resources cont.

Careers and Copyright Issues

<http://schoolweb.missouri.edu/nandrew.k12.mo.us/webquests/jheddinger/DTPHUNT.HTM> A perfect starting place for students researching desktop publishing careers. This site is a lesson plan that walks students through the career search process. It includes links to career information pages, as well as, resume and cover letter sites. *Paige Cates*

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm> Great copyright information site. This site includes information on fair use of copyright materials, how to find out who owns the information, how to get permission to use it, the rule of thumb to go by, access to email lawyers and ask specific questions and it also gives a crash course in copyright for each of the following: images, videos, words, songs, designs, layouts, illustrations, diagrams, charts and tables. *Jamie Crider*

Design: Guidelines, tips, resources

<http://www.internetbrothers.com/desktoppub.htm> Current, up-to-date web site that includes the basics, working with a desktop Publisher, text in terms of layout, and dtp potpourri. *Karen Bentley*

<http://www.ideabook.com/newidea/newindex.htm> Here you will find lots of design and marketing how-to, plenty of project ideas and tips, plus a carefully researched collection of design-oriented links and resources. This is the index page for quick reference. *Jamie Crider*

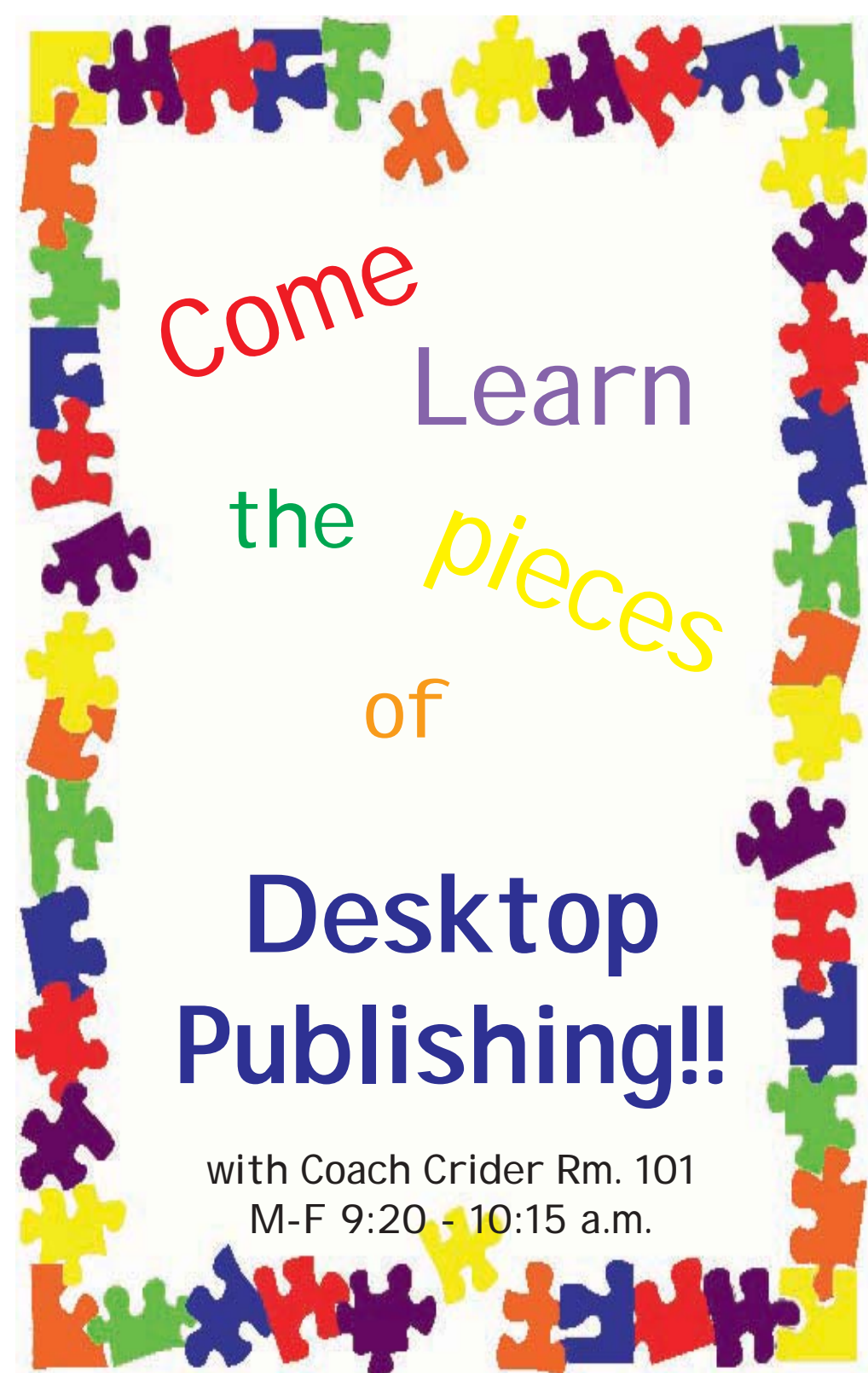
<http://www.desktoppublishing.com/tips.html> This site has link to offer tips on many different subjects having to do with desktop publishing. *Jamie Crider*

http://www.newentrepreneur.com/Resources/Worksheets/Print_Design_Wk_Sht/print_design_wk_sht.html A brief planning list to get you organized and started on your publication. Has links to web pages with step-by-step checklists. Copyright 2000 Roger C. Parker. *Sally Callan*

<http://www.mydesignprimer.com/> Explanations of terms, design tips, a drop down menu of available areas, and a search feature. Lots of useful information. ©2000 My Design Studio. *Sally Callan*

References:

Exploring Desktop Publishing - South-Western
Adobe PageMaker 7.0 - South-Western
Office XP - Shelly Cashman Series



Learn about the Teacher . . .

Hello! I am Jamie Crider and I will be teaching your Desktop Publishing class this year. I teach many different class here at SHS. I teach Business Law, Accounting I & II, Recordkeeping, Intro. to Business & BCI S. I also coach Basketball, Cross-Country and Softball.

I am married to Randy Crider and we currently have three children: our dog - Scooter, our cat - Snickers, and our horse - Sox. I have been teaching for 3 years all currently as SHS. I graduated from Texas Woman's University in 2001, where I played basketball there for 3 years.

I am very excited about teaching this class, so come join in on the fun and lets learn the pieces of DTP!!

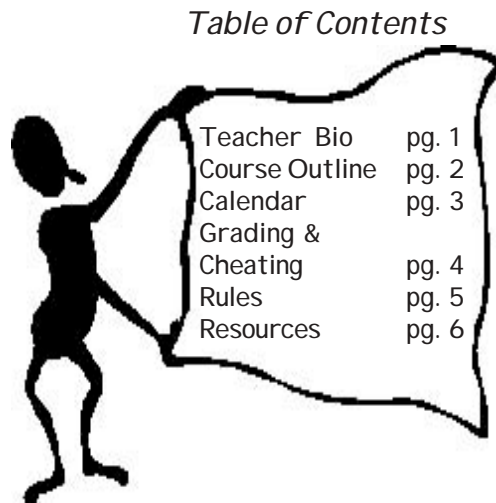
Email: jcrider@sangerisd.net
Phone: 940-458-7497 ext. 1101

Tutoring: M/Th before/after school
Conference time: 2:35 - 3:20 M/F

HOW to Use this Guide

This guide will:

- help you get in touch with the teacher
- tell you how to access your missing assignment if you were absent
- remind you of my grading policy
- remind you of the classroom rules
- give you access to additional resources & tutorials
- recommend readings



Useful Resources and Web Sites

Jamie Crider, Paige Cates, Karen Bentley, Sally Callan

- The Non-Designer's Design Book by Robin Williams
- Design Companion for the Digital Artist

Introduction of Desktop Publishing: The Basics, History, Terms

<http://www.ceap.wcu.edu/houghton/EDELCompEduc/Themes/desktopPublish/desktoppublishing.html> Encyclopedia type information from Western Carolina University's Collage of Education and Allied Professors, includes introduction, history, basic features, design guidelines, and more. *Karen Bentley*

<http://www.ceap.wcu.edu/HOughton/EDELCompEduc/Ch6/Ch6-imagereading.html> Encyclopedia type information from Western Carolina University's Collage of Education and Allied Professors, includes introduction, visual literacy, the image and desktop publishing, critique of desktop publishing, and bibliography. *Karen Bentley*

Teacher Resources: Tutorials, Lesson Plans and Rubrics

<http://desktoppub.about.com/> This site offers tutorials by skill level, has access to free clip art and templates. It also offers design projects and has great examples of careers in the desktop publishing field. *Jamie Crider*

www.techappsnetwork.org/TechApps/ A site specifically for teachers involved with Technology Applications. It has free lesson plans along with downloadable rubrics and instructions. You have to sign up in order to use it, but well worth the extra time. *Paige Cates*

www.tea.state.tx.us/technology/ta/index.html As a part of the Texas Education Agency web site, this section is all about technology applications. It includes official information on curriculum, student and educator standards, professional development, instructional resources, TA graduation credit, and the state contacts for this field. A site for technology teachers to bookmark and use as a frequent reference. *Paige Cates*

<http://www.coolarchive.com/> Lots and lots of resources, including fonts, clipart, bullets, HTML, etc. Very annoying popup and banner ads, but, hey, the stuff is free. 2001 CoolArchive.com. *Sally Callan*

Resources continued on back

Sample Calendar that you will receive monthly:



Grading

- √ All daily grades count once. (This includes worksheets, homework, ect.)
- √ All quizzes count once.
- √ All tests count twice.
- √ All projects count twice.
- √ You will receive a file management grade at the end of every six week based on the organization of your computer folder.

**Ample time will be allowed to complete your work in class, but if you are absent or fall behind in your work, arrangements need to be made with me to come in and make up work. Standards are high, but remember, I am preparing you for the real world of work and/or college.

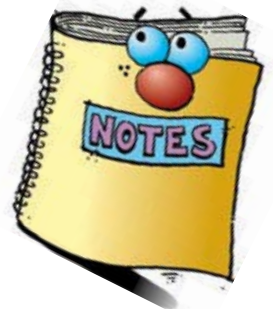
Cheating

Cheating (giving or receiving assignments) will not be tolerated in the classroom. I believe very strongly in the importance of honesty and doing your own work; therefore, the consequences for cheating will be severe:

1st offense: 1) Receive a zero for the test, homework, quiz, project, etc.

2) Be assigned ISS

2nd offense: Removal from the class



**This is where you will look when you are absent and need to know your missing assignment. You can also visit my webpage at www.sangerisd.net choose jcrider and then DTP

Class Attendance: Regular class attendance is important & expected. There is usually not a lot of homework in this class, but when you are absent or get behind in your classwork, I expect you to come in before/after school to make up the work missed in class. All computer work must be done in the classroom!

Tardies: Tardies will not be tolerated. Penalties for tardiness will be in accordance with the student handbook guidelines. Use the restroom during passing period--there will be NO hall passes!

COMPUTER LAB & CLASSROOM RULES

1. No food or drink in the computer labs.
2. RESPECT !! It is not a gift, it is earned. You respect me, I respect you!
3. When I am talking no one else is.
4. You will be assigned a specific computer and you are responsible for it. If your computer is not working properly, please inform me and do not try to repair it yourself. We pay trained technicians to repair our computers!!
5. NO personal disks or CD's from home may be brought into the computer lab!
6. Passwords are private-do not share yours with anyone else.
7. All school rules in the handbook will be enforced in class.

What will we learn?

- ⇒ Introduction to DTP (2 wks)
 - ✓ Get to know each other
 - ✓ Classroom rules & expectations
 - ✓ Procedures
 - ✓ Go over all forms
 - ✓ Copyright issues
 - ✓ Introduce Novell and collect passwords
 - ✓ Microsoft Word Review
 - ✓ Collect samples of DTP
- ⇒ Teach Design Concepts (2 wks)
 - ✓ Design Principles
 - ✓ Basic Elements
- ⇒ PageMaker Basics (9 wks)
 - ✓ Getting Started with PageMaker
 - ✓ Creating a Publication
 - ✓ Working Effectively
 - ✓ Importing/Positioning Text
 - ✓ Using the Story Editor
 - ✓ Understanding Typography
 - ✓ Changing Type Specifications
 - ✓ Practice and Review
- ⇒ Enhancing PageMaker Documents (8 wks)
 - ✓ Working with Tabs and Indents
 - ✓ Spacing and Alignment Techniques
 - ✓ Professional Hyphenation and Punctuation Techniques
 - ✓ Working with Graphics
 - ✓ Advanced Graphic Options
 - ✓ Working with Styles
 - ✓ Advanced Style Techniques
 - ✓ Practice and Review
- ⇒ Advanced Features in PageMaker (7 wks)
 - ✓ Working with Large Publications
 - ✓ Working with Tables
 - ✓ Advanced Table Features
 - ✓ Working with Templates
 - ✓ Working with Color
 - ✓ Advanced Color Techniques
 - ✓ Practice and Review
- ⇒ Creating Publications (8 wks)
 - ✓ Letterhead
 - ✓ Newsletters
 - ✓ Brochures
 - ✓ Business Cards
 - ✓ Resumes
 - ✓ Invitation/Announcement
 - ✓ Brochures
 - ✓ Menus
 - ✓ Memos
 - ✓ Advertisements
 - ✓ Flyers
 - ✓ Order forms
 - ✓ Tables

