

Year 3 – Desktop Publishing



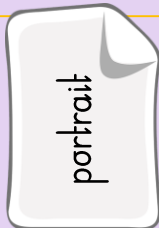
Desktop Publishing is a way of creating documents that include both text and images, using page layout software. It was originally called **desktop publishing** because people used desktop computers to create their documents.



Now, you can create these documents on a range of digital devices.



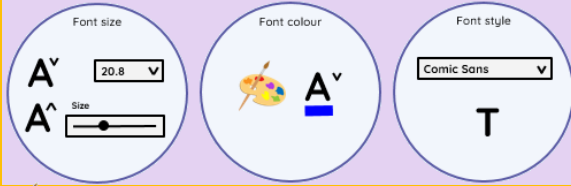
You can make lots of things using desktop publishing software.



A **font** is a style of text. **Fonts** can be used in different sizes and colours. **Fonts** show what the text looks like on-screen.



Desktop publishing tools.

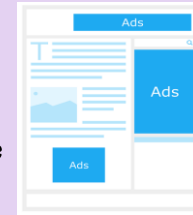


A **template** is a document that has already been laid out in a certain way. It might have **columns** for text or spaces for **pictures** or **text**.

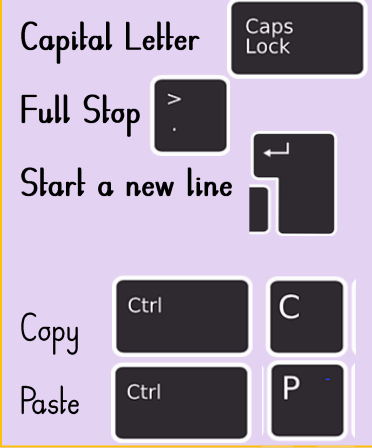


Placeholders are the boxes that hold the place of the text or images you are going to add to your document.

This means you can design your page layout before thinking about the content.



Keyboard Keys and Shortcuts:

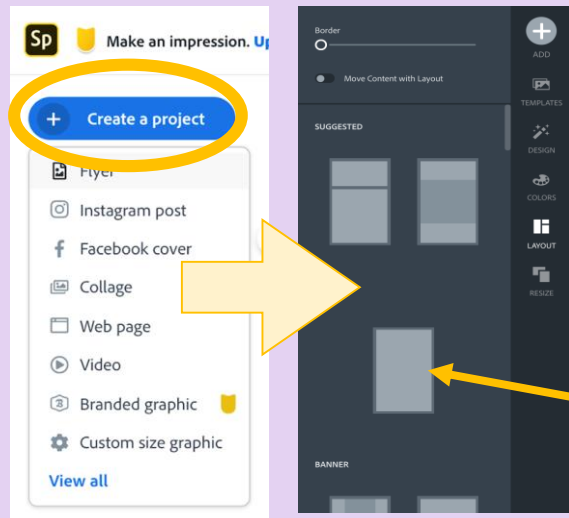


Advantages of using images and text

Images	Text	Images and text
<ul style="list-style-type: none"> You don't need to be able to read They can be quick to understand You can see them from a distance 	<ul style="list-style-type: none"> You can add more detail 	<ul style="list-style-type: none"> You can appeal to more people (e.g. those who can and cannot read)

Disadvantages of using images and text

Images	Text	Images and text
<ul style="list-style-type: none"> Some images can be hard to understand 	<ul style="list-style-type: none"> You have to be able to read You have to be able to speak the language Some people might be put off by reading long pieces of text 	<ul style="list-style-type: none"> Sometimes having two things to think about can slow down the time you take to understand the message



1. Click 'Layout'

2. Click to choose the layout you want to use

