



Year 3 Desktop Publishing

Publishing	<i>Editing, producing, and producing the layout of books, newspapers, magazines.</i>
Text	<i>Information as words.</i>
Images	<i>An image is a picture of someone or something.</i>
Font	<i>The style of lettering.</i>
Templates	<i>A style or pattern for making which can be reproduced. The basic layout for a document.</i>
Orientation	<i>The orientation of a <u>structure</u> or <u>object</u> is the direction it <u>faces</u>.</i>
Placeholders	<i>A <u>section</u> of <u>text</u> that is placed in a <u>document</u>, etc temporarily until the <u>final</u> text is <u>inserted</u> there at a later <u>stage</u>.</i>
Software	<i>Computer programs or apps are <u>referred</u> to as software.</i>
Purpose	<i>The purpose of something is the reason for which it is made or done</i>
Audience	<i>The people who will read the book or look at the work.</i>

Apps/ Software



Pages



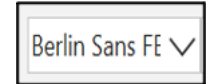
Word

Text Tools

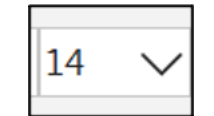
The **B** makes the text **Bold**. The *I* writes the text in *Italics*. The U underlines the text.



Clicking on this icon allows you to change the font (style) of the text. Most desktop publishers have many styles to choose from.



Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.



Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.

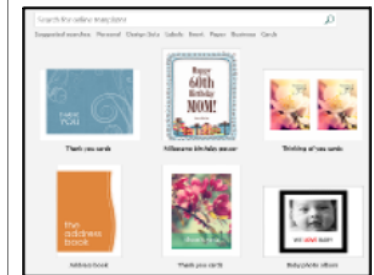


The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was. The redo button re-does something that you have undone!



Time saving tools

Templates have a pre-arranged layout, colour scheme and style that you can adapt for your needs.



The styles tool saves time. You can to choose a number of different features, e.g. fonts and colours, and it will apply the rules to the whole document.

