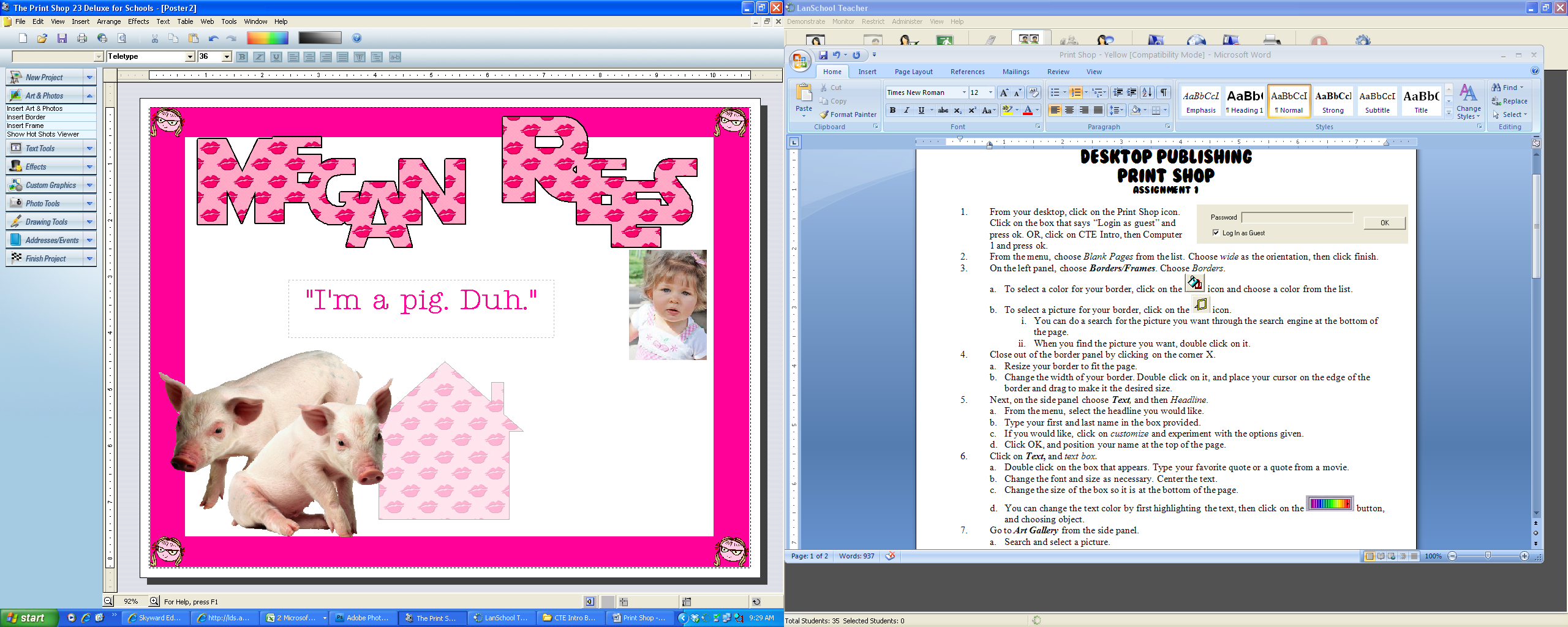
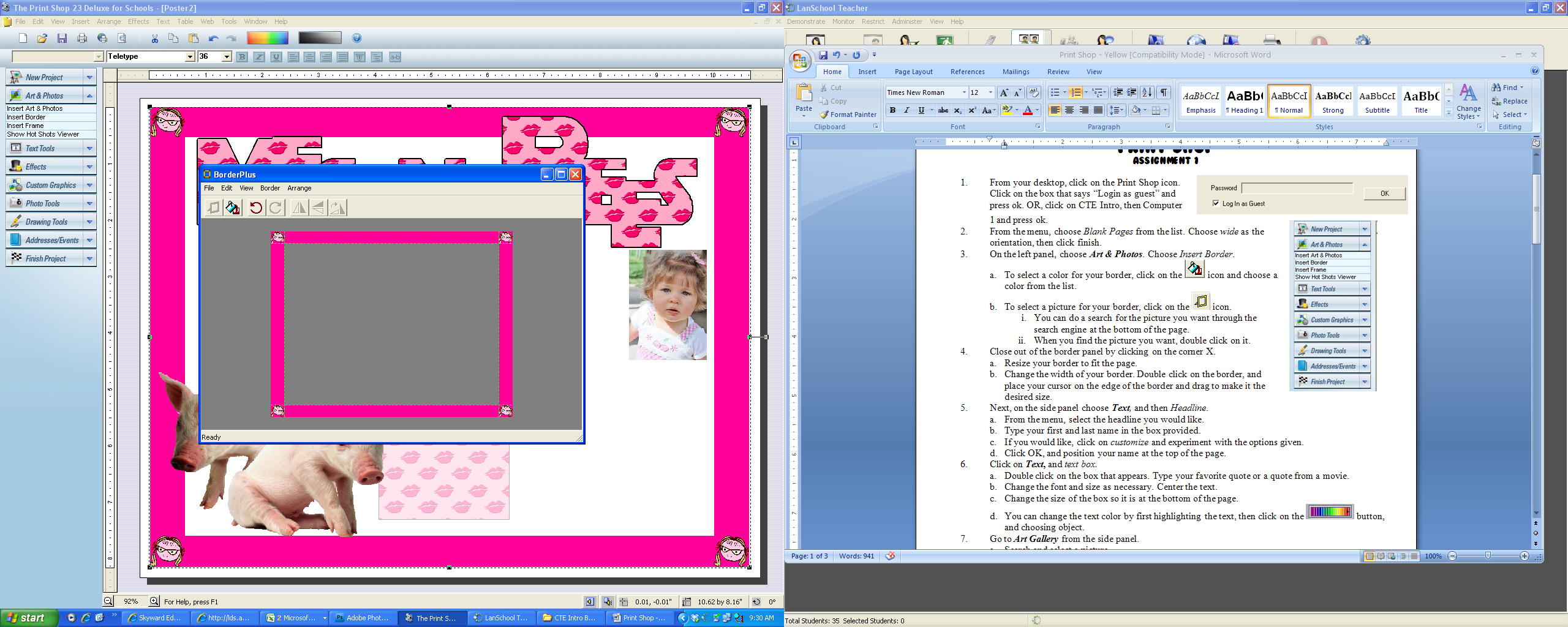
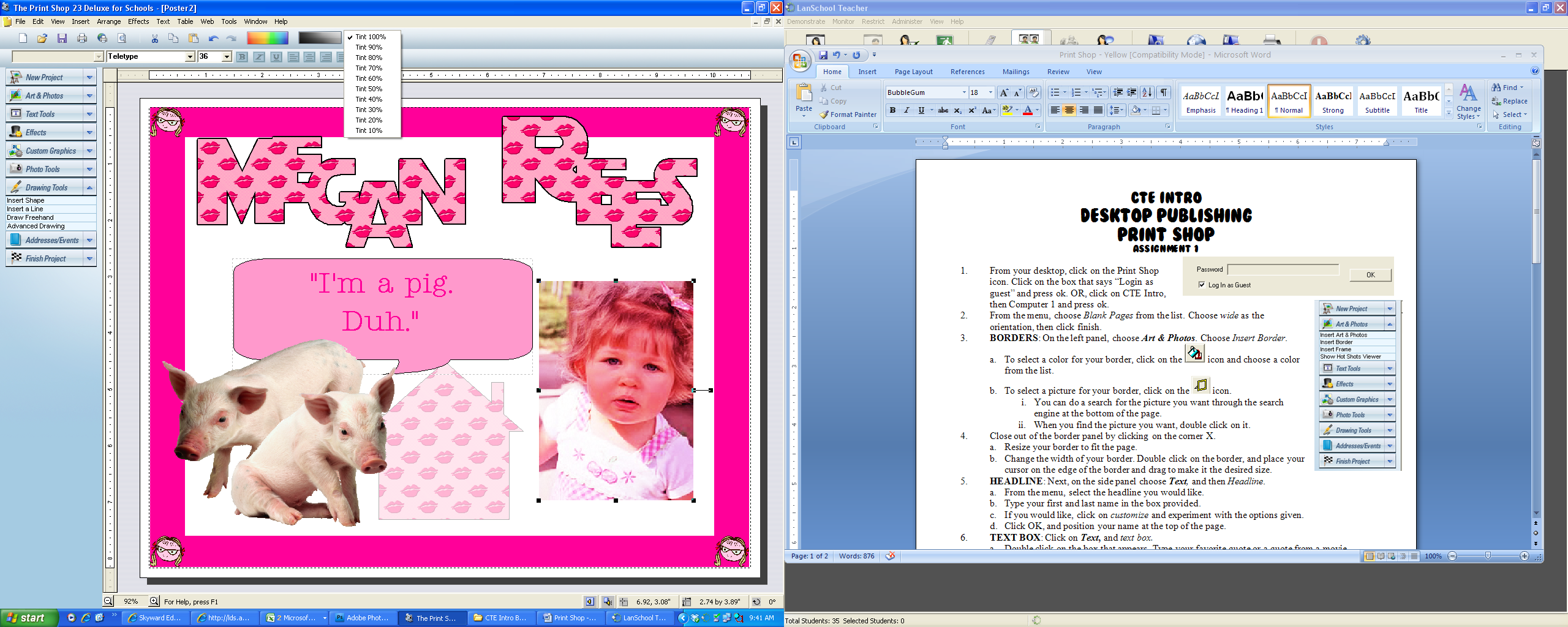
CTE Intro

Desktop Publishing

Print Shop

Assignment 1

1. From your desktop, click on the Print Shop icon. Find your bank of computers and login. There is no password.
2. From the menu, choose *Greeting Card* and choose Next. On the next screen, choose Quarter Fold and Start From Scratch. Click Next, and then finish.
   1. Your page is now divided into four—note that you can toggle back and forth to each panel by clicking on the arrows at the bottom left of your screen.
      1. If the arrows are not visible, go to the View menu to change to each page.
      2. You will be creating a card that you will actually give to someone. Decide now what and who your card will be for.
3. **BORDERS**: On the left panel, choose ***Art & Photos***. Choose *Insert Border*.
   1. To select a color for your border, click on the  icon and choose a color from the list.
   2. To select a picture for your border, click on the  icon.
      1. You can do a search for the picture you want through the search engine at the bottom of the page.
      2. When you find the picture you want, double click on it.
4. Close out of the border panel by clicking on the corner X.
   1. Resize your border to fit the page.
   2. Change the width of your border. Double click on the border, and place your cursor on the edge of the border and drag to make it the desired size.
   3. Make sure you have a border on the front, inside, and back panel. It can be the same one or different. You copy and paste your border by clicking on it, then going to Edit and choosing, copy. Click on the next panel, go to edit, and choose Paste.
5. **SAVING**: This program can often kick you our or freeze, so SAVE OFTEN. To save, click on File, Save As. Then choose Libraries, Documents. Save the file as Print Shop.
   1. Every time you make a change after this point, click file save.
6. **HEADLINE**: Next, on the side panel choose ***Text****,* and then *Headline*.
   1. From the menu, select the headline you would like.
   2. Type the title of your card on the front panel.
   3. If you would like, click on *customize* and experiment with the options given.
   4. Click OK, and position your name at the top of the page.
7. **TEXT BOX**: Click on ***Text*,** and *text box.*
   1. Double click on the box that appears, and type any text needed for your card, on any panel you choose.
   2. Change the font and size as necessary. Center the text.
   3. Change the size of the box so it is at the bottom of the page.
   4. You can change the text color by first highlighting the text, then click on the button, and choosing object.
8. **ART GALLERY**: Go to ***Art & Photos***, *Insert Art & Photos* from the side panel.
   1. Search and select a picture.
   2. Place the picture where desired.
   3. You may do as many pictures as you need on any of your panels.
9. **INSERT PHOTO**: Next, go to Insert, From File from the top tool bar. Choose a file you have previously saved, or one from Sample Pictures. Insert it somewhere in your card.
10. **INSERT SHAPE**: Go to ***Drawing Tools****, Insert Shape*
    1. Choose one of the six shapes shown, or go to  and choose from that list.
    2. Experiment with Fill color, Outline Width, and Outline color. Click ok.
    3. **Change the tint**. Click on the black and white box on the upper middle bar. Choose another tint level—40% is good.
    4. Put your shape on the back panel with your first and last name below it. You can put more shapes on your page if you like.
11. **SPECIAL FEATURES**: Now we will learn some ways to change and improve your page.
    1. *Cropping*: Highlight one of your pictures. Go to ***Effects, Crop & Orientation***.
       1. Choose a shape, or do freehand crop.
       2. If you do freehand, you just click around the object to get rid of the background. MAKE SURE YOU END WHERE YOU STARTED, IN ORDER FOR THE CROP TO BE FINISHED.
       3. Click Ok. You now have a cropped image!
    2. *Layers*: Place one of your pictures on top of the other. Then right click on the top picture. Choose ***Layer, Send to back.***
    3. *Grouping*: Highlight one of your pictures. Hold down the SHIFT key, and highlight another picture. Now they are both highlighted. Right click and choose ***Group****.* Now they are one picture!
    4. *Text Effects*: Right click on your text box.
       1. Choose *Apply Drop Shadow*. Play with the feature, cancel if you don’t want to keep the effect.
       2. Choose *Apply Radiant Glow*. Play with the feature—note that you can customize the glow to a different color.
       3. Word Shapes/Balloons: Now try clicking Text Box Shape or Word Balloons. Change the color background, choose a shape.
    5. *Picture Effects*: Right click on a picture. Try the radiant glow and/or drop shadow feature. Try also the ***Special Effects*** feature, which allows you to add transparencies, borders, etc. Last, go to Effect, Crop & Orientation in the top menu. Click along the different tabs and try changing color, brightness & focus, photo effect, etc.
12. Save the document again. . If you have extra time, play around with features in the program and learn how to do new things.
13. To print, click on the print button, then click on Setup. Choose the 4700 printer from the list and click print. Once it has printed, fold the card into forths so that it looks like an invitation. Turn into the basket. It will be returned to you to give out as a gift after it has been graded.

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Assignment 2



1. With your partner, (or on your own) choose a target market from the cup provided by the teacher.
2. Using the skills learned in the last assignment, create an advertisement for the target market you have chosen.
3. Your advertisement must include:
   1. A product name
   2. A slogan
   3. A way to be contacted—the company’s address, phone number, website, etc.
   4. A border—either using *Frame* or *Border*.
   5. At least one graphic—either from the art gallery or the internet
   6. Please use appropriate white space—take up the whole page, not just part of it.
4. Add a small text box with **your** **names**, **period number**, and the **target market** you were assigned.
5. Print your document **in color** and turn it in to the basket.

Rules & Tips:

1. You may not create an advertisement for a product that *already exists*. You may use a picture of an existing product, but you must create your own product name for it.
2. When you get your target, do not just search for your target in Google images. Decide beforehand what you would like to do, and then search for the product or service.
3. Remember that you can do an ad for a product OR a service. So you can create ads for things like hotel chains, vacation resorts, dental offices, etc. You can also create an ad for a store or a specific company.
4. Think about WHO you are advertising FOR. Don’t just put a bunch of things your target likes and say, “come buy this.” Who are you? Are you advertising for a store, a company?