|  |  |
| --- | --- |
| **Minor Award Name** | **Desktop Publishing (DTP)** |
| **Minor Award Code** | **4N1854** |
| **Level** | **4** |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Different Desktop Publishing software applications | WebsiteWebsite | This is a good list of the main suppliers of Desktop Publisher software including **Microsoft Publisher, QuarkXPress, Adobe InDesign** and **Serif** with links to more information about each and the supplier’s websites to download the product.**Scribus** is very popular open source desktop publishing software also widely used today. This is the link to download the product. | About.comScribus | Click [here](http://desktoppub.about.com/od/software/f/software_list.htm) to access this webpage.Click [here](https://www.scribus.net/) to access the Scribus download page. |
| Difference between desktop publishing and graphic design including their uses  | Website WebsiteWebsitePowerPoint Presentation | This is a resource that can be used by the teacher to form a better understanding of DTP. It includes the advantages and disadvantages of DTP and an explanation of terms such as pixels, postscript, layout and similar.This article explains the difference between Publisher & Word Processing.This website gives a good explanation of the difference between desktop publishing and graphic design with links to more in-depth information about each.This PowerPoint presentation gives an introduction to Desktop Publishing and identifies the most commonly used applications and how they are used. It covers the benefits of DTP software and the differences between DTP and graphic design. | FinetextBright HubAbout.comGeraldine McElvaney - CDETB | Click [here](http://www.finetext.de/en/sitemap/what-is-dtp/) to access this webpage.Click [here](http://www.brighthub.com/multimedia/publishing/articles/62697.aspx) to access this article.Click [here](http://desktoppub.about.com/od/professional/f/gd_vs_dtp.htm) to access this webpage. Click [here](http://bit.ly/2DwZjGo) to open this document. |
| Design processes and principles in DTP | PowerPoint Presentation | This PowerPoint presentation incorporates the processes and principles that should be used when creating any publication. It includes the principles of page layout, typography, use of graphics or images, alignment, emphasis, balance, colour and space. | Geraldine McElvaney – CDETB | Click [here](http://bit.ly/2Gvyh5c) to open this document. |
| Sample projects /assignments | InfographicOnline PDF File | 10 Commandments of Visual Communication – an online graphic which emphasises the 10 things that should be considered when designing a visual means of communication such as a poster or a flyer.This is a list of possible assignments which would cover the Portfolio section of this module. It also includes a sample assignment complete with marking scheme to show how each learning outcome has been assessed in the assignment. | Design TaxiGeraldine McElvaney - CDETB | Click [here](http://editorial.designtaxi.com/news-visualcomm14112014/big.png) to access this graphicClick [here](http://bit.ly/2pfqwbe) to open this document. |
| Using graphics | Website/BookWebsiteYouTube ClipsPowerPoint Presentation | This website details how to insert and manipulate ClipArt in Publisher 2010.These are a series of video tutorials for Microsoft Publisher 2013 which includes how to insert shapes and images and how to manipulate these graphics. A few of the relevant clips in relation to graphics are linked on the right but it also includes various other topics within Publisher 2013 such as rulers and guidelines, navigating pages and several others.The Microsoft Publisher 2010 Student Handout (pages 12-17) covers aspects of inserting and manipulating shapes and graphics. | Bright HubSimon Sez ITGeraldine McElvaney - CDETB | Click [here](http://www.brighthub.com/multimedia/publishing/articles/117570.aspx) to access this webpage.Click on this link to watch a tutorial on [**Inserting a Basic Shape**](https://www.youtube.com/watch?v=i2b2bW_0Y1A)Click on this link to watch a tutorial on [**Inserting Images and Image Placeholders**](https://www.youtube.com/watch?v=TmsNbhmGe1o)Click on this link to watch a tutorial on [**Moving, Resizing and Cropping Images**](https://www.youtube.com/watch?v=IDq7sTydBhI)Click [here](http://bit.ly/2Duq266) to open this document. |
| Constructing and manipulating graphics and text - logo creation | Website articleWebsitePowerPoint presentationiPad/iPhone app | This page identifies five principles for a good logo and includes very popular examples to emphasise these principles.This is a case study showing how the logo for the World Wildlife Fund was developed since 1961 and emphasises the principles described in the first website.This is a presentation that can be used as a game to see if the students can identify parts of a logo before the full logo is revealed.Free quiz app for iPhone or iPad which displays well known logos under different categories such as fashion, movies or autos and the student can guess the answer or play a ‘streak’ which combines the categories and suggests four possible answers. | Just CreativeLogodesignlove.comGeraldine McElvaney – CDETBLogo Quiz | Click [here](http://justcreative.com/2009/07/27/what-makes-a-good-logo) to access this webpage.Click [here](http://www.logodesignlove.com/world-wildlife-fund) to access this webpage.Click [here](http://bit.ly/2DuDDdK) to open this document.Click [here](https://itunes.apple.com/us/app/logo-quiz-free/id372567714?mt=8) to view the App in the AppStore |
| Understanding copyright when working with graphics | WebsitePDF file | This article covers the essential elements of the Copyright and Related Rights Act 2000 and covers the length of copyright protection depending on the format of the work. It also identifies how to copyright a piece of work in Ireland.This is an A5 two-sided brochure produced in Microsoft Publisher which covers the difference between copyright, license, patents and trademarks. It can be used as a resource to help the student understand the differences and also as an example of a A5 brochure with elements such as Drop Cap, vertical text, 3-D shapes which they may produce as part of their portfolio. | Terry Gorry & Co. SolicitorsGeraldine McElvaney - CDETB | Click [here](http://businessandlegal.ie/copyright-law-ireland) to access this article.Click [here](http://bit.ly/2pdRVLw) to open this document. |
| Typography | Website Website PDF | This provides excellent background in typography for both the teacher and student alike. It includes information on the history of typography and a section on things to consider when designing such as word and line spacing, when to use bold and justified type and reverse display type and several others. It also differentiates on the between font types that should be used in printed versus online material.This webpage provides information about font type basics and includes some good examples of the use of line spacing and how it affects our reading, alignment – use of several different alignments in the New York Times. These can be used as examples for the students. | Ilene Strizver for Monotype Imaging Inc.Thinking with Type | Click [here](http://www.fonts.com/content/learning/fontology) to access this webpage.Click [here](http://thinkingwithtype.com/text/) to access this webpage. |
| Understanding your target audience | Website | Both these website offer good definitions and examples of target audiences and how you can determine who you are designing your project for. The first website includes a list of the demographics you may consider when determining your target audience.  | Inc.comHouston Chronicle | Click [here](http://www.inc.com/guides/2010/06/defining-your-target-market.html) to access this webpage. Click [here](http://smallbusiness.chron.com/definition-examples-target-market-24641.html) to access this webpage. |
| Effectiveness of different designs | PDF | This is a combination of several flyers, posters, compliment slips, business cards that have been designed at QQI Level 4. These can be used as a resource to encourage the students to analyse other designs and to identify what makes some designs more effective than others.The teacher should compile a library of printed flyers, posters, brochures, letterheads, business cards and compliments slips from various sources to use as a resource for analysing the effectiveness of different designs.This is a **Sample Assignment** sheet which covers this learning outcome. | Geraldine McElvaney - CDETB | Click [here](http://bit.ly/2pgckin) to access this document.Click [here](http://bit.ly/2HAglpb) to access this document.  |
| General | Website | This website contains tutorials on various aspects of using desktop publishing software including Microsoft Publisher 2016 and Adobe InDesign It also includes an encyclopedia of DTP terms such as greeking, guides and gutters and tutorials on using graphics in DTP. | About Tech | Click [here](https://www.thoughtco.com/microsoft-publisher-basics-4138207) to access the tutorials. |
| Using Microsoft PublisherUsing Microsoft Publisher 2010 | PDF HandoutBook | Referencing Microsoft Online Support and the Using Microsoft Publisher 2010 book listed below this handout was compiled which covers all learning outcomes for the practical part of QQI Level 4 Desktop Publishing.This book gives a very good overview of everything to do with Microsoft Publisher 2016 including how to install it or upgrade from a previous version, hardware and software system requirements and step by step instructions on how to perform all tasks within Publisher with supporting files.  | Geraldine McElvaney - CDETBBrien Posey from QUE Publishing | Click [here](http://bit.ly/2Duq266) to open this document.Click [here](http://www.informit.com/store/microsoft-office-publisher-2007-step-by-step-9780735622999) for more information on this book.  |
| Using Microsoft Publisher 2013 | YouTube | These are a series of nine video tutorials for Microsoft Publisher 2013 and sixteen videos tutorials for Microsoft Publisher 2016. | Simon Sez IT | Click [here](https://www.youtube.com/watch?v=9vCu3fRbUQM&list=PLzj7TwUeMQ3ji9AbncHRTmzc2TGU0IUX5) for nine tutorials on using Microsoft Publisher 2013Click [here](http://bit.ly/2h9TG8K) for sixteen tutorials on using Microsoft Publisher 2016 |
| Using Microsoft Publisher 2010 | Website | This website contains short basic instructions on how to get started with Microsoft Publisher 2010. It is not available for Publisher 2013 | GCF LearnFree.org | Click [here](http://www.gcflearnfree.org/publisher2010/1) to access this webpage.  |
| Using Microsoft Publisher | Online Support | Microsoft’s Online Support Documentation:1. Quick Start Guide for Microsoft Publisher 2013
2. Publisher Online Help (2013 & 2016)
3. Getting started with Publisher 2010
 | Microsoft | Click on the links below to access this online support material:1. [Quick Start Guide Publisher 2013](https://support.office.com/en-ie/article/Publisher-2013-Quick-Start-Guide-ea8023fe-5d0c-48e2-9401-b9d9b386dad8)
2. [Publisher Online Help](https://support.office.com/en-us/article/Publisher-help-3cbbff10-3e24-4b60-8800-cf0a7d58be50)
3. [Getting Started with Publisher 2010](https://support.office.com/en-IE/article/getting-started-what-s-new-in-publisher-2010-945fe909-9382-4757-bb82-978214f351b4)
 |
| Using QuarkXPress | PDF from website | Similarly this document outlines the basics for using QuarkXPress which is licensed software used by some centres. This is more of a reference document for teachers to identify what is needed to cover the QQI Level 4 syllabus. | QuarkXPress | Click [QuarkXPress Basics](http://files.quark.com/download/documentation/QuarkXPress/10/English/QXP_10_User_Guide_en-us.pdf) to access this document. |
| Using Adobe InDesign | Online Help by Topic | This website provides online tutorials and help for those users who work with InDesign in their centres. The tutorials could be used to demonstrate tasks in class but the help feature is more of a reference website for teachers to identify what is needed to cover the QQI Level 4 syllabus. | Adobe | Click [Adobe Tutorials](https://helpx.adobe.com/indesign/tutorials.html) to access this website.Click [Adobe Help](https://helpx.adobe.com/indesign/topics.html) to access the Adobe Help feature. |
| Using Scribus | Online tutorials | This website provides online tutorials and help for those users who work with Scribus in their centres. Scribus is open source software so students will be able to download this software at no cost. | About.com | Click [Scribus Tutorials](http://desktoppub.about.com/od/softwaretutorials/tp/Scribus-Tutorials.htm) to access this website. |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Microsoft – Office Training Centre | Click on [Office Training Centre](http://bit.ly/1o7kMh5) to access this webpage. |
| Further Education Support Service (FESS) | Click on [FESS](http://www.fess.ie/resource-library/subject-specific-resources) to access this webpage. **- Desktop Publishing @ Level 5 resources available** |
|  |  |
|  |  |

|  |
| --- |
| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | https://www.mooc-list.com/ |