Overview: Desktop Publishing

Module Outline

1. Desktop Publishing: Overview
   Desktop Publishing (DTP) simply means using your desktop computer to produce printed pieces of work. With the advent of the personal computer, anyone with access to the necessary hardware and software can create desktop published pieces of work, often by combining text and graphics. You can use the following pieces of software to create DTP documents: Microsoft Word, AppleWorks, KidPix, Microsoft Publisher.

2. Discuss classroom activities that use Desktop Publishing to promote reading and writing. (See Sample Projects for some ideas).

3. Skill Acquisition: Review techniques for using Microsoft Word or AppleWorks (word processing and/or drawing modules) to create simple desktop published documents.
   - Adding and formatting text
   - Inserting and moving graphics
   - Manipulating page layouts

   If advanced users are present, encourage participants to work with one another to brainstorm different classroom applications and begin working on developing some ideas.

4. Brainstorming: Have pairs brainstorm ideas for using desktop publishing in their classroom. Write down these lesson ideas.

5. Share ideas with the entire group (Facilitator should use Inspiration to capture main ideas).

Sample Projects

Project: Various Class Publications
Grade Levels: K-8
Area: Writers Workshop
Skill: Various writing conventions
- Weekly or monthly class newsletters
- Anthologies of written pieces of writing (poetry, non-fiction, short stories, mysteries, etc.)
- Recipe books
- "Walking tour" documentation of community landmarks
- Designing bookmarks, trading cards

➢ Fractured Fairy Tales, Story Starter, Journals

Project: Andy That's My Name
Grades: K-1
Skills: Letter Sounds, Oral language involving rhyme, rhythm and repetition
Read Tomie dePaola's book *Andy, That's My Name*. Students will use KidPix to explore the sounds of the letters in their name, explore pictures that begin with the sounds of the letters in their name and the numbers of those pictures. They will create a class name book. Using KidPix letter stamps: ask students to (1) write their name, (2) find all the pictures that begin with each letter of their name, (3) stamp the number of pictures in each column, and (4) add for a total.

Project: Biographies
Grades: 3-5
Skills: Writing
Have students Interview classmates working in pairs about families. Write letters to relatives asking about family stories. Create desktop published autobiographies using scanned photos, graphics, and text.

Reflection and Brainstorming
➢ Where might desktop publishing be useful in your curriculum?
➢ Have the activities described above given you some ideas for how you might use desktop publishing in your classroom with your students to promote reading and writing?
➢ Jot some of your ideas below:

Special Education Notes and Adaptations

➢ Use a text or screen reader to read the desktop publishing file for a student with reading difficulties.

➢ Use the template feature to develop outline for book reports or as a template for tests or worksheets. Allow students to work on the computer to complete these assignments.

➢ Do not insist on keyboarding skills as a pre-requisite to student's use of word processing or desktop publishing. If a younger student has great difficulty with the QWERTY keyboard, an alternative keyboard in alphabetical order or an on-screen keyboard can be provided. For older students, consider 15 minutes twice a week of practice in a typing instruction program (typing tutor, Mavis Beacon Teaches Typing, etc.), but allow free expression and movement in use of desktop publishing keyboarding.

➢ Use word processing to facilitate collaborative writing.

➢ Word processing makes the physical process of revising easier because text can be edited without rewriting the entire paper.

➢ Software that checks spelling provides significant assistance for poor speller.

➢ Make certain that students are familiar with the writing process before you introduce them to desktop publishing or word processing.

➢ Use the power of desktop publishing to increase multi-modal input and expression. For example, a teacher made assignment containing text and visuals gives students more input opportunities for understanding. A student generated document containing text and visuals allows more opportunities for expression.

Sample NETS Connections

➢ Grades K–3: Awesome Authors p.36
➢ Grades 3–5: You Were There!, p.48
➢ Grades 6–8: Birthstone Project with a Multimedia Twist, p. 52

Explore these Web sites

Here are some sample sites, but be sure to check out Project Impact Resource site: http://web.utk.edu/~impact/resources.html

➢ Desktop Publishing tutorial:
http://desktoppub.about.com/c/ht/How_index.htm?once=true&
➢ Design and Publishing: http://www.graphic-design.com

- DTP & HTML: http://www.dtp-aus.com/
- Desktop Publishing tips: http://internetbrothers.com/desktoppub.htm