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## **BASIC 9**

### **WEEKLY LESSON PLAN – WEEK 6**

Strand:	Productive Software		Sub-Strand:	Introduction to Desktop Publishing	
Content Standard:	B9.2.3.1. Critique a Desktop Published Document				
Indicator (s)	B9.2.3.1.2 Describe a desktop published document  B9.2.3.1.3 Evaluate a desktop published document		Performance Indicator: Learners can describe desktop published documents.		
Week Ending	16-02-2024				
Class	B.S.9	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack				
Teaching / Learning Resources	Personal Computer, Poster, Pictures, YouTube Videos.		Core Competencies:	<ul style="list-style-type: none"><li>• Creativity and Innovation</li><li>• Manipulative skills</li><li>• Operational skills.</li></ul>	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
TUESDAY	Discuss with the Learners about the meaning and examples of Desktop Publishing suppliers.	<div>1. Demonstrate on the steps involved in taking ideas from screen to print in Desktop Publishing.</div> <div>2. Assist learners to identity the rules in Desktop Publishing.</div> <div>3. Learners in small groups to apply the rules in Desktop Publishing to create documents.</div> <div>Steps to Taking an Idea From Screen to Print</div> <div>Have a Plan, Make a Sketch</div> <div>Before even opening the software it is wise to have an idea where you are going with your design. What do you want to create? Even the roughest of sketches can be useful. You could skip this step but it is recommended to try to do a few thumbnail sketches first.</div> <div>Choose a Template</div> <div>If your chosen software has templates for the type of project you plan to do, take a look at those templates to see if they will work as-is or with a little tweaking for your project. <u>Using a template</u> can be faster than starting from scratch and a great way for those new to desktop publishing to get started. Or, as an alternative, find a tutorial for your software that takes you through the steps of learning the software while doing a specific project such as a greeting card, business card, or</div>			Learners brainstorm to describe others published documents.  Exercise;  State 5 rules of desktop publishing.

		<p>brochure. With Microsoft Publisher, you can craft a <u>birth announcement</u>, business card, or <u>greeting card</u>. You can also set up a business card.</p> <p><b>Set up Your Document</b></p> <p>If using a template, you may need to tweak some of the template settings. If starting from scratch, set the size and orientation of your document — set the <u>margins</u>. If you'll be doing text in columns, set up text columns. The specific steps you take in the document setup will vary from one type of project to the next.</p> <p><b>Place Text in Your Document</b></p> <p>If your document is mostly text, place it in your layout by importing it from a file, copying it from another program, or typing it directly in your program (not the best choice if it is a substantial amount of text).</p> <p><b>Format Your Text</b></p> <p>Align your text. Apply the desired typeface, style, size, and spacing to your text. You may end up making some changes later, but go ahead and select the fonts you believe you want to use. Apply embellishments such as plain or fancy drop caps. The specific steps of <u>composing the text</u> that you choose will depend on the amount of text and the type of document you are preparing.</p> <p><b>Place Graphics in Your Document</b></p> <p>If your document is mostly graphics-based, you may want to place the images before adding bits of text. Import your graphics from a file, copy them from another program, or create them directly in your page layout software (simple boxes, rules, etc.). You can even do some drawing and graphics creation right in your page layout program. <u>Draw with shapes in InDesign</u> shows you how to create all kinds of vector drawings without leaving InDesign.</p> <p><b>Tweak Your Graphics Placement</b></p> <p>Move your graphics around so that they line up the way you want them. Set up your graphics so that text wraps around them. Crop or resize graphics if necessary (best done in your graphics software, but for desktop printing, it can be acceptable to crop and resize in the desktop publishing software).</p>	
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## Apply the Rules of Desktop Publishing

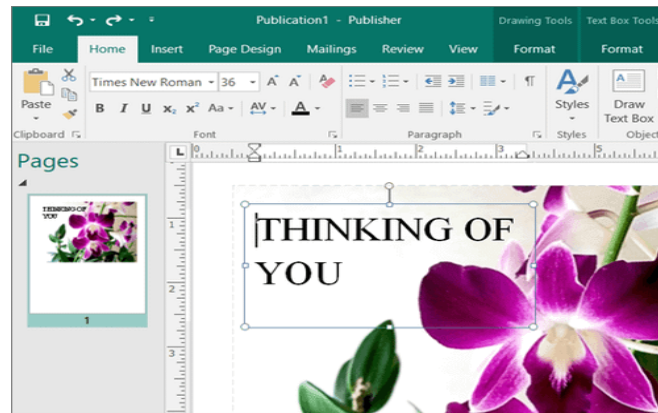
Once you have your initial layout, improve and fine-tune. Simply applying these tried and true rules of arranging a page and doing desktop publishing will result in more attractive pages even without formal graphic design training. *In brief*: drop typewritten conventions such as two spaces after periods and double hard returns between paragraphs; use fewer fonts, less clip art; leave white space in the layout; avoid most centered and justified text.

## Print a Draft and Proofread It

You can proofread on-screen but it's always a good idea to print out your project. Proof your printout not only for colors (colors on screen don't always print as expected), typographical errors, and placement of elements. If it is to be folded or trimmed, make sure it folds properly and that trim marks print correctly. Think you've caught all the errors? Proofread it again.

## Print Your Project

Once you're happy with your layout and your proofs are printing properly, print your creation on your desktop printer. Ideally, even before you finalize your design you've gone through all the preparatory steps for desktop printing including calibration, print options, previews, and troubleshooting

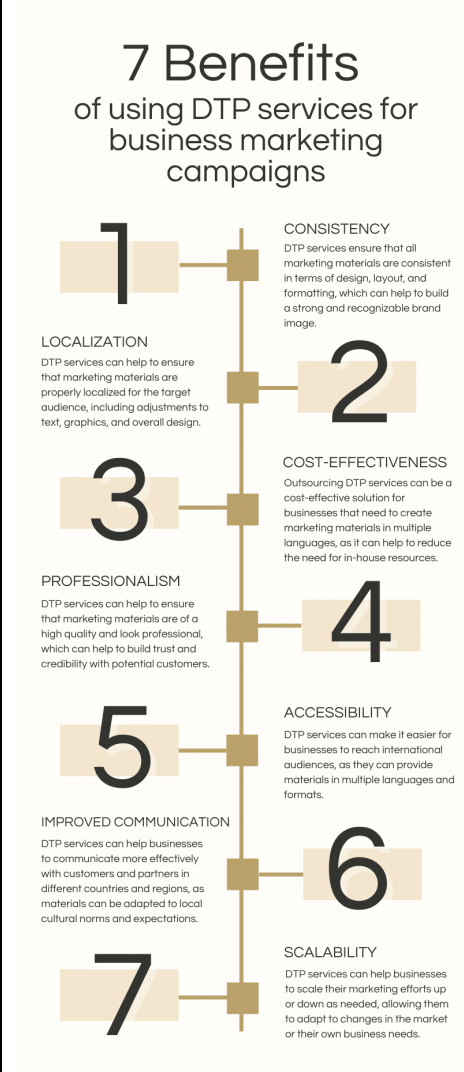


FRIDAY

Through questioning strategy, review Learners knowledge on the previous lesson.

1. Using a PowerPoint presentation, explain how Desktop Publishing is used to provide language services (translation and multilingual desktop publishing)
2. Discuss with the Learners about the benefits of using DTP services for business marketing campaigns.
3. Assist Learners to identify other uses of the Desktop Publishing application.

Reflect on the benefits of using DTP.



**Graphic Design.** This is the number one use for desktop publishing and can be held accountable for why the term has changed so much over the years. Professional graphic designers use DTP programs such as QuarkXPress, Adobe PageMaker, and Adobe Photoshop to create webpages, the front pages of newspapers, and a variety of other visual documentation.

Name of Teacher:

School:

District: