

## Desktop Publishing - GRA 140 Fall 2007

Course title: Desktop Publishing

Course number: GRA 140 (formerly ENG 129)

Credits: 3 Semester Hours

Prerequisite: Knowledge of a word processing program & eligibility for Eng 100

Grading System: A (94-100), A-(90-93), B+(87-89), B (83--86), B-(80-82), C+(77-79), C (73-76), C-(70-72), D+ (67-69), D(63-66), F (below 63).

## Course Description and Rationale - Desktop Publishing

The purpose of this computer graphics course is to teach the student to produce print and web publications on the computer using the Adobe Creative Suite2 (InDesignCS2, PhotoshopCS2, IllustratorCS2, and Acrobat Pro) as well as scanning software. Students will study page design, typography, and image editing.

Students will use the computer for writing, editing, imaging, layout and graphics.

## General Course Goals

A) to produce professional quality publications on the computer.

B) to integrate writing, editing, page design, typography and graphics into one unit whereby students produce an entire publication for print or the web.

Specific course objectives

In addition to learning specific technical skills of desktop publishing, this course teaches and reinforces basic skills expected of all Three Rivers graduates and includes the following:

1. Perform basic computer operations.
2. Recognize the relationship between art and technology.
3. Evaluate publication features in terms of their ability to support the text.
4. Create a document after identifying and analyzing the essential characteristics of the work.
5. Perform basic operations on documents using different mathematical systems - inches and picas.
6. Perform basic operations on a computer calculator.
7. Use grids as a method of measuring and allocating space on a page.
8. Develop a sequence of steps to accomplish the goal of producing a professional level publication.
9. Locate journal articles on desktop publishing and assess their usefulness to desktop publishing.
10. Distinguish main ideas or generalizations from supporting details so that the student can use appropriate DTP techniques to help the reader do the same.
11. Edit written work to eliminate grammatical, spelling, and mechanical errors.
12. Use an understanding of cultural differences to develop appropriate page designs for publications.
13. Think critically about a document and the visual presentation of its ideas.

## Instructional Modes

Computer graphics, scanning, digital camera use, page design, page layout, hands-on computer instruction, individual and group editing.

## Instructional Materials

Adobe InDesign cs Visual Quickstart Guide

Adobe Photoshop cs Classroom in a Book

Robin Williams, The Non-Designer's Design Book, Peachpit Press, Berkeley.

Handouts

## Course Skills and Class Assignments

See schedule of Course Skills and Class Assignments attached.

## Evaluation

Students will be evaluated on the basis of 15 assignments, work in class, and the final project which will be a four-page color publication produced using Photoshop and InDesign. The final project will be 50% of the final grade.

Students who cut more than 4 classes will have their grade reduced for each absence beyond 4, regardless of the reason for the absence.

Students will be expected to work on their assignments in the computer lab during hours when class is not in session.

## Class topics and assignments

The instructor may change the order of topics and/or the content of the assignments to meet the needs of the class.

## Plagiarism:

Plagiarism is a violation of academic honesty. It occurs when you take credit for someone else's work (words) and submit it as your own, either intentionally or through incomplete documentation of sources. Any plagiarized work in a document will result in an F for the project.

## College Withdrawal Policy

A student who finds it necessary to discontinue a course once class has met must provide written notice to the Registrar. Withdrawal forms are available at the Registrar's office on campus and the Three Rivers office at the Subase. Nonpunitive "W" grades are assigned to any withdrawal requested before the various unrestricted withdrawal deadlines listed in the calendars published in front of each session's course listings. Withdrawal requests received after these deadlines must bear instructor signatures indicating the student was maintaining at least a C- average at the time of withdrawal. No withdrawals are permitted after the last class preceding the final exam.

## Disabled Students and Learning Disabilities Support

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

## Cellular phones and beepers

Cellular phones and beepers are allowed in class only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement.

## Email.

Students are encouraged to use email to communicate with me. When you compose your message, be sure to use a relevant word for the Subject. Do not use Hello, Hi, It's Me or similar terms. Because these are used by spammers, I usually delete them without opening them.

## Class Schedule – Desktop Publishing GRA 140

- Class #1 Intro to the G4, OSX, InDesign, dock, hierarchical files, navigating  
Intro to InDesign: palettes, preferences, picas, interface elements, toolbox, contextual menus  
Internet (pix from it, if time).
- Class #2 InDesign document setup, column guides, ruler guides, grids, zoom (37), magnify, hand tool, text  
tool, text frames (50), typing text (53), moving and deleting text (56), styling text (60), text distortions  
(64), printing. Your pix.
- Class #3 Paragraph formatting, alignment & indents(67), text utilities, text flow(75), special characters &  
glyphs (72). Pix from internet.
- Class #4 Working with objects, Text frames (82), graphic frames (82), creating shapes; moving (86), resizing  
(90-2), Place command (194), text wrap (232). Working with colors, Color modes (118), defining  
colors (124), tints
- Class #5 Working with colors, continued. Gradients, eye dropper (176)
- Class #6 Styling objects. Fills, stroke effects (152), transparency (167), drop shadows (171), feathers
- Class #7&8 Imported graphics. File formats, placing graphics, compound paths, text to paths, paths as  
frames. Fitting graphics in frames, inline graphics, styling placed images, links, embedding, clipping  
paths, importing transparent images
- Class #9 Dec. of Ind. workshop
- Class #10 Text Effects. Text wrap (232), custom text wrap, text on a path, text wrap effects, alignment  
of text on a path, paragraph rules
- Class #11 Pages and Books. Adding and deleting pages, importing text, flowing text, master pages, automatic  
page numbering
- Class #12 Transparency. Tabs, spell checking, find/change, working with styles
- Class #13 Irregularly shaped text blocks. Converting to PDF
- Class #14 Intro Photoshop CS2. Getting to know the work area. Basic Photo Corrections
- Class #15 Working with Selections
- Class #16 Layer Basics. Organizing art on layers. Applying blending modes. History palette. Adding text and  
layer effects. Flattening images.
- Class #17 Photo Retouching & Repairing, Cropping, adjusting tone. Removing a cast, replacing color. Rubber  
stamp tool. Sponge, dodge, and burn tools
- Class #18 Intro to reports on publication design topics

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Class #19 Photoshop painting and editing, History palette. Magic wand tool. Color swatches, palette, picker  
Enhancing behavior of paint tools

Class #20 Student Reports & Intro Final Project

Class #21 Linking and embedding. Assembling your folders for your project. Placing images in letterforms in  
Photoshop

Class #22 Scanning, masterpages & styles again  
Project workshop

Class #23 Changing WMF images to raster format, resolution  
Project workshop

Class #24 Using filters and image adjustment, layer styles  
Project workshop

Class #25 Text on a path in Photoshop and InDesign  
Transforming letters in Photoshop and InDesign Project workshop

Class #26 Project workshop

Class #27 Project workshop

Class #28 Project due