

Course title: Desktop Publishing

Course number: GRA 140

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 (InDesignCS3, PhotoshopCS3 IllustratorCS3, 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

Chris Botello & Elizabeth Eisner Reding, The Design Collection Revealed - Adobe InDesign CS3, Photoshop CS3 & Illustrator CS3, Thomson Course Technology, Boston.

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.

Linda M. Crotofof, Professor

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Evaluation

Students will be evaluated on the basis of 15 small assignments which will be assigned a grade under “class work,” 6 graded projects, and a 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 or at another location 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. Non-punitive “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 #1 Ch.1 Exploring the InDesign Workspace
Ch. 2 Working with Text**

- Explore the InDesign Workspace
- Change Document Views
- Navigate Through a Document
- Use InDesign Help
- Format Text
- Format Paragraphs

Assignment for Class 2*

Do Project Builder 2 p.2-35. Substitute your name for Christopher Smith. Save in your folder.

Assignment for Class 3*

Do Design Project p.2-36 & Group Project p. 2-37 but do it on your own. Add your name to each one in 6 point type using a font not previously used in class. Bring Non-Designers Book to class.

Class #2 Ch.2 Working with Text, continued

- Format Paragraphs, continued
- Create and Apply Styles
- Edit Text

Class #3 Non-Designer's Design Book

- Definitions
- Categories of Type
- Rules, bullets, dingbats

Assignment for Class 4**

Reproduce the definitions page from the Non-Designers Book, using its formatting.

Class #4 Ch. 3 Setting Up a Document

- Create a New Document
- Create Master Pages
- Apply Master Pages to Document Pages
- Place Text and Thread Text

Assignment for Class 5*

Do Lesson 4 pp.3-35 - 3-31. Bring completed work to class.* Then read Alignment chapter in NonDesigner book and do quizzes.*

**Class #5 Ch. 3 Setting Up a Document, continued
Ch. 4 (skipping to lesson 3)**

- Modify Master Pages and Document Pages
- Create New Sections and Wrap Text
- Work with Transform panel
- Work with Graphics Frames
- Work with Text Frames

Assignment for Class 6*

Do Lesson 1 & 2 in Ch. 4 on your own. Save your work to your folder. Add your name to both lessons in 7 point type in another "new" font.

Class #6 Ch. 5 Working with Colors

- Work with Process Colors
- Apply Color

Assignment for Class 7**

Start Declaration of Independence newsletter - handout.

Class #7 Declaration of Independence Workshop

- Obtaining text from web
- Converting web text to print text.

Assignment for Class 8**

Complete Declaration of Independence newsletter - handout.

**Class #8 Ch. 5 Working with Colors, continued
Tabs & Leaders**

- Work with Spot Colors
- Work with Gradients
- Using tabs, leaders

Assignment for Class 9

Start Redesign menu - handout.**
Do Project Builder 2 p. 5-41*

Class #9 Polishing redesigned menu

Assignment for Class 10

Finish Redesign menu - handout.**

Class #10 Ch. 1 Intro Adobe Photoshop CS3

- Start Adobe Photoshop CS3
- Learn how to open and save an image
- Use the Layer and History palettes
- View & print image, close, exit

Assignment for Class 11

Do Ancient City in NonDesigner book.**
Do Project Builder 2 p.1-41 in Photoshop section.*

** Graded, Required.

*Required, included in class work grade

- Class #11 Basic Photo Corrections (handout)**
- Adjust color, intensity,
 - Use levels-adjust midtone, highlight, shadow
 - Crop photo
 - Intro report on graphic design topic

Assignment for Class 12
Sign up for report on Graphic Design topic

- Class #12 Ch.2 Working with Layers**
- Examine and convert layers
 - Add and delete layers
 - Add a selection from one image to another
 - Organize layers with layer groups and colors

Assignment for Class 13*
Do Design Project on 2-26 and Group Project (on your own) on p.2-27. Make a text layer on each project for your name.*

- Class #13 Ch. 3 Making Selections**
Class #14
- Make a selection using shapes
 - Modify a marquee
 - Select using color and modify a selection
 - Add a vignette effect to a selection

Assignment for Class 15*
Do Project Builder 1 p3-26 and Design Project 2 p3-28. Make your design better than the model. Use more than 2 images

- Class #15 Ch. 4 Incorporating Color Techniques**
Class #16
- Work with color to transform an image
 - Use the Color Picker and the Swatches palette
 - Place a border around an image
 - Blend colors using the Gradient Tool
 - Add color to a grayscale image
 - Use filters, opacity, and blending modes
 - Match colors

Assignment for Class 17*
Do Project Builder 1 p4-34 and Design Project 2 p4-36. You may make your own design rather than using the model.

- Class #17 Ch. 5 Placing Type in an Image**
- Learn about type and how it is created
 - Change spacing and adjust baseline shift
 - Use the Drop Shadow style
 - Apply anti-aliasing to type
 - Modify type with the Bevel and Emboss style
 - Apply special effects to type using filters
 - Create text on a path

Assignment for Class 18*
Do assignments on pp. 5-32,33,34.

- Class #18 Ch. 2 Illustrator section: Creating Text and Gradients**
- Create and Format Text
 - Flow Text into an Object
 - Position Text on a Path
 - Create Colors and Gradients
 - Apply Colors and Gradients to Text
 - Adjust a Gradient and Create a Drop Shadow

- Class #19 Using InDesign and Photoshop together**

Assignment for Class 20
Select topic for your final project

- Class #20 Intro Final Project**
- Master pages
 - Creating titles

- Class #21,22 Final project workshops and reports on graphic design projects.**
23, 24, 25,
26, 27

Final Project due April 30 - 50% of grade**