

Year 3: Computing – Desktop publishing

What is desktop publishing?

Desktop publishing is when we create documents using page layout software.

We can use desktop publishing to make things like:

- ◇ newsletters
- ◇ brochures
- ◇ magazines
- ◇ newspapers

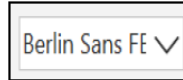
Some examples of software that we can use are:

- ◇ Microsoft Publisher
- ◇ Adobe Spark
- ◇ Canva.

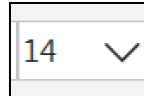
Text tools (toolbar)



B: **Bold** I: *Italics* U: Underline



This can change the **FONT** of the text.



This can change the **size** of the text.



This can change the **colour** of the text.



Undo: this reverses the last thing you just did.



Insert or draw your own text box to write in.

Key Vocabulary



Publishing: when text and images are placed together and formatted to be easy to read.



Format: to change the layout or style of text on a document.



Text: a collection of words or letters that are typed or printed on a document.



Font: a collection of characters with a similar design, shape or size.



Orientation: the way that a rectangular page is displayed or printed.



Software: a set of instructions or commands that tell a computer what to do.

Layout of a page

When desktop publishing, we consider how we can lay out a page in the most

The **title** should be large, bold and clear. It is usually the largest text on the page.



Consider what **font** you will use to create different ideas and feelings.



What is the main **story** of the magazine? How can you sum the story up in a few words?



Think about how different **colours** make us think and feel.



Think about where you will put the **date and price** of the magazine—this is important information!



Magazines are normally in **portrait orientation**. Think about how you lay out text and images.