

# *Publishing*

## Course Syllabus

2008-2009

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Instructor: Carrie Owen  
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Email: [cowen@ctanet.org](mailto:cowen@ctanet.org)  
Classroom: Room 311 – Computer Lab  
Class Time: Period 6: 1:40-3:05 T/TH/F

Prerequisites: Computer Applications or Instructor Approval

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### COURSE DESCRIPTION

The course will provide introduction to Adobe PageMaker 7 software, everything from creating a publication and working with styles and graphics to working with tables and templates. It also includes full-coverage of basic through more advanced skills such as how to make Photoshop graphics Web-ready.

### COURSE OBJECTIVES

- A. To gain a basic understanding of a publishing software program such as PageMaker.
- B. To gain a basic understanding of Photoshop by enhancing and editing digital photos.
- C. To expose students to practical examples of the computer as a useful tool.
- D. To develop an exercise-oriented approach that allows learning by doing.

### COURSE TOPICS

- A. PageMaker
  - a. Introduction to Desktop Publishing
  - b. Getting Started with PageMaker
  - c. Creating a Publication
  - d. Working Effectively
  - e. Importing and Positioning Text
  - f. Using the Story Editor
  - g. Understanding Typography
  - h. Changing Type Specifications
  - i. Working with Tabs and Indents
  - j. Spacing and Alignment Techniques
  - k. Using Hyphenation and Punctuation
  - l. Working with Graphics
  - m. Advanced Graphic Features
  - n. Working with Styles
  - o. Advanced Style Techniques
  - p. Working with Large Publications
  - q. Working with Tables
  - r. Working with Color
  - s. Using Color in Publications

- t. Advanced Publication Techniques
- B. Photoshop
  - a. Getting Started with Adobe Photoshop 7.0
  - b. Working with Layers
  - c. Making Selections
  - d. Incorporating Color Techniques
  - e. Placing Type in an Image
  - f. Using Painting Tools
  - g. Working with Special Layer Functions
- h. Creating Special Effects with Filters
- i. Enhancing Specific Selections
- j. Adjusting Colors
- k. Using Clipping Groups, Paths & Shapes
- l. Transforming Type
- m. Liquifying an Image
- n. Performing Document Surgery
- o. Annotating and Automating a Document

### TEXTBOOKS REQUIRED

- A. Adobe Pagemaker 7.0 *Basics* Comprehensive  
Author: Rick Bravheart
- B. Adobe Photoshop 7.0 – *Design Professional*  
Author: Elizabeth Eisner Reding

### GRADING PLAN

Daily Work	65%
Projects:	15%
Tests/Quizzes:	20%

### GRADING SCALE

89.5% - 100%	A
79.5% - 89%	B
69.5%-79%	C
59.5%-69%	D

Daily work includes all assignments given in the textbook, worksheets, handouts, and any other assignments given by the instructor.

Tests are given at the end of each application. Semester tests will include all material covered in that semester. Quizzes will occasionally be given over material covered.

### GENERAL COMPUTER LAB RULES:

- You will have an assigned computer to work at. If your computer fails, the teacher will tell you what computer to move to. You are to remain in your seat at your assigned computer unless you are retrieving your printed work.
- Food, gum or drinks are not allowed in the classroom at any time. You may bring water bottles but they must be kept on the floor.
- Bringing any magnetic device into the lab is reason for expulsion from this class.