

2nd Edition

# ***Publish It!***

Teen-based Activities for Microsoft Publisher



**B.E. Publishing**

The Development Team at B.E. Publishing  
and Linda Viveiros & Diane Silvia, Editors

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Teen-based Desktop Publishing Activities

## **Student Workbook**

2nd Edition



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# Introduction

Welcome to the 2nd Edition of ***Publish It!*** from B.E. Publishing.

The ***Publish It!, 2E Student Workbook*** includes all new and updated activities that provide students with real-world, hands-on practice activities and projects to help them become proficient users of desktop publishing software.

Using ***Publish It!***, in conjunction with desktop publishing software, students will create real-life, teen-based documents to further develop and enrich their desktop publishing skills. ***Publish It!*** includes 25 exciting activities that encourage students to personalize and customize to their own interests. Each activity has been organized in an easy-to-read, self-guided, step-by-step format.

## **Prerequisite Skills Required**

In order to complete the activities in this book, the student should have a basic working knowledge of a desktop publishing software application. This may include (but not limited to) Microsoft Publisher, Adobe InDesign, or QuarkXPress. This book does not provide step-by-step instructions specific to any one particular type of desktop publishing software; rather, it provides general instructions for students to practice using any desktop publishing software.

## **Standards**

The skills in this book align with NBEA (National Business Education Association) and ISTE (International Society of Technology Education) information technology standards for desktop publishing.

## **Organization of the Textbook**

The text is organized into a hierarchical skill-level format. With a few exceptions, most of the activities in this book build upon skills practiced in previous activities.

## **Teacher Note**

Professionally designed sample documents are provided on the ***Publish It!*** Instructor's Resource CD.



# Activity Layout

## Design Strategies

Provides design tips and strategies to consider when creating the document.

## Content Instructions

Step-by-step instructions of the content and design elements to include on each document being produced within each activity.

## Activity Overview

Provides a description of each activity, highlighting the document to be produced.

## Instructions

Provides the step-by-step instructions to follow to complete each activity.

## Output Instructions

Provides suggested materials for printing and completing each project.

## Page Setup Instructions

Lists number of pages, page dimensions, margins, and orientation, as well as specific instructions on formatting the document.

## Page Layout Sample

Illustrates the page layout, guides, and graphic placement.

# Activities



# 1

## Custom License Plate

### Design Strategies

1. *Using the Internet, view samples of custom license plates for ideas in creating your own.*
2. *Use no more than two fonts and one that is easy to read. License plates are not the place to experiment with novelty fonts.*
3. *You may choose to use your name, favorite sports team, or something of importance to you when creating your own license plate.*
4. *Choose a graphic image that is meaningful to the state you are using. For example, for the state of Maine, you might choose an image of a lobster.*
5. *Carefully read through all parts included in this activity. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.*

### Activity Overview

The standard size of a license plate in the United States for motor vehicles is 12 inches wide by 6 inches high. The Department of Motor Vehicles in each state has a set of rules and regulations that must be followed, and vehicles must be registered in the state where the owner legally resides. Along with standard alphanumeric plates, vehicles can be registered using customized plates using a designated number of letters and numerals. In this activity, you will use your desktop publishing software to create and design a customized license plate for your state of residence.

### Instructions

1. Using your desktop publishing software, create a new document.
2. Save the file as LICENSEPLATE.
3. Follow the Page Setup Instructions provided on the next page.
4. Choose a theme and message for the design of your license plate.
5. Include the following on your license plate:
  - a. *Your message (use a combination of 5-7 letters, numerals, and/or characters)*
  - b. *Your state of residence*
  - c. *A month and year of expiration*
  - d. *A graphic image or images relating to your state*
6. Add additional text and/or graphic elements to help enhance the look and appearance of your license plate.
7. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
8. Proofread your work carefully for accuracy, design, and format.
9. Resave the file.
10. Print the document if required by your instructor.



# 1

## Custom License Plate

### Page Setup Instructions

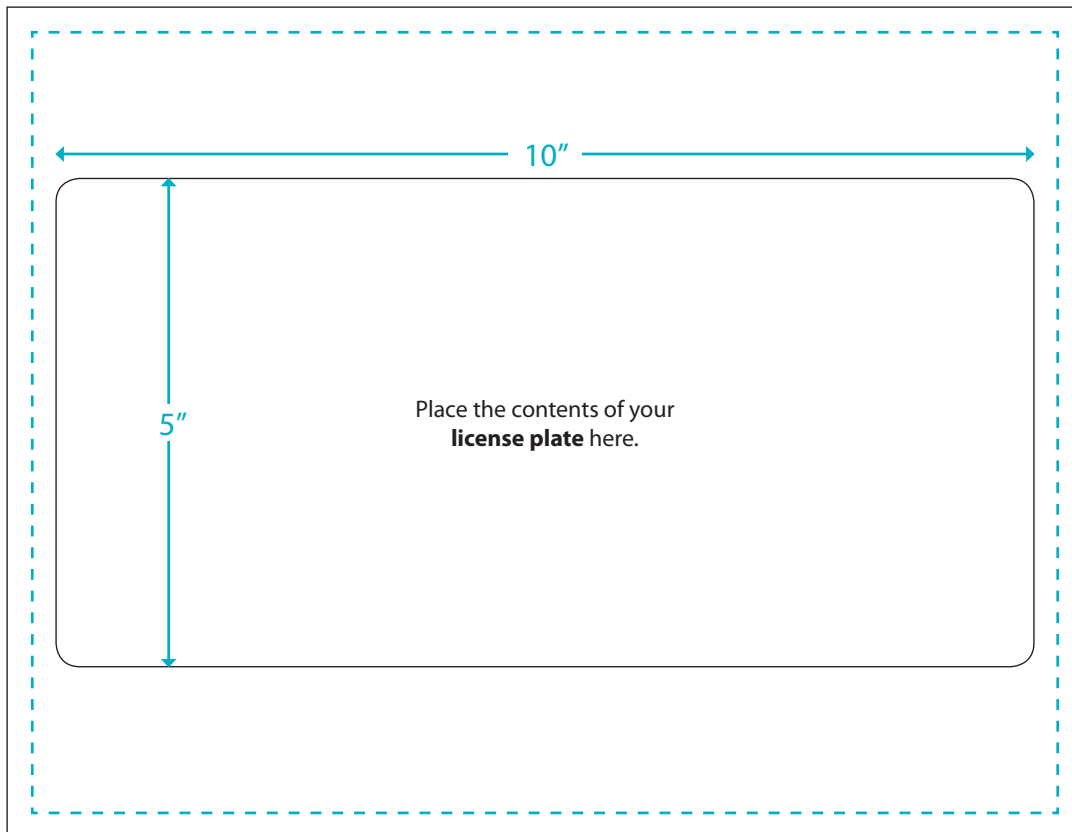
# OF PAGES 1

DIMENSIONS 11 x 8.5 inches

MARGINS .25 inches on all sides

ORIENTATION Landscape

1. Using the rectangle tool, draw a rectangle (with rounded corners) that measures 10 inches wide by 5 inches high, giving it a 1 pt. border.
2. Position the rectangle in the center of the page. Place the contents of your license plate within this rectangle.



# 2

## Themed Beach Towel

### Design Strategies

1. *Using the Internet, view samples of themed beach towels for ideas in creating your own.*
2. *Choose graphic images that will be used for your background.*
3. *Since you will be required to add text to your design, if you choose a dark colored background, consider using white-colored fonts to make your text stand out.*
4. *Focus your design on personalized text and graphic images of something of interest to you. Examples of text for your design may include Sam's Towel, NFL 2012, or Surf's Up!*
5. *Carefully read through all parts included in this activity. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.*

### Activity Overview

Everyone knows that beach towels are a very important item to take with you to the beach or to a pool. The average beach towel is a rectangle measuring 70 inches long by 30 inches wide. For the purpose of this exercise to allow printing on a regular size piece of paper, you will scale the size of the beach towel down to 9 inches long by 4 inches wide. In this activity, you will use your desktop publishing software to create and design your own themed beach towel.

### Instructions

1. Using your desktop publishing software, create a new document.
2. Save the file as BEACHTOWEL.
3. Follow the Page Setup Instructions provided on the next page.
4. Choose a theme and message for the design of your beach towel.
5. Include the following on your beach towel:
  - a. *A graphic image or images relating to your theme*
  - b. *Your message*
6. Add additional text and/or graphic elements to help enhance the look and appearance of your beach towel.
7. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
8. Proofread your work carefully for accuracy, design, and format.
9. Resave the file.
10. Print the document if required by your instructor.



# Themed Beach Towel

## Page Setup Instructions

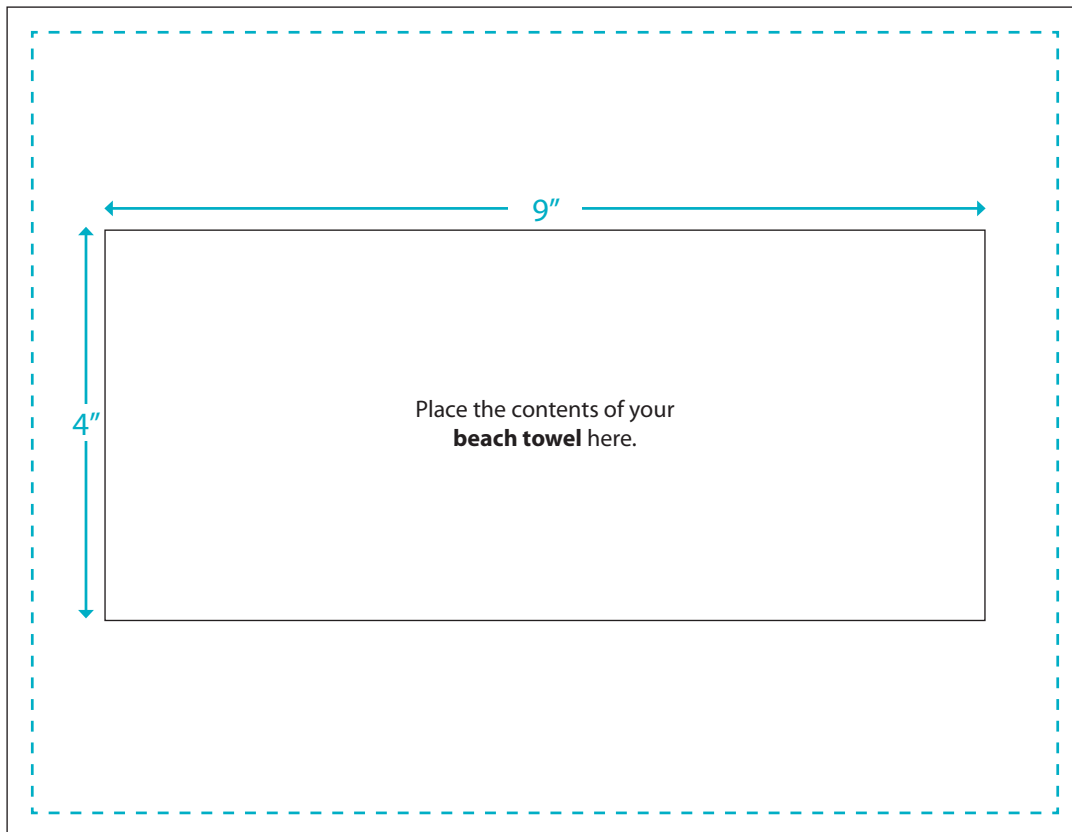
# OF PAGES 1

DIMENSIONS 11 x 8.5 inches

MARGINS .25 inches on all sides

ORIENTATION Landscape

1. Using the rectangle tool, draw a rectangle that measures 9 inches wide by 4 inches high, giving it a 1 pt. border.
2. Position the rectangle in the center of the page. Place the contents of your beach towel within this rectangle.



# 3

## Cup Coaster

### Design Strategies

1. Consider different events or businesses that cup coasters can be used for.
2. Think about to whom you will give the coasters, and compose a message to fit the event or business.
3. To avoid clutter, do not use more than two graphic images in your design.
4. Carefully read through all parts included in this activity. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

### Activity Overview

Cup coasters help protect surfaces from scratches, spills, and other forms of damage. They also have another function...they can be used for decoration. Coasters can be imprinted with holiday themes, photos, business logos, or special events. In this activity, you will use your desktop publishing software to create and design a cup coaster for a business or special event.

### Instructions

1. Using your desktop publishing software, create a new document.
2. Save the file as COASTER.
3. Follow the Page Setup Instructions provided on the next page.
4. Choose an event or business you will use for the design of your cup coaster.
5. Include the following on your cup coaster:
  - a. The name of the event or business
  - b. A short message or slogan describing the event or business
  - c. A maximum of two graphic images
6. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
7. Proofread your work carefully for accuracy, design, and format.
8. Resave the file.
9. Print the document if required by your instructor.

#### Suggested Printing and Finishing Instructions:

1. Print the document on cardstock paper.
2. After printing, use scissors to cut around the borders of the cup coaster.



# Cup Coaster

## Page Setup Instructions

# OF PAGES 1

DIMENSIONS 8.5 x 11 inches

MARGINS .25 inches on all sides

ORIENTATION Portrait

1. Using the rectangle tool, draw a square (with rounded corners) that measures 5 inches wide by 5 inches high, giving it a 1 pt. border.
2. Position the rectangle in the center of the page. Place the contents of your cup coaster within this rectangle.

