

COMPUTER STUDIES

MSCE
DESKTOP PUBLISHING

UNDERSTANDING DESKTOP PUBLISHING

KBCDSS-FORM 3 & 4

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DESKTOP PUBLISHING

- This refers to the process of using a computer and specific types of software to combine text and graphics to produce documents.
- It is abbreviated as DTP.
- It is also called graphic designing, electronic publishing or computer publishing.
- Examples produced in this process include:
 - Books
 - Calendars
 - Web pages
 - Magazines
 - Invitation cards
 - Business cards
 - Brochures

BENEFITS OF DESKTOP PUBLISHING

- Graphic designers have more control over the way they arrange and format text and graphics.
- Can be used to bring a lot of different files together on the same document.
- Document produced using DTP are usually of high quality and attractive.
- Saves time since documents can be retrieved and re-edited to create new documents.
- Comes with templates that are used to create new documents quickly and easily.
- Documents produced can be stored on the computer's hard drive there by saving valuable office space.

LIMITATIONS OF DESKTOP PUBLISHING

- Initial cost of buying and installing computers and software is high.
- It requires skilled personnel to use the software, as a result it is costly for companies to train or get skilled personnel.
- Most publishing software require a certain specific computer hardware such as powerful graphics card which comes at higher cost.
- Computers used in desktop publishing needs to be maintained, repaired and upgraded to recent and better version which is also costly.
- Print limitations. Desktop publishing software has certain limitations when it comes to preparing files for professional printing since different printers have specific requirements for file format, color profiles and image resolution.

TYPES OF DESKTOP PUBLISHING SOFTWARE

- We have four basic types of publishing software:

1. Word Processor

- This is a computer program that allows a user to create, edit, format and print text document.
- Word processing refers to the creation, editing, and formatting of text-based documents.
- Examples of word processing programs are Microsoft Word, LibreOffice Writer and WPSOffice Writer.

2. Page layout software

- These are computer programs that used to combine text and graphics to produce documents.
- They are used to create multi-page publications such as newsletters and books.
- They are also called desktop publishing software.
- Examples include Adobe PageMaker, Adobe InDesign, Microsoft Publisher, and LibreOffice Draw.

TYPES OF DESKTOP PUBLISHING SOFTWARE

3. Graphics software

- This is a computer software used for illustrating and editing pictures.
- The software is used to manipulate two types of pictures, namely: Bitmap pictures and Vector graphic pictures.

Bitmap Pictures (BMP)

- These are pictures that are made up of **small dots called pixels**.
- The pixels are filled with colors, and they seem to merge to form a single picture.
- The more the number of pixels, the high the resolution of the picture.
- Examples of bitmap pictures are all scanned images, photographs, and clip arts.
- These pictures are manipulated using Photo/image editing software such as Adobe Photoshop and CorelDraw

Vector graphic pictures

- These are pictures that are formed from different sharps, lines, and curves.
- They are also called drawn pictures.
- These pictures require less storage space that the bitmap pictures.
- Vector graphic pictures are manipulates using illustration software/ drawing software such as Adobe Illustrator.

TYPES OF DESKTOP PUBLISHING SOFTWARE

4. Web publishing software

- These are computer programs that are used for developing websites.
- They are also called electronic publishing software.
- Examples of these software include Adobe Dreamweaver and Microsoft Publisher.

Group Work

- In groups of two, discuss the following image file types and their properties.
 - BMP
 - JPEG
 - GIF
 - AI

DIFFERENCE BETWEEN WORD PROCESSOR AND DESKTOP PUBLISHING SOFTWARE

- a. Word processors are used for entering and processing text while desktop publishing software are used for arranging, combining and processing text and images.
- b. Word processors are not frame based, on the other hand desktop publishing are frame based.
- c. Some word processors automatically correct typing errors whereas this functionality is not normally found on desktop publishing software.
- d. Word processors are typically optimized for printing simple text-based documents on standard office printers, while desktop publishing software is specifically designed for high-quality print output.

EXAMPLES OF DESKTOP PUBLISHING SOFTWARE

Below are some examples of well-known desktop publishing software:

- Adobe InDesign – this is one of the leading desktop publishing software in the designing industry. It is used for designing books, magazines, brochures, and interactive PDFs.
- Microsoft Publisher – this is a user-friendly desktop publishing software that is used for creating basic publications such as flyers, brochures, newsletters and business cards.
- CorelDraw – this is a popular publishing software that offers a range of designing tools for creating illustrations, page layouts and vector images.
- Adobe page maker – this was a desktop publishing software developed to facilitate the creation and layout of printing materials such as brochures, newsletters, flyers and ads.
- Adobe photoshop – this is a powerful and widely used software for image editing, graphic design, and digital art creation.

COMMON FEATURES OF DESKTOP PUBLISHING SOFTWARE

Below are some of the basic features of desktop publishing software:

- a. Entering text – we can type text into a blank or pre-formatted template in DTP software.
- b. Deleting and inserting characters - in DTP software we can delete unwanted characters or insert missed characters.
- c. Copying, cutting and pasting data – it is possible to copy and cut text and images in DTP by first highlighting/ selecting them, and then paste them on a different location or in a new document.

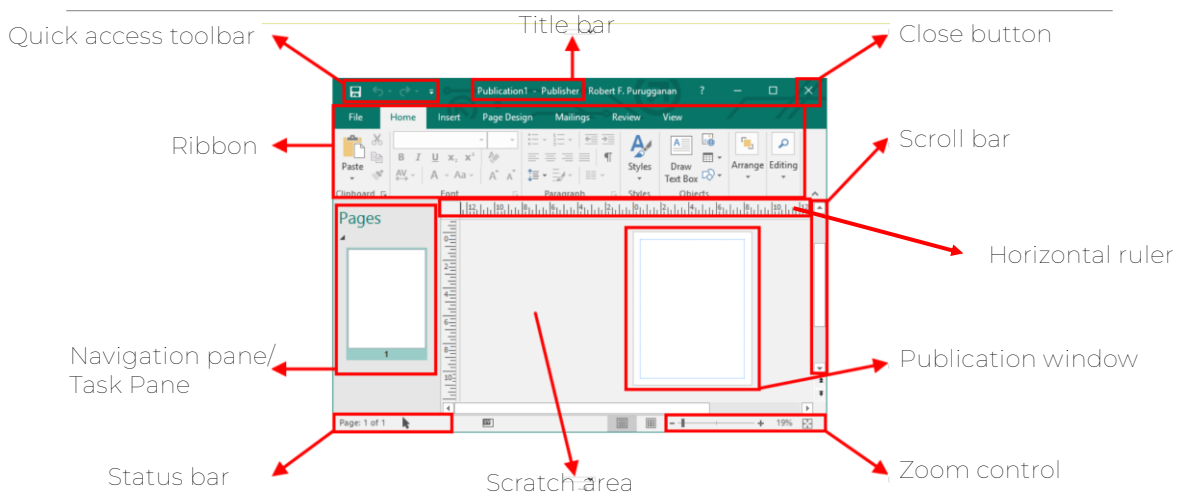
Note: A place where cut and copied objects are stored temporary in a computer is called the clipboard.

- d. Use of text box and text flow – in order to type text in DTP software we need to first insert a textbox, the text can now flow one text box to another.

COMMON FEATURES OF DESKTOP PUBLISHING SOFTWARE

- e. Text wrapping – this enables the text to flow around the picture so that the area left by the picture or artwork is filled with text.
- f. Mail-merge facility – Mail-merge is a quick way of producing separate letters that contain the same content for several different people.
- g. Alignment – it possible to position text and images in different styles of alignment in DTP software. The user can decide to align the text or images to the left, right, center or justify it.
- h. Inbuilt clip-art – most DTP software come with pictures also called clip-art.

COMMON FEATURES OF DESKTOP PUBLISHING SOFTWARE – MS PUBLISHER



COMMON FEATURES OF DESKTOP PUBLISHING SOFTWARE – MS PUBLISHER

Below are some of the Graphical User Interface (GUI) for Microsoft Publisher. Note that the features are common in most of the desktop publishing software.

- Scratch Area – this is extra space around the page area (Publication window) and it is used for storing text and graphics. The items placed on the scratch area does not appear in the printed publication.
- Horizontal ruler – this adjust or removes the tab stops or indents on a page.
- Layout guides – these are blue or red dotted lines on the that help in aligning the various elements on the page.
- Status bar – this displays the current location of the pointer/cursor as well as the size and position of any selected object.
- Publication window – this is the main work area, items on this area will be appear on the printed publication.

COMMON FEATURES OF DESKTOP PUBLISHING SOFTWARE – MS PUBLISHER

- Task pane/ Navigation pane – this displays the pages that are in your documents and is used to quickly navigate through the documents.
- Title bar – displays the name or title of the document.
- Ribbon – displays various tabs and their groups of commands.

CREATING A PUBLICATION IN– MS PUBLISHER

- In simple terms a publication is a document that has been designed to be published especially in printed form.
- It can also be defined as a printed or digital document that is distributed to an audience for informational, educational, or entertainment purpose.
- In Ms-Publisher we can create a publication in two ways:
 - a. Using a blank page
 - b. Using a template

Note: A template is an already created and formatted publication(document) that serves as a master from which other similar publications (documents can be made).

CREATING A PUBLICATION IN– MS PUBLISHER

Steps to follow when creating a blank publication in Ms-Publisher.

1. Run Microsoft publisher.
2. Click the File tab and the select New.
3. Choose a blank document of your choice, for example Blank 8.5x11 (note that 8.5x11 is the page size).
4. From the Ribbon select any element or command that you want to place or apply on your publication window, for example; click the insert tab and then go to text group of command s and select the text box. Move the cursor to the publication window and drag the cursor to draw the text box.
5. To save the publication press Ctrl + S or alternatively click the File tab, then the Save As option.
6. On the Save As dialog box, select the location where you want to save your document and give it a name by typing a suitable name in the file name field.
7. Click Save.

EDITING AND FORMATTING A PUBLICATION IN- MS PUBLISHER

EDITING TEXT

- In Ms-Publisher we can edit the typed text.
- Editing text refers to the process of making changes, revisions, and improvements to the typed text.
- To edit text in Ms-Publisher, select the text box in which your text to be edited is, and the highlight/ select the text to edit it.

FORMATTING TEXT

- Formatting refers to the process of changing the appearance and layout of text to improve its visual presentation and readability.
- In Ms-Publisher we can decide to change font color, size, and type. We can also make the text bold, italic, and underlined.
- We can also apply color to apply and fill colour to shapes.

INSERTING IMAGES, OBJECTS, & TABLES IN A PUBLICATION IN – MS PUBLISHER

To insert pictures, do:

- Click the Insert tab, then under the Illustration group of commands click Pictures.
- From the Insert picture dialog box, search and select the picture you want to insert, the click Insert.

To insert a table, do:

- Click the insert tab, then under the Tables group of commands click Insert Table.
- From the Create Table dialog box, enter the number of columns and rows for your table and then click OK.

To insert shapes or objects, do:

- Click the Insert tab, then under the Illustration group of commands click Shapes.
- In the drop down, select the shape you want to insert.
- Click and drag the mouse in the publication window in create the selected shape.

INSERTING NEW PAGES IN A PUBLICATION IN – MS PUBLISHER

In desktop publishing software, pages do not flow as they do in word processors. In desktop publishing software pages are inserted manually. To insert pages in a DTP such as Ms-Publisher do:

- a. Using the Navigation Pane
 1. Right click on the navigation pane then select Insert Blank Page.
 2. A new blank page will be inserted.
- b. Using the Insert tab
 1. Click the Insert tab in the ribbon.
 2. Go to Pages group of commands and select the drop down arrow on the Pages option.
 3. Click on Insert Blank Page.
 4. In the Insert Page dialog box, select the location of you pages (thus before or after the current page), enter a number of how many pages you want to insert.
 5. Click OK.