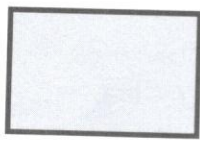## Before you start

1 Label the shapes and lines with the words in the box.
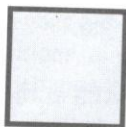
a _____ b _____

c _____ d _____

e _____ f _____

g _____ h _____

i _____

circle ■ diagonal ■ hexagon ■ horizontal ■ oval ■ rectangle ■ square ■ triangle ■ vertical

2 Write the words from Exercise 1 under the correct heading.

Noun

_____
_____
_____

Adjective

_____
_____

Noun and adjective

_____

Reading

3 A computer virus has damaged this text and put the paragraphs in the wrong order! The headings (1–6) are in the correct order. Use them to number the paragraphs.

1 DTP programs and what they do
2 Templates and Web pages
3 Making changes to text
4 DTP programs and word processors
5 Using graphics
6 Moving text and graphics on a page

a 5 DTP programs let you work with graphics: you can draw shapes, fill them with text or colour, insert graphics or special characters from the program, or import them from another program, and you can move them all easily around the page.

b 4 While DTP programs and word-processing programs have a lot of similar commands and tools, DTP programs have one important advantage: what you see on the screen is exactly what you get when you print your document.

c 6 There are many things you can do with text and graphics: you can use an align command to put them in a straight line, horizontally or vertically, and a rotate tool lets you turn them around. You can bring text to the front of a shape or graphic or send it to the back so that you can't see it. You can also wrap text around a picture or inside a shape, like in this reading.

d 1 Desktop Publishing (DTP) programs, such as Adobe PageMaker and QuarkXpress, let you combine text and graphics in creative ways to produce stylish greeting cards, holiday brochures, business cards, newsletters, sales catalogues, calendars and many other documents.

e 3 The tools and commands in DTP programs give you a great deal of control over text. For example, you can make word and character changes, such as changing the space between words in a text without changing the font size, or changing the space between characters to make them look neater. These choices are useful when you only have a small space to work in.

f 2 These programs also let you make a template of your document so you do not have to remake the whole document each time you want to change the text or the pictures. Many DTP programs let you change the file format of your design into a Web page, too.

4 Read the text in the correct order. Decide if the sentences are true (T) or false (F).

1 You cannot type letters in a DTP program.	T/F
2 You can use a template to save time.	T/F
3 DTP programs print exactly what you see on the screen.	T/F
4 It is difficult to control the text in a DTP program.	T/F
5 It is impossible to change the spaces between words.	T/F
6 A rotate tool lets you turn text around.	T/F

5 Complete the chart with the correct command or description of each action from the box.
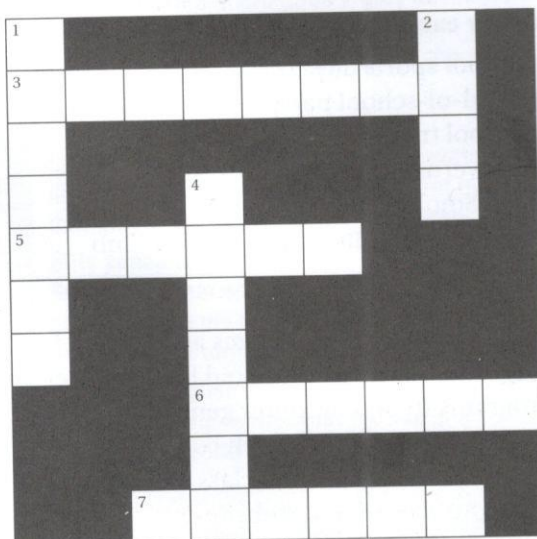
> align horizontally ▪ increase space between words ▪ align vertically ▪ bring to front ▪ rotate ▪ fill ▪ text wrap ▪ decrease space between characters

	Before	After	Command
1			
2			
3			
4			
5	H rld!	Hello World!	
6	XOXOXOXOXOXOXOXO XOXOXOXOXOXOXOXO XOXOXOXOXOXOXOXO XOXOXOXOXOXOXOXO	XOXOXOXOXOXOXOXO XOX XOXO XOX XOXO XOXOXOXOXOXOXOXO	
7	H e l l o	Hello	
8	IT is fun!	IT is fun!	

Vocabulary

6 Complete the puzzle with words from the text.

1 looking smart and new
2 letters and words
3 a document pattern or plan
4 join together
5 bring from another program
6 get from the program you are using
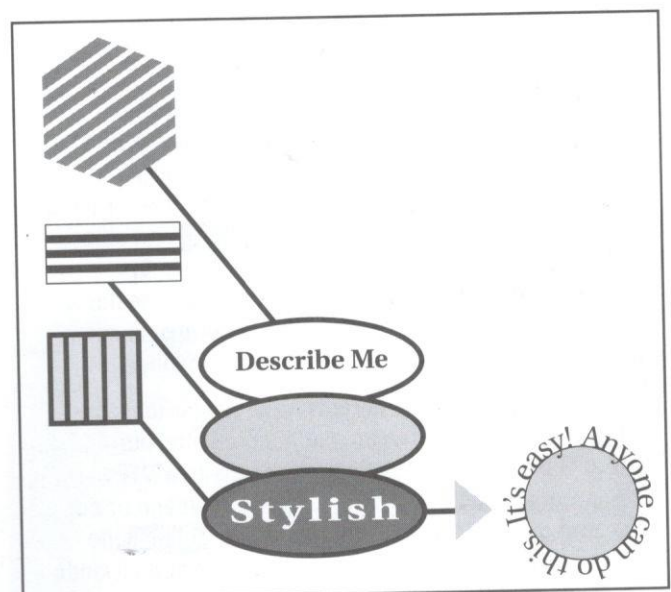7 a drawing or plan of something new

7 Match the document types (1–7) with the descriptions (a–g).

1 greeting card   a information for tourists showing hotels, resorts, etc.

2 holiday brochure   b a table that shows days and months

3 business card   c a small card with a person's name and a company name

4 newsletter   d a card for a special occasion

5 sales catalogue   e a page on the World Wide Web

6 Web page   f a small newspaper for a specific group of people

7 calendar   g a book of advertisements from a commercial company

Speaking

8 Work in pairs. Describe the picture.

9 Now design your own picture with words and text. Describe it to your partner but do not let him/her see the picture. Your partner has to draw the picture. You could then try designing your picture and text in a DTP program!

▶ ### *Get real*

Bring in some holiday brochures, newsletters, business cards, sales catalogues or any other printed documents. Look the design of the documents. Discuss how you could change and improve them using the commands and tools of a DTP program.