

Desktop Publishing - Real World Assignment

You have just been given Queen Salote College's Dress requirements and have been told to create a beautiful brochure, desktop published page that can be re-used each year when giving students and parents the dress requirements of the college.

Below are the instructions for the format that are to be included in your first page.

Instructions

- Set the top, bottom, right and left margins to 2cm
- The font for all instructions must be TG Arial found at <\\qsc-server1\fonts>
- Use pictures provided on <\\qsc-server1\users\images\qsc>
- So as not to retype the text, it is available on <\\qsc-server1\users\exercises>

Getting the Pictures from \\qsc-server1\users\images\qsc

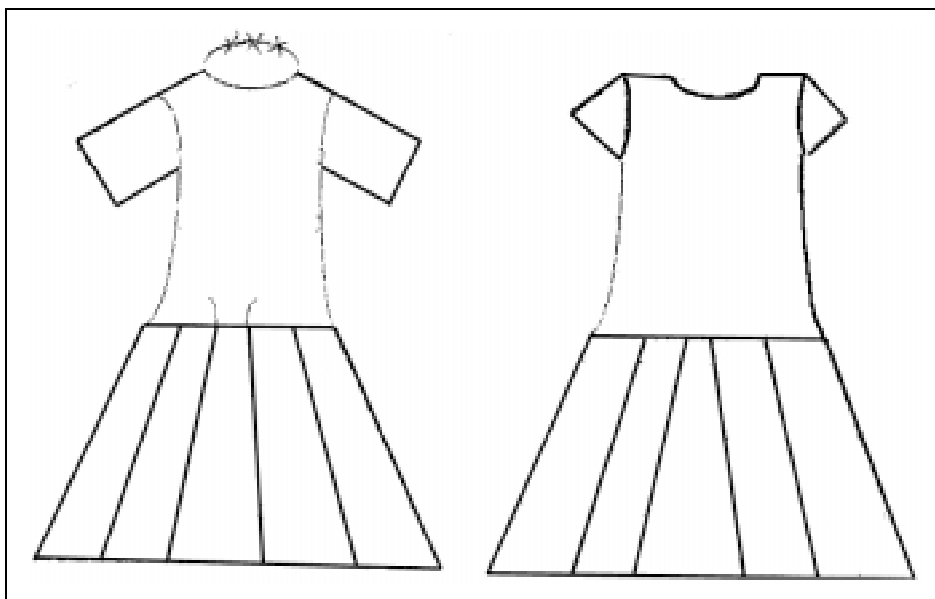
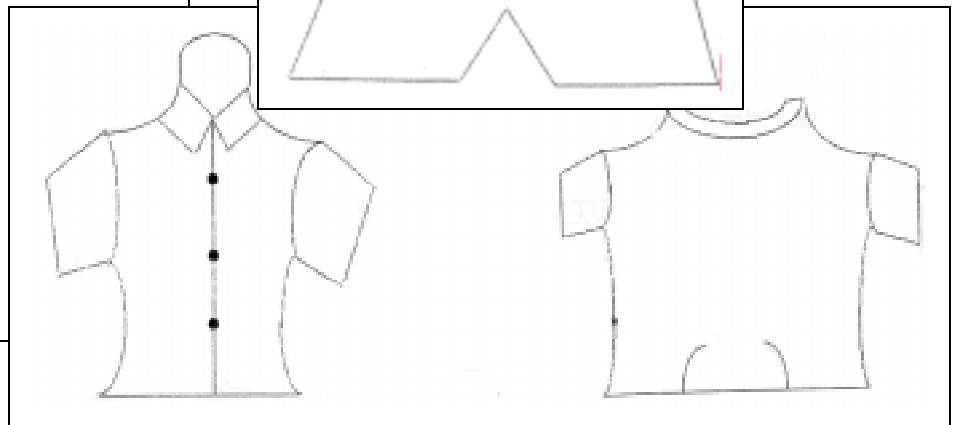
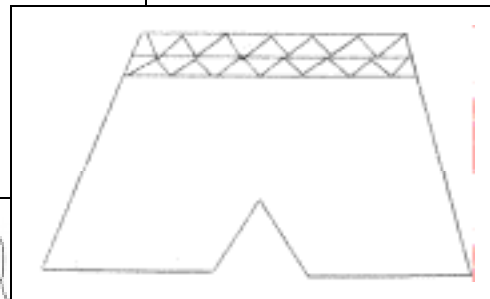
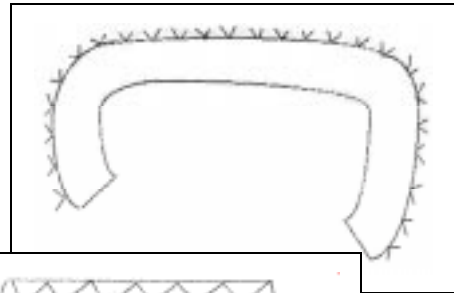
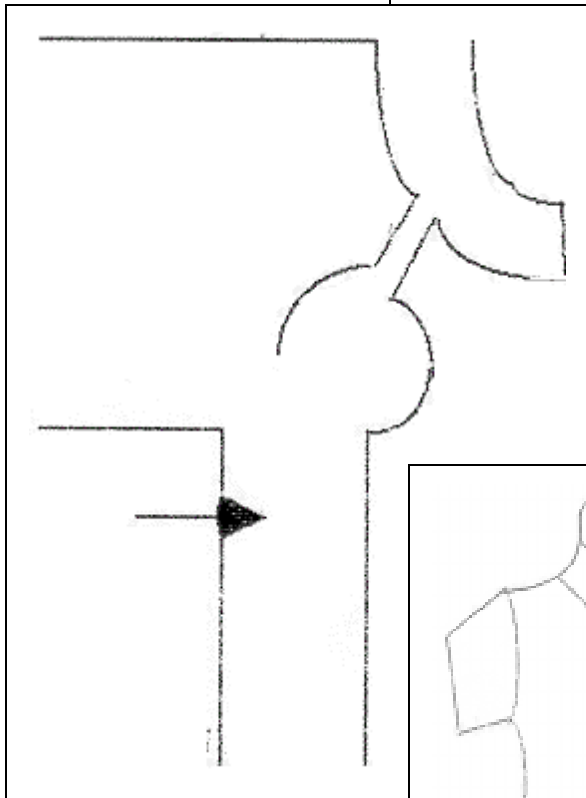
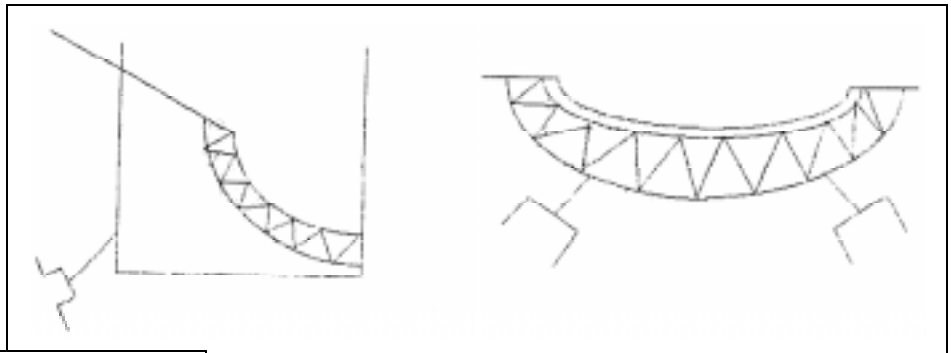
All the pictures necessary for this assignment are available on the school network at <\\qsc-server1\users\images\qsc>.

- QSC-SERVER1 is the Queen Salote Network Server
- The Network Neighborhood Icon (found on the Desktop, and in File Open) can be used to find what machines are available on the Queen Salote network.
- To access, get at, the files available on the QSC-SERVER1
 - Open the Network Neighborhood
 - Open QSC-SERVER1
 - Open Users
 - Open images
 - Open qsc
 - And at this point you will have a list of pictures that can be used relating to Queen Salote College.

Installing the TG Arial Font

The TG Arial font ensures Tongan accented letters, such as toloi are a straight line instead of the more commonly observed two dots. TG Arial must be installed from the Queen Salote Server <\\qsc-server1>

- To install the font files available on the QSC-SERVER1
 - Use the Start Menu to open the Control Panel (under the Settings Command)
 - Open the "Fonts" item
 - From the File Menu select the "Install New Font..."
 - Click on the "Network ..." button
 - Open the Network Neighborhood
 - Open QSC-SERVER1
 - Open Fonts
 - Install all the fonts from this directory
- The installation process will install a number of fonts, each supporting toloi.



Pictures available on
\\qsc-server1\users\