

Desktop Publishing

Glossary Assignment

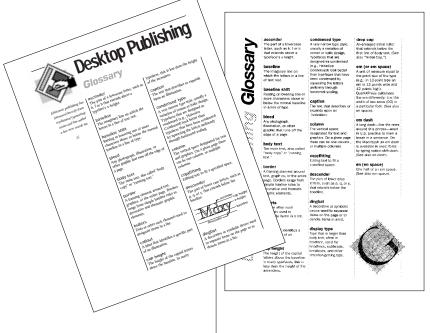
The Assignment Produce a glossary of desktop publishing terms using the supplied text called "dtpgloss.txt". The text file can be found in the folder called Bill Schneider's DTP Class on the lab server. Because glossaries are generally uninteresting collections of terms and definitions, use your skills to make the pages attractive while retaining readability.

Goals

Produce a multi-page document using style sheets and graphics, two of the things that a page layout program does better than a word processor. Become more familiar with the time-saving features available in QuarkXPress.

The Main Elements

- Use either 3 or 4 columns on the page as a vertical grid for the body copy.
- It should have a main headline or nameplate that quickly identifies the document.
- Set up and use Style Sheets for the body text and for subheads. These will allow you to make formatting changes quickly.
- Use graphic elements to break up large blocks of text as well as inform the reader. Anything from pull quotes to screen shots can be used to liven up the page,



but be consistent in the "style" and in the handling of these graphic devices.

• Insert an automatic page number for all pages except page 1. Don't forget to allow sufficient margin room for the page number at the bottom.

Notes and Hints

- When creating a new page, check the Automatic Text Box option. This will make a text box ready to "Get Text", and will automatically create new pages for overflow text.
- Don't overload the pages with graphic elements. Use just enough to make the page attractive. Remember that the information takes precedence.

- To create an automatic page number, go to Master Pages, create a new text box where you want the page number to appear, and press *H*−3. You can type in a prefix such as "Page " if you want that to appear with the page number.
- You can capture the screen (called a "screen shot") by holding ℋ−Shift−3. A picture of the current screen is then saved to the top level of the hard drive as Picture 1, Picture 2, etc. Use this to show a dialog box or other screen features if you wish.

Be careful, though! Screen captures require much storage space to hold the images, and you could find your document too large to fit on disk.