

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

DESKTOP PUBLISHING

CBEDS Code: 5757 Desktop Publishing

Document Creation Date: 12 July 1999

Revision Date: 3 December 2010

JOB TITLES

DOT NO.

Phototypesetter Operator	650.582-022
Compositor (print & pub.).....	973.381-010
Electronic Prepress System Operator (print & pub.).....	979.282-010
Desktop Publishing (Computer Typesetter-Keyliner).....	979.382-026

Course Description:

This ROP course is designed to teach students introductory or entry-level skills for desktop publishing. Students will learn layout and graphic placement techniques that are a part of the work environment, including various styles of business letterheads, business cards, newsletters, flyers, brochures, and posters. First semester covers beginning and advanced skills using InDesign for fundamentals of typesetting and composition. Second semester focuses on desktop publishing skills using Photoshop and Illustrator for the essentials of photo retouching and digital image creation. Participation in Occupational Olympics is required.

Recommended Prerequisites: Keyboarding (minimum 25 wpm with 90% accuracy) eighth grade language and math skills.

DURATION: 180 – 360 hours

CREDIT: 5 – 10 units

ACADEMIC CREDIT: Could be used for credit in Visual Arts as approved by each district

ARTICULATION WITH POST – SECONDARY INSTITUTIONS:

Articulation will be pursued with MJC.

INSTRUCTIONAL STRATEGIES:

Following demonstrations of basic desktop publishing concepts, most of the instruction will be through simulations and real-life projects

1. Lectures.
2. Lab demonstrations.
3. Discussion.
5. Computer-assisted activities completed to develop skills in related topics.

INSTRUCTIONAL MATERIALS:

Software: [Adobe Creative Suite 5: InDesign, Photoshop, and Illustrator](#). Students will also have the opportunity to briefly learn and use other graphic programs on an exploratory basis.

Textbooks:

[Exploring Adobe InDesign CS5, 1st Edition](#)
Terry Rydberg
ISBN 10: 1111130329 / ISBN 13: 9781111130329
Cengage Learning, copyright 2010

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

Exploring Adobe Photoshop CS5, 1st Edition
 Annesa Hartman
 ISBN 10: 1111130345 / ISBN 13: 9781111130343
 Cengage Learning, copyright 2010

Exploring Adobe Illustrator CS5, 1st Edition
 Annesa Hartman
 ISBN 10: 1111130361 / ISBN 13: 9781111130367
 Cengage Learning, copyright 2010

First Semester – Fall

Wk	Lecture	Objective	Lab	CTE	Anchor	Class room
1	Opening	A. Become familiar with classroom, equipment, and procedures.	Lab 1 Measurement, Using the ruler, Type identification	A1.0	10.0 11.0 CR 1,2,4, and 10	5
2	Chapter 1 The InDesign Workspace	B. Become familiar with the Adobe InDesign environment C. Identify and use basic panels and tools D. Learn to use keyboard shortcuts E. Learn the concepts of frames, stroke, and fill F. Customize your workspace G. Save and print documents	01A Robot	A1.0	10.0 11.0 CR 1,2,5, 10 and 5	5
3	Chapter 2 Type, Tools, and Terms	A. Distinguish between serif and sans serif typefaces B. Read and interpret project markup C. Define type family, typeface, font, point size, and leading D. Define picas and points E. Use Character Formatting Controls in the control panel F. Use Paragraph Formatting controls in the control panel G. Modify the attributes of text frames H. Apply fills and strokes I. Insert glyphs	02A Typeface 02B Markup 02C Frame Options 02D Stroke and Fill 02E Reedy Florist	A1.0 A2.0 A5.0	10.0 11.0 CR 1,2,5, 10 and 5	5
4	Chapter 3 The Fine Art of Setting Type	A. Identify the anatomical parts of letters B. Interpret hidden characters to identify hard and soft returns, spaces, and other formatting C. Use paragraph formatting features and punctuation: space before and after, drop and raised caps, hyphenation, optical margin alignment, balance ragged lines, alignment, quotation marks, and prime marks D. Differentiate between hyphens and dashes, and use each correctly E. Calculate ideal line measure F. Interpret proofreading marks	03A Mystery Typefaces 03B Wedding Invitation 03C Desserts Menu 03D Production Sequence	A1.0 A2.0 A5.0	10.0 11.0 CR 1,2,5, 10 and 5	5
5	Chapter 4 Combining Type and Images	A. Locate, move, and lock the zero point B. Use the coordinate and measurement systems for precise placement and sizing of elements C. Create multicolumn and linked text frames D. Place text, check spelling, apply paragraph rules, adjust tracking, and use manual and optical kerning E. Place, scale, and crop images	04A Coordinates 04B Beautiful Morning 04C Anna Sanchez#7D30 04D Monsters Poster 04E Yearbook	CTE A1.0	Anchor 10.0 11.0 5.0 CR 1,2,4, and 10	5
6	Chapter 5 Tabs and Tables	A. Differentiate between left, right, center, decimal, repeating, and align to special characters tabs B. Apply tab leaders C. Use the Indent to Here feature D. Build a table E. Create a table from text F. Modify, add, and delete columns and rows	05A Tabs Workout 05B Family History 05C Fun in the Sun 05D Regional Football League 05E Blue Fire 05F Calendar	A1.0	10.0 11.0 5.0 CR 1,2,4, 10 and 5	5

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

Wk	Lecture	Objective	Lab	CTE	Anchor	Class room
7	Chapter 6 Grids, Guides, and Aligning Objects	A. Modify the default InDesign document setup preset B. Create document presets, bleeds, and slugs C. Place, remove, and modify attributes of guides D. Create a newsletter that utilizes a baseline grid E. align and distribute objects F. Manage object layers and group elements G. Copy, cut, paste, paste into, and paste in place	06A The Lost Road to Houston 06B CD Cover 06C Desserts Menu 06D Oh Design 06E Shown Reduced	A1.0	10.0 11.0 5.0 1,2,4, and 10	5
8	Chapter 7 Text Wrap and Layers	A. Apply text wrap B. Manage document layers C. Create transparency and feathering D. Set fractions	07A Poster 07B Invitation 07C Raffle Ticket 07D Stock Market	A1.0	10.0 11.0 5.0 CR 1 and 2	5
9	Chapter 8 Type Continuity: Applying Styles	A. Properly prepare text files for placing in InDesign documents B. Use the Pages panel C. Use the Eyedropper tool to transfer attributes D. Create paragraph and character styles E. Use an object library	08A Newsletter Analysis 08B Create Styles	A1.0 A2.0	10.0 11.0 5.0 CR 1,2,4, and 10	5
10	Chapter 9 Page Continuity: Master Pages	A. Create multiple master pages B. Set up automatic page numbering, jump lines, and continuation lines C. Insert, duplicate, and remove pages D. Create an object library E. Manage document pages using the Pages panel F. Create and apply object styles	09A Zaffinni's 09B Australia Family Adventure 09C Personal Identity System	CTE A1.0	Anchor/CR 10.0 11.0 5.0 CR 1,2,4, and 10	5
11	Chapter 10 Business Forms	A. Create business forms that are functional, well-designed, effective, and that express a company's image B. Consider printing, paper, and finishing processes when designing business forms C. Learn when to use lining or old-style figures D. Typeset academic degrees, acronyms, and titles E. Design newspaper advertisements according to specifications	10A Letterhead 10B Envelope 10C Business Card 10D Yellow Pages Ad 10E Newspaper Display Ad 10F Client Information Form 10G Table	A1.0	10.0 11.0 5.0 CR 1,2,4,5, and 10	5
12	Chapter 11 Designing with Type	A. Use Type on a Path tool B. Use the Pathfinder tool C. Create gradient blends D. Create inline frames	11 No additional projects		10.0 11.0 5.0 CR 1,2,10 and 4	5
13	Chapter 12 Production Essentials	A. Understand the difference between spot and process colors B. Use swatches panel to define color, tint, and gradient swatches C. Perform document preflight and package operations D. Choose document print specifications E. Use the Links panel F. Use Adobe Stock Photos	12 Voyage Galápagos	A1.0 A2.0	10.0 11.0 5.0 CR 1,2,4, and 10	5
14	Chapter 13 Basic Graphic Elements	A. Review basic drawing tools B. master the mighty Pen tool C. Create and modify open, closed, and compound paths D. Integrate drawn elements with text	13 No additional projects	A1.0 A2.0	10.0 11.0 5.0 CR 1,2,4, and 10	5

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

Wk	Lecture	Objective	Lab	CTE	Anchor	Class room
15	Final Project	A. Student create an Ad using pictures provided by teacher. Upon completion they are required To do a self evaluation.	Final Project	A4.6 A1.0 A2.0	2.0 7.0 2.0 7.0 5.0 10.0 11.0 CR 1,2,4,5, and 10	5
16	Final Preparation		Final Preparation	A4.6 A1.0 A2.0	2.0 7.0 2.0 7.0 5.0 10.0 11.0 CR 1,2,4,5, and 10	5
17	Final Preparation		Final Preparation	A4.6 A1.0 A2.0	2.0 7.0 2.0 7.0 5.0 10.0 11.0 CR 1,2,4,5, and 10	5
18	Finals		Final	A4.6 A1.0 A2.0	CR 1,2,4,5, and 10	5

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

Second Semester - Spring

Wk	Lecture	Objective	Lab	CTE	Anchor	Class room
1	Chapter 1 A Discovery Tour Chapter 2 The Staging Area	<ul style="list-style-type: none"> A. Get excited about Photoshop B. Fix a bad photo and optimize it for the web C. Explore some of Photoshop's tools and features D. Discover the purpose of Photoshop <ul style="list-style-type: none"> A. Get comfortable with the Photoshop interface B. Set and delete preferences C. Navigate the workspace 	01A The 15-Minute Photo Makeover 01B Interface Highlights 02A Customize Your Experience			5
2	Chapter 3 Image Essentials Chapter 4 Selecting and Transforming	<ul style="list-style-type: none"> A. Develop a firm grasp of the two types of digital images; vector and bitmap B. Discover the meaning of zeros and ones C. Master some tricks to make resolution your friend D. Learn about image formats and get an overview of common image format types E. Explore how images are created and edited using pixels F. Explore more tricks of the program with bitmaps and pixels in mind <ul style="list-style-type: none"> A. Get versatile with Photoshop's Selection and Transform tools B. Practice building a composite image 	03A Navigational Features 03B Playing with Pixels 04A Dressing Max			5
3	Chapter 5 Working with Color	<ul style="list-style-type: none"> A. Understand the concept of a color gamut B. Get acquainted with color models C. Know what color mode to use D. Apply color to pixels E. Explore the color features and tools F. Make gradients G. Study, hands-on, the use of color models and tonal value 	05A Playing with Color Models 05B Playing with Color Models Merge 05C Playing with Color Models Gray			5
4	Chapter 6 Image Correction	<ul style="list-style-type: none"> A. Experience six basic steps for image correction B. Learn how to use Levels to affect the brightness and contrast in an image C. Get familiar with the image retouching tools, such as Clone Stamp, Smudge, Dodge, and Sharpen D. Add an effect to a photograph 	06A Correcting the Mike Photo			5
5	Chapter 7 Drawing and Painting	<ul style="list-style-type: none"> A. Master pixel painting with the Pencil and Brush tools B. Recognize how vectors serve as a temporary mold for more flexible and free-form drawing and offer cross-compatibility support between pixel-based and vector-based programs C. Make path, fill, and stroke geometric and free-form shapes D. Draw a nonrepresentational art piece 	07A Nonrepresentational Art Creation			5
6	Chapter 8 Masking	<ul style="list-style-type: none"> A. Learn what a mask is and discover how it works and is used in Photoshop B. Explore the types of masks available in Photoshop C. Paint full and partial selections using quick masks D. Hide and reveal content with layer and clipping masks 	08A Lisbon View			5

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

7	<p>Chapter 9 Layers, Compositing, and Process</p>	<p>A. Learn workflow and organizational techniques for developing image compositions and layouts</p> <p>B. Cover some specifics using the Layers panel</p> <p>C. Review the options for content acquisition and copyright compliance</p> <p>D. Composite images together with blending modes, the Liquefy effect, and filter effects</p> <p>E. Define the sequential steps of a basic design process</p> <p>F. Construct a mock DCD cover for a client</p>	09A CD Jacket Project		5
8	<p>Chapter 10 Print Publishing</p>	<p>A. Learn about the different methods of printing</p> <p>B. Discover why color management can make a difference</p> <p>C. Understand the halftone and color separation process</p> <p>D. Learn the right questions to ask when consulting a print service bureau</p> <p>E. Get familiar with the Print command</p>	10A Print Command		5
9	<p>Chapter 11 Web Publishing</p>	<p>A. Optimize images like a pro</p> <p>B. Get a handle on Web file formats, including saving files in SWF format</p> <p>C. Understand the interrelationship among image color, format size, and compression in the Web publication process</p> <p>D. Get hands-on experience with the Save for Web & Devices options</p> <p>E. Slice a Web page</p> <p>F. Create an animated GIF using the Animation panel</p>	<p>11A Preparing an Image for the Web</p> <p>11B Slicing a Web Page</p> <p>Navigation Bar</p> <p>11C Creating a Web Animation</p>		5
10	<p>Chapter 1 A Discovery Tour</p> <p>Chapter 2 The Lay of the Land</p> <p>Chapter 3 Survival Techniques</p>	<p>A. Get excited about Illustrator</p> <p>B. Build a logo</p> <p>C. Explore the use of some of Illustrator's tools and features</p> <p>D. Discover the purpose of Illustrator, who uses it, and why</p> <p>A. Feel comfortable with the Illustrator interface</p> <p>B. Set and delete Preferences</p> <p>C. Navigate around the workspace</p> <p>A. Find out that being an Illustrator artist is more than just knowing the tools</p> <p>B. Develop a basic understanding of the two types of digital images: bitmap (raster) and vector</p> <p>C. Learn about image formats and get an overview of common image format types</p> <p>D. Find out how Illustrator, through the understanding of fundamental design elements, can be used as an effective art medium</p> <p>E. Explore the use of Illustrator's tools and features with design elements in mind</p>	<p>01A Connect-the-Dots Logo Tour</p> <p>02A Interface Highlights</p> <p>02B Getting Personal</p> <p>02C Navigational Features</p> <p>03A Adam's Eye</p>		5
11	<p>Chapter 4 Drawing Lines and Shapes</p> <p>Chapter 5 Using Color</p>	<p>A. Review the process of creating illustrations in Illustrator</p> <p>B. Learn the difference between open lines and closed lines/shapes</p> <p>C. Draw and transform basic shapes and describe shape types in design</p> <p>D. Explore the freeform drawing tools</p> <p>E. Discover the characteristics of Bezier lines and curves using the Pen tool</p> <p>F. Create, move, and edit straight and curved paths</p> <p>G. Combine straight and curved paths into object shapes</p> <p>H. Select and edit individual anchor points</p> <p>A. Explore the concept of a color gamut</p>	<p>04A Basic Lines and Shapes</p> <p>04B Drawing Precise Straight & Curved Paths</p> <p>04C Combing & Editing Straight & Curved Paths</p> <p>05A Vegas Lady, Part 1</p> <p>05B Vegas Lady, Part 2</p>		5

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

		<ul style="list-style-type: none"> B. Get acquainted with color models C. Learn what color mode to use D. Apply color to strokes and fills E. Explore the color features and tools in Illustrator F. Make gradients G. Learn how to pick colors using color chords 			
12	Chapter 6 Value and Texture	<ul style="list-style-type: none"> A. Differentiate between the use of value and texture in illustrative art B. Get a handle on the various attributes of strokes and fills C. Master the use and modification of Illustrator brush types and the Paintbrush tool D. Explore the differences and uses of filters, effects, and graphic styles E. Understand the steps for creating and applying patterns 	06A The Fish Painting 06B Playing with Custom Brush Styles and Patterns		5
13	Chapter 7 Working with Type	<ul style="list-style-type: none"> A. Practice the three methods of creating type in Illustrator – type at a point, type in an area, type along a path B. Discover the quirks of fonts, font families, and font formats C. Format type with ease D. Get an overview of what to know when importing, exporting, installing, and embedding fonts E. Learn basic design techniques when choosing and working with fonts and type layouts F. Become familiar with typographic terms 	07A Recipe Card		5
14	Chapter 8 Object Composition	<ul style="list-style-type: none"> A. Get a handle on grouping objects B. Create compound paths and shapes using the Pathfinder panel C. Reveal artwork through clipping masks D. Develop an understanding of design composition E. Learn workflow and organizational techniques for developing compositions and layouts F. Learn what works when importing content G. Gain practical experience working with layers H. Practice working with rulers and guides 	08A Creating Groups 08B Hands-on with Pathfinder 08C Clipping Masks 08D Practicing the Process- Building a 08D Web Page Design		5
15	Chapter 9 Spatial Illusions	<ul style="list-style-type: none"> A. Discover the use of blends for producing subtle transitions of color and dimensional impact B. Distort and transform blended objects C. Reshape and distort objects with the Liquefy tools D. Use envelopes to mold objects E. Precisely control the tonal detail of gradients with gradient meshes F. Use 3D effects to construct objects in the x, y, and z dimensions, simulating a 3D look 	09A Blends/Envelopes/Gradient Meshes/3D Effects		5
16	Chapter 10 Print Publishing	<ul style="list-style-type: none"> A. Learn about the different methods of printing B. Understand half toning and the color separation process C. Know what to do about printing transparencies, gradient meshes, complex paths, and fonts D. Get familiar with the Print dialog box E. Learn the right questions to ask when consulting a print service bureau 	10A Ways of Printing		5
17	Chapter 11 Web Publishing	<ul style="list-style-type: none"> A. Become an image optimization master B. Get a handle on Web file formats, including SVG and SWF C. Learn about Web image color and compression D. Discover the reusability of symbols E. Slice a Web page 	11A Preparing Artwork for the Web 11B Slicing a Home Page		5
18	Finals		Final		5