**Desktop Publishing Exercises**

**Do’s** of Desktop Publishing **Don’ts** of Desktop Publishing

-plan -have too many fonts (no more than 4)

-leave white space -overuse ALL CAPS, underline & **bold**

-proofread and adjust -overuse frames/boxes/callouts

-use common font size for headings -overuse clipart

-use smaller font for body (from headings) -steal images off the internet

Your little brother, sister or cousin doesn’t want anybody coming in his or her room without permission. Create a sign for his/her door. Make sure to have his/her name on it and include appropriate clipart.