

Desktop Publishing Exercises

Do's of Desktop Publishing

- plan
- leave white space
- proofread and adjust
- use common font size for headings
- use smaller font for body (from headings)

Don'ts of Desktop Publishing

- have too many fonts (no more than 4)
- overuse ALL CAPS, underline & bold
- overuse frames/boxes/callouts
- overuse clipart
- steal images off the internet

Assignment #2

A local company needs a business hour sign to hang on their doors. Prepare a business hour sign. The company is open 7:00 am to 7:00 pm Monday through Friday, 8:00 am to 2:00 pm on Saturday and closed on Sunday. Note the spacing in the times and do it the same way on your sign. Include the company name above "Business Hours" and include the phone number at the bottom. As well, center the "to" column and the word "closed".