

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

Create a birthday card for someone. Include a birthday poem on the inside (right side) and appropriate clipart on the left side and the back.