Course Title: Publishing	**Length of Course:** 30 cycles
Grade Level(s): 9-12	**Periods Per Cycle:** 3
Units of Credit: .5	**Length of Period:** 43 minutes
Classification: Elective	**Total Instructional Time:** 64.5 hours

Course Description

This course introduces students to publishing software, including Microsoft Publisher and Adobe InDesign. Throughout the year when approached, students will utilize Microsoft Publisher to create publications for various school and community initiatives. For the majority of the year, students will utilize Adobe InDesign to learn how to create, while discovering how to improve, the layout of the school's newspaper. Focus – MS Publisher and Adobe InDesign
Please note: Journalism 1 students are required to take this course concurrently with Journalism 1 as a prerequisite for Journalism 2.

Instructional Strategies, Learning Practices, Activities, and Experiences

Software Exploration Content Introductions	Teacher Demonstrations Hands-On Practice Through Completion Of "Steps"	Projects Guest Speakers/Success Stories

Assessments

School Store Ad (to run in Rocket Star) InDesign Chapters 1-9 "Steps" (39 InDesign Documents)	InDesign Reference Manual (Project) 　　(Progress Checks and Completed Project) Newspaper Notebook Assignment (Project) 　　(Progress Checks and Completed Project)	Newspaper Final Project 　　(Progress Checks and Completed Project)

Materials/Resources

Microsoft Office® Publisher, Software and Textbook, copyright 2007	Adobe InDesign, Software and Textbook Copyright 2014	iPad, VMware Horizon (Virtual Desktop) App

Adopted: 10/04

Revised: 8/17/09; 5/21/18

Microsoft Publisher

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Getting Started with Microsoft Office Publisher 2007 Related Vocabulary: desktop publishing program publication workspace text box point size handles placeholders printing print preview help business information sets	The students will be able to: • Define publication software. • Start Publisher. • View the Publisher window. • Open and save a publication. • Enter text in a text box. • View and print a publication. • Get help and change business information. • Close a publication and exit Publisher. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Creating a Publication Related Vocabulary: templates graphic image clip art sidebar pull quote	The students will be able to: • Plan a publication. • Design a publication. • Create a publication using a template. • Replace existing text. • Add a graphic image. • Add a sidebar. • Use the design gallery. • Group objects. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Text Related Vocabulary: layout guides ruler guides zero point numbered list bulleted list spelling checker design gallery objects table	The students will be able to: • Layout guides. • Use ruler guides. • Format a text box. • Add bullets and numbering. • Check spelling. • Modifying a design gallery object. • Use painting formats. • Add a table. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Graphic Objects Related Vocabulary: clipboard crop group ungroup rotation	The students will be able to: • Insert and resize clip art. • Copy and move an object. • Crop an image. • Align and group images. • Layer objects. • Rotate an image. • Use drawing tools. • Fill shapes with colors and gradients. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Enhancing a Publication Related Vocabulary: style style by example autoflow continued on notice continued from notice drop cap reversed text	The students will be able to: • Define styles. • Apply and modify a style. • Change a format into a style. • Create columns. • Adjust text overflows. • Add continued on/from notices. • Add drop caps. • Create reverse text. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Improving a Design Related Vocabulary: design masthead mask symmetrical balance asymmetrical balance	The students will be able to: • Critique a publication. • Strengthen publication text. • Rearrange elements. • Modify objects. • Refine a page. • Experiment with design elements. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Multiple Pages Related Vocabulary: master page washout header footer page numbers table of contents tab leaders	The students will be able to: • Add pages. • Delete pages. • Work with a master page. • Create a header and footer. • Add page numbers. • Edit a story. • Modify a table of contents. • Create labels. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Using Advanced Features Related Vocabulary: border art WordArt wrapping mail merge mail merge task pane	The students will be able to: - Add border art. - Design WordArt. - Wrap text around an object. - Rotate a text box. - Understand mail merge. - Prepare for commercial printing. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft Publisher (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working Efficiently Related Vocabulary: autocorrect digital image embedded object linked object design checker	The students will be able to: • Integrate with Office programs. • Import a Word document. • Use autocorrect. • Use digital images. • Embed and link objects. • Use design checker. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Getting To Know InDesign Related Vocabulary: workspace pasteboard spreads	The students will be able to: • Explore the InDesign workspace. • View and modify page elements. • Navigate through a document. • Work with objects and smart guides. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Text Related Vocabulary: leading baseline kerning tracking rules paragraph panel pull quote drop cap widows orphans paragraph return soft return style	The students will be able to: • Format text. • Format paragraphs. • Create and apply styles. • Edit text. • Create bulleted and numbered lists. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Setting Up a Document Related Vocabulary: trim size facing pages margins columns gutter master pages text frames graph frames master item guides zero point transform point of origin en space threading text in/out port overset text sections offset	The students will be able to: • Create a new document and set up a master page. • Create text on master page. • Apply master pages to document pages. • Modify master pages and document pages. • Place and thread text. • Create new sections and wrap text. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Frames Related Vocabulary: fill stroke stroke weight offset align objects distribute objects stacking order targeting target layer indicates current drawing layer icon indicates selected items button graphic bitmap images bounding box dynamic preview scale clipping path semi-autoflowing autoflow column break	The students will be able to: • Align and distribute objects on a page. • Stack and layer objects. • Work with graphics frames. • Work with text frames. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Color Related Vocabulary: process colors process inks tint default fill and stroke button swap fill and stroke button spot colors gradient radial gradient linear gradient	The students will be able to: • Work with process colors. • Apply color. • Work with spot colors. • Work with gradients. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Placed Images Related Vocabulary: preview file vector graphic vectors bitmap graphic pixels resolution line screen silhouette alpha channels object libraries	The students will be able to: • Place multiple graphics. • Use the links panel. • Explore image resolution issues. • Place vector graphics. • Interface InDesign with Photoshop. • Use libraries. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Creating Graphics Related Vocabulary: paths open path closed pats corner points smooth points direction lines direction handle joins caps dashed strokes anchored objects	The students will be able to: • Use the pen tool. • Reshape frames and apply stroke effects. • Work with polygons and compound paths. • Work with advanced text features. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Exploring Effects And Advanced Techniques Related Vocabulary: grayscale image highlights shadow opacity blending modes multiply	The students will be able to: - Use the Pathfinder panel. - Create new stroke styles. - Incorporate gridify behavior. - Work with nested styles. - Apply live corner effects. - Work with effects and object styles. - Work with multiple page sizes. - Design with multiple documents. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Adobe InDesign (Continued)

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Working with Tabs and Tables Related Vocabulary: tabs text inserts tables cell insert text boxes	The students will be able to: • Work with tabs. • Create and format a table. • Format text in a table. • Place graphics in a table. **15.4.12.A** ~ Apply the creative and productive use of emerging technologies for educational and personal success. **15.4.12.B** ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. **15.4.12.C** ~ Develop criteria for analyzing hardware options to meet defined needs. **15.4.12.D** ~ Evaluate emerging input technologies. **15.4.12.F** ~ Compare and contrast network environments, including the function of network devices and connectivity issues. **15.4.12.G** ~ Create an advanced digital project using sophisticated design and appropriate software/applications. **15.4.12.L** ~ Find and use primary documentation; employ an accepted protocol for citation. **15.4.12.M** ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.