THEME: PUBLICATIONS
TOPIC 10: ELECTRONIC PUBLICATION

10.1. Introduction

In recent years, the world has seen a rapid shift from traditional print media to electronic publication.

As more and more people gain access to the internet and digital devices, electronic publishing has become an increasingly popular way for authors, publishers, and businesses to distribute their content to a wider audience.

Electronic publication offers a range of benefits, including lower costs, faster distribution, and greater flexibility in formatting and delivery. Whether you're a writer looking to self-publish your work, a business seeking to distribute marketing materials, or a reader looking for the latest news and entertainment, electronic publication provides an exciting and dynamic platform that is shaping the future of publishing.

Definition:
Electronic publication refers to the creation and production of page designs and printable materials in polished and professional styles. It is also called **desktop publication.**

Desktop/ Electronic publication software refers to the programs used to create and produce page designs and print materials in polished and professional styles. Examples of desktop publishing software includes; -
- ® Microsoft Publisher
- ® Adobe Page Maker
- ® QuarkXPress
- ® Adobe InDesign

Desktop publishing software can be used to produce different graphics materials like;
- € Banners
- € Brochures
- € Business cards
- € Calendars
- € Business forms
- € Catalogs

Activity 10.1: Introduction to Electronic Publication

Work individually or in groups;

1. Distinguish between electronic publication and ancient manual printing.
2. Other than the examples mentioned above, write down three more examples of electronic publication software and the graphics material that can be produced.
3. Write down advantages and disadvantages of using electronic publication software.
4. Share your findings with the class.

10.2. Creating a new publication file

The activity below is going to guide our learners to create and open a publisher file;

Activity 10.2: Creating a new publication file

Work individually or in groups;

1. Following the steps below, create a new file using Ms Publisher 2019.
   - Click on the start button/ press the windows logo key
   - Select all programs from the menu that comes
   - Then choose Microsoft office
   - And then from the list that comes, choose Microsoft Office Publisher.
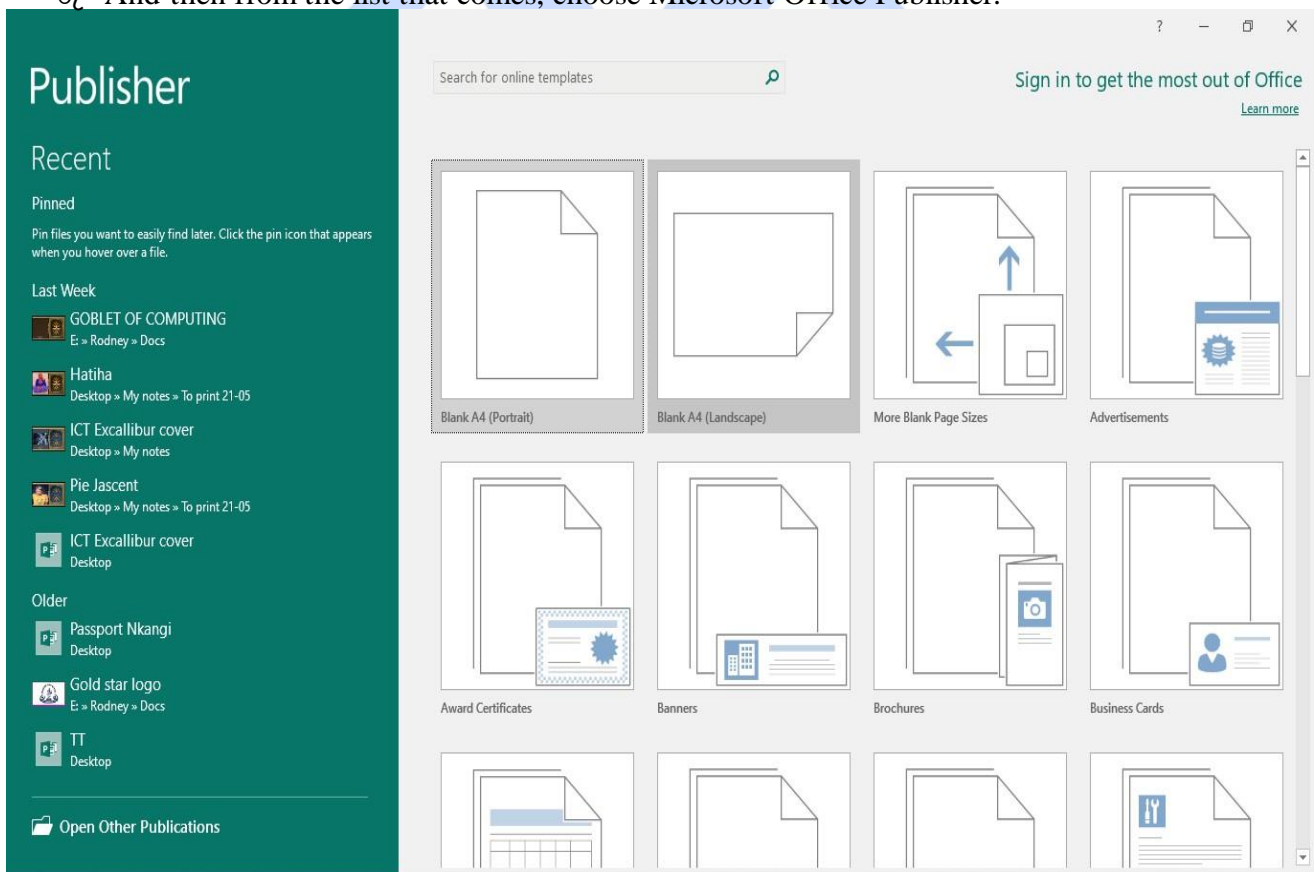
   - Select the page size or template as shown in the figure above.
   - Then the computer will display your document with the size or template you've chosen.
2. Following the saving techniques learnt in the other programs earlier, save the file you have opened as **"First publication"**

Note:

Inserting and dealing with objects in Ms Publisher is very similar to all the other programs in the office suit. For that reason, this chapter's content is too shallow but you will find tasks in the assignments prompting you to use skills learnt earlier in the other office packages.

SAMPLE PRACTICE QUESTIONS

Aptitude assignment 1
Using Microsoft office Publisher, design the business card of an individual working in any Institution of your choice. Include:
  i. Logo of the institution.
  ii. Name of the institution.
  iii. Name of the person.
  iv. Job description of the person.
  v. The address.
  vi. Office and Mobile telephone contacts.
  vii. Email address.
NOTE: Your cards should be attractive and rich in graphics.
  viii. Save your file as business and the print preview of 6 cards per A4 paper.

Aptitude assignment 2
Using a Desktop Publishing Program of your choice, design the following cash Receipt and make four Copies on your publication page. Set the guides to the following positions: 2cm, 10.7cm, 11cm and 19.7cm (all vertical) and 1.5cm, 11.5cm, 12cm, and 22cm horizontal.

Aptitude assignment 3
Using Microsoft publisher, design the business card of an individual working in an institution of your choice. Include;
  a. Name of the institution
  b. Log of the institution
  c. Name of the bearer of the business card
  d. Job description of the person
  e. Physical address, including e-mail
  f. Office and mobile telephone contacts
Note:
Your cards should be attractive and rich in graphics
  i. Adjust the paper size using the following dimensions to a width of 8.4 inches and height 11.8 inches.
  ii. Adjust the top and bottom margins to 0.4 inches.
  iii. Adjust the left and right margins to 0.3 inches
  iv. Save your files as business card and then print preview of six cards per A4 paper.

Aptitude assignment 4
Using suitable publishing software, design eight identical business cards titled on A4 page size, 3.5'' width and 2'' height.
a) The cards' layout and spacing is as follows;
  i. Left and right margin should be 0.5''
  ii. Top and bottom margins 0.7'
  iii. The vertical and horizontal gap between cards 0.6''
b) The details of the card are:
  i. A logo of the company at the left-hand side of the card. Provide the logo
  ii. A company name of your choice.
  iii. Job title e.g. managing director.
  iv. Your name e.g. Aisha Ainembabazi.
  v. Contact address, phone and e-mail.
c) Include crop marks around each card.
d) Save the publication as **my business card**
e) Print your work.

Aptitude assignment 5

You are required to prepare the Cash receipt as it appears below.

KKTRANSPORTERS LIMITED P.O.BOX 7000 KAMPALA .			
Item	Quantity	Unit Price (Shs)	Amount (shs)

a) Font size should be 12 for the three-line heading and the rest of the work in font size 10.
b) Font color is black.
c) Font face (style) is Anal Narrow.
d) Insert header your name and footer your student's number

Aptitude assignment 6

Use suitable desktop publishing software; design a certificate to be awarded to students who have worked tirelessly for patriotism club in your school.

a) Apply a suitable boarder to the certificate and a nice-looking background.
b) Use appropriate signatories to your certificate i.e. head master, patron and club president.
c) Use suitable fonts i.e. type, size and colors for the text you have inserted. d. Design logo for your certificate
d) Save the certificate as "Patriotism club- your names"
e) Copy the saved file in your folder. Produce the print out.

Aptitude assignment 7

a. You are required to design the logo below as it appears.

b. Using suitable desktop publishing tools,

      i. Rotate the logo to a 900 angle.
      ii. Group the letters in the logo

c. Make six identical logos form the same logo.
d. Save your work.

    e. Make a print out.

Aptitude assignment 8

    a. As graphics designer of your school, design a flyer for your favorite elections candidate on the post of Head boy.
    b. Your flyer should include.
        i. The Candidates' Names
        ii. Post and Class.
        iii. The school motto.
    c. It should among others include the best and appropriate fonts and colors.
    d. Save your work.
    e. Make two hard copies out of your work.

Aptitude assignment 9

    i. Using Microsoft Office Publisher, develop a simple webpage of your school. The page should among others have all features of a good webpage.
    ii. Include the following on your page any introductory information about your school; Among the introductory information include;
        ∞ The School Motto
        ∞ Subjects offered.
    iii. A link for each of the departments in your school. (Physics Math Department, Languages Department, Chemistry Biology Department, the History, CRE, Geography, the Commerce, Entrepreneurship and Economics Department).
    iv. Include appropriate images on your home page.
    v. Table showing the classes the school has an enrolment for each class.
    vi. Appropriate graphics and colors.
    vii. Save your work as a webpage.
    viii. Import it to the available browser offline.
    ix. Print out the page.

ACTIVITY OF INTEGRATION:

Context

Your school has been invited to participate in the National Heroes' Day celebrations that are to be held at the Kololo National Stadium on 9^(TH) September this year. Every school that will participated must organise a team that will present and do marching in presence of leaders both political and religious.

The session will be broadcasted live on the National Television stations and audio on all the Radio Stations of the country. As the General Duties Minister of your school, you have been appointed to work hand-in-hand with the Scouts couch to organise a team that will March and do all the other Scouts like activities.

Task
Design a banner that will be used by your school during the ceremony. It should include your school badge and use only the colours of your school uniform.

PROJECT TEN: ELECTRONIC PUBLICATION

PROJECT TITLE:

School Magazine Design and Creation with Microsoft Publisher

OBJECTIVE:

To apply their creative skills and desktop publishing knowledge to design and create a school magazine using Microsoft Office Publisher.

DESCRIPTION:

In this project, students will take on the role of magazine editors and designers to produce a visually appealing and informative school magazine.

The project consists of several stages:

1. **Introduction to Desktop Publishing:**
   Begin by introducing the project's objectives and the role of desktop publishing in creating professional publications.

2. **Magazine Concept and Content Planning:**
   Instruct students to brainstorm and decide on the concept and theme for the school magazine. This could include topics like school events, student profiles, or creative works. Encourage them to include articles, photographs, artwork, among others.

3. **Content Creation:**
   Task students with writing articles, creating artwork, and taking photographs to populate the magazine. Guide them on how to optimize content for publication and ensure a cohesive look and feel.

4. **Layout and Design:**
   Guide students how to plan the magazine's layout, including the arrangement of articles, images, and design elements. Encourage them to apply creative and eye-catching design principles.

5. **Magazine Production:**
   Instruct students to use Microsoft Publisher to create the magazine layout, inserting the content they've prepared. Guide them in organizing pages, creating a table of contents, and ensuring consistent formatting.

6. **Review and Editing:**
   Have students peer-review and edit each other's work for accuracy, clarity, and style. Emphasize the importance of proof-reading for spelling and grammatical errors.

7. **Printing and Distribution:**
   Discuss the printing options available for producing physical copies of the magazine preferably in coloured. Let each group also create a digital-publication options, such as creating a PDF version for online distribution.

8. **Magazine Launch and Presentation:**
   Organize a magazine launch event where students present their creations to the school community or their fellows in class.

9. **Reflection and Evaluation:**

After the magazine is published, award marks and recognize the best group. Facilitate a class discussion where students reflect on their experiences and the challenges and successes of the project.