

## Desktop Publishing (A704032)

Due to Covid 19, the education and assessment methods may vary from the information displayed in the schedules and course details. Any changes will be communicated on Ufora.

**Course size** *(nominal values; actual values may depend on programme)*

**Credits 5.0**                      **Study time 150 h**                      **Contact hrs**                      45.0h

### Course offerings and teaching methods in academic year 2021-2022

A (semester 1)	English	Gent	self-reliant study activities	22.5h
			seminar: practical PC room classes	22.5h

### Lecturers in academic year 2021-2022

Bauwelinck, Nina	LW22	staff member
Fonteyne, Margot		staff member
Van Hee, Cynthia	LW22	lecturer-in-charge

### Offered in the following programmes in 2021-2022

	crdts	offering
<a href="#">Master of Arts in Technology for Translation and Interpreting</a>	5	A
<a href="#">Postgraduate Certificate Computer-Assisted Language Mediation</a>	5	A

### Teaching languages

English

### Keywords

DTP, desktop publishing, graphic design, (digital) typography, Adobe Indesign

### Position of the course

Desktop publishing is the formatting of documents with graphical layout software such as Adobe InDesign. During layout, different kinds of content (text, images, design) are combined into a single document that is suitable for print or digital publication.

DTP software allows the creation of graphically more complex documents than is possible with traditional word processors. DTP skills are also relevant for language professionals who need to produce copy or translations directly in the target format, in order to enhance the typographic quality of the document and to limit the production time.

### Contents

The course deals with the following topics:

- What is DTP? In which stage of the print process does DTP occur?
- Creating, editing and exporting documents for print
- Color spaces
- Design principles
- Working with text
- Working with images, grids and tables
- Automatic layout with styles and GREP
- Typography
- Master pages and tables of contents
- Creating a house style
- Introduction to Adobe Illustrator with the aim of creating a company logo as part of an assignment
- DTP for language professionals

**Adobe InDesign** is used for all exercises.

### **Initial competences**

Students are expected to have basic computer skills and to be able to search and process information independently to enhance their or learn new skills.

### **Final competences**

- 1 Students will be expected to have general knowledge of the design process with DTP software;
- 2 students will be expected to be familiar with the relevant characteristics of text and images for print;
- 3 students will be expected to have the ability to assess and adapt a document's design, taking into account the publication place and its target audience;
- 4 students will be expected to have the ability to produce text in a DTP document, with consideration for its impact on design;
- 5 students will be expected to have the ability to prepare and deliver DTP documents that meet the technical requirements for (digital) printing;
- 6 students will be expected to know how to use DTP efficiently in a professional translation and communication context.

### **Conditions for credit contract**

This course unit cannot be taken via a credit contract

### **Conditions for exam contract**

This course unit cannot be taken via an exam contract

### **Teaching methods**

Self-reliant study activities, Seminar: practical pc room classes

### **Extra information on the teaching methods**

The lessons are organized in a hybrid setup with a theoretical part taught via live online sessions and a practical session on campus where students can work on their assignments.

*Adjusted teaching methods may be used if necessary due to COVID-19.*

### **Learning materials and price**

- Handouts and slides that will be made available via the university's electronic learning platform Ufora.
- Learning paths and educational clips via Ufora.

Estimated cost: 0 EUR

### **References**

### **Course content-related study coaching**

- Discussion forum on Ufora.
- Individual counselling after the lectures; possibility to contact the lecturers via email.
- General feedback in class + individual feedback on assignments.

### **Assessment moments**

continuous assessment

### **Examination methods in case of periodic assessment during the first examination period**

### **Examination methods in case of periodic assessment during the second examination period**

### **Examination methods in case of permanent assessment**

Assignment

### **Possibilities of retake in case of permanent assessment**

examination during the second examination period is possible

### **Extra information on the examination methods**

#### **First session:**

- Assignment (100%): the students submit a number of assignments throughout the course.

**Second session:**

- Assignment (100%): students submit, after consultation with the lecturers, an improved version of the above assignments or a new, alternative assignment.

**Calculation of the examination mark**

**First session:** assignment (100%)

**Second session:** assignment (100%)

In order to pass, students must participate in at least 80% of all evaluations and obligatory activities such as guest lectures. If a student is absent due to a legitimate reason, an individual alternative assignment can be given.

**Facilities for Working Students**

Class attendance is strongly recommended.

Limited possibility for feedback via email, restricted to answering specific questions.