

5 words to remember

desktop publishing (DTP): software and hardware systems designed for users to produce highquality print media

eBook: a book made available in a digital format, such as ePub formats used for Apple Books and Google Play Books

folder: a collection of files in a device or networkfile system

portable document format (PDF): Adobe's open standard for digital versions of print media, supported across different software platforms and devices

text: the written word

Knowledge check: Spelling and grammar checks

All desktop publishing (DTP) software has

proofreading tools that can be used to check spelling and grammar. Suggestions for corrections can be either accepted or ignored.

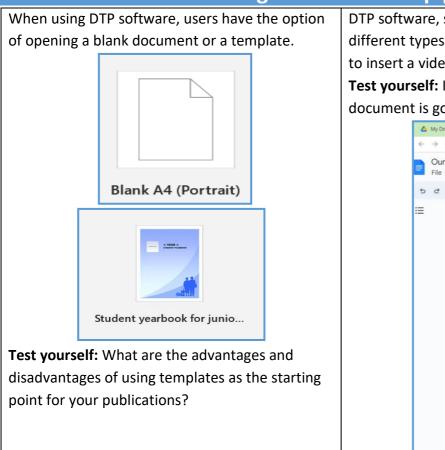
Test yourself: Find the spelling and grammar check icon on the toolbar below:

5 순 융 수 두 100% - 더 표

Test yourself: Explain the difference between the proofreading error underlined in red and the one in blue below, before correcting them both:

The children was playing an adventur game on the computer.

Knowledge check: Desktop publishing



DTP software, such as Google Docs, can combine different types of content, but why is there no option to insert a video into the document?

Test yourself: Is there a workaround for this, if the document is going to be shared as an eBook?

	k ☆ 🖻 🗠	
File Edit Vie	w Insert Format Tools Ex	tensions Help Acce
5 e 🖶 🗛	a Image	× .
=	Table	
=	Drawing	
	L Chart	×
	- Horizontal line	
	🙂 Emoji	
	🔁 Smart chips	
	⊙ Drop-down	
	≡ Footnote	Ctrl+Alt+F
	Building blocks	*
	Ω Special characters	
	π^{*} Equation	
	Watermark	
	Headers and footers	
	# Page numbers	
	🕒 Break	
	G Link	Ctrl+K
	Comment	Ctrl+Alt+M

	Key takeaways				
	Desktop publishing (DTP) software, such as Microsoft Word, Google Docs and Microsoft Publisher, allow users to work individually or collaboratively to create high-quality print documents, such as magazines, books or leaflets. DTP software allows for a variety of content to be combined, such as text , images and tables. In addition, DTP also provides tools for managing layouts, formatting				
	and templates for different kinds of publications. Books that are made in digital form are known as 'eBooks', and their format makes				
0	them readable on digital devices. Saving and sharing digital files as PDF (portable document format) documents means that the display of layout and content is the same on whichever device the document is opened on. PDFs also reduce the possibility of someone making				
	unwanted changes to a document. Many of today's DTP tools allow for collaborative working. This means that a team of people can all be working on, editing or commenting on the same document at the same time.				
	 When working collaboratively on projects, it is helpful to have shared folders, where files and content can be accessed by others with permission. DTP tools contain many useful features to support writing and presentation, for example spelling and grammar checks and formatting tools. 				
	Our Yearbook ☆ ☜ ⊘ File Edit View Insert Format Tools Extensions Help Accessibility 5 ♂ 母 & 〒 100% ▼ Normal text ▼ Arial ▼ - 14 + B I U A I G 단				
	 This format painter button can be used to select the format (style) of a section of text and then to paste the same formatting to other text elsewhere in the same document. When sharing a DTP document with others, the owner of the document can set it to one of the following three options to control how people can interact with the 				
■ , ,	 document. Control Control Co				

~ - Ō X	
🖻 🖈 🔶 📢 🗯 🖬 🌀 🗄	Editing mode
G 🖓 🗸 🔂 Share	Editing –
🖉 Editing 🔺 🔺 🛐	will not be
Editing Edit document directly	Suggestin different
Suggesting Edits become suggestions	Viewing -
Viewing Read or print final document	
•	

