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ICT GCSE Coursework

Module Name: **Desktop Publishing**

Process: **Analysis**

Software

I could use a Desktop Publishing package, Microsoft Publisher, because this would enable me to use various different templates, be able to use clip-art, and other features which make it easier to produce good designs that would all add up to a professional outcome.

I could also use Microsoft Word, but I feel that this software is mainly used for letters and documents that contain some images and text, because of the special features it has to offer. Microsoft Word does not allow you to get your desired results as quickly and as easily as in a Desktop Publishing package. Yes, Word's performance is great as a word processor, but there is no point spending hours trying to do things in Word that can be done in minutes with Publisher.

I feel that the best software to use is Microsoft Publisher. Not only does it quick and easy to use but it gives you professional results every time.

To ensure that my work is how it should be, I could collect data in two ways. Firstly, I would take my designs to my end user, Alexander Loo, and see what he thought of them. If he has any suggestions or comments of his own then I would simply edit my designs to fit his requirements. Secondly, I could design a questionnaire to see what others thought of my designs. If necessary I could add other features to my design at a later stage.

Hardware

For this project, the hardware I will use is stated below.

- Pentium 3 PC
- Speed 500 mhz

- 64mb RAM
- Disk drive
- Network
- Monitor
- Keyboard
- Mouse
- Colour printer

Data Collection

I organized to meet with my end user, Alexander Loo. During this meeting, Mr. Loo told me his expectations for the business card and flyer. He expected to see that all of the documents contain the logo and company name in Big, Bold letters. He wanted designs that were unique but requested that it retain its decency. He said that as much as possible, I should try and make the business card less fancy as fancy-looking doesn't look professional. Finally, he mentioned that all the contact details should be entered into the business cards as well as the flyers. He will provide me with all the information that the flyer should contain.

Processing

I will use the software to change the font size in the flyer. I will also use text boxes in the flyer. I will also incorporate a coloured background into the flyer and I will use the information from my end user to add certain points such as contacts and other texts. My end user has provided me with a copy of the company logo which I will insert on both flyers and business cards. For the background, I will insert a suitable clip-art and send it to the back. I will use the same template and color scheme for both flyer and business card so that they will be synchronized with each other.

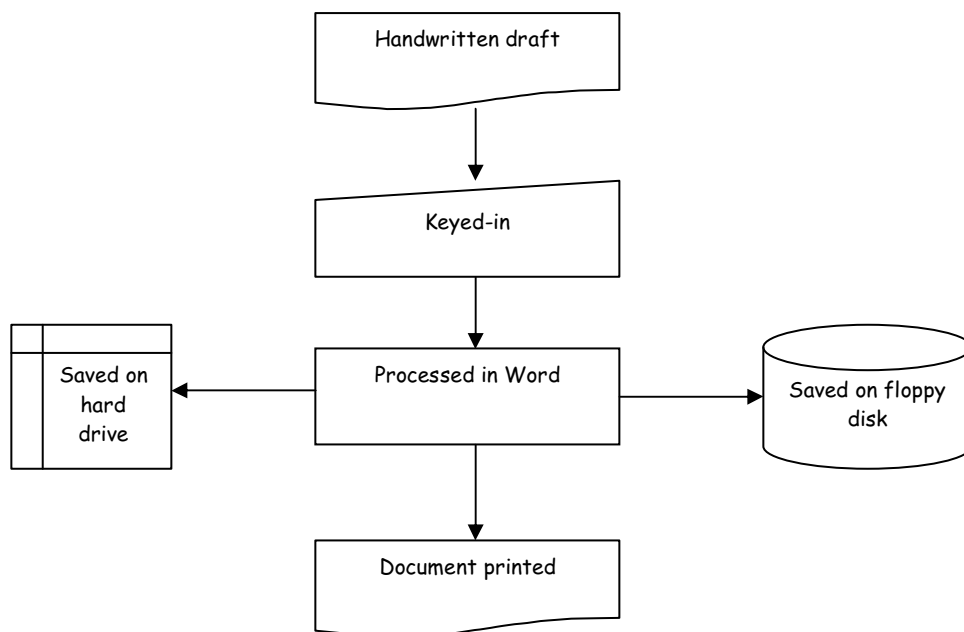
Format of Information and Graphics

For the Flyer, I will use a full page publication type. Then, I will choose the most suitable publication design from the ones in the gallery. Next, I will chose the appropriate colour scheme, "moss", which shows light olive shades of green as I believe it looks advanced and prevailing for an electronics shop. My logo will be at the center of the page to give emphasis; my company name

will be at the top in big bold letters. I will use the font Franklin Gothic in size 18 because it looks decently novel. My background will be a clip-art which I will download from the internet. I will resize it to fit the whole page, and then click on the command "send to back". This will make it appear as a remarkably striking background.

For my Business Card, I will use the same template, colour scheme, and fonts that I used for the flyer so that they tie in with each other. I will do the same thing as I did for the background of the flyer as well. I will have the logo in the top, right-hand corner of the card.

Diagram



Outputs

The outputs for my project will be the business cards and the flyers. I might also include some of the relevant designs that I used in making the project, such as the logo and the background. All of my print outs will be on an A4 size paper, in portrait orientation. The business card will be measured

in a width of 8.5 cm, and a height of 5.5cm. The flyer would be a full page in a portrait layout. These final designs will be in colour to give the over-all effect.

Backup and Security

To ensure that all my work is safe from fire, flood, theft, hacks or infiltration, I will save my files into a floppy disk and keep it safe where no one but me could get to it. I will also need to save it into a memory stick, just in case the floppy gets misplaced or damaged. Although I have done this, I will also save my work in a large memory bank on all the school computers. This is necessary, because all of the information I collected is true and it came from my end user himself, Mr. Alexander Loo. My data will be backed up and saved whenever a change is made and new data are added.

Security

My project does not need a great level of security; however, it is required of me to keep the data safe. Stated below are a few things I should do to keep the data safe.

- I should log off instead of leaving my program running while it is unattended.
- I must always have a log-on password so that no-one else can access my data without my permission
- I will never leave a file opened when my computer is unattended
- I will keep my password secret
- I will never risk leaving documents lying around where it should not be
- I must have an anti-virus protection on my computer
- I must save my data on a floppy disk and hide it where it is safe from theft, or any problems of the same sort.