Introduction to Desktop Publishing and Presentations 1.0c

Ordering Information	Introduction to Desktop Publishing and Presentations 1.0c	Order No. B0330LL/A	With your order, you'll receive: · One CD-ROM containing the course materials · 5 floppy disks containing the course materials · One double-sided videodisc containing live-action video that illustrates the subjects covered in the course · *Equipment Setup Guide* · *Getting Started Guide* · Ten sets of student materials, each containing one *Introduction to Desktop Publishing and Presentation Notes and Forms* booklet and one Student Disk
Third-party Equipment Ordering Information	The audio and video equipment is available from:	ZTEK Company P.O. Box 1968 Lexington, KY 40593 (606) 252-7276 or 1-800-247-1603	

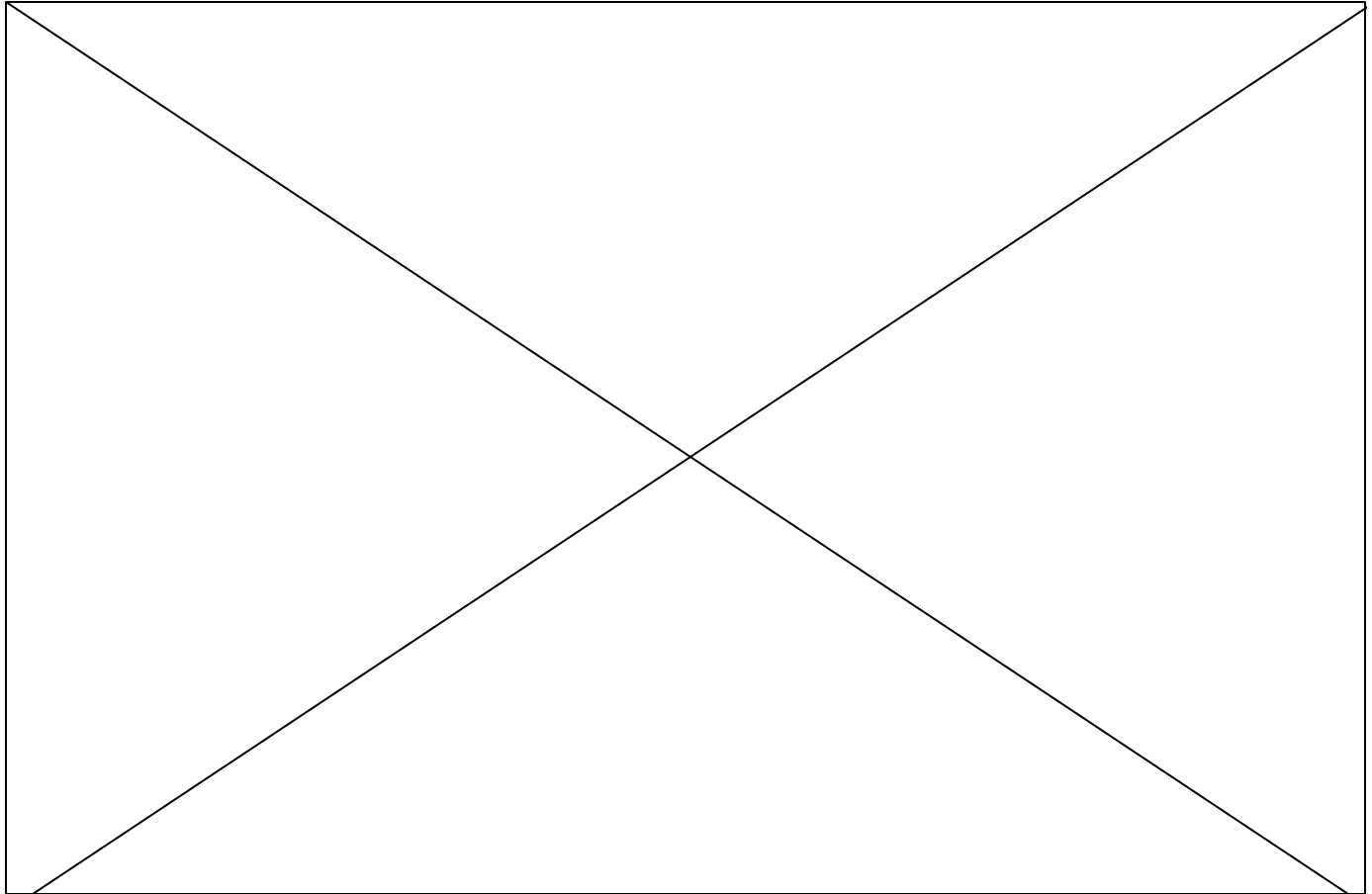|			
Product Details	To make the learning process lively and enjoyable, the course materials are designed to simulate the process of office communications--complete with on-screen "coworkers" who offer advice. In each course section, students have the option of taking a self-test, going through a tutorial, or working on a "proposal," for eventual submission to their "boss." The course materials are divided into five sections: · Traditional Methods Students learn about traditional methods for preparing documents and presentations, along with the associated bottlenecks and frustrations.	· Improving the Process Students discover how the Macintosh computer can be used to overcome many of the frustrations people have with traditional publishing methods. · Users Through video segments, students "meet" several successful desktop publishers and presenters, learning what is important to them and why they use Macintosh computers. · Apple Advantages Students learn why an Apple Macintosh computer and LaserWriter printer are the best choices for desktop publishing and presentations.	· Solutions Students learn about some of the hardware and software products used for producing desktop publications and presentations. Most students can complete the course in three to four hours. The time it takes to complete the course will depend on the student's learning style and prior experience with using a Macintosh computer.
System Requirements	To run the Introduction to Desktop Publishing and Presentations course, you'll need:	· An Apple Macintosh computer with at least 1 megabyte of memory · A hard disk drive with 5 megabytes of available disk space · A videodisc player and appropriate cables	· A color monitor for the videodisc player, with appropriate cables · Three RCA-to-RCA cables. · A Macintosh-to-videodisc serial interface cable
	Optional equipment	· An Apple CD SC® drive (to load the CD-ROM version of the course onto the hard disk) · Headphones and an audio mixer. (Although it is possible to use headphones without a mixer, it requires plugging them alternately into the	computer and the videodisc player. A mixer provides convenient monitoring of both sources and allows independent control of their volume.)

Features	Benefits
· Interactive multimedia format	· Enhances the learning experience by making the course more engaging and lively.
· Course software and files on both CD-ROM and floppy disks	· Offers a choice of media to match the equipment available to you.
· Flexible course design	· Offers flexibility in creating unique learning paths, which take into consideration different training styles, constraints, and learning needs. · Makes the course equally suitable for leader-presented or self-paced delivery.
· Self-tests in each section	· Provides a mechanism for reviewing the main points and evaluating understanding of the material covered.
· Consistent navigation symbols throughout	· Provides easy, user-friendly access to information.
· Automatic tracking process	· Lets students quit at any point in the course and then resume working at that same point.
· On-line Help and Glossary functions	· Makes the material easy to use and easy to understand.
· Reproducible student materials	· Provides students with review materials, as well as forms to help them organize and manage desktop publishing projects.

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Overview

The Introduction to Desktop Publishing and Presentations l.0c course provides an overview of how an Apple® Macintosh® computer and an Apple LaserWriter® printer can be used to produce professional-quality publications. It also describes the advantages of desktop publishing over traditional publishing methods.

After completing the course, students should be able to do the following:

· Identify frustrations people experience with traditional publishing and presentation methods.

· List ways that a Macintosh computer and an Apple LaserWriter printer can improve the overall publishing and presentation process.

· Point out key benefits of using a Macintosh and a LaserWriter printer in given situations.

· Modify a simple Macintosh system configuration to meet specific desktop publishing needs.

The course materials, based on Apple's HyperCard® software, are presented in an engaging interactive multimedia format that includes videodisc-based demonstrations.

This package provides all the tools needed to deliver the course in a group setting or to provide it to individuals for self-paced learning.

An excellent built-in navigation system allows anyone presenting or using the course to quickly find specific information, step through all the sections sequentially, or explore desired topics.