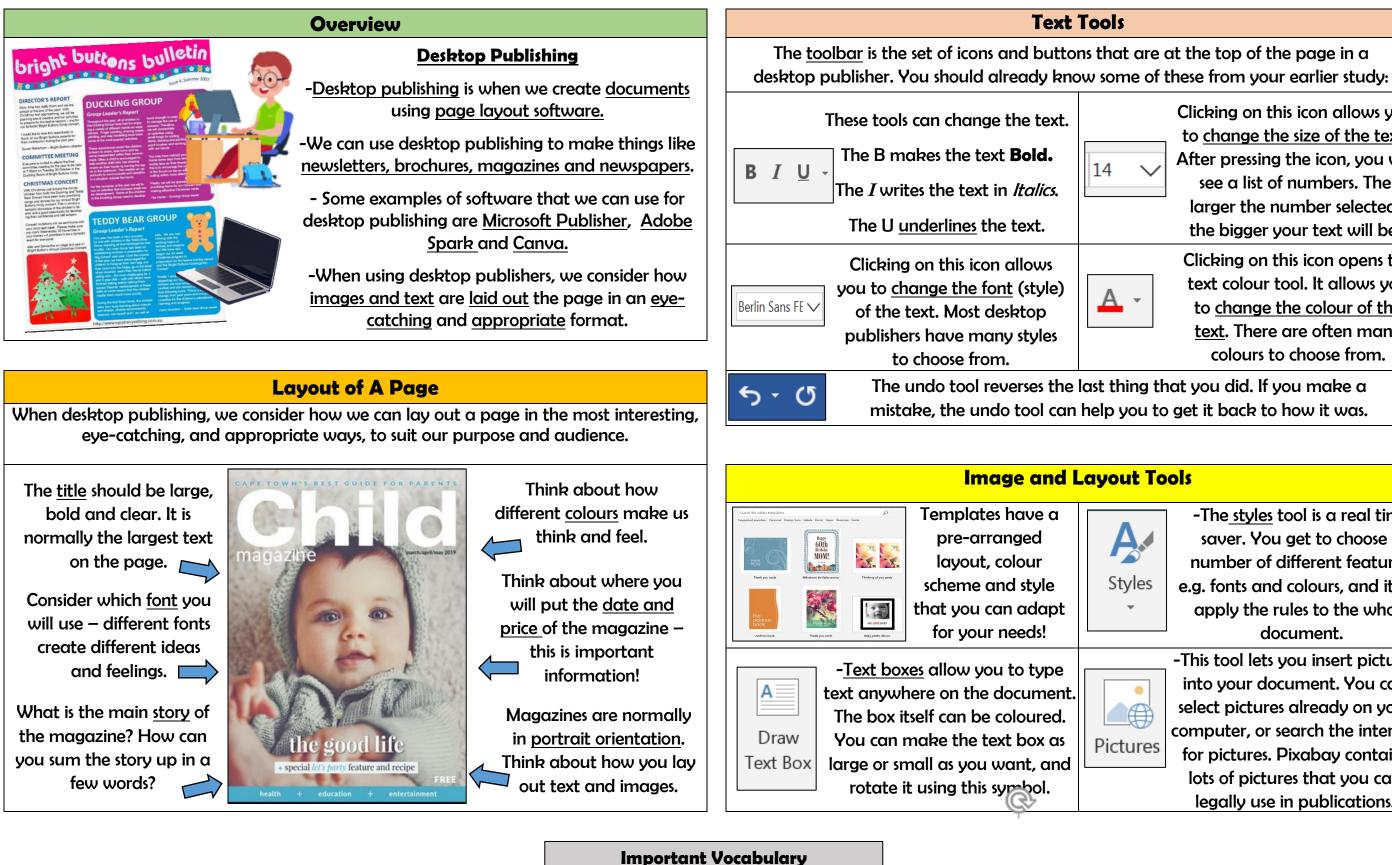


## COMPUTING: CREATING MEDIA- Desktop Publishing



Desktop publishing Text Images Font style Template Orientation Placeholder Copy Paste Layout Purpose



to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected. the bigger your text will be.

Clicking on this icon allows you

Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.

-The styles tool is a real time saver. You get to choose a number of different features. e.a. fonts and colours, and it will apply the rules to the whole document.

-This tool lets you insert pictures into your document. You can select pictures already on your computer, or search the internet for pictures. Pixabay contains lots of pictures that you can legally use in publications.