Curricular Unit Form
(Document wating approval from Course Commission)

Updated On	2023/11/03
Curricular Year / Period	2023/24 / S1
Course	Journalism and Communication
Curricular Unit	Desktop Publishing
Language(s) of Instruction	Português

ECTS/tempo de trabalho (horas)

ECTS	Total	Horas de contacto semestral								
		T	TP	PL	S	TC	E	O	OT	EC
4		0	45	0	0	0	0	0	15	0

T - Theoretical; TP - Theoretical and practical; LP - Laboratory Practice; S - Seminar; TG - Tutorial guidance; FW - Fieldwork; T - Training; ; EC - Clinical teaching; O* - Other hours typified as Clinical Training under the Directive 77/453/EEC of June 27, adapted by Directive 2005/36/EC.

Teacher in charge (GDPR consent)
[complete name, email]

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Prerequisites
[Curricular Units that must precede and specific entry competences]

There is not.

Learning outcomes
[Description of the overall and specific objectives] [Knowledge, skills and competences to be developed by students]

It is intended that students develop the skills to create and customize new publications, namely books, brochures and newspapers, completed with the skills of text and image digitization.

Sustainable Developemnt Goals

Syllabus

Adobe InDesign:
- Customize the program, explore the menus;
- Create a new publication and customize it, save and open publications, insert and remove pages;
- The work area, toolbox, control boxes, mouse use;
- Set master pages, page view and page numbering;
- Draw objects, contours and fills;
- Moving and positioning graphic elements, rulers and guide lines;
- Copy, cut, paste, paste in place, duplicate and multiple pastes;
- Import, create, edit, export, format and readjust text blocks;
- Format characters and paragraphs, define and apply styles;
- Create and format tables;
- Work with publications in columns;
- Error correction;
- Import, place, move, resize and outline text in an object;
- Import, place, move and resize a graphic;
- Connections;
- Colors and palettes;
- Pagination of books and brochures;
- Printing a publication;
- Merge several publications into a single document.

Teaching methodologies (including assessment)
[Specify the types of assessment and the weights and evaluation criteria]

1 - Teaching methodologies

The methodology to be followed in this course takes into account the defined objectives and the heterogeneity of students with regard to computer knowledge.
Classes will have a theoretical/practical nature. However, due to the specificity of the discipline, the practical component will predominate. So the activities will be guided through a script and developed individually, or if this is not possible in groups of two or three elements.
The work proposals will always seek to take into account the type of tasks that students will develop in their future profession, such as: image processing, text digitization, pagination of a newspaper, construction of a poster, etc.

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In accordance with the philosophy that presided over the organization of the curricula of the different courses taught at this School, the student should develop attitudes of autonomy, self-criticism and self-demand, appropriate to the nature of the profession they will come to play.

Throughout the semester, themes related to the subject's contents will be defined, which will serve as the basis for a work to be developed by the students, individually.

Without forgetting the cooperative work, however, the importance of an individualized and face-to-face assessment is kept in mind, so that the students will take an individual test.

The final evaluation will be the result of the work carried out throughout the year, the tests and participation in classroom activities.

Mandatory attendance in the course unit is 75%

2 - Period assessment

- Conducting practical work in class
- Conducting individual practical work

3 - Examination assessement

- Conducting an exam focusing on the syllabus of the UC

Bibliography	**1 - Main Bibliography** Corporation, C. (1993). Omnipage Professional - Image Assistant. Los Gatos: Caere Corporation. Corporation, C. (1993). Omnipage Professional - Reference. Los Gatos: Caere Corporation. Adobe Creative Team (2007). Adobe InDesign CS3 Classroom in a Book. California: Adobe Press. Adobe Creative Team (2012). Adobe InDesign CS6 Classroom in a Book. California: Adobe Press. Adobe (2007). Adobe® InDesign® CS3 User Guide for Windows® and Macintosh. California **2 - Complementary Bibliography**
Special Situations [Students with special status]	**1 - Period assessment - Students with special status** **2 - Examination assessement - Students with special status**