

5 words to remember

desktop publishing (DTP): software and hardware systems designed for users to produce high-quality 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 network-file 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:

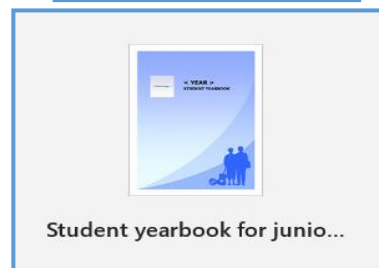
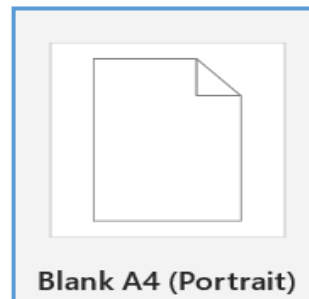


Test yourself: Explain the difference between the proofreading error underlined in red and the one in blue below, before correcting them both:

The children was playing an adventur game on the computer.

Knowledge check: Desktop publishing

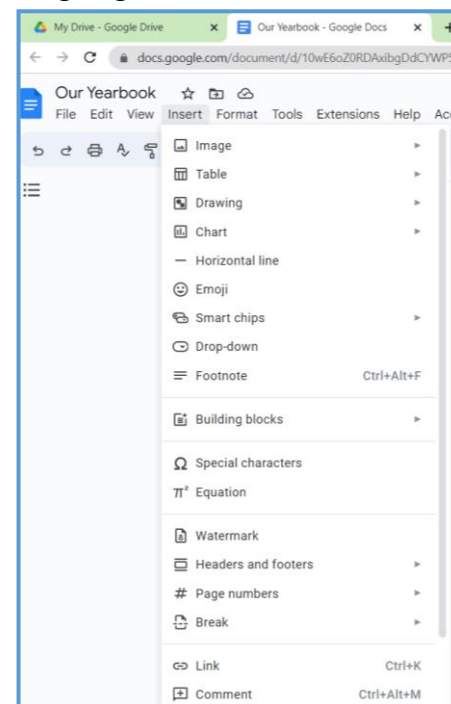
When using DTP software, users have the option of opening a blank document or a template.



Test yourself: What are the advantages and disadvantages of using templates as the starting point for your publications?

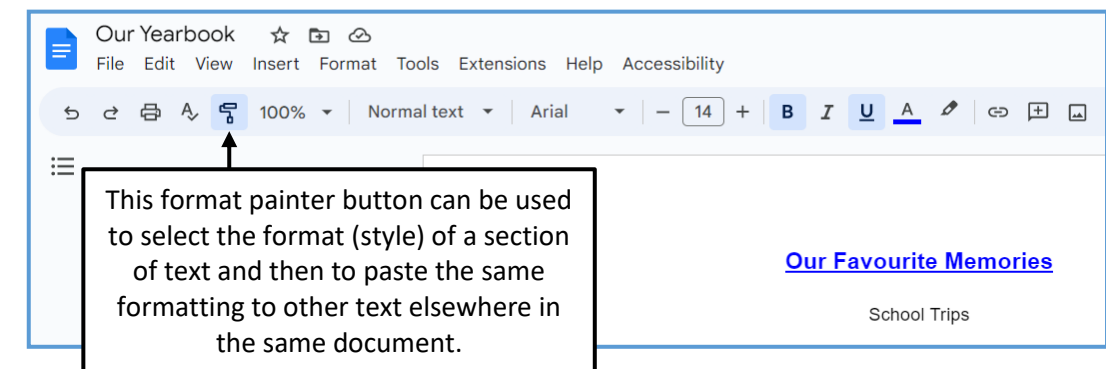
DTP software, such as Google Docs, can combine different types of content, but why is there no option to insert a video into the document?

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

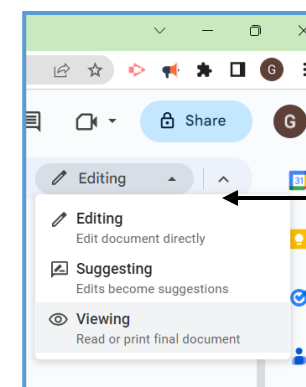


Key takeaways

- 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 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.



- 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.



Editing modes in Google Docs:

- Editing** – others can make changes directly, which will not be highlighted in any way
- Suggesting** – any changes are shown using different colours, strikeouts and comments
- Viewing** – others can only view the file, not edit it