

Desktop Document Design

presented by the

Capital Area Community Media Center



WHEN:

Friday, August 7, 2009

11:00 am – 4:00 pm

registration and networking begin at 10:30 am
a light lunch will also be provided

WHERE:

**Michigan State University Campus
Bessey Hall – 2nd Floor – Room 211**

for *parking options and directions go to –
<http://maps.msu.edu/interactive/index.php?location=ebh>

In this workshop participants will create print documents, including a flier and a newsletter, to help communicate their organization's message. We'll work with a word processor (Microsoft Word 2003) and a page layout program (Microsoft Publisher 2003), and also talk about free alternatives like Google Docs and Open Office. Throughout the workshop, design concepts like contrast, repetition, alignment and proximity, as well as components of good design like font, shape, color, and layering will be discussed.

- ✚ In the first part of the workshop, participants will create a flier for their organization in Word. **Please bring pictures and text that you would like to use, either as attachments that you can download from email or on a flash drive.** You will be able to take these fliers back to your organization via your own flash drive or through email to continue working on after the workshop.
- ✚ In the second part of the workshop, you will create a newsletter for your organization using Publisher. **Please bring pictures and text (articles) that you'd like to use.** Participants will also look at good online sources for stock images, and how to select and crop images appropriately.

The presenters for this workshop are from the Capital Area Community Media Center (CMC), an emerging regional non-profit multimedia center promoting our community. The CMC has contracted with the *Power of We Consortium* to build the communication and media capacity of faith-based and community organizations in the Lansing area.

The workshop location is in an MSU Computer Lab where the amount of equipment causes the room temperature to constantly adjust to keep computers from overheating, so participants may want to dress in layers for comfort.

Advance registration is requested

- Send a separate registration for each participant, by email, to Wendy Duke-Littlejohn at wduke@ingham.org
- **Registrations must include** – Name, Title/Position, Organization, Daytime Phone Number, Individual E-mail Address, Workshop Title and **Specific questions you would like addressed during the workshop.**
- **Free Parking passes will be available for Faculty/Staff Lot 10 (behind Bessey) or Faculty/Staff Lot 9 (Giltner Hall) diagonally across from Bessey** (see map on web for parking and building locations)