

Name _____

Class _____

Date _____

By the end of this worksheet I can...

- ☐ explain the role of thumbnails and annotation
- ☐ identify DTP features in a layout: text wrap, reverse, drop shadow, bleed, flow text along a path, columns, gutter
- ☐ explain why a serif or sans serif font suits a layout

I DO**Worked example** Read how a full-mark answer is built

A designer produces several small, quick layout sketches before using DTP software.

1 Explain two benefits of thumbnails. (2 marks)**Full-mark answer** each ✓ is one mark

Thumbnails are a quick way to try out a range of layout ideas before committing to one ✓. They can be shown to the client for feedback early, saving time on the final DTP layout ✓.

Why marks are not awarded

"They are small and easy."

0 marks: no benefit is explained.

WE DO**Guided practice** Use the starters and word bank to help you

A sportswear poster uses a sans serif font.

2 Explain why a sans serif font suits the poster. (1 mark)**Sentence starters**

One reason is ... because ...

Another reason is ... so ...

Word bank

target · sporty · matching · modern ·

distance · audience · appeals

Tip: 1 marks = 1 separate, developed points.

YOU DO

On your own No notes. Check your answers afterwards.

3 Quick check: tick one box for each.

a) The space between two columns is the...

- ☐ Gutter ☐ Margin ☐ Bleed ☐ Header

b) White text on a black box is...

- ☐ Transparency ☐ Reverse ☐ Drop shadow ☐ Bleed

c) Why does a designer extend the background past the trim edge?

- ☐ To use more ink and give stronger colours ☐ To add a white border round the edge ☐ So no white edge shows after cutting (bleed) ☐ To make the margins wider

d) A sans serif font suits a modern layout because...

- ☐ It looks clean and modern and is easy to read ☐ It looks formal and traditional, like a newspaper ☐ It looks like handwriting, so it feels personal ☐ It is always printed in bold, so it stands out

4 Key terms: write the letter of the matching description next to each term.

1. Thumbnail	_____	A Text flowing around an image.
2. Gutter	_____	B Text following a curved line.
3. Bleed	_____	C Background extending past the trim edge so no white edge shows.
4. Reverse	_____	D Light text on a dark background.
5. Text wrap	_____	E Small, quick layout sketch for generating ideas.
6. Flow text along a path	_____	F The gap between columns.

5 Explain the relationship between A4 and A3 paper sizes. (1 mark)

A leaflet has white text inside a dark circle, body text flowing around a curved image and a shadow under each photo.

6 State the DTP technique used for each. (3 marks)

A promotional layout is being designed in DTP software.

7 Describe four features of the layout that DTP software helped to create. Refer to the layout. (4 marks)

Check and reflect

Mark your answers with the answer sheet. Go back to the checklist on the site and re-rate each “I can” statement above. Which one still needs work?
