

# Lesson 3: Great template!

Year 3 – Creating media – Desktop publishing

National  
Centre for  
Computing  
Education



Raspberry Pi

# Lesson 3: Great template!

## To choose appropriate page settings

- I can explain what 'page orientation' means
- I can identify placeholders and say why they are important
- I can create a template for a particular purpose

# What is a template?



Think, pair, share.

# What is a template?

A template is a document that has already been laid out in a certain way. It might have columns for text, or spaces for pictures or text.

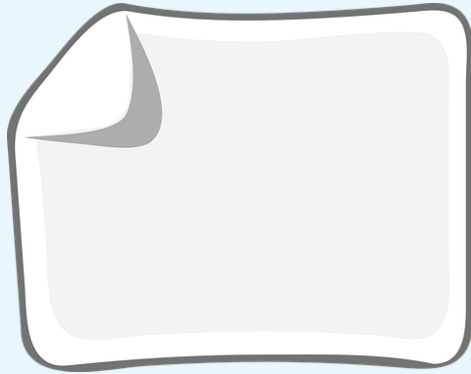


Templates can be helpful because they give you different page layouts to choose from. They either come with software, or you can make your own.

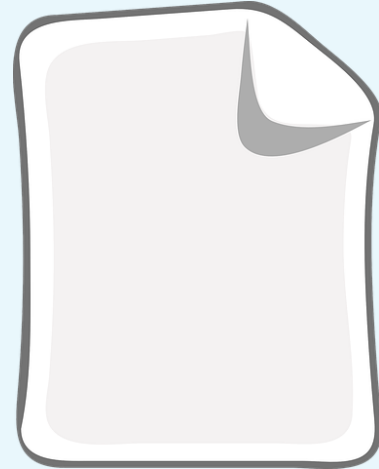
# Landscape or portrait?

When you create a piece of work, you can sometimes choose which way round you would like the page to be read. We call this the page **orientation**.

Landscape



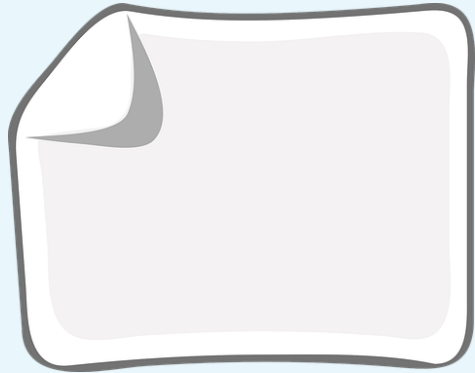
Portrait



# Choosing your page orientation

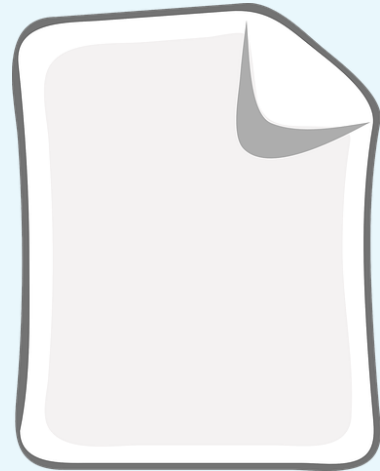
Your page orientation will depend on the piece of work that you want to create. Think about which orientation is usually chosen for the documents on the next slides.

**Landscape**



**OR**

**Portrait**



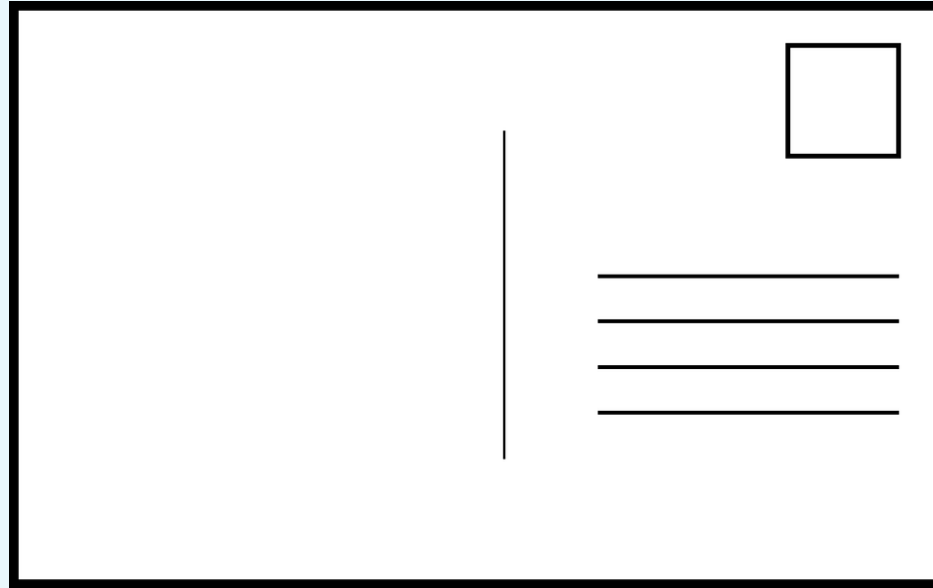
Landscape or portrait?

# A newspaper



Landscape or portrait?

# A postcard





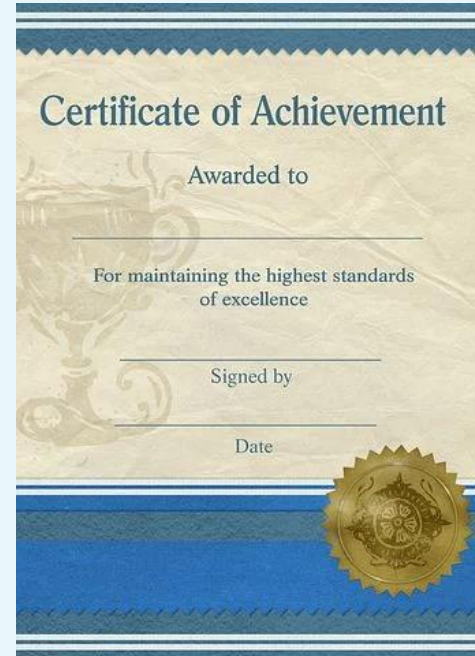
Landscape or portrait?

# A birthday card



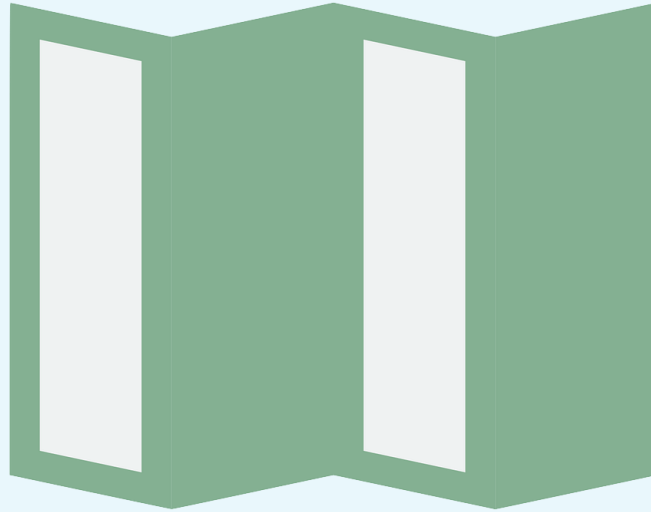
Landscape or portrait?

# A certificate



Landscape or portrait?

# A leaflet



Landscape or portrait?

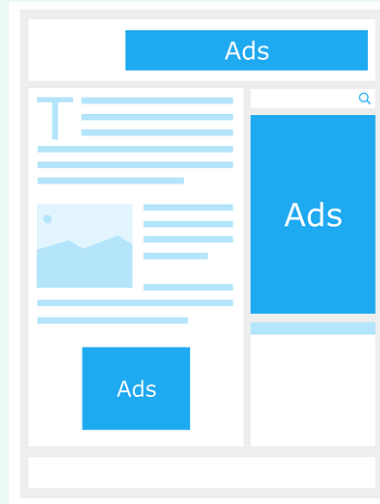
# A magazine





# Placeholders

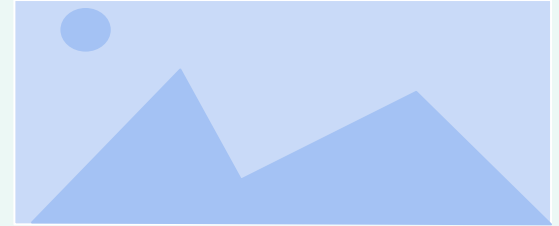
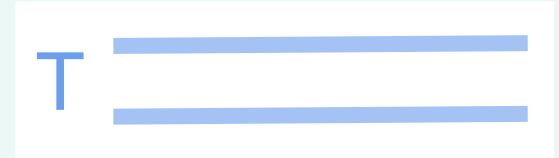
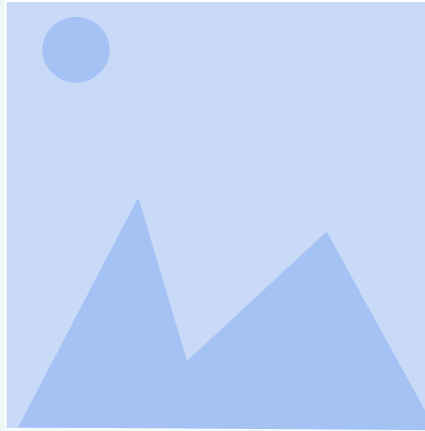
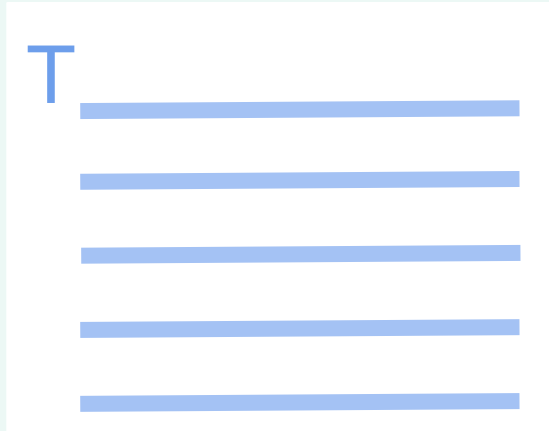
Placeholders are the boxes that hold the place of the text or images that you are going to add to your document.



Placeholders are helpful because you can design your page layout before having to think about the content you are going to add.

# Placeholder jigsaw

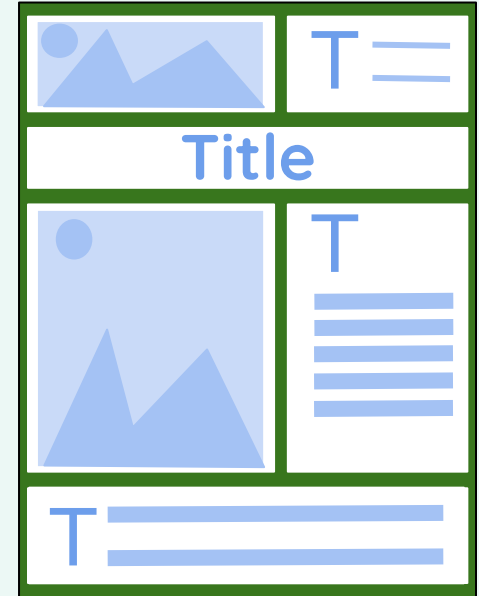
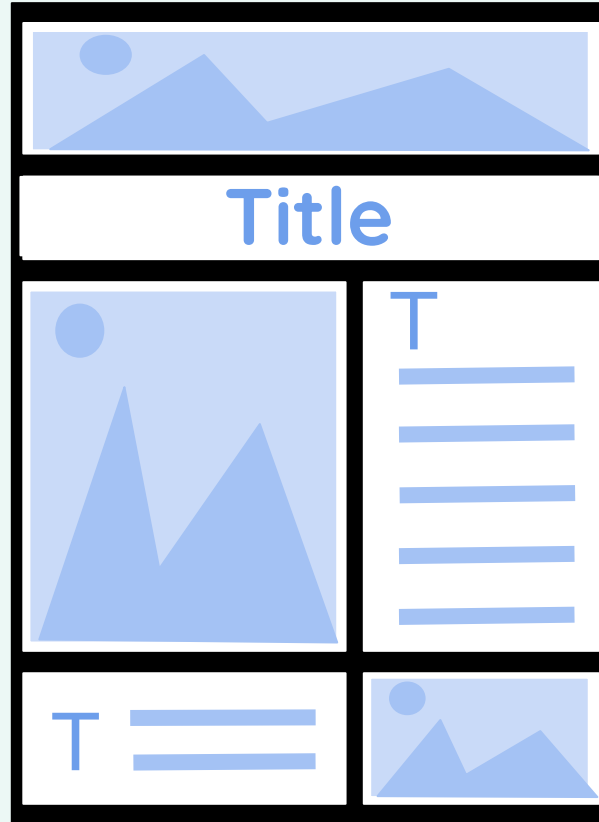
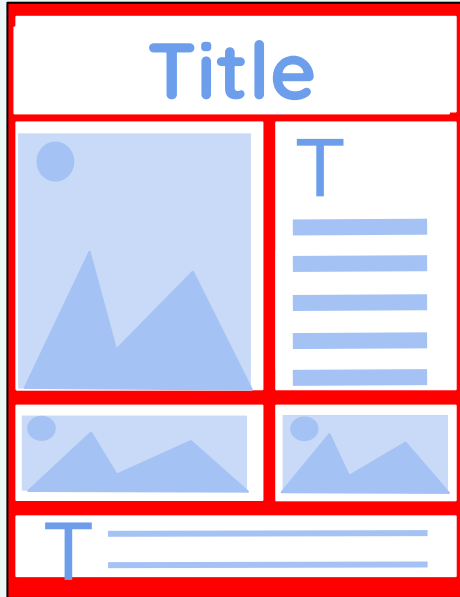
Think about the layout of a magazine cover. Imagine the pieces of paper you have been given are placeholders. What would your magazine look like?



Put your pieces together to create the layout for the front cover of a magazine. Think carefully about headings and subheadings when creating your layout.



# What does your cover layout look like?





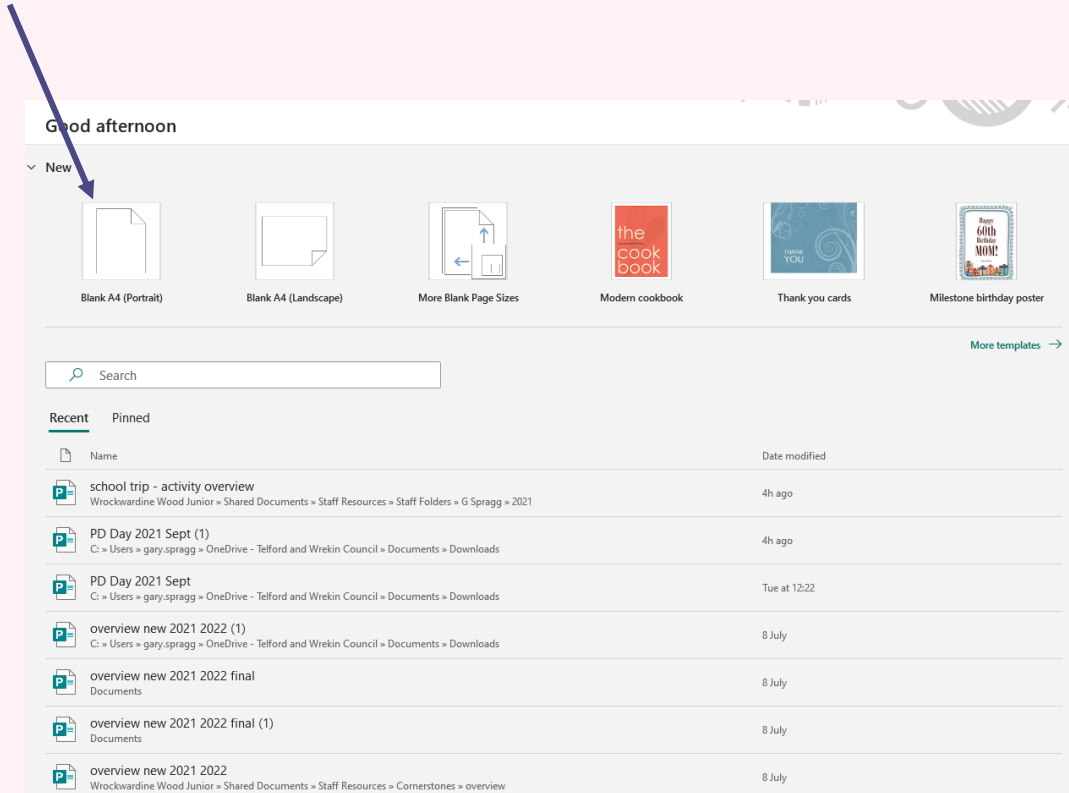
# Technology magazine



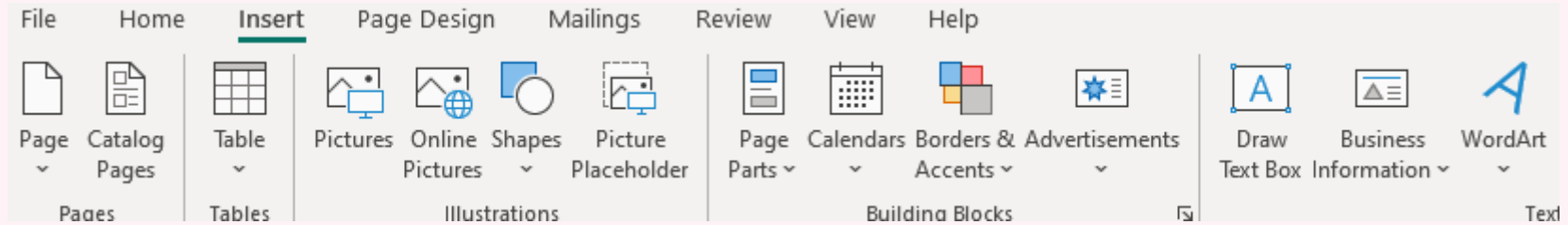
Today, you will create your own front cover for a magazine all about technology.

# Create your own layout

## 1. Click 'Blank A4 (portrait)'

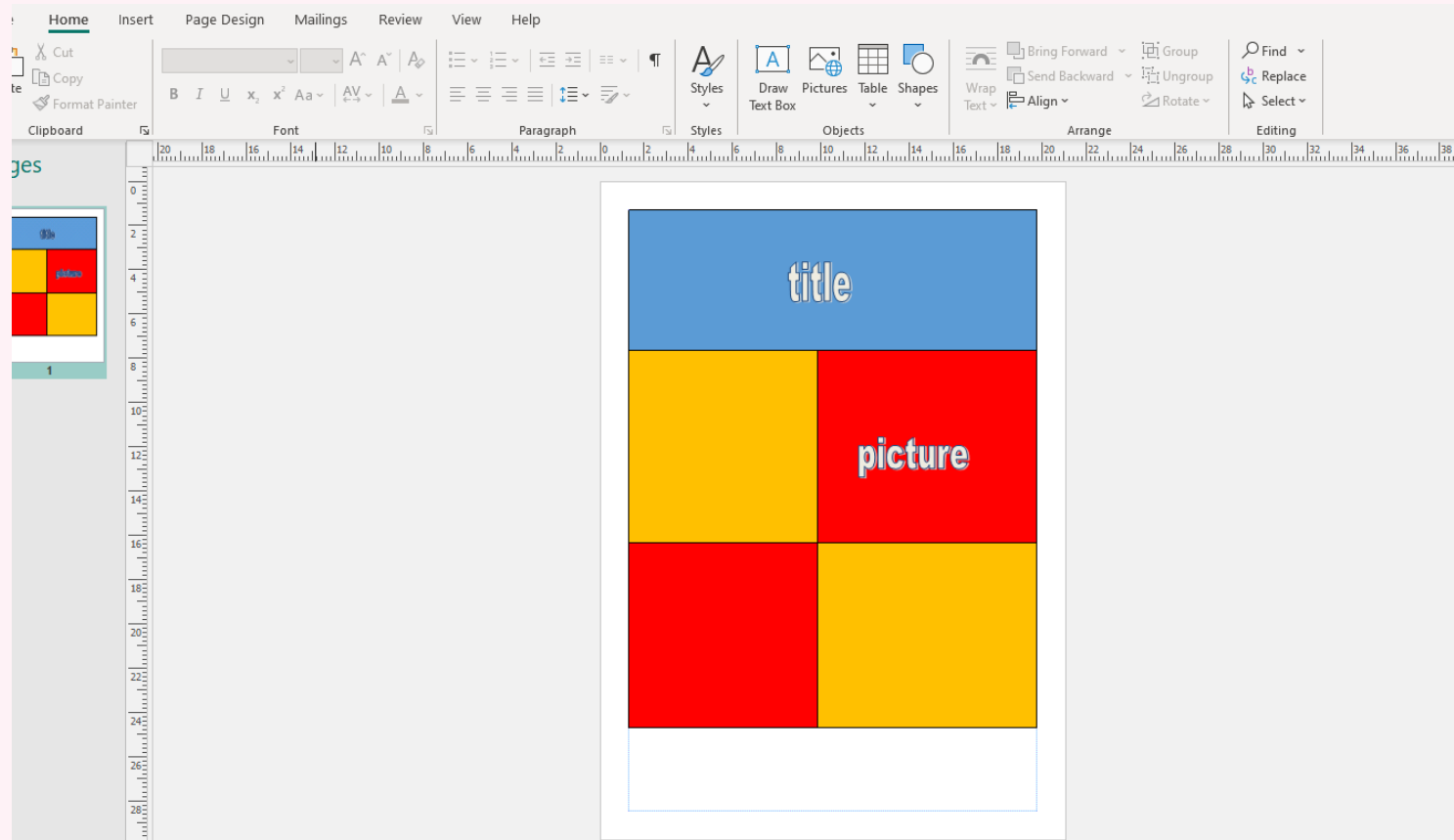


# Create your own layout



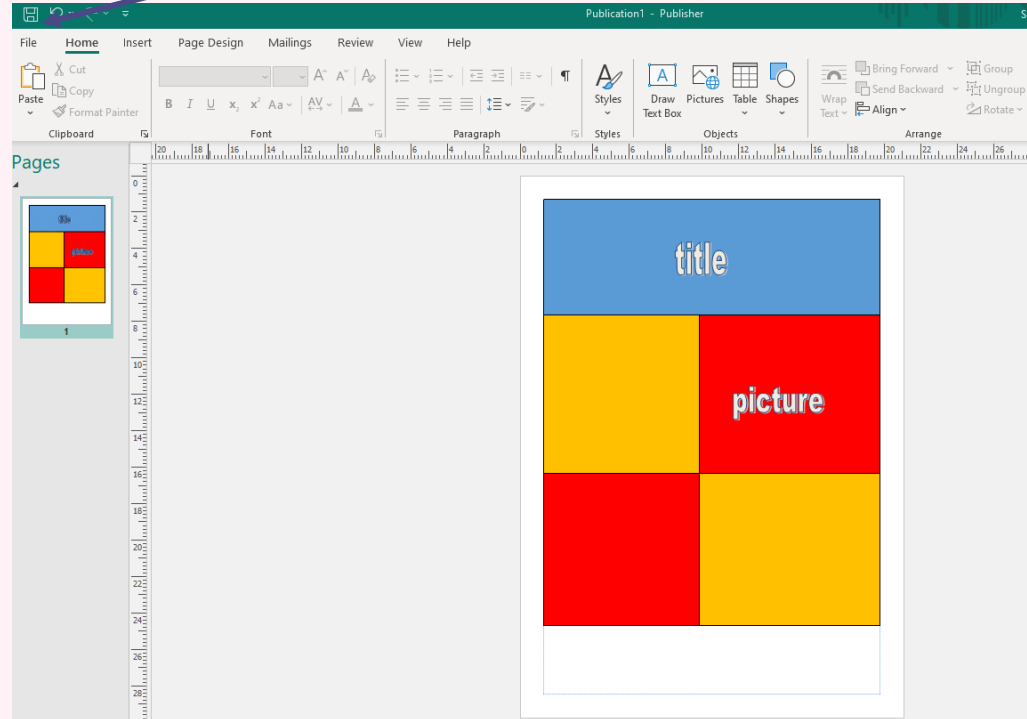
Use shapes and textboxes to create the template

# Create your own layout

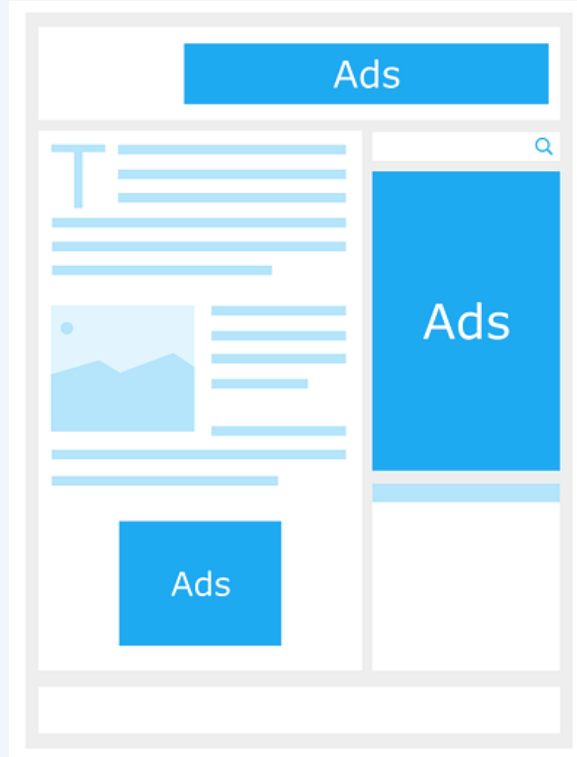


# Saving

1. Click 'file' then click save as. Your teacher will show you where to save it.



# Why do we use placeholders?



## How confident are you? (1-3)

- I can define the term 'page orientation'
- I can identify placeholders and say why they are important
- I can create a template for a particular purpose

**3 – Very confident**



**2 – Unsure**



**1 – Not confident**



# Next lesson

## In this lesson, you...

Choose appropriate page settings

## Next lesson, you will...

Add content (text and images) to our work from today