# DYP Yools

## **Cropping**

Cropping is a tool which allows you to delete unwanted parts of an image. You can crop an image by pulling in the sides or by cropping around the outline of the shape as shown in the second cropped image







Cropped Image

Cropped Image

#### **Transparency**

When you make an image/ text/block of colour etc. 'see-through' so that you can see anything positioned behind



#### Desktop Publishing

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#### **Text Wrap**

When you alter text to wrap around an image or shape

# **Drop Shadow**

When you make an image/text/block of colour etc. 'see-through' so that you can see anything positioned behind

#### Text Wrap

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This is when a line or shape is drawn and used as a path for text. You can create any shape and this can make for a more interesting design, drawing the reader in.



**Title** 

# **Margin**

The blank space between the edge of the paper and where the publication starts.

#### Columns

A column is a structured block of text which has been divided into sections, as shown to give structure and make the text easier to read. If you can imagine this text was not broken down into columns then it would seem more daunting for

#### Footer/Header

The footer is text at the bottom of the page, separate to the main boy text which often is repeated throughout the whole document. This can include for example; page numbers, name of the publication (eg.magazine, newspaper) and the date among others. The header is the same aside from the fact it is positioned at the top of the page



eing a top-shelf metalshaper must ing, shaping, fitting and refitting, only to two-stroke Mercury outboard engine, and have your work covered up by mils of shattered a 750cc record at Daytona beach. paint. But if the metal craftsman's work isn't 100 percent correct, the best painter in the world can't make it look right

Well, today is the day we salute the metal craftsman.

Vittorio Stanguellini built small-bore sports racing cars by the handful immediately preceding and following World War II. He became known as one of the most nent tuners of Fiats, but unlike Carlo Abarth, he soon began to branch out on his own, building racing cars and engines of his own unique design, to his own exact-

ing specifications.
Stanguellini chassis number CS04080 has more of a history in the United States than it does in Italy. Briggs Cunningham was the car's original owner and in his first months of ownership, managed to win at Watkins Glen thanks to the 750cc Fiat-based twin cam. Mercury marine engine genius and sports

car racer Carl Keikhaefer then purhased be a frustrating existence. You spend weeks and months pound on the dyno. In its place, Keikhaefer fit a

> Trouble is, none of Stanguellini's cars looked the same, and they each had their own unique idiosyncrasies. And, in typical Italian fashion, the cars were never photographed all that well, and once they were finished, the company was on to the next product. The Germans would've photographed the cars from every conceivable angle, but all the Italians cared about was

restoration of this 1953 Stanguellini 750 at the behest of a regular client, for whom he restored other true "one-of-one" cars, such as the Motto-bodied MG featured in HS&EC #13.

Wenig sent us this selection of photos

Originally sold to racing legend Briggs Cunnil ham, the car was eventually campaigned by Car Keikhaefer's team, with a two-stroke marine

angle, but all the Italians cared about was finishing the next project.

The challenge of restoring a car with very little supporting documentation makes it a daunting task for any restorer. Enter Jason Wenig, proprietor of Creative Workshop in Dania Beach, Florida. Wenig took on the aluminum." We thought so too, so we decided to run them as is, o you could see decided to run them as is, so you could see what goes into a restoration like this.

When the car is completed, we'll be running a full restoration profile on it, but for the time being, here's ne work that will never be seen once it's in paint.

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#### **Gutters**

The space between columns of text

# Caption

Explanatory note related to something else in the document, eg. an image or diagram

## **Text**

A text box is what you would insert into a page in order to in out text into your document. It should look something like the image shown

> Draw Text Box

Text Box Text Box

# DYP Yools

# Copy/cut/paste

When you take an image/piece of text etc. and copy it from one place to another. Cut is when you delete something from its original location and paste it somewhere else.

Shortcuts: Ctrl C / Ctrl X / Ctrl C

#### **Handles**

Handles are the parts which appear when you select an image. By moving these you can manipulate the image in many ways i.e. changing the size or rotating an image.



#### Colour Fill

This is when you take a shape with an outline and fill it in with a colour this is shown in the images below.



Before colour fill



After colour fill—plain/solid

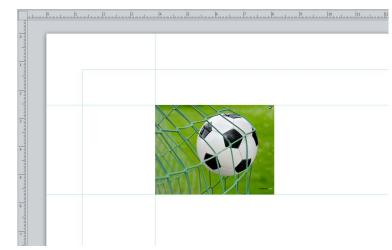


After colour fill—gradient

### Guidelines

Guidelines are guides which you access via your rulers on you page. They act as a guideline for aligning images/text etc.
You can select **Snap to** 

**Guidelines** which will allow your image to automatically jump to meet with guidelines you have positioned on the page



# Impact of using DTP

# Advantages:

- Documents can be produced more quickly and accurately
- Images and documents can be easily edited
- Layouts, files and documents can be sent quickly over long distances via the internet
- The user can work from home
- It is easy and efficient to communicate with the client

# Disadvantages:

- Computer files can be easily lost or stolen
- Computers can fall victim to viruses, malfunction or power failure
- It is initially time consuming and expensive to train staff to use new software

# Environmental impact:

All industry has an impact on the environment, including printing and publishing. These are some steps companies can take to minimise their effect on the environment:

