DESKTOP PUBLISHING

OVERVIEW

Participants develop a portfolio of materials during the current school year. The portfolio
includes a tri-fold pamphlet, a three-column newsletter, and a poster. All
participants then work to solve an on-site problem that demonstrates their abilities
to use the computer to design, edit, and print materials for publication.

PURPOSE

The Desktop Publishing event gives TSA members the opportunity to demonstrate their
understanding of desktop publishing software and the technology used to prepare
three (3) common publication formats.

ELGIBILITY

Entries are limited to one (1) individual per state.

TIME LIMITS

A. Participants have a thirty (30) minute set-up time before the event.
B. Participants have two and one-half (2 '/2) hours to complete the on-site problem.

PROCEDURE

A. Participants check in their entries at the time and place stated in the conference
program.
B. Entries are reviewed by evaluators.
C. Participants report to the event area at the time and place stated in the conference
program for the on-site component.
D. Participants are allowed thirty (30) minutes for set-up before the event.
E. Participants are provided with the publishing problem and are allowed two and one-
half (2 '/2) hours to complete their entry.
F. The entries are judged on screen.
G. A final color output of the entries is printed.
H. All winning entries, digital and hard copy, become the property of TSA, Inc.
I. Upon conclusion of conference events, participants must pick up their portfolios at the
time specified in the program.

REGULATIONS

A. Participants must prepare the color printed products (tri-fold pamphlet, a three-column newsletter, and a poster) during the current school year.

B. Participants must supply their own computer work station, color printer, 8 '/2" x 11" blank paper, power strip, fifty-foot grounded extension cord, and software for the competition. (Clip art may be used in the publication.)

C. Participants are not permitted to leave the event room without permission from the event coordinator.

D. All portfolio papers are developed in color.

E. All on-site work is developed and printed out in color.

F. All portfolio papers are developed on blank 8 '/2 " x 11" paper.

G. The portfolio is used to determine 50% of each participant's score.

H. The on-site problem is used to determine 50% of each participant's score.

I. Participants may use only their conference identification number as the means of identification on work.

J. When a participant completes the event, or time elapses, the final project must be printed.

K. All materials must be replaced inside the participant packet and returned to the event coordinator.

EVALUATION

Evaluation is based on points earned for portfolio development, for pre-press abilities, for the solution to the on-site problem, and for the final printed product.

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EVENT COORDINATOR INSTRUCTIONS

PERSONNEL
A. Event coordinator, one (1)
B. Event evaluators, three (3)
C. Computer coordinator, one (1)

MATERIALS
A. Coordinator's box, containing:
      1. Event guidelines, five (5) copies
      2. Official rating forms
      3. List of entries, with finalist report
      4. List of event evaluators/assistants
      5. Pens for event evaluators
      6. Results envelope
B. Competitive event personnel and participant list
C. Tables for computer systems (2' x 4' minimum each), one (1) per participant
D. Chairs, one (1) per participant

PROCEDURE
A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's box. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.
B. Inspect the area(s) in which the event is being held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
C. Check in the entries at the time stated in the conference program. Anyone reporting who is not on the entry list may check in only after official notification is received from the CRC chairman. Entries turned in late are NOT considered unless the lateness has been caused by the oversight or negligence of the conference coordinators. Secure the entries in the designated area.
D. One (1) hour before the event is scheduled to begin, meet with your evaluators/assistants to review time limits, procedures, regulations and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.
E. Begin the event at the scheduled time by closing the doors and checking the entry list. All participants and event evaluators should be in the room at this time. Any participant not present is disqualified. In order to compete, participants must be on the entry list or must have approval of the CRC chairman.
F. Evaluators independently review each entry and complete the official rating form.
G. For participants who violate the rules, the decision either to deduct twenty points (20) or disqualify the entry must be discussed and verified with the event evaluators, event coordinator, and a CRC manager.
H. Submit the finalists report, including a ranking of the ten (10) finalists, and all related forms in the results envelope to the CRC room.
I. If necessary, manage security and the removal of materials from the area.

DESKTOP PUBLISHING

2001-2002 OFFICIAL RATING FORM Junior HIGH SCHOOL										
ENTRANT'S ID #										
EVALUATIVE CRITERIA										

Portfolio development (pre-conference)…….50 pts.
  Tri-fold pamphlet, three column newsletter,
  poster										

On-Site Problem
Prepress abilities ....…………….. 20 pts.
  Page layout, principles used in design, clip art
      selection and placement, font selection and
      usage										

Solution to on-site problem ....20 pts.										
Final printed product...................…......... 10 pts.										
SUBTOTAL.........................…………...... 100 pts.										
Rules violation (if any) .... minus 20 pts.										
TOTAL ....…………......... 100 pts.										

Evaluator's comments/notes:

I certify these results to be true and accurate to the best of my knowledge.

Evaluator's signature _____