

Course: Publisher

Overview

In this lesson, students will learn about endangered species in the United States, some of the reasons they are endangered (e.g. habitat destruction or the introduction of invasive species), and what is being done to protect them. Students will choose one species to focus on and examine the reasons it is endangered, and why it is important to make an effort to save it.

Terms

1. **Publisher** – A Microsoft Office product used for producing publications such as newsletters, flyers, brochures, signs, etc.
2. **Template** – In word processing and desktop publishing programs, a pre-designed document that contains formatting and, in many cases, generic text.
3. **Desktop Publishing** – software used for producing publications such as newsletters, flyers, brochures, signs, etc.
4. **Wizard** – a built-in component for quickly creating publications in Publisher.
5. **Color Schemes** – preset color choices for the design templates.

Participant Handouts:

- Polar Bear Brochure
- Brochure template
- Vanishing Species Chart

Lesson Plan Procedures:

Have students work in small groups. Ask each group to research an endangered species. Try to have the groups represent different types of species (e.g., mammals, birds, reptiles, fish, or plants).

Have students answer the questions on the hand-out **Vanishing Species** – and arrange the information on the Publisher template. They should include photos of their animal from the Internet, important facts about the species; reasons for the decline of its numbers; and any other information they feel is important.

After students have completed the research, answered the questions, and organized their publications, take them into the computer lab and have them create a tri-fold brochure on their endangered species. Use the brochure wizard to get students started.

The following Web sites will help students begin their research:

<http://eelink.net/EndSpp/specieshighlights-mainpage.html>

<http://www.ea.gov.au/biodiversity/threatened/information/kids.html>

<http://endangered.fws.gov/wildlife.html>

<http://www.worldwildlife.org/>

As they create their presentations, ask students to address




- when and why the numbers of this particular species started to decline;
- what the major threats to this species are;
- what has been done so far (if anything) to save this species;
- why it is important to save this particular species (Do other species depend on it for some reason?); and
- what they would recommend doing to save this species from extinction.

Have Endangered Species crossword puzzles and word searches for students who complete their research early.

Have students post their presentations around the room. Ask them to take turns giving a brief presentation about the species they have studied and answer any questions other students have.

There are some samples posted on the TIP Lite webpage.

How to Create a Brochure using Microsoft Publisher

1. Open Publisher and under **Start with a design**, choose **brochures**.
2. Choose one of the informational brochure designs.
3. On Brochure Options, choose **3 panel**, Customer Address **None**, and Form **None**.
4. You can change the color scheme by clicking on Color Scheme and then choosing different colors.
5. Notice the page icons at the bottom of the page where you can switch back and forth between the inside and outside of the brochure.
6. Begin with page one of the brochure and delete all images, text boxes, etc. until you have a blank brochure.
7. To remove an image from the brochure, click on it and press the delete key on your keyboard.
8. To remove text from the brochure, highlight the text and press the delete key on your keyboard. You can also use Ctrl X to delete the text box.
9. Add a Title for your brochure using Word Art. Click on the Word Art Icon  on the toolbar. Choose a style and type in the title of your brochure. (E. g. the name of your endangered animal)
10. Once the word art appears on your brochure, you can place it in the desired position by moving with the move tool.
11. Add an image of your animal under the title. To add a new image, go to **Insert, Image** on the main menu. Then browse for the image.
12. You may adjust the size by dragging the corner of the image in or out with the double arrow resize  icon.
13. You may move the image anywhere on the brochure by selecting it and moving it around with the move  icon.
14. To add clip art, go to **Insert, Clip Art**, on the main menu. Search for a piece of clip art and insert it by right clicking on the clip art and choosing insert.
15. Create text boxes on the second page of your brochure and either copy and paste text into the boxes or type information about your endangered animals.
16. You may add more clip art and images to make the brochure more interesting.