

Photographics 10, Graphic Arts 20, 30

Titles and Descriptions

Adobe FrameMaker 6.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2000. 391 p. ISBN 0-201-70014-X (\$45.56 pbk.).

FrameMaker is one of the more popular programs to use in graphic arts. It is particularly strong in page design and book building. This resource provides step-by-step guidance in FrameMaker basics as well as more advanced techniques. Each chapter or lesson deals with a specific topic such as page layout, graphics, books and web publishing. Each lesson has subtopics that are handled in two-to-four pages. Screen illustrations are used throughout the resource to guide the user through each exercise. An expanded table of contents and an index are included.

The accompanying CD-ROM includes folders for all 15 lessons.

Suggested Use: Computer-Aided Graphic Design; Layout

Other Use: Information Processing

Adobe Illustrator 8.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1998. 417 p. ISBN 1-56830-470-6 (\$45.43 pbk.).

Part of a series of hands-on software training workbooks, this resource allows users to learn quickly and easily the features of Adobe Illustrator. Whether it is print, multimedia or online graphics, this book provides step-by-step instructions to the basic and advanced features of Adobe Illustrator. Each lesson covers topics such as creating basic shapes, painting, working with type, creating watercolour or airbrush effects and combining Illustrator graphics and PhotoShop images. Screen illustrations in black-and-white and in colour are used throughout the book to guide users through the lessons. An expanded table of contents and an index are included.

The enclosed CD-ROM contains electronic files for each of the lessons.

Suggested Use: Computer-Aided Graphic Design; Layout

Other Use: Information Processing

Adobe PageMaker 6.5 Plus: Productivity Kit (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1999. 184 p. ISBN 0-201-65897-6 (\$37.50 pbk.).

If PageMaker is one of the software programs being used in the graphic arts program, this resource can provide excellent tips on the best way to put the templates and clipart to work. The book contains 24 projects that guide the user through producing matched stationery, business cards, invoices and price lists. The techniques for customizing templates to create newsletters, flyers and direct mail ads are also included. Colour and black-and-white screen drawings illustrate each of the instructional steps. An index is included.

Suggested Use: Computer-Aided Graphic Design; Promotion and Design

Other Use: Information Processing

Adobe PageMaker 7.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2002. 324 p. ISBN 0-201-75625-0 (\$34.58 pbk.).

PageMaker is one of the premier software tools for producing business communications in the form of newsletters, brochures, colour catalogues, magazines or web pages. This resource provides step-by-step instructions for creating specific projects, such as a booklet for a CD jewel case, a flyer or a newsletter. The instructions are easy to follow and the black-and-white screen illustrations assist in visualizing each step of the project. An index is included.

The enclosed CD includes folders related to each lesson of the book.

Suggested Use: Computer-Aided Graphic Design; Promotion and Design

Other Use: Information Processing

Animation: Basic Camera Techniques (Video). (Art Is... Video Series). Crystal

Productions (CVE), 1998. 29 min. Order no. B6VH5491 (\$25.00 U.S.).

In this video, two professional film artists illustrate the principles of animation. They take the viewer from the basics of drawing to filming the animated drawings with a camcorder. Careers in animation are also covered.

Suggested Use: Animation; Career Development

Other Use: Communication Production Technology

Art Is...Video Series (Video). Please refer to the title: *Animation: Basic Camera Techniques*.

AutoCAD 2000: Visual JumpStart (Print-Non-Fiction). Frey, David. Sybex, Inc. (FIR), 2000. 256 p. ISBN 0-7821-2777-0 (\$29.95 pbk.).

As AutoCAD becomes the accepted standard for computer-aided design programs, it is essential to have resources that will introduce students to the basics in an easy-to-use format. This resource takes an excellent approach to level out the learning curve so the many features of AutoCAD will not intimidate students. Screen shots and line drawings are combined with a step-by-step layout to take students through topics such as understanding how the commands work, drawing, editing, using object snaps, creating layers and putting dimensions on a drawing. An index and a glossary are included.

Suggested Use: Computer-Aided Graphic Design

Other Use: Design Studies; Drafting and Computer-Aided Design

Basic Visual Concepts and Principles for Artists, Architects, and Designers (Print-Non-Fiction). Wallschlaeger, Charles and Busic-Snyder, Cynthia. Brown & Benchmark (MHR), 1992. 527 p. ISBN 0-697-00651-4 (\$115.95 pbk.).

This resource presents a very thorough analysis of visual communication. The intent is to provide students with a process-orientated approach to learning the visual language—that is, the theories, concepts and

skills used in creating form. This detailed text includes lessons that are reinforced with exercises that help students apply the various concepts. Many detailed drawings and photographs are interspersed throughout the book. Each chapter contains an outline, objectives and a glossary. This resource would suit students working on independent projects at an advanced level. It includes an expanded table of contents and an index.

Suggested Use: Graphic Design

Other Use: Design Studies; Drafting and Computer-Aided Design

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unpaginated. No order number is required. (\$25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: <http://www.blueprint4life.ca>.

Suggested Use: Career Development; Work Study; Teacher Reference

Other Use: All PAA Curricula

Career Opportunities in Television, Cable, Video, and Multimedia (Print-Non-Fiction). Reed, Maxine K. and Reed, Robert M. Facts on File, Inc. (ERD), 1999. 274 p. ISBN 0-8160-3941-0 (\$26.44 pbk.).

Although this is an American resource, it does provide an excellent overview to the many careers that are available in several fields of media. Over 100 jobs are described within broad categories such as programming, production, advertising,

performance, education and multimedia. Each job, whether it is a video sales clerk or a news anchor, has a description of the position, the average salary, the skills needed, education required and employment prospects. A section on minority and women's opportunities is also included. An index is provided.

Suggested Use: Career Development

Other Use: Communication Production Technology

Career Options for Women Series

(Video). Please refer to the title:

Entertainment.

Career Options for Women II Series

(Video). Please refer to the title: *Video Games.*

Cel Mates (Video). National Film Board of Canada (NFB), 1992. 13 min. Order no. 9192 164 (\$39.95).

(CAN) Through the use of humour and a "film within a film," three award-winning animators from Winnipeg are profiled. The basics of animation, the painstaking detail and the type of personality needed for this work are addressed.

Suggested Use: Animation; Career Development

Other Use: Communication Production Technology

Classroom in a Book Series (Print-Non-Fiction). Please refer to the titles: *Adobe FrameMaker 6.0*, *Adobe Illustrator 8.0*, *Adobe PageMaker 6.5 Plus: Productivity Kit* and *Adobe PageMaker 7.0*.

Communication Technology: Today and Tomorrow. 2nd ed. (Print-Non-Fiction). Sanders, Mark. Glencoe/McGraw-Hill (MHR), 1997. 445 p. ISBN 0-02-838759-7 (\$61.07 hdc.). Teacher's Resource Binder - ISBN 0-02-838761-9 (\$199.00 binder).

This resource takes a very broad look at the entire area of communications. As a result, the book examines topics such as the impact of technology, computers, photography, CAD design and graphic production. Only a few chapters focus on the graphic arts. If teachers are looking for a general

introductory book, this may fill the need. The book was developed for use as a resource at the Middle Level. It offers colourful illustrations, an index and a glossary.

The teacher's resource binder contains lesson plans, tests, activities, handouts, overheads and many other items.

Suggested Use: General; Survey Course - Middle Level

Other Use: Communication Production Technology

The Communicator's Handbook: Tools, Techniques and Technology. 4th ed. (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 (\$37.95 U.S. pbk.).

This resource gives practical advice to aid effective communication in newspapers, magazines, newsletters and brochures. It also guides communication in radio, television news, multimedia, video and public speaking in several contexts. Included are sections dealing with photography, graphic and exhibit design, the Internet and emerging issues in communication. The book contains a table of contents and numerous visuals.

Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Other Use: Communication Production Technology; English Language Arts 20

Comprehensive Graphic Arts. 3rd ed. (Print-Non-Fiction). Dennis, Ervin A. and Jenkins, John D. Glencoe/McGraw-Hill (MHR), 1991. 633 p. ISBN 0-02-681251-7 (\$84.57 hdc.).

While this resource is dated, it does provide a good overview of the subject. Topics such as type styles, layout, composition, letterpress, lithographics and screen printing are covered. As this list of topics illustrates, the emphasis of the book is on the printing process within graphic arts. Photographs, drawings and tables are used throughout the text to supplement the information. An index and a glossary are included.

Suggested Use: General; Layout

Computer Careers for Artists (Video). Double Diamond Corporation (CVE), 1994. 23 min. Order no. B6VH5621 (\$70.00 U.S.).

This video does an excellent job of showing how computer animation skills can lead to a career in the computer industry. Through examining the history of computer graphics and the skills needed to be a graphic artist, the foundations needed for a career in the computer industry are laid. Successful graphic artists who use computers extensively are interviewed. Students will learn that creativity and hard work are still the key ingredients of success. The use of excellent visuals makes the video appealing.

Suggested Use: Animation; Career Development; Computer-Aided Graphic Design

Other Use: Communication Production Technology

The Conversation of Design (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634202 (\$55.00).

(CAN) This is an informative video that deals with how the message should be displayed in a desktop published document. Practical tips and examples of creating simple and effective ads and pages are provided.

Suggested Use: Promotion and Design

Cool Jobs Series (Video). Please refer to the title: *Multimedia*.

Dave's Quick 'n' Easy Web Pages: An Introductory Guide to Creating Web Sites. 2nd ed. (Print-Non-Fiction). Lindsay, Dave and Lindsay, Sean, illus. Erin Publications (ERN), 2001. 116 p. ISBN 0-9690609-8-X (\$18.95 pbk.).

As the title states, this is an excellent resource to use when there is a need to create your own website. The areas of layout, hyperlinks, colour, images, sound, animated images and banners are all covered in a step-by-step approach. An index is included.

Suggested Use: Computer-Aided Graphic Design

Other Use: Computer Science 20, 30

Design Graphics: Drawing Techniques for Design Professionals (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 (\$39.60 pbk.).

Intended as an introductory book, this resource shows simple techniques and skills related to sketching and design development. Through its presentation, the user can see the importance of maintaining hand drawings as an important skill. In the age of CAD, the author has shown that the skill of hand drawing can coexist with the new technology. Divided into three sections, the key areas of emphasis are sketching, design drawing and the drawing process. Each component of the main sections is very well illustrated with line drawings.

Suggested Use: Graphic Design

Other Use: Design Studies; Drafting and Computer-Aided Design

Design Modelling: Visualising Ideas in 2D and 3D (Print-Non-Fiction). Bairstow, John, Barber, Robert and Kenny, Marilyn. Hodder & Stoughton Educational (BHU), 1999. 128 p. ISBN 0-340-66339-1 (\$24.95 pbk.).

Elements of design studies, graphic arts and drafting are presented in this one book. Its focus is to explore the variety of methods used to develop design ideas. From this perspective, information is presented in a very visual manner to show how ideas are generated, developed and presented. The case studies related to these design projects illustrate the importance of the graphic artist. Photographs and drawings are used to highlight each key point being discussed. An index and a glossary are included.

Suggested Use: Promotion and Design; Survey Course - Middle Level; Survey Course - Secondary Level

Other Use: Arts Education: Grades 10 to 12; Design Studies; Drafting and Computer-Aided Design

Digital Design Series (Video). Please refer to the titles: *The Conversation of Design, Fonts and Type* and *Successful Communication*.

Digital Photography!: I Didn't Know You Could Do That... 2nd ed. (Print-Non-Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X (\$39.95 pbk.).

This resource contains over 60 projects to enhance the capability of the digital camera. Each of the projects contains step-by-step instructions and useful how-to information. Some of the topics covered include composing your shot, memory card care, basic photo fixes, repairing red-eye, making "funny money," creating 3-D images and printing. Black-and-white photographs illustrate each of the projects. An index and a glossary are included.

The accompanying CD contains a full version of the image-enhancing program, Adobe PhotoDeluxe 3.1. Also contained on the CD is Adobe ActiveShare, which allows for e-mailing of photos and several other software programs.

Suggested Use: Computer-Aided Graphic Design

Other Use: Photographics/Photography

Don't Risk Your Life (Video). Saskatchewan Labour (**MGR**), 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 (\$FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.

Suggested Use: Safety

Other Use: All PAA Curricula

Dying to Work (Video). (W5 Series). CTV Television Network Ltd. (**MGR**), 2000.

19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed, as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.

Suggested Use: Safety

Other Use: All PAA Curricula

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction).

The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 (\$79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work.

The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at <http://www.conferenceboard.ca/education/learning-tools/toolkit.htm>.

Suggested Use: Career Development; Work Study

Other Use: All PAA Curricula

Entertainment (Video). (Career Options for Women Series). Third Wave Communications Inc. (**MGR**), 1999. 24 min. Dup. no. V6848. Teacher's Guide for series - Order no. G6843 (\$4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on the entertainment industry which offers a variety of careers behind the camera as well as in digital post-production and animation.

Viewers are given the opportunity to go behind the scenes and explore the entertainment careers of three very creative women—a photojournalist, a film colourist and an animation storyboard artist. The program also assures viewers that Canada's reputation as "Hollywood North" is well

deserved. This means that there is a wealth of opportunities right here at home.

Supporting print is available from Media Group.

Suggested Use: Career Development

Other Use: Arts Education: Grades 6 to 9;
Arts Education: Secondary Level;
Communication Production Technology;
Photographics/Photography

Essential Skills/Compétences

Essentielles: Skills for Life, Learning and Work (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. (\$10.00).

(CAN) Produced by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at <http://www15.hrdc-drhc.gc.ca/english/es.asp> provides further information.

Suggested Use: Career Development;
Work Study; Teacher Reference

Other Use: All PAA Curricula

Fonts and Type (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634203 (\$55.00).

(CAN) This instructional video illustrates how to use fonts and types effectively to enhance designs.

Suggested Use: Computer-Aided Graphic Design

Other Use: Information Processing

The GATF Encyclopedia of Graphic Communications (Print-Non-Fiction).

Romano, Richard M. and Romano, Frank J., eds. (Prentice Hall PTR Professional Graphics Series). Graphic Arts Technical Foundation (PRN), 1998. 945 p. ISBN 0-13-096422-0 (\$119.96 hdc.).

In one rather large reference book, over 10 000 up-to-date definitions are provided for every area of the graphic arts. Printing, typography, graphic design, colour, paper, ink, binding and imaging are just a few of the key areas that are covered in this A-to-Z encyclopedia. Most of the definitions are very short and concise while major topics such as digital photography, scanning or screen printing have longer essays providing more background. Black-and-white drawings or photographs accompany many of the definitions. A timeline of communications history is also included. This would be an excellent book to have in the school's resource centre.

Suggested Use: General; Teacher Reference

Global Graphics: Symbols: Designing With Symbols for an International Market (Print-Non-Fiction).

Miller, Anistatia R., Brown, Jared M. and Cullen, Cheryl Dangel. Rockport Pubs. (MHR), 2000. 191 p. ISBN 1-56496-512-0 (\$54.36 pbk.).

The use of graphic designs that are culturally sensitive is of crucial importance as the world moves more and more into a global economy. This is a real-world hands-on resource that allows the user to gain an understanding of several cultures around the world and to know which design symbols would be viewed as acceptable. Information is provided on the implications and associations that various traditional and not-so traditional symbols have. In order to allow easy access to the information, the book is organized by continent and then by country. Each page has full-colour illustrations of graphic designs used in ads or brochures along with an analysis. This is an excellent resource to

illustrate the various elements associated with graphic arts.

Suggested Use: Graphic Design; Promotion and Design

Graphic Arts Problem Solving (Print-Non-Fiction). Granger, Frank. West Publishing Co. (NEL), 1994. 281 p. ISBN 0-314-02739-4 (\$54.00 pbk.).

The printing process within graphic arts requires an understanding of the equipment and procedures as well as a thorough understanding of basic math. The purpose of this resource is to teach students the math skills required for printing. Using a workbook approach, the author has attempted to make the math useful, interesting and occasionally entertaining. The first section concentrates on the basic math skills of addition, subtraction, multiplication, fractions and division. Each chapter ends with several practical problems related to the world of printing. The second section examines several aspects of graphic printing such as copy preparation, desktop publishing, image assembly and paper use. Each of these chapters contains background information as well as practical math problems related to achieving the greatest efficiency. Photographs, charts and tables are used extensively. An index is included.

Suggested Use: Layout; Teacher Reference

Graphic Communications. 4th ed. (Print-Non-Fiction). Broekhuizen, Richard J. Glencoe/McGraw-Hill (MHR), 1995. 537 p. ISBN 0-02-676305-2 (\$63.45 hdc.).

Although the photographs are somewhat dated, the book does offer a historical overview of the printing industry and processes. Good background information is presented on the principles of design, typography, image generation, desktop publishing, contact printing, screen process printing, process photography and careers. Each chapter is divided into several short modules with objectives, review questions and suggested activities. An index and a glossary are included.

Suggested Use: General

Graphic Communications: The Printed Image (Print-Non-Fiction). Prust, Z. A. Goodheart-Willcox Publisher (NEL), 1999. 606 p. ISBN 1-56637-464-2 (\$82.95 hdc.).

This 28-chapter resource covers virtually all areas of the graphic arts. While the book does not deal with airbrushing, it does provide excellent information on typography, design and layout, colour, digital image capture, line photography, printing and the business of printing. Although it is an American publication, the chapters on safety and careers have some relevance to Saskatchewan schools. Each chapter makes excellent use of colour photographs, drawings and tables to illustrate the key points being discussed. Learning objectives and review questions are also part of each chapter. An index and a glossary are included.

The instructor's manual provides useful supplementary information including diagrams for creating overheads.

Suggested Use: General; Survey Course - Secondary Level

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. (\$FREE spiral-bound.).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.

Suggested Use: Career Development; Work Study

Other Use: All PAA Curricula

Guide for New Workers: Counsellor/Classroom Edition (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number required. (\$FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource

provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.

Suggested Use: Career Development; Work Study; Teacher Reference

Other Use: All PAA Curricula

Harnessing 3D Studio MAX: Release 3 (Print-Non-Fiction). Bousquet, Michele. Autodesk, Inc. (NEL), 2000. 830 p. ISBN 0-7668-0576-X (\$62.50 pbk.).

If students are using 3D Studio Max, this book will help them to master the commands and concepts of this popular animation software. As this program is quite technical, the book will be very useful because it gives examples with quite specific descriptions and instructions. It begins with an overview of 3-D basics and then leads the user through a step-by-step learning process, starting with loading the program. Each lesson builds on the previous ones and there are exercises at the end of each chapter to test progress. Sample drawings throughout the text illustrate the points being discussed. An index is included.

The accompanying CD-ROM contains drawing files and animations that are linked to the tutorials and exercises.

Suggested Use: Animation

Other Use: Communication Production Technology

High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. (\$FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade.

Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.

Suggested Use: Career Development; Work Study

Other Use: All PAA Curricula

How to Understand and Use Design and Layout (Print-Non-Fiction). Swann, Alan. North Light Books (FWPI), 1990. 144 p. ISBN 0-89134-358-X (\$37.99 pbk.).

This resource does an excellent job of taking students through the various stages of graphic design. Beginning with the basics, each of the two-page sections deals with a specific topic such as choosing a shape, introducing more lines to the layout, adding colours to the text and bringing type and photographs together. The second unit deals with the practical application of the design elements learned in the first section. In the last unit, the designs are fine-tuned by looking at the complete process and showing the implications of different decisions. Each of the topics discussed in the book includes drawings or colour photographs that illustrate the point being made. An index and a glossary are included.

Suggested Use: Graphic Design; Promotion and Design; Survey Course - Secondary Level

HTML Complete. 2nd ed. (Print-Non-Fiction). Sybex, Inc. (FIR), 2000. 1010 p. ISBN 0-7821-2801-7 (\$29.95 pbk.).

Creating web pages is a skill that can be used in several courses. This book provides an excellent introduction to all the essentials and in addition presents information that will be useful for the intermediate and advanced user. Following an introduction to HTML, there are separate chapters dealing with site design, adding graphics, web typography, using style sheets and how to optimize web pages for Explorer and Netscape. Discussions about advanced features such as Perl, JavaScript and XHTML are also included. Because the material does not

cover a specific version it will be of continuous value. A master reference to HTML tags is included, as is an index.

Suggested Use: Computer-Aided Graphic Design

Other Use: Communication Production Technology; Computer Science 20, 30

Introduction to Technology (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw-Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 (\$60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 (\$11.09 pbk.).

This resource is suited ideally to Middle Level practical and applied arts courses as it introduces the fundamentals of several subject areas within the same book. In the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.

Suggested Use: Survey Course - Middle Level

Other Use: Construction and Carpentry; Design Studies; Drafting and Computer-Aided Design; Electrical and Electronics; Photographics/Photography

Microsoft Picture It!: Publishing Platinum (CD-ROM). Microsoft Corporation (PLM), 2002. No order number is required. (\$41.00).

This is a very powerful program that allows a user to fix problem photographs digitally and produce professional looking layouts. Brightness, sharpness, "red eye," removing scratches in old photos and changing the colour of objects are just some of the areas that can be fixed. There are over 15 000 project templates to create calendars, flyers, custom photo cards and T-shirts. It is also possible to add photographs to web pages and e-mail. It is advisable for users to check

the system requirements carefully to ensure compatibility with their systems.

Suggested Use: Computer-Aided Graphic Design

Other Use: Photographics/Photography

The Missing Link: The Software Career Mystery Kit (CD-ROM). Software Human Resources Council (Canada) Inc., (SFW), n.d. No order number is required. (\$FREE).

(CAN) *The Missing Link* is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game, students will also learn about the skills that are needed and the software applications that lead to careers.

Suggested Use: Career Development

Other Use: Career and Work Exploration; Communication Production Technology; Computer Science; Information Processing

Moving Online...More Ready for Work Resources (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. (\$FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.

Suggested Use: Safety; Work Study

Other Use: All PAA Curricula

Multimedia (Video). (Cool Jobs Series). McIntyre Media Inc. (MGR), 2002. 30 min. Dup. order no. V1011.

In this program viewers explore cool jobs available in web design, nonlinear editing, graphic design, and special digital effects. The cool job hosts learn about the education and training needed to work with Frantic

Films, digital special effects gurus responsible for scenes in *Swordfish* and *Storm of the Century*.

Suggested Use: Career Development

Other Use: Communication Production Technology

The Non-Designer's Design Book: Design and Typographic Principles for the Visual Novice (Print-Non-Fiction). Williams, Robin. Addison-Wesley Longman, Inc. (PRN), 1994. 144 p. ISBN 1-56609-159-4 (\$14.05 pbk.).

This is an easily understood introduction to typography and page design. Using examples of page layouts, the book provides an overview of the four design principles contrast, repetition, alignment and proximity. The manual illustrates several styles of type as well as concordant, conflicting and contrasting relationships when combining fonts. Included are a table of contents, short quizzes and an index.

Suggested Use: Layout

Other Use: English Language Arts 20

Photography, Graphic Arts & Desktop Publishing (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 13 min. Order no. 700305-61 (\$109.00).

While scenes from each discipline are shown, a narrator discusses the basic principles behind photography, graphic arts and desktop publishing. Although brief, these five-minute overviews do capture the interconnections of each area. "How-to" information and profiles of professionals in each of these areas are also included. The necessary equipment is outlined and demonstrated in real-life applications.

Suggested Use: General

Other Use: Information Processing; Photographics/Photography

Photoshop 5 Bible. Gold ed. (Print-Non-Fiction). McClland, Deke. IDG Books Worldwide, Inc. (NEL), 1999. 944 p. ISBN 0-7645-3372-X (\$89.99 hdc.).

For those who are using Adobe Photoshop 5.0 as a software program, this resource will assist with its effective use. The book

provides a guided tour of the many features that exist within the Adobe program. The author shows how to use the book to go beyond the features to solve issues that arise in the real world. Some of the topics covered include basic colour management, the commercial art process, fine art printing, retouching with the history brush, a web graphics primer, enhancing vector art work and colour mapping. Drawings and photographs are used throughout the resource to illustrate the key points being made. An index and an expanded table of contents assist with accessing the information within this very complete resource.

The two CD-ROMS that accompany the book contain many useful images, utilities, tips and plug-ins.

Suggested Use: Computer-Aided Graphic Design; Teacher Reference

Other Use: Photographics/Photography

Photoshop Retouching Handbook (Print-Non-Fiction). Braverman, Carol. IDG Books Worldwide, Inc. (NEL), 1998. 228 p. ISBN 1-55828-599-7 (\$69.99 hdc.).

While Photoshop has an amazing number of tools, this resource concentrates on the key elements that will help students to develop an aesthetic sensibility about retouching. In addition, the lessons which correlate to the photographs in the CD, will encourage students to become more proficient in the technical aspects of the craft. The book uses a very pragmatic approach as it starts off with the importance of learning how to assess the elements of a photograph, discusses the process of retouching and then finishes with a section on image manipulation. The resource is well illustrated with colour photographs to portray each step of the process being discussed. An index is included.

The accompanying CD includes a copy of Adobe Photoshop 5.0 Tryout Version. This program, combined with the photographs on the CD, allows the student to progress through the lessons using a practical approach to learn the skills of retouching photographs.

Suggested Use: Computer-Aided Graphic Design; Promotion and Design; Teacher Reference

Other Use: Photographics/Photography

Prentice Hall PTR Professional Graphics Series (Print-Non-Fiction). Please refer to the title: *The GATF Encyclopedia of Graphic Communications*.

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. (\$FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.

Suggested Use: Safety; Work Study
Other Use: All PAA Curricula

Ready for Work Series (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition*.

Safety Care Series (Video). Please refer to the title: *Understanding Hazards and Risks*.

Screen Printing: A Contemporary Approach (Print-Non-Fiction). Hoff, Samuel B. Delmar Publications (NEL), 1997. 277 p. ISBN 0-8273-7128-4 (\$56.50 hdc.).

While this short book may appear to be an introduction to the topic, it actually contains very detailed information about the screen printing process. Following an introductory chapter, the subsequent chapters deal with topics such as substrates, producing films, screen fabric, fabric tension, squeegees, printing inks and presses. The expanded table of contents allows easy access to the short one- or two-page sections in each chapter. Black-and-white photographs and drawings are used to illustrate the text. This is an excellent resource to use when specific and detailed information is needed about virtually all aspects of screen printing. An index and a glossary are included.

Suggested Use: Screen Process Printing; Teacher Reference

Start With a Digital Camera: A Guide to Using Digital Photography to Create High-Quality Graphics (Print-Non-Fiction). Odam, John. Peachpit Press (PRN), 1999. 146 p. ISBN 0-201-35424-1 (\$35.18 pbk.).

The key word in this title is "start." Published in 1999, this resource does a good job of introducing students to the basics of the rapidly changing field of digital photography. Background information on digital cameras and film is given. The majority of the book deals with specific topics such as editing and manipulating digital images, creating textures and backgrounds and using digital photos in graphic arts. Each of the areas dealt with has concise and well-illustrated step-by-step examples that students can duplicate. An index is included.

Suggested Use: Computer-Aided Graphic Design; Graphic Design

Other Use: Photographics/Photography

Start With a Scan: A Guide to Transforming Scanned Photos and Objects Into High Quality Art (Print-Non-Fiction). Ashford, Janet and Odam, John. Peachpit Press (PRN), 2000. 138 p. ISBN 0-201-71097-8 (\$35.18 pbk.).

While this book is an excellent "how-to" resource on scanning, it is also about creativity. The images used to illustrate the various steps of scanning and the projects

included will expand the horizons of graphic design. The book is intended to be a step-by-step guide to show graphic artists how to transform scanned images into finished products that are incorporated into various designs. While information is provided about the technical aspects of scanning, the majority of the book deals with the use of software products to turn any scan into a high-quality piece of graphic art. The colour photographs and drawings combined with the excellent layout make the book very user friendly. An index is included.

Suggested Use: Computer-Aided Graphic Design; Graphic Design; Promotion and Design

Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 (\$39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at <http://www15.hrdc-drhc.gc.ca/awm/default.asp>.

Suggested Use: Career Development; Work Study; Teacher Reference
Other Use: All PAA Curricula

Successful Communication (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634201 (\$55.00).

(CAN) This video provides a brief overview of desktop publishing. It describes basic terms

and ideas that will assist users in creating visually appealing documents.

Suggested Use: Promotion and Design
Other Use: Information Processing

Ultimate T-Shirt Book: Creating Your Own Unique Designs (Print-Non-Fiction). Morgenthal, Deborah. Lark Books (CMG), 1998. 112 p. ISBN 1-57990-017-8 (\$22.95 pbk.).

Using bright and colourful photographs, the authors have produced a book that will appeal to the student's creative side. There are 80 different designs for T-shirts that students can create using various methods such as painting, printing, tie-dye, batik, marbling and screen-printing. Basic introductory information is given about selecting a T-shirt, tools and procedures. An index is included.

Suggested Use: Airbrushing; Screen Process Printing
Other Use: Clothing, Textiles, and Fashion

Understanding Hazards and Risks (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. (\$195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.

Suggested Use: Safety
Other Use: All PAA Curricula
Using Adobe Illustrator 9. Special ed. (Print-Non-Fiction). Bauer, Peter. Que Corp. (PRN), 2001. 859 p. ISBN 0-7897-2427-8 (\$40.17 pbk.).

While Adobe Illustrator 8.0 (reviewed earlier in this bibliography) was written by the Adobe company, this resource has been developed by an outside company that produces user manuals for popular software programs. For users of Illustrator 9, this "how-to" manual provides excellent information for using the software in a graphic arts class. Detailed information is provided on how to create shapes, utilize the four types of brushes, work with blends, apply colour, design websites and prepare art work for print. Several

appendices provide details on how to use virtually every function of Illustrator 9. Drawings of screen images are used to illustrate each step of the instructions. An index is included.

Suggested Use: Computer-Aided Graphic Design; Promotion and Design

Other Use: Information Processing

Video Games (Video). (Career Options for Women II Series). Third Wave Communications Inc. (**MGR**), 2001. 24 min. Dup. order no. V723. Teacher's Guide for series - Order no. G712 (\$8.94 spiral-bound).

The rapidly evolving video game industry supports many jobs. This program from the *Career Options for Women II Series* features women who work in careers such as background modeler, 2D animator and a 3D animator. Other types of work in this industry include 3D engineers and 3D production artists, programmers, audio engineers and game designers.

Supporting print is available from Media Group.

Suggested Use: Career Development

The Way We Communicate Series

(Video). Please refer to the title: *Photography, Graphic Arts & Desktop Publishing*.

W5 Series (Video). Please refer to the title: *Dying to Work*.

The What Not to Do Airbrush Book (Print-Non-Fiction). Schulthies, Gordon. Valley Publishing (VALL), 2001. 91 p. ISBN 1-896967-80-9 (\$18.95 pbk.).

(CAN) With tongue in cheek, the author has written a very entertaining guide to the technique of airbrushing. Rather than the usual highly illustrated, step-by-step approach, he has written about the basic equipment needed and the techniques used to create airbrush art on chrome, T-shirts, denim, leather and the walls of buildings. In addition to the background information related to each technique, every short section also discusses the mistakes the

author has made and how he learned from them. This resource combines good writing and knowledge into an informative and entertaining package.

Suggested Use: Airbrushing

WHMIS (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. (\$220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.

Suggested Use: Safety

Other Use: All PAA Curricula

Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

The Best of Brochure Design 4 (Print-Non-Fiction). Rockport Pub., 1998. 192 p. ISBN 1-56496-406-X.

The best way to describe this excellent resource is to call it an idea generator. Contained in the many examples are creative brochures that push the limit beyond the traditional rectangular pamphlets. While there are no instructions on how to create the examples given, students will be able to learn how to go outside the box in their thinking about brochure design. Colour photographs are used to illustrate the sample brochures from product, service, promotional and self-promotional advertising.

Suggested Use: Graphic Design; Layout

Graphics (Print-Non-Fiction). (Nuffield Design & Technology Series). Longman Publishing Group, 1996. 220 p. ISBN 0-582-23468-9.

Created for use in the British school system, this resource provides an excellent overview to the graphic arts and how it is connected to the entire design process. The goal of this book is to encourage students to use graphic design and media to create a product that is ready for the "shops." Through the use of practical activities and case studies, students will be able to apply their knowledge of graphic arts to design and make a product that sells. Colour photographs and drawings are used throughout the text to illustrate the key points being discussed. An index and a glossary are included.

The teacher's guide provides excellent background information to assist with the projects that students may attempt.

Suggested Use: General

Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels

(Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.

Suggested Use: Survey Course - Middle Level; Survey Course - Secondary Level; Work Study

Other Use: All PAA Curricula

Letterhead + Logo Design 5 (Print-Non-Fiction). Rockport Pubs., 1998. 192 p. ISBN 1-56496-405-1.

Similar to *Global Graphics: Symbols: Designing With Symbols for an International Market*, this resource is an excellent idea generator. By examining the many examples included in this book, students will be better equipped to create letterhead and logo systems that balance the personality of the business with clarity and recognition. The 300 pieces that are shown in the book represent the top designers in the field. The book is organized in sections according to the type of business (e.g., professional, creative, hospitality, manufacturing). Full-colour drawings and photographs are used throughout this resource.

Suggested Use: Graphic Design; Promotion and Design

Multimedia Literacy. 2nd ed. (Print-Non-Fiction). Hofstetter, Fred T. and Fox, Patricia. McGraw-Hill Ryerson Limited, 1997. 522 p. ISBN 0-07-913107-7.

This hands-on manual will assist the novice in learning the skills of creating presentations and websites. It also examines the changes that multimedia is bringing to the world. The expanded table of contents gives very easy access to many areas of interest, whether it is creating public service kiosks, a buyer's checklist, screen design principles, digital video, MIDI sequencing or creating multimedia CDs. Colour photographs and drawings enhance this comprehensive examination of the world of multimedia. Each chapter offers objectives and review exercises. An index and a glossary are included.

The accompanying CD contains tutorials and demonstration versions of the most successful commercial products.

Suggested Use: Computer-Aided Graphic Design

Other Use: Communication Production Technology; Information Processing

T-Shirt Airbrushing (Print-Non-Fiction). Stieglitz, Cliff. Rockport Pubs., 1995. 144 p. ISBN 1-56496-447-7.

Illustrated by artists from the magazine *Airbrush Action*, this is an excellent resource to use as a guide for inspiration or learning techniques. Step-by-step instructions are given for several of the examples that are presented in full colour. Each of the featured artist's work is used to discuss a particular technique such as dynamic lettering, cartooning, painting with a projector or portrait photorealism.

Suggested Use: Airbrushing

Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Photographics 10, Graphic Arts 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paa_bibs.html or <http://www.sasked.gov.sk.ca/docs/paa.html>.

These and other photographics and graphic arts resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. (\$25.00 binder).

The Communicator's Handbook: Tools, Techniques and Technology. 4th ed. (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 (\$37.95 U.S. pbk.).

Design Graphics: Drawing Techniques for Design Professionals (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 (\$39.60 pbk.).

Digital Photography!: I Didn't Know You Could Do That... 2nd ed. (Print-Non-

Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X (\$39.95 pbk.).

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 (\$79.95 binder).

Global Graphics: Symbols: Designing With Symbols for an International Market (Print-Non-Fiction). Miller, Anistatia R., Brown, Jared M. and Cullen, Cheryl Dangel. Rockport Pubs. (MHR), 2000. 191 p. ISBN 1-56496-512-0 (\$54.36 pbk.).

Graphic Communications: The Printed Image (Print-Non-Fiction). Prust, Z. A. Goodheart-Willcox Publisher (NEL), 1999. 606 p. ISBN 1-56637-464-2 (\$82.95 hdc.).

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. (\$FREE spiral-bound).

Introduction to Technology (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw-Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 (\$60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 (\$11.09 pbk.).

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. (\$FREE).

Start With a Scan: A Guide to Transforming Scanned Photos and Objects Into High Quality Art (Print-Non-Fiction). Ashford, Janet and Odam, John. Peachpit Press (PRN), 2000. 138 p. ISBN 0-201-71097-8 (\$35.18 pbk.).

Titles Available From Media Group Educational Video Duplication Service

Communications Inc. **(MGR)**, 2001. 24 min.
Dup. order no. V723. Teacher's Guide for
series - Order no. G712 (\$8.94 spiral-bound).

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: <http://www.sasked.gov.sk.ca/video>

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of \$1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

Don't Risk Your Life (Video).
Saskatchewan Labour **(MGR)**, 2003. 15 min.
Dup. order no. V2238. Teacher's Guide -
Order no. G2238 (\$FREE booklet).

Dying to Work (Video). (W5 Series). CTV
Television Network Ltd. **(MGR)**, 2000. 19
min. Dup. order no. V638.

Entertainment (Video). (Career Options
for Women Series). Third Wave
Communications Inc. **(MGR)**, 1999. 24 min.
Dup. order no. V6848. Teacher's Guide for
series - Order no. G6843 (\$4.90 loose-leaf).

Multimedia (Video). (Cool Jobs Series).
McIntyre Media Inc. **(MGR)**, 2002. 30 min.
Dup. order no. V1011.

Video Games (Video). (Career Options for
Women II Series). Third Wave

Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html

Authentic Workplace Materials
<http://www15.hrdc-drhc.gc.ca/awm/default.asp>

BluePrint for Life/Work Designs
<http://www.blueprint4life.ca>

Career Awareness
<http://www.hrdc.gc.ca/career>

Clip Art Connection
<http://www.clipartconnection.com/>

Essential Skills: Skills for Life Learning and Work
<http://www15.hrdc-drhc.gc.ca/english/es.asp>

Graphic Arts Workshop
<http://gaw.zpub.com/index.php>

Graphics Den Online Course
http://www.actden.com/grap_den/index.htm
Human Resources Development Canada
<http://www.hrdc.gc.ca/common/home.shtml>

National Life/Work Centre
<http://www.lifework.ca/home.htm>

National Occupational Classification (NOC)
<http://www23.hrdc-drhc.gc.ca/>

National Theatre School of Canada
<http://www.ent-nts.qc.ca/>

Paint Shop Pro Tips and Tutorials
<http://www.jasc.com/tutorials.asp>

Photo Shop Tutorials
<http://www.adobe.com/products/tips/photoshop.html>

Ready for Work
<http://www.readyforwork.sk.ca>

Saskatchewan Human Rights Commission
<http://www.gov.sk.ca/shrc/>

Saskatchewan Labour
<http://www.labour.gov.sk.ca/>

Saskatchewan Labour - Health and Safety Video Catalogue
<http://www.labour.gov.sk.ca/safety/video/>

Saskatchewan Workers' Compensation Board
<http://www.wcbsask.com/>

SaskNetWork Site
<http://www.sasknetwork.gov.sk.ca>

SaskWork Online Guide
<http://www.saskworkguide.ca/default.cfm>

Web Page Design for Designers
<http://www.wpdfd.com/index.htm>

Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

Airbrushing

T-Shirt Airbrushing (**Out of Print Section**)
Ultimate T-Shirt Book: Creating Your
The What Not to Do Airbrush Book

Animation

Animation: Basic Camera Techniques
Cel Mates
Computer Careers for Artists
Harnessing 3D Studio MAX: Release 3

Career Development

Animation: Basic Camera Techniques
Blueprint for Life/Work Designs
Career Opportunities in Television, Cable
Cel Mates
Computer Careers for Artists
Employability Skills Toolkit for the Self
Entertainment
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
The Missing Link: The Software Career
Multimedia
Step Into the World of Workplace Learning
Video Games

Computer-Aided Graphic Design

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
AutoCAD 2000: Visual JumpStart
Computer Careers for Artists
Dave's Quick 'n' Easy Web Pages: An
Digital Photography!: I Didn't Know You
Fonts and Type
HTML Complete
Microsoft Picture It!: Publishing Platinum
Multimedia Literacy (**Out of Print Section**)

Photoshop 5 Bible
Photoshop Retouching Handbook
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming
Using Adobe Illustrator 9

General

Communication Technology: Today and
The Communicator's Handbook: Tools
Comprehensive Graphic Arts
The GATF Encyclopedia of Graphic
Graphic Communications
Graphic Communications: The Printed
Graphics (**Out of Print Section**)
Photography, Graphic Arts & Desktop

Graphic Design

Basic Visual Concepts and Principles for
The Best of Brochure (**Out of Print Section**)
Design Graphics: Drawing Techniques for
Global Graphics: Symbols: Designing With
How to Understand and Use Design and
Letterhead + Logo (**Out of Print Section**)
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming

Layout

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
The Best of Brochure (**Out of Print Section**)
Comprehensive Graphic Arts
Graphic Arts Problem Solving
The Non-Designer's Design Book: Design

Promotion and Design

Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
The Conversation of Design
Design Modelling: Visualising Ideas in 2D
Global Graphics: Symbols: Designing With
How to Understand and Use Design
Letterhead + Logo (**Out of Print Section**)
Photoshop Retouching Handbook
Start With a Scan: A Guide to Transforming
Successful Communication
Using Adobe Illustrator 9

Safety

Don't Risk Your Life
Dying to Work
Moving Online...More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

Moving Online...More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

Screen Process Printing

Screen Printing: A Contemporary Approach
Ultimate T-Shirt Book: Creating Your Own

Survey Course - Middle Level

Communication Technology: Today and
The Communicator's Handbook: Tools
Design Modelling: Visualising Ideas in 2D
Helping Solve the **(Out of Print Section)**
Introduction to Technology

Survey Course - Secondary Level

The Communicator's Handbook: Tools
Design Modelling: Visualising Ideas in 2D
Graphic Communications: The Printed
Helping Solve the **(Out of Print Section)**
How to Understand and Use Design

Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
The GATF Encyclopedia of Graphic
Graphic Arts Problem Solving
Guide for New Workers: Counsellor
Photoshop 5 Bible
Photoshop Retouching Handbook
Screen Printing: A Contemporary Approach
Step Into the World of Workplace Learning

Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to

Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

CD-ROM

Essential Skills/Compétences Essentielles
Microsoft Picture It!: Publishing Platinum
The Missing Link: The Software Career
Moving Online...More *Ready for Work*

Kit

Ready for Work

Print-Non-Fiction

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
AutoCAD 2000: Visual JumpStart
Basic Visual Concepts and Principles for
The Best of Brochure **(Out of Print Section)**
Blueprint for Life/Work Designs
Career Opportunities in Television, Cable
Communication Technology: Today and
The Communicator's Handbook: Tools
Comprehensive Graphic Arts
Dave's Quick 'n' Easy Web Pages
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Digital Photography!: I Didn't Know You
Employability Skills Toolkit for the Self
The GATF Encyclopedia of Graphic
Global Graphics: Symbols: Designing With
Graphic Arts Problem Solving
Graphic Communications
Graphic Communications: The Printed
Graphics **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Harnessing 3D Studio MAX: Release 3
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
How to Understand and Use Design
HTML Complete
Introduction to Technology
Letterhead + Logo **(Out of Print Section)**
Multimedia Literacy **(Out of Print Section)**

The Non-Designer's Design Book: Design
Photoshop 5 Bible
Photoshop Retouching Handbook
Screen Printing: A Contemporary Approach
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming
Step Into the World of Workplace Learning
T-Shirt Airbrushing **(Out of Print Section)**
Ultimate T-Shirt Book: Creating Your Own
Using Adobe Illustrator 9
The What Not to Do Airbrush Book

Video

Animation: Basic Camera Techniques
Cel Mates
Computer Careers for Artists
The Conversation of Design
Don't Risk Your Life
Dying to Work
Entertainment
Fonts and Type
Multimedia
Photography, Graphic Arts & Desktop
Successful Communication
Understanding Hazards and Risks
Video Games
WHMIS