Create a notecard or thank you card to complete your personal identification kit. The final size of your notecard will be 5.5 x 4.25”. You must have a simple design on the front and your name, logo and email on the back of the card. Your name and email on the back of the notecard should be 10 or 12 pt. text…no larger and your logo should be under 1” x 1”.

Procedure for completing your notecard

1. fold a piece of paper into quarters to create a dummy that will represent your final notecard. Create a sketch of where your designs and information will be placed.
2. In Illustrator, create a document that is 8.5 x 11”. Drag guidelines to divide your paper at 4.25” vertically and 5.5” horizontally to represent your dummy.
3. Complete your design based on your dummy in Illustrator; you should end up with what is called a 2 up layout…2 of the same layouts on one piece of paper that is to be printed.
4. Print enough copies so that you finish with 8 notecards.
5. Cut to 5.5” x 8.5”
6. Fold cards using the creasing or folding machine as demonstrated in class, do not hand fold.
7. Obtain 8 envelopes that match your paper.
8. Turn in this piece of paper, your dummy, 8 finished notecards, and 8 envelopes.

Evaluation

Dummy 0 1 2

Illustrator (use of program, layout, design, elements) 0 1 2 3 4

Finishing (printing, cutting, folding) 0 1 2 3 4

Requirements (type size, logo size, materials all turned in) 0 1 2 3

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