

NEWSLETTER *project*

Name: _____

Date: _____

Your assignment is to create an 8-page newsletter in InDesign.

Job Specifications:

Page Size: 8.5 × 11"

Page Count: 8 pages (NOT facing pages)

Bleed: .125"

Margin: .3125"

Color: full

You may ONLY print this in black and white - any color prints will be a 2 point deduction each.

What I will need turned in:

1. Saved file with proper naming convention
2. Proper folders with links and fonts (if necessary)
2. Email me a pdf to ivcgraphicdesign@gmail.com

For #2, - here is what I want to see when I search for your files

AM/PM > Name > Folder with Project Name > Document & PDF folder & Support folder

If you have any questions, please ask a classmate FIRST - then if they cannot help you, I will. :)

You will be graded on the following criteria:

SUBJECTIVE SCORES:

- _____ _____ Design makes project easy to read (10)
- _____ _____ Fonts were tastefully used throughout the document and fit the "mood" of the text (5)
- _____ _____ Images were chosen correctly to enhance the viewers experience - pulled the reader in (10)

OBJECTIVE SCORES:

- _____ _____ Includes all text from files given (10)
- _____ _____ Completed ON TIME - Due Friday, October 16th (10)
- _____ _____ Good time management - Stayed on task until job was completed (5)
- _____ _____ Proper Margins & Bleeds (5)
- _____ _____ Page count, no facing pages correct (5)
- _____ _____ Calendar included (5)
- _____ _____ Calendar done correctly (boxes even, linked) (5)
- _____ _____ Use of Paragraph OR Character Style, need at least one section to include a style sheet (5)
- _____ _____ Alignment, need to see TWO different alignment choices throughout document (5)
- _____ _____ Includes at least 2 images, converted to CMYK color (5)
- _____ _____ PMS Colors - need to see at least TWO PMS colors in the document (solid coated) (5)
- _____ _____ PDF is in correct format (5)
- _____ _____ SPELLING (5)
- _____ _____ Bonus 10 points - Used Master Page - and used it properly :)

Student Proofreader _____ Points Given _____ Proof Grade _____