

COMPUTER/PRESS SKILLS & ABILITIES

Project 1 - Life Map

Student Name _____ Date _____

BASIC SKILLS



TECHNOLOGY



WRITING

INTRODUCTION

Throughout the course you will be using Macintosh computers to design and create several projects. This first project, Life Map, is used to assess your current skills and lets the instructor know where you need to improve.

DIRECTIONS

Step 1

Your Life Map will help the instructor learn a little information about your life. It should have a starting point and an ending point. You should include at least 4 illustrations and/or photos that mean something significant about your life. These could be hobbies, thrills, challenges, or life changing moments. You will use Creative Suites 4: Adobe Illustrator to illustrate your life map.

- Sign onto a computer using the **username: ga1** and **password: ga1**.
- On the Graphic Arts 1 Server in your folder, create a new folder called 'Life Map' and save your life map and all illustrations and/or photos in this folder.
- Open up Adobe Illustrator CS4 (this is the icon on your docking station that is yellow with AI).
- You can use the **Adobe Illustrator supplement** or click on **Getting Started** on the splash screen for more help.
- Go under **FILE > NEW >** name your life map - '(your name) life map ', make sure the dimensions are 8.5x11 landscape or portrait (your choice) and click OK.
- Create your background for your life map.
- Use the **Clip Art Supplement** to download high resolution clipart/photos to use on your life map.
- You can add other graphics off the internet, just make sure they are school appropriate and large format, the larger the picture, the better the resolution (1000x1000).

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DIRECTIONS

- Once you are finished designing your life map, **proofread** that you have all the information correctly laid out and there are no errors.
- Make sure to **save your file on** the Graphic Arts 1 Server in your folder.
- Then you can **print your file to the ColorQube 8570**. Go under **File > Print** and the printing box will show up. Where it reads **Media pull down so the size is Letter**. Under **Options select Fit to Page**.

Step 2

Now that you finished illustrating your Life Map, you need to explain what the illustrations mean to you. You will use a word processing program to type a page explaining your Life Map. Microsoft Word is the program you will be using.

- Sign onto a computer.
- Open up Microsoft Word (this is the icon on your docking station that is the big blue W).
- Create a document with .5" margins, double spaced, use the font Times New Roman, 12 point.
- Make sure to proofread your paper before printing it to the ColorQube 8570.
- Once you are done, double check that you did everything according to the grading rubric before turning it into the instructor with the rubric.

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	Commendable 3	Acceptable 2	Not Acceptable 1	Score
Directions		Followed the directions.	Did not follow the directions.	
Assignment Completed on Time	Turned in before due date.	Turned in on due date.	Turned in after due date.	
Layout and Design	Demonstrates superior knowledge of Typography, Composition, and the Elements and Principles of Design.	Demonstrates understanding of Typography, Composition, and the Elements and Principles of Design.	Does not demonstrate the knowledge of Typography, Composition, and the Elements and Principles of Design.	
Content	Clearly starts at birth and ends at present day. Illustrates the hills and valleys, the thrills and conflicts. Has at least 5 or more images.	Starts at birth and ends at present day. Illustrates the hills and valleys, the thrills and conflicts. Has at least 4 images.	Not clear where the map; starts. Illustrates the hills and valleys, the thrills and conflicts. Has less than 3 images.	
Writing and Proofreading	Paper has great composition and demonstrates superior functionality. No punctuation or grammatical errors.	Paper has good composition and demonstrates functionality. No punctuation or grammatical errors.	Paper has poor composition and demonstrates a lack of functionality. One or more punctuation or grammatical errors.	
			Total Score	

Mastery	12-14
Acceptable	7 -11
Not Acceptable	6 or less

Comments/Recommendations _____

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