

COMPUTER/PRESS SKILLS & ABILITIES

Project 4 - Binder Table of Contents

Student Name _____ Date _____

BASIC SKILLS



INTRODUCTION

For this project you will be designing a table of content for your binder, using Adobe In-Design. For this project I want you to experiment with the typefaces. Typography, readability, and legibility are very important.

DIRECTIONS

- Sign onto a computer.
- Open up Adobe In-Design CS4 (ID on dock), go under FILE > NEW > name your file - '(your name) Binder TOC.indd', make sure the dimensions are 8.5x11 portrait with 1/4 inch margin on all four sides, and click OK. Make sure you save it into your folder on the server.
- You should have guidelines that come in 1/4" on all four sides.
- All your graphics should be contained within these guidelines.
- You can create a background design in Adobe Illustrator and save it as an .eps to bring into your document. Make sure to save all artwork on the server, under your name. To place artwork into your Table of Contents go under File > Place (locate your .eps and click on it).
- The binder TOC should have the following:
 1. Table of Contents - (this is going to be the headline, and it should measure at least twice the size as the section type. I WILL USE A RULER AND MEASURE THIS, AND YOU WILL BE GRADED ON THIS.)
 2. The following is the list of sections and the order that they need to be in:
 - Student Evaluation
 - Syllabus
 - Projects

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Unit 1: Introduction to Graphic Communications

- The Printing Industry
- Environmental Health, Safety, and First Aid
- Math, Measurement, and Cost Estimating
- Trade Customs, Organizations, and Laws

Unit 2: Content Creation

- Principles of Typography
- Graphic Design
- Electronic Work Flow
- Electronic Image Capture and Manipulation
- Electronic Page Composition and Image Assembly
- Color Science, Reproduction, and Management

Unit 3: Preparation for Offset Lithography

- Lithographic Plates
- Paper
- Lithographic Inks

Unit 4: Operating Offset Presses

- Offset Press Fundamentals
- Offset Press Operations
- Press Problems and Troubleshooting
- Finishing, Binding, and Distribution

Unit 5: Printing Business and Career Opportunities

- Operating a Printing Business
- Careers in the Printing Industry
- Job Application and Interpersonal Skills

Quizzes & Tests

Bellwork

- Be creative, explore the different features in Adobe In-Design. Use the Adobe In-Design handout for reference or check out the online tutorials. Have fun!
- You will be graded on spelling, legibility, creativity, and following the directions. So make sure you proofread your work before handing it in. Ask other students to proofread your project before handing it in.
- 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 make sure Fit to Page is NOT selected**. Then hit **print**.

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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	Has all the content requested. The typeface is legible. All artwork is appropriate and great resolution.	Missing one of the following: some of the content requested. The typeface is legible. All artwork is appropriate and good resolution.	Missing more than one of the following: some of the content requested. Their name on the spine. The typeface is illegible. All artwork is inappropriate and poor resolution.	
Proofreading	No punctuation or grammatical errors.	One punctuation or grammatical errors.	More than one punctuation or grammatical errors.	
			Total Score	

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

Comments/Recommendations _____

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