

COMPUTER/PRESS SKILLS & ABILITIES

Project 5 - Notepad

Student Name _____ Date _____

BASIC SKILLS



Technology



Critical Thinking

INTRODUCTION

For this project, you will be designing, printing, cutting, and binding Notepads. You will be using both Adobe Illustrator and Adobe In-Design. Remember all artwork must be school appropriate.

DIRECTIONS

Step 1

1. Log into a computer.
2. Open the Graphic Arts 1 server and create a new folder under your name called Notepad.
3. Open up Adobe In-Design CS4, go under **FILE > NEW > DOCUMENT>** make sure the dimensions are 8.5x11 portrait, the **Margins** are set for .25 inches and under **Columns** make the Number 2 and the Gutter .5 in. File>Save As and name it (insert your name)'s Notepad.indd. Make sure you save it onto the Graphic Arts 1 Server, under a new folder called Notepad.
4. Then drag your guidelines down to 1/2 the page size vertically. You also need to make sure to drag guidelines 1/4" above the halfway point and 1/4" below. This way it gives you a gripper area that the image will not be printed in.
5. On the top of your notepad, you can type "A Note From" or some other greeting. All type should be 100% black in color. Make sure you stay within the 1/4" gripper area.
6. On the bottom of your notepad, you can make another text box and put your name in it. Be sure to leave room to add a piece of clip art. All type should be 100% black in color. Make sure you stay within the 1/4" gripper area.
7. You can add clipart to your document, from schoolsclipart.com. **If you are downloading Illustrator files make sure you download the .eps files.** This time when you find your clipart, you will need to open it in Adobe Illustrator and change the artwork to black and white or grayscale. In order to do that, you need to use the Selection Tool and select all the artwork. Then go Filter>Colors>Convert to Grayscale. Once you have the clipart you want, save it as an .eps file. Then in Adobe In-design go under File > Place to get your eps to show up.

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8. If you want to screen back your artwork to put in the background, the screen should be no more than 20%.
9. **Be creative, have fun, try out different designs and looks. You can come up with 2-4 different designs to print.**
10. 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.
11. **YOU MUST GET THE INSTRUCTORS APPROVAL AND INITIALS ON YOUR ROUGH DRAFT BEFORE PRINTING OUT YOUR PLATE, FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE FOR THE PROJECT!!!!**

Step 2 - Output and Cut Your Plate

- Follow the directions on the 'How To Output a Plate' handout.

Step 3 - Count Paper

- Go to the paper closet and find your paper, make sure you count out 50 sheets (using the paper counter) and add 10% for makeready.

Step 4 - Print Your Notepads

- After the instructor demonstrates how to print on the press, you can print your notepads on the press.
- Follow the directions on the 'Set Up and Printing on the Hamada 600' handout.
- Once you finished printing your notepads, leave it on the drying rack for a day before proceeding.

Step 5 - Finishing and Binding Your Notepads

- After the instructor demonstrates how to finish and bind your notepads, you can get into a group to finish and bind your notepads.
- Once the notepads are glued 3 times, put them on the instructors desk with your name on the rubric.

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	Commendable 3	Acceptable 2	Not Acceptable 1	Score
Layout and Design	Very creative; uses typography, the typeface works well with the graphics, has at least two different notepad designs that include type and artwork.	Creative; different typeface, a simple graphic, and one notepad design that include type and artwork.	Not creative; just basic typeface, no graphics	
DPM	Correctly print plate, trim the plate and hole punch the plate	Had trouble with one of the following: print plate, trim the plate and hole punch the plate.	Had trouble with more than one of the following: print plate, trim the plate and hole punch the plate.	
Printing	Correctly setup the printer and use the right amount of ink for the notepads	Had trouble with one of the following: setup the printer or use the right amount of ink for the notepads.	Had trouble with the setup of the printer and the use of the right amount of ink for the notepads	
Bindery	Correctly cut the notepads, setup the glue station and glued the notepads. All sides are evenly lined up.	Has some of the following: trimming the notepads, setup the glue station and/or glueing the notepads	Had trouble with more than one of the following: trimming the notepads, setup the glue station and/or glueing the notepads	
Conventions (technical writing, spelling, grammar, punctuations errors)		No errors	One or more errors	
			Total Score	

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

Comments/Recommendations _____

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