

### **Goal**

To practice basic text input and formatting methods using desktop publishing software.

### **Required**

1. Download the folder "textpractice" to your work disk. Rename it according to course guidelines.
2. Create a document to the following specifications.  
letter, portrait, 4 pages, no facing pages, top margin = 1", all other margins 3/4", 1 column
3. Save the file into your new project folder and name it according to course guidelines.
4. Type your name at the top of page one, centered and inside the top margin.
5. Place the text file "Gutenberg.doc" 2 times on each page, one at the top and one at the bottom.
6. Apply the following **character** and **paragraph** specifications to each of the text frames you have just set up. Adjust the frames as necessary so that all of the text is displayed.  
Spec. 1: Times Roman 12/14, space after = .15  
Spec. 2: Arial Regular 13/auto, first line left indent = .25  
Spec. 3: Palatino Italic 11/auto, left indent = .5, right indent = .5, space after = .1  
Spec. 4: Helvetica Neue Regular 13/15, first line left indent = .25, space after = .1  
Spec. 5: Times Roman 12/14, space after = .15, justify with last line aligned left  
Spec. 6: Times Roman 12/14, space after = .15, justify all lines  
Spec. 7: Times Roman 12/14, space after = .15, justify with last line aligned left, hyphenation on  
Spec. 8: Times Roman 12/14, space after = .15, justify with last line aligned left, drop cap 2 lines
7. Print the document to any printer.

### **Evaluation**

- Completing the assignment correctly by the deadline: 10 points
- You may revise your assignment to get full credit.
  - Late assignments lose 2 points.