

0855-331 • Desktop Publishing I

Arts & Imaging Studies

Goal

To practice page setup and printing commands using desktop publishing software.

Required

1. Create a folder on your work disk and name it according to course guidelines.
2. Create the following documents.

DOC.	SIZE	PAGES	FACING	ORIENT.	MARGINS	COLUMNS
1	letter	1	no	landscape	all: 5/8"	3
2	letter	6	yes	portrait	inside: 1" all others: 3/4"	1
3	legal	3	no	portrait	top & bottom: 1" sides: 1 1/4"	1
4	legal	2	yes	landscape	all 3/8"	4
5	tabloid	1	no	landscape	top: 1/2" bottom: 1" sides: 3/4"	8
6	letter half	8	yes	portrait	all: 3/8"	1
7	compact disc	1	no	landscape	all: 0"	1

3. Type the data from the chart above (document number, size, etc.) for each document onto its first page. Also type your name.
4. Save each file with an appropriate name following course guidelines.
5. Print each document to a printer identified by the instructor.
 - check the box "Print Visible Guides and Baseline Grids" before printing
 - print the first page only

Evaluation

Completing the assignment correctly by the deadline.

You may revise your assignment to get more credit.