

**Goal**

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

**Required**

1. Use the same folder on your work disk that you created for Assignment 2a.
2. Create a document to the following specifications.  
letter, portrait, 3 pages, no facing pages, top margin = 1", all other margins 3/4", 1 column
3. Save the file into your 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" once onto each page.
6. Stretch the text frame all the way to the margin lines on every side.
7. Apply the following **character** and **paragraph** specifications to each of the text frames you have just set up.

Times Roman 18/20  
space after = .15  
justify with last line aligned left  
hyphenation off  
drop cap 2 lines

8. Apply the following **text frame options**, and **strokes** to the text on each page.

page 1: inset spacing: top, left, right = 1/4", bottom = 0  
vertical justification: align = top  
stroke: weight = 1 point, type = solid

page 2: inset spacing: left, right = 1/2", top, bottom = 0  
vertical justification: align = center  
stroke: weight = 4 point, type = thick-thin

page 3: inset spacing: left, right, bottom = 3/8", top = 0  
vertical justification: align = bottom  
stroke: weight = 2 point, type = dotted

9. 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.