

### ***Objectives***

By the end of this project you will have learned to:

1. Set up auto page numbering on a document.
2. Create new master pages based on existing ones.
3. Use automatic text flow to place a long text file.
4. Print select pages.

### ***Given***

Fonts: Adobe Caslon Pro

Document specifications, see next page

### ***Required***

Using the page layout program assigned by the instructor:

1. Create a document exactly as specified on the following spec sheet.
2. Print to any black and white printer.
  - print only pages 1-3, 12, 20.

### ***Terminology***

*orphan*

*widow*

DOCUMENT LAYOUT  
letter size, portrait, single sided,  
margins: left & right = 1 1/4",  
top & bottom = 1"

# Constitution of the United

Adobe Caslon Pro Semibold 60/60,  
space after last line = .375"

We the people of  
Order to form a  
establish Justice  
Tranquility, provi  
defense, promote

Adobe Caslon Regular 24/26,  
text inset = .375" left and right,  
hyphenation off

all centered horizontal & vertical,  
remove all "returns"

and secure the Blessings of Liberty to  
ourselves and our Posterity, do ordain  
and establish this constitution for the  
United States of America.

2 point black frame

— *Articles of the Constitution of the United States* —

Article I

Section 1--All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Pages 2-11

Representatives shall be composed of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most

Header: Adobe Caslon Pro Italic, 18/auto, align center  
bottom of text frame at 1/8" above top guide, "em" dashes + spaces at each end.  
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Legislature.

No person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

[Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons.] The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed

one for every thirty Thousand Persons, and until such Enumeration shall be made, one Representative; and until such Enumeration shall be made, the State of New-Hampshire shall be entitled to three Representatives, Massachusetts five, Connecticut five, New-York six, Maryland six, Virginia ten,

Body Text: Adobe Caslon Pro Regular, 12/14, number of pages as required.

one Representative; New-Hampshire shall be entitled to three Representatives, Connecticut five, New-York six, Maryland six, Virginia ten, Delaware one, and Georgia three.

When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

The House of Representatives shall chuse their Speaker and other Officers; and shall have the sole Power of Impeachment.

Section 3-- The Senate of the United States shall be composed of two Senators from each State, [chosen by the Legislature thereof,] for six Years; and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Meeting, they shall be divided as equally as may be into three Classes. The first Class shall be vacated at the Expiration of the second Year, the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year; so that one third may be chosen every second Year; [and in all Vacancies that may happen during the recess of the Legislature, the President may, or otherwise, during the Recess of the Legislature of any State, may make temporary Appointments until the next Meeting of the Legislature, which then shall fill such Vacancies].

Footer: Adobe Caslon Pro Italic, 12/auto, align center,  
top of text frame at 1/8" below bottom guide, "em" dashes + spaces at each end of page number.  
1 point black rule above.

— *Signers of the Constitution of the United States* —

IN WITNESS whereof We have hereunto  
subscribed our Names,

Go. WASHINGTON--  
Presid. and deputy from Virginia

Page 12

John Langdon  
Nicholas Gilman

**Massachusetts**  
Nathaniel Gorham  
Rufus King

**Connecticut**  
Wm. Saml. Johnson  
Roger Sherman

**New York**  
Alexander Hamilton

**New Jersey**  
Wil: Livingston  
David Brearley  
Wm. Paterson  
Jona: Dayton

**Pennsylvania**  
B Franklin  
Thomas Mifflin  
Robt. Morris  
Geo. Clymer  
Thos. FitzSimons  
Jared Ingersoll  
James Wilson  
Gouv Morris

**Delaware**  
Geo: Read  
Gunning Bedford jun  
John Dickinson  
Richard Bassett  
Jaco: Broom

**Maryland**

James McHenry  
Dep of St Thos Jenifer

Header and footer exactly the  
same as "Articles" master page  
except change "Articles" to "Sign-  
ers."

**North Carolina**

Wm. Blount  
Rich'd Dobbs Spaight  
Hu Williamson

**South Carolina**

J. Rutledge  
Charles Cotesworth Pinckney  
Charles Pinckney  
Pierce Butler

**Georgia**

William Few  
Abr Baldwin

States: Adobe Caslon Semibold, 14/auto  
space before = .1875"  
Names: Adobe Caslon Regular, 12/auto

tary

Page layout for this section  
changes to 2 columns with .1875"  
gutter.

— *Amendments to the Constitution of the United States* —

Articles in addition to, and amendment of, The Constitution of the United States of America, proposed by Congress, and ratified by the legislatures of the several states pursuant to the fifth article of the original Constitution

Pages 13-20

Constitution were proposed to the following states, and the

Header and footer exactly the same as "Articles" master page except change "Articles of" to "Amendments to"

the governors thereof were successively communicated to New Jersey, Nov. 20, 1789; Maryland, Dec. 19, 1789; North Carolina, Dec. 22, 1789; South Carolina, Jan. 19, 1790; New Hampshire, Jan. 25, 1790; Delaware, Jan. 28, 1790; New York, Feb. 4, 1790; Pennsylvania, March 10, 1790; Rhode Island, June 7, 1790; Vermont, Nov. 3, 1791; and Virginia, Dec. 15, 1791. Ratification was completed on Dec. 15, 1791.

The amendments were subsequently ratified by Massachusetts, March 2, 1939; Georgia, March 18, 1939; and Connecticut, April 19, 1939.

Two other amendments were concurrently proposed in 1789. One failed of ratification. The other (Amendment XXVII) was not ratified until May 7, 1992, when the Michigan legislature gave it the required number of state approvals.

Amendment [I]

Congress shall make no law prohibiting the free exercise thereof; or abridging the right of the people peaceably to assemble, or the right of redress of grievances.

Body Text: Adobe Caslon Pro Regular 12/14, number of pages as required.

prohibiting the  
or the right  
a redress of

Amendment [II]

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

Amendment [III]

No Soldier shall, in time of peace be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

Amendment [IV]

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment [V]

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval