

Chapter**1****Introducing
Desktop Publishing****Project 1-8**Rubric
1-8**Project 1-8 (pages 36–40)****Design with Symbols**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Format the text in 12 pt, Times New Roman.			
Italicize the author's name and the dates.			
Use the Numbering button to number the items in the directions, and add a new step.			
Format fractions as characters, insert the degree symbol, and insert an en dash.			
Change Before and After spacing in the numbered steps to 6 pt.			
Format the title in 24 pt, Berlin Sans FB.			
Align the ingredients and steps under a one-inch tab stop.			
Insert and rotate blue, 14 pt, Lucida Sans WordArt.			
Add green shading behind the title.			
Insert clip art at the top and bottom of the page.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			