Name _____ Period _____ Date_____

Project 2-5 (pages 75-78)

Create Quad-fold Documents

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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	**Not Completed**	**Comments**
Create four pages in a 2 x 2 layout and reduce the zoom setting.			
Key Panel 1 text in centered, 80 pt WordArt or Curlz MT.			
Key Panel 2 text in WordArt or a san serif font and rotate so it is upside down.			
Key Panel 3 text in WordArt or Curlz MT and rotate as shown in Figure 2.21.			
Key Panel 4 text in a text box, as WordArt, or directly on the page. Use a centered san serif font.			
Add the copyright symbol and the date to the Panel 4 text.			
Add clip art to enhance your message.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work. Print as 4 pages per sheet, if allowed by your teacher.			

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