Name _____ Period _____ Date_____

Project 4-9 (pages 189–190)

Complete Your Newsletter

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**
In Project 4-8, create a text box on page 3 that is the same size as the one on page 2.			
In the text box, insert the reading list from the old design. Apply *Section Head* style to the title.			
Change the list's font to Garamond. Add 3 pt spacing after paragraphs.			
In the list, create a right tab at the right margin, add leaders, delete *by.* Insert the tab for all author names.			
Insert and center align a calendar template on pages 2 and 3. Change the month to January 2009.			
Add *Dates to Remember* into the calendar. Insert clip art above the calendar.			
Ungroup objects from page 2 of the original design and place on page 4. Add bullets to the list.			
Use the Style Sheet to make fonts consistent with the design.			
Evaluate your design according to PARC principles.			
Follow directions to save and print your work.			