



**Project 4-5 (pages 172–176)**

**Revise a Tri-fold Brochure**

**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
Save Data File 4-5a with a new name. Change the margins to 0.25 inch. Set 3 columns with 0.2 inch gutters.			
Import the styles from Data File 4-5b.			
On page 1, change the gold box to No Fill and No Line. Apply the <i>Title</i> style to the text.			
In the middle panel, apply the <i>Contact Info</i> style to the contact information			
In the purple box, apply the <i>Section Head</i> style to the title and the <i>Body Text</i> style to the other text.			
Change the fill to CMYK settings 1, 40, 0, 0 with a 77% transparency.			
Insert and size the graph (from page 2). Apply <i>Cap text</i> style to the caption.			
In the right panel, insert the “thought bubble.” Place behind the title. Center align and group the art and text.			
Insert the face clip art (from page 2) under the bubble. Resize and align center.			
Follow directions to save and print your work.			