Name _____ Period _____ Date_____

Project 6-2 (pages 258–260)

Add Text with Publisher

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 Microsoft Publisher, choose a postcard design.			
Delete all the objects on page 1 of the postcard template.			
Insert the JPEG Texas postcard file you created in Project 6-1.			
Set a 2-column grid with a center line on page 2.			
Delete all the objects on page 2 except the stamp area.			
Draw a 2¼ vertical line down the center guide.			
Create a text box across the bottom of the postcard and key the text in Step 8. Format in an easy-to-read font.			
In Postcard Options, choose Multiple Copies per Sheet.			
Check your design in Print Preview.			
Follow directions to save and print your work.			