

Chapter**6****Integrating Publisher
and Photoshop****Project 6-7**Rubric
6-7**Project 6-7 (pages 278–282)****Lay Out a Newsletter in 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
Create a 4 page blank publication in Publisher. Set 0.5 inch margins and a grid of 7 columns and 6 rows with gutters.			
Follow Figure 6.33 to insert text boxes. Link text boxes when needed for a long article.			
Insert the text data files in the specified text boxes.			
Insert the photo files. Resize photos and text boxes as needed. Add captions.			
Format the first article and define the style. Apply the new style to each article.			
Create text boxes for titles and subtitles. Wrap the text around the title boxes.			
Key titles and subtitles and create styles for each. Apply the new styles to each title and subtitle.			
Create a title and masthead. Format as shown in Figure 6.35.			
Add pull quotes, a table of contents, and a calendar. Edit each element as directed.			
On page 4, add a sidebar. Above it, key the school's name and address.			
Follow directions to save your work.			