



Project 9-7 (pages 398–399)

Design Business Envelopes

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
Open the Envelope template in Publisher.			
Choose size #10 in the Envelope Options task pane. Delete all the objects on the template.			
Change the margins and add grid guides as directed.			
Insert in the left margin the same marquee or accessory bar used on the business card and letterhead..			
Insert the logo from Project 9-4 in the return address area.			
Key the company tagline. Format in the same font (smaller font size) as on the letterhead.			
Use a text box to add the return address information. Use the same font as on the letterhead.			
Key the name and address of the recipient. Format in an easy-to-read font.			
Create a 1" text box in the postage area. Key <i>Place Stamp Here</i> . Format in Times New Roman. Add a thin border.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			