



**Project 9-6 (pages 396–397)**

**Design Business Letterhead**

**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 a blank Publisher document. Set margins to 0.25 inch.			
Add the same marquee or accessory bar used in the business card in Project 9-5.			
Insert the logo from Project 9-4 at the top of the page.			
Use text boxes to add the company name, address, and contact information. Format in the same font used on the business card.			
Key the company tagline and format in a complementary font.			
Add a design element to separate the logo and text from the rest of the page.			
Size the letterhead.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			