

# Model Brochure Gradesheet - 65 pts.

<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>Download the "ModelBrochurePieces" Folder from the "RLSMultimediaServer" to your desktop. Everything you create in this project needs to be stored in this folder. (RLSMultimediaServer/Public/Prospectus/Word/Brochure).</li> </ul>	
<p><b>Step #1: New Document, Margins, Column &amp; Page Break, Save.</b></p> <ul style="list-style-type: none"> <li>Open a New Microsoft Word Document</li> <li>Change the page Margin to .5".</li> <li>Insert a Page Break.</li> <li>Set up the Columns to match the model.</li> </ul>	5 pts.
<p><b>Step #2: Publishing Layout: Grid and Guides.</b> Switch to Publishing Layout and set up the grids and guides to match the columns.</p>	5 pts.
<p><b>Step #3: Insert Images</b> Insert the images and Text Wrap all of them "In Front of Text."</p>	5 pts.
<p><b>Step #4: Add Text &amp; Line Spacing</b> Copy and paste the text into Text Boxes and arrange on the page. Make sure the Text Boxes are also "In Front of Text." The text in these text boxes should be set to Arial/10 with a space of 1.15.</p>	5 pts.
<p><b>Step #5: Framing: Inserting Shapes (Boxes &amp; Transparent Boxes)</b> Create colorful background frames for both the text and images. Just match the Model.</p>	10 pts.
<p><b>Step #6: Arrange Page &amp; Fonts</b> Begin dragging the text and images to the to where they belong on the brochure. At this point, be close but not perfect...perfect is Stage #8.</p>	5 pts.
<p><b>Step #7: Text Flow</b> Text Flow the "2012 Harvest &amp; Sales Projections from the first Text Box to the second. View the model...make the text boxes contain the same amount of text. The top and bottom should line up (use guides).</p>	5 pts.
<p><b>Step #8: Add Text Box Titles or Framed Titles</b> Create titles for each article and frame each of the titles with a colored shape or color the text box.</p>	5 pts.
<p><b>Step #9: Line Up the Page &amp; Grouping (Guides)</b> Make your brochure exactly match the Model. This is where the page begins to resemble a professional document.</p>	20 pts.
<p><b>Spelling, Punctuation &amp; Grammar.</b> Now time to check your document. Check to make sure your spelling, punctuation and grammar are perfect. <b>(subtract 2 points off the overall grade for each error).</b></p>	