DEVELOP A PORTFOLIO
Bookmarks
Assignment

Activity Preparation and Assignment

In this assignment you will develop a theme then create two-sided bookmarks to be used for personal distributions.

Use the following guidelines to create your bookmarks:

1. Develop a theme for two-side bookmarks. Have the theme approved by the instructor.

2. Collect images, graphics, pictures, and/or objects that can be used to represent the theme for your bookmarks.

3. Sketch the layout for each side of the two-sided bookmarks (front and back) to represent the theme.

4. Preview collected bookmarks and/or newspapers and magazines for ideas on columns, guttering, and margins for paragraph attributes, tabs, and indentations. Also review text objects and associated features before starting to key your bookmarks. Observe the use and placement of graphics and the use of text around each graphic. Notice the use of objects, if used, on any bookmarks. Watch for good and poor usage of these concepts.

5. Set the layout and text attributes for your bookmark according to the sketched copy. Considering the observation of good practices to be emulated in your design, input your text and graphics. Observe good text to graphic placement. Remember to leave space if an object will be used.

6. The set up should be on an 8 ½ x 11 sheet in landscape orientation with four columns.

7. Use appropriate headliners and captions.

8. Proofread each page (front and back) and print a black-and-white copy.

9. Proofread the black-and-white copy, observe the layout and design requirements and mark any errors or elements that will need to be changed.

10. Make all corrections and double check for errors. Print a color copy (front and back).

11. Laminate the color copy and cut along column gutters to make four bookmarks. Punch a hole in an appropriate spacing at the top, bottom or top corner and tie a piece of appropriately cut and suitable color ribbon in the hole.

12. Submit the bookmarks and sketch for evaluation and grading.

13. Obtain a print screen of the folder in Details view and submit it with the project.

Resources

<u>Web sites (and/or key words to use for search):</u>

http://atto.buffalo.edu/registered/Tutorials/msword/MS%20Designing%20Bookmarks.doc
Designing bookmarks in Word

http://familycrafts.about.com/gi/dynamic/offsite.htm?site=http%3A%2F%2Fwww.kidprintables.com%2Fbookmarks%2F
Some samples/examples of printable bookmarks

http://www.bookpool.com/.x/4j2dy338d0/b4/
Adobe bookmark design contest

http://www.idreamofscrapping.com/Default.asp?ID=1437
How to make bookmarks

Key words: *bookmarks, desktop publishing*