**Creating Your Book**

Use the following outline to help you set up your pages and format your book correctly.

Step 1: Pick a alphabet theme for your book from the website [www.rickwalton.com/wordplay/alphabet.htm](http://www.rickwalton.com/wordplay/alphabet.htm)

Step 2: Set up book pages

* Open Adobe InDesign and create a new document
* From the new document window, you will need 14 pages
* Leave all margins at .5

Step 3: Create a cover for your book including:

* Book Title
* Theme related graphic

Step 4: Create a back cover for your book including:

* Book title
* Created by: Your name
* Date (month and year)

Step 5: Create pages of book

* Each page is to include 2 letters of the alphabet plus a graphic (not clip art)
* Last page of book is to include all 26 letters

Step 6: Print rough draft in black & white

* Carefully proofread
* Have a classmate proofread and sign off on your paper that they have read it
* Turn in for approval/suggestions

Step 7: Print final copy in color

**Multimedia InDesign Project  
Rubric for Children’s Book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exemplary | Good | Fair | Points Earned/Comments |
| Required Items | 14 pages and front and back cover  **10 points** | Missing one required item  **5 points** | Missing more than one required item  **3 points** |  |
| Page Setup | Information is not cut off  **5 points** | Some information is cut off  **3 points** | Several pages have information cut off  **1 point** |  |
| Page Layout | Page layout permits pages to be assembled in correct order  **10 points** |  | Page layout does not permit pages to be assembled in correct order  **5 points** |  |
| Grammar/Spelling | No grammar or spelling errors  **10 points** | 1-2 grammar or spelling errors  **5 points** | More than 2 grammar or spelling mistakes  **1 point** |  |
| Graphics/Theme | Graphics follow theme  **5 points** | 1-3 graphics do not follow theme  **3 points** | More than 4 graphics do not follow theme  **1 point** |  |
| Graphics/Manipulation | All graphics are appropriate in size  **10 points** | 1-3 graphics are inappropriate in size, crop or scale  **5 points** | More than 4 graphics are inappropriate in size, crop, scale or look sloppy  **3 points** |  |
| Creativity/Effort | Excellent good  **15 points** | Needs some time spent on the project  **7 points** | Needs a lot of work  **3 points** |  |
| Front Cover | Included book title and theme related graphic  **5 points** | Graphic is not theme related  **3 points** | Missing book title and/or graphic  **1 point** |  |
| Back Cover | Includes book title, name, and date  **5 points** | Missing one required item  **3 points** | Missing two required items  **1 point** |  |
| Total Points |  |  |  | /75 |