

EXERCISE 2 CREATE A NAMETAG FOR LASER PRINTING

LEARNING OBJECTIVES

- Set up a document to be printed on the laser printer (black and white output)
- Define a letter-sized, horizontal document, allowing margins for non-printable edges of the paper
- Design with shapes, lines, and front-to-back stacking
- Use rulers, grids, and guides. Specify measurement preferences.
- Print to laser printer

INTRODUCTION

In order to get to know each other's names, you will be creating a "nametag" that I ask you to use for the first few weeks of the semester. Use the shape and line tools to write your name, not the type tool. However, it must be readable by the instructor!

Create and save an 8 1/2" x 11" horizontal file for desktop printing. Specify the "Print" profile. (Note: any color will be converted to shades of grey when printed on the laser printer.) Save the project as a PDF file.

PROJECT FILES

None

REQUIRED SUBMISSION FILES

Print on the laser printer, fold in half, and hang on your computer tower or place in front of you so it is visible to the instructor.

GRADING RUBRIC

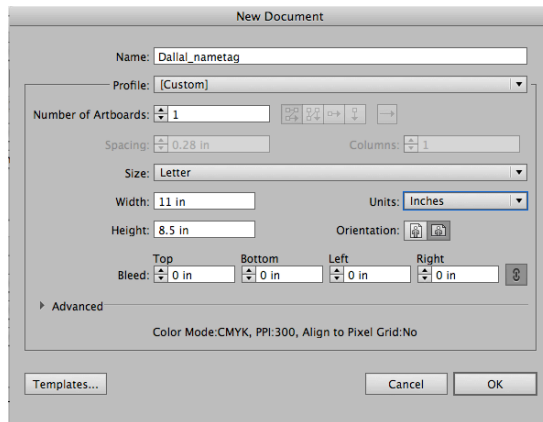
You will be graded according to the following criteria:

- You correctly set up a document with dimensions appropriate for producing letter-sized document on home/office desktop printers.
- You used shape and line to "draw" your name and it is readable.
- You printed it and folded it to make a nametag.

INSTRUCTIONS

You will create a letter-sized document — the standard for home/office printers.

1. Size the artboard as 8 1/2" x 11" and set the profile to Print, choose the horizontal layout, specify inches for units.



2. Using rulers, the grid with snap to grid enabled, pull a guideline down to the 4 1/4" mark on the vertical ruler. Using the Rectangle tool, draw a rectangle 1/2" inside all sides of the artboard below the 4 1/4" guideline (to allow for printer margins). Select the rectangle and choose View—Guides—Create Guides to convert the rectangle to non-printing guides.
3. Using the shape and line tools, color swatches, and bounding box, create, modify, rotate, position (move), and restack several shapes on the poster to write the name you want to be called in class (if you prefer to go by a nickname rather than the name on the roster, please use that for your nametag.) Use the stroke palette to alter stroke widths.