LANEY COLLEGE

Don Petrilli, Instructor
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Course Code: 40795

Lecture Hours:
Tues.10:00-11:50 a.m.

Lab Hours:
Thurs. 10:00-11:50 p.m.

Department Website:
www.laney.edu/wp/graphic_arts

Office Hours:
Mon.-Thurs. 1:00–1:50PM
Best to make an appointment ahead of time.

Laney College
GRAPHIC ARTS DEPARTMENT

Digital Documents (Adobe InDesign)

Course: Graphic Arts 132, Digital Documents (Adobe InDesign)   Fall 2014
Units: 2.5
Recommended Preparation: GrArts 230 Computer Basics for Graphic
Students in this class will be signed-up for Graphic Arts 501 a 0 unit, non credit Open Lab. There is no cost to the student. Students will not be permitted to use the Graphic Arts Computer Lab other than their scheduled class time without, being enrolled in GrArts 501 Open Lab, possessing a Laney Student Identification Card and receiving an initialed Graphic Arts Sticker from their class instructor.

Note: Course syllabus, Assignment Sheets, and Lecture Handouts along with other materials can be found at http://laney.edu/wp/graphic_arts/graphic-arts-courses/ and are password protected.
The password is the same as the computer login plus the course number with no spaces.

Text Absolutely Required: *Adobe InDesign CC 2014, The Professional Portfolio*
ISBN 978-1-936201-43-3

Materials Required: 1. 1 USB Flash Drive, or cloud storage account such as dropbox.com
2. 1 - "C-Thru" brand graphic arts ruler or equivalent

Purpose: Digital Documents GrArts 132 is an introductory class providing students with the basic skills needed for page layout on a computer work station using Adobe InDesign. This is a project oriented class requiring students to have some previous knowledge about computers and software.

Student Learning Outcomes:
Upon satisfactory completion of this course of study the student will be able to:
• Utilize a basic computer workstation to build print ready page layout files
• Create various typical desktop publishing documents such as; price lists, menus, newsletters, advertisements, multi-page documents, brochures, etc.
• Use Adobe InDesign page layout software in an organized file building process
• Demonstrate the use of advanced features of Adobe InDesign such as master pages, paragraph attributes, style sheets, text box modifications, bezier lines and shapes, etc.
• Describe image issues such as resolution, continuous tone image reproduction, line graphics image reproduction, file formats and output requirements

Objectives:
Students will be able to:
Use a computer graphic workstation to;
1. Identify computer system components.
2. Use Page Layout Software.
3. Produce various printed publications incorporating text and graphic images.
4. Demonstrate file management for computer/laser printer operations in manipulating the graphics software
5. Exhibit and understanding of the utilization of time appropriate methodologies in producing print ready files.
6. Operate computers, scanners, and printers.

Course Content:

LECTURE CONTENT: List Percents	
Understanding of electronic imaging and its placement in the production process	4%
Computer manipulation of Page Layout Software	45%
Understanding of major operational components of image manipulation software	5%
Computer imaging techniques to	17%
Establish techniques for text, artwork and photos	7%
Use of output devices	2%
File output	20%
LAB CONTENT: List Percents	
Practice content presented during lecture	10%
Individual question and answer instructor support	10%
Textbook practice exercises	30%
Project production	40%
Presentation and review of projects	10%

Grading: Grading for this course will be determined by a weighted system taking into account the various aspects of the instruction provided. All appropriate instructional methodologies will be employed to give students the best possible opportunity to achieve satisfactory grades. The final grade will be determined by the following criteria: Attendance -30%   and will be assigned according to the following scale: A = 100% - 91%

Projects -70%   B =   90% - 81%

C =   80% - 71%

D =   70% - 61%

D-=   60% - 21%

F =   20% - assignment, not turned in.

A "D-" average will either receive a final mark of "D" or "F" at the discretion of the instructor considering attendance, open lab attendance and number of assignments completed.
A student must complete all assignments to receive a mark of "A"
*Any student absent for 3 or more lectures/presentations will not be awarded a final mark greater than a "C."

Assignment Deadlines: All assignments will be due at the time and place designated by the instructor usually indicated in this syllabus but changes may be made during lectures. Missed deadlines will result in a failing grade for the project. Deadline extensions may be discussed with the instructor prior to the deadline (not the day of) but will be difficult to obtain. Student's history of attendance will be considered. Extensions may or may not be granted for personal or dependent minor illness, scheduled court appearances, personal emergencies (this does not include automobile repairs, conferences and appointments, assessments, non-emergency medical issues of self, friends or extended family, etc.). **Extensions on assignment deadlines may forfeit <u>one grade</u> from the instructor's evaluation grade.**

Honesty and Integrity: Students will be held to the standards of the Laney College Academic Integrity Code in addition to the following. **Plagiarism occurs when a student misrepresents the work of another as his or her own work. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another, images, photographs, drawings, or any other graphic content without appropriate recognition or permission. Plagiarism also includes allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given an "F" mark and could result in an "F" mark in the class. All instances of plagiarism will be reported to the Dean of the Division and further action may be taken by the College.*
*The basis for this text is taken from the publication titled "Dean's Reminder" attached to "A Fall 2007 Message from the Dean" distributed by Laney College, Office of the Division II Dean, Vocational Technology, authored by Peter L. Crabtree

Attendance: Regular and on-time attendance is a course requirement plus proof of one additional hour per week of open lab (except for Saturday classes). "Instructors may drop a student from class if the number of absences during a semester exceeds the times the class meets in two weeks. . ." Absences and tardiness will be reflected in the final grade. In the case of over enrolled classes students missing any one or more of day 1, 2, or 3 without contacting the instructor will be dropped. 10% of the total class days absent can lower your grade one level, i.e. an "A" becomes a "B", a "B" becomes a "C" etc. 3 tardies equal one absence. All students are required to be present for class presentations or lectures which will begin on the first hour of the first day of class and on regularly scheduled days as designated in the "Schedule of Classes" thereafter unless otherwise designated by the instructor. Presentations and/or lectures will not be repeated for any individual for any reason. Doctor or dental appointments of non-emergency nature are not legitimate reasons to miss class presentations or lectures. In order for students to receive credit for attendance, students must "sign-in" on the appropriate role sheet within the first 15 minutes of lecture or lab sessions and personally account for their hours of attendance. Partial attendance credit may be given by the instructor if a student signs in after the first 15 minutes of lecture or lab sessions. No postdated sign-ins will be accepted.

Add and Drop Policy: It is an individual students responsibility to add or drop if necessary. Students not attending class, "no shows", any one of the first three sessions may be dropped from the class by the instructor.

Classroom Policies: Classroom policies include but are not limited to the following. The instructor reserves the right to administer classroom policy for the well being of the student, staff and Laney College. The following guides are for your welfare as well as that of other students. Maintaining the best possible educational atmosphere is paramount to the success of all students.

1. Attendance will be accounted for daily. Students must sign-in each class in order to receive credit for attendance. Forgetfulness will not be considered as an excuse. Postdating a sign-in is not allowed. Any student signing-in for a classmate will be dropped from the class.
2. It is your responsibility to check in with the instructor if you are late.
3. Please call or email the instructor if you know you will be late or absent. (Limited absences will be excused if the instructor is notified prior to a class session.)
4. Arrangements for alternative participation can be made in special circumstances (i.e. childcare problems, work conflicts, dependant illness, etc.).
5. Class begins promptly on the hour, a 15 min. break will occur approximately 2 hours into the session.
6. Food and drink in the facility is discouraged. If brought in it will be kept in the "break area" only. Please do not bring food or drink into other parts of the facilities. Student not adhering to this policy will be asked to leave. Repeated offense is grounds for being dropped from the class or expelled from the use of the Graphic Arts facilities.
7. Students should plan their workday to remain at task during the whole class session, lecture and lab. Some work stations are limited and may not be available at all times.
8. The copying or "down loading" of files to or from the hard drive (except individual student temporary work files) to diskettes or other storage devices is considered stealing and is illegal. Students in violation of this policy will be removed from class with a failing grade for the term. Students may be subject to prosecution by the college.
9. Smoking is not permitted on the Laney College campus.
10. It is the student's responsibility to drop a class if they so choose. The appropriate procedure must be processed through the Admissions and Records Office before a drop will take place. Nonattendance and/or no work completed in a course not dropped will result in a "fail" on your transcript.
11. Students will have additional lab time and will be enrolled automatically in a Graphic Arts 0 unit, non credit lab. Individual instructors will give you a sticker to show proof of enrollment before you will be allowed to use "space available" during other instructor's class times. You will need to have a current Laney College I. D. Card to get your sticker.
12. Cell phone use is strictly forbidden while in the Graphic Arts facility. This includes text messages. Phones will be turned off before entering the classroom or lab. Should your phone ring or require answering during class, due to an oversight on your part, leave the facility immediately.
13. Students that bring any item, device or electronic storage medium into the lab that causes loss or damage to hardware or software, whether intentional or unintentional, will be held personally liable for all costs of all repair, replacement and/or restitution.
14. Any student found altering the interface or operations of any of the Graphic Arts computers, peripherals or other equipment will be removed from participation in any and all Graphic Arts classes and labs.
15. Student use of the internet connection is for classroom assignment and instruction only. Unauthorized use of the internet will be strictly controlled and abuse may result in dismissal from participation in any and all Graphic Arts classes and labs.

Fall 2014 CLASS SCHEDULE

Don Petrilli, Instructor   Office: A151   Phone: 464-3263   Email: dpetrilli@peralta.edu   laney.edu/wp/graphic_arts

The following schedule may be modified to meet class/student requirements.
Topics may carry-over depending on need of participants.

FIRST WEEK (Introduction)

Tues. 8/19: **Introductory** **Lecture:** Course Overview: Student responsibility,
Grading policy, attendance policy, class schedule, projects. **Keep notebook/portfolio.**
Begin Introduction to InDesign: The InDesign User Interface Tools, Panels, Customizing the Workspace, Preferences,

Thur 8/21: **Short Lab Exercise:** Do Pages 2 (begin with step 5) thru 21 in book.

SECOND WEEK (The InDesign User Interface)

Tue 8/26: All Students Must have Textbook by 9/2
Lecture 1: Review: Tools, Panels, Customizing the Workspace, Preferences, Introduce: Picas and Points, Create a Document
New Assignments: *Finish by Third Week, Due Fourth Week Thur*
Assignment #1 "Using Picas and Points" and Assignment 2 "Drawing in InDesign"

Thur 8/28: **Lab:** Finish Pages 2 thru 21, Do Assignment #1 & #2, (Save for next week.)

THIRD WEEK (Printing InDesign Files)

Tue 9/2: **Lecture 2:** Printing InDesign Files, Start Building a Logo

Thur 9/4: **Lab:** Review in Petrilli-Student Files, GrArts 132 "IdentityPackageLogoTsquarePart1
Turn In: , (See Pages 4 & 5 in this syllabus) Submit Files and Print of Assignments #1 & #2

FOURTH WEEK (Project 1 Identity Package)

Tue 9/9: **Lecture 3:** Building a Logo Part 2
New Assignments: *Due Ninth Week Thur "*Portfolio Builder Project 1"

Thur 9/11: **Lab:** Review in Petrilli-Student Files, GrArts 132 "IdentityPackageLogoTsquarePart2, Go to Petrilli-Student Files, GrArts 132 "IdentityPackagePractice" and do the exercise. (Save files to turn in with Porfolio Builder Project 1 when completed.),
Work on Project 1 in text. Do Pages 27 thru 77

FIFTH WEEK (Project 1 Identity Package)

Tue 9/16: **Lecture 4:** Creating Basic Page Elements, Placing Images

Thur 9/18: **Lab:** Work on Portfolio Builder Project 1 Finish Pages 27 thru 76
Last Day to Turn In: Assignment #1 & 2

SIXTH WEEK (Project 2 Festival Poster)

Tue 9/23: **Lecture 5:** Building Graphic Interest, Color
New Assignments: *Due Tenth Week Thur*
"Portfolio Project Builder 2"

Thur 9/25: **Lab:** Finish Portfolio Builder Project 1, Work on Project 2, Do Pages 87 thru 140
Turn In: All files of the Identity Package and Portfolio Builder Project 1

SEVENTH WEEK (Character and Paragraph Formatting).

Tue 9/30: **Lecture: 6:** Threading, Character and Paragraph Formatting

Thur 10/2: **Lab:** Work on Project 2,

EIGHTH WEEK (Templates and Styles)

Tue 10/7: **Lecture 7:** Templates, Working with Styles
New Assignments: *Due Eleventh Week Thur*
"Portfolio Builder Project 3" (*Not in Book*.) See Petrilli-Student Files > GrArt 132 > Project 3 Aerospace > PortfolioBuilderProject3 > ReadFirst-PortfolioBuilderProject3Instructions.pdf.

Thur 10/9: **Lab:** Review for Midterm,
Finish "Portfolio Builder Project 2"
Work on "Project 3", Do Pages 147 thru 217,
Turn In: All files of Project 2 and Portfolio Builder Project 2
Last Day to Turn In: * "Portfolio Builder Project 1".

NINTH WEEK (Midterm)

Tue 10/14: **Midterm**

Thur 10/16: **Lab:** Go Over Midterm, Catch up on book assignments

TENTH WEEK (Tables)

Tue 10/21: **Lecture 8:** Tables

Thur 10/23: **Lab:** Work on "Project 3"
Work on "Portfolio Builder Project 3"
Last Day to Turn In: "Portfolio Builder Project 2".

ELEVENTH WEEK (Master Pages)

Tue 10/28: **Lecture 9:** Master Pages
New Assignments: *Due Fourteenth Week Thur*
"Project 4"

Thur 10/30: **Lab:** Finish "Portfolio Builder Project 3"
Work on "Project 4", Do Pages 223 thru 274
Last Day to Turn In: "Portfolio Project Builder 3".

TWELFTH WEEK (More Controls & Dummies)

Tue 11/4: **Lecture 10:** Controling Text & Planning

Thur 11/6: **Lab:** Work on "Project 4",

THIRTEENTH WEEK (Realty Collateral Brooklet)

Tue 11/11: **No Class - *Veteran's Day Holiday***

Thur 11/13: **Lecture 11:** Working with Templates
Lab: Work on "Portfolio Project Builder 4"

FOURTEENTH WEEK (Realty Collateral Brooklet)

Tue 11/18: **Lecture 12:** Advanced Frame Options

Thur 11/20: **Lab:** Work on "Portfolio Project Builder 4"
Last Day to Turn In: * "Project 4 files".

FIFTEENTH WEEK (Advanced Frame Options)

Tue 11/25: **Lecture: 13** More Styles
New Assignments: *Due Sixteenth Week Thur*
"Portfolio Project Builder 5"

Thur 11/27: **Lab: No Class** *School Holiday* **- Thanksgiving Day**

SIXTEENTH WEEK (Advanced Text Formatting)

Tue 12/2: **Lab:** Work on "Project 5", Do Pages 290 thru 354 Work on
"Portfolio Project Builder 5"
Extra Credit: Do Project 6 & Portfolio Builder Project 6

Thur 12/4: **Lab:** Work on "Portfolio Project Builder 5" Finish all work
Last Day to Turn In: * "Portfolio Project Builder 5" and
EXTRA CREDIT.

SEVENTEENTH WEEK (Finals Week)

Tue 12/9: **Activity:** *NO NEW PROJECT SUBMISSIONS ALLOWED*
Bring in Notebook/Portfolio complete with all
Portfolio Project Builder Outputs for Grade Check
Final Check with instructor of all Projects and Grades

*Assignment Submittal Instructions

• All assignment submissions will be Adobe InDesign CC compatible files. Any files that cannot be opened in Adobe InDesign CC will not be graded.

• All assignment submittals will consist of;
   a. A black and white hard copy proof of the document(s) if required by the "List of Assignment and Submission Requirements", (see page five of this syllabus)
   b. A typewritten paragraph of 100 words or less printed and attached to assignments with hard copies proofs required, or if only files are required in electronic form submitted as a properly named file (example: 132YourNameAssignment#Evaluation) along with all the required project files (You may use InDesign or Word),
   c. An electronic folder with the course number 132, student's name and assignment/project and number as the name of the folder with all files used for the hard copy proof output therein, (folder name example 132JaneDoeAssn1) This folder will be placed in the instructor's "Dropbox". Files must be submitted the same date that the student submits any proof to the instructor.
      • All assignments files must be submitted in a folder labeled in the following format;
         132YourNameAssignment#X   example: 132DonPetrilliAssignment3
      • All submitted "Assignment" and/or "Portfolio Builder Project" files will be named in the following format:
         132YourNameAssignment#Description
         (File name examples: 132PetrilliAssignment1PicasandPoints.indd or 132DonPetrilliPortfolioBuilderProject1Logo.indd)
      InDesign will attach either the .indd or .indt file extensions to your properly named files.

• No assignments will be graded or be considered as "turned in" without both printed proofs when required and electronic files in a folder

• Additional Requirements
  1. Print out full sized proofs of all parts of the Portfolio Builder projects, including all printers marks, bleeds, slugs and any additional lines or marks as required on Page 5 of this Syllabus by the "List of Assignment and Submission Requirements"
  2. All assignments will be retained by the student in a portfolio consisting of either a pocket style notebook or art portfolio. (This single
     portfolio/notebook will be presented at the "Consultation with instructor" during finals week. See Last Week above.)
  3. All assignments will be submitted in a neatly organized presentation.
  4. Each assignment will be accompanied with a typewritten paragraph of 100 words or less explaining;
     a. Any complications encountered while doing the project.
     b. Skills learned in this project.
     c. Problems with, or helpful information from class instruction
     d. How you can apply the skills learned from this lesson in your usage goals for Adobe InDesign CC.
     e. Any additional information or comments you desire to make.
  5. Assignments not turned in on time will not be given a letter grade but will be recorded as "turned in". "Turned in" assignment will help a final grade in a positive manner. Only assignments turned in on time will have full value in determining the final grade. Example: If a student turns in all of their assignments but they are all late, at the instructors discretion, the student might get a "C" in the class if the assignments are sufficiently complete and the work is of "C" or better quality. In any case a student submitting all assignments, or a majority of assignments, late will not receive a grade higher than a "C". See your syllabus for other factors that can affect your final grade.

Assignments Instructions and Dropbox Submission Standards.

Instructions For All Assignments: (Also read previous section on Page 4 for further submittal instructions.)
- Remember: All assignments are to show that you can do what was taught in the Lectures and Chapters.
- Use only fonts found in FontExplorer selections on our computers for completion of assignments.
- Submitted printed proofs and digital files must match exactly.
    - *Print* required greyscale "Proofs" as per assignment instructions below.
    - *Submit* all printed proofs with any other printed requirements as explained below to the instructor.
        - *Submit* a printed short typewritten "Assignment Evaluation Paragraph" (See page 4) to the Instructor with any required greyscale proofs, or if digital files only are required submit an electronic version of the short typewritten "Assignment Evaluation Paragraph" in above mentioned folder.

Dropbox Submission Standards for All Assignments.
- *Create* a folder titled 132*YourName*Assignment#
- *Place* all required final properly named (See page 4) and organized digital files into the above mentioned folder.
- *Submit* the folder with all other digital requirements to "Petrilli-Dropbox"

List of Assignment Requirements

Assignment 1/2 - Complete the *Against the Clock* textbook Lesson 1 Interface Chapter
- Complete Assignments 1 & 2 Measurements for Print Graphics, Drawing in InDesign as described on the Assignment Sheets in the Petrilli-Student Files.
- Proof printout required:
    Print one proof of Assignment 1 & 2 on one 8.5 x 11 piece of paper by printing on 2-sides of the 8.5 x 11
    Assignment 1 is page 1 (Picas & Points), and Assignment 2 is page 2 (Drawing in InDesign)
    (Print after week 4 lecture)
- Write an evaluation paragraph for each assignment as described in your class syllabus.

Assignment 3 - This assignment consists of 3 parts to do and turn in.
- Create a folder and submit in the Petrilli-Dropbox the following three groups of files. Also give to the instructor the required printed proofs and evaluation paragraph. Name this folder 132*YourName*Assignment3

    1. Complete the *Against the Clock* textbook Project 1 chapter but do not print any of this chapter. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment3 folder together with numbers 2 and 3.

    2. Complete the "Identity Package Practice" exercises provided in the Petrilli - Student Files. Do not print any of this practice identity package. Submit a sample of the final saved files of this practice work by placing each into the 132*YourName*Assignment3 folder together with numbers 1 and 3.

    3. Complete the Portfolio Builder Project 1 *A Professional Identity Package* provided to you by the instructor. Follow the exact specifications in the Portfolio Builder Project and use the same process and procedures used in the "Identity Package Practice" exercise including the document sizes. All work must be done in InDesign. Properly name and submit a sample of the final saved files of this Portfolio Builder Project 1 work by placing each into the 132*YourName*Assignment3 folder together with numbers 1 & 3.
        Also, submit a greyscale "Proof" printout of 1–4 below with all crop marks and page information:
            1. 3 x 3 Logo page printed and centered on 8.5 x 11 paper
            2. 8.5 x 11 Letterhead printed and centered on 11 x 17 paper
            3.9.5 x 4.125 #10 Envelope printed and centered on 8.5 x 11
            4. 3.5 x 2 or 2 x 3.5 Business Card printed and centered on 8.5 x 11

Assignment 4 - This assignment consists of 2 parts to complete and turn in. Create a folder and submit in the Petrilli-Dropbox the following three groups of files.

    1. Complete the *Against the Clock* textbook Project 2, the Jazz Poster chapter but do not printout the Jazzfest poster from this chapter. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment4 folder together with digital files of number 2 below.

    2. Complete the Portfolio Builder Project 2 Laguna Beach Sawdust Festival (Two Ads.) on page 145 in the *Against the Clock* textbook. Submit a sample of the final digital files of the Laguna Beach Sawdust Festival (Two Ads.) by placing each into the 132*YourName*Assignment4 folder along with number 1 above. Include in your Assignment Evaluation Paragraph a definition of a bleed as used on a printed document in your own words
        Also, submit a greyscale "Proof" printout of 1 & 2 below with all crop marks and page information:
            1. 9.5 x 11.5 ad with no bleeds printed on 11 x 17
            2. 8 1/4 x 10 7/8 ad with 1/8 bleeds printed on 11 x 17

Assignment 5 - This assignment consists of 4 parts to do and turn in. DO NOT DO THE Calendar, Portfolio Builder Project 3, Humane Society Calendar

1. Complete the *Against the Clock* textbook Project 3, the Heart Smart Newsletter chapter but do not printout the Heart Smart Newsletter from this chapter. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment5 folder together with digital files of number 2–4 below.

See the "Special Assignment" sheet for instructions in Petrilli-Student Files >Assignment 5 on the next three submission items.

2. Remember DO NOT DO THE Calendar, Portfolio Builder Project 3, Humane Society Calendar. Submit the final saved digital template file only for the "Special Assignment" 8.5 x 11, 4 page newsletter template which should include your nameplate and any other constantly repeating items on your newsletter design by placing the finished file into the 132*YourName*Assignment5 folder together with digital files of number 1 above and 3 & 4 below.

3. Use your template file to create a keyline rough in order to estimate a quick layout for the provided content of the newsletter. Submit the final saved "Keyline Rough" digital file for the 8.5 x 11, 4 page newsletter by placing it into the 132*YourName*Assignment5 folder together with digital files of number 1 & 2 above and 4 below.

4. Submit the final saved digital files for the 8.5 x 11, 4 page completed Desktop Publishing Newsletter by placing them into the 132*YourName*Assignment5 folder together with digital files of number 1–3 above. Also, submit a greyscale "Proof" printout of this completed Desktop Publishing Newsletter, with all crop marks and page information with spreads printed 2-sides on an 11 x 17 (Oversized) sheet :

Assignment 6 - This assignment consists of 1 part only., Project 4, Home Enhancement Guide

1. Complete the *Against the Clock* textbook Project 4, the Realty Collateral Booklet chapter, pages 211–230 only. Do not printout the Realty Collateral Booklet chapter, pages 211–230. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment6 folder.
You may do the Portfolio Builder Project at the end of this chapter in your textbook for EXTRA CREDIT if you wish. Do not printout the Portfolio Builder Project either, just submit the finished files in your folder.

Assignment 7 - This assignment consists of 2 parts, 1. Ireland Travel Brochure, and 2. Portfolio Project Builder 5, Hollywood Sandwich Menu

1. Complete the *Against the Clock* textbook Project 5, the Ireland Travel Brochure chapter but do not printout the Ireland Travel Brochure from this chapter. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment7 folder together with digital files of number 2 below.

2. Complete the Portfolio Builder Project 5 Hollywood Sandwich Menu on page 343 in the *Against the Clock* textbook **with one exception**. The textbook gives you the option of making a folded or unfolded menu. I am taking that option away and requiring that your menu must be a folded 2-sided menu. You do not need to fold your menu the same as the Ireland Travel Brochure.
Submit a sample of the final digital files of the Hollywood Sandwich Menu by placing it into the 132*YourName*Assignment7 folder along with number 1 above.
Also, submit a greyscale "Proof" printout. Export the file as a PDF and Print 1 sheet of 11 x 17 on 2 sides with all fold marks and bleeds from the PDF file.

Assignment 8 - EXTRA CREDIT Versioned Product Brochure, Portfolio Builder Project 6, Miami/Equatorial Travel Agency Brochure. This assignment consists of 2 parts
This assignment is optional for those of you who work fast and need more practice using InDesign.

1. Complete the *Against the Clock* textbook Project 6, the Digital Layout Variations chapter but do not printout this chapter. Submit a sample of the final saved files of this chapter work by placing them into the 132*YourName*Assignment8 folder together with digital files of number 2 below.
Do not printout toys_spring.pdf but submit all files saved.

2. Complete the Portfolio Builder Project 6 the Lancaster Promotions page 420 in the *Against the Clock* textbook. Submit a sample of the final digital files of the Lancaster Promotion by placing it into the 132*YourName*Assignment8 folder along with number 1 above.