Name _____ Period _____ Date _____

<table>
<tr><td>Chapter</td><td>**3**</td><td>**Introducing Microsoft Publisher**</td><td>**Project 3-5**</td></tr>
</table>

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Project 3-5 (pages 125-129)

Design a Bi-Fold Brochure

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Create a landscape page with 0.5 inch margins. Set 6 columns.			
Align a 1.125" text box, 1 inch from the top, in columns 4–6.			
Key title in centered, bold Felix Titling font. Change font color to gold and text box to black.			
Expand the kerning of *Future Home* to 7.5 pt.			
Insert the robot image. Resize and crop. Add a border.			
Key back page title in centered, bold, gold, 32 pt Felix Titling. Kern the text.			
Create a gold text box with a 3 pt border. Insert data and adjust to fit.			
Add a new page for the brochure interior.			
Create linked text boxes and insert text from data file. Adjust length of first box to even out text between columns.			
Insert pictures as shown, and resize as needed.			
Add pull-quotes. Group pictures and pull-quotes as shown in Figure 3.35. Add a border.			
Follow directions to save and print your work.			