Mississippi College

Class Syllabus Art 216 / Graphic Design 2



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ART 216 • GRAPHIC DESIGN 2 • 2010• SPRING SEMESTER

INSTRUCTOR: Sam Puckett

I. COURSE TITLE: ART 216 Graphic Design 2 3 semester hours

II. PREREQUISITES: Art 215

- III. COURSE DESCRIPTION: Practices of graphic design as applied to advertising, publications, and graphic communication, with emphasis on studio techniques and further incorporation of the Macintosh computer and QuarkXPress® software as design tools.
- **IV. RATIONALE:** This course is designed introduce the student to the Macintosh computer and desktop publishing software. Emphasis is placed on the desktop publishing software QuarkXPress[®]. Basic layout and design principles are considered as a means of providing an introduction to computer generation of various documents that are directed toward use in various graphic communication industries in our society.
- V. LEARNING OBJECTIVES AND OUTCOMES: The major goal of this class is to provide the student with the basic fundamentals of desktop publishing software. The graphic software QuarkXPress® and its various functions related to business and industry will be created using this software. This knowledge will be applied to solve publication needs that the student might face in the future. This course will enable the student to:
 - A. articulate the need for and benefits of desktop publishing software in business and industry,
 - B. identify key concepts related to graphic design and professional document creation,
 - C. distinguish between developmental stages of graphic design documents and the finished camera ready document,
 - D. discuss in general the concepts of professional document creation,
 - E. demonstrate awareness of the need for developing problem-solving skills by creating professional work utilizing graphic software,
 - F. analyze relationship between graphic design needs and available computer software and how it relates to the job market.
- VI. ACADEMIC INTEGRITY: It is expected that a student attending Mississippi College will be scrupulously honest. Therefore, plagiarism and cheating will be dealt with in accordance with the policies of the university. These policies are stated on pages 45 and 46 of the General Bulletin.
- VII. COURSE TOPICS: The major topics to be considered are:
 - A. The components of the Macintosh computer
 - 1. The Hardware: The Monitor, CPU, Hard Drive, Mouse, Zip Drive, Peripherals
 - 2. The Operating System: Macintosh OS, Desktop Environment
 - 3. Mouse Operations

- B. Working With Windows
 - 1. Opening Windows
 - 2. Activating Windows
 - 3. Moving Windows, Closing Windows, Reshaping Windows, Icon Views
- C. Disk and File Management
 - 1. Inserting/Ejecting Disk
 - 2. Creating/Using Files
 - 3. Launching Applications
 - 4. Deleting Files
 - 5. Shutting Down
- D. Basic Document Creation and Development
 - 1. Type Styles and Techniques
 - 2. Creating documents and layout related to the graphic arts profession
 - 3. Creating Tabs
 - 4. Basic Typography
 - 5. Creation of Business Documents
- G. Pictures and Text
 - 1. Legibility of Type
 - 2. Text Runaround
 - 3. Newsletter Design and Development
 - 5. Screen Tints
- H. Specialized Documents
 - 1. Ruled Form Layout
 - 2. Menu Layout
 - 3. Chart Development
 - 4. Advertisement Development

VIII. INSTRUCTIONAL METHODS AND ACTIVITIES: Methods and activities for

instruction will include:

- A. Lecture/discussion/demonstration
- B. Practical Learning Activities
- D. Video Tapes
- E. Evaluation: Written Comments and Critiques

IX. ASSIGNMENTS: The student will be responsible for the following:

- A. Reading Handouts and Reviewing Assignments
- B. Class Participation in Discussions
- C. Completing Assigned Documents

X. EVALUATION: The following components constitute a letter grade for this course:

A. Textbook Exercises	20%
B. Document Creation	60%
C. Test including Final Examination	20%
	$TOT\Delta I = 100\%$

D. **GRADING SCALE:** A = 95 - 100 B = 85 - 94

C = 75 - 84 D = 65 - 74

XI. OTHER COURSE INFORMATION:

A. Attendance Policy: (From the 2009-10 Mississippi College General Bulletin).

Students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required class work on time. Any student whose absences, whether excused or unexcused, exceed 25% of the class meeting will receive a grade of F in the course. Therefore, a student receives a grade of F in any course immediately upon accumulating the following number of absences in that class:

12 in semester classes meeting 3 times a week

8 in semester classes meeting 2 times per week

4 in semester classes meeting I time per week

6 in summer day classes (See Bulletin, page 44)

For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent. The responsibility for work missed rests entirely with the student. A student registering late will be charged for all absences occurring prior to his or her reporting to class, although these may be treated as excused absences.

- **B. Special Accommodations** Students needing special accommodations due to learning, physical, psychological or other disabilities should contact Dr. Buddy Wagner in the Counseling and Career Development Center in Lowrey Hall. Telephone (601) 925-3354.
- C. Make-up Test Policy: Students who have an excused absence for missing a test will be required to take a make-up test no later than the day of the next class meeting. It is the responsibility of the student to schedule the make-up exam time with the professor. The student must be accommodating to the professor's schedule. The professor reserves the right to administer a make-up test that is different from the regularly scheduled test.

XII. LIST OF MATERIALS:

Loose Leaf Notebook One Macintosh Formatted Zip® Disk

Transparent E-Guide 12" Line Gauge

XII. INSTRUCTIONAL MATERIALS AND BIBLIOGRAPHY

A. Textbook: Saliger, Joanne R. (2000). <u>QuarkXPress 6, A Step-By-Step Approach</u>, first edition for Macintosh. Englewood, CO: Morton Publishing Company.

B. CDRoms: QuarkXPress 6.0, MacAcademy, Inc., Ormond Beach, FL.

C. Bibliography:

PERIODICALS:

Dynamic Graphics

Step by Step Graphics

Desktop Publishing

MacWorld MacUser

MacAddict

LIBRARY RESOURCES:

Beach, M. (1992). An illustrated guide to the working language of design and printing. <u>Graphically Speaking</u>.

Blatner, D., Gaskill, P., Taub, E. (1994). Industrial strength techniques. <u>QuarkXPress</u> <u>Tips and Tricks</u>.

Dodt, L. (1990). Graphic Arts Production.

Hanson, L. (1993). The complete reference guide to understanding the Macintosh. Everything you wanted to know about the Mac.

Meggs, P. (1992). A History of Graphic Design.

XIII. CRITERIA FOR EVALUATION

- A. Assignments will be demonstrated at the beginning of each class. Please be on time at the beginning of each class. Demonstrations are difficult to make up. Each assignment/exercise will be evaluated on his/her performance in class, directions being followed, proficiency in the operation of the software utilized, professional quality of work, neatness of work, cleanliness of work area and the ability to work independently.
- B. Once the evaluation is made and notes to the student are recorded on the assignment, the grade will be recorded in the grade book. A computer printout will be given to each student at the completion of each unit of work to advise the student of his/her progress in the course.

Note: Tuition refund cannot be made on dropped classes after the first week of classes.

Notice of Tutoring Services

Tutoring services are available for students in the Department of Art and other students enrolled in Graphic Design classes in the Macintosh Lab located in Self Hall 111. Senior Lab Assistants will be in the Lab to assist students that need help with their work.

The Lab times will be posted on the door each semester. You will be required to sign-in and sign-out to record your attendance.

Student Information Data Sheet • Mississippi College • Art Department Sam Puckett, Instructor *This information is for your instructor's use only and for him to get to know you better. The questions are not intended to violate your privacy or to be shared with any other individual. If some questions disturb you simply do not respond. Thank you for your cooperation.
PLEASE PRINT ALL INFORMATION: Today's Date

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Educational Informa				
What High School did	you attend?		City	State
What year did you gra	aduate?			
What Degree are you	seeking at M	ississippi College?		
What was your compo	osite score on	the ACT Exam?		
☐ Commuting Studen	t 🗖 Dormitory	Student • If you are a D	Dormitory Stude	nt, which dorm do you
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Was a degree earned	from this coll	ege? 🛘 Yes 🗘 No Wha	t degree	
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In the case of emergency, list below, who could be contacted by your instructor: 1. Name Your relationship to this person				
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Rules and Procedures Art Department • Graphic Design Classes & Mac Lab Mississippi College Sam Puckett, Instructor

- 1. Each student will be expected to work at the same desk or computer for each class.
- 2. At the end of class it is the responsibility of each student to leave their area in a clean and neat order. All cut or scrap paper must be picked up, disposed of properly, and each work station organized properly. Before leaving **put your chair back under your desk or work station**. All materials (stock art books, clip art, computer textbooks) that have been borrowed during class from the bookshelf's in the Mac Lab must be put back where you acquired them and neatly placed away. Failure to follow these procedures will be reflected on your unit evaluations and your grade might be lowered a letter grade if you ignore this responsibility and warnings of your instructor. Remember your mother is not enrolled in this course...so cleanup after yourself.
- 3. In the Mac Lab you are at no time to reset the desktop display or adjust any other preset settings on the computers. Please do not touch the computer screens. At no time are you to make any adjustments to the printers in the Mac Lab. No personal files are to be set up on a desktop. Use your Zip® for your files. At no time are you to put paper in the paper trays or to try to print a single sheet of different paper without the help of your instructor or Lab Assistant. Student Lab Assistants will be used this year. There will be certain times for the lab to be open for students to work on class objectives and these will be posted. The lab assistants will have complete authority while lab is being conducted. They are to be treated with the same respect as your instructor.
- 3. Food and drinks cannot be brought into class or the Mac Lab. Cell phones are to be *turned off or silent* at the beginning of class! The overall noise level during class should be kept to a minimum.
- 4. Breaks, *when allowed*, are never to be longer than 10 minutes. If you need to leave class for any reason, please inform your instructor before leaving.
- 5. **Any and All** personal jobs must be cleared with the Graphic Design Coordinator before you work on any projects beyond the class objectives. If approved, outside work cannot be done during class time.
- 6. You must be trained on all equipment before you use it. No student (*or faculty*) not enrolled in Graphic Design classes in the Art Department can use any equipment without the verbal consent of the Graphic Design Coordinator. No games may be played on the Macintosh computers.
- 7. Attendance: All demonstrations and lectures will begin promptly at the beginning of class. If you miss a demonstration or lecture if will be your responsibility to get notes and instructions from a fellow student. Refer to the current student handbook in regards to the allowed number of absences allowed in a semester. It is imperative that you come to class each day, on time and be prepared to learn at the beginning of class. Your instructor will strictly adhere to the school attendance policy.
- 7. Grading and evaluation on projects in the Graphic Design classes will be on a point system with a total of 100 points on each assignment. Each piece of work on each unit will be evaluated and given a numerical or letter grade for each assignment. The work will be expected to be turned in **on time** according to the lesson plans for each class and verbal instructions of your instructor. No work will be accepted late unless you can prove why it will be late, such as a doctor's excuse, and accident, a death in the family, etc. <u>Late work will be docked 10 points per day from the date due if no legitimate excuse is provided.</u> No late work will be accepted after two class meetings from the due date without prior approval of the instructor.
- 8. Small "Walkman" type radios, CD players are permissible with ear phones as long as no one else in the class can hear the music. They cannot be worn during lectures, video's, or demonstrations. You must be able to hear the instructor when listening to music. No device is to ever to be plugged into the computers in any way. Sound ports have been damaged in the past due to this being allowed. <u>If your volume continues to be a problem, you will not be allowed to use it during class</u>. This is a privilege, not a right!
- 9. All students should read a current issue of the Student Handbook and College Catalog that explains all rules and regulations concerning general conduct at Mississippi College.
- 10. The \$15.00 Lab fee is required for all Graphic Design Courses to pay for toner, printer paper and supplies needed for the lab to successfully complete your learning objectives for the various courses.
- 11. At any time during a course that you have a personal problem that is hindering your progress in the course, please discuss your problem in private with the instructor. These discussions will be kept completely confidential and any assistance that is needed will be rendered on an individual basis.

Professional Workplace Assessment Class Notebook Art Department • Mississippi College

Organization of Tabs for Your Class Notebook

Directions for Organizing Your Class Notebook

The <u>first page</u> of your notebook when opened for evaluation should be the **Professional Workplace Assessment Student Notebook Assessment List** with all the information filled out at the top of the sheet, printed in black or blue ink. This is the form that will be used by your instructor to record the total points in each category for the evaluation of your notebook.

Each Tab should be labeled with the appropriate title/name (*no number tabs*) and should be typed on the computer, cut out and attached to the proper tab. This can be accomplished by accurate measuring and using QuarkXPress® software.

To your right you will see the <u>required divisions for Tabs</u> that should be in every notebook you turn in for evaluation. Addition tab divisions of your notebook can be included after the required ones if they can help you better organize your notebook. Remember that neatness counts and is an area of evaluation of your notebook. The notebooks will be evaluated at Mid-Semester. Your are required to have your notebook each time you come to class. <u>THEY ARE SUBJECT TO BE TAKEN UP AT ANYTIME FOR EVALUATION</u>.

Your notebook must have some cover design that you design and develop with your <u>NAME</u> on the front of the notebook.

Class Notes | Handouts | Objectives | Syl

Graded Work

Professional Workplace Assessment

Student Notebook Assessment List

Art Department • Mississippi College

Student Name	Semester		
Social Security # Date			
Course Title Course Title	Course Prefix and Number		
Item	Points		
Completeness— syllabus/objectives and all hand outs are included	ded (10 pts. Max.)		
Organization— all items are in proper order	(10 pts. Max.)		
Tab indexed – by divisions given in handout; typed labels	(10 pts. Max.)		
Graded work- in notebook and are in proper order	(10 pts. Max.)		
Class Notes – notes taken during lectures & demonstrations	(30 pts. Max.)		
Neatness & Quality of Work- of notebook and graded work	(15 pts. Max.)		
Overall Professionalism of Notebook - meets all criteria	(15 pts. Max.)		
	Total Points:		

Mississippi College Class Exercises & Assignments Art 216 / Graphic Design 2



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Assignments and Learning Experiences for the Semester:

Each of the following assignments are required to be completed to successfully meet the learning objectives for this class. Each assignment will be graded on a 100 possible points. For each mistake points will be deducted thus arriving at your grade for the assignment. The grading scale for the class is listed in the front of your course objectives. You must use your class time wisely and get help while your instructor is in class. You will need to note the hours that the lab is open and you will probably have to work outside of class to keep up with the pace of the class. Make sure you take notes that you can understand to where you will be able to do the work when you have no instructor present.

If at anytime you have questions while working on the assignments please feel free to ask for help!

Assignments to be completed this semester:

- 1. <u>Bio-Profile</u>- The first job in this class is to familiarize you with the Macintosh and QuarkXPress[®]. Working from the sample sheet provided in your objectives titled "Assignment #1 Bio-Profile simply type and fill in the each sentence with the response that is appropriate for you for each of the 11 statements. Keep your responses <u>brief</u> to keep all information on one sheet. The purpose of this exercise is to get you familiar with the Macintosh computer and how to enter data and save your file to your Zip[®] disk.
- 2. **Basic Ruling in QuarkXpress:** This is to be done like the example in your objectives. Pay attention to your instructor's demonstration.
- 3. <u>Charts Exercise & Creating a Memo</u>: Complete the Chart assignment following the specifications on the sample labeled Creating Charts. Your instructor will discuss an demonstrate how to complete this assignment and explain how to measure from your sample. This assignment should be saved as Chart Exercise to your Zip*.Complete the Memo Exercise following the sample provided and your instructor's demonstration.
- 4. **Ben Day Tint Screen Exercise:** Following the example on Ben Day screens reproduce this assignment the same size as the sample labeled. Part of your grade will be determined on how much like the original you can reproduce your work. Your instructor will demonstrate and explain the techniques needed to complete this assignment in Quark. Your image area is 6" by 9" with 1/4" margins. Be sure and read the copy that you typed. You *might* learn something. Remember to spell-check your two paragraphs. This assignment should be saved as **Ben Day Exercise**.
- 5. **Practicing Tool Exercise:** Following the example in your objectives, recreate this page as close as possible. Pay close attention to the instructors demonstration and take notes on your example. This may seem like a meaningless exercise but it teaches you a lot about the tools and how they work in dealing with Quark. You will be able to get the pictures from your master disk folder copied at the beginning of the semester on your Zip®.Save your file as **Tool Exercise.**
- 6. Travel by Land & Air: Integrating Pictures and Text: This assignment will teach you how to import graphics from you master disk and how to use columns to help divide up a page for a layout. Both of these exercises require the use of graphics. Your graphics for this assignment will be on your master disk folder that you copied at the beginning of the semester. Your instructor will explain how to obtain the clip art for usage on these assignments. The principles of these assignments is how to use electronic clip art or pictures and how to manipulate the text with the graphics. On the second part working with Runaround, try and use some clip art that has a silhouette effect to the object. The samples in your objectives will give you some idea of

- what your instructor choose to use on the assignments. No two people in class are expected to have identical pieces of work on the second assignment studying text wrap or as Quark defines it "Runaround." You will be able to get the pictures from your master disk folder copied at the beginning of the semester on your Zip[®].
- The Big Question Religious Pamphlet: This assignment is to prepare a work and turn layout. The question mark is a graphic that can be imported into a picture box from your Master file on your Zip® disk. The image area in your setup should be: 6 1/4" wide by 10 1/2" tall. Your margins are 1/4" on all four sides with 2 columns with a 1/2" gutter. Once your document appears on the screen you will need to drag a horizontal guide to 5 1/4" and a vertical guide to 3 1/8". After setting these two guides you will need to set your Zero point on your ruler and then **pull guides 1/4"** on either side of both the guides that you created. This will have you set with the proper guides for beginning your document. Part of the challenge of this assignment is to use your **E-Guide** and determine (SPEC) your type sizes and match the fonts with what you have available on your computer. The top of your layout will consist of the cover on the right side and the back of the pamphlet on the left side. The bottom portion of your layout will be the inside two pages. Type the bottom portion in an upright position and once you have finished you will rotate the two text boxes using your measurements palette. Your evaluation on this assignment will not only be your correct placement of the elements but your typing skills also. Mistakes are costly in the production environment and you must learn to proof your work and know that it is "Perfect" before it goes to press. Watch the demonstration closely on how to set the tabs that you will need to make the type do what you want it to do. This work-and-turn is a very common procedure in the printing industry because it only requires one printing plate and thus saves the client and the printer cost and time.
- 8. <u>Blue Cross Newspaper Ad:</u> This assignment is to create a one color ad for Blue Cross & Blue Shield. The image area in your setup should be: 4 1/8" wide by 8 1/8" tall. The boy flying the kite graphic and the Blue Cross & Blue Shield logo can be imported into a picture box from your Master file on your Zip® disk. Taking the information from the sample document you can have design freedom to complete this assignment in a way that could be better than the sample. You can use the polygon picture box tool to create screen tints of black to create "Ben Day" effects and blends. This is a one color, black ad. Watch the demonstration closely to learn how to achieve various shading effects. When ready to print be sure and run it with your registration and corner marks activated in you print dialog box.
- 9. Creating a Brochure: This assignment is found in your objectives. It involves setting up for a standard 8 1/2" by 11" three panel brochure. Your instructor will walk you through each process step-by-step. You will experience working with three panel brochure template that will fold properly when printed, precise typographical controls, tabs and rules to create a table, grouping, rotating, shading bitmapped pictures and using shaded polygons as graphic elements. This is the most complex assignment that you have faced. Pace yourself and follow directions carefully. Don't be afraid to ask questions.
- 10. **Creating a Newsletter:** This sample of this assignment is found in your objectives. It involves setting up for a standard 8 1/2" by 11" two page newsletter. Your instructor will walk you through each process step-by-step. You will experience working with hyphenation and justification commands, creating style sheets, text runaround for graphic elements, screening graphics, rotating text and picture boxes and linking text to control text flow. This assignment will again ring new buttons in Quark that you have never used before. Before beginning this assignment make sure that you have the word processing files that are on the master disk that you received at the beginning of the semester. Use some appropriate graphics. You have several

- choices on your Master disk. Pace yourself, take you time and follow directions carefully. Try to remember what you did and why. If you plan to use QuarkXPress® in the future you need to remember how to accomplish various task.
- Creating a Two Color Newsletter: This assignment involves designing the first two pages of 11. a 12 page newsletter for the Graphic Arts Service Providers, GASP for short. This should be done in QuarkXpress® with the following specifications. You image size is "8 1/2" x 11" with the following margins: Top 0.5", Bottom 0.625", Left O.5" and Bottom 0.375. This will be a two color job with one color being black and the second color defined as Pantone® 876 CV for the Name, Model: Pantone® Coated. This is accomplished by dragging down the EDIT menu and selecting "Colors..." and then click on the "New" button and select Pantone® Coated and type in 876 in the bottom dialog box and then save the color to your color palette. Create a second page and using the sample as a guide for measuring draw the appropriate guidelines needed to create the shapes and columns for page 1 and page 2. Accurate measuring is a must for all the elements to match. You will also need to use your E-Guide to spec all the type properly. In creating your Masthead with the letters "GASP" select a font that will be bold enough to work well for the insertion of a picture into the letters. Center the type vertically and horizontally, and Color it. Then import the file Press guy2.EPS. into the box and position it as desired. Color the picture with the Pantone® 376 color. The graphic on page 1 is Row Master.TIF position it against the bottom margin, centered between the columns; set a Runaround of type Auto with a 3 point Outset. The graphic on page 2 is GASP Logo.TIF scaled at 50%. The text for the contents section of page 1 is called Content.XTG. It is best to flow the text into a vertical box to the left of the work and then use it to cut and place the type into the contents section of the newsletter. The main body copy is a text file called GASP Newsletter Text. This is all the text for both pages and you will have to use the linking tool to flow it to the second page. Use the second color as you feel it would best enhance the design of the newsletter. Once completed be sure an check the accuracy of the layout and run spell check before you print.
- 12. Creating a Menu in Two Color: Using the sample in your objectives develop a two page menu for Shangri-la Nouvelle Chinese Cuisine. Stay with an 8 1/2" x 11" layout either vertical or horizontal with at least a 1/2" margin. You will first GET TEXT and flow the text in on the inside of your menu. Your instructor has this already typed in a word processing program ready to be loaded from your master disk. The Chinese writing is an EPS graphic on the disk also. You also have several graphic scans on your Master disk that you can use to design your own menu. Your instructor will explain two important principles: (1) how to define PMS colors and (2) how to set up a dot leader tab. The text that is flowed in already has a default tab inserted after the price and all you will have to do is select the type and reset a decimal tab. When ready to print be sure and run separations. Your grade will be on your design, technical layout, and usage of your second color.
- 13. Creating a Business Statement: Form work is a part of life whether we like it or not. Quark makes what used to be a dreaded job much more pleasurable. Using the sample in your objectives titled Mitchell Renovations or Cory Tabb Builder create a exact duplicate of this statement form. The image area size is 8 1/2" x 11". The step and repeat function located under the Item menu on Quark is a great advantage in form building in Quark. You instructor will demonstrate and explain how this function works.
- 14. <u>Creating a Business Card</u>: This assignment gives you the option of creating a business card that you want to design. You may refer to the samples found in your objectives if you want and create a card similar to these choices. Samples will be shown by your instructor. The decision

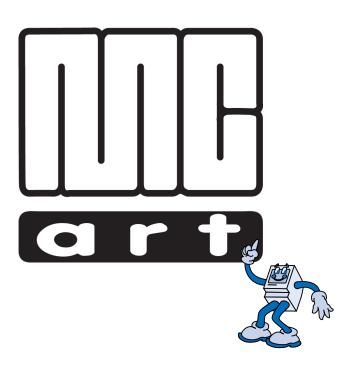
is yours. Your technical specifications are as follows: (1) a standard business card is 3 1/2" x 2"...a printer will not normally print a single card. They desire at least a "4-up" approach, especially in offset printing. Therefore, your image area for a "4-up" layout is 4" x 7" either vertically or horizontally depending on the card you are designing. You will need a 1 pica and 9 point (1p9) margin on all sides. A simple way to accomplish your layout is to ask for 2 columns with a 3 pica and 6 point (3p6) gutter space and place your remaining guides from the rulers using the 1p9 margin. Once this is accomplished, enlarge your view to 200% or above and concentrate on designing one single card. Most point sizes for address, phone number etc. on business cards run from 10 pt., 8 pt., 7 pt. and sometimes 6 pt. It really depends on the information and what has to be on the card. Once you complete the single card, save your file, and with the Item Tool select your card and Group it. Once you do this and it is selected use the Command D function in Quark to duplicate and then place the remaining cards within the correct margins. This allows you to easily change the names and title of individuals without redesigning each card. When ready to print be sure and run it with your registration and corner marks activated in you print dialog box.

15. <u>Mid-Semester and Final Practical Exams</u> - Your instructor will give you a practical exam midway through the course and at the end of the course based on your calendar. The graphics needed for these assignments can be found on your Master Files in the appropriate folder. *No demonstration will be given! You must apply what you have learned to complete the assignments without help!*

Mississippi College Class Assignments

Class Assignments &

Possible Assignments



Art 216 / Graphic Design 2

Assignment Number 1 · Bio-Profile · QuarkXPress Graphic Design 2 · Mississippi College

Your Name Your Address City, State & Zip Phone # & e-mail Address

- 1. My goals are
- 2. I finished high school at
- 3. My experience with computers involve
- 4. I feel productive when
- 5. I feel annoyed when
- 6. People like me when
- 7. When I meet someone new I feel
- 8. The person I most respect in my life is
- 9. The most important thing in my life is
- 10. In this course the instructor should expect me to
- 11. I am happy when
- 12. I am

Remember:

If you can't find the time to do it right, When are you going to find the time to do it over!

On the Computer, Remember...

You have to select it, to effect it!