



Calendar Project

Name _____



DESIGN A YEAR LONG CALENDAR WITH A THEME OF YOUR CHOICE AND YOUR CHOICE OF BINDING METHODS.

GRADE SHEET

	POSSIBLE POINTS	STUDENT EVALUATION	POINTS EARNED		
		Place a below when finished with activity	Missing (No points)	Not Complete (1/2 points)	Complete (All points)
PLANNING					
▶ Theme for Calendar:	20	_____	_____	_____	_____
▶ Thumbnails for each month (5 points each)	60	_____	_____	_____	_____
FILE PREPARATION					
▶ Dimensions and Margins Correct	20	_____	_____	_____	_____
▶ Assembled using InDesign	40	_____	_____	_____	_____
▶ Master Pages used	20	_____	_____	_____	_____
▶ Table created in InDesign	20	_____	_____	_____	_____
▶ File Management: All files Saved in job folder	40	_____	_____	_____	_____
▶ Every month has a graphic placed (5 points each)	60	_____	_____	_____	_____
▶ Contains at least (1) <u>one</u> photo captured with a digital camera .	20	_____	_____	_____	_____
▶ Contains at least (1) <u>one</u> image captured using the scanner	20	_____	_____	_____	_____
▶ Contains at least (1) <u>one</u> original graphic from Illustrator	20	_____	_____	_____	_____
▶ Correct print layout for final project	20	_____	_____	_____	_____
BINDING & FINISHING					
▶ Bindery (Your Choice:					
Comb Binding, Coil Binding or Saddle Stitched)	20	_____	_____	_____	_____
▶ Hole Drilled for Hanging	20	_____	_____	_____	_____
▶ SUBTOTAL	400	_____	_____	_____	_____
DEDUCTIONS					
▶ Spelling Errors	(-5 each)	_____	_____	_____	_____
▶ Off Task	(-5 each)	_____	_____	_____	_____
Dates:					
▶ TOTAL	400	_____	_____	_____	_____



Calendar Project

Objectives:

- Draw thumbnail sketches
- Use InDesign for page layout and assembly of calendar
- Generate/Edit graphics in Illustrator and Photoshop
- Create PDF file for page layout purposes
- Print to color printer in correct layout for finished product
- Finish/Bindery - trim and bind calendar

Directions:

Create a year-long calendar for yourself or for someone else. Review the Grading Rubric. Make sure to complete all MUST items from the list below.

The calendar MUST:

- be assembled using InDesign
- use the table-creating function and master pages in InDesign to set up the date pages (*Mrs. Hynson will review with class*)
- have all files saved in a "Calendar" folder in the appropriate place on your computer (*this will be checked at the end of the project*)
- every month must have a graphic placed (vector or raster)
- contain at least (1) one photo captured with a digital camera
- contain at least (1) one image captured using the scanner
- contain at least (1) one original graphic from Illustrator (*something that you create in Illustrator*)
- be bound using comb binding
- have a hole drilled for hanging purposes

Planning:

Step 1:

Decide the general theme for your calendar. The theme might be sports, art that you have drawn, abstract graphics, favorite foods, historical sites in your hometown, scenes that represent seasons/months, etc. Make sure to carry this theme throughout the calendar.

Step 2:

Use scratch paper to draw 2 thumbnail sketches for each month of the calendar. Choose a thumbnail sketch for each month.

File Preparation:

- Create a folder in your folder named "Calendar"; save all graphics into this folder for this project.
- Calendar dimensions: 11" x 8.5" with .5" margins in InDesign. How many pages will you need? _____
- Decide how you are going to bind your calendar? You will need to know this before you cre-

- ate your pages. You can choose from Comb Binding, Coil Wire Binding or Saddle Stitching.
- Build date pages on a masters page using tables in InDesign.
- Double check dates for each month, and then recheck before printing out.
- After completing layout, run spell check. (Edit – Spelling – Check Spelling)

Assembly:

- Create a Print Ready pdf file. (File — Export — Format: Adobe PDF — Settings: High Quality Print) save into your “Calendar” folder.
- Create a folding dummy of the calendar and figure out which pages need to back up each other for proper finishing purposes.
- Print to color printer.
- Bind using comb binding, coil binding or saddle stitching.
- Drill hole for hanging purposes