

# Introduction to Graphics & Design

## Page Layout: Pre-press & Output Procedures

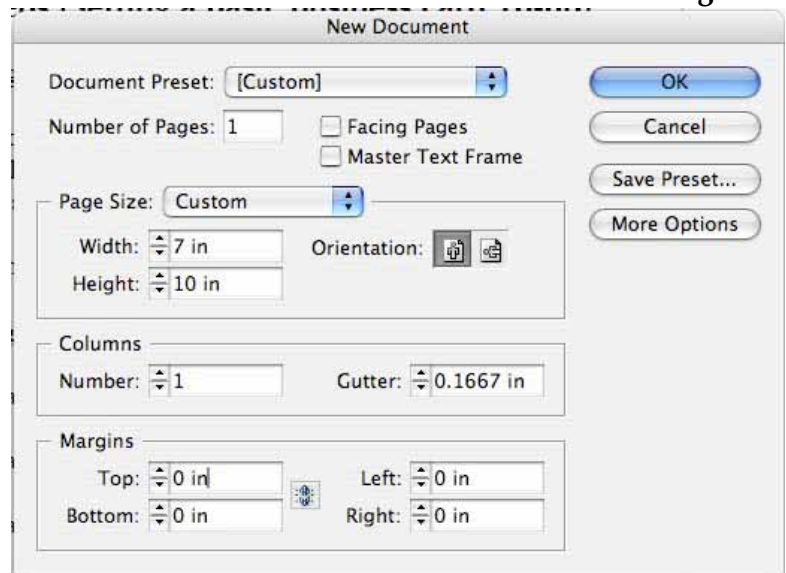
GPS: ACCT-IGD-8, ACCT-IGD-11, ACCT-IGD-12, ACCT-IGD-13

**Objective:** Given a project sheet, set your business up for printing. Score an 80% or higher.

**Project Brief:** Its finally time to print! Follow the directions below and set your cards up for printing.

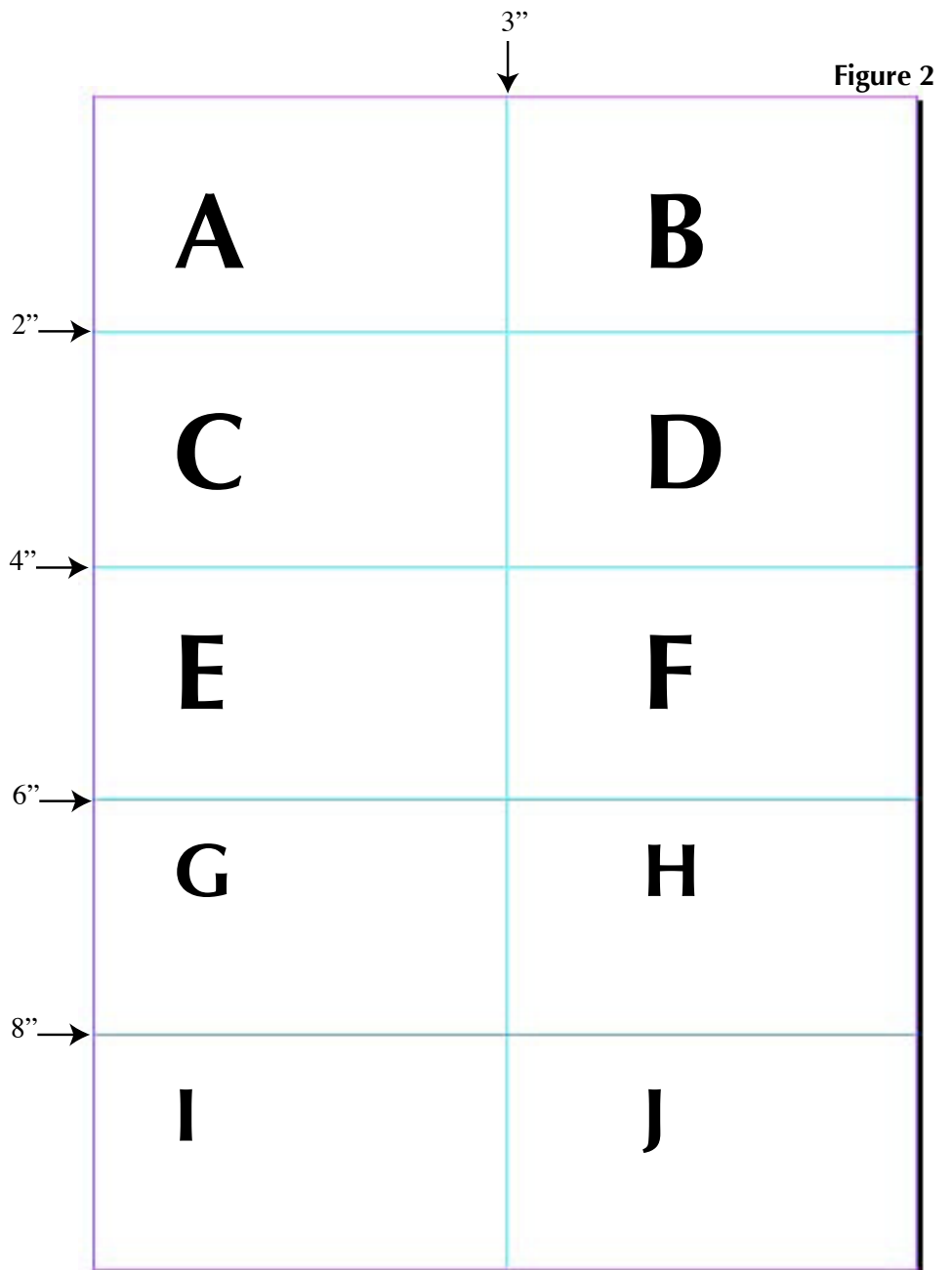
### Imposition steps (Setting a basic business card 10-up):

1. Launch InDesign.
2. Create a new document. Use the specs below.  
7" wide x 10" high  
0" for guidelines (See Figure 1)
3. Save the document as 10upBC.indd.
4. Pull a vertical guideline to 3.5".
5. Pull a horizontal guideline to 2".
6. Pull a horizontal guideline to 4".
7. Pull a horizontal guideline to 6".
8. Pull a horizontal guideline to 8".
9. Open your business card.
10. Select the business card (command a).
11. Copy the business card (command c).
12. Close the business card (command w).
13. Paste the business card into space A (See Figure 2 on the next page).
14. Center the card with in the space A.
15. Paste the business card into the remaining spaces.
16. Print the file.



17. Fill out the grading rubric.

18. Turn in all paper work to the instructor.



### Grading Scale:

	WORTH	YOUR SCORE	FINAL SCORE
<b>Followed Directions</b>			
• Created Document to Specs.....	20 pts.		
• Pulled Guidelines.....	20 pts.		
• Placed Business cards correctly.....	40 pts.		
• Completed Rubric.....	10 pts.		
• Met Deadline.....	10 pts.		
<b>Total</b> .....	100 pts.		