

Student Name: _____

Letter Grade: _____

Have you Done the Following? (Circle the appropriate answer)

- 1- Bleed= 0.3 cm (left + right only) => document presets (Yes or No)
- 2- Dropped initial for every copy (Yes or No)
- 3- Every InDesign file is placed in a folder named after the pages on the ladder + event + your name (Yes or No)
- 4- All photos are identified: (Yes or No)
Rails of photos => identified above =>
 - * **photo number**: in white + black shadow or outline, no square, font = copperplate, font size = 11
 - * **captions**: numbers in bold- rest = regular- font= eurostile- font size = 8 or 7.5
- 5- You have prepared at least 5 spreads about a topic similar to the one you are working on and are ready to attach them to the spreads you will hand in. You are able to show how those spreads were useful to you. (Yes or No)
- 6- All photos on your spreads face the gutter! (Yes or No)
- 7- You have served / will serve (on _____ from _____ till _____) 6 after school hours this week. (Yes or No)
- 8- You are aware of the fact that every person in MS and HS needs to be covered at least twice in the yearbook and NO ONE can be covered more than 3 times. (Yes or No)
- 9- The three spreads that you are supposed to have finished and corrected are ready to be handed in on Monday in the following format:
 - a print out of the three spreads
 - a folder in your name on the desktop of the computer assigned to you; and this folder includes:
 - 3 folders, 1 for each spread, titled after the pages on the ladder + event + your name

In each one of those folders, you have placed the following:

 - In Design file
 - A folder with all the pictures used in that InDesign file

(Yes or No)

If the answer is negative for any item, when will it become POSITIVE? Answer next to each item.