

Create and Design an Identification Card

**OBJECTIVE:**

To create an identification card

**GET TO KNOW WHAT YOU'RE DESIGNING:**

Identification cards (IDs) are used to prove a person's identity. IDs are given to students at schools, employees of businesses, government officials, members of health clubs, and a variety of other organizations. One of the most popular forms of ID is the driver's license. Typically laminated and small enough to fit inside a wallet, ID cards are designed to be handy, easy to retrieve, and convey at a glance that the bearer has a valid identity.

**PROJECT OVERVIEW:**

An identification card is often used to confirm that the bearer is entitled to whatever benefits are granted by ownership of the card, usually membership in an organization, club, or group. In this project, you will use your desktop publishing software to create a one-sided identification card containing your photo and other personal information.

**STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. Think about an organization you belong to or would like to join. Consider sports teams, government agencies, school organizations, and so on.
2. Generate a list of relevant information to include on your ID card (height, weight, hair color, etc.).
3. Use one easy-to-read font on your ID card.
4. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

Project #22: Create and Design an Identification Card *(continued)*



INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.
2. Save the file as **"ID Card"** to the "Publish It!" folder.
3. Set up your document using the "Page Setup Instructions" provided on the next page.
4. Complete the "Content and Design Steps to Follow" provided below.
5. Proofread your work carefully for accuracy, design, and format.
6. Resave the file.
7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.



CONTENT AND DESIGN STEPS TO FOLLOW:

1. Select an organization you are currently a member of or one you would like to join.
Examples: government agencies, fitness centers, school organizations, etc.
2. Include the following on your identification card:
 - The name of the organization (and logo, if applicable)
 - The address of the organization
 - Your name, height, color of your eyes, and birth date
 - A digital photo of yourself (if a photo is not possible, use a graphic image as a substitute)
 - A membership number
 - The date the membership expires
3. Add additional text and/or graphic elements to help enhance the look and design of the document.
4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
5. Go to Step 5 in the "Instructions" provided above.



SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

1. Print the document on cardstock or colored paper.
2. Use scissors to trim the edges of the identification card.

Project #22: Create and Design an Identification Card *(continued)*



PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
- Dimensions:** 8.5 x 11 inches
- Margins:** .5 inches on all sides
- Orientation:** Portrait
- Other:** Using the rectangle tool, draw a rectangle measuring 3.25 inches wide by 2 inches tall, giving it a 1 pt. border. Position the rectangle in the center of the page. Place the contents of your identification card in this rectangle.

