

Create and Design a Bookmark

 **OBJECTIVE:**

To create a bookmark

 **PROJECT OVERVIEW:**

Bookmarks have been used to express a wide variety of messages. Some contain inspirational quotes with images of nature, while others include practical information such as a calendar or time chart. In this project, you will use your desktop publishing software to create and design your own personalized bookmark that communicates a themed message.

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

Bookmarks are handy items as they are used to indicate the page where a reader had previously stopped reading in an unfinished book. Bookmarks are usually printed on heavy cardstock paper, and cut into rectangular strips.

 **STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. As you won't have much design space to work with in this assignment, it is important to be brief and concise with your bookmark's message.
2. To help decide on a theme for your bookmark, use the Internet and other reference materials on hand to research things that interest you.
3. Use graphic images that will complement the message you intend to convey.
4. Choose fonts that effectively match the essence of your message. Use a maximum of two fonts in the design.
5. 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 #7: Create and Design a Bookmark (continued)



INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.
2. Save the file as "**Bookmark**" 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. Choose a theme or message to communicate on your bookmark. Some suggested themes are sports, music, fashion, or movies.
2. Include the following on your bookmark:
 - A headline related to the theme you have chosen for your bookmark
 - A brief paragraph or bullet list that highlights and/or summarizes the theme of your bookmark
 - One or more graphic image(s) related to the theme of your bookmark
 - Surround the text and graphic image(s) with an ornamental or 1 pt. rectangular border
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 bookmark on cardstock or colored paper.
2. After printing, use scissors to cut around the borders of the bookmark.
3. Add a tassel with ribbon or yarn to add a personal touch to the bookmark.

Project #7: Create and Design a Bookmark (continued)



PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
- Dimensions:** 8.5 x 11 inches
- Margins:** 1 inch on all sides
- Orientation:** Portrait
- Other:** Using the rectangle tool, draw a rectangle that measures 2.25 inches wide by 6.5 inches tall, giving it a 1 pt. border. Position the rectangle in the center of the page. Place the contents of the bookmark within this rectangle.

