NHS Graphics INTRO
Notebook Checklist

Cover
__Course Syllabus

Type
__Typeface Notes
__Things you should know about…
__Typeface Search
__Font Quiz

Layout and Design
__Layout Sequence
__Copyright

Offset Notepad
__Syllabus
__Notepad Layout
__Thumbnails
__Measurement
__Making a Rough
__Rough
__Comprehensive (hand drawn w/o text)
__Using the Scanner
__Comprehensive (computer print w/text)
__Making a 4-Up
__Vertical Process Camera
__Negative
__Negative Repair
__Making a Masking Sheet
__Exposing and Developing a Plate
__Running the Press
__Final Print
__Padding Notepads
__Mounting a Print
__Mounted Print
__Rubric
__Project Review

Screen Print
__Syllabus
__Practice Cutting
__Thumbnails
__Rough
__Comprehensive
__Degreasing a Screen
__How to Screen Print
__Final Print
__Reclaiming a Screen
__Making a Mat
__Matted Print
__Rubric
__Project Review

Vector
__Intro to Illustrator – Creating…
__Print of Dog
__Syllabus
__Raster vs. Vector
__Vectoring a Raster
__Some Tips for Using the Pen Tool
__Final Vector - B/W of original (Web Image)
__Final Vector - B/W of drawn image
__Final Vector - Color of drawn image
__Project Review

Time Sheets
__ Week 1 (8/23)
__ Week 2 (9/2)
__ Week 3 (9/9)
__ Week 4 (9/16)
__ Week 5 (9/23)
__ Week 6 (9/30)
__ Week 7 (10/7)
__ Week 8 (10/14)
__ Week 9 (10/21)

Handouts and work	/136
Color Coordinated	/30
Creative & Attractive	/75
Order	/49
Project Reviews	/60
Total	**/350**
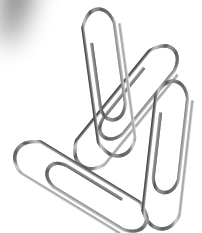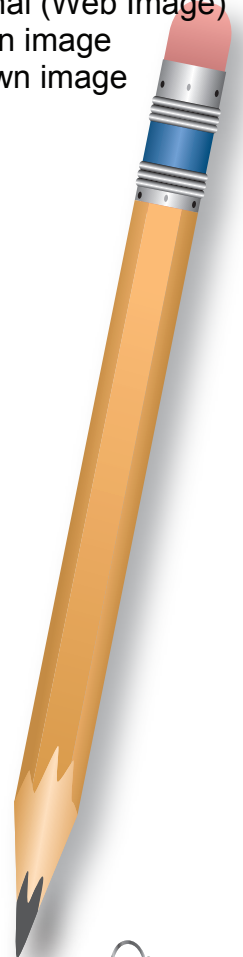
Some Helpful Tips

Make a divider for each section (The Underlined topics)
- **-** Should have images, text or graphic elements that are relative to the project
- It's a good idea to color coordinate the sections
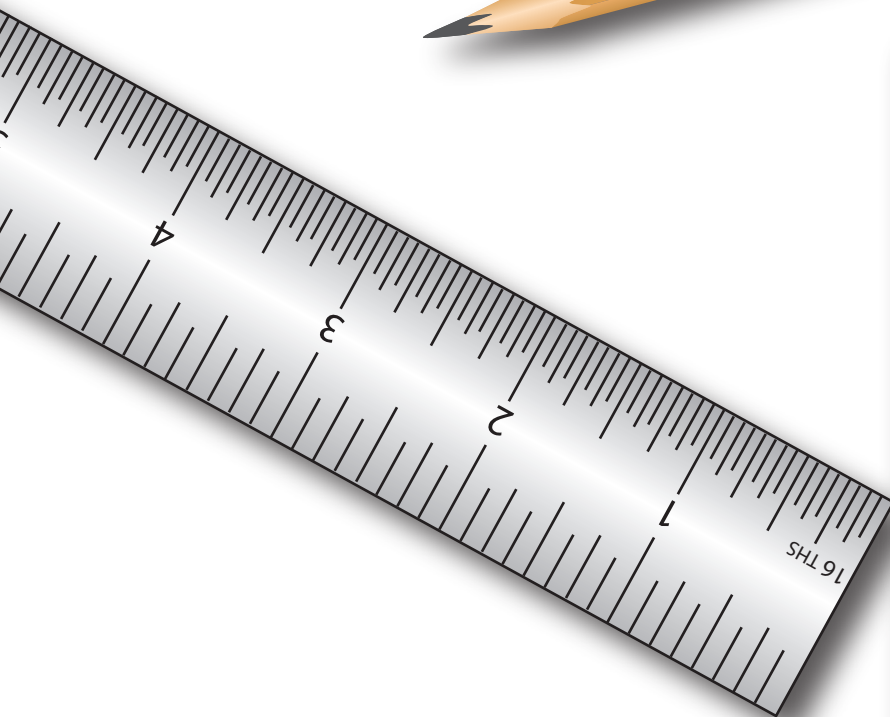- **Don't use pixelated images**

Starred items should have label sheets
- Should be on matching paper
- Should label what the item is
- Graphical elements are a nice touch

Printing on Colored Paper
- Place just *ONE SHEET* of paper on the bypass tray and tell others *NOT* to Print
- Choose File>Print, at the very **bottom** of the screen select **Setup.** Select the Ricoh printer and then click **Preferences.** Along the left side of the screen, change the **Paper Source Tray to Bypass**

Important

Your Notebook must be bound in some form or another. A folder of papers will not be graded. 3 ring binders, comb bindings, or any other binding is fine. Papers that are not bound may not be counted when grading.

Don't want a white margin around your printed cover?
- Choose File>Document setup
- At the top of the new dialog box set the bleed to .25"
- Changing one should change all of the edges, but if it doesn't, click on the chain link at the end or chage them manually
- Drag the edges of the cover out to the new box that is outside of the documents edges
- When printing, change the Media size from "Defined by Driver" to 11 x 17. On the right side of the Print Dialogue box, choose "Marks and Bleed and check "Crop Marks"
- Place ONE sheet of 11 x 17 paper into the the pull down tray (tray 1) on the color printer
- Press print on the dialogue box
- Cut the print down using the crop marks and the manual paper cutter

Don't forget to stop back in and pick your notebook up after it is graded!

16 THS