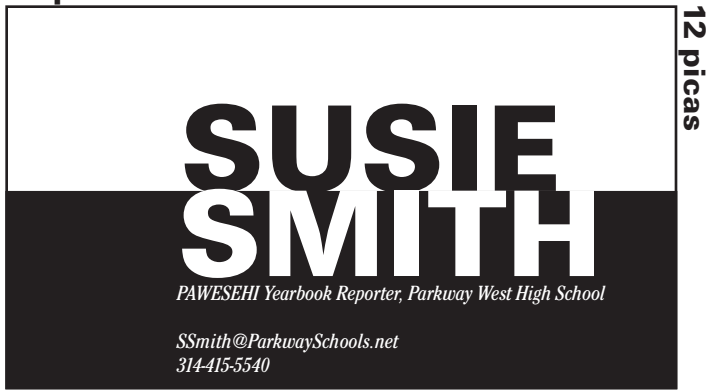


21 picas



12 picas

*Do you want to be seen as the professionals you work so hard to portray in the community?*

I want my students to be sophisticated reporters. I want you to feel valued and important in the community. To do this, we are going to start by building onto our self-branding resume project by creating your very own business cards.

When you go out to interview, you will bring these cards with you to identify yourself. You can flash the business card to a teacher to show they are a part of our staff. Please leave this card with the source you interview in case they have any follow up thoughts. This will also eliminate imposter publications staff going into classrooms to “interview” and will maintain our well-established reputation.

To Begin:

- SKETCH YOUR DESIGN ON THE BACK SHEET OF THIS PAPER. LOOK AT VISTAPRINT.COM FOR IDEAS.
- GET YOUR IDEA APPROVED BY KLEVENS BY END OF CLASS
- CREATE A FILE FOLDER ON THE SERVER UNDER WHS>PUBLICATIONS>BUSINESS CARDS WITH YOUR LAST NAME AND FIRST INITIAL.

1) Open InDesign



2) Go to File>New>Document>Create

3) Using the “T” tool also known as the Type Tool, draw a box that has the width of 22 picas and the height is 12

4) Begin creating your business card and include the following:

- your first and last name,
- your roll on staff. Example: PAWESEHI Staff member, PWestPathfinder.com Staff member
- Your e-mail address
- Your cell phone number

\* Spell check your work before you save. Edit>Spelling>Check Spelling

5) When you are done with your business card, please save under the file you created in WHS>Publications>BusinessCards>Your Last Name, First Initial. Save your InDesign File as your last name first initial as well.

The file as your last name, first initial. Example: KlevensD.indd

6) With your InDesign Business card file open, go to FILE>Adobe PDF Presets>High Quality Prints>Save>Export

7) Take the PDF file you just created and drag it into Photoshop



8) Crop your image. Go to Image>Crop

9) Save your file as a jpg. File>Save As (make sure it is saving into the folder you created) CHANGE THE FORMAT TO JPG and hit save.

At 2:30 p.m. on Aug. 16 I will send the Parkway print room these files to print.

\* *Late assignments will not be printed by me and can be printed elsewhere by you.*

