Black & White First Draft of Book Illustrations (Rough Draft Printing)
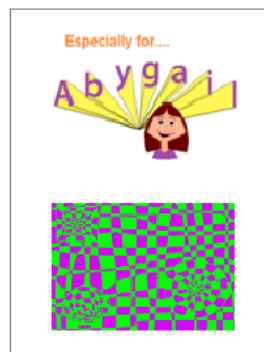## in MS Office Word

Arrange the pictures in order in MS Word. Print them in black and white. Check for fix-ups, make the fixes and reprint as needed. When everything looks ok to you, have a classmate look the pages over, write their feedback on some pages, and sign the front. Attach the pages in order, sign the front, and hand it in.

1) Open a new MS Word document.

2) Open your book cover illustration in Paint.

3) Copy and paste it into the top half of the Word page. Center the illustration in the top half. Crop the illustration to make it fit better if needed. Make sure there are 1" left and right margins between the actual drawing and the edges of the document. It leaves room for the book binding.

Paste and center the illustrations in order as per the directions in the reading.

Print, check for picture quality and readability, and do fix-ups as per the directions.

Around 1" - 1.5" right and left margins

4) Open the Optical Design in the kid's favorite color.

5) Copy and paste it into the bottom half of the Word page. Center the illustration in the bottom half. Crop the illustration to make it fit better if needed. Make sure there are 1" left and right margins between the actual drawing and the edges of the document. It leaves room for the book binding.

6) Continue copying and pasting the book illustrations into the Word document. Put them in this order:

   1. Book cover illustration
   2. Optical design in kid's favorite color
   3. Kid's favorite animal
   4. Kid's favorite food
   5. Family cartoon portrait
   6. End page

7) Save the whole Word document in your student folder with a descriptive file name.

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8) Print the document in black and white.

9) Check the illustrations for fix-ups such as…

   ✓ Does anything look oddly pixilated in the black & white print? If yes, fix it in Windows Paint and reprint it from MS Word.
   ✓ Does anything look too small or too large? If yes, fix it in Paint and reprint from MS Word.
   ✓ Are family member names and other text easy to read? If not, fix and reprint.
   ✓ Are all the illustrations centered pleasantly or do they need to be cropped? Fix and reprint if needed.
   ✓ Is there anything else that looks "off" or "awkward" that should be fixed? Fix and reprint if needed

10) When all the black and white prints look well-done and readable, have a classmate look them over. Make sure they write their feedback on some pages and sign the front page.

11) Save the document, attach the pages in the right order, put your name on the front and hand them in.

Computer Art – B&W First Draft of Book

How well you've done on the items below impacts your grade. Check off each item after you've checked it with your work. (You may use a Y or N to denote Yes or No.)

_____ All 6 book illustrations were copied and pasted two per page – one centered on the top half and one centered on the bottom half of each page

_____ Each illustration essentially fills its half of the document, with margins around 1" to 1.5"

_____ You proofed the printed pages to make sure everything looks clear, readable and well-done;

_____ You did the fix-ups you found, re-copied & pasted the fixed pictures, and re-printed the fixed pages

_____ A classmate proofed your first draft, wrote feedback on pages, and signed the front page

_____ The pages are stapled/clipped in the right order

_____ Your name is on the front page

No questions for you to answer this time around.