

LESSONS 1 to 6

Workbook Schedule

LESSON 1

Type: Anatomy, Measurement & Punctuation

Aug. 21–23

LESSON 2

Type: Alignment

Aug. 28–30

LESSON 3

Image + Color

Sept. 04–06

LESSON 4

Paper

Sept. 11–13

Midterm Prep

FRONT/BACK MATTER

+ PAGE ELEMENTS

Sept. 18–27

LESSON 5

Prepress + Printing

Sept. 25–27

Midterm Workbook

/ Due Oct. 2

LESSON 6

Finishing + Binding

Oct. 9–11

Final Workbook

/ Due Nov. 29

MIDTERM

October 02

Turn in laser-copies of Lessons 1–4

Place ordered lessons in a 3-ring binder with a ring size no larger than 1.5 inches.

Include

Front Matter - half title, full title & table of contents

Back Matter - bibliography & colophon

Page Elements - folios & headers

Lesson Title Pages - a page before each lesson

FINAL

November 29

Turn in lessons 1–6

GRADE & EVALUATION

The midterm and final grades are 30% and 70% respectively of the semester grade. Semester attendance, participation, and adherence to deadlines will also be factored.

The midterm workbook will be evaluated for organization, the successful design of all content for lessons 1–4 including typographic decisions, and systematized labeling (folios, running heads/feet/sides, etc.).

The final workbook will be evaluated for organization, systematized labeling (folios, running heads/feet/sides, etc.), cover design, binding craft, paper choice, and typographic decisions.

Backup

Backup your digital workbook files frequently.