

# Graduation Announcement

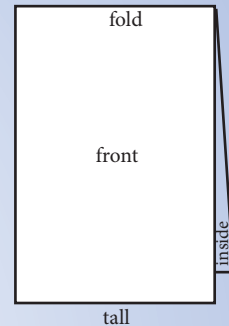
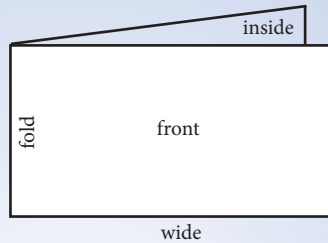
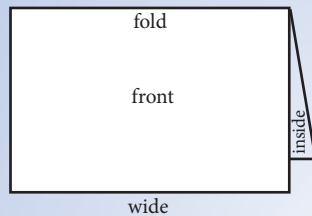
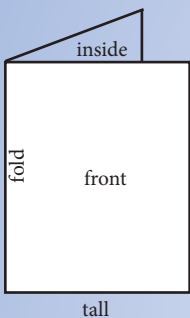
**Description:** Create two documents for the time of your graduation:

- 🍏 Create a personalized announcement for your **graduation ceremony** (that would be printed, folded and sent in the mail).
- 🍏 Then create an personalized announcement for your **graduation party**.

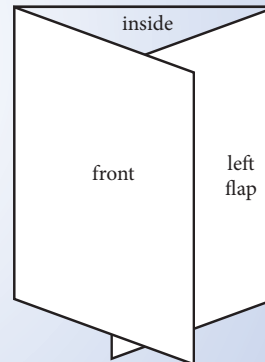
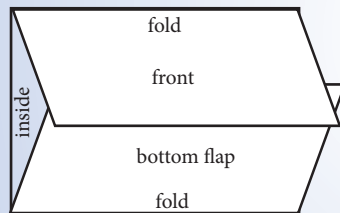
## ~~~~~ PAPER VERSION SKETCH ~~~~~

**Step 1:** Decide which style you want your Announcement - 2 or 3 folds? tall or wide?

### Two folds options:



### Three folds options:



**Step 2:** Get out a blank piece of paper and **fold** it as you have chosen. You will use most of a sheet of paper. **Cut** the paper to the exact size you want. A full sheet of paper just folded and not trimmed doesn't look as professional.

**Step 3:** Here is some text you must include. **Write on your paper** where you will position this text.

You are Cordially Invited to the Graduation of \_\_\_\_\_ from \_\_\_\_\_.  
(full name) (school)

The Ceremony will be Held at \_\_\_\_\_  
(location)

on the \_\_\_\_\_th day of \_\_\_\_\_, \_\_\_\_\_  
(number spelled out) (month) (year)

**Step 4:** Is there any other text you want on the Announcement? If so, write it on your paper in the positions you want it.

**Step 5:** You must include at least one Topeka High graphic. They are in the Art folder → THS Graphics folder. Here are some samples of what's available. Write on your paper where the THS graphic(s) will be located.



**Step 6:** What photo are you going to use of yourself? You can use PhotoBooth to get your photo. Write on your paper where your photo will be.

~~~~~**PAPER VERSION - PHOTOSHOP PART**~~~~~

**Step 1:** Now create the Photoshop files - one for **Outside** and one for **Inside**.

1. Unfold your paper version/sketch.
2. Measure the paper. Write dimensions on your sketch paper.
3. In PhotoShop, choose File menu → New. Call it **Inside**. Use the dimensions you measured for your new document.
4. Save it.
5. Create a second file called **Outside** the same way.

**Step 2:** Define the spaces where the elements will go.

1. View menu → Rulers.
2. Draw **0.25pt** (stroke weight) lines where the folds will be.

**Step 3:** Put the elements on the **Inside** and **Outside** pages from what you sketched, being sure:

- 🍏 elements are not on the folds
- 🍏 elements are not on the edges of each space

**Step 4:** On the back at the bottom in the middle you will put: **Created by** *your name* with a small THS graphic centered above it.

**Step 5:** Required things to include:

- 🍏 A scripty-type font (Apple Chancery, Edwardian Script, Lucida Calligraphy, etc.) somewhere
- 🍏 PhotoShop techniques you have learned on at least one graphic
- 🍏 Some elements have to be right side up, some up side down.
- 🍏 Background color needs to be white (lots of black and/or tons of filled in colors cost too much money as it drains the toner/ink in the printers). Border - ok, but NO FILLS
- 🍏 The look needs to be formal, not casual.
- 🍏 Each panel's contents are to be centered
- 🍏 appropriate placement
- 🍏 Text and/or graphics on all (or all but one) panels
- 🍏 readable fonts, sizes and colors
- 🍏 colorful, but not extreme
- 🍏 creative, not boring
- 🍏 Personalized with your actual name, school, date, time and location
- 🍏 Title case - most words have beginning letters capitalized
- 🍏 Correct spelling

**Step 6:** Read the rest of the requirements on the evaluation sheet and complete them.

**Step 7:** Print the Announcement on non-recycled paper so you can print on front and back.

- 🍏 You will get white non-recycled paper from the teacher
- 🍏 Print one document on one side, then put the paper back in the printer and print the other document ... BOTH sides of the paper will be printed on.
- 🍏 cut to size of documents
- 🍏 Fold where the lines show
- 🍏 Fix and reprint, if necessary

~~~~~ **GRADUATION PARTY INVITATION** ~~~~~

**Step 1:** Now create the Graduation **Party** Invitation.

1. In PhotoShop, **File** menu → **New** document → Dimensions: 300 dpi, 5" X 7" or 4" X 6"
2. Put party information on this one document

**Step 2:** Required things to include:

- 🍏 Similar to paper version – formal look, graphics, text, fonts, colors
- 🍏 School logo/graphic/photo
- 🍏 Including at least one Photo creatively altered/enhanced/bordered with PhotoShop talents learned
- 🍏 Text - scripty font, correct spelling, Title Case, etc.
- 🍏 Graphics
- 🍏 Your photo
- 🍏 appropriate placement of elements
- 🍏 readable fonts, sizes and colors
- 🍏 colorful, but not extreme
- 🍏 creative, not boring
- 🍏 Personalized with your actual name, school, date and location

~~~~~ **TURNING IN** ~~~~~

**Step 1:** Create a folder if you haven't already. Level 4 → *last name***Graduation**. Put all 3 documents in that folder.

**Step 2:** Turn in the folder electronically. Staple your printed Graduation Announcement to the evaluation sheet to turn in.

# Evaluation for Graduation Announcement

Name \_\_\_\_\_

| <u>Points Received</u>                          | <u>Points Possible</u> | <u>Requirement</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____                                           | 10                     | Sketch – on regular paper, noting front & back, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Graduation Ceremony Version (140 points)</b> |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _____                                           | 20                     | Two documents ... dimensions for each: <ul style="list-style-type: none"> <li>🍏 Front &amp; back – same dimensions</li> <li>🍏 No wider than 6". No narrower than 4".</li> <li>🍏 No taller than 10.5". No shorter than 8".</li> <li>🍏 Go easy on the black and tons of filled in colors so as to not drain the toner in the printer.</li> </ul>                                                                                                                                                                                 |
| _____                                           | 15                     | Formal look – font, size, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| _____                                           | 30                     | Text & Graphics <ul style="list-style-type: none"> <li>🍏 placement appropriate</li> <li>🍏 readable fonts, sizes and colors</li> <li>🍏 colorful, but not extreme</li> <li>🍏 creative, not boring</li> <li>🍏 Personalized with actual name, school, date, time and location</li> <li>🍏 Title case</li> </ul>                                                                                                                                                                                                                     |
| _____                                           | 10                     | school logo(s)/graphic(s)/photo(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| _____                                           | 15                     | At least one Photo creatively altered/enhanced/bordered with PhotoShop talents learned                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| _____                                           | 40                     | Printed on ONE sheet of paper <ul style="list-style-type: none"> <li>🍏 You will get non-recycled paper (not necessarily white) from the teacher</li> <li>🍏 Print one document on one side, then put the paper back in the printer and print the other document ... BOTH sides of the paper will be printed on.</li> <li>🍏 cut to size of documents</li> <li>🍏 Use 2 or 3 folds</li> <li>🍏 Text and/or graphics on all (or all but one) panels</li> <li>🍏 Each panel's contents centered</li> <li>🍏 Folded correctly</li> </ul> |
| <b>Graduation Party Version (60 points)</b>     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _____                                           | 10                     | Dimensions: 5" X 7", 300 dpi or 4" X 6", 300 dpi                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| _____                                           | 10                     | Similar to paper version – formal look, graphics, text, fonts, colors                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| _____                                           | 20                     | school logo/graphic/photo including at least one Photo creatively altered/enhanced/bordered with PhotoShop talents learned                                                                                                                                                                                                                                                                                                                                                                                                     |
| _____                                           | 20                     | Text & Graphics <ul style="list-style-type: none"> <li>🍏 placement appropriate</li> <li>🍏 readable fonts, sizes and colors</li> <li>🍏 colorful, but not extreme</li> <li>🍏 creative, not boring</li> <li>🍏 Personalized with actual name, school, date and location</li> </ul>                                                                                                                                                                                                                                                 |
| _____                                           | <b>200</b>             | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |