Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PD\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_  
2018 – 2019 • RUBRIC FOR APPOINTMENT CALENDAR PAGE SET-UP WITH GUIDES

Open Illustrator

Control “N” or File > New

Choose “Print” from the Menu across the Top of the Window

Then Choose “More Settings” below the Units and Orientation Options

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Size > Choose Tabloid (11 x 17)

This will automatically give you the correct Page Size for this Project   
LIVE ART SPACE: Margins! Margins! Margins!

\_\_\_\_\_\_\_\_\_\_\_\_\_ Rectangle Tool > Click it on the Page > Type: 10 (W) x 16 (H)  
*Keep it Selected / Type the letter “V” = Selection Tool*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Align to Artboard > Horizontal Align Center / Vertical Align Center
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ FILL it with BLACK
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ Right Click > Make Guides > Right Click > LOCK GUIDES!!!!!
4. \_\_\_\_\_\_\_\_\_\_\_\_\_ Name this Layer: Set-Up & Guides > LOCK THE LAYER!!!!!!!!!  
   *Make a New Layer*

FOLD LINE: Find the Center of the Page Vertically (Top to Bottom)  
1) \_\_\_\_\_\_\_\_\_\_\_\_\_ Choose the Pen Tool (P)

2) \_\_\_\_\_\_\_\_\_\_\_\_\_ Click it on the left side of the Page at the Middle “X”  
3) \_\_\_\_\_\_\_\_\_\_\_\_\_ Hold Shift and Click it on the Right side of the Page.  
*You should now have a Black Stroke across the middle of the Page*  
4) \_\_\_\_\_\_\_\_\_\_\_\_\_ Change to the Selection Tool (V)

5) \_\_\_\_\_\_\_\_\_\_\_\_\_ Deselect the Stroke (Click Off) Reselect the Stroke  
*I know, it’s stupid, but it’s the only way to do it. If you find a better way, PLEASE tell me*

6) \_\_\_\_\_\_\_\_\_\_\_\_\_ Change the Stroke Color to CMYK Cyan • Keep it a 1 point Stroke  
*Also - Make sure there is NO FILL!*

7) \_\_\_\_\_\_\_\_\_\_\_\_\_ Choose the Stroke Menu at the Top of the Page  
8) \_\_\_\_\_\_\_\_\_\_\_\_\_ Click the “Dashed Line” Box and in the Boxes below . . .

9) \_\_\_\_\_\_\_\_\_\_\_\_\_ Change the Default 12 pt Dash to 8, Click the TAB Key and . . .   
 Type: 8 TAB 8 TAB 8 TAB 8 TAB 8 TAB 8 TAB Until all the boxes have 8 in them.

See the next page for the final results of this Rubric

Your Tabloid Page Set-Up should look like this.

