PROJECT 13 WORKSHEET
PUTTING TOGETHER A MUSIC NEWSLETTER

Name: _____ **Class:** _____ **Due Date:** _____

Follow the Worksheet for Project 13. Check yourself off as you complete each of the steps outlined in working preparing the music newsletter project.

❑ **Getting Started**
Check yourself off when you have AppleWorks running, the newsletter files loaded onto your hard drive, and have the "newbeg.cwk" file loaded to begin the newsletter project.

❑ **Step 1: Adding Text to the Masthead**
Check yourself off when you have created the masthead for the newsletter with everything lined up, bold style applied, and font sizes set.

❑ **Step 2: Adding the Lead Article as a Linked Text Frame**
Check yourself off when you have been successful adding the lead article to the newsletter and have the frames adjusted to match the model of the finished newsletter.

❑ **Step 3: Adding the Diffan Word Article as a Linked Text Fram**
Check yourself off when you have imported the Diffan article from Microsoft Word and have the frames adjusted to match the model provided.

Describe any problems you've encountered up to now, and how you've solved them:

❑ **Step 4: Inserting the Organ Graphic**
Check yourself off when you have successfully added the organ graphic to the newsletter.

❑ **Steps 5 and 6: Adding the Music Graphics to the Newsletter**
Check yourself off when you have imported the music notation from Encore and placed the images in their correct location as shown in the newsletter finished model.

❑ **Step 7: Adding the Table of Editors Using the Spreadsheet Tool**
Check off this step when you have created the spreadsheet of names and addresses and formatted the spreadsheet properly in the newsletter.

❑ **Step 8: Finishing Touches**
Check off this step when you have added the shadowing to the spreadsheet using the drawing tools in AppleWorks.

❑ **Step 9: Print Out a Copy of the Finished Newsletter**
Print out your finished newsletter. Turn in a copy along with this checksheet.