

# Assignment Sheet Exercise

Designing a publication, any size publication can be a complex process completed over time. There are many questions that must be answered before the design and production process can even be started.

Frequently, designers bill for time spent on a job, so it is important to keep track of the time required to complete specific tasks. Because estimates are calculated based partly on time, it is important to learn how long a specific task takes, and more importantly, how long a specific task **should** take.

## FORM CREATION

Creating forms is an important skill that every designer needs to learn. Web forms are becoming increasingly popular, but there is still, and will likely always be a need for printed forms. A well-designed form should be easy to read and follow a logical sequence. Lines should be evenly spaced with justified margins, leaving adequate space for written responses.

The Assignment Sheet to the right is shown with a red-dashed line separating each of the five text frames used to create the form.

1. 24 pt. Arial black, center aligned.
2. Two-column text frame. 12/16 Arial (12pt type with 16pt leading).
3. Use a right tab with a leader ( \_ ) and the line will **always** align on the right.
4. Same specs and #2.
5. Insert a 6-column, 15 row table into this text frame. Adjust column widths accordingly.

# Assignment Sheet

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Date In:

Delivery Instructions:

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Date Due:

Assignment Number:

Other Dates:

Assignment Name:

## Assignment Description & Notes:

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Media:

Paper Stock:

④

Finished Size:

Method of Reproduction:

Color:

Score or Perf:

Quantity:

Bindery:

Date	Designer	Start Time	Stop Time	Total Time	Description of Task

⑤