



Mini Mag Group Project
Desktop/Multimedia

Great Ideas
VBEA, August 2004

Kathy Waldron
Fairfax High School
3500 Old Lee Highway
Fairfax, VA 22030
703 219 2257

Kathy.waldron@fcps.edu



DESKTOP/MULTIMEDIA PRESENTATIONS

Mini-Mag (Team Project)

A Mini-Mag is a four-page newsletter with a common theme throughout. A team of three will create the Mini Mag and at conclusion merge each participant's contribution to one document. The four documents will be copied to two 11 x 17 documents and will be printed front and back on the color printer at the teacher station.

The team will choose a theme (with teacher approval, of course). Remember—nothing improper. No violence, guns, profanity, obscenity, offensive material, and all that other stuff. If you have to ask about it, the answer will probably be **NO**. Examples of appropriate themes: sports, music, politics, books or authors, technology, history, etc. The team must agree on the newsletter theme.

Teams should be formed and a topic selected that all team members have an interest in. Each participant will be responsible for one page that relates to the theme and the cover page will be a collaboration of all team members. If a team member has more than one absence during this time, that team member will be required to complete the cover page in addition to his or her one page, turning in a two-page magazine.

References –Any information obtained from the Internet must reference the URL. You are not allowed to copy information – you must create your own text and reference sources.

Directions:

1. Each team member needs to create a one-page document, tall, deselect double sided, .5 for all margins
2. Each member will be responsible for a page number to work on (2, 3, or 4)
3. Draw ruler guides to divide the page into 4 segments, divide the lower right segment into two parts (as shown) (Lock guides)
4. The bottom segment (#5) of this will include your picture and a brief biographical summary (name, grade, school, and plans for next year)
5. Each member should save his or her document with the page number (2, 3, or 4)

1	2
3	4
	5

Requirements for each member's page:

- ❖ Must have a feature article (either sections 1 & 2) or (sections 1 & 3) that relates to overall theme
- ❖ Text in article must be original (cite references)
- ❖ Create your text in Word and copy to PageMaker or place in PageMaker
- ❖ Font size of article must be no larger than size 12, single spaced text
- ❖ Title of Article is font size 14
- ❖ Must have at least 2 small pictures relating to article
- ❖ Another section includes a relating article to the theme of the newsletter; same directions as above
- ❖ The remaining small section (#4) can be your choice but it must relate to topic
- ❖ Section #5 is the summary and picture of you

Options for remaining segment:

- ❖ Puzzle or Maze
- ❖ Mini Spy
- ❖ Word Find
- ❖ Dot to dot
- ❖ Advertisement
- ❖ Another short article
- ❖ Related Graphics

Other Requirements

- ❖ Each member's page should contain something (lines, colors, symbols, logos, graphics, etc.) that ties the newsletter together
- ❖ Sample would be: consistent use of line at top or bottom of each page, consistent use of graphic in same place on each page, consistent color or font
- ❖ Upon completion of your page, **ALL items on the page should be selected and grouped**
- ❖ Be sure you **save frequently**

First Page of Newsletter

Masthead:

- ❖ New document (same guidelines as other pages)
- ❖ You will need to design a masthead for your mini-page
 - Name of newsletter (must relate to theme)
 - Matching graphic(s)
 - Names of team members
 - Date (not specific)
 - Border between name of newsletter and team names
 - Heavier border (thicker and different) below team names and date



Requirements for Rest of Cover (or 1st page) of Newsletter

- ❖ Table of Contents (what's on pages 2, 3, and 4)
- ❖ A summary from each team member on contents of their page (3 sections for this)
- ❖ Each summary should include at least 1 graphic
- ❖ Text font size of summary should be no larger than 12
- ❖ Format of each summary should be consistent
- ❖ Consistent use of fonts, sizes, colors, appearance
- ❖ Common elements (as appear on each page – lines, logos, etc.)

Be creative, innovative, and imaginative.

Putting It All Together

1. Each team member needs to save his or her page on a Zip disk
2. Each member also needs to have a summary of his or her page that is saved on the Zip disk
3. Select one student station to work on
4. Open the template documents from desktop, global (Mini Mag 1&4 and Mini Mag 2&3)
5. Save each document at the selected student station
6. Copy each page on the zip disk to the folder of selected student station
7. Each member in the team is responsible for assisting with page 1 of the newsletter
8. Copy each completed page to the combined document
9. Make sure margins are followed
10. Number the pages (page 1 is not numbered; page formatting should be consistent)
11. Save completed documents with appropriate name to indicate it's the finished product.

Mini Mag 1&4

Page 4	Page 1
--------	--------

Mini Mag 2&3

Page 2	Page 3
--------	--------

After the two documents with everything put together are completed, the newsletter will be printed on the color printer at the teacher station on 11 x 17 paper.

Rubric for _____

Requirement	Possible Points	Points Earned
Appearance (of finished newsletter) (shared grade) Following Guidelines Continuity Visual elements Correct spelling Punctuation, grammar Use of space (Incomplete member page will result in points deducted from that team member's points)	50	
Each member receives grade on their individual page Appearance and following guidelines	100	
First page (shared grade) Appearance and following guidelines The absence of a summary will be deducted from that person's grade	25	
Newsletter will be printed on due date regardless of whether all team members are finished; if you have done your part, you will receive the total points; if not, you will receive reduced points	25	

Answer these questions:

1. Yes/No I finished my page and wrote my summary for the first page
2. Yes/No I contributed to the creation of the first page.
3. Yes/No I did my part for my team.
4. How many class periods were you absent during this project? _____

Comments:

