Time Magazine Cover Requirements & Instructions

Your task is to design a magazine cover that will feature the person you selected for the Hall of Fame Assessment.

To help you complete the task, please follow these steps:

1. Open the Google Drawing template in Google Classroom.
2. The first step is to insert the photo: Toolbar→ Click Insert→ Select Image. Search for the image in your Hall of Fame Pics Folder in Google Drive.
3. Once you have inserted the picture you will need to adjust the size→ Click on the picture and drag the blue squares on the corners to adjust.
   - In order to place the picture behind the TIME logo click Arrange→ Order→ Send to back
4. Depending on the size you will need to decide if the image should have a background. I strongly recommend black, gray, or white. You can choose another color but it should look appropriate with the TIME border and picture you have chosen.
   - Creating a background: Toolbar→ Click Insert→ Select Shape→ Shapes Square.
   - A small cross symbol will appear. Next, click and drag the cross across the page to fill in the cover space.
   - You will need to use the toolbar arrange option again to send the background to the back of the template. The default color will be a bluish gray—to change the color look in the toolbar for a symbol that looks like a paint bucket with paint dripping from it. Choose your color or you can even select custom to create your own color.
   - If you have a smaller picture and you would like to draw a border around it. Simply click the picture and select the pencil in the toolbar to create a color border. To make the border thicker experiment with the two options to the left of the pencil (line color) option.
5. Create a unique and enticing headline.
   - Different than title of a paper or essay.
   - The first word in the headline should be capitalized, as should all proper nouns.
   - Most headline words appear in lower-case letters. **Do not capitalize every word.**
   - Do **capitalize** the first word after a colon.
6. When creating your headline you have two options: Insert→ Text box or Insert→ Word Art
   - Once you are ready to type your cover line, Insert→ Text box
   - This is your creation. You are free to use any font, adjust size, and location. Please play around with it and don't be afraid to experiment.
7. Put your text, graphics, and colors together to create the final magazine cover. Please use the provided rubric to make sure your magazine cover satisfies all requirements.
8. When you are satisfied with your product, follow the following steps in order to copy it to your Magazine Article Template.
   - Toolbar→ Web clipboard→ Copy entire drawing to Web Clip board
   - Next go to the Google Presentation Magazine Template (Hall of Fame Mag Article). Then click on slide 2. Delete the text on the slide.
   - Toolbar→ Edit→ Web Clip board→ Drawing (You will see a thumbnail of your cover pop up)
9. Congrats, you did it! If at any time you feel that your cover needs to be updated, you will have to go back into Google Drawing and edit. Then complete the steps in #8 again.

Time Magazine Cover Project Rubric

	Points Awarded	Possible Points
Fonts		
No more than 2 fonts are used on the cover	/	5
Font size is appropriate for given purposes		
• Headlines are generally 72 PT font		5
Text is presented for readability (difficulty reading = 0)	/	10
Colors		
Color scheme invites the reader to the publication	/	10
Colors match theme/purpose of magazine	/	10
Picture		
Picture sized appropriately	/	5
Picture fits theme/purpose of magazine	/	10
Picture is of high quality		
• Picture is not distorted or blurry	/	5
Layout		
Appropriate use of space	/	10
Headline and cover line are placed for readability	/	10
Content		
1 headline and at least 1 cover line are present		
Headline/Cover line of articles are realistic	/	5
Headline/Cover line do not simply restate a fact	/	5
Mechanics		
Spelling mistakes do not distract from content		10
Total	/	**100**