**How Do I…? Product Practice**

1. Create a new file. (File > New)
2. Change the margins to ¼ in.
3. Insert two layers > one named Graphics and one named Text. To name the layers, double-click on the layer and re-name it in the Layers Options dialog box.
4. Click on the Graphics layer > Insert the TLCHS logo in the bottom right corner. Resize the logo by using the Selection tool > Right-clicking > Fitting > Fit Content to Frame. Make it smaller to make it fit better on the page.
5. Make sure the Graphics layer is selected > Insert a rectangle on the left side of the page 66p x 12p. Change the filler color (C: 87; M: 39; Y: 100; K: 40).
6. Use the Add Anchor Point tool to add a point on the right side midway down the page at X: 12p

Y: 33p.

1. Using the Direct Selection tool > click one time on the point > move the point to X:18p
2. Click on the Convert Anchor Point tool > click on the anchor point you just created > Drag up toward the top of the document until the right side is curved out.
3. Make sure the Graphics layer is selected > Insert the Squares.gif file. Using the Control Bar in the Width box, change the size to 15p, and Height 15p. Change the location to X: 7p6.5, and Y: 9p > Right-click > Fitting > Fit Content to Frame
4. Select the Text layer > Create a text box in the upper right corner of the document > Type in letters “DIM” > Change the font size to 150 pt > Change the font to Garamond > Change the Tracking to 200 > Right align the text > Right-click on the text > Fitting > Fit Frame to Content.
5. Make sure the text layer is selected > Create a text box and type “Join Digital and Interactive Media” > Change the size to 40pt > change the font to Garamond > change the color to white > using the control panel, X: 9p8.4; Y: 46p; W: 16p4.8; H: 14p5
6. With the Text layer selected > create a textbox > type in “You will learn:” > change the font to Adobe Garamond > Change the font size to 49pt > change the position to X: 29p5; Y: 18p; > Right-click > Fitting > Fit Frame to Content
7. With the Text layer selected > create a textbox > with the textbox selected, click Object > Text Frame Options > Change the number of columns to two > change the font to Garamond > Change the font size to 35pt > change the position to X: 34p; Y: 26p; > change the size to W: 31p5.6; H: 10p;
8. With the Text layer selected > Create a textbox > Type “Talk to your Counselor today!” > change the font to Garamond > Change the size to 60pt > Change the position to X: 35p; Y: 43p; > change the size to W: 28p; H: 16p; > Change the rotation angle to 26º.