



## LAB two

# STUDENT ADVERTISEMENT

*your first team assignment!*

### Part 1: Create a student ad — “pick ME for your team!”

Make a *simple* ad about yourself to promote your InDesign, computer and/or communication skills. Your goal is to have other students want to be on your team for group assignments. The ad will be included in next week’s data merge assignment and shared only with members of the class. When assigned to group projects, it’s helpful to have a bio of every student in this class.

The output of this 1-page document is intended for viewing on an inkjet printer (RGB device). Follow these workflow standards and formatting:

- Document size: 3.5" wide x 3" high
- OpenType fonts only with the smallest font size of 8 pt
- No transparency or special fx effects

Your ad is to include the following information:

- Name
- Photo of yourself
- Catchy tag line to advertise your skills to the class. Is there a personal statement you’d like to make? Do you know lots of Adobe programs? What could you do to make sure that other class members would like to be on your team?

When finished, save it as the filename *Lab2* and create a Smallest File Size PDF. Submit to CATE this week.

### Part 2: Resources

Review the Acrobat.com resources at the Week 2 class website. You don’t have to read the entire 83-page Acrobat.com help guide! Time-permitting, do some research on these additional services: SendNow, EchoSign, and FormsCentral. There are optional short movies to watch at [tv.adobe.com](http://tv.adobe.com) — do a search on the specific cloud service or acrobat.com.

### Part 3: Team assignment

Cyndi will send out an email which assigns each student to a two-person team with e-mail contact information. The first person listed for each team is the team leader and responsible for scheduling the first team meeting, whether in person or virtually. For all team assignments, I recommend that there be both an initial e-mail from the team leader and a response from team member(s) within 48 hours of the class. For this lab, contact should be made by Friday, Jan 27. In past semesters, some teams have met in the SRJC computer lab for subsequent meetings to watch each other’s sessions in acrobat.com (pretending, of course, that each computer is in a remote location). It’s up to your team as to how you complete the lab.

Everyone on the team should have an Adobe ID to use Acrobat.com — an e-mail was sent to the class with information about this. To complete this lab, you may need to install some plug-ins on your home computer and the latest version of the free Flash Player.

## Part 4: Team activities and roles

Everyone will have a chance to be a team leader. The role of leader is responsible for setting up the first communication, setting up a timeline and submitting the team PDF summary to CATE.

Each person on the team is to do the following cloud service tasks:

1. Use Acrobat.com to upload and share Lab2.pdf with the other team member.
2. Participate in a virtual Acrobat.com meeting. The team leader should send out an invitation to the meeting at a scheduled time. The team should experiment with as many pods and features as time permits. If you don't have an internal microphone or headset, use phones to talk to each other. This is a very exciting and fun activity when it works, and frustrating if the meeting doesn't work because of plug-in/installation woes. Do your best! As this is a web-based activity, I've found that sometimes changing to a different browser solves meeting problems. Make sure you have the newest version of [Flash Player](#) which plugs into your browser.
3. From InDesign, use CS Live to solicit comments from your partner and review each Lab2 InDesign document. Each person will start a review, ask their partner to review the document using CS Review, and view the comments in the InDesign CS Review panel.

Document your activities as you try out each of these features. Later, you will write a brief narrative on your experiences, whether good or bad.

When these three tasks are complete, the team leader is to log on to Acrobat.com and start a Buzzword document. The team is to create a collaborative document to narrate the team exercise. Each team member is to write a brief 1-2 paragraph narrative about his/her experiences. What worked? What didn't work? What was it like working with your partner? How long did it take to do this exercise?

This Buzzword document is to be placed into an InDesign CS5 document. At the top of the document, include the names of both team members. I'm not concerned about a fancy layout, but perhaps you could create two paragraph styles in different colors to distinguish each team member's narrative? Save the document as Lab2Narrative, export as a PDF and submit to CATE.

*Note: there will be one team submission for the Lab2Narrative team narrative. Each team member will submit their Lab 2 student advertisement.*

Feel free, as you go through this lab, to share any helpful hints with members of the class using the CATE email message center and sending a public message. Or, if there are any problems this is a great place to ask for help.

## Checklist:

- Watch the assigned webcast(s)
- Complete Part 1 of this lab and submit to CATE
- Start work on the team activities — the narrative is due in two weeks
- Take Quiz 1 at CATE