# Class exercise checklist – Newsletter

* Apply the ‘none’ master page to to page 4.
* Add the café.jpg to the right spread.
* Check the ‘Effective PPI’ for the café.jpg.
* Add the ‘BYOL® COPYRIGHT 2018©’ box. Including the glyph ®
* Steal colour for images with Eyedropper.
* Add a drop shadow to the copyright box.
* Ligatures. (C & G of growth). Plus the ending ‘h’ needs a little flourish.
* Redefine the paragraph style ‘First Paragraph’ and make it Roboto Slab & a font size of 17pt.
* Main text box has to be 3 coloumns.
* Remove double spaces.
* No overset text.
* Create a PDF with Spreads & Crop Marks.