

# Curriculum Guidelines

**Intel® Teach Program**  
**Intel® Learn Program**

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September 2006

## Introduction

Thank you for your support of the Intel® Education programs. Your participation in developing curriculum materials is instrumental in helping others recognize Intel Education and promote the understanding of program goals and objectives. The success of the Intel Education identity is dependent primarily on the consistency and clarity with which it is communicated. We encourage you to read through these guidelines to fully understand the requirements needed to create consistent program materials that accurately reflect the Intel Education identity.

To create print and Web curriculum that are effective communications tools, please implement the standards outlined in this document. These standards have been developed to help achieve a consistent “look and feel” through the implementation of a specific design system.

These guidelines may not be fully applicable to other enhancement activities or materials. This design guideline document consists of: curriculum design elements, naming guidelines, and writing and copyright guidelines.

Before adapting curriculum materials, please e-mail [teacher.training@intel.com](mailto:teacher.training@intel.com) to obtain a copy of the Curriculum Adaptation Toolkit and the most current copy of the U.S. curriculum materials.

### **For Marketing-Related Questions:**

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### **Initiative Overview**

The Intel Education Initiative is a sustained commitment to advance 21st century learning in collaboration with governments and educators worldwide and represent an annual investment of \$100 million across 50 countries. Intel delivers free programs and resources, such as the Intel® Teach and Intel® Learn Programs and offerings to support this initiative.

### **The Intel® Teach Program**

A key program for advancing 21st century teaching and learning is the Intel Teach program, which provides world-class, free professional development to teachers and school leaders. To date, more than 3 million teachers have been trained in over 35 countries.

### **The Intel® Learn Program**

Created by Intel Education in collaboration with local governments and educational agencies, the Intel Learn program is an informal after-school curriculum that teaches young people valuable 21st century skills through hands-on learning in community-based technology centers.

For more information, visit [www.intel.com/education](http://www.intel.com/education)

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Intel® Brand Elements



## Intel® Brand Elements

### The New Intel® Brand

**In 2006, Intel updated its brand identity. The goals for the update are to:**

- Build a strong, distinctively positioned master brand
- Tell the world there is a new multi-dimensional Intel
- Establish a stronger emotional connection with our audiences

**This new corporate brand identity framework is made up of the following brand constants:**

- The Intel® Logo and Intel Logo in Tagline
- Intel Typography: Neo Sans Intel
- Intel Color Palette
- Intel Brand Personality through Voice and Photography

The new brand identity has been applied to the curriculum materials that support the Intel® Education program offerings. These guidelines will provide you with all the tools and information needed to adapt your curriculum materials while adhering to the new brand guidelines.

**Some of the differences you should be aware of are as follows:**

- There is a new Intel Education Identifier. Usage guidelines are listed on page 6. The “Intel. Leap ahead.” tagline is not used with the Intel Education Identifier in curriculum materials.
- Intel Education is no longer using the text treatments that were previously created for the Intel® Teach to the Future **(NOTE: This name has been updated; see naming guidelines listed on page 11)** and Intel® Learn Programs.
- Intel Education is no longer using the old Intel Teach to the Future core visual or any of its elements as graphic treatments.
- Intel is no longer using the Helvetica font. New typography guidelines are outlined on page 7.

## Intel® Brand Elements

### The Intel® Education Identifier

The Intel® Education Identifier should be used on all Intel Education direct and indirect communications.

#### The role of the Intel Education Identifier is to:

- Highlight Intel's strategic commitment to education.
- Provide a cohesive identity for Intel Education activities.
- Focus on Intel's philanthropic efforts, not sales programs.

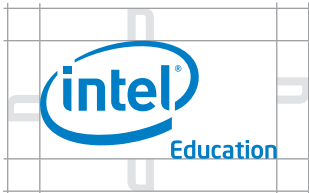
#### Tips:

- Minimum size is the smallest that the Identifier can appear; it does not mean that is the recommended size for all communications.
- Always use the correct clear space.
- Be sure the Identifier is legible out of background (white Identifier reversed out of Intel® Blue, white reversed out of a solid color of significant contrast, Intel Blue on white, Intel Blue or white reversed out of full-bleed photography).
- The black Identifier may be used when the piece of communication is in grayscale, such as newspaper or other limited-color applications.
- The white Identifier may be used reversed out of a black or a grayscale background.
- Never alter Identifiers in any way.
- Do not create your own Identifier for any product, program, team, or event.
- Do not use Identifiers in a sentence.
- Use only the Identifiers provided on the curriculum design guidelines assets DVD or other trusted source.

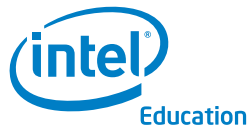
Assets are available in various file formats for print and on-screen applications.

- Adobe Illustrator\* vector EPS files
- Adobe Photoshop\* bitmap PNG files
- Adobe Photoshop bitmap GIF files

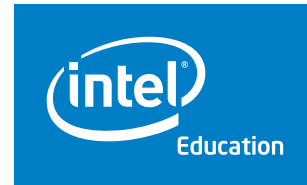
#### Intel® Education Identifier



Clear space



Intel® Blue Intel Education Identifier on light-colored background



White Intel Education Identifier reversed out of Intel Blue or solid color of significant contrast



Minimum size: 1.5 inch or 3.81 cm wide  
Minimum on-screen size: 100 pixels wide



Alternate Intel Education Identifier color (black)



Alternate Intel Education Identifier color (white reversed out of black or gray)

| Print Asset Type             | Filenames  |  |
|------------------------------|--|--|
| Adobe Illustrator* EPS files | intleEDU_1s_lrg.eps<br>intleEDU_4c_lrg.eps<br>intleEDU_gry_lrg.eps<br>intleEDU_wht_lrg.eps | intleEDU_1s_small.eps<br>intleEDU_4c_small.eps<br>intleEDU_gry_small.eps<br>intleEDU_wht_small.eps |
| On-Screen Asset Type         |  |  |
| Adobe Photoshop* files       | intleEDU_rgb_68.gif<br>intleEDU_rgb_145.gif<br>intleEDU_rgb_white750.png                   | intleEDU_rgb_85.gif<br>intleEDU_rgb_750.png  |

## Intel® Brand Elements

### Typography

#### Neo Sans Intel

Neo Sans Intel is the new typeface for all printed curriculum materials. It is a precise, bold, and modern face that represents a fusion of humanity and technology.

Neo Sans Intel is proprietary to Intel. Family includes: *Light*, *Light Italic*, **Regular**, *Regular Italic*, **Medium**, and *Medium Italic*.

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890\$%@.,?!:;=+

#### Tips:

- Use Neo Sans Intel for all printed curriculum materials or in curriculum materials available in Portable Document Format (PDF).
- If Neo Sans Intel is not available in your country's language, visit the Brand site at <http://brand.intel.com> for an updated list of available fonts.

#### Alternative Language Neo Sans Intel Fonts for GEOs:

Approved fonts for the following languages have been pre-purchased with license for use by the Intel® Education team.

- |                    |              |                      |           |
|--------------------|--------------|----------------------|-----------|
| ▪ Arabic           | ▪ English    | ▪ French             | ▪ German  |
| ▪ Hebrew           | ▪ Italian    | ▪ Japanese           | ▪ Korean  |
| ▪ Mandarin Chinese | ▪ Portuguese | ▪ Simplified Chinese | ▪ Swedish |
| ▪ Thai             |              |                      |           |

If you would like to obtain pre-purchased fonts for one of the languages listed, please contact Kimberly Liss at:

[Kimberly.e.liss@intel.com](mailto:Kimberly.e.liss@intel.com)

#### Tips:

If you have difficulty with implementing an alternative language font and have an immediate deadline, the following process can be used as an interim solution. Try using the following alternative fonts in this order:

- |            |          |                  |           |
|------------|----------|------------------|-----------|
| 1. Verdana | 2. Arial | 3. Arial Unicode | 4. Tahoma |
|------------|----------|------------------|-----------|

If none of these fonts work, please try to find a font that resembles Neo Sans Intel, with rounded corners and open lines.

#### Verdana

Verdana is used for all on-screen curriculum materials: HTML pages, Microsoft PowerPoint\* files, e-mail, and other on-screen documents. Family includes: **Regular**, *Regular Italic*, **Bold**, and *Bold Italic*.

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890\$%@.,?!:;=+

## Intel® Brand Elements

### Color Palette

The curriculum materials utilize a primary and secondary color system, in addition to the core visuals, to differentiate between program offerings. Each offering is assigned a secondary color, as outlined in the matrix on page 18.

The use of colors from the secondary color palette may not exceed 15 percent of the entire communication. Always rely on use of the primary color palette first.

Intel® Blue should be printed as a spot color whenever possible.

To obtain Intel Blue color swatches, please contact the Hibbert Group at +1.800.346.3028 and ask for literature number 253978-001.

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#### Primary Color Palette

##### Spot



Intel® Blue



White



Black



Gray

##### CMYK



100/40/0/0



0/0/0/0



60/50/0/100



0/0/0/50

##### RGB



8/96/168



255/255/255



0/0/0



147/149/152

##### RGB HEX



0860A8



FFFFFF



000000



939598

---

#### Secondary Color Palette

##### Spot



Pantone\* 166



Pantone 221



Pantone 2602



Pantone 661



Pantone 279



Pantone 3145

##### CMYK



0/60/100/0



0/100/25/31



63/100/0/3



100/65/0/10



78/30/0/0



100/0/19/23

##### RGB



255/92/0



170/1/76



97/1/121



12/46/134



86/126/185



0/124/146

##### RGB HEX



FF5C00



AA014C



610179



0C2E86



567EB9



007C92

NOTE: It is not cost effective to print the secondary color palette as spot colors. It is advised that these are printed in CMYK only.

## Intel® Brand Elements

### Photography

This section provides guidelines for selecting and accessing photography for use in presentation materials that support your curriculum, if needed. For guidelines on photography used in curriculum covers, refer to the Core Visual section on pages 19–21.

There may be instances where you need to incorporate additional photographic elements to add interest to curriculum presentation materials. The Intel Photography Style allows for two types of photography: emotional and contextual. Each makes a strong impression for the brand by supporting the Intel personality. For Intel® Education, these two groups are more clearly defined as:

- **Emotional.** Images of administrators, teachers, or students that connect with the viewer. The administrators/teachers/students are often looking directly into the camera and are the focal point of the image, as opposed to a focus on technology or an activity. In keeping with the Intel® brand objectives, these images should resonate with the viewer and be emotional and “aspirational.”
- **Contextual.** Images of administrators, teachers, or students engaged in an activity that communicates the environment you are promoting.

#### Tips for Selecting Photography:

- Use full-color photography, not duotones, color washes, or black-and-white.
- Use real people and real environments—photography should not appear staged or model-perfect.
- Use images rich in color and texture, with softness and approachability.
- Use full-bleed imagery whenever possible.
- Use images that are graphically simple, bold, and thought provoking.
- Be sensitive to diversity, including gender, ethnicity, and age.
- Do not use illustrations, clip art, or cartoons as visual elements. The only illustrations that are permitted for use are the icons presented in these design guidelines and templates.

Approved education images can be located on the IMA: <http://ima.ivey.com>

**NOTE: It is necessary to obtain a username and password for this site. A new user setup link (for both Intel employees and agencies) can be found on the entry of the site.**

A photobook of approved images can also be found on the top level of the Intel Education section on the IMA homepage (after log in). This photobook (in PDF) will be updated every six months with new Intel CBID approved Intel Education imagery.

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#### Emotional: Cover and Interior Pages



#### Contextual: Interior Pages



# Content Guidelines

## Content Guidelines

### Naming, Writing, and Copyright Guidelines

#### Naming Guidelines

##### New Names

With the advent of the brand update, Intel® Education took the opportunity to update some of its program and offering names, shortening them for ease of use.

Intel® Teach to the Future Program is now: **Intel® Teach Program**

Workshop on Teaching Thinking with Technology is now: **Thinking with Technology Course**

##### Usage Guidelines

<http://teamsites.fm.ith.intel.com/sites/MktgAssets/IIE/Forms/AllItems.aspx?RootFolder=%2fsites%2fMktgAssets%2fIIE%2fWriting%20and%20Naming%20Guidelines&View=%7b1F6AAE7C%2d4B47A%2d49E7%2d9B9C%2d40AB01FD077C%7d>

#### Naming Conventions for All Programs and Their Offerings

|  | Intel® Learn                                  | Skills for Success                             | Getting Started                             | Essentials Course                      | Thinking with Technology                             | Leadership Forum                      |
|--|---|--|---|--|--|---------------------------------------|
| Titles and covers                          |   |  |   |  |  |                                       |
| Program title <sup>1</sup> (first line)    | Intel® Learn Program                          | Intel® Teach Program                           | Intel® Teach Program                        | Intel® Teach Program                   | Intel® Teach Program                                 | Intel® Teach Program                  |
| Offering title <sup>1</sup>                | Staff Training                                | Skills for Success Course                      | Getting Started Course                      | Essentials Course                      | Thinking with Technology Course                      | Leadership Forum                      |
|  | Technology and Community                      |  |   |  |  |                                       |
|  | Technology at Work                            |  |   |  |  |                                       |
| Student-facing materials                   |   | Skills for Success                             |   |  |  |                                       |
| Both program and offering when on one line | Intel® Learn Program Staff Training           | Intel® Teach Program Skills for Success Course | Intel® Teach Program Getting Started Course | Intel® Teach Program Essentials Course | Intel® Teach Program Thinking with Technology Course | Intel® Teach Program Leadership Forum |
|  | Intel® Learn Program Technology and Community |  |   |  |  |                                       |
|  | Intel® Learn Program Technology at Work       |  |   |  |  |                                       |
| First mention                              |   |  |   |  |  |                                       |
| Program in text                            | Intel® Learn Program                          | Intel® Teach Program                           | Intel® Teach Program                        | Intel® Teach Program                   | Intel® Teach Program                                 | Intel® Teach Program                  |
| Offering usage in text                     | Staff Training                                | Skills for Success Course                      | Getting Started Course                      | Essentials Course                      | Thinking with Technology Course                      | Leadership Forum                      |
|  | Technology and Community                      |  |   |  |  |                                       |
|  | Technology at Work                            |  |   |  |  |                                       |
| Both program and offering in text          | Intel® Learn Program Staff Training           | Intel® Teach Skills for Success Course         | Intel® Teach Getting Started Course         | Intel® Teach Essentials Course         | Intel® Teach Thinking with Technology Course         | Intel® Teach Leadership Forum         |
|  | Intel® Learn Program Technology and Community |  |   |  |  |                                       |
|  | Intel® Learn Program Technology at Work       |  |   |  |  |                                       |
| Subsequent mentions                        |   |  |   |  |  |                                       |
| Program                                    | Intel Learn                                   | Intel Teach                                    | Intel Teach                                 | Intel Teach                            | Intel Teach  | Intel Teach                           |
| Offering                                   | Staff Training                                | Skills for Success                             | Getting Started                             | Essentials Course                      | Thinking with Technology                             | Leadership Forum                      |
|  | Technology and Community                      |  |   |  |  |                                       |
|  | Technology at Work                            |  |   |  |  |                                       |
| Both program and offering                  | Intel Learn Staff Training                    | Intel Teach Skills for Success                 | Intel Teach Getting Started                 | Intel Teach Essentials Course          | Intel Teach Thinking with Technology                 | Intel Teach Leadership Forum          |
|  | Intel Learn Technology and Community          |  |   |  |  |                                       |
|  | Intel Learn Technology at Work                |  |   |  |  |                                       |

<sup>1</sup> Preferred usage for titles and covers.

## Content Guidelines

### Naming, Writing, and Copyright Guidelines

#### Program and offering versions:

If you have Intel® Teach Programs for K-12 teachers and also for pre-service teachers, you may add the following versions to your program name:

Intel® Teach Program  
 [Offering name]  
 Pre-Service (teacher or faculty)

#### If you have supplemental versions or enhancements for specific offerings, you may add the following:

Intel® Teach Program  
 [Offering name]  
 [Supplement for 1:1 Computing or Enhancement]

#### Descriptive Nouns

|  | Intel® Teach                | Intel® Learn                | Skills for Success  | Getting Started  | Essentials Course  | Thinking with Technology   | Leadership Forum  |
|--|-----------------------------|-----------------------------|---|--|--|--|---|
| Generic Descriptive Nouns<br>▪ Do not capitalize | The program includes the... | The program includes the... | When Skills for Success is delivered as an intact course:<br>In this course, teachers will...<br>When Skills for Success is delivered as an incorporated component of a larger course:<br>In this class, students will... | In this course, teachers will...<br>(course: singular and lowercase) | In this course, teachers will...<br>(course: singular and lowercase) | This course is hands on...<br>(course: singular and lowercase)<br>These thinking tools help students...<br>(thinking tools: lowercase) | In this forum, leaders will...<br>(forum: singular and lowercase) |

#### Writing Guidelines

When writing curriculum materials, please refer to the following documents as your primary and secondary writing guidelines:

- **Intel Corporate Writing Style Guide.** This document includes writing style, grammar, spelling, capitalization, and word usage. It also includes trademark and brand guidelines (including third-party products) and a terminology glossary. This document may be downloaded from the Intel® Brand Center site: <http://brand.intel.com>

**NOTE:** It is necessary to obtain a username and password for this site. A new user setup link (for both Intel employees and agencies) can be found on the entry of the site.

- **Intel® Education Writing Guide Supplement.** This document is a supplement to the Intel Corporate Writing Style Guide. Please use the Intel Corporate Writing Style Guide as your primary resource and refer to this supplement for exceptions to the corporate style guide or guidelines specific to Intel® Education. This document may be downloaded from:  
<http://teamsites.fm.ith.intel.com/sites/MktgAssets/IE/Forms/AllItems.aspx?RootFolder=%2fsites%2fMktgAssets%2fIE%2fWriting%20and%20Naming%20Guidelines&View=%7b1F6AAE7C%2dB47A%2d49E7%2d9B9C%2d40AB01FD077C%7d>



## Content Guidelines

### Naming, Writing, and Copyright Guidelines

#### Copyright Guidelines

All Intel® Teach and Intel® Learn Program curriculum materials must include copyright. Some materials may vary in copyright content and may contain the following components:

- Full Copyright Statement
- Shortened Copyright Statement
- Additional Product Copyright Statement
- Manual Version Number
- Software Compatibility
- Document ID System

These components are generally applied to the following areas of the curriculum materials:

- Curriculum Manual Interior Pages
- Curriculum-Related CDs
- Curriculum Manual Back Covers

#### Full Copyright Statement

Full copyright statement must be used on all materials that use the Intel® Education Identifier and/or other Intel property.

Copyright © [year], Intel Corporation. All rights reserved. Intel and the Intel logo are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

\*Other names and brands may be claimed as the property of others.

#### Shortened Copyright Statement

Shortened copyright statement is used only in footer section for all curriculum pages.

Copyright © [year], Intel Corporation. All rights reserved.

#### Additional Product Copyright Statement

It may be necessary to include additional product information to the legal line. Here is an example in which Intel® Pentium® processor was mentioned in the body text:

Copyright © [year], Intel Corporation. All rights reserved. Intel, the Intel logo, and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

\*Other names and brands may be claimed as the property of others.

#### Manual Version Number

Manual version numbers are listed on front covers and CD labels (optional), back covers, and interior page footers. Version number placement guidelines for specific areas are as follows:

- **Front Covers and CD Labels.** Placement of the version number on covers and CD labels is optional. You may choose not to include a version number to create a longer lifespan for the covers/CD labels you print. If you choose to include version numbers, the placement for covers would appear at the bottom of the front cover and on the spine near the book title. On CD labels, it would be included with the copyright and document ID system. For placement examples, reference the cover and CD template sections in the Assets & Templates portion of the guidelines on pages 26 and 60.
- **Back Covers.** Version numbers on back covers are placed in front of the document ID system and print code. Reference the Manual Back Cover Example section on page 14 for exact placement guidelines.
- **Interior Page Footers.** Version numbers on interior page footers are placed below the program title and next to the book title. See the Footer Copyright Example section on page 14 for exact placement guidelines.

#### Software Reference

The Intel Teach Getting Started and Essentials Course offerings and Help Guide manuals reference the software used to support the curriculum. This reference appears on the title page of the interior manual template, and also on the resource CD labels near the version number. Refer to pages 31, 49, and 55 for interior manual placement examples, and pages 60 and 71 for CD label placement examples.

## Content Guidelines

### Naming, Writing, and Copyright Guidelines

#### Curriculum Manual Interior Pages

For Intel® Teach and Intel® Learn Program curriculum manuals, a shortened version of the copyright must be included at the bottom of each manual page in the footer. Full copyright should be included on the last page of each module, section, or appendix.

#### Curriculum-Related CDs

For any Intel Teach and Intel Learn curriculum-related CDs (such as resource CDs and curriculum CDs), full copyright must be included on the CD label, as well as on the first page of the CD interface. If URLs to external Web sites are included on the CD, you must also include proper disclaimer text.

**NOTE:** As of [month year], all links to Web sites were working and linked to appropriate sites. However, content on those sites may change at any time and is beyond the control of the [Intel® Teach Program or Intel® Learn Program]. Intel does not endorse content, products, or services offered on any third-party sites that link from this CD.

#### Manual Interior Pages: Footer Copyright Examples

|          |  |   |
|----------|--|---|
| <b>2</b> | Intel® Program Name Goes Here<br>Title of Book Goes Here   Book Type Version X.X | Copyright © [year] Intel Corporation.<br>All rights reserved. |
|----------|--|---|

#### Shortened Copyright Example (Left Page)

|          |  |   |
|----------|--|---|
| <b>2</b> | Intel® Program Name Goes Here<br>Title of Book Goes Here   Book Type Version X.X | Copyright © [year] Intel Corporation. All rights reserved.<br>Intel and the Intel logo are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries. *Other names and brands may be claimed as the property of others. |
|----------|--|---|

#### Full Copyright Example (Left Page)

#### Document ID System


All print collateral must have a Document ID System, which includes a Document ID and Print Code. This system allows Intel to track all collateral that is produced. To obtain a Print Code, go to: <http://www3.hibbertgroup.com/intel/sku>. Please note that updated versions using the same collateral template will require an update of the Print Code's last 3 digits (i.e. XXXXXX-001, 002, 003...) Elements of the Document ID System follow this format:

|   |                       |              |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
|---|-----------------------|--------------|------------------|-----|-----------------------------|--|-------------|------------------|-----|--|----|--|-----------------------------|--|--------------|--|--|--------|------|---------------------|-----------------------|-----|--|-------------------------|--|
| <p><b>Document ID</b>     0806/KEL/LAI/PT/10K</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">0806</td> <td style="width: 25%; border-bottom: 1px solid black;">KEL</td> <td style="width: 25%; border-bottom: 1px solid black;">LAI</td> <td style="width: 25%; border-bottom: 1px solid black;">10K</td> </tr> <tr> <td>Month and Year: August 2006</td> <td></td> <td>Agency Code</td> <td>Quantity Printed</td> </tr> <tr> <td style="border-bottom: 1px solid black;">KEL</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">PT</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Initials of Project Manager</td> <td></td> <td>Printer Code</td> <td></td> </tr> </table> | 0806                  | KEL          | LAI              | 10K | Month and Year: August 2006 |  | Agency Code | Quantity Printed | KEL |  | PT |  | Initials of Project Manager |  | Printer Code |  | <p><b>Print Code</b>     123456-001US</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; border-bottom: 1px solid black;">123456</td> <td style="width: 25%; border-bottom: 1px solid black;">U.S.</td> </tr> <tr> <td>Printing SKU Number</td> <td>Printing Country Code</td> </tr> <tr> <td style="border-bottom: 1px solid black;">001</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Printing Version Number</td> <td></td> </tr> </table> | 123456 | U.S. | Printing SKU Number | Printing Country Code | 001 |  | Printing Version Number |  |
| 0806  | KEL                   | LAI          | 10K              |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| Month and Year: August 2006   |                       | Agency Code  | Quantity Printed |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| KEL   |                       | PT           |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| Initials of Project Manager   |                       | Printer Code |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| 123456  | U.S.                  |              |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| Printing SKU Number   | Printing Country Code |              |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| 001   |                       |              |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |
| Printing Version Number   |                       |              |                  |     |                             |  |             |                  |     |  |    |  |                             |  |              |  |  |        |      |                     |                       |     |  |                         |  |

Here is an example showing: Full Copyright Statement, Manual Version Number, and Document ID System:

**NOTE:** The example below uses placeholder copy for the Manual Version Number and Document ID System.

#### Manual Back Cover Example

|   |  |              |  |            |  |
|---|--|--------------|--|------------|--|
| Copyright © 2006 Intel Corporation. All rights reserved. Intel and the Intel logo are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries. *Other names and brands may be claimed as the property of others.<br>Version X.X XXXX/XXX/XXX/XX/XK XXXXXX-001XX |  |              |  |            |  |
| Version X.X<br>Manual Version Number<br>XXXX/XXX/XXX/XX/XK<br>Document ID   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">XXXXXX-001XX</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Print Code</td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 20px;">  </div> | XXXXXX-001XX |  | Print Code |  |
| XXXXXX-001XX  |  |              |  |            |  |
| Print Code  |  |              |  |            |  |
| Manual Version Number and Document ID System  |  |              |  |            |  |

# Co-Branding Guidelines
























# Assets & Templates

## Assets & Templates

### Curricula Asset and Template Matrix

The following matrix provides a cross-reference of templates and assets as they relate to the different program offerings. This will allow you to quickly summarize what materials will be used to assemble your curriculum project.

#### Curricula Asset and Template Matrix

| Intel® Education Curriculum Program  | Color Palette  | Core Visual   | Icon Set   | Template Set  |
|--|--|---|--|---|
| <b>Intel® Teach Program Getting Started Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition  | Intel® Blue<br>White<br>Black<br>Gray<br>PMS 221<br>PMS 221                                      | Core Visual A<br>   | Icon Set B and C <sup>1</sup><br>   | Template Set C<br>   |
| <b>Intel® Teach Program Skills for Success Course</b><br><br>Teacher Book<br>Student Book  | Intel Blue<br>White<br>Black<br>Gray<br>PMS 661<br>PMS 166                                       | Core Visual C<br>   | Icon Set B and C <sup>1</sup><br>   | Template Set B<br>   |
| <b>Intel® Teach Program Essentials Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition<br>Supplement for 1:1 Computing Edition<br>Pre-Service Faculty Edition<br>Pre-Service Teacher Edition | Intel Blue<br>White<br>Black<br>Gray<br>PMS 3145<br>PMS 3145<br>PMS 3145<br>PMS 3145<br>PMS 3145 | Core Visual A<br>   | Icon Set A and C <sup>1</sup><br>   | Template Set A<br>   |
| <b>Intel® Teach Program Thinking with Technology Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition   | Intel Blue<br>White<br>Black<br>Gray<br>PMS 166<br>PMS 166                                       | Core Visual B<br> | Icon Set A<br>                    | Template Set A<br> |
| <b>Intel® Teach Program Leadership Forum</b><br><br>Master Leader Edition<br>Participant Leader Edition  | Intel Blue<br>White<br>Black<br>Gray<br>PMS 279<br>PMS 279                                       | Core Visual A<br> | Icon Set A and C <sup>1</sup><br> | Template Set A<br> |
| <b>Intel® Learn Program</b><br><br>Staff Manual<br>Technology and Community<br>Technology at Work  | Intel Blue<br>White<br>Black<br>Gray<br>PMS 661<br>PMS 166<br>PMS 2606                           | Core Visual D<br> | Icon Set B and C <sup>1</sup><br> | Template Set B<br> |
| <b>Help Guide</b>  | Intel Blue<br>White<br>Black<br>Gray   | Core Visual A<br> | Icon Set C <sup>1</sup><br>       | Template Set D<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

## Assets & Templates

### Core Visuals

In keeping with Intel's brand identity system, core visuals have been created to reflect the photographic style. Use only approved images. Do not produce your own photography. **NOTE: The applied rounded-corner treatment of the core visuals is limited only to the core visuals—do not apply this treatment to any other photography used in your materials.**

The set of images for each core visual should remain intact and must be produced in full color, not black-and-white, duotone, or any other color. If you have concerns about the image selection for your area, or would like to discuss the core visual usage, please contact Kimberly Liss at [kimberly.e.liss@intel.com](mailto:kimberly.e.liss@intel.com).

Assets are available in the following file format for print and on-screen applications. File names are listed on the following pages.

#### Print Assets

- **Quark XPress\* Templates.** The core visuals are created within Quark XPress as individual picture boxes with high-resolution CMYK EPS placed images. Ideal for working with the templates.
- **Adobe Illustrator\* EPS files.** Two files are available (high-resolution and low-resolution) with CMYK EPS placed images. Ideal for importing as a composite into layout programs or can be used to create other materials such as signage.

#### On-Screen Assets

- **Adobe Photoshop\* files.** Two sizes are available (large and small) in PSD, JPEG, and PNG formats, which are ideal for on-screen applications. If other sizes are required, they can be made from the Illustrator files. They can be opened in Photoshop and set to any size and resolution as needed.

## Assets & Templates

### Core Visuals

#### Core Visual A

This core visual applies to the Intel® Teach Essentials Course, Getting Started Course, Leadership Forum, and Help Guide.



| Print Asset Type                 | Filenames  |  |
|----------------------------------|--|--|
| Linked High-Resolution EPS files | 37476_RetA_100HR.eps<br>97CS0284_RetA_100HR.eps                                  | int_brand_26_B_100HR.eps<br>6B8T2687_RetA_100HR.eps                              |
| Linked Low-Resolution EPS files  | 37476_RetA_100LR.eps<br>97CS0284_RetA_100LR.eps                                  | int_brand_26_B_100LR.eps<br>6B8T2687_RetA_100LR.eps                              |
| Adobe Illustrator* EPS files     | Core_Visual_A_HR.eps (high-res)  | Core_Visual_A_LR.eps (low-res)   |
| On-Screen Asset Type             | Filenames  |  |
| Adobe Photoshop* files           | Core_Visual_A_RGB_LG.jpg<br>Core_Visual_A_RGB_LG.png<br>Core_Visual_A_RGB_LG.psd | Core_Visual_A_RGB_SM.jpg<br>Core_Visual_A_RGB_SM.png<br>Core_Visual_A_RGB_SM.psd |

#### Core Visual B

This core visual applies only to the Intel Teach Thinking with Technology Course materials to help differentiate it from the Essentials Course, as they are complementary offerings and often available to the same teacher audience.



| Print Asset Type                 | Filenames  |  |
|----------------------------------|--|--|
| Linked High-Resolution EPS files | 97CS0583_RetB_100HR.eps<br>6B8T2687_RetA_100HR.eps                               | int_brand_25_100LR.eps<br>6B8T3517_100LR.eps                                     |
| Linked Low-Resolution EPS files  | 97CS0583_RetB_100LR.eps<br>6B8T2687_RetA_100LR.eps                               | int_brand_25_100LR.eps<br>6B8T3517_100LR.eps                                     |
| Adobe Illustrator* EPS files     | Core_Visual_B_HR.eps (high-res)  | Core_Visual_B_LR.eps (low-res)   |
| On-Screen Asset Type             | Filenames  |  |
| Adobe Photoshop* files           | Core_Visual_B_RGB_LG.jpg<br>Core_Visual_B_RGB_LG.png<br>Core_Visual_B_RGB_LG.psd | Core_Visual_B_RGB_SM.jpg<br>Core_Visual_B_RGB_SM.png<br>Core_Visual_B_RGB_SM.psd |



## Assets & Templates

### Core Visuals

#### Core Visual C

This core visual applies only to the Intel® Teach Skills for Success Course materials.



| Print Asset Type                 | Filenames  |  |
|----------------------------------|--|--|
| Linked High-Resolution EPS files | int_brand_23_RetA_100HR.eps<br>61725_RetB_100HR.eps                              | 37476_RetA_100HR.eps<br>97CS0284_RetA_100LR.eps                                  |
| Linked Low-Resolution EPS files  | int_brand_23_RetA_100LR.eps<br>61725_RetB_100LR.eps                              | 37476_RetA_100HR.eps<br>97CS0284_RetA_100LR.eps                                  |
| Adobe Illustrator* EPS files     | Core_Visual_C_HR.eps (high-res)  | Core_Visual_C_LR.eps (low-res)   |
| On-Screen Asset Type             | Filenames  |  |
| Adobe Photoshop* files           | Core_Visual_C_RGB_LG.jpg<br>Core_Visual_C_RGB_LG.png<br>Core_Visual_C_RGB_LG.psd | Core_Visual_C_RGB_SM.jpg<br>Core_Visual_C_RGB_SM.png<br>Core_Visual_C_RGB_SM.psd |

#### Core Visual D

This core visual applies only to the Intel® Learn Program materials.



| Print Asset Type                 | Filenames  |  |
|----------------------------------|--|--|
| Linked High-Resolution EPS files | 6B8T2629_100HR.eps<br>6B8T3368_100HR.eps   | India-A-001_RetA_100HR.eps<br>6B8T2544_RetA_100HR.eps                            |
| Linked Low-Resolution EPS files  | 6B8T2629_100LR.eps<br>6B8T3368_100LR.eps   | India-A-001_RetA_100LR.eps<br>6B8T2544_RetA_100LR.eps                            |
| Adobe Illustrator* EPS files     | Core_Visual_D_HR.eps (high-res)  | Core_Visual_D_LR.eps (low-res)   |
| On-Screen Asset Type             | Filenames  |  |
| Adobe Photoshop* files           | Core_Visual_D_RGB_LG.jpg<br>Core_Visual_D_RGB_LG.png<br>Core_Visual_D_RGB_LG.psd | Core_Visual_D_RGB_SM.jpg<br>Core_Visual_D_RGB_SM.png<br>Core_Visual_D_RGB_SM.psd |

## Assets & Templates

### Icons

There are 12 icons used throughout the manual content pages and CD interfaces as visual points of reference for the participant.

Assets are available in the following file formats for print and on-screen applications:

- **Adobe Illustrator\* vector EPS files.** Black/white and color assets are available. (Cannot be colored within Quark XPress\*)
- **Adobe Photoshop\* bitmap TIF files.** Black/white assets only are available. (Can be colored within Quark XPress)
- **Adobe Photoshop bitmap GIF files.** Icon Set C assets only are available for on-screen Graphical User Interface (GUI) usage.

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#### Icon Set A

These icons are used in the Intel® Teach Essentials Course, Thinking with Technology Course, and Leadership Forum. Available in Black.



**Discuss Icon**



**Hints Icon**



**Save Icon**



**View CD Icon**



**Web Icon**

**Black**

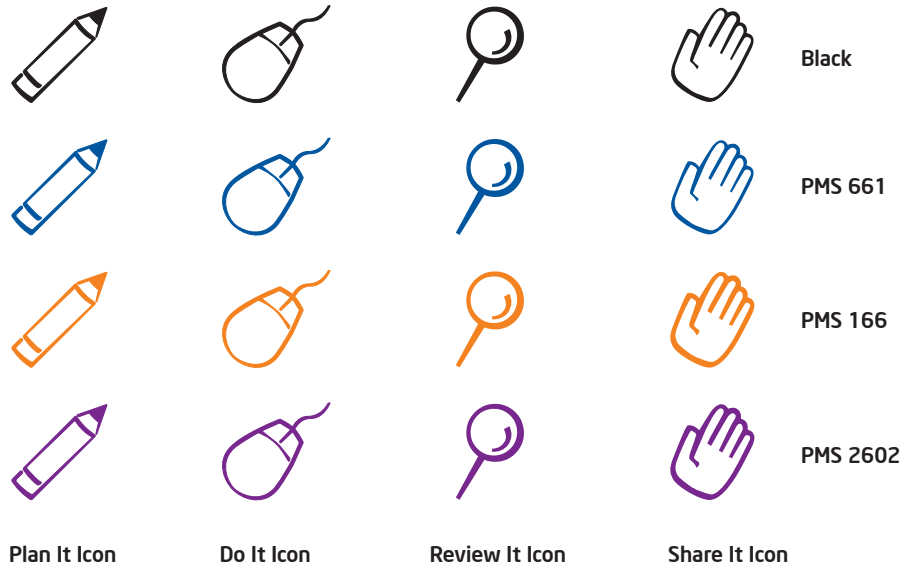
| Print Asset Type  | Filenames  |
|---|--|
| Adobe Illustrator* Vector EPS files:<br>Discuss Icon<br>Hints Icon<br>Save Icon<br>View CD Icon<br>Web Icon | Icon_Discuss_Blk.eps<br>Icon_Hints_Blk.eps<br>Icon_Save_Blk.eps<br>Icon_ViewCD_Blk.eps<br>Icon_WWW_Blk.eps |
| Adobe Photoshop* Bitmap TIF files:<br>Discuss Icon<br>Hints Icon<br>Save Icon<br>View CD Icon<br>Web Icon   | Icon_Discuss_Blk.tif<br>Icon_Hints_Blk.tif<br>Icon_Save_Blk.tif<br>Icon_ViewCD_Blk.tif<br>Icon_WWW_Blk.tif |

## Assets & Templates

### Icons

#### Icon Set B

These icons are used in the Intel® Teach Getting Started Course, Skills for Success Course, and Intel® Learn Program. Available in Black, PMS 661, PMS 166, and PMS 2602.



| Print Asset Type                     | Filenames  |
|--------------------------------------|--|
| Adobe Illustrator* Vector EPS files: |  |
| Plan It Icons                        | Icon_Plan-It_Blk.eps                      Icon_Plan-It_PMS166.eps<br>Icon_Plan-It_PMS661.eps                  Icon_Plan-It_PMS2602.eps     |
| Do It Icons                          | Icon_Do-It_Blk.eps                          Icon_Do-It_PMS166.eps<br>Icon_Do-It_PMS661.eps                  Icon_Do-It_PMS2602.eps         |
| Review It icons                      | Icon_Review-It_Blk.tif                      Icon_Review-It_PMS166.eps<br>Icon_Review-It_PMS661.eps              Icon_Review-It_PMS2602.eps |
| Share It Icons                       | Icon_Share-It_Blk.eps                      Icon_Share-It_PMS166.eps<br>Icon_Share-It_PMS661.eps              Icon_Share-It_PMS2602.eps     |
| Adobe Photoshop* Bitmap TIF files:   |  |
| Plan It Icons                        | Icon_Plan-It_Blk.tif   |
| Do It Icons                          | Icon_Do-It_Blk.tif   |
| Review It icons                      | Icon_Review-It_Blk.tif   |
| Share It Icons                       | Icon_Share-It_Blk.tif  |

#### Icon Set C

These icons are used in the GUI resource CDs to indicate navigation throughout the CD contents. Available in RGB Intel® Blue.



| On-Screen Asset Type               | Filenames            |
|------------------------------------|----------------------|
| Adobe Photoshop* Bitmap GIF files: |                      |
| Closed Book Icon                   | Icon_Book_Closed.gif |
| Opened Book Icon                   | Icon_Book_Open.gif   |
| Page icon                          | Icon_Page.gif        |

# Assets & Templates

## Charts

Charts are used throughout the curriculum manuals to structure and organize information. Various chart styles are available to support all curriculum manual types (black-and-white and color) and all offerings.

One example from each template is shown below. Adjust the charts as needed to fit the needs of your content. Refer to the template sample pages for examples of chart formats you can use.

### Chart Examples

Section Type/Number Goes Here  
Section Title Goes Here

The questions in the left column below are a mix of Essential, Unit, and Content Questions. Determine which questions are Essential, Unit, and Content. Place a checkmark in the column that best identifies each question: "EQ" for Essential, "UQ" for Unit, or "CQ" for Content. Discuss your answers with your small group.

| Shared Questions                                     | EQ | UQ | CQ |
|--|----|----|----|
| Where did early explorers go?                        |    |    |    |
| How did early explorers change the world?            |    |    |    |
| Who are some of the early explorers?                 |    |    |    |
| What does it take to change the world?               |    |    |    |
| What impact do explorers have on their home country? |    |    |    |

| Shared Questions  | EQ | UQ | CQ |
|---|----|----|----|
| How do the endings of Cinderella differ across cultures?                  |    |    |    |
| Are we really so different from our neighbors?                            |    |    |    |
| What are common themes of fairytales?                                     |    |    |    |
| What can we learn about ourselves and other people by reading fairytales? |    |    |    |
| How do fairytales reflect one's culture?                                  |    |    |    |
| What is the basic plot of almost all Cinderella stories?                  |    |    |    |
| What are the definitions of plot, conflict, climax, and resolution?       |    |    |    |

Notes:

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14

180° Prepares Home Core Literacy  
Title of Book Goes Here | Book Type Version X.X

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Template Set A (Black-and-White Template)

Section Type/Number Goes Here  
Section Title Goes Here

### Linguistic Thinkers (Word Smart)

| Characteristics      | Use words effectively, love to play with words, show strength in the language arts: listening, speaking, reading, and writing   |
|----------------------|---|
| Like                 | Reading, telling stories, crossword puzzles, oral discussion or debate, writing reports, giving presentations, conducting interviews, creating dioramas, keeping a journal or diary, developing word games, and writing letters, poems, stories, and descriptions |
| Learn Best           | Reading interesting books, playing word board or card games, listening to recordings, using various kinds of computer technology, participating in conversation and discussions   |
| Suitable Careers     | Librarian, spokesperson, architect, translator, politician, curator, speech pathologist, writer, radio or television announcer, journalist, lawyer, secretary, editor, English teacher  |
| Famous Examples      | William Shakespeare, JK Rowling, Anne Frank   |
| Technology Interests | Word processing, email, desktop publishing, web publishing  |

### Linguistic Thinkers (Word Smart)

| Characteristics      | Use words effectively, love to play with words, show strength in the language arts: listening, speaking, reading, and writing   |
|----------------------|---|
| Like                 | Reading, telling stories, crossword puzzles, oral discussion or debate, writing reports, giving presentations, conducting interviews, creating dioramas, keeping a journal or diary, developing word games, and writing letters, poems, stories, and descriptions |
| Learn Best           | Reading interesting books, playing word board or card games, listening to recordings, using various kinds of computer technology, participating in conversation and discussions   |
| Suitable Careers     | Librarian, spokesperson, architect, translator, politician, curator, speech pathologist, writer, radio or television announcer, journalist, lawyer, secretary, editor, English teacher  |
| Famous Examples      | William Shakespeare, JK Rowling, Anne Frank   |
| Technology Interests | Word processing, email, desktop publishing, web publishing  |

14

180° Prepares Home Core Literacy  
Title of Book Goes Here | Book Type Version X.X

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Template Set B (Color Template)

Section Type/Number Goes Here  
Section Title Goes Here

### Listening and Speaking Skills

To promote listening and speaking skills with students, teachers should consider doing and saying the following:

| To Do  | To Say   |
|--|--|
| Model desired behaviors.                                   | I hear better when I look at the person speaking.  |
| Reinforce desired behaviors by pointing them out.          | I see a loud voice so everyone can hear.   |
| Remind students to use good listening skills.              | Now is a time for Arturo and Giacinto to share. I would like to hear what they are saying if you look at them. |
| Guide students on what they should do if they cannot hear. | Raise your hand to let everyone know that you cannot hear what he or she is saying.                            |
| Restate what a student has said to clarify when needed.    | Joseph you said "Microsoft Paint" would be the best tool. Maria wants to know why you think so.                |
| Respond in ways that are neither positive nor negative.    | Diana shared one idea, who wants to share a different one?   |
| Encourage students to elaborate further.                   | What else would you like to add?   |
| Include all the students.                                  | Who else wants to ask a question?  |
| Alert students when changing direction.                    | Let us explore another solution.   |

### Giving Directions Skills

Teachers who have good skills for giving directions:

- Are clear in their intentions and think through their instructions
- Wait and ensure that students are quiet before giving directions
- Provide directions orally and in writing
- Share directions a few steps at a time so as to not confuse or overwhelm students
- Model the expected steps for students
- Check for understanding to ensure that students know what is expected from them

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180° Prepares  
Getting Started Course | Presenter or Participant Teacher Edition Version 1.0

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Template Set C (Black-and-White Template)

Section Title Goes Here



## Group 8

### Working with Objects in Your Drawings

**#1 To select several objects at once**

- Click the **Select Objects** tool on the Drawing toolbar. 
- Hold down the **Shift** key, and click the lines, shapes, text boxes, or any other objects you might want to move or fix at the same time. 

**#2 To bundle or group objects together**

- Use the **Select Objects** tool to select the objects you want to group. (See Graphics Skill 8.1: To select several objects at the same time.) 
- Click **Draw > Group**.  
The items that have been grouped can now be moved or changed together at the same time.
  - '80' will spin the selection one-quarter of the way around
  - '180' will spin the selection one-half of the way around

14

180° Prepares  
180° Core Literacy 1.0

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Template Set D (Color Template)

## Assets & Templates

### Screen Captures

Screen captures are used throughout the manual pages as visual aids to support procedural instructions and examples. The screen captures are taken directly from the software applications, Web sites, or files that participants will be using. Most screen captures have captions or callouts to clearly identify the information presented within the screen capture. Screen captures are saved as Tagged Image File Format (TIFF) files for PC platform computers. They should be saved as grayscale or CMYK color, depending on the need for your specific curriculum manual. Do not reduce the resolution size of the screen captures.

Various screen capture examples are shown below. Be sure to refer to the template sample pages for the correct frames and callouts to use for your screen captures.


### Screen Capture Examples

Section Type/Number Goes Here  
Section Title Goes Here

**Step 3: Enhancing a Document**  
Decide which additional features you want to add to your document. Each feature should enhance the content. Too many colors, images, or font styles can be distracting. Remember to follow copyright laws, include source citations when appropriate, and save your work frequently.

**Inserting WordArt**  
To add emphasis to your documents, add WordArt to your titles or special comments.  
1. If the Drawing toolbar is not displayed, on the View menu, point to Toolbars and then click Drawing.  
2. On the Drawing toolbar, click the Insert WordArt button. The toolbar is usually located at the bottom of your screen.  
3. Select a WordArt style, and then click OK.

**Inserting a Table**  
The easiest way to add a table to a document is to use the Insert Table button on the Standard toolbar.  
1. In your document, click where you want to create the table.  
2. Click the Insert Table button on the Standard toolbar and drag your mouse to select the number of rows and columns you want to make. Click when the correct number of rows and columns are selected.  
3. If you want more than four rows or five columns (4x5 table) on the Table menu, point to Insert, then click Table. Enter the desired number of rows and columns by entering the numbers directly or by clicking the up and down arrows. Click OK.



In the Insert Table menu, you can select how many columns, and how you would like your table to have.

20 Microsoft Word 2003 Help  
File of Book Goes Here | Book Type Version X.X Copyright © 2003 Intel Corporation. All rights reserved.


Template Set A (Black-and-White Template)

Section Type/Number Goes Here  
Section Title Goes Here

## Survey Form

Ms. Singh is a government healthcare worker who needs to find out which health issues are most important to the people in her community. One way to gather information from a large number of people is to take a survey. What surveys have you seen or taken? What items appear on survey forms? How could you use a computer to help Ms. Singh with her survey?

**Plan It**  
Design a survey form that your classmates will use to enter information electronically about the health issues that they worry about the most. Look at the following examples.



Completed Survey Form Example    Completed Survey Form Example

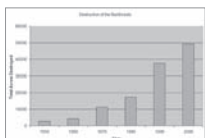
Think about the questions below, and discuss your ideas with your partner. It might be helpful to write your ideas on a sheet of paper.

- What are four or five health issues that people worry about? What questions could you ask to find out how concerned or worried people are about each issue?
- What sort of number rating scale could be used for people to show that they are very concerned, somewhat concerned, or not at all concerned about a specific health issue?

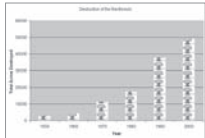
20 Microsoft Word 2003 Help  
File of Book Goes Here | Book Type Version X.X Copyright © 2003 Intel Corporation. All rights reserved.

Template Set B (Color Template)

Section Type/Number Goes Here  
Section Title Goes Here



Column Chart Example



Pictograph Example

Think about the questions below, and discuss your ideas with your partner. It might be helpful to look at the completed survey forms that are saved on your computer as you write your ideas on a sheet of paper.

- How might you organize the survey questions and answers into a spreadsheet?
- How could you use spreadsheets to figure out which issue is the biggest concern?

Remember to use the Rubric as a guide as you plan, do, review, and share.

20 Microsoft Word 2003 Help  
Getting Started Course | Reader or Participant Teacher Edition Version 1.0 Copyright © 2003 Intel Corporation. All rights reserved.

Template Set C (Black-and-White Template)

Section Title Goes Here

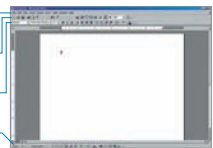
## Group 1 Getting to Know Microsoft Word

**Menu bar:** where you can pick general commands such as opening, saving, printing, and closing a file.

**Standard toolbar:** where you can click shortcut buttons for many Menu bar commands.

**Formatting toolbar:** where you can make changes to the look of words in your documents.

**Drawing toolbar:** where you pick tools to draw shapes and change the way they look.



File Edit View Format Window Help  
Menu bar

Standard toolbar

Formatting toolbar

Drawing toolbar

21 Microsoft Word 2003 Help  
Getting Started Course | Reader or Participant Teacher Edition Version 1.0 Copyright © 2003 Intel Corporation. All rights reserved.

Template Set D (Color Template)

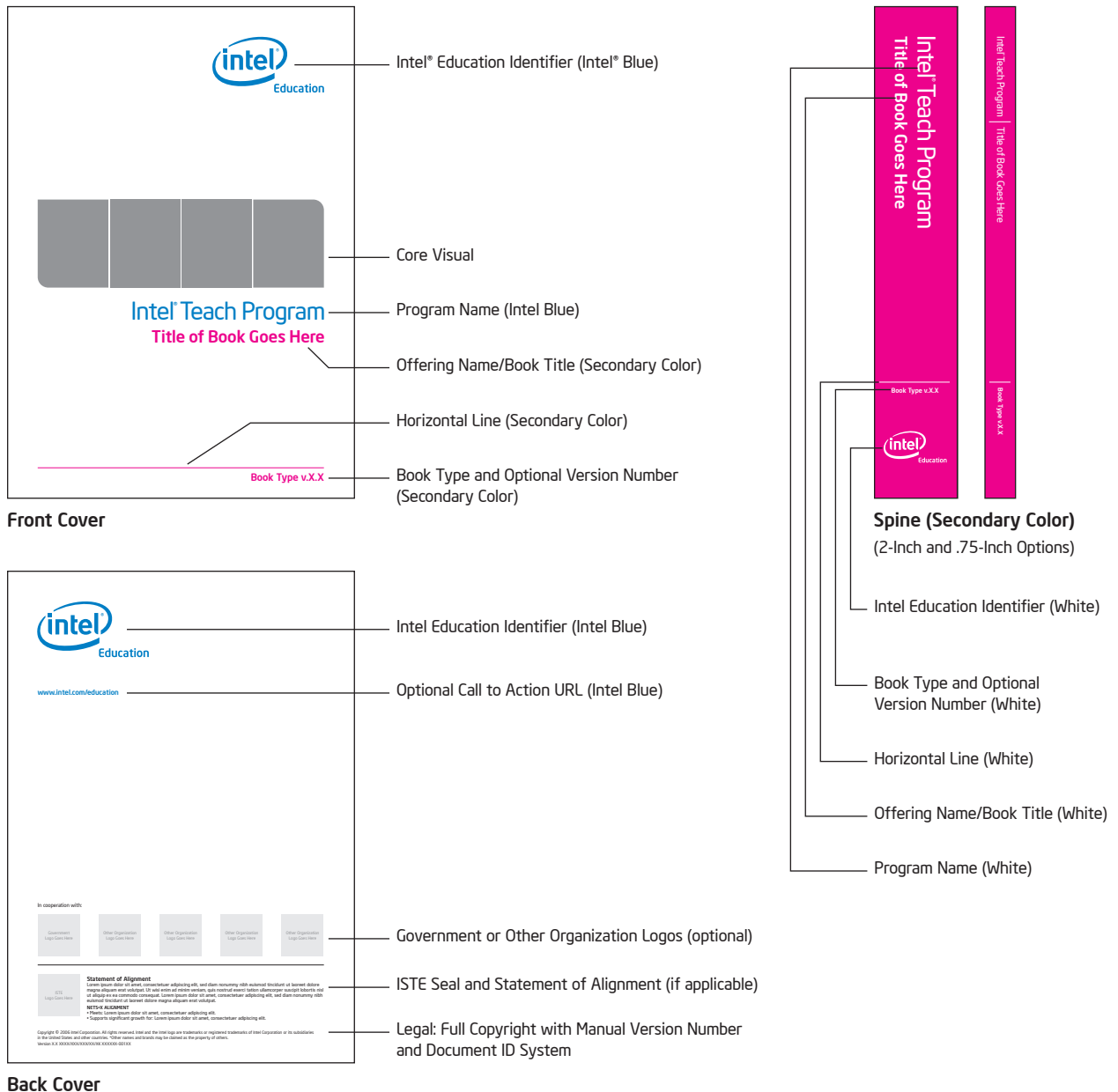
## Assets & Templates

### Curriculum Manual Cover Templates

Common templates are available for use in the development of curriculum manual covers. Manual covers include a front cover, back cover, and sometimes a spine. Cover templates are provided in various sizes, to accommodate binders and books, and A4 and U.S. sizes, as applicable. Please note that the cover templates provided are based on laminated sizes. Cut slip sheets would be a different size. Please remember that these templates are starting points, and adjustments may be required depending on binder vendor and print needs, such as a single laminated sheet or cut slip sheets. Refer to page 28 for more information on adjusting your cover to meet custom size requirements.

**NOTE:** The magenta color shown throughout this document represents the secondary color. See the curricula matrix on page 18 for which secondary color to use from the color palette for each program offering.

#### Perfect-Bound Book Cover Layout Example — A4 Size



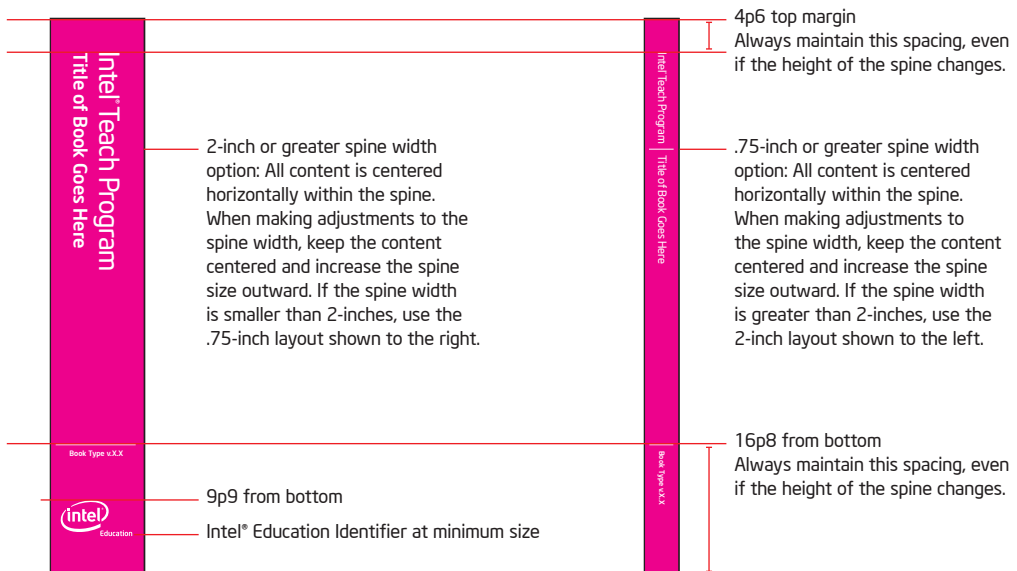
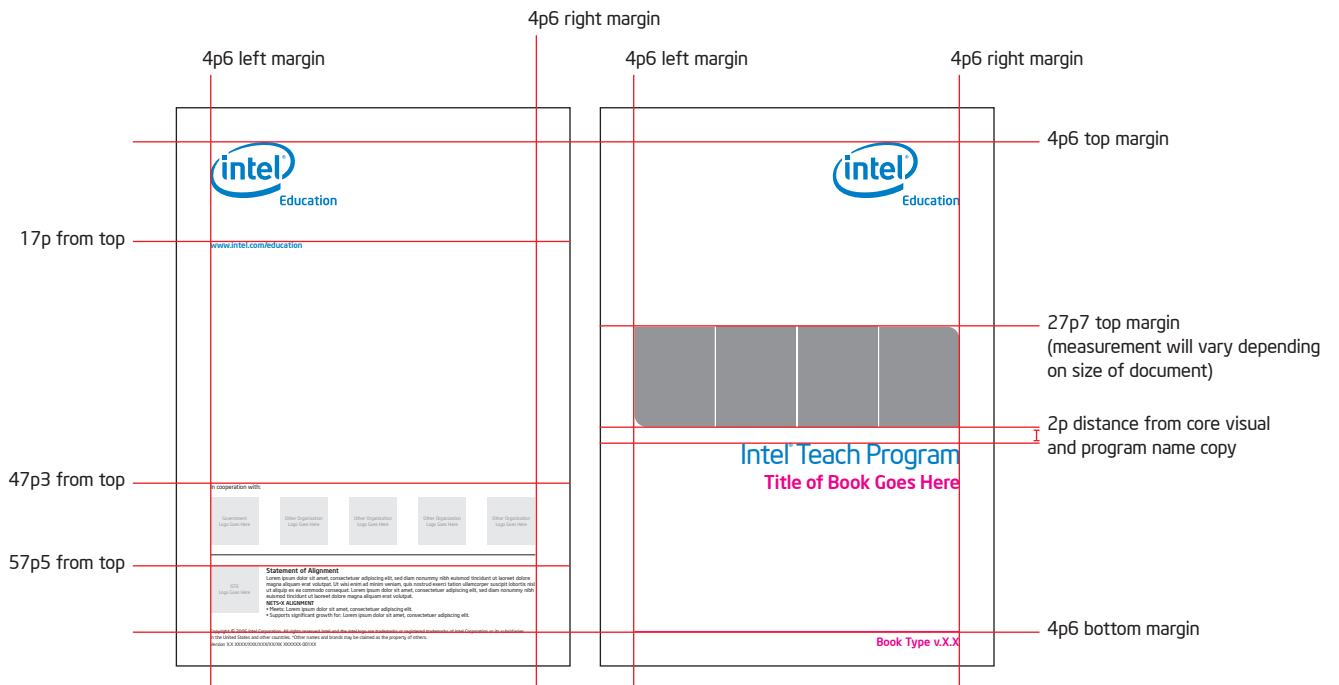
# Assets & Templates

## Curriculum Manual Cover Templates

### Layout Grid

General measurements are called out for reference and apply to all templates.

### Perfect-Bound Book Cover Layout Example — A4 Size



## Assets & Templates

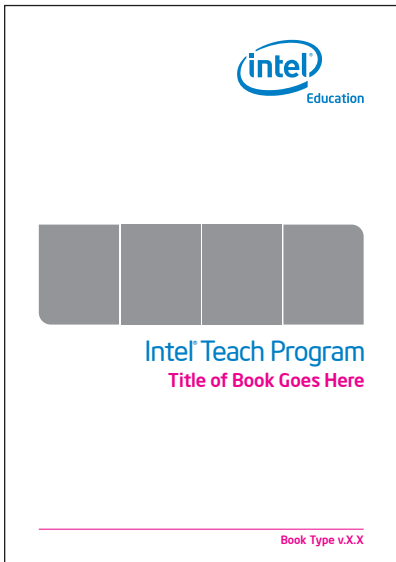
### Curriculum Manual Cover Templates

#### Resizing Cover Layouts

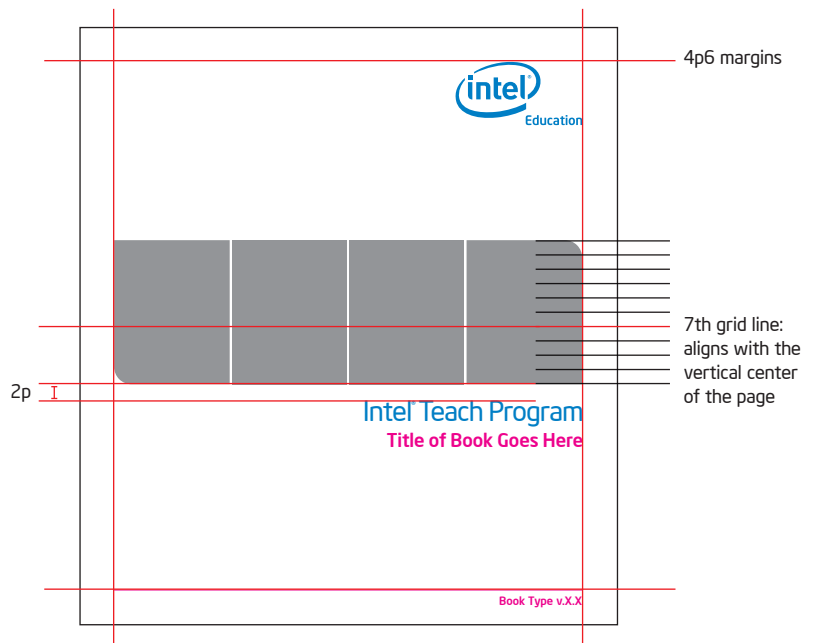
Cover templates are provided to accommodate binders and books in standard A4 and U.S. sizes. However, binder sizes will vary depending on the source purchased. The instructions and examples provided below reflect the spacing system used for the manual cover graphic elements. Please use these instructions to make any necessary adjustments to the binder templates that adhere to this system.

The cover templates, regardless of size, should have the same 4p6 margins on all sides. The layout is adjusted by aligning the elements to the 4p6 margins. The Intel® Education Identifier and text sizes remain the same. The core visual is enlarged or reduced to fit the width of the margins. The vertical position of the core visual is then determined. The core visual is divided into a 10-unit grid by creating 11 horizontal lines of equal distance. The seventh grid line is aligned with the vertical center of the page. After the core visual is positioned, the Program Name and Offering Name/Book Title text is positioned 2p below the core visual.

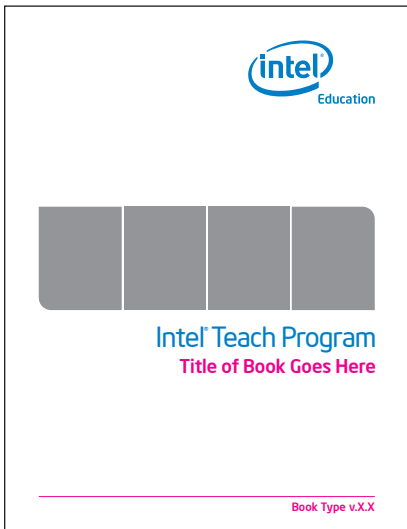
Perfect-Bound Book Cover Example — A4 Size



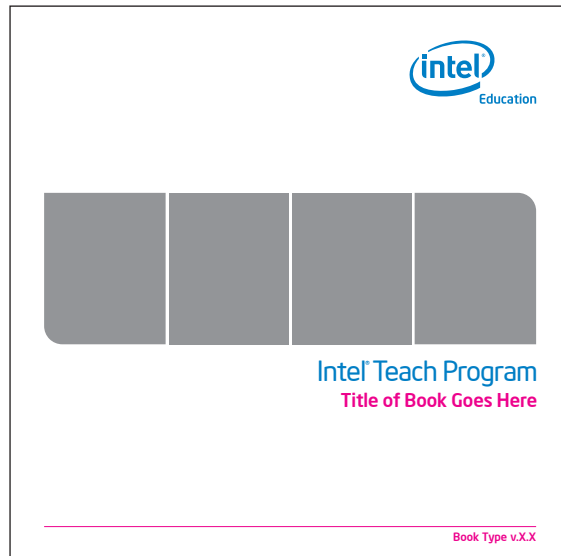
A4 Binder Cover Example — A4 Size



Perfect-Bound Book Cover Example — U.S. Size



Binder Cover Example — U.S. Size





## Assets & Templates

### Curriculum Manual Interior Templates

Common templates are available for use in the development of the interior curriculum manual pages. All sample layouts in the templates are for visual reference only.

**Template Set A.** This is a black-and-white template provided in A4 and U.S. sizes. This template will be used for professional development curriculum (offerings for teachers and administrators), and is the most commonly used template.

**Template Set B.** This is a color template provided in A4 size. This template was developed to support the materials for offerings involving children. This template is provided in color, but can be modified for use in black-and-white if that is the preferred printing option for your country.

**Template Set C.** This template will be used only for the Intel® Teach Getting Started Course curriculum provided in A4 size. This template is provided in black in white.

**Template Set D.** This template will be used only for the Help Guide provided in A4 size. This template is provided in color, but can be modified for use in black-and-white if that is the preferred printing option for your country.

| Manual Interior Templates | Size | Filenames                  |
|---------------------------|------|----------------------------|
| Template Set A            | A4   | Template_A_Interior_A4.qxd |
|                           | A4   | Template_A_Divider_A4.qxd  |
|                           | A4   | Template_A_Tab_A4.qxd      |
|                           | U.S. | Template_A_Interior_US.qxd |
|                           | U.S. | Template_A_Divider_US.qxd  |
|                           | U.S. | Template_A_Tab_US.qxd      |
| Template Set B            | A4   | Template_B_Interior_A4.qxd |
|                           | A4   | Template_B_Divider_A4.qxd  |
| Template Set C            | A4   | Template_C_Interior_A4.qxd |
| Template Set D            | A4   | Template_D_Interior_A4.qxd |

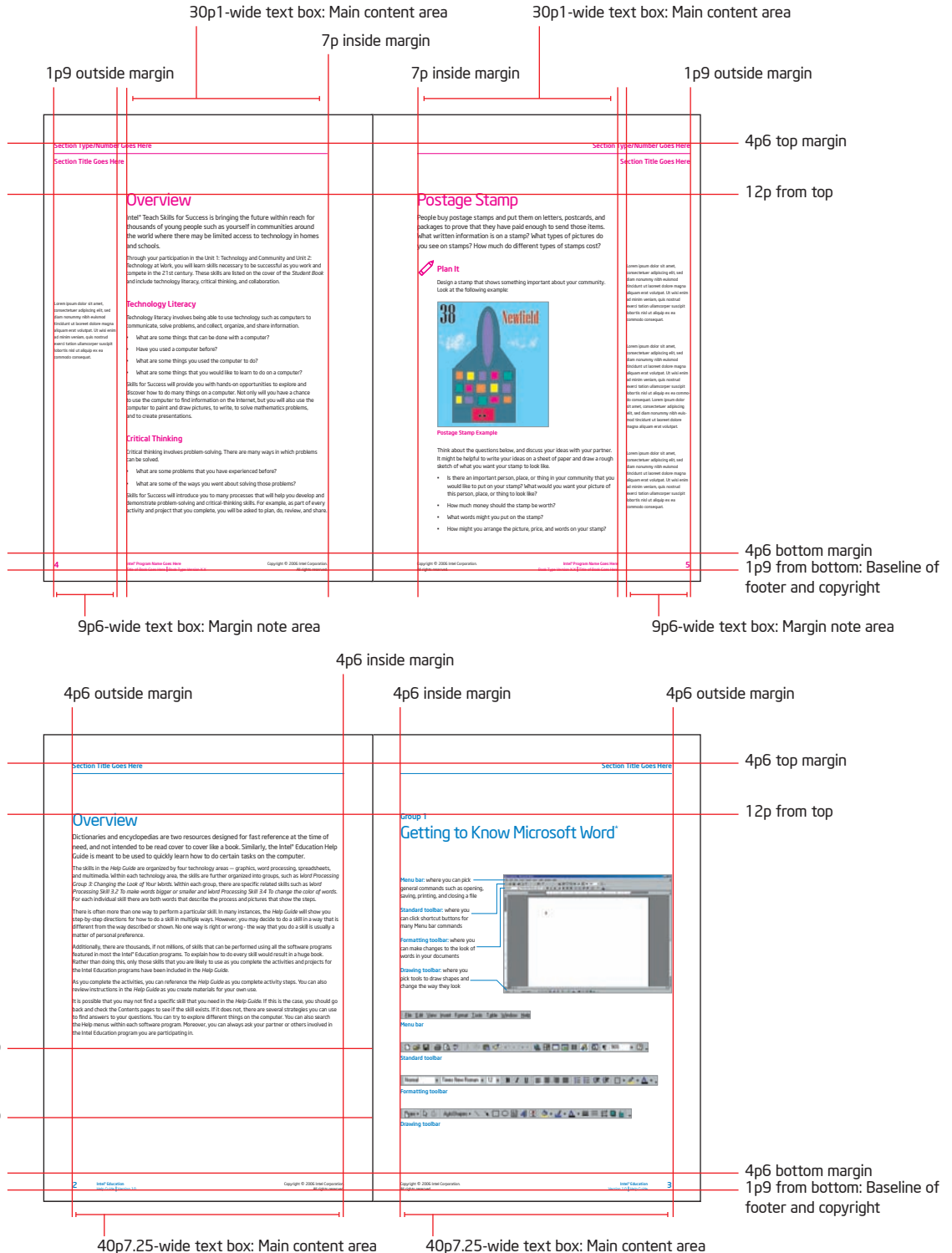
# Assets & Templates

## Curriculum Manual Interior Templates

### Layout Grid

General measurements are called out for reference and apply to all templates (top example) except Template D for the Help Guide (bottom example). The main content area in the Help Guide spans from the inside margin to the outside margin and does not require space for the margin note content area. If adjustments are made to the templates, please adhere to the grid system outlined below.

### Perfect-Bound Book A4 Size Example



# Assets & Templates

## Curriculum Manual Interior Template Set A

This is a black-and-white template provided in A4 and U.S. size. This template will be used for professional development curriculum, and is the most commonly used template. Template pages include an introduction section, module content, appendix content, and divider pages.

### Template Set A Sample Pages

**Intel® Education Identifier**

**Program Name**

**Offering Name/Book Title**

**Legal: Full Copyright without Manual Version Number and Document ID System**

**Book Type and Optional Version Number**

**Software Reference (Essentials Course only)**

### Introduction Section: Title Page

**The Craig Barrett photograph can no longer be used in black-and-white, which is why it has been removed from the curriculum manual letter**

### Introduction Section: Letter from Craig Barrett

**Header First Line: First-level content**  
Example copy: Intel® Teach Program Thinking with Technology Course

**Header Second Line: Second-level content**  
Example copy: Introduction

**Box: .5pt, 100 percent black frame, text inset top and left 8pt.**

**Footer: Customize in template master page**

**Pagination: The introduction section uses lowercase Roman numerals (i, ii, iii...)**

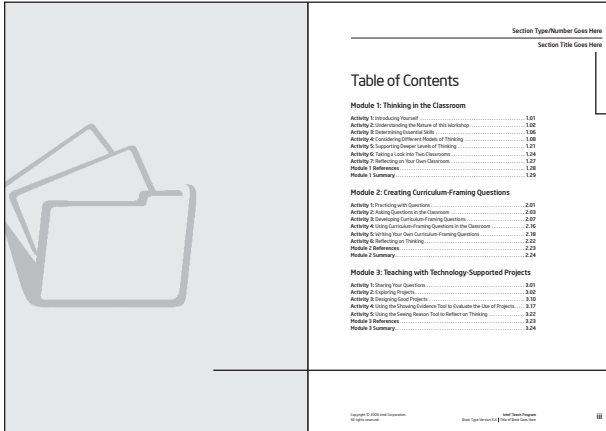
**Legal: Short version used on all manual pages except the last page in a module, appendix, or section**

### Introduction Section: Introduction

# Assets & Templates

## Curriculum Manual Interior Template Set A

### Template Set A Sample Pages



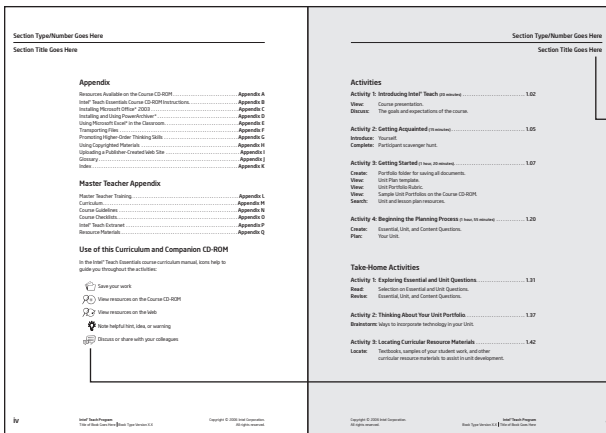
Header First Line: First-level content  
Example copy: Introduction

Header Second Line: Second-level content  
Example copy: Contents

New section always starts on a right page

Icons (large grayscale): Black TIFF version scaled to 600 percent and colored in template to 30 percent black, 10 percent black background

### Introduction Section: Table of Contents



Header First Line: First-level content  
Example copy: Module 1

Header Second Line: Second-level content  
Example copy: Getting Started

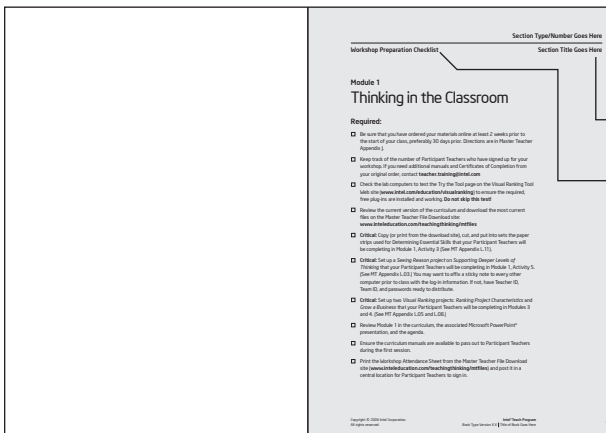
10 percent black background

New section always starts on a right page

Small Icons: Black EPS version scaled to 30 percent, p6 distance from text

Pagination: No page number

### Introduction Section and Module Content Page



Header First Line: First-level content  
Example copy: Module 1

Header Second Line: Second-level content  
Example copy: Getting Started

Header Second Line: Third-level content  
Example copy: Course Preparation Checklist

10 percent black background

New section always starts on a right page

Pagination: No page number

### Module Content Pages



# Assets & Templates

## Curriculum Manual Interior Template Set A

### Template Set A Sample Pages

Section Type/Number Goes Here  
Section Title Goes Here

**References**

Bloom, B.S. (1996). *Handbook of educational objectives*. Boston: McGraw-Hill.

... [rest of references]

Section Type/Number Goes Here  
Section Title Goes Here

**Summary**

Review the content ideas of this module and the highlights or ideas that you have created that can be used in your classroom, instruction or planning to help improve student learning.

**Module 1 Key Notes**

- The essential skills needed to be successful in the future go beyond basic literacy – the reading, writing, speaking, listening, thinking, collaboration, and communication skills.
- Research in our field indicates that today's students are struggling with higher-order thinking skills to greater levels of student learning.

**Accomplishments**

- Created a personalized list of higher-order thinking skills to target in instruction using three models of writing and composing (writing – process, writing – product, and writing – genre).
- Matched content and applied influences that can affect the interpretation and use of higher-order thinking skills in the classroom.

In the following modules, we will be building upon these concepts as we discuss ways you can support and encourage higher-order thinking skills in the classroom.

Box: .5pt. 100 percent black frame, text inset top and left 8pt.

Icons (large grayscale): Black TIFF version scaled to 600 percent and colored in template to 15 percent black

### Module Content Pages

Section Type/Number Goes Here  
Section Title Goes Here

**Identify Assessment Methods**

- Identify the types of assessment methods, purposes, and instruments on pages 4-12 of the book.
- As you review the methods, each category, indicate your interest or experience with each using the following checklist:

**Assessment Methods and Instruments**

| Assessment Method | Formal | Informal | Assessment Instrument |
|-------------------|--------|----------|-----------------------|
| Classroom         | □      | □        | □                     |
| Portfolio         | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
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| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |
| Journal           | □      | □        | □                     |
| Self-reflection   | □      | □        | □                     |
| Self-assessment   | □      | □        | □                     |
| Peer assessment   | □      | □        | □                     |
| Observation       | □      | □        | □                     |
| Interview         | □      | □        | □                     |

# Assets & Templates

## Curriculum Manual Interior Template Set A

### Template Set A Sample Pages

Table Chart: Grid .5pt. 50 percent black, text inset top and left 6pt, height of black headline cell is 1p8, cell fill colors are 100 percent black, white, and 10 percent black

### Module Content Pages

Header First Line: First-level content  
Example copy: Appendix

Header Second Line: Second-level content  
Example copy: Contents

10 percent black background

New section always starts on a right page

Pagination: No page number

### Appendix Content Pages

Header First Line: First-level content  
Example copy: Appendix A

Header Second Line: Second-level content  
Example copy: A Project Approach to Learning

New section always starts on a right page

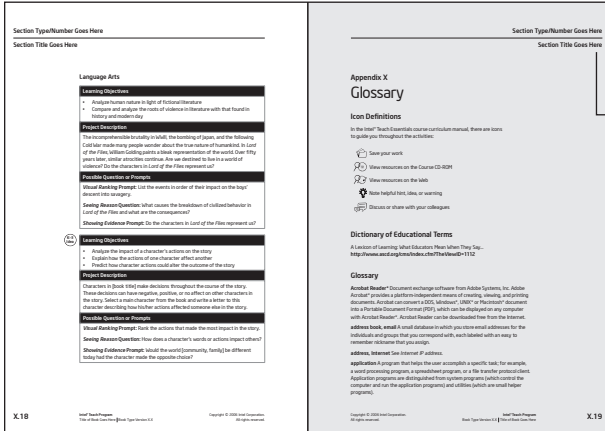
Pagination: The Appendix sections use Arabic numerals (1, 2, 3...) with the Appendix letter before  
Example Appendix A (A.01, A.02, A.03)  
Example Appendix B (B.01, B.02, B.03)

### Appendix Content Pages

# Assets & Templates

## Curriculum Manual Interior Template Set A

### Template Set A Sample Pages



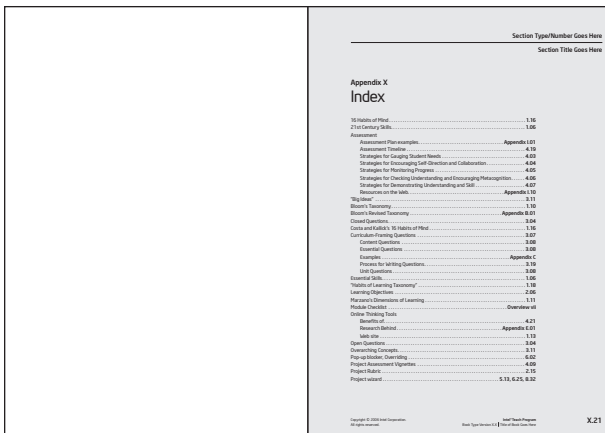
Header First Line: First-level content  
Example copy: Appendix B

Header Second Line: Second-level content  
Example copy: Glossary

10 percent black background

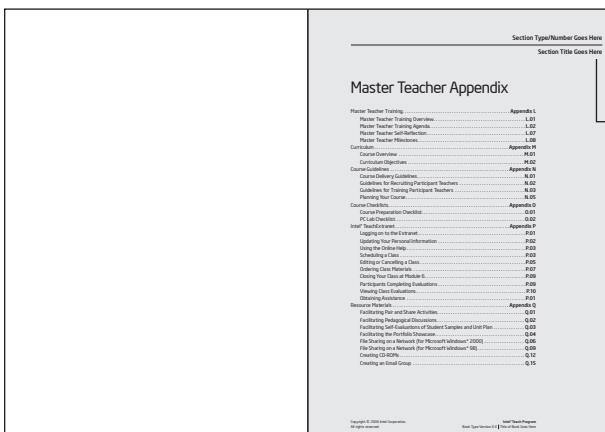
New section always starts on a right page

### Appendix Content Pages



New section always starts on a right page

### Appendix Content Pages



Header First Line: First-level content  
Example copy: Master Teacher Appendix

Header Second Line: Second-level content  
Example copy: Contents

New section always starts on a right page

Pagination: The Appendix sections use Arabic numerals (1, 2, 3...) with the Appendix letter before  
Example Appendix A (A.01, A.02, A.03)  
Example Appendix B (B.01, B.02, B.03)

### Additional Appendix (Master Teacher Only) Content Pages

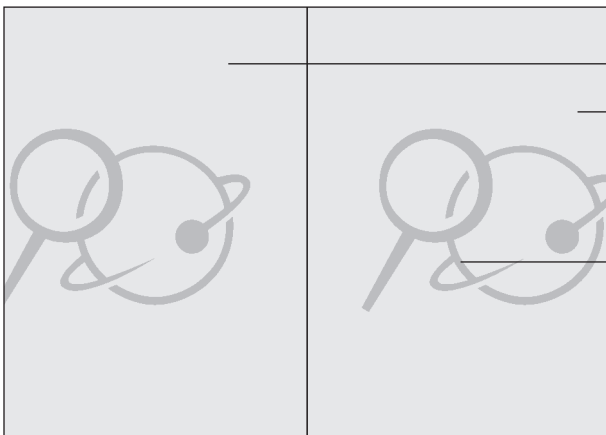
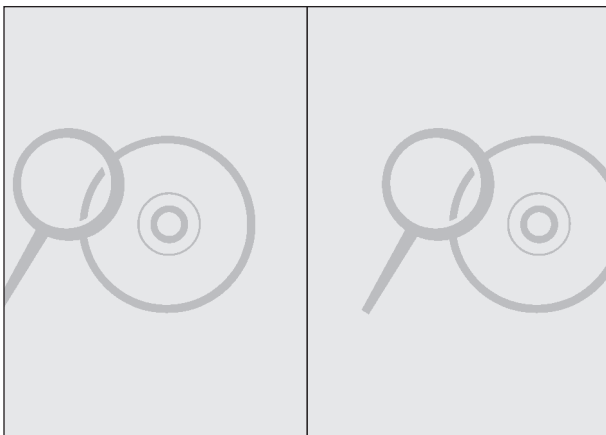
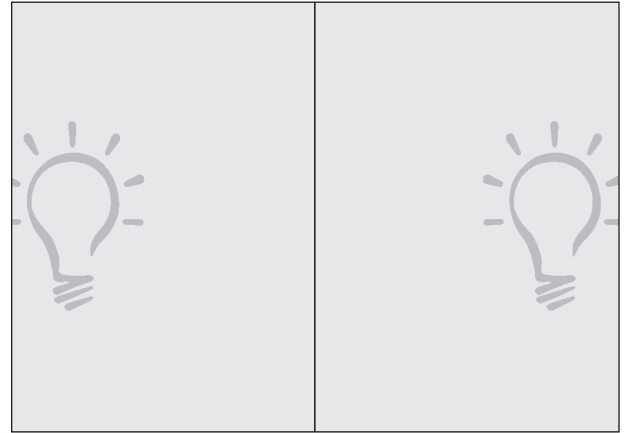




## Assets & Templates

### Curriculum Manual Interior Template Set A

#### Template Set A Sample Pages — Large Grayscale Icon Pages



Icons left-page layout

Icons right-page layout

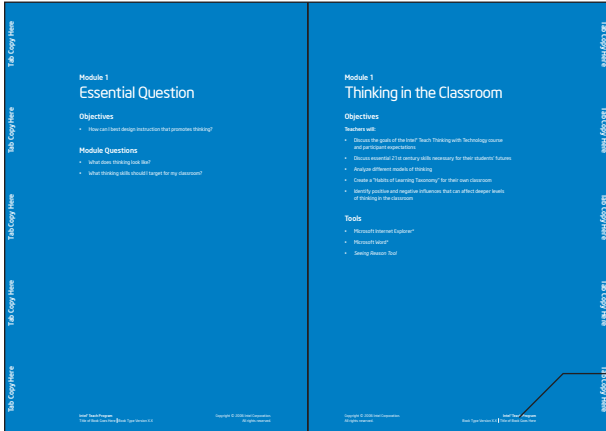
Icons (large grayscale): Black TIFF version scaled to 600 percent and colored in template to 30 percent black, 10 percent black background

10 percent black background

# Assets & Templates

## Curriculum Manual Interior Template Set A

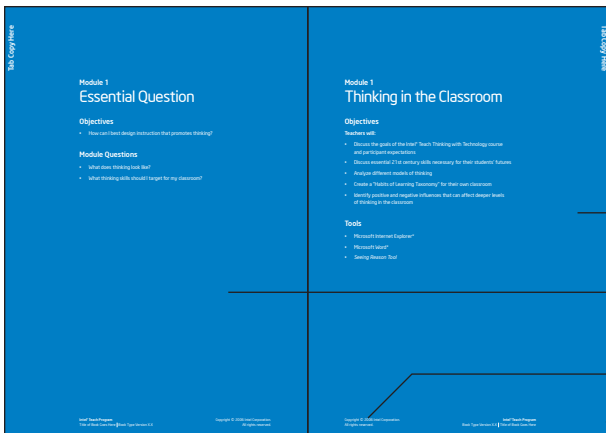
### Template Set A Sample Pages



Divider copy example five locations (never shown all at once)

Footer: Customize in template master page

### Divider Page



Divider copy  
Example copy: Module 1

100 percent Intel® Blue background

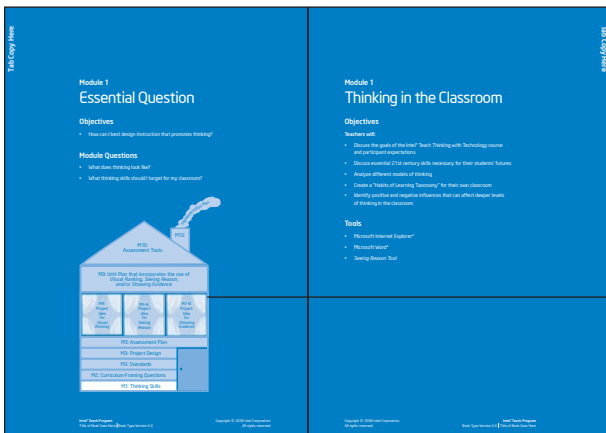
Front layout

Back layout

Legal: Short version

Pagination: No page numbers

### Divider Page



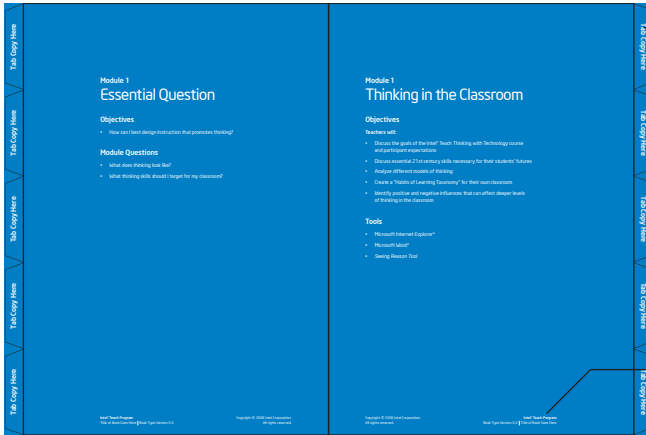
House Graphic: Used only with the Intel® Teach Thinking with Technology Course

### Divider Page for Intel® Teach Program Thinking with Technology Course

# Assets & Templates

## Curriculum Manual Interior Template Set A

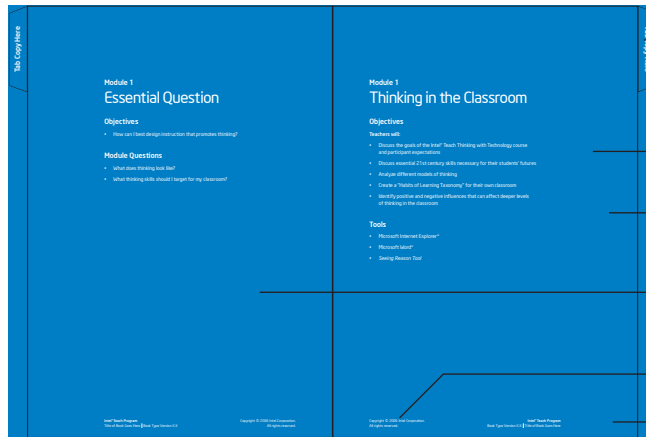
### Template Set A Sample Pages



Tab copy example five locations (shown together)

Footer: Customize in template master page

### Tab Page



Tab copy  
Example copy: Module 1

100 percent Intel® Blue background

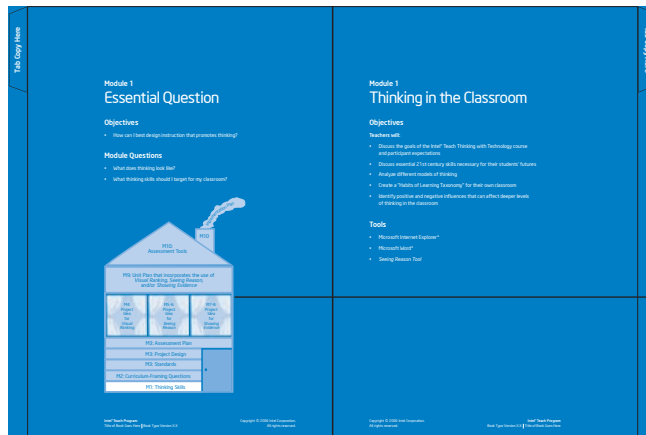
Front layout

Back layout

Legal: Short version

Pagination: No page numbers

### Tab Page



House Graphic: Used only with the Intel® Teach Thinking with Technology Course

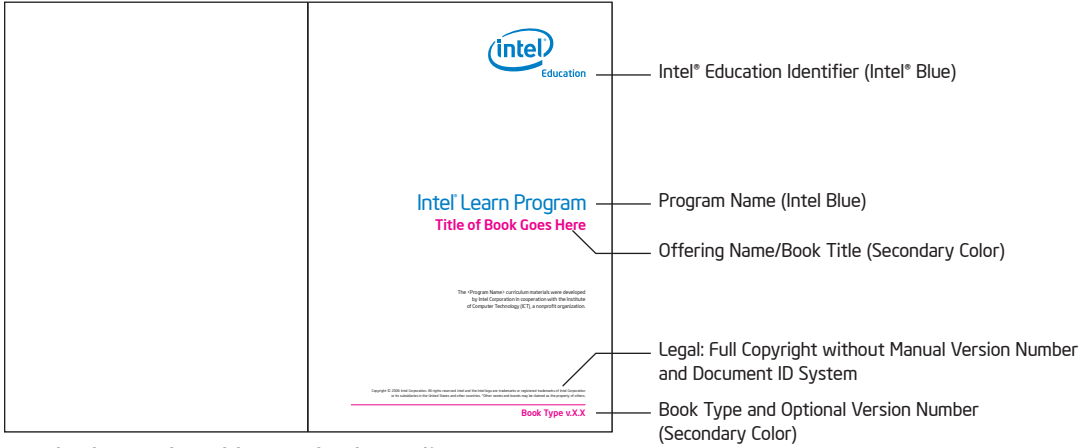
Tab Page for Intel® Teach Program Thinking with Technology Course

# Assets & Templates

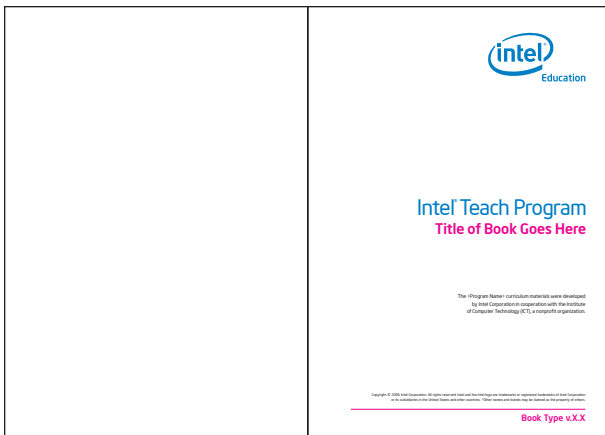
## Curriculum Manual Interior Template Set B

This template was developed to support the materials for offerings involving children. This template is provided in A4 size and in color, but can be modified for use in black-and-white if countries need a lower cost printing option. Template pages include an introduction section, activities and project content pages, teacher training content pages, appendix content, and divider pages. **NOTE: The magenta color in the template represents the secondary color. It is required to update the color in the template to the secondary color assigned to the program offering. To update the secondary color in the template, follow the instructions on page 48.**

### Template Set B Sample Pages



Introduction Section: Title Page for the Intel® Learn Program



Introduction Section: Title Page for the Intel® Teach Program



Introduction Section: Letter from Craig Barrett

# Assets & Templates

## Curriculum Manual Interior Template Set B

### Template Set B Sample Pages

Section Type/Number Goes Here  
Section Title Goes Here

## Welcome

We welcome you to the Intel® Teach Skills for Success course, and appreciate your commitment to the future of your students and to your profession as an educator. Students today, more than ever, need the ability to understand and deal with complex issues and problems. This program has been created to help you develop your students' technology literacy, critical thinking, and collaboration skills. Thank you for investing your time and energy into this program and for your commitment to preparing your students to be successful in tomorrow's world.

### Intel® Education Programs

Working with educators from around the world, Intel is preparing today's young people to flourish in the rapidly changing environment of the 21st century. Our goal is to help students develop the higher order thinking skills they need to realize their full potential. The Intel Education initiative consists of several programs from some leading primary and secondary education, higher education, and community education:

- Intel® Teach Program
- Intel® Computer Classroom Network
- Intel® Open Source eLearning
- Intel® Connected Learning (Intel® CL)
- Intel® International Science and Engineering Fair (ISEF)

### About the Institute of Computer Technology

The teacher training materials and student curriculum were prepared by the Institute of Computer Technology (ICT), a nonprofit organization focused on 21st-century education and technology training services for corporations, nonprofit organizations, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered curricula, activities, experiments, and real-world projects, including technology integration/professional development programs for educators. A group of ICT members is dedicated to advancing the use of technology in our classrooms. Their goal is simple, but ambitious: to harness the power of technology to transform teaching and learning for all 21st-century students.

Institute of Computer Technology, www.ict.org  
500 West Mitchell Avenue, Suite 100, Sunnyvale, CA 94087 USA  
Phone: +1-408-735-4291 Fax: +1-408-735-8009 E-mail: info@ict.org  
www.ict.org

Intel® Teach Skills for Success  
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Header First Line (Secondary Color): First-level content  
Example copy: Intel® Teach Program Skills for Success Course

Header Second Line (Secondary Color): Second-level content  
Example copy: Introduction

Footer (Secondary Color): Customize in template master page

Pagination (Secondary Color): The manual uses Arabic numerals (1, 2, 3...)

### Introduction Section: Introduction

Legal: Short version used on all manual pages except the last page in a module, appendix, or section

Section Type/Number Goes Here  
Section Title Goes Here

## Overview

The Intel Teach Skills for Success Teacher Book provides you with the materials needed to successfully complete the teacher training. It also includes the curriculum that is used with your students, with added instructional notes. This Teacher Book is organized into three sections, each described below.

### Teacher Book

This section contains a teacher edition of the Student Book. It includes all content that your students receive plus additional notes to help guide your facilitation of the activities and projects.

### Teacher Training Materials

This section contains all materials used in the teacher training. It is designed to help you successfully complete the training and serve as a future resource as needed.

### Appendix

This section contains additional references and resources available for your use.

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Header First Line (Secondary Color): First-level content  
Example copy: Introduction

Header Second Line (Secondary Color): Second-level content  
Example copy: Contents

New section always starts on a right page

### Introduction Section: Table of Contents

Section Type/Number Goes Here  
Section Title Goes Here

## Overview

Intel® Teach Skills for Success is bringing the future within reach for thousands of young people such as you as you work to contribute in homes and schools.

Through your participation in the Unit 1: Technology and Community and Unit 2: Technology at Work, you will have the resources to be successful as you work and compete in the 21st century. These skills are listed in the cover of the Student Book and include technology literacy, critical thinking, and collaboration.

### Technology Literacy

Technology literacy involves being able to use technology such as computers to communicate, solve problems, and collect, organize, and share information.

- What are some things you use the computer to do?
- How can something that you use on the computer be used in a different way?

Skills for Success will provide you with hands-on opportunities to explore and discover how to do many things on a computer. Not only will you have a chance to use the computer in your own projects on the Internet, but you will also use the computer to solve and share problems, to write, to solve mathematics problems, and to create presentations.

### Critical Thinking

Critical thinking involves problem solving. There are many ways in which problems can be solved.

- What are some problems that you have experienced before?
- What are some of the ways you went about solving those problems?

Skills for Success will introduce you to many problems that will help you develop and demonstrate problem solving and critical thinking skills. For example, as part of every activity and project, there are problems you will be asked to solve, discuss, and share.

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Header First Line (Secondary Color): First-level content  
Example copy: Unit 1: Technology and Community

Header Second Line (Secondary Color): Second-level content  
Example copy: Graphics

Screen Captures: .5pt, 50 percent black frame, screen captures are saved as TIFF files for PC platform computers and saved as CMYK (do not reduce resolution size)

Icons (Secondary Color): Black TIFF version scaled to 45 percent (color vector EPS files can be used if preferred)

Margin Notes: Typically used only in the Teacher editions

### Activities and Project Content Pages

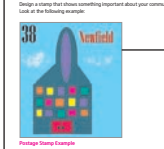
Section Type/Number Goes Here  
Section Title Goes Here

## Postage Stamp

People make postage stamps and put them on letters, postcards, and packages to show that they have paid enough to send those items. What will the information on a stamp? What types of pictures do you see on stamps? How much do different types of stamps cost?

### Plan It

Design a stamp that shows something important about your community. Look at the following examples.



Think about the questions below, and discuss your ideas with your partner to help you decide to work on one of the stamps and then create a stamp that you want your stamp to look like.

- Is there an important person, place, or thing in your community that you would like to put on your stamp? What would you put your picture of that person, place, or thing on the stamp?
- How much money should the stamp be worth?
- What words might you put on the stamp?
- How might you arrange the picture, place, and words on your stamp?

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Header First Line (Secondary Color): First-level content  
Example copy: Unit 1: Technology and Community

Header Second Line (Secondary Color): Second-level content  
Example copy: Graphics

Screen Captures: .5pt, 50 percent black frame, screen captures are saved as TIFF files for PC platform computers and saved as CMYK (do not reduce resolution size)

Icons (Secondary Color): Black TIFF version scaled to 45 percent (color vector EPS files can be used if preferred)

Margin Notes: Typically used only in the Teacher editions

# Assets & Templates

## Curriculum Manual Interior Template Set B

### Template Set B Sample Pages

**Section Type/Number Goes Here**  
**Section Title Goes Here**

For help on how to do certain skills, look at the following groups in the *Illustration Book*:

- Graphics Group 1** Getting to Know Microsoft Paint
- Graphics Group 2** Finding Shapes and Lines
- Graphics Group 3** Making Changes to Pictures and Photos in Microsoft Paint

**Do It**

- Open Microsoft Paint, and you will see a new, blank painting canvas.
- If needed, change the size and shape of your painting canvas so it about the size of your writing paper. (See Graphics Set B.2C to change the size of a painting canvas.)
- Print a rectangle for the outer edges of your stamp design.

**Challenge:** Use the *Eraser/Color Clearer* tool to make the stamp design look like you have a stamp on a piece of paper. Then, turn your page the background color you want first. Use the *Challenge Example* as a guide.


- Use the different tools to paint the picture you want on your stamp design. Use the *Eraser/Color Clearer* tool to make the stamp look like you have a stamp on a piece of paper. Then, turn your page the background color you want first. Use the *Challenge Example* as a guide.
- Print a piece in your stamp where you want to put the picture. Then, make a rectangle, and type a number that shows how much space the stamp is worth. (Note: You might want to make the box use enough of the background to go all the way to the edge of your stamp design.)
- Change the look of the picture however you wish.
- Repeat Steps 3 and 7 to put the name of your community in the stamp.

**Challenge:** Select and copy the stamp. Then, use *Microsoft Word* to create a document. Select a page in the document. Paste the stamp. Below the stamp, type a sentence or two about your stamp design. (Use the *Challenge Example* as the model for the text.)

6 Save your work as directed.

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**Section Type/Number Goes Here**  
**Section Title Goes Here**



**Review It**

Look over your stamp. Make sure it has the following elements:

- a picture of an important person, place, thing, or event in your community
- the stamp price
- the name of your community

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to save your work when you are finished.

**Share It**

Be prepared to discuss your answers to the following questions:

- How did you decide on the picture you wanted for your stamp?
- Why is that picture special or thing important for your community?
- Which tools do you use to design your stamp? Which tools did you like the most? Why did you like them best?
- How do you think stamps were created before the use of computers? Why is printing paper a good tool for creating stamps?

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Box: .5pt. 100 percent secondary color frame, text inset top and left 8pt.

### Activities and Project Content Pages


**Section Type/Number Goes Here**  
**Section Title Goes Here**

### Survey Form

Ms. Singh is a government healthcare worker who needs to find out which health issues are most important to the people in her community. She asks for greater information from a larger number of people to take a survey. What surveys have you seen or taken? What items appear on surveys today? How could you use a computer to help Ms. Singh with her survey?

**Plan It**

Design a survey form that your classmates will use to enter information electronically about the health issues that they worry about the most. Look at the following examples.



**Completed Survey Form Example**

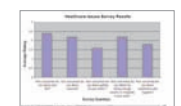
Think about the questions below, and discuss your ideas with your partner. It might be helpful to write your ideas on a sheet of paper.

- What are the top health issues that people worry about? What questions could you ask to find out how concerned or worried people are about each issue?
- What sort of number rating scale could be used for people to show that they are very concerned, somewhat concerned, or not at all concerned about a specific health issue?


8

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**Section Type/Number Goes Here**  
**Section Title Goes Here**



**Columns Chart Example**



**Paragraph Example**

Think about the questions below, and discuss your ideas with your partner. It might be helpful to write your ideas on a sheet of paper.

- How might you organize the survey questions and answers into a spreadsheet?
- How could you use spreadsheets to figure out which health issue is the biggest concern?

Remember to use the *Table* as a guide as you plan, do, review, and share.

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### Activities and Project Content Pages

**Section Type/Number Goes Here**  
**Section Title Goes Here**

### Computer Basics

Below you will find the names of the computer. There are some basic things that you should know. This includes knowing the names of some of the parts of the computer, as well as knowing how to move the mouse.

|   |   |
|---|---|
| 1. The keyboard is used to type or input information into the computer. It is a device that you use to enter information into the computer.                         |  |
| 2. The mouse is used to click on things when you are using the computer. It is a device that you use to click on things when you are using the computer.            |  |
| 3. The mouse is used most often to click on things when you are using the computer. It is a device that you use to click on things when you are using the computer. |  |

10

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**Section Type/Number Goes Here**  
**Section Title Goes Here**

### Internet Search

It is time for an internet search and your partner will have become more familiar with the internet. Use your search to find the information requested below.

Spice your answers with a table. Be sure to write your answers to each numbered question in a separate text box.

- Open the web browser on your computer.
- Type the link in the address bar. The location bar needs to contain the address of the website you wish that you want to visit. (The address bar is the top of the browser window.)
- Make sure to check that the address you typed is the correct one since a typing mistake may take you to a different site or to a link that does not work.
- Press the Enter key or click the Go button. Then, wait as the web page loads on your computer.
- Read the web page thoroughly.

**What are three things you have learned from this page?**

- Click on the link to go to the page.
- Where does this link take you?

Go back to the first page by clicking the Back button on the toolbar.

Click on the address bar, and type in the following one (Note: The location bar needs most identify and insert a link, the web address that describes the kind of your internet link, for example, [www.msn.com](http://www.msn.com)).

Find a new internet page available to you by the name of your country.

- What is the name of this page?
- Click in the address bar, and type the following link into the address bar. (Note: The location bar needs most identify and insert a link, the web address that reports on the sports of internet in your country.)
- What are two things you have learned from this page about the news information on your favorite sport?

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Table Chart: Grid .5pt. 50 percent black, text inset top and left 6pt., height of color headline cell is 1p8, cell fill colors are 100 percent secondary color and white

### Activities and Project Content Pages









# Assets & Templates

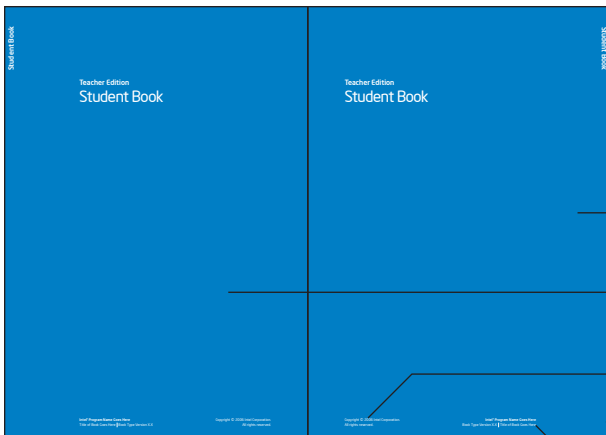
## Curriculum Manual Interior Template Set B

### Template Set B Sample Pages



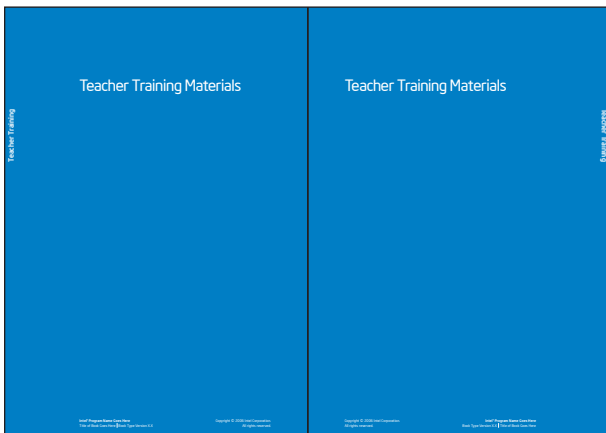
Divider copy example five locations (never shown all at once)

Divider Page



- Divider copy Example copy: Student Book
- 100 percent Intel® Blue background
- Front layout
- Back layout
- Legal: Short version
- Pagination: No page numbers
- Footer: Customize in template master page

Divider Page



Divider Page



Divider Page

## Assets & Templates

### Curriculum Manual Interior Template Set B

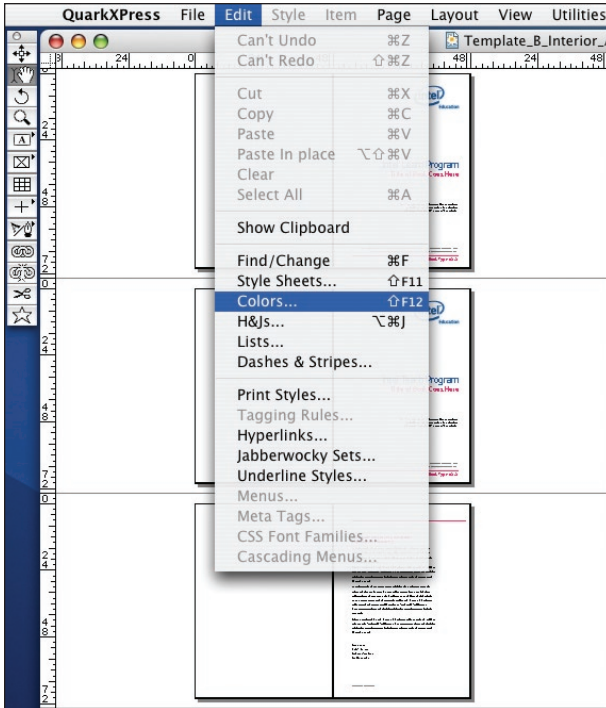
#### Changing the Secondary Color in the Template

The magenta color in the template represents the secondary color. It is required to update the color in the template to the secondary color assigned to the program offering. The assigned secondary colors for all program offerings are outlined in the matrix on page 18. This is a very simple process. The process for updating the templates is outlined in the instructions below. These instructions will work for both Macintosh\* and PC platforms.

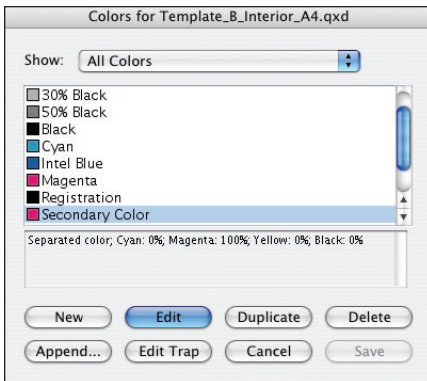
#### Template Set B Secondary Color Instructions

**Step 1:** Open the Template Set B file.

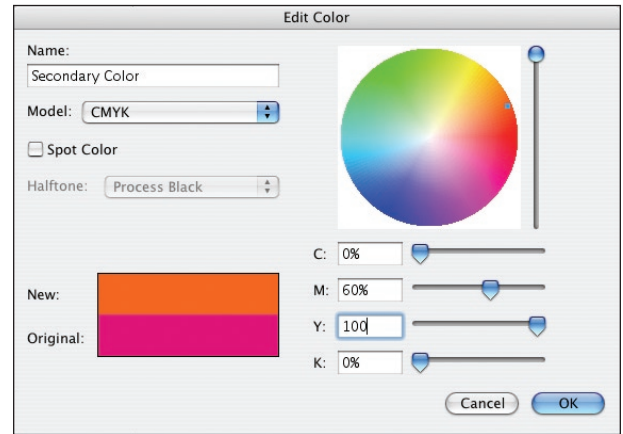
**Step 2:** Go to the **Edit** menu and choose **Colors**.



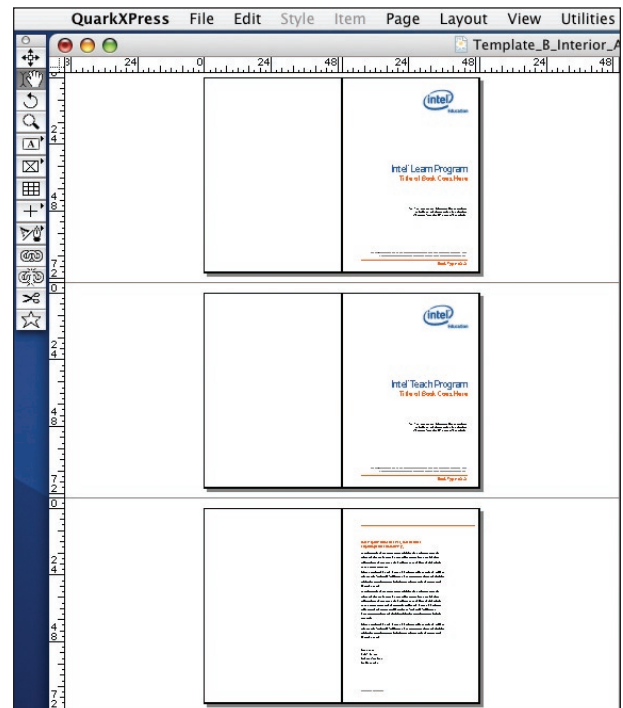
**Step 3:** Select the **Secondary Color** and click the **Edit** button.



**Step 4:** The **Edit Color** dialog box will open. Change the CMYK mixes to the specific program offering color shown in the matrix on page 18 and click the **OK** button. The example below reflects the CMYK values for PMS 166.



The completed process should update all the secondary colors in the template, as shown in the following example:



# Assets & Templates

## Curriculum Manual Interior Template Set C

This template is used only for the Intel® Teach Getting Started Course curriculum. This template is provided in black-and-white in A4 size. Template pages include an introduction section, module content, and appendix content.

### Template Set C Sample Pages

**Intel® Education Identifier**

**Program Name**

**Offering Name/Book Title**

**Legal: Full Copyright without Manual Version Number and Document ID System**

**Book Type and Optional Version Number**

**Software Reference**

### Introduction Section: Title Page

**The Craig Barrett photograph can no longer be used in black-and-white, which is why it has been removed from the curriculum manual letter**

### Introduction Section: Letter from Craig Barrett

**Header First Line: First-level content**  
Example copy: Intel® Teach Program Getting Started Course

**Header Second Line: Second-level content**  
Example copy: Introduction

**10 percent black background**

**Footer: Customize in template master page**

**Pagination: The Introduction and Module sections use Arabic numerals (1, 2, 3...)**

**Legal: Short version used on all manual pages except the last page in a module, appendix, or section**

### Introduction Section: Introduction

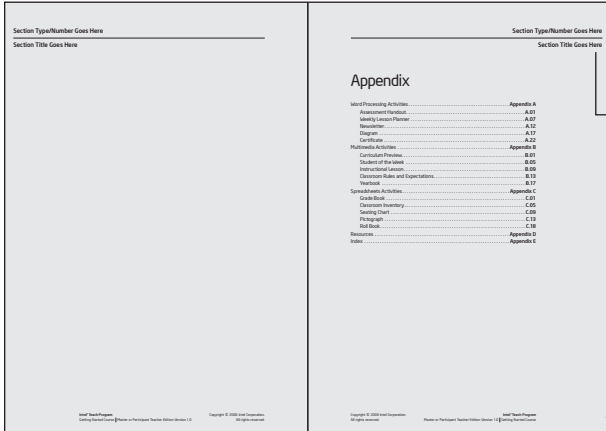




# Assets & Templates

## Curriculum Manual Interior Template Set C

### Template Set C Sample Pages



Header First Line: First-level content  
Example copy: Appendix

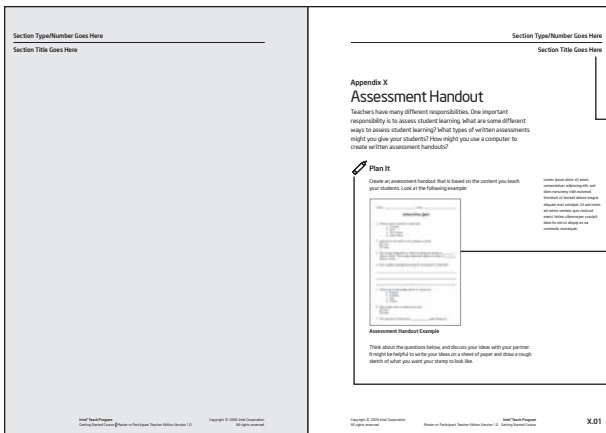
Header Second Line: Second-level content  
Example copy: Contents

10 percent black background

New section always starts on a right page

Pagination: No page number

### Appendix Content Pages



Header First Line: First-level content  
Example copy: Appendix A

Header Second Line: Second-level content  
Example copy: Assessment Handout

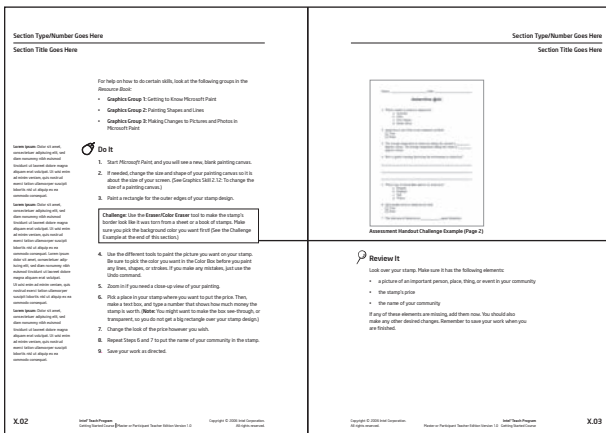
Screen Captures: .5pt. 50 percent black frame, screen captures are saved as TIFF files for PC platform computers and saved as CMYK (do not reduce resolution size)

New section always starts on a right page

Icons: Black EPS version scaled to 45 percent

Pagination: The Appendix sections use Arabic numerals (1, 2, 3...) with the Appendix letter before  
Example Appendix A (A.01, A.02, A.03)  
Example Appendix B (B.01, B.02, B.03)

### Appendix Content Pages



Box: .5pt. 100 percent black frame, text inset top and left 8pt.

### Appendix Content Pages



# Assets & Templates

## Curriculum Manual Interior Template Set C

### Template Set C Sample Pages

Section Type/Number Goes Here  
Section Title Goes Here

**Share It**

Be prepared to discuss your answers to the following questions:

- How did you decide on the picture you selected for your stamp?
- Who is that person, place, or thing important to your community?
- What took all your time to design your stamp? What took all your time to make the stamp? Why did you like that best?
- How do you think stamps were created before the use of computers?
- Why is getting a stamp before a special day for creating stamps?

X.04

Section Type/Number Goes Here  
Section Title Goes Here

**Appendix X: Multimedia Activities**  
**Curriculum Preview**

At the beginning of the school year, students and their parents like to know what you will be teaching in your classrooms. How might you accomplish this goal? One way is to create a multimedia presentation with text, pictures, and special effects.

**Plan It**

Create a curriculum preview presentation to inform students and parents of the content you will be teaching in the year ahead. Look at the following examples:

**Elementary**

Mathematics

Language Arts

**Mathematics**

Science

Art

Curriculum Preview Example

X.05

New section always starts on a right page

### Appendix Content Pages

Section Type/Number Goes Here  
Section Title Goes Here

Column Chart Example

Pie Chart Example

**Plan It**

Choose about the questions below, and discuss your ideas with your partner. It might be helpful to look at the completed survey forms that are based on your answers to your own questions as a model of your work.

- How might you organize the survey questions and answers into a spreadsheet?
- How could you use spreadsheets to figure out which issue is the biggest concern?

Remember to use the rubric as a guide as you plan, do, review, and share.

X.06

Section Type/Number Goes Here  
Section Title Goes Here

**Appendix X: Resources**

Listed below are resources that you might consider reading to learn more about the National Educational Trends and methods.

**NOTE:** The localization team needs to insert the names of print and Internet resources available in the local language.

**Books**

Bridges, Squiggle Curran and Heidi, (2008). *in Search of Understanding: The Case for Constructivist Classrooms*. Assinippi, WI: AGCS. ISBN: 0-8733-358-8

Campbell, Linda, Campbell, Bruce, and Dickinson, Dale. (2004). *Teaching and Learning Through Problem Solving: Third Edition*. Boston, MA: Allyn and Bacon.

Ball, D.C. (2003). *...*

Johnson, David W., Johnson, Roger T., and Johnson, Holmbeck, Edythe (1998). *Cooperation in the Classroom*. Seventh Edition. Edina, MN: Interaction Book Company. ISBN: 0-916022-04-7

Kagan, Shmuel (1984). *Cooperative Learning*. San Clemente, CA: Kagan Cooperative Learning. ISBN: 1-57055-1-5-6

Katz, Lillian G. and Clark, Sylvia C. (2003). *Engaging Children's Minds: The Project Approach*. Second Edition. Stamford, CT: Ablex Publishing Corporation. ISBN: 1-56750-566-7

Murphy, Linda. (2002). *Project-Based Learning Using Information Technology*. Second Edition. Eugene, OR: STC. ISBN: 1-55484-196-5

Tony, Linda and Sage, Sara. (2002). *Problem Solving: Problem-Based Learning Part II: Education Assembly*. WA: AGCS. ISBN: 0-8733-374-2

**21st Century Skills Internet Resources**

Digital Transformation Framework for 21st Century (2012)  
[www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf](http://www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf) (27 pages)

Empower 21st Century Skills (2010)  
[www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf](http://www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf) (27 pages)

Learning in the 21st Century (2010)  
[www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf](http://www.21stcenturyskills.org/Portals/0/21stCenturySkills.pdf) (27 pages)

X.07

New section always starts on a right page

### Appendix Content Pages

Section Type/Number Goes Here  
Section Title Goes Here

X.08

Section Type/Number Goes Here  
Section Title Goes Here

**Appendix X: Index**

21st Century Skills

Definition and Overview ..... 8

Strategies for Promoting Key Skills ..... 74

Anchor Points ..... 81

Competencies ..... 81

Introduction ..... 80

Planning ..... 80

Structure ..... 80

Activities/Exercises ..... 80

Do It Overview ..... 80

Plan It Overview ..... 80

Review It Overview ..... 80

Share It Overview ..... 80

Checklist ..... 74

Collaboration

Planning Learning Goals ..... 37

Facilitating Collaboration ..... 37

Forming Collaborative Groups or Pairs ..... 37

Cooperative Pairs ..... 39

Classroom ..... 40

Evaluation Getting Started Course ..... 52

Facilitating Skills

Encouraging Skills ..... 71

Using Classroom Skills ..... 68

Self-Monitoring ..... 68

Learning and Applying Skills ..... 68

Improving and Practicing Skills ..... 68

Questioning Skills ..... 69

Help/Tools ..... 69

Internet ..... 24

Personal Resources ..... 21

X.09

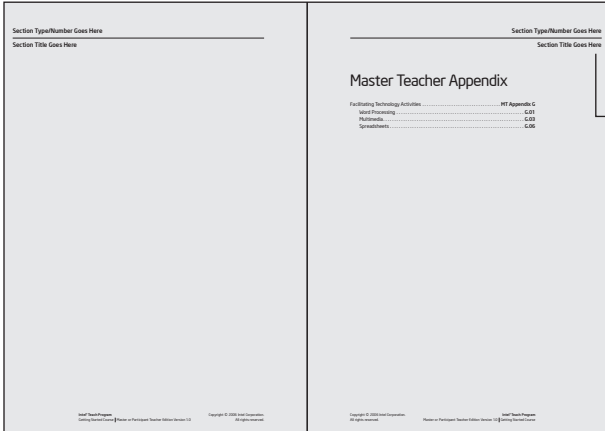
New section always starts on a right page

### Appendix Content Pages

# Assets & Templates

## Curriculum Manual Interior Template Set C

### Template Set C Sample Pages

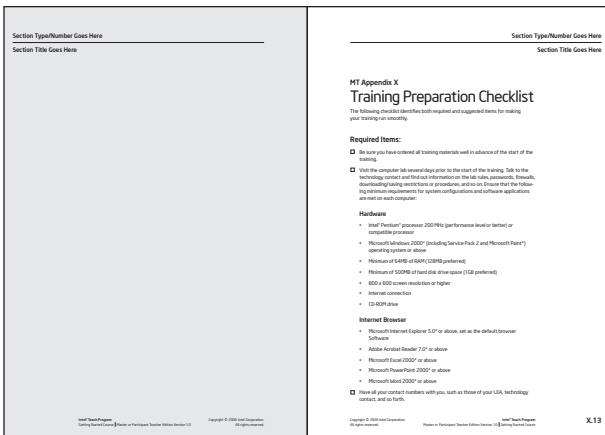


Header First Line: First-level content  
Example copy: Master Teacher Appendix

Header Second Line: Second-level content  
Example copy: Contents

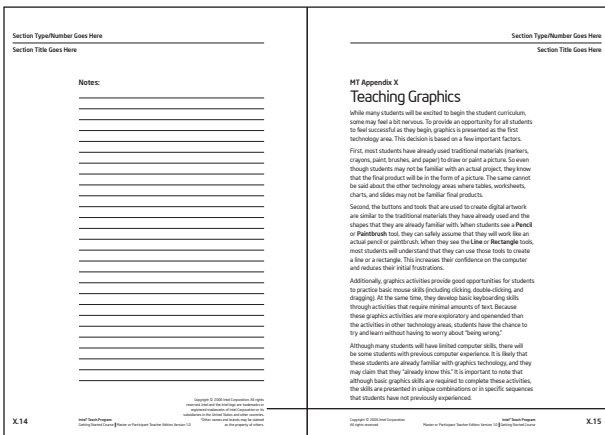
New section always starts on a right page

### Additional Appendix (Master Teacher Only) Content Pages



New section always starts on a right page

### Additional Appendix (Master Teacher Only) Content Pages



New section always starts on a right page

Legal for end of section: Full Copyright without Manual Version Number and Document ID System

### Additional Appendix (Master Teacher Only) Content Pages

# Assets & Templates

## Curriculum Manual Interior Template Set D

This template is used only for the Help Guide in A4 size. This template is provided in color, but can be modified for use in black-and-white if that is the preferred printing option for your country. Template pages include an introduction section, overview section, and content pages.

### Template Set D Sample Pages

**Introduction Section: Title Page**

- Intel® Education Identifier (Intel® Blue)
- Program Name (Intel Blue)
- Offering Name/Book Title (Intel Blue)
- Legal: Full Copyright without Manual Version Number and Document ID System
- Book Type and Optional Version Number (Intel Blue)
- Software Reference

**Overview Section: Table of Contents**

- Header First Line (Intel Blue): First-level content Example copy: Contents
- Footer (Intel Blue): Customize in template master page
- Pagination (Intel Blue): The manual uses Arabic numerals (1, 2, 3...)
- Legal: Short version used on all manual pages except the last page of a section



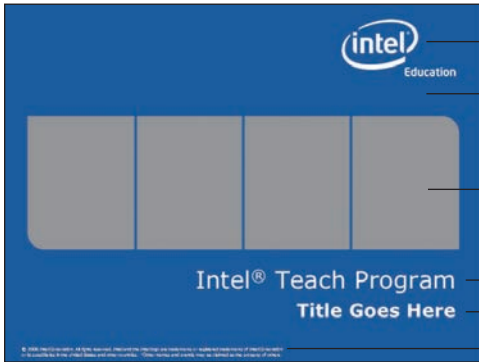
## Templates

### Curriculum Presentation Templates

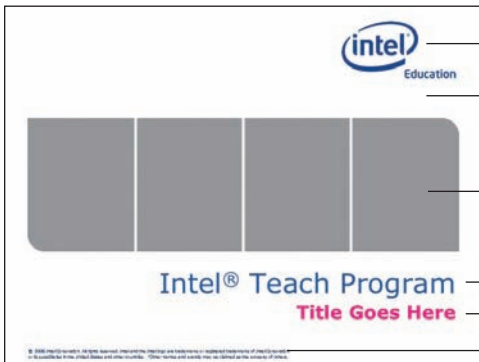
Two presentation templates are available for use: one with a blue background and one with a white background. The title slide uses the core visual and program title to identify the program/offering it supports.

**NOTE:** The Intel® Education Identifier is used on every slide; therefore, the full copyright statement is required on every slide.

#### Presentation Templates: Title Slide



- Intel® Education Identifier (white)
- Intel® Blue background (RGB)
- Core Visual (RGB)
- Program Name (white)
- Book Type/Offering Name (white)
- Legal: Full Copyright without Manual Version Number and Document ID System (white)



- Intel Education Identifier (Intel Blue RGB)
- White background
- Core Visual
- Program Name (Intel Blue RGB)
- Book Type (Secondary Color)
- Legal: Full Copyright without Manual Version Number and Document ID System (Intel Blue RGB)

#### Presentation Templates: Additional Slides

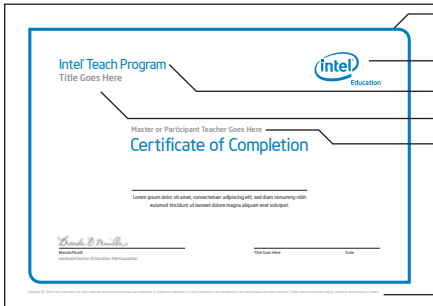


## Assets & Templates

### Curriculum Certificate Templates

Common templates are available for use in the development of certificates that support each program offering. Certificates are provided for all audience types in each offering, and are available in 2-color and 3-color printing options.


#### Certificate Layout Examples



This diagram shows a certificate template with a blue keyline. The text on the certificate includes: "Intel Teach Program Title Goes Here", the Intel Education logo, "Master or Participant Teacher Goes Here", "Certificate of Completion", and a line of placeholder text. At the bottom, there are two signature lines with "Name" and "Date" labels.

- Keyline (Intel® Blue)
- Intel® Education Identifier (Intel Blue)
- Program Name (Intel Blue)
- Book Title/Offering Name (50 percent black)
- Audience Type (50 percent black)
- Legal: Full Copyright without Manual Version Number and Document ID System (50 percent black)

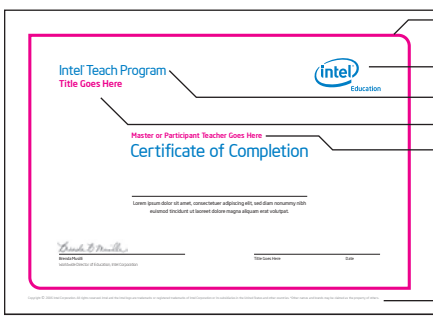
**2-Color Option, 2-Signature Version**



This diagram shows a certificate template with a blue keyline. It includes the same text as the first template but adds a "Government or Other Organization Logos (optional)" box on the right side. The signature lines at the bottom are labeled "Name" and "Date".

- Government or Other Organization Logos (optional)


**2-Color Option, 3-Signature Version**



This diagram shows a certificate template with a pink keyline. The text on the certificate includes: "Intel Teach Program Title Goes Here", the Intel Education logo, "Master or Participant Teacher Goes Here", "Certificate of Completion", and a line of placeholder text. At the bottom, there are two signature lines with "Name" and "Date" labels.

- Keyline (Secondary Color)
- Intel Education Identifier (Intel Blue)
- Program Name (Intel Blue)
- Book Title/Offering Name (Secondary Color)
- Audience Type (Secondary Color)
- Legal: Full Copyright without Manual Version Number and Document ID System (50 percent black)

**3-Color Option, 2-Signature Version**



This diagram shows a certificate template with a pink keyline. It includes the same text as the third template but adds a "Government or Other Organization Logos (optional)" box on the right side. The signature lines at the bottom are labeled "Name" and "Date".

- Government or Other Organization Logos (optional)

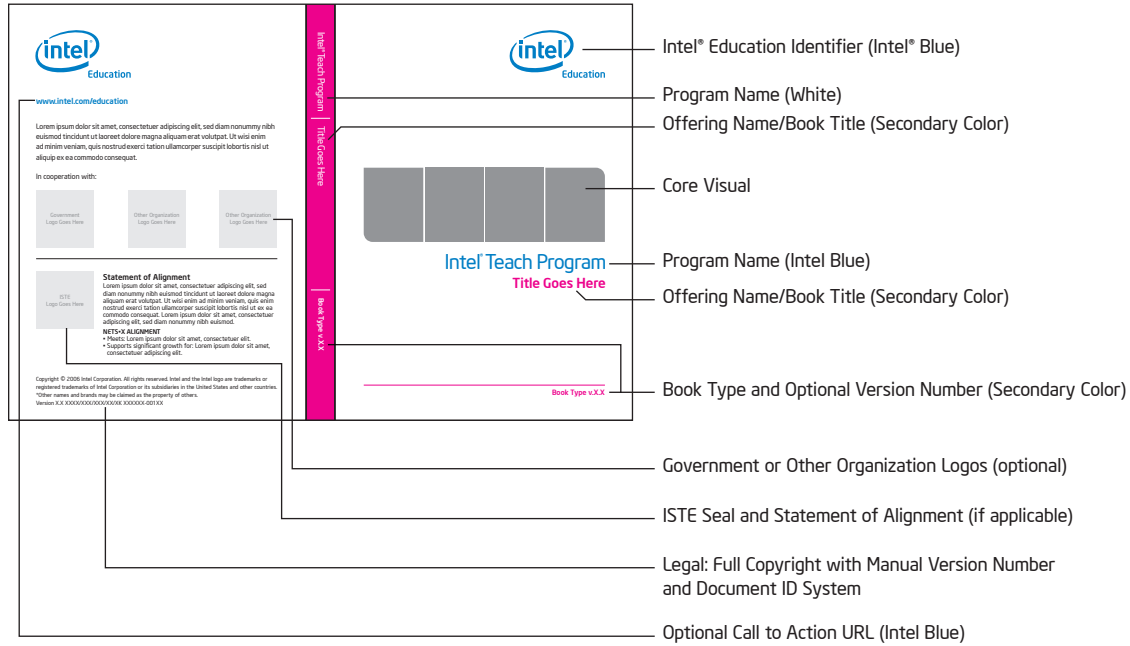
**3-Color Option, 3-Signature Version**

# Assets & Templates

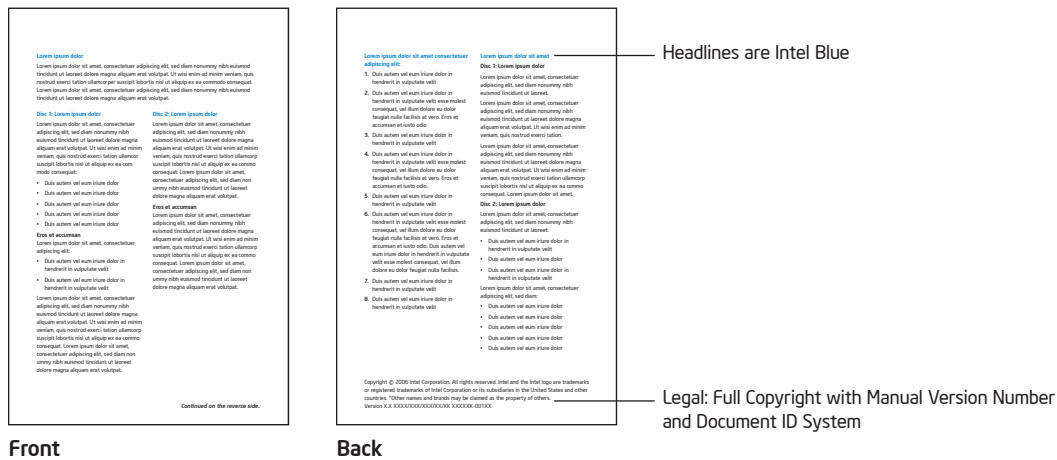
## Curriculum CD Packaging Templates

Countries have the option of creating some manuals as electronic CDs instead of printing the manuals as a books. Packaging for the CDs has been developed and is included as part of the assets. The package consists of a cover designed for use with a standard DVD case. The cover has a front, back, and spine. Also included is an insert that is placed inside the DVD case along with the CD. The insert provides specific CD installation and usage instructions.

### CD Packaging Case Template



### CD Packaging Case Insert Template



Front

Back

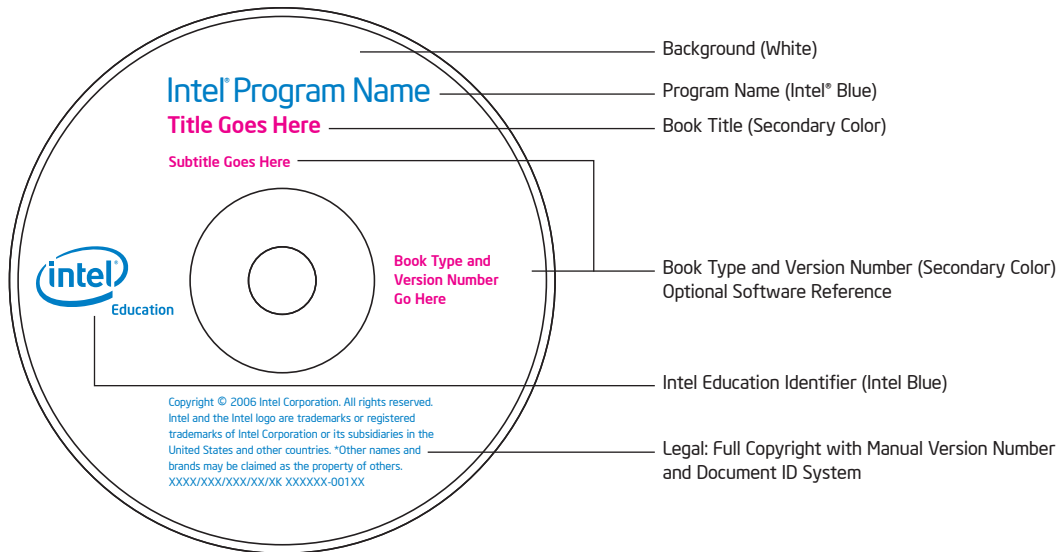
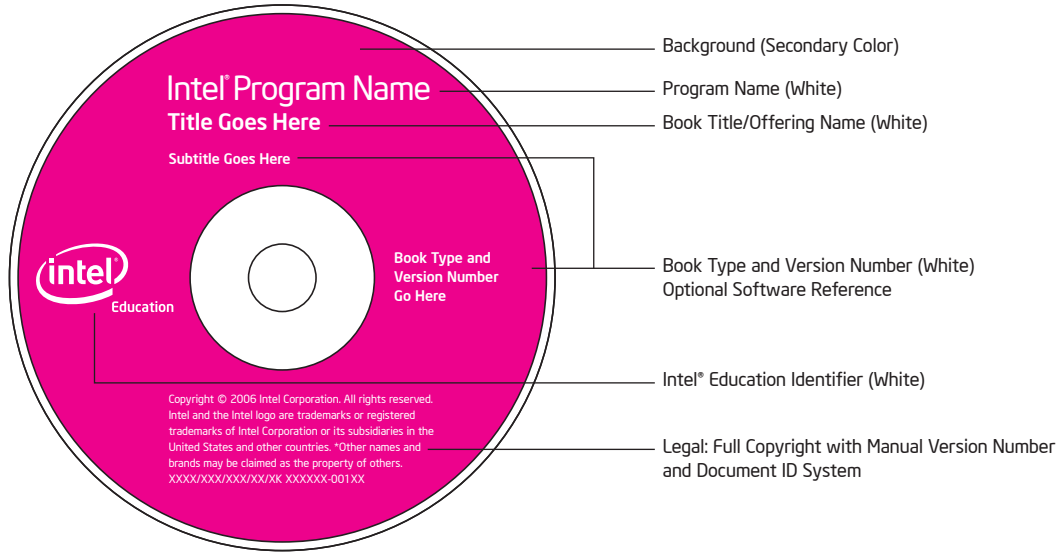
## Assets & Templates

### Curriculum CD Label Templates

Common templates are available for use in the development of CD labels that support curriculum materials (such as resource CDs or curriculum CDs). CD labels are provided for lithography printing in 1-color and 2-color options for each applicable offering. For silkscreen printing, a white flood is also provided.

---

#### CD Label Layout Examples





# Production Kits & Assembly










# Intel® Teach Program Getting Started Course

## Production Kits & Assembly: Intel® Teach Program Getting Started Course

### Overview

The Intel® Teach Getting Started Course is a professional development offering for classroom teachers who have little or no experience with computers, and who are in need of basic skills and introduction to project approaches. Getting Started incorporates elements of traditional, teacher-centered instruction, along with elements of 21st century, student-centered instruction.

### Asset and Template Matrix

| Intel® Education Curriculum Program   | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|---|---|---|--|---|
| <b>Intel® Teach Program Getting Started Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition | Intel® Blue <br>White <br>Black <br>Gray <br>PMS 221 <br>PMS 221  | Core Visual A<br> | Icon Set B and C <sup>1</sup><br> | Template Set C<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

### Manual Contents

The curriculum templates include the following elements for Master Teacher and Participant Teacher materials:

- Curriculum Manual Covers and Spines
- Curriculum Manual Interior Pages
  - Introduction Section (this section includes the title page, letter, introduction, and table of contents)
  - Module Content Pages
  - Appendix
  - Additional Appendices (Master Teacher Edition only)
- Curriculum Support Materials
  - Presentation Templates (optional)
  - Certificate of Completion Templates
  - Curriculum CD (optional)
  - CD Packaging Templates (optional)
  - CD Label Templates (optional)

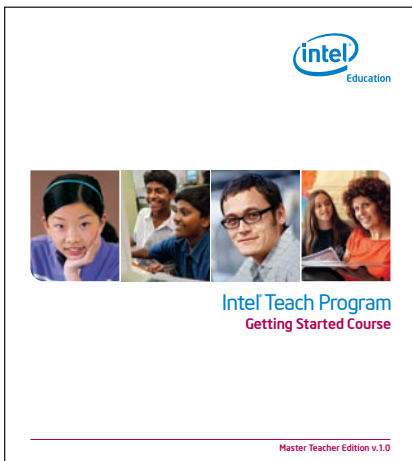
## Production Kits & Assembly: Intel® Teach Program Getting Started Course

### Curriculum Manual Covers and Spines

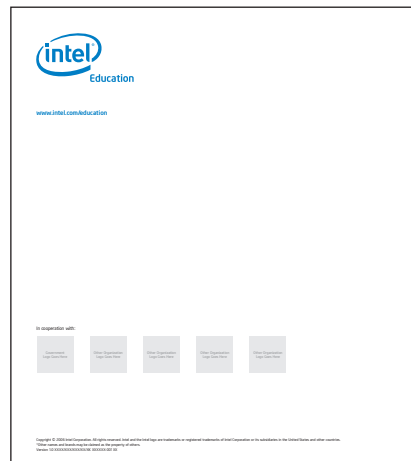
Two editions of the curriculum have been produced for the Intel® Teach Getting Started Course: a Master Teacher (MT) Edition and a Participant Teacher (PT) Edition. The curriculum edition is identified on the front cover of the manual and on the manual spine. The specific version number is indicated on the inside title page. The curriculum manual may be created as a binder or book. It is recommended to produce the MT manual as a binder and the PT manual as a book. Binders provide greater flexibility for modifying curriculum content. Books are often smaller and may be easier to distribute. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your manuals.

In general, the front cover has the Intel® Education Identifier, the Intel Teach program title, course offering name, edition (Participant or Master Teacher), and core visual. The spine should contain the Intel Education Identifier (depending on spine width), the Intel Teach program title, course offering name, and edition (Participant or Master Teacher). The back cover of the curriculum consists of the Intel Education Identifier, optional placement of the Intel Education URL, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss and Anne Batey for approval.

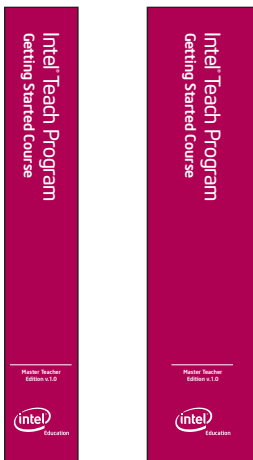
### Master Teacher Edition Binder Templates (Laminated Sheets) – A4 Size



Front Cover



Back Cover



Spine

(2-Inch and 3-Inch Options)

Three templates are available:

#### Single-Page Template

Filename: GetStart\_MT\_A4\_BdCvr1.qxd

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 2-inches and 3-inches wide by 12.5-inches tall options

#### Flat with 2-Inch Spine Template

Filename: GetStart\_MT\_A4\_BdCvr2.qxd

Flat size: 24.875-inches wide by 12.5-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 2-inches wide by 12.5-inches tall

#### Flat with 3-Inch Spine Template

Filename: GetStart\_MT\_A4\_BdCvr3.qxd

Flat size: 24.875-inches wide by 12.5-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 3-inches wide by 12.5-inches tall

#### Print Specifications

5-color: CMYK + Intel® Blue  
(PMS 221 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

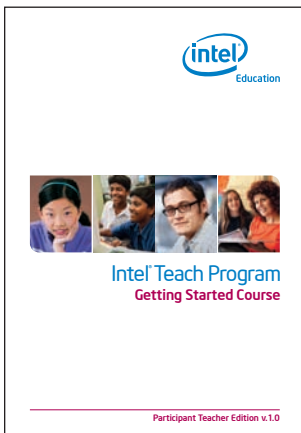
Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

## Production Kits & Assembly: Intel® Teach Program Getting Started Course Curriculum Manual Covers and Spines

### Participant Teacher Edition Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

### Print Specifications

Filename:  
GetStart\_PT\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel® Blue  
(PMS 221 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

## Production Kits & Assembly: Intel® Teach Program Getting Started Course

### Curriculum Manual Interior Pages

The Intel® Teach Getting Started Course uses Template C for the curriculum manual interior pages. See pages 49–54 for example pages. This is a black-and-white template.

#### **Introduction Section**

All curriculum manuals should have an introduction section that contains the following: a title page, a letter from Craig R. Barrett (Chairman of the Board, Intel Corporation), an introduction to the Intel Teach program, and a table of contents.

In each manual reprint, please update the worldwide teachers trained number in Craig Barrett's letter. Please contact Kimberly Liss to obtain this information. **NOTE: Contact Kimberly Liss if there are any changes to Craig Barrett's letter beyond straight translation and updates of the teachers trained number.**

Per Intel's copyright agreement with the Institute of Computer Technology, all curriculum manuals must contain the following language as a part of the introduction:

#### **About the Institute of Computer Technology**

The Intel® Teach Getting Started Course materials were prepared by the Institute of Computer Technology (ICT). ICT, a nonprofit organization, provides K–12 curriculum development and technology training services for corporations, nonprofit agencies, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered computer science, science, engineering, and math curriculum, including technology integration professional development programs for educators.

A key part of ICT's mission is to advocate for technology literacy in all curricula. The organization's goal is simple, but ambitious: to harness the power of technology to transform teaching and learning for all K–12 students worldwide.

Institute of Computer Technology, [www.ict.org](http://www.ict.org)

589 West Fremont Avenue, Sunnyvale, California 94087, USA

Phone: +1.408.736.4291 Fax: +1.408.735.6059 E-mail: [info@ict.org](mailto:info@ict.org)

See Template C section on pages 49–50 for Introduction Section examples.

## Production Kits & Assembly: Intel® Teach Program Getting Started Course

Curriculum Manual Interior Pages

### Module Content Pages

On the content pages, the Master Teacher (“trainer”) Edition contains a special notes section on the outside margin that includes notes to help guide the instructor. The Participant Teacher Edition has blank margins.

Often the pages contain screen captures and charts. Screen captures should be saved as grayscale TIF files. Do not reduce the resolution of screen captures. Charts should be formatted in black-and-white, according to the sample pages shown in Template C. Select a chart formatting option from the template that best meets your needs.

See Template C section on pages 50–51 for Module Content Page examples.

### Appendix

The Appendix section includes versions for Master Teacher and Participant Teacher editions. The Appendix may also include other materials relevant to educators in your geography. The Appendix must include the following components:

- Word Processing Activities
- Multimedia Activities
- Spreadsheet Activities
- Resources
- Index

### Additional Appendices (Master Teacher Version Only)

The Master Teacher (“trainer”) Edition has an additional separate appendix that contains additional resources that teachers need for presenting the course. The Master Teacher Appendix includes the following sections:

- Course Delivery Guidelines
- Training Preparation Checklist
- Facilitating Exercises and Activities

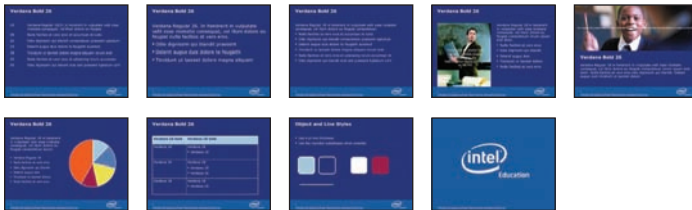
See Template C section on pages 52–54 for Appendix examples.

## Production Kits & Assembly: Intel® Teach Program Getting Started Course Curriculum Support Materials

### Presentation Templates

Presentation slides have been developed for this course. Countries have the option to use the presentation templates to create informational presentations about the course. When creating and adapting presentation slides, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

#### Blue Background Version



#### Print Specifications

Filename:  
GettingStarted\_Blue.ppt  
Trim size:  
10-inches wide by 7.5-inches tall  
Software:  
Microsoft PowerPoint\*

#### White Background Version



#### Print Specifications

Filename:  
GettingStarted\_White.ppt  
Trim size:  
10-inches wide by 7.5-inches tall  
Software:  
Microsoft PowerPoint



# Production Kits & Assembly: Intel® Teach Program Getting Started Course Curriculum Support Materials

## Certificate of Completion Templates

Certificates of Completion are provided to educators at the conclusion of their training. For this course, there are several versions of the certificates for Master Teachers and Participant Teachers available in 2-color and 3-color printing options.

### Certificate Template with 2-Color Option – A4 Size



2-Signature Version

3-Signature Version

### Print Specifications

Filename: GetStart\_A4\_Certificates\_1.qxd  
 Trim size: 11.693-inches wide by 8.268-inches tall  
 2-color: Black + Intel® Blue  
 Stock: 65# Opaque Cover Uncoated (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)  
 Software: Quark XPress 5\* and 6\*

### Certificate Template with 3-Color Option – A4 Size



2-Signature Version

3-Signature Version

### Print Specifications

Filename: GetStart\_A4\_Certificates\_2.qxd  
 Trim size: 11.693-inches wide by 8.268-inches tall  
 3 Color: Black + PMS 221 + Intel Blue  
 Stock: 65# Opaque Cover Uncoated (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)  
 Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Getting Started Course Curriculum Support Materials

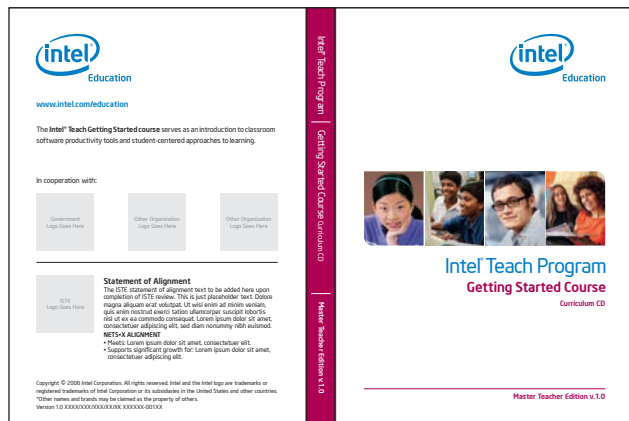
### Curriculum CD

Countries have the option of creating the Master Teacher manual as an electronic CD instead of printing the manual as a book. The curriculum CD should incorporate the Intel® Teach Getting Started Course core visual, secondary color, Verdana font family, and Icon Set C.

### CD Packaging Templates

Packaging for the CDs has been developed and is included as part of the assets. The package consists of a cover designed for use with a standard DVD case. The cover has a front, back, and spine. Also included is an insert that is placed inside the DVD case along with the CD. The insert provides specific CD installation and usage instructions.

### CD Packaging Case Template



Front Cover

Spine  
(.5-Inch)

Back Cover

### Print Specifications

Filename: GetStart\_CD-Case.qxd

Flat trim size:

10.875-inches wide by 7.25-inches tall

Front and back size:

5.187-inches wide by 7.25-inches tall

Spine trim size:

.5-inch wide by 7.25-inches tall

5-color: CMYK + Intel® Blue

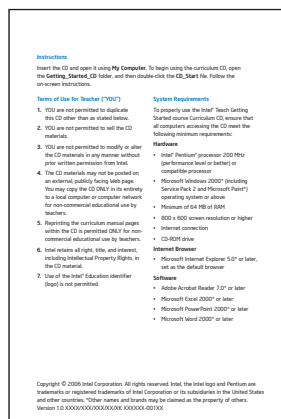
(PMS 221 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

### CD Packaging Case Insert Template



### Print Specifications

Filename: GetStart\_CD-Insert.qxd

Trim size:

4.875-inches wide by 7.25-inches tall

2-color: CMYK + Intel Blue

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

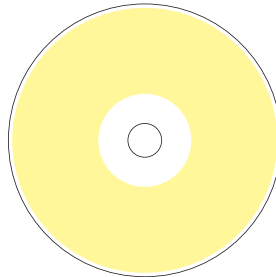
## Production Kits & Assembly: Intel® Teach Program Getting Started Course Curriculum Support Materials

### CD Label Templates

CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also provided.

---

#### CD Label Template with Solid Color Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
GetStart\_CD-1-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

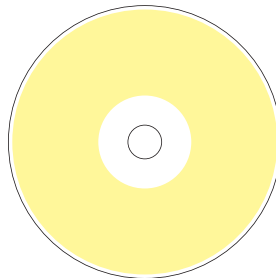
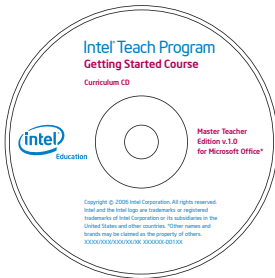
1-color option for litho on white stock:  
PMS 221

2-color option for silkscreen:  
PMS 221 + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

---

#### CD Label Template with Solid White Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
GetStart\_CD-2-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

2-color option for litho on white stock:  
PMS 221 + Intel® Blue

3-color option for silkscreen:  
PMS 221 + Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6










# Intel® Teach Program Skills for Success Course

## Production Kits & Assembly: Intel® Teach Program Skills for Success Course

### Overview

The Intel® Teach Skills for Success Course prepares (ICT) teachers to teach a student curriculum designed to develop essential skills needed for success in today's knowledge economy. Skills include digital literacy, problem solving, and collaboration skills.

### Asset and Template Matrix

| Intel® Education Curriculum Program   | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|---|---|---|--|---|
| <b>Intel® Teach Program Skills for Success Course</b><br><br>Teacher Book<br>Student Book | Intel® Blue <br>White <br>Black <br>Gray <br>PMS 661 <br>PMS 166  | Core Visual C<br> | Icon Set B and C <sup>1</sup><br> | Template Set B<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

### Teacher Book Contents

The curriculum materials for teachers include these elements:

- Curriculum Manual Covers and Spines
- Curriculum Manual Interior Pages
  - Overview Section (this section includes the title page, letter, introduction, and table of contents)
  - Tabs/Divider Pages
  - Teacher Edition of Student Book
  - Teacher Training Materials
  - Appendix
- Curriculum Support Materials
  - Presentation Templates (optional)
  - Certificate of Completion Templates

### Student Book Contents

The curriculum materials for students include these elements:

- Curriculum Manual Covers and Spines
- Curriculum Manual Interior Pages
  - Title Page and Table of Contents
  - Unit 1: Technology and Community activities and projects
  - Unit 2: Technology at Work activities and projects
- Curriculum Support Materials
  - Presentation Templates (optional)
  - Certificate of Completion Templates
  - Student Curriculum CD (optional)
  - CD Packaging Templates (optional)
  - CD Label Template (optional)

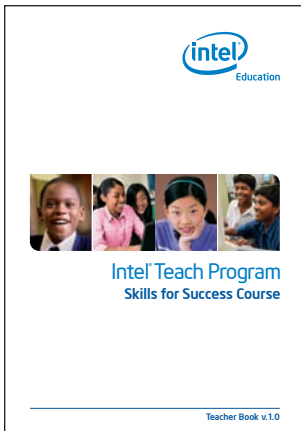
## Production Kits & Assembly: Intel® Teach Program Skills for Success Course

### Curriculum Manual Covers and Spines

Two book editions have been produced for the Intel® Teach Skills for Success Course: a Teacher Book and a Student Book. The book edition is identified on the front cover and on the spine. The specific version number is indicated on the inside title page and may also be indicated on the cover. It is acceptable to create the books with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your book.

In general, the front cover has the Intel® Education Identifier, the Intel Teach program title, course offering name, edition (Teacher Book or Student Book), and core visual. The spine should contain the Intel Education Identifier (depending on spine width), the Intel Teach program title, course offering name, and edition (Teacher Book or Student Book). The back cover of the curriculum consists of the Intel Education Identifier, optional placement of the Intel Education URL, ISTE seal and statement of alignment, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss and Anne Batey for approval.

#### Teacher Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:

Skills\_Teacher\_A4\_BookCover.qxd

Front and back trim size:

8.268-inches wide by 11.693-inches tall

Spine trim size:

2-inches and .75-inch wide by

11.693-inches tall options

(White Wire-O binding is an option)

5-color: CMYK + Intel® Blue

(PMS 661 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

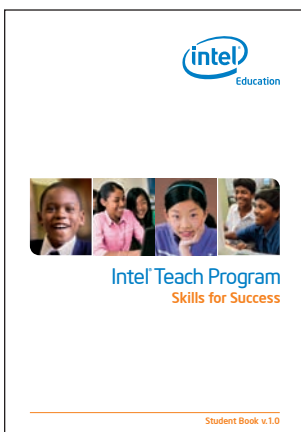
Stock: 12-point Cornwall Recycled C1S2

(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

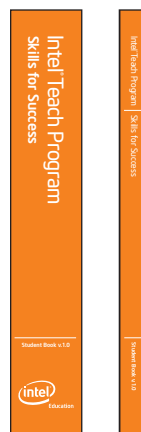
#### Student Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:

Skills\_Student\_A4\_BookCover.qxd

Front and back trim size:

8.268-inches wide by 11.693-inches tall

Spine trim size:

2-inches and .75-inch wide by

11.693-inches tall options

(White Wire-O binding is an option)

5-color: CMYK + Intel Blue

(PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2

(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Skills for Success Course

### Curriculum Manual Interior Pages

This course uses Template B for the curriculum manual interior pages. See pages 41–48 for example pages. This is a color template. The icons used vary by book. The icons for each book should match the secondary color for that book. **NOTE: The magenta color in the template represents the secondary color. It is required to update the color in the template to the secondary color assigned to the program offering. To update the secondary color in the template, follow the instructions on page 48.**

#### Teacher Book Overview Section

The Teacher Book contains an overview section that includes the following: a title page, a letter from Craig R. Barrett (Chairman of the Board, Intel Corporation), an introduction to the Intel® Teach Program, and a table of contents. In each manual reprint, please update the worldwide teachers trained number in Craig Barrett's letter. Please contact Kimberly Liss to obtain this information.

**NOTE: Contact Kimberly Liss if there are any changes to Craig Barrett's letter beyond straight translation.**

Per Intel's copyright agreement with the Institute of Computer Technology, the Teacher Book must contain the following language as a part of the overview section:

#### About the Institute of Computer Technology

The Intel® Teach Skills for Success Course materials were prepared by the Institute of Computer Technology (ICT). ICT, a nonprofit organization, provides K–12 curriculum development and technology training services for corporations, nonprofit agencies, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered computer science, science, engineering, and math curriculum, including technology integration professional development programs for educators.

A key part of ICT's mission is to advocate for technology literacy in all curricula. The organization's goal is simple but ambitious: to harness the power of technology to transform teaching and learning for all K–12 students worldwide.

Institute of Computer Technology, [www.ict.org](http://www.ict.org)

589 West Fremont Avenue, Sunnyvale, California 94087, USA

Phone: +1.408.736.4291 Fax: +1.408.735.6059 E-mail: [info@ict.org](mailto:info@ict.org)

See Template B section on pages 41–42 for Introduction Section examples.

The Teacher Book contains a Student Book (Teacher edition) section. The page content of this section is identical to the Student Book, except that notes are provided in the outer page margins to help guide facilitation. The Teacher Book also includes Teacher Training Materials and an Appendix. These sections also utilize Template B, but they incorporate the Skills for Success Teacher Book secondary color.

#### Tabs and Divider Pages

The Teacher Book contains three tabs that divide the main sections of the book: Student Book (Teacher edition), Teacher Training Materials, and Appendix. If a binder is not created, these tabs can be produced on heavier stock as divider pages, rather than creating actual tabs. The tabs and divider pages are printed in one color: Intel® Blue. Text is reversed out of Intel Blue.

#### Student Book Overview Section

The Student Book does not contain any tabs or divider pages.

The Student Book is organized into two units. Each unit consists of four technology or occupation areas. Within a technology/occupation area, there is an overview section and four or five activities. At the end of each unit is a Review and Project section.

Often the pages contain screen captures and charts. Screen captures should be saved as CMYK TIF files. Do not reduce the resolution of screen captures. Charts should be formatted using the Skills for Success secondary colors according to the sample pages shown in Template B. Select a chart formatting option from the template that best meets your needs.

## Production Kits & Assembly: Intel® Teach Program Skills for Success Course Curriculum Support Materials

### Presentation Templates

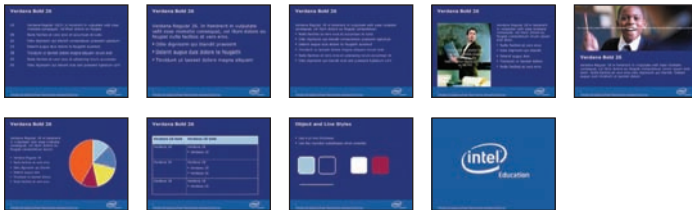
Presentation slides have been developed for this course. Countries have the option to use the presentation templates to create informational presentations about the course. When creating and adapting presentation slides, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

#### Blue Background Version



#### Print Specifications

Filename:  
Skills\_Blue.ppt  
Trim size:  
10-inches wide by 7.5-inches tall  
Software:  
Microsoft PowerPoint\*



#### White Background Version



#### Print Specifications

Filename:  
Skills\_White.ppt  
Trim size:  
10-inches wide by 7.5-inches tall  
Software:  
Microsoft PowerPoint





## Production Kits & Assembly: Intel® Teach Program Skills for Success Course Curriculum Support Materials

### Certificate of Completion Templates

Certificates of Completion are provided to teachers and students at the conclusion of the course. For this course, there are several versions of the certificates for teachers and students available in 2-color and 3-color printing options.

#### Certificate Template with 2-Color Option – A4 Size



2-Signature Version

3-Signature Version

#### Print Specifications

Filename:

Skills\_A4\_Certificates\_1.qxd

Trim size:

11.693-inches wide by 8.268-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

#### Certificate Template with 3-Color Option – A4 Size



2-Signature Version

3-Signature Version

#### Print Specifications

Filename:

Skills\_A4\_Certificates\_2.qxd

Trim size:

11.693-inches wide by 8.268-inches tall

3-color (Teacher Version):  
Black + PMS 661 + Intel Blue

3-color (Student Version):  
Black + PMS 116 + Intel Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Skills for Success Course Curriculum Support Materials

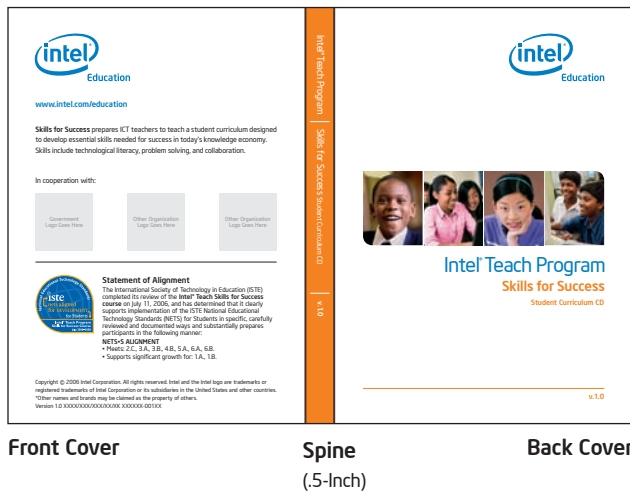
### Student Curriculum CD

Countries have the option of developing the Intel® Teach Skills for Success Course student curriculum on CD rather than printing the books. The curriculum CD should incorporate the Skills for Success core visual, secondary color, Verdana font family, and Icon Set C.

### CD Packaging Templates

Packaging for the CDs has been developed and is included as part of the assets. The package consists of a cover designed for use with a standard DVD case. The cover has a front, back, and spine. Also included is an insert that is placed inside the DVD case along with the CD. The insert provides specific CD installation and usage instructions.

### CD Packaging Case Template



### Print Specifications

Filename: Skills\_CD-Case.qxd

Flat trim size:

10.875-inches wide by 7.25-inches tall

Front and back size:

5.187-inches wide by 7.25-inches tall

Spine trim size:

.5-inch wide by 7.25-inches tall

5-color: CMYK + Intel® Blue

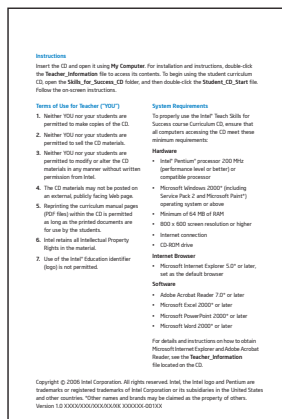
(PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

### CD Packaging Case Insert Template



### Print Specifications

Filename: Skills\_CD-Insert.qxd

Trim size:

4.875-inches wide by 7.25-inches tall

2-color: CMYK + Intel Blue

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Skills for Success Course

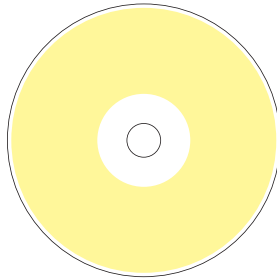
### Student Curriculum CD

#### CD Label Templates

CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also required.

---

#### CD Label Template with Solid Color Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Skills\_CD-1-Label.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

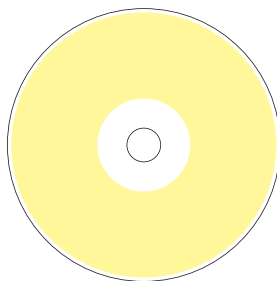
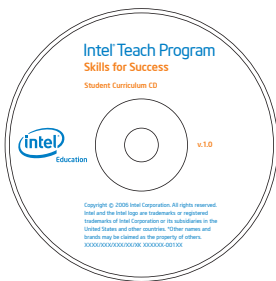
1-color option for litho on white stock:  
PMS 166

2-color option for silkscreen:  
PMS 166 + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

---

#### CD Label Template with Solid White Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Skills\_CD-2-Label.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

2-color option for litho on white stock:  
PMS 166 + Intel® Blue

3-color option for silkscreen:  
PMS 166 + Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6













# Intel® Teach Program Essentials Course

## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Overview

The Intel® Teach Essentials Course gives teachers 40 hours of face-to-face, hands-on instruction on the essentials of effective technology usage in the classroom. Teachers learn from other teachers how, when, and where to incorporate technology tools and resources into existing curriculum with the goal of enhancing student learning. This course incorporates hands-on use of the Internet, Web page design, and productivity software. Participating teachers learn new ways to create a complete ready-to-use unit plan and assessment tools that are aligned to standards.

### Asset and Template Matrix

| Intel® Education Curriculum Program  | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|--|---|---|--|---|
| <b>Intel® Teach Program Essentials Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition<br>Supplement for 1:1 Computing Edition<br>Pre-Service Faculty Edition<br>Pre-Service Teacher Edition | Intel® Blue <br>White <br>Black <br>Gray <br>PMS 3145 <br>PMS 3145 <br>PMS 3145 <br>PMS 3145 <br>PMS 3145  | Core Visual A<br> | Icon Set A and C <sup>1</sup><br> | Template Set A<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

### Manual Contents

The curriculum manuals include the following elements:

- Curriculum Manual Covers and Spines<sup>2</sup>
- Curriculum Manual Interior Pages<sup>2</sup>
  - Introduction Section (this section includes the title page, Craig Barrett's letter<sup>2</sup>, introduction, and table of contents)
  - Module Tabs/Divider Pages
  - Module Checklists (Master Teacher Edition only)
  - Module Overview and Content Pages
  - Appendix
  - Master Teacher Appendix (Master Teacher Edition only)
- Curriculum Support Materials
  - Presentation Templates
  - Certificate of Completion Templates<sup>2</sup>
  - Curriculum Resource CD
  - Pre-Service CD Packaging Templates
  - CD Label Templates<sup>2</sup>

<sup>2</sup> There may be many editions, such as Master Teacher, Participant Teacher, Supplement for 1:1 Computing, and Pre-Service.

## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Curriculum Manual Covers and Spines

Several editions and versions of the curriculum have been produced for the Intel® Teach Essentials Course: a Master Teacher Edition, a Participant Teacher Edition, a Pre-Service Edition, and a supplement for 1:1 Computing. The curriculum edition is identified on the front cover of the manual and on the manual spine. The specific version number is indicated on the inside title page. The curriculum manual may be created as a binder or book. Binders provide greater flexibility for modifying curriculum content. Books are often smaller and may be easier to distribute. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your manuals.

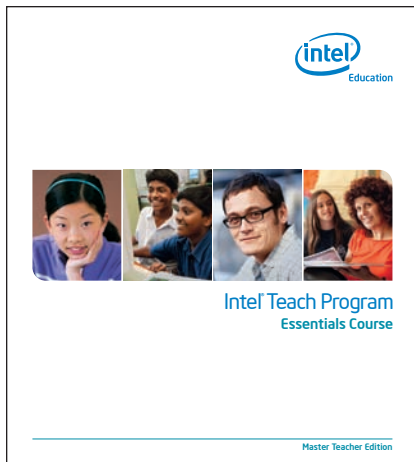
In general, the front cover has the Intel® Education Identifier, the Intel Teach program title, course offering name, edition (participant or master teacher), and core visual. The spine should contain the Intel Education Identifier (depending on spine width), the Intel Teach program title, course offering name, and edition (participant or master teacher, supplement or pre-service). The back cover of the curriculum consists of the Intel Education Identifier, optional placement of the Intel Education URL, ISTE seal and statement of alignment, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss and Anne Batey for approval.

The following sections provide sample specifications for the binder and book that may serve as a guide as you develop your manuals.

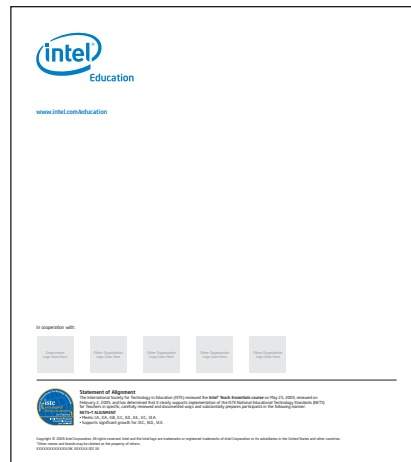
## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Curriculum Manual Covers and Spines

#### Master Teacher Edition Binder Templates (Laminated Sheets) — A4 Size



Front Cover



Back Cover

Three templates are available:

#### Single-Page Template

Filename: Ess\_MT\_A4\_BinderCover1.qxd

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size:

2-inches and 3-inches wide by  
12.5-inches tall options

#### Flat with 2-Inch Spine Template

Filename: Ess\_MT\_A4\_BinderCover2.qxd

Flat size: 24.875-inches wide by 12.5-inches tall

.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 2-inches wide by 12.5-inches tall

#### Flat with 3-Inch Spine Template

Filename: Ess\_MT\_A4\_BinderCover3.qxd

Flat size: 24.875-inches wide by 12.5-inches tall

.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 3-inches wide by 12.5-inches tall

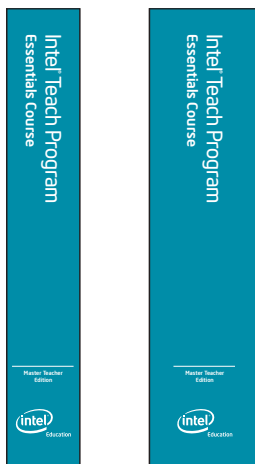
#### Print Specifications

5-color: CMYK + Intel® Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

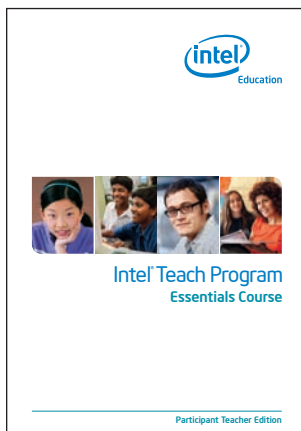
Software: Quark XPress 5\* and 6\*



Spine

(2-Inch and 3-Inch Options)

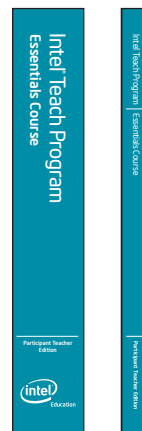
#### Participant Teacher Edition Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
Ess\_PT\_A4\_BookCover.qxd

Front and back trim size:

8.268-inches wide by 11.693-inches tall

Spine trim size:

2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

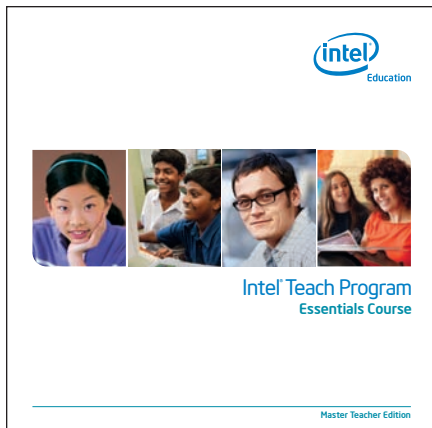
Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

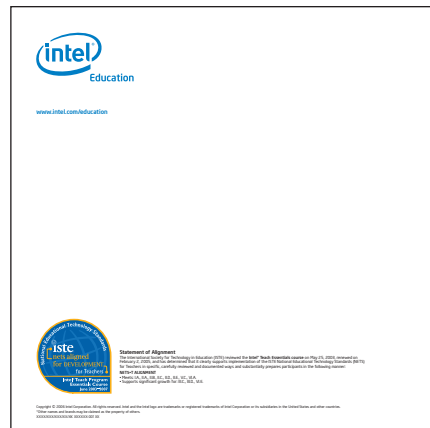
## Production Kits & Assembly: Intel® Teach Program Essentials Course

Curriculum Manual Covers and Spines

### Master Teacher Edition Binder Templates (Laminated Sheets) — U.S. Size



Front Cover



Back Cover

Two Templates are available:

#### Single-Page Template

Filename: Ess\_MT\_US\_BinderCover1.qxd

Front and back trim size:  
11.75-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

#### Flat Template

Filename: Ess\_MT\_US\_BinderCover2.qxd

Flat size: 26.5-inches wide by 11.625-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:  
11.25-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

#### Print Specifications

5-color: CMYK + Intel® Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

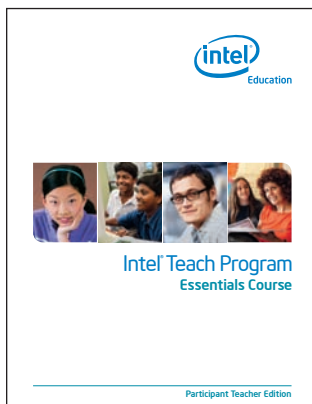
Software: Quark XPress 5\* and 6\*



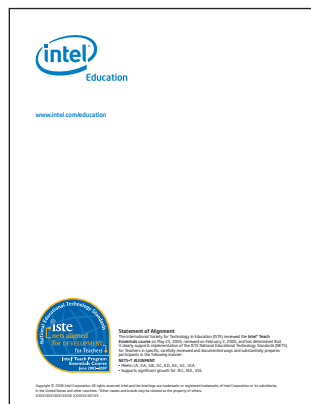
#### Spine

(2.625-Inches)

### Participant Teacher Edition Book Template — U.S. Size



Front Cover



Back Cover



#### Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
Ess\_PT\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

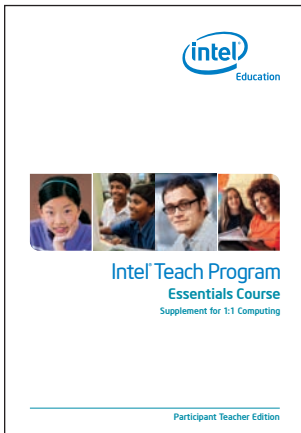
Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

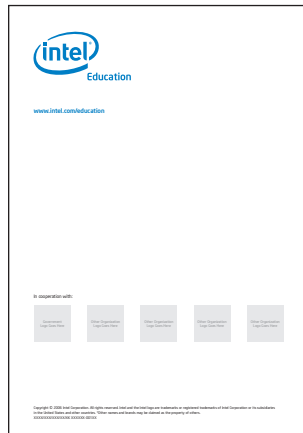


## Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Manual Covers and Spines

### Supplement for 1.1 Computing Participant Teacher Edition Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
EssSup\_PT\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

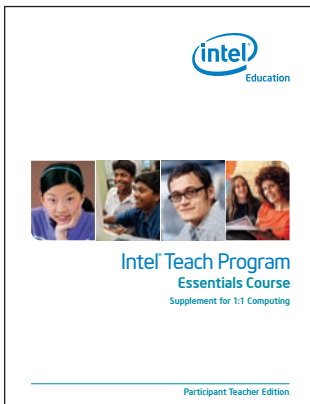
5-color: CMYK + Intel® Blue  
(PMS 3145 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

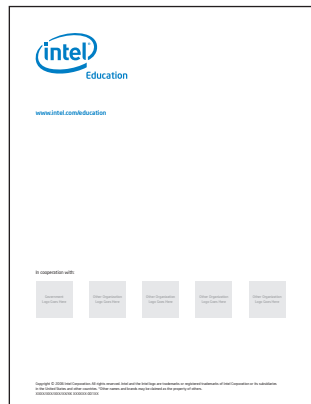
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

### Supplement for 1.1 Computing Participant Teacher Edition Book Template — U.S. Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
EssSup\_PT\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 3145 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

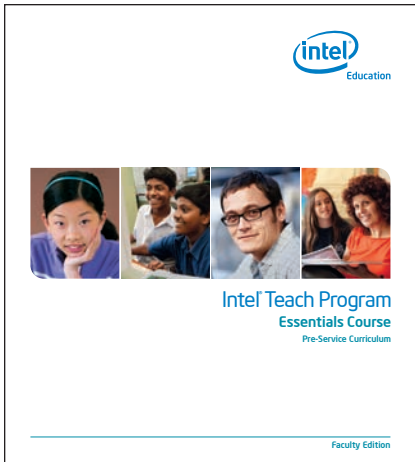
Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

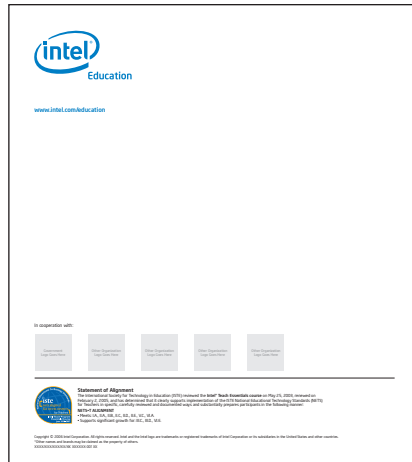
Software: Quark XPress 5 and 6

# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Manual Covers and Spines

## Pre-Service Faculty Edition Binder Templates (Laminated Sheets) – A4 Size



Front Cover



Back Cover

Three templates are available:

### Single-Page Template

Filename: EssPre\_F\_A4\_BinderCover1.qxd

Front and back trim size:  
11.25-inches wide by 12.5-inches tall

Spine trim size:  
2-inches and 3-inches wide by  
12.5-inches tall options

### Flat with 2-Inch Spine Template

Filename: EssPre\_F\_A4\_BinderCover2.qxd

Flat size: 24.875 inch Wide by 12.5 inch Tall  
.1875-inch distance between covers and spine

Front and back trim size:  
11.25-inches wide by 12.5-inches tall

Spine trim size: 2-inches wide by 12.5-inches tall

### Flat with 3-Inch Spine Template

Filename: EssPre\_F\_A4\_BinderCover3.qxd

Flat size: 24.875-inches wide by 12.5-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:  
11.25-inches wide by 12.5-inches tall

Spine trim size: 3 inch Wide by 12.5 inch Tall

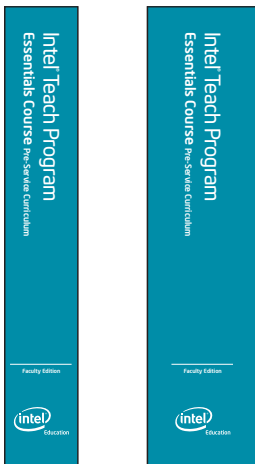
### Print Specifications

5-color: CMYK + Intel® Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

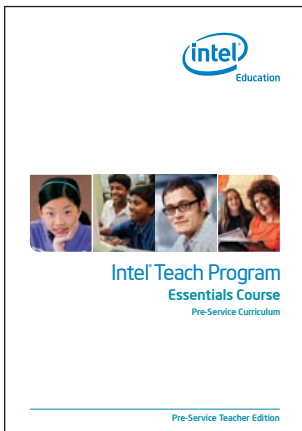
Software: Quark XPress 5\* and 6\*



Spine

(2-Inch and 3-Inch Options)

## Pre-Service Teacher Edition Book Template – A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

### Print Specifications

Filename:  
EssPre\_T\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

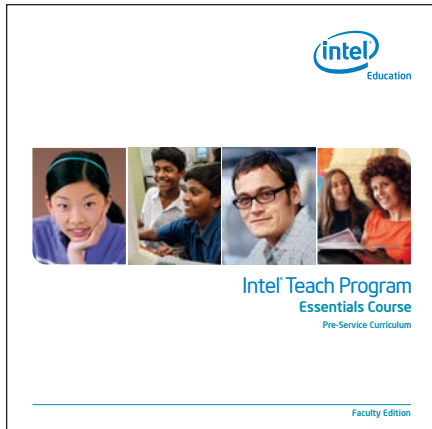
Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

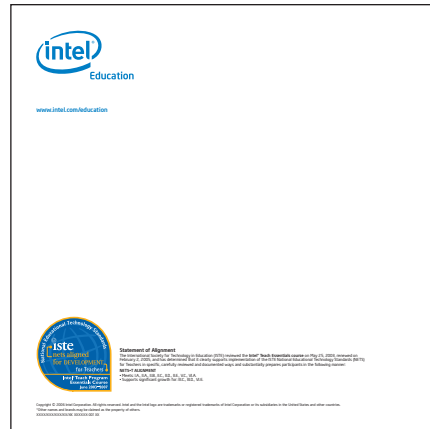
## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Curriculum Manual Covers and Spines

#### Pre-Service Faculty Edition Binder Templates (Laminated Sheets) – U.S. Size



Front Cover



Back Cover



Spine  
(2.625-Inches)

Two Templates are available:

#### Single-Page Template

Filename: EssPre\_F\_US\_BinderCover1.qxd

Front and back trim size:  
11.75-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

#### Flat Template

Filename: EssPre\_F\_US\_BinderCover2.qxd

Flat size: 26.5-inches wide by 11.625-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:  
11.25-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

#### Print Specifications

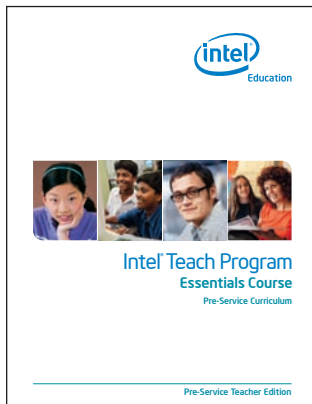
5-color: CMYK + Intel® Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

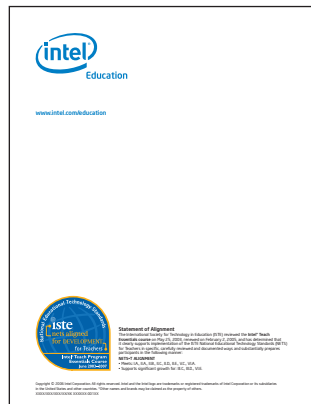
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

#### Pre-Service Teacher Edition Book Template – U.S. Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
EssPre\_T\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Curriculum Manual Interior Pages

The Intel® Teach Essentials Course uses Template A for the curriculum manual interior pages. See pages 31-40 for example pages. This is a black-and-white template.

#### Introduction Section

All curriculum manuals should have an introduction section that contains the following: a title page, a letter from Craig R. Barrett (Chairman of the Board, Intel Corporation), an introduction to the Intel Teach program, and a table of contents.

In each manual reprint, please update the worldwide teachers trained number in Craig Barrett's letter. This should be updated to align with the current worldwide teachers trained. Please contact Kimberly Liss to obtain this information. **NOTE: Contact Kimberly Liss in the Education Marketing department if there are any changes to Craig Barrett's letter that go beyond straight translation and updates of the teachers trained number.**

Per Intel's copyright agreement with the Institute of Computer Technology, all Essentials Course manuals must contain the following language as a part of the introduction:

#### About the Institute of Computer Technology

The Intel® Teach Essentials Course materials were prepared by the Institute of Computer Technology (ICT). ICT, a nonprofit organization, provides K-12 curriculum development and technology training services for corporations, nonprofit agencies, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered computer science, science, engineering, and math curriculum, including technology integration professional development programs for educators. A key part of ICT's mission is to advocate for technology literacy in all curricula. The organization's goal is simple, but ambitious: to harness the power of technology to transform teaching and learning for all K-12 students worldwide.

Institute of Computer Technology, [www.ict.org](http://www.ict.org)  
589 West Fremont Avenue, Sunnyvale, California 94087, USA  
Phone: +1.408.736.4291 Fax: +1.408.735.6059 E-mail: [info@ict.org](mailto:info@ict.org)

See Template A section on pages 31-32 for Introduction Section examples.

#### Module Tabs and Divider Pages

If a binder is used, each module is preceded by a blue tabbed page identifying the module number. If a book is used, each module is preceded by a blue divider page printed on heavier stock.

The module tabs/divider pages list the objectives for the associated module and the tools needed to accomplish these objectives.

The tabs/divider pages are printed in one color: Intel® Blue. Text is reversed out of Intel Blue.

For the Participant Teacher manual, there are 11 tabs/divider pages: one for each module (Modules 1-10) and one for the Appendix.

For the Master Teacher manual, there are 12 tabs/divider pages: one for each module (Modules 1-10), one for the Appendix, and one for the Master Teacher Appendix.

See Template A section on pages 39-40 for Module Tabs and Divider Page examples.

## Production Kits & Assembly: Intel® Teach Program Essentials Course

### Curriculum Manual Interior Pages

#### Module Page Samples

The first few pages of each module are overview pages serving as a table of contents for each module.

Module overview pages have a light gray background of 10 percent black to visually separate them from content pages (content pages have a white background).

On the content pages, the Master Teacher (“trainer”) Edition contains a special notes section on the outside margin that includes notes to help guide the instructor. The Participant Teacher Edition has blank margins. The Master Teacher Edition may also contain a checklist preceding each module.

Often the pages contain screen captures and charts. Screen captures should be saved as grayscale TIF files. Do not reduce the resolution of screen captures. Charts should be formatted in black-and-white, according to the sample pages shown in Template A. Select a chart formatting option from the template that best meets your needs. Grayscale icons can be used to add visual interest to the pages. Integrate these into your manual as desired, following the examples shown in the Template A sample pages.

See Template A section on pages 32–35 for Module Content Page examples.

#### Appendix

The Appendix section must include the following components:

- Intel® Teach Essentials Course CD-ROM Instructions
- Uploading a Publisher-Created Web Site
- Glossary
- Index

The Appendix may also include other materials relevant to educators in your geography.

In the U.S., the Essentials Course Appendix also contains the following items:

- Resources Available on the Course CD-ROM
- Microsoft Office\* [version] Installation Instructions
- Installing and Using Power Archiver\*
- Using Microsoft Excel\* in the Classroom
- Transporting Files
- Promoting Higher-Order Thinking Skills
- Using Copyrighted Materials

There is an additional separate appendix for the Master Teacher (“trainer”) Edition that contains additional resources that teachers need for presenting the course.

See Template A section on pages 35–37 for Appendix examples.

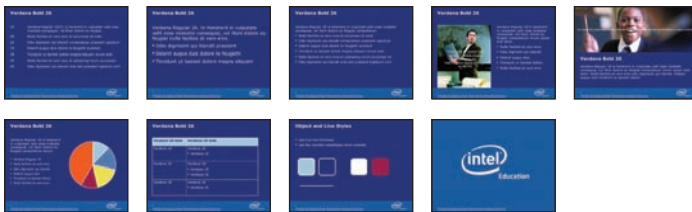
## Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

### Presentation Templates

Presentation slides have been developed to support the course. Multiple presentations are developed to support the train-the-trainer model. Senior Trainers use presentations to train Master Teachers. These contain module content and facilitation notes and tips for Master Teachers. Master Teachers use presentations to train Participant Teachers, but their presentations contain only the module content.

When creating and adapting presentation slides for the course, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

### Blue Background Version



### Print Specifications

Filename:  
Essentials\_Blue.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint\*

### White Background Version



### Print Specifications

Filename:  
Essentials\_White.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint

# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

## Certificate of Completion Templates

Certificates of Completion are provided to educators after they successfully complete the course. For this course, certificates are provided for all audiences (Master Teacher, Participant Teacher, Pre-Service Faculty, and Pre-Service Teacher). Certificates are available in 2-color and 3-color options.

### Certificate Template with 2-Color Option – A4 Size



### Print Specifications

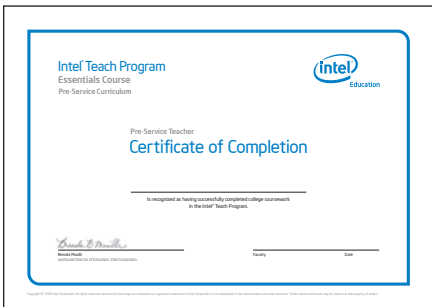
Filename:  
Ess\_A4\_Certificates\_1.qxd

Trim size:  
11.693-inches wide by 8.268-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*



2-Signature Version

3-Signature Version

# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

## Certificate Template with 3-Color Option – A4 Size



### Print Specifications

Filename:  
Ess\_A4\_Certificates\_2.qxd

Trim size:  
11.693-inches wide by 8.268-inches tall

3-color: Black + PMS 3145 + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

2-Signature Version

3-Signature Version



# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

## Certificate Template with 2-Color Option – U.S. Size



2-Signature Version

3-Signature Version

### Print Specifications

Filename:  
Ess\_US\_Certificates\_1.qxd

Trim size:  
11-inches wide by 8.5-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

## Certificate Template with 3-Color Option – U.S. Size



2-Signature Version

3-Signature Version

### Print Specifications

Filename:  
Ess\_US\_Certificates\_1.qxd

Trim size:  
11-inches wide by 8.5-inches tall

3-color: Black + PMS 3145 + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

# Production Kits & Assembly: Intel® Teach Program Essentials Course Curriculum Support Materials

## Curriculum Resource CD

For the Intel® Teach Essentials Course, a CD is included with the manual. It contains samples and templates that participants will use as they work through the curriculum and create their unit plan.

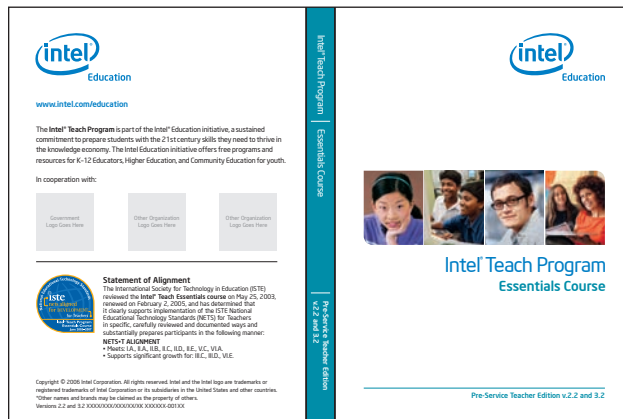
Elements that can be incorporated into your course CD (as needed) are:

- Essentials Course core visual (provided in screen resolution on the Assets DVD)
- Essentials Course secondary color
- Icon set C
- Grayscale icons
- Verdana font type

## Pre-Service CD Packaging Templates

Packaging for the Pre-Service CDs has been developed and is included as part of the assets. The package consists of a cover designed for use with a standard DVD case. The cover has a front, back, and spine. Also included is an insert that is placed inside the DVD case along with the CD. The insert provides specific CD installation and usage instructions.

## CD Packaging Case Template



Front Cover

Spine  
(.5-Inch)

Back Cover

## Print Specifications

Filename: Essentials\_CD-Case.qxd

Flat trim size:

10.875-inches wide by 7.25-inches tall

Front and back size:

5.187-inches wide by 7.25-inches tall

Spine trim size:

.5-inch wide by 7.25-inches tall

5-color: CMYK + Intel® Blue

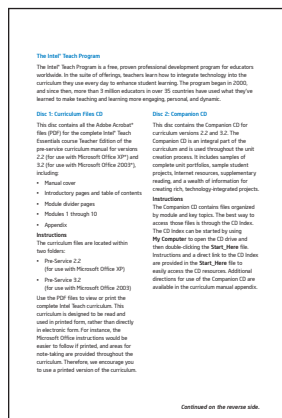
(PMS 3145 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

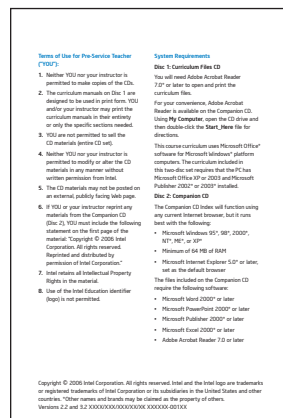
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

## CD Packaging Case Insert Template



Front



Back

## Print Specifications

Filename: Essentials\_CD-Insert.qxd

Trim size:

4.875-inches wide by 7.25-inches tall

2-color: CMYK + Intel Blue

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

# Production Kits & Assembly: Intel® Teach Program Essentials Course

## Student Curriculum CD

### CD Label Templates

CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also provided.

#### CD Label Template with Solid Color Background



#### Print Specifications

Filename:  
Essentials\_CD-1-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

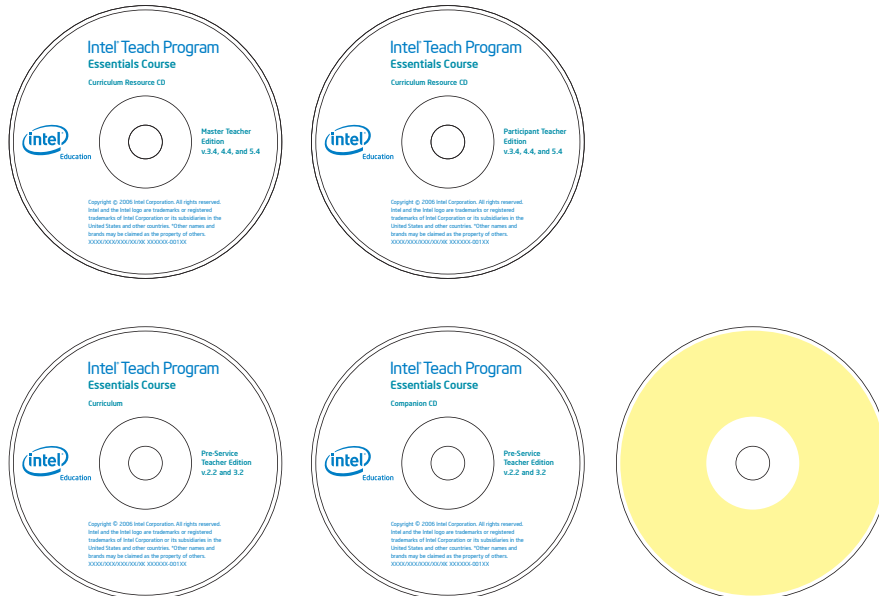
1-color option for litho on white stock:  
PMS 3145

2-color option for silkscreen:  
PMS 166 + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### CD Label Template with Solid White Background



#### Print Specifications

Filename:  
Essentials\_CD-2-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

2-color option for litho on white stock:  
PMS 3145 + Intel® Blue

3-color option for silkscreen:  
PMS 3145 + Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6

Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)










Intel® Teach Program  
Thinking with Technology Course

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

### Overview

The Intel® Teach Thinking with Technology Course focuses on enhancing teachers' effective technology integration skills. This 24 - to 40-hour modular course consists of a professional development curriculum for Master Teachers and Participant Teachers, which utilizes a set of free online thinking tools from Intel® Education. These thinking tools engage students and help them communicate their understanding of complex concepts. Teachers leave this course prepared to effectively implement a ready-to-use unit plan that incorporates at least one online thinking tool and is aligned to standards.

### Asset and Template Matrix

| Intel® Education Curriculum Program  | Color Palette   | Core Visual   | Icon Set  | Template Set  |
|--|---|---|---|---|
| <b>Intel® Teach Program Thinking with Technology Course</b><br><br>Master Teacher Edition<br>Participant Teacher Edition | Intel® Blue <br>White <br>Black <br>Gray <br>PMS 166 <br>PMS 166  | Core Visual B<br> | Icon Set A<br> | Template Set A<br> |

### Manual Contents

The curriculum manuals include the following elements:

- Curriculum Manual Covers and Spines<sup>1</sup>
- Curriculum Manual Interior Pages<sup>1</sup>
  - Introduction Section (includes the title page, Craig Barrett's letter<sup>1</sup>, introduction, and table of contents)
  - Module Tabs/Divider Pages
  - Module Checklists (Master Teacher Edition only)
  - Module Overview and Content Pages
  - Appendix
  - Additional Appendices (Master Teacher Edition only)
- Curriculum Support Materials
  - Presentation Templates
  - Certificate of Completion Templates<sup>1</sup>
  - Course Support Files Web Site<sup>1</sup>

<sup>1</sup> There are versions for Master Teachers and Participant Teachers.

### Thinking Tools Web Sites

A version of the three thinking tools: Visual Ranking, Seeing Reason and Showing Evidence need to be developed on the local language intel.com Web site. The process involves several steps that are outlined in detail in the Curriculum Adaptation Toolkit available from [teacher.training@intel.com](mailto:teacher.training@intel.com).

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

### Curriculum Manual Covers and Spines

Two editions of the curriculum have been produced for the Intel® Teach Thinking with Technology Course: a Master Teacher (“trainer”) Edition and a Participant Teacher Edition. The curriculum edition is identified on the front cover of the manual and on the manual spine. The specific version number is indicated on the inside title page. The curriculum manual may be created as a binder or a book. Binders provide greater flexibility for modifying curriculum content. Pages can easily be replaced or added as revisions are made. Books are often smaller and may be easier to distribute. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country’s needs and logistics when deciding on what format to use for your manuals.

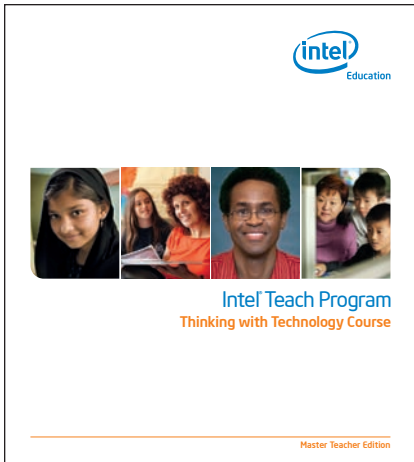
In general, the front cover has the Intel® Education logo, the Intel Teach program title, course offering name, edition (participant or master teacher), and core visual. The spine should contain the Intel Education logo (depending on spine width), the Intel Teach program title, course offering name, and edition (participant or master teacher). The back cover of the curriculum consists of the Intel Education logo, optional placement of the Intel Education URL, ISTE seal and statement of alignment, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss and Anne Batey for approval.

The following sections provide sample specifications for the binder and book that may serve as a guide as you develop your manuals.

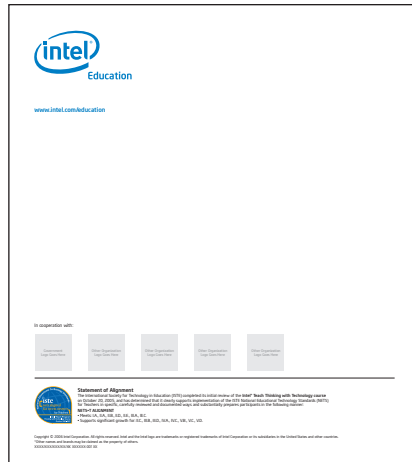
# Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

Curriculum Manual Covers and Spines

## Master Teacher Edition Binder Templates (Laminated Sheets) – A4 Size



Front Cover



Back Cover

Three templates are available:

### Single-Page Template

Filename: Think\_MT\_A4\_BinderCover1.qxd

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size:

2-inches and 3-inches wide by

12.5-inches tall options

### Flat with 2-Inch Spine Template

Filename: Think\_MT\_A4\_BinderCover2.qxd

Flat size: 24.875-inches wide by 12.5-inches tall

.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 2-inches wide by 12.5-inches tall

### Flat with 3-Inch Spine Template

Filename: Think\_MT\_A4\_BinderCover3.qxd

Flat size: 24.875-inches wide by 12.5-inches tall

.1875-inch distance between covers and spine

Front and back trim size:

11.25-inches wide by 12.5-inches tall

Spine trim size: 3 inch Wide by 12.5 inch Tall

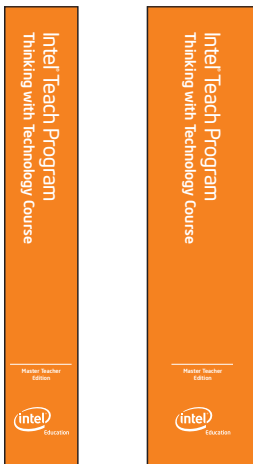
### Print Specifications

5-color: CMYK + Intel® Blue (PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2 (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

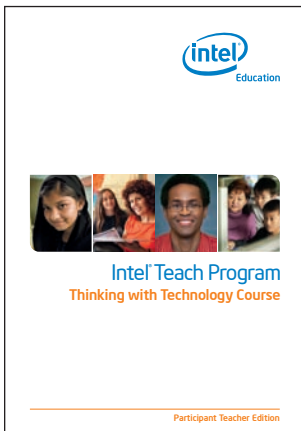
Software: Quark XPress 5\* and 6\*



Spine

(2-Inch and 3-Inch Options)

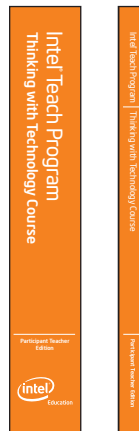
## Participant Teacher Edition Book Template – A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

### Print Specifications

Filename: Think\_PT\_A4\_BookCover.qxd

Front and back trim size:

8.268-inches wide by 11.693-inches tall

Spine trim size:

2-inches and .75-inch wide by

11.693-inches tall options

(White Wire-O binding is an option)

5-color: CMYK + Intel Blue

(PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2 (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

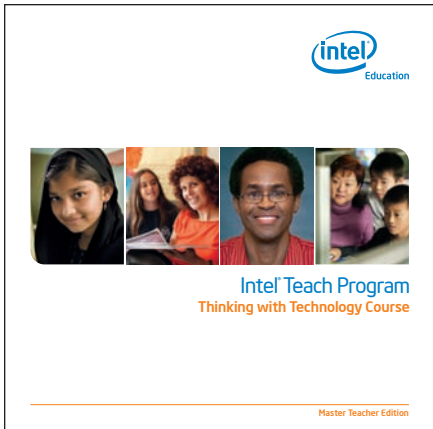
Software: Quark XPress 5 and 6



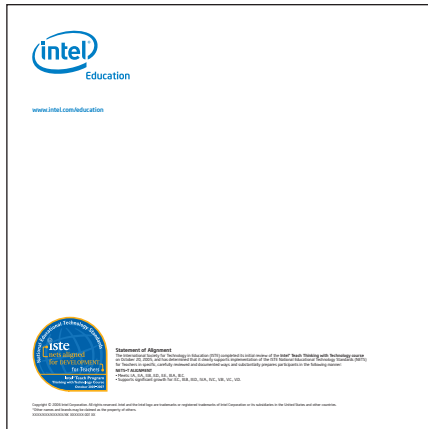
# Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

Curriculum Manual Covers and Spines

## Master Teacher Edition Binder Template (Laminated Sheets) – U.S. Size



Front Cover



Back Cover

Two Templates are available:

### Single-Page Template

Filename: Think\_MT\_US\_BinderCover1.qxd

Front and back trim size:  
11.75-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

### Flat Template

Filename: Think\_MT\_US\_BinderCover2.qxd

Flat size: 26.5-inches wide by 11.625-inches tall  
.1875-inch distance between covers and spine

Front and back trim size:  
11.25-inches wide by 11.625-inches tall

Spine trim size:  
2.625-inches wide by 11.625-inch tall

### Print Specifications

5-color: CMYK + Intel® Blue  
(PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

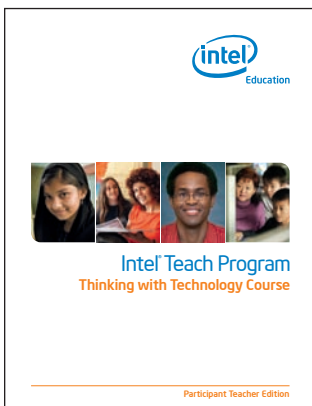
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

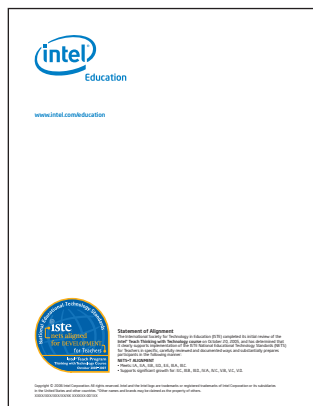


Spine  
(2.625-Inches)

## Participant Teacher Edition Book Template – U.S. Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)

### Print Specifications

Filename:  
Think\_PT\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 166 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

### Curriculum Manual Interior Pages

The course uses Template A for the curriculum manual interior pages. See pages 31–40 for example pages. This is a black-and-white template.

#### Introduction Section

The course curriculum manuals should have an overview section that contains the following: a title page, a letter from Craig R. Barrett (Chairman of the Board, Intel Corporation), an introduction to the Intel® Teach Program, an overview of the course, and a table of contents.

In each manual reprint, please update the worldwide teachers trained number in Craig Barrett's letter. This should be updated to align with the current worldwide teachers trained. Please contact Kimberly Liss to obtain this information. **NOTE: Contact Kimberly Liss in the Education Marketing department if there are any changes to Craig Barrett's letter that go beyond straight translation and updates of the teachers trained number.**

Per Intel's copyright agreement with the Institute of Computer Technology, all Thinking with Technology Course manuals must contain the following language as a part of the introduction:

#### About the Institute of Computer Technology

The Intel® Teach Thinking with Technology Course materials were prepared by the Institute of Computer Technology (ICT). ICT, a nonprofit organization, provides K–12 curriculum development and technology training services for corporations, nonprofit agencies, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered computer science, science, engineering, and math curriculum, including technology integration professional development programs for educators. A key part of ICT's mission is to advocate for technology literacy in all curricula. The organization's goal is simple but ambitious: to harness the power of technology to transform teaching and learning for all K–12 students worldwide.

Institute of Computer Technology, [www.ict.org](http://www.ict.org)  
589 West Fremont Avenue, Sunnyvale, California 94087, USA  
Phone: +1.408.736.4291 Fax: +1.408.735.6059 E-mail: [info@ict.org](mailto:info@ict.org)

See Template A section on pages 31–32 for Introduction Section examples.

#### Module Tabs and Divider Pages

If a binder is used, each module is preceded by a blue tabbed page identifying the module number. If a book is used, each module is preceded by a blue divider page printed on heavier stock.

The module tabs/divider pages list the objectives for the associated module, the tools needed to accomplish the objectives, the module Essential Question, the Module Questions, and the graphic that shows the teacher's progression through the modules. If the graphic does not adequately communicate the building of the teacher's knowledge through the modules, a different graphic can be created. Contact Anne Batey for approval.

The tabs/divider pages are printed in one color: Intel® Blue. Text is reversed out of Intel Blue.

For the Participant Teacher manual, there are 11 tabs/divider pages: one for each module and one for the Appendix. For the Master Teacher manual, there are 12 tabs/divider pages: one for each module, one for the Appendix, and one for the Master Teacher Appendix.

See Template A section on pages 39–40 for Module Tabs and Divider Page examples.

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

### Curriculum Manual Interior Pages

#### Module Page Samples

The first few pages of each module are overview pages serving as a table of contents for each module.

Module overview pages have a light gray background of 10 percent black to visually separate them from content pages (content pages have a white background).

On the content pages, the Master Teacher (“trainer”) Edition contains a special notes section in the outside margin that includes notes to help guide the instructor. The Participant Teacher Edition has blank margins. The Master Teacher Edition may also contain a checklist preceding each module.

Often the pages contain screen captures and charts. Screen captures should be saved as grayscale TIF files. Do not reduce the resolution of screen captures. Charts should be formatted in black-and-white, according to the sample pages shown in Template A. Select a chart formatting option from the template that best meets your needs. Grayscale icons can be used to add visual interest to the pages. Integrate these into your manual as desired, following the examples shown in the Template A sample pages.

See Template A section on pages 32–35 for Module Content Page examples.

#### Appendix

The U.S. Appendix section includes the following components:

- System Requirements
- Thinking Skill Resources
- Curriculum-Framing Questions
- A Project Approach to Learning
- Online Thinking Tool Resources
- Visual Ranking Tool Resources
- Seeing Reason Tool Resources
- Showing Evidence Tool Resources
- Assessment Resources
- Index

The Appendix may also include other materials relevant to educators in your geography.

There is an additional separate appendix for the Master Teacher (“trainer”) Edition that contains additional resources that teachers need for presenting the course.

See Template A section on pages 35–36 for Appendix examples.

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course

### Curriculum Support Materials

#### **File Web Sites**

Instead of including a CD with the manual, the U.S. program created Web sites that contain downloadable files to be used during the course. The file site URLs are printed throughout the curriculum. Teachers can access these pages at any time to download the files they need. There are separate sites for Senior Trainers, Master Teachers, and Participant Teachers. File Web sites were created in the U.S. to allow more flexibility for files that need to be updated. We have the ability to upload new files at any time so teachers always have the latest information. You may choose to put the course supplemental files on a CD, similar to the Intel® Teach Essentials Course. Consider your country's needs and logistics when deciding on what format to use for the supplemental files (Web sites or CD). The U.S. file Web site for Participant Teachers is available for viewing at: [www.inteleducation.com/teachingthinking/ptfiles](http://www.inteleducation.com/teachingthinking/ptfiles)

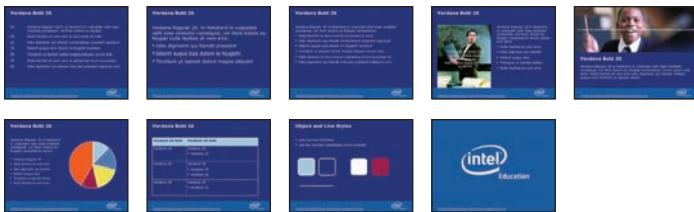
## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course Curriculum Support Materials

### Presentation Templates

Presentation slides have been developed to support the course. Multiple presentations have been developed to support the train-the-trainer model. Senior Trainers use presentations to train Master Teachers. They contain module content and facilitation notes and tips for Master Teachers. Master Teachers use presentations to train Participant Teachers, but their presentations contain only the module content.

When creating and adapting presentation slides for this course, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

### Blue Background Version



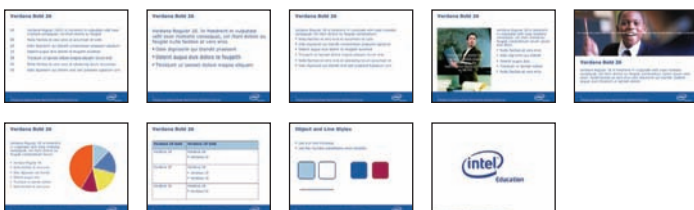
### Print Specifications

Filename:  
ThinkingTech\_Blue.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint\*

### White Background Version



### Print Specifications

Filename:  
ThinkingTech\_White.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint

## Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course Curriculum Support Materials

### Certificate of Completion Templates

Certificates of Completion are provided to educators at the conclusion of the course. There are certificate versions for Master Teachers and Participant Teachers available in 2-color and 3-color printing options.

#### Certificate Template with 2-Color Option – A4 Size



2-Signature Version



3-Signature Version



2-Signature Version



3-Signature Version

#### Print Specifications

Filename:  
Think\_A4\_Certificates\_1.qxd

Trim size:  
11.693-inches wide by 8.268-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

#### Certificate Template with 3-Color Option – A4 Size



2-Signature Version



3-Signature Version



2-Signature Version



3-Signature Version

#### Print Specifications

Filename:  
Think\_A4\_Certificates\_2.qxd

Trim size:  
8.268-inches wide by 11.693-inches tall

3 Color:  
Black + PMS 166 + Intel Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5 and 6

Production Kits & Assembly: Intel® Teach Program Thinking with Technology Course  
Curriculum Support Materials

**Certificate Template with 2-Color Option – U.S. Size**



**2-Signature Version**

**3-Signature Version**

**Print Specifications**

Filename:  
Think\_US\_Certificates\_1.qxd

Trim size:  
11-inches wide by 8.5-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

**Certificate Template with 3-Color Option – U.S. Size**



**2-Signature Version**

**3-Signature Version**

**Print Specifications**

Filename:  
Think\_US\_Certificates\_2.qxd

Trim size:  
11-inches wide by 8.5-inches tall

3 Color:  
Black + PMS 166 + Intel Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5 and 6

# Intel® Teach Program Leadership Forum












## Production Kits & Assembly: Intel® Teach Program Leadership Forum

### Overview

As part of the Intel® Teach Program, your country may offer a Leadership Activity to principals and other educational leaders. Although unique in nearly every country, a Leadership Activity should have curriculum materials and supporting elements that are consistent with the Intel Teach “look and feel” outlined in these guidelines. Please use the guidelines on the following pages when developing Leadership Activities in your country. The examples shown are based on the Intel Teach Leadership Forum from the United States.

### Asset and Template Matrix

| Intel® Education Curriculum Program   | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|---|---|---|--|---|
| <b>Intel® Teach Program Leadership Forum</b><br><br>Master Leader Edition<br>Participant Leader Edition | Intel® Blue <br>White <br>Black <br>Gray <br>PMS 279 <br>PMS 279  | Core Visual A<br> | Icon Set A and C <sup>1</sup><br> | Template Set A<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

### Manual Contents

The curriculum manuals include the following elements:

- Curriculum Manual Covers and Spines<sup>2</sup>
- Curriculum Manual Interior Pages<sup>2</sup>
  - Introduction Section (includes the title page, Craig Barrett’s letter<sup>2</sup>, introduction, and table of contents)
  - Module Overview and Content Pages
  - Appendix
  - Additional Appendices (Master Leader Edition only)
- Curriculum Support Materials
  - Presentation Templates
  - Certificate of Completion Templates<sup>2</sup>
  - Resource CD
  - CD Label Templates<sup>2</sup>

<sup>2</sup> There are versions for Master Leaders and Participant Leaders.

## Production Kits & Assembly: Intel® Teach Program Leadership Forum

### Curriculum Manual Covers and Spines

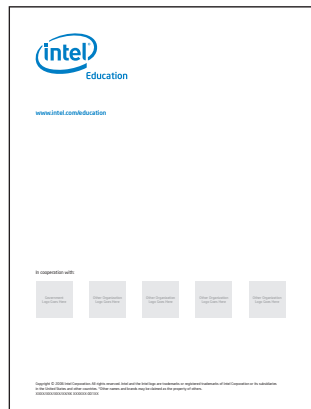
Two editions have been produced for the U.S. Intel® Teach Leadership Forum: a Master Leader Edition and a Participant Leader Edition. The edition is identified on the front cover of the manual and on the manual spine. The specific version number is indicated on the inside title page. The manual may be created as a book. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your manuals.

In general, the front cover has the Intel® Education Identifier, the Intel Teach program title, activity/offering title, and core visual. The manual edition and/or version may also be added front cover, if necessary. If a spine is needed, it may contain the following information: the manual edition (i.e., Participant Leader Edition), the Intel Education Identifier (depending on spine width), the Intel Teach program title, and the activity/offering name. The back cover of the curriculum consists of the Intel Education Identifier, optional placement of the Intel Education URL, and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss and Anne Batey for approval. Below is a sample cover from the U.S. Leadership Forum.

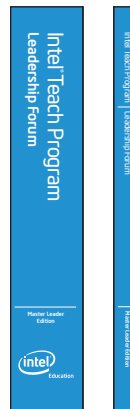
#### Master Leader Edition Book Template — U.S. Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
Lead\_ML\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel® Blue  
(PMS 279 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

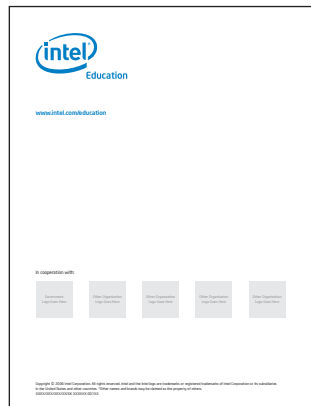
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

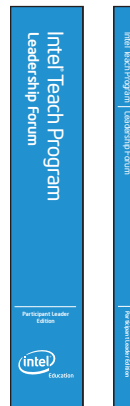
#### Participant Leader Edition Book Template — U.S. Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
Lead\_PL\_US\_BookCover.qxd

Front and back trim size:  
8.5-inches wide by 11-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 279 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Leadership Forum

### Curriculum Manual Interior Pages

Leadership Activities should use Template A for the curriculum manual interior pages. See pages 31–40 for example pages. This is a black-and-white template. The curriculum for your Leadership Activity should follow a similar format as other Intel® Teach Program curricula for professionals (such as the Intel Teach Getting Started Course, Essentials Course, and Thinking with Technology Course).

#### Introduction Section

The manual should begin with an introduction section containing at least the following components: a title page, a letter from Craig R. Barrett (Chairman of the Board, Intel Corporation), an introduction to the Intel Teach program, and a table of contents. Additional information may be provided as necessary.

In each manual reprint, please update the worldwide teachers trained number in Craig Barrett's letter. Please contact Kimberly Liss to obtain this information. **NOTE: Contact Kimberly Liss if there are any changes to Craig Barrett's letter beyond straight translation and updates of the teachers trained number.**

Per Intel's copyright agreement with the Institute of Computer Technology, if your country chooses to adapt the U.S. version of the Leadership Activity manual, it must contain the following language as a part of the introduction.

#### About the Institute of Computer Technology

The Intel® Teach Leadership Forum materials were prepared by the Institute of Computer Technology (ICT). ICT, a nonprofit organization, provides K–12 curriculum development and technology training services for corporations, nonprofit agencies, and the education community.

Founded in 1982, ICT has become a trusted partner worldwide in designing standards-based, student-centered computer science, science, engineering, and math curriculum, including technology integration professional development programs for educators. A key part of ICT's mission is to advocate for technology literacy in all curricula. The organization's goal is simple but ambitious: to harness the power of technology to transform teaching and learning for all K–12 students worldwide.

Institute of Computer Technology, [www.ict.org](http://www.ict.org)  
589 West Fremont Avenue, Sunnyvale, California 94087, USA  
Phone: +1.408.736.4291 Fax: +1.408.735.6059 E-mail: [info@ict.org](mailto:info@ict.org)

#### Module Page Samples

The Introduction section is followed by the curriculum modules. You may want to make the first one to two pages of each module overview pages. The overview pages may include the following: Description, Module Questions, Module Objectives, or other pertinent information for the module. Module overview pages have a light gray background of 10 percent black to visually separate them from content pages (content pages have a white background). The backside of the module overview page should be the same gray color and should also include the module number in the header.

The content pages and Appendix (if applicable) should follow similar formatting as the general guidelines section of this document. The Master Leader Edition may contain a special notes section on the outside margin of the content pages, which help to guide the leader. The Participant Leader Edition should have blank margins. There is an additional separate appendix for the Master Leader Edition that contains additional resources that leaders need for presenting the forum.

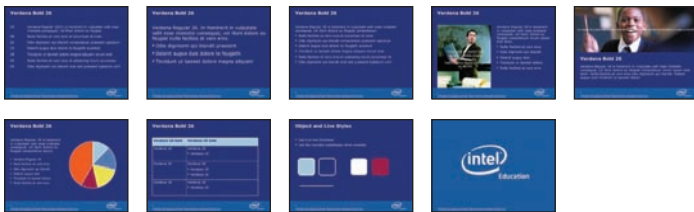
Often the pages contain screen captures and charts. Screen captures should be saved as grayscale TIF files. Do not reduce the resolution of screen captures. Charts should be formatted in black-and-white, according to the sample pages shown in Template A. Select a chart formatting option from the template that best meets your needs. Grayscale icons can be used to add visual interest to the pages. Integrate them into your manual as needed, following the examples show in the Template A sample pages.

# Production Kits & Assembly: Intel® Teach Program Leadership Forum Curriculum Support Materials

## Presentation Templates

Presentation slides may be developed to support your Leadership Activity. When creating (or adapting) presentation slides for your activity, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

### Blue Background Version



### Print Specifications

Filename:  
LeaderForum\_Blue.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint\*

### White Background Version



### Print Specifications

Filename:  
LeaderForum\_White.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint

## Production Kits & Assembly: Intel® Teach Program Leadership Forum Curriculum Support Materials

### Certificate of Completion Templates

Certificates of Completion may be provided to leaders at the conclusion of your activity. If your activity includes a certificate, please use the templates provided in 2-color and 3-color printing options.

#### Certificate Template with 2-Color Option – U.S. Size



2-Signature Version



3-Signature Version



2-Signature Version



3-Signature Version

#### Print Specifications

Filename:  
Leader\_US\_Certificates\_1.qxd

Trim size:  
11-inches wide by 8.5-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

#### Certificate Template with 3-Color Option – U.S. Size



2-Signature Version



3-Signature Version



2-Signature Version



3-Signature Version

#### Print Specifications

Filename:  
Leader\_US\_Certificates\_2.qxd

Trim size:  
11-inches wide by 8.5-inches tall

3-color: Black + PMS 279 + Intel Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Teach Program Leadership Forum Curriculum Support Materials

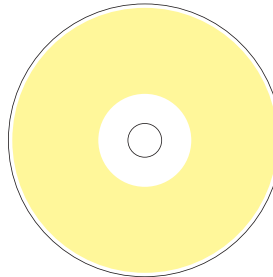
### Resource CD

Your Leadership Activity may require a companion CD that contains various resources that supplement the activity. If using a CD, please create a label consistent with the Leadership Activity design, such as the ones shown below.

### CD Label Template

CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also provided.

#### CD Label Template with Solid Color Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Leadership\_CD-1-Labels.qxd

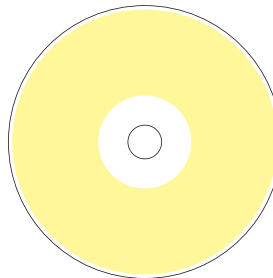
Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

1-color option for litho on white stock:  
PMS 279

2-color option for silkscreen:  
PMS 279 + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

#### CD Label Template with Solid White Background



Silkscreen White Flood Option:  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Leadership\_CD-2-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

2-color option for litho on white stock:  
PMS 279 + Intel® Blue

3-color option for silkscreen:  
PMS 166 + Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6




Intel® Learn Program

## Production Kits & Assembly: Intel® Learn Program

### Overview

Created by Intel® Education in collaboration with local governments and educational agencies, the Intel® Learn Program is an informal after-school curriculum that teaches young people valuable 21st century skills through hands-on learning in community-based technology centers.

### Asset and Template Matrix

| Intel® Education Curriculum Program   | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|---|---|---|--|---|
| <b>Intel® Learn Program</b><br><br>Staff Manual<br>Technology and Community<br>Technology at Work | Intel® Blue<br>White<br>Black<br>Gray<br>PMS 661<br>PMS 166<br>PMS 2606 | Core Visual D<br> | Icon Set B and C <sup>1</sup><br> | Template Set B<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

### Staff Manual Contents

The curriculum materials for teachers include these elements:

- Curriculum Manual Covers and Spines
- Curriculum Manual Interior Pages
  - Overview Section  
(this section includes the title page, Craig Barrett letter, introduction, and table of contents)
  - Staff Edition of the Learner Books  
(Technology and Community and Technology at Work)
  - Staff Training Materials
  - Appendix
- Curriculum Support Materials
  - Presentation Templates (optional)
  - Certificate of Completion Templates

### Technology and Community and Technology at Work Book Contents

The Technology and Community and Technology at Work curriculum materials for learners includes these elements:

- Curriculum Manual Covers and Spines<sup>2</sup>
- Curriculum Manual Interior Pages<sup>2</sup>
  - Overview Section  
(including a title page and table of contents)
  - Getting Started Section
  - Technology or Occupation Sections<sup>2</sup>
  - Review Section
  - Project Section
- Curriculum Support Materials
  - Presentation Templates (optional)
  - Certificate of Completion Templates<sup>2</sup>
  - Student Curriculum CD (optional)<sup>2</sup>
  - CD Packaging Templates (optional)<sup>2</sup>
  - CD Label Templates (optional)<sup>2</sup>

<sup>2</sup> Separate versions for Technology and Community and Technology at Work are provided.



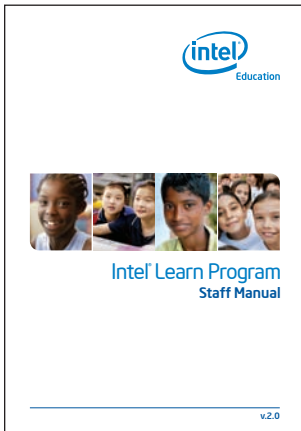
## Production Kits & Assembly: Intel® Learn Program

### Curriculum Manual Covers and Spines

Covers have been produced for all curriculum editions of Intel® Learn Program books: Staff Manual, Technology and Community book, and Technology at Work book. The curriculum edition is identified on the front cover of the manual and on the manual spine (if applicable). The specific version number is indicated on the inside title page and may also be indicated on the cover. The books may have wire binding or they may be perfect-bound. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your books.

In general, the front cover has the Intel® Education Identifier, the Intel Learn program title, edition (Staff Manual, Technology and Community, or Technology at Work), version number (optional), and core visual. The spine should contain the Intel Education Identifier (depending on spine width), the Intel Learn program title, and edition (Staff Manual, Technology and Community, or Technology at Work). The back cover of the curriculum consists of the Intel Education Identifier, optional placement of the Intel Education URL, ISTE seal and statement of alignment, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Peter Broffman for approval at [peter.broffman@intel.com](mailto:peter.broffman@intel.com).

#### Staff Manual Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:  
Learn\_SM\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel® Blue  
(PMS 661 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

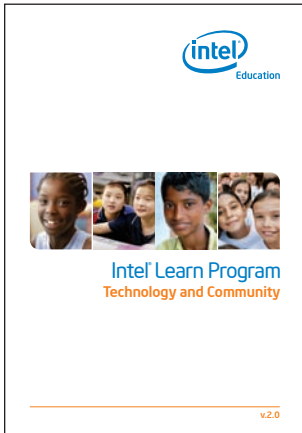
Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

# Production Kits & Assembly: Intel® Learn Program Curriculum Manual Covers and Spines

## Technology and Community Book Template – A4 Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)



### Print Specifications

Filename:  
Learn\_TC\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

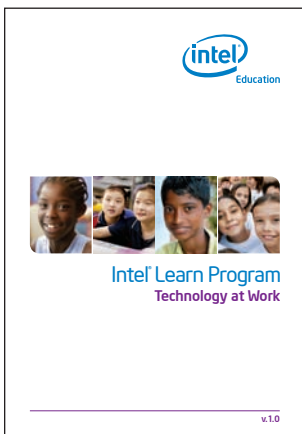
5-color: CMYK + Intel® Blue  
(PMS 166 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

## Technology at Work Book Template – A4 Size



Front Cover



Back Cover



Spine  
(2-Inch and .75-Inch Options)



### Print Specifications

Filename:  
Learn\_TW\_A4\_BookCover.qxd

Front and back trim size:  
8.268-inches wide by 11.693-inches tall

Spine trim size:  
2-inches and .75-inch wide by  
11.693-inches tall options  
(White Wire-O binding is an option)

5-color: CMYK + Intel Blue  
(PMS 2602 can be reproduced in 4-color  
process only if budget does not permit  
to print as a spot color)

Stock: 12-point Cornwall Recycled C1S2  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Learn Program

### Curriculum Manual Interior Pages

The Intel® Learn Program uses Template B for the curriculum manual interior pages. See pages 41–48 for example pages. This is a color template. The icons used vary by book. The icons for each book should match the secondary color for that book. **NOTE: The magenta color in the template represents the secondary color. It is required to update the color in the template to the secondary color assigned to the program offering. To update the secondary color in the template, follow the instructions on page 48.**

Often the pages contain screen captures and charts. Screen captures should be saved as CMYK TIF files. Do not reduce the resolution of screen captures. Charts should be formatted using the Intel Learn secondary colors for each book (refer to matrix on page 116) according to the sample pages shown in Template B. Select a chart formatting option from the template that best meets your needs.

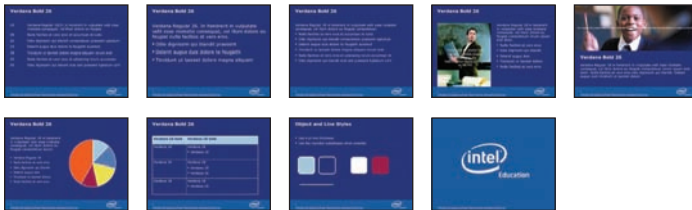
The Staff Manual contains a staff edition section of both learner books. The page content of this section is identical to the learner books, except that notes are provided in the outer page margins to help guide facilitation. The Staff Manual also includes Staff Training Materials and an Appendix. These sections also utilize Template B, but they incorporate the Intel Learn Staff Manual secondary color.

## Production Kits & Assembly: Intel® Learn Program Curriculum Support Materials

### Presentation Templates

Presentation slides have been developed for this course. Countries have the option to use the presentation templates to create informational presentations about the course. When creating and adapting presentation slides, be sure you are using one of the approved presentation templates provided on the Assets DVD. Two templates are available for use: one with a blue background and one with a white background.

#### Blue Background Version



#### Print Specifications

Filename:  
Learn\_Blue.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint\*

#### White Background Version



#### Print Specifications

Filename:  
Learn\_White.ppt

Trim size:  
10-inches wide by 7.5-inches tall

Software:  
Microsoft PowerPoint

# Production Kits & Assembly: Intel® Learn Program

## Curriculum Support Materials

### Certificate of Completion Templates

Certificates of Completion are provided to staff members and learners at the conclusion of Staff Training, Technology and Community, and Technology at Work. Multiple versions of each certificate are available in 2-color and 3-color printing options.

#### Certificate Template with 2-Color Option – A4 Size



2-Signature Version

3-Signature Version

#### Print Specifications

Filename:  
Learn\_A4\_Certificates\_1.qxd

Trim size:  
11.693-inches wide by 8.268-inches tall

2-color: Black + Intel® Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Software: Quark XPress 5\* and 6\*

# Production Kits & Assembly: Intel® Learn Program

## Curriculum Support Materials

### Certificate Template with 3-Color Option – A4 Size



2-Signature Version

3-Signature Version

### Print Specifications

Filename:  
Learn\_A4\_Certificates\_2.qxd

Trim size:  
11.693-inches wide by 8.268-inches tall

3-color (Staff Training):  
Black + PMS 661 + Intel® Blue

3-color (Technology and Community):  
Black + PMS 166 + Intel Blue

3-color (Technology at Work):  
Black + PMS 2602 + Intel Blue

Stock: 65# Opaque Cover Uncoated  
(If this stock is unavailable, please  
choose a stock that is similar in  
brightness and thickness)

Software: Quark XPress 5\* and 6\*

# Production Kits & Assembly: Intel® Learn Program Curriculum Support Materials

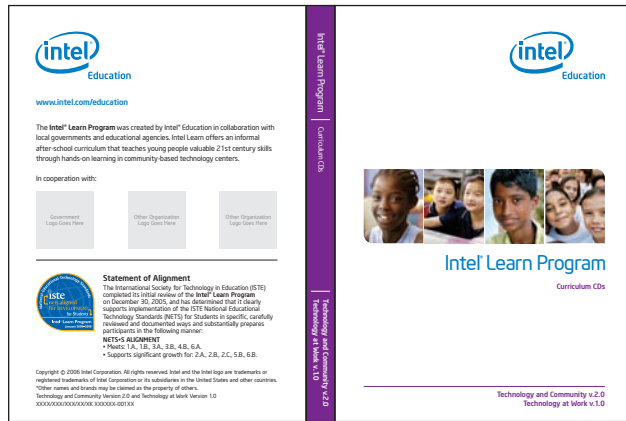
## Student Curriculum CD

Countries have the option of developing the learner books on CD rather than printing the books. Two CDs can be created: Technology and Community Curriculum CD and Technology at Work Curriculum CD. Each curriculum CD should incorporate the Intel® Learn Program core visual, secondary colors that correspond to each book, Verdana font family, and Icon Set C.

## CD Packaging Templates

Packaging for the CDs has been developed and is included as part of the assets. The package consists of a cover designed for use with a standard DVD case. The cover has a front, back, and spine. Also included is an insert that is placed inside the DVD case along with the CD. The insert provides specific CD installation and usage instructions.

### CD Packaging Case Template



Front Cover

Spine  
(.5-Inch)

Back Cover

### Print Specifications

Filename: Learn\_CD-Case.qxd

Flat trim size:

10.875-inches wide by 7.25-inches tall

Front and back size:

5.187-inches wide by 7.25-inches tall

Spine trim size:

.5-inch wide by 7.25-inches tall

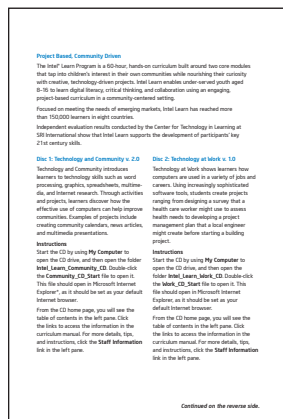
5-color: CMYK + Intel® Blue  
(PMS 2602 can be reproduced in 4-color process only if budget does not permit to print as a spot color)

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

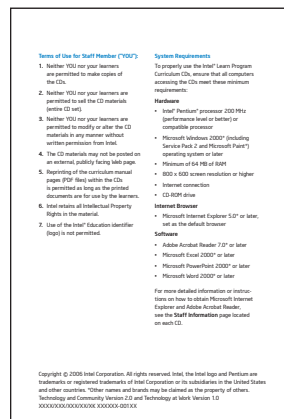
Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

### CD Packaging Case Insert Template



Front



Back

### Print Specifications

Filename: Learn\_CD-Insert.qxd

Trim size:

4.875-inches wide by 7.25-inches tall

2-color: CMYK + Intel Blue

Stock: 100# Velvet Dull Book (If this stock is unavailable, please choose a stock that is similar in brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5 and 6

## Production Kits & Assembly: Intel® Learn Program Curriculum Support Materials

### CD Label Templates

For the curriculum CDs, please create labels consistent with the Intel® Learn Program design. CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also provided.

#### CD Label Template with Solid Color Background



Silkscreen White Flood Option:  
(Indicated in yellow and  
prints with white ink)

#### Print Specifications

Filename: Learn\_CD-1-Labels.qxd

Inner ring size: 1.614-inches diameter

Outer ring size: 4.6-inches diameter

1 Color Option for Litho on White Stock  
(Technology at Work): PMS 2602

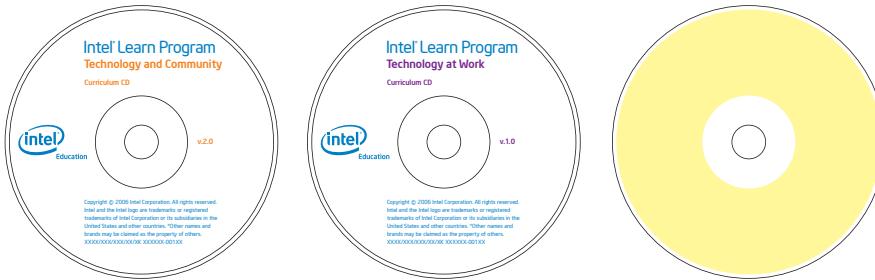
2-color option for silkscreen  
(Technology at Work):  
PMS 2602 + White Flood  
(Indicated in yellow)

1 Color Option for Litho on White Stock  
(Technology and Community): PMS 166

2-color option for silkscreen  
(Technology and Community):  
PMS 166 + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

#### CD Label Template with Solid White Background



Silkscreen White Flood Option:  
(Indicated in yellow and  
prints with white ink)

#### Print Specifications

Filename: Learn\_CD-2-Labels.qxd

Inner ring size: 1.614-inches diameter

Outer ring size: 4.6-inches diameter

2 Color Option for Litho on White Stock  
(Technology at Work):  
PMS 2602 + Intel® Blue

3 Color Option for Silkscreen  
(Technology at Work):  
PMS 2602 + Intel Blue + White Flood  
(Indicated in yellow)

2 Color Option for Litho on White Stock  
(Technology and Community):  
PMS 166 + Intel Blue

3 Color Option for Silkscreen  
(Technology and Community):  
PMS 166 + Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6










# Help Guide

## Production Kits & Assembly: Help Guide

### Overview

The Help Guide provides support for technical software skills covered in some Intel® Teach and Intel® Learn Program offerings.

#### Asset and Template Matrix

| Intel® Education Curriculum Program | Color Palette   | Core Visual   | Icon Set   | Template Set  |
|-------------------------------------|---|---|--|---|
| <a href="#">Help Guide</a>          | Intel® Blue <br>White <br>Black <br>Gray  | Core Visual A<br> | Icon Set C <sup>1</sup><br> | Template Set D<br> |

<sup>1</sup> Icon Set C is only used on the CD interface for this offering.

#### Manual Contents

The curriculum materials include the following elements:

- Curriculum Manual Covers and Spines
- Curriculum Manual Interior Pages
  - Introduction Section (title page and table of contents)
  - Content Pages
- Curriculum Support Materials
  - CD Label Templates (optional)

## Production Kits & Assembly: Help Guide

### Curriculum Manual Covers, Spines, and Interior Pages

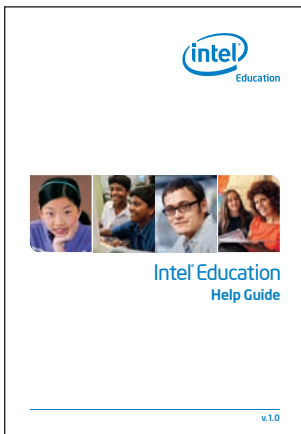
The Help Guide may be created as a perfect-bound book or wire-bound book. Books are often smaller and may be easier to distribute. It is acceptable to create the manual with wire binding if that is a more cost-effective method for your country; however, wire binding is not as sturdy as perfect-bound. Consider your country's needs and logistics when deciding on what format to use for your manuals. Below are sample specifications for the perfect-bound book that can be referenced as you develop your Help Guide.

In general, the front cover consists of the Intel® Education Identifier, the Intel Education title, manual title (Help Guide), version number (optional), and core visual. The spine should contain the Intel Education Identifier (depending on spine width), the Intel Education title, Help Guide title and version number (if applicable). The back cover consists of the Intel Education Identifier, optional placement of the Intel Education URL, optional placement for third-party logos (RTA or government agency), and full copyright information. If some variation is needed for your cover, please contact Kimberly Liss for approval.

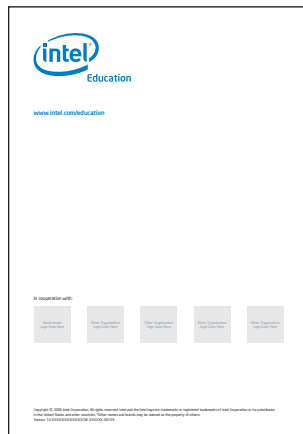
The Help Guide uses Template D for the manual interior pages. See pages 55–56 for example pages. This template is provided in color, but can be modified for use in black-and-white if that is the preferred printing option for your country.

Often the pages contain screen captures and charts. Screen captures should be saved as CMYK TIF files. Do not reduce the resolution of screen captures. Charts should be formatted using the Help Guide secondary colors (as shown in the matrix on page 125) according to the sample pages shown in Template D. Select a chart formatting option from the template that best meets your needs.

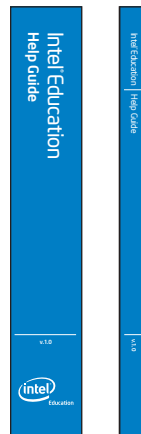
#### Help Guide Book Template — A4 Size



Front Cover



Back Cover



Spine

(2-Inch and .75-Inch Options)

#### Print Specifications

Filename:

Help\_A4\_BookCover.qxd

Front and back trim size:

8.268-inches wide by 11.693-inches tall

Spine trim size:

2-inches and .75-inch wide by

11.693-inches tall options

(White Wire-O binding is an option)

5-color: CMYK + Intel® Blue

Stock: 12-point Cornwall Recycled C1S2

(If this stock is unavailable, please

choose a stock that is similar in

brightness and thickness)

Finish: Overall satin aqueous

Software: Quark XPress 5\* and 6\*

## Production Kits & Assembly: Help Guide

### Curriculum Support Materials

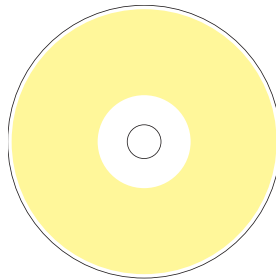
#### CD Label Templates

Countries have the option of developing the Help Guide manual on CD rather than printing the manual. The Help Guide CD can then be used to support many offerings, if needed. The Help Guide CD should incorporate the Core Visual A, secondary colors that correspond to this manual, the Verdana font family, and Icon Set C.

CD labels are provided for lithography printing in 1-color and 2-color options. For silkscreen printing, a white flood is also provided.

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#### CD Label Template with Solid Color Background



Silkscreen White Flood Option  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Help\_CD-1-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

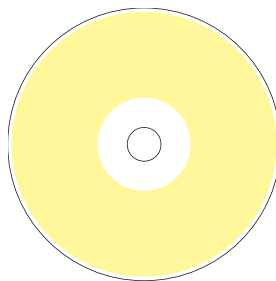
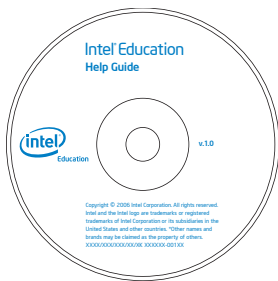
1-color option for litho on white stock:  
Intel® Blue

2-color option for silkscreen:  
Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5\* and 6\*

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#### CD Label Template with Solid White Background



Silkscreen White Flood Option  
(Indicated in yellow and prints with white ink)

#### Print Specifications

Filename:  
Help\_CD-2-Labels.qxd

Inner ring size: 1.614-inches diameter  
Outer ring size: 4.6-inches diameter

1-color option for litho on white stock:  
Intel Blue

2-color option for silkscreen:  
Intel Blue + White Flood  
(Indicated in yellow)

Software: Quark XPress 5 and 6

Production Kit DVD

## Production Kit DVD

### Assets DVD

The DVD disc provided with the Design Guidelines contains artwork files available for the Intel® Teach and Intel® Learn Program curriculum materials. These files have been created for high-end reproduction of materials for print and on-screen applications. Layout templates and all images for the layouts are provided using Quark XPress 5\* and 6\* they are cross-platform and can be used on both Macintosh\* and PC (Microsoft Windows\*) platforms. Since it may be necessary for some vendors to use a design program other than Quark XPress, PDF files are provided as a visual reference.

#### System Requirements

In order to open, use, and manipulate the files on the Assets DVD, you must meet the minimum system requirements below.

#### System Requirements

| Macintosh* System  | Microsoft Windows* System  |
|--|--|
| <p><b>Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>▪ PowerPC* processor</li> <li>▪ Macintosh OS software version 8.6*, 9.0.4*, 9.1*, or Mac OS X*</li> <li>▪ 64 MB of RAM</li> <li>▪ Color monitor with 256-color (8-bit) or greater video card</li> <li>▪ 800 x 600 or greater monitor resolution</li> <li>▪ DVD-ROM drive</li> </ul> <p><b>Software Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Quark XPress version 5* or later</li> <li>▪ Adobe Illustrator* version 11 or later</li> <li>▪ Adobe Photoshop* version 8 or later</li> <li>▪ Adobe Acrobat Reader 7.0* or later</li> <li>▪ Microsoft PowerPoint 2000* or later</li> <li>▪ Neo Sans Intel font family (needed for Quark XPress files)<sup>1</sup></li> <li>▪ Microsoft Word 2000* or later</li> </ul> | <p><b>Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Intel® Pentium® processor</li> <li>▪ Microsoft Windows operating system software 98*, Me*, 2000*, NT 4.0*, 2000*, or XP*</li> <li>▪ 64 MB of RAM</li> <li>▪ Color monitor with 256-color (8-bit) or greater video card</li> <li>▪ 800 x 600 or greater monitor resolution</li> <li>▪ DVD-ROM drive</li> </ul> <p><b>Software Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Quark XPress version 5 or later</li> <li>▪ Adobe Illustrator version 11 or later</li> <li>▪ Adobe Photoshop version 8 or later</li> <li>▪ Adobe Acrobat Reader 7.0 or later</li> <li>▪ Microsoft PowerPoint 2000 or later</li> <li>▪ Neo Sans Intel font family (needed for Quark XPress files)<sup>1</sup></li> <li>▪ Microsoft Word 2000 or later</li> </ul> |

<sup>1</sup> See page 7 for how to obtain the Neo Sans Intel font.

## Production Kit DVD

### File Format Descriptions

Here is a list of file formats (suffixes of file names) with examples of how to use them:

**EPS (bitmap)** files can be used for importing/placing into layout programs such as Quark XPress\* for print applications. The linked images in the core visuals are provided in this format.

**EPS (vector)** files can be reproduced at any size without compromising quality. They are ideal for importing/placing into layout programs such as Quark XPress for print applications. The Intel® Education Identifier, Icon Sets A and B, and ISTE seals are provided in this format.

**GIF** files are bitmap files that are ideal for Web design applications. They can be opened for viewing in Adobe Photoshop\* or any image editing/viewing application. The Intel Education Identifier, Icon Set C, and ISTE seals are provided in this format.

**JPG** files are bitmap files that are ideal for importing/placing into Microsoft Word\*, and Microsoft PowerPoint\* for on-screen and Web design applications. The core visuals are provided in this format.

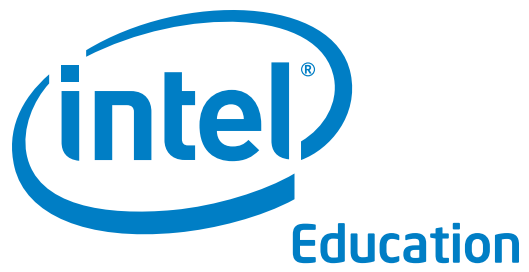
**PDF** files are for visual reference only. They can be opened for viewing in Adobe Acrobat\*.

**PNG** files are bitmap files that are ideal for importing/placing into Microsoft Word or Microsoft PowerPoint for on-screen applications. The Intel Education Identifier and core visuals are provided in this format.

**PSD** files are bitmap files that can be opened in Adobe Photoshop. They are not to be used in layout programs such as Quark XPress. The core visuals are provided in this format.

**QXD** files are Quark XPress layout files for importing/placing text and images into and are ideal for print applications. All templates (manual covers, interior pages, CD packaging, CD labels, and certificates) are provided in this format.

**TIFF** files are bitmap files that are ideal for importing/placing into layout programs such as Quark XPress for print applications. Icon Sets A and B are provided in this format.



[www.intel.com/education](http://www.intel.com/education)