

Daily Procedures

At the start of class

- Check your email
- Clean your email (move messages to folders)
- Reply to any emails
- Send emails to photographers or editors for items you need
- Gather interview sheets for who you need to interview today. Locate their class. Print the page they are on.
- Check photo requests list (omit any completed assignments you requested)
- Give a list of names of students you placed on pages to Abby
- Organize Quote Books

Toward end of class

- Spell Check your page (command I)
- Get editor approval on designs
- Sign out for all interviews
- Ask “What story am I telling” on each page
- Zoom in and clean design
- Use cheat sheet
- Remove all blue boxes when photos are placed

Last 10 minutes of class

- Check email
- Log out of Google
- Log out of Adobe
- Print spread at 25% for the magnet board (last day of week)
- Organize quote book
- Clean around your computer