

Editing a Page Step by Step

1. First, decide how you want the page to look after planning. Decide what graphics, photos, display heads, and other types of design you want.
2. Transfer your ideas to grid paper (in wooden closet). Determine how big a story should be and where you want to put it. Most important stories go at the top. Remember the backward “S” and that more important stories belong in the 1, 2, and 3 positions of the backward “S”—1st, top left; 2nd, top right; 3rd, bottom right.
3. Don’t forget to sign up for ads and place them on your page first. Ads go up the outside of your page or across the bottom. Avoid doglegs as you design. Ads do not go on the front page, the opinions pages, or the centerspread.
4. Complete story assignments sheets for all reporters once your grid design is complete. Give graphic and photo assignment sheets to artists and photographers as well. Be sure to list all needed graphics and photo assignments on the respective signup sheets in the journalism office. These need to be done ASAP in the first week of the production schedule.
5. While reporters are writing the stories and after your grid layout has been approved by the editors-in-chief, transfer your layout from the grid paper to the computer. This should be done before A deadline. Be sure to pull photo boxes, pullout quotes, etc. from Pirateer Library so they are uniformly made.
6. As stories come in, read them, and offer corrections and constructive criticism to the reporters. Return story copy to reporters for revisions. Once stories are revised, flow the stories onto the computer. **DO NOT FLOW UNREVISED STORIES.**
7. Flow stories, add headlines, graphics and photos. Be sure to use Pirateer paragraphs, Byline 1 and Byline 2 from Style Sheets to ensure uniformity of Pirateer.