

Appendix F
College Newspaper Production
JOURN 101-103
COURSE OUTLINE

- I. Dividing into groups/ explanation of responsibilities per section
 - A. News
 - B. Opinion
 - C. Features
 - D. Food and Drink
 - E. Arts and Entertainment
 - F. Sports

- II. Story idea generation (sectionals)
 - A. Pitch story ideas to section editor
 - B. Refine story ideas to reflect norms of the paper and Associated Press style
 - C. Refine lede and nut graf
 - D. Update the story budget

- III. Photos and art elements
 - A. Demonstrate a mastery of the photo filing system
 - 1. Use Adobe Bridge to delete lesser-quality photos and rotate/rename those to keep per section
 - 2. Create a folder for each set of photos (one folder per story)
 - 3. Use Adobe Photoshop to “clean up” images
 - a. Adjust mode
 - b. Adjust curves
 - c. Adjust color/brightness
 - d. Adjust image size
 - e. Cropping
 - f. Check resolution (300 dpi for print, 72 for web)
 - 4. Delete images from memory card and ready for the next user
 - B. Create graphs for use with stories
 - 1. Bar graphs
 - 2. Line graphs
 - 3. Pie charts
 - C. Breakout Boxes

- IV. Web-based document filing system
 - A. Creating a web-based e-mail account
 - B. Creating a group for your section
 - C. Creating a document in a web-based application
 - D. Sharing the document
 - E. Inserting draft into the budget as a hyperlink
 - F. Making revisions