Appendix F
College Newspaper Production
JOURN 201-203
COURSE OUTLINE

I.   Assign duties for section based on abilities/experience
   A. News
   B. Opinion
   C. Features
   D. Food and Drink
   E. Arts and Entertainment
   F. Sports
   G. Appoint deputy editor

II.   Meet with managing editor, Editor-in-Chief and adviser to layout vision for your section
   A. Assessment of previous quarter's section
   B. Traditions/consistency
   C. Changes to implement

III.   Story idea generation (sectionals)
   A. Listen to reporter's/photographer's ideas
   B. Help reporters to refine story ideas to reflect norms of the paper and Associated Press style
   C. Refine lede and nut graf
   D. Coordinate with photo editor and managing editor for space constraints and art availability
   E. Prioritize according to lead story with a consideration of art elements
   F. Make sure story budget is up to date

IV.   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

V. 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

VI. Basic page layout
   A. Headline writing
   B. Subheads
   C. Columns/decks
   D. Bylines/ photo credits
   E. Working with photos
   F. Working with other art elements