

## **Frequently Asked Questions**

### **Where do I put my stories so others can work with them?**

Our folder is called “Journal” and it is on the K server. Within this folder are all of the other folders we need to organize our stories, pictures and pages.

When writing stories, save them in your personal folder first until they are finished and are ready to be edited. Then, save them in the appropriate place within the Journal folder, i.e. News, Opinion, Sports, Variety. Make sure to spell check them before submitting them to the shared folder.

### **How do I edit stories?**

All of the stories that are ready for editing will be located in the Journal folder.

When editing stories, be sure to read carefully and double check anything that seems like it might be incorrect. The writer will thank you if it saves them from an embarrassing mistake. And that is exactly what you are doing when editing, LOOKING for mistakes and fixing them. When you finish editing a story, hit enter a few times at the end and put your initials there to show it has been read. I would like every story to be read at least three times before going into our paper.

### **Where do I save photos/cutlines?**

Photos should be saved into the Photos folder. Cutlines (the information that goes along with the photo that includes names and what is going on) belong in the folder for the section in which it will appear. For example, a sports photo goes in the Photos folder, while the cutline would appear in the Sports folder with a title something like “Wrestling pic cutline.”

### **How do I create my pages?**

To create your pages, first look in the page templates section. There will be three pages there: Front, Odd, and Even. Choose the appropriate page and Save As in the Current Pages folder. For example, if I have Page 7 and it is a sports page, I would open an Odd template, change the page number to seven, the title to sports, and the date to the day we will publish before saving it as “Page 7” in the Current Pages folder. From that point on, you should work on that page out of the Current Pages folder.

### **What should I do with all of this clutter in the folders?**

Normally when we start a new issue, we will need to clean up the old stuff. Editors should go into their respective folders, select everything, copy it, and finally paste it in the appropriate archive folder under a new folder created with that issue’s date. Follow the examples of the past issues that have been made.

**Some extra tips**

- Don't wait until the last minute. Whether it is a story, page, or a photo, the more time you give other people to review your work, the better chance we have to catch any mistakes and put out the best newspaper we can.
- Always be ready to jump in. In my experience working in several different jobs, the best co-workers are the ones who are not afraid to roll up their sleeves and help out. It will make you a favorite of your classmates if you are always there to help.
- Keep your eyes open for good story ideas. You will all hear and see things that I might not pick up on. Make sure you bring these back to the rest of the staff so we can decide what to do with them.
- Most of all, work hard and have fun so we can put out a product that everyone enjoys reading and that we can be proud of.