

Voice Print Layout

Use Adobe InDesign

Plan to spend total of +/-6 hours

Set up new month using previous one as template.

Receive ads from Cathy, place them in document.

Receive articles from Copy Editor, pictures from Photo Editor.

Place articles in proper sections, making sure placement is correct. Place pictures with articles (if supplied)

Check that all ads are in, that color pages are correct, and that all submitted stories are there. Make sure that all text is black (with no gray, blue, or other colors)

Export to pdf (smallest file size), send to editors for checking. Fix anything noted by editors, resave and export again to pdf, send to final proofer.

Work with final proofer to fix errors.

Re-export to Print Quality, to the Printery specifications. Upload to Printery website. Let them know.

Send to staff.