

# PAGE LAYOUT

## *Job Description*

1. Submit story ideas! Always keep your eyes & ears peeled for your next great story!
2. While articles are still being edited, go ahead and create the templates to be used for the paper.
3. When you receive an article from a reporter, open Microsoft Publisher and import the text from the flash drive.
4. All stories should be formatted already in Times New Roman, 12 point font. Make sure the headline and reporter's name are included in each article.
5. Depending on how long the article is, format it into 1, 2 or 3 columns (each 3.5" wide). Change spacing to single spacing.
6. Make a separate text box for the headline. The headline should span across all the columns in a larger font size (24 – 60 pt.)
7. Save your work onto a designated flash drive.
8. Put all hard copies of stories, photos, artwork and flash drives in the NEWSPAPER box.
9. Creating a great layout is like putting together a puzzle. You'll have to try different layouts before you find the best one. You might also have to re-format some articles in different columns.
10. Include a list of layout artists and editors in each issue.
- 11. MOST IMPORTANTLY....HAVE FUN!**

