

PHOTOGRAPHERS

Job Description



1. Submit story ideas! Always keep your eyes & ears peeled for your next great story!
2. Get your photo assignment.
3. Take your pictures! Make sure that you talk to everyone in your photos and get the CORRECT spelling of their names. Be sure to include their pod #'s if they're students. Be sure to get the location of where you took the photos too.
4. When taking your pictures, remember that close-ups are better than photos taken from across the room. Your friends will want to see their faces!
5. Take pictures using your creativity....be different!
6. Save your photos onto a CD or flash drive. If your camera is not digital, ask to have the photos developed and also put on a CD.
7. View your photos in Microsoft Publisher. Choose the best photo that represents the story. Crop the picture, as needed, and eliminate extra background. You'll want your subject to stand out.
8. Write a cutline that describes the picture. Use full sentences and be sure to include all names. Type cutline using Microsoft Word, 12 point, Times New Roman.
9. Be sure to include your name at the end of your article – For example, *Photo taken by (name goes here)*.
10. Print out several sizes of your photos with its cutline on one sheet of paper. Write your name, the story your photo goes with, and the number of the flash drives where the pictures and story may be found.
11. Place your photos and the paper in the Layout box.
- 12. MOST IMPORTANTLY....HAVE FUN!**