

# COPY PROCESS FLOW CHART

## LAKE RIDGE STUDENT MEDIA

### 1 UPLOADING INTERVIEWS

- AFTER YOU CONDUCT THE INTERVIEW, TRANSCRIBE IT IN A GOOGLE DOCUMENT AND MAKE SURE THAT NAME SPELLING IS CORRECT AND ALL WORDS ARE AS HEARD.
- DOWNLOAD IT AS A PDF BY CLICKING FILE --> DOWNLOAD --> PDF DOCUMENT. GO TO \_COPY 2021 IN GOOGLE DRIVE.
- SAVE THE DOCUMENT AND AUDIO IN THE GOOGLE DRIVE FOLDER TITLED "I. INTERVIEWS", AND TITLE IT "LASTNAME\_FIRSTNAME\_SPREADNAME" WITH THE NAME OF THE PERSON YOU INTERVIEWED NOT YOUR NAME. YOUR NAME SHOULD BE INCLUDED AS A BYLINE IN THE DOCUMENT.

### 2 UPLOADING THE FIRST DRAFT

- WRITE THE STORY AND CAPTIONS ON A GOOGLE DOC AND UPLOAD BOTH THE DOCUMENT THAT YOU WROTE IT ON, AS WELL AS A PDF OF THAT DOCUMENT ONTO THE GOOGLE DRIVE TITLED "DRAFT FOR EDITORS"
- TITLE THE PDF AS "SPREADNAME\_FIRSTINITIALLASTNAME\_DRAFT" WITH YOUR NAME
- THIS IS WHERE THE COPY EDITORS WILL LOOK OVER AND HELP CORRECT AND IMPROVE YOUR STORY

### 3 SUGGESTED REVISIONS

- GET YOUR REVISED FILE FROM THE GOOGLE DRIVE FOLDER "DRAFTS-SUGGESTED REVISIONS" AND CORRECT THOSE REVISIONS (IF NEEDED PUT BACK INTO "DRAFT FOR EDITORS" FOR A SECOND LOOK UNTIL COMPLETE)
- ONCE YOUR STORY HAS BEEN LOOKED OVER AND CORRECTED IT WILL BE PLACED INTO "FINAL COPY"

### 4 PLACING ON SPREAD

- YOU WILL THEN PLACE YOUR STORY AND CAPTIONS
- AFTER ALL COPY IS ON THE PAGE YOU WILL COME UP WITH LEAD-INS AND HEADLINES THAT PULL THE WHOLE PAGE TOGETHER
- THE FINAL STEP WILL BE ADDING IN ALL OF THE PHOTO AND STORY BYS FOR EVERY CAPTION, PHOTO, AND STORY

### QUICK TIPS:

- TRY TO GET AN INTERVIEW AS QUICKLY AS POSSIBLE
- USE OTTER TO RECORD AND TRANSCRIBE INTERVIEWS
- CHECK THE FRUITLOOP FOR CORRECT SPELLING OF NAMES
- LOOK AT THE STYLE GUIDE TO FOLLOW YEARBOOK WRITING
- BE SURE TO INCLUDE CREDIT FOR THE INTERVIEWER AND WRITER IN THE STORY BY: