

PHOTO WORKFLOW PROCESS

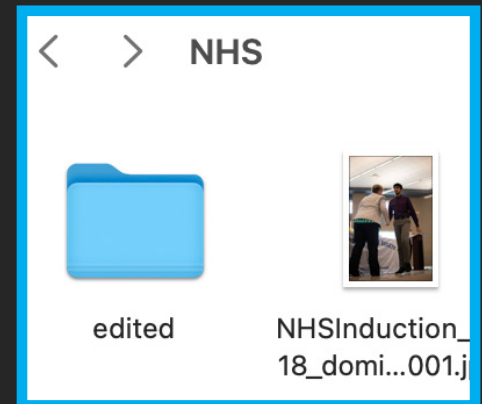
STEP 1: SHOOTING

- Assign staffers to events in the calendar
- Never disturb the event to get a photo
- Once at the event, cover every Lake Ridge activity
- Stay at each event for at least 2 hours or until end



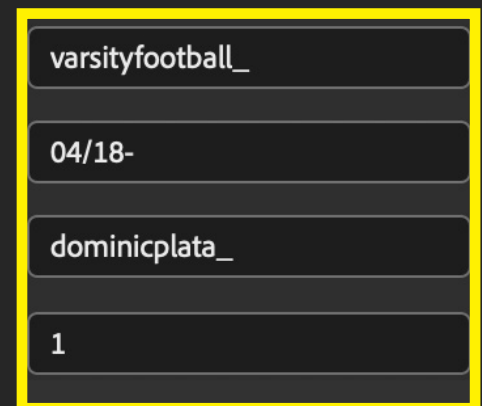
STEP 2: EDITING

- Copy images from SD cards into a folder
- Upload images into Lightroom and choose photos
- Edit photos using presets and adjusting as needed
- Upload edits into a subfolder in the previous folder



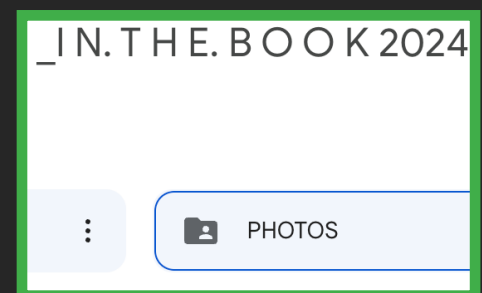
STEP 3: UPLOADING

- Rename edited images in the subfolder using Bridge
 - Format: event_date_firstlast_number.jpg
- Upload renamed images into the Google Drive
 - Fill out event submission form



STEP 4: SELECTING

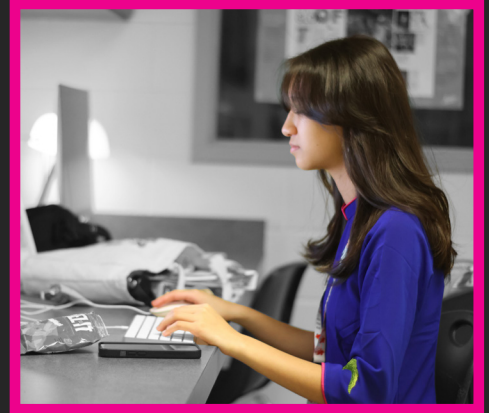
- Editors will check each submission
- Editors will select photos for spreads
- All staff will help to name students in photos
- Move photos into IN THE BOOK for spreads



COPY WORKFLOW PROCESS

STEP 1: RESEARCH

- Use photos from IN THE BOOK
- Identify people in photos
- Write 5+ questions for the interview
- Schedule the time to conduct the interview



STEP 2: INTERVIEW

- Pull student out of class using Press Pass
- Ask to record interview, using Otter to transcribe
- Interview until enough information is received
- Upload interview audio and transcription to drive



STEP 3: DRAFT

- Make Google Doc in IN THE BOOK folder for copy
- Match photos to interviews to begin to write
- Create all captions, stories, and data
- Add by lines for stories and photos as needed



STEP 4: FINALIZE

- Editors will check over all copy and suggest revisions
- Staffers will go back and finalize copy
- Copy will be placed onto the spread
- Use Spell Check and Caption Perfect in Indesign

