FAQS

* **Do we need a table of contents?**
  - Yes please!

* **Do we need to organize our magazines by section?**
  - NOPE! It may be mixed in whatever way you choose.

* **Do we need to include our entire Economics report?**
  - NOPE. Frank will explain that you will include only ONE section per member.

* **Is there a font size requirement?**
  - No. You may make the font size as big or small as you need to; it does not need to be the same throughout; I recommend not to go lower than size 10

* **Can we add/subtract pages from this template?**
  - Yes please! You will need to add or subtract pages to achieve 20, 24, 28, or 32 pages.

FAQS (PT. 2!)

Will we be printing our magazine?
 - NOPE. Ms. Jones & I will be printing for you; more info to come for print settings

What dimensions should my document be set to?
 - Letter: 8.5 x 11
(do not set to 11 x 17 yet!)

Do we need to have magazine sections?
 - NOPE. You can keep articles together or separate them.

Do we need the commentary for our Art History ad?
 - No.

Do we each need to include the art deliverables?
 - Yes; each student will include the images for their birdhouse, their lamp, and their comic strip

Do we each need to have grid lines?
 - No; its helpful, but not mandatory (layout > create grids)

Copy Editor

- Compiles the text, selects fonts, and edits the articles

- In charge of proofreading, formatting and gathering all written pieces

- Should be comfortable with grammar and with MSWord

Art Director

- Compiles the artwork and advertisements

- In charge of scanning, scaling, and cropping all artwork

- Should be comfortable with Adobe Photoshop or Illustrator

Editor-in-Chief

- Compiles the text and the artwork

- In charge of layout for the over all magazine

- Must be comfortable with Adobe Photoshop

- Will be trained for InDesign & how to print the magazine

Know your roles:

In a moment, grab a Post-It depending on the role you are choosing