

Page Editors' Checklist

~You must have all of these things completed before you are able to leave on stay-late nights!!

- Photos boxed.
- Correct fonts used.
- No stretched graphics.
- Layout boxes deleted.
- Headlines on dominant stories (the one on top) are considerably larger than the others on the page.
- Gray boxes are 5% black.
- If you are using red text or red boxes (basically any red spot color) make sure you use magenta, NOT red. (It will appear red on the pages-if you don't understand, don't worry about it, just put everything in MAGENTA.)
- Make sure captions are written in correct form. Also, photo credits must appear horizontally above the cutline.
- Make sure you have the correct date and page number on each page.
- Make sure you have the correct master page (even or odd). Also, make sure your page is placed on the [A-2, A-2, etc.] page, not A-Master. You can check this by going to Window and selcting Pages to see which area is selected. Always do you work on the lower portion of the Pages screen.
- Page saved as ISXPGX in pages folder.
- IMPORTANT: If you use Mr. Myer or mention his name anywhere on the page, make sure it is spelled correctly. (It is Myer, not Meyer or Meyers.)
- Drop cap all stories, and use small caps for the first line of the story.
- All bylines must be the same size, regardless of the number of columns they stretch. Also, they must be flush left.
- There must be ONE PICA between all elements on the page.
- All objects on page are aligned.

More on the back...

- If you have a text wrap, make sure you can read the text around the graphic so that it is not squished, once again, ONE PICA applies.
- Make sure the headline fills the allotted space! Do not put tabs or spaces in between the words to make it fit-rewrite the headlines if it does not fit.
- Perform a spell check on your stories and headlines-we have to pay if there is a mistake the printer has to correct in a headline. If you are unsure how to do this, please ask.
- Before you leave, check your page and especially your headlines on a computer with all of the fonts to ensure your headlines fit the way they should.
- Check all quotes on your pages with the quote verifications for accuracy, and make sure people's names are spelled right. We do not want to be sued for libel. It is the page editors' responsibility to make sure the spelling, grade level and text of the quote are correct.
- If you use a box around a column or brief or any kind of box, make sure the stroke is hairline (1 pt.) — we don't need really thick boxes — it is not good style.
- If you leave to go to work or to play in a sport, you must come back to finish your pages. Do not assume someone will finish them for you. The front doors lock after a certain time, so call the room at 314-415-7978 to have someone let you into the building.
- BEFORE YOU LEAVE, JASON, JENNY AND MS. RYAN MUST ALL APPROVE YOUR PAGES ON THE COMPUTER. YOU MAY NOT LEAVE UNTIL THEY ALL HAVE MADE CORRECTIONS.
- Remember, if your page is sloppy, looks bad or has many errors, it not only reflects badly on the page editor, but on the entire newspaper staff. Take the time to do your page correctly.
- Editors in chief, the copyeditor and Ms. Ryan have the final say on pages. Some last min. changes may be necessary, however, we will try to reach you if there is time.