



# Checklist for Production

Use the checklist below as a guide to help you put your newspaper together for publication.

- Prepare your copy for the newspaper**  
Put your stories in column form. You can handwrite your stories and reduce them on a photocopying machine. You can type your stories in columns. You can use a word-processor and print out your stories on a printer.
- Prepare your artwork for the newspaper**  
Trace over any pencil drawings for stories or ads with a black felt tip pen. Most photocopiers cannot copy pencil well.
- Lay out and paste up your front page**  
Put your newspaper's flag at the top of your front page. Then paste your pictures and stories on the page. Be sure to include an index on the front page.
- Lay out and paste up the inside pages of your newspaper**  
Put the ads on your other pages first. The ads always start at the bottom of the page. Your news stories, feature stories and opinion pieces go at the top of the pages. Be sure to number each of the inside pages of your newspaper.
- Print your newspaper**  
Copy your pasted-up pages on a photocopier. After you have copied all the pages, put the pages together in the correct order. Use a stapler to fasten all the pages together.
- Distribute your newspaper**  
Deliver your newspaper to your readers. Be sure to include other teachers, your school superintendent, your principal, office workers and maintenance workers. Take a copy of your newspaper home to show your family.