**Spread Check List 2017/2018**

**Team Member Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page #s\_\_\_\_\_\_\_\_\_**

□ **Graphic Design**

□All pictures fit exactly to the edges of green boxes (zoom in to at least 200%), hold command and double click on images to crop to edges

□ Your story has a clear dominant image & all pictures in 1 story are grouped together in a “cloud” including/around the **dominant picture** using the green boxes, and spacing 1-3 images off the spacing either further out or overlapping another

□ You have some rectangle/color/Oregon or deNovembre font/ lense leak/element erased to be a part of an image/ etc. element to tie to our theme

□You used 1-3 inspiration pieces for your graphic design, that can be referenced and clearly show how you used them

□ **Captions & Tagging**

□ Captions are at least **two sentences**, first in present tense describing the picture **using the “caption image” command in facial tagging**, and second giving an extra bit of information, they can include quotes

□ All in-use photos on the page are **tagged with names of the people** in each photo

□ **Pictures**

□ Have non-related content cropped out or fill the frame?

 □ Good color and white balance & other editing technique choices like B&W, brightness, etc.?

□ **Byline** “stories by” and “photos by” under each story – **no caps, no :**

□ **Gutter** No copy or faces are in the gutter (center of spread)

□ **Different stories** are exactly 1 pink bar apart from each other & each story touches the pink bars in at least 1 place on each of the sides

□ **Check every textbox** with **“select style**” dropdown box, make sure they are the correct font

□ Check that all **colored elements** are selected from the set colors, are at 100% & can have their transparency adjusted

□ **Story and captions are edited by 3 people**

**1. 2. 3.**