

to allow space for titles, and lots of graphics, at least one or two good-sized photos or drawings per page. You can get these from other newspapers, and from artists on your staff. Keeping a graphics file, arranged by subject, will help.

If you are going to be printing your paper photo-offset (see next section). You'll need scissors, an exacto knife or razor blade, rubber cement, and a ruler, plus heavy paper or cardboard. The usual procedure is to use a blue pencil and draw very light lines showing where the borders and margins of each page are. Light blue will not show when the paper is printed and should not need to be erased. Arrange the articles and graphics on each page, and stick them down with a little rubber cement.

If you don't like hand-drawn titles, and they can tend to look messy, stationery stores have numerous lettering devices. One, that is easy to use but looks quite professional, is transfer lettering. A short browse through the store will help you decide what method is best for you.

PREPARING FOR PHOTO-OFFSET PRINTING

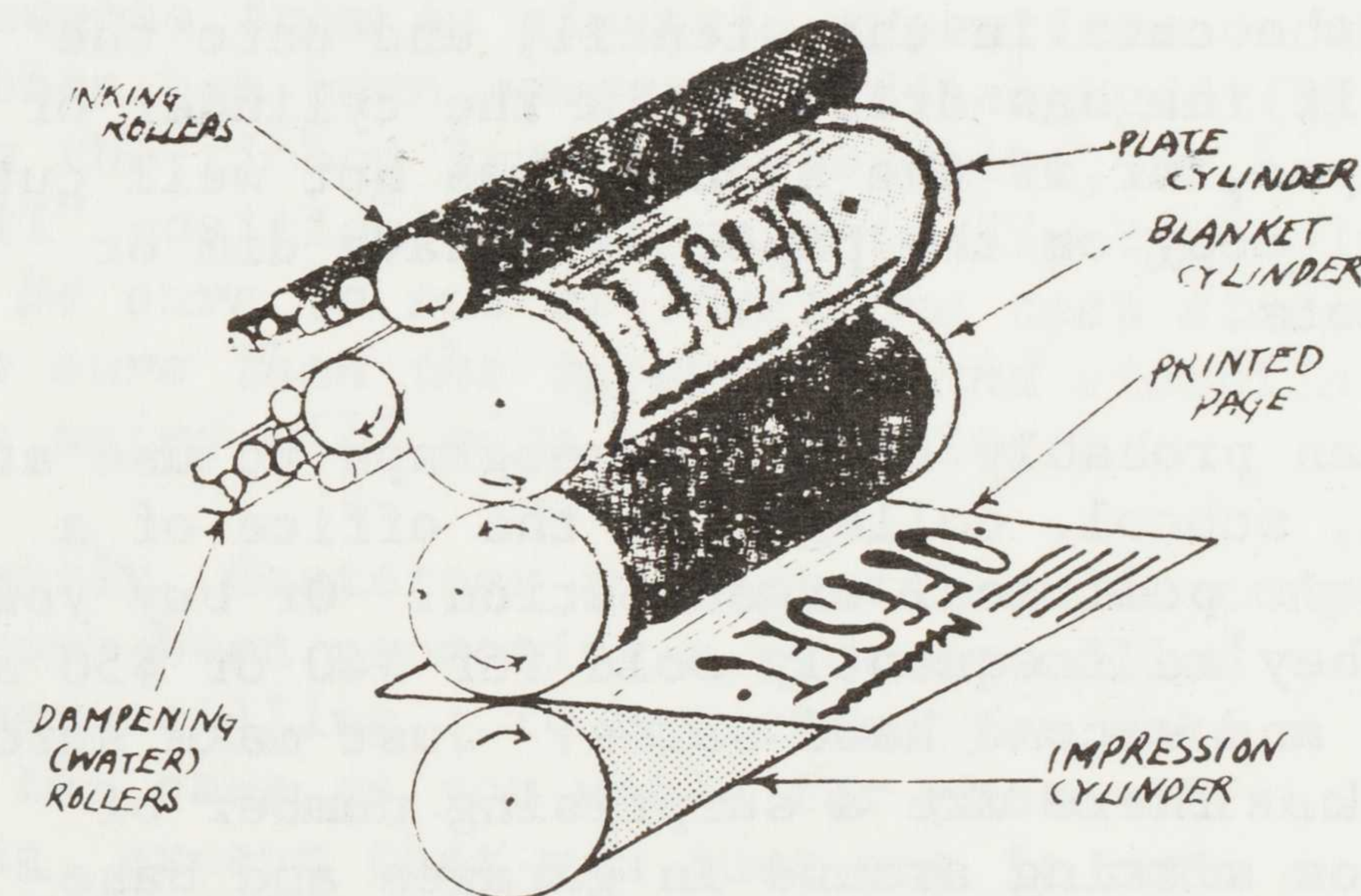
If you're lucky, you may have access to an offset press, and can print your own paper on it. Most people, though, will have to get their material printed by someone else. This pamphlet will simply try to give a brief explanation of how photo-offset printing works, and how you should prepare a layout to be printed by this process.

Prices for this type of printing vary considerably. Try to talk to the staff of some publication in your area, preferably a radical or underground paper, since they may have already looked around. Also, get estimates from all the "Printers" listed in the yellow pages.

Once you have decided on a printer, go by and

talk to them about exactly what their requirements are for **your** layouts. It's best if you're accompanied by someone who has had previous experience with printing. Some of the specific questions you may want to ask are: How big should each page of your layout be? How long will the printing take? Does the printer need to know in advance when you will bring in the layouts? Do they charge extra to screen photographs? (because shades of grey cannot be printed, original photographs have to be changed into what is called a halftone, which turns grey areas into black dots of varying size, to give the illusion of grey, and some places charge extra for this.) The printer may also be able to reduce an entire page of layout to a smaller size, making the type smaller and allowing you to fit more material on a page.

When the printer receives your layouts, she will use a large camera to make a photographic negative of them. On this negative, she can block out some of the unwanted lines, smudges, and fingerprints that will be there if you were messy during layout. (Which is not an excuse for sloppy layouts, since she won't be able to fix everything.) From this negative, she makes a printing plate, which is mounted on the



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