

CHOICES PREPARATION

Putting the previous CHOICES together involved many steps and contacts, including writing, proof reading, editing, laying out, typesetting, etc. Preparation for mailing is the final step. The latest issue was not typeset by ABCDE volunteers at the Barrington Courier-Review, but by arrangement with Linda Stanley, who also obtains the best printing price from large companies outside of Barrington. Local printers cannot meet the price she gets (often including donated paper).

Details of steps, in no particular order, follow.

1. Obtaining information.

-Through subscriptions and requests, Editor noted possible articles throughout the year. Usually up to 100 possibilities had to be screened.

-Special questionnaires were designed for schools and churches which mailed at least 3 months in advance, requesting specific information which could be "boiled down" for the church or school pages. (Response was poor in both categories, but enough to write something.)

-Phone calls with follow-up letters requesting specific articles to be submitted (privilege to edit for space) by STUDENTS or PERSONS WITH A PROFESSIONAL SPECIALITY i.e., police, school core-team leaders, doctors, social workers, etc. Usually a 2-3 month deadline did not eliminate continuous follow-up reminder calls, although police, BYS, and several church and school persons were very dependable. (All are busy people!) Description of requested information was very specific to avoid too-lengthy articles. MOST REQUESTS WERE FOR 1½ pages DOUBLE SPACED. ALWAYS EDITOR HAD RIGHT TO EDIT for SPACE.

-Editor noted appropriate information at ABCDE and other meetings which would provide appropriate information; follow-up included getting the information and writing it up or asking for an article to be submitted.

2. Pictures and illustrations

-Appropriate pictures need to be in BLACK AND WHITE, of good quality from a 35 mm. camera. Those of people, need to be in groups of no more than three., with few exceptions.

-The goal for cover pictures: use pictures of healthy youth doing alternative activities. High school youth pictures, and to some extent middle school, were screened by "friendly" students and teachers who advised if the pictured youth were good role models. (Editor got burned at least once!)

-Cartoons were done by Eva Sandor, now out of college and working. Editor wrote article, suggested what was to be illustrated and sent list of 15-20 suggestions to Eva, who mailed cartoons back. Eva was exceptionally perceptive in what cartoon was to express.

-Graphs, pictures and charts without copyright were also used. Permission sought for some was done.

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3. Writing or combining information for articles, all done by editor or a few who volunteered, except those cases when the writer's name appeared or source totally quoted. All issues were different; some volunteers combined drug information, summarized church page, verified back page information, etc.

4. Editor selected final articles/subjects. A central theme ran through the first several pages, sometimes taking the lead from the first article.

Editor layed out pages according to mock-up sheets provided by Courier editor in 1983 for first issue. Early typesetting equipment at Courier was easiest as inch-length of articles was given and editing could be done on typesetting machine. Possible with home computers with MacIntosh or other desk-top publishing. However, type size and printer quality determine what can be done before given to printer.

The copy machine quality of the James Street equipment enabled Editor to use some material without further rewrite or typeset.

5. Back page information needs to be verified and updated for every issue.

Front page picture grid, originally provided in 1983 by Drew Davis of Courier, was used for each issue. The format was that adopted by original ABCDE information committee. (Faith Semla, Linda Stanley, Elaine Amoroso, Elaine Nelson, Marge Slocum, Laura Lee, Sandy Heinz, Janet Gohl, and several others)

6. A duplicate copy of EVERYTHING, including lay-out, was kept by Editor in case of loss and easy referral on the phone with Linda Stanley. These two went over each page together, often with suggestions by "professional" Linda, especially in early issues. This prevented printer editing and kept the information accurate and complete.

Articles which were quoted in CHOICES were filed with Editor's copy.

7. Material was copied at James Street, including articles which readers requested (as suggested in CHOICES). A WONDERFUL PRIVILEGE which made editing easier.

8. Printing.

Once the layout was completed, Linda followed through with obtaining printer, paper, binding, etc. Delivery of 15-17,000 copies to Editor's home where volunteers helped process for bulk mailing.

9. The bulk mailing process is not difficult, just tedious and requires "special handling" of post office personnel. A list of carrier routes is required, along with 40-45 special post office boxes, mailing bags (canvas) for out-of-60010 zip codes, etc. The correct number of CHOICES is put into each carrier route box (varies from 35-500). Other-than-60010 addresses of students in School District 220 are sent copies via labels obtained from the James Street office. (60011, Carpentersville, Dundee, Fox River Grove, etc.)

The School District provided pick-up and delivery to the post office of the ready-for-mailing issue.

Faith Semla
January 9, 1992