EEAC Newsletter-Blog
workflow development diagram (Draft)
4/26/2021

Timeframe from editing > layout design > WordPress creation & publication

A. ➔

Items / ideas / upcoming
articles / features
book buzz / book reviews
lesson plans
spotlights
Forum projects / updates
Forum reports
EEAC events / programs
partner news
EE news
EE resources

Regular mentions / items
EEAC's mission statement
website / social media
EE database
syllabi bank
adaptive plan updates
membership
ways to get involved w/EEAC
chair's message

B. ➔

Contents
• submission process
• acquiring process
• repository guide (file location)
  links to external items

Content Types
• text documents (doc, txt, gdoc)
• spreadsheets / tables / figures
• presentations / slides (ppt)
• images: photos, diagrams,
  illustrations, logos, artwork
  (png, jpeg, gif, tiff, ...)

* If PDF, the text need to be
  captured/selectable/copied.
  (That is, if the PDF pages are
  essentially images, the text
  cannot be copied, and therefore,
  would have to be retyped.)

C. ➔

Editing
• determine what should
  be published first
  [make copy of original,
  and move copy into folder

  (use upcoming events
  to also be published
  to determine timeframe
  and what can be prepped
  in time)
• edit copy of originals
  (leave originals intact)

  (use upcoming events
  to set a publish date)

D. ➔

Layout design notes
• EEAC newsletter header
  (color, background, issue date)
• content placements
  (order of each content item)
• content item's design:
  - number of columns
  - title size/color,
  - inserts location,
    (images, diagrams, etc.)
  - background color,
  - border around content item

E. (allow 2-3 days, by Shig)

WordPress – create & publish
• publish working draft w/password
  (so it can be reviewed by others)
• use consistent title format, examples:
  "EEAC Newsletter Spring 2021"
  "EEAC Newsletter May 2021"
  "EEAC Newsletter Mid-May 2021"

EEAC Newsletter-Blog | Issue title (web): | **EEAC Newsletter Spring 2021** | | Appending date to files: | "filename-YYYYMM.filetype", MM is the month to publish in (if 2nd issue in same month, add day DD, "filename-YYYYMMDD.filetype")

Filename (PDF): ***EEACnewsletter202106.pdf***

Type in gray cells only and below row 8.   EF = editing/edited file   Location of EF: For Dropbox and Google Drive (Gdrive), add only the destination folder of the EF (e.g., "Dropbox: 202105EF", "Gdrive: 202105EF")

Issue: Spring 2021   <--whenever changed, also change this tab's name (duplicate tab if new issue).   If Google doc, copy link into the cell (column E) and the title name in "Filename of EF" (column F).   **Location Guide:** Dropbox > EEAC Newsletter > 202105originals (for keeping original files and un-edited images)

Date to publish (deadline): **5/10/2021 (Mon)**   *For all text in italics, it's either waiting to be created, moved to EF, or filename to be set (after duplicating this tab for the next issue, italicize all text below row 8 if kept as placeholders).*   Dropbox > EEAC Newsletter > 202105EF (for editing/edited files, including images)

Actual publish date: <--password removed and visible on website.   <--date sent via Announcements List and the listserv.   **WP Link** (published but with password, so as to be reviewed by others)

https://eeac-nyc.org/2021/04/23/eeac-newsletter-spring-2021-x2/

EF = editing/edited file

Markers/notes	Edited or Okayed	Order #	Layout noted in EF	Location of EF (see above)	Filename of EF (see Appending date to files, above)	WordPress (WP)	Original File	Edited by
(event date marker, feature)	(mainly the text)	(for layout)	(columns, colors, etc.)	(see Note on this cell & above) [1]	(_.doc, _.jpg, _.ppt, title name for google docs, etc.)	(created / included)	from (contact)	(contact)
EEAC newsletter header	☐	1	☐	*Dropbox: 202105EF*	*EEAC-header-202105.jpg (need to change issue date)*	☐		
Add link under header >		2	☐		(due to header's background, for continuity, add link under header, "See Statement of Support for Black Lives Matter")	☐	--	
Chair's Message	☑	3	☐	https://docs.google.com/document/	Spring 2021 Chair's Message (google doc)	☐	River D.	
EEAC info & TOC	☐	4	☐		Except for Table of Contents ("Inside This Issue"), the rest is same issue to issue. Otherwise, overwrite these cells.	☐		
feature article (statement)	☐	5	☐	https://docs.google.com/document/	Black Lives Matter (google doc) "Statement of Support for Black Lives Matter"	☐	River D.	
article contributed	☐	6	☐		Science Learning & Public Engagement (text & photos)	☐	Yael Wyner	
SP update	☐	7	☐		Strategic Planning Update (text & image)	☐	Bonnie R.	
report: Annual Meeting	☐	8	☐		EEAC 45th Anniversary Annual Meeting (text, photos, EEAC logo at end)	☐		
The Forum Update	☑	9	☐		Forum Workshop V Report	☐	Mike Z.	
			☐			☐		
Event date example: 5/27	☐	*10*	☑	*Dropbox: 202105EF*	*event-example.doc (text & images - copy layout in doc)*	☐		
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[1] Examples:
If in Dropbox, destination folder,
  Dropbox: 202105EF
If in Google Drive,
  Gdrive: 202105EF
If google doc, copy link into the cell.