**WEEKLY WRITING JOURNAL: Week of May 6 – May 11, 2019**

**Tasks for the week**

This week I completed my first edit of the afterschool handbook. As the document is now, there is no numbered list or bulleted list and was stripped down to its bare necessities. After completing my first edit, I started to work on the formatting. I inserted all of the numbered lists, bulleted list and configured the paragraphing as close as possible to the original document. This included headings, subheadings, terms that were Italicized and term’s that were underlined or highlighted.

I started to plug in the written content and the images that I have collected and written into my pamphlet. Although the template I choose was relatively simple in design, there were still many objects that took up a lot of white space and made it difficult to fit all my written content. I had to remove a lot of the images that initially came with the document and also do some resizing to create as much white space as possible.