



WEEKLY WRITING JOURNAL: Week of April 5th, 2019

PROCESS

Monday was a bit slower due to the articles having more detail in the formatting of the text. The process I've been using is to:

1. Copy the text
2. Clear the formatting
3. Bold, Underline, Italic any text that was originally this way
4. Copy and Paste the new formatted text into SharePoint
5. Change the Heading to an H1 in HTML
6. Complete the required labeling in SharePoint for the article

Recent articles have included embedded tables which shift font around making it difficult to make a clean alignment. I work around this using crude spacing and formatting tools, but try not to spend a lot of time on it.

MEETINGS

Friday I had two appointment requests waiting for me when I arrived. In the first appointment I met with another editor, Georgina, which will be transferring documents into SharePoint like me. I showed her steps that I took, and how to navigate SharePoint to create the article in the program. I explained particular styles that I was instructed to use, such as keeping the titles as Heading 1 format. I also pointed out attributes of the articles in this phase of the project, such as the status being in Draft and Permission being public.

In my second appointment I met with Monika and Wayne for a status report. They told me things were going well and that ServiceNow would be here soon to implement the software. Then they

asked what I was doing for the summer, which I told them I was looking for paid internships and taking a couple classes. They wanted to know if I would be interested in a paid internship here. I said yes, and they will get back to me with job specifics.

TASKS

Afterwards, I started creating a document for transferring articles into SharePoint. Basically, the steps that I showed Georgina is what I detailed in the document. I specified the location within SharePoint to transfer the new articles to. Then I detailed what needed to be entered into the required fields. I kept it abstract enough to allow for the variety of articles this document may be used for. Eventually, I emailed it to Jon and Monika. Jon had some feedback on the style we should use, and we decided to use something he provided as an example. On Monday I will need to apply the style guidelines to the content I created.