

- ❑ Create picture folders and place pictures in them
- ❑ Create advertisement folder and place ads in it
- ❑ Create graphics folder and place graphics in it
- ❑ Create article templates folder and place templates in it
- ❑ Check to make sure current month's PDF made it to GoogleDrive
- ❑ After issue is printed, delete pictures and ready computer for next month's layout adventures =)