

1 At least one week before the in-plant deadline, schedule a clocking day.

2 Arrange students' desks in a circle or oval. Students should be able to pass materials easily from desk to desk.

3 Distribute to each student: one computer printout (including its contents), one sheet of paper, pencil and a paper clip.

4 On the sheet of paper, each student should write the yearbook section the layout is from and the subject of the spread; for example, Student Life, dating. They should also write the page numbers and the name of the person who created the spread. Clip the paper to the layout.

5 The adviser then reads out the first check point; for example, "Do all pictures have logically placed captions or idents?"

6 If the check point is correct, the student writes a "1" for the first check point and his or her initials. If it is incorrect, the student writes a "1" and an explanation of the error. Do not correct the error. Finally, initial the comment.

7 Students pass the layouts to the right, and the adviser reads a second check point and so on.

8 The Clocking Exercise continues until all layouts have been checked on all points. The computer printouts are then returned to the person who created them to be corrected.

