STUDENT AID AWARENESS
SPANISH PUBLICATIONS DEVELOPMENT PROCESS

Pre-Planning
- What happened over the year to consider including
- Review Website
- What are the trends from PIC

3-4 weeks

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How Much Change
- What should change
- How much–(roll over? new material added? reduction?)

3-4 weeks
Group decide

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Write Text
- Assigned person write text
- Consult with content experts
- Go through review process
- SFA internal final

3-4 weeks

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RFQ
- RFQ to translators
- Choose translator

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Glossary
- Get text & English/Spanish glossary to translator

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Text Review
- SFA receive Spanish text for review by Marianella

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Changes Incorporated

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Mario Cuirce Reviews

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Graphics Group
- Graphics group that has English version gets Spanish text

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2-3 Weeks

Lay Out
- Produce disc sheet
- RFQ-graphic lay-out
- POC–(Vicki Rice)
- Select graphic treatment
- Focus group
- Post draft text on Web for comments
- Produce a disc, 2 printed hard copies, GPO disc information sheet

3-4 weeks
Authors, reviewers, graphic artist, Branch Chief

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ED Public Affairs Office Review
- Dena's group send to Public Affairs
- Public Affairs Office proof-read & sign

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- (While printing, Publications Lead & GPO person are reviewing)

1-2 weeks

Sign-off by Publications Lead & GPO

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Government Printing Office
- Find out when going to be printed
- Agency inspection
- SAA Publications Manager & GPO review, press inspection
- Sign-off by SAA Publications Manager & GPO

1 week