

SENIOR PARENT AD SUBMISSION INSTRUCTIONS

PHOTO SUBMISSION RULES--PLEASE READ CAREFULLY

1. WE **WILL ONLY ACCEPT DIGITAL COPIES** OF PHOTOS PHOTOS CAN BE COLOR OR BLACK & WHITE.
2. DIGITAL COPIES OF EXISTING HARD COPY PHOTOS CAN BE MADE AT ANY DRUG STORE & SAVED ON A CD. IF YOU SCAN YOUR PHOTOS AT HOME--SET SCANNER RESOLUTION TO 300 DPI, WE ACCEPT BOTH JPEG OR TIFF FORMAT. PLEASE USE STUDENT'S FIRST AND LAST NAME TO LABEL ALL PHOTOS.
3. PLEASE CLEARLY IDENTIFY CD'S & THE PHOTOS THAT ARE COPIED (I.E. WRITE THE STUDENT'S NAME ON THE CD & NAME EACH PHOTO FILE BY THE STUDENT'S NAME, I.,E. JASON SMITH 1, JASON SMITH 2, ETC).
4. **SUBMITTING YOUR PHOTOS**--PLEASE SUBMIT A DIGITAL COPY EITHER VIA A CD/THUMB DRIVE OR VIA EMAIL (LIMIT 4 PHOTOS FOR THIS METHOD). CD'S CAN BE DROPPED OFF IN THE MAIN OFFICE OR ROOM A230).

TEXT SUBMISSION RULES--PLEASE READ CAREFULLY

1. PLEASE SUBMIT TEXT TYPED AND CAREFULLY PROOFREAD WITH STUDENT'S FULL NAME CLEARLY VISIBLE.
2. WE'D PREFER A COPY OF THE TEXT ON A MICROSOFT WORD FILE. YOU MAY FIT AS MUCH TEXT AS YOU DESIRE INTO YOUR AD SPACE, BUT ONLY IF YOU FOLLOW THE GUIDELINES LISTED IN 3 & 4 BELOW.
3. YOU MAY SUBMIT THE MICROSOFT WORD FILE ON THE SAME CD THAT YOU SUBMIT PHOTOS.
4. WE WILL PUBLISH YOUR TEXT WORD FOR WORD, BUT WE WILL NOT TYPE ANY TEXT THAT IS LONGER THAN 25 WORDS. SUBMISSIONS GREATER THAN 25 WORDS MUST BE SUBMITTED VIA A MICROSOFT WORD FILE AND SAVED TO A CD OR SENT AS AN EMAIL ATTACHMENT.
5. PLEASE NOTE, THAT ANY TEXT THAT WE ARE REQUIRED TO TYPE MAY ENCOUNTER ERRORS. THE YEARBOOK STAFF WILL NOT PROVIDE REFUNDS FOR ERRORS TO TYPED TEXT.
6. IF YOU SUBMIT A TYPED COPY OF YOUR TEXT, PLEASE TYPE THE FULL NAME OF THE STUDENT ON THE PAPER AND STAPLE TO THIS FORM.
7. NO HANDWRITTEN TEXT PLEASE.

PHOTO SCANNING SUGGESTIONS

1. PHOTO RESOLUTION INFLUENCES BOTH THE SIZE AND QUALITY OF DIGITAL PHOTOS.
2. THE HIGHER THE RESOLUTION, THE BETTER THE PICTURE QUALITY AND LARGER THE PHOTO SIZE.
3. IF YOU'RE SCANNING A PHOTO, THEN SET THE RESOLUTION (IMAGE QUALITY) TO 300 DPI (DEFAULT IS TYPICALLY 96 DPI). ALSO, THERE SHOULD BE AN OPTION TO SCAN AT 100% OF ORIGINAL SIZE.
4. CHECK THE "PHOTO SIZE" AFTER SCANNING, IT SHOULD BE THE SAME DIMENSIONS AS THE ORIGINAL PHOTO
5. MOST DIGITAL CAMERAS WILL HAVE SUFFICIENT RESOLUTION (MEGAPIXELS) FOR THE YEARBOOK'S NEEDS.
6. FEEL FREE CONTACT ADVISOR MICHAEL COMOS FOR FURTHER HELP.

Please confirm receipt of your order via email: mecomos@clarkston.k12.mi.us