

Yearbook Photo Guidelines & Procedures

Thank you, *thank you*, THANK YOU
for volunteering to take yearbook photos for Assumption School!

Please follow these simple guidelines when taking your photographs:

■ General Guidelines

1. Please sign in and out at the office when taking photographs at the school.
2. Whenever possible, please provide color, digital photos. We will be printing most of the yearbook in black and white but we will have some color pages, too.
3. Printed photos are acceptable, but digital is preferred.

■ 35 mm Guidelines

We ask that you submit developed prints no smaller than 4 x 6 inches.
If you would like them returned, please indicate so and label each photograph with your name.

■ Digital Guidelines

Because we will be printing these images, high resolution is required.
Images with small file sizes will look great on a computer screen, but unfortunately will not print clearly.
In order to avoid quality issues please make sure your camera settings are as follows:

Resolution: 2 Megapixels (1600 x 1200) or higher
Format: jpg or tiff
Compression: None, fine or lowest setting available

Nearly all digital cameras offer various levels of JPEG compression. More compression produces smaller file sizes at the cost of lower quality. Less compression will result in higher quality images and higher file sizes. For most major camera brands, you will find these options shown as: RAW (none), Fine, Normal or Basic (low/small). For our purposes, the "FINE" setting will be perfectly adequate. Please do not choose the basic, low or small settings. Though these settings will allow more images to be stored on the camera or card, the over compressed images will pixelate when printed in the book.

■ Photo Submission

You can submit your files by using one of the USB flash drives which are located in the school office OR by providing us with a CD or DVD containing the image files. Please send to the school office, (attention: Yearbook) along with a note including your name, the event/class/club/team the photos detail and your contact info. If your software can easily print a contact sheet with thumbnails of all your images, we'd love to have it! If not, that's okay, too.

