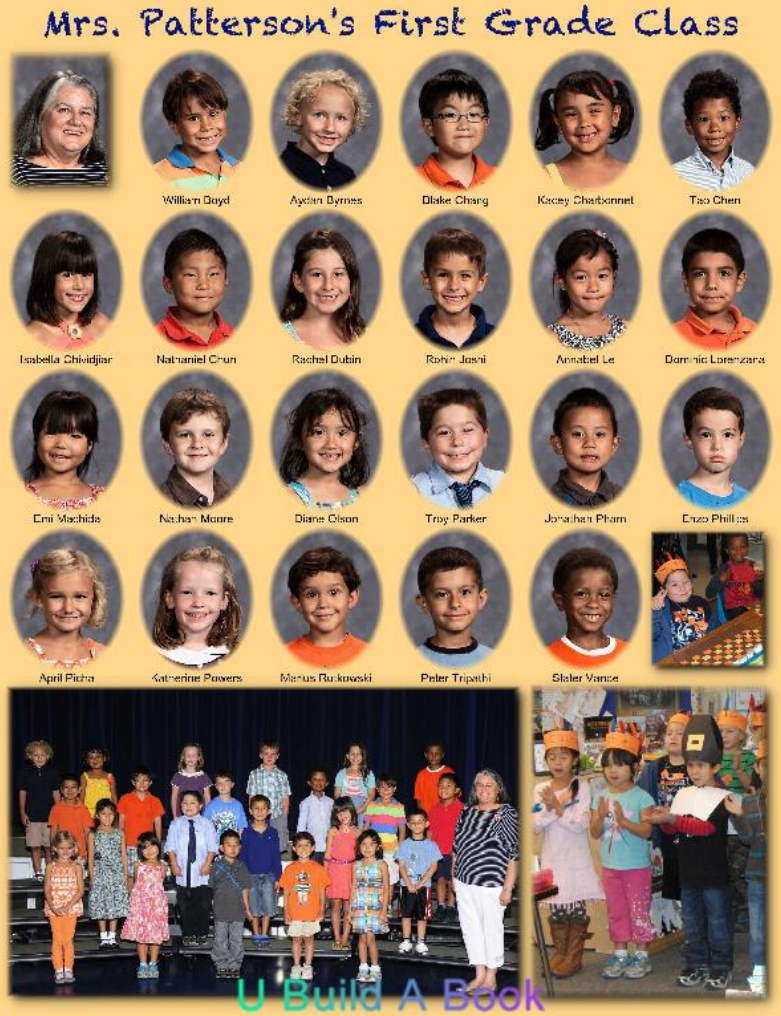
Yearbook Photography

The Dos and Don’ts

Every Class Has A Formal Page & A Candid Page

It is important that only kids from the particular class appear in the class candid page.



Don’t Turn In A Solo Kid Picture

Remember, our goal is to make every kid feel special and not just these four kids.

Don't Turn In The Same Kid In Every Group Shot Because This Is What The Candid Page Would Look Like
(This rule is more critical for class candids than for events)

Love McKenna but not in every picture.

Don’t Turn in Masked Kids

If we never see another kid wrapped in wrapping paper or toilet paper, it will be too soon.

Don’t Turn In Sides of Heads

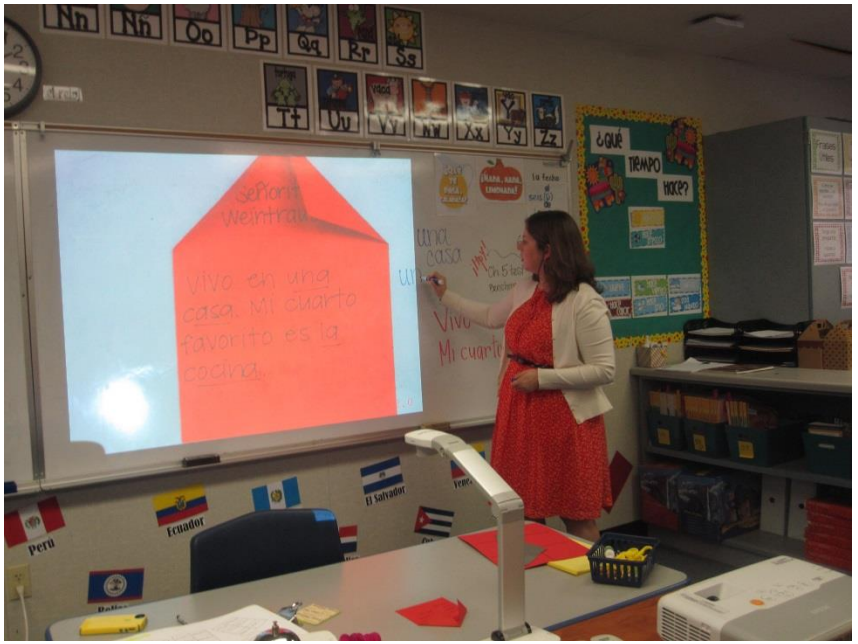
Don’t Turn In Backs Of Heads

Don't Turn In Too Large Of A Group (There will be exceptions – Spirit Rally)

Don’t Turn In Pics Of Adults – It Is About The Kids

<u>Don't</u> Turn In Pics Of Teachers – They Already Have Their Own Picture

(There are exceptions to this rule but I can't think of one.)



No Fingers From Kids
(Simply say, “Put your fingers down”)

SEE HOW QUICKLY A PEACE SIGN CAN TURN ON YOU!

Do Give Us Small Group Photos With Smiling Faces And Action (if possible). **Never sacrifice a face for action!**

Large group photos are okay for Spirit Rallies!

<u>Do</u> Give Us Costumes That Don't Completely Hide Faces

Do Give Us Solos When Appropriate

Do mix classes when your photos are for events or specialty classes and NOT for class candid page

Specialty Class: RECESS

Specialty Class: SPANISH

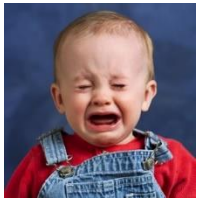
Event: Lunch-On-The-Lawn with parents too

Simple (But Many) Rules to Remember:

1. Use a camera or a phone with a great camera;
2. Use your flash if you are indoors or the resolution will not be good enough for yearbook;
3. Give us only your **best 20 pics**;
4. Small groups of 3-8 kids preferred;
5. Full faces with smiles (no sides, tops, or backs of heads);
6. Get action but not at the expense of full faces;
7. Tell kids no fingers, such as peace sign or gangsta signs;
8. Don't have the same kid in every class candid or if you are the only photographer at an event;
9. Take a variety so we have good choices;
10. If taking pictures in a specialty class, **STAND UP FRONT with the teacher** and get **full faces** (The teacher will understand.);
11. Look at last year's yearbook to see what worked and what didn't;
12. Please name your photos with class or event and your initials;
13. Do NOT get artsy-fartsy and take slanted pictures. It's a yearbook not your graduate thesis project; and
14. Upload to dropbox **right after taking the pics pretty please with sugar on top**.

NO DUPLICATE OR VERY SIMILAR PICS EVEN IN DIFFERENT FOLDERS

1. We don't want you to add 3 or 4 pics of the same or similar shot thinking that we will decide on the best one. **YOU DECIDE!** That is why we pay you (ok, not a good reason). You pick the photo. We trust you!
2. DO NOT put the same pics in two different folders, e.g., library and class or jog-a-thon and class. THIS REALLY CAUSES US PROBLEMS AND, even though he won't admit it, RAJEEV CRIES.



3. DO NOT DO A DATABASE DUMP! Deb will TP your house! Please review your pics and choose the best **20**.

If you have a Mac instead of a PC, skip to pages 39-56 for instructions.

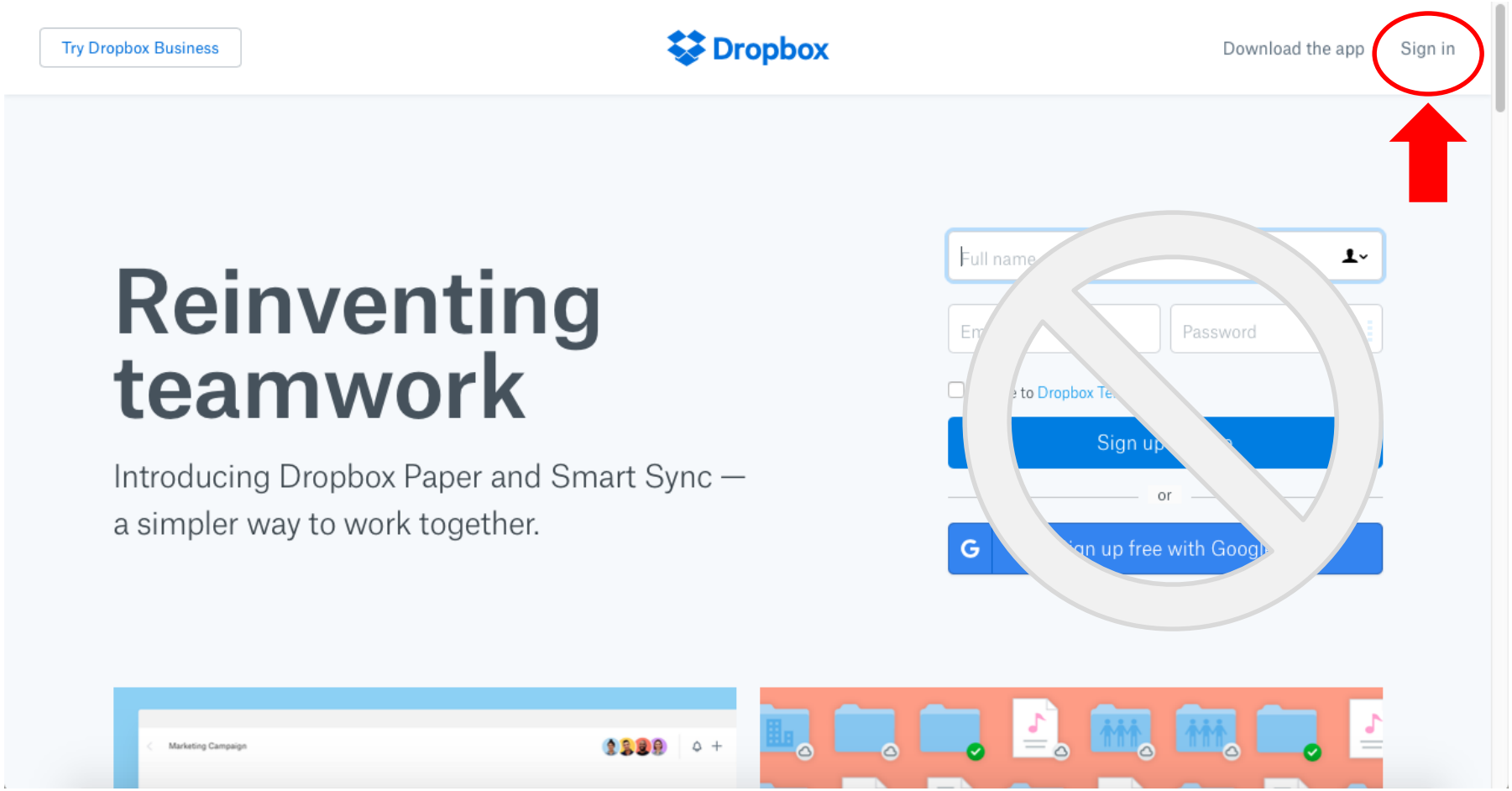
DROPBOX INSTRUCTIONS FOR PC USERS

1. Go to www.dropbox.com
2. Email = pcryearbook@gmail.com
3. Password = (contact Deb at pcryearbook@gmail.com for the password)
4. Every class has a folder for class candids
5. Every event has a folder
6. Please do not add or delete folders
7. Please do not open your own dropbox account and share with us

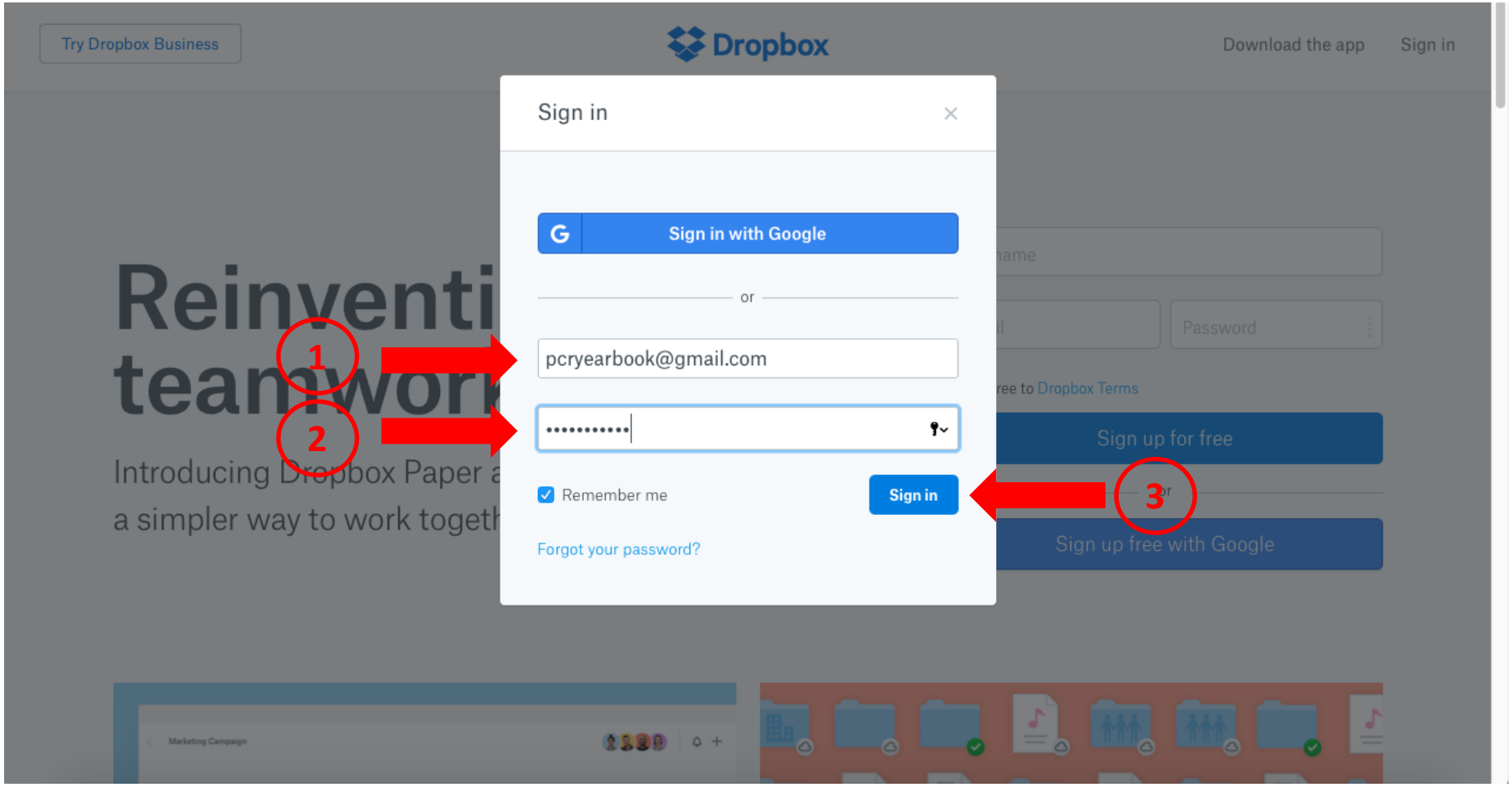
Go to www.dropbox.com

Select “Sign in” on the upper right hand corner.

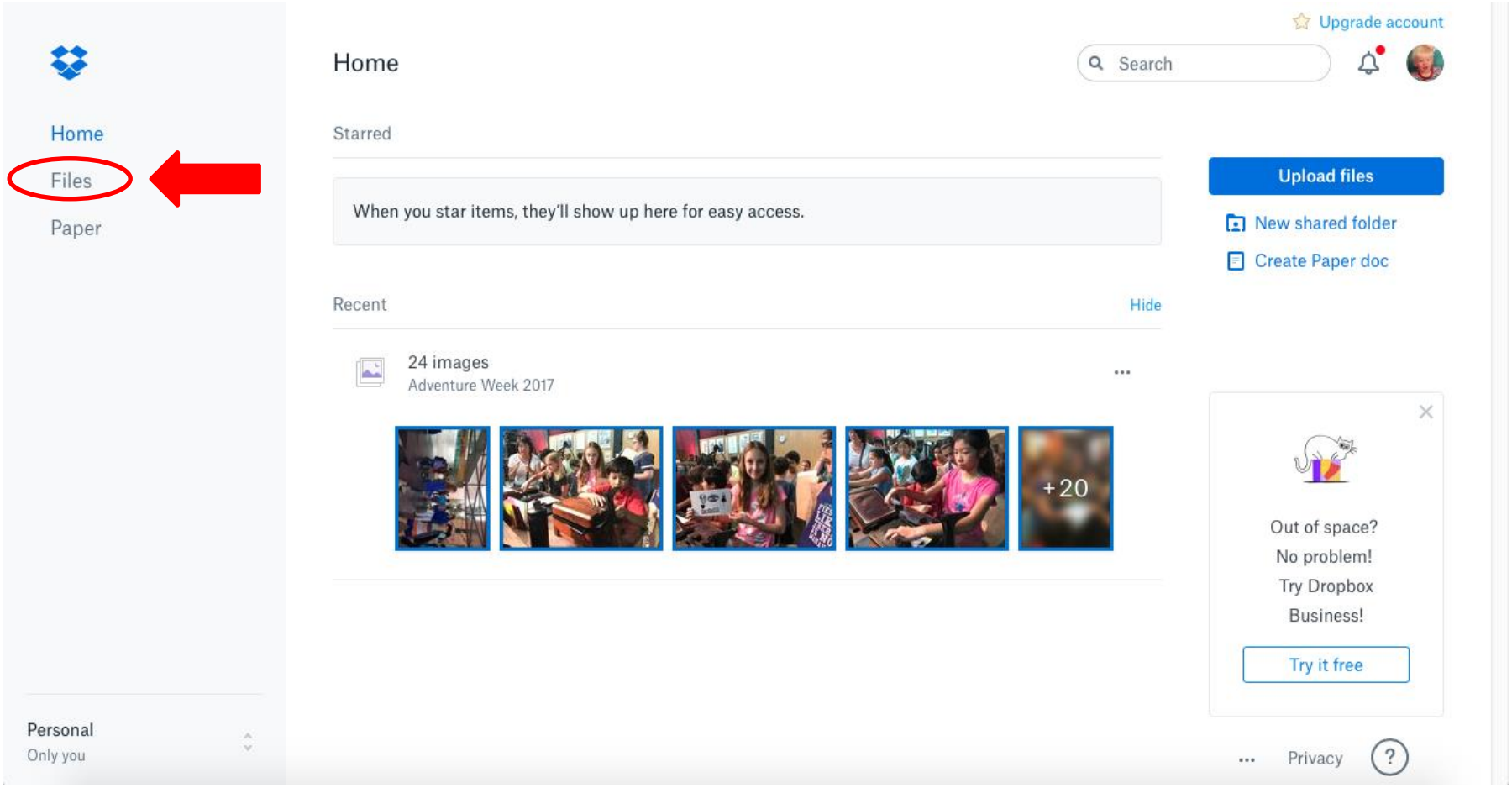
Do not select “Sign up” in the blue box.



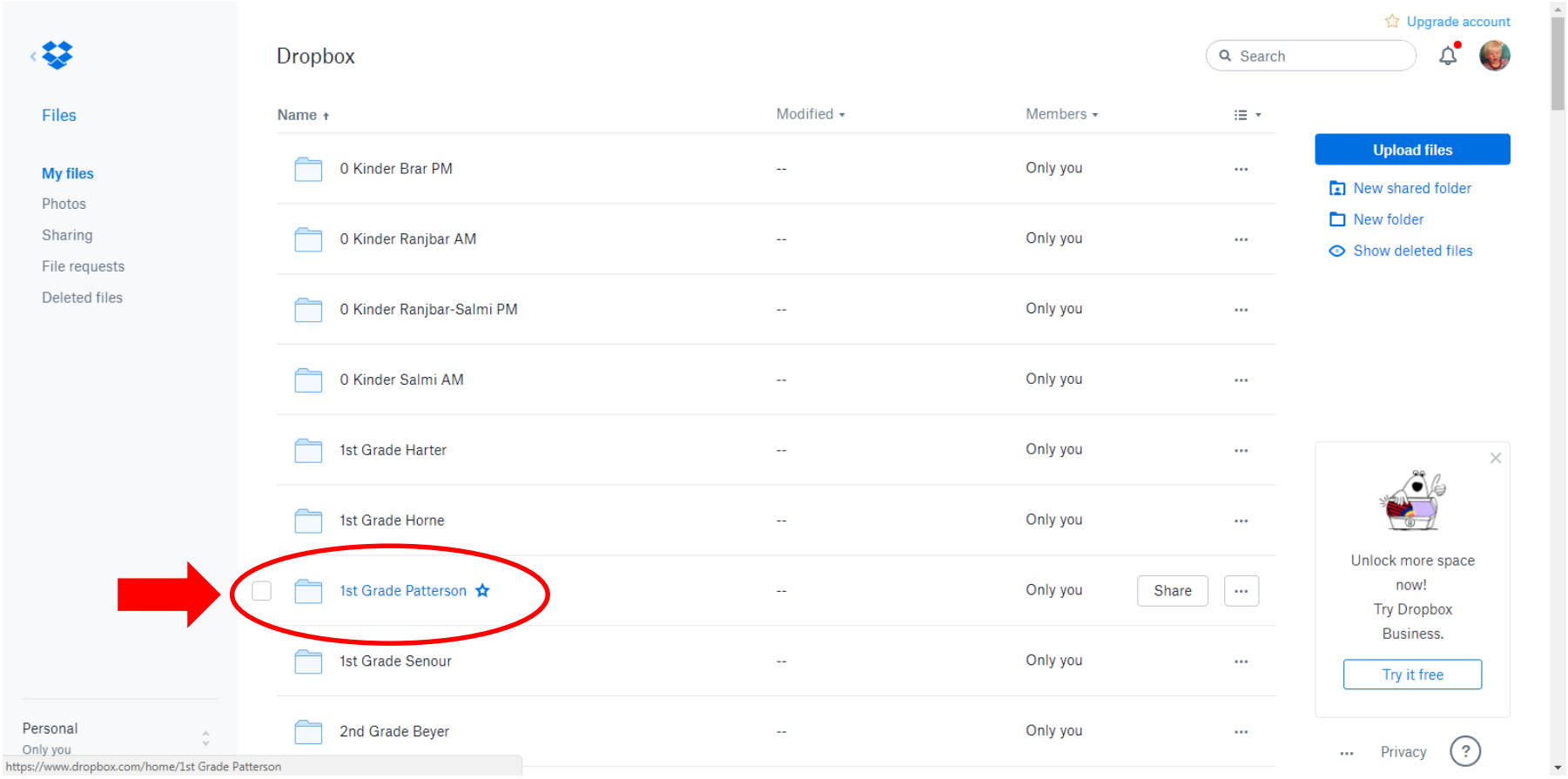
Enter the email (pcryearbook@gmail.com) and password (batman91011) to sign in.



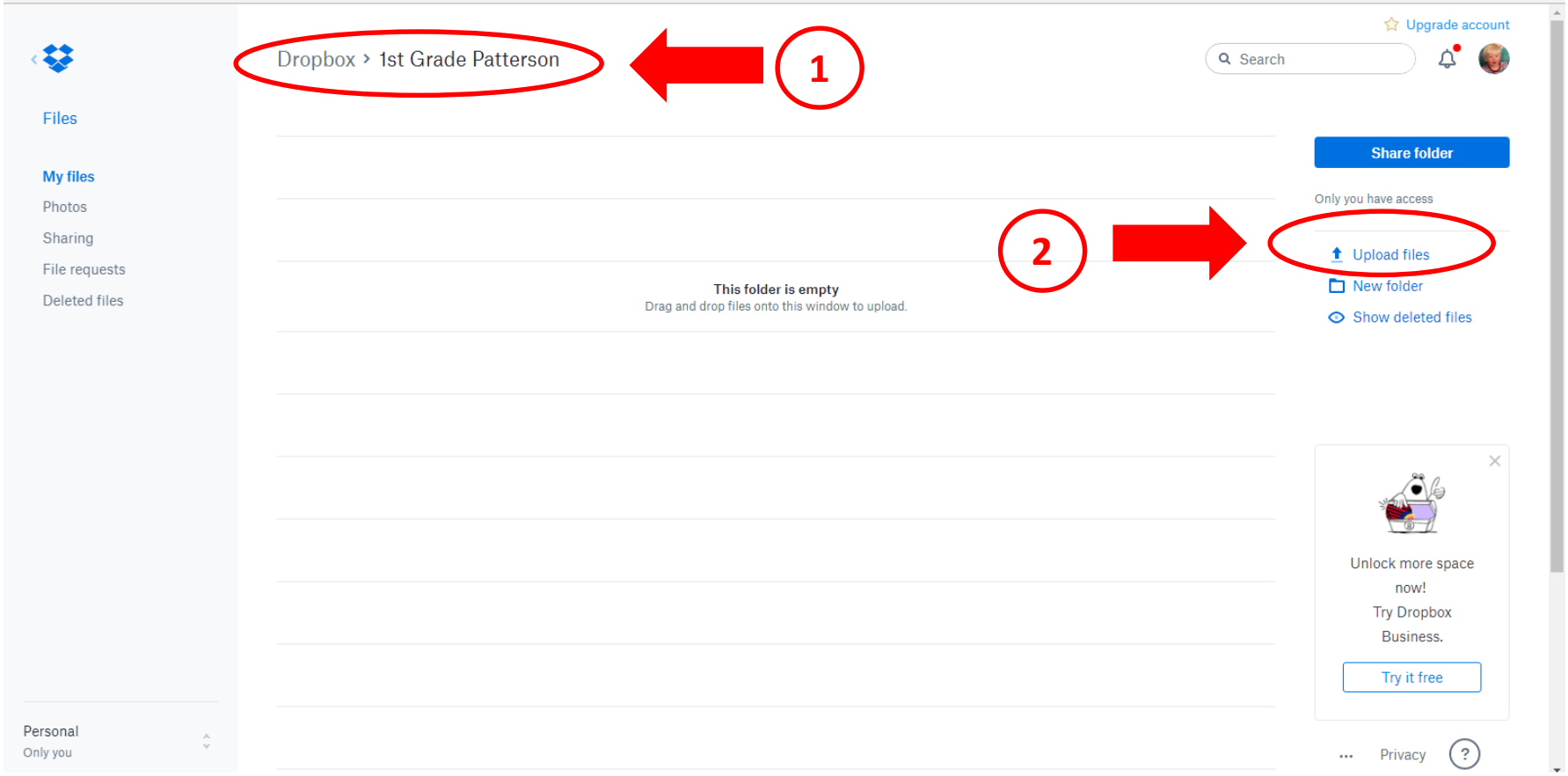
On the homepage, select “Files” to see a list of folders.



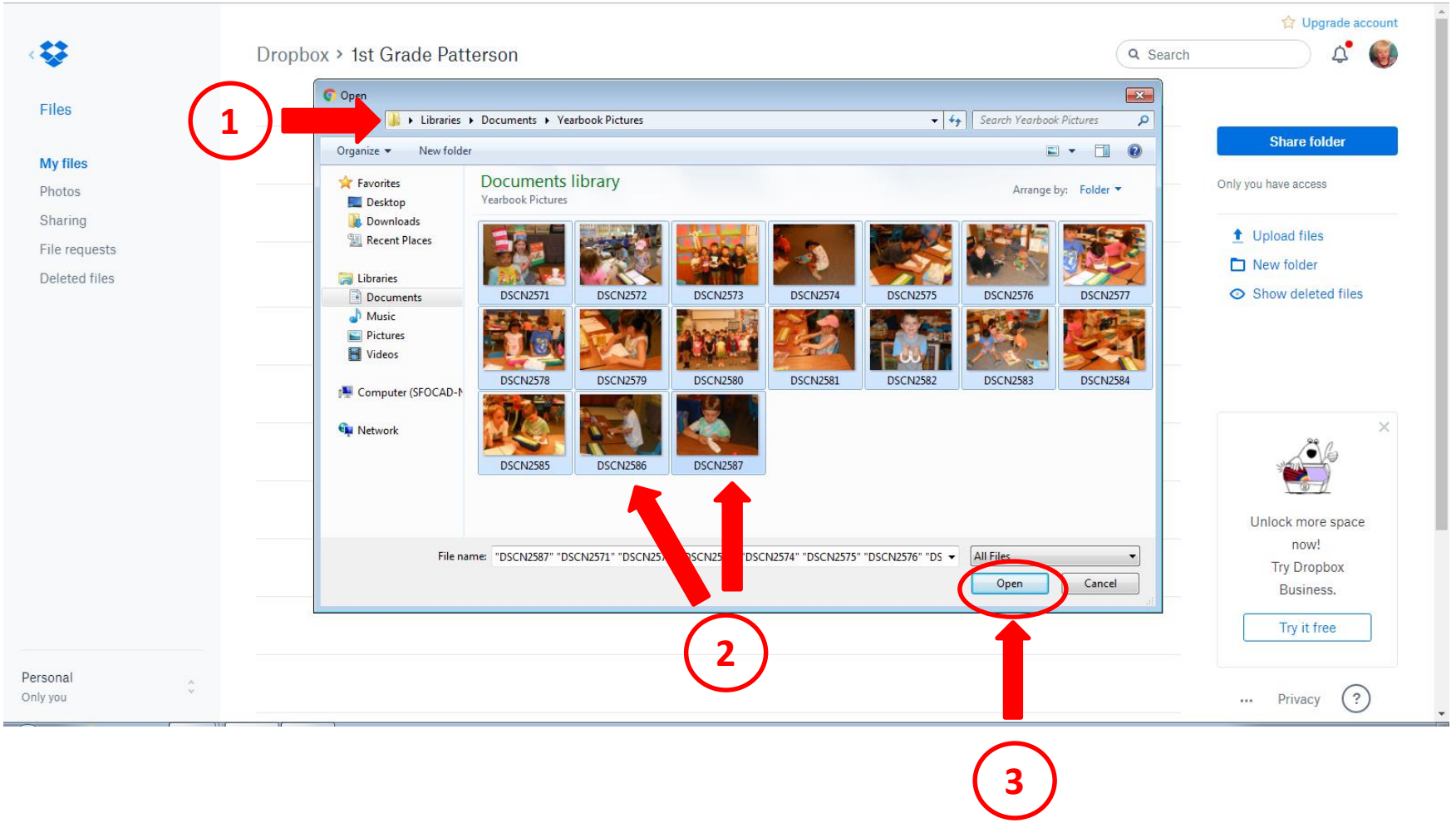
Click on the appropriate folder.
As an example, I have selected 1st Grade Patterson.
Do not add or delete any folders.



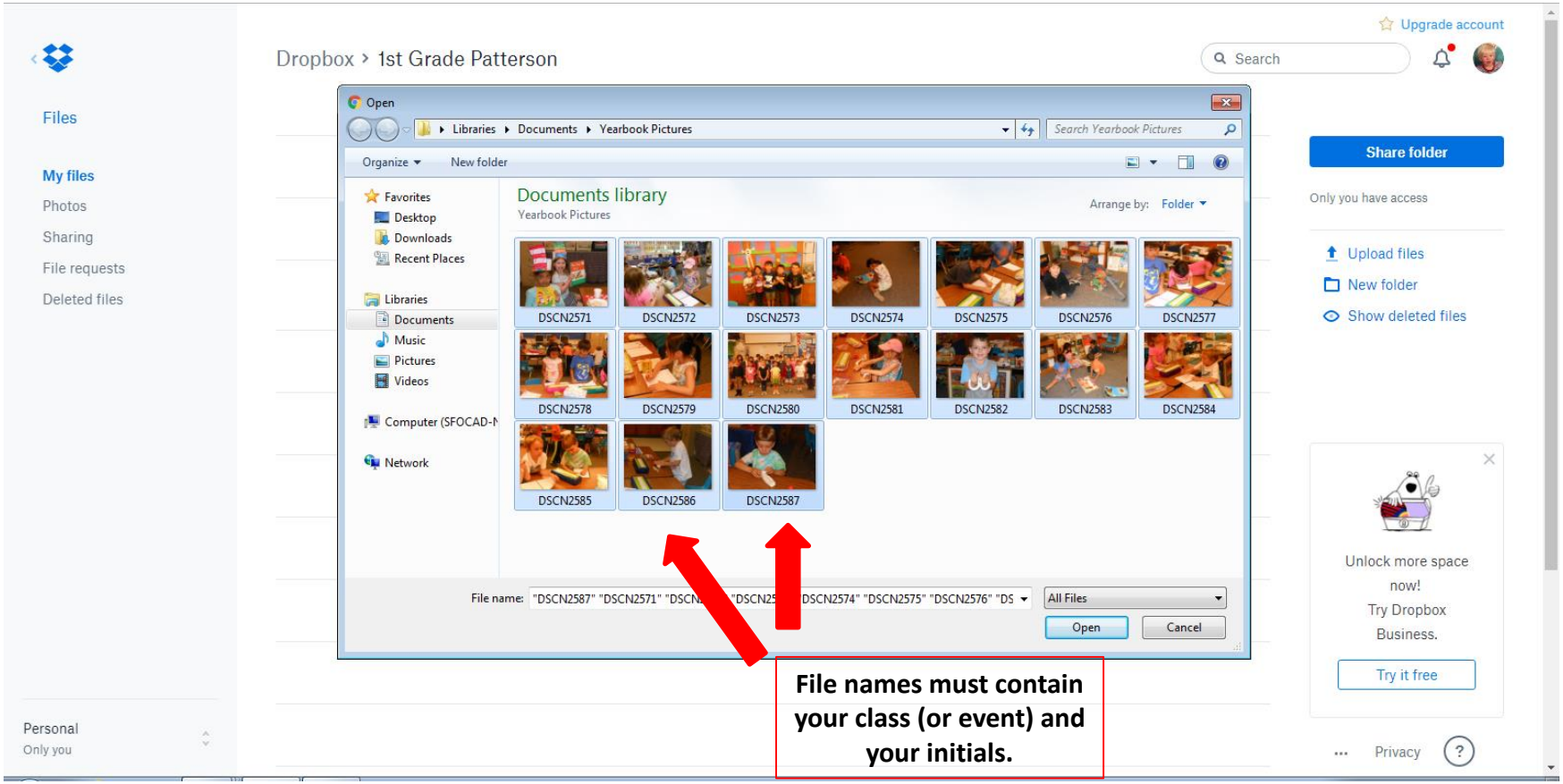
Confirm you're in the appropriate folder and select "Upload files" to start the upload process.



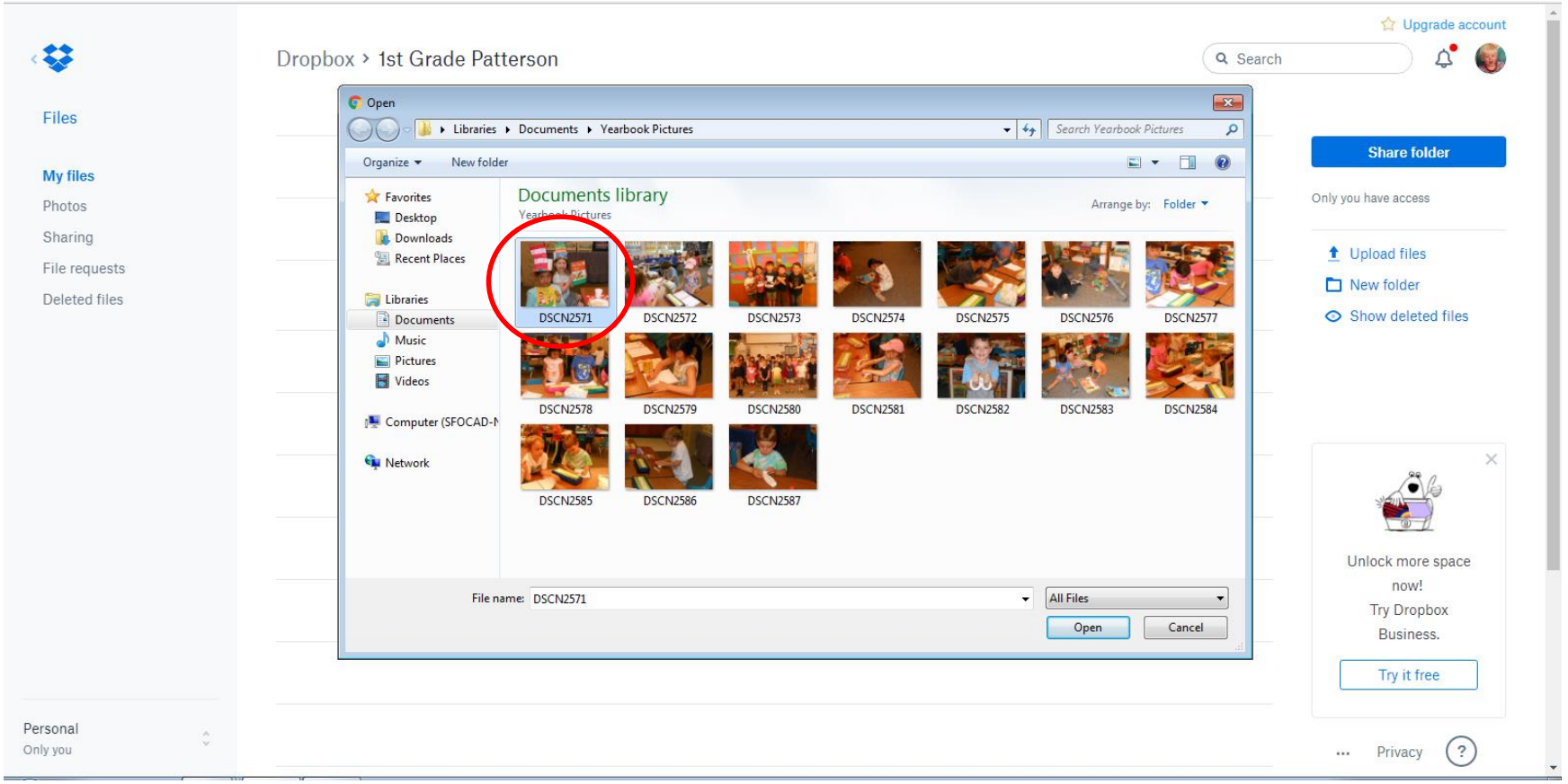
Find the folder where your pictures are located. Select the photos you want to upload and click "Open."



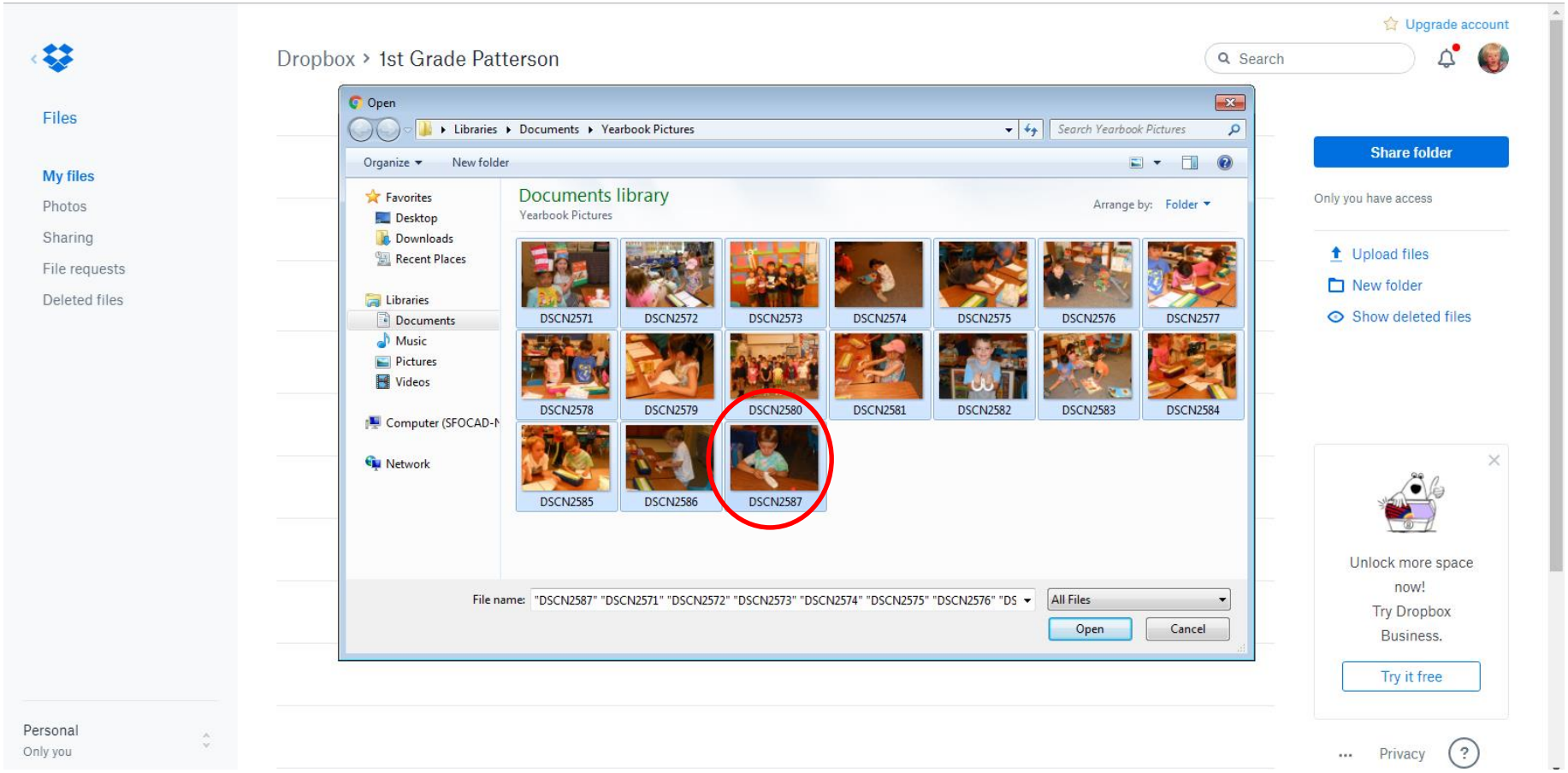
Oops, my pic files are not named correctly, so I <u>cannot</u> upload yet.



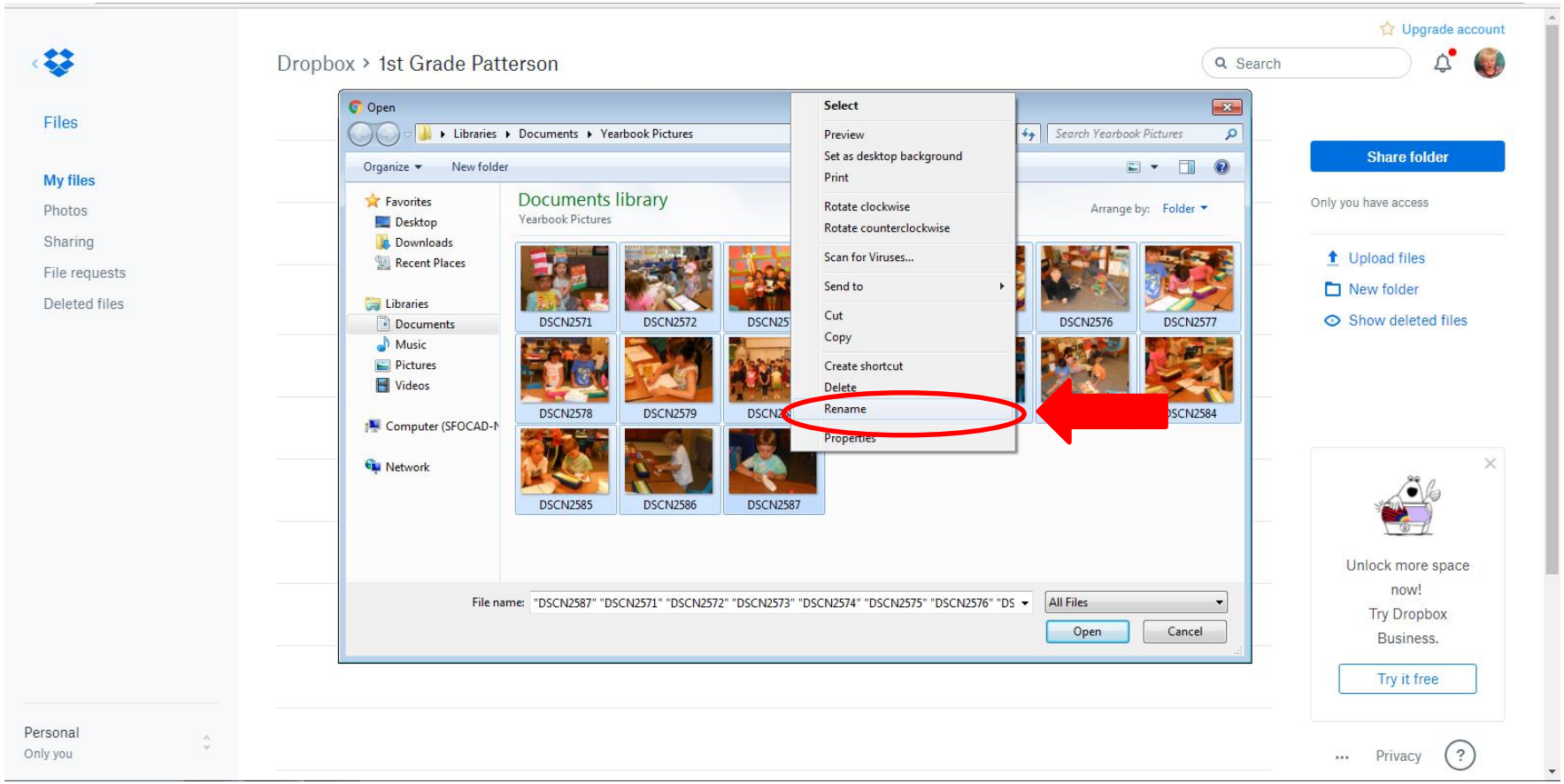
Hold the “shift” key and select the first photo in the group.



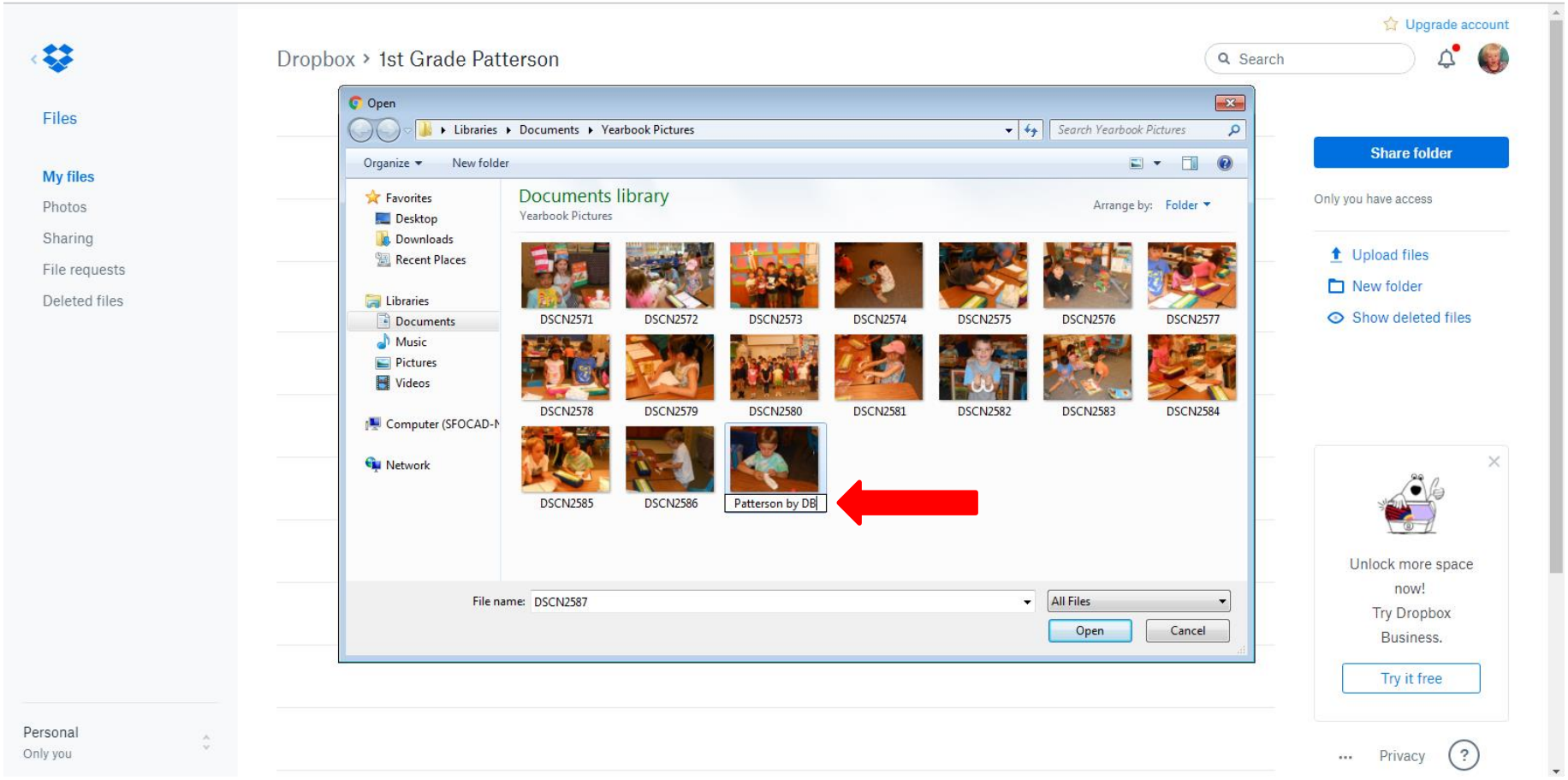
Then, while still holding the “shift” key, select the last photo in the group.



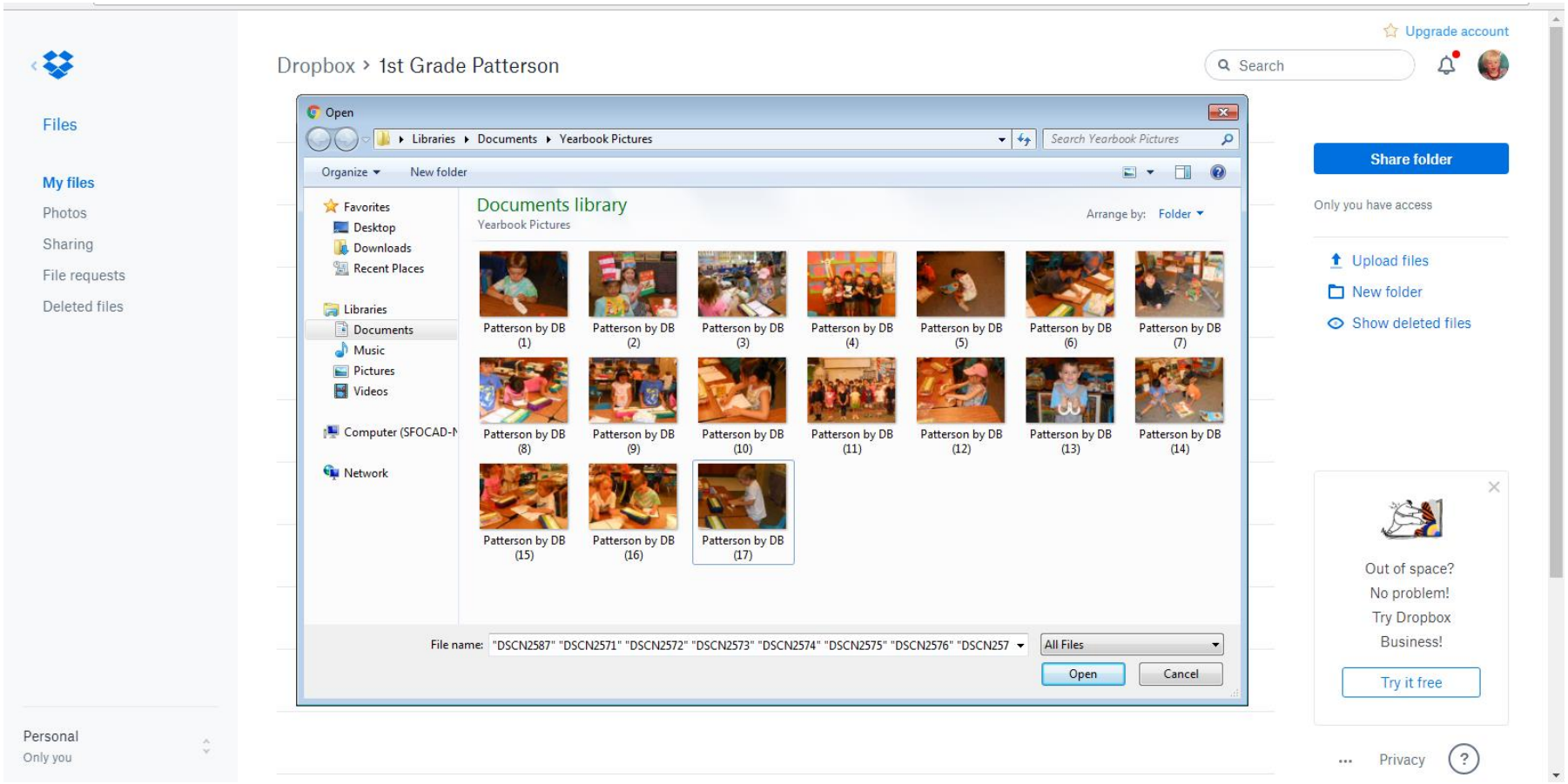
Right click and select “Rename.” Note, it is recommended that you perform the following naming procedure <u>BEFORE</u> you begin uploading to Dropbox.



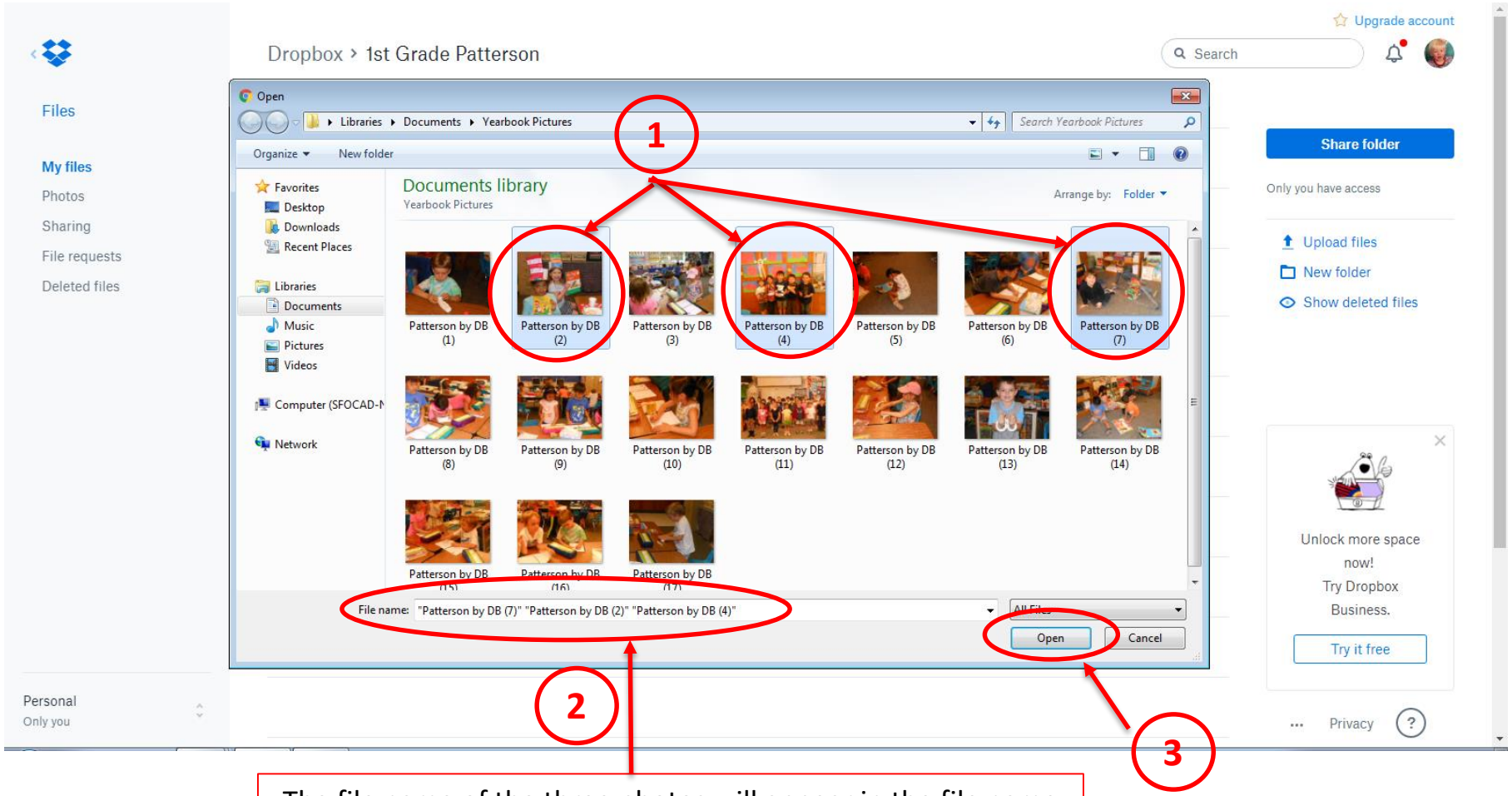
A square will appear in the box of one of the photos. Rename your photos with the class (or event) and your initials.



The computer will automatically name all of your photos for you.

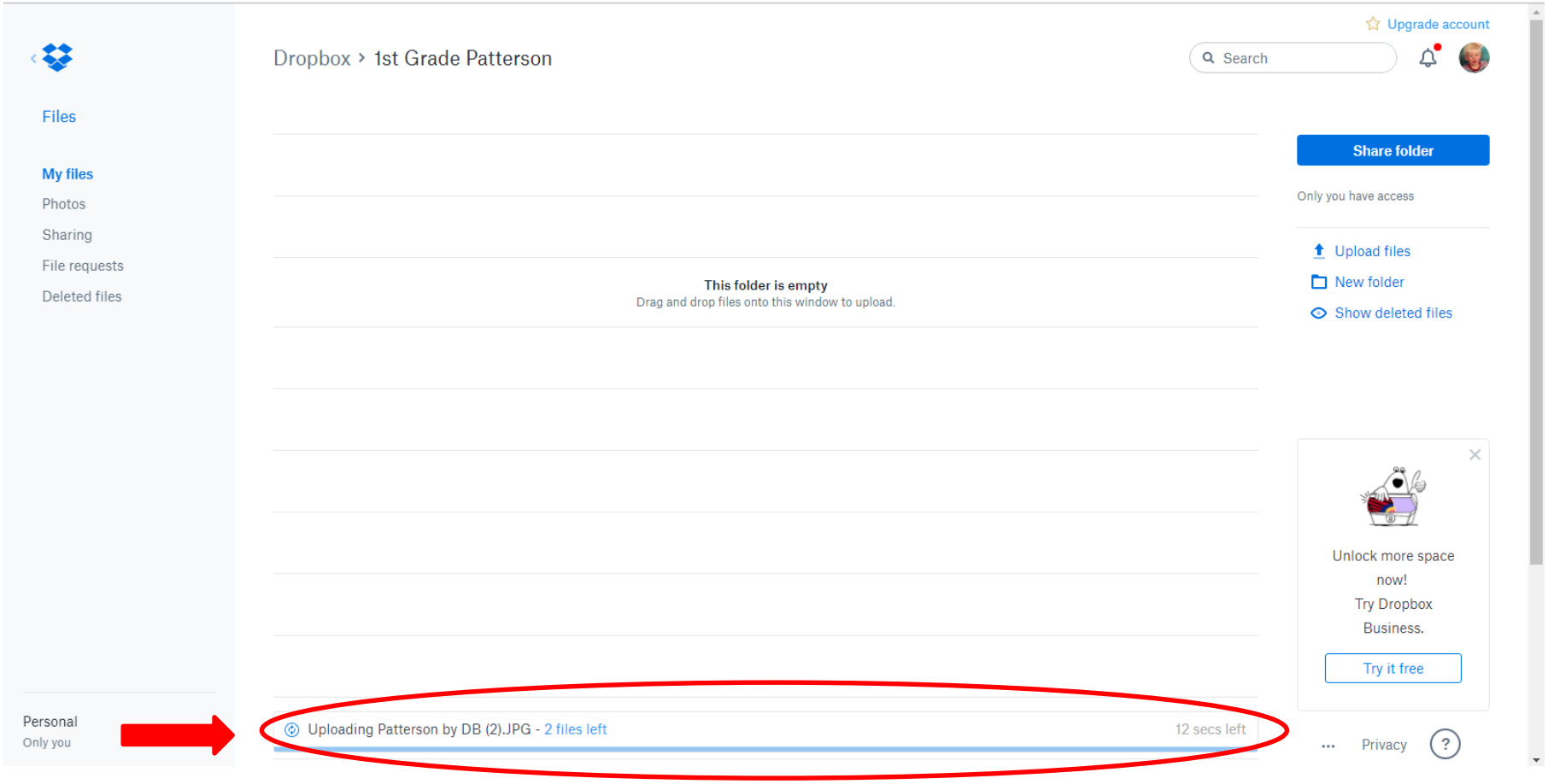


You realize that only 3 pics are yearbook worthy. Hold the "Ctrl" key and select the 3 pictures. The computer will highlight them and put the file names in the file name box at the bottom. Click on "Open" to start the upload process.

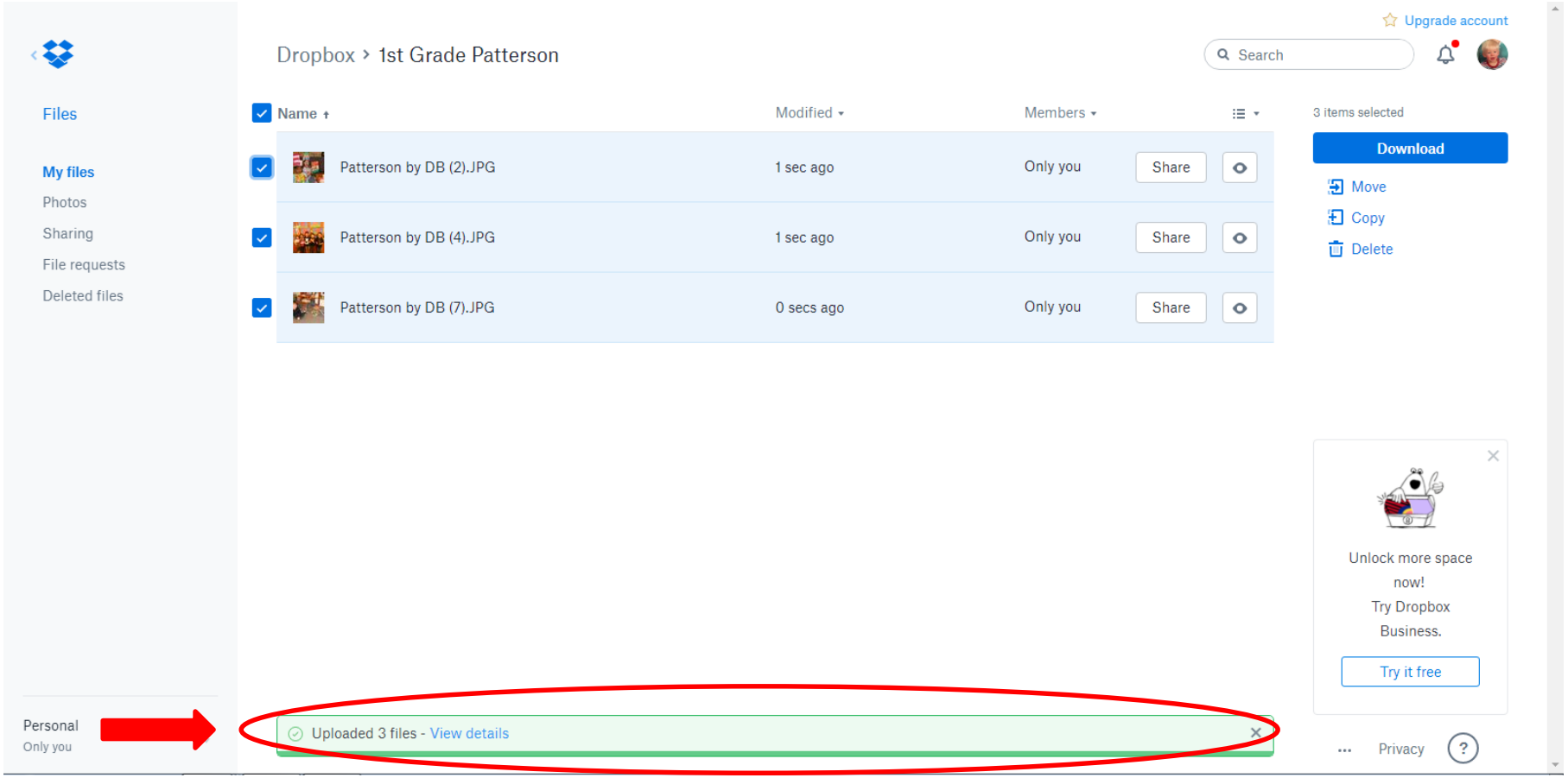


The file name of the three photos will appear in the file name box. That means you will upload those 3 photos/files only.

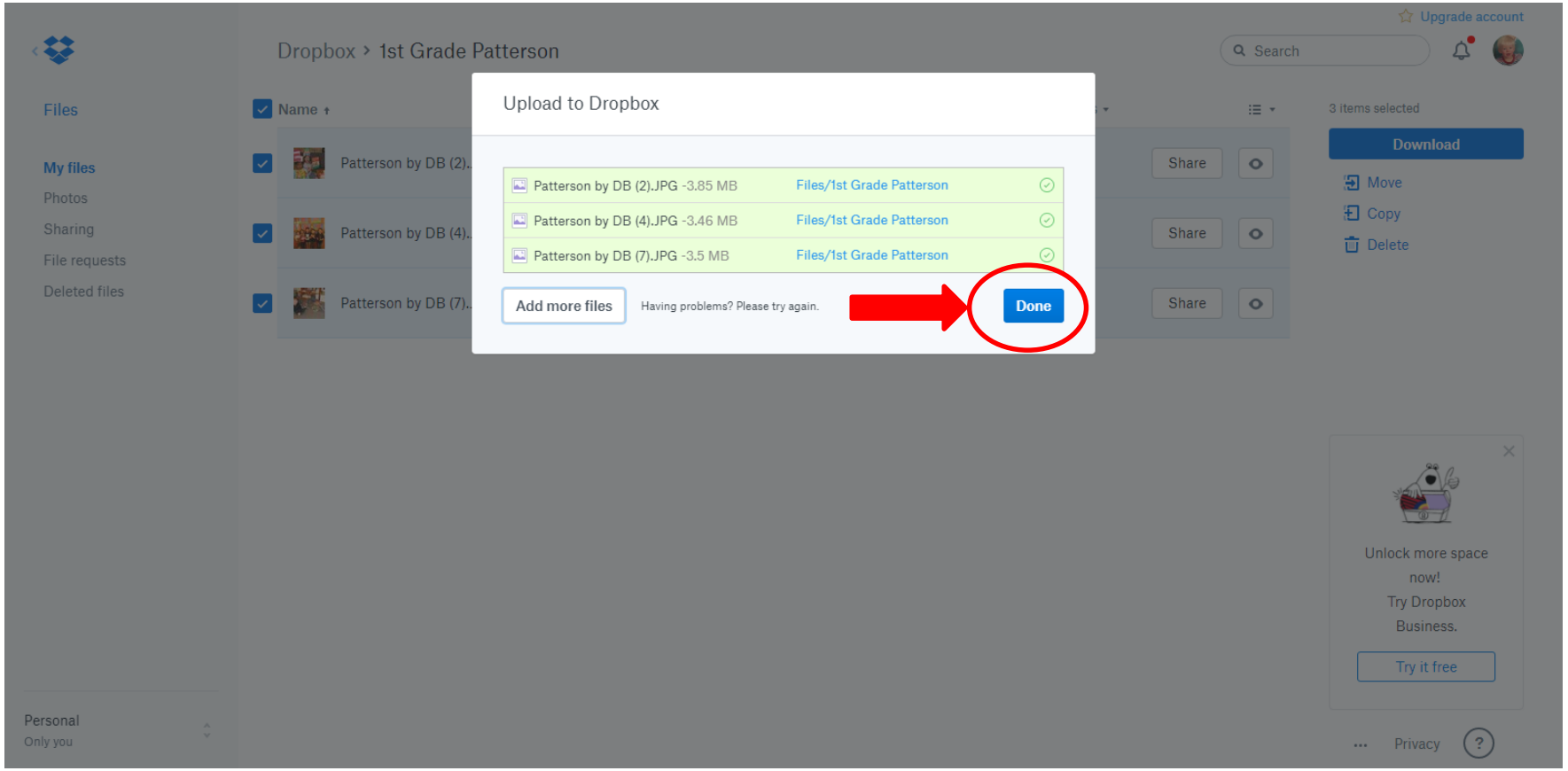
Dropbox will begin uploading. It may take a few minutes if you have many pictures.



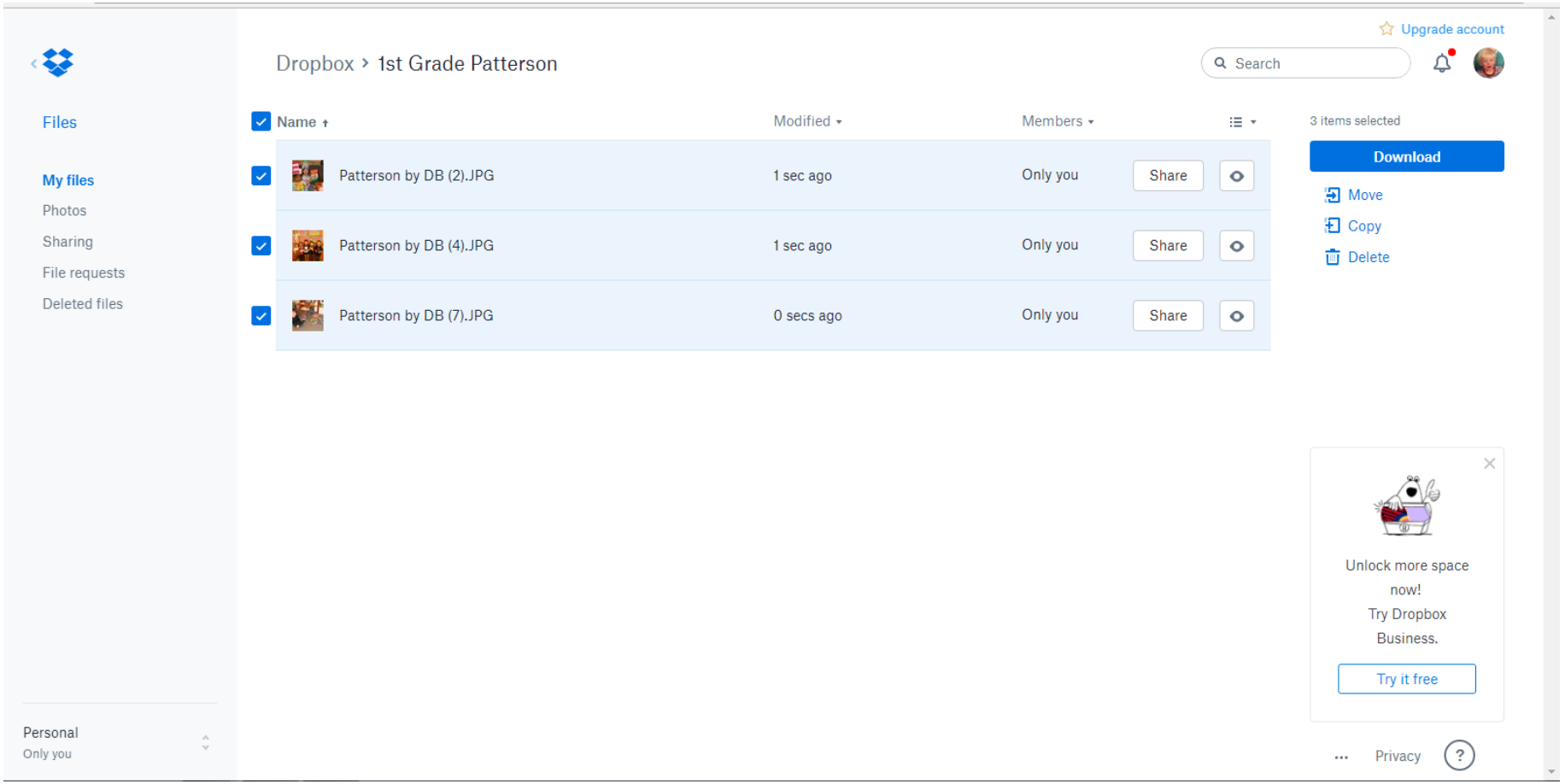
After all your pictures have uploaded, click on “View details.”



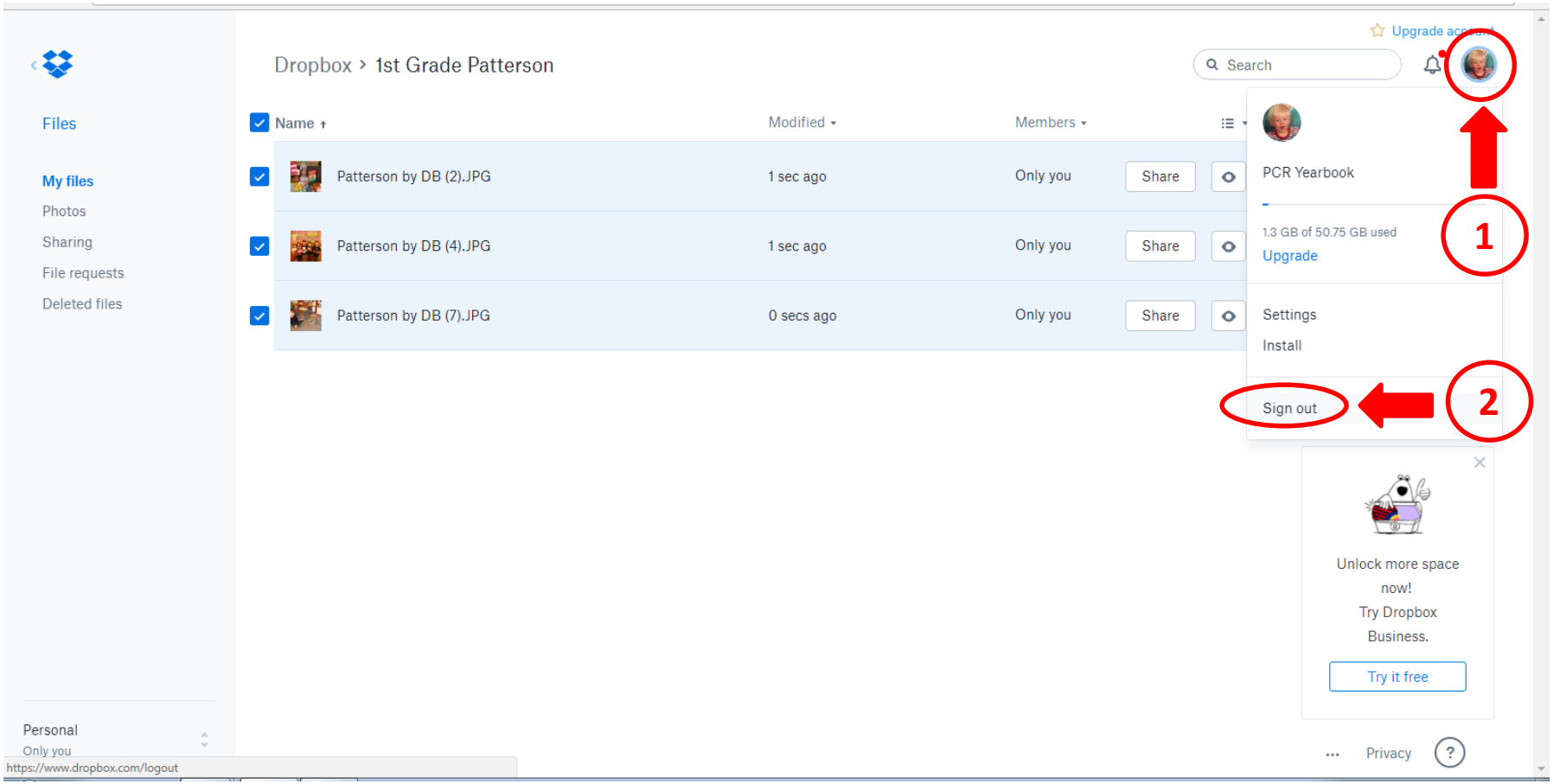
Make sure your pictures uploaded properly and then select “Done.”



Congratulations! Your photos are in Dropbox but you are still not done.



Sign out by selecting the picture on the upper right hand corner and clicking “Sign out” in the drop down menu.



PC Users, please skip to page 57 … you are almost done!

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4. Every class has a folder for class candids
5. Every event has a folder
6. Please do not add or delete folders
7. Please do not open your own dropbox account and share with us

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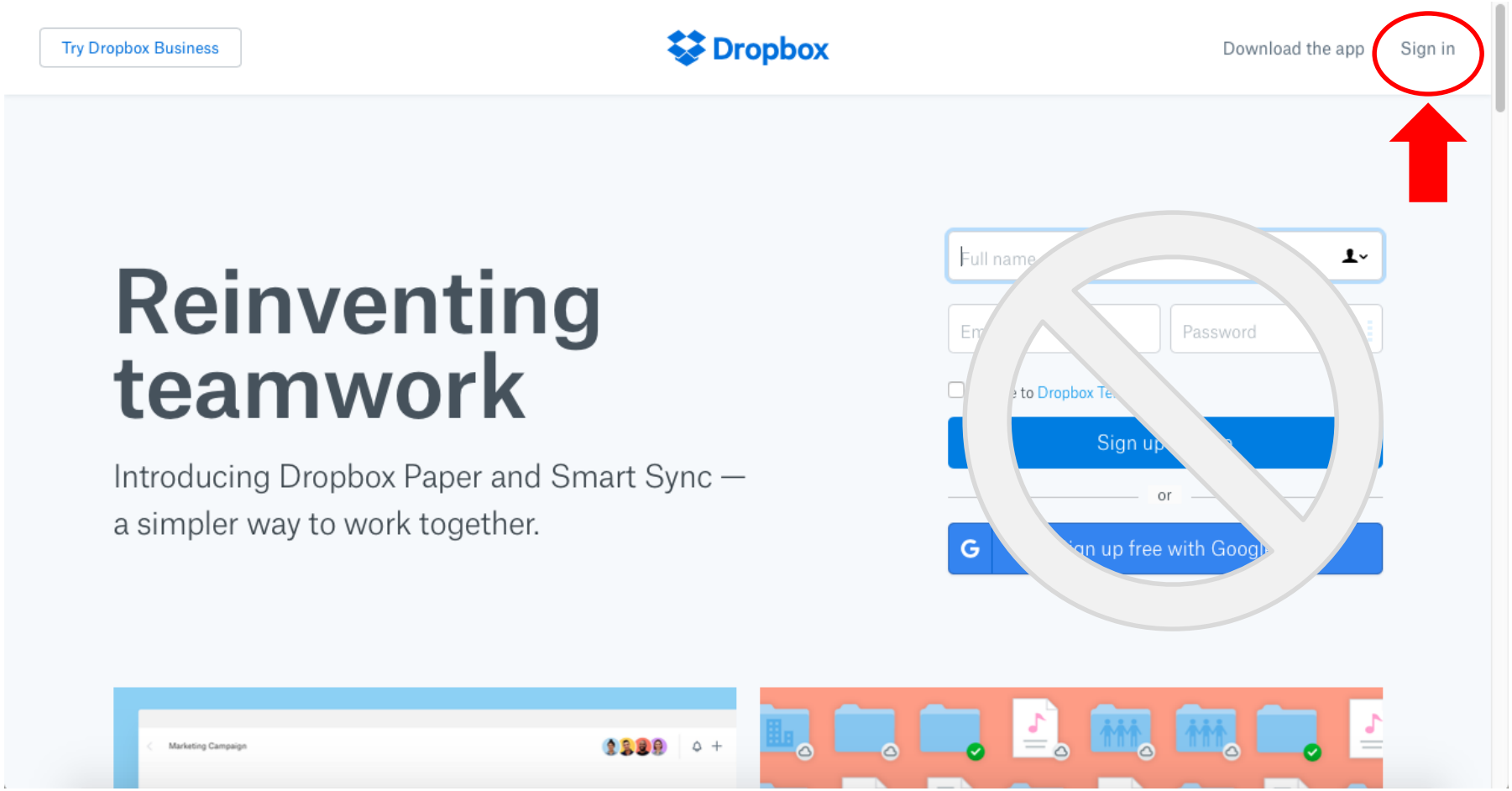

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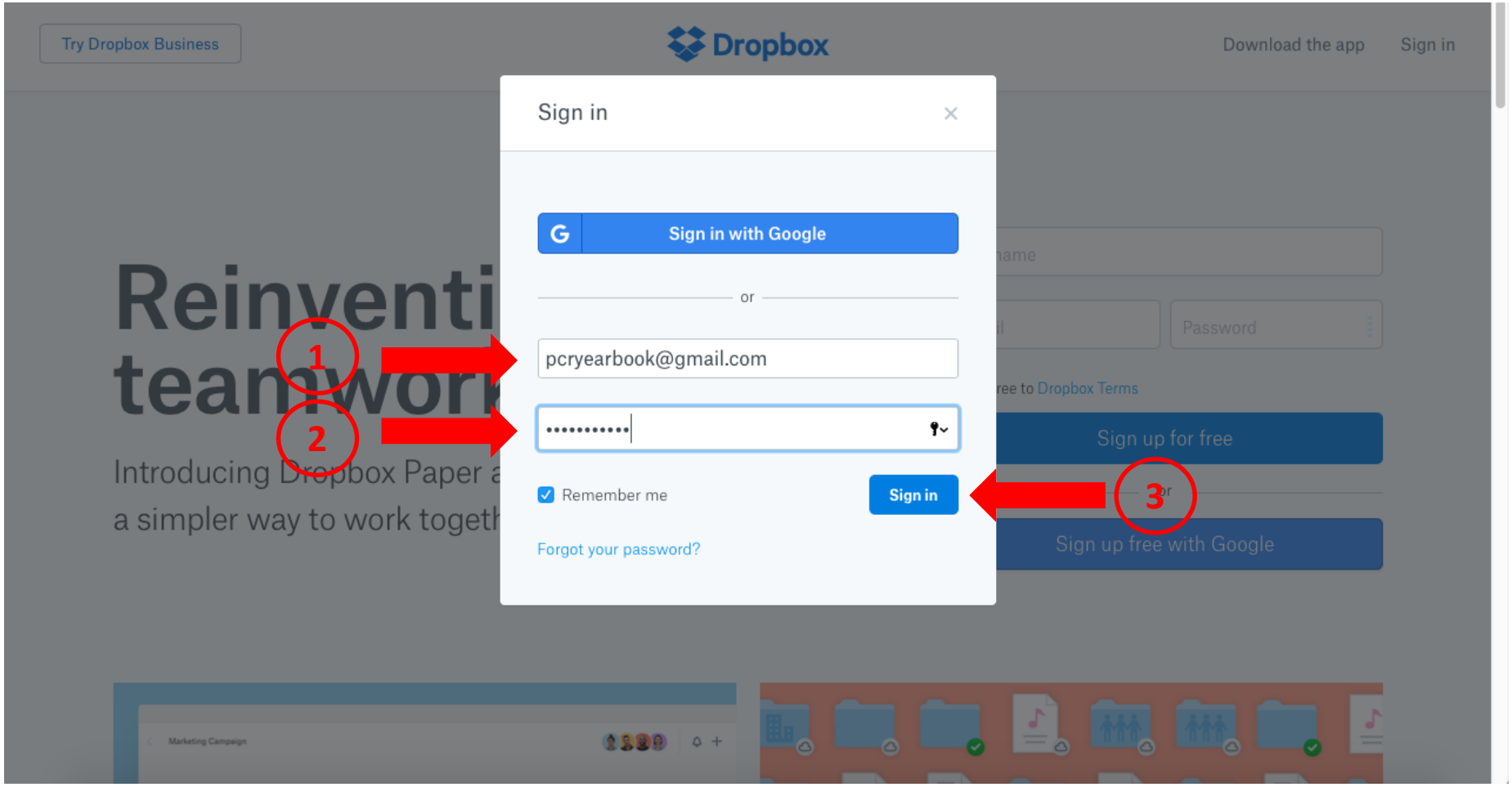

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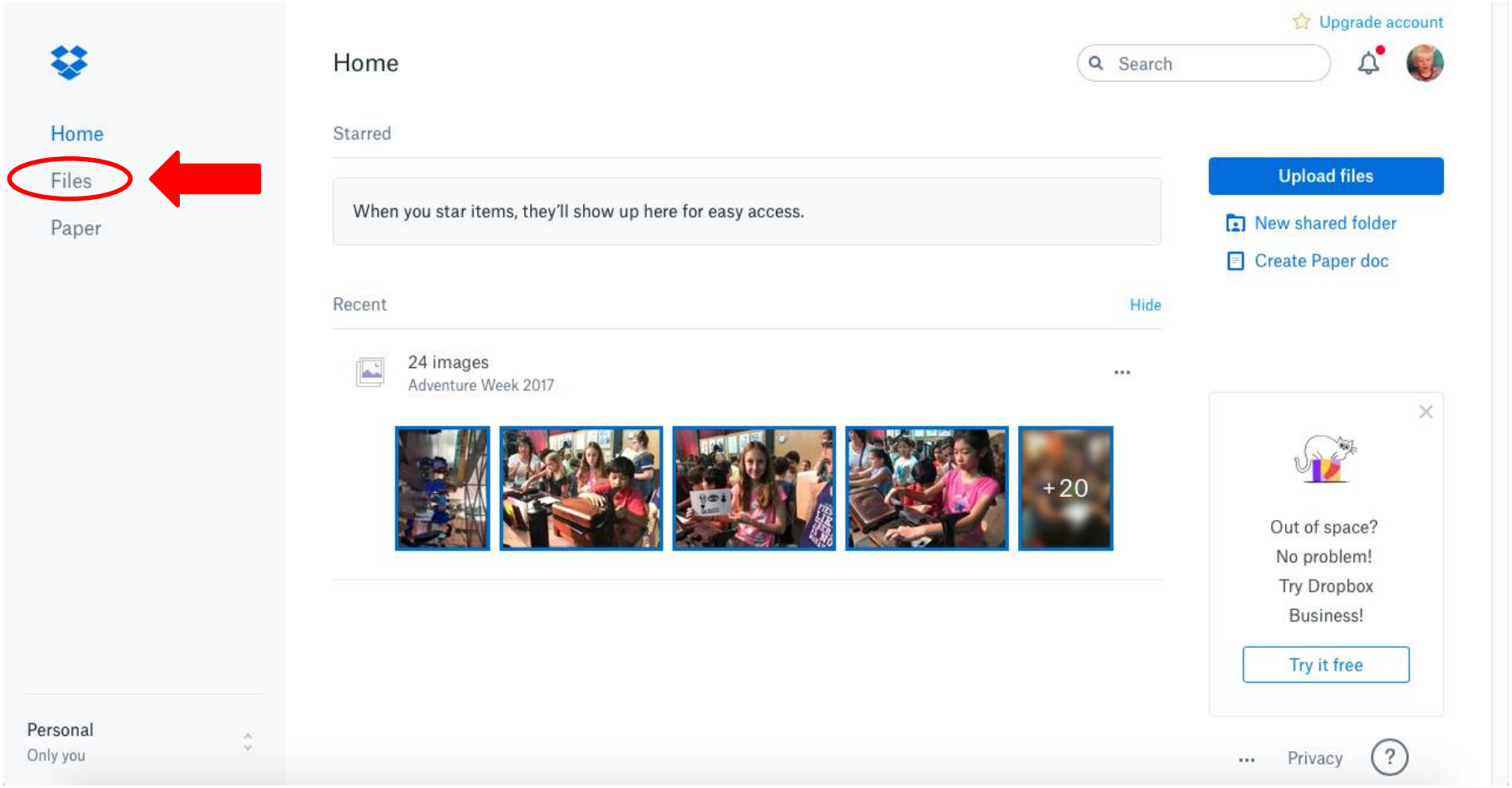

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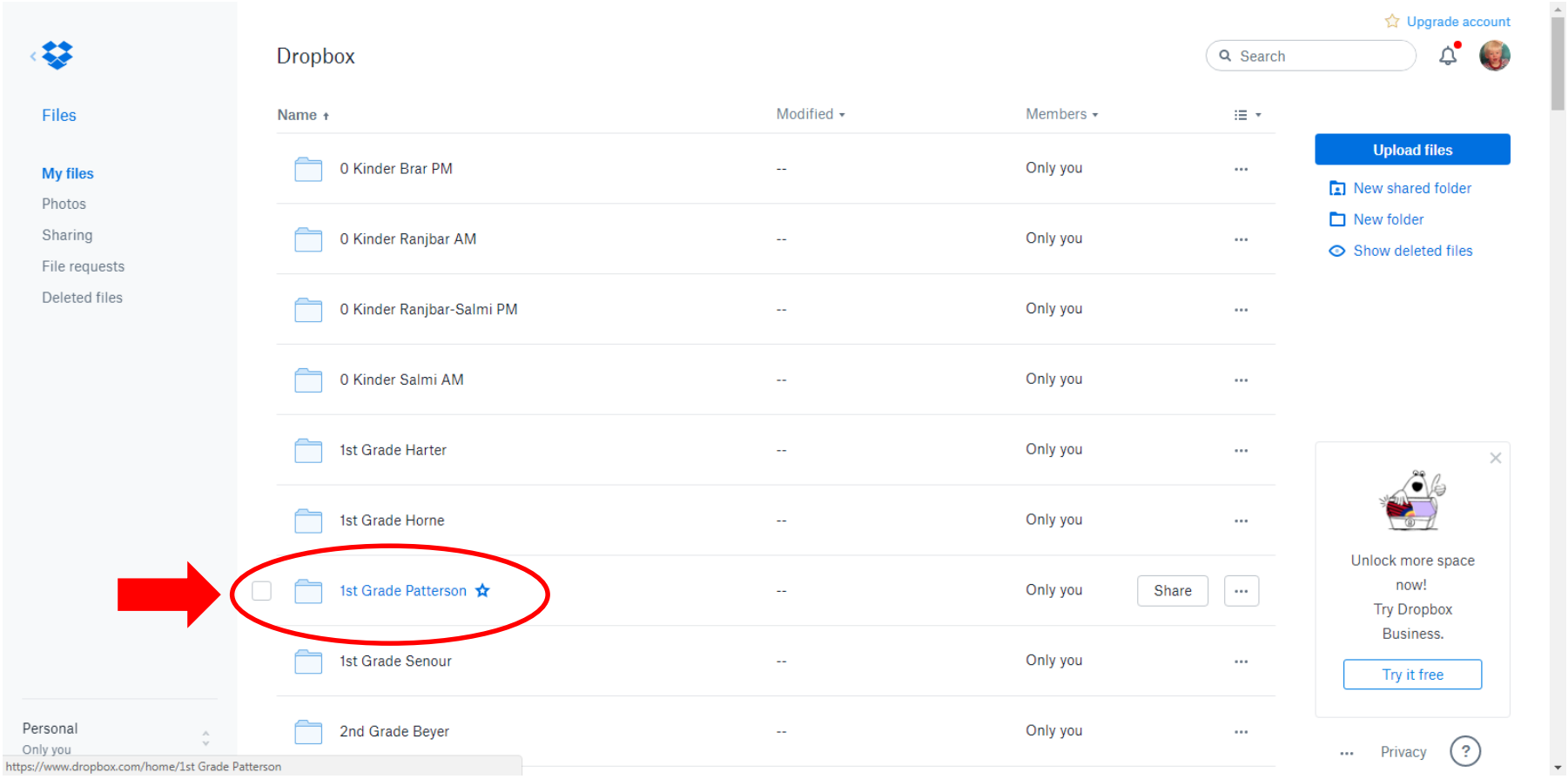
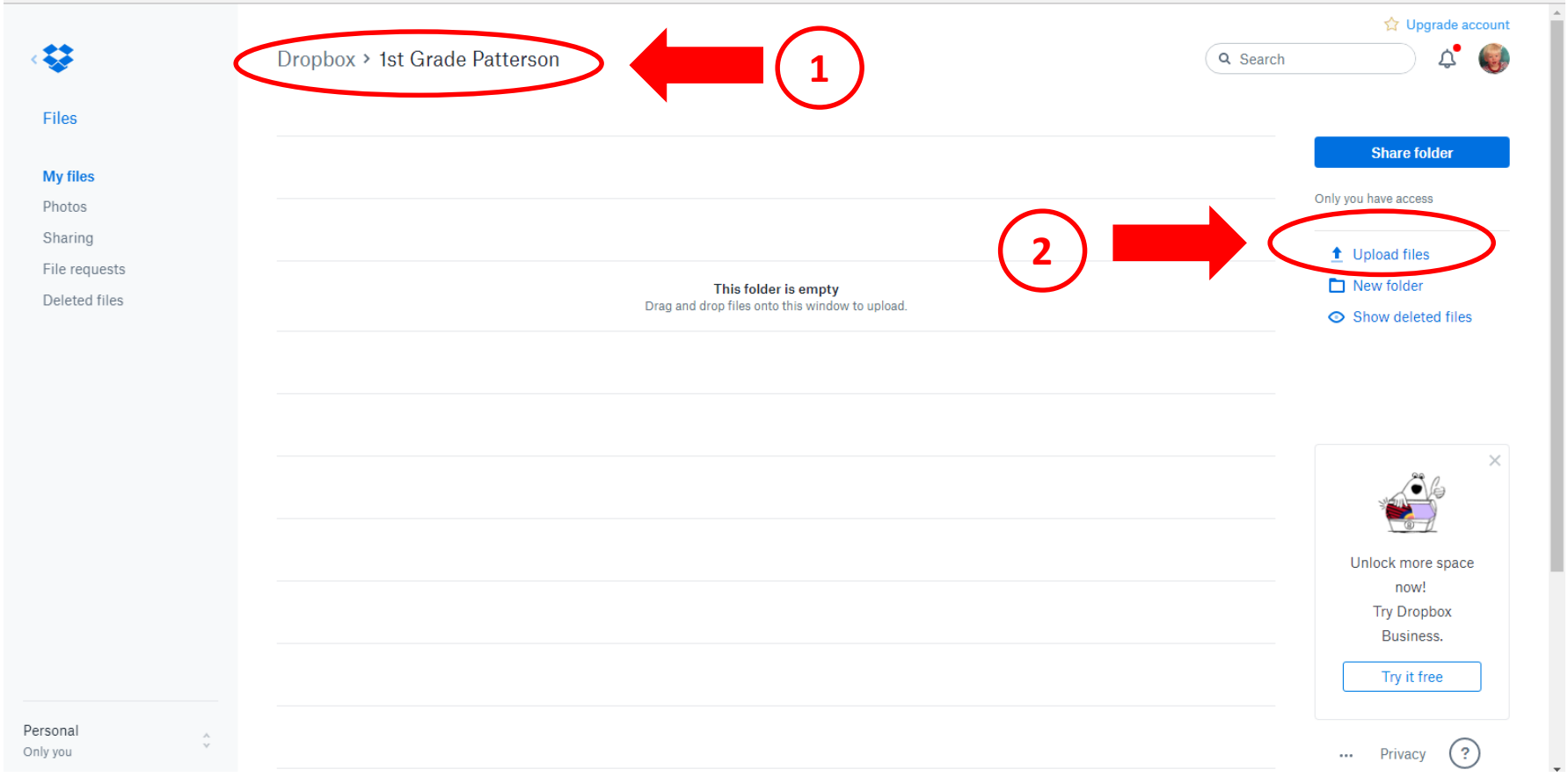
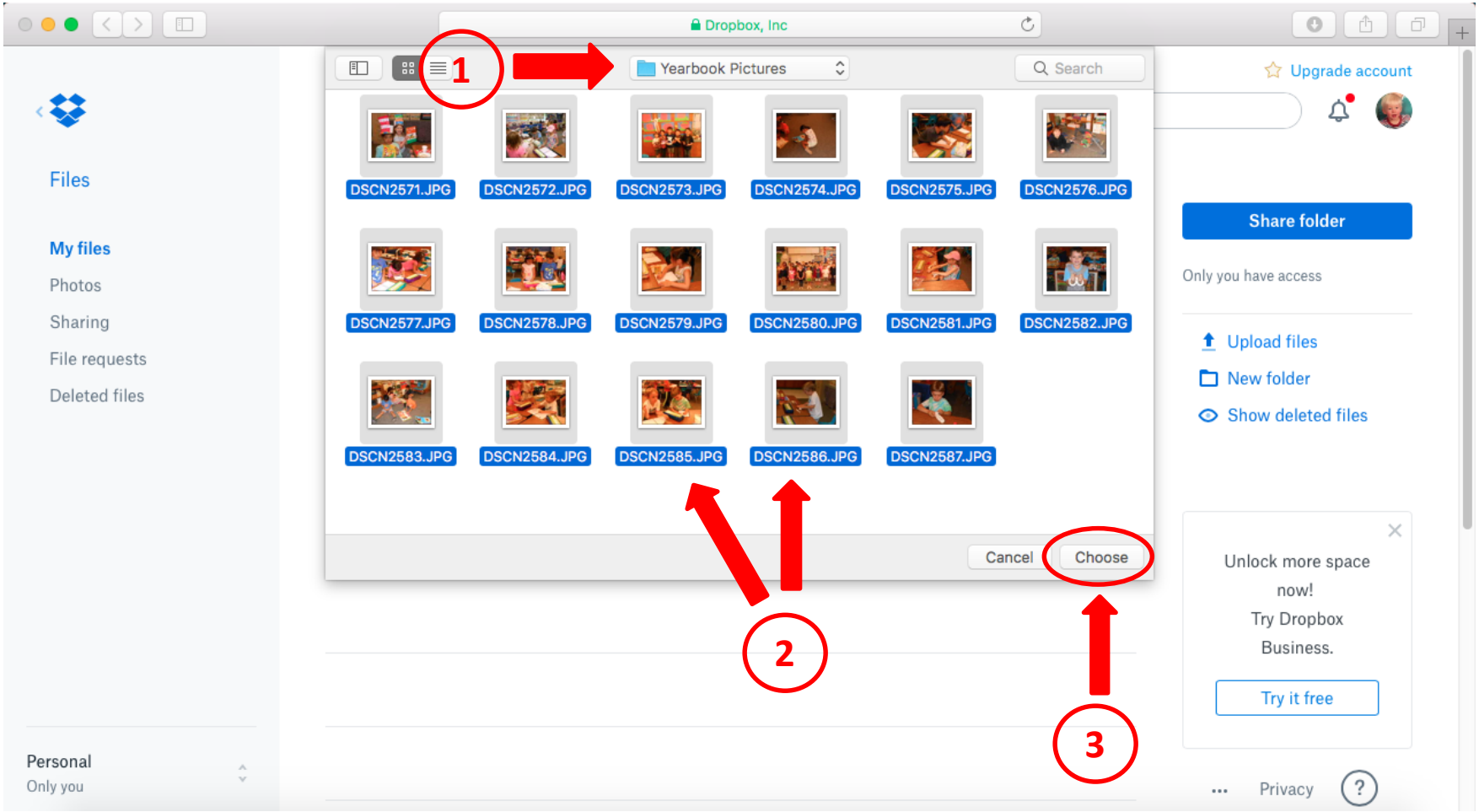


Confirm you're in the appropriate folder and select "Upload files" to start the upload process.



Find the folder where your pictures are located. Select the photos you want to upload and click "Choose."



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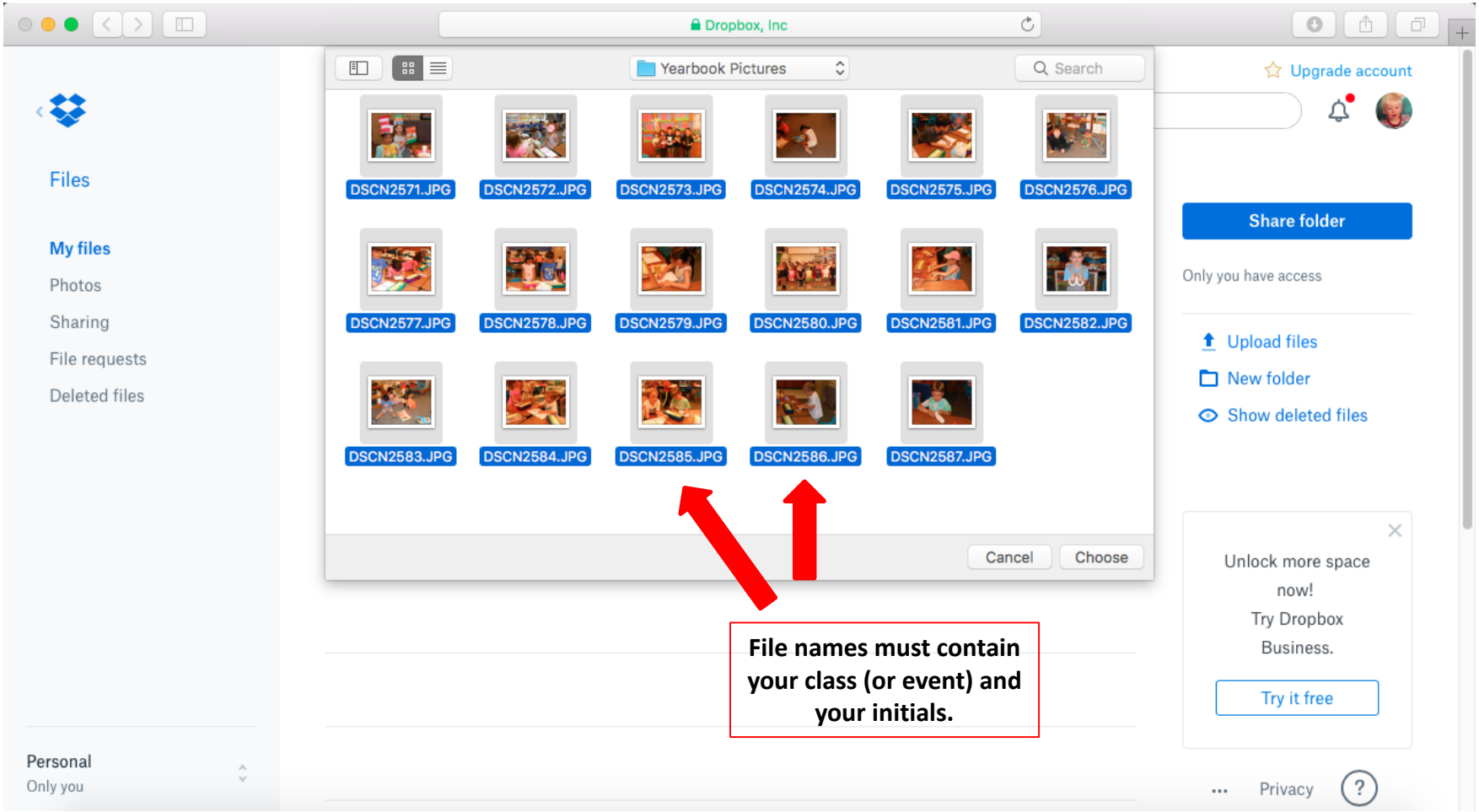
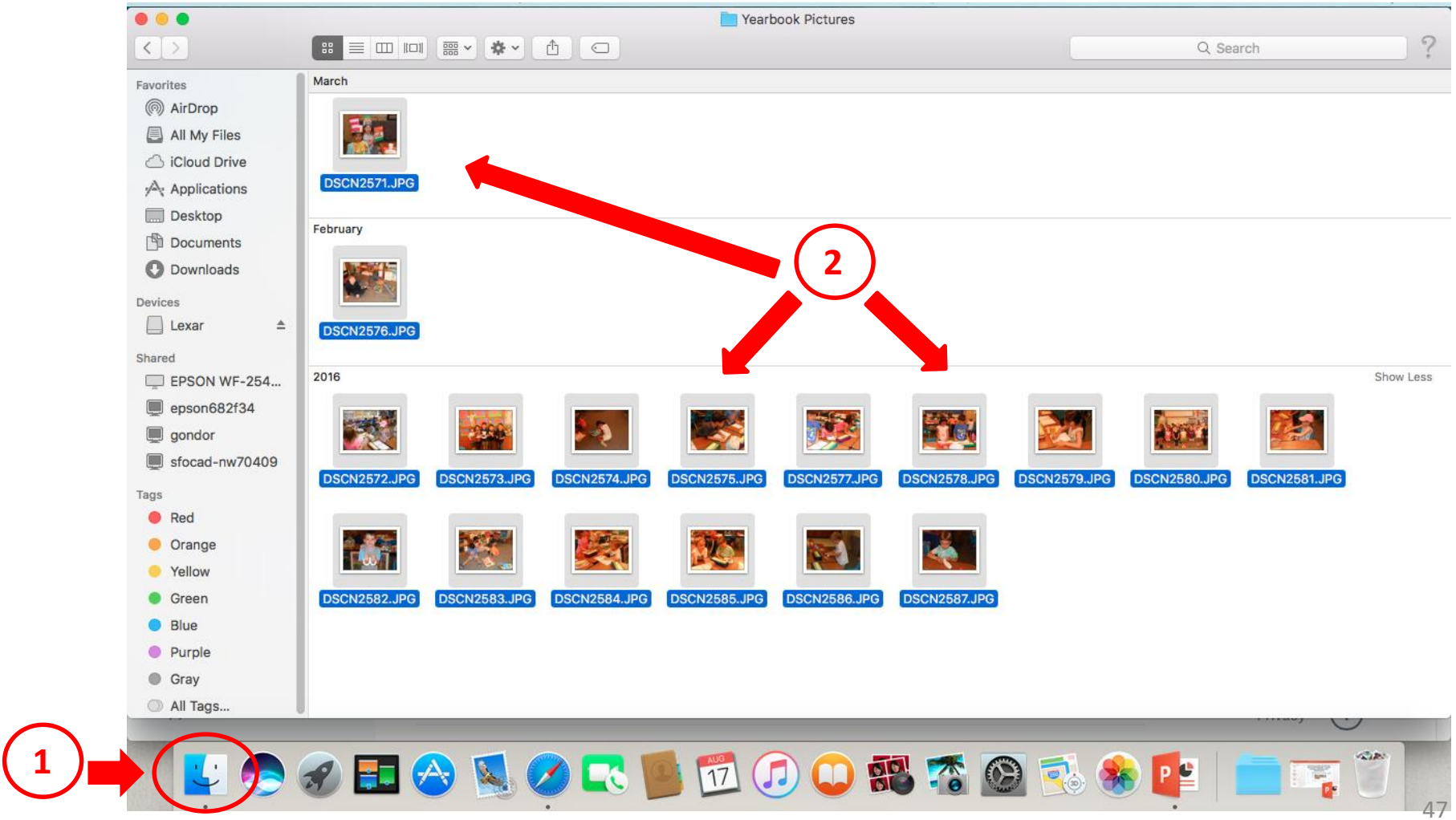
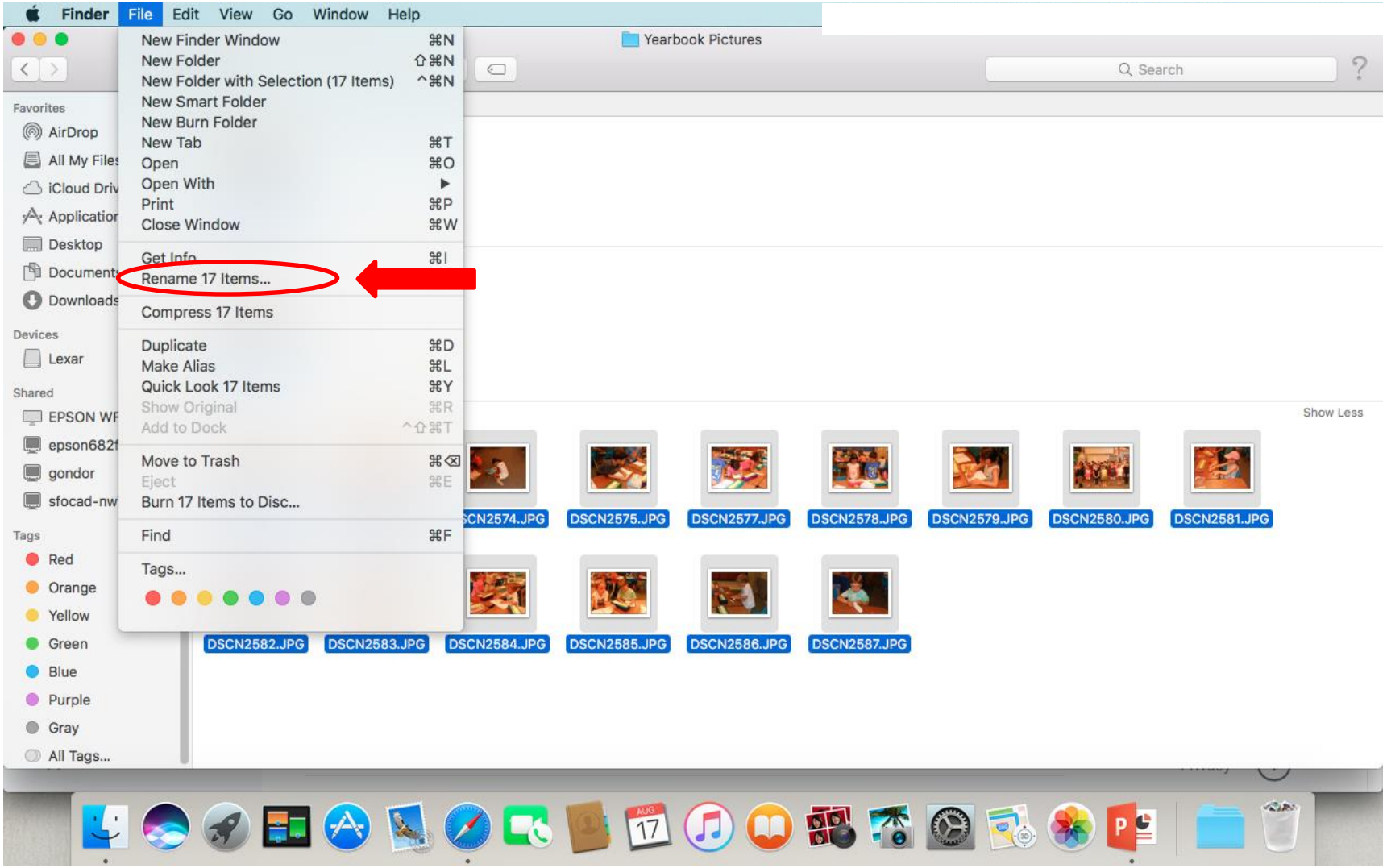


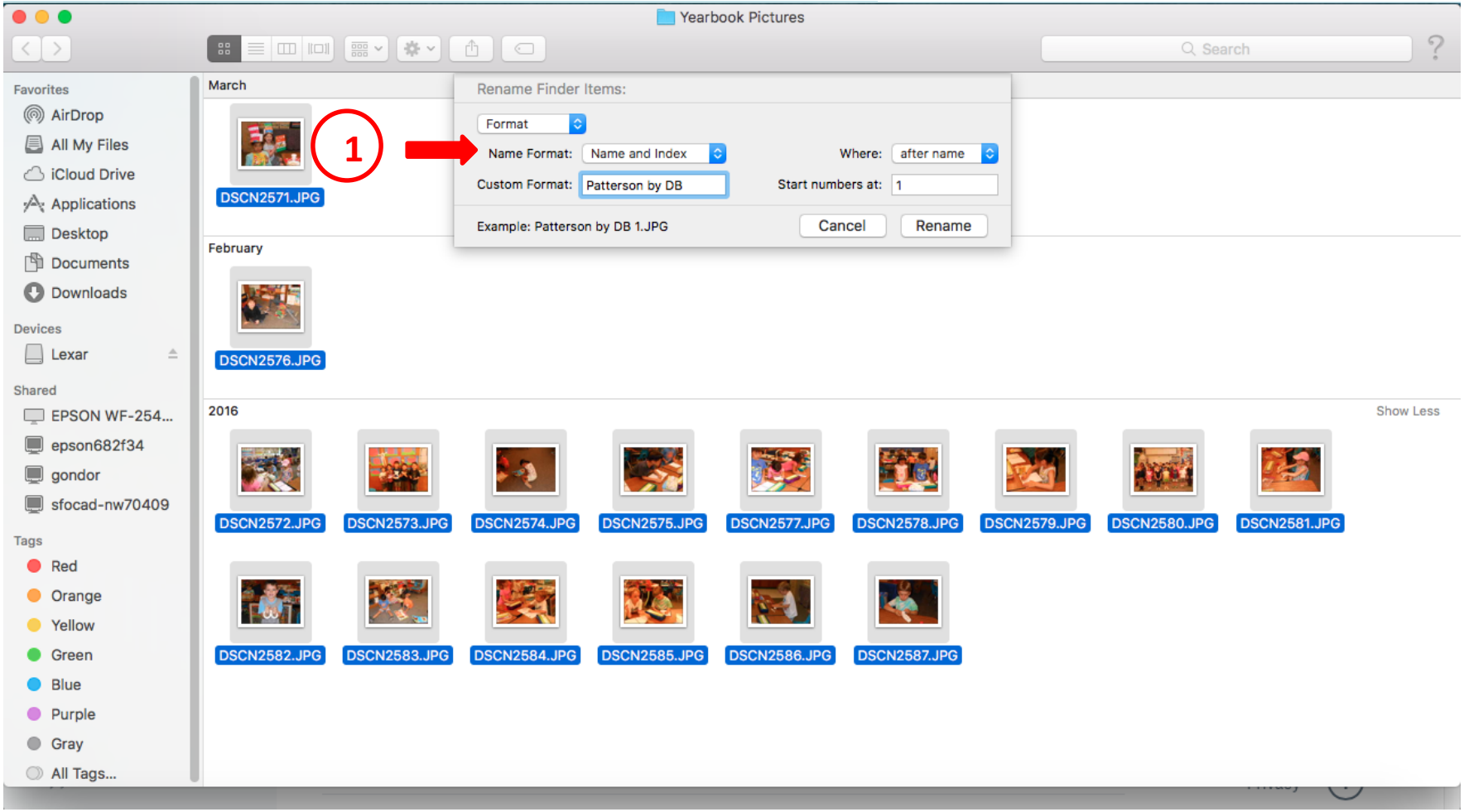
On your Mac, go to “Finder” and locate your pictures. Select the photos you want to rename (“Command”–”A” to select all photos, “Shift”-Click to select individual photos, or Click-Drag to select a range of photos).



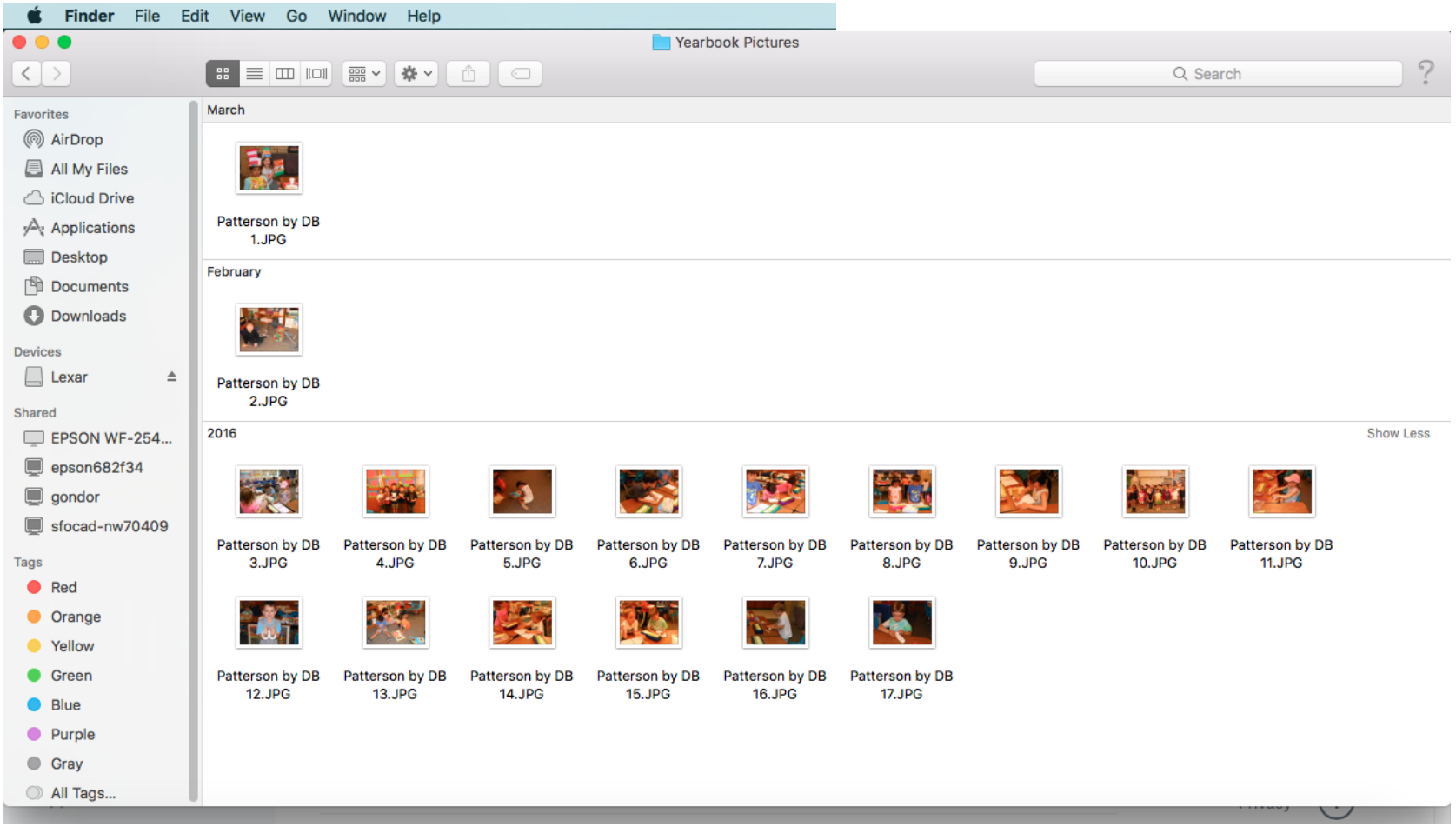
Go to “File” and select “Rename items.” Note, it is recommended that you perform the following naming procedure BEFORE you begin uploading to Dropbox.



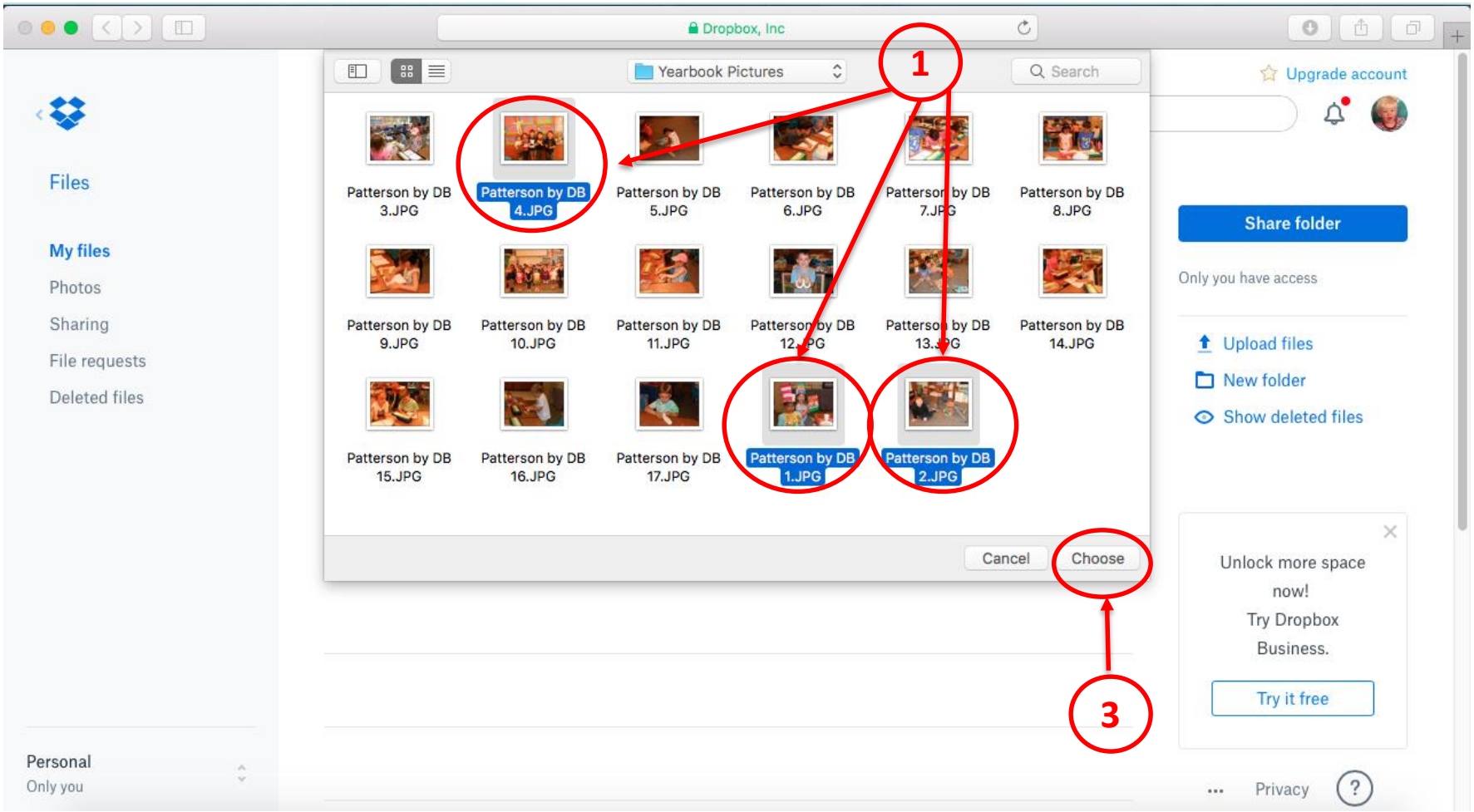
In the pop-up window, set the “Name Format” to “Name and Index” and enter a file name (class or event and your initials) into “Customer Format.” Click on “Rename.”



The computer will automatically name all of your photos for you.



Return to Dropbox. Select the pictures that are yearbook worthy (“shift”-click). Click on “Choose” to start the upload process.



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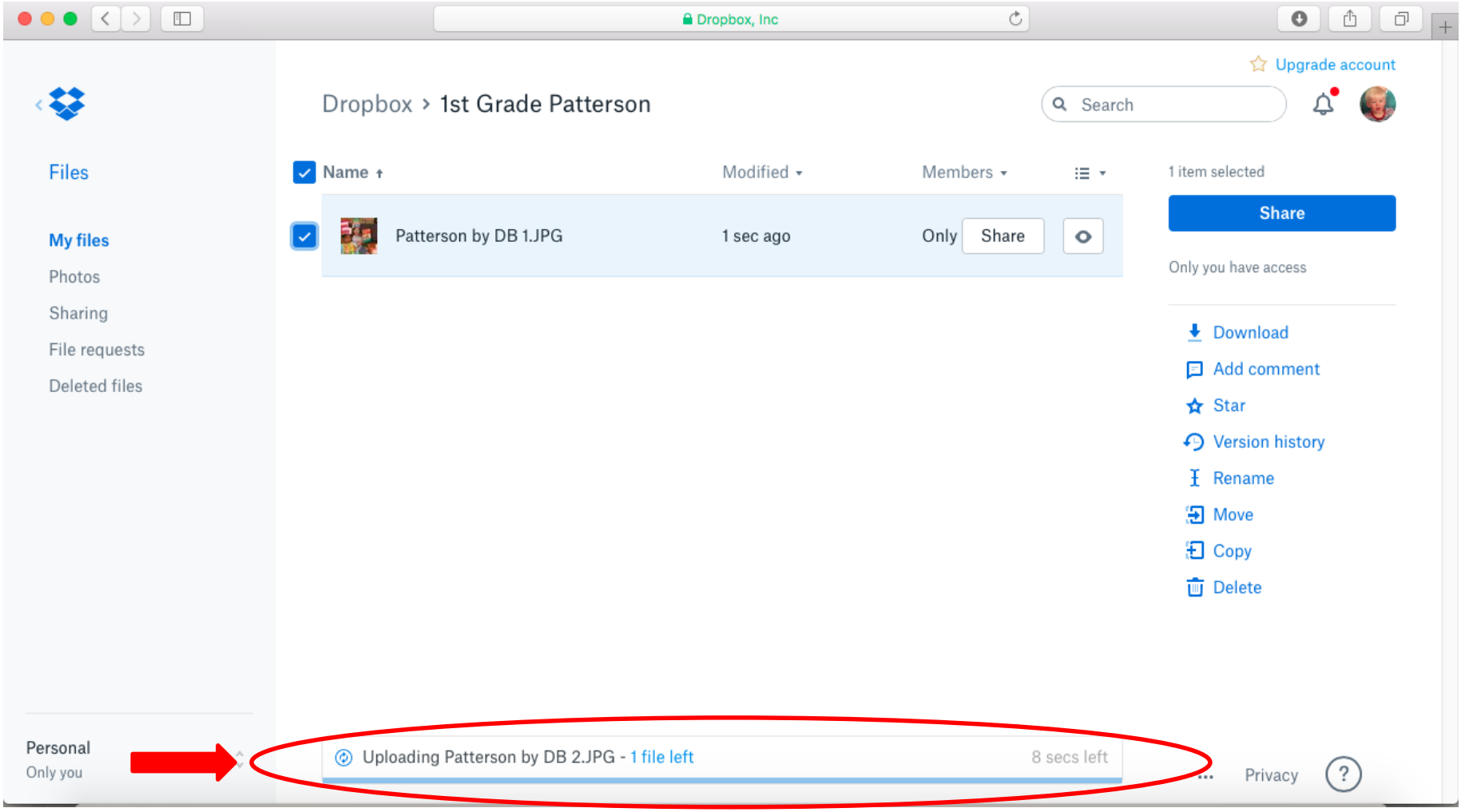
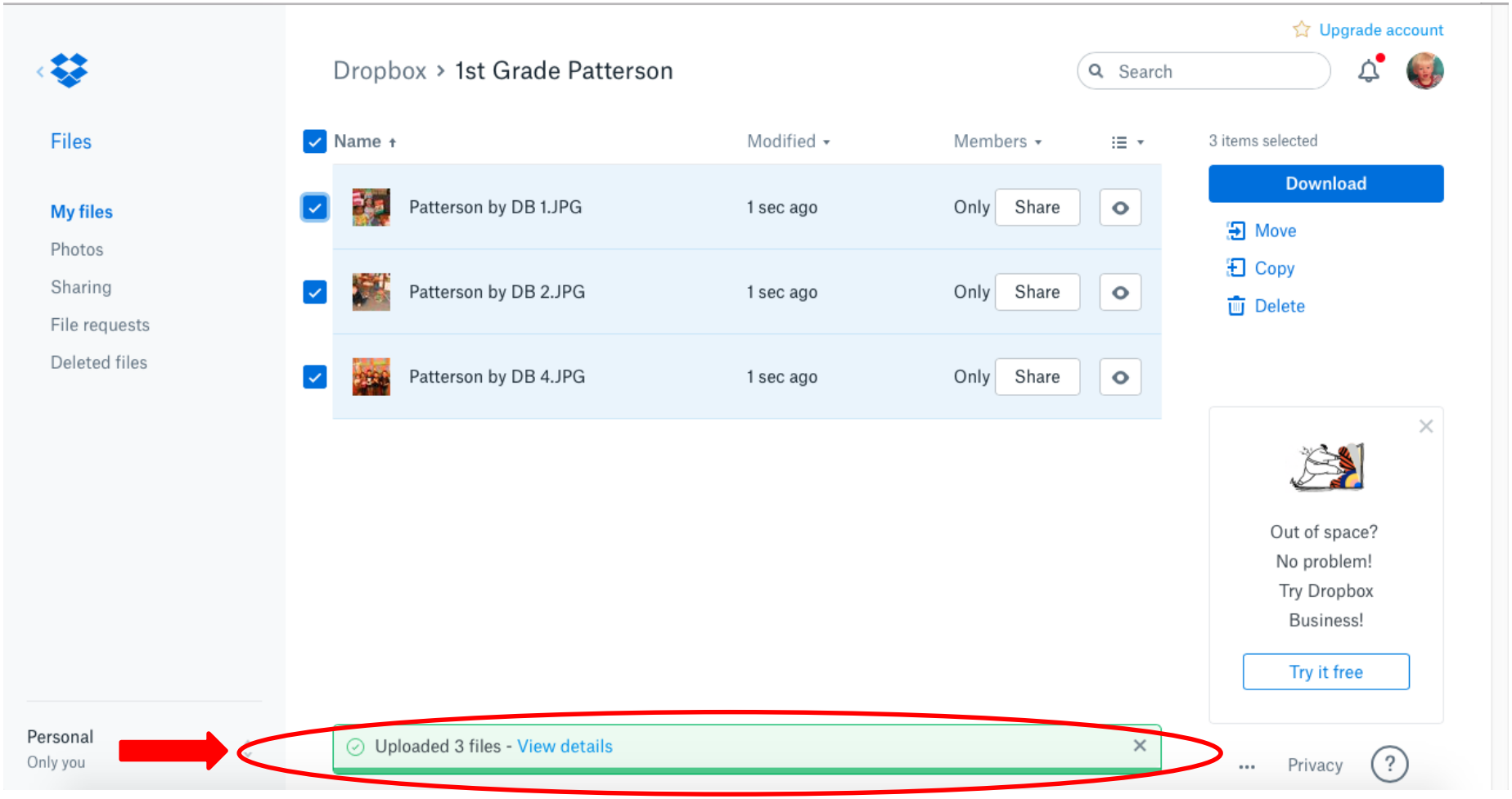


After all your pictures have uploaded, click on “View details.”



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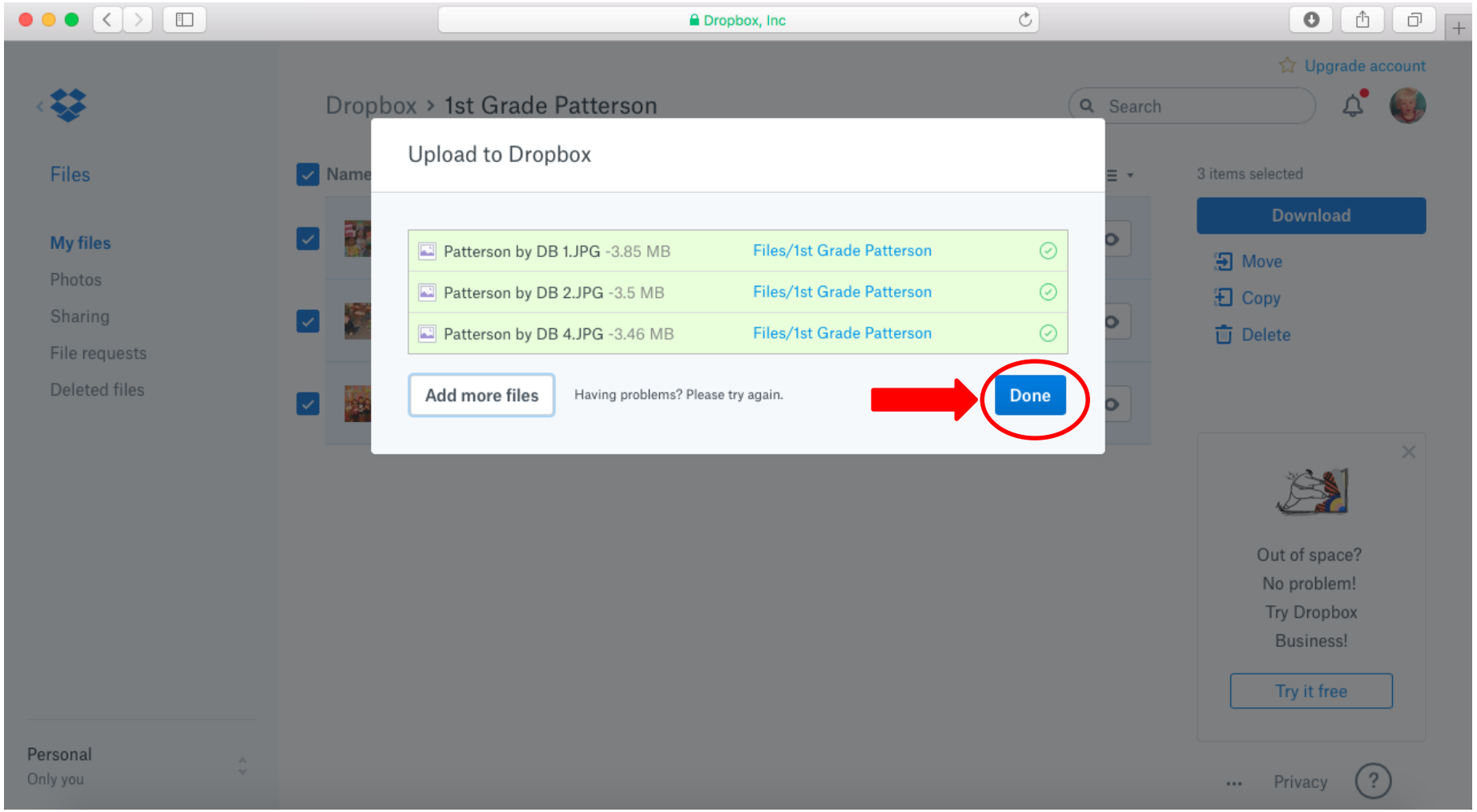

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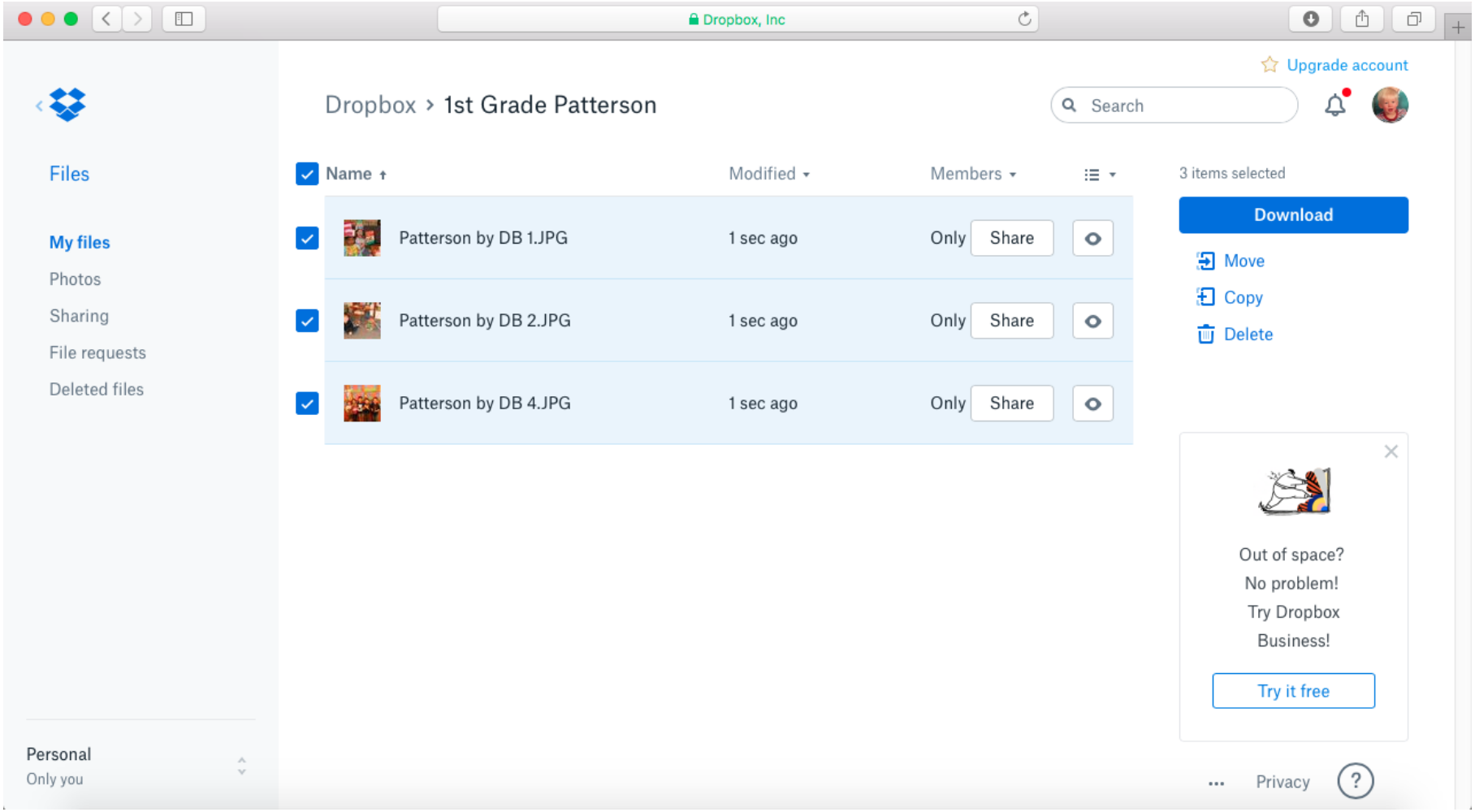
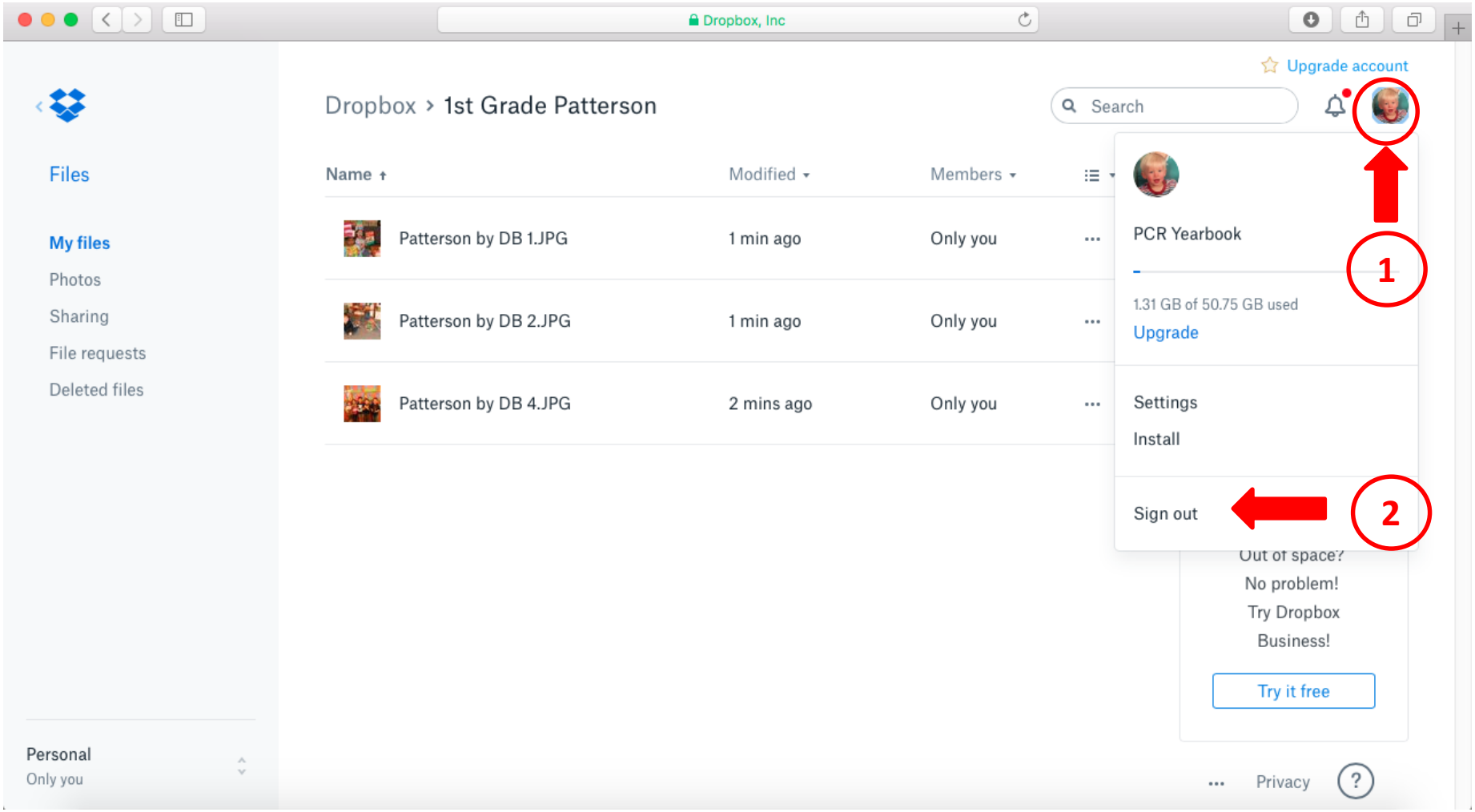


Sign out by selecting the picture on the upper right hand corner and clicking “Sign out” in the drop down menu.



Some Sad Realities

1. Grades do all kinds of combined programs throughout the year. Unfortunately, we do not have "grade" candid photos. So, we cannot use the photos of "grade" performances or field trips.
2. There are a few field trips that are exceptions – 4th Grade Brig Pilgrim, 5th Grade Valley Forge & Adventure Week, & 6th Grade Pali Mountain.
3. We will not be using photos from the ALF Instrumental Music performances. Why? Because there are a variety of schools combined. We do, however, attend the ALF Instrumental Music rehearsals and take pictures of our students there. Yay!

Don’t add photos from your phone to our Dropbox account because all of your personal photos from your phone will automatically be uploaded to our Dropbox account. Luckily, the one time this happened all photos were G-rated.

THANKS FOR VOLUNTEERING and catch those smiles!

Contact Deb at pcryearbook@gmail.com with any questions or suggestions.

LAST UPDATED: 8/20/17