

Helpful Hints for Great Yearbook Pictures

General guidelines:

- Fill the frame of your camera lens with kids! Stand within six feet of the subject whenever possible.
- Leave a little "breathing room" above their heads
- Get down on the kids' level
- Try to get at least 2-5 kids per picture
- Get as much variety, i.e., race, gender, age, etc., as possible for each class or event
- Get a mix of action shots and smiling faces or posed shots of students, teachers, administrators, other school staff, and volunteers.
- Avoid taking photos of the back of students' heads or where they're looking down and their faces aren't visible.
- Take your camera to school each time you go to be prepared for a "photo-op"
- Great photo-ops include: at the bus, playground, PE, morning announcements, hallways, music, art, computer labs, media center, carpool lines, and field trips
- Always pre-arrange taking pictures with teachers
- Don't take all your pictures the same day; go to school multiple days. If you don't, the kids will be wearing the same clothes throughout the book!

Digital guidelines:

- Set your camera to medium resolution (300 dpi). Anything higher will take too long to upload.
- Don't upload photos that are practically duplicates or blurry

How to Submit Images

- **Photo CDs are the preferred method for submitting photos.** Label photo CDs with your name, teacher's name and grade. CDs will be returned if properly labeled. Send photo CDs to school in your child's book bag and ask the teacher to put it in the "Yearbook" box in the Teacher Workroom.

If you are experienced with editing images... it would be a HUGE help if you crop and resize images to 5x7 (if a class group pic), or 4x6, 5x5, or smaller (for candid), rename them with teacher name and give the image a number, e.g., smith_01, smith_02, etc. Edited images may be downloaded directly to <http://sw.balfour.com> Click the PUBLIC UPLOAD link at the bottom of the page

Enter our school's code: 220422

Password: 220422