SENIOR PHOTO SUBMISSION

EVERYTHING YOU NEED TO KNOW TO SEND YOUR PHOTO TO THE LC YEARBOOK STAFF

ACCEPTING SUBMISSIONS OCTOBER 30TH TO NOV 30TH 2020

WHAT WE NEED

1. We need a VERTICAL photo of YOU! If you had a professional take the photo you can skip down to the submission instructions below.

2. We need a photo from your Camera Roll. Screen shots off Social Media (Instagram, Facebook, Snapchat, etc.) do not have large enough file size for us to use in print. We need a minimum of 1MB file size.

3. Photo should be of you and only you. No family, friends, pets, watermark, or props. Photos with those items will not be accepted.

TAKING YOUR OWN PHOTOS?
HERE ARE SOME TIPS!

1. **Camera-** Use a digital camera or cell phone. DO NOT USE Social Media apps, they produce a file size that is too small and we cannot use those photos. Consider using "Portrait Mode" if you have a newer style cell phone.

2. **Background-** look for a neutral colored background. Find somewhere that doesn't have distractions that pull the viewers eye from you.

3. **Lighting-** Take the photo inside near a window for soft interior light or outside in lighting other than direct sunlight which results in hard contrasty shadows.

4. **Posing-** Have your photographer hold the camera as still as possible for a quality result. Image MUST be VERTICAL ¾ shot or head and shoulders shot. Please no full body length shots.

5. **Ready to Edit-** Lightly edit photos on your cell phone software choosing a vertical crop and edit brightness/contrast if necessary.

READY TO SUBMIT YOUR PHOTOS TO LC YEARBOOK STAFF?

1. GO TO: https://snap.yearbookforever.com/index.html#/upload/003188 and enter the Access Code: **LCTIGER** (all CAPS no SPACE).
2. SELECT Upload Photo and browse your computer for your file. Note: you may submit: .jpg, .jpeg, .tif, or .png files. .jpg is preferred.
3. Under CATEGORY, chose PORTRAITS and check the box <u>THIS IS A PORTRAIT</u>. That will prompt you to enter students name.
4. At the bottom list first name, last name, and email of the person submitting the file and click SUBMIT!
5. ALL DONE!

If you would like to verify that your photo was received please consult **this list**. Give the YB staff up to 7 days to update the list before emailing if you don't see your name. For questions, contact LC Yearbook Staff at: <u>LCYEARBOOK@SPOKANESCHOOLS.ORG</u>

FINAL TIPS:

Ideal file size is: 2x3 inches at 300 DPI at around 2MB. Minimum is 1MB, Max is 3MB.