

**It's time to get your Student's Senior Portraits taken and submitted to Yearbook by November 11, 2009**

## **Hello Parents! There are three options to choose for submitting your Digital Senior Portraits:**

1. ( banner) <https://images.jostens.com/login?user=400000867&pw=yearbook> to upload your Digital Senior Portraits!
2. <https://images.jostens.com>, and enter login **400000867**, and that the password is **YEARBOOK**
3. Or submit a Hard Copy to Mrs. Mauck's box in the main office

## **Please follow these specific requirements for ALL pictures:**

### **Requirements:**

1. Glossy and color for printed version-
2. Digital jpg images are also acceptable at 300 dpi.
3. Head size: 1" from the top of head to chin

**Minimum outside dimensions: 1.5" wide; 2 ¼" tall**

You can also bring in a CD or hard copy to Mrs. Mauck's box in the main office in the Fall. Please have ALL senior portraits submitted by **NOVEMBER 11, 2009**.

**For Senior Ads, please have them submitted and paid for by January 20, 2010. Please follow these requirements for the different ad sizes. All the ads are in color!**

Please email Mrs. Mauck at [jmauck@lwsd.org](mailto:jmauck@lwsd.org) with the size you want to reserve. Send a check directly to Jen Mauck at 17272 NE 104<sup>th</sup> St. 98052 or you can pay Randi Grimm at the Bookkeeping office!

### **Directions for senior tribute ads:**

¼ page is 4 inches wide by 5 tall	<b>\$70</b>
½ page is 8 inches wide by 5 tall	<b>\$130</b>
Full page is 8 inches wide by 10 ½ tall	<b>\$250</b>

### **Submission methods:**

1. Parents make up the ad on their computer camera ready and submit a printed copy on high quality paper to us. We just put a sticker on it and mail it in!
2. Parents give us a sketch of the ad and the words they'd like to use. Our staff members try to follow the directions as best they can. Pictures are submitted loosely and we tell the company where they go in the ad. Pictures can be reduced or enlarged by the company as long as they're proportional.
3. Parents make up the ad on their computer and submit it digitally or on a cd. A few rules for this type of submission: pictures should be 300 dpi. We can accept the following formats: Photoshop, InDesign, Jpeg, TIFF, or PPD. The yearbook company will not accept digital ads in Word, Publisher, or Power Point.

Thanks! Jen Mauck

