

# *Livingston High School*

## *2019 Crossroads Yearbook*

July 23, 2018

Dear Parents/Guardians of Seniors:

Congratulations to you and your family as your son or daughter begins their final year at Livingston High School. Our yearbook staff is looking forward to capturing the moments of this special year in the 2019 Crossroads Yearbook -- an entirely **color** yearbook! Once again, we will be using the Jostens Ad Service that allows parents to create their own Yearbook Ads online! The price of the color 2019 Crossroads Yearbook will remain at \$85! It can be purchased online via the Jostens website at <http://jostensyearbooks.com/?REF=A05127400>.

**Using Lors Studios for your Senior Portrait:** Free portrait sittings for senior students will be held in the high school Auditorium on August 13-17 & 21 – 23. In late July, seniors will receive a mailing from Lors Studio with a pre-scheduled appointment. If you cannot make the scheduled time, call Lors to reschedule. If you prefer to go to the studio for a sitting rather than sit at the high school, you may contact Lors to schedule a free sitting at their studio in Springfield. Lors can be reached at 908-964-0847. Retakes will be scheduled at the high school October 1 and 2. If you are not satisfied with your first sitting and want to schedule a retake, please contact Lors Studios to be added to the schedule. PLEASE NOTE: Students who want the opportunity to sit for a retake must have their first photo taken prior to August 31. Students who sit for the first time October 1 and 2 will not have time to schedule a second sitting.

Lors will send your senior's proofs to your home address. You must select a pose for the yearbook and return this selection to LORS STUDIOS by November 16. Seniors who do not return a yearbook pose selection to Lors Studio by November 16 will not be able to choose their pose — a pose will be selected for them. If you order a package, the retouching fee is included. If you are not ready to order a package by Nov 16 and you want your photo retouched, you must include the retouching fee with your yearbook selection.

**Using an Alternate Photographer for your Senior Portrait:** Students who use a different studio for their senior portrait must let Mr. Wieboldt know of this decision via email ([lhsyearbook@livingston.org](mailto:lhsyearbook@livingston.org)) by September 14. Alternate photographer portraits must be submitted in digital form by November 16.

Portraits must be: TORSO (head and shoulders); no cap and gown poses; male students should wear a jacket and tie; female students should wear a sweater or blouse – no sleeveless tops; portrait background should be light green (greenish blue) background or very similar (use 2018 yearbook for color sample).

Attached to this letter are **Important Yearbook Dates for Seniors**, **Photo Submission Instructions**, and the **Yearbook Ad Submission Instructions**. *We greatly appreciate your cooperation in adhering to these dates so that we may produce the yearbook on time.* We suggest that you print these documents for future reference.

If you have any questions, please feel free to contact us via email: [lhsyearbook@livingston.org](mailto:lhsyearbook@livingston.org). You may also leave a message for us in the yearbook office at (973) 535-8000 ext. 8869. (Please note that messages are checked on a regular basis during the school year only.) You can also check the Yearbook webpage via the Activities tab on the LHS homepage for this and additional information (or at [http://www.livingston.org/lhs\\_yearbook](http://www.livingston.org/lhs_yearbook)).

Sincerely,

Mr. Jeffrey Wieboldt, Advisor  
Mr. James Memory, Advisor  
LHS Crossroads Yearbook

# Important Yearbook Dates for Seniors

- August 13, 14, 15, 16, 17, 21, 22, 23**      **SENIOR PORTRAITS**  
Will be held in the LHS Auditorium this summer. In late July, LORS Studio will mail to you a prescheduled appointment (9am-3pm these days). If you cannot make the scheduled time, call LORS to reschedule. 908-964-0847. (See the cover letter for additional information.)
- September 7, 2018**      **OTHER PHOTOS:**  
**September 14**      **JUNIOR PROM PICTURES DUE**  
**September 21**      **THROUGH THE YEARS PICTURES DUE**  
                         **NOW & THEN PICTURES DUE**  
For clarification, *Through The Years* photos should be a group of current seniors in younger grades (field trips, Halloween, class photos, etc.). *Now and Then* photos are 2 pictures with the same friend(s) – one current and one from the past. **See “Photo Submission Instructions” on next page.** Please note that due to space limitations, only a subset of the pictures that are submitted will be able to be included in the yearbook. For that reason, **please do not submit large numbers of pictures.**
- September 14**      **ALTERNATIVE PHOTOGRAPHER - SENIOR PORTRAITS**  
Students who use a different studio for their senior portrait must let Mr. Wieboldt know of this decision by September 14 via email (lhsyearbook@livingston.org). (See the cover letter for additional information.)
- September 14**      **SENIOR PORTRAIT NAME CONFIRMATION**  
Senior portrait name confirmations will be completed online by your son/daughter via a link from the Yearbook web page ([http://www.livingston.org/lhs\\_yearbook](http://www.livingston.org/lhs_yearbook)). Please make sure they have completed this online form by September 14. (The form will be active in September.)
- September 28**      **BABY PHOTOS**  
Each senior may submit **ONE** baby photo for publication. Pictures submitted after this date cannot be accepted. **See “Photo Submission Instructions” on next page.** Any questions/concerns, please contact the Yearbook staff.
- October 1, 2**      **RETAKES AND MAKE-UPS FOR SENIOR PORTRAITS AT LHS**  
These are the last days scheduled **at the high school for portraits**. If you cannot attend these dates, call LORS Studio at 908-964-0847 to schedule an appointment at their studio in Springfield by October 13. **Location:** LHS Auditorium (after school / evening).
- October 13**      **RETAKES AT LORS STUDIO**  
Final day for retakes at LORS Studio in Springfield.
- October 19**      **ADS DUE**  
Ads will be created, submitted, and paid for online by parents/guardians/relatives via Jostens Ad Service. See the *Yearbook Ad Submission Instructions* document for more information.
- November 16**      **YEARBOOK POSE SELECTION DUE**  
Return your selection to LORS Studio (per their instructions), or to the yearbook staff by email (lhsyearbook@livingston.org). Students who miss this deadline will not be able to select a pose; a pose will be selected for them by LORS.
- November 16**      **ALTERNATE STUDIO PHOTOS DUE**  
Students have the option to use any studio of their choice for their senior portrait. Portraits taken by studios other than LORS must be submitted to the yearbook office by November 16th. Photos must be on a light green background. Only torso shots (head and shoulders) will be accepted. Photos should be submitted digitally – have your photography studio contact Mr. Wieboldt (lhsyearbook@livingston.org). (See the cover letter for additional information.)
- February 14, 2019**      **LAST DAY TO ORDER A 2019 YEARBOOK THROUGH JOSTENS**  
Order your book in advance to guarantee you will have a 2019 yearbook. Books ordered after February 14 may be subject to a late fee and are first-come-first-served and we have run out of books in the past!

**Photo Submission Instructions for:  
Baby, Through The Years, Now & Then, and Junior Prom Photos**

All “non-Ad” photos should be submitted digitally via Jostens Photo Submission website:  
<https://images.jostens.com/410533805>

(If you are asked for a “User ID” on the submission page, enter “410533805” and click “Enter”.)

Jostens has made uploading photos a very straight-forward process. On their submission page, the “Contact Information” can be that of the parent or senior; however, the “Image Information” MUST be that of the SENIOR (first name, last name, grade) so that we may identify the student. In the “Description” field, please enter the Senior’s Name(s) followed by “Baby Pic or Now & Then Pic etc.” (e.g., Kim Smith Baby Pic). Make sure to check the “terms and conditions” box and then click “Upload Chosen Images” to submit. Note: Only Yearbook staff will have access to the pictures that are uploaded. **Please note that due to space limitations, only a subset of the pictures that are submitted will be able to be included in the yearbook.** For that reason, please do not submit large numbers of pictures.

If you cannot obtain a digital version of the photo you want to submit (e.g. a baby pic), please email the Yearbook staff at [lhsyearbook@livingston.org](mailto:lhsyearbook@livingston.org) and we will try to assist you.

# 2019 Crossroads Yearbook - Ad Submission Instructions



COMPLETED AD SUBMISSIONS DUE:

**Friday, October 19, 2018**

Ads will be printed in **COLOR!**



## 1 Go online and create a Jostens account.

- A) Go to [www.jostens.com](http://www.jostens.com) or the direct link: <http://jostensadservice.com?REF=A05127400>.
- B) Click **Sign In** on the black banner at the top and then click **Register** to create an account.
- C) Click the gray **Yearbooks** tab at the top of the web page and then click **Yearbook Advertisement & Recognition Ads**.
- D) Select **Buy a Student Yearbook Ad** and type in **Livingston High School** when prompted. Then select "Livingston High School, Livingston, NEW JERSEY" from the list. (Be sure to select "NEW JERSEY" as there are Livingston High Schools in other states.)
- E) Select **Create Your Student Yearbook Ad**. Note: After registering for the first time, you may then click **Sign In** at the top of the Jostens.com page. Then choose "Cart" at the top of the page and click "Edit" to continue working on your ad.
- F) We are looking for student ads only. No business ads. Thank you!

## 2 Choose an Ad Size (Full, Half or Quarter).

## 3 Choose a Layout.

*We reserve the right to change the design when deemed necessary.*

## 4 Add Pictures and Text to create yearbook ad.

- Only digital photos can be used.
- You can alter text size and font.
- Digital photos should be saved as JPEG files with a minimum resolution of 300 dpi and be at least 250 kb.
- Ad examples, FAQ (Frequently Asked Questions) and Help tabs found in top right corner can help answer many of your questions. If not, call Jostens Ad Service at 800-358-0800.
- Please refer to the next page for text and photo submission guidelines.

*You may click "Save Draft" and come back to work on the ad at another time.*

*The ad will not be processed or considered submitted until payment is received for the ad.*

## 5 Click "Save Draft" in the upper right corner to save your work (and add it to your Shopping Cart). If you are done, click "Review Ad" found in upper right corner.

## 6 Click Checkout and follow prompts to pay for ad and don't forget to print out a receipt. You may choose one of the following payment options: electronic check, credit card, PayPal or Bill Me Later. (Important: Once you have paid for your ad, it cannot be changed.)

### 2019 Ad Prices

¼ Page	\$60
½ Page	\$120
Full Page	\$240

## ***SUBMISSION GUIDELINES ACKNOWLEDGEMENT***

*Any work submitted for our yearbook, Crossroads, will be screened by its editorial staff and approved by its advisor(s).*

*Any pictures and/or literary work may be omitted and/or edited if it is not in compliance with our community standards. Work must not be offensive to any individual or group. It must not promote and/or suggest, even in a latent manner, the use of alcohol or other drugs, sex or violence. Unclear or foreign phrases and abbreviations are not allowed. Sensitivity to diversity and to related issues of religion, ethnicity and culture must be maintained. Any submitted work which reflects prejudice of any kind will be rejected.*

*These prerogatives exercised by the yearbook will be accomplished in a spirit of fairness. More importantly, they will be done to make sure that our yearbook is consistent with our school's philosophy and its mission. These prerogatives will be exercised when they are legitimate educational concerns. Livingston Board of Education Policy #6145.3 governs school publications in our district.*

*To ensure compliance with these guidelines, minor changes may be made by the yearbook staff without notification. If the yearbook staff deems significant changes are needed to ensure the compliance of these guidelines, the submitter will be notified of our staff's decision. Failure to meet necessary deadlines will mean that the work may not be accepted. Your payment for an ad acknowledges that you have read and understand the guidelines set forth here for the publication of our high school yearbook, Crossroads 2019.*

# **COMPLETED AD SUBMISSIONS DUE: Friday, October 19, 2018**

## **NEED HELP**

- **CLICK VIDEO FOUND IN UPPER RIGHT SIDE TO WATCH A DEMONSTRATION ON HOW TO CREATE AN AD.**
- **CLICK FAQ TAB**
- **CLICK HELP TAB ON WEBSITE TO CALL A JOSTENS REP TO WALK YOU THROUGH THE PROCESS AND/OR ANSWER ANY OF YOUR QUESTIONS.**
- **IF YOU HAVE ANY QUESTIONS REGARDING THE CREATION/SUBMISSION OF AN AD, JOSTENS AD SERVICE STAFF WILL BE HAPPY TO HELP YOU WITH THE PROCESS. PLEASE CALL THEM AT 800-358-0800.**

## **PHOTO SUBMISSION GUIDELINES**

- **DIGITAL PHOTOS (IN JPG FORMAT) SHOULD HAVE A RESOLUTION OF AT LEAST 300 DPI AND BE AT LEAST 250 KB. (PHOTOS FROM FACEBOOK USUALLY ARE NOT ADEQUATE QUALITY.) IT'S BETTER TO USE DIGITAL PHOTOS THAN TO SUBMIT A PRINTED COPY.**
- **PAY ATTENTION TO THE SIZE AND ORIENTATION OF THE PHOTOS AS YOU PICK DESIGN LAYOUT. YOU CAN CHANGE AD SIZE AND LAYOUT AS YOU WORK BY**

**SELECTING TAB IN UPPER LEFT CORNER OF PAGE.**

## **TEXT SUBMISSION GUIDELINES/TIPS**

- **PLEASE ONLY WRITE STUDENT FIRST AND LAST NAME IN STUDENT NAME TEXTBOX FOUND ON TOP OF EACH LAYOUT. NAME OF STUDENT SHOULD BE MADE IN SIZE 32 FONT.**
- **TEXT SIZE AND FONT TYPE CAN BE ALTERED FOR MESSAGE AND WE SUGGEST USING TWO DIFFERENT FONTS FOR NAME AND MESSAGE.**
- **IF NECESSARY, FILL UP AVAILABLE TEXT SPACE OF AD BY ENLARGING FONT TO FILL UP AVAILABLE TEXT BOX SPACE.**
- **EDITORIAL STAFF RESERVES THE RIGHT TO ALTER TEXT IF DEEMED NECESSARY. IF MAJOR CHANGES ARE NEEDED, ONE OF OUR STAFF MEMBERS WILL CONTACT YOU VIA EMAIL.**

## **FREQUENTLY ASKED QUESTIONS**

**IF YOU HAVE ANY QUESTIONS ABOUT JOSTENS AD SERVICE, PLEASE CALL 1-800-358-0800.**

### **WHAT IS A YEARBOOK RECOGNITION AD?**

A RECOGNITION AD ALLOWS FAMILIES TO PROVIDE SPECIAL MESSAGES TO THEIR STUDENTS OR GRADUATES. MOST ADS FEATURE CURRENT AND CHILDHOOD PHOTOS AND A BRIEF MESSAGE EXPRESSING THEIR LOVE AND PRIDE.

### **HOW MUCH SHOULD I SAY IN MY AD?**

THE MOST EFFECTIVE ADS REFLECT A BALANCE BETWEEN WORDS AND PICTURES. AD TEXT CAN CONSIST OF PERSONAL MESSAGES, INSPIRING QUOTATIONS, AND/OR PASSAGES FROM POETRY - WHATEVER EXPRESSES YOUR FEELINGS BEST. TO VIEW EXAMPLES OF TEXT AND PHOTOS, CLICK ON THE 'AD EXAMPLES' BUTTON LOCATED ON THE HORIZONTAL TOOL BAR (ABOVE YOUR AD DESIGN).

### **WHAT IS THE MONEY USED FOR?**

THE REVENUE FROM RECOGNITION ADS IS USED BY THE SCHOOL TO IMPROVE THE YEARBOOK AND KEEP IT AFFORDABLE FOR EVERYONE.

### **I REGISTERED ON JOSTENSADSERVICE.COM, BUT I DON'T REMEMBER MY USERNAME OR PASSWORD!**

GO TO WWW.JOSTENSADSERVICE.COM, CLICK ON 'SIGN-IN', THEN 'FORGOT YOUR SIGN IN INFO?'. AT THIS POINT, YOU CAN EITHER ENTER YOUR E-MAIL ADDRESS OR USER ID TO OBTAIN YOUR LOG-IN INFORMATION.

### **I FINISHED AND PAID FOR MY AD. HOW CAN I GO BACK AND MAKE CHANGES?**

DUE TO THE PRODUCT SCHEDULE AND DEADLINES OF YOUR SCHOOL'S YEARBOOK, WE ARE UNABLE TO MAKE CHANGES TO ADS AFTER YOUR PURCHASE. HOWEVER, IF YOU HAVE STARTED AND NOT PAID FOR YOUR AD, YOU CAN ALWAYS SAVE YOUR CURRENT AD AND RETURN AT A LATER DATE TO COMPLETE YOUR AD.

### **CAN I SEE A PROOF OF MY AD?**

ONCE YOUR AD IS COMPLETE AND YOU ARE READY TO PURCHASE, YOU WILL HAVE THE OPPORTUNITY TO VIEW THE COMPLETED AD.

### **THE SITE SAYS THAT THE DEADLINE HAS PASSED TO CREATE AND PURCHASE MY YEARBOOK AD.**

THE SCHOOL SETS THE YEARBOOK AD DEADLINE WITH CONSIDERATION TO THEIR PAGE PRODUCTION SCHEDULE AND PLANNED YEARBOOK DELIVERY DATE. EMAIL [LHSYEARBOOK@LIVINGSTON.ORG](mailto:LHSYEARBOOK@LIVINGSTON.ORG) TO SEE IF ANYTHING CAN BE DONE.

PROMPTED TO PRINT OFF A PHOTO MAILING FORM TO MAIL TO JOSTENS WITH YOUR PAPER PHOTOS. PLEASE MAKE SURE TO WRITE THE NUMBER OF THE PHOTO BOX ON THE BACK OF YOUR PHOTOS.

### **CAN I SAVE MY PHOTOS AND TEXT AND RETURN AT A LATER DATE?**

YES. CLICK ON THE 'SAVE DRAFT' BUTTON ON THE TOOLBAR. ONCE YOU HAVE SAVED, YOU CAN RETURN TO [WWW.JOSTENSADSERVICE.COM](http://WWW.JOSTENSADSERVICE.COM) AT A LATER TIME TO SIGN-IN, COMPLETE AND PURCHASE YOUR AD. NOTE: KEEP IN MIND THAT YOU WILL NEED TO RETURN TO PURCHASE YOUR AD BY THE SCHOOL'S DEADLINE AS POSTED ON THE ORDER STATUS BAR ON THE RIGHT SIDE OF THE 'PHOTOS AND TEXT' SCREEN. AFTER YOU REGISTER, YOU WILL ALSO BE REMINDED OF DEADLINE INFORMATION VIA E-MAIL.

### **WHAT ARE THE PRINTED SIZE DIMENSIONS FOR EACH OF THE AD SIZES?**

FULL PAGE AD: 7 X 9.75 INCHES

1/2 PAGE AD: 7 X 5 INCHES

1/4 PAGE AD: 3.5 X 5 INCHES

*NOTE: USE THE SIZES ABOVE AS A GENERAL GUIDE AS ACTUAL AD SIZE DIMENSIONS MAY VARY DEPENDING ON THE SIZE OF YOUR SCHOOL'S YEARBOOK.*

### **WILL MY PRINTED AD HAVE BORDERS?**

YES, AS A DEFAULT, YOUR PRINTED AD WILL HAVE A SMALL BLACK BORDER AROUND EACH OF THE PHOTO BOXES AS WELL AS THE ENTIRE AD.

### **I GOT AN ERROR MESSAGE SAYING I HAD EXCEEDED THE TEXT LIMIT. WHAT SHOULD I DO?**

IF YOU GET THIS MESSAGE, YOU MUST USE THE DELETE OR BACKSPACE KEY TO DELETE SOME TEXT SINCE THE POINT SIZE HAS ALREADY BEEN REDUCED AS MUCH AS POSSIBLE. THE AD DESIGNER REDUCES THE POINT SIZE AS YOU ARE TYPING TO ALLOW THE MAXIMUM AMOUNT OF TEXT TO FIT IN THE ALLOTTED AREA.

### **CAN I CHANGE MY AD SIZE AND/OR LAYOUT WITHOUT LOSING MY PHOTOS AND TEXT?**

YES. IF YOU CHOOSE A DIFFERENT SIZE AND LAYOUT, YOUR TEXT AND PHOTOS WILL FIT INTO THE NEW SELECTED LAYOUT WITHOUT LOSING YOUR WORK. TO DO THIS, CLICK ON 'SIZE AND LAYOUT' OR 'CHANGE SIZE AND LAYOUT' AND CHOOSE YOUR SIZE AND LAYOUT.

### **CAN I CHOOSE OTHER FONT STYLES OTHER THAN THE TEN OFFERED ON JOSTENSADSERVICE.COM?**

TO MAKE THE AD PAGES CONSISTENT WITH THE STYLES USED IN THE REST OF THE YEARBOOK AND ENSURE A PLEASING APPEARANCE, CHOOSE FROM THE TEN FONTS OFFERED.

### **HOW DO I REMOVE IMAGES FROM MY PHOTO GALLERY?**

YOU CAN DELETE PHOTOS FROM YOUR IMAGE GALLERY AT ANY TIME BY SELECTING THE IMAGE AND CLICKING ON 'REMOVE PHOTO' BUTTON LOCATED ON THE TOOL BAR.

### **HOW DO I REMOVE AN IMAGE FROM MY LAYOUT?**

YOU CAN REMOVE A PHOTO FROM YOUR LAYOUT BY SELECTING THE PHOTO AND CLICKING ON THE BUTTON MARKED 'X' ON THE CONTROL BOX.

### **HOW DO I CHECK FOR SPELLING MISTAKES?**

ON THE HORIZONTAL TOOL BAR, SELECT THE BUTTON TITLED 'SPELLING'. THE SPELL CHECKER WILL SCAN YOUR AD MESSAGE IN SEARCH FOR MISPELLED WORDS.

### **HOW DO I HIDE/UNHIDE THE STATUS BAR?**

CLICKING ON THE ARROW ON THE LEFT BORDER OF THE STATUS BAR WILL HIDE/UNHIDE THE STATUS BAR.

### **WHY DOES THE SPELL CHECKER AUTOMATICALLY APPEAR WHEN I CLICK ON 'PROCEED TO CART'?**

WHEN YOU FIRST CLICK ON 'PROCEED TO CHECKOUT', WE AUTOMATICALLY CHECK FOR SPELLING IN YOUR AD MESSAGE TO MAKE SURE YOUR OVERALL AD IS AS ACCURATE AS POSSIBLE.

### **HOW DO I INCREASE/DECREASE THE AD DISPLAY AS IT APPEARS ON THE SCREEN?**

ON THE HORIZONTAL TOOL BAR, SELECT THE DROP-DOWN WITH DEFAULT VALUE OF 100%. YOU CAN INCREASE THE AD DISPLAY BY INCREASING THE PERCENTAGE OR DECREASE THE AD DISPLAY BY DECREASING THE PERCENTAGE.

### **I FINISHED MY AD BUT WHEN I TRIED TO PURCHASE, IT GAVE ME A MESSAGE TO COMPLETE MY AD. WHAT DID I DO WRONG?**

LOOK AT THE ORDER STATUS AREA ON THE RIGHT SIDE OF YOUR SCREEN. BOTH PHOTOS AND TEXT SHOULD HAVE A GREEN CHECK MARK. IF THE TEXT SAYS INCOMPLETE, CHECK TO SEE THAT THE PLACEHOLDER TEXT HAS BEEN REPLACED FOR ALL PHOTOS. EACH AD HAS A STUDENT NAME PLACEHOLDER AT THE TOP OF THE AD. PLEASE ENSURE THAT THE PLACEHOLDER TEXT HAS ALSO BEEN REPLACED WITH THE STUDENT NAME.

### **WHAT ARE YOUR RECOMMENDATIONS FOR SCANNED PHOTOS?**

WE ASK THAT YOU SCAN YOUR PHOTOS AT A MINIMUM OF 300 DPI. FOR BETTER RESULTS, SCAN THE PHOTOS AT 400-500 DPI. SAVE AS JPG.

### **WHAT ARE THE GUIDELINES FOR UPLOADING IMAGES?**

**\*\*MAXIMUM SIZE OF 25 MB**

**\*\*MUST BE JPG IMAGE (YOU CANNOT UPLOAD TIFF, BMP OR PSD FILES)**

### **WHY DOES MY UPLOADED IMAGE SAY UPLOAD FAILED?**

YOUR IMAGE DID NOT MEET OUR IMAGE GUIDELINES. PLEASE SEE GUIDELINES ABOVE.

### **I UPLOADED MY FIRST PHOTO AND THE BIG ADD PHOTOS BUTTON DISAPPEARED. HOW DO I UPLOAD MORE?**

CLICK THE ADD PHOTOS BUTTON ON THE HORIZONTAL TOOLBAR ABOVE THE PHOTO GALLERY TO CONTINUE UPLOADING PHOTOS.

### **WHY WON'T THE SITE ALLOW ME TO DRAG AND DROP SOME IMAGES TO THE PHOTO BOXES?**

IF YOU RECEIVE AN ERROR WHEN PLACING AN IMAGE ON A PHOTO BOX, IT IS MOST LIKELY BECAUSE THE RESOLUTION OF YOUR IMAGE IS TOO LOW. TO MAINTAIN THE QUALITY OF YOUR

AD AND ULTIMATELY THE YEARBOOK, WE ONLY ALLOW IMAGES THAT ARE AT LEAST 300 DPI.

### **WHAT TYPE OF PHOTO CAN I UPLOAD TO CREATE MY AD?**

THE AD DESIGNER SUPPORTS JPEG FILE FORMATS (.JPG, .JPEG, .JPE).

### **HOW LONG DOES UPLOADING PHOTOS TAKE?**

THE SPEED OF YOUR UPLOAD DEPENDS ON THE SPEED OF YOUR INTERNET CONNECTION. THE FASTER YOUR INTERNET CONNECTION, THE LESS TIME IT WILL TAKE TO UPLOAD YOUR PHOTOS. UPLOADING PHOTOS FROM A DIAL-UP CONNECTION COULD TAKE CONSIDERABLE TIME.

### **CAN I UPLOAD PHOTOS FROM MY USB AND/OR NETWORK DRIVES?**

IN SOME INSTANCES, WE HAVE NOTICED ISSUES WITH UPLOADING PHOTOS DIRECTLY FROM USB AND NETWORK DRIVES IN FLASH PLAYER 8. TO AVOID THIS, WE RECOMMEND GOING TO WWW.ADOBE.COM AND DOWNLOADING THE LATEST VERSION OF ADOBE FLASH PLAYER.

### **CAN I DESIGN MY OWN LAYOUT?**

YES, CHOOSE ONE OF THE AD DESIGNS THAT FEATURE A SINGLE PHOTO BOX (F10, H8, Q7 OR E5). THEN CREATE THE AD OFFLINE AND UPLOAD OR MAIL. FOLLOW THE INSTRUCTIONS FOR ONE OF THE OPTIONS BELOW. (WE STRONGLY SUGGEST THAT YOU CONTACT THE YEARBOOK STAFF IF YOU CHOOSE THIS OPTION SO THAT WE MAY REVIEW THE AD FOR SUBMISSION GUIDELINE ADHERENCE BEFORE YOU SUBMIT IT TO JOSTENS.)

#### **OPTION 1:**

CHOOSE A LAYOUT WITH ONE PHOTO BOX AND CLICK ON 'MAIL PHOTO'. AFTER YOUR PURCHASE, PRINT THE PHOTO MAILING FORM TO MAIL YOUR AD. NEXT, CREATE A CAMERA READY CUSTOM AD, BY PASTING DOWN ALL TEXT AND PHOTOS ON A CLEAN BACKGROUND. THE ENTIRE AD MUST FIT WITHIN THE FOLLOWING AD SIZE DIMENSIONS:

FULL PAGE AD: 7 X 9.75

1/2 PAGE AD: 7 X 5

1/4 PAGE AD: 3.5 X 5

#### **OPTION 2:**

CHOOSE A LAYOUT WITH ONE PHOTO BOX. CREATE THE AD USING YOUR SOFTWARE OF CHOICE. NOTE THE AD DIMENSIONS ABOVE. SAVE AS A .JPG IMAGE WITH A MINIMUM RESOLUTION OF 300 DPI. REMEMBER, YOUR IMAGE SIZE CANNOT EXCEED 25 MB. UPLOAD THE JPG AND PLACE IN THE PHOTO BOX. PLEASE NOTE: WE CANNOT CREATE A CUSTOM AD FOR YOU.

### **CAN I ORDER MORE THAN ONE AD?**

YES.

### **CAN I MAKE A PARTIAL PAYMENT ON MY AD?**

NO, ONLY PAID IN FULL ORDERS WILL BE ACCEPTED.

### **CAN I PAY FOR AD WITH A CHECK ONLINE?**

NO, WE DO NOT ACCEPT CHECK PAYMENTS ONLINE.