

Livingston High School 2021 Crossroads Yearbook

August 17, 2020

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 2021 Crossroads Yearbook -- an entirely color yearbook! Once again, we will be using the Jostens Yearbook Ads that allows parents to create their own Yearbook Ads online! The price of the color 2021 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 17, 18, 19, 20, 21, 24, 25, & 26**. Today starts the beginning of those portrait sessions! If you have not done so already, please use the link and unique username/password combination on your Lors Studio communication to schedule your son or daughter's portraits. This year, the district has secured enough cap and gowns so that our seniors can still take their cap and gown pose and maintain the highest levels of cleanliness in these unique times. Please be sure that your senior arrives on time for the portrait. While at your portrait session, students are to follow all directions provided to them by both the district personnel as well as the Lors photographers. Everything has been carefully planned with a clear eye for our students' safety and social distancing requirements.

If after you schedule your appointment something changes and your son or daughter 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. Lors Studio can be reached at 908-964-0847.

Due to COVID-19, retakes **will not** be taking place at the high school as they have in the past. If you are not satisfied with your first sitting and want to schedule a retake, please contact Lors Studio to be added to their schedule. PLEASE NOTE: Students who want the opportunity to sit for a retake must have their retake done at Lors Studios.

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 Studio by **November 13, 2020**. Seniors who do not return a yearbook pose selection to Lors Studio by November 13th will not be able to choose their pose — a pose will be selected for them by Lors. If you order a package, the retouching fee is included. If you are not ready to order a package by November 13th 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 Mrs. Sigalas know of this decision via email (lhsyearbook@livingston.org) by **September 18, 2020**. Alternate photographer portraits must be submitted in digital form by **November 13, 2020**.

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 2020 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. 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.) A copy of this letter will be posted on the LHS homepage (<https://www.livingston.org/lhs>).

Sincerely,

Mrs. Diane Sigalas, Advisor

Mr. James Memory, Advisor

LHS Crossroads Yearbook

Important Yearbook Dates for Seniors

**August 17, 18, 19,
20, 21, 24, 25, & 26**

SENIOR PORTRAITS

Will be held in the LHS Auditorium this summer. Lors studio will be contacting you to schedule an 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.)

OTHER PHOTOS:

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. (Please do not submit pictures of ONLY your senior. These are pictures of 2 or more seniors.) See “Photo Submission Instructions” on the 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. Please do not submit large numbers of pictures.

**September 11
September 25
October 9**

JUNIOR PROM PICTURES DUE THROUGH THE YEARS PICTURES DUE NOW & THEN PICTURES DUE

September 18

ALTERNATIVE PHOTOGRAPHER - SENIOR PORTRAITS

Students who use a different studio for their senior portrait must let Mrs. Sigalas know of this decision by September 18 via email (lhsyearbook@livingston.org). (See the cover letter for additional information.)

September 18

SENIOR PORTRAIT NAME CONFIRMATION

Senior portrait name confirmations will be completed online by your son/daughter via a link from an email from Mrs. Sigalas . Please make sure they have completed this online form by September 18. (The form will be emailed to Seniors when school begins in September.)

October 10

RETAKES AT LORS STUDIO

Final day for retakes at Lors Studio in Springfield, NJ.

October 26

BABY PHOTOS

Each senior may submit ONE baby photo for publication. Pictures submitted after this date cannot be accepted. See “Photo Submission Instructions” on the next page. Any questions/ concerns, please contact the Yearbook staff.

October 26

ADS DUE

Ads will be created, submitted, and paid for online by parents/guardians/relatives via the Jostens website. See the Yearbook Ad Submission Instructions document for more information.

November 13

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 13

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 13th. 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 Mrs. Sigalas (lhsyearbook@livingston.org). (See the cover letter for additional information.)

February 12, 2021

LAST DAY TO ORDER A 2021 YEARBOOK THROUGH JOSTENS

Order your book in advance to guarantee you will have a 2021 yearbook. Books ordered after February 12, 2021 may be subject to a late fee and are first-come-first-served. Last year we ran out!

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/415464976>

If prompted for a User ID, enter in the following: **415464976**

Jostens has made uploading photos a very straight-forward process.

- Browse to select the photo(s) you wish to upload, click on “Select My Images.”
- Enter information about the photo and provide contact information in case the staff needs additional information.
 - 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.
- Click “Upload Chosen Images.” It’s that easy! Submit your photos today!

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 and we will try to assist you.

2021 Crossroads Yearbook - Ad Submission Instructions



COMPLETED AD SUBMISSIONS DUE:

Monday, October 26, 2020



Ads will be printed in COLOR!

① Go online and create a Jostens account.

1. Go to www.jostens.com or the direct link:
<https://www.jostens.com/apps/jcom/router.mvc?affiliateId=1057148>
2. Click Sign In on the blue gradient banner at the top and then click Register to create an account.
3. Once in your account page, click the Yearbooks tab at the top of the web page then click Yearbook Ads. On the new page that opens, click the “Get Started” blue button on the left side of the page.
4. Scroll down and select the box that says “Yearbook Recognition Ads”.
5. Enter in your student’s first and last name then click the teal colored button “Let’s Go”.
 - 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.
 - 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.

You can select one of Josten’s pre-made designs for easy creation purposes, or you can upload your own design.

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. A drag and drop photo uploader is located on the left side of the page. Once pictures are uploaded, they will be visible in the Image tab. Only images that have been uploaded to Jostens are available for use within the ad.
- 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.
- Please refer to the next page for text and photo submission guidelines.

2021 Ad Prices

- $\frac{1}{4}$ Page: \$60
- $\frac{1}{2}$ Page: \$120
- Full Page: \$240

You may click “Save” 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” in the upper right corner to save your work (and add it to your Shopping Cart). To the left is a printer icon where you can preview your ad prior to purchase.

⑥ Click “Preview and Buy” and follow prompts to pay for the ad and don’t forget to print out a receipt. You may choose one of the following payment options: Credit card, PayPal or Jostens J-Pay.

(Important: Once you have paid for your ad, it cannot be changed.)

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 2021.

COMPLETED AD SUBMISSIONS DUE:

Monday, October 26, 2020

NEED HELP

- If you have any questions regarding the creation/submission of an ad, Jostens Customer 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.)
- Your photos will look and fit better if they are the same orientation as the picture box (horizontal vs vertical).
- Use clear, high-resolution photos. If your photo is blurry it will be blurry in your ad.
- Use the cropping tools on the website to crop out unnecessary background to focus on your student.
- Livingston High School reserves the right to edit ads. ***Please make sure all submitted materials are appropriate for your school's publication.***

Text Submission Guidelines/Tips

- Please only write the student's First and Last Name in the student name textbox found on top of each layout. Name of the 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.

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 Jostens.com, but I don't remember my username or password!

- Go to www.Jostens.com, click on 'Sign-In', then 'Forgot your password?'. At this point, you can either enter your e-mail address 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 you have finished designing your ad, select "Preview & Buy" in the top right of the screen. The designer will save your ad and you can review it one final time. Please take the time to read and acknowledge the disclaimers on the left, which may indicate your school has reserved the right to edit your ad (for example, if all the ads in the book must have the same font or a picture is deemed inappropriate). Once you are certain your ad is perfect, select "Purchase 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 to see if anything can be done.

Can I save my photos and text and return at a later date?

- Yes. Click on the 'Save' button in the toolbar. Once you have saved, you can return to www.jostens.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.

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 Builder 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 what is offered on Jostens.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 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 the trash can icon located on the bottom right of the image.

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 trash can icon in the control bar.

How do I check for spelling mistakes?

- On the horizontal toolbar, select the button titled ‘Spell Check’. The spell checker will scan your ad message in search for misspelled words.

How do I increase/decrease the ad display as it appears on the screen?

- On the horizontal toolbar, select the drop-down with default value configuration to fit your screen. 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
- Photos 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 the guidelines above.

I uploaded my first photo and the big Add Photos button disappeared. How do I upload more?

- Click the teal colored upload hyperlink. This will open the drag-and-drop uploader again where you can repeat the photo upload process to include more photos in your Image Gallery.

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 Builder 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 design my own layout?

- Yes, choose one of the ad designs that feature a single photo box in your preferred size. First, create the ad offline. Once you are finished, you will upload it as a single image when creating your ad. (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.)

Ad Dimensions for Personal Creation

- Please note the ad dimensions below. Remember to save the document as a .jpg image with a minimum resolution of 300 DPI. Your image size cannot exceed 25 MB. Upload the .jpg and place it in the photo box. Please Note: We cannot create a custom ad for you.

- 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

Can I order more than one ad?

- Yes.

Can I make a partial payment on my ad?

- Yes. Payment is also online, and payment plans are available for orders over \$30. Information about this opportunity, Jostens J-Pay, is available at checkout. No funds for ads will be collected by the high school, the Yearbook staff, or any affiliated high school personnel.