

Yearbook Photographer Training

September 26, 2007

Tips for Photographers:

1. If you are using a digital camera, take photos at the **highest quality setting** for your digital camera. You will be taking less pictures per memory card but the quality will be best.
2. Take lots of pictures but before submitting them to your Yearbook Coordinator, you must **delete any that are not “yearbook” worthy** (blurry, only one child, not looking at camera, etc.). Images can only be uploaded 10 at a time so we need to be very selective about which images we will use.
3. Be aware of your **deadlines**:

| 12/07/07 | 1/18/08 | 2/15/08 |
|-------------------|-----------------------|--|
| Specials | 1 st Grade | 4 th Grade |
| Activities | 2 nd Grade | 5 th Grade |
| Events | 3 rd Grade | 5 th Grade Dreams & Aspirations |
| Administration | | |
| Pre-K/Small Group | | |
| Kindergarten | | |

4. Each child should be represented **at least once** but twice is better. As your coordinator works on the page layout, she can run a coverage report to see who has been represented on that page.
5. Take photos during times that will be the **least disruptive** to the class (example: field trips, when the art/music moms are in the class, class parties). You can work with your homeroom mom to find out when is a good time to take pictures.
6. The candid pages in the Yearbook will only have 12-16 photos on a pages so photographers need to **submit the best photos** (example: 40 pictures taken on a field trip, submit the best 5-6 photos but not all 5-6 necessarily be used but we want are starting point to be the “best” of the best).
7. Selected images need to be edited. We only need you to correct red-eye and adjust lighting or color. It is best if you **don’t crop** the photos so that we have more flexibility to zoom in and move the image around in the Yearbook software.
 - a. Use your photo software on your home computer to correct red eye and adjust color and then save edited images to CD...**OR**
 - b. Go to Wolf Camera, CVS or another store with a photo kiosk to edit and then save them to a CD (it will cost about \$2.99 but cheaper than a roll of film!).
8. Submitted images must be saved to a CD and you can either **label the images** with a naming convention using the names of the children or note the names on a separate piece of paper. Here is how to do this:

- a. Name each image with the child's first initial and last name
 - i. Example: a photo with John Smith and Jane Doe would be named JSmithJDoe...**OR**
 - b. To name the images using pen and paper
 - i. Note the image number and then list the children in the photos.
9. Leave CDs with the edited and labeled images for your Yearbook Coordinator at the front office in the Yearbook folder located in the bottom drawer of the PTA filing cabinet. You can put **the list and CD in a Ziploc bag and write on it the Grade/Class or Event**. Please email your Yearbook Coordinator so that they will know to pick up the CD.