

YOUR GUIDE TO ALL THINGS YEARBOOK

Print and save this document to aide you throughout the year as you have questions

WHAT IS IN THIS PACKET:

There are a lot of pages to this document, however you don't have read them all at once. Here is a guide of what is included and in what order so you can reference it as you need to.

Page 2: Senior Portrait information: Dates, deadlines, selecting a proof, contact info.

Page 3: Senior Portrait checklist and dress requests

Page 4: Parent Honors Information

Page 5: Parent Honors Size Comparison Page

Page 6–8: Instructions for Using the Online Ad Creator (PAGES NOT LABELED)

Page 9: Purchasing a Yearbook, Understanding High Res Images & Uploading Candid

SUGGESTED APPROACH:

SUMMER PROJECTS: Gather photos for candid and parent honors

(While you are searching, keep in mind you will need a baby picture for Project Graduation—these do not get sent to the yearbook.)

– Design your parent honor early, in the summer and/or September before all the chaos of other senior/college deadlines approach in October and November. *(Make sure to order a yearbook if you make a parent honor)*

– Upload candid images to the book: the sooner we have images, the earlier we can design and meet our deadlines. The uploading can also be done over time and not all at once. The more images we receive the better the book is!!

***If your child wants to be IN the book, we need your images – share your memorable moments with us.**

(Candid can be any photo, action shot, etc. of your child and their friends from over the past 4–7 years)

FALL PROJECTS:

– Purchase a yearbook *(if you have not done so with your Parent Honor)*

– Review senior portrait proofs & visit the website to select the yearbook image

(you will get information from the photography company with regard to this, they can be viewed online as well)

****Even if you like the choice the lab has chosen, you MUST approve it, or it could be changed.**

IMPORTANT DATES ALL IN ONE PLACE:

Senior Portraits

July 10–14, Aug. 14–18, Sept. 20, 25–28

Select Senior Proof

By Monday November 20th

Approve Senior Photo & Name

January 2–5 *(outside the main office mock yearbook pages will be up for students to verify the spelling of their name & that the correct proof is present)*

Parent Honors

START ONLINE DESIGNS: ASAP (final deadline: Monday Nov. 6, 2017)

Book Orders

After Nov. 30th the cost increases, so take advantage of the early bird special!

Final BOOK purchase Day

Monday, Jan. 8th 2018

Candid

Start Uploading ASAP: Window closes Feb. 13th ****first upload first in the book!**

Senior Book Code: 5786

Senior Candid Book Code: 3038233

DIRECT ANY QUESTIONS OR CONCERNS TO:

Herff Jones Technical Support (ADS) at: 877.362.7750 or email at: techadviser@herffjones.com

Herff Jones Support(ORDERING) at: 866-287-3096 or email at: yearbookordercenter@herffjones.com

LIFE TOUCH/PRESTIGE Senior Portrait info :800-426-9533 or email at: neseniors@lifetouch.com

During the school year to: Student staff at: ridgewoodyearbook@gmail.com OR Faculty advisor Lisa Valenti at: lvalenti@ridgewood.k12.nj.us

SENIOR PORTRAIT DATES & DETAILS

Included here are dates, contact information, deadlines, as well as clothing requirements.

Senior Portraits are taken in Section C of the Campus Center!

SENIOR PORTRAITS:

Lifetouch/Prestige Portraits schedules a tentative appointment for your child and sends it to your home for the FIRST ROUND of portrait shots. You will NEED to confirm this date and time VIA their website photoappointment.com. If the time does not work, or if he/she misses their time slot, it can be rescheduled to a more suitable time during ROUND 2. We will hold 1 FINAL ROUND (round 3) during the school year. If this round is missed you will have to call the photography company and schedule a time to go to one of their facilities for a photo-shoot.

ROUND 1

Prestige will contact you with your scheduled appointment

July 10 8am-2pm
 July 11 8am-2pm
 July 12 8am-2pm
 July 13 8am-2pm
 July 14 8am-2pm

ROUND 2

Prestige will contact you with your scheduled appointment

August 14 8am-2pm
 August 15 8am-2pm
 August 16 8am-2pm
 August 17 8am-2pm
 August 18 8am-2pm

ROUND 3

If the appointment is missed he/she will need to call and schedule an appointment at one of their studios.

September 20 2pm-8pm
 September 25 2pm-8pm
 September 26 2pm-8pm
 September 27 2pm-8pm
 September 28 2pm-8pm



These are not the ideal photos to put in the yearbook!!



THESE ARE!!

We are looking to have the option to put the senior portraits in color this year, therefore we are making clothing requests:

Women wear black tops and men wear black suits and light colored shirts (white or light blue)

Information for you & your child:

The earlier the photo is taken, the faster the proofs arrive, affording more time to review, retake and select the final yearbook photograph as well as any family photo packages desired.

You & your child MUST go online and select the desired portrait to go in the yearbook!!!! (Please select one that matches the requested attire – black shirts & black suits with white shirt)

If the "company's choice" is what is desired, make sure that APPROVED is selected or it could be changed within the yearbook. The senior portrait section of the book will be submitted to the printer in Early December! Once the deadline is submitted, the photo can not be changed!!!!

LAST DAY TO SELECT PROOF ONLINE: Mon. NOVEMBER 20th

LIFE TOUCH/PRESTIGE
 Senior Portrait info :800-426-9533
 neseniors@lifetouch.com

The next page has a checklist to prepare for taking your portraits!

SENIOR PORTRAIT CHECKLIST:

PLEASE WEAR ONLY BLACK!!!! – WE WOULD LIKE THE OPTION TO PRINT THE PHOTOS IN COLOR!!!!

(This is for the photo that will be put in the yearbook, family portraits/personal headshots can be taken in any attire you desire)

Tips for success from your Yearbook Staff

BEFORE THE BIG DAY:

GIRLS:

- Don't try new hairstyles right before!
- Wear a little bit more makeup than usual – make sure no makeup is clumpy/bring along extra blush, lip gloss, etc. for touchups
- Wear a black long sleeve top and neutral jewelry (keep it simple, you want the attention to be on you, not your accessories)
- Wearing neutral undergarments will allow them to blend in with the skin more if they are accidentally showing in your picture (these are much easier to touch up)
- Don't get any facial treatments the day before! Allow at least 48 hours for any swelling from facials, waxing, etc. to go down

BOYS:

- Be sure to shave the day before your portrait
- Wear a black suit and tie – white shirts look best under a jacket

TIPS FOR BOTH:

- Glasses can create a glare – you can try to take your picture without lenses or without glasses at all, or ask the photographer to check and ensure there is no glare before you leave the photography session.
- Ironing clothes is a must! Wrinkles will show!
- Don't stay up late the night before – bags under your eyes will definitely make a difference in your portrait
- Bring a hairbrush with you for last minute touch ups!

LAST MINUTE CHECK:

BOYS:

- Is your tie straight?
- Is your hair in place how you want it? Look for flyaways!
- Sit up tall and straight and smile!

GIRLS:

- Check your neckline to make sure it is appropriate and no undergarments are showing
- Look at your hair – are there any flyaways? Are your bangs in place?
- Makeup check – shiny skin, mascara clumps or running, etc.
- Sit up tall! Straighten your shoulders and smile!

Senior Portraits are taken in Section C of the Campus Center!

YEARBOOK

Now and Forever

PARENT HONORS CREATION

Congratulate your senior and express your pride and love with an ad in the 2018 yearbook!

Message Details:

Color Prices:		Black & White Prices:	
Full Page:	\$330	Full Page:	\$275
Half Page:	\$247	Half Page:	\$192.50
Quarter Page:	\$165	Quarter Page:	\$110
Eighth Page:	\$137.50	Eighth Page:	\$82.50

Due: Monday, November 6th, 2017

Payment:

Create and pay for your ad online at:
www.yearbookordercenter.com

How to Submit Online:

Log on to www.yearbookordercenter.com and enter order number: **5786**



Click Create a Yearbook Ad (see Ex. 1 below). Do not click "Upload Photos" for the yearbook via eShare (see Ex. 2 below).

Follow the prompts to design your ad, add it to your cart and purchase it. Your ad is not complete until you add it to your cart and complete the checkout process!

To make the ad creation process easier, click the Watch Video or Online Ad Creation Guide links. (See Ex. 3 below)

Message Guidelines:

Create the message **exactly** as you want it to appear in the yearbook. You will have final approval before you submit your ad. We will do our best to catch any mistakes, however we can not guarantee it, therefore please review the entirety of your message before submitting it.

For any assistance please contact Herff Jones tech support.

Sara Smith
We are so proud of all of your accomplishments. You really have turned out to be such an amazing young woman and we couldn't be happier for you. We know you have a wonderful future ahead of you and can't wait to see what you accomplish!
Love, Mom, Dad, Johnny and Fluffy

1/4 pg ad size:
5.25in x 4in

Here is a sample Ad for you shown in two different size options.

All messages combine an aspect of photography as well as a personal message.

**Remember to use high resolution images that will translate into a clear and crisp image on the printed page.

Stephanie Bloom
Boo Boo, you're such an inspiration to your father and me. We are so proud of everything you've accomplished in your life next.
Love you!
Love, Mom & Dad

1/8 pg ad size:
2.5 in x 4 in

**Please note, image resolution is very important when creating your message. You want to use ORIGINAL photos, or high resolution scans (over 300dpi/ppi – dots per inch). (See the blue box on page 9 for a thorough explanation)

For Tech Support while using the online ad creator, contact Herff Jones Technical Support at: 877.362.7750 or email at: techadviser@herffjones.com

Direct any questions or concerns, during the school year, to Lisa Valenti at: lvalenti@ridgewood.k12.nj.us OR the student staff at: ridgewoodyearbook@gmail.com

Senior ads are accepted on a space-available basis. When space runs out, or we reach our plant deadline, we can no longer accept ads. Submit your ad early to guarantee your space!
NO ADS ACCEPTED AFTER NOVEMBER 6TH

*****IF YOU PURCHASE AN AD PLEASE MAKE SURE YOU ALSO PURCHASE A YEARBOOK!***

1. Click here to purchase your yearbook ad.

3. Click here to watch a video or download a PDF guide with instructions on how to create your online ad.

2. Do not click this button to upload the photos for your ad. You will upload your ad photos when instructed to do so during the ad creation process.

More detailed Step-by-Step Instructions are included in the following pages!



A ROUGH SIZE COMPARISON

This page is not to scale. It has been modified to be printed on letter size paper for your convenience.

HALF PAGE

(5.25" h x 8.25" w)

BUSINESS CARD

(2.5" h x 4" w)

BUSINESS CARD

(2.5" h x 4" w)

QUARTER PAGE

(5.25" h x 4" w)

FULL PAGE (10.75" h x 8.25" w)

USING THE ONLINE AD CREATOR

LOG IN

Your school will provide you with an order number that lets you enter the Yearbook Order Center. The first time you use the Yearbook Order Center, you need to register and create an account. Once you have an account, log in with your email address and password.

LOG IN AND CREATE AN ACCOUNT

1. Go to <https://www.yearbookordercenter.com>.
2. Enter your school's Order Number. If you don't know your school's Order Number, find your school in the drop-down lists.
 - Select your **Country** from the drop-down list.
 - Then select your **State**.
 - Next, select your **City**.
 - Finally, select your **School**, and click **Continue**.
3. Click **Product Catalog** tab, then click the **Yearbook Ads** tab.
4. Select a size, then click **Start Your Ad**.
5. Associate the email with a student's name. Select **Click Here to Choose**.
6. Search for your student or business. Enter a first/business name or last name and click **Search**.
7. If you found the student you wanted, click **Shop for Selected Student or Business**.
8. If you do not find your student or business, the school may not have imported a list of names from which to choose and you will need to add the name.
9. Enter the requested information (first name, last name, grade).
10. Click **Add Student or Business**.
11. Select **Click Here**, to confirm the information.
12. Specify whether you are going to create the ad online (**Online Ad Creation**)
13. Now you can log in and design your ad. Click **Log In**.
14. Enter your email address and password and select **Log In**.
15. Since you have already assigned a student or business to this ad, click **Continue**.
16. Click **Begin Creating Ad**.

CREATE

You do not need to design and purchase your ad all in one sitting. You can log in and out as long as necessary to locate photos for upload, etc. As long as you have clicked **Save My Work**, your progress is saved in your account.

1. Go to <https://www.yearbookordercenter.com>.
2. Enter your school's **Order Number**, and click **Continue**.
3. Select **Click Here to Login and Begin Editing**.
4. Enter your email address and password, and click **Log In**.
5. Click **Edit and Proof** to continue working on the ad that you previously began. **Click Start Over** to remove your saved ad. This will completely remove your design, and you will need to pick a new template and start the editing process again.

On the left side of the screen are menu items to guide you through designing your ad.

ONLINE AD HELP

Technical Support

877.362.7750

Yearbook Order Center

866.287.3096

For ad specifications and deadlines, please contact your school.

Don't know your order number?

Start by selecting the state where your school is located:

United States

INDIANA

Select Your City

The screenshot shows a video player with a thumbnail of a student. Below the video, the text reads: "CREATE A YEARBOOK AD for your student". A hand cursor icon points to a link that says "Watch Video Online Ad Creation Guide".

BACKGROUND

STUDENT NAME

MESSAGE

YOUR PHOTOS



IMAGES

There are two main steps to using images: uploading the image and placing the image into your ad. To see the Image controls, click on an image box in the ad.

UPLOADING IMAGES

1. Click **Your Photos** on the left.
2. Click **Upload New Image**. The Upload Your Images window opens.
3. Click **Upload Files**.
4. Navigate to the files you want to upload, select them, and click **Open**.
5. When you are done, click the X in the upper right corner to close the window.

PLACING IMAGES

Every ad template will have placeholders for images, indicated by a starburst. To place images, click on a thumbnail and drag it to an image placeholder.

EDITING IMAGES

You can do several things to your images.

- Resize
- Rotate and flip
- Move the image within the image box

To edit images, select the image by clicking it in your ad. Be sure to click **Save My Work** after you make changes.

RESIZING IMAGES

When you “resize” an image in Online Ad Creation, you’re not really changing the size of the image; you are zooming in on the image with the image box. This is important because you will likely have to adjust your image’s position after resizing it.

- Click on one of the image box handles and drag it to the desired size.
- Click the + or - buttons to zoom in or out.

ROTATING/FLIPPING IMAGES

To rotate or flip an image, click on an arrow to rotate the image. Click it again to flip the image.

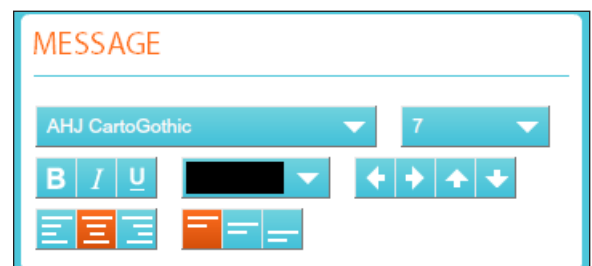
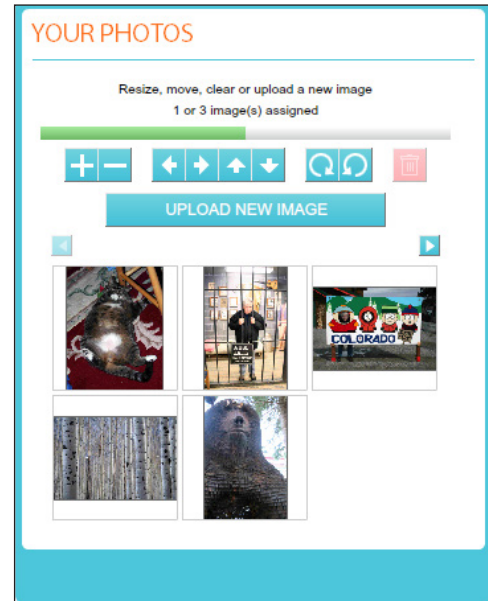
MOVING IMAGES

You can adjust the placement of your image within the placeholder. Click and drag the image to move it, or click one of the arrow buttons to incrementally move the image up, down, left or right.

TEXT

You can format text by changing the font, the font family, size and color and aligning the text. Follow the same direction for formatting the Student Name and the Message.

1. Click either **Messages** or **Student Name** on the left.
2. Click a text box and type the desired text.
3. Format the text. With the text selected:
 - Choose a font from the dropdown list.
 - Change the text style by clicking the bold, italic and/or underline button.
 - Choose a font size from the dropdown list.
 - Click on a color to change the text color.
 - Click one of the align buttons to align the text accordingly.
 - Click a vertical alignment button to align the text at the top, center or bottom of the text area.



4. Click on the arrow buttons to incrementally move your text up, down, left or right. You may also click and drag the text box.
5. Click **Save My Work**, or **Continue** if you are done editing your ad.



If you see the red arrow, it means that your text doesn't fit into the text box.

You can fix this several ways:

- Make the text smaller
- Edit the text to make it shorter
- Make the text box larger. Click a handle on the text box and drag it to the desired size.

PROOF

When you are done editing your ad and click Continue, a preview of your ad displays. Proof your ad and verify that it looks exactly as you want it.

1. Carefully look at the preview proof. Verify that all spelling is correct, the photos are as you want them, etc.
2. If the ad needs changes, click **Edit Ad** to go back to the editing window and make your changes.
3. To proof and checkout at a later time, click **Finish Later**.
4. If the ad is how you want it, **Add to Cart**.
5. Click **Continue Shopping** to add more items to your cart, or **Checkout** if you are done shopping.

CHECKOUT

Make sure you have selected all of the items you want to purchase (a yearbook ad, etc.) and have finished any designing of ads or custom gifts. Once you have purchased an ad or custom gift, you will not be able to make any changes. Click **Continue Shopping** to add items to your shopping cart.

1. Review your shopping cart. If you are satisfied and ready to check out, click **Checkout**.
2. Fill in all of the requested information, then click **Review Order**.
3. If you are ready to checkout, click **Complete Order**.

YEARBOOK

Now and Forever

PURCHASING A YEARBOOK & UPLOADING CANDIDS

Provide your senior with the opportunity to reflect on their RHS experience and share parting messages with friends.

Purchasing Details:

***EARLY BIRD SPECIAL**

Before November 30th	After November 30th:
Yearbook Only: \$100	Yearbook only: \$110
W/ Name Stamp: \$105	W/ Name Stamp: \$115

NAMESTAMPS: Almost all students personalize their yearbook. It not only helps to discern who a book belongs to but also adds a personal touch!

Final Day to Purchase: Monday, January 8th, 2018

How to Purchase Online:

Log on to www.yearbookordercenter.com and enter order number: **5786**

**(To Purchase a Yearbook for students grades 9-11, the order number is: 6699)*



Click Buy a Yearbook (see Ex. 1 below).

1. Select the item for purchase (put in a quantity)
2. Input the name of the student you want to associate with the package. If it does not automatically come up you may manually add their information
3. Type what you would like for the name stamp (if you are selecting this option)
4. Proceed with finalizing your order and go to checkout.

****Please make note of the purchase for your records, to ensure that you do not duplicate your purchase later!**

For Ordering Help:

Contact Herff Jones Technical Support at: 866-287-3096 or email at yearbookordercenter@herffjones.com

Direct any questions or concerns, after January 8th to Lisa Valenti at: lvalenti@ridgewood.k12.nj.us OR the student staff at: ridgewoodyearbook@gmail.com

How to Upload Candid:

Click Upload Photos for the yearbook via eShare (see Ex. 2 below).

We want pictures of YOUR senior in the Student Life sections of the Yearbook! But we need you to submit your candid photos! They can be from this year, last year, elementary school, any time!

Go to: <http://www.hjeshare.com>

The SENIOR school code is: **3038233**

You will brought to this screen where you will fill in your information. After completing the screen, accept the terms and conditions and click the blue "Browse for Images" button at the bottom right.



From here, you can select up to 10 images at a time to upload into the book. After uploading, we ask that you **PLEASE** tag each photo with keywords of what's happening, who's in the picture, etc. to help the yearbook team stay organized, this will also help you to find your photos in the book, as it will be used to create an index!!

(Please note that all submissions can not be guaranteed to be printed in the yearbook)

Original images are better and clearer quality than low res copies or downloads from facebook.

Understanding High Resolution

High Resolution: This has to do with the quality of your image. When you use a digital camera you are allowed to use L, M, S for sizing and Superfine or Normal for quality. Each of these translates to how many little dots make up each inch of your photo. The more dots, the better the quality.

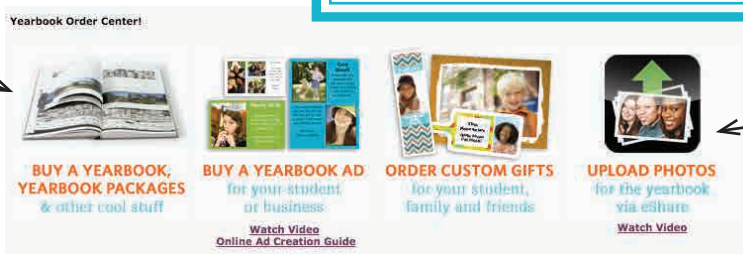
How this translates: If you take a photo with/from your smartphone: Make sure you send the one that says "ACTUAL IMAGE (1.4 MB)."

If you use a photo taken on a digital camera: Use the ORIGINAL photo from your SD card or photography organizing programs, this will result in a higher quality image compared to one downloaded from Facebook.

*****If you are finding images that register in size on your computer in KB (kilobytes) they are probably too small!*****

If you are scanning old photos: You have the option to set your resolution (dpi, or ppi) make sure that you set it to 300 or above. If you want to ENLARGE the size of that image, set the resolution significantly above 300 (maybe 500 or 600).

1. Click here to purchase your yearbook.



2. Do not click this button to upload the photos for your ad. You will upload your ad photos when instructed to do so during the ad creation process.

