

# 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: How to Purchase a Yearbook, Upload Candid's, and Understanding High Resolution

Page 3: How to Create a Parent Honor

Page 4: Parent Honors Rough Size Comparison

Page 5: Senior Portraits Info

Page 6: Senior Portrait Checklist

## SUGGESTED APPROACH:

**CURRENT PROJECTS:** Gather photos for candid's and begin creating your 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, before all the chaos of other senior/college deadlines approach at the end of October/early 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's 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) Early bird special ends Nov.30th
- 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)

## IMPORTANT DATES ALL IN ONE PLACE:

Senior Book Code: 5786

Senior Candid Book Code: 3038233

Senior Portrait Dates	June 1, 6-8, 20, July 25-27, Aug 7, 15, Sept 5-7 **Link to schedule on website & was emailed
Select Senior Proof	By Monday October 2nd, 2023
Approve Senior Photo & Name	TBD (outside room 198, 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: Friday, Oct. 20th, 2023)
Book Orders	After Nov. 30th the cost increases, so take advantage of the early bird special!
Final BOOK purchase Day	Monday, Jan. 8, 2024 (Paypal is now integrated for purchasing & incremental payments)
Candid's	Start Uploading ASAP: Window closes Feb. 1st **first upload first in the book!

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

Rod Bolten Studios Senior Portrait info : (201) 445-9355 or email at: jackie.rodboltenphotography@gmail.com

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

## 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: \$95 Yearbook only: \$105

W/ Name Stamp: \$100 W/ Name Stamp: \$110

\*\*Paypal is now integrated for purchasing & incremental payments)

NAMESTAMPS: Almost all students personalize their book.

It not only helps to discern who a book belongs to but also adds a personal touch!

**Final Day to Purchase: Monday, January 8th, 2024**

### How to Purchase Online:

Log on to [www.yearbookordercenter.com](http://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](mailto:yearbookordercenter@herffjones.com)

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

1. Click here to purchase your yearbook.

2. Click here to check on your order!



### 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 set 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).

3. 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.

## PARENT HONORS CREATION

Congratulate your senior and express your pride and love with an ad in the 2024 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: Friday, October 20th, 2023**

## Payment:

Create and pay for your ad online at:  
[www.yearbookordercenter.com](http://www.yearbookordercenter.com)

## How to Submit Online:

Log on to [www.yearbookordercenter.com](http://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**

**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](mailto:techadviser@herffjones.com)

Direct any questions or concerns, during the school year,  
 to Lisa Valenti at: [lvalenti@ridgewood.k12.nj.us](mailto:lvalenti@ridgewood.k12.nj.us)  
 OR the student staff at: [ridgewoodyearbook@gmail.com](mailto: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 OCTOBER 20TH!**

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

1. Click here to purchase  
 your yearbook ad.

2. Click here to resume  
 working on your ad.

3. Click here to check  
 on your order!



4. 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)

# ONLINE AD CREATION

With Online Ad Creation you can easily create a beautiful ad that expresses love for your student and your pride in his or her accomplishments.

## GETTING STARTED

1. Go to [www.yearbookordercenter.com](http://www.yearbookordercenter.com).
2. Enter your school's order number OR search for your school by name.
3. Verify that the selected school is correct and click continue.
4. Click Buy a Yearbook Ad.
5. Choose your ad size/type.
6. Then select Student or Business and search for your student's name. The listed name is usually your student's official given name at the school. If you can't locate your student's name, you have the option to add a name to the list.
7. Click Next. Then log in with your credentials or create a new account.
8. After you are logged in, pick an ad template from the available options.

## CREATE


The template will open in the design area where you can create the ad. Follow the steps below to add your photos, enter your text and format your ad.

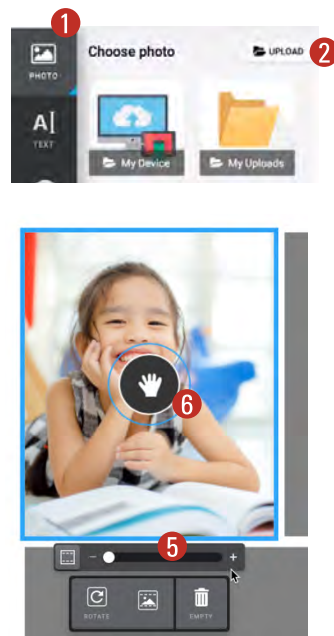
NOTE: Each school chooses the formatting options available in the ad editor. The formatting options help ensure consistency among the ads and coordination with the yearbook's design. All schools will not have the same formatting options.

## ADD PHOTOS

1. Click to open the Photo tab on the left.
2. Click Upload at the top of the Photo panel. Browse on your device to select the photos you want to upload.
3. After they upload, your photos will appear in the Photo panel.
4. To place an image on the ad, select one of the image frames on the ad. Then click on one of the images in the Photo tab. You can also drag and drop an image on a frame.
5. When an image is placed, use the slider under the image to make the image larger or smaller in the frame. You can also click the + / - buttons to make size adjustments.
6. Click and drag on the image to reposition it inside the frame.



**PRO TIP:** It is best to upload the original image rather than an image taken from social media. Typically, images taken from social media are not large enough for quality reproduction. If you see a icon like this  on an image, it means the image has a low resolution and may not print at the highest quality.



continued on next page →



## ADD TEXT

The text formatting options are set by your school to ensure consistency with the rest of the yearbook.

1. Select one of the text frames, and a text entry box will appear on screen.
2. Type a message in the box, and the text frame on the ad will update to reflect the text you entered.
3. The formatting options will appear in the Text panel on the left. Adjust the text settings.

If you want to move a message further down the ad, place your cursor at the beginning of the message and press enter or return to bump it down.

## THEME

Some schools create themes you can apply to the ad. You will see any available themes in the Theme panel on the left. A theme is a combination of fonts and colors that can be applied with one click.

1. Click the Theme tab on the left to view your options.
2. Click a theme to apply it to your ad.

## BACKGROUND

Some schools allow for different background colors to be set. Some schools limit the background colors to ensure consistency with the yearbook.

1. Click the Background tab on the left to view your options.
2. Click a color swatch to apply it to your ad.

### START NEW DESIGN

Click to return to the ad selection step and start a new design.

### UNDO

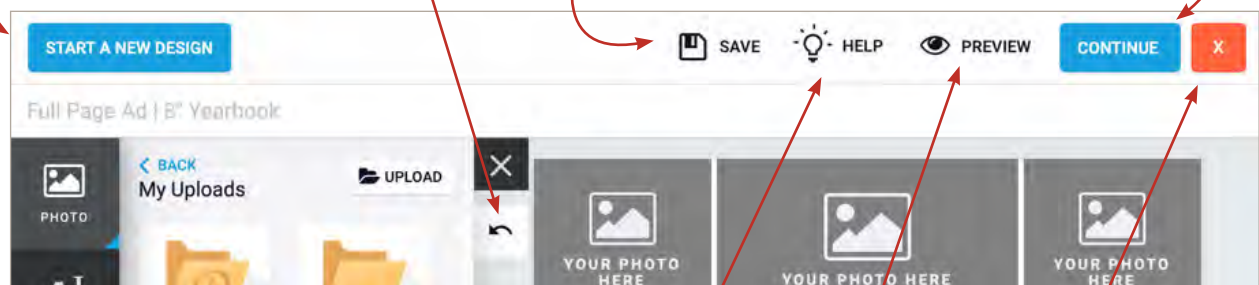
Use the arrow button to undo your last action.

### SAVE

You should save your ad as you work.

### CONTINUE

Save your ad and click continue to begin the purchase process.



### HELP

Click to for instructions and support.

### PREVIEW

Shows the ad as it will print.

### CLOSE

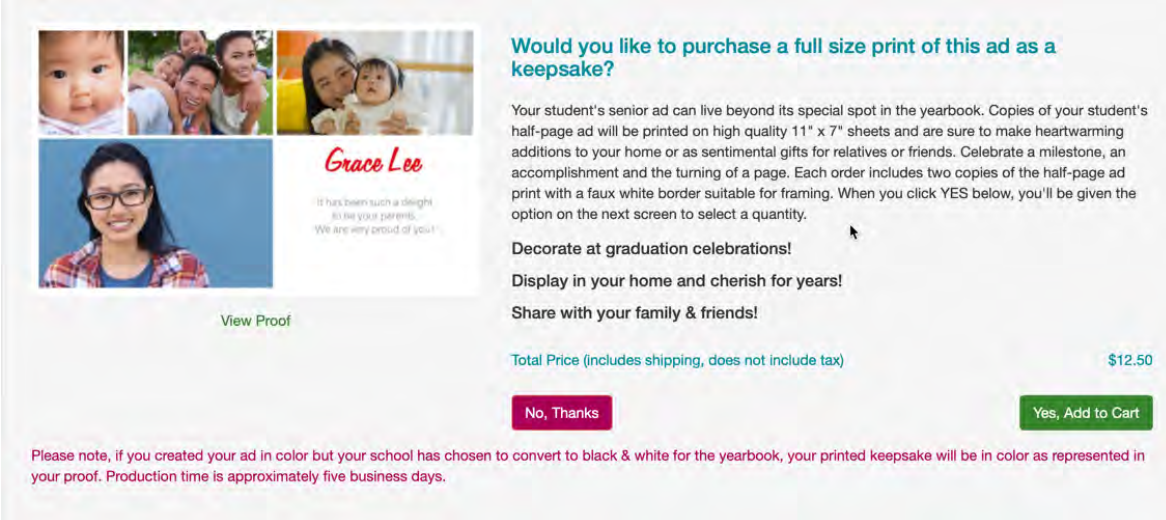
Click the red X to close the ad designer.

continued on next page →

## REVIEW AND APPROVE YOUR AD

1. When you have finished the edits to your ad and are ready to purchase, save your ad and click the Continue button.
2. In the next step, review a proof of your ad by clicking the View Proof link.
3. If you are satisfied with how the ad looks, place your initials in the box to indicate your understanding of the stated terms and policies.
4. Then click Add to Cart and complete the checkout process.

NOTE: **You must complete and purchase your ad before your school's deadline** for it to be included in the yearbook.



**Would you like to purchase a full size print of this ad as a keepsake?**

Your student's senior ad can live beyond its special spot in the yearbook. Copies of your student's half-page ad will be printed on high quality 11" x 7" sheets and are sure to make heartwarming additions to your home or as sentimental gifts for relatives or friends. Celebrate a milestone, an accomplishment and the turning of a page. Each order includes two copies of the half-page ad print with a faux white border suitable for framing. When you click YES below, you'll be given the option on the next screen to select a quantity.

**Decorate at graduation celebrations!**

**Display in your home and cherish for years!**

**Share with your family & friends!**

Total Price (includes shipping, does not include tax) **\$12.50**

[No, Thanks](#) [Yes, Add to Cart](#)

Please note, if you created your ad in color but your school has chosen to convert to black & white for the yearbook, your printed keepsake will be in color as represented in your proof. Production time is approximately five business days.

### GREAT GIFT IDEA!

Order a full size print of your ad to put in your home or give to friends and family as a wonderful keepsake!

Full and half-page ads are available as prints. Quarter and eighth-page ads are printed as magnets.