



# YEARBOOK

*Can you believe it's their senior year? The 2024 WHS yearbook staff wants to help you through the details of making this year's book perfect for your senior. Check out the following items of importance!*

**1. Buy your senior's yearbook:** Our book costs \$85 but will increase after the first of the year. Why wait? Simply go to **[www.YearbookOrderCenter.com](http://www.YearbookOrderCenter.com)** and enter school code **13780** or even better yet, just **CLICK HERE!**

**2. Submit your senior's portrait by December 1<sup>st</sup>.** You will receive communications from Legacy Studios offering sittings for a special portrait for your senior, or you are also welcome to submit your own image of choice. Questions? Reach out to Mrs. Peduto at [mpeduto@winchesterps.org](mailto:mpeduto@winchesterps.org)

### **Important Details:**

- If you take your image with Legacy Studios, you will select your yearbook pose through their system. Legacy will send us your child's portrait - you do NOT need to send a copy to us.
- To submit your own senior portrait, please email ONE image to **[SeniorPortraitsWinchester@gmail.com](mailto:SeniorPortraitsWinchester@gmail.com)**
  - We will confirm receipt of your image by email. If you don't hear from us, reach back out!
  - Please send your portrait to us via this specific email address only rather than sending to a specific individual at school. This will help us ensure accuracy for this critical section of our yearbook.
  - Include your student's first and last name in the email, please.
- Changes are not possible once you submit your portrait. This increases the chance for errors. Thank you for understanding and for carefully submitting the one portrait you do wish to have in print.
- Deadline for submitting your senior's portrait: **December 1, 2023**
- **Portrait Specifications:**
  - We will size and crop all images; you don't need to do a thing for this.
  - We will reach out if we have a resolution/quality concern with your image; the vast majority of portraits are totally fine.
  - Our portraits are vertical, not horizontal.
  - JPEG, PNG, or HEIC files, please.
  - No props (pets, instruments, athletic equipment, etc...)
  - *Please remember that we reserve the right to not accept any image if we deem that it is inappropriate for the yearbook.*

**3. Buy your family's senior tribute ad:** Our senior tribute pages are a fun senior tradition and really great section of our book, and we hope you'll consider participating. To do so, you'll choose your page size and make a collage of images and any message of your choosing for your student. Please carefully read the information on the following two pages to understand how to design, submit, and pay for this tribute space! If you want to just get started, **CLICK HERE! Deadline: December 1, 2023**



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## SENIOR TRIBUTES

### Class of 2024

Let us help you with your senior tribute ad for the 2024 WHS yearbook! Follow the steps below. Our best pricing deadline for submission is **December 1, 2023**. Ads submitted after this date will be assessed a \$25 late fee, and we cannot guarantee space for them (though we'll always do our best). If you need tech support as you are submitting your ad, please call **1-877-362-7750**, as this team of people is best equipped to help sort out any tech issues you may be having! *If you want to try making your own fun and funky collage, we've provided instructions for a site we like called PosterMyWall.com on the next page - but using this third party site is entirely optional! We've just provided it as a resource for you should you want it. CLICK HERE for a tutorial of PosterMyWall.*

## HOW TO BUY & DESIGN YOUR AD - BEST PRICING DEADLINE DECEMBER 1st

Please follow these instructions to ensure proper placement of your tribute page!

### SIZE & PRICING

**FULL PAGE - \$400**

**HALF PAGE - \$275**

**1/4 PAGE - \$180**

1. Go to **www.YearbookOrderCenter.com** & enter school code **13780**
2. Choose "Start Your Ad" and select the size of the space you wish to purchase.
3. Select "Buy this item for Student" and search for your student's name.
4. Click the Log In button, and you will be prompted to create an account for a digital studio that will allow you to either design your ad through this website OR submit one you've already built yourself using PosterMyWall, etc...
5. Depending on the size of the ad you've selected, the website will show you a variety of design options you can choose from. If you've built an ad yourself using PhotoShop, Illustrator, or a high-resolution collage-making site like postermymwall.com, you simply want to select the design that will let you upload one image → Easy peasy! Click "Select" once you've chosen your design.
6. This will launch a design studio that you are now free to play in. Upload your digital photos, choose background colors, change fonts, and design to your heart's content. You may save your work and come back later. **IMPORTANT:** Carefully proofread your ad before paying & submitting. Once we receive your ad, we submit it for printing and cannot pull it back for corrections at a later date.
7. When you are satisfied with your design, you will check out and pay for your ad on this website. The ad will automatically be transmitted to us, and we place it in the book for you - that's it! You'll receive an emailed receipt for this, and that's how you'll know we have your ad.



### REMINDERS & SUGGESTIONS

*If you need Tech Support whatsoever as you do this, do not hesitate to call this number: **1-877-362-7750***

*If you are building your own ad, you absolutely want to do it in a professional program at a high resolution (300dpi or more at print size - a full page is 8.5x11 inches!) Professional programs are PhotoShop & Illustrator, not Word & PowerPoint. And if you don't know these programs, try [www.postermymwall.com](http://www.postermymwall.com), which lets you build really funky high res collages for \$2.99 (see the next sheet for instructions!) This website will produce a high-resolution file for us to print! This is entirely optional, though.. You can design & submit without doing ANYTHING from these other platforms.*

*Don't wait until the last minute! Give yourself time to do this and to ensure completion on time.*

# Optional: Wanna Get Creative?

## MAKE YOUR OWN COOL COLLAGE!

If you really want to dive in, we recommend a great collage-making website called **PosterMyWall.com** that allows you to build collage pages filled with as many pictures as you wish. For \$2.99 you can download a high-res version of your collage and submit that for your page! Just follow the steps below! Give yourself a few minutes to play around with the dragging of photos and the manipulation of text, and you'll be amazed at what you can do. And once you've built the ad that you like, pay for the \$2.99 version of it and then follow our instructions for submitting (page 2 of this PDF) **CLICK HERE** for a quick tutorial of this site!

- 1** Go to [www.postermywall.com](http://www.postermywall.com) & click on "Create" on the homescreen.
- 2** You'll see a menu option "Create From Scratch". Choose this!
- 3** **Important:** Decide what size you would like your ad to be and select the appropriate design type.  
Full Page - Select FLYER  
Half Page - Select POSTER  
Quarter Page - Select FLYER
- 4** This step is **CRITICAL**. Indicate whether your space needs to be horizontal or vertical.  
Full Page - Select PORTRAIT  
Half Page - Select LANDSCAPE  
Quarter Page - Select PORTRAIT
- 5** After you have chosen the orientation of your ad, choose the background color by selecting "Solid Colors". Pick your color and hit "Apply". No need to stress about this color now, you can always change it while you are designing your ad.
- 6** Now you're ready to create. Click on "Photo" or "Text" to add items to your page. You can also choose the "Background" button to change the background color of your ad. Get playing and have fun! When you're done, choose the "Download" button in the upper right and pay for the \$2.99 "Standard Image" version of your file.
- 7** When you see the option to "Download" after paying, click it. This high-res JPEG file is what you will upload as you actually submit and pay for the yearbook page itself on **www.YearbookOrderCenter.com** (school code **13780**). See instructions on the second page of this PDF to submit & pay! **December 1 deadline!** After this, there's a \$25 late fee and we cannot guarantee space.

