

YEARBOOK PHOTO GUIDELINES

ATTENTION ALL 2021 GRADUATING SENIORS

GUIDELINES FOR SUBMISSION OF YEARBOOK PHOTOS:

When submitting your senior photos for the yearbook, make sure to follow the guidelines below in order to ensure acceptance and usage of your photos.

- Please submit all photographs in digital form. You can either:
 - Directly upload your photos to Jostens yearbook website using the: **ReplayIt App**
 - Email your photos to: **tjmonticello.yearbook@gmail.com**
- You can find the directions for the 2 submission formats in the Google Classroom.

****Regardless of submission format, all photos need to follow the guidelines below to meet standards of quality and use in the Jostens Yearbook program.****

- All photos need to be in .JPG, .TIF, or .PNG file formats only
 - No .PDF files will be accepted as they cannot be used in the yearbook program
- All photos must be high resolution files (300 PPI or higher)
 - Do not submit images originally taken on a phone's camera as the quality is too low and will not look good when printed
 - It is recommended that scanned photographs be at a minimum of 400-500 DPI/PPI
- All images need to be in RGB format
 - Do not use CMYK format
- Max photo size is 50 MB
- ***Image names must be the student's full name (no nicknames please).***

Do NOT:

- Submit a DVD formatted disc as it cannot be used.
- *Use informal backgrounds, such as a backyard or a room, for the senior yearbook portrait. Please choose a classic or solid background (navy, green, gray, marble).*
- Please do not wear strapless tops for the formal portrait. Because of the cut of the photograph, it will look like you are not wearing anything.

Please share this page with your photographer. If your photographer is submitting the photographs, please also share the document with the instructions for the submission format they will be using (either ReplayIt App or email).