

PHS PRINCE

Senior Yearbook Checklist

Seniors! – Don't miss out on all the ways you can make this year's yearbook your own!

- Buy your yearbook! Early bird due 12/31.**
- Make your yearbook pose selection by December 1. You can choose your pose online at shop.prestigeportraits.com. Login info comes with your package.**
- If you are using an outside photographer, upload your picture by December 1 to images.jostens.com. Please be sure you followed the photo specification guidelines.**
- Senior Collages are due December 1. Upload to images.jostens.com**
- Senior Farewell messages are due before February 16. Farewells can be created and purchased online at jostens.com**

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Senior Portrait Information

- **Senior Photo Pose Selection –**

If you had your photo taken by our school photographer before September 1, you already have access to your pictures online and you can choose your yearbook pose online at shop.prestigeportraits.com. This is the most direct and error proof way of taking and selecting a photo for the yearbook.

- Selections must be made by **December 1, 2016** or a choice will be made for you.

- **Alternate Photographers**

If you are a student who wishes to submit your own senior portrait, the following guidelines are in place to achieve a consistent look to our yearbook. **Please read the specifications carefully.** If you are unsure about meeting these guidelines, please have your picture taken by our school photographer free of charge. You do not need to purchase a photo package to be in the yearbook.

ALTERNATE SENIOR PORTRAIT SPECIFICATIONS

1. Choose a standard, formal head-and-shoulders photo. No hands or props in the picture.
2. Images may not have a copyright notice or other text on the image.
3. Size. We can and will resize your photo if needed. For your reference photos will be sized to 640x800 pixels (2x3 inches) and 300dpi resolution.
4. **Please choose a standard studio, plain blue yearbook background. No outdoor shots.**
5. Alternate Senior pictures must be submitted online at images.jostens.com by **December 1, 2016**. Use login 406753603, select your image, enter your contact info and enter “Alt Senior Portrait” in the description box.
6. Staff will do their best to include personal photos submitted but due to the large number of students it is NOT guaranteed.

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Yearbook Order Form

What better way to remember your high school experience than purchasing your very own copy of The Prince 2017! You qualify for early bird pricing of \$95 (\$10 savings) if you purchase your book before December 31, 2016. Ordering before December 31 also guarantees that you will receive a yearbook. Late orders may not be possible if books sell out! Any yearbooks purchased after December 31 will cost \$105.

Yearbooks can be ordered online for your convenience. Ordering online allows you to pay via credit card and also offers personalization of your book for an additional fee. Go to <http://www.jostens.com> and search for Princeton High School, NJ to order your book online!!

If you have questions regarding this year's Prince yearbook, please email princeyearbook@gmail.com or Diana_lygas@princetonk12.org

If you do not wish to order online, please print neatly and use one form per student/per yearbook. Please make checks payable to *PHS – Yearbook*.

Student Name: _____ Grade: _____
Email address: _____ Homeroom: _____
Phone: _____

- My check or money order is enclosed for \$95 if before or on December 31, 2016.
- My check or money order is enclosed for \$105 if after December 31, 2016.

Please mail or drop off payment to:
Princeton High School, Attn. Yearbook Order
151 Moore Street, Princeton, NJ 08540

PHS PRINCE Senior Yearbook Card

Student Name: _____ HR: _____

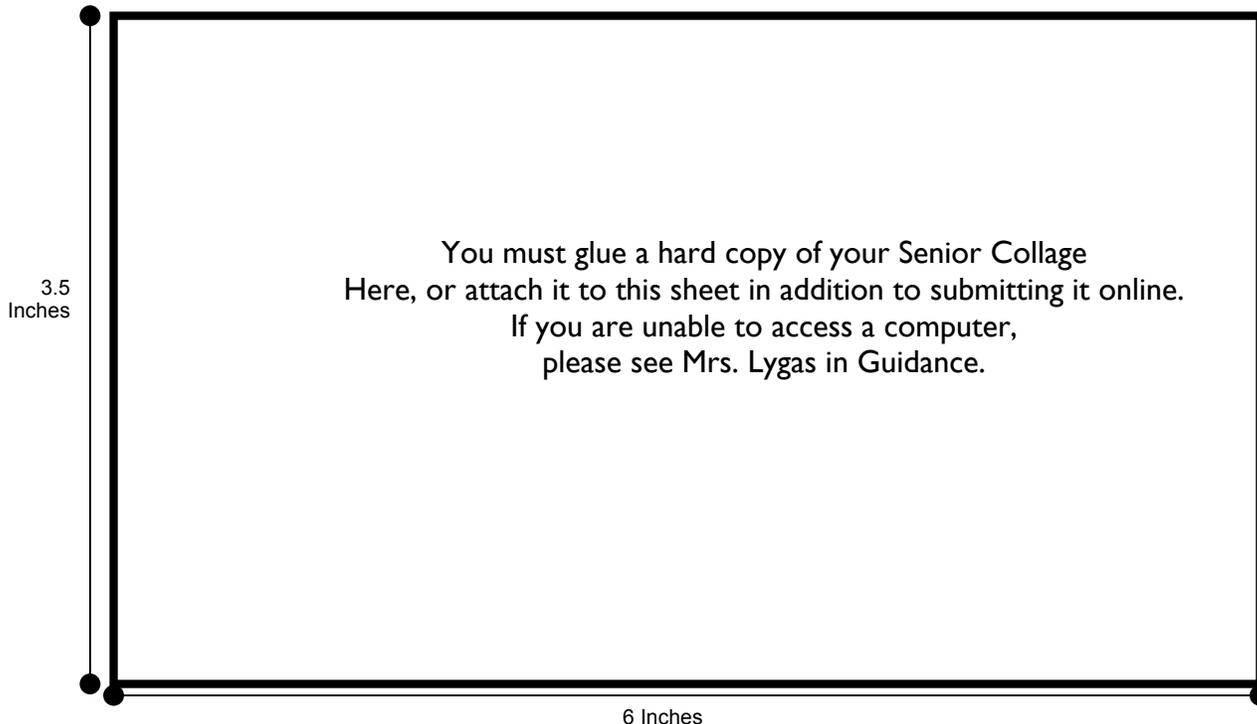
Email: _____

Phone: _____

Collages are due December 1!

Check ONE regarding your Senior Collage:

- No, I am not submitting a Senior Collage.
- Yes, I submitted my (6 inches wide x 3.5 inches high) Collage to the Prince.



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Parent Senior Farewell Message Worksheet

The Prince • Princeton High School • 151 Moore Street • Princeton, NJ 08540

PHS Prince is happy to offer parents the opportunity to send their senior a personalized farewell message to appear in The Prince 2017.

Parents can create and pay for their personalized message online at Jostens.com. Our online design program offers you the ability to upload your own message completely or use a handy template using your own digital photos and well wishes.

FAREWELLS ARE DUE FEBRUARY 16!!

Parent Farewell messages are offered in two sizes:

- Quarter Page Farewell: 4 inches wide x 5 ½ inches high \$100**
 - Half Page Farewell: 8 ½ inches wide x 5 ½ inches high \$200**
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Parents may submit their messages in two ways:

Option 1: Purchase and design your Farewell online at Jostens.com. Search for Princeton High School. Register as a new member. Choose your ad size and layout. Enter your text. Upload your photos. Pay for your message online.

(Please do not use copyrighted material.)

Option 2: Purchase your ad via check payable to “PHS Yearbook” and submit 1 or 2 photos with your text to the yearbook staff. Staff will format your ad to fit the size you have chosen. Email princeyearbook@gmail.com before February 1, if you are interested in this option.

If you have questions regarding Senior Farewell Messages, please write Diana_lygas@princetonk12.org or Princeyearbook@gmail.com.

How to make your Senior Collage using PowerPoint

Many of you will choose to use Photoshop or another software program to create your collage. But if you do not have access to a photo editor or you are not 100% sure how to use one, you can make your collage fairly simply on PowerPoint which is found on just about all our school computers.

Step 1. Gather up all the digital pictures you would like to use for your collage. Pics should be a good resolution, try not to grab screenshots or low quality Facebook pics.

Step 2. Open your PowerPoint and start a new presentation.

Step 3. Go to File. Page Setup. Set the Width to 6 inches and Height to 3.5 inches.

Step 4. Create your slide. Insert your pictures or create text boxes to add names, quotes, text, etc. You can size and shift them around as you wish.

Step 5. Once your slide is the way you want it, double check that you didn't miss anything.

Step 6. Save your slide.

1. Click Save As/Export
2. Name your file your first and last name
3. Under the format drop down, select Jpeg
4. Options: At the bottom of the box it will have two boxes labeled width and height. If they do not say it already type
Width = 1800 and Height = 1050
6. Select Ok/Export
7. Save to a location you can find.

Step 7. Now upload your image.

1. Log on to images.jostens.com
2. Enter the login 406753603
3. Browse to select your collage. Click on "Select My Images."
4. Enter your Contact Information and the information about the photo. Write Collage in the description.
5. Click "Upload Chosen Images."

Step 8. Print a copy of your collage and turn it in to Mrs. Lygas so we know to look for your collage. You are done!!

Senior Collage

Frequently Asked Questions

1. What is a Collage?

PHS has a unique tradition of giving each senior a piece of his or her own personalized “real estate” within the yearbook. Featured immediately next to the senior portrait is space for your personal write up. The write up/collage can be your favorite quote, a collage of images, an artistic design, etc.

2. How do I make my Collage?

It is up to you! Many students make theirs using computer software such as Photoshop. Others draw their write-up and scan it. Others follow our handy directions using PowerPoint. You can be as creative as you wish. Just keep in mind the finished collage needs to be digital and sized properly to fit into the yearbook.

3. What are the specs of the Collage?

The Senior Write-Up is printed in the yearbook in full color. It is 6 inches wide x 3.5 inches high (1800x1050 pixels). Please size your collage to the proper dimensions and resolution. Please make sure your collage is scanned or created with a resolution of at least 300 dpi. Please save your image as a .jpg image before uploading it to our upload website.

4. Are there rules as to what can be in the Collage?

There are some guidelines to follow. Please refrain from material with a copyright, profanity, alcohol/drugs, or overall poor judgment. If you are using images of teachers, please ask for permission. The Yearbook staff will review each collage and reserves the right to use their judgment regarding suitability to print and will alter collages to meet guidelines. Please don't forget, yearbooks last a lifetime! Be thoughtful about what you put in your collage.

5. I created my Collage. Now What?

Once you are done, please do these things!!! First, print a copy. Attach the copy to your PHS Prince Yearbook Card found in your Senior Yearbook Info Packet and return it to Mrs. Lygas in Guidance. Next, scan or save your Collage checking you used the specs listed above. Last, upload your image to the Prince.

1. Log on to images.jostens.com
2. Enter the login 406753603
3. Browse to select your collage. Click on “Select My Images.”
4. Enter your Contact Information and the information about the photo. Write Collage in the description.
5. Click “Upload Chosen Images.”

6. When is the Collage Due?

Before December 1. See Mrs. Lygas in Guidance to see samples from last year or ask any questions you may have about your collage.

7. Need Help?? Ask a staff member or Mrs. Lygas!