

PHS PRINCE

Senior Yearbook Checklist

Seniors! – Don't miss out on The Prince 2018!

- Buy your yearbook! Early bird deadline 12/31. Order online at yearbookordercenter.com using school code 4078.**
- 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 hjeshare.com. Please be sure you followed the photo specification guidelines.**
- Senior Collages are due January 2. Upload to hjeshare.com and submit hard copy to Mrs. Lygas by January 2.**
- Senior Farewell messages are due before February 16. Farewells can be created and purchased online yearbookordercenter.com using code 4078.**

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Senior Portrait Information

- **Senior Photo Pose Selection –**

If you had your photo taken by our school photographer before November 1, you already have or will have access to your pictures online and you can choose your yearbook pose online at shop.prestigeporraits.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, 2017** 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), at least 300dpi resolution and saved as a jpg or jpeg.
4. **Please choose a standard studio, plain blue yearbook background. No outdoor shots.**
5. Senior pictures must be uploaded by **November 15, 2017** to www.hjeshare.com. Enter the school code “4078” to upload images. **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**
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 2018! You qualify for early bird pricing of \$95 (\$10 savings) if you purchase your book before December 31, 2017. 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 and the chance to buy special packages including our Grad Package that includes collages. Go to <http://www.yearbookordercenter.com> Order #4078 to order your book online!!

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

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, 2017.
- My check or money order is enclosed for \$105 if after December 31, 2017.

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

PHS PRINCE Senior Collage Card

Student Name: _____ HR: _____

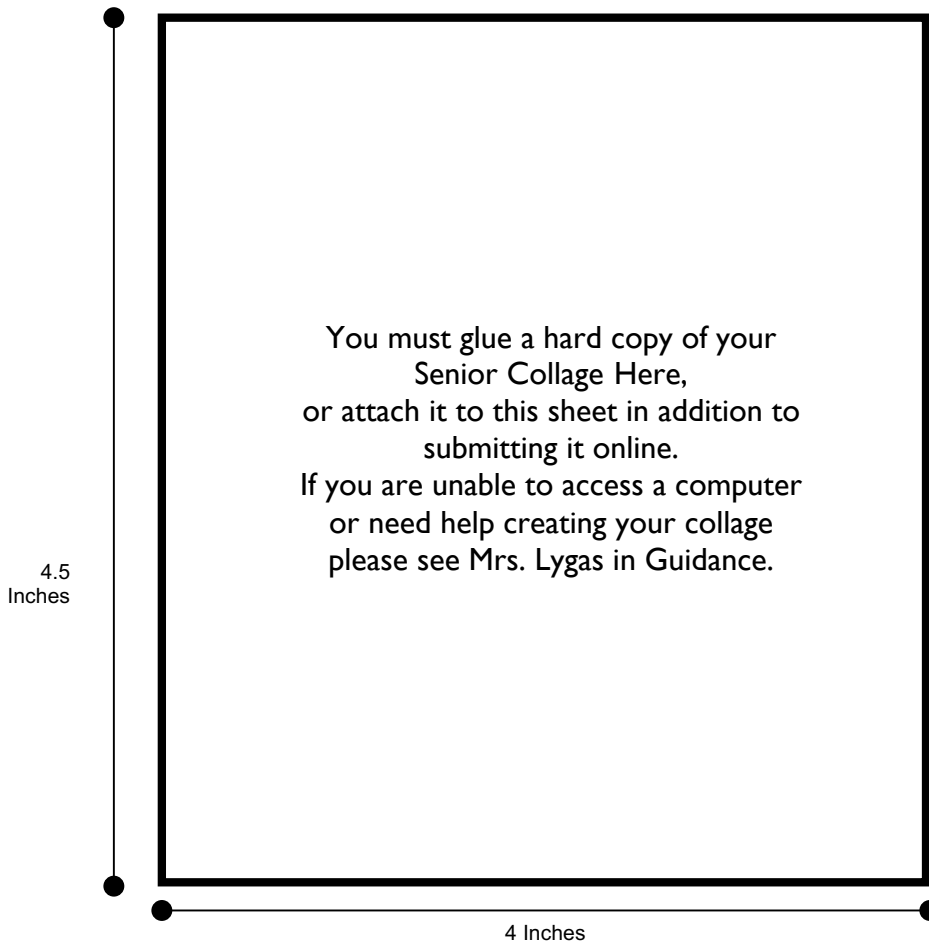
Parent Signature: _____

Collages are due January 2!

Important: Please refrain from including copywritten material, alcohol/drugs, or any content that threatens others, disrupts school, or is considered offensive, lewd, vulgar, or profane. If you are using images or names of others, you must receive their 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. Use best judgement before submitting. Thank you!

Check ONE regarding your Senior Collage:

- No, I am not submitting a Senior Collage.
- Yes, I submitted my (4 inches wide x 4.5 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 2018.

Parents can create and pay for their personalized message online at yearbookordercenter.com with code 4078. Simply use a handy template with 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 yearbookordercenter.com. School Code: 4078. 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 Dianalygas@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 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 4 inches and Height to 4.5 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 Export
2. Name your file: FIRSTNAMELASTNAME
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 = 2025
6. Select Ok/Export
7. Save to a location you can find.

Step 7. Now upload your image.

1. Log on to hshare.com
2. Enter the school Code 4078
3. Enter your Info and agree to terms. Browse to select your collage.
4. Enter "12" in the Grade line. Enter your name only in Students Shown. Enter "Collage" in the Description
5. Click Upload Images.

Step 8. Print a copy of your collage, have a parent sign it and turn it in to Mrs. Lygas
You are done!!

Senior Collage

Frequently Asked Questions

1. What is a Collage and what is different about Collages this year?

PHS has a unique tradition of giving each senior a piece of his or her own special touch to the yearbook. The collage should be original creations and may include your favorite quote, shout outs to friends, artistic designs, etc. This year's collages have a new shape and will be printed in a for purchase Signature/Collage Supplement that can be inserted into the yearbook.

2. How do I make my Collage?

It is up to you! Many students make it using computer software such as Photoshop. Others draw their collage 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 4 inches wide x 4.5 inches high (1440 x 1620 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?

Please refrain from material with a copyright, profanity, alcohol/drugs, threatens others, disrupts school, or is considered offensive, lewd, vulgar, or profane. If you are using images or names of others, you must ask their 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. Use your best judgement before submitting. Thank you!

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 Collage Card found in your Senior Yearbook Info Packet, get a parent to sign off, 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 hjeshare.com
2. Enter the school Code 4078
3. Enter your Info and agree to terms. Browse to select your collage.
4. Enter "12" in the Grade line. Enter your name only in Students Shown. Enter "Collage" in the Description
5. Click Upload Images.

6. When is the Collage Due?

Before January 2. This is a FIRM Deadline! Due to increase staff time necessary to review collages, collages will no longer be included if they are submitted after the deadline.

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