

Pictures

Goal • 50 photos with each child in at least 2 or 3 usable photos

1. Email your teacher to arrange a day and time to take photos. Typically before school and during Morning Meeting works best (or during choice time in Kindergarten). Ask your teacher to have a class list ready for you when you come in. **TIP:** *Consider coming in several days in a row. This will allow you to take all needed photos, kids will be wearing different clothes, and absent students are likely to be in class at least one of the days you're there.*
2. Create a folder on your computer for storing yearbook pictures. This will make [uploading](#) easier later.
3. Before you take photos, check your [camera settings](#) to ensure quality pictures. The "automatic" setting on most cameras works just fine. If you like to play with your settings, a 400 ISO setting is ideal and if you have an "indoor" mode, consider using that indoors, particularly if the classroom is not well lit. Lifetouch states that 300 dpi is the minimum measure to use. The maximum photo size that Lifetouch will allow you to upload is 10mb.
4. Take group pictures with 2-5 kids in each photo. Let the kids pick who they want to have with them in their picture. Make note of absent children so you can be sure to include them in your next round of photos. Try to take at least 10-15 photos each visit. Also, consider other times you can take photos... lunch, recess, field trips, indoor recess....
5. **Your goal is to have 10 usable photos for the classroom collage, 10 for the grade collage, and 10 extra for filling in space on other pages in the yearbook.**

Photo Taking Guidelines

- Groups of 2-5 students,
- Students must be looking at the camera, not down at school work. We like eyeballs!
- Silly pictures are great, but please discourage obscene and other inappropriate behavior.
- Do not zoom in too much. It's better to crop photos in the Lifetouch program.
- Children should be wearing different clothes in each usable shot.

Uploading Part 1

Camera to computer • Folders

First, go to My Computer and create a folder to store your yearbook photos in a location that you will remember. These are just general steps to transferring images from your camera to your computer.

- Your camera should have come with a USB cable. Connect that cable to your camera and then connect it to your computer.
- Turn your camera on.
- If you installed the software that came with your camera, it should automatically open and start prompting you through the steps to uploading images to your computer.

If you did not install any software, your computer should recognize your camera as another drive.

If you're using Windows:

1. Go to My Computer and you should see your camera listed.
2. Double-click on the icon.
3. Go to Edit then to Select All. This will select all the photos on your camera.
4. Go to Edit then to Copy to Folder.
5. Choose a folder to place these in. We recommend putting it into the My Pictures folder so you can find them easily.

If you're using a Mac:

1. An icon of your camera should appear on your desktop.
2. Double-click on the camera icon.

3. Highlight the contents of the folder and drag them into the folder where you'd like to save your photos.

Uploading Part 2

Edit red eye • Only upload your best photos

1. Before you upload your photos, use your personal photo editing software to **remove any red eye**. The Lifetouch program does not allow us to do this after photos have been uploaded.
2. Go to onlineyearbooks.lifetouch.com our job # is 1366617 (Wildwood and OH are grouped together under "Wildwood Elementary") and log in with your email and password you created. After you sign up as a volunteer at Sign Up Genius, you will be sent an email with instructions on how to log in to Lifetouch. You can expect this email sometime after the first weeks of school.
3. Once you are logged in, click on Image Upload in the bottom right corner of the screen under Yearbook Shortcuts.
4. Select which folder you want to upload to. In most cases this will be your teacher's classroom folder. Or if, for example, you took pictures at recess of a variety of kids, you would upload those photos to the grade appropriate playground folder.
5. Click "Browse" and select the images from your computer (hopefully, from the folder you created earlier!). You can select multiple images by holding the Shift or Control key while clicking on the files. You can upload up to 50 images at one time. The maximum photo size that Lifetouch allows is 10mb.

Class Collage Template - Due February 20th, 2017!!

Use 10 photos • Each child should be in at least 1 photos • Need Tech Help? Call Teresa @ 651-788-0635

1. [Login](#) to the Lifetouch program and click on Ladder Diagram in the bottom right corner of the screen under Yearbook Shortcuts. Scroll through the pages until you find your child's classroom. For pages 33+ you will need to click on the "Pages" dropdown box on the left side of the screen. Click on the image of the class page.
2. We are using a pre-defined template this year with only 10 photos.
3. To add a photo, click on a box in the template. Then on the left hand side of the screen, click on Image Library. Scroll down to find your classroom teacher's folder. Select the photo you want and drag it over to the highlighted box.
4. To zoom in or adjust the photo, double click on the photo. Either click "Fit", or slide the triangle over to the size you want. You can also click on the photo, hold your mouse key down and adjust the photo up, down, left and right.
5. **Each child should be in at least one photo in the collage template, preferably two.** If a new student joins the class later in the year, be sure to take a photo of them and include them in the collage. If you are unable to do this, contact your [Grade Level Coordinator](#).
6. Please take extra time with any Special Ed children in your class and do not hesitate to ask the Para or teacher to help you get a couple of photos of them.
7. A class picture is not required.
8. For consistency, please do not add outlines to the shapes or clip art.
9. Classroom Collages **MUST** be 100% complete and final no later than **February 20th, 2017**. We cannot create the rest of the yearbook until all classroom collages are done.

Grade Collage

1. Grade collages will be the responsibility of the [Grade Level Coordinators](#) unless another parent offers to do it.
2. [Login](#) to the Lifetouch program and click on Ladder Diagram in the bottom right corner of the screen under Yearbook Shortcuts. Scroll through the pages until you find the appropriate grade collage. For pages 33+ you will need to click on the "Pages" dropdown box on the left side of the screen.
3. Click on the + symbol from the left hand column and choose a shape from the Add Image Elements box. Drag several shapes to the two page spread.
4. To add a photo to the shapes, click on the image graphic on the left side of the screen. Then click on Image Library and find the grade you will be working with. Only select pictures that have not been used in the classroom collages. You should have at least 10 photos to choose from. If not, contact the [classroom photographer or Grade Level Coordinator](#) and request more photos.
5. Feel free to be creative with the shapes you use in the collage. They do not all have to be rectangles and squares. Just be sure there are no gaps between photos.
6. Add a variety of photos and clip art to the collage. Be creative!
7. Because of our odd number of classrooms in some grades, some grade collages are two pages; some are only one page. Please be sure to represent each classroom fairly in whatever space you're working with.

Other Yearbook Pages

If you would like to work on a specific [activity page](#), please contact a yearbook coordinator and she will give you access in Lifetouch to the activity pages and templates.

Feel free to be creative with the activity pages. We have already set up templates, a common background and border on all the pages. At this time, we are not necessarily married to the common background on every single page, but we would like to have a consistent [theme](#) throughout the

book. We can achieve this through color, the star theme, or backgrounds. Other creative options open to you are borders and shadows around pictures, text, clip art and templates.

Activity Pages Quick and Easy

1. Once logged in, go to the bottom right corner and click on "Ladder Diagram". This will bring up all the pages of the yearbook. Scroll through to the page you will be working on. For pages 33+ you will need to click on the "Pages" drop down box on the left side of the screen.
2. Click on the image of the page to open the page. You will see a two page spread. If you'd like to only see the page you're working on, click on Page Actions and then View as Left (or Right) Page Only.
3. Drag and drop in pictures from the Image Library just like you did on your class collage page.

Changing Templates

1. While in Ladder Diagram view, click on the Template tab in the box on the left side of the screen. Make sure Activity is selected and then click on the View Template box. This will allow you to see a (very small) visual of the template pages that are available. Find a template that you think will work and make note of the number.
2. Go back to the Ladder Diagram and find your activity page. To change the template, click on Edit Details below your mini-page. This will allow you access to the descriptive information to the right of your mini-page.
3. Click on the Template drop down arrow and find the template number that you want to you. Please note: changing template will erase the background image, border image, and any text that had already been added like the title.
4. Click on Save Changes to save your new template.

Backgrounds and Borders

1. To replace the background and border or to use a new background, click on the mini-page image from the Ladder Diagram.

2. Click on the Images icon in the left hand box (second icon in). Scroll down to Borders/Backgrounds/Clip Art. Click on Backgrounds, click on Backgrounds-Color. Search for Rainbow and click Go.
3. Click on the Rainbow image that pops up and then under the Apply Background To drop down box, select Left, Right or Both as appropriate and click Go. This will put the rainbow background back on your page and, unfortunately, needs to be done every time you change the template.
4. To add the border, follow step #3 for Border, and search for Rainbow Stars.

Adding Title Text

To add text to an existing text box in a template, double click on the text box. Enter your text and color as needed. Please stick with the Postino STD font for titles on pages.