

How to Send Pictures to the Yearbook

- *We Need Pictures of SCA Events, Field Trips, etc.*
- *How to Get Your Student's Pictures in the Yearbook*
- *How to Send Pictures to the Yearbook*
- *Step by Step Instructions on Changing the Pictures File Name*

We Need Pictures of SCA Events, Field Trips, etc.

To be a success, the SCA Yearbook needs your pictures of:

- 1) SCA Events
- 2) SCA Field Trips
- 3) SCA Activities, High School, Jr. High, Elementary, and SCA Classes
- 4) Faculty Team activities and meeting pictures. We have a group shot we need activity pictures.

If you have a lot of pictures - No Problem, just let us know and we'll get you a memory stick to put them on.

Also don't worry about changing the file names when your giving picture to us in bulk. Just keep each activities or event in separate folders.

If you're hosting an event, please help us out by making sure someone will be taking pictures.

Questions - Email us at pictures4sca@gmail.com

How to Get Your Student's Pictures in the Yearbook

Here's 7 easy ways to get your Student's picture in the Yearbook.

1) **Your Home School class** - A couple pictures showing each of your students learning in your Home School classroom. This year we want show both SCA classes and your home school classrooms. We love interesting pictures of your students involved in home school projects.

2) **Your Musical Student** - One or two shots of each of your students separately practicing, playing, or performing with their musical instruments and one group shot if you have it.

3) **Your Athletic Student** - A couple pictures for each of your students in their sports activities. It can be their individual team shot, action shots, or standing there smiling in their sports gear or outfit. Action shots are always the best and they can be either organized sports or hobby sports. See the Yearbook for examples.

4) **Missionary Trips or Activities** - Please send us the story about the trip or activity so we can include it with the picture in the Yearbook

5) **Sibling Pictures** - Any sibling pictures you have from this year get in.

6) **Family Group Pictures** - It can be a family picture, vacation shot, or some place interesting. It's better if the whole family is in the shot. Also if you've got an interesting picture or one that shows something that's unique that your family did this year – we would like to have that photo as well to use in the Yearbook's family section. We would also like sibling shots if you have them.

7) **Unique Student Activity** – If your student has done something unique they do or have done this school year, please send us the pictures and story.

Questions? Email us pictures4sca@gmail.com

How to Send Pictures to the Yearbook

Digital Pictures:

1. **FIRST** - Change the File Name of the Pictures

****To be accepted, each picture's file name must be changed to identify what the picture is about and who's in it. The file name can be a long sentence if needed (some special characters are now allowed like a slash "/"). To change the picture's file name, copy the file to your computer (you can copy to the desktop, pictures folder, or a new folder) Right click on the file and select "Rename" to highlight the file name, then just change the name per the above. Don't worry about big file sizes, we like big ones as they print better. Easy**

Wait - If you're sending us a group of pictures from an SCA Event, Field Trip, or Class Activity, you don't need to change the file names, just put them in a folder for the event or send them their own email. We'll take it from there. All other photos you'll need to change the file name as the pictures are separated from their emails or CDs and then the students won't know who they are or where to use them.

Note: Pictures in iPhotos or other photo book programs will actually not change the file name so you'll need to copy them out to another folder to change the file name.

2. By Email

The Easiest – Just send your pictures to the Yearbook Class email address – pictures4sca@gmail.com. You can send multiple pictures at a time and no need to resize them smaller.

3. By CD

Just change the file name of each picture as above, copy them onto a CD, and drop it off at SCA in Jim Lorenz's folder, give it to a Yearbook Student, or drop it off at the Lorenz's house in Lake Forest. Please write your name and subject on the CD and you can just place it in a ziplock bag. *Easy*

4. Stop by with Your Camera

Not sure how to get the pictures off your camera? Just call the Lorenz's house for a time to stop by with your computer cord and we'll show you how to do it. *Easy*

Still Have Questions - email them to pictures4sca@gmail.com

Blessings,
The SCA Yearbook Staff

Step by Step Instructions on Changing the Pictures File Name

You need to change your picture's file names from how they come out of your camera (IMG_4529.jpg) to a file name that tells us Who's in it and What it's about (Jane Smith showing her science project on mice fur.jpg). You can write a long sentence if needed.

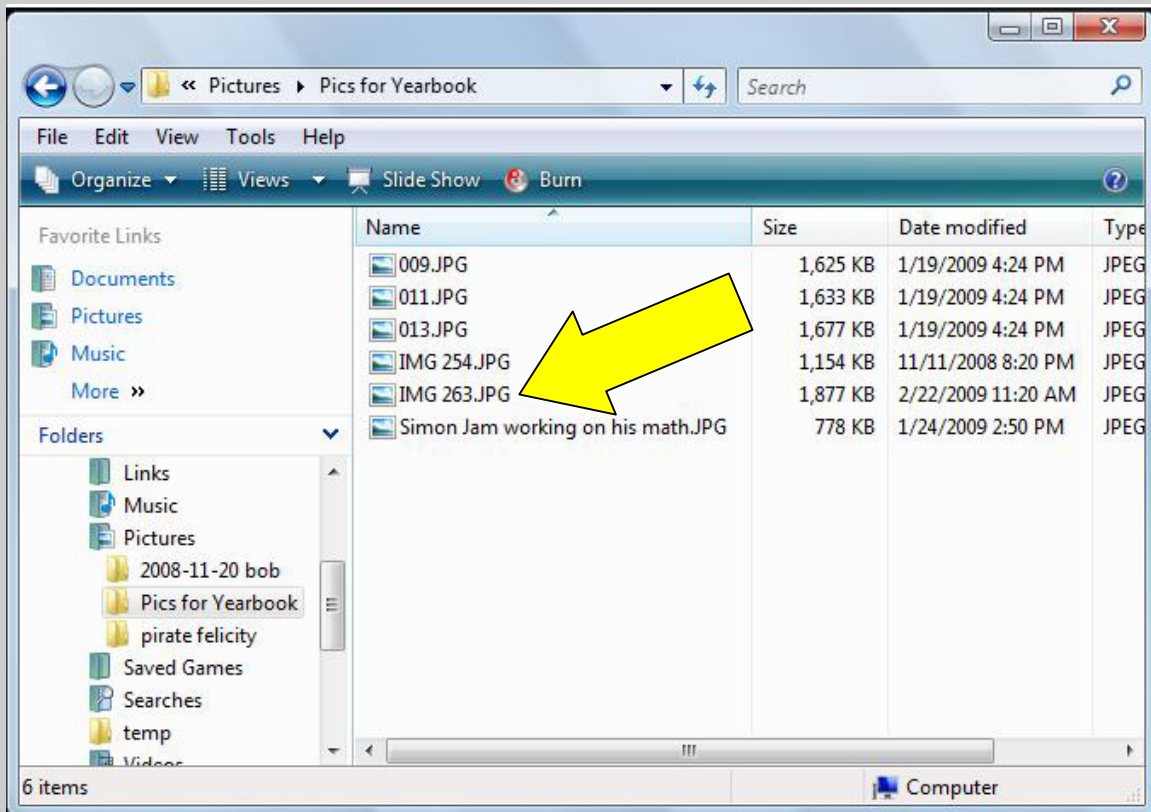
Note: Do not use Photo Album applications like iPhoto or iGallery as they do not change the file name. They just add a description line plus they do not always attach the photo correctly to the email.

When we receive your pictures, they are separated from the email and stored on a central file server for the students to use. Without the file name changed, the students don't know you're your pictures are about and where to use them in the Yearbook. Remember that we get over 400 emails and more than 4,000 pictures so without the changed file names, your pictures most likely will not get used.

See details at <http://www.scaathome.com/yearbook.html> or email pictures4sca@gmail.com

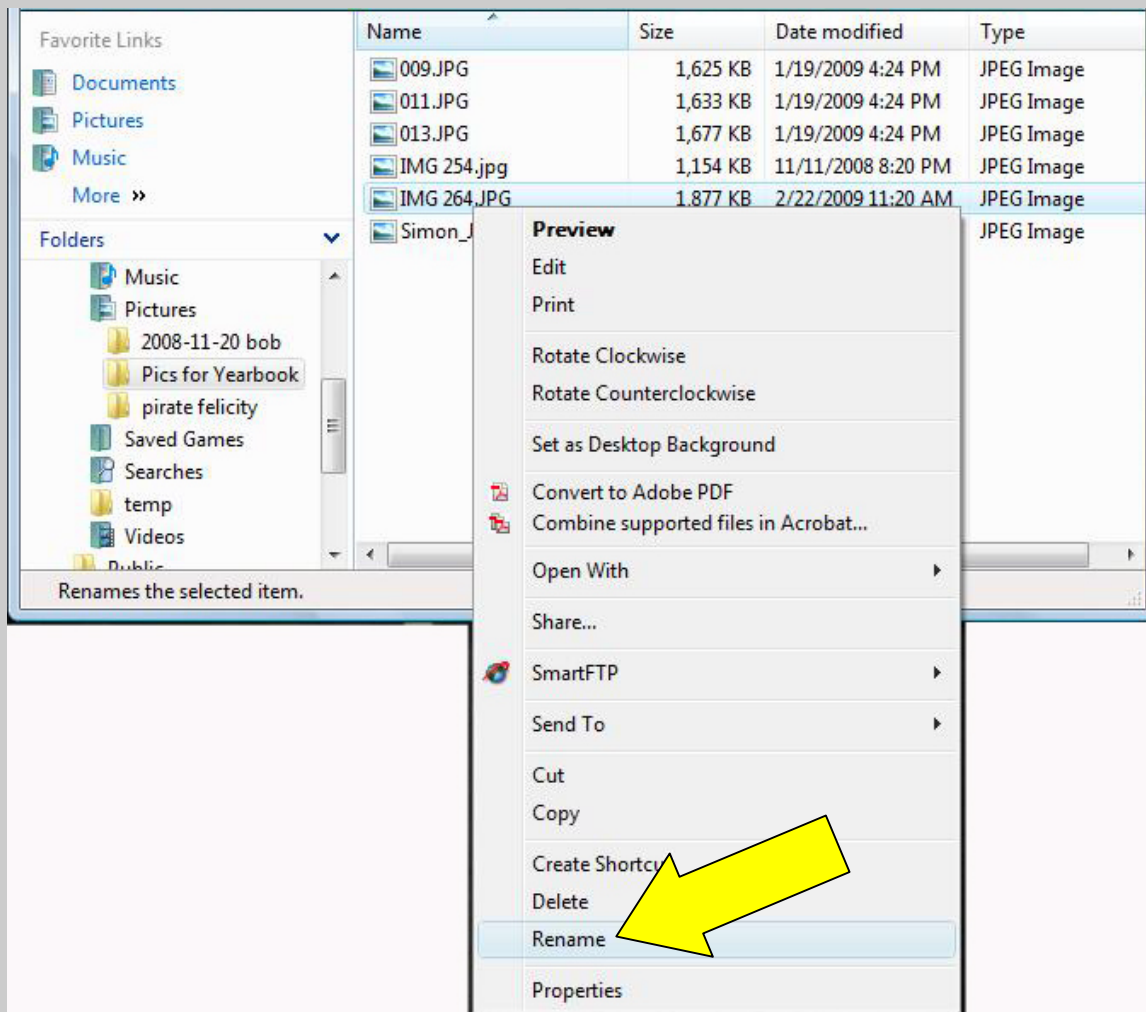
Instructions

- 1) Put the pictures you want to send in a new folder.
- 2) Slowly click twice on the file name to highlight it's file name

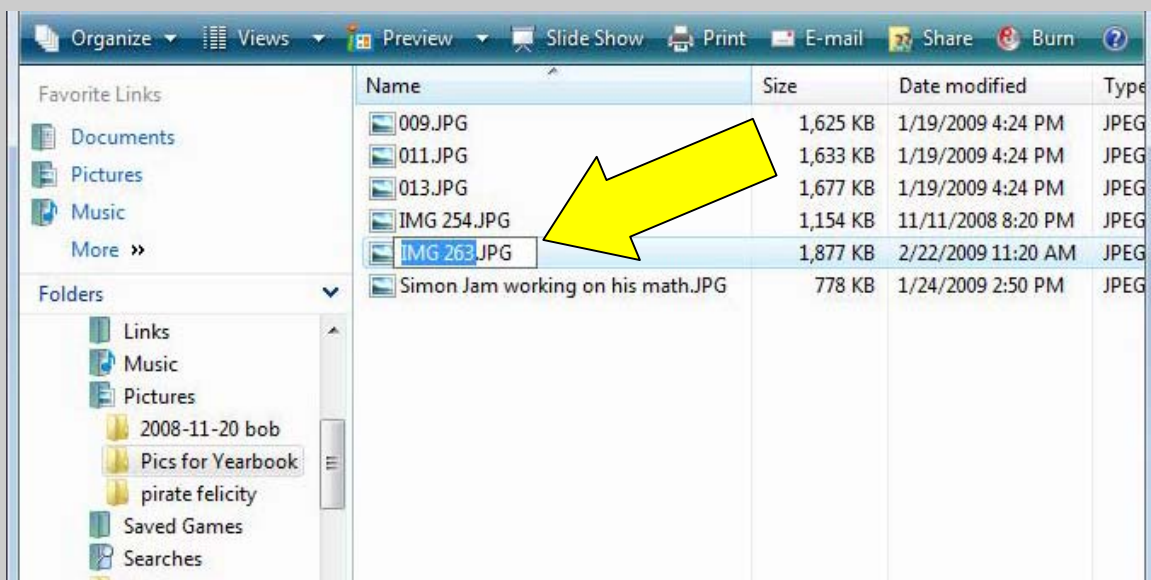


- Or -

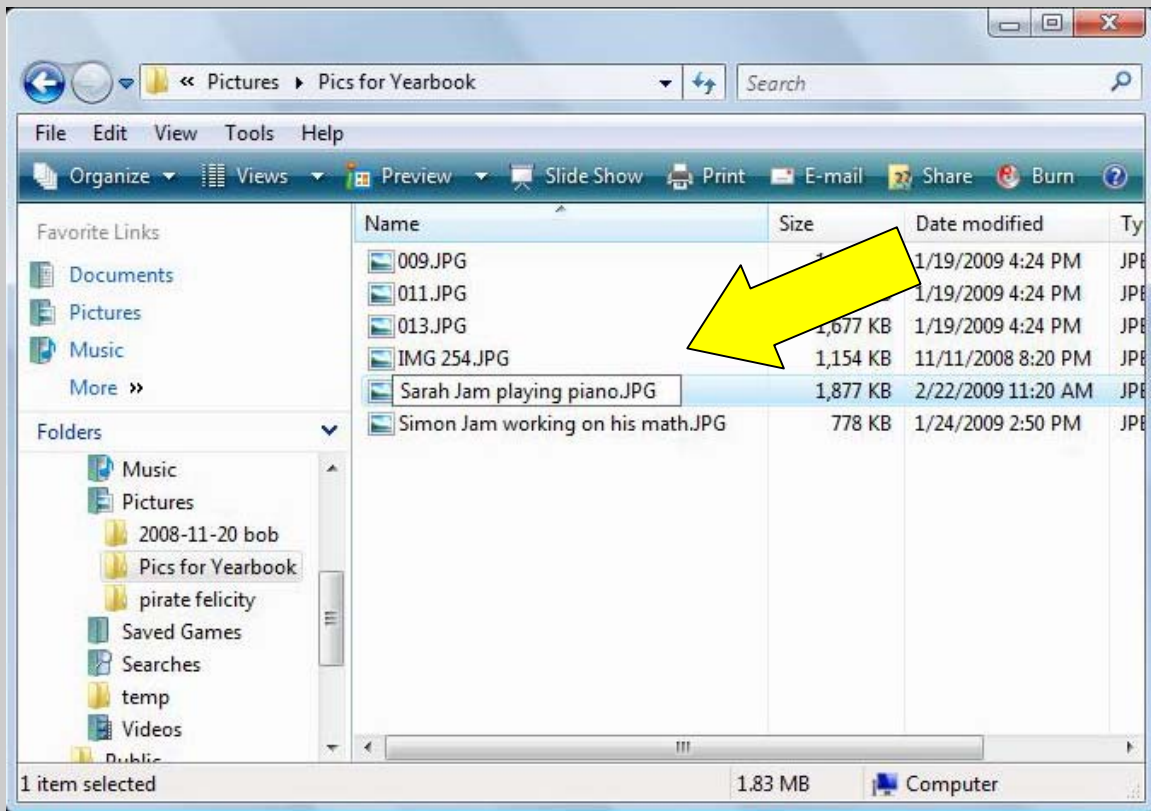
2a) Right mouse click on the file name and select "Rename"



3) File name Highlights so you can change it



4) Type in Who's in the Picture and What it's about. Make sure to leave ".jpg" on the end



5) **Your Done.**

Now just attach the Pictures to an email and send to - pictures4sca@gmail.com