

# Portage Northern Legend Yearbook: Senior Picture Requirements

## **File Requirements:**

**Minimum size:** 640x800 pixels or 2" x 3" (proof size), vertical format, in FULL COLOR

**Digital file:** jpg or jpeg, at least 300 dpi

- You cannot save photos into Word, Works, Photoshop, tiff, gif, or PDF, file formats-- they MUST be in jpeg/jpg format
- WE DO NOT ENCOURAGE TAKING PRINTS FROM YOUR PHOTOGRAPHER AND SCANNING THEM. THE QUALITY IS USUALLY POOR. Please send the original photo files that your photographer took during your session.
- Photos submitted via screenshot are unacceptable as the files are resized and compressed, which causes them to be blurry or pixelated.

**File name:** LastName,FirstName.jpg

(this is VERY important- files named incorrectly cannot be identified, and students photos may not be accepted) **\*\*PLEASE MAKE SURE YOU NAME THE FILE CORRECTLY OR YOUR PHOTO WILL NOT BE PUBLISHED\*\***



## **Photo Requirements:**

- Senior must be centered in the photo.
- Full face view/ facing the camera/ both eyes visible; **Head shots only**
- Full color photos ONLY; no black and white or sepia tones
- Standard, classical, and traditional head/shoulder pose
- Clothing/outfit follows all guidelines of the PNHS dress code (*per student handbook*), and we request no strapless tops.
  - NO ¾ or full length poses
  - NO profile or over-the-shoulder poses
  - NO hands near the face; NO knees blocking the body.
- NO Props:, hats, hoods, pets, musical instruments, etc in photos
- NO studio imprint on the submitted photos or name/date stamping.
- **The PNHS Yearbook reserves the right to refuse a photo not meeting specifications.**



## **Background:**

Seniors can choose ANY background or style for the yearbook. **Please be cautious** when choosing outdoor photos. Backgrounds (trees, rocks, flowers, etc.) should not block the view of the student. Traditional backgrounds are preferred.

## **How Do I Get My Senior Photo in the Yearbook?**

There are two ways to submit your senior photo:

1. You can drop off a flash drive with your senior picture on it. There may be more than one student's photo on the flash drive, but make sure that each photo is saved with the student's name. (ex: Smith,John.jpg)
2. Upload your senior photo with eShare. Go to [www.hjeshare.com](http://www.hjeshare.com) and use school code **2021PNHuskies**



**\*\*Please do not email senior photos to the yearbook. Due to the size and resolution of the photos, emailed photos will be blurry, grainy, and/or pixelated.\*\***