



# Sugar Hill Elementary Yearbook

## Fifth Grade Ad Sale

*ONLINE ONLY*

October 1st-15th, or until sold out

\$25 / quarter page ad

Only 40 Ads Available

- Ads are available for purchase **online only**
- The sale starts October 1<sup>st</sup> and runs through October 15<sup>th</sup> OR until all 40 ads are sold
- Ads feature up to two pictures and a personalized message
- Ads are available only to fifth grade families; parents may only purchase one quarter page ad per fifth grade student – NO BUSINESS AD SPACE IS AVAILABLE

### How to Purchase a Yearbook Ad

1. Go to [www.ybpay.lifetouch.com](http://www.ybpay.lifetouch.com)
2. Enter code 10978518
3. Select Purchase Ad
4. Follow step-by-step instructions to complete purchase
5. Submit up to **two** pictures (resolution **must be** 1000kb or 300-600dpi\*\*) and a brief message to [sugarhillfifthgradeads@gmail.com](mailto:sugarhillfifthgradeads@gmail.com) no later than November 1st.

Contact Denise Hefner with any questions at [denisesark@gmail.com](mailto:denisesark@gmail.com).

\*\*See reverse side for instructions on photo submission



## Photo Submission

### *For hard-copy photos:*

Please scan photo(s) with a minimum of 300 dpi setting. This can be done either at home or at a facility like Staples, Office Depot, Postal Plus in the PIB Kroger for a very nominal charge. Most facilities will accept a USB/flash drive to store your photo.

Once the photo(s) is (are) ready, change the name of the file to your students name. For example, if you have 2 photos – a baby/toddler picture and a current photo – name the baby picture StudentsName1 and the current picture StudentsName2.

Send digital version(s) of the photo(s) in an email with your message to your 5<sup>th</sup> grader to [sugarhillfifthgradeads@gmail.com](mailto:sugarhillfifthgradeads@gmail.com) OR send on a USB/flash drive with your student. If sending in a flash drive, please send an email to Jennifer to let her know it is being sent with your student, place it in a plastic sandwich bag with your student's name and teachers name on the side of the bag. It will be returned to your student to take home.

### *For digital photos:*

**NO PHOTOS WILL BE ACCEPTED IF TAKEN FROM A PORTABLE DEVICE SUCH AS A PHONE OR TABLET.** This is for your satisfaction of the quality of the ad you have purchased. Photos taken with phones do not print well due to the print process that is used for yearbooks.

Photos taken with any camera, from the most basic of point-and-shoot to advanced DSLR, need to be set to 300 dpi. Most photos downloaded from cameras are automatically converted to 72dpi and will be fuzzy when printed in the yearbook if that setting is maintained. To change the dpi, use a photo-editing software, such as Photoshop or Paint.net (free download), to change the resolution.

To change the resolution, click on Image | Resize in the menu bar. In the open dialogue box, click on the Resolution box and change 72 to 300 pixels/inch. Click OK and then save the file with your student's name. For example, if you have 2 photos – a baby/toddler picture and a current photo – name the baby picture StudentsName1 and the current picture StudentsName2.

Send digital version(s) of the photo(s) in an email with your message to your 5<sup>th</sup> grader to [sugarhillfifthgradeads@gmail.com](mailto:sugarhillfifthgradeads@gmail.com) OR send on a USB/flash drive with your student. If sending in a flash drive, please send an email to Jennifer to let her know it is being sent with your student, place it in a plastic sandwich bag with your student's name and teachers name on the side of the bag. It will be returned to your student to take home.

If you have any questions or need help, please email Denise at [denisesark@gmail.com](mailto:denisesark@gmail.com).