

Guidelines for Submitting an Alternate Yearbook Photograph



If you are unable to join us for picture day at Floyd County High School, we want to give you every opportunity to be in the yearbook! If you would like to submit a photograph to the yearbook, please make sure you follow the instructions and guidelines provided. If you need any additional assistance, please reach out to the yearbook adviser, Mrs. Huff, at fchyearbook@floyd.k12.va.us

Sending the photograph:

- Send photos to: fchyearbook@floyd.k12.va.us
- Subject line: yearbook photograph
- Provide the following information in the e-mail:
 - student's full name
 - the name the student wants to be addressed by in the yearbook
 - the student's grade
 - A contact number for the student or guardian in case we have to address any issues with the photograph.

Photograph Guidelines:

We know that these photographs will stand out from the ones taken by Lifetouch. However, we want to eliminate that as much as possible. Please do your best to follow the guidelines provided.

- Make sure the photograph is from the shoulders up.
- Take the photograph in front of a neutral background.
(example: a neutral colored wall)
- Use the best lighting possible. Dark rooms lead to blurry pictures.
- Please make sure that the student isn't wearing any inappropriate shirts or hats.

Digital Image Guidelines:

- .JPG and .TIF files only
- High resolution files. If you are scanning photos, use 400–500 dpi.
- If you are using a digital camera, set it to the highest resolution setting.
- Maximum file size is 50 MB.
- Do not alter the resolution of your image in a photo editing software program. Doing this may allow you to place an image in a larger photo box, but it may also result in a poor quality print.