Hello Parent,

Thank you so much for your interest in Shutterfly Yearbooks. You’re going to love capturing your child’s school moments and milestones with our easy-to-make, professionally bound Yearbooks. As with all Shutterfly photo books, we only use the highest quality paper and printing.

We’re here to offer helpful tips and tools to make this easy and fun. In this book you will find:

- Fun Yearbook ideas
- Helpful how-to’s
- Sample Yearbook pages
- A handy to-do list
- A photo checklist

Visit shutterfly.com/yearbook to learn more, get a quote or place your order.

Have questions? We’re here to help. Email us at yearbook@cs.shutterfly.com or call 1.888.654.0147
Shutterfly Yearbooks
The easiest way to preserve school memories

Shutterfly has the best Yearbooks:

**The price is right**
From $8 per book with free shipping included, making Yearbooks with Shutterfly is super affordable.

**Flexible orders, fast delivery.**
Prepay and order only the books you need, and receive them in two weeks.

**Easy to make**
Get your photos from anywhere, and use pre-designed Idea Pages, Smart Autofill™ and more.

**Made to last**
Our award-winning, high-quality photo books are professionally bound.
So many great Yearbook styles to choose from

Pre-K Yearbook

Middle School Yearbook

School Spirit

One Cool School

ATHLETICS

Plus check out these fun styles for teams

We’ve Got Game

Soccer Girl

Touchdown

Homerun
Helpful tools make it easy

Here are some features that will come in handy.

**Photo as background**
Use your own photos as backgrounds. Adjust fade for a dramatic effect.
**Apply to all pages**
Want to use the same background or layout to all of your pages? Now you can do just that for a unified look. Or just apply to a few pages with our duplicate pages feature.

**Easily edit text**
Scroll through all the text in your book to make quick edits.

**Text style:**
- Mrs Eaves
- Small text
- Bold italic
- 14
- Gray

**Brandon Owens**
Social Studies
More tools to make it easy

Align/resize automatically
We’ll automatically align your photos, text and embellishments or make their sizes match.
Print and proofread
Print a pdf of your Yearbook to proofread before ordering.
Yearbook sample pages
Take a look at these sample pages and see how easy it is to make your Shutterfly Yearbook. Use our templates for class pictures, student profiles and more. Just add your photos and words. Or, you can customize your own Yearbook from cover to cover.

Tip 1
Make a profile page for teachers and coaches.

Tip 2
Create a page to showcase day-to-day experiences.
More tips for an A+ Yearbook
Include student artwork and writing samples
Create a “What I want to be when I grow up” page
Include a “Focus on Growth” page where students speak to their achievements
Make a time-capsule page with favorite sports stars, music, headlines and more
Let students take pictures of each other for more fun, candid shots
A page just for field trips and special occasions is a great way to re-create fun memories

Tip 3
Devote a page for small group shots to highlight friendships.
Tip 4
Create a page for clubs, sports teams or electives.

Tip 5
Create a page for class awards like “class clown” or “most likely to become a teacher” that students can vote on.
MS. ROSALIE GARCIA

Ms. Garcia has been a teacher here for 10 years and has such an enthusiasm for learning and love for her students.
Recess is our favorite subject!

The smiling faces of Proctor Elementary

Friendships old & new
SO MANY TO CHOOSE FROM:

FAVORITE MEMORIES

AND OUR MOST
Learning while having fun is what this school is all about.
ALL THROUGHOUT THE YEAR

HOLIDAY

Cheer

WINTER FESTIVAL
Yearbook to-do list

○ Secure committee members
  Enlist one parent volunteer from each classroom to be the point person for collecting photos, proofreading the Yearbook draft and distributing books to students in that class.

○ Contact Shutterfly to prepay and lock in great discounts
  Visit shutterfly.com/yearbook to submit a request for a quote based on the number of books you plan to order and the number of pages of the books.

○ Collect Yearbook orders and payments
  Give parents a couple of weeks (and a clear deadline) to place their order and send payment.

○ Confirm your order with Shutterfly
  Finalize the order details and find out your Yearbook order deadline to make sure it arrives in time.

○ Decide on a photo naming convention
  Expedite the process of organizing and uploading photos by choosing a way to label images like HalloweenParade2ndGrade, ScienceCamp4thGrade, etc.

○ Collect photographs
  Give parents and teachers two weeks to turn in their photos. Create a Shutterfly Share site and ask them to upload their photos. Or leave a box/basket in the office so they can drop off a DVD or flash drive of their photos.

○ Create a first draft of the Yearbook
  Start with the class headshots. Have a parent volunteer proofread and confirm that each student in the class is included in the book and their name is spelled correctly.

○ Create a second draft of the Yearbook
  Put placeholder pages for class field trips and celebrations. Then different parent volunteers can complete these pages with the necessary photos.

○ Finalize Yearbook & place order
  Proofread the Yearbook once more by using our PDF print out feature. (After you make your photo book, click “Export to pdf” under the “Book” tool.)

○ Distribute Yearbooks
  The student reactions are well worth the work!
Tips for documenting your child’s school year

- Take a picture of your child walking in the door at the beginning of the school year and coming out at the end. Side-by-side, these make a great visual.

- The school year often starts with new clothes, a book bag and a lunch sack—photos of these items make your photo book a time capsule of trends.

- Ask your child the same question at the beginning of the school year and at the end. The answers make a nice open and close for a yearbook.

- Action shots of kids performing at music recitals, taking part in assemblies and playing in the school yard balance out a book.

- Class outings are a great time to get a group shot of the students.

- Photos of lockers, cubbies, a school bell or a blackboard can add interest to pages when used as backgrounds.

- Add in pictures of the teachers and the administration—from the Principal to the coach—to represent the people in your child’s community.

- Photograph or scan your child’s best book reports, math quizzes or art projects and add them to the photo book for an educational element.

- Jot down fun facts—your child’s favorite sandwich, a tally of hours spent on homework and favorite sayings—to personalize your child’s story.

- Capture an important milestone—like your child accepting a graduation diploma—by shooting one photo right after another to preserve the emotion of the moment.

Ideas for getting more photos

- If the school permits, let your child bring their camera to class and document a day in their life from the student’s perspective.

- Donate a camera to your child’s classroom so the teacher and students can use it and share the photos with the parents.

- Create a Shutterfly Classroom Share site so parents can upload their photos after field trips and parties.