

PALS SCRAPBOOK 2018/2019

Student/Family Page Submission Instructions

The PALS scrapbook is different than the whole-school yearbook in that there is a page dedicated to each child or family, rather than a page per classroom and the pages are designed and submitted by each family.

That means you must submit a page for your child(ren). Your submission should be a scrapbook page that you create, or your child creates. Below are some elements that you may want to include, but feel free to be creative.

- Pictures (of your child, vacations, family members, school events, etc)
- Kids' drawings
- A short narrative about your child's activities, PALS favorites, or cultural background
- Captions, titles, etc. for pictures
- Information about the student and/or family like family names, pets, or hobbies
- A list of favorites, like movies, activities, vacations, sports teams, etc.
- Digital clip art

Note: *The student page is NOT the same as the optional student artwork requested. See the Artwork Submissions section below for more information about submitting your child's artwork.*

Remember: The student/family pages do not need to be graphic art pieces. They can be as simple as a picture of your child and their name. Please don't get hung up making it GREAT, just submit something so your child is included.

General Guidelines

Each page submission must follow these simple guidelines:

- Create one 8.5" x 11" page per current PALS student.
 - Family pages have also been done, which include all kids from the same family on one page. If you choose this option, please name each child individually on the page.
- Orient the page vertically (Portrait). No landscape pages.
- Display the student's first and last name prominently on the page.
- Add photos and art that will look OK printed in COLOR or BLACK & WHITE.
 - If you are doing an electronic page, please do a test print to be sure it looks OK.
- DO NOT add any 3D elements to the page. 2D only!
- Submit in digital format if possible, but hard copy submissions are fine too. Further instructions for both are below.

Creating Your Digital Photo Pages

All files will be converted to Adobe Acrobat PDF format. Submitting digital files in PDF format will help you ensure that your page turns out exactly as you intended. Follow these file guidelines when creating your digital file:

- Although you may use any application to create your page, please submit your page in one of the following file formats:
 - Adobe Acrobat Format (.pdf). Again, this format is best because it will maintain the fonts and formatting that you used to create your page.

- Microsoft Word (.doc, .docx)
 - Microsoft ppt (.ppt, .pptx)
 - **If you use a different application to create your page, please save your file as one of the above formats.**
 - DO NOT submit pages in image file formats, like .jpg, .png, .gif, .tif, or .bmp.
- Use your child's name as the filename.
 - For example, if your child's first name is Paul and last name is Becker, then your filename should be BeckerPaul.pdf
 - Ensure that the file size is no larger than 4 MB, or 4,000 KB. To reduce your file size, compress your pictures.
 - Check that your photos are print quality
 - Printable photos should be about 200dpi to 300dpi or approximately 1mb in size for jpegs (.jpg).
 - If you're not familiar with file sizing, print your page. Make sure the photos are clear and not pixilated. If they're pixilated, you'll need to make the photo smaller on the page or use another photo.

Submitting Your Pages

If you created your page on your computer, then submit through email to: **yearbook@parkmeadpals.org**.

- Please put "Page Submission for [child's name]" in the email subject line.

If you created a hard copy scrapbook page, then go to the Parkmead office and look for the PALS Drawer. Place your pages in the PALS Scrapbook folder.

- All hard copy submissions will be scanned and converted to Adobe Acrobat PDF files.
- If you want your page back, please request a return when you submit your page.

Artwork Submissions

In addition to student/family pages, the PALS Scrapbook includes kids' art inside and on the cover. Your child can create original art for the scrapbook or submit art that was created throughout the year. Artwork submitted for the scrapbook cover should be oriented vertically (portrait) and in 8.5" x 11" page size with no text. Please submit artwork as hard copies in the office, as noted above, or email images to yearbook@parkmeadpals.org.

Important Dates – Mark your calendars!



Friday, April 26, 2019 – Deadline to submit student/family pages and cover art submissions

Contact

Email questions and page submissions to: yearbook@parkmeadpals.org