

# Submit Photos For Portrait Pages

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Send us your portrait CD or link to the files, and we will upload your class portraits for free.

A class portrait CD or link to the files is required with some design programs.

# Memory Book Online™ Design Program (CD or link to files is required)

**Why is it required to send your portrait files?** To make things easier and faster for you, Memory Book is able to upload the portraits and names into your online account. As a customer uploading the portrait files, you are only able to upload the student portraits and then have to typeset each student name into the program.

**Ask your photographer to create an index for your portrait pictures.** This index needs to include: student name, picture identification number, grade and/or teacher information. This will save you valuable time later.

Once you receive the photographer's CD or link including retake pictures:

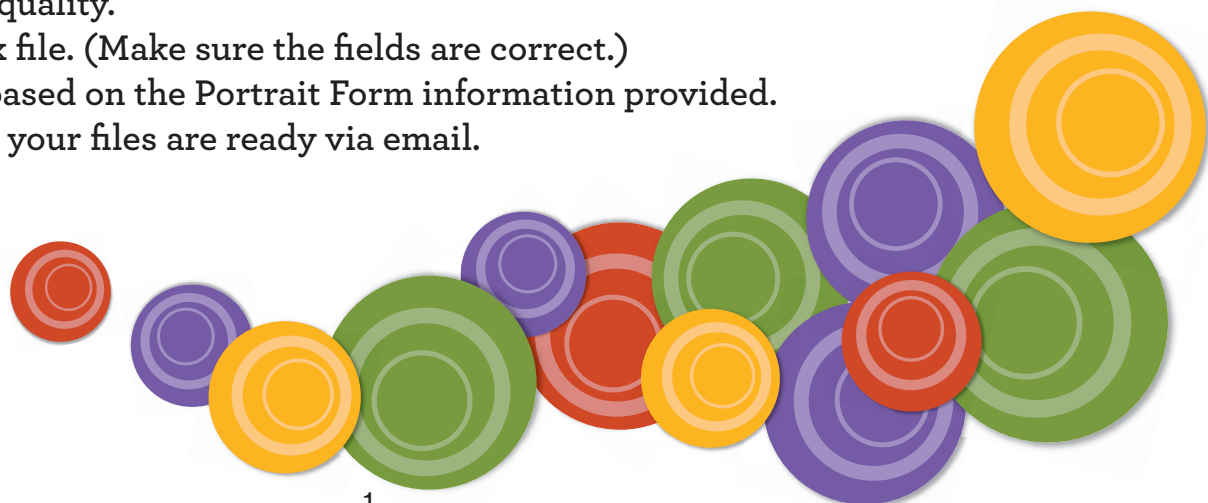
1. **Fill out the Portrait Form on the back of the envelope and send in your Portrait CD.** (Make sure your disk includes your retake pictures.) --OR--
2. **Email the link to the portrait files to your sales consultant. In the email, include the Portrait Form information:**
  - School Name
  - MBO Account/School Code #
  - Sort portraits by (select one):
    - **Grade** - Students will be alphabetized within the folders for each grade level. All of the first grade from A-Z in one folder and so on.
    - **Teacher/Room** - Students will be placed into a folder for their teacher/room and alphabetized. You will place these in order by grade when you create your pages. Some photographers only send room numbers instead of teacher name.

**Your Portrait CD or link to product files are due to Memory Book no later than 30 days prior to your book's deadline date.**

Send it in early to have more time to work on your class pages.

Memory Book will:

- Check the photo quality.
- "Scrub" the index file. (Make sure the fields are correct.)
- Upload the files based on the Portrait Form information provided.
- Send notification your files are ready via email.



# Cut & Paste Design Program

## Digital Expert Design Program (InDesign or Publisher)

You can use our Memory Book Online™ Design program to create your class pages with your portrait files and use one of the programs listed above to create the rest of your pages.

### What are the restrictions?

- The entire class page must be created in the Memory Book Online™ program. Memory Book will not take the pictures and names from the Memory Book Online™ program and combine them with headlines and activity pictures created in another Design program.

**Ask your photographer to create an index for your portrait pictures.** This index needs to include: student name, picture identification number, grade and/or teacher information. This will save you valuable time later.

Once you receive the photographer's CD or link including retake pictures:

1. **Fill out the Portrait Form on the back of the envelope and send in your Portrait CD.** (Make sure your disk includes your retake pictures.)

--OR--

2. **Email the link to the portrait files to your sales consultant. In the email, include the Portrait Form information:**

- School Name
- MBO Account/School Code #
- Sort portraits by (select one):
  - **Grade** - Students will be alphabetized within the folders for each grade level. All of the first grade from A-Z in one folder and so on.
  - **Teacher/Room** - Students will be placed into a folder for their teacher/room and alphabetized. You will place these in order by grade when you create your pages. Some photographers only send room numbers instead of teacher name.

**Your Portrait CD or link to portrait files is due to Memory Book no later than 30 days prior to your book's deadline date.** Send it in early to have more time to work on your class pages.

Memory Book will:

- Check the photo quality.
- "Scrub" the index file. (Make sure the fields are correct.)
- Upload the files based on the Portrait Form information provided.
- Send notification your files are ready via email.

Memory Book can scan and upload activity pictures for your class pages as long as they are received 30 days prior to the deadline date for your yearbook and all are sent at one time. Allow 5 days for processing and then the pictures will be available for you to place.

# Professional Design Program

## Convenient Design Program

Ask your photographer to create an index with student name, photo identification and grade/class assignment.

Once you receive the photographer's CD or link including retake pictures:

1. Fill out the Portrait Form on the back of the envelope and send in your Portrait CD. (Make sure your disk includes your retake pictures.)

--OR--

2. Email the link to the portrait files to your sales consultant. In the email, include the Portrait Form information:

- School Name
- MBO Account/School Code #
- Sort portraits by (select one):
  - **Grade** - Students will be alphabetized within the folders for each grade level. All of the first grade from A-Z in one folder and so on.
  - **Teacher/Room** - Students will be placed into a folder for their teacher/room and alphabetized. You will place these in order by grade when you create your pages. Some photographers only send room numbers instead of teacher name.

3. Send in a typed class list or mark the hardcopy of the portrait index (sometimes provided by your photographer) with name changes and class assignment.

Memory Book will:

- Check the photo quality.
- Send a data proof of the portrait photos for you to check name spelling, proper grade affiliation and mark out unneeded duplicate images.
- Create your class pages according to the Portrait Form information you have provided and your data proof corrections.
- Send a proof of the class pages for your approval.



Memory Book Customer Support

1-800-247-1526

Memory Book Technical Support

1-877-302-3140