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

To place your order or send an inquiry, email us at yearbook@cs.shutterfly.com or call 1.888.654.0147

www.shutterfly.com/yearbook
Shutterfly Yearbooks: The easiest way to preserve school memories, starting at $6.

Shutterfly has the best Yearbooks, ever:

- Easy-to-make, (we promise)
- Easy on your pocketbook
- Made to love, made to last

Specially designed page templates let you capture classroom pictures, school activities and more. Starting at $6 per book. Get up to 70% off when you order for your class or school. Our award-winning photo books are made of the highest quality and professionally bound.
TIPS for making an A+ Yearbook

Art
Include student artwork and writing samples

Create a “What I want to be when I grow up” page with questions answered by each student

Staff
Make a profile page for a teacher or coach with quotes from students about what they’ll remember

Make a time capsule page—write about favorite sports stars or music bands that students choose or include headlines from news stories they care about

This Year
Let students take pictures of each other for more fun, candid shots

Awards
Create a page for class awards like “class clown” or “most likely to become a teacher” that students can vote on.
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 your pages? Now you can do just that for a unified look. Or just apply to a few pages with our NEW Duplicate pages feature.

Easily edit text

Scroll through all the text in your book to make quick edits.
More Tools to make it easy

**Align/resize automatically**
We’ll automatically align your photos, text and embellishments or make their sizes match.
NEW Print and proofread

Now you can print a PDF of your Yearbook to proofread before ordering.
Showcase the traditional class photo. Add each student's name and you're done.

Create a fun student profile with favorite subjects and activities.
Take a look at these sample pages and see how easy it is to make your Shutterfly Yearbook. We've already created pages for class pictures, student profiles and more. Just add your photos and words.

A day in the life of a student. Capture shots of the class in action.

Remember the year with world events and student quotes.
I love third grade, sports and music!

Our Favorite Subjects are:
- MATH
- SCIENCE
- ART
- GEOGRAPHY
- READING
- RECESS
- LUNCH
- WRITING
- MUSIC
- OTHER: ____________________________

Our Favorite School Activities are:
- RIDING THE BUS
- KICKBALL GAME AGAINST THE TEACHERS
- RECESS
- LUNCH
- SCIENCE FAIR
- ASSEMBLIES
- SCHOOL PLAY

How we feel about Homework:
- LOVE IT!
- MY DOG LOVES TO EAT IT!
- I USE IT IN MY HAMSTER CAGE
- WHAT HOMEWORK? I DON’T HAVE ANY HOMEWORK!

In our Class:
THE CLASS CLOWN IS: Brian Bailey
THE FASTEST RUNNER IS: Scott McIntyre
THE SPELLING BEE CHAMP IS: Jessica Garcia
THE CLASS PRESIDENT IS: Heather Snyder
THE BOOK WORM IS: Kevin Smith
Second Grade Teachers

Clockwise: Mrs. Fluellen, Mr. Williams, Mrs. McGuire, Ms. Longinotti
Shanna Bernstein  
Summer Casey  
Dennis Cole  
Jamie Fitch  
Tyler Hamilton  
Jeffrey Hummer  

Jim Holmes  
Christopher Jones  
Matthew Kent  
Iris Lafontant  
Maxwell Leary  
Hannah Lee  

Jessica McKnown  
Katie McIntyre  
Kit O'Neil  
Ona O'Reilly  
Halie Ossenfort  
Lisa Park  

Sandra Pierce  
Mila Pritchett  
Jesse Richards  
Brianna Robertson  
Brian Robinson  
Jennifer Scarlet  

Lisa Schultz  
Michael Sweeney  
Andrea Thompson  
Brendon Zachary  

Say Cheese.  
It's Picture Time!
One time, Max brought in his pet snake for show and tell. Some people were scared but I loved it.

Our field trip to the California Gold Country. We got to pan for gold!

Our school play was a blast. We worked really hard.

Mr. Lunden's science class was always so much fun. He's so funny.

I like my teacher because he always cracks jokes before he starts the class. He is so funny and nice.

GREAT MEMORIES OF THE YEAR!

The Diamond Jubilee of Queen Elizabeth II
U.S. women's gymnastics win gold at the Olympics
Mars Science Laboratory explores the Red Planet
2012 Presidential Race: Romney vs. Obama
FUN MOMENTS FROM THE YEAR

Class field trip to the San Francisco Pier

Friends forever

Arts & Crafts

Gym time!
What do I want to be when I grow up?

I want to be a marine biologist and work with dolphins.

Favorite Books of the Year

The Giving Tree by Shel Silverstein
Zelda and Ivy by Laura McGee Kvasnosky
Amelia Bedelia's First Apple Pie by Herman Parish
I Am the Ice Worm by MaryAnn Easley
The Book of Three by Lloyd Alexander

Favorite Movies

Harry Potter
Dolphin Tale
Cars 2

Favorite TV shows

High School Musical
Sponge Bob
American Idol

If I made a music soundtrack for this school year, I would include these songs

Baby by Justin Bieber
Fidelity by Regina Spektor
Glee soundtrack
Naturally by Selena Gomez
Poker Face by Lady Gaga
YEARBOOK TO DO LIST

☐ SECURE YEARBOOK 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 www.shutterfly.com/yearbook to request 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 pictures.

☐ 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 new 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.

☐ Pictures 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.

☐ 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 pictures with the parents.

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