

PATHWAYS ACADEMY GRADUATION SLIDESHOW PHOTO SUBMISSION INSTRUCTIONS

HOW SHOULD I SUBMIT MY PHOTOS?

All photo submissions must be digital. Photos may be submitted online via DropBox, OR put on a CD, flash drive, or SD card and placed into an envelope which has been clearly marked with your senior's name. Please submit photos by the deadline!

HARD COPIES WILL NOT BE ACCEPTED -- We do not have the equipment to scan your photos properly so we suggest having your photos scanned at Walgreens, WalMart, or CVS. As an added bonus, you'll have digital copies of your precious memories! But DO NOT just drop off the CD or flash drive. Please rename the files and put them in the correct slideshow order.

PHOTOS CANNOT BE SENT VIA FACEBOOK OR EMAIL -- Unfortunately, Facebook and email programs compress photos which decreases their resolution and causes them to look blurry on the large video screen that we use to show the slideshow during the graduation ceremony.

DROPBOX OPTION: Pathways Academy uses a DropBox account to safely store your senior's slideshow files. DropBox has a new feature called "File Request" (basically a file uploader) which allows you to upload files from your computer hard drive or DropBox account directly into the Pathways' DropBox account. Use of the DropBox File Request website does not require you to sign up for a DropBox account and it is easy to use. Just type in this link -- <http://tinyurl.com/2018gradphotos>, and choose the folder or files that you would like to upload to the Pathways' DropBox account. (Please keep reading for directions on how to rename the photos and put them in the proper slideshow order before uploading them to the Pathways' DropBox account.)

KEEP IT FAMILY FRIENDLY REMINDER: *Please do not submit photos of any girls showing too much skin, photos with really bloody animals on display, or photos showing rude gestures. These photos will not be placed in the slideshow!*

HOW SHOULD I NAME MY PHOTOS?

ALL PHOTO FILES SHOULD BE NAMED IN LAST NAME/FIRST NAME/NUMBER ORDER. This means you will name the file with your senior's last name, followed by their first name, and then the number to represent the photo's place in the slideshow - 01, 02, 03, etc. This is VERY IMPORTANT as it keeps the computer from mixing up your senior's photos with another file of a similar name while Denise is placing all of the photos into the slideshow program.

This is an example of how the files should be named: doejohn01, doejohn02, doejohn03. The ZERO in front of the digits is also important because it keeps your file names in chronological order.

You may use any year, date, or description AFTER the name and the number combination to assist you in placing your photos in the order you would like them to appear in your senior's slideshow (i.e. doejohn03age4 or doejohn04_choir, etc.) However, you must maintain the last name/first name/number combination to help Denise's sanity while she is putting the slideshow together. You know your child and what he or she looked like at 2, 4, and 8 years old. But that is nearly impossible for Denise to figure out while working with slideshow photos from 30-40 seniors. Our slideshow is created under a tight deadline in order to give our seniors the opportunity to include photos from as many of their senior year activities as possible. However, that leaves us with very little time to stop and call people to sort out photos or submit new ones when the resolution is poor. So, please take the time to review your photos closely to make sure they're clear, name your photos using the name and number combination, and place them in the requested slideshow order prior to uploading or submitting them.

WHAT IS THE SLIDESHOW ORDER AND WHAT PHOTOS DO I NEED TO SUBMIT FOR IT?

Each senior's segment of the graduation slideshow is created in the following order...

SENIOR HEADSHOT PHOTO: This photo must be taken against a light background with no distracting elements behind the senior (no selfies—and the photo must include their entire face!) Remember to label this as your senior's last name and first name followed by 01 - doejohn01

AT LEAST ONE BABY or YOUNG CHILD PHOTO: This photo will be the first photo shown after the headshot photo. Remember to label this as your senior's last name and first name followed by 01 - doejohn01

20-25 PHOTOS OF YOUR SENIOR: Cute childhood moments, photos with family and friends, club activities, special hobbies and interests, awards, prom photos, etc. Remember to label this as your senior's last name and first name followed by 01 - doejohn03, doejohn04, doejohn05

ONE SENIOR PORTRAIT STYLE PHOTO: This photo will be placed at the very end of your senior's slideshow segment as their official senior photo. However, calling it official does not mean it has to be a formal grad photo with a cap & gown, or a professional photo. It can be a headshot, full body, or posed photo. It is usually a less formal style photo that your senior really likes. It just needs to have been taken during your child's senior year. (Please remember to label it like this - doejohn27)