

# Instructions

Here are four easy steps to upload your portrait, and some handy tips!



## STEP 1 Secure Login

- ✓ Check your email for your secure link to upload your student's portrait.
- ✓ Confirm your student's name is correct.
- ✓ Answer the math question to ensure you aren't a robot.
- ✓ Click **Login** to get started.

### ▶▶▶ PRO TIPS:

- Choose a good photo for the yearbook portrait section.
- Lighting without extreme shadows or bright light
- A simple, uncluttered background
- Full head and shoulders
- Facing the camera
- Appropriate attire

## STEP 2 Upload Your Photo

- ✓ Select **Upload Image** and use the browser to navigate to the portrait you wish to upload. Select the image and click **Open**. Or, you can drag and drop the image from your desktop directly into the photo area.
- ✓ The thumbnail image will change to a preview of your full image.

## STEP 3 Crop Photo

- ✓ Click on the image at the top of the forehead and drag down to the chin to automatically crop the photo proportionally.
- ✓ The crop preview has a black outline when the image is the correct resolution.

### ▶▶▶ PRO TIP:

You can adjust the positioning of the crop by using the arrows on your keyboard to move up, down, left and right. Select the letter "P" to toggle between Preview and Cropping view. To start over, click on the forehead and drag to the chin again.

## STEP 4 Submit Photo

- ✓ Click **Submit** to complete your portrait upload.
- ✓ Contact the yearbook adviser with any questions.

