**CHS 2018: Senior Photos “Top 10” Need to Know**

**1.** Your photo must comply with TCAPS dress code.

**2.** Your photo must be submitted in a .jpg file (no other format will be accepted). Do not write .jpg or .jpeg in the file name. You must save it AS a .jpg type of file.

**3.** Your photo must be saved at 300dpi. This ensures high quality. If it is anything less (majority of photos are saved at 72 or 96 dpi by default), we can't use it as it would show up pixelated, blurry and grainy. We will not fix photos that are too low in dpi.

**4.** Your photo must be a head/shoulders shot only... think “ID photo” position. Nothing below the chest can be showing. Facing forward with square shoulders is best. The photo must fit the proportions of the vertical template below.

**5.** Your photo must be saved as Last, First.jpg (eg. Jones, Michael). You MUST use the FULL and LEGAL name on the photo; no nicknames are allowed. The way it's saved is how it loads into the Yearbook.

**6.** Your photo should be submitted as early as possible so that if there are any issues, you have time to re-submit a photo that meets all 10 standards. If you wait until last minute, you will have no option but to use your ID photo. **We will not make any of the edits for you.**

**7.** Your photo must NOT show your hands (see #4).

**8.** Your photo must be in color. No black/white or “filters” are allowed. The photo must NOT have a black or white background. Colors, patterns and leaves are acceptable. Nothing can obstruct the view of the face or be in front of the body.

**9.** Your photo must NOT be saved as a “Read Only” file. You can fix this under “Properties.”

**10.** Your photo must be submitted via email to huntth@tcaps.net BY A PARENT OR THE PHOTOGRAPHER. We do NOT accept photos from students. **The photo must be emailed as an attachment (NOT in the body of the email).** We do NOT accept discs or hard copies.

\*\*If your photo does not meet these 10 standards,

it will **NOT** be accepted into the Yearbook\*\*