

2015



# SCHOOL RULES

PROCTOR ELEMENTARY SCHOOL



# ONE Fantastic YEAR

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

Visit [shutterfly.com/yearbook](https://shutterfly.com/yearbook) to learn more, get a quote or place your order.

Have questions? We're here to help. Email us at [yearbook@cs.shutterfly.com](mailto:yearbook@cs.shutterfly.com) or call 1.888.654.0147



# Shutterfly Yearbooks

The easiest way to preserve school memories

from  
**\$8**  
PLUS FREE  
SHIPPING



## Shutterfly has the best Yearbooks:

### The price is right

From \$8 per book with free shipping included, making Yearbooks with Shutterfly is super affordable.

### Flexible orders, fast delivery.

Prepay and order only the books you need, and receive them in two weeks.

### Easy to make

Get your photos from anywhere, and use pre-designed Idea Pages, Smart Autofill™ and more.

### Made to last

Our award-winning, high-quality photo books are professionally bound.

So many great Yearbook styles to choose from



Pre-K Yearbook



Middle School Yearbook



School Spirit



One Cool School

# ATHLETICS

Plus check out these fun styles for teams



We've Got Game



Soccer Girl



Touchdown



Homerun

# SCHOOL RULES

# Helpful tools make it easy

Here are some features that will come in handy.

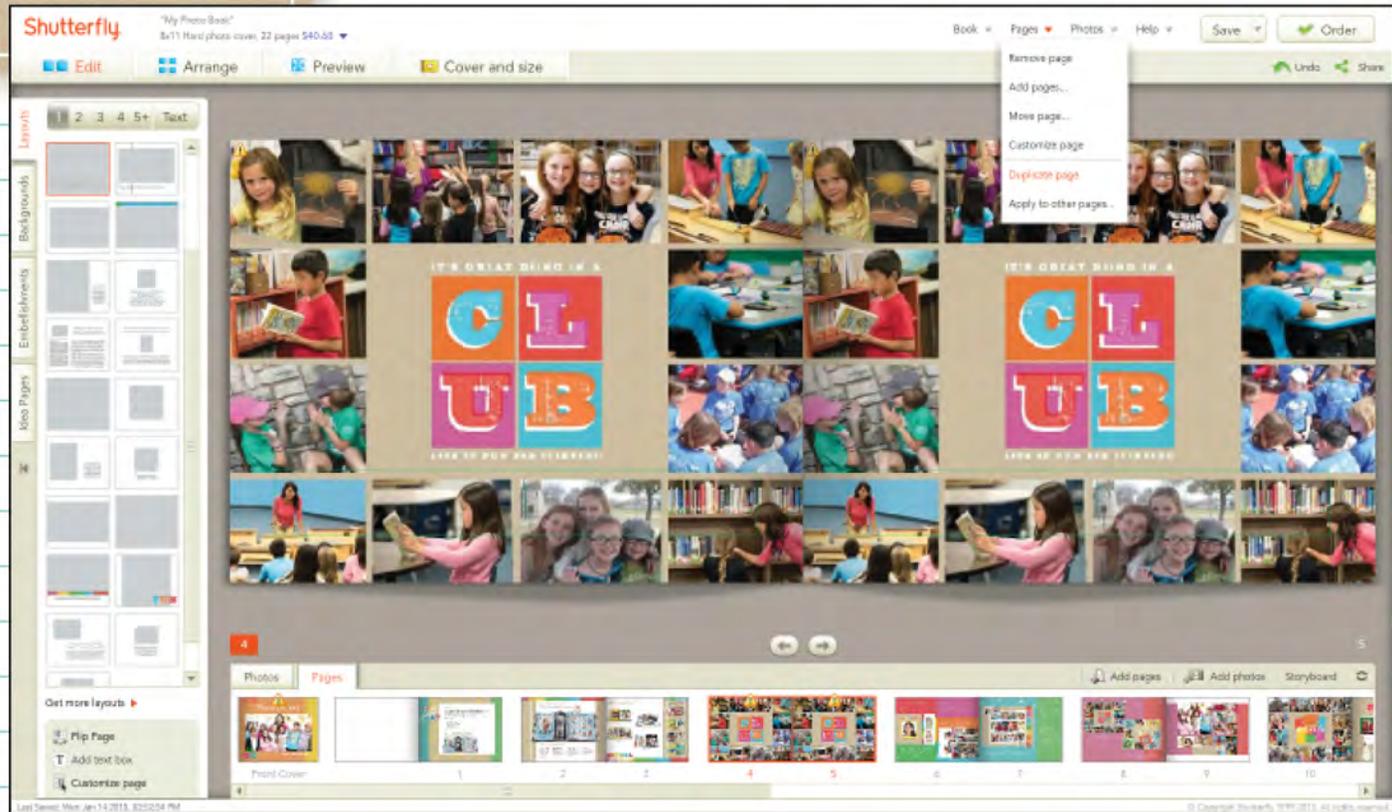
## Photo as background

Use your own photos as backgrounds. Adjust fade for a dramatic effect.

The screenshot shows the Shutterfly photo book editor interface. At the top left, the Shutterfly logo is visible. The main header area includes the text "Unsaved photo book" and "8x11 Hard photo cover, 20 pages \$44.98". On the right side of the header, there are "Save" and "Order" buttons. Below the header, a "Customize page" section contains navigation options: "Align", "Match", "Space", "Layer", and "Remove Stickers". On the far right of this section are "Undo" and "Add text box" options. A green banner below the header reads "Move and resize items. Then click Continue." with a "Continue" button on the right. The main workspace is split into two panels. The left panel shows a photo of three children with mustaches and the text "2ND GRADE" in colorful letters. The right panel shows a larger photo of a group of children with the text "FRIENDS" in white letters. On the left side of the editor, there is a vertical sidebar with categories: "Layouts", "Backgrounds", "Embellishments", and "Idea Pages". At the bottom of the sidebar, there is a "Get more backgrounds" link and a "Use a picture as background" button. Below the main workspace, there is a navigation bar with "Photos" and "Pages" tabs. The "Pages" tab is active, showing a sequence of page thumbnails labeled "Front Cover", "1", "2", "3", "4", "5", "6", "7", "8", and "9". The "4" and "5" thumbnails are highlighted, indicating the current page being edited. At the bottom right of the navigation bar, there are "Add pages", "Add photos", and "Storyboard" options.

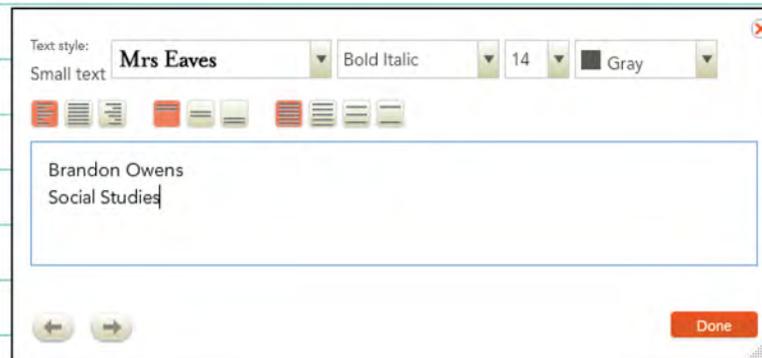
### Apply to all pages

Want to use the same background or layout to all of your pages? Now you can do just that for a unified look. Or just apply to a few pages with our 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.

Shutterfly "Unsaved photo book" 8x11 Hard photo cover, 20 pages \$44.98

Save Order

Customize page Align Match Space Layer Remove Stickers Undo Add text box

Select 2 or more items

- Align left edges
- Align centers
- Align right edges
- Align top edges
- Align middles
- Align bottom edges

2ND GRADE

KNOW?

MS. ROSALIE GARCIA

6 7

Photos Pages 16 photos Hide used Add pages Add photos Autofill Storyboard

Get more layouts

- Flip Page
- Add text box
- Customize page



### Print and proofread

Print a pdf of your Yearbook to proofread before ordering.



Shutterfly "Unsaved photo book" 8x11 Hard photo cover, 20 pages \$44.98

Book Pages Photos Help Save Order

Edit Arrange Preview Cover and size

Layouts 1 2 3 4 5+ Text

Backgrounds

Embellishments

Idea Pages

H

Get more layouts

Flip Page

Add text box

Customize page

Change style...  
Change cover and size...  
Review warnings...  
Start over  
Remove stickers...  
Text settings...  
Share book...  
Switch to Simple Edit Mode  
**Export to PDF...**  
Exit to My Shutterfly

10 11

Photos Pages 16 photos Hide used Add pages Add photos Autofill Storyboard

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### Export to PDF

Please indicate the pages to be exported into PDF

Pages:  All  
 Current Page  
From:  to:

Note: The application must create the PDF before it can be saved to your desktop. Depending on the number of pages to export, this may require a few minutes to complete. A prompt to save will appear afterwards.

Make PDF Cancel

### Conversion Completed

Page 1 of 1

Save PDF



Create Comment Share

Yearbook sample pages

TEACHER





### Tip 3

Devote a page for small group shots to highlight friendships.

More tips for an A+ Yearbook  
Include student artwork and writing samples

Create a "What I want to be when I grow up" page

Include a "Focus on Growth" page where students speak to their achievements

Make a time-capsule page with favorite sports stars, music, headlines and more

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

A page just for field trips and special occasions is a great way to re-create fun memories



Tip 4

Create a page for clubs, sports teams or electives.



Tip 5

Create a page for class awards like “class clown” or “most likely to become a teacher” that students can vote on.



# our TEACHER



**MS. ROSALIE GARCIA**

Ms. Garcia has been a teacher here for 10 years and has such an enthusiasm for learning and love for her students.



*We love Ms. Foxwell!*



*Assistant Teacher  
Mindy Foxwell*

# 2ND GRADE

*Did you*  
**KNOW?**

9 of our students were born in  
the month of May?



MEGHAN ANDREWS



JILL BENNETT



JANE CHIU



MAXWELL COLE



THOMAS DAVIES



AARON DEVON



SARAH FLORES



MARK GERVAIS



HARLEY GREEN



JANICE HAN



MICHAEL JACOBS



CASEY KELLER



DIANA LANDRY



VINA MALI



KIM MCINTYRE



DENNIS NORRIS



SANDRA PIERCE



JIMMY RANDALL



SCOTT WALLACE



LUNA WELLS



RECESS IS OUR FAVORITE SUBJECT!



THE SMILING FACES OF PROCTOR ELEMENTARY



FRIENDSHIPS OLD & NEW



PROCTOR  
ELEMENTARY  
FRIENDS



SO MANY TO CHOOSE FROM!

*Favorite*

**MEMORIES**

HERE ARE OUR MOST





# NOTES:

*Learning while having fun is what this school is all about.*

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ALL THROUGHOUT THE YEAR

# HOLIDAY

*Cheer*

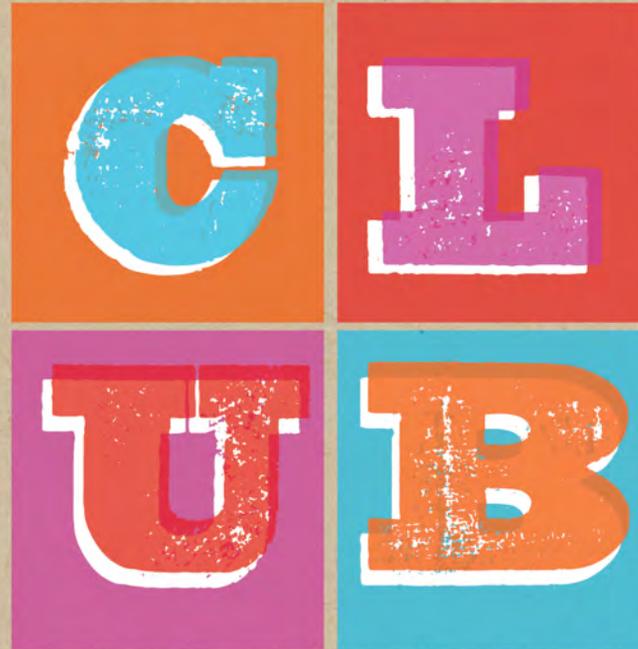


WINTER FESTIVAL





IT'S GREAT BEING IN A



LOTS OF FUN FOR EVERYONE!

## Yearbook to-do list

- **Secure 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 [shutterfly.com/yearbook](https://www.shutterfly.com/yearbook) to submit a request for 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 photos.
- **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 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!

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## Tips for documenting your child's school year

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- 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.
- Photos 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.

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## Ideas for getting more photos

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- 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 photos with the parents.
- Create a Shutterfly Classroom Share site so parents can upload their photos after field trips and parties.



