

# 2018-2019 WHS Senior Photo Upload Instructions

**DUE DATE: October 26, 2018**

To upload your senior photo:

1. Go to: [www.images.balfour.com](http://www.images.balfour.com)
2. Enter our project number **925263** and password **Falcons** (This is case sensitive)
3. Enter your contact information email and phone number (if we need to contact you about your photo)

**balfour.** YEARBOOKS



The screenshot shows the Balfour Yearbooks website interface. On the left, there is a large group photo of students. On the right, there is a registration form with the following fields:

- School Project Number:
- Password:
- Your First Name:  Your Last Name:
- Contact info (if the yearbook staff has questions):  
Email (required):
- Phone Number:

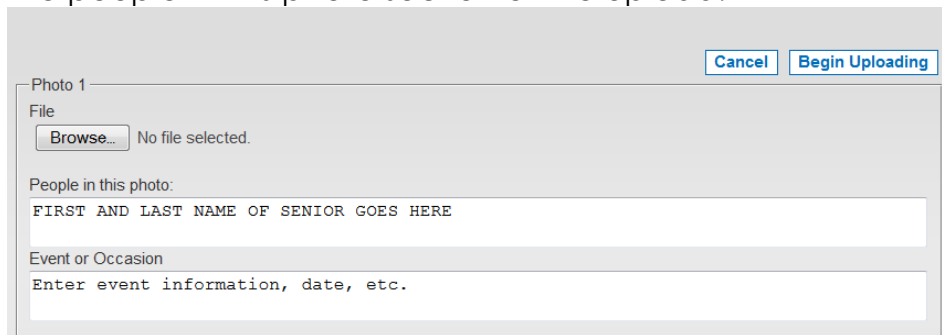
A "Next" button is located at the bottom right of the form.

4. Browse and select one senior photo from your computer to upload

## Senior Photo Reminders:

- Image should be in JPEG format
- Image uploaded should be a vertical headshot or head and shoulder shot
- Maximum file size is 20MB per image
- Cell phone photos and photos for the web are usually too small to reproduce in the yearbook. Please upload the original file from your photographer
- There is no need to resize your photo. All photos uploaded will be adjusted to fit the yearbook specifications.

5. Add a caption to your photo that includes the senior's first and last name in the people in this photo section of the upload.



The screenshot shows a web form for uploading a photo. At the top right, there are two buttons: "Cancel" and "Begin Uploading". The form is titled "Photo 1". Below the title, there is a "File" section with a "Browse..." button and the text "No file selected.". Below that is a section titled "People in this photo:" with a text input field containing the placeholder text "FIRST AND LAST NAME OF SENIOR GOES HERE". Below that is a section titled "Event or Occasion" with a text input field containing the placeholder text "Enter event information, date, etc.".

6. Click Begin Uploading to upload your image.

7. After uploading is complete, click Done. You will receive the confirmation below.

Thank you for uploading photos for consideration in the yearbook. Your participation and images will help us make the yearbook great for everyone!

Have you ordered your copy of the yearbook? Click [here](#) to order your yearbook online now!

Please note that you will not be able to purchase a yearbook using the link provided in the confirmation page. Please visit the WHS Yearbook website for information regarding ordering a yearbook.

Thank you,

Sharon Alder, Yearbook Adviser

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