



## 5<sup>th</sup> Grade Parents Don't Miss Out on Ordering Your Child a Yearbook with a 5<sup>th</sup> Grade Ad

Online Deadline for all yearbooks orders and completed 5<sup>th</sup> Grade Ads is  
**Friday, October 30<sup>th</sup>**

The quantity of Yearbooks ordered from the Publishing Company each year is based on the number of pre-orders we receive plus an additional 10%. The only way to guarantee that your child will receive a yearbook in May is to pre-order one before the October 30<sup>th</sup> deadline.

To order a yearbook online and pay by Credit Card visit the [www.MyYear.com](http://www.MyYear.com) website Select: State=TX, City=Sugar Land, School=Commonwealth, click GO to log on to the CWE My Year home page.

If you are a fifth grade parent who wishes to place an order for a 5<sup>th</sup> Grade Ad for the dedication section in the back of the yearbook, I have a few notes that may be helpful. Please read this flier for answers to commonly asked questions about this year's Yearbook orders. If after reading this flier you still have questions please contact **Margaret Biagiotti** by e-mail at [mail2margaret@yahoo.com](mailto:mail2margaret@yahoo.com).

Parents don't need a project number to access the CWE MyYear home page or to place an order, but if you would like to share some of the pictures that you have taken during SCHOOL EVENTS for possible use in the **2010 CWE Catching the Wave of the Future** yearbook you can do so by going to:

<http://sw.taylorpub.com>

After you have completed the system check, click **PROCEED TO STUDIOWORKS** and then click **PUBLIC UPLOAD**. You will then need the yearbook project number which is: **027406** Please include on each uploaded photo the **EVENT** and **GRADE** in the caption provided on the right side.

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### **5<sup>th</sup> Grade Ad, Personal Dedication and 5<sup>th</sup> Grade Guess Who Baby Picture**

The **5<sup>th</sup> Grade Ads** are the dedications where the parents have supplied pictures of their child and a personal message to create a  $\frac{1}{8}$ ,  $\frac{1}{4}$ , or  $\frac{1}{2}$  page Ad and they are located in the last section of the yearbook. This year we are having the parents create and purchase their child's Ads using the Ad Builder feature on the MyYear site. More details on creating and purchasing your Ad will be listed on the back of this flier.

The **Personal Dedications** are Text only messages from parents to their child and can be purchased for a child in Kindergarten through 5<sup>th</sup> grade. These dedications will also be located in the last section of the yearbook just before the 5<sup>th</sup> Grade Ads. The Personal Dedications have a maximum of 18 words per student message (sorry I cannot combine multiple dedications into 1 longer one). Dedication message will need to be e-mailed to me after you complete your online order. Please address message **"Attention: CWE Personal Dedication Order - \$STUDENT'S NAME"**.

The **5<sup>th</sup> Grade Guess Who Baby Pictures** are a cute, face only, photo of your child under the age of 1 year. This year we are creating a page in the dedication section for Baby Pictures of the fifth grade class. This is our first time doing this so there isn't a past reference for parents to view, but I promise it will be cute. All photos will be digitally cropped as needed, depending on how many orders we receive. (pictures will be cropped uniformly between 1.5"x1.5" to 2"x2") Pictures should be sent to me by e-mail so that they can be uploaded directly to the StudioWorks site. Please have the picture you are planning to use saved as a jpg file with a resolution of at least 300dpi (file size should be around 1MB). Your child's Baby Photo will need to be e-mailed to me after you complete your online order. Please address e-mail **"Attention: CWE Guess Who Picture - \$STUDENT NAME"**.

Dear CWE 5<sup>th</sup> Grade Parents,

With the popularity of 5<sup>th</sup> Grade Ads growing each year, we will need to start placing the majority of the responsibility for Ad creation onto the individual parents. Please understand that last year I received over 75 - 5th grade Ad orders (equaling 22 and ½ pages) and spent around 30 minutes to create each Ad. This year with the added responsibility of mentoring a Yearbook Student Staff, my schedule is just not as flexible. I am very happy to help anyone who needs assistances in creating an Ad for their child. But my hope is that by using the new website with the Ad Builder feature, parents will find it much more satisfying and personal to make their own Ad for their child.

Below are some step by step directions that may help you with the ordering process when you are logged onto the MyYear CWE home page.

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- When you are on the [www.MyYear.com](http://www.MyYear.com) CWE home page you will see the "Order a Yearbook" icon and the "Purchase a Yearbook Ad" icon to the right hand side.
- First!!! Click on "Purchase a Yearbook Ad" and you will be directed to a page that will ask you to choose which size Student Ad you want (1/8 page, 1/4 page, or 1/2 page)
- Once you have picked which size Ad you want you will then be directed to the Ad Builder site where you will choose which style template you want to use and which page style you want to use.
- A Single Image template option is available in all Ad sizes for parents who wish to create their child's Ad (Photos, text, background color) on their personal computer and then upload the completed Ad image into the single image template. Image will need to comply with Ad Dimensions 1/8 page = 4" x 2.5", 1/4 page = 4" x 5", 1/2 page = 8" x 5". Image will need to be saved as a jpg file with a resolution of at least 300dpi.
- You will need to click on the My Photos Tab to the right had side of the page to upload the pictures of your child that you want to use. (can use several photos this year depending on which template and Ad size you choose) Scanning old pictures to use in your 5th grade Ad (or for the Guess the Baby photo) works great, just make sure you save the scanned pictures as a jpg file with at least a 300dpi resolution before you upload them into the MyYear site. (file size should be around 1MB)
- After uploading your photos you simply drag and drop them into the photo placement on the template you picked.
- You can then click on the Caption boxes to enter your personal message. You are not limited by a word count as long as it fits in the space provided.
- Make sure to click "VIEW PROOF" after every change you make.
- If you need more time to work on the Ad you can SAVE your work and complete it over a few days time. To edit your work at a later time go to the ACCOUNT tab and click on SAVED PRODUCTS. Once you have completely finished editing your Ad Click "ADD TO CART".
- After you have created your AD and sent it to the cart then click on the "ORDER A YEARBOOK" icon on the home page. Pick the package you want and follow the prompts to check out.
- We are also offering 2 Add-on options that the site will ask you if you want to purchase before you check out. This is where you can Add the Guess Who Baby Photo or a text only Personal Dedication to your order.
- When you are on the Shopping Cart Page you should see your 5th Grade Ad listed with your yearbook package and any other Add-on you selected. Once you have completed your purchase your Ad will be sent directly to our yearbook site for us to place in the Yearbook. We do not alter or adjust your completed Ad, it will appear in the yearbook as you created it.
- After you finish purchasing your Yearbook Order if you choose an Add-on Option, you need to e-mail me the dedication text and or Baby Picture you want to use and I will manually enter them into the yearbook site. The deadline to e-mail me the Add-On Baby Picture or Text only Dedication is also due on **October 30<sup>th</sup>**.

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If you aren't interested in using more than 1 picture of your child in the 1/4 page or 1/2 page Ad and creating an Ad on your own isn't something you or your spouse are comfortable doing then I can create an Ad for you on the StudioWorks site. What you will need to do is:

- IMPORTANT!!!! Before you upload your child's picture into the MyYear site remember to save the picture you plan to use as **YOUR CHILD'S FULL NAME** or I will not know whose picture it is.
- Choose which size Ad you want to purchase and then drag and drop the picture of your child that you want to use onto the single image template.
- Place your Ad order with your Yearbook package order and after you have completed your purchase your child's picture will be sent to the StudioWorks yearbook site for me to place in the Ad section of the yearbook.
- Please e-mail me the message you would like to include on your Ad to my address [mail2margaret@yahoo.com](mailto:mail2margaret@yahoo.com) . Please address your e-mail: "Attention: CWE 5th Grade Ad Message - YOUR CHILD'S NAME".

Hopefully this answers all of your questions. If you need additional help please contact me by e-mail at [mail2margaret@yahoo.com](mailto:mail2margaret@yahoo.com) .