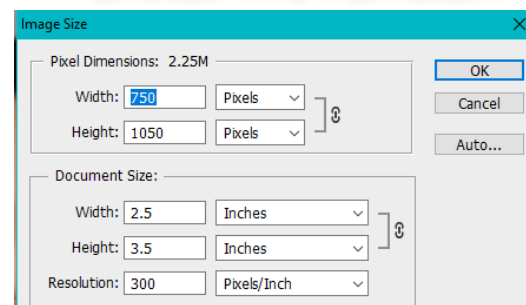
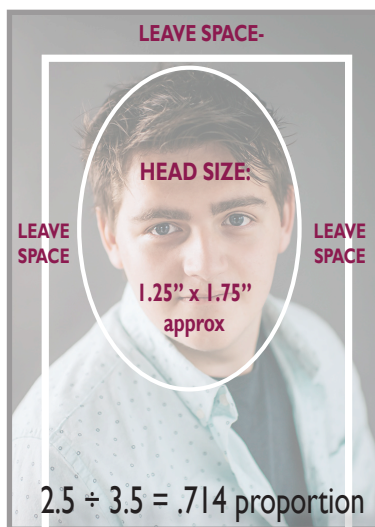


# MEXICO ACADEMY Senior Yearbook Portrait GUIDELINES

SAVE .JPEG FILE AS: Doe, JoAnna.jpg then send to  
**dmaidens@mexicocsd.org**

DEADLINE IS:  
**EARLY NOVEMBER**



**2.5" x 3.5" @ 300 DPI/PPI**

• PLEASE leave  
adequate **SPACING**  
on the left & right sides  
and **especially the TOP**  
of the portrait

\* **NO** off-center,  
cut-off heads poses,  
or trendy oversized  
out of the frame  
crops please.

Outdoor poses are okay- as long as the background is not distracting!

**ANYTHING DEEMED: WRONG SIZE, TOO FAR AWAY, TIGHTLY CROPPED, BAD LIGHTING, POOR QUALITY, AMATEUR, or DOES NOT FOLLOW OUR GUIDELINES... WILL BE REJECTED!**

**PHOTOGRAPHERS!- See ALL RULES below:**

**READ & REVIEW BOTH SIDES OF THIS SHEET**

- 1- All senior photos must fit our **2.5 x 3.5 @300 ppi** template and will include an inter-frame in which the student's head MUST fit. Make head-size NO larger than the listed approx: 1.25 x 1.75 inch guideline to purposely **leave the needed blank space**
- 2- **All backgrounds must be non-distracting. We are showcasing the STUDENT!** not their hands, knees, legs, cars, instruments, purses, trees, pets, branches, flowers, leaves - **NO ANIMALS**, etc... It's **your face** that we are promoting.
- 3- **HANDS ARE NOT ALLOWED ON YOUR FACE!** Save your: lying down, fun, playful, or model-like poses for the optional baby ads.
- 4- A **full face** shot. Both eyes must be visible. No side-profiles, silhouettes, extreme black/white hyped or faded-for-effect shots.
- 5- No writing/words/dates can appear. No facebook candids, no cell-phone snapshots, or **BAD** internet-copied low-resolution files.
- 6- Follow school dress code. Students must have shoulders and bodies adequately covered. **NO HATS, PROPS or WIGS!**  
Only MACS JROTC/Fire Dept. approved uniforms/hats are the only exception, ever!
- 7- Crisp/sharp focused pics only- No blurred filters. We will not be blamed for out of focus, or less than perfect clarity photos.
- 8- **ABSOLUTELY no horizontal/landscape format shots.** Even if you love it, it will not crop nicely or neatly fit the template. NO!
- 9- All senior photos will be in full color. No extreme black/white, no blown-out highlights, no silver-reflective, or no sepia styles.
- 10- **WHO IS SENDING us your Photo?** Photographers are waiting for **YOU** to **CONFIRM/pay** for the one you want for the Yearbook  
**FACT:** Most delays occur when a student/parent has several shots and never **PICKED** which one they want to use! PLEASE CALL THEM! :)

**WE ONLY ACCEPT :** "FORMAL-TRADITIONAL" photos- **NO PLAYFUL/ CANDID/ or AMATEUR** photographs allowed.

**If you can't bring us a professional portrait- Please attend one of the FREE pro school sessions -**

**OVER-->**

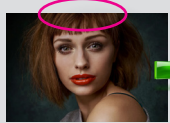
## Inside/outside approved Mexicanian Yearbook accepted **VERTICAL** Portraits ONLY:



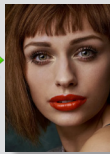
PLEASE NOTE- the intentional SPACE LEFT AROUND the top and both sides of the face!

## DON'TS! Examples that do **NOT** meet our Specifications:

- Some of these shots are very artistic, but are NOT what we deem acceptable for OUR formal/traditional VERTICAL yearbook template size-



After recropping- this bad photo put into a vertical frame- it CUTS OFF lots- Claustrophobic! No breathing space around the face- Because the orig. didnt leave any room to pull back out...



### ABSOLUTELY NO HORIZONTAL SHOTS!

Incorrect head size for our vertical yearbook 2.5 x 3.5" template.

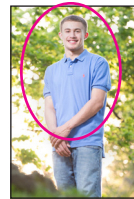


### CROP BECOMES TOO CLOSE!

No marginal space around top or left and right sides.

### NO HATS, BANDANAS, HEADGEAR.

ONLY school approved uniforms: MACS JROTC or local Fire Dept Issued, or religious-related headwear are the only exceptions- ever!



### Head size too small-

### TOO FAR AWAY!

showcases full body instead of desired face and shoulder profile. When cropped tightly it will be blurry

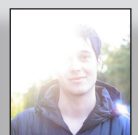
### OVER - EXPOSED!

Too many washed out highlights-

Shooting into the sun is not recommended.

If it looks faded/transparent, try again!

**HINT:** A white dress outdoors in the bright sun is hard to capture accurately!



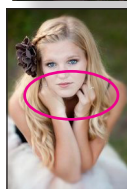
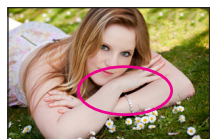
### No BLACK & WHITE!

No extreme b/w contrast, or white on white- hyped ultra contrasty density!

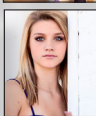
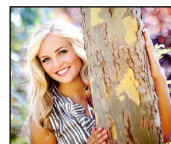
### NO HANDS ON FACE,

or lying down, against wall, squatting, or action poses.

Remember... a Formal sitting session!



**NO HANDS NEAR FACE!**



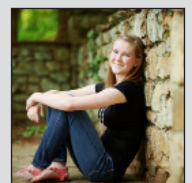
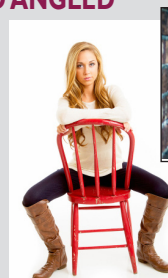
### NO HANDS!

**NO INTERFERING DISTRACTIONS-**

Trees, walls, props, fences- **NO objects in the foreground or background! NO hands ANYWHERE** near the face, head, ears, or especially the chin...

### NO SIDE/ ODD ANGLED BODY SHOTS-

save these playful artsy shots for the paid baby ad section of the yearbook.



**NO HANDS!**