

## 2020-2021 Frontier High School Yearbook Senior Portrait specifications

Deadline submission is November 17<sup>th</sup>, 2020

Submit portrait to [doconnor@frontiercsd.org](mailto:doconnor@frontiercsd.org)

- **Size:** 640 pixels wide by 800 pixels high
- **Background Color:** Moonlight Blue/ Old Master with black vignette
- **Outfit:** Formal Black Drape or Tuxedo with Bow Tie (if unavailable, white collared button down with tie for men, plain black short sleeve shirt for women.
- **Head Size:** 1 ¼” from top of head to chin
- **Lighting Ratio:** 2.5 to 1
- **Pose:** Head and Shoulder

All portraits must adhere to all PSPA (Professional School Photographers Associations) and GATF (Graphic Arts Technical Foundation) guidelines and be submitted by November 12, 2020.

The Professional School Photographers Association (PSPA) has established Digital Data & Image Format Guidelines for use by school photographers to make this process as efficient as possible. These guidelines include detailed instructions on naming conventions and file setup for these discs in order to be compatible with most Yearbook software.

### CD/DVD Layout & Structure

- The CD should meet the ISO 9660 standard for CD format. DVD media should be Standard Data +R or –R.
- The CD/DVD session must be closed or the CD/DVD must be finalized.
- **Folder Names** – Folders on the CD/DVD contain uniquely named image files. The folder name(s) MUST be unique for each folder and can consist of UPPER and/or lower case alphanumeric characters and numeric values 0-9 ONLY. Special characters of “\_” (underscore) and “-“ (dash) are allowed.
- **Image Names** – Image file names MUST be unique for each image and can consist of UPPER and/or lower case alphanumeric characters and numeric values 0-9 ONLY. Special characters of “\_” (underscore) and “-“ (dash) are allowed. Image file names must contain the “.jpg” file type suffix (see Image Guideline Section for details for image files).
- **Image sizes** cannot be mixed on single CD/DVD issue.
  - 640 X 800 pixels (.8 aspect ratio). This file size can print images that are 12 picas by 16 picas (2 x 3 inches).
  - 300 dpi\* in the image file header
- **The INDEX.TXT** file is a REQUIRED file. The following list defines the structure and field order for the INDEX.TXT file: 1. Volume Name 2. Image Folder 3. Image File Name 4. Grade 5. Last Name 6. First Name 7. Home room 8. Period 9. Teacher Name 10. Track 11. Department 12. [Any additional defined fields].