



Manhasset Secondary School

Aquila

Caroline Shyr
Yearbook Advisor

August 20, 2013

Dear students and parents:

I am excited to be the yearbook advisor for the 2013-14 school year and the staff and I look forward to making a beautiful book for your graduate that can be cherished for years to come.

We are fortunate to work with Walsworth Yearbook Company again this year, and move to a more efficient, electronically-based system for the purchase of the yearbook and the creation of the baby ad. Walsworth offers an easy-to-use website to help guide you through the process and create your child's baby ad (similar to creating a holiday card online). However, you may also opt to create your page on your own, either through Microsoft Word or at a local photography store. Please see the following pages for further details.

Please note that Baby Ads are due on October 28th which provides you the opportunity to construct a personalized message with photos for your senior. You can purchase a full-page ad for \$175 or half-page ad for \$100. The cost to purchase the yearbook will be \$75. All payments must be made online.

Each senior will be allotted one page in the yearbook. After the deadline of October 28th, we will have a "waiting list" for additional pages. If you do not submit a page **and** payment by October 28th, your allotted page will be opened up to the rest of the class for additional pages.

If you have any questions, please call me at 267-7643 or email at mhstoweryearbook@gmail.com

Sincerely,

Caroline Shyr

Manhasset High School 2014 Yearbook Information

The Yearbook is now on sale at www.yearbookforever.com

1. Enter Manhasset High School
2. Choose Buy Yearbook
3. Follow prompts to finalize payment
4. NOTE: Leave **HOMEROOM BLANK** when prompted.
5. Price is \$75.00 until December 31.
6. Price increases to \$85.00 on January 1.
7. Walk up price at distribution is \$100.00.
8. The only way to guarantee a copy of the book is to preorder the book online.

SENIOR QUOTES

Due no later than FRIDAY OCTOBER 25!!!

Please e-mail quotes to: mhstoweryearbook@gmail.com

Subject Line must be: Your name Senior Quote (ex. John Smith Senior Quote)

1. **Type your full name** the way you want it to appear in the yearbook, especially if it is DIFFERENT THAN WHAT THE SCHOOL LISTS AS YOUR NAME. If you would like to have a nickname below your name in the yearbook, please include it also.

Example: John Smith Nickname: Johnny

2. Your quote can be no longer than **400 characters**.
 - a. You must have spaces
 - b. Words Only! No abbreviations, codes, cryptic words or initials will be accepted.
 - c. All quotes will be reviewed by staff and administration and we reserve the right to delete anything we deem inappropriate.
 - d. Any foreign language quotes must include a translation and will be verified.
3. Microsoft Word is available on most school computers and will give you an accurate word count.

SENIOR PICTURES

September 12, 13, 16, 17 in the SPA

1. You need an appointment for your senior photo. Please see Dr. Schlanger if you do not have an appt.
2. All seniors will receive a mailing from the photographer about the day and time of the picture time.
3. A schedule will also be posted in the senior hallway outside the SPA
4. You will receive your proofs in the mail (approximately two weeks). Follow the directions provided with your proofs to select your yearbook portrait.
5. If you do not choose a picture, the photographer will select one for you.
6. Selection deadline is November 9, 2013
7. Boys are required to wear a jacket, shirt and tie.
8. Girls, please note the background is blue.
9. There is no charge for having your picture taken. Package prices will be included with your proofs. All seniors are required to sit for a photo for the yearbook if you are ordering or not.
10. Photo company information:

1. www.prestigeportraits.com

1-800-736-4775

Yearbook "Baby Ads" 2014

It is time to reserve your pages in the 2014 yearbook for your senior's baby ad. All ads are due by October 25, 2013. There are three ways to complete your ad but we highly recommend using the 'Build your own ad' feature at the company website. It is as easy as creating your holiday cards online and the page will look great in minutes.

1. Build your own Ad Online

- a. Go to www.yearbookforever.com
- b. Enter Manhasset High School
- c. Choose Yearbook Ads
- d. Select 'Build My Ad Online'
- e. Follow the prompts to create your ad.

2. Design your own finished ad

- a. File must be a jpeg format
- b. File must be 8.5 x 11 inches
- c. File must be 300dpi
- d. Go to www.yearbookforever.com
- e. Enter Manhasset High School
- f. Choose Yearbook Ads
- g. Choose 'Upload my finished Ad'
- h. Follow the prompts to upload.

3. Have the school design my ad

PLEASE NOTE: Limit four pictures per ad and the options are much more limited than creating your own page.

- a. Go to www.yearbookforever.com
- b. Enter Manhasset High School
- c. Choose Yearbook Ads
- d. Select 'Have School Design my ad'
- e. Follow the prompts to upload your images and copy.

Full page ad for \$175

Half page ad for \$100

Regardless of how you create the baby ad, all payments for ads must be made at www.yearbookforever.com. For your convenience, you can buy your yearbook at the same time.

If you have any questions, please email questions at mhstoweryearbook@gmail.com

On October 28, we will be locking in the total pages in the book with our publisher. This total will be based on baby ads sold by the 10/25 deadline. Thus, it will be impossible to add any more pages after the deadline. Please do not delay in securing your pages in the book.