

## **Instructions for CBA 2020 Senior Shout Out Cards**

Included with this email is a copy of the Shout Out card layout showing the size and placement of the photos and a Photoshop PSD template that can be used by those who have the software and are able to create their own card.

### Uploading Your Photos

It is recommended that your photos be as close to 4x6 (6x4 for the Activity Photo) ratio/size. Other ratio/sizes can be used but some cropping may need to be done to have the photo fit the frame of the card.

**Please name your photos as follows: portrait.jpg for the Senior Portrait, activity.jpg for the Activity Photo, and baby.jpg for the Baby Photo.**

A submission form has been created to make the process easier. Enter your son's name, your email address in case we need to contact you, and either:

1. upload your three photos and we will create the Shout Out card for you; or
2. upload the completed card image for those of you creating their own card (see directions below).

Please follow this link for the [Submission Form](#).

If you have any problem with the form submission, feel free to email the photos to [CBASeniors2020@gmail.com](mailto:CBASeniors2020@gmail.com).

### Using the PSD Template:

For those with Photoshop or compatible software who would like to assemble the Shout Out card and upload the completed file, we have included a Photoshop PSD template file. Here are the basic steps for Photoshop.

1. Open the template file. Please do not change the image size, it has been set to the recommended size for posting.
2. Edit the "STUDENT NAME" layer and inset your son's name.
3. Select the "SENIOR PORTRAIT PHOTO" layer, the one in CAPS, not the frame layer. With that Layer selected use the Place command (under the File menu), choose your photo and press place. The photo will be inserted behind the frame. Select the inserted photo, if not already selected, and use the corner handles to resize the photo (hold Shift while sizing to maintain proportions) and drag the photo until it is correctly positioned in the frame.
4. Repeat step 3 for the Baby and Activity photos. Remember to select the appropriate layer (BABY PHOTO and ACTIVITY PHOTO) for each before placing the image.
5. Once complete, save your work. Then use the Save As command (Export in some versions) and save the file as a JPEG (.JPG) file. You may have to change the file type in the dropdown Format option. You should save the file at the maximum JPEG quality setting. Send the completed image file in the appropriate area of the upload form or email back.