

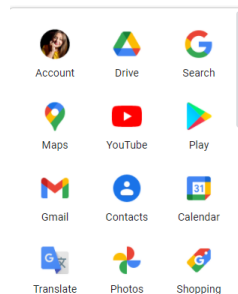
## Dear Senior Patron:

Thank you so much for purchasing a page for your senior in the 2021 yearbook. We understand this year is like no other before, and we are doing our very best to make this yearbook the best we can under the circumstances.

Due to all the newness of the school year, we are getting a very late start on the yearbook and will need to have a quick turnaround with getting everything in. There is a little bit of wiggle room, but for the most part, you will need to stick to the due dates as closely as possible. **The due date for all ad materials (letters and pictures) is March 1 at 11:59pm.**

This year, all materials are to be submitted via Google drive. Below are the instructions for doing this:

1. Go to Google.com
2. In the upper right hand corner you will see the following image. Click the square,
3. When you click the square, you will see the image below. Click the triangle that says drive.



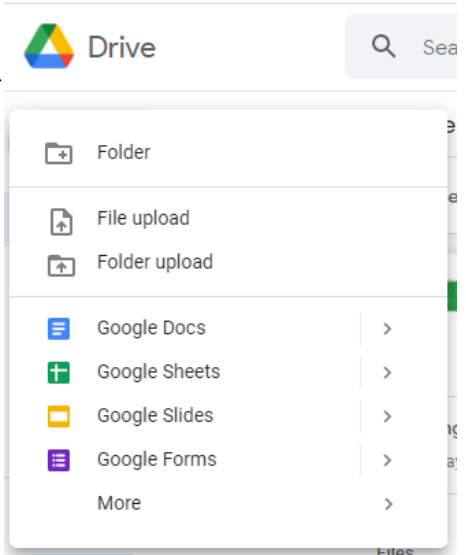
Drive

4. You will then see the following in the upper left hand corner. Click new:

New

### **TO SHARE LETTERS:**

5. From the screen to the right choose Google Docs. Here you will type all of your letters and any other information you need to pass on for your page. At the top you can change the name of your document. Name the document "Child's Name Senior Letters." When you are finished with all the letters, you will click the share button in the upper right hand corner. We have found the easiest way to share this document is to click where it says "copy link." Paste it in an email to the staff email found at the top of this letter, and send it to us. Make sure the subject of the email is "Child's Name Senior Letters."



### **TO SHARE PICTURES:**

6. Go back to step four and click new again. Then from the screen to the right choose folder. Name the folder your child's name and senior pictures. Once you name the folder, open it. You can drag and drop in pictures or right click and drop in files. Please make sure the background picture is clearly labeled by naming the file Child's Name Background. Share it just like you shared the letters.

### **SHARING YOUR SELF CREATED PAGE(S):**

Upload the file to Google Docs. Name the file Child's Name Senior Page. Click the share button and share it like it is explained in number 5.

FOR MORE DETAILED INFORMATION ABOUT WHAT IS NEEDED FOR SENIOR PAGES, PLEASE VISIT THE SCHOOL WEBSITE BY [CLICKING THIS LINK.](#)