**BCS 40th Anniversary Yearbook Editing Instructions**

Class Submission Due: 2/15/2020 email to: yearbook@bcs-usa.org

**Format:**

1. Each class has two pages
2. Standardized format: letter size (8.5” x 11”), to be printed side by side on the yearbook
3. Margin is set to be normal (1” – top, bottom, left & right)
4. Use Microsoft Word and PDF only; Other formats will be rejected (No Excel, PowerPoint…)
5. Word document can be saved in PDF after editing; standard size only (see instruction below)
6. Soft copy (Word and PDF) and print-out

**Contents:**

1. Free to design the layout of the two pages
2. Pictures can include individual student picture with name, teacher’s picture, class picture, group activities pictures, student’s work…
3. Optional to include teacher’s message, student’s thoughts on coming to BCS, group projects…
4. If parent does not consent to release the student’s picture, put the student’s name on the pages instead
5. Change all color photos to black & white (see instruction below)

**Submission:**

1. File name saved to *Class*\_Yearbook (example: C3A\_Yearbook)
2. Due date: 2/15/2020
3. Email the pages in Word and PDF document to yearbook@bcs-usa.org
4. Print a copy of the class pages and submit the physical copy to your department deans (for verification purposes)
5. All questions related to yearbook should be sent to yearbook@bcs-usa.org
6. Submission should consider final product, no additional editing will be done by the school yearbook team

**Printing:**

1. All class pages will be printed on black & white
2. Expect to pickup the yearbook at the end of May – announcement to be followed

**BCS 40 周年年刊編輯說明**

截稿日期: 2/15/2020 電子郵件至： yearbook@bcs-usa.org

**格式：**

1. 每班有兩頁

2. 標準格式：Letter紙張大小（8.5" x 11），在年刊上兩頁將並排列印

3. 邊沿設置為正常（1" = 頂部、底部、左側和右側）

4. 請使用微軟Word 和PDF; 其他格式將被拒絕（不接受Excel，PowerPoint..）

5. 微軟Word文檔編輯後可以保存為PDF格式；僅標準尺寸（請參閱以下說明）

6.電子文檔 (微軟Word 和PDF) 和打印副本

**內容：**

1. 兩頁的佈局可隨意設計

2. 圖片可以包括個別學生照片與名字，教師的照片，班級照片，在課堂上的活動照片等.

3. 可以包括教師的信息，學生對BCS的想法，學生習作...

4. 如果家長不同意發佈學生的照片，請改為只將學生的姓名放在頁面上

5. 將所有彩色照片更改為黑白（請參閱下面的說明）

**提交：**

1. 儲存檔案名稱為 *Class*\_Yearbook（例如：C3A\_Yearbook）

2. 截稿日期：2020年2月15日

3. 將 Word和PDF 文檔通過電子郵件發送至yearbook@bcs-usa.org

4. 把文檔打印出來，並把打印本交給您的系主任 (用於驗證)

5. 有關年刊的問題, 請電郵至yearbook@bcs-usa.org

6. 提交文檔將為完成作品，學校年刊團隊不會進行額外的編輯

**印刷：**

1. 年刊內頁將全以黑白印刷.

2. 年刊暫定在5月底發送– 公告將隨後公佈

**How to Save Microsoft Word to PDF**

Step 1: File -> Save as -> Browse -> Select Desktop or other folder location



Step 2: Save as type, click drop-down menu, select PDF, make sure “Standard” size is selected



**How to Change Color Photos to Black & White**

Step 1: Click on the photo, the click “Format” on top -> Color (drop-down menu) -> select “Grayscale”

