

Directions for the Year Book Write-Ups

Senior write-ups are due on Monday, November 14, 2011. The font that will be used in the senior section of the year book is **Arial** size **10**. The maximum space works out to approximately **32** characters/spaces across and **15** lines down. You do not have to use all the available space and if you go over by a few words that's fine, this is only an approximation. We can change the font size if necessary however, if you are over by a great deal we will edit and delete as necessary. You will be emailing the finished write-up to the yearbook. Here are the directions, please read carefully:

1. You must type **your name exactly as you want it to appear under your picture.**
2. Press the return button. Under your name you may include a nickname. IF you include a nickname press the return button again.
3. Type the message you want **exactly** as you want it to appear next to your picture. The publisher will copy **precisely** what you write. Please avoid italics and bold letters in your write-up and please don't type the entire paragraph in capital letters.
4. Please **do not** skip lines or press the **return** once you start your write-up, this must be in paragraph form.
5. The **subject area of the email** must contain your name and the room number of your first period class.

The email address is:
yearbook@haverhill-ps.org

Make sure your message is in good taste. Some day your parents, grandparents and even children may read what you wrote.

The yearbook advisor will make the final decision on all content and any questionable material will be deleted.

Here is an example of how the finished write-up should look:

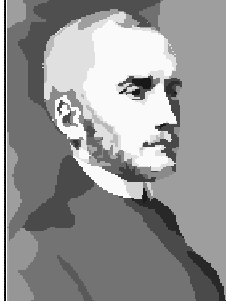
*Casey Marie Silver
"Casey"*

Field Hockey 1234, Basketball 1, German Club 234, Yearbook Editor 4, To Mom, Dad & Derek-Thanks for everything. I luv you guys! Sue, Sally, Sugar, remember the tree. Dave Matthews Band, Lincoln Park, Peter, Harry, Jane, John & the gang - I'll never forget you! "Smile, they are free and easy to give."

If you are absent or cannot email us by the due date see Mrs. Sinkewicz in A16.

Below is a sample of what the pictures and write-ups will look like. Notice how blank the spot looks with no write-up. Please take the time to write something to put next to your picture.

	<p>Frederick Chopin Freddie</p> <p>Field Hockey 1234, National Honor Society 4, Latin Club 4, Prom committee 4. To Mom, Dad & Kirk thanks for always being there. Heather, best friends forever. Kristen, Lee, Laura, Sull, Erica, Joy, Michelle, Susan, Nicole, Tara, Kayte & John thanks for all the memories. " Smile, they are free & easy to give.</p>
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	<p>Your name here</p>
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