



Directions for the Year Book Write-Ups

Due Date: 11/15

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

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.***

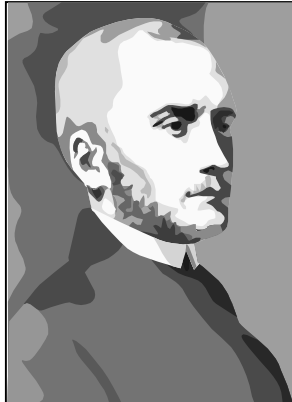
Here is an example of how the finished write-up should look:

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."

- 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>
---	--

	<p>Your name here</p>
--	-----------------------