

TIPS ON USING UPLOADED PHOTOS

Once you have created your Image Share website, you may have a ton of photos coming your way. Here's some tips on using them.

- ❑ To access the uploaded photos in YearTech Online, all you have to do is go to your Image Library and look in the Image Share inbox.
- ❑ To access the uploaded photos if you are using YearTech with InDesign, you will go to Yearbook Avenue and choose Create>Image Library. Once there, you will see a folder called Inbox Image Share. Inside it will be all the uploaded pictures. Just click on the photo you want and click Download Image. (Note: It will download in seconds, but it may take up to 24 hours for you to be able to download it after it has been uploaded to allow your Image Share site to sync with your Yearbook Avenue site.)
- ❑ Once you have decided to use the photo, I want to urge you to give credit where credit is due. If you get a photograph and use it, make sure to give that photographer a photo credit someplace in your yearbook. It will encourage others to submit in the future.
- ❑ Say thank you. Another thing you can do to show your appreciation is to send an immediate e-mail thank-you response when you download a photo or photos you may be using. This will encourage future submissions as well.