

Digital CD-ROM Yearbook Planning

Staff Member Name: _____

Assigned Date: _____ Due Date: _____

Section Assigned: _____

Number of Photos to Include: _____

Folder Names: _____

Brainstorm of Images Appropriate for Background Template Design:

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Section Assigned: _____

Basic Photoshop Settings:

Create File	Saving Template File
Open Photoshop File: New	File: Save Use .psd format with a consistent naming scheme, for example: "section activity initials"
Set Up File	Saving Final File
pixels – unit of measurement RGB – color settings 100 dpi – resolution 640 – width in pixels 480 – height in pixels transparent – background setting	File: Save a copy File type = .jpg Use consistent naming scheme "section activity page#"
Use Layers	JPG Settings
Window: Show Layers Open files then copy and paste into template as new layers	Set matte to "none" Set quality at Maximum = 12 Set format options at Baseline ("Standard")