

Dear Yearbook Staffer,

In an effort to make our yearbook the best ever, here are some tips for your photography. Before you even think about editing your photos, look at them critically.

- Is there a clear center of interest?
- Is the photograph composed well? Rule of thirds? Leading Lines? Frames?
- Is the photograph in focus?
- Is the exposure good? Can it be fixed? Is it too dark to fix?
- Is the approach creative? (Not absolutely necessary, but
- Is this a usable photograph?

If a photograph doesn't meet these criteria, DELETE IT! Don't use your valuable time trying to make a bad or mediocre photo better. Focus on the great ones.

Now you are ready to edit the photo.

- Rotate the picture to the proper horizontal or vertical orientation
- Straighten (off-kilter pictures distract from the subject)
- Fix red-eye (Critical!)
- Crop (not too much!)
- Auto levels (autofix to improve lighting, fine-tune exposure, lighten shadows and reduce noise.)

Never upload a photo until you have made sure it is ready to be placed on a page. Get another staff member to look at your coll