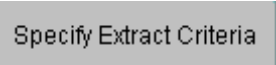
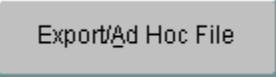

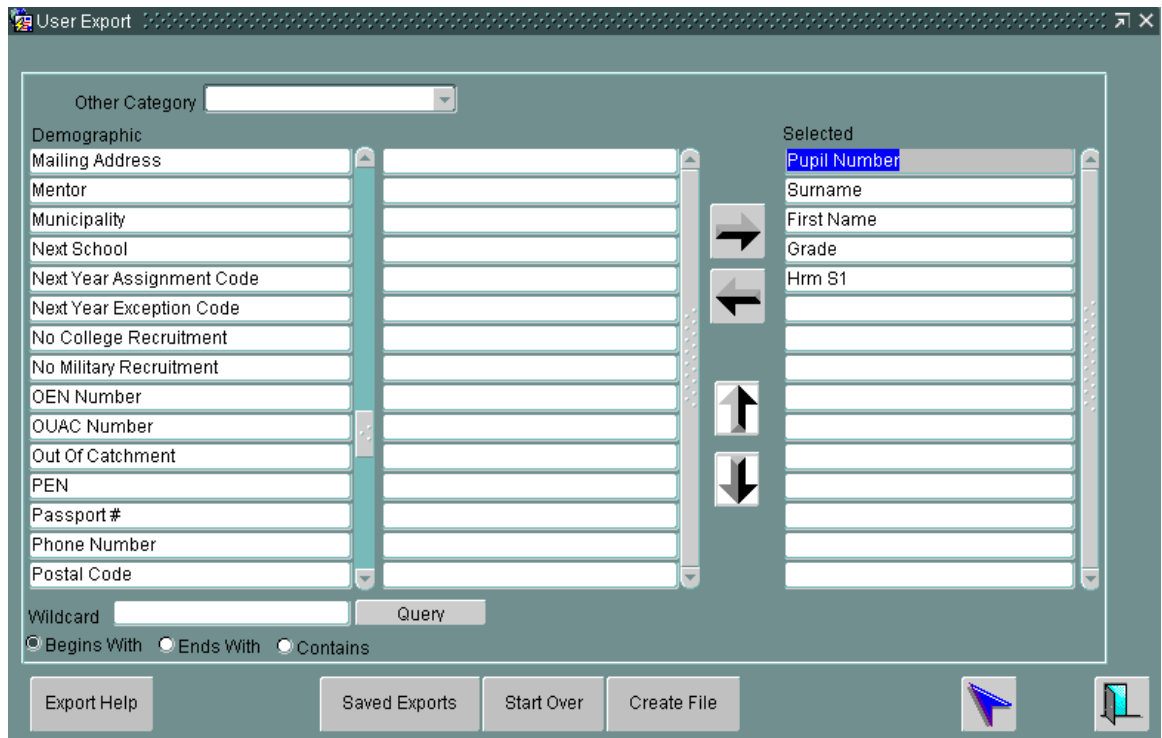
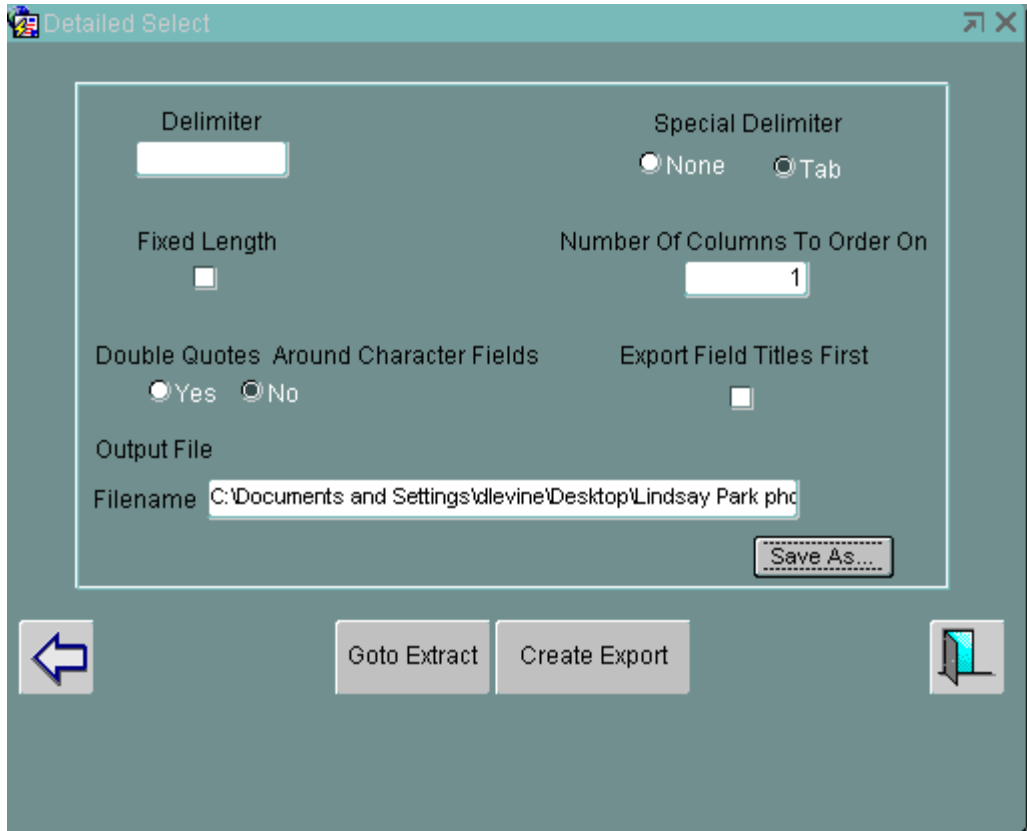


School Photos – Instructions

- You will need to supply the photographer with an ASCII file exported from BCeSIS. To do this, go to Reports and first select, . Clear the extract and then Run the extract in order to pull all student information. Then exit via the door.
- Back at the Reports Tree select, .
- Select the fields shown below right from the list on the left using the  arrow. You can reorder the list using the up/down arrows. Once done, click Create File.



- In the next screen shown below, see that your settings are the same. Click Save As; name the file your school name unless asked otherwise and place where you want (shown below). From here select Create Export. Say Okay to the warning and when the export is complete, click Okay. Exit and save changes.



- You can now attach this file to an email for your photographer.
- Ask that the photos be sized as shown below. (You can copy and paste the graphic below into your email.)

Image	Resolution	BPP	DPI	File Size	Compression Quality Factor	File Type	Screen Resolution
Test Image I	200 X 264	24	96	16 kb	50	JPEG	800 X 600

- When you get your photos back, email me for the rest of the process.