

*** Memory Collage ***

Northgate Grad Night 2017

It's time to get out those pictures and make a collage of your senior's life. The pictures can focus on your senior's high school years or their entire life; it's up to you. The memory collages will be displayed during Grad Night and will be returned to the students at the end of the night. These collages will be a wonderful keepsake for your senior.

The photo collage you create can be 8" x 12" or 8 ½" x 11", and **MUST BE VERTICAL** or **PORTRAIT VIEW**. We take the collage you provide and then mount it on 11" x 17" card stock that has a graphic design to frame the photographs and reflects this year's Grad Night theme (which is a secret, so don't ask).

You can use as many pictures as you want, but 10-15 pictures works well. PHOTOS ONLY--no poems, messages, etc.

DEADLINE: May 1, 2017 – Collages turned in early are appreciated!

**Memory collages must have the student's name and phone number written on the back. Mail or deliver the copy to:
Lara Smith, 24 Santa Ana Place, Walnut Creek 94598**

There are several ways to create your collage. **The easiest way to make a collage is by using the Costco website.** Walgreens also provides this service.

Costco Photo

Costco photo.com can be used to create the collage on an 8x12 sheet.

1. Log into Costco Photo <https://www.costcophotocenter.com/Home>
2. Select my photos and Upload photos from your computer.
3. Under Photo Gifts – select Collage Prints
4. Select 8x12 – then select Vertical – select Glossy – then Continue
5. Select your photos and then click Create Now
6. Select Continue and then you can order your collage to be printed

Photo Management Software

1. Click on the "create a new album button" which can be found to the right of the import button, just below the tool bar (it looks like a little book with a + sign), and create a Grad Night Collage album
2. Drag and drop pictures to this album.
3. Select the "create photo collage" button which is on the tool bar at the top of your Grad Night Collage album.
4. You then must make a number selection from the "settings" menu which is on the left side of your computer screen. Play around with the various settings and see what you like best.
 - a. Select the style of your collage, such as "Picture Pile," "Mosaic" or "Grid."
 - b. Select "Grid Spacing" if you want space between the photos.

- c. If you selected Grid Spacing, then you can select “Background Options” to add color to the spaces between the photos.
 - d. Select “Page Format” and choose “8 ½” x 11” or “Custom Aspect Ratio” and create a 8 x 12 format. Make sure you select the “portrait” button so that your collage is vertical. (If you plan to use Costco to print your collage you must use 8 x 12 format.)
 - e. Now shuffle your pictures until you are satisfied. The “shuffle pictures” button is at the bottom of your collage. You can also add and drop pictures until you get a result you like. There are other formatting options if you explore.
5. When you are happy with your result, click the “create collage” button.
 6. Print a copy using photo paper or high quality bond (photo paper is best).
- OR-
- Upload your collage to the Costco Photo Lab or other lab services and have them print out the collage (note: Costco does 8 x 12, but not 8 ½ x 11 prints).

Cut and Paste

If you don't have your photos stored on a computer or prefer to cut and paste, please follow these steps:

1. Select your photos, cut and paste to make a collage. Glue your photos onto an 8 ½” x 11” sheet of paper VERTICALLY. Rubber cement works best. Leave a ¼” border around the edge (it will not copy).
2. You can fill the entire sheet or not, your choice.
3. Photo copy your collage on a color copier onto photo paper at some place like Kinko's or the UPS store.

Questions or problems: [Lara Smith](#)
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