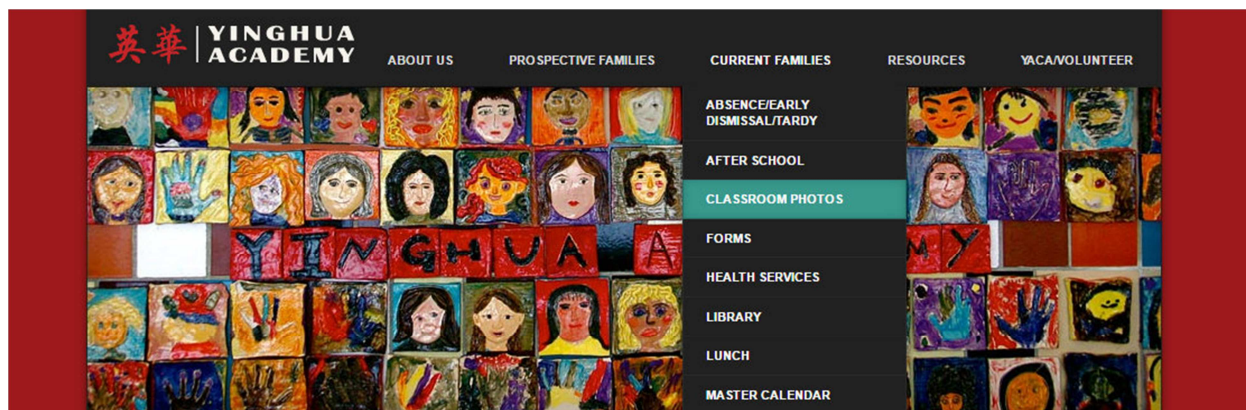


### Yinghua Photography Instructions:

We're excited to continue our photography storage option this year. The storage option enables high-quality sharing of photos. *Everyone* is encouraged to use the Photo Site – the more pictures we have, the more we are able to enjoy!

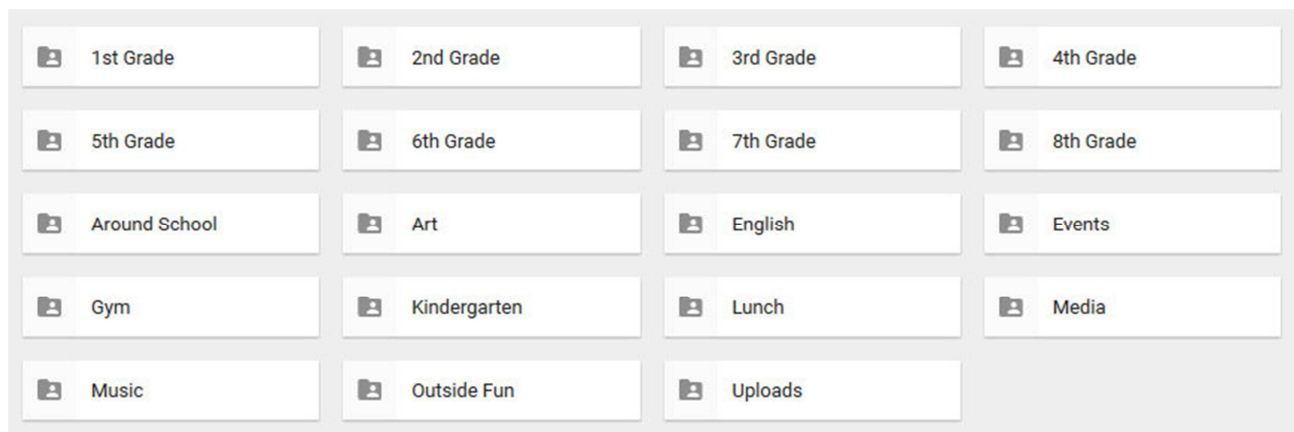
NOTE: Anyone desiring to edit folders and upload pictures on a regular basis throughout the year must first request to be added for editing (uploading) permission by emailing: [Photos@YinghuaAcademy.org](mailto:Photos@YinghuaAcademy.org).

We are utilizing the Yinghua Google Drive site, which can be found on the secure [Classroom Photos](#) site. The link is located at the very top under Current Families: "Classroom Photos"



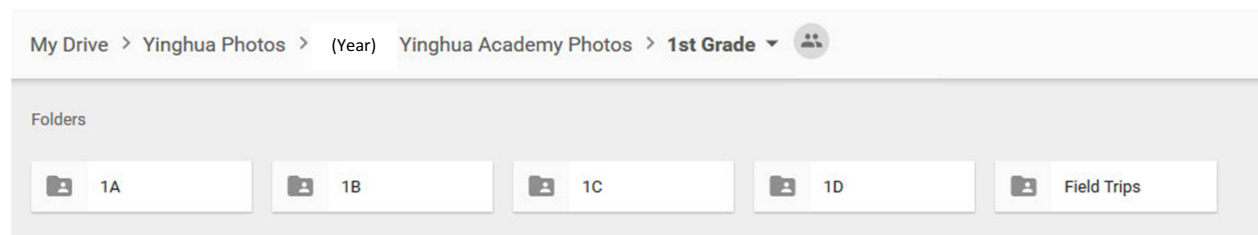
These photos are only for this year. If you have any photos from previous years to share, please let me know and I'll assist you with uploading those. The school still utilizes previous years' photos. Photos will be available for sharing *until the end of each school year*. At that time, sharing permissions will be removed. Please save any photos you want to keep before the end of each school year.

I have created folders for each grade, as well as other classes, multi-grade events, and happenings around the school:

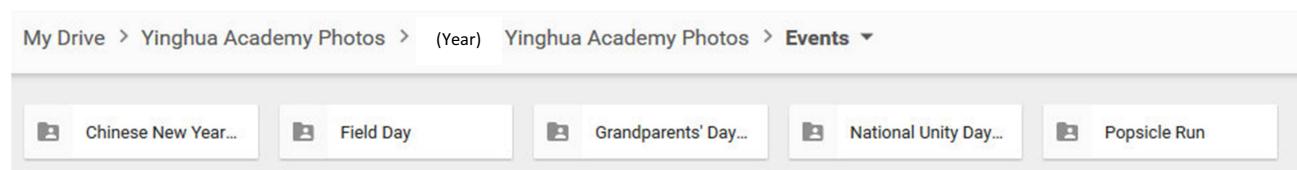


Please note that these folders are not all-inclusive and may change as the year progresses. Editing abilities automatically provide the ability to upload pictures into each folder, as well as create new folders. You are encouraged to add folders. Please keep in mind; if you have editing abilities, any changes that you make **are permanent**. Any deletions are final, so please consult before deleting.

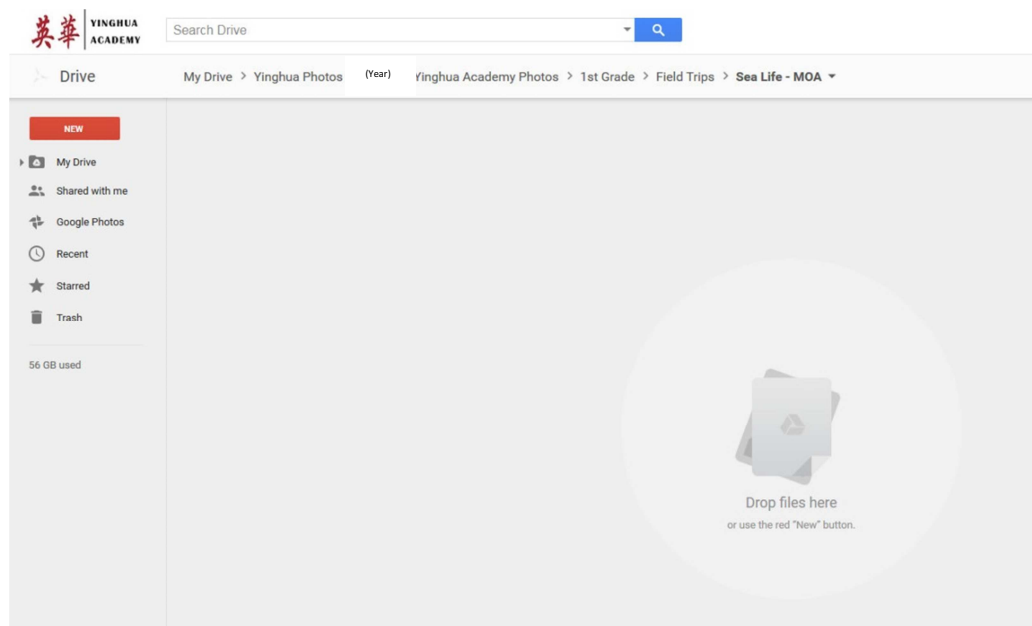
In grades K-5, there is a folder for each class as well as a Field Trips folder – that was added since many classes take Field Trips together and photos often have overlapping classes. A new folder should be created in the Field Trips photo for each Field Trip. **In all situations, if the photos are only of one class, and the class is known, the photos should be uploaded in the class page:**



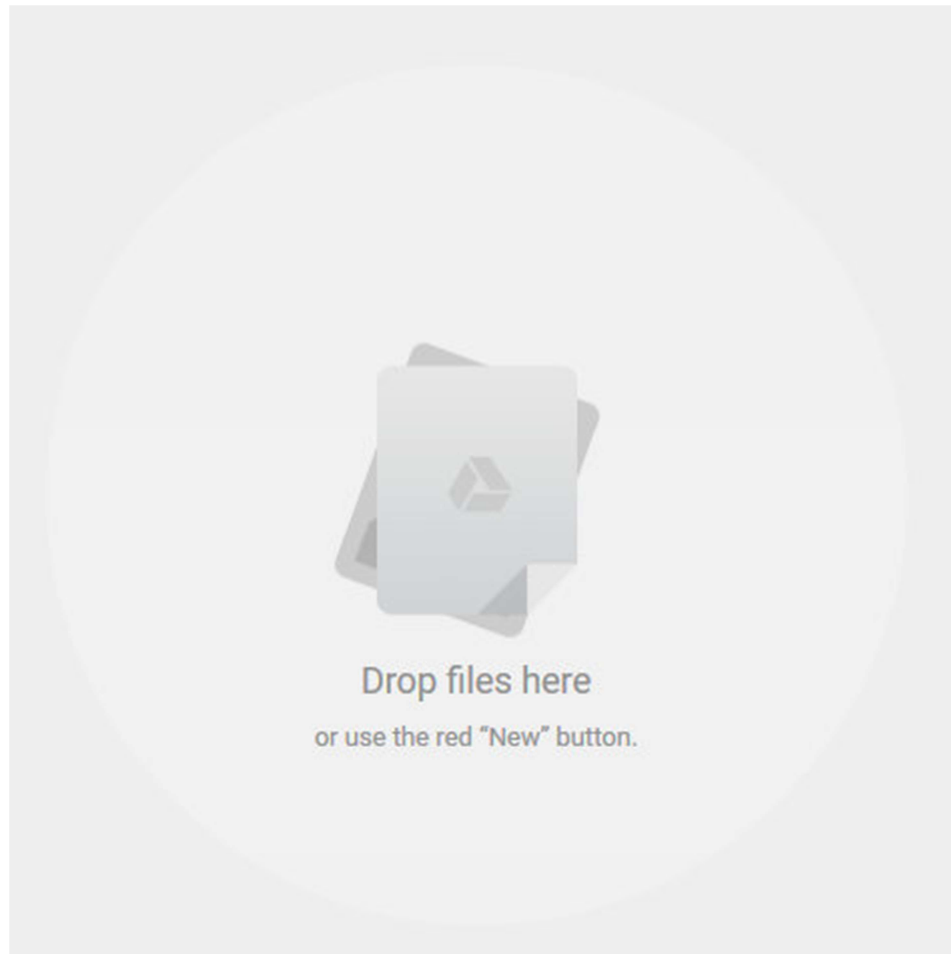
The “Events” folder is organized by Event. New folders are necessary for individual events:



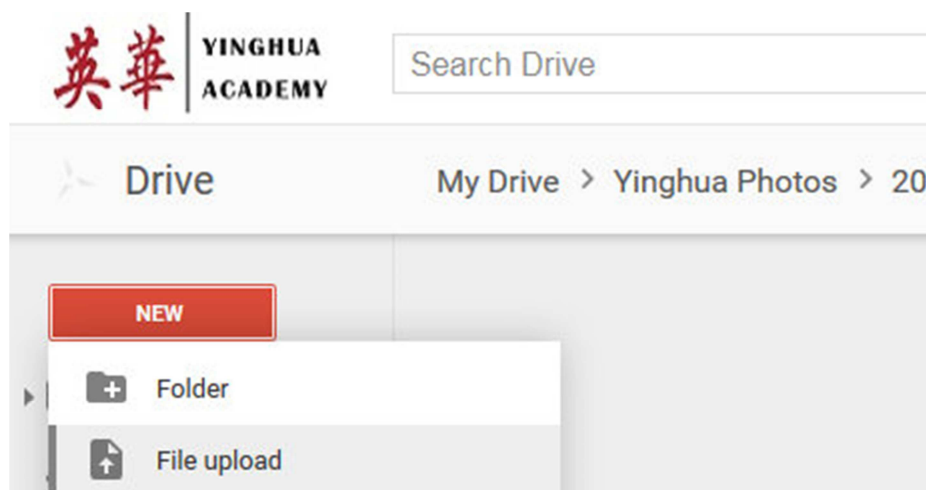
An empty folder will appear similar to below (depending on device):



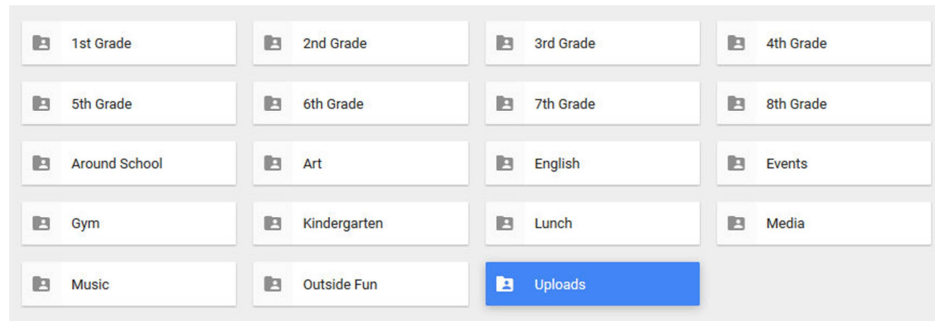
After you are in the appropriate folder, to add pictures, simply highlight the pictures you would like to upload, drag and drop them:



Alternatively, you may also upload new folders/files by clicking on the red “New” button on the left:



Anyone desiring to edit folders and upload pictures on a regular basis throughout the year should request to be added by emailing: [Photos@YinghuaAcademy.org](mailto:Photos@YinghuaAcademy.org). As a convenience, there is an “Uploads” folder that does have editing abilities for anyone. That folder is designed to be a temporary hold for photos uploaded by people without editing abilities. A new folder should be created and named with the class or event so it may be organized:



If anyone has any trouble uploading photos, I will upload for them. For mass photos, the easiest method is via a flash drive (USB) or via a CD. Emailing the photos is acceptable for a few photos at a time. Please note, while these photos may be selected for yearbook, I have no direct control over which photos are selected to go into the yearbook.

Questions should be directed to: [Photos@YinghuaAcademy.org](mailto:Photos@YinghuaAcademy.org). Thank you!