



## Creating a SPOA Portrait Database

In order for the software to upload the portrait images and automatically flow them onto the portrait pages, the file must be formatted as per the [School Photographers of America](#) (SPOA) guidelines. This means that there should be two files:

- Image File (this will contain the portrait images of your students and staff)
- Index.txt File (this file will contain the data associated with those portraits – name, grade, etc. – so that the software can place the photos on your portrait pages in the right order)

The guidelines below can be used to create a SPOA formatted Portrait Database for use with the YearbookLife software.

### Your portrait images

- Recommended image size: 640×800
- Images must be saved using the s-RGB color profile
- All images must be the same aspect ratio
- JPG, TIF, and PNG are supported portrait files

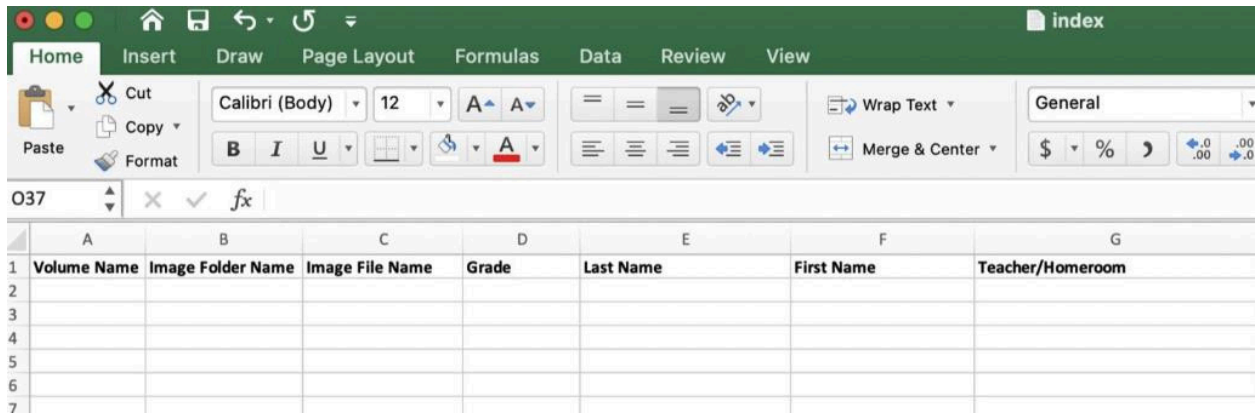
### Creating the index file

The index file is what stores information about the school portraits and tells the software how to import them. The index file must be saved as a tab-delimited text document (.txt) and named 'index'. It is highly recommended to create your index file using a spreadsheet editor such as Microsoft Excel.

In the index file, information about the portraits is separated by columns. Each student or faculty member has their own row. A typical index file uses 7 columns of information, which must be in this specific order:

- **Volume Name:** This can be anything but must end in a number. Example: You could call it VOL1.
- **Image Folder Name:** The name of the folder the pictures are in. This needs to be exact.

- **Image File Name:** The name of the image, with file type. The Image File Name must match the file name and extension exactly. The software will not be able to locate the image if the file name in the spreadsheet is a variation of the file name. File name is case sensitive. Example: JimmySmith.JPG. Be sure to include the file extension in the Image File Name column (JPG, TIF, and PNG are supported portrait files).
- **Grade:** The student's grade. Example: "10".
- **Last Name:** The student's last name. Example: "Smith".
- **First Name:** The student's first name. Example: "Jimmy".
- **Teacher/Homeroom:** The student's teacher/homeroom. Example: "Mrs. Jones".



In your spreadsheet, select Save As and name the file 'index' and choose the file format Tab Delimited Text (.txt) from the drop-down menu. This option will add '.txt' after the file name. The file name must be 'index' and must be saved outside of the folders that have your images, as shown in the example below.

