



CURRENT NAME

CONTACT INFORMATION

Class Book Page Template

Email Directions

1. FILL IN THE HIGHLIGHTED FIELDS

Type your content in the highlighted fields.

2. ADD PHOTOS TO YOUR PAGE (OPTIONAL)

- Click COMMENT in the upper right
- Under ANNOTATIONS select the ADD STAMP tool
- Select CUSTOM STAMPS, then CREATE CUSTOM STAMP
- Click BROWSE to search for your image on your computer.
NOTE: All photos must be saved as a PDF prior to placing them into the page. (PC Users) Right click the picture file and select CONVERT TO ADOBE PDF. (Mac users) Open picture file and select SAVE AS a PDF.
- Type a category name for your image and name your stamp and click OK
- Return to the ADD STAMP tool and select the category name for your image and select your stamp name
- An “Identity Setup” box may appear but press CANCEL
- Click on your stamp and drag edges to resize. Then drag your image to place it in the desired area on the page.
- Repeat the above steps to place additional images.
- Under FILE, select SAVE AS (PDF File)

3. EMAIL YOUR PAGE

classbooks@alumni.stanford.edu

4. DEADLINES

Early Bird Deadlines **

April 2 – '63, '68, '73, '78, '83

April 4 – '88, '93, '98, '03, '08

** Submit your page by the Early Bird Deadlines and you'll be entered into a drawing to win a \$100 gift card to the Stanford Bookstore!

May 1 – Final deadline for all classes

Class Book Page Template

Printing Directions

1. FILL IN THE HIGHLIGHTED FIELDS

Type your content in the highlighted fields. (If you prefer to fill in entirely by hand, skip to Step 2 and please use black ink only)

2. PRINT OUT THE PAGE AT FULL SIZE

Under FILE, select PRINT. Make sure the PAGE SCALING dropdown is set to NONE. Then click OK.

3. ADD PHOTOS TO YOUR PAGE

Attach photos securely using double-sided tape or a glue stick. Please DO NOT use staples or tape on the front of photos.

4. MAIL YOUR PAGE

Via USPS:

Stanford Reunion Class Books
P.O. Box 20270
Stanford, CA 94309-0270

Via FedEx:

Stanford Reunion Class Books
Frances C. Arrillaga Alumni Center
326 Galvez Street
Stanford, CA 94309-0270
(650) 723-1333

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