

ONLINE AD CREATION

With Online Ad Creation you can easily create a beautiful ad that expresses love for your student and your pride in his or her accomplishments.

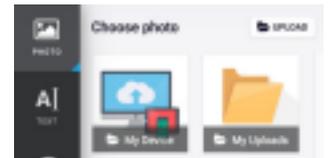
GETTING STARTED

1. Go to www.yearbookordercenter.com.
2. Enter your school's order number(**25232**) OR search for your school by name.
3. Verify that the selected school is correct and click continue.
4. Click Buy a Yearbook Ad.
5. Choose your ad size/type.
6. Then select Student and search for your student's name. The listed name is usually your student's official given name at the school. If you can't locate your student's name, you have the option to add a name to the list.
7. Click Next. Then log in with your credentials or create a new account.
8. After you are logged in, pick an ad template from the available options.

CREATE

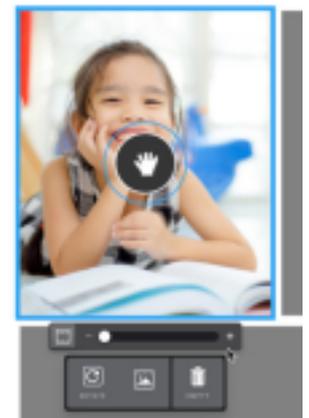
The template will open in the design area where you can create the ad. Follow the steps below to add your photos, enter your text and format your ad.

NOTE: Each school chooses the formatting options available in the ad editor. The formatting options help ensure consistency among the ads and coordination with the yearbook's design. All schools will not have the same formatting options.



ADD PHOTOS

1. Click to open the Photo tab on the left.
2. Click Upload at the top of the Photo panel. Browse on your device to select the photos you want to upload.
3. After they upload, your photos will appear in the Photo panel.
4. To place an image on the ad, select one of the image frames on the ad. Then click on one of the images in the Photo tab. You can also drag and drop an image on a frame.
5. When an image is placed, use the slider under the image to make the image larger or smaller in the frame. You can also click the + / - buttons to make size adjustments.
6. Click and drag on the image to reposition it inside the frame.



PRO TIP: It is best to upload the original image rather than an image taken from social media. Typically, images taken from social media are not large enough for quality reproduction. If you see an icon like this on an image, it means the image has a low resolution and may not print at the highest quality.

ADD TEXT

The text formatting options are set by your school to ensure consistency with the rest of the yearbook.

1. Select one of the text frames, and a text entry box will appear on screen.
2. Type a message in the box, and the text frame on the ad will update to reflect the text you entered.
3. The formatting options will appear in the Text panel on the left. Adjust the text settings. If you want to move a message further down the ad, place your cursor at the beginning of the message and press enter or return to bump it down.

BACKGROUND

Some schools allow for different background colors to be set. Some schools limit the background colors to ensure consistency with the yearbook.

1. Click the Background tab on the left to view your options.
2. Click a color swatch to apply it to your ad

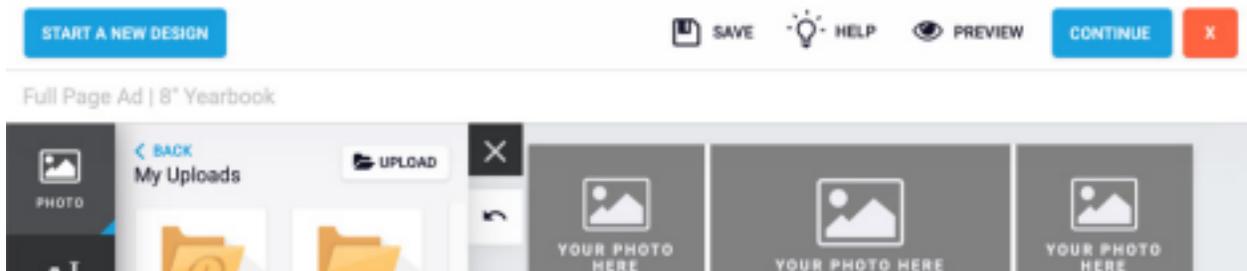
START NEW

DESIGN Click to return to the ad selection step and start a new design.

UNDO Use the arrow button to undo your last action.

SAVE You should periodically save your ad as you work.

CONTINUE Save your ad and click continue to begin the purchase process.



HELP Click for instructions and support.

PREVIEW Shows the ad as it will print.

Click the red X to close the ad designer.

CLOSE

REVIEW AND APPROVE YOUR AD

1. When you have finished the edits to your ad and are ready to purchase, save your ad and click the Continue button.
2. In the next step, review a proof of your ad by clicking the View Proof link.
3. If you are satisfied with how the ad looks, place your initials in the box to indicate your understanding of the stated terms and policies.
4. Then click Add to Cart and complete the checkout process.

NOTE: You must complete and purchase your ad before your school's deadline for it to be included in the yearbook.