



YEARBOOK ADS ORDERING INSTRUCTIONS



Scan for Tutorial Video

Welcome.

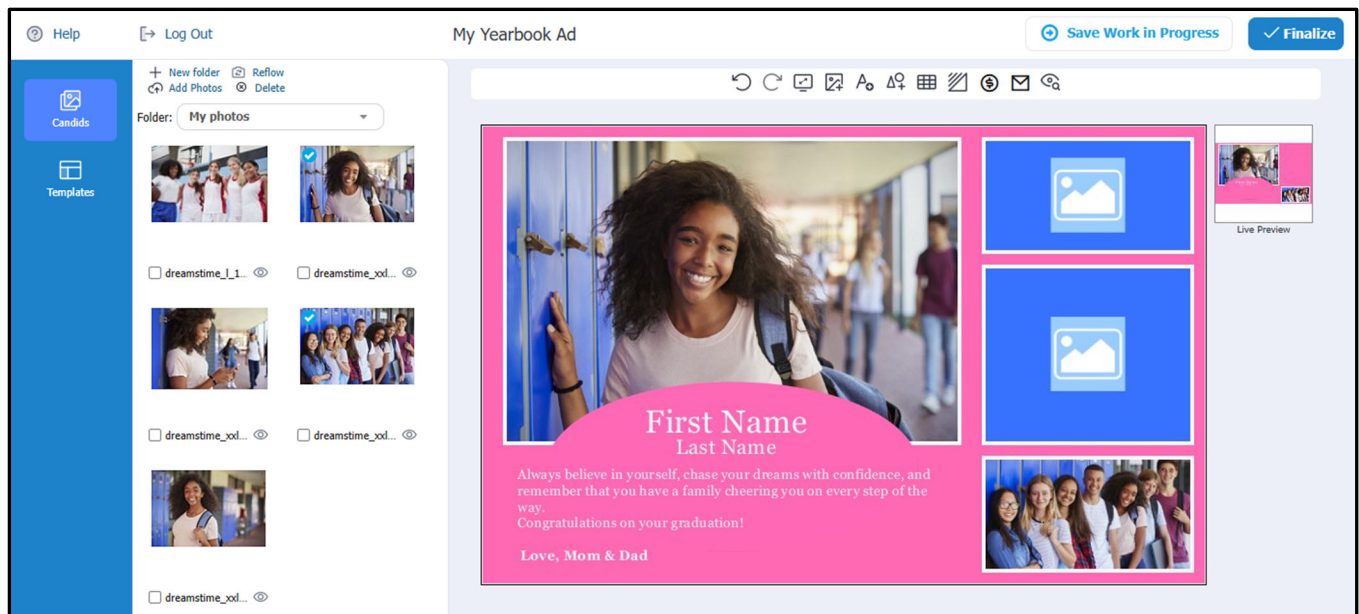
Buying a *Yearbook Ad* is a wonderful way to celebrate your student and make them feel extra special when they receive their yearbook!

Creating your own personalized yearbook ad is easy in our secure online store, and creating your own personalized Yearbook Ad is fun and easy in our online store. Here's how!

PURCHASING YOUR AD

1. **Click the link provided by your school** to access their Bookstore page.
2. Then click the **Order** button below **Yearbook Ads**.
3. If prompted, **choose your ad size and click OK**.
4. Next, **enter a name for your ad and click OK**.
5. Your ad will now appear in the Shopping Cart. **Follow the steps to complete your order**. You will be prompted to create a secure account.
6. Once you've completed your order, **you'll receive an email with a link to design and finalize your ad**. Your ad will be available to start designing about 30 minutes after you place your order. You must design your ad from a computer.

You can also login to the Bookstore page and click **Manage Your Projects** to access and finalize your ad.



DESIGNING YOUR AD

7. From the Manage Your Projects page, click **Edit** next to the ad that you want to design and finalize.
8. **Your Ad will open in the Designer,**
 - a. On the **Templates** tab at the left, you can view the available ad designs. Simply **drag a design onto your ad** to use it.
 - b. On the **Candid** tab click *Add Photos* to upload your favorite photos of your student.
 - c. **Drag a photo to a photo frame** to add it to your design.
 - d. **Click a photo to access its toolbar**, where you can crop the photo, and add borders and effects.
 - e. **Click the T icon on a text box to add your own text.** Try out the other features to customize and add your own style!
 - f. **Click Preview to view and proofread** your ad design.
9. **Click Finalize to submit your finished** ad when ready. You can also click **Save Work in Progress** to save your ad design and finish it later.
10. Once finalized, **your ad will be delivered to the yearbook staff** for inclusion in the yearbook!

Thank You! For information about your Yearbook Ad or Yearbook order, **please contact your school, or refer to the Support Contact information** located at the bottom of the Bookstore page.