

# ONLINE AD CREATION

## GETTING STARTED

1. Go to [www.yearbookordercenter.com](http://www.yearbookordercenter.com)
2. Enter your school's order number OR search for your school by name.
3. Verify that your school is correct and click continue.
4. Click **Buy a Yearbook Ad**.
5. Choose your ad size/type (Click **Yearbook Ad Template Configurations** for an additional guide to template size options).
6. Select your size > click **Buy Ad for Student or Business** and proceed to search for your student's name or add them if they aren't on the list.
7. Select your student > Ad Type Selection (Some schools offer Online Ad Creation or School Ad Creation — If this is your school's case, choose the option you wish to purchase.)
8. Click **Next** > Log in with your credentials or create a new account.

## CREATE

Once logged in, choose a template for your student's ad. The template will open in the product design area where you can begin creating the ad. (*Not all background colors, fonts and templates available at all schools.*)

### BACKGROUND

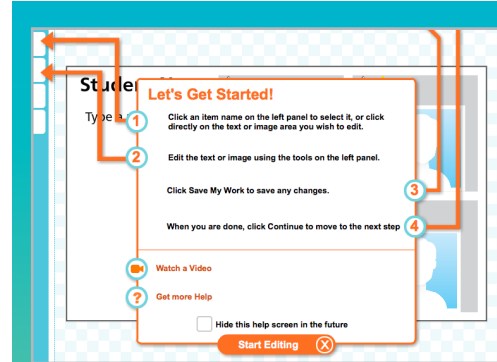
- Change the background color of the ad under the **Background** tab.

### STUDENT NAME

- Insert your student's name by selecting the **Student Name** text box.
- Change font, font color, font size and other text specifics by using the controls to the left of the template.
- Use the arrow controls or the hand button to move the Student Name around the template.

### MESSAGE

- Insert your own personalized text by selecting the message box.
- Change font, font color, font size and other text specifics by using the controls to the left of the template.
- Use the arrow controls or the hand button to move your message around on the template.
- Change the size of the text box, if you choose, by clicking and dragging the anchors around the text box.



Once you start creating your ad, a help box will pop up. You can choose to hide this if you wish.

**Buy a Yearbook Ad**  
for your student or your business

- ▶ See how online ads work
- ▶ Online Ad Creation Guide

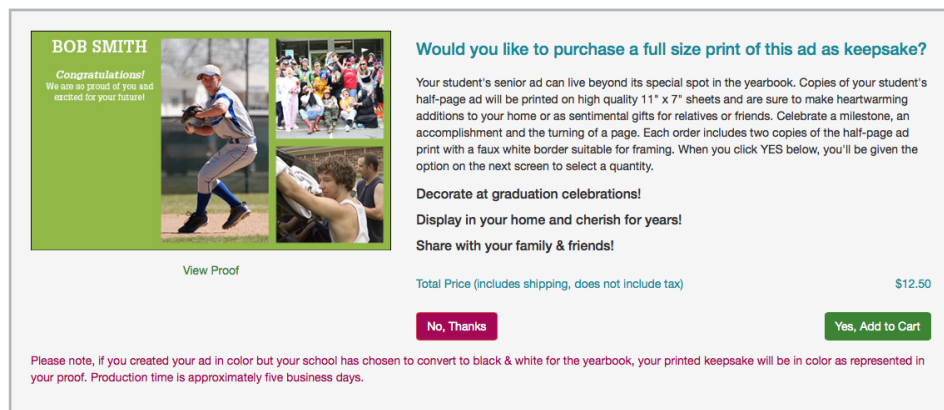
*Need some extra help?*

Click the link above or visit the Yearbook Order Center home page to watch this video with step-by-step instructions.

## YOUR PHOTOS

- Click **Upload New Image > Upload Files > Choose your images**
- Your photos will show up to the left under the **Your Photos** tab.
- To place images on the ad, drag and drop them to the photo boxes indicated.
- Use the controls to the left to resize, rotate, move or flip an image.
- Use the arrow controls or the hand button to move the photos around on the template.

\*\* Auto-save will occur every 5 minutes while you are working. Remember to click **SAVE MY WORK** often so as not to lose any changes made.



**BOB SMITH**  
Congratulations!  
We are so proud of you and excited for your future!

View Proof

**Would you like to purchase a full size print of this ad as keepsake?**

Your student's senior ad can live beyond its special spot in the yearbook. Copies of your student's half-page ad will be printed on high quality 11" x 7" sheets and are sure to make heartwarming additions to your home or as sentimental gifts for relatives or friends. Celebrate a milestone, an accomplishment and the turning of a page. Each order includes two copies of the half-page ad print with a faux white border suitable for framing. When you click YES below, you'll be given the option on the next screen to select a quantity.

**Decorate at graduation celebrations!**  
**Display in your home and cherish for years!**  
**Share with your family & friends!**

Total Price (includes shipping, does not include tax) **\$12.50**

**No, Thanks** **Yes, Add to Cart**



Please note, if you created your ad in color but your school has chosen to convert to black & white for the yearbook, your printed keepsake will be in color as represented in your proof. Production time is approximately five business days.

## Great gift idea!

Order a full size print of your ad to put in your home or gift to friends and family as a wonderful keepsake!

Full and half-page ads are available as prints. Quarter and eighth-page ads are printed as magnets.

## REVIEW

1. When your ad is complete, click **Continue > View Proof >** Make sure your ad is exactly how you want it — check spelling, photos, etc. 
2. If your ad needs further edits, click the orange edit button. 
3. To proof and checkout later, click **Finish Later**. You will receive an email that will provide an easy link back to your ad.
4. If you are satisfied with your ad, type your initials in the box provided and click **Add to Cart**.
5. You will be given the option to purchase a print copy of the ad; choose whether or not you want to do this > **No Thanks OR Yes Add to Cart**.

## CHECKOUT

1. Review your shopping cart. If you are satisfied and ready to check out, click **Checkout**.
2. Fill in all the requested information > Review Order
3. When everything is correct, click **Complete Order**. You will receive a confirmation email that will include a receipt.

## ONLINE AD HELP

TECHNICAL SUPPORT  
877.362.7750

YEARBOOK ORDER CENTER  
866.287.3096