

# YEARBOOK DEDICATION ADS ARE NOW ON SALE!

## What is a dedication ad?

*Dedication Ads provide you with a unique way to recognize and congratulate your student in the yearbook! Recognition ads are available in various sizes, and can be personalized with your own photos and text.*

*We have teamed up with YearbookSales.com, allowing you to purchase and design your ad online! To get started, please follow the steps below.*

*We recommend you print this page and use it as a reference.*

### Step 1: Purchase your ad

1. Go to <http://www.yearbooksales.com>.
2. Find the school by entering the ZIP code, then clicking on the school name.
3. You will see a list of the available ad sizes and prices. Before you can check out, first click **register**, and fill out the short form to create an account.
  - a. You will use this account to log in later to finish designing your ad if you choose not to design it in one sitting.
4. Click the **add** button next to the ad you wish to purchase. *In choosing an ad size, consider the length of your personal message and the number of photos.*
5. Click **New Student**, and fill out + submit the form with your student's information. Click the **add** button to confirm the addition to your cart.
6. Click the **cart** icon at the top-right of your screen to check out.
7. Review your cart and submit payment by completing the form.

### Step 2: Access the Ad Designer

1. The system takes up to 2 minutes to process your order before it is available to be designed. As such, please wait 2 minutes after submitting payment before continuing.
2. Go to <http://www.yearbooksales.com>. If you are not still logged in (i.e. if you are returning to design it later), click the **login** button and authenticate with your email address and password you chose in 1.3
3. Click the **ads** button towards the top-center of your screen.
4. Click the **launch** button next to the ad (you will see your student's name)

*Instructions for designing your ad begin on the next page*

### Step 3: Design your ad

1. If you have not already done so, open the ad designer (see step 2)
2. To get started, click the “Layout” button at the top of the screen. Select the layout you’d like to use. Each box you see can be a photo or text message. When choosing a layout, consider the number of photos and length of the message you wish to include. *(Note: some schools allow you to design your own layout if you do not wish to use a template. If your school allows this, you will see a ‘create layout’ button at the top-right of your screen.)*
3. Upload the photos you wish to include in your ad by clicking the **upload photo** button and locating the image file on your hard drive. **Please read the two guidelines below:**
  - a. If you are scanning a photo, you must set the scanning resolution to 300 DPI (dots per inch) so the image is high enough quality. (Many scanners by default scan at a lower DPI, but support scanning at much higher resolutions. Please consult your scanner manual if you do not see how to change this, as method varies by scanner.)
  - b. For digital files, use the original file from your camera if possible - do not download a photo from a photo sharing website / social network unless it specifies that you are downloading the high resolution version! Many photo sharing websites (even those that allow you to order high-quality prints) create a lower-quality version when viewing online that are not suitable for yearbook printing.
4. Once you finish uploading photos, click **next**. You can always add more photos later by clicking the **Photos/Text** tab at the top, and then click **upload photos**.
5. You should now be on the **Photos/Text** tab. This is where most of the actual designing takes place. You will notice that your layout appears below, with borders around each of the layout elements (boxes for photos/text).
  - a. **Color Scheme** (Optional): Choose a color scheme by clicking the **color scheme** button. This tool allows you to select a preferred color, and then (by clicking **create scheme**), recommends other colors to use in the ad. These colors will become apart of the color palette that appears whenever you can select a color.
  - b. **Background**: Click **edit background** to select a background color (or image, if desired) for your ad.
  - c. **Add Text**: Click on one of the template elements (boxes), and select **text** as the box type. You will be able to enter your text, and then style it.
  - d. **Place Photos**: Click on an available template element (boxes) and select **photo** as the box type. Select the desired photo. You will then be able to crop the photo below.
6. Once your photos and text are placed, if desired (and if your school allows it), click the **clip art** tab at the top of the screen to add clip art.
  - a. Once on the clip art page, click **Clipart Gallery** to select artwork to include. You will be able to drag, drop and resize the clipart. Click **save** once complete.
7. Click the **Review/Submit** tab at the top of the screen to preview your ad. When you are ready, submit it to your school by clicking **submit ad for approval**.

Once your ad is submitted to your school, you will be notified via email once it is approved or if any changes are needed. If you have questions during the design process, email [support@myyearbooksales.com](mailto:support@myyearbooksales.com) or call 800-381-8561 x2