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.

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.

**ONLINE AD CREATION**

**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.

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.

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.

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.