

USING THE POSTER CREATOR

LOGGING IN

Your school will provide you with an order number that lets you enter the Yearbook Order Center. The first time you use the Yearbook Order Center to create an ad or poster, you need to register and create an account. Once you have an account, log in with your email address and password.

To create an account:

1. Go to <https://www.yearbookordercenter.com>.
2. Enter your school's **Order Number**. If you don't know your school's Order Number, find your school in the drop-down lists.
 - Select your **Country** from the drop-down list.
 - Then select your **State**.
 - Next, select your **City**.
 - Finally, select your **School**, and click **Continue**.
3. From the Poster tab, click **Create A Poster**.
4. Follow the on-screen instructions to enter the requested information, and click **Create Account**.

To use an existing account:

1. Go to <https://www.yearbookordercenter.com>.
2. Enter your school's Order Number, and click **Continue**.
3. Click **Create A Poster**.
4. Enter your email address and password, and click **Login**.
5. Select the number of posters you want to order, then click **Continue With Order**.

CHECKOUT

You need to check out before you can begin designing your posters.

1. Review your shopping cart. If you are satisfied and ready to check out, click **Checkout**.
2. Fill in all of the requested information, then click **Review Order**.
3. If you are ready to check out, click **Complete Order**.

CREATING POSTERS

To create a custom poster:

1. Log in to the Yearbook Order Center.
2. Click **Choose Template**.
3. Choose a category by clicking on it.
4. Select a poster layout by clicking **Begin Creating Poster** under the respective thumbnail.
5. Click **Continue** to use the template. An editing window opens.

CHOOSING A BACKGROUND

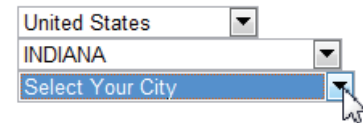
You can choose from an array of pre-designed backgrounds.

To choose a different background:

1. Click the background of a poster to see thumbnails of possible backgrounds.
2. Click on a thumbnail to select it.
3. Click **Use Image**.

Don't know your order number?

Start by selecting the state where your school is located:



Find your school in the drop-down lists.



Click Create a Poster to get started.

POSTER CREATION HELP

Technical Support
877.362.7750

Yearbook Order Center
866.287.3096



IMAGES

There are two steps to using images: uploading the image and placing it into your poster. To see the Image buttons, click on an image box in the poster.

PLEASE NOTE: Recommended minimum resolution for uploaded images is 1800x1440 pixels. Most digital cameras produce images with this resolution or higher. Please note that photos copied from any kind of website will often have a lower resolution and look bad when printed.

UPLOADING IMAGES

To add images:

1. Click in an image box to see the image buttons.
2. Click **Upload**.
3. Click **Add Files**.
4. Navigate to the files you want to upload, select them, and click **Open**.
5. Click **OK**.

PLACING IMAGES

To place images:

1. Click in an image box to see the image buttons.
2. Click on the desired thumbnail along the top of the window.
3. Click **Use Image** to place it into your poster.

EDITING IMAGES

You can do several things to your images.

- Resize
- Rotate and flip
- Move the image within the image box (cropping)

To edit images:

1. Select an image by clicking its thumbnail, or clicking it in your poster.
2. Click **Edit**. The image edit window opens.

RESIZING IMAGES

When you “resize” an image in Poster Creator, you’re not really changing the size of the image; you are zooming in on the image within the image box.

To resize an image within the image box:

1. Click on one of the handles of the image box and drag it to the desired size or use the **Resize Image** slider bar to adjust the size of the image box.
2. Click **OK** when you are done.

ROTATING/FLIPPING IMAGES

To rotate or flip an image:

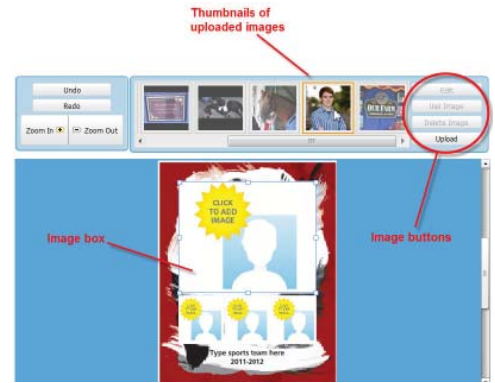
1. Click on an arrow to rotate or flip the image.
2. Click **OK** when you are done.
3. Click **Next** when you are done editing images.

CROPPING/MOVING IMAGES

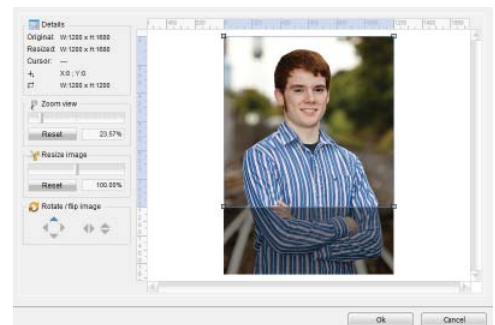
When you “crop” an image, you are moving it around within the box that is displayed.

To crop an image:

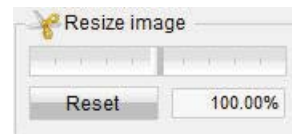
1. Click anywhere on the highlighted area. The cropping box is selected.
2. Drag the box to the desired area on the image.
2. Click **OK** when you are done.
3. Click **Next** when you are done editing images.



To see the Image buttons, click on an image box in the poster.



You can resize your image, rotate it or move it around within the image box.



Use the Resize slider bar to adjust the size of your image.



Use the arrows to rotate or flip your image.



You can determine which part of the image shows on your poster.

TEXT

You can format text by changing the font, the font family, size and color, and aligning the text. Double-click a text box to see the text controls.

To add and edit text:

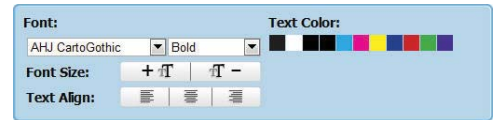
1. Double-click a text box to open the text controls.
2. Type the desired text.
3. Format the text. With the text selected:
 - Choose a font from the dropdown list.
 - Click **+T** or **T-** to change the font size.
 - Click one of the align buttons to align the text accordingly.
 - Click on a color to change the text color.
4. Click **Next** when you are done.

PROOF

Now you need to proof your poster, and verify that it looks exactly as you want it.

To proof a poster:

1. Click the proof button to generate a proof of your poster.
2. A new window opens with your proof. Look over the poster, and verify all spellings are correct, the picture is as you want it, etc. Choose **Original Size** from the **Proof Size** drop-down list.
3. Close the window by clicking the red X in the upper right-hand corner.
4. If the poster needs changes, click Back to go back to the editing window, and make your changes.
5. If the poster is how you want it, click the box next to "Proof is approved", then click **Save & Continue**.
6. You have one more chance to make changes before finalizing the poster. Click either **Edit Poster** to make changes, **Finish Later** to go back to the home page or **Finish Poster** to submit your poster for printing.
7. A confirmation screen displays. Print a copy of this screen for your records.



Use the Text Control bar to change the font, size, color and alignment of your poster text.



Use these buttons to change the font size of your text.



Use these buttons to change the alignment of your text.



Proof

Use this button to create a proof of your poster.