SENIOR BABY PAGE AD

Congratulations! Your child has made it!
Give them a send off that will last FOREVER in their Senior yearbook!
Purchase and create your Baby Ad online this year. You will get to choose from many sizes and options.

LOG IN AND CREATE AN ACCOUNT

1. Go to https://www.yearbookordercenter.com. Enter Order Number: **7139**
2. Click **Product Catalog** tab, then click the **Yearbook Ads** tab.
3. Select a size, then click **Start Your Ad**.
4. Associate the email with a student's name. Select **Click Here to Choose**.
5. Enter the requested information (first name, last name, grade).
6. Click **Add Student or Business**.
7. Select **Click Here**, to confirm the information.
8. Now you can log in and design your ad. Click **Log In**.
9. Enter your email address and password and select **Log In**.
10. Since you have already assigned a student or business to this ad, click **Continue**.
11. Click **Begin Creating Ad**.

CREATE

You do not need to design and purchase your ad all in one sitting. You can log in and out as long as necessary to locate photos for upload, etc. As long as you have clicked **Save My Work**, your progress is saved in your account.

1. Go to https://www.yearbookordercenter.com.
2. Enter your school's **Order Number**, and click **Continue**.
3. Select **Click Here to Login and Begin Editing**.
4. Enter your email address and password, and click **Log In**.
5. Click **Edit and Proof** to continue working on the ad that you previously began. **Click Start Over** to remove your saved ad. This will completely remove your design, and you will need to pick a new template and start the editing process again.

Deadline:
Friday, December 14th 6pm
Individual Support: Thurs 3-4pm PV C6

CREATE A
YEARBOOK AD
for your student

Watch Video
Online Ad Creation Guide

Please proof read your message carefully. Your ad goes in exactly as you submit it. Avoid polaroid, collages or low resolution photos; they will not scan in well.
We CANNOT accept naked baby photos. Please choose tasteful photos that will represent our student body well.

If you need help uploading photos, working the online program or have any other questions, attend the **Individual Support Sessions: Thursdays 3-4pm at Pleasant Valley High School in Room C6.**
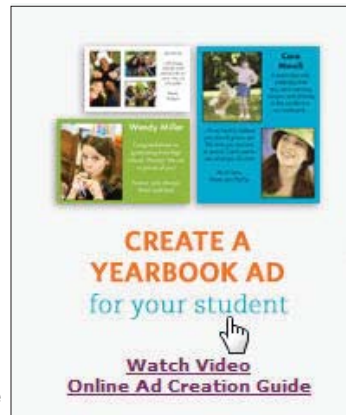
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IMAGES

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

UPLOADING IMAGES

1. Click **Your Photos** on the left.
2. Click **Upload New Image**. The Upload Your Images window opens.
3. Click **Upload Files**.
4. Navigate to the files you want to upload, select them, and click **Open**.
5. When you are done, click the X in the upper right corner to the close the window.

PLACING IMAGES

Every ad template will have placeholders for images, indicated by a starburst. To place images, click on a thumbnail and drag it to an image placeholder.

EDITING IMAGES

You can do several things to your images.

- Resize
- Rotate and flip
- Move the image within the image box

To edit images, select the image by clicking it in your ad. Be sure to click **Save My Work** after you make changes.

RESIZING IMAGES

When you "resize" an image in Online Ad Creation, you're not really changing the size of the image; you are zooming in on the image with the image box. This is important because you will likely have to adjust your image's position after resizing it.

- Click on one of the image box handles and drag it to the desired size.
- Click the + or - buttons to zoom in or out.

ROTATING/FLIPPING IMAGES

To rotate or flip an image, click on an arrow to rotate the image. Click it again to flip the image.

MOVING IMAGES

You can adjust the placement of your image within the placeholder. Click and drag the image to move it, or click one of the arrow buttons to incrementally move the image up, down, left or right.

TEXT

You can format text by changing the font, the font family, size and color and aligning the text. Follow the same direction for formatting the Student Name and the Message.

1. Click either **Messages** or **Student Name** on the left.
2. Click a text box and type the desired text.
3. Format the text. With the text selected:
   - Choose a font from the dropdown list.
   - Change the text style by clicking the bold, italic and/or underline button.
   - Choose a font size from the dropdown list.
   - Click on a color to change the text color.
   - Click one of the align buttons to align the text accordingly.
   - Click a vertical alignment button to align the text at the top, center or bottom of the text area.
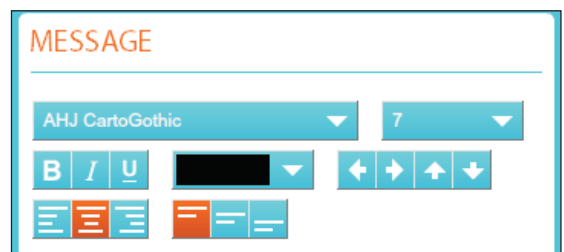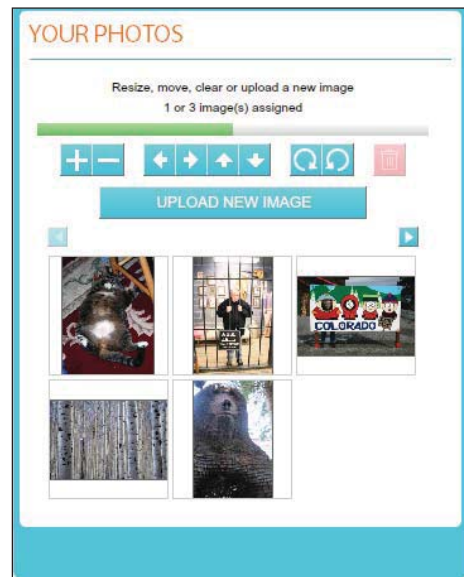
4. Click on the arrow buttons to incrementally move your text up, down, left or right. You may also click and drag the text box.
5. Click **Save My Work**, or **Continue** if you are done editing your ad.

If you see the red arrow, it means that your text doesn't fit into the text box. You can fix this several ways:
- Make the text smaller
- Edit the text to make it shorter
- Make the text box larger. Click a handle on the text box and drag it to the desired size.

PROOF

When you are done editing your ad and click Continue, a preview of your ad displays. Proof your ad and verify that it looks exactly as you want it.

1. Carefully look at the preview proof. Verify that all spelling is correct, the photos are as you want them, etc.
2. If the ad needs changes, click **Edit Ad** to go back to the editing window and make your changes.
3. To proof and checkout at a later time, click **Finish Later**.
4. If the ad is how you want it, **Add to Cart**.
5. Click **Continue Shopping** to add more items to your cart, or **Checkout** if you are done shopping.

CHECKOUT

Make sure you have selected all of the items you want to purchase (a yearbook ad, etc.) and have finished any designing of ads or custom gifts. Once you have purchased an ad or custom gift, you will not be able to make any changes. Click **Continue Shopping** to add items to your shopping cart.

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 checkout, click **Complete Order**.

Thank you for your support of the PV Yearbook!
We are excited to see your unforgettable Baby Ads!
Please don't hesitate to contact Aurora Soto at
asoto@chicousd.org
with any questions.
We are here to support you!

Please visit
https://vikingvault.myschoolcentral.com
for Photo Session Fundraisers in collaboration with Avalon Portrait Gallery

Deadline: Friday, December 14th
Individual Support: Thursdays 3-4pm PV C6

Donate your $50 session fee to PVHS Yearbook at Avalon Portrait Gallery

--Half-priced session fee (NOW $50) all goes to PVHS

--Complete your session by December 30, 2018

--Get the best **outdoor portraits** AND benefit **your school**

--Fees go directly to PVHS Yearbook

--Limited to the first 75 **Family or Senior** photo sessions.

--**Call Avalon now to schedule, 891-3442**

$50 Fundraiser Sitting Fee can be purchased at:

https://vikingvault.myschoolcentral.com

SPECIAL PACKAGE:

20 EDITED DIGITAL FILES. $300

other packages available including books and framed prints.

Family or senior portrait fundraiser

Avalon PORTRAIT GALLERY 891-3442