

GETTING STARTED WITH ONLINE AD CREATION (OAC)

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, you need to register and create an account. Once you have an account, log in with your email address and password.

Don't know your order number?

Start by selecting the state where your school is located:

United States

INDIANA

Select Your City



To log in and 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. Click **Create An Ad**.
4. Follow the on-screen instructions to enter the requested information, and click **Create Account**.

To log in with an existing account:

1. Go to <https://www.yearbookordercenter.com>.
2. Enter your school's Order Number, and click **Continue**.
3. **Click Create An Ad**.
4. Enter your email address and password, and click **Login**.

ADDING A STUDENT OR BUSINESS

If you don't find your student or business, you can easily add the name.

1. Log in to the Yearbook Order Center.
2. Click **Create New Ad**.
3. Search for your student or business. Enter a First/Business Name or Last Name and click **Search**.
4. If you do not find your student or business, the school may not have imported a list of names yet into our merchandising application called eBusiness. Click **That's OK, Click Here to Add New**.
5. Enter the requested information.
6. Click **Add Student or Business**.

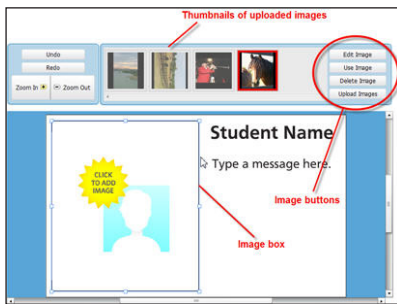
TO CREATING AN AD

1. Log in to the Yearbook Order Center.
2. Click **Create New Ad**.
3. Type a First Name and/or a Last Name, and click **Search**.
See "Adding A Student or Business" above if you can't find a student or business.
4. Choose a name from the list of found names, then click **Shop for Selected Student or Business**.
5. Choose an ad size by clicking **Select Ad** next to the desired size.
6. Select an ad layout by clicking **Begin Creating Ad** under the respective thumbnail.
7. Click **Continue** to use the template. An editing window opens.



IMAGES

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

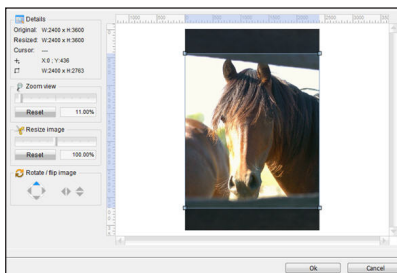


TO UPLOAD AN IMAGE

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

TO PLACE AN IMAGE

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 ad.

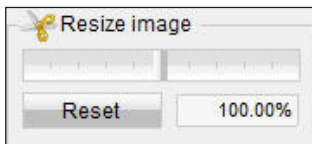


TO EDIT AN IMAGE

You can do several things to your images.

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

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



RESIZING IMAGES

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

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



ROTATING/FLIPPING IMAGES

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.

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.



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 ad, and verify that it looks exactly as you want it.

1. Click the proof button to generate a proof of your ad.
2. A new window opens with your ad. Look over the ad, and verify all spellings are correct, the picture is as you want it, etc.
3. Close the window by clicking the red X in the upper right-hand corner.
4. If the ad needs changes, click **Back** to go back to the editing window, and make your changes.
5. If the ad 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 purchasing the ad. Click either **Make Changes to this Ad** to make changes, **Close and Finish Later** to go back to the home page, or **Add to Cart and Checkout** to move to checkout.

CHECKOUT

Review your shopping cart.

If you are satisfied and ready to check out:

1. Click **Checkout**.
2. Fill in all of the requested information, then click **Review Order**.
3. If you are ready to checkout, click **Complete Order**.

NEED HELP WITH ONLINE AD CREATION?

TECHNICAL SUPPORT

877.362.7750

YEARBOOK ORDER CENTER

866.287.3096

AD SPECIFICATIONS AND DEADLINES

Contact your school