

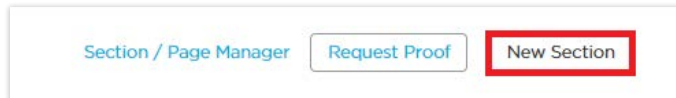
TUTORIALS



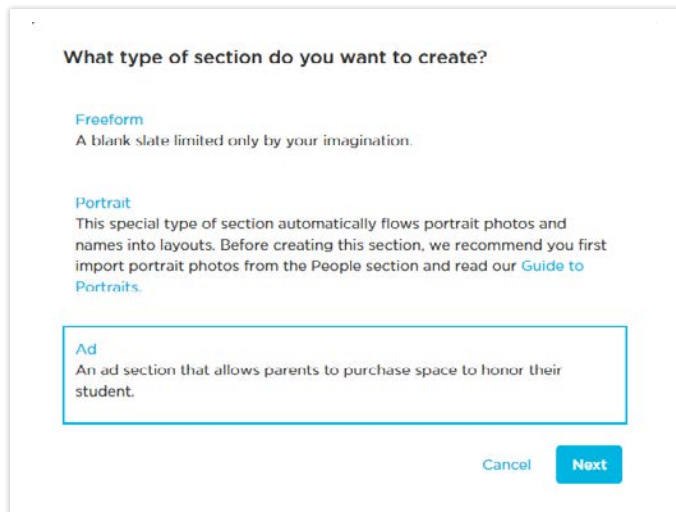
Create & Design a Parent Ad Section

If you have Parent Ads enabled for your school, here is how they can start creating and designing ad sections for the yearbook.

1 To create an ad section, go to Sections in your project dashboard and select the **New Section** button.



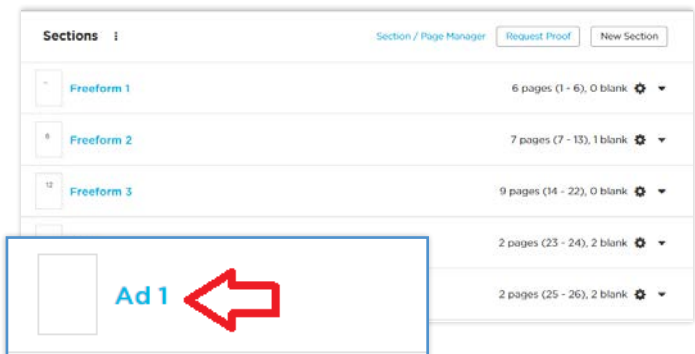
2 When the “What type of section would you like to create?” window pops up, choose the **Ad** option.



3 Enter a name for the section and the number of pages you want the section to have. Then click **Finish**.



4 Select the ad section you want to edit from your Project Dashboard.



AD SPACE SPECIFICATIONS

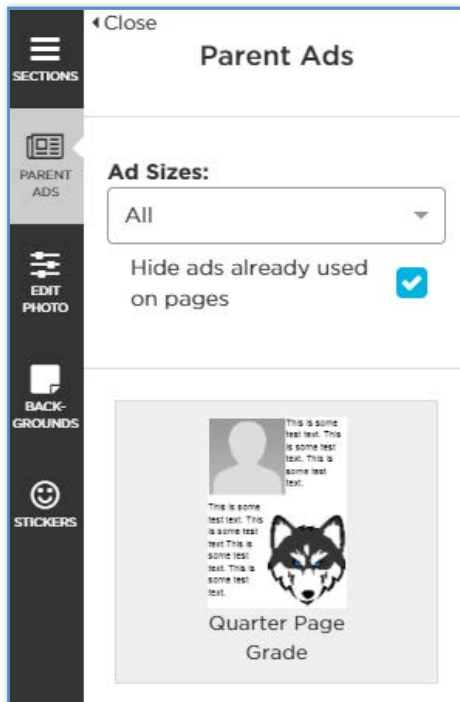
Families should be aware that all artwork and text should match the dimensions of their desired ad space. For example, when applying an image to a 1/8 page ad, be sure to note how well the subject matter can be viewed in actual size.

Ad Space	Width (picas)	Height (picas)	Recommended Number of Images (max)
Sizes for 8 x 11" Books			
Full Page	46	61	8 or more images
Half Page	46	30.5	4-6 images
Quarter Page	23	30.5	2-3 images
Eighth Page	23	15.25	1 image
Size for 9 x 12" Books			
Full Page	49	67	8 or more images
Half Page	49	33.5	4-6 images
Quarter Page	24.5	33.5	2-3 images
Eighth Page	24.5	16.75	1 image

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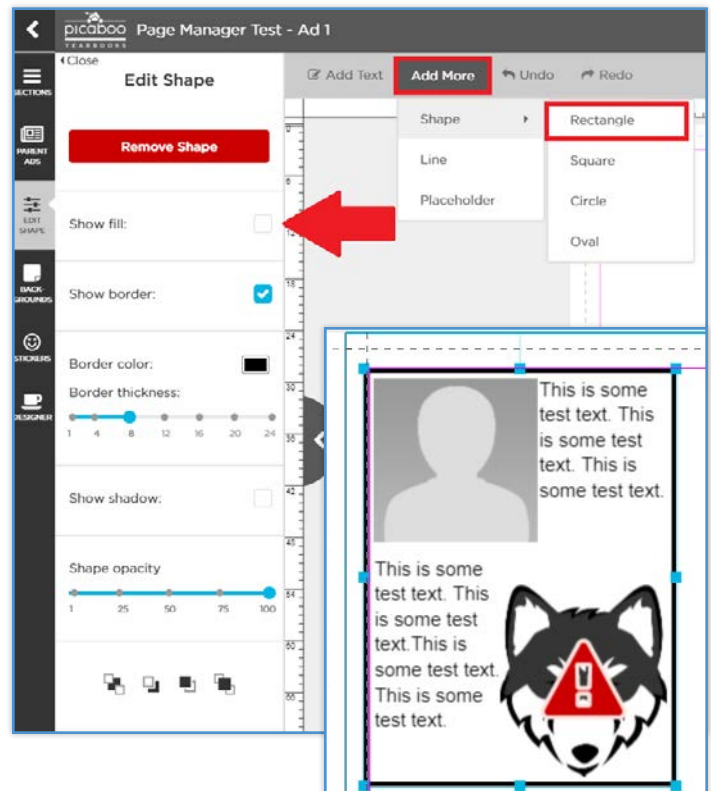
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Click the Parent Ads tab in the left panel. From here you can see ALL ads or filter them by size. You may also check/uncheck the checkbox if you want to hide/show ads that have already been used on other pages. If you don't see any ads, then you have not approved any ads yet.



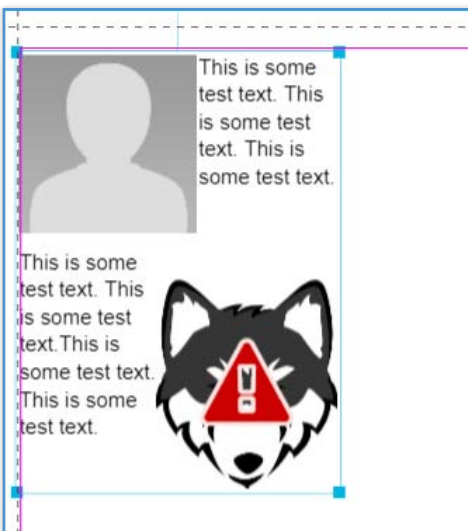
7

If you would like to add some borders around your ads for better separation, you can do so by clicking Add More>Shape>Rectangle. Remove the colored fill of the rectangle by unchecking the "Show Fill" checkbox. Then position the rectangle around your ad.



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To apply the ad to a page, simply drag and drop the ad from the left panel onto a page. Then you can move the ad anywhere on the page. The ad sizes were designed to fit within the margins of the page (for example, a quarter page ad fills in a quarter of the space within the margin).



PRO TIP FOR FAMILIES



MARGINS ARE KEY! Depending on how you will be laying out ads onto your pages, we recommend encouraging parents to keep all visuals and text within the margin of their ad spaces. This will make sure each ad stands out in the yearbook.