



Our Lady of Lourdes Parish School

PK3 through 8th Grade Catholic School

Our Lady of Lourdes Parish School Yearbook Ad/Dedication Contract

Our Lady of Lourdes Parish School is now accepting orders for commercial or personal dedications/ads to be included in the 2020-2021 yearbook, which will be published in May, 2021. Each student and staff member will receive a copy of the yearbook. Please choose photos, documents, and images and begin working on your message. Space is limited, so don't be left out.

Interested? It's simple.....

Ad submissions are completed using the online ad creator:

1. Attached are the instructions on how the online program works.
3. Ads must be submitted by Friday, December 11th , 2020 on a first come, first served basis. The online creator will no longer be available after all Ad space is sold or after this deadline.

TIP : Space is limited! Set up an account, and see how it works. You will not have to pay until your final ad is added to your cart and you click Complete Order .

4. Payment is due upon completion of the ad on the online ad creator site. The school will NOT accept direct payment for ads.

5. There is no editing allowed after submission. Carefully check spelling, grammar, and picture resolution. Use original JPG, not copies or screenshots of pictures.

6. Below is the cost per ad and exact dimensions of the ad if you choose to upload a JPG of your completed ad with a DPI of at least 300.

Full Page: 7.75 inches x 10.5 inches - \$360.00

Half Page: 7.75 inches x 5.25 inches - \$200.00

Quarter Page: 3.88 inches x 5.25 inches - \$115.00

ONLINE AD CREATION

With Online Ad Creation you can easily create a beautiful ad that expresses love for your student and your pride in his or her accomplishments.

GETTING STARTED

1. Go to www.yearbookordercenter.com.
2. Enter **Job number 1698** OR search for **our school name**.
3. Verify that the selected school is correct and click continue.
4. Click Buy a Yearbook Ad.
5. Choose your ad size/type.
6. Then select Student or Business and search for your student's name. The listed name is usually your student's official given name at the school. If you can't locate your student's name, you have the option to add a name to the list.
7. Click Next. Then log in with your credentials or create a new account.
8. After you are logged in, pick an ad template from the available options.

CREATE

The template will open in the design area where you can create the ad. Follow the steps below to add your photos, enter your text and format your ad.

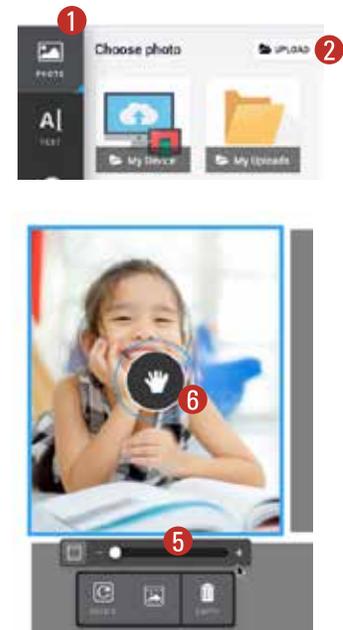
NOTE: Each school chooses the formatting options available in the ad editor. The formatting options help ensure consistency among the ads and coordination with the yearbook's design. All schools will not have the same formatting options.

ADD PHOTOS

1. Click to open the Photo tab on the left.
2. Click Upload at the top of the Photo panel. Browse on your device to select the photos you want to upload.
3. After they upload, your photos will appear in the Photo panel.
4. To place an image on the ad, select one of the image frames on the ad. Then click on one of the images in the Photo tab. You can also drag and drop an image on a frame.
5. When an image is placed, use the slider under the image to make the image larger or smaller in the frame. You can also click the + / - buttons to make size adjustments.
6. Click and drag on the image to reposition it inside the frame.



PRO TIP: It is best to upload the original image rather than an image taken from social media. Typically, images taken from social media are not large enough for quality reproduction. If you see a icon like this  on an image, it means the image has a low resolution and may not print at the highest quality.



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ADD TEXT

The text formatting options are set by your school to ensure consistency with the rest of the yearbook.

1. Select one of the text frames, and a text entry box will appear on screen.
2. Type a message in the box, and the text frame on the ad will update to reflect the text you entered.
3. The formatting options will appear in the Text panel on the left. Adjust the text settings.

If you want to move a message further down the ad, place your cursor at the beginning of the message and press enter or return to bump it down.

THEME

Some schools create themes you can apply to the ad. You will see any available themes in the Theme panel on the left. A theme is a combination of fonts and colors that can be applied with one click.

1. Click the Theme tab on the left to view your options.
2. Click a theme to apply it to your ad.

BACKGROUND

Some schools allow for different background colors to be set. Some schools limit the background colors to ensure consistency with the yearbook.

1. Click the Background tab on the left to view your options.
2. Click a color swatch to apply it to your ad.

START NEW DESIGN
Click to return to the ad selection step and start a new design.

UNDO
Use the arrow button to undo your last action.

SAVE
You should periodically save your ad as you work.

CONTINUE
Save your ad and click continue to begin the purchase process.

HELP
Click to for instructions and support.

PREVIEW
Shows the ad as it will print.

CLOSE
Click the red X to close the ad designer.

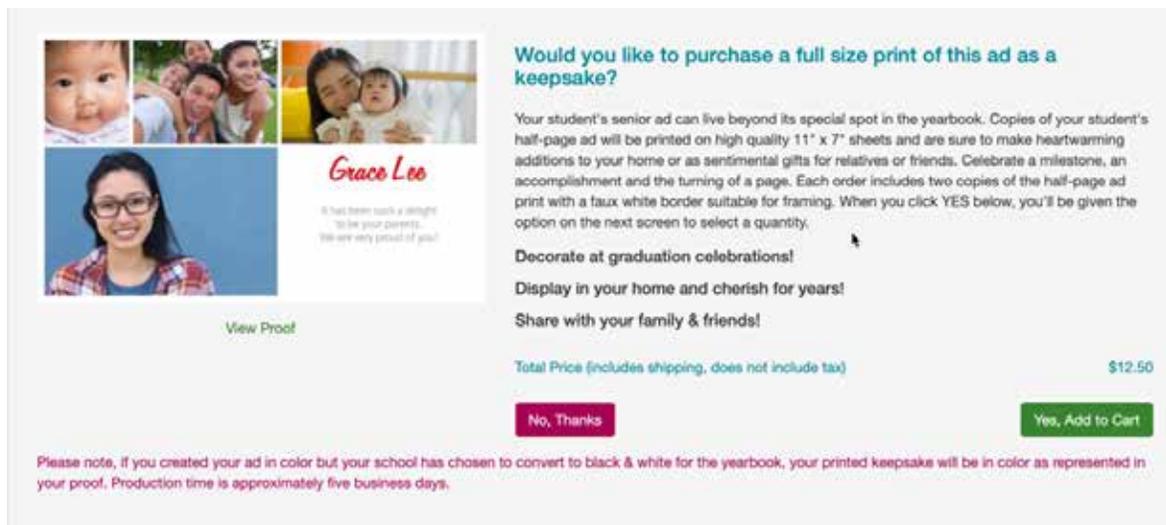
The screenshot shows a top navigation bar with buttons for 'START A NEW DESIGN', 'SAVE', 'HELP', 'PREVIEW', 'CONTINUE', and a red 'X' button. Below this is a 'Full Page Ad | 8" Yearbook' header. The main workspace features a 'My Uploads' panel on the left with 'PHOTO', 'BACK', and 'UPLOAD' options, and three 'YOUR PHOTO HERE' placeholders on the right. Red arrows point from the callout boxes to the corresponding buttons in the interface.

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REVIEW AND APPROVE YOUR AD

1. When you have finished the edits to your ad and are ready to purchase, save your ad and click the Continue button.
2. In the next step, review a proof of your ad by clicking the View Proof link.
3. If you are satisfied with how the ad looks, place your initials in the box to indicate your understanding of the stated terms and policies.
4. Then click Add to Cart and complete the checkout process.

NOTE: **You must complete and purchase your ad before your school's deadline** for it to be included in the yearbook.



Would you like to purchase a full size print of this ad as a keepsake?

Your student's senior ad can live beyond its special spot in the yearbook. Copies of your student's half-page ad will be printed on high quality 11" x 7" sheets and are sure to make heartwarming additions to your home or as sentimental gifts for relatives or friends. Celebrate a milestone, an accomplishment and the turning of a page. Each order includes two copies of the half-page ad print with a faux white border suitable for framing. When you click YES below, you'll be given the option on the next screen to select a quantity.

Decorate at graduation celebrations!

Display in your home and cherish for years!

Share with your family & friends!

Total Price (includes shipping, does not include tax) **\$12.50**

[No, Thanks](#) [Yes, Add to Cart](#)

Please note, if you created your ad in color but your school has chosen to convert to black & white for the yearbook, your printed keepsake will be in color as represented in your proof. Production time is approximately five business days.

GREAT GIFT IDEA!

Order a full size print of your ad to put in your home or give 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.