Here are a few helpful hints:

Recommendation: PC and MAC users- use PowerPoint.

For a Full page ad:

- 1. Pick your pictures and save to your desktop. Try and use high resolution pictures for best quality. Resolution must not exceed 300 DPI or 15 MB.
- 2. Open PowerPoint, click on blank presentation, click design, click slide size, click custom slide size, click slides sized for: Custom size 7.75 in (W) \times 10.50 in (H). Before clicking ok, make sure the orientation side says portrait and then portrait again. Click OK
- 3. To make the background a color:
 - -Design, click format background, choose a fill option (solid, gradient, pattern)
- 4. Drag your pictures to your slide from the desktop. Size accordingly.
- 5. Add text: Click the insert tab, click text box, drag textbox to desired location.
- 6. Saving: Click the file tab, click save as, then save to your computer and send to pmyearbook1@gmail.com

For a Half page ad:

- 1. Pick your pictures and save to your desktop. Try and use high resolution pictures for best quality. Resolution must not exceed 300 DPI or 15 MB.
- 2. Open PowerPoint, click on blank presentation, click design, click slide size, click custom size 7.75 (W) x 5.25 (H)
- 3. To make the background a color:
 - -Design, click format background, choose a fill option (solid, gradient, pattern)
- 4. Drag your pictures to your slide from the desktop. Size accordingly.
- 5. Add text: Click the insert tab, click text box, drag textbox to desired location.
- 6. Saving: Click the file tab, click save as, then save to your computer and send to pmyearbook1@gmail.com

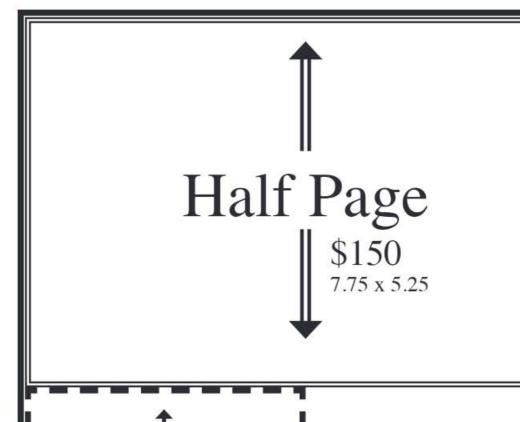
For a Quarter page ad:

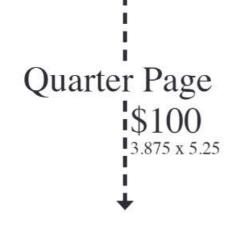
- 1. Pick your pictures and save to your desktop. Try and use high resolution pictures for best quality. Resolution must not exceed 300 DPI or 15 MB.
- 2. Open PowerPoint, click on blank presentation, click design, click slide size, click standard 3.875 (W) x 5.25 (H)
- 3. To make the background a color:
 - -Design, click format background, choose a fill option (solid, gradient, pattern)
- 4. Drag your pictures to your slide from the desktop. Size accordingly.
- 5. Add text: Click the insert tab, click text box, drag textbox to desired location.
- 6. Saving: Click the file tab, click save as, then save to your computer and send to pmyearbook1@gmail.com

For an Eighth page ad:

- 1. Pick your pictures and save to your desktop. Try and use high resolution pictures for best quality. Resolution must not exceed 300 DPI or 15 MB.
- 2. Open PowerPoint, click on blank presentation, click design, click slide size, click standard 3.875 (W) x 2.625 (H)
- 3. To make the background a color:
 - -Design, click format background, choose a fill option (solid, gradient, pattern)
- 4. Drag your pictures to your slide from the desktop. Size accordingly.
- 5. Add text: Click the insert tab, click text box, drag textbox to desired location.
- 6. Saving: Click the file tab, click save as, then save to your computer and send to pmyearbook1@gmail.com

ADS MUST BE IN NO LATER THEN 3/28/2022- Publication deadline will not allow for late submissions. Payment must be submitted first then space will be saved for the dedication.







Eighth Page \$50