

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) x10.50 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.**

Half Page

\$150

7.75 x 5.25

Quarter Page

\$100

3.875 x 5.25

Full Page

\$300

7.75 x 10.5

Eighth Page

\$50

3.875 x 2.625