Dear Senior Parents:

We are writing to invite you to create yearbook ads for your seniors! Ads provide an opportunity for family members to congratulate graduating seniors. Should you choose to submit an ad for a member of the Class of 2024, please plan to have it submitted by **March 2**. Questions? You can email us at **MyYearbookSubmission@gmail.com**

To create your ad, which you may wish to populate with words and images, we recommend the user-friendly Poster My Wall at postermywall.com. You will need to first create an account with Poster My Wall in order to save the ad before submitting the final version. Once your work is complete, you will share the file with us via very specific instructions (on the second page of this PDF!)

TO SUBMIT YOUR AD: Follow the specific and clear steps on the next page to create and submit your ad page to us using the site we recommend, which will ensure the professional level resolution we need to print your page beautifully! Please note that it is not possible to change your ad once you've submitted it to us, so please be sure you send us the proofed, finalized version of your page!

SIZES AND PRICES:

    FULL PAGE (8" by 10"): $500 (portrait/vertical)

    1/2 PAGE (8" by 5"): $350 (landscape/horizontal)

    1/4 PAGE (4" by 5"): $250 (portrait/vertical)

    1/8 PAGE (4" by 2.5"): $125 (landscape/horizontal)

Due March 2!

TO PAY FOR YOUR AD

1: Your ad submission will automatically be included in your March 11 bill in FACTS, and will be due in full by April 1.

2: If you are placing the ad but you are not the account payer (perhaps you are a grandparent, for instance), you may send us a check. Please make it out to "Deerfield Academy", send it to the attention of "Yearbook", and include "STUDENT NAME AD" in the memo line so that we can properly match your payment to your ad. Please send your check by April 1.
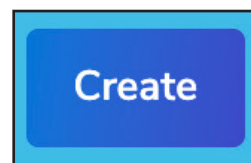
IMPORTANT NOTES

1: We will email you to confirm receipt of your ad for peace of mind.

2: Send us only the FINAL version of your ad. Once you submit, it is not possible for us to make changes, as we submit our pages for printing. Because of this, take good care to proof every single detail before you send it to us.

3: Please, please when you "share" your ad with us per the directions on the next page, title your ad file with your student's name AND the size of your ad. Without this information, we do not know who it's for or the size it should be.
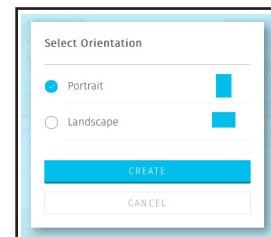
We recommend using a great collage-making website called **www.postermywall.com** that allows you to build high resolution collage pages filled with as many pictures as you wish. Follow the directions below to build a perfect-for-print page and simply share it with us. Give yourself a few minutes to play around with the dragging of photos and the manipulation of text, and you'll be amazed at what you can do. Deadline = **March 2**! **CLICK HERE** if you'd like to see a tutorial!

1 Go to **www.postermywall.com** & click on "Create" on the upper right homescreen.

2 Click the option for "Blank Design".

3 Decide what size you would like your ad to be and select the appropriate design type.
> Full Page - Select FLYER
> Half Page - Select POSTER
> Quarter Page - Select FLYER
> Eighth Page - Select POSTER

4 Indicate whether your space needs to be portrait or landscape in orientation. You must select the option that matches your chosen ad size below:
> Full Page - Select PORTRAIT
> Half Page - Select LANDSCAPE
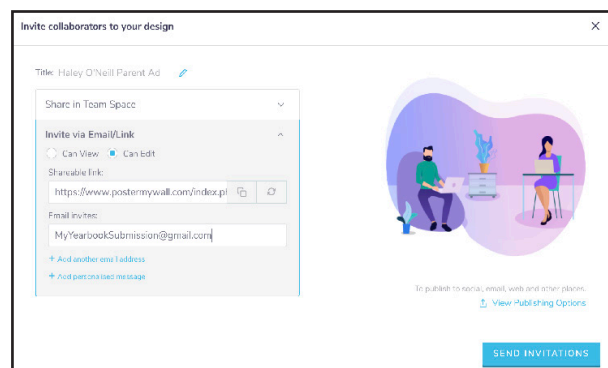> Quarter Page - Select PORTRAIT
> Eighth Page - Select LANDSCAPE

5 Now you're ready to create. Click on "Photo" or "Text" to add items to your page. You can also choose the "Background" button to change the background color of your ad. Get playing and have fun! Save and return as often as you need (you'll see a "Save" button in the upper menu.)

6 TO SUBMIT YOUR FINAL AD TO US: Look for the button to "Collaborate" and click it.
IMPORTANT - Title your design with student name and your ad size.
> - Click "Invite via Email/Link"
> - Keep "Can Edit" checked
> - Enter **MyYearbookSubmission@gmail.com** in the email invite field.
> - Click the blue "Send Invitations" button
> - Take a look at this example; it shows what your screen should look like as you finish!

Create

Blank design
Start with a fresh canvas

Flyer (US Letter)
8.5in × 11in

Poster
24in × 36in

Select Orientation
- Portrait
- Landscape
CREATE
CANCEL

Collaborate

Invite collaborators to your design
Title: Haley O'Neill Parent Ad
Share in Team Space
Invite via Email/Link
Can View   Can Edit
Shareable link:
https://www.postermywall.com/index.pi
Email invites:
MyYearbookSubmission@gmail.com
+ Add another email address
+ Add personalized message
To publish to social, email, web and other places:
View Publishing Options
SEND INVITATIONS

Final important notes! Please only send us the FINAL version of your ad (it is not possible to make changes after you submit.) We will confirm receipt of your ad within a week's time as a way to verify that we indeed have your page!
Questions? Email us at **MyYearbookSubmission@gmail.com** and we will be happy to help!