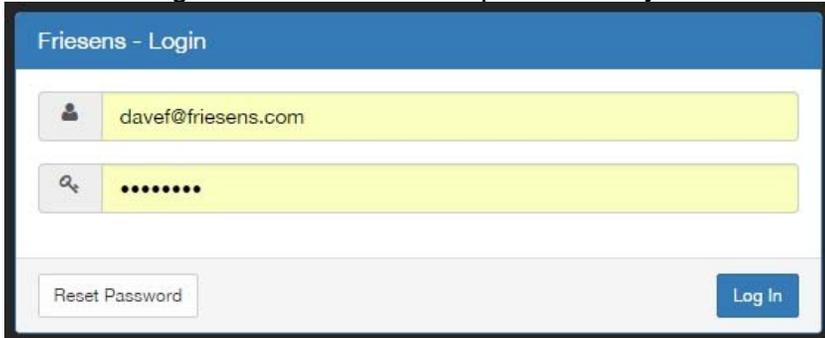


## Creating Parent Ads

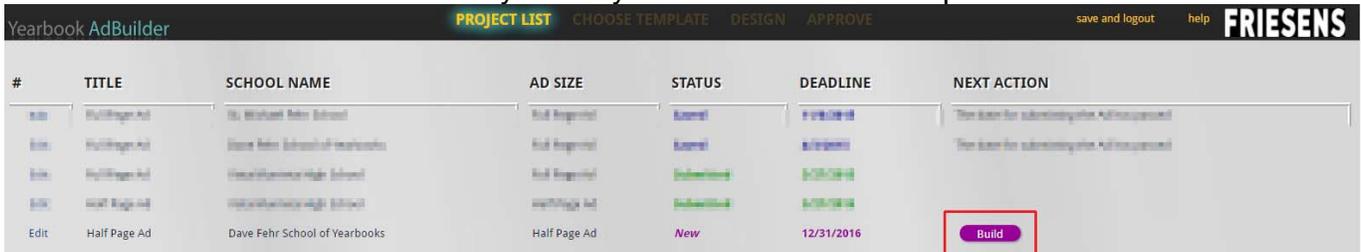
**Step 1:** Open your internet browser (Google Chrome Browser is recommended) and type in the following address [adbuilder.friesens.com](http://adbuilder.friesens.com).

**NOTE:** The Adbuilder program is not compatible with mobile devices (smart phones, tablets, etc...)

**Step 2:** Login using the login information you created when the ad was purchased. If you have forgotten your password click on *Reset Password*, type in your email address and click on *Reset Password* again to receive a new password by email.



**Step 3:** Once logged in you should see your ad listed on the web page. To start creating the ad click on *Build*. This will automatically move you to the Choose Template screen.

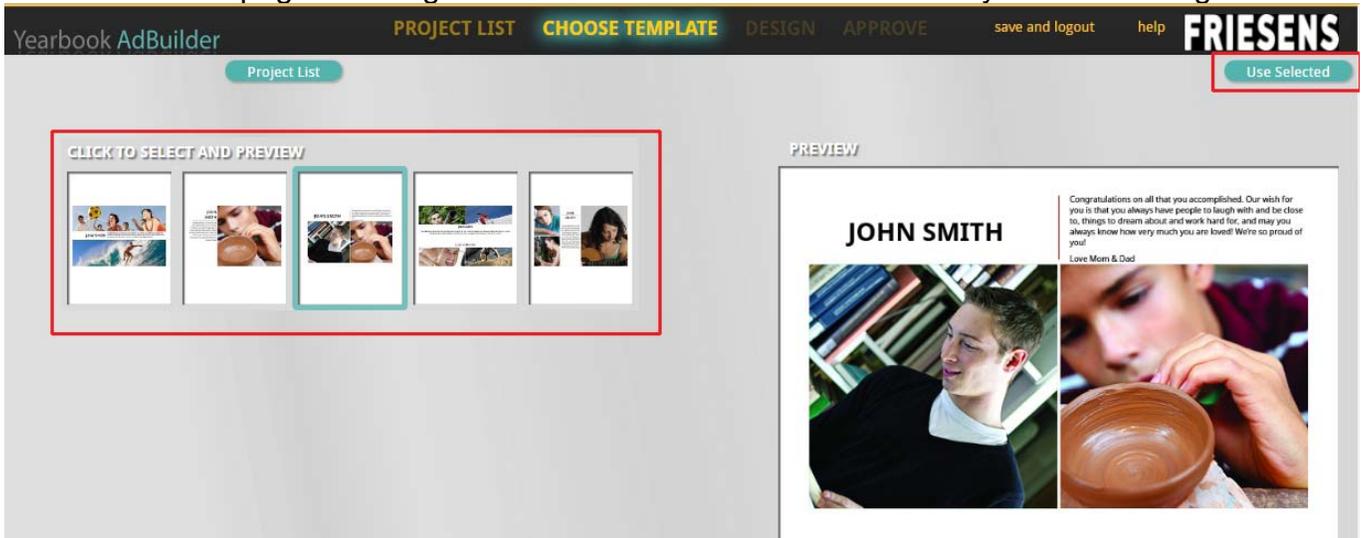


#	TITLE	SCHOOL NAME	AD SIZE	STATUS	DEADLINE	NEXT ACTION
edit	Full Page Ad	St. Michael Peter School	Full Page Ad	Approved	11/15/2016	The date for submitting the Ad is passed
edit	Full Page Ad	St. Michael Peter School of Yearbooks	Full Page Ad	Approved	11/15/2016	The date for submitting the Ad is passed
edit	Full Page Ad	St. Michael Peter School	Full Page Ad	Submitted	11/15/2016	
edit	Half Page Ad	St. Michael Peter School	Half Page Ad	Submitted	11/15/2016	
edit	Half Page Ad	Dave Fehr School of Yearbooks	Half Page Ad	New	12/31/2016	<a href="#">Build</a>

**NOTE:** If at any point you need to save your ad and come back to it later, click on the Save And Logout. This will save your progress until the next time you login.



**Step 4:** In the *Choose Template* screen select a template from the left hand side that you would like to use for your ad. Once the template is selected Click on *Use Selected* on the top right hand side of the page. Clicking on the Use Selected button will move you to the Design Screen.



Yearbook AdBuilder PROJECT LIST CHOOSE TEMPLATE DESIGN APPROVE save and logout help FRIESENS

Project List Use Selected

CLICK TO SELECT AND PREVIEW

PREVIEW

JOHN SMITH

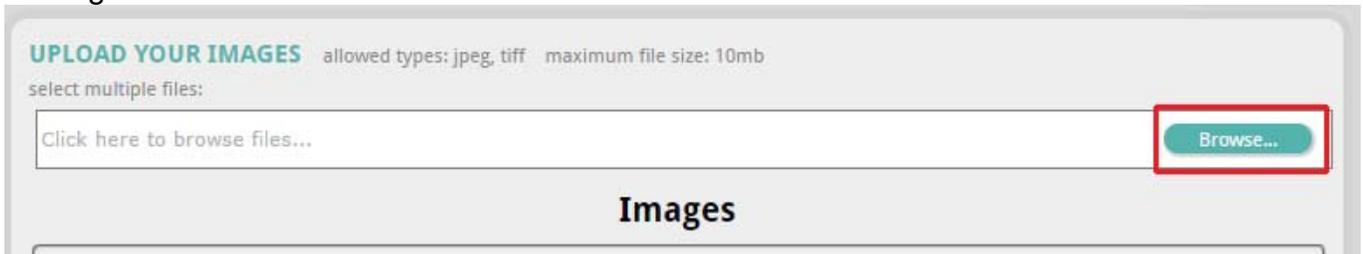
Congratulations on all that you accomplished. Our wish for you is that you always have people to laugh with and be close to, things to dream about and work hard for, and may you always know how very much you are loved! We're so proud of you!

Love Mom & Dad

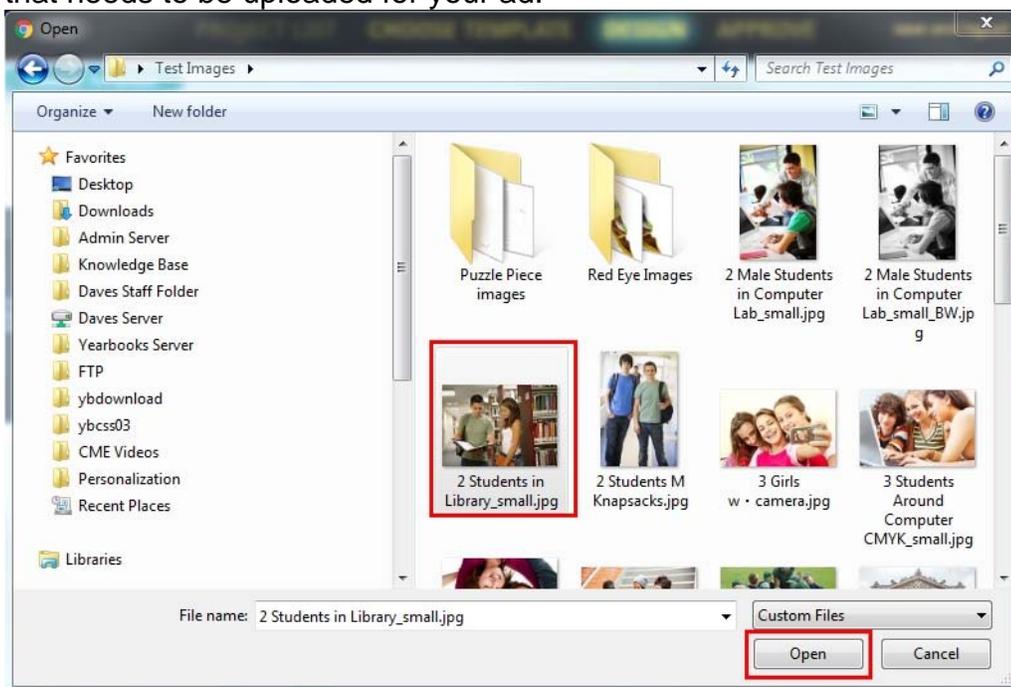
**Step 5:** On the left hand side click on the teal colored box to add your text to the ad. Once you are done typing hit your Tab key. At that point the system will format the text to the set size for that template. Continue the same process for the remaining teal boxes.



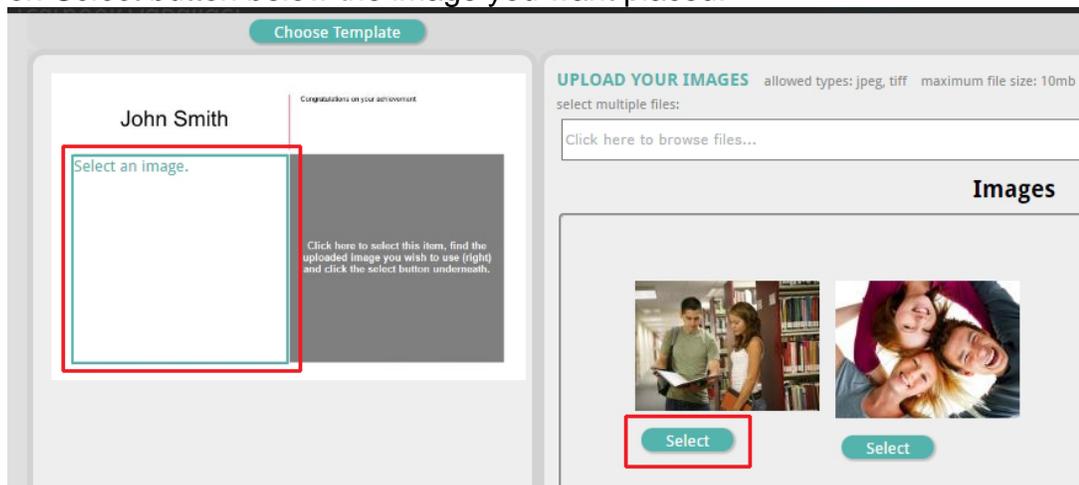
**Step 6:** At this point the images need to be uploaded. To do that click on the *Browse* button on the Right hand side.



**Step 7:** Select the image from your computer and click *Open*. Repeat Step 6 for each image that needs to be uploaded for your ad.

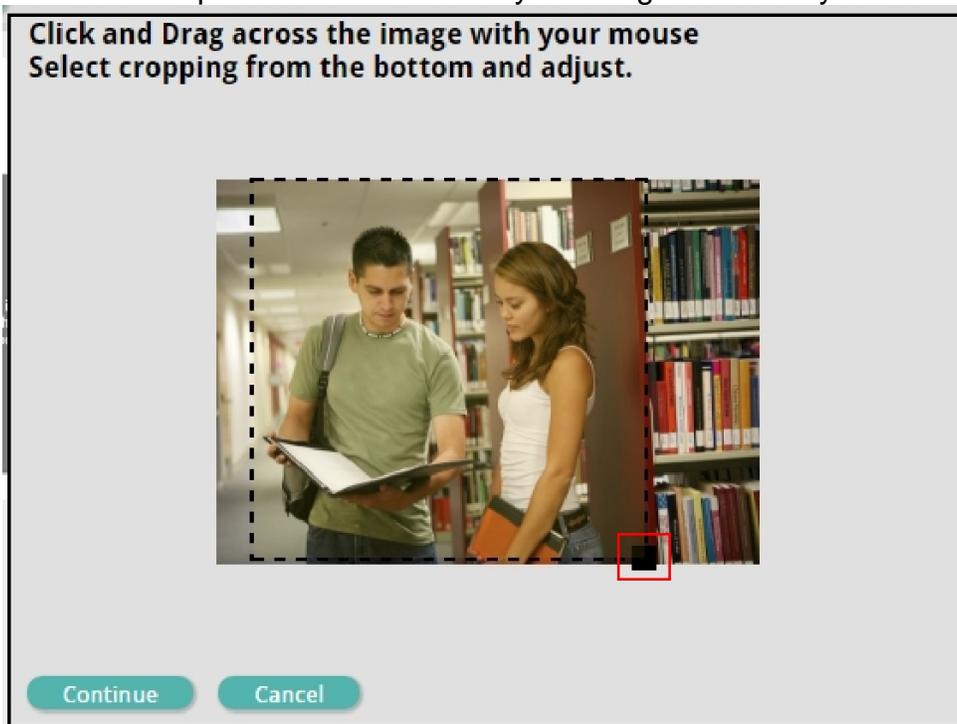


**Step 8:** Once you have uploaded your images click on the Gray box on your ad and then click on *Select* button below the image you want placed.



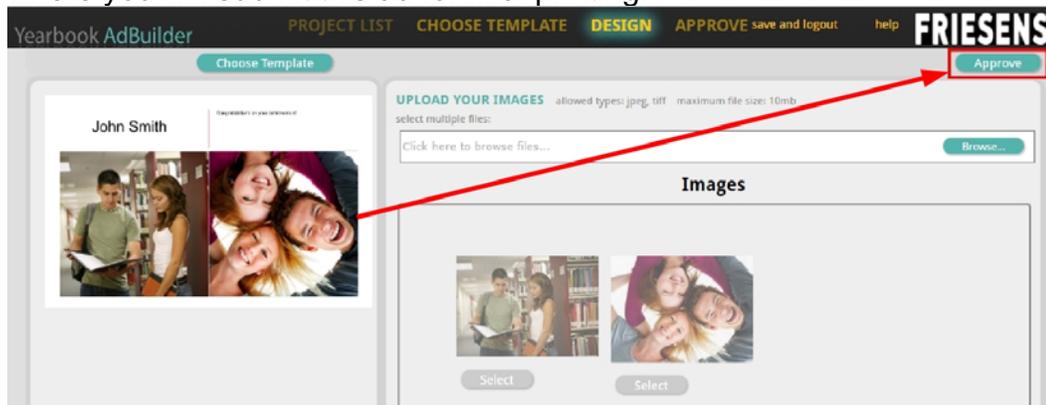
**Step 9:** Once your image is selected you will need to crop the image. In the crop window click and drag on the black box on the bottom right corner of the dotted line. The box with the dotted line is the area that will remain and the rest of the image will not be visible. Once you have selected the image area click on the Continue button on the bottom Left. This will place the image in your ad.

Continue this process for the rest of your image boxes on your ad.



**Step 10:** If your ad is complete click on the Approve button on the top right hand side of the screen.

**Note:** This does NOT approve the ad. It will bring you to the Approve and Submit page which is where you will submit this ad for final printing.



**Step 11:** In the approval screen you should see your final ad. Keep in mind that the ad may take a few moments to appear. Once it does appear and you are ready to submit this ad click on the "APPROVE AND SUBMIT" button.

**NOTE:** Clicking on this button will submit this ad for the yearbook and you will no longer have access to the ad.

