

How to Guide: Custom Building a Recognition Ad for your **MCP Senior Student** through *Jostens Website*

Below is a step by step guide to building a personal recognition ad for your student from your own home computer. With this option, complete the ad on the Jostens website at your leisure, no need to transfer photos to MCP yearbook staff, and have fun customizing the add yourself.

Step 1: Visit <http://jostensadservice.com?REF=A00815800>

Step 2: Click the yellow “sign in or register” button in the center of the screen.

Step 3: If it is your first time on the site, create an account, if you are completing your ad, sign in as a returning customer.

Step 4: Design your add in 4 easy steps ... first select the page size of your ad, then select the layout from one the predesigned options. The purple boxes indicate photo boxes, the white boxes are text boxes.

Full page = \$250

½ page = \$175

¼ page = \$125

Step 5: On the left margin, click on the “add photos” icon. Your computer’s file menu will open and you can select a specific photo. Photos that do not meet resolution requirements will be rejected. Continue to click on “add photo” above to upload each photo you would like to incorporate onto your page.

Step 6: Once all of your photos are uploaded, drag and drop them onto the layout. Once on the layout, click on a photo to rotate or crop it.

Step 7: Click on the text to personalize a message. Highlight it to change font, size or justification.

Step 8: Once all elements of the ad are complete, click “preview your add”, then “purchase your add”. In the “recipient” box enter your student’s first and last name.

Step 9: Ads published through the Jostens site must be purchased with credit card only. Your ad will automatically be uploaded to the MCP Yearbook after payment processing. Thank you for making the 2017 book a spectacular memorial for your student’s high school experience!

Questions? MCP Yearbook Staff– Yearbook@Missionprep.org