## LIKE YEARBOOK.

## DUE BY January 15, 2016



Ad Information Check the box by the ad you would like to purchase:

$\qquad$ a check for \$ $\qquad$ .
__ CD with digital photos and message
__ Hard copy photos (labeled) and message
___ Message with layout sketch
Make checks payable to: Edgemont Student Fund-Respectus
Black and white
Express friendship, love or congratulations to the special student in your life with a personal ad in the yearbook. Select the desired size and personalize the ad with your own message and photo(s). Instructions for submitting ad materials and payment are provided below.

## Student's name:

$\qquad$

## Name of person placing ad:

Address: $\qquad$
Phone: $\qquad$ Email:

## Photos:

## Submit ONLY;

1) Digital Images submitted on CD or sent to us via eShare

- Digital images must be in either "tif" or "jpeg" format. No other file format will be accepted.
- Images must be in high resolution (at least 300ppi) or we will not be able to provide a large reproduction of your image in the yearbook.
- Label the CD with your student's full name.


## Text (Cōp̄̄):

The words you want to include in your ad are called "copy".
Please supply it to us as;

## 1) Printout

Typed printout.
Hand written copies will not be accepted. Be sure to include your student's full name.
2) Text file on CD
or emailed.

- The file may be in a simple text format or as a "Word" text file. (This file must be text only with no photo images included.) Be sure to label the CD with your student's full name.
- We will choose a font (typeface and size) for the copy when we finalize your ad design so please do not specify font choices.
- We will attempt to correct grammar, punctuation and spelling errors unless otherwise instructed.
-Take into account the size of your ad when writing the message to your student. If you supply us with a large amount of text for a small ad, we may have to make it small in order to fit it and as a result your message may end up being hard to read.


## Full Page Ads

- Approximate dimensions: $8-1 / 3^{\prime \prime}$ wide $\times 11-1 / 3^{\prime \prime}$ high
- Refer to the number below each design to identify which layout you wish to use



## Half Page Ads

- Approximate dimensions: $8-1 / 3^{\prime \prime}$ wide $\times 5-1 / 2^{\prime \prime}$ high
- Refer to the number below each design to identify which layout you wish to use



## Third Page Ads

- Approximate dimensions: 3-1/2" wide x 8-1/2" high
- Refer to the number below each design to identify which layout you wish to use



## Instructions for Ad Submission

- Select the desired ad size; then, using the sample layouts on pages 1 and 2, choose the design number within that size that you would like for your student's yearbook ad.
- Changes may be made to these designs with prior approval of the yearbook adviser and/or editor.


## Photos

- Each ad contains a number of photos; supply enough pictures to fill the photo blocks in the ad you chose. If you include extra pictures, our staff will decide which one(s) to exclude without notifying you.
- Decide which picture you want in which photo block in the design. A vertical photo blocks require "up and down" images and horizontal photo blocks require "left to right" images.
- Using a pencil, write softly on the back of the picture the photo block number in which you want the picture to appear. If you do not number the photos, our staff will place the photos attractively.
- Please DO NOT submit collages. They do not reproduce well and we cannot be responsible for the image quality problems that may arise.
- DO NOT send original copies of any photo you value and cannot replace; we cannot guarantee its return. Instead, submit a photo quality copy of the photo. We do not recommend ink jet photo images on plain white paper and cannot be held responsible for the quality of the reproduction if you submit a photo in this manner. High resolution digital image are fine and can be submitted via eShare.
- We cannot use photos which have been cut, glued or taped to paper.


## Text

- The words you want to include in your ad are called "copy." Please write (print) your copy legibly on the ad order form, or you may type or print it on a separate sheet and attach it to the order form.
- We will choose a font/typeface for the copy when we design your ad. We will correct grammar, punctuation and spelling errors unless otherwise instructed.
- Take into account the size of your ad when writing your message to your student. A large quantity of text in any ad will end up being set in small type which may not be easy to read.

