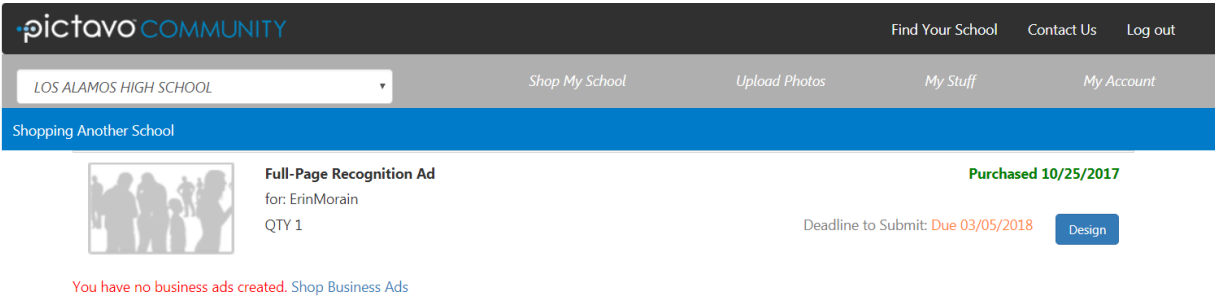
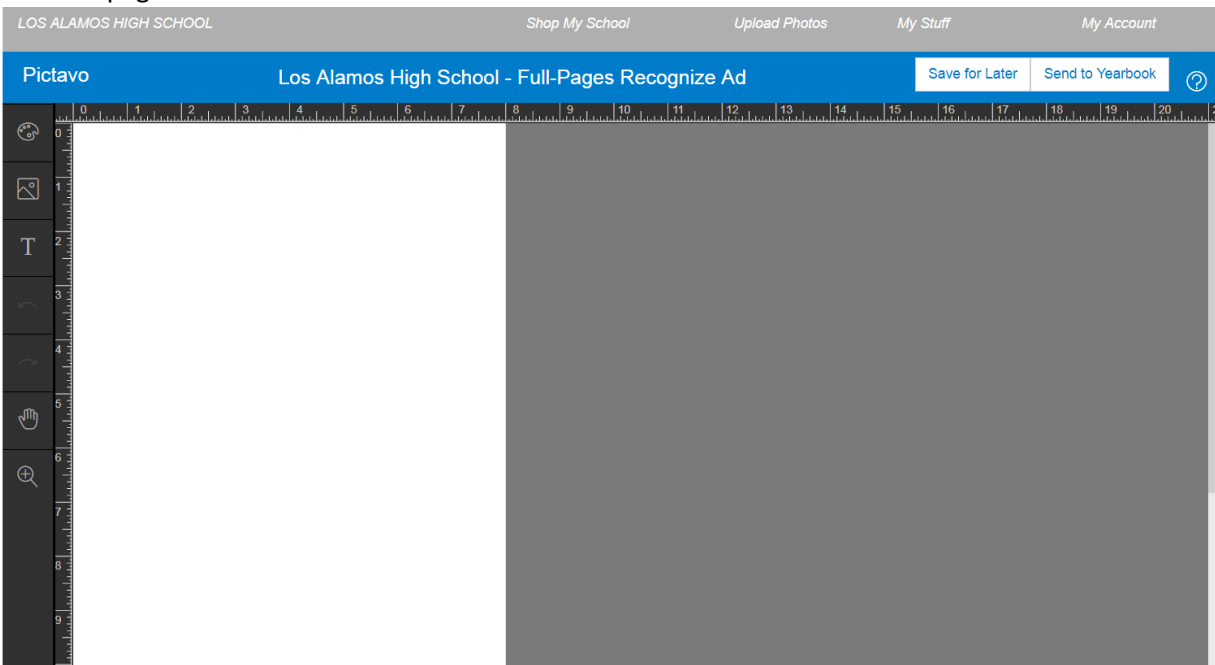


Parent instructions for creating an ad in Pictavo Community

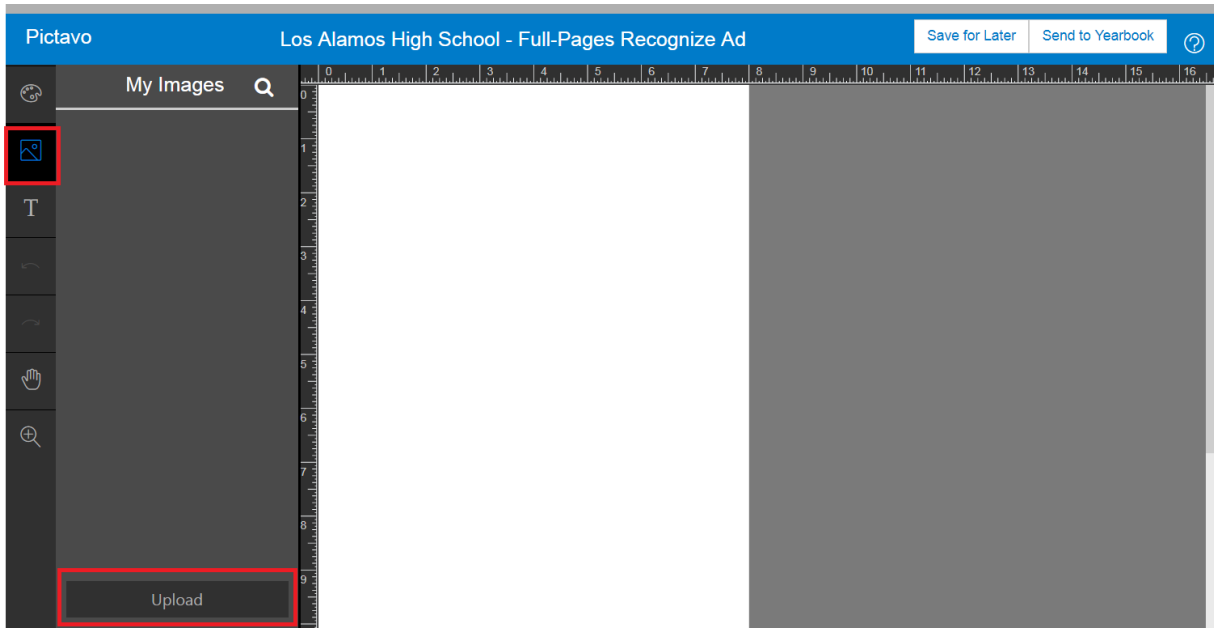
Once the checkout process is completed, click on 'My Stuff'. Your purchased ad(s) will appear on the screen.



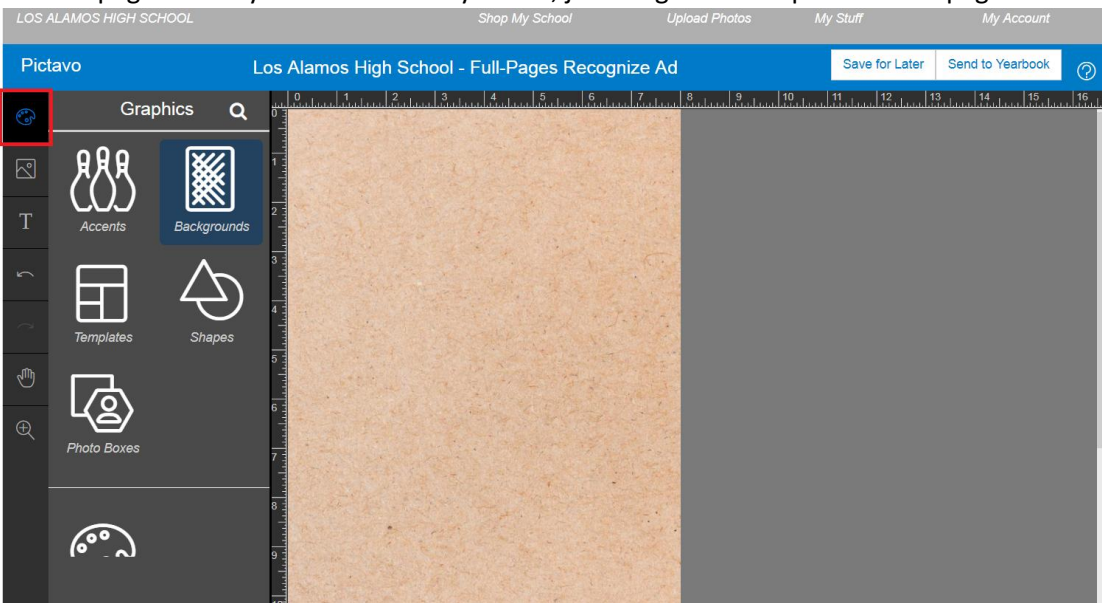
Click 'Design'. You will be taken to a design page that is similar to the design tool used to create yearbook pages in Pictavo.



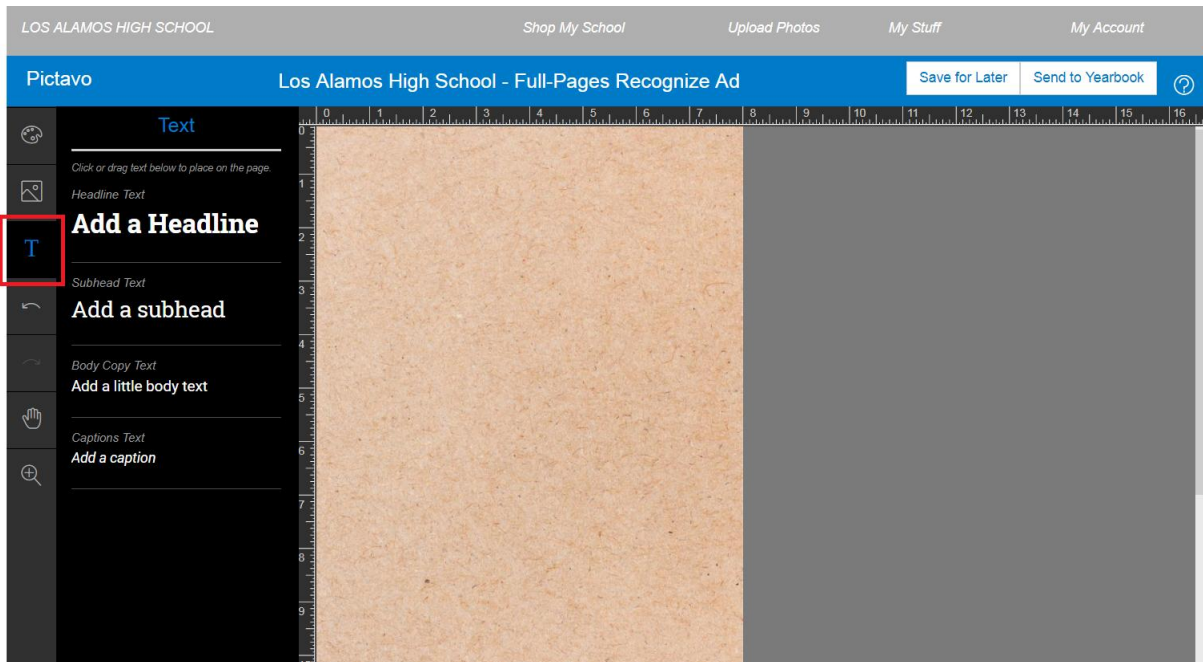
To upload photos, click on the 'Photos' tab on the left side of the page (NOT the Upload Photos menu item at the top of the page – that's for image sharing for Pictavo Community). That will open up the images window. Click the 'Upload' button at the bottom of the window to upload photos for your ad.



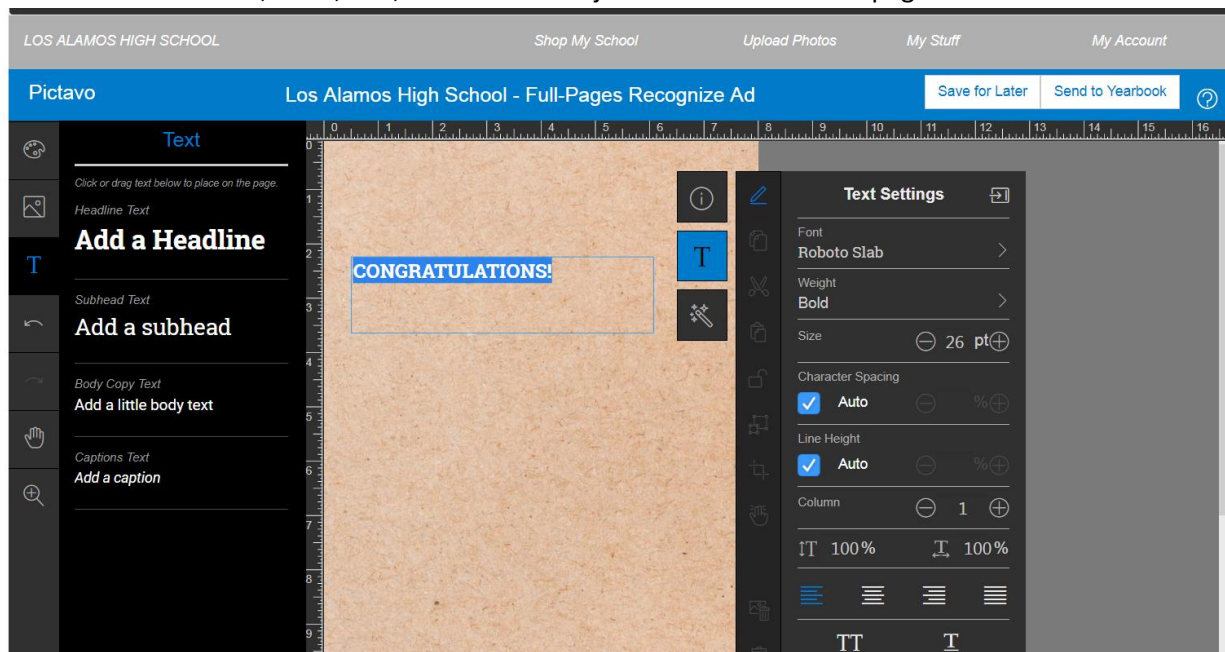
The Art tab will allow users to add backgrounds, colorable accents, templates, shapes and photo boxes onto the page. When you find one that you like, just drag it and drop it onto the page.



To add text, click on the Text tab on the left side of the page. Drag and drop the text element onto the page to create a text box.



The text effects – font, color, size, etc. – can be adjusted once it is on the page.



If you want to come back to the ad later to finish working, simply click on 'Save for Later' and type in a name for the ad. If the ad is complete and ready to submit, click 'Send to Yearbook'. The user will be asked to confirm that they have proofed the ad and are ready to send it into production.

If you have any questions while creating or submitting your ad, please call (800)290-0036 or email answers@pictavo.com.