

In addition to the senior photo, you have the option to purchase a senior baby ad for \$25. This section often means a great deal to the seniors, so if you'd like to include one, choose a picture, compose a message, and follow the directions below to submit it all online. These are due **Wednesday, November 21, 2018. No Exceptions.**



## Creating Your Senior Baby Ad for MHS Yearbook

Thank you for your support of this year's yearbook! We're pleased to announce that we have enhanced an EASY solution to buying/creating your senior baby ad online at **Balfour.com**.

### Starting Your Ad

1. Go to:  
<http://tinyurl.com/minnetonka18>

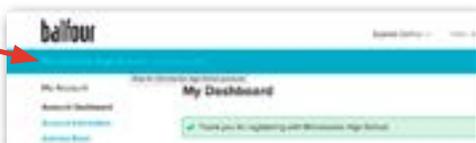
2. Click on **Please log in to build an ad** to proceed.



3. As a new customer, you will be asked to **Create an Account** to begin building your ad. (Creating an account with your email and password is needed to track your ad, save it for future sessions, and for the checkout process. Be assured that your info won't be used for anything other than signing into this site).



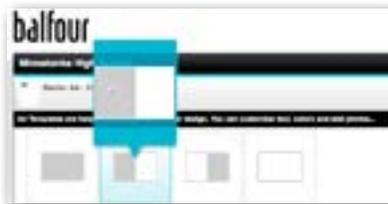
4. Once you are registered, click on the **Minnetonka High School banner** and reselect **Yearbook Ads** then **Senior Ad - Create Online**.



5. Before you begin building your ad, you need to name your ad. Use your **Student's First Name and Last Name** and then click on **Create New Ad**.

*Please note: You can save your ad at any time and return to complete it in another session.*

6. Select the **Second Ad Template** choice. This will match our look for the book.



*Make sure you select the second option for template. The template has room for an image on the left and text on the right.*

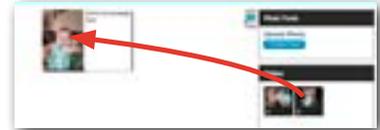
7. Next, add a photo to your **Gallery** by clicking on the **Choose Photo** button on the right side.



A new window will open to upload images. Select your photo then click **Choose**. The photo will now appear in your **Gallery**.

*For best results, images should be at least 300 DPI at full size and less 8 MB per image. Images in JPG/JPEG or PNG formats are suitable for use. Please note: If you scan an image make sure you save it as a JPG and not a PDF.*

8. To insert an image into an image frame, simply **Drag & Drop** your photo from the **Gallery** into the desired frame. You can also replace an unwanted image the same way.



9. After placing an image, **click** on the photo to bring up the **Editing Tools**. The buttons allow you to adjust the photo's position and zoom in and out.



Adjust photo how you want it to appear. **To adhere to MHS style, border size should remain none.**

10. Once your image is the way you want it, you're ready to add text. Click in the text area and then under text tools choose **Valencia Bold**, **8 pt text size**, **black font** and **left alignment**.

**At the top, first TYPE YOUR STUDENT'S FIRST AND LAST NAME. Begin your message on the next line.**



**To adhere to MHS style, use Valencia Bold font, 8 pt text size, black font, and left alignment. Do NOT add a background color.**

# Creating Your Senior Baby Ad for MHS Yearbook (Continued)

The yearbook staff reserves the right to make stylistic changes as needed.

11. Once you are finished working click **Save Ad**.

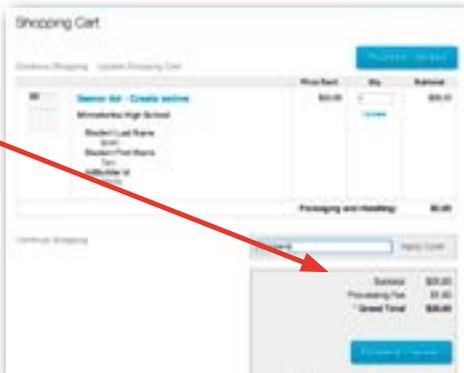


You can save your ad at any time and return to complete it in another session.

12. **Preview Ad.** Make sure all of your text appears in the preview. The text box in which you typed allows you to type more than will appear, so double-check the preview. That is the accurate picture of the text that will fit in the text box.



13. Click the **Add to Cart** button to place your ad in your shopping cart. From the shopping cart page, you can check out. Use code **MHS2019** to waive the \$1 processing fee.



Once you check out, you will be emailed a receipt. **Thank you for purchasing a baby ad for the yearbook.**

For any other yearbook questions, visit [www.minnetonkaschools.org/yearbook](http://www.minnetonkaschools.org/yearbook) or email [minnetonkayearbook@gmail.com](mailto:minnetonkayearbook@gmail.com).

Examples from previous years:



If you would prefer to submit a hard copy of your photo, message, and a check instead, please contact **Tammy Kottke**:  
952-401-5780 or  
[tammy.kottke@minnetonkaschools.org](mailto:tammy.kottke@minnetonkaschools.org).

**Have Questions? Call Balfour 1-800-944-5930**