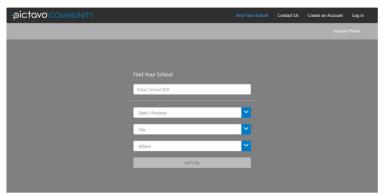
## BE A PART OF YOUR SCHOOL'S YEARBOOK!



1. Visit Pictavo Community at **commpe.pictavo.com** and log in or create an account, then select your school from the drop down menu.



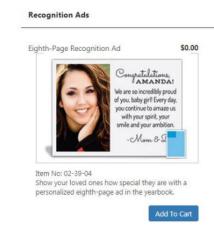
2. Click 'Shop My School'



Use Google Chrome for best results!



3. Click on the 'Add to Cart' button near the ad that you would like to purchase. Enter the student's name and then go to the shopping cart to complete your purchase.





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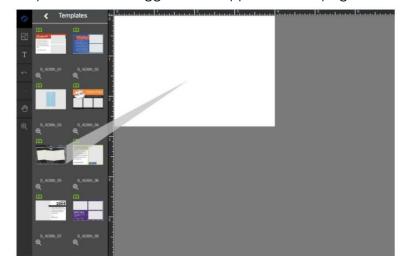
5. Once your payment information has been submitted, click on 'Design' to get started on your ad.





5. You can design your ad from scratch by dragging and dropping photos, text, backgrounds, shapes and art accents onto the page. To access pre-designed ad templates, click on 'Art' and then 'Templates.' Those templates can be dragged and dropped onto the page.





6. To upload photos, click on 'Photos' and then 'Upload' at the bottom of the photo panel. Uploaded images can be dragged and dropped into your ad.



6. At any point, you can click 'Save' in order to complete your ad later. Once your ad is completed, click 'Send to Yearbook.'



Questions? Contact Pictavo Technical Support at (800)290-0036.