



## ALL ABOUT ADS

### Placing Ads on Pages

To place an ad purchased onto a page, you must copy them to your **Photos album**. An ad can only be copied to your Photos album if its status is Submitted.

1. Click **Organize Photos** from the homepage, then click the **Ads folder**.
2. Select the ad you want to move to your photos. Remember, its status must be Submitted. Click the **Move to Photos icon**.
3. The ad's status will now be **Copied to Photos**. A copy of the ad appears in the **Ads folder** of **Photos**.
4. Now, you can place the ad onto a page. From the **Ladder**, access the page on which the ad will be placed.
5. Click the **Photos icon** from the left-hand toolbar, then click the **Photos folder**. Find the album that contains your ad. Click on the ad, then drag and drop it where it needs to go on the page. The ad is automatically sized to meet your book dimensions.

Pictavo offers templates specifically for placing ads onto a page. A few suggested templates include:

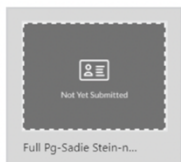
- T4T5822
- T4T5887
- T4T5888
- D7T4003

### Managing Ads


Ads purchased through buytheyearbook.com can be found within Manage My Photos in the Ads folder. When an ad is purchased, a thumbnail serves as a placeholder on the ad management screen. There are four ad statuses:

1. *Not Yet Submitted* – The ad has been purchased but not submitted.
2. *No High-Res Images* – The ad has been submitted and a high-resolution file is generating. This will also appear if you edit and save an ad, since Pictavo needs to generate a new high-res image.
3. *Submitted* – A high-resolution file has been generated and the ad can be moved to Candid.
4. *Copied to Photos* – The ad has been moved to the Photos folder and can be placed on a page.

Pictavo automatically organizes ads into albums by their size and type. If you are looking for a specific ad, use the search feature and search by student name or business name. When an ad is selected, a blue tool bar appears at the top of the ad management area. The options available depend on the status of the ad.



### Ad Not Submitted

 Send reminder email to purchaser

 Edit

 Preview



*Note: If the thumbnail says "No High Res Images," the ad has been submitted and is still uploading.*


### Ad Submitted

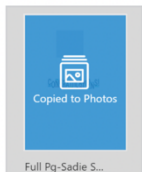
 Send back

 Edit

 Download

 Preview

 Move to Photos



### Ad Copied to Photos

 Download

 Preview

#### 1. Ads Not Yet Submitted

- Send a reminder to the purchaser to submit the ad.
- **Edit** the ad and submit it for the parent (if needed).
- **Preview** the ad (the preview will be low-resolution).

#### 2. Submitted or No High-Res Images

- **Send** the ad back to the purchaser to make edits.
- **Edit** the ad. A new high-res image will be generated.
- **Download** the ad.
- **Preview** the ad (the preview will be low-resolution).
- **Move** the ad to Photos. An error message will appear if you move an ad to Photos that has a status of No High-Res Images.

#### 3. Copied to Photos

- **Download** the ad.
- **Preview** the ad (the preview will be low-resolution).