

NAVIGATING YOUR BOOK

NAVIGATING THE LADDER

After watching the *Navigating the Ladder* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. The visual representation of all the book's pages is called the _____.
2. Name two of the pieces of information that you may see to the outside of a page's thumbnail preview in the yearbook's ladder view:
3. What does the "Jump to" function do in the ladder?
4. What does the star icon in the ladder indicate?
5. What does the View > Show Only My Pages command do?

Guided Practice

- Navigate to the Book Module of eDesign and practice navigating the ladder: scroll up and down, use the "Jump to" function, choose to "Show only My Pages" (this will only work if you are assigned to pages).

USING THE PRACTICE SPREAD

After watch the *Using the Practice Spread* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

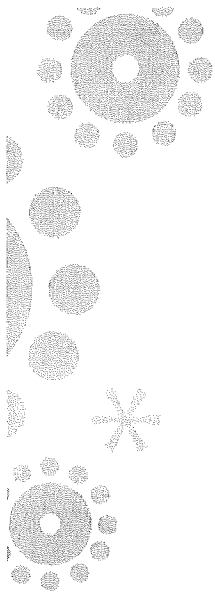
Guided Notes

1. What are two ways you can use the Practice Spread in eDesign?
2. If you create something on your Practice Spread that you would like to keep, how can you save it to be used on your actual yearbook pages?

Guided Practice

- Open your Practice Spread and experiment with some of the eDesign tools.





OPEN, SAVE AND CLOSE PAGES

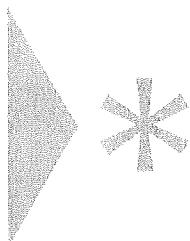
After watching the *Open, Save and Close Pages* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. If you do not see the Edit link beside a page in the ladder, what does this mean?
2. When you are working on a spread in Page Design, what do the Next and Previous buttons do?
3. How can you access a mini-ladder inside of Page Design?
4. What are the two ways you can close a page and return to the full ladder view?

Guided Practice

- Open a page in Edit mode (if you are assigned to any pages) or View mode. Use the Next and Previous buttons to move up and down in the ladder. Use the “All Pages” function to navigate to another spread.



WHY AND WHEN PAGES ARE LOCKED

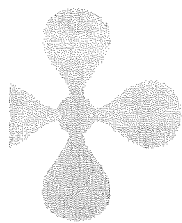
After watching the *Why and When Pages are Locked* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How many users can edit a page at a time?
2. What does the padlock icon on a page mean?
3. What does clicking the View link show you?
4. What should you always do before closing your browser?

Guided Practice

- If other staff members are working in eDesign, look in the ladder for a padlock icon. Hover over the padlock icon to see the identity of the staff member working on the page.
- Open a spread in Page Design. Practice the two ways you can close a spread properly (File > Close Window and clicking the “Return to Book View” button).



USING THE IMAGE LIBRARY

UPLOADING IMAGES

After watching the *Uploading Images* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What is the preferred type of image file for eDesign?
2. How many images can you upload to eDesign in one batch?
3. How can you hide the Import Images window while images are uploading?



Guided Practice

- Upload a group of images to eDesign.
- Practice minimizing the Import Images window and navigating to another part of eDesign while the upload is in progress.



TAGGING IMAGES

After watching the *Tagging Images* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What are the two types of tags in eDesign?
2. Who creates the list of Section topics?
3. Keywords are best used for what kind of information?
4. When an upload is complete, what button appears at the bottom of the Import Images window?

Guided Practice

- Locate a few images in the Images Library and add additional tags—Sections and/or Keywords.
- Upload a new group of photos. When the upload is complete, choose “Tag Photos” and apply a Keyword or Section to the images.





ROTATING, DELETING AND DOWNLOADING IMAGES

After watching the *Rotating, Deleting and Downloading Images* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How do you open an image in the Preview window?
2. Name two other pieces of information you can see in the Data View of the Images Library?
3. When is it NOT possible to for you to rotate an image in the Image Library?
4. True or False? You are only able to delete images that you uploaded.
5. How do you download an image to your local computer?

Guided Practice

- Go to the Images Section of the eDesign Library and open some images in Preview mode.
- Practice rotating images clockwise and counter clockwise.
- Delete an image you uploaded and then undelete it.

SEARCHING AND FILTERING IMAGES

After watching the *Searching and Filtering* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How do you clear a search in the Images Library?
2. Where do you find the option to show only images that are Unused?
3. True or False? The same image search features are available within Page Design.

Guided Practice

- Practice searching images by Keywords and Sections. You should have tagged some images with Sections and/or Keywords in the exercises for the previous tutorial, so you can search by those Sections and/or Keywords.
- Use the “Filter by” control to show “Used Images,” “Unused Images” and “My Images.”

WORKING IN PAGE DESIGN

TOUR OF THE WORKSPACE

After watching the *Tour of the Workspace* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What is the keyboard shortcut for the Text tool?
2. Under which menu is the Undo command located?
3. Where is the Library panel located?
4. How do you open the Library panel?
5. Where is the Control panel located?

Guided Practice

- Open a page in Page Design (you can use your Practice Spread). Switch tools by selecting them in the Tool panel and by using the keyboard shortcuts. Notice how the Control panel changes as you switch tools.
- Open the different sections of the Library panel. Close the Library panel.

UNDERSTANDING THE DESIGN AREA

After watching the *Understanding the Design Area* tutorial video, answer the Guided Notes questions below. There are no Guided Practice exercises for this tutorial.

Guided Notes

1. The _____ is where the left and right sides of the pages come together in the center of the book. It divides the left page from the right page.
2. Name one of the page elements that should not be placed in the gutter area?
3. If you want an object to bleed off the page, what should you do?
4. What is the area outside of the bleed line called?
5. Where is the folio located by default?





COLUMNS, GRIDS AND GUIDES

After watching the *Columns, Grids and Guides* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. When designing pages from scratch, _____ can be used to help you organize the content on your pages.
2. How can you change the number of columns on a page?
3. How can the Document Grid be helpful?
4. A Guide can be added the page by dragging it out from the _____.



Guided Practice

- Open a spread in Page Design. Adjust the number of columns on the spread.
- Turn the Document Grid on and off. Create a horizontal and a vertical ruler guide.



ZOOMING AND NAVIGATING

After watching the *Zooming and Navigating* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What does the Zoom tool look like?
2. What happens if you hold down the Shift key and click with the Zoom tool?
3. What are the two ways you can access the Fit to Window command?
4. What is the keyboard shortcut to zoom in on an object?
5. What does the Hand tool allow you to do?

Guided Practice

- Use the Zoom tool to zoom in and out on a page or spread. Use both the click and Shift-click method to zoom, as well as the click and drag method.
- Use the Zoom menu in the Tool panel to zoom in on a spread at a higher zoom percentage; then use the Fit to Window button to zoom back out.

WORKING WITH OBJECTS

USING THE SHAPE TOOLS

After watching the *Using the Shape Tools* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What are the four shape tools?
2. How do you draw a perfect circle with the Ellipse tool?
3. How do you open the Polygon options dialog box?
4. What are two of the characteristics you can adjust in the Star options dialog box?

Guided Practice

- Go to your Practice Spread and experiment with the shape tools. Draw a circle, a rectangle, a star and a polygon. Try creating different star or polygon shapes using the settings. Keep these shapes on the page. You will use them for the practice in the next tutorial.

STROKE, FILL AND CORNER TYPE

After watching the *Stroke, Fill and Corner Type* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

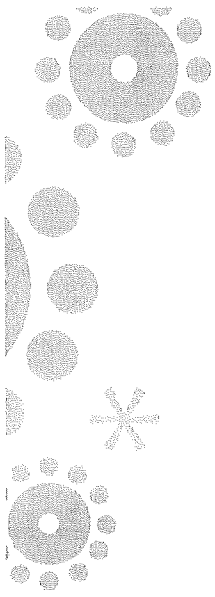
Guided Notes

1. The stroke is the _____ around a shape.
2. If you set the stroke weight to _____, the stroke will have no visible border.
3. What is the Fill color?
4. How can you select multiple shapes at the same time?

Guided Practice

- Select a shape and practice changing the stroke color, the stroke size and the fill color. Select a rectangle and apply a 2-point black stroke. Practice applying different corner settings to the rectangle.





ARRANGING OBJECTS

After watching the *Arranging Objects* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Under what menu are the arrange commands (such as Bring to Front) located?
2. Which command moves an object behind everything else on the spread?

Guided Practice

- Draw several shapes on a spread using the shape tools and fill them with different colors. Then overlap the objects and practice using the arrange commands (Bring Forward, Send Backward, Bring to Front, Send to Back).



ROTATING OBJECTS

After watching the *Rotating Objects* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What tool do you use to rotate an object?
2. How can you remove rotation from an object?

Guided Practice

- Draw several shapes on the page and practice rotating them using the Selection tool. Also practice changing the rotation value in the Control panel.

ALIGN AND DISTRIBUTE

After watching the *Align and Distribute* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. With what type of objects can you use the Align and Distribute functions?
2. To use the Align and Distribute functions, you have to _____ more than one object.

Guided Practice

- Draw several shapes on the page and practice using the Align and Distribute functions as shown in the tutorial.

WORKING WITH TEMPLATES

APPLYING TEMPLATES

After watching the *Applying Templates* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Since most of the templates are _____ - _____ designs, you need to have both the left and right pages open for editing.
2. Where do you access the templates in Page Design?
3. How can you view a template in the Library at a larger size?
4. What is the easiest way to remove a template immediately after you apply it to the spread?

Guided Practice

- Open a spread in Page Design. Go to the Templates section of the Library panel and review your template options (the templates that are currently active).
- Apply a template to the spread. Select all the elements on the spread (Edit > Select All), delete them, and then apply another template.

CREATING AND SAVING TEMPLATES

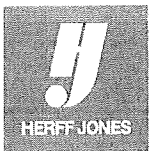
After watching the *Creating and Saving Templates* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How do you save a design as a template?
2. Why is it helpful to tag templates with Sections or Keywords?

Guided Practice

- Open a spread in Page Design. Create a custom design (from scratch or modify an existing template) and then save it as a template. **NOTE: Use your Practice Spread if you are not assigned to an actual spread in the book.**
- Go to the Template section of the Library and tag the template with a Keyword.
- Go back to a spread in eDesign (or your Practice Spread) and apply then new template.





USING SMART TEMPLATE

After watching the *Using Smart Template* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. If you want to use Smart Template, what should you choose when eDesign asks if you want to replace the existing content—Yes or No?
Yes
2. How can you tell which images are not being used when you apply a new template?
3. What is the shortcut for using Smart Template?

Guided Practice

- Apply a template to a spread and add some photos. *NOTE: Use your Practice Spread if you are not assigned to an actual spread in the book.*
- Drag and drop a new template onto the spread and click the Yes button to replace the content.
- Add some custom text (a headline for example) and then apply a new template. Use the Clipboard panel to drop the custom text onto the new design.

ADDING POP-INS

After watching the *Adding Pop-ins* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Where can you see printed samples of the pop-ins?
2. How many pop-in sizes/shapes are there?
3. How does the *GO! Design and Graphics* booklet show you where a pop-in would work perfectly?
4. True or False? You can use a pop-in on any layout you create.

Guided Practice

- If your adviser or editor has activated pop-ins, open a spread and apply a pop-in to an empty page.
- Practice moving the pop-in around to position it on the page. Then try editing some of the elements.
- If you have access to the *GO! Design and Graphics* booklet that came with the kit, flip through the booklet to get a sense of the different pop-in types that are available.

WORKING WITH IMAGES

PLACING AND RESIZING IMAGES

After watching the *Placing and Resizing Images* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. When placing an image, what does the blue highlight line around an image frame mean?
2. After placing an image in a frame, what is scaled up or down when you click and drag on one of the square-shaped frame handles?
3. Why does eDesign always keep the image in proportion when scaling it?
4. If you want to resize or reposition the image inside the frame, what button do you click?
5. When in the Picture Manipulation mode, what do the large circle-shaped handles allow you to resize?
6. What is an alternate way to enter Picture Manipulation mode?

Guided Practice

- Draw shapes on a page in eDesign. Place a photo in each frame.
- Practice resizing the image and the frame at the same time (notice how eDesign maintains the proportions).
- Enter Picture Manipulation mode and resize/reposition the image inside the frame. Enter Picture Manipulation mode both by using the button in the Control panel and by double-clicking on an image.

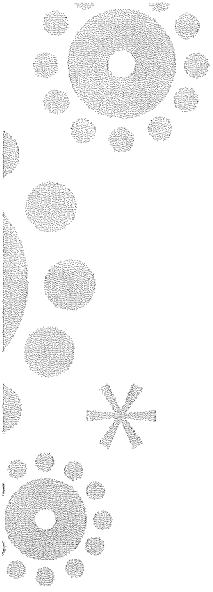
PLACING AND CROPPING IMAGES

After watching the *Placing and Cropping Images* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What function allows you to adjust the size and shape of a frame after you place an image inside?
2. In Cropping mode, which handles control the frame?
3. How do you replace an image in a frame?





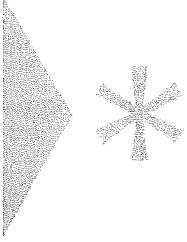
Guided Practice

- Place an image inside a frame and zoom in on the frame.
- Enter the Cropping mode and practice resizing the frame and the image. Exit cropping mode.
- Drag an image on an empty area of the page. When asked if you want the image to be a Background, click the No button. Try it again, and click the Yes button. Then go to the Layout menu and choose Delete [Left or Right] Background Image.

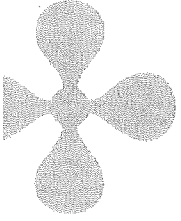
DPI WARNING AND RESOLUTION

After watching the *DPI Warning and Resolution* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Digital images are made up of small squares of color called _____.
 2. What does the DPI warning look like?
 3. What should you do if you receive the DPI warning?
- 

Guided Practice

- Place an image in a frame on a page. Scale the image up until you receive the DPI warning. If you have very large images, you may not receive the DPI warning. Once the warning appears, scale the image back down until the warning disappears.
- 

APPLYING EFFECTS AND TRANSPARENCY

After watching the *Applying Effects* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Name one of the two places where you can access the Effects options.
2. Can you apply both Transparency and a Drop Shadow to an object?

Guided Practice

- Place an image on a page in eDesign. Convert it to Black and White. Apply the Sepia effect. Set it back to Regular.
- Place another image on the page. Apply a Drop Shadow to the image. Then apply Transparency. Place the transparent image partially on top of the other to see how they interact.



SWAP IMAGES COMMAND

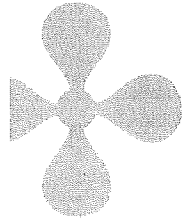
After watching the *Swap Images Command* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What key do you hold down to be able to select more than one image on the page?
2. In what menu is the Swap Images command located?
3. What is the keyboard shortcut for the Swap Images command?



Guided Practice

- Place two images on a page. Create a third empty frame on the page with one of the shape tools.
 - Use the Swap Images command to move the images among the frames. Try two frames at a time. Then try all three frames at the same time. Be sure to practice the keyboard shortcut method as well.
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WORKING WITH TEXT

ENTERING AND FORMATTING TEXT

After watching the *Entering and Formatting Text* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What tool do you use to create a new text frame?
2. What does a red underline beneath a word mean?
3. What fonts appear in the fonts menu?
4. The alignment options include the following: align left, align right, centered, and _____.
5. What happens when you double-click on a text frame with the Selection tool?

Guided Practice

- Draw a new text frame on a page. Place your cursor inside the frame and type in some text.
- Select the text and experiment with the text formatting controls in the Control panel. Keep this text frame on the page for the Guided Practice in the next tutorial.

OVERSET TEXT

After watching the *Overset Text* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What does the red diamond on the lower right side of a text frame mean?
2. What are the three options for resolving overset text?
3. How can you make the pop-up window appear to show you the text that is overset?

Guided Practice

- Use the text frame you created in the Guided Practice for the previous tutorial. Make the text frame smaller until you have overset text and the red diamond appears in the lower right of the text frame.
- Experiment with the different methods shown in the tutorial for resolving the overset text.



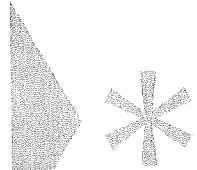


APPLYING CHARACTER STYLES

After watching the *Applying Character Styles* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Character Styles in eDesign are preset _____ - _____ definitions.
2. Who can create new Character Styles?
3. Name two advantages to using Character Styles.



Guided Practice

- Go to a page in eDesign, create a new text frame and type in some text.
- Select the text and experiment with applying Character Styles. Even if you do not have any custom styles, you can experiment with the default styles.



TEXT FRAME PADDING

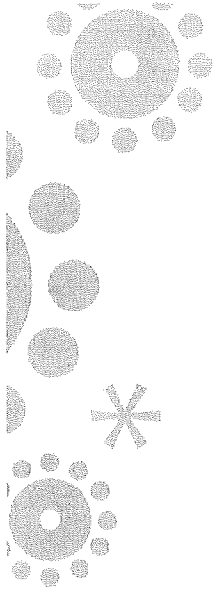
After watching the *Text Frame Padding* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. The Text Frame Padding control appears only when the _____ is inside a text frame.
2. How is the Text Frame Padding measured?

Guided Practice

- Create a text frame and enter some text—or you can apply a template containing text frames.
- Place your cursor inside a text frame and experiment with Text Frame Padding. You may want to put a color fill in the text frame to make the change more obvious.



TEXT WRAP

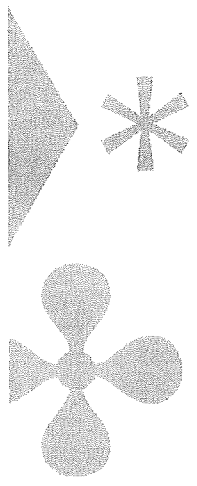
After watching the *Text Wrap* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Does Text Wrap work with any kind of shape?
2. What does a positive value in Wrap Padding do?
3. True or False? Text will only wrap around shapes that are behind the text frame.
4. Text wrap only works on text that is aligned to the _____.

Guided Practice

- Create a text frame and enter some text. Activate the Shape Wrap option for Text Wrap.
- Draw a new shape with one of the shape tools.
- Overlap the shape with the text frame and experiment with the Text Wrap settings.
- Practice arranging the object. Place the text frame on top of the shape to deactivate Text Wrap. Then, use Object > Bring to Front to place the object on top of the text frame, which will reactivate Text Wrap.



TEXT ON A PATH

After watching the *Text on a Path* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. Name one of the two ways to access the Text on a Path options.
2. What does a positive Distance value do to the text?
3. What does the Flip option do to the text?

Guided Practice

- Draw an elliptical shape on a page. Then select the shape and click the Text on a Path button in the Control panel.
- Enter and format the text in the Text on a Path dialog box and experiment with the different settings.

ADDING GRAPHICS AND ART

DRAWING CUSTOM PATHS

After watching the *Drawing Custom Paths* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What tool do you use to draw custom paths or shapes?
2. How do you stop drawing an open path?
3. How do you make the Pen tool draw straight lines and corner points?
4. What tool do you use to manipulate paths and shapes you have drawn?
5. How do you add a point to a path?
6. How do you remove a point from a path?

Guided Practice

- Use the Pen tool to draw a curved open shape. Use the Pen tool to create a closed shape. Use the Pen tool to create a shape with straight lines and corner points.
- Use the Edit Path tool to manipulate the points on the paths that you have created.

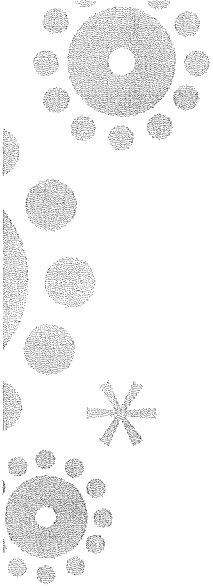
BACKGROUNDS AND ART

After watching the *Backgrounds and Art* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. To locate the activated backgrounds in the Art Library, type _____ in the Search function.
2. What tool allows you to add color backgrounds to the page?
3. How can you force one image background to replace another image background (without removing the first one)?
4. True or False? The steps for placing clip art on the page are the same as placing images.





Guided Practice

- Apply a background graphic or a regular image as a page background. Remove the background and apply another.
- Apply a color background to a page. Then change the color background to an image background.
- Use the Shift command to automatically place a background graphic or replace an existing background.
- Place a piece of clip art from the Art Library on the page.

PHOTOS IN TEXT

After watching the *Photos in Text* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What kind of fonts will work best when putting photos in text?
2. What command do you use to change the text to an image frame?
3. True or False? Once converted to a shape, text can still be edited.



Guided Practice

- Create a new text frame, and type in a word in all caps. Choose a thick font and a large point size. Convert the text into shapes and place an image inside the text shapes.

CREATING COMPOUND SHAPES

After watching the *Creating Compound Shapes* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How many shapes must be selected before the “Compound Shapes” command can be used?
2. Under which menu is the “Compound Shapes” command located?
3. Any closed shapes created with the shape tools or the _____ tool can be combined to form a compound shape.

Guided Practice

- Draw several shapes using one of the shape tools. Select them all and create a compound shape.
- Place an image in the closed shape and use the Picture Manipulation mode to adjust the image inside the Compound shape.