



WORKING IN PAGE DESIGN

eDESIGN CURRICULUM - LESSON 3

Name _____

INSTRUCTIONS

THE VIDEOS – To find these tutorials, log into eDesign with your credentials. Click on the Help tab. Click on eDesign Curriculum, and navigate to this lesson.

THIS PDF – This is a fillable PDF. If you fill in the answers while on your browser, it will not save your work. **You must download it, save it, and work in a dedicated PDF reader, not on a browser.**

TOURING THE WORKSPACE

1. You can collapse the tool bar with the _____ icon to create more room on your screen.
2. When you hover over a tool, you will see a _____ pop up that lets you know what the _____ is for switching to that tool.
3. You can access commands like Undo, Redo, Cut, Copy and Paste under the _____ menu.
4. The Control Panel is below the list of _____ up top.
5. The Library Panel is along the _____ side of the screen.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book > Edit > Practice Pages.
2. Collapse the tool bar and reopen it.
3. Hover over each of the tools and review the name of the tool and the keyboard shortcut if it has one.
4. Open the menus and look over the options in each menu.
5. Open the Library Panel and click through each section of the library.
6. Close Practice Pages by clicking on the Close-X in the top right corner.

UNDERSTANDING THE DESIGN AREA

1. The left hand page and right hand page are separated by the _____.
2. You should not place a person's _____ nor _____ across the gutter.
3. _____ help you maintain consistent margins around the outside of the page.
4. It is not recommended that you place elements outside the _____ unless you want them to bleed off the page.
5. The _____ is the thick red line that surrounds the whole spread. When you want an object to bleed off the finished page of your book, you should extend it to the _____ that item on the _____ is of the bleed line.

6. The _____ is an area outside of the page. Anything placed there will not be printed in the book.
7. The automated page number is included in the _____.
8. The workspace controls allow you to _____ non-printing elements, and you can Preview the spread by clicking the _____ icon. The shortcut to the Preview mode is the _____ key.

PRACTICE

There are not any skills to practice for this lesson.

USING GRIDS

1. To turn on the grid, go up to the _____ menu and select "Show Grid."
2. The grid helps you keep _____ spacing between elements.
3. A _____ is a printer's measurement that is equal to 1/6 of an inch.
4. Even if the grid is hidden, the _____ behavior will help you precisely align your objects.
5. The _____ is a specialized grid you can activate when using the Square One approach to design.
6. Changes you make to the grid in Page Design will only apply to that one page, but changes made by the adviser and editors in _____ will be applied throughout the book.
7. You can turn the grid on and off by _____ or Control-clicking on any empty area of the page.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book > Edit > Practice Pages.
2. Go to the View menu and turn on the grid. Go back and turn it off.
3. Then right-click on the layout, and turn on the Swiss Grid. Right click again and turn it off.
4. Then go back to the View menu and Enable/Disable Snap to Grid. Close Practice Pages.

ZOOMING AND NAVIGATING

1. The Zoom menu and the keyboard shortcuts Control/Command _____ can be used to zoom in and out on a page.
2. If you select an object before you choose a zoom command, you will be zoomed in on that _____.
3. The magnifying glass is called the _____ tool. Click and drag the tool around an area you want to see to zoom in on that area.
4. When the Hand tool is active, you can click and drag around the page. The shortcut key for the Hand Tool is _____.

5. Escape is the shortcut key for the _____ tool.
6. Whenever you are zoomed in on a page and you want to see the layout as a whole, use the _____ button on the Tool Panel or the keyboard shortcut Control/Command _____.
7. Moving around the screen can easy with a trackpad. If you are using a Mac, adjust the Mac's default settings so that a two-finger swipe to the left won't evoke the _____ command in your web browser, which could close your page design session. To change that on your Mac, go Mac Settings > _____ and turn off the two-finger swipe setting.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book > Edit > Practice Pages.
2. Zoom in and out on the page using the + and - keyboard shortcut with the Control/Command key pressed.
3. Click the Fit to Window button. Draw a text frame.
4. At the bottom of the tool bar, select a percentage to zoom in on the selected object. Then click on the Fit to Window button to go back.
5. Then zoom in on the object again using the magnifying glass in the tool bar.
6. Click on the Hand Tool to pan around the page and pan around the page.
7. Click the Escape key to go back to the Selection Tool.
8. Use the keyboard shortcut Command/Control-O to Fit to Window.

USING STICKY NOTES

1. To create a sticky note, choose the _____ tool, go to the object you want to put a note on, and _____.
2. A sticky note includes your name, the _____ and _____ that it was created, and your message.
3. You can only delete a sticky note if you are the one who _____ it or if you are the _____.
4. The sticky note changes to blue when it is marked as _____ in the check-box.
5. You can choose to show or hide sticky notes by selecting the sticky note button in the _____.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book > Edit > Practice Pages,
2. Create a sticky note.
3. Move the sticky note around on the page.
4. Add a comment on the sticky note.
5. Mark it as completed, observe the change, and then un-check the Completed box.
6. Hide the sticky note by clicking on the sticky note icon up top in the Control Panel.
7. Click on the sticky note on the page to view it.
8. Go to the View menu and hide it again.
9. Click on the sticky note to open it.
10. Click on the arrows at the top of the sticky note to expand it. Click the arrows again to snap it back to normal size.
11. Delete the sticky note.
12. Close Practice Pages by clicking on the Close-X icon in the upper right corner.

USING SPREAD HISTORY

1. The _____ function allows you to revert back to a previously saved version of a spread.
2. To access Spread History, open the spread, and go to the _____.
3. To view one of the previously saved versions, _____ on it in the list.
4. Once you have selected the version you would like to use, go to the File menu and select _____.
5. Spread History keeps a record of every _____ version of a page or spread.
6. This is a great _____ that should give you peace of mind knowing that you can always get back to the way a spread looked before.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book. Open a page that you have rights to edit. (If you are not assigned to a spread in the book, you cannot practice Spread History.)
2. Click the padlock icon to open both of the pages in the spread.
3. Draw a shape. Go to File > Save. Draw a text frame. Close the spread and then open it again. Put a photo on the page. Go to File > Save.
4. Go to File > Spread History. Select the first saved version. Click on each version. Click on "Open Last Saved Version" at the top. Exit Spread History.
5. Go to Edit > Select All or use the Command/Control-A keyboard shortcut to select all elements on the page. Delete.
6. Close the spread.

USING THE PREVIEW PANEL IN PAGE DESIGN

1. When you hover over an image in the library, you will see the _____ icon. Select this to open the Preview Panel.
2. The _____ below the large preview shows all the images you are currently viewing in the open Library Panel.
3. Below the large preview are the buttons for _____, _____, _____, _____, _____, and _____.
4. When you click the Tag icon, it opens an expanded panel with all your tagging options, so you can tag by _____ right here in the same panel, so it's the combined panel for previewing and tagging.
5. At the bottom of the panel you'll see _____ about the image, including topics, key words, or name tags that are applied.
6. You can _____ an image, template or mod from the Preview Panel to place them on the page.

PRACTICE

To practice what you've just learned, do the following exercises:

1. Go to Book > Edit > Practice Pages. Open the Library Panel. Hover over an image and click the Enlarge icon to open the Preview Panel.
2. Use the arrow keys to click through the images in the Preview Panel.
3. Click the Tag icon and tag the image with a topic and name (if topics and names are there).
4. Drag a photo from the Preview Panel onto the page. Close Practice Pages.

CREATING PDF PROOFS

1. Creating and reviewing a PDF is a _____ step before _____.
2. The PDF proof represents how the page will appear when _____.
3. If you see any _____ in the PDF proof, contact Tech Support to resolve this _____ the page.
4. You can generate a PDF of a page from the _____ module or when you are in _____.
5. In the Book module, you'll see PDF indicators on each page or spread in the _____ panel. When the icon is _____, that means a PDF has _____ been made of the most recent versions. When the icon is _____, it means a PDF _____ been generated for the most recent versions.
6. It's not necessary for the PDF icons to be green all the time as your work on pages, but it is good to _____ generate PDF proofs to check your work as you go along.
7. To make it easy, you can click the PDF _____ to generate a standard PDF of a page, or you can select both pages in a spread and make a PDF of the full _____.
8. If you are working in page design, you can also generate a PDF under the _____ menu.
9. When printing a PDF, the default setting is to scale _____ a page to fit on an 8.5" x 11" piece of paper, so the size of the elements on your print-out will _____ the size in the book.

PRACTICE

To practice what you've just learned, do the following exercises:

1. From the Book module, click on any page.
2. Go to Export > Create Standard PDF. (Please Note – Only advisers can make high-res PDFs.)
3. When it is finished, navigate to the Downloads folder or to a new tab, depending on where your computer put it, to find it and open it.
4. Go back to eDesign.
5. Click on any page. Hold down the Shift key and select the page next to it to select the entire spread.
6. Click on the PDF icon in the Assignments Panel.
7. Open it and note that this time there are two pages in the PDF, one of each page on the spread.
8. Open any page. If you don't have editing rights, the page will open in View mode, which is fine. You can make PDFs of a page in View mode.