USING THE IMAGE LIBRARY
eDESIGN CURRICULUM - LESSON 2

Name _____

INSTRUCTIONS

THE VIDEOS – To find these tutorials, log into eDesign with your credentials. Click on the Help tab. Search for "Curriculum." Click on that link, and navigate to Lesson Two.

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.

UPLOADING IMAGES AND ART IN THE LIBRARY

1. _____ is the section of the library where you'll upload most of your images.

2. You can upload images in three ways:

    1. _____ images from your computer onto the Candids library.

    2. Import from your _____ via the _____ menu.

    3. Import from _____ via the _____ menu.

3. You should ALWAYS _____ images after you upload them.

4. When the upload completes, click _____ to hide all images other than the ones you just uploaded and open the Tag panel so you can easily tag them.

5. When the image has the exact same _____ in eDesign, it will alert you with a window that says "Duplicate Image Check."

6. You can also upload files into the _____ library and elements to be used on ads into the _____ library.

PRACTICE

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

1. Go to the Candids Library.
2. Upload an image or a selection of images via the Drag and Drop method and choose "Tag Image Now" when the upload is complete.
3. Upload an image from your computer via the Import/Export menu.
4. Upload an image from Google Drive via the Import/Export menu.
5. Now try to upload an image you just uploaded and when asked, check the box to not upload the duplicate.

UPLOADING FROM GOOGLE DRIVE

1. The first time you choose to upload from Google Drive you'll need to log into your _____ .

2. The _____ will help you find the image you need.

3. You can select one image to import by clicking on it, and there are two ways to import multiple images at one time:

    1. You can select multiple, non-consecutive images by holding down the _____ key when you click images.

    2. You can select multiple, consecutive images by holding down the _____ key when you click images.

4. You can also upload from Google Drive when you are inside _____.

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

1. Since after the previous video you practiced importing from Google Drive from the library, you can go straight to a page instead.
2. Go to the Book module.
3. From the Edit menu, select Practice Pages.
4. Open the Preview Panel.
5. Click on "Add New" and select "Import from Google Drive."

TAGGING IMAGES IN THE LIBRARY

1. There are three types of tags: _____, _____ and

    _____. You will find these in the Tags panel in the library.

2. Topic tags are a master lit of topics created by the _____

3. The topic tags should be used by members of the staff to _____ the photos.

4. There are two important things to remember about tagging photos:

    1. You should _____ tag photos when you upload them. This makes them easy to find later.

    2. You should always tag every image with the _____ the adviser and editors created in the Topics List.

    This makes sure everyone is using the same _____ structure for your photos and makes it easy for

    everyone to _____ the images they need.

5. Keywords add specific information to a photo, like the game, score, date, time, etc. Keywords are not for organizing your photos. They are more for

    _____information about them.

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6. Name tags are available after an adviser imports the name list into eDesign's _____ .

7. Use name tags to _____ people in the photo.

8. You also have options for applying tag to photos when you are in _____ .

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

1. Upload an image using any of the methods previously discussed.
2. Practice tagging the image with Topics, Keywords and Names.
3. Then deselect the tags you've just applied if they don't accurately reflect the content of the images.

WAYS TO VIEW IMAGES

1. To preview images larger in the library, _____ on the image.

2. You can scroll through the images using the _____ .

3. You can click the _____ or _____ the image to close it.

4. You can also select the _____ tab.

5. By dragging the bar to the _____ , you can make the preview even larger.

6. You can get an even larger preview of the image by _____ on the image and choosing

    _____ . When you're done, just close the _____ .

7. In Page Design, you have the option to open the image in the _____ to see them in a larger size.

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

1. Go to the Candids Library.
2. Double click on an image to view it larger.
3. Scroll through the images in the library using your arrow keys.
4. Close that preview and click on the Preview tab.
5. Drag the Preview bar to the left to make the preview larger.
6. Right-click on an image and choose "Open in Another Tab." After checking it out, close that tab.
7. Click on Book. From the Edit menu, choose Practice Pages.
8. Open the Preview Panel and click on the Image Preview icon to open it in the floating panel. Move the panel around the page and then close it.

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ROTATING AND DELETING IMAGES

1. You can rotate an image in the library or on the page, but doing it in the _____ is the most efficient method.

2. After you select an image and open the _____ tab, you'll see two circular arrows _____ the image for rotate clockwise and rotate counterclockwise.

3. You can also access those same commands by _____ on the image and choosing Rotate Clockwise or Rotate Counterclockwise.

4. In Page Design, you'll see those same rotate icons under the picture in the _____.

5. The reason the rotate options would not be active for an image is that it is _____ on a page.

6. _____ can only delete images they upload.

7. _____ can delete any images.

8. _____ cannot be deleted by anyone.

9. In the library the Delete icon is under the image in the _____ where you can delete one image or multiple images if you have multiple images selected.

10. If the delete icon is inactive under an image, it means a selected image is _____ on a page or one of the images in the group wasn't _____.

11. If you delete images you want to bring back, you can go to the _____ drop down menu and choose _____ and it will bring into view images that were deleted within _____. You can click the _____ button under the image preview, and it will pop back into the Candids library.

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

1. Go to the Candids Library.
2. Select an image and rotate it in the Preview Panel. Rotate it all the way so it is correctly oriented when you are finished.
3. Select an image and do the same thing using the options when you right click on an image.
4. Upload a random image you won't use in the yearbook. Then delete it.
5. Then go to the Filter menu and undelete it.
6. Then if it's not an image you'll use in the yearbook, delete it again.

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DOWNLOADING IMAGES

1. To download an image, _____ on the image and choose Download. Most computers will save the image to the

    _____ on your computer.

2. To download a group of images, select the images you wish to download and go to the _____ menu and

    choose _____.

3. You can download up to _____ images in one batch.

4. Any user can download images in _____, _____ and

    _____.

5. Only the _____ can download portraits.

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

1. Go to the Candids Library.
2. If there aren't any images in the library, upload two random images.
3. Select one image, right click on it, and download it.
4. Then select more than one image, and download it as a zip from the Import/Export menu.

SEARCHING AND FILTERING IMAGES

1. You can use the search field at the top left of the Library to search for images by _____ or

    _____.

2. You can clear a search by click on _____.

3. The best way to organize photos is with the master list of topics that are set up by the _____ and

    _____.

4. You can search by topic in the _____ search field in the upper right. When you type in that field, the list of topics

    will begin to dynamically filter to show you topics that match that.

5. Searching by _____ is like opening a folder of images.

6. You can also click on the _____ icon on the Topic Filter to see the full list of topics you can scroll through to

    select a topic to filter.

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7. You can also filter topics, keywords and people in the _____ panel by clicking on the

   _____ icon on the right of the Tags panel.

8. Also, the _____ list has a variety of filters you can apply to the library to help you find what you need.

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

1. Go to the Candids Library.
2. Upload an image.
3. Tag the image with a Topic, add a keyword, and tag it with a name if the name list is in eDesign.
4. Then search for that keyword in the Keyword search field.
5. Then clear the search and use the Topic search field to search for it by the topic you tagged it with. Then clear the search.
6. If you tagged it with a name, next search for it by that name by clicking on the filter icon to the right of the student's name in the Tags Panel.
7. If the name tagged isn't of a person who is actually in the photo, remove the name tag so eDesign's name tag data will be accurate.

MOVING ITEMS BETWEEN LIBRARIES

1. There are four places in the library where you can upload assets: _____,

   _____, _____, and _____.

2. You can move assets in those sections to other sections in the Library. To do so, _____ on an image and choose

   "Move to Candids," "Move to Portraits," "Move to Art," "Move to Ads" as needed.
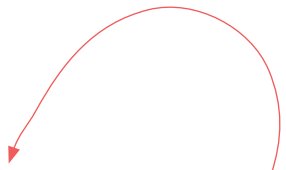
PRACTICE
To practice what you've just learned, do the following exercises:

1. Go to the Candids Library.
2. Right click on an image, and move it to the Portrait Library and then back to the Candids Library.

WHISTLE WHILE YOU WORK
The next lesson contains tutorials to help you work efficiently in Page Design. You'll get a tour of the workspace, and you'll learn about these great tools for working efficiently.
• Grids and Guides
• Zooming and Navigating
• Using Keyboard Shortcuts
• Using Sticky Notes
• Using Spread History to restore past versions
• Making PDFs
• Using the Preview Panel

We know you're eager to begin designing pages!
Before you jump feet first into fonts, colors and styles, take a little time to learn the nuts and bolts of the design workspace.

The time you spend now will save time later!.

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