



# 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. Search for “Curriculum.” Click on that link, and navigate to Lesson Three.

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 text elements \_\_\_\_\_ 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.

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 \_\_\_\_\_.

### **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 1/16 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 Herff Jones Square One approach to design.
6. You can turn the grid on and off by \_\_\_\_\_ or Control-clicking on any empty area of the page.
7. 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.

### **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.
5. Close Practice Pages.

## **ZOOMING AND NAVIGATING**

1. The Zoom menu at the bottom of the tool panel 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 on the tool panel is called the \_\_\_\_\_ tool. Click and drag the tool around an area you want to see to zoom in on that area.
4. 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 \_\_\_\_\_.

### **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.
4. Draw a text frame.
5. 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.
6. Then zoom in on the object again using the magnifying glass in the tool bar.
7. Click on the Hand Tool to pan around the page and pan around the page.
8. Click the Escape key to go back to the Selection Tool.
9. Use the keyboard shortcut Command/Control-O to Fit to Window.

## **USING STICKY NOTES**

1. To create a sticky note, choose the \_\_\_\_\_ tool from the tool panel. 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 uncheck 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. You must have \_\_\_\_\_ pages open to use Spread History.
3. You access Spread History under the \_\_\_\_\_ menu.
4. To view one of the previously saved versions, \_\_\_\_\_ on it in the list.
5. Once you have selected the version you would like to use, go to the File menu and select \_\_\_\_\_
6. Spread History keeps a record of every \_\_\_\_\_ version of a page or spread.

### **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. At the bottom of the panel you will see all the information for that image including any \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ that have been applied.
4. Below the large preview are the buttons for \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
5. 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 > Practices.
2. Open the Library Panel. Hover over an image and click the Enlarge icon to open the Preview Panel
3. Use the arrow keys to click through the images in the Preview Panel.
4. Click the Tag icon and tag the image with a topic and name (if topics and names are there).
5. Drag a photo from the Preview Panel onto the page.
6. Close Practice Pages.

## CREATING PDF PROOFS

1. You can generate a PDF of a page from the \_\_\_\_\_ module or when you are on a page.
2. After you select a page or spread in the Book module, go to the \_\_\_\_\_ menu and choose to generate a PDF.
3. When you are on a page, you can also generate a PDF under the \_\_\_\_\_ menu.
4. When the PDF is completed, it downloads to the \_\_\_\_\_ folder on your computer.
5. When printing a PDF, the default setting is to scale \_\_\_\_\_ a page to fit on an 8.5" x 11" piece of paper.

### 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 Low-Res PDF. (Please Note – Only advisers can make high-res PDFs.)
3. When it is finished, navigate to the Downloads folder 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. Go to Export > Create Low-Res PDF.
7. Open it from your downloads folder. Note that this time there are two pages in the PDF, one of each page on the spread.
8. Open a page you have rights to edit.
9. Go to File > Create Low-Res PDF. It will create a PDF of just the page you have open.
10. Click the padlock icon on the adjoining page to open both pages in the spread.
11. Go back to File > Create Low-Res PDF. This time it will create a two-page PDF, one for each page on the spread.
12. Close the page.

*Watching these next videos will take a total of only 19 minutes!*

*That's not much time to learn quick ways to be creative, so keep at it.*

### NEXT UP – WORKING WITH OBJECTS

Next you'll learn efficient and creative ways to work with objects including these topics:

1. Using the Shape Tools
2. Applying Stroke, Fill, Corner Radius and Colors
3. Flipping, Rotating and Arranging Objects
4. Grouping and Locking Objects
5. Aligning Objects and Applying Spacing between Them
6. Using Quick Copy
7. Applying Transparency and Drop Shadow
8. Creating Custom Shapes