# WORKING WITH OBJECTS
## eDESIGN CURRICULUM - LESSON 4

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 Four.

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.

## USING THE SHAPE TOOLS

1. The Shape tool creates _____ that can be used as graphic elements or as frames for images.

2. Click and drag to define the size and position of the shape. When you _____ the mouse, the shape is created.

3. To maintain the proportions of a shape as you resize it, hold down the _____ key.

4. The Polygon tool by default draws an _____, but if you go to the hexagon-shaped option in the Control Panel you can change the number of sides the shape has.

5. When you _____ over a tool in the tool panel, you will see the keyboard shortcut for that tool.

### PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Click on the Rectangle Tool and draw a rectangle. Then hold down the Shift key and draw a perfect square.
3. Click on the Ellipse Tool and draw an oval. Then hold down the Shift key and draw a perfect circle.
4. Click on the Star Tool and draw a star. Hold down the Shift key and draw a perfect star.
5. Click on the Polygon Tool and draw a polygon. Go up the polygon icon in the Control Panel and change the number of sides. Draw another polygon.
6. Click on the Triangle Tool. Draw a triangle. Then hold down the Shift key and draw an isosceles triangle.
7. In the tool bar, hover over the shape icons to review their keyboard shortcuts.
8. Close Practice Pages.

## APPLYING STROKE, FILL AND CORNER RADIUS

1. The _____ is the border around a shape.

2. The fill controls the color _____ the shape.

3. Corner radius controls the _____ of corners on shapes created with the rectangle tool.

4. Hold down the _____ key to select multiple shapes and to change them all at once.

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*PRACTICE*

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

1. Go to Book > Edit > Practice Pages.
2. Draw a rectangle. Then hold down the Shift key and draw a perfect square.
3. Change the fill color of one of the rectangles. Then Shift-click to select them both and change the fill color of them both simultaneously.
4. Hold down the Shift key to deselect one of the two shapes.
5. Change the stroke weight with the slider bar and by entering an exact number into the field to the right of the slider.
6. Change the corner radius of one (or both) of the shapes. First, select an option from the drop-down menu. Next, enter a value into the field.
7. Close Practice Pages.

## WORKING WITH COLOR SWATCHES

1. Colors on your monitor are rendered in the _____ color space. Colors in your yearbook are created in the

   _____ color space.

2. You should not select colors based on how they appear on your screen. Instead, refer to _____ color samples.

3. The most common places to apply color in page design include the stroke and fill for _____, the stroke and fill

   for _____, and the color of _____.

4. When you hover over a swatch, the _____ tells you the _____.

*PRACTICE*

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

1. Go to Book > Edit > Practice Pages.
2. Draw several shapes. Apply colors to their fill and stroke.
3. Hover over the swatches in the Fill Color Panel and the Stroke Panel to see the names of the colors.
4. Close Practice Pages.

## FLIPPING OBJECTS

1. You can flip an object by selecting the buttons located in the _____ Panel.

2. An object can be flipped _____ and _____.

3. Flipping the frame before you place an image in it will _____ affect the image you place in it later, but if you flip

   the frame after the image is in it, the image _____ flip as well.

*PRACTICE*

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

1. Go to Book > Edit > Practice Pages.
2. Draw any shape.
3. Using the tools in the Control Panel, flip it vertically and then horizontally.
4. Open the Library Panel.
5. Select an image to drag and drop into the shape. Notice the image is not flipped because there was not an image in the shape before you flipped it.
6. Now use the same tool in the Control Panel to flip the image. Notice that now the image did flip because there was an image in the shape.
7. Close Practice Pages.

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# ROTATING OBJECTS

1. You can rotate an object using the _____ tool.

2. Click and drag on the _____ of a selected element to rotate it clockwise or counter-clockwise.

3. In the Control Panel, select the field that shows the rotation angle in order to select one of the _____ angle measurements or to _____ a custom value.

4. With multiple objects selected, using the Shift key you can rotate _____ objects at once.

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

1. Go to Book > Edit > Practice Pages.
2. Draw a shape. Rotate it with the rotation handle.
3. Then go to the rotation field in the Control Panel. Select a value from the drop down menu. Then type a value into the rotation field.
4. Draw a text frame. Rotate it with its rotation handle and using the rotation option in the Control Panel.
5. Hold down the Shift key and select both the shape and the text frame.
6. Rotate them both at the same time using the rotation handle.
7. Close Practice Pages.

# ARRANGING OBJECTS

1. To alter the stacking order, use the Arrange commands located under the _____ menu.

2. The Bring Forward or Send Backward commands only move the object up or down _____ layer.

3. _____ puts the object at the top of the stacking order, while _____ puts the object at the bottom.

4. The Bring to Front and Send to Back commands are also available in the context menu when you _____.

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

1. Go to Book > Edit > Practice Pages.
2. Draw three objects (shapes or text frames). Change the color/tints of the shapes so they are easily discernible from each other.
3. Move them on the page so they overlap each other.
4. Select the one on top. From the Object menu, choose Send Backward.
5. Click on the object that is on top. From the Object menu, choose Send to Back.
6. Practice Bring Forward and Bring to Front on objects.
7. Now try them using the right-click method.
8. Close Practice Pages.

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## GROUPING OBJECTS

1.  To group multiple objects, select the objects you would like to group and press the Group icon located in the _____.

2.  Select the same icon again in order to _____ the objects.

3.  The bounding box around a set of grouped objects is a _____ line.

4.  While something is grouped, you cannot _____ the individual objects, but you can

    _____ the whole group.

5.  The keyboard shortcut for grouping is Command/Control _____.

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

1.  Go to Book > Edit > Practice Pages.
2.  Draw several shapes and text frames.
3.  Multi-select several objects by holding down the Shift key as you click on them. Group them and ungroup them using the icon in the Control Panel.
4.  Then right click on the selection to group and ungroup them from the context menu.
5.  Then practice grouping and ungrouping them using the keyboard short cut Command/Control G.
6.  Close Practice Pages.

## LOCKING OBJECTS

1.  To lock an object, select it, and then click the _____ icon in the Control Panel.

2.  Once an item is locked, a _____ bounding box will appear around it along with a padlock in the top left corner.

3.  While something is locked, you can make _____ edits like dropping in or cropping a photo.

4.  In order to _____ an object, click either the padlock icon that in the Control Panel or on the top left of the object.

5.  The keyboard shortcut for locking is command/control _____.

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

1.  Go to Book > Edit > Practice Pages.
2.  Draw a text fame. Click on the padlock icon in the Control Panel. Try to move it. Go back to the same padlock in the Control Panel and unlock it.
3.  Place an image on the page. Right click on it. Lock it. Right click again and unlock it.
4.  Draw a shape. Use keyboard short cut Ctl/Command - L to lock it. Repeat the same keyboard shortcut to unlock it.
5.  Select any of the objects you just created. Lock it using any of the three methods. Unlock it by clicking on the padlock icon on the object.

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## ALIGNING OBJECTS

1. When you have two or more objects selected, you can access the _____ commands.

2. To access the alignment tools, click on the align icon in the Control Panel, which will open the _____ Panel.

3. When you _____ over an icon, it reveals what type of alignment that icon will apply to the selected objects.

4. When you have objects selected, you can align their _____, their _____,

   their _____, their _____, their _____,

   and their _____.

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

1. Go to Book > Edit > Practice Pages.
2. Draw three shapes of various sizes and position them in a scattered arrangement on the page.
3. Change the colors of the shapes so they are easy to discern from each other.
4. Select all three of the shapes with any of the selection methods you like best (Shift-click, marquee, Edit > Select All).
5. Open the Arrange Panel. Practice the various alignment options, using Command/Control-Z to undo between each one.
6. Close Practice Pages.

## APPLYING SPACING

1. Apply Spacing allows you to place the exact amount of spacing you want _____ selected objects.

2. The Apply Spacing tool is in the Arrange Panel, which you access by clicking on the _____ icon.

3. The number in the Apply Spacing field is the amount of _____ that will be placed between the selected objects.

4. Select the value you want between the objects and click to apply _____ spacing or

   _____ spacing.

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

1. Go to Book > Edit > Practice Pages.
2. Draw at least five shapes of various sizes and position them in a scattered arrangement on the page.
3. Select all the shapes with any of the selection methods you like best (Shift-click, marquee, Edit > Select All).
4. Open the Arrange Panel. Click the Align to Top Edges icon to align them to the top. Then click Apply Horizontal Spacing.
5. Then move the shapes around on the page to mess up their alignment. Select all the shapes again using your favorite method.
6. Open the Arrange Panel again and click to align their left edges, Then click to Apply Vertical Spacing.
7. Play with this several times to get the hang of it.
8. Close Practice Pages.

## USING QUICK COPY

1. To make a quick copy, select an object and hold down the _____ key (Windows) or the _____ key (Mac) and _____.

2. After drawing a rectangle, there are three ways to create another one: 1) You can go back to the _____ tool to draw another one, 2) you can use the keyboard shortcut _____ to switch back to the Rectangle Tool, and 3) you can _____ out a quick copy by holding down the Alt/Option key.

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

1. Go to Book > Edit > Practice Pages.
2. Draw one shape.
3. Hold down the Alt key (Windows) or the Option key (Mac), and drag to create another shape. Create several.
4. Then select multiple objects by holding down the Shift key while you click. Practice dragging out a quick copy of all the elements simultaneously.
5. Close Practice Pages.

## APPLYING TRANSPARENCY AND DROP SHADOW

1. To apply transparency, select an object and open the _____ menu from the Control Panel.

2. As you reduce the opacity, the image gets more _____.

3. If an object is semi-transparent, it will allow objects below it to _____.

4. To apply drop shadow, open the _____ menu where you can adjust the settings of the shadow.

5. _____ is how far away from the object the shadow is cast.

6. Opacity refers to how _____ or how transparent the shadow appears.

7. Blur affects how diffused or _____ the shadow is.

8. Angle affects the _____ the angle is cast.

9. To remove a drop shadow, _____ the Apply Shadow check-box.

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

1. Go to Book > Edit > Practice Pages.
2. Draw two shapes and a text frame. Change the shapes to two different colors (or shades of gray) so they are distinguishable from each other.
3. Place one of the objects so part of it is on top of the other. Select the object on top. Open the Effects Panel and adjust that object's transparency.
4. Select another object and open the Effects Panel again. Give it a drop shadow and experiment with the settings.
5. Then practice applying transparency and drop shadow to the text frame.
6. Close Practice Pages.

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## CREATING CUSTOM SHAPES

1. The _____ tool lets you edit shapes you create with the Rectangle tool, the Polygon tool, and the Triangle tool.

2. When you click on an object with the Edit Path tool, the _____ of the shape can be moved.

3. If you hover over the line and _____, you can add another point to the path.

4. You can edit the path even after an _____ is placed in the frame.

5. To delete a point, select an anchor point on the image and hit the _____ key on your keyboard or you can

   _____ and choosing Delete Anchor Point.

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

1. Go to Book > Edit > Practice Pages.
1. Draw a rectangle, a polygon and a triangle.
2. Click on the Edit Path too and select one of the anchor points. Move that anchor point around.
3. Double click on the line to add another point. Move it around.
4. Select one of the points and delete it.
5. Drag and drop a photo from the Library Panel into the shape.
6. With that frame selected, click on the Edit Path tool. Then move some of the points.
7. Add an anchor point to the image.
8. Delete an anchor point from the image.
9. Close Practice Pages.

### HAVE FUN WITH PHOTOS IN eDESIGN & CANVA
The next lesson contains tutorials to help you work efficiently with photos AND how to make them look their best.

- You'll learn tech tips like how upload images while on a page what the DPI warning means.
- You'll learn time-saving tips like using Find My Image and how to swap images from one frame to another.
- Plus, you'll learn many FUN ways to unleash your artistry by cropping photos, removing their backgrounds, applying fun filters and effects, and putting photos inside text.

*Tired of watching videos?*

*Sure you are!*

*But you need to keep going so you can learn all the efficient and fun ways to make the MOST of your photos*

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