# WORKING WITH IMAGES
## eDESIGN CURRICULUM - LESSON 5

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 Five.

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 IN PAGE DESIGN

1. To upload images within the Page Design area you must first open the _____.

2. There are _____ different ways to upload images within the Page Design area.

3. When uploading an image in Page Design, a _____ will automatically be applied to the new image(s) as long as a filter search for a _____ is applied before uploading a new image.

4. When in Page Design, any staff member can upload into the _____, _____ or _____ sections of the Library Panel.

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

1. Go to Book > Edit > Practice Pages.
2. Open either the Candids, Art or Ads section then click Add New.
3. Choose from the two options to upload images.
4. Additionally, try dragging and dropping images into the Library Panel of the Candids, Art or Ads sections within the Library Panel.

## PLACING AND REMOVING IMAGES

1. To place images on the page, open the _____ located on the right side of the screen.

2. A user can _____ images from the Library Panel into an image frame on the page.

3. Users can click the _____ icon to open up the Preview Panel.

4. To remove an image, first select the _____ and then click the Remove Image con from the Control Panel above.

5. A _____ or _____ of a selected image will show a context menu that will also allow you to remove an image from an image frame.

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

1.  Go to Book > Edit > Practice Pages.
2.  Open the Library Panel (any section).
3.  Drag an image and drop it inside of any image frame.
4.  Select an image frame that has an image in it then click the Remove Image icon from the Control Panel at the top of the page.
5.  Select an image frame (or multiple image frames) with image(s) inside, then right click to select Remove Image.

## CROPPING IMAGES

1.  To enter Cropping Mode, you should _____an image.

2.  There are two additional ways to enter Cropping Mode after you've selected an image – you can click on the crop button icon in the Control Panel at the top of the page or _____ and select Crop Image.

3.  When in cropping mode, you can click the _____ handle to adjust the width or height of the frame.

4.  You can click and drag the _____ to move it within the frame.

5.  Within cropping mode, you can use the arrows on your keyboard or the arrows within the Cropping Control Panel that pops up. If you hold the _____ while clicking any of the arrows, you can move the image in larger increments.

6.  To completely _____ an image while in cropping mode, you can click the Remove Image icon with the small red 'x' located within the Cropping Control Panel that pops up.

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

1.  Go to Book > Edit > Practice Pages.
2.  Open the Library Panel (any section).
3.  Drag an image and drop it inside of any image frame.
4.  Double-click on a frame that has an image inside.
5.  Adjust the size of the image by using the corner handles.
6.  Move the image within the frame with a click, hold and drag, or by using the arrow keys on the keyboard or the arrows found inside the Cropping Control Panel.

## UNDERSTANDING THE IMAGE RESOLUTION WARNING

1.  The number of pixels in an image determines how large it can be printed and still retain the highest quality. As you _____ an image up to print, the pixels have to get _____ to fill the space. At some point the individual pixels themselves start to be visible and the printed quality starts to get worse.

2.  There is a warning for low _____ images. The warning lets you know that the image won't look its best when printed.

3.  You should not ignore a _____since it indicates that your image will not print at a good quality.

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4.  You will need to use the image in a _____ frame or scale the image

    _____ until the warning goes away.

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

1.  Go to Book > Edit > Practice Pages.
2.  Drop an image onto the page or place it in an image frame.
3.  Enlarge the image frame and/or the image itself inside the image frame (within cropping mode) until you receive a DPI warning.
4.  Reduce the image frame and/or the image itself inside the image frame (within cropping mode) until the DPI warning goes away.

## USING FIND MY IMAGE

1.  To find an image in your library, select an image on a page. With it selected, go to the _____ menu and choose

    Find My Image. It will open the appropriate library and isolate the image.

2.  If you want more information about the photo, click on the _____ Icon. You can also access this command by

    _____ a selected image and then choosing Find My Image.

3.  To clear the filter, click _____, and it will take you back to your full candid library.

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

1.  Go to Book > Edit > Practice Pages.
2.  Drop an image onto the page or place it in an image frame.
3.  Close the Library Panel.
4.  Select the image (with a left-click).
5.  Right-click the selected image and then choose Find My Image, or click on the Object Menu at the top and select Find My Image.

## SWAPPING IMAGES

1.  To swap two images, select two images on the page by clicking on one and then hitting the _____ while

    clicking on the other.  Then go to the _____ and click swap image.

2.  You can also access this command by _____ and choosing Swap Image.

3.  Additionally, there is a keyboard shortcut to swap images. That shortcut is _____.

4.  If you swap images between two different size frames, you may need to _____ the image.

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

1.  Go to Book > Edit > Practice Pages.
2.  Drop several images onto the page or place them in image frames.
3.  Select two or more images, and then use the Object Menu, the Right-click menu, or the shortcut to toggle images between the selected frames.

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## APPLYING FILTERS AND EFFECTS IN CANVA

1. Users can use Canva to add filters or effects to an image from within Page Design. To do so, choose an image from the Library Panel, and then click the _____ to open the image within the Canva editor.

2. Once Canva opens, select the image and then choose filters from along the top to see a collection of filters similar to those you see in _____ .

3. You can adjust the _____ using the slider.

4. Under Effects you will see many effect options. Select an effect, and then click on the slider icon to open the controls for that effect. You must click _____ to save the effect.

5. When finished, you must click _____ to save the change and add it to the eDesign library.

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

1. Go to Book > Edit > Practice Pages.
2. Open the Library Panel.
3. Click the Edit Icon at the bottom of one of the images
4. Select the image once it opens in the Canva Editor.
5. Choose the Filters option at the top and see the available options.
6. Choose the Effects option at the top and see the available options. If you choose an Effect, make sure you click Apply for it to be applied to the image.

## REMOVING BACKGROUNDS FROM IMAGES IN CANVA

1. You can use Canva to remove the background from an image. While in Page Design, choose an image from the Library Panel, and then click the _____ to open the image within the Canva editor.

2. Once the image opens inside the Canva Editor, select the image, and then select the _____ tab at the top.

3. To refine the cut out image, use the _____ and _____ brushes.

4. Always make sure to click _____ to save the changes.

5. You also have the _____ and _____ options in the upper left.

6. When satisfied, click _____ to make your new cut out background image appear in your eDesign Library.

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

1. Go to Book > Edit > Practice Pages.
2. Open the Library Panel.

3. Click the Edit Icon at the bottom of one of the images.
4. Select the image once it opens in the Canva Editor.
5. Choose the Effects option at the top.
6. Select Background Remover. Use the other available tools to fine tune the image.
7. Click Apply, then wait for the refresh.
8. Click Publish to send the new cut-out background image into your eDesign Library.

## PLACING AN IMAGE IN TEXT

1. In eDesign you can place an image inside of _____.

2. If you grab an image and hover over a text frame, you will see a _____ highlight around the text.

3. Once you drop an image inside text, the text frame is still _____.

4. The text is now also an _____.

5. To crop an image inside of text, you need to highlight the text frame and then click the Crop icon from the _____.

6. Unlike a normal image frame, you cannot enter Cropping Mode by _____ the text frame.

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

1. Go to Book > Edit > Practice Pages.
2. Select the Text tool (T) from the toolbar on the left.
3. Click and drag to create a text frame.
4. Edit the text in any way.
5. Open the Library Panel.
6. Click an image, and drop it into the text frame.
7. Select YES to confirm that you'd like to drop the image inside of your text frame.
8. Continue to edit the text inside the text frame.
9. With the text frame highlighted, click on the Cropping icon in the Control Panel.
10. Adjust the image inside the text.

*Make sure you pay attention to this one:*

*How to flip a layout to create FOUR out of one.*

**TIME TO CHECK OUT TEMPLATES AND MODS**
Now that you've seen how much fun you can have cropping and editing photos, it's time to create templates and mods. In the next lesson, you'll learn:

• How to place templates and mods onto pages and how to create templates and mods of your own.

• How to FLIP templates and mods to make four versions out of one.

• How to find colors and change them when you want to quickly customize a template or a mod.

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