

CREATING TOPICS WITH THE FOLIO IN MIND

PRO TIPS TO STRATEGIZE & MAXIMIZE IN eDESIGN

Understanding how eDesign's folio syncs with the topics and sections you apply to pages in the ladder may impact how you create your topics, so considering these possibilities before you type your topics can save you time and boost your creativity.

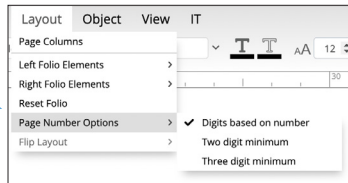
WHAT'S THE FOLIO? It's the page # and accompanying ladder info.

HOW DOES THE FOLIO RELATE TO PAGE TOPICS?

1. You can set up eDesign so that Topics and/or Sections from the ladder can auto-populate onto pages with the folio.
2. The topics can be applied to the ladder as page topics or as sections.

THREE POSSIBILITIES TO PONDER

1. **LOWERCASE AND UPPER CASE** – If you want the topic or section to be capitalized or all lowercase on the page, select those attributes on the folio document itself, and then click the "T" tool to awaken text controls. Simply apply your desired capitalization setting to those elements, and then that is how your topics/sections will appear on the pages themselves - even if the case differs in the ladder.
2. **NUMBER OF DIGITS** - You can set a constant value for your page numbers to always appear with a fixed number of digits. Engage this ability from the folio document in the Layout menu.



3. **SECTIONS IN FOLIO** - If you want to include the section in the folio, you can put the section by itself or you can include its thematic title. In the examples at right, the section is "Student Life" and the thematic title for Student Life for this example is "We Make It Great." See how these four examples include the section and the thematic title?

Another option to consider is to put thematic titles on the even pages and sections on the odd pages, or vice versa. Check out this example:

THEMATIC TITLE ON EVEN PAGES		SECTION ON ODD PAGES
<p>Student Life Division <i>We Make It Great!</i> Jamie Abeyta , Gall Hook , Soo Chin Kim , Leo Simkins , Roger Thompson</p> <p>01/21/2022 (201 days)</p> <p>PROOF</p>		<p>Student Life Division <i>Student Life</i> Jamie Abeyta , Gall Hook , Soo Chin Kim , Leo Simkins , Roger Thompson</p> <p>01/21/2022 (201 days)</p> <p>PRE-SUBMIT</p>
<p>First Week of School <i>We Make It Great!</i> Roger Thompson , Sandra Diaz , Soo Chin Kim , Leo Simkins</p> <p>10/29/2021 (117 days)</p> <p>PREFLIGHT</p>		<p>First Week of School <i>Student Life</i> Gall Hook , Kathy Shoemaker , Soo Chin Kim , Leo Simkins</p> <p>10/29/2021 (117 days)</p> <p>PREFLIGHT</p>

EXAMPLES TO HELP YOU DECIDE

These examples simply help you see how all caps and lowercase look in a folio. You'll design yours in Step 7.

FOLIOS WITH ONLY TOPICS

- 142 *Friday Night Lights*
- 142 *friday night lights*
- 142 **Friday Night Lights**
- 142 **friday night lights**
- 142 **FRIDAY NIGHT LIGHTS**

FOLIOS WITH TOPICS AND SECTIONS

- 142 *Friday Night Lights*
Student Life
- 142 *Friday Night Lights*
STUDENT LIFE
- 142 *friday night lights*
STUDENT LIFE
- 142 *friday night lights*
STUDENT LIFE - We Make It Great
- 142 **FRIDAY NIGHT LIGHTS**
student life - we make it great
- 142 *friday night lights*
STUDENT LIFE - We Make It Great!

LOWERCASE AND UPPERCASE IN THE LADDER

To create folios like this:

142 Varsity Boys Basketball
ATHLETICS - Going for Gold

142 *friday night lights*
STUDENT LIFE - We Make It Great!

Apply capitalization controls to your Topics & Sections in the folio document itself. This way even if your ladder is lowercase, the formatting you desire will appear on the pages properly.

