



PAGE DESIGN TOOLS

YOUR GUIDE TO USING eDESIGN

TOOLS

	SELECTION TOOL (V OR ESCAPE)	This tool is used to select objects for moving, scaling, and deleting. Shift + click or click and drag to select multiple objects. Hold the shift key while scaling to maintain the proportions.
	EDIT PATH TOOL (P)	Click to move or delete points and edit a shape or path drawn with the pen tool.
	TEXT TOOL (T)	Draw at text frame with the text tool to enter text. Highlight text to create text content and formatting changes.
	SHAPES TOOL <input type="checkbox"/> Rectangle Tool (R) <input type="checkbox"/> Ellipse Tool (E) <input type="checkbox"/> Star Tool (S) <input type="checkbox"/> Polygon Tool (Y) <input type="checkbox"/> Triangle Tool (G)	Select a shape tool to draw that shape on your page.
	LINE TOOL (L)	The line tool is used to draw lines.
	BACKGROUND TOOL	The background tool fills the background and locks it into the correct position.
	STICKY NOTE TOOL (N)	Sticky notes are used for communicating edits or other information particular to the page. The note can be moved anywhere in the layout. Sticky notes also appear on the home screen's message board.
	PAN TOOL (H)	Click and drag with the pan tool to pan the page view in the layout window when zoomed in.
	ZOOM TOOL (Z)	Use the zoom tool and click to zoom in incrementally up to 800%. Hold the shift key and click to zoom out incrementally to 25%.
	FIT TO WINDOW	Click to fit the spread to the window to fit the entire layout in your viewable window.
	75% Zoom Level	Click to select the amount of zoom from 20% to 800%. Select an element to focus the zoom.

TOOL CONTROL PANEL FOR TEXT

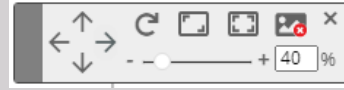
	Active Text Tool		The active text tool is present at the top of the toolbar.
	Character Style		A character style is a combination of text formatting attributes that can be applied to a paragraph in one step. Styles include font, size, eading, tracking fill, and tint.
	Font		A font or font family is a set of letters, numbers, and symbols that share an overall appearance. A font can be applied to one or more characters.
	Fill		Color and tint can be applied to any highlighted text.
	Stroke		Adding a stroke outlines highlighted text. Set the size, color, and tint. The default is no stroke.
	Font Size		Font size is measured in points (a point equals 1/72 of an inch). You can specify any font size from 6 to 72 points, in 0.01-point increments.
	Tracking		Tracking (sometimes called letter spacing), controls the consistent space between letters across a block of text, and affects a word or text block overall. Track text to appear loose or tight.
	Font Line Height		Font Line Height (sometimes called leading), controls the distance between each line of text. This is often used with pull quotes.
	Alignment		Text that aligns with the left text frame edge is left aligned. Aligning to the right edge is right aligned. Center aligned means text aligned in the center, not on the edges. Justified is aligned on both edges of a text frame. Justified text is unpredictable in thinner columns.
	Text Capitalization		This tool allows capitalization styles to be applied to selected text frames. You can choose from "No Style" (which is the default), lower case (all text is in lower case), UPPER CASE (all text is in all-caps), and Title Case (which is upper and lower case text).

TOOL CONTROL PANEL



	Active Tool	Tool panel	The active tool is present at the top of the toolbar.
	Pin Tool	Tool panel	Clicking the pin to white closes the tool bar. Clicking the pin to black opens the tool bar.
	X and Y Coordinate	All page elements	The intersection of X and Y is the top left corner of each page element. X is where left side of an element lines up with the horizontal ruler at the top of the screen. Y is where top of an element lines up with the vertical ruler on the left of the screen.
	Width and Height	All page elements	W/H specifies the width and height of a selected page element or elements.
	Proportion Lock	All page elements	Slash allows independent scaling. No slash maintains the scaling proportion.
	Fill Color	Text frames and shapes	Slash is no fill. No slash is the fill color and opens the color picker.
	Stroke Weight/Color	Text frame, shapes, and lines	Slash is no stroke. No slash is the stroke color and opens the size and color picker.
	Rotation Angle	All page elements	Rotates an element to set degrees. This can be done manually to any degree.
	Corner Radius	Rectangle shape	Applies rounded corners to elements created with the rectangle tool.
	Polygon Sides	Polygon shape	Adds and removes sides from elements created with the polygons tool.
	Effects	All page elements	Adds transparency or a dropped shadow to an element. Clears applied effects.
	Create with Canva	Creates new graphic	Opens Canva to create a horizontal, vertical, or square graphic.
	Lock Elements	All page elements	Locks and unlocks elements on the page.
	Group Elements	All page elements	Combines multiple selected elements into one element. This can be undone.
	Flip Horizontal	All page elements except text	Mirrors single or multiple selected elements.
	Flip Vertical	All page elements except text	Flips single or multiple selected elements upside-down.
	Arrange Objects		Aligns selected elements to left, horizontal center, right, top, vertical center, and bottom.
	Text Frame Columns		Splits a single text frame into a multiple column text frame.
	Text Frame Options		Padding is used to set space between text content and its text frame. It can be thought of as a margin around your text. Unconstrained allows you to use different padding on all four sides of the text frame.
	Image Name Tag Tool	Candids and ads	Shows name assigned to all images, including the number of names. Untagged images will show zero. Clicking the number tag opens the editable Preview & Tag panel.
	Remove Image from Frame	Candids, art, and ads	Removes single or multiple selected pictures from the image frame. The empty frame remains intact.
	Crop Image		Enables positioning, fitting, and scaling of an image within its frame. Fit manually or in conjunction with the cropping panel.
	Workspace Controls		Clicking on the eye icon hides or shows all of the options, or by default everything shows except for the Swiss Grid and the Document Grid (unless these are turned on in Settings). Customize your workspace by checking the box for whatever features you want to use in the laying out of your pages.
	Sticky Note Toggle	Communication notes	Toggles on/off sticky note visibility.

CROPPING CONTROL PANEL



	Nudge Controls	Cropping panel	Nudges the image in the frame: left, right, up, or down.
	Rotation Control	Cropping panel	Rotates the image 90 degrees inside the frame.
	Fill Frame	Cropping panel	Expands the scale of the image to proportionately fill the frame.
	Fit Frame	Cropping panel	Causes the image to scale to fit inside the top and bottom of the image frame.
	Remove Image	Cropping panel	Removes the image from the frame while leaving the image frame in place.
	Manual image scale	Cropping panel	Allows the user to manually type in a percentage to scale the image by.
	Incremental image scale control	Cropping panel	Scales the image size up by one percent.
	Incremental image scale control	Cropping panel	Scales the image size down by one percent.
	Close Panel	Cropping panel	Closes the cropping tool panel.






BACKGROUND TOOL CONTROL PANEL

Left Page Right Page **Spread**



	Left Page Selection	Control Panel	Selects the left page for placing the background image into.
	Right Page Selection	Control Panel	Selects the right page for placing the background image into.
	Spread Selection	Control Panel	Selects both pages for placing the background image into.
	Background Color	Control Panel	Opens the controls to apply a color to the entire background.
	Add Image	Control Panel	Opens the page design library panel to allow the drag and drop of an image.
	Remove Image	Control Panel	Removes a placed background image.
	Crop Image	Control Panel	Opens the cropping controls for the placed background image.
	Flip Horizontal	Control Panel	Mirrors the placed background image.
	Flip Vertical	Control Panel	Flips the placed background image.
	Opacity Controls	Control Panel	Changes the opacity of the placed background image.
	Background Image Resolution Warning	Control Panel	Shows when an image is enlarged beyond a resolution of 250 PPI (pixels per inch), which may result in poor quality.

MISCELLANEOUS ITEMS

	View only mode	Page design area	Spread is open but cannot be edited.
	Page locked	Page design area	Adjoining page is locked. If you are assigned to the adjacent page, you should see the text, "Click to unlock" and can unlock that page in order to edit as well.
<u>misspel't</u>	Misspelled words	Text frames	Red underlined words are potentially misspelled.
<u>Jaxon Browne</u>	Misspelled names	Text frames	Blue underlined names do not match the Name List names.
<p>Lorem ipsum dolor sit amet, consectetur </p>	Overset text	Text frames	Appears when the text frame is not large enough to show all the text.
	Image resolution warning	Candids, art, and ads	Shows when an image is enlarged beyond a resolution of 250 PPI (pixels per inch), which may result in poor quality. It's recommend viewing your image on a high-res PDF at 120%. This will give you a better sense of how it will actually look when printed.
	Sticky note toggle	Page design area	Click to expand conversational sticky notes. The number designates conversations, yellow is incomplete, blue is completed.