



# WORKING WITH BACKGROUNDS AND ART

## eDESIGN CURRICULUM - LESSON 8

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 Eight.

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 BACKGROUND TOOL

1. To access the background controls, click on the Background Tool in the \_\_\_\_\_ on the left side.
2. After activating the Background Tool, you will see options in the panel at the top that allow you to adjust the background of the \_\_\_\_\_ page, \_\_\_\_\_ page, or the \_\_\_\_\_.
3. The Background Tool allows you to add a \_\_\_\_\_ or an \_\_\_\_\_ to the background.
4. You can use the \_\_\_\_\_ to dial down the opacity of that background to make it a bit more subtle and light.
5. There is a \_\_\_\_\_ at the top that allows you to remove an image from the background.
6. To crop an image that has been placed in the background, you must have the \_\_\_\_\_ activated and use the \_\_\_\_\_ in the Control Panel at the top.
7. To exit cropping mode, you can either \_\_\_\_\_, or use the \_\_\_\_\_ to close the panel, or click again on the \_\_\_\_\_ at the top.
8. You may need to use the \_\_\_\_\_ option to create a “mirrored background look.”

### PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Click on the Background Tool.
3. Change the background color of the left page, then the right page, and then the entire spread.
4. Add an image to the entire spread.
5. Remove the background image.
6. Add an image to the just the left page and add an image to just the right page.
7. Click the cropping icon to enter cropping mode.
8. Crop the image on the right page.
9. Flip the image on the right page.

## CREATING GRAPHICS AND ART IN CANVA

1. To create a new graphic with Canva from the Art Library Panel within Page Design, click on the \_\_\_\_\_ drop-down menu, and select the Canva option.
2. After clicking on the Canva option, you will have the following three options: New \_\_\_\_\_ Graphic, New \_\_\_\_\_ Graphic, and New \_\_\_\_\_ Graphic.
3. When the Canva Editor opens, you can go to the \_\_\_\_\_ to see the collection of pre-made graphics.
4. Some pieces of artwork are \_\_\_\_\_ by color.
5. When you're satisfied with your edit, click the \_\_\_\_\_ button in the top right to save the changes and drop this new graphic into the eDesign Library.
6. Anything created from a blank canvas as a starting place will be housed in the \_\_\_\_\_ section of 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 Art section of the Library.
3. Click on Add New.
4. Choose the Canva option, and then select one of the three canvas preset sizes.
5. Click on the Elements button on the left side to see pre-made graphics.
6. Use the search bar at the top to find specific graphics.
7. Drag and drop a graphic onto the blank canvas.
8. If your selected graphic can have custom colors, you will see color options at the top. Some graphics cannot be customized, and, therefore, you will not see any color options at the top for these types of graphics.

## CREATING BACKGROUNDS USING CANVA

1. To create a new background within Canva to cover the **entire spread**, choosing New \_\_\_\_\_ Graphic would be the best option.
2. To create a new background within Canva for a **single page**, choosing New \_\_\_\_\_ Graphic would be the best option.
3. After selecting an image from the Backgrounds area, you can click the \_\_\_\_\_ menu to apply a Duo-tone effect.
4. When you're satisfied with your image, click the \_\_\_\_\_ button in the top right to save the changes and drop this new image into the eDesign Library.
5. Any graphic you create from scratch in Canva will come back to the \_\_\_\_\_ section of 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 Art section of the Library.
3. Click on Add New.
4. Choose the Canva option, and then select one of the three canvas preset sizes.
5. Click on the Background button on the left side to see available images.
6. Use the search bar at the top to find specific background images.
7. Drag and drop an image onto the blank canvas.
8. Click Effects and apply Duo-tone color.
9. Click Apply at the bottom left to save any Effects or Filters. If you don't click "Apply" and wait for it to apply, it will not apply the effect.
10. Click Publish to save your image back into the Art section of the eDesign Library

## CREATING INFOGRAPHICS USING CANVA

1. To create a new infographic from within the Page Design area of eDesign, you can click the \_\_\_\_\_ icon in the Control Panel at the top of the page and then select from one of the three preset sizes.
2. Clicking on the \_\_\_\_\_ tab within the Canva Editor will show you various chart options.
3. Some charts have editable fields that automatically change your chart. You can even \_\_\_\_\_ data from another spreadsheet into the Canva Editor.
4. You can change your chart to a new style by using the drop-down menu located in the \_\_\_\_\_ area of the Canva Editor.
5. Once you have the chart the way you want it, click \_\_\_\_\_ to save the changes and drop the chart into the eDesign Library.
6. Any infographic you create in Canva will come back to the \_\_\_\_\_ section of the eDesign Library.

## PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Click on the Canva icon in the Control Panel at the top of the page.
3. Choose the Canva option and then select one of the three canvas preset sizes.
4. Click on the Charts button on the left side to see available charts.
5. Drag and drop a chart onto the blank canvas.
6. Adjust the data or the percentages on the left side of the Canva Editor page.
7. Click Publish to save your infographic image back into the Art section of the eDesign Library.

## CREATING TEXT GRAPHICS USING CANVA

1. With the Canva Editor open, click on the \_\_\_\_\_ tab on the left side to see available text options.
2. Text in Canva does not utilize eDesign fonts, so if you use a Canva font it must be used as a \_\_\_\_\_ and will not be actual \_\_\_\_\_ text within eDesign.

- In addition to changing the font style, you have control over the \_\_\_\_\_, the \_\_\_\_\_ and the \_\_\_\_\_.
- List three text effects that can be applied within the Canva Editor: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
- When you click \_\_\_\_\_ the chart will go back into your art library as a piece of artwork
- When you're satisfied with your Text graphic, click the Publish button in the top right to save the changes and drop this new image into \_\_\_\_\_ section of the eDesign Library.

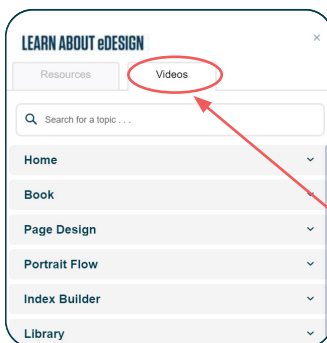
## PRACTICE

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

- Go to Book > Edit > Practice Pages.
- Click on the Canva icon in the Control Panel at the top of the page.
- Choose the Canva option and then select one of the three canvas preset sizes.
- Click on the Text button on the left side to see available text options.
- Drag and drop a text preset style onto the blank canvas.
- Type in the actual characters you'd like and use the options at the top of the page to adjust the size, color or formatting.
- Click the Effects button to apply different effects to the text. If the Apply button is at the bottom of the screen, make sure you click Apply.
- Click Publish to save your text graphic image back into the Art section of the eDesign Library.

*Congrats! You're done!*

*But wait! There's more . . .  
(if you're up for it!)*



### NOW THAT YOU'VE GOT THE LAY OF THE LAND, YOU CAN EXPLORE ALL THE MORE.

eDesign's Help Menu is loaded with even more videos, some for all staff members and a collection specifically for advisers and editors. If you want to learn more, check out the full collection tutorials accessible in two locations:

- eDesign > Help > Video Series**  
These play in an overlay inside eDesign. Just search for a topic, and the menu will filter to show you videos and PDF guides that pertain to that topic.
- eDesign > Help > eDesign Help and Curriculum > All Video Tutorials**  
These play in a different tab so you can work in eDesign on one tab and play the videos on another so you can watch, pause, work, watch, pause, work . . . repeat. On this page, you can see a list of all the videos in one place.

