









# Online Design





## Adviser & Staff Training Online Design Icons









### Online Design Menu Icons










-  Home Page
-  Page Editor
-  Ladder
-  Manage Images
-  Manage Student Body
-  Manage Yearbook Staff
-  Image Upload
-  To Do's

### Page Editor Icons

-  Shape Library
-  Image Library
-  Background Images Library
-  Recommended Images

### Ladder Icons & Colors

-  Spread Not Started
-  Spread has been Edited
-  Currently Editing Spread
-  Spread Ready for Proofing
-  Proof Approved for Spread
-  Submitted Spread













-  Spread Not Started
-  Spread has been Edited
-  Currently Editing Spread
-  Spread Ready for Proofing
-  Proof Approved for Spread
-  Submitted Spread
-  Spread Locked and Unavailable for Editing
-  Spread Available for Editing
-  Candid Page

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## Adviser & Staff Training Online Design Icons










### Ladder Icons & Colors Continued




-  Portrait Page
-  Candid Page
-  4-Color Page
-  4-Color Page + UV coating
-  Black & White Page
-  Black & White Page + UV coating
-  Master Pages
-  Templates
-  Spread Assigned to Staff
-  Spread Not Assigned
-  Due Date Assigned to Spread
-  Due Date Not Assigned

### Images Area Icons




-  Candid Images
-  Portrait Images

-  ClikArt Images
-  Folio Art
-  Background Art
-  Portrait is recommended for use on spread
-  Portrait is used on one or more pages
-  Candid image is recommended for use on spread
-  Candid image is used on one or more pages

### Student Body Icons

-  Grade and Homeroom Information
-  Retakes Available
-  Primary Portrait

### Staff Icons

-  Number of Assigned Spreads
-  Number of Pending To Do's
-  Number of Uploaded Images