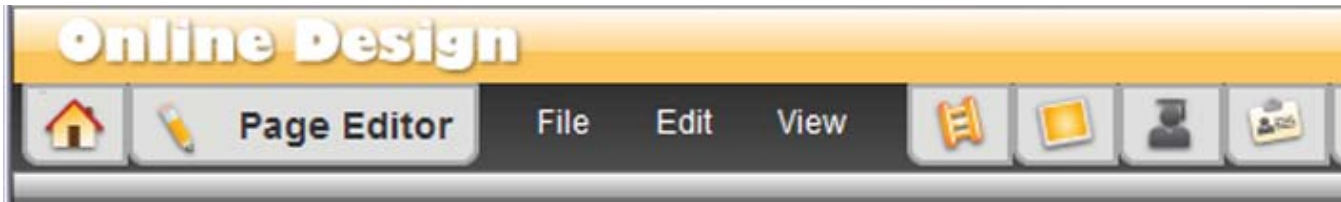


# Online Design

## Adviser & Staff Training - Page Editor



**Page Editor Lesson 1 - Entering Page Editor**

**Page Editor Lesson 2 - Tools**

**Page Editor Lesson 3 - Menus**

**Page Editor Lesson 4 - Utility Panels & Palettes**

**Page Editor Lesson 5 - Adding Text to a Page**

**Page Editor Lesson 6 - Working With Text**

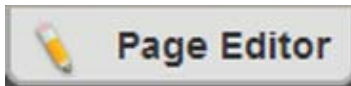
**Page Editor Lesson 7 - Adding & Adjusting Images**

**Page Editor Lesson 8 - Adjusting & Adding Effects**

# Online Design

## Adviser & Staff Training

### Page Editor Lesson 1 - Entering Page Editor



#### How do I enter the Page Editor?

Online Design gives you multiple avenues for entering the Page Editor to work on your pages, such as:

- Click to open one of the spreads in the My Spreads bar located on the homepage.
- Click to open one of the spreads in the My Spreads table located below the calendar on the homepage.
- From any of the Ladder overviews, click the pencil icon. Note that spreads displaying as locked on the ladder cannot be opened in the Page Editor.
- From the Ladder Detail mode, you can click on the thumbnail preview of an editable spread to enter the Page Editor.
- From the Ladder Preview mode, you can click on the preview of an editable spread to enter the Page Editor.
- Click on the Page Editor tab in the main navigation bar at the top of the page, which will take you to the Choose a Spread screen.

Please note that if you attempt to enter the Page Editor by opening a spread that is not available for editing, you can still view a preview of the last time the spread was saved.

#### Choose a Spread screen

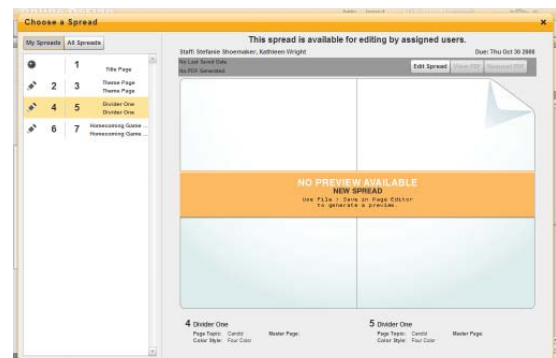
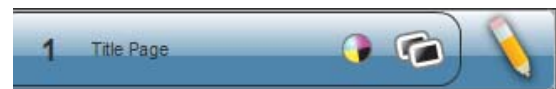
The Choose a Spread screen displays whenever you enter the Page Editor by simply clicking on the Page Editor tab in the main navigation bar.

All the spreads in your yearbook are listed in the scrollable menu on the left side of the screen. You can also sort the list with the My Spreads and All Spreads buttons.

Once you click on a spread to highlight it, a thumbnail of the spread will be displayed in the window on the right, along with the spread's full details below it. When available, clicking the Edit Spread button will launch a Page Editing session for that spread.

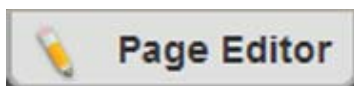


Pages	Topics	Due Date
	Title Page	10/30/2008
2-3	Theme Page - Theme Page	10/30/2008
4-5	Divider One - Divider One	10/30/2008



# Online Design

## Adviser & Staff Training Page Editor Lesson 2 - Tools



### What tools does the Page Editor offer?

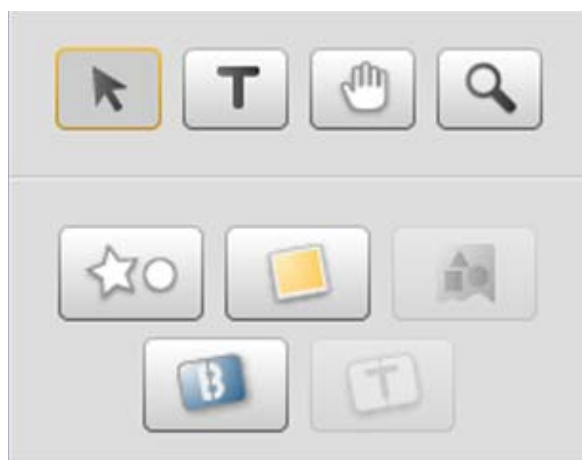
Before you begin creating your yearbook, it will be helpful to familiarize yourself with the Online Design Page Editor, its capabilities and features.

The first thing you should know about the Page Editor is how to use the tools to create text and shapes.

The Tool palette appears in the upper left corner of the screen during a page editing session. Below is a description of each tool and how it can be used in yearbook production.

#### First row of Tool palette:

- **Selection tool** - Used to select items by clicking on them
- **Type tool** - Used to create text boxes; when this tool is selected, you can create text boxes on the page by clicking and dragging across the page; this tool must also be selected to type or place text in any page object
- **Hand tool** - Used to scroll around the page by clicking and holding
- **Zoom tool** - Used to zoom in closer to an area of the page



#### Second row of Tool palette:

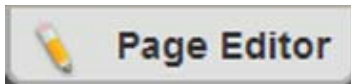
- **Shapes** - Clicking this button will open the Shapes library on the left side of the screen; this tool is used to drag and drop shapes on to a spread; available shapes include circle, square, star, polygon and two kinds of starbursts.
- **Images** - Clicking this button will open the Images library on the left side of the screen and display all the images available for use on the spread; this tool is used to drag and drop images on to a spread; the Images library can be sorted using the Recommended, Images, All, Candid, Portraits or KlikArt tabs at the top.

#### Third row of Tool palette:

- **Backgrounds** - Clicking this button will open the Backgrounds library on the left side of the screen; this tool is used to drag and drop backgrounds on to a spread.

# Online Design

## Adviser & Staff Training Page Editor Lesson 3 - Menus



### What do the Page Editor's menus mean?

Once you have a basic grasp of the Tool palette, next you should familiarize yourself with the Page Editor's menus and commands.

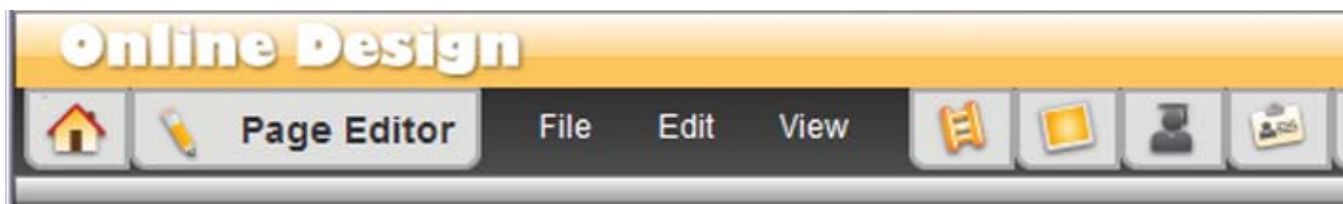
#### File >

- **Open** - Used to open a spread through the Choose a Spread dialog box
- **Edit Master Pages** - Used to leave spread editing mode and enter master page editing mode
- **Save** - Used to save the spread being edited
- **Close** - Used to close the spread being edited; if changes have been made since your last save, a dialog box will display asking if you want to save your changes
- **Print** - Used to print the spread being edited

#### Edit >

- **Undo** - This option is available if the last action taken by the user can be undone
- **Redo** - Reapplies the last action taken by the user
- **Cut** - Removes the selected object(s) and stores them in the clipboard
- **Copy** - Duplicates the selected object(s) and stores them in the clipboard
- **Paste** - Places cut or copied object(s) from the clipboard on to the page
- **Paste in Place** - Places cut or copied object(s) from the clipboard on the page at the same original spot they were cut or copied from
- **Delete** - Removes object(s) from the page without placing them in the clipboard
- **Clear Spread** - Removes all objects from the spread and does not place them in the clipboard; leads to a dialog box asking if you're sure of the action
- **Select All** - Selects every object on the spread
- **Select None** - Deselects every object currently selected on the spread
- **Lock Selected** - Locks currently selected objects so that they cannot be moved or deleted
- **Unlock All** - Unlocks any currently locked objects

Note that Ctrl/Cmd + C, Ctrl/Cmd + X and Ctrl/Cmd + V will copy, cut and paste text, while the Edit > Copy, Edit > Cut and Edit > Paste menu commands will copy, cut and paste objects.

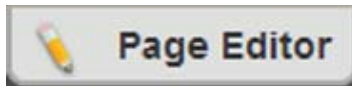


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# Online Design

## Adviser & Staff Training

### Page Editor Lesson 3 Continued - Menus

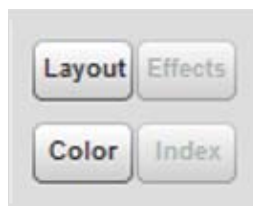


#### View >

- **Page Settings** - Opens the Page Settings palette for setting margins, columns, grids and guides
- **Zoom In** - Used to increase the magnification on a spread so details can be seen
- **Zoom Out** - Used to decrease the magnification on a spread so a broader view can be seen
- **Fit Page in Window** - Adjusts the zoom to show the entire current page in the window
- **Fit Spread in Window** - Adjusts the zoom to show the entire spread in the window
- **Actual Size** - Shows the spread at 100% zoom
- **Entire Pasteboard** - Zooms out to display the entire spread and any of the area outside the page layout where you can drag items
- **Show Guides** - Shows any guides on the page, which are dragged out of the rulers
- **Show Grid** - Shows an alignment grid on the spread
- **Show Bleed Bar** - Area around the outside of a page, shown to define the spread's safety area; text should not enter the bleed bar area or it may be trimmed off during production, while objects which are intended to bleed off the spread must extend at least to the outer edge of the bleed bar
- **Clear Guides** - Removes all ruler guides from the spread

#### Utilities >

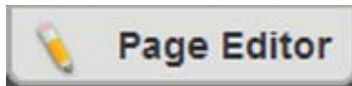
- **Layout Control Panel** - Opens the Layout Control Panel, which is used to arrange selected object(s) on the page
- **Effects Control Panel** - Opens the Effects Control Panel, which is used to apply effects to selected object(s) on the page
- **Color Control Panel** - Opens the Color Control Panel, which is used to apply color effects to selected object(s)' border, fill or text
- **Image Library** - Opens the Image Library in the window on the left side of the screen
- **Shapes Library** - Opens the Shapes Library in the window on the left side of the screen
- **Backgrounds Library** - Opens the Backgrounds Library in the window on the left side of the screen



# Online Design

## Adviser & Staff Training

### Page Editor Lesson 4 - Utility Panels & Palettes



#### What are the Page Editor's utility panels and palettes?

The Page Editor's most frequently performed actions are controlled by the utility panel at the top of the page. Depending on the buttons within the utility panel that are clicked, different fields and drop-down menus will appear and associated palettes will be opened along the right side of the page.

Working from left to right across the page, here is a description of the utility panel's uses.

**Functionality buttons:** These buttons perform the following primary function, depending on the utility being used.

- **Save** - saves the current document and creates new spread previews
- **Undo** - document reverts to the previous action performed
- **Redo** - document repeats the action previously retracted
- **Cut** - selected object(s) are removed and placed in clipboard
- **Copy** - selected object(s) are placed in clipboard
- **Paste** - object(s) in clipboard are placed on the spread



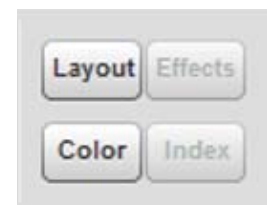
**Properties panel buttons:** These buttons open the following properties panels.

- **Text** - The Text properties panel opens the following controls: drop-down menus to select font and type size, and buttons to select type style and paragraph alignment.
- **Object** - The Object properties panel opens the following controls: fields to enter values for height, width and X, Y coordinates, a check box to control proportional scaling; and drop-down menus to rotate an object and set a border weight.
- **Folio** - Clicking this button opens Master Page editing mode and allows you to adjust your folio content and format. The Folio properties panel includes the following controls: drop-down menus to select font, type size, type color and folio rotation, and buttons to select type style.



**Utility buttons:** These buttons open the appropriate palettes to accomplish certain tasks, depending on which Properties panel button is activated.

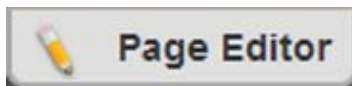
- **Layout** - This button is used to open the Object Layout palette.
  - **Object Layout palette** - Object layout options available on this palette include Align, Distribute Evenly and Arrange, which all deal with the alignment and spacing of objects, as well as controls to quickly adjust object size and scale.
- **Effects** - This button is used to open the Object Effects palette.
  - **Object Effects palette** - This palette is used to control the settings of Drop Shadow, Rounded Corners and Transparency for an object.
- **Color** - This button is used to open the Text Color and Object Color palettes.
  - **Text Color palette** - This palette opens a color panel that is used to set the fill color of selected text.
  - **Object Color palette** - This palette opens a color panel that is used to set the fill and border color of a selected object(s).



# Online Design

## Adviser & Staff Training

### Page Editor Lesson 5 - Adding Text to a Page



#### How do I add text to a page?

Once you have become familiar with all the essential tools in the Online Design Page Editor, it's time to go to work.

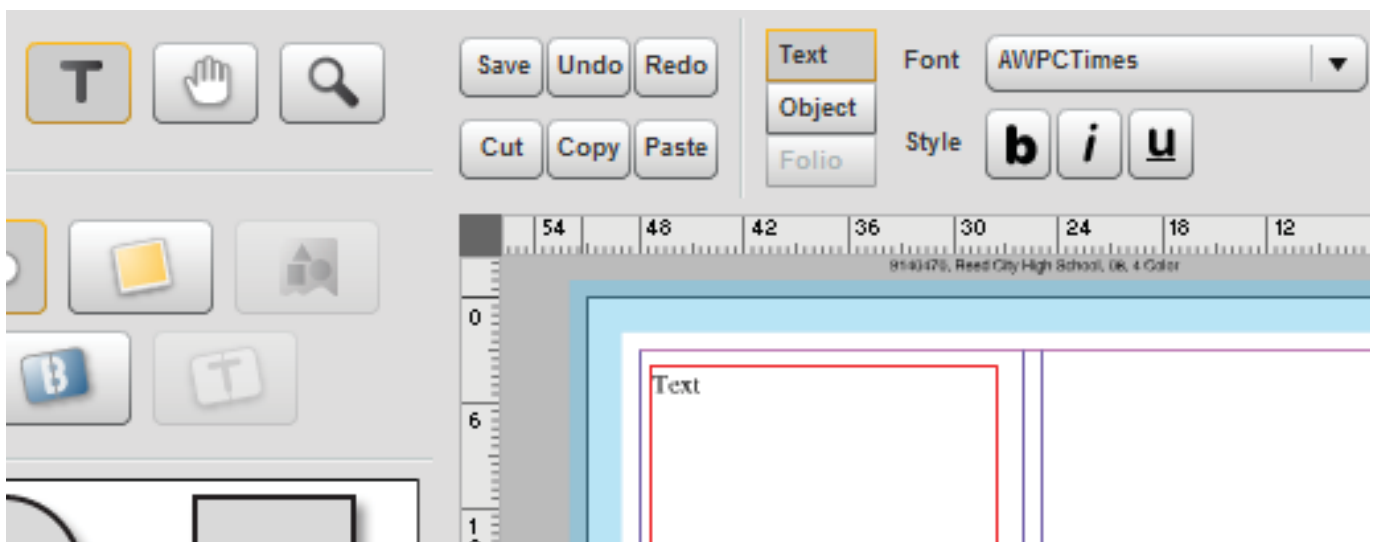
The most fundamental tasks you can do in the Page Editor are adding text and photos to your pages. First, determine which pages you wish to work on and enter into a page editing session. The procedure for how to do this is outlined in the How do I enter the Page Editor? section.

#### To add text to a page:

1. Click the Type tool in the Tool palette.
2. With the Type tool selected, create a text box on the page by clicking and dragging your crosshairs cursor. Once you release, your text box will be created with a blinking cursor inside to indicate where text will appear.
3. Insert your text into the box by either typing it, or by using Ctrl/Cmd + V to paste it from another application or location.

#### Important notes about text boxes:

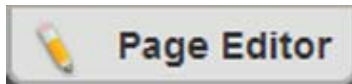
- By default, no border will be shown on a text box, unless one is specified in the Object Color palette.
- The text box will expand on a single line to fit typed or pasted text into it. The box will continue to expand until it reaches the edge of the user's current view, at which point it will wrap to the next line and expand downward.
- Since text boxes expand to fit the full amount of text they contain, Online Design's Page Editor does not use indicators for overset or hidden text.



# Online Design

## Adviser & Staff Training

### Page Editor Lesson 6 - Working With Text



#### How do I work with text on the page?

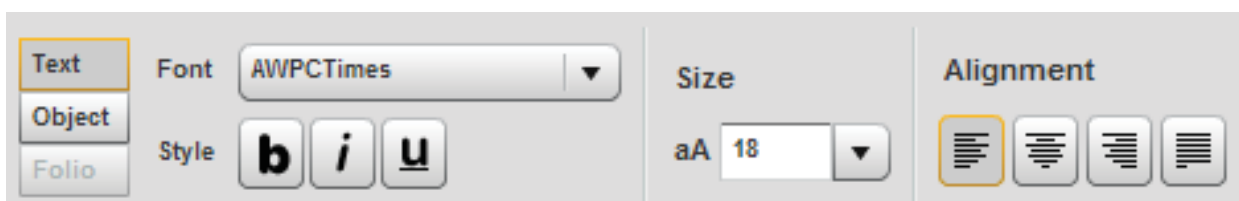
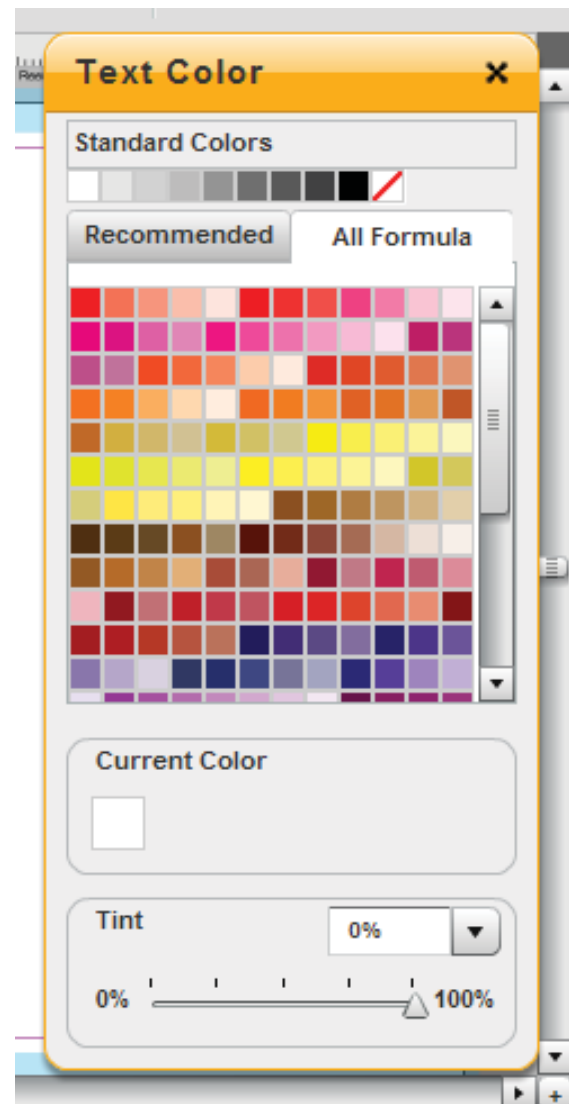
Changes to your text settings are primarily done through the Text properties panel, which is found in the utility panel at the top of the Page Editor screen.

**Text properties panel** - Click the Text button on the utility panel and you will activate the following controls:

- **Font** - Preview and choose a font for your text from this drop-down menu. Available fonts can be adjusted in the Fonts Management area of the Ladder.
- **Style** - Click the buttons to choose bold, italic or underline for your text.
- **Size** - Use the drop-down menu to choose a point size for your type or enter an amount in the field.
- **Alignment** - Click the buttons to choose left, center, right justified or left justified alignment for your text.

**Text Color palette** - Click the Text button on the utility panel, then click Color in the right corner to open the Text Color palette. The palette includes the following controls:

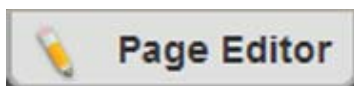
- **Text Fill Color** - Use the scrollable menu to see all your options for text color. On color pages, Formula colors will be displayed. On black and white pages, they will not. Click the color you want to apply and a swatch will display in the Current Color window on the palette.
- **Tint** - Slide this scale back and forth, or use the drop-down menu, to change the tint of the color you have selected.



# Online Design

## Adviser & Staff Training

### Page Editor Lesson 7 - Adding & Adjusting Images

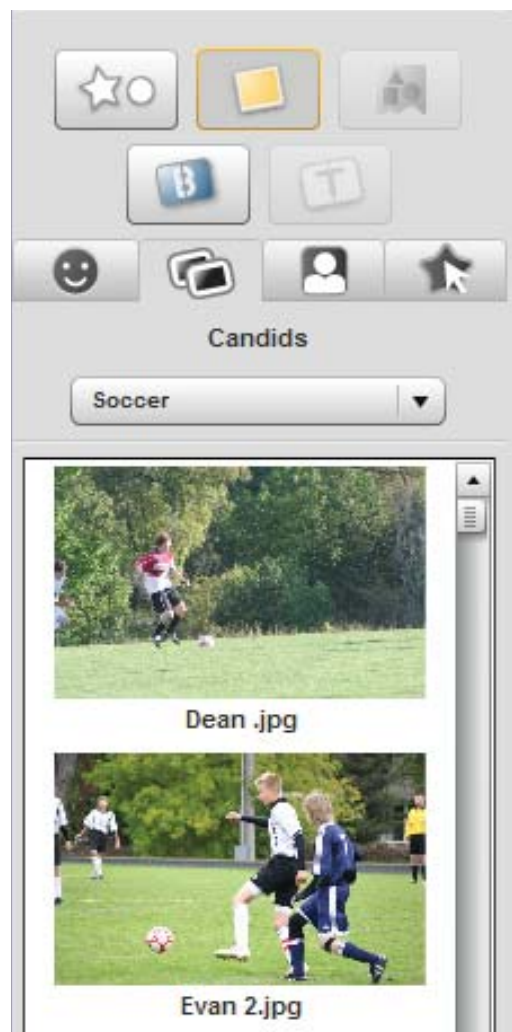


#### How do I add images to a page?

Start by determining which pages you wish to work on and enter into a page editing session. The procedure for how to do this is outlined in the **How do I enter the Page Editor?** section.

#### To add an image to a page:

1. Click the Images button, located on the second row of the Tool palette.
2. If any images have been recommended for the spread being edited, they will display in the Images Library by default.
3. The Images Library is divided up by the tabs Recommended, Candids, Portraits and KlikArt.
4. When you find an image you want to use on the spread, drag and drop it from the Library window over to the page. The image will be placed at its optimal size into the object selected during the drag and drop process. If the object is smaller than the image, then the image will appear cropped. If the object's dimensions are larger than the image's dimensions, then the boundary will extend past the right and/or bottom edges of the image.
5. An image can also be placed directly on the spread without selecting an object during the drag and drop process.

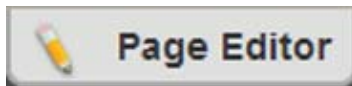


Continued

# Online Design

## Adviser & Staff Training

### Page Editor Lesson 7 Continued- Adding & Adjusting Images



#### How do I adjust an image on the page?

Once you have placed an image on a page, you may need to crop it, adjust its size or change its orientation.

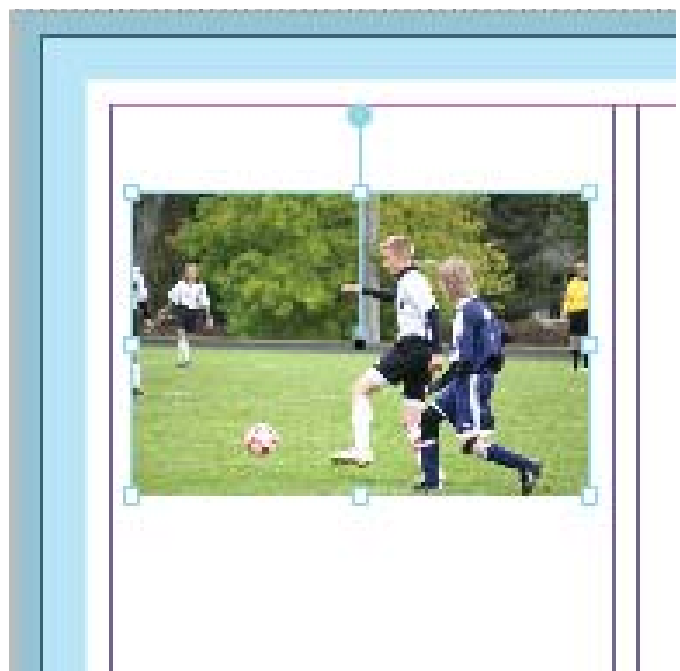
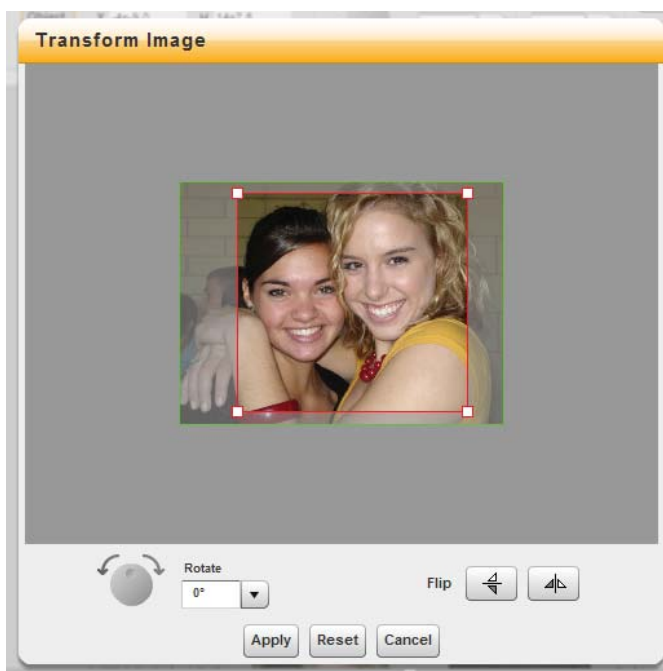
All of these tasks can be done easily in the Page Editor. You can crop or resize an image using the Transform Image tool or by using the object handles.

#### To crop or resize an image:

1. Using the Selection tool, double click on the image you want to crop or resize.
2. Modify the visible area of the image by moving the entire cropping box.
3. Modify the cropping of the image by adjusting the corner handles.
4. Use provided tools to rotate or flip horizontally or vertically.
5. Apply, reset or cancel your adjustments

- or -

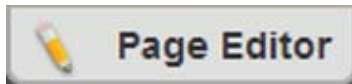
1. Using the Selection tool, click on the image you want to crop or resize.
2. Modify the size of the object containing the image by adjusting the corner handles.
3. Modify the cropping of the image by adjusting the middle object handles.



# Online Design

## Adviser & Staff Training

### Page Editor Lesson 8 - Adjusting & Adding Effects



#### How do I adjust and add effects to an object?

Adjusting and adding effects to objects is primarily done through the Object properties panel, which is found in the utility panel at the top of the Page Editor screen.

**Object properties panel** - Click the Object button on the utility panel and you will activate the following controls:

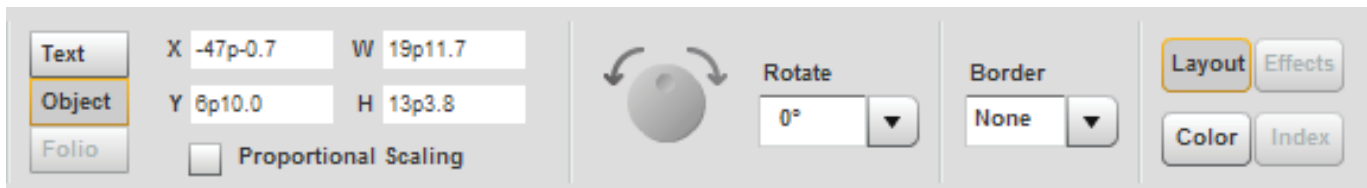
**X, Y** - These fields are used to change an object's X, Y coordinates and move its location on the page.

**W, H** - These fields are used to change an object's width and height dimensions.

**Proportional Scaling** - By clicking this check box, objects will be scaled proportionally.

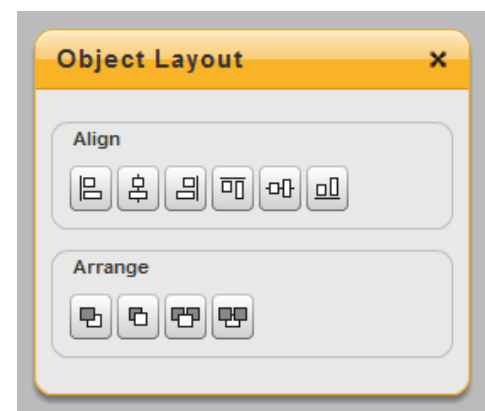
**Rotate** - Turn the dial to rotate an object from its center point. You can also select from or enter a field into the drop-down menu to rotate an object.

**Border** - Upon selection, an object's border weight is shown. It can be changed using this drop-down menu.



**Object Layout palette** - Click the Object button on the utility panel, then click Layout in the right corner to open the Object Layout palette. The palette includes the following controls:

- **Align** - To use this feature, more than one object must be selected. Click the buttons to align objects left, center horizontally, right, top, center vertically or bottom.
- **Distribute Evenly** - Used to create even spacing between three or more objects; click the buttons to distribute evenly horizontally or vertically. When a specific value is entered into the field, the first selected object will remain stationary and the remaining selected objects will be distributed so that the visible space equals the distance you entered.
- **Arrange** - Used to adjust the layering of selected objects on a page; click the buttons to Send Backward, Bring Forward, Bring to Front or Send to back
- **Scale** - Used to quickly adjust the size and scaling of an object by entering amounts in the fields

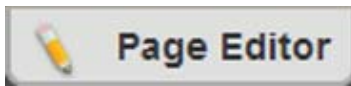


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# Online Design

## Adviser & Staff Training

### Page Editor Lesson 8 Contd. - Adjusting & Adding Effects



**Object Effects palette** - Click the Object button on the utility panel, then click Effects in the right corner to open the Object Effects palette. Some features on the Object Effects palette will be disabled if the selected objects are not eligible for that effect.

The palette includes the following controls:

**Drop shadow** - Upon clicking a shadow color, a color picker will open adjacent to the palette to allow you to select a color. Formula Colors will be available if at least one page you are working with is four-color. Angle, Opacity and Distance are all adjusted using the drop-down menus.

**Sides** - Upon selection, an object's number of sides will be shown here. That can be changed using this drop-down, or a number can be entered into the field.

**Inset** - Use this drop-down menu or enter a value into the field to set an object's inset percentage, from 0-100%.

**Rounded Corners** - Used to adjust an object's corner effect, use the drop-down menu or slider to adjust the percentage. This effect is disabled for non-rectangular objects.

**Transparency** - Used to adjust the opacity of an object, use the drop-down menu or slider scale to adjust the percentage.

