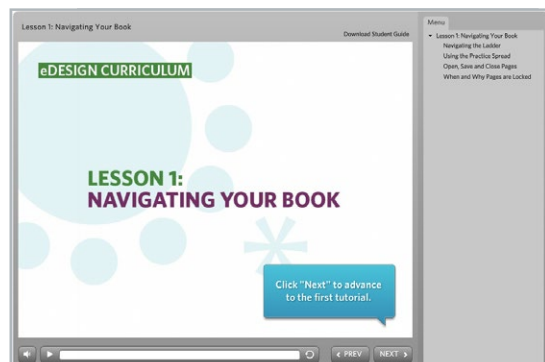# ADVISER GUIDE

eDesign Help includes a large set of instructional resources to help you and your students maximize your productivity and enjoyment when creating your yearbook in eDesign.

eDESIGN CURRICULUM

The eDesign Curriculum is a set of eight lessons designed to give you and your students a comprehensive understanding of eDesign and to familiarize you with all of the features eDesign offers. These lessons are designed so you can take a couple of weeks at the beginning of the year to have your staff learn everything they need to make their work in eDesign fun and efficient.

Each lesson is structured around a general eDesign topic and is presented in an integrated video module that walks students through the individual tutorials that make up the lesson. Each lesson also includes an accompanying Student Guide that can be downloaded from eDesign Help and printed out for each student. The Student Guide has Guided Notes questions for each of the tutorials to increase student engagement and to improve retention of the key points. The Student Guide also includes Guided Practice exercises that a student can complete after each tutorial to reinforce his/her learning.

The curriculum lessons can be accessed within eDesign Help. Choose the link along the left side for eDesign Curriculum and you will see a listing for each of the lessons along with a link to download the accompanying Student Guide. The adviser answer key for the Student Guides can be downloaded from yearbooks.biz > Resources > eLearning > eDesign.

LESSON 1: NAVIGATING YOUR BOOK
- Navigating the Ladder
- Using the Practice Spread
- Opening, Closing and Saving Pages
- Why and When Pages Are Locked

LESSON 2: USING THE IMAGE LIBRARY
- Uploading Images
- Tagging Images
- Rotating, Deleting and Downloading Images
- Searching and Filtering Images

LESSON 3: WORKING IN PAGE DESIGN
- Tour of the Workspace
- Understanding the Design Area
- Columns, Grids and Guides
- Zooming and Navigating

LESSON 4: WORKING WITH OBJECTS
- Using the Shape Tools
- Stroke, Fill and Corner Type
- Arranging Objects
- Rotating Objects
- Align and Distribute

LESSON 5: WORKING WITH TEMPLATES
- Applying Templates
- Creating and Saving Templates
- Using Smart Template
- Adding Pop-ins

LESSON 6: WORKING WITH PHOTOS
- Placing and Resizing Images
- Placing and Cropping Images
- DPI Warning and Resolution
- Applying Effects
- Swap Images Command

LESSON 7: WORKING WITH TEXT
- Entering and Formatting Text
- Overset Text
- Applying Character Styles
- Text Frame Padding
- Text Wrap
- Text on a Path

LESSON 8: ADDING GRAPHICS & ART
- Drawing Custom Paths
- Backgrounds and Art
- Photo in Text
- Creating Compound Shapes

You can also access each of the tutorials as stand-alone videos in the Videos section of eDesign Help. This makes it easy to review a tutorial on a given topic without having to go through the curriculum module.

IMAGE EDITING TUTORIALS

In addition to the tutorials contained in the eDesign Curriculum, there is a series of tutorials that cover the eDesign Image Editing functions:

- Image Editor Introduction
- Intro to Cutout Backgrounds
- Cutout Image Techniques
- Color Splash Effect

ADVISER AND EDITOR TUTORIALS

The tutorials listed above as part of the eDesign curriculum are appropriate for all eDesign users (advisers, editors and staff members). There is also a collection of tutorials that are directed specifically to advisers and editors. These tutorials cover topics that are of importance to the leaders of the staff.

GETTING STARTED

This set of tutorials covers topics of importance for you as you begin the year. They guide you through setting up staff members, making choices in Book Setup, setting up the Ladder, etc.

- Staff Setup
- Activating a Book Style
- Activating and Managing Fonts
- Creating and Applying Character Styles
- Activating and Creating Colors
- Creating the Section Tags

- Creating Deadlines
- Setting Preferences
- Setting Up the Ladder
- Assigning Staff and Deadlines to Pages
- Creating the Folio
- Activating Templates, Pop-ins and Art

MANAGING PRODUCTION

This set of tutorials covers topics of importance as you begin to design pages and move pages through the stages of production.

- Moving Spreads
- Creating Secret Spreads
- Creating Custom Pop-ins
- Message Center and Sticky Notes
- Using Spread History

- The Workflow for Pages
- Creating PDF Page Proofs
- Preflight Check
- Submitting Pages
- Export Templates

PORTRAITS

This set of tutorials covers the portrait process in eDesign: uploading portraits, making edits to names and pictures, and flowing portraits onto pages.

- Portraits: Uploading Your Portrait Disk
- Portraits: Proofing Portraits and Names
- Portraits: Using Portrait Flow Wizard
- Portraits: Advanced Features

INDEXING

This set of tutorials covers how to use eDesign's Index Builder to create an index for your book.

- Indexing: Managing the Name List
- Indexing: Generating and Flowing the Index