

NAVIGATING YOUR BOOK

NAVIGATING THE LADDER

After watching the *Navigating the Ladder* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. The visual representation of all the book's pages is called the _____.
2. Name two of the pieces of information that you may see to the outside of a page's thumbnail preview in the yearbook's ladder view:
3. What does the "Jump to" function do in the ladder?
4. What does the star icon in the ladder indicate?
5. What does the View > Show Only My Pages command do?

Guided Practice

- Navigate to the Book Module of eDesign and practice navigating the ladder: scroll up and down, use the "Jump to" function, choose to "Show only My Pages" (this will only work if you are assigned to pages).

USING THE PRACTICE SPREAD

After watch the *Using the Practice Spread* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. What are two ways you can use the Practice Spread in eDesign?
2. If you create something on your Practice Spread that you would like to keep, how can you save it to be used on your actual yearbook pages?

Guided Practice

- Open your Practice Spread and experiment with some of the eDesign tools.





OPEN, SAVE AND CLOSE PAGES

After watching the *Open, Save and Close Pages* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. If you do not see the Edit link beside a page in the ladder, what does this mean?
2. When you are working on a spread in Page Design, what do the Next and Previous buttons do?
3. How can you access a mini-ladder inside of Page Design?
4. What are the two ways you can close a page and return to the full ladder view?

Guided Practice

- Open a page in Edit mode (if you are assigned to any pages) or View mode. Use the Next and Previous buttons to move up and down in the ladder. Use the “All Pages” function to navigate to another spread.

WHY AND WHEN PAGES ARE LOCKED

After watching the *Why and When Pages are Locked* tutorial video and answering the Guided Notes questions below, switch over to eDesign and perform the Guided Practice exercise.

Guided Notes

1. How many users can edit a page at a time?
2. What does the padlock icon on a page mean?
3. What does clicking the View link show you?
4. What should you always do before closing your browser?

Guided Practice

- If other staff members are working in eDesign, look in the ladder for a padlock icon. Hover over the padlock icon to see the identity of the staff member working on the page.
- Open a spread in Page Design. Practice the two ways you can close a spread properly (File > Close Window and clicking the “Return to Book View” button).