

CREATING TOPICS WITH THE FOLIO IN MIND

PRO TIPS TO STRATEGIZE & MAXIMIZE IN eDESIGN

Understanding how eDesign's folio syncs with the topics and sections you apply to pages in the ladder may impact how you create your topics, so considering these possibilities before you type your topics can save you time and boost your creativity.

WHAT'S THE FOLIO? It's the page # and accompanying ladder info.

HOW DOES THE FOLIO RELATE TO PAGE TOPICS?

1. You can set up eDesign so that Topics and/or Sections from the ladder can auto-populate onto pages with the folio.
2. The topics can be applied to the ladder as page topics or as sections.

TWO POSSIBILITIES TO PONDER

1. **LOWERCASE AND UPPER CASE** – If you want the topic or section to be capitalized or all lowercase on the page, then when you enter them as topics, you'll need to type them that way. Either capitalize it or type it in lowercase. *Check out the examples at right.* You can edit the topics later (up until you submit a page that uses it), but taking time to think about it now can help you type them the way you want them from the start.
2. **SECTIONS IN FOLIO** - If you want to include the section in the folio, you can put the section by itself or you can include its thematic title. In the examples at right, the section is "Student Life" and the thematic title for Student Life for this example is "We Make It Great." See how these four examples include the section and the thematic title?

Another option to consider is to put thematic titles on the even pages and sections on the odd pages, or vice versa. Check out this example:

THEMATIC TITLE ON EVEN PAGES		SECTION ON ODD PAGES
<p>Student Life Division <i>We Make It Great</i> Jamie Abeyta , Gail Hook , Soo Chin Kim , Leo Simkins , Roger Thompson</p> <p>01/21/2022 (201 days)</p> <p>PROOF</p>		<p>Student Life Division <i>Student Life</i> Jamie Abeyta , Gail Hook , Soo Chin Kim , Leo Simkins , Roger Thompson</p> <p>01/21/2022 (201 days)</p> <p>PRE-SUBMIT</p>
<p>First Week of School <i>We Make It Great</i> Roger Thompson , Sandra Diaz , Soo Chin Kim , Leo Simkins</p> <p>10/29/2021 (117 days)</p> <p>PREFLIGHT</p>		<p>First Week of School <i>Student Life</i> Gail Hook , Kathy Shoemaker , Soo Chin Kim , Leo Simkins</p> <p>10/29/2021 (117 days)</p> <p>PREFLIGHT</p>
<p>Our New Normal <i>We Make It Great</i> Soo Chin Kim , Leo Simkins , Sandra Diaz , Kathy Shoemaker , Jamie Abeyta , Troy Chartier , Shae Villapando</p> <p>11/19/2021 (138 days)</p> <p>EDITED</p>		<p>Our New Normal <i>Student Life</i> Soo Chin Kim , Leo Simkins , Sandra Diaz , Kathy Shoemaker , Jamie Abeyta , Troy Chartier , Shae Villapando</p> <p>11/19/2021 (138 days)</p> <p>EDITED</p>

EXAMPLES TO HELP YOU DECIDE

These examples simply help you see how all caps and lowercase look in a folio. You'll design yours in Step 7.

FOLIOS WITH ONLY TOPICS

- 142 *Friday Night Lights*
- 142 *friday night lights*
- 142 **Friday Night Lights**
- 142 **friday night lights**
- 142 **FRIDAY NIGHT LIGHTS**

FOLIOS WITH TOPICS AND SECTIONS

- 142 *Friday Night Lights*
Student Life
- 142 *Friday Night Lights*
STUDENT LIFE
- 142 *friday night lights*
STUDENT LIFE
- 142 *friday night lights*
STUDENT LIFE - We Make It Great
- 142 **FRIDAY NIGHT LIGHTS**
student life - we make it great
- 142 *friday night lights*
STUDENT LIFE - We Make It Great!

LOWERCASE AND UPPERCASE IN THE LADDER

To create folios like this:

142 **Varsity Boys Basketball**
ATHLETICS - Going for Gold

142 *friday night lights*
STUDENT LIFE - We Make It Great!

Create topics and section like this:

<p>TOPIC</p> <p>Varsity Boys Basketball +</p>	<p>TOPIC</p> <p>friday night lights +</p>
<p>SECTION</p> <p>ATHLETICS - Going for Gold +</p>	<p>SECTION</p> <p>STUDENT LIFE - We Make It Great! +</p>

Notice "ATHLETICS" in all caps followed by a hyphen and the thematic section title, "Going for Gold."

If you want lowercase or all caps in your folio design on pages, type them like that in your Topic list.