

CUSTOMIZING YOUR FOLIO— TIPS & TRICKS

PRO TIPS TO STRATEGIZE & MAXIMIZE IN eDESIGN

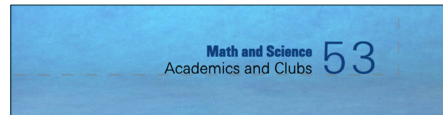
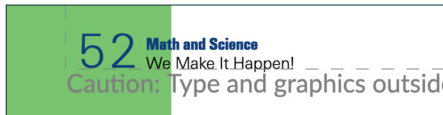
People say the devil is in the details, but consider this instead — The DELIGHT is in the details. Designing your folio is a great place to delight in the details. It's a task you do once a year, so it seems insignificant, but since it appears on every page, it's something you can maximize to make as detailed and as creative as you'd like. Plus, it's a great place to include visual and verbal spins of your theme.

The folio is the page number and any text you want to go with it. By default, eDesign puts a page number on each page which you can customize to suit the design of your book. You can format its size, font and color, and you can move it anywhere on the page. You can also turn it off if you want a page number only on the right or left pages.

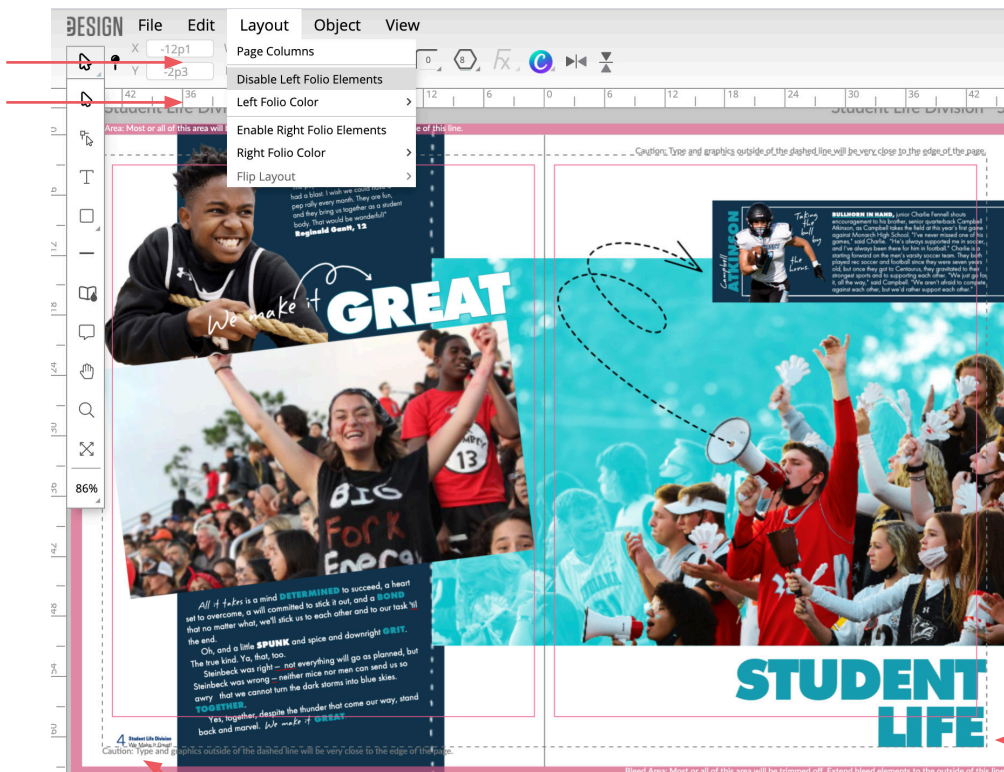
You can also set it up so that eDesign will auto-populate the page topic and section from the ladder, and you can format the text and position. See the guide titled "Creating Topics with the Folio in Mind" for time-saving tips before you create your topics.

Before you create your folio review these tips and tricks to help you.

THE FOLIO IS ALWAYS ON TOP OF EVERYTHING ON THE PAGE - The folio will always be on top of everything on a page, including the background. In the examples below, notice how the green bar on page 52 and the blue photo on page 53 are under the folio. An important factor to note is this – Because the folio layer is always on top, don't put a background on the folio layer, or it will cover up everything on the page.



YOU CAN DISABLE THE FOLIO ON INDIVIDUAL PAGES - You can turn off the folio on individual pages if it interferes with the design.



On this spread, the right folio is disabled so it won't interfere with the headline.

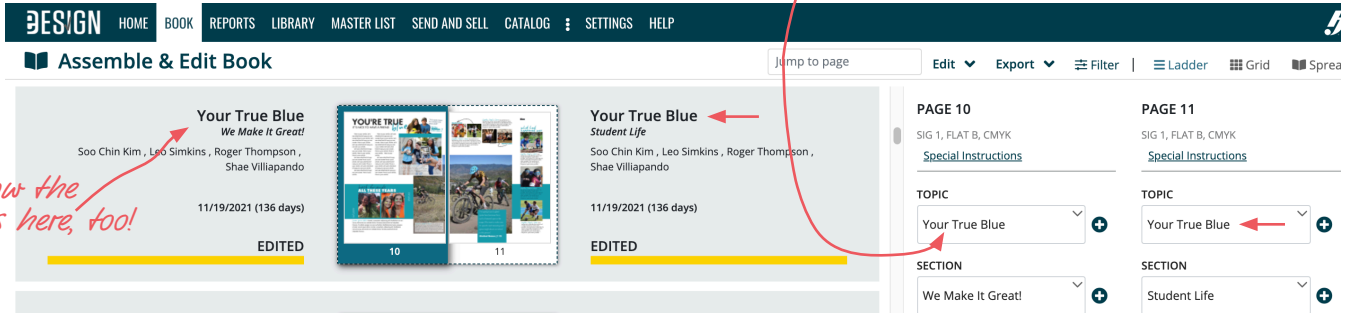
The left folio is here.

YOU MAKE CHANGES TO THE FOLIO TEXT ON THE LADDER, NOT ON THE PAGE - While working on a page, if you discover the folio text needs to be modified, you would need to edit the topic and section fields on the ladder. Since the text is auto-populated from the ladder, you won't be able to edit the folio's text on a page.

10 **Your True Blue**
We Make It Great!
Caution: Type and gra

The word "Your" is supposed to be "You're". If you spot an error in the folio while working on a page, the place to fix it is here on the ladder.

See how the error is here, too!



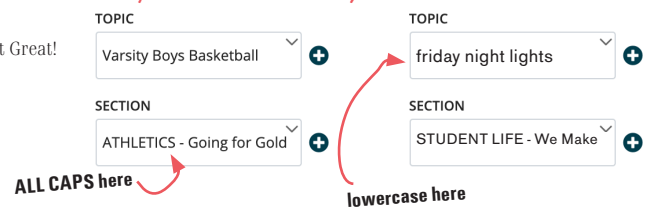
REVIEW AND REVISE THE TOPIC AND SECTION FIELDS BEFORE YOU SUBMIT THE PAGE - You can modify a page's Topic and Section fields on the ladder until you submit that individual page. A page's individual Topic and Section fields in the Page Assignments Panel will lock when it is submitted, so make sure you check the folio text before you submit a page.

TO HAVE ALL CAPS OR ALL LOWERCASE, TYPE IT LIKE THAT IN THE TOPIC & SECTION FIELDS - If you want the topic or section to be all caps or lowercase on the page in the folio, you'll need to edit it on the ladder to be all caps or all lowercase. *See page 11 for examples.*

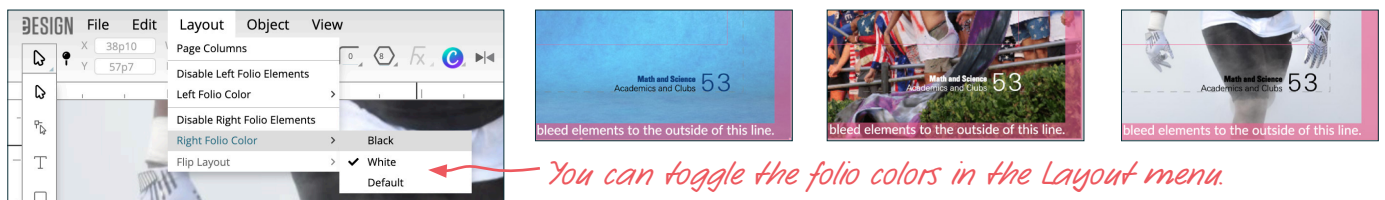
To create folios like this . . .

142 Varsity Boys Basketball: **ATHLETICS - Going for Gold** **142** *friday night lights* STUDENT LIFE - We Make It Great!

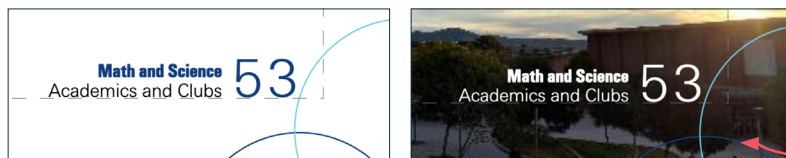
. . . the Topic and Section fields contain this text:



THE FOLIO'S TEXT CAN TOGGLE BETWEEN DEFAULT, WHITE AND BLACK - When on a page, you can change the auto-populated text from the ladder, will change, not any supplemental graphics or text you add.

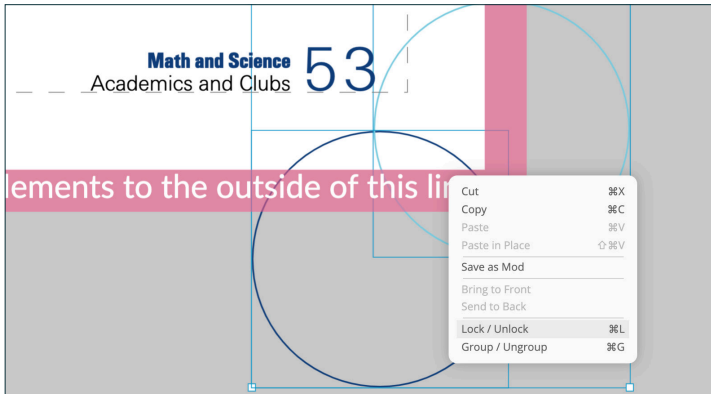


You can toggle the folio colors in the Layout menu.



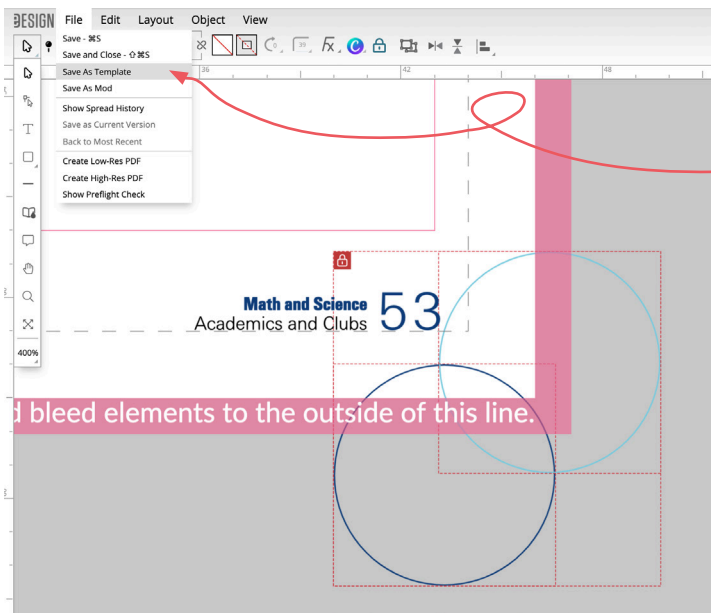
The two circles didn't change to white because they aren't auto-populated text. The circle on the bottom is barely visible due to lack of contrast. Head to the next page to see a solution.

IF YOU WANT TO ADD AN ELEMENT TO THE FOLIO THAT YOU CAN MODIFY ON THE PAGE, DON'T ADD IT TO THE FOLIO – If you want to add lines, graphics, or text to the folio design that you want to change in color or content while working on pages, *don't include it on the folio layer*. Instead, open a BLANK page and add it there. When it is just right, select the element(s), right click on them, and Lock them.



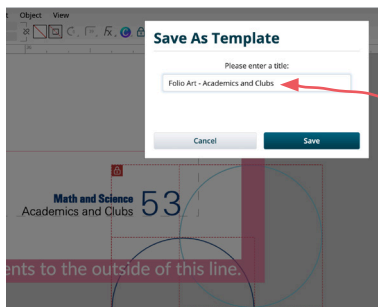
A locked element stays locked when it is saved as a template.
That's helpful when you save a template for the folio so that it will maintain its position on all pages.

Then save it as a template (not as a mod) so you'll be able to drag/drop it to each spread and it will land locked in exactly the correct position where you can change its color or content as needed right on the page.

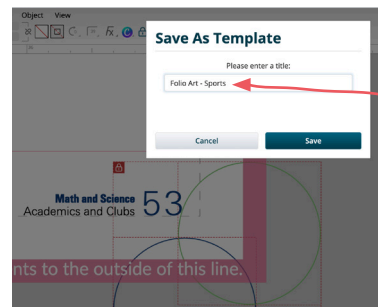


After you lock it, navigate to the File menu and choose "Save as a Template."

If you know you want multiple versions for a color change from section to section, then you can save multiple templates;



This one is for Academics & Clubs
In this version, the top circle is light blue because that's the thematic color for this section.



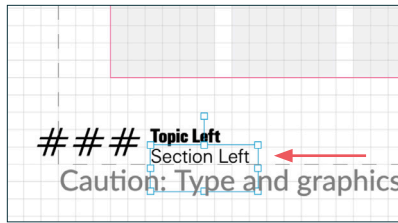
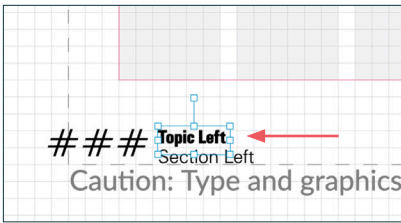
This one is for Sports
In this version, the top circle is green because the sports section's thematic color is green.

LENGTHEN AND HEIGHTEN THE TEXT FRAMES SO EVERYTHING FITS – Make sure the text frames on the folio layer for the Page Number, Topic and Section on the folio layer are long enough and tall enough to accommodate the text.

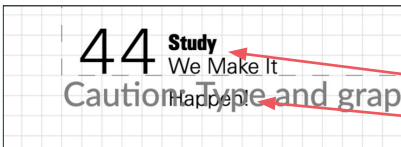
When it doubt, stretch it out so the page numbers, topics and sections will not be cut off by over-set text.

MAKE THE TEXT FRAMES LONG ENOUGH

Here’s an example of text frames on the folio layer that are not long enough to fit real topics:

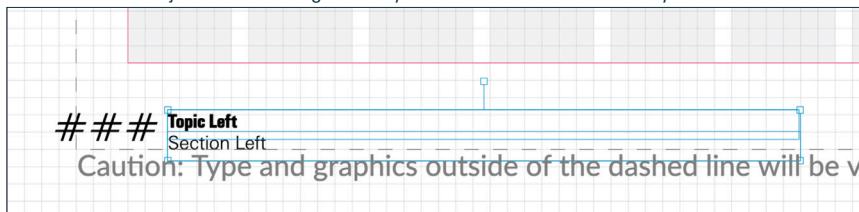


These text frames aren't long enough on the folio layer.

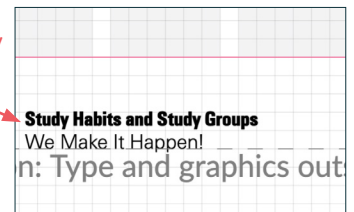


This is how the folio looks on the page
Neither of the text frames on the folio layer are long enough. The topic is "overset," hiding several of the words. The section is spilling onto a second line below the outside margin.

The solution is to **lengthen** the text frames on the folio layer so they can accommodate the longest topic you can imagine. You don't have to search for that – just make it longer than you think it needs to be, and you'll be safe.



All fixed!

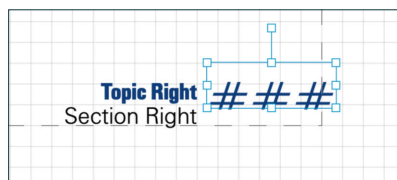


MAKE THE TEXT FRAMES TALL ENOUGH

Likewise, make sure the text frames are TALL ENOUGH to include the full word or number so none of the letters are shaved off by the frame.

INCORRECT

HOW IT LOOKS ON THE FOLIO LAYER



CORRECT

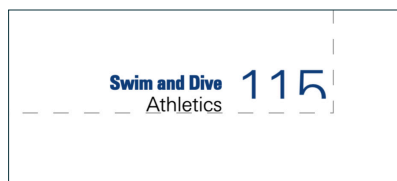
HOW IT LOOKS ON THE FOLIO LAYER



The Problem
The text frame for the page number isn't tall enough.

The Solution
Go to the folio layer and drag the text frame down to make it taller.

HOW IT LOOKS ON THE PAGE

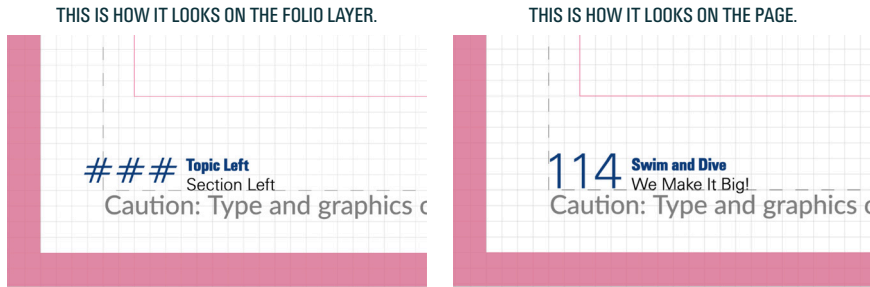


HOW IT LOOKS ON THE PAGE



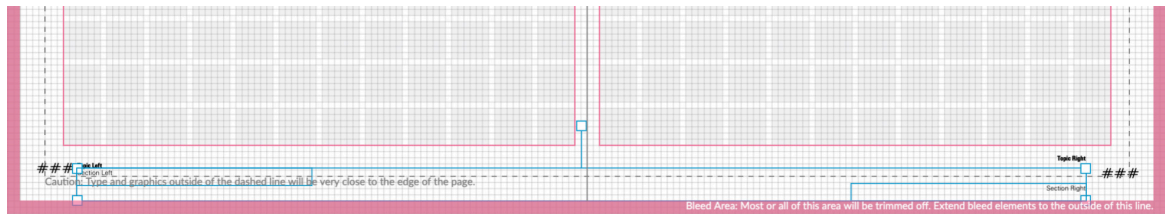
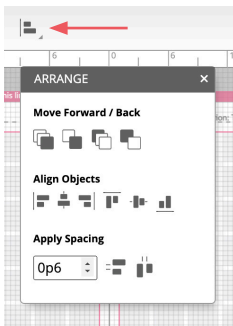
FINALIZE YOUR FOLIO BEFORE YOU SUBMIT A PAGE - If this isn't a good time for you to customize your folio, you can do it later, but keep in mind that after you submit a page, the folio layer and the design are locked, so plan to finish the folio before you submit any pages. *Note – Submitting the cover/endsheets in eDesign will NOT lock the folio layer.*

PREVIEW YOUR FOLIO ON PAGES BEFORE YOU FINALIZE THE DESIGN - Once you format it, preview it on real pages. Placeholder frames won't show how it looks on pages. Check it on pages at the beginning and end of your book to ensure the position and alignment looks good on page numbers with one, two and three digits. A great way to preview the folio on real pages is to work in eDesign in multiple browser tabs.



You'll need to assign a topic and section to the pages to properly preview the folio.
 If you haven't yet built your ladder with topics and sections, assign some fake ones to the pages you're using to preview the folio. Make them the long so you can check to see if the text frames on the folio layer extend far enough for lengthy text.

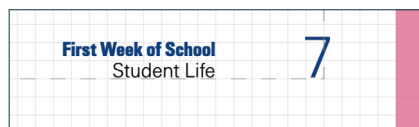
USE THE ALIGN TOOLS TO HELP YOU FORMAT THE ADJOINING PAGE. The last step is to format the folio on the other page if you want the folio on both pages. Turn on the document grid in the View menu and use the align tools. To use the align tool, first move the text frame you need to format lower than the others. Then, hold down the Shift key and click on both text frames. Open the Arrange Panel and click the icon for Align to Top. When you do, the one in the lower position will snap up to the one in the correct position.



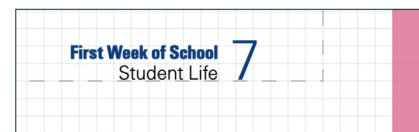
Before using the align tools, move the one you need to move LOWER than the other one.
 See how the Section on the right is lower than the Section on the left? That's intentional because the one on the left is in the correct position spot. That way when you click "Align to Top" the one on the left won't move.

PREVIEW THE DESIGN AT THE BEGINNING AND AT THE END OF THE BOOK — You want to format the text alignment and position on the folio layer so that your page number looks good with one digit, two digits or three digits.

1. If your book has 100+ pages in it, make sure the page number's text frame is wide enough to fit a three-digit number.
2. Use the text alignment that will look good on ALL pages. Check it in the beginning, middle, end. For example, you could check pages 6-7, pages 86-87 and pages 286-287.
3. It's best to avoid gaps between the page number and the Topic/Section. In the examples below, the reason there are gaps in these up top is that the page number has the same text alignment as the titles and sections, so the single digits 6 and 7 are aligned *away* from the topic and section.



To prevent gaps, format the text like these:



LEFT PAGE —

- align page number to the right
- align Topic and Section to the left

RIGHT PAGE —

- align page number to the left
- align Topic and Section to the right