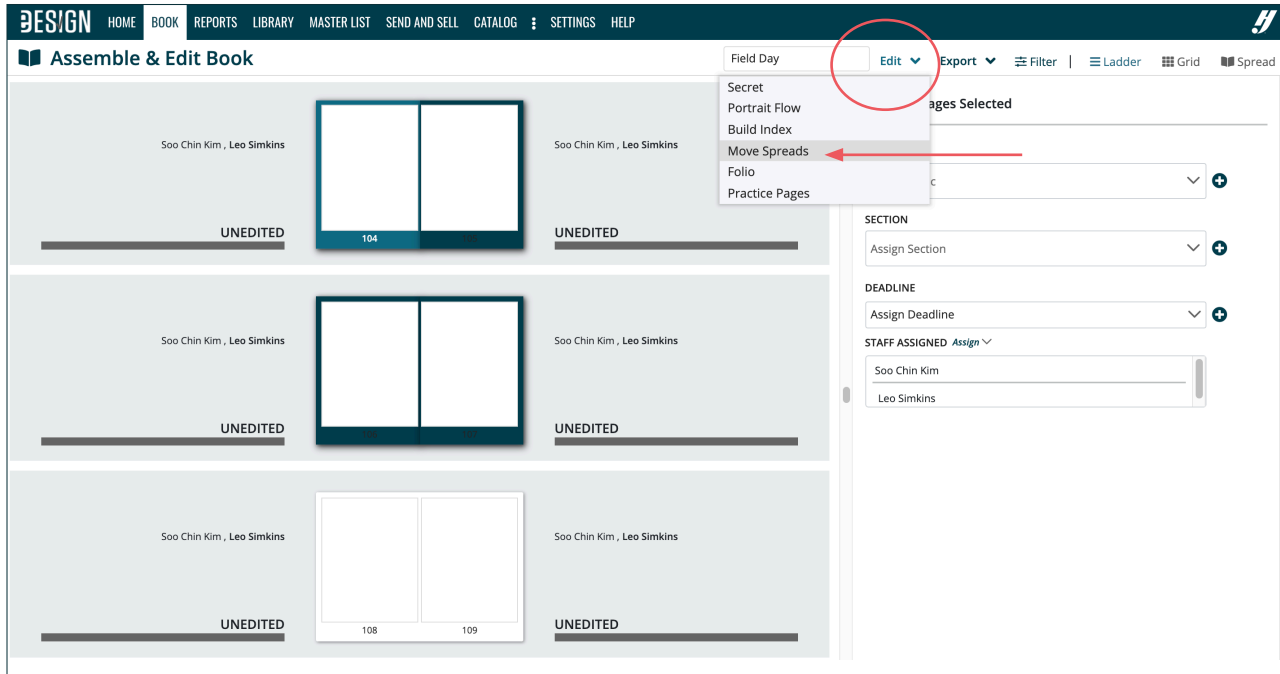


MOVING SPREADS IN THE LADDER

PRO TIPS TO STRATEGIZE & MAXIMIZE IN eDESIGN

Whether you need to add a topic that was missed at the start of the year or you need to solve a problem later in the year, eDesign's Move Spreads function helps you do it efficiently.

1. **First, select the spread you want to move.** If you want to move more than one spread, simply select more than one spread. In the example below, two spreads have been selected to move
2. Then go to **Edit > Move Spreads**.



Move Spreads

The spread you've selected in your ladder will be moved in front of the spread you indicate below.

Spreads that are in Preflight, Presubmit or Submitted cannot be moved.
The spreads shown below are the move locations available to you based on current page statuses.

Watch Our Wow!	2 - 3	Watch Our Wow!
Dedication	4 - 5	Dedication
Cannot Hide Ou...	6 - 7	Cannot Hide Ou...
Connected durin...	8 - 9	Connected durin...
Student Life Divi...	10 - 11	Student Life Divi...
Chow Time	12 - 13	Chow Time



Cancel

Move Spreads

Think of it like this . . .

Clicking here tells eDesign to move the spread(s) ABOVE the gray bar.

In the Move Spreads window, indicate where you want the spreads to move. The spread(s) you are moving will go **ABOVE** the pages you select. Then click Move Spreads. When the window closes, the spreads will be in their new position in the ladder and all the pages will be renumbered accordingly.

NOTE – You cannot move pages that are in Preflight, Presubmit or Submitted status, and you cannot move other pages OVER them.