



# NAVIGATING YOUR BOOK

## eDESIGN CURRICULUM - LESSON 1

Name \_\_\_\_\_

### INSTRUCTIONS

THE VIDEOS – To find these tutorials, log into eDesign with your credentials. Click on the Help tab. Search for “Curriculum.” Click on that link, and navigate to Lesson One.

THIS PDF – This is a fillable PDF. If you fill in the answers while on your browser, it will not save your work. **You must download it, save it, and work in a dedicated PDF reader, not on a browser.**

### TOURING eDESIGN

1. To access eDesign through the portal page, go to \_\_\_\_\_ where you can access all the Herff Jones tools and resources. Then select Pages or Library from the \_\_\_\_\_ menu, which will open eDesign \_\_\_\_\_ in your browser.
2. The \_\_\_\_\_ is where you upload, view and manage all the images, art, templates, and mods.
3. The section of the library to upload normal images is \_\_\_\_\_.
4. To preview an image larger, \_\_\_\_\_ on it to get a large preview and use the \_\_\_\_\_ to scroll through the images.
5. Select the \_\_\_\_\_ tab to see the image, and expand the window to make it larger.
6. The Tags tab contains three ways to tag images: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
7. \_\_\_\_\_ are the primary way of organizing all your images. The adviser and editors create them.
8. In the Library, you can upload images in two ways:
  1. \_\_\_\_\_ images into the candid area
  2. Go to the \_\_\_\_\_ and upload from your device or from your Google Drive.
9. To access tutorials and information, click the \_\_\_\_\_ button.
10. The default view in the Book module is the \_\_\_\_\_.
11. If you're assigned to a page, you can \_\_\_\_\_ on the page thumbnail to open that page.

12. After you open one page, you can then click on the \_\_\_\_\_ to open its adjoining page.
13. To leave the page and return to the Book module click the \_\_\_\_\_ in the top right or choose \_\_\_\_\_ from the File menu.

### **PRACTICE**

To practice what you've just learned, do the following exercises:

1. Log into eDesign using the credentials your yearbook adviser gave you.
2. Explore the library.
3. Upload a photo using the drag/drop method.
4. Upload a photo using the Import/Export menu.
5. Tag the photos with a topic, a student name (if the Master List has already been imported), and with a few keywords.
6. Navigate to Book and scroll up and down the ladder.
7. If pages have been assigned to you, double click on a page to open it and click on the padlock to open the facing page.

## **USING eDESIGN IN MULTIPLE TABS**

1. eDesign allows you to work in \_\_\_\_\_ so you can reference different parts of eDesign at the same time.
2. To open a part of eDesign in a new tab, \_\_\_\_\_ on a tab and choose "Open in New Tab."
3. The tab's \_\_\_\_\_ tells you where you are in eDesign on that tab.
4. If you are working on a page and have multiple tabs open, make sure you return to the tab labeled \_\_\_\_\_ to continue working on your spread.
5. If you don't go back to the Page Design tab to continue working on the pages you have open, you'll see in the Book module that those pages are \_\_\_\_\_. That's because you have those pages \_\_\_\_\_ in another tab.

### **PRACTICE**

To practice what you've just learned, do the following exercises:

1. Go to the Book module.
2. Right click on the Library tab, and choose "Open in Another Tab."
3. Click back and forth between the Book module and the Library module.
4. If you have a page assigned to you, double click on the page to open it.
5. Then click over to the Library tab so that you're in another place in eDesign in two tabs.
6. From that tab, click on Book. Scroll down to the page you are on, and see that it is locked (because you are on that page in the other tab.)
7. Click on the other tab and see that your page is open there.
8. Close that page by clicking the X in the top right of the screen or by choosing "Save and Close" from the File menu.
9. Click on the other Book tab and notice that the page you were just on is no longer locked.
10. You'll have two Book tabs open. Close one of them.

## USING “JUMP TO PAGE”

1. The Jump To feature helps you navigate pages in \_\_\_\_\_ or \_\_\_\_\_.
2. You can jump to either a specific page \_\_\_\_\_ or a page \_\_\_\_\_.
3. You can check to see if a topic has been \_\_\_\_\_ to a page by typing a topic into the Jump To field. If the topic does not appear in the search results, it has not been applied to any pages.

### **PRACTICE**

To practice what you’ve just learned, do the following exercises:

1. Go to Ladder view or the Grid view of the Book module. Type a page number into the Jump to Field.
2. If page topic are assigned to pages, type one into the Jump To field.
3. Then type a non-nonsensical word into the Jump To field to see the message eDesign gives you when that page topic is not found.

## FILTERING THE LADDER

1. In the Book module, you can filter pages using the \_\_\_\_\_ menu.
2. You can filter the menu using three filters:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
3. You can choose more than one filter, and it \_\_\_\_\_ as you select and deselect filters.
4. At the \_\_\_\_\_ of the filtered ladder, you’ll see all the filters that are currently applied.
5. You can remove one filter at a time by clicking the \_\_\_\_\_ on that specific filter.
6. You can remove all the filters by clicking \_\_\_\_\_.
7. To find all pages assigned to you or to monitor another student’s work, use the \_\_\_\_\_ filter.

### **PRACTICE**

To practice what you’ve just learned, do the following exercises:

1. Go to Ladder view or the Grid view of the Book module and apply various filters.
2. Practice clearing the filters by deselecting boxes you check and by clicking the X on the filter label on the top left of the filtered ladder.

## OPENING, CLOSING AND SAVING PAGES

1. As a staff member, you can only open a page if you’ve been given access by your \_\_\_\_\_.

2. There are two types of page permissions:
  1. \_\_\_\_\_ – can open pages and make changes
  2. \_\_\_\_\_ – is responsible for the completion of the page
  
3. If you are assigned to a page, you can find your pages in two ways:
  1. You can see your name \_\_\_\_\_ the page in the Ladder view.
  2. You can \_\_\_\_\_ for your name under Staff Assignments.
  
4. If you have editing rights to a page, you can \_\_\_\_\_ on the page to open it.
  
5. When you open a page, the opposite page won't be open. To open it, click on the \_\_\_\_\_.
  
6. You'll need to have both pages open to apply most \_\_\_\_\_ and for elements that \_\_\_\_\_ the gutter.
  
7. To save your work, choose "Save" in the \_\_\_\_\_ menu.
  
8. eDesign auto-saves every \_\_\_\_\_ actions on a page in case you are disconnected, but to create an official "Saved" version for \_\_\_\_\_, you need to choose the Save command.
  
9. You can navigate to other pages within Page Design by opening the \_\_\_\_\_ on the right. If you are assigned to a page, you can \_\_\_\_\_ on the page thumbnail to open the page.
  
10. To leave a page or spread, click the \_\_\_\_\_ in the upper right corner.

### **PRACTICE**

To practice what you've just learned, do the following exercises:

1. Go to Ladder view or the Grid view of the Book module.
2. Filter the ladder to find a page you have been assigned to. If you are an editor and have been given rights to edit any pages, open any page.
3. Double click on one of the pages you have rights to open.
4. Open the facing page by clicking on the padlock icon.
5. Open the Mini Ladder and scroll through it to see how you can view the ladder there.
6. If you have rights to open other pages, double click on a page in the Mini Ladder to open it.
7. Close the page you are on by clicking on the close "X" in the upper right corner.

### **WHEN AND WHY PAGES ARE LOCKED AND HOW TO UNLOCK THEM**

1. When one person is editing a page, that page will be \_\_\_\_\_ to other users. eDesign protects your work by only allowing one person at a time to edit a page so that one person doesn't \_\_\_\_\_ another person's work.

2. The padlock icon on a page means the page is \_\_\_\_\_ by another user.
3. You can see who is editing the page in the \_\_\_\_\_.
4. Sometimes a page will remain locked if a page design session isn't closed correctly. There are two ways this can happen:
  1. \_\_\_\_\_ the browser \_\_\_\_\_ while in Page Design.
  2. \_\_\_\_\_ the browser \_\_\_\_\_ while in Page Design.
5. Any user can break their own lock by click the \_\_\_\_\_ link.
6. \_\_\_\_\_ can break a lock by any user.
7. You can select more than one locked page by \_\_\_\_\_ on multiple locked pages to break the locks at one time.

**PRACTICE**

To practice what you've just learned, do the following exercises:

1. Go to any view in the Book module.
2. Open a page you have rights to edit.
3. Navigate up the Book tab, right click, and choose "Open in a new tab."
4. Then navigate to the pages you have open in the other tab. Use the Filter menu to filter by your name or the Jump To field to go directly to the page.
5. Click on a one of the pages that you have open in the other tab.
6. Look in the Assignments Panel on the right. You'll see that your name is next to the Break Lock link.
7. There's no need to break the lock. Just close that tab and go back to eDesign in the other tab.

**USING PRACTICE PAGES**

1. To access Practice Pages, go to the \_\_\_\_\_ menu at the top right, and choose Practice Pages.
2. You can use Practice Pages for two reasons:
  1. To learn eDesign before you've been \_\_\_\_\_ to any pages.
  2. To \_\_\_\_\_ with ideas without affecting actual pages.
3. The one thing you can't do in the Practice Pages area is \_\_\_\_\_ the Practice Pages.
4. If you create something on your Practice Pages you'd like to use later, you can save your work as a template in the \_\_\_\_\_ menu.

**PRACTICE**

To practice what you've just learned, do the following exercises:

1. Go to any view in the Book module.
2. Go to the Edit menu and choose Practice Pages.
3. Navigate to the File menu and see where you can save it as a template.
4. Close Practice Pages by clicking the "Close X" in the upper right corner.