



# WORKING WITH TEMPLATES AND MODS

## eDESIGN CURRICULUM - LESSON 6

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 Six.

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.**

### PLACING TEMPLATES AND MODS

1. To place a template onto a spread, you should first go to the \_\_\_\_\_ section of the Library Panel.
2. Once you find the template you want, \_\_\_\_\_ it onto the pages to place it on the spread.
3. Clicking on the Expand icon on one of the templates or mods will open the template or mod in the \_\_\_\_\_.
4. If you try to delete a template or a mod and are unable to do so, something on the page may be \_\_\_\_\_.
5. \_\_\_\_\_ are smaller parts of layouts that you can combine and mix and match.
6. When placing a mod on a page, you should place your cursor where you want the \_\_\_\_\_ corner of the mod to be.

### PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Open up the Templates section of the library.
3. Drag and Drop a template onto your spread.
4. Delete the entire template and repeat the action.
5. Open up the Mod section of the library.
6. Drag and Drop a Mod onto your page.
7. Move the Mod around to a specific location on the page.
8. Delete the Mod and repeat the action.

### CREATING TEMPLATES AND MODS

1. The basic difference between a Template and a Mod is that a template is a \_\_\_\_\_ and a Mod is just a collection of \_\_\_\_\_ that can be dropped anywhere on the spread and doesn’t remember or retain the position that they were in when they were originally saved.
2. When you drag and drop a template, it’s going to drop in the \_\_\_\_\_ that it was when you saved that template.

3. When you drag and drop a mod, you can place it \_\_\_\_\_ on the spread.
4. To save a template, go to the \_\_\_\_\_ menu and click \_\_\_\_\_, and then give the template a \_\_\_\_\_.
5. Any saved template will be added to the \_\_\_\_\_ and will be available for any user in your book.
6. To save a mod, first select the objects that you want, and then go to the \_\_\_\_\_ menu, click "Save As Mod," and then give the mod a name.
7. When saving a mod, you need at least \_\_\_\_\_ object selected.
8. Another way to save a mod is to select the object or objects that you want and then \_\_\_\_\_ and choose "Save As Mod."

### **PRACTICE**

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

1. Go to Book > Edit > Practice Pages.
2. Put anything on the spread. You can put a template from the library on the spread, or you can create anything you'd like.
3. Go to File > Save Template. Save it with your name and the word "Practice."
4. Open the Template Library in the Library Panel on the right to see that your template is there at the top.
5. Select a few objects on a page by Shift-selecting them or using the arrow to marquee what you want selected.
6. Right-click on the selected elements and choose "Save as Mod." Save it with your name and "Practice."
7. Click on only one element on the page. Right-click on it and choose "Save as Mod." Save it with your name and "Practice."
8. Open the Mod Library in the Library Pane on the right and see that your mod is there at the top.

## **FLIPPING LAYOUTS AND MODS**

1. If **one** frame is selected and then \_\_\_\_\_ horizontally, **once an image is placed inside that frame**, the original orientation of the image **will be** flipped.
2. If **more than one** frame is selected and then flipped horizontally, **once an image is placed inside any of the frames**, the original orientation of the images will \_\_\_\_\_.
3. If you wanted to flip an entire template, you should first \_\_\_\_\_ on the spread.
4. When flipping a template, you can use the Flip icons in the Control Panel or use the \_\_\_\_\_ to find and select the Flip Layout option.
5. Before flipping any object or objects, you should make sure no objects are \_\_\_\_\_.
6. After flipping several objects or even an entire template, you may need to \_\_\_\_\_ certain areas of the spread to make sure things are lined up properly.

## PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Place several text frames and image frames on the spread (or drag and drop a template or a mod onto the spread).
3. Select all objects and then use the Flipping icons in the Control Panel at the top or go to the Layout Menu to use "Flip Layout."
4. Flip single objects and observe that the image orientation or text will be flipped.
5. Flip mods or full templates, both vertically and horizontally, and see that some adjustments to certain objects may be necessary.

## FINDING AND CHANGING COLORS

1. To change the color for multiple shapes that have the same fill color you must first \_\_\_\_\_ an object that has that color.
2. The "Select Shape with Same" option is found in the \_\_\_\_\_ menu.
3. After clicking "Select Shape with Same," the two options that appear are Same \_\_\_\_\_ and Same \_\_\_\_\_.

## PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Drop a template on the spread that has fill color and stroke color. If there aren't any template, draw two shapes and add a color and a stroke.
3. Select one of the items with a fill color.
4. Go to Edit > Select Shape with Same > Same Fill Color.
5. Once all items with that fill color are selected, then click your fill color icon located in the Control Panel and select a different color.
6. Select one of the items with a stroke color. Go to Edit > Select Shape with Same > Same Stroke Color.
7. Once all items with that stroke color are selected, then click your stroke color icon in the Control Panel and select a different color.

## AND NOW A WORD ABOUT WORDS . . .

Yep. All yearbooks have them. Words.

Some have more than others, but all who create yearbooks need to know how to make the most of the text you put on your pages.

The next lesson covers these important topics:

1. How to put text on a page and format it.
2. What overset text is and how to work with it
3. How to save time formatting multiple text frames at once and how to use character styles
4. How to use Spell Check and Name Check to spell your words correctly

*And guess what!*

*Watching these videos  
takes only  
SEVEN minutes!*

*That's all!  
So don't stop.  
Go, go, go!*