WORKING WITH TEXT
eDESIGN CURRICULUM - LESSON 7

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 Seven.

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.

ENTERING AND FORMATTING TEXT

1. Switch to the Text tool by selecting the _____ button in the Tool panel or use the shortcut by pressing the_____ key on your keyboard.

2. To create a new text frame, you _____ with the Text tool.

3. The _____ text is there so you can easily see the text frame and so you can format the text before you have the real text for your layout.

4. To enter Text Editing mode, _____on the text frame. This will switch you to the Text tool and place your cursor inside the frame.

5. One of the ways to select all the text in a frame is to _____ over it just as you would in Microsoft Word. With your cursor in the frame, you can use the keyboard shortcut _____, and with your cursor in the frame, you can right-click and choose Select All.

6. To format text, click and drag over it to select it just as you would in a word processing program, and with the text selected, go to the _____ at the top.

7. _____ refers to the amount of space between characters. Choosing a _____ value will bring the characters closer together. Choosing a _____ value will spread the characters further apart.

PRACTICE

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

1. Go to Book > Edit > Practice Pages.
2. Click the T in the toolbar or use the T key on your keyboard to select the Text tool.
3. Drag and drop a new text frame onto the page.
4. Select some or all text and use the text formatting options in the Control Panel at the top of the page to change the font, color, size, tracking, line spacing and alignment.

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WORKING WITH OVERSET TEXT

1. Sometimes as you edit text, you'll see a _____ appear in the lower right side of the text frame. This is eDesign's way of telling you that you have overset text.

2. Overset text means that the text you've entered in the frame _____ in the frame at the current size.

3. Three of the ways you can fix overset text are to make the _____, or to _____, so that there are fewer words in the text frame, or you can _____ to appear at a smaller size.

4. After a double-click to enter text editing mode, any overset text will appear, and a _____ will indicate the bottom of the frame.

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

1. Go to Book > Edit > Practice Pages.
2. Click the T in the toolbar or use the T key on your keyboard to select the Text tool.
3. Drag and drop a new text frame onto the page.
4. Shrink the size of the text frame to make the overset text indicator appear.
5. Double-click inside the text frame to enter text editing mode.
6. Observe how the overset text area can be seen below the normal text frame size.
7. Enlarge the size of the text frame so that all text appears in the frame above the blue line. Then observe how the overset text indicator disappears.

FORMATTING MULTIPLE TEXT FRAMES

1. To select multiple text frames, first select a text frame by clicking on it. Then hold the _____ while clicking on additional text frames.

2. Once multiple text frames are selected, you can make the text formatting options appear in the Control Panel at the top by clicking the _____ in the toolbar on the left.

3. If any text formatting field is _____, it means the selected text frames do not all match.

4. Typing in the font field allows you to _____ for specific fonts.

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

1. Go to Book > Edit > Practice Pages.
2. Place several text frames on the spread.
3. With the arrow tool, hold the Shift key while clicking on multiple text frames.
4. With multiple text frames selected, click the T in the toolbar to activate the text formatting options in the Control Panel at the top.
5. Make changes to several of the formatting options and observe how the changes appear in each of the selected text frames at the same time.

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APPLYING CHARACTER STYLES

1. Character Styles are text formatting _____ that can be created by your adviser or editor.

2. Character Styles make the formatting of text quick, easy, and _____.

3. After selecting text inside a text frame, you can click inside the Character Styles menu in the _____ at the top of the page.

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

1. Go to Book > Edit > Practice Pages.
2. Place a text frame on the spread.
3. Select some or all of the text inside the text frame.
4. Use the Character Styles menu in the Control Panel to select a preset style and observe how it automatically formats the selected text.

USING SPELL CHECK

1. When typing in a text frame, if a word is typed that's not in the standard dictionary, you will see a _____ under the word.

2. If you misspell a word, it will be underlined in red to indicate it is not in the dictionary. Place your cursor inside the text frame on the underlined word

   and _____ or _____on a Mac to see one or more suggested changes.

3. If you see the _____ spelling, choose it from the list, and the word will be corrected.

4. If you choose the Ignore option, spell check will ignore this spelling during the page design _____ you're in.

5. If you choose to add a word to the _____, it will add the word as a correctly spelled word to your school's

   _____. Doing so will mean you will no longer see a red line under this word anywhere else it appears in your book.

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

1. Go to Book > Edit > Practice Pages.
2. Place a text frame on the spread.
3. Select all text and delete it from the text frame.
4. Type in your own new text and purposely misspell a word.
5. Observe how the misspelled word has a red line under it.
6. Put your cursor on the misspelled word and right-click.
7. Review the available options and then click the word to replace the misspelled word with the correctly spelled word.

USING NAME CHECK

1. Name Check runs on all your text comparing names against your name list and underlining in blue any names that _____.

2. When a blue line appears under a misspelled name, you can put your cursor on the text and right-click to choose _____.

3. The smart search feature allows you to search for _____ to quickly locate the correctly spelled name.

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4. When you locate the correct spelling, you can _____ the name on the list, and it will replace the name on the page with the correctly spelled name.

5. Name Check works _____ as you type and alerts you when a name doesn't match your list.

6. Name Check can find other words that appear to be proper nouns. If this is a common item that might appear in your book often, you can choose to add it to your _____ list, and it won't be flagged in the future.

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

1. You will need to have a Name List of all student names loaded into eDesign before you can properly utilize the Name Check feature.
2. Once the Name List is loaded go to Book > Edit > Practice Pages.
1. Place a text frame on the spread.
2. Remove all text from the text frame.
3. Type in a student's name but purposely misspell either the first or last name.
4. Observe the blue line under the misspelled name.
5. With your cursor in the text of the misspelled name, right-click and select Name Check.
6. Use the search field and type in part of the name.
7. Locate the properly spelled name and double click on the name to replace it.

It's time to get your Canva on!

AND NOW LAST, BUT DEFINITELY NOT LEAST . . .

It's time for backgrounds and art! Now you get to explore even more fun ways to enhance your designs.

We'll spend a little time in eDesign and a lotta' time in Canva, so buckle up and drive onward, full speed ahead.

1. Using the Background Tool
2. Creating Graphics and Art Using Canva
3. Creating Backgrounds Using Canva
4. Creating Infographics Using Canva
5. Creating Text Graphics Using Canva

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