

CONTACT US

kansascity@herffjones.com
 logan@herffjones.com
 montgomery@herffjones.com

TECHNICAL SUPPORT

1-877-362-7750
 techadviser@herffjones.com

eDesign

Table of Contents

Logon Screen	2	Book	13	Name Tag Images	23
Incorrect Logon	2	Ladder	13	Caption Builder	23
Home Page	3	Ladder Menus	13	Group and Ungroup	24
Support numbers	3	Assign Topics to Pages	13	Align and Distribute	24
Book Viewer	3	Assign Staff to Pages	13	Spread Navigation	24
Message Center	3	Folio Page	14	Hi-Res PDF	25
Staff Setup	4	Page Components	14	Pre-Flight	25
Staff Roles	4	Page Design Menus	15	Page/Spread History	25
Manage the Staff	4	Library Panels	16	Flowing Portraits	26
Add a Staff Member	4	Image Library	16	Reflowing Portraits	26
Edit Staff Information	4	Portrait Library	16	Include Teacher	26
Delete Staff Information	4	Template Library	16	Indexing	27
Staff Permissions	5	Pop-In Library	16	Manage and Prepare Index	27
Book Setup	6	Art Library	16	Generate and Flow Index	28
Book Styles	6	Page Design Tools	17	Reflow Index	28
Fonts	6	Control Panel Tools	17	Proof/Preflight/Submission	29
Character Styles	6	Text Control Panel Tools	17	Search by Page Status	30
Colors	6	Item Control Panel Tools	17	Submission	30
Topics	6	Image/Content Control Panel	17	Single Page/Spread Submission	30
Master List	7	Tool Basics and Shortcut Keys	18	Multiple Page/Spread Submission	30
Deadlines	7	Control Panel Tools	19	Express Submit	30
Preferences	7	Picture Manipulation	19	Advanced eDesign	31
Custom Names	7	Picture Cropping	19	Convert Text to Shape	31
Reports	7	Rotate	19	Pen Tool	31
Master List	8	Flip	19	Edit Path Tool	31
Proof/Correct/Sort Master List	8	Arrange	19	Text on a Path Tool	31
Editing a Record	8	Effects	19	Compound Shapes	31
Library	9	Transparency	19	Drop Shadow	32
Library Menus	9	Drop Shadow	19	Drop Cap	32
Images (candids)	9	Black and White Image	19	Change Folio Color	32
Upload Images	9	Sepia	19	Download Images	32
Basic and Quick Image Upload	9	Page/Image Manipulation	20	Transfer Templates	32
Delete Images	9	Utilities	21	Reports	33
Assign Topic/Name/Keywords	10	Sticky Note	21	Coverage Report	33
Sort/Search Libraries	10	Force Quit	21	Student Activity Report	33
Advanced Search Images	10	Folio Color	21	Send and Sell	34
Undelete Images/Portraits	10	Double Click Shape	21	Edit Image	35
Portraits	11	Overset Text	21	Utilities	35
Upload Portraits CD	11	Linked Text	21	Cut Out Background	36
Advanced Search Portraits	11	DPI Warning	22	Color Splash	37
Template Library	12	Spell Check	22	Red Eye	38
Import/Export Templates	12	Practice Page	22	Color Filters	38
Save It Forward	12	Name Spell Check	22	Exposure	38
Pop-Ins Library	12	Swap Images	23	Accent Mark Codes	39
Art Library	12	Show Image Info	23		

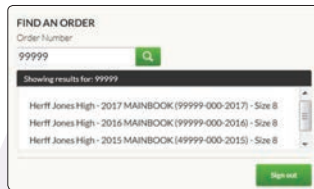


eDesign

Logon into MYHJYEARBOOK

1. In your browser address line, type:
www.myhyearbook.com
2. Click the Enter key.
3. The MYHJYEARBOOK logon window will appear.
4. Type your user name and password.
- 4 Click the Sign In button.
5. If there are multiple projects, choose the correct project number.

- 000 Yearbook Mainbook
- 001 Supplement
- 009 Quick Turn Supplement



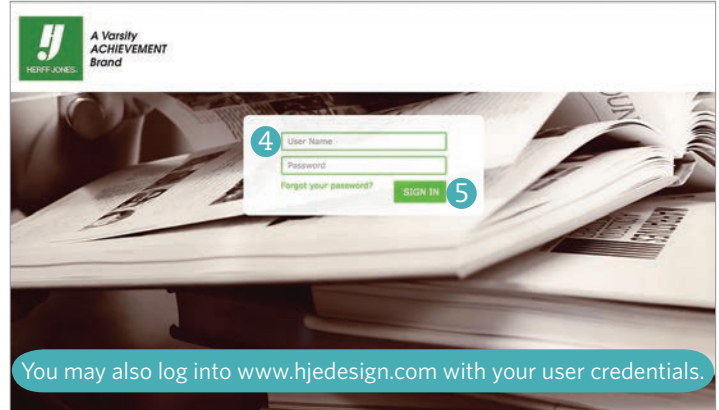
Forgot your password:

- Click the Forgot your password? link.
- Enter your username.
- Click the Request button.
- Herff Jones Webmaster will send a reset email.

Request Password Reset

Request

Instructions to reset your password have been sent to the email address we have on file.



eDesign Book
eDesign Library
eShare Job #
eBusiness School Name
eDesign Messages Board
HJ Contacts

MY HJ YEARBOOK
Herff Jones High School
99999-000-2016
Contact Us Sign Out

Book Creation
Content Libraries
eShare Admin
Yearbook Sales

BACK
FRONT

2016

BOOK SALES Last day to order online: **Apr 10, 2016**

84

GOAL: 275 BOOKS

TOTAL SALES

SEE MORE DETAIL >

OVERALL BOOK PROGRESS

16
Unedited

55
Edited

0
Proof

0
Preflight

0
Pre-Submit

137
Submitted

DEADLINES

eDesign
Plant
Deposits

No Deadline 172 PAGES (172 TO GO)

0

TOTAL PAGES:

SEE MORE DETAIL >

STUDENT COVERAGE AS OF MAY 5, 2016

Master List Total:	2006
Students in Book:	1817
Low (0-1)	572
Moderate (2-2)	404
Good (3-4)	550
Excessive (5+)	480

SEE MORE DETAIL >

Alternate Links

- Book Creation
- Content Libraries
- Reports
- Advanced Functions
- eShare Administration
- Yearbook Sales
- Production Details
- More Links

Home Page

The Home Page is the portal to the eDesign site.

Annotations for the Home Page:

- Return to the home page (Home icon)
- Switch Project is used to switch between multiple accounts (Switch Project button)
- Student Roster coverage and Staff Activity reporting (Reports icon)
- Help and Quick Tour videos (Help icon)
- Live Chat (adviser/editor only) (Live Chat icon)
- Current school name and job number (YEARBOOK-MAINBOOK 000000-000-0000)
- Manage the ladder, colors, sections, staff, deadlines and secret page. Edit, view, proof and submit page files (Book icon)
- Import and manage images, portraits, templates, pop-ins and art (Library icon)
- Staff Setup (adviser only) (Staff Setup button)
- Message Filter (Message Filter button)
- Save It Forward (Save It Forward button)
- Post a message (Post Message button)
- Sign Out (Sign Out button)
- Update and manage school roster (Master List icon)
- Send and Sell (Send and Sell icon)
- Book Setup (adviser/editor only) (Book Setup button)

Annotations for the Messages section:

- Click the toggle to reveal/hide your Herff Jones Support Team member (arrow pointing to the support team list)
- Link to the YBAccess site (arrow pointing to the YBAccess link)

Annotations for the Book Preview and Status sections:

- User's image, name and time stamp (arrow pointing to the user profile)
- Click link to visit the Herff Jones/YouTube Channel (arrow pointing to the YBAccess link)
- Click to turn the pages of the Virtual Book (arrow pointing to the book preview)
- Enlarge the Virtual Book (arrow pointing to the book preview)
- Status bar showing progress of book (arrow pointing to the Book Status bar)
- Message Center (arrow pointing to the Messages section)
- Overdue Pages (arrow pointing to the 5 Pages Overdue indicator)

- Click on the eDesign logo in the upper left corner to reveal the Terms of Use and Privacy Policy.
- The Switch Project button is visible when multiple accounts are available.
- Pages **Overdue** information is pulled from the adviser setting in Book Setup/Deadlines.
- Hover over the Status Bars to reveal the number and percentage of pages in that category.
- Test your computer at www.speedtest.net
- You can download Flash at: <https://get.adobe.com/flashplayer/>
- You can check your Flash version at: <http://www.adobe.com/software/flash/about/>

Message Center

The Message Center communicates to the entire yearbook staff team. You can post on the message board or type a Sticky Note on a page.

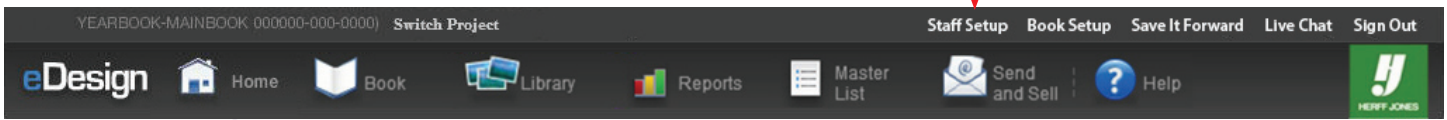
To view staff only messages:

1. Select the message drop-down arrow.
2. Click Staff Messages.

To delete multiple messages (adviser only):

1. Highlight the unnecessary messages.
2. Type the Delete key on your keyboard.

The Message Center only displays the first 300 characters of either Sticky Notes or messages



Staff Setup

Staff Setup is for managing the yearbooks staff and controlling access to yearbook pages. Staff Setup allows adding, editing, and deleting staff members.

Click the Staff Setup link in the upper right corner of the Home page.

Staff Roles

Role	Description
Adviser	A teacher who guides the yearbook staff and works with the Editor to oversee development of the yearbook. Duties include: <ul style="list-style-type: none"> • Selecting the yearbook staff. • Training the staff to create the yearbook. • Giving advice. • Reviewing the staff's work.
Editor	A student who is responsible for overall content and development of the yearbook. Mostly supervisory, but sometimes helps with day-to-day tasks. Manages and motivates staff members. Other duties include: <ul style="list-style-type: none"> • Working with adviser to select staff and assign tasks. • Assigning pages to the Staff. • Helping set policies and procedures. • Coordinating meetings and workshops. • Issuing assignments and making sure they're done on time. • Managing or delegating all aspects of theme/concept work, including selection, development, design, and production of cover, endsheets, title page, opening, dividers, and closing. • Completing final check of all pages prior to submission. • Working with Adviser to ensure timely and correct submission of all deadlines to the plant.
Staff	Students who produce the yearbook, responsible for the following: <ul style="list-style-type: none"> • Creating layouts. • Shooting, cropping, and archiving photographs. • Gathering information and writing copy. • Putting all pieces together for submission. • Doing a final check of each page for quality and completion.

Manage the Staff

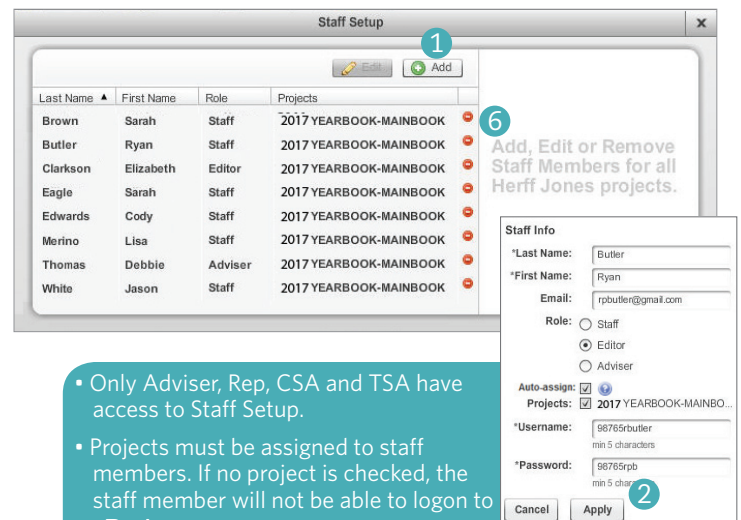
The Staff Setup window lists the last name, first name, role and the project to which they are assigned.

Roles

- Adviser
- Editor
- Staff

Projects

- Yearbook-Mainbook
- Yearbook-Supplement



To add a staff member:

- 1 Click the Add button to add a staff member.
- 2 On the right, add the last name, first name, role, projects, username and password.
3. Email is optional for editors and staff members.

To edit staff information:

4. Select the staff name.
5. Make any changes to the staff by clicking the Edit button.

To delete staff information:

- 6 Click the delete button to the right of the project.

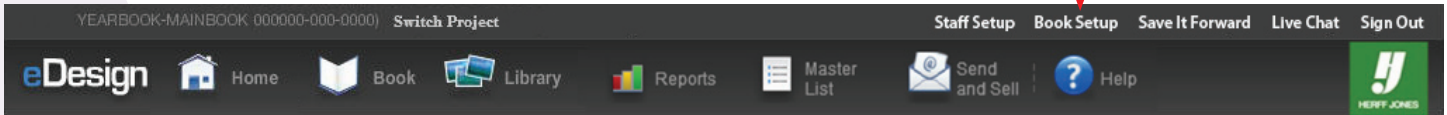
- Only Adviser, Rep, CSA and TSA have access to Staff Setup.
- Projects must be assigned to staff members. If no project is checked, the staff member will not be able to logon to eDesign.

- Auto-assign gives Editor access permission to every page.
- Uncheck projects to temporarily block staff use: (Page reassignment will be necessary).
- The Username and Password are case-sensitive.
- Password must be at least five characters.
- The Username is global within all HJ programs. Use the job number along with the user name: (for example, 98765johnhdoe).

Staff Permissions

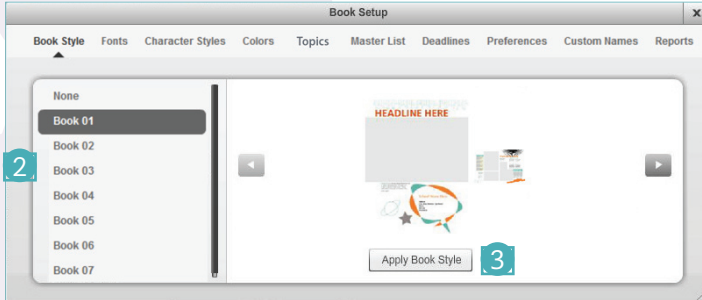
Administrative Functions	Staff	Editor	Adviser	Flow Portraits and Index	Staff	Editor	Adviser
Staff Setup			✓	Edit Portrait Library			✓
Post messages to the Message Center	✓	✓	✓	Flow Portraits		✓	✓
Delete messages from the Message Center			✓	Flow Index		✓	✓
Access Book Setup		✓	✓	Before Submission			
Save It Forward		✓	✓	Generate a Low-Res PDF	✓	✓	✓
Libraries				Generate a High-Res PDF		✓	✓
Import/Upload items	✓	✓	✓	Move pages to "In Proof" Status	✓	✓	✓
Assign topics, names, and keywords	✓	✓	✓	Edit pages "In Proof" (if assigned)		✓	✓
Delete unused images you uploaded	✓	✓	✓	Reject Proof (if assigned)		✓	✓
Delete any unused images		✓	✓	Move pages to "In Preflight" Status		✓	✓
Download images	✓	✓	✓	Reject In Preflight			✓
Edit portrait names and grades			✓	Move pages to "Pre-Submit" Status			✓
Rotate portraits			✓	Reject Pre-Submit			✓
Delete unused portraits			✓	Submit to the Plant			✓
Delete pop-ins		✓	✓	Master List			
Delete unused art	✓	✓	✓	Import Master List		✓	✓
Templates				Update from eBiz			✓
Delete templates you created	✓	✓	✓	Edit Master List		✓	✓
Delete any templates		✓	✓	Reports			
Save a template for next year's use			✓	Create Coverage Reports	✓	✓	✓
Import/Export templates to other books			✓	Create a Student Activity Reports			✓
Pages and Layout *				Send and Sell			
View all pages of the book	✓	✓	✓	Create a Send and Sell Campaign		✓	✓
Change book layout/style (Book Setup)		✓	✓	Edit a Send and Sell Campaign		✓	✓
Assign color to a page		✓	✓	Delete a Send and Sell Campaign			✓
Assign a topic/subtopic to a page		✓	✓	Review a Send N Sell Campaign		✓	✓
Assign staff to pages		✓	✓	Send a Send N Sell Campaign			✓
Assign deadlines to a page		✓	✓	Live Chat			
Make a page Secret			✓	Initiate a Live Chat Session		✓	✓
Edit assigned pages (including Secret pages)	✓	✓	✓				
Edit any unsubmitted page			✓				
Edit the Folio (master page)		✓	✓				
View a Secret page (if assigned)	✓	✓	✓				
View page/spread history	✓	✓	✓				
Restore past versions of a spread (if assigned)	✓	✓	✓				
Move spreads		✓	✓				
Force unlock page			✓				

* Staff and/or Editors must be assigned to pages to perform page tasks.



Book Setup

Book Setup allows Adviser and Editors to predefine consistency throughout their yearbook.



Book Styles

Choose Go Design template styles.

To apply a book style:

1. Select the Book Style tab.
2. Select the style name and page through the previews using the Previous/Next buttons.
3. Select Apply Book Style.

Templates, pop-ins, and art will automatically load to your Library.

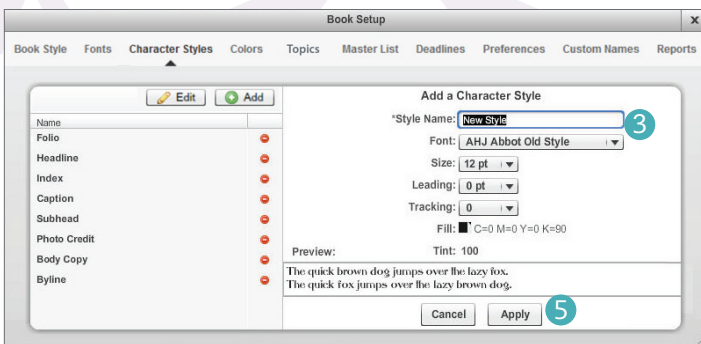
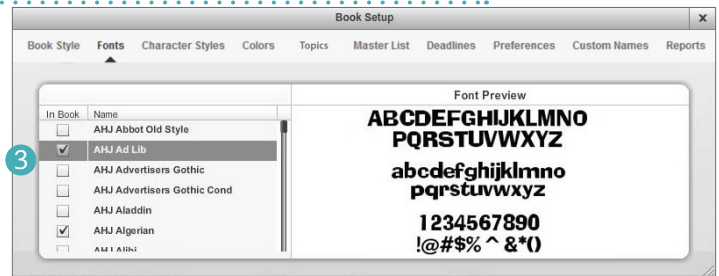
Fonts

Fonts must be checked to be used.

To choose fonts:

1. Select the Fonts tab.
2. Select a font name to see a preview.
3. Check the box next to the font name.

AHJ Times is a default font which cannot be deleted. Choosing a large number of fonts may slow eDesign.



Character Styles

Add or edit Character Styles for book consistency.

To add a new character style:

1. Select Character Styles tab.
2. Click the Add button.
3. Type a new style name.
4. Choose a font, size, leading, tracking, and color.
5. Click the Apply button.

Create a style for flowing portraits, index names, and index letters.

Colors

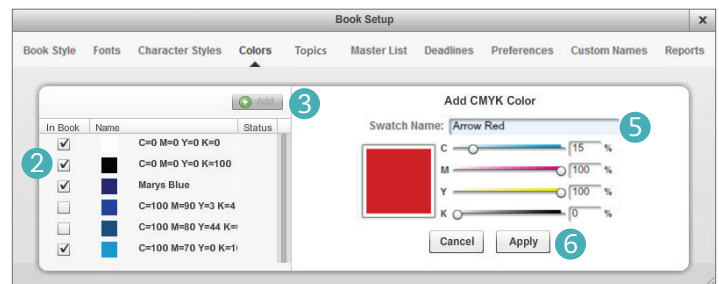
Select/define colors for the color menu.

To setup colors:

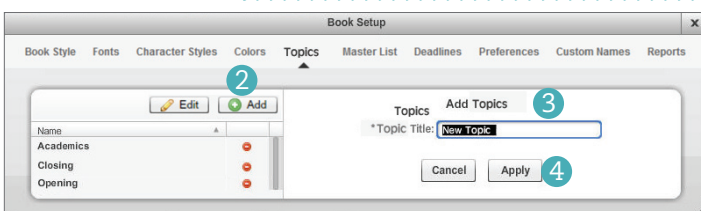
1. Select the Colors tab.
2. Check the box next to the necessary color(s).

To create new colors:

3. Click the Add button.
4. Adjust sliders or input the CMYK values.
5. Type a Swatch Name.
6. Click Apply button.



CMYK blends are shown as RGB approximations in the browser and may vary due to your monitor.



Topics

Create structure and organization using topics.

To add topics:

1. Select the Topics tab.
2. Click the Add button..
3. Type the new Topic name.
4. Click the Apply button.

Edit by selecting a section name and click the Edit button.

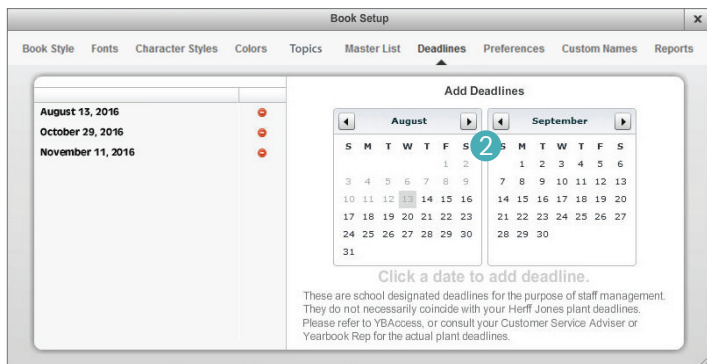
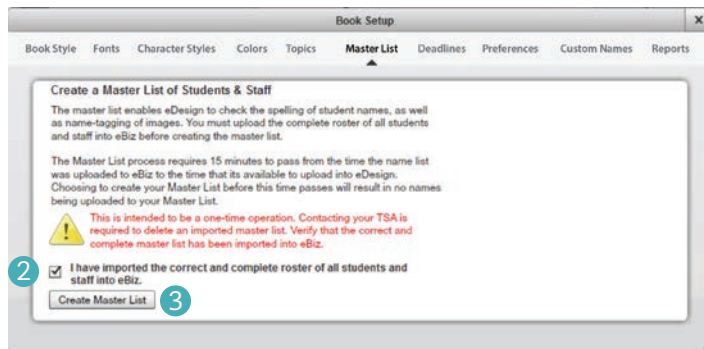
Master List

Import your correct and complete school roster from your eBusiness account. First name, last name, grade, email and gender are imported.

To import the master list:

1. Select the Master List tab.
2. Check the I have imported the roster box.
3. Click the Create Master List button.
4. The date and created by will be listed.

Herff Jones TSAs can delete an imported list.



Deadlines

School-designated deadlines help manage the staff.

To set a deadlines:

1. Select the Deadlines tab.
2. Navigate through the calendar months.
3. Click the forward/back buttons.
4. Click the necessary deadline date.

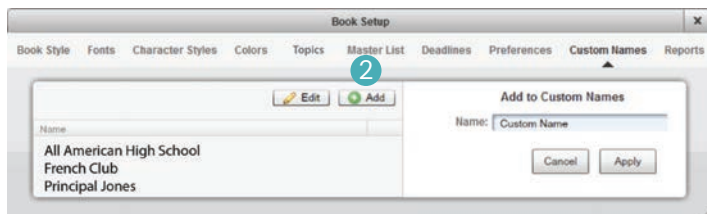
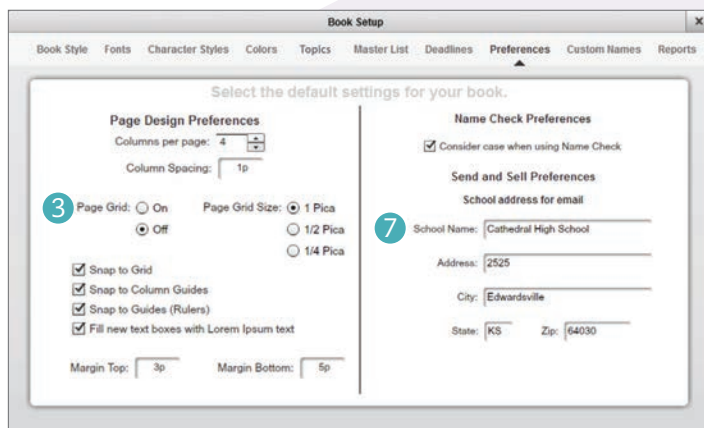
These deadlines are not necessarily your plant deadlines.

Preferences

Preferences are default book settings which can be later changed on individual spreads.

To set preferences:

1. Select the Preferences tab.
2. Choose the number of Columns and Spacing.
3. Turn the Page Grid display On or Off.
4. Check Snap to Settings to align or unchecked to place items anywhere on the page.
5. Avoid changing margins.
6. Un-check Consider case.
7. Enter school's address for Send and Sell emails.



Custom Names

Stop frequently used words or phrases from being flagged as misspelled by adding them to Custom Names.

To add words to name check:

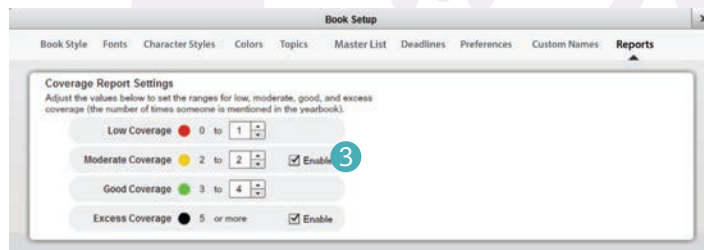
1. Select the Custom Names tab.
2. Click the Add button.
3. Type the name or phrase.
4. Click Apply.

Reports

Configure your specific goals and thresholds to help more accurately gauge coverage as you build your book.

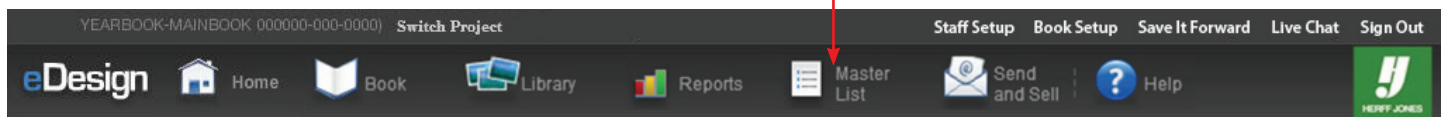
To configure coverage thresholds:

1. Select the Reports tab.
2. Adjust each level of coverage.
3. Check/uncheck the Enable checkboxes
4. Close the setup window to save changes.



Run a coverage report by clicking the Reports button in the navigation bar.

Master List



Master List

File Print View Export View Maintain accurate and consistent name spelling throughout your yearbook by importing your school's student/faculty roster. You can search, sort, filter, ignore, combine, correct, and add names. Master List is the foundation name tagging/checking, Reports and Send and Sell.

Proofing and Correcting the Master List

1. From the menu bar, select the Master List icon.
2. Click the Update from eBiz button.
3. Make corrections to the Master List.

Ignore: Exclude a name as a choice.

You can Undo Ignore at anytime.

Combine (●): Merge nicknames or variations with given names. Combined names can be uncombined.

Edit (●): Make changes to any field including upper/title-case and Opt Out.

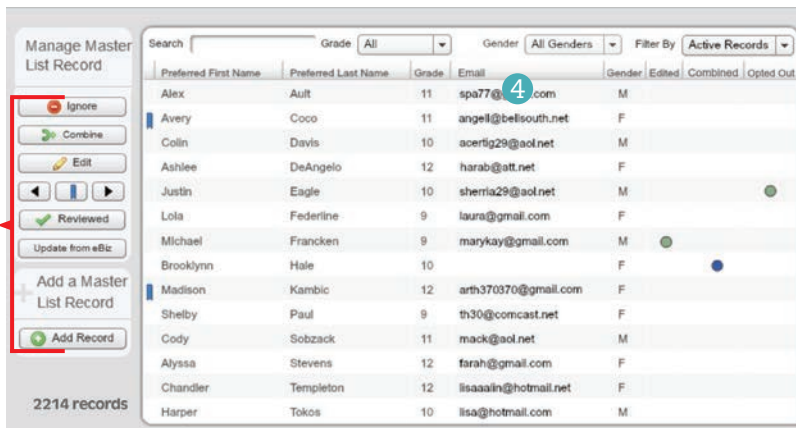
Opted Out (●): Unsubscribes from any email campaigns (located in edit).

Bookmark (■): Flag a name for verification or review.

Reviewed: Mark names as reviewed.

Update from eBiz: Updating only adds new names. All edits are maintained.

Add: Manually add a name, grade, and gender. **Manually added name will be red letters.**



Original Name: Shelby Paul
Original Grade: 9
Original Gender:

Hover over any edited, combined, fused, or swapped name to see the original name, grade and gender.

4. Sorting and filtering the Master List

Sort: Click on a column heading to toggle the A-Z order.

Search: Search for any specific criteria e.g. first name, last name, etc..

Grade: Click the grade drop-down list to limit the search to a particular grade.

Gender: Click the gender drop-down list displays by gender.

Filter By: Check names listed by categories.

Active Records: Lists all names except those marked Ignore.

Edited: Lists names changed using the Edit button.

Ignored: All ignored names. Reactivate by clicking Undo Ignore.

User Added: Lists names manually added to Master List.

Non-Reviewed: Lists all names not marked as Reviewed.

Bookmarked: Lists only names marked as bookmarked.

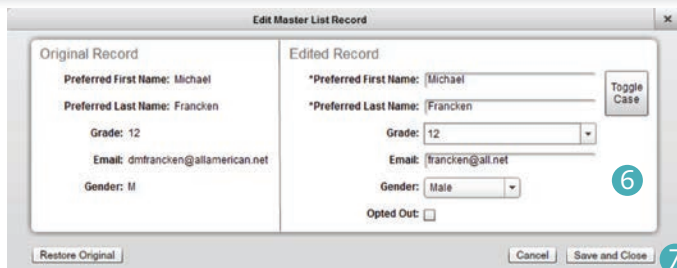
Duplicates: Lists and highlights possible duplicate names.

Combined: Lists names which have been combined.

Opted Out: Lists names removed from email campaigns.

To edit the master list using eDesign:

5. Double-click the necessary name or click the Edit button.
6. Make the desired changes including toggle between cases.
7. Click the Save and Close button.

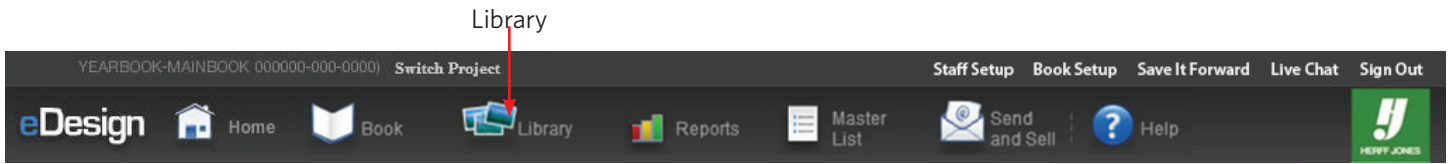


Your Master List is imported in Book Setup. Please see page 8.

Wait at least 15 minutes after make changes in eBusiness before updating eDesign.

To choose and edit a group of names, click a name, shift-click the last name in the group, then click Edit and make the changes. Changing the case does not flag names as edited.

You can print or save the Master List from the Master List > File menu > Print View or Export View.



Library

eDesign uses libraries to store, manage, and organize candid images, portraits, and Herff Jones pre-designed templates, pop-ins and art files.

Library Menus

File	Edit
Download Images As ZIP	Insert Record
Print...	Replace Image
	Edit Image
	Rotate Clockwise
	Rotate Counter Clockwise
	Delete
	Select for Send and Sell
View	
Tile	
Data	

Images Library contains **RGB** candid images that you upload to the library.

To upload candid images:

- 1 Click the Import button.
- 2 Click the Browse button.
- 3 Navigate to/select the image files to upload.
- 4 Click the Upload button.
- 5 Click the Tag Photos button to catalog images
- 6 If finished, click the Done button or browse to continue uploading.

If necessary, rename the files:

- 7 Click the Data View tab.
- 8 Type the new name over the current name.

To delete unused images:

- 9 Select the image or images.
- 10 Click the icon or Delete from the Edit menu.

As files are uploaded, Libraries can grow to be quite large. With each upload, take the time to keep your Libraries organized and easy to use.

- Assign images to topics.
- Keywords should describe the file with specifics.
- File names identify grade/student name.
- Be selective. Upload only useful photos.
- Upload up to 50 images at a time (200MB maximum).
- Images must be in **RGB** mode only.
- Images must be .jpg, .png, .tif, or .eps format.
- The image Preview will show the optimum image dimensions.
- The plant will enhance all .jpg format files.

Do not upload portraits in the Image Library or you will not be able to flow them into your portrait pages.

When having trouble uploading a large photo over a slower connection, try using Basic Upload.

It's important to keep your libraries organized by deleting items that won't be used.

Hover over the file to display the page numbers where they are used.

Download image files:
CTRL+Right-Click (Mac Control Click).
Select Save Image As.

NAME TAG
Benefits of name tagging

- Help you locate images of people.
- Help you track coverage.
- Help you create captions.

Hover to reveal the page number

5 To get the most out of your eDesign library, we recommend you take a few minutes to assign topics, names and keywords to your images.

eDesign Basic Uploader

Candid 1

Candid 2

Candid 3

Candid 4

Candid 5

Having trouble uploading a large photo over a slower connection? Use **Basic Upload** by clicking Library > Import Images.

1

4

Quick Image Uploader (click to close)
These images are uploaded immediately after they are dropped onto the upload area and only allowed to be tagged afterward. If you experience issues, please instead use the traditional image uploader found on the left side of this screen.

- Drop files to upload

Import Images

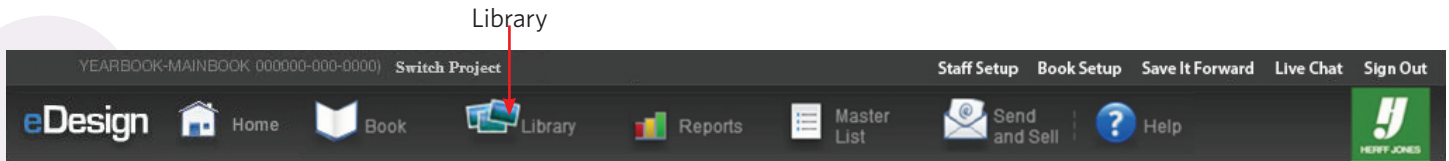
Find images (limit 50):

Status	File
Done	41040.JPG
Uploading	41184.JPG
Pending	41044.JPG

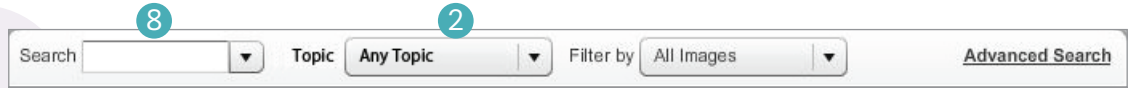
Uploading is complete. Our server is processing it

Basic Upload

If you only want to upload one or two photos, click to activate then drag and drop the files directly into **Quick Image Uploader**.



Sort/Search



Managing Library Files

As files are uploaded to eDesign, Libraries grow quite large.

Be selective uploading photos. Don't upload every photo just because it's there. Unnecessary images make searching difficult.

Use the sort/search methods to keep image, portrait, art, and template libraries organized and easy to use.

Topic Names should be assigned as images are uploaded. Topic names are created in Book Setup by the Adviser or Editor.

Names with name tagging, you do not have to manually look up spellings — the correct spelling is pulled from the Master List, saving you time. **Name tagging is not available in Portraits.**

Keywords help search for images, portraits, art and templates. Keywords are more useful if they are specific and focus on describing the file (what was the activity, who is in the photo, a word describing the art, etc.). Avoid vague keywords.

Filenames can also be very helpful. After uploading to the library, select the Data View tab, and change the default filename (IMG2006_4.jpg) to something that describes the file.

Secret Spread page content placed on a secret spread is hidden in the library except the adviser and those assigned to the page.

To assign to a topic/name/keyword

1. From the Library, select one or more images.
2. On the right, check the topic/name/keyword.

To create a keyword

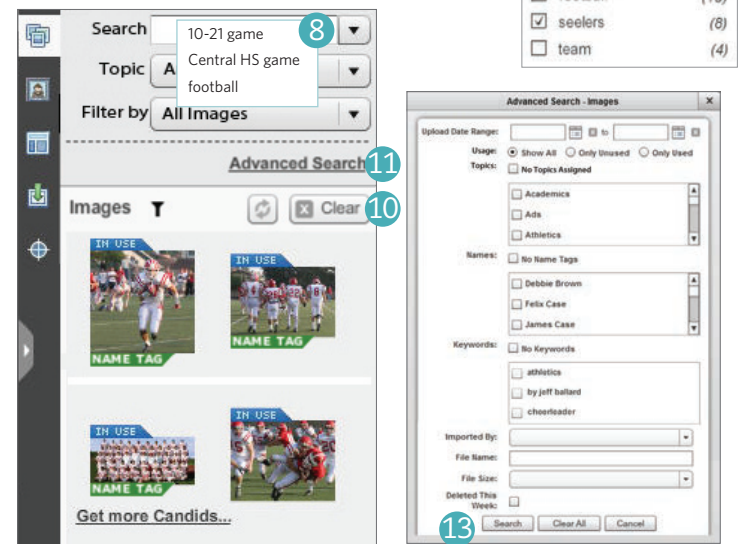
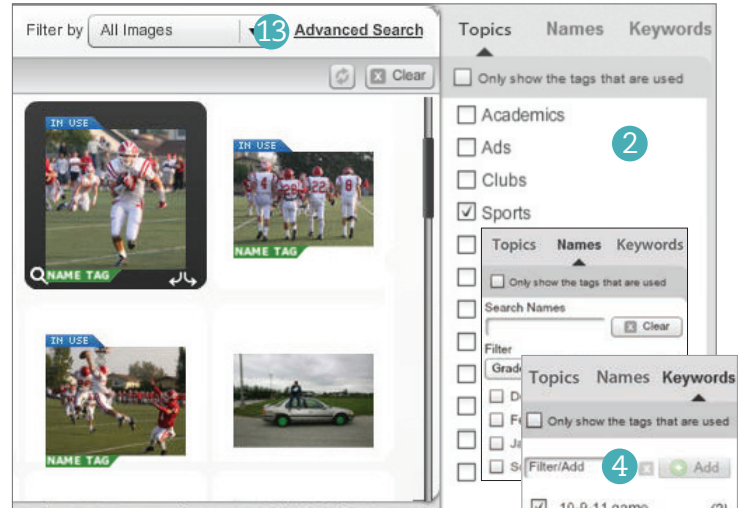
3. From the Library, select one or more images.
4. In Keywords, enter a descriptive keyword.
5. Click on the Add button.

To use a basic search for images

6. Go to the Library or a page in Edit mode.
7. Click the Library icon you wish to search.
8. Enter a keyword, topic, and/or filter criteria.
9. Click the <Enter> key to begin the search.
- Any files matching your search will display.
10. Click the Clear button to display Library files.

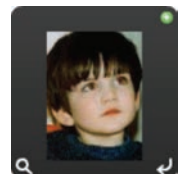
To use an advanced search for images

- Further refine your search criteria.
11. Click the Advanced Search button.
 12. Select any combination of criteria.
 13. Click the Search button.



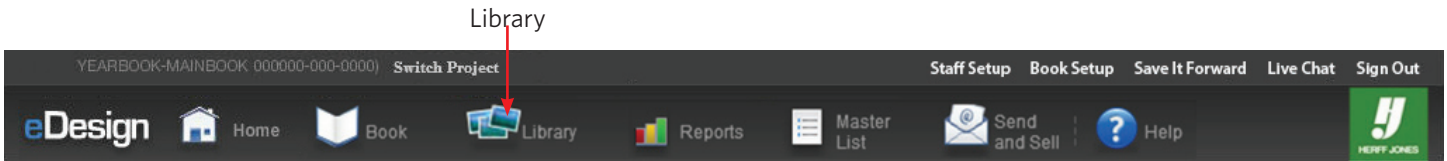
To Undelete images/portraits

- Pull images/portraits back from deleted assets.
14. Go to Library > Images or Portraits.
 15. From the Filter by menu, select Deleted This Week.
 16. Click the Undelete button +.
 17. Click the Yes button.



Combine Search and Filter Feature

All Images	Recent	No Name Tags
Unused	My Edited Images	OAC Ads
Used	All Edited Images	eShare Images.
My Images	Deleted This week	
No Keywords	Name Tags	



Portrait Library

There are several ways to upload portraits to the Portrait Library:

- Compress and upload your PSPA CD to eDesign.
- Send your PSPA CD to the plant for upload.
- Upload portraits individually or up to 50 at a time and enter names/grades in Data View.

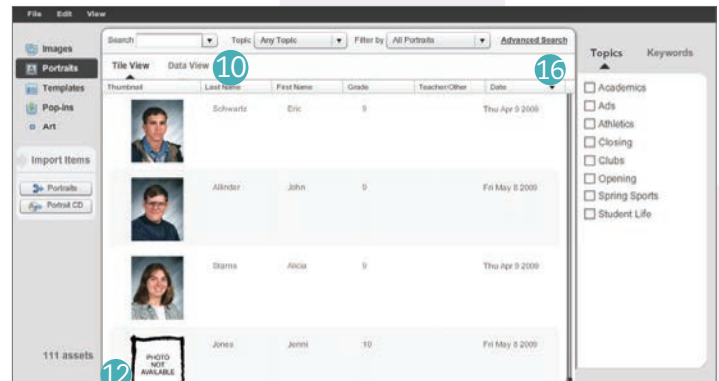
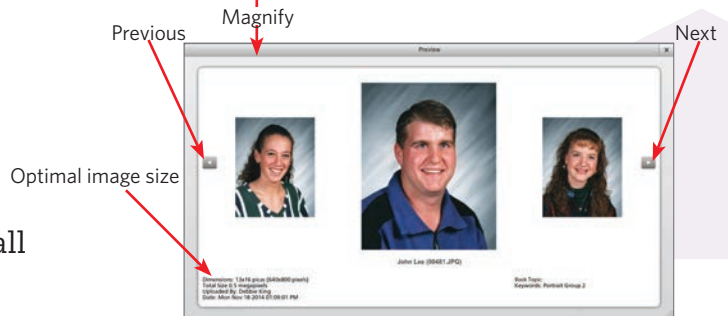
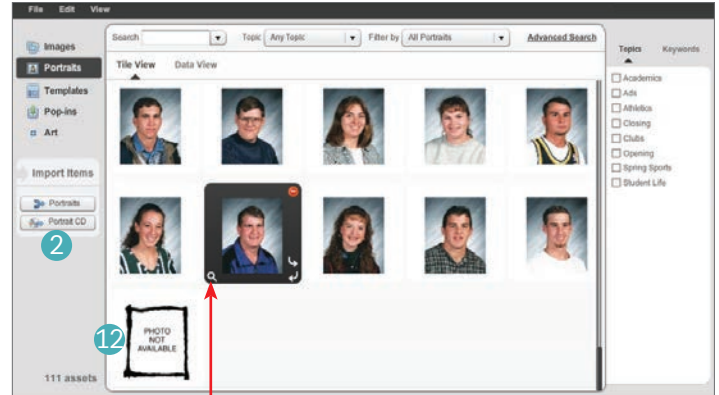
Only the adviser can edit portrait information. Advisers and editors can flow the portraits. When flowing portraits, only those files in the Portrait Library are included. Files stored in the Image Library will not flow.

PSPA Requirements:

Resolution for Senior pictures should be: 640/800@250.
Resolution for under class pictures should be: 320/400@250.
Images must be in **RGB** mode only.

To compress and upload PSPA CD:

1. Create a compressed (.zip) file that contains all of the files on your photographer's CD.
2. From Library > Portraits > Import Items Click the Portrait CD button.
3. Click the Browse button.
4. Navigate to and open the PSPA (.zip) file.
5. After the three step process, click the OK button.

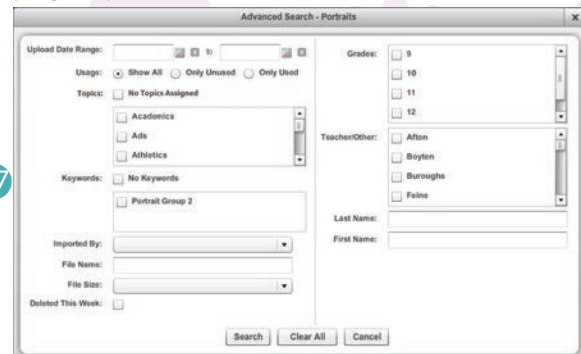


To sort libraries in data view

15. Select the Data View tab.
16. Click on the column header. The arrow toggles ascending/descending order.

Advanced Search - Portraits

17. Use the advanced search images instructions (page 10).



UPLOAD ERROR

Only 143 of 144 portraits were processed successfully and the rest were replaced by placeholders. What would you like to do?

Portrait Upload Errors

Occasionally, you may see an error when uploading a portrait CD. Below are some common problems.

- The internet connection was lost while receiving the file.
- There is a missing Index file.
- A portrait wasn't where the index.txt file said it was.
- Less than 20 missing portraits gives this error and offers an option to replace them with "No Photo Available" icon.
- More than 20 missing portraits fails the whole upload.
- A bad or corrupt image file was rejected.
- Portraits are in **CMYK** mode.
- The CD did not follow PSPA format guidelines.

To upload individual portraits:

- 6-9. Use the upload candid images instructions (see page 9 steps 1-4).
10. Select the Data View tab.
11. Click into the ID field enter the information. Tab between each field.

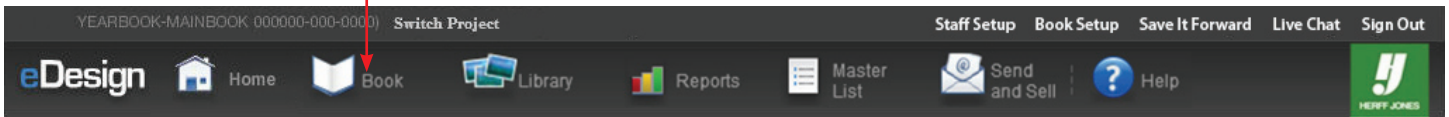
To insert a picture not available image:

12. From the Edit menu select Insert Record.

To replace an image:

13. Highlight the image to be replaced.
14. From the Edit menu select Replace Image.

Book

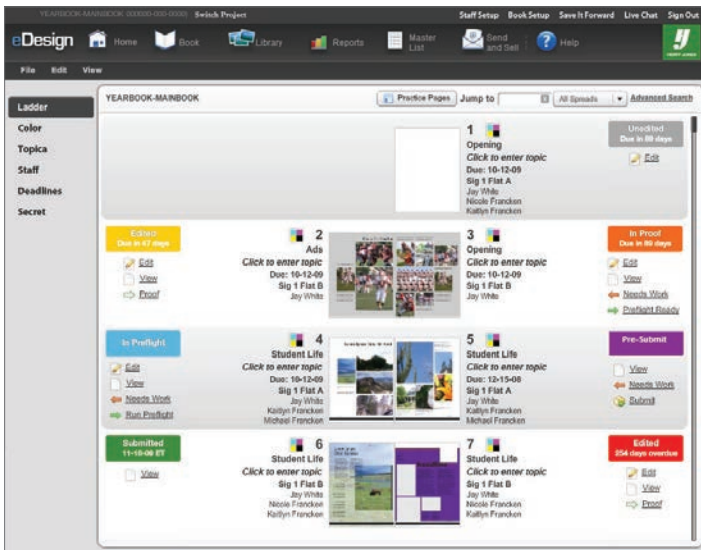


Ladder

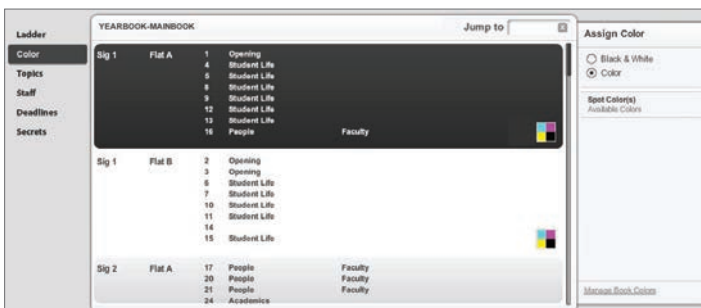
The ladder is used by the adviser and editor to assign color, topics to pages, staff, and deadlines. Only the adviser can designate secret pages.

Ladder Menus

- File
 - Print Ladder
 - Print Ladder without thumbnails
 - View Spread History
 - Create Lo-Res PDF
 - Create Hi-Res PDF
 - Submit Pages
- Edit
 - Flow Portraits
 - Build Index
 - Delete Index
 - Edit Folio
 - Move Spreads
 - Practice Pages
- View
 - Show Only My Pages
 - Show Only Overdue Pages

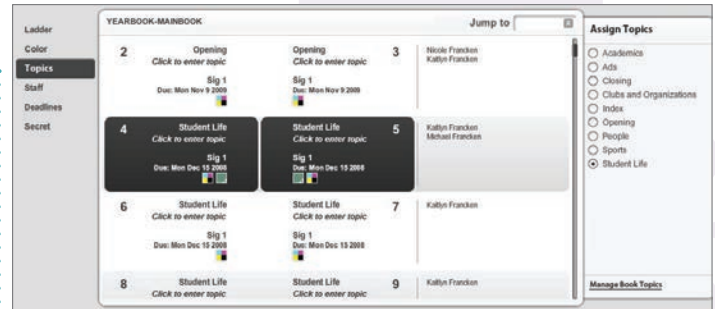


Spread Status: Assigned Staff can edit and move pages to Proof. The Editor and Adviser can proof and move pages to Edit or In Preflight. Only the Adviser can Preflight and move pages to Pre-Submit and Submit.

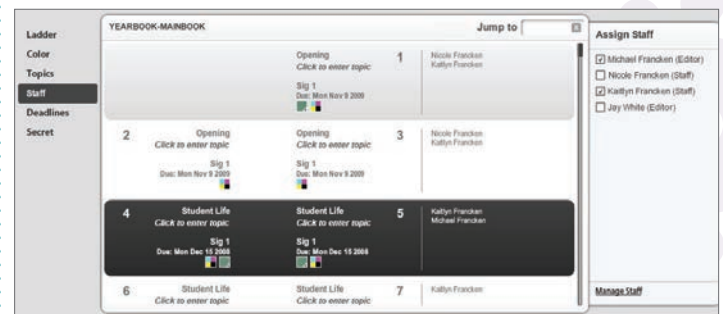


Assign Colors to flats.

Verify and select any purchased spot color.

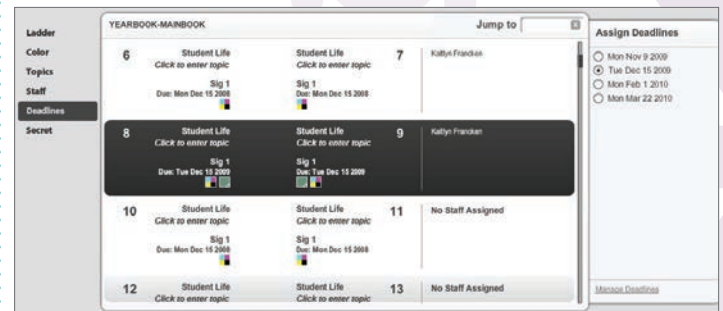


Assign Topics to pages.

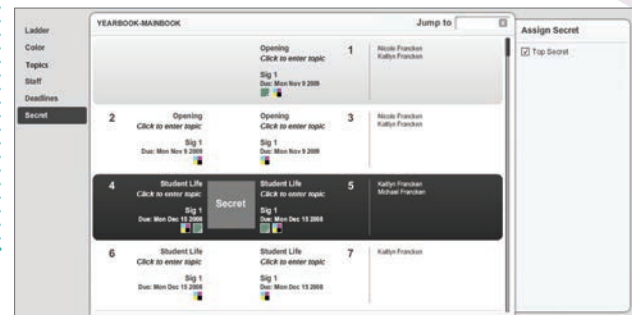


Assign Staff members to pages.

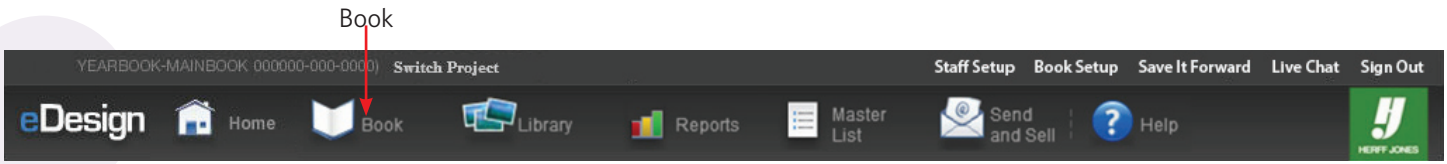
Staff members who are logged on will see a star next to their assigned pages.



Assign Deadlines to pages.



Assign Secret Pages (Adviser only).

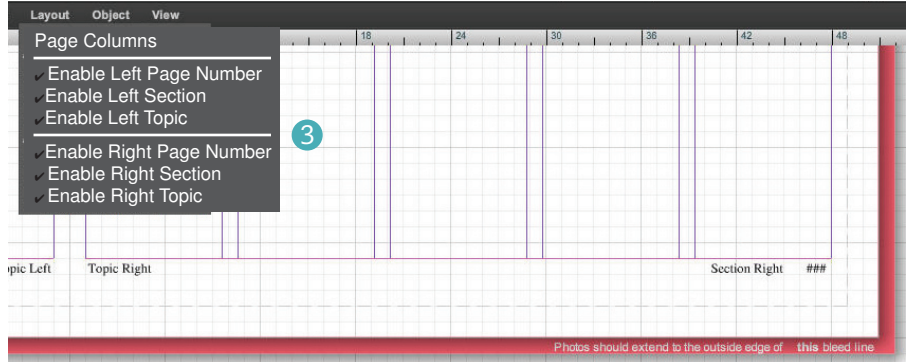


Folio Page

The Folio spread holds all design elements that are consistent throughout the entire yearbook, such as page number, folio graphic, topic, and section name. All Folio objects display on top of everything else on each yearbook page.

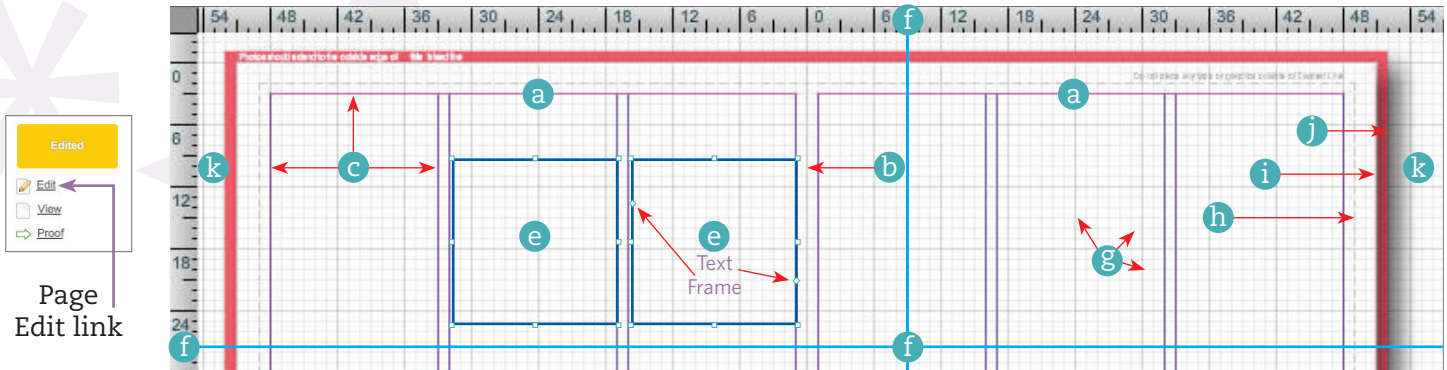
To create the Folio:

1. From Book, select Edit > Edit Folio.
2. Click the Layout menu.
3. Toggle on/off each of the page IDs.
4. Add any elements that will appear on each page in the yearbook.
5. Select Return to Book View from the upper right corner.
6. Respond Yes to saving the spread.

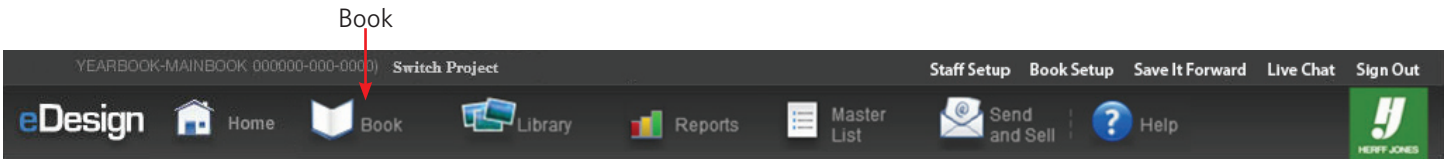


Page Components

The page design includes the working area of a spread with its components and the pasteboard.



Component	Definition
a Live or work area	The live area is the part of the page where you add objects and design your layout.
b Gutter	The center of the spread where the two pages meet.
c Margin & column guides	The lines that define the work area around the page and the columns.
d Kicker area	The area outside of the page's margins, where the Folio information displays. Folio information can include page numbers, school name, yearbook name, etc.
e Frames	Every object is enclosed in a frame with handles. Use the Selection tool to grab a handle and move, resize, or reshape an object.
f Rulers & ruler guides	A numbered ruler displays along the top and side of the page area. Vertical and horizontal ruler guides are dragged out of the rulers to help in aligning objects.
g Grid	The grid is a pattern of lines that divides a spread into small one pica units. It is helpful for the layout and alignment of page elements. It can be turned on or off.
h Dashed line	The dashed line is positioned two picas from the trim line on all sides of the HJ Template as a visual reminder that elements should not extend past it unless they bleed.
i Trim line	The trim line is the inside edge of the bold red lines. This is where the pages will be cut.
j Bleed & bleed line	A bleed is any photograph or other object that extends to the page's edge. The bleed line is the bold red line around the outside edge of the page. Any object that bleeds off the page needs to extend to the outside edge of this line.
k Pasteboard	The Pasteboard is the area surrounding the live page area on the screen. If you are refining your layout, you can move pictures, objects, and blocks of text onto the Pasteboard until you decide where to place them in your document.



Page Design Menus

PC = Macintosh =

File	
Save +S	Save the page/spread with your edits.
Save and Close Window	Save the page/spread with your edits, closes the Page Design window and returns to Book View.
Save as Current Version	Works with Spread History to make that version the current one.
Save as Template +Shift+S	Save the layout of the current page/spread as a template. It is saved in the Library and can be used in a layout or transferred to another book.
View Spread History	Review the save history of a spread and/or easily restore a page back to an older save.
Back to Most Recent	Return the spread to the most recently saved version.
Create Lo-Res PDF	Create a low-resolution PDF of the selected page/spread with the Herff Jones slug format.
Create Hi-Res PDF	Create a high-resolution PDF of the selected page/spread and view at 150% to view quality of pictures.
Run Preflight Check	Scan page/spread for potential issues.
Help	Open Help window.
Close Window	Close the Page Design window, save changes, and return to Book View.

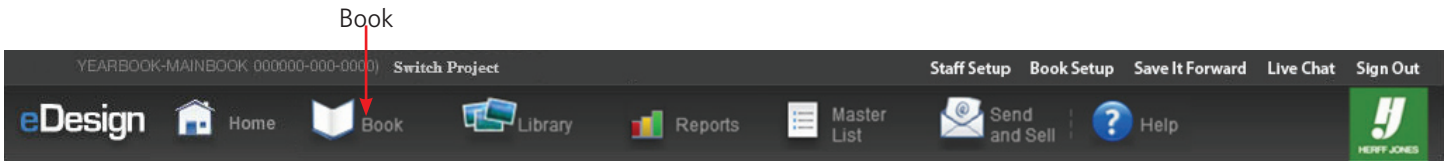
View	
Zoom-In ++	Enlarge the view.
Zoom-Out + -	Display more of the page/spread.
Fit to Window	Resize the spread display to fill the window.
Hide/Show Frames	Toggle display of the frames on or off.
Hide/Show Sticky Notes	Toggle Sticky Note display on or off.
Hide/Show DPI Warning	Warns that image DPI resolution may not be optimal. Toggle on or off.
Hide/Show Guides	Toggle the display of ruler guides on or off.
Lock/Unlock Guides	Lock ruler guides in place so they can't be moved. Toggles lock or unlock.
Snap to Guides	Control how close an item is to the nearest ruler guide. When toggled off, items can be positioned anywhere.
Clear Guides	Remove any existing ruler guides.
Hide/Show Column Guides	Toggle display of column guides on or off.
Snap to Column Guides	Control how close an item is to the nearest column guide. When toggled off, items can be positioned anywhere.
Hide/Show Grid	Toggle display of grid lines on or off.
Snap to Grid	Control how close an item is to the nearest grid. When toggled off, items can be anywhere.
Show Clipboard Panel	Works with Smart Templates holding all image and text for swapping and/or placing.

Edit	
Undo +Z	Undo the last edit. Can undo the last 30 edits.
Redo +Y	Repeat the last edit.
Copy +C	Copy a selected item to the clipboard.
Cut +X	Cut the selected item to the clipboard.
Paste +V	Paste the last item that was copied or cut.
Paste in Place +Shift+V	Paste onto the page in the exact coordinates that it was cut/copied from.
Delete	Delete the selected items.
Select-All +A	Select everything on the layout.
Run Name Check	Verify name spell against Master List names.

Layout	
Page Columns	Specify the number of columns and gutter size.
Right/Left Enable/Disable Folio	Turn on/off the Folio for the page/spread. The Folio's contents are displayed or are hidden.
Right/Left Folio Color	Set the folio to Black, white, or the folio page default.
Delete Right/Left Background Image	Removed any images dropped into the background.

Object	
Bring to Front/Forward	Front moves the selected object to the front, above all other objects. Forward moves only one level.
Send to Back/Backward	Back moves the selected object to the back, behind all other objects. Backward moves only one level.
Effects	Displays the Effects menu.
Lock/Unlock Object	Lock/unlock an object into position on a page. Locked objects have dashed frames.
Crop Image	Scales the image separate from the frame.
Edit Image	Create cut-out backgrounds, color effects, B&W, sepia, duotone, fix red eye, and adjust exposure.
Show Image Info	Look up the filename, dimensions, upload by, date, section, and keywords for selected image.
Swap Images +S	Swap images between selected frames.
Convert to Shapes	Change text to a graphic shape.
Add Text to Path	Opens the Text on a Path window.
Compound Shapes/Undo Compound Shapes	Combines several closed paths into a single object to create transparent holes for images or text.
Group/Ungroup Objects	Keep several objects together as one element.
Tag Images	Assign section, keyword and/or name to images.
Create Image Caption	Auto-create a caption from assigned name tags.

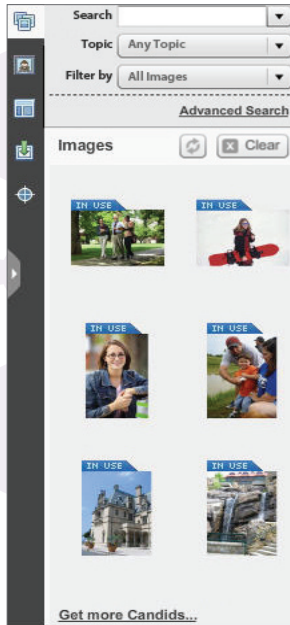
Effects	
None	Remove any applied Transparency effects.
Transparency	Adjust the opacity of a selected object. 100% (opaque) 0% (transparent).
Drop Shadow	Apply drop shadow to selected item.
Regular	Remove Black/White or Sepia effects.
Black and White	Convert a selected object to black/white.
Sepia (Color pages only.)	Convert a selected object to sepia tone.



Library Panels

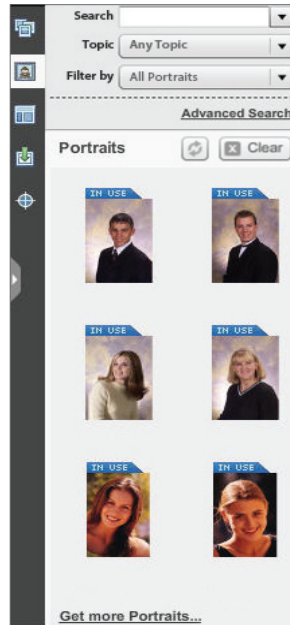
eDesign uses libraries to manage and organize candid images, art files, portraits, templates, and pop-ins. The Art, Template, and Pop-Ins Libraries have pre-designed material you can use or you can upload your own material.

Image Library



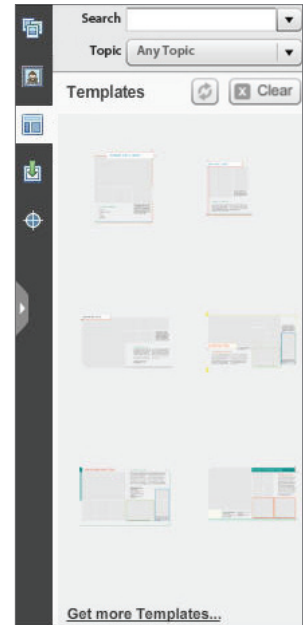
The Image Library contains uploaded candid images and school created art. **Do not upload portrait files to this library.**

Portrait Library



The Portrait Library contains uploaded portrait files. **Upload only portrait files to this library.**

Template Library



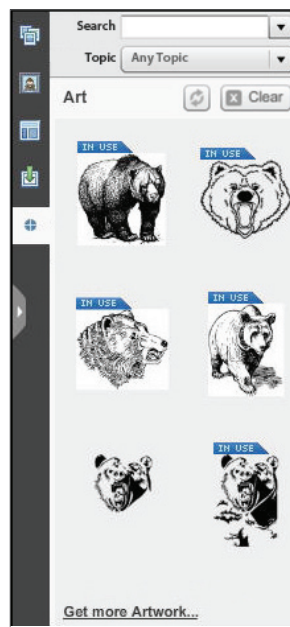
Template Library contains templates from the HJ GO! Design, Your Layout catalogs, and custom created templates.

Pop-in Library



The Pop-Ins Library is a collection from the HJ GO! Design booklet.

Art Library



The Art Library is from the Herff Jones Graphics collection.

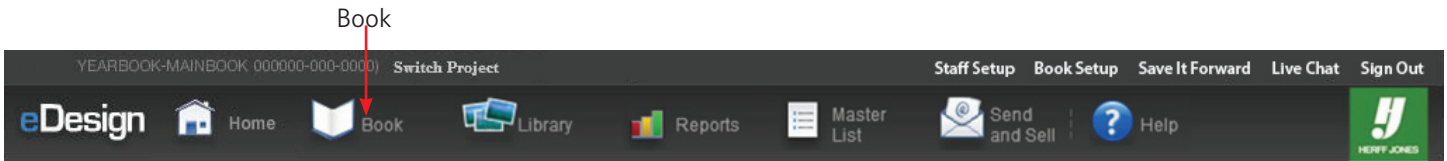
Using Libraries on a Page:

1. Drag any item from a Library to the desired location on your page. Images, portraits, and art can be placed:
 - In a frame
 - Freestanding on the page
 - Within text

Using Templates and Pop-Ins on a Page:

Templates can save you a lot of page design time by letting you layout a page and re-use the layout as needed. You can use a Herff Jones template or create your own.

2. Similar to images, drag a template or pop-in from the Library directly onto a page.



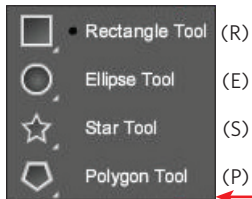
Page Design Tool Overview

Layout and design your pages in Page Design. You can: Choose a template, drag images, artwork, and pop-ins onto a page, add text and format columns, draw and format shapes, create custom colors, add Sticky Notes to share comments with other staff, create pdf proofs of each page, create new templates from your layout and more.

To open Page Design:

1. From Book > Ladder, click Edit next to the page to be edited.

Control Panel Tools



Selection Tool (Esc)

Edit Path Tool (A)

Text Tool (T)

Pen Tool(=)

Box Tool (R)

Line Tool (\)

Background Tool (B)

Hand Tool (H)

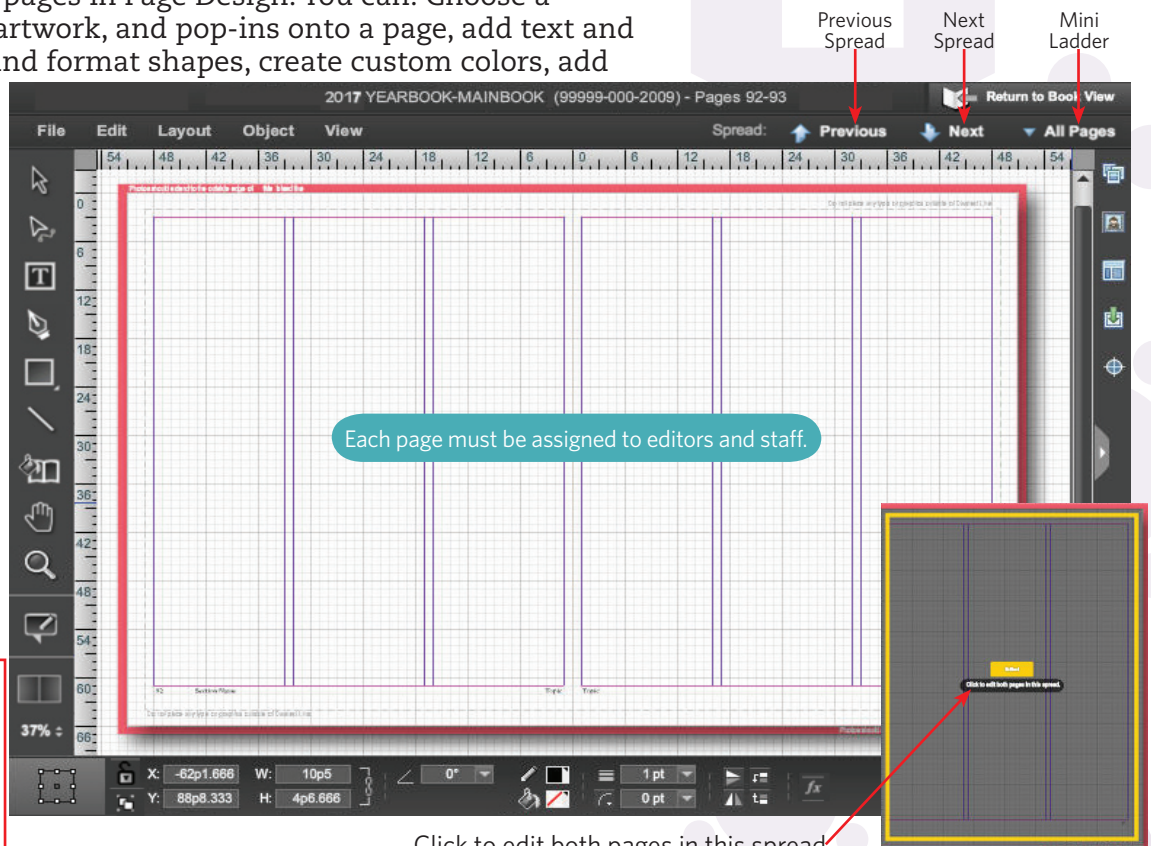
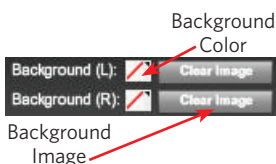
Zoom Tool (Z)

Sticky Note (N)

Fit in Window (Ctrl/Cmd+Ø)

Current View 50%

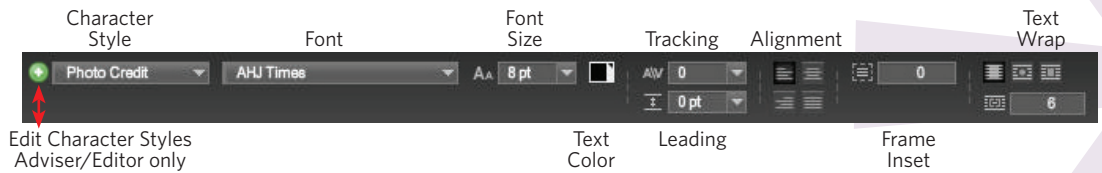
Name Overlay (toggle)



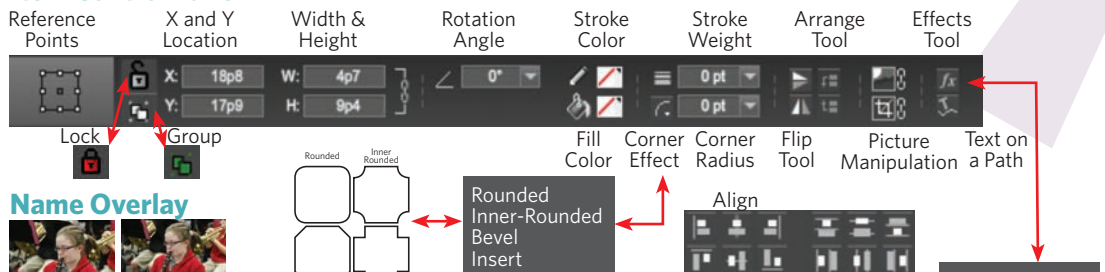
Click to edit both pages in this spread.

This is only available to assigned users.

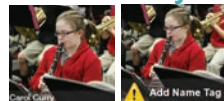
Text Control Panel



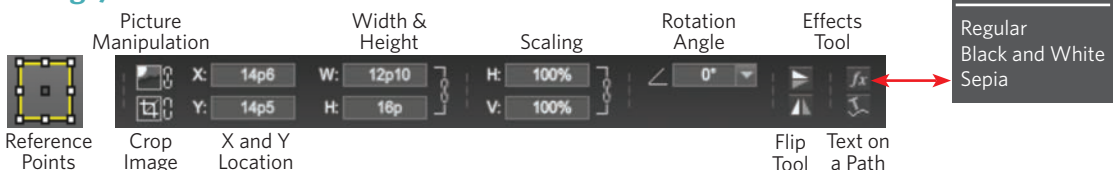
Item Control Panel



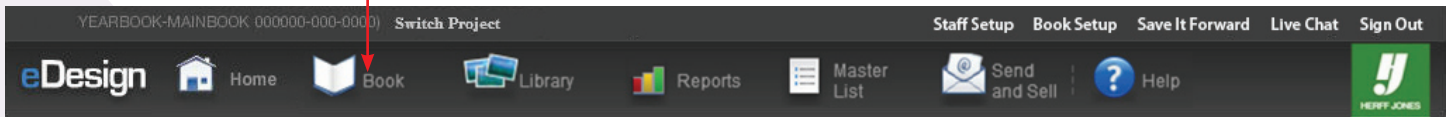
Name Overlay



Image/Content Control Panel



Book



Tool Basics and Shortcut Keys

Selection Tool (esc)

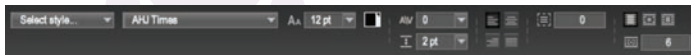
Used to select an object, point, or line on your layout. Click and drag to select multiple objects.

Edit Path Tool (A)

Click to move points and edit a shape or path drawn with the Pen tool.

Text Tool (T)

The Text Formatting Control Panel tools include: Character Style, Font, Size, Color, Tracking (horizontal space between characters), Leading (between lines of text), Alignment, and Padding (text wrap) with its offsets.



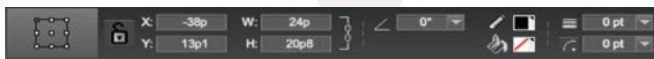
Pen Tool (=)

The pen tool is used to draw a curved line or create an abstract shape.



Rectangle Shape Tool (R)

Adjust the position, length, angle, stroke and fill color, stroke weight, and corner using the frame control panel.



Constrain the width and height of a frame proportionally by holding the Shift key as you drag.

More Shapes (R) (E) (S) (P)

Click and hold the rectangle tool to select alternate tools.

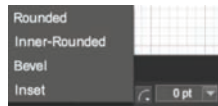
Customize the tool by double-clicking in the page area.



Corner Effects

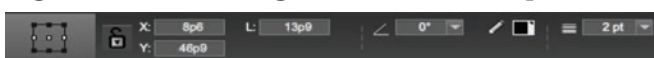
Edit a frame's corner style and radius in the control panel.

Double-click in the page area to create a new frame.



Line Tool (\)

Adjust the position, length, angle, color, and weight of a line using the line control panel.



Constrain to a vertical or horizontal line hold the shift key while drawing.

Background Tool, Color




Fills and locks the background color into the correct position.

To create a color background:

1. Click the background tool.
2. Background Color Picker is enabled.
3. Select the color for the appropriate side.

To Remove a color background:

1. Click the background tool.
2. Background Color Picker is enabled.
3. Select the  icon for the appropriate side.

Background Tool, Image



Fills and locks the background image into the correct position.

To create a background image:

1. Drag and drop an image from the image library to a blank area on the appropriate side.
2. Respond Yes to placing the image in the background.

To remove an image background:

1. Click the background tool.
2. Click the Clear Image icon.

Zoom Tools

Zoom Tool (Z)

Use the Zoom tool or the Zoom commands to magnify the size of your pages.

- Click the magnifying glass on the page area.
- Drag the magnifying glass across items.

Fit in Window (Ctrl/Cmd+0)

Resize the spread display to fill the window.

Current View 100% (Current View)

Indicates the zoom percentage of the current view. Click the arrows for more choices.

Hand Tool (H)

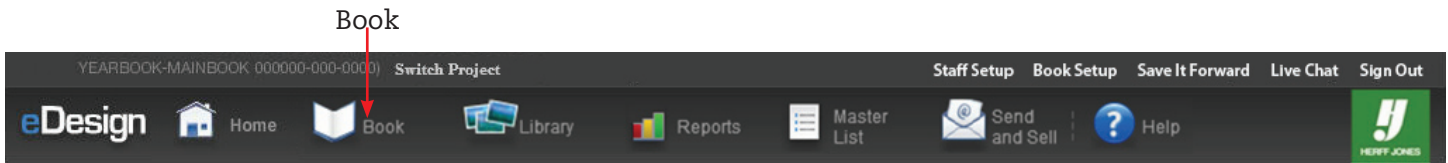
Click and drag to pan the page view in the layout window.

Sticky Note Tool (N)

Click the Sticky Note onto the page. You can move the note anywhere in the layout.

Name Overlay (toggle)


View the correct spelling of any name tagged image.



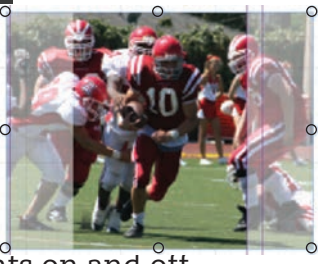
Control Panel Tools

Picture Manipulation Tool

Enables the manipulation of content inside a frame.

1. Select the image.
2. Click the Manipulation button.
3. Drag the circles .



Click the “lock” symbol on the right to toggle constraints on and off.



You can also enable the picture manipulation tool by double-clicking the picture.

Picture Cropping Tool

Enables the manipulation of both the frame and the contents of the frame.

1. Select image.
2. Click the Crop button.
3. Drag the squares  to manipulate the frame.
4. Drag the circles  to manipulate the contents of the frame.

Click the “lock” symbol on the right to toggle constraints on and off.



You can also enable the picture manipulation tool by Ctrl/Command double-clicking the picture.

Rotate Tool

To enter a rotation degree:

1. Select the object(s) to rotate.
2. Select a rotation degree.
3. Or enter a number between -180 and 180.



To rotate manually:

1. Select the object(s) to rotate.
2. Hover over a corner point.
3. When the rotate icon appears, click and drag into position.

Flip Tool

Flip objects either horizontally (mirror) or vertically (upside down).

To flip an object, page, or spread:

1. Click the object to flip.
2. Click the reference point.
3. Click the Flip Vertical or Horizontal button.

Text boxes cannot be flipped.

Caution: When items are flipped or rotated, the contents appear backwards or upside down.

Arrange Tool

Overlapping objects are stacked in the order in which they are created. Arrange tools change their stacking order (Arrange tools are also in the Object menu).

- **Send Backward** moves the selected object back one level.
- **Shift Send to Back** moves the selected object to the back behind all other objects.
- **Bring Forward** moves the selected object forward one level.
- **Shift Bring to Front** moves the selected object to the front above all other objects.



Transparency

Adjust the opacity of the selected object from 0% (fully transparent) to 100% (fully opaque).

1. Select image.
2. Click the FX button.
3. Click Transparency.
4. Adjust the slider.

Drop Shadow

Lift the image off of the page by adding a drop shadow.

1. Select image.
2. Click the FX button.
3. Click Drop Shadow.

See page 32 for more details.



Black and White Image

Convert the selected image to black and white.

1. Select image.
2. Click the FX button.
3. Click Black and White.

Sepia image

Convert the selected object to a sepia tone.

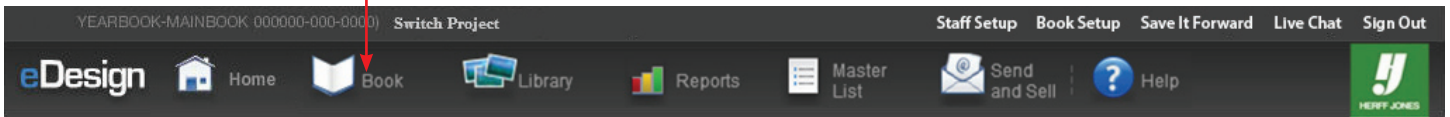
1. Select image.
2. Click the FX button.
3. Click Sepia.

Sepia is a color effect that can only be used on color pages.



see page 31 for **Text on a Path** 

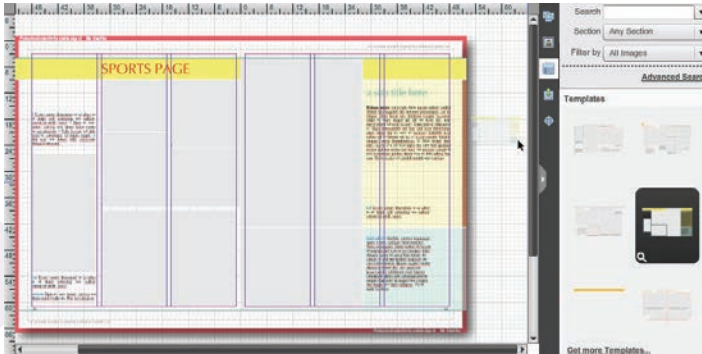
Book



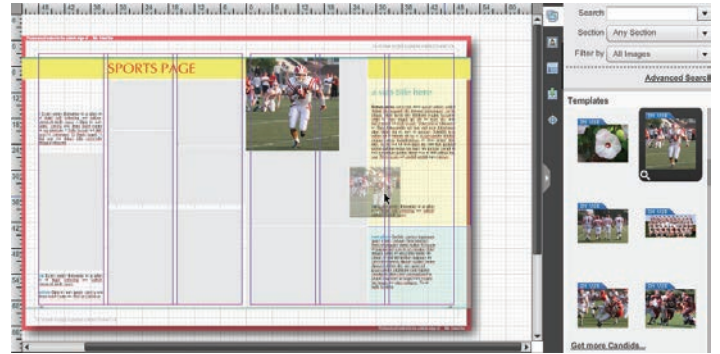
Page/Image Manipulation

Page Design is an easy and powerful area to apply your assets. You can select custom draw or select templates for spreads, add & edit text, add photos to your pages and much more.

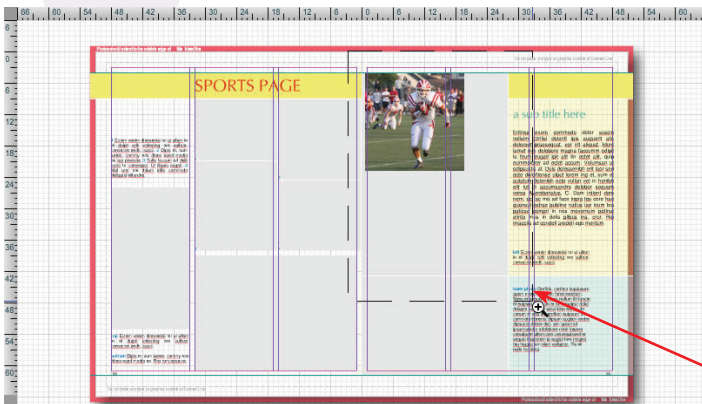
A search drop-down menu is available for easy keyword searching.



Create your own layout or use a pre-designed template which can be customized on the spread.



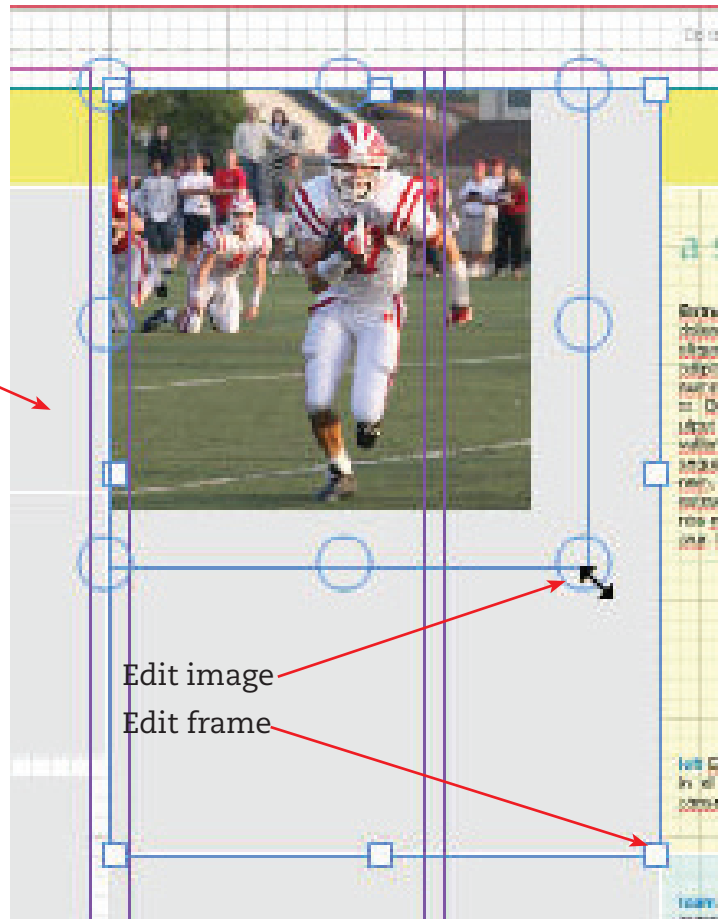
Drag any image, portrait, pop-in, or art into a frame or onto the layout.



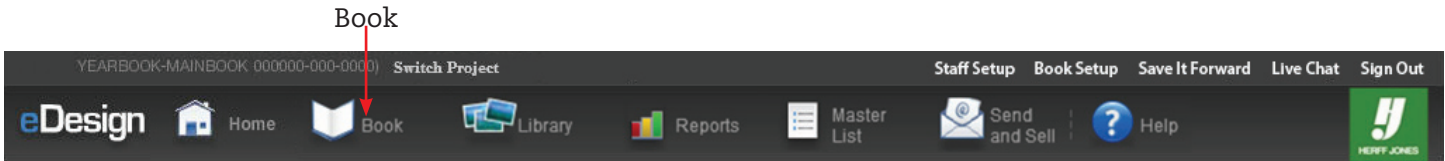
Click/drag the Zoom tool to enlarge the view. Use Shift+Zoom while clicking/dragging to zoom out.



Highlight the text to edit the content and/or the type specifications. Drag out a text frame to enter new text.




- Double-click to scale the image independent from the frame.
- Ctrl+double-click to scale both the image and frame independently. On the Mac, Command+double-click.



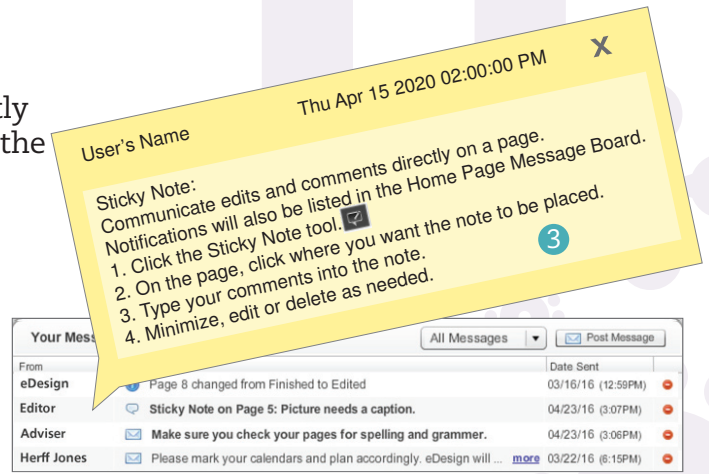
Utilities

Sticky Note

A Sticky Note is an easy way to add comments directly on a page. When you type a Sticky Note it's added to the Message Center on the Home page.

1. On the active page, click the Sticky Note tool. 
2. Click where you want the note to be placed.
- 3 Type your comments into the note.

The Message Center only displays the first 300 characters.
Click the minus sign in the upper right corner to minimize the Sticky Note.
Delete the Sticky Note by clicking the X in the upper right corner of the note. This deletes the entire note, on the page and in the Message Center.



Force Quit Adviser function

On occasion pages aren't properly closed and remain locked. The Adviser can unlock the page through the Force function.

To Force Quit:

- 1 From Book > Ladder, click the Force button.



Folio Color

Folio colors too similar to the image or background can be difficult to read.

To change the folio color:

1. Open the page or spread.
2. Select Layout > Right/Left Folio Color.
3. Select either: Black/White/Default (from Folio page).

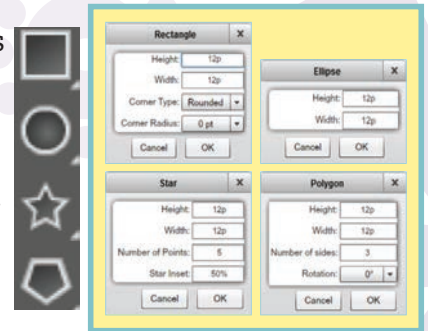


Double Click Shape

Apply specify characteristics to a shape (star or triangle).

To draw a shape using the dialog boxes:

1. Hold down the shape tool.
2. Select the shape.
3. Double-click on the page.
4. Enter the characteristics.
5. Click the OK button.

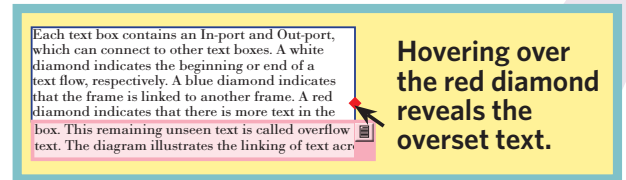


Overset Text

More text than the text box can hold is depicted by a red diamond.

To reveal overset text:

1. Hover the cursor over the red diamond.

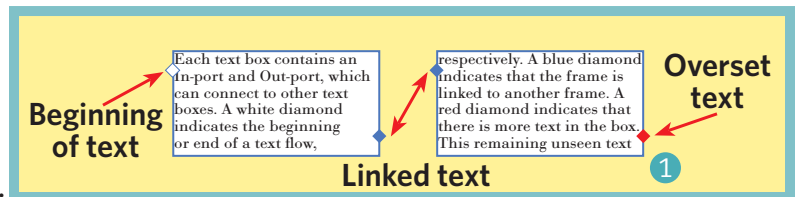


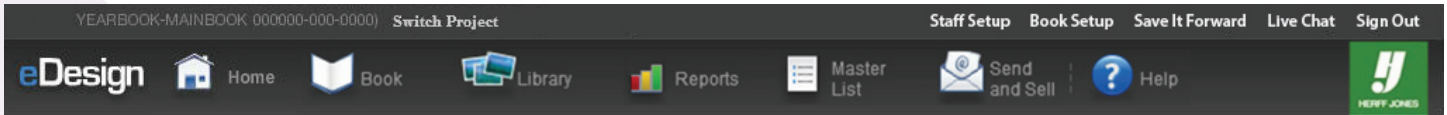
Linked (threaded) Text

Flow larger blocks of text across several text boxes on the same page/spread.

To link text:

- 1 Click the red diamond
2. Do one of the following.
 - Use the Overflow balloon and drag another text box. The text will auto-flow.
 - Cursor over an existing text box and click The text flows into the frame.





Utilities cont'd

DPI Warning

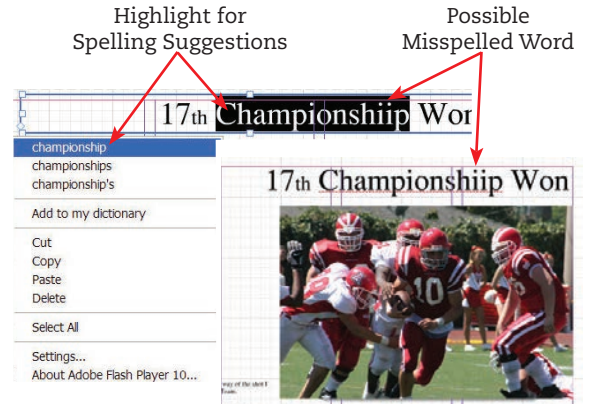
If an image is enlarged beyond a resolution of 300 DPI, an alert watermark displays on the image. Printing an image with a resolution lower than 300 DPI, may result in poor quality.



DPI Warning

Spell Check

Spell-check any spelling errors on the fly: Don't depend on spell-check to catch all spelling errors. Read everything on the page (including Folios) with an eye towards spelling and typos.

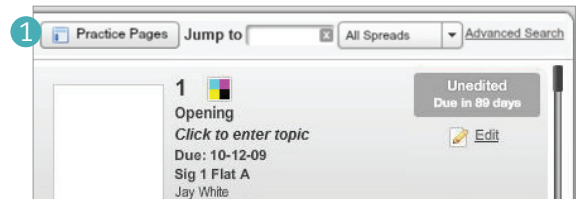


Practice Page

Practice on a spread without impacting the book pages.

- 1 From Book > Ladder click the Practice page button.

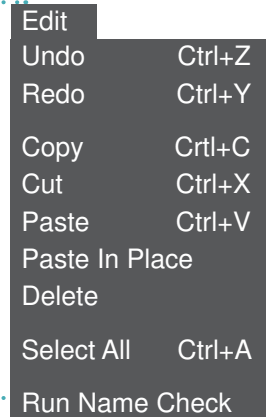
The practice spread will not save when returning to book view. To keep the design, save it as a template.



Name Spell Check

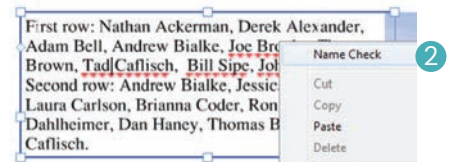
Check for correct and consistent name spelling in your yearbook. Rather than scrolling through a name list, use eDesign's Name Check to quickly narrow down and correct the names.

See page 8 for importing the school roster into Master List.
 Add commonly used nonstudent/faculty names to Book Setup > Custom Names.
 Name Check scans text/pages and looks for a sequence of two or more consecutive capitalized words.
 Partial names can be entered in the Name Check window.
 The Ignore button will ignore a name in the current session only.



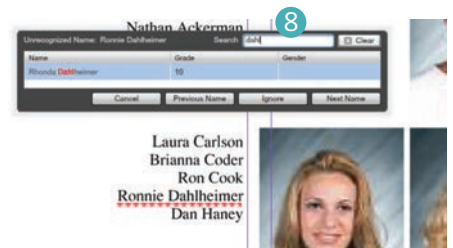
To run Name Check on an individual name:

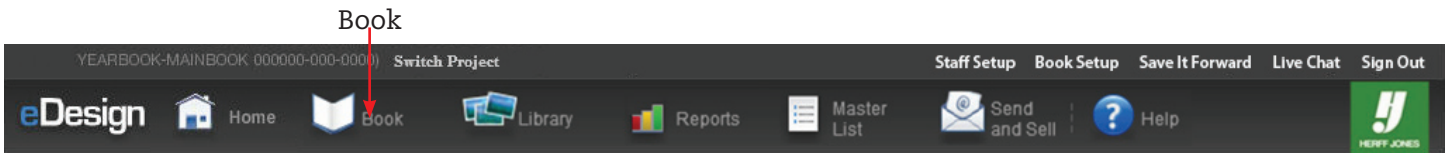
1. Insert the text cursor into the flagged (red underlined) name.
2. Right-click on a name > Name Check.
3. Type a name or a partial name.
4. Press the enter/return key.
5. Replace by double-clicking the correct name.



To run Name Check on a page/spread:

6. Make sure nothing on the page is selected.
7. Go to the Edit menu > Run Name Check.
 The top left will show the first name in question.
8. Type a name or a partial name.
9. Press the enter/return key.
10. Replace by double-clicking the correct name.
11. Click the Previous/Next Name buttons.
12. Continue until complete.





Utilities cont'd

Swap Images

Quickly swap images in frames on your page to see which looks best.

To swap images:

1. Hold the Shift key and select multiple image frames.
2. Object menu > Swap Image (Shift+S).
3. If necessary adjust the image in the new frame.

Smart Template swaps all images to a new template. Hold the Shift key while dropping the new template. Text will go into a clipboard for placement.

Show Image Info

Look up the filename, keywords or other important information for a picture that's been placed on a spread.

1. Select any image on a page.
2. Go to the Object menu > Show Image Info.




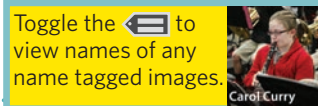
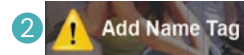
The dimension shows the best possible size of an image using the DPI of 300. eDesign gives a DPI warning when scaled beyond 150% of this size.

Name Tag Images

Images can be name tagged for easy correct spelling and quick caption creation.

To tag images placed on a page:

1. Click the Tag button .
2. Double-click an overlay to open the tagging dialog box.
3. Click the Names tab.
4. In search, type any part of the desired name.
5. Check the necessary names.



Caption Builder

Automatically create captions from name tagged images.

To image tag for caption starter

1. Click on the photo you wish to caption.
2. Then right-click the image and select Tag Image.
3. Click the Facial Tagging button.
4. Click Auto Detect Faces.
5. Add additional tagging frames by clicking and dragging over a face.
6. Click on each face frame and check the name in the list. As you identify each face, the pictured list will built on the right.
7. Delete any unnecessary tagging frames.
8. Click the Auto Rows button to place the names in the correct order.
9. If necessary, drag and drop names to reorder.



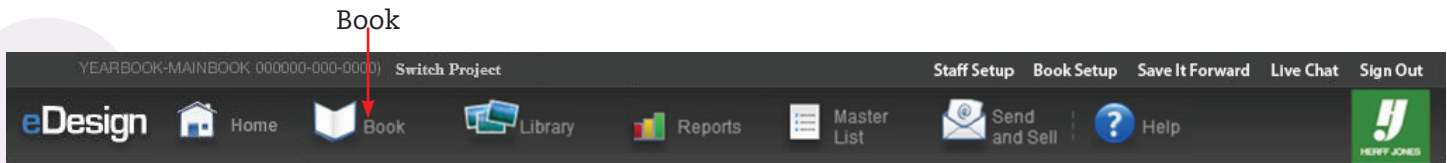
To build a caption:

10. After tagging and arranging names, click Build Caption.
11. Set the necessary formatting specifications.
12. Click the Create Caption button.

To use an existing text frame:

13. Select the existing caption frame.
14. Shift-click the image to select both at the same time.
15. Right-click on the image and choose Create Image Caption.
16. The resulting caption will be placed into the selected frame.







Utilities cont'd

Group and Ungroup


Group several objects on a page to keep them together, as a group. A group can include images, text, art, and Pop-Ins. Grouped items can be moved, rotated, resized, or colored as an entire group.


 Group elements by clicking the Group button or go to the Object menu > Group Objects. You'll see a **green dashed line** making a box around your group.

 Ungroup by clicking the Ungroup button or go to the Object menu > Ungroup Objects.

Lock and Unlock

Lock an object into position on a page. When locked, you cannot move the object.

 Lock elements by clicking the Lock button or go to the Object menu > Lock Object. You'll see a **blue dashed line** making a box around your locked elements.

 Unlock by clicking the Unlock button or go to the Object menu > Unlock Object.

Align and Distribute

Quickly arrange and align multiple elements on the page.

 Align left, horizontal center, right, top, vertical center, bottom.

 Distribute, in most cases, gives even spacing between elements.

Move Spreads

Rearrange designed spreads.

To move spreads:

1. From the Ladder go to the Edit menu > Move Spreads.
2. Click the spread you wish to move (it will turn darker).
3. Drag the spread to the desired location
 → **Move Here** ← displays if it's okay to drop the spread.
 ❌ Indicates the spread can't be dropped in that location.
4. Click the OK button.

There are a few instances where you **cannot** move spreads:

- The first and last spreads in the book.
- All pages in a signature must have the same color specifications. (e.g., black and white, color, etc.)
- Books using spot color.
Remove spot color then reapply after pages are moved.
- Spreads that are in proofed, preflight, pre-submit, or submitted.

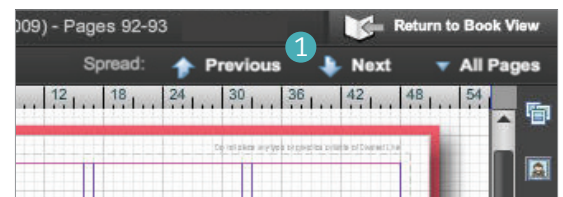


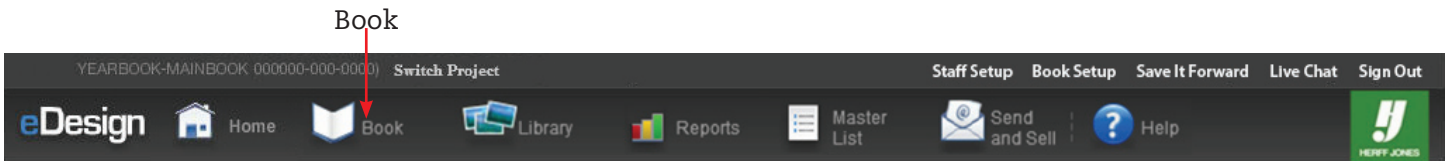
Spread Navigation from within page edit view

Move from spread to spread within the page edit view without returning to the ladder.

1. Click Previous or Next to move to an adjacent spread.
2. Click All Pages to navigate to a whole different spread.

Unless assigned to the spread, the move will be in View mode only.



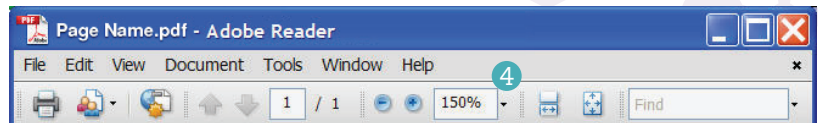


Utilities cont'd

Hi-Res PDF

If an image has a DPI warning or you suspect a resolution/quality issue, create a Hi-Res PDF.

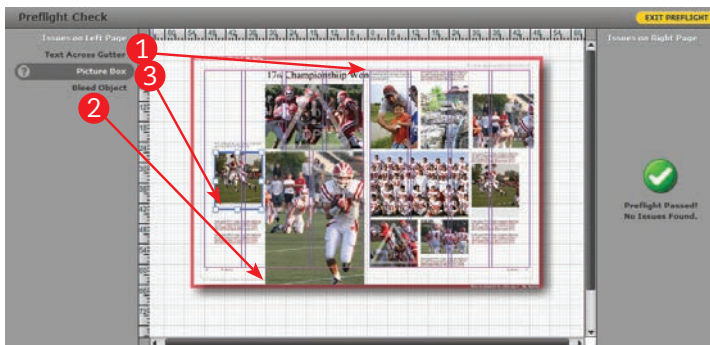
1. Open the Ladder (or the page/spread you wish to check).
2. Select the File menu > Create Hi-Res PDF.
3. Open the Hi-Res PDF in Acrobat Reader.
4. Set the zoom magnification to 150%.
5. Scrutinize the image(s) in question.
If in doubt, replace the image.



Pre-Flight

Before submitting a page/spread, a quality check is run. Preflight alerts you of potential problems.

1. Open the page/spread you wish to check.
2. Select File > Run Preflight Check.
3. Correct any errors listed for each side.
4. Click the Exit Preflight button to return to the page.



Preflight Alert

1. TEXT ACROSS THE GUTTER: A text frame that touches or crosses onto the adjoining page.
 2. BLEED OBJECT: Bleed elements must extend to the outside edge of the 1 pica red border around the spread.
 3. PICTURE BOX: The image is not completely filling the image frame.
 - IMAGE RESOLUTION: the resolution is too low to produce a quality image, usually has a DPI warning on the image.
 - TRANSPARENCY: JPEG Images with transparency in eDesign will not be color enhanced.
 - EMBEDDED IMAGE: Non-JPG images. These are not color enhanced at the plant.
 - INVISIBLE CONTENT - If the page contains invisible frames (items with no stroke, fill, or content), you are given the option to delete that content.
- Find the item that caused the alert, click once on the alert.
 - Hover over the alert for a brief description of the alert.

Spread History

Spread History lets you review the save history of an spread open and look at past versions. If something has happened to your spread an older version can be easily restored.

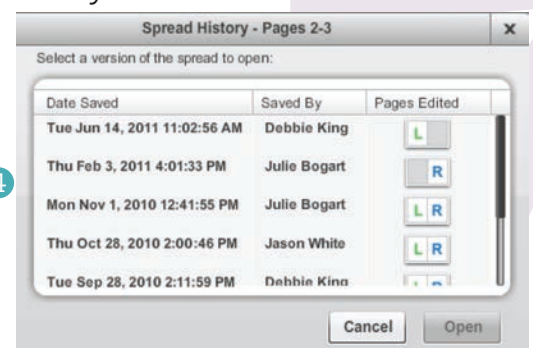
To View/Edit Spread History:

1. Open the necessary spread.
2. Go to the File menu > View Spread History.
3. Select the necessary version.
Click Open. The selected version opens on your spread.
4. Any problems will be flagged.
5. To make that version the current one:
6. Return to Book View and save the changes.
Or Click File > Save as Current Version.
7. To return to the most recent version,
Click File > Back to Most Recent.
8. To see more versions,
Click File > View Spread History.

Spread History does not include folio and page column changes. If the folio is disabled on a page, restoring a past version will not automatically enable the folio.

You can access Page History from two places:

- From the Ladder - You can view the page history list.
- From within Page Edit - You can see the page history and also open the different versions of the page.



Problems in Spread Version

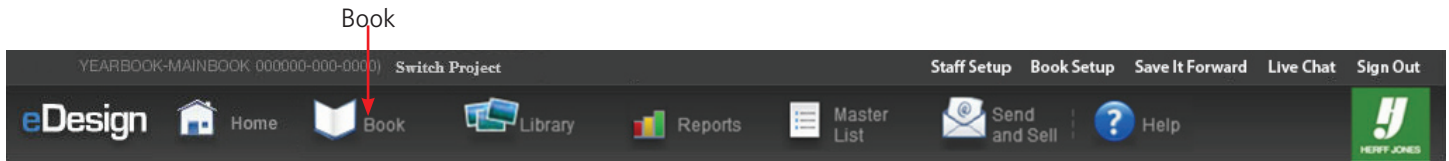
This version contains images that have since been permanently deleted. These frames have been selected, and filled with color for your review.

OK

Save changes to the spread before closing?

*You are editing an older version of the spread. Saving will make it the most current version.

Yes No Cancel



Set browser cache to 1024 and clear before starting panel flow.

Flowing Portraits

To Portrait Flow: **Adviser/Editor only function.**

- 1 In the Ladder, select the first portrait page.
2. Select Edit menu > Flow Portraits.
- 3 Do one of the following:
 - Click **Add** to set up and flow a portrait group with images or placeholders.
 - Click **Edit** to remove the original flow, edit the settings, and reflow.
 - Click **Duplicate** to create and flow another portrait group using the same settings.

To use the Portrait Flow Wizard to flow panels:

- 4 Enter or Edit the Flow Name, mark Placeholder or Portraits, select the Category, check the group name or grade, and mark what to do with any missing portraits.
5. Click the Next button.
- 6 Specify the starting portrait page.
7. Click the Next button.
- 8 Setup Portrait Size, Rows, Columns, and text formatting.
 - View in Layout View or Live Preview.
 - Edit Character Style.
 - Adjust the margins and spacing between portraits.
9. Click the Next button.
- 10 Clicking on any portrait box turns it off to accommodate other page elements.
- 11 Click the right arrow button to customize additional pages.
12. Click the Next button.
- 13 Review your portrait flow settings.
- 14 Click Flow Portraits to flow your portraits.

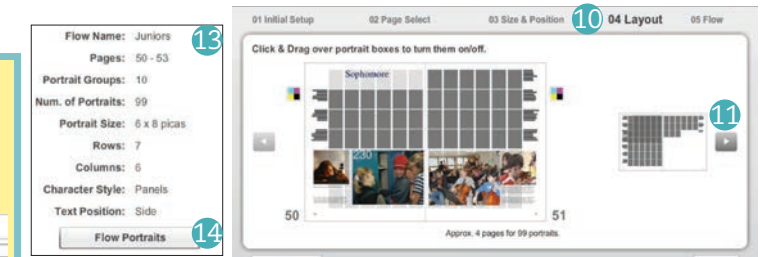
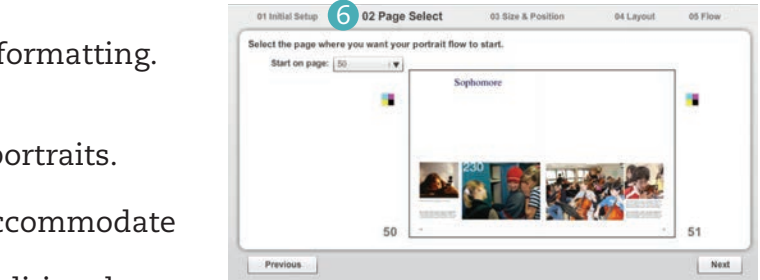
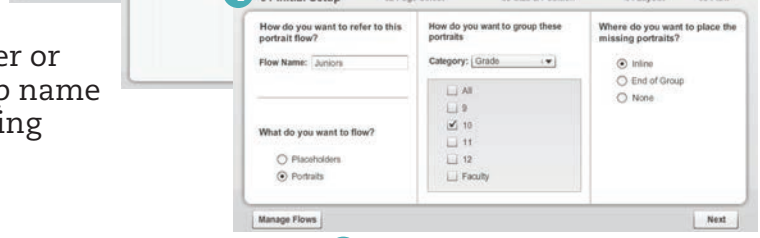
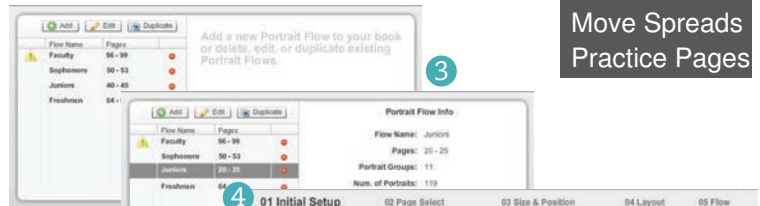
Make all portrait changes in Library > Portraits > Data View.

To Reflow Portraits for changes or corrections:

15. Select Edit > Flow Portraits.
 - Click the alert symbol show the reason for the alert.
16. Select the necessary portrait group.
17. Click Edit then Yes to delete the portraits from the pages.
18. Click the next four Next buttons then Flow.



Edit
Flow Portraits
Build Index
Delete Index
Edit Folio
Move Spreads
Practice Pages



Flow Name: Juniors
Pages: 50 - 53
Portrait Groups: 10
Num. of Portraits: 99
Portrait Size: 6 x 8 picas
Rows: 7
Columns: 6
Character Style: Panels
Text Position: Side
Flow Portraits



- Change the frame width and letter spacing to fit longer names.
- Make any necessary corrections to Library > Portraits > Data View.
- Portrait Flow will skip any page/spread that is not in Edit mode.

Include Teacher

Hover over name the name reveals teacher picture

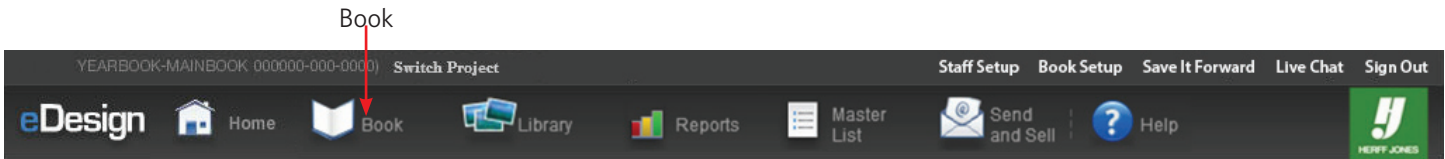
Include a teacher with a class when flowing portraits by teacher other category.

Step 01 Initial Setup

- 1 Check the include the teacher box.
- 2 If necessary, select the teacher's name.
- 3 Choose teacher name specifications and/or larger portrait.

Step 03 Size and Position

- 3 Include teacher's title?



Set browser cache to 1024 and clear before starting the indexer.

Indexing

eDesign scans all pages for two or more uninterrupted capitalized words and common name prefixes such as *de* or *la*. You can sort and filter the list several ways, correct inaccurate entries, and add missing entries. This should be done throughout the year.

Coverage can also be monitored in Indexing.

Managing and preparing the index

To start the Index Builder Wizard

1. From the Ladder, select Edit > Build Index.
2. **01 Names:** Edit imported names.

3 Make corrections to index entries.

Ignore – Exclude an entry from the final index pages. You can undo ignore at anytime.

Combine (●) – To combine several duplicate entries or undo combine at anytime.

Fuse – Fix organization names by combining into one (Chess Club).

Swap – Correct multiple component names (Gomez Ramirez, Anna” or Gomez Ramirez, Anna Julia).

Edit (●)– Change spelling, case, page number and/or usage count.

Add (RED) – Manually add a name, its page number, and usage count.

Restore Original – Undo all edits to a name.

Bookmark (■) -Flag a name for verification or review.

Reviewed – Mark names as reviewed.

4 Set Name Formatting.

Name Formatting

Clark, Alice
Clark, Alice B.
Clark, Alice Betty

Hover over any edited, combined, fused, or swapped name to see the original name, usage and page numbers.

Original Name: Drew Bialke
Original Usage Count: 2
Original Page Numbers: 50, 52

5 Filter Index Entries.

Active Entries – Displays all entries, except those you have chosen to ignore.

Ignored Entries – Displays entries you have chosen to ignore. Reactivate by clicking Undo Ignore.

Combined Entries – Displays all variations of combined names. Undo Combine in Active Entries.

Edited Entries – Displays entries you have changed using the Edit, Fuse, or Swap buttons.

Multiple Last Names – Displays entries that have more than one last name.

Non-Reviewed Entries – Displays entries that have been marked as Reviewed.

Bookmarked Entries – Displays entries you have bookmarked.

6 Sort index entries by clicking on a column heading.

7. If you are not ready to flow the index, click the Save and Continue button.

Edits to index entries are saved as you make them.

Running Index Builder updates names based on the current state of your book.

Indexing remembers all edits including ignore, combine, fuse, and swap.

Misspelled names should be edited on the yearbook page or in the index after flowing.

Index Builder ignores names preceded by: photo by, copy by, story by, layout by, and written by.

Regardless of case, all Topic and Subtopics automatically import into the index list.

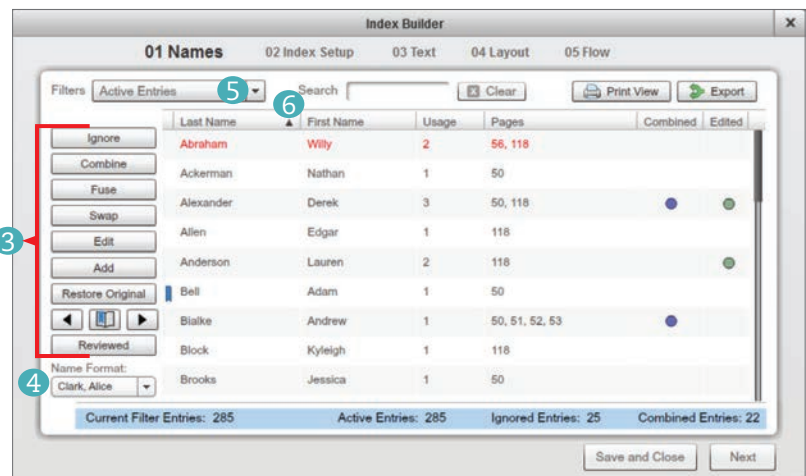
Photo file names and keywords are indexed if it meets the naming criteria.

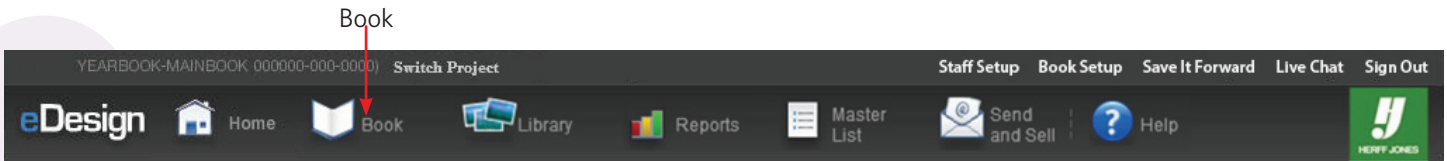
Change the case of multiple names at the same time; shift-click, then click Edit, and choose the case you want.

A hard copy of the index entries can be created in Print View.

Throughout the year, monitor spelling and student coverage often.

Edit
Flow Portraits
Build Index
Delete Index
Edit Folio
Move Spreads
Practice Pages





Generating and Flowing the Index

Generating the index can be done multiple times during the year.

To avoid eDesign capturing flowed index entries, delete any current index previously flowed before generating a new index.

6. Click the Next button.

02 Index Setup: Specify the page settings

7 Select the Start page number, Columns per page, and Spacing.

8. Click the Next button.

03 Text: Configure index text.

9 Select the header and body character styles and header alignment. If necessary click the + to create or edit an index character style.

10. Click the Next button.

04 Layout: Column adjustment.

11 Move the text handle to adjust the height of the column.

12 Click the text handle to split the column for candids or graphics.

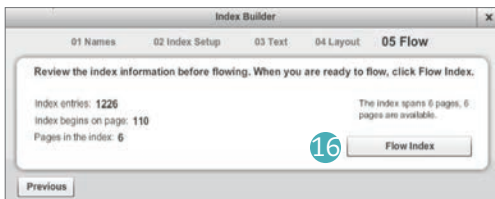
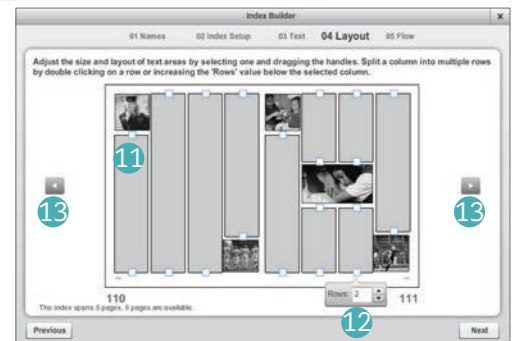
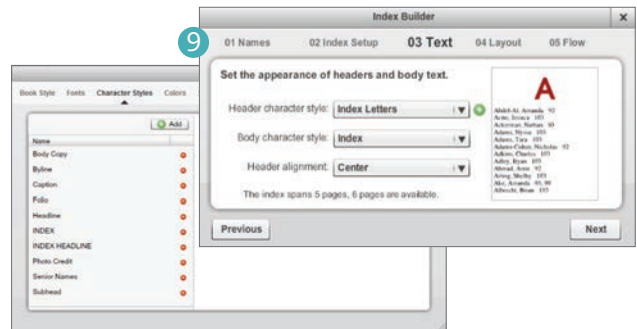
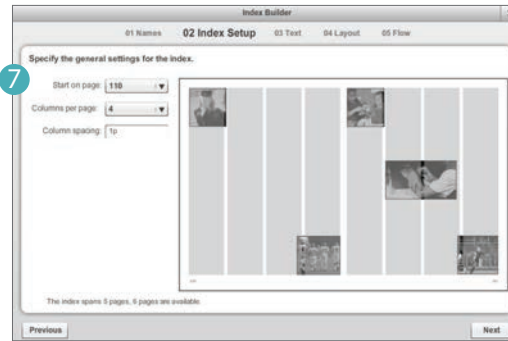
13 Click the right arrow button to go to the next spread (left arrow button for previous).

14. Repeat the above until the configuration is complete.

15. Click the Next button.

05 Flow: Review the Number of Entries, starting page, and number of pages.

16 Click the Flow Index button.



Reflowing an Index

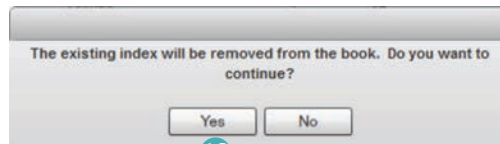
Delete any previously flowed index from the index pages/spreads.

17. From the Ladder, select Edit > Delete Index.

18 Click the Yes button to verify you want to delete the existing index.

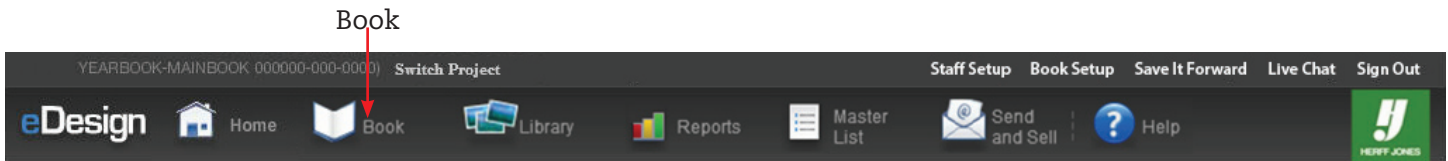
19. Click Edit > Build Index.

20. Proceed through the Index Builder Wizard.



- Edit
- Flow Portraits
- Build Index
- Delete Index
- Edit Folio
- Move Spreads
- Practice Pages

- Edit
- Flow Portraits
- Build Index
- Delete Index
- Edit Folio
- Move Spreads
- Practice Pages



Proof/Preflight/Submission

Changing a Page's Status:

There are several steps in a page's workflow. Changing page mode depends on the user's assigned role. Except for secret pages, any editor and staff member can view a page.

Unedited No edits have been made. Move the page to Edit mode by clicking on the Edit link then saving changes. Only the persons assigned to the page or the Adviser can change the status.

Edited Edits have been saved to the page. When the page is complete, click the Proof link. Type any Special Instructions and click OK. Only assigned persons and the adviser can edit the page.

In Proof The page is ready for proofing by the Editor. Move a page to Preflight Ready by clicking the Preflight Ready link. No edits can be made except by the Adviser and assigned Editor.

In Preflight The page has been proofed and is ready for a preflight checking by the Adviser.

1. Click Run Preflight.
2. If necessary open the adjoining page.
3. Correct any page alert warnings
4. Click Finish and type any Special Instructions
5. Click the OK button.
6. A Hi-res (high resolution) PDF will be created. The PDF must be proofed very carefully and should be printed for your records.

This is your proof before submission.



Only the adviser can run the preflight check.

Click any Preflight Check alert to highlight the page element.

Hovering over an alert will give a brief description of the alert.

Preflight issues definitions:

- **Text across the gutter:** A text frame that touches or crosses onto the adjoining page.
- **Bleed object:** Bleed elements must extend to the outside edge of the 1 pica red border around the spread.
- **Picture box:** The image is not completely filling the photo frame.
- **Image resolution:** the resolution is too low to produce a quality image; usually has a DPI warning on the image.
- **Transparency:** JPEG Images with transparency in eDesign will not be color enhanced.
- **Embedded image:** Non-JPEG images. These are not color enhanced at the plant.
- **Invisible content:** If the page contains frames with no stroke, fill, or content, you are given the option to delete the empty frame.

Pre-Submit The page has been proofed, preflighted, and approved by the Adviser. It can only be unlocked by the adviser. Pre-Submit is the final step before submitting to the plant.

Submitted mm-dd-yy ET The Adviser has submitted the page to Herff Jones and the printing process has started.

Overdue ## days overdue Displays the pages which have deadlines that have passed.

Needs Work: Is not a status, but used to move a page from any stage of the proof/pre-submit stage back to Edit mode.

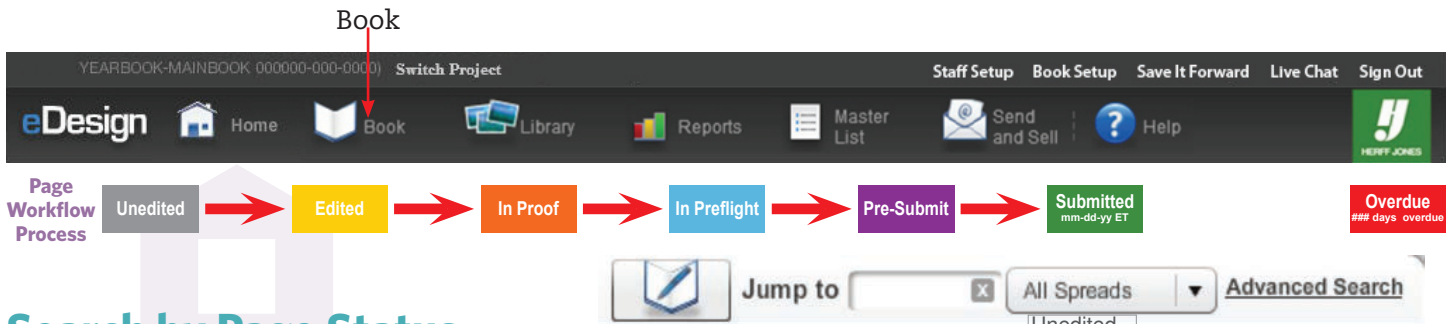
Only one person can edit a page at a time. A padlock indicates the page is currently being edited by another person.

It is important to use the Return to Book View button to go back to the ladder. **Do not use the browser's back button.**

Use the low-resolution PDF for proofing roughs.

If you question the quality or get a **DPI Warning**, create a **Hi-Res PDF** and view it in Acrobat or PDF Reader Previewing at **150%** will give a good representation of the quality of images, etc.

Be sure you are happy with the appearance of the printed PDF; **It is your final proof.** If you have any doubts about the PDF, contact the TSA Hotline at 1-877-362-7750.



Search by Page Status

Limit the Ladder's pages displayed using page status.

Use the search drop down menu to display within the page status.

Submission

Once the page/spread is in Pre-Submit mode and PDFs have been created, they can be submitted.

Single Page/Spread Submission

Single pages can be submitted with one click.

- 1 From the Ladder, click on a pages Submit button.
2. Add any necessary special instructions.
3. Click the OK button.

Multiple Page/Spread Submission

Submit a few pages in Pre-Submit mode.

- 4 From the Ladder, click on the blank space of the first page to be submitted.
 - Hold down the Shift key and select all the consecutive pages.
 - Hold down the Ctrl key and select all the non-consecutive pages.
- 5 When all the pages for submission are highlighted, go to: File menu > Submit Pages.
6. Add any necessary special instructions.
7. Click the OK button.

Express Submit



Quickly submit multiple pages at one time.

8. From the eDesign home page, click the Book button.
9. From the Jump to drop-down select Pre-Submit.
- 10 Click the Express Submit icon.
11. If necessary type any special printing instructions.
12. Click OK.



File

- Print Ladder
- View Spread History
- Create Lo-Res PDF
- Create Hi-Res PDF

5 Submit Pages



Submission Tips

- It's a good idea to set the browser cache to 1024 and clear it before you start submitting.
- If any page elements cross the gutter, submit it as a spread.
- It is a good idea to submit complete signatures.
- Proof, proof, and proof** again prior to clicking the submit button!
- Proof the printed PDF. The printed PDF is the best representation of the actual yearbook page.
- The automatic preflight PDF is Low Resolution.
- If there is an image quality concern, create a High-res PDF and view, on-screen, at 150%.
- Pages in Pre-Submit mode are not submitted.
- Submitted is the final step of the page workflow process.
- If there are any questions, before you submit your pages, please contact Technical Support.

★ **CONTACT TECHNICAL SUPPORT**
1-877-362-7750

Convert Text to Shape

Change text to a shape/outline if you want to size text larger than 127 points, create a drop cap, apply a stroke, insert an image into the text, reflect text, use with compound path, etc.



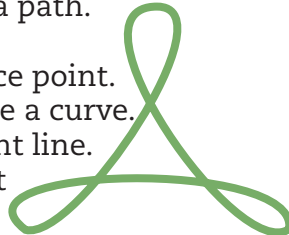
To Convert to Shapes:

1. Text must be set to LEFT aligned.
2. Use the pointer to select the text box.
3. Go to Object > Convert to Shapes.
4. The text is now a graphic frame and can be manipulated as desired.

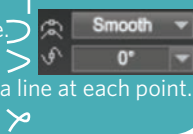
Pen Tool

Use the Pen tool to draw lines, curves, custom shaped frames, or for text on a path.

1. Select the Pen tool.
2. Click on the canvas to a place point.
3. Click the next point to create a curve.
4. Shift-click to create a straight line.
5. Click on the beginning point to close the path.
Or double-click to end without closing the path.
6. Apply a stroke color and weight.



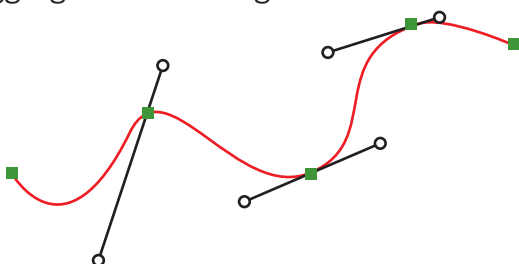
Smoothness changes the angle of the line at each point.
 Corner produces a straight line.
 Smooth produces a rounded curve.
 Wavy produces a sharper curve.
 Twist changes the amount of curl in a line at each point.
 Twist ranges from -180° to 180°



Edit Path Tool

Use the Edit Path Tool after you've drawn a path with the Pen tool.

1. Click a point to see its handles. (the point turns green)
2. Make adjustments to the point or handles by dragging in/out or longer/shorter.



Text on a Path Tool

Text can be placed on objects and lines. Use the Pen tool to draw custom lines or place text on a shape drawn using the shape menu.

To place text on a path:

1. Click the path or object.
2. Click the Text on a Path button.
3. Select the font settings.
- 4 On the left, type the text.
The text previews as you type.
- 5 Adjust all text specs on the right.
- 6 Click the OK button.



Compound Shapes

Draw several shapes and compound them together to create a mask or cutout.

To use compound shapes:

1. Select two or more closed shapes.
2. Click Object > Compound Shapes.
3. If desired, insert an image.
4. Double-click to adjust the image.



To Edit compound shape:

5. Delete the placed image.
6. Select the object.
7. Click Object > Un-Compound Shapes.
8. Make the desired changes.
9. Use steps 1-4 to compound the new object.



You may use any closed path shape, not just squares.

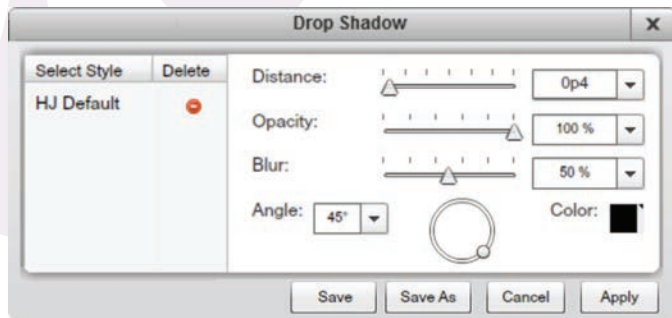
Because this feature uses shapes, you cannot "compound" the following:

- Lines
- Text, unless you convert it to shapes first.
- Any unclosed path.



Drop Shadow

Drop shadow can add depth to your page. It can be added to any object on a page, including text, image frames, geometric objects, pop-ins, and art.



- **Distance** between the object and shadow.
- **Opacity** is the transparency of the shadow.
- **Blur** sets the shadow's hardness/softness.
- **Angle** moves the light source.
- **Color** sets the color of the shadow.

- **Apply** sets the shadow to an element.
- **Save As** allows the style to be used again.
- **Save** allows changes to a style.

To add and format a drop shadow:

1. With the pointer, select the element.
2. Click the Effects button > Drop Shadow.
3. Make the necessary adjustments
4. Click Apply, Save As, or Save.

Drop Caps

Use eDesign's shape wrap and convert to shape features to create drop caps.

To create a drop cap:

1. Create and format the story.
2. Create and format the initial letter.
3. With the pointer tool, select the letter.
4. Click Object > Convert to Shapes.
5. Size it as needed.
6. Hold the shift key to keep proportional.
7. Position the letter in the story.
8. Click Object > Bring to Front.
9. Delete the first letter in the story.
10. Highlight the text in the story.
11. Align the text to the left.

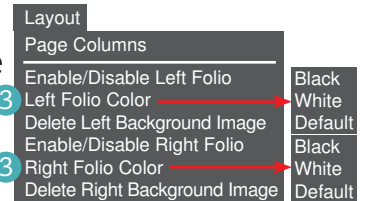
11. Select Shape Wrap in the Control Panel.

Cutting out details for the "Batmobile," junior Cassie McCraney helps out her class during the annual "Float Frenzy" at the bus garage. Students in grades 9-12 piled into the garage on a rainy September Sunday to build their floats in five hours. Freshmen theme was westerns; sophomores theme was horror; junior theme was action, and seniors theme was romance. "Float frenzy is always stressful because we don't have a lot of time to prepare and the float has to be done that day. We really have to work together and get everything done within the time limit. But I think we pulled it off," McCraney said. The junior float was ended in third place.



Change Folio Color

A background or image behind the page number may make a folio difficult to read.



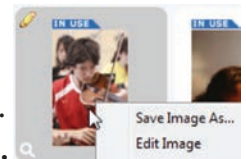
To change the color of a folio:

1. Open the page or spread in Page Design.
2. Select the Layout > Right/Left Folio Color
3. Black – Changes the folio to black.
White – Changes the folio to white.
Default – Uses the Folio Page color.

Download Image

Download one image file:

1. Right-click > Save Image As.



Download multiple image files:

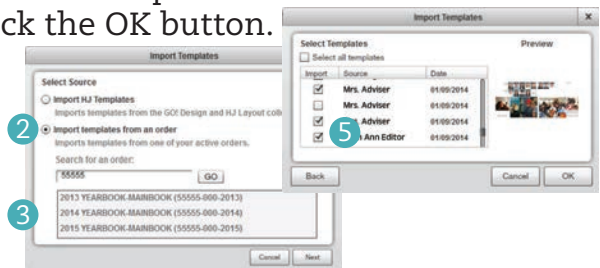
2. Select consecutive images with Shift key. Ctrl key selects non-consecutive images.
3. Go to File menu > Download images as zip.

Transfer Templates

Easily import or export templates, for potential reuse in another eDesign project.

To export templates:

1. Go to Library > Templates > Import/Export Templates button.
2. Select Import/Export into an existing order.
3. Select the appropriate project.
4. Click Next the next button.
5. Click the respective check boxes.
6. Click the OK button.



Only Advisers can save templates to other projects.

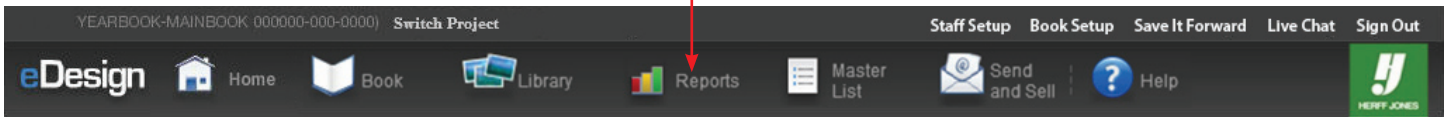
Transfer business ads from year-to-year.

Missing staff portraits can be transferred from the previous year.

All page elements transfer. Remove any unnecessary images, art, or graphics in Practice Pages before resaving and transferring templates.

No Topic, Name, or Keyword tags are transferred with the template.

Reports



Reports

When running a coverage report, eDesign scans your yearbook for names and matches them to the Master List. It then displays the report, which shows you how many times a name is mentioned and on what pages.

Using Coverage Report

You can filter the Coverage Report several ways, to get a better idea of who you need to focus on including in your yearbook.

You can filter several ways:

- 1 How many times a name is mentioned in the yearbook.
- 2 Grade, Faculty, or Staff.
- 3 Bought a Book, Ad, and/or Gender.
- 4 Coverage based on submitted pages.
- 5 Duplicate Names Only.

Configure the report and print/save as a student target list.

To print a report:

Click File > Print Report.

Export it to a .csv file that you can then open in other programs, such as Excel.

To export a report:

Click File > Export Report.

Using Student Activity Report

The Student Activities Report provides information on staff activities while engaging in the creation of the yearbook.

To view/print staff reports:

- 1 Click the refresh button.
- 2 Set the date or date range.
- 3 Use the Shift key to select all or consecutive staff members.
- 4 Use the CTRL key to select non-consecutive staff members.
- 5 Click the Generate button.

Create pie or column chart:

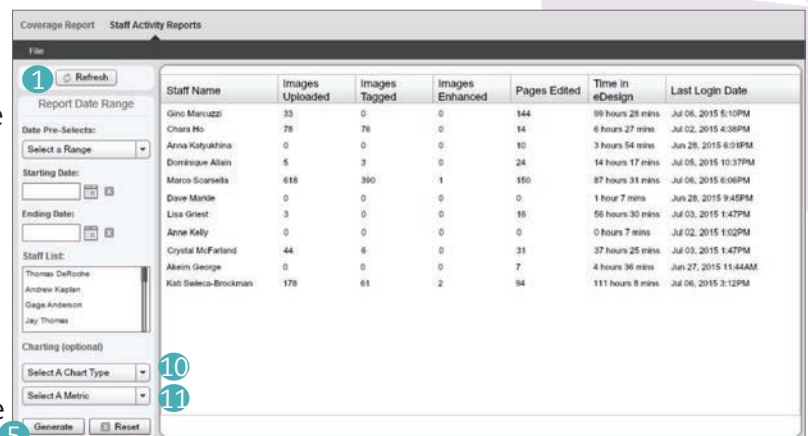
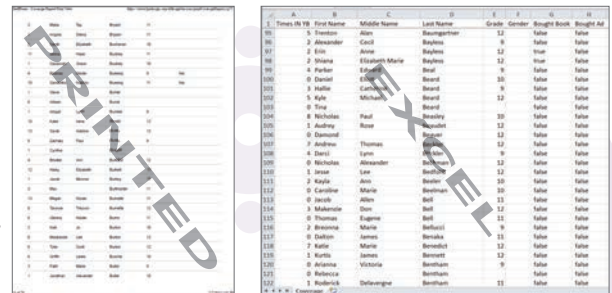
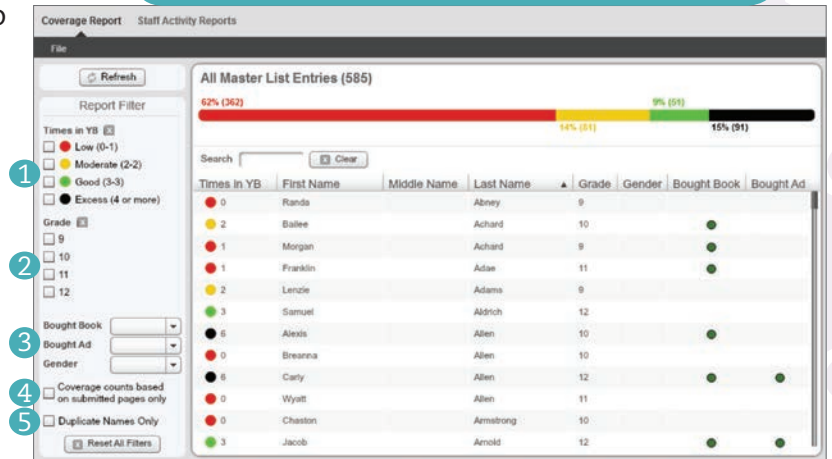
- 6 Click the refresh button.
- 7 Set the date or date range.
- 8 Use the Shift key to select all or consecutive staff members.
- 9 Use the CTRL key to select non-consecutive staff members.
- 10 Select the Type of Chart.
- 11 Select the Chart Metric.
- 12 Click the Generate button.

Reset the Staff Activity Report:

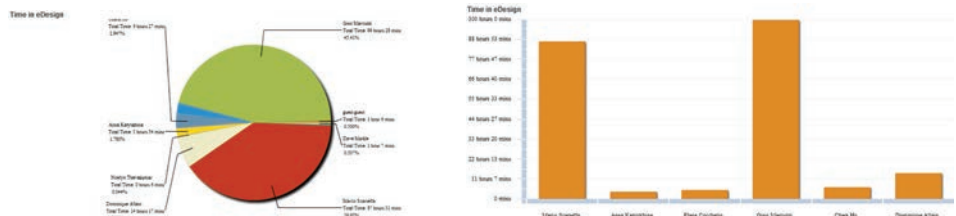
- 13 Click the reset button.

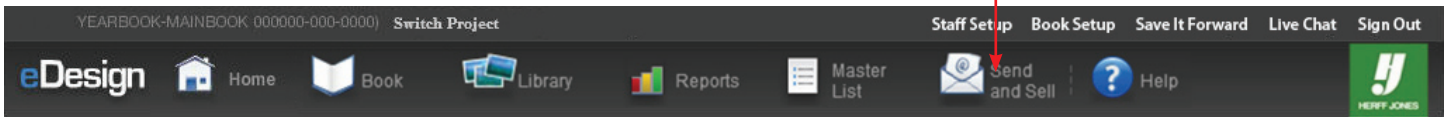
File
Print Report
Export Report

Coverage thresholds are set in Book Setup > Reports (see page 7)
Coverage Report alerts you of duplicate names. Hover over the name to see a list of pages where the entries are found.



The Student Activities report can aid in the Adviser's grading process.





Send and Sell

Quickly customize and send email blasts. This will boost the power of yearbook and ad promotional efforts to helping you get a copy of your yearbook into the hand of as many students as possible.

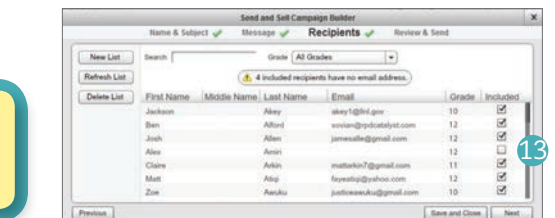
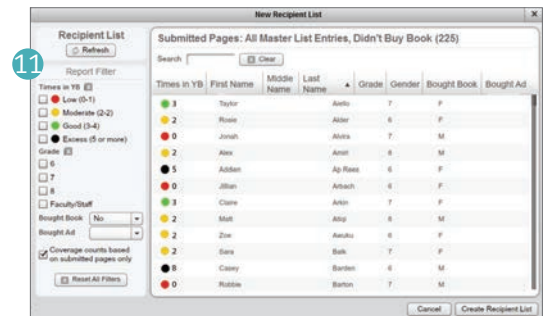
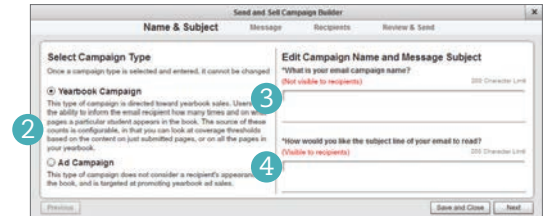
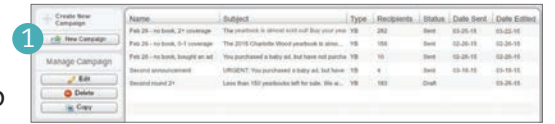
Marketing with Send and Sell

You can create several campaigns ahead of time and save them. When you are ready to send a saved campaign, all you have to do is quickly verify your recipient list and send the email.

Set your school's name and address in Book Setup
 The Yearbook Campaign has two preset templates.
 The Ad Campaign has four preset templates.
 Personalize each email message with dynamic text.

To Use the Campaign Builder:

- 1 From Send and Sell, Click the New Campaign button.
- 2 Select the Yearbook or Ad Campaign button.
- 3 Enter the Campaign name.
- 4 Enter the email's subject line message.
5. Click the Next button.
- 6 Select the header and color.
- 7 Insert an editable pre designed message.
- 8 Or enter your own message using the dynamic test.
- 9 If desired, add an image to your email.
10. Click the Next button.
- 11 Refresh and choose filters for the recipient list.
12. Click Create Recipient List button.
- 13 Check recipients to receive the email.
14. Click the Next button.
- 15 Click the appropriate button:
 Send to Myself to proof the email.
 Send to All Recipients will send the emails.
 Save and Close allows you to send the emails at a later time.



Tag several images to use a different image with each campaign.

1. Click on an image in the Images library to select it.
2. Right-click on the image, or click Edit from the menu bar.
3. Choose Select for Send and Sell. The image is tagged with an orange "SaS" tag.



Make sure you have the most current information by updating the Master List in Master List.


Edit Image

**Edit Image**

eDesign's Image Editor lets you make some very interesting edits. You can:

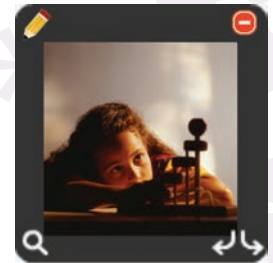
- Cut out a background
- Add a color splash to accent a particular subject.
- Remove redeye.
- Change a photo to black and white, sepia, or apply a duotone.
- Adjust hue, brightness, saturation, and contrast.
- Make a photo transparent by adjusting its opacity.

To open the Image Editor:

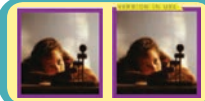
1. In the Library or in the page, navigate to the image you want to edit.
2. Do one of the following:
 - Click the pencil icon  in the upper left of the image frame.
 - From the menu, click Edit > Edit Image.
 - Right-click on the image thumbnail and select Edit Image.

Edit

- Insert Record
- Replace Image
- Edit Image
- Rotate Clockwise
- Rotate Counter Clockwise
- Delete



Editing an image on a page does NOT update that image. It MUST be replace on the page.



Images edited in Image Editor show a purple highlight in the Library. Used edited images flag the original as VERSION IN USE. Filter edited images with My Edited Images and All Edited Images.



Cut Out Background - Erase areas of an image. Those areas will be transparent



Color Splash - Converts an image to black & white or sepia, then paints in the original color.



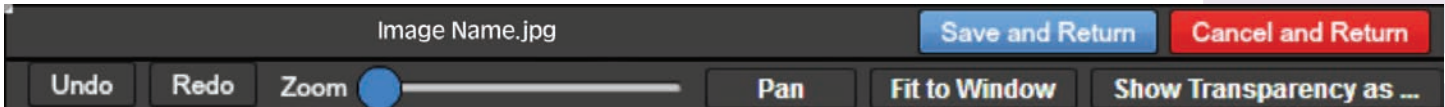
Red Eye Correction - Removes red eye from an image.



Color Filters - Converts an image to black & white, sepia, fade to sepia, or duotone



Exposure - Adjusts the hue, saturation, brightness, contrast, and opacity.

**Utilities****Undo and Redo**

As you are working it may be necessary to undo a selection or stroke process. Rather than staring over, use the Undo and Redo tools to step backwards or forwards.

Zoom and Pan

The Zoom and Pan Tools make selection and editing easier. While you are working, zoom in to make precise edits while you are working. Zoom out to see the results. Hold the Shift key to Pan on the fly.

Fit to Window

View the entire image by fitting it back to the window size.

Show Transparency as

When cutting out the background, view the selection cleanly by viewing the background as a color rather than the checkerboard. Using the color will show any missed background items.



Images exceeding 16 megapixels will not import into Image Editor.

Image edits processing may take some time. When processing complete, the new image will appear in the image Library. Cut-Out Background, Filter, and Exposure edited image will not be color enhanced with Herff Jones Color Plus.



Cutting Out a Background

When you cut out a background, you are actually making the background (or any unwanted area) transparent. You can also make parts of a photo opaque or not quite fully transparent. Adjust the size, shape, hardness, and opacity of the cursor, as necessary.



Use the shape, hardness and size to draw around the necessary picture elements. Adjust the hardness to mask the hard edges and size to remove smaller areas. For more control, hold the shift key while clicking the Cut tool.

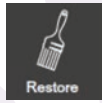


Image elements sometime need restored. Use the restore brush to add any image elements inadvertently removed. Adjust the tool controls to achieve the necessary results. For more control, hold the shift key while clicking the Restore tool.



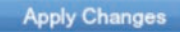

Make a rough shape with the Line Lasso to cut out large areas. Set Opacity as needed. Use other tools to fine-tune the cut-out area. Make sure you close the shape by clicking on your starting point, then Erase Inside or Outside.



The Lasso tool creates a unique free-form shape to cut out, for example a mascot-shape of a group students. Set Opacity as needed. After closing the shape, click Erase Inside or Erase Outside to remove the necessary area.



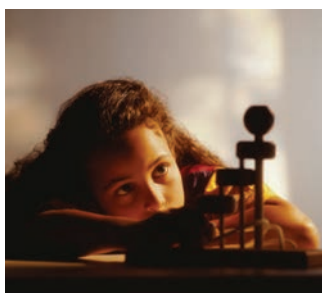
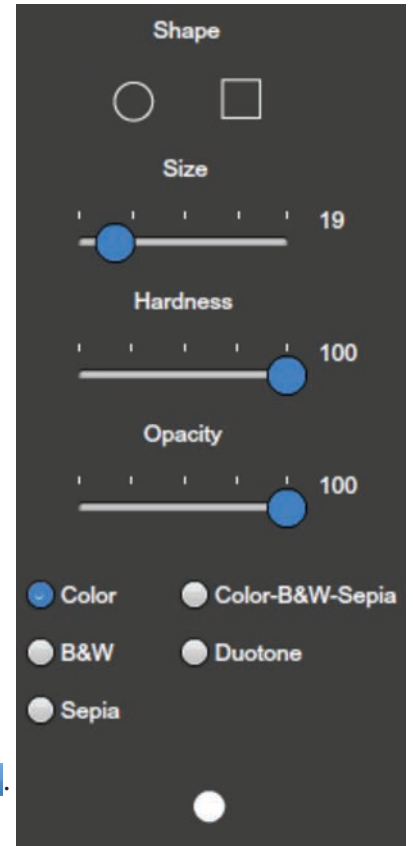
Draw a box around the area to cut out or save. Set Opacity as needed. Click Erase Inside or Erase Outside to remove the necessary area. Click Apply Changes if more changes are necessary.

If you are making more edits, click the Apply Changes button . When you're done, click the Save and Return button  to save all changes and return to the book.

At any time you can cancel the edits with the Discard or Cancel buttons  .

To Cut Out Background:

1. Select the Cut Out Background tool.
2. Select your tool or tools of choice.
3. Adjust the size, shape, hardness, and opacity, as appropriate.
3. Marquee or lasso larger areas and delete.
5. Paint out smaller areas changing the brush size as necessary.
6. Zoom and Pan as necessary.
7. Click Apply Changes periodically.
8. Click Save and Return to return to eDesign.



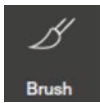
Edit Image



Color Splash

Color Splash is a fun way to highlight part of a photo (a person, an object, groups of people, etc.).

Paint over an area to make it sepia, black & white, duotone, or a custom color/sepia color.
 Make the photo almost transparent, then use Color Splash to restore the original color to a particular person or item.
 Use sepia for a person and duotone for another person or element.
 Make a photo black & white, then add color to highlight a person or item.
 Create interesting effects by combining Exposure and Filters.



Paint over the area you want to color splash. You can adjust the size and shape of the cursor, and even specify the “hardness” of its edges. For more control hold the shift key while painting the effect.



The Line Lasso is useful for highlighting a large area. Adjust the opacity of the area you wish to color. Select the area you want to highlight by clicking from point to point, making a rough shape. Make sure you close the shape by clicking on your starting point.



Draw a unique freeform shape to highlight. Adjust the opacity of the area you wish to color. Select the area you want to highlight by clicking from point to point, making a rough shape. Make sure you close the shape by clicking on your starting point.

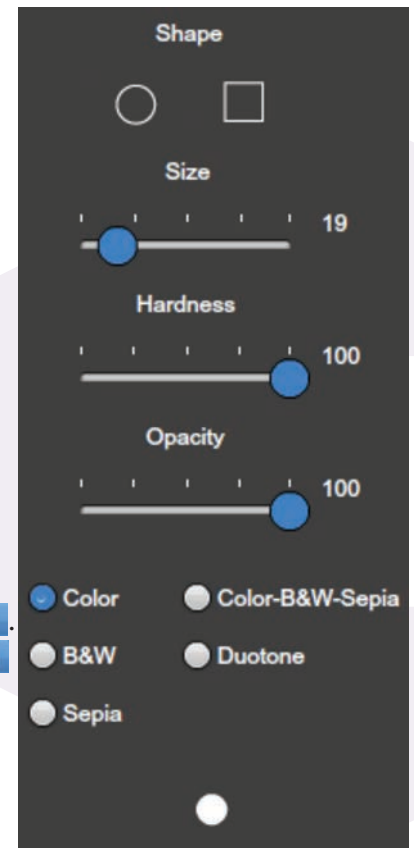


Draw a box around the area to color. Adjust the opacity of the area you wish to color. Click Color Inside or Color Outside. Use additional tools as necessary to fine-tune the selection.

If you are making more edits, click the Apply Changes button Apply Changes. When you're completely done, click Save and Return button Save and Return to save all changes and return to the book. At any time cancel the edits with the Discard or Cancel buttons Discard Changes Cancel and Return.

To add a Color Splash to a photo:

1. Click the Color Splash button (paintbrush).
2. Select Color, B&W, Sepia, Duotone, or Color-B&W-Sepia.
3. Adjust the size, shape, hardness, and opacity of the cursor, as appropriate.
4. Paint out smaller areas changing the brush size as necessary.
5. Draw or lasso around larger areas closing the path if appropriate.
6. Zoom and Pan as necessary.
7. Click Apply Changes periodically.
8. Click Save and Return to return to eDesign.



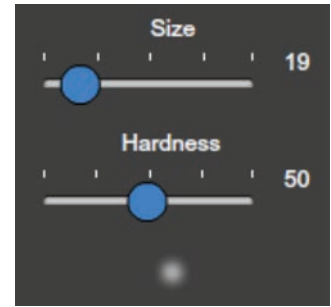


Red Eye

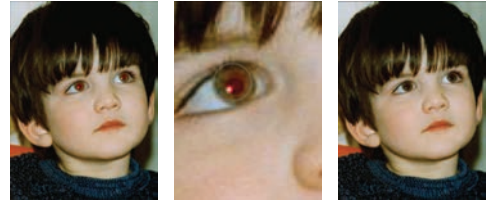
Red-eye is caused by bright light reflecting off the black pupil in the center of the eyes. Use the Red Eye tool to place a black dot over the pupil.

To get rid of red-eye:

1. Click the Red Eye Correction button (eye) to open the tools.
2. Zoom and pan the image to the red-eye area you want to edit.
3. Click the Red Eye Tool, adjust the size and hardness to the pupil center.
4. Click on the pupil.
5. Click Apply Changes to save the edits.



Experiment and try several sizes and hardness to get the effect you want.
Click Discard Changes to start over, or Undo to get rid of the last edit you made.



Color Filters

Use Filters to change a photo to Black & White, Sepia, a blend of color and sepia (Color to Sepia), or Duotone. You can also adjust a photo's opacity without changing its color scheme, or change both the colors and the opacity.

To change the color scheme:

1. Click the Filters button (stacked layers) to open the Filter tools.
2. Click on one of the Color Filters.
3. Click Apply Changes to keep your edits.



Experiment with Filters for interesting results.

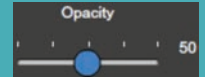
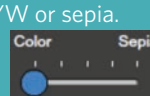
Black & White: Make the entire image black and white.

Sepia: Make the entire image sepia.

Color to Sepia: Drag the slider to adjust the color intensity to B/W or sepia.

Duotone: Click on a color to change the photo to duotone.

Opacity: Adjust the transparency of the entire photo.



Exposure

Exposure settings that you can adjust are:

- a Hue:** shift colors around the color wheel to change the overall color scheme
- b Saturation:** intensity or richness of the color
- c Brightness:** relative lightness of the image
- d Contrast:** difference between the darkest and lightest areas of the image
- e Opacity:** transparency of the image

To change a setting:

1. Click the Exposure button.
2. Click and drag the Exposure tool's blue slider.
3. Click Apply Changes to keep your edits.



Accent Marks

YEARBOOK-MAINBOOK 000000-000-0000

Search Books

Save It Forward

Live Chat

Sign Out

eDesign

Accent Marks



	Mac	Windows	Description
™	option - 2	Alt + 0153	trademark sign
¢	option - 4	Alt + 0162	cent sign
£	option - 3	Alt + 0163	pound sterling
¥	option - y	Alt + 0165	yen sign
§	option - 6	Alt + 0167	section sign
©	option - g	Alt + 0169	copyright
®	option - r	Alt + 0174	registered trademark

	Mac	Windows	Description
°	option - shift - 8	Alt + 0176	degree sign
•	option - 8	Alt + 0149	bullet sign
μ	option - m	Alt + 0181	micro sign
¶	option - 7	Alt + 0182	paragraph sign
¼		Alt + 0188	one-fourth
½		Alt + 0189	one-half
¾		Alt + 0190	three-fourths

	Mac	Windows	Description
À	option - ` A	Alt + 0192	uppercase A, grave accent
Á	option - e A	Alt + 0193	uppercase A, acute accent
Â	option - i A	Alt + 0194	uppercase A, circumflex accent
Ã	option - n A	Alt + 0195	uppercase A, tilde
Ä	option - u A	Alt + 0196	uppercase A, umlaut
Å	option - shift - a	Alt + 0197	uppercase A, ring
Æ	option - shift - ´	Alt + 0198	uppercase AE
Ç	option - shift - c	Alt + 0199	uppercase C, cedilla
È	option - ` E	Alt + 0200	uppercase E, grave accent
É	option - e E	Alt + 0201	uppercase E, acute accent
Ê	option - i E	Alt + 0202	uppercase E, circumflex accent
Ë	option - u E	Alt + 0203	uppercase E, umlaut
Ì	option - ` I	Alt + 0204	uppercase I, grave accent
Í	option - e I	Alt + 0205	uppercase I, acute accent
Î	option - i I	Alt + 0206	uppercase I, circumflex accent
Ï	option - u I	Alt + 0207	uppercase I, umlaut
Ð		Alt + 0208	uppercase Eth, Icelandic
Ñ	option - n N	Alt + 0209	uppercase N, tilde
Ò	option - ` O	Alt + 0210	uppercase O, grave accent
Ó	option - e O	Alt + 0211	uppercase O, acute accent
Ô	option - i O	Alt + 0212	uppercase O, circumflex accent
Õ	option - n O	Alt + 0213	uppercase O, tilde
Ö	option - u O	Alt + 0214	uppercase O, umlaut
Ø	option - shift - o	Alt + 0216	uppercase O, slash
Ù	option - ` U	Alt + 0217	uppercase U, grave accent
Ú	option - e U	Alt + 0218	uppercase U, acute accent
Û	option - i U	Alt + 0219	uppercase U, circumflex accent
Ü	option - u U	Alt + 0220	uppercase U, umlaut
Ý		Alt + 0221	uppercase Y, acute accent
ß	option - s	Alt + 0223	lowercase sharps, German
Ỳ	option - u Y	Alt + 0159	uppercase Y, umlaut

	Mac	Windows	Description
à	option - ` a	Alt + 0224	lowercase a, grave accent
á	option - e a	Alt + 0225	lowercase a, acute accent
â	option - i a	Alt + 0226	lowercase a, circumflex accent
ã	option - n a	Alt + 0227	lowercase a, tilde
ä	option - u a	Alt + 0228	lowercase a, umlaut
å	option - a	Alt + 0229	lowercase a, ring
æ	option - ´	Alt + 0230	lowercase ae
ç	option - c	Alt + 0231	lowercase c, cedilla
è	option - ` e	Alt + 0232	lowercase e, grave accent
é	option - e e	Alt + 0233	lowercase e, acute accent
ê	option - i e	Alt + 0234	lowercase e, circumflex accent
ë	option - u e	Alt + 0235	lowercase e, umlaut
ì	option - ` i	Alt + 0236	lowercase i, grave accent
í	option - e i	Alt + 0237	lowercase i, acute accent
î	option - i i	Alt + 0238	lowercase i, circumflex accent
ï	option - u i	Alt + 0239	lowercase i, umlaut
ð		Alt + 0240	lowercase eth, Icelandic
ñ	option - n n	Alt + 0241	lowercase n, tilde
ò	option - ` o	Alt + 0242	lowercase o, grave accent
ó	option - e o	Alt + 0243	lowercase o, acute accent
ô	option - i o	Alt + 0244	lowercase o, circumflex accent
õ	option - n o	Alt + 0245	lowercase o, tilde
ö	option - u o	Alt + 0246	lowercase o, umlaut
ø	option - o	Alt + 0248	lowercase o, slash
ù	option - ` u	Alt + 0249	lowercase u, grave accent
ú	option - e u	Alt + 0250	lowercase u, acute accent
û	option - i u	Alt + 0251	lowercase u, circumflex accent
ü	option - u u	Alt + 0252	lowercase u, umlaut
ý		Alt + 0253	lowercase y, acute accent
þ		Alt + 0254	lowercase thorn, Icelandic
ÿ	option - u y	Alt + 0255	lowercase y, umlaut