

# Online Design (Beginning OD) Mod 4

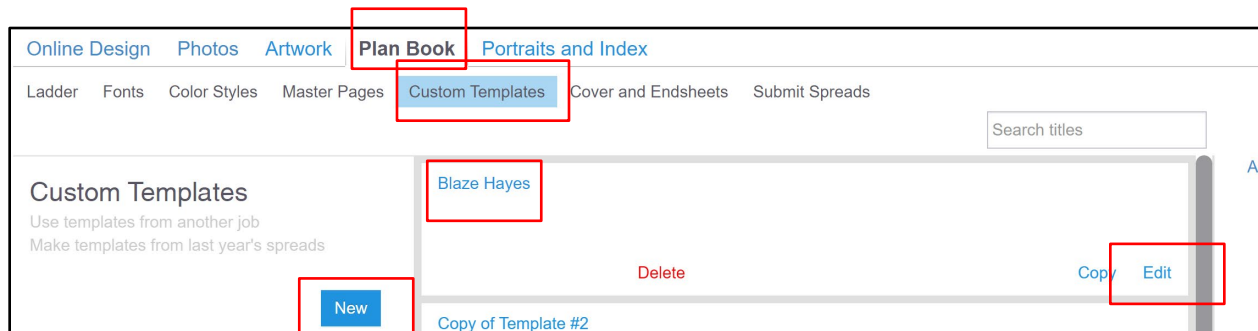
## Part 1, Step 3: Page Editor (Tool Bar)

Student's Name: \_\_\_\_\_

### Page Editor:

This exercise will allow you to practice and understand the purpose of the Tool Bar. We will mostly be using the tools on the left side of the screen. This is your Toolbox. We will use a few helpful friends on the right side of your screen as well.

**Suggestion:** Practice in Custom Templates. Make custom template with your name. Click New and then type your name. This is your sandbox to play with on the OD program.



**Tools:** As you begin working on pages in Online Design, you need to become familiar with Page Editor's tools, menus, and workspace. Online Design's main tools appear on the left side of the screen.



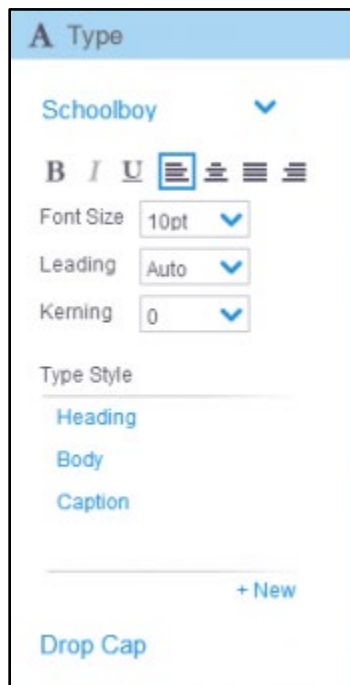
- **Undo/Redo** – Remove, or repeat, the most recent action you have taken on the page
- **Selection tool** – Select an item on the page and move it around, or resize it
- **Text tool** – Create text boxes by clicking and dragging across the page; this tool must also be selected to type or paste text
- **Draw tool** – Draw free-form objects on the page, either angled or curved
- **Shapes tool** – Opens a fly-out menu with squares, circles, polygons, and starbursts; allows you to drag and drop the shapes on to the page
- **Hand tool** – Allows you to pan around the page simply by clicking, holding, and dragging
- **Zoom tool** – Zoom in closer to an area of the page

**Assignment:**

Open a template or a spread in page editor. You will be using this spread for Part 1, Step 3 and Part 1, Step 4. We will work with the tools and special palettes.

**Type Palette**

For the type assignment part of this exercise, you will be working with copy within a text box as well as the Type Palette on the left side of the Page editor screen. The Type palette is where you can adjust font, type size, leading, kerning or add a drop cap. In addition, it is from the Type palette that you can create new type styles and apply them.



Type Palette

**Assignment:**

Open a template or a spread in page editor. You will be using this spread for Part 1, Step 3 and Part 1, Step 4.

**Type tool and Text Palette:**

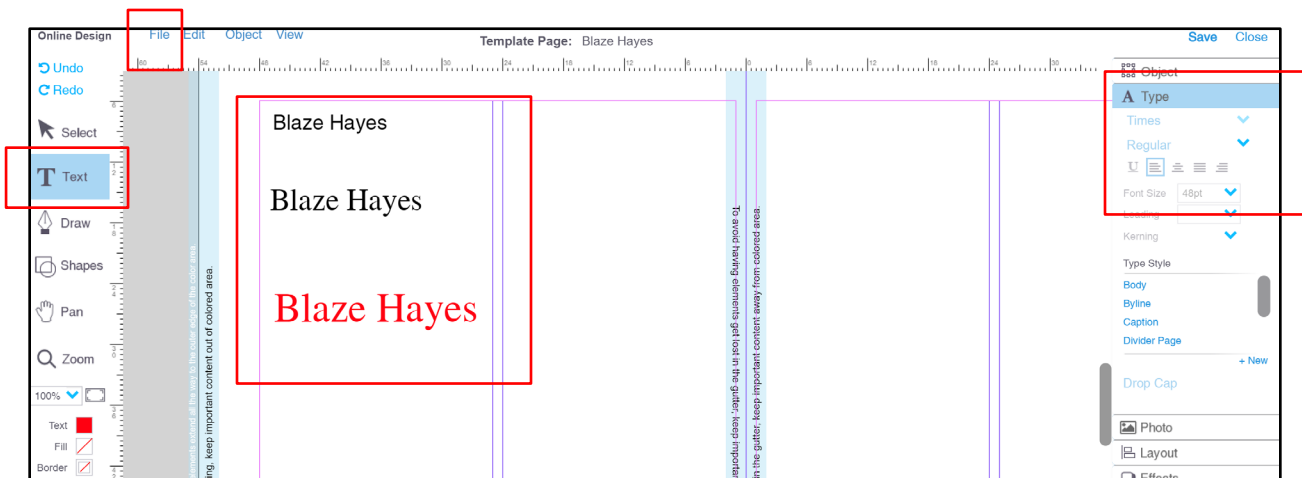
1. Make text box on the left page of your spread and type your name in one font such as Helvetica (red line around the box is the bounding box).
  - Click on the **Zoom Tool** (click hold drag over item, not click click click)
  - Make sure your name is in 24-point.
2. Type your name again in a different font such as Times on the left page of your spread.
  - Make sure one of your names is in 36 point.
  - The 36 point is big (basically ½ inch) – if needed, adjust bounding box to fit text by stretching the box.

- Now type your name a third time on the left page of the spread in any font at 48 point and change the type from black to a color.

- Be sure to go to the top of the spread and do **File: Save**.

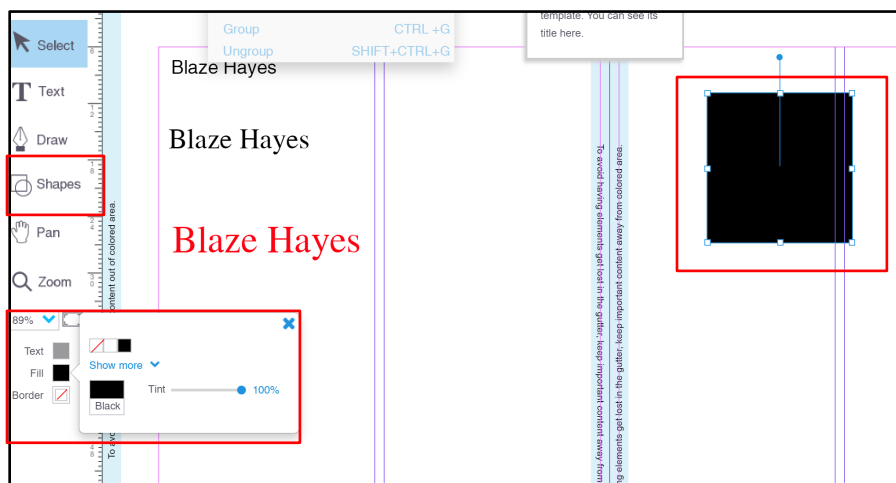
#### Just a Note on File >

The File menu contains the common commands to **Save** and **Close** your spread. **Save as Custom Template** allows you to take an attractive spread that you would like to re-use, such as a divider page, and make it a template. **View PDF** gives you the option to produce a low-res PDF version of your spread for quick proofreading, or a hi-res PDF for final proofing. **Restore Previous Version** allows you to revert a spread back to one of its earlier versions.

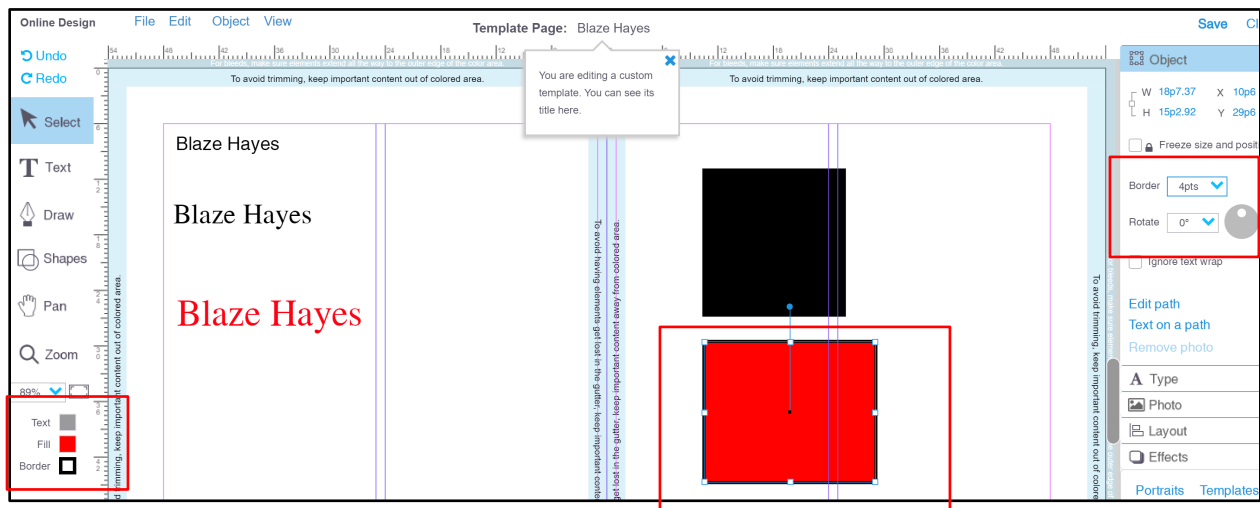


#### Shape Tool:

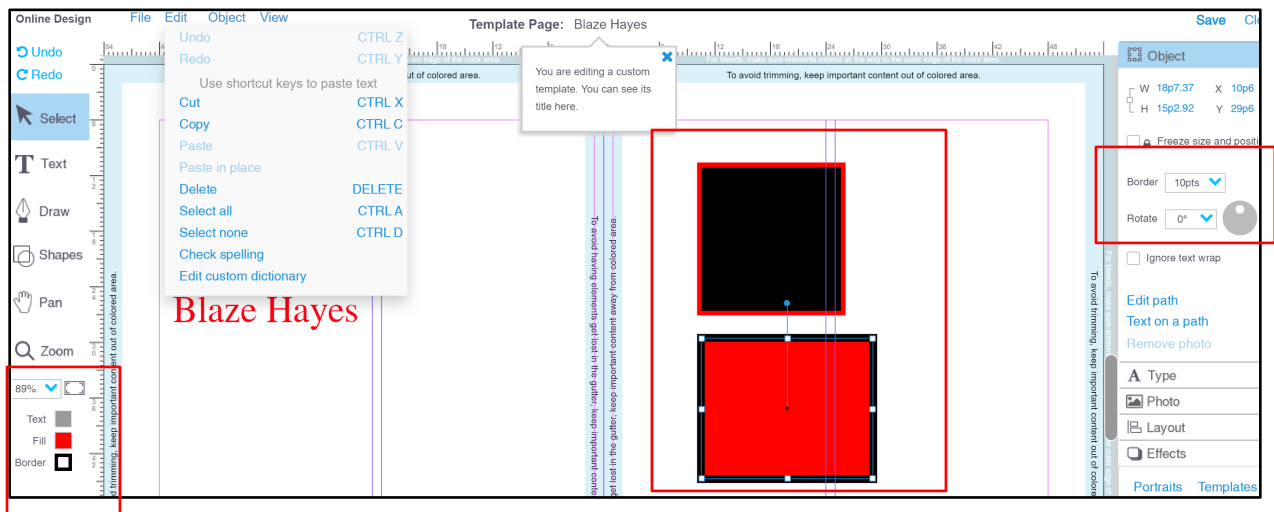
- Make a box on the right side of the spread (right page) and make sure the color is black.



5. Make a second box on the right side of the spread (right page) and make the color anything but black.
  - Change color – Fill and Border and Change border thickness in Object



6. Keep your first box black and change the border to 6-point red or any color of your choice. (You should have a red border (stroke) around the black box.)
  - Keep your second box and change the border (stroke) to 10-point black.



7. Make a circle on the right side of the spread. The circle can be any size. Go to the shape tool, find the small arrow in the bottom right hand corner, and click on it. Choose the second shape which is a circle. Make the circle one of your school colors and the stroke around the circle 8-point in a different school color.

- Be sure to go to the top of the spread and File: Save.

