

# Online Design (Beginning OD) Mod 4

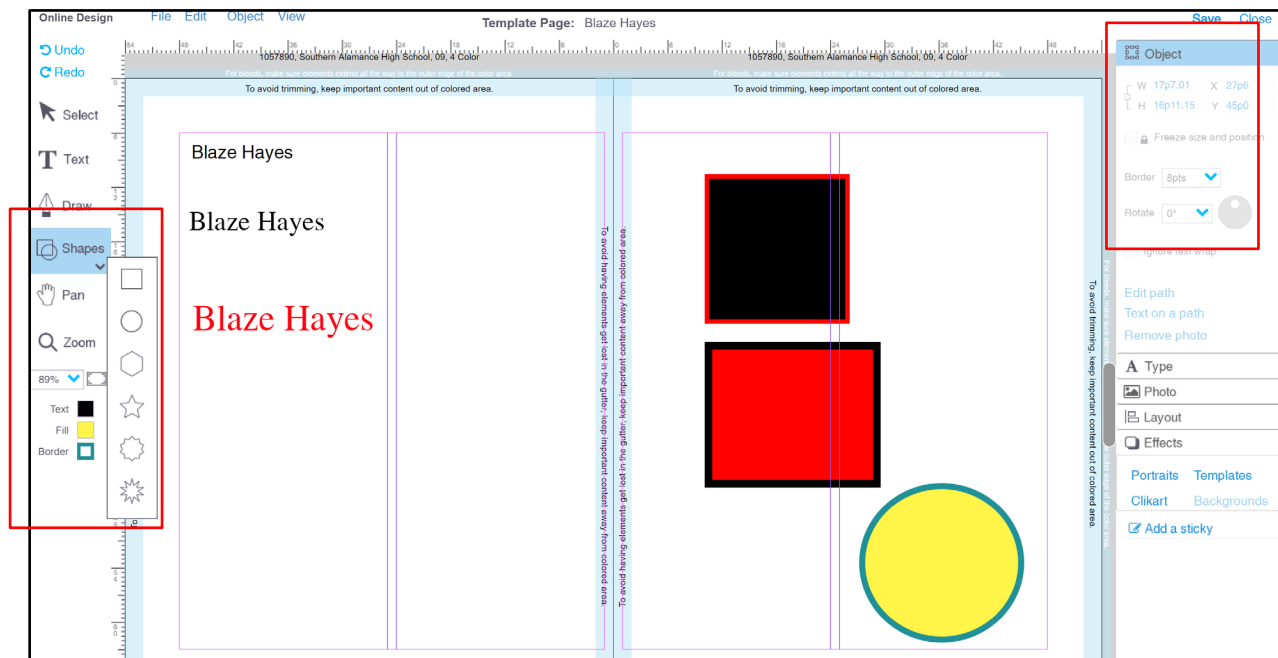
## Part 1, Step 4: Page Editor (Tool Bar)

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

### Page Editor:

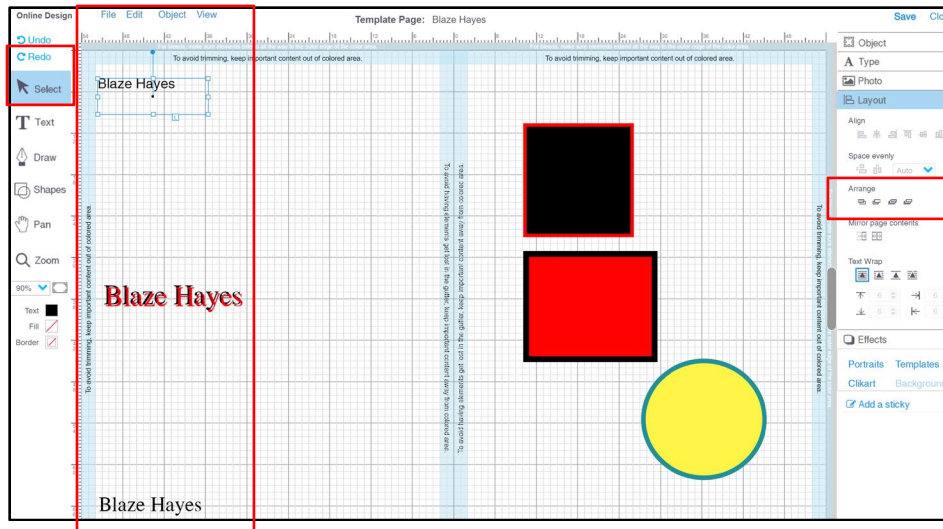
This exercise will allow you to practice and understand the purpose of the Tool Bar. We will mostly be using the tools on the left side of the screen. This is your Toolbox. We will use a few helpful friends on the right side of your screen as well.

**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. We ended Part 1, Step 4 with the following creation.



### Selection (Arrow) Tool:

1. Select & Move your 24-point typed name to the top of the left page and move the 36-point typed name to the bottom of the left page. Keep it on the spread.
2. Move your third name, the 48 point one to the middle of the left page. Copy and paste your 48-point size name and move it so it is slightly overlapping your name. One of your names should be in black and the other one should be in a color. Send the one in black behind the one in color by using the front/send to back tool on the left side of page editor.

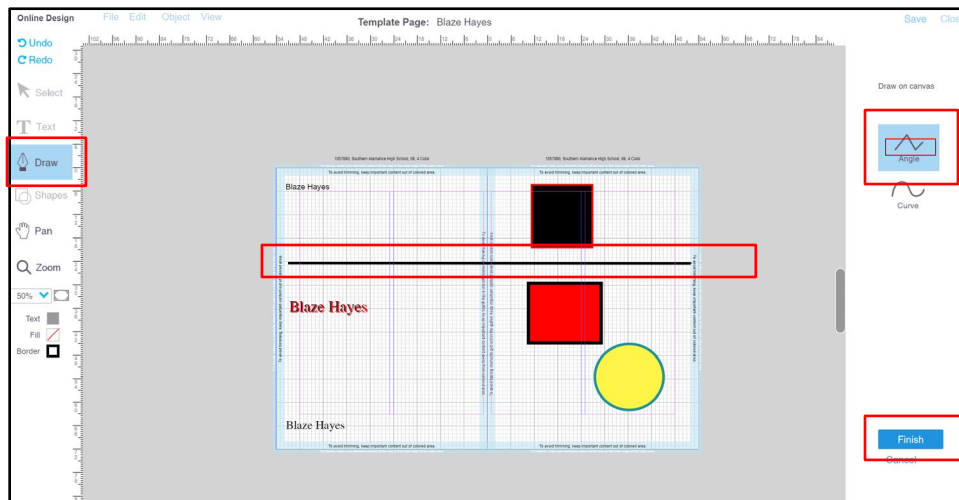


Be sure to go to the top of Page editor and go to File: Save.

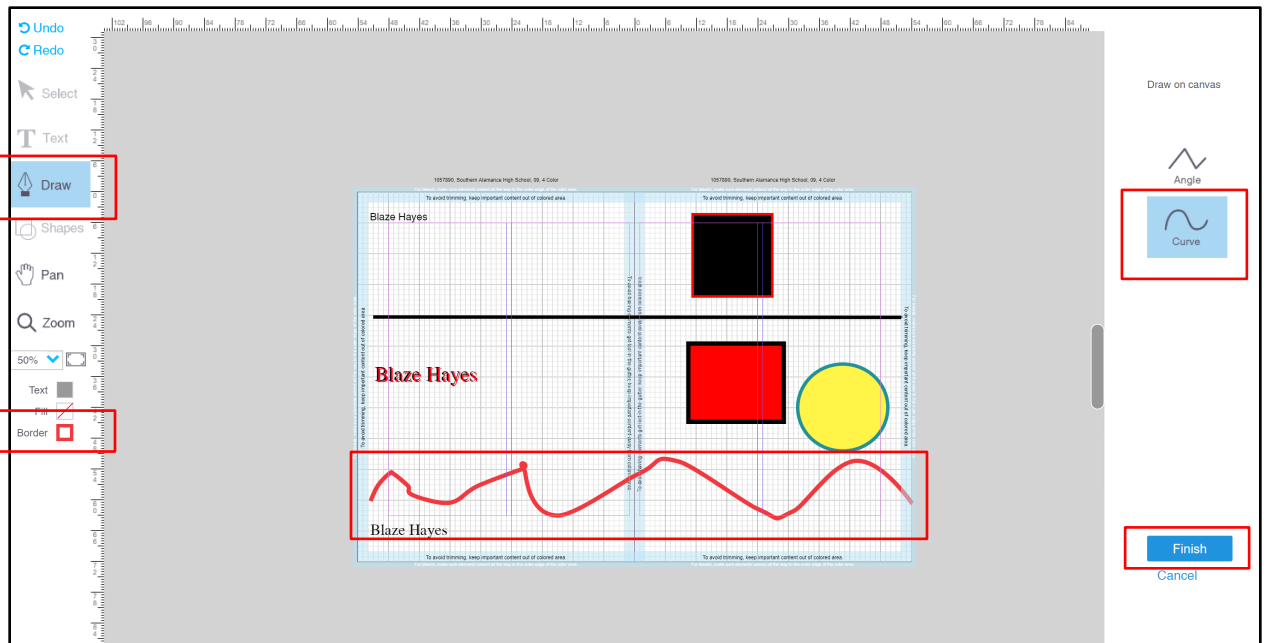
**DRAW Tool:** (works differently than others)

For this assignment, you will draw two lines on your spread.

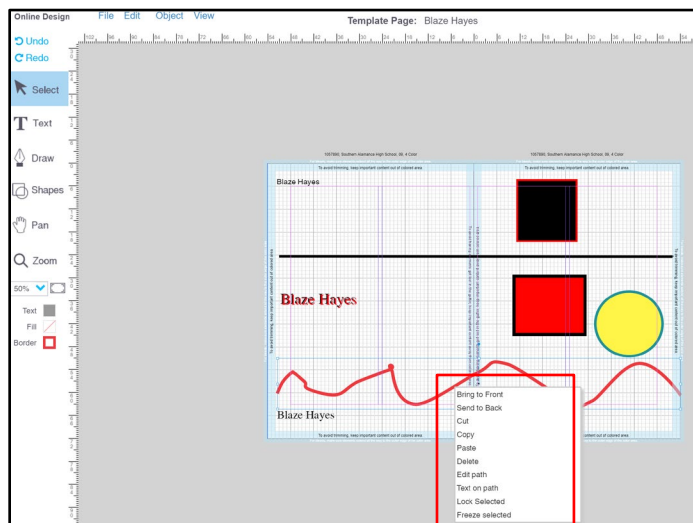
3. Make a straight line about 1/4<sup>th</sup> from the top of the page and it should go across the whole spread (horizontally).
  - The line should go across both the left and right pages. Click on angle on the right. Make sure you click on **FINISH** the line. Make the line 8-point black.

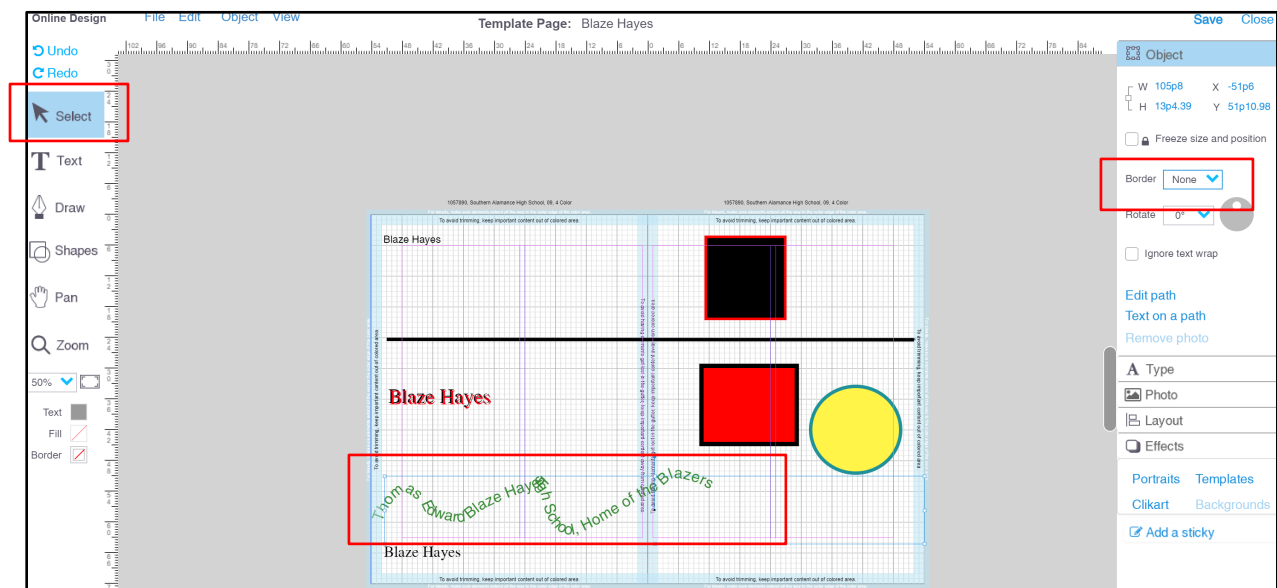
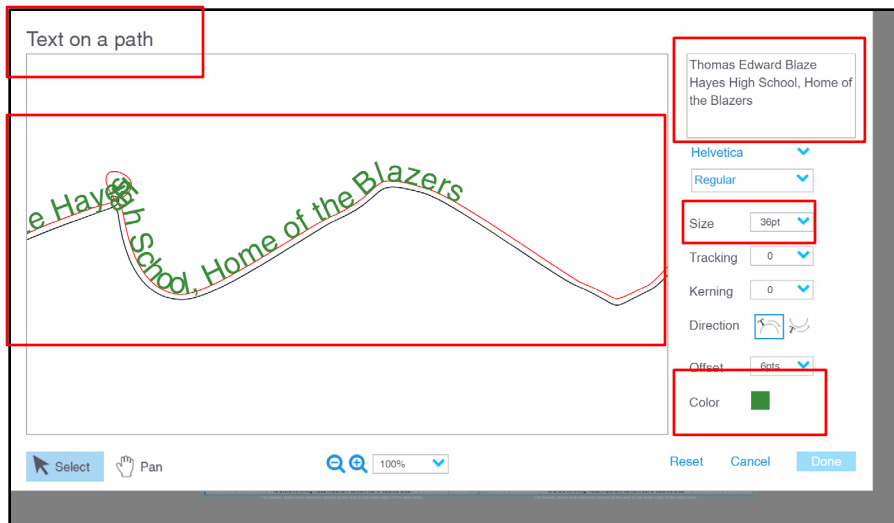


4. Make a curvy line about 3/4<sup>th</sup> inch from the bottom of the page and it should go across the whole spread (horizontally). The line should go across both the left and right pages. Click on Curvy on the right. Make sure you click on **FINISH** the line. Make the line 10-point red or any color of your choice.



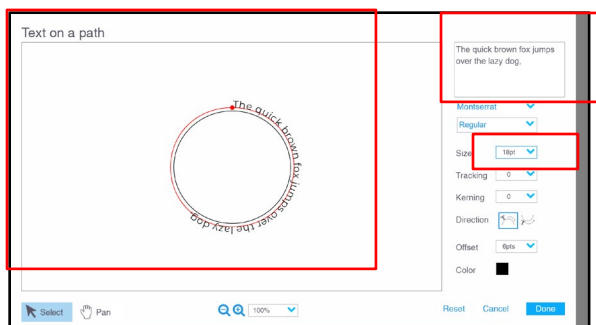
5. Select the curvy line. Then right click on it and find text on a path. You can do the same thing by going to Object on the right of page editor and finding Text on a Path. Type school name and Mascot Name. Look for Type in Here.
  - Move it with red dot if desired. Make your school name and mascot in 36 point and any color besides black.
  - Now go to border and click on no color to make the line disappear. You now have floating text.

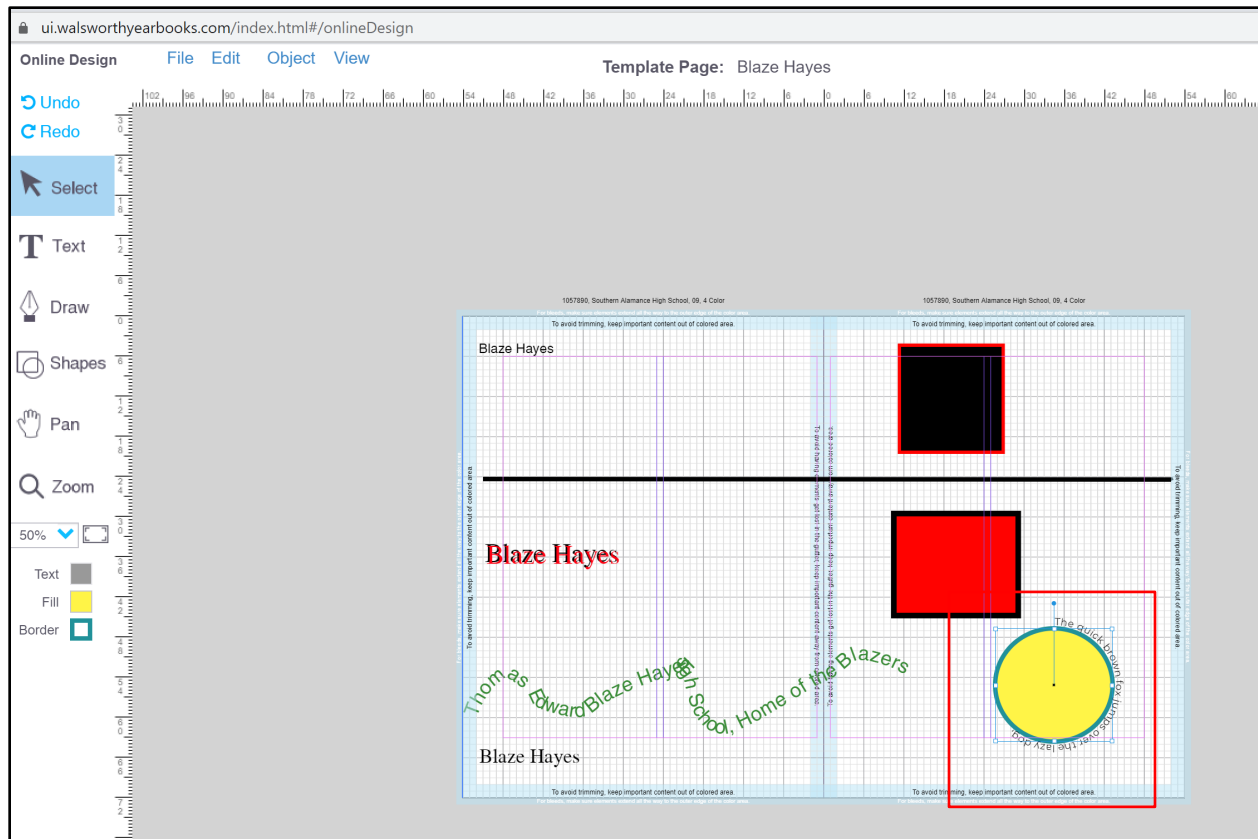




6. Find the circle you created on the right page.

- Do the same thing. Select the circle. Right click. Find Text on a Path. Type “The quick brown fox jumps over the lazy dog,” and change the point size to 18.





**Be sure to go to File: Save.**

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