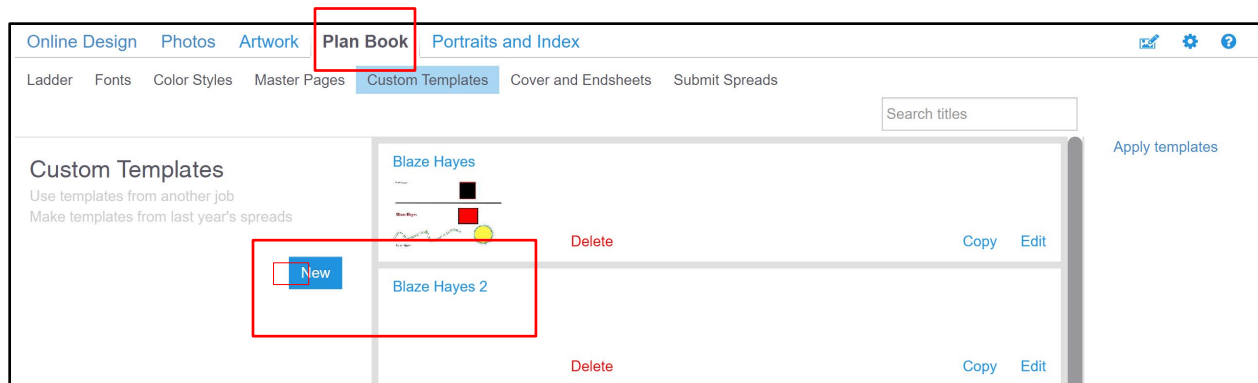# Online Design (Beginning OD) Mod 4

Part 2, Step 1: Menus

Student's Name: _____

For this assignment, I would suggest you create a second template (Plan Book > Custom Template > New > and give it your name with the number 2. We will be working on the Menus at top of page.

1. Create a template for this exercise.

Menus:
Many of Page Editor's basic commands can be found in menus along the top of the screen.
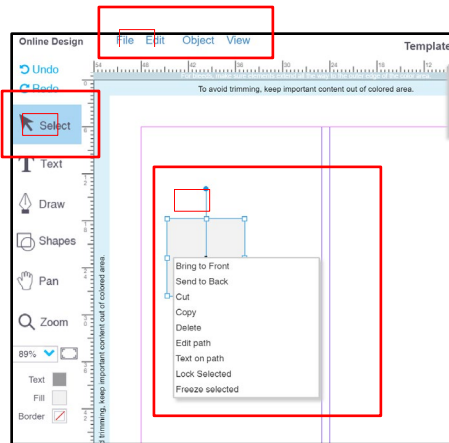
File:
The File menu contains the common commands to **Save** and **Close** your spread. **We covered this task in Part 1. Save as Custom Template** allows you to take an attractive spread that you would like to re-use, such as a divider page, and make it a template. **View PDF** gives you the option 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.
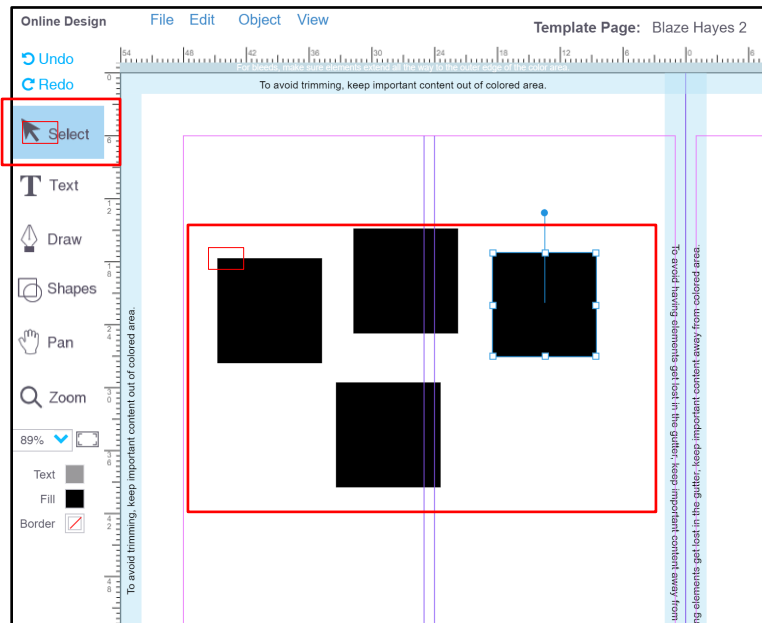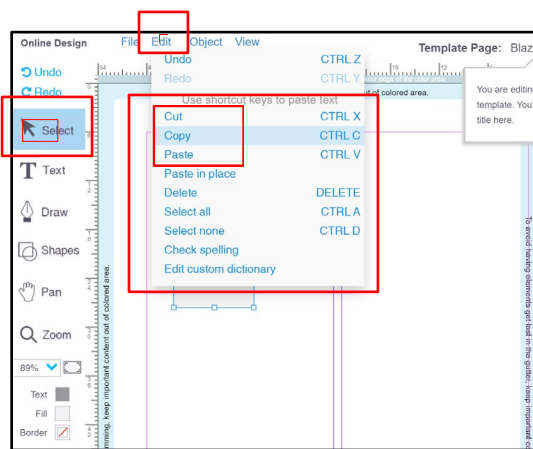
Edit :
The commands under the Edit menu come in handy once you start working with type or start moving objects around on the page. **Undo/Redo** can be found here. **Cut, Copy, Paste** and **Delete** work just as they do in most word processing programs. It should be noted that in Page Editor, these menu functions only work with objects, not text. However, the Cut, Copy and Paste keyboard shortcuts will work for text. **Check spelling** will scan the spread for spelling errors.

2. Make one black box on the left page of the spread. Then copy and paste it three times. You should have four black boxes. The images below demonstrate copy and paste by right clicking on the object and by using the Edit menu at the top.
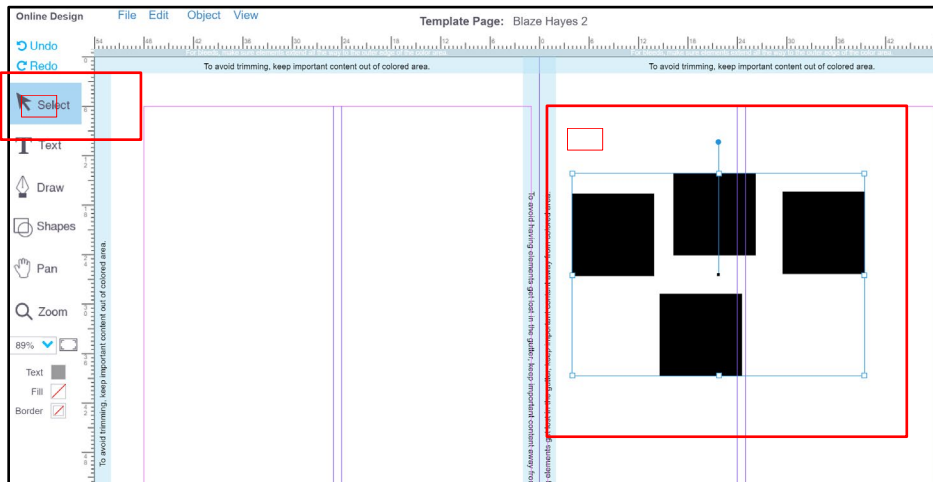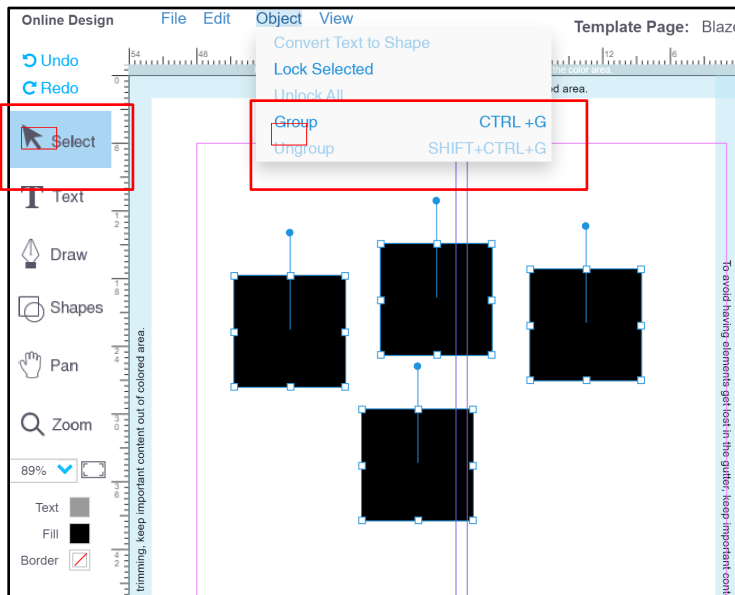
Online Design   File   Edit   Object   View   Template

Undo
Redo

Select
Text
Draw
Shapes
Pan
Zoom
89%
Text
Fill
Border

To avoid trimming, keep important content out of colored area.

Bring to Front
Send to Back
Cut
Copy
Delete
Edit path
Text on path
Lock Selected
Freeze selected

Right Click

Online Design   File   Edit   Object   View   **Template Page:**   Blaze

Undo
Redo

Select
Text
Draw
Shapes
Pan
Zoom
89%
Text
Fill
Border

Undo	CTRL Z
Redo	CTRL Y

Use shortcut keys to paste text

Cut	CTRL X
Copy	CTRL C
Paste	CTRL V
Paste in place	
Delete	DELETE
Select all	CTRL A
Select none	CTRL D
Check spelling	
Edit custom dictionary	

You are editing
template. You
title here.

To avoid trimming, keep important content out of colored area.

Online Design   File   Edit   Object   View   **Template Page:**   Blaze Hayes 2

Undo
Redo

Select
Text
Draw
Shapes
Pan
Zoom
89%
Text
Fill
Border

To avoid trimming, keep important content out of colored area.

Object:
Options under the Object menu allow you to **Group** and **Ungroup** objects, as well as Lock and **Unlock** objects. **Convert Text to Shape** is a popular design effect that allows you to turn your text into an object.

3. Using the Select or Selection tool and holding down the shift key, click on all four black boxes. Then group the four boxes by going to Object > Group or CTRL + G. You can also right click. One they are one group of photos, move them to the right page of the spread.

View:

The View menu will adjust the visual settings as you work around a spread. **Fit to page** always adjusts the view back to 100% if you have zoomed in or out. **Show Grid** and **Show Guides** display different graphical aids to help you while designing. You can have elements on the page snap to a grid or guide by using **Snap to Guides**, ensuring that the elements will be aligned precisely. **Show Bleed Bars** shows the area outside of the page shaded in blue, called the "bleed." Text should not enter the bleed bar area or it may be trimmed off during production, while objects intended to bleed off the spread must extend to at least the outer edge of the bleed bar. **Set Columns** allows you to adjust the number of column guides displayed on the page.

4. Enlarge you spread to 200 percent. You may have to use the Pan tool to see all four black boxes.
    One you have completed this task, use the View Menu, and return to Fit to Page.