

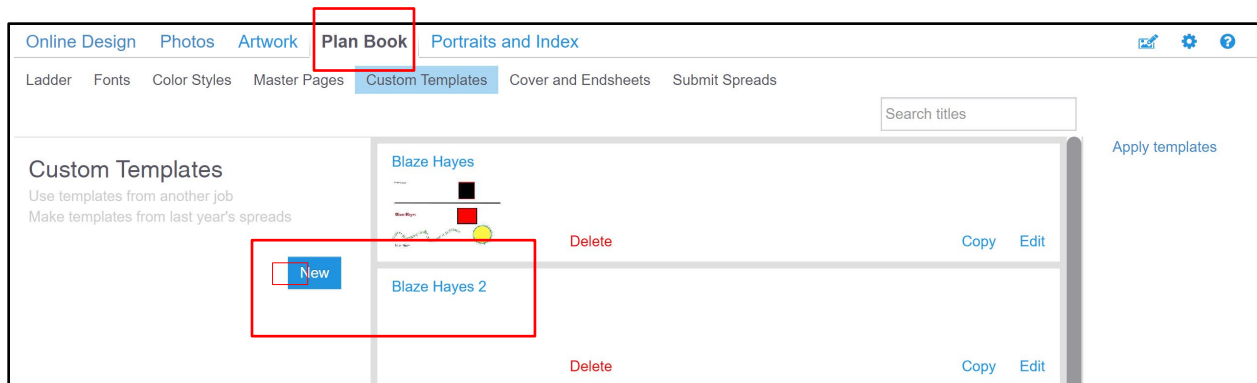
Online Design (Beginning OD) Mod 4

Part 2, Step 3: Templates

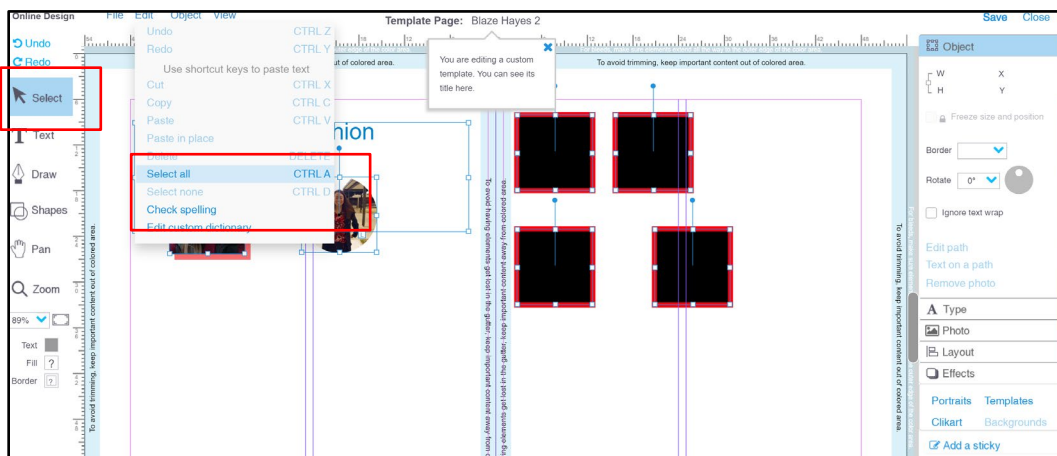
Student's Name: _____

For this assignment, please continue to use the template created from Part 2, Step 1 (Plan Book > Custom Template > New > and give it your name with the number 2.

1. Use the template from Part 2, Step 1 or create a template for this exercise.

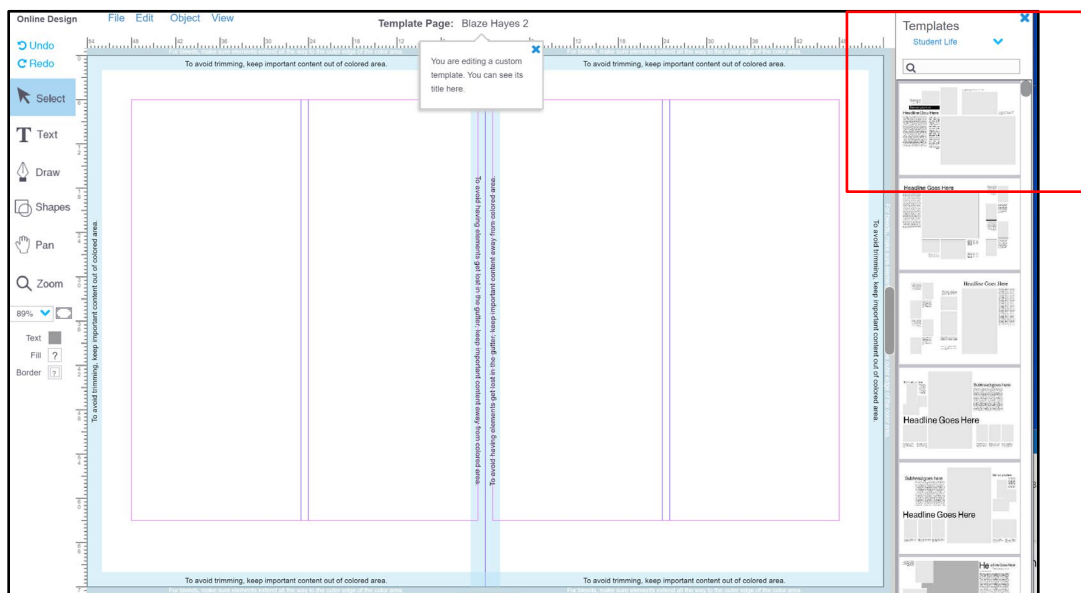
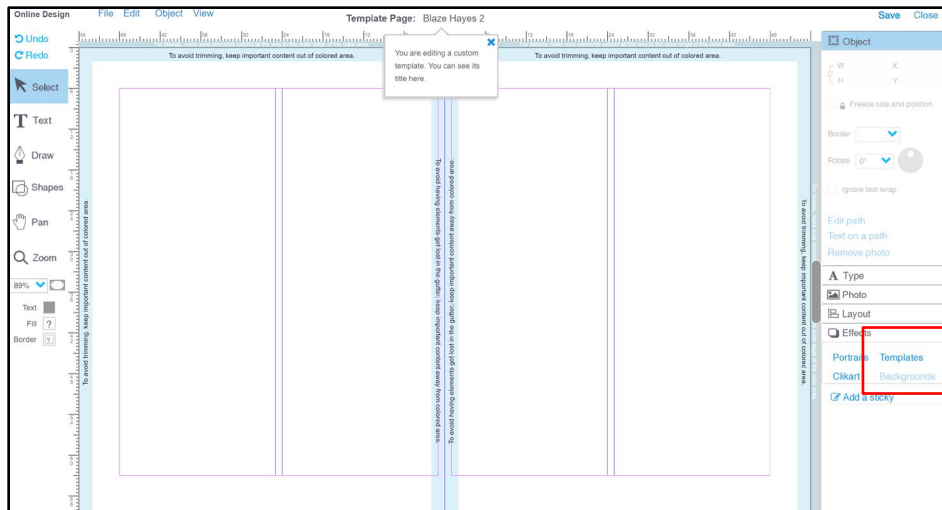


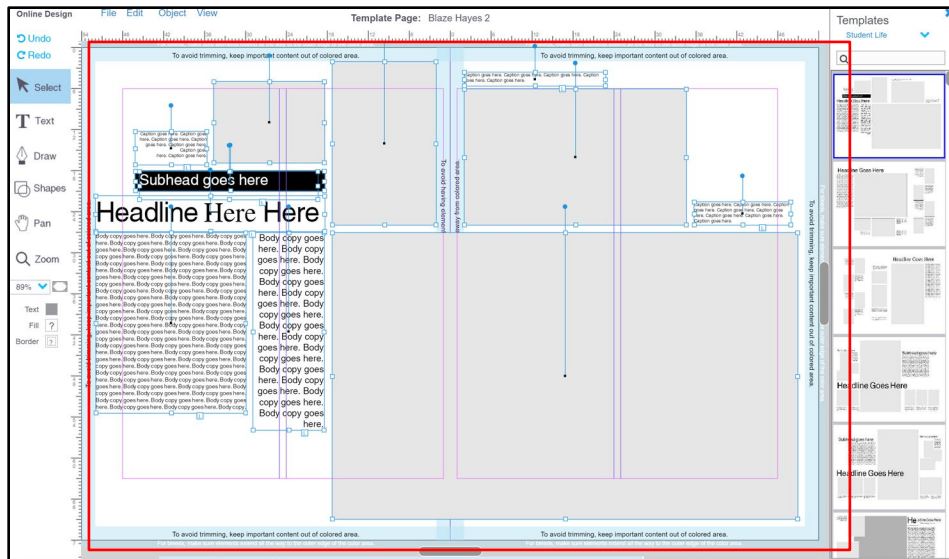
2. Open the template and delete the items on the spread. Edit > Select All > Delete. You can also right click. You should have a clean template or spread. Your spread you look like the fourth image below.



Blank Template

3. Locate Templates on the right side of your Page Editor screen. Scroll down to Student Life and drag the first template to your spread.



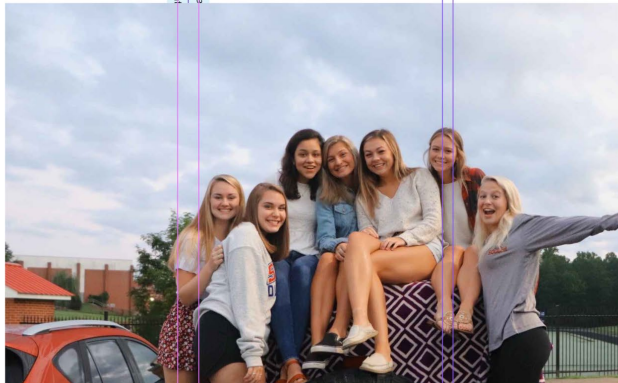


4. After placing the student life template, you should now make the following changes:
 - a. Change headline to “Zoom Fashion”
 - i. Make the words of the headline in any color but black.
 - b. Change subhead to “Studying Relax”
 - i. Make the black box the same color you typed your headline “Zoom Fashion”
 - c. Drag and place three photos on the spread.
 - i. Crop photos as needed. Remember to locate the Photo Palette on the right. Then click on the photo and crop.
 - ii. If you need to remove a photo, do not delete the box but just drag new photo on the box. (Don’t delete box – just makes more work!)
 - iii. This is just a practice so it is OK if the photos do not go with the spread.
 - d. Type one caption under one of your photos. Make the caption a complete sentence and type it in first person. Change the caption to 10-point.
 - e. Type in copy. You could copy/paste from another program if the copy is typed elsewhere (Control C, Control V) or just type on the spread about your Zoom dress style. Roughly 50 words. Change the copy to 12-point
 - f. Make sure all of your elements such as text and photos are within the magenta line.
 - g. **Be sure to save your template.**

Before picking up her schedule, Senior Mattie Mae gets her temperature check by Assistant Principal Molly Mercer.

Zoom Fashion

Dressing up for a Zoom meeting can be a bit tricky, especially if it's for work and not catching up with friends. Lucky for you, we've rounded up some ideas for both situations, and they're easier than you think. The one plus to meetings that are online and not in person is that you only have to dress up from the waist up. You can be business on the top and cozy on the bottom à la a Mindy Kaling. She posted a relatable photo of herself while working from home wearing a sophisticated vest over a button-down shirt. Rather than styling her shirt with a pair of trousers, she opted for comfy pajama pants and fuzzy slides. Since nobody can see what you're wearing on the bottom, why not stay comfortable?

[illegible]

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away from colored area

To avoid having element

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

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