# Day One: Getting Started

Follow these steps. By Step 6, you should have a design that looks exactly like the one at the bottom of the next page. Click on the hyperlinks to view a tutorial video before you begin working on that step.

Step 1: Create Your Practice Page

» Login to Yearbook Avenue.
» Go to Layout Pro (Create > Layout Pro).
» Under File (top-left corner of your screen), select New Practice Page.
» Enter a name for your practice page (your first and last name).
» You will notice that the area on the top-right where page numbers normally show is greyed out; this shows you've accessed a Practice Page and not a page in the actual book.

Step 2: Add Image Boxes

» Click on the Art Tab on the left side of your screen.
» Click on Image Frame and select and drag the square image frame onto the page.
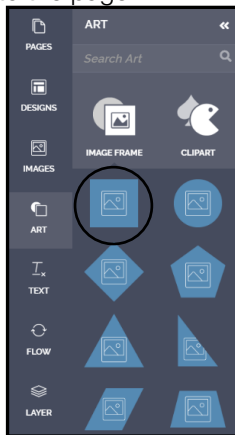
» The bounding box around the photo will be blue. Select a corner and make your photo box much larger. It will be the largest photo on this spread, also known as a dominant photo. See the sample spread on the next page as a reference.
» Add four photos in a variety of shapes and sizes to the right side of your spread (see sample design on the next page).
» Next, add four circle photos to the left side of your spread that are all the same size. See Step 3 to learn how to quickly copy, paste, and align your photos.

Step 3: Copy, Paste and Align Photos

» Layout Pro offers different features in the horizontal toolbar at the top of the screen based on what you have selected. This toolbar is called the Contextual Toolbar. When you have an Image Frame selected, you will see features that have to do with images.
» If you want to duplicate an Image Frame, select the Image Frame and click on the Duplicate button on the upper-right side of the Contextual Toolbar. This is one way to copy/paste.


» You should have two identical Image Frames now.
» Click and drag the second Image Frame below the original one.
» Click on one frame to select it, hold down the shift key and click on the other frame. Now both frames should be selected. Align the sides of the boxes by clicking the Arrange button in the Contextual Toolbar and selecting "Align Left."

» While both frames are selected, go to Edit > Copy, Edit > Paste or use keyboard shortcuts. This is the second way you can copy/paste. Now you should have four identical image frames.
» Click and Drag the two new frames under the original two. Both frames should move together since they are both selected.
» With these two frames still selected, hold down shift to select all four images and align using the same technique used on the first two.

Step 4: Add Text Boxes

» Click on Text in the Menu Tab on the left side of Layout Pro.
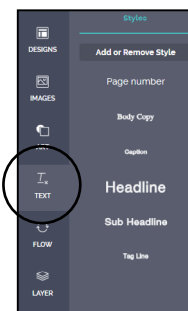
» Click and drag the Headline style onto the page.
» Notice that when the text box is selected, the Contextual Toolbar will appear at the top of the page to offer different formatting options for text.


» Drag the text box to the top of the left page above the dominant (or largest) photo. Drag the edges of the bounding box to make the text box the width of the page.

Day One: Getting Started (cont.)

Follow these steps. By Step 6, you should have a design that looks exactly like the one below. Click on the hyperlinks to view a tutorial video before you begin working on that step.

Continued from the last page:
- » Click inside the text box and highlight the words inside it.
- » Type your first and last name. Your name should have replaced the word "headline."
- » Center your headline by using the Align button in the Contextual Toolbar (top-center of your screen).
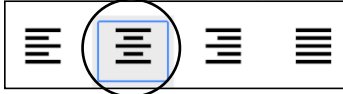
- » Click and drag a Subheadline text style onto the page and place it underneath your name. This will be your subheadline.
- » Center your subheadline by using the Align tool in the Contextual Toolbar.
- » In the subheadline text box, highlight the words to select them and type "This is an example subheadline."
- » Increase the size of your subheadline to 20 pt. by using the font size drop-down in the Contextual Toolbar.
- » Click and drag the Caption style onto the page. In the caption box, type "This is a sample caption. This is a sample caption" to fill the text box.
- » Copy and paste the caption text box so that there is a placeholder for a caption next to each photo (see sample design below).

Step 5: Add a Graphic using the Art Tab
- » Click on the Art Tab on the left side of Layout Pro and select Shapes.
- » Drag a square onto the page. Place in top right corner.

Step 6: Save, Create PDF and Submit
- » Click on the Save icon on the Top Menu.
- » To create a PDF, click on the Print Icon in the Top Menu.
- » Save the PDF as "Layout Pro Day 1_Student Name" and submit per your yearbook adviser's instructions.

## Step 7: Get Ready for Day Two: Create a Folder for Your Images
- » Go to the Image Library (on the top-right corner of your screen, click on Create > Image Library).
- » To the left of the Activity category you will see a small gray arrow. Click on it one time to see sub-folders.
- » Click on the "Layout Pro Practice Pages" folder.
- » On the top-left corner of your screen, select the "Add a New Subcategory to the Selected Category" button.

- » Under Category Name, type your first and last name. Click OK.

Step 8: Gather Your Photos
- » To complete this assignment, you will need to upload a minimum of 12 school-appropriate images. They can be from your daily life (interests, hobbies, extracurriculars, friends, family, pets, etc.) or any other topic you choose.
- » Images taken from the internet may not have high enough quality to be used.
- » Be prepared to upload these photos to the folder you will create at the beginning of day two.

Student Name

This is an example sub-headline.
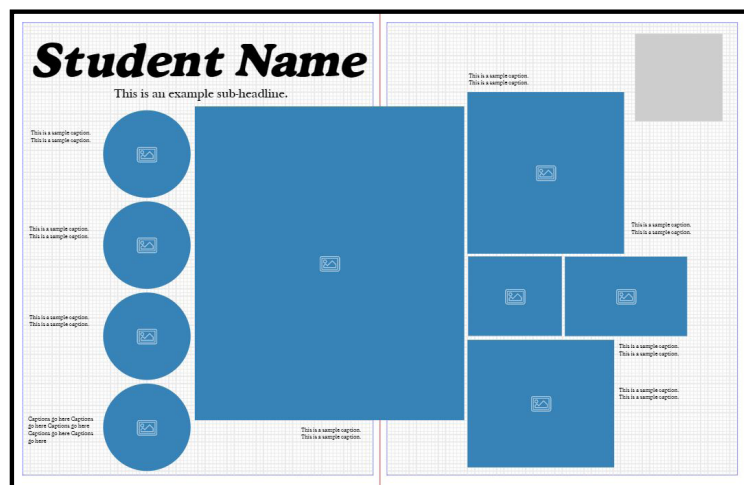
Your spread should look like this.

By the end of Day One you should have:
- » Created a Practice Page that looks like the design pictured to the left.
- » Saved your Practice Page with a title of your first and last name.
- » Submitted your page PDF to your yearbook adviser per their instructions.
- » Created a folder in the Image Library with your first and last name.

Day Two: Adding to Your Design

Using the yearbook spread you started on Day One, follow the steps to complete your Practice Page so it looks like a personalized version of the spread at the bottom of the next page. Click on the hyperlinks to view a tutorial video before you begin working on each step.

Step 1: Return to your Practice Page
» To access your Practice Page, go to Layout Pro (Create > Layout Pro).
» Click on the Designs Tab on the left side of your screen.
» Click on the drop-down bar at the top of the tab (just below "Search Designs".)
» Select the Custom folder.
» Select the Practice Pages folder.
» Scroll to your Practice Page. Click the small "i" icon to edit.

Step 2: Upload Your Photos to the Images Tab
» Click on the Images Tab on the left side of your screen.
» Select the Activity folder. Select the Layout Pro Practice Pages folder. Find and select the folder with your name.
» Click on Upload or drag and drop an image where it says "Drag and Drop Here" to add photos to your folder. You may also use the Google Drive feature.
» To upload more than one photo at a time, hold down the shift key to select multiple images at once.
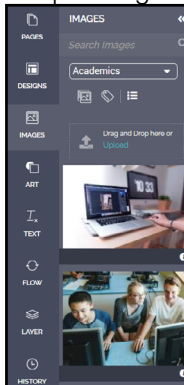
Step 3: Place and Crop Your Images
» Click on the Images Tab on the left side of your screen. Find your image folder for your page (this process is explained in Step 2).
» Click on and drag your images into the Image Frame so that all Image Frames show one of your photos.
» To adjust the placement or size of a photo within an Image Frame, double click on the photo in the Image Frame or use the crop button in the Contextual Toolbar at the top of Layout Pro.
» Zoom in and out by clicking and dragging the corners of the photo. Note: If you are changing the size and shape of the Image Frame, that has to be done before entering crop mode.

» Drag the photo around within the frame to crop it. Click on the white background to exit crop mode.

PRO TIP: Photos Not Placing?
» When you drag-and-drop a photo into an Image Frame, you should see the Image Frame turn green before you drag it in. This means the photo you've selected is large enough to fit in the box and print well.
» If you try to drag-and-drop a photo into an Image Frame and it turns red, the photo you've selected is too low in resolution and will not print well.
» If the photo you chose refused to go in your image frame, either select a new photo or make the photo box smaller.

Step 4: Use Snap Edit on the Dominant Photo
» Select your dominant (or largest) photo and open Snap Edit from the Contextual Toolbar on the top-left side of your screen.

» Apply a black and white filter at 50% by checking the box next to "B&W" and setting the slider to 50.
» Increase the contrast of the image by 5 by checking the box next to "Contrast" and moving the slider to 5.
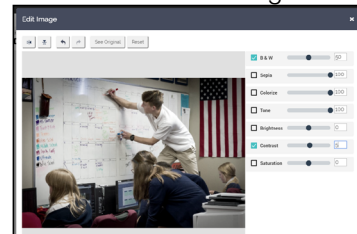
» Click Save and the image on your page will automatically update with the changes. An updated version of your photo will be added to your Image Library.
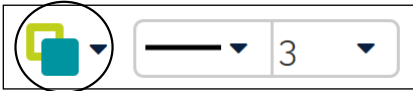
Step 5: Edit Shape Using Contextual Toolbar
» Select the gray square shape in the top right corner of your spread.
» In the Contextual Toolbar, select the drop-down next to the Stroke Size button (top-left corner of your screen).

Day Two: Adding to Your Design (cont.)

Continued from the last page:

» Give the box a 3pt stroke, or outline.
» With the box still selected, click on the Color Palette to the left of the Stroke Size button.

» Fill the box with a color of your choosing.
» In the drop-down, above the colors, click on the outline option to change the color for the stroke.

Color

Fill   Stroke
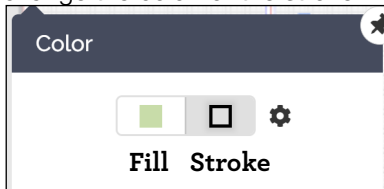
» Select a different color for the stroke of the box.

Step 6: Format and Arrange Shape Using Contextual Toolbar

» Drag the square shape on top of your headline. Resize the box to fit the width of the page. You should not be able to see your headline now.
» With the color box selected, click on the Arrange feature in the Contextual Toolbar. Click Send to Back so that you can see your headline.

Arrange

Arrangement
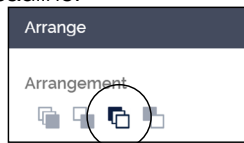
» Lastly, go to the Shapes option under the Art Tab on the left side of Layout Pro.
» In Shapes, select the line tool from the bottom of the list of options and drag a line onto the page.
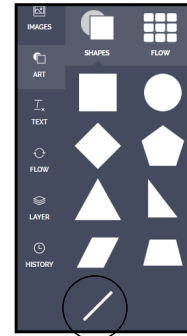
» Move the line under your name and stretch it using the points at the ends of the line so that it is the width of the headline.

Step 7: Format Images Using Contextual Toolbar

» Holding down the shift key, select the four circular images on the left side of the spread.
» In the Contextual Toolbar, use Format and Effects to apply a drop shadow with a Distance of 7, Degree of 46, Opacity of 65 and Blur of 4.
» With the four circle images still selected, go to the Contextual Toolbar and select the drop-down next to Stroke to give the images a 3pt stroke, or outline. Select a color that has already been used on the spread.
» Notice that the colors currently used on the page are in a row near the top of the palette.

Step 5: Save, Create PDF and Submit

» Click on the Save icon on the Top Menu.
» To create a PDF, click on the Print Icon in the Top Menu.
» Save the PDF as "Layout Pro Day 2_Student Name" and submit per your yearbook adviser's instructions.

Your spread should look like this.

By the end of Day Two you should have:

» Fulfilled the requirements from Day One.
» Created a Practice Page that looks exactly like the design pictured to the left, with your photos.
» Submitted your page PDF to your yearbook adviser per their instructions.

Jostens®

Day Three: Modify a Jostens Template

Follow the steps below to access a pre-existing Jostens template and adjust according to the directions.

Step 1: Create a <u>New</u> Practice Page
» Go to Layout Pro, (Create > Layout Pro).
» Under File, select New Practice Page.
» Enter a name for your practice page - "Layout Pro Day 3_Student Name."

Step 2: Drag a Template onto your Practice Page
» Click on the Designs Tab on the left side of your screen.
» Click on the drop-down bar at the top of the tab (just below "Search Designs.")
» Select the Themes folder.
» Select the Living It Up folder.
» Select the Student Life category.
» Drag-and-drop the first template in the category, labeled "009012," onto your spread.
» A separate dialogue box will appear asking, "Do you want to retain existing content in the new template?" Click no.
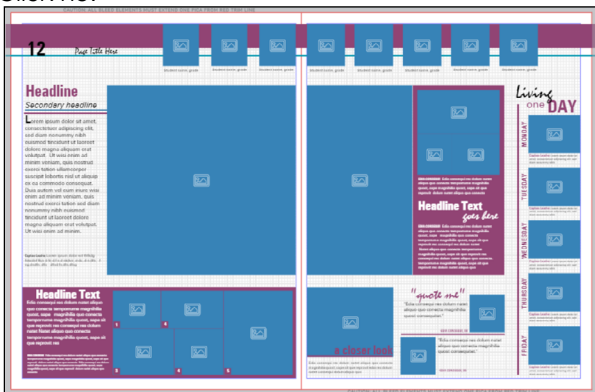
Step 3: Change Color of Shapes
» Click on the purple bar across the top of the spread.
» In the Contextual Toolbar, click on the Color Palette on the top-left side. Fill the box with a new color of your choosing. Do not use a color that is currently Used on Page.
» Change the color purple in two additional places on the spread to a different color. You will now have three shapes on the spread that are not purple.

Step 4: Change Color of Lines
» Click on the turquoise line across the top of the spread.
» Go back to the Contextual Toolbar to change the color of the stroke to a color of your choosing. Do not choose a color that is currently Used on Page.
» Click on the purple line on the right side of the spread.
» Change the color of the stroke to a color of your choosing. Do not choose a color that is Used on Page.

» You will now have two lines on the spread that are not their original color.
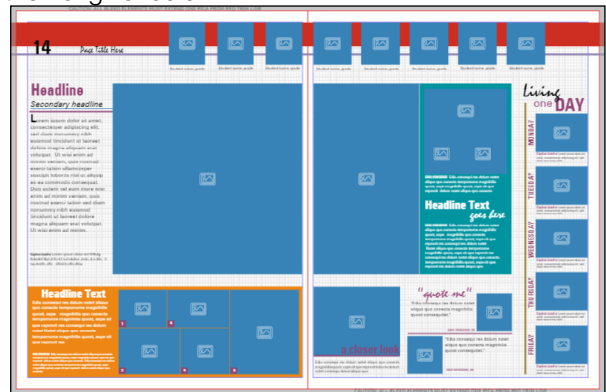

Step 5: Replace Headline with Your Name
» Click inside the text box on the left side of the spread that says "Headline" and highlight the words inside it.
» Type your first and last name. Your name should have replaced the word "headline."
» If you see a Red X appear across your text box, click here to learn more about how to fix it.
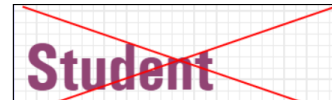
» If you need to move the subheadline and feature story to fit your name, you may do so.
» Change the existing font (AYT Urbano Bold Condensed) to a new font. You may leave the existing color or replace it.

Step 6: Replace Module with New Content
» Select multiple elements by clicking on the white background outside the edge of the spread and dragging so that a transparent blue rectangle covers the module on the bottom-left of the spread. Anything that is partly under the transparent box will be selected when you release the mouse. This technique is called lassoing.
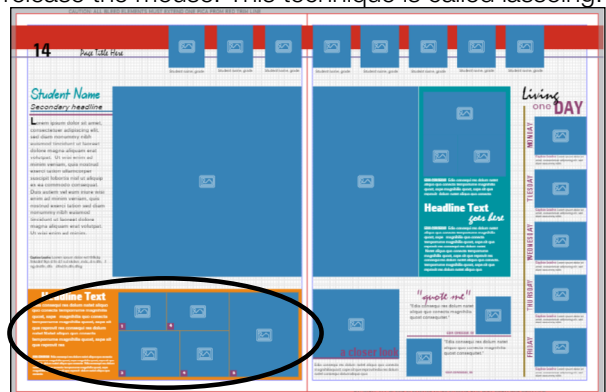
Day Three: Modify a Jostens Template (cont.)

Follow the steps below to access a pre-existing Jostens template and adjust according to the directions.

» When you release your mouse you will have selected all of the elements on the bottom-left corner of the spread.

PRO TIP: If extra elements were accidentally lassoed, you can deselect them by holding down CTRL (Command for Mac users) and clicking on them.

» Click delete on your keyboard to remove the elements you selected by lassoing. If you accidentally deleted something that you meant to leave on the page, you can undo by clicking on the back arrow in the Top Menu.

» To replace this area with a new content module, click on the Designs tab on the left side of your screen.

» Click on the drop-down bar at the top of the tab (just below "Search Designs.")

» Select the Click-N-Go! folder.

» Select the Photo Pres folder.

» Drag-and-drop "Photo Pres 32" into the area you deleted.

Step 7: Adjust and Ungroup Click-N-Go!

» Click on and drag the edge of the Click-N-Go! box so it measures the width of your page and takes up roughly the same amount of space as the original module.

» You will notice that the Click-N-Go! is grouped so that all the elements move together. To edit the Image Frames in the box, you will need to ungroup them.

» To ungroup, make sure the Click-N-Go! is selected, and click on the Ungroup button on right-hand end of the Contextual Toolbar.

» This will separate the elements in order for you to edit the Image Frames.

Group   Ungroup

»

Step 8: Change Color of Image Frame Stroke

» Using the lasso technique you learned in Step 6, hold down your mouse to drag over the Image Frames in the bottom-left module you just ungrouped.

» From the Contextual Toolbar on the top-left of your screen, click on the Color Palette to change the color of the stroke to the same color as the top bar. You will notice that the color is in the row of Used on Page colors at the top of the color palette.
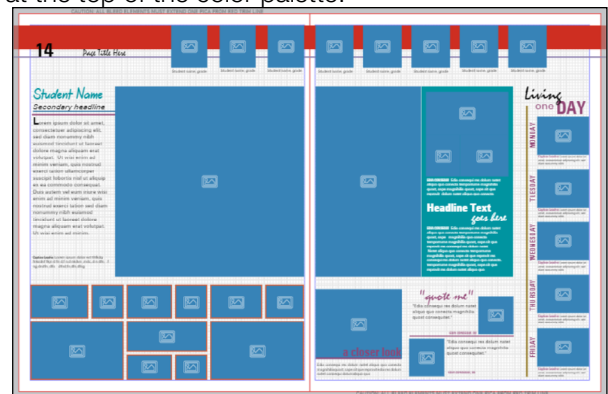
Step 9: Save, Create PDF and Submit

» Click on the Save icon on the Top Menu.

» To create a PDF, click on the Print Icon in the Top Menu.

» Save the PDF as "Layout Pro Day 3_Student Name" and submit per your yearbook adviser's instructions.
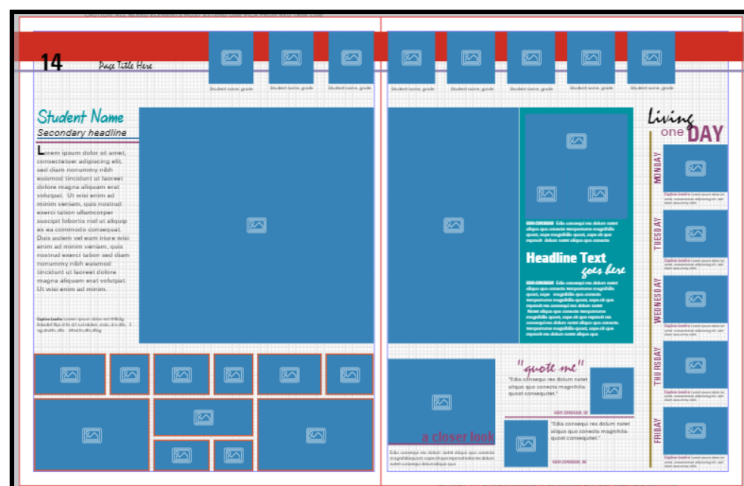
Your spread should look like this.

By the end of Day Three you should have:

» Fulfilled the requirements from Days One and Two.

» Created a Practice Page that looks exactly like the design pictured to the left.

» Submitted your page PDF to your yearbook adviser per their instructions.

14-0615

Day Four: Replicating A Spread

Day Four of the assignment will require you to replicate a spread so that it looks identical to the one below. Pay careful attention to spacing, font size and effects (like drop shadows).

Step 1: Create a <u>New</u> Practice Page
» Go to Layout Pro, (Create > Layout Pro).
» Under File, select New Practice Page.
» Enter a name for your practice page - "Layout Pro Day 4_Student Name."

Step 2: Replicate the Spread Below
» Using the tools you learned on Days One through Three, you should now have what it takes to duplicate a spread design.
» You may find it easier to measure and space elements by turning the grid lines on.

» Recreate the yearbook spread design below exactly as you see it, including the size and shape of elements and spacing between them.
» Use any colors and fonts you want. Do not add photos to the Image Frames yet.

Step 3: Save, Create PDF and Submit
» Click on the Save icon on the Top Menu.
» To create a PDF, click on the Print Icon in the Top Menu.
» Save the PDF as "Layout Pro Day 4_Student Name" and submit per your yearbook adviser's instructions.
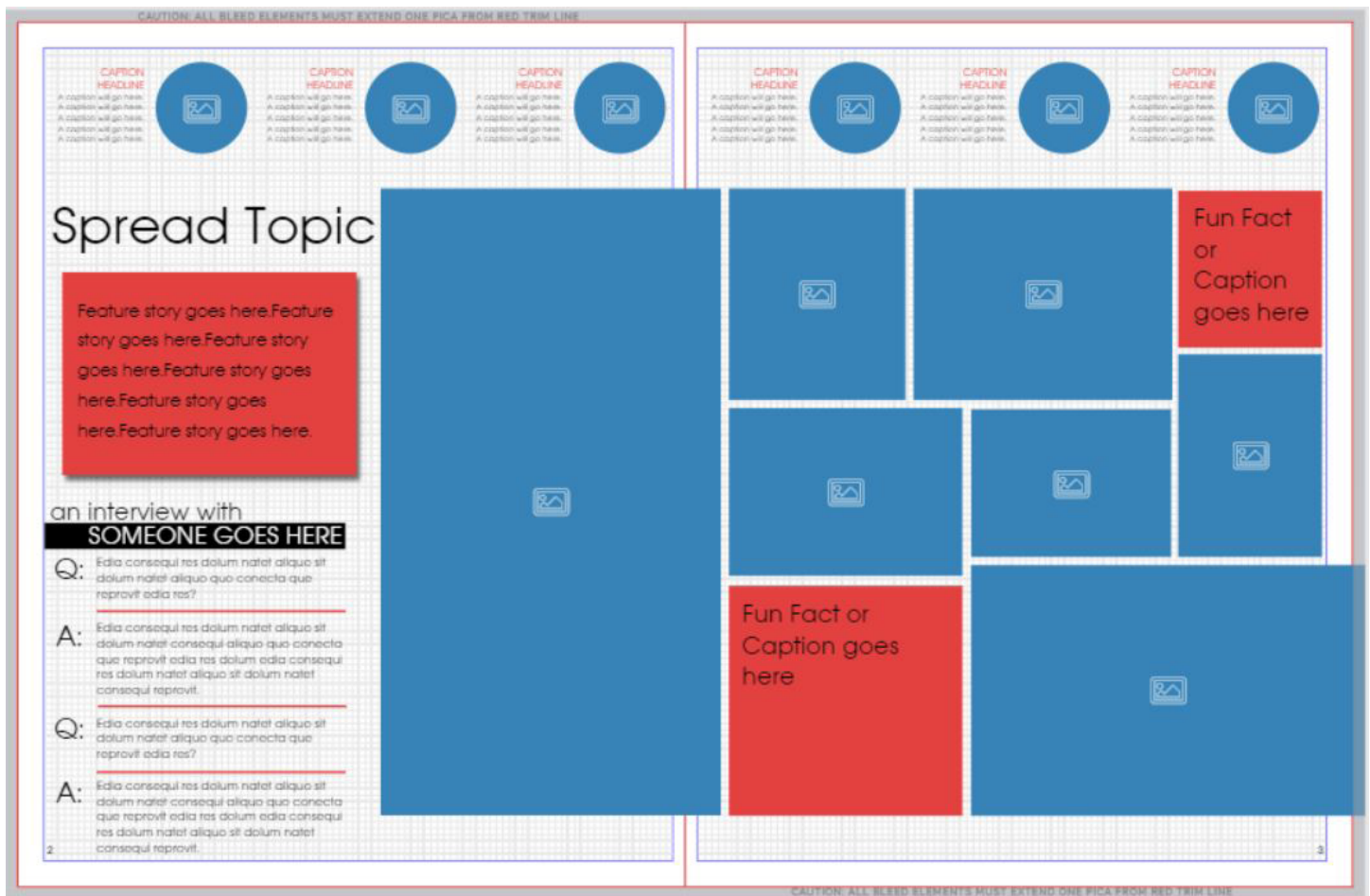
Your spread should look like this.

By the end of Day Four you should have:
» Fulfilled the requirements from Days One through Three.
» Created a <u>new</u> practice page that looks identical to the design pictured above named "Layout Pro Day 4_Student Name."
» Submitted your page PDF to your yearbook adviser per their instructions.

Day Five: Fill In Your Spread from Day Four

Using the photos you uploaded to your folder on Day Two, you will continue to work on your spread from Day Four, following the instructions below.

Step 1: Return to your Practice Page from Day Four

» To access your Practice Page, go to Layout Pro (Create > Layout Pro).
» Click on the Designs Tab on the left side of your screen.
» Click on the drop-down bar at the top of the tab (just below "Search Designs".)
» Select the Custom folder. Select the Practice Pages folder.
» Scroll to your Practice Page. Click the small "i" icon to edit.

Step 2: Fill In Your Design with Photos/Text

» Following the instructions in the yellow boxes of the spread below, fill in and complete your spread.
» You may create your spread about any school-appropriate topic you would like.
» Each Image Frame must include a photo. You may upload more photos if you want to use different ones than were uploaded previously.
» Do not include the yellow boxes on your final layout.

Step 3: Save, Create PDF and Submit

» Click on the Save icon on the Top Menu.
» To create a PDF, click on the Print Icon in the Top Menu.
» Save the PDF as "Layout Pro Day 5_Student Name" and submit per your yearbook adviser's instructions.
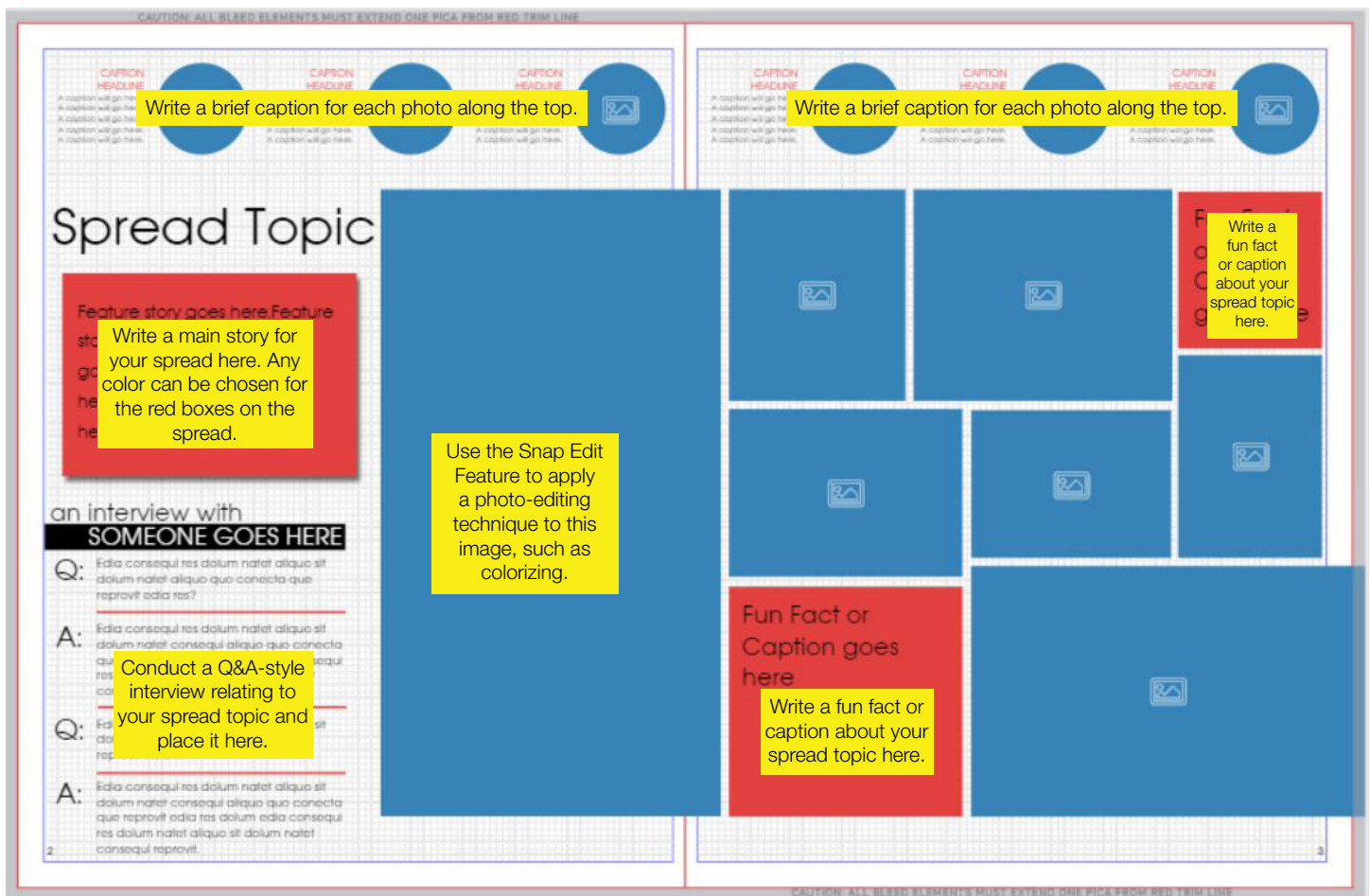
By the end of Day Five you should have:

» Fulfilled the requirements from Days One through Four.
» Created a new practice page that looks identical to the design pictured above named "Layout Pro Day 5_Student Name."
» Submitted your page PDF to your yearbook adviser per their instructions.

5 Days of Layout Pro℠: Rubric

On-Time Submission and Completion of Content: 60 Points (5 points each)

_____ Day 1: The page was submitted no later than the day/time indicated as the deadline.

_____ Day 1: Sub-folder created in the Image Library with student's first and last name.

_____ Day 1: One point each: The spread includes nine Image Frames, a headline of the student's name, a subheadline, a gray box and a placeholder caption for every photo.

_____ Day 2: No less than 12 school-appropriate images were uploaded to the folder.

_____ Day 2: The page was submitted no later than the day/time indicated as the deadline.

_____ Day 2: One point each: The spread includes a photo in every Image Frame, a colored rectangle behind the headline, drop shadows on the circle Image Frames, a filter on the dominant photo and a line under the headline.

_____ Day 3: The page was submitted no later than the day/time indicated as the deadline.

_____ Day 3: One point each: The spread includes at least two different colors, all of the content originally on the template except the module that was in the lower-left corner, a new module in the lower-left corner, a colored outline around the Image Frames in the new module, and at least font that did not come on template.

_____ Day 4: The page was submitted no later than the day/time indicated as the deadline.

_____ Day 4: One point each: The student has replicated the following exactly as it looks on the assignment: Image Frames the same size and shape, headline in the same position, captions for each image, colored boxes, and Q&A section.

_____ Day 5: The page was submitted no later than the day/time indicated as the deadline.

_____ Day 5: One point each: The spread includes a personalized caption for each circle photo, fun facts in two of the boxes, a complete Q&A section based on an interview, a story, and a dominant photo that has had filters applied.

Day Five Spread - Correct Formatting and Design: 40 Points (5 points each)

_____ The spread contains the correct number of photos and replicates the sample design closely.

_____ The fonts were correct and in the correct size.

_____ The headline was placed in the correct location, including size and font.

_____ The photos were placed on the spread and cropped appropriately.

_____ There was a caption written, where provided, for each photo on the spread.

_____ The Q&A-style interview was thorough and presented open-ended questions.

_____ All writing was spell-checked and presented correct grammar.

_____ The color choices were appealing.

_____/100   Total Score _____