## START RIGHT

# Learning Layout Pro℠

## OBJECTIVES

**Note:** This lesson is for classrooms in which spreads are designed using Layout Pro.

## STEP 1 | PRACTICE (40+ MINUTES)

Students will learn the Layout Pro tools by completing the Basic Layout Pro Tutorial.

During the tutorial, students will demonstrate the use of Layout Pro by recreating a layout. The recreation should look identical to the layout shown in the tutorial other than the colors, fonts and photos chosen. This work serves as the exit ticket for the day.

## 21ST CENTURY SKILLS

In this lesson, students work with technology, learning tools that will be used to communicate ideas and stories in the yearbook.

## COMMON CORE STATE STANDARDS

**ELA-Literacy.L.9-12.4, CCRA.L.4**
Determine or clarify meaning of unknown words.

**ELA-Literacy.L.9-12.6, CCRA.L.6**
Acquire and use domain-specific words.

**ELA-Literacy.W.9-12.6, CCRA.W.6**
Use technology to produce and publish shared writing products.

**ELA-Literacy.W.9-12.7, CCRA.W.7**
Conduct short research projects to answer a question or solve a problem.

## ISTE STANDARDS

**5B:** Exhibit a positive attitude toward using technology that supports collaboration and productivity.

**5C:** Demonstrate personal responsibility for lifelong learning.

**5D:** Exhibit leadership for digital citizenship.

**6A:** Understand and use technology systems.

**6B:** Select and use applications effectively and productively.

# Basic Layout Pro Tutorial

## Getting to your pages:

» After logging on to YearbookAvenue.com, go to Layout Pro, (Create>Layout Pro).

» Select the Pages Tab on the left-hand side of Layout Pro and scroll down to find your page(s).

» Click on the page thumbnail to open it.

» Toggle grid lines on/off by selecting the grid button at the bottom right-hand corner of the screen, or at the top, under the View Menu, select Hide Grid Lines. It is personal preference if you want them on or off.



## Adding and Working With a Photo

» Click on the Art Tab on the left-hand side of Layout Pro.

» Click on "Image Frame" and select and drag the square image frame onto the page.
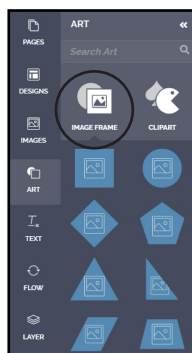




Your page should look like this.

## Moving Elements:

» When an element is selected, it will be outlined in blue.

» Click on and drag the image frame that you placed on your page.

» Now, with the image still selected, nudge it with the arrow keys on your keyboard.
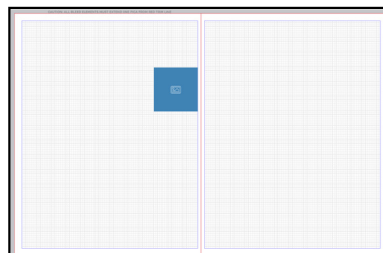


Your page should look like this.

## Copying and Pasting

» Notice when the image frame is selected the Contextual Toolbar will appear at the top of the page to offer different formatting options for images. These formatting options will be different if a text box is selected.
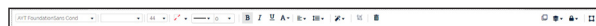


» Making sure the image frame is selected, click on the Duplicate button on the right-hand side of the Contextual Toolbar. This is one way to copy/paste.



» You should have two identical image frames now.

» Click and drag the second image frame next to 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 tops of the boxes by clicking the Arrange button in the Contextual Toolbar and selecting "Align Top."



» 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, align the tops of these two frames using the same technique used on the first two.
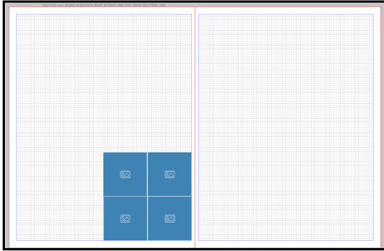


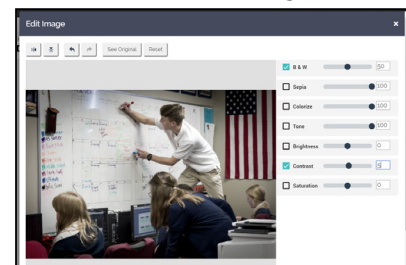Your page should look like this.

## Formatting

» Click on the white background so that nothing is selected and then click on the top left image frame.

» Select one of the small squares on the edges of it. The ones in the corners change the height and width at the same time. The squares on the top and the bottom allow you to make the box taller or shorter. The ones on each side allow you to make it wider or more narrow.

» Change the size and shape of the image frame you selected to make it a dominant photo.

» With an image frame selected, using the Stroke Tool in the Contextual Toolbar, give the photo box a 1pt black outline.

» Click on the Images Tab on the left-hand side of Layout Pro.

» In the Image Menu, select a folder from the drop down menu to which you would like to upload a photo. For example, a folder could be named, "Academics."

» When you select a folder that contains images, they will show within the menu.
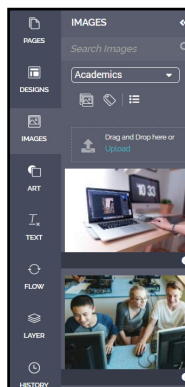


» Click on "Upload" or drag and drop an image where it says "Drag and Drop here" to add the photo to that folder. You will want to upload at least four images for this tutorial.

» Click on and drag an image into one of the photo boxes.

» One of the great things about Layout Pro is that it won't allow a photo to be placed in an image frame if the resolution is not large enough to 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.

» Double click on the photo in the image frame or use the crop button in the Contextual Toolbar at the top of Layout Pro to crop the photo.

» 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.

» With the image still selected, open Snap Edit from the Contextual Toolbar.



» 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.
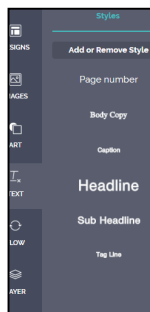
» Save by clicking the save icon in the Top Menu.
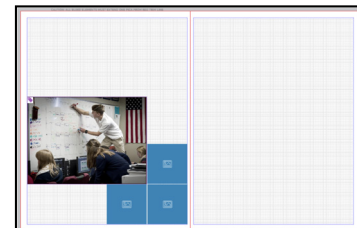


Your page should look like this.

# Basic Layout Pro Tutorial (cont.)

## Adding and Working with a Text Box
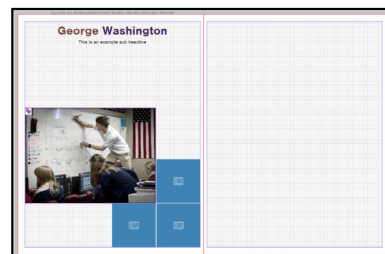
» Click the Text Tab on the left-hand side of Layout Pro.



» Click and drag the Headline style onto the page. Note: Your adviser can add more styles (Plan>Styles).
» Notice when the text box is selected the Contextual Toolbar will appear at the top of the page to offer different formatting options for text.
» Styles help make your yearbook consistent, but it is possible to change the way copy looks using the Contextual Toolbar.
» Drag the text box to the top of the page where a headline typically sits.
» Using the same technique as you did for the photo box, change the size of the text box so it is headline-sized.
» Click inside the text box and drag to select the words inside it.
» Type your first and last name. The pre-populated phrase should have disappeared and should be replaced with your name.
» Center your headline by using the Align tool in the Contextual Toolbar.
» Click on an empty space on your page so that nothing is selected. Now go back and highlight your first name.
» Select a color from the Color Palette in the Contextual Toolbar.
» Select your last name and make it a different color.
» Click and drag a Sub Headline text style onto the page and place it underneath your name. This will be your sub headline.
» Center your Sub Headline by using the align tool in the Contextual Toolbar.
» In the second text box, type "This is an examle sub headline." Dynamic spell check will notice that the word "example" is spelled incorrectly and it will underline it in red.
» To correct this, click the "ABC" button in the Top Menu.

This will open spell check where you can change the word "examle" to "example."



» Change the font of your sub headline by clicking the font drop-down in the Contextual Toolbar and selecting a new font.
» Increase the size of your sub headline to 20pt by using the font size drop-down in the Contextual Toolbar.



Your page should look like this.

## Adding and Working with Graphics

» Click on the Art Tab on the left-hand side of Layout Pro and select Shapes.
» Drag a square onto the page.
» Once again, you probably noticed that you have many options for box shapes. Note the line shape, which is at the bottom of the column of shapes.
» A gray box should have appeared on your page.
» In the Contextual Toolbar, select the drop-down next to Stroke and give the box a 3pt stroke, or outline.
» With the box still selected, click on the Color Palette to the left of the Stroke drop down.
» Notice that the colors currently used on the page are in a row near the top of the palette.
» Fill the box with a color you have not used.
» In the drop-down, above the colors, click on the outline option to change the color for the stroke.
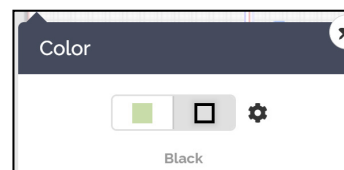


» Select a color you _have_ already used on the page for the stroke of the box.

# Basic Layout Pro Tutorial (cont.)

» Click on and drag the box 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, use Arrange in the Contextual Toolbar to send the rectangle to back so that you can see your headline.
» Lastly, go to the Shapes option under the Art Tab on the left-hand side of Layout Pro.
» 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 so it is the width of your page.
» Save your page by clicking the save icon in the Top Menu.
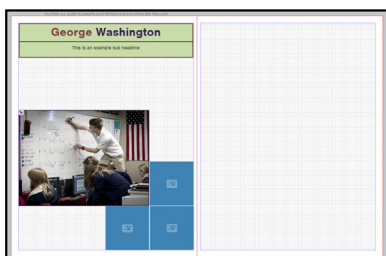


Your page should look like this.

## Restoring Previous Versions
» Open the History tab on the left-hand side of Layout Pro.
» Filter your previously saved version of the page by date.
» Under "Today" you should see the latest version of this page along with the version you saved earlier in the training.
» To restore the earlier version, you would drag it onto the spread. You do not need to do this right now.

## Comment Panel
» Click the top button in the bottom right-hand corner of Layout Pro to open the comments panel.



Comments/Preflight Panel

Show/Hide Pasteboard

Show/Hide Grid Lines
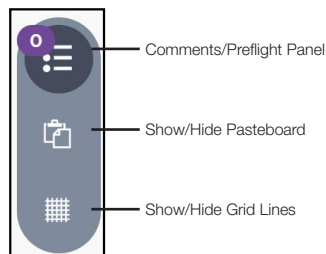
» Add a comment, "Please be sure at least 15 students are on this page."

» You will notice once you add the comment, a chat icon will show on the page where you left that comment.
» Show that the task is done by clicking on the chat bubble and selecting, "Resolve this issue."

## Preflight Panel
» Click the top button in the bottom right-hand corner of Layout Pro to open the Comments and Preflight Panel.
» Click the triangle at the top of this panel to open the Preflight Panel.



» A yellow triangle will appear next to anything that needs to be fixed before you can submit the page.
» Fix the errors that occurred while making this spread. Common errors for this spread could be elements not within the margins or unfilled image frames.
» Click the refresh button in the Preflight Panel to see if the errors have been resolved.

## Saving and Printing
» To save a practice page, go to File>Save as Practice Page. Today, save this page with your name.
» In the future, you will be able to get to this page by going to the Designs Tab and selecting Practice Pages from the drop down menu at the top of the tab.
» When creating a spread for your yearbook, as opposed to a practice page, click on the Save icon on the Top Menu.
» Print using the print icon in the Top Menu.
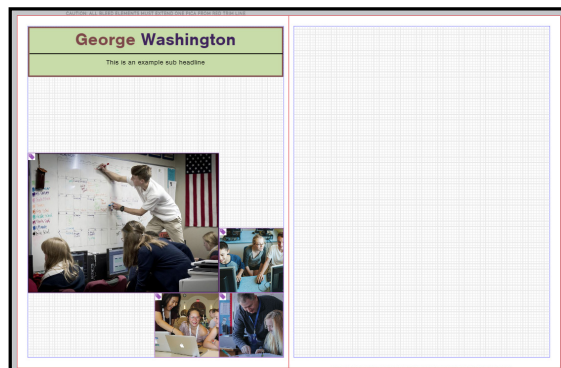


Your page should look like this.

**Hooray! While this is not a complete spread, you have successfully learned how to use most of the tools you'll need to make your yearbook pages.**

# Basic Layout Pro Tutorial (cont.)

## YOUR TURN

Using tools you just learned you should now have what it takes to make a full yearbook spread. Following the instructions in the yellow boxes of the spread below, recreate the layout exactly as you see it, including the size and shape of elements and spacing between them.

There are a couple exceptions: Use any colors and fonts you want. Upload your own photos to use in the photo boxes. Do not include the yellow boxes on your final layout.

CAUTION: ALL BLEED ELEMENTS MUST EXTEND ONE PICA FROM RED TRIM LINE

Drag an image into your headline

# All About Me

**ME: A TOP 5 LIST**

1.

Make a Top Five List for yourself about things you find most important for happiness in your life.

2.

3.

Add photos of your top three wants/needs.

4.

5.

THE BEST THING TO HAPPEN TO ME THIS YEAR

**MY FAVORITE PERSON, POSSESSION AND PLACE**

Make this photo black and white.

Colorize this photo.

Make this photo sepia.

MY FAVORITE PERSON

MY FAVORITE THING

MY FAVORITE PLACE

Write short caption about your favorite person here.

Write short caption about your favorite possession here.

Write short caption about your favorite place here.

**A DAY IN THE LIFE**

| 6 AM | 10 AM | LUNCH | 3 PM | EVENING | 9 PM |

These photo boxes should include photos that show an average day in your life, captured at the times above.

HINT: The Align and Distribute tools located in the Contextual Toolbar are helpful in getting these photos lined up and equally spaced.

BRIEF DESCRIPTION OF PHOTO

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BRIEF DESCRIPTION OF PHOTO

BRIEF DESCRIPTION OF PHOTO

BRIEF DESCRIPTION OF PHOTO

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CAUTION: ALL BLEED ELEMENTS MUST EXTEND ONE PICA FROM RED TRIM LINE