

ONLINE DESIGN

Basic Tips and Tricks

This document provides step-by-step instructions on how to use Online Design's tools to create fun designs.

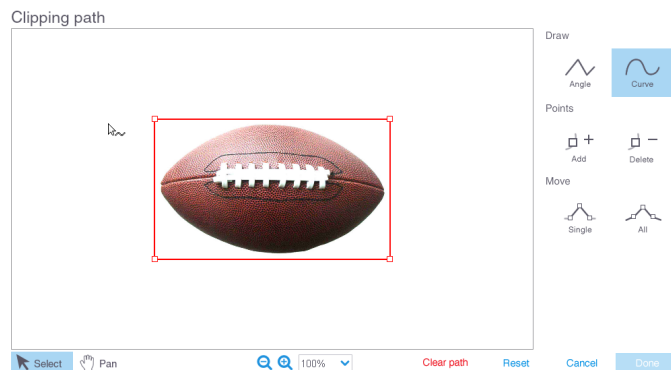
NOTE: It is highly recommended to **save often**, and **proof** and **review** the pages before submitting to ensure your designs appear as expected. When using transparency with colors, be aware that the colors can drastically change and the final result may not appear as seen on the computer screen.

Cut-outs

Tools used: Clipping Path, Shadow

Note: When using the Clipping Path tool within Online Design, keep the number of points at a minimum, which helps pages load faster.

1. Place a photo on the page.
2. Right-click or go to the **Photo** palette (right side of screen) and choose **Clipping Path**.



Select - Used to select the Clipping Path tools and/or points created around the image

Pan - Used to move the image into the viewing area when zoomed in or out

Zoom In or Zoom Out

Clear path - Used to clear the path either before beginning or to quickly remove a previous path

Cancel - Used to close the Clipping Path windows and remove all changes

Done - Used to complete and save all edits.

Angle - Used to create angled / straight corners

Curve - Used to create curved / rounded corners

Add - Used to add more points to a path

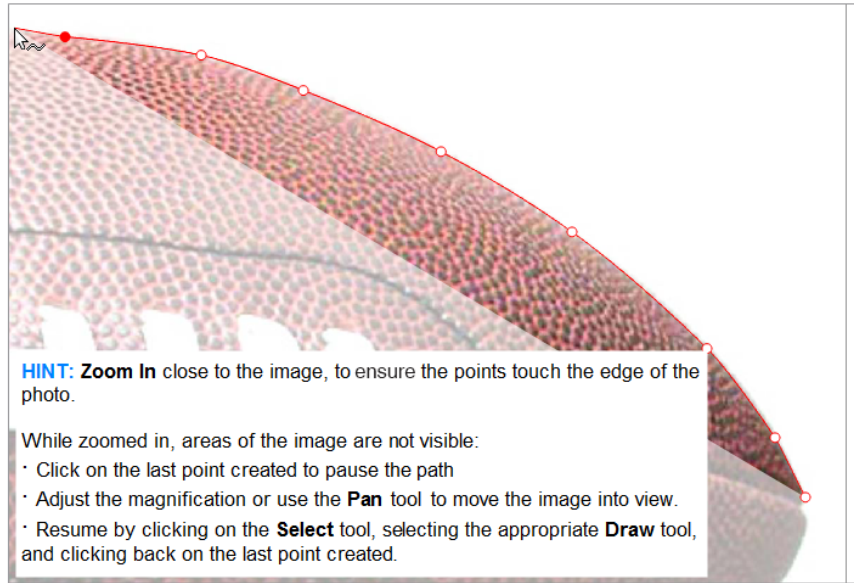
Delete - Used to delete / remove points around a path

Single - Used to move a single (one) point at a time

All - Used to move a point and its neighboring points together

3. Click on **Clear path** and select either the **Angle** or **Curve Draw tool** to begin a custom path around the subject in the photo.

Clipping path



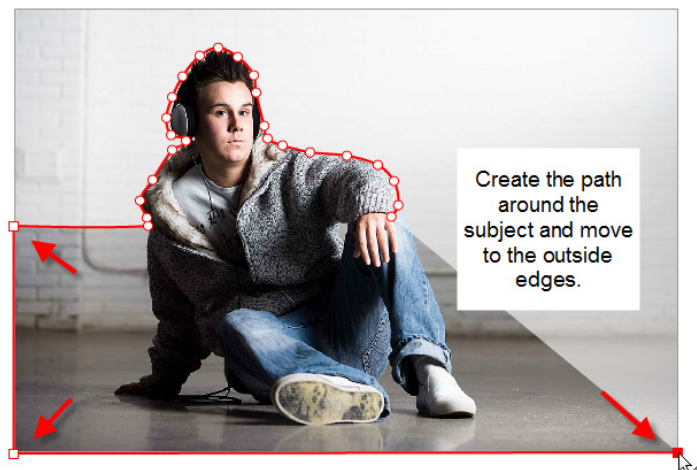
4. Make any necessary adjustments using the **Add** or **Delete** Points tools or the **Move** tools.
5. Click **Done** once all edits are complete to save the changes.
6. (Optional) Add a **Drop Shadow** effect to the cut-out photo.

Photo Pop-out

Tools used: Clipping Path



1. Place a photo on the page from the **Photo Tray**.
2. To select the photo, right-click or go to the **Photo** palette (right side of screen) and choose **Clipping Path**.
3. Click on **Clear path** and select either the **Angle** or **Curve Draw tool** to begin a custom path around the subject in the photo. Be sure to move to the outside edges of the photo to maintain the part of the photo that will remain as the background.



4. Make any necessary adjustments using the **Add** or **Delete Points** tools or the **Move** tools.
5. Click **Done** once all edits are complete to save the changes.

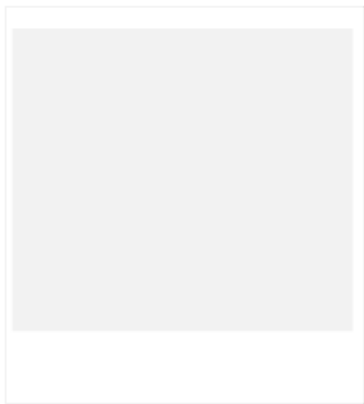
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Polaroids

Tools used: Shape, Border, Shadow, Rotate, Text



1. Using the **Shape** tool, click on **Rectangle**.
2. Under the **Object** palette:
 - Change the **Width** to 19p (3.1667in) and the **Height** to 21p (3.5000in).
 - Change the **Fill** color to White.
 - Change the **Border** color to Gray 1.
 - From the **Object palette**, select a 0.25 **Border**.
 - Click the Effects palette, click **Shadow**.
 - Change the **Offset** to 2, **Opacity** to 50%, **Angle** to 20.
3. Go back to the **Shape** tool and click the **Rectangle**.
4. Under the **Object** palette:
 - Change the **Width** to 18p (3.0000in) and the **Height** to 16p (2.6667in)
 - Change the **Fill** color to Gray and the **Border** to None.
5. Use the Selection tool to drag the second box on top of the first, leave an equal amount of white space on the left, top and right sides. There should be a large white area below the gray box.



6. Place a photo in the gray box. Double-click the photo to open the cropping window and make any necessary adjustments.

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7. Select the Text tool (use Handwriting or Sleepwalker font for the appearance of hand-written text) and type a brief caption.
8. Drag the text box over the large white area under the photo, and center it under the photo. (For added effect, rotate the text box slightly.)



Optional

1. Select all parts of the Polaroid.
2. Go to the **Object** menu and select **Group**.
3. Use **Edit > Copy**, **Edit > Paste** to add more Polaroids to the page.
4. Go to the **Object** menu, choose **Ungroup** for each new Polaroid to add different photos. After adding the photos for each Polaroid, Group all elements.
5. Go to the Object palette and add a Rotation for each Polaroid.
6. Move the Polaroids on top of each other and use the Arrange options under the Layout palette to arrange them as desired.

Ghosted Photos / Backgrounds

Tools used: Transparency



1. Start by either adding a shape to the page using the **Shape** tool and dragging a photo to it from the **Photo Tray**, or simply drag a photo from the **Photo Tray** and resize it on the spread.
2. With the photo still selected, click on the **Effects** palette and change the **Transparency** to 50%.
Note: If using a photo as a background, keep it in place by selecting the photo, go to the **Object** menu, and choose **Lock Selected**.

Optional

- Add text over a ghosted image or background using the **Text** tool.
- For the example, the text was **Converted to a Shape** using the Object menu.
- F0820 was applied as the **Fill** color, and a 2 pt. White border was also applied.

Optional

- Select the photo, go to **Edit > Copy**, and then **Edit > Paste in Place**.
- Leave the photo on top of the ghosted box, change the **Transparency** back to 0%, and resize the shape to show a small area of the photo.
- **For the example**, the **Rounding** option under the **Effects** palette was used to change the rectangle to a rounded corner box; the percentage was changed to 100%.
- Using the **Selection** tool, the box was resized until it resembled a circle, and then a **Shadow** was applied with:
 - **Offset** = 3
 - **Opacity** = 70%
 - **Angle** = 45°
- A 6 pt. white **Border** was also applied to the circle.

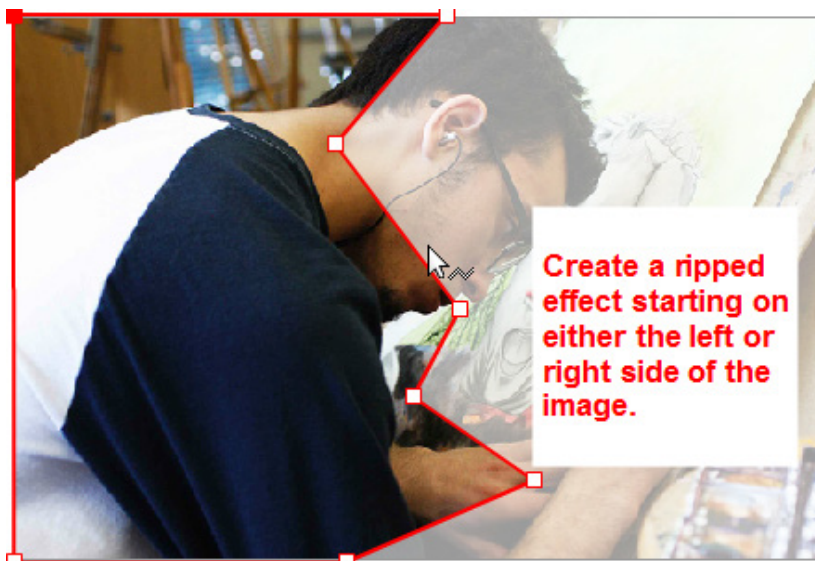


Torn Photo

Tools used: Clipping Path, Shadow



1. Drag a photo from the Photo Tray and resize it on the spread.
2. Right-click the photo or go to the **Photo** palette (right side of screen) and choose **Clipping Path**.
3. Click on **Clear path**, and select the **Angle Draw** tool.
4. Starting in either the left or right corner of the image, create the first side for the ripped image.



5. Click **Done** to complete the path.
6. Select the first half of the image with the Selection tool, and go to **Edit > Copy**, and then **Edit > Paste in Place**.
7. Select the second half of the image with the **Selection** tool.

8. Right-click on the photo or go to the **Photo** palette (right side of screen) and choose **Clipping Path**.
9. Select the **Single Move** tool and move the points in the corners to the opposite corners of the photo; this quickly creates the second-half of the ripped photo.



10. After moving the two points, click **Done** to save the path.
11. Use the Selection tool to move the second-half of the image beside the first-half.
12. Select one side of the ripped image, click on the **Object** palette and apply a **Rotation** (for the example, a rotation of 10° was applied.)

Optional

- Select both sides of the ripped image. Click on the **Effects** palette and apply a **Shadow**.
- For the example, the left side of the ripped image has a **Shadow** of:
 - **Offset** = 2
 - **Opacity** = 50%
 - **Angle** = 0°
- The right side of the ripped image has a Shadow of:
 - **Offset** = 2
 - **Opacity** = 50%
 - **Angle** = 175°

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Photo in text

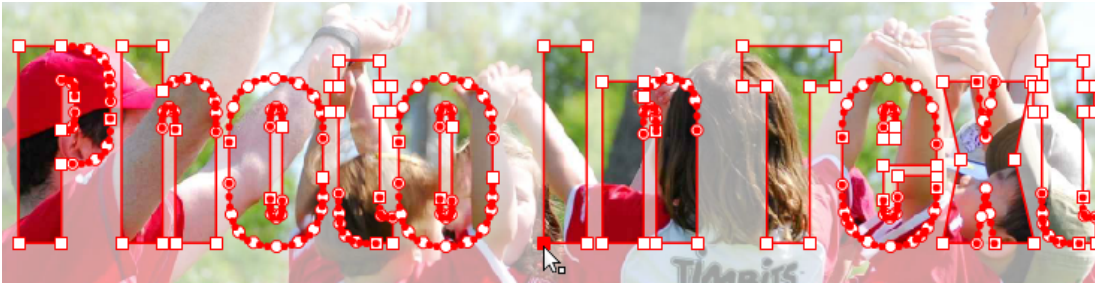
Tools used: Text tool, Convert Text to Shape



1. Select the Text tool and type the text that will contain a photo.
Note: The point size must be 24 points or larger and no more than 50 characters. It is also recommended to use fonts that are thicker in shape. Make a copy of the text and drag it to the Pasteboard in the instance that the text must be retyped. For the example, Impact was chosen.
2. After typing the text, go to **Object > Convert Text to Shape**.
3. Drag a photo from the Photo tray and place it in the text. Use Crop Photo to fill the text with the photo if needed.

Optional

1. Right-click the photo or go to the **Photo** palette (right side of screen) and choose **Clipping Path**.
2. Use the **Single Move** tool and adjust any of the points around the text.

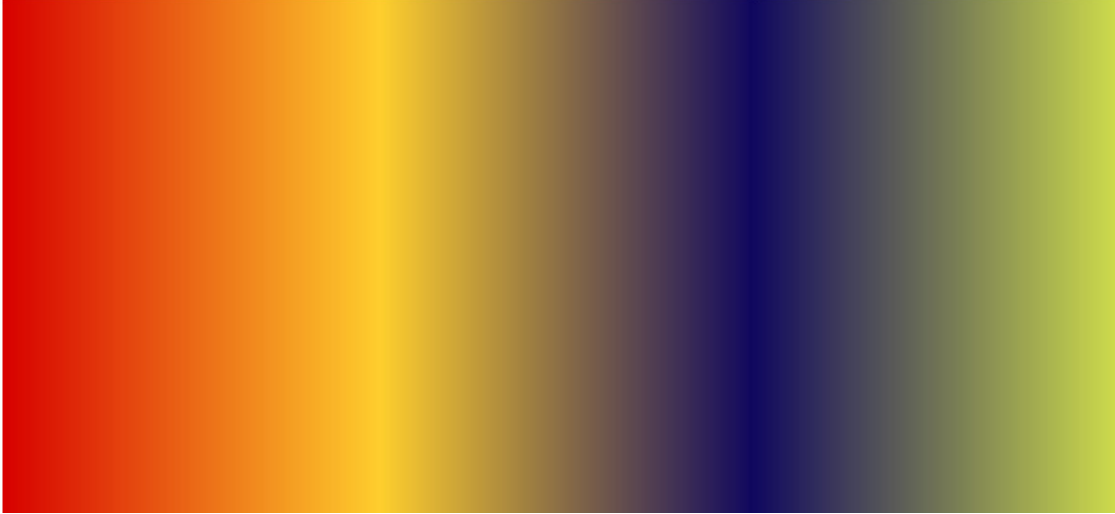


3. Click **Done** to save the changes.
4. Select the text, go to the **Effects** palette and apply a **Shadow** to finish the effect.

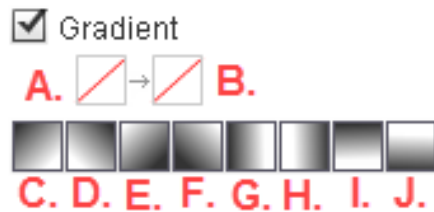


Multi-colored Gradient

Tools used: Shape, Gradient, Align and Distribute

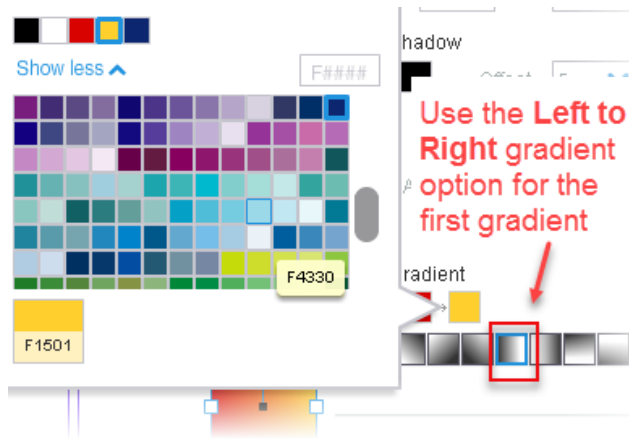


1. Add a rectangle to the page by going to the **Shape** tool and clicking the rectangle.
2. With rectangle selected, go to the **Effects** palette and choose **Gradient**.

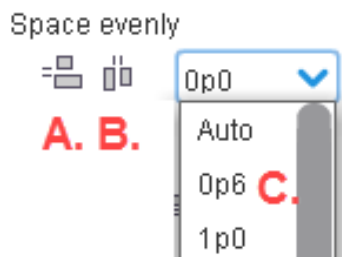


- A. 1st Fill color
- B. 2nd Fill color
- C. Gradient direction (top left to lower right)
- D. Gradient direction (top right to lower left)
- E. Gradient direction (lower right to top left)
- F. Gradient direction (lower left to top right)
- G. Gradient direction (left to right)
- H. Gradient direction (right to left)
- I. Gradient direction (top to bottom)
- J. Gradient direction (bottom to top)

3. For the first part of the gradient, choose the **Left to Right** gradient direction.
4. Use the left **Fill** color choice box and pick the first color of the gradient. Select the right **Fill** color choice box to pick the second color.



5. Select the gradient box, then go to **Edit > Copy** and then **Edit > Paste**.
6. Under the **Effects** palette, pick the **Right to Left** gradient direction.
7. Change the first Fill color choice to a new color; leave the second Fill color as is.
8. With the new gradient box selected, go to the **Edit > Copy** and then **Edit > Paste**.
9. Again, go to the **Effects** palette and pick the **Left to Right** gradient direction.
10. Leave the first Fill color as is; select the second Fill color and pick a new color choice.
11. Continue to copy, paste and swap the colors and gradient directions until the desired gradient is created.
12. Use the **Selection** tool and move each piece of the gradient, one beside the other.
13. Hold the **Shift** key and select all pieces of the gradient.
14. With all boxes selected, go to the **Layout** palette.
15. Under the **Align** option, choose **Align Top**.
16. Leave the boxes selected. Under the **Layout** palette, change the **Spacing Distribution Amount** under **Space evenly** to 0p0.



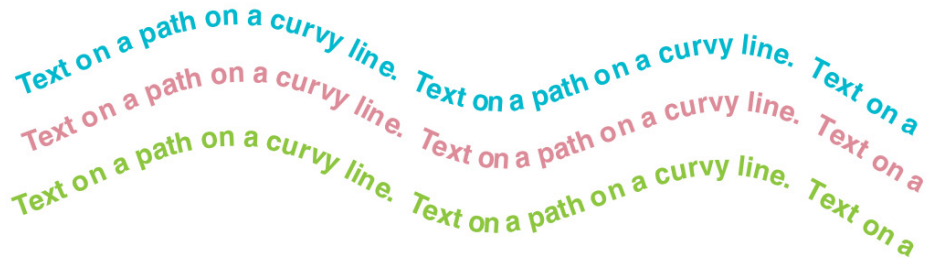
- A. Distribute evenly vertically
- B. Distribute evenly horizontally
- C. Spacing distribution amount

17. Click the **Distribute evenly horizontally** option to move the boxes into place.

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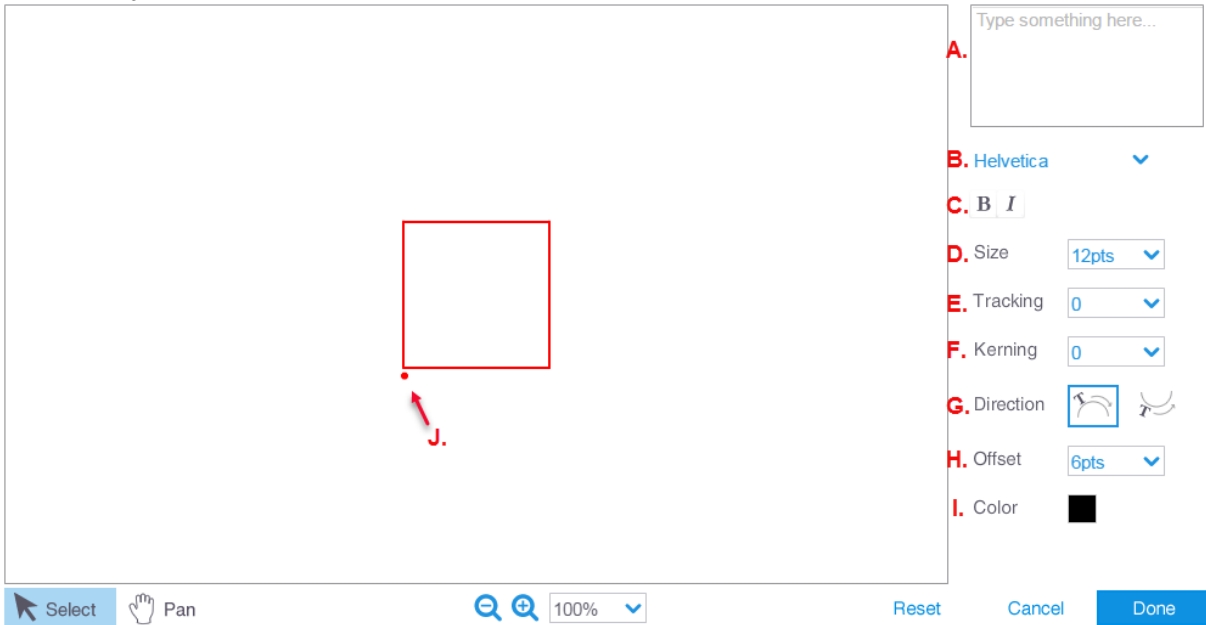
Text on a Path

Tools used: Shape or Draw tool, Text on a path



1. Select either the **Shape** tool or the **Draw** tool and add a shape to the page (the **Curve Draw** tool was used for the example above).
2. Right-click on the shape or go to the **Object** palette and choose **Text on a path**.
3. In the **Text on a path** window, type the text that will appear and apply the appropriate options.

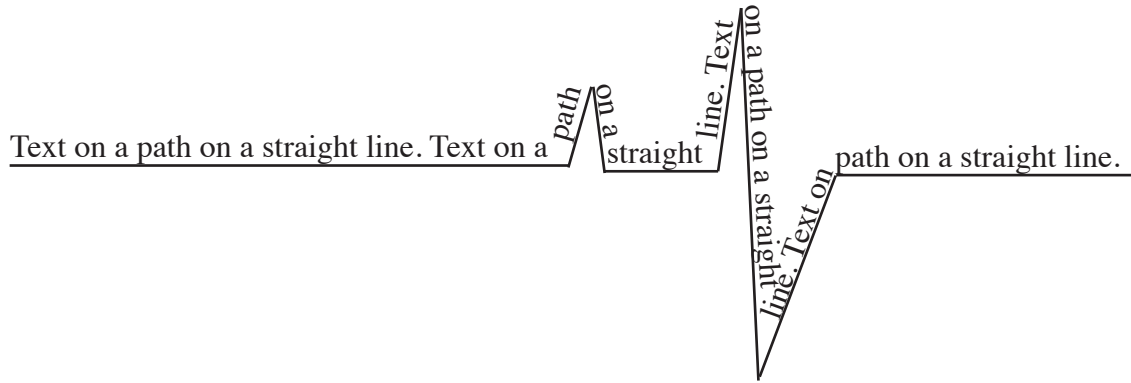
Text on a path



- A. Text box
- B. Font choices
- C. Text emphasis
- D. Font size
- E. Tracking
- F. Kerning
- G. Text Direction (Clockwise or Counter-clockwise)
- H. Text Offset (determines how close the text is to the path)
- I. Text color
- J. Indicates where the text begins on the path (can be moved by clicking and dragging)

4. Click **Done** to save the changes.

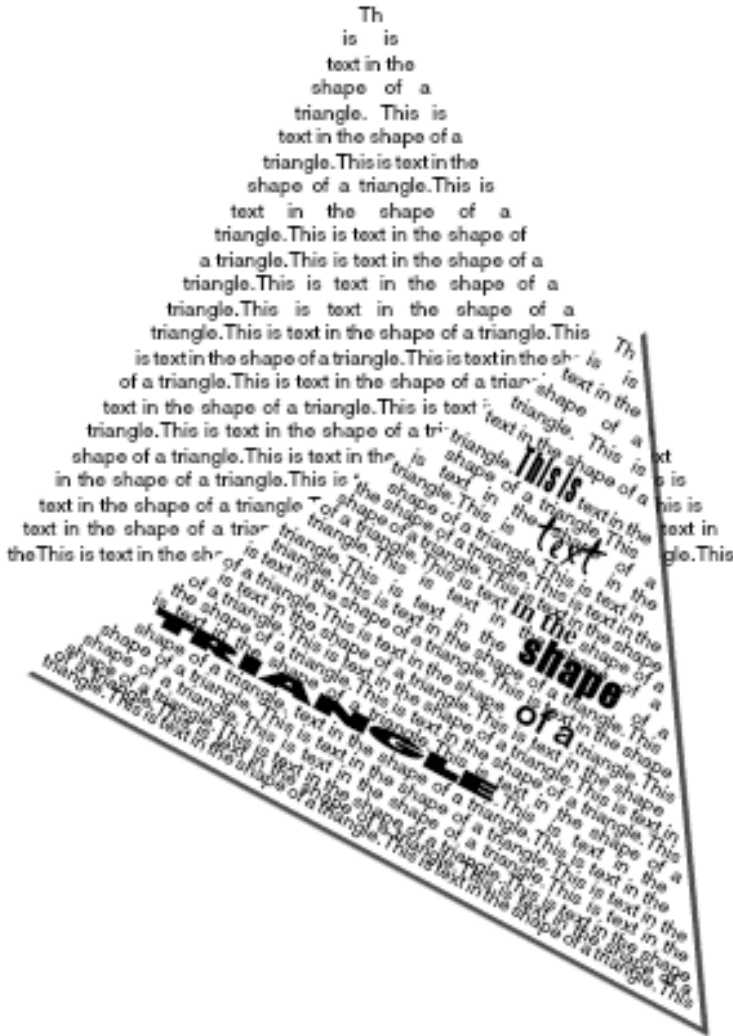
Note: Changes to the text will have to be done in the **Text on a path** window.



The path was created using the Angle Draw tool.

Text in a Shape

Tools used: Text tool, Shape or Draw tool



1. Select either the **Shape** tool or the **Draw** tool and add a shape to the page. For the example, a rectangle was added to the page. Then under the **Effects** palette, the **Sides** were changed to 3 to create a triangle.
2. With the shape on the page, select the **Text** tool. Click inside of the shape and begin typing the text.
3. Change the font, font size or justification to create the desired effect.

Word Art

Tools used: Text tool, Convert Text to Shape, Border, Shadow



1. Select the **Text** tool and type the first character for the text.
2. Go to the **Type** palette, and apply the appropriate font. For the example, Helvetica bold was used. The font size was changed to 24 pts. in order to convert the text to a shape.
3. Repeat this step for each character. To achieve the desired effect, each character must be typed separately.
4. Select each character with the Selection tool, and go to **Object > Convert Text to Shape**.
5. For each character:
 - Apply a **Fill** color.
 - Change the **Border** color to white.
 - Apply a 10 pt. **Border** under the **Object** palette.
 - Go to the **Effects** palette and apply a **Shadow** (leave the settings as is).
 - Use the **Selection** tool to resize the characters and to move them into the desired order.
 - Go to the **Layout** palette and use the **Arrange** options if desired.