





### **Using a Compound Path**

- 1. Draw an image window w/ the rectangle tool. This serves as one "pane of a window.
- 2. Draw additional windows, or copy (ctrl C), and the paste (ctrl V).
- 3. Select all of the boxes by holding down the Shift key as you click the panes.
- 4. Select Object-Compound Paths-Make

5. With the image window selected, tag the image using your control center. Then go to Image Placer and place an image in the window.

6. The image will show in all frames-select object-drop shadow/feather to change image.







#### Photo In Text

- 1. Type the text on the page and change to a large point size.
- 2. Select the type with the selection tool.
- 3. Go to type-create outlines.
- 4. Use the image tag button in the walsworth control center to tag the text.
- 5. Use the image placer to place the image into the text.
- 6. You can readjust the image by using the direct selection tool and moving or resizing the image.



#### **Polaroid Picture**

- 1. Place a photo (using image placer)
- 2. Open the stroke palette (window-stroke)
- 3. Select the photo and apply a 15 point white stroke

4. Go to object-drop shadow-and use the following options...mode: multiply, x offset: 0p3, y offset: 0p3, blur: 1p6, spread: 10. Click ok to the drop shadow options.

- 5. Grab the rotate tool and tilt the image to slight give it that thrown look.





### **Torn Photo**

1. Start with a placed image.

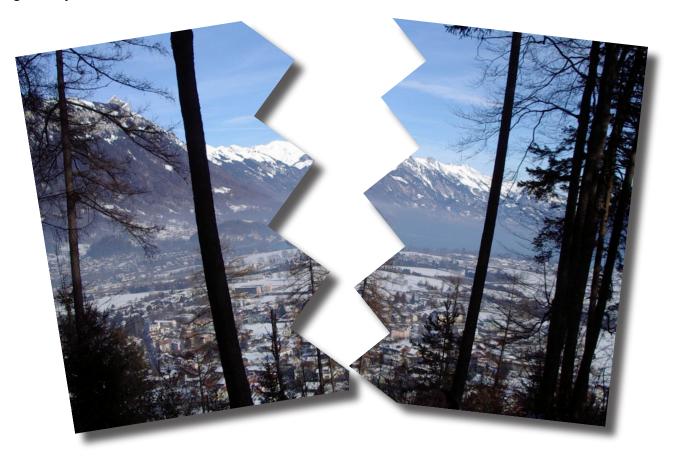
2. Create a path starting in the center of the bottom of the image and continue the path around the image until you reach the center of the top of the image and then continue down the path down the center of the image at a jagged angle.

- 3. Select the original image with the selection tool and then edit copy.
- 4. Select the path you created with the direct selection tool and the edit paste into.

5. Create a path in the same fashion on the other side of the image leaving a space in between the paths.

- 6. Select the original image with the selection tool and then edit cut
- 7. Select the path that is empty with the direct selection tool and then edit paste into.
- 8. Select the right side of the image with the selection tool and go to object drop shadow.

9. Apply the desired drop shadow to each side, then use the rotation tool to rotate the 2 sides of the images as you would like them.

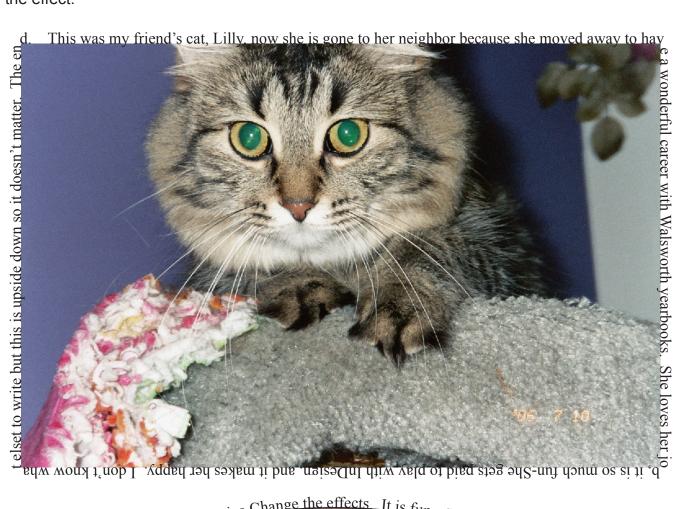




#### Type on a Path

1. Select the type on a path tool from the tool palette (in the same location as the text tool) and hold the type on a path tool on the object you are going to type around until you see a + sign.

2. To move the text around on the path place your text tool in front of the text and use the space bar. 3. You can also select the text with the selection tool-and go to type on a path-options and change the effect.





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### **Embossing Text over an Image**

- 1. Place an Image on your page
- 2. Type headline and place in on the image
- 3. Fill headline with paper
- 4. Apply Object--Drop Shadow w 100 % Opacity to headline

5. Select the transparency palette and change the setting from normal to multiply for the headline.



### **Clipping Path**

1. With the pen tool, click and release to outline the image to be cut out. Make sure to close the path on the point you started.

- 2. Use the selection tool and click on the original image outside of the path you created.
- 3. Use the direct selection tool and click on the path. Go to edit-paste into.

4. Click and select the original image outside the path, drag the frame from the top center handle, drag down to hide the top part of the photo, or delete the entire back photo to have the photo be by itself without a background.

5. Feather the image by going to Object-Feather, or Apply a drop shadow by going to Object Drop Shadow, and to make the edges rounded-select the image and go to Object-Corner effects-Rounded, to make the rough edges smooth. Add a stroke to have a different effect.





### Text Wrapping/Drop Caps/Columns

1. Make a text box and write in your story or fill with place holder text.

2. Place an image over the text where you want it to be wrapped.

3. Go to Window, Text Wrap and select the third option-you can adjust the dimensions here as well.

4. To change the number of columns go to Obect-Text Frame Options, and change the columns.

5. To use a drop cap go to type and paragraph and change how many letters you want going down, and how many across.

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#### Creating a Photo for a Background/Adding Drop Shadow/Etc.

1. Place a background photo.

2. Open the Transparency Palette under Window-Transparency and change the opacity to 75% (or whatever you like!).

3. If you want to create an area for your text you can create a box w/ the rectangle tool and fill it with white. Under window-swatches-choose paper.

4. Drop the opacity to around 75%.

5. With the box still selected open Object-Feather and change the width to 1p6 and make sure the corners are set to diffused.

- 6. Create a text box in this area and type your text.
- 7. Add a drop shadow by going to Object-Drop Shadow, and change the color.

## I LOVE YEARBOOKS





#### **Black and White Text**

- 1. Type your headline and apply the font and point size you want.
- 2. Select the headline using the selection tool.
- 3. Go to Type-Create Oulines
- 4. Draw a circle that overlays the headline and fill it with black.

5. Using the selection tool, select both the headline and the circle. Make sure the circle is on top of the headline.

6. Go to Object-Compound Path-Make

try it again, but add color to the headline or circle







# **In Design Shortcuts**

Document Commands

Ctrl + 0
Ctrl + shift+ 0
Ctrl + alt + B
Ctrl + W
Ctrl + S
Ctrl + shift + S
Ctrl + P
Ctrl + Q

Open Open Walsworth Template Apply Walsworth Color Information Close Document Save Document Save As... Print Quit

#### **Page Element Commands**

Ctrl + D	Place
Ctrl + A	Select All
Ctrl + C	Сору
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + alt + shift + V	Paste in Place
Ctrl + Z	Undo
Ctrl + shift + Z	Redo
Ctrl + Shift	<b>Resize Proportionally</b>
Shift Tab	Hide palettes
Tab	Show palettes
Alt click and drag	Makes multiple copies
Shift and arrow	Moves objects

#### View Commands

Ctrl + 1 Ctrl + 0 Ctrl + Alt + 0 Ctrl + = Ctrl + - Actual Size Fit Page in Window Fit Spread in Window Zoom In Zoom Out





