Name: _____   Date: _____

This exercise will walk you through the basics of using the design interface in Pictavo. By the end of the exercise you will have created a layout similar to the example shown below. Use this layout as your reference while completing the following steps.

1 FIND YOUR PRACTICE PAGE

- Log in to Pictavo. You will start at the *DASHBOARD*.
- Select *LADDER* on the left side of the interface.
- From the Ladder, examine the Practice Pages near the top and find the page assigned to you.
- Select your page and click the small pencil/ruler icon in the upper right toolbar to access it.

2 CREATE YOUR LAYOUT

- Click the ART icon on the left side interface.
- Click PHOTO BOXES. Then, click on the square photo box and drag it on to your page.
- Notice the floating tool palette that appears. You may dock this to the interface by clicking the *DOCK* icon in the top right of the palette.
- With your photo box selected you'll see a blue outline. This is called the bounding box. Images placed in the photo box will be cropped to the bounding box.
- Click the bounding box and pull it out to make this photo box the dominant photo on the page.
- With the photo box positioned across both pages, click the LINK icon at the top of the PROPERTIES palette to convert your two-page layout into a linked spread.
- Add four additional square photo boxes and adjust each to create unique dimensions. Place these to the right of your primary photo box. We will organize these later.
- Add a round photo box but do not adjust the dimensions. With the photo box selected, go to the PROPERTIES tab in the tool palette. Click the broken link icon between the shape dimensions to lock the proportions. This retains a perfect circle.
- Add three more circular photo boxes by copying and pasting your first box, either using keyboard shortcuts (**PC:** Ctrl+C and Ctrl+V *or* **MAC:** Command+C and Command+V) or the copy and paste functions from the design palette.
- Now it's time to organize your photo boxes by using the *ALIGNMENT & SPACING* tools in the Properties palette. Click on a photo box to select it and hold shift while clicking on additional boxes. Use appropriate alignment style from the palette. Make adjustments until the layout is similar to the example above, resizing photo boxes as needed.
- Now we will add a simple shape. From the Art palette, click into *SHAPES* and drag the square onto your page. Adjust the shape until it looks similar to the upper left corner of the example. With your shape selected, click into the *EFFECTS* palette. Click on the color swatch and choose any color you want. See how your color changes when you move the *SATURATIONS & VALUES* sliders.
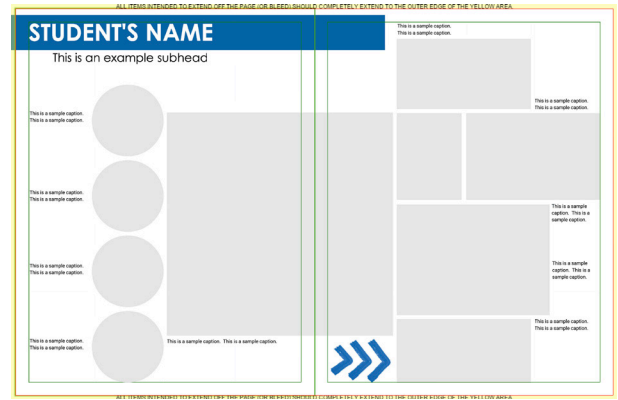
LADDER

ART

DOCK

LINK

PROPERTIES
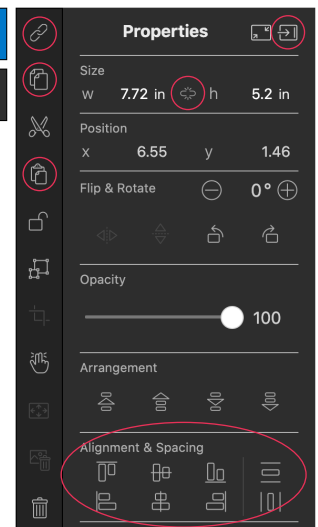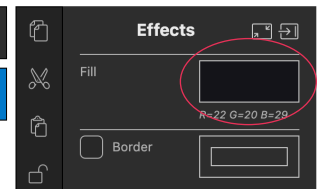
EFFECTS

UNLOCKED PROPORTIONS

LOCKED PROPORTIONS

COPY

PASTE

1 PICTAVO GETTING STARTED
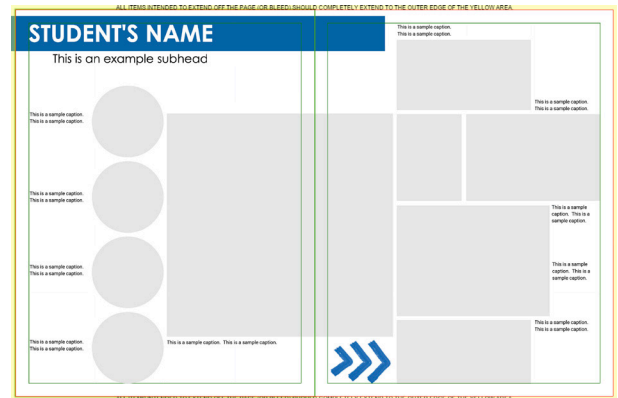
DUFAULT publishing

3   ADD TEXT

- Click the *TEXT* icon on the left side interface.
- Click or drag '*Add a Headline'* onto your page and position it in the upper left corner of the spread, on top of your shape.
- Click into the text box, highlighting the text inside and replace it by typing your name.
- With the text box selected, use the *TEXT SETTINGS* palette to change your font to Century Gothic. Adjust the weight of the text from Regular to Bold. Then, increase the size of your text to 48pt.
- Use the Effects palette to change the color of your text to white.
- Click or drag '*Add a Subhead'* onto your page and position it in the upper left beneath your name.
- Click into the subhead text box and change the text to '*This is an example subhead*.'
- Change the font to Century Gothic Regular, 24pt.
- Click or drag '*Add a Caption'* onto your page and change the text to '*This is a sample caption. This is a sample caption.'* Change the font to Roboto Regular, 10pt. From the Text Settings palette, uncheck the *LINE HEIGHT* box and change to 110%
- Copy and paste your caption text box until you have a caption next to each photo box.

4   ADD AN ACCENT

- From the Art palette, click into *Accents > Library > Marked Up* and drag any graphic onto your page. Use the Effects palette to change the color. **(You can only change the color of Accents with the Colorable icon)**

5   SAVE, CREATE PDF AND COMPLETE

- Click the SAVE icon in the upper left.
- Next you will create a final PDF of your work. Click the *SHARE & PDF* icon in the upper right toolbar. Choose: *High Resolution Proof > Next > Save to My Device > Save*. When complete, your PDF will appear in the bottom of your screen or downloads.
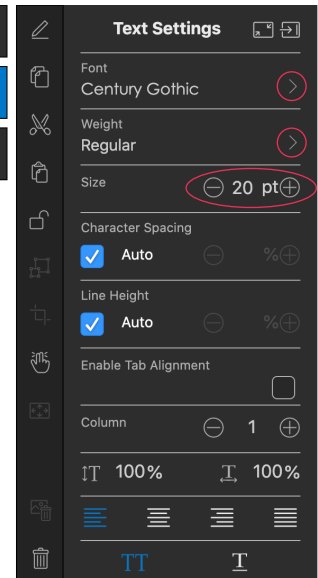- Email the PDF to your yearbook adviser.

PICTAVO
1
GETTING STARTED

DUFAULT
publishing

STUDENT'S NAME
This is an example subhead

T TEXT
💾 SAVE

🎨 COLORABLE
⤴ SHARE & PDF

T TEXT SETTINGS

Text Settings

Font
Century Gothic

Weight
Regular

Size
⊖ 20 pt ⊕

Character Spacing
☑ Auto   ⊖ % ⊕

Line Height
☑ Auto   ⊖ % ⊕

Enable Tab Alignment   ☐

Column   ⊖ 1 ⊕

100%   100%

TT   T

PREPARING FOR THE NEXT EXERCISE

- From the left side interface, go to *PHOTOS > CANDIDS > PRACTICE IMAGES*. Inside this album, create a new album and rename it to be your first and last name.
- For your next assignment, be prepared to upload 12-20 images of your choosing. Be sure they are all school appropriate. These images could be of your interests, hobbies, extracurricular activities, friends, family, pets, etc. You may also include images found online, but make sure the quality/resolution is high enough to work in your layout.