CONTROL CENTER AT A GLANCE

⚠️ When you open InDesign, Walsworth's Control Center will also open, putting our Enhancements at your fingertips. Below is a description of each of the buttons on the Control Center.

WPC Yearbook Help Opens Walsworth's Help file for specific yearbook and InDesign information.

Controls Allows you to minimize and maximize the Control Center for more work space.

School Information Allows you to enter your school name and job number.

New Spread Opens a blank Walsworth template in the appropriate size for your yearbook.

Page Range Opens a dialog that lets you change the starting page number of your document, as well as modify the number of pages in your file.

Designer Series Opens the Designer Series plug-in for building pre-designed layouts.

Color Information Opens the Color Information dialog to assign color specifications to your pages.

File Builder Opens the File Builder plug-in to break up multi-page documents.

Tag and Untag Frames These buttons help you number your image windows for image placement and submission to Walsworth.

Panel Maker/Portrait Flow Allows you to build portrait pages to your specifications and flow your high-resolution images.

Express Libraries Opens Walsworth's Express Libraries, which are portions of pre-designed layouts.

Image Placer Allows you to place images in your files and stores those images to a picture folder for easier manageability.

Mirror Vertically Flips your layout vertically to extend your design options. Use the **Mirror and Copy** to copy and flip page elements.

Mirror Horizontally Flips your layout horizontally to extend your design options. Use the **Mirror and Copy** to copy and flip page elements.

Namestamp & iTag Will take you to Members Only, where you can log in and access the Manage Namestamp/iTag tools.

Memo Allows non-printing editorial notes that travel with the page items in an InDesign document for information and direction.

Index Plus Opens the Index Plus plug-in for building your index.

PDF Builder Allows you to create acceptable PDF documents for submission to Walsworth.

Walsworth *yearbooks*

walsworthyearbooks.com

Description of Walsworth's Enhancements

Designer Series This plug-in allows you to preview and build pre-designed layouts.

Color Information This plug-in assigns color information to your pages and prints that information along the sides of your layout.

File Builder This plug-in helps you break up large files into smaller files containing just the pages you specify.

Image Tag Image Tag numbers your image windows to help with image placement, whether images are placed using the Image Placer plug-in or by Walsworth. The Untag button will remove image numbers.

Panel Maker/Portrait Flow Allows you to build portrait pages to your specifications and flow your high-resolution images.

Express Libraries The Express Libraries are Walsworth's pre-designed graphics and page elements. Think of them as a small version of Designer Series.

Mirror This plug-in flips or copies your page layout vertically or horizontally to extend your design options.

Image Placer This plug-in palette allows you to preview digital image files, convert them to the proper color space, resolution and color mode, and place them on your InDesign page. You can also modify and add special effects to the images through Image Placer.

Index Plus This plug-in allows you to load a tab-delimited list of names and topics and use it for searches in building your yearbook index.

PDF Builder This plug-in removes elements from InDesign documents that should not appear on your submitted PDF pages. It should be run on each page before a PDF is created.

Yearbook Help This HTML file contains specific information about creating your yearbook with InDesign. The file includes an index and a search feature for easy browsing.