

# WORKING WITH THE HERFF JONES EXTENSIONS

After watching each tutorial, complete the guided notes questions. Then switch to InDesign and perform the suggested practice activities.

## VIDEO TUTORIAL: HJ EXTENSIONS OVERVIEW

1. Where do you launch the HJ Extensions? \_\_\_\_\_  
\_\_\_\_\_
2. What does HJ Color Swatches allow you to open? \_\_\_\_\_  
\_\_\_\_\_
3. What does HJ GO! Design allow you to access? \_\_\_\_\_  
\_\_\_\_\_
4. What is the primary function of HJ Template Builder? \_\_\_\_\_  
\_\_\_\_\_
5. What does HJ Panel Builder do? \_\_\_\_\_  
\_\_\_\_\_

## VIDEO TUTORIAL: FILE MANAGER

1. When you click the Folder option in File Manager, to what folder should you point it? \_\_\_\_\_  
\_\_\_\_\_
2. Besides accessing and opening page files, what is the other function of File Manager mentioned near the end of the tutorial? \_\_\_\_\_  
\_\_\_\_\_

### SUGGESTED PRACTICE:

- Launch File Manager on your computer
- Click the Folder link and set File Manager to the default folder for all your yearbook files.

## VIDEO TUTORIAL: HJ LAYOUT BUILDER

1. When you locate a layout you wish to apply, how do you place it on the spread? \_\_\_\_\_  
\_\_\_\_\_
2. If you apply a layout and change your mind, what should you do before applying another layout? \_\_\_\_\_  
\_\_\_\_\_
3. How can you select all the elements on a spread? \_\_\_\_\_
4. True or False: Layout Builder allows you to apply only the left or right page of a layout. \_\_\_\_\_

## LESSON FIVE // PAGE 2

### SUGGESTED PRACTICE:

- Open this file: Exercise Files > InDesign Files > HJ Template Size 9.
- Open Layout Builder in HJ Yearbook tools.
- Apply one of the layouts to the spread.
- Select and delete that layout and apply another.
- Keep this file open for use in the last tutorial of this lesson.

### VIDEO TUTORIAL: HJ NAME CHECKER

1. What does Name Checker allow you to do? \_\_\_\_\_  
\_\_\_\_\_
2. How do you insert a name into a text frame? \_\_\_\_\_  
\_\_\_\_\_

### VIDEO TUTORIAL: LAYOUT TOOLS

1. What does Layout Tools allow you to do? \_\_\_\_\_  
\_\_\_\_\_
2. How can you be sure you have nothing selected before flipping a layout? \_\_\_\_\_  
\_\_\_\_\_
3. What should you do to flip only part of a layout? \_\_\_\_\_  
\_\_\_\_\_

### SUGGESTED PRACTICE:

- Open Layout Tools from the HJ Yearbook Tools panel.
- With the layout open that you applied after the Layout Builder tutorial, practice flipping the layout as a whole as well as selected parts of the layout.