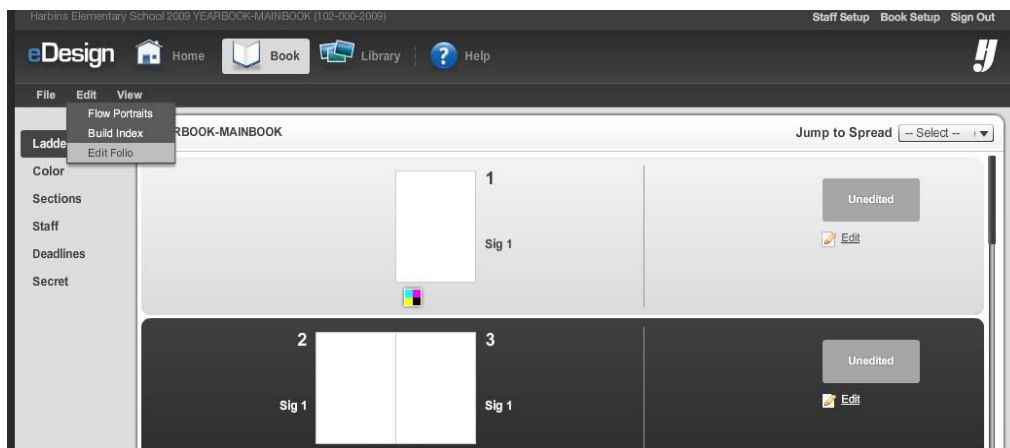


## eDesign Folio FAQs

**Q:** *How do I change the folio?*

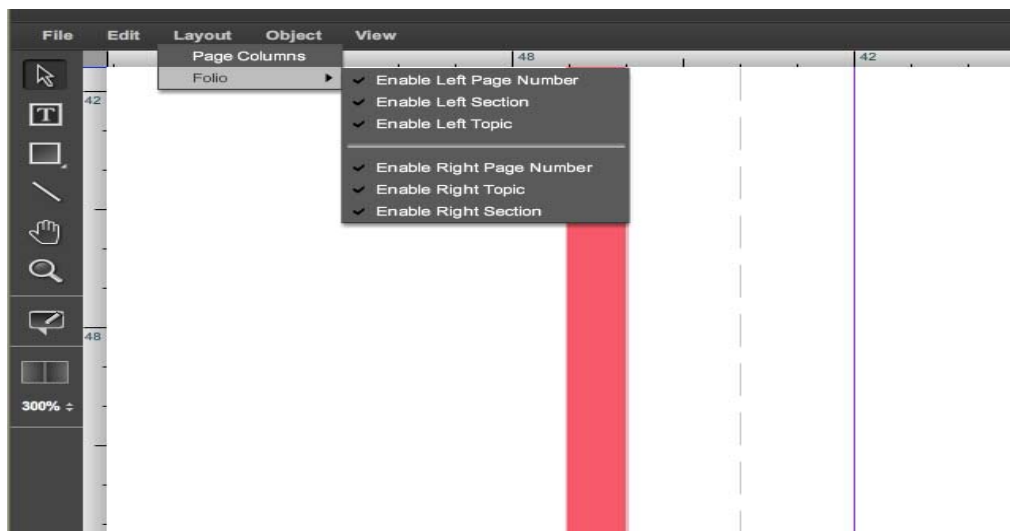
**A:** In the ladder view, click **Edit > Edit Folio**. This will open the Folio Spread, which is very similar to a “master page” for the book.

You cannot change the page numbers, section names, and topics on the individual spreads; you must use the Edit Folio option in the ladder view.



**Q:** *Why can't I get rid of Section and Topics?*

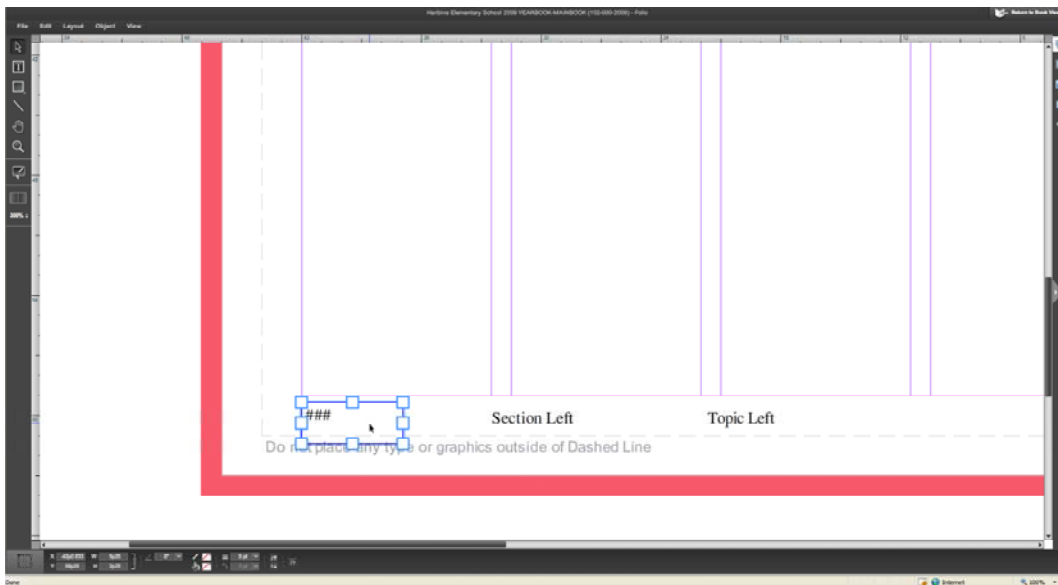
**A:** You can. While editing the folio, select **Layout > Folio**, and clear the checkmarks next to anything you don't want.



You cannot delete a folio; you either enable or disable it. Do not try to cut/paste, delete, or cover it up. Use the Enable/Disable function.

**Q:** *How do I format page ###, Section and Topic?*

**A:** Select the Text tool and click-highlight the text to select it. Use the control panel to change Character Style, font, and other attributes.



**Q:** *What if my school wants no folio on a particular spread?*

**A:** When designing that spread, go to the **Layout** menu and select **Disable Folio**.

