Basic help

Please read this document first before opening the files, particularly if you're still learning Indesign.

This is a short guide to getting the most basic changes done in your downloaded document.

Please note:
This help file is a general file I have made for my Indesign templates on GraphicRiver. The shown screenshots are not necessarily the same colors and images as in your downloaded Indesign file.

1

Previous versions

All documents are designed in Indesign CC, but I've added a .idml version for Indesign CS4 - CS6.

1   In the .zip file open the folder called Indesign CS4+

2   Right–click the file ending in .idml and select 'Open with Indesign CS4' (or CS5/CS5.5 or CS6)

3   The file will open in the desired software. Once open, immediately save it with a new file name

2

Download and install fonts

Because of copyrights, it is NOT allowed to included the fonts in the download file. But here is the list of links to download them for free.

Fonts you need

Roboto / Condensed - https://www.fontsquirrel.com/fonts/roboto
Aller Display - https://www.fontsquirrel.com/fonts/aller
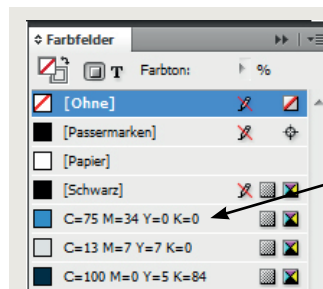
Install the fonts

1   Double click downloaded font file and install font

2   Font list will automatically update in Indesign and will be ready to use

3

Changing colors

Easy to change color. Just double click in the swatches panel on the color you want to change and edit it. And the color will be change on all pages.

1   Open Swatch Palette (Window > Color > Swatches)

2   Double−Click the swatch you wish to edit

3   Adjust the colors accordingly

4   Click 'OK'

Double click to
change color

4

Paragraph & character styles

Every text style is saved as a paragraph style. This means you can change font by style, rather than selecting every part of text individually.

A character style is a collection of character formatting attributes that can be applied to text in a single step.

Paragraph styles

1   To change text styles just click (Window > Styles > Paragraph Styles, or press F11)

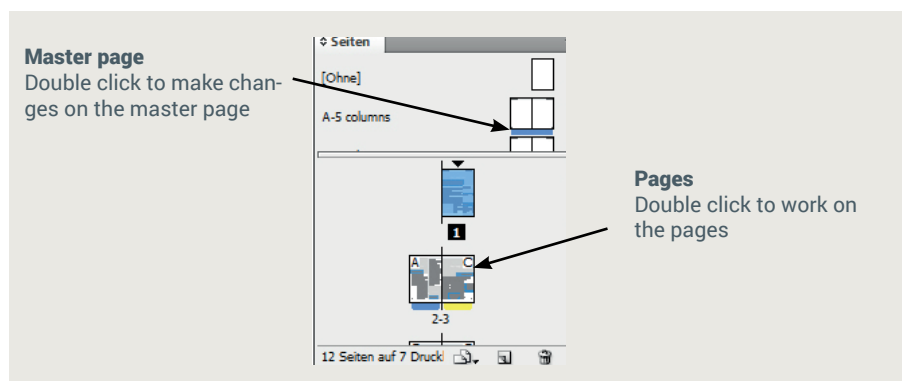2   Here you can change size, font, etc. of the whole text at once

Character styles

1   Highlight the text style you intend to change

2   Open the Character styles panel (Window > Styles > Character styles)

3   Double click the highlighted style in the Character styles dialogue box

5

Change Master page / Page number

The page numbers and titles are on the master pages. To make changes to them just double click on them and make your changes there. The objects on the master page appear on every page they are applied to.

1 Open Swatch Palette (Window > Pages) or click F12

2 Double−Click the master page you wish to edit

3 Double−Click on the pages to continue your work

Master page
Double click to make chan-
ges on the master page

Pages
Double click to work on
the pages

6

Replace photos / placeholder

Please notice that it is NOT allowed to include the origianl photos in the download file, because I have only a regular license and I can not resell them. As a result I have used placeholder imagery.
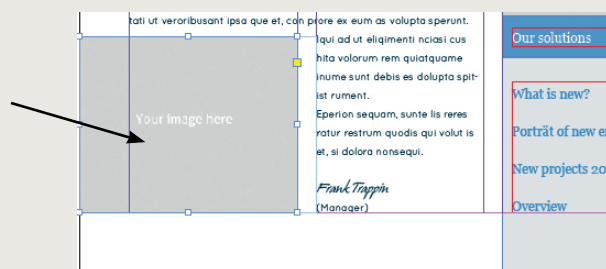
Download title photo for free:
https://unsplash.com/photos/70l1tDAI6rM

Download green leaves:
https://www.photospng.com/leaves/2165-branch-green-leaf-image-png

1	Open Links Palette (Window > Links)
2	Select the image on a page you wish to replace
3	Go to 'File> Place' and select the image of your choice and click OK
4	You can refit the frame later by choosing Object > Fitting > (fitting command)

Press ctrl + D (Mac command + D). Then chose your photo. For print always use 300dpi and CMYK.
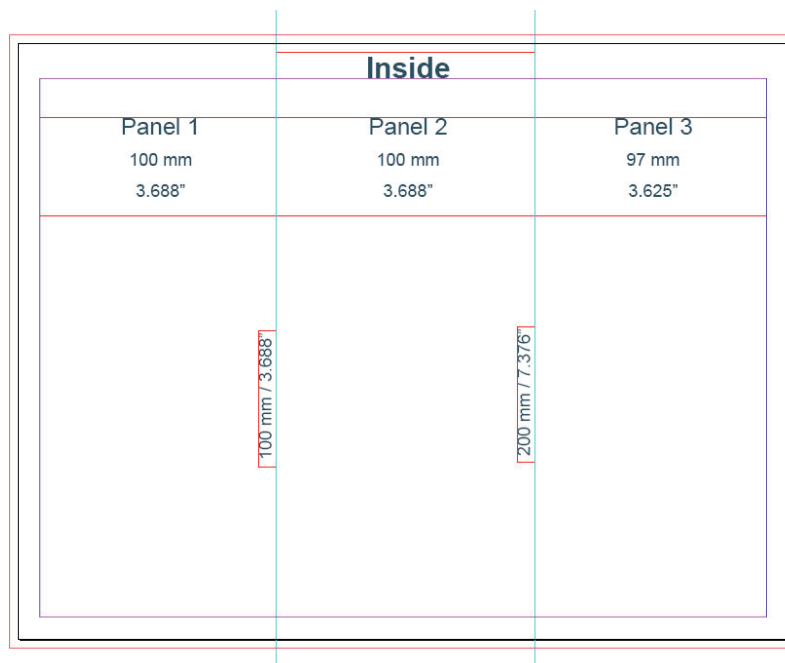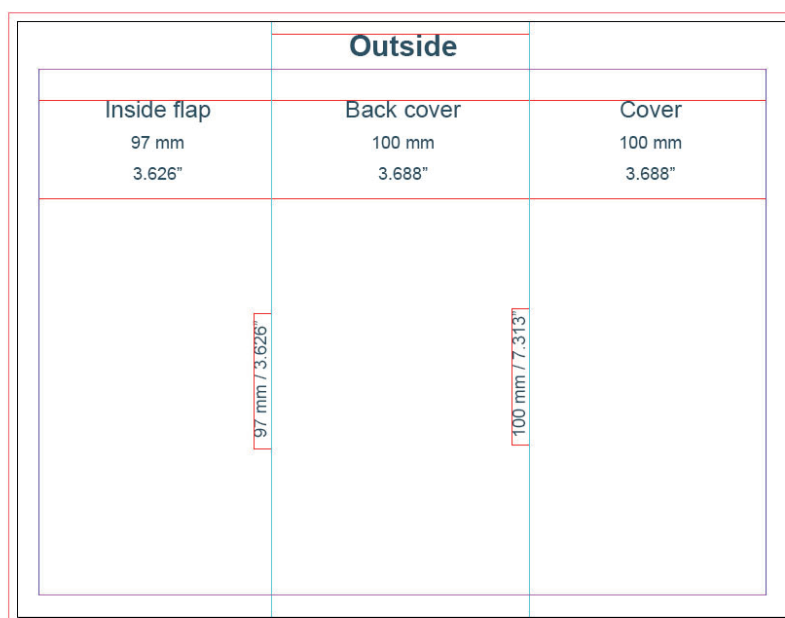
7

Print dimensions trifold brochure

DIN A4 / 297mm x 210mm and letter format 11 x 8.5, both 6 pages wrap fold.

Before Printing!
Please notice that you have to inform about the sizes and the foldlines in your Print Shop. There is no international standard for that!

Outside

Inside flap	Back cover	Cover
97 mm	100 mm	100 mm
3.626"	3.688"	3.688"

97 mm / 3.626"
100 mm / 7.313"

Inside

Panel 1	Panel 2	Panel 3
100 mm	100 mm	97 mm
3.688"	3.688"	3.625"

100 mm / 3.688"
200 mm / 7.376"

8

Creating new pages

The easiest way to create more pages, is to duplicate an existing spread. You can also delete or move the pages there.

1   Go to the pages panel (if it's not already visible go to Window -> Pages or press F12)

2   Drag one or more page icons or page-range numbers to the Delete icon

3   Select one or more page icons in the Pages panel, and click the Delete icon

4   Select one or more page icons in the Pages panel, and then choose Delete Page(s) or Delete Spread(s) in the Pages panel menu

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Thank you

Thank you for purchasing my files. Please leave me a review or a comment.

If you have some more questions please feel free to contact me: info@corrella.de