

Help

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Please read this document before opening the .Indd file / .Idml file, If you're still learning adobe indesign

INDESIGN

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INDESIGN

Download and instal the fonts

We are not allowed to include the fonts in the .zip as they are not ours to distribute.

1. With the folder now open, it is important to install the document fonts
2. Open the font Font Use.txt file
3. Copy the download links to the font description
4. Download and install the font file from the web link.
5. Font list will automatically update in Indesign if not restart Indesign/computer

Open Indd file in indesign version

All documents are designed in indesign CC, but this doesn't mean that you can't open them in earlier software.

1. In the .zip file open the folder labelled CS4/CS5/CS5.5 or later or CS3 or later
2. Right-click the file format .idml and select 'Open with Indesign CS3' (or CS4/CS5/CS5.5/CS6/CC) or click the file format .inx and select 'Open with Indesign CS4' (or CS5/CS5.5/CS6/CC)
3. The file will open in the desired software. Once file open, immediately save it with a new file name

Change the colors using the swatches palette

You can change the colors of our template to be in keeping with your brand very simply

1. Open Swatch Palette (Window > Color > Swatches)
2. Double-Click the swatch you wish to edit .
3. Adjust the colors accordingly
4. Click 'OK'

Replacing the placeholder images

For license purposes this template is not allowed to include any imagery. as a result we have used placeholder imagery.

Replace Images

1. To replace an existing image, select its graphics frame
2. Choose File > Place and select image or graphics files of any available format.
3. Click OK

Replace Images with Drag-and-drop graphics

1. Select the original graphic.
2. Drag the graphic into an open InDesign document window.

Change the typefaces using styles

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

1. Highlight the text style you intend to change
2. Open the Character styles dialogue box. (window > styles > Character styles)
3. Double click the highlighted style in the Character styles dialogue box.
4. Choose the desired font from the dropdown box
5. Click 'OK'

online resource :

<http://helpx.adobe.com/indesign/using/paragraph-character-styles.html>

Edit Master Page

Objects on the master page appear on every page they are applied to. to edit/remove a master page item see bellow

1. Double click Master Page in the Pages Panel menu.
2. Select document that you want to edit
3. Edit with normal editing

Delete pages from document

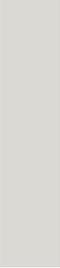
Adding, deleting and moving spreads around is all easy to do using the indesign pages palette.

1. In the Pages panel, drag one or more page icons to the Delete icon.
2. Select one or more page icons in the Pages panel, and click the Delete icon.
3. 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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email us via at ghaitsastudio@gmail.com



Thank You for Download