

# Help

## Table of Contents

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

## INDESIGN

1. Download and instal the fonts
2. Open Indd file in indesign version
3. Change the colors using the swatch palette
4. Replacing the placeholder images
5. Change the typefaces using styles
6. Edit Master Page
7. Delete pages from document.

# 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 leter or CS3 or leter
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.

online resource :

<https://helpx.adobe.com/indesign/using/placing-graphics.html>

## **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

online resource :

<https://helpx.adobe.com/indesign/using/master-pages.html>

## **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.

online resource :

<https://helpx.adobe.com/indesign/using/pages-spreads.html>



Dont forget to leave a review and like

For further questions or additional products  
visit us online at:  
<https://elements.envato.com/user/ghaitsastudio>  
email us via at [ghaitsastudio@gmail.com](mailto:ghaitsastudio@gmail.com)



**Thank You for Download**