

Introductions

Paragraph Style

Add More Page

Change Image

Change Text

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

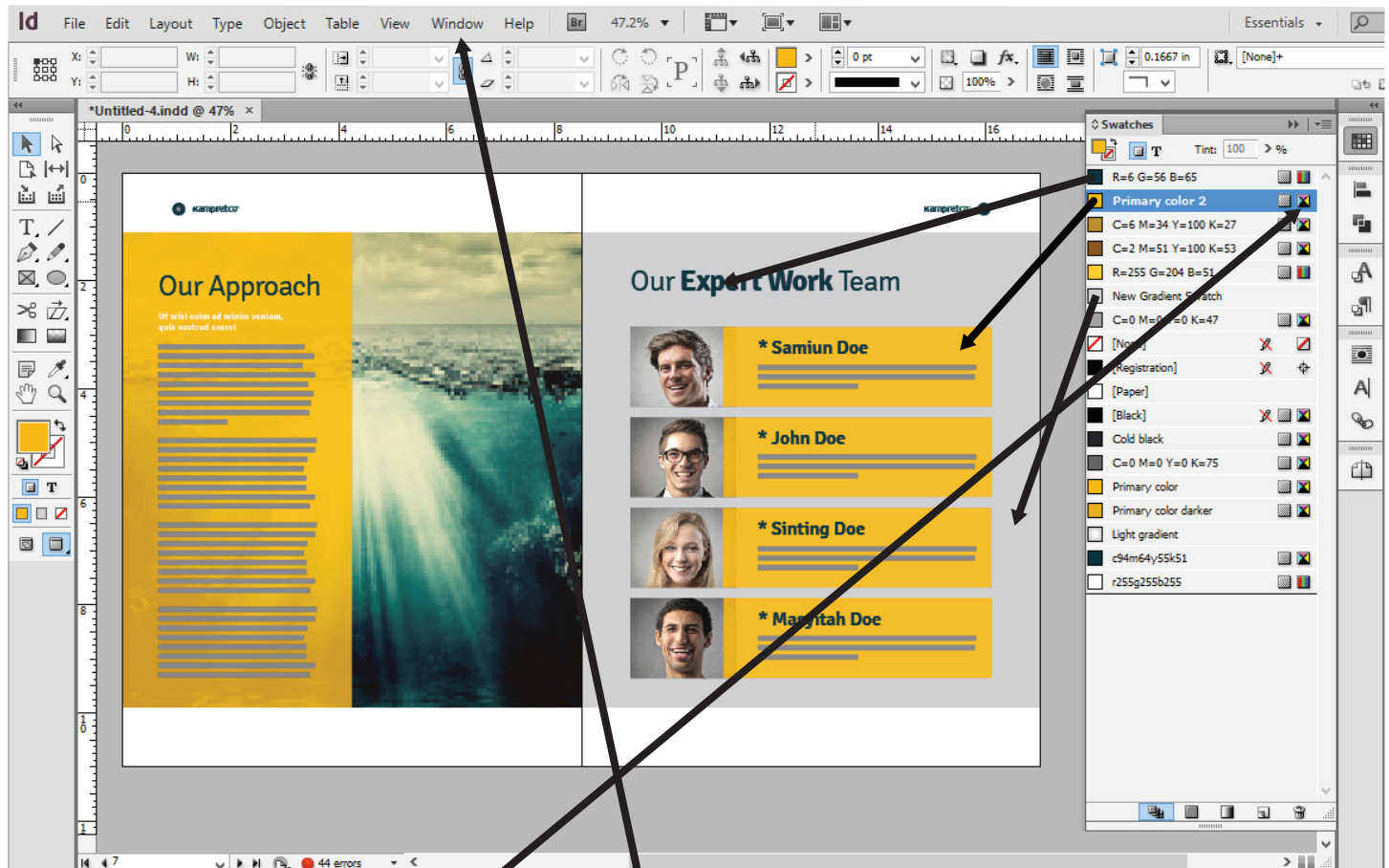
Please note:

This help file is a general file I have made for my Indesign templates are not necessarily the same colors and images as in your downloaded Indesign file, however the steps and things to do are the same.

Please also note:

The exact placement of the functions in Indesign might vary, depending on which version of Indesign you are using. These screenshots are from Indesign CS 6, but all the same according to the instructions that I gave

Introductions



You can change color in 3 Steps

1. Go to Swatches Menu (Window > Color > Swatches, or press F5);
2. Double click on color squares;
3. In Swatch Option's, move the sliders to gain color you need.

Tip:

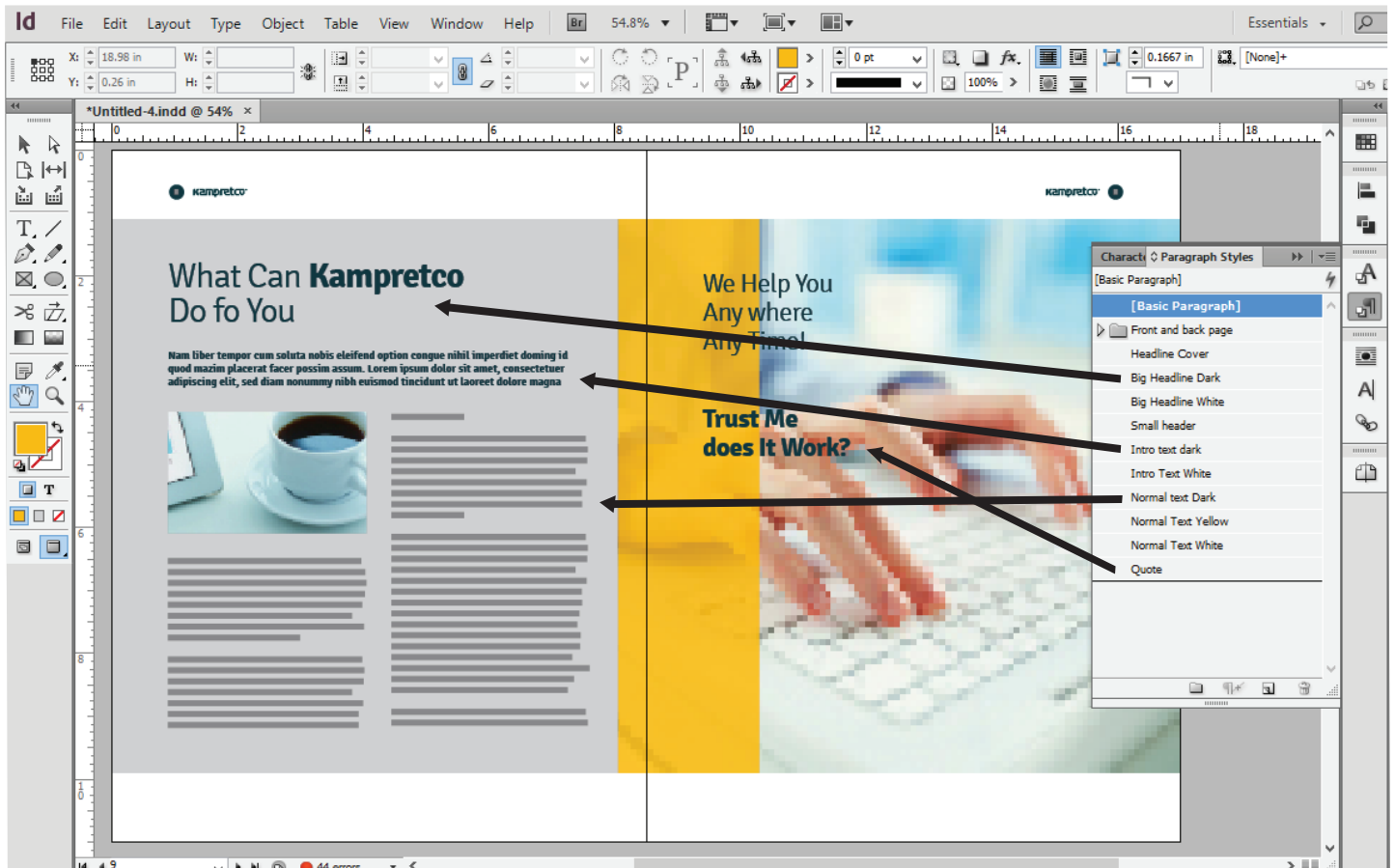
You can use Eyedropper Tool



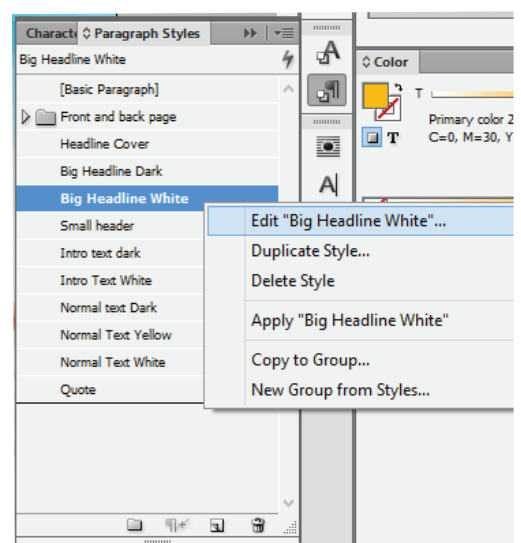
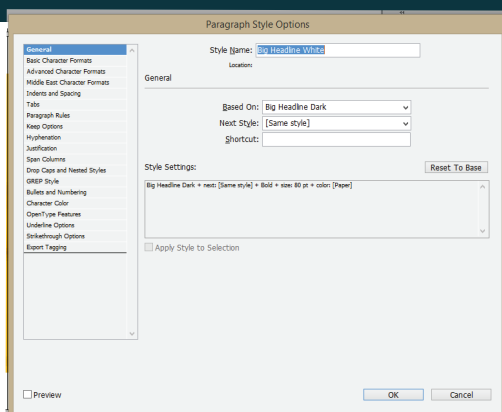
to quickly pick color from

Sproduct images, but it won't go to swatch you have to click on watch panel option (top right conner of panel) and Add new color swatch while selecting the color

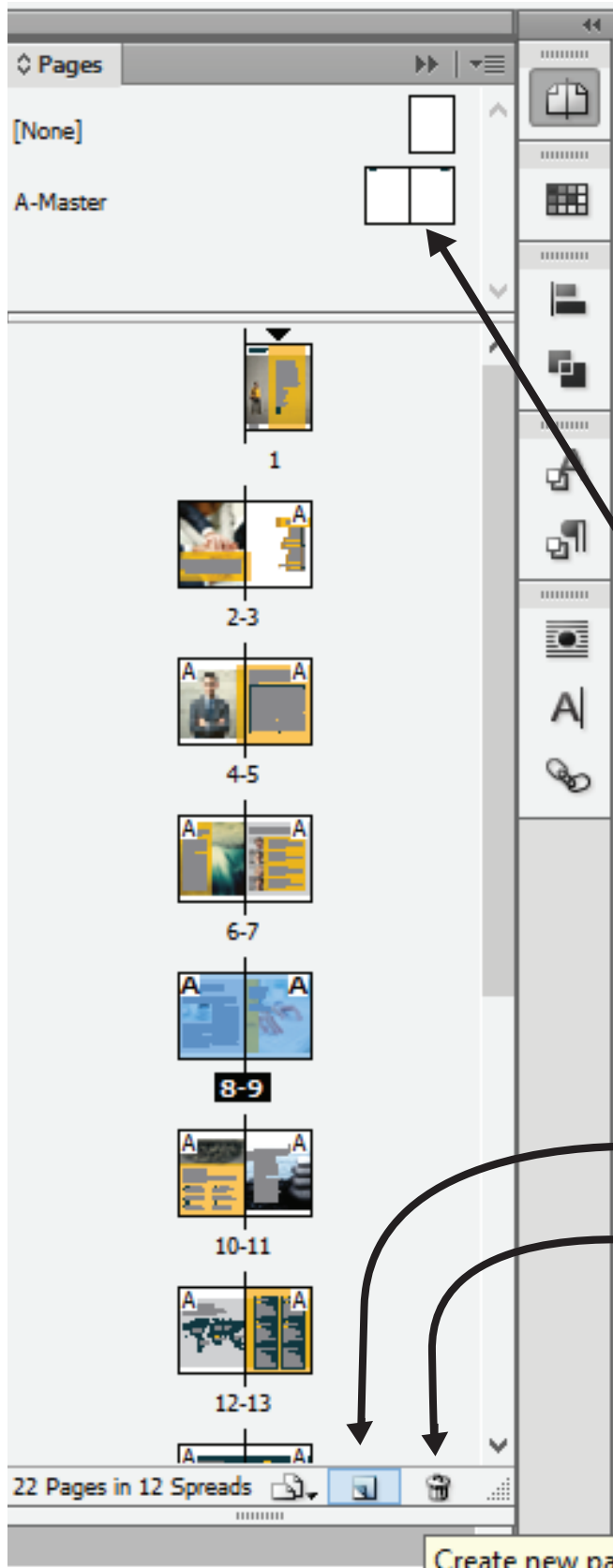
Paragraph Style



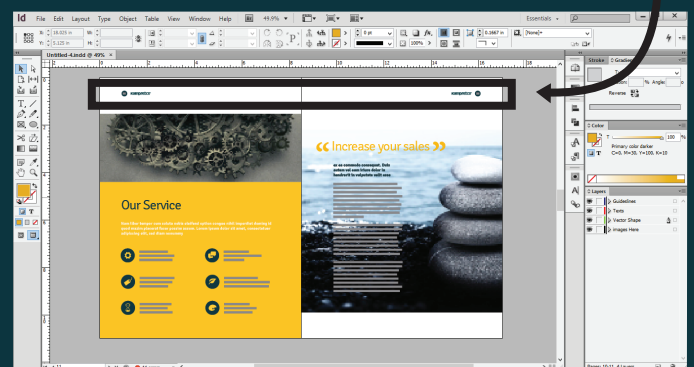
**To change text styles just click
(Window > Styles > Paragraph Styles,
or press F11)
Here you can change size, font, etc.
Or Click Right In Paragraph Style
And Ok**



Add More Page



Edit Font And number
(Window > Pages, or press F12)



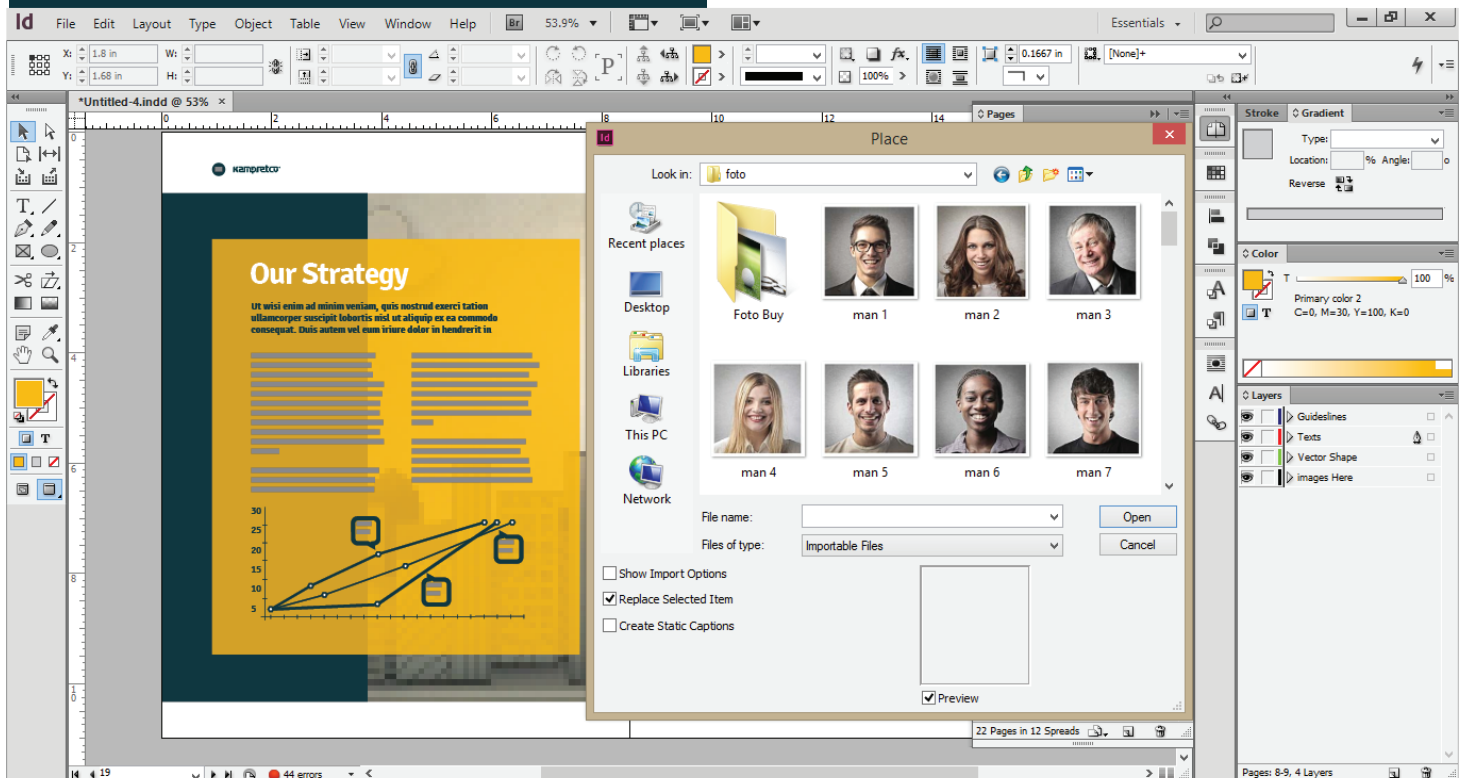
**Double Click On Master Page
and and Chang It**
Page numbers automatically
placed

To add more pages go to
(Window > Pages, or press F12)

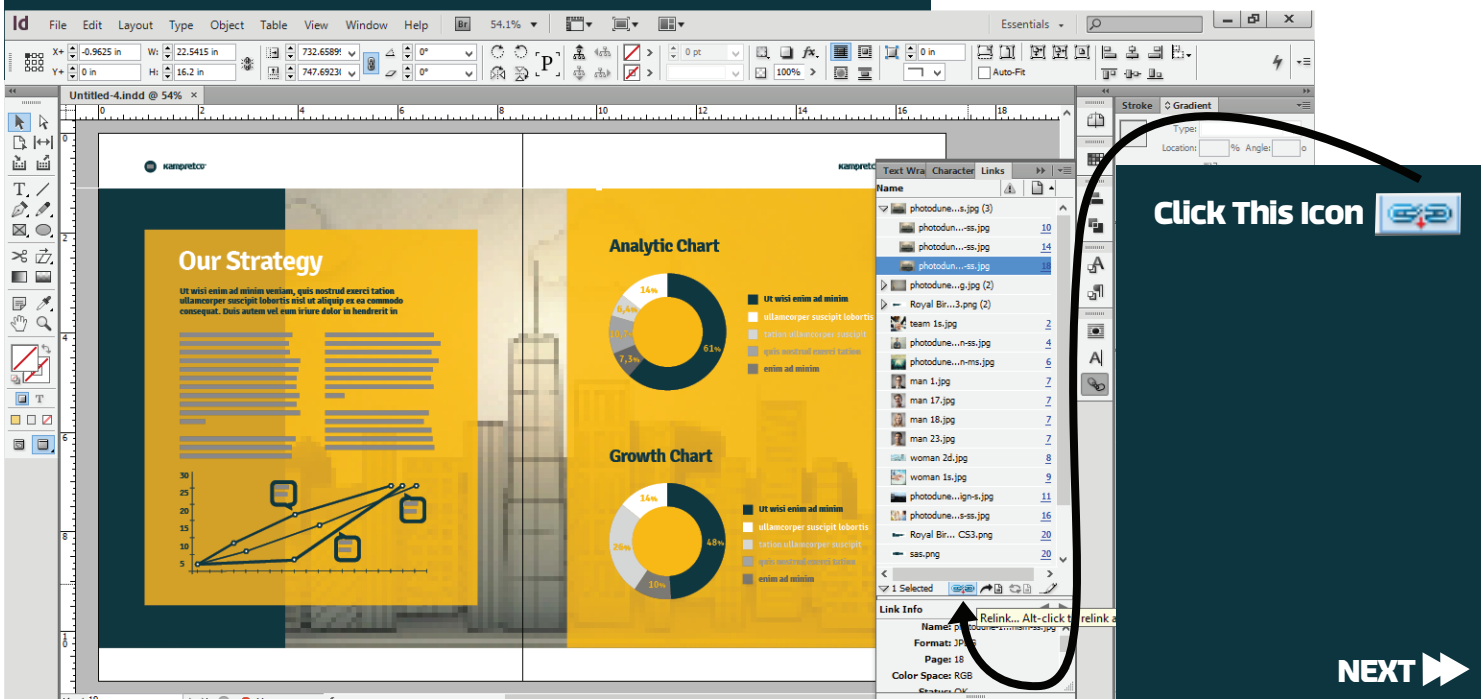
**Here you can add
and delete pages.**

Change Images

Go to Menu File / Place or
press Ctrl + D

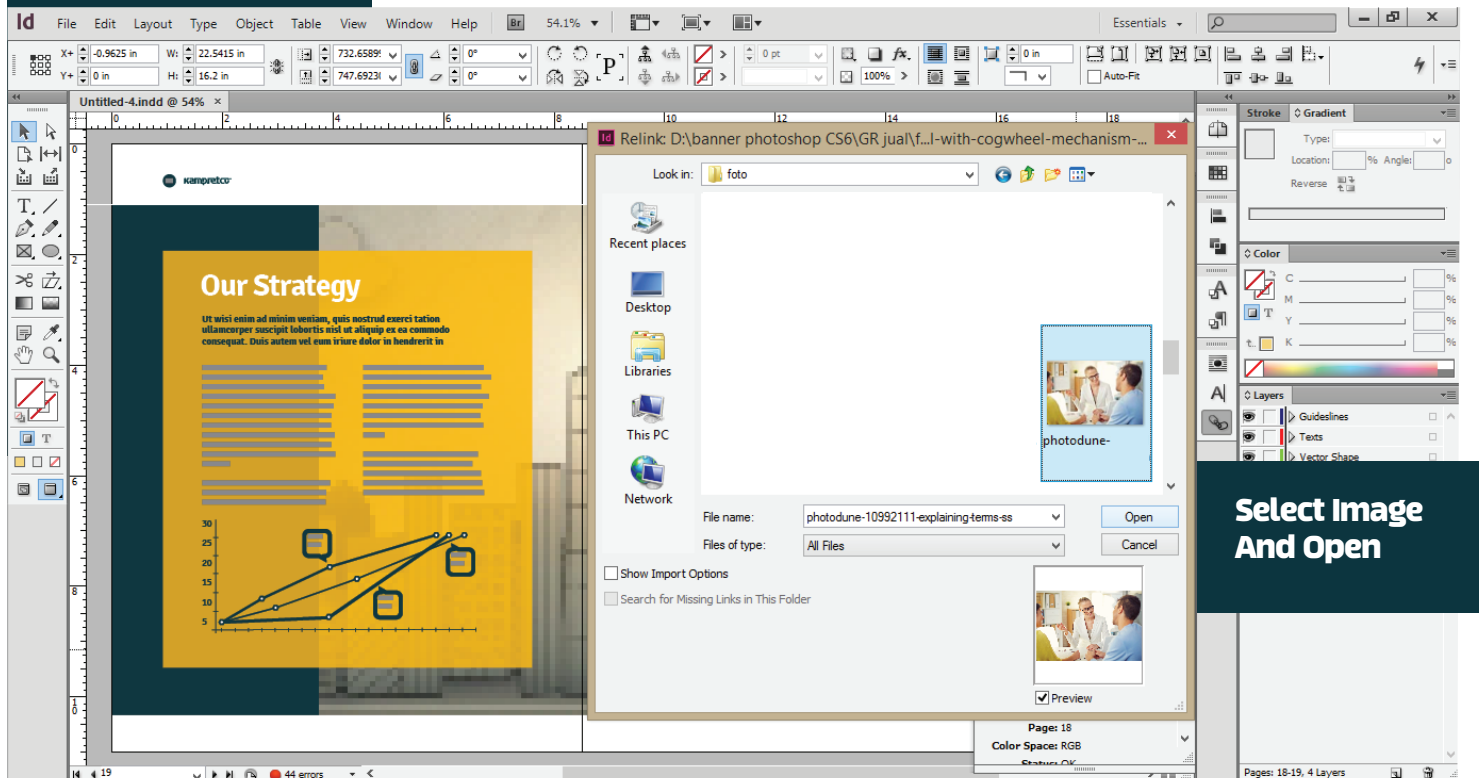


Or (Window > Link, or press Shift+Ctrl+D)

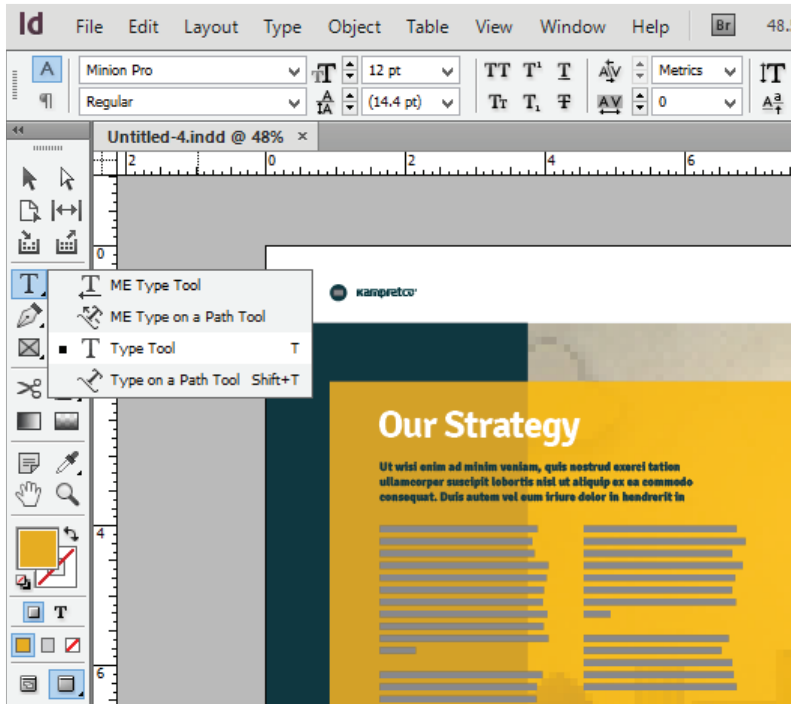


Change Images

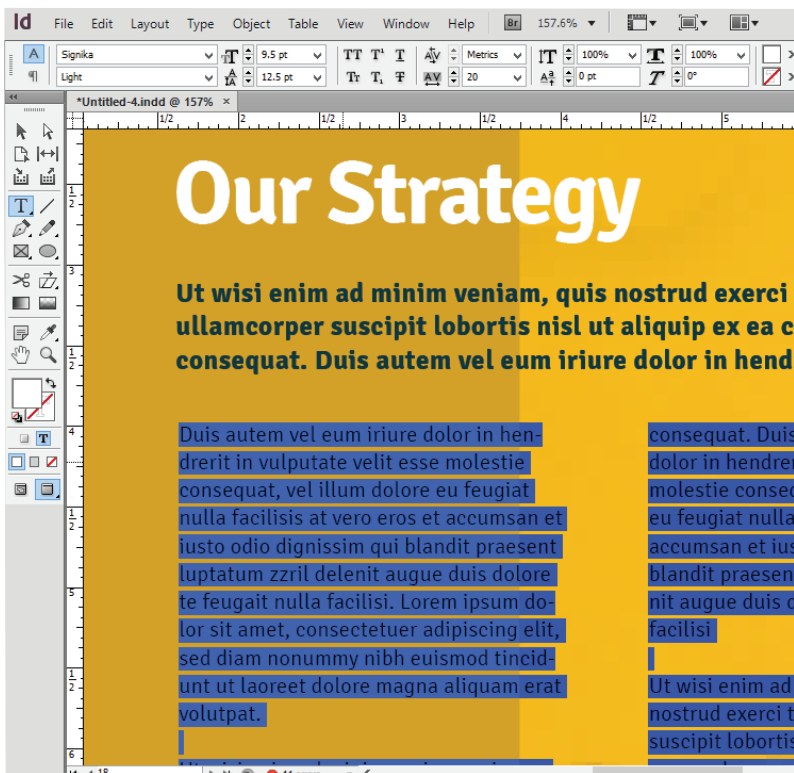
Click This Icon 



Change Text



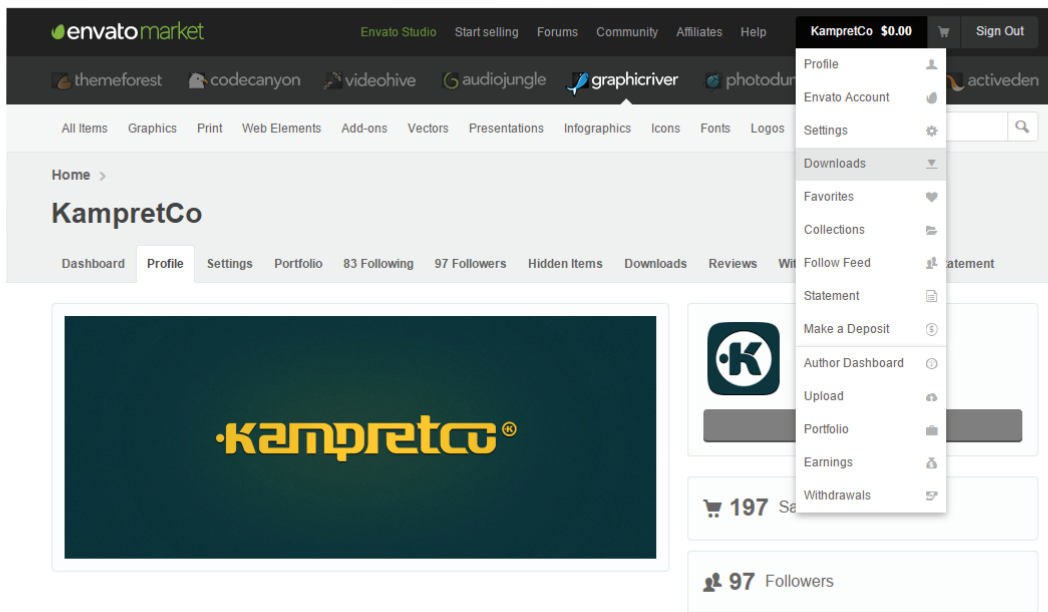
Find the text you want to change. Then click on the Type Tool in the left tool bar.




Click the text with the Type cursor you now have selected, delete the existing text in the text frame, and type your own.

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 -- Select --

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