

**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.**

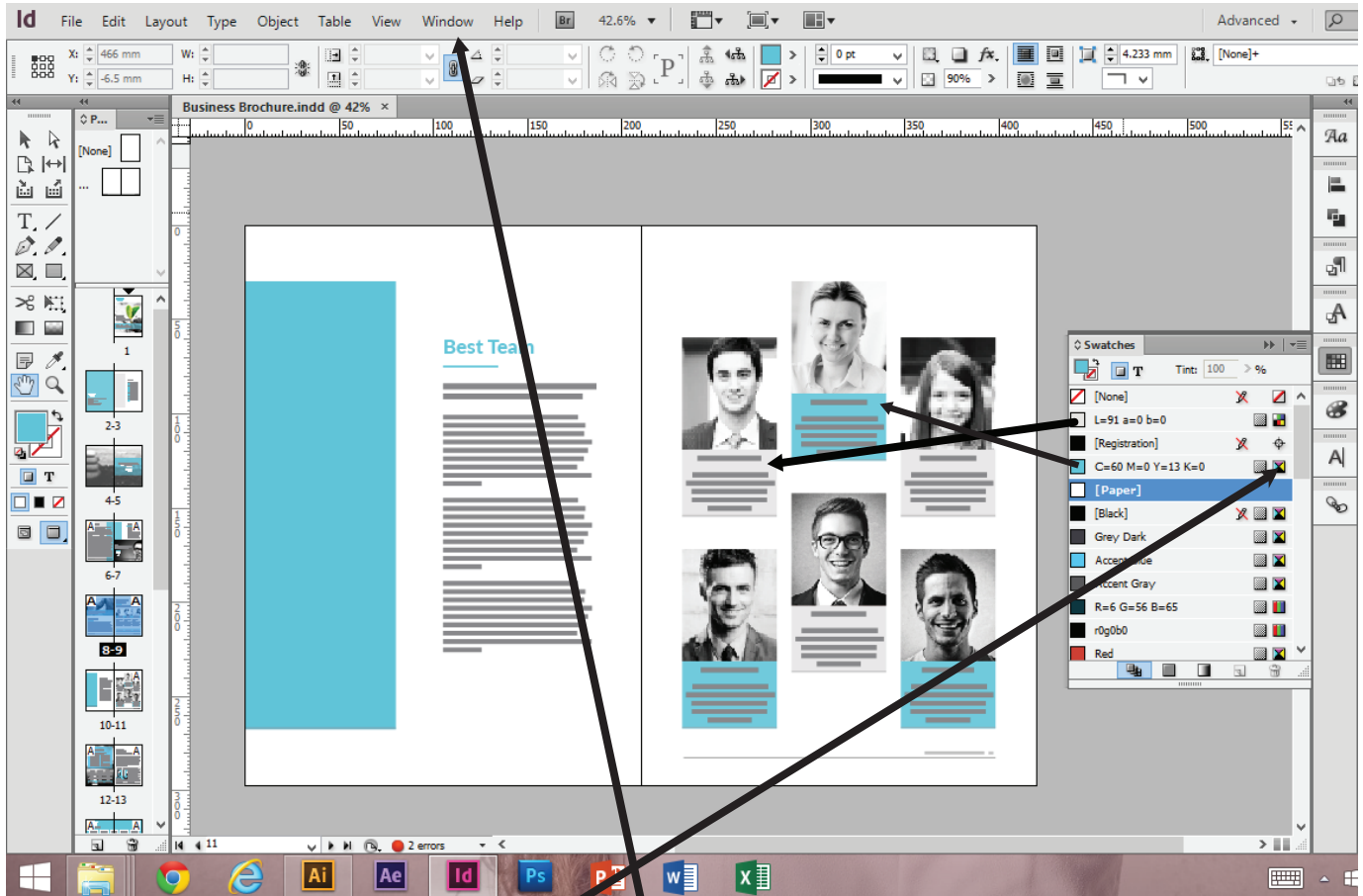
**Please note:**

**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:

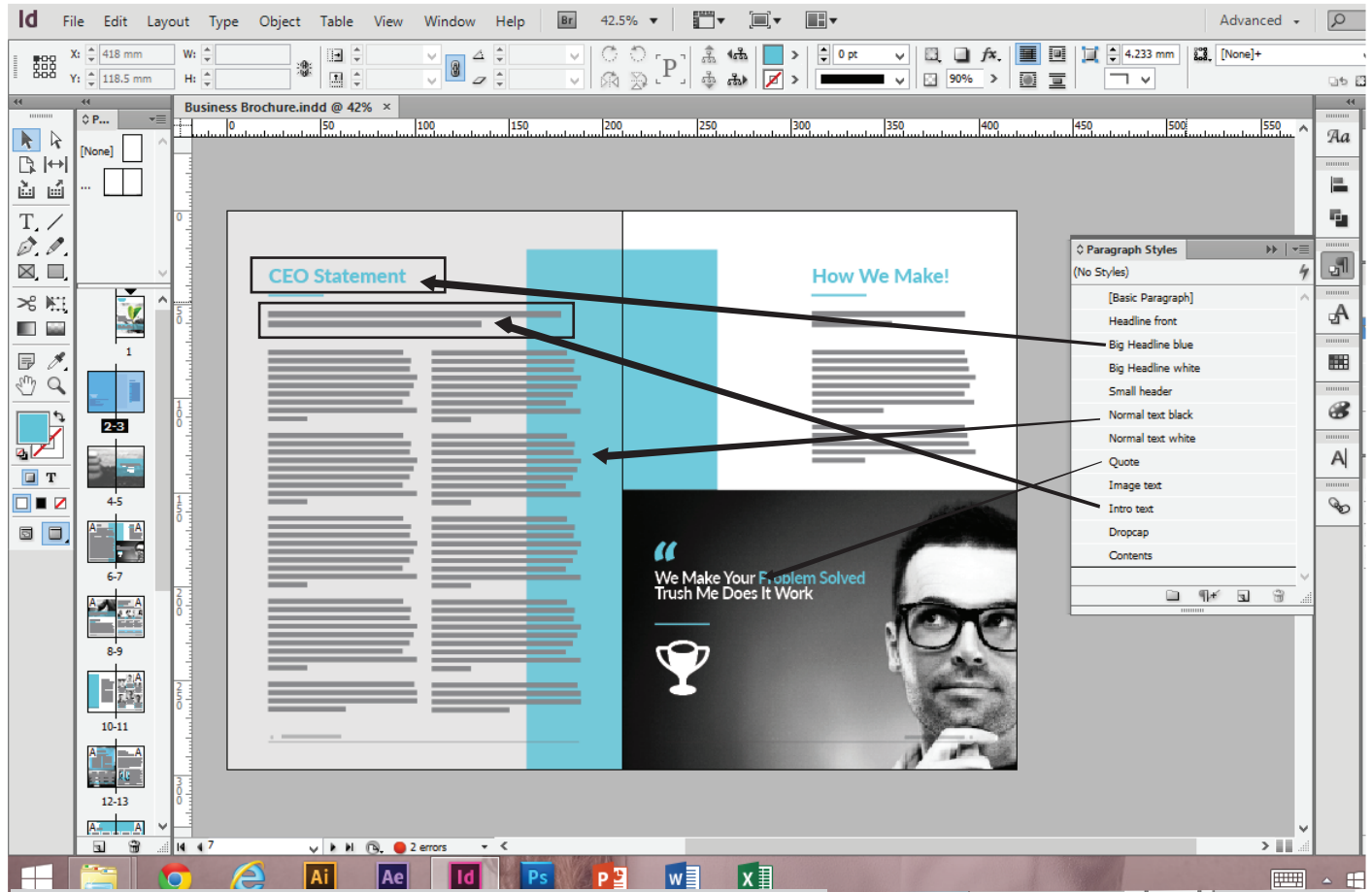
You can use Eyedropper Tool



to quickly pick color from

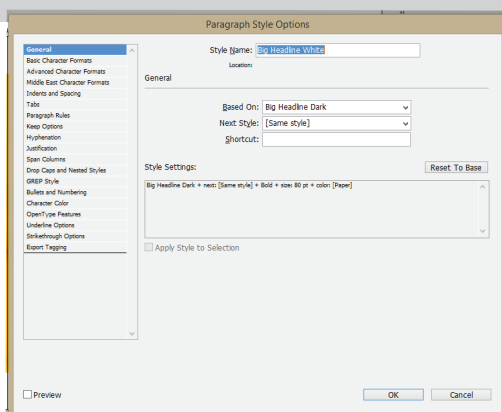
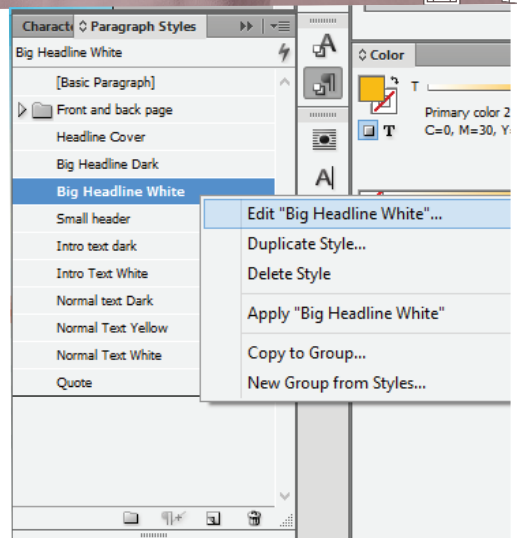
Sproduct images, but it won't go to swatch you have to click on watch panel option (top right conner of panel) and Add new color swatch while selecting the color

### Paragraph Style

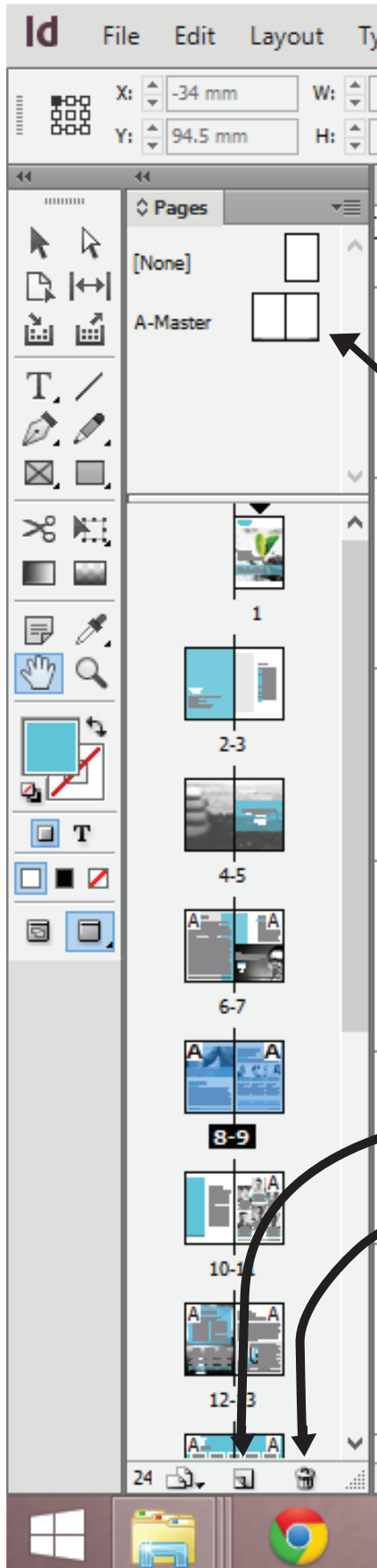


**To change text styles just click**  
(Window > Styles > Paragraph Styles,  
or press F11)

**Here you can change size, font, etc.**  
**Or Click Right In Paragraph Style**  
**And Ok**

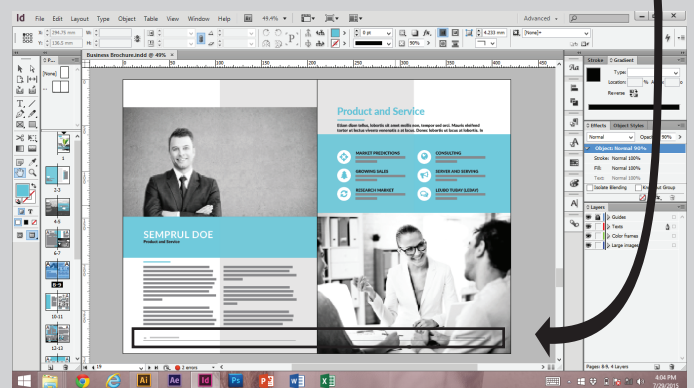


### Add More Page



### Edit Font 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

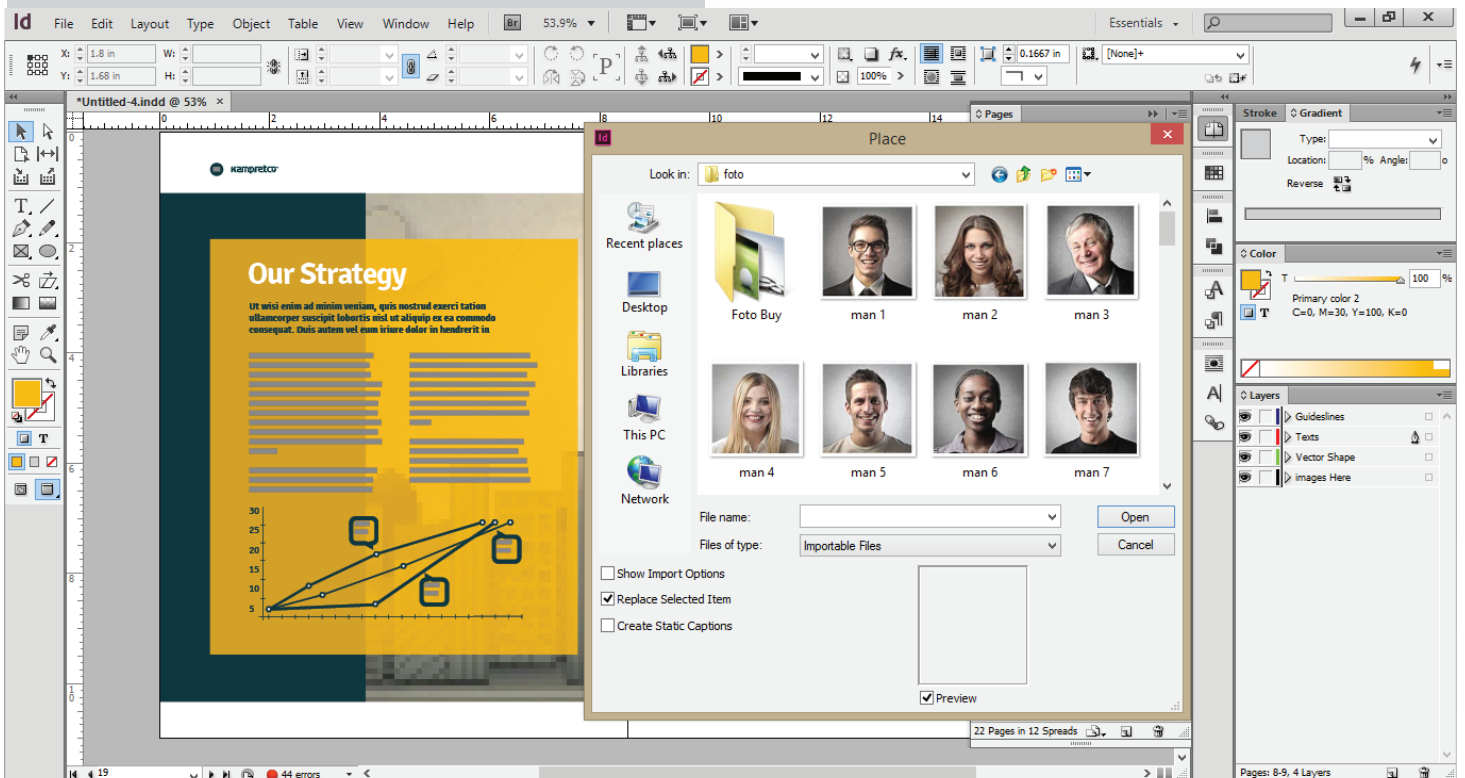
(Window > Pages, or press F12)

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

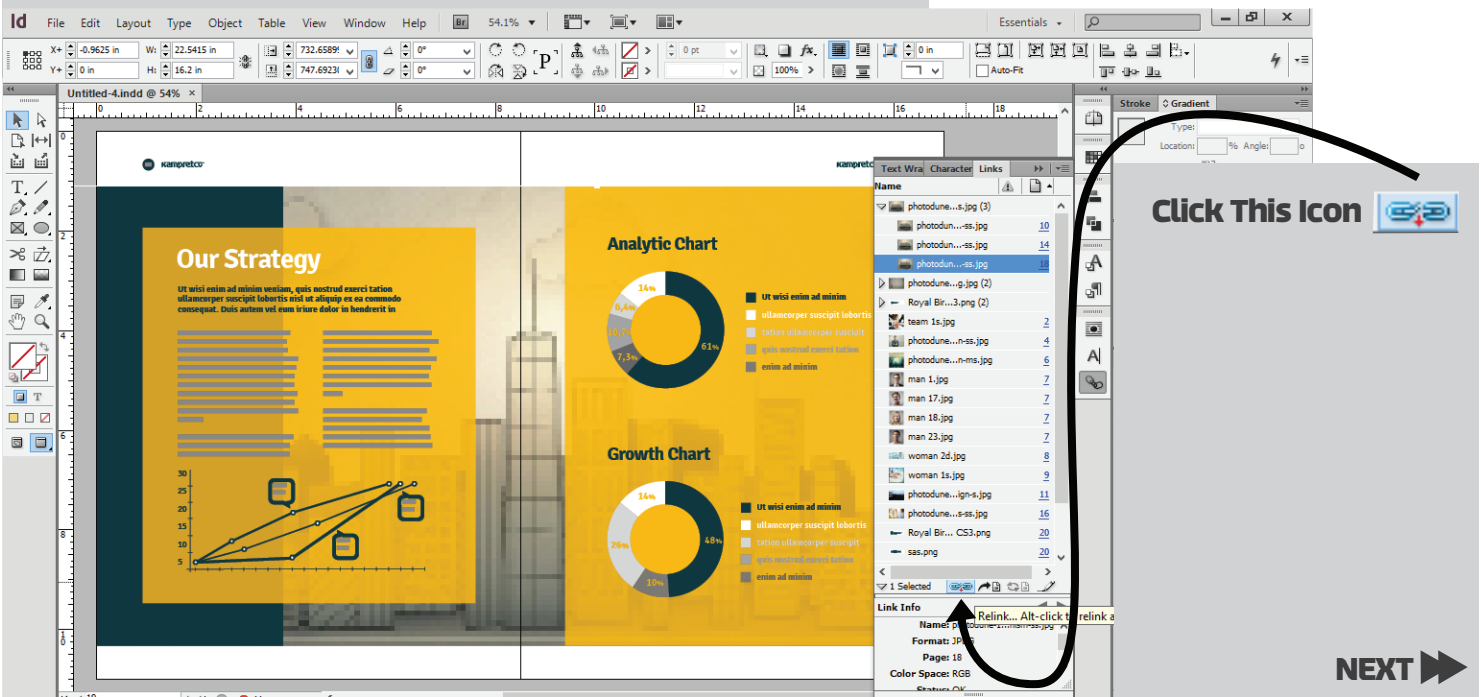


### Change Images


**Go to Menu File / Place or  
press Ctrl + D**

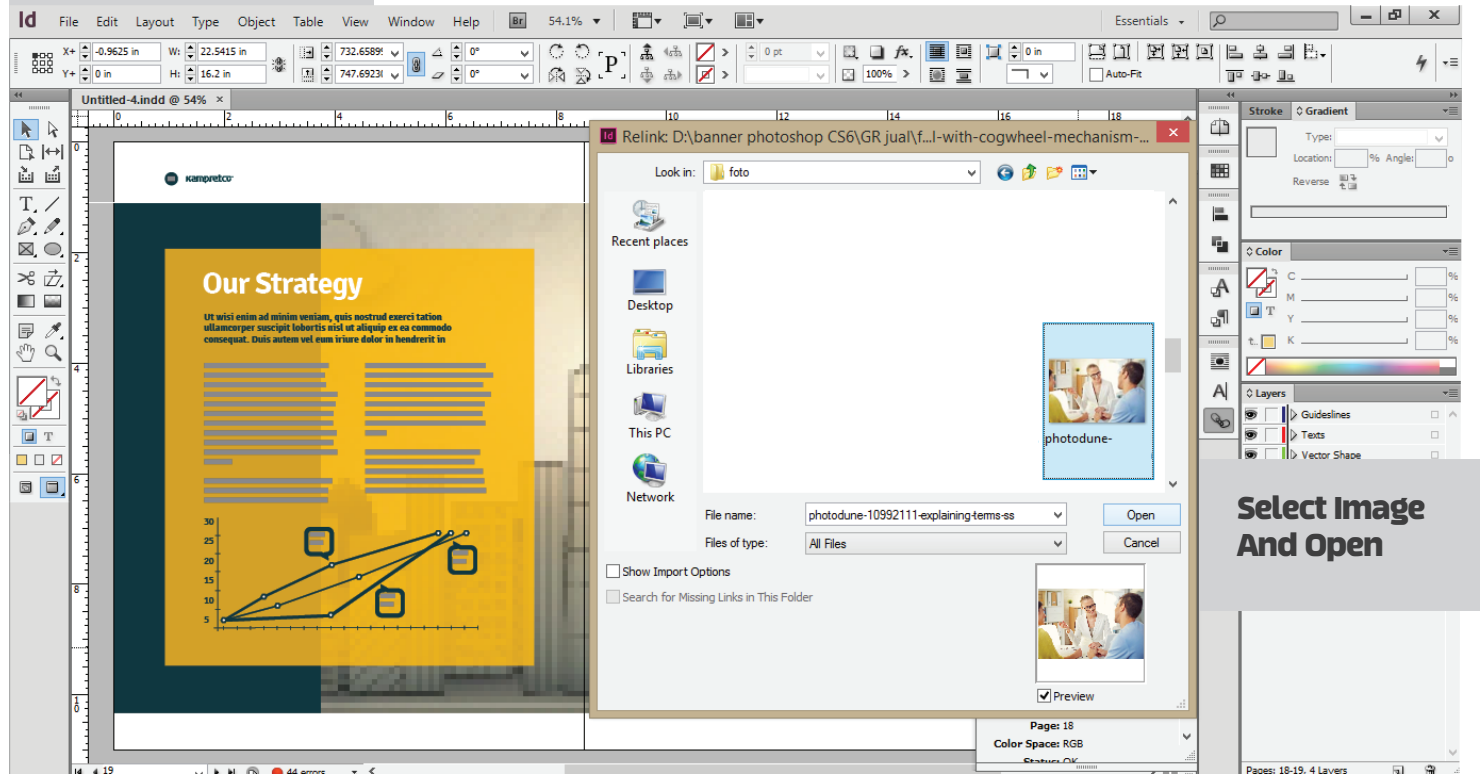


**Or (Window > Link, or press Shift+Ctrl+D)**



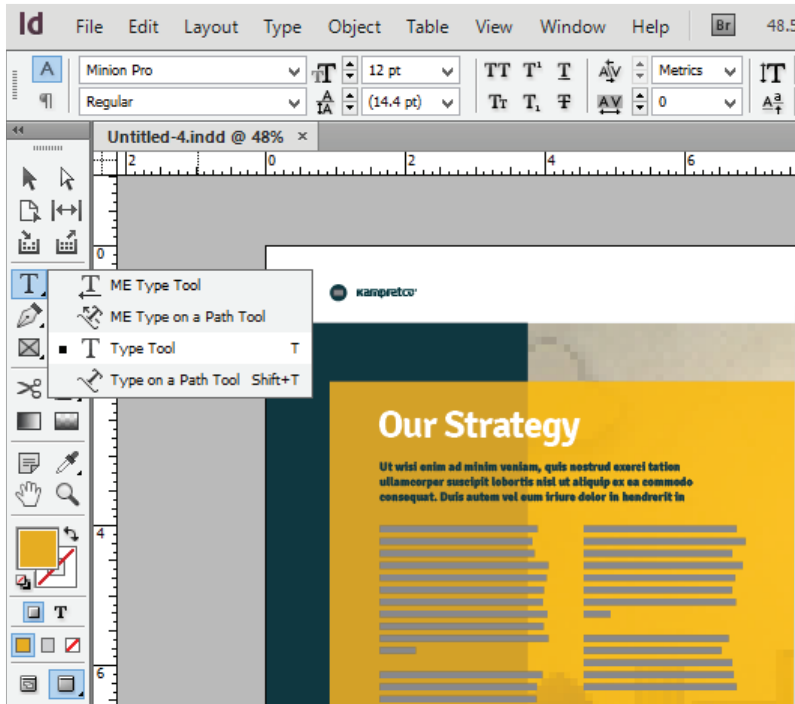
### Change Images

Click This Icon 

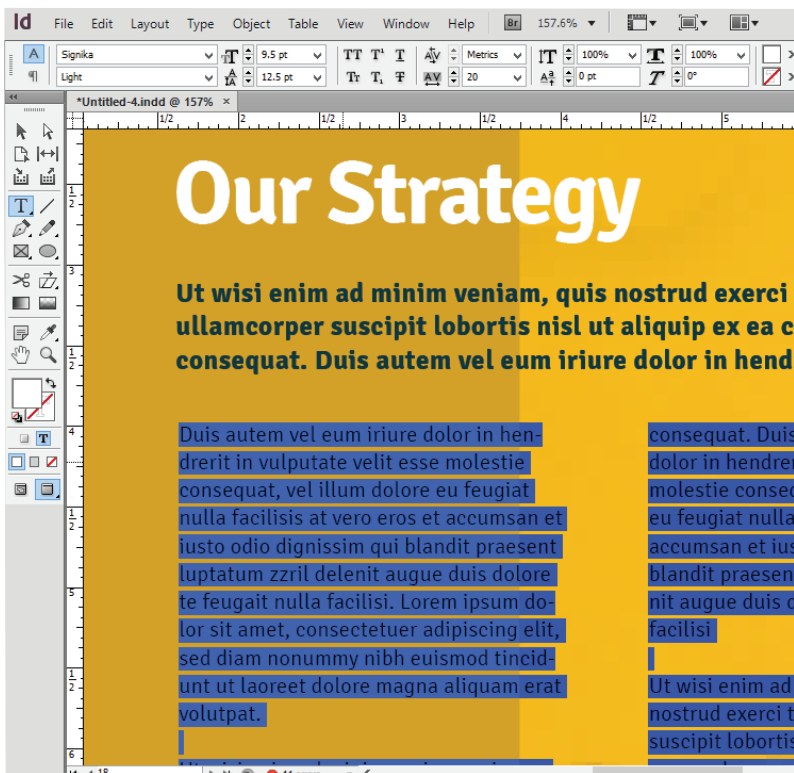


Select Image  
And Open

### 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.**