

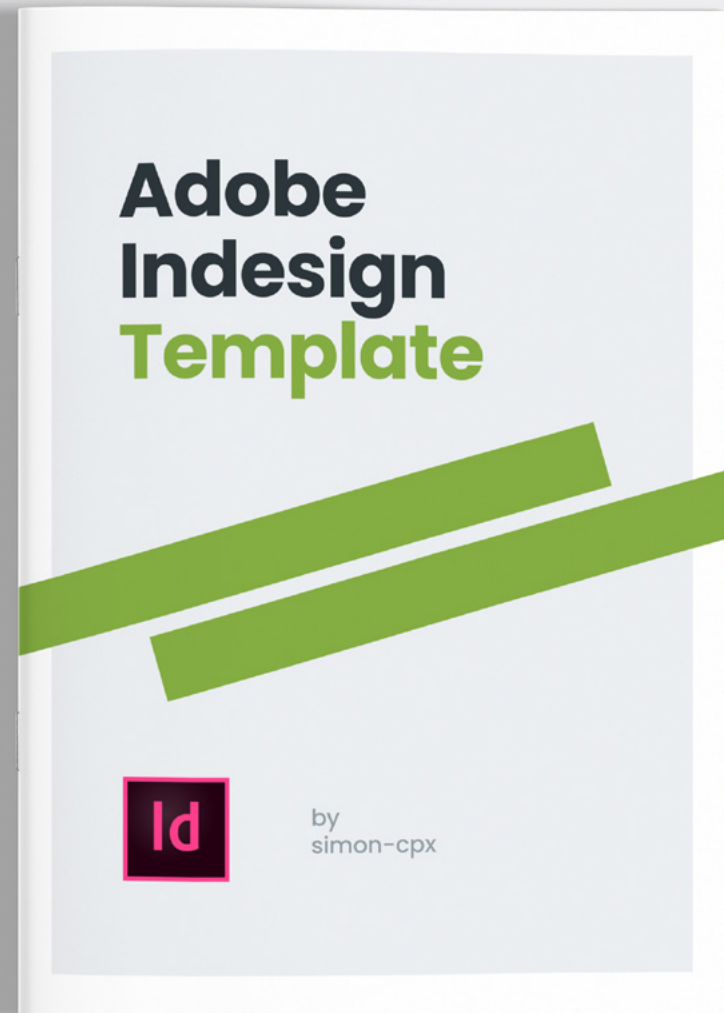
Basic Help



Adobe Indesign
version

Please note!

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



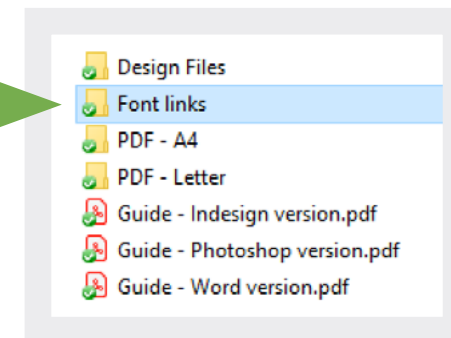
1

Install fonts

First thing to do is to install the fonts used in this brochure.

(If you want to use different fonts, see section 6 in this help file, on how to change fonts).

Go to the folder called '**Font links**'.



Double click each file in this folder, which will bring you to the download page for each of the fonts.

The fonts shown in this screenshot are just an example. You might have other font names here.



Download the fonts and install them on your computer.

2

Preview / normal view

Now, go ahead and open the Indesign file.

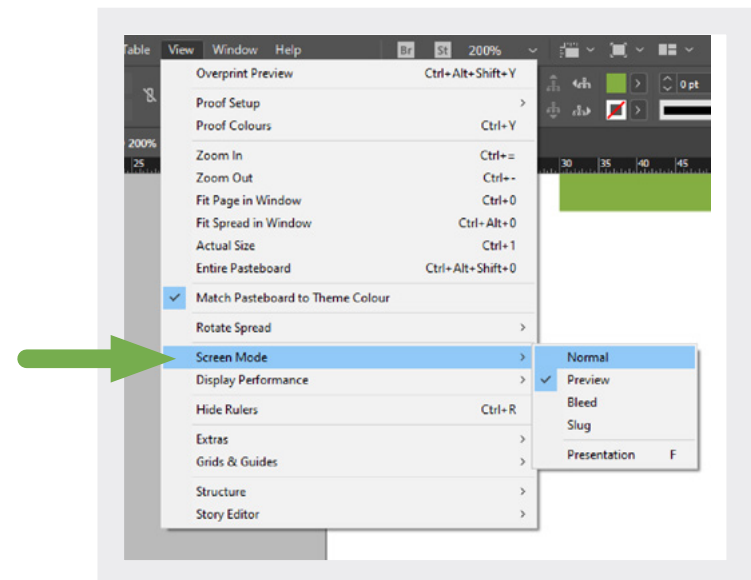
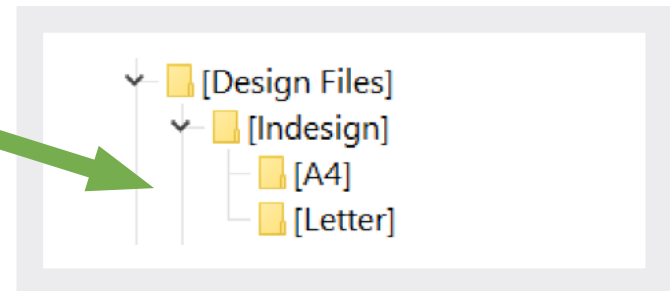
Go to the folder **Design Files** → **Indesign** and choose either the **A4** or the **Letter** version.

Inside these folders, you'll find two files. One is for Indesign CC (2019) and the other is for older versions of Indesign.

Chose the one that matches your version of Indesign.

If your document is in preview mode when you open it, you might want to switch to normal view, to see the guides and the bleed.

You can switch between preview and normal mode by going to **View** → **Screen mode** in your top menu — or simply by pressing the **W** key on your keyboard.

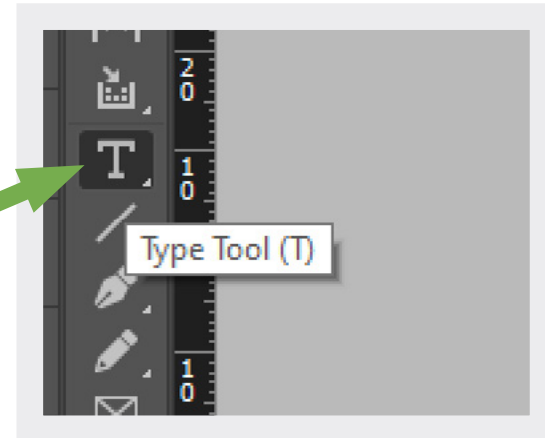


3

Texts

Now, let's edit some texts in the brochure.

To do this, 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.

Or just paste in text you have, from for example a Word document.

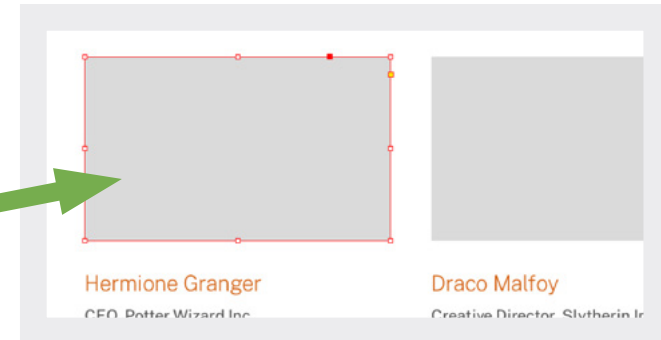


4

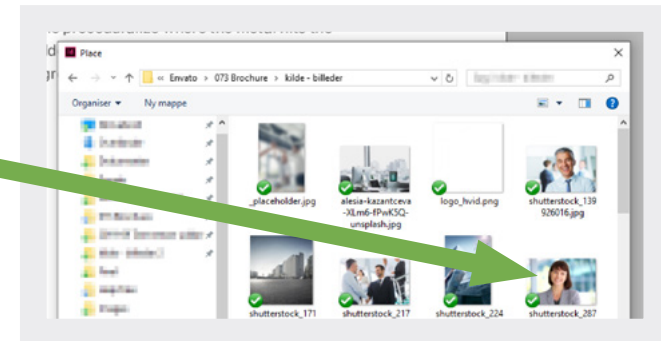
Images

Now, let's place some images in the brochure.

Click on an image frame to select it.

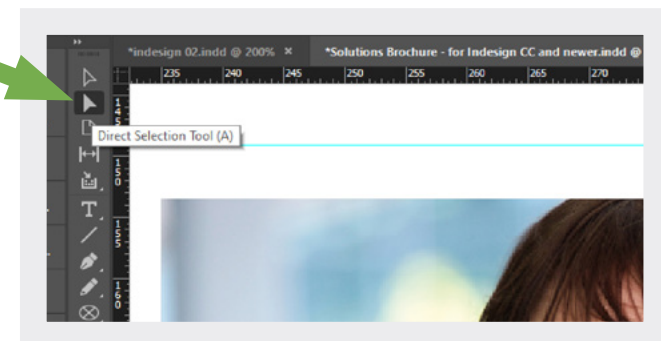


Press **Ctrl+D** (Command+D on a Mac) to open the **Place dialog box**. Choose your image from your hddrive and click **Open**.



Your new image is now inserted. You can scale it by choosing the **Direct Selection Tool** from the left tool bar, clicking the image, and then moving it inside the frame.

Grab the corner handles to scale it – hold down the Shift key on your keyboard, to make sure the aspect ratio does not change.



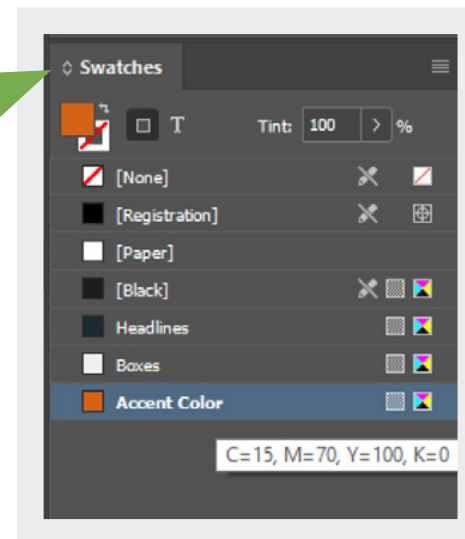
5

Colors

You can easily change the colors used.
Here's how to do it.

Go to the Swatches panel. If it is not already visible in your right side bar, go to:

Window → Color → Swatches
(or press **F5**).

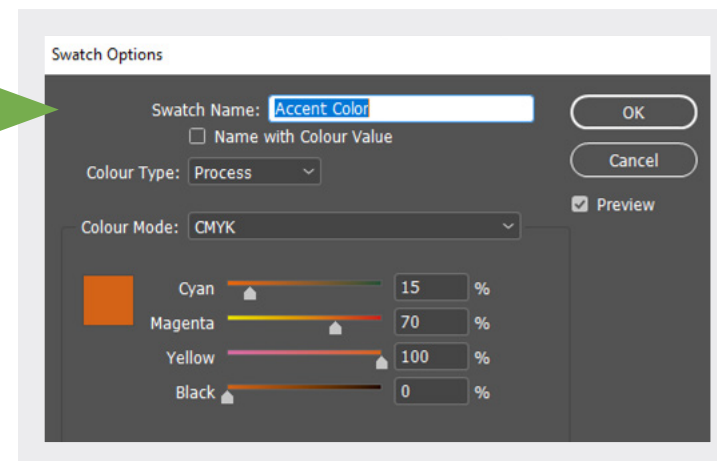


Double click the color you'd like to change.

The **Swatch Options** window now appears.

Type in the CMYK numbers for your new color – or drag the sliders on the four color bars.

Click OK when you are happy with your selection.



6

Fonts

You can easily change the fonts used in this document.

In your top menu go to **Type** → **Find Font...**

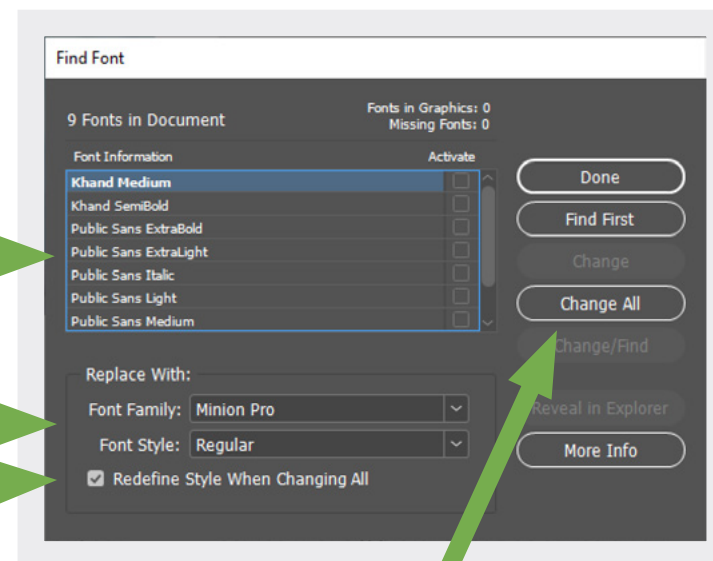
In the **Find Font** box, you'll see a list of all fonts used in the document.

To change a font, click on it on the list, and choose another font in the '**Replace With**' section.

Be sure to click the '**Redefine Style When Changing All**'.

Click '**Change All**' for each font you change.

Click '**Done**' to close the box again.



7

Creating new pages

The easiest way to create more pages, is to duplicate an existing spread.

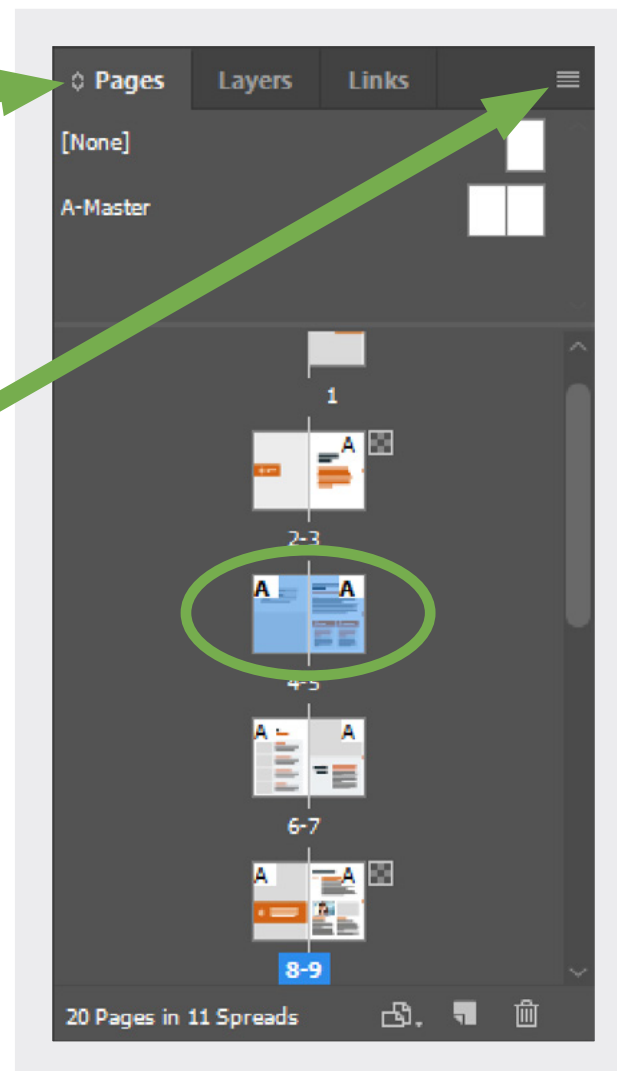
Go to the pages panel.

If it's not already visible in the top right corner of the screen, go to **Window** → **Pages** or press **F12**.

Now select two pages (a spread) that you would like to duplicate by clicking on them, and click this icon in the right corner of the pages panel, and then select '**Duplicate pages**'.

The pages are now copied and placed at the end of the document. However, you will probably like to move them, so that the back page is still the last page in your document.

So please follow the steps on the next page.



8

Moving spreads

To move pages – or a spread, go to your pages panel.

If it's not already visible in the top right corner of the screen, go to **Window** → **Pages** or press **F12**.

Now select the pages or the spread (two pages together) you'd like to move, by clicking on them in the pages panel.

With the pages selected, drag them inside the pages panel to a new location.

When you move your mouse cursor, you'll see a line showing you where the pages will be moved to.

