

Basic Help



Microsoft Word
version

Please note!

This is a general help file I have made for my Word 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.



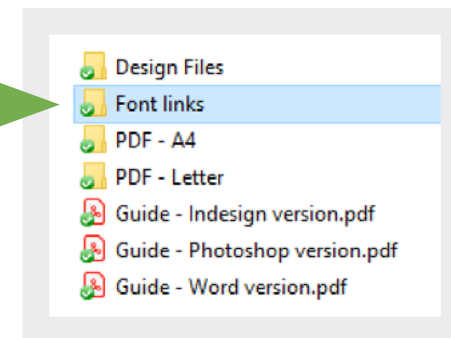
1

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.

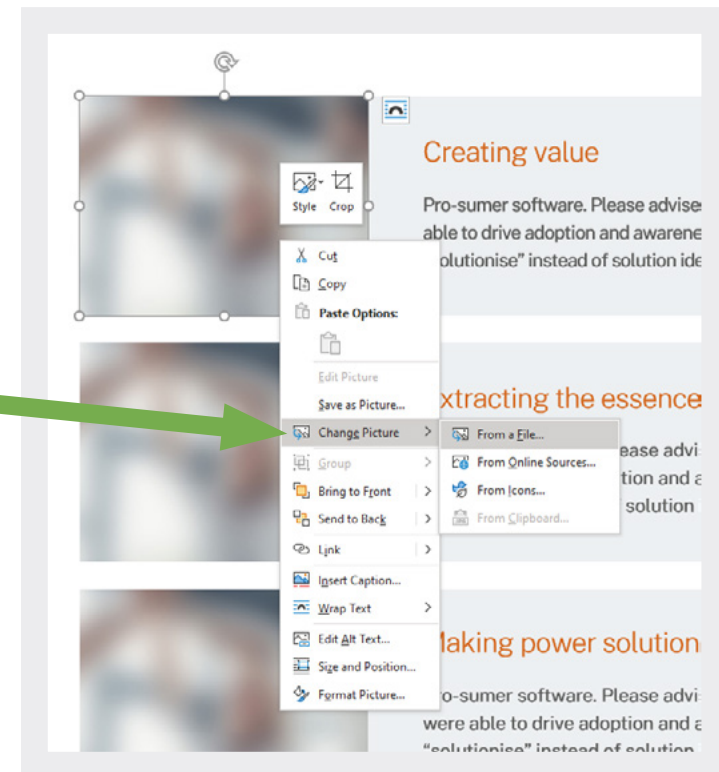
2

Changing images in Word

1. Click on the image placeholder to select it.
2. Right click to show the options menu.
3. Choose “**Change picture**” → “**From a file**”.
4. Find the image file you want to insert.

Word has now placed your image.

(continued on the next page...)



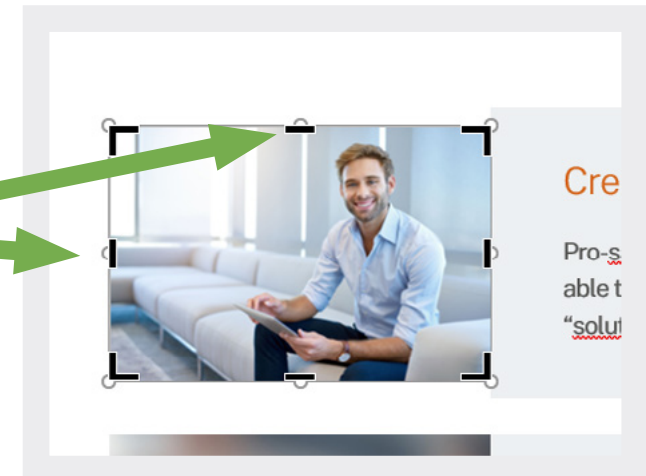
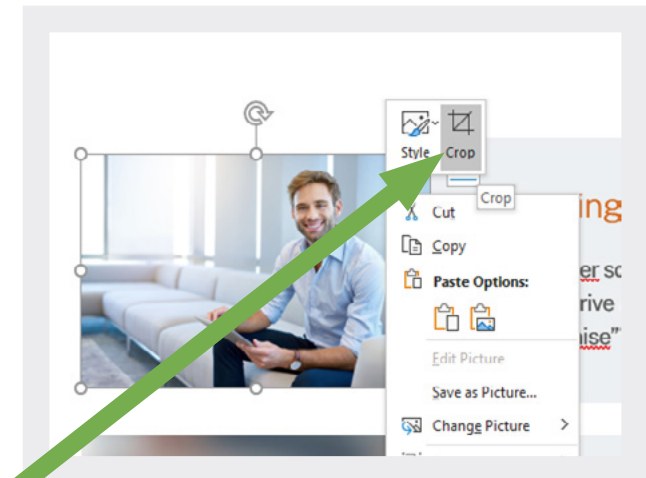
Changing images in Word ... *continued*

Unfortunately, Word does not insert images in the same size as the one it replaces, and you will probably need to adjust the image frame, to keep the original image size.

Here's how to do that:

1. Without deselecting the image you just inserted, right click on the image.
2. Above the context menu, choose the "crop" button.
3. Black handles on the corners and sides of the image now appears.

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Changing images in Word ... *continued*

Word will keep either the width or height of the original image frame – so you'll only need to adjust either width or height. Not both.

Let's assume it's the height of the image you need to adjust. Do this:

4. Grab the black top handle in the center, and pull it to fit the original size. You'll need to do this done by eye.
5. Do the same with the bottom handle.

After having adjusted the image frame, you'll need to scale the image itself:

6. Grab the circle handles of one of the image corners. Do not grab the center handles, as the image will not maintain it's aspect ratio.
7. Scale the image to fit the entire frame, and adjust the placement by dragging the image around inside the frame.

You have now successfully placed an image.

