

FILE GUIDE

www.elements.envato.com/user/Leaflove

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Download the font



Before open the file, please download and install the font first:

www.fontsquirrel.com/fonts/roboto
(font designed by Christian Robertson)

Open the file

adobe indesign & microsoft word

Adobe indesign (.indd & .idml)

We provided two files of adobe indesign.
The .indd for adobe indesign cc.
The .idml for adobe indesign cs4 and higher version.

Microsoft word (.docx & .doc)

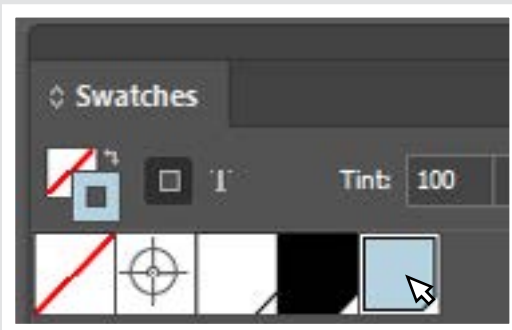
We provided two files of microsoft word.
Please try open the .docx first. If your microsoft word
couldn't open the .docx, please try open the .doc.

Note

This file is editable in adobe indesign & microsoft only.
It will not work in pages, google docs, adobe photoshop
or other program.

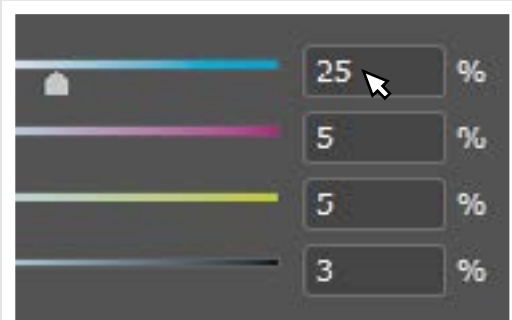
(Adobe indesign)

How to change the color



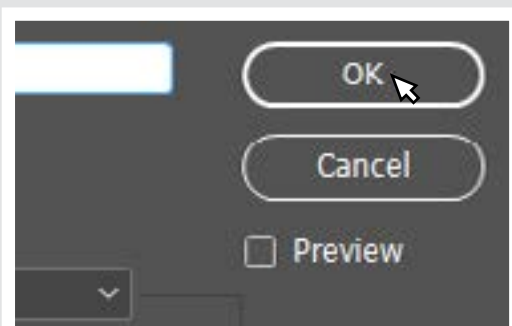
Step 01

Choose and click left twice the color that you want to change.



Step 02

Change the color percentages into your color that you want.



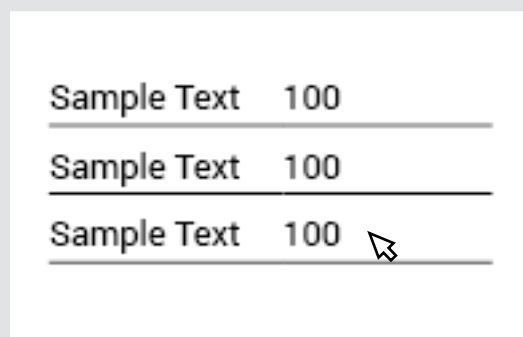
Step 03

Click "ok" when you are finish.
The objects with the first color will change into your new color.

(Adobe indesign)

How to insert/delete row and column in table

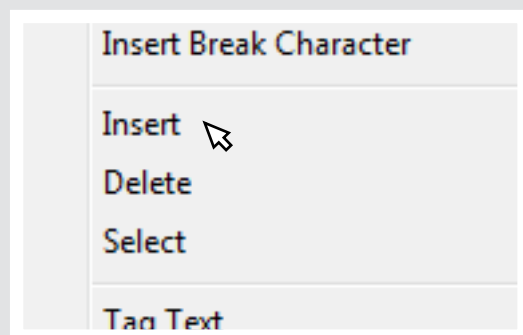
This file is using table in some contents



Sample Text	100
Sample Text	100
Sample Text	100

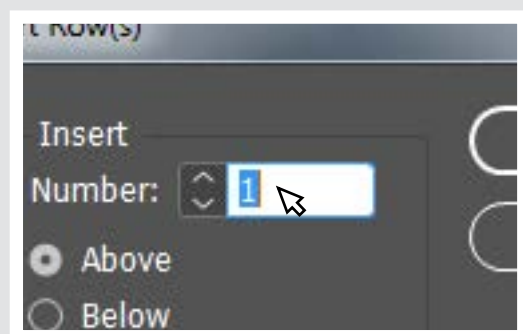
Step 01

Click type tool or press “T”. Then click or drag the row or column that you want to insert more or delete. And then, click right.



Step 02

To insert new row or column, click “insert” and choose row or column. To delete selected row or column, click “delete”, and choose row or column.



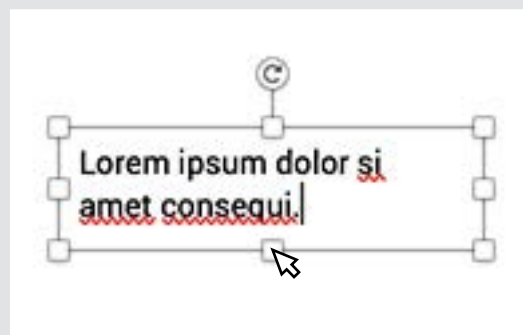
Step 03

After you choose row or column, you can insert how many rows or column. Fill the other option. When you’re done, click “ok”.

(Microsoft Word)

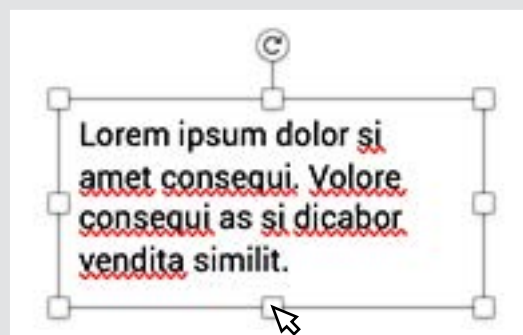
How to edit the text box

Some texts are using text box and some texts are using table according to their need.



Step 01

Some texts are using text box. To change or edit the text, click the text box and click again inside the text box.



Step 02

If the text box does not enough to contain your contents, you can extend the size of text box.

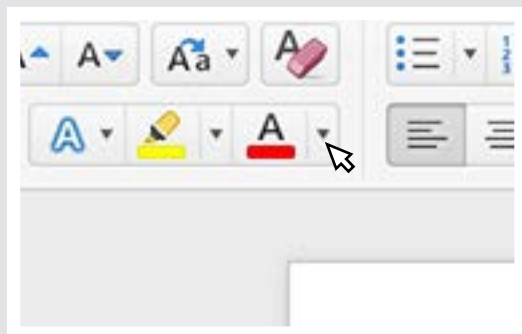
(Microsoft Word)

How to change the text color



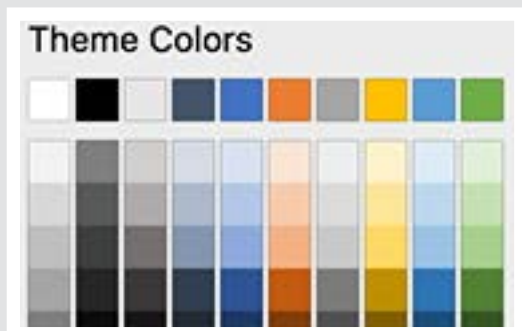
Step 01

Drag the text that you want to change the color.



Step 02

In the home toolbar, click "font color" arrow down icon.

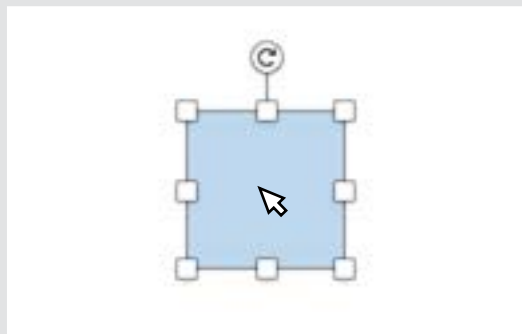


Step 03

Choose the new color from theme colors or click "more colors" to input your new color percentages.

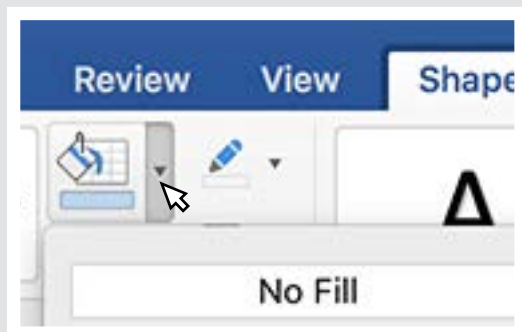
(Microsoft Word)

How to change the shape color



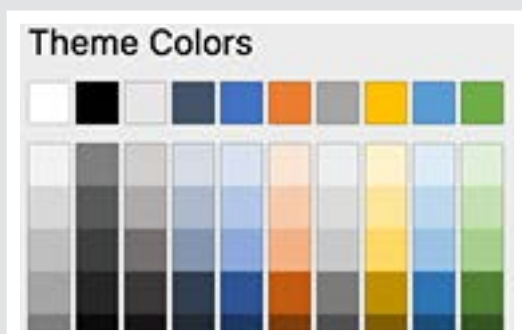
Step 01

Click the shape that you want to change the color.



Step 02

In the shape format toolbar, click "shape fill" arrow down icon.



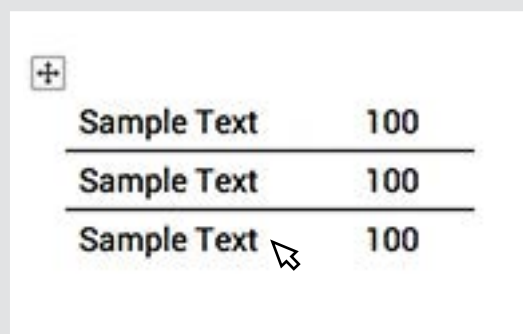
Step 03

Choose the new color from theme colors or click "more fill colors" to input your new color percentages.

(Microsoft Word)

How to add/delete row and column in table

This file is using table in some contents



Sample Text	100
Sample Text	100
Sample Text	100

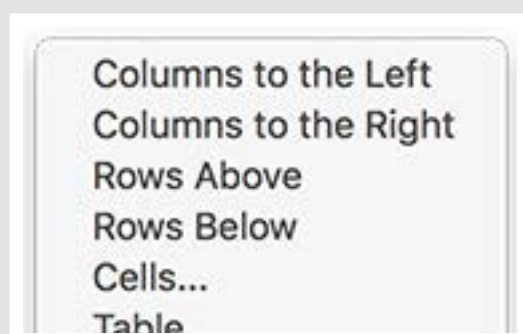
Step 01

Click or drag the row or column that you want to insert more or delete. And then, click right.



Step 02

To insert new row or column, click “insert”. To delete selected row or column, click “delete cells”.



Step 03

After you choose insert or delete cells, choose the available options as your need.

(Microsoft Word)

How to insert your logo to the template

1

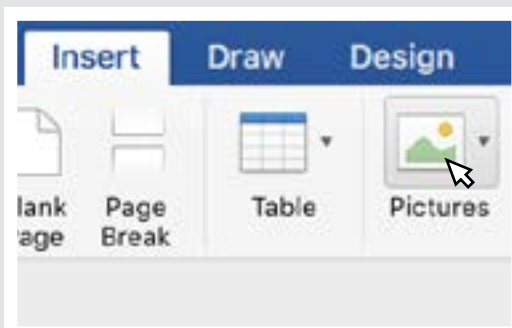
2

3

Blank Document

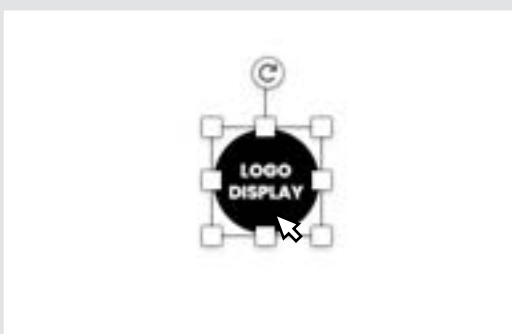
Step 01

Create new document / blank document.



Step 02

In the menu bar click “insert > picture”. Choose your logo from your file.



Step 03

After your logo appear in the new document, click left in your logo.

Steps continue in next page >

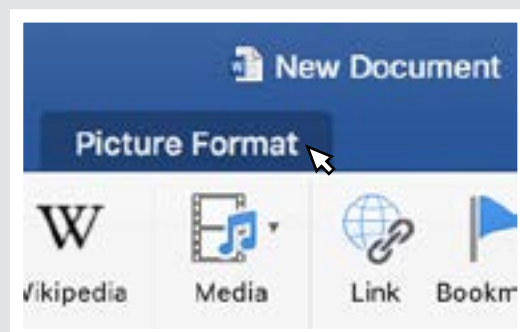
(Microsoft Word)

How to insert your logo to the template

1

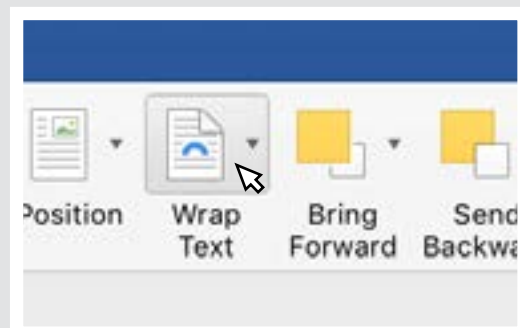
2

3



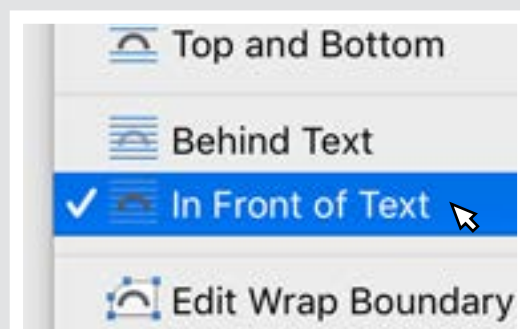
Step 04

In the menu bar, click “Picture Format”.



Step 05

In the picture format toolbar, click “Wrap Text”.



Step 06

Choose or click “in Front of Text”.

Steps continue in next page >

(Microsoft Word)

How to insert your logo to the template

1

2

3

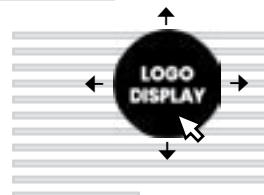
Blank Document



Step 07

Click at your logo. Click right and choose or click “Cut”.

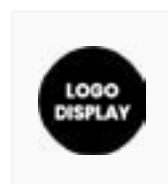
The Template



Step 08

Open the template file you bought, paste your logo there (click right and then choose paste).

The Template



Step 09

Move and replace your logo to the logo placement and resize your logo to fit the logo placement size.

Thank you

Thank you for download this item.

For more question, please contact us at

leafloveid@gmail.com