INDESIGN

Fonts

The fonts used are free you can download at:
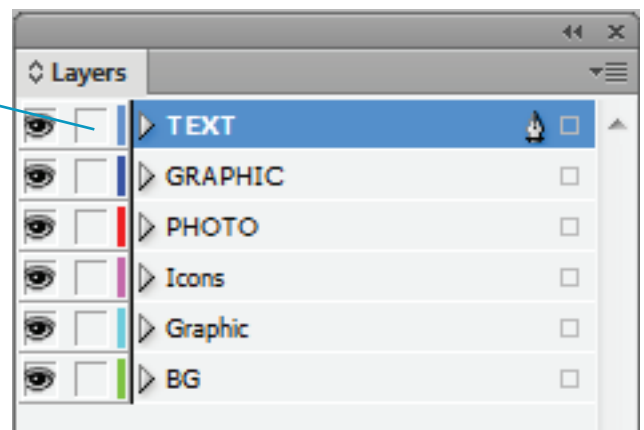
LATO   http://www.fontsquirrel.com/fonts/LATO
tex-gyre-heros   http://www.fontsquirrel.com/fonts/tex-gyre-heros

Working with text

①   In Layer Palette select TEXT layer.

②   Use the Type tool $\mathbf{T}$, click inside the text frame.
Delete the existing text and place your text with Place command or type it.

Replacing Image

In Layer Palette **select** PHOTO **layer.**
To replace an existing image, go to
File > Place and select your image,
hold down Alt (Windows) or Option
(Mac OS) and click the loaded
image icon on the image you want to replace.

To adjust or resize imported content without moving the frame, use the Direct Selection

(that automatically changes to the Hand tool 🖑 **when placed over an imported image).**

WORD

Before starting download the fonts

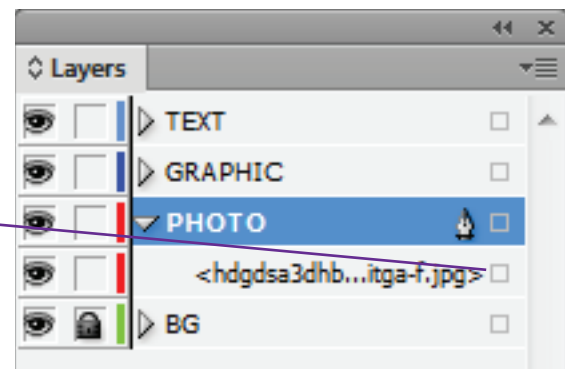The fonts used are free you can download at:

LATO   http://www.fontsquirrel.com/fonts/LATO
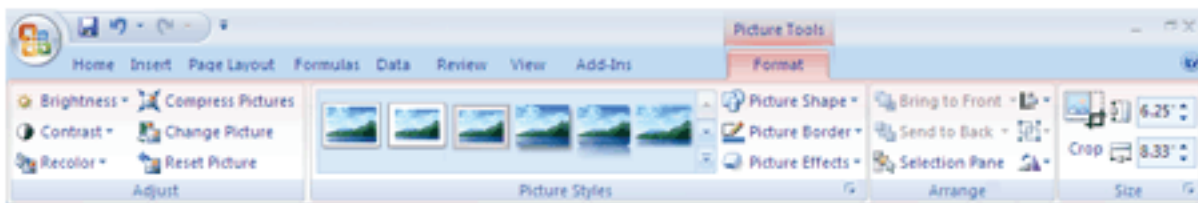tex-gyre-heros   http://www.fontsquirrel.com/fonts/tex-gyre-heros

Replacing text is very easy

Just delete the dummy text and replacie with yours

Replacing icons and picture

Click the icon that you want to replace.
Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Change Picture.**

or just click the icon right click > Change picture go to the Icon folder > Png chose
one of them and replace