BASIC
HELP +

This is a short guide to getting the most basic changes done in your downloaded Indesign document. For more in-depth Indesign tips and training, please search online for Indesign video tutorials.
Or get an account at **Lynda.com** — I can highly recommend their online video courses. They have extensive video tutorials, in for example "Indesign Essential Training".

Please note:
This help file is a general file I have made for my Indesign templates. The shown screenshots are not necessarily the same colors and images as in your downloaded Indesign file, however the steps and things to do are the same.
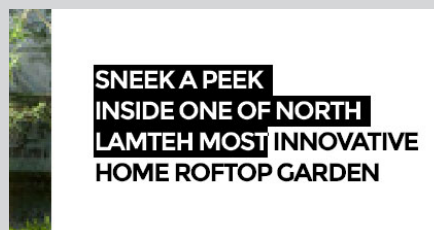
Please also note:
The exact placement of the functions in Indesign might vary, depending on which version of Indesign you are using. These screenshots are from Indesign CS 6.
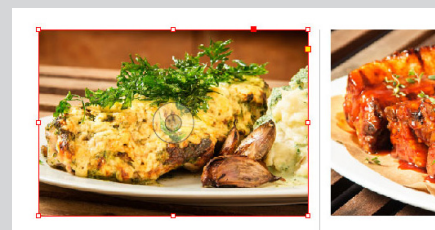
EDITING TEXT

1 Find the text you want to change. Then click on the Type Tool in the left tool bar.

SNEEK A PEEK INSIDE ONE OF NORTH LAMTEH MOST INNOVATIVE HOME ROFTOP GARDEN
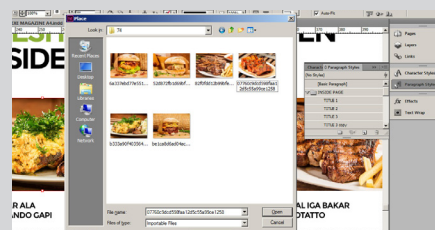
2 Click the text with the Type cursor you now have selected, delete theexisting text in the text frame, and type your own.
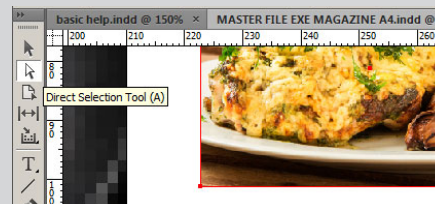
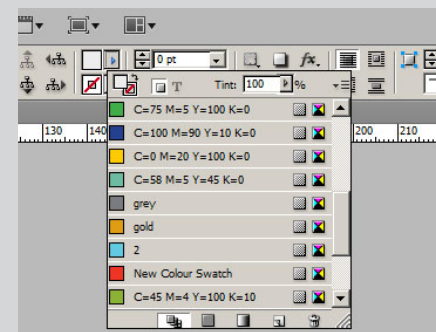## CHANGING IMAGES

1 Click on an image to select it.

2 Press Ctrl+D (Command+D on a Mac) to replace the image. Chose your image from your harddrive and click Open.
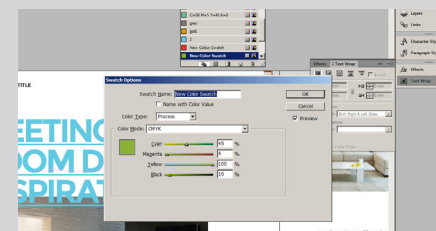
3 Your new image is now inserted. You can scale it by chosing the Direct Selection tool from the left tool bar, clicking the image, and then moving it inside the frame. Grab the corner handles to scale it – hold down the Shift key on your keyboard, to make sure the aspect ratio does not change.

CHANGING COLORS

1 Go to the Swatches panel. If it is not already visible in your right side bar, go to:
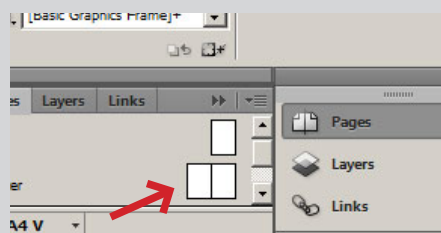
Window –> Color –> Swatches (or press F5).

2 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.
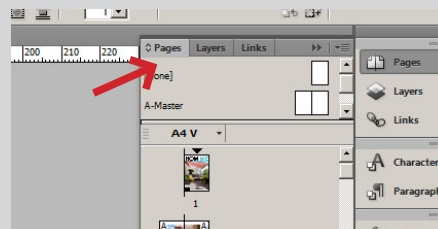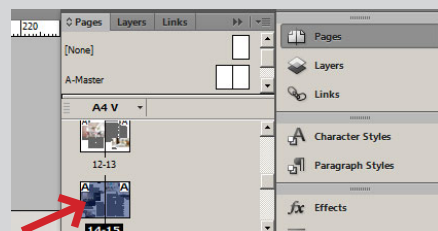
BASIC
HELP +

EDITING
FOOTER TEXT

1 Double click on master page. Then you able to change all text with your own text and save.
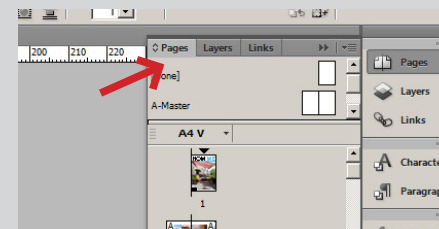

CREATING
NEW PAGES

1 The easiest way to create more pages, is to duplicate an existing spread. In your pages panel (if it's not already visible in the top right corner of the screen, go to Window -> Pages or press F12).
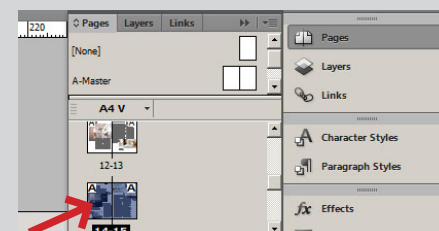

2 Now select two pages (a spread) that you would like to duplicate by clicking on them, and click this icon ▾≡ in the right corner of the pages panel, and then select "Duplicate pages" .

3 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 in the next coloum, called "Moving spreads".
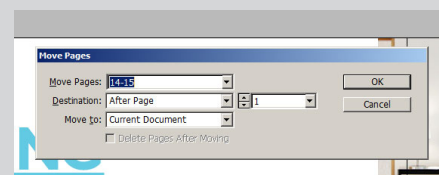

MOVING
SPREADS

1 To move pages - or a spred, 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.
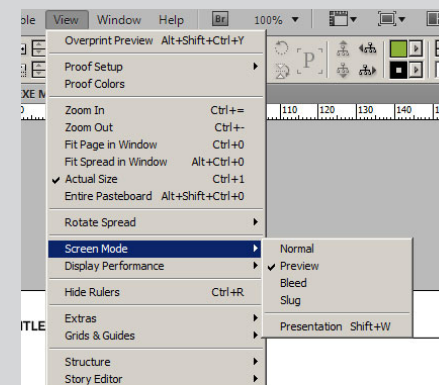

2 Now select the pages or the spread (two pages together) you'd like to move, by clicking on them in the pages panel. Then click this icon ▾≡, and chose move pages.

3 In the window that now appears, chose where you'd like to move them, to change the pages order. You can even move them to another open Indesign document.

PREVIEW /
NORMAL VIEW

If your document is in preview mode when you open it, you might want to switch to normal view, to see the bleed. You can switch between preview and normal mode by going to

View -> Screen mode in your top menu.