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# MS WORD

## STEP BY STEP TUTORIAL

### 01. Installing Requirements:

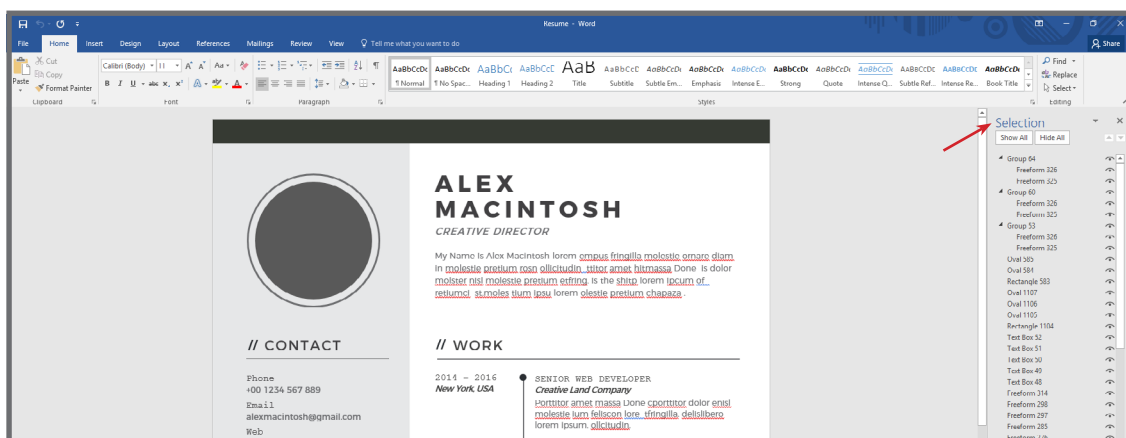
First thing first. Download and install all the **Required** things like **Fonts**, listed in the help file.

### 02. Open The Document:

After extracting the **Main\_files.zip** file, double click on the **filename.docx** file to open the Microsoft office document you just purchased.

### 03. Turn On Layer Panel:

Press **Alt+F10** to show/hide Selection Panel.



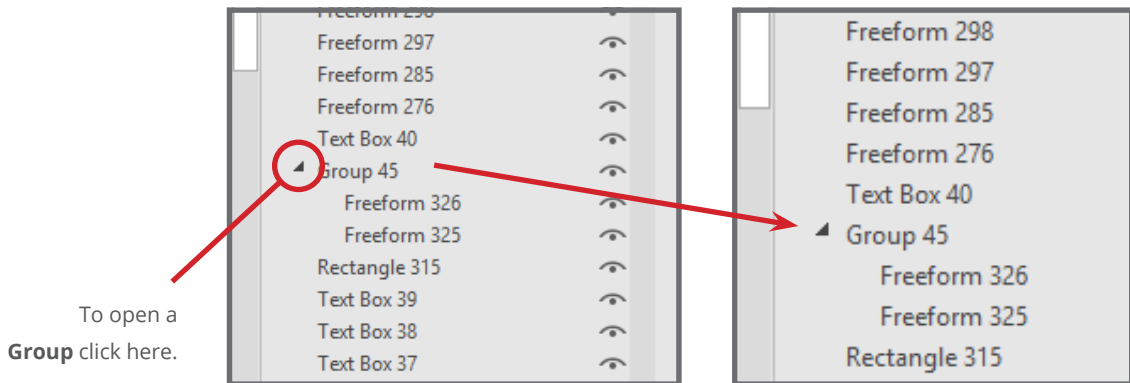
Selection Panel Layers is everything.

Every item is layer based.

Layer let's you **Customise** or **Edit** your purchased item.

#### 04. Opening group:

Look at the **Layer panel** to access all the layer of the item you just purchased. Every designs are **Grouped**. You can just open any group to get the layer inside.



#### 05. Move An Object:

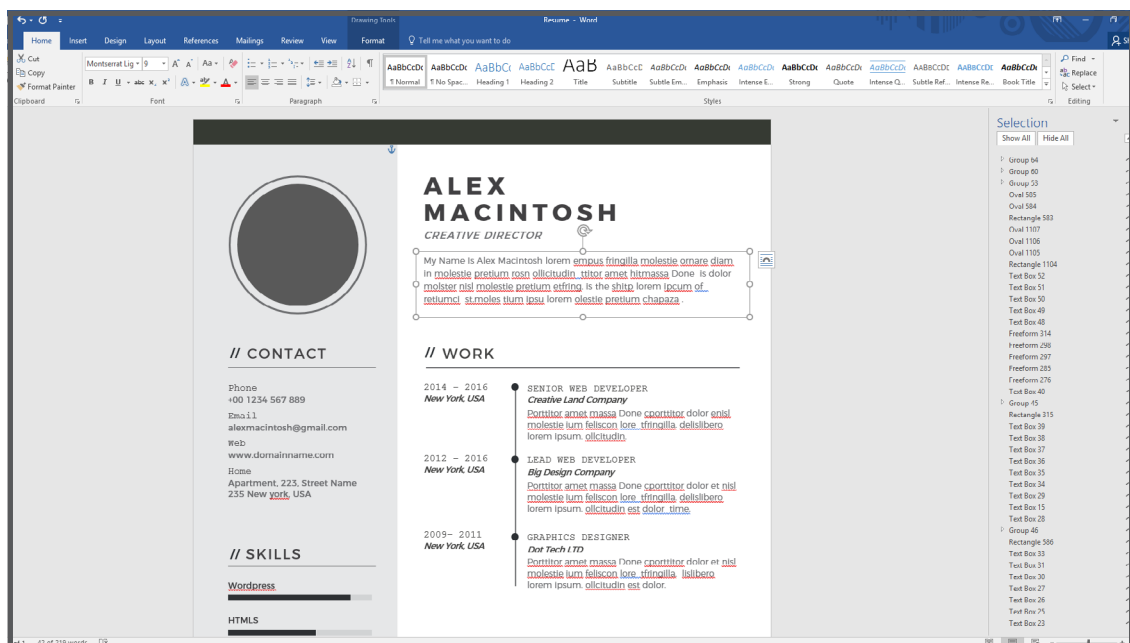
In order to **move** an object you have to select the shape first. To select a shape **Ctrl Click** on the object. Then move by pressing your **Arrow** keys on the keyboard.

#### 06. Select Multiple Object:

Press and hold **Ctrl** while you click the shapes. To select multiple shape with text you have to do it differently. Press and hold **Shift** while you click the shapes to select text shape. If you select the text inside the object, just click on the text. And for the Object itself press **Esc** after selecting the text.

#### 07. Editing Text:

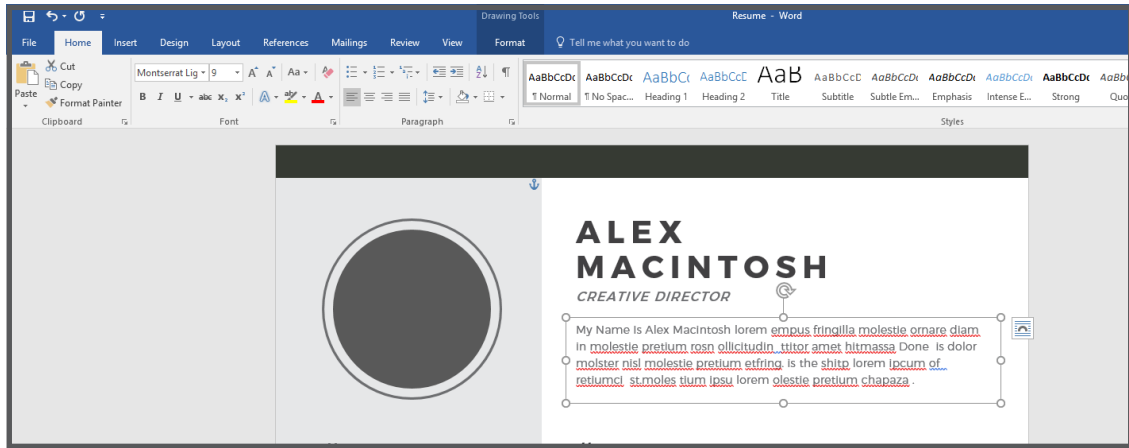
Fully Editable Layers can perfectly consume your own texts in a blink. We always do the hard work to keep it easily and simply editable. Just Click to select the Text.



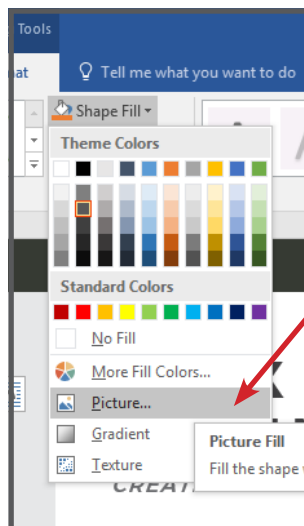
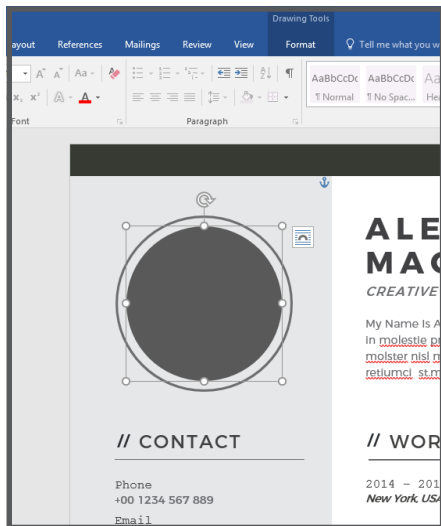
Just click on any text. Edit as you like. After editing press **Esc** two times to release.

## 07. Editing Text:

Fully Editable Layers can perfectly consume your own texts in a blink. We always do the hard work to keep it easily and simply editable. Just Click to select the Text.



Just click on any text. Edit as you like. After editing press **Esc** two times to release.



## 08. Changing Image Or Logo:

Click On the **Object**.

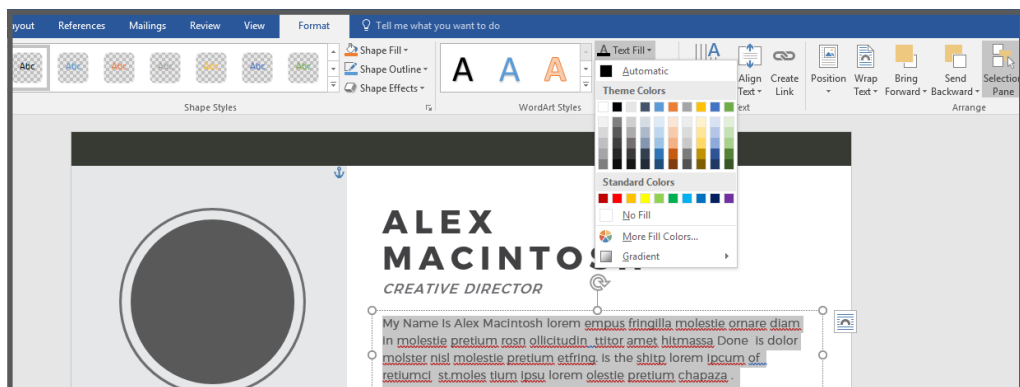
Click here to **Change Image**.

Just select an image to **Apply**.

## 09. Changing Color:

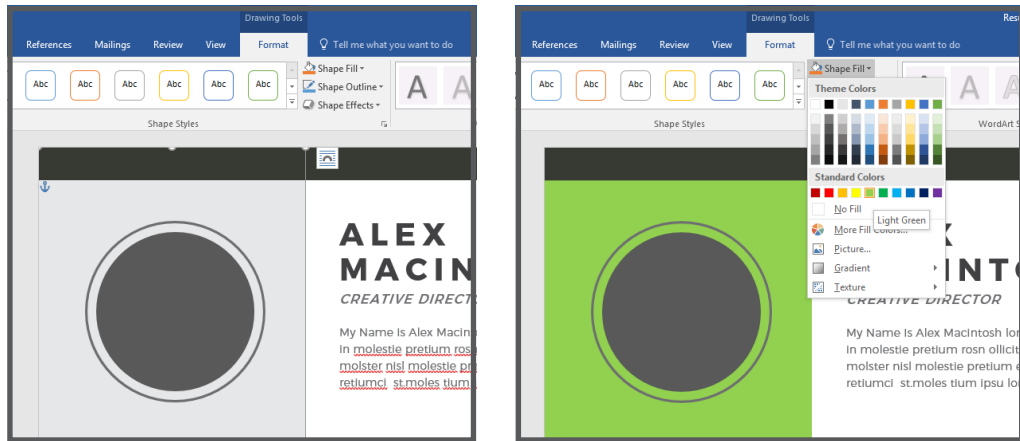
### 09.1. Changing **Text** Color:

To change the color of your text, just select the text. Then **Go to Format > Auto Fill** and change the color of your text as per as your wish.



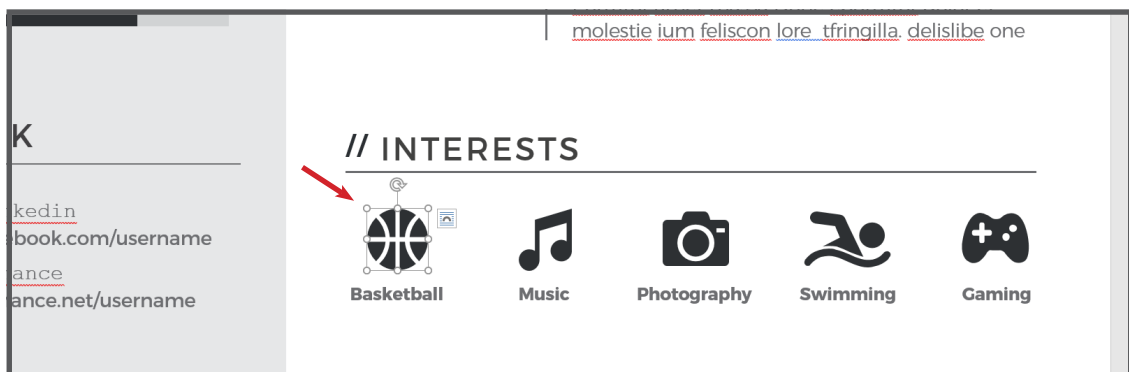
#### 09.2. Changing **Object** Color:

Select any **Object** from your document, which you need to change the color. Then **Go to Format > Shape Fill** and change the color of your text as per as your wish.



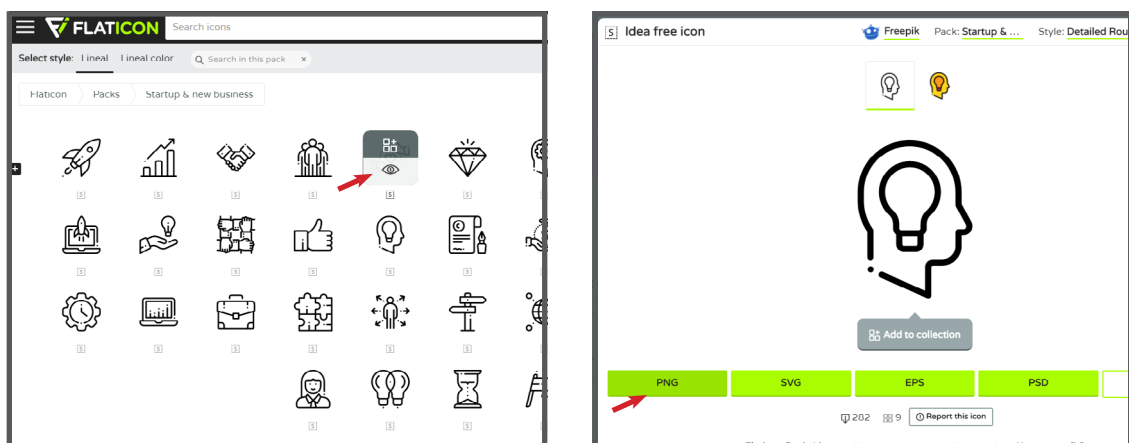
#### 10. Resizing Object:

To resize an object you need to select the object first. Don't forget to press **Shift** key and Drag from any **Corner** of that image to maintain aspect ratio of that image during resizing.

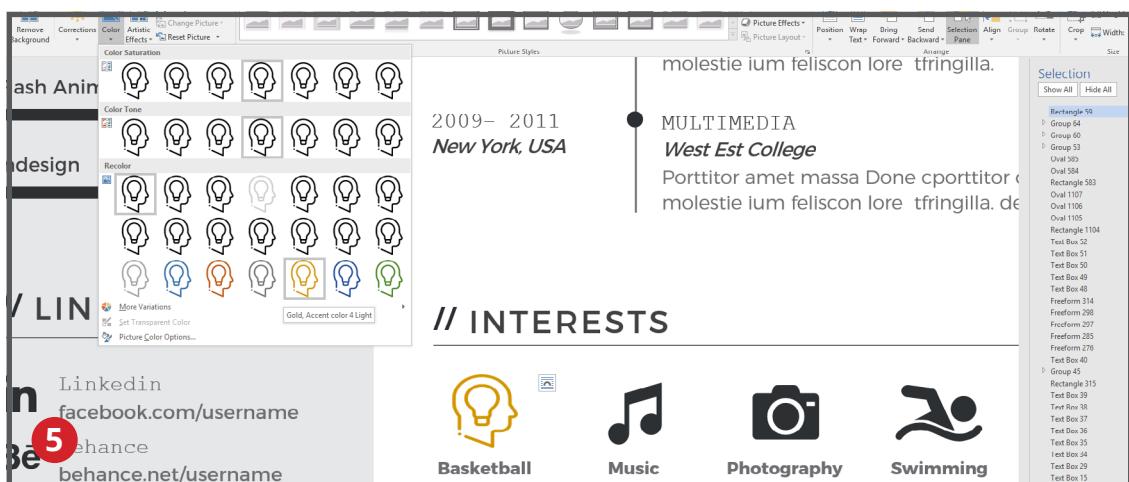
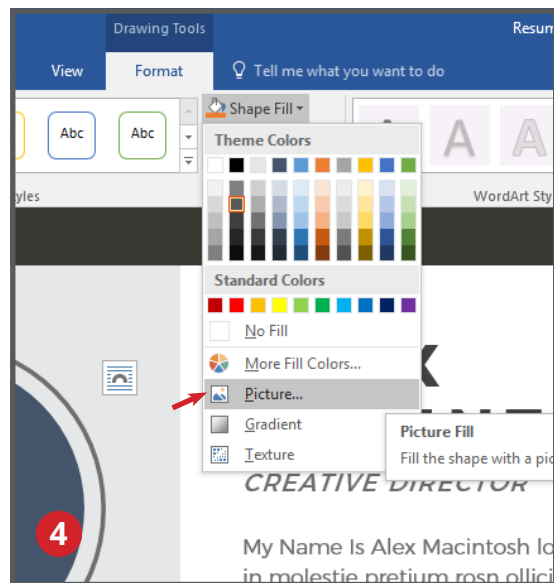
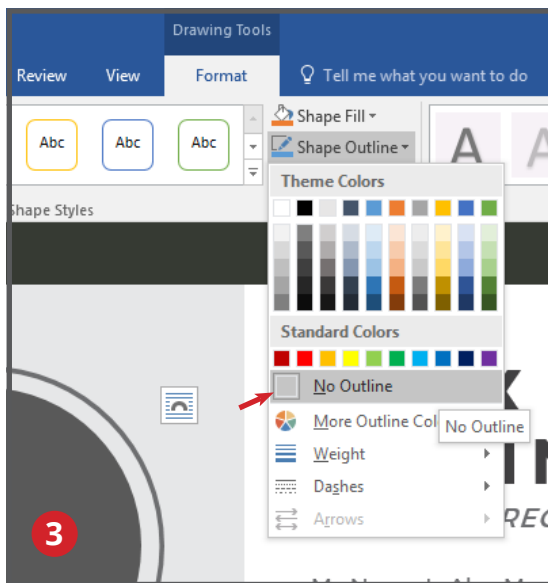
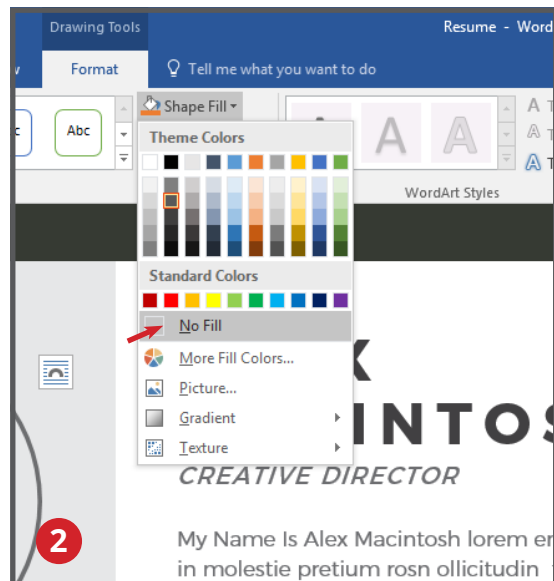
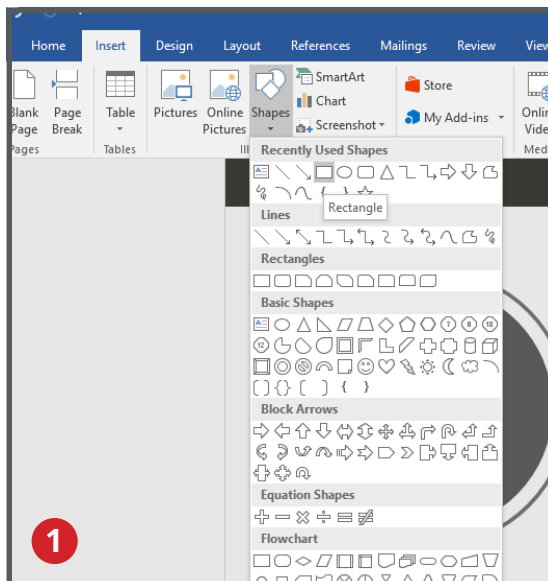


#### 10. Changing Icon:

To change an icon of your purchased document, go to **Flaticon**. You can google it. Search for your desired icon. Then download it in **PNG** format.



Go to **Insert** tab. Then **Shape**. Create a shape at your desired place of the document. Then Follow the steps below.



This is how to import Object / Logo into your MS Word Documents.