

Newburn Business Review

MAGAZINE TEMPLATE TEMPLATE DOCUMENTATION | VERSION 1.0 | JUNE 2017

TEMPLATE DOCUMENTATION

for Adobe InDesign CS4+

TEMPLATE STYLES

All of the Paragraph, Character
& Object Styles explained

MASTER PAGES

Master Pages explained and what they are for...

ALSO INCLUDES:

Getting Started Guide

...

Overview of Template Layout

...

Tips and Guides for InDesign to make
the most of your Template purchase

Newburn Business Review

**Editing Master items
on a page (overriding):**
Ctrl/Cmd Shift-click on
the text/image box.

Template Documentation

Everything you need to know about this professional template and how to create your own layouts and include your own information.

**Thank you for purchasing
this template and
hopefully you will find it
easy to update and use.**

You'll find well organised Master Pages, Swatches, Paragraph, Character and Object Styles. Each template has been all set up for you and is ready to go. Even a novice in InDesign will be able to add their own information. Now we'll go through how things are organised and used, plus tips on editing the template.

TEMPLATE CONTENTS

The files included are:

- ▣ A4 version.
- ▣ US Letter version.
- ▣ This documentation PDF.
- ▣ PDF preview.

All template files include .indd versions for use in InDesign CC, .idml files for use in InDesign CS4+ and universal PDF versions (Total 6 Files).

EDITING YOUR TEMPLATE

Each page has been created for you, but if you would like to add more or edit pages follow these instructions. Create a new page in your document via the Pages Panel > Insert Pages or with the Menu Layout > Pages > Insert Pages and then select which Master you'd like to use. The Styles included for text and objects allow one-click application of settings which have already been created for you.

Adding your own company details is just a case of editing the existing text boxes included in the template. You can delete the placeholder logo and place your own logo as a vector or image file.

MASTER PAGES

The Master pages included in the template includes guides to help with your layouts and also elements that repeat throughout the template (e.g. page numbers). You can edit Master Pages by double clicking on the thumbnail in the 'Pages' window (Window > Pages) and then making your changes.

USING THE HORIZONTAL TEXT BASELINE GRID

This template has been carefully constructed and uses a perfectly aligned Typography Baseline Grid, based on the Body Text Leading, enabling you to create sleek and organised layouts with minimal effort.

The Blue Horizontal Baseline Grid is used by the majority of the Paragraph Styles and automatically aligns your text. You can turn the Baseline Grid On/Off under Menu > View > Grids & Guides > Hide/Show Baseline Grid. If you'd like a quick preview of your layout without any guides just press W, this will allow you to quickly assess how your layout is shaping up.

FONT INFO

Fonts used are:

Open Sans: <http://www.fontsquirrel.com/fonts/open-sans>

Proxima Nova: <http://www.fontsquirrel.com/fonts/proxima-nova>

Bebas Neue: <http://www.fontsquirrel.com/fonts/bebas-neue>

Aleo: <http://www.fontsquirrel.com/fonts/aleo>

IMAGE CREDITS

All image copyright © is retained by the images original owner. Any design/images used in the preview are for illustration purposes only.

FROM THE AUTHOR

I hope you find everything you need in this documentation. If you have any questions about the template or this help file, you can contact me at Graphic River or visit www.evolysdigital.com and use the contact page. Enjoy! ~

Newburn Business Review

Placing an image in a Graphic Frame: Use File > Place or press Ctrl/Cmd-D and click on the frame.

Template Paragraph Styles

An explanation of the included Styles and how they are used to customise your layouts.

Applying Paragraph Styles

Using these styles is as simple as just highlighting either the text or text box you wish to change, then clicking on the desired style in the style palette.

You can also use **Quick Apply** (Ctrl/Cmd - Enter), and choose the desired style from the pop up menu.

Explanation of 'Based On'

The styles in InDesign have a clever feature in that you can create a style 'based on' another. Meaning if you change an attribute in the parent or starting style, each style that it's based on will follow those changes.

This feature is present in the main styles used in this template. For example: if you edit the font in the first of these styles in a group, they will all change accordingly.

This feature can also be switched off by choosing [No Paragraph Style] under 'Based On:' to make the style function independently.

Below are the Paragraph Styles that control the formatting of the text included in the template; everything from body text to headings.

Group: Titles

Window > Styles > Paragraph Styles

Large Title - BLACK (WHITE)

Main title for the front cover of the document, used for 'How we look'.

Title - BLACK (WHITE)

Same as weekday but bold/black text to make the weekend stand out.

Subtitle - BLACK (WHITE)

The style used for the introductory paragraphs to each new document section.

Quote - BLACK

This is the style for the large quote on page 2 (inside cover) of the document.

Group: Body

Window > Styles > Paragraph Styles

Body - LEFT (RIGHT) BLACK

Main style for the majority of text in the document. Has both left and right justified versions.

Body - LEFT (RIGHT) COLOUR

Same as 'Body' above but uses your documents main colour for highlighting text.

Body Italic - LEFT BLACK

Same as 'Body' above but italicised for emphasis, captions etc.

Numbered - LEFT COLOUR

Numbered list style that uses your documents main colour for the numbers for emphasis.

Template Character / Object Styles

An explanation of the included Character / Object Styles, how they relate to Paragraph Styles and using them to customise your layouts.

About Character Styles

The Character Styles included are used for inline styles, for example, highlighting a word in the title of a layout. They are very versatile in expanding the options available.

To use just highlight the text you wish to style and click the name of the Style in the Character Styles palette. These styles can be applied to any Paragraph Style, so please experiment.

Below are the Character Styles that control inline formatting of the text included in the template.

Group: **Bold Text**

Window > Styles > Character Styles

Bold

Very simple style for making inline words in your text bold.

Bold - COLOUR

Same as 'Bold' above but uses your document's main colour instead for more emphasis.

About Object Styles

Object Styles are used for the graphic elements in your layouts. They are very useful as you can not only store attributes like colour and stroke but you can define the Paragraph Styles of text contained in the box.

Included are styles for specific elements of the layouts as well as some generic styling which can be used anywhere.

NOTE: Object Styles don't control size or position but you can copy and paste or refer to the Master Pages for examples.

Group: **Lines**

Window > Styles > Object Styles

Line - Measure

This line style is used when you want to demonstrate the size of an element. Used for the logo minimum size example in this template.

3pt Line - BLACK (COLOUR)

Thick black line used as a page footer, also available in main document colour variation.

1pt Line - BLACK (COLOUR)

Thinner black line used for section division and end of paragraph markers, also available in main document colour variation.

Newburn Business Review