FILE GUIDE

www.elements.envato.com/user/Leaflove

made by 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 (.indd & .idml)

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

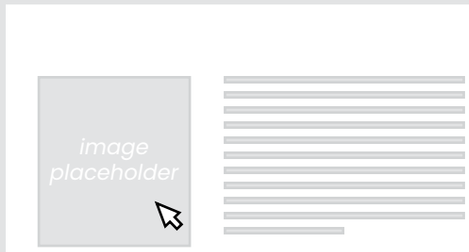
Microsoft word (.docx)

We provided .docx file of microsoft word,
which compatible for microsoft word 2010 version
and higher version.

Note

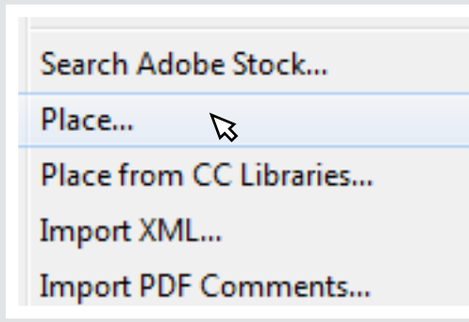
This file is editable in adobe indesign & microsoft word only.
It will not work in pages, google docs, adobe photoshop
or other program.

(Adobe indesign) How to insert image/picture



Step 01

Click the image placeholder. you can see all the image placeholder are in the layer image placeholder.



Step 02

Choose file > place or press “ctrl+d (command+d on mac)”.
And then choose your image from your device.



Step 03

To make your image fit the placeholder proportionally, choose Object > Fitting > Fill Frame Proportionally.



the image display credit : photo by samuel zeller on unsplash

Steps continue in next page >

(Adobe indesign) How to insert image/picture



Step 04

If you want to re-arrange the image position in placeholder, click left twice and move your image in placeholder.



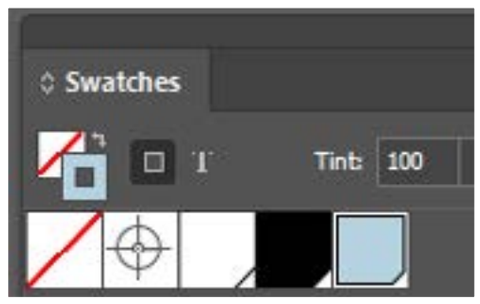
Step 05

You can resize the image in placeholder, but remember to hold press key shift to keep your image size proportionally.



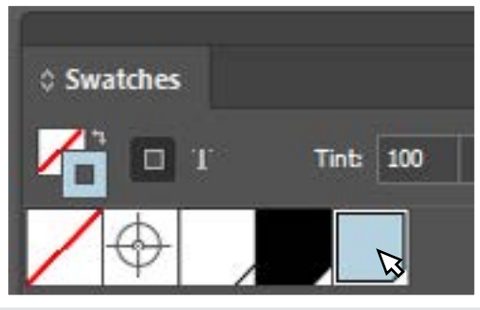
the image display credit :
photo by samuel zeller
on unsplash

(Adobe indesign)
How to change the color



Step 01

Go to swatches panel. If you not found swatches panel, choose Window > Color > Swatches.



Step 02

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

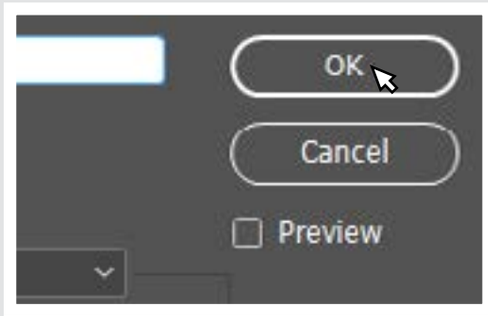


Step 03

Change the color percentages into your color that you want.

Steps continue in next page >

(Adobe indesign)
How to change the color



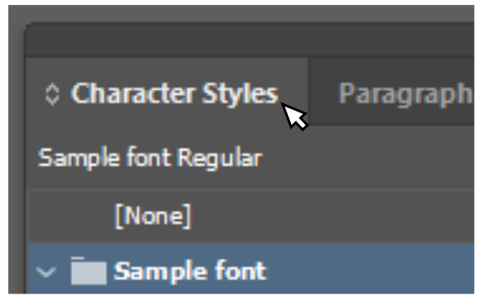
Step 04

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

(Adobe indesign) How to change font using character styles

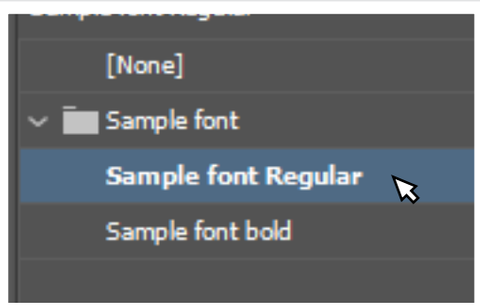
Step 01

You can change the font in document with character styles without change it in each text.



Step 02

Go to character styles panel. If you not found character styles panel, choose Window > Styles > Character Styles.

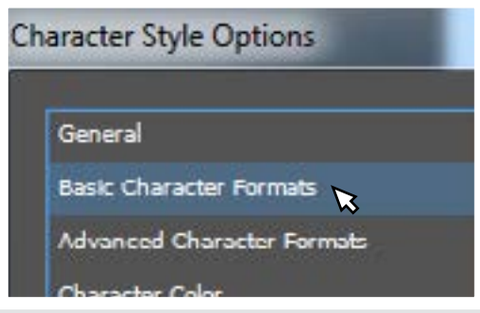


Step 03

Click left twice at the font layer.

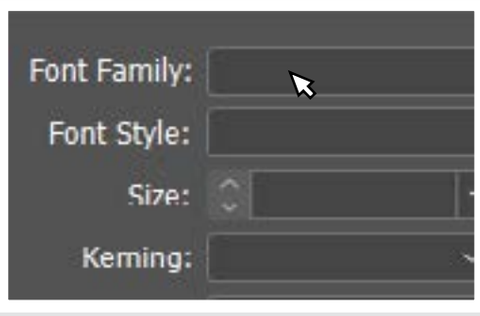
Steps continue in next page >

(Adobe indesign) How to change font using character styles



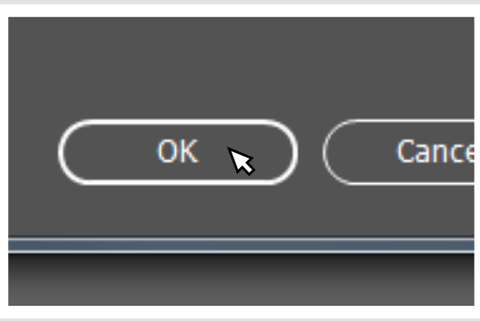
Step 04

In the character styles options, click basic character formats.



Step 05

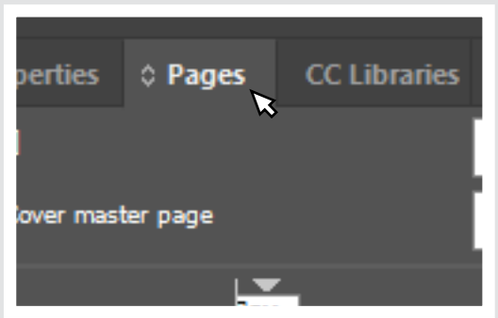
At the font family form option, click and choose your new font.



Step 06

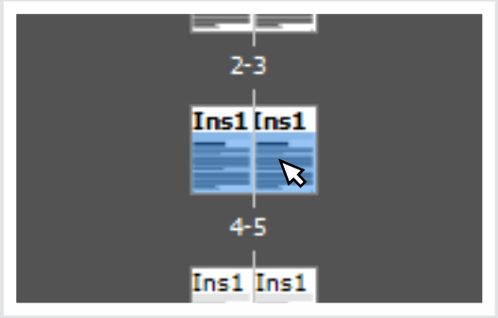
Click ok when you are done.

(Adobe indesign)
How to duplicate pages/ create new pages



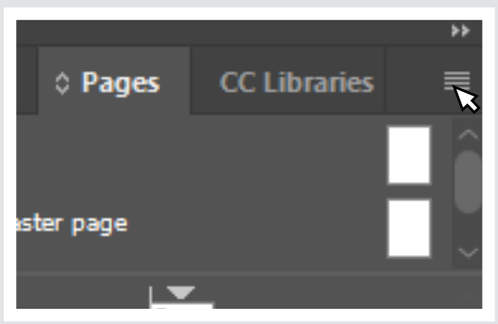
Step 01

Go to pages panel. If you not found pages panel, choose Window > Pages.



Step 02

Click the page that you want to duplicate. Hold key shift to click more than a page (spread).

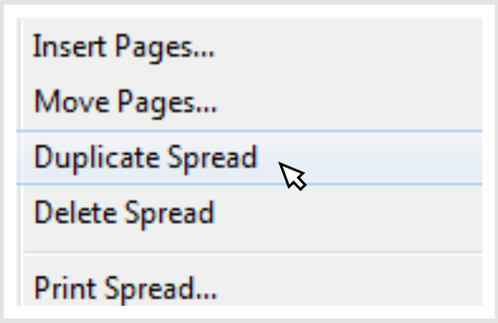


Step 03

Click the drop down menu in pages panel. The drop down menu is at top right side.

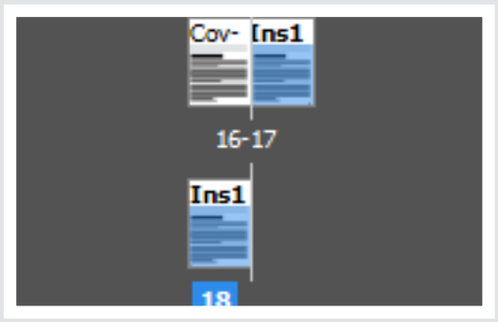
Steps continue in next page >

(Adobe indesign)
How to duplicate pages/ create new pages



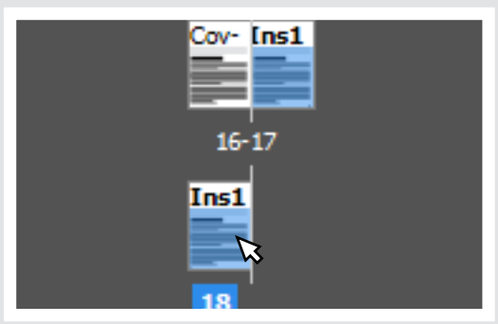
Step 04

Choose and click duplicate pages/ spread.



Step 05

The new duplicate page/spread will appear at the end of the document.

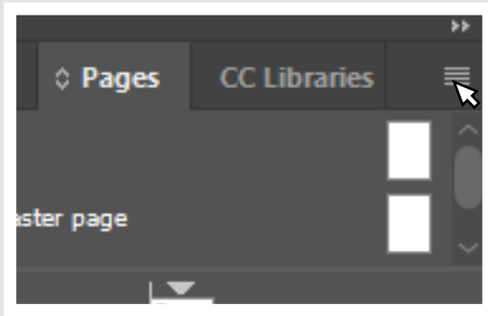


Step 06

Click the new duplicate page/spread to move them. Hold key shift to click more than a page (spread).

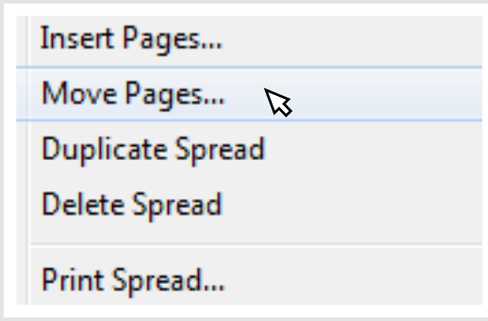
Steps continue in next page >

(Adobe indesign)
How to duplicate pages/ create new pages



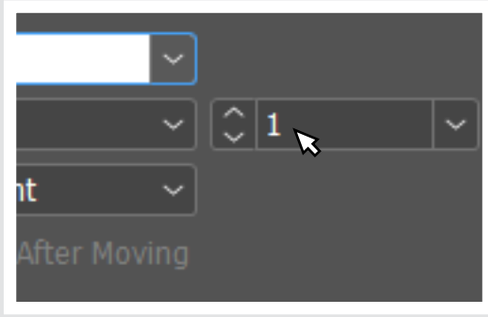
Step 07

Click the drop down menu in pages panel. The drop down menu is at top right side.



Step 08

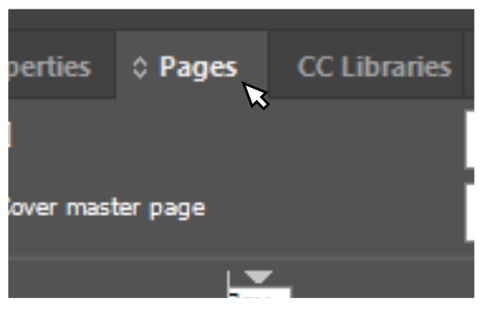
Choose and click move pages.



Step 09

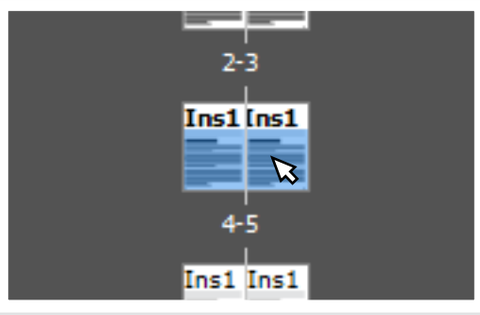
You can choose where you want the new duplicate pages move by fill the available options. When you are done, click ok button.

(Adobe indesign)
How to delete pages



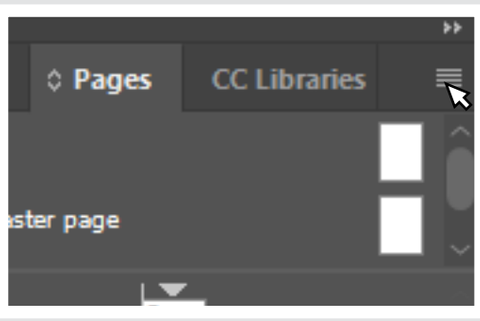
Step 01

Go to pages panel. If you not found pages panel, choose Window > Pages.



Step 02

Click the page that you want to delete. Hold key shift to click more than a page (spread).



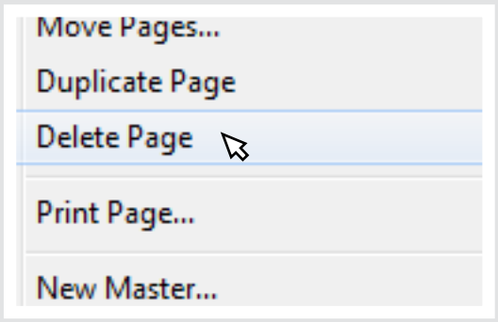
Step 03

Click the drop down menu in pages panel. The drop down menu is at top right side.

Steps continue in next page >

(Adobe indesign)
How to delete pages

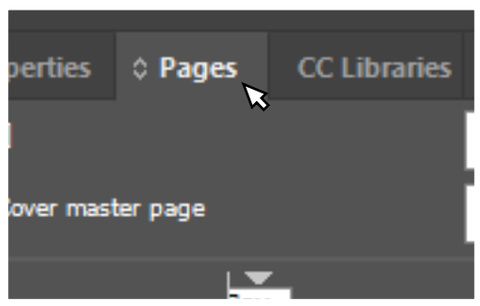
1 2



Step 04

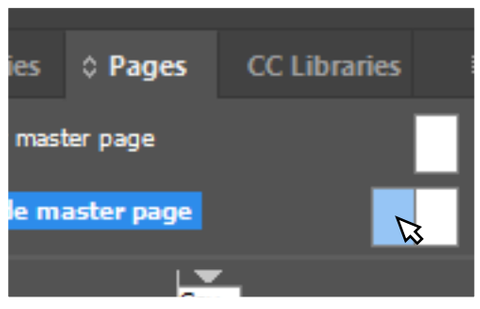
Choose and click delete pages/ spread.

(Adobe indesign)
How to edit master page
[objects that appeared in all pages]



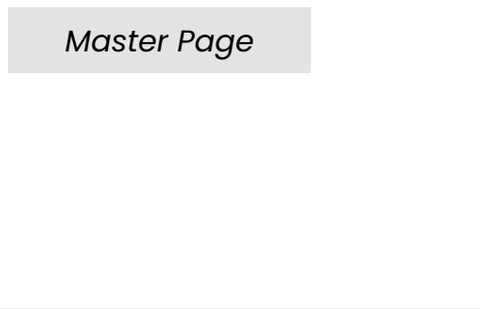
Step 01

Go to pages panel. If you not found pages panel, choose Window > Pages.



Step 02

Click left twice at page thumbnail in Inside master page.

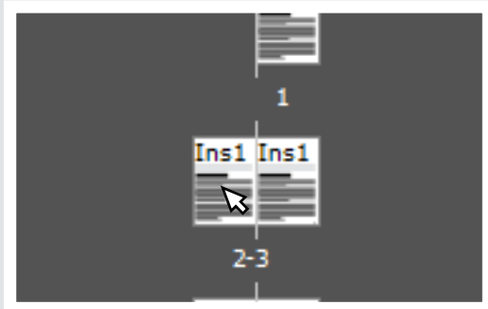


Step 03

You will enter master page. you can edit page number and objects in master page.

Steps continue in next page >

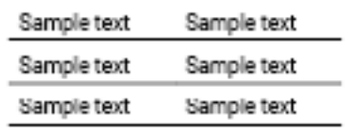
(Adobe indesign)
How to edit master page
[objects that appeared in all pages]



Step 04

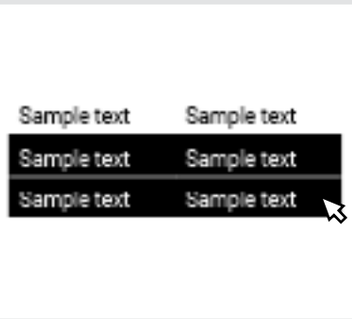
After you have finished edit the master page. Click left twice on page, to back to your document.

(Adobe indesign) How to duplicate and add new row / column in table



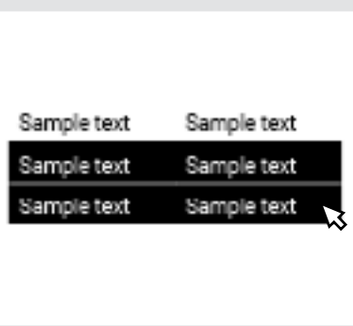
Step 01

This file is using table in some contents. You can see which contents are using table in the layer table.



Step 02

Click type tool or press “T”. Then click and drag the row or column that you want to duplicate.

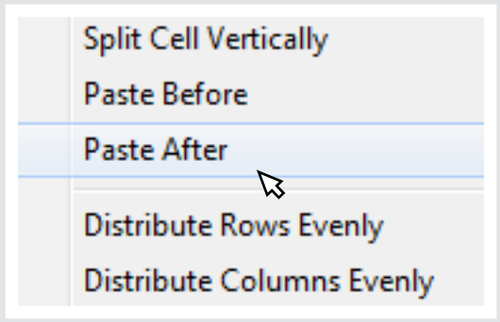


Step 03

press “ctrl+c (command+c on mac)”.

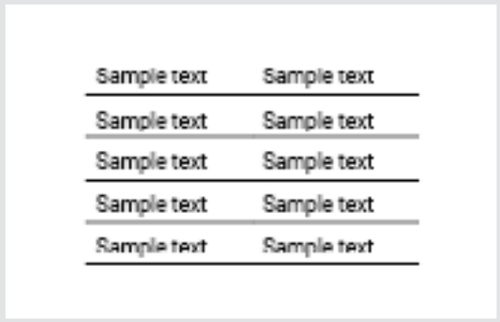
Steps continue in next page >

(Adobe indesign) How to duplicate and add new row / column in table



Step 04

Click right, and then choose paste after or paste before.



Step 05

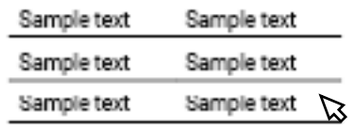
New duplicate row or column will appear.

Step 06 (To add blank row / column)

You can also add new blank row or column in the table by following the next steps.

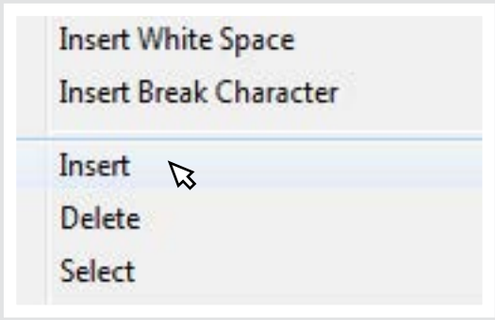
Steps continue in next page >

(Adobe indesign) How to duplicate and add new row / column in table



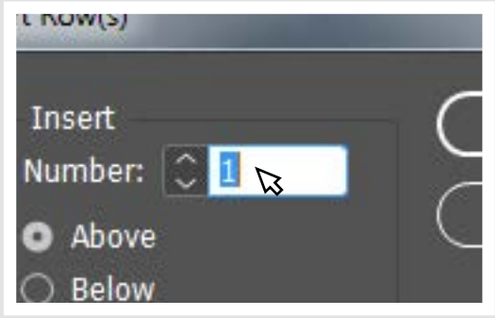
Step 07

Click type tool or press “T”. Then click at the row or column where do you want to add more.



Step 08

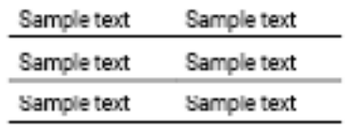
Click right and then choose insert > row or column.



Step 09

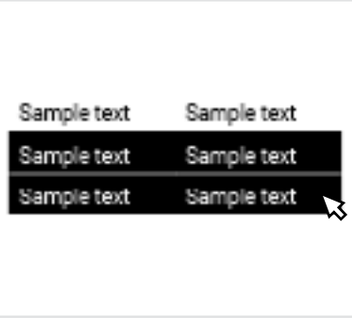
After you choose row or column, you can insert how many rows or columns. Fill the other option. When you are done, click ok.

(Adobe indesign)
How to delete
row / column in table



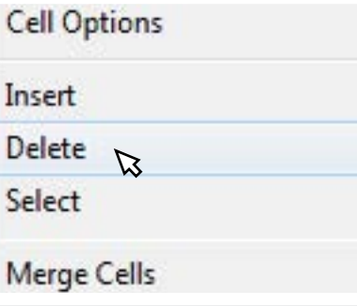
Step 01

This file is using table in some contents. You can see which contents are using table in the layer table.



Step 02

Click type tool or press “T”. Then click and drag the row or column that you want to delete.



Step 03

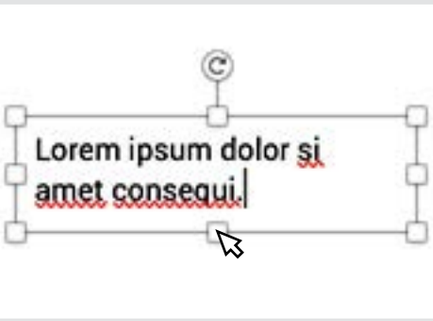
Click right, and then choose delete > row or column.

(Microsoft Word)
How to edit the text box



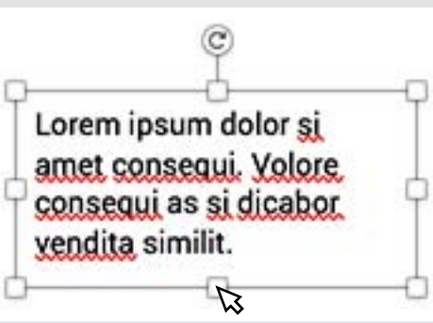
Step 01

All text and table are using text box.



Step 02

To change or edit the text in text box, click the text box and click again inside the text box.



Step 03

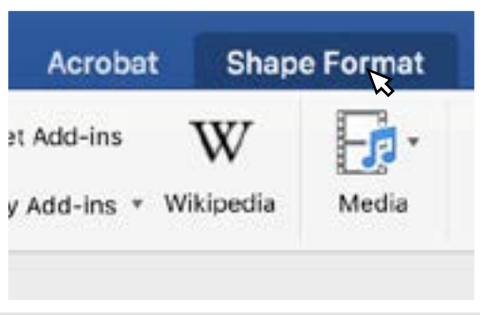
If the text box does not enough to contain your contents, you can extend the size of text box.

(Microsoft word) How to insert image/picture



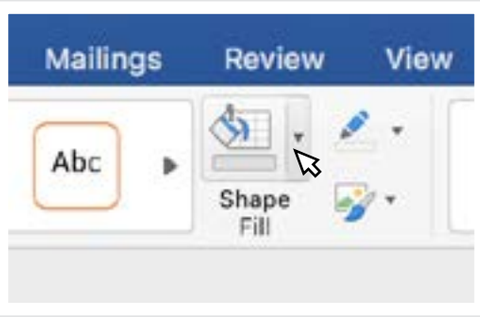
Step 01

Click left the image placeholder.



Step 02

In the menu bar, click shape format.

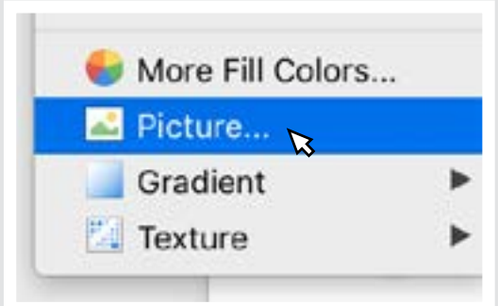


Step 03

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

Steps continue in next page >

(Microsoft word) How to insert image/picture



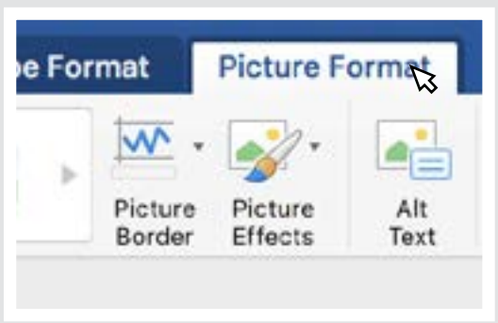
Step 04

In the shape fill drop down menu, click picture and choose your image from your device.



Step 05

Your image have appeared in the placeholder now, but you can edit the image position in placeholder by following the next step.



Step 06

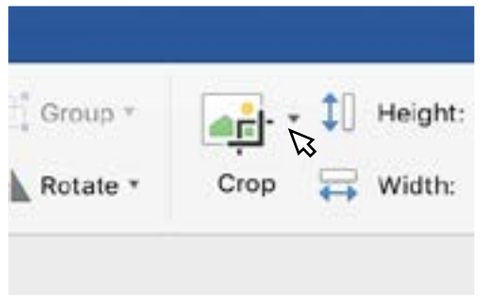
In the menu bar, click picture format.



the image display credit : photo by samuel zeller on unsplash

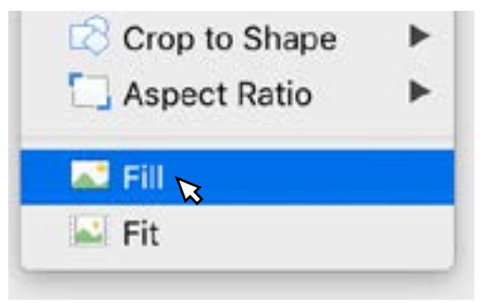
Steps continue in next page >

(Microsoft word) How to insert image/picture



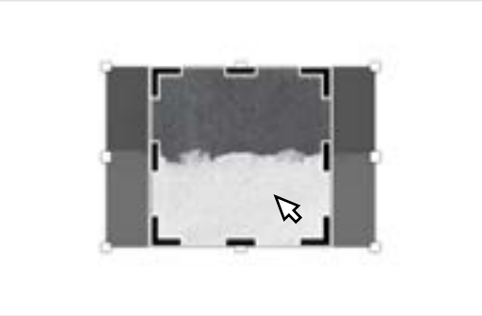
Step 07

In the picture format toolbar, click crop arrow down icon.



Step 08

In the crop drop down menu, click fill.



Step 09

You can arrange your image position in the placeholder and resize the image in the placeholder.



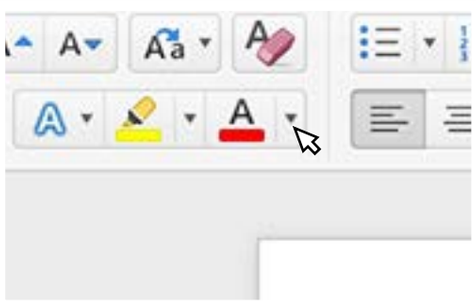
the image display credit : photo by samuel zeller on unsplash

(Microsoft Word) How to change the text color



Step 01

Drag the text that you want to change the color.



Step 02

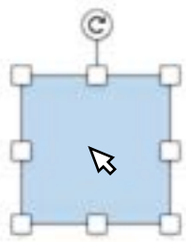
In the home toolbar,
click text color arrow down icon.



Step 03

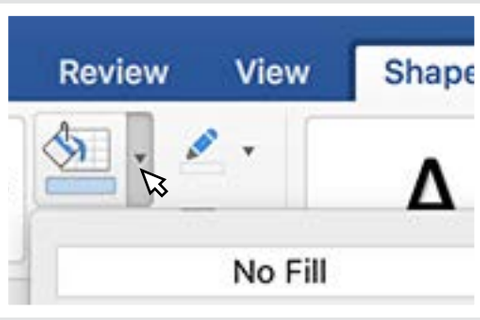
Choose the new color from theme colors or click more colors to input your new color percentages.

(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 change font using character styles

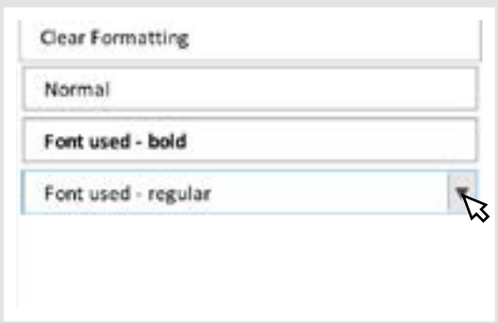
Step 01

You can change the font in document with character styles without change it in each text.



Step 02

Go to styles panel. You can find styles panel in home toolbar.

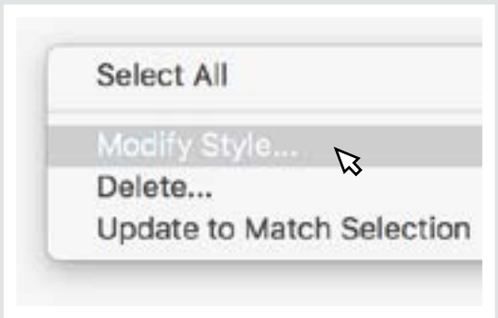


Step 03

Search for “font used-regular” in the styles panel. Click the arrow down icon.

Steps continue in next page >

(Microsoft Word)
How to change font using character styles



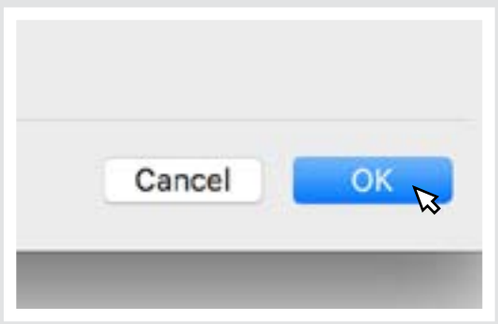
Step 04

Choose and click modify style.



Step 02

In the modify style, click at the icon arrow down in formatting. Choose your new font.



Step 03

Click ok when you are done.

(Microsoft Word)
How to duplicate pages/ create new pages

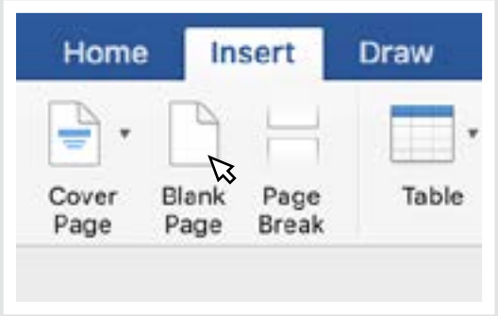
Step 01

Choose where do you want to create a new page.
For example, if you want to create new page after page 3, then go to page 3.



Step 02

In the page 3, place your cursor at the beginning of the page (at point number 2).



Step 03

In the menu bar click insert and in the insert toolbar, click blank page.

Steps continue in next page >

(Microsoft Word)
How to duplicate pages/ create new pages



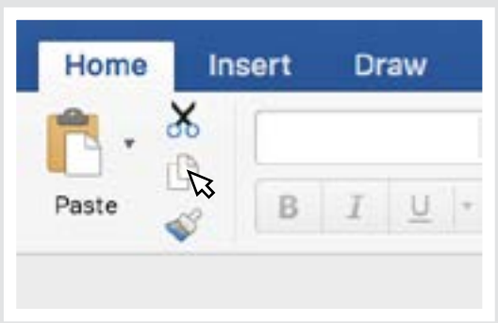
Step 04

The new page have appeared, now choose which page do you want to duplicate. for example page 3, then go to page 3.



Step 05

Click and drag the cursor from beginning to bottom and from bottom to beginning of the page until all objects in page 3 are covered in blue area.

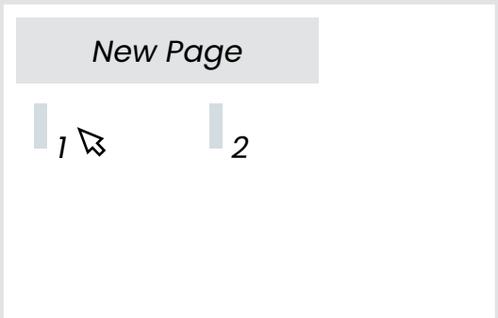


Step 06

Click copy icon in the home toolbar or you can press “ctrl+c (command+c in mac)”.

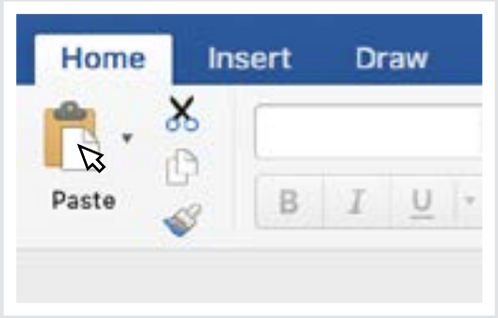
Steps continue in next page >

(Microsoft Word)
How to duplicate pages/ create new pages



Step 07

Go to the new page and place your cursor at the beginning of the page (at point number 1).



Step 08

Click paste icon in the home toolbar or you can press “ctrl+v (command+v in mac)”.



Step 09

All the objects in page 3 have appeared in the new page now.

(Microsoft Word)
How to delete pages

Step 01

Choose the page that you want to delete. Example, you want to delete page 3.



Step 02

Click and drag the cursor from beginning to bottom and from bottom to beginning of the page until all objects in page 3 are covered in blue area.



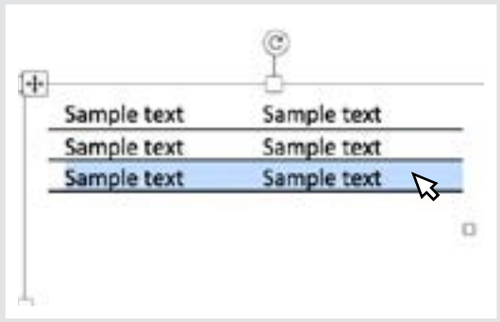
Step 03

Press delete on your keyboard.

(Microsoft Word)
How to duplicate and add new row / column in table

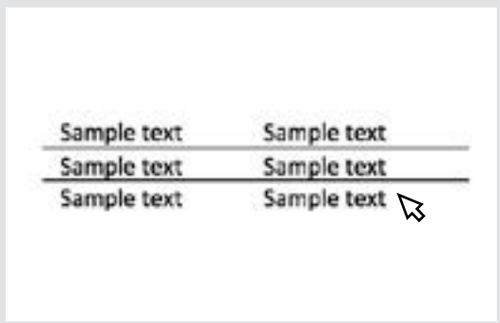
Step 01

This file is using table in some contents. When you click a text and in the menu bar, there is “table design” menu appear, then that text or contents are using table.



Step 02

Click and drag the row or column that you want to duplicate and then press “ctrl+c (command+c on mac)”.

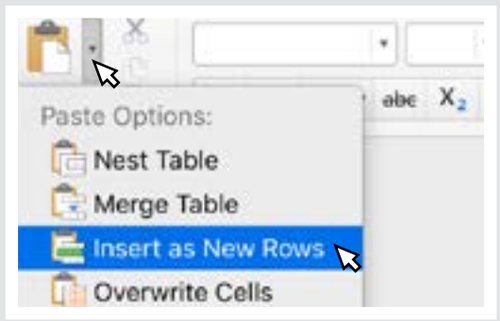


Step 03

Place your cursor at the row where do you want your new duplicate row will appear. The duplicate row will appear after that row.

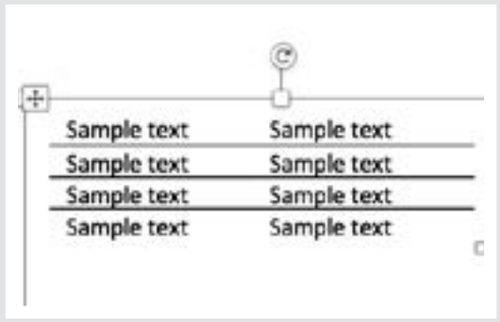
Steps continue in next page >

(Microsoft Word)
How to duplicate and add new row / column in table



Step 04

In the menu bar, click paste arrow down icon. And then choose and click insert as new rows.



Step 05

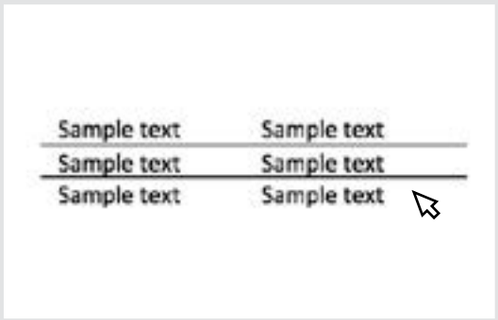
Your new duplicate row or column will appear.

Step 06 (To add blank row / column)

You can also add new blank row or column in the table by following the next steps.

Steps continue in next page >

(Microsoft Word)
How to duplicate and add new row / column in table



Step 07

Click the row or column where do you want to add more.



Step 08

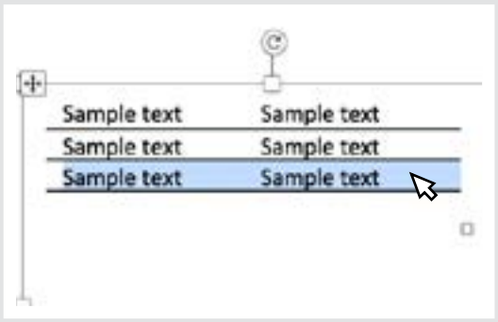
Click right and then choose insert.



Step 09

After you choose insert, choose the available options as your need.
The new row or column will appear.

(Microsoft Word)
How to delete
row / column in table



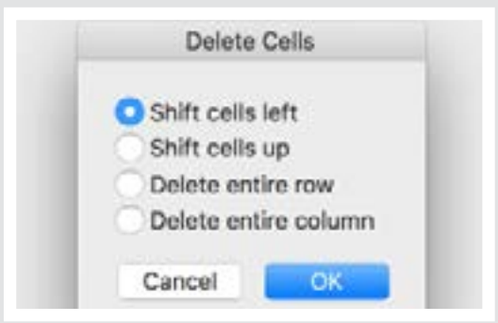
Step 01

Click and drag the row or column that you want to delete.



Step 02

Click right and then choose delete cells.



Step 03

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

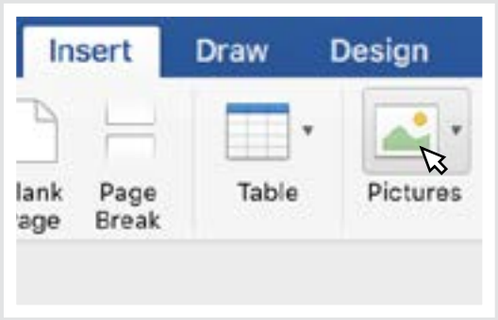
(Microsoft Word)
How to insert your logo to the template

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 device.

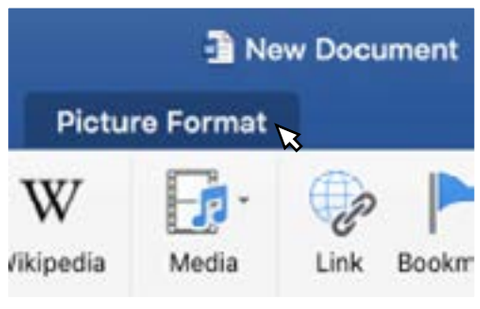


Step 03

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

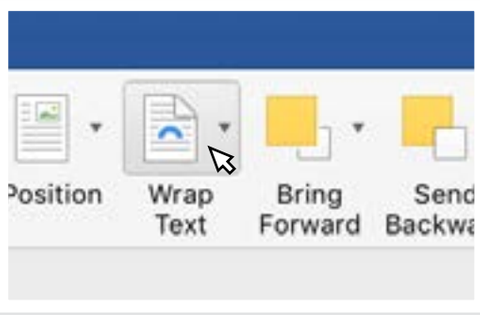
Steps continue in next page >

(Microsoft Word)
How to insert your logo to the template



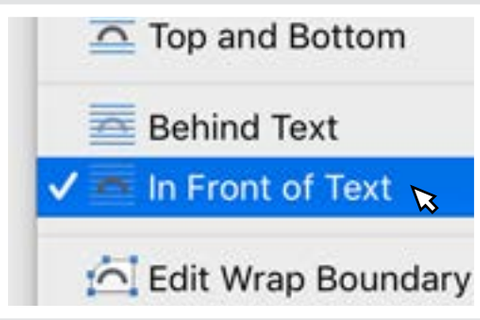
Step 04

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.

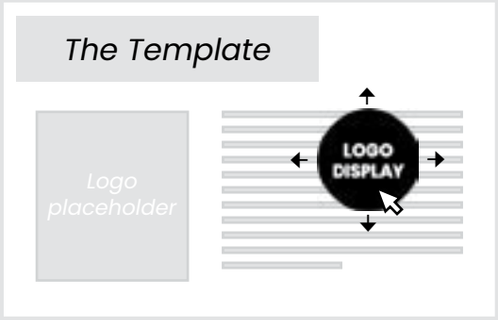
Steps continue in next page >

(Microsoft Word)
How to insert your logo to the template



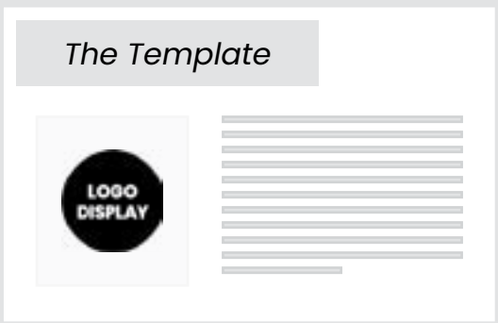
Step 07

Click at your logo. Click right and choose or click cut.



Step 08

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



Step 09

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

(Microsoft Word)
Print suggestion for booklet

Step 01

This steps are for printing in booklet format.

Step 01

Save your document to pdf.

Step 02

Open your pdf file. In printing format, choose “booklet” in page sizing & handling.

Thank you

Thank you for download this item.

For more question, please contact us at leafloveid@gmail.com