

How to edit calendar in InDesign



All fonts, shapes, and other elements are very easy to customize and ready for print.


1.

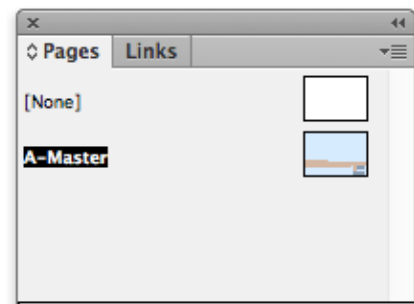
HOW TO OPEN AN INDESIGN TEMPLATE

- In the decompressed file you will find a folder containing .idml, .indd files, and pdf preview.
- The font information is within the ReadMe.txt file. Follow the links in the file to download the fonts and install them in your FontBook.
- If you are using InDesign CC, there's a chance some of these fonts are part of the Adobe Fonts package. In this case, you can activate them in the pop-up warning window upon opening the file.

2.

HOW TO ADD LOGO IN THE MASTER PAGES

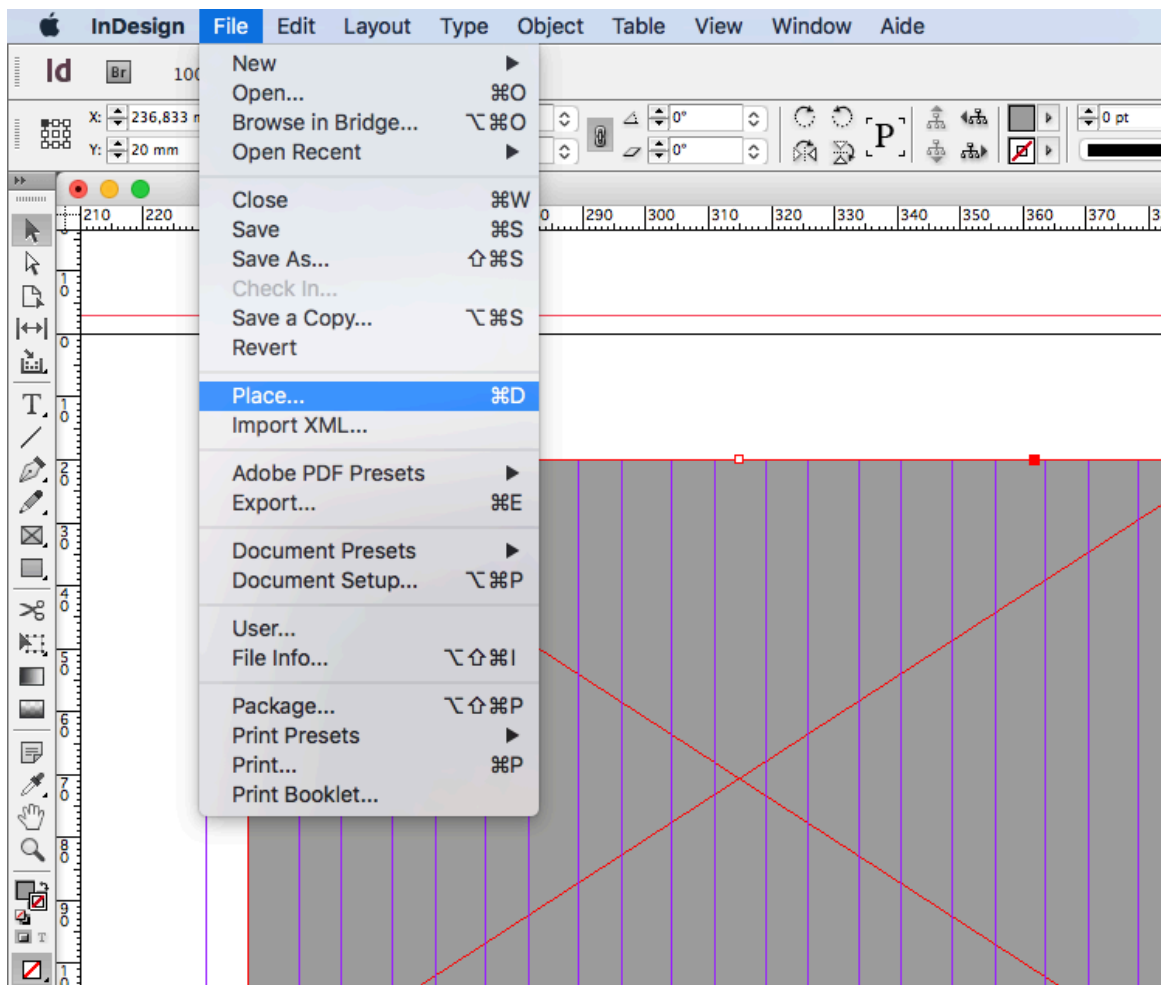
- Open the A-Master panel by going to **Window > Pages**.
- In the Pages panel, double-click the icon for the master you want to edit. The master spread appears in the document window.
- Make changes to the master.
- Add your logo.
- With the Type tool,  highlight the text in any of the text boxes and type your own text to replace it.



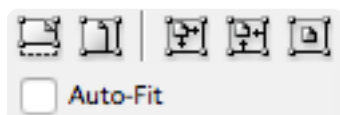
3.

HOW TO PLACE IMAGES

- Select the placeholder frame with the Selection tool. Choose **File > Place** and choose your own images or use the supplied sample file.
- Click Open.



- If your image is too large for the frame, you can resize it to fit. Try clicking one of the fitting options in the Frame Fitting section of the Properties panel.

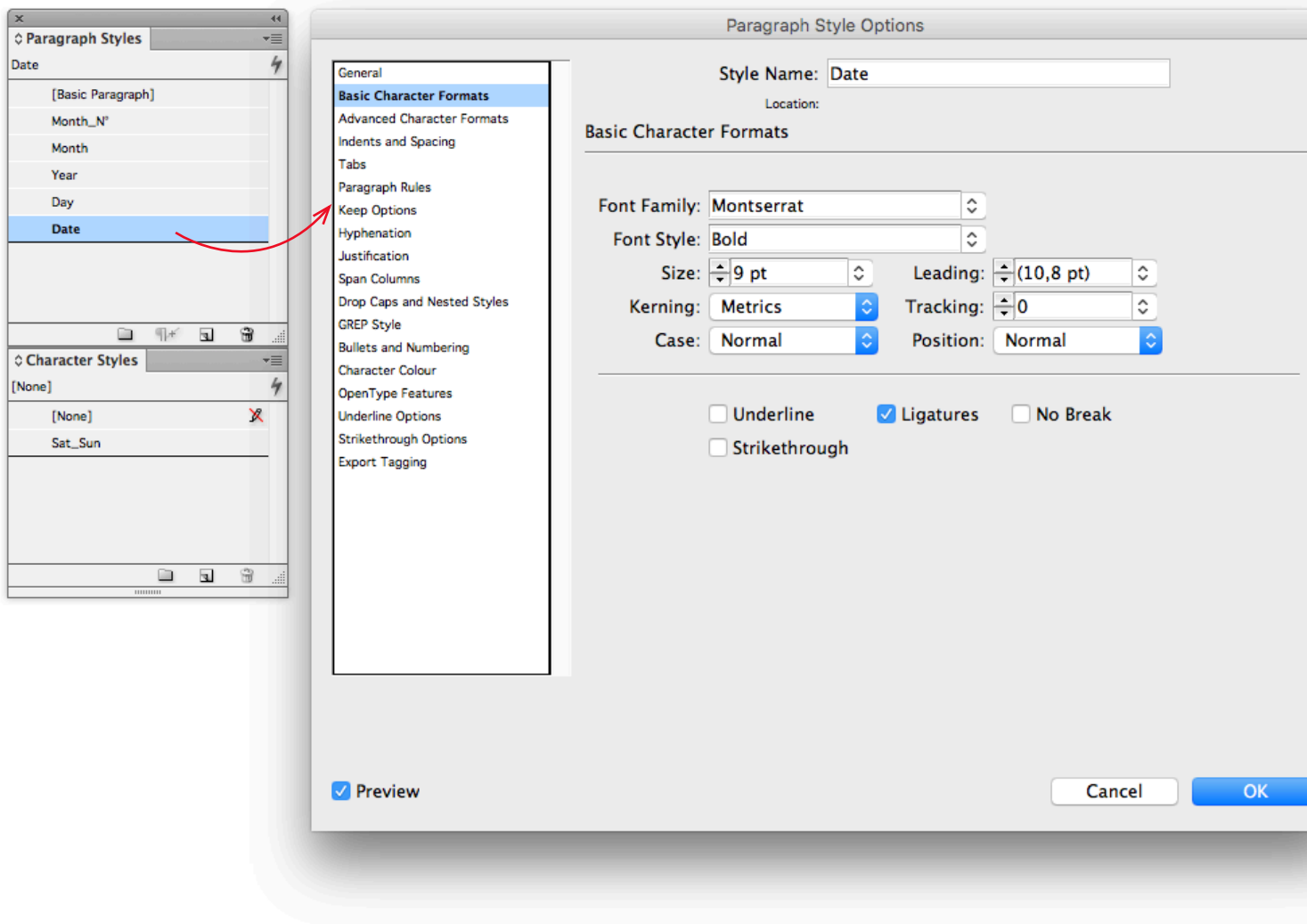


4.

HOW TO FORMAT TEXT WITH STYLES

Edit character and paragraph styles

- Open the Paragraph Styles panel: Choose **Type > Paragraph Styles**.
- Open the Character Styles panel: Choose **Type > Character Styles**.
- Click the small Redefine Styles button just below the style name to update the Months/Days/Dates Texts style and apply your changes to all the Calendar formatted with this style.



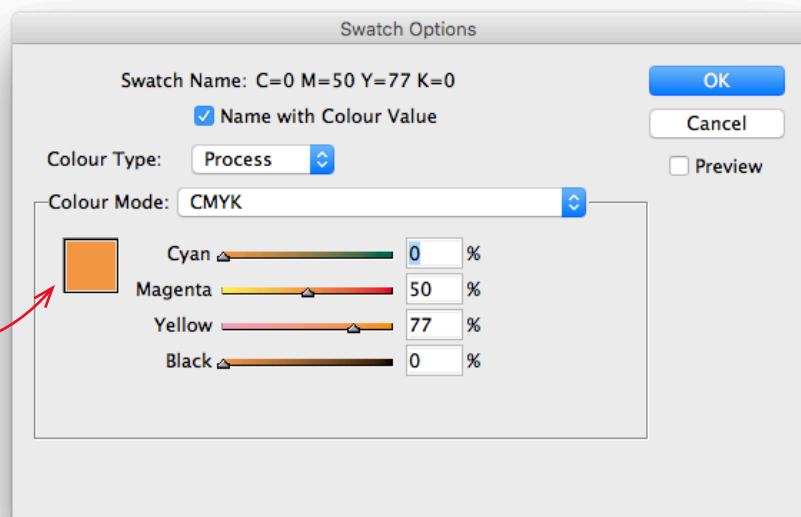
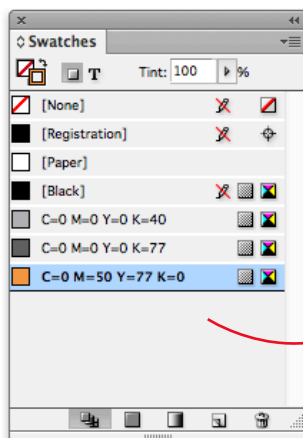
- Adjust settings in the dialog box, and then click OK.

5.

HOW TO CHANGE COLOR

You can change Color of all the document by Swatches Options (One-click change color of the document)

- Open the Swatches panel by going to **Window > Color > Swatches**. Extend the Swatches panel and you'll notice swatches for all the colors being used in the template.
- Double-click on the highlighted swatch.
- In the Swatch window option, Adjust settings as desired.
- Click OK.



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