

# Basic Help

## Editing texts

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

Click the text with the Type cursor you now have selected, delete the existing text in the text frame, and type your own.

## Changing colors

Go to the Swatches panel. If it is not already visible in your right side bar, go to: Window -> Colour -> Swatches or press F5.

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.

## Changing images

Click on an image/place to select it.

Press Ctrl+D (Command+D on a Mac) to replace the image. Chose your image from your hard drive and click Open.

Your new image is now inserted. You can scale it by choosing 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.

## List of Fonts used in template

Open Sans – <https://www.google.com/fonts#UsePlace:use/Collection:Open+Sans>  
System - Windings

## Photos links:

<http://photodune.net/item/exploring/5441587>  
<http://photodune.net/item/education-savings/1678092>  
<http://photodune.net/item/reading/2361281>