

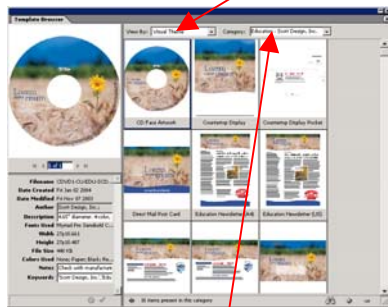
# Using Templates

## Quickly Create Professional Looking Documents

You can use InDesign CS PageMaker Edition's more than 80 templates, including education specific designs, to create brochures, business cards, certificates, posters, reports, newsletters, labels and stickers, envelopes, memory books and more. In addition, you can easily manage and access the templates you create. The template browser allows you to create your own categories, add templates, and define search criteria. It's easy using the template browser.

### 1. Open a template:

If the Template Browser Palette is not open, choose Window > Template Browser. Choose Visual Theme from the View By menu at the top of the palette.



Then, choose the Education Category. Thumbnails of each template are shown in the Template Browser. *Note: Browse other categories and views to access a wide variety of other templates by top-name designers.* Double-click the template you want to open. We opened the newsletter template (Figure 1).

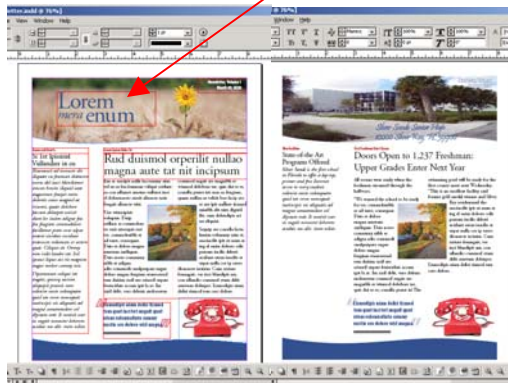


Figure 1

Figure 2

### 2. Modify the school newsletter template:

The newsletter template contains text and images that serve as placeholders. Select and replace with your own content (Figure 2).

In this case we selected the picture frame and chose File > Place. After importing the photo of the school, we chose Object > Fitting > Fit Content to Frame. We chose the text tool and changed the type. We adjusted the type specifications to fit our content.

*Note: Text boxes and images may be added or adjusted to suit your needs.*

### 3. Save the school newsletter template to the Template Browser

Choose File > Save As. Type a filename. Choose InDesign CS Template from the Save as Type (Windows) or Format (Mac OS) menu. Click Save.

While the file is still in the active InDesign window, choose Window > Template Browser to open the Template Browser palette. Select a category. (If you choose the Education category your file will appear in the same category as the original template). Choose Add Active Document as Template from the Template Browser palette menu. A thumbnail of the newsletter template you created is added to the contents area.

