

designer admin.

Template Training

SPEAKERS

Sarah L

00:07

Hi, let's learn how to edit our template files to suit our branding. I'm going to be running through this video on an InDesign template. But if you use affinity, it's almost exactly the same. The designer admin templates are all set up using Character and Paragraph Styles, color swatches layers and master pages. And all these different elements will help you update the overall look and feel of your document really, really quickly. Let's start off by looking at fonts. So if you open up your Paragraph Styles panel, you'll see that there is a handful of different styles set up. All these styles are linked. So if you update your Heading One Style, it will update all the different heading styles in your document. And if you update the basic paragraph, it will update all the different styles that aren't heading styles. I'm gonna go through and update this as if I am going to use it for my graphic design business link, he did it. So if we start off with the basic paragraph style, just double click on it to open. And if we go to basic character formats, so the designer admin font is Montserrat. Mostly he did it a font is Open Sans. So I'm just going to search for that. There it is. And it's fine. I'm quite comfortable leaving that at light and go okay. And if we go through, we'll be able to see that this font throughout has changed to Open Sans. And also, the footer font has changed to Open Sans as well. So let's update our heading font now. So again, just double click on it go to basic character formats. And my slinky did it hitting font is Gabriel stencil or Gabriella stencil, I should say. And I only have that in black. So I'm going to change that to black. And I'm going to click OK. And you'll see that that has updated throughout. Now you do just want to be careful that you don't generate any overset text when you update these fonts. Different fonts take up different amounts of size on screen. So you'll just need to keep an eye out in your errors down the bottom here. If you have any of these double click on that. And you'll be able to go in and go to the page where the overset text is and then drag it out so it fits in. And I think here I've actually just accidentally attributed the Heading One Style to that text box. So if I change it back to footer, it will appear.

One really cool thing about the way these templates set up is often the client name, which usually appears on the front cover of your documents is set up as a text variable, which means when we update this, it will update where the text variable has been used throughout the document. So for example, if I had a client called Apple, which wouldn't

designer admin.

that be nice. I can then scroll down and you'll see that in my footer here, it has been updated. If you want to insert this text variable anywhere else in your document, you can simply go to type text variables, insert variable, client name, and there it is. Now one thing to be aware of with the way the text variable is set up, is it is actually set up using the client names style. And anything that is attributed that style will flow through to the text variables after it in the document. So if I assigned this title on the second page client name, and I'm just going to change the color of that so we can see it and then scroll down. You'll see the text variable has been updated on the following page in both those locations. But as soon as I remove that client name, character style from title, it'll revert back to Apple. One thing to be aware of is text variables don't like breaking over line. So sometimes depending on the length of your business name, you might get a bit of weird spacing, you'll just need to manually adjust some of this spacing. So you'll see what happens when I put it all on the same line he gets really really condensed seriously to put a soft return where it makes sense for each of those lines.

Now let's move on to updating the colors in the document. If you've got your Swatches panel open, you'll notice that I have all the designer admin color swatches set up. There are a couple of ways you can update these, you could double click on one and simply update the color breakdown or the hex code in that color and give it your appropriate brand swatch name. You could add a new swatch with your color codes in it all if you've already got your swatches exported from another document, you can simply load them straight in by going to this menu icon, going Load Swatches and then choosing your swatch file. So there's almost like you did at swatches. Now this doesn't automatically update your colors within the document. The easiest way I find to do that is to delete any of the designer admin colors, and then choose which color you wish to replace it with. So for example, I want to replace this blue background on the title page to be one of my slinky did it green colors. So I'm just going to click the DA blue, click the rubbish bin icon. And then it asks me which color I want to replace it with. And I'm going to replace it with the light green. And you can see that's updated. I don't want any of these little bubbles on here. So we're just going to delete all of those. And then the black. So this is a designer admin black, I'd like to replace that with the slinky green. So that has updated and it's also updated the color of my h1 heading as well. So you can go through update the colors as you see fit.

The next thing we're going to do is update the logo, which is fairly straightforward. I'm just going to select that logo and click Command D, and then insert my logo file in there. Now the last thing we need to do is update the master pages. If you're not familiar with Master Pages, they essentially feed items onto every page in a document. So if you update a master page, it will update every single page of your document that that master spread is applied to. And you can use as many master pages as you'd like in your document. If you go into your pages panel, your master pages are set up at the top part of the panel with your

designer admin.

document pages down the bottom. You can see in this particular template, I have three different masters setup, we have the parent page, which just has the footer on it, we have the notes page, which has a section just for notes on it. And then I also have subtitle page two to update a master it's like updating any other pages in InDesign document, you just simply click on it and edit it as you normally would. So I'm going to update this logo

just going to add a guide in there so I can see exactly what I'm putting up. And then I want my footer text to be this navy color. And then if we have a look at our other master pages, I'm relatively happy with how they both are. To return to your document properly you just need to double click one of the pages in the panel. And that's pretty much it for updating the look and feel of your templates using styles pages and swatches. If you've got any questions, please shoot me an email at Hello at designer admin.com