CO. ANNUAL REPORT
by moscovita

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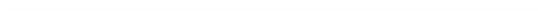
THANK YOU

for purchasing this template.

Feel free to contact me with any questions and I will get back to you as soon as possible.

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DESCRIPTION

The CO. Annual Report Template is a high quality design, creative, professional, clean, visual and much more. It includes a comprehensive report providing interesting information about the company and the financial details with visual graphics, which are also included and are editable.

FILES INCLUDED

· INDD: Compatible files for Adobe InDesign CC.
· IDML: Compatible files for Adobe InDesign CS4, CS5, CS6.
· PDF Preview.
· Help File.

FEATURES

· InDesign template.
· Print dimensions: A4 and US letter.
· Print ready, CMYK, 300 DPI, bleed.
· 28 custom pages.
· Character styles.
· Automatic page numbering.
· All graphics included.
· Edit brand colors through palette.
· Images, texts and graphics on separated layers.
· Easy to customize.
· System font used: Minion Pro
· Photographs not included.

INDESIGN TEMPLATE

You will find two different files for each size (A4 and US letter):
· IDML: compatible files for InDesign CS4 or later.
· INDD: compatible files for InDesign CC.

Layers

Texts, graphics and placeholder (images) are in different and labeled layers to keep organized design. You can hide or show the layers to work more easily. To do this, you simply click on the eye icon next to the layer you wish to hide. And by clicking it again you will return it to its visible status.

Spreads

On the spread tab on your right you can easily duplicate, delete or change spreads or pages order. By right clicking on the spread of page you select, options will display and you can select the action you need. By dragging and dropping you can change their order.

Texts

Texts are easy to change, you just select the text tool, and select the texts you want to edit and just start typing. You can also change the shape of the box that contains it, making it wider or longer, or whatever shape you need. You can also move the text box to wherever you need it to be.

Colors

To change the color of shapes or texts, you simply select it and then you'll find the color palette on your tools bar. You have on top the fill color, and under that one, the border color. You double click the one you want to change and a color window will open for you to select the color you need.

If you want change all elements in color with another color, just select this color in the color palette, double-click it and replace it, the elements of this color will change automatically with the new color.

Graphics

Graphics made with one color can be easily scaled in InDesign, just clicking and holding the edges and moving them to the size you need.

If you need to change their shape, you need to select the white pointer on your tools bar. With that selected, you can select any points of the shape and move them independently and in that way change the shape of the object.

This also works for modifying a placeholder, which is basically a shape.

You can also copy and paste any object it by using Command-C and Command-V (Control-C and Control-V for PC users).

You can also copy and paste by going to Edit -> Copy and Edit -> Paste.

If you need it to be pasted in the exact same place from where you copied it, after you copy you go to Edit -> Paste in place.

Placeholder (images)

You will find the placeholders ready for your images. A placeholder is basically a shape which will contain your image.

To do this, you simple drag and drop the image you need from your files into the shape and it will appear inside it.

Once that is done, you can double-click on the placeholder and you can edit your image inside the shape. You can move it, scale it or rotate it to fit your needs.

THANK YOU

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