

PROPOSAL, CONTRACT & INVOICE

Hi, and welcome to this Template User Guide.

First of all, **THANK YOU** for purchasing this template and supporting our shop!

This guide covers all the information needed to use the template to build an amazing **Project Proposal**, as well as some helpful tips and tricks that will make your experience working with it easier and more enjoyable.

If you need any additional assistance while using our template, you can always send us a message and our support team will be glad to help you out.

You don't need to be a professional graphic designer to edit the files, they are created and organized in order to be used by everyone with just a basic knowledge of the Adobe softwares.

WARNING: This template works exclusively with Adobe Creative Suite softwares; if you don't have the software or it's not updated to the minimum version required you can download it from the Adobe website:

www.adobe.com/it/creativecloud/plans.html

Please read carefully the following pages to successfully edit the template and obtain the best results.

This template is editable in one of the following softwares:

INDESIGN

CS4 or later compatible
.INDD
.IMDL

PHOTOSHOP

CS or later compatible
.PSD

ILLUSTRATOR

CS6 or later compatible
.Ai
.EPS

WORD

WORD 2016
.DOCX

TEMPLATE DETAILS:

10 Pages

A4 ISO 297 x 210 mm / US Letter 11 x 8,5 inches

3 mm / 0.125 inches Bleeds

300 DPI / Print Ready / CMYK Color setting

Smart-Objects layers for quick and easy image replacement

Fully customizable: you can add / remove / duplicate pages, change colors and fonts, etc...

WARNING: Please note that due to Word/Powerpoint limitations (they are not professional graphic design softwares), some details may differ. We re-designed the template as accurate as it would have been possible.

For every problem, question or information please feel free to contact us. Thank you!

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To have the same look as the preview images, you need to **download** and **install these fonts**:

- **RALEWAY** free download @ www.fontsquirrel.com/fonts/raleway
- **ALLER** free download @ www.fontsquirrel.com/fonts/Aller
- **BEBAS NEUE** free download @ www.fontsquirrel.com/fonts/bebas-neue

You can obviously customize the Template with all the fonts that suit your Brand, how to change them quickly will be explained in the following pages for each different software.

All the photos used in the preview images have been used only to show you a preview of how the Template can look alike, they are not included in the main download.

All the photos are royalty free images and can be found at these links:

www.pexels.com/collections/the-template-temple-images-collection-6vflzfe

www.unsplash.com/collections/8874797/the-template-temple-images-collection/b41104a588ef2c6e31dc895efdd34ef1

Feel free to contact us if you need to find a specific image.

If you need icons, you can browse for them in this fantastic database: www.flaticon.com

FREQUENTLY ASKED QUESTIONS (F.A.Q.)

Q How editable is the template?

A The template is FULLY EDITABLE as if it was created from scratch.

You can add / remove / duplicate pages, change colors and fonts, move / scale / crop graphic elements.

Q Do I need all the softwares to edit the template?

A NO, you only need 1 between all the options available.

Each template is re-designed in every software to allow everyone to use and customize it with their favourite software.

The best results are obtained using InDesign because is a desktop publishing software application specifically made for creating flyers, brochures, magazines, newspapers, and books.

Q How the template is made? Will I be able to edit and customize it even if I am not a professional graphic designer?

A Each template is made in order to be used by everyone with just a basic knowledge of a single software between the options available; no professional skills are required, but a general understanding of how the software works is necessary.

For every kind of problem you may have always try to contact us: we are always available to help and provide support generally in under 24h.

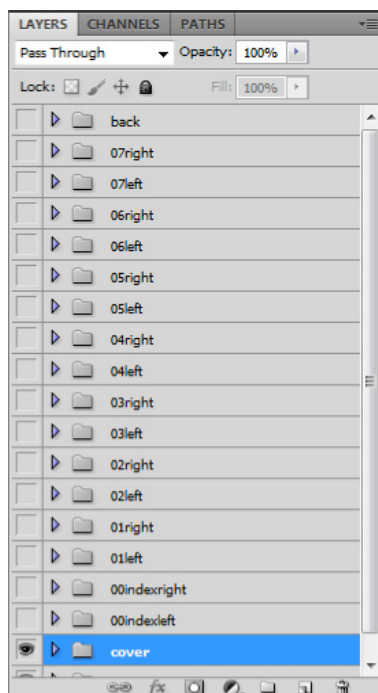
Q How do I print my customized template?

A As a general rule, since this template can be bought anywhere in the world, always talk directly with the print shop to obtain the best results, they will guide you with all the requirements needed. Avoid printing online if you haven't tried it already and you know that they can offer the quality you seek for.

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Q When I open the file, I can see only one page: where are all the others?

A If you are using Photoshop or Illustrator, each page is on a different layer: please check the layer palette to see them. If you don't have it or you don't find it, click on the toolbar under Windows > Layers or press F7



Q Do you provide support for free?

A YES, usually you can get an answer the same day of the request. During holiday days (Christmas, Summer) it might take a bit longer but we do our best to reply asap.

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Q How can I change the fonts easily without wasting time?

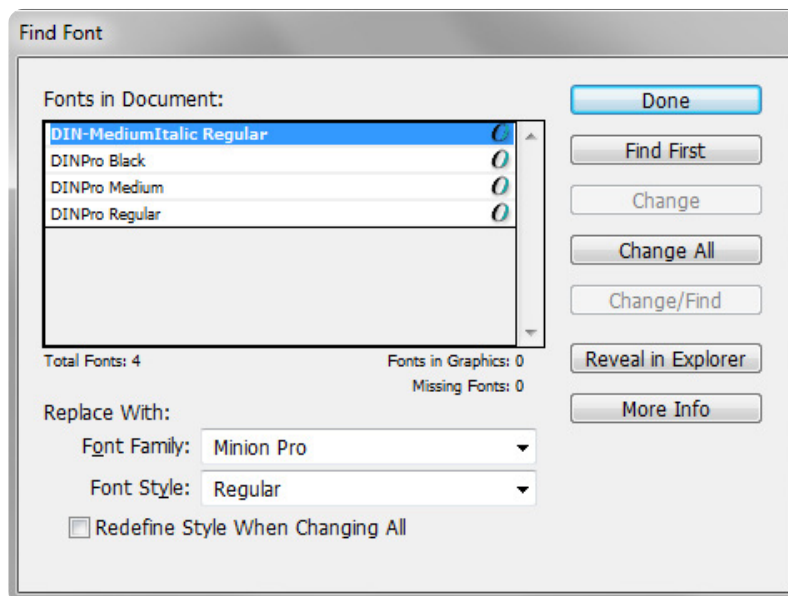
A If you would like to change the fonts, for every reason you may have (ex. because the template is made with premium fonts, or you want to follow your Brand guidelines or you like other fonts, etc.) depending on the software you are using there is a different way to change them with few easy steps.

Below are described all the steps to change the fonts in the 3 different Adobe softwares (unfortunately a quick font replacement is not possible with Word/Powerpoint, you will have to do it manually):

INDESIGN

1. Go in the upper menu toolbar and click TYPE -> FIND FONT... ->
2. Select the font you want to change and then go under "Replace With" and select the font you want to use instead of it ->
3. Click CHANGE ALL ->
4. When you changed the fonts, click DONE.
5. Adjust manually the text box if it does not fit anymore, as the dimensions may be different from the font used by default.

In this way all the text with the font used by default will be changed with the new one selected by you.

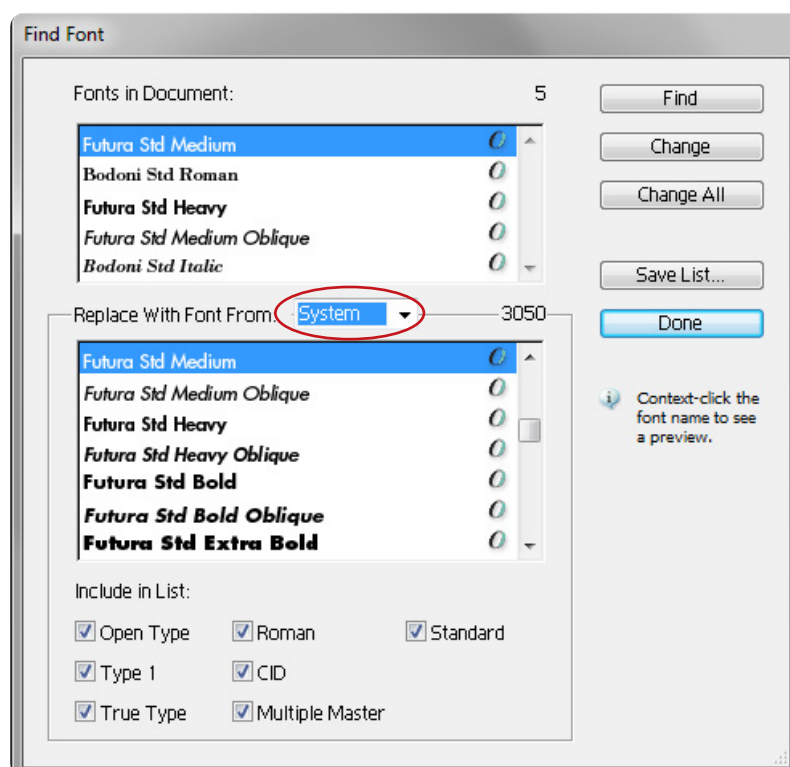


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ILLUSTRATOR

1. Go in the upper menu toolbar and click TYPE -> FIND FONT... ->
2. Select the font you want to change and then go under "Replace with font from" and select "System" ->
3. Select the font you want to use instead of it ->
4. Click CHANGE ALL ->
5. When you changed the fonts, click DONE.
6. Adjust manually the text box if it does not fit anymore, as the dimensions may be different from the font used by default.

In this way all the text with the font used by default will be changed with the new one selected by you.

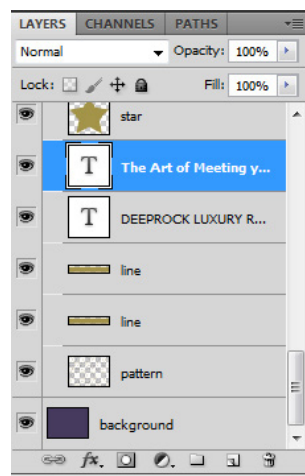


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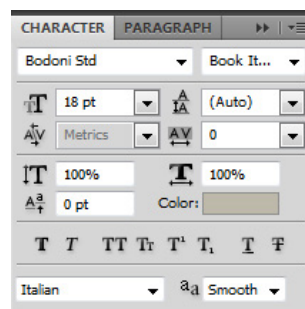
PHOTOSHOP

Photoshop requires extra efforts to change the fonts and is not so quickly as Indesign or Illustrator.

1. First select the layer with the text in the layer palette.



2. Select the Type Tool (press T on the keyboard) then go in the upper menu bar and click WINDOW -> CHARACTER



3. Select the font, weight and size; you will notice the text is updated automatically with the new font selected.

4. Repeat this procedure for all the text layers in the layer palette (you can select the same layers that will have the same font all together).

5. Remember to adjust manually the text box if the text does not fit in it anymore, as the dimensions may be different from the font used by default.

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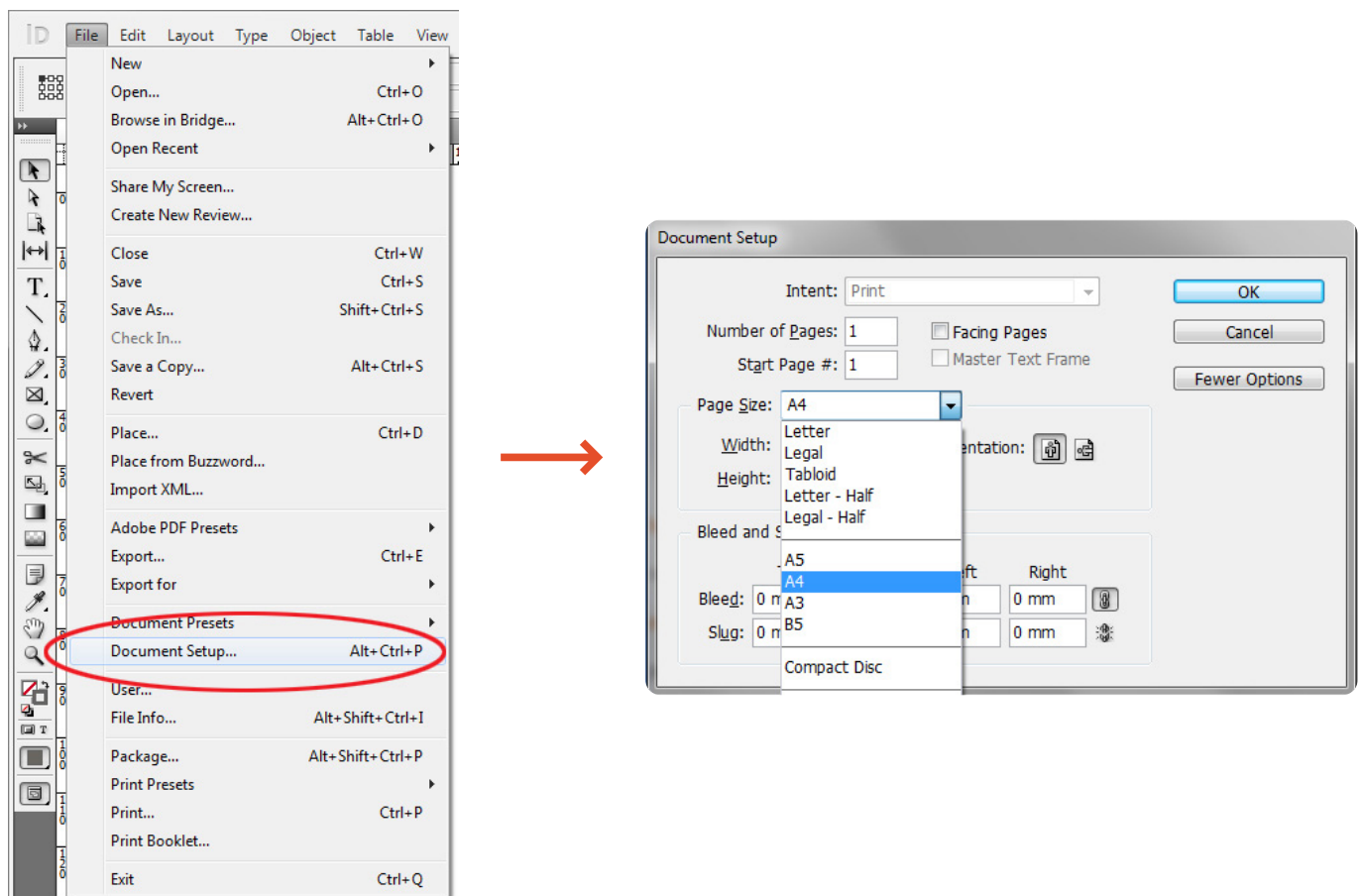
Q Can I change the dimensions of the template (Ex. A4 instead of A5 / Letter instead of Half Letter) or make a custom size?

A Changing dimensions is possible and depending on the software you are going to use there is a different method; however you will have to manually adjust all the graphic elements to fit the new page size, since it is not possible to adjust them automatically.

Below are described all the steps to change the fonts in the 3 different Adobe softwares:

INDESIGN

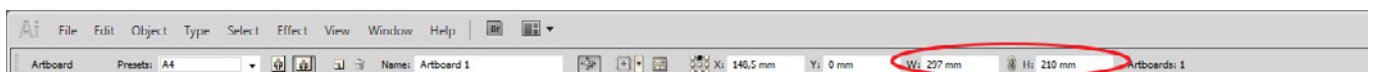
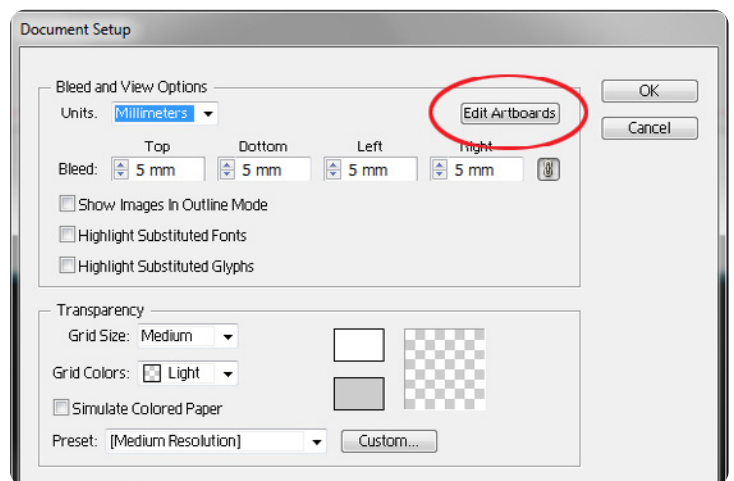
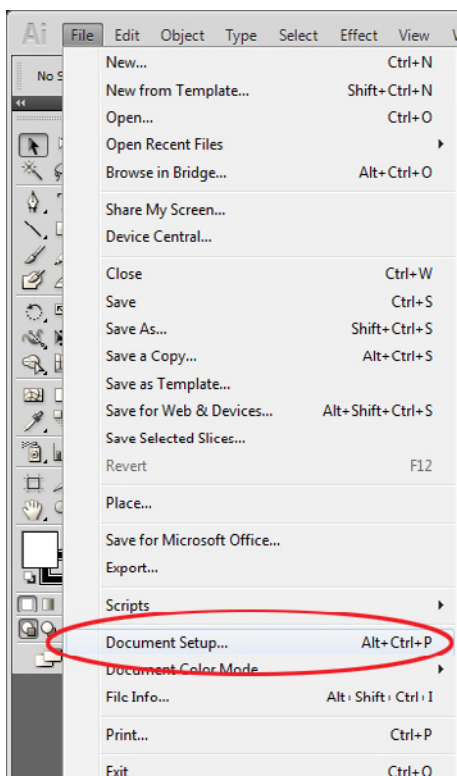
1. Go in the upper menu toolbar and click FILE -> DOCUMENT SETUP -> PAGE SIZE
2. Select or edit manually the paper dimensions.
3. Adjust manually the graphic elements to fit the new dimensions.



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ILLUSTRATOR

1. Go in the upper menu toolbar and click FILE -> DOCUMENT SETUP -> EDIT ARTBOARDS
2. Select or edit manually the paper dimensions.
3. Adjust manually the graphic elements to fit the new dimensions.



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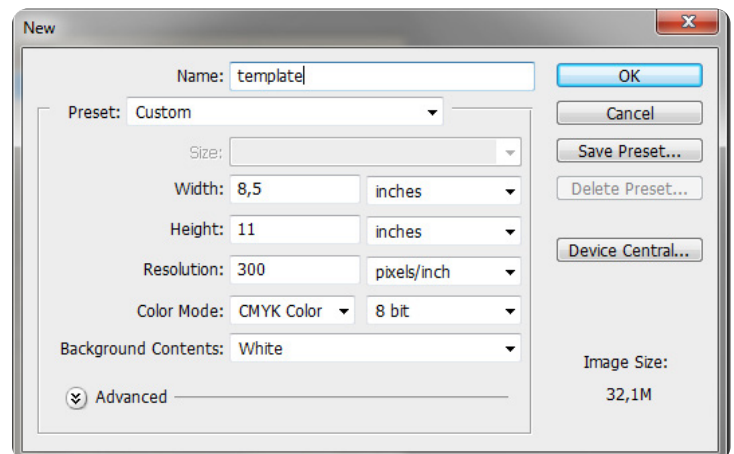
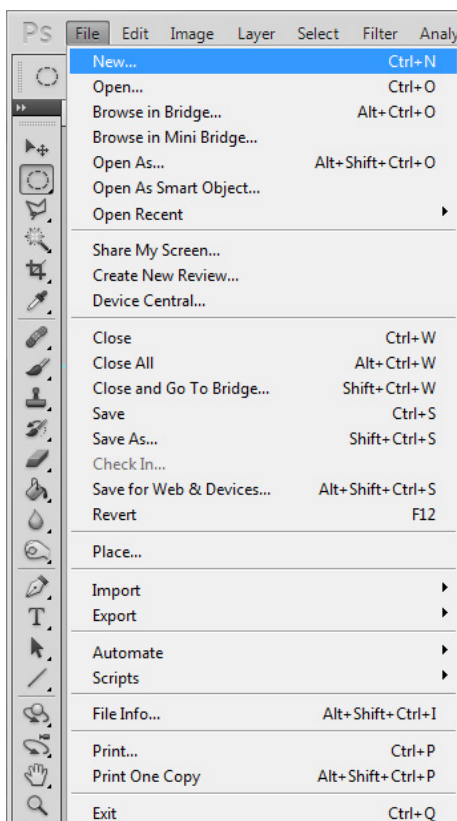
PHOTOSHOP 1/2

When using Photoshop, it is a bit more difficult to change the dimensions of the pages.

You will have to manually adjust the graphic elements of each layer and it can require quite some time, but it's not impossible.

Here are the steps to follow:

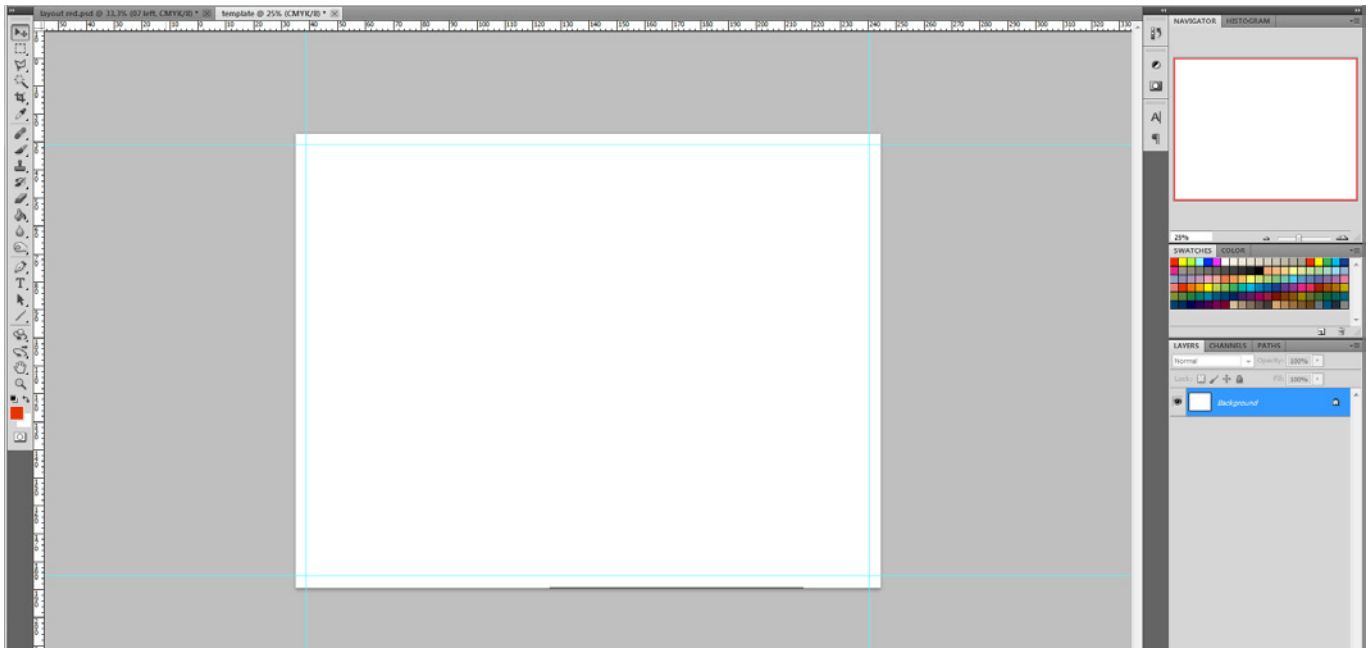
1. Go in the upper menu toolbar and click FILE -> NEW... (CTRL+N) and create a new document with the dimensions you need (remember to add an extra space for bleeds)



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PHOTOSHOP 2/2

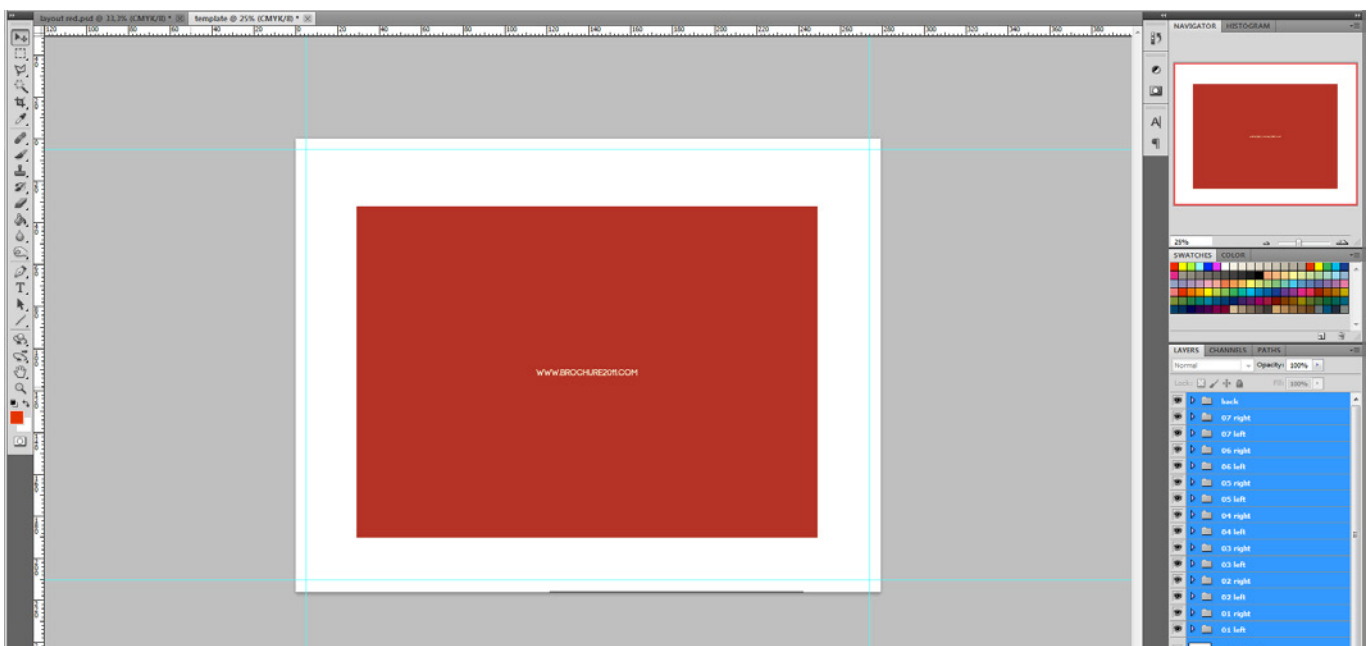
2. Drag the guides from the rulers (under VIEW -> RULERS or CTRL+R) to create the bleeds.



3. Go back to the template, select the Move Tool (V) and make visible all the layers.

4. Select all layers and from the artboard Drag and Drop them in the new canvas.

5. Adjust manually the graphic elements to fit the new dimensions.



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Speed up your work and make your life easier with our premium graphics designed specifically for creatives, freelancers and businesses of all sizes. Whether you're looking for a brochure template you can quickly edit to suit your needs, a sophisticated business presentation or a bespoke project, you'll find it all right here in my stores.

HELLO, I'M ANDREA, FOUNDER OF THE TEMPLATE TEMPLE

I'm an experienced product and graphic designer and amateur photographer based in beautiful Milano, Italy. Passionate about creating computer graphics with all kinds of software – especially InDesign, Photoshop and Illustrator – I work hard to deliver exceptional results that exceed your expectations.

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- Infographics

Each download includes editable files in either InDesign, Photoshop, Illustrator or MS Word/Powerpoint formats – or a combination of these. You'll also find handy PDF documentation like this one, containing frequently asked questions, links to fonts and useful advices that will make using my products even easier.

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LCSWarriors

"5 stars!!!"

mtjansenfurniturecomhk & mike1052

"Excellent and very quick follow up!! Kudos"

"Superb work, and just what i was looking for."

phoenixartdesign & expressivemedia & UnicoDesign

"Just tried it out and it is working smoothly! Very great work, very clean! I am sure I'll be using it a lot. Thanks!"

"Beautiful work on rated stuff! Thank you!"

"Great Work :)"

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"Congrat for the item. I will use for an Art Magazine. Rate with 5 stars!"

"I've purchased this item because it's a great work, and I guess there's no doubt about it. But also I think andre28 deserves the highest sales on the marketplace, because this has been the first time in two years that I had such a quick, nice and kind feedback – although I was not yet a purchaser!"

dedwards0543

"You should give a few of these 'Magazine Template Makers' a class on how to properly design a Magazine Template. You don't even want to know how any magazine templates I have purchased to only NOT use them! Your template is amazing... as well as a few of your other items that I have purchased."

essentiallink

"Bravo!!!! Finally a designer who considers the end-user and does not create outlines from the typography.... Great Work!"

jonjon2

"A really helpful seller, a credit to the Envato marketplaces, can't recommend him enough. Excellent customer service, and great designs!"

And many more...