

## Lesson no. 10: InDesign Menu Bar

**About Toolbars -** When we start InDesign, there are 4 toolbars are below:-

- 1- Title Toolbar
- 2- Menu Toolbar
- 3- Property Toolbar

**Title Bar-** It Displays the name of the program, the name & Location of the currently active word document, the Control menu icon, the Maximize button, the Minimize button and the Restore and Close button.

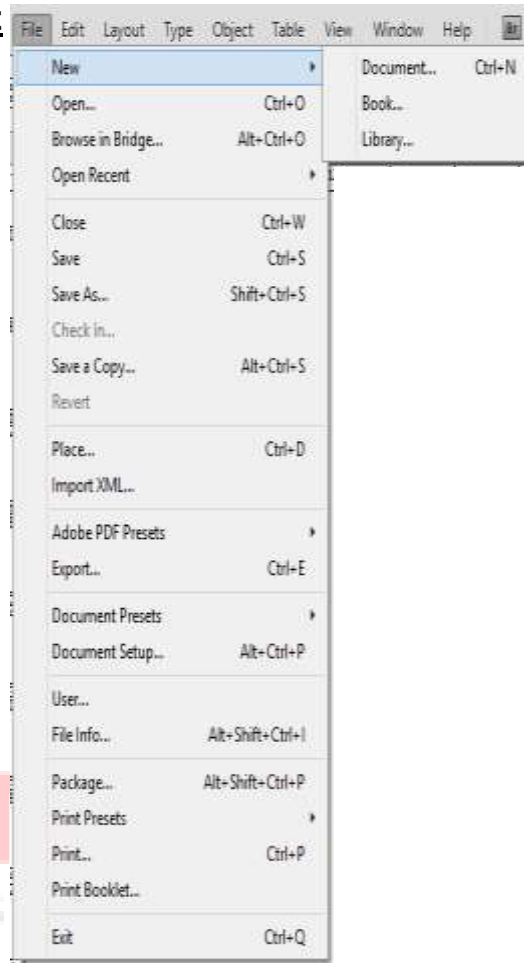
**Menu Bar-** The Menu Bar is positioned below the Title bar. It contains options like File, Edit, Layout and Type etc. Each of these menu bar items has drop-down menus. [Drop-down menu comprises a list of options which drops down when you click on the menu bar item]. On the InDesign menu bar, you'll find several menus.

**Property Bar-** This bar has icons and drop-down lists that change dynamically, depending on what is selected and which tool is active. It displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar contents changes depending on the tool or task. **For example, when you click the Text tool in the Toolbox, the property bar displays only text related commands, such as text, formatting, alignment, and editing tools.**

**After complete Toolbox From here we start Menu Bar-:** There are 9 Menus in a InDesign Window:

1. File
2. Edit
3. Layout
4. Type
5. Object
6. Table
7. View
8. Window
9. Help

## File Menu- Drop Down list



**File Menu: Menu bar.** On the InDesign menu bar, you'll find several menus. This menu includes some of the basic commands to create, open, and save documents. It also includes the Place command to import new content and many options to control document settings, exporting documents, and printing.

**NEW** - Creates a “ New Blank document“ (Shortcut- Ctrl+ N)

**OPEN** - Opens an existing or Saved document. (**Shortcut – Ctrl+O**)

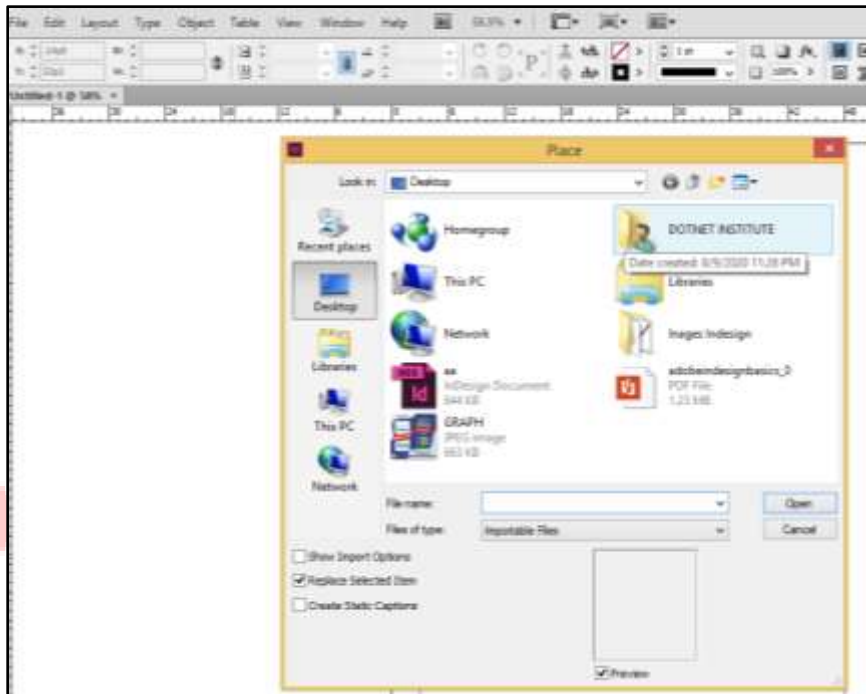
**CLOSE** - \_Close the active document without exiting the program.(**Shortcut- Ctrl+W**)

**SAVE** - Saves the active file with its current file name, location and file format.( **Shortcut- Ctrl+S**)

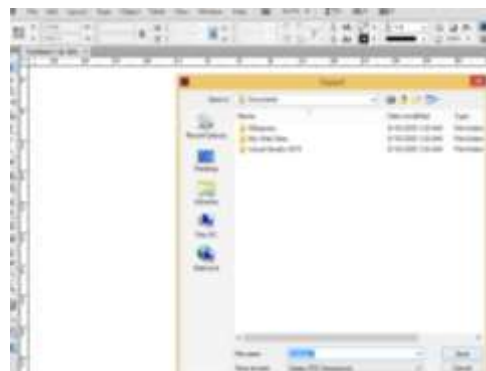
**SAVE AS** - Saves an already saved file with different name and Format. .( **Shortcut- Shift+Ctrl+S**)

**Place (Ctrl+D):** Easiest way to add content (text, photos, graphics, multimedia) into your document

- Navigate and select one or more files on your computer Enable Show Import Options to change how InDesign places your file prior to inserting it
  - Your cursor now displays a preview of the piece of content to be inserted
  - Click to insert the content at 100% scale, or Click and Drag to specify its size in the document
- You can either insert the content into an existing Frame, or into blank space to create a new Frame
- If you selected more than one piece of content earlier, the next piece will be loaded into o the cursor after you place the first one.



**EXPORT** - To export a document, open the document and choose File > Export For > EPUB. Specify a filename and location, and then click Save. In the Digital Editions Export Options dialog box, specify the desired options in the General, Images, and Contents areas, and then click Export. (Shortcut- Ctrl+E)



**PRINT** - Prints active document. (Shortcut ctrl + P)

**EXIT** - To close the active document and exit the Corel draw only. (Ctrl+Q)