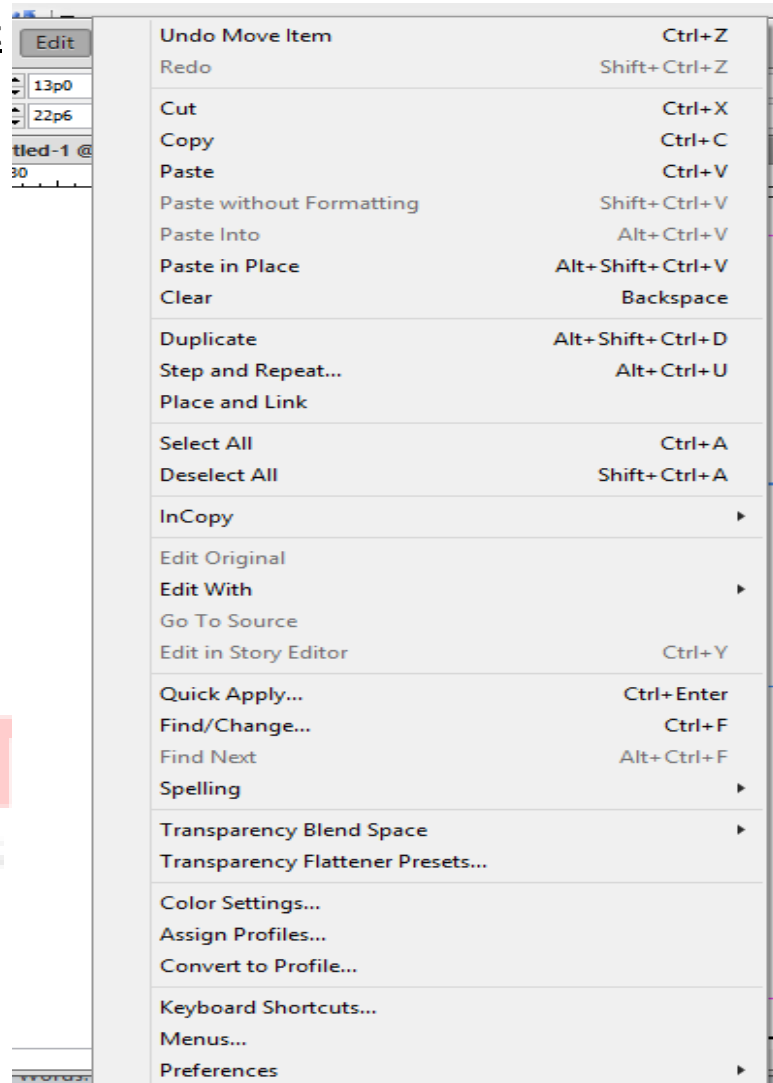


Lesson no. 11: InDesign Menu Bar

Edit Menu- Drop Down list



Undo - To step backward the steps you did. (Shortcut- Ctrl+ Z)

Redo - To step forward the steps you did using the undo. (Shift+Ctrl+Z)

Cut- To cut any object or text. Cut the Selection and put it on the clipboard. (**Shortcut – Ctrl+X**)

Copy - To copy any object or text. Copy the Selection and put it on the clipboard.
(Shortcut – Ctrl+C)

Paste - To paste the object you copied or cut. (**Shortcut- Ctrl+V**)

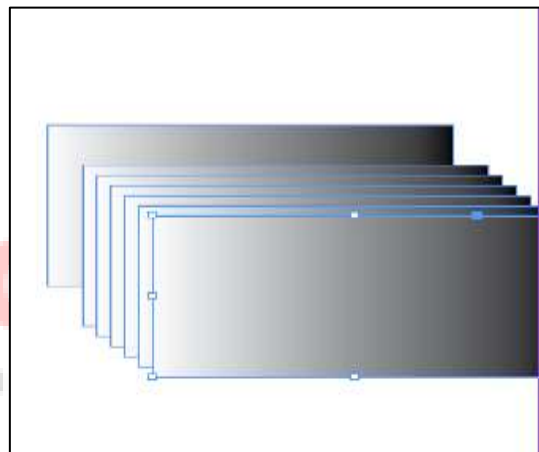
Paste Without Formatting-(Shift+Ctrl+V)- Paste Without Formatting. (Paste Without Formatting is dimmed if you paste text from another application when Text Only is selected in Clipboard.)

Paste into (Alt+Ctrl+V)- text from another application

Cut or copy text in another application or in an InDesign document. If you like, select text or click in a text frame. ... Choose Edit > Paste. If the pasted text doesn't include all the formatting, you may need to change settings in the Import Options dialog box for RTF documents.

Paste in Place (Alt+Shift+Ctrl+V) Then, you open file or page #2 and select the “**Paste in Place**” option in the Edit drop-down menu. The keyboard shortcut is SHIFT-CMMD-V (Mac) / SHIFT-CNTRL-V (PC). This option preserves the x/y coordinates and places the object in the exact same location in file or page #2 as the original object in file or page.

Duplicate-(Alt+Shift+Ctrl+D) Use the Duplicate command to replicate a selected object instantly. The new copy appears on the layout slightly offset down and to the right from the original. Select an object or objects, and choose Edit > Duplicate.

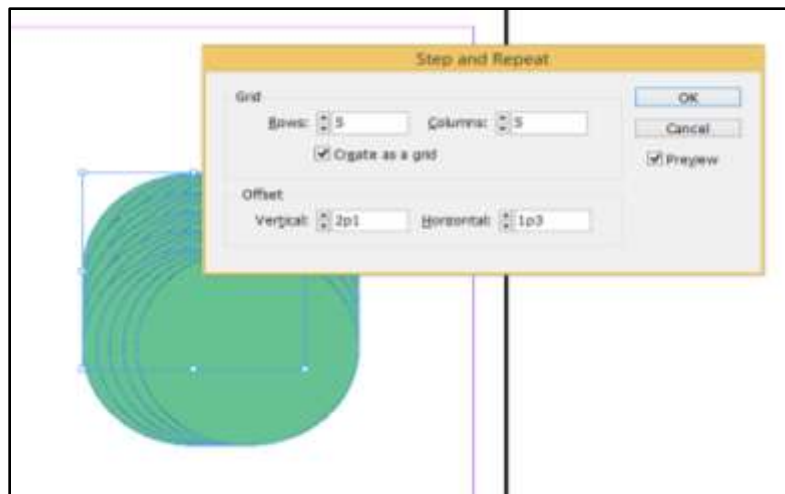


Step & Repeat - Use Step and Repeat to duplicate objects

Select the object or objects you want to duplicate.

Choose Edit > Step and **Repeat**.

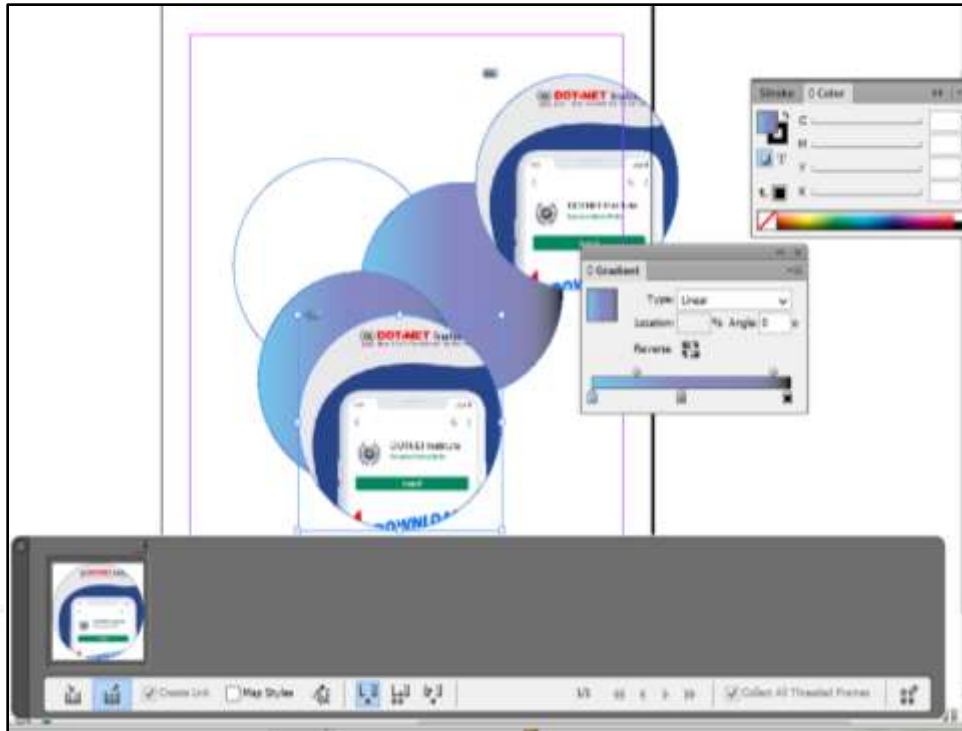
For **Repeat** Count, specify how many duplicates you want to make, not counting the original.



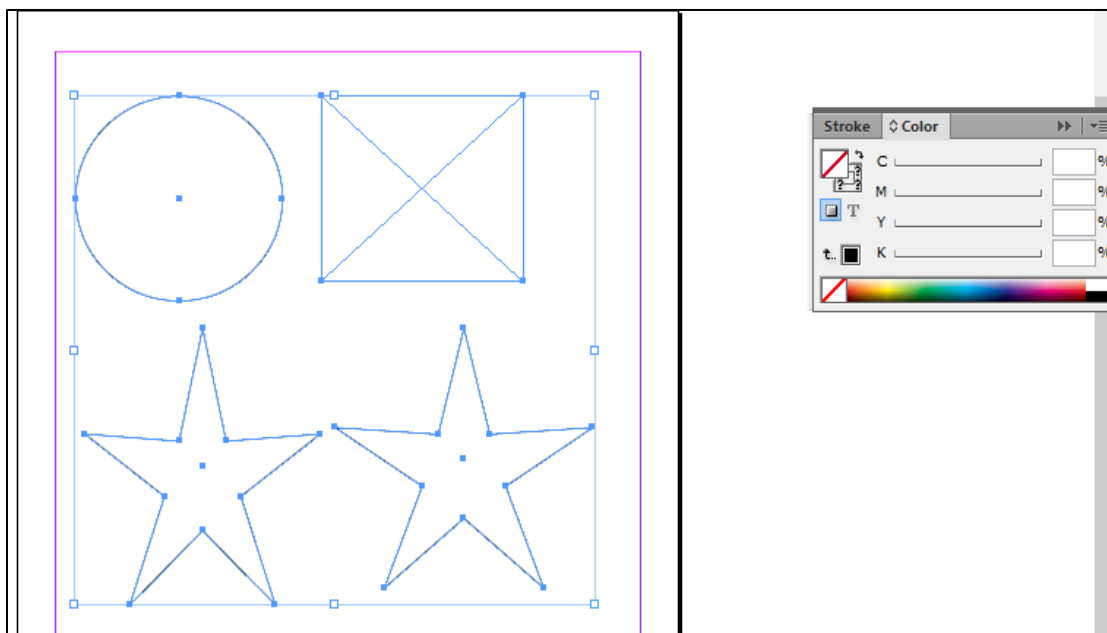
Place & Link- Select a page item by either selecting the frame or **place** the insertion cursor in the text. You can also select multiple items by using Shift Click.

Choose Edit > **Place and Link. ...**

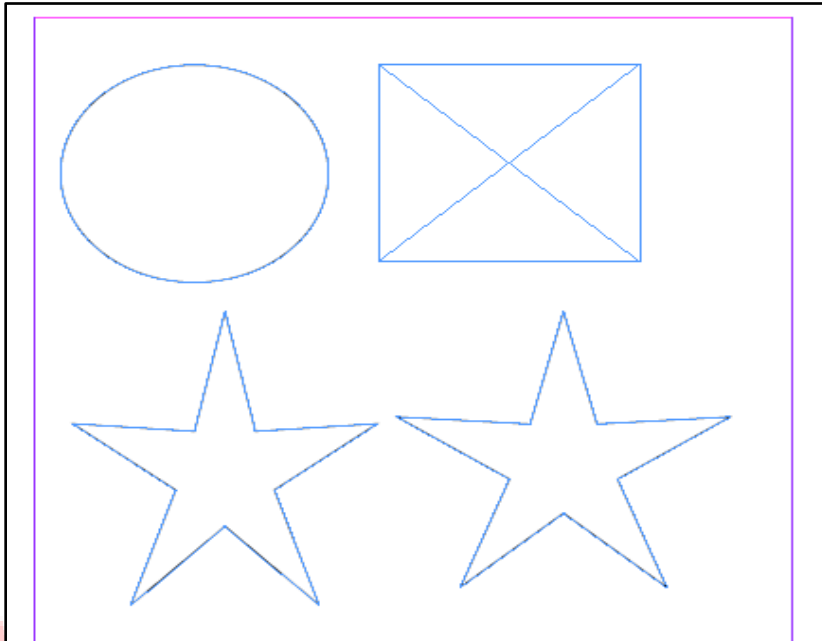
Click on a page or draw a frame to **place** the linked item.



Select All - Select all objects in a drawing by double-clicking the Pick tool. This action selects all objects on the active page and on the desktop, the area surrounding the drawing page.
(Shortcut- Ctrl+A)



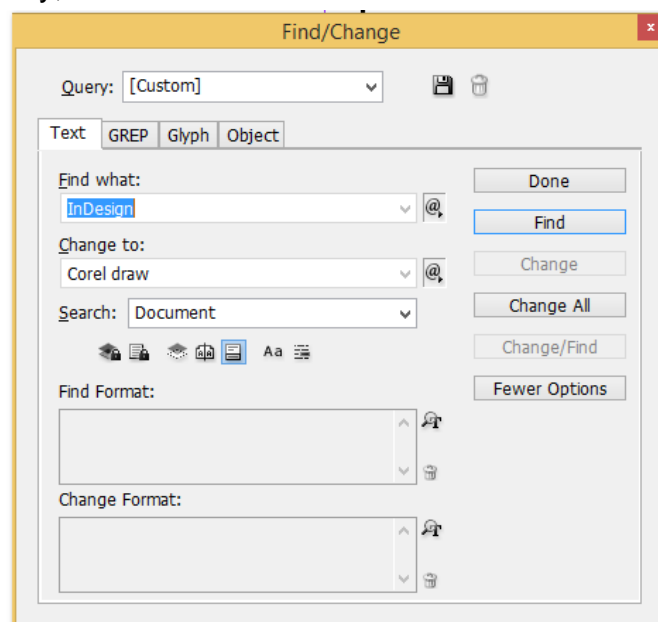
Deselect All (Shift+Ctrl+A- Using the **Selection tool, InDesign also gives you the option to select (or deselect) every object at once. Just choose "**Edit**" > "**Select All**", and every path and anchor point will be selected, with their bounding boxes visible. Choosing "**Edit**" > "**Deselect All**" will do the opposite.**



Find/Change :

1. Choose **Edit > Find/Change. ...**
2. In the **Find What area**, type the text you want to **find. ...**
3. In the Change To area, type the text you want to **replace it with.**
4. Choose an option from the Search menu to specify the scope of your search: All Documents, Document, Story, To End of Story, and Selection.

InDesign



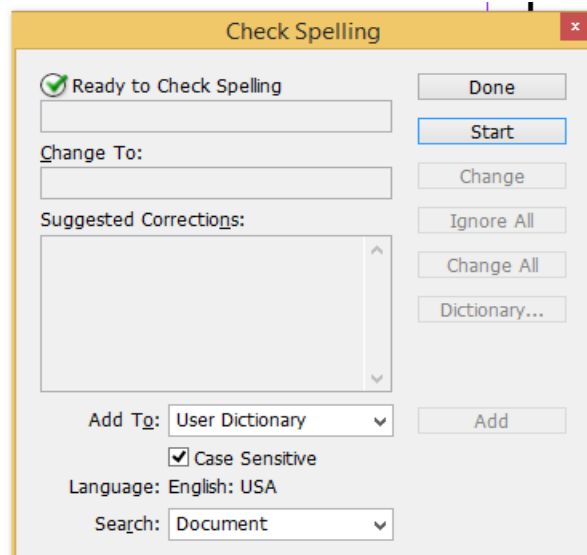
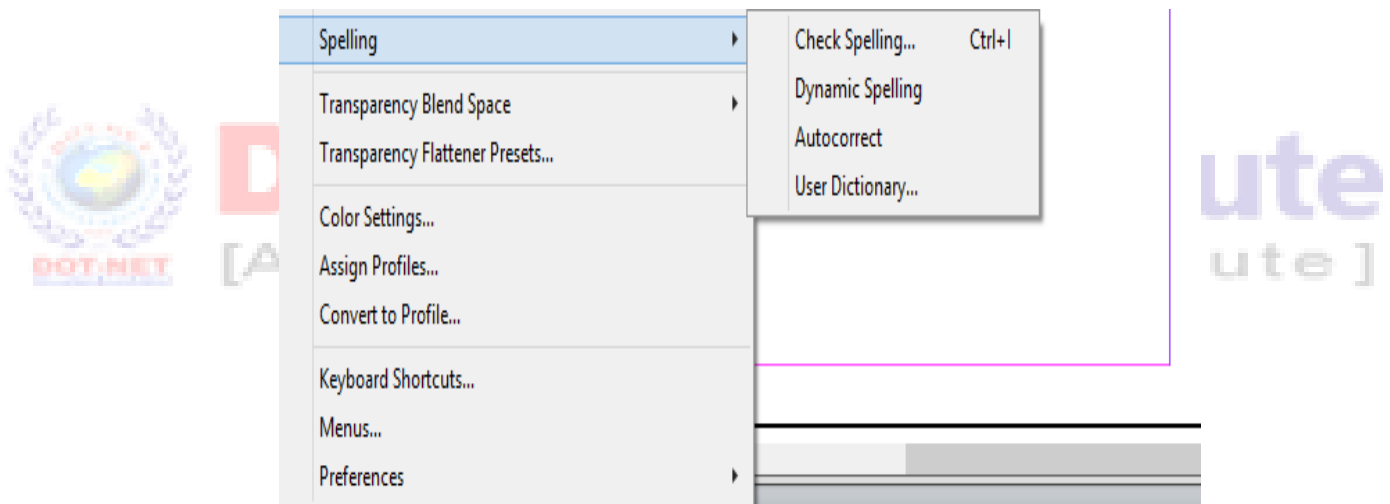
Spelling - Choose **Edit > Spelling > User Dictionary**. Choose the language from the Language menu and the dictionary from the Target menu. Click Import, locate the text file containing your list of **spelling** exceptions, and then click Open.

You can spell-check a selected range of text, in all of the text in a story, in all stories in a document, or in all stories in all open documents. Misspelled or unknown words, words typed twice in a row (such as “the the”), and words with possible capitalization errors are highlighted. In addition to checking the spelling in a document, you can also enable dynamic spelling so that potentially misspelled words are underlined while you type.

When you check spelling, the dictionary for the languages you assigned to the text is used. You can quickly add words to the dictionary.

Correct spelling errors- Ctrl+I as you type

Choose **Edit > Preferences > Autocorrect (Windows) or InDesign > Preferences > Autocorrect (Mac OS)**. Choose Enable Autocorrect. (You can also choose **Edit > Spelling > Autocorrect** to turn this feature on or off quickly.)



Create a new shortcut set

1. Choose **Edit** > Keyboard **Shortcuts**.
2. Click New Set.
3. Type a name for the new set, select a **shortcut** set in the Based on Set menu, and click OK.

