# Adobe Photoshop



### Lesson no. 11: InDesign Menu Bar

laws Draw Dasse list "			
<u>lenu- Drop Down list</u> 👔	Edit Un	ndo Move Item	Ctrl+Z
	13p0	edo	Shift+Ctrl+Z
	22p6 Cu	ut	Ctrl+X
		ору	Ctrl+C
30		iste	Ctrl+V
	Pa	ste without Formatting	Shift+Ctrl+V
	Pa	iste Into	Alt+Ctrl+V
	Pa	in Place	Alt+Shift+Ctrl+V
	CI	ear	Backspace
	Du	uplicate	Alt+Shift+Ctrl+D
	Ste	ep and Repeat	Alt+Ctrl+U
	Pla	ace and Link	
	Se	lect All	Ctrl+A
	De	eselect All	Shift+Ctrl+A
	Inc	Сору	•
	Ed	lit Original	
	Ed	lit With	*
	Go	o To Source	
	Ed	lit in Story Editor	Ctrl+Y
	Qu	uick Apply	Ctrl+Enter
	Fir	nd/Change	Ctrl+F
	Fir	nd Next	Alt+Ctrl+F
	Sp	oelling	•
	Tr	ansparency Blend Space	+
An IS	Tr	ansparency Flattener Presets	
	Co	olor Settings	
	As	sign Profiles	
	Co	onvert to Profile	
	Ke	eyboard Shortcuts	
	M	enus	
-	Pro-	eferences	•

**<u>Undo</u>** - To step backward the steps you did.t" (Shortcut- Ctrl+ Z)

Redo - To step for word 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)

**<u>Copy</u>** - 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.



d Institute 1

### 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+CtrI+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.



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.

	Graf	OK
	Bows: (2)5 Columns: (2)5 (♥) Ogate as a grid	Cancel
	Cigate as a grid	F Preyew
1500	Offset	
122	Verbiat [ 201 Borsontat 💲	103
	100	
111.5		
and the second		

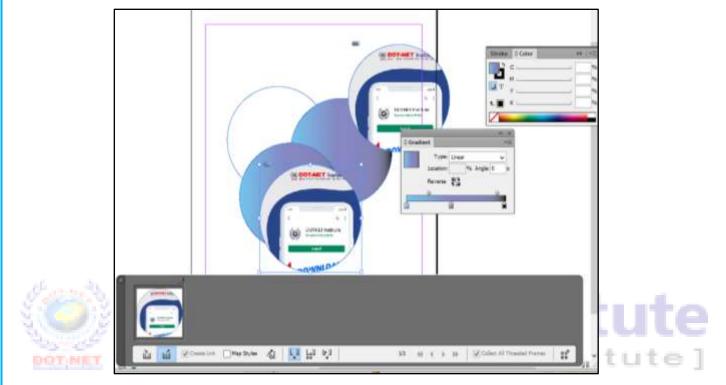
## Adobe Photoshop



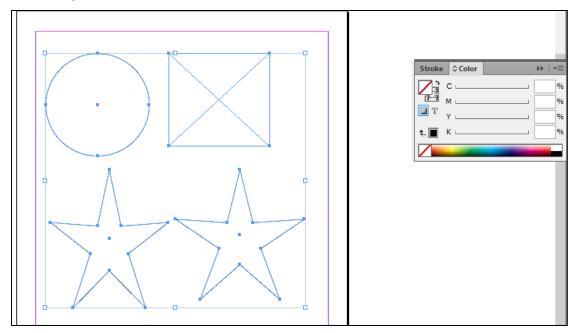
**Place & Link-** Select a page item by either selecting the frame or **place** the insertion cursor in the text. You can also select multiple items by using Shift Click.

Choose Edit > Place and Link. ...

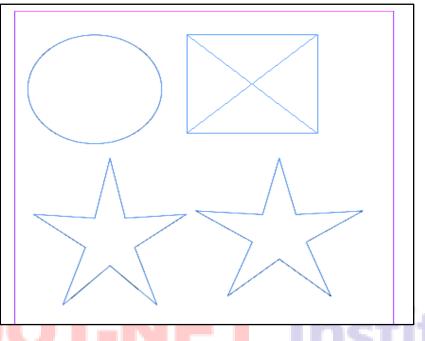
Click on a page or draw a frame to **place** the linked item.



<u>Select All</u> - 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. ...

InDes

- 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 s cope of your search: All Documents, Document, Story, To End of Story, and Selection.

Query: [Custom]	× 🗎	1
Text GREP Glyph Object	t	
Eind what:		Done
InDesign	~ @,	Find
Change to: Corel draw	~ @,	Change
Search: Document	- I I I I I I I I I I I I I I I I I I I	Change All
	a 🚟	Change/Find
Find Format:		Fewer Option
	^ A	
	~ 3	
Change Format:		
	^ A	
	~ 3	



<u>Spelling</u> - 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+l 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.)

[A	T T C A A C C K K N	pelling   ransparency Blend Space  ransparency Flattener Presets  Color Settings  Sonvert to Profiles  Econvert to Profile  Annus	Check Spelling Ctrl+I Dynamic Spelling Autocorrect User Dictionary	ute ]
	P	references +		
		Check Spelling	×	
		Ready to Check Spelling	Done	
		<u>C</u> hange To:	Start	
			Change	
		Suggested Corrections:	Ignore All	
			Change All Dictionary	
			Dictionary	
		×		
		Add To: User Dictionary	Add	
		Case Sensitive Language: English: USA		
		Sea <u>r</u> ch: Document v		



#### 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.

Minion Pro ¶ Regular ************************************	v         T		
		0K     or       Cancel     or       New Set     or       Sove     or       Show Set     or	Normalized       Image: Second
1 5 1 10 61	v F H (B, G Notros • <	_	v 3 11 -