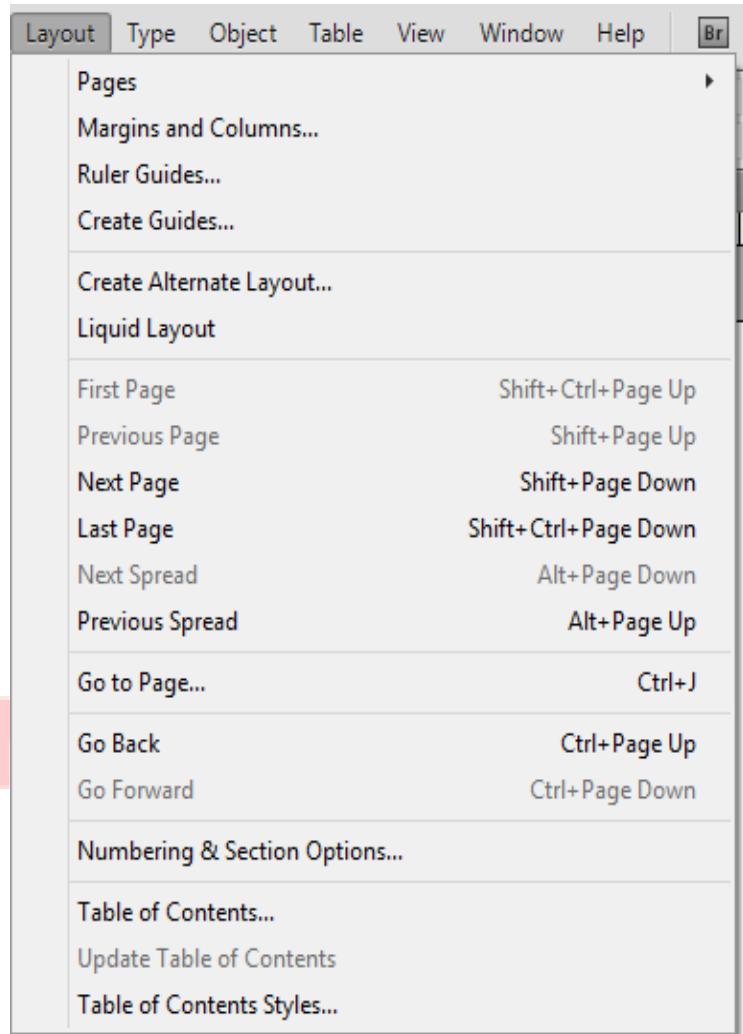
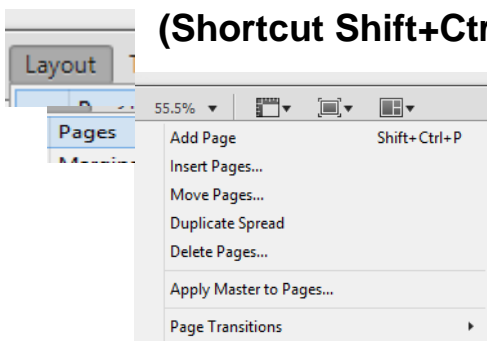


Lesson no. 12: InDesign Menu Bar

Layout Menu- Drop Down list:-



Page- (Shortcut Shift+Ctrl+P)



Add new pages to a document

Do any of the following:

To add a page after the active page or spread, click the New Page button in the Pages panel or choose Layout > Pages > Add Page. The new page uses the same master as the existing active page.

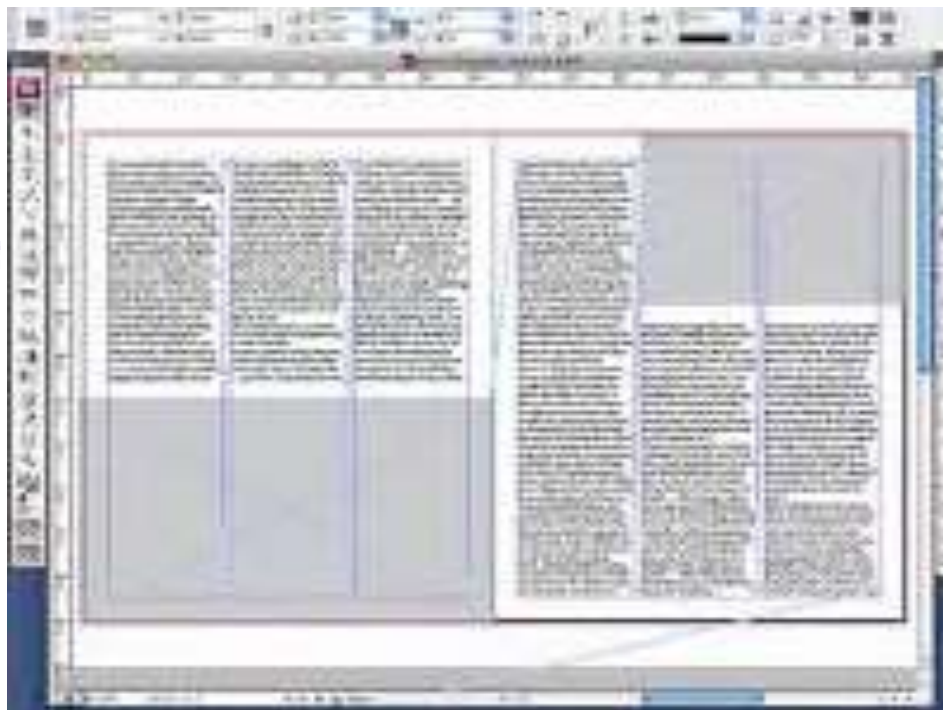
To add multiple pages to the end of the document, choose File > Document Setup. In the Document Setup dialog box, specify the total number of pages for the document. InDesign adds pages after the last page or spread.

To add pages and specify the document master, choose Insert Pages from the Pages panel menu or choose Layout > Pages > Insert Pages. Choose where the pages will be added and select a master to apply.

Insert Pages - InDesign adds pages after the last page or spread. To add pages and specify the document master, choose Insert Pages from the Pages panel menu or choose Layout > Pages > Insert Pages. Choose where the pages will be added and select a master to apply.

Add new pages to a document

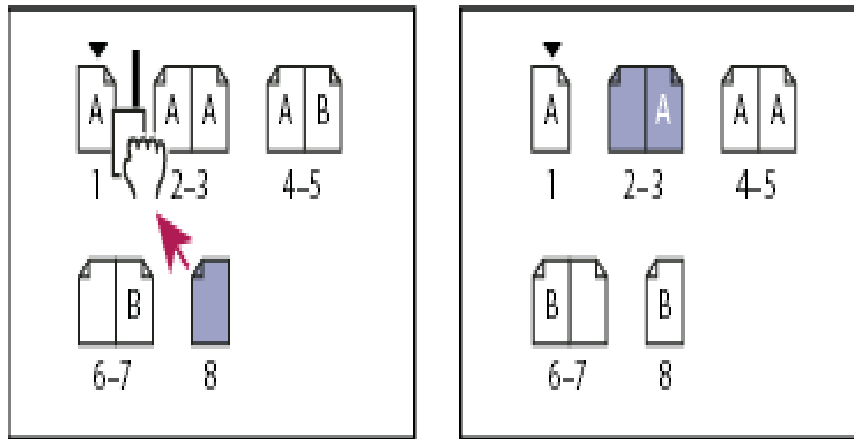
1. To add a page after the active page or spread, click the New Page button in the Pages panel or choose **Layout > Pages > Add Page. ...**
2. To add multiple pages to the end of the document, choose **File > Document Setup.**



Move Pages-

Move pages using Move Pages command

- Choose **Layout > Pages > Move Pages**, or choose **Move Pages** from the **Pages** panel menu.
- Specify the **page** or **pages** you want to **move**.
- For Destination, choose where you want to **move** the **pages**, and specify a **page** if necessary. Click OK.



Duplicate Spread - Duplicate a page or spread

In the Pages panel, do one of the following:

- Drag the page range numbers under a spread to the New Page button. The new spread appears at the end of the document.
- Select a **page or spread**, and then choose Duplicate Page or Duplicate Spread in the Pages panel menu. The new page or spread appears at the end of the document.
- Press Alt (Windows) or Option (Mac OS) as you drag the page icon or page range numbers under a spread to a new location.

Duplicating a page or spread also duplicates all objects on the page or spread. Text threads from the duplicated spread to other spreads are broken, but all text threads within the duplicated spread remain intact—as do all text threads on the original spread.

Delete Pages –

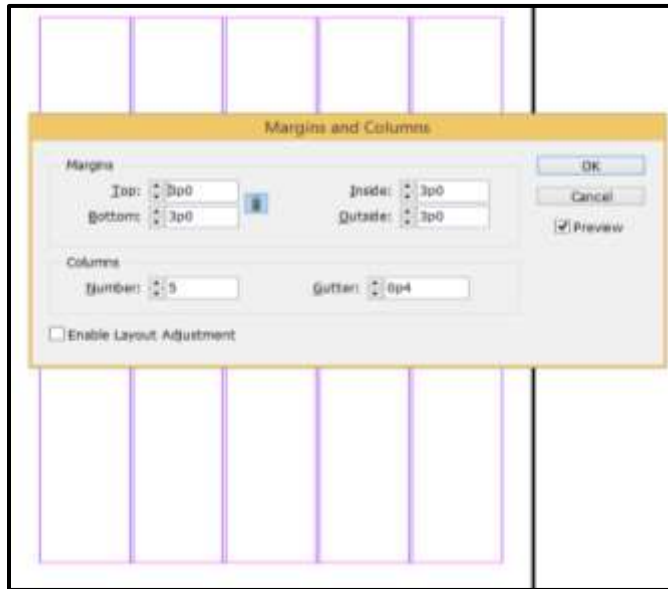
Do one of the following:

- In the Pages panel, drag one or more page icons or page-range numbers to the Delete icon.
- Select one or more page icons in the Pages panel, and click the Delete icon.
- Select one or more page icons in the Pages panel, and then choose Delete Page(s) or Delete Spread(s) in the Pages panel menu.

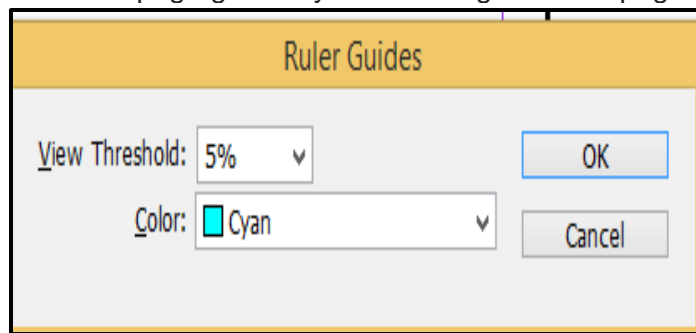
Margins & Columns- Choose **Layout > Margins and Columns**. Enter values for Top, Bottom, Left, and Right **Margins**, as well as the number of columns and the gutter

Set Margin Step-:

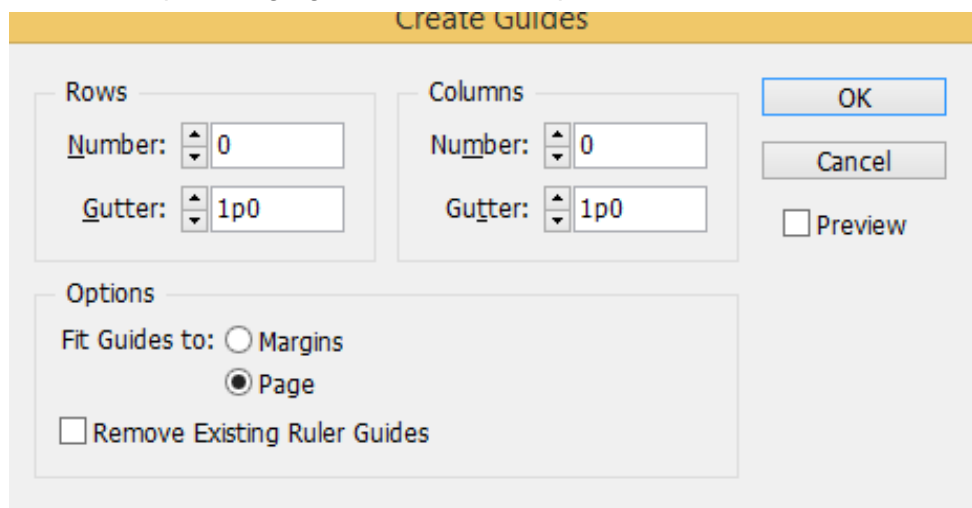
1. Choose Layout > **Margins** and Columns.
2. Enter values for Top, Bottom, Left, and Right **Margins**, as well as the number of columns and the gutter (the space between columns).



Ruler Guide- To create a page guide, position the pointer inside a horizontal or vertical ruler and then drag to the desired location on the target spread. If you drop the guide onto the pasteboard, it spans the pasteboard and spread; it will act as a page guide if you later drag it onto a page

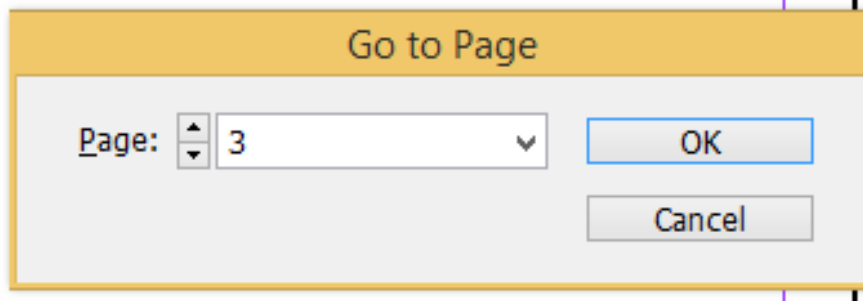


Create Guide- Layout > Create Guides. For Number, type a value to specify the number of rows or columns you want to create. For Gutter, type a value to specify the spacing between rows or columns. Start with a low value, such as 1 pica; large gutters leave little space for columns.



Fisrt Page (Shift+Ctrl+Pageup)- This Option used for go to First Page

Go to Page (Ctrl+J)- Choose **Layout > Pages > Move Pages**, or choose Move Pages from the Pages panel menu. **Specify the page or pages** you want to move. For Destination, choose where you want to m ove the pages, and specify a page if necessary. Click OK



Numbering & Section Options - InDesign uses a special character to designate page numbers. On a master page, simply create a text box, place the insertion point in the box, and then insert the current page number marker.

...

Set Page Numbering and Section Options

- Section Prefix. ...
- Style. ...
- Section Marker. ...
- Include Prefix When Numbering Pages.

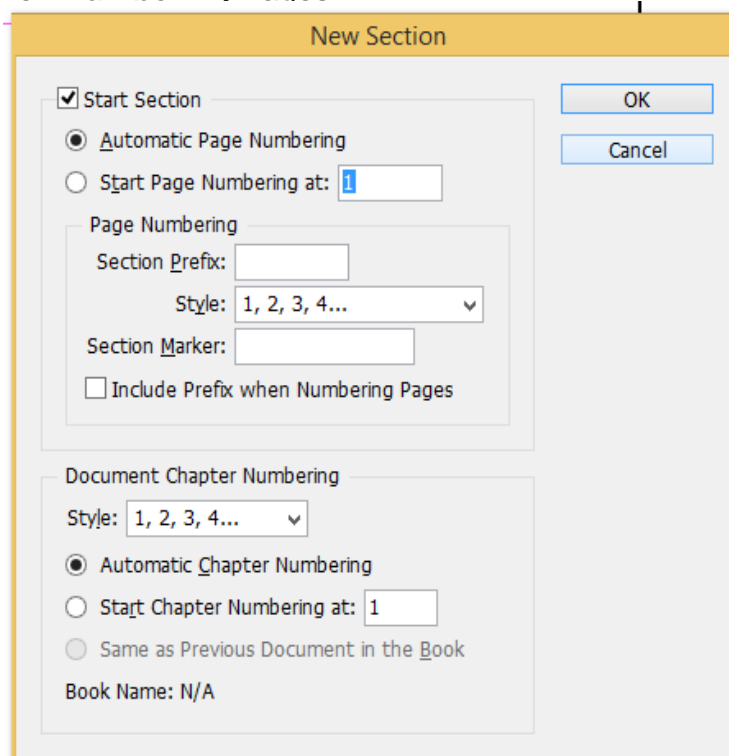


Table of Content- A table of contents (TOC) can list the contents of a book, magazine, or other publication; display a list of illustrations, advertisers, or photo credits; or include other information to help readers find information in a document or book file. One document may contain multiple tables of contents—for example, a list of chapters and a list of illustrations.

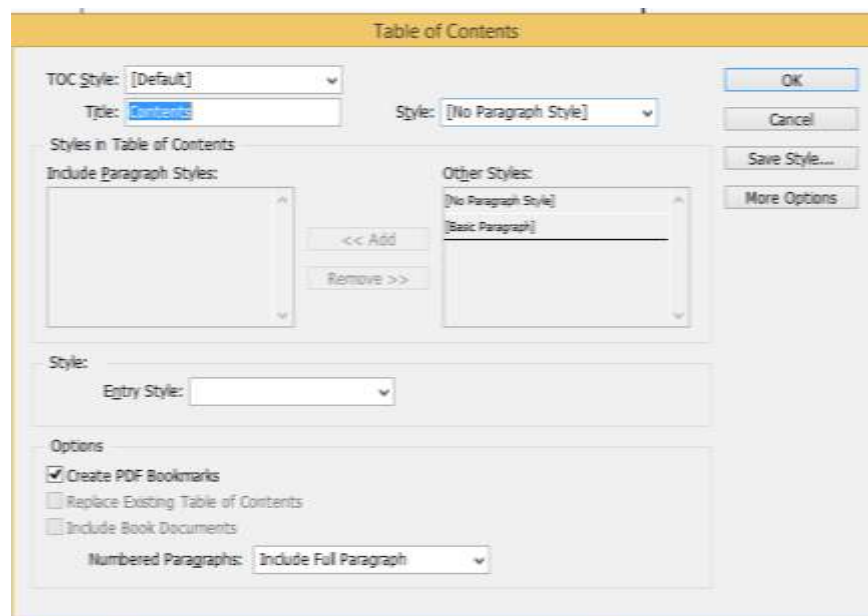
Each table of contents is a separate story consisting of a heading and a list of entries sorted either by page number or alphabetically. Entries, including page numbers, are pulled directly from content in your document and can be updated at any time—even across multiple documents in a book file.

The process for creating a table of contents requires three main steps. First, create and apply the paragraph styles you'll use as the basis for the TOC. Second, specify which styles are used in the TOC and how the TOC is formatted. Third, flow the TOC into your document.

Tips for planning a table of contents

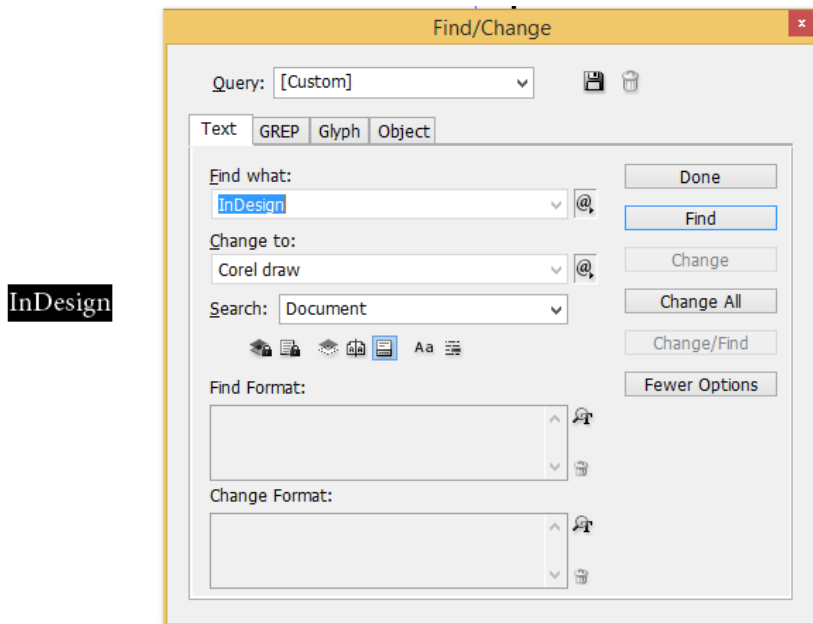
Consider the following when planning a table of contents:

- Some tables of contents are built from content that does not actually appear in the published document, such as a list of advertisers in a magazine. To do this in InDesign, enter content on a hidden layer and include it when generating a TOC.
- You can load TOC styles from other documents or books to build new tables of contents with the same settings and formatting. (You might need to edit an imported TOC style if the names of paragraph styles in the document do not match those in the source document.)
- You can create paragraph styles for the table of contents' title and entries, including tab stops and leaders, if desired. You can then apply these paragraph styles when you generate the table of contents.
- You can create character styles to format the page numbers and the characters separating them from the entries. For example, if you want the page numbers to be in bold, create a character style that includes the bold attribute, and then select that character style when you create the table of contents.



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.



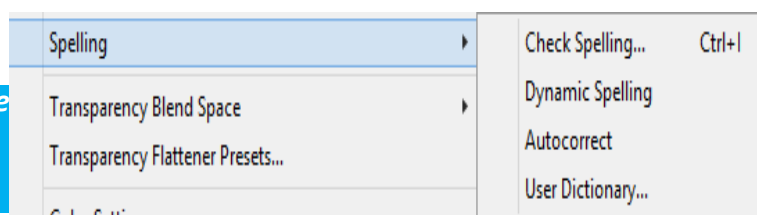
Spelling - Choose **Edit > Spelling > User Dictionary**. Choose the language from the Language menu and the dictionary from the Target menu. Click Import, locate the text file containing your list of **spelling** exceptions, and then click Open.

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.

