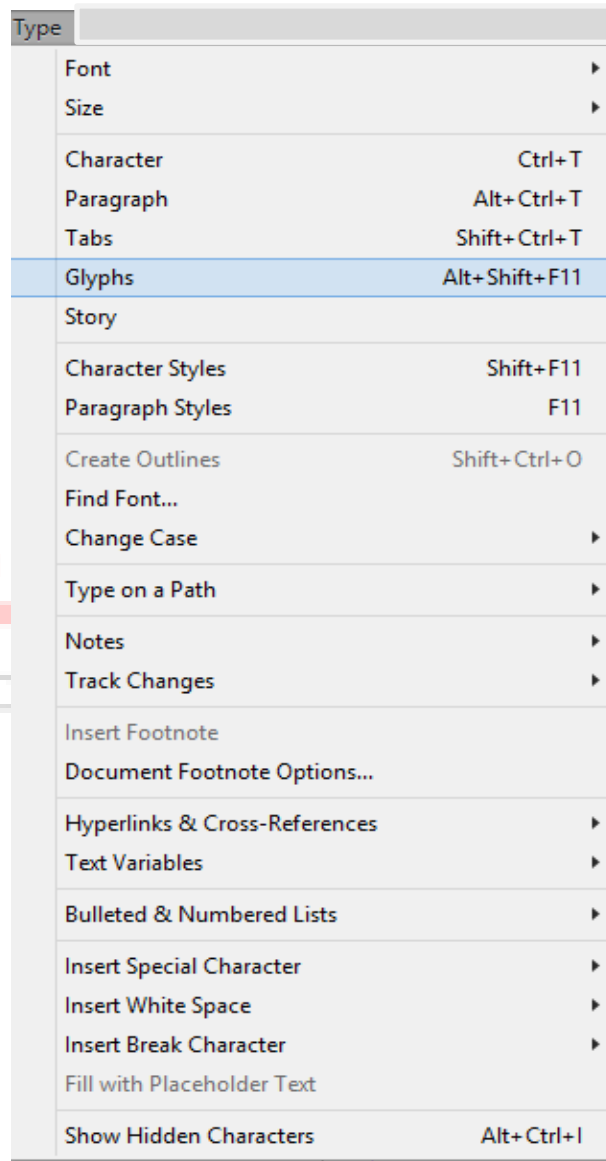


Lesson no. 15: InDesign Menu Bar

Type: From this menu, you can select fonts and control characters in the layout. You can access the many settings related to text from this menu, which opens the associated panel where you make the changes.

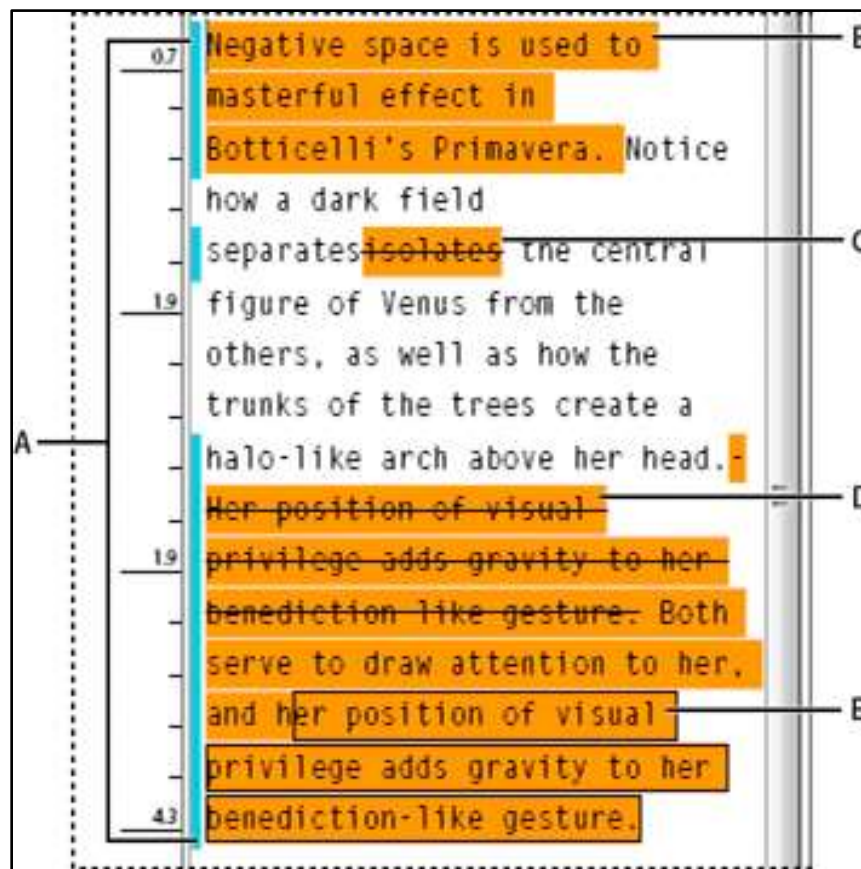
Type Menu- Drop Down list:-




Track Changes-

A valuable feature is the ability to track changes made to a story by each contributor in the writing and editing process. Whenever anyone adds, deletes, or moves text within an existing story, the change is marked in the Story Editor in InDesign or the Galley and Story views in InCopy. You can then accept or reject the changes.

Use the Track Changes panel in InDesign or the Track Changes toolbar in InCopy to turn Track Changes on or off and to show, hide, accept, or reject changes made by contributors.



Turn on change tracking:-

1. Choose Window > Editorial > Track Changes to open the Track Changes panel (InDesign), or choose Window > Track Changes to open the Track Changes toolbar (InCopy).
2. With the insertion point in text, do any of the following:
 - To enable change-tracking in only the current story, click the Enable Track Changes In Current Story icon. 
 - (InDesign) To enable tracking in all stories, choose Enable Track Changes In All Stories from the Track Changes panel menu.
 - (InCopy) To enable tracking in all open stories in a multistory document, choose Changes > Enable Tracking in All Stories.
3. Add, delete, or move text within the story as needed.
 1. By default, InDesign uses a generic search to search based on the glyph name, Unicode, or glyph ID.
 2. You can however, specify the search parameter to further filter the search results.
 3. To do this, click the drop-down arrow on the left of the Search box and choose the required search parameter.

How change tracking is displayed

Note:

The Track Changes section of the Preferences dialog box lets you choose a color to identify your changes. It also lets you select which changes (adding, deleting, or moving text) you want tracked and the appearance of tracking.

Added text	Highlighted.
Deleted text	Highlighted and marked with a strikethrough.
Moved (cut-and-pasted) text	Highlighted and marked with a strikethrough in its original Location; highlighted and boxed in the new location.
Copied text unchanged.	Highlighted in the new location. The original text is unchanged.

Change bars

A change bar is a vertical line that appears to the left of a line of text that has been changed. You can choose whether to show or hide change bars as you work. You can also specify what color to use for displaying the change bars.

Accept and reject changes

When changes have been made to a story, whether by you or by others, the change-tracking feature enables you to review all changes and decide whether to incorporate them into the story. You can accept or reject single changes, only portions of a tracked change, or all changes at once.

When you accept a change, it becomes a normal part of the text flow and is no longer highlighted as a change. When you reject a change, the text reverts to how it was before the change was made.

In Story Editor (InDesign) or Galley or Story view (InCopy), position the insertion point at the beginning of the story.

In the Track Changes panel (InDesign) or the Track Changes toolbar (InCopy), click the Next Change button →.

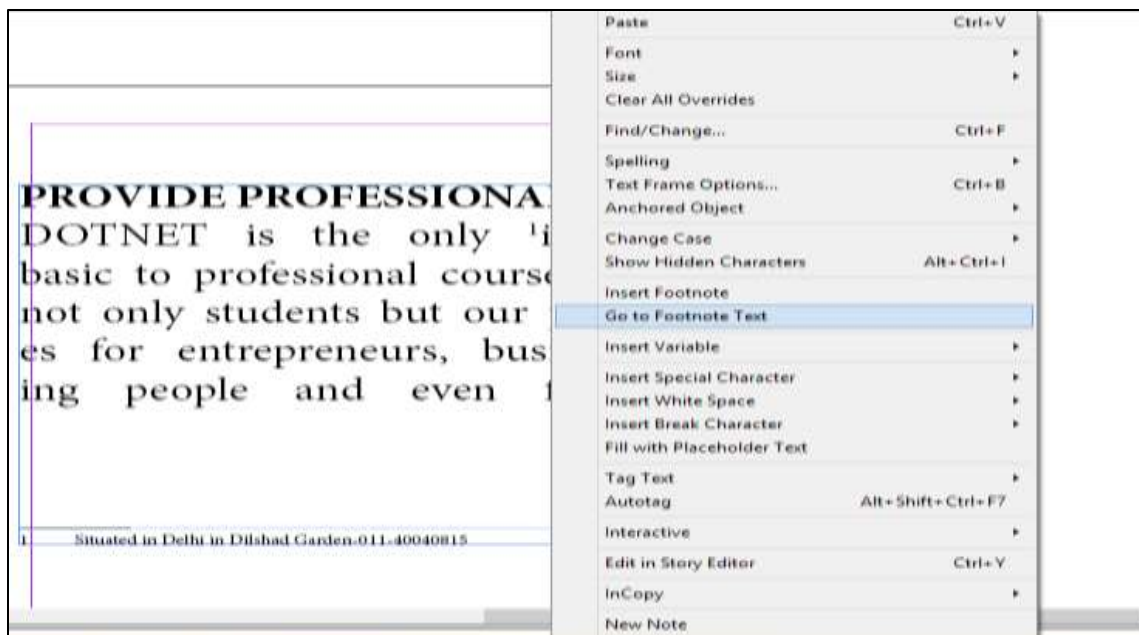
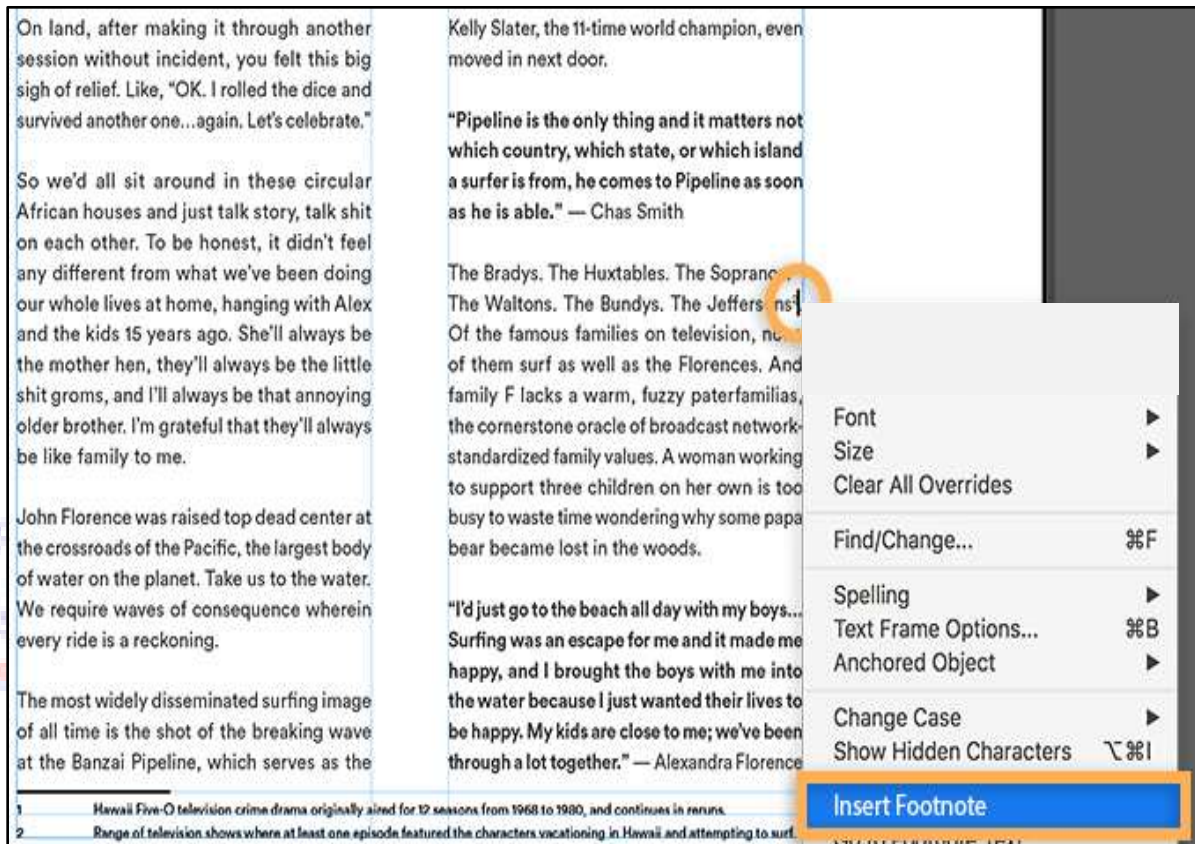
Do any of the following:

To accept the highlighted change and incorporate it into the text flow, click the Accept Change button.

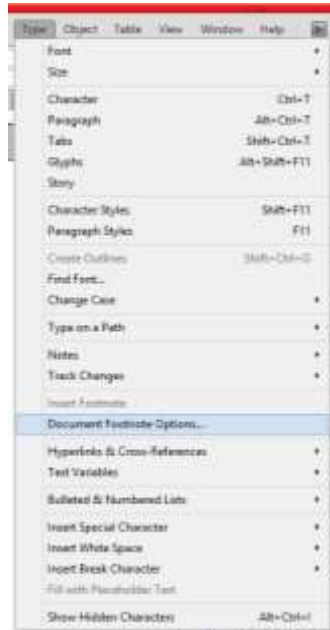
To reject the change and revert to the original text, click the Reject Change button.

Insert Footnote:- Place your cursor in the text and right-click. Select Insert Footnote and type your footnote text. A reference number is placed in the text and your footnote appears at the bottom of the text frame.

How do you insert a footnote in InDesign? Choose Type > Insert Footnote. Type the footnote text.



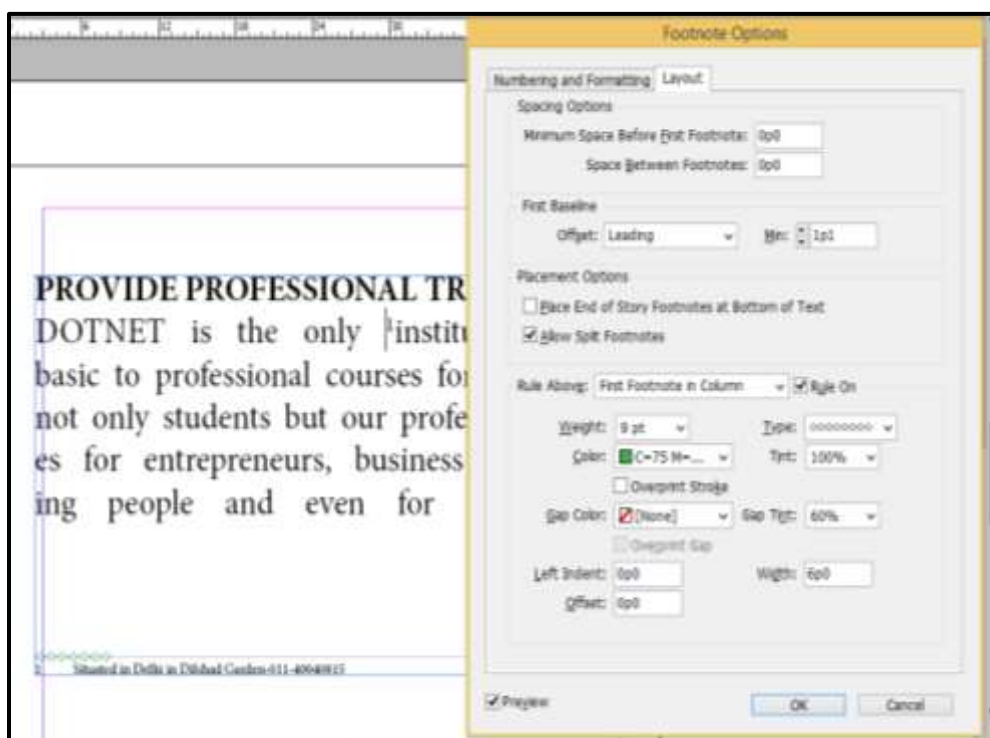
Document Footnote Option



The InDesign document's footnote settings will override any changes you make to a linked (managed) file in InCopy.

Change footnote numbering and layout

1. Choose Type > Document **Footnote** Options.
2. In the Numbering And **Formatting** tab, select options that determine the numbering scheme and **formatting** appearance of the reference number and **footnote** text.



Hyperlink Cross-References

A cross-reference refers a reader from one section of a document to another. For example, For more information, see “Using the Hyperlinks Panel” on page 352. The text being referred to is the destination text, while the text generated from the destination is the source cross-reference, which is editable. The Hyperlinks panel is a centralized place to create and work with hyperlinks and cross references in InDesign. You can use buttons on the bottom of the panel to go to the cross-reference source or destination, create a new cross-reference, or delete cross-references. When you create or edit a cross-reference, you can select format and appearance settings for the reference.

Adobe InDesign CS6 on Demand: Creating an Interactive Document ... place to create and work with hyperlinks and cross references in InDesign. .

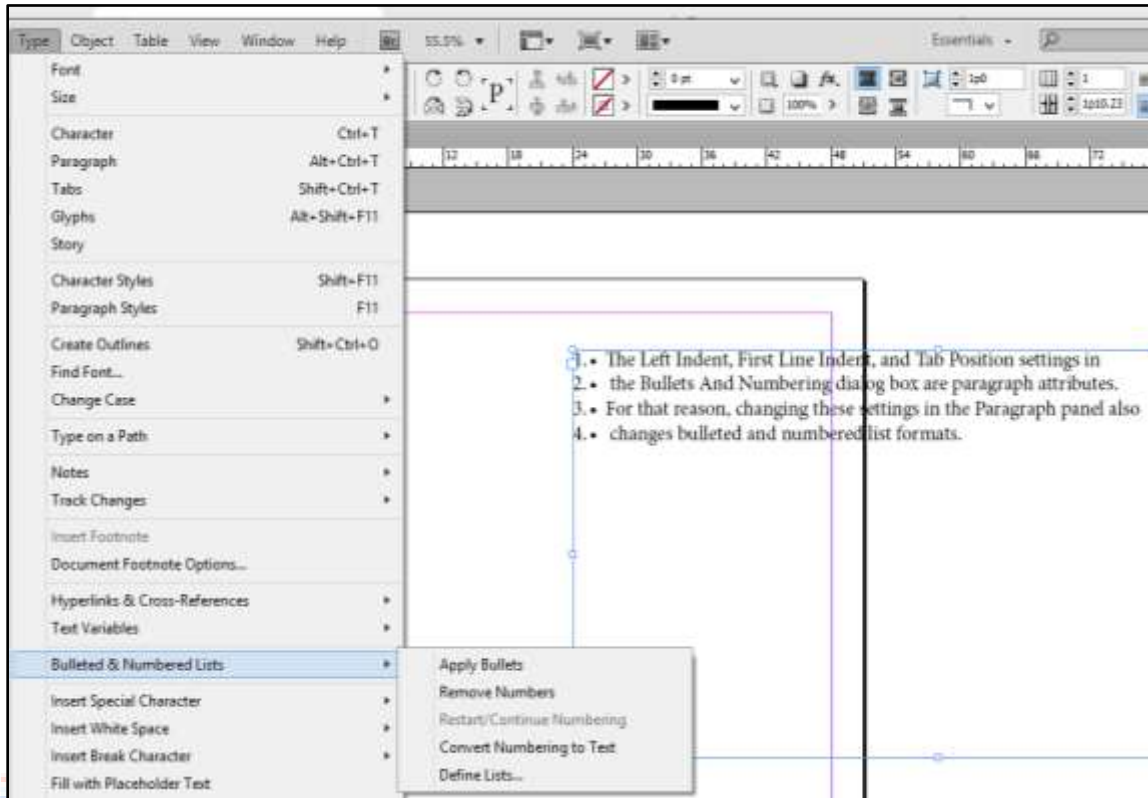
Bulleted Or Numbered Lists:- In bulleted lists, each paragraph begins with a bullet character. In numbered lists, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis. The numbers in a numbered list are updated automatically when you add or remove paragraphs in the list. You can change the type of bullet or numbering style, the separator, the font attributes and character styles, and the type and amount of indent spacing.

You cannot use the Type tool to select the bullets or numbers in a list. Instead, edit their formatting and indent spacing using the Bullets And Numbering dialog box, the Paragraph panel, or the Bullets And Numbering section of the Paragraph Styles dialog box (if the bullets or numbers are part a style).

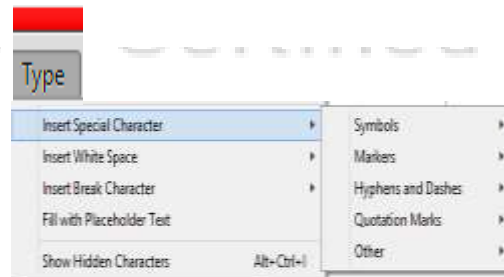
<h2>CHERRY COBBLER</h2>	
Filling Ingredients	Cooking Instructions
<ul style="list-style-type: none"> • 4 cups pitted red cherries • 2/3 cup sugar • 2 tablespoons corn starch • 2 tablespoons orange juice 	<ol style="list-style-type: none"> 1. Mix the cherries, sugar, corn starch and orange in a large saucepan. 2. Cook on medium heat until the mixture comes to a full boil, then let it stand for about 10 minutes to thicken, stirring a couple of times during the cooling. 3. Transfer to a shallow baking dish.
	

A quick way to create a bulleted or numbered list is to type the list, select it, and then click the Bulleted List or Numbered List button in the Control panel. These buttons let you turn the list on or off and switch between bullets and numbers. You can also make bullets and numbering part of a paragraph style and construct lists by assigning styles to paragraphs.

Choose Bullets And Numbering from the Paragraph panel or Command panel. For List Type, choose either Bullets or Numbers. Specify the settings you want, and then click OK.



Insert Special Characters



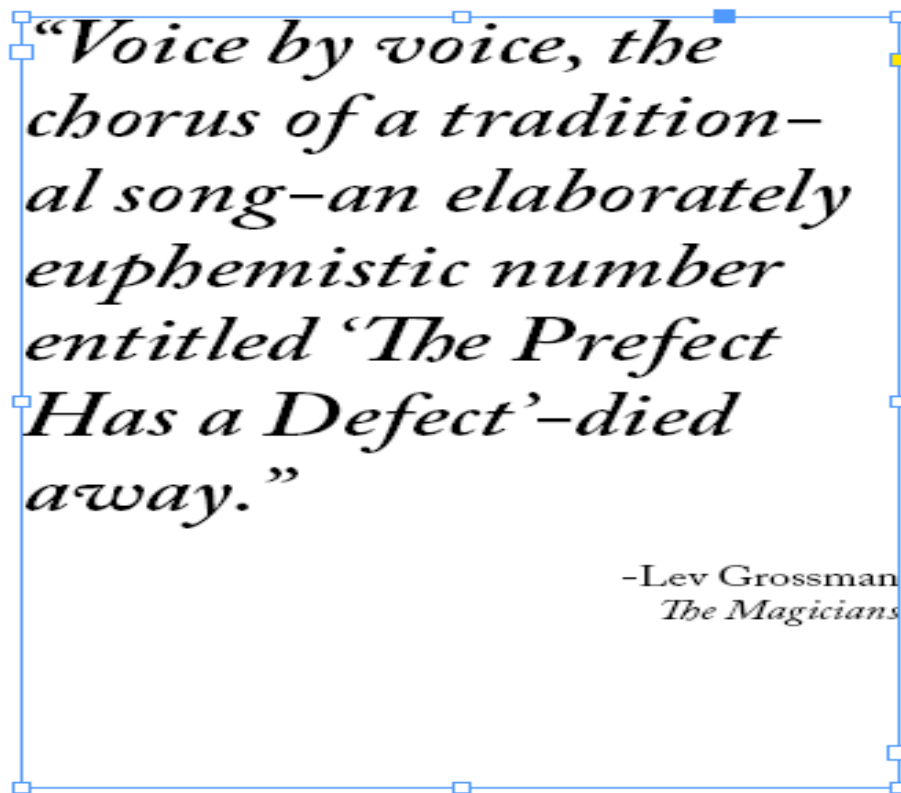
How to Use Special Characters in Adobe InDesign

Special Characters are a wonderful feature of InDesign that can save time and add professional polish to the typography in a layout. Special Characters include commonly used characters, such as ® and ©, as well as lesser characters that can create all the difference in type treatment. In this example, I'll use Special Characters to stylize a quote.

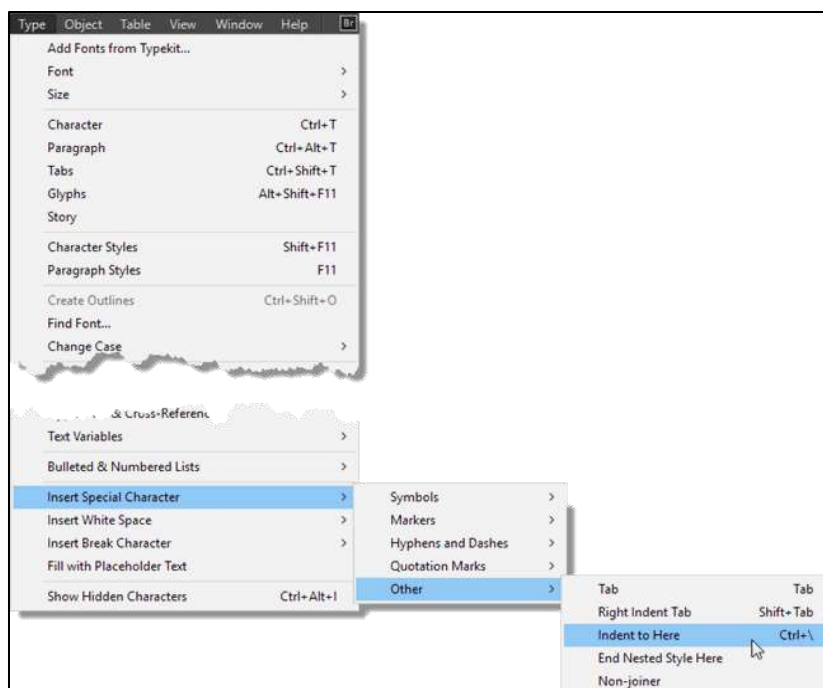
Insert special characters

- Using the **Type tool**, position the insertion point where you want to insert a character.
- Choose **Type > Insert Special Character**, and then select an option from any of the categories in the menu.

- 1) In the example shown, the opening quotation mark should be hanging, and the hyphens should be em dashes.



- 2) To create a hanging indent on the opening quote, insert the text cursor after the quotation mark. Go to the **Type** menu, scroll down to **Insert Special Character**, then go to **Other** and choose **Indent to Here**.



- To create the em dash, select each hyphen individually, then go to the Type menu, scroll down to Insert Special Character, then go to Hyphens and Dashes and choose Em Dash.

