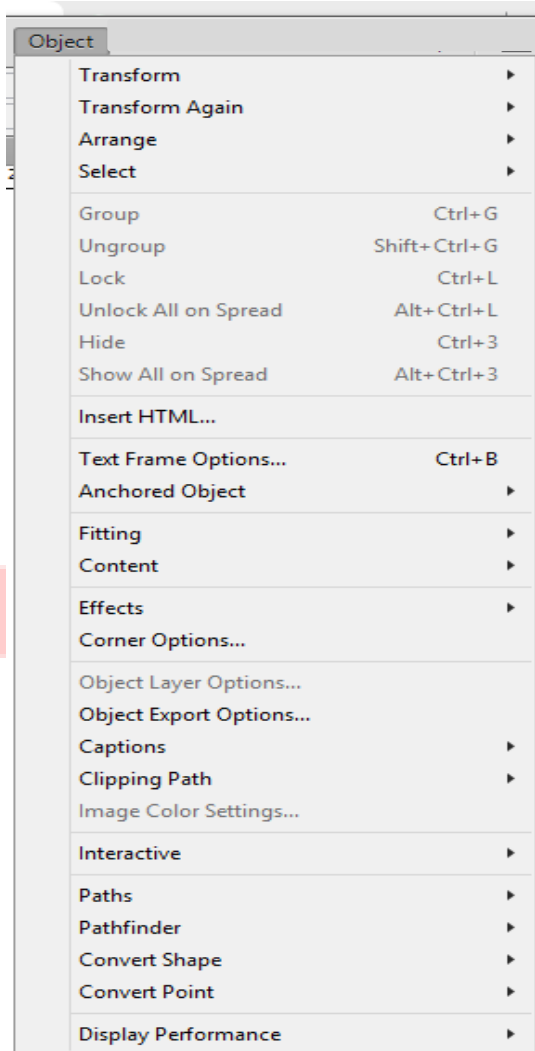


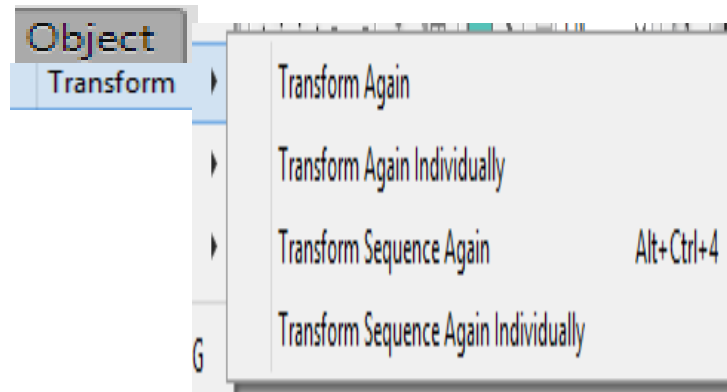
## Lesson no. 17: InDesign Menu Bar

**Object:** You can modify the look and placement of objects on the page with this menu. Which options are available on this menu depends on which element you've selected in the workspace, such as a text field or an image.

### Object Menu- Drop Down list:-



### Transform Again :-



## Repeat transformations

You can repeat transformations, such as moving, scaling, rotating, resizing, reflecting, shearing, and fitting. You can repeat either a single transformation or a sequence of transformations, and you can apply those transformations to more than one object at a time. InDesign remembers all transformations until you select a different object or perform a different task.

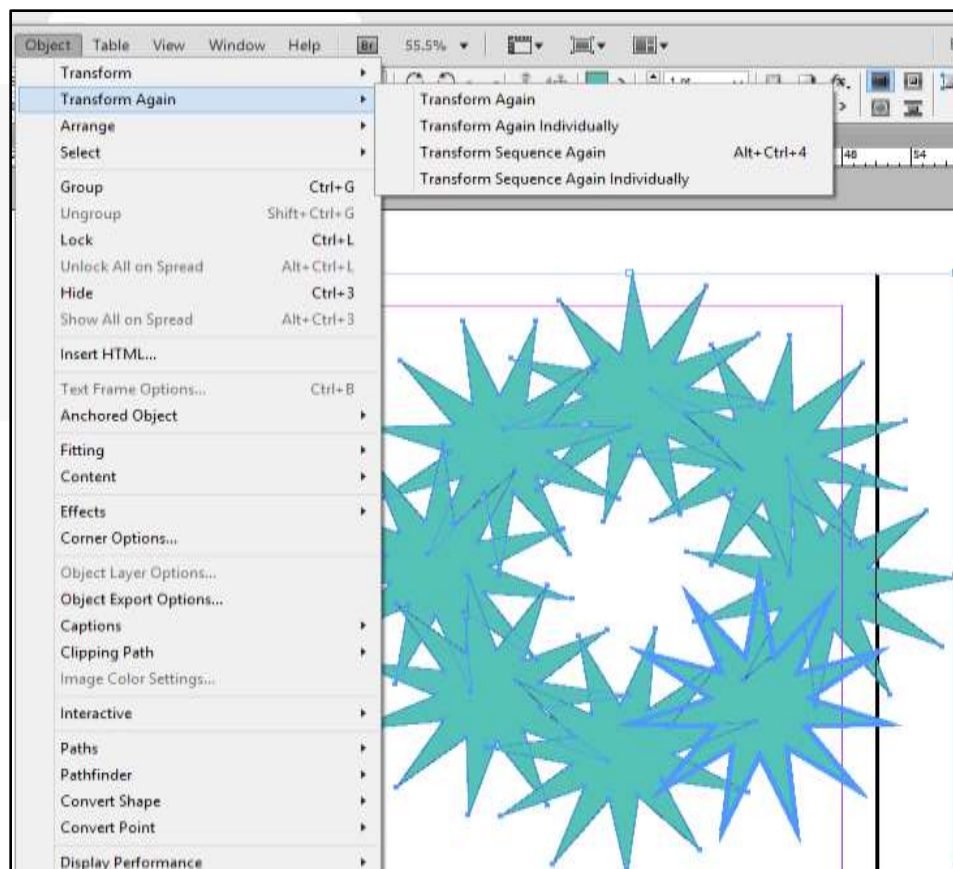
- Select one or more objects, and perform all the transformations you want to repeat.
- Select the object or objects to which you want to apply the same transformations.
- Choose Object > Transform Again and then select one of the following options:

**Transform Again**-Applies the last single transform operation to the selection.

**Transform Again Individually**-Applies the last single transform operation to each selected object individually, rather than as a group.

**Transform Sequence Again (Alt+Ctrl+4)**- Applies the last sequence of transform operations to the selection.

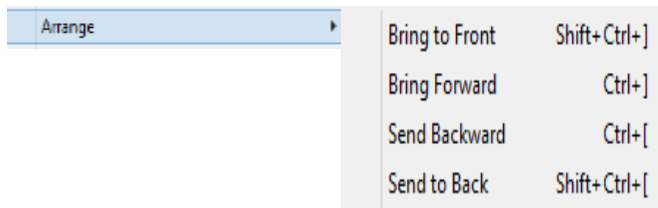
**Transform Sequence Again Individually**- Applies the last sequence of transform operations to each selected object individually.



## Clear transformations

1. Select the object or objects that have been transformed.
2. Choose Clear Transformations from the Transform or Control panel menu.  
Unless all values are the default values, clearing transformations results in a change of appearance for the objects.

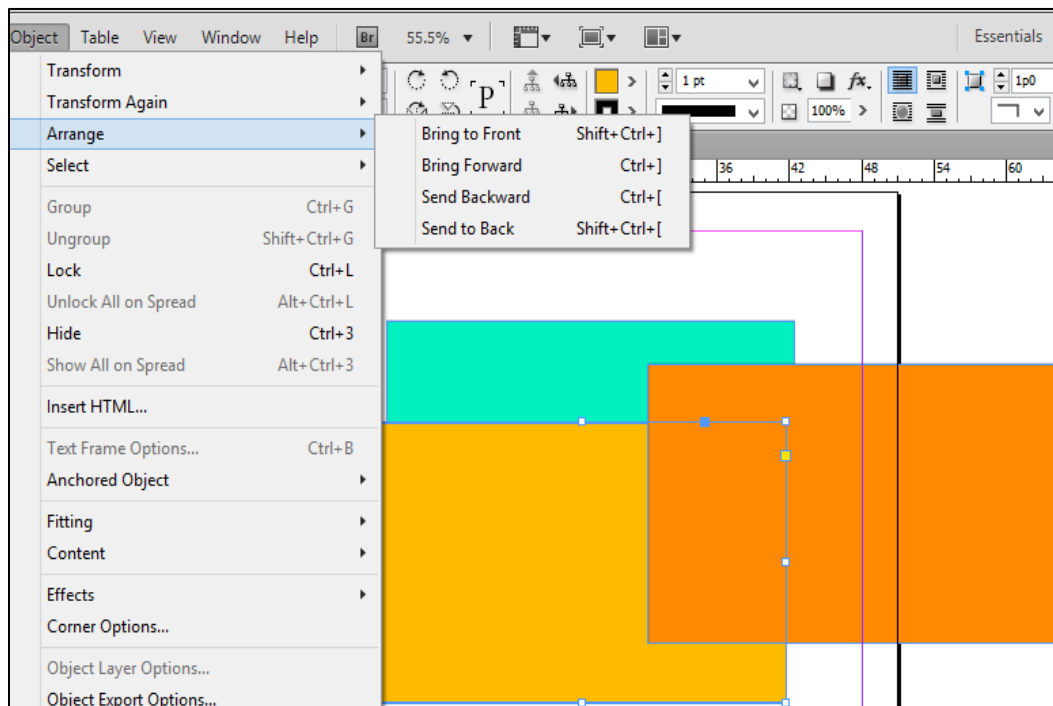
## Arrange



There are two ways to select an object in InDesign: ... The Object menu and context menu contain selection options to ... choose either **Object > Arrange > Bring to Front** or **Object > Arrange ...** There are also other technologies that can be used for similar.

## To move up or down the entire stack:

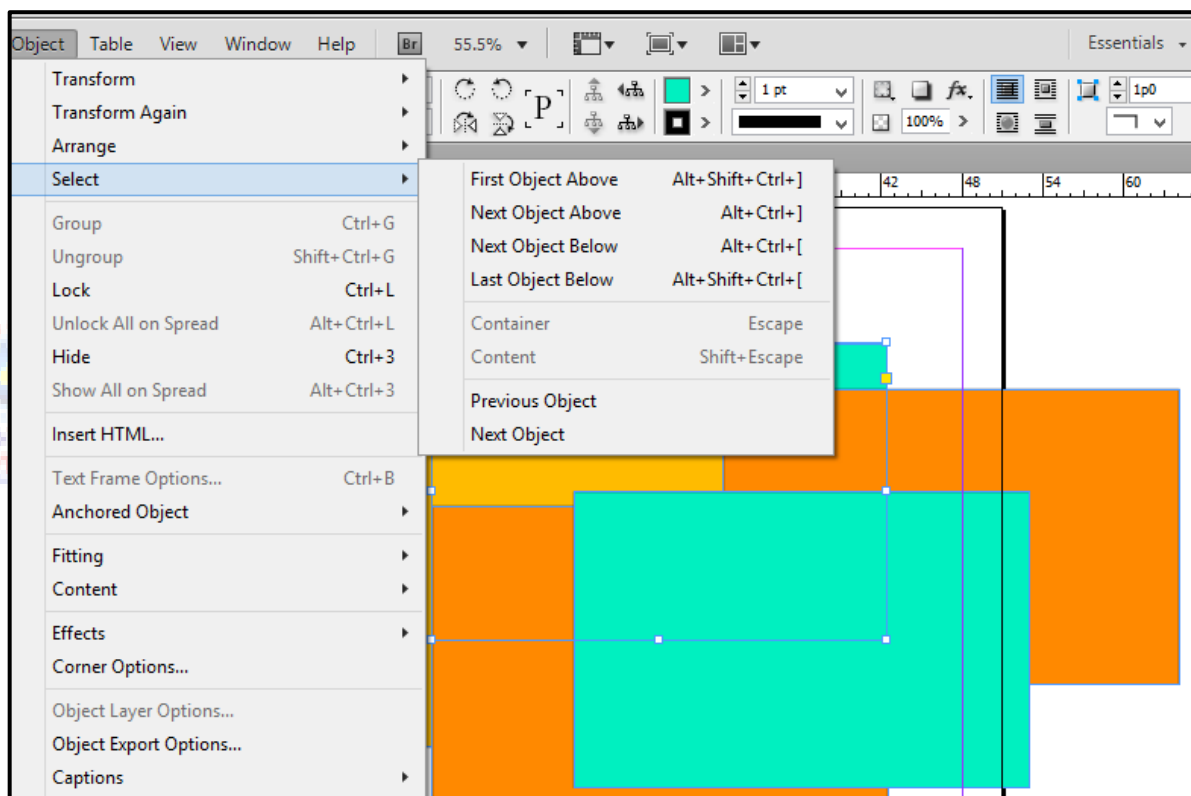
1. Select an object you want to move.
2. Choose **Object > Arrange > Bring to Front** to move the object in front of all the others in its layer . Effects of the Bring to Front command. ...
3. Choose **Object > Arrange > Send to Back** to move the object behind all the others in its layer



**Selection Tool:-** Click the object. If the **object** is an unfilled path, click its edge. If the object is an image, click the content grabber to select the bounding box of the image, or click outside the content grabber to select the frame. Drag a dotted selection **rectangle** or **marquee** around part or all of the object.

## Selection multiple types

1. To select all the objects in a rectangular area, use the **Selection** tool to drag a marquee over the objects you want to select.
2. To **select** nonadjacent objects, use **the Selection tool** to select an object and then press **Shift** as you click additional objects.



**Group & Ungroup Objects -** You can combine several objects into a group so that they are treated as a single unit. You can then move or transform the objects without affecting their individual positions or attributes. For example, you might group the objects in a logo design so that you can move and scale the logo as one unit.

Groups can also be nested—grouped into subgroups within larger groups. Use the Selection, Direct Selection, and Group Selection tools to select different levels of a nested group's hierarchy.

If you're working with a stack of overlapping objects, and you group some objects that aren't adjacent in the stacking order, the selected objects will be pulled together in the stacking order, right behind the front most selected object. **(For example**, when objects are stacked as **A, B, C, D** from front to back, and you **group B and D** together, the stacking order becomes **A, B, D, C**.) If

you group objects that exist on different named layers, all of the objects move to the front most layer on which you selected an object. Also, the objects you select must either be all locked or all unlocked.



- Select multiple objects to be grouped or ungrouped.

If your selection includes part of an object (for example, an anchor point), the group or ungroup operation will group or ungroup the entire object.

- To group the selected objects, choose Object > Group.

To ungroup the selected objects, Object > Ungroup.

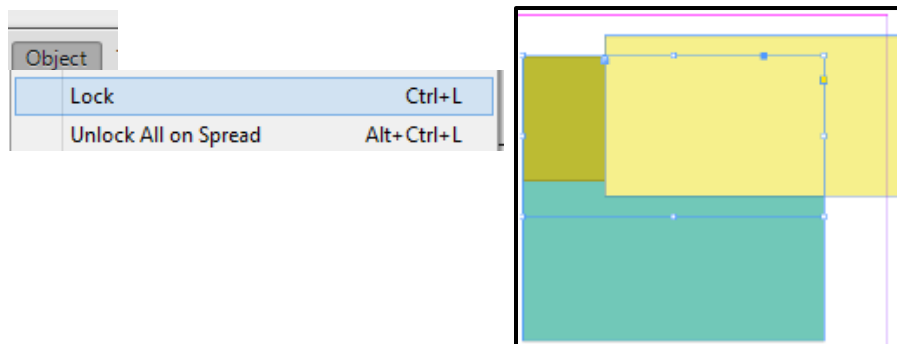
## Group (Shortcut Ctrl+G)

## Ungroup (Shortcut Shift+Ctrl+G)

**Lock or unlock objects-** You can use the Lock command to specify that you don't want certain objects to move in your document. Locked objects stay locked when a document is saved, closed, and then reopened.

As long as an object is locked, it cannot be moved. However, you can select locked objects if you turn off the Prevent Selection Of Locked Objects option in General preferences. When you select a locked object, you can change attributes such as color.

1. Select the object or objects that you want to lock in place.
2. Do any of the following:
  - To lock the objects, **choose Object > Lock**.
  - To **unlock** an object, click the lock icon.
  - To unlock the objects on the current spread, choose **Object > Unlock All On Spread**.



## Lock (Shortcut Ctrl+L)

## Unlock All on Spread (Shortcut Alt+Ctrl+G)

**Hide objects (Ctrl+3)** Hidden objects are not printed or exported, and they cannot be selected.

### 1. Do any of the following:

- To hide an object, select it and choose Object > Hide.
- To show hidden objects, choose Object > Show All on Spread.

Object		
Hide		Ctrl+3
Show All on Spread		Alt+ Ctrl+3

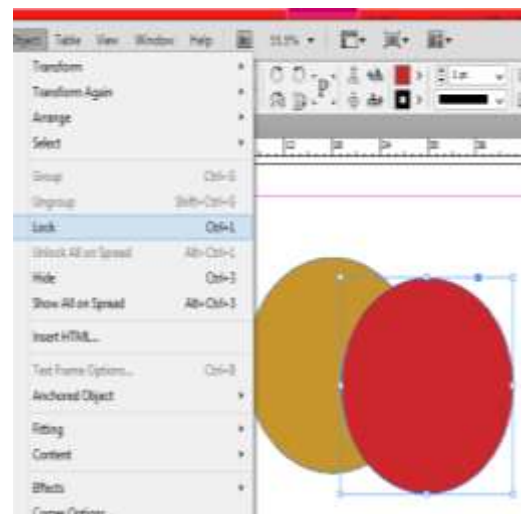


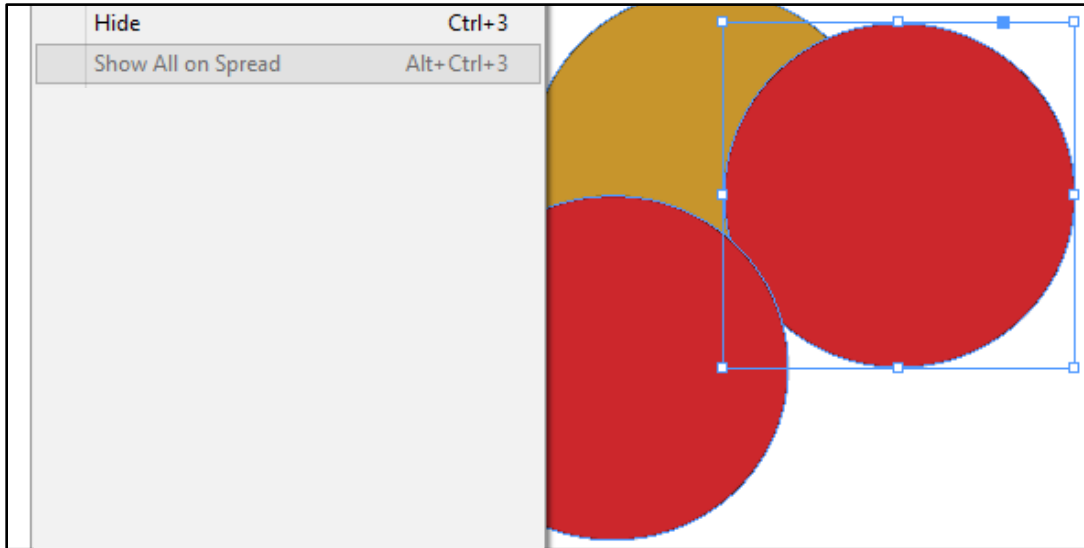
**Show All on Spread (Alt+Ctrl+3)-** If you want to show hidden objects you can use this Option.

### 2. Do any of the following:

- To show hidden objects, choose Object > Show All on Spread.

Object		
Hide		Ctrl+3
Show All on Spread		Alt+ Ctrl+3





## How do I insert HTML into InDesign?

### How to Add an HTML Object

1. Create a frame on the A- or B- layers of a mag+ InDesign document.
2. In the Designed Object Panel, change the Object Type to "HTML".
3. In the Designed Object Panel, press the "File" button and navigate to a file with the extension ".html". ...
4. In the Designed Object Panel, set the desired options.

