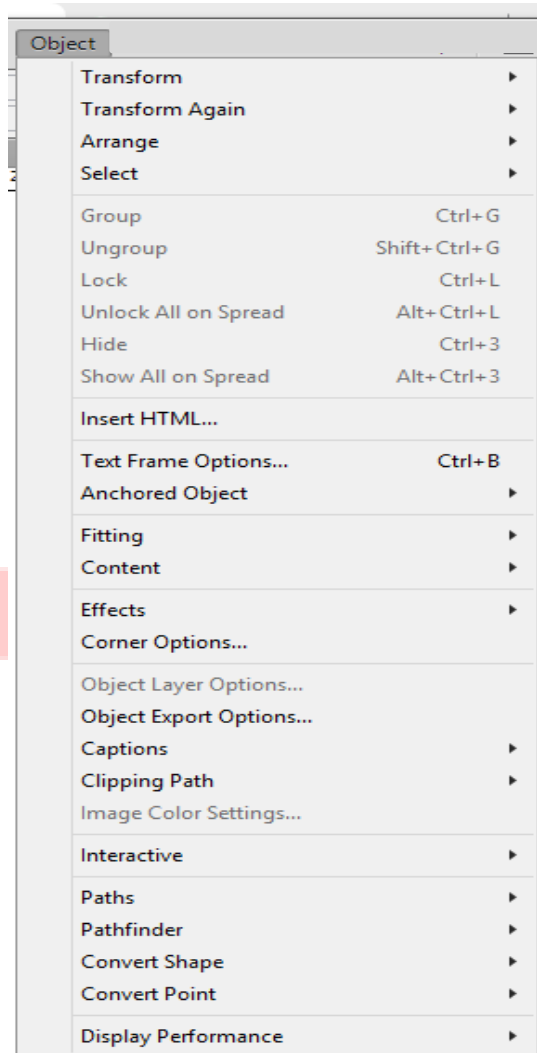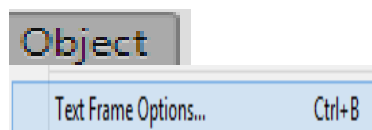## Lesson no. 18: InDesign Menu Bar

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:-

Object	
Transform	▶
Transform Again	▶
Arrange	▶
Select	▶
Group	Ctrl+G
Ungroup	Shift+Ctrl+G
Lock	Ctrl+L
Unlock All on Spread	Alt+Ctrl+L
Hide	Ctrl+3
Show All on Spread	Alt+Ctrl+3
Insert HTML...	
Text Frame Options...	Ctrl+B
Anchored Object	▶
Fitting	▶
Content	▶
Effects	▶
Corner Options...	
Object Layer Options...	
Object Export Options...	
Captions	▶
Clipping Path	▶
Image Color Settings...	
Interactive	▶
Paths	▶
Pathfinder	▶
Convert Shape	▶
Convert Point	▶
Display Performance	▶

Text Frame Option (Ctrl+B)- :- With InDesign, it's a good idea to know how to organize text frames in your publication and achieve the results you need. Controlling text frames so that they do what you need them to do is a matter of knowing how they work after you put text in them.

Object	
Text Frame Options...	Ctrl+B

InDesign gives you a lot of control over the text in your publications. Changing text frame options allows you to change the way text is placed inside a frame. Changing these kinds of settings is sometimes important when you're working with particular kinds of fonts.

The text frame contextual menu contains many options for working with the text frame. You use this menu to perform basic commands, such as copy and paste, fill the text frame with placeholder text, make transformations, add or modify strokes, and change the frame type. Access the text frame contextual menu by right-clicking (Windows) or Control-clicking (Mac) a text frame with the selection tool. You can also find most of these options on the Type and Object menus.

Text frame options Apply and Change Step

To change text frame options that control the look of the text within the frame, follow these steps:

1. Create a rectangular text frame on the page, select the frame with the Selection tool, and choose Object→Text Frame Options.
   You can also press Ctrl+B use the text frame's contextual menu to open the Text Frame Options dialog box.You can tell that a text frame is selected when it has handles around its bounding box.

   The Text Frame Options dialog box appears, showing you the current settings for the selected text frame.

2. Select the Preview checkbox to automatically view updates.
   Now any changes you make in the dialog box are instantly updated on the page, so you can make changes and see how they'll look before you apply them.

3. In the Inset Spacing area of the dialog box, change the Top, Bottom, Left, and Right values. These values are used to inset text from the edges of the text frame. The text is pushed inside the frame edge by the value you set. With the Make All Settings Same toggle, the chain symbol, enabled, you only need to enter a value into one of the four text boxes.

   You can also indent text. You can choose in this dialog box how to align the text vertically (Top, Center, Bottom, or Justify). You can align the text to the top or bottom of the text frame, center it vertically in the frame, or evenly space the lines in the frame from top to bottom (Justify).

4. When you finish making changes in this dialog box, click OK.
   The changes you made are applied to the text frame.

Using and modifying columns

You can specify that the document contains a certain number of columns on the page when you create a new publication. Using columns allows you to snap new text frames to columns so that they're properly spaced on the page. You can even modify the size of the *gutter,* which is the spacing between columns.
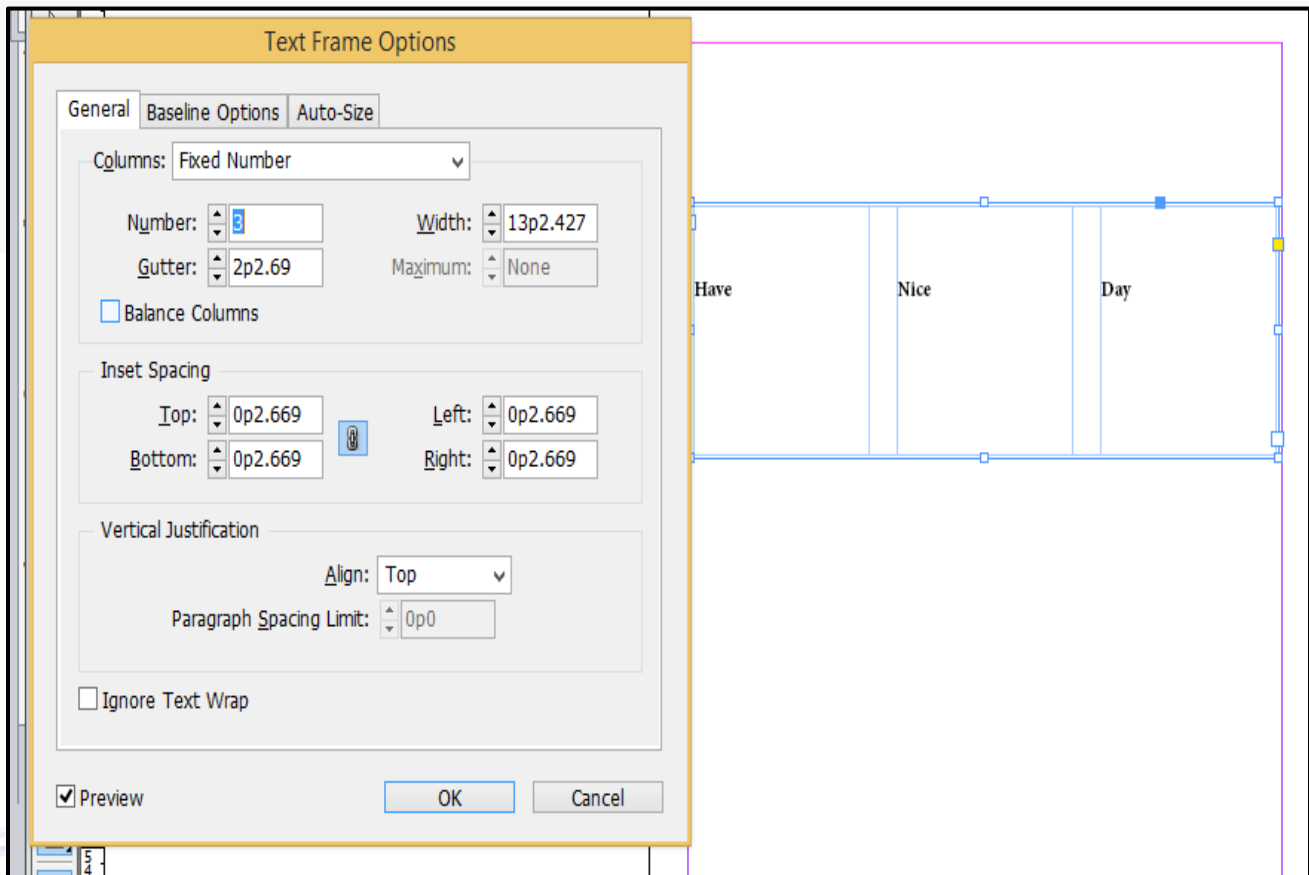
You can also create columns within a single text frame by using the Text Frame Options dialog box. You can add as many as 40 columns in a single text frame. If you already have text in a frame, it's automatically divided among the columns you add. You can choose from three types of columns when creating a layout with text using InDesign:

- Use **Fixed Number** when you know exactly how many columns you want to appear in a text frame.

- Use **Fixed Width** when you know the exact width of columns that will appear in a text frame. If the text frame becomes larger or smaller, the number of columns may increase or decrease.

- Use **Flexible Width** if you want the width of columns to vary depending upon the size of the text frame. With Flexible Width, InDesign adds or reduces the number of columns as needed depending upon the width of the text frame.
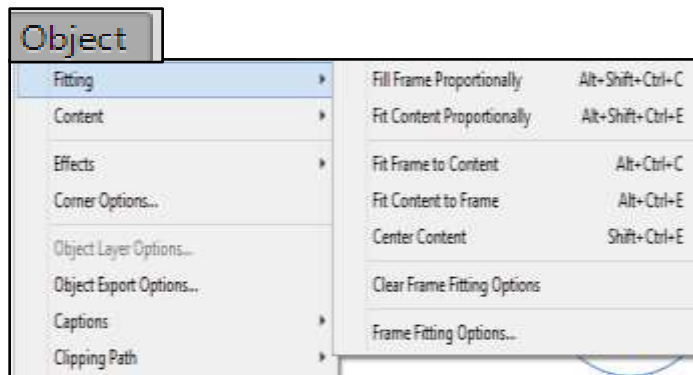
The following steps show you how to add columns to a text frame on a page:

1. Create a rectangular text frame on the page.
   Use the Text or Frame tool to create the text frame. You can create columns in text frames that are rectangular, oval, or even freehand shapes drawn on the page.

Fitting Option :-

Adobe InDesign objects include any item you can add or create in the document window, **Choose Object > Fitting** and one of the following options: ... This text is used in situations where the image is not rendered or to help screen-readers. Alt-text ... See Label graphics for use with **screen-reader software.**

Fit objects to frames

If the frame and its content are different sizes, you can use the Fitting commands to achieve a perfect fit.

Frame alignment options apply to frames that contain either a graphic or another text frame (text frames nested within another frame), but they do not affect paragraphs inside a text frame—you control alignment and positioning of text itself using the Text Frame Options command and the Paragraph, Paragraph Styles, and Story panels.

Fit an object to its frame- Select the frame of the object.

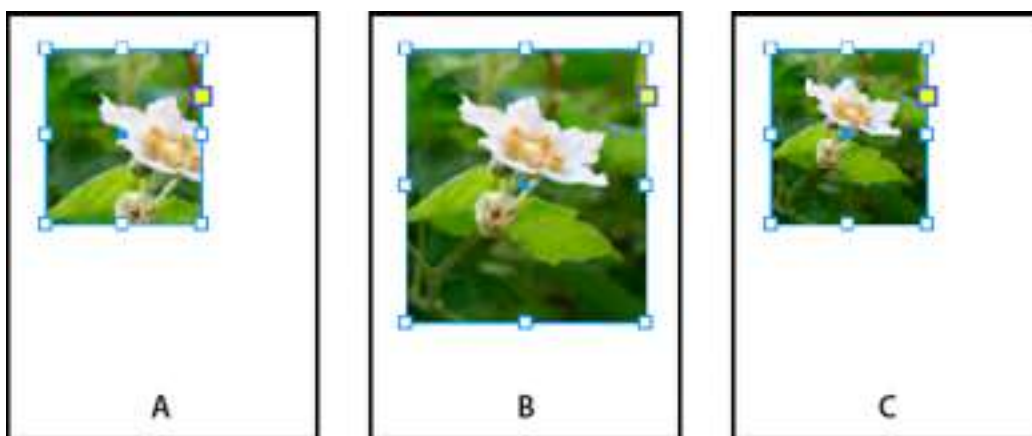Choose **Object > Fitting** and one of the following options:

Fill Frame Proportionally- Resizes content to fill the entire frame while preserving the content's proportions. The frame's dimensions are not changed. If the content and the frame have different proportions, some of the content will be cropped by the bounding box of the frame.

Fit Content Proportionally- Resizes content to fit a frame while preserving the content proportions. The frame's dimensions are not changed. If the content and the frame have different proportions, some empty space will result.

Content-Aware Fit-Automatically fits an image inside the frame based on the image content and frame size. The frame's dimensions are not changed. To make this as the default frame fitting option, go to Preferences > General and select Make Content-Aware Fit the default frame fitting option.

Fit Frame To Content- Resizes a frame to fit its content. The frame's proportions are altered to match the content proportions, if necessary. This is useful for resetting a graphics frame that you accidentally altered.

Fit Content To Frame- Resizes content to fit a frame and allows the content proportions to be changed. The frame will not change, but the content may appear to be stretched if the content and the frame have different proportions.

A. Original **B.** Frame resized to fit content **C**. Content resized to fit frame

Center Content-Centers content within a frame. The proportions of the frame and its content are preserved. The size of the content and frame is unaltered.

1. To remove undesired **fitting settings** applied using **Auto-Fit, choose Object > Fitting** > Clear Frame Fitting Options.

Using Auto Fit

If you resize an image frame when Auto-Fit is not selected, the frame resizes while the image size remains the same. If you select Auto-Fit, the image resizes with the frame. If you decide to crop or transform the image, use the Direct Selection tool to transform the image itself. Or, deselect Auto-Fit, transform the image, and select Auto-Fit again.

You can select the Auto-Fit option in the Control bar and in the Frame Fitting Options dialog box.

Set frame fitting options

You can associate a fitting option to a placeholder frame so that whenever new content is placed in that frame, the fitting command is applied.

1. Select a frame.
2. Choose **Object > Fitting** > **Frame Fitting Options**.
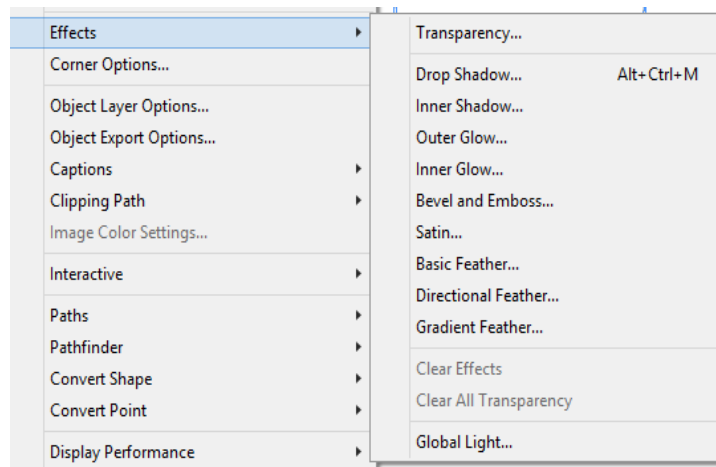3. Specify the following options, and then click OK:

Auto-Fit

Select this option if you want the image to resize automatically when you resize the frame.
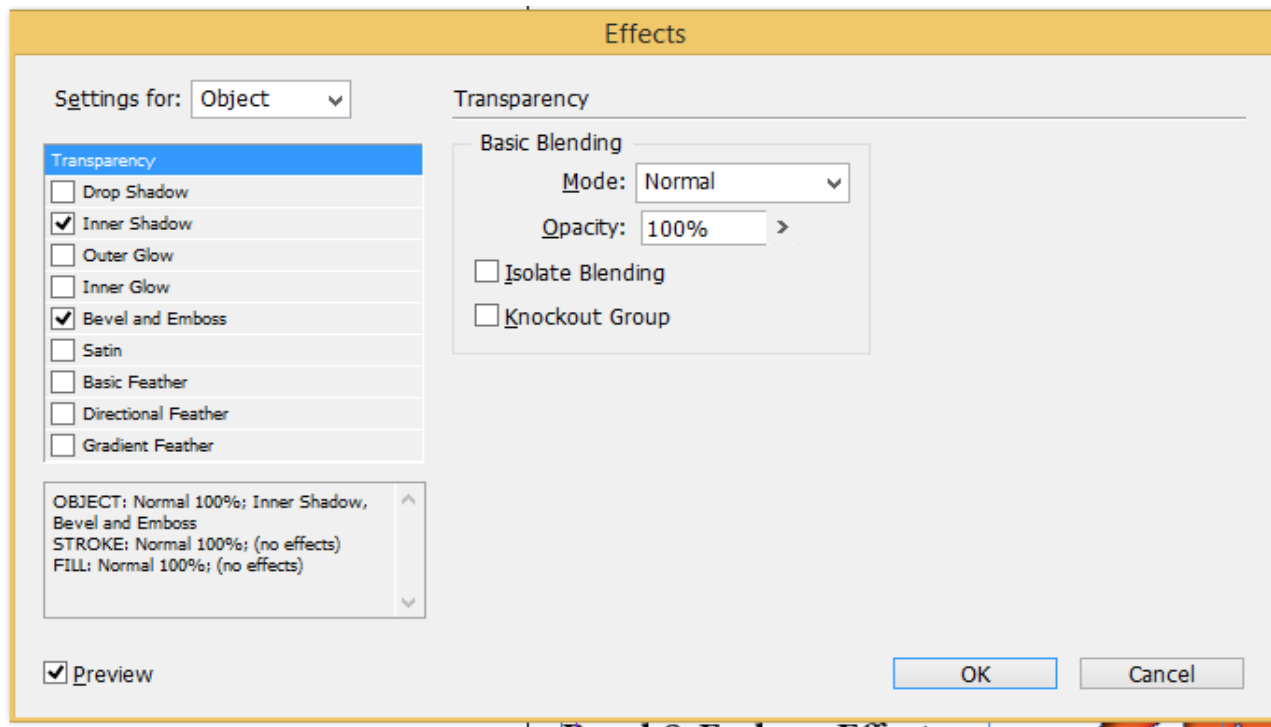
Reference Point

Specify a reference point for the cropping and fitting actions. For example, if you select the upper-right corner for a reference point and choose Fit Content Proportionally, the image may be cropped on either the left or bottom side (away from the reference point).

Effects Option:-

Effects ▶	Transparency...	
Corner Options...	Drop Shadow...	Alt+Ctrl+M
Object Layer Options...	Inner Shadow...	
Object Export Options...	Outer Glow...	
Captions ▶	Inner Glow...	
Clipping Path ▶	Bevel and Emboss...	
Image Color Settings...	Satin...	
Interactive ▶	Basic Feather...	
	Directional Feather...	
Paths ▶	Gradient Feather...	
Pathfinder ▶	Clear Effects	
Convert Shape ▶	Clear All Transparency	
Convert Point ▶		
Display Performance ▶	Global Light...	

Select Sort By Name from the panel menu to list the object styles in alphabetical ... To apply effects, choose an option in Effects For (Object, Stroke, Fill, Object export options are used to specify export parameters required ...

If you want the style to apply only certain attributes, leaving any other settings untouched, make sure that the categories you want the style to control are in the appropriate state. You can use any of three states for each category: turned on, turned off, or ignored. For example, checking the Drop Shadow box will include drop shadow formatting in the object style. Deselecting the Drop Shadow box will indicate that drop shadow is turned off as part of the style — any drop shadow applied to an object appears as an override. You can use multiple option by using this option.