

# Chapter 6 – InPage Notes

## 6.1 InPage Interface

The InPage Interface is the main screen of the software. It contains the Title Bar, Menu Bar, Toolbars, Rulers, Workspace, and Status Bar. These components help users create and edit documents easily.

## 6.2 Creating a New Document

A new document is created to start a new project. Select File → New and choose the required page settings such as page size and margins.

## 6.3 Opening a Document

An existing document can be opened by selecting **File** → **Open**. Browse to the location of the file and click **Open**.

## 6.4 Closing a Document

To close a document, select **File** → **Close**. Save the document before closing if changes have been made.

## 6.5 Objects in InPage

Objects are the elements used in a document, such as text boxes, images, lines, shapes, and tables. They can be moved, resized, and edited.

## 6.6 Group and Ungroup Objects

**Group** combines multiple objects into a single object for easy movement and editing. **Ungroup** separates grouped objects back into individual objects.

## 6.7 Master Page

A Master Page is used to apply common elements such as headers, footers, page numbers, and backgrounds to all pages of a document.

## 6.8 Text Formatting

Text formatting changes the appearance of text. It includes font style, font size, color, alignment, bold, italic, and underline options.

## 6.9 Printing a File

To print a document, select **File** → **Print**. Choose the printer and printing options, then click **Print**.

## 6.10 Undo, Cut, Copy, and Paste

- **Undo (Ctrl + Z):** Reverses the last action.
- **Cut (Ctrl + X):** Removes selected text or objects and places them on the clipboard.
- **Copy (Ctrl + C):** Copies selected content to the clipboard.
- **Paste (Ctrl + V):** Inserts copied or cut content.

## 6.11 Clear and Select All

- **Clear:** Removes selected text or objects.
- **Select All (Ctrl + A):** Selects all content in the document.

## 6.12 Text Wrap

Text Wrap controls how text flows around images and other objects. It improves the layout and appearance of a document.

## 6.13 Sorting Text

Sorting arranges text in a specific order, such as alphabetical or numerical order, making information easier to read.

## 6.14 Inserting and Deleting Pages

New pages can be inserted into a document when more space is needed. Unwanted pages can be deleted to keep the document organized.

## 6.15 Inserting Tables

Tables are used to organize data into rows and columns. Select the table option and specify the required number of rows and columns.

## 6.16 Split or Merge Cells

- **Split Cells:** Divides one cell into multiple cells.
- **Merge Cells:** Combines two or more cells into a single cell.

## 6.17 Document

A document is a file created in InPage that contains text, images, tables, and other objects. Documents can be saved, edited, and printed.

## 6.18 Inserting Symbols

Symbols are special characters that are not available on the keyboard. They can be inserted through the Symbol option.

## 6.19 Date and Time

The Date and Time feature inserts the current date and time into a document automatically.

## 6.20 Find and Replace

Find and Replace is used to search for specific words or phrases and replace them with new text quickly.

## 6.21 Spelling Checking

Spell Checking identifies spelling mistakes in a document and suggests correct spellings.

## 6.22 Importing Text and Picture

Importing allows users to bring text and images from external files into an InPage document.

## 6.23 Objects Ordering

Objects Ordering controls the position of objects. Options include:

- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

## 6.24 Hide / Show Ribbon

The Ribbon contains commands and tools. It can be hidden to increase workspace or shown when needed.

## 6.25 Help Menu

The Help Menu provides guidance, tutorials, and information about InPage features and commands.

## 6.26 Making Headlines

Headlines are large and attractive titles used to highlight important information. They are created by increasing font size and applying formatting.

## 6.27 Shortcuts

Keyboard shortcuts help users perform tasks quickly.

| Shortcut | Function |
|----------|----------|
|----------|----------|

|          |              |
|----------|--------------|
| Ctrl + N | New Document |
|----------|--------------|

|          |               |
|----------|---------------|
| Ctrl + O | Open Document |
|----------|---------------|

|          |               |
|----------|---------------|
| Ctrl + S | Save Document |
|----------|---------------|

|          |                |
|----------|----------------|
| Ctrl + P | Print Document |
|----------|----------------|

|          |            |
|----------|------------|
| Ctrl + A | Select All |
|----------|------------|

|          |      |
|----------|------|
| Ctrl + C | Copy |
|----------|------|

|          |     |
|----------|-----|
| Ctrl + X | Cut |
|----------|-----|

|          |       |
|----------|-------|
| Ctrl + V | Paste |
|----------|-------|

|          |      |
|----------|------|
| Ctrl + Z | Undo |
|----------|------|

|          |      |
|----------|------|
| Ctrl + F | Find |
|----------|------|

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