

August 2000

from Keith Gilbert

## QuarkXPress 3-4

□ To select the rest of the text in a story, from your cursor location to the end of the story, use *⌘-option-shift-↓* (Mac) or *Ctrl-Alt-Shift-↓* (Windows). This is especially handy for deleting “overset” text.

□ When the *Item* tool is active, you can move a selected text box, picture box, or other page element in 1 point increments

with the cursor (arrow) keys. Add the *option* key (Mac) or *Alt* key (Windows) to nudge in smaller one-tenth point increments.

## Illustrator 8-9

□ Did you know you can move a file from Illustrator into Photoshop 5, and retain Illustrator layers as Photoshop layers? Choose *File>Export* in *Illustrator*, and choose *Photoshop 5* for the format. In *Illustrator 9*, type is even maintained as an editable Photoshop type layer!

## Online symbol encyclopedia

□ *symbols.com* is an online guide with examples, explanation, and history of 2500 signs & symbols. You can search by shape to find the meaning of a symbol, or by word to find a symbol for a certain meaning.

## Photoshop 5

□ To quickly fill a selection or layer with the current foreground color, press *option-delete* (Mac) or *Alt-Backspace* (Windows). To fill with the

background color, use *⌘-delete* (Mac) or *Ctrl-Backspace* (Windows). To display the *Fill* dialog, use *shift-delete* (Mac) or *Shift-Backspace* (Windows).

## ATM Deluxe 4-5 (Mac only)

□ Use *Tools>Find Font* to locate a missing font that you know you've added to an Adobe Type Manager font set.



651-633-7148

kgilbert@gilbertconsulting.com

## ***New Adobe Illustrator Seminar!***



Adobe has released Adobe Illustrator 9.0, and we're ready with our new *Illustrator 9 Upgrade Techniques* seminar!

In one four-hour session, you will learn how to put the many new features to work for you. You will also be warned of specific bugs, shortcomings, and workarounds. Advanced, "hidden" features of previous versions of Illustrator are also covered.

This seminar is available for custom, on-site presentation at your company.

***Call today to discuss your training needs!***



651-633-7148  
kgilbert@gilbertconsulting.com

Gilbert Consulting  
1466 Skiles Lane  
St. Paul, MN 55112