

# Tips & Techniques

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from Keith Gilbert

## InDesign 1.5

### QuarkXPress 3-4

### PageMaker 6-7

□ Use the shortcuts below to type a non-breaking, or “fixed” space instead of a regular space to keep a line, column, or page break from separating related text items.

#### Macintosh

InDesign ⌘-option-x

QuarkXPress ⌘-space

PageMaker option-space

#### Windows

InDesign ctrl-alt-x

QuarkXPress ctrl-space

PageMaker ctrl-alt-space

## Photoshop 5-6

□ Tired of constantly switching between the brush and eraser tools when cleaning up black and white scans? Instead, set the foreground color to black and the background color to white in the toolbox. Then, paint with black using the brush tool. To erase (paint with white) hit the *x* key. This switches the foreground and background colors, allowing you to paint with white with the brush tool. To switch to black, simply hit the *x* key again.

## Reference works

□ *Bartleby.com* contains many free reference works useful to communicators, including the *American Heritage® Dictionary*, *Roget's Thesaurus*, the *American Heritage® Book of English Usage*, *The Elements of Style*, and *The Columbia World of Quotations*.

## Acrobat 5

□ To print non-contiguous pages, choose *Window> Thumbnails*. Then, use ⌘-click (Mac) or ctrl-click (Windows) to select thumbnails

of the pages that you want to print. Choose *File>Print*, and choose *Selected Thumbnails/Graphic (Mac)* or *Selected Pages (Windows)* in the Print dialog box.

## Illustrator 8-9

□ Double-clicking on a text object with the Selection tool will automatically switch you to the Type tool, allowing you to edit the text.



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