

April 2000

from Keith Gilbert

QuarkXPress 3-4

At the start of each Quark work session, select any object on the page, choose *Item>Step and Repeat*, enter a *Repeat Count* of 1, a *Horizontal* and *Vertical Offset* of 0 and click *OK*. Delete the duplicate item that is created. From now on, when you duplicate an item with *Item>Duplicate*, ⌘-d (Mac) or *Ctrl-d* (Windows) the duplicate object will be placed directly on top

of the original. This is useful since you can hold down the *Shift* key while dragging the duplicate to keep it horizontally or vertically aligned with the original.

Free creative effects!

Creativepro.com offers a free web service to add frame and border effects to photographs. The service works well with low- or high-res tiff or jpeg images, and provides (free!) many of the features in *Extensis Photo-Frame* software.

Illustrator 7-8

To access PANTONE® colors by number, choose *Window>Swatch Libraries>Pantone Coated* to display the Pantone swatch library. Then hold down the ⌘ and *option* keys (Mac) or *Ctrl* and *Alt* keys (Windows) and click on any color in the Pantone swatch library. Now you can type a Pantone number, and the correct swatch will be selected. *Double-click* on the swatch to add it to your swatches palette.

Acrobat 3-4

After creating a PDF file, open it in *Acrobat* or *Acrobat Exchange*, and choose *Document Info>Open* from the *File* menu and change the *Magnification* to *Fit in Window*. This ensures that the document will fit within the recipient's Acrobat Reader window, regardless of size.



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