

December 2001

from Keith Gilbert

QuarkXPress 3-4

To select all the text from the current position of the text cursor to the end of the story (including overset text), use *⌘-option-shift-↓* (Mac) or *ctrl-alt-shift-↓* (Windows).

Photoshop 6

The usual undo shortcut of *⌘-z* (Mac) or *ctrl-z* (Windows) only provides one undo in Photoshop. To change this, choose *Edit>*

Preferences>General and change the *Redo* key option to *⌘-shift-z* (Mac) or *ctrl-shift-z* (Windows). Now you can “multiple undo” with the keyboard, just like in Illustrator, InDesign, and other applications.

InDesign 1.5

When you apply a paragraph style to text, InDesign preserves all local character formatting that has been applied to the text. Hold down *option-shift* (Mac) or *alt-shift* (Windows) while applying the

paragraph style to override all local formatting.

Acrobat 4-5

The *Fit to page* option (Acrobat 4) and *Shrink oversized pages to paper size* option (Acrobat 5) in the *Print* dialog box are useful for printing large pages on smaller paper. However, don't check either of these options when you print a letter size document to letter size paper, or the document will print slightly smaller than the original.

Help with font identification

Identifont.com attempts to help you identify a font by asking a series of questions about your “mystery” type sample, such as the shape of the dot on the *i* or if the tail on the *Q* crosses the circle. After you answer a dozen or so questions, *Identifont* suggests potential matches.



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