

# Tips & Techniques

February 2002

from Keith Gilbert

## QuarkXPress

To force text to jump to the next column in a text box, press the *enter* key on the numeric keypad. To force text to jump to the next linked text box, use *shift-enter* on the numeric keypad.

## Photoshop 6

You can create horizontal and vertical ruler guides with numeric precision by choosing *View>New Guide*.

## InDesign, Illustrator, & Photoshop

To quickly change the measurement units, *ctrl-click* (Mac) or *right-click* (Windows) on the vertical or horizontal on-screen rulers.

## InDesign & PageMaker

Selecting overlapping objects can be difficult. An easy way to select the object in back is to *⌘-click* (Mac) or *ctrl-click* (Windows) repeatedly on the stack of objects with the selection tool. Each click

will “dig” further into the stack, allowing you to select the object you need.

## InDesign, PageMaker, & QuarkXPress 4

All of these applications allow you to simplify printing by using printer styles. Taking a few minutes to create styles for your common printing tasks will make printing quicker and less error-prone.

InDesign and PageMaker printer styles are created in *File>Printer Styles>Define*. To print with

a printer style, choose *File>Printer Styles* and choose your printer style.

In QuarkXPress, printer styles are created in *Edit>Print Styles*. To use a print style, choose *File>Print*, then choose your print style in the *Print* dialog box.

For more tips and other resources, visit [GilbertConsulting.com](http://GilbertConsulting.com)



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## Keith Gilbert to present InDesign 2.0 at Seybold Seminars New York!

Keith has been asked to participate in *The Seybold Shootout: Quark 5 vs. InDesign 2* at the Seybold Seminars in New York City in February. Keith will be presenting InDesign 2 features and techniques, while another speaker will be defending QuarkXPress. If you are planning on attending the Seybold Seminars, you are invited to attend this event on February 21 at 3:30 p.m.

Gilbert Consulting offers individual, small group, or large group training *at your office* on **Adobe InDesign, Photoshop, Illustrator, PageMaker, Acrobat, QuarkXPress, Dreamweaver, and FreeHand.**



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