

# Tips & Techniques

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from Keith Gilbert

## InDesign 2

### QuarkXPress 3-5

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

### Photoshop 6-7

□ You can use the Crop tool to quickly increase the size of

the canvas. Use the Crop tool to draw a crop boundary over the entire photo.

Next, grab one of the crop boundary selection handles, and pull beyond the edge of the photo, the amount that you want to add to the canvas. When you are done, hit the *return* or *enter* key to apply the change.

□ Use the *]* or *[* keys to increase or decrease the brush size when using paintbrushes, the eraser, clone stamp, healing brush, or

magnetic lasso tools, or the Extract and Liquify commands. Use *Shift-]* or *Shift-[* to increase/decrease the hardness of the brush edge.

## Illustrator 10

□ Illustrator is usually used to create vector graphics, but several of the commands in Illustrator's *Effect* menu such as *Drop Shadow*, *Feather*, and *Blur*, produce raster, or bitmap, data.

To control the resolution of all bitmap Effects in a file, choose *Effect > Doc-*

*ument Raster Effects Settings*. Choose a low resolution, for speed, while you are creating a file. Change to a higher resolution when you finish the job.

## Suitcase 9-10

□ To remove a Suitcase font set and also remove the fonts from the Suitcase font database, use *⌘-shift-d* (Mac) or *ctrl-shift-d* (Win).



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