

Tips & Techniques

July 2002

from Keith Gilbert

Illustrator 10

□ Here are the best ways to save Illustrator graphics:

If you don't need to use the file in other programs, save it as an Illustrator document, and *don't* check the *Create PDF Compatible File* option.

To use the file in InDesign or Photoshop, save it as an Illustrator document, and *do* check *Create PDF Compatible File*.

To use the file in QuarkXPress or PageMaker, save it as an Illustrator EPS file.

Photoshop 7

□ A few Layers palette changes in Photoshop 7: to rename a layer, double-click on the *layer name*, and change the name right in the palette. Double-click on the *layer thumbnail* to access the *Layer Style* dialog box.

Ctrl-click (Mac) or *right-click* (Windows) on a layer to color code the layer.

QuarkXPress

□ A small plus sign next to a style name in the Style Sheets palette indicates that the selected text contains formatting not included in the style sheet definition. *Option/alt-click* on the style sheet name to remove the extra formatting.

InDesign

□ To select all the ruler guides on the current spread, press *⌘-option-g* (Mac) or *ctrl-alt-g* (Windows). This shortcut works with any tool except the *Type* tool.

InDesign

Illustrator PageMaker

□ The up, down, left, and right arrow (cursor) keys on the keyboard will move the selected object a small amount in the direction of the arrow. Add the *Shift* key to move in larger amounts.

For more tips and other resources, visit GilbertConsulting.com



651-633-7148

www.gilbertconsulting.com

Custom on-site training at *your* office!

Gilbert Consulting provides individual or small group hands-on training and large group seminars on Adobe InDesign, Photoshop, Illustrator, Acrobat, PageMaker, QuarkXPress, Dreamweaver, and FreeHand. Call today to see how effective customized, on-site training at *your* office can be!

New training seminars recently presented:

- *Moving to InDesign for Quark Users*
- *Illustrator 10 Upgrade & Advanced Techniques*
- *Photoshop 7 Upgrade & Advanced Techniques*
- *PDF for Prepress with Enfocus Pitstop*



Adobe® Certified
Training Provider



Adobe®
Certified Expert

ADOBE ACROBAT® 5.0
ADOBE ILLUSTRATOR® 10
ADOBE INDESIGN® 2.0
ADOBE PAGEMAKER® 6.5
ADOBE PHOTOSHOP® 6.0



651-633-7148

www.gilbertconsulting.com