

June 2000

from Keith Gilbert

QuarkXPress 3-4

□ The following keyboard shortcuts for condensing type and adjusting word spacing can be especially useful in copyfitting situations.

To horizontally scale type in one percent increments, use **⌘-option-[** and **⌘-option-]** (Mac) or **Ctrl-Alt-[** and **Ctrl-Alt-]** (Windows). Eliminate the *option* or *Alt* key to scale type in five percent increments.

To adjust word spacing without affecting character spacing, download the *Type Tricks XTension* (for Quark 4.x) or *Thing-a-ma-bob XTension* (for Quark 3.x) from quark.com. After installing the XTension, you can use **⌘-option-shift-control-[** and **⌘-option-shift-control-]** (Mac) or **Ctrl-Alt-Shift-[** and **Ctrl-Alt-Shift-]** (Windows) to adjust word spacing by a tiny amount. Eliminate the *option* or *Alt* key to adjust the word spacing by a larger amount.

Acrobat 4

□ The *TouchUp Text* tool works well for making minor edits to existing text in a PDF file. This tool can also be used to add text to a new location in a PDF file. Hold down *option* (Mac) or *Ctrl* (Windows) while clicking with the TouchUp Text tool to choose a new text entry location.

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□ istockphoto.com offers over 1,000 high-res photos and over 60 EPS illustrations for free download.

Photoshop 5.5

□ The new *Image > Extract* command works great for separating difficult subjects with hair, fur, feathers, etc. from their backgrounds. However, sometimes the command erases part of your foreground object. To fix this, use the *History Brush* tool to “paint” the missing part of the object back in.



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