

Illustrator 8.01

To quickly create evenly-spaced boxes of equal size, try this: first, create one large box. Next, choose *Type>Rows & Columns* and enter values for rows, columns, and gutter space and click *OK*. The box you drew will be precisely subdivided into smaller boxes.

QuarkXPress 4.1

Hold down the *Shift* key while dragging out a ruler guide to make it visible only at the current zoom level and larger.

If you zoom out, the guide will disappear. When you zoom back to the previous magnification or above, the ruler guide will reappear.

To create a horizontal ruler guide that crosses all pages of a spread, drag the guide onto the page while your cursor is on the pasteboard area to the left or the right of the spread.

Photoshop 5.5

Press the spacebar while drawing a box with the cropping or marquee tools to

move the box to a new location. Release the spacebar to continue drawing.

InDesign 1.0

One of the best features of Adobe's new page layout program is the multiple undo feature. Up to 300 actions can be undone by choosing *Edit>Undo* or pressing *⌘-z* (Mac) or *Ctrl-z* (Windows). Curiously, InDesign cannot undo past the last time the document was saved. Neither Illustrator nor Photoshop have this odd limitation.

PageMaker 6.52

If you copy an item from one page and paste it on another, the duplicate is positioned on the new page slightly offset from the original. However, if you use *⌘-option-v* (Mac) or *Ctrl-Alt-v* (Windows) to paste, the duplicate is positioned at the same coordinates on the destination page as the source page.



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