Tips & Techniques

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InDesign 2 QuarkXPress 4-5

☐ To add a small amount of space between selected words (to help with copyfitting) in InDesign, use ⌘-option-\ (Mac) or *ctrl-alt-* (Win). To remove space, use *⌘-option-delete* (Mac) or *ctrl-alt-backspace* (Win). Add the *shift* key to multiply the adjustment by 5.

In QuarkXPress, first install the free *Type Tricks* XTension from *www.quark.com*. Then, to add space between selected words, use *⌘-ctrl-shift-]* (Mac) or *ctrl-shift-]* (Win). To remove space, use *⌘-ctrl-shift-[* (Mac) or *ctrl-shift-[* (Win). Add the *option* (Mac) or *alt* (Win) keys to do this in smaller amounts.

Photoshop 6-7

☐ To quickly delete a layer, *option-click* (Mac) or *alt-click* (Win) on the trash can icon in the bottom of the Layers palette.

Acrobat 5

☐ To determine any differences between two similar files, first turn each file into an Acrobat PDF file. Then use Acrobat's *Document Compare* feature *(Tools>Compare>Two Documents)* to highlight the differences.

InDesign 2

☐ One way to enter "dingbat" characters in InDesign is to use the Glyphs palette *(Window>Type>Insert Glyphs)*. However, the procedure for entering a dingbat character via the keyboard is unique in InDesign. For example, a lowercase "n" formatted with the ITC Zapf Dingbats typeface produces a "■" character. In InDesign, to change a selected "n" in a roman typeface to a dingbat, you must hold down *⌘-option* (Mac) or *ctrl-alt* (Win) while you choose Zapf Dingbats in the Character palette.

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