

Tips & Techniques

from GILBERT CONSULTING

InDesign

□ When using InDesign's table features, the *tab* key moves you quickly from cell to cell within the table. But what if you need to enter a tab character within a table cell? One way to do this is to *ctrl-click* (Mac) or *right-click* (Win) and choose *Insert Special Character > Tab* from the context menu.

If you do this frequently, consider assigning *ctrl-tab* as a shortcut for entering tabs in table cells. Choose *Edit > Keyboard Shortcuts*. Choose *Type Menu* for the Product Area, then choose *Insert Special Character: Tab* from the list of commands. Type *ctrl-tab* in the *New Shortcut* field, and click the *Assign* button.

Acrobat

□ To quickly navigate through PDF files, use *return* (or *enter*) to turn to the next page if you are in Fit in Window view. If you are zoomed in, *return/enter* moves the screen down on the page. *Shift-return* (or *shift-enter*) displays the previous page, or moves the screen up.

Acrobat, InDesign, PageMaker

□ When you save a project frequently, all of these products increase the file size each time you save, even when you remove content from the page. To compress the file down to the smallest possible size, do *File > Save As* after your final changes.

QuarkXPress, InDesign

□ Hold down the *shift* key (Quark), *option* key (Mac InDesign), or *alt* key (Win InDesign) 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. With InDesign, you can also press $\#$ (Mac) or *ctrl* (Win) while dragging a guide to do this.

Free Preflight utility

□ *Creativepro.com* offers a free service called *Preflight Online*. This service allows you to upload PDF and QuarkXPress files, which are then checked for missing fonts, missing, low-res, or RGB graphics, and other prepress problems. The service can be used free of charge 5 times/month.

Illustrator 9-10, Photoshop 6-7

□ In Illustrator, choose *Preferences > Files & Clipboard* and make sure that *Copy As: AICB* is selected. Then, when you paste into a Photoshop file, Photoshop will ask whether you prefer to paste the Illustrator graphic as *Pixels*, a *Path*, or a *Shape Layer*.

GoLive 6

□ The authors of *Real World Adobe GoLive 6* have posted the entire 912 page book in PDF form for free download at www.realworldgolive.com.

Illustrator, InDesign, Photoshop, PageMaker

□ *Double-click* on the Hand tool to reduce the display size of the current file to fit in the window. *Double-click* on the Zoom tool (the magnifying glass) to display the current document at 100%.



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