

Tips & Techniques

from GILBERT CONSULTING

QuarkXPress, InDesign

□ Here is a quick way to create a hanging indent (where a number or bullet “hangs” to the left of the rest of a paragraph) in both Quark and InDesign. Type the number or bullet followed by one or two spaces, then the “indent here” character: ⌘-\ (Mac) or *ctrl*-\ (Win), and then the rest of the paragraph. The second and subsequent lines of the paragraph will indent and line up with the position of the “indent here” character.

Acrobat 5

□ Acrobat's *Fields* palette (*Window > Fields*) is extremely handy if you create interactive, fillable forms using Acrobat's Form Tool. Select a field name in the Fields palette, and *ctrl-click* (Mac) or *right-click* (Win) to access options to quickly locate, rename, delete, or lock fields. The Fields menu in the upper-right corner of the Fields palette provides quick access to many additional form features.

InDesign, Illustrator

□ You can interchange the fill and stroke colors of a selected object with *shift-x*.

InDesign, Word

□ In the Macintosh version of InDesign (and Microsoft Word), the *delete* key deletes text to the left of the text cursor, and *shift-delete* deletes text to the right of the cursor.

In the Windows versions of InDesign and Word, the *backspace* key deletes text to the left of the text cursor, and the *delete* key deletes text to the right of the text cursor.

Illustrator 10

□ A common practice for creating EPS files that contain text is to use *Type > Create Outlines* to convert type to curves, so that fonts are not needed to output the file correctly. The drawback to this approach is that the text is no longer editable after it has been converted to outlines. In addition, once outlines have been created, the text cannot later be turned back into editable text.

Illustrator 10 offers a better solution. Create your type normally, and then select the text block with the selection (black arrow) tool. Next, choose *Effect > Path > Outline Object*. Save the file as an Illustrator EPS file. You will be able to import this graphic into Quark or InDesign pages, and print it, without the fonts used to create the graphic.

If you later open the graphic in Illustrator, and have the font available, the text will still be editable. If you don't have the font, Illustrator will tell you that a font that you used is not available, and a “substitute font will be created for the missing font.” If you open the file anyway, the file will still be editable and printable in Illustrator. If you edit the text, the text will revert to a substitute font until you make the font available.

Great Web site

□ The Briar Press Web site (www.oneart.com/briarpress) is a fascinating repository of topics related to letterpress printing. The *Cuts & Caps* section contains free downloads of over 250 high-quality vector EPS files of vintage typographic ornaments, like the one at right.



651-633-7148

More *Tips & Techniques* at
www.gilbertconsulting.com

InDesign training for Quark & PageMaker users!

If you are considering the move to InDesign, we can help! We can get your office up to speed in as little as two half-day on-site training sessions. Call for more information.



TRAINING AND SUPPORT SERVICES FOR GRAPHIC DESIGNERS & COMMUNICATORS