

Tips & Techniques

from GILBERT CONSULTING

Photoshop CS

□ Photoshop CS has a slick new interface gizmo called “scrubby sliders”. Almost anywhere in the program where you would enter a numeric value, such as the *Opacity* field in the Layers palette, you can instead point at the word to the left of the numeric field, hold down the mouse button, and drag to the left or right to increase or decrease the numeric value.

InDesign

□ Designers often need to create several variations on a common design—perhaps to try different concepts, or to create a series of ads. Instead of creating a separate file for each variation, try this: Create the first page normally. Next, in the Pages palette, drag the page onto the *Create new page* icon at the bottom of the Pages palette. This will create an exact duplicate of the page. Then, make whatever changes you want to this second page. Repeat this process as many times as needed.

Web site for Type lovers

□ See www.wordsatplay.com for an entertaining, interactive look at type used in unusual, creative ways.

Mac OS X

□ In most Mac OS X programs, if you have multiple files open in a single application, you can quickly switch between them with $\#$ -~. A notable exception to this is Adobe Photoshop, where $\#$ -~ is used to display the composite channel of an image after viewing an individual color channel. (You can use Photoshop’s *Edit > Keyboard Shortcuts* to disable this).

QuarkXPress, InDesign

□ Here is one way to create a two-page spread all by itself in its own file. Create a new two-page document, and check the *Facing Pages* option as you create the file. Then turn to page one. If you are using QuarkXPress, choose *Page > Section*. Select *Section Start*, and change the *Page Number* to 2. Click *OK* to leave the dialog box, and use the Document Layout palette to drag the new page 3 up to the right of page 2.

In InDesign, choose *Layout > Numbering & Section Options* and start the page numbering at 2. Click *OK* to leave the dialog box, and you’re done.

QuarkXPress, InDesign, Illustrator, Photoshop

□ Sometime the easiest, most precise way to move objects on a page is to use the cursor (arrow) keys on the keyboard.

In QuarkXPress, the arrow keys move items in 1 point increments. When you add the *Option* (Mac) or *Alt* (Win) key, the items are moved in .1 point increments.

When using InDesign, Illustrator, and Photoshop, the arrow keys move items in 1 pt increments also. However, when you add the *Shift* key, items are moved in 10 pt increments. With InDesign, if you add $\#$ -*Shift* (Mac) or *Ctrl-Shift* (Win), the items are moved in .1 pt increments.

Mac OS X

□ In OS X 10.3, you can print a listing of the contents of any folder by dragging the folder onto a “desktop printer”. Use the *Printer Setup Utility* to create a desktop printer if you haven’t done so already.



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.



CERTIFIED INSTRUCTOR



CERTIFIED EXPERT

TRAINING AND SUPPORT SERVICES FOR GRAPHIC DESIGNERS & COMMUNICATORS