Tips & Techniques
from GILBERT CONSULTING

QuarkXPress 6 & InDesign

☐ InDesign can open and convert QuarkXPress 4 files, but not Quark 5, 6, or 6.5 files. Quark's license agreement prevents any company from reverse-engineering the Quark 5 or 6 file format, so it is doubtful that we will see this capability added in the future.

Quark 6 can save down to Quark 5 format, but not Quark 4 format. You can open Quark 5 files in Quark 4 with a Quark XTension called "Markztools 5" *(markzware.com)* To get a Quark 6 file into InDesign, you would open the file in Quark 6, *Save As* in Quark 5 format, then open the Quark 5 file in Quark 4 with the Markztools 5 XTension installed, and *Save As* in Quark 4 format.

InDesign

☐ If you hold down the ⌘ key (Mac) or *ctrl* key (Win) while you choose *About InDesign* from the InDesign menu (Mac) or Help menu (Win), you will the *Component Information* dialog box. It tells you exactly what version of InDesign you are running, as well as which plug-ins are installed. The *Document History* section of the dialog tells you when the document was first created and by what version of InDesign, when it was last saved, whether the file was ever converted from Quark or PageMaker, and other information useful for diagnosing a troublesome document.

Acrobat 6-7

☐ To print just a portion of an Acrobat page, use the Snapshot tool to select a rectangular area on the page. Then choose *File > Print,* and choose the *Selected Graphic* option in the Print dialog box.

Photoshop CS

☐ To make Photoshop's Undo keyboard shortcut perform a multiple Undo like other Adobe products, make the following change. Choose *Edit > Keyboard Shortcuts*. In the Keyboard Shortcuts dialog box, click on the triangle to the left of the word *Edit*. Next, select *Undo/Redo,* and press the *delete* key to remove the keyboard shortcut assigned to Undo/Redo. Next, select *Step Backward,* and press ⌘-z (Mac) or *ctrl-z* (Win), and click the *Accept* button. Last, click on the disk icon at the top of the dialog box, give your shortcut set a name and click the *Save* button. Now, ⌘-z (Mac) or *ctrl-z* (Win) will step backward through the History palette, giving you multiple Undo capability. Add the *shift* key to step forward through the History palette.

Illustrator, Photoshop, & InDesign

☐ In Illustrator 10 or CS, choose *Preferences > File Handling & Clipboard* and check the box next to *Copy As: AICB*. Now, when you copy and paste from Illustrator to Photoshop, you will be asked if you want a Shape Layer, Paths or Pixels in Photoshop. Second, when you copy and paste from Illustrator to InDesign, you will be able to edit objects, paths, and colors in the pasted artwork with InDesign's Direct Selection (white arrow) tool.

InDesign

☐ To quickly switch between typing automatic "curled" quotes and straight quotes when you press the single or double-quote key, press ⌘-option-shift-" (Mac) or *ctrl-alt-shift-"* (Win). Press the same shortcut again to switch back to typing curled quotes.