

# Tips & Techniques

from GILBERT CONSULTING

## InDesign

□ Many of the functions found in the Pages palette menu can be done more easily via “drag and drop”. For example, to create a Master Page from an existing document page, simply drag a document page icon above the line that separates master pages from document pages. To base a Master Page on another existing Master Page, drag one Master Page icon onto another.

## Indispensable utility for Quark and InDesign

□ Text Cleaner™ is an extremely useful (Mac only) utility for “cleaning” imported text: fixing common text problems such as double spaces after periods, extra returns, changing double hyphens to em dashes, or doing multiple search and replaces with one command. In addition to cleaning text that is copied to the clipboard, it integrates well with Quark and InDesign to automatically clean the text that is selected on a Quark or InDesign page. Text Cleaner costs \$89. A free 30-day evaluation copy can be downloaded from [textcleaner.com](http://textcleaner.com).

## InDesign

□ Before you assign a text wrap to an imported graphic, be sure to first select the graphic with the Selection (black arrow) tool. This will cause the text wrap to be applied to the frame, not the frame’s contents. This makes it easier for you (or someone else editing the file) to delete the graphic or replace it with a new graphic without deleting the text wrap. Selecting the graphic with the Direct Selection (white arrow) tool and applying a text wrap can make this process more difficult.

## Illustrator 10, CS, CS2

□ Use the following technique to make stroked text look much better. Select a text block with the Selection (black arrow) tool, and remove any stroke that has been applied to the text. In the Appearance palette menu, choose *Add New Stroke*. Make this stroke the weight and color that you want. Click on *Fill* in the Appearance palette, and give the text the desired fill color. Then, in the appearance palette, drag the “stroke” line beneath the “Fill” line. This will cause the inside of the stroke to be covered by the fill of the object, so only half the weight of the stroke will appear, outside the edges of the text. The text remains fully editable with this technique.

## Quark, InDesign

□ Both QuarkXPress and InDesign allow you to “dig” through layers to select an object that is stacked under another object. In Quark, repeatedly *⌘-option-shift-click* (Mac) or *ctrl-alt-shift-click* (Win) on the top object until the object you want is selected. In InDesign, just *⌘-click* (Mac) or *ctrl-click* (Windows).

## InDesign

□ If you are having trouble with an InDesign file that seems “flaky”, the file may be damaged. One easy troubleshooting technique is to choose *File > Export*, and export the file in the *InDesign Interchange* format. This will create an *.inx* file. This file includes instructions for InDesign about how to rebuild the file. When you open the *.inx* file, InDesign rebuilds the file from the ground up, without the problems of the original.



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