

Dear Friend,

Attached is the latest volume of my occasionally-produced *Tips & Techniques* digest. Isn't it amazing how there's always more to learn about the applications we use every day?

Speaking of learning, I hope you you'll consider joining me for the Back to School Fall Seminar Series on September 9 and 11. For more information, see the last page of this PDF, or visit gilbertconsulting.com/backtoschool.html. Attending one or more of these seminars is a great way to boost your effectiveness and make your more efficient and skilled in what you do.

All the best,



P.S. I add one or two new tips like these each week to my *Tips & Techniques* blog at blog.gilbertconsulting.com. Won't you check it out?

Tips & Techniques

from GILBERT CONSULTING

Prevent hyphenation between columns

When hyphenation is turned on, InDesign typically allows a word to hyphenate between the bottom of one column and the top of the next column, or between the bottom of one page and the top of another. You should try to avoid this “ugly” hyphenation whenever possible. Thankfully InDesign CS3 and later makes it easy to avoid this. In the Hyphenation Settings dialog box (*Control Panel menu > Hyphenation*), deselect the *Hyphenate Across Column* option. While you’re at it, you might want to deselect the *Hyphenate Last Word* option to prevent hyphenation of the last word of a paragraph, which is also undesirable.

Drag and drop tricks with Bridge

One of the most useful features of Adobe Bridge is the ability to drag and drop assets (images, artwork, logos, and even text files) from Bridge into other programs, including InDesign, Illustrator, Dreamweaver, Flash, Fireworks, Word, Powerpoint and Publisher.

To make dragging and dropping easier, switch to “Compact Mode” in Bridge by clicking on the compact mode button in the upper-right corner of the window or hitting *⌘-return* (Mac) or *ctrl-enter* (Windows). This does three things: It makes the Bridge window stay on top of all other windows. It returns the Bridge window to the same size and location as the last time you entered Compact Mode. And finally, it hides all Bridge Panels except for the Content panel.

You can’t drag and drop from Bridge into Photoshop. But if you select an image in Bridge CS3/CS4 and choose *File > Place > In Photoshop*, the image will be added to an open Photoshop file as a new Smart Object layer.

Let Photoshop take notes!

Have you ever finished a complex sequence of steps in Photoshop, and later wished you could remember what those steps were? Photoshop can keep track of this for you, keeping a detailed account (called a History Log) of each and every command that you perform. Here’s how:

In Photoshop CS or later, choose *Preferences > General*. Select the *History Log* option. Then, choose either *Metadata* or *Text File*. If you choose *Metadata*, the log becomes part of the file you are editing, and can be viewed at any time in Photoshop by choosing *File > File Info* and choosing the History category. If you choose *Text File*, you will be asked where to save a text file to contain the log. You can also choose the level of detail you want Photoshop to record, from *Sessions Only* (the most basic) to *Detailed*.

Once selected, the preference setting will remain in effect, logging every change you make to every file you open, until you return to Preferences and turn it off. You could create an Action to make it easy to turn the History Log preference on and off with a single click.

Snap guides to objects in InDesign

Of course you can snap InDesign frames to guides, but did you know that you can snap guides to frames? Here’s the trick:

First, select the frame you want to snap a guide to. Next, drag a guide near the selected frame edge, and make sure that your cursor actually touches one of the selection handles on the frame. When you do this, you will feel the guide “snap” to the edge of the frame. If the “snap” is too subtle, choose *Preferences > Guides & Pasteboard* and change the *Snap to Zone* to a larger value.



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Visit the **Tips & Techniques** blog at
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each week for more tips.

BACK TO SCHOOL

Fall Seminar Series

Productivity and efficiency!

In today's economy, everyone is being asked to do more with less, to be more productive, more efficient, more effective in what they do. I'm presenting four half-day "open-enrollment" seminars in September to help you do just that! Each seminar is chock-a-block full of takeaway skills that you can use right away back at your workplace. Space is limited to the first 60 people in each seminar, so register today.

The seminars

(See gilbertconsulting.com/backtoschool.html for a full description and outline of each seminar)

Session 1: **Power through your work with InDesign Styles**

Wednesday, September 9, 8:30 a.m. - 12:00 noon

Session 2: **InDesign typography**

Wednesday, September 9, 1:00 p.m. - 4:30 p.m.

Session 3: **Photoshop masking techniques**

Friday, September 11, 8:30 a.m. - 12:00 noon

Session 4: **Introduction to Flash for print designers**

Friday, September 11, 1:00 p.m. - 4:30 p.m.

Cost

1 session:	\$49
2 sessions:	\$89 (save \$9)
3 sessions:	\$129 (save \$18)
All 4 sessions:	\$169 (save \$27)

The cost of these seminars is kept low because of the generous financial support of my good friends at Adobe, Central Coast Solutions and Data Print Distribution (DPD).

How to register

You may register and pay by credit card, Paypal, or check at gilbertconsulting.eventbrite.com. If you have any questions about the registration process, or have special needs, call 651-633-7148 or email info@gilbertconsulting.com.

Where

Seminars will be held at the MN Society of CPAs Education Center in Bloomington, MN. Snacks and beverages will be provided throughout the day. Lunch is on your own.

All the classes will be taught "seminar style". These are not "hand's on" computer classes. You are welcome to bring a laptop to follow along if you'd like. Handouts will be provided to reinforce the topics presented and help you recall what you've learned after the seminars.

Seminar sponsors:

