

Dear Friend,

Attached you will find another volume of my occasionally-produced *Tips & Techniques* digest. These tips are compiled from my *Tips & Techniques* blog at blog.gilbertconsulting.com. I encourage you to follow the tips on this blog each week.

The response to my *Back to School Fall Seminar Series* on September 9 and 11 has been fantastic! There are only a few seats remaining in each of the sessions, so if you're planning on attending, register now. For more information, see the last page of this PDF, or visit gilbertconsulting.com/backtoschool.html. Consider attending one or more of these sessions to take your InDesign, Photoshop or Flash skills to the next level.

All the best,



Tips & Techniques

from GILBERT CONSULTING

Paste Without Formatting

□ Don't overlook InDesign and InCopy's *Paste Without Formatting* command (located in the Edit menu):

Imagine you have a large bold headline and some small body text. If you select some body text and paste it in the middle of the headline, the pasted text will appear with the body text formatting, when your desired result is probably to adopt the formatting of the headline. This is where Paste Without Formatting comes in. All you have to do is copy the body text normally, then use *Edit > Paste Without Formatting* to paste the text into the headline. The formatting of the body text will be dropped, and the text will adopt the formatting of the new cursor location.

This is also useful when pasting text from other programs like Word into InDesign. Choose *Preferences > Clipboard Handling*, and select "When Pasting Text and Tables from Other Applications, Paste: All Information." Then, when you copy text from Word and paste it into InDesign, the formatting will be brought from Word. But if you choose *Edit > Paste Without Formatting*, the Word formatting will be left behind and the text will adopt the formatting of the text cursor location.

You probably already know the keyboard shortcut for Paste: ⌘-v (Mac), *ctrl-v* (Windows). The shortcut for Paste Without Formatting is easy to remember. Just add the shift key: ⌘-shift-v (Mac), *ctrl-shift-v* (Windows).

Advice for designers during tough times

□ The AIGA|Aquent *Survey of Design Salaries 2009* contains insightful commentary from top designers on how to stay competitive during an economic downturn. www.designsalaries.org

Illustrator's "Isolation Mode"

Isolation mode lets you "isolate" an object, group, or layer so that you can work on the object, group or layer without fear of accidentally changing the surrounding artwork. It's a great alternative to ungrouping items or locking and unlocking objects or layers.

To use Isolation mode, just double-click on an object or a group with the Selection tool. You'll see the rest of the objects on the page dim, and a breadcrumb navigation path appear at the top of the window. Now you can edit the isolated object or group to your heart's content. When you're finished, either click on the breadcrumb navigation trail to back out of isolation mode, or double-click somewhere outside of the isolated objects.

Individual layers or sublayers can be isolated as well. Select a layer or sublayer in the Layers panel, and choose *Enter Isolation Mode* from the Layers panel menu.

Some round, some not

□ It's easy to round all the corners of a selected frame in InDesign via *Object > Corner Options*. But what if you want to round just some of the corners? The easiest way to do this is to select a frame and double-click on the *CornerEffects* script found in InDesign's Scripts panel (*Window > Automation > Scripts*).

A dialog box will appear asking you what type of corner effect to apply, the "Offset" (radius), and the Pattern. If you choose *first point* for the Pattern, the upper-left corner of the frame will be rounded. If you choose *second point*, the bottom left will be rounded, and so on, proceeding counter-clockwise around the frame. There are also patterns for rounding multiple corners. You can also run this script on polygons or stars.



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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:

