

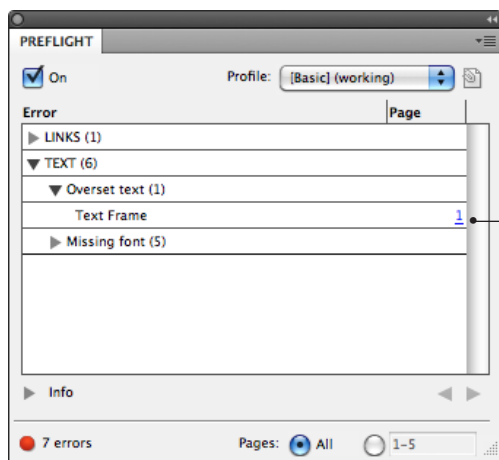
## Sells Printing Company | Essential Tips

### About

Our Adobe Certified Instructor, James Wamser, has put together a library of QuickTips on various software applications. You can find additional QuickTips by visiting [sells.com](http://sells.com) and clicking on the **QuickTips** link under the **Training and Support** menu. Let us know if you have any questions or would like to see a QuickTip on a particular topic. Contact information is listed below.

### Overset Text

Use Live Preflight to find Overset text quickly. Click on the page number(s) to goto the page(s) with Overset text. Then choose the Edit in Story Editor (Command Y) to view the Overset text for a particular story.



Click here to goto the page with Overset text

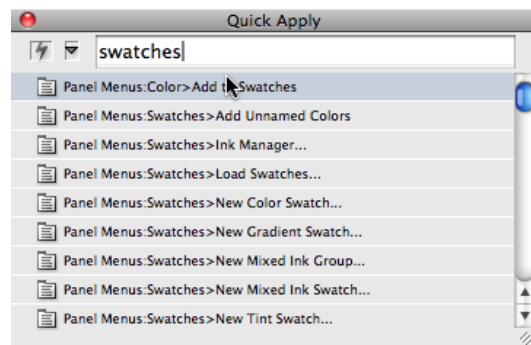
### Swatches Panel

Open the Swatches panel and press the J key to toggle between the Fomatting affects Container and Fomatting affects text. This does not work with Linked Stories.

To add all Unnamed Colors to the Swatches panel, choose Add Unnamed Colors from the flyout menu.

### Quick Apply

Another way to add unnamed colors to the Swatches panel is to use the Quick Apply panel. Press the Command and Enter or Command and Return keys to bring-up the Quick Apply panel, then type Swatches.



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### Frames

To switch between the text tool and the selection tool use the following keyboard shortcuts: doubleclick inside the frame for the text tool and press the ESC key for the selection tool.

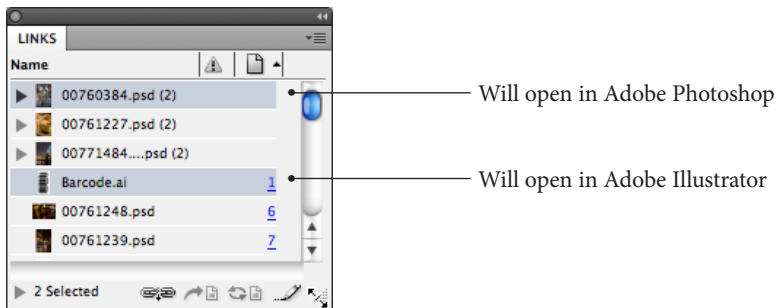
### Duplicate Objects CS5

To duplicate objects and spread them evenly across the page, hold down the option key as you drag, then immediately let go and press the arrow keys for additional, evenly spaced objects.



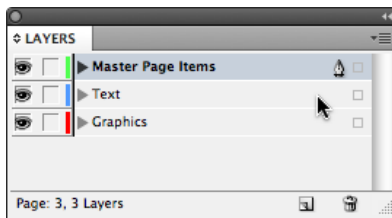
### Links Panel CS5

You can select one or more links in the Links panel and then choose Edit Original. The links will open in the applications you have selected to Edit them with in the Links panel.



### Layers Panel

If you have auto page numbers on your Master page, put them on a layer so they are above any images on the document pages.



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### Grouped Items CS5

Double click on grouped items to cycle through each group. You can also use the Layers panel to move grouped items between other groups or add or remove them from the current group.

### Track Changes CS5

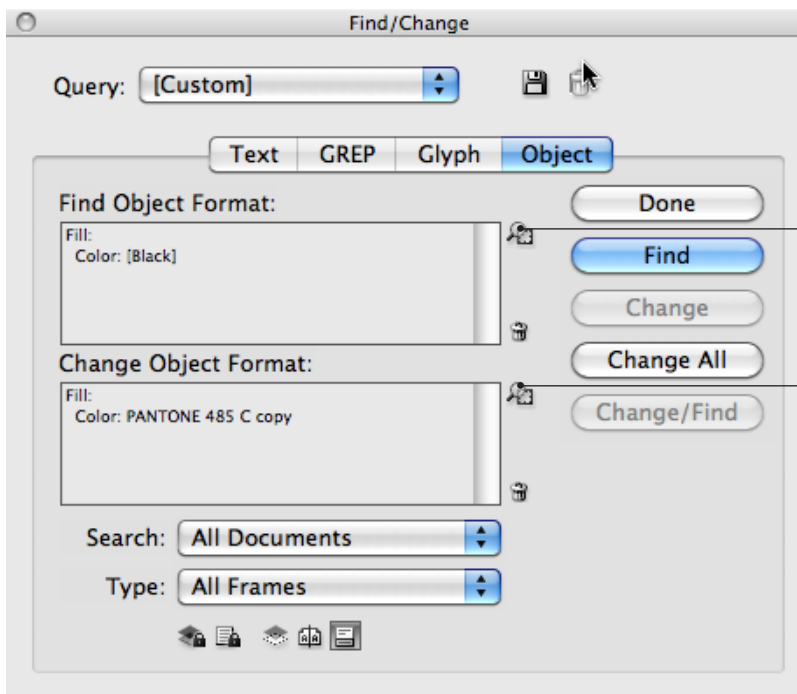
To make sure your name appears in the Track Changes panel, choose User... from the File menu. Open the Track Changes panel, choose Window > Editorial > Track Changes... The changes will appear in the Story Editor (Edit > Edit in Story Editor) or Command Y

### Zoom

With the Hand tool (H) selected, hold it down over a page. When the red frame appears, use the arrow keys to increase or decrease the size of the red frame. When you let go of the mouse, the page will zoom to fill the red frame.

### Find / Change (Objects)

The Find Change dialog box allows you to find and change the fill and stroke of objects from one color to another along with other Basic Attributes and Effects. Choose Find / Change from the Edit menu. Click on the Object tab, then choose the Basic Attributes and Effects by clicking on the icon (see below).



Click the icon to show the **Find Objects Format Options** dialog box.

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