

Badia FullMeasure 5.0 for QuarkXPress 8 User Guide

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System Requirements

- QuarkXPress 8.x
- Mac OS X Tiger (10.4.2 or later), or Leopard (10.5.x)

How to Install, Update or Uninstall

Double-click the appropriate **FullMeasure Installer** icon and follow the on-screen instructions. You can use the same installer to install for the first time, update to a new version, or uninstall the software. If you are updating from an older version, the older XTension will be moved to the Trash once installation is complete.

By installing Badia FullMeasure, you agree to the Terms and Conditions listed in the License Agreement document.

30-Day Trial Period and Activation

FullMeasure will run in trial mode when it's first installed. You have 30 days to test-drive this product without activating it. To activate and unlock the usage restrictions, click the **Trial** button on the FullMeasure palette. Simply follow the instructions shown on screen to complete the activation process. The number of licenses that you purchase determine the exact number of computers that you are allowed to activate this software.

User Guide

Badia FullMeasure 5 incorporates more than 160 functions into a context-sensitive control palette. The FullMeasure strip is organized into 12 panels that give you instant access to text and paragraph attributes, rule settings, picture information, item and frame characteristics, common preferences, table functions, guide placement, item alignments, search functions, value conversions and many unique tools and shortcuts.

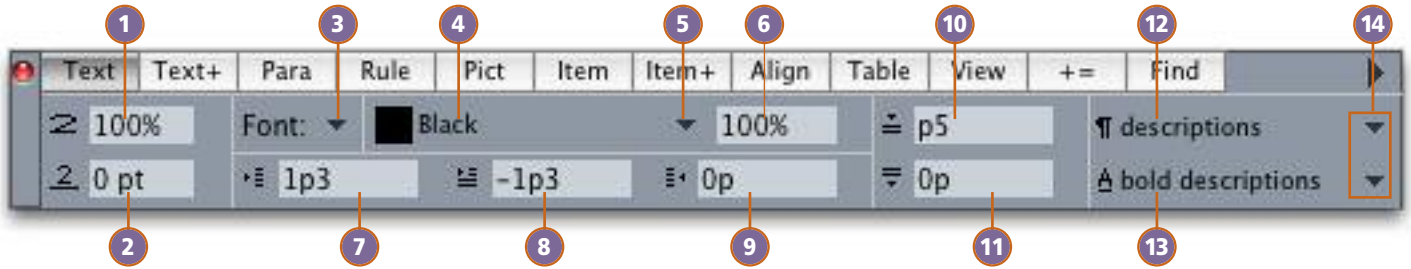
To show or hide the FullMeasure palette, select: **Window Menu → Show/Hide Badia FullMeasure.**

Most of the fields in the FullMeasure palette can be edited in the same way the fields in the Measurements palette can. For numerical fields, you can always enter math expressions, such as $2p4 + 5"/6$. You can also change the values of numerical fields interactively by pressing the arrows that appear when the cursor is over those fields.

FullMeasure has four panels for text-related settings (Text, Text Plus, Paragraph and Rules); one for picture information; four for item-related settings (Item, Item Plus, Align and Table); one for preferences and views; one for searching item attributes; and one for value conversions.

A description of each of the FullMeasure panels and their features follows:

Text Panel



1 Horizontal scale

2 Baseline shift

3 **Font pop-up menu.** Top section allows you to apply a font from the document font usage list. Bottom section contains all system fonts grouped by family.

4 Text color

5 **Color pop-up menu.** Extras:

- Edit document colors
- New color
- Edit current color

6 Text shade

7 Paragraph left indent

8 Paragraph first line

9 Paragraph right indent

10 Paragraph space before

11 Paragraph space after

12 Paragraph style sheet

13 Character style sheet

14 Paragraph/Character style sheet pop-up menus.

Extras:

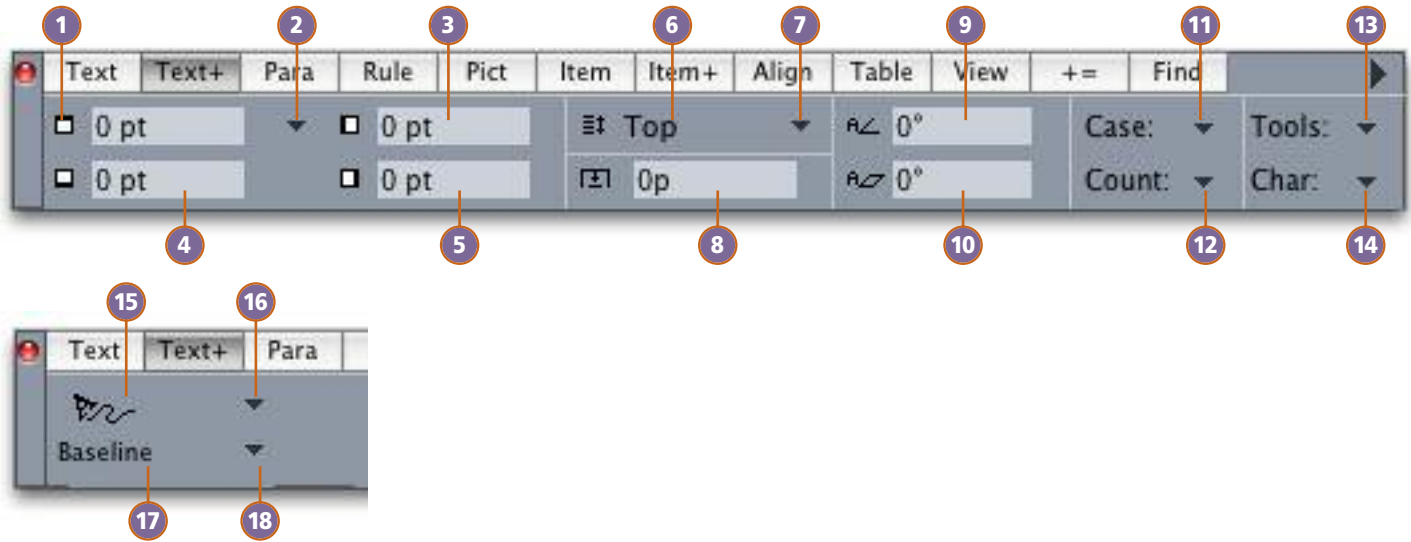
– Edit document style sheets

– **Redefine style sheet.** Allows you to incorporate local formats in the definition of the style sheet. This operation cannot be undone. Only the first set of local formats encountered will be used to redefine the style sheet.

– **Remove local formats.** Removes all local formatting from the currently selected text, leaving only those formats dictated by the style sheet. This feature is similar to applying the style sheet while holding down the Option/Alt key.

TIP: Use the **Option** key when selecting a style sheet from any of these pop-up menus to remove any previous local formatting.

Text Plus Panel



1 Top or All edges box inset

2 Inset type pop-up menu:

- **Multiple Insets On/Off:** Allows you to switch between multiple and all edges box insets.
- **Apply Same Insets to All Boxes.** Allows you to apply the current box insets to all text boxes in the document. This operation cannot be undone.

3 Left box inset

4 Bottom box inset

5 Right box inset

6 Text vertical justification

7 Text vertical justification pop-up menu

8 Text first baseline

9 Text angle

10 Text skew

11 Case pop-up menu. Options: **Sentence case** (all lowercase except the first letter of each sentence); **Title Case** (all lowercase except the first letter of each word); **lowercase** (all lowercase); **UPPERCASE** (all uppercase)

12 Count pop-up menu: **character count**, **word count**, **paragraph count**, **check spelling**.

13 Tools pop-up menu. Options:

- **Fit box to text.** Shortens or expands the height of the text box to fit the enclosed text exactly. This option is not available for text boxes with multiple columns or linked text boxes.
- **Add guide at baseline.** Places a page or spread guide exactly at the baseline of the first text line currently selected. Not available for rotated text boxes.
- **Convert Text to Box**

14 Special character pop-up menu. Allows you to insert special characters (Em spaces, dashes, indent here, etc.)

Text paths only:

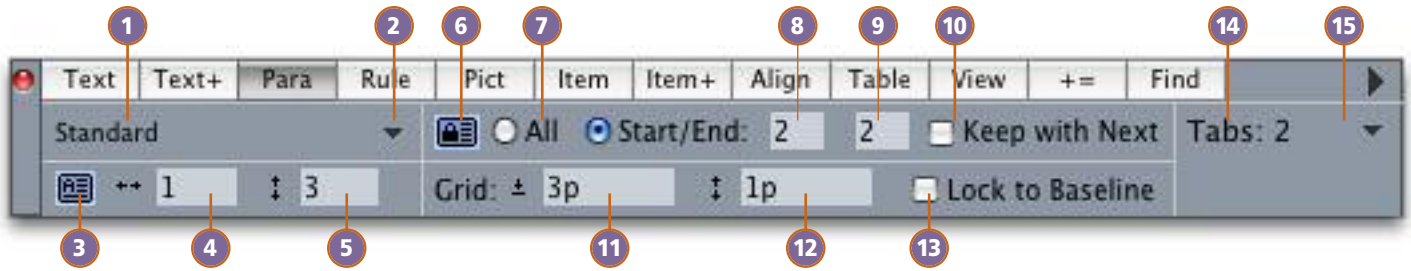
15 Text orientation

16 Text orientation pop-up menu

17 Align text

18 Align text pop-up menu

Paragraph Panel



1 Paragraph H&J

2 **H&J pop-up menu.** Allows you to set the paragraph H&J. Extras:

– Edit document H&Js

3 Drop cap on/off button

4 Drop cap character count

5 Drop cap line count

6 Keep lines together on/off button

7 All lines in ¶

8 Keep lines together start

9 Keep lines together end

10 Keep with next ¶

11 Baseline grid start (document preference)

12 Baseline grid increment (document preference)

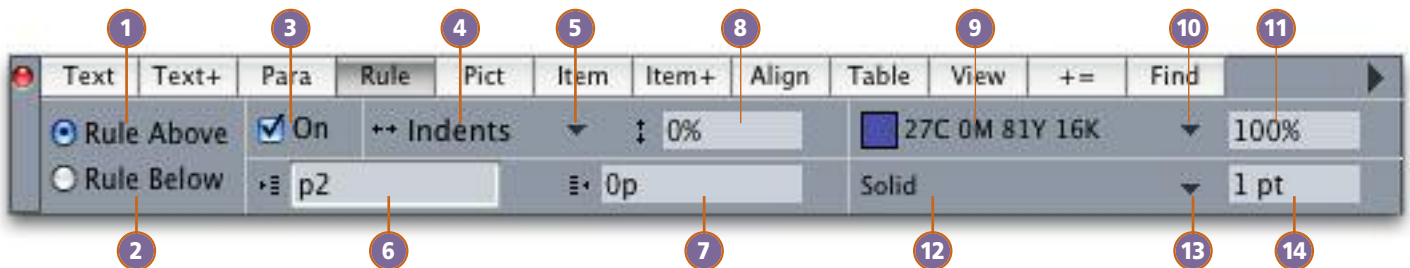
13 Lock to baseline grid

14 Tab count

15 Tab pop-up menu. List of applied tabs. Extras:

– Edit tabs

Rules Panel



1 Rule above

2 Rule below

3 Rule on/off button

4 Length

5 Length pop-up menu

6 From left

7 From right

8 Offset

9 Color

10 Color pop-up menu. Extras:

– Edit document colors

– New color

– Edit current color

11 Shade

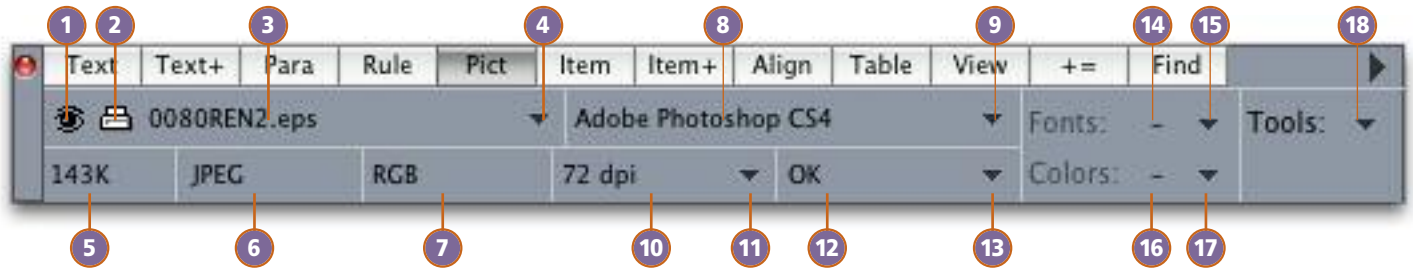
12 Style

13 Style pop-up menu. Extras:

– Edit document dashes and stripes

14 Width

Picture Panel



1 Greek picture button

2 Picture print/suppress printout button

3 Picture name

4 Full-path pop-up menu. Extras:

- Select any enclosing folder to **reveal** its window in the Finder

5 File size

6 File format

7 Color model

8 Creator application

9 Creator application pop-up menu. Options:

- **Open with creator.** Opens the selected picture with its creator application
- **Open with.** Allows you to select an application to open the image in.

10 Image resolution. Displays in italics when showing effective resolution

11 Image resolution pop-up menu. Options:

- **Use Absolute Resolution**
- **Use Effective Resolution.** Takes into account the scaling of the image in QuarkXPress. (For example, a 150 dpi image imported at a 50% scale in QuarkXPress will yield a 300 dpi effective resolution)

12 Picture status

13 Picture status pop-up menu. Options:

- **Update All Modified Pictures.** Updates every picture in the document that has a 'Modified' status.
- **Update Picture Now.** Updates only the current picture
- **Picture Usage.** Opens the picture usage window
- **Badia BigPicture.** Opens the BigPicture window (if present)

14 Number of EPS embedded fonts

15 EPS embedded fonts pop-up menu. List of embedded fonts (display only)

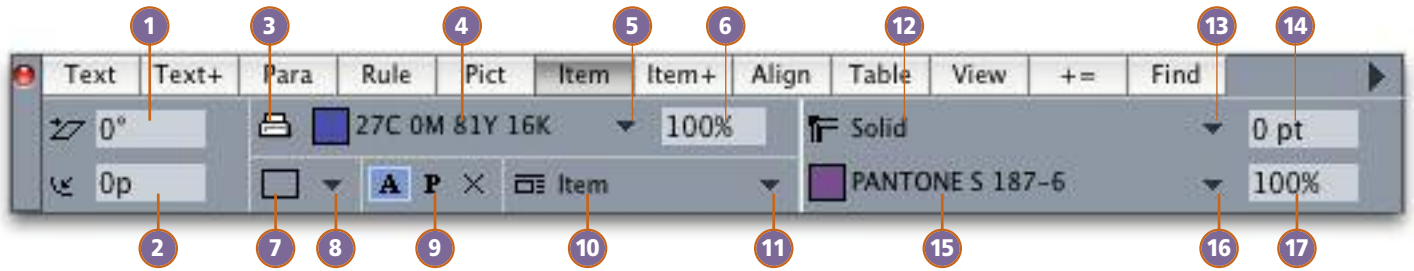
16 Number of EPS embedded colors

17 EPS embedded colors pop-up menu. List of embedded colors (display only).

18 Tools pop-up menu. Options:

- **Center Picture**
- **Stretch Picture to Fit Box**
- **Scale Picture to Box**
- **Fit Box to Picture**
- **Align Left/Bottom/Top/Right (to picture box)**

Item Panel



1 Skew

2 Corner radius

3 Suppress printout

4 Color

5 Color pop-up menu. Extras:

– Open document colors

– New color

– Edit current color

6 Shade

7 Shape

8 Shape pop-up menu

9 Content (text, picture, none)

10 Runaround

11 Runaround pop-up menu. Options:

– Edit runaround

– None

– Item

12 Frame style

13 Frame style pop-up menu. Extras:

– Edit document dashes and stripes

14 Frame width

15 Frame color

16 Frame color pop-up menu. Extras:

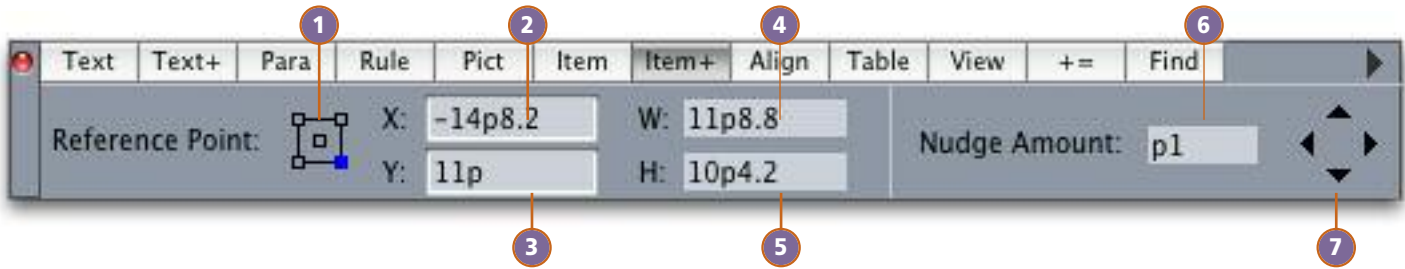
– Edit document colors

– New color

– Edit current color

17 Frame shade

Item Plus Panel



- 1 Reference point.** Click to select current reference point (top-left, top-right, bottom-left, bottom-right, center). X, Y, W and H item coordinates will be displayed relative to current reference point. Changes to any of the X, Y, W or H values are also performed relative to current reference point
- 2 X coordinate (left side) relative to current reference point**
- 3 Y coordinate (top side) relative to current reference point**

- 4 Width**
- 5 Height**
- 6 Nudge amount** (document preference)
- 7 Nudge controls.** Click to move items by the nudge amount specified.

TIP: Hold down the Option key while pressing any of the nudge controls to apply **1/10th** of the nudge amount.

Align Panel



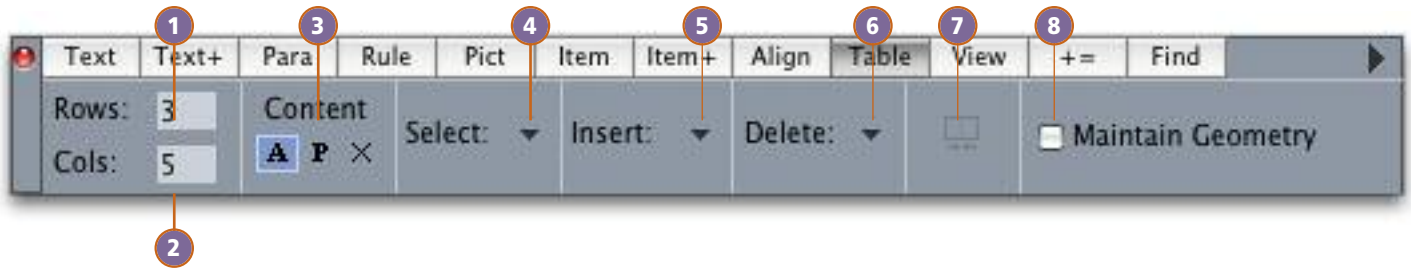
- 1 Align left sides horizontally with the leftmost item**
- 2 Align centers horizontally**
- 3 Align right sides horizontally with the rightmost item**
- 4 Align horizontally to page.** Aligns items to the left or right edge of the page

TIP: When you select several items that, in turn, contain grouped items, applying any alignment will treat those groups as single items and preserve the spatial relation of the items within each group.

- 5 Align top sides vertically with the topmost item**
- 6 Align centers vertically**
- 7 Align bottom sides vertically with the bottommost item**
- 8 Align vertically to page.** Aligns items to the top or bottom edge of the page

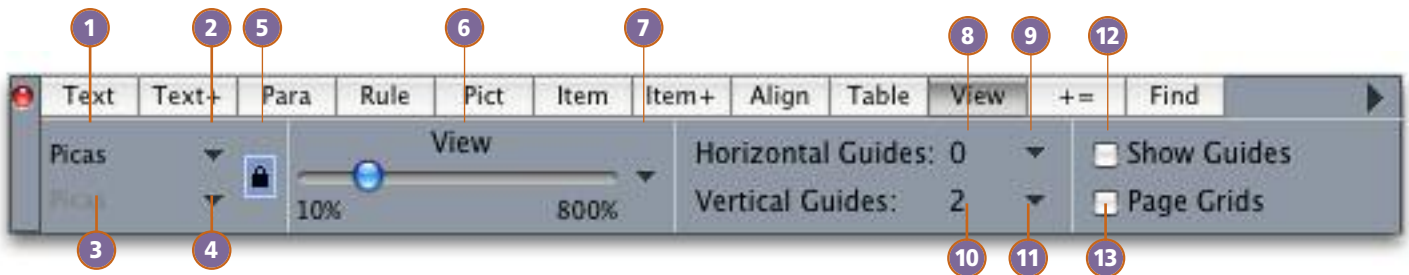
TIP: You can center multiple items in a page by first grouping the items and then pressing the Align Center Horizontally and Vertically buttons, with both the Align to Page buttons selected.

Table Panel



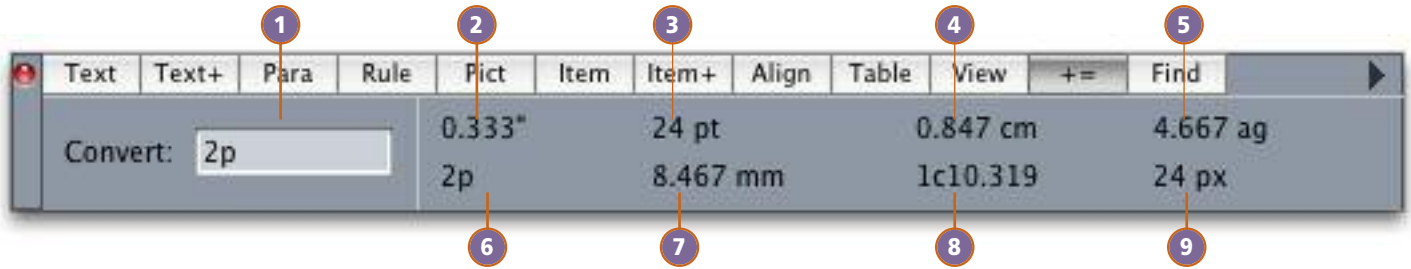
- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Number of rows 2 Number of columns 3 Cell content type 4 Select pop-up menu. | <ul style="list-style-type: none"> 5 Insert pop-up menu. 6 Delete pop-up menu. 7 Combine/split cells 8 Maintain geometry |
|---|--|

Preferences/Guides Panel



- | | |
|--|--|
| <ul style="list-style-type: none"> 1 Horizontal units 2 Horizontal unit pop-up menu 3 Vertical units 4 Vertical unit pop-up menu 5 Lock horizontal and vertical units 6 View scale slider 7 View pop-up menu. Options: <ul style="list-style-type: none"> – Stack/Tile – Add current view – Fit in window – Fit spread in window – Preset views | <ul style="list-style-type: none"> 8 Number of horizontal guides 9 Horizontal guide pop-up menu. Options: <ul style="list-style-type: none"> – Add guides. Presents a dialog that allows you to place horizontal guides numerically, to step and repeat guides and to set minimum document view at which they become visible – Delete all horizontal guides 10 Number of vertical guides 11 Vertical guide pop-up menu. Options: <ul style="list-style-type: none"> – Add guides. Presents a dialog that allows you to place vertical guides numerically, to step and repeat guides and to set minimum document view at which they become visible – Delete all vertical guides 12 Show/hide guides 13 Show/hide page grids |
|--|--|

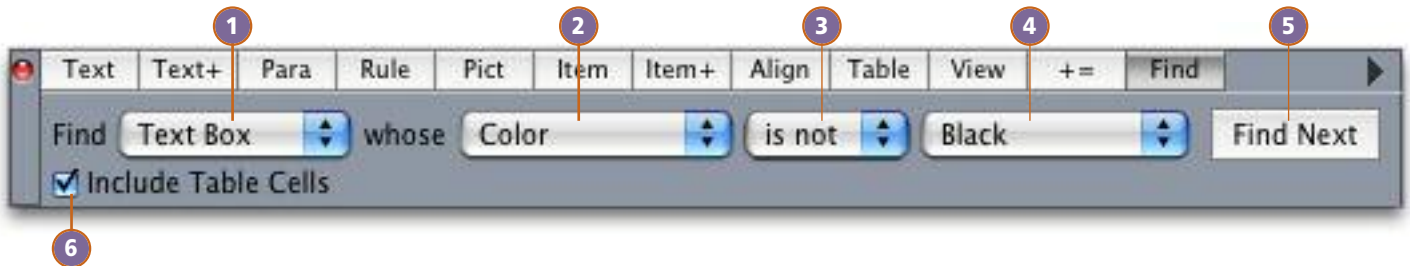
Conversion Panel



- 1 Value or expression to be converted
- 2 Converted value in inches
- 3 Converted value in points
- 4 Converted value in centimeters
- 5 Converted value in agates

- 6 Converted value in picas
- 7 Converted value in millimeters
- 8 Converted value in picas
- 9 Converted value in pixels

Find Panel



- 1 Item pop-up (text box or picture box)
- 2 Attribute pop-up
- 3 Conditional pop-up

- 4 Value field/pop-up
- 5 Find button. Search begins on the first page of current layout. Press the Option key to change this button to **Find First**.
- 6 Include table cells

FullMeasure Preferences

To access the FullMeasure preferences, click on the button located at the top-right corner of the FullMeasure palette. Options:

Context-Sensitive Panels: When this preference is set, FullMeasure automatically switches to the panel that is relevant to the current selection. This option is not applicable for the Text Plus, Item Plus, Table and Find panels. When this preference is off, the selected panel remains visible until you select another one.

Show Up/Down Controls Next to Fields: When this preference is on, FullMeasure will display arrows beside editable fields, allowing you to interactively increase or decrease the field contents.

'Shift+Enter' Keys Retain Focus on Field: FullMeasure allows you to temporarily retain the input focus in a field by hitting Shift-Enter or Shift-Return. Keeping the focus in a field is useful when you want to experiment with different values until you achieve the desired effect.

FullMeasure Shortcuts: Allows you to setup custom shortcuts for several FullMeasure functions:

- **Sentence Case, Title Case, Lowercase, Uppercase:** Shortcuts for text case conversion (Text Plus panel).
- **Fit box to text, Add guide at baseline:** Shortcuts for these text tools (Text Plus panel).
- **Open with default, Open with...:** Shortcuts for image editing (Picture panel).

About Badia FullMeasure: Shows the FullMeasure About dialog, which includes registration information.

Preferences File

FullMeasure preferences and settings are saved to disk in a file called "Badia FullMeasure 5.0.prf" located in `<user>/Library/Preferences/Quark/QuarkXPress 8`.

To reset the preferences and revert to the default settings, remove the "Badia FullMeasure 5.0.prf" file or hold **Command-Shift-Option** when launching QuarkXPress.



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