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# JobSlug

Version 1.0



# JobSlug

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## Introduction

JobSlug is an XTension for QuarkXPress® version 3.2 and higher. JobSlug gives the user the ability to place a text box anywhere in an XPress document which automatically provides the user with vital information about the document, updating the information each time the document is printed out. A JobSlug can display the document name as well as the last time it was saved and when it was printed. It may also list imported graphics, fonts and colors used in the document, while a User Name function lets the slug say who has been working on a document. Four customizable fields allow tracking of other vital information about design jobs, such as job number and client.

## Minimum System Requirements

JobSlug is designed for QuarkXPress 3.2.

JobSlug is network protected and is fully compatible with floppy, RAM, or hard disks.

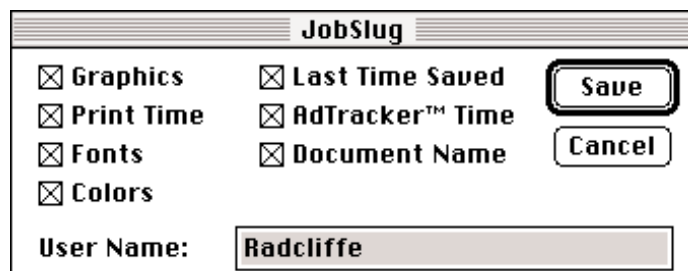
This manual assumes that you are familiar with standard Macintosh™ procedures such as basic use of the mouse, clicking, pulling down menus, copying files, and copying disks. If any of these procedures are new to you, please refer to your Macintosh user's manual.

## Installing JobSlug

The JobSlug disk that you have purchased contains a file named **JobSlug**. To install JobSlug, drag the file into the same folder that contains the QuarkXPress application. After this has been done, place the original JobSlug disk in a safe place.

## The JobSlug Dialog

The JobSlug dialog allows the user to choose what information appears in the text of the JobSlug.



*The JobSlug Dialog*

Information which may be included in a JobSlug includes:

*Graphics* — Lists the file names of all imported graphics in the document.

*Print Time* — Displays the date and time the *Print* command was executed in QuarkXPress.

*Fonts* — Lists the names of all fonts used in the document.

*Colors* — Lists the names of all colors used in the document.

*Last Time Saved* — Displays the date and time the document was most recently saved.

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*AdTracker™ Time* — If the AdTracker™ XTension from Vision's Edge, Inc. is installed, JobSlug displays the amount of time a document has been worked on.

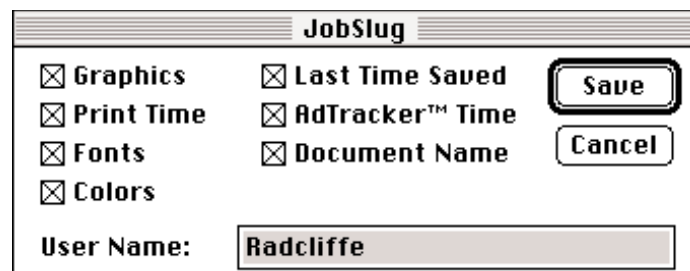
*Document Name* — Displays the document's file name.

*User Name* — Displays an operator name as entered by the user.

JobSlug also gives the user the option to add more information fields below the *User Name* field for further identification of the document. For more information on the additional fields, see the section entitled *Custom JobSlug Fields*.

## Applying a JobSlug

To apply a JobSlug to a document, first create a new text box to hold the JobSlug text and set the box's text attributes to the desired font and size. Select *JobSlug...* from the **Utilities** menu.



Set the check boxes in the JobSlug dialog as desired. Checking the check box indicates that information should appear in the JobSlug, while items whose check boxes are unchecked will not appear in the JobSlug.

Next set the *User Name* field to identify who is working on the document. If another user takes over working on a document, they can reopen the JobSlug dialog and change the information in the *User Name* field.

Once all of the controls are set as desired in the JobSlug dialog, click on the **Save** button. JobSlug collects the information which was specified in the JobSlug dialog and enters it in the JobSlug text box.

Once a JobSlug is applied to a box, each time the *Print* command is executed in QuarkXPress while the JobSlug XTension is loaded, the JobSlug updates to reflect the current status of the document.

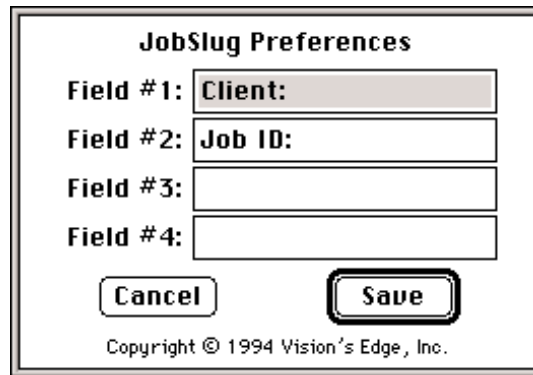
Saved: 4/6/94 12:24 PM  
Printed: 4/7/94 10:52 AM  
Total Time: 00:25:15  
Document Name: JobSlug test doc 2  
User Name: Radcliffe  
Fonts: Helvetica, Times, Zapf Dingbats  
Graphics: Sliced Oranges.eps, Broccoli.eps, Lettuce & Tomato.tiff

*An example JobSlug*

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## Custom Job Slug Fields

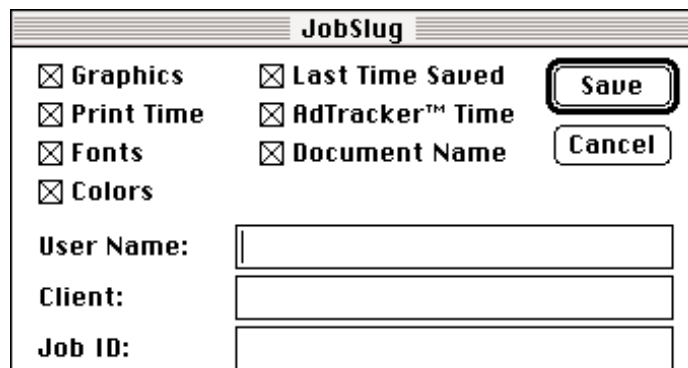
Since different designers have specialized needs, JobSlug gives the user the ability to add up to four extra information fields to the JobSlug text. To set up these custom fields, hold down the option key while selecting *JobSlug...* from the **Utilities** menu.



The JobSlug Preferences dialog box is titled "JobSlug Preferences". It contains four labeled text input fields: "Field #1:" with the text "Client:", "Field #2:" with the text "Job ID:", "Field #3:" which is empty, and "Field #4:" which is empty. At the bottom, there are "Cancel" and "Save" buttons. Below the buttons, the copyright notice "Copyright © 1994 Vision's Edge, Inc." is displayed.

The JobSlug Preferences dialog lets the user set the labels for the optional fields. Entering any text in any of the numbered fields causes a field with that name to appear in the JobSlug dialog. Click the *Save* button to set the preferences and close the dialog.

The above example JobSlug Preferences dialog would add two fields, labeled "Client:" and "Job ID:" to the JobSlug dialog, as seen below:

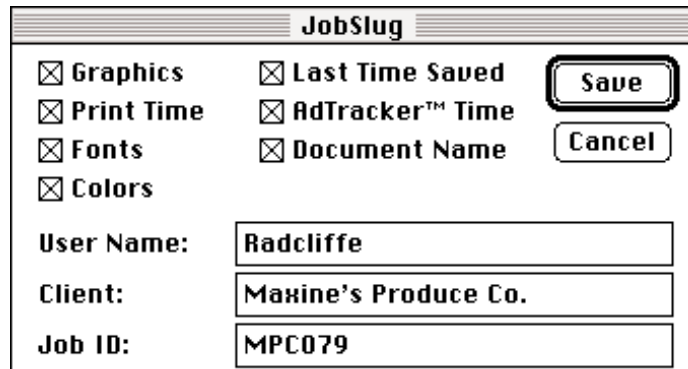


The JobSlug dialog box has a title bar "JobSlug". It contains two columns of checkboxes: "Graphics", "Print Time", "Fonts", and "Colors" on the left; "Last Time Saved", "AdTracker™ Time", and "Document Name" on the right. "Save" and "Cancel" buttons are on the right side. At the bottom, there are three text input fields labeled "User Name:", "Client:", and "Job ID:", with the "Client:" and "Job ID:" fields corresponding to the custom fields set in the preferences dialog.

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## Custom Job Slug Fields Example

The custom JobSlug fields appear in the JobSlug dialog immediately beneath the *User Name* field, as pictured below:



The JobSlug dialog box is titled "JobSlug". It contains several checkboxes for enabling features: Graphics, Print Time, Fonts, Colors, Last Time Saved, AdTracker™ Time, and Document Name. All are checked. There are "Save" and "Cancel" buttons. Below the checkboxes are three text input fields: "User Name:" with "Radcliffe", "Client:" with "Maxine's Produce Co.", and "Job ID:" with "MPC079".

In the JobSlug created in the QuarkXPress document, the information entered into the custom JobSlug fields also appears directly below the *User Name* information. For the above example dialog, the JobSlug text might read:

```
Saved: 4/6/94 12:24 PM
Printed: 4/7/94 10:52 AM
Total Time: 00:25:15
Document Name: JobSlug test doc 2
User Name: Radcliffe
Customer: Maxine's Produce Company
Job ID: MPC083
Fonts: Helvetica, Times, Zapf Dingbats
Graphics: Sliced Oranges.eps, Broccoli.eps, Lettuce &
Tomato.tiff
Colors: Black, Green, Yellow
```

## Editing or Removing a JobSlug

To change the document attributes listed in a JobSlug, select the text box containing the JobSlug and choose *JobSlug...* from the **Utilities** menu. Change the settings in the JobSlug dialog as desired and click **Save**.

To remove a JobSlug from a document, delete the text box which contains the JobSlug. Simply deleting the text from the JobSlug text box does not permanently remove the JobSlug.

## Notes

- Do not apply JobSlug to a box that contains text other than the JobSlug text itself. JobSlug deletes all of the text in its designated text box when it updates the JobSlug information, so each JobSlug should have a dedicated text box.
- Placing a JobSlug box too far off the XPress page can cause the box not to print. Make sure some part of the text box is touching the document to ensure its appearance on the final print-out.