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# AdTracker

Version 1.0

# AdTracker

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# AdTracker

## Introduction

AdTracker is an XTension for QuarkXPress<sup>®</sup> version 3.1 and higher. AdTracker automatically tracks usage of each document, recording which user modified the document and when it was saved. The document's usage log may then be viewed, and the text of the usage log can be exported to a text file.

## Minimum System Requirements

AdTracker is designed for QuarkXPress 3.1.

AdTracker 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 AdTracker

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

## Setting the AdTracker User Name

The AdTracker preferences dialog allows the user to control how the XTension determines which name should be recorded in the usage log. To activate the AdTracker preferences dialog, choose AdTracker from the Preferences hierarchical menu, which is found in the Edit menu.



The AdTracker preferences dialog

To select how the usage log identifies the user, select either the Chooser Name radio button or the Login Name radio button. Select the Chooser Name radio button to have the computer's Chooser name placed in the document's usage logs. Select the Login Name radio button to use the name displayed in the User field at the bottom of the dialog. If the AdTracker preferences are set to Login Name, a dialog appears each time QuarkXPress is launched, prompting the user to enter a name to be listed in the usage log. If the user name is entered incorrectly at startup, it can be changed by entering a new name in the User field on the AdTracker preferences dialog.

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The AdTracker user name login dialog appears when QuarkXPress is launched

## Starting and Stopping Individual Usage Tracking

Activating and deactivating AdTracker's individual usage logging is also done through the AdTracker preferences dialog. Activate the AdTracker preferences dialog.



The AdTracker preferences dialog

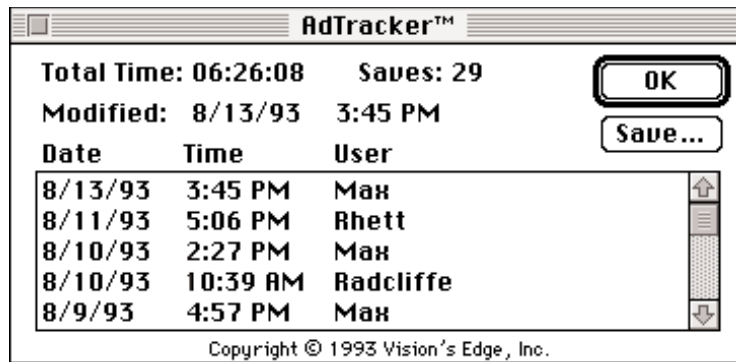
To activate the individual usage tracking feature, check the Track Individual Uses check box. As long as this preference is turned on, the XTension adds information to each document's usage log whenever the document is saved. To deactivate the feature, uncheck the Track Individual Uses check box.

AdTracker also provides a preference which allows the user to set the maximum number of records each document's usage log can contain. To change this number, enter a new value in the Maximum Records field. The value in the Maximum Records field must be between 1 and 60.

## Viewing AdTracker Information

AdTracker stores the usage log for each document within the document file itself, so a document must be the currently active document in XPress to have its AdTracker information viewed. To see the usage log for the current document, select AdTracker from the Utilities menu. A dialog appears.

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The AdTracker usage log dialog

The top portion of the dialog contains several items, including:

**Total Time** Displays the total amount of time the document has been worked on since it was created. AdTracker defines a period of time spent working on a document as beginning when a document is opened and ending when the document is last saved before it is closed. This means that opening a document, then closing it again without making any changes to the file does not add to the total time reported in the AdTracker usage log dialog. AdTracker does not count the time a document is open when it is not the active (frontmost) document in QuarkXPress. However, if a user leaves a document open as the active document for a long period of time, such as through lunchtime, the Total Time reading will not accurately represent the time the user actually spent using the document. Likewise, if the active document is left open while the user uses another application, the XTension continues to add that interval to the Total Time.

**Saves** Displays the total number of times the document has been saved since it was created.

**Modified** Displays the date and time the document was most recently saved.

**OK button** Closes the AdTracker usage log dialog.

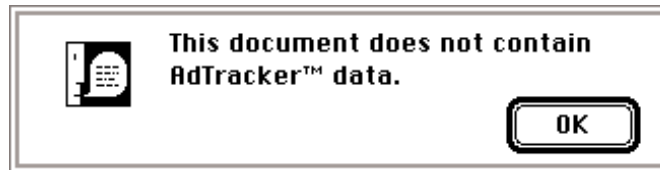
**Save button** Saves the data in the usage log to a text file.

Additionally, a scrolling field fills the lower portion of the dialog. This scrolling field lists the individual uses of the document by recording the date and time each time the document is saved, as well as also identifying the user who performed the revision to the document. Since a user may save the same document many times during the course of revising it, AdTracker only lists the final time a user saves the document that day, as long as no other user makes changes to the document between the original user's revisions. The length of this list is determined by the Maximum Record field on the AdTracker preferences dialog.

Example: User A saves a document at 9:45 am, 10:02 am, 10:10 am and 12:40 pm. User B alters the same document and saves it at 2:27 pm and again at 2:41 pm. User A opens the document and saves it again at 4:52 pm. The AdTracker usage log only displays User A saving the document at 12:40 pm, User B saving it at 2:41 pm and User A saving it at 4:52 pm.

If the user tries to view AdTracker information about a document which has not been revised using a copy of QuarkXPress with the AdTracker XTension active, an alert appears to inform the user that the document contains no AdTracker data.

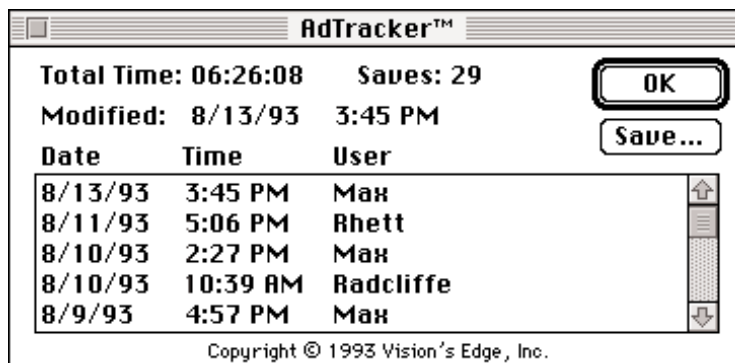
# AdTracker



The AdTracker usage log dialog

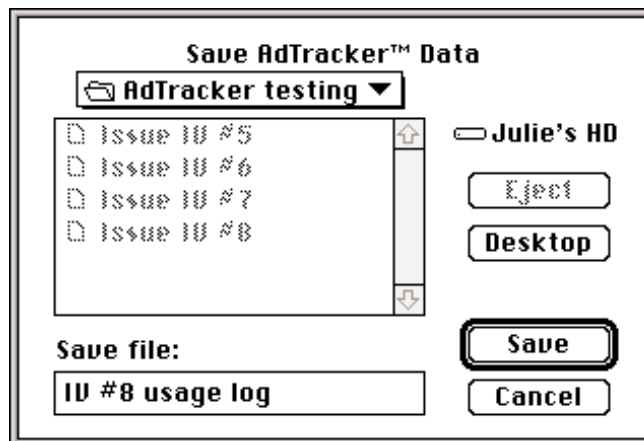
## Exporting AdTracker Data to a Text File

Information collected in the AdTracker usage log may be exported to a text file for later reference. To export the usage log data, the AdTracker usage log dialog must be open. Select AdTracker from the Utilities menu to activate the dialog.



The AdTracker usage log dialog

Next, click the Save button. A file dialog appears, prompting the user to choose a location and name for the text file that will contain the document's usage log.



The AdTracker usage log dialog

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Enter a name for the text file and then click the Save button. The information from the usage log is saved to a text file on the disk. An example of the text which might be included in a text file is:

```
Document: Issue IV #8
Number of Saves: 29
Total Time: 06:26:08
Last Modified: 8/13/93  3:45 PM
8/13/93  3:45 PM  Max
8/11/93  5:06 PM  Rhett
8/10/93  2:27 PM  Max
8/10/93  10:39 AM Radcliffe
8/9/93   4:57 PM  Max
8/6/93   9:32 AM  Max
8/5/93   12:23 PM Max
8/5/93   9:58 AM  Rhett
8/5/93   8:44 AM  Max
```

## Notes

If the individual usage tracking is disabled, the cumulative time tracking features still continue to function.