Version 1.1



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Introduction

TimeStamp is an XTension for QuarkXPress^f versions 3.1 and higher. The XTension allows the user to apply unlimited time stamps to any document. The time stamps are automatically updated whenever the document is saved. Time stamps are useful to easily and accurately determine when a document was last revised.

Minimum System Requirements

TimeStamp is designed for QuarkXPress 3.1.

TimeStamp is network protected and is fully compatible with floopy, 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 TimeStamp

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

Applying a TimeStamp

To apply a TimeStamp frame to a document:

Create a new text box

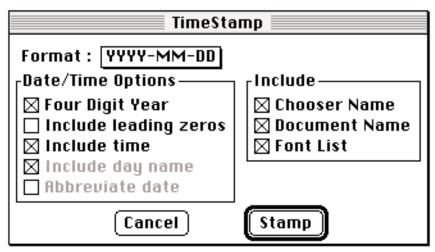
Format the text to the desired attributes

Choose TimeStamp from the Utilities menu

Select the date format using the pop-up menu

Set the options of your choice

Press return or click on the Stamp button



The TimeStamp preferences dialog

Once a TimeStamp is applied to a box, the date along with the other chosen information appears in the box. Using the example above, the TimeStamp frame will look like the following.

1991-10-29 11:37 AM Mac IIci TimeStamp Manual Palatino, Optima, Times

Date/Time Options

The formats for the time stamps are flexible. There are six different date formats that can be used with any time stamp. These date formats are located in the pop-up menu at the top of the TimeStamp preferences dialog. Each date format can be altered. If a long date format (e.g. October 11, 1991) is chosen, the words can be abbreviated, day names can be added and leading zeros can be omitted. For short dates (e.g. 10/11/91), the leading zeros can be omitted and either a two or four digit year can be used. The last format (No Date) allows you to apply a TimeStamp which contains other information and no date. Regardless of the format, the time of day can be included in any TimeStamp frame.

January 28, 1965 28 January 1965 MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD No Date

The date format popup menu

Other Options

In addition to the date and time, other information may be included in a TimeStamp. The area on the right side of the preferences dialog labeled Include lists these further options.

Chooser Name Adds the current Chooser name to the TimeStamp

Document Name Adds the document s name to the stamp. If the document name is changed using Quark s Save As command, the document name updates automatically.

Font List Adds to the stamp a list of fonts currently in the document.

Editing a TimeStamp

To edit a TimeStamp frame, select the desired TimeStamp frame and choose the TimeStamp item from the Utilities menu. Make your changes to the TimeStamp format and click on the Stamp button.

Removing a TimeStamp

To remove a TimeStamp frame, delete the time stamp box. Simply deleting the text does not permanently remove the time stamp.

Updating a TimeStamp

All TimeStamp frames will be updated whenever the document is saved provided the TimeStamp XTension is running when the document is saved.

<u>Note</u>

Do not TimeStamp a box that contains text that you want to keep. TimeStamp deletes all the text in a TimeStamp frame before it updates a time stamp.