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# Vision Utilities

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Some states do not allow the exclusion of implied warranties and/or the exclusion or limitation of incidental or consequential damages, so these exclusions and limitations may not apply to particular developers. Introduction

Vision Utilities• is an XTension for QuarkXPress® version 3.1. Vision Utilities is a collection of utility functions which include a feature which draws grids of page guides, a utility which counts all of the words in the currently selected text, a function which fits a picture to its picture box so that it entirely fills the box, and a paragraph sorting utility which alphabetizes paragraphs. Additionally, Vision Utilities includes a utility which helps prevent imagesetter film waste by making sure all colors are process colors except for specified exceptions.

## Minimum System Requirements

Vision Utilities is designed for QuarkXPress 3.1.

Vision Utilities 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 Vision Utilities

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

## The Vision Utilities Hierarchical Menu

Vision Utilities adds a hierarchical menu to the standard QuarkXPress **Utilities** menu. Use this menu to access all of the Vision Utilities functions.

*The Vision Utilities hierarchical menu*

## Guide Grid Utility

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One of the Vision Utilities is a grid-drawing function. It automatically subdivides the page into a symmetric grid structure using page guides. To create a grid of guides on the currently active page, select *Create Grid Guides...* from the **Vision Utilities** hierarchical menu. A dialog appears.

## *The Create Guide Grid dialog*

The Create Guide Grid dialog allows the user to specify how many divisions the page should be ruled into. There can be between 1 and 30 columns and rows. If 1 column or row is specified, no ruler lines are drawn in that direction.

The dialog also lets you choose whether the entire page should be divided with the guides or just the area within the page margins. When the dialog controls are set as desired, click the **OK** button to close the dialog.

The XTension draws its guide lines in red to differentiate them from guide lines the user has drawn on the page. Any page guides placed on the page by the user are left undisturbed when the grid is created. However, if the guide grid feature was previously used to section off the page, the old grid is replaced by the new one.

The guide grid function only places guide lines on the currently active page in the document. To create a grid of page guides which will appear on all pages of the document, create the grid on the master page.

## Count Selected Words Utility

Vision Utilities provides an easy way to obtain an accurate word count on a portion of a story. To count the number of words found in any range of text, select the words to be counted. Next, select *Count Selected Words...* from the **Vision Utilities** hierarchical menu. A dialog appears:

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## *The Vision Utilities word count dialog*

The word count dialog reports how many words are contained in the selected text range. Click the **OK** button to close the dialog.

## *Full Fit Picture Utility*

Another useful feature included in Vision Utilities is the full fit picture utility. This feature scales a picture while leaving its aspect ratio at 1:1 so that the shortest side of the picture exactly fills the graphic box while the longer side, which is then too large to fit in the box, is cropped by centering the picture in the box. This ensures that the graphic box is fully filled with no white space around the image.

The full fit picture function varies from the standard QuarkXPress fit picture to box while maintaining aspect ratio command (executed as `c-option-shift-f`) because the standard command scales the longest side of the picture to fit the box, rather than the shortest. The full fit picture function is particularly useful when working with a large background graphic which must exactly fit a certain space.

To full fit a picture to its graphic box, select the graphic box while the content tool is selected. Then press `c-option-shift-g` or choose *Full Fit Picture* from the **Vision Utilities** hierarchical menu. The picture is scaled so that it fills the entire graphic box.

## *Sort Paragraphs Utility*

Vision Utilities also includes a utility which sorts a range of paragraphs into alphabetical order. To sort paragraphs, use the content tool to select a range of paragraphs to be sorted. Any paragraph which is entirely or partially included in the text range is considered by the sort paragraphs utility to be selected.

Once the desired paragraphs are highlighted, choose *Sort Paragraphs* from the **Vision Utilities** hierarchical menu. The XTension places all of the selected paragraphs into alphabetical order.

The paragraph sorting process can be slowed by text which contains a great deal of local formatting (text style, size, color, etc.) as well as by text which contains anchored boxes. Hidden text, which is placed in documents by some other XTensions, may also slow the sorting process.

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If the local formatting found in the paragraphs is unimportant, one solution is to do a quick sort. Quick sorting alphabetizes the paragraphs but overwrites local text formatting with the text style which is applied to the last character in the range the user selects before sorting. To perform a quick sort, hold down the option key while selecting the *Sort* command from the **Vision Utilities** hierarchical menu.

*Caution:* It is not recommended that a quick sort be performed on text which contains anchored boxes or hidden text.

## Quick Text Utility

The Quick Text feature is designed to allow the user to quickly copy a portion of text into its own text box while retaining all of the text attributes. To use the quick text feature, select the text which should appear in the new text box, then press c-c to copy the text. Next, press c-option-shift-q. The selected text is copied into a newly created text box. The new text box trims to accommodate the text.

## Process Colors Utility

The process colors utility included in Vision Utilities is designed to help cut down on film waste which occurs when colors which should be set as process colors are not and vice versa.

To cut down on film waste due to this problem, the process colors utility automatically sets all colors to Process Separation On unless it conforms to the exception list set up in the Process Color Options dialog. The process separation setting is changed for documents which are printed with QuarkXPress as long as the process colors utility is activated. The change is made when the document is printed. To set the process color preferences, choose the *Process Colors...* dialog from the **Vision Utilities** hierarchical menu. A dialog appears.

*The Process Color Options dialog*