

## Badia ContactPage 2.1 for QuarkXPress 7 User Guide

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### System Requirements

- QuarkXPress 7.x
- Intel or PowerPC computer
- Mac OS X Tiger (10.4.2 or later), or Leopard (10.5.x)

### How to Install, Update or Uninstall

Double-click the **ContactPage 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.

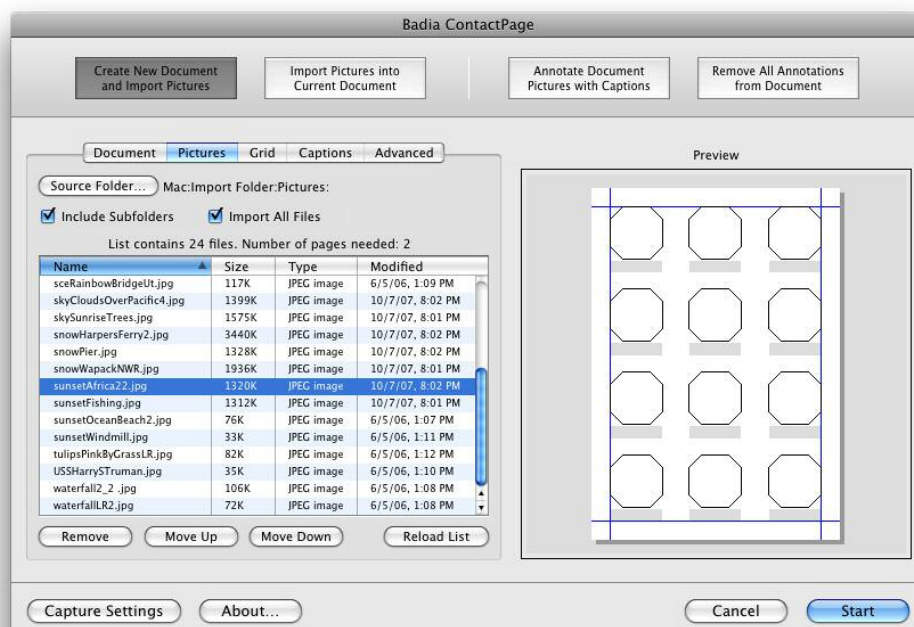
By installing Badia ContactPage, you agree to the Terms and Conditions listed in the License Agreement document.

### How to Register

Badia ContactPage will run in demonstration (demo) mode when it's first installed. This means that certain features are not available or are limited to a certain time or usage. After a certain period of time, the demo will expire. To register and remove the demo restrictions, click the **"About"** button and then the **"Register"** button. Simply follow the instructions shown on screen to complete the registration process and convert the demo version into a full-working version. The number of licenses that you purchase determines the exact number of computers that you are allowed to register this software.

### User Guide

To use ContactPage, select in QuarkXPress **Utilities → Badia ContactPage:**



## Contact Type Buttons

Select the type of contact sheet you would like to create:

- **Create New Document and Import Pictures:** ContactPage will create a new untitled document and import the pictures, creating all the necessary pages.
- **Import Pictures into Current Document:** Available if a current document is open. Pictures will be imported and placed on top of existing items in the current document. If additional pages are needed, ContactPage will add them accordingly.
- **Annotate Document Pictures with Captions:** Available if a current document is open. ContactPage will annotate all existing document pictures with captions. Use the **Captions** panel to specify all the label properties. You can then print this document showing all the picture labels. To remove the annotations and return the document to the status before the annotations, select “Remove All Annotations from Document” from the Contact Type pop-up (see below).
- **Remove All Annotations from Document:** Available if a current document is open. ContactPage will remove all labels previously placed when using the “Annotate Document Picture with Captions” feature.

## Document Panel *(not applicable when annotating documents or removing annotations)*

Allows you to select several document/project properties.

- **Kind:** Print or Web document.
- **Size:** Choose from any of the page presets or select “Custom”.
- **Width/Height:** The document width and height.
- **Auto Save Document:** Check this button to have ContactPage automatically save the document after the number of pages you specify. You will be prompted to enter the name of the document when using the “Create New Document and Import Pictures” type of contact sheet.
- **Margins:** Allows you to select page margins. Margins are used by ContactPage to determine the actual area in which the contact sheet will fit (picture and text boxes cannot lie beyond the margins).
- **Facing Pages:** Select this button to create a facing page document. When this option is selected, the **Left** and **Right** margins change to **Inside** and **Outside**, respectively.

## Pictures Panel *(not applicable when annotating documents or removing annotations)*

Allows you to select the source folder and determine the order in which pictures will be imported.

- **Source Folder Button:** Click here to choose a source folder containing pictures. The full path of the chosen folder will be shown next to this button.
- **Include Subfolders:** Select this option to include pictures located inside subfolders as well.
- **Import All Files:** When this option is selected, ContactPage will attempt to import all files contained in the folder, regardless of whether they are recognized as picture files or not. This option is checked by default. When left unchecked, only those pictures with a proper picture file type or picture file extension will be imported.
- **Picture List:** This list contains the pictures to be imported, showing the name, file size, file type and the date they were modified. Click on any of the list columns to sort the list by that attribute.
- **Remove Button:** Click to remove the selected rows from the picture list.
- **Move Up Button:** Click to move the selected rows one row up.
- **Move Down Button:** Click to move the selected rows one row down.
- **Reload List Button:** Click to reload the entire list again.

## **Grid Panel** *(not applicable when annotating documents or removing annotations)*

Allows you to determine the layout of the contact sheet, as well as several picture box attributes.

- **Rows/Columns:** The number of rows and columns per page that define the contact sheet grid.
- **Picture Box Width/Height:** The picture box width and height.
- **Picture Box Shape:** The picture box shape – rectangular, rounded, beveled, concave or oval.
- **Picture Box Color:** The picture box background color.
- **Fit:** From this pop-up menu specify how to fit the picture or picture box: None, Stretch Picture to Fit Box, Scale Picture to Box (proportionally), Fit Box to Picture, or Fixed Scale. When selecting Fixed Scale, a dialog appears that will let you enter a percentage value (from 10% to 1000%).  
When you select “Fit Box to Picture”, picture boxes may expand or contract their right and bottom sides to fit the picture. The left and top sides always remain in the positions specified by the layout grid. This may cause certain picture boxes to overlap other pictures and/or captions. Placing captions above pictures and leaving enough space between pictures will prevent this problem.
- **Move:** From this pop-up menu specify how to position the picture or picture box: None, Center Picture in Box, Send Box to Back or Send Box Backward. These last two refer to the picture box and its layering position against other existing boxes in the spread.

*TIP:* To create picture boxes with certain attributes not available in this panel (such as a box frame), change the default document or application picture box attributes (**Preferences**→**Print/WebLayout**→**Tools**→**Rectangular Picture Box**).

## **Captions Panel**

Allows you to add text captions and specify their characteristics.

- **Add Text Captions:** Select this button to turn captions on and off.
- **From Picture Box:** Select the vertical positioning of the text box relative to the corresponding picture box: above, center or below.
- **Width/Height:** The text box width and height. Check the “Same as Picture Box” button (available for Width only) to create a text box the same width as the corresponding picture box.
- **Color:** The text box background color.
- **Offset:** The text box distance from the picture box (positive values move the text box downwards).
- **Opacity:** The text box background opacity (useful for example when you place captions centered on picture boxes).
- **Center Text Vertically:** Check to center the text vertically within its text box.
- **Select Button:** Click this button to select the picture attributes used to create each caption. Choose from: sequential number (first picture in the folder is number 1), picture name, full path, image size, format (EPS, TIFF, etc.), color model (RGB, CMYK, Grayscale, etc.), image resolution in dpi, creator application, date modified, picture dimensions, picture scale (within the box), and page number where the picture resides. You can also select separator character(s) to be placed when more than one picture attribute is selected (but not after the prefix or before the suffix).
- **Prefix/Suffix:** Any custom text you want placed before and after the picture attributes you selected previously.
- **Create Style Sheet for Captions:** When this option is on, ContactPage will create a paragraph style sheet named “*\*\*ContactPage Captions\*\**” and a character style sheet named “*\*\*ContactPage Captions Char Style\*\**”, so you can easily make global type changes after the contact sheet is created. *Note:* if style sheets with exactly these names already exist, ContactPage will use the existing ones instead.

*TIP:* To create text boxes with other attributes not found in this panel (such as box frame), change the default document or application text box attributes (**Preferences→Print/Web Layout→Tools→Rectangular Text Box**).

## **Advanced Panel** *(not applicable when annotating documents or removing annotations)*

Allows you to select additional settings for the contact sheet, as well as preferences.

- **Start Options:** Check this button to specify settings for the first page of the contact sheet. This way you can begin cataloguing on a certain page, picture, row or column.
  - **Start at Row/Column:** The row/column to place the very first picture box.
  - **Leave x Blank Pages:** The number of pages to leave blank before the page where the contact sheet begins.
  - **Skip First x Pictures:** The number of pictures from the picture list to skip before starting the contact sheet.
- **Greek Images While Importing (Faster):** When this option is selected, ContactPage will temporarily greek the pictures while creating the contact sheet. This makes screen redrawing faster.
- **Delete Box When Picture Fails to Import:** Select this option to completely skip pictures and their captions that cannot be imported due to an import error. If this option is off, ContactPage will leave an empty picture box instead (and its caption, if applicable).

*Note:* Images that cannot be imported will be reported by ContactPage after the contact sheet is created.

## **Preview Panel** *(not applicable when annotating documents or removing annotations)*

The preview panel shows you how the first page of the contact sheet will look. It includes: page borders, margins, picture boxes, and captions (indicated with a gray-filled box).

## **Capture Settings Button**

Click this button to save all the settings currently selected in the ContactPage panels, but without creating any contact sheet yet.

## **Preferences File**

ContactPage creates a preferences file to store the last settings used. This file is saved at this location: **/<User Name>/Library/Preferences/Quark/QuarkXPress 7.0/Badia ContactPage.prf**). Removing this file will revert all settings to the factory defaults.

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### **Badia ContactPage™ 2.1 for QuarkXPress 7**

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