Badia OfficialReport 3.0 for QuarkXPress 7 User Guide

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System Requirements

– QuarkXPress 7.x
– Mac OS X Tiger (10.4.2 or later), or Leopard (10.5.x)

How to Install, Update or Uninstall

Double-click the **OfficialReport 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 OfficialReport, you agree to the Terms and Conditions listed in the License Agreement document.

How to Register

Badia OfficialReport 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 on the "**About**" link or the "**Demo**" 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

Badia OfficialReport 3.0 generates reports detailing all the characteristics of a single document or group of documents. You can obtain formatted listings of layout fonts, color usage, style sheets, H&Js, picture fonts, picture colors, layout preferences and detailed picture usage.
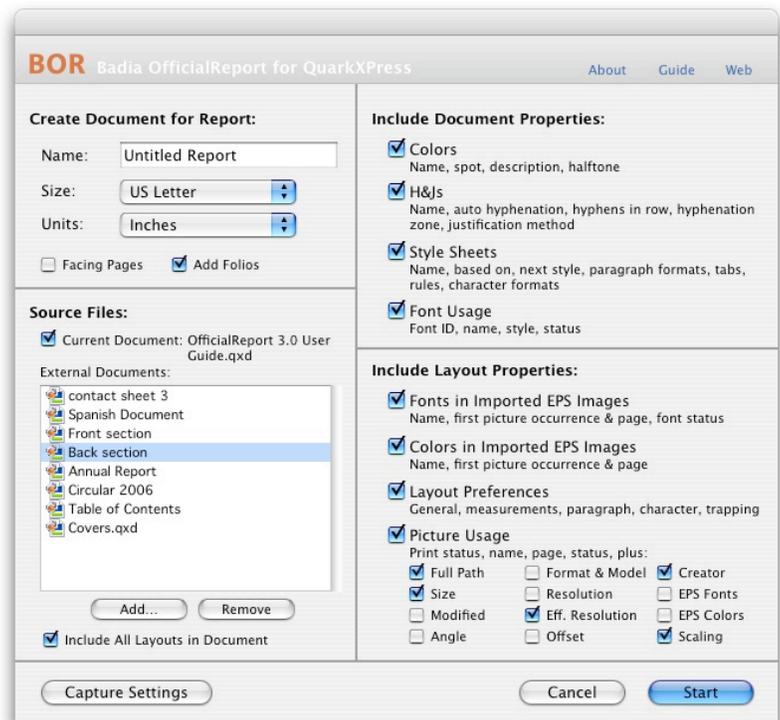
The built-in batch report feature automatically generates a report for up to 2000 documents at a time, without having to open any of the documents. OfficialReport can also generate reports for each of the layouts in a document.

To access the OfficialReport interface, select **Utilities –> Badia OfficialReport**:

Selecting Source Files

You select which documents you want to include in a report using the **Source Files** window. You can choose a maximum of 2000 documents. The current document is always included by default, but you can exclude it from the list by deselecting the **Current Document** check button.

Click the **Add** button to open a window that lets you select which external documents you would like to add. Press the **Shift** or **Command** keys to select more than one file at a time.

Use the **Remove** button to delete any selected files(s) from the Source Files list.

To include a report for all the layouts within a document, select the **Include All Layouts in Document** button. If this button is not selected, only a report for the default layout will be created.

For added clarity, each project listing begins on a new page of the report project.

Customizing the Report

Because a report is a QuarkXPress project, you can choose its name, page size (letter, legal, A4, etc.), the units used for horizontal and vertical measures, whether to create single or facing pages, and an option to automatically add folios at the bottom of every page.

OfficialReport also creates style sheets for all the tabular information, so if you wish, you can quickly edit any of the style sheets to change the overall look of the report after it's been created.

Reports

Reports created with OfficialReport are themselves fully formatted QuarkXPress projects, with the information presented in a compact, to-the-point tabular layout.

For ease of readability, OfficialReport only lists settings currently applied to a layout, ignoring non-applicable settings. This means that if a setting is not applied (e.g. **Drop Caps** for a paragraph style sheet), it will not be listed.

For each project listing, the report begins on a new page with a title reflecting the project name, followed by the file path, the number of layouts in the project and the current date.

There are 2 different kinds of report properties you can choose from:

– **Document Properties**: properties shared by all layouts in the document (colors, style sheets, H&Js, fonts).

– **Layout Properties**: properties specific to each of the layouts in the project (fonts and colors of imported EPS images, layout preferences, picture usage). OfficialReport starts a new head for each layout.

Here is a description of each of these properties:

Document Colors. Colors defined in the document: spot (indicated with a check mark), name, a brief description, halftone color.

Document H&Js. Hyphenation and Justification records. For each entry: name, auto hyphenation, smallest word, min before and after, break caps, hyphens in row, hyphenation zone, space and character min, opt and max, flush zone, single word justify (SWJ).

Document Style Sheets. Paragraph and character style sheets, in alphabetical order. For each entry: style name, based on, next style, paragraph formats, tabs, rules, character formats.

Document Fonts. All fonts used in the project, including missing fonts. For each entry: font ID, name, style, font status (OK or missing).

Fonts in Imported EPS Images. Fonts contained in EPS imported graphics. For each entry: font name, name of first picture occurrence, page number, font status (OK or missing).

Colors in Imported EPS Images . Colors contained in EPS imported graphics. For each entry: color name, name of first picture occurrence, page number.

Layout Preferences. The layout preferences settings: general, measurements, paragraph, character, trapping.

Layout Picture Usage. Comprehensive picture usage listing. For each image, basic information: print status, name, page and status. You can add more specific information by selecting the following options:
• Full Path – The full picture file path
• Size – file size and picture dimensions
• Modified – date the image was last saved
• Angle – angle inside the picture box

- Format & Model – file format and color model
- Resolution – image resolution, in dpi
- Effective resolution – image effective resolution, which takes into account scaling
- Offset – the x and y coordinates of the picture within the picture box
- Creator – the application that created the image
- EPS Fonts – embedded EPS font count and listing
- EPS Colors – embedded EPS color count and listing
- Scaling – Picture scaling inside the picture box

Preferences

OfficialReport settings are saved to disk in a file called "**Badia OfficialReport.prf**" located in /<user>/Library/Preferences/Quark/QuarkXPress 7. You can delete this file to revert to the default settings.