

User Guide

Text Count version 1.0 for QuarkXPress™
Windows® Edition and Macintosh® Edition

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Welcome

1.1

Congratulations, you have purchased a quality DTP Tools product.

This manual will guide you through installation and using Text Count 1.0 step by step in easy to follow way.

User Guide contains technical specifications and useful tips. Please read also carefully the License Agreement and Legal Notices included in the first chapter and chapters Limitations and Known Problems.

Product Overview

1.2

Text Count provides quick and easy control over word counts, overflows and thanks to its unrivaled estimate function you can control even the text which was not submitted yet.

This QuarkXPress XTensions works as a palette showing the designer real time count and estimate results. To store this information it creates comprehensive reports document which are ready to pass on to finance department for freelance payments.

Forget about dummy text and copy pasting to text processors to get your estimates and word count done. Text Count performs real time counts displaying up to date results in every second of production. It also estimates text elements in empty text boxes helping you adjust size of frames according to desired word count and style.

Licene Agreement

1.3

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1.4

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System Requirements

2.1









To install and use Text Count 1.0, you will need the following:

Macintosh® Edition:

Power PC based Mac OS compatible computer and higher with QuarkXPress™ 4.03 or later installed

Windows® Edition:

PC with QuarkXPress™ 4.03 or later installed

 Text Count	 WINDOWS	 MAC OS 9	 MAC OS X
QuarkXPress 4.03 – 5.0			—
QuarkXPress 6.x		—	
Adobe InDesign 2.x	2004	2004	2004
Adobe PageMaker 6.5 – 7.0	2004	2004	—
Adobe FrameMaker 5.5 – 7.0	2004	2004	—

Getting Started

2.2

Download setup file for your platform from <http://www.dtpools.com/textcount>

Windows – QuarkXpress 4.03 – 6.x:

Run Text_Count_1.0_Setup.exe and follow instructions.

Mac QuarkXpress 4.03 – 5.0:

Unstuff Text_Count_1.0_QX_4_5.bin, run install and follow instructions.

Mac QuarkXpress 4.03 – 5.0:

Unstuff Text_Count_1.0_QX_6.bin, run install and follow instructions.

What will happen during installation

2.3

Windows

Installation program will detect folder with QuarkXPress. Then it will copy the “Text Count.XNT” file into XTensions folder and creates “Text Count” folder with “License Agreement.pdf”, “Text_Count_Manual.pdf” (this document) and the uninstall program in Program Files folder.

Macintosh

Installation program will detect folder with QuarkXPress. Then it will copy the “Text Count” file into XTensions folder and creates the “Text Count” folder with “License Agreement.pdf” and “Text_Count_Manual.pdf” (this document) on your desktop.

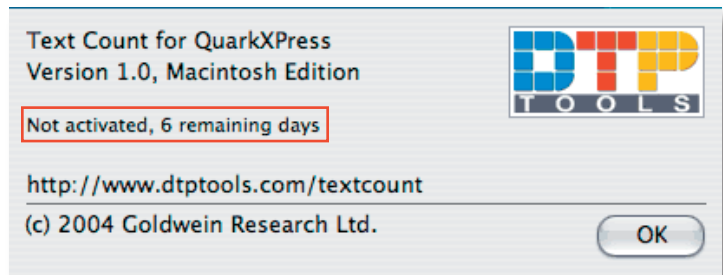
After installation, Text Count is in the try-out mode. To use the fully functional version, you need to purchase it (chapter 5.1 – Purchasing Text Count) or activate it (chapter 5.3 – Activation).

Limitation of try-out version

2.4

Text Count try-out version will work as a fully functional one for 7 days after installing. After this period, all functions of Text Count will be disabled. Number of remaining days of the trial period is indicated in About dialog.

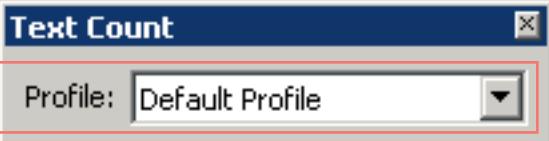
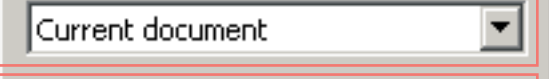
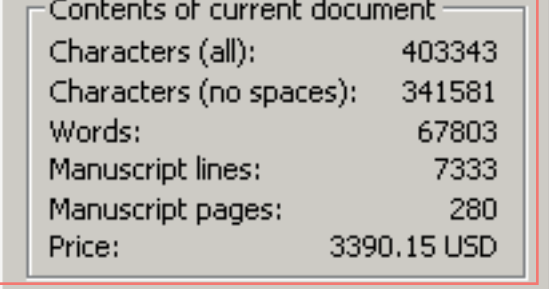
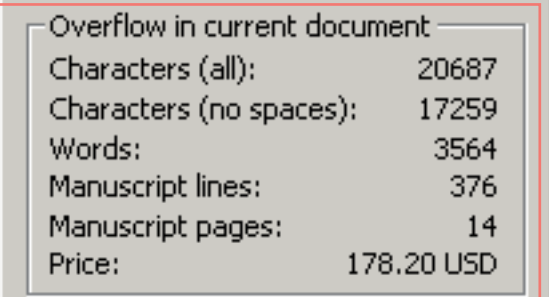
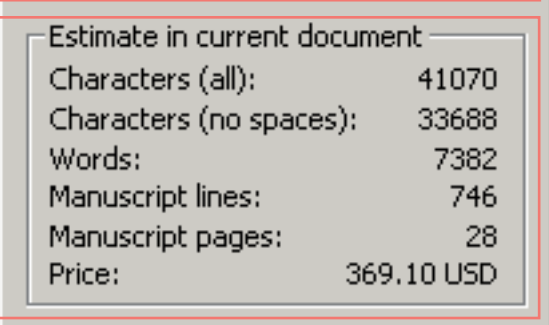
When the trial is expired, you can reactivate the program by purchasing it or activating it with a serial number or activation key you have obtained. (see chapters 5.1 or 5.3)



Text Count Palette

3.1

Palette is a window displaying all desired data about active document.

<p>The first list allows you to switch between different profiles, you have previously set in Options.</p>	
<p>Second list determines what range will be considered in the counts and estimates.</p>	
<p>First pane of the palette shows results of the actual count. Text in the box header indicates what elements and how many of them were counted.</p>	
<p>Second pane is active when some of the counted elements contain overflow text. Overflow text can be counted only when Text box, Story, Page or Document range is selected. When counting overflow in multiple text boxes or stories, number of items with overflow text is indicated in the box header.</p>	
<p>Third pane shows numbers of text needed to entirely fill selected space. Depending on your settings, it counts for either empty text boxes only, or for every text box with remaining space.</p>	

How to show palette

To show Text Count palette in the workspace go to **Window** menu in QuarkXPress 6.0 or **View** menu in QuarkXPress 4.03 – 5.0 and choose **Show Text Count**.

User defined parameters

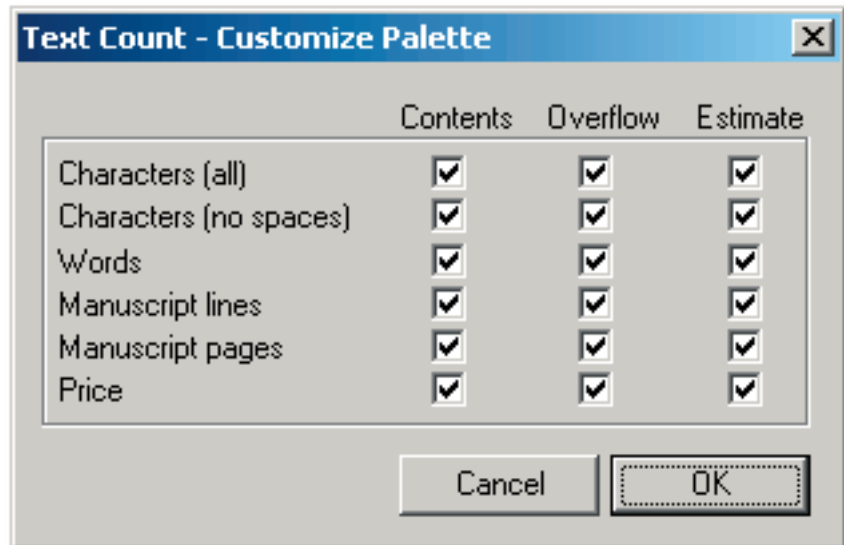
Please remember to check values for Manuscript line and page and to enter prices per item and currency in Options dialog in order to get correct results.

Customizing Palette

3.2

After the first launch, Text Count palette will open with all values included. To display only the data you need, use the Customize palette option.

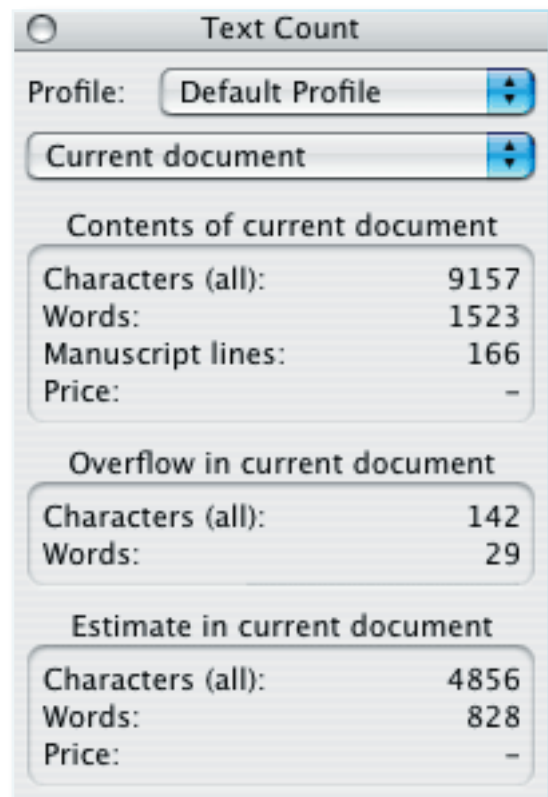
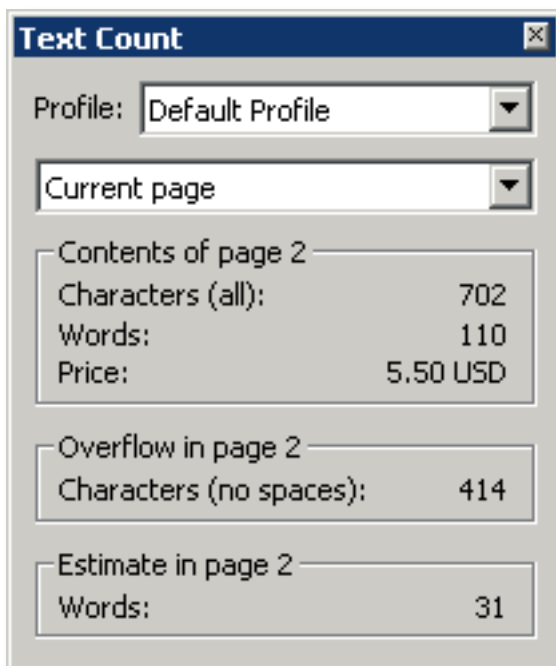
For each of the panes, you can choose items to be displayed. For example, you can see count of characters with spaces, words and price, number of overflowing manuscript lines and estimate of words to fill the empty space. If you leave whole column unchecked, relevant pane will disappear from the palette.



Customize Palette

To open the Customize Palette dialog, you can either go to Utilities menu and choose customize palette in the Text Count pop up menu, or simply hold "Alt" key and click on the Text Count palette.

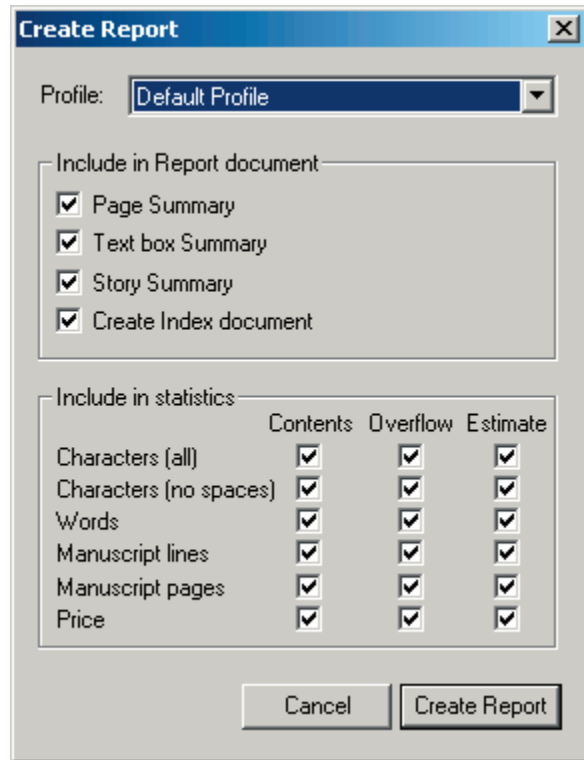
Examples of compact size palettes (Windows and MAC OS X) showing data essential for current project.



Creating Reports

3.3

In profile dialog you can choose information to be included in the Text Count report document and profile you want to use for counting and appraising.



Report Contents

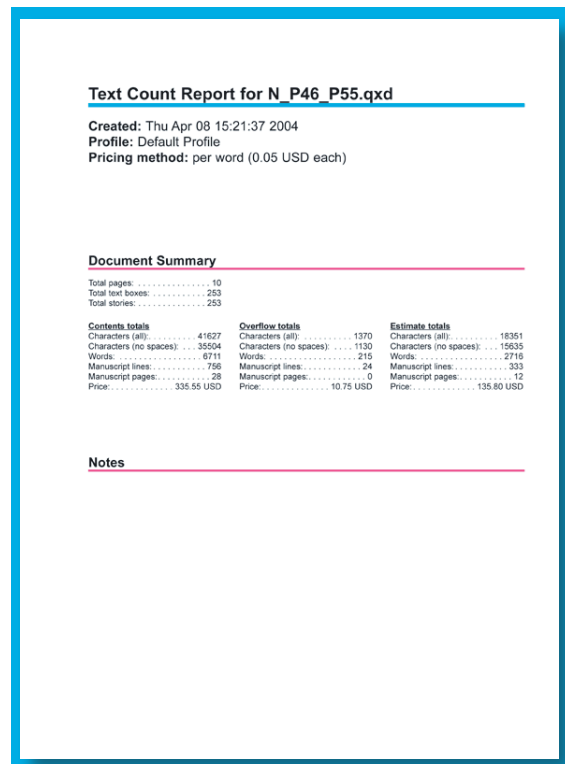
3.4

First page showing name of the document report is created for, date, used profile and pricing method and summary of whole document is in every report.

Remaining space is designated for your notes and comments to accompany the Text Count Report.

Report documents

Report document is a new document created by Text Count. Index document is a copy of original document with highlighted and indexed text boxes. Neither report document, nor index document is saved, if you want to keep either of these, save it before closing.



Report sections

Page Summary

Page 46	Page 48	Page 50
Contents	Contents	Contents
Characters (all) 3553	Characters (all) 1754	Characters (all) 6590
Characters (no spaces) 3187	Characters (no spaces) 1577	Characters (no spaces) 5872
Words 450	Words 233	Words 941
Manuscript lines 66	Manuscript lines 31	Manuscript lines 119
Manuscript pages 2	Manuscript pages 1	Manuscript pages 4
Price 24.50 USD	Price 11.85 USD	Price 47.05 USD
Overflow	Overflow	Overflow
Characters (all) 19	Characters (all) 55	Characters (all) 32
Characters (no spaces) 16	Characters (no spaces) 49	Characters (no spaces) 30
Words 3	Words 6	Words 3
Manuscript lines 0	Manuscript lines 1	Manuscript lines 0
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.15 USD	Price 0.30 USD	Price 0.15 USD
Estimate	Estimate	Estimate
Characters (all) 1082	Characters (all) 2349	Characters (all) 4050
Characters (no spaces) 931	Characters (no spaces) 2021	Characters (no spaces) 3458
Words 151	Words 328	Words 592
Manuscript lines 19	Manuscript lines 42	Manuscript lines 73
Manuscript pages 0	Manuscript pages 1	Manuscript pages 2
Price 7.55 USD	Price 16.40 USD	Price 29.60 USD
Page 47	Page 49	Page 51
Contents	Contents	Contents
Characters (all) 2154	Characters (all) 1281	Characters (all) 5328
Characters (no spaces) 1859	Characters (no spaces) 1166	Characters (no spaces) 4620
Words 301	Words 173	Words 742
Manuscript lines 3	Manuscript lines 2	Manuscript lines 9
Manuscript pages 1	Manuscript pages 0	Manuscript pages 3
Price 15.05 USD	Price 6.65 USD	Price 37.10 USD
Overflow	Overflow	Overflow
Characters (all) 27	Characters (all) 16	Characters (all) 150
Characters (no spaces) 24	Characters (no spaces) 13	Characters (no spaces) 133
Words 3	Words 2	Words 19
Manuscript lines 0	Manuscript lines 0	Manuscript lines 2
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.15 USD	Price 0.10 USD	Price 0.95 USD
Estimate	Estimate	Estimate
Characters (all) 1992	Characters (all) 2925	Characters (all) 4074
Characters (no spaces) 1713	Characters (no spaces) 2520	Characters (no spaces) 3502
Words 279	Words 405	Words 872
Manuscript lines 36	Manuscript lines 53	Manuscript lines 74
Manuscript pages 1	Manuscript pages 2	Manuscript pages 2
Price 13.95 USD	Price 20.25 USD	Price 28.60 USD

Page summary shows subtotals for every page.

Text box Summary (continued)

Text box #61	Text box #63	Text box #66
Contents	Contents	Contents
Characters (all) 25	Characters (all) 42	Characters (all) 34
Characters (no spaces) 25	Characters (no spaces) 40	Characters (no spaces) 30
Words 1	Words 4	Words 6
Manuscript lines 0	Manuscript lines 0	Manuscript lines 0
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.05 USD	Price 0.20 USD	Price 0.30 USD
Estimate	Estimate	Estimate
Characters (all) 120	Characters (all) 171	Characters (all) 191
Characters (no spaces) 104	Characters (no spaces) 148	Characters (no spaces) 165
Words 16	Words 23	Words 26
Manuscript lines 2	Manuscript lines 3	Manuscript lines 3
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.80 USD	Price 1.15 USD	Price 1.30 USD
Text box #62	Text box #64	Text box #67
Contents	Contents	Contents
Characters (all) 28	Characters (all) 45	Characters (all) 226
Characters (no spaces) 27	Characters (no spaces) 43	Characters (no spaces) 200
Words 3	Words 4	Words 28
Manuscript lines 0	Manuscript lines 0	Manuscript lines 4
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.15 USD	Price 0.20 USD	Price 1.40 USD
Estimate	Estimate	Estimate
Characters (all) 186	Characters (all) 180	Characters (all) 181
Characters (no spaces) 161	Characters (no spaces) 156	Characters (no spaces) 158
Words 25	Words 24	Words 23
Manuscript lines 3	Manuscript lines 3	Manuscript lines 3
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 1.25 USD	Price 1.20 USD	Price 1.15 USD
Text box #65		
Contents		
Characters (all) 0		
Characters (no spaces) 0		
Words 0		
Manuscript lines 0		
Manuscript pages 0		
Price 0.00 USD		

Text box Summary displays counts for separate text boxes. Numbers relate to those in index document.

Story Summary (continued)

Story in #238	Story in #240	Story in #242
Contents	Contents	Contents
Characters (all) 110	Characters (all) 249	Characters (all) 15
Characters (no spaces) 98	Characters (no spaces) 155	Characters (no spaces) 12
Words 33	Words 71	Words 4
Manuscript lines 2	Manuscript lines 4	Manuscript lines 0
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 1.65 USD	Price 3.55 USD	Price 0.10 USD
Overflow	Overflow	Overflow
Characters (all) 9	Characters (all) 21	Characters (all) 5
Characters (no spaces) 3	Characters (no spaces) 7	Characters (no spaces) 4
Words 3	Words 7	Words 1
Manuscript lines 0	Manuscript lines 0	Manuscript lines 0
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.15 USD	Price 0.35 USD	Price 0.05 USD
Story in #239	Story in #241	Story in #243
Contents	Contents	Contents
Characters (all) 165	Characters (all) 2720	Characters (all) 15
Characters (no spaces) 113	Characters (no spaces) 2453	Characters (no spaces) 14
Words 54	Words 263	Words 2
Manuscript lines 3	Manuscript lines 49	Manuscript lines 0
Manuscript pages 0	Manuscript pages 1	Manuscript pages 0
Price 2.70 USD	Price 13.15 USD	Price 0.10 USD
Overflow	Overflow	Overflow
Characters (all) 12	Characters (all) 38	Characters (all) 5
Characters (no spaces) 4	Characters (no spaces) 35	Characters (no spaces) 4
Words 4	Words 44	Words 1
Manuscript lines 0	Manuscript lines 7	Manuscript lines 0
Manuscript pages 0	Manuscript pages 0	Manuscript pages 0
Price 0.20 USD	Price 2.20 USD	Price 0.05 USD
Story in #244		
Contents		
Characters (all) 29		
Characters (no spaces) 28		
Words 2		
Manuscript lines 0		
Manuscript pages 0		
Price 0.10 USD		

Story Summary displays counts for separate stories. Number of story is a number of frame, where story begins.



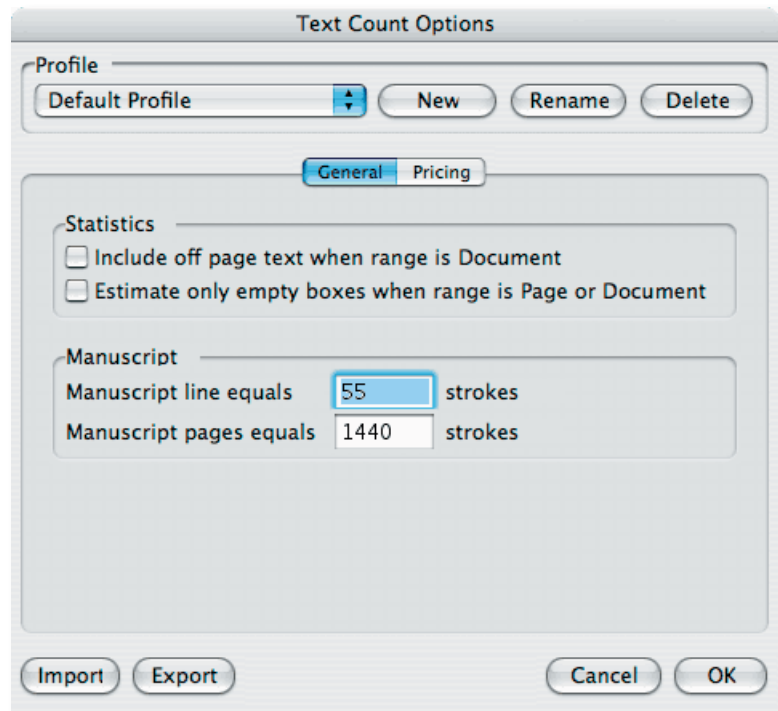
Indexed document is a separate document with numbers assigned to each frame. Different colors are used when text boxes overlay.

General Options

4.1

In general options dialog you can choose following parameters of counts and estimates:

- whether to consider text placed completely off page when performing count of the entire document
- when active estimate will ignore text boxes containing some text when performing count of the entire page or document
- enter number of strokes per on manuscript line according to your specifications; default value is 55
- enter number of strokes per one manuscript page according to your specifications; default value is 1440



Price Options

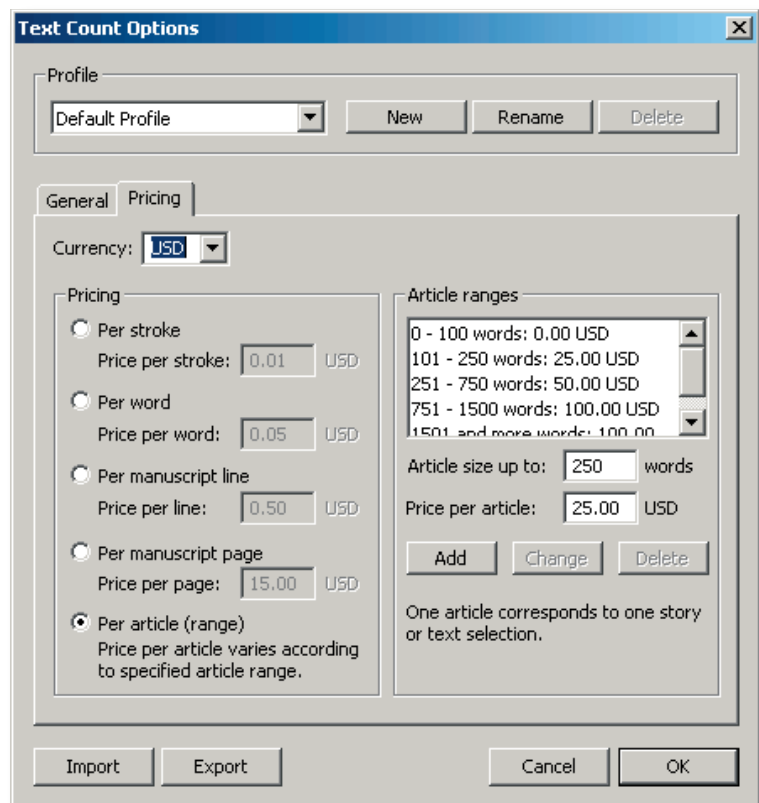
4.2

In the second tab of options dialog, you can set up your preferences for price counting.

Choose the method you use for counting price. Then you can fill in the price of one element (word, stroke etc.). This amount will be multiplied by number of such elements in text to get the price of counted range.

If you pay your contributors per range of word count, add the ranges and prices to the Article ranges list by entering boundary amounts of words and price applying to range between the number you entered and the closest lower number in the list.

If you enter number smaller than the highest number in the list, affected range will split. If you delete a range in the middle of a list the higher range will expand to the lower border amount. After adding highest number in list, range # and more will be created



automatically. To adjust the price for story exceeding the highest entered number by choose this range, enter desired amount and click **Change** button.

You can choose the currency code to be displayed with the price results. If your currency code is not on the list, you can type it in.

Price per range specifics

Price per range can be counted only when selected range is story or document.

Profiles

4.3

If you use same criteria and pricing method for all jobs, you can set up everything in Default profile and click OK to keep changes. However, if you need to use different settings it's useful to create separate profiles to save the settings.

To create a new profile click **New** button in and type in name of profile. If the name is already used, **OK** button will be disabled. Settings of the new profile will be based on current settings in options dialog.

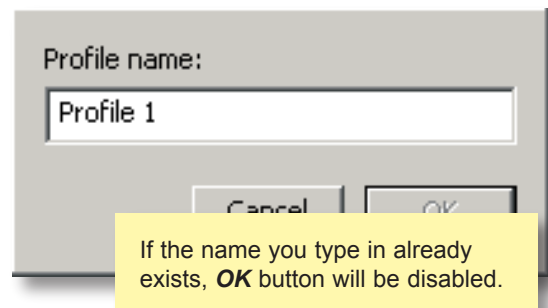
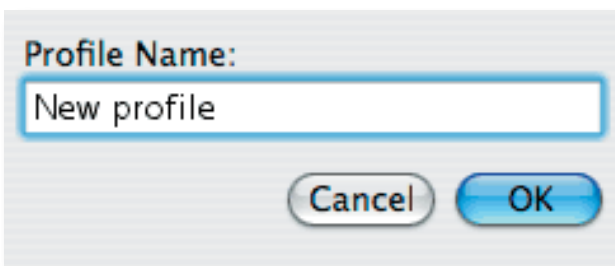
To rename a profile, select it from the list and click **Rename** button. If the name you type in is already used, **OK** button will be disabled.

To delete a profile, select it from the list and click **Delete** button. At least one profile has to remain.

To set and update preferences and price lists in more installations of Text Count, you can save all profiles into a file by clicking **Export** button in the bottom of Options dialog. Preferences are saved into *.tcp file, which you can import.

To import profiles click **Import** button and select desired*.tcp file. If the Text Count into which you import already contains profiles of the same name, (*old*) will be added after original name of the profile.

Exporting and importing profiles can also be useful for archiving and backup of your settings.



Purchasing Text Count

5.1

After installation, Text Count will be in the try-out mode. To get all benefits of a fully functional software, you need to purchase it.

To carry out the purchase choose **Utilities** → **Buy Text Count now...**

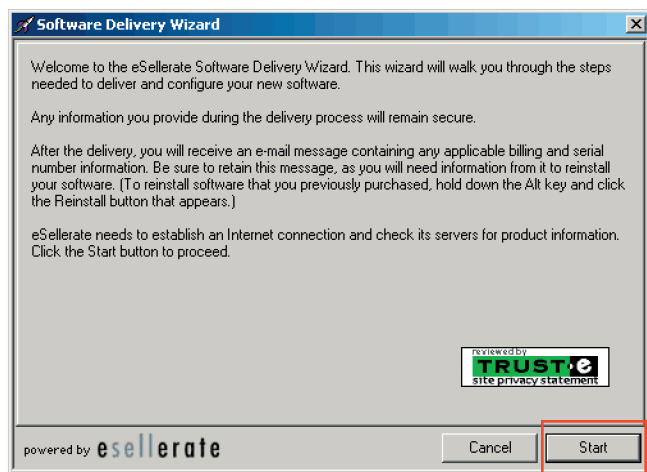
Your computer needs to be connected to internet during purchase.

Online store

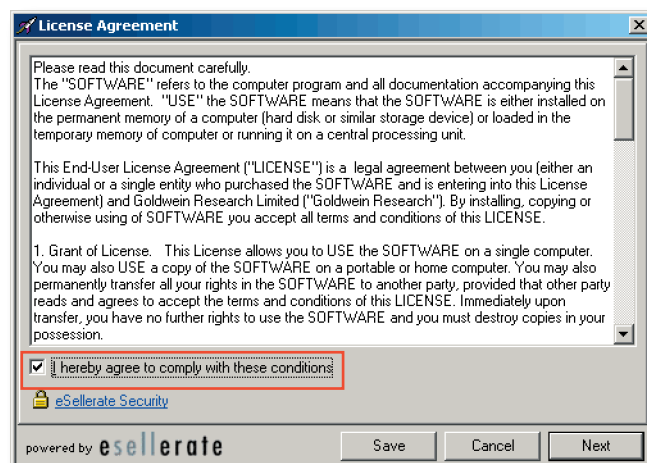
Text Count is available for sale also in DTP Tools online store. For this purchase method visit www.dtptools.com

eSellerate Software Delivery Wizard will guide you through the purchase.

Choose Start in the *Software Delivery Wizard* dialog.



Next dialog contains the License Agreement. Please read it carefully. You can also save the text of License Agreement for future reviewing. To proceed with purchase, you must agree with the conditions of Agreement. After indicating so, click on the **Next** button.



As address use billing address of the credit card you will use for the transaction.

On the email address you enter, you will receive Order confirmation e-mail, containing all information regarding the transaction and product's serial number.

If you do not wish to receive information about product updates and offers, make sure this item is not checked.

If the billing address you selected at the Personal Information screen was for a country in the European Union, you will have the option to enter a Value Added Tax

(VAT) ID number. The VAT ID applies only to qualified business customers from the European Union. All other customers should leave this field blank. If VAT applies to your purchase, you will find the specific amount after proceeding.

After you specify the quantity of licenses you want to buy, you will see total price with volume discounts included. To find out more about current volume and cross-platform discount policy for Text Count 1.0, follow the link [Volume and cross-platform discounts available](#).

If there are any Coupons applicable, you will have the option to enter Coupon ID to obtain the discount.

Personal Information

First Name: Joe Address: 33 Wenceslas square

Last Name: Nowak Address:

E-mail Address: info@dtptools.com City: Prague

Retype E-mail: info@dtptools.com State/Province:

Company: DTP Tools customers Country: Denmark

Phone: +001123123123 Zip/Postal Code: 21000

Send me information about product updates and offers indicates a required field
Use credit card billing address

Quantity: 10 x \$94.00 = \$940.00 Coupon: COUPONNAME
VAT ID:

[Volume and cross-platform discounts available](#)

powered by esellerate

Cancel Back Next

Buying more licenses

If you need to use more than one Text Count, you can buy more licenses within the application.

The Text Count, which you used for purchase, will activate automatically. For activating remaining copies follow chapter 5.3 – Activation

Volume discount

Volume discount is a price reduction applicable in case you purchase more licenses of the product. It varies according to amount of licenses purchased.

When purchasing amounts significantly exceeding quantities specified in the table of discounts, please contact us at sales@dtptools.com

Cross-platform

Cross-platform discount is an expansion of usual volume discount. It enables you to use total number of licenses purchased for Windows® and Macintosh® edition of Text Count to calculate the discount.

For more information about cross-platform multi licensing see chapter 3.3 – Activation

To proceed with the transaction, fill in your credit card information.

If the billing address you selected at the Personal Information screen was for a country other than the United States, you will have the option to select a local currency (if that currency is supported). This option is supported for Visa and MasterCard only.

If the billing address you selected at the Personal Information screen was for a country in the European Union, the purchase will be subject to a Value Added Tax (VAT). Unless you entered a valid VAT ID as a qualified business customer, the order total will include VAT.

For more information about security follow the link eSellerate security.

Your order will be processed after confirming the information. If everything is correct, click the submit button.

You might need the information from the receipt for reinstallation or “switching” of Text Count. Do not forget to print it or save it. You will also receive Order Confirmation email containing this information on the address you entered.

Once Text Count is purchased, **Buy Text Count now...** and **Activate Text Count...** items will be disabled in the **Utilities** menu and will disappear after next application start.

Reinstallation

When you reinstall a copy of Text Count that was already purchased and subsequently uninstalled, you need to reactivate it. Computer needs to be connected to internet during reinstallation.

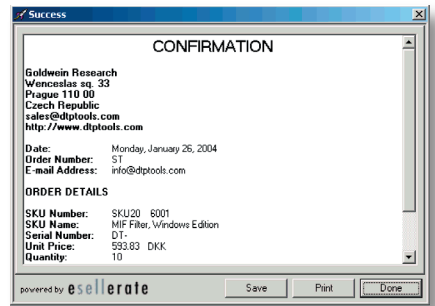
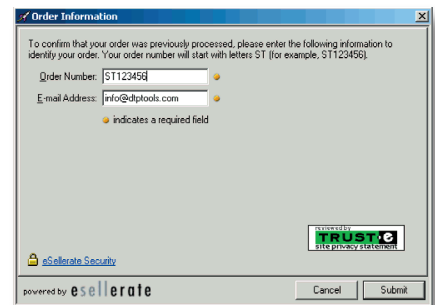
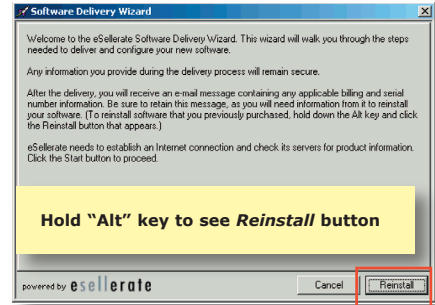
Choose **Utilities** → **Buy Text Count now...**

Hold "Alt" key in the first dialog of *Software delivery wizard*. **Reinstall** button will appear in place of **Start** button.

To verify that your order was previously processed, please enter Order number (you will find it on Receipt or in Order Confirmation e-mail you received after buying Text Count). Your order number will start with letters ST (for example, ST123456).

You can save or print confirmation page, which contains all information you might need for future reinstallations, upgrading or "switching" of Text Count.

Once Text Count is reinstalled, **Buy Text Count now...** and **Activate Text Count...** items will be disabled in the **Utilities** menu and will disappear after next start.



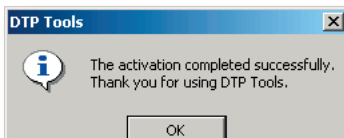
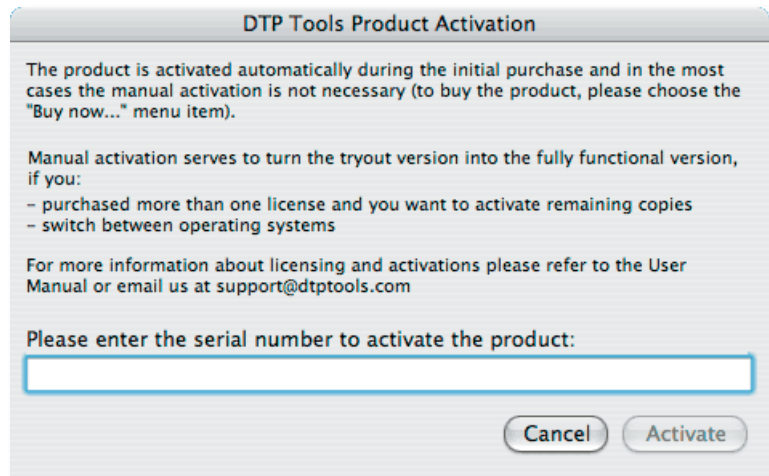
Reinstallation
Reinstallation is activation of Text Count, which was purchased, subsequently uninstalled or deleted and installed again.
There is a standard limit of three reinstallations per license. Once you reach this limit, you need to contact support@dtptools.com before reinstalling again.

Activation

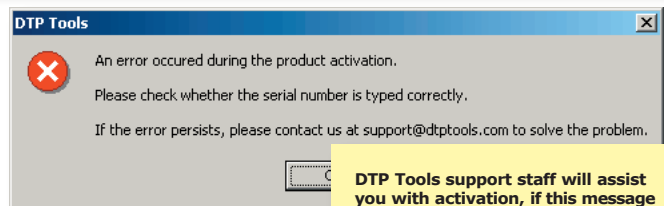
5.3

Text Count is activated automatically during purchase, if you buy it from within application. However, when you purchase Text Count in online store, you need to activate it manually. When buy more than one license from within the application, only the Text Count you used for purchasing will be activated. Remaining copies need to be activated manually. Activation is also used when "switching" Text Count from one platform to another. To do so choose **Utilities** → **Activate Text Count...** Your computer needs to be connected to internet during activation.

Enter serial number you obtained after purchase. Number is included on Receipt and also in Order Confirmation e-mail. This serial number applies to all licenses you purchased.



This message indicates succesfull activation



DTP Tools support staff will assist you with activation, if this message appears after entering valid serial number.

Once Text Count is activated, **Buy Text Count now...** and **Activate Text Count...** items will be disabled in the **Utilities – Text Count** submenu and will disappear after next start.

Activating multiple licenses

Product serial number you obtain after buying the application is valid for all copies you want to use.

Number of permitted installations is indicated by the three digit number in the third section of serial number:

DT-111-003-1111-1111-1111-1111

Protection

There is a limit for number of activations similar to the one for reinstallations. Once you reach this limit, you need to contact support@dtptools.com before activating again.

Switching host platform

To make your professional life easier, we have come up with a new licensing policy. If you decide to switch from PC to Mac or vice versa, you don't have to care about additional costs of renewing licenses for DTP Tools. It's free! This applies only if you uninstall the previous version.

How To Read Results

6.1

In case you are counting single text box with overflow text, counts for story and for text box show different numbers. When counting story, selection or document, you get counts for whole text, including the overflow one. When counting text boxes or page, only the text in the boxes is counted and overflow text is counted separately.

Count method

Text Count counts words and characters the same way as Microsoft Word. It gives exactly same results for identical text.

Estimates

6.2

Estimates for empty text boxes and for remaining space should facilitate production when you don't have all the content ready.

To obtain the best result, it's important to have desired character and paragraph style of the frame defined. Estimates also get more accurate, when there is already some text in the document. During whole production Text Count learns about characters and words used and refines the estimates. Estimate for text box or story can improve markedly, when one or two lines of the future content are in it.

Making text box tailored for its future content

When you create a new text box, Text Count starts estimating word count to fill the empty space immediately. Just set the desired style of text and start adjusting the size of a frame until you see desired word count in estimate pane. As with the other estimates, pasting a line or two of text similar to the future content will refine the results.

DTP Tools team wishes you a pleasant spending of the time Text Count will save you.

If you find a way to improve this product, or an imperfection in its functions, please share your experience with us at feedback@dtptools.com