Text Count

User Guide

Text Count 1.1 for Adobe InDesign® and InCopy®
Windows® Edition and Macintosh® Edition

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Product homepage:

www.dtptools.com/textcount

Company address:

Goldwein Research Ltd.
33 Wenceslas Square
110 00 Prague
Czech Republic

You can contact DTP Tools at:

info@dtptools.com	general information about company or products
support@dtptools.com	technical assistence with DTP Tools products
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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 1.1 step by step in easy to follow way.

User Guide contains technical specifications and useful tips. Please read also carefully the License Agreement included in the first chapter.

Product Overview 1.2

Text Count 1.1 constitues a new easier way to manage overset text and provides comprehensive information about text in your InDesign documents. It's unique "smart estimate" function will help you efficiently assign document space and stories.

This Adobe InDesign Plug–in works as a panel showing the designer real time count and estimate results. To store this information it creates comprehensive reports. In the application pannel you will also find useful tools for managing text and overset text.

Forget about placeholder 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 frames helping you adjust size of frames according to desired word count and style.

Licese Agreement 1.3

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System Requirements 2.1

To install and use Text Count 1.1,
you will need the following:

Macintosh® Edition:
Power PC based Mac OS X compatible computer and higher with InDesign® or InCopy® 3.0 or later installed

Windows® Edition:
PC with InDesign® InCopy® 3.0 or later installed

Text Count	WINDOWS	MAC OS 9	MAC OS X
QuarkXPress 4.03 – 5.0	✓	✓	—
QuarkXPress 6.x	✓	—	✓
Adobe InDesign / InCopy 3.x	✓	✓	✓
Adobe FrameMaker 5.5 – 7.0	✓	✓	—

Getting Started 2.2

Download setup file for your platform from http://www.dtptools.com/textcount

Windows – Adobe InDesign 3.x:
Run TextCount_1.1W_IDCS_Setup.exe and follow instructions.

Windows – Adobe InCopy 3.x:
Run TextCount_1.1W_ICCS_Setup.exe and follow instructions.

Mac Adobe - InDesign 3.x :
Unstuff TextCount_1.1M_IDCS_Install.bin, run install and follow instructions.

Mac Adobe - InCopy 3.x :
Unstuff TextCount_1.1M_ICCS_Install.bin, run install and follow instructions.

What will happen during installation 2.3

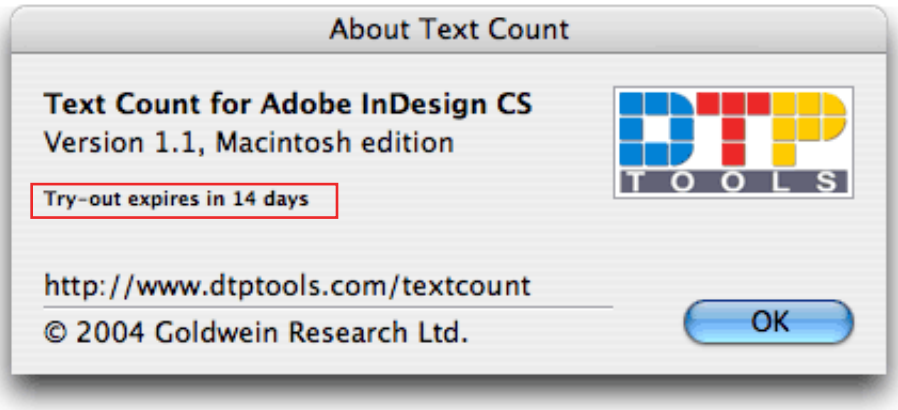
Windows
Installation program will detect folder with Adobe InDesign or InCopy. Then it will copy the "Text Count.pln" file into Plug–in folder.

Macintosh
Installation program will detect folder with Adobe InDesign or InCopy. Then it will copy the "Text Count" file into Plug–in folder.

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).

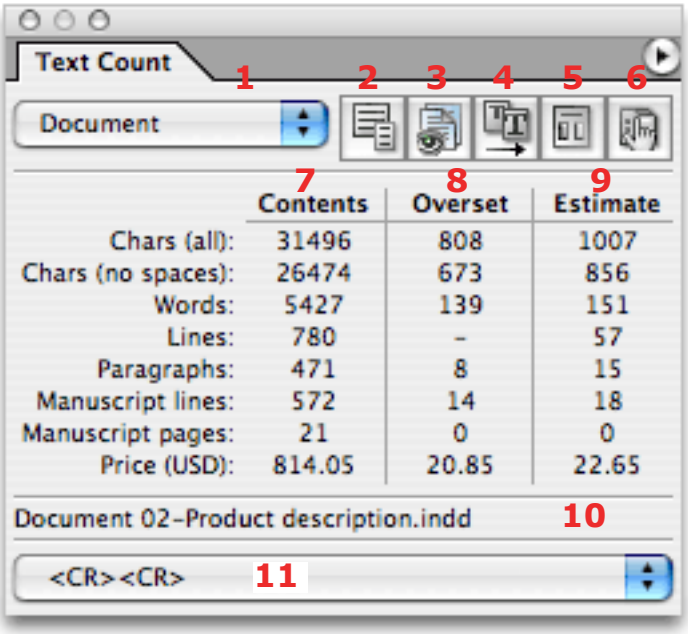
Limitation of try–out version 2.4

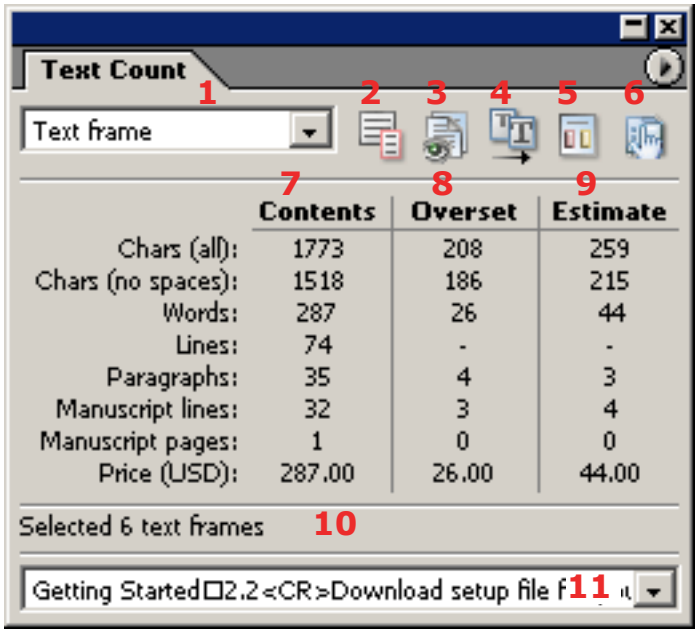
Text Count try–out version will work as a fully functional one for 14 days after installing. After this period, all functions of Text Count will be disabled. Number of remaining days of the trial period is indicated in the About dialog and in the intro screen.
When the trial is expired, you can reactivate 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 Panel 3.1

Panel is a window displaying all desired data about chosen range in active document.





Controls

1 Drop down list determines what range will be considered in the counts, estimates and overset text counts.

2 Show/hide frames displaying overset text.

3 Preflight document for overset text. Turn on automatic preflight

4 Fit text to frame (icon is changing depending on whether the text is overset or not entirely filling frame)

5 Create report document.

6 Customize Text Count panel.

Information

7 First column shows results of the actual count.

8 Second column is active when some of the counted elements contain overset text. Overset text can be counted only when Text frame, Story, Page or Document range is selected.

9 Third column shows amounts of text needed to entirely fill selected space. Depending on your settings, it counts for either empty text frames only, or for every text frame with remaining space.

10 Infoline in the bottom of the panel indicates what elements and how many of them were counted.

11 Overset peflight results showing intial words of overset stories. Clicking on list item highllights story with overset text.

How to show panel

*To show Text Count panel in the workspace go to **Window** menu in Adobe InDesign **and choose Text Count.***

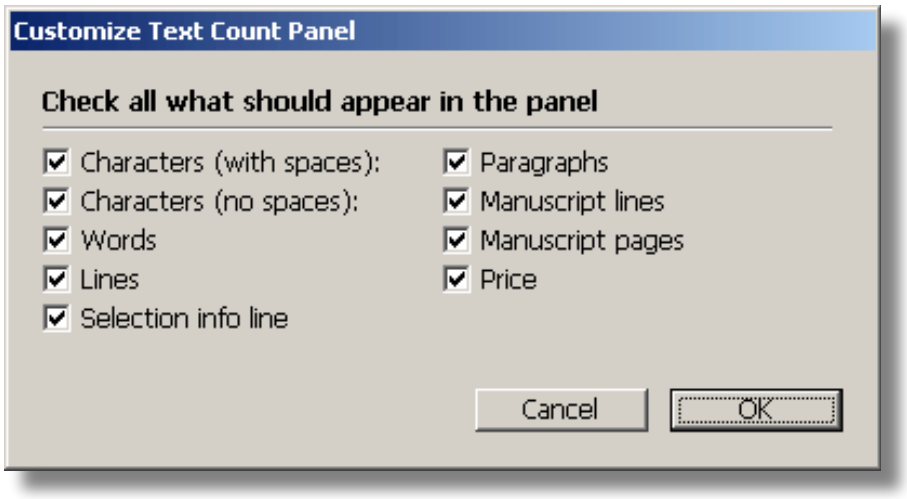
User defined parameters

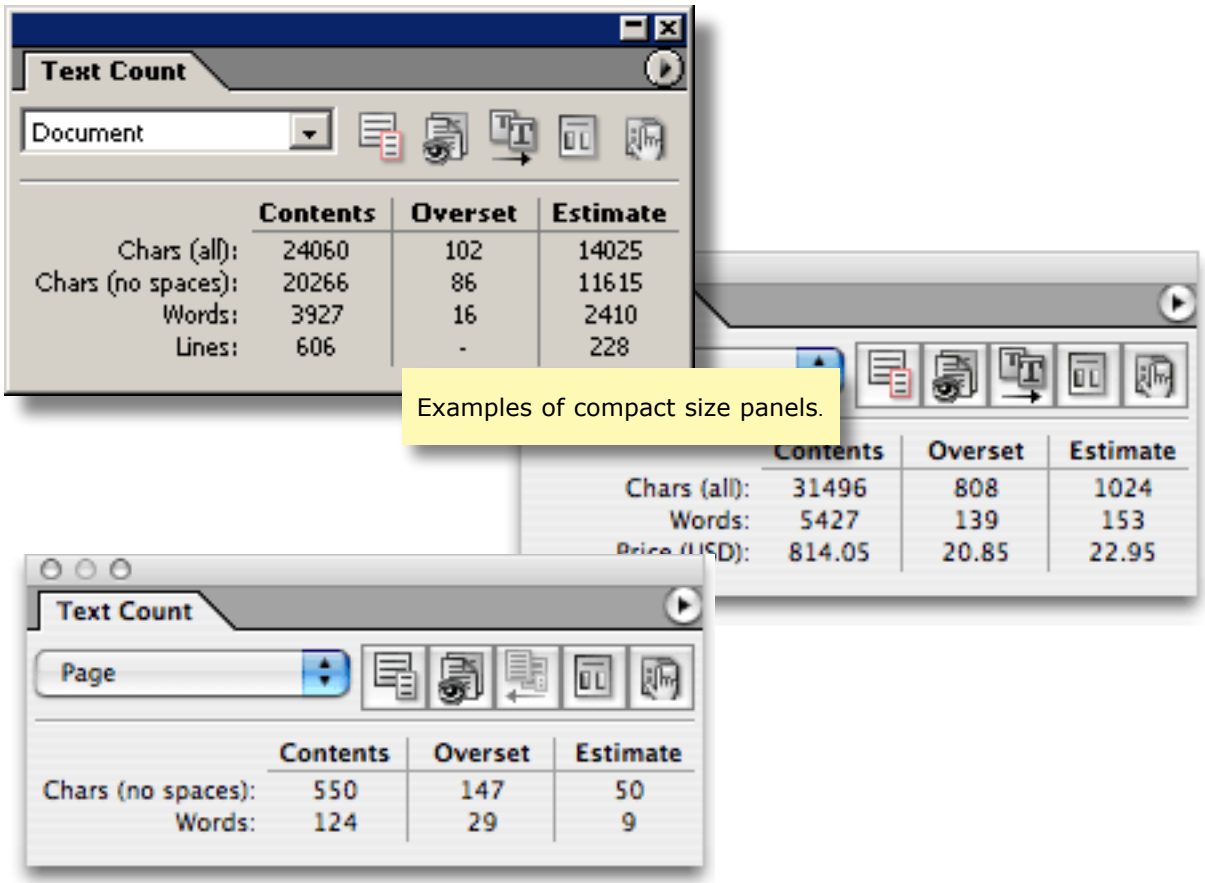
Please remember to check values for Manuscript line and page and to enter prices per item and currency in Options dialog in order to get correct results.

Customizing Panel 3.2

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

You can choose items to be displayed. For example, you can see counts of characters with spaces, words and price. You can also turn of the line containing information about current selection

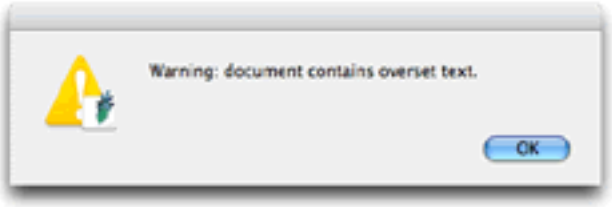




Examples of compact size panels.

Overset Preflight 4.1

Text Count constantly scans your document for overset text. If you click on this button , results will be displayed real time in the bottom part of the Text Count panel.
When preflight is on, Text Count also warns you when you attempt to print or export document to PDF or EPS. Preflight is functional, when the icon is color and you can see the dropdown list in the bottom of the panel. When turned on, it works also when the panel is closed.



Displaying Overset Text 4.2

By pressing first button on the Text Count panel you can display overset text in the current document in special frames. Frames are differentiated by yellow background and attached to the bottom right corner of the overset frame. These frames do not affect counts and overeset text counts.

They can be preinted, but a warning dialog before print or export to PDF or EPS gives you the option to hide them. These frames change size to match the amount ofoverset text.
Dispaly frames are active when the button image is in color.

Text Fitting 4.3

When you need to entirely fill frame and cannot change the text content, Text Count Fit text to frame function will solve your problem within a second. It doesn't matter, whether the frame is overset or not filled entirely,

This icon indicates that the values will be decreased

When you need to entirely fill frame and cannot change the text content, Text Count Fit text to frame function will solve your problem within a second. It doesn't matter, whether the frame is overset or not filled entirely, Text Count will change values of font size and tracking within permitted limits.

Text Count will change values of font size and tracking within permitted limits.

To fill even really wild shapes with given text is easy. Text Count will find the best combination of font size and tracking.

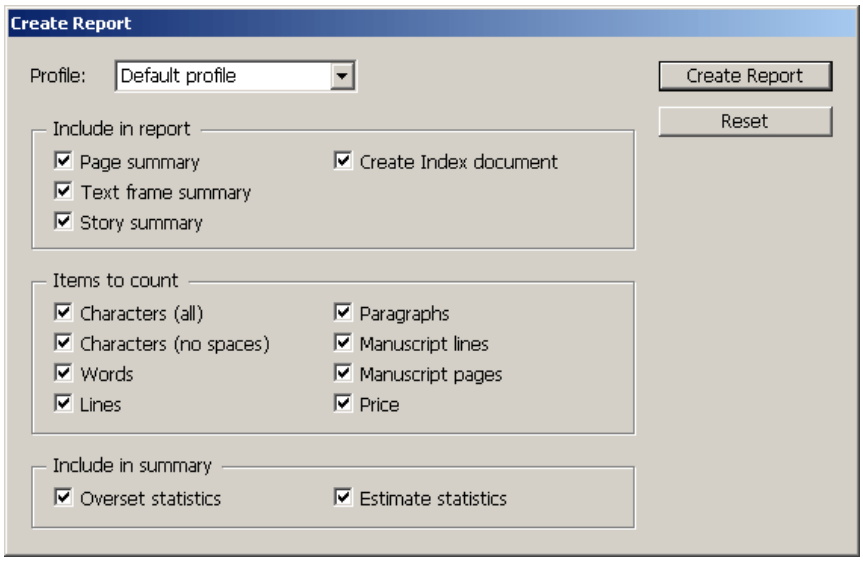
This icon indicates that the values will be increased

To fill even really wild shapes with given text is easy. Text Count will find the best combination of font size and tracking.

Creating Reports 4.4

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

Document has to be saved, if you want to create an indexed copy of it too.



Report Contents 4.5

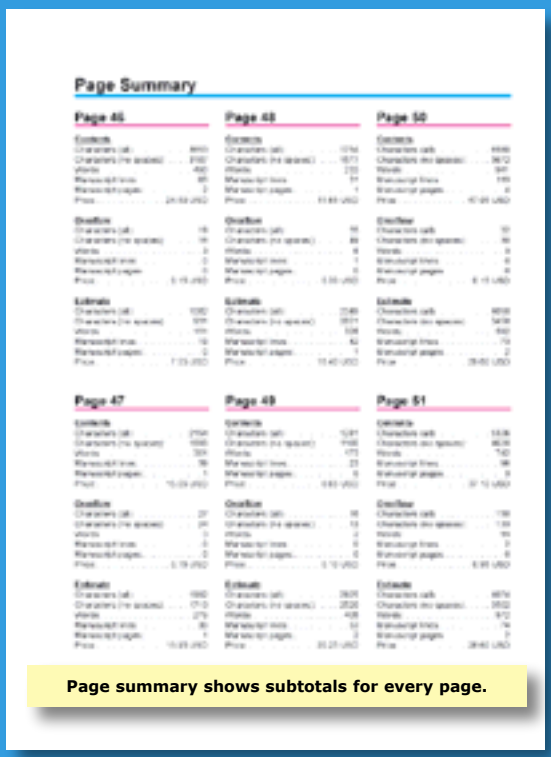
First page showing name of the document report is crated for, date, used profile and pricing method and summary of whole document is in every report.

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 frames. Neither report document, nor index document is saved, if you want to keep either of these, save it before closing.

Report sections



Page summary shows subtotals for every page.

Text frame Summary displays counts for separate text frames. Numbers relate to those in index document.

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 frames overlay.

Preferences 5.1

You can find Text Count preferences among the other InDesign or InCopy preferences in the Preferences submenu in the Edit menu (Windows) or InDesign/InCopy menu (Mac OS X). You can choose following parameters of Text Count functions:

1 profiles store different preferences for different jobs

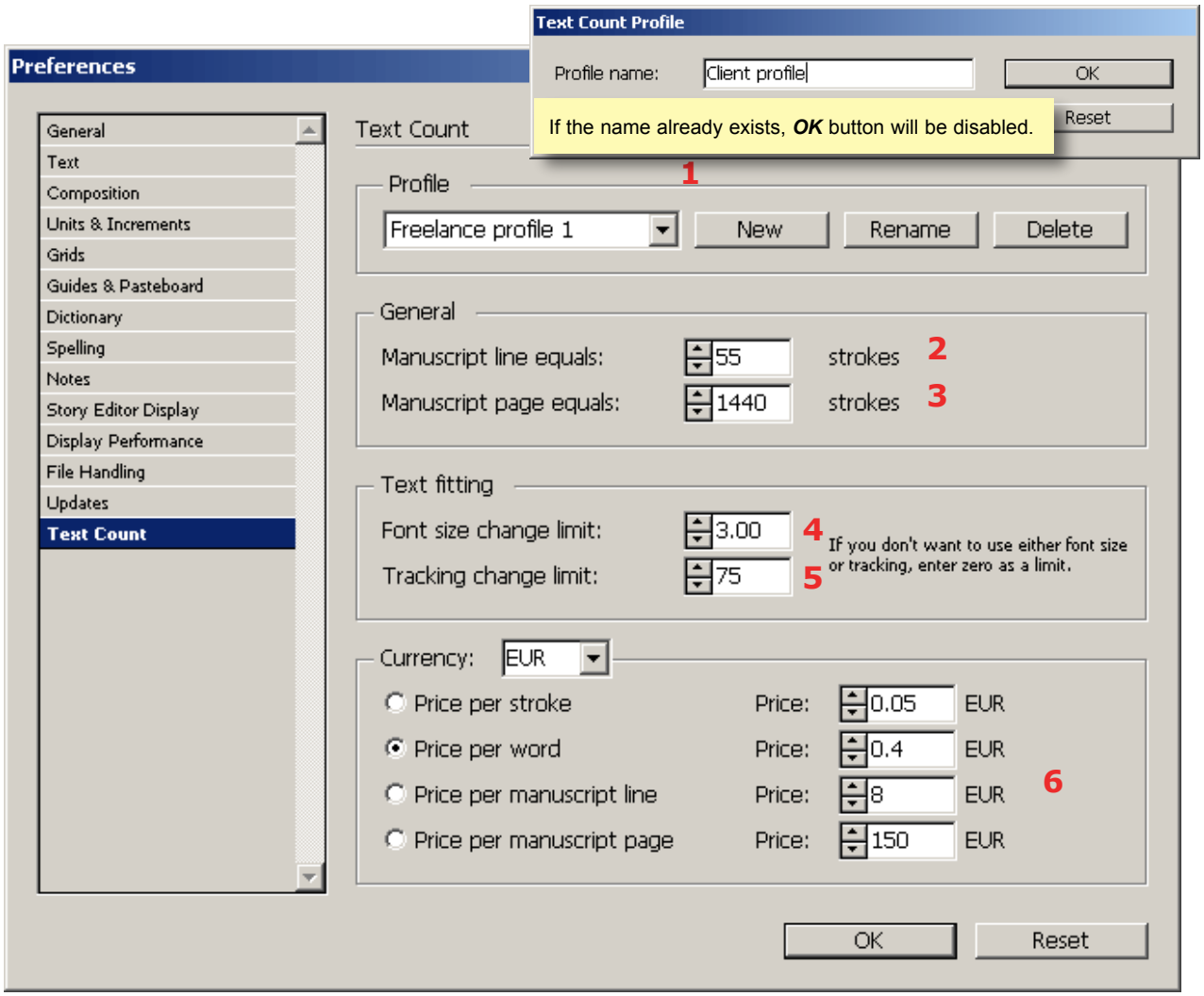
2 enter number of strokes per one manuscript line according to your specifications; default value is 55

3 enter number of strokes per one manuscript line according to your specifications; default value is 1440

4 set how much can Text Count change font size when fitting text to frame

5 set how much can Text Count change tracking when fitting text to frame

6 In the fourth section of preferences dialog, you can set your values 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. 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.



Purchasing Text Count 6.1

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 ***Buy Text Count now...*** in the Text Count menu or the intro screen

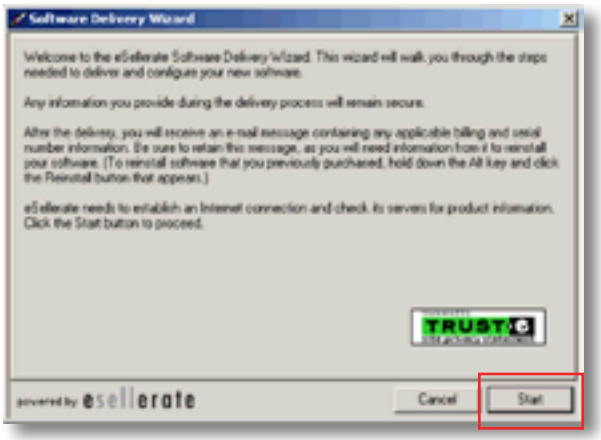
Your computer needs to be connected to internet during purchase.

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.

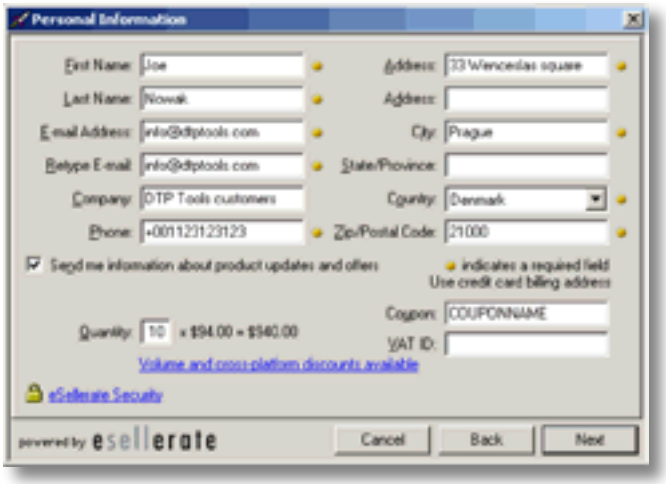
Choose Start in the *Software Delivery Wizard* dialog.



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, your 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 1.1, 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.

Buying more licenses

If you need to use Text Count plug–in on more than one computer, you can buy more licenses within the application.

The Text Count, which you used for purchase, will activate automaticly. 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

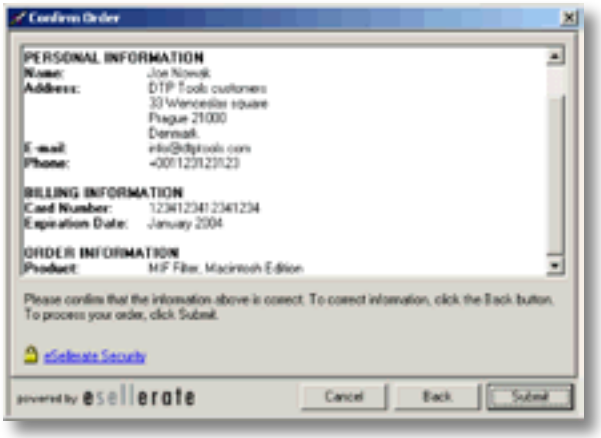
To proceed with the transaction, fill in your credit card information.

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 in the European Union country, 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.

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

For more information about security follow the link eSellerate security.



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.

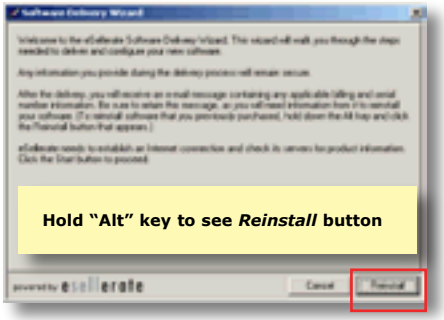
Once Text Count is purchased, ***Buy Text Count now...*** and ***Activate Text Count...*** items will disappear the Text Count panel menu.

Reinstallation 6.2

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 ***Buy Text Count now...*** in the Text Count panel menu or the intro screen

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



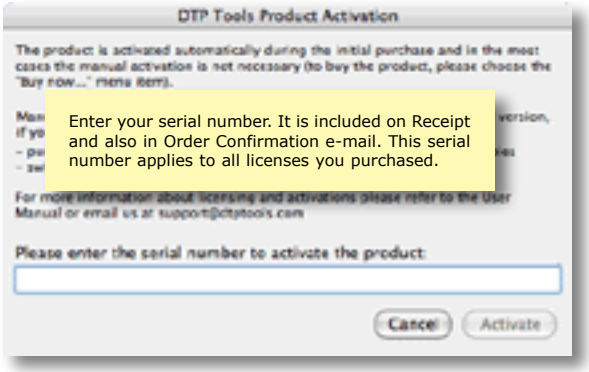
To verify that your order was previously processed, please enter Order number (you will find it on Receipt or in Order Confirmation e-mail you received after buying Text Count). Your order number will start with letters ST (for example, ST123456).
You can save or print confirmation page, which contains all information you might need for future reinstallations, upgrading or "switching" of Text Count.

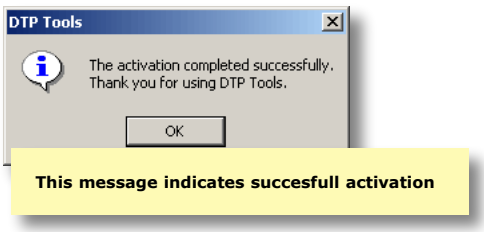
Reinstallation

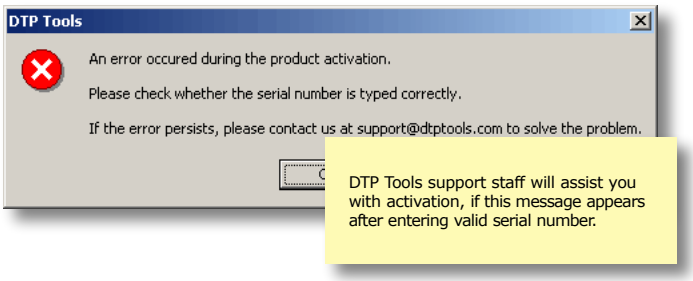
Reinstallation is activation of Text Count, which was purchased, subsequently uninstalled or deleted and installed again.There is a standard limit of three reinstallations per license. Once you reach this limit, you need to contact support@dtptools.com before reinstalling again.

Activation 6.3

Text Count is activated automaticly during purchase, if you buy it from within application. However, when you purchase Text Count in online store, you have to activate it manually. When you 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 ***Activate Text Count...*** in the Text Count panel menu. Your computer has to be connected to the internet during activation.







Once Text Count is activated, ***Buy Text Count now...*** and ***Activate Text Count...*** items will disappear the Text Count panel menu.

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

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 7.1

As native InDesign wordcount, Text Count counts text in frame and the overset one separately. To get count for entire text content, you can select all text in story and change Text Count range to selection.

Count method

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

Estimates 7.2

Estimates for empty text frames and for remaining space will facilitate production and space planningwhen 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 frame or story can improve markedly, when one or two lines of the future content are in it.

Making text frame tailored for its future content

When you create a new text frame, 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