XNotes

Version 1.0

XNotes

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XNotes

Introduction

XNotes   is an XTension for QuarkXPress™ versions 3.31 and higher. XNotes allows the user to write messages which become part of the QuarkXPress file. The notes can be written, read, edited, deleted, or printed by anyone who has a copy of XNotes. XNotes gives the user a way to communicate with the person who might later open QuarkXPress documents, including directions to service bureaus or messages to other users.

Minimum System Requirements

XNotes is designed for QuarkXPress 3.31 for Macintosh and Power Macintosh.

XNotes is not copy 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 pro-cedures are new to you, please refer to your Macintosh user s manual.

Installing XNotes

To install XNotes, drag the files into the same folder that contains the QuarkXPress application, then relaunch QuarkXPress.
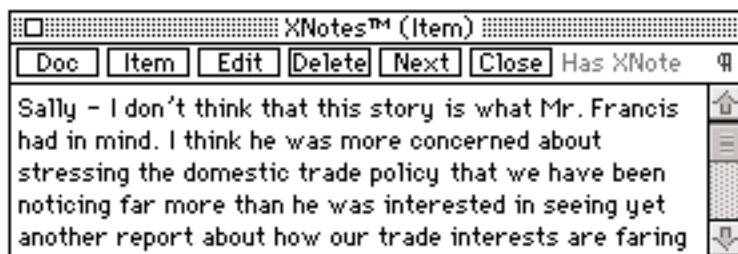
XNotes

XNotes are notes that can be attached to items within a document and/or the document itself. These notes are viewable through a small floating palette. XNotes are not printed when the document is printed, however, the notes can be printed as part of a report.

There are two kinds of XNotes: document notes and item notes. Document notes are notes that are attached to the entire document. Item notes are notes attached to individual items within a docu-ment; the item notes can be attached to any objects in QuarkXPress except for object groups.

The XNotes Palette

Most of functions of XNotes are accessed through the XNotes palette. The palette allows the user to read, edit, and delete existing XNotes, as well as allowing the entry of new XNotes for items and the current document. To open the palette, choose Show XNotes from the View menu.
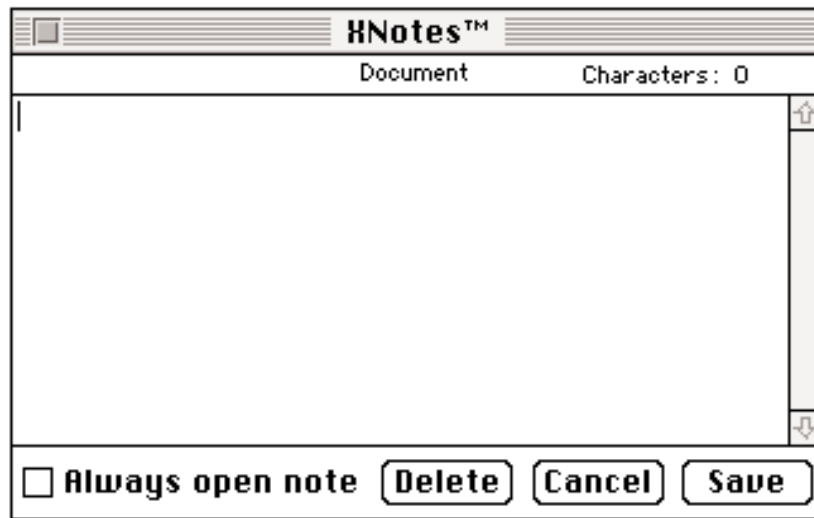

The XNotes Palette

XNotes

Palette title bar   The XNotes palette s title bar indicated what type of note is currently displayed. If no note is displayed, the title becomes XNotes . If a document note is displayed, the title becomes XNotes (Document) . If the note for the currently selected item in the document is displayed, the palette s title bar reads XNotes (Item) .

Doc button   Clicking on this button while the active document has a document note makes the document note visible in the palette. If there is no document note attached to the current document, clicking on the Doc button displays the document note entry dialog (pictured below). This dialog allows a note to be added to the document.

Document note entry dialog

Item button   Clicking on this button while the selected item has a item note makes the item note visible in the palette. If there is no item note attached to the current item, clicking on the Item button displays the item note entry dialog. This dialog allows a note to be added to the selected item.
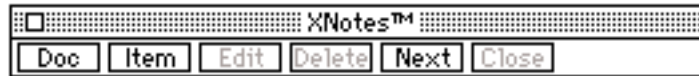
Edit button   The Edit button is available only when a document note or an item note is being displayed in the XNotes palette. When the Edit button is clicked, the note entry dialog appears with the text of the current XNote. This allows the user to change the text of the note.

Delete button   Clicking on the Delete button removes the note currently being displayed on the XNotes palette. A note must actually be displayed on the palette to be deleted.

Next button   Each time the user clicks on the Next button, XNotes displays the next item note it finds in the current document. The Next feature operates similar to the Find/Change feature in QuarkXPress. Often the last item XNote is found, an alert asks if the user wants to start looking for item notes from the beginning of the document.
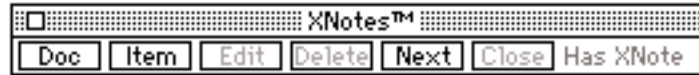
Close button   The Close button works one of two ways, depending upon whether or not the ¶ display is active. If the ¶ is displayed, clicking the Close button closes the XNotes palette entirely. If the ¶ is not currently displayed, clicking the Close button closes the current XNote and keeps the palette open.

XNotes

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│ [ Doc ] [ Item ] [Edit] [Delete] [Next] [Close] │
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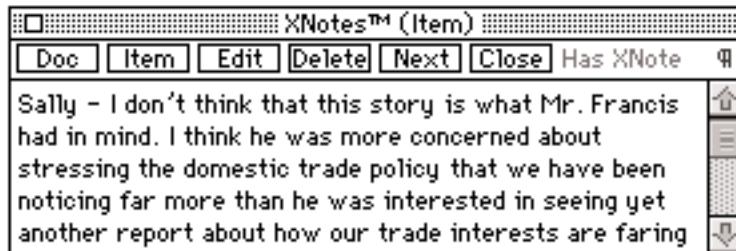
The abbreviated XNotes dialog

Has XNote display   To the right of the six buttons on the XNotes palette is an area which displays the red words Has XNote when the currently selected item has an attached item note. This feature is very useful when the preferences are set not to warn the user of item notes when items are selected.
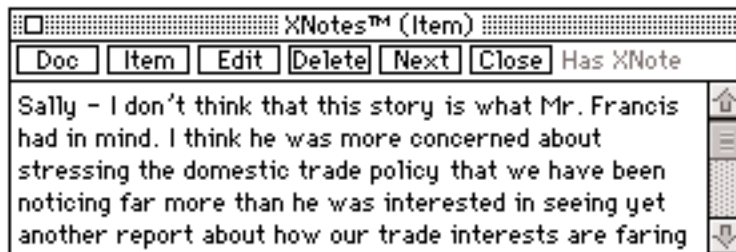
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│ [ Doc ] [ Item ] [Edit] [Delete] [Next] [Close] Has XNote │
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An abbreviated palette with the Has Xnote display
and a palette without the display

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│ [ Doc ] [ Item ] [Edit] [Delete] [Next] [Close] │
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¶ display   If the XNotes palette is not visible and an item or document containing an Always open XNote is selected, the XNotes palette is shown. In the top right corner of the XNotes palette, a blue ¶ symbol also appears. The ¶ indicates that the palette is only temporarily open. As long as the ¶ display is active, it is not possible to abbreviate the XNotes palette, since clicking on the Close button when the ¶ display is active closes the palette. To turn off the ¶ display, simply click on the ¶ symbol on the palette.

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│ ☐ ▒▒▒▒▒▒▒▒ XNotes™ (Item) ▒▒▒▒▒▒▒▒         │
│ [ Doc ] [ Item ] [ Edit ] [Delete] [Next] [Close] Has XNote  ¶ │
│ Sally – I don't think that this story is what Mr. Francis  ⇧ │
│ had in mind. I think he was more concerned about          ▤ │
│ stressing the domestic trade policy that we have been       │
│ noticing far more than he was interested in seeing yet      │
│ another report about how our trade interests are faring   ⇩ │
└──────────────────────────────────────────┘
```

An XNotes palette with the ¶ display
and a palette without the display

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┌──────────────────────────────────────────┐
│ ☐ ▒▒▒▒▒▒▒▒ XNotes™ (Item) ▒▒▒▒▒▒▒▒         │
│ [ Doc ] [ Item ] [ Edit ] [Delete] [Next] [Close] Has XNote │
│ Sally – I don't think that this story is what Mr. Francis  ⇧ │
│ had in mind. I think he was more concerned about          ▤ │
│ stressing the domestic trade policy that we have been       │
│ noticing far more than he was interested in seeing yet      │
│ another report about how our trade interests are faring   ⇩ │
└──────────────────────────────────────────┘
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The XNotes Hierarchical Menu

To access some of the XNotes commands, select XNotes under the Utilities menu. A hierarchical menu appears:

XNotes

XNotes hierarchical menu

Delete Item XNotes   This command removes all item notes in the currently selected document. A
warning alert asks the user to confirm that all item XNotes should be removed from the docu-
ment. This command only deletes item XNotes. Any document notes are not deleted.

Delete warning alert

Print XNotes   This command first displays the XNotes count dialog, which informs the user of how
many document and item XNotes contained in the current document. Upon clicking on the Print
button, a report containing all the XNotes is printed.
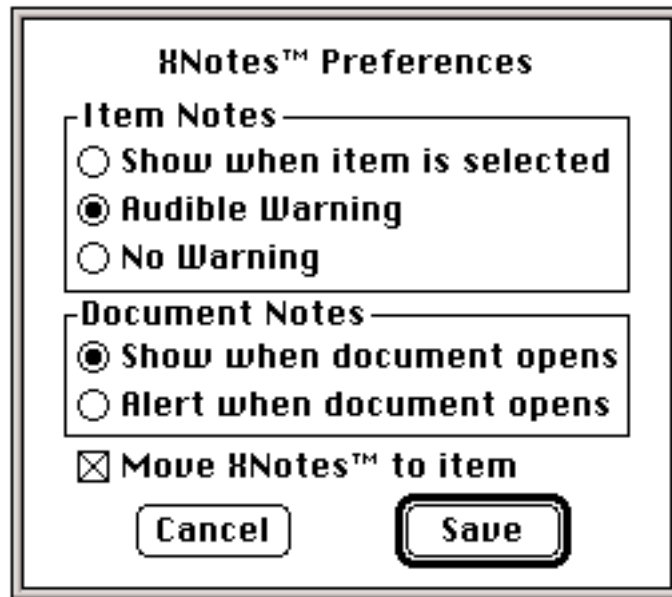

XNotes count dialog

Preferences   This command displays the XNotes preferences dialog. Through the preferences dia-
log, the user can choose how XNotes functions.

Item Notes:. The user has three choices as to what happens when an item containing an XNote
is selected: the note can be shown when the item containing the note is clicked on, an audi-
ble warning can be set to sound at the selection of an item containing a note, or there is the
option of no warning at all being given to the user.

Item Notes: The user has two choices of what happens when a document containing a document
note is opened: the XNote may be automatically displayed, or an alert which warns the user
that this document contains an XNote may be shown instead.

Move XNotes to item: When this box is checked, the XNotes palette moves to directly under the
item onscreen whose note it is displaying. The palette moves when the item note is opened
for display, not when the item itself is selected. If the bottom-left corner of the selected box
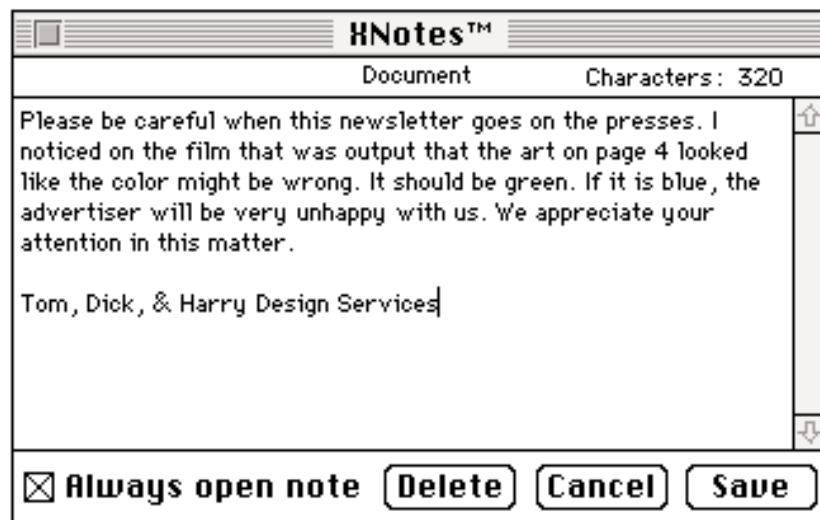is close to the bottom of the screen, the XNotes palette does not move.

XNotes

XNotes preferences dialog

Creating and Modifying XNotes

The note entry dialog is how the user enters new document or item notes, as well as the dialog used to modify existing notes. To enter a note, first type in the text. A note can be up to 2,550 characters in length. The character count is displayed below the title bar. Choose the Always open note check box if this is a document note which should open whenever the document is opened or if this is a item note which should appear whenever the item is selected.

The note entry dialog allows basic editing commands, such as cut, copy, paste, and select all. Once everything is set correctly, click the Save button to attach the new or revised XNote to the item or document. To discard the changes made to the note, click Cancel, and to do away with the note entirely, click the Delete button.

Entering a document note

XNotes

There is no feature in XNotes to change the sound which may be used to warn a user when an item containing an item note is selected, however, the sound can be changed using ResEdit. To change the sound, replace the snd resource 28200 with the snd resource from the program of your choice. Then, change snd resource number to 28200. The sound will not work if the resource is not numbered 28200.

A dialog is required for entering XNotes so that multiple paragraphs can be entered into the note.

Only one note can be attached to each item.

The next item note feature can be accessed by pressing Command-Control-N.

The editing feature can be accessed by pressing Command-Control-E.