

## Badia BigPicture 3.0 for QuarkXPress 7 User Guide

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### System Requirements

QuarkXPress 7 and Mac OS X 10.4.2 or later.

### Installation (First time or Update)

Double-click the **BigPicture Installer** icon and follow the instructions on the screen. By installing Badia BigPicture, you agree to the Terms and Conditions listed in the License Agreement document. If you are updating from an older version, the older XTension will be moved to the Trash once installation is complete.

### How to Register

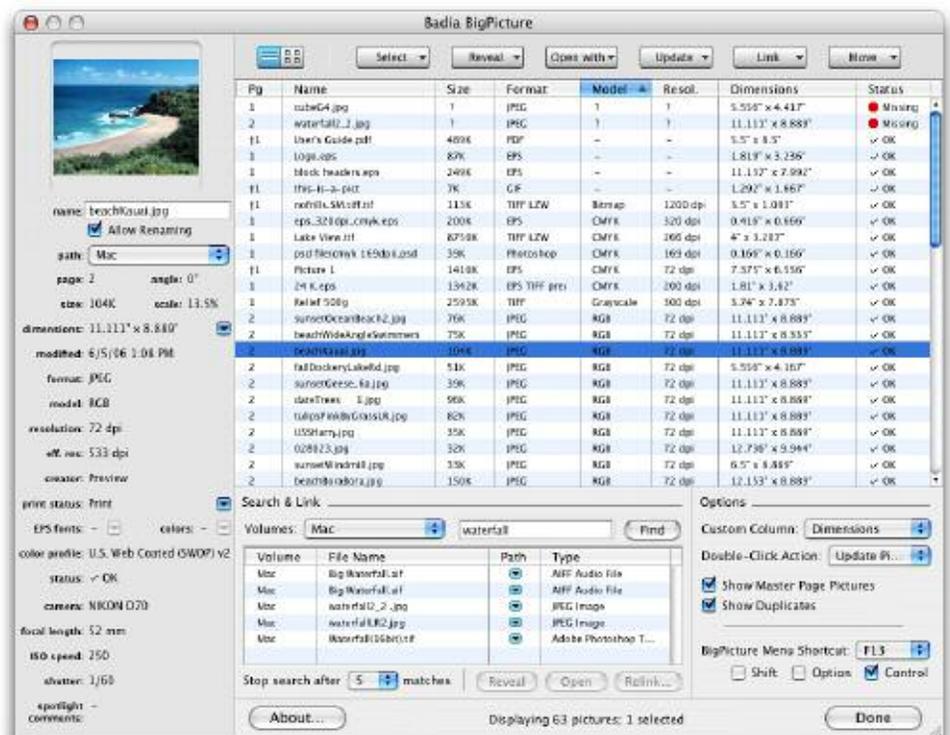
Badia BigPicture will run in demonstration (demo) mode when it's first installed. This means that certain features are not available or are limited to a certain time or usage. After a certain period of time, the demo will expire. To register the software and remove the demo restrictions, click the **"About"** 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.

### How to Uninstall

To uninstall Badia BigPicture, remove the file **"Badia BigPicture 3.X.xnt"** located in the XTensions folder inside your QuarkXPress 7 folder.

### User Guide

Badia BigPicture 3.0 is an XTension that displays detailed information about each picture used in a document. It also provides powerful tools for managing links and accessing image files. All BigPicture features are presented in a single window, which can be opened by selecting **Utilities->Badia BigPicture:**



## List View

The list view contains entries for each picture used in document or master pages in a line by line format. Eight columns of information are displayed and one of the columns is customizable – you can choose what to display in that column using the **Custom Column** popup in the **Options** area.

You can sort the list by clicking on any of the column headers, then click again to change it from ascending to descending order and viceversa.

Here's a brief description of what each column displays:

**Page** – The number of the page in which the picture resides. Master pages are indicated in *italics*. A “†” mark preceding the page number indicates that the picture is in the pasteboard.

**Name** – The name of the picture file. A name in red indicates that the picture has suppress output applied.

**Size** – The size of the image file in kilo (K) or mega (M) bytes.

**Format** – The image file format, such as EPS or TIFF. It also indicates file compression, if any (e.g. TIFF LZW).

**Model** – The image color model, such as RGB or Grayscale. BigPicture uses Adobe Photoshop standards when referring to the picture model: Bitmap, Grayscale, Duotone, Lab Color, Indexed Color, RGB, CMYK and Multichannel.

**Resolution** – The absolute image resolution, in dots per inch (dpi).

**Dimensions** – The dimensions of the picture (width x height).

**Modified** – The date the picture file was last modified.

**Print Status** – The print picture status. Click on the popup icon to view a pop-up menu allowing you to turn this setting on or off (you can also do this for multiple pictures).

**Creator** – The application that created the image file, as reported by the Finder. If this application is not in your computer, BigPicture shows its 4-character signature, if available (such as 'FHR9').

**EPS Fonts** – The number of fonts contained in the EPS image file (if any). Click on the popup icon to view a list of these font names.

**EPS Colors** – The number of custom colors contained in the EPS image file (if any). Click on the popup icon to view a list of these color names.

**Effective Resolution** – The effective resolution takes into account the scaling of the image in the picture box. For example, a 150 dpi image imported at a 50% scale in QuarkXPress will yield a 300 dpi effective resolution (because there are twice as many pixels per inch as there would be if it were imported at 100%).

**Scaling** – The horizontal and vertical scale applied to the image within the box. If both are the same, only one percentage value is shown.

**Angle** – The picture angle within the box.

**Color Profile** – The embedded color profile saved with the picture (if present).

**Status** – The current image link status. Possible values are: OK, Missing, Modified, Wrong Type, Embedded, In Use, No Access, Can't Open, No XTension.

## Thumbnail View

You can also view the full set of document pictures in thumbnail view. Under this mode, only the picture name and thumbnail are shown. Images are sorted following the last sorting order of the list view.

## Info Panel

The info panel at the left-hand side of the BigPicture window contains the full picture preview and complete picture information (when a single image is selected). Additional information is shown:

**Path** – The picture path. From the pop-up you can select any enclosing folder to reveal that folder in the Finder.

**Dimensions Pop-Up** – Allows you to set the units for displaying image dimensions.

**Print Status Pop-Up** – Allows you to switch the print status of the image from **Print** to **Suppress Printout**, and viceversa.

Camera Settings (if available): **Camera Model, Focal Length, ISO Speed, Shutter Speed**

**Spotlight Comments** – The Finder's Spotlight comments.

## Renaming Pictures

To rename a picture, click on the **Allow Renaming** check button of the Info Panel to make the picture name editable. Type in the new name and then hit the Return or Enter keys. This will change the name of the actual file in the Finder and automatically update the link in QuarkXPress, including all picture occurrences. You cannot rename pictures that are missing or that have no external image file.

## Tool Buttons

The buttons at the top of the BigPicture window contain tools for selecting, revealing, opening, updating, relinking, and moving links.

**Select Button:** Allows you to select pictures from the picture list: 'All', 'None' or pictures that have the same attributes. For this last option, you must first select a single picture.

### Reveal Button:

- **Reveal in Document:** Displays the selected picture in the top-left corner of the document window.
- **Reveal in Finder:** Displays and selects the image file in the Finder.

**Open with Button:** Allows you to open the image(s) with their creator application or any other application you choose. Select **Other** to choose a new application. BigPicture also keeps track of the last 30 programs you've used, adding them automatically to the Open with pop-up.

*TIP:* After editing pictures and returning to QuarkXPress, you don't need to close and reopen the BigPicture window. BigPicture will recognize that the pictures were modified within a few seconds of being saved. Simply select the Update Selected Picture(s) option (or Update All Modified) to bring them up to date.

### Update Button:

- **Update Selected Picture(s):** Available when the link status of the selected pictures is other than OK. If a picture is missing, a dialog appears which allows you to locate it and reestablish the link. From this dialog you can then check the **Update All Occurrences** button to have BigPicture update all instances of the same picture in the document. After updating a missing picture link, BigPicture checks to see if other missing pictures are located in the folder containing the updated link. If so, a dialog appears allowing you to update those links as well.
- **Update All Modified Pictures:** In a single step updates every picture in the document that have a Modified status. The total number of modified pictures found will be reported.

### Link Button:

- **Replace:** You can use this tool to replace a picture with a completely different one, regardless of its current status. You have the option of retaining previous picture attributes and replacing all picture occurrences in the document.

- **Unlink:** This tool allows you to break the link to the image file. Options: **Retain Picture Name** (removes the path to the image file, retaining only the picture name and preview; pictures in the QuarkXPress folder or in the same folder as the document cannot be unlinked this way) and **No Disk File** (completely removes the link to the image file, retaining only the picture preview. After unlinking, pictures will be listed as “No Disk File.”)
- **Link to Folder:** This feature allows you to change the path of selected pictures from one folder to another containing pictures with the same name. This allows quick switching back and forth between a folder with low resolution pictures and one with high resolution pictures. If the new folder does not contain a selected picture whose status was not Missing, its path will not change.

#### Move Button:

- **Move to Folder and Relink:** This feature allows you to move selected pictures from their original folders to a new one. The new folder must reside in the same volume as the original folders. After moving the image files, BigPicture will update all the links accordingly.
- **Copy to Folder and Relink:** Allows you to copy the selected pictures from their original folders to a new one. After copying the image files, BigPicture will link the files to the new folder.
- **Collect to Folder:** Same as *Copy to Folder and Relink*, but without updating the links (i.e. after collecting, images will still be linked to their original folders).

#### Search and Link

One of the most valuable features of BigPicture is its capacity to search volumes to locate missing pictures or any picture name you enter. You can choose to limit the search to any of the mounted volumes or to search all of them. The search is not case sensitive and any partial matches will be found. All matches will be shown, regardless of whether they are picture files or not.

To speed up the search, BigPicture stops searching the volume after a specified number of matches has been found. You control this threshold using the **Stop Search After** popup (a value between 1 and 90).

*NOTE:* BigPicture uses the Mac OS catalog file to perform a volume search. Though this method is the fastest available, not all volumes support it (in particular, Windows volumes). When catalog search is not available, searching is done sequentially (i.e. file by file), slowing down performance.

The resulting list shows the volume, file name, full path and file type. Selecting one of the entries enables the **Reveal** button (to reveal it in the Finder), the **Open** button (to open it with its default application), and the **Relink** button (to relink it with the currently selected document picture). When you select **Relink**, a dialog will confirm the operation, showing you previews of the original and found images. It is up to you to make sure the new picture you are unlinking is a valid picture file. You also have options to retain picture attributes and update all occurrences.

*TIP:* When you click on a picture whose status is Missing, BigPicture will automatically place its name in the Find field, so you can just press the **Find** button to search for it.

#### Options

The Options area allows you to control additional features:

**Custom Column** – Select what to display in the custom column (list view). The custom column is the one before the Status column. Choose between dimensions, date modified, print status, creator, EPS fonts, EPS colors, effective resolution, scaling, angle or color profile.

**Double-Click Action** – The action BigPicture performs when double-clicking on a picture entry.

**Show Master Page Pictures** – Controls whether to include master page pictures in the list or thumbnail views.

**Show Duplicates** – When this setting is on, all occurrences of the same picture are displayed. When off, only the first occurrence in the document is shown.

**BigPicture Menu Shortcut** – The menu keystroke to launch BigPicture. Choose any F key with or without modifiers. Note: F1 to F4 keys are reserved by the system for certain editing operations; they should not be used without modifiers.

## BigPicture Preferences

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

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