

## Badia Duplica 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 **Duplica Installer** icon and follow the instructions on the screen. By installing Badia Duplica, 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 Duplica 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 Preferences button of the Duplica palette, then the **"About"** button and finally 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

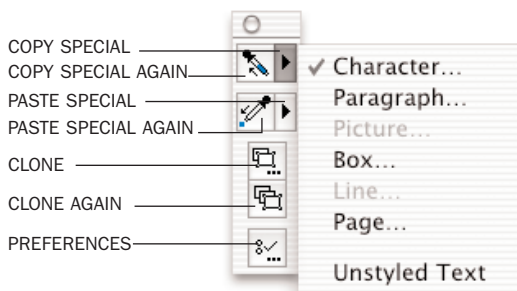
To uninstall Badia Duplica, remove the file **"Badia Duplica 3.X.xnt"** located in the XTensions folder inside your QuarkXPress 7 folder.

### User Guide

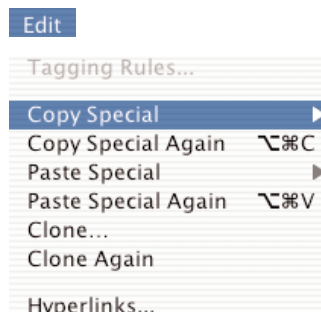
Badia Duplica is an XTension that expands the functions of copying, pasting and duplicating attributes and items. It allows you to:

- Copy attributes applied to characters, paragraphs, pictures, boxes, lines and pages, and paste them into other parts of the same or another document without altering the contents of the Clipboard;
- Copy unstyled text (text without character or paragraph attributes) and paste it elsewhere, applying the text attributes of the new insertion point;
- Clone boxes and lines any number of times, and specify not only an offset, but several of their attributes as well, including width, height, angle, skew, corner radius, frame and shade;

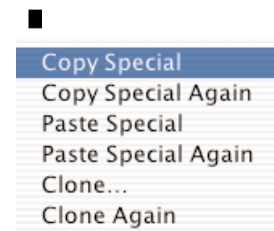
You can access the Duplica features by using its palette (**Window menu -> Show/Hide Badia Duplica**), the **Edit** menu, the **contextual** menus, or the **keyboard equivalents**:



Palette (Window Menu->Show/Hide Badia Duplica)



Edit Menu



Contextual Menu

## Copy Special and Paste Special

Copying attributes means you can temporarily retain attributes from a document element and apply or paste them into other elements later on. You do this by using the **Copy Special** and **Paste Special** commands.

To copy attributes, select an option from the **Copy Special** submenu and then check the attributes you wish to copy from the dialog. Duplica uses additional clipboards to store these attributes. They act independently from each other and their contents remain unchanged until you override them by doing a new **Copy Special** operation, or until you quit QuarkXPress. To switch between these attribute clipboards, select an option from the **Paste Special** submenu.

A check mark beside the **Copy Special** submenu indicates the last set of attributes that was copied. The **Copy Special Again** command will copy these attributes again. Similarly, a check mark beside the **Paste Special** submenu indicates the last set of attributes that was pasted. The **Paste Special Again** command will apply those attributes again.

*Note:* You can only copy one set of attributes at a time. However, if you first copy character attributes and then paragraph attributes, you can paste them both at the same time (**Paste Special → Character & Paragraph**).

## Applying Text Attributes to Multiple Text Boxes

Duplica allows you to paste any character or paragraph attribute to multiple text boxes or to an entire text box. Simply select the box or boxes with the Drag tool, and choose **Paste Special → Character/Paragraph/Character & Paragraph**.

## Copying and Pasting Character Attributes

To copy character attributes, select some text and choose **Copy Special → Character**. Only the attributes that you choose will be copied and duplicated when you perform **Paste Special** later on in other parts of the document.

If you select text that has different instances of the same attribute (for example, text with different colors), that attribute will be unavailable; however, you can still copy the other attributes.

## Coping and Pasting Paragraph Attributes

When a paragraph is selected, choose **Copy Special → Paragraph** to copy their attributes. If you select several paragraphs, some of the attributes may be grayed-out, indicating that there are different instances of that attribute. Also, if the selection contains no tab stops, the Tab Stops attribute will be disabled.

If you first copy character attributes and then paragraph attributes, you can also paste them both at the same time using **Paste Special → Character & Paragraph**.

## Coping and Pasting Unstyled Text

To copy text without style, select the text whose characters you want to copy and choose **Copy Special → Unstyled Text**. Locate the place where you want to place it, select **Paste Special → Unstyled Text** or **Paste Special Again**. The transferred text now has the attributes of the new insertion point.

## Coping and Pasting Picture Attributes

Duplica allows you to copy and paste picture attributes just as you do character and paragraph attributes. For example, the offset and the scaling of a picture are picture attributes. Select a picture, then **Copy Special → Picture**. Some picture attributes are only available if the picture format allows them.

## Coping and Pasting Box Attributes

Duplica allows you to copy and paste a variety of attributes for all kinds of boxes, including anchored boxes. When a box is selected – either with the Item or Content tool – you can choose **Copy Special → Box**. You can copy box attributes only when a single box is selected, not a group of boxes. However, you can paste box attributes onto a single or group of boxes.

When you paste a certain box attribute with Duplica, all the other attributes that you are not pasting remain unchanged. For example, if you paste only the Angle attribute, the across and down offsets of the box will still be the same.

*Note:* The box Origin Across and Origin Down attributes are measured from the left side of the page (not the spread). This is an absolute value, independent of the ruler origin location.

When you check the options **Add Width to Origin Across** or **Add Height to Origin Down**, the box width/height will be added to the origin value (only available for boxes with no angle or skew applied). Use these options to place boxes exactly below or to the right of the original boxes (captions, for example).

The **Frame** attribute includes the frame width, style, color, shade and gap.

The **Points** attribute includes all the Bézier points that make up the actual Bézier box. Note that, in most cases, you will select this attribute along with the Shape attribute to guarantee that the box is converted to a Bézier box. That is, if you paste the **Points** attribute of a Bézier box onto a rectangular box without pasting the Shape attribute, nothing will happen, because a rectangular box cannot contain Bézier points (you must change its shape first).

## Coping and Pasting Line Attributes

In many ways lines behave like boxes. So you will see that copying and pasting line attributes is similar to copying and pasting box attributes. As with boxes, you can copy attributes only when a single line is selected, not a group of lines. However, you can paste attributes onto a single line or grouped lines.

When you select any type of line – including anchored lines – with the Item or Content tools, you can perform **Copy Special → Line**. Depending on the line shape – regular, orthogonal or Bézier – you will see that certain options are not available. For example, First Point and Last Point attributes are only available for regular or orthogonal lines, whereas Angle, Skew, and Point are only available for Bézier lines.

The **First/Last Point Across** and **First/Last Point Down** attributes are the coordinates across/down of the first/last point of the line measured from the left/top side of the page (not the spread). This is an absolute value, independent of the ruler origin location. You can even copy and paste this attribute with anchored lines.

*Note:* See discussion under Copy and Paste Box attributes for Origin Across/Down, Points and Shape attributes.

## Coping and Pasting Page Attributes

Duplica even allows you to copy and paste horizontal and vertical guides. These now become “page attributes.” With any document open, you can choose **Copy Special → Page**. Horizontal and Vertical Page Guides refer to guides that are created within the page limits; Horizontal and Vertical Spread Guides are the ones created in the pasteboard area.

The page whose guides you are copying (or pasting into) is the current page. You can determine the current page at any given moment by looking at the lower left corner of your document window.

## Cloning Boxes and Lines with Duplica

You can clone any type of box or line using Duplica’s **Clone** feature. Cloning an item is similar to using XPress’s Step and Repeat command, but Duplica allows you to specify several other attribute offsets that can be modified with each duplication. For an item selected with the Content or Item tools, choose **Clone**. The dialog

that appears allows you to enter values for different item attribute incremental offsets. An item attribute incremental offset is the value that will be added (or subtracted) from the previous attribute value to generate the new cloned item. For example, cloning a box that has a 1pt frame with a Frame Width offset of 1pt means that the frame will increase 1pt with each duplication, resulting in cloned boxes with 2pt, 3pt, 4pt, ... frame widths.

Here's a description of each of the incremental offsets:

**Across** – The offset Across the page. This is identical to Step and Repeat's Horizontal Offset.

**Down** – The offset Down the page. This is identical to Step and Repeat's Vertical Offset.

**Width** – (Boxes and Bézier lines only) The box or Bézier line Width increment.

**Height** – (Boxes and Bézier lines only) The box or Bézier line Height increment.

**Width** – (Boxes and Bézier lines only) The box or Bézier line Width increment.

**Angle** – (Boxes and Bézier lines only) The box or Bézier line Angle increment.

**Skew** – (Boxes and Bézier lines only) The box or Bézier line Skew increment.

**Corner Radius** – (Rectangular boxes only) The box Corner Radius increment.

**Frame Width / Line Width** – For boxes, this is the Frame Width increment; for lines, this is the Line Width increment.

**Shade** – For boxes, this is the background Shade increment; for lines, it's the line Shade increment.

**Frame** – (Boxes only) The box frame Shade increment.

To specify the number of copies you want to make, enter a number from 1 to 199 in the Count field. There are also two check buttons that you can set on and off: if you check the **Paste Behind** button, each cloned copy will be placed behind the previous one, or on top of the previous one if you uncheck it; checking the **Group** button will group all the cloned copies (except the original), otherwise they will remain ungrouped.

## Rotating an Item Around a Point

A unique Duplica feature allows you to rotate and clone an item around a point within a page, just the way illustration programs do. You can use any of the previously described incremental offsets simultaneously with each cloned item rotation.

The rotation will take place around the **Rotation Point** within the page. You specify the rotation point by entering the values in the **Point Across** and **Point Down** fields. These values are measured from the edge of the page, independent of the location of the ruler origin. With each step, you also have to specify the angle that will be used to rotate the cloned item in relation to the previous one. You do this by entering a value in the **Angle Step** field. The rotation always takes place from the center of the item to the rotation point.

## Preferences

To access Duplica preferences, click on the last button of the Duplica palette. Options:

**Display Paste Special error messages:** When checked, any errors that occur while pasting attributes will be reported. Uncheck this button to ignore those errors.

**Display Clone error messages:** When checked, any errors that occur while cloning items will be reported. Uncheck this button to ignore those errors.

**Show Tool Tips:** Check to show tool tips on the Duplica palette.

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

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### Badia Duplica™ 3.0 for QuarkXPress 7

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