



# **Overset Manager**

**for Adobe® InDesign® CS and Adobe® InCopy® CS**

**User Guide for Version 3.0**

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This manual has been created using Adobe FrameMaker on a Power Macintosh. Text and headlines are set in Times New Roman PS and Univers Condensed typefaces.

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# Chapter 1 Introduction

Overset Manager measures the length of any amount of text by number of characters, words and lines. The Overset Manager palette remains open while editing, allowing you to see the results immediately. In addition, you can use Overset Manager to automatically create text frames for overset text. The overset text is also measured by number of characters, words and lines.

## System Requirements

Overset Manager 3.0 can be used with Adobe® InDesign® and Adobe® InCopy® 3.0 (CS) running under Mac OS X and various Windows® operating systems. Overset Manager requires the same system requirements that apply to Adobe InDesign and Adobe InCopy CS versions.

## About this Manual

This manual assumes that you are familiar with Mac OS X and the different Windows operating systems as well as Adobe InDesign or Adobe InCopy. If this is not the case, please refer to the corresponding documentation.

You will receive an optimum display of the images in this user guide by changing the view size to 200%.

## Installation

**1** Depending on the application you are using, choose one of the following methods:

- **Adobe InDesign:** Place the Overset Manager plug-in in the folder “Adobe InDesign/Plug-ins”.
- **Adobe InCopy:** Place the Overset Manager plug-in in the folder “Adobe InCopy/Plug-ins”.

**|** Note: We recommend to create a folder named “SoftCare”, and to place Overset Manager in this folder.

**2** Launch the application you want to use. If it is already running, quit the application and restart it.

You can now start to work with Overset Manager as described in the next chapter.

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## Chapter 2 Using Overset Manager

For using Overset Manager, you first define preferences that determine how the number of manuscript lines are calculated. Then you can measure text and display overset text frames on-the-fly.

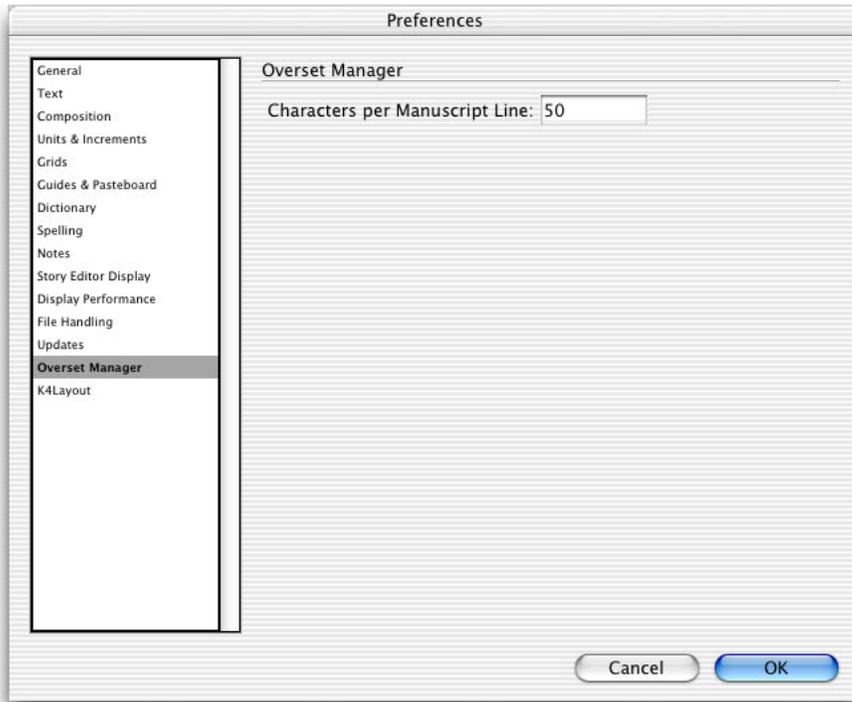
### Setting Preferences

In most cases, text from external editors is measured differently than text that is placed in the layout. For example, manuscript lines or manuscript pages containing 25 characters per line and 20 lines per page are a common unit of measurement. By using placeholder text and number of manuscript lines you can measure how many manuscript lines or pages will fit into a given layout.

Using Overset Manager you can enter a preference value that will be used to calculate the number of manuscript lines.

- 1** Depending on the operation system you are using, choose one of the following methods:
  - **Mac OS X:** Choose „InDesign / InCopy > Preferences > Overset Manager“.
  - **Windows:** Choose „Edit > Preferences > Overset Manager“.

The following dialogue appears.



**2** Enter a value into the “Characters per Manuscript Line” field which corresponds to the average length of a manuscript line. You can also enter a decimal number. The default value is 50 characters.

**3** Click OK.

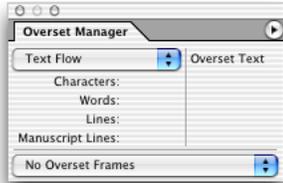
In the Overset Manager palette, the value you entered is now used to calculate the number of manuscript lines. It remains valid until you change the value again.

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## Displaying the Palette

In order to measure text with Overset Manager open the corresponding palette.

- 1 Launch Adobe InDesign or Adobe InCopy.
- 2 To open the palette, choose „Window > Overset Manager“. The Overset Manager palette appears.



You can now measure the text you want and display overset text frames. See the next section or see “Using Overset Text Frames” on page 8 for further information.

## Measuring Text

You can measure text length as well as the number of manuscript lines based on one of three options. If overset text exists, the same values are calculated for overset text.

The text you select can also be part of a table. You can also work in the Story Editor of Adobe InDesign or in Galley or Story view of Adobe InCopy to measure text.

- 1 Choose one of the following options from the pop-up menu at the top of the palette.
  - **Selection:** Calculates values based on the selected text.
  - **Current Column:** Calculates values based on the selected text frame. Within text frames that contain multiple columns, the displayed values correspond to the column the insertion point is placed in. If you select a multiple column text frame using the selection tool, the displayed values correspond to the complete frame.
  - **Text Flow:** Calculates values based on the text within threaded text frames or an individual text frame. This option is used by default.

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Depending on the selected option, values are displayed in the palette as follows:

	<b>SELECTION/CURRENT COLUMN/TEXT FLOW</b>	<b>OVERSET TEXT</b>
<b>Characters</b>	Displays the number of characters for the text.	Displays the number of characters that do not fit into the text flow.
<b>Words</b>	Displays the number of characters for the text.	Displays the number of words that do not fit into the text flow.
<b>Lines</b>	Displays the number of lines for the text.	Displays the number of lines that do not fit into the text flow.
<b>Manuscript Lines</b>	Displays the number of manuscript lines for the text.	Displays the number of manuscript lines that do not fit into the text flow.

**Note:** The value that is calculated for the number of manuscript lines depends on the preference value that you define. See “Setting Preferences” on page 5 for further information.

If the text reflows because you change the size of a frame, the new values are instantly displayed.

## Using Overset Text Frames

With Overset Manager you can show or hide overset text frames automatically. Depending on the setting you choose, overset text frames appear as soon as a given text frame contains text that does not fit into the text frame or text flow.

The overset text frames are attached to the bottom right corner of the text frame or to the last text frame of a text flow. They are filled with a light yellow background color and have the same width as the original text frame. By default, the length of overset text frames is extended to the bottom edge of the pasteboard so that as much text as possible remains visible. However, you can move or resize them as any other frame.

Overset text frames are also created for text-on-path and rotated or skewed frames. They appear at a fixed position attached to the bottom right corner of the path or frame.

As soon as an overset text frame does not contain text anymore, it automatically disappears. Overset frames are automatically deleted if all other frames of the text flow are deleted.

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**1** Choose one of the following options from the pop-up menu at the bottom of the palette to display or hide overset text frames:

- **No Overset Frames:** By default, this option is selected in the palette so that no overset text frames are created.
- **Show Current Overset Frame:** Displays an overset text frame for the text frame the insertion point is placed in. The overset text frame disappears as soon as you deselect the text frame. If you place the insertion point in another text frame containing overset text, an overset text frame is attached to that text frame.
- **Show All Overset Frames:** Displays overset text frames for all text frames containing overset text. All overset text frames remain visible as long as this option is enabled and text is contained in the overset text frames.

Depending on the option you selected, overset text frames are disabled, or they are displayed for the current text frame or for all text frames.

**Note:** The overset frames disappear if you switch to the Story Editor in Adobe InDesign or to Galley or Story view in Adobe InCopy, because these applications can not display overset frames created with Overset Manager as overset text.

**2** To hide overset text frames, choose the option “No Overset Frames” from the pop-up menu at the bottom of the palette.

All overset text frames disappear.