

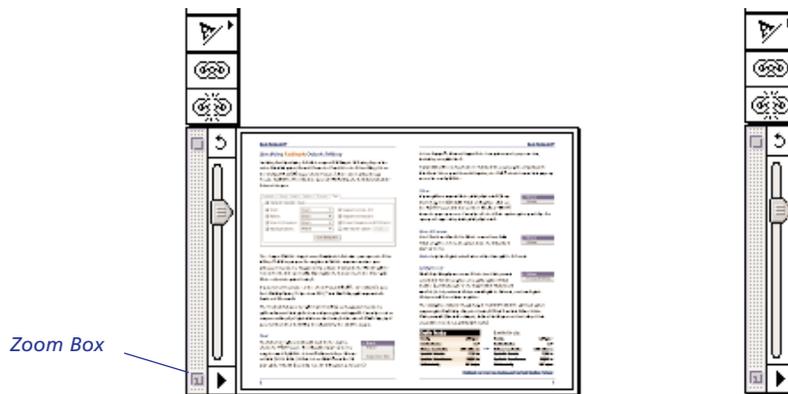
Badia Vistas XT 1.0

Look at your documents from a different point of view.

Quick User's Guide

Badia Vistas XT is a free XTensions™ module for Mac OS QuarkXPress™ that introduces a floating palette which displays a color thumbnail of the active spread in the document, as well as a variety of new tools for handling views. You will be able to jump quickly to a certain point in the spread with a single click of the mouse, or zoom in to any area by dragging the mouse over the thumbnail. This XTensions solution also provides a slider to zoom in and out interactively, a button for going back to the previous view and a pop-up menu to display a different spread in the document.

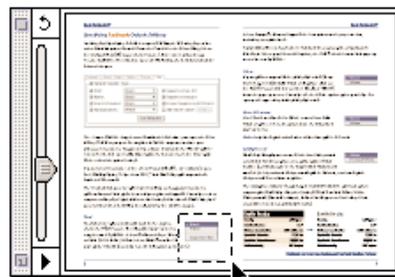
When you load Vistas for the first time, you will find it located under the Tools palette. You can conveniently collapse the Vistas palette by clicking on the Zoom Box which will narrow it to its minimum width – the same width as the Tools palette.



Click on the Zoom Box to collapse or expand the Vistas palette.

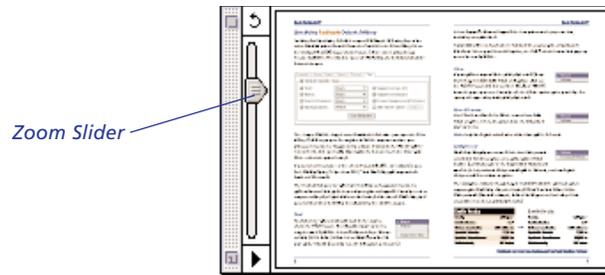
Collapsing the Vistas palette allows you to use the view tools without showing the thumbnails. Depending on your computer's speed, displaying the thumbnails may slow things down slightly. (Refreshing takes place every 3 seconds and this might be noticeable on machines with speeds under 200Mhz.)

To display a certain area of the spread in your document window, click or drag on the Vistas palette. If you drag the mouse over the palette, your document will zoom in or out to fit the area outlined in the Vistas palette within your document window.



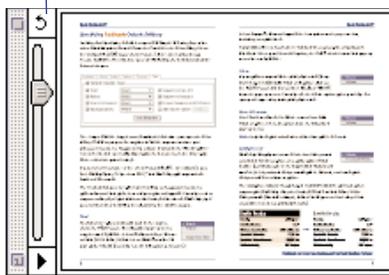
Click or drag anywhere in the Vistas palette to display that area in your document window.

The Zoom Slider allows you to decrease or increase the view percentage in real time. Dragging it down zooms the document in, while dragging it up zooms the document out.



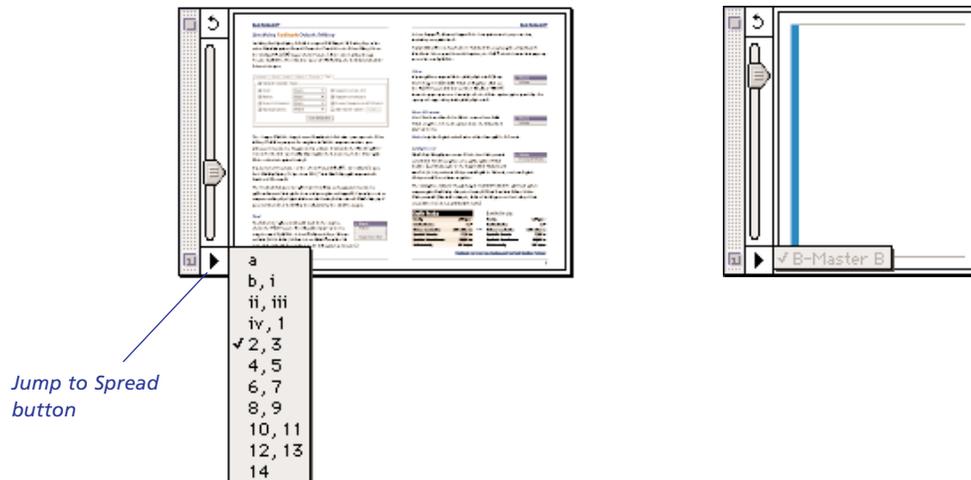
Every time you change to a new view, you can click on Vistas' Back to Previous View button to display the previous view. You can toggle between the two most recent views by clicking on this button again.

Back to Previous View button



Note: The Back to Previous View button cannot be used when you switch from document to master pages, or vice versa.

The Vistas palette also allows you to jump quickly to a different spread. Click on the Jump to Spread button. All the spreads in the document will be shown with their corresponding page numbers on a pop-up menu (if you are currently editing a master page, the name of the master spread will be shown):

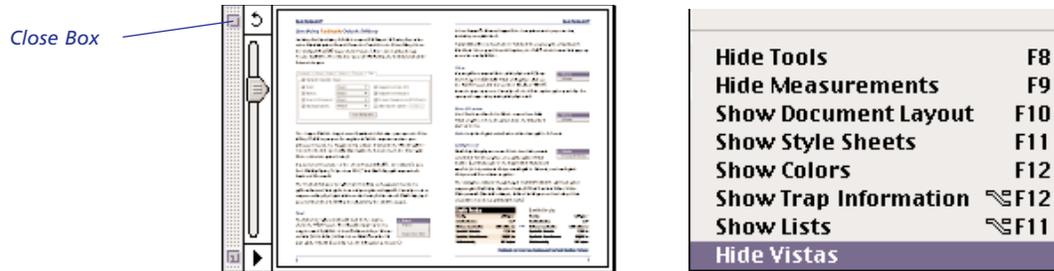


Document and master spreads are shown when you click on the Jump to Spread button.

Select any spread from this pop-up menu. The spread you choose will become the active spread. If you select a spread while holding down the **Option** key, it will be shown on the Vistas palette, but will not become the active spread. Here's an example: suppose you want to quickly find a certain box in your document that you

have to copy. Instead of scrolling your document window, use the Vistas palette to browse through the spreads by holding down the Option key. Once you find the box, click or drag on the Vistas palette to where that box is located. Copy the box from your document window. Now, without altering the current view, click on the Back to Previous View button. You are instantly back to the original location in the document.

Finally, if you need to close the Vistas palette, click on its Close Box or select **Hide Vistas** from the View menu. To display it again, select **Show Vistas** from the View menu.



To close the Vistas palette, click on the Close Box or select Hide Vistas from the View menu.

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