



**GLUON** *Cropster™*

## ***FULL-FEATURED CROPS AND REG MARKS***

### **Cropster INSTRUCTIONS**

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#### **Preparation**

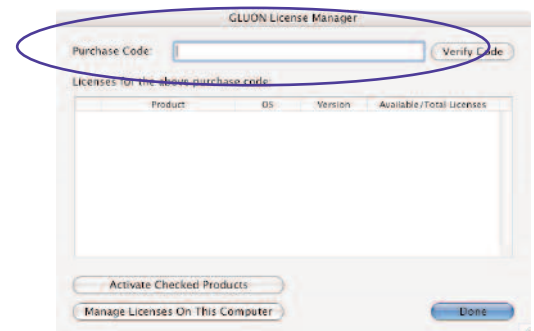
**IMPORTANT:** FIRST REMOVE ANY OLD VERSIONS OF THE CROPSTER AS THIS MAY CAUSE CONFLICTS IN QUARK!

#### **Installation**

**MAC:** Follow instructions that come in the folder with your Cropster XTension or use the provided installer.

**WIN:** On Windows, double-click the Setup.exe and follow the instructions to locate your XPress XTensions folder.

**Demo Mode: Demo Mode:** All GLUON's for QuarkXPress 7 and higher are downloadable from GLUON.com and other sources. Any of the downloaded plug-ins can be "unlocked" with a Purchase Code obtained Online or over the phone. Before a Purchase Code has been entered or the plug-in has been purchased, the plug-in is in Evaluation (Demo) Mode. Once a proper code is entered into the GLUON License Manager Utility or in the Register Dialog of the plug-in, the plug-in will be Registered and run normally, indefinitely. Please keep your Purchase Code on record in case you need to deinstall on one machine and reinstall on another. Use the License Manager to deinstall your license.



### **USING GLUON Cropster™**

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#### **THE GLUON MENU**

Cropster's functions are accessed through the GLUON Menu which appears on the right side of the menu bar.

#### **USING CROPSTER**

Cropster can be used to place accurate crop marks, fold marks, guides, dimension arrows or registration marks on any QuarkXPress element or to any specification. It is used most commonly on oversize pages where all bleeds and trims can be proofed and measured. Usually this means creating a set of 8.5" x 11" crops on a tabloid page. In Ad production, setting up the live area with clearly demarked trim and bleed is usually the first step and without Cropster this process can take up to a half hour. With Cropster the time is more like 10 seconds.



## TWO METHODS OF USING CROPSTER

**Method 1)** With nothing selected, use the **Cropster Settings...** Menu item to bring up the Cropster Dialog. Enter the desired sizes for trim, safety, bleed, etc. and hit OK. If the page has Cropster crops on it already, you will see the words **Page Specs** in the Preset Menu and the settings from before will appear in the dialog. Otherwise, it will say **Current Specs**.

**Method 2)** With a text or picture box selected, Cropster comes up with the dimensions of that box filled in to the trim size. Enter the desired safety and bleed at that point and hit OK. If the box has Cropster crops on it already, the settings from before will appear in the dialog. You will see the words **Box Specs** in the Preset Menu in either case.

## CROPS TAB OPTIONS

### Trim

The size of the final printed piece.

### Safety

The size of the printable area within the printed piece.

### Bleed

The excess area outside the trim area for items which need to print up to the edge of the trim. This can be set as an absolute size such as 10" x 12" or as an offset such as 0p9 which is the default standard

### Crops

Gives you the option of placing exact crop marks which align with the trim, bleed and safety dimensions. You can also set color for each crop type by clicking color pop-up menu next to the check box.

← Trim: 1.5" →

### Arrows

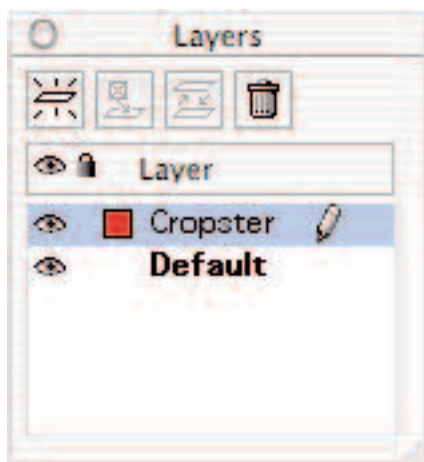
Gives you the option of placing dimension arrows which align with the crop dimensions. To set arrows with no crop marks use the **No Crops** check box. **Label** refers to text that is placed into the box where the dimension is shown, always followed by a colon. It can be left blank also.

### Guides

Gives you the option of placing exact guides which align with the crop dimensions. Red is bleed, blue is trim and green is safety. To set guides only with no crop marks use the **No Crops** check box. You can also set color for each guide by clicking color box next to check box.

### The Cropster Layer

New to version 6, Cropster now takes advantage of Quark's built in layers. You can now hide the Cropster layer if you need to print without it.



### Scale

Many times you will be working on something which is destined to be printed at a much larger scale such as a billboard or poster. You can have the dimension arrows reflect the actual final size by setting a relationship between measurements on the page with those in the final output. Since Quark doesn't directly support feet and meters, Cropster will figure it out for you and you'll see it in the arrow label, but not in the dialog.

### Font

Allows you to set the font used in all the text boxes created by Cropster.

### No Crops

Allows you to quickly turn all crops off instead of individually setting each one.

### Lock Guides

Gives you the option of locking guides so they can't inadvertently be moved. They can still be removed, however.

### Add To Current

When adding crops for page, turn on this check box to add new crops instead of replacing them. Please note that box crops are always replaced.

The screenshot shows the 'Position' tab of the Cropster dialog box. It has four tabs: 'Crops', 'Position', 'Folds', 'Reg Marks, etc.', and 'Presets'. The 'Position' tab is active. It contains two main sections: 'Page Setup Position' and 'Crops Specifications'. In 'Page Setup Position', there are two rows: 'Vertical' and 'Horizontal'. Each row has a radio button for a specific value (4.446" and 4.174" respectively) and a radio button for 'Center'. In 'Crops Specifications', there are three rows: 'Spacing' (0.125"), 'Thickness' (0.25 pt), and 'Length' (0.375"). At the bottom, there is a checkbox labeled 'Reset Ruler Origin'.

| Page Setup Position: |  |
|----------------------|--|
| Vertical :           | <input checked="" type="radio"/> 4.446" <input type="radio"/> Center |
| Horizontal:          | <input checked="" type="radio"/> 4.174" <input type="radio"/> Center |

| Crops Specifications: |         |
|-----------------------|---------|
| Spacing:              | 0.125"  |
| Thickness:            | 0.25 pt |
| Length:               | 0.375"  |

☐ Reset Ruler Origin

## POSITION TAB OPTIONS

### Vertical and Horizontal Position on Page

When using the non-selected mode of placement, this determines the vertical distance from the top or the horizontal position from the left of the page that your bleed or trim (if no bleed) will be set for.

### Spacing

Determines the distance from the crop mark to the trim. If bleed is selected, an additional amount may be added automatically to keep crops from touching. Default setting is 0p9.

### Thickness

Determines the rule thickness of the crop marks. Default setting is .25 point. Zero will create a hairline. This applies to arrows and regmarks as well.

### Length

Determines the length of crop marks.

### Reset Ruler Origin

This will cause Cropster to set the ruler to zero at your designated trim upper-left corner.

**FOLDS TAB**

**Even Folds:**

☐ **Vertical**

Folds: 1  
Gutter: 0.5"

☒ **Horizontal**

Folds: 2  
Gutter: 0.5"

Copy to Custom ->

Color: Red

☒ **Arrows**

**Custom Folds:**

Horizontal: 0" 0" 0" 0" 0" 0"  
Vertical: 0" 0" 0" 0" 0" 0"

+ - + -  
Mirror Zero All

Gutter: 0.5" 0.5"

☐ **Relative folds**

## FOLDS TAB OPTIONS

### Even Folds

Select Even Folds radio button to create evenly spaced folds for vertical and/or horizontal direction. Click check box to enable the folds direction. Any number above zero will cause vertical and/or horizontal fold-marks and/or guides to be placed at even intervals between your trim marks. For instance 1 will create a fold in the middle, 2 will divide the page into 3 panels. The **Gutter** amount will set how far apart the fold marks are. If you don't want gutter marks and guides, set this to zero.

There are many instances when you *almost* want even folds, but not quite. For such times, first set the number of folds, then click **Copy to Custom ->**. You will see the actual fold measurements appear on the right, in the Custom Folds panel. Click on Custom folds and then use the **Nudge Buttons** (+ & -).

### Custom Folds

Select this radio button to create folds exactly where you want. Enter where you want your fold marks to fall from the upper left corner of your trim. For instance to create a horizontal fold mark 3 cm from the top, type 3 cm into the first slot in the dialog. You can have up to 6 horizontal and 6 vertical custom folds and also can set gutter for either direction separately.

### Arrows

Select this check box to cause Cropster to place dimension arrows which indicate fold dimensions. These arrows will appear on the left and bottom of the trim area.

The **Nudge Buttons** will move a fold (with edit field selected) by 1/16", or if in metric, by 1 mm. To move all folds at once, hold **Option**. To move by half the amount, hold **Command**.

**Mirror** causes all measurements to be flipped within the trim.

### Relative folds

If this is checked, then numbers you enter in the custom fold fields will be relative to each other rather than to the trim. So 14p0 and 24p0 would mean the first fold at 14 picas, the second fold 24p from the first fold.

### Color

Use this to set the color of the fold marks and corresponding arrows.

### Arrows

If this is checked, then Cropster will place dimension arrows between each fold similar to the main dimension arrows mentioned above.

**Custom Folds:**

Horizontal: 3.667" 7.333" 0" 0" 0" 0"  
Vertical: 4.25" 0" 0" 0" 0" 0"

+ - + -  
Mirror Zero All

Gutter: 0.5" 0.5"

☐ **Relative folds**

Crops Position Folds **Reg Marks, etc.** Presets

☒ **Registration Marks**

☐ Centers ☒ Positive ☐ Negative

☒ Corners ☐ Negative

☒ CMYK Legend

☒ Notes: Cropster rocks!

☒ Date & Time ☒ Document Name

☒ Scale Legend

☐ Logo: < Undefined >

☐ Colorbar: < Undefined >

Color: Blue

## REG MARKS & ETC. TAB OPTIONS

### Registration Marks

When this option is selected, other options will become available pertaining to how the regmarks will look and where they will be set:

**Centered**—Places regmarks dead center between crop and or fold marks

**Corners**—Places regmarks at the corners

**Positive**—Black on white

**Negative**—White on black

**Square or Round**—two types of reg marks

### Notes

Places a remark, note, description or comment below the trim area

### Data & Time

Places the current date and time below the trim area

### Document Name

Places the current document name below the trim area

### Scale Legend

Places the scaling info as set in the crops tab below the trim area.

### Logo and Colorbar

These items will be placed sideways at the sides of the trim area. In order to place the right image file, you should choose EPS file to use for either place by clicking the button next to either check box. Also make sure that the check box is turned on.

### Color

Use this to set the color of all extra (non-crop or arrow) marks and text. If you ask for the CMYK legend with your reg marks, those will be in the proper C, M, Y and K colors.

|  |          |       |                 |                |
|--|----------|-------|-----------------|----------------|
| Crops  | Position | Folds | Reg Marks, etc. | <b>Presets</b> |
| <div> <div> Default<br/> Tabloid<br/> US Letter<br/> <b>US Letter 2</b> </div> <div> Name:<br/> <input type="text" value="US Letter 2"/> </div> </div> <div> <input type="button" value="Replace"/><br/> <input type="button" value="Delete"/><br/> <input type="button" value="Save"/><br/> <input type="button" value="Rename"/><br/> <input type="button" value="Revert All"/> </div> |          |       |                 |                |

## **PRESETS TAB OPTIONS**

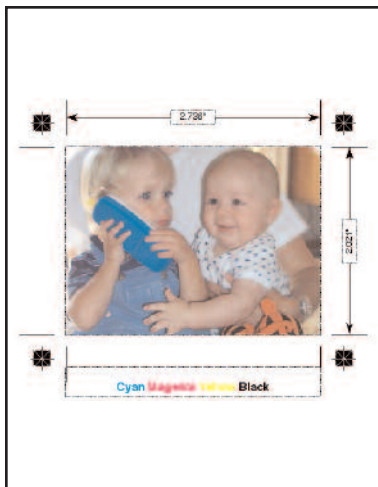
### **Using Presets**

Any Cropster settings can be saved and then recalled at a later date. This is great for settings which you will be using repeatedly. To save current settings (everything in the Cropster dialog), simply hit the **Save** button after entering a name in the Name field. It will be added to the Preset Menu. If you want to alter those settings without creating a new set, select preset to replace from the preset list and hit **Replace** button. To remove a preset, select the preset from the list and hit **Remove** button. You can also rename an existing preset by selecting it, giving it a new name in the Name field and hitting the **Rename** button. Any preset edited after you opened the Cropster dialog will be retained whether you choose the OK or Cancel button. However, in case you want to undo all presets from the dialog, hit **Revert All** and it will restore the preset list.

Saved presets are stored in the 'Cropster Preferences' file in System/Preferences.

### **Creating Guides Across Spreads**

When a dimension for trim is used which exceeds the page width, Cropster assumes you want to make marks on a spread and not a page. It therefore will center the crop, guides, etc on the spread. This also works if a selected box is wider than a page. Spread crops are not grouped as this can create conflicts when done on Master Pages.



Document Before Trimming



Document After Trimming

## OTHER MENU FUNCTIONS

**Create Trimmed Document**—This powerful feature will take whatever you have set as your trim size and create a new document to that size. It will then copy all content within your trim area, including any bleed material, to the new document. No guides, legends or other materials outside the bleed area will be copied. This currently only works for single page documents.

**Create Document from Selection**—When you have something selected before going to the Cropster Menu, you'll see this option which performs the same function as above except instead of using Cropster's info it uses the selection's bounding box (cool).

**Remove Cropster**—Will remove all Cropster elements and guides from the current page.

## SLUGGER INTEGRATION

Cropster stores hidden information (bleed, trim, safety and folds) which is picked up by GLUON's Slugger XTension automatically. These two products together are a highly effective tool for document trafficking and management.

## PDF INTEGRATION

When creating PostScript by printing to File, Cropster will add some additional information to the file which can be picked up by Acrobat regarding trim and bleed.

## ADDITIONAL NOTES

1. When replacing existing page crops, Cropster erases all crops, guides, arrows and all other marks that were generated by Cropster for the page and then places new crops, etc.
2. When replacing existing box crops, Cropster erases all crops for the box but not the guides. You can remove these manually.
3. This version of Cropster can read all crop information generated by the previous version of Cropster. However, previous versions won't be able to read information that is generated by this version. Attempting to do so could cause your machine to crash.