

**vjoon**

Plug-in

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Overset Manager

## → Copyright

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This manual has been created using Adobe FrameMaker on a MacBook Pro. Text and headlines are set in Foundry Sans typefaces.

Generic (EN) - 3/4/20

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## → Chapter 1 Introduction

vjoon Overset Manager is a plug-in for Adobe® InDesign® or Adobe® InCopy® allowing you to measure the length of any amount of text by number of characters, words, lines and manuscript lines. The Overset Manager panel remains open while editing, displaying the results immediately. In addition, you can use Overset Manager to automatically create text frames for overset text. The overset is also measured by number of characters, words, lines, and manuscript lines.

### System Requirements

vjoon Overset Manager can be used with Adobe InDesign or InCopy running under OS X and various Windows operating systems. The software and hardware requirements for the following applications apply:

- vjoon Overset Manager 14.0.x for Adobe 2020
- vjoon Overset Manager 13.0.x for Adobe CC 2019
- vjoon Overset Manager 12.0.x for Adobe CC 2018
- vjoon Overset Manager 11.0.x for Adobe CC 2017
- vjoon Overset Manager 10.0.x for Adobe CC 2015

### Installation *(changed)*

(1)

Choose one of the following possibilities:

- **OS X for Adobe 2020/CC 2019:**  
Place the plug-in and license in the folder "Plug-Ins" of Adobe InDesign/InCopy.
- **Windows and older Adobe OS X versions:**  
Place the plug-in in the folder "Plug-Ins" of Adobe InDesign/InCopy.



We recommend to create a folder named "vjoon", 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.

## About this Manual

This manual assumes that you are familiar with OS X and 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%.

## → Chapter 2 Using vjoon Overset Manager

Before you start using vjoon Overset Manager, you have to adapt preferences specifying how the number of manuscript lines are calculated and how overset frames are displayed. Then, you can measure text in your document and display overset text frames on-the-fly.

### Setting Preferences

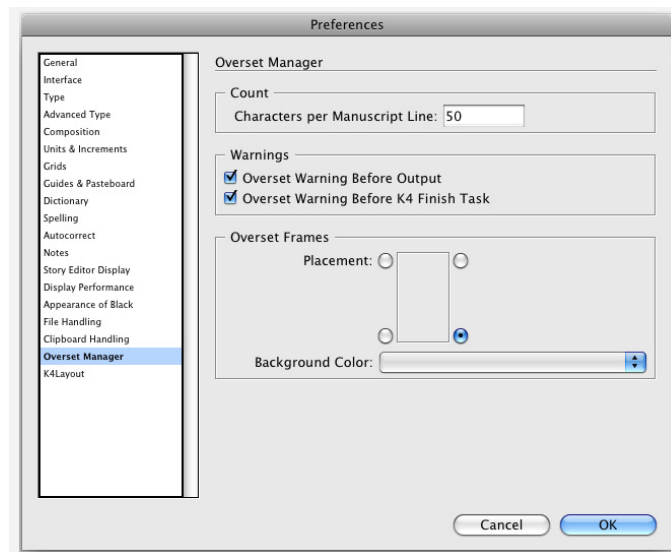
In most cases, text from external editors is measured differently than text that is placed in the layout. For example, manuscript lines or manuscript pages containing 25 characters per line and 20 lines per page are a common unit of measurement. By using placeholder text and number of manuscript lines 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. In addition, you can select the position for overset frames according to your writing direction and a background color and you can enable overset warnings.

**(1)** Depending on the operation system you are using, choose one of the following methods:

- **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) Under "Warnings" enable one or two of the following options to display warning messages in the corresponding situation in the case the document still contains overset text.
  - **Overset Warning Before Output:** A message is displayed when you are starting a Print, Export, Preflight and Package process of a document, allowing you to confirm or cancel the output procedure.
  - **Overset Warning Before K4 Finish Task:** If you are using Oversight Manager in combination with a vjoon K4<sup>®</sup> publishing system, a message is displayed as soon as you try to save a version in the database, allowing you to confirm or cancel the procedure. Using Adobe InCopy, the message is displayed for the current article only.
- (4) Under "Overset Frames > Placement" click one of the four radio buttons to select the position for the overset frames that are created automatically.

(5) Under "Overset > Background Color" select the background color you want to use for the overset frames from the pop-up menu.

(6) Click OK.

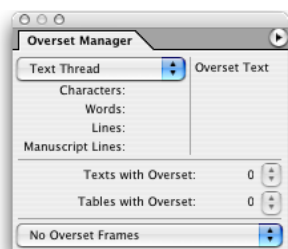
The settings you defined are global settings for Adobe InDesign or Adobe InCopy which will remain valid until you change them again.

## Displaying the Panel

In order to measure text with Oversight Manager open the corresponding panel.

(1) Launch Adobe InDesign or Adobe InCopy.

(2) To open the panel, choose „Window > Oversight Manager“. The Oversight Manager panel appears.



You can now measure the text you want and display overset text frames. See the next section as well as ["Using Oversight Text Frames"](#) for further information.

 You can use the panel menu in the top right corner of the Oversight Manager panel to enable warning messages for overset text. For more information refer to ["Setting Preferences"](#).



## Measuring Text

You can measure text length as well as the number of manuscript lines based on one of four options. If over-set text exists, the same values are calculated for overset text. The text you select can also be part of a table (see also “[Tables](#)”). You can 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 panel.

- **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.
- **Thread without Overset:** Calculates values based on the text within threaded text frames or an individual text frame, including overset text. This option is used by default.
- **Thread with Overset:** Calculates values based on the text within threaded text frames or an individual text frame, excluding overset text.

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

<b>Characters</b>	Displays the number of characters for the text. If the text thread contains overset text, the number of characters that do not fit into the last frame of the thread is displayed in the overset field.
<b>Words</b>	Displays the number of words for the text. If the text thread contains overset text, the number of words that do not fit into the last frame of the thread is displayed in the overset field.
<b>Lines</b>	Displays the number of lines for the text. If the text thread contains overset text, the number of lines that do not fit into the last frame of the thread is displayed in the overset field. If you select a text frame containing no text or ends with blank lines, the number of blank lines is displayed as a negative value in the overset field. The number of lines is calculated using the values entered as preference under “Story Editor Display”.

<b>Manuscript Lines</b>	Displays the number of manuscript lines for the text. If the text thread contains overset text, the number of manuscript lines that do not fit into the last frame of the thread is displayed in the overset field. The number of manuscript lines is calculated based on the value you entered as preferences for "Overset Manager". See " <a href="#">Setting Preferences</a> " for further information.
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Overset Manager also measures the text of footnotes and calculates it for the column containing the footnote reference. Overset values are displayed accordingly.

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

### Using Overset Text Frames

With Overset Manager you can show or hide overset frames automatically. According to the setting you choose, overset text frames appear as soon as a given text frame contains text that does not fit into the last text frame of the corresponding text thread. Overset text frames are also created for text-on-path objects and rotated or skewed frames.

The overset text frames are attached to one corner of the text frame or to the last text frame of a text thread, depending on the chosen preference setting. Their background color is also defined as a preference. See "[Setting Preferences](#)" for further information.

By default, overset frames have the same width as the original text frame, the length is extended to the bottom edge of the pasteboard so that a maximum amount of text remains visible. However, you can move or resize them as any other frame, the new position is valid until you hide them.

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



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

- **No Overset Frames:** By default, this option is selected in the panel so that no overset frames are created.
- **Show Current Overset Frame:** Displays an overset frame for the text frame the insertion point is placed in. The overset 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 frame is attached to that text frame.

- **Show All Overset Frames:** Displays overset frames for all text frames containing overset text. All overset frames remain visible as long as this option is enabled and text is contained in the overset frames.
- **Show All Unlocked Overset Frames:** Displays overset frames for unlocked text frames, only. Locked text frames are created, e. g. when using Overset Manager in combination with a vjoon K4 publishing system.

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



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.

Below the values for text and overset in the panel, the current number of texts and tables with overset contained in the current document is displayed. In the corresponding pop-up menu, you find a list of all overset frames sorted by document pages. Using Adobe InDesign, all overset frames in the current layout are listed, using Adobe InCopy, every unlocked text thread is considered.

(2)

Select the overset frame you want to edit from the "Texts with Overset" or "Tables with Overset" pop-up menu (see also below).

The corresponding frame is displayed on the screen.

### Tables

Overset Manager can also measure text in tables. In the table, one table rows is calculated as one line. Tables may contain different types of overset text.

- **Additional Table Rows:** A table itself can have overset text, meaning that not all table rows fit into the text frame. In this case, the table is calculated in the same way as a text thread, and an overset frame is created containing the additional table rows. This table will be listed under "Texts with Overset".
- **Overset Text in Table Cells:** A table can contain overset text in single table cells, indicated by a small red dot that appears in the lower right corner of the cell. In this case, no overset frame is created, and the table will be listed under "Tables with Overset". If you are using the pop-up menu to go to the table containing the overset text, the cursor will be placed in the first table cell of the table containing overset text. For more information about editing table cells containing overset text, refer to the Adobe documentation.

