

## Badia Exportools 2.5 for QuarkXPress 7 User Guide

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### System Requirements

- QuarkXPress 7.x
- Intel or PowerPC computer
- Mac OS X Tiger (10.4.2 or later), or Leopard (10.5.x)

### How to Install, Update or Uninstall

Double-click the **Exportools Installer** icon and follow the on-screen instructions. You can use the same installer to install for the first time, update to a new version, or uninstall the software. If you are updating from an older version, the older XTension will be moved to the Trash once installation is complete.

By installing Badia Exportools, you agree to the Terms and Conditions listed in the License Agreement document.

### How to Register

Badia Exportools 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 the "**About**" link and then 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.

### User Guide

Badia Exportools lets you automate the process of exporting document pages, spreads and selections as individual files in several formats, including EPS, PostScript, PDF, rich or plain text, picture files, and HTML.

You can choose which pages or spreads to export,, the rules governing the file names, and, if you wish, which program to open the new files in.

*Note:* The Exportools options are not available for Web layouts.

To use Exportools, select **Utilities → Badia Exportools**.



## Export Type

Use the **Export** pop-up menu to select the export type: **Each Page**, **Each Spread** or **Selection**. For any of these options, you can then select the export format (EPS, PostScript, PDF, Text, Picture, or HTML).

## Exporting as EPS/PostScript/PDF

To export pages as EPS, PostScript or PDF, select an output style from the list of available styles for each format. All the settings saved with the chosen output style will be used when exporting pages.

*Note:* When saving pages as PostScript, a valid PostScript printer must be currently selected in the OS X Printer Setup Utility. Otherwise, a warning message will be shown.

Click on the **“Edit Output Styles”** button to open the standard QuarkXPress window to manage output styles. Any new style you add here will be immediately appended to the list of available styles in the Exporttools window. Please refer to the QuarkXPress documentation for more information regarding each of the output style options.

- **Override Scale** (*Save as EPS only*): Choose this button and enter a percentage value to override the scale information saved with the selected output style. This option is present to bypass the QuarkXPress limitation of a maximum scale of 100% when creating EPS output styles.
- **Single Output File** (*Save as PostScript/PDF only*): Select to save the pages/spreads in one single output file (instead of individual files, which is the Exporttools default). Not available when exporting selections.

## Exporting as Text

Allows you to extract all the text located in text boxes and save it to disk in different formats.

- **Text Format:** The same options for saving text from a single text box are shown here (Plain Text, Rich Text Format, Microsoft Word, XPress Tags, etc.) Please refer to the QuarkXPress documentation for more information about these options.
- **Box Order:** Determines the box order in which text will be extracted from each page. The top-left corner of the box is used to establish this box sequence. For example, **Left to Right, Top Down** will scan boxes starting at the top of the page and going toward the bottom; if two boxes share the same Y coordinate, then the order goes from left to right.
- **Include Boxes on Pasteboard:** Click to extract text from boxes located on the pasteboard as well.
- **Don't Break Linked Stories:** When selected, a single text story that flows through multiple linked text boxes is extracted all at once, for the first text box that initiates the chain. If deselected, the story is separated for each of the linked text boxes.
- **Single Output File:** Select to save all the selected pages/spreads as a single text file.
- **Use Page Label Separators:** When this option is selected, Exporttools will add the line **“\*\*\* Page/Spread # \*\*\*”** between pages when saving text as a single output file.

## Exporting as Pictures

Allows you to export pictures of each page, spread or selection to file.

- **Format:** JPEG, TIFF, PNG, Photoshop, PICT.
- **Transparent Page** (not available when saving as JPEG): When selected, the page background not covered by items will be transparent; otherwise, it will be white.
- **Model:** RGB Color, Grayscale.
- **Scale:** From 10% to 1000%.

- **Scale:** From 36dpi to 999 dpi.
- **Include Guides and Box Outlines:** Check to include page/spread guides and box outlines as part of the picture.

## Exporting as HTML

Creates HTML files using the built-in QuarkXPress HTML export engine.

- **Use Web Safe Colors:** Check to use colors that are optimized for Web display.
- **External CSS File:** Check to place cascading style sheets (CSS) in a separate file.
- **Single Output File:** Select to save all the selected pages/spreads in one single HTML file.

## Pages/Spreads Area

When exporting pages or spreads, you can choose:

- **All:** All pages/spreads in the document.
- **Single Sequence:** A single page/spread sequence. Page numbers must be absolute page numbers (section numbers are not allowed). You can use the pop-up menus to select the “from” and “to” pages/spreads (section page numbers, if used, will be shown in brackets). When exporting spreads, numbers shown in the “from” and “to” fields indicate absolute spread numbers, and the actual pages in each spread will be shown in brackets.
- **Range:** Use this field to specify a custom page range (similar to that found in the QuarkXPress Print dialog). (When exporting spreads, these values also specify pages.) You can use the standard non-sequential separators (usually a comma ‘,’), and sequential separators (usually a dash ‘-’). These separators are specified in the QuarkXPress “Input Settings” preferences panel. Page numbers must be section page numbers (for example, “B7”). You can also add a “+” before the page number to indicate an absolute page number.

## Exporting Selections

To export a selection, first select the item or group of items in the document with the Item Tool. Then, choose **Selection** in the **Export** type pop-up menu of Exporttools. A preview of the selection is shown. Options:

- **Bleed:** This is an additional margin that will be added around the selection boundaries. Default is 0 pt.
- **Include Area:** Select this option to include elements that are not part of the selection, but that fall within the boundaries of the current selection. This option is only available when exporting as EPS or Picture.

## Output Area

Allows you to select the destination folder and the rules for composing the file names.

- **Specify Button:** Click here to choose a destination folder where files will be exported. The destination folder path is shown in small type. You must specify a destination folder before pages are exported.
- **File Name Components:** Allows you to define how files will be named. An example of the first file name is shown in small type. To build the file names, use a combination of the 3 name component fields. For each component you can choose: Project Name, Layout Name, Project\_Layout, Layout\_Project, Page or Spread Sequence, Section Page Number, Serial Number, Custom Text.

Each name component has these options for numeric variables (page, section or serial numbers):

- **Leading zeros to \_\_ digits:** You can add leading zeros to complete a certain number of digits. For example, if you use 4 digits and the page number is 2, Exporttools will add 3 zeros before the page number (i.e. 0002).

- **Serial Start, Step, Format** (*serial numbers only*): For serial numbers, you can specify start value, step value and format (numbers, all cap letters or small cap letters).

*Note:* The total file name length cannot exceed 63 characters.

- **Add File Extension:** Select to add the appropriate file type extension to the end of the file name (for example, “.eps”).
- **Override Duplicate Files:** Check to automatically replace any file inside the destination folder that has the same name as the new one being generated. If this option is off, Exporttools will display a warning every time a duplicate file is found.
- **Suppress Output Warnings:** When checked, common output warnings (such as missing images or modified links) will not be shown.
- **Restart Serials In Each Session:** When this option is on, the serial numbers will be reset to the **Start** value after exporting the files. Otherwise, the serial numbers will automatically increase with each export session.

## Post-Processing Area

Allows you to open the exported files with the default application or application you choose.

- **Open Exported Files With:** Click to turn this option on and off.
- **Pop-Up with List of Post-Processing Applications:** Select <Default Application> or any application from this list, or click the “Select Application” button to add one. Exporttools saves the last 50 applications you’ve used, so you can switch back and forth between them. If <Default Application> is chosen, the exported files will be open with the default application that the Finder assigns to the files (same effect as double-clicking the files in the Finder).
- **Select Application:** Click here to select an application and add it to the list.
- **Wait Until All Files Are Created** (*Valid only when **Show Export Log** option is off*): When this button is selected, Exporttools will not open any file with the selected application until all files are created. Unchecking this option may result in certain files not being opened by the post-processing application, especially when exporting pages is a lengthy operation.

## Options Area

- **Show Export Log:** When this option is selected, Exporttools will show a window log detailing the export progress. Otherwise, a simple progress window is shown.

## Export Log

The export log window contains detailed information of the export process. It reports in real time which files are being exported, and any errors that may occur during the process. You can cancel the export process by clicking the **Cancel** button (or typing **Command-Period**).

Once the export is finished, these buttons are available:

- **Open Folder:** Click to reveal the destination folder in the Finder.
- **Reopen Exporttools:** Click to close the export log window and return to the Exporttools main window.
- **Open Exported Files:** This button is only available if the **Open Exported Files With** check button in the Post-Processing area of Exporttools was previously selected. Click to close the export log window and open the exported files with the selected post-processing application.

## Preferences File

Exporttools creates a preferences file to store the last settings used. This file is saved at this location: /<User Name>/Library/Preferences/Quark/QuarkXPress 7.0/Badia Exporttools 2.5.prf). Removing this file will revert all settings to the factory defaults.

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### **Badia Exporttools 2.5 for QuarkXPress 7**

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