

## Badia Exportools 3.0 for QuarkXPress 8 User Guide

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### System Requirements

- QuarkXPress 8.x
- 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.

### 30-Day Trial Period and Activation

Exportools will run in trial mode when it's first installed. You have 30 days to test-drive this product without activating it. To activate and unlock the usage restrictions, click the **"About"** link and then the **"Activate Now"** button. Simply follow the instructions shown on screen to complete the activation process. The number of licenses that you purchase determine the exact number of computers that you are allowed to activate this software.

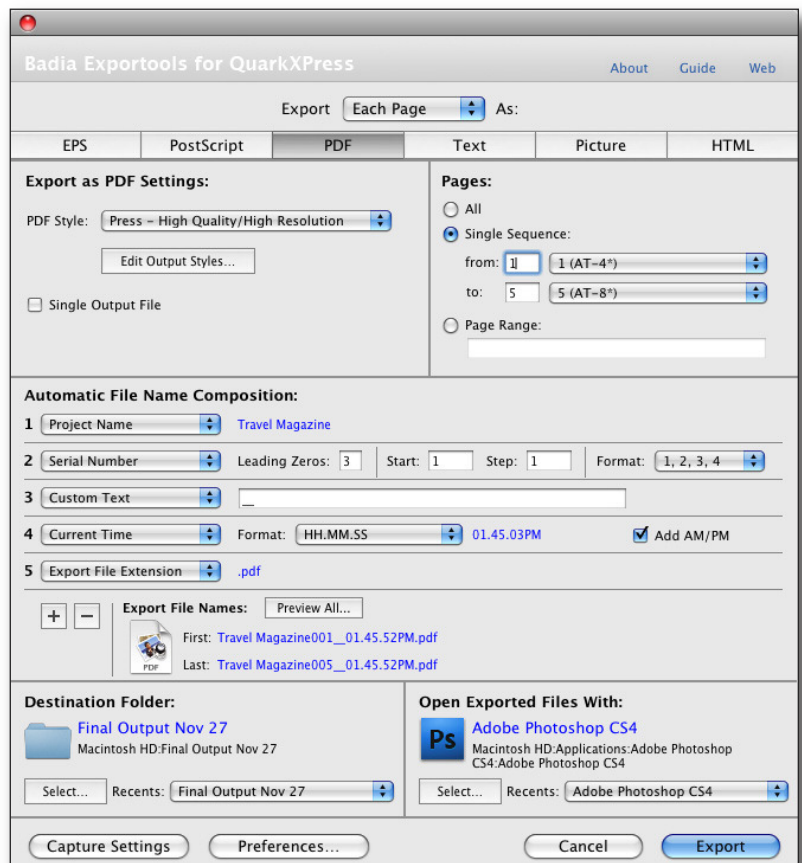
### User Guide

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.

## File Name Components

To compose the final file names, choose from any of the 9 file name components. Use the “+” and “-” button to add or remove components. For each component you can choose: Project Name, Layout Name, Page or Spread Sequence, Section Page Number, Serial Number, Today’s Date, Current Time, User Name, Destination Folder Name, Export File Extension, or Custom Text.

Exporttools will show the first and last file names, as well as the icon of the exported file. You can also press the “**Preview All**” button to preview the exact full list of exported file names.

*Note:* The total file name length cannot exceed 63 characters. When exporting as Picture, the file name cannot exceed 31 characters.

- **Leading zeros** (*page sequence, page section and serial numbers only*): 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*): You can specify start value, step value and format (numbers, all cap letters or small cap letters).

## Destination Folder

Select here the destination folder where files will be exported. Click the **Select** button to choose a folder. The destination folder path and folder icon are also shown. You must specify a destination folder before pages are exported. The **Recents** popup contains a list of the recent 50 folders, plus these folders: The **Document Container** folder, which is the folder that contains the document currently open, and the **Desktop** folder.

## Open Exported Files With

Allows you to open the exported files with the default application or any application you choose. Click the **Select** button to choose an application. The **Recents** popup contains the last 50 applications you've used, plus the Default Application entry, which is the default application that the Finder assigns to the exported files (same effect as double-clicking the files in the Finder).

## Preferences

Click the **Preferences** button to select the following options:

- **Duplicate Files**: Select what action to take when files with the same name already exist in the destination folder: **Replace** will automatically delete the old one; **Skip** will leave the existing file untouched; **Ask What To Do** will display a warning every time a duplicate file is found allowing you to decide what to do.
- **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.
- **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**: Click to close the export log window and open the exported files with the application you selected in the **Open Exported Files With** area. (Not available if "**None**" was selected).

## 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 8.0/Badia Exporttools 3.0.prf).

To reset the preferences and revert to the default settings, remove the “Badia Exporttools 3.0.prf” file or hold **Command-Shift-Option** when launching QuarkXPress.

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### **Badia Exporttools 3.0 for QuarkXPress 8**

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