

Badia Printools 5.0x 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 **Printools 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.

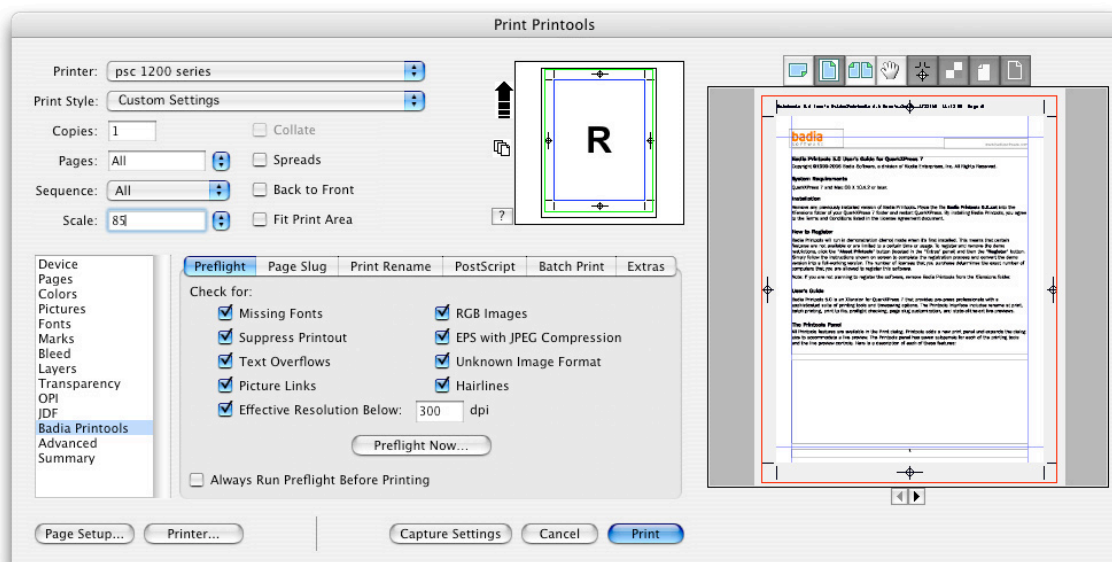
By installing Badia Printools, you agree to the Terms and Conditions listed in the License Agreement document.

How to Register

Badia Printools 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 Printools”** button (located in the **“Extras”** panel) 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 Printools 5.0 is an XTension for QuarkXPress 7 that provides pre-press professionals with a sophisticated suite of printing tools and timesaving options. The Printools interface includes rename at print, batch printing, print to file, preflight checking, page slug customization, and state-of-the-art live previews.



The Printools Panel

All Printools features are available in the Print dialog. Printools adds a new print panel and expands the dialog size to accommodate a live preview. The Printools panel has seven subpanels for each of the printing tools and the live preview controls. Following is a description of each of these features.

Preflight Tab

Printools' preflighting tool checks for common document problems that can lead to time and material waste. You can customize the preflight checks by selecting any of the following common problems:

- **Missing Fonts:** fonts missing in the document and those required by imported EPS images.
- **Suppress Printout:** items and pictures with the suppress printout setting turned on.
- **Text Overflows:** text boxes that have a text overflow
- **Picture Links:** imported pictures with Missing, Modified or Wrong Type status, or with no linked file (“No Disk File”).
- **RGB Images:** pictures with RGB color model (including indexed images).
- **EPS with JPEG Compression**
- **Unknown Image Format:** pictures with format other than TIFF, EPS or JPEG.
- **Hairlines:** lines with width set to hairline.
- **Effective Resolution Below <dpi>:** pictures whose effective resolution is lower than the threshold specified. (Effective picture resolution takes into account the scaling of the image in QuarkXPress. For example, a 150 dpi image imported at a 50% scale will yield a 300 dpi effective resolution – because there are twice as many pixels per inch as there would be if it were imported at 100%).

Once you set the preflight checks, click the **Preflight Now** button. Printools always preflights the entire document, regardless of the pages being printed.

The **Preflight Results** window contains a list of all the problems found (if any). Click on a column title to sort the list. You can also double click on any row, or select the row and hit the **Show** button, to display on screen the item with the problem.

If you want to temporarily hide the Print dialog (so you have more room to see each selected item), click on the **Hide Print Dialog** button.

When a problem is detected, it does not necessarily mean that the document cannot or should not be printed. It's just a warning, which you can choose to ignore if you are certain the results will not be harmful.

Saving Preflight Results

You can save the results displayed in Printools' Preflight window as a text file. Just click the **Save Results** button and a dialog will prompt you to select the name of the file and the folder in which you want the results saved.

Always Run Preflight Before Printing

You can select this button to have Printools automatically check every document before it is printed (that is, after you click the **Print** button). If a problem is found, the preflight window will halt the printing process until you click on the **Continue** or **Cancel Printing** buttons. When no problems are found, the preflight window will automatically close and printing will resume.

Page Slug Tab

The Page Slug tab allows you to customize the page slug printed at the top of the page. This panel is only available when registration marks are turned on. The standard QuarkXPress slug consists of these tags: project name, date, time, page number and color plate (if applicable). You can suppress any of those or add up to seven additional tags: user name, machine name, line screen, emulsion, bleed, scaling and custom.

The slug list allows you to manage which slugs will be printed. Three columns are shown: the first one controls whether or not the tag prints, the second contains the name of the tag, and the third displays the actual tag as it will look when printed. The printable legend can only be changed for the *custom* tag.

The *line screen*, *emulsion*, *bleed* and *scaling* tags can be especially useful for making sure the correct settings for high-resolution output are being used.

The *custom* tag can be any piece of information you find relevant to the current job. Double click this row or select **Other** from the pull-down menu next to the **Printable Legend** column title to enter your custom legend.

When adding extra page tags, you should be aware that some of them may get cut off if they extend beyond the paper area. To avoid this, use Printools' live preview as you add page tags to see how they will be printed.

Print Rename Tab

Printools can rename the document during the output stage, without altering the actual document name. This process is known as Rename at Print. Printing a file with a different name is useful in pre-press environments, as certain RIPs, for example, will not accept long document names. It is also helpful in keeping track of revisions or when printing individual pages for manual imposition.

- **Activate Rename at Print:** click this button to activate the Rename at Print functions. It will remain activated during the current print session only, and will be turned off the next time you open the Print dialog (unless the setting **Always Print with Rename at Print** is checked – see below).
- **Output Name:** you can specify up to 3 name components. For each, choose from: Project, Layout, Project_Layout, Page Range, a 3-digit Serial Number, or Custom. The sample field shows how the final name will look. The output name cannot be more than 63 characters long.

If you choose the serial number component, you can specify the initial value using the **Serial #** field. This value will automatically increase by 1 after printing.

- **Keep Original File Name on Page Slug:** select this button to keep the original, unrenamed file name on the page slug.
- **Leave Rename at Print Activated:** select to leave Rename at Print continuously activated.

PostScript Tab

Allows you to save the printout to disk as a PostScript file. A PostScript printer must be selected.

- **Activate Print to File:** click to activate the Print to File functions. It will remain activated during the current print session only, and will be turned off the next time you open the Print dialog (unless the setting **Leave Print to File Activated** is checked – see below). When Print to File is activated, the Print button in the Print dialog changes to **Save**.
- **File Name:** allows you to define how files will be named. You can specify up to 3 file name components. For each, choose from: Project, Layout, Project_Layout, Page Range, a 3-digit Serial Number, or Custom. The sample field shows how the final name will look. The file name cannot be more than 63 characters long.

If you choose the serial number component, you can specify the initial value using the **Serial #** field. This value will automatically increase by 1 after printing.

- **Folder:** the destination folder where files will be saved. Click the **Select** button to specify this folder.
- **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, Printtools will display a warning every time a duplicate file is found.
- **Leave Print to File Activated:** select to leave Print to File continuously activated.

Batch Print Tab

Allows you to batch print up to 2000 projects using the same print settings as the current project.

- **Activate Batch Printing:** click to activate the Batch Printing functions. It will remain activated during the current print session only, and will be turned off the next time you open the Print dialog. When batch printing has been activated, the page range field in the Print dialog will be disabled (all pages will be printed).
- **File List:** allows you to manage the list of files to be printed. Click the **Add** button to add projects to be batch printed; click on the **Remove** button to remove selected files from the list; click on the **Move Up** and **Move Down** buttons to change the order by which files will be printed. You can also click on the **Name** title to sort the list alphabetically. The list must contain at least one file, to a maximum of 2000.
- **Include Current Project:** select to include the current project as one of the source files. This file will be printed first.
- **Print All Layouts in Project:** when selected, all layouts inside each project will be printed, in sequential order. If this option is unchecked, only the default layout for each project will be printed.
- **Close Projects After Printing:** check to close all projects (except the current one) after they are printed.
- **Suppress Warnings:** check to suppress output warnings (such as missing links, etc.).

Note: If you select a Print Style in the Print dialog, only the settings defined in that print style will be used when batch printing (i.e. overriding the print style with local settings will have no effect).

Extras Tab

Contains tools for controlling the live preview and preferences.

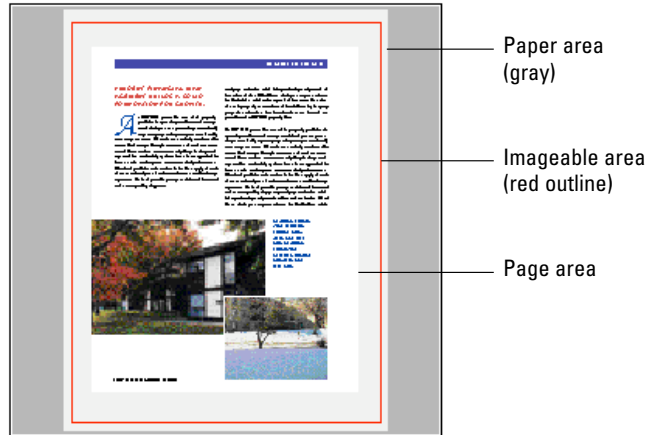
- **Live Preview:** allows you to turn live preview on and off.
- **Page/Spread:** allows you to view any page or spread of the layout. Printtools always displays section page numbers, not absolute page position (for example, the first page of the document may have a section page number of 10). As well, Printtools shows the *current* document page every time you open the Print dialog.
- **Include Guides:** select to include guides in the live preview.
- **Full Screen Preview:** To temporarily display a full-screen representation of Printtools' live preview, click this button. Click on the **Close** button, or hit **Return** or **Command-Period** to return to normal view.
- **Center Print Dialog in Document Window:** select this option to center the Print dialog horizontally within the document window when opening the Print dialog.
- **Remember Last Selected Print Dialog Panel:** when this option is selected, Printtools will remember and automatically choose the last selected panel in the Print dialog.
- **Show Tool Tips:** choose to display tooltips in the live preview toolbar area.

Printools' Live Preview

Printools displays a live print preview updated in real time as you change the print settings, giving you immediate feedback as to the way those changes will affect the final output. All print parameters are shown, including spreads, print marks, manual or automatic tiling, page rotation, bleeds, page gap, flipping and negative printing.

Printools automatically refreshes the live preview when a new setting is chosen in the Print dialog, regardless of the tab currently selected. You can force a live preview update at any time by positioning the mouse anywhere over the live preview thumbnail.

The live preview window consists of three main areas: the *paper area*, the *imageable area*, and the *page area*:



The *paper area* is the physical paper or film matter, and it is determined by the current PostScript Printer Description (PPD) file and paper size. You specify these settings in the **Printer Description** and **Paper Size** options of the **Setup** Print tab.

The *imageable area* is the portion of the paper area in which printing can occur, i.e., the paper area minus the paper margins. The current PPD and paper size determine the imageable area. For imagesetters, the imageable area is the same as the paper area, as there are no paper margins. Printools shows the imageable area using a red outline, and it does not display portions of the page that fall beyond these limits. This allows you to see whether some page information gets clipped when printed.

The *page area* is the document page or spread (selected with Printools' **Page/Spread** pop-up menu) as it will be printed in the paper area. When bleed is added, the paper area will be larger than the actual document page or spread size.

Shortcut Buttons

Buttons to the top and at the bottom of the live preview let you control common print settings and give you preview display options. Only the buttons to the top of the live preview actually change print settings. When one of these buttons is highlighted, it indicates that that particular print setting is turned on; if a button is not highlighted, it indicates that that setting is off. Note that for QuarkXPress controls with more than two options (Page Positioning, for example), Printools uses the two most common options for the corresponding shortcut.

Interactive Manual Tiling

When manual tiling is set, you can just click and drag the mouse over the live preview area to position the page interactively. The ruler origin will change to the latest position after you close the Print dialog.

Live Preview with Automatic Tiling

Printools also shows you the way tiles will look when automatic tiling is used. It does so by displaying which part of the document page will be printed on each tile, as well as the areas where overlapping occurs.

When automatic tiling is on, Printools switches the paper area and the page area: the page area always fits the live preview window, the paper area is shown with a blue outline, and the imageable area is not shown.

Combining Tools

Printools allows you to combine Rename at Print, Print to File and Batch Print together during the same print session. If the setting **Always Run Preflight Before Printing** is on, all files will be preflighted before printing as well.

Printools Preferences

Printools settings are saved to disk after hitting the **Print** or **Capture Settings** buttons in a file called **"Badia Printools.prf"** located in `/<username>/Library/Preferences/Quark/QuarkXPress 7`. You can delete this file to revert to the default settings.

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