

## Badia Printools 5.0x for Adobe InDesign CS3 User Guide

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### System Requirements

- Adobe InDesign CS3
- 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 for ID 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 for InDesign, you agree to the Terms and Conditions listed in the License Agreement document.

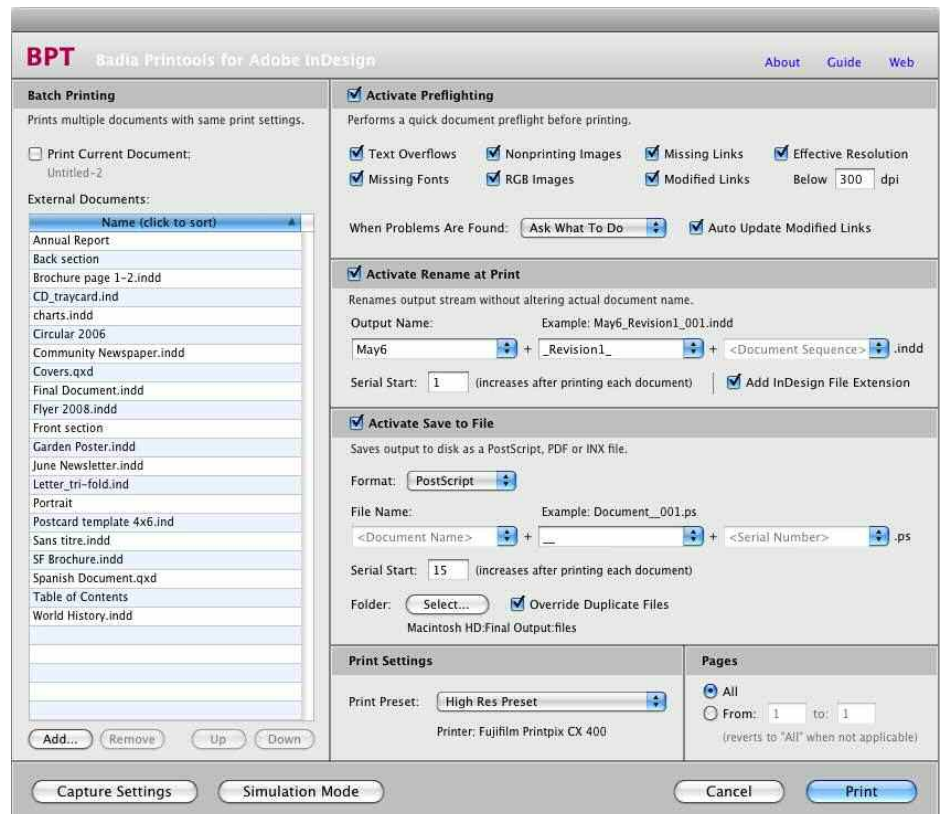
### How to Register

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"** link or the **"Register Now"** button and 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 a plug-in for Adobe InDesign CS3 that provides pre-press professionals with a sophisticated suite of printing tools and timesaving options. The Printools solutions includes batch printing, rename at print, print to file in different formats, and preflight checking.

To use Badia Printools, select **File -> Badia Printools** from the InDesign CS3 menu.



## Batch Printing

Allows you to batch print up to 5000 document using the same print settings.

- **Print Current Document:** select to include the current document as one of the source files. This document will be printed first.
- **External Documents:** allows you to manage the list of files to be printed. Click the **Add** button to add documents to be batch printed; click on the **Remove** button to remove selected files from the list; click on the **Up** and **Down** buttons to change the order by which documents will be printed. You can also click on the **Name** list title to sort the list alphabetically.  
*Note:* Printools allows you to add any type of file to the External Documents list. Those files that cannot be open by InDesign will be reported in the Print Log window.

## Preflighting

Printools' preflighting tool checks for common document problems that can lead to time and material waste.

- **Activate Preflighting:** click this button to activate preflighting checks.

Once preflighting has been activated, you can customize the preflight checks by selecting any of the following common problems:

- **Missing Fonts:** fonts missing in the document.
- **Text Overflows:** text frames that have a text overflow. The number of text overflows will be reported.
- **Nonprinting Images:** picture frames and graphics with the nonprinting attribute turned on.
- **RGB Images:** pictures with RGB color model.
- **Missing Links:** graphics with Missing status.
- **Modified Links:** graphics with modified status.
- **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 InDesign. 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%).
- **When Problems Are Found:** select the action to take when a document does not pass the preflight tests:
  - **Skip Document:** the document will be skipped and Printools will continue printing the next one.
  - **Stop Printing:** the document will be skipped, and printing will be stopped.
  - **Continue Anyway:** disregards the problems and prints the document anyway.
  - **Ask What To Do:** if a problem is found, the preflight window will halt the printing process until you click on the **Skip Document**, **Stop Printing** or **Continue** buttons of the Print Log window.

*Note:* Printools always preflights the entire document, regardless of the pages being printed.

- **Auto Update Modified Links:** check to automatically update modified links. When this option is on, modified links will not be reported in the “Preflight Results” list of the Print Log window, unless an error occurs while trying to update the links.

## Rename at Print

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.
- **Output Name:** you can specify up to 3 name components. For each, choose from: Document Name, Document Sequence, Page Range, Serial Number, or Custom Text. The example field shows how the final name will look. The output name cannot exceed 63 characters.

“Document Name” is the name of the document without the “.indd” or “.ind” file extension.

“Document Sequence” is the sequence number of the output list. The first document printed is sequence number 0 (zero). Leading zeros are always added to complete 3 digits.

“Page Range” is “All” when printing all pages, or “<From> – <To>” when printing a range of pages (for example, “1-9”).

“Serial Number” is any number you can specify that will automatically increment by 1 after each file is printed. Leading zeros are always added to complete 3 digits.

“Serial Number” is any text you enter.

If you choose the Serial Number component, you can specify the initial value using the **Serial Start** field. This value will automatically increase by 1 after printing each document.

- **Add InDesign File Extension:** choose to add “.indd” to the renamed name.

## Save to File

Allows you to save the printout to disk as a PostScript, PDF or INX file.

- **Activate Save to File:** click to activate the Save to File functions.
- **Format:** PostScript, PDF, or INX (InDesign Interchange). For PostScript and PDF formats, select also the appropriate Print Preset or PDF Preset in the **Print Settings** area.  
*Note:* When you select INX format, all pages will be printed.
- **File Name:** allows you to define how files will be named. You can specify up to 3 file name components. See “Output Name” under “Rename at Print” (above) for a description of each file name components.
- **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 allowing you to keep the existing file or replace it.

## Print Settings

Select here the print preset (or PDF preset saving to file is activated and format is PDF). This preset will be used for all the documents. The printed selected with the print preset is also shown in small type.

## Pages

Select whether to print all pages or only a certain range for all documents. Numbers are absolute page numbers (not section numbers). If the range is not applicable for the document being printed (for example, if the print range is “5 to 6” and the document has only pages 1 and 2) then all the pages inside that document will be printed.

*Note:* When Save to File is activated and format is INX, all page are always printed.

## Capture Settings Button

Click this button to capture all the settings in the Printtools window (including the document list) without printing.

## Simulation Mode Button

Simulation Mode allows you to simulate the printing process, without actually printing (or saving to disk). Simulation mode is useful if you want to perform just a preflighting of the document, or in any other case when you'd like to do a test before actually printing.

## Print Log

Once you hit the **Print** button of Printools, the **Print Log** window opens. The Print Log window contains detailed information of the preflight results, skipped documents and the overall printing process. You can cancel the print process by clicking the **Cancel** button or typing **Command-Period**.

The **Preflight Results** list contains a list of all the documents with problems found. First column is the document name, second column contains the problem(s) found.

If you selected "Ask What To Do" as the action to be taken in the Printools window, then when a problem is found the printing process will be halted until you click on the **Skip Document**, **Stop Printing** or **Continue** buttons.

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.

The **Skipped Documents** list contains a list of all document that have been skipped, either because problems were found during preflighting and the document was skipped, or because while saving a file to disk the user chose not to replace the existing duplicate file. Once printing is finished, you can click on the **Open Document in InDesign** button to open all skipped documents in InDesign.

The **Print Log** list reports in real time which files are being printed, and any errors or warnings that may occur during the process. The **Document Name** column has the original document name and in brackets the renamed name (if Rename at Print is activated); the **File Name** column has the file name (if Save to File is activated).

Once printing is finished, these buttons are available:

- **Reopen Printools:** Click to close the print log window and return to the Printools main window.
- **Save Preflight Results:** Click to save the results displayed in the "Preflight Results" list as a text file. A dialog will prompt you to select the name of the file and the folder in which you want the results saved.
- **Save Print Log:** Click to save the results displayed in the "Print Log" list as a text file. A dialog will prompt you to select the name of the file and the folder in which you want the results saved.

## Preferences File

Printools creates a preferences file to store the last settings used. This file is saved at this location: **/<User Name>/Library/Preferences/BadiaSoftware/Badia Printools 5.0 for ID Prefs**). Removing this file will revert all settings to the factory defaults.

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### Badia Printools™ 5.0 for Adobe InDesign CS3

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