

Badia Printools 6.0 for Adobe InDesign CS4 User Guide

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System Requirements

- Adobe InDesign CS4
- 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.

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

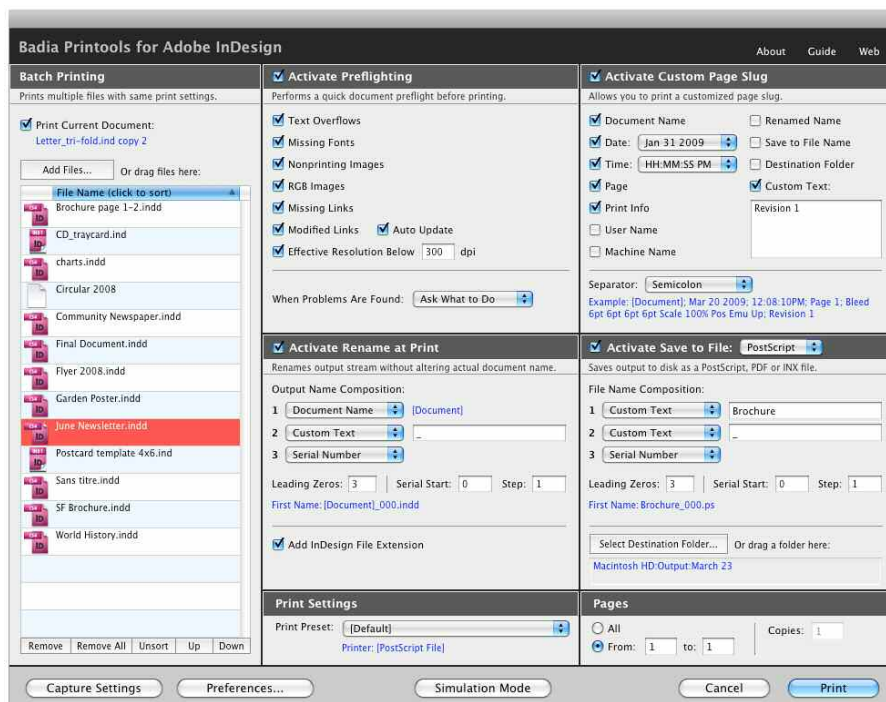
30-Day Trial Period and Activation

Printools 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 Printools 6.0 is a plug-in for Adobe InDesign CS4 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, custom page slugs, and preflight checking.

To use Badia Printools, select **File → Badia Printools** from the InDesign CS4 File menu.



Batch Printing

Allows you to batch print up to 5000 documents 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.
- **Document List:** allows you to manage the list of files to be printed. Click the **Add Files** button to add documents to be batch printed or drag files from the Finder to the list. Click on the **Remove** button to remove selected files from the list or **Remove All** to remove all files; click on the **Up** and **Down** buttons to change the order by which documents will be printed; click on the Unsort button to unsort the list. You can also click on the **File Name** list title to sort the list alphabetically. *Note:* Printtools allows you to add any type of file to the Documents List. Those files that cannot be open by InDesign will be reported in the Print Log window.

Preflighting

Printtools' preflighting tool checks for common document problems.

- **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.
- **Auto Update:** 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.
- **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 Printtools 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: Printtools always preflights the entire document, regardless of the pages being printed.

Rename at Print

Printtools 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 Composition:** You can specify up to 3 name components. For each, choose from: Document Name, File Sequence, Page Range, Serial Number, User Name, 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.

“File Sequence” is the sequence number of the output list. The first document printed is sequence number 0 (zero).

“Page Range” is the range of pages being printed, in the format “<From> – <To>” (for example, “1-9”), or “All” if all pages are being printed.

“Serial Number” is any number you can specify that will automatically increment by 1 after each file is printed.

“User Name” is the current user name, in the short format.

“Custom Text” is any text you enter.
- **Leading Zeros:** Select the number of leading zeros to add before serial numbers or file sequence numbers.
- **Serial Start** and **Serial Step** (for serial numbers only): Specify the initial serial number value and the serial step. See also **Restart Serials In Each Session** under “Preferences” section (below).
- **Add InDesign File Extension:** choose to add “.indd” to the renamed name.

Custom Page Slug

Allows you to print a customized page slug printed at the bottom of the page. The page slug is printed centered on the page, between the file name and date that InDesign prints by default. For the custom slug to be printed, registration marks must be turned on in the printer preset or PDF preset.

Note: Custom page slug is not applicable when saving files as INX.

- **Document Name:** The name of the document being printed.
- **Date** The current date. Choose the desired format in the **Date Popup**.
- **Time:** The current time at the moment of printing. Choose the desired format in the **Time Popup**.
- **Page:** The page section number.
- **Print Info:** Includes these printing settings: bleed, scaling, and emulsion (for example, “Neg Emul Down”).
- **User Name:** The current user name in short format.
- **Machine Name:** The current machine name.
- **Renamed Name:** The renamed output name (valid only if Rename at Print is activated).
- **Save to File Name:** The save to file name (valid only if Save to File is activated).
- **Destination Folder:** The destination folder name (valid only if Save to File is activated).
- **Custom Text:** Any custom text you enter.
- **Separator Pop Up:** Choose the separator to use between the different slug components.

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 Composition:** allows you to define how files will be named. You can specify up to 3 file name components. See “Output Name Composition” under “Rename at Print” (above) for a description of each file name components.
- **Destination Folder:** Click to select the destination folder where files will be saved. You can also drag a folder from the Finder to the destination folder path.

Print Settings

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

Pages & Copies

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.

- **Copies** (Print to printer only): Select the number of copies to be printed.

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

Capture Settings

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

Simulation Mode

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 Documents 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 Printtools:** Click to close the print log window and return to the Printtools 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

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

- **Restart Serials After Printing:** When this option is on, the serial numbers will be reset to the **Start** value after printing the files. Otherwise, serial numbers will automatically increase with each printing session.
- **Duplicate Files** (Save to File only): 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.

Preferences File

Printtools creates a preferences file to store the last settings used. This file is saved at this location: **/<User Name>/Library/Preferences/BadiaSoftware/Badia Printtools 6.0 for ID Prefs**). To reset the preferences and revert to the default settings, remove this file, or hold **Command-Shift-Option** when launching InDesign.

Badia Printtools™ 6.0 for Adobe InDesign CS4

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