
COPYFLOW GOLD and NAMER
For QuarkXPress 6
On the Macintosh

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OVERVIEW

CopyFlow Gold is the ideal QuarkXTension for handling two-way batch import and export between QuarkXPress and Word RTF or tagged text files. It merges the major features of North Atlantic's CopyFlow product with those of its HNJ Engine Lite product. It is the direct successor to CopyFlow for the QuarkXPress 5 and 6 environments.

Namer provides more powerful box naming capabilities than previously available. It is the direct successor to BoxNamer for the QuarkXPress 5 and 6 environments.

INSTALLATION

- Install CopyFlow Gold and Namer in the XTensions folder.
- After launching Quark, access the Register item under the CopyFlow Gold menu. You will then be prompted to enter your name and a special key which NAPS will provide after your order is processed. This will register your software and take it out of demo mode.
- The CopyFlow Gold preferences file (**NAPS Prefs**) is located in the "HardDrive":Users:"Username":Library:Preferences folder. It will be installed automatically during the installation.

COPYFLOW GOLD SET-UP IN QUARKXPRESS

The **CopyFlow Gold** menu enables you to configure your machine for running CopyFlow Gold.

- Click on the CopyFlow Gold menu, select the **Set Batch Import Folder** item, and identify the import folder via the dialogue box. This is the same entry you find in CopyFlow and CopyBridge. It specifies the location for all text (and art) files you may select for import into your Quark document.
- Click on the CopyFlow Gold menu, select the **Set Batch Export Folder** item, and identify the export folder via the dialogue box. This is the same entry you find in CopyFlow and CopyBridge. It specifies the destination location for all text files you may export from your Quark document. It may be the same as your import folder.
- Click on the CopyFlow Gold menu, select the **CopyFlow Gold Preferences** item, and enter the following information.

Click in the appropriate box if you wish to:

Delete Source Text Files After Import (from the batch import directory; typically not set)

Strip Multiple Spaces (during import into Quark; typically set)

Convert Quotes on Import (from inch and apostrophe marks to double and single typesetter quotes; typically set)

Convert Quotes on Export (from double and single typesetter quotes to inch and apostrophe marks; typically set)

Show Line Breaks and Copy Fit (in Word RTF file; set only if you wish fit information in your exported RTF file; typically not set)

Show Fit By Measure (otherwise, the default is in lines; relevant only if the previous item is selected; typically not set)

Ignore Flow Rule (must be set for proper import)

Include Story Name in Box Name Uniqueness Test (permits duplicate box names in different stories within the same Quark document; setting depends on your box naming scheme)

Export Format: Select the desired export option from the pull-down menu. The choices are RTF, NAPS Tags, and XPress Tags. RTF is the default; XPress Tags is only available when its filter is launched.

- Click on the CopyFlow Gold menu and select the **RTF Translations** item.

Click in the appropriate box if, on import, you wish to honor **RTF tags** for Style,

Font, Size, or Face. (Typically, all are selected.)

Click in the appropriate box if, on export, you wish to show **XPress attributes** as RTF for Style, Font, Size, or Face. (Typically, all are selected.)

COPYFLOW GOLD AND WORD

Word Files - Boxes

CopyFlow Gold processes composite Word files in Rich Text Format (RTF). This means that you may have all of the text elements associated with a particular story (or article, chapter, etc.) in a single file. Each piece of text destined for a different Quark box must be preceded by a box command. The syntax of this command is:

<\$B"boxname">

where *boxname* is the name of the box for the text following the command. This command must appear on a line by itself.

For example, <\$B"body"> identifies the box named *body*.

If you begin by exporting text from Quark, the box commands will be created automatically in the Word document in Word hidden text. They may be displayed and hidden by toggling the paragraph symbol in the toolbar.

Word Files - Styles

In addition to box names, the use of Word styles and Quark style sheets provides another key link for CopyFlow Gold. As long as you use the same name for corresponding Word styles and Quark style sheets, CopyFlow Gold will apply the appropriate attributes at import and export time.

This means that the import process will include conversion from RTF to Quark, and the export process from Quark to RTF. This also means that the actual definitions of these styles may differ, as long as the names remain the same. This can be useful, for example, when you are using text of a small point size in Quark, but do not need the identical display in Word.

Note on Styles

If a paragraph style exists in Word but not in Quark — or vice versa, a style with the corresponding name will be created upon import or export. However, in either case, the attributes of the appropriate Normal paragraph style will be applied to the definition of the new paragraph style.

If a character style exists in Word but not in Quark, a character style with the corresponding name will be created upon import. However, the attributes of Quark's Normal character style will be applied to the definition of the new character style.

If a character style exists in Quark but not in Word, a character style with the corresponding name will be created upon export. However, the attributes of the underlying Word paragraph style will be applied to the definition of the new character style.

COPYFLOW GOLD AND TAGGED TEXT

Text Files with NAPS Tags - Boxes

CopyFlow Gold processes composite text files. This means that you may have all of the text elements associated with a particular story (or article, chapter, etc.) in a single file. Each piece of text destined for a different Quark box must be preceded by a box command. The syntax of this command in text files with NAPS Tags is:

<\$B"boxname">

where *boxname* is the name of the box for the text following the command. This command must appear on a line by itself or immediately after a style callout of the form *@stylename=*.

For example, (1) <\$B"body"> identifies the box named *body* and (2) @Normal = <\$B"body"> identifies the box named *body* on the same line as the style sheet *Normal*.

If you begin by exporting text from Quark, the box commands will be created automatically in the text file.

Text Files with XPress Tags - Boxes

CopyFlow Gold processes composite text files. This means that you may have all of the text elements associated with a particular story (or article, chapter, etc.) in a single file. Each piece of text destined for a different Quark box must be preceded by a box command. The syntax of this command is:

#boxname

where *boxname* is the name of the box for the text following the command. This command must appear on a line by itself.

For example, #body identifies the box named *body*.

If you begin by exporting text from Quark, the box commands will be created automatically in the text file.

Text Files with NAPS Tags and XPressTags - Styles

In addition to box names, the use of Quark style sheets provides another key link for CopyFlow Gold. This means that the import and export processes will preserve the

names of the Quark style sheets, so that the correct attributes will be applied in the Quark document.

NAPS Tags and XPress Tags

For each composition override in a Quark document, CopyFlow Gold inserts NAPS Tags or XPress Tags, as appropriate, in the text file during export. The advantage of this feature is that the composition state will be maintained upon re-import. The potential disadvantage is that Quark documents with many overrides will produce text files with many tags. However, these tags must be preserved for the import to restore the proper composition state.

COPYFLOW GOLD AND ART FILES

Like CopyFlow, CopyFlow Gold processes art files individually. Thus, you need only give the same name to both the art file and the art box. You will then be able to batch import art files into open Quark documents.

Note: It is best, however, to import and export without including art boxes or anchored boxes in the story file. In effect, this means that only text boxes should be associated with a story.

COPYFLOW GOLD OPERATION

CopyFlow Gold provides batch import and export of text, and batch import of art. In order to proceed, you must first define an import and export folder via the CopyFlow Gold menu within QuarkXPress. You may define the same folder or separate folders for import and export by selecting **Set Batch Import Folder** and **Set Batch Export Folder**.

You should then open the relevant Quark document and assign box names by using the **Name Box** selection (or the CMD 5 key) in the menu, or by using the **Namer** utility. See the section on **Namer** later in this document.

You may initiate text import by selecting **Batch Import** from the menu (or by using the CMD 6 key), clicking on the text radio button, highlighting the stories to be imported, and clicking on the Import button. You may use the same process for art files after clicking on the art radio button.

You may export text from the Quark document by selecting **Batch Export** from the menu (or by using the CMD 7 key), highlighting the stories to be exported, and clicking on the Export button. The exported stories will be converted to RTF or tagged text, sent to the export folder, and assigned their original file name. If you are exporting RTF and have selected Show Line Breaks and Copy Fit during set-up, the RTF file will include this information as inserted by Quark and CopyFlow Gold.

Export functions as follows:

1. You may batch export single or multiple stories following batch import.
2. If you have created any named boxes while working in Quark and you select one story for export, the contents and names of these new boxes will automatically be appended to the exported story.
3. If you have created any named boxes while working in Quark and you select more than one story for export, you will be asked to select one story for the new boxes to be appended to.
4. If you are working with a Quark document which has never received text via batch import, you will be asked to provide the name of a story for the contents and names of the text boxes to be exported to.
5. If you wish to export multiple stories into a single story, you may select the single file option in the batch export dialogue and enter a target file name. The root part of the Quark document name with a .rtf extension will appear by default, but may be overwritten.

Note: If you enable “Include Story Name in Box Name Uniqueness Test” in CopyFlow Gold Preferences, this export option will not be available. There would be no way to deal with duplicate box names across multiple stories in a single file export.

6. If you wish to exercise additional control over the stories which boxes belong to, as well as the order of the boxes in a story, you may utilize new features in the name box dialogue. This dialogue now permits you to assign a box to a story and, as a convenience, provides a drop-down list of previously imported stories. In addition, this dialogue now allows you to establish the order of a box’s appearance in a story by entering a digit in the sequence field.
7. If the story name includes the extension .rtf, .tag, or .xtg, the story will be exported as RTF, NAPS Tags, or XPress Tags, overriding the Export As preference if it happens to be different.

CopyFlow Gold offers the ability to flush text and art from their respective boxes in the Quark document. You need only select **Batch Flush** from the menu (or use the CMD 8 key), click on the text radio button, highlight the boxes to be cleared, and click on the Flush button. You may use the same process for art boxes after clicking on the art radio button.

The CopyFlow Gold menu also includes a **Check Boxes** item. When selected from the menu or by using the CMD 9 key, this will provide a list of all empty named boxes in the document. If you then highlight a single box name from the list and click on the Find button, the selected box will be identified in the document.

The **CopyFlow Gold Tool** is under Quark’s Window menu. You may display the tool to see the names of the import/export folders, as well as the currently selected box in the Quark document.

Show/Hide CopyFlow Gold Log is under Quark’s Window menu. You may elect to display this log for trouble-shooting.

Special Operational Notes

Overseas customers should be sure that their machine defines the decimal separator as a period, not a comma. Otherwise, Quark will interpret a decimal expression as adding another command argument which will cause its processing to fail. In OS X, the decimal separator is defined in System Preferences→International→Numbers tab.

While CopyFlow Gold works successfully in a cross-platform Macintosh-Windows environment, it may not be possible to display accented and other special characters consistently across platforms.

You may have up to 6,000 boxes in any single Quark document.

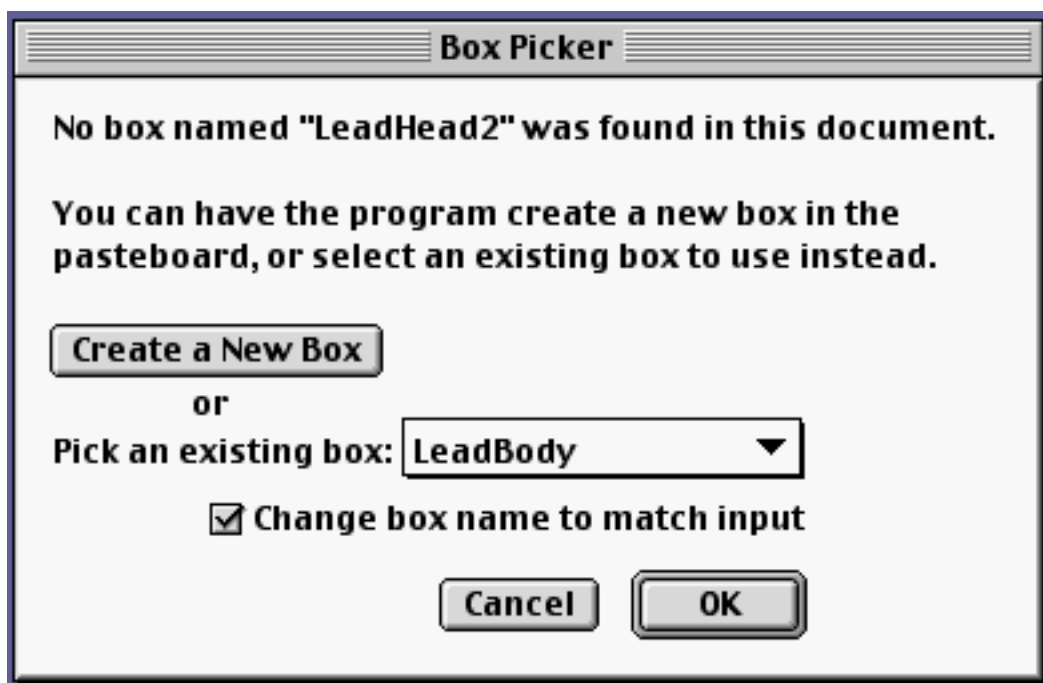
If you select Include Story Name in Box Name Uniqueness Test in CopyFlow Gold Preferences, you will *not* be able to import a file with a name which is different from that of the file you originally exported. In other words, with this item selected, the name of the import file must match that of the story name in the Box Name dialogue.

COPYFLOW GOLD ENHANCEMENTS

Importing Text Before A Box Has Been Named In Quark

CopyFlow Gold for the Macintosh contains an enhancement for the batch import of text. This feature supports inclusion in the Word RTF or tagged text file of box callouts which do not have corresponding box names in the Quark document. It works as follows.

If a box callout with no corresponding box name is encountered during batch import, the import process will be paused. A dialogue box will appear, informing you that a box callout has been encountered for which there is no corresponding box name in the Quark document. It will offer you two courses of action.



1. Press the “Create a New Box” button to create a box to the left of the first page. In this case, you will then have to size and position the box as desired. Its default dimensions will be approximately 3.5” wide by 1” high.
2. Select a named box from the drop-down list and press the “OK” button. In this case, the text will be imported into the selected box and the box name will be changed to the name of the callout. If for any reason you do not wish to change the name of the box, then you may deselect the default check box.

Notes

CopyFlow Gold will attempt to process the import for each box callout in succession. Therefore, it will populate — in order — any box whose name matches a callout, and pause at any callout which does not have a matching box name.

If there are multiple callouts without corresponding box names, CopyFlow Gold will redisplay the dialogue box for each callout in succession before completing the import.

If there are multiple new boxes to create, they will overlap in a stack to the left of the first page.

Managing Duplicate Box Names In Quark Documents

CopyFlow Gold for the Macintosh contains an enhancement for the batch import and batch export of text. This feature supports the presence of duplicate box names in a Quark document, as long as they are assigned to different stories. It works as follows.

A new entry has been added to CopyFlow Gold Preferences: “Include Story Name in Box Name Uniqueness Test.” When unchecked, CopyFlow Gold works as always. When checked, CopyFlow Gold manages the import and export of text with duplicate named boxes.

To see how this works, create a Quark document with four text boxes. Name one of the boxes “box1,” another of the boxes “box2,” and assign them to a story called “story1.” Name one of the remaining boxes “box1,” another of the remaining boxes “box2,” and assign them to a story called “story2.” Since you have included the assigned story in the uniqueness test, you may have duplicate box names in the Quark document.

This offers users greater workflow flexibility when they create multiple Word files from the same template.

Notes

The Batch Flush dialogue is box-based. This means that if you select “box1” to be flushed, all “box1’s” will be flushed in the same pass.

The “Single File” export option is not available when the new preference is checked.

NAMER

Namer is a standalone NAPS QuarkXTension which provides two additional tools for the naming of boxes. When installed and launched, it adds a Namer menu to the QuarkXPress toolbar.

Name Box

The traditional method of naming boxes from the CopyFlow Gold (or CopyFlow) menu is still available. This approach gives you complete control over the box name, story assignment, and export order of text. However, it can be labor-intensive, depending on the number of unlinked boxes in a Quark document.

Autoname Boxes

In the Namer menu, the Autoname Boxes item enables you to name all text boxes in a Quark document at once. When you select this item, a dialogue box offers you the options (1) to assign a root for the box names and (2) to create a story name for the export. The default for the root is blank; the default for the story name is Story.

Autoname Boxes works as follows:

Once you provide a root and a story name and then click OK, Autoname will name all of the text boxes in the Quark document. On each page, it will name the boxes numerically in the reverse order of their creation.

For example, if you provide a root of aaa and a story name of Chapter1, Autoname will name the boxes on page 1 beginning with aaa1. It will proceed in reverse creation order through all of the boxes on page 1. It will then apply the same algorithm on page 2, beginning with the number following the last number used on page 1 and working again in reverse creation order. It will continue with this process through the entire Quark document.

The advantage of this method is its speed. The potential disadvantages are that (1) it only allows for one story to be exported and (2) it does not provide you with control over the export order of the text boxes. You may, of course, use the traditional Name Box item in the CopyFlow Gold menu to override any of these box names, export sequences, or story assignments.

Notes

Autoname Boxes works on a page-by-page basis. This means that if you create a box on page 1 after creating boxes later in the document, it will still resolve the order of boxes on page 1 before proceeding to page 2.

Autoname Boxes may not be used selectively. It will overwrite any existing box names every time it is run.

Clicker

Clicker combines the advantages of the Name Box and Autoname Boxes methods. It enables you to select boxes in the export order you want and to associate them with a story. It also supports the association of different sets of text boxes with more than one story from the same Quark document.

Clicker works as follows:

As with Autoname Boxes, when you select Click Boxes in the Namer menu, a dialogue box offers you the options (1) to assign a root for the box names and (2) to create a story name for the export. The default for the root is blank; the default for the story name is Story.

Once you provide a root and a story name and then click OK, a message will appear informing you that the Name Clicker is on. Each time you select a text box, it will be highlighted in yellow and will be named according to the root you have provided and the order of your click selection. As with Autoname Boxes, the box names will combine the root with the sequence number (e.g., aaa1). You may click in any order you wish, including across page boundaries. When you have selected all of the boxes for the designated story, you may choose the Stop Clicking item from the Namer menu.

If you wish to select text boxes for a second story, you may follow the same approach. However, it is imperative that you use a different root and that you provide a different story name. Otherwise, there will be name conflicts since the XTension does not provide uniqueness protection across stories and roots.

If you stop a clicker session and then want to resume – including the scenario where you belatedly add a new box – Clicker will not be able to find its place in the previous sequence. Therefore, you would either need to start anew by unaming all of the boxes, or you would need to provide the box name, story association, and sequence with the traditional Name Box method.

Notes

There are four additional menu selections under Namer. Other than Undo Click, they may be used in conjunction with any of the naming methods.

Undo Click permits you to undo the most recent click. You may do this as many times as necessary to remove box names applied by the Clicker.

Unname Box unnames a selected box.

Unname All Boxes unnames all boxes in a Quark document.

Find Unnamed Boxes navigates you to unnamed boxes one-at-a-time in a Quark document.

FOR COPYFLOW UPGRADE CUSTOMERS

CopyFlow Gold looks and works much like CopyFlow.

- Like CopyFlow, you must select a batch import and a batch export folder, in this case from the CopyFlow Gold menu. Unlike CopyFlow, the import and export folders are stored only with the application, not with the document. Therefore, you cannot save different import and/or export folders with specific documents.
- Like CopyFlow, there is a local folder for enhanced performance. Unlike CopyFlow, the folder is set by default as the location of the Quark application and cannot be changed.
- In CopyFlow Gold, you have three export options: RTF, NAPS Tags, and XPress Tags. Unlike CopyFlow, there is no built-in support for Xywrite files.

When working directly with RTF files, you will be restricted to NAPS Tags only.

When working with tagged text files, you will have a choice between NAPS Tags and XPress Tags. The XPress Tags option will only be available if its filter is launched with Quark and CopyFlow Gold.

The application default for export is RTF. This value may be overridden and saved on a document-by-document basis.

- Like CopyFlow, CopyFlow Gold imports and exports text files in story (i.e., composite) mode. Unlike CopyFlow, CopyFlow Gold supports the presence of multiple story files in the same Quark document.
- CopyFlow Gold does not handle separate file import and export in the same manner as CopyFlow. However, it still permits the import and export of a single story file into and out of a single text box.
- You may continue to name boxes with the Name Box dialogue. Note the additional fields for the associated story name and box export sequence.
- You may also name boxes with Namer. For more information about Namer, see the section earlier in this document.
- There are no changes in the way that art is handled.
- There are no changes in the Batch Flush feature.

- Linked boxes are still treated as one box for naming purposes.
- CopyFlow Gold supports the export of copyfit information into Word RTF files.

Important Notes for CopyFlow Upgrade Customers

- CopyFlow Gold *will not* import any files exported from CopyFlow with NAPS Tags. It uses a different set of NAPS Tags, including a different command for box names. Therefore, files with NAPS Tags may not be shared between the two applications.
- CopyFlow Gold *will* import files exported from CopyFlow with XPress Tags if the tag file has an extension of .xtg. This means that you would have to change the .tag that CopyFlow exports to .xtg before trying to import with CopyFlow Gold.