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# PageCopy

Version 1.0

# PageCopy

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# PageCopy

## Introduction

PageCopy is an XTension for QuarkXPress<sup>®</sup> version 3.2 and higher. PageCopy allows the user to copy pages from one document to another, either a few at a time or by batch processing pages from many documents into a single master file for a publication. Additionally, pages may be duplicated within a single document using this XTension.

## Minimum System Requirements

PageCopy is designed for QuarkXPress 3.2.

PageCopy is network protected and is fully compatible with floppy, RAM, or hard disks.

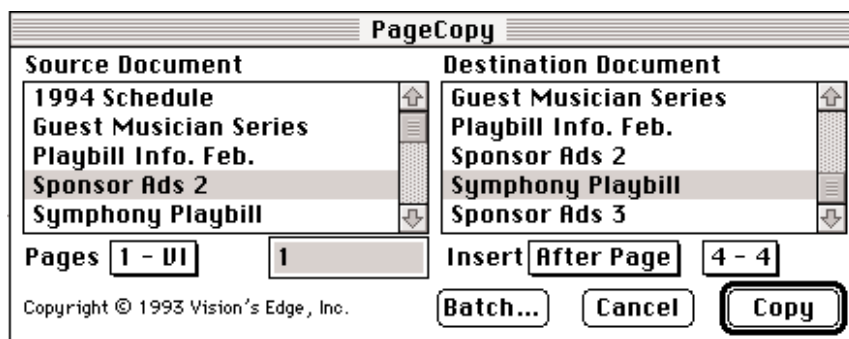
This manual assumes that you are familiar with standard Macintosh procedures such as basic use of the mouse, clicking, pulling down menus, copying files, and copying disks. If any of these procedures are new to you, please refer to your Macintosh user's manual.

## Installing PageCopy

The PageCopy disk that you have purchased contains a file named PageCopy. To install PageCopy, drag the file into the same folder that contains the QuarkXPress application. After this has been done, place the original PageCopy disk in a safe place.

## The PageCopy Dialog

To activate the PageCopy dialog, at least one document must be open in QuarkXPress. Select Copy Pages from the Utilities menu.



The PageCopy dialog

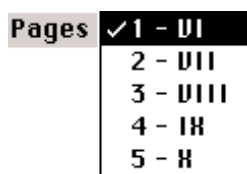
The PageCopy dialog contains an array of controls which allow the user to add pages from one document to another document, or may even facilitate duplication of pages within a single document. These controls include:

### SOURCE DOCUMENT CONTROLS

**Source Document scrolling list:** Lists all currently open documents. Use this list to select which document the pages should be copied from.

**Pages popup menu:** Provides a list of all pages in the currently selected source document. The popup menu lists the actual page numbers from the document on the left and the display page number on the right. Display page numbers are set with the XPress Section dialog.

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Sample Pages popup menu

**Pages editable field:** Allows the user to enter multiple pages to be copied from the source document. Pages may be specified individually, as: 3,6,7,8,12 , by range, as: 3-5,7-12 , or in a combination of individual pages and ranges, such as: 3,5,7-12,16 . Numerals, commas, spaces and hyphens are the only valid characters which may be entered in this field.

## DESTINATION DOCUMENT CONTROLS

**Destination Document scrolling list:** Lists all currently open documents. Use this list to select which document the pages should be copied into.

**Insert Before/After Page popup menu:** Contains two choices: Before Page and After Page which are used to help identify where the copied pages should be inserted.



**Insert Before or After Page number popup menu:** A popup menu similar to the Pages popup menu mentioned above. It lists all of the pages in the document currently selected destination document. This popup menu is used to help identify where the copied pages should be inserted.

## OTHER CONTROLS

**Batch button:** Activates the PageCopy batch copying mode (discussed further in later sections of this manual).

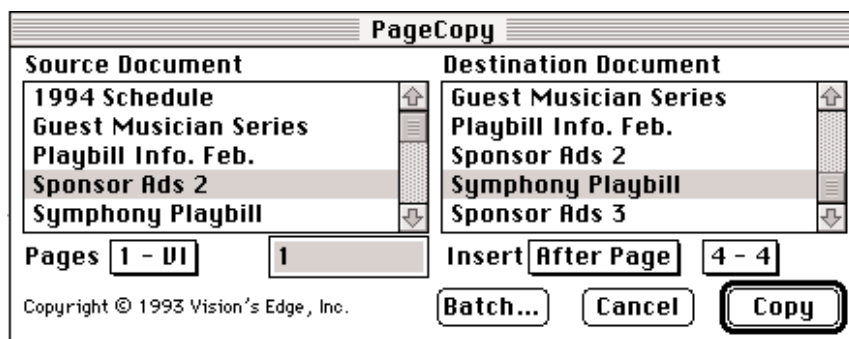
**Cancel button:** Closes the PageCopy dialog without copying any pages.

**Copy button:** Closes the PageCopy dialog and copies the indicated pages to the document as specified.

## Copying Pages Between Open Documents

To copy pages from one open document to another, make sure both documents to be used are open, then select Copy Pages from the Utilities menu. The PageCopy dialog appears.

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The PageCopy dialog

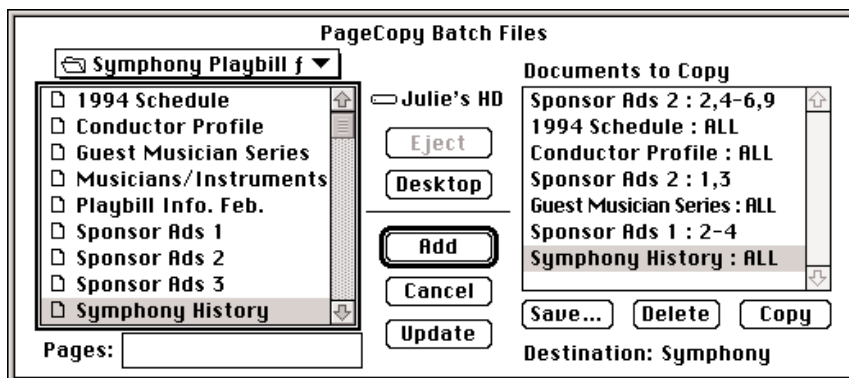
In the Source Document list, select the document pages should be copied from. The example above shows a document named *Sponsor Ads 2* being selected as a source document. Then use the Pages popup to specify the page to be copied. If more than one page is to be copied, indicate the page numbers in the editable field to the right of the Pages popup. Multiple pages are specified by using commas and hyphens to indicate individual pages and ranges of pages.

Next select the document the pages should be copied to by choosing a document name from the Destination Document list. The example above shows *Symphony Playbill* as the destination document. Tell the PageCopy XTension where in the document the pages should appear by setting the Before/After Page popup and its companion page number popup to indicate a location in the document. The example above specifies that pages should be inserted into the *Symphony Playbill* document after page 4.

Once source and destination information has been set, click the Copy button. PageCopy copies the specified pages from the source document and inserts those pages into the destination document at the point indicated.

## The PageCopy Batch Files Dialog

The PageCopy Batch Files dialog is accessed by clicking the Batch button at the lower right side of the PageCopy dialog.



The PageCopy Batch Files dialog

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The PageCopy Batch Files dialog allows the user to specify pages from multiple documents to be imported into a single destination document. Items on the dialog include:

**Finder Controls:** On the left side of the dialog are the familiar controls used to navigate through a driver's file structure.

**Pages field:** Located below the Finder Controls, this editable field is used to specify the pages to be copied from the currently selected document. Like the Pages field on the PageCopy dialog, page numbers may be separated by commas or hyphens.

**Add/Open button:** Located in the center of the dialog, this button reads Add whenever an XPress document is selected and Open if a folder or a PageCopy script file is selected. Clicking on the Add button adds the selected document and its specified pages to the list on the right side of the dialog, and clicking on the Open button opens the selected folder or script file.

**Update button:** Located at the bottom center of the dialog, this button allows the user to change the page numbers to be copied which are displayed beside a document name in the Documents to Copy list.

**Documents to Copy list:** Displays file names followed by a colon then a list of page numbers or the word ALL. The list displays the documents and pages numbers in the order in which they will be inserted into the master document for publication. Adding to the list by selecting a document and clicking the Add button adds new entries to the bottom of the Documents to Copy list. Items can be added elsewhere in the list by selecting an item already contained in the list. The next time the Add button is clicked, the item is added directly beneath the highlighted item in the Documents to Copy list.

**Save button:** Saves the data currently displayed in the Documents to Copy list as a script file. When the script file is opened later, the Documents to Copy information is loaded back into the XTension so that the user doesn't have to enter the information all over again.

**Delete button:** Removes the currently selected item from the Documents to Copy list.

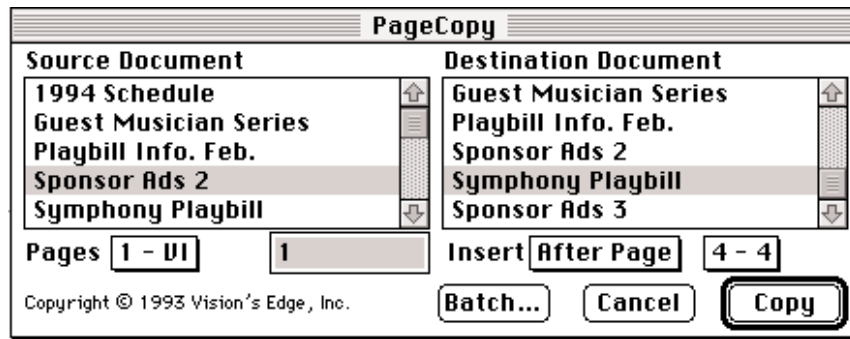
**Copy:** Closes the PageCopy Batch Files dialog and begins copying the listed pages into the destination document.

**Destination:** Displays the destination document's name. If the entire file name of the destination document does not fit, it is truncated to fit the display area.

## Copying Pages using Batch Processing

To copy pages using PageCopy's batch processing feature, first make sure the document that pages will be inserted into is open in QuarkXPress. Next, open the PageCopy dialog by selecting Copy Pages from the Utilities menu.

# PageCopy

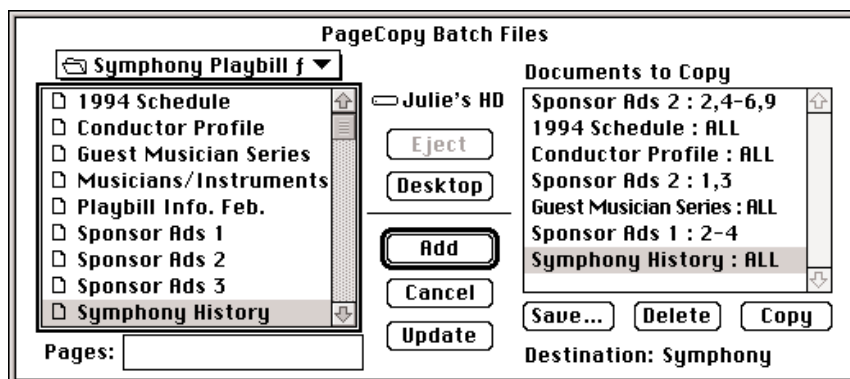


The PageCopy dialog

When the XTension's batch processing feature is going to be used, there is no need to use any of the Source Document controls on the left side of the PageCopy dialog. Any settings made there will be ignored in favor of the batch copying data.

Destination Document information on the right side of the dialog, however, should be set so that PageCopy knows where the copied pages should be inserted. Select the desired destination document from the list of open documents, then use the two popup menus to tell the XTension exactly where in that document the pages are to be inserted. Once the Destination Document information is set, click the Batch button to activate the PageCopy Batch Files dialog.

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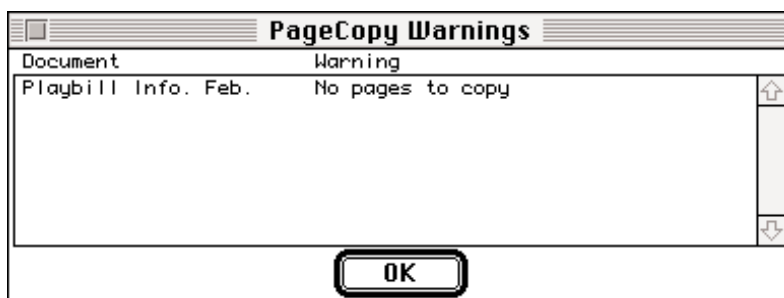
The PageCopy Batch Files dialog

The PageCopy Batch Files dialog allows the user to compile a list of pages to be inserted into the destination document. Adding a document to the Documents to Copy list is easy: select the desired document, then enter in the Pages editable field the specific page numbers from that document which are to be copied. If all of the pages in the document should be copied, leave the Pages field blank. Click the Add button and the document, followed by the specified page numbers, appears at the bottom of the Documents to Copy list.

To add an item to the Documents to Copy list anywhere besides the bottom, select an item already contained in the list. The next time the Add button is clicked, the item is added directly beneath the highlighted item in the list. Any item in the list may be removed by highlighting it and clicking the Delete button.

If an item is added to the Documents to Copy list with the incorrect page numbers to be copied displayed beside it, it is possible to correct the problem. Highlight the item with the wrong page numbers, enter the correct page numbers in the Pages field, then click the Update button. The item in the Documents to Copy list displays the changed numbers.

When the Documents to Copy list is complete, click the Copy button. PageCopy copies the specified pages in the order they appear in the list and places them in the destination document. If any errors occur during batch processing, a dialog appears afterward to inform the user of the problems.



The PageCopy Warnings dialog

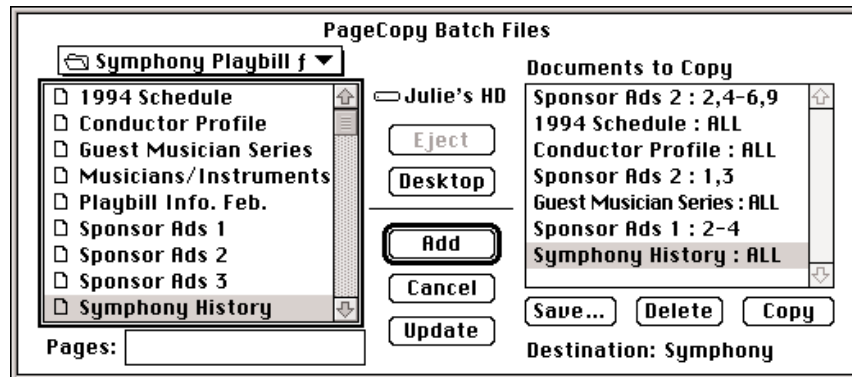
The Warnings dialog notifies the user of problems encountered during batch processing without interfering with the copying of other pages. Click the OK button after reviewing the warnings displayed on this dialog.



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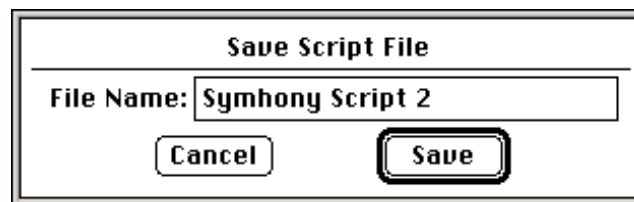
## Batch Processing using a Script File

PageCopy makes it possible for the user to save the information currently displayed in the Documents to Copy list. This can be done any time the PageCopy Batch Files dialog is active.



The PageCopy Batch Files dialog

To save the Documents to Copy data to a file, click on the Save button. The Save Script File dialog appears.



The Save Script File dialog

Enter a name for the script data file in the File Name field, then click the Save button. The script file is stored in the folder which was being displayed on the left side of the PageCopy Batch Files dialog

Any time it is necessary to recall a saved Documents to Copy list, use the finder controls on the left side of the PageCopy Batch Files dialog to select the script file's name, then click the Open button. The contents of the script file are added to any items already entered in the Documents to Copy list.

Saving a complicated Documents to Copy list to a script file is a good idea, even if the user doesn't intend to use the list again. If the batch process uncovers an error in the Documents to Copy list, it may be easier to alter the saved list than it would be to recreate it.

## Notes

PageCopy may be used to copy pages within a document as well as to copy from document to document. By selecting the same document name as a source document and destination document, duplication of pages within a document is quick and easy.