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# XFlow

Version 1.0

# XFlow

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## Introduction

XFlow is an XTension for QuarkXPress<sup>®</sup> version 3.2 and higher. XFlow helps automate template-based design by automatically importing text and graphic files into the XPress document. XFlow lets the user assign identification names to various boxes in the XPress document. The names tell the XTension what text or graphic file should be imported into that box. XFlow imports all of the text and pictures at once, so all that needs to be done is add the finishing touches to the document. Using a template was never so easy! XFlow also offers batch exporting of text, making it simple to export the various stories in a document to individual text files, each exported with the filter specified by the user.

## Minimum System Requirements

XFlow is designed for QuarkXPress 3.2.

XFlow 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 XFlow

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

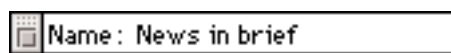
## Naming Boxes

XFlow expects the user to attach names to text and graphic boxes so the XTension knows which boxes should receive imported information. The box name needs to match the name of the text or graphic file to be imported so that XFlow can tell which file to import. Box names are limited to 31 characters and are not case-sensitive.

There are two ways to name a box. One way to identify a box for XFlow is through the XFlow palette, which is activated by selecting Show XFlow from the View menu.

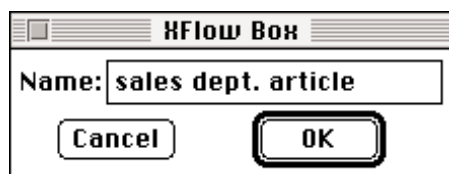


The XFlow palette is a small, unobtrusive palette which remains inactive until the user selects a text or graphic box. Once a box is selected, click in the palette to the right of the word Name to place the text cursor in the palette and type the box's name into the palette, then press the Return key. That sets the box name. Whenever that box is selected in the future, the XFlow palette displays the box name.



The second way to set the XFlow name for a text or graphic box is through the XFlow Box dialog. To activate this feature, select Name Box from the XFlow submenu, found in the Utilities menu.

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Type the box name into the Name field, then click the OK button to set the box name. If the dialog was activated by accident, click the Cancel button to close the dialog.

## Renaming Boxes

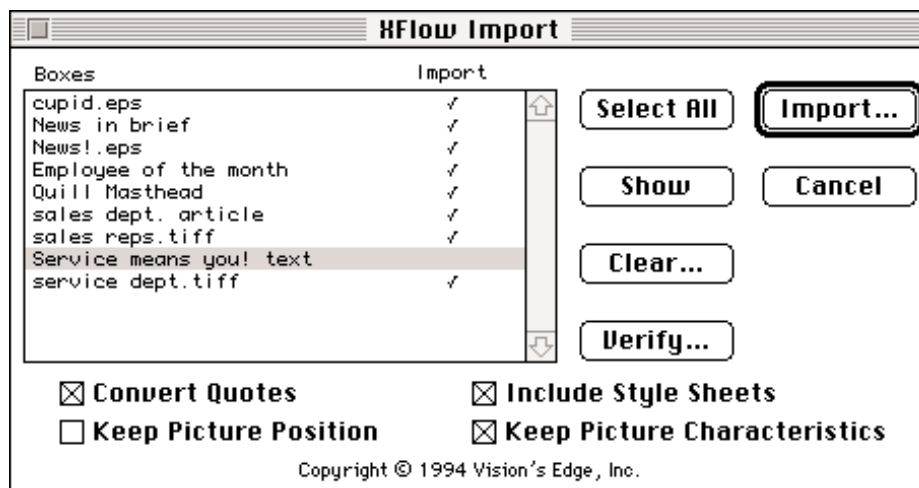
Once a box has been named, the box may be renamed at any time by following the directions in the Naming Boxes section and revising the box's current name. This may be necessary when a box name doesn't match a file name or when preparing a template to import different information.

## Deleting a Box Name

The name can be removed from any box by following the directions in the Naming Boxes section and deleting the box's current name from the palette or dialog.

## The XFlow Import Dialog

XFlow provides an import dialog to set up the batch importing routine. To activate the XFlow Import dialog, select Batch Import from the XFlow submenu, found under the Utilities menu.



The XFlow Import dialog includes:

**Boxes list** A scrolling list which displays the names of all named boxes in the current document. The user may select which boxes should be imported by clicking on the area under the Import heading to check or uncheck that item.

**Select All button** Clicking this button automatically places checks in the Import column of the Boxes list for all named boxes.

**Show button** When this button is clicked, the box whose name is selected in the Boxes list is displayed in the upper-left corner of the document window.

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**Clear button** Clicking this button removes the names from all boxes which have check marks appearing in the Import column.

**Verify button** When this button is clicked, XFlow verifies whether it will be able to successfully import graphics and text files into the boxes which have check marks appearing in the Import column.

**Import button** Use this button to batch import text and graphic files into the XPress document.

**Cancel button** Clicking this button closes the XFlow Import dialog without importing any files into the document.

**Convert Quotes check box** When this box is checked, prime marks and inch marks are converted into typesetting curly quotes as XFlow imports text files.

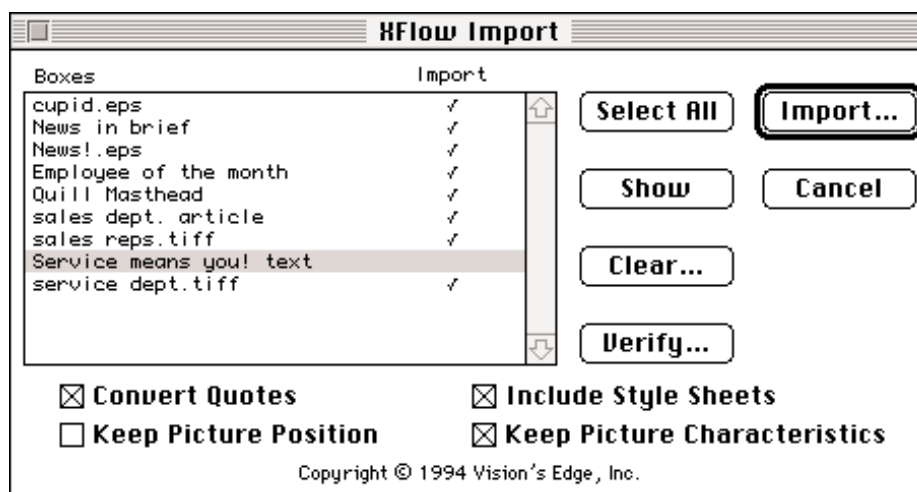
**Include Style Sheets check box** This check box lets the user indicate whether XFlow should read in style sheet information from text files.

**Keep Picture In Position check box** When this box is checked, XFlow retains the preset X position and Y position attributes of a graphic box when the XTension imports a graphic into the box.

**Keep Picture Characteristics** When this box is checked, XFlow retains the preset attributes of the graphic box when the XTension imports a graphic. The attributes which are retained include scale, skew, rotation and whether a picture is horizontally or vertically flipped.

## Importing Text and Graphics with XFlow

XFlow requires very little preparation before the user can execute a batch import. All boxes which are to receive imported text or graphics need to be named with the name of the file to be imported (see Naming Boxes), and all files to be imported must be placed in a single folder on a volume accessible to QuarkXPress. Once this is done, select **Batch Import** from the XFlow submenu, found under the Utilities menu.



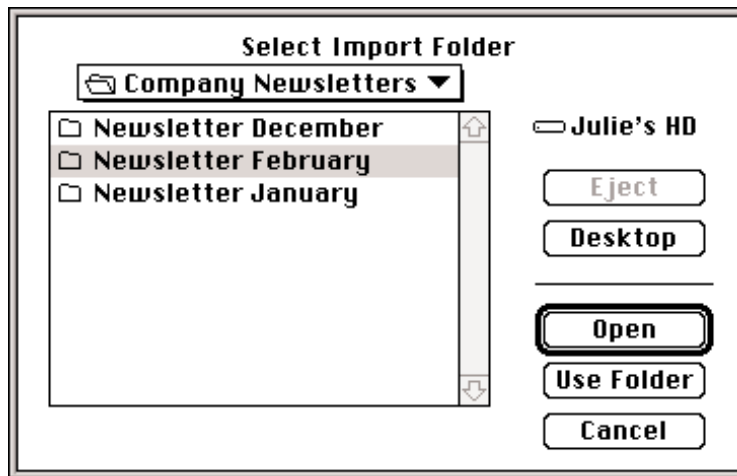
Using the scrolling Boxes list, select which named boxes should receive imported text or graphics. To indicate a box is to be included in the batch import routine, click on the line of the desired box

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underneath the heading **Import**. Clicking again removes the check mark. All named boxes in the document may be selected for import by clicking the **Select All** button.

Set the four check boxes at the bottom of the XFlow Import dialog as desired. The top two check boxes (**Convert Quotes** and **Include Style Sheets**) determine how XFlow imports text, and the bottom two check boxes (**Keep Picture Position** and **Keep Picture Characteristics**) deal with the importing of graphics.

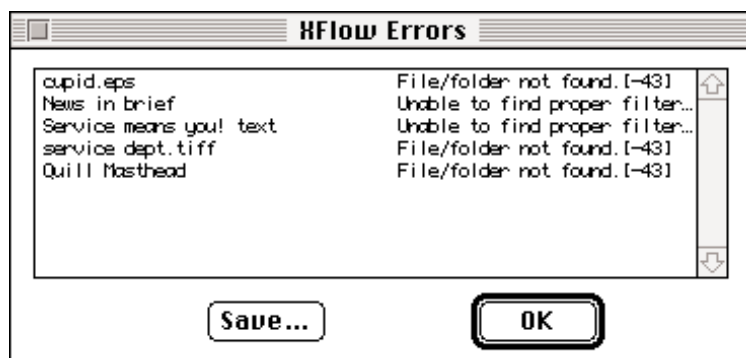
Once these items are set, click on the **Import** button to start the batch importing process. XFlow presents the user with a dialog, asking the user to specify which folder is to be scanned for import files.



Select the appropriate folder, then click the **Use Folder** button. XFlow immediately scans the folder and imports the text and graphic files found there into the boxes whose names match the file names. When XFlow is finished importing, the XTension may display an error list if problems occurred while the XTension tried to find and import the files.

## The XFlow Error List

XFlow displays the error reporting list after an import or export process encounters a problem. The list explains the trouble found by the XTension.

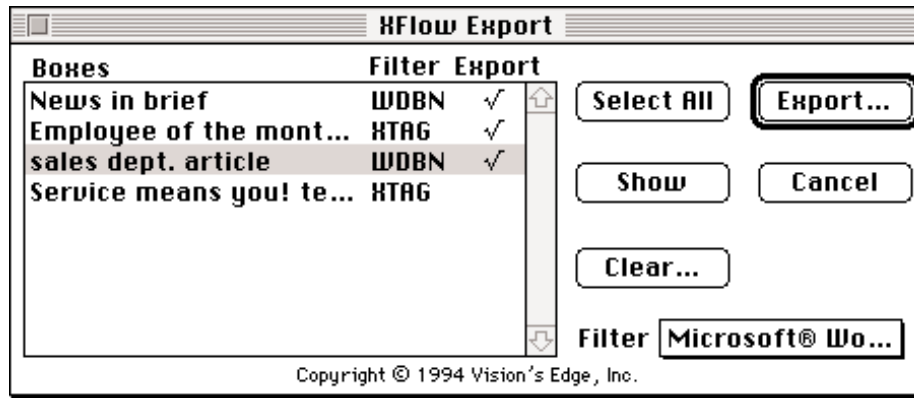


If the error reporting dialog appears, note the problems mentioned. Conveniently, the error reporting dialog includes a **Save** button. Clicking the **Save** button lets the user store the error list as a text file for later reference. Click the **OK** button to return to editing the XPress document.

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## The XFlow Export Dialog

XFlow provides an import dialog to set up the batch exporting routine. To activate the XFlow Export dialog, select Batch Export from the XFlow submenu, found under the Utilities menu.



The XFlow Export dialog includes:

**Boxes list** A scrolling list which lists each named text box and the filter which is currently set to export that story. The Boxes list also indicates whether the story is currently set to be exported or not. The user may select which boxes should be exported by clicking on the area under the Export heading to check or uncheck that item.

**Select All button** Clicking this button automatically places checks in the Export column of the Boxes list for all named boxes.

**Show button** When this button is clicked, the box whose name is selected in the Boxes list is displayed in the upper-left corner of the document window.

**Clear button** Clicking this button removes the names from all boxes which have check marks appearing in the Import column.

**Import button** Use this button to batch export the selected text stories to text files.

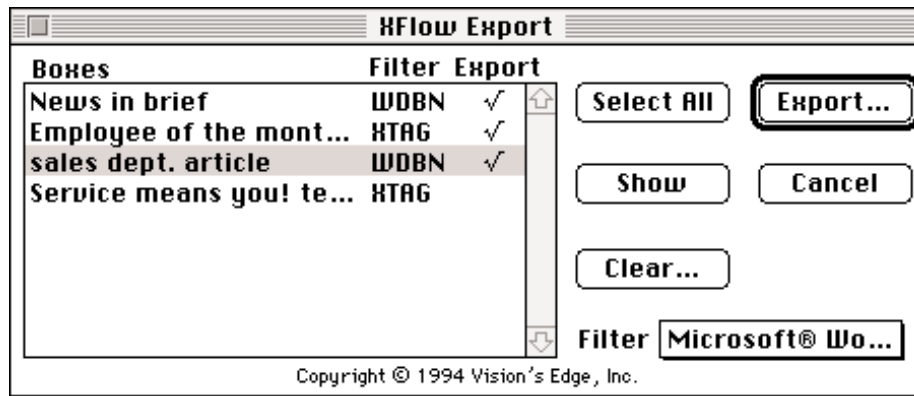
**Cancel button** Clicking this button closes the XFlow Export dialog without importing any files into the document.

**Filter popup menu** This control is only active when a name is selected in the Boxes list. Use it to change the filter which exports the text to a text file.

## Exporting Text with XFlow

Before the user can execute a batch export using XFlow, all boxes whose text should be exported should be named. (See Naming Boxes) Once this is done, select Batch Export from the XFlow submenu, found under the Utilities menu.

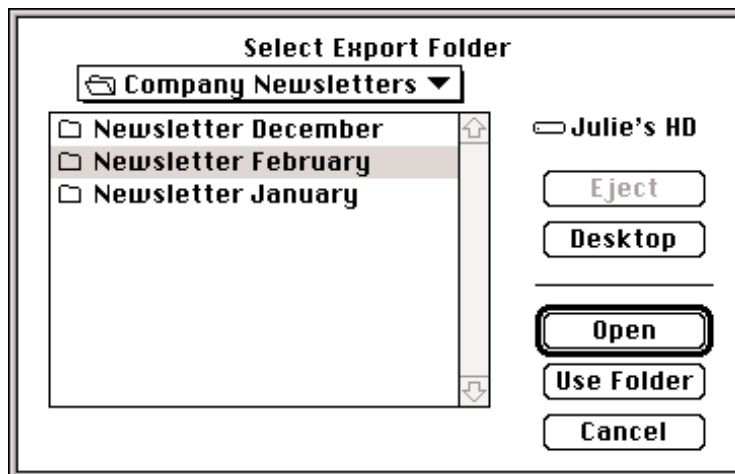
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Using the scrollable Boxes list, select which named text boxes should have their contents exported. To indicate a box is to be included in the batch export routine, click on the line of the desired box underneath the heading **Export**. Clicking again removes the check mark. All named text boxes in the document may be selected for exporting by clicking the **Select All** button.

Set the filter to be used when exporting by selecting boxes and changing the setting of the **Filter** popup menu. The current filter setting is listed in the Boxes list; the default setting is the XPress Tags filter, listed as **KTAG**.

Once these items are set, click on the **Export** button to start the batch importing process. XFlow presents the user with a dialog, asking the user to specify where the XTension should place the exported text files.



Select the appropriate folder, then click the **Use Folder** button. XFlow scans the indicated boxes in the document and exports their text to individual text files. If text files with the same names already exist in that location, XFlow overwrites them with the new files.

## Clearing the Template

XFlow can clear a template so it is ready to be reused. To clear all named text and graphic boxes in a document, select **Purge Document** from the XFlow submenu under the **Utilities** menu. XFlow deletes the contents of every box in the document which has an XFlow name attached to it.



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## Note

The Filter listed in the batch export dialog is identical to the four-character file type of that particular kind of text file. For example, WDBN indicates the Microsoft Word 3.0 file format. The exception to this is XTAG, which indicates the XPress Tags filter.

If the error dialog reports File/Folder not found when attempting to import a graphic file, and the graphic file is present in the proper folder, make sure the graphic file is of a file type recognized by QuarkXPress. If XPress cannot recognize a graphic file type, it treats the file as if it weren't there.