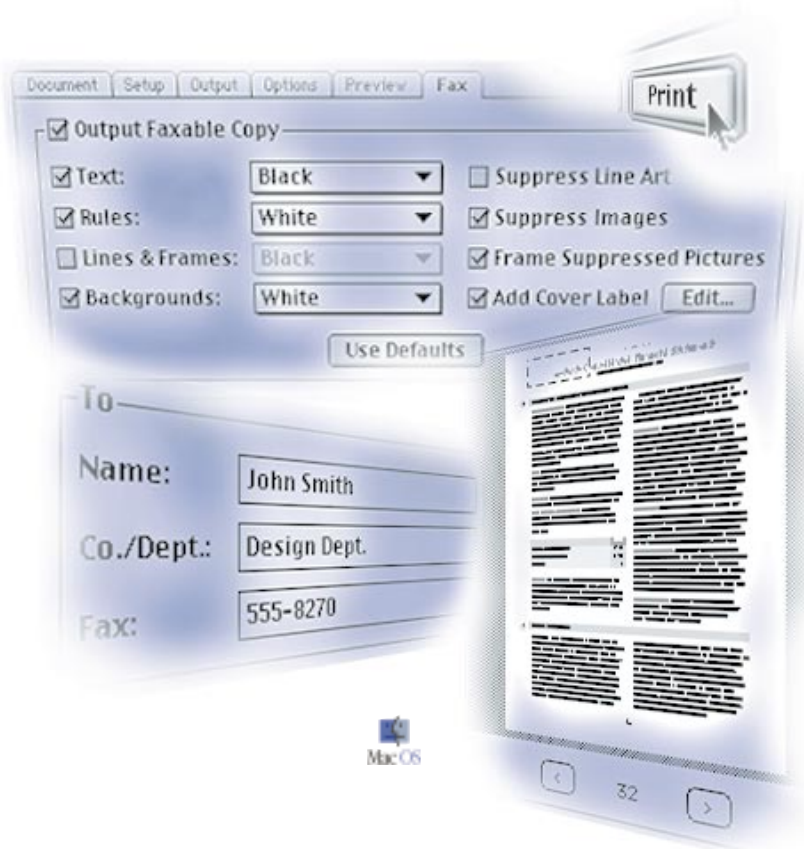


Badia FaxReady™ XT 1.0

Output your documents optimized for legibility and faster fax transmission.

User's Guide



Badia FaxReady XT 1.0

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FaxReady XT is based on the 1997 shareware utility *Ready-to-Fax* by Dario Badia.

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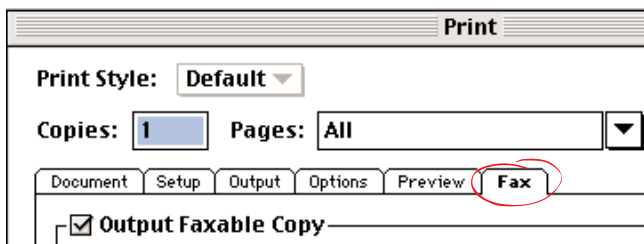
At a Glance

Badia FaxReady™ XT is an XTensions™ module for Mac OS QuarkXPress™ that allows you to output documents optimized for clear and legible fax transmission, suppressing unnecessary colors, shades, blends or pictures while retaining all essential file information and structure. Because fax machines cannot reproduce color or even grayscale shades, the results of faxing pages with type over backgrounds are, in most cases, disappointing. FaxReady can help you generate outputs that are completely legible when faxed, and which transmit faster than those containing shaded areas. This XTensions solution can also create a label with your name and the recipient's placed on the cover page, along with the date and number of pages.

FaxReady is not, however, faxing software for QuarkXPress. It simply optimizes document outputs *before* you actually fax them.

On the other hand, when combined with the other output features of QuarkXPress, FaxReady can be used for more than just faxing. For example, you may have a catalog with images and type and would like to suppress all the text so that you can output only the images for color approval. Or proofreaders in your department may only want to see the type, not colors, backgrounds or pictures. You will be able to create these and other output combinations easily with FaxReady.

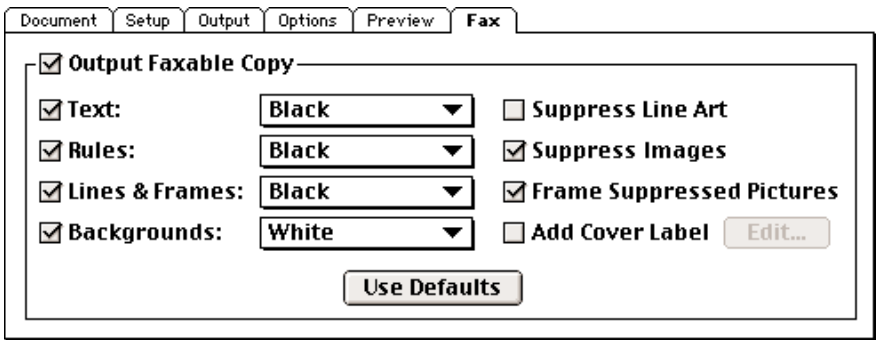
FaxReady does not add any floating palette or menu entry. It “lives” in the Print dialog, under a new tab called **Fax** where you can customize how the faxable output will look. Once you define those settings, along with any QuarkXPress standard output settings, you just click Print (or Fax if you have installed faxing software). FaxReady does the rest of the work for you.



FaxReady's Fax tab in the Print dialog.

Specifying FaxReady Output Settings

Creating and specifying a faxable output is as simple as setting any of the other standard print features. From the **Fax** tab in the Print dialog, select the **Output Faxable Copy** check button. All the other options now become available. The first time you use FaxReady, the default settings are selected for you:



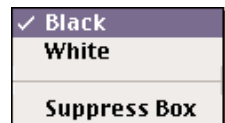
The Output Faxable Copy button is *unchecked* each time you open the Print dialog. This is to prevent an unwanted faxable output the next time you print your document. However, any custom settings in the Fax tab will be remembered, and eventually saved with the document, in the same way as the rest of the print settings.

If you don't select some of the check buttons (**Rules**, for example), you are basically saying "leave them as is," and FaxReady will output those attributes as normal.

The settings that you use will depend mainly on how your document was constructed and what elements you want to suppress. You may need to output certain pages with fax settings different than others. FaxReady gives you a great deal of flexibility in customizing the faxable output.

Text

To change the way text should look in the output, check the **Text** button. The associated pop-up menu now becomes available. Select **Black** to change all text to solid (100% shade) black. Or select **White** to make all type white (though you may not actually use this option very often).



Select **Suppress Box** to suppress the box printout of every text box, including text path lines.

Suppressing all text boxes can be handy if an output with just pictures is desired. When you select this option, the **Rules** check button and pop-up menu are not available.

Rules

If you wish to output all the paragraph rules (above and below rules) as solid black or as white, click on the **Rules** button and select either **Black** or **White** from the pop-up menu. You may use the White option when you have set up reverse type using thick paragraph rules.



Lines & Frames

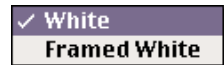
Lines and box frames can also be turned into solid black or white. Select an option from the associated pop-up menu.



Note: Only lines with colors other than *None* will be affected.

Backgrounds

FaxReady allows you to turn all the box background colors and blends to white or to white with a black keyline (to indicate where the suppressed background *used to be*). Only colored backgrounds will be affected, not boxes with backgrounds set to *None* or white.



The following example shows how a QuarkXPress table will look when output with FaxReady using the settings Black Text and Frame White Backgrounds. (For this example, shaded areas were created using backgrounds in boxes, not paragraph rules.)

Earth Facts	
Density	5,517 g/cm ³
Axial inclination	23.5°
Distance from the Sun	149.6 million km
Equatorial diameter	12,756 km
Equatorial circumference	400,075 km
Orbital velocity	29.6 km/sec



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FaxReady can suppress backgrounds and add keylines instead.

Note: When using the Frame White option, FaxReady *does not* add a frame to the actual box whose background has been suppressed. Instead, it creates a keyline *on top* of that box, to prevent any text reflows that may occur otherwise. (Adding a frame to a text box may cause the text inside to reflow because the box measure changes.)

Suppressing Line Art Pictures

FaxReady gives you the option of suppressing the output of line art pictures, that is, pictures of EPS type **Suppress Line Art** that were created with illustration programs such as Adobe Illustrator™ or Macromedia Freehand™. When this setting is on, only the picture will be suppressed when outputting, not the actual box where the picture resides.

Suppressing Images

All other imported pictures that are not line art are considered by FaxReady to be “Images.” These are mostly bitmap images, as opposed to vector-based art. As with the previous option, when this setting is on, only the picture will be suppressed when outputting, not the actual box where the picture resides. **Suppress Images**

Framing Suppressed Pictures

You have the option of adding a keyline on top of the boxes whose pictures have been suppressed (either manually or with any of the two previous FaxReady settings). This allows you to retain a visual reference for the area occupied by the picture without outputting the picture itself. **Frame Suppressed Pictures**

Adding a Cover Label

You can also add a label “sticky” that will appear in the first page of your faxable output. This label can contain your name, company and fax number as well as the recipient’s, along with the date and number of pages. You specify these settings in the dialog presented after pressing the **Edit** button, which will be discussed in detail later. **Add Cover Label**

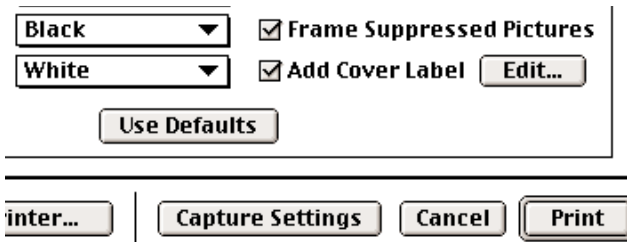
The “Use Defaults” Button

To quickly revert to the default settings, click on the **Use Defaults** button. FaxReady will select these options for you: Black Text, Black Rules, Black Lines & Frames, White Backgrounds, Suppress Images and Frame Suppressed Pictures.



Outputting a Faxable Copy

Once the faxable settings have been specified, along with any other standard print settings, you are ready to print or fax your optimized QuarkXPress document. Click on the **Print** button . You can also click on the **Capture Settings** button to retain the settings you chose but without generating an output yet.

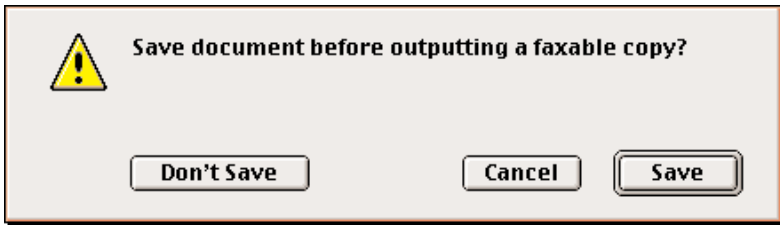


Click on the Capture Settings button to retain the settings without outputting

Click on the Cancel button to close this dialog without retaining any setting

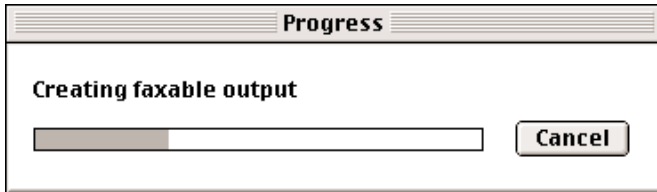
Click on the Print button to output the faxable copy and recall the settings

To create a faxable output, FaxReady needs to have the latest version of your current document saved on disk. If the document has been modified before opening the Print dialog but not saved, the following warning will appear (this is similar to the warning displayed by the Collect for Output command of QuarkXPress):



Click **Save** to save the document and continue, **Cancel** to abort the printing session, or **Don't Save** to continue without saving the document first. You may use this last option if just the printing settings have been modified since you opened your document and you don't want to create a new date stamp.

Once the printing process begins, you'll see the following progress dialog:



This dialog will appear for a few seconds, depending on the number of pages and the complexity of each page. When finished, QuarkXPress will check for missing pictures and fonts, and then display the standard print progress dialog.

Note: To save any FaxReady settings with the current document, you must save the document after printing is completed (or after capturing the settings). QuarkXPress will warn you to do so when closing the document without saving.

Specifying Cover Label Information

To create or edit the cover label, click on the **Edit** button beside the **Add Cover Label** option. The dialog featured on the following page allows you to enter the necessary cover label information. You don't need to complete the "To" and "From" fields every time you edit a label – FaxReady saves the "To" settings with the current document and the "From" settings automatically with your QuarkXPress application.

Edit Cover Label

To

Name:

Co./Dept.:

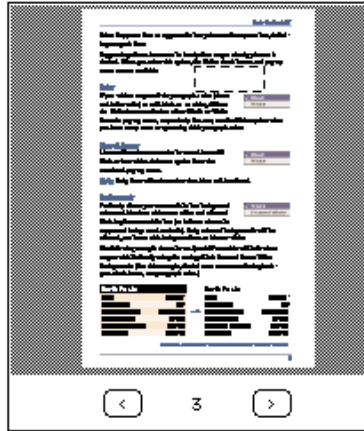
Fax:

From

Name:

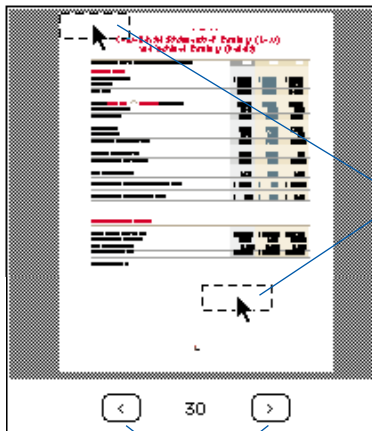
Co./Dept.:

Fax:



To prevent some text from being cut off when the label is output, you should keep the number of characters in each field to under 30 or so.

The right portion of this dialog also shows a page thumbnail where you can position the label “sticky”, shown as a little rectangle marquee. Drag this rectangle to position the label visually so that it does not obstruct any page information. You can also use the < and > buttons to determine which page will be the cover page (the page number is shown between the two buttons).



Drag this rectangle marquee to position the label within the cover page

Use these buttons to select the cover page

Here's how the FaxReady label will look when output (FaxReady will automatically set the date and the number of pages for you):

FaxReady™ XT Label	Date: 1999/4/11 # of pages: 2
To: John Smith Design Fax: 555-2878	From: Claire Bolton Typesetting Fax: 555-9900

Note: The label position settings are not saved with the document – they are only retained until you quit QuarkXPress.

Combining FaxReady with Other Output Settings

You can combine any of the FaxReady faxable settings simultaneously with the existing output capabilities of QuarkXPress. For example, you can use registration marks, tiling, enlargement/reduction, output as spreads, or change page orientation. Or you can convert text and backgrounds with FaxReady, but output pictures with the Rough or Low Resolution settings (under the Options print tab).

When you output a faxable version of your document with registration marks, FaxReady will print “Temp Faxable File” as the page header name:

Temp Faxable File 4/19/99 8:31 pm Page 20

Outputting a FaxReady page with registration marks.

Note: The current version of FaxReady does not allow you to create **Print Styles** using faxable settings.

Examples Using FaxReady

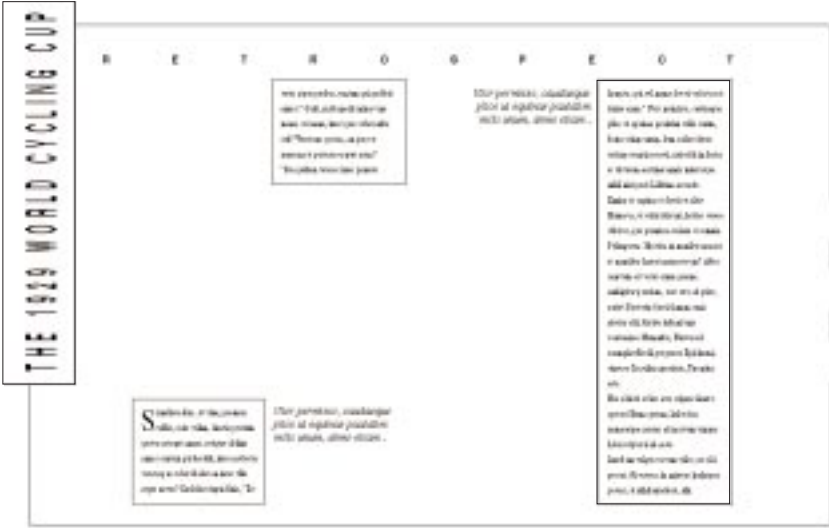
For this first example, we will output the following page using FaxReady default options (the cyclist is a line art picture and the map a bitmap image):



This is the result:



We will now output the same document but with slightly different settings: white lines and frames, framed white backgrounds, suppress line art and images and do not frame suppress pictures:



In the following example, we will use FaxReady to create an output with no type for image color approval of a CD back cover:



Using only Text -> Suppress Box, we get this output:



If we would like to check just the type, we can use FaxReady's default settings. We will also add a label:



A Final Word

We hope you find FaxReady XT useful and that it helps streamline your everyday experience with QuarkXPress. Although we have taken every necessary precaution and care in the development of this product, there's always room for improvement. If you would like to comment or if you have any suggestions for this or other Badia Software products, drop us a line at info@badiasoftware.com or visit our web site at badiasoftware.com.