
Bookletizer

Version 1.0



Bookletizer

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Bookletizer

Introduction

Bookletizer is an XTension for QuarkXPress[®] version 3.31 and higher. Bookletizer helps automate the process of creating printer's spreads for saddle stitched publications, such as booklets. The XTension retains the correct page numbering and can compensate for creep. Bookletizer can revert a document back to the XPress-default reader's spread format for easier document editing.

Minimum System Requirements

Bookletizer is designed for QuarkXPress 3.31 for Macintosh and Power Macintosh.

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

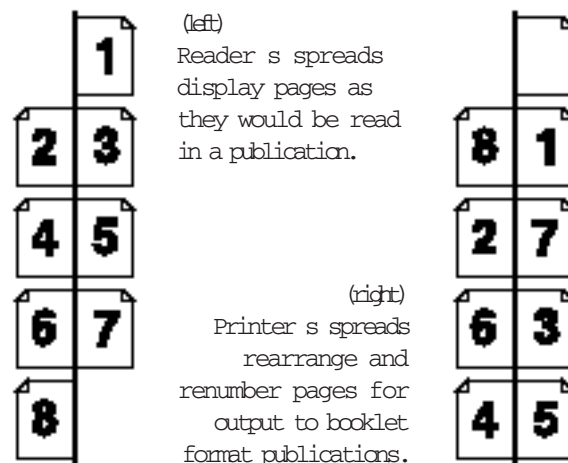
This manual assumes that you are familiar with standard Macintosh procedures such as basic use of the mouse, clicking, pulling down menus, copying files, and copying disks. If any of these procedures are new to you, please refer to your Macintosh user's manual.

Installing Bookletizer

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

Preparing a Document for Bookletizer

QuarkXPress automatically creates reader's spreads when the facing pages option is selected. Reader's spreads display pages as they would be viewed in a publication, with page two facing page three, etc. To print out a document in booklet form, the pages need to be rearranged so that the first page of the booklet shares a spread with the last page of the booklet, etc. This is where Bookletizer saves time.



In order for Bookletizer to convert a document to printer's spreads, the document must first:

Be set up using the XPress facing pages option

Contain an even number of pages

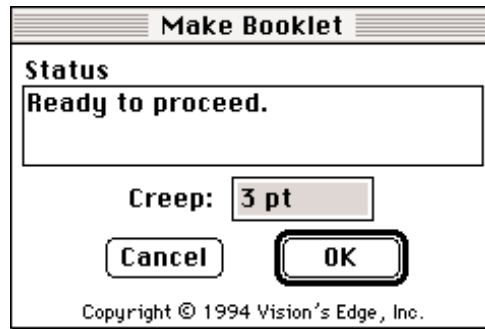
Contain an even number of spreads

The total number of pages in the document must be evenly divisible by four. (examples: 8, 12, 16)

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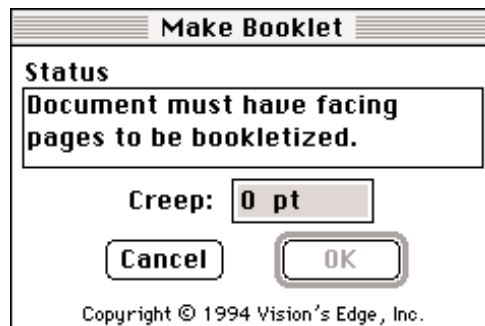
Bookletizing a Document

To convert a document to printer's spreads, make sure the document to be converted is the active (frontmost) document, then select Make Booklet from the Utilities menu.



The Make Booklet dialog includes a Status field. This field tells the user whether Bookletizer can convert the current document to printer's spreads. If the XTension encounters a problem, the Status field explains why the document cannot be converted.

In the example below, the current document is not composed of facing pages, which makes it impossible for the XTension to generate the necessary spreads. Note that the Status field explains the problem and the OK button is unavailable, indicating that Bookletizer cannot proceed.



When the Status field reads Ready to proceed, the document may be converted to printer's spreads. If the document is long enough for creep to be a concern, enter a value in the Creep field, then click the OK button to proceed with document conversion.

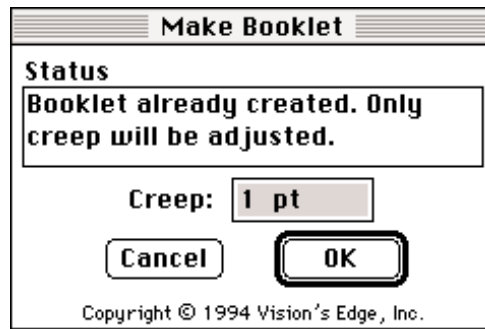
Compensating for Creep

When a lengthy publication is saddle stitched, the outer pages can creep closer to the spine, since part of the paper used to create the pages is wrapping around the spine. This can make margins look unusually narrow. The creep value is how far the page elements should be shifted away from the spine in the outer pages to prevent this effect.

There are two ways Bookletizer can be used to compensate for creep. The first way was mentioned in the previous section: setting the creep amount when the document is converted to printer's spreads. However, a document which was already converted to printer's spreads can still have creep applied to it.

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To set the creep for a document which was already converted to printer's spreads, make sure that document is the active document, then select Make Booklet from the Utilities menu.



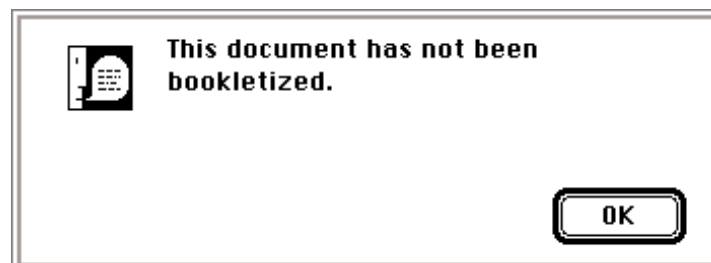
The Make Booklet dialog indicates that although the document is already in printer's spreads format, the creep may still be adjusted. Enter a value into the Creep field, then click the OK button. Bookletizer adjusts the creep on all of the pages of the document accordingly.

Reverting a Document to Reader's Spreads

Since editing a document is easier when the document is viewed in reader's spreads, Bookletizer makes it easy to revert back from printer's spreads format. To do this, make sure the document to be converted is the frontmost document in XPress, then select Undo Booklet from the Utilities menu.



An alert asks the user to confirm the conversion. Click the OK button to proceed with reverting to reader's spreads. If the user executes the Undo Booklet command on a document which was not placed in printer's spreads by Bookletizer, the XTension informs the user of this fact.



Limitations

Bookletizer cannot split in two text or graphic boxes which are placed so that they cross over the gutter of a spread. The box is moved along with the page which contains its origin (top left corner).

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A text or graphic box left on the document's pasteboard will not follow that page when the document is converted to printer's spreads. Nor will the box be returned to the same page's pasteboard when the document is reverted to reader's spreads. It is safest to eliminate unnecessary boxes on the pasteboard, since they add to the overall size and complexity of a document.

Text or graphic boxes which are placed partially on a page and partially on the pasteboard will usually follow their corresponding page, but if the placement of these boxes is critical, double-check to be sure they haven't been misplaced when Bookletizer shuffles the document's pages.