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# JoLetter 4.6

Mail and Merge for QuarkXPress™

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## 1. Overview

JoLetter is XTensions™ Software for QuarkXPress™ for creating high quality mailings. The data are supplied by ASCII files with tab separated entries. Most available database and spreadsheet applications are able to export their data in that way.

Features:

- Automatic removal of empty lines, “intelligent” space
- Several rows of data per page
- Support for images
- Rules
- Separate processing of static and variable data

## 2. Requirements

- QuarkXPress™ 8/9
- MacOS X 10.5/10.6/10.7
- Windows XP/7

## 3. Installation

For installation of JoLetter you have to copy “JoLetter.xnt” to the XTensions™-folder of QuarkXPress™. After restarting QuarkXPress™ JoLetter is ready to use.



#### 4. The JoLetter palette

JoLetter adds a menu item “JoLetter” to the “Window” menu of QuarkXPress™. After choosing “JoLetter” the JoLetter palette appears on the desktop.



*The JoLetter palette*



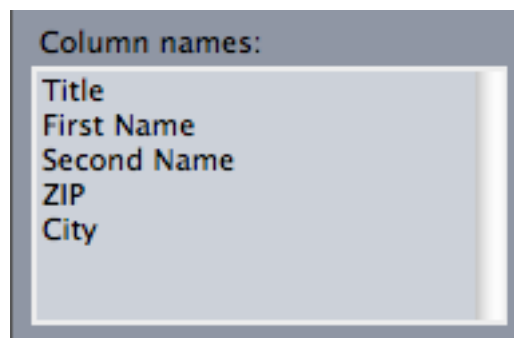
#### 4.1 Data source

With the button “File...” the current document will be associated with a data source. This data source is a ASCII file with many rows and tab separated fields within each row. The first line must contain the column names of the following rows of data. Most available databases and spreadsheet applications are able to export their data in that form. It is also possible to use the clipboard as the data source.

The button “WinEncoding” is useful for importing data from Windows applications. JoLetter maps the high ASCII chars to MacRoman format. This button is not necessary and not available in the Windows version of JoLetter.

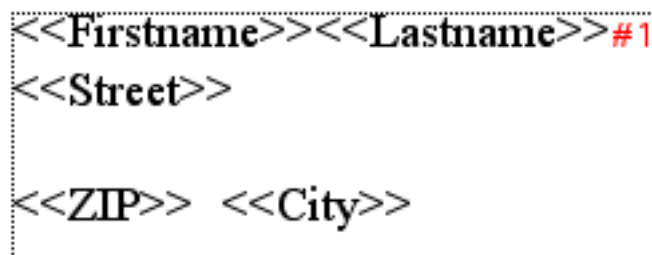
#### 4.2 Add placeholders

After choosing the data source the column names are displayed in a scrollable list box.



*Column names*

The column names can be added to a text frame or assigned to a picture frame simply by double clicking the column name with one or more selected frames. For text the content tool must be active, for pictures the object tool.

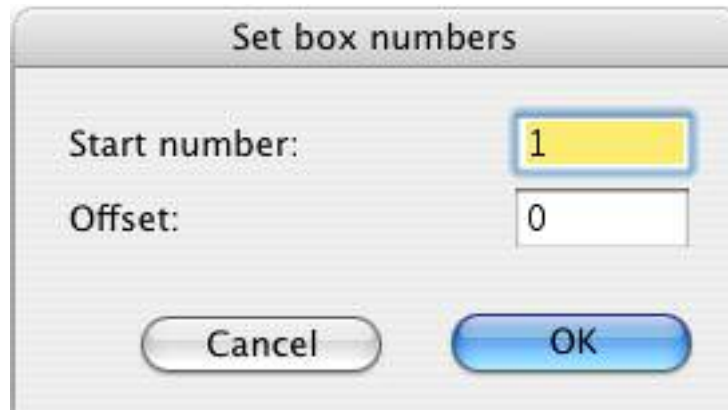


*Adding placeholders to a text frame*



### 4.3 Box numbers

Each frame with variable data has a box number assigned, which specifies the data row to be added, e.g. 1 for the first row, 2 for the second row, etc. So it is possible to work with multiple rows of data on one page. By default the box number is one, but it can easily be changed by pressing „Number...“ on the palette.



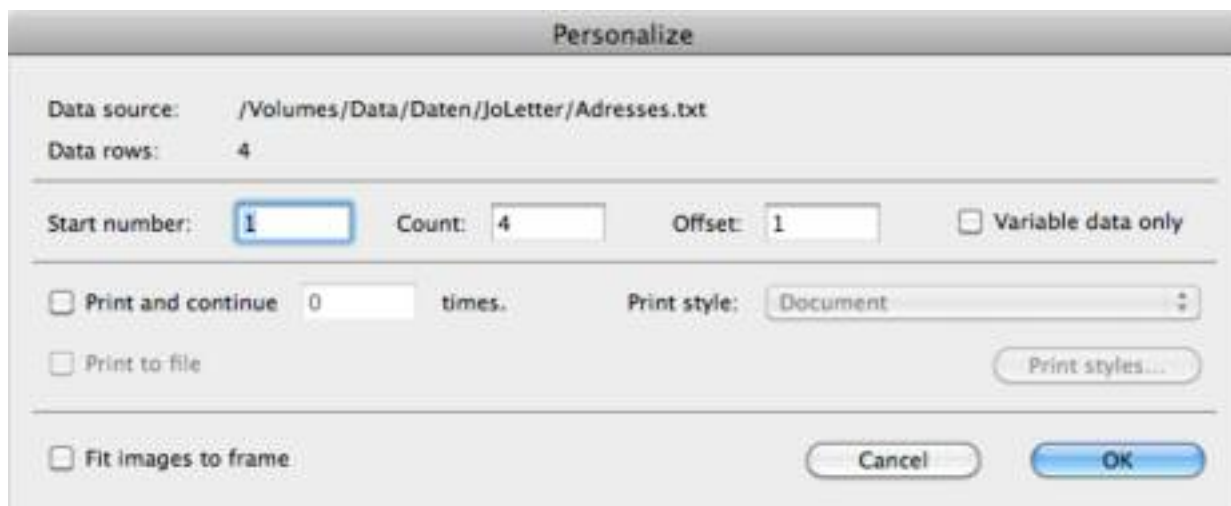
*Set box number*

The number is shown in the top right corner of the frame for text boxes and in the top left corner for picture boxes (screen only). You can set several selected boxes at once and assign them increasing numbers via “Offset”, if necessary.



#### 4.4 Personalize...

After pressing the button “Personalize...” the following dialog appears:



*Personalize...*

The top section shows the path of the data source and the number of rows found. The user now has to enter 3 values: The first row to be processed (Start number, 1 in most cases), the number of copies (Count) and the offset to be added to the frame numbers for each copy. The offset is useful, if there are more than one row of data per page.

E.g., if you have a one page document with 2 frames numbered 1 and 2 and the number of data rows is 100, then you have to enter 1 for the start number, 50 for the number of copies and 2 for the offset. The first page then contains data from row 1 and 2, the second from row 3 and 4, etc. The personalization result is placed in a second layout. The processed file or layout cannot be processed a second time. You have to go back to the original layout. A layout can have a maximum of 2000 pages (limit of QuarkXPress).

Activating “Print and continue” allows you to process more than 2000 records (pages) in one step. After each step the document is printed and the next chunk of records is processed. In case of “Print to file” several Postscript files are created, “Document\_001.ps”, “Document\_002.ps”, etc and an additional Postscript file “Document\_000.ps”, which creates one single PDF file for all output files with Acrobat Distiller.

Print settings are taken from the specified print style.



#### 4.5 Rules:

Sometimes it is necessary not to enter the field data but some other text dependant on the data (especially for some European languages due to their grammar). For this reason there is a multiline text edit field in the “JoLetter” palette. After placing the cursor at the start of a placeholder (before the brackets) and pressing “Change...” you can enter some replacement strings as shown in the following example. Each line is one rule.



*Rules*

#### 4.6 Intelligent space

If several placeholders are placed side on side you get unwanted spaces for empty data fields. For that problem there is the option “Intelligent space”. If checked, a space is added to a non empty data field and none to empty fields. For that no spaces must be typed between the placeholders.

#### 4.7 Remove empty lines

By empty data fields you get not only unwanted spaces, but also unwanted empty lines. With that option checked, those empty lines are removed automatically. This option is document wide.



#### 4.8 Print variable data

By deactivating the option “Print variable data” (on by default) only the static data are sent to the printer or output file. They can be combined with the variable data later at the printer or within a PDF document.

#### 4.9 Images:

Images are also supported by JoLetter. Therefore the field entry must be a valid path to the wanted image. You can assign a field to an image simply by selecting this image and double clicking the according column name. To control this setting the column name of the image is displayed in the top left corner of the image frame (*italic and underlined*). This image name is not drawn on printing or eps creation.

It is also possible to only use a file name and not a full path, but in that case the image must be in the document folder.



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