

text cleaner User Guide

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introduction

Why Use Text Cleaner?

Text Cleaner is the tool used by graphic designers, editors and web designers to reduce text cleanup time to seconds. Em and en dashes, smart quotes and ligatures are set or removed, unwanted spaces, tabs and returns are eliminated, making search-and-replace preparation a thing of the past. And unlike search-and-replace, there's no need to perform tasks several times over. Click once, and all cleaning functions are performed simultaneously and in the best possible sequence.

Text Cleaner is unique, smart, and easy-to-use. The power is under the hood because you can set it and forget it, although custom cleaning and presets offer options for advanced users.

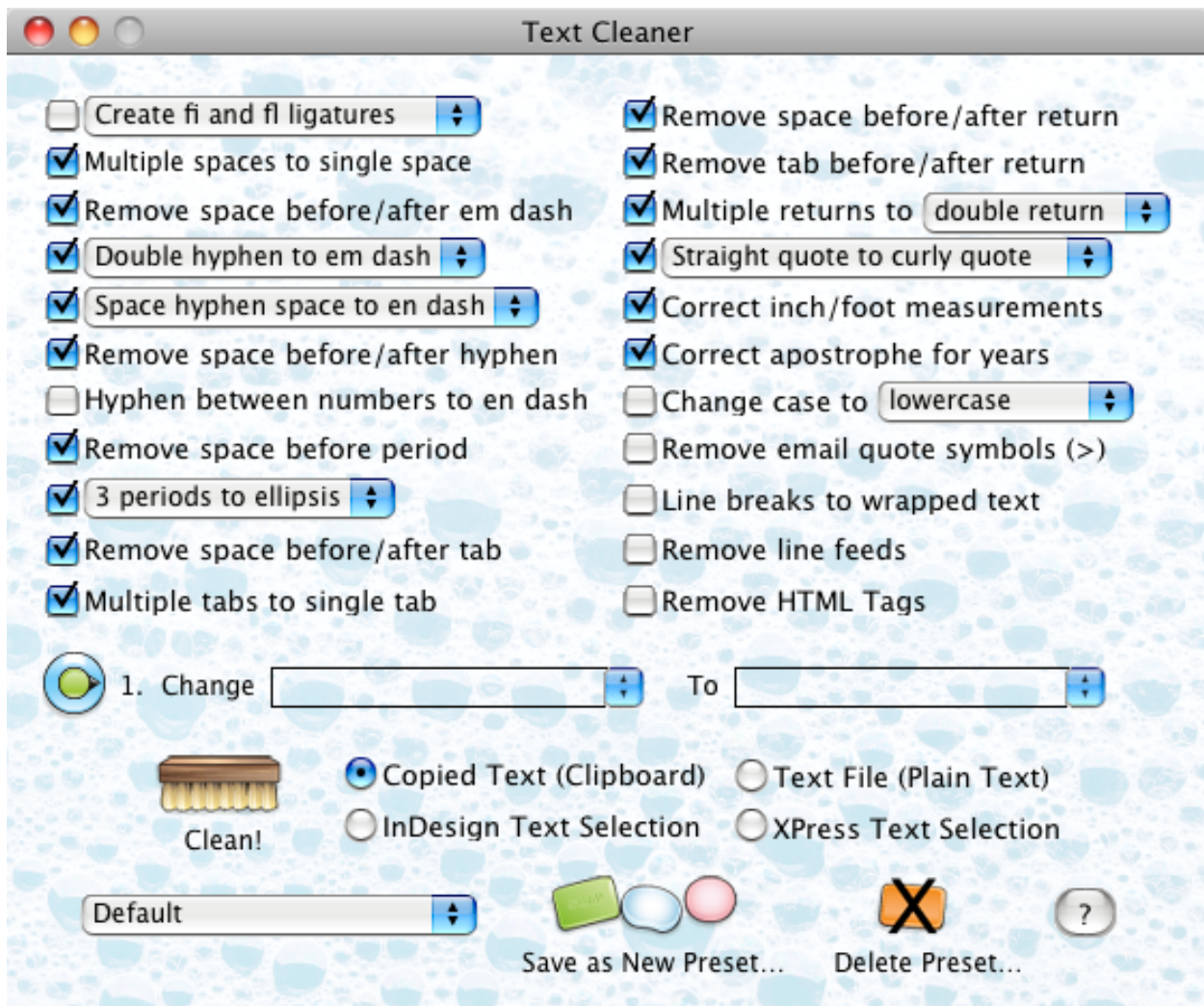
Particularly unique is the ability to work directly with QuarkXPress, InDesign, and InCopy, which adds the benefit of retaining all style information.

Requirements

Text Cleaner 3.5 requires a Macintosh computer running Mac OS X 10.4 or higher and a Macintosh PowerPC or Intel Macintosh computer. QuarkXPress 6 or higher is required to clean QuarkXPress documents, InDesign or InCopy CS 3 or higher is required to clean InDesign and InCopy documents.

Interface

Each check box lists a cleaning option and the “Change” and “To” fields allow custom cleaning operations to be entered. A pop-up menu allows selecting presets, and the buttons next to it create and delete presets. Clicking the button next to the “Change” field expands the window to reveal nine additional sets of fields to further customize cleaning. The “Clean!” brush cleans the text after selections have been made.



Below are short descriptions of each text type that can be cleaned by choosing the corresponding option.

Copied Text (Clipboard)

Text copied with the “Copy” command available in nearly all applications. The cleaned text can then be pasted back in to the application, or into a different application.

Text File (Plain Text)

A Text file that resides locally on your computer or network.

InDesign Text Selection

The current text selection in the front most InDesign or InCopy document.

XPress Text Selection

The current text selection in the front most QuarkXPress document.

cleaning

Cleaning text is simple. Select cleaning options with the check boxes and pop-up menus, and enter any additional criteria in the “Change” (original text) and “To” (desired text) fields. (For more information, see “Custom Cleaning Operations.”)

After options have been selected, use one of the methods described below.

Copied Text

1. Highlight the text within any application document that allows copy and paste.
2. Select “Copy” from the Edit menu.

3. Activate Text Cleaner by clicking its window or launching it.
4. Select the “Copied Text (Clipboard)” button, then click the “Clean!” brush.
5. Go back to the original document, which should still have the text selected.
6. Select “Paste” to replace the old text with the new, clean text.

Note: The cleaned text can be pasted into any application document that supports copy and paste.

Text Files

1. Select the “Text File (Plain Text)” button, then click the “Clean!” brush.
2. From the dialog box, select the plain text (ASCII) file to clean.
3. After a moment, the “Save As...” dialog box will appear. Save the new, cleaned file.
4. Import the new, clean file into a layout or open it directly into a word processor.

Note: The file must be plain text or unexpected results will occur. Rich Text Files (RTF) files are not supported. Most Word Processors give the option to save as plain text, also known as ASCII and may save with the file extension “.txt.”

Drag and Drop

1. In the Finder, select the plain text file(s) that need to be cleaned.
2. Drag these files over the DropClean icon, and when it darkens, release the mouse.
3. DropClean will launch Text Cleaner, which will clean the file(s) using the last options set.
4. The cleaned text file will be saved next to the original and with the same name, but with the word “(Clean)” added to the end.

Note: Although DropClean will attempt just about anything you throw at it, plain text files are the only supported format. Rich Text and other files will have unpredictable results or produce an error message.

(See “Customizing DropClean” for instructions on using DropClean with Text Cleaner presets.)

InDesign or InCopy Text

1. Save the InDesign/InCopy document (in order to revert to the pre-cleaned state if necessary.)
2. With InDesign or InCopy as the active window, select the text to be cleaned.
3. Go to the Text Cleaner window, click “InDesign Text Selection” then “Clean!”
4. Text Cleaner replaces the selected text with cleaned text.

Note: InDesign/InCopy must be CS 3 or higher.

QuarkXPress Text

1. Save the QuarkXPress document (in order to revert to the pre-cleaned state if necessary.)
2. In QuarkXPress, select the text to be cleaned.
3. Go to the Text Cleaner window, click “XPress Text Selection” then “Clean!”
4. Text Cleaner replaces the selected text with cleaned text.

Note: Text Cleaner 3.5 requires QuarkXPress version 6 or higher to clean XPress documents.

Note: Text Cleaner is case sensitive in all situations except when locating the text to clean within a QuarkXPress document. This is how it might affect your XPress cleaning:

- The text in the “Change” field, will be located regardless of case while the case of the text in the “To” field, will be replaced exactly as you entered it.
- When using the ligatures option, capitalized words that contain “fi” and “fl” will be converted to lowercase fi and fl ligatures.

Email Messages

Text from email messages often has a return after every line. Text Cleaner can convert this text back to “wrapped” text. In the Text Cleaner window, check the option “Line breaks to wrapped text.” A caution message will appear. This option should only be used if the text to be cleaned has an extra return after every line.

To remove email quotes, check the option “Remove email quote symbols (>).” A dialog box will appear asking whether to replace apparent email quote symbols or all greater-than symbols. Replacing all greater-than symbols is more thorough, but could result in altering math formulas or URL indicators such as <www.textcleaner.com>.

Line Feeds

Windows text files often use line feeds at the beginning of each line of text that look like little rectangles on the Mac. The setting “Remove line feeds” will delete these unnecessary characters. If line feeds are present, then there are probably also returns after each line, which can be removed by checking “Line breaks to wrapped text.” (See “Email Messages.”)

Single or Double Return?

When removing multiple returns from a document, users must choose between two result options: a double or single return. If document style sheets will be used the way they’re intended, with formatting for space after and/or space before each paragraph, then select “Multiple returns to single return.” If returns between each paragraph are preferred, to create the space separating the paragraphs, select “Multiple returns to double return.” Double returns are more prevalent in word processing, email and other non-graphic design applications. Web masters might want to use single returns since two returns in a row are not recognized in HTML.

Changing Case

Uppercase, lowercase, title caps and sentence caps can all be changed. One limitation: title caps and sentence caps cannot be cleaned directly within a QuarkXPress document. However, the text can be copied, cleaned and then pasted back into the document.

Removing HTML

Text Cleaner can strip HTML tags from copied text or a text file, removing all tags such as `<body></body>` and leaving the text that was in between. Text Cleaner does not strip HTML tags directly from within QuarkXpress or InDesign, but the text can be copied, cleaned, then pasted back into either application.

customizing

Presets

Preset configurations can be saved and recalled later with a menu selection. A few helpful presets have been set for you. Select a preset from the pop-up menu to see how Text Cleaner recalls different settings. Think of a preset as a configuration snapshot, allowing a quick change of multiple settings corresponding to different jobs or situations. A preset remembers all the cleaning options that were set at the time it was created, including the contents of the “Change” and “To” fields. Creating a preset is as easy as selecting the options desired, then clicking the “Save as New Preset...” button. To make changes to an existing preset, select it, make the settings change then click “Save as New Preset...” Give it the same name and it will overwrite the previous preset after confirmation.

To delete a preset, click the “Delete Preset...” button. The current preset will be deleted and the preset menu will display “Undefined.”

Exporting and Importing Presets

Presets can be imported and exported to and from Text Cleaner. This is an excellent way to be sure everyone on staff has the same group of presets without having to hand configure all the options on each computer.

To export presets, select “Export Presets...” from the file menu. The standard save dialog box appears. Choose a location and file name.

To import presets, select “Import Presets...” from the file menu. Navigate to the location of the preset file, then select it. Be sure the file selected is a Text Cleaner preset file! Importing presets does not replace existing presets, but adds to them. Any preset names that already exist are not imported. To replace instead of adding to existing presets, select “Delete All Presets...” from the file menu before the import process.

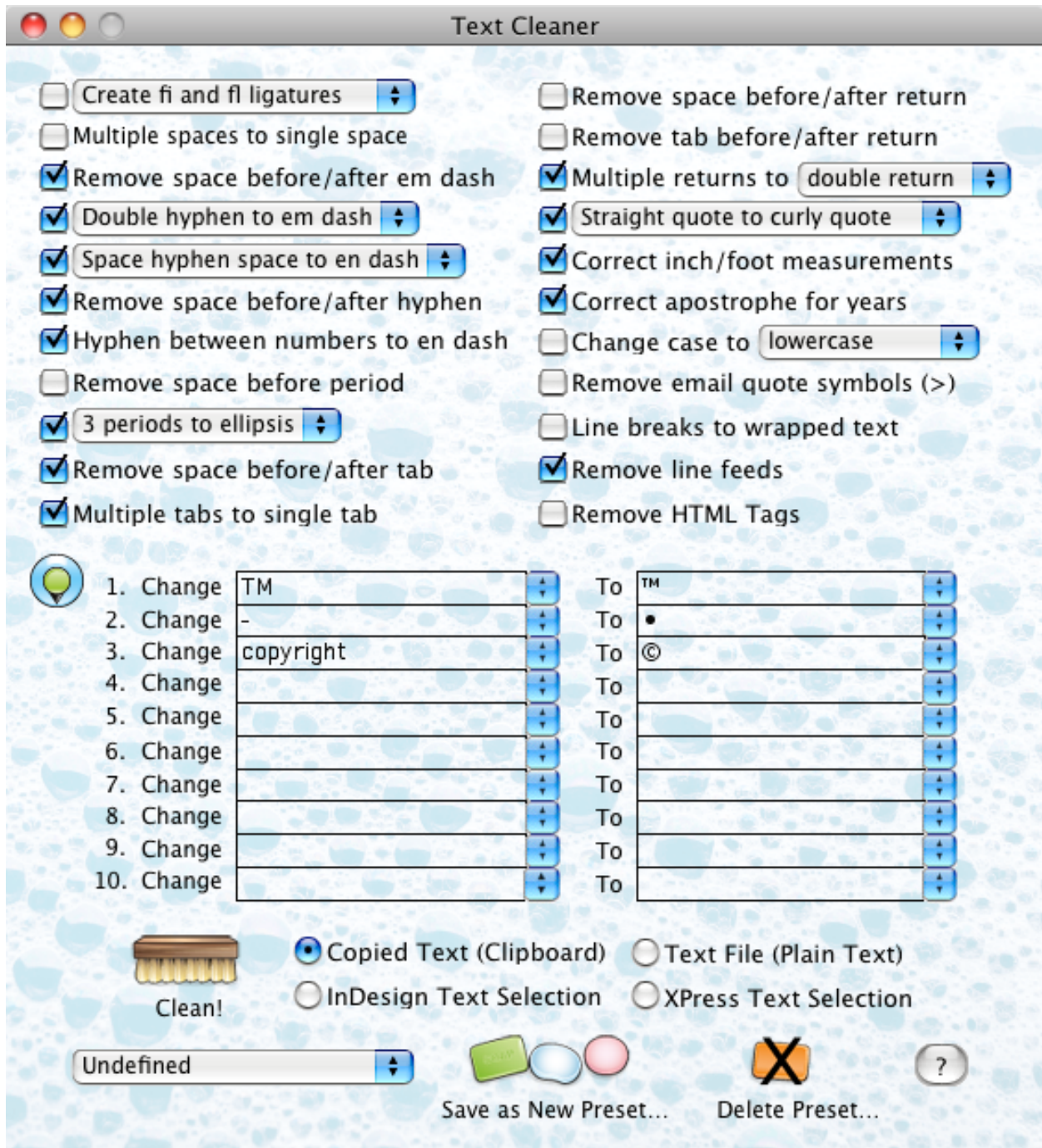
Customizing DropClean

DropClean can be customized for use with Text Cleaner presets. Go to the Text Cleaner Folder and locate the DropClean application. Select it, then select “Duplicate” from the file menu. Rename the new “DropClean copy” application to match any Text Cleaner preset name (including presets you create). Important: the name must match exactly! Now this new droplet will utilize the preset by the same name. Drop a text file on it just like the standard DropClean application. For convenience, an alias of the new droplet can be created and moved to the desktop.

Custom Cleaning Operations

Text Cleaner’s built-in options are comprehensive, but there might be other text characters in need of cleaning from a document. Enter the text character(s) to change in the “Change” field and the desired result in the “To” field. For example, in order to change all tabs to four spaces, enter a tab in the “Change” field by selecting “tab” from the pop-up menu. In the “To” field, type in four spaces. To eliminate a text character altogether, type it in the “Change” field and leave the “To” field empty. The small

pop-up menus next to the fields allow the selection of invisible characters such as returns and tabs as well as some commonly used special characters. Multiple custom cleaning operations can be entered by clicking the button next to the word “Change.” The window expands and allows up to nine additional custom cleaning operations.



Cleaning by ASCII Number

Every text character is represented by a ASCII decimal. Occasionally you might run across a special, “invisible” character you want to clean, yet it can’t be entered with a keystroke and it’s not in a Text Cleaner pop-up menu. This feature will allow the cleaning of any character if you know the ASCII decimal number.

Select “ascii:NUMBER” from the pop-up menu and replace the word “NUMBER” with the actual ASCII number. If you don’t know the number, copy the character in question to the clipboard and select “ascii:CONVERT” to convert it to an ASCII number! The ASCII number will be inserted into the field along with the correct command to clean your text. ASCII charts are widely available on the Internet.

Some applications use proprietary clipboards that don’t translate properly outside of their native environment when using copy and paste. This causes some special characters to not translate with the “ascii:CONVERT” command. A clue is if “ascii:CONVERT” puts “ascii:0//” in a Text Cleaner field.

ASCII cleaning is limited to 3 codes per field. The Text Cleaner command will always include forward slashes such as “/ascii:10/”. ASCII codes and normal alpha-numeric text characters can be mixed such as “ascii:10/the/ascii:10/”

Preferences

Select “Preferences” from the Clean menu to make changes.

Sounds can be enabled and disabled. Leave “Twang when done” enabled to let you know Text Cleaner has completed a long cleaning operation.

When enabling some conversion options, alerts will appear to inform of ramifications that could affect the text during cleaning. These are called “conflict alerts.” It is recommended that these remain on.

considerations

File Formats and Styles

Text files must be plain text (ASCII) files. Almost all word processor and layout applications have the ability to save text in this format. Saving documents as plain text removes styles such as bold, italic, style sheets, etc., but most often, new styling is applied after inserting the text into a layout.

QuarkXPress, InDesign and InCopy text can be cleaned directly within the document to retain all style information. (See “QuarkXPress Text” and “InDesign or InCopy Text” in the “Cleaning” section for more details.)

Limitations of Copy and Paste

The “Clean Clipboard” conversion works with as much text as the system can handle. Some applications however, limit the text transferred to the clipboard via copy and paste. When using the “Clean Clipboard” command with applications having these limitations, the text will appear to end prematurely when pasted back in. The good news is that 32k is quite a bit of text—usually several pages.

Cleaning Conflicts

A few cleaning options might not make sense to use at the same time, particularly when removing traditional typesetting marks for Web or email use. Here are some combinations to watch out for.

If “En dash to space hyphen space” is selected:

- Selecting “Remove space before/after hyphen” will result in hyphens with no spaces around them instead of space hyphen space.

- Selecting “Hyphen between numbers to en dash” will result in en dashes between numbers, even though all other en dashes have been changed to space hyphen space. In this case it might be better to perform “Hyphen between numbers to en dash” by itself, then run Text Cleaner again with “En dash to space hyphen space.”

If “Curly quote to straight quote” is selected:

- Selecting “Correct apostrophe for years” will result in curly apostrophes for year abbreviations like ’98 or 90’s, while all other quotes will be straight.

help

Frequently Asked Questions

Q: Why is there no “Save” command?

A: Text Cleaner saves changes automatically.

Q: Are the custom cleaning operations case sensitive?

A: They’re case sensitive when cleaning the clipboard or text file, but not when cleaning a QuarkXPress document, due to a QuarkXPress limitation.

Q: What is the best way to convert word processing files to plain text files?

A: There are several ways to handle this.

- Open the file in your word processor and do a “Save As...” and select “Plain Text,” “Text Only” or “ASCII.”
- Import the file into your layout application, then export it as “Plain Text,” “Text Only” or “ASCII.”
- Ask your client to provide files to you in plain text (ASCII) format.

Q: Text Cleaner is fast, but is there a way to make it faster?

A: Turning off the scrubbing sound will speed up Text Cleaner for complex operations (Clean menu > Preferences). When cleaning documents in QuarkXPress and InDesign, the speed is limited by those applications.

Error Messages

The following are some error messages you might encounter.

The clipboard is empty. You have to copy something!

Text was not copied before attempting to clean copied text.

Duplicate Preset Names were Found and were Not Imported

Each preset name must be unique. If a preset file is imported and contains a preset name that already exists in your current presets, the duplicate will not be loaded.

Technical Support

Technical support can be obtained by selecting “Get Support” from the Support menu or the contact page on the Text Cleaner web site at www.textcleaner.com.

Panorama

Panorama is the database engine used to create and run Text Cleaner. To find out more about Panorama, visit ProVUE Development at www.provue.com.

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