Creating Rerun Sheets

1. Go to C:\renewals\renewal spreadsheets and pick the appropriate spreadsheet for the book you are working on.

2. Open the spreadsheet and enter the page numbers you want rerun sheets for into Column B "Number (Modify Me)"

3. Columns A (Starting Number), B (File Name), and D (Xtg). For each column, starting with A, select the first cell and pull down the bottom right corner to match the row in Column B.

4. Select all items in Column D and copy. Then open a new document in Notepad and paste the items into the document and save as a .txt file. This is your Xtag file.

5. Copy the single page PDFs you need into the folder for that book in C:\renewals

6. Open the Quark template in renewals called "ob hr_renew.qpt" then select the text box at the top of the page. Go to File menu and select "Get Text with Xtags" and select the .txt file you created.