Adaptive Print Studio Center

# User Manual

*Editing Documents with Sitecore Adaptive Print Studio Center*

## Table of contents

# Chapter 1

## Introduction

This document describes how to use the Adaptive **Print Studio Center**. This document explains the basics for end users.

This document contains:

- **Chapter 1 - Introduction**
- **Chapter 2 - Log in**
- **Chapter 3 - Media Manager**
- **Chapter 4 - Print Studio Explorer**
- **Chapter 5 - Print Studio Editor**

# Chapter 2

# Log in

The Print Studio Center is the central Adaptive Print Studio application. From the Print Studio Center, you can start the other applications, and you can open items assigned to users in a workflow.

This chapter contains:

- General.

- Logging in.

- Print Studio Center.

- Home.

- Logged-in user.

- Logging off.

## 2.1 General

Ask your system administrator for the (web) address and user data. Start the Print Studio Center with the provided (web) address in the browser.

## 2.2 Logging in

After you have entered the start address in the browser, the login screen is shown. Enter your username and password. Click **Login**. The software starts loading in the browser and when ready, the Print Studio Center is shown.
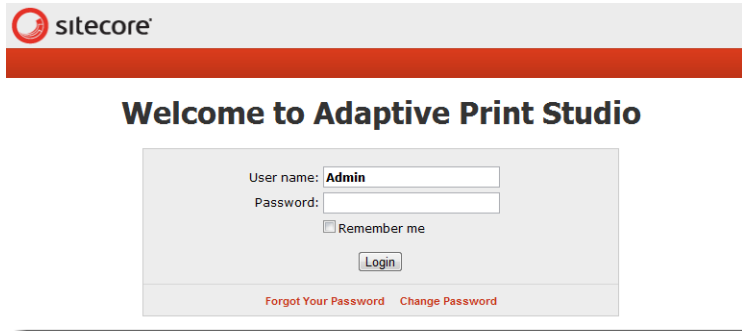


**Note**

When the login screen is not shown, the address may be wrong. When you can not log in, the username or password is incorrect. In those cases, contact your system administrator.

**Note**

After having logged in, you may need to install Silverlight software on your system. Follow the instructions on the screen. If you are not allowed to install software on your system, contact your system administrator.

## 2.3    Print Studio Center

The Print Studio Center shows the available applications and the name of the logged-in user.
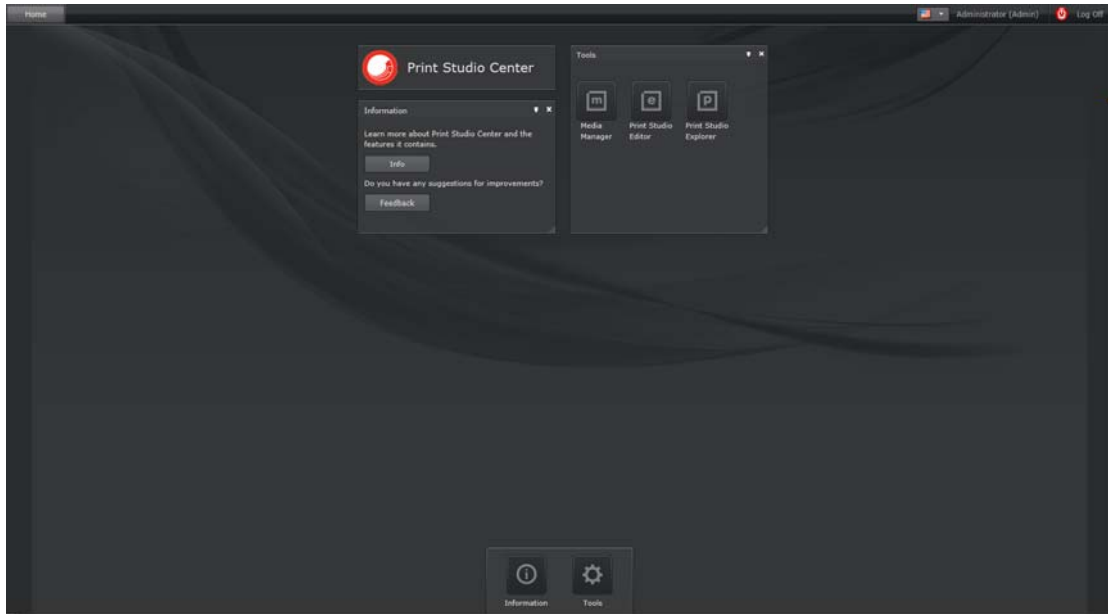


## 2.4    Home

When you start one or more applications, click the **Home** tab to show the Print Studio Center again.
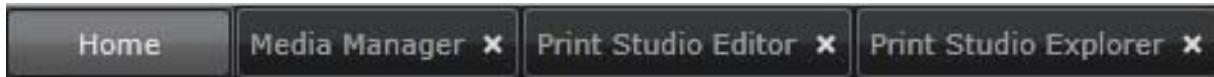


## 2.5    Logged-in user

The full name and username of the logged-in user is shown.
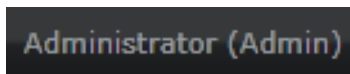


## 2.6    Logging off

The **Log off** button is located at the top right corner. Click **Log off** to leave the Print Studio Center and log off all applications. The **Login** screen is shown again.

> **Note**
> When leaving without logging of there might be a max. of users allowed to log on so then user can not log on before others log of or kicked from the system.

## 2.7 Information Panel

In the **Information** panel general information is shown together with two buttons.

Click **Info** to open, for example, the website of Adaptive Print Studio, where additional info can be found on Adaptive Print Studio Software.

Click **Send feedback** to open the default email application to send feedback.
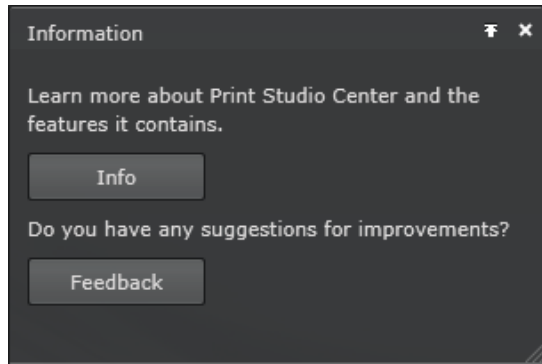
### Tools panel

In the **Tools panel** all available application icons are shown. When you click an icon, the application is started.
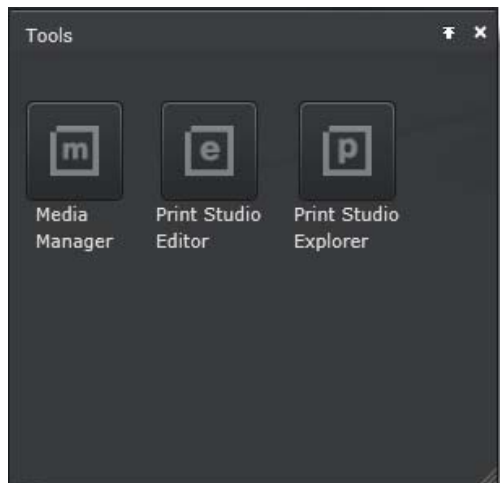
# Chapter 3

## Media Manager

The Media Manager makes it possible to control how media, such as images, are uploaded to or downloaded from Sitecore.

This chapter contains:

- Main Screen

- Language Selection

- Tree Structure

- Details, Grid or Thumbs

- Creating a Folder Structure.

- Uploading Files.

- Downloading Files.

- Convert.

- Converting and Downloading.

- Copying, Cutting and Pasting Files.

- Renaming Image.

- Deleting Image.

- Web Image Editing.

- Image Editor.

- Searching for a File.

- Refreshing.

User Manual


## 3.1 Main Screen

The main screen shows the toolbar divided into sections, the tree to the left and selected file information or thumbnails to the right.

**Tip**

**Use key F11 to get Media Manager Full screen.**
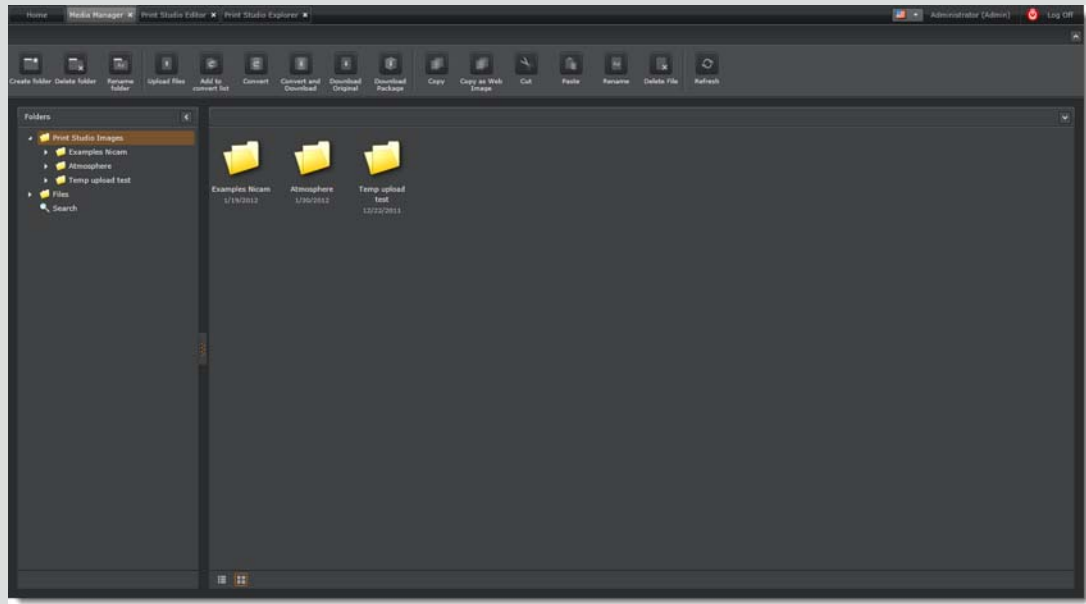


## 3.2 Language Selection

The Media Manager uploads images and files unversioned and shared. The Meta Data on the other hand is editable per language.

The language selection box shows the available languages. You can select the desired language for adding Meta Data.



## 3.3 Toolbar

The toolbar consists of the following sections.

**Folders**




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Page 14
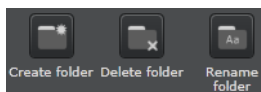
## Upload, Convert and download



## File section
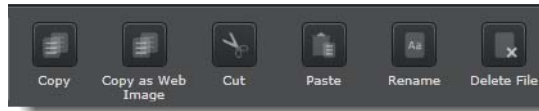


## Refresh



## 3.4   Tree Structure

The tree shows all folders and files added to the folders. When you select an item (for example a folder) in the tree and right-click, a context menu is shown. This menu shows the functions as available in the toolbar sections in context with the selected item.
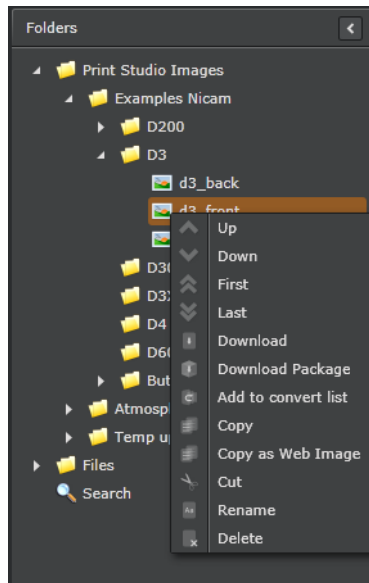


### Show/hide tree

At startup, the tree is shown. Toggle between open and collapsed tree by clicking on the arrow left of items. To make the tree show again, click the arrow again. To make the tree wider and/or narrower, drag the edge to the right or left.

## 3.5 Details, Grid or Thumbs

The file information or thumbnails (depending on the selected view) are shown in the right side of the screen. When you start the application, the **Thumbs** are shown when you select a folder in the tree.To select view.

1. Click **Grid** to view file information per file listed.



2. Click **Thumbs** to view file thumbnails.



**Grid**
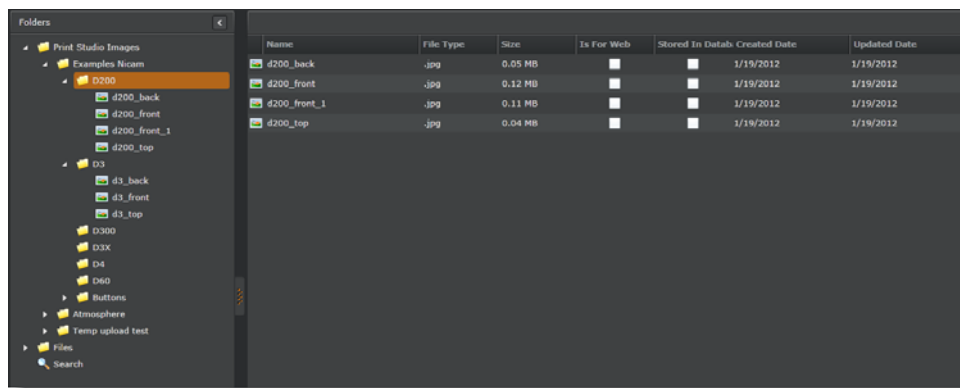


**Thumbs**



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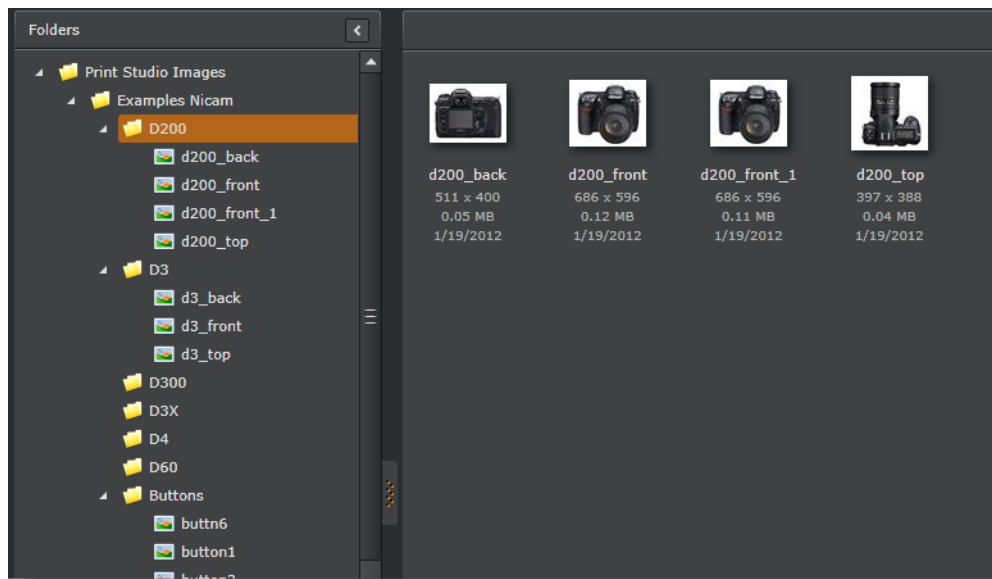
## 3.6 Creating a Folder Structure

When the Media Manager module is configured, a root folder is added by your system administrator. For example, the **Print Studio Images** folder is the root folder for images, and **Adaptive Print Studio Media Files** is the root folder for files other than images. A required structure can be built (similar to Windows Explorer) from this root folder. Depending on user access rights (set by administrator), users can create, rename and delete folders from the structure.

### 3.6.1 Creating Folder

To create a folder.

1. Select the folder to add a child folder to in the tree.

2. Click **Create folder**.



3. Enter the required name of the folder in the dialog box and click **Save**. The folder is created and shown in the tree.



.
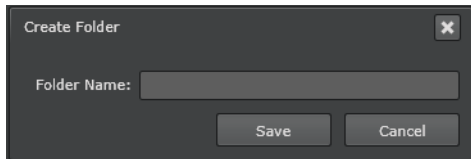
### 3.6.2 Renaming Folder

To rename a folder.

1. Select the folder to be renamed in the tree.

2. Click **Rename folder**



3. Change the folder name and click **Save**. The folder is renamed and shown in the tree.



.

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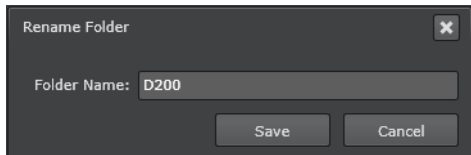
### 3.6.3    Deleting Folder

To delete a folder.

1.  Select the folder to be deleted in the tree.

2.  Click **Delete folder**.



3.  A dialog box appears asking whether you wish to delete the folder.
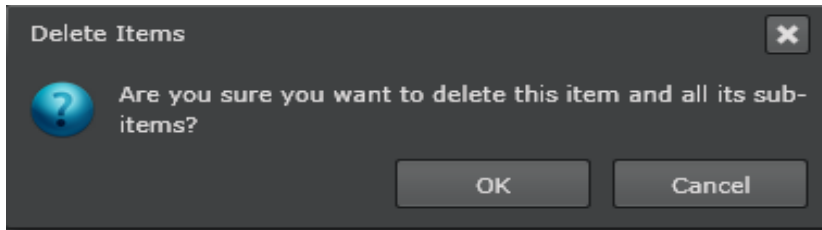


4.  Click **OK** to confirm deletion of the folder and all child folders and/or files from it.
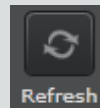
| Tip |
| --- |
| When one or more folders are deleted, click Refresh  to get the actual view shown in the tree. |

### 3.6.4    Copying, Cutting and Pasting Folders

Folders can be moved or copied to other folders (locations) in the tree. The image below shows the buttons used for that.
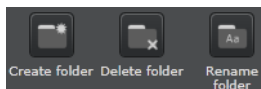


| **Copy** | Copy selected folder in tree |
| --- | --- |
| **Cut** | Cut selected folder in tree |
| **Paste** | Paste copied or cut folder into selected folder |

### 3.6.5    Copy and Paste

To copy folder and paste.

1.  Select the folder to copy from the tree.

2.  Click **Copy**.

3. Select the destination folder into which the copied folder must be pasted.

4. Click **Paste**.



5. The folder (including all contents) is pasted into the selected folder.

### 3.6.6 Cut and Paste

To cut and paste folders.

1. Select the folder to cut from the tree

2. Click **Cut**.



3. Select the destination folder into which the cut file must be pasted (can not be the folder from which it was cut. If that is the case, the action will be cancelled automatically).

4. Click **Paste**.



5. The folder is pasted into the selected folder.

### 3.6.7 Changing Position of Folders or Files

You can sort folders, child folders and files to get the required structure in the tree. The context menu shows four buttons to use for this.

To change the position of a folder.

1. Select the required folder.

2. Click the right mouse button.

3. Click the required position change item in the context menu.
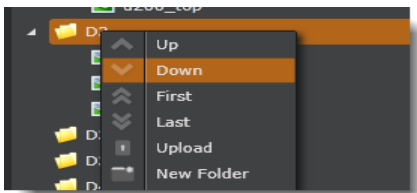


| Up | move one position up |
|---|---|
| Down | move one position down |
| First | move the folder or file to the first position |
| Last | move the folder or file to the last position |

## 3.7 Uploading Files

### 3.7.1 General

Users can upload files to required folders according to access rights and selected processing lists. The administrator sets these access rights and will prepare the available processing lists.

### 3.7.2 Supported File Types

Depending on the processing lists, different media files can be uploaded. The Media Manager supports the uploading of the following media files.

**Images**

- JPG, TIFF, PSD and EPS

**Media files**

- Files format: .doc, .docx, .zip, .exe, .indd, .html, .xml, .swf, .wmf, .wma. and .avi
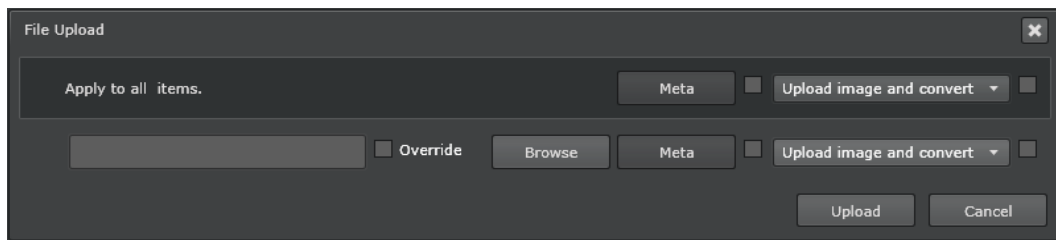
### 3.7.3 Uploading

To select files for uploading.

1. Select the folder from the tree to which the files must be uploaded.

2. Click **Upload Image**.



3. The **File Upload** screen is shown.



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4. Click **Browse** to select a file to upload.
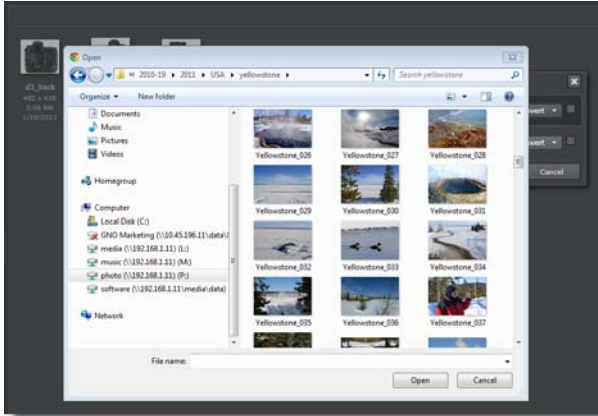


5. Select the required file and click **Open**.

6. The selected file is added to the **File Upload** screen. Repeat this procedure to add more files to the **File Upload** screen.
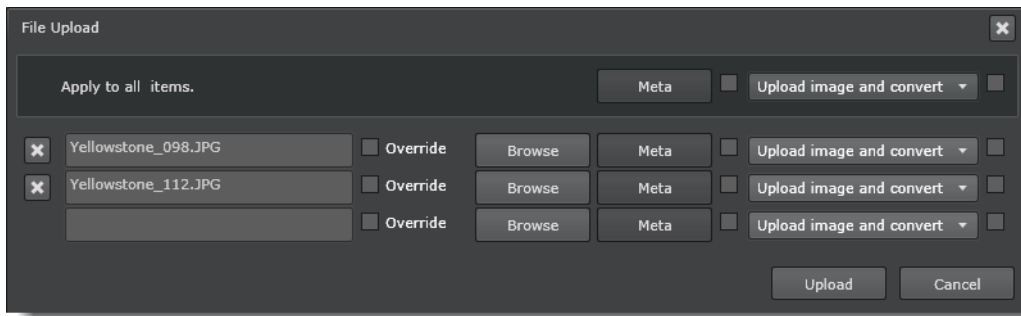


**Note**

Click **Delete from list**  to remove a file from the list.

**Note**
The maximum number of files per upload batch is 15. The message below is shown when the you are about to exceed the maximum number of files.
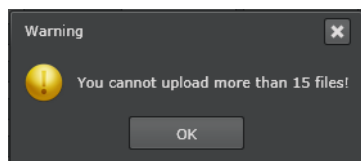


7. To add **Meta data** (information) for files, click **Meta**. You can add Meta Data for all files or different data for each file.

8. Select the **For all** check box or per file.
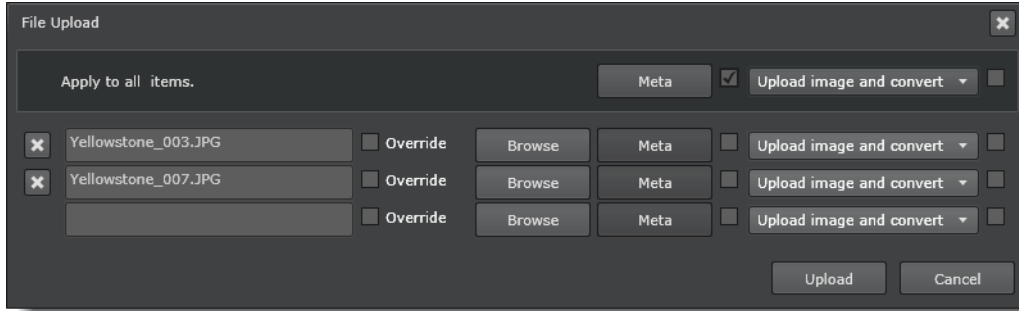
**Meta data for all**
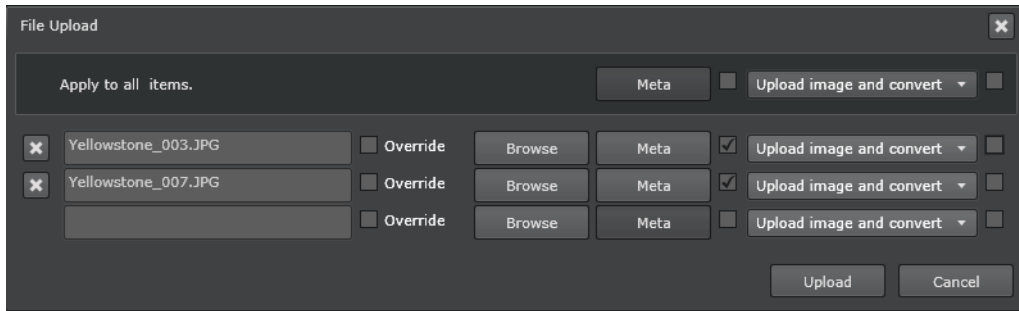


**Meta data per file**



9.  Click **Meta**, and a screen as below is shown (this example shows a per file screen).



10. Enter the required information in the fields and click **Save**.

11. Select the processing list **For all** files or per file.

## For All



## Per File

12. Click **Upload** to start uploading the files, and a general message is shown. When the uploading is finished, an email is sent with information about the uploading process.

13. When the uploading is finished, an email is sent with information about the uploading process.



> Dear Admin,
>
> The uploading of images is finished. According to the results below images are now available.
>
> Print Studio Image management uploading list:
>
> - File_CMYK200.jpg - Conversion successful!

**Note**
Text in email messages can be modified in Sitecore by your system administrator.

## Upload option files with the same name and extension.

**Note**
Folders can not contain two files with the same name. Files named for example **Image.jpg** and **Image.gif** are considered as different files.
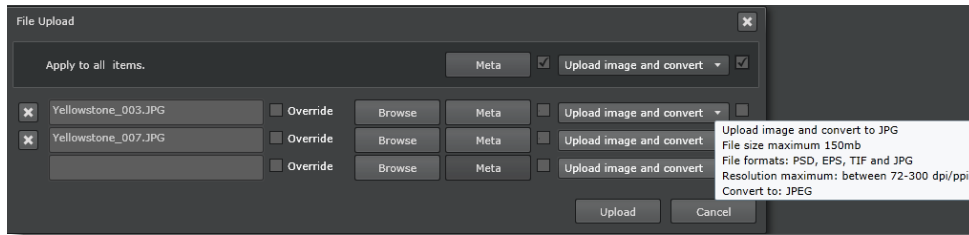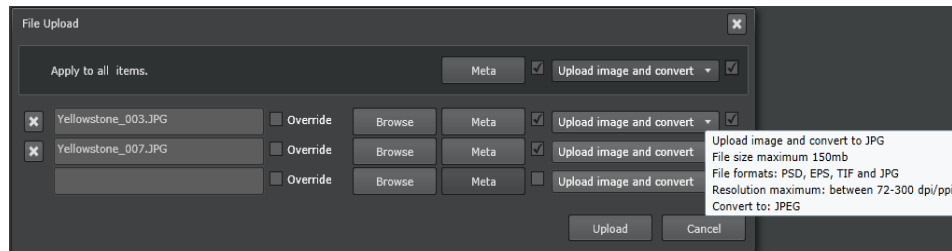
| | |
|---|---|
| **Automatic rename** | when you upload a file with a name which already exists in the selected folder, the second file will be renamed automatically, with an added _1 (or a higher number) as last part of the name. |
| **Override existing** | when an existing file must be overwritten with the new uploaded file, be sure to select the check box as shown. |
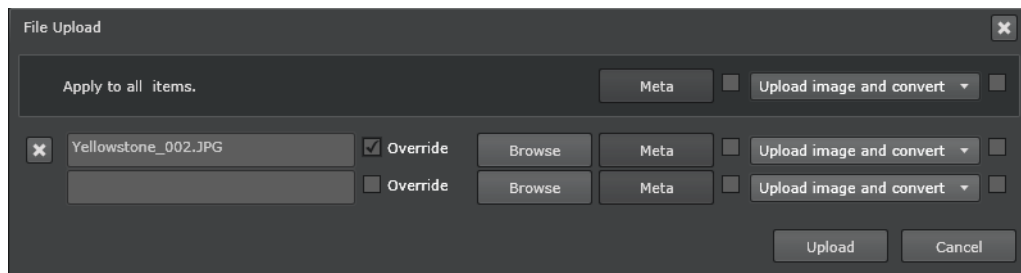


**Note**
When the file is overwritten, all documents and items with a reference to that file have the reference updated to the new uploaded file.

# 3.8   Downloading Files

## 3.8.1   General Description

You can apply two options for downloading files from Media Manager.

1. Download original file

2. Download package (contains original and converted file).

## 3.8.2    Downloading Original File

To download an original file from a folder.

3.  Select the required file from a folder in the tree.

4.  Click **Download original**.



5.  The dialog box for downloading the file from the linked location is shown.
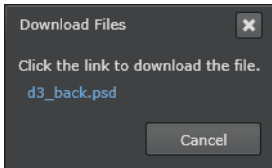


6.  Click the link.

7.  Click **Save** on the next screen.



8.  Select the required location to store the file in the system.



9.  Click **Save**.

### 3.8.3 Downloading Package (Original and Converted file)

To download a package from a folder.

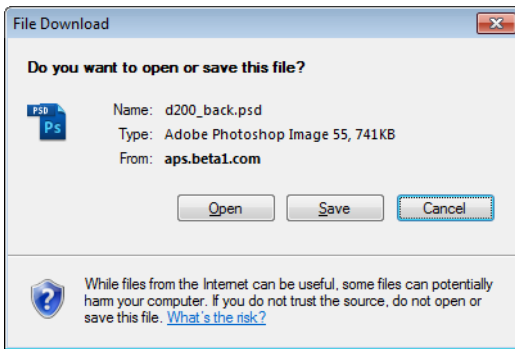1. Select the required file from a folder in the tree.
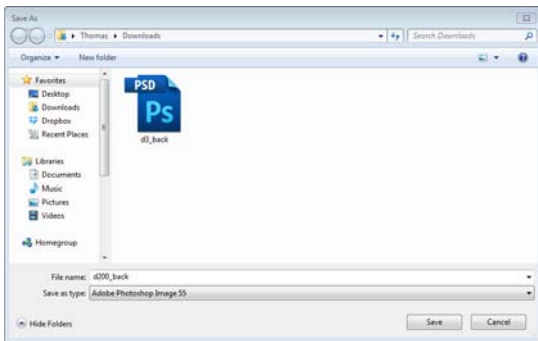
2. Click **Download Package**.



3. The dialog box for downloading the package from the linked location is shown.



4. Click the link.

5. Click **Save** in the next screen.
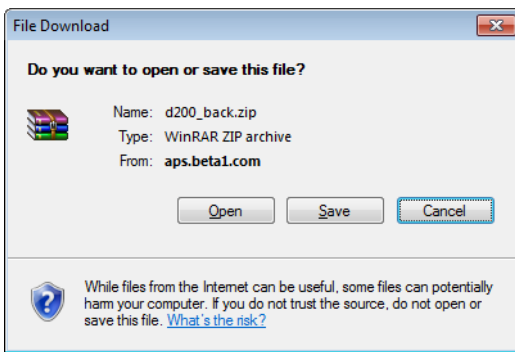


6. Select the required location to store the file in the system.
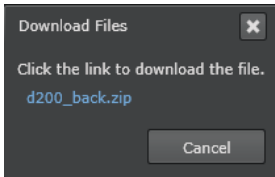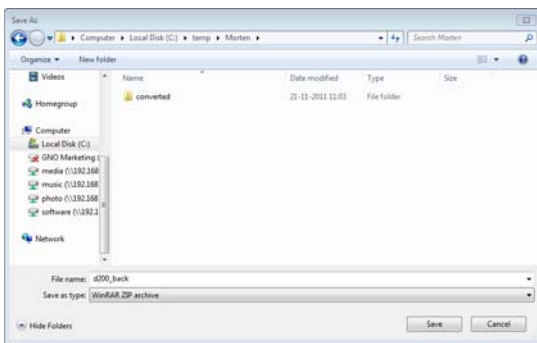


7. Click **Save**.

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## 3.9 Convert

### 3.9.1 General Description

You can convert files existing in the Media Manager folders to new files and keep the original.

### 3.9.2 Converting Existing Files

To convert existing files.

1. Select the file which must be converted from the tree



2. Click **Add to convert list**  or the right-mouse button, and a pop up menu is shown
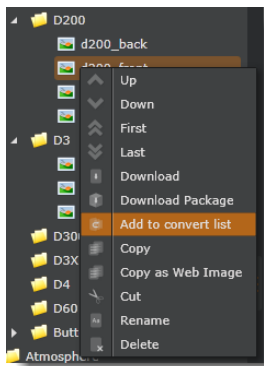


3. Select **Add to convert list** and click, and the file is added to the **Convert** list.

4. Repeat this procedure for adding more files to the **Convert** list. That can be done from any folder in the tree.

**Note**
Only files uploaded with original files stored on server location can be used with **Convert**.

**Note**
The maximum number of files per upload batch is 15. The message below is shown when the you are about to exceed the maximum number of files.
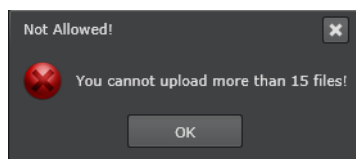


5. Select the folder were the new converted files must be stored.

**Note**
When you want to create new files in the folder from which they were selected (add to convert list), the files will be renamed automatically, with an added _1 (or a higher number) as last part of the name.

Click **Convert** [Convert], and the **Convert** screen with the added files is shown.
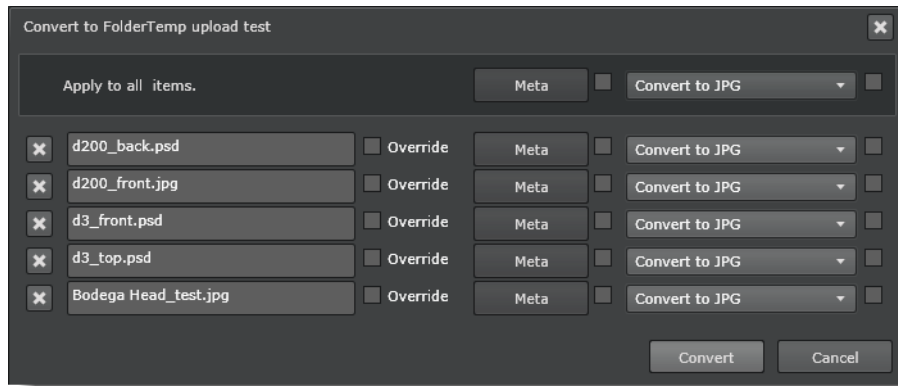
6. To add **Meta data** (information) for files, click **Meta**. You can add Meta Data for all files or different data for each file.

7. Select the **For all** check box or per file.
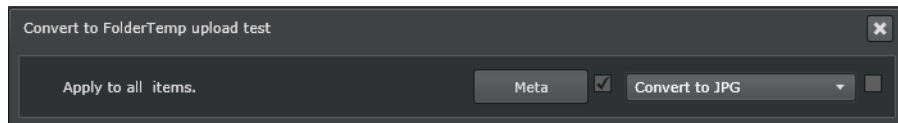
**Meta data for all**



**Meta data per file**



---
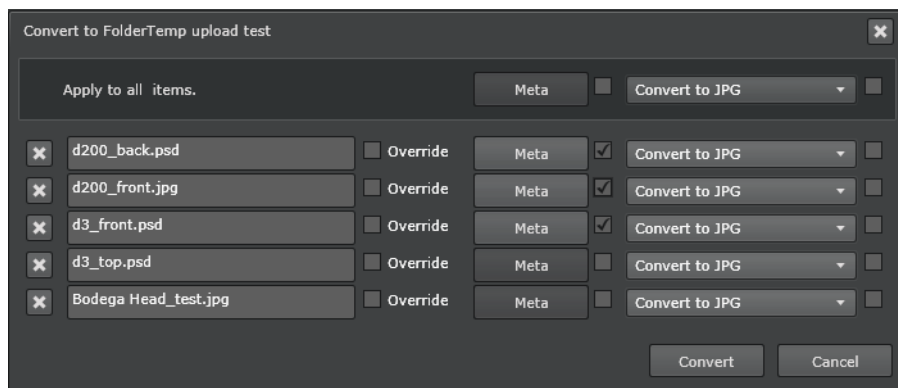
Click **Meta**, and a screen is shown as below (this example shows a per file screen).
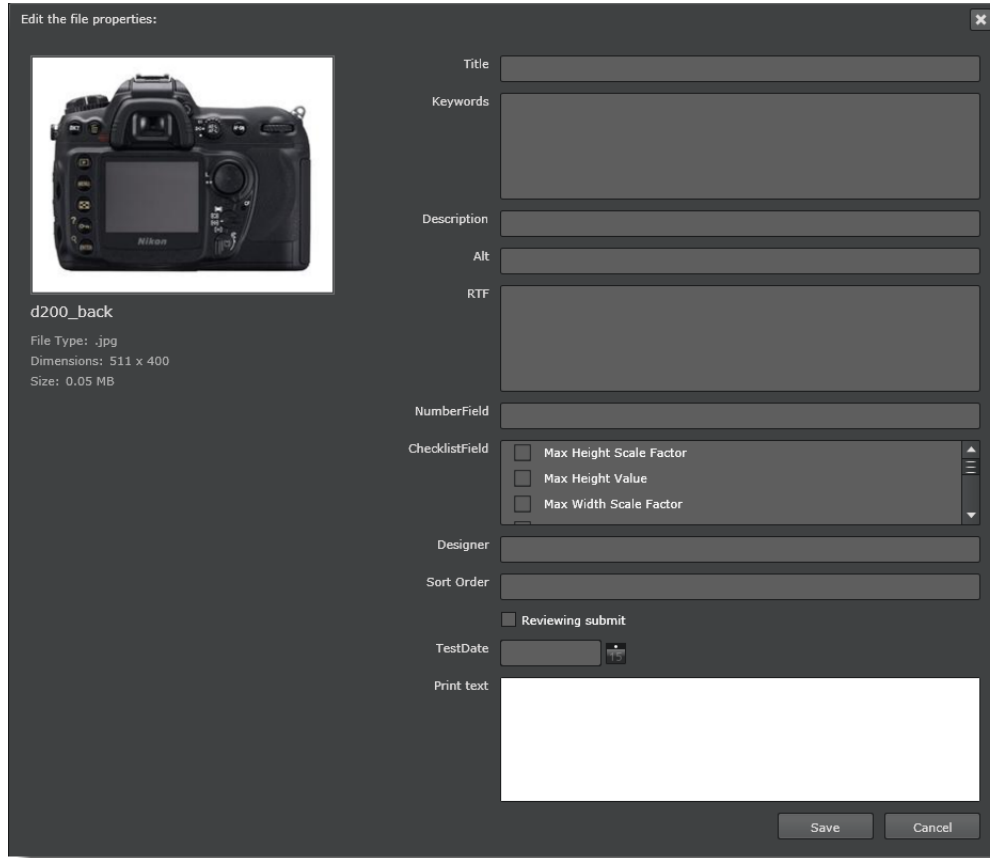


8. Enter the required information in the fields and click **Save**.

> **Note**
> When you select **Meta data for all,** no thumbnails are shown in the screen.

9. Select the processing list **For all** files or per file.

## For All

## Per File



**Note**

When you select a processing list or when you point the mouse at it in the selection field, the tooltip shows which files are allowed for conversion and which actions are processed.

**Note**

When you have not selected a processing list (in the right of the screen) standard, the first available list is selected. According to the converting actions from this list, the files are converted.

10. Click **Convert** to start converting the files, and a general message is shown. When the conversion is finished, an email is sent with information about the conversion process.





**Note**

Text in email messages can be modified in Sitecore by your system administrator.

## 3.10  Converting and Downloading

### 3.10.1  General Description

You can convert files existing in the Media Manager folders into new files or downloaded them.

### 3.10.2  Converting and Downloading Existing Files

To convert and download files.

1.  Select the file that you want to converted or downloaded from the tree.

2.  Click **Add to convert list**  or the right-mouse button, and a pop up menu is shown.
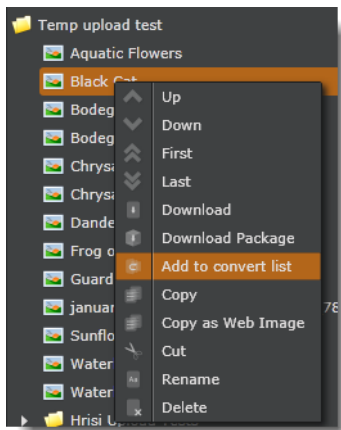


3.  Click **Add To Convert List**, and the file is added to the **Convert and Download** screen list.

4.  Repeat this procedure for adding more files to the **Convert and Download** screen list. That can be done from all folders in the tree.

**Note**
Only files uploaded with originals can be used for **Convert and Download**.

**Note**
The maximum number of files per upload batch is 15. The message below is shown when the you are about to exceed the maximum number of files.
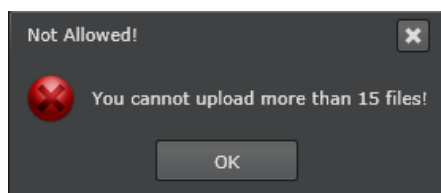
Click **Convert and Download** , and the **Convert and Download** screen with the added files is shown.



---

**Note**

Click **Delete from list**  to remove a file from the list.

---

5.  Select the processing list **For all** files or per file.
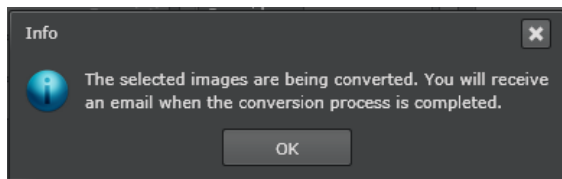
## For All



## Per File



---

**Note**

When you select a processing list or when you point the mouse at it in the selection field, the tooltip shows which files are allowed for convertion and which actions are processed.

---

**Note**
When you have not selected a processing list (in the right of the screen) standard, the first available list is selected. According to the converting actions from this list, the files are converted.

6. Click **Convert** to start converting of the files, and a general message is shown.



.
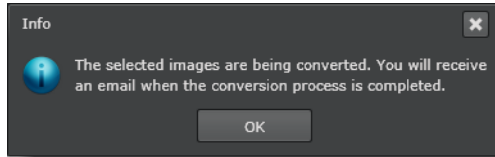
7. When the conversion is finished, an email is sent with information about the conversion process. You can download the ".zip" file with the use of the link in the email. The .zip file contains the converted files.



.
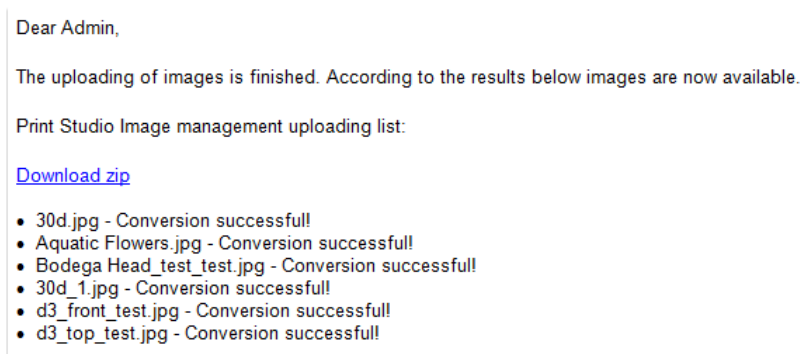
**Note**
Text in email messages can be modified in Sitecore by your system administrator.

## 3.11 Copying, Cutting and Pasting Files

You can move or copy uploaded files to other folders in the tree. The image below shows the buttons to use for this.
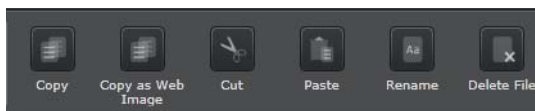


| | |
|---|---|
| **Copy** | Copy selected file in tree |
| **Copy as web image** | Copy selected file in tree and prepare it for editing (web) |
| **Cut** | Cut selected file in tree |
| **Paste** | Paste copied or cut file into selected folder |

### 3.11.1 Copying and Pasting

**To copy and paste files**

1. Select the file to copy from a folder in the tree.

2. Click **Copy**.

3. Select the folder to which to the file must be copied (can be the same folder as it is already located in, in which case the file is renamed automatically).

4. Click **Paste**.

5. The file is pasted into the selected folder and renamed with an added _1 (or a higher number) as last part of the name) when the filename already exist in the selected folder.

### 3.11.2 Copying as Web Image and Pasting

To copy files as web images and paste.

1. Select the file to copy from a folder in the tree.

2. Click **Copy as web image**.

3. Select the folder to which to the file must be copied (can be the same folder as it is already located in, in which case the file is renamed automatically).

4. Click **Paste**.

5. The file is pasted into the selected folder and renamed with an added _1 (or a higher number) as last part of the name) when the filename already exist in the selected folder.

### 3.11.3 Cutting and Pasting

To cut files and paste.

1. Select the file to cut from a folder in the tree.

2. Click **Cut**.

3. Select the destination folder into which the cut file must be pasted (can not be the folder from which it was cut. If that is the case, the action will be cancelled automatically).

4. Click **Paste**.



5. The file is pasted into the selected folder and renamed with an added _1 (or a higher number) as last part of the name) when the filename already exist in the selected folder.

## 3.12 Renaming Image

Uploaded or copied files can be renamed with a required name.

To rename a file.

1. Select the required file from a folder in the tree.

2. Click **Rename Image**.



3. The **Rename Image** dialog box is shown.
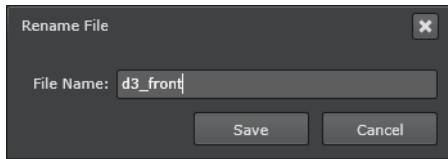


4. Change the name and click **OK**.

> **Note**
> Folders can not contain two files with the same name. Files named for example **Image.jpg** and **Image.gif** are considered as different files.

## 3.13 Deleting Image

**To delete a file**

1. Select the required file from a folder in the tree.

2. Click **Delete File**.



3. The **Delete Items** dialog box is shown.
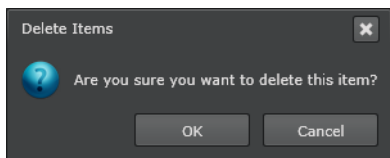


4. Click **OK**.

## 3.14  Web Image Editing

You can edit all images appropriate for web use, respectively.

- Uploaded web images with specific web processing list. Only images uploaded as type: db (database) can be edited

- Converted web images with specific converting process list

- Images copied with **Copy to web image** button

with the **Image editor**. All images (web images) available for editing show the **Edit** button as in the screen below.
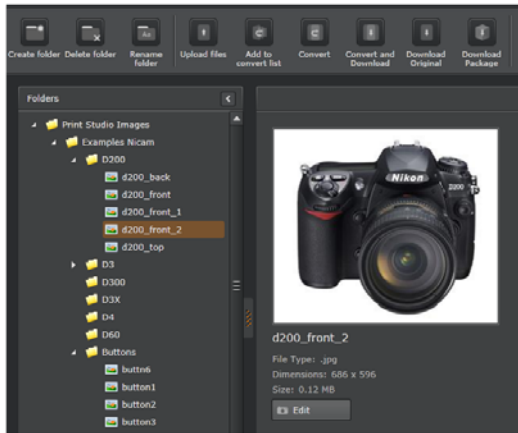


## 3.15  Image Editor

To start the **Image editor**, click the edit button below an image. Below is an example of an image with the **Image editor** and the available tools.
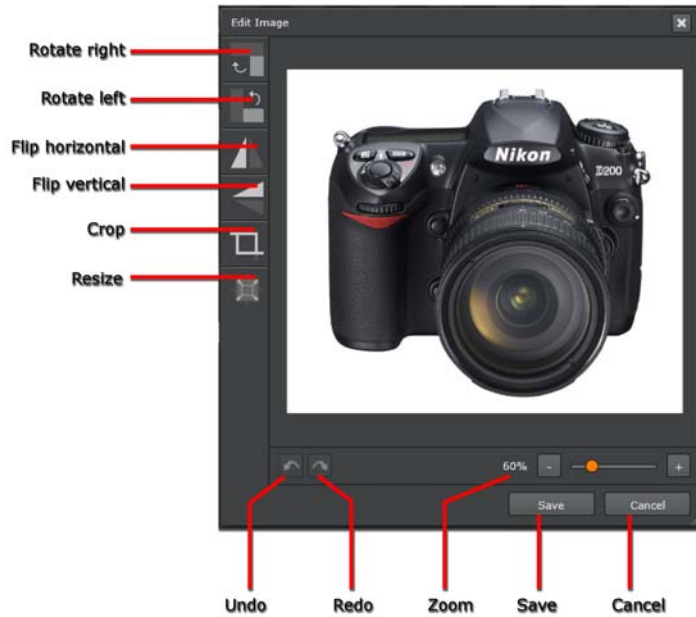
## 3.16  Searching for a File

To search for a file.

1.  Click the **Search** button



2.  The **Search** panel is shown.

3. Enter the keyword or description to search for. You can limit the search by selecting **Created between** period or **Updated between** period from the calendars.



4. Click **Search**.

5. The **Search all files and folders** check box is selected as default, which means that it is used by the search function.



6. When you deselect the **Search all files and folders** check box, the search function searches in the selected folder in the tree.

7. The results are shown on the screen.



**Note**
When no results are found, nothing is shown in the list.

## 3.17 Refreshing

When you change the tree structure, copy files or upload files, it may be necessary to refresh the screen to get the correct view.

**To refresh the tree.**

1. Click **Refresh**.



2. Refreshing is started, and a **Refreshing** indication is shown.

# Chapter 4

# Print Studio Explorer

This chapter describes how to use the Adaptive Print Studio Explorer application. It explains how to manage documents.

This chapter contains:

- Main Screen.

- Projects Tab.

- Main Bar with Operating Buttons.

- Searching.

- Tree Structure.

- Tree Structure and Context Menus.

- Tree Structure Hide/Show.

- Projects.

- Projects

- New Project

- Modifying Project Settings

- Documents

- Modifying Document Settings

- Pages

- Modifying Page Settings

- Page Previewing

- Publishing PDF or Flash (.swf)

## 4.1    Main Screen

The main screen shows the tab **Project**.
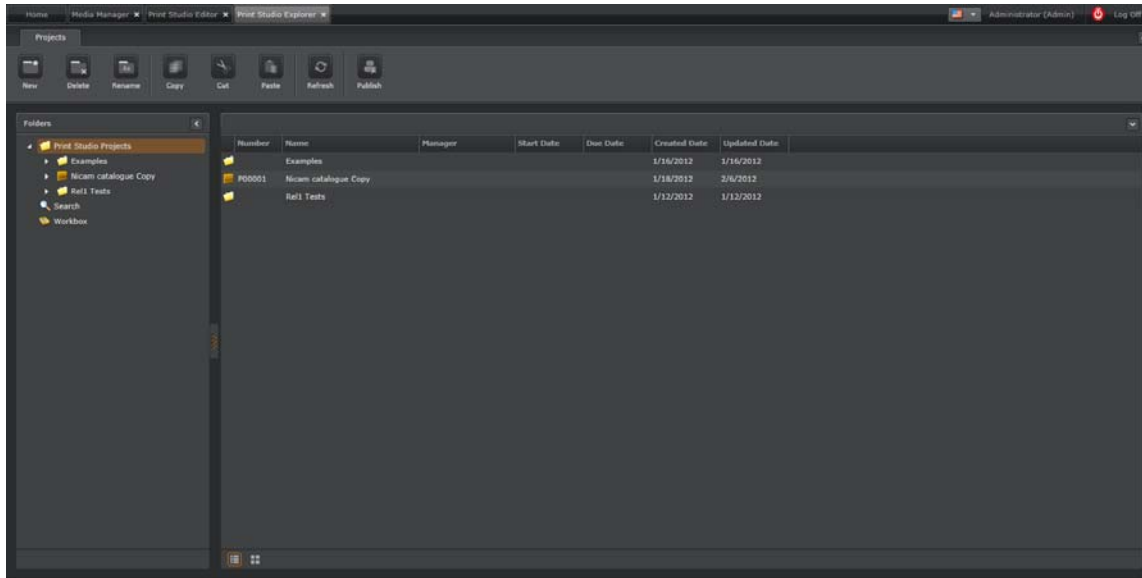


> **Tip**
> Use key **F11** or click the **Full screen** button  (top right) to get **Print Studio Explorer** shown in full screen.

> **Note**
> Functionality (buttons and functions) can be used according to access rights (users or user roles). Ask your system administrator for more information.

## 4.2    Projects Tab

The **Projects** tab shows the main bar, operating buttons, tree structure and the operating screen to the right.
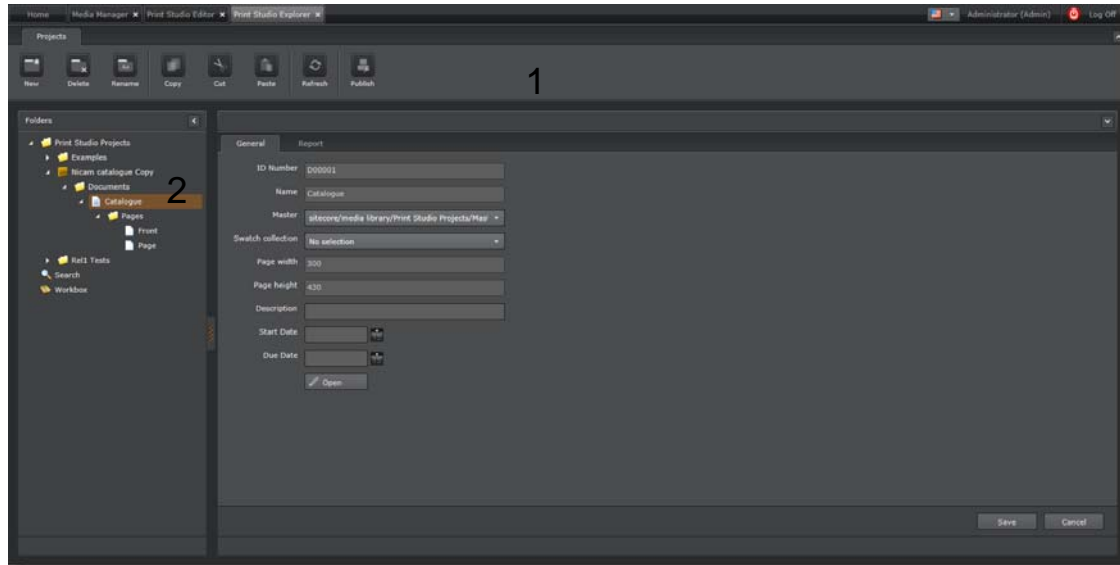


> **Note**
> Users have access rights and can use functionalities according to user and role settings. Contact your system administrator for more information.

## 4.3    Main Bar with Operating Buttons

The main bar gives access to the operating buttons as shown in the image below.
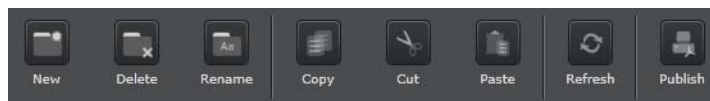


| | |
|---|---|
| **New** | Create a new item. Depending on the selected level in the tree, you can create a relevant item. For example: new project, new document, new page and new grid. |
| **Delete** | Delete the selected item from the tree. |
| **Rename** | Rename an item selected in the tree. |
| **Copy/Cut/Paste** | Copy/cut and paste the selected item in tree. |
| **Refresh** | Refresh the data and show the actual situation. |
| **Publish** | Generate a pdf or swf (flash) from the selected item in the tree. |

## 4.4   Searching

To activate the **Search** function, click the arrow button (see image below). The search panel gives access to entering and selecting search parameters. You can search using various keywords or, for example, item id for selected parts of the tree or the entire tree.
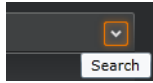


## 4.5   Tree Structure

The tree structure shows the root folder **Adaptive Print Studio Projects** and all projects contained in it. The child folders, projects and child items can be shown and modified according to user access rights (user and roles). From the entire tree structure, items can be selected to have properties shown in the operating screen to the right.
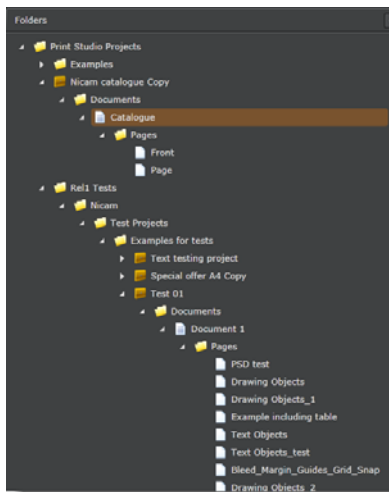


## 4.6   Tree Structure and Context Menus

When you select an item in the tree structure, you may click the main bar buttons for functionality, or right-click to use the context menus.
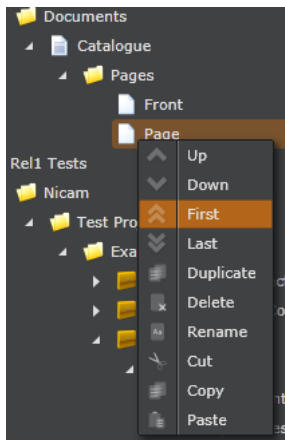
## 4.7 Tree Structure Hide/Show

To start with, the tree is shown. To hide the tree, click the arrow (1) once. To make the tree shown again, click the arrow (1). To make the tree wider and/or narrower, click (2) and drag it to the right or left.

## 4.8 Projects

### 4.8.1 Projects Structure

The Print Studio Explorer **Projects** have a structure with base items (project, documents and pages). You can add child items to these items, for example one or more documents and pages.
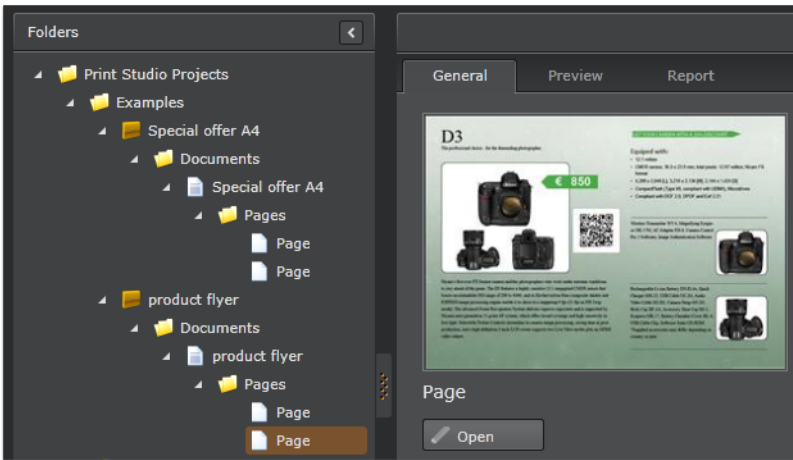


The example shows the following items:

- Project with folder documents.
- **Documents** folder containing documents.
- Document item containing the **Pages** folder.
- **Pages** folder containing pages.

### 4.8.2 Project Report

Report information can be shown on three different levels of the project structure: **Project**, **Document** and **Page**. The workflow status (states) is shown in the **Report** tab and in addition to that, all images used more then once are shown for a project, document or page. Click on an image to show the snippets to which the images are referenced.

**Project**
Example: the project is assigned to a workflow in two stages.The first stage is still in progress, and one image has been used twice in this project.
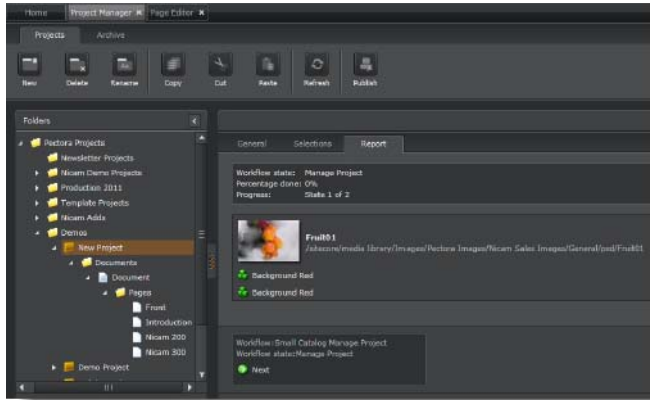
## Document

Example: the document is assigned to a workflow in two stages. The second stage has been completed, the documents are 100% complete, and one image has been used twice in this document.
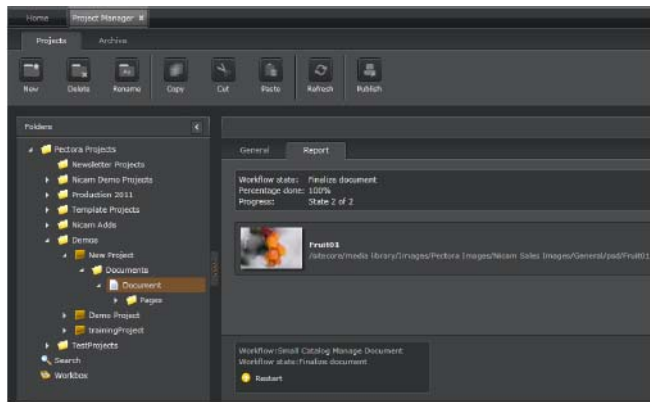


## Page

Example: the page is assigned to a workflow in three stages. The second stage is in progress, the page is 33,33% complete, and one image has been used twice on this page.
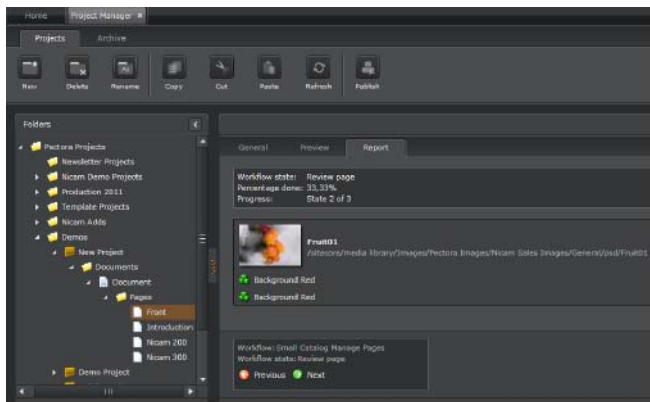
## 4.8.3 New Project

**To create a new project**

1. Select the folder where the new project must be added.

2. Click **New**.
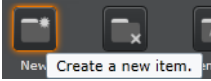


3. The following dialog box is created.
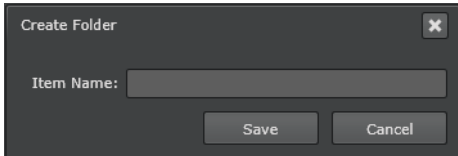


4. Enter the name of the project and click **Save**. The new project is created, and its properties are shown in the operating screen to the right.

5. Enter the description, start date/due date and the other settings (if necessary) which are required for the project.
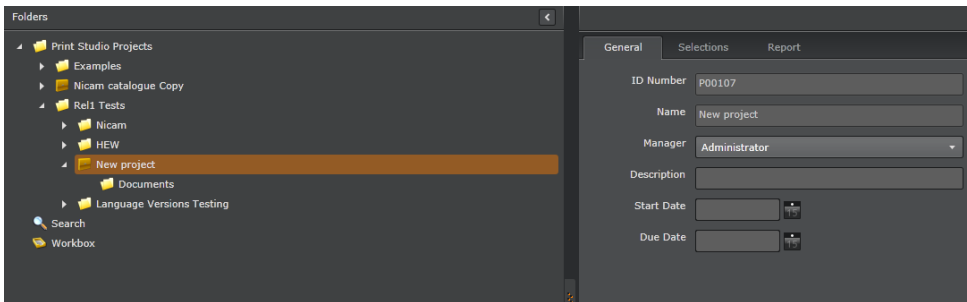


6. Select the **Selections** tab. On the **Selections** tab, you can prepare the data selections for the creation of pages.



7. Select the following data.

– **Start item data**. In this field, select the start level of the data structure from which the selection for a page can be done.
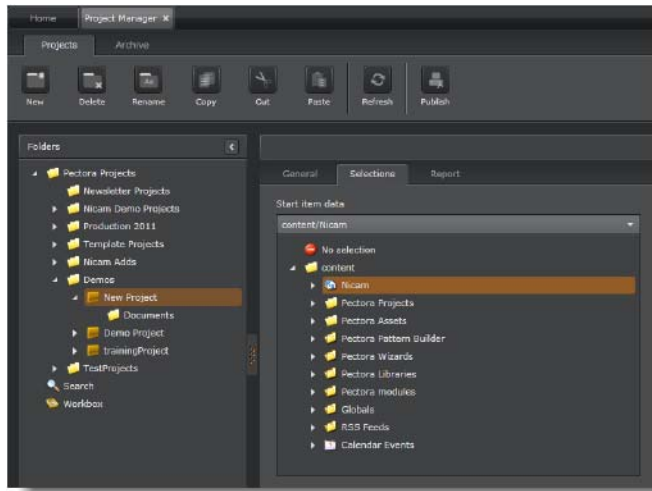


– **Start item images**. In this field, select the start folder of the available images.

– **Location masters**. In this field, select the start folder of the available masters.

– **Location snippets**. In this field. select the start folder of the available snippets.

– Click **Save** to confirm your selections.

## 4.8.4    Modifying Project Settings

**To edit the project settings**

• Select the project in the tree, and the **Settings** tabs is shown.

• Modify the settings as required and save the changes.

## 4.9    Documents

### 4.9.1    Creating a Document

**To create a document.**

1.  Select the folder **Documents** and click **New**.
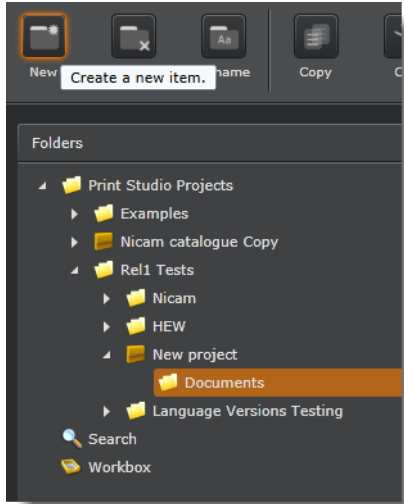
2.  The **Create document** screen is shown. Enter the name of the document and click **Save**.
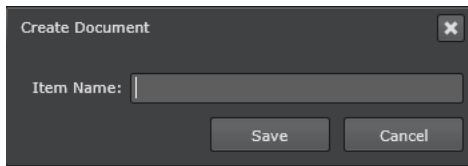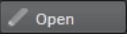
3.  The document is added and opened in the operating screen to the right.
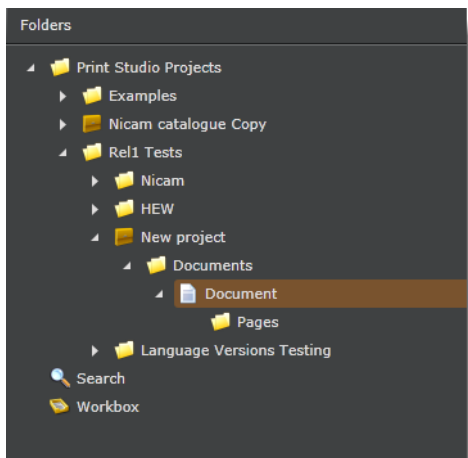
**For the document select**

- The required master document in the **Master** field.

- The required swatch collection (defined in Sitecore).

The page width and height are automatically stored when you save the added settings:

- Enter the start and due date.

- Add a description, if required.

- Click **Save** to confirm the settings.

- When you click the **Open** button ✏ Open, the **Print Studio Editor** application is started and the selected document is opened, showing the first page for editing.

## 4.9.2 Modifying Document Settings

**To edit the document settings**

- Select the document in the tree, and the **Settings** tabs is shown.

- Modify the settings as required, and save the changes.

## 4.10   Pages

### 4.10.1   Creating a Page

**To create one or more pages**

1.  Select the **Pages** folder in the tree.

2.  Click **New**.
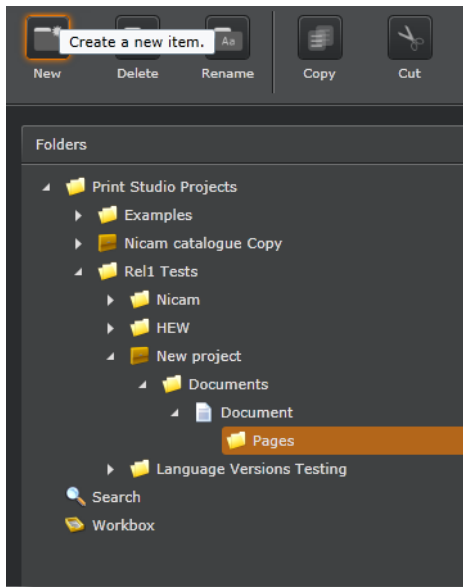


*   The **Ceate page(s)** screen is shown. In this screen, you can select the required **Page types**, the position in the tree where the page(s) need to be added and the number of pages to add.

**Note**
The page types in **Select type** are branches defined in Sitecore. These branches can be modified in Sitecore and more branches can be added.
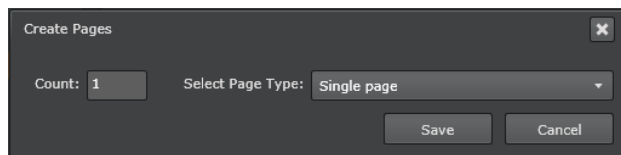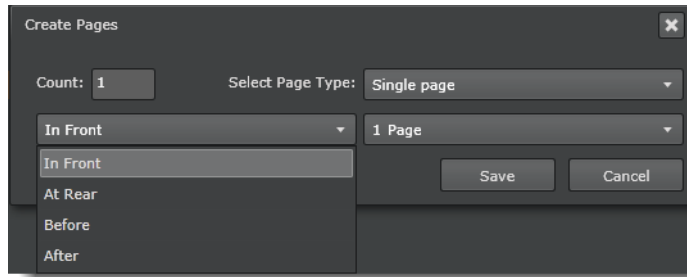
3. Click **Save**. The pages are created, and when ready, they are shown in the tree.

4. Select the required page(s) in the tree.
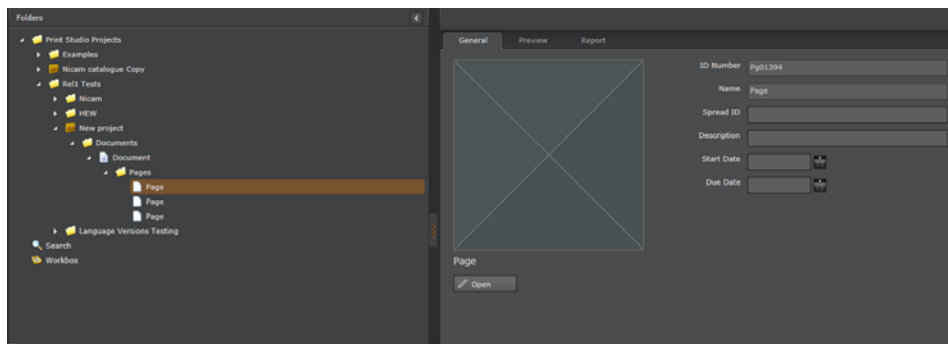


5. Click **Open** [Open] to start the **Print Studio Editor** application, and the selected page is presented for editing.

## 4.10.2   Modifying Page Settings

**To modify page settings**

- Select the page item in the tree structure. The general tab is shown with various settings, for example description, start date and due date. Click **Save** to confirm the changes.

## 4.10.3   Page Previewing

You can preview each created page and checked whether it has been formatted correctly.

## To create a preview of a page

1. Select the **Page** item in the tree.
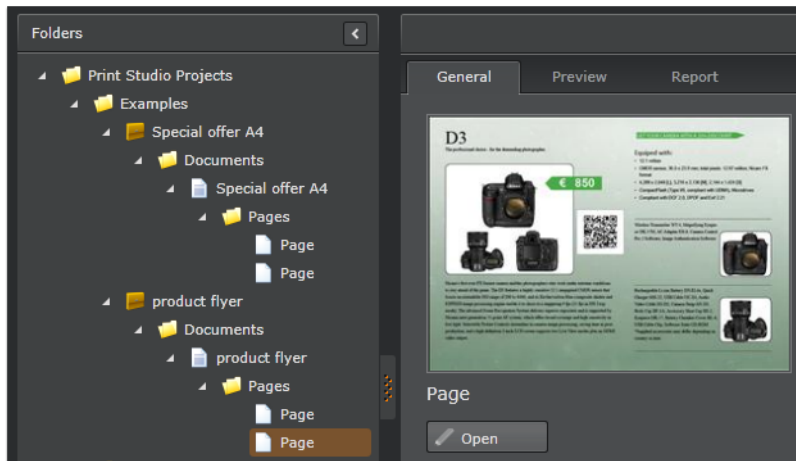


2. Select the **Preview** tab in the operating screen to the right.
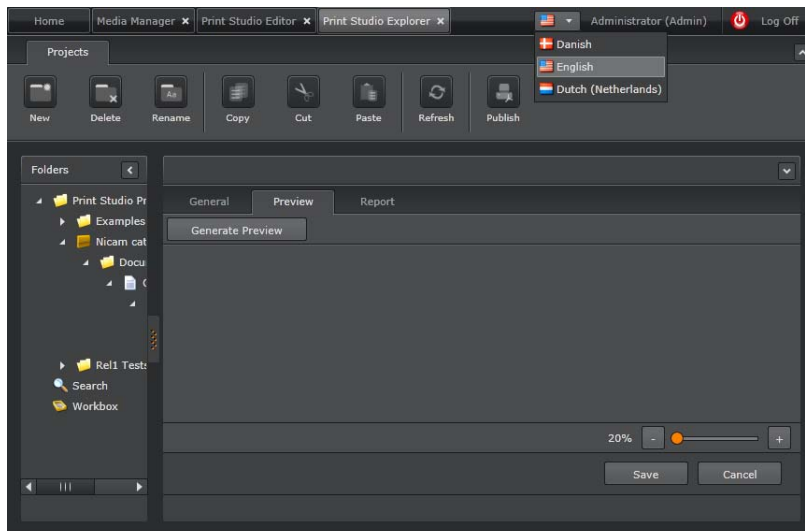


3. Select the required language to the top right of the preview tab, if necessary.

4. Click **Generate Preview**.

5. Select the preferred **Resolution type.** Low resolution will create a preview by referencing low resolution images (low res jpeg). High resolution will create a preview by referencing high resolution images (high res jpeg, psd, tiff or eps).

6. Click **OK** to start generating the preview. The preview is generated and the actual page is shown.

7. Use the zoom buttons to zoom in/out.



## 4.10.4 Publishing PDF or Flash (.swf)

You can generate a pdf or flash (.swf) on two levels of the project structure. When you select the document or page item in the tree, it can be published.

**To publish a pdf or flash**

1. Select the required level (document or page item) in the tree. In the following example, a page item is selected.
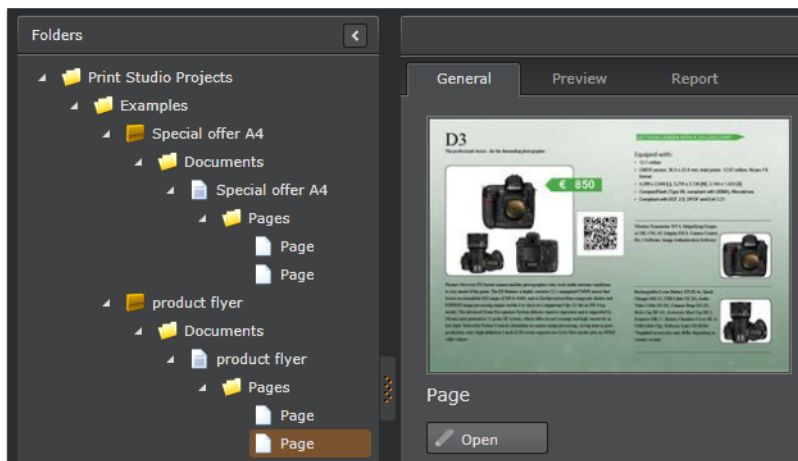


2. Click **Publish**

3. The **Publishing workflows** dialog screen is shown.
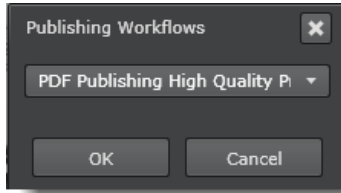


4. Select the required language for the item to publish.

5. Select the required publishing workflow. In the example above, a pdf of high resolution will be published (means in file high resolution images are used, often used for reviewing a final version of a page).

6. Click **OK** to start the publishing task, and a confirmation message is shown. When the pdf is created, an email with a download link is sent to the email address of the logged-in user.



**Note**
Only saved pages or documents can be published.

**Note**
The email content and formatting can be customized by your system administrator. so the email message may look different from the above example.

# Chapter 5

## Print Studio Editor

This chapter describes how to use Adaptive **Print Studio Editor** to edit document pages for printing, using centrally stored contents in the Sitecore CMS. This document explains the basics for end users.

This chapter contains:

- Main Screen

- Documents and Pages

- Selecting pages

- Page Properties

- Page in Design View

- Pages Shown in Preview

- Zooming In or Out

- Editing

- An Example in Practice

- Saving

- Publishing

## 5.1    Main Screen

The main screen shows the main bar, tool panels and small bar buttons (bottom left and top right).
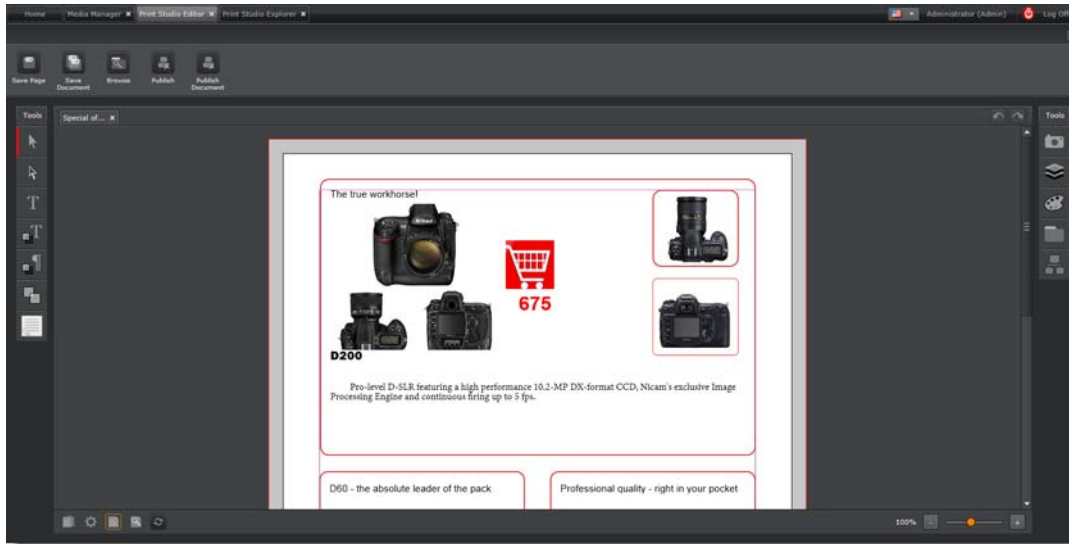


**Tip**
Use key **F11** or click the **Full screen** button (top right) to get the **Print Studio Editor** shown in full screen.

**Note**
Functionality (buttons and functions) can be used according to access rights (users or user roles). Ask your system administrator for more information.

## 5.2    Documents and Pages

The **Print Studio Editor** is used to edit pages in documents which are added to Print Studio Projects. The Adaptive Print Studio Projects are stored in Sitecore items. Adaptive Print Studio Projects are created with the use of the **Print Studio Explorer** application (has a **Start** icon on the Print Studio Center) and Adobe InDesign with the use of Adaptive Print Studio IDConnector. This is a designer task and will mostly not be done by the Print Studio Editor user.

## 5.2.1 Opening a Page

When reviewing or editing pages, first select the Print Studio Project from the **Project** browser.

**To select a Print Studio Project**

1. Click the **Browse** button
   .

2. Select the required Print Studio Project in the **Page browser**.
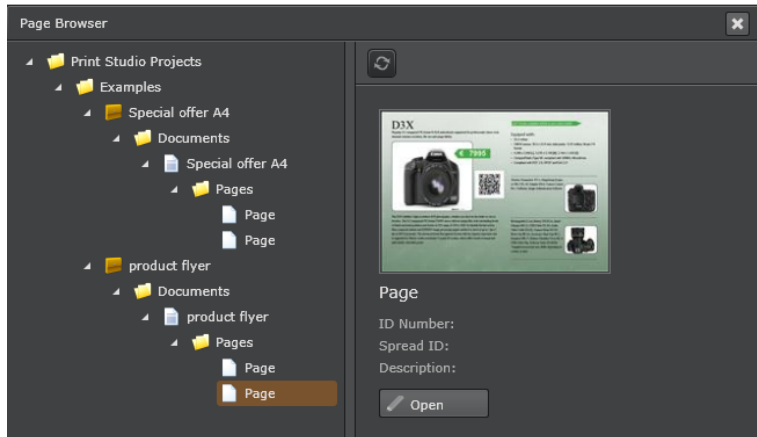
3. Click the tree items so they unfold until you find the document

4. Select the **Pages** folder in the tree. The available pages are shown as small thumbs.
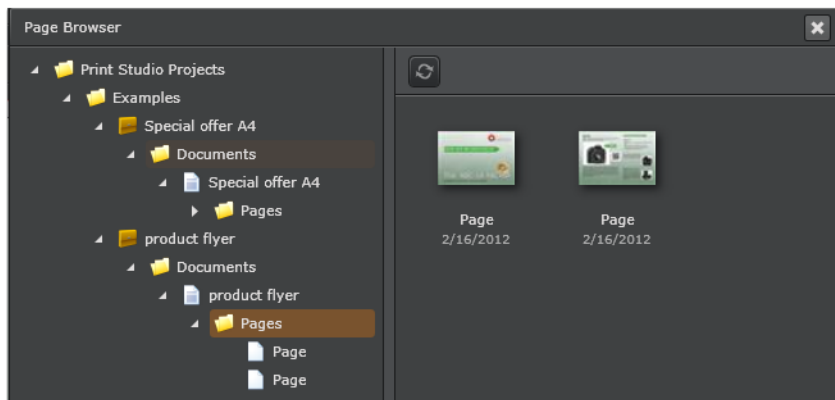
5. Click the required page thumb to select a page. The page is selected in the tree and a large thumb is shown.
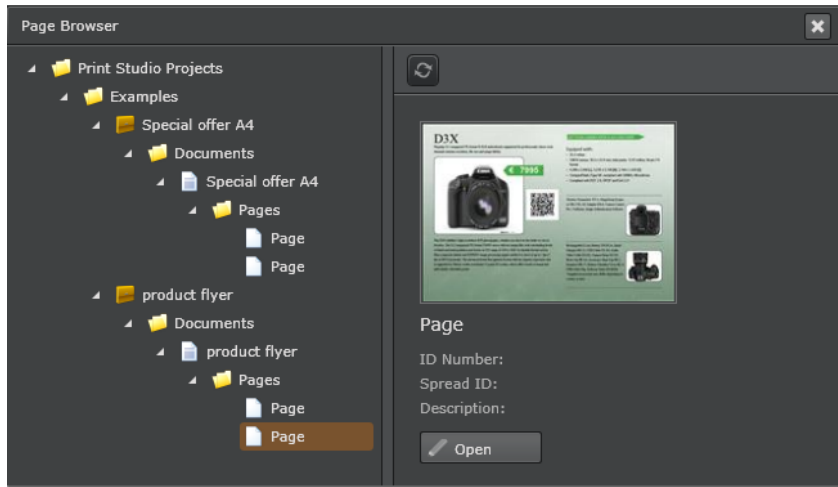


6. Click **Open**.

7. Click **OK** to open the document and display the page.
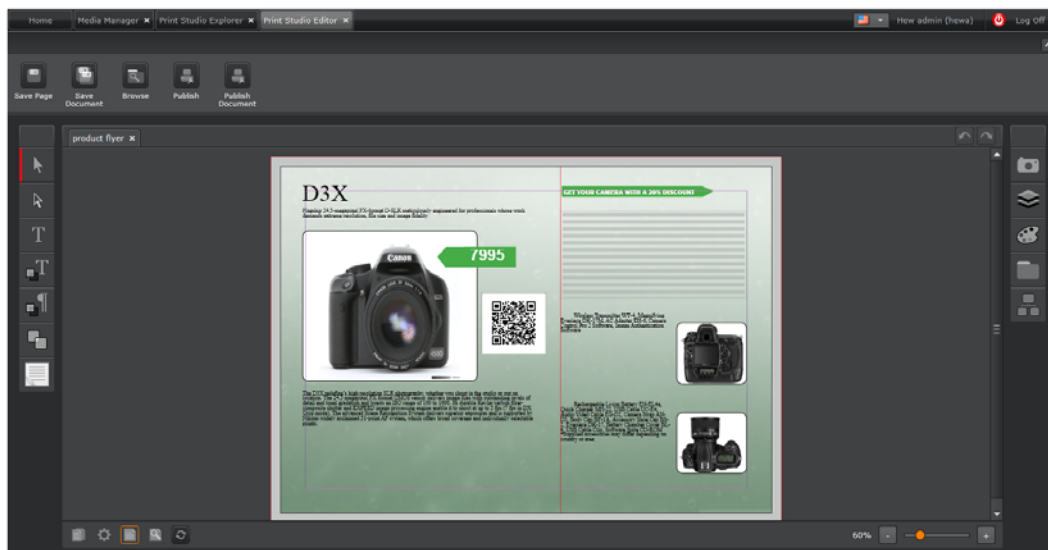


**Note**
Adaptive Print Studio Projects can be created in different languages. When you open a Adaptive Print Studio Project, you must select the required language.

## 5.2.2    Selecting pages

When you open a page, it is shown in the **Page thumb** browser. If you select a different page, that page is opened in the same language in the editing screen.
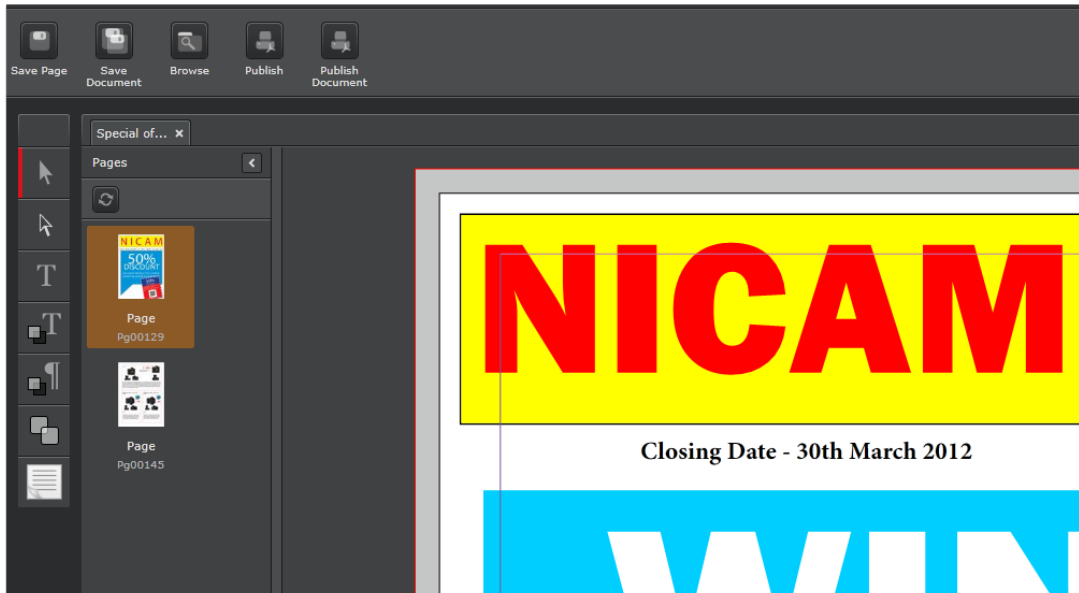


When page thumbs are shown with a lock on top, it means the user can only review the page according to access rights (**Read only**).

## 5.3    Page Properties

### 5.3.1    Page Properties Panel

When you open a page in the **Page properties** panel, click [icon] to review or modify properties.

## 5.3.2    Page Properties Panel Settings

With the **Page properties** panel selected, you can modify the page settings or have tools temporarily available. The image below shows the **Page properties** panel and describes the settings and tools.

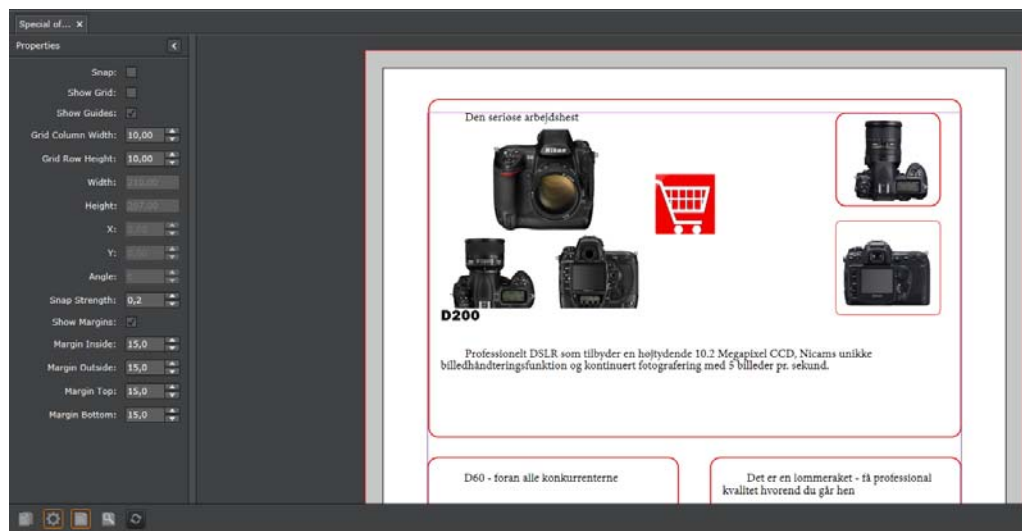| | |
|---|---|
| Snap: ☑ | The Snap setting enables and disables snap to grid. When snap to grid is enabled, the grid you set (see Show Grid) seems magnetic. When you move an object, the "grid points" pull on it when it approaches. |
| Show grid: ☑ | The show grid setting enables and disables the showing of the grid. A grid is a regular series of lines/boxes that define sections of a page. Using a grid allows you to design your layout according to regular, even proportions. Using a grid makes decisions easier and provides a framework for creating a pleasing and proportioned design. |
| Show guides: ☑ | The show guides setting enables and disables the showing of the guides. Guides help to align objects and paths more easily. |
| Grid column width: 10,00 | width of the grid columns shown for grid. |
| Grid row height: 10,00 | height of the grid columns shown for grid. |
| Width: 210,00 | the width of the selected page. |
| Height: 297,00 | the height of the selected page. |
| X: 0,00 | the "X". value for an selected object on a page |
| Y: 0,00 | the "Y". value for an selected object on a page |
| Angle: 0 | the rotating value for an selected object on a page |
| Snap strength: 0,2 | The snap strength defines the value for the "pull on" (magnetic area)"grid points" when an object approaches. |
| Show margins: ☑ | The show margins setting enables and disables the showing of the page margins. |
| Margin inside: 15,0 | the value for the inside margin on a page |
| Margin outside: 15,0 | the value for the outside margin on a page |
| Margin top: 15,0 | the value for the top margin on a page |
| Margin bottom: 15,0 | the value for the bottom side margin on a page |

## 5.4 Page in Design View

When you select the **Page design** view , you can modify the page objects according to applied access rights.
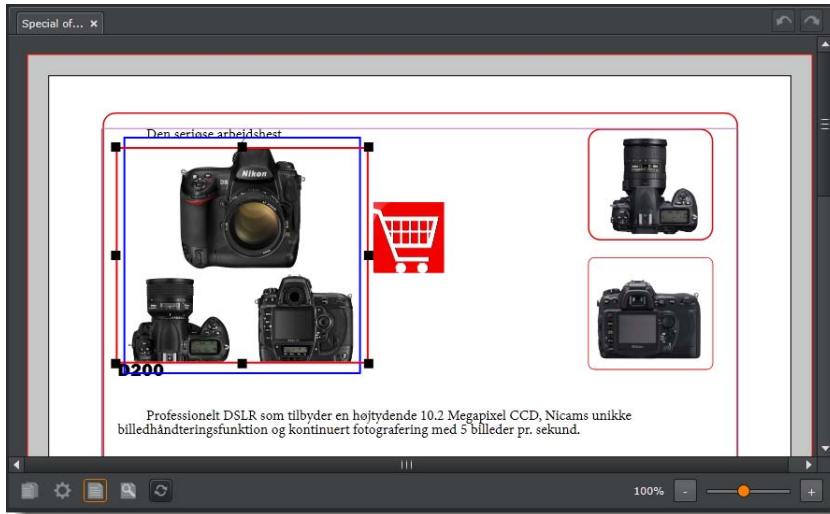


## 5.5 Pages Shown in Preview

Click the **Page Preview** button to create a detailed preview with the use of low or high resolution images.
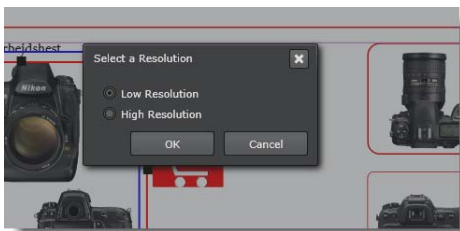




The preview shows the exact output for publishing a pdf or flash file.
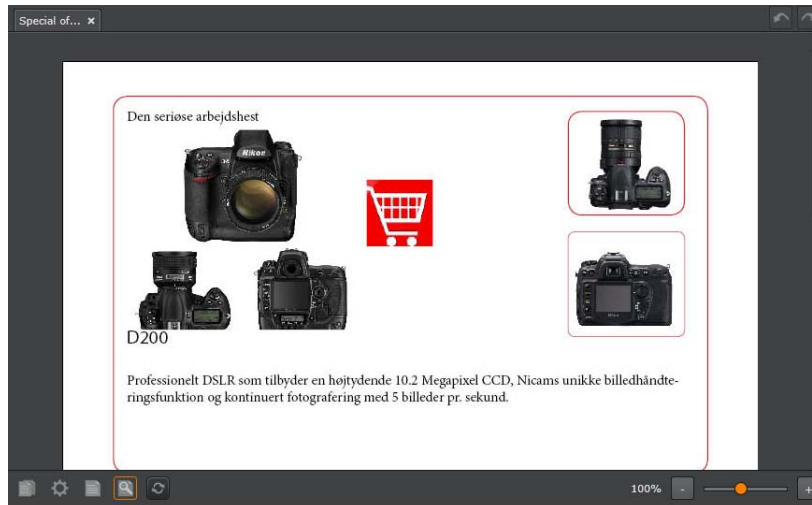
When you click the **Refresh** button  on the bottom bar, a new preview is created (choose low or high resolution images).

## 5.6    Zooming In or Out

In **Design** or **Preview** mode the standard view is in 100% zoom value. To get a more detailed view or overview of the entire page, change the zoom percentage with the zoom bar on the bottom right bar.

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The image below shows an example of a page in a 20% preview zoom.

## 5.7     Editing

Pages are edited in **Page Design** mode, which gives access to all available tools on the palettes and objects created on the page.

### 5.7.1     Text Types

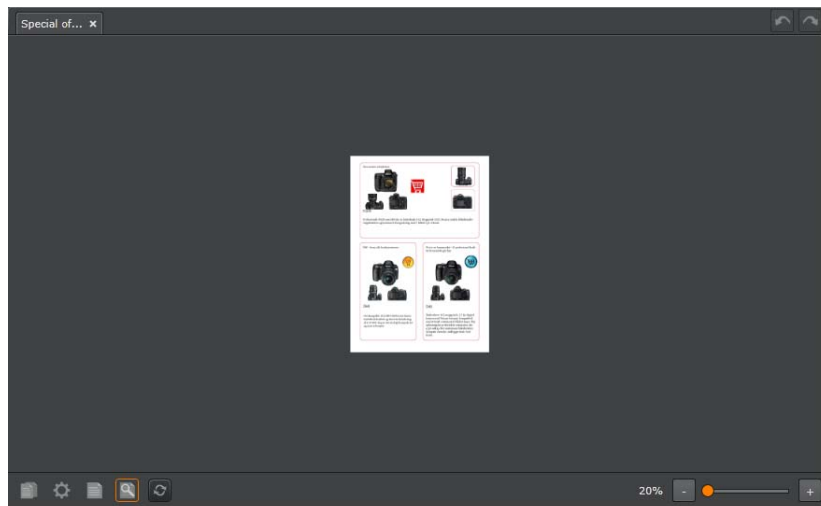The pages of a document can contain different types of text. Only the Print Text can be edited in the layout text objects. All other text types can be edited in the Sitecore CMS and are shown **Read only** in the layout text objects.
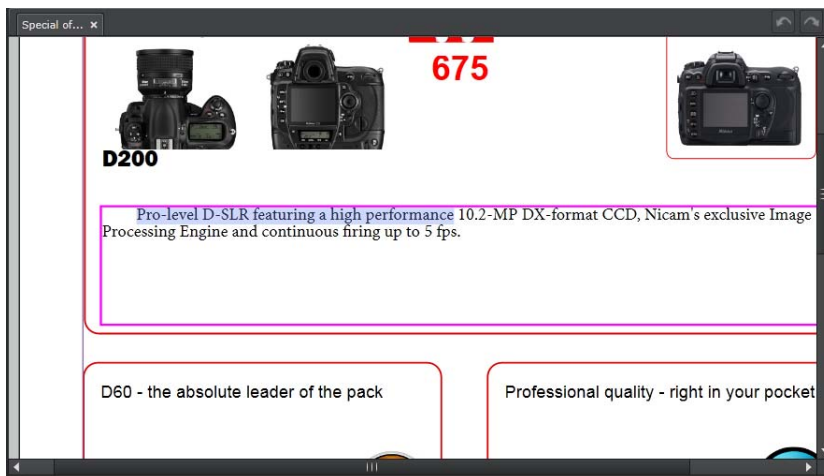
### 5.7.2     Editing Adaptive Print Studio Text

The pages can contain several Adaptive Print Studio text objects. The contents (text) of the text objects can be modified with the use of the **Edit text** button.

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**To edit text**

1.  Click the **Edit Text** button.

2.  Edit the required text.

3.  Click **Save Page** to save the modifications.

4.  Click the **Undo** or **Redo** buttons to move one or more steps back or forward.

> **Note**
> The **Undo**/**Redo** function is active when a page is opened, and when the page is saved the steps are still available. When you select a different page or close the document, the **Undo**/**Redo** steps are not memorized by the system.

The pages in a document can contain several paragraph styles. Paragraph styles contain formatting properties (font, size, color etc.) which can be applied to text. A paragraph is a text part with a start and an

end which is marked by **Enter** (enter/return key on the keyboard). The entire paragraph from start to end is formatted the same way.
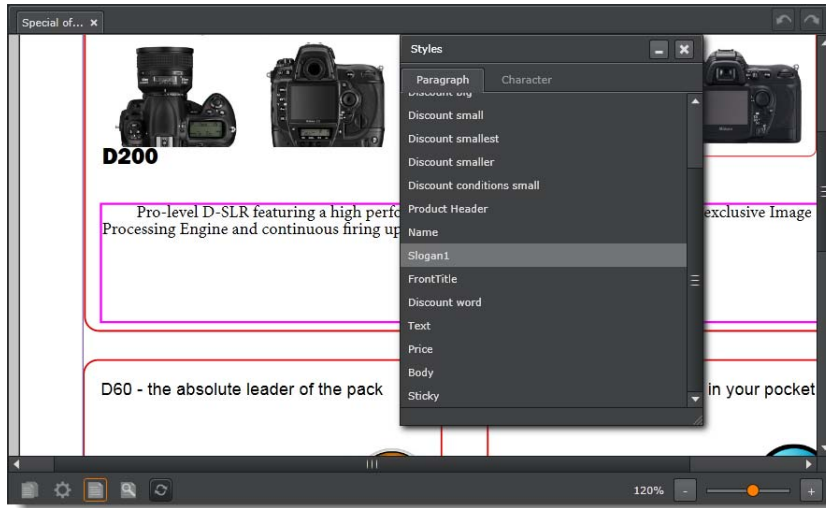
Text styles are text parts within a paragraph which can be one character, one or more words or a entire paragraph.

### Paragraph style example
The paragraph style example below shows a text part from start to end, not interrupted by **Enter** (enter/ return key on the keyboard).

### To apply a paragraph style to a paragraph

1. Open a document (example below).



2. Select the paragraph to apply a paragraph style to.

3. Click the **Paragraph styles** button

4. The **Styles** tool panel is shown. It contains a list of paragraph styles.

5. Click a different style in the list, and the selected style is applied to the entire paragraph. In the example above, the **Text** style is applied.

### Text style example
The **Text** style example below shows selected text with an applied **Text** style.

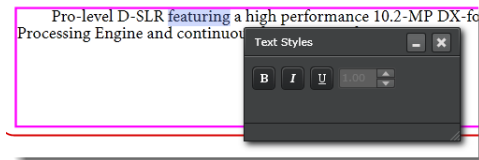To apply **Text** style to a paragraph.

1. Open a document (example below)
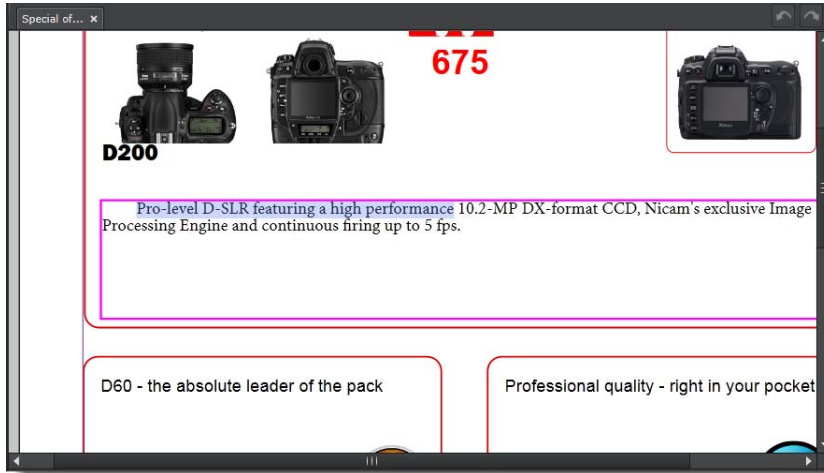


2. Select the text part to apply a **Text** style to.

3. Click the **Text styles** button.



4. The **Text styles** tool panel is shown. It contains **Bold**, **Italic**, **Underlined** and **Line height** value selectors.



5. Click a style in the list, and the selected style is applied to the selected words. In the example above, the **Underlined** style is applied to the selected words.

6. Use the **Undo** or **Redo** buttons to move one or more steps back or forward.
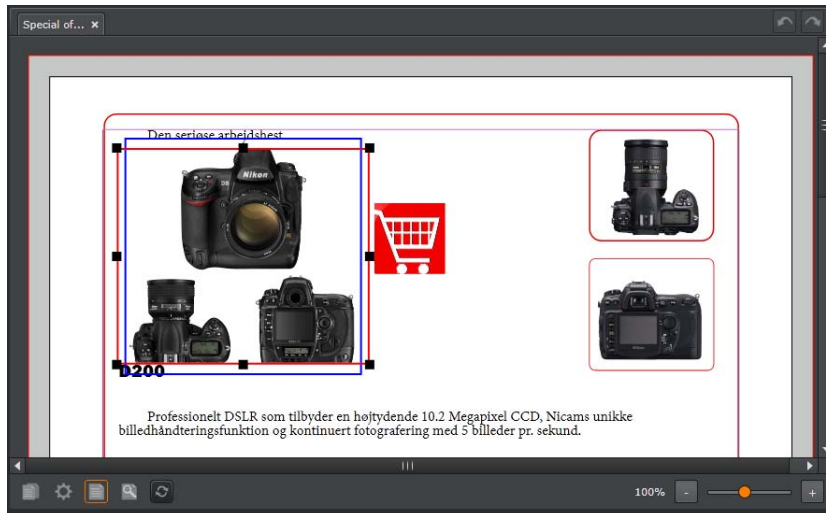
## 5.7.3    Editing Objects

The pages can contain several objects, for example: text, images, rectangles and ellipses. These objects can be modified with the use of the **Edit objects** button.

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### Editing an object

1.  Click the **Edit Object** button.

2.  Select the object in the screen and modify the object.



3.  Use the **Undo** or **Redo** buttons to move one or more steps back or forward.

### Moving objects
All objects on a document page can be moved freely (only when allowed by applied user access rights - ask your system administrator for assistance, if required).

### Scaling objects
All objects on a document page can be scaled freely (only when allowed by applied user access rights - ask your system administrator for assistance, if required). For example, in the document below the objects are scaled by dragging a corner anchor.

## 5.7.4 QR Code images

The pages can contain QR Code images (special images created in Sitecore CMS) which are included in **Image objects**. These image objects can be modified with the use of the **Edit objects** button.
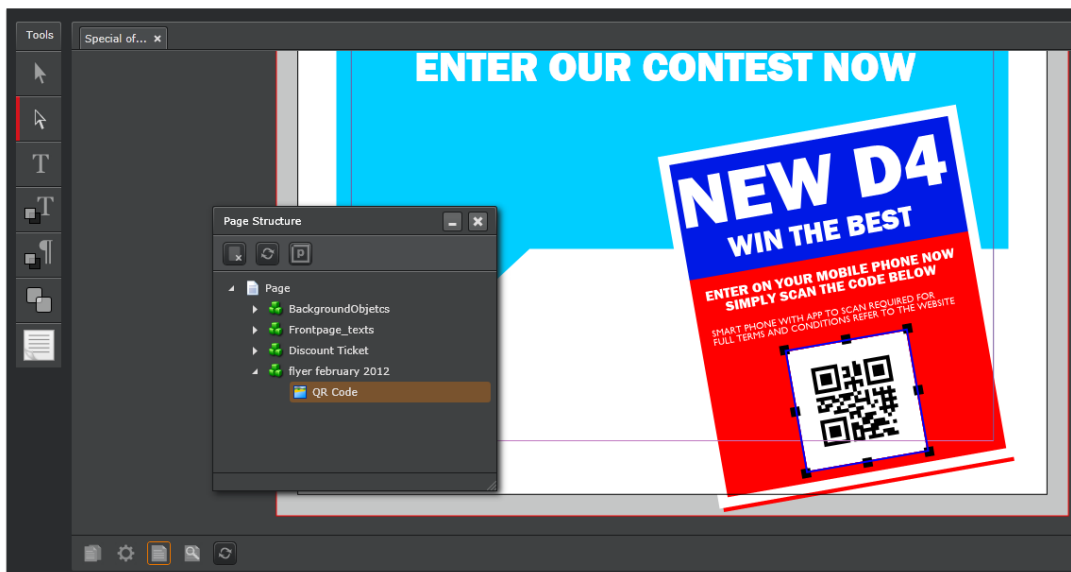
.

The QR Code image is automatically generated from a field value and included in an **Image object**.

**To edit a QR Code image**
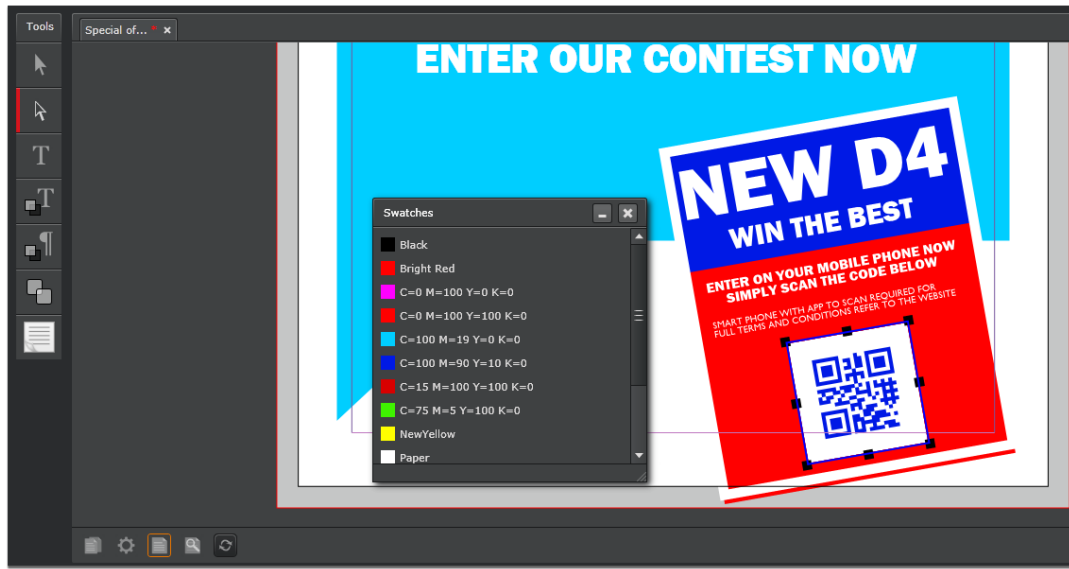
1.  Click the **Edit image** button.

    .

2.  Select the image on the screen and modify the image.



**Note**
When scaling an image, press the [Shift] key while dragging a corner (anchor) point to scale the image proportionally to width or height.

3. The QR Code color can be changed with the swatches from the **Swatches List.**



4. Use the **Undo** or **Redo** buttons to move one or more steps back or forward.

Page 71

## 5.7.5    Image Objects and Images

The pages can contain images which are included in **Image objects**. These image objects can be modified with the use of the **Edit objects** button.
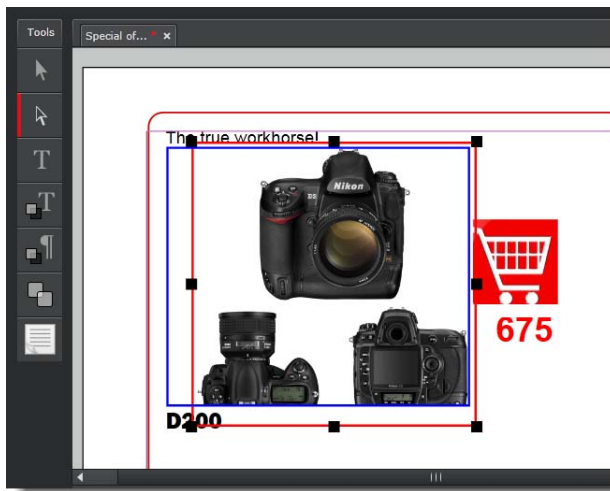
.

One image can be included in an **Image object**.

### To edit an image

1.  Click the **Edit image** button.

    .

2.  Select the image on the screen and modify the image.

    

**Note**
When scaling an image, press the [Shift] key while dragging a corner (anchor) point to scale the image proportionally to width or height.

3.  Use the **Undo** or **Redo** buttons to move one or more steps back or forward.
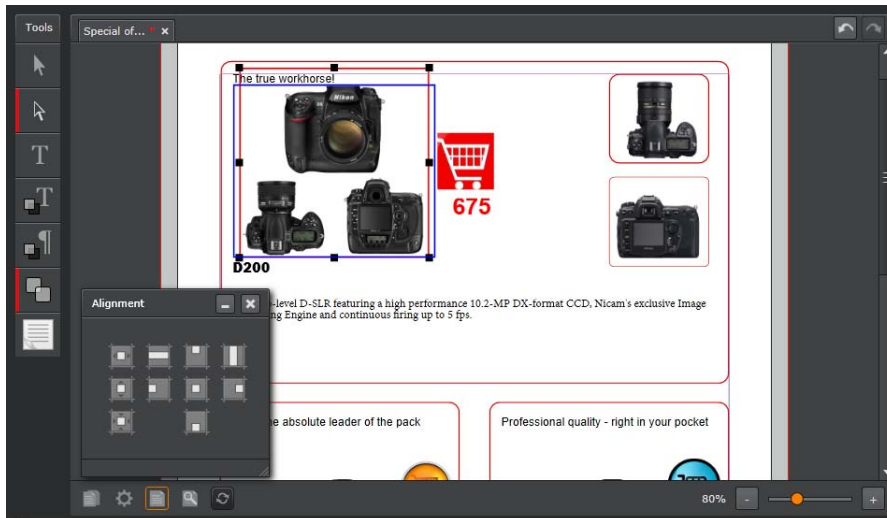
## 5.7.6    Image Alignment

The pages can contain **Image objects** including images. Each **Image object** can contain one image.

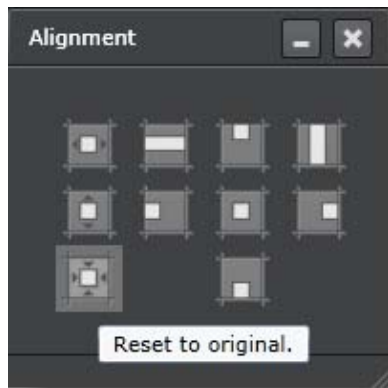### To align an image

1.  Click the **Image alignment** button.

    

2.  Select the image which must be aligned.

    

3.  The **Alignment** toolbox is shown.
    Move the mouse over the button to show what each button does.
    Click the required option.

    

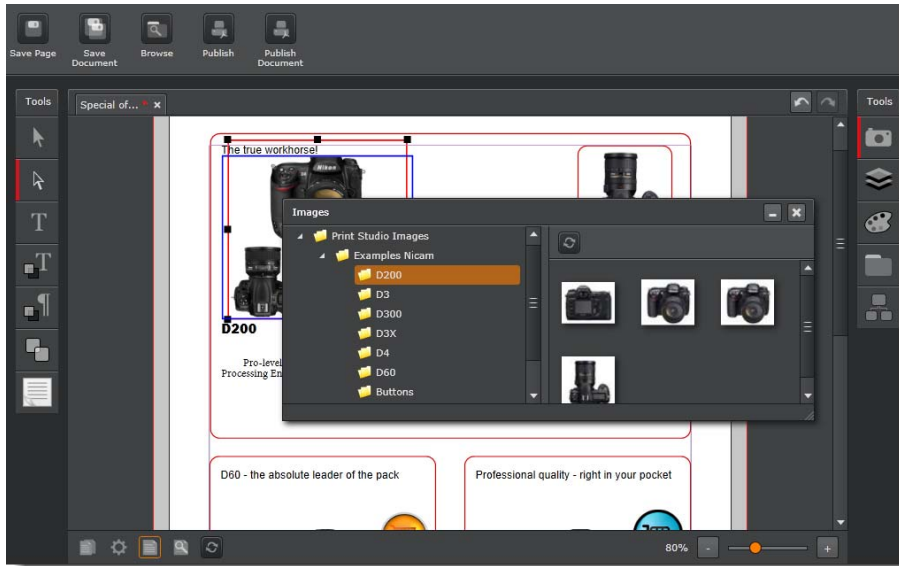4.  Use the **Undo** or **Redo** buttons to move one or more steps back or forward.

## 5.7.7 Image Library

An **Image object** on a page contains an image. An image can be replaced by another image from the **Image Library** which becomes available when you click the **Image library** button.
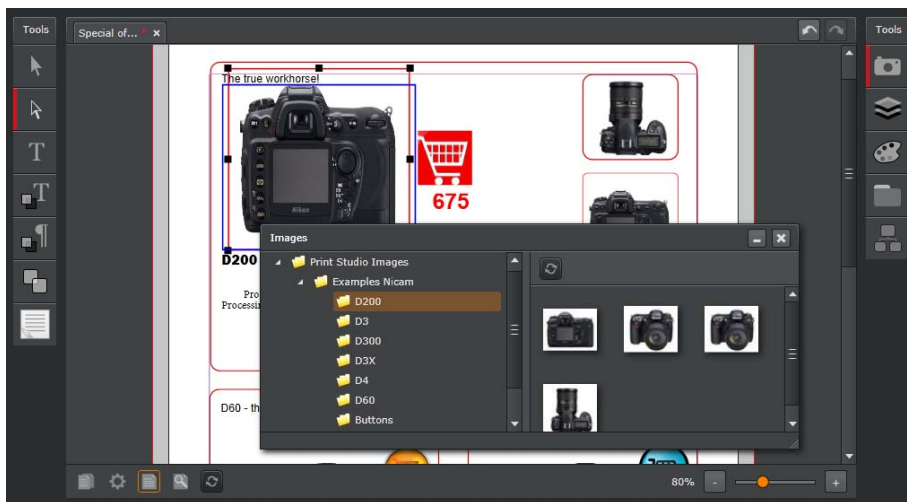
.

### To add an image

1. Select the image object to be replaced.

2. Click the **Image Library** button.

3. Select the required image from the **Image Library** toolbox.

4. Use the **Image alignment** tools to change the image position, if required.

5. Use the **Undo** or **Redo** buttons to move one or more steps back or forward.
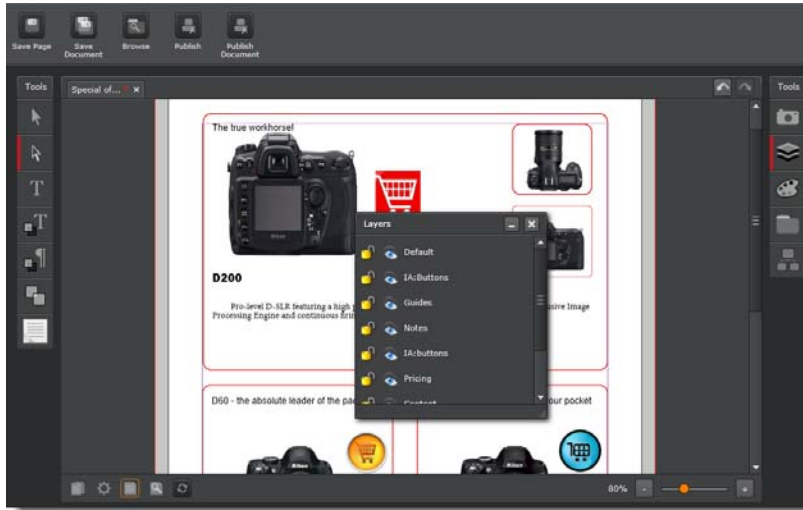
## 5.7.8    Layers

The pages in documents can contain several layers. The layers can be locked/unlocked (that is, all objects in the layer are shown on the page, but can not be modified) and hidden/shown (that is, objects in the layers are not shown on the document page).

**To unlock or lock a layer**

1.  Open a document.



2.  Click the **Layers** button , and the **Layers** tool panel is shown.



3.  In the list, layers **Pricing** and **Background** are locked.



In this case, all the prices and background objects are added to the layers **Pricing** and **Background**. This means that none of the prices or background objects can be changed or replaced when the layer stays locked.

4.  Click the **Lock** icon  to change to an **Unlocked** icon , and then all objects in the layer can be modified.

    In this case, all the text objects added to the Adaptive Print Studio Project are located in layer 2. This means that all text objects can be changed and/or replaced when the layer stays unlocked.

**To hide or show a layer.**

1.  Click the **Hide/Show**  icon to change to , and then all image objects in the layer are hidden.

2.  Click the **Hide/Show**  icon again to change to , and then all image objects in the layer are shown again.

## 5.7.9    Swatches

On pages, the document swatches are available. Swatches are predefined colors. Swatches can be applied to text, image, rectangle and ellipse objects only as fill color.

**To apply a swatch to an object**

1.  Open a document.
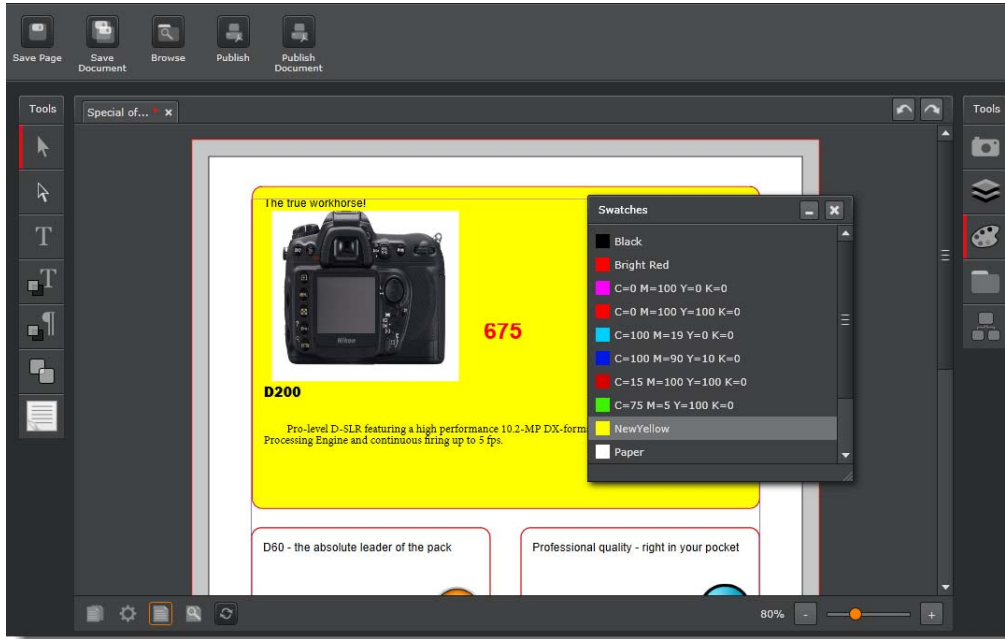


2.  Select the object to fill with a swatch (color).

3.  Click the **Swatch** button.



4.  The **Swatches** panel is opened. In this case, the object requires a **Bright red** color.

5.  Click the required swatch in the list, and the object fill color is shown.

6.  Use the **Undo** or **Redo** buttons to move one or more steps back or forward.

## 5.7.10   Libraries

Several libraries can be selected for **Print Studio Editor**. Libraries contain for example selections of **Content items** and page **Layout snippets** centrally stored in the Sitecore CMS. The preparations of selections in libraries is an administrator task which is not described in this paragraph.

To have libraries available in **Print Studio Editor**, click the **Library** button.

.

The library panel shows the available libraries for **Content** and **Layout snippets** object.
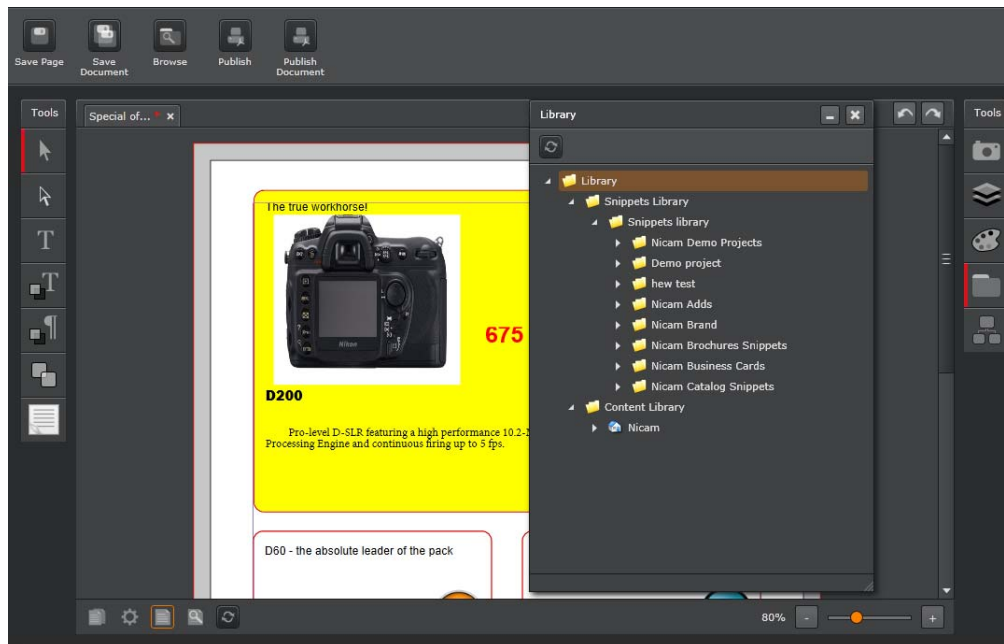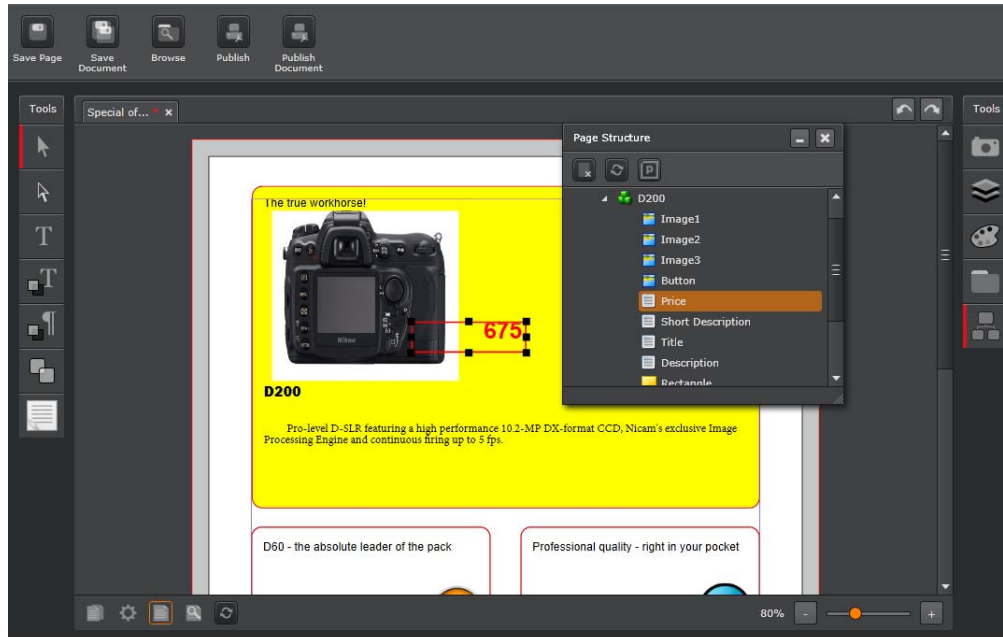
## 5.7.11 Page Structure

The page structure can be selected in **Print Studio Editor**. The Page structure contains for example one or more **Layout snippets** with **Content items** assigned to it.

To have the **Page structure** panel available, click the **Page structure** button.

.

An example of a page with added **Layout snippets** is shown below.

## 5.8    An Example in Practice

### 5.8.1    General Description

The Print Studio Editor is used to edit pages in documents which are added to Adaptive Print Studio Projects. The Print Studio Editor user can open the available pages of documents and add or change the objects on a page according to user access rights.

### 5.8.2    Example

The example below describes how to add **Layout snippets** to a page and assign **Content items** in three steps.

**Step 1**
Open the available page in **Print Studio Editor**. The thumb of an empty page is shown to the left. The page contains guides which are useful for positioning the **Layout snippet**. This page is intended for a maximum of four equal size snippets.
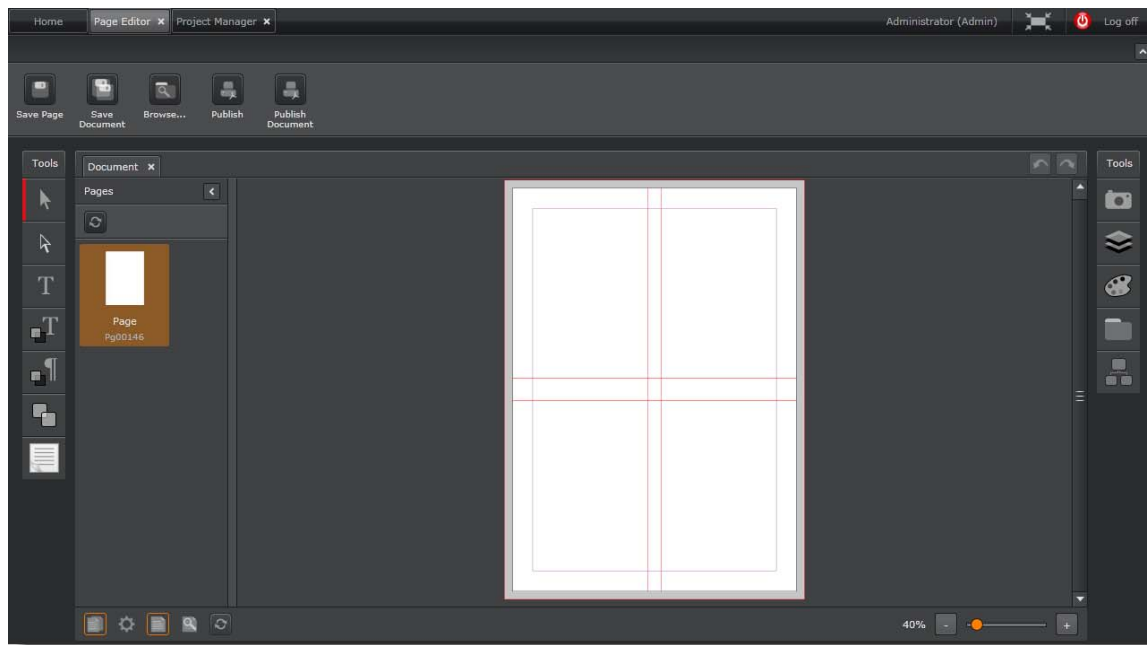
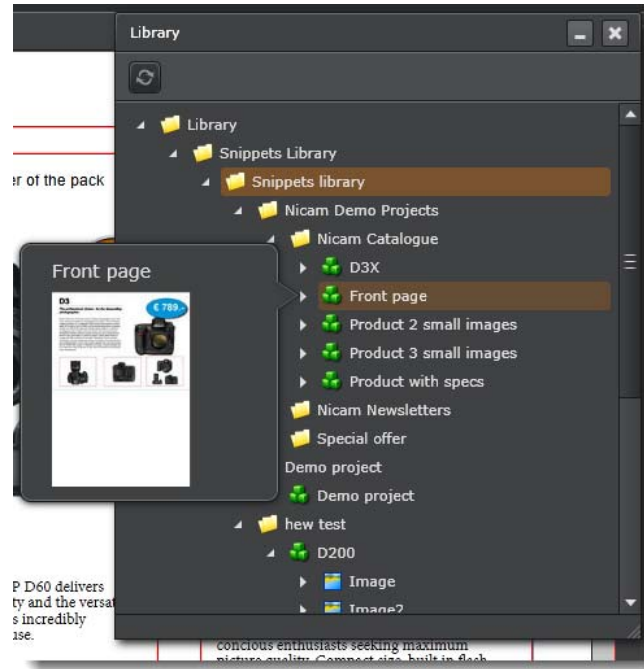The example below shows the four positions as available on the page.
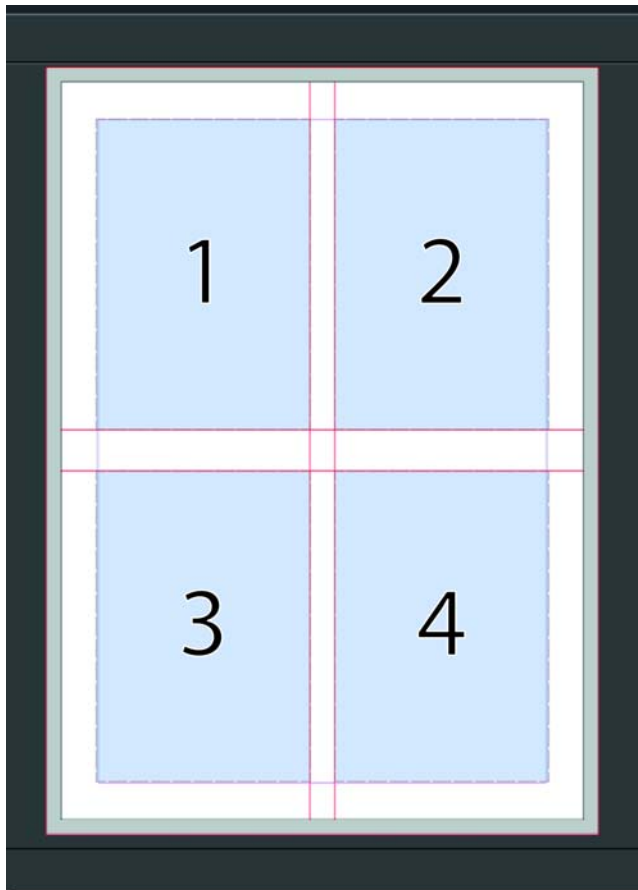


The **Properties** panel shows the corresponding layout values in millimeters. Select the **Show grid** check box to have a more detailed view to position a **Layout snippet**.
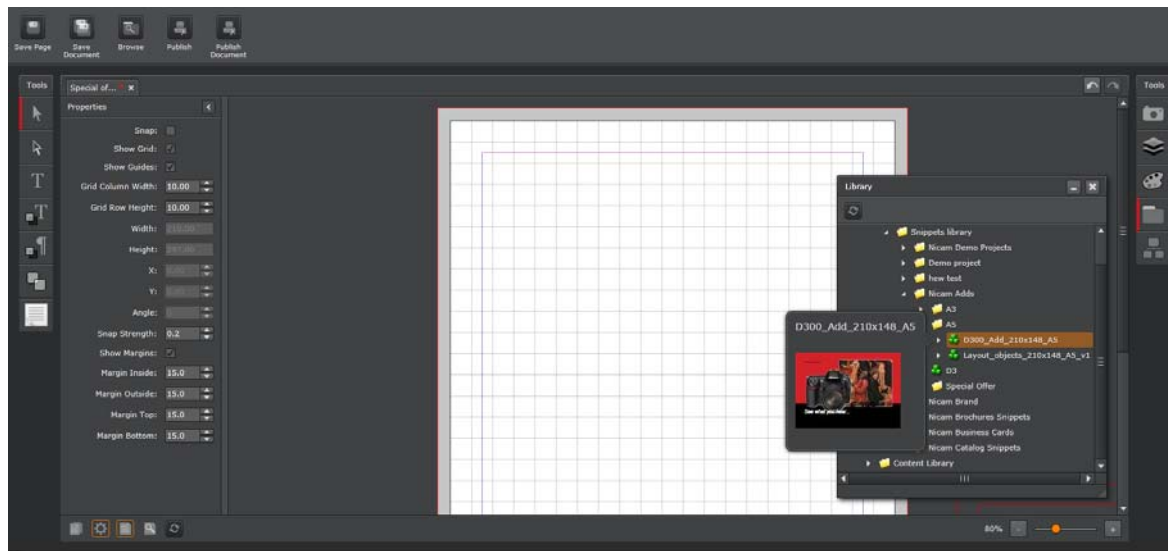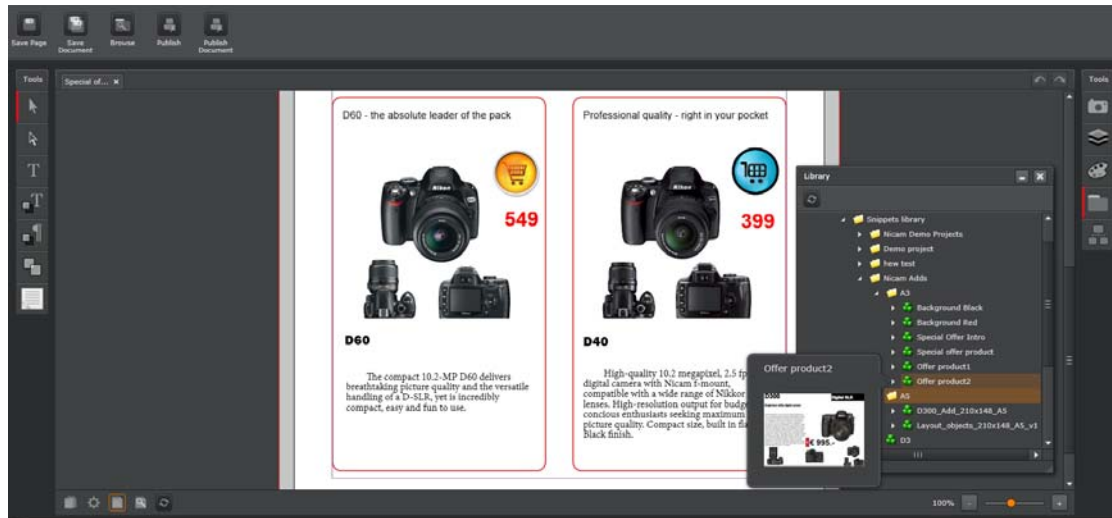
**Step 2**
Open the **Library** panel, select the required snippet, and a thumb of the snippet is shown.
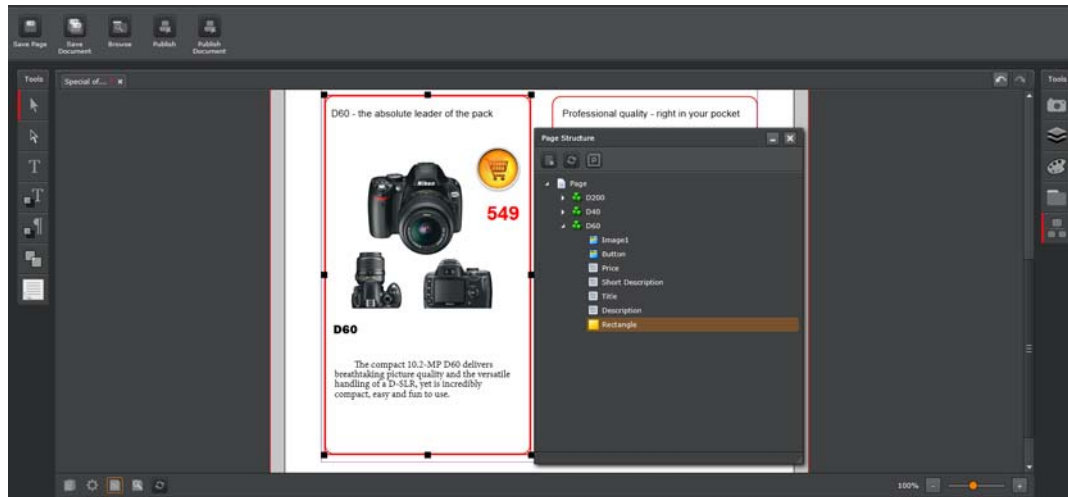


Drag and drop the first **Layout snippet** onto the page.



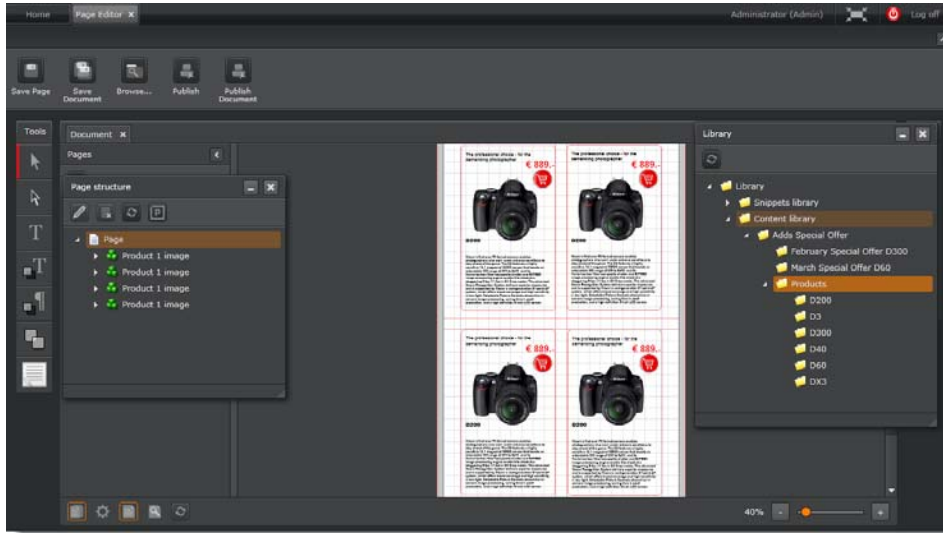The **Layout snippet** is placed on the page.

The **Layout snippet** can be selected now in the **Page structure** panel, and the snippet can be positioned on the page.



Repeat the same procedure until all **Layout snippets** are positioned. Step 3

To entire the page, assign **Content items** to the **Layout snippets**.
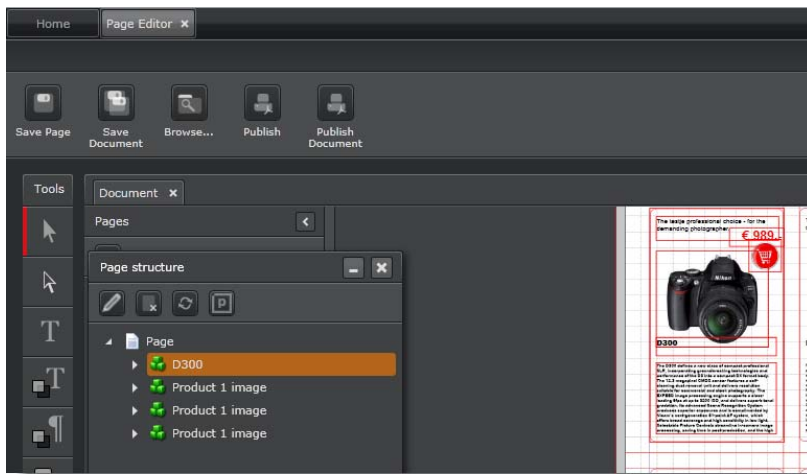
Open the **Page structure** panel, which shows all **Layout snippets** on the page. Open the **Library** panel to select the required **Content items**.
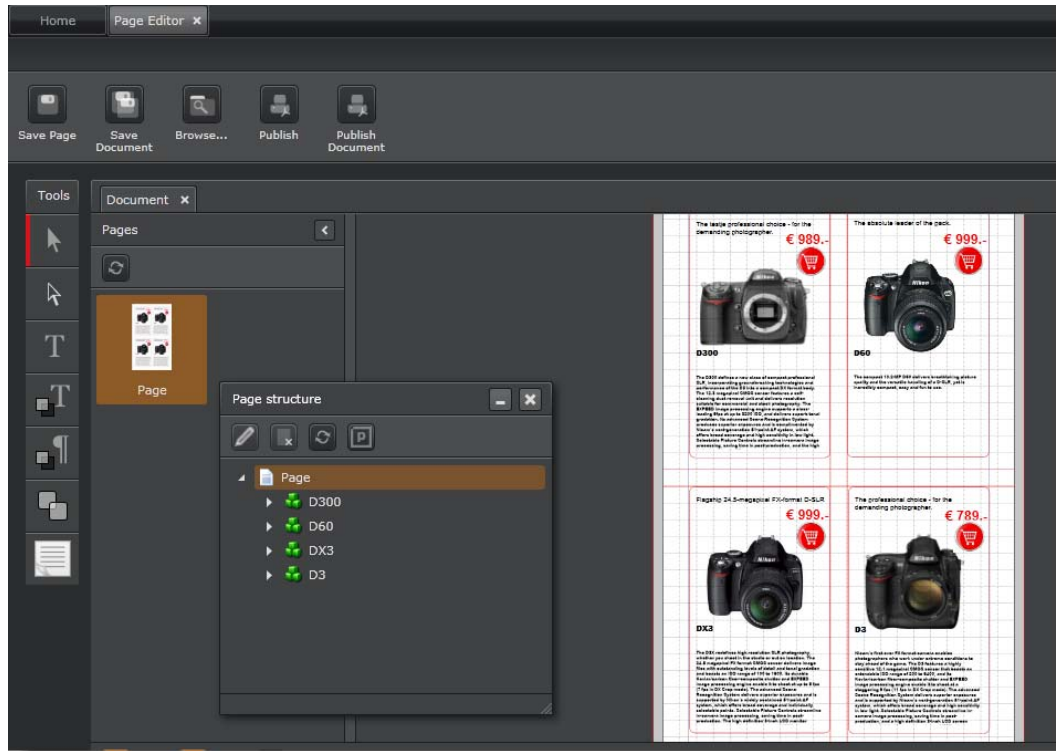
Drag and drop the required **Content item** to the selected **Layout snippet** on the **Page structure** panel.
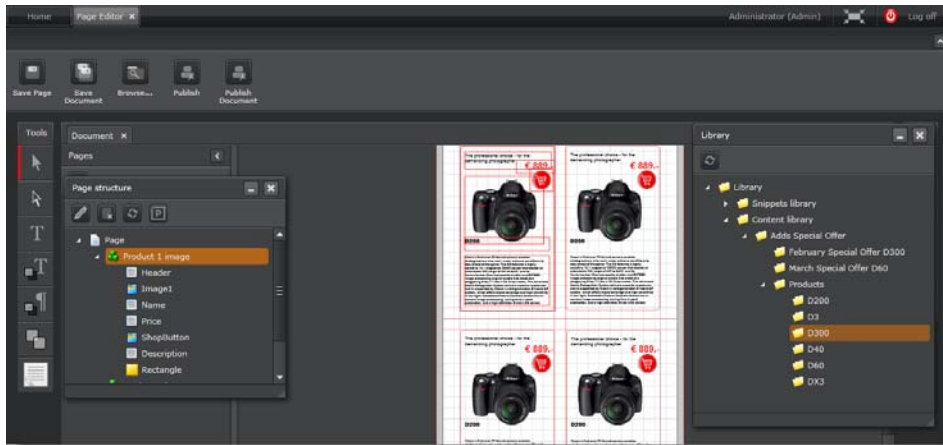


Immediately the **Layout snippet** in the first position is refreshed and shows the contents of the assigned **Content item**.

The final result is shown in this example.

# 5.9 Saving

## 5.9.1 Main bar

The **Print Studio Editor** main bar contains two buttons for saving. One is for saving only one page, and one is for saving an entire document.



## 5.9.2 Saving a Page

**To save a page**

1. Select the required page with the thumb in the **Pages** panel.
2. Edit the page (if required).
3. Click **Save Page**, and the page is saved.

## 5.9.3 Saving a Document

**To save a document**

1. Open the required document.
2. Edit the pages (if required).
3. Click **Save Document**, and the document (that is all pages) is saved.

## 5.10 Publishing

### 5.10.1 Main bar

The **Print Studio Editor** main bar contains two buttons for publishing. One is for publishing a page, and one is for publishing an entire document.
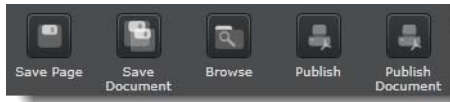


Adaptive Print Studio **Print Studio Editor** supports two publishing formats: PDF (.pdf) and Flash (.swf). The actual publishing settings are configured in Sitecore and according to that, various publishing options become available in the **Publishing Workflow** dialog box when you click **Publish** or **Publish Document**.

### 5.10.2 Publishing a Page or a Document

**To publish a page**

1. Select the required page or document by clicking the thumb in the **Pages** panel.

2. Click **Publish**, and the **Publishing Workflows** dialog box is shown.
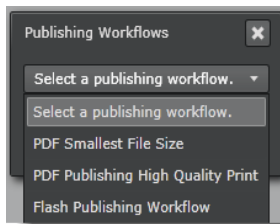


3. Choose the required publishing workflow. In the example above, a low resolution pdf will be published (that is small file size and using low resolution images, often used for reviewing a draft version of a page).

4. Click **OK** to start the publishing task, and a confirmation message is shown. When the pdf is created, an email with a download link is sent to the email address of the logged-in user.
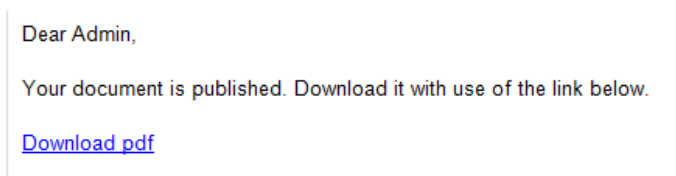


> **Note**
> Only saved pages or documents can be published.

> **Note**
> The email contents and formatting can be customized by your system administrator, so the email message may look different from the above example.