Designer

Manual

PRERELEASE



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General Information

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General Information

About this manual

The programs are constructed in such a way that the options are almost self-explanatory. Thus you do not have to read this manual completely to be able to work with the program. We have tried to build this manual didactically, but in the first instance it serves as a work of reference. The manual is therefore not a substitute for training and was not written to solve specific problems (e.g., “How to make a book”). Please refer to the information in the section Additional Services. You can go through each section separately. If individual descriptions refer to options described in other sections, an appropriate reference is made.

Please note that not all the options described in this manual are available in certain program versions and editions. This is not a defect, but may be related to the operating system used, the program version used or to some missing modules.

This manual was created with the greatest possible care. Despite all our efforts, some errors may be contained in the manual. We would therefore be pleased to receive all your comments and criticisms that will help us to improve the quality of our products.

Delivery & Updates

The manual is supplied in electronic form and is not part of the installation program of every application. In such cases the application provides an option to open the manual, which is stored on the Internet. The program opens the manual in the program language if available, otherwise in English. Thus the manual may be updated at any time. To read the manual, you need an application for displaying PDF files, which is often available free of charge on the Internet.

Prior knowledge

To understand the instructions in this manual, you do not necessarily need basic knowledge of layout programs. However, you should have the following prior knowledge:

- Basic knowledge of the operating system, especially working with files and folders, copying, deleting, opening, saving and closing files, as well as working with windows.
- The input of text via a keyboard and application of keyboard commands (shortcuts) and the mouse.
- The installation and starting of a computer program.
- Switching between program and operating system.
- Using printers.

Conventions

The manual uses a number of terms and conventions, which are explained below for better comprehension.

Operating systems

The manual was written for a computer program that may be used on several operating systems. The manual therefore only refers to a specific operating system when the program behaves differently under different operating systems, or if another operation is necessary. The operating systems are abbreviated in the manual as **Windows** (for Microsoft Windows operating systems), **Linux** (for Linux operating systems) and **Mac** (for Apple macOS operating systems). Which operating system versions the program supports can be read in the section System Requirements in the chapter Installation & Program Startup and on our website.

Language notes

This manual uses terms that may have the same meaning but a different name in other applications. Below are some examples:

- “Scroll bar” = “Scrollbar” or “Scroll area”
- “Scroll box” = “Thumb”, “Slider” or mistakenly called “Scroll bar”.

Mouse button

In the manual we have dispensed with the expressions »right mouse button« or »left mouse button«, as the functions for these buttons in the operating system are adjustable for left- or righthanders and are therefore not clear. For this reason we use the expressions **primary mouse button** and **secondary mouse button**.

- If the term “mouse button” or “click” is used in the manual, then the **primary mouse button** is always meant.
- If in the manual the term “context menu” is used, then the **secondary mouse button** is always meant.
- If the term **mouse wheel** is used in the manual, it means the mouse wheel of the computer mouse or the mouse wheel sensor (e.g. the Apple computer mouse).

Keyboards

Not all keyboards use the same names for the same options. Below are a few examples with their equivalents:

- “Strg” = “Ctrl”
- “Entf” = “Del” or “forward delete”
- “Pos 1” = “Home”
- “Befehl” = “Cmd” or “Command” (Mac)
- “Wahl” = “Option” or “Alt” (Mac)
- “Umschalt” = “Shift”

Keyboard Shortcuts

The keyboard shortcuts given in this manual apply to the shortcut set that the program uses by default. If you are switching from another program, choose a set with the familiar keyboard shortcuts of InDesign, QuarkXPress, Affinity Publisher, Scribus or Microsoft Publisher when you start the program

for the first time or later in the preferences. You can also assign keyboard shortcuts of your own to every command, separately for object, text, table and image mode, and save, export and import sets of your own.

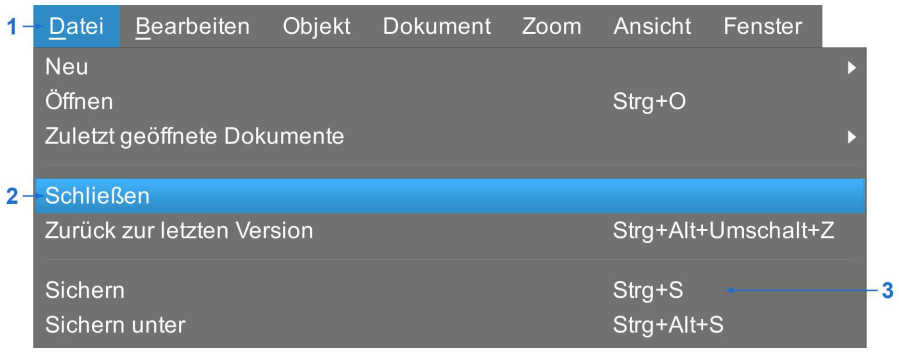
If you have chosen another set or assigned keyboard shortcuts of your own, the keyboard shortcuts differ from those given in the manual. The menus show the valid keyboard shortcuts next to the commands. For an overview of all keyboard shortcuts of the current set, which you can also print or export as a CSV or XML file, choose **Edit > Preferences > Keyboard Shortcuts** and **Overview**. Please refer to the section Keyboard Shortcuts in the chapter Preferences.

The keyboard shortcuts depend on the keyboard, not on the program language. The information in the manual refers to a German keyboard.

Style

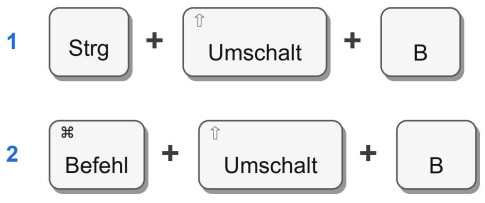
The manual uses special styles to help you read and understand the program:

- Text passages marked in bold represent a program option. This may be a shortcut key sequence or an option in a menu, an option or an item in a dialog, a palette or a pop-up menu.
- Several consecutive options will be separated by a “greater” sign (>). The text **File > Close** means that you first have to choose the option “Close” in the “File” menu.



The figure shows the notation **File > Close**: In the **File** menu (1), click the **Close** command (2). Next to many commands, the menu shows the valid keyboard shortcut, for example **Ctrl+S** for **Save** (3).

- Keyboard shortcuts are described system-specifically if necessary. A keyboard shortcut consists of one or more key combinations. With a shortcut the keys must be pressed simultaneously in the specified order. The keys are separated by a plus sign (+). The shortcut **Ctrl + Shift + B** means that you have to hold down the “Ctrl” key, then the “Shift” key and finally the “B” key.



The figure shows the keyboard shortcut **Ctrl + Shift + B** on Windows and Linux (1) and **Cmd + Shift + B** on the Mac (2). Hold down the keys in the specified order.

- Text passages that are marked as *italic* represent a program name or an operating system.
- Text passages enclosed in quotation marks (e.g. “file”) represent a special expression.

- Text passages enclosed in curly brackets (e.g. “{program name}”) represent a variable. This can be, for example, a program name, a file path or folder. Thus the specification “{program name}” stands for the program used in each case.
- Text passages displayed in a ***`typewriter font`*** represent an input to be made by the user.
- Text passages in italics on a gray background with a red line at the left margin represent a note that you should pay particular attention to, for example a restriction or a prerequisite (see section Program Help).

Examples

The manual always uses the same terms for repetitive descriptions:

- “Choose **YYY** ...” means that the option **YYY** can be chosen. This can be an option in a menu, a context menu or in a dialog or in a palette.
- “Choose **XXX > YYY** ...” means that the **YYY** option can be chosen via a menu/submenu **XXX** or a dialog box or a pop-up menu.
- “Choose **XXX > YYY** and then **ZZZ** ...” means that the **ZZZ** option can be chosen in a dialog or palette after choosing the menu **XXX > YYY**.
- “Choose **XXX > YYY** ... in the context menu” means that the **YYY** option can be chosen via the context menu.
- “Choose **XXX > YYY** (Windows/Linux) or **ZZZ > YYY** (Mac) ...” means that the **YYY** option must be chosen under a different menu depending on the operating system.
- “Choose **XXX > YYY** in the menu or **YYY** in the context menu ...” means that the identical option **YYY** can be chosen via the menu and a context menu, where the option in the menu is only accessible via the submenu **XXX**.
- “Choose **XXX > YYY** in the menu or **ZZZ > YYY** ... in the context menu” means that the **YYY** option can be chosen in the menu and/or context menu via a submenu.
- “Choose one of the following options ...” means that there are several ways to choose the same option (for example, via a menu and a shortcut).
- “Optionally Select/Click/Specify ...” means that this option is not mandatory and may be ignored or skipped.
- “Select an object” means that you should explicitly select only one object.
- “Select at least one object” means that you can select one or more objects.
- “Select at least two objects” means that you can select at least two or more objects.
- “Press **XXX** ...” means that the option can be selected with the **XXX** key.
- “Press **XXX + YYY + ZZZ** ...” means that the option can be selected with the shortcut. To do this, you must hold down all the keys in the specified order.
- “Press **XXX** (Windows/Linux) or **YYY** (Mac) ...” means that the option can be selected under a different shortcut depending on the operating system.
- “Click ...” or “Click **XXX** ...” means that you should simply click an **XXX** button or tool with the primary mouse button. A button may consist of a text (e.g., “OK”, “Cancel”, etc.) or a symbol.
- “Double-click ...” or “Double-click **XXX** ...” means that you should simply double-click an **XXX** button or tool with the primary mouse button.
- “Confirm the entry ...” means that you can either click on the “OK” button in a dialog or alternatively press the “Enter” or Return key. In palettes, the Tab key may also be sufficient.

- “Open ...” means you should open a document, a folder, or a drive path.
- “This option is helpful ...” means that an example explains when the option can be set.
- “Please refer to the section XXX ...” or “Choose the options according to the information in the section XXX ...” means an indication of additional options or information in another section of the manual.

Services

Program Help

If you need help for the application, the following resources are available and will automatically open a browser window. These options may not be available in all operating systems or browser windows may not open because of security reasons. In that case, you will have to access the web page manually via a browser:

1. The program‘s user manual:
   - Choose **Help > Manual**.
2. The application website:
   - Choose **Help > Web page**.
3. Send a message to VIVA:
   - Choose **Help > Send a message to VIVA**.
   - Fill out the fields in the form on the website and describe your problem in as much detail as possible.
4. The author’s notes on a document:
   - Choose **Help > Author Notes**.

You can also reach the manual, the website, the new features of version 12 and the form for a message to VIVA in the start dialog in the **Help and contact** area. You can open the start dialog at any time with **Help > Start Dialog**.

If you have problems with your operating system, please read the documentation supplied with your computer. This particularly refers to problems with:

- access to drives and folders,
- saving files,
- using fonts or individual characters in a font, and
- using printers and output devices.

> *The use of additional applications that change or extend the functions of the operating system may limit the functionality of the program or prevent its usage completely. These may include:*
>
> - *Programs that change the display of windows, documents and dialogs*
> - *Programs that change the access to and management of fonts.*
>
> *Therefore we cannot give any guarantees for program usage in conjunction with these programs.*

Additional Services

VIVA offers many additional services on request. These include:

1. Service & Support:
   - Training & Workshops
   - Telephone Hotline in several languages
   - Maintenance contracts
   - Support for your developers (Support/example code)
2. Support and advice for publishing projects in
   - Planning
   - Development
   - Automation
   - Implementation
   - Financing
3. Software development
   - Extension of existing VIVA applications
   - Programming individual applications
4. Provision
   - Hosting VIVA products
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Program Translations

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Translations of Manuals

Peter Hannon (English, French, Italian). Katalina Urrutia, Diego Felipe Urrutia Ramos, Oliver Tregl and Peter Hannon (Spanish). All other manual translations were created fully automatically with the “VivaDesigner translation module”.

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Installation & Program Startup

Version 12 — November 2026

Installation & Program Startup

Preparing the Installation

For the installation and subsequent problem-free operation of the program, the following conditions are absolutely essential. These are explained below.

Checking the operating system version

To be on the safe side, check whether the program version to be installed supports your operating system version. This applies in particular if you want to use the program on Linux. On the website, you will find exact information on which operating system version is supported by which program version. If your operating system version does not appear in the list, this does not necessarily mean that the program does not run on your operating system version. It does mean, however, that we have not tested the program and therefore cannot guarantee its correct use and consequently cannot provide support.

Remove/delete previously installed program versions

If they exist, remove all previously installed program versions before the installation (see section **Uninstalling or deleting the program**). In every case, delete existing installations of a **Free Edition** if you have purchased a license for a **full version** or want to install a free demo version. A **Free Edition** cannot be unlocked with a license key for a **full version**! You should always empty the **Trash**, as some operating systems (e.g. Mac) start programs that have already been deleted to the Trash.

The correct installation program for your operating system

For the software installation, appropriate installation programs for different operating systems (**Windows**, **Mac** and **Linux**) were developed. Please ensure when downloading the installer program that you choose the correct one for your operating system.

> *The programs are delivered as 64-bit version for all operating systems. If you do not have a 64-bit operating system, you will not be able to install/use the software.*

Unpacking the installation program

The installation program may be packed in an archive (e.g. **.zip** or **.rar** file). A ZIP/RAR file may be recognized by its suffix when these are displayed as default. In this case you must unpack the installation program so as to be able to start it. Programs for unpacking archives (e.g. ZIP files) are a part of the operating system.

> *When using Windows, it may be that the operating system's own unpacking program displays an empty archive. In this case please use a free of charge additional program (e.g.* **7-Zip***), to unpack the ZIP.*

Installation rights

The installation may under certain circumstances only be possible with local administrator rights. If you do not possess appropriate rights, please contact your administrator.

All supplied program files are digitally signed. Smart App Control in Windows 11 therefore does not block them.

Licensing the software (chargeable versions only)

1. Free Edition

Some programs are available as a free version. Free of charge versions (**Free Edition**) do **not** need a license file. A suitable license file is included in the installation package.

> *A free of charge* **Free Edition** *cannot be updated with a license file for chargeable program versions. In this case you must use another installation program.*

2. Demo Version

Some programs are available as a free demo version. Free of charge time-limited demo versions also do **not** need a license file. A demo license file is included in the installation package. When the time limit for using the demo version has expired, the demo version will automatically be converted to a **Free Edition** so that you can continue to edit your documents.

3. Licensed full version

You must unlock the full version either with a **license file** or a **license code** that you will have received with the program. The license file or the license code can be used for licensing a program on all platforms.

Some programs are already delivered with a temporary, time-limited license file. To exchange a time limited license file for a final license file for licensed program versions (e.g. **Personal Edition** or **Commercial Edition**), please see the section Update License.

> *Do* ***NOT*** *try to open the license file with another program (Text Editor, etc.) or in a browser.*
> *Store the license file or the license code on your computer and note its location so that you have the license file available for a later installation.*

Hardware protection

Some special Desktop and Server applications are supplied by VIVA with a hardware protection key (Dongle) as well as the license file. If you have received software with hardware protection (e.g. with the purchase of server software), attach the hardware key to your computer's USB connection before you install the software. The VIVA application should recognize the hardware key automatically after installation, or at least after the computer is rebooted.

Licensing additional options and add-on modules

Various additional options or add-on modules are available for the application. When you order these additional options or add-on modules, you will receive a **License code**. To activate these additional options or modules, please see the section Update License.

Installation on Windows

Program installation

Step 1: Unpack the installation program

The installation program may be packed in an archive (e.g. **ZIP** file). A ZIP file may be recognized by the suffix **.zip**. Unpack the entire archive before you start the installation (see section Preparing the Installation).

Step 2: Start the installation program

Click the installation program (**Setup.exe**) and choose **Run as Administrator** in the context menu. If you are sure that you have administrator rights, you can also start the installation program (**Setup.exe**) with a double click on the program icon.

> *By default, the installation runs in the language of your operating system. If this language is not available for the installation, the program chooses English by default.*

Step 3: Follow the installation instructions

Follow the instructions of the installation program.

> *By default, all the options are defined so that in most cases you only need to confirm the settings. Use the option* **Typical** *or* **Complete**. *Under* **Custom**, *you can additionally choose the preview in Explorer and the component for automation and learning clips.*
>
> *In most cases you can go back a step if you think that you may have made a mistake.*
>
> *You can cancel the installation at any time and if necessary restart from the beginning.*

Step 4: Start the program

After the installation, start the program with a double click on the program icon on the desktop or via the folder in the Start menu.

> *If you have problems installing the program or starting the program after installation, please check your user rights. It may be that you do not possess the right to install any software on your computer. In this case please refer to your administrator.*
>
> *If you have problems starting the program although you have already used it, you can probably start the program in emergency mode. Please refer to the notes in the section* Starting the program (Emergency mode).

Step 5: Choose License (initial installation)

Choose one of the following options:

- Choose **Full version** if you have purchased a paid version of the program and follow the instructions.
  - If you have received a license file, choose the corresponding license file with the file extension .vlk (see section Preparing the Installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing the Installation).
- Choose **Free Edition Plus** if you would like to test the full version for a limited time, which will then automatically become the lifetime **Free Edition**. Each time the program starts, it displays the remaining trial period. When switching to the Free Edition, licenses for add-on modules (AddIns) are retained.

- Choose **Free Edition** if you want to use the lifetime **Free Edition** directly. Please note the information in the sections **Update License** and **Delete license** if you have subsequently purchased a paid version of the program.

> *The option* **Free Edition Plus** *only appears if the license file viva-demo.vlk is located in the Resources folder of the program. The installation program of the Viva Collection places it there automatically on Windows, macOS and Linux.*

When you start the program for the first time, it guides you through the following steps:

- **Select License** — Choose the license as described above.
- **License Agreement and Privacy Policy** — Read the texts to the end, confirm them and click **Continue**.
- **Product Registration** — Register the program if the license requires it.
- **Initial Preferences** — Specify the program language, text language, units of measurement, working mode and keyboard shortcuts. Please refer to the chapter The User Interface.

The start dialog then appears. You can change the program language later with **Edit > Program Language**.

> *For Windows users, it may be that the* **Key Updater** *assistant refuses the license file, although the installation was carried out as an administrator. In this case, you can also rename the license file as* **viva.vlk**, *place it in the* **Resources** *subfolder of your program folder and replace the existing file "viva.vlk" (if present). With server versions you must always follow this procedure.*
>
> *To exchange a time limited license file for an unlimited license file for licensed program versions (*Personal Edition *or* Commercial Edition*), please see the section* Update License.
>
> *A free of charge* **Free Edition** *can NOT be updated with a license file for chargeable program versions. In this case you must use a different installer.*

Uninstalling or deleting the program

On Windows you can uninstall with the operating system.

Uninstall with the operating system

- On Windows, choose **Settings > Apps** and then the program.
- Select the program to be removed and follow the instructions.

Your preferences in the user folder (AppData\Roaming\Viva) are retained.

Delete license

In some cases, it may make sense to delete the installed license, for example because you want to restore the factory settings or because the program has not correctly completed the change from a free to a paid version.

Step 1: Delete license file

1. In Explorer, enter the folder "***`C:\Users\{User Name}\AppData\Roaming\Viva\`***".

2. Open the program folder and then the folder with the build number (e.g. "9420").

3. Delete the file "viva.vlk".

Step 2: Start the program

1. Open the **Program Files** folder.

2. Start the program by double-clicking on the program icon.
3. The program will now ask for the license type as during the initial installation. Alternatively, choose **Help > Update License**.

Installation on Mac

Program Installation

Step 1: Unpack the installation program

Double-click the file icon with the suffix **.dmg**. The operating system will unpack the file and display it as a disk drive on the Desktop.

Step 2: Copy the program

Double-click the disk drive icon. You can start the program directly with a double click on the icon. We do however recommend that you move the program icon to the **Applications** folder. You can also use a folder of your choice (e.g. **Desktop**).

Step 3: Start the program

Start the program with a double click on the program icon.

> *If you have problems installing the program or starting the program after installation, please check your user rights. It may be that you do not possess the right to install software on your computer. In this case please refer to your administrator.*
>
> *If you have problems starting the program although you have already used it, you can probably start the program in emergency mode. Please refer to the notes in the section* Starting the program (Emergency mode).
>
> *If the operating system gives a hint that only applications from the* Apple App Store *can be launched, choose "System Settings > Privacy & Security" and allow apps from the App Store and identified developers.*

Step 4: Choose License (initial installation)

Choose one of the following options:

- Choose **Full version** if you have purchased a paid version of the program and follow the instructions.
  - If you have received a license file, choose the corresponding license file with the file extension .vlk (see section Preparing the Installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing the Installation).
- Choose **Free Edition Plus** if you would like to test the full version for a limited time, which will then automatically become the lifetime **Free Edition**. When switching to the Free Edition, licenses for add-on modules (AddIns) are retained.
- Choose **Free Edition** if you want to use the lifetime **Free Edition** directly. Please note the information in the sections **Update License** and **Delete license** if you have subsequently purchased a paid version of the program.

Update an installed program version

To update an existing program version, you should always replace the complete program folder. If you are using a licensed version, you must select or update the license file or enter a license code after starting the program. Please refer to the section Update License or Delete license.

Uninstalling/Deleting the program

You can remove the program by simply deleting the program folder. Afterwards you must always empty the **Trash**.

Alternatively, as a program administrator you can also remove the program using the “Terminal”:

Deleting with the Terminal (10.6 or newer)

- Start the program **Terminal**, which is in the **Dock** or in **Utilities**.
- Open the folder ***/private/var/db/receipts*** (***cd /private/var/db/receipts***).
- Delete the files ***viva....bom*** and ***viva...plist*** with the command ***sudo rm***. (e.g. ***sudo rm com.viva.designer.bom*** and ***sudo rm com.viva.designer.plist***)

Your user password will be required to delete these files.

Delete license

In some cases, it may make sense to delete the installed license, for example because you want to restore the factory settings or because the program has not correctly completed the change from a free to a paid version.

Step 1: Delete license file

1. In the Finder, choose **Go > Go to Folder**.
2. Enter the following: “~/Library/Preferences/Viva/”
   or alternatively “/Users/{User Name}/Library/Preferences/Viva/”
3. Open the program folder and then the folder with the build number (e.g. “Viva Designer/9410”).
4. Delete the file “viva.vlk”.

Step 2: Start the program

1. Open the **Applications** folder.
2. Start the program by double-clicking on the program icon.
3. The program will now ask for the license type as during the initial installation. Alternatively, choose **Help > Update License**.

Installation on Linux

Program Installation

On Linux, the individual programs are available as so-called “AppImage” files. An AppImage contains all required libraries and therefore runs on almost all Linux distributions without being installed. The program is delivered as an archive that is unpacked as administrator. For sound, camera and speech output, the program requires PulseAudio or PipeWire, GStreamer and flite.

Step 1: Preparation

4. Click on the AppImage file and choose **Properties** from the context menu.

5. In the **Permissions** tab, choose **Executable as Program** (Ubuntu) or **Allow executing file as program** (Mint) and close the dialog.

> *The names of the options listed here correspond to those in the “Ubuntu” or “Mint” operating system. In other operating systems, these options may have different names or be in different dialogs. When using other distributions and/or versions, make sure that a file with the extension “***.AppImage***” can be executed as a program.*

Step 2: Start the program

Start the program by double-clicking on the AppImage file.

> *If an error message appears, go back to Step 1.*
> *If you have problems starting the program although you have already used it, you can probably start the program in emergency mode. Please refer to the notes in the section* Starting the program (Emergency mode).

Step 3: Choose License (initial installation)

Choose one of the following options:

- Choose **Full version** if you have purchased a paid version of the program and follow the instructions.
  - If you have received a license file, choose the corresponding license file with the file extension .vlk (see section Preparing the Installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing the Installation).
- Choose **Free Edition Plus** if you would like to test the full version for a limited time, which will then automatically become the lifetime **Free Edition**. When switching to the Free Edition, licenses for add-on modules (AddIns) are retained.
- Choose **Free Edition** if you want to use the lifetime **Free Edition** directly. Please note the information in the sections **Update License** and **Delete license** if you have subsequently purchased a paid version of the program.

Uninstalling or deleting the program

Simply delete the “AppImage” file. As AppImages are not installed in the classic sense, deleting the file is sufficient to remove the application.

If present, remove the associated “.desktop” file. This is typically located in one of the following directories:

- ~/.local/share/applications/ (for the current user)
- /usr/share/applications/ (system-wide)

Starting the program (Emergency mode)

When the program is started, the program loads a number of additional files. If these additional files are defective or incompatible, the program may crash when started. In such cases, you can start the program in **Emergency Mode** to solve the problem. To do this, proceed as follows:

1. Hold down the **Shift** key.
2. Start the program by double-clicking on the program icon.
3. Instead of the program, the **Emergency Mode** dialog opens. As the program language is not yet known when the program is started, the options appear in English. Choose one of the following options:
   - **Reset Preferences** — This option skips loading the Preferences file. Choose this option if you think that a defective preferences file could be the cause of the program crash. For example, the Preferences file stores all the settings from the options in the **Preferences**. If you choose this option and the program is subsequently started without errors, a new Preferences file is created after you quit the program. All settings of the old defective file cannot be taken over.
   - **Reset Font Cache** — This option skips loading the font cache that the program has created based on the available fonts. Choose this option if you think that a defective font cache could be the cause of the program crash or if not all fonts are displayed despite a correct program start. In this case, all available fonts are reloaded after the program start and a new font cache is created.
   - **Ignore AddIns** — This option skips loading the add-on modules (AddIns). Choose this option if you think that a defective or incompatible add-on module could be the cause of the program crash. If you choose this option and the program subsequently starts without errors, you must remove the modules in the AddIns folder step by step if you do not know directly which add-on module is responsible.
   - **Reset Dialog Geometries** — This option deletes all information about the position of the dialogs on the screen. Choose this option if you have been working with several screens that are now no longer available. For example, if you have always opened the **Open** dialog on a second monitor that is now unavailable, the dialog may no longer be displayed. This is because the program is trying to display the dialog on this second monitor.
   - **Unlock Access Rights** — This option allows you to directly unlock access rights for opened documents. This option is useful if the document has the program menu disabled. To do this, after starting the program, drag the document to the program window or program icon and enter the password to unlock the access rights. Please refer to the section Access Rights for more information.
   - **License** — Shows the details of a license file (*.vlk) after you select it with **Select**. Like the **Support** tab, this tab only appears after you enter the password in support mode.
   - **Support Mode** — Opens further options for VIVA support after you enter a password.
4. Confirm your entry. If you do not choose any option or click **Cancel**, all defaults are retained.

> *Emergency mode is only available in the desktop version.*

After a crash, the program offers to restore the open documents the next time it starts. The program saves the crash log (crash.log) in the Logs folder of the preferences, on Windows for example in AppData\Roaming\Viva\Logs.

Update License

A license update is necessary when

- after placing your order you have received an email with the download links for the program and also a license file or license code, or
- you want to exchange a temporary license with a final one after paying the invoice, or
- the license file supplied with the program has expired, or
- you have installed additional options or modules and/or want to activate existing modules.
- you want to add VIVA Points to your account.

For the update, you need a license file or a license code (see the section **Preparing the Installation**).

Step 1: Start the program

Start the program. If the program cannot be started due to the expiry of the license file, the dialog for updating the license will open automatically. Continue with Step 3.

Step 2: Update License

Choose **Help > Update License**.

Step 3: Follow the instructions

Follow the instructions in the program.

> *The* **Key Updater** *assistant checks a new license file before applying it. If the program would then have no valid license of its own, the existing license remains unchanged, and the error page states the reason, for example "The selected file is not a readable license file.", "There is no license for this program. Licenses for other programs or add-ins do not apply to it.", "The license is bound to another computer.", "The license has expired." or "The license is for a version older than …". In this case, choose a different license file or contact VIVA.*
>
> *In exceptional cases, the Key Updater assistant may refuse the license file, although the installation was carried out as an administrator. In this case, you can also rename the license file as* **viva.vlk** *and place it in the folder* **Resources** *of your program folder and, if necessary, replace the existing file* **viva.vlk**.

Installing an ICC color profile

ICC color profiles can be stored in the “Color Profiles” folder of the program (Resources/Color Profiles) or in the user folder (recommended).

1. Quit the program.
2. Open one of the following user folders (recommended) or the program folder and copy the ICC color profile there. Folders such as “AppData” or folders beginning with a dot “.” are usually hidden. You must make these folders visible or open them via the console.

   Windows — ***C:\Users\{User Name}\AppData\Roaming\Viva\Color Profiles***

   Mac — ***~/Library/Preferences/Viva/Color Profiles***

   Linux — ***/home/{USER}/.Viva/Color Profiles***
3. Start the application.

Automated Installation (for System Administrators only)

As an administrator you can carry out an automated installation, or share the program. Particularly on Windows, there are many programs for an automated installation. As an administrator there are a few aspects to which particular attention should be paid.

Preferences file

In this Preferences file are contained all of the settings that can be entered in the program **Preferences**. Please refer to the Preferences section. If users need certain predefined settings, you will need this file for the automated installation. This is particularly true if you need special program settings. The Preferences file is not part of the installation, but is saved when the program quits for the first time, and is updated when further changes are made. The Preferences file contains both preferences for the program and preferences for documents.

To create a Preferences file for automatic installation, please proceed with the following steps:

Create Preferences file:

1. Install the program on a reference computer according to the installation instructions.
2. Start the program.
3. Choose **Edit > Preferences** (Windows/Linux) or **[Program Name] > Preferences** (Mac).
4. Set all the program and document preferences you require.
5. Quit the program.
6. Open the folder in which the program has saved the Preferences file. The paths are as follows:

Windows:

C:\Users\{User Name}\AppData\Roaming\Viva\{Program Name}\{Build Number}\Application.prefs

Mac:

Users/{User Name}/Library/Preferences/Viva/{Program Name}/{Build Number}/Application.prefs

Linux:

/home/{User Name}/.Viva/{Program Name}/{Build Number}/Application.prefs

Please note that some folders may be hidden and are displayed gray in the example.

Dictionaries

Depending on the program version, the software comes with a module for spell checking and hyphenation for different languages. You can install additional dictionaries for other languages at any time using the **Preferences > Dictionaries** option. These dictionaries are automatically saved in the **Dictionaries** folder. If users need specific dictionaries, you must include this folder with all its subfolders in the automatic installation. Please refer to the Preferences section for more information.

Windows Registry

For technical reasons, NOT all program preferences are saved in the Preferences file. The **Proxy Settings** for example are saved in the **Windows Registry**, so that the **VivaFileSender** can also access this information. In this case you must extend the **Windows Registry**.

You must enter the **Proxy Settings** in **HKEY_LOCAL_MACHINE\SOFTWARE\Viva\VivaApp\Proxy**. The software will then register the fact that at the time of the installation there is, as yet, no user in the system. The deciding factor here is the value in **SystemScopeStamp** as well as the pure **Proxy Settings**. The value format is a free choice (date, number or text) but must be UNIQUE.

The software checks the entry in **HKEY_LOCAL_MACHINE** when it is started and enters these settings automatically in **HKEY_CURRENT_USER**. If the user changes the **Proxy Settings**, then the new settings will take effect, as long as the value in the field **SystemScopeStamp** has not changed. If the value in the field **SystemScopeStamp** changes, the **Proxy Settings** from **HKEY_CURRENT_USER** will be overwritten automatically with the **Proxy Settings** in **HKEY_LOCAL_MACHINE**.

License file

If you carry out an automatic installation, you must ensure that there are individual serial numbers for each computer, which are generally only allowed to be used on one computer. A general license file for a corporation is only available on request.

In a manual installation the license file is saved to the user folder. The program automatically names the file **viva.vlk**.

Paths for the License file in the user folder:

Windows:
C:\Users\{User Name}\AppData\Roaming\Viva\{Program Name}\{Build Number}\viva.vlk

Mac:
Users/{User Name}/Library/Preferences/Viva/{Program Name}/{Build Number}/viva.vlk

Linux:
/home/{User Name}/.Viva/{Program Name}/{Build Number}/viva.vlk

Please note that some folders may be hidden and are displayed gray in the example. You can, however, also place the license file directly into the program folder if no user has yet been created on the computer, or if the computer is operated by several users. In this case the license file is just named **viva.vlk**, independently of the version number.

Paths for the License file in the program folder:

Windows:
C:\Program Files\Viva Collection 12.0 (Build {Build Number})\Resources\viva.vlk

Mac:
Applications/{Program Name}/Resources/viva.vlk

Linux:
/usr/lib/viva/Resources/viva.vlk (for an AppImage, only in the user folder)

Communication Profile

If you work with service providers who supply you with a communication profile, this communication profile should also be taken into account with an automated installation. With the help of a communication profile, you can send documents with the images and fonts used to third parties automatically. Please refer to the chapter Package & Send.

To enable customers in need of support to transfer test files to VIVA, the default communication profile **Viva Support** with the file **VIVA_Support.vcp** is supplied with the program. You can decide for yourself whether you will remove this communication profile for an automated installation and/or install other communication profiles supplied by your service provider. The communication profiles always have the suffix **.vcp** and must be placed in the folder **Resources/Services** of the program folder.



VIVA Points
Digital currency for software services

Version 12 — November 2026

VIVA Points - Digital currency for software services

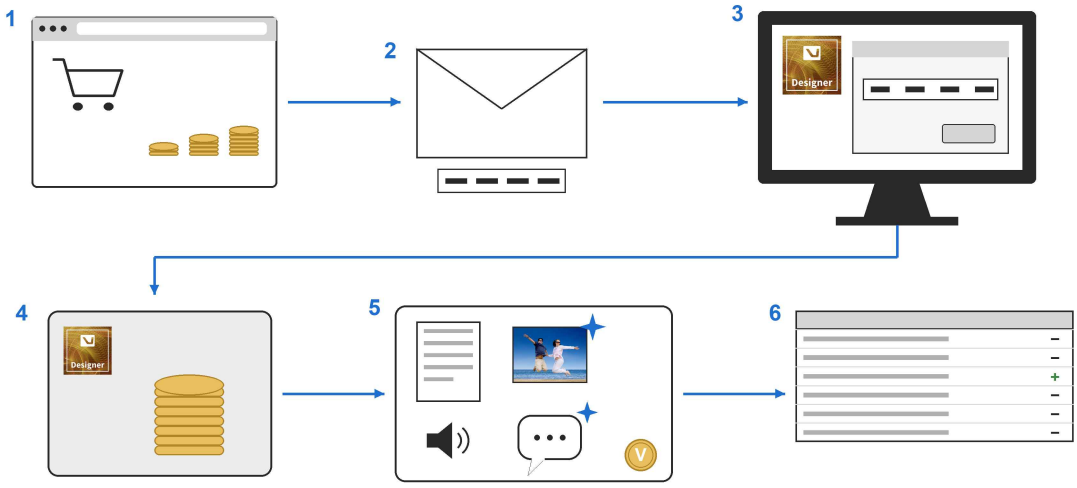
What are VIVA Points?

VIVA Points are a digital, cashless currency that you can use to pay for real services and benefits in software products. This works within the VIVA platform and compatible third-party applications such as “Microsoft Office” (e.g. “Microsoft Word”) or “Adobe Creative Suite” (e.g. “Adobe InDesign”). This system enables additional services such as AI-supported translations, text or image editing to be billed flexibly, precisely and economically.

Payment systems based on “points”, “credits”, “coins” or “on-demand packages” are now widely used in the digital, software, media and even cultural industries (e.g. “Amazon Coins”, “Apple Credits” or “TikTok Coins”). They enable cashless, virtual payment for digital and physical services and are now also used in online stores, image databases or at major events such as concerts, festivals (e.g. “Neverland” cashless payment system) or trade fairs. Financial services such as “VIVA Points” have therefore no longer been the privilege of traditional banks or financial service providers for many years.

You buy the VIVA Points directly from the application (e.g. VIVA, Adobe, Microsoft) or via our official sales platform at a fixed price (package price) and can then activate them in your user account. After the purchase, the credit is automatically credited to your digital VIVA account. This account is not limited to VIVA® programs, but can also be used within third-party applications such as “Microsoft Office” (e.g. “Microsoft Word”) or “Adobe Creative Suite” (e.g. “Adobe InDesign”). The credit can be used simultaneously in all applications (e.g. VIVA, Adobe, Microsoft).

The VIVA® account thus functions as a central wallet for your points, which you can use to pay for a wide range of digital services – both in the VIVA® product world (e.g. VivaDesigner, VivaCloud, VIVA AI) and in integrated third-party platforms.



The illustration shows the process: You buy VIVA Points in the store (1) and receive a credit code by e-mail (2). You enter the code in the program (3), and the VIVA Points are credited to your account (4). Functions such as text functions, image editing, speech output or the VIVA AI Assistant use VIVA Points (5). The billing overview lists every debit and every credit (6).

Examples of services that can be paid for are:

- the fully automatic translation of texts,
- AI-based removal of image backgrounds,
- the AI-based creation, editing and checking of texts,
- the conversion of texts into spoken language,
- images from the 123RF image database,
- requests to the VIVA AI Assistant
- and future additional functions in external software products.

Your VIVA Points account can be topped up flexibly at any time with additional purchases.

The VIVA Points system fulfills all the characteristics of a modern digital payment system: points are acquired in exchange for legal tender, the balance is displayed in real time, transactions can be tracked at any time and billing is accurate to the point for each service.

VIVA Points are therefore not merely additional technical functions, but a system clearly designed as a financial service. The entire process – from booking to billing – works like established systems such as “Amazon Coins”, “Apple Credits” or “TikTok Coins”.

Important: VIVA Points are expressly not bonus points, reward points or playful gamification elements. They are used exclusively for the economic settlement of real, chargeable services and are therefore a virtual currency and financial service.

The advantage of VIVA Points is that you do not have to place an order for every small job (e.g. the translation of 100 lines of text into another language). This makes the work of company employees in particular much easier. With conventional license and payment systems, the employee would have to make a purchase for each order and follow the prescribed process. In addition, they may have to purchase services that they cannot fully utilize. This applies, for example, to the cropping of images or the fully automated translation of texts. With VIVA Points, the end customer is considerably more flexible – and saves time and therefore money.

VIVA Points therefore offer a secure, ready-to-use and scalable solution for paying for digital services – both within the VIVA world and beyond.

In this section, we explain how you can use, acquire and manage VIVA Points.

Possible uses of VIVA Points

VIVA Points can be used flexibly in various software environments to activate additional functions, in particular AI-supported services. They can be used across platforms - within the VIVA programs (e.g. VivaDesigner, VivaCloud), but also in Microsoft Office (e.g. Word) and Adobe InDesign.

Many of these functions are based on “artificial intelligence” (AI) and require computing power, which is billed on a usage basis via VIVA Points. As soon as the free quota is used up, individual functions are billed precisely, transparently and in a user-friendly manner.

Here are some examples of areas of application:

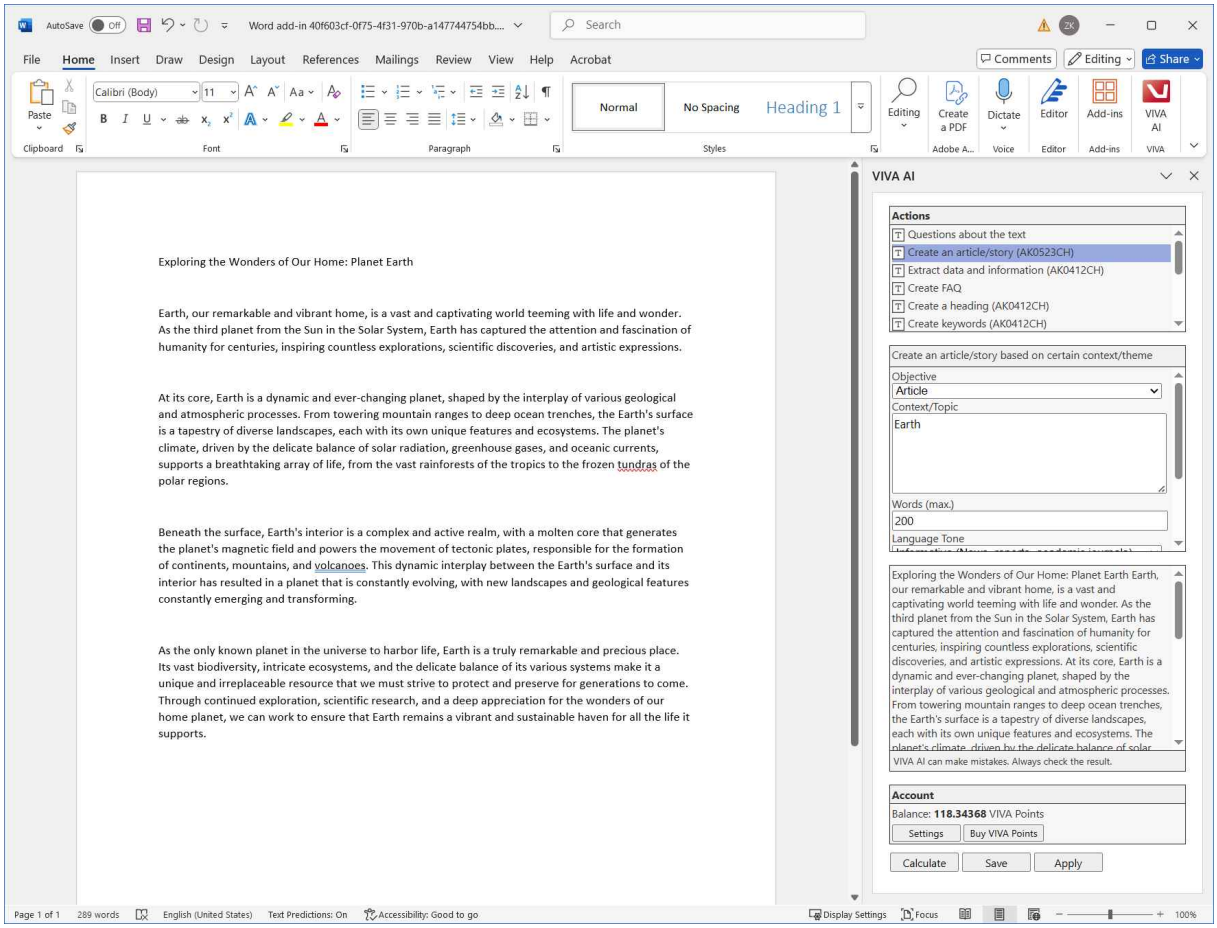
AI-supported text functions

AI-supported text functions make it possible to analyze existing texts and extract specific information from them - for example, by creating summaries or generating questions about the content. In addition, completely new texts can be generated automatically based on free topics.

Function	VIVA Programs	Microsoft Word*	Adobe InDesign*
Create articles automatically	✔	✔	✔
Generate headings	✔	✔	✔
Extract keywords	✔	✔	✔
Rewrite texts	✔	✔	✔
Summarize contents	✔	✔	✔
Analyze content for problems	✔	✔	✔
Automatic question-and-answer systems	✔	✔	✔
Extract data and information	✔	✔	✔
Automatic translations	✔	✔	✔

* The modules for “Microsoft Word” and “Adobe InDesign” will be available from Q3/2025, Q4/2025 at the latest, via the respective Microsoft/Adobe app store and/or via our website.

In VivaDesigner, you call up these functions in the **AI Actions** palette (**Window > AI Actions**). Please refer to the chapter Working with VIVA AI.



The illustration shows an example of AI-supported text functions in Microsoft Word that are billed with VIVA Points:

You need the VIVA AI module for these functions (available from Q3/2025 or Q4/2025).

AI-supported image-text functions

AI-supported image-text functions enable the analysis of images and the targeted extraction of relevant information – for example, by automatically creating headings and image descriptions, which are particularly important for accessible documents.

Function	VIVA Programs	Microsoft Word*	Adobe InDesign*
Generate image captions	✔	✔	✔
Describe images automatically	✔	✔	✔

* The modules for “Microsoft Word” and “Adobe InDesign” will be available from Q3/2025, Q4/2025 at the latest, via the respective Microsoft/Adobe app store and/or via our website.

*1 The “Adobe InDesign” modules will be available from Q1/2026, Q2/2026 at the latest via the respective Adobe Appstore and/or via our website.

AI-supported image functions

AI-supported image functions enable the analysis of images as well as targeted, automated image editing based on predefined tasks - such as removing backgrounds or individual image elements (retouching).

Function	VIVA Programs	Microsoft Word*	Adobe InDesign*
Remove or blur background	✔	—	✔
Improve image resolution (“upscaling”)	✔	—	✔
Remove text from images	✔	—	✔
Delete image areas (“inpainting”)	✔	—	✔
New image elements (inpainting by text prompt)	✔	—	✔[1]
Extend the image area (“outpainting”)	✔	—	✔[1]

* The “Adobe InDesign” modules will be available from Q1/2026, Q2/2026 at the latest, via the respective Adobe app store and/or via our website.

AI-supported text-to-speech functions

AI-supported text-to-speech functions automatically convert selected texts into spoken language.

Function	VIVA Programs	Microsoft Word*	Adobe InDesign*
Convert multilingual text into speech	✔	—	✔

* The “Adobe InDesign” modules will be available from Q1/2026, Q2/2026 at the latest, via the respective Adobe app store and/or via our website.

VIVA Points in VivaDesigner 12

In VivaDesigner 12, the following functions are billed in VIVA Points. The respective chapters of the manual describe how to use them:

- **Document > Translate** — automatic translation of texts (chapter Working with VIVA AI, section Automatic Translation with VIVA AI).
- **Window > AI Actions** — AI-supported text and image functions of the **AI Actions** palette, for example creating articles, headings or keywords and describing images (chapter Working with VIVA AI).
- **Picture > Remove/Blur Background** and **Picture > Image Editing** — removing or blurring the background, removing or replacing elements, generative fill and enhancing the resolution (chapter Working with VIVA AI, section Image editing with VIVA AI).
- **Describe with VIVA AI** in **Object > Export Options** and in the **Module** palette — alternative text of objects for accessible PDF files (chapter Export, section Create accessible PDFs).
- VIVA AI icons in **File > Document Setup**, **File Information** tab — suggestions for the title, description and keywords of a document (chapter Export, section Create accessible PDFs).
- File type **MP3 audio** in **File > Export > Text** or **File > Export > Document** — speech output (chapter Export, section Voice Export (mp3)).
- **123RF** drive — purchase of images from the 123RF image database (chapter Working with Pictures).
- **VIVA AI Assistant** palette and **Have it designed** area in the start dialog — requests to the VIVA AI Assistant (see below).

> *A failed AI action or spell check is not billed in VIVA Points. If a translation is aborted, the program credits the unused amount back to your account.*

VIVA AI Assistant

The VIVA AI Assistant is new in version 12. You give it requests in your own words, in the **VIVA AI Assistant** palette or in the **Have it designed** area of the start dialog. Billing is per request in VIVA Points; requests that you dictate with the microphone button are additionally billed by speaking time.

At the bottom of the palette, you choose the budget of the conversation: 5, 10, 25, 50 or 100 VIVA Points. The selection applies to the current and the next conversations. If the budget is not sufficient for the next work step, the assistant stops and offers to increase the budget by 10 VIVA Points and continue; work already done is not repeated. Next to the budget, the palette shows the costs of the conversation so far, and the tooltip additionally shows the costs of the last round.

With the **Fast** setting, the assistant answers sooner and usually costs less than with **Thorough**; a change applies from the next conversation. If a conversation becomes very long, the palette recommends a new conversation, which is faster and cheaper.

Buy VIVA Points

Purchase of VIVA Points

You can buy VIVA Points either directly within your application (VIVA, Microsoft, Adobe etc.) or via our website.

1. In-app purchase

In every dialog that requires VIVA Points, a direct purchase option is offered next to the account balance. Click on the “Buy VIVA Points” option. A browser window with an online store will then open automatically. In the online store, select how many points you would like to buy and follow the instructions in the store.

2. Website

You can also buy VIVA Points directly via the VIVA website or via our sales partners.

Enter the credit codes after purchase

After purchasing VIVA Points, you will receive an individual credit code by e-mail. To assign this to the corresponding user account, enter the code directly in your application. The account balance is then increased in real time.

This process is functionally similar to a cash deposit or transfer to a traditional bank account – with the difference that the credit is issued in the form of VIVA Points. The redeemed amount is immediately available to you and can be used for all supported functions.

Input in VIVA programs

1. Choose **Help > Update License**.

2. Choose **License Code** and then **Continue**.

3. Copy the license code from the e-mail into the entry field and follow the instructions.

After activation, the assistant shows how many VIVA Points have been credited to your account.

Input in Adobe programs

1. Choose **Settings** in the **VIVA AI** palette.

2. Copy the license code from the e-mail into the input field and follow the instructions.

Input in Microsoft programs

1. Choose **Settings** in the **VIVA AI** palette.

2. Copy the license code from the e-mail into the entry field and follow the instructions.

Account balances

There are several options for displaying and managing account balances:

1. Integrated display in dialog

In every dialog that requires VIVA Points (e.g. for AI functions or additional services), the current account balance is displayed in real time. When used by several users – e.g. as part of a multi-user license – automatic synchronization takes place so that the total amount currently available is always displayed.

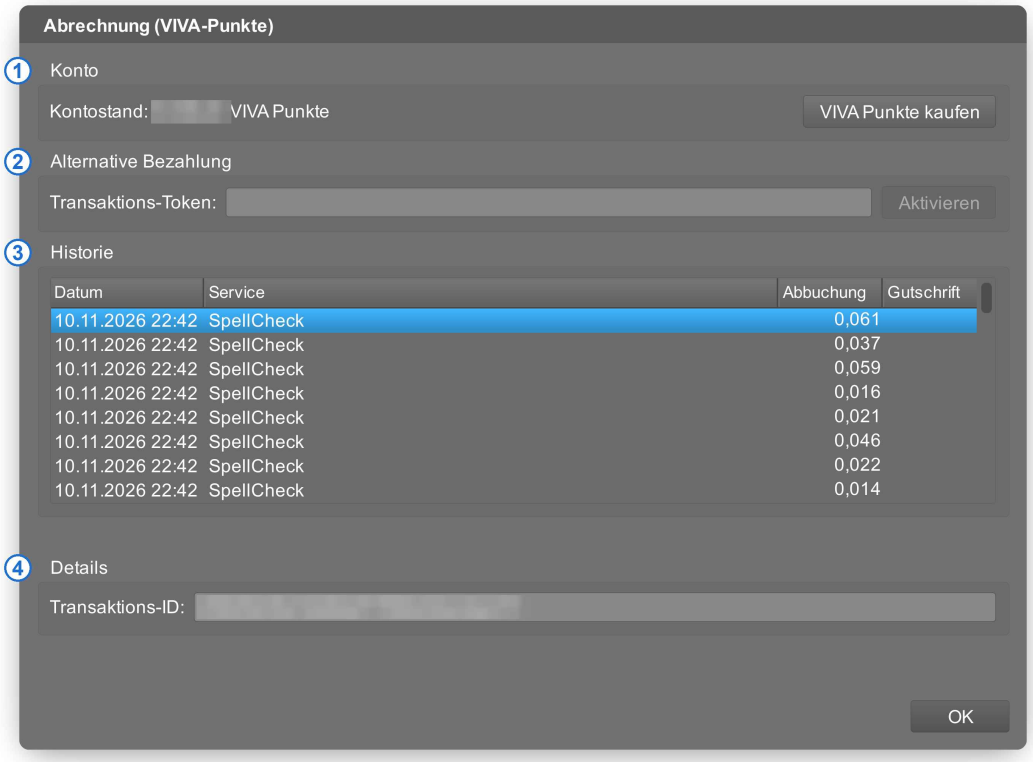
The VIVA AI Assistant also shows the account balance: in the **Have it designed** area of the start dialog and in the **VIVA AI Assistant** palette. If the balance is used up, the start dialog offers a link there for buying VIVA Points.

2. Billing overview

Using the account overview in the program (VIVA programs only) or via the store (for all programs), you can get a detailed overview of your account balance and transactions. The displayed account statement lists all transactions in chronological order – including the date, the action carried out and the points charged for it ("**Debit**" column). As with a traditional bank account, credits are also documented ("**Credit**" column), for example if a function was not successfully completed for technical reasons but costs were still charged.

Billing overview in VIVA programs

1. Choose **Help > Billing (VIVA Points)** to call up the account balance in a VIVA program. Each transaction is assigned a unique **Transaction ID**, which can be used to trace the respective process exactly. The transaction ID is functionally comparable to the transaction number (TAN) or the booking reference / transaction number for a bank transfer.



The illustration shows the Billing (VIVA Points) dialog. The Account area (1) shows your account balance and the Buy VIVA Points button. In the Alternative Payment area (2), you enter a transaction token. The History (3) lists the bookings with Date, Service, Debit and Credit, the most recent first; the program shows the amounts with three decimal places, debits rounded up. Under Details (4), you see the Transaction ID of the selected booking. The account balance and the transaction ID are made unrecognizable in the illustration.

2. Optionally, choose **Buy VIVA Points** to buy more points. The program then opens the store in your browser.

Billing overview in the VIVA Shop

In addition to the display in the program, users of VIVA applications can also view a detailed billing overview via the VIVA Shop. For users of Adobe or Microsoft products, this online view is currently the only option for viewing.

> *Important: The billing overview in the VIVA store is only available if the VIVA Points were purchased directly from VIVA and you have been granted access by VIVA. If you have purchased your points through an authorized partner or retailer, please contact them for information on the available billing options.*

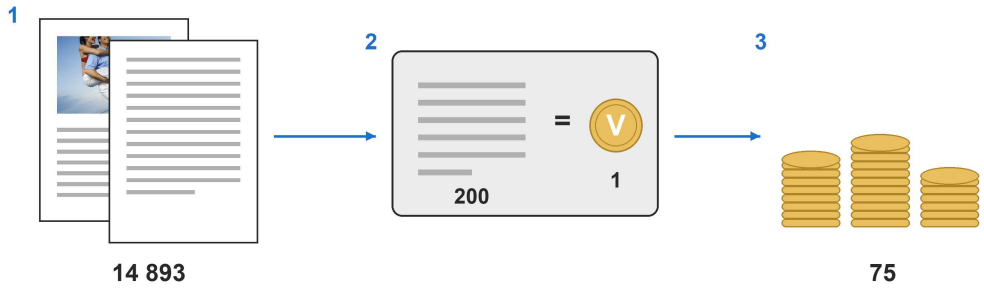
1. Alternatively, log in to the store with your access data.
2. Choose **My Account**.
3. Choose **VIVA Points**.
4. Choose **Transaction History**.

Cost Management

Cost overview

In some dialogs (e.g. translation), the estimated costs for this option are displayed. This means you have full cost control.

The estimated costs are shown, for example, by the **Automatic Translation** dialog (**Document > Translate**), the dialogs of image editing with VIVA AI, the speech output dialog and the 123RF image database in its list. With **Buy VIVA Points**, you buy additional VIVA Points in these dialogs.



The illustration shows an example of automatic translation: The text to be translated comprises 14,893 characters (1). At a conversion rate of 1 VIVA Point per 200 characters (2), this results in 74.47 VIVA Points; the dialog shows the costs rounded up to whole VIVA Points, here 75 VIVA Points (3). The dialog shows the current conversion rate next to the account balance.

If your account balance is 0, the dialog also shows the number of **Free characters** that you can translate without VIVA Points.

Cost Management in your company

If you want to use VIVA Points in a company, it is advisable to control access and use of the points in a targeted manner. In principle, you can pass on the central license code to all employees – however, it should be noted that the costs are difficult to calculate in this case, as all users have unlimited access to point-based functions.

This is especially true if you want to involve external service providers, agencies or project partners, who you also give access to VIVA Points.

To optimize cost control and user management, the VIVA Shop provides you with so-called **Transaction Tokens**. These work in a similar way to sub-accounts in a banking system: they allow you to divide up the main balance and define individual usage limits.

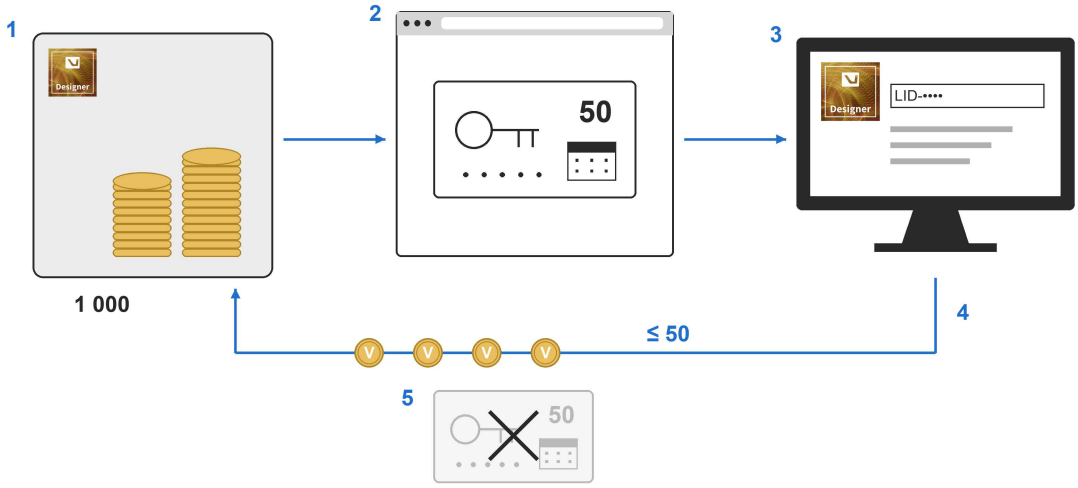
An example: You have a total quota of 1,000 VIVA Points, but only want to make 50 points available to an employee or service provider. Instead of passing on the central license code, you simply generate an individual transaction token that is limited to 50 VIVA Points, for example – optionally also limited in time (e.g. to one week or one month).

This ensures that your credit is only accessed in a controlled manner and that there is no unforeseeable consumption of points by third parties.

Transaction Tokens

Create/manage Transaction Tokens

Transaction Tokens are used to control costs. You can create and manage Transaction Tokens in the VIVA Shop as you wish.



The illustration shows the principle: your account with the credit, here 1,000 VIVA Points (1). In the VIVA Shop, you generate a transaction token, optionally with a maximum number of VIVA Points and an expiration date (2). The employee or service provider enters the token in their program (3). Their services are debited from your credit, at most up to the maximum number of the token (4). A deactivated or deleted token blocks billing (5).

1. Alternatively, log in to the store with your access data.
2. Choose **My Account**.
3. Choose **VIVA Points**.
4. Choose **Transaction Tokens**.
5. Optionally, enter an **Expiration Date** for the token.
6. Optionally, enter the **Maximum** number of **VIVA Points** for the token.
7. Choose **Generate**.
8. Click on the green icon to deactivate the token or on the gray icon to activate the token.
9. Click on the icon with the trash can to delete the token.

Deleted or deactivated transaction tokens block the function for the user.

Entering the Transaction Token

Input in VIVA programs

1. Choose **Help > Billing (VIVA Points)**.

2. Copy the transaction token into the **Transaction Token** field in the **Alternative Payment** area and click **Activate**.

The transaction token begins with “LID-”; you can enter it with or without this prefix. After activation, the field shows the token with asterisks; only the last five characters remain readable. As long as the token is active, the program bills all services through it instead of through your license and also queries the account balance and the history with it.

Click **Deactivate** to remove the transaction token. The program then bills through your license again.

Input in Adobe programs

1. Choose **Settings** in the **VIVA AI** palette.

2. Copy the license code from the e-mail into the entry field and follow the instructions.

Input in Microsoft programs

1. Choose **Settings** in the **VIVA AI** palette.

2. Copy the license code from the e-mail into the entry field and follow the instructions.

New features in VivaDesigner 2027

VivaDesigner 2027 (Version 12) — November 2026

New features in VivaDesigner 2027

VivaDesigner 2027 (Version 12) is part of the new Viva Collection 2027, the VIVA program family for documents, design and media. The new program version brings an AI assistant that carries out tasks described in your own words, and nearly 2,000 fonts that are available to you free of charge. It opens documents from almost all common layout and office programs, combines pages in different sizes in one document, sets text in 44 additional languages and in Arabic, Persian and Hebrew with the digits, lists and footnotes of each language, places linked Excel tables, displays EPS files sharply, edits images directly in the layout and creates accessible PDFs. The upgrade is worthwhile for all users who want to work faster, continue editing documents from other programs, design in many languages and writing systems, set tables and charts or provide documents in accessible form.

Important note: The file format has changed. Documents saved with VivaDesigner 2027 cannot be opened in older program versions. Please also note that not all options are available in all editions.

Viva Collection 2027

With version 12, VivaDesigner no longer stands alone: together with the new programs **VivaCalc**, **VivaPhoto**, **VivaPDF** and **VivaVideo**, it forms the Viva Collection 2027. The programs are designed to work together, are operated in the same way, and their documents can be used directly in VivaDesigner.

VivaCalc

VivaCalc is the spreadsheet program of the Viva Collection. It opens Excel files (.xlsx, .xlsm), CSV and Numbers files, calculates, edits and formats them, saves and prints them and exports them as PDF. Formulas use the program language, and the keyboard shortcuts follow Excel. VivaCalc is available for Windows, macOS and Linux. With a VivaCalc license, **New Workbook** in the start dialog of VivaDesigner creates a new workbook directly.

- As in Excel, you find functions in the **Functions** palette, also by their localized name, and the names of a workbook in the **Names** palette. Under **Formulas › Calculation Options**, a workbook calculates automatically or manually. Macros of an .xlsm workbook are retained and never run.
- Viewing, copying, placing and updating linked tables work without a license of their own. To calculate, edit, save, print or export a workbook as PDF, you need a VivaCalc license; without it, a workbook opens read-only.

VivaPhoto

VivaPhoto is the photo program of the Viva Collection for TIFF, JPEG, PNG, BMP, PSD/PSB, JPEG 2000 and camera RAW. Editing takes place in a photo document (.vivaphoto); the original remains unchanged. Palettes for corrections, mask, layers, effects, AI and image information are available, as are cropping, rotating, flipping and straightening; images are exported as TIFF, JPEG, PNG or as PSD with layers. VivaPhoto is also available as a Free Edition.

- With **Before/After**, you compare the original and the corrected photo at a movable dividing line. **Photo › Export Photo…** takes over the metadata (EXIF, XMP), optionally without the location, and makes a cut-out background transparent in PNG and TIFF.
- For retouching, there are brush, eraser, clone stamp, healing brush, spot healing, patch and red eye; for selecting, there are selection tools with a magic wand. Layers are available as pixel, adjustment and fill layers with masks; in addition, there are image size, canvas size, lens correction, 16 bits per channel, **Convert to Profile**, batch processing, **Image Metadata…** and the VIVA AI Assistant. For switchers, there are shortcut sets for Photoshop and Affinity Photo.

VivaPDF

VivaPDF is the PDF program of the Viva Collection. It checks PDF files for accessibility and saves them tagged according to PDF/UA. In addition, it offers reading, searching, comments, signatures, filling in forms, organizing pages, comparing two versions and changing the text of a line; EPS files and, on Windows, PostScript files can be opened as well. The Free Edition opens, checks, reads and prints PDF files and fills in forms.

- With **PDF › Edit Text**, you change existing text directly in the PDF: you click a line and change the text; font and size remain, and the rest of the line moves along. VivaPDF saves the change as an incremental update; everything else remains unchanged.
- You add comments via **PDF › Add Comment** or via the context menu of the page: **Highlight**, **Underline** and **Strikethrough** on selected text, **Insert Note Here** anywhere else.
- You create signature fields and sign them with a certificate (PKCS#12) according to PAdES; VivaPDF verifies existing signatures. Filled-in forms can also be saved in the Free Edition, and existing signatures remain valid.
- **View › Reading Order** shows the reading order as numbered areas on the page, also for accessible PDF files from VivaDesigner. The VIVA AI Assistant describes figures, sets title and language and fills in forms with your information.

VivaVideo

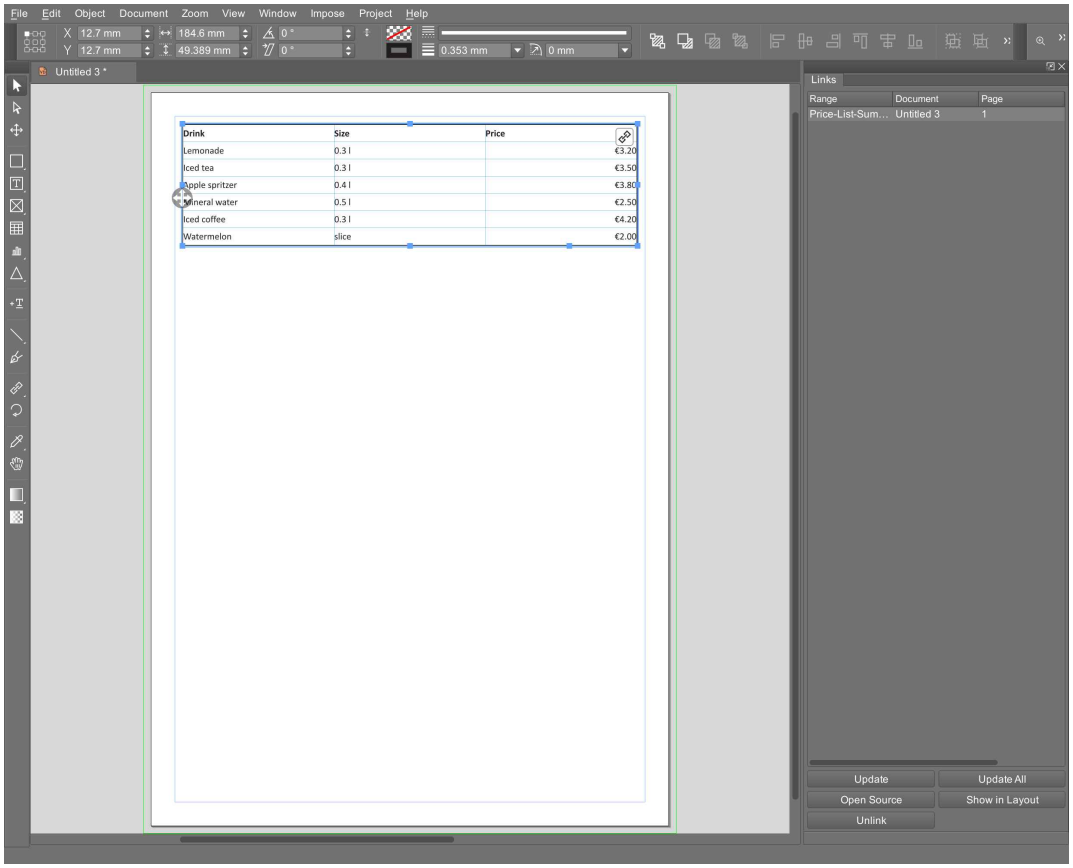
VivaVideo is the video editing program of the Viva Collection. Videos, photos, music and speech are linked like placed pictures and cut on any number of tracks of the timeline, with transitions, titles and lower thirds, slow motion and time-lapse as well as color corrections. A project has the format 16:9, 9:16, 1:1, 4:5, 4:3, 16:10, 21:9 or a custom size; it is exported as an MP4 video. VivaVideo is available for Windows, macOS and Linux, also as a Free Edition; animated titles and lower thirds belong to the paid edition.

- With **Recording…**, you record the screen, a window, an area, a camera or audio only, optionally with a microphone. The dialog shows the level even before recording and has a slider for the input volume; a green border shows what is being recorded. You highlight the mouse pointer with a disc, ring or spotlight. This option is useful if you create tutorials and training videos.
- Via the arrow next to **Titles**, you add subtitles. With **Subtitles** in the transport bar or with **View › Show Subtitles**, you show and hide all subtitles; their appearance is determined by the paragraph style sheet [Subtitle].
- You drag videos, photos and audio directly from Explorer or Finder onto the timeline. Clips, time ranges and markers snap to the clips of all tracks, to the playhead and to markers; with the Ctrl key (Mac: Command key) held down, you drop them without snapping.

- With **Narration…**, a voice of the operating system speaks your text, without an internet connection. The VIVA AI Assistant edits the film according to your instructions, for example a slide show from the photos in a folder.

The programs of the Collection in VivaDesigner

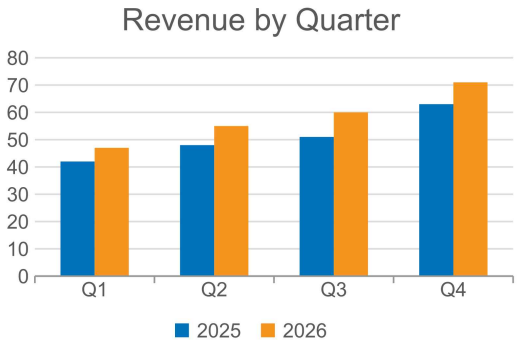
- **VivaPhoto** documents (.vivaphoto) can be placed like pictures. With **Edit Original**, you open the photo document directly in VivaDesigner in a tab of its own next to your layouts, with the **Photo** menu and the tools, palettes and keyboard shortcuts of VivaPhoto, including **Develop RAW…**; with **Update**, you take the changes over into the layout. **Package & Send** includes the photo documents.
- With **Open as Photo** (Picture menu and context menu), you turn a placed pixel image into a new photo document in a tab of its own. The picture and the image file in the layout remain unchanged.
- Pages of VivaDesigner and Database Publishing documents can also be placed like pictures, with **Edit Original** and **Update**. This option is useful if, for example, you want to use an advertisement that was designed as a separate document in several issues of a magazine.
- For placed VivaDesigner documents, **Image Layers…** (Picture menu and context menu) shows and hides individual layers, as with PSD images. The selection is saved with the document; with **Keep Layer Selection When Updating**, it is also kept after updating.
- **Package & Send** also includes placed VivaDesigner documents with their pictures and fonts, so that the package can be opened and printed elsewhere. With **Remove Personal Data and GPS**, it removes this information from the copied pictures and from the pictures embedded in the copy of the document. You can also drag pages of other documents directly from Explorer or Finder into the layout.
- You bring Excel workbooks (.xlsx, .xlsm) and CSV files into the layout with **File › Import…**, and from a workbook open in VivaCalc also with **Data › Place in Layout…**. In the **Place Workbook Range** dialog, you choose a sheet, a name or a range and set it as a new table or into the selected table, with the number formats or all cell formats of the workbook and, optionally, with its column widths. You also choose a table style sheet, paragraph style sheets for rows and header row and a layout style sheet.
- The table remains linked to the workbook or is set as a copy without a link. On screen, an icon marks linked tables, and the **Links** palette shows source and status. With **Update**, you take over new values, optionally also the cell format: a named range grows along, columns are found again by their header, and VivaDesigner lists cells changed by hand beforehand. This option is useful if, for example, you set price lists or business figures that are still changing.

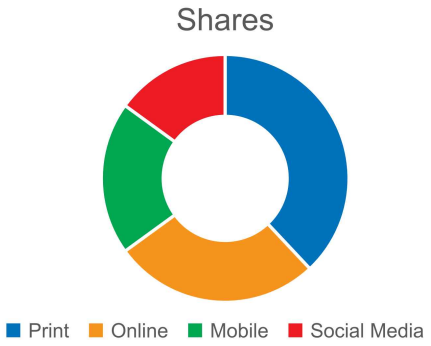


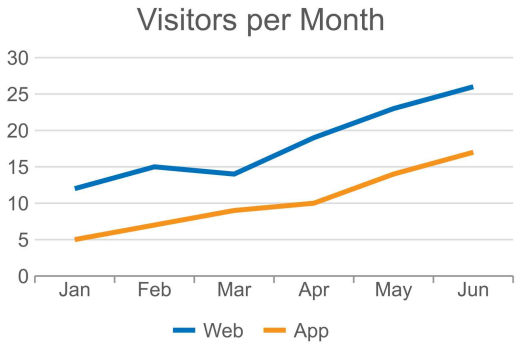
- **Table › Link** offers **Open Source**, **Unlink** and **Update All Links**; a double-click on a linked cell opens the workbook at the source cell. Excel cells keep their values and number formats; when you copy cells, HTML and RTF go to the clipboard.

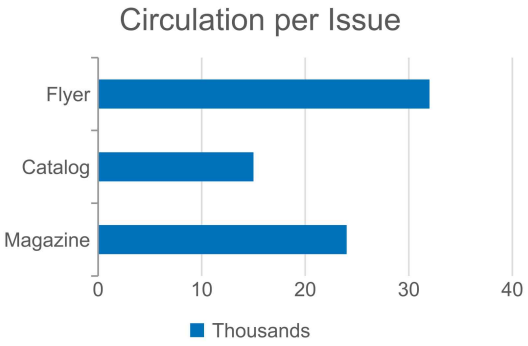
VIVA Charts

With the new **Chart Object**, you create column, bar, line, column-line, area, pie and doughnut charts directly in the layout. You enter the data in the data window or take it over from CSV, JSON, Excel or Numbers files; templates and settings are in the **Module** palette. Charts from Word documents arrive as editable charts, and in the accessible PDF every chart automatically receives an alternative text made from type, title, series and categories. VIVA Charts is an add-on module: it is not included in the scope of delivery of VivaDesigner, not even in the Commercial Edition, and requires a license of its own. Licenses of the previous Chart AddIn also apply in the layout. Without a license, existing charts remain visible and printable.


Revenue by Quarter
80
70
60
50
40
30
20
10
0
Q1
Q2
Q3
Q4
2025
2026

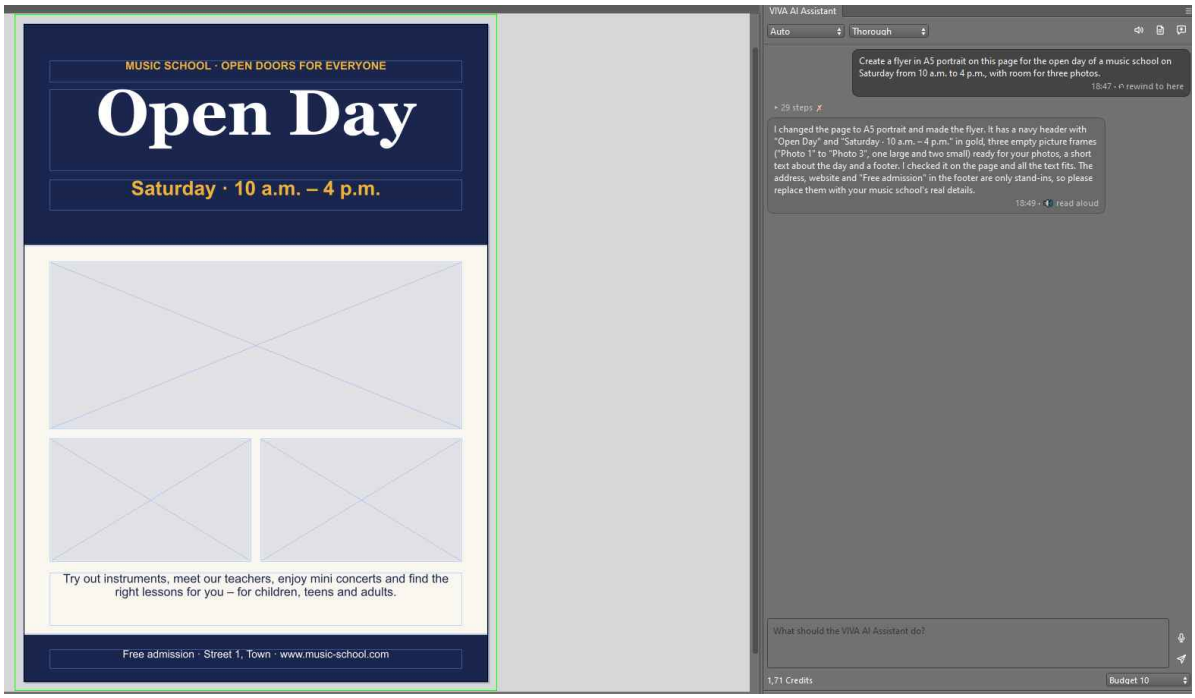

Shares
Print
Online
Mobile
Social Media


Visitors per Month
30
25
20
15
10
5
0
Jan
Feb
Mar
Apr
May
Jun
Web
App


Circulation per Issue
Flyer
Catalog
Magazine
0
10
20
30
40
Thousands

VIVA AI Assistant

With the new **VIVA AI Assistant** palette (Window menu), you describe tasks in your own words, for example “an A5 flyer for the open day, with room for three photos”. The assistant reads the document, changes objects, texts and style sheets, looks at the result as a page image and checks it. You can also give tasks directly in the start dialog under **Have it designed**.



How it works

- The assistant accepts tasks as soon as you have chosen the **Activate the VIVA AI Assistant** option in the preferences under **VIVA AI Assistant › Preferences** and have agreed to the VIVA AI License Agreement. Under **Hosting**, you choose there where the assistant processes your documents and requests, for example in the EU.
- In **Plan only** mode, the assistant only describes what it would do, without changing the document. A stop button ends every round.
- With **Thorough** and **Fast**, you decide whether the assistant handles a larger task carefully or a simple task quickly.
- With **rewind to here**, you reset the conversation and the document to the state before a particular message.
- The assistant may only do what you may do: it follows your license, your working mode (Beginner, Advanced, Expert) and the access privileges of the document and leaves locked and protected objects untouched.
- On request, the assistant remembers preferences, either for all documents on the computer (for example the unit of measurement or the corporate colors) or for a specific document. Under **Notes**, you can see and change what it has remembered.
- You can speak your tasks via the microphone button; on request, the assistant reads its answers aloud.

- Billing is in VIVA Points, for voice input additionally by speaking time. For each conversation, you set a budget of 5 to 100 VIVA Points; the balance and the costs per round are shown in the palette. If the budget is not sufficient, the assistant stops and offers to raise the budget and continue without repeating work already done.

Tasks

Among other things, the assistant handles the following tasks:

- Setting the page format, adding pages, creating text, graphic and picture objects, deleting, moving and resizing objects, replacing text, applying paragraph and character style sheets and fitting text objects to their text.
- Detecting overset text and reporting it with object and page.
- Creating shapes such as star, rosette, heart, arrow or speech bubble as real shape objects that remain editable.
- Carrying out options such as grouping, arranging, aligning, locking or converting text to paths.
- Opening documents (including PDF, IDML and InDesign), saving them, creating new ones and exporting them as PDF, also with PDF export presets or only selected pages.
- Taking over and exporting table cells from Excel, Numbers and CSV and creating new tables with a header row and values.
- Searching the VIVA font server for fonts and assigning them.
- Reading information from image files (title, description, ALT text, creator, copyright, credit line, persons shown) and, on request, writing it to linked image files or removing it from them.
- Editing photo documents in tabs, for example straightening or brightening a photo.
- Researching on the internet and reading web pages, if the chosen hosting offers this, placing pictures from the web and downloading and unpacking files, for example press kits with logos.
- Working with files on your computer: viewing folders, searching and reading files, placing pictures and saving text files such as CSV lists. System and program folders, hidden files and key files remain out of reach.
- Writing scripts that run isolated, only in the open document, without access to files, programs and the network. You can take successful scripts over into the **Scripts** palette.

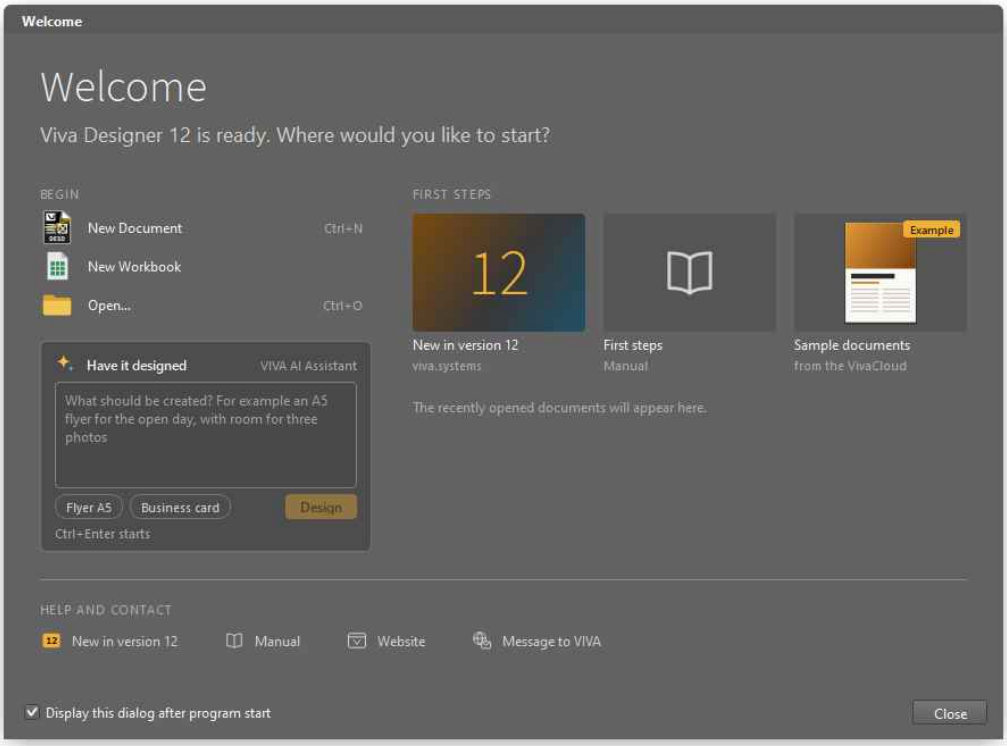
Database Publishing

- The assistant connects data sources (CSV, Excel, JSON), creates rules as well as IP and CP forms and places text, pictures, tables, barcodes, QR codes and charts with data fields. It writes and tests JavaScript scripts and generates test pages from the data. It also builds report templates for the VivaDesigner Server and catalogs with style rules.
- If your license includes **Easy Publishing**, the assistant creates text layouts and layout sets, assigns text objects and places, reads and updates records.

Documents

Starting and opening

- The new **start dialog** greets you according to the time of day or occasion and shows the recently opened documents with a preview. From here, you create a new document or a new workbook, give the assistant a task or open **New in version 12**, the manual and the sample documents from VivaCloud. In the preferences, you decide whether and for which festivals the start dialog greets you personally.



- After a crash, VivaDesigner offers at the next start to reopen the documents that were last open, optionally including their unsaved changes (**Preferences › Program › Backup**).
- The Open dialog shows the preview of InDesign documents (.indd, .indt), newer IDML files, Affinity documents and Microsoft Publisher files.
- When you open imported documents, VivaDesigner asks for missing fonts immediately and replaces them on request.

Opening documents from other programs

VivaDesigner 2027 opens documents from almost all common layout and office programs. After opening, a report lists what could not be taken over or only approximately.

Microsoft Word

- VivaDesigner now opens Word documents (.docx, .docm, .dotx, .dotm) itself, without conversion via a server. Style sheets with inheritance, multi-level lists, tables with merged cells, pictures, text boxes, shapes, footnotes and endnotes, comments, hyperlinks, cross-references, sections with their own page format as well as headers and footers arrive much more completely.

- Equations are taken over as MathML formulas, charts as editable VIVA Charts (with their license) or as a group of shapes and texts.
- Arabic, Hebrew and East Asian text gets its own font; emoji arrive as well. Large documents open much faster.
- Running heads from Word show on every page the heading that Word shows there. Footnotes carry the numbers from Word, also with a restart per section or page; if the numbering in Word restarts on every page, this is kept as a setting, also in the Word export. Line numbers and watermarks arrive as well. On request, you take over tracked changes as marked text; password-protected documents are not opened.

Adobe InDesign

- InDesign documents (INDD) can be opened from CS2 on. VivaDesigner reads them itself, directly on your computer, without the document leaving your computer. Newly taken over are, among others, table and cell style sheets, object styles, GREP styles, nested styles, OpenType features, optical margin alignment, text variables, updatable cross-references, hyperlinks, notes, text on paths, page numbering in sections, effects such as drop shadow and glow, the position of anchored objects as well as articles, alternative texts, artifacts, PDF tags, table of contents levels and index entries.
- Tables, text objects, columns, justification, leading, drop caps and lists follow InDesign much more closely, in both the INDD and the IDML import.
- Master pages based on another master page show its content. Linked pictures are also found next to the document and in the “Links” folder.

Other programs

- **QuarkXPress**: documents of versions 3.1 to 5.0 and 7 to 2019 as well as projects of version 2026 including templates.
- **Affinity Publisher**, **Affinity Designer** and **Affinity Photo**: documents (.af, .afpub, .afdesign, .afphoto, also version 2) and templates with pages, master pages, layers, shapes, pictures, masks, effects, colors and text with style sheets; pixel layers with 16 bits per channel arrive as well.
- **Scribus**: documents from Scribus 1.2 to 1.7 with pages, master pages, layers, pictures, linked text and style sheets.
- **Apple Pages**: documents from Pages 5 on, without Pages having to be installed, on Windows, macOS and Linux. Page layout documents arrive with their freely placed objects.
- RTF: RTF files can now also be opened, with margins, sections and headers and footers on alias pages. Text in all writing systems arrives completely.

PDF

- With the new **PDF Import**, VivaDesigner rebuilds a PDF as a real, editable document with text objects, paragraphs and style sheets, lines, shapes and pictures. Columns, indents, paragraph spacing, tables and indexes follow the typesetting of the original; missing fonts are replaced so that the text breaks at the same places. This option is useful if you want to rework a PDF whose source document is no longer available.
- With the **Quality Check** option, the PDF, IDML and INDD imports place the original page by page semi-transparently on a separate, hidden layer. When you show the layer, you see the rebuilt document and the original on top of each other and spot every difference immediately.

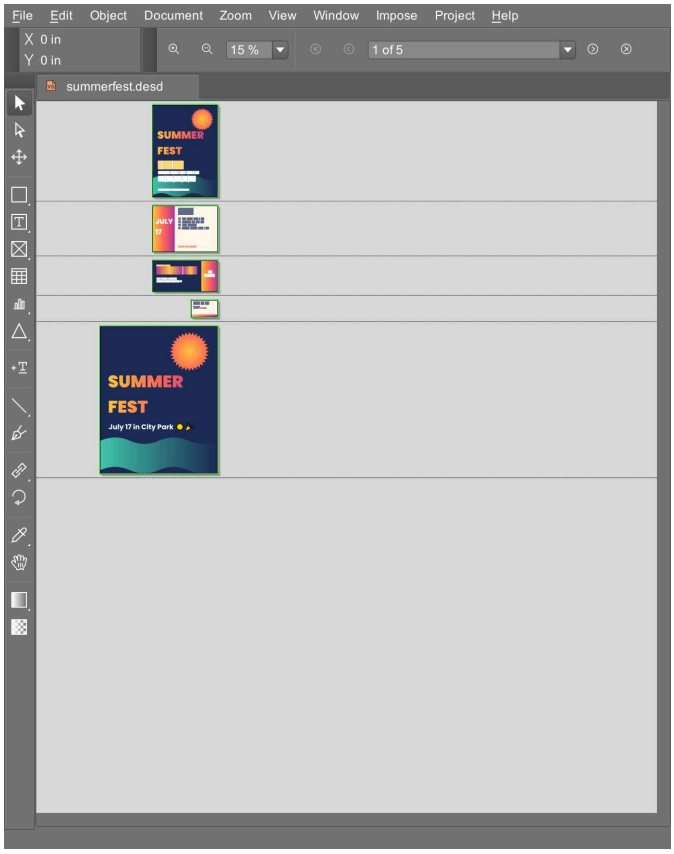
- In the PDF Import, the new **Convert colors** option converts RGB and Lab colors of text and graphics to CMYK with the color profile of the document; with **Keep CMYK images as CMYK**, CMYK images remain CMYK. Black and white become the default colors [Black] and [White], Pantone, HKS and RAL colors become real spot colors, and the color profile of an output intent becomes the CMYK profile of the new document, if it is installed.

Pages and page formats

- A document can now contain pages in **different formats** and orientations, for example a fold-out A3 landscape page in an A4 brochure, the letterhead, business card and envelope of a corporate stationery set or the formats of an advertising campaign from the poster to the social media post. Select the pages in the **Pages** palette and choose **Page Format…** in the context menu. Alias pages can also have a format of their own, and in the PDF every page keeps its format.



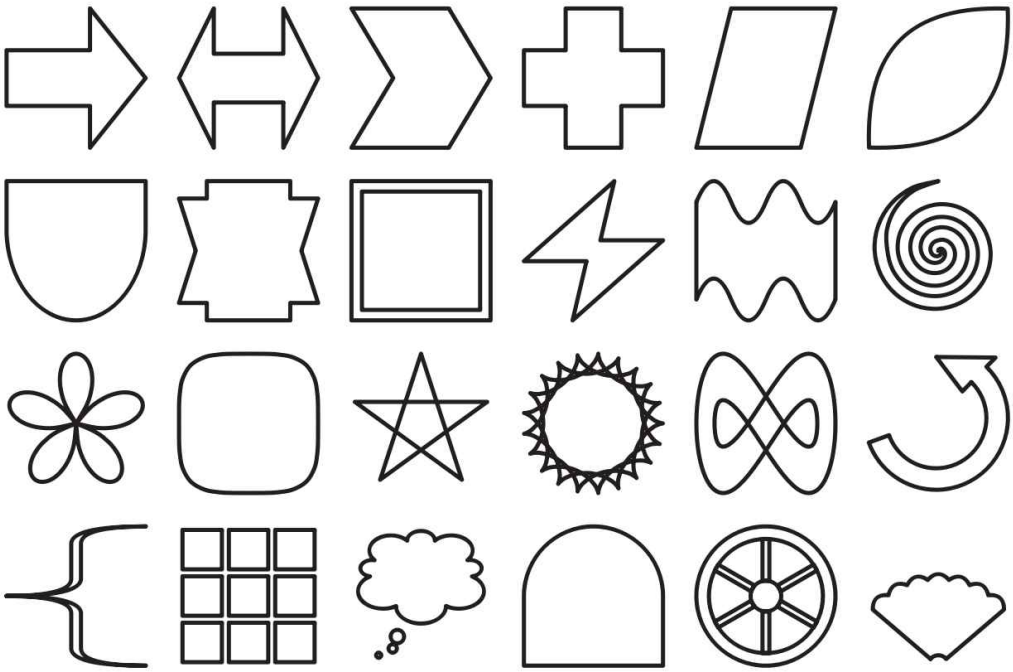
- This option is useful if you want to maintain related printed matter with the same style sheets, colors and texts in a single document instead of creating a separate document for each format. The figures show a document with five pages: an A4 poster, an A5 landscape flyer, a DL admission ticket, a business card and an Instagram post in 4:5 format.



- Different page formats are kept in the exchange: InDesign documents (INDD and IDML), Affinity documents and Word documents with sections in a format of their own open with their page sizes, and in the Word export, pages of other formats become sections of their own. The VIVA AI Assistant gives pages a format of their own on request, also a named one such as “LinkedIn › Document/Carousel (Portrait 4:5)”.
- The page formats are as of October 2026: social networks, mobile devices in logical size, the new group **App Stores** and further screens; Twitter is now called X. Outdated formats have been removed; existing documents keep their size.
- Pages are added automatically when text is pasted or imported.

Objects

- Twenty-four new parametric shapes: arrow, double arrow, chevron, cross, parallelogram, leaf, shield, banner, frame, lightning, wave, rose, rosette, superellipse, star polygon, guilloche, infinity, arc arrow, brace, grid, thought bubble, arch, wheel and fan. Like the existing shapes, they can be changed with the blue handles and with numeric values in the object properties.

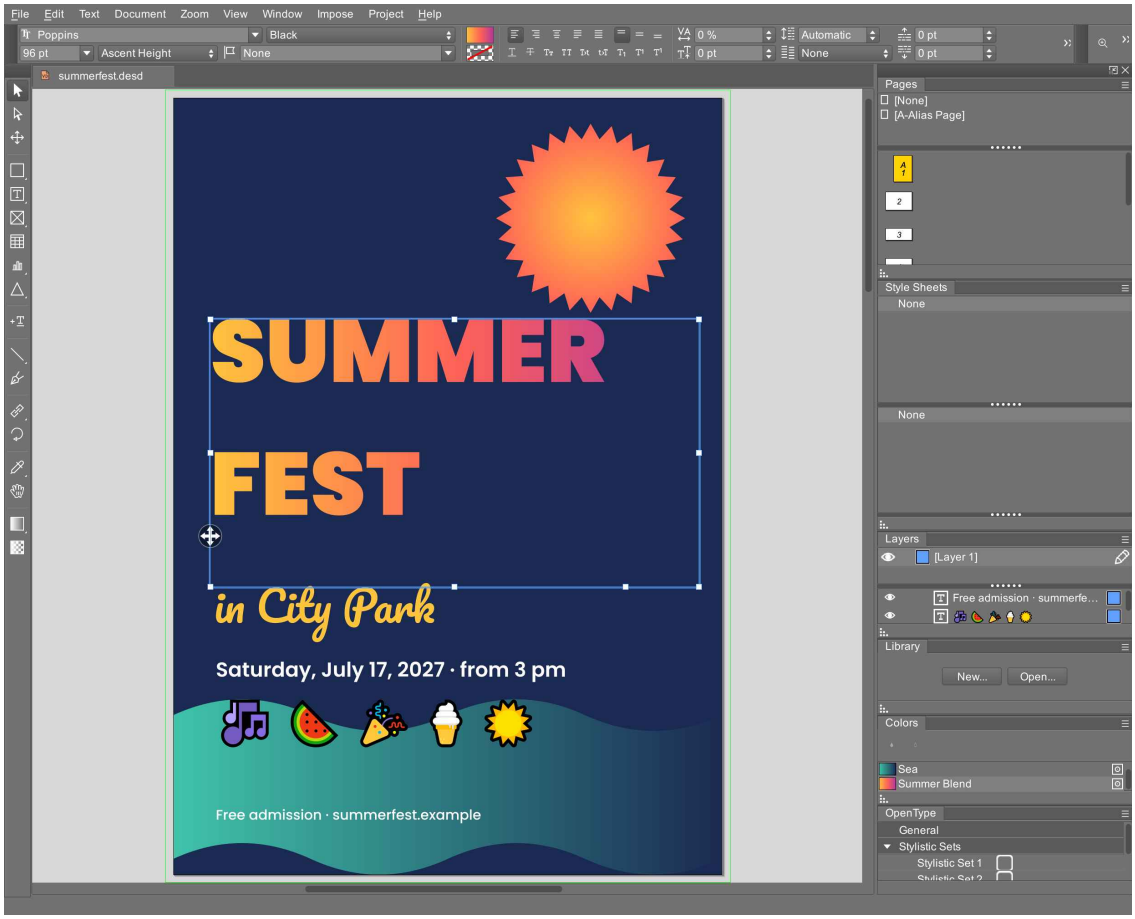


- The submenu of the graphics tools shows its tools as a grid of icons as soon as it contains more than a dozen.
- New effects **Stroke**, **Gradient Overlay** and **Bevel and Emboss**, also in graphic style sheets. The gradient overlay is output as a real gradient in the PDF.
- With a multiple selection, X, Y, width and height show the whole selection; a height entered with the Shift key held down keeps the aspect ratio.
- Sharp corners of strokes appear on screen exactly as in the PDF and in print, also with dashed lines. The inner shadow now only lies on the sides given by the light angle.

Text & Typography

General

- With the new **Insert Cross Reference…** option, you refer in the text to other places in the document. The **Cross References** palette shows all references, **Update Cross References** brings them up to date, and in the accessible PDF they are links. Cross-references from InDesign and Affinity documents are taken over as updatable cross-references.
- With **color blends as text color**, you design headlines and highlights with gradients. You choose the color blend in the color palette, at the color button of the attribute bar or in character style sheets. As in InDesign, it spans the whole text object; a word selected on its own shows the section at its position. Underline and strikethrough also carry the blend. Color blends in text are displayed, printed and exported; in the PDF, the text remains searchable.

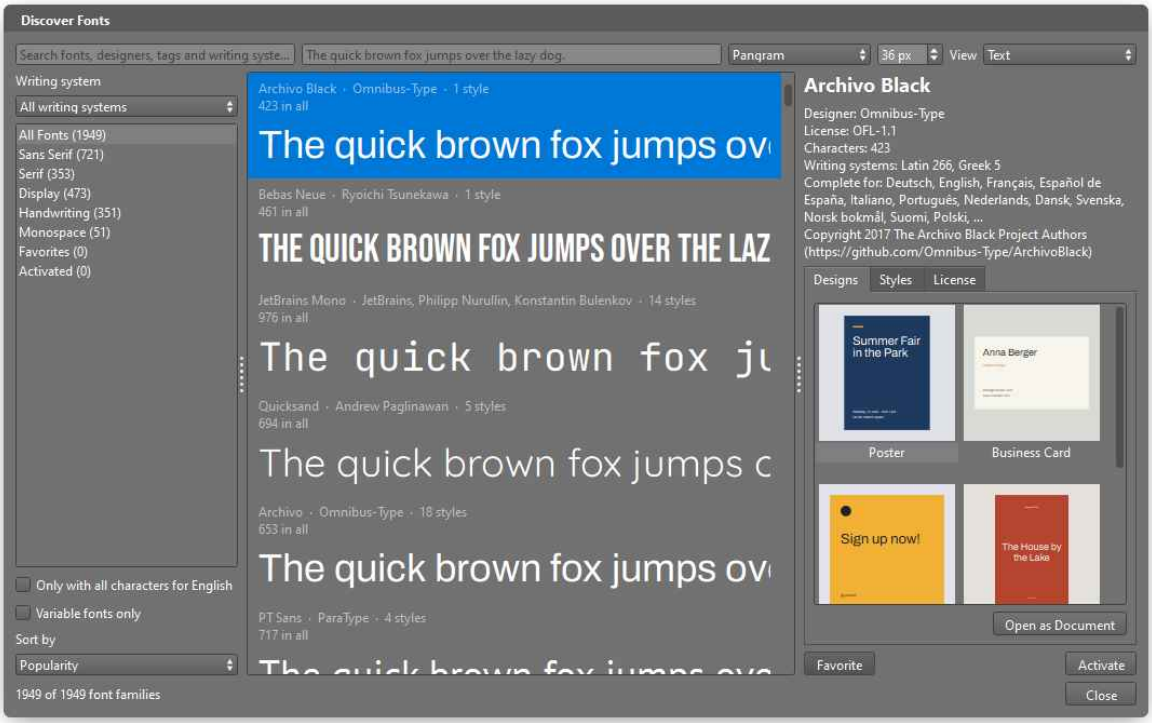


- Text gradients from Word documents, linear and radial, arrive as color blends, and in the Word export, color blends become Word text gradients.
- Text on polylines runs in the drawing direction and stands upright as in InDesign; older documents remain unchanged.
- New text preferences **Use Font Metrics** (ascender, cap height and x-height from the font, as in InDesign) and **Allow break before punctuation after space**. The IDML import switches both on; existing documents keep their layout.
- With **Paste WITHOUT Formatting**, line breaks, tabs and non-breaking spaces from Word and other programs are kept.
- Lists, footnotes and endnotes and the page numbering offer new number formats: 01, 001 and 0001, for lists also **None**, for footnotes and endnotes also **Asterisks** (*, **, ***) and **Symbols** (*, †, ‡). On request, the numbering of footnotes and endnotes restarts on every page, every spread or in every section; to do so, choose **Per page**, **Per spread** or **Per section** in the Footnote Settings. You insert a footnote with **Ctrl+Alt+Shift+F** (Mac: Command+Option+Shift+F).

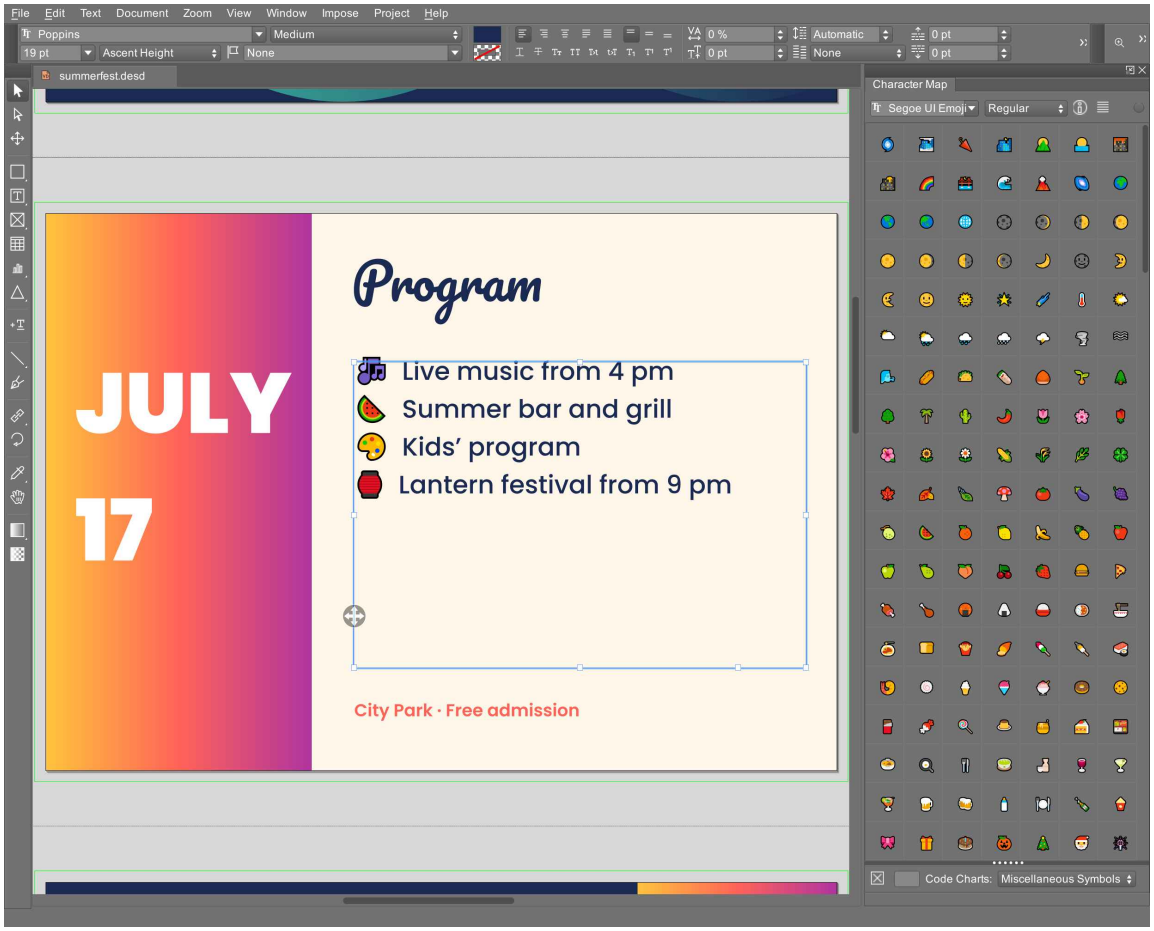
Fonts

- With VivaDesigner 2027, nearly 2,000 font families are available to you free of charge, in all editions including the Free Edition. They are stored on the VIVA font server and cover numerous writing systems, for example Latin, Cyrillic, Greek, Arabic, Hebrew, Japanese, Chinese, Korean and Devanagari.

- With the new **Discover Fonts…** option (Text menu, directly below Font, and Document menu), you choose from these fonts by writing system, category and keyword, each with a preview in your own sample text. The dialog names designer, license, character set and the languages for which a font is complete; for writing systems with a language check, **Only with all characters for…** limits the list to fonts that contain all characters of your language. With **Activate**, a font family is immediately available in all documents. Design examples such as a poster or business card open as a new document with **Open as Document**.



- You choose the writing system as the first level. Sample texts and design examples are available in several languages.
- VivaDesigner downloads missing fonts from the VIVA font server in the version used by the document, also via a button in the **Missing Fonts** dialog.
- The font selection in the attribute bar, the attribute palette, the character map and the **Missing Fonts** dialog is searchable: typing filters the list by any part of the name, for example “aria bold” finds Arial Bold.
- The font list shows the recently used fonts at the top, below them the fonts embedded in the document and the fonts used in the document, and then all other fonts in groups by writing system, for example Arabic, Hebrew, Thai, Japanese or Korean. Each group has a heading. Which group a font belongs to is determined by the characters it actually contains. Mark **Favorites** with a star and limit the list to them. When the mouse pointer rests on a font, the selected text already shows it as a preview.
- VivaDesigner now sets all characters of Unicode 18, including characters outside the Basic Multilingual Plane such as emoji. Emoji appear in color on screen, in print and in the PDF, also in texts whose font does not contain any emoji itself. The character map shows color fonts such as Segoe UI Emoji in color and offers all characters of a font; the Unicode ranges follow Unicode 18. Line breaking, sorting as well as date and number formats follow Unicode 18 and CLDR 49.



- Emoji and text in all writing systems arrive completely when opening and importing, from Word, RTF and InDesign as well as from XPress Tags and VIVA Tags, and keep their formatting.

Formulas

- **MathML** formulas are displayed as vector graphics: sharp at every size, in the font and color of the text position. In the PDF, the text of the formula is searchable; in the accessible PDF, each formula is an element of its own with alternative text. EPUB and HTML receive MathML, Word documents a Word equation.
- The **XML editor** for XMP custom info and MathML shows line numbers and colors, checks while you type, folds and unfolds sections and formats the XML at the push of a button.

Languages and Writing Systems

VivaDesigner 2027 sets text in 44 additional languages and follows the rules of its language in every text: digits, lists and footnotes in Arabic, Persian and Hebrew, localized character forms, quotation marks as well as upper and lower case. To use this, assign the appropriate language to the text, in the character palette, in the character and paragraph style sheets or in the document setup.

Arabic, Persian and Hebrew

- With the **Insert Kashida** option, you stretch Arabic words in justified text, as is customary in Arabic book typesetting, instead of balancing the line only through the word spaces. You choose the levels **Short**, **Medium**, **Long** and **Stylistic** in the paragraph style sheet and under **Window › Module › Paragraph › Word & Character Spacing**. Under **Kashida Rules**, you determine the places where a word is stretched: **Naskh**, **Simple** or **Automatic** (matching the font). The font reshapes the word; the text itself remains unchanged.

يولد جميع الناس أحرارًا متساوين في الكرامة والحقوق. وهم قد وهبوا العقل والوجدان وعليهم أن يعامل بعضهم بعضًا بروح الإخاء.

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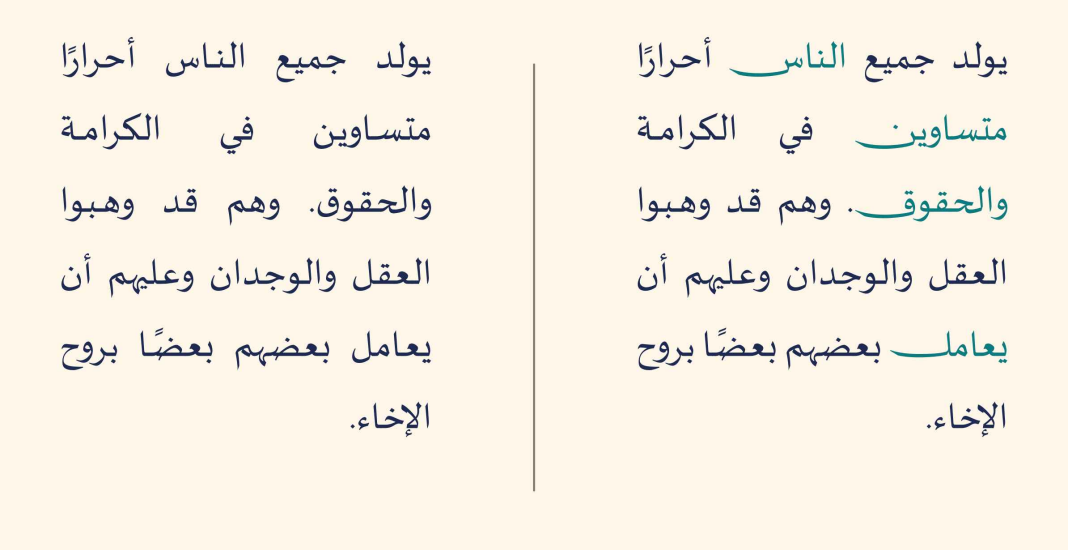
- The figure shows on the left justification only through the word spaces and on the right the same text with kashida at the Long level. With **No Kashida** in the character options (**Text › Character Options › Options**), you exclude individual words, for example names. Kashida is kept in the exchange via IDML and Word (DOCX) and is taken over when importing InDesign and RTF documents; the IDML export writes a justification method with which InDesign also sets the kashidas, and keeps the **Stylistic** level. Please refer to the section “Arabic and Hebrew Text” in the chapter Working with Text.
- With the new option **Justification Alternates** (paragraph style sheets and **Window › Module › Paragraph › Word & Character Spacing**), VivaDesigner also uses the wider final forms in justified text that fonts such as Sakkal Majalla or Arabic Typesetting offer for this purpose (OpenType feature

jalt), like “Justification Alternates (Naskh)” in InDesign: at most two per line, never in adjacent words and only where the line takes up the whole extra width; only then do kashida and word spacing follow. A word gets either an alternate form or kashida, never both. The option also works without a kashida level and is taken over as the justification method “Naskh” in the exchange via IDML and InDesign documents.



- The figure shows on the left kashida at the Stylistic level and on the right the same text additionally with justification alternates in the font Sakkal Majalla; the words with a wider final form are highlighted in color. On request, the VIVA AI Assistant sets up kashida for you, the level and the rules for paragraphs and paragraph style sheets as well as **No Kashida** for individual words.
- Lists in Arabic and Persian text count in the digits of their language, that is ١ ٢ ٣ in Arabic and ۱ ۲ ۳ in Persian, and so do footnote and page numbers. Hebrew text and Urdu count with the digits 0 to 9. In right-to-left paragraphs, the period, parentheses and other characters before and after the number are on the correct side: “1.” appears as “.١” as in running text, “(1)” with parentheses pointing inward.
- For lists, footnotes and endnotes and the page numbering, there are the number formats **Abjad** (أ, ب, ج), **Alif-Ba-Ta** (أ, ب, ت) and **Hebrew** (א, ב, ג); lists and footnotes also offer **Hebrew, non-standard**. The formats count as in InDesign, and the drop-down lists show sample characters. The new formats also apply to page number variables, cross-references and books.

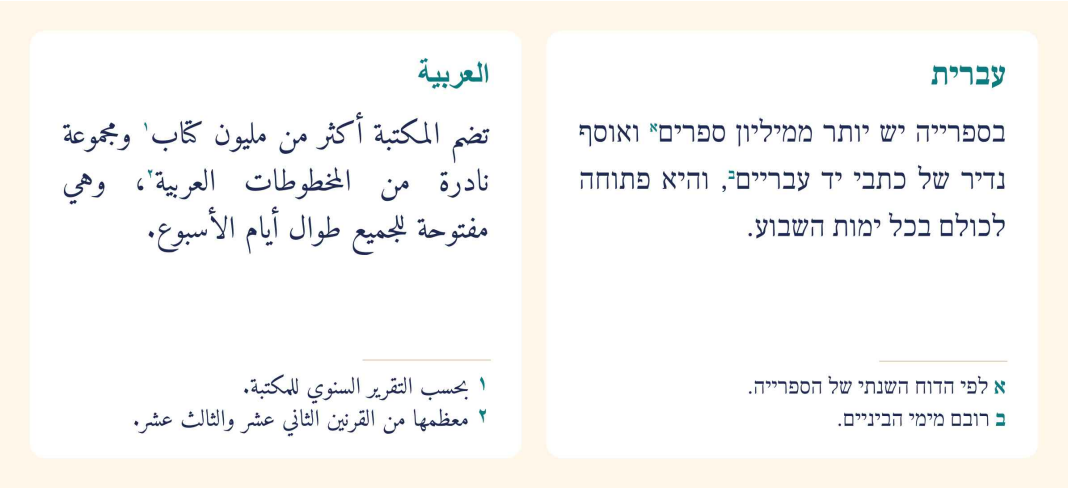


- The figure shows Arabic lists in Arabic-Indic digits and in the Abjad format, a Persian list in Persian digits with the typed year 2026 and a Hebrew list in the Hebrew format.
- With the new **Digits** attribute (**Text › Character Options › Options** as well as character and paragraph style sheets), you determine in which digits the numbers of lists and footnotes, page numbers, text variables and typed numbers appear: **Western**, **Arabic-Indic**, **Persian**, **Native** or another script such as Devanagari, Tamil or Thai. With **Default (by language)**, list and footnote numbers follow the language of the text, and typed digits stay as they are. The text is always saved with the digits 0 to 9, so that search and spell check find it as usual; in the PDF, copying yields the displayed digits. If the font lacks the chosen digits, VivaDesigner sets them in a fallback font.



- The figure shows the typed number 2027 in 16 digit forms, from Arabic-Indic and Persian through Devanagari, Bengali and Tamil to Thai, Tibetan, Burmese and Khmer.

- A new footnote or endnote in a right-to-left paragraph also runs from right to left and is right-aligned. The page number of a cross-reference appears in the digits of the language at the position of the cross-reference, so in Arabic text ١٢ instead of 12, and page number variables are in the correct order in right-to-left text as well.



- The figure shows footnotes in an Arabic paragraph with Arabic-Indic digits and in a Hebrew paragraph in the Hebrew number format.

New languages

- VivaDesigner knows 44 new languages: Tamil, Kannada, Malayalam, Marathi, Punjabi, Odia, Assamese, Sanskrit, Khmer, Burmese, Macedonian, Basque, Maltese, Luxembourgish, Western Frisian, Romansh, Latin, Ancient Greek, Esperanto, Armenian, Georgian, Azerbaijani, Kazakh, Uzbek, Kyrgyz, Tajik, Mongolian, Amharic, Tigrinya, Yoruba, Hausa, Igbo, Somali, Persian, Urdu, Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish, Dhivehi as well as Traditional Chinese, Chinese (Taiwan) and Chinese (Hong Kong SAR China). Chinese is now called Simplified Chinese. The names of the languages appear in the language of the user interface.
- If Persian, Urdu, Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish or Dhivehi is the language of the document, new text objects run from right to left as with Arabic and Hebrew.



- The figure shows a selection of the new languages, each with a greeting and the name of the language in its own script.
- All language lists (character palette, style sheets, document setup, preferences, layers and spell check) have a search field, show the recently chosen languages at the top and are sorted alphabetically in the language of the user interface.
- VivaDesigner downloads dictionaries for hyphenation, spell checking and thesaurus from the address given by the VIVA server, also for new languages: spell checking for Assamese, Esperanto, Kannada, Marathi, Mongolian, Persian, Tamil and Central Kurdish, hyphenation for Assamese, Esperanto, Kannada, Marathi, Mongolian, Odia and Punjabi, and thesaurus for Esperanto and Marathi. The online spell check checks all languages that its server offers.
- In PDF, EPUB, Word and IDML, texts carry valid language codes so that screen readers read them aloud in the correct language. In EPUB, every paragraph and every text passage in another language carries its own language. When opening and exporting Word, IDML, RTF, InDesign, Pages, Affinity, Scribus and QuarkXPress documents, languages are assigned uniformly by their language codes; Serbian in Cyrillic and Latin script remains separate.
- Number formats, the Digits attribute and the restart of footnote numbers are kept in the exchange with InDesign (INDD and IDML) and Word, including Abjad, Alif-Ba-Ta and Hebrew. Formats without an equivalent become 1, 2, 3, and a notice lists them.

Typography by language

- Fonts show the localized forms of the language assigned to the text, for example the Serbian б, the Bulgarian forms of the Cyrillic letters, ş and ţ in Romanian or the Chinese instead of the Japanese character forms in fonts such as Noto Sans CJK and Source Han Sans; in Turkish, no fi ligature is formed. This requires a font that contains these forms. The alternates in the OpenType palette also show these forms.



- The figure shows at the top the same words in Russian, Serbian and Bulgarian in the Source Sans 3 font. In the middle, the fi ligature is omitted in Turkish (Source Serif 4), and the same typed character appears as ş in Turkish and as ș in Romanian (Alegreya). At the bottom are the same characters in Japanese, Simplified Chinese, Traditional Chinese and Korean, all in the same font, Noto Sans CJK.
- The styles **ALL CAPS**, **Small Caps**, **Lower Case** and **Title Case** follow the language of the text: in Turkish and Azerbaijani, i becomes İ, Greek capitals lose their accents, in Dutch ij at the beginning of a word becomes IJ, and a capital sigma at the end of a word becomes ς in lower case. **Title Case** only changes the first letter of a word, so “VIVA” does not become “Viva”.



- The figure shows text with the style **ALL CAPS**, **Lower Case** or **Title Case** in the respective language.
- For 49 additional languages, the local quotation marks are preset, for example „…“ for Bulgarian, «…» for Ukrainian, ”…“ for Arabic or 「…」 and 『…』 for Japanese; the new languages also have their local marks. New pairs are available for this in the preferences. Settings you have changed yourself are kept, and documents keep their own settings.



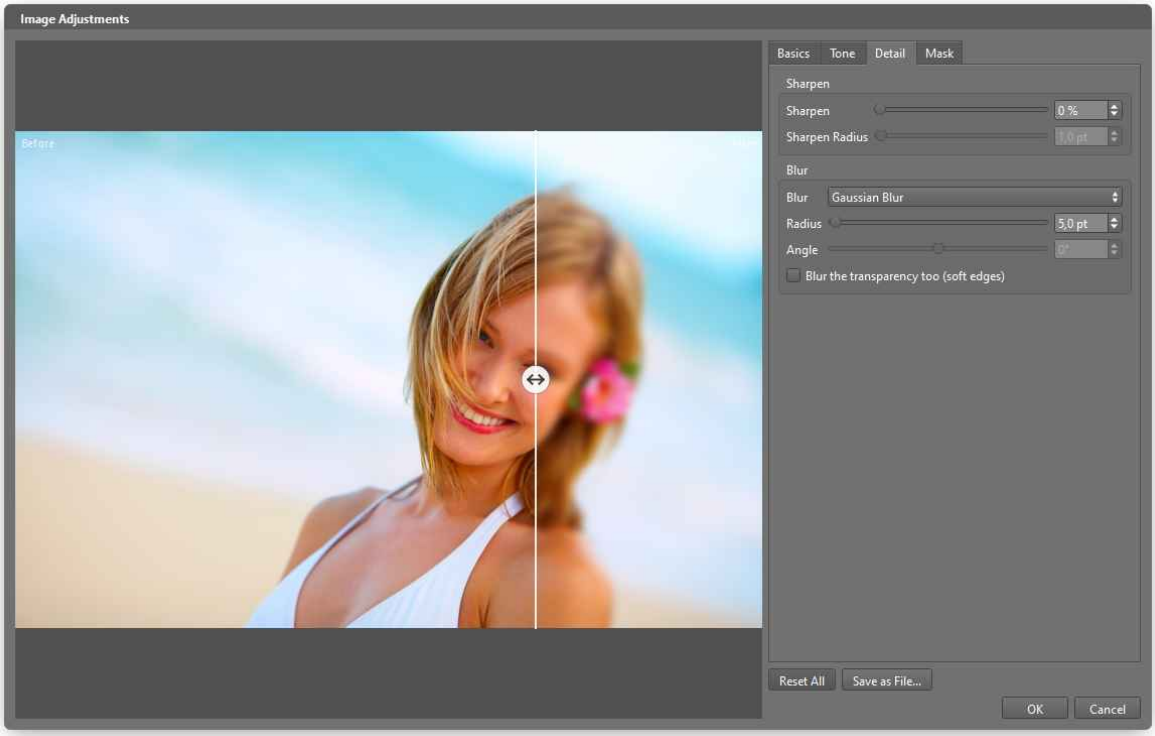
- The figure shows the preset quotation marks of 16 languages.

Chinese, Japanese and Korean

- In vertical text, Chinese, Japanese and Korean characters are spaced as specified by the font for vertical typesetting, usually 1 em. Horizontally grouped characters (tate-chu-yoko) also occupy 1 em and are centered in the column. The arrow keys follow the direction of the text: Up Arrow and Down Arrow move the insertion point along the column, Left Arrow and Right Arrow switch to the adjacent column.
- In the PDF, Chinese, Japanese and Korean characters from OpenType fonts with CFF outlines, for example Noto Sans JP, Source Han Sans or Kozuka, appear completely, and copying and searching yield the correct character.

Images

- With the **Image Adjustments…** option (Picture menu), you correct images directly in the layout: exposure, brightness, contrast, color temperature, hue, saturation, grayscale and sepia, automatic tone, contrast and color correction, automatic white balance, levels and curves, also per color channel, sharpening and blurring as well as a soft edge for cut-out images. A before/after view shows the effect immediately. You can save and share your own presets.



- The image adjustments belong to the picture object and do not change the image file. They apply on screen, in print and in the PDF, also for PDF, EPS and SVG images; CMYK images keep their black generation. This option is useful if you want to use the same image differently in several documents. Picture style sheets can also contain image adjustments; VivaDesigner calculates automatic corrections individually for each image.
- With **Save as File…**, you write the corrected image as a new file in TIFF, JPEG or PNG format or as PSD with original, retouch and corrections as layers. On request, the new file replaces the image in the document; the original file always remains unchanged. The new file keeps the metadata of the image (EXIF, IPTC, XMP); with **Remove Personal Data and GPS**, you leave this information out.
- When layers in PSD images are shown or hidden, VivaDesigner composites the layers itself as Photoshop does, with layer and vector masks, blend modes, clipping masks, groups, adjustment layers and layer effects.
- Images can be clipped with any path saved in Photoshop; the contour for text runaround can be chosen. New are **Smooth Path…** and **Clipping Path to Object Shape**.
- With **Image Metadata…** (context menu of the picture object and of the Pictures palette), you edit title, headline, description, ALT text, keywords, creator, rights, persons shown, location, event, date taken and digital source, for one image, the selected images or all images of the document. For each field, you keep, replace, extend or clear the content, and language tabs translate it with **Translate with VIVA AI**. The dialog shows conflicts between EXIF, IPTC and XMP, marks fields with

personal data and, after confirmation, writes to the linked file (with a backup copy), to the embedded copy or to VivaCloud, without recompressing the image. This applies to JPEG, TIFF, PSD/PSB, PNG and WebP. The Pictures palette shows the metadata sorted into groups.

- A double-click fits a picture object to the image content.
- **Remove Background** and **Image Editing…** can be undone; partial retouches lie as a retouch layer over the unchanged original.
- VivaDesigner now reads PostScript and EPS files with its own complete PostScript interpreter. Placed EPS files therefore no longer appear only as the stored preview image: when you zoom in, VivaDesigner renders them in the background at the required resolution and displays them sharply, also while moving the picture object and while moving or rotating the picture content. Placed PDF and PostScript files and barcodes appear just as sharp.





- The figure shows a placed EPS file at 500%: at the top the stored preview directly after zooming in, at the bottom a few seconds later the sharply rendered display.
- EPS files from Adobe Illustrator with many gradients load much faster and look more like their original. This is particularly useful if you reuse logos, maps and graphics from older collections in EPS format.
- With the **Full Resolution When Zooming In on Pictures** option (preferences), VivaDesigner draws an image from the full image data as soon as you zoom in further than the preview reaches, also rotated, scaled or flipped and with adjustments, mask and retouching. Print, PDF and document remain unaffected.
- GIF, WebP and AVIF images (with transparency and color profile, the first frame of animations), camera RAW files such as DNG, CR2, CR3, NEF, ARW, RAF, RW2, ORF and PEF (developed with the white balance and color matrix of the camera, with 16 bits per channel) and images from

Paint.NET, Krita, OpenRaster and GIMP can now also be placed. You show and hide their layers with **Image Layers…** as with PSD images.

- With **View › Gamut Warning**, VivaDesigner shows colors in gray that cannot be printed with the proof profile, on its own or together with **Color Proof**. The setting applies per window.

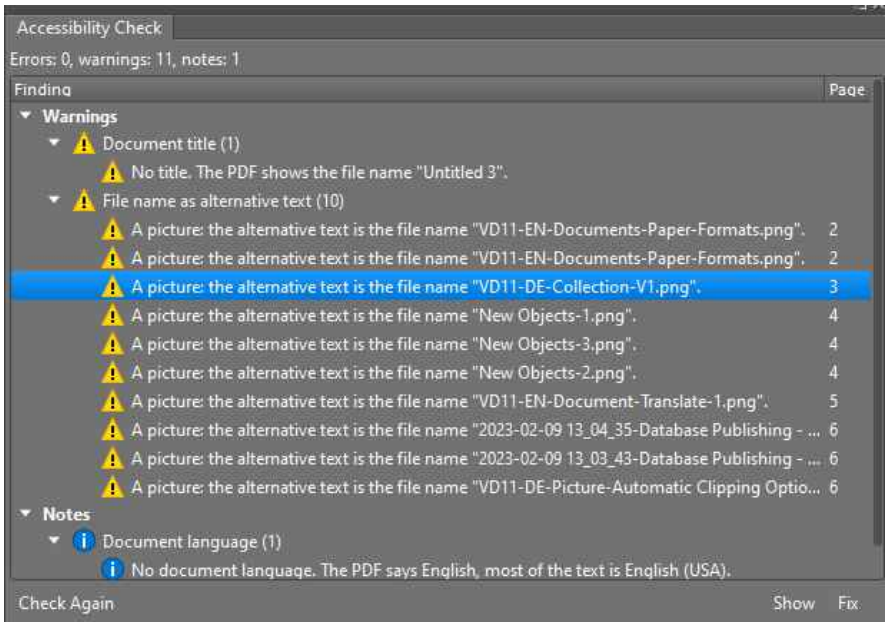
Tables

- With the new **Import…** and **Export…** options in the Table menu and in the context menu of the cells, you take over Excel, Numbers and CSV files from the selected cell, optionally with formatting (font, colors, fills, lines, merged cells and numbers as Excel displays them). The export writes the selected cells or the whole table as an XLSX or CSV file.
- From Apple Numbers documents you choose sheet, table and range; number, currency, percentage, date and duration formats arrive as Numbers displays them.
- Pasting text into table cells can be undone, even if the table grows.

Export/Printing

PDF and accessibility

- The new **Accessibility Check** palette (Window menu) shows, before you export a tagged PDF, what a screen reader cannot use, for example a missing title, a missing language, skipped heading levels, images without alternative text or tables without header cells. A double-click shows the location, **Fix** corrects it; both can be undone. The palette is available with a license for PDF/UA.



- A PDF 2.0 with tags is marked as PDF/UA-2 and meets its checking rules; PDF/A-2 and PDF/A-3 with tags are also marked as PDF/UA-1.
- With the **Describe with VIVA AI** button, VIVA AI writes the alternative text of an object in its language. If the image file brings along an ALT text or a description, the picture receives it as alternative text when it is placed, and **Describe with VIVA AI** offers it before VIVA AI is asked; this saves VIVA

Points. In the file information, VIVA AI suggests title, description and keywords. Billing is in VIVA Points.

- Via the paragraph style sheet, paragraphs can be marked as block quote, caption or table of contents entry. Language per paragraph, table header cells, links and cross-references are included in the document structure of the PDF.
- Collections have their own document settings (title, description, keywords, main language); the PDF export of a collection takes them over and also creates PDF tags.
- Objects on alias pages such as logos, lines and fixed texts count as artifacts in the tagged PDF and are not read aloud on every page; in documents without articles, **View › Reading Order** does not number them either. The Accessibility Check sorts its findings into errors, warnings and notes.

PDF export

- VivaDesigner works with a completely newly developed and designed PDF library from VIVA. It creates the PDF files and renders placed PDF, PostScript and EPS files entirely by itself, for display, the PDF import and printing. This also makes the installation smaller.
- The page contents of PDF files are about half as large; the files are created faster and open more quickly. Color profiles are only embedded if you want them or the standard requires them.
- With the **Export in the Background** option (Preferences › Program), you keep working in other documents while a PDF, image, EPS or PostScript file is being created. The new **Background Tasks** palette (Window menu) shows every export with progress and duration, cancels it on request and opens the finished file.
- When exporting to PDF/A, placed PDF files remain vector graphics; when exporting to PDF/X-1a and PDF/X-3, all colors are converted to the output profile.
- PDF/A-1b, PDF/A-2b and PDF/A-3b are available again in the PDF export dialog; PDF 2.0 is no longer marked as a preview version. Color blends of RGB colors remain RGB in the PDF without color conversion and look as vivid as on screen.
- Text in Type 1 fonts and text with ligatures can be searched and copied in the exported PDF.
- Placed PDF and EPS files are displayed more completely, including embedded fonts, soft masks, color profiles and Chinese, Japanese and Korean text, also vertical.
- With the new **Export Notes as PDF Comments** option (PDF › General tab, Comments group), the notes of objects and in the text appear as yellow comments in the PDF file, with the author as the title, also in the PDF export of a collection. The option is not available for PDF/X, PDF/A and PDF with tags.
- From PDF 1.4 on, a PDF without tags also states the main language of the document or the collection. Checking programs such as the accessibility check of VivaPDF thus recognize the language even without tags.

Word, Photoshop and InDesign

- With the new **Word export (DOCX)**, you export documents as Word documents. Letters, quotes, invoices, minutes and reports look in Word as they do in VivaDesigner, with the same number of pages and breaks at the same places, and can be edited further there. Margins, headers and footers from the alias pages, style sheets, lists, tables, pictures, footnotes and endnotes, hyperlinks as well as page number, page count and date as Word fields are taken over.

- Layouts can also be exported as Word documents: text objects become text boxes, linked text objects become linked text boxes, free shapes arrive with fill, stroke, gradient and opacity, vector graphics as vector graphics. What Word cannot display arrives either as an image or as an editable object without the effect. A report lists what was not taken over or only approximately.
- With **File › Export › As a JPEG/PNG/SVG/PSD File…**, you also write pages as **PSD with layers**: every object lies on a layer of its own, named after the object.
- The **IDML export** has been completely revised. It outputs header and footer areas of text objects as separate text frames, maps text layouts to columns and embeds pictures whose file is missing.

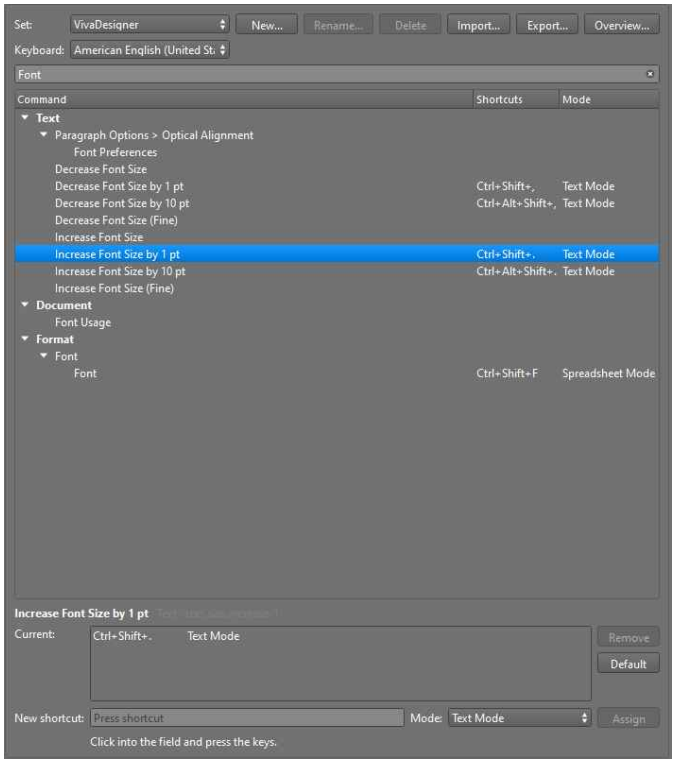
User Interface

Menus & Palettes

- New 2027 look: every program of the Collection has its own splash screen, About window and video as well as new program and document icons.
- Custom toolbars can be exported and imported; workspaces apply per program, also in VivaImpose and VivaPosterize.
- With the new **Dock All Palettes** option (Window › Workspace menu), you tidy up the screen with one click.
- Palettes keep their position, size and tab order when you switch between document and collection.
- While you type, the attribute bar shows the font that is in the text.
- In the **Author Notes**, you enter several addresses per field, each with QR code, **Open Link** and **Copy**.
- In Windows Explorer, VivaDesigner documents show thumbnails again. When you hover over them, an info tip with author, page format and page count appears, and the properties include the **Viva** page with the document information.

Keyboard shortcuts

- With the **Keyboard Shortcuts** option in the preferences, you define your own shortcuts, separately for **Object Mode**, **Text Mode**, **Table Mode** and **Image Mode**. Duplicate assignments are reported immediately. Shortcut sets can be saved, imported, exported and output as an overview.



- For switchers, there are shortcut sets for InDesign, QuarkXPress, Affinity Publisher, Scribus and MS Publisher; the shortcuts follow your keyboard. This option is useful if you come from another program and want to keep working the way you are used to.

Screens and platforms

- VivaDesigner runs natively on Macs with Apple silicon (M series) and with Intel processors as well as on Windows and Linux. On Linux, the programs run from Ubuntu 24.04, Debian 12 and Fedora 37 on; Ubuntu 22.04, Debian 11 and Red Hat Enterprise Linux 9 are no longer supported.
- With several screens with different scaling, windows, palettes, dialogs and the document view adapt to the screen when moved and stay sharp; 100% zoom is the original size on every screen.
- Program windows, palettes and dialogs reopen on their screen at the next start. If a screen is disconnected, its windows return to an existing one.
- The Web Edition takes over keyboard, shortcut set and language when it is called.
- On macOS and Linux, **Find Images**, TextAdjuster and the MS Publisher Import are now included as on Windows.

Speed & Security

Speed

- Scrolling and PDF export are much faster in documents with many pages: with 300 pages, scrolling is about four times and export about twice as fast.

- Typing in long texts, in text chains and with many footnotes and endnotes takes about half the time. Long documents, documents with many linked text objects and documents with many pictures open faster.
- Text is composed and reflowed faster, also with optical margin alignment.
- The program starts faster: unreachable online services no longer block the start.
- Much lower memory use when copying, when closing documents, in collections and with scripts.
- Better communication with VivaCloud: jobs with pictures from VivaCloud query each cloud folder only once and run smoothly even over a slow connection.

Reliability

- If writing the file fails when saving, the previous file is kept. The latest backup copy of every document is no longer deleted.
- The background backup only saves changed documents and no longer saves in the middle of an operation.

Security

- Security has been greatly improved. All supplied program files are digitally signed, and updates are only installed if they are signed by VIVA.
- The program and VivaDesigner Server check the server certificate for all online services.
- Placed pictures, ZIP archives and oversized Excel, Numbers and Pages files are checked more strictly. Unpacked working copies are removed after closing.

Automation & Scripts

- The graphical **Script Debugger** offers breakpoints (including conditional ones), single steps, variables, call stack, watch expressions, a console and an editor with save and restart.
- Scripts can import and export tables, choose clipping paths, set page formats by their name, give individual pages their own format, edit collections and set title, description, keywords and language of a document.

Database Publishing

- JSON files and Apple Numbers documents can be selected as a data source like CSV files, also via drag & drop.
- With **Convert Pages To VivaCP Forms**, the object tags taken over by the IDML import become fields of the CP form; {script:Name} in the text inserts the value of a script of the document.
- Numerous improvements to VivaCP and VivaIP forms, production with **Replace Existing Pages**, text fields with VivaTags and VivaCP counters. Excel files as a data source also deliver whole numbers with more than ten digits completely, for example EAN-13 codes.

VivaDesigner Server

- The server provides the AI service for the VIVA AI Assistant. For each project, the administrator chooses the AI model and the place of processing in the project settings, for example the EU or Germany, with a separate model each for Thorough and Fast; voice input follows this choice. Billing is per task in VIVA Points, web searches included if the chosen model offers them; a failed AI action is not charged. Every conversation has an adjustable budget.
- Every task for the assistant appears in the job history of the dashboard with instruction, document, steps, answer, VIVA Points and result. A project switched off in the dashboard accepts no tasks.
- Under **Administration › AI Actions**, you edit the AI actions for server and project in forms, with a preview of the AI palette, validation, a free test of the prompt and a retained previous version. Your changes are kept during updates.
- The conversation history is deleted 24 hours after the last activity. Login data as well as texts and pictures from AI requests appear neither in the job history nor in the statistics.
- New font server for **Discover Fonts**, with its own **Font Server** page in the administration.
- The server opens InDesign documents (INDD, INDT) directly as templates; it downloads missing free fonts automatically from the VIVA font server. The web client also accepts images from Paint.NET, Krita, OpenRaster and GIMP, camera RAW as well as GIF, WebP and AVIF.
- FTP access (FTPS) to the template folder of a project, with several users and separate rights; switched off by default.
- The super administrator sees the content of the license file. Instances that do not start appear in red in the dashboard and monitoring with the reason, and the server tries to start them again.
- New sidebar in the administration. The web interface and the login to the administration are much better protected; we recommend the update to all server customers. Changing commands to the administration are only accepted via POST; your own scripts that send such commands via GET must be changed.

Discontinued

- The “PDFImport” AddIn is replaced by the new **PDF Import**, which accepts the same formats.
- Excel files in the old .xls format can no longer be opened as documents. VivaCalc opens Excel files in XLSX format; File › Import… and Table › Import… bring them into the layout.
- DXF files can no longer be imported.
- Dimensioning of objects (“Measurement” AddIn) is no longer available.
- The “eBook” AddIn is discontinued; EPUB files are still exported by the **Electronic Publication (EPUB)** AddIn.
- The “WebDict” AddIn and the Viva DictServer are no longer supplied. Spell checking and hyphenation remain available.
- In **Find Images**, the web search via a search engine is discontinued. Searching folders, drives and the image databases (123RF, Canto, Mediamid, ResourceSpace) remains.
- OPI (Open Prepress Interface) is no longer supported.
- AddIns of the former VivaAPI interface are no longer loaded; all supplied AddIns use the UniAPI.

The User Interface

Version 12 - November 2026

The User Interface

The program provides a wide range of functions and options for creating and editing documents, which are accessible through document windows, menus, dialogs and palettes. We refer to these elements as the "user interface." This section explains the basics of document windows, dialogs, palettes, and their options.

Starting the Program

When you start the program, you set basic preferences and select the document you want to work with.

Initial Preferences at the First Program Start

When you start the program for the first time, it displays the **Initial Preferences** dialog. In it, set at least the following preferences:

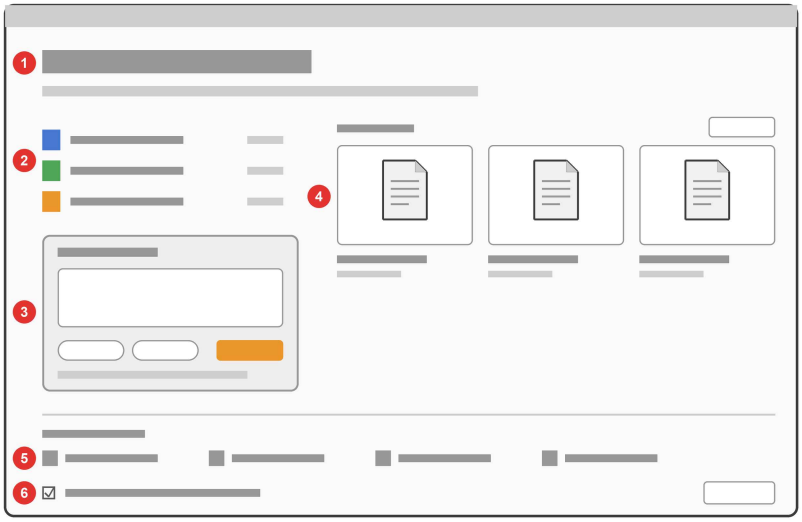
- **Program Language** — Determines the language in which the menus and dialog boxes are displayed.
- **Measurements** — Determines the units of measurement for rulers, objects, and images.
- **Text Language** — Determines the preferred text language for text in new text objects.
- **Working Mode** — With the options **Beginner**, **Advanced**, and **Expert**, this determines how many options the program offers in the menus and palettes.
- **Keyboard Shortcuts** — Specifies the shortcut set. Select **VivaDesigner** for the program's default keyboard shortcuts, or, for example, **Like InDesign** if you're coming from another program and want to keep the keyboard shortcuts you're used to. You can also choose **Like QuarkXPress**, **Like Affinity Publisher**, **Like Scribus**, or **Like MS Publisher**. Please refer to the "Keyboard Shortcuts" section in the "Preferences" chapter.

All settings can be changed later at any time in the Preferences. Please refer to the "Preferences" section for more information.

Start Dialog

In the Start Dialog, you can create a new document or workbook, open an existing or recently opened document, or assign a task to the VIVA AI Assistant. Use the **After Program Start** option in the preferences to determine whether the program displays the start dialog after it starts.

The Start Dialog is divided into the following sections:



- **1 Welcome** — The Start Dialog greets you based on the time of day or a holiday, and can include your name if desired.
- **2 Begin** — Create a new document, create a new workbook, or open an existing document.
- **3 Have it designed** — Assign a task to the VIVA AI Assistant.
- **4 Recently Opened** — The most recently opened documents with previews. The first time you launch the program after installation or an update, this section displays the first steps.
- **5 Help and Contact** — What's new, manual, website and message to VIVA.
- **6 Display this dialog after program start** and **Close**.

1. Select **Help > Start Dialog** to open the start dialog at any time.
2. Select one of the following options:
   - **New Document** — Creates a new document (Ctrl + N or Command + N).
   - **New Workbook** — Creates a new, blank workbook. This option and the **File > New > Workbook** command are only available if the VivaCalc add-on is loaded, i.e., with a VivaCalc license.
   - **Open…** — Opens an existing document (Ctrl + O or Command + O).
   - **Recently Opened** — Opens one of the most recently opened documents by clicking on its preview. Click **All…** to display all recently opened documents. Use a document's context menu to select **Show in Folder** or **Remove from List**.
   - **Have it designed** — Describe what you want to create in the input field, or select a suggestion (e.g., **Flyer A5** or **Business card**), and click **Design** (Ctrl + Enter or Command + Enter). The VIVA AI Assistant will then create the design. Usage is billed in VIVA Points. To use the assistant, the **Activate the VIVA AI Assistant** option must be selected in the preferences under **VIVA AI Assistant**. If the assistant is not enabled, the input field is disabled and displays the message "Please activate the VIVA AI Assistant in the preferences under 'VIVA AI Assistant' to use it." Below this, the **Open the preferences** link opens the preferences. Suggestions and the **Design** button only appear once the assistant is activated. Please refer to the "VIVA AI Assistant" section in the "Preferences" chapter.
   - **First steps** — When you first launch the program after installation or an update, the start dialog displays **New in version 12**, **First steps** (Manual) and **Sample documents** from VivaCloud instead of the most recently opened documents.

- **Language** — Immediately changes the program language. This option appears only if the **Show language selection in start dialog** option is enabled in the Web Edition preferences.
- **New in version 12**, **Manual**, **Website**, and **Message to VIVA** — Open the new features of version 12, the manual, the VIVA website, or the webpage where you can send a message to VIVA.
- **Display this dialog after program start** — Determines whether the start dialog appears after the program starts.

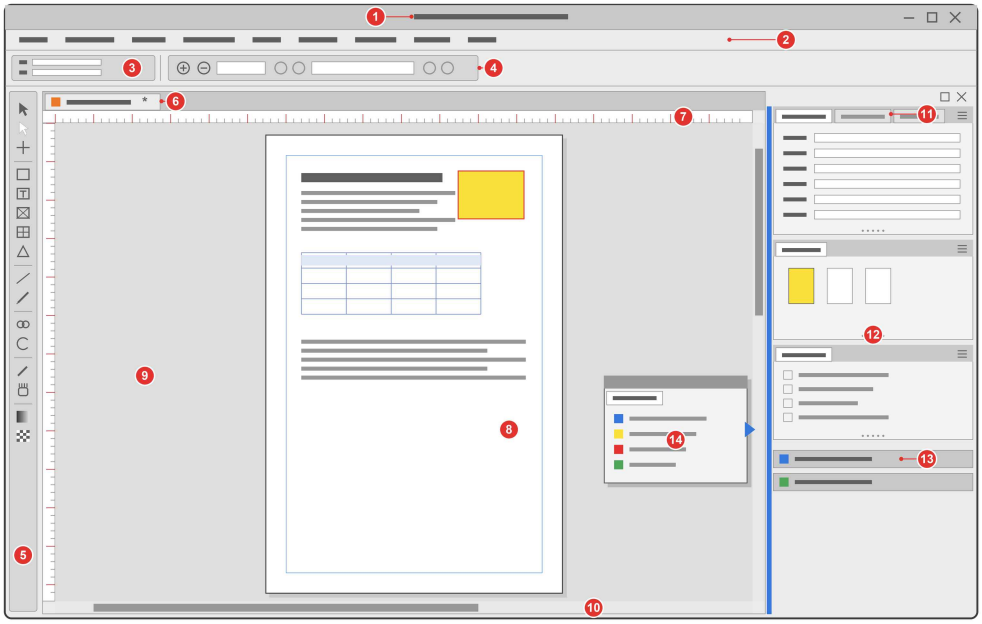
> *You can configure the personalized greeting, the celebrations in the greeting, and the* **Have it designed** *area in the preferences under* **Program**. *Please refer to the "General Program Options" section in the "Preferences" chapter.*

The Document Window

Documents are displayed in windows. The basic procedure for customizing windows is the same for all documents. You can move document windows and resize them according to your needs.

On Windows/Linux, all document windows are displayed within a single program window. On Mac OS X, each document window can be displayed as a separate window.

The program window is divided into the following areas:

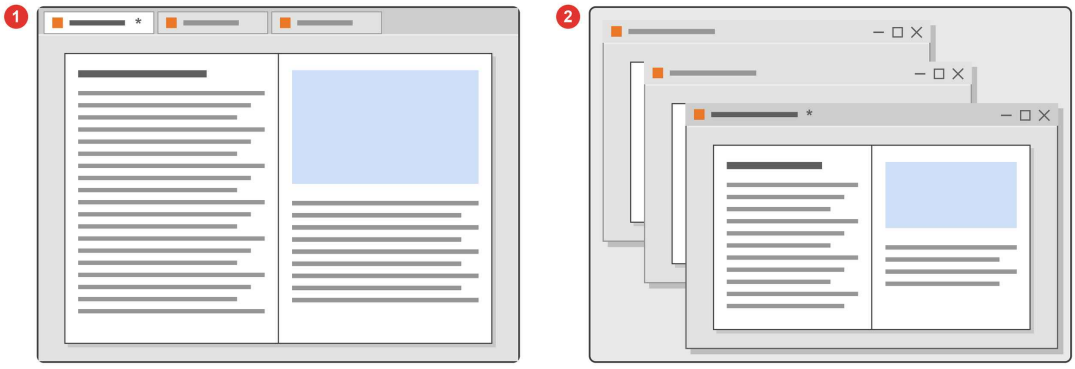


- **1 Title Bar** — The title bar of the program window with the buttons for minimizing, maximizing, and closing. If the tabbed document view is turned off, it displays the name of the current document.
- **2 Menu Bar** — The program menus. Please refer to the section "The Menus" for more information.
- **3 Quick Access** — The most important options for the selected object, such as position and size.
- **4 Navigation** — Zoom in and out, zoom level, and page scrolling and selection.
- **5 Tool Palette** — The tools for creating and editing objects, docked here on the left edge. Please refer to the section "The Tool Palette" for more information.
- **6 Tab** — The name of the document when the tabbed document view is turned on. An asterisk indicates that the document has been modified but not yet saved.

- 7 Rulers — The horizontal and vertical rulers; show or hide them via **View > Ruler**.
- 8 Document Page — The page with its margins.
- 9 Work Area — The area surrounding the pages. Objects that lie entirely within the work area are not printed.
- 10 Scroll Bars — For navigating within the document.
- 11 Stacked Palettes — Palettes with tabs that are grouped into a stack, with the palette menu on the right. Please refer to the section on Stacking Palettes.
- 12 Palettes grouped on top of each other — Use the handle (dots) at the bottom edge to adjust a palette's height. Please refer to the section "Grouping Palettes Side-by-Side or on Top of Each Other."
- 13 Minimized palettes — Palettes displayed as a button with an icon and name. Please refer to the section on "Changing Palette Size."
- 14 Docking a palette — A palette that you drag to the edge of the screen. The blue line indicates where the palette will be docked. Please refer to the section on "Positioning Palettes."

> *On macOS, the menu bar is located at the top of the screen, and each document can be displayed in its own window.*

The program opens workbooks (e.g., Excel, CSV, or Numbers files) in their own tab with a name box, formula bar, sheet tabs, and status bar. Please refer to the section "Opening Excel, CSV, and Numbers Files" in the "Documents" chapter.



- 1 Tabbed document view on — Each document appears in its own tab. An asterisk after the name indicates that the document has been modified but not yet saved.
- 2 Tabbed document view off — The document windows are stacked on top of each other. Each window has its own title bar displaying the document name and buttons for minimizing, maximizing, and closing.

When the **Tabbed Document View** (preferences) is turned on, the document name is displayed in the tab. When the **Tabbed Document View** is turned off, the document name is displayed in the **title bar** of the program window (Windows/Linux) or in the **title bar** of the document window (Mac).

An **asterisk** after the document name indicates that the document has been modified but not yet saved.

You can navigate very quickly within the document using the **scroll bar** and the **scroll box**. The **scroll bar** is the area over which the **scroll box** moves. The size of the vertical **scroll box** in the document window is primarily determined by the number of pages and represents the ratio between the size of the viewport and the total height of the document. Therefore, the vertical **scroll box** in the document win-

dow is hidden when all pages of the document are displayed vertically within the viewport. The size of the horizontal **scroll box** in the document window is primarily determined by the width of all pages of a spread, as well as the work areas to the right and left of the document pages. Therefore, the horizontal **scroll box** in the document window is hidden when all pages of a spread and the work areas are displayed within the viewport.

Moving the Document Window:

- Click the title bar of the program window (Windows/Linux) or document window (Mac) and, while holding down the mouse button, drag the window to the desired location.

Resizing the document window:

- Position the mouse over the edge or a corner of the program window (Windows/Linux) or document window (Mac) until an arrow cursor appears. Hold down the mouse button and drag the window to the desired size.
- Click “Maximize” in the title bar of the program window (Windows/Linux) or document window (Mac) to automatically resize the document window to fit the screen.
- Click "Minimize" in the title bar of the program window (Windows/Linux) or document window (Mac) to hide the document window and have it disappear into the taskbar (Windows/Linux) or Dock (Mac).

If the **Tabbed Document View** is turned on in the preferences, the resizing options above apply to all open documents. If the tabbed document view is turned off, you can resize individual document windows.

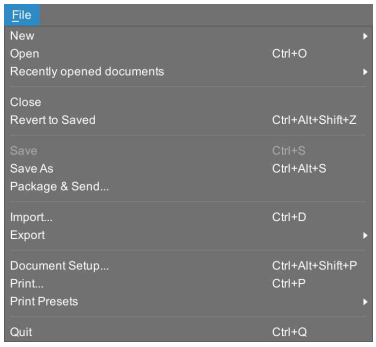
For information on how to arrange multiple document windows or split a document window into multiple views, see the sections “Arranging Document Windows” and “Splitting Document Windows” in the “Documents” chapter.

The Menus

A distinction is made between program menus and context menus.

- Program menus are displayed in the program window (Windows/Linux) or at the top of the screen (Mac).
- Context menus appear in the document window depending on the editing mode when the **secondary mouse button** is pressed.

The program features permanent program menus (e.g., **File**, **Edit**, etc.) that are available at all times, as well as context-sensitive program menus (e.g., **Object**, **Text**, etc.) that are displayed depending on the editing mode.



In menus, **groups** of thematically related options are separated by a line.

Keyboard shortcuts are displayed next to some menu options. This means you can select the option either via the menu or using the keyboard shortcut. In addition to the keyboard shortcuts in the menu, the program has additional keyboard shortcuts. The selected keyboard shortcut set determines which shortcuts are available. The shortcuts also work in the neutral design without a menu bar. Please refer to the "Keyboard Shortcuts" section in the "Preferences" chapter.

Menu options that end with **three dots** open a dialog box where you can configure additional settings.

Menu options that are **grayed** out cannot be selected until the necessary conditions are met.

Menu options followed by an arrow open additional **submenus**. To access the submenu, select the option in the main menu and then drag the mouse to the desired option in the submenu.

A **checkmark** next to a menu option indicates that the option is enabled. To disable the option, select the menu option again or choose a different menu option (e.g., the **Edit > Program Language** option).

Menus can also be customized using **scripts**. See the section "Working with Scripts" for more information.

Dialogs and Palettes

To apply various options individually or simultaneously, the program provides **dialog boxes and palettes**. Dialog boxes and palettes differ as follows:

- When palettes are open, you can perform actions in the document window at any time. When dialogs are open, you cannot perform actions in the document window until you have closed the dialog.
- Palettes can be freely positioned, stacked, and grouped. Dialogs can often only be freely positioned.
- Palettes can only be used when a document is open. Dialog boxes can also be opened even when no document is open.

Structure and Behavior of Dialogs

A distinction is made between program dialogs, which are specific to the individual program, and system dialogs, which are provided by the operating system. Some program dialogs relate to global settings and can be accessed at any time, while others are only available when a document is open or the mouse pointer is in a specific mode (e.g., text mode, image mode, etc.).

The dialogs provide information about the current settings. The program opens a dialog after you select a menu item that ends with three dots (...), or after you press a corresponding key combination. A dialog box offers various input options. By default, dialog boxes are displayed in the center of the current screen; the name of the dialog box appears in the title bar.

Moving Dialog Boxes

Depending on the operating system, program dialogs can often be moved:

- Position the mouse over the title bar and drag the dialog while holding down the mouse button.

Resizing the dialog box

In some cases, you can resize dialog boxes:

- Position the mouse over the title bar and drag the dialog while holding down the mouse button. When the dialog is reopened, it will be centered again.

If dialog areas are grayed out, these functions cannot be selected until the necessary conditions are met.

Structure and Behavior of Palettes

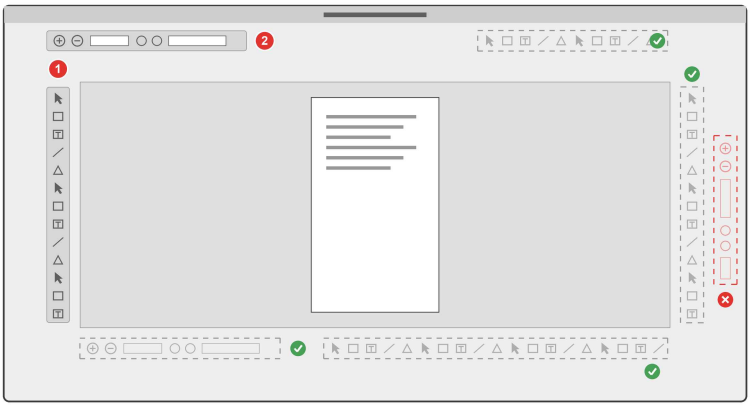
After starting the program and opening a document, the palettes are displayed according to the settings in the **Window** menu. The position and grouping of the palettes are saved when the program is closed properly or when you save the **workspace** via the **Window** menu.

> *The behavior and options of palettes regarding positioning and resizing may differ in the Web Edition.*

To close a palette, click the close button or select the option corresponding to the palette in the **Window** menu.

Positioning Palettes

- To position a palette or palette group, click on the title bar and drag the palette while holding down the mouse button. For palettes with tabs, you can alternatively click on the tab or the empty space next to the tab.
- When moving palettes, they are magnetically attracted to the edge of the screen or to other palettes when the distance is less than 10 pixels.
- Palettes can be docked to the edge of the document window. This means the palettes adjust their position in accordance with the size and position of the document window. To dock a palette or palette group to the document window, drag it to the edge of the document window. As soon as a blue area or blue line appears at the edge of the document, you can release the mouse button.
- The **Tools** palette can be docked to any side of the document window.
- The **Navigation** and **Quick Access** palettes can be docked to the top and/or bottom edge of the document window.
- The **Tools**, **Navigation**, and **Quick Access** palettes can be arranged side by side and/or one below the other at the top or bottom of the document window.



- 1 — The **Tools** palette can be docked to the left, right, top, or bottom edge.

- 2 — The **Navigation** and **Quick Access** palettes can only be docked to the top or bottom edges, not to the sides.
- All other palettes can be docked to any edge of the document window (Windows or Linux only).
- To undock a single palette or palette group from the document window, drag the palette or palette group using its title bar.

> *In some cases, not all palettes can be docked to all sides.*

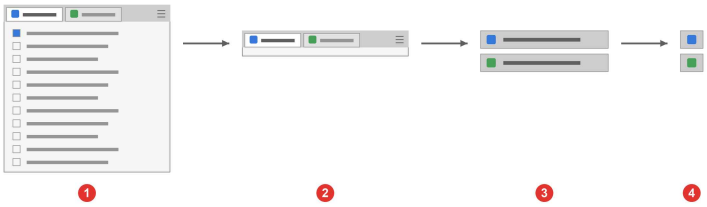
Palettes on Multiple Screens

Windows, palettes, and dialogs adjust to the respective screen when moved, even if the screens are scaled differently (Windows, Linux) or have different resolutions (macOS). Size, spacing, fonts, and icons remain sharp, and the 100% zoom level corresponds to the original size on every screen. Palettes also snap together at the boundary between two screens.

The next time the program starts, program windows, palettes, and dialogs reopen on their respective screens. If that screen is not available, they appear in the same location on the main screen.

Changing Palette Size

- In many cases, palettes can be resized in height and width. For palettes grouped one above the other, changing the width affects all other palettes in the group.
- Palettes can be minimized or maximized in height by double-clicking the tab or the empty space next to the tab.
- Palettes can be minimized or maximized in height and width by clicking the arrow icon in the title bar. When minimized, the palette is displayed as a button with an icon and the palette's name. Additionally, the width of the palette can be adjusted and reduced to the size of the icon. This also applies when the palettes are grouped.



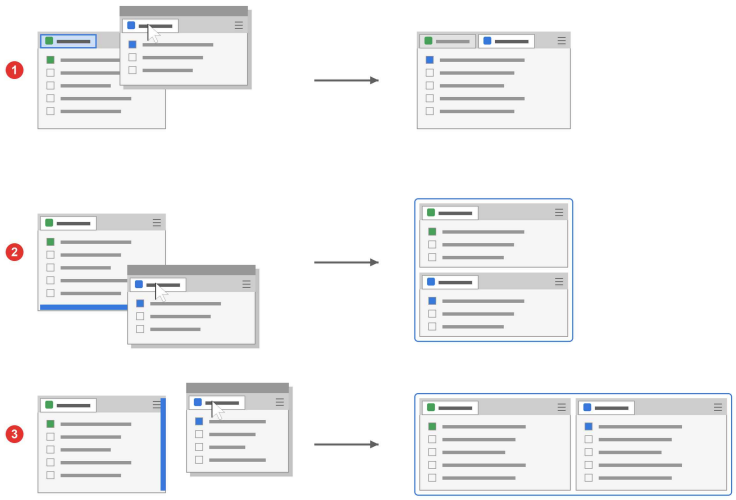
- 1 — The palette at full size.
- 2 — After double-clicking the tab, the palette displays only the tabs.
- 3 — After clicking the arrow icon in the title bar, the palettes appear as buttons with an icon and name.
- 4 — Reduce the width until only the icons are visible.

Clicking the arrow icon again restores the palettes to their full size.

Grouping Palettes

- Palettes with tabs can be grouped together. This does not apply to the **Tools**, **Navigation**, and **Quick Access** palettes.
- You can create as many groups as you like.
- A group can consist of palettes stacked, arranged side by side, or one on top of the other.
- Palettes with tabs can be stacked or grouped side-by-side or on top of one another.

- A group of palettes has a title bar that is used to position the entire group.



- 1 Stacking — Drag a palette onto the tab of another palette until it turns blue. Both palettes will then appear as tabs within a single palette.
- 2 On Top of Each Other — Drag a palette onto the bottom edge of another palette until a blue line appears. The palettes will then form a group stacked on top of each other.
- 3 Side by Side — Drag a palette onto the left or right edge of another palette until a blue line appears. The palettes will then form a group side by side.

A palette group behaves like a single palette: It can be moved as a whole and docked to the edge of the document window.

Stacking Palettes

- To stack palettes, drag one palette onto the tab of another palette (the target palette). As soon as the target palette turns blue, you can release the mouse button. This process can be repeated as many times as you like.
- To remove a palette from the stack, click on its tab and, while holding down the mouse button, drag the palette up or down. As soon as the palette is displayed with its own title bar, you can release the mouse button.
- To change the order of the palettes within a stack, click on the tab and, while holding down the mouse button, drag the palette to the right or left. As soon as the tab appears in the desired position, you can release the mouse button.
- If a palette within a stack is minimized or maximized by double-clicking the tab or the empty space next to the tab, all other palettes in the stack are also minimized or maximized.

Grouping Palettes Side by Side or on Top of Each Other

- To group palettes side by side, drag one palette to the left or right edge of the other palette (the target palette). As soon as a blue line appears in the target palette or the source palette is barely visible, you can release the mouse button. This process can be repeated as often as desired.
- To group palettes on top of each other, drag one palette either onto the area between the tab on the title bar or the bottom edge of the other palette (target palette). As soon as a blue line appears in the target palette or the source palette is barely visible, you can release the mouse button. This process can be repeated as often as you like.

- To change the position of a single palette within a palette group, drag the palette to the desired horizontal or vertical position.
- To remove a palette from the group, click on the tab and, while holding down the mouse button, drag the palette up or down. As soon as the palette is displayed with its own title bar, you can release the mouse button.
- Multiple palette groups can also be grouped into a single palette group, just like individual palettes.

Saving the Workspace

- The position and arrangement of the palettes is referred to as **the workspace** and is automatically saved when the program is closed properly.
- You can save the workspace at any time by selecting **Window > Workspace > Save**.
- You can save the workspace under a specific name by selecting **Window > Workspace > Save As**. With this option, you can save as many workspaces as you like.
- Select **Window > Workspace** to choose a workspace.
- Select **Window > Workspace > Delete** to delete a saved workspace. This does not change the current layout on the screen.
- Select **Window > Workspace > Dock All Palettes** to bring all open palettes—whether they are floating freely, positioned at the edge of the screen, or on another screen—back to the side closest to the program window. Closed palettes remain closed.

> *Note: The* **Window > Workspace** *menu is available only when a document is open. It is hidden in the* **Beginner** *working mode. The* **Save** *and* **Delete** *commands appear only when a saved workspace is selected.*
> *Each program in the Viva Collection saves its own workspaces.*

Options in Dialogs and Palettes

Tabs

To improve clarity, tabs are used in some dialog boxes and palettes. Click the tab name to display the tab's options.

Command Areas

To improve clarity, command areas are used in some dialogs and palettes. In a command area—represented by a frame with an optional title—multiple options are grouped by topic.

Entering Values in Input Fields

Input fields allow for numeric and/or alphanumeric entry. Select the content of the input field and overwrite it with your entries. Click inside the input field and delete the desired entry. Finish entering data with **Return** or the **Tab key** to move to the next input field.

Some input fields have a **popup menu** from which predefined options can be selected. Click inside the input field and select an option from the popup menu.

Some input fields with numeric selection boxes have **arrow icons**. Click inside the input field and click the arrows to increase or decrease the value. Alternatively, you can use the **Up Arrow** or **Down Arrow** keys or the **mouse scroll wheel** to increase or decrease the value. The value changes by one unit of measurement (one degree, one millimeter, etc.) at a time.

Deleting Values in Input Fields

In most input fields on palettes, you cannot completely clear the value, as the input field or option always expects a value. Therefore, the input field must never be empty, regardless of whether you have confirmed the entry. In this case, you must select the entire value and then replace it with your entry.

If you delete the value in dialog boxes, the option will not be applied.

Value Display in Input Fields

If a single element (e.g., an object or a character in text) is selected, the displayed value refers to that element.

If multiple elements are selected, the displayed value refers to all selected elements. If the input field is empty in this case, the elements have different values. If you enter a value in this case, all elements will be assigned the same value.

Some input fields become selectable only after another option has been selected.

Units of Measurement in Input Fields

In all input fields where absolute units of measurement can be entered, the program supports the following units: P**oint Pica** (abbreviated as “pt”), P**oint Didot** (abbreviated as “dd”), **millimeter** (abbreviated as “mm”), **centimeter** (abbreviated as “cm”), **inch** (abbreviated as “in” or "), **decimal inch** (abbreviated as “dz”), Cicero (abbreviated as “c”), Q**uart** (abbreviated as “q”), and **degree** (abbreviated as “°”).

With the exception of input fields that require values in degrees, absolute measurements can be predefinedusing the **Edit > Preferences > Units of Measurement** option (Windows/Linux) or **{Program Name} > Preferences > Units of Measurement** (Mac).

In all input fields where relative units of measurement can be entered, the program supports the following units: **percent** (abbreviated as “%”) and **em** (abbreviated as “g”).

The case of all these abbreviations does not matter when entering values.

Calculations in Input Fields

Calculations can be performed in all input fields. The program supports the basic arithmetic operations: **addition** (abbreviated as “+”), **subtraction** (abbreviated as “-”), **multiplication** (abbreviated as “*”), **division** (abbreviated as “/”), and **exponentiation** (abbreviated as “^”).

All calculations can be combined with any units of measurement.However, thiscombination is only possible for values of the same type. For example, absolute values can only be calculated with other absolute values (e.g., ***"30 mm + 10*** pt”), and relative values can only be calculated with other relative values (e.g., 120% - 30%). Additionally, any level of parentheses is supported.

Therefore, the following entries are also valid:

- ***200 + (34 - 12*3) + (4*5)***
- ***(5 * 3mm) + (2c - 7dd)***
- ***7mm * (5pt / 3pt)***

In multiplication and division, only one operand may have a unit of measurement. Therefore, the following entries are invalid:

- ***(34mm - 12" * 3dd) + (4pt * 5c)***
- ***(5" * 3mm) + (2" * 5.7pt)***

In addition to expressions within parentheses, fractional rational numbers can also be entered directly. Here are a few examples:

- {TypeText}4/15mm {/}(equals 0.266 millimeters)
- {TypeText}2/5" {/} (equals 0.4 inches)

If there are multiple input fields in a palette, you can navigate between them using the **Tab key** after first clicking inside one of the input fields with the mouse.

Checkboxes

Checkboxes indicate whether an option is enabled.

- Click the checkbox to enable the option. A check mark appears in the checkbox to indicate that the option is enabled.
- Click the checkbox to disable the option. An empty checkbox is displayed to indicate this.

The checkbox is displayed as a black rectangle when the selected items have different values. Unless a change is made, the different values of the items are retained even if other options in the same dialog or palette are changed.

Radio Buttons

Radio buttons indicate which of several possible options is selected. Only one option can be selected at a time.

- Click a radio button to select the option. A circle appears in the radio button to indicate that it is selected.

Selecting a different option automatically deselects any previously selected options.

Popup Menus

Popup menus display a list of options, from which only one option can be selected. Afterward, the menu closes, and the selected option is displayed and applied.

Some popup menus are only available after another selection has been made or a checkbox has been checked.

Some popup menus contain options such as **Any** or **None**. These options prevent the current settings from being changed or removed.

To prevent changes from being made while a popup menu is open, move the mouse outside the menu and then release the mouse button.

Lists

Lists display a list of options from which one or, in some cases, multiple options can be selected. Unlike a popup menu, the list does not close after an option is selected. In some lists, you can navigate using arrow keys and/or scroll bars. (Example: **Edit > Preferences > Embedded Fonts** (Windows/Linux) or **{Program Name} > Preferences >Embedded Fonts** (Mac).

Scroll boxes

You can use **scroll bars** and **scroll boxes** to quickly navigate within a dialog or palette. The **scroll bar** is the area on which the **scroll box** is moved.

Buttons

Buttons determine which action is performed. One possible option is to apply settings (often labeled **OK**) or to discard settings (often labeled **Cancel**). Buttons can also be displayed as icons or represent any other actions. You can recognize buttons by the fact that their color changes slightly when you move the mouse pointer over them.

The Program Palettes

> *The use and options of the program palettes are described in detail in the sections listed below. Depending on the program edition, version number, and access rights, more or fewer program palettes may be available. For information on program editions, please refer to the notes on the website. For information on access rights, please refer to the section "Preferences" or "Working with Access Rights."*

Tools — Allows you to create and edit objects. Please refer to the instructions in the section "Working with Objects."

Navigation — Allows you to quickly select document pages and alias pages, as well as choose a zoom factor using tools and input fields. Please refer to the instructions in the "Working with Documents" section.

Quick Access — Allows you to quickly select the most important options for objects, paths, text, and images. The palette displays a selection of options that are also available in the **Module** palette. Please refer to the instructions in the sections that also describe the modules in the **Module** palette.

Module — Serves as a general term for all module-oriented palettes. The functions **Object Mode**, **Text Mode**, **Table Mode** (if applicable), and **Image Mode** are considered modules. Therefore, **Object Mode** (default) includes an **Object** palette, **Text Mode** includes a **Text** palette, **Table Mode** includes a **Tables** palette, and **Image Mode** includes a **Picture** palette. The **Module** title remains unchanged when switching modes.

- **Object** — Allows you to quickly define object coordinates and attributes. Please refer to the notes in the section "Working with Objects."
- **Text** — Allows you to quickly define text attributes for the current text chain or **Story**. The palette is divided into tabs **Story**, **Chapter**, **Layout**, **Paragraph**, and **Character**, each with its own attributes. Please refer to the instructions in the sections "Working with Text" and "Working with Typography."
- **Tables** — Allows you to quickly define attributes for a table object and is divided into attributes for the **table**, **columns and rows**, **cells**, **rules**, and **content**. Please refer to the instructions in the section "Working with Tables."
- **Picture** — Allows you to quickly define attributes for a selected image. Please refer to the instructions in the section "Working with Images."

Pages — Allows you to quickly select document pages, assign alias pages to document pages, and move or delete individual pages. Please refer to the instructions in the section "Working with Pages."

Style Sheets — Allows you to quickly apply predefined style sheets to text, objects, images, and tables. Please refer to the instructions in the section "Working with Style Sheets."

Layers — Allows you to quickly select layers and objects, as well as control their order and visibility. Please refer to the instructions in the section "Working with Layers."

Pictures — Allows you to quickly import images via drag-and-drop and provides an overview of all images used. Please refer to the instructions in the section "Working with Images."

Search & Replace — Allows you to search for and replace text and/or text attributes. Please refer to the instructions in the section "Working with Text."

Spell Check — Allows you to check the spelling and grammar of a text. Please refer to the instructions in the section "Working with Text."

Change Tracking — Allows you to quickly navigate to changes and accept or reject them. Please refer to the instructions in the section "Working in a Team."

Notes — Allows you to quickly access notes, create new ones, and edit existing ones. Please refer to the instructions in the section "Working in a Team."

Colors — Allows you to quickly assign defined colors to objects, paths, text, and tables, and color blends to objects, paths, and tables. Please refer to the instructions in the section "Working with Colors."

Trapping — Determines the behavior of individual objects when printing color separations. Please refer to the instructions in the section "Working with Colors."

OpenType — Allows you to quickly select and replace alternate characters. Please refer to the instructions in the section "Working with Typography."

Assignments — Allows you to manage assignments. Please refer to the instructions in the section "Working in a Team."

Character Inspector — Allows you to position individual characters and arrange them in combination with so-called "diacritical marks," such as "accents." Modifying such arrangements is helpful in both Roman and, in particular, Arabic texts. Please refer to the instructions in the section "Working with Typography."

Character Map — Allows you to quickly review fonts and the available character set. Please refer to the instructions in the section "The Character Map."

Scripts — Allows you to run and manage scripts. Please refer to the instructions in the section "Working with Scripts."

Collection — Allows you to compile a collection based on various documents. Please refer to the instructions in the section "Working with Collections."

Text Formatting Inspector — Allows you to identify various formats. Please refer to the instructions in the section "Working with Typography."

Library — Allows you to compile objects and groups into a library so you can insert them into the same or other documents. Please refer to the instructions in the section "Working with Libraries."

Cross References — Allows you to view and update cross-references in the document.

Articles — Allows you to group objects into articles, which, for example, determine the reading order in tagged PDF files.

Accessibility Check — Before exporting a tagged PDF, this feature shows what a screen reader cannot process, such as a missing document language, skipped heading levels, or graphics without alternative text. A PDF/UA license is required for this palette.

Background Tasks — Displays exports running in the background, showing progress and duration; allows you to cancel them if desired and open the finished file. Please refer to the "Export in the Background" option in the "Preferences" chapter.

VIVA AI Assistant — Allows you to give instructions to the VIVA AI Assistant in your own words. The assistant reads the document, modifies objects, text, and style sheets, and checks the result. You can activate the assistant in the Preferences under **VIVA AI Assistant**.

AI Actions — Allows you to perform AI actions, such as adding alternative text to images. VIVA AI must be enabled in the Preferences for this palette to work.

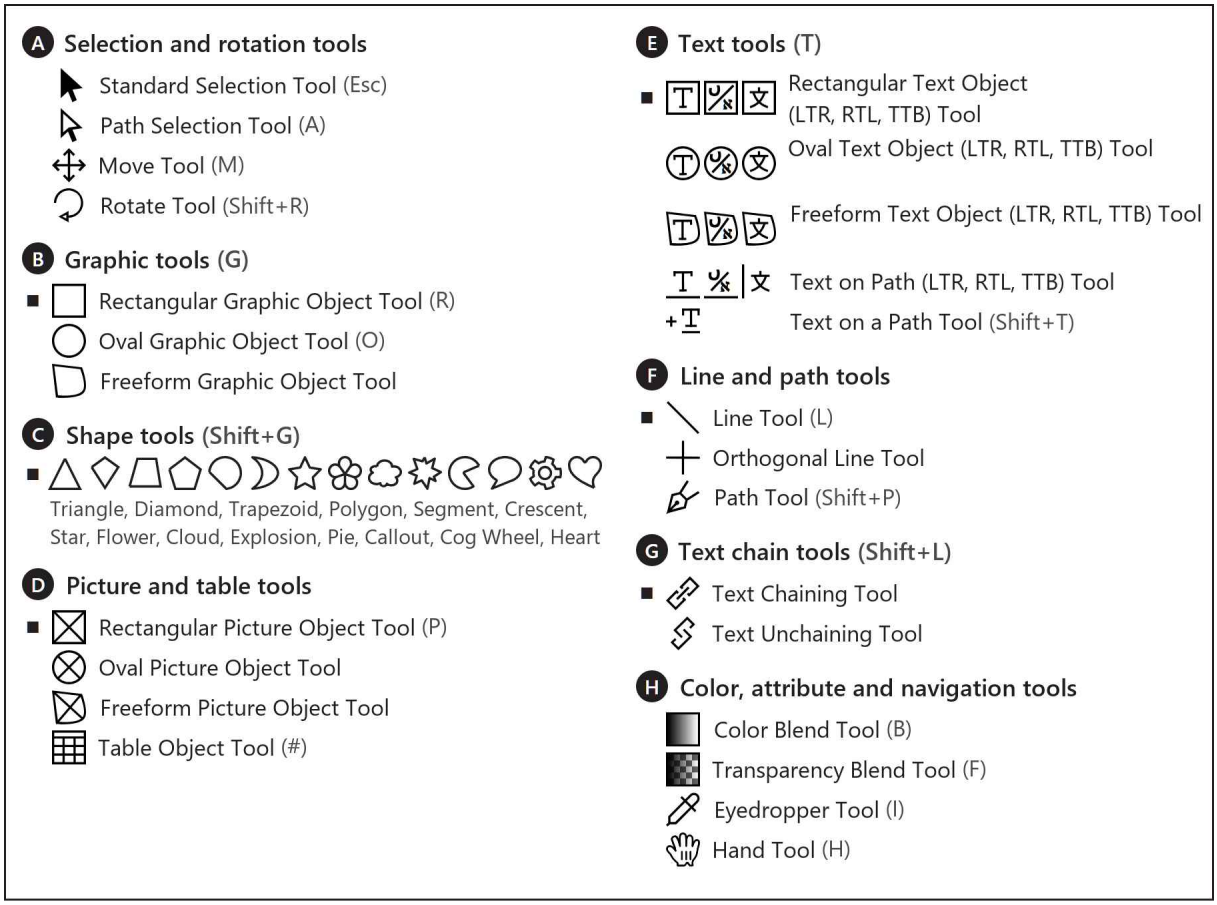
Animation and **Timing** —Allow you to animate objects and control the timing of animations, for example, for export as an MP4 video.

The Tool Palette

Use the tool palette to create new objects and edit existing ones. Some tools are used to select, move, and rotate objects and path points, while others create graphic, text, picture and table objects, as well as lines and paths. Other tools link text objects, apply color blends and attributes, or move the page view.

Related tools are grouped together under a common icon in the tool palette. The palette displays the most recently selected tool from a group; the remaining tools in the group can be accessed via a menu.

Tool Palette — Overview



■ Tool shown by the group at the start Shortcuts in parentheses

Note: Which tools the tool palette displays depends on the working mode and the document's access rights. In **Beginner** *working mode, the free-form object tools, the Path Tool, the text on path tools, and the* **Text Chaining** *and* **Text Unchaining** *tools are missing. The Color Blend Tool, the Transparency Blend Tool, and the Eyedropper Tool are available only in the* **Expert** *working mode; the Table Object Tool is available only if the program supports tables. Please refer to the "Preferences" section for more information.*

Show and Hide the Tool Palette

1. Select **Window > Tools**.

The Tool Palette can be docked to the top or bottom edge of the document window, just like the **Navigation** and **Quick Access** palettes. Please refer to the section "Structure and Behavior of Palettes" for more information.

Displaying and Selecting Hidden Tools

1. Click on the icon of a tool group in the tool palette and hold down the mouse button.
2. Select the desired tool from the menu.

The selected tool replaces the group's previous icon in the tool palette.

Selecting Tools with Keyboard Shortcuts

Most tools can be selected with a single key. The keyboard shortcuts only work as long as you are not editing text, picture content, or a table. Therefore, exit content mode first by pressing the Esc key.

1. Choose one of the following options:
   - Press the key for a specific tool—for example, **R** for the Rectangular Graphic Object Tool or **M** for the Move Tool—to select that exact tool.
   - Press the key for a tool group—for example, **T** for the text object tools—to select the most recently selected tool in that group.
   - Press the Esc key to return to the default tool.

The keys listed here apply to the **VivaDesigner** *keyboard shortcut set. Other keyboard shortcut sets, such as* **InDesign**, *use the keys specific to that program. Please refer to the "Keyboard Shortcuts" section in the "Preferences" chapter.*

Temporarily Using Tools

1. Choose one of the following options:
   - Hold down the Spacebar to temporarily use the Hand Tool. Drag the page view while holding down the mouse button. As soon as you release the Spacebar, the previous tool becomes active again.
   - Hold down the Ctrl key (Windows/Linux) or Command key (Mac) to select the text or picture object itself—rather than its content—when you click on it.

View Tool Tips

If you hover the mouse pointer over a tool for a moment, the program displays a tooltip with the tool's name, a brief description, and—for most tools—an example. The examples in this section correspond to these tooltips.

Set the default tool

Use the **Default Tool** option in the Preferences to specify which tool the program returns to when you press the Esc key and how clicking on a text or picture object behaves:

- **Standard Selection Tool** — A single click on the border selects the object; a click inside the content activates content mode.
- **Move Tool (Always)** — A single click selects the object; a double-click activates content mode.
- **Move Tool (Only Type Change)** — Same as **Move Tool (Always)**, but when switching to an object of the same type, content mode remains active.

Please refer to the "Preferences" section for more information.

Tools — Overview

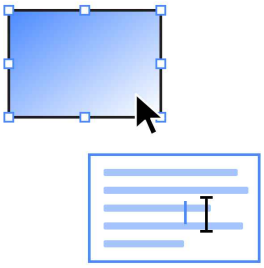
- **Selection Tools** — Use the Standard Selection Tool, the Move Tool, and the Path Selection Tool to select objects, content, or individual points on a path.
- **Rotate Tool** — Use the Rotate Tool to rotate objects around their center.
- **Object Tools** — Use the graphic, shape, text, picture, table and chart tools to create new objects. Please refer to the sections "Working with Objects," "Working with Text," "Working with Images," and "Working with Tables."
- **Line and Path Tools** — Use the Line Tool, the Orthogonal Line Tool, and the Path Tool to draw lines and paths; use the text on path tools to place text along a path.
- **Text Chain Tools** — Use the **Text Chaining** and **Text Unchaining** tools to link and unlink text chains. Please refer to the section "Working with Text Chains."
- **Color and Attribute Tools** — Use the Color Blend Tool and the Transparency Blend Tool to set the direction and length of blends; use the Eyedropper Tool to transfer attributes from one element to another.
- **Navigation Tool** — Use the Hand Tool to move the page view within the document window.

Selection Tools and Rotate Tool

Standard Selection Tool (Esc)

Use the Standard Selection Tool to select objects and their contents. Clicking on the border selects the object; clicking inside a text, image, or table object activates the respective content mode.

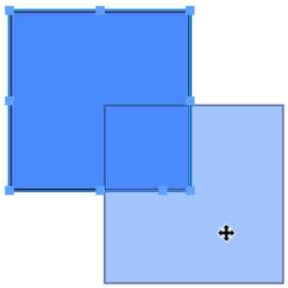
1. Click the Standard Selection Tool in the tool palette or press the Esc key.
2. Click an object to select it, or click inside it to edit its content.
   - Hold down the Ctrl + Shift keys (Windows/Linux) or Command + Shift keys (Mac) to select additional objects.



Move Tool (M)

Use the Move Tool to select and move objects without switching to content mode. Alternatively, use the Standard Selection Tool to click the move icon that appears when you hover the mouse pointer over an object.

1. Press **M** or click the Move Tool in the tool palette.
2. Click the object and, while holding down the mouse button, drag it to the desired position.
   - Double-click a selected text or picture object to edit its content. The program will switch to the Standard Selection Tool.

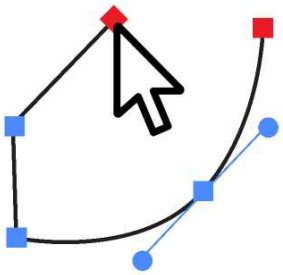


Path Selection Tool (A)

Use the Path Selection Tool to select individual sizing handles of an object and move sizing handles and control handles. The **Quick Access** palette then displays the commands for editing the selected sizing handles.

1. Press **A** or click the Path Selection Tool in the tool palette.
2. Click a sizing handle or control handle of the object.
   - Hold down the Shift key to add more points to the selection or remove them from it.
   - Drag a marquee to select multiple points at once.
3. Drag the selected points to the desired position.

Please refer to the section “Object Size and Shape.”



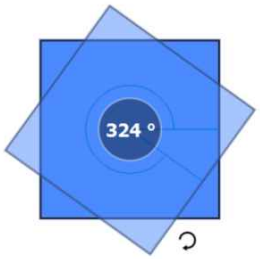
Rotate Tool (Shift + R)

Use the Rotate Tool to rotate the selected objects around the center of the selection. Alternatively, rotate an object using the rotation handle that appears near the corner and endpoints.

1. Select at least one object.
2. Press **Shift + R** or click the Rotate Tool in the tool palette.

3. Hold down the mouse button and drag the mouse in the desired direction.

4. Release the mouse button when the desired rotation angle is reached.



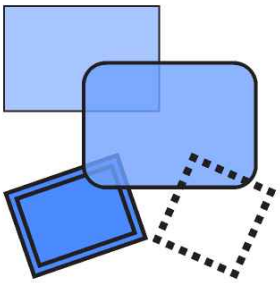
Graphic Tools (G)

Rectangular Graphic Object Tool (R)

Creates a rectangular or square graphic object.

1. Press **R** or select the Rectangular Graphic Object Tool from the tool palette.

2. Hold down the mouse button and drag to draw a rectangle in the document window.
   - Hold down the Shift key as well to create a square.

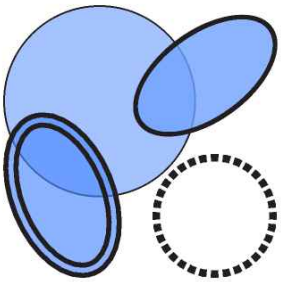


Oval Graphic Object Tool (O)

Creates an oval or circular graphic object.

1. Press **O** or select the Oval Graphic Object Tool from the tool palette.

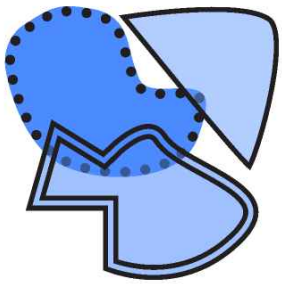
2. In the document window, drag to draw an oval while holding down the mouse button.
   - Hold down the Shift key to create a circle.



Freeform Graphic Object Tool

Creates a closed polygon or Bézier object consisting of straight and curved line segments.

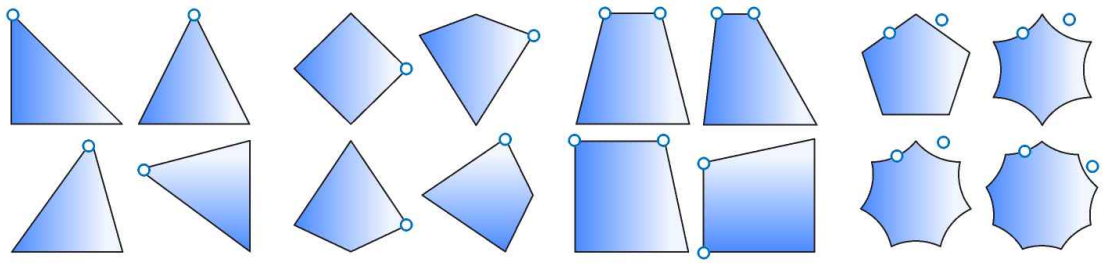
1. Select the Freeform Graphic Object Tool from the tool palette, or press **G** if it was the last graphic object tool you selected.
2. Click once in the document window for each vertex.
   - Hold down the mouse button and drag the mouse to create a curve.
   - Hold down the Shift key to create a line segment at an angle of 0 or 90 degrees.
3. Press the Esc key to end the drawing process. The program automatically connects the first and last points.



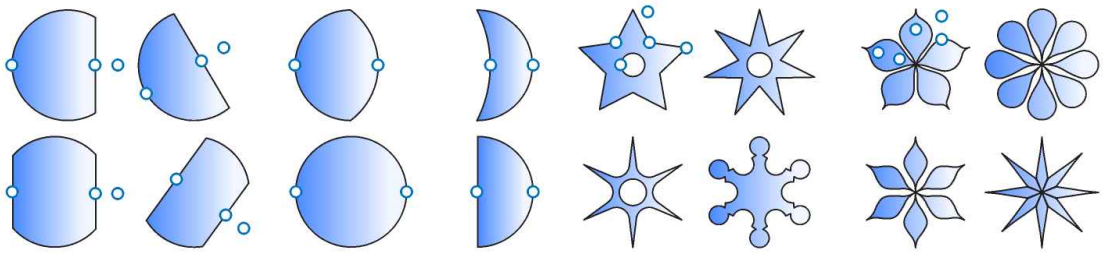
Shape Tools (Shift + G)

Use the shape tools to create graphic objects with a predefined shape. After creation, the program displays blue circles that you can use to modify the shape—for example, the depth of a star's points or the size of a speech bubble's tip.

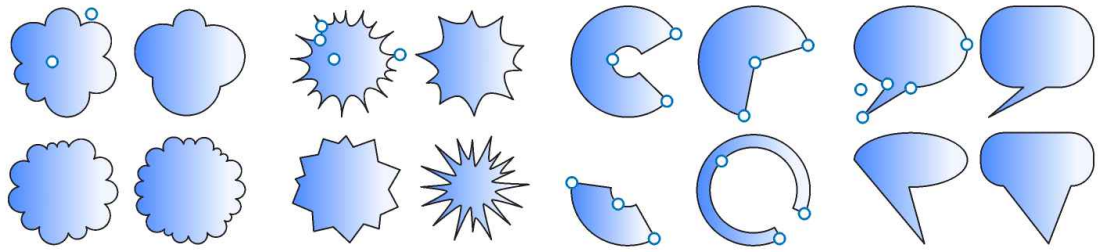
1. Press **Shift + G** or click the shape tool in the tool palette and hold down the mouse button to select a shape.
2. In the document window, drag the shape while holding down the mouse button.
3. Drag the blue circles to modify the shape.



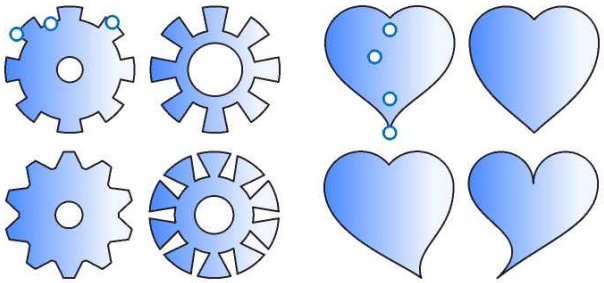
Triangle 9 Diamond 9 Trapezoid 9 Polygon



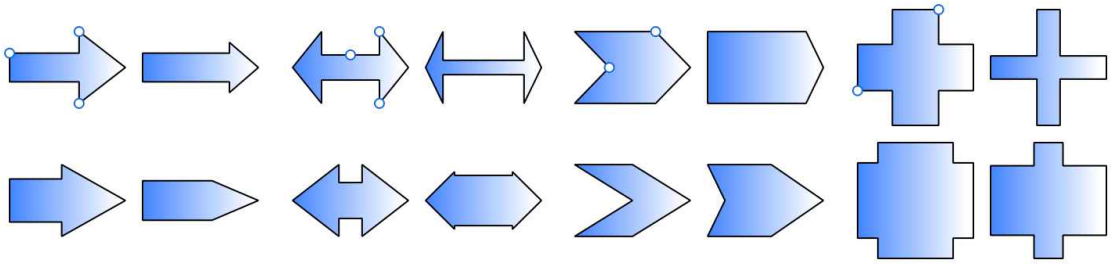
Segment 9 Crescent 9 Star 9 Flower



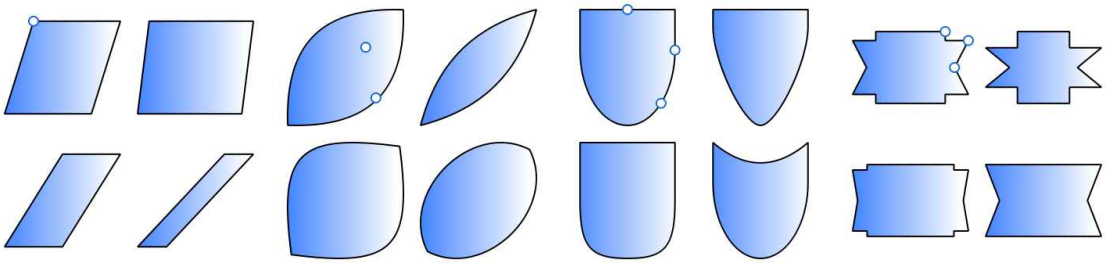
Cloud 9 Explosion 9 Pie 9 Callout



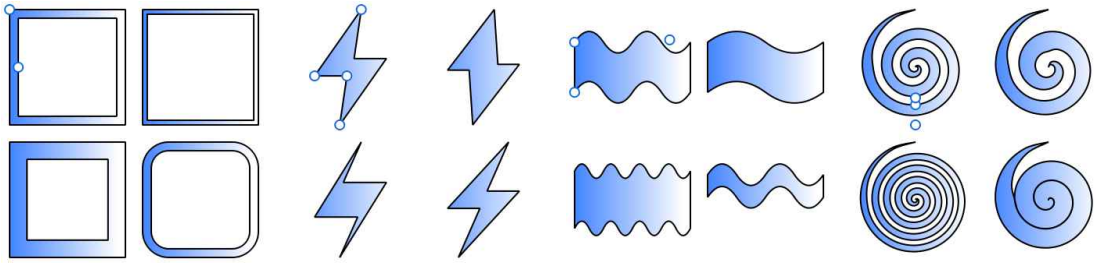
Cog Wheel 9 Heart



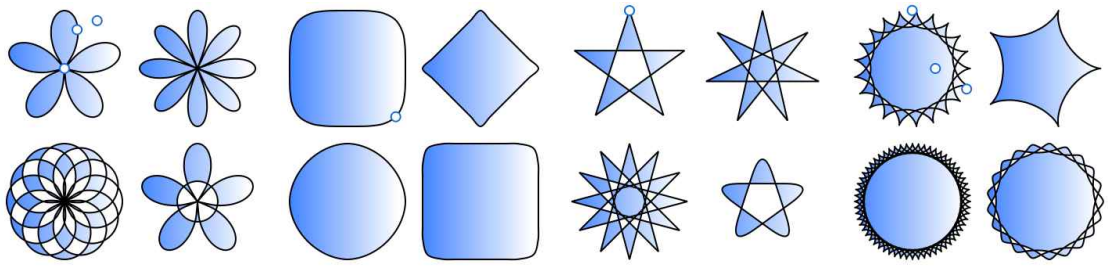
Arrow 9 Double Arrow 9 Chevron 9 Cross



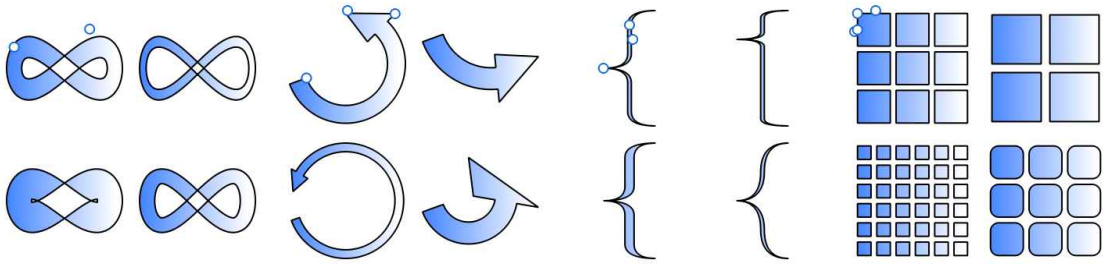
Parallelogram 9 Leaf 9 Shield 9 Banner



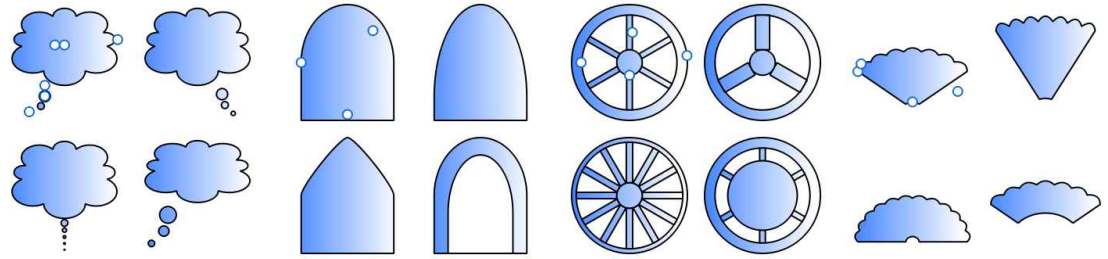
Frame 9 Lightning 9 Wave 9 Rose



Rosette 9 Superellipse 9 Star Polygon 9 Guilloche



Infinity 9 Arc Arrow 9 Brace 9 Grid



Thought Bubble 9 Arch 9 Wheel 9 Fan

Text Tools (T)

The text tools are available for three writing directions. The identifier in the tool's name determines the writing direction of the new text object:

- **LTR** (Left To Right) — from left to right.
- **RTL** (Right To Left) — from right to left, for example, for Arabic or Hebrew texts.
- **TTB** (Top To Bottom) — from top to bottom, for example, for Japanese or Chinese text.

Rectangular Text Object Tool (LTR, RTL, TTB)

Creates a rectangular or square text object.

1. Press **T** or click the Text Object Tool in the tool palette and hold down the mouse button to select the tool with the desired writing direction.
2. In the document window, drag to draw a rectangle while holding down the mouse button.
   - Hold down the Shift key as well to create a square.



LTR 9 RTL 9 TTB

Oval Text Object Tool (LTR, RTL, TTB)

Creates an oval or circular text object.

1. Click the Text Object Tool in the tool palette and hold down the mouse button to select the Oval Text Object Tool with the desired writing direction.
2. While holding down the mouse button, drag to draw an oval in the document window.
   - Hold down the Shift key as well to create a circle.



LTR 9 RTL 9 TTB

Freeform Text Object Tool (LTR, RTL, TTB)

Creates a text object with any closed shape.

1. Click the Text Object Tool in the tool palette and hold down the mouse button to select the Freeform Text Object Tool with the desired writing direction.
2. Click once at each corner point in the document window. Hold down the mouse button and drag the mouse to create a curve.
3. Press the Esc key to finish drawing.



LTR 9 RTL 9 TTB

Text on Path Tool (LTR, RTL, TTB)

Creates a line and, at the same time, text on a path with the selected writing direction.

1. Click the Text Object Tool in the tool palette and hold down the mouse button to select the Text on Path Tool with the desired writing direction.
2. In the document window, drag to draw a line while holding down the mouse button.
3. Enter the text.



LTR 9 RTL 9 TTB

Text on a Path Tool (Shift + T)

Places text along the outline of an existing object, such as a circle or a line.

1. Create an object or a line along whose outline the text should run.
2. Press **Shift + T** or click the Text on a Path Tool in the tool palette.
3. Click on the object's outline. The program creates text on a path at that point and activates text mode.
4. Enter the text.

Please refer to the "Path Text" section in the "Working with Typography" chapter.



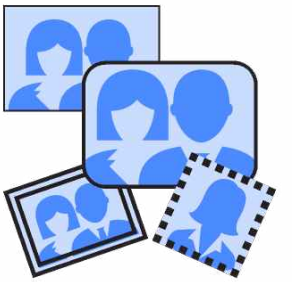
Picture Tools (P)

Rectangular Picture Object Tool

Creates a rectangular or square picture object. To create a rectangular picture object within a text object, use the **Insert Object > Picture** option.

1. Press **P** or click the Picture Object Tool in the tool palette and hold down the mouse button to select the Rectangular Picture Object Tool.
2. In the document window, drag to draw a rectangle while holding down the mouse button.

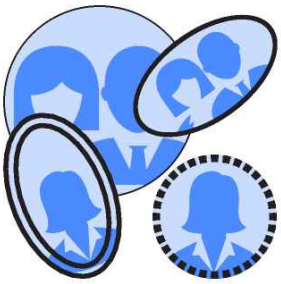
- Hold down the Shift key as well to create a square.



Oval Picture Object Tool

Creates an oval or circular picture object.

1. Click the Picture Object Tool in the tool palette and hold down the mouse button to select the Oval Picture Object Tool.
2. In the document window, drag to draw an oval while holding down the mouse button.
   - Hold down the Shift key to create a circle.



Freeform Picture Object Tool

Creates a picture object with any closed shape.

1. Click the Picture Object Tool in the tool palette and hold down the mouse button to select the Free-form Picture Object Tool.
2. Click once at each corner point in the document window. Hold down the mouse button and drag the mouse to create a curve.
3. Press the Esc key to finish drawing.

Please refer to the chapter “Working with Images” for more information.



Table, Line, and Path Tools

Table Object Tool (#)

Creates a table object. To create a table within a text object, use the **Insert Object > Table** option.

1. Press **#** or click the Table Object Tool in the tool palette.
2. In the document window, hold down the mouse button and drag to set the desired width of the table.
3. In the **Create Table** dialog box, specify the number of columns and rows, then confirm your selection.

Please refer to the chapter "Working with Tables" for more information.

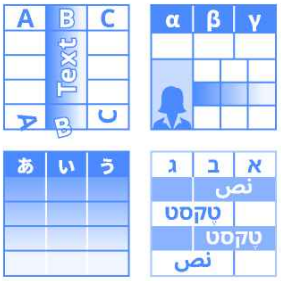


Chart Object Tool

Creates a chart object. The tool offers the following chart types: column, bar, line, column with line, area, pie, and doughnut.

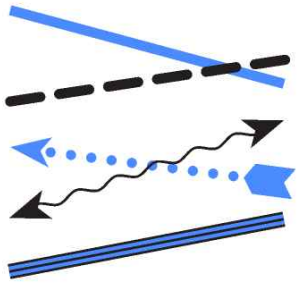
1. Click the Chart Object Tool in the tool palette and hold down the mouse button to select the desired chart type.
2. Click in the document window to create a chart with sample values, or drag while holding down the mouse button to set the desired size.
3. Specify the data and the chart's design in the **Module** palette under the **Chart**, **Series**, **Axes**, **Values**, **Legend**, and **Titles** tabs.

> *A separate license is required for charts. Without a license, the tool is hidden; existing charts remain visible and printable.*

Line Tool (L)

Creates a straight line at any angle.

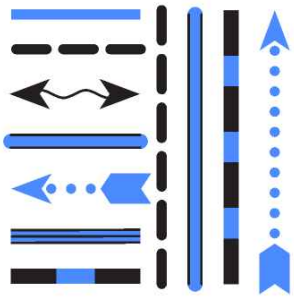
1. Press **L** or click the Line Tool in the tool palette and hold down the mouse button to select the Line Tool.
2. In the document window, drag to draw the line while holding down the mouse button.
   - Hold down the Shift key as well to create a line at an angle of 0, 45, or 90 degrees.



Orthogonal Line Tool (L)

Creates a horizontal or vertical line. The line follows the horizontal or vertical position of the mouse pointer.

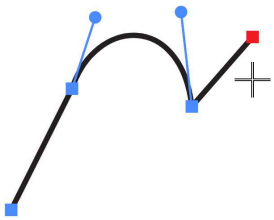
1. Click the Line Tool in the tool palette and hold down the mouse button to select the Orthogonal Line Tool.
2. In the document window, drag to draw the line while holding down the mouse button.
   - Hold down the Shift key as well to create a line at any angle.



Path Tool (Shift + P)

Creates an open path consisting of straight and curved line segments.

1. Press **Shift + P** or click the Path Tool in the tool palette.
2. Click once in the document window for each point on the path.
   - Hold down the mouse button and drag the mouse to create a curve.
   - Hold down the Shift key to create a line segment at an angle of 0 or 90 degrees.
3. Press the Esc key to finish drawing.



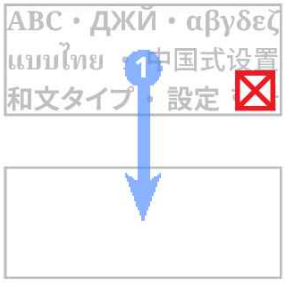
Text Chain Tools (Shift + L)

Text Chaining Tool

Connects text objects into a text chain or modifies an existing text chain. The text then flows from the first text object to the following ones.

1. Press **Shift + L** or click the Text Chaining Tool in the tool palette.
2. Click the text object that should form the beginning of the text chain.
3. Click on the remaining text objects in the text chain one after another. The program numbers the text objects for reference.
4. Double-click the last text object to complete the chain.

Please refer to the section "Creating a Text Chain Manually."



Text Unchaining Tool

Breaks the connection between a text object and the following text object in the text chain.

1. Click the Text Chaining Tool in the tool palette and hold down the mouse button to select the Text Unchaining Tool.
2. Click the text object whose connection to the following text object you want to break. Both text objects are briefly highlighted for verification. If the text object has no successor, a beep sounds.

> *Note: Unlinking a text chain cannot be undone.*



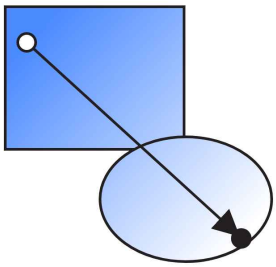
Color and Attribute Tools

Color Blend Tool (B)

Sets the start point, end point, and angle of a color blend for all selected objects.

1. Select the objects.

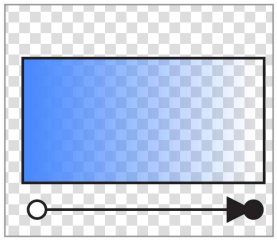
2. Click the Color Blend Tool in the tool palette and hold down the mouse button to select a color blend, or press **B** to use the most recently selected color blend.
   - Select **New** to create a new color blend. Please refer to the chapter "Working with Colors" for more information.
3. While holding down the mouse button, drag from the desired starting point to the end point of the blend.
   - Drag the start or end point to change the blend later.
4. Click outside the two points to finish editing. The program will then switch to the default tool.



Transparency Blend Tool (F)

Sets the start point, end point, and angle of a transparency blend for all selected objects.

1. Select the objects.
2. Press **F** or click the Transparency Blend Tool in the tool palette.
3. While holding down the mouse button, drag from the desired starting point to the end point of the blend.
   - Drag the start or end point to change the blend later.
4. Click outside the two points to finish editing.

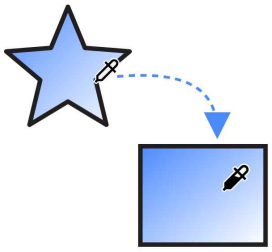


Eyedropper Tool (I)

Copies attributes from one element to other elements. The Eyedropper Tool picks up different attributes depending on the element:

- **Graphic, text, and picture objects** — fill, line, opacity, and other object attributes.
- **Text** — the text attributes of the selected text.
- **Tables** — fill color, shade and blend angle of cells, rows, and columns.
- **Picture content** — the color of the pixel you click on.

1. Press **I** or click the Eyedropper Tool in the tool palette.
2. Click the element whose attributes you want to apply. The eyedropper will appear filled.
3. Click the elements to which you want to apply the attributes.
   - Hold down the Alt key (Windows/Linux) or Option key (Mac) to refill the eyedropper with the attributes of a different element.

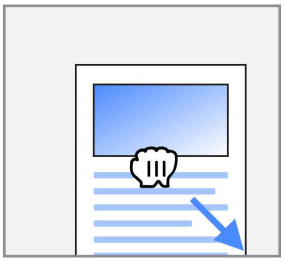


Navigation Tool

Hand Tool (H)

Moves the page view in the document window. Alternatively, while using any other tool, hold down the Spacebar or use the keyboard shortcuts to scroll.

1. Press **H** or click the Hand Tool in the tool palette.
2. Drag the page view in the desired direction while holding down the mouse button.



Undo and Redo

The program keeps track of the last 20 actions for each open document. You can undo these actions one by one and then redo them. The **Edit** menu displays the name of the affected action next to the **Undo** and **Redo** commands.

Undo a Step

1. Choose one of the following options:
   - Select **Edit > Undo**.
   - Press Ctrl + Z (Windows/Linux) or Command + Z (Mac).

Redo a step

1. Choose one of the following options:

- Select **Edit > Redo**.
- Press Ctrl + Y (Windows/Linux) or Command + Y (Mac).

> *Note: Some actions cannot be undone and clear the list of steps, for example unlinking a text chain with the Text Unchaining Tool. To revert a document to its last saved version, select* **File > Revert to Saved**. *Please refer to the chapter* "Working with Documents."

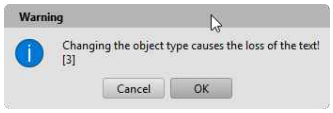
Error Messages, Warnings, and Prompts

In addition to dialog boxes and palettes, the program displays error messages, warnings, and prompts.

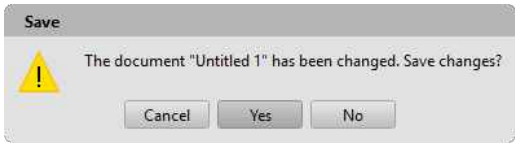
Error Messages — Appear when an option cannot be executed due to certain circumstances.



Warnings — Appear when an option could lead to a result that the user may not want under certain circumstances. The user then has the option to cancel or confirm the command.



Prompts — These appear when an option can be executed in different ways. The user must then decide how the program should proceed.



Keyboard and Mouse Options

Notes on Use

The following overview shows all possible keyboard and mouse options. Please note that some options may not be available in your program version. There can be several reasons for this.

Shortcut Set and Keyboard

The overview shows the keyboard shortcuts of the shortcut set **VivaDesigner** on a German keyboard. If you have chosen a set with the keyboard shortcuts of InDesign, QuarkXPress, Affinity Publisher, Scribus or Microsoft Publisher or have assigned keyboard shortcuts of your own, other keyboard shortcuts apply. You display, print or export (CSV, XML) the keyboard shortcuts of your current set with **Edit > Preferences > Keyboard Shortcuts** and **Overview**.

Desktop Edition

Depending on the desktop edition you use, some options may not be available or only available to a limited extent.

Access Rights

If access rights are defined, some options may not be available or only available to a limited extent.

Working Mode

In the **Beginner** and **Advanced** working modes, the program hides some commands. Their keyboard shortcuts then have no effect.

Neutral Design

If you use the **Neutral Design** option on the desktop or in the browser, some options may not be available or only available to a limited extent. These options are marked with “N” in the overview.

Web Edition

If you use the Web Edition, some options may not be available, may only be available to a limited extent or may behave differently. For example, the option **Run Around** is available with **Ctrl + T**, but it opens a new browser tab instead of the dialog. In this case, you must choose the option from the menu. In addition, not all browsers behave in the same way. Options for which restrictions or deviations may occur are therefore marked with “F” (Mozilla Firefox), “C” (Google Chrome), “E” (Microsoft Edge) and “S” (Apple Safari).
In addition, the overview may differ from the current browser versions, because browsers are updated frequently and their behavior may change.
If you use the Web Edition on macOS, you must still use the Windows key combinations. The keyboard, shortcut set and language are determined by the operator of the Web Edition when it is called.

Legend

N = Neutral Design
F = Firefox Browser
C = Google Chrome Browser
E = Microsoft Edge Browser
S = Apple Safari Browser

Windows/Linux

Program Control

Program

Quit F C E S	Alt + F4
Quit	Ctrl + Q
Undo	Ctrl + Z
Redo	Ctrl + Y
Style Sheets	Ctrl + Alt + Shift + S
Colors & Blends	Ctrl + Alt + C

Units of Measurement in Dialogs/Palettes

Cicero	C
Inches	"
Inches	IN
Decimal Inches	DZ
Em	G
Millimeters	MM
Centimeters	CM
Point Didot	PD
Point Pica	PT
Pica	P
Quart	Q
Percentage	%

Mathematical Operators in Dialogs/Palettes

Multiply	*
Add	+
Subtract	-
Divide	/

Show/Hide Palettes

Module Palette N F C E S	Ctrl + F9
Pages Palette N F C E S	Ctrl + F10
Style Sheets Palette N F C E S	Ctrl + F11
Trapping Palette N F C E S	Ctrl + F12
Search & Replace N F C E S	Ctrl + F
Change Tracking N F C E S	Alt + C
Colors Palette N F C E S	Ctrl + F6
Layers Palette	Ctrl + F7
Scripts Palette N F C E S	Ctrl + Alt + F11

Input in Dialogs/Palettes

Select Current Field Content	Text Pointer + Triple-click
Select Previous Field	Shift + Tab
Select Next Field	Tab
Choose Next Option in Pop-up Menu	Mouse Wheel
Undo	Ctrl + Z
Redo	Ctrl + Y
Select All	Ctrl + A
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete Previous Character	Backspace
Delete Next Character	Delete
Insert Unicode Control Character	Click with secondary mouse button

Style Sheets Palette

Edit Style Sheet	Click name with secondary mouse button
Apply Style Sheet	Click name
Overwrite Settings in Text Chain	Double-click name
Overwrite Settings in Text Chain	Click name with secondary mouse button
Remove Style Sheet Link	Click "None"

Layers Palette

New Layer	Click with secondary mouse button
Edit Layer	Click layer name with secondary mouse button
Lock/Unlock Layer	Click lock icon/placeholder
Show/Hide Layer	Click eye icon/placeholder
Delete Object(s)	Click object name(s) with secondary mouse button
Import Text or Picture (VD8)	Click object name with secondary mouse button

Module Palette Text

Show Font Example	Click palette with secondary mouse button

Module Palette

Show/Hide Function Area	Double-click area name

Pages Palette

New Document Page(s)	Click page icon with secondary mouse button
Edit Page	Click page area with secondary mouse button
Delete Page N	Delete + Click page icon
Move Page	Drag Mouse + Click page icon
Show/Hide Page Preview	Click page area with secondary mouse button
New Alias Page	Click alias page area with secondary mouse button
Rename Alias Page	Click alias page icon with secondary mouse button
Duplicate Alias Page	Click alias page icon with secondary mouse button
Protect/Unprotect Alias Page	Click alias page icon with secondary mouse button

Character Map

Insert Character in Selected Font [N]	Double-click character icon
Insert Character in Selected Font [N]	Click character icon with secondary mouse button
Insert Character in Text Font [N]	Click character icon with secondary mouse button
Add Character to Favorites [N]	Click character icon with secondary mouse button
Show/Hide Font Variations [N]	Click character icon with secondary mouse button
Show Font Information [N]	Mouse over information icon
Change Display Mode [N]	Click list icon
Show Font Example [N]	Click font menu with secondary mouse button

Pictures Palette

Open in Image Editing Program [N]	Click picture name/picture icon with secondary mouse button
Open in Vector Illustration Program [N]	Click picture name/picture icon with secondary mouse button
Open Parent Folder [N]	Click picture name/picture icon with secondary mouse button
Add Picture to Favorites [N]	Click picture name/picture icon with secondary mouse button

Colors Palette

Apply Color [N]	Click color name
Edit Color/Blend [N]	Click color name with secondary mouse button
Change Mode [N]	Click fill/frame icon
New Color [N]	Click color name with secondary mouse button
New Blend [N]	Click in palette with secondary mouse button
Open Colors & Blends [N]	Click in palette with secondary mouse button

Documents

Create/Edit

Print	Ctrl + P
Export (PDF)	Ctrl + E
Document Setup	Ctrl + Alt + Shift + P
Margins & Columns	Ctrl + Ü
New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Save As	Ctrl + Alt + S
Revert to Saved	Ctrl + Alt + Shift + Z

Magnification

400%	Ctrl + 4
200%	Ctrl + 2
75% N	Ctrl + 7
50%	Ctrl + 5
Zoom In	Ctrl + Numeric Keypad +
Zoom Out	Ctrl + Numeric Keypad -
Zoom In by 5%	Ctrl + Alt + Mouse Wheel
Zoom Out by 5%	Ctrl + Alt + Mouse Wheel
Zoom In by 5%	Ctrl + Alt + Up Arrow
Zoom Out by 5%	Ctrl + Alt + Down Arrow
Fit Page in Window	Ctrl + 0
Fit Spread in Window	Ctrl + 8
Zoom In on Area	Ctrl + Alt + Click + Drag
Zoom Out on Area	Ctrl + Alt + Shift + Click + Drag
Original Size	Ctrl + 1
Edit Zoom Factor	Ctrl + Alt + V
Page Width	Ctrl + 3
Enlarge	Ctrl + Alt + Click
Zoom In F C E S	Ctrl + +
Reduce	Ctrl + Alt + Shift + Click
Zoom Out F C E S	Ctrl + -
Move View	Alt + Click + Drag

Change View

Scroll Down One Screen	Page Down
Scroll Down One Screen	Down Arrow
Scroll Up One Screen	Page Up
Scroll Up One Screen	Up Arrow

Pages

Show First Page	Navigation bar + Click “First Page” icon
Show Last Page	Navigation bar + Click “Last Page” icon
Go to First Page	Alt + Home
Go to Last Page	Alt + End
Go to Next Page F C E S	Alt + Page Down
Show Next Page	Navigation bar + Click “Next Page” icon
Show Previous Page	Navigation bar + Click “Previous Page” icon
Go to Previous Page F C E S	Alt + Page Up

Document Ruler

Show/Hide Ruler	Ctrl + R
Set Zero Point Interactively	Click ruler zero point + Drag
Set Zero Point Numerically	Click ruler zero point with secondary mouse button
Reset Zero Point	Click ruler zero point with secondary mouse button

Layout Aids

Show/Hide Object Contour	Ctrl + L
Guide Objects selectable N	Ctrl + Alt + Shift + G
Show/Hide Guide Objects N	Ctrl + Alt + G
Show/Hide Smart Guides	Ctrl + Alt + Shift + U
Show/Hide Baseline Grid	Ctrl + Alt + L

Presentation Mode

Presentation N	Ctrl + 9
Exit Presentation Mode N	Esc
Exit Presentation Mode N	Click
Zoom In N	+
Zoom In N	Mouse Wheel
Zoom Out N	-
Zoom Out N	Mouse Wheel
Previous Page N	Page Up
Previous Page N	Up Arrow
Next Page N	Page Down
Next Page N	Down Arrow

Objects

Create/Convert

Create Rectangular Text Object	Rectangular Text Object Tool + Click + Drag
Create Rectangular Text Object (LTR) N	Ctrl + Shift + T
Convert to Text Object N	Ctrl + Shift + T
Create Rectangular Picture Object N	Ctrl + Shift + B
Convert to Picture Object N	Ctrl + Shift + B
Create Rectangular Graphic Object	Rectangular Graphic Object Tool + Click + Drag
Create Rectangular Graphic Object N	Ctrl + Shift + G
Convert to Graphic Object N	Ctrl + Shift + G
Create Polygon	Polygon Tool + Click + Drag
Create Square/Circle	Rectangle/Oval Tool + Click + Shift + Drag
Create Line	Line Tool + Click + Drag
Create Orthogonal Line	Orthogonal Line Tool + Click + Drag
Create Path (Line Segments)	Path Tool + Click
Create Path (Curve Segments)	Path Tool + Click + Drag
Create Bézier Curve	Path Tool + Drag + Alt+Click+Drag + Click
Create Bézier Object	Polygon Tool + Drag + Click+Drag + Double-click + Click
Create Tangent/Bézier Curve	Mouse on handle + Ctrl + Click + Drag
Corner Control Point (Break Tangent)	Mouse on control point + Ctrl + Shift + Drag
Add Handle	Alt + Click line or curve segment
Delete Selection Point	Alt + Shift + Click selection point

Select

All Objects	Ctrl + A
Graphic Object	Click
Text Object	Ctrl + Click
Text Object	Click frame
Text Object	Text Mode + Esc
Picture Object	Ctrl + Click
Picture Object	Click frame
Picture Object	Image Mode + Esc
Table Object	Ctrl + Click
Table Object	Click frame
Overlapping Objects F	Ctrl + Alt + Shift + Windows + Click

Size

Resize Object	Mouse on handle + Click + Drag
Resize Orthogonal Line at 45 Degrees	Shift + Drag + Click
Resize Object Proportionally with Picture Content	Mouse on corner handle + Ctrl + Shift + Drag
Resize Object Proportionally with Picture Content	Mouse on scaling handle + Click + Drag
Resize/Distort Object with Picture Content	Mouse on handle + Ctrl + Click + Drag
Resize Object Proportionally with Text Content	Mouse on scaling handle + Click + Drag
Resize/Distort Object with Text Content	Mouse on handle + Ctrl + Click + Drag
Resize Object Group Proportionally	Mouse on scaling handle + Click + Drag
Smooth, Symmetrical Control Points (Tangent)	Ctrl + Drag + Click

Stacking Order

Send Forward F C E S	Ctrl + Alt + Numeric Keypad +
Send Backward F C E S	Ctrl + Alt + Numeric Keypad -
Send to Front F C E S	Ctrl + Shift + Numeric Keypad +
Send to Back F C E S	Ctrl + Shift + Numeric Keypad -

Position

Move Left	Left Arrow
Move Right	Right Arrow
Move Up	Up Arrow
Move Down	Down Arrow
Move Horizontally/Vertically Only	Shift + Graphic Pointer + Drag + Click
Rotate Around Center	Click rotation icon + Drag
Align/Distribute (2 or More Objects) N F C E S	Ctrl + ,

Lock and Protect

Lock	Ctrl + Shift + L
Unlock	Ctrl + Alt + Shift + L
Protection	Ctrl + Shift + H
Cancel Protection	Ctrl + Alt + Shift + H

General

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste (without Offset)	Ctrl + Alt + Shift + V
Delete	Delete
Delete	Backspace

Special

Special N	Ctrl + Alt + M
Group	Ctrl + G
Ungroup	Ctrl + U
Group Mode Active	Ctrl + Alt + U
Duplicate N	Ctrl + Shift + D
Split N	Ctrl + Alt + Shift + T
Run Around N	Ctrl + T

Text Chains

Link Text Objects	Link Text Objects Tool + Click
Unlink Text Objects	Unlink Tool + Click

Pictures

Size

Original Size	Ctrl + Alt + 1
400% N	Ctrl + Alt + 4
200% N	Ctrl + Alt + 2
75% N	Ctrl + Alt + 7
50%	Ctrl + Alt + 5
Fill Frame Proportionally	Ctrl + Alt + 3
Fill Frame Proportionally	Slider + Click “Fill Proportionally” icon
Fit Picture Proportionally to Frame	Ctrl + Alt + 0
Enlarge Picture by 1%	Alt + Shift + Mouse Wheel
Reduce Picture by 1%	Alt + Shift + Mouse Wheel
Enlarge Picture by 5%	Alt + Mouse Wheel
Reduce Picture by 5%	Alt + Mouse Wheel
Enlarge/Reduce Picture	Slider + Click and drag

Align & Move

Center N	Ctrl + Shift + Z
Left N	Ctrl + Shift + G
Right N	Ctrl + Shift + R
Move Left	Move Pointer + Drag Mouse
Move Left	Left Arrow
Move Right	Move Pointer + Drag Mouse
Move Right	Right Arrow
Move Up	Move Pointer + Drag Mouse
Move Up	Up Arrow
Move Down	Move Pointer + Drag Mouse
Move Down	Down Arrow
Move Horizontally/Vertically Only	Shift + Move Pointer + Drag Mouse + Click
Mirror Horizontally	Slider + Click “Mirror Horizontally” icon
Mirror Vertically	Slider + Click “Mirror Vertically” icon
Rotate F C E S	Click icon in picture + Drag

General

Import C E	Ctrl + D
Import	Slider + Click “Import” icon
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Delete
Capture Screen into Picture	Ctrl + F11

Text

Position Insertion Point

Previous Character	Left Arrow
Next Character	Right Arrow
Previous Line	Up Arrow
Next Line	Down Arrow
Previous Word F C E S	Ctrl + Left Arrow
Next Word F C E S	Ctrl + Right Arrow
Beginning of Paragraph/Previous Paragraph F C E S	Ctrl + Up Arrow
End of Paragraph F C E S	Ctrl + Down Arrow
Beginning of Line	Home
End of Line	End
Beginning of Text F C E S	Ctrl + Home
End of Text F C E S	Ctrl + End

Select Text

Word	Text Pointer + Double-click
Line	Text Pointer + Triple-click
Sentence	Text Pointer + Quadruple-click
Paragraph	Text Pointer + 5 Clicks
Entire Text	Ctrl + A
Entire Text	Text Pointer + 6 Clicks
To the Left	Shift + Left Arrow
To the Right	Shift + Right Arrow
Previous Line	Shift + Up Arrow
Next Line	Shift + Down Arrow
Next Word F C E S	Ctrl + Shift + Right Arrow
Previous Word F C E S	Ctrl + Shift + Left Arrow
To Beginning of Paragraph F C E S	Ctrl + Shift + Up Arrow
To End of Paragraph F C E S	Ctrl + Shift + Down Arrow
To Beginning of Text F C E S	Ctrl + Shift + Home
To End of Text F C E S	Ctrl + Shift + End

Edit Text

Delete Selection/Previous Character	Backspace
Delete Next Character	Delete
Cut	Ctrl + X
Copy	Ctrl + C
Paste WITH Formatting	Ctrl + V
Paste WITHOUT Formatting	Ctrl + Shift + V

Insert Invisibles

Space	Spacebar
Space (non-breaking)	Ctrl + Alt + X
Em Space	Ctrl + Shift + M
En Space C S	Ctrl + Shift + N
Thin Space (1/8 Em)	Ctrl + Alt + Shift + M
Tab	Tab
Border Tab F C E S	Shift + Tab
Indent here F C E S	Ctrl + ´

Insert Special Characters

Insert Special Character	Click with secondary mouse button
Bullet Character (•)	Alt + 8
Ellipsis N F C E S	Alt + Ü
Copyright Symbol (©) N	Alt + G
Trademark Symbol (™) N	Alt + 2
Section Sign N	Alt + 6
Registered Symbol N	Alt + R

Insert Variables

Footnote N	Alt + F
Page Number N	Ctrl + Alt + N

Insert Breaks

Paragraph Break	Return
Forced Line Break	Shift + Return
Layout Break F C E S	Alt + Shift + Return
Text Object Break F C E S	Shift + Enter
Text Column Break F C E S	Enter

Notes

Note	Alt + N

Type Styles

Normal	Ctrl + Shift + Y
Underline	Ctrl + Shift + U
Strikethrough N	Ctrl + Shift + #
Superscript N	Ctrl + Alt + Shift + Numeric Keypad +
Subscript N	Ctrl + Alt + Shift + Numeric Keypad -
Small Caps N	Ctrl + Shift + H
All Caps N	Ctrl + Shift + K

Alignment

Top/Left N	Ctrl + Shift + L
Bottom/Right N	Ctrl + Shift + R
Center N	Ctrl + Shift + C
Justified N	Ctrl + Shift + J
Forced Justified	Ctrl + Shift + F

Hyphenation/Checking

Hyphen (non-breaking) N	Ctrl + Alt + -
Hard Hyphen	-
Em Dash N	Alt + Shift + Numeric Keypad -
En Dash N	Alt + Numeric Keypad -
Discretionary Hyphen N F C E S	Ctrl + Shift + -

General

Search & Replace	Ctrl + F
Import C E S	Ctrl + D

Layout Aids

Text Invisibles	Ctrl + I

macOS

Program Control

Program

Quit	Command + Q
Undo	Command + Z
Redo	Command + Y
Style Sheets	Command + Option + Shift + S
Colors & Blends	Command + Option + C

Units of Measurement in Dialogs/Palettes

Cicero	C
Inches	"
Inches	IN
Decimal Inches	DZ
Em	G
Millimeters	MM
Centimeters	CM
Point Didot	PD
Point Pica	PT
Pica	P
Quart	Q
Percentage	%

Mathematical Operators in Dialogs/Palettes

Multiply	*
Add	+
Subtract	-
Divide	/

Show/Hide Palettes

Module Palette	Command + F9
Pages Palette	Command + F10
Style Sheets Palette	Command + F11
Trapping Palette	Command + F12
Search & Replace	Command + F
Change Tracking	Command + Option + Shift + C
Colors Palette	Command + F6
Layers Palette	Command + F7
Scripts Palette	Command + Option + F11

Input in Dialogs/Palettes

Select Current Field Content	Text Pointer + Triple-click
Select Previous Field	Shift + Tab
Select Next Field	Tab
Choose Next Option in Pop-up Menu	Mouse Wheel
Undo	Command + Z
Redo	Command + Y
Select All	Command + A
Cut	Command + X
Copy	Command + C
Paste	Command + V
Delete Previous Character	Backspace
Delete Next Character	Delete
Insert Unicode Control Character	Click with secondary mouse button

Style Sheets Palette

Edit Style Sheet	Click name with secondary mouse button
Apply Style Sheet	Click name
Overwrite Settings in Text Chain	Double-click name
Overwrite Settings in Text Chain	Click name with secondary mouse button
Remove Style Sheet Link	Click "None"

Layers Palette

New Layer	Click with secondary mouse button
Edit Layer	Click layer name with secondary mouse button
Lock/Unlock Layer	Click lock icon/placeholder
Show/Hide Layer	Click eye icon/placeholder
Delete Object(s)	Click object name(s) with secondary mouse button
Import Text or Picture (VD8)	Click object name with secondary mouse button

Module Palette Text

Show Font Example	Click palette with secondary mouse button

Module Palette

Show/Hide Function Area	Double-click area name

Pages Palette

New Document Page(s)	Click page icon with secondary mouse button
Edit Page	Click page area with secondary mouse button
Delete Page N	Delete + Click page icon
Move Page	Drag Mouse + Click page icon
Show/Hide Page Preview	Click page area with secondary mouse button
New Alias Page	Click alias page area with secondary mouse button
Rename Alias Page	Click alias page icon with secondary mouse button
Duplicate Alias Page	Click alias page icon with secondary mouse button
Protect/Unprotect Alias Page	Click alias page icon with secondary mouse button

Character Map

Insert Character in Selected Font N	Double-click character icon
Insert Character in Selected Font N	Click character icon with secondary mouse button
Insert Character in Text Font N	Click character icon with secondary mouse button
Add Character to Favorites N	Click character icon with secondary mouse button
Show/Hide Font Variations N	Click character icon with secondary mouse button
Show Font Information N	Mouse over information icon
Change Display Mode N	Click list icon
Show Font Example N	Click font menu with secondary mouse button

Pictures Palette

Open in Image Editing Program N	Click picture name/picture icon with secondary mouse button
Open in Vector Illustration Program N	Click picture name/picture icon with secondary mouse button
Open Parent Folder N	Click picture name/picture icon with secondary mouse button
Add Picture to Favorites N	Click picture name/picture icon with secondary mouse button

Colors Palette

Apply Color N	Click color name
Edit Color/Blend N	Click color name with secondary mouse button
Change Mode N	Click fill/frame icon
New Color N	Click color name with secondary mouse button
New Blend N	Click in palette with secondary mouse button
Open Colors & Blends N	Click in palette with secondary mouse button

Documents

Create/Edit

Print	Command + P
Export (PDF)	Command + E
Document Setup	Command + Option + Shift + P
Margins & Columns	Command + Ü
New	Command + N
Open	Command + O
Save	Command + S
Save As	Command + Option + S
Revert to Saved	Command + Option + Shift + Z
Close	Command + W

Magnification

400%	Command + 4
200%	Command + 2
75%	Command + 7
50%	Command + 5
Zoom In	Command + Numeric Keypad +
Zoom Out	Command + Numeric Keypad -
Zoom In by 5%	Command + Option + Mouse Wheel
Zoom Out by 5%	Command + Option + Mouse Wheel
Zoom In by 5%	Command + Option + Up Arrow
Zoom Out by 5%	Command + Option + Down Arrow
Fit Page in Window	Command + 0
Fit Spread in Window	Command + 8
Zoom In on Area	Command + Option + Click + Drag
Zoom Out on Area	Command + Option + Shift + Click + Drag
Original Size	Command + 1
Edit Zoom Factor	Command + Option + V
Page Width	Command + 3
Enlarge	Command + Option + Click
Zoom In	Command + +
Reduce	Command + Option + Shift + Click
Zoom Out	Command + -
Move View	Option + Click + Drag

Change View

Scroll Down One Screen	Page Down
Scroll Down One Screen	Down Arrow
Scroll Up One Screen	Page Up
Scroll Up One Screen	Up Arrow

Pages

Show First Page	Navigation bar + Click “First Page” icon
Show Last Page	Navigation bar + Click “Last Page” icon
Go to First Page	Option + Home
Go to Last Page	Option + End
Go to Next Page	Option + Page Down
Show Next Page	Navigation bar + Click “Next Page” icon
Show Previous Page	Navigation bar + Click “Previous Page” icon
Go to Previous Page	Option + Page Up

Document Ruler

Show/Hide Ruler	Command + R
Set Zero Point Interactively	Click ruler zero point + Drag
Set Zero Point Numerically	Click ruler zero point with secondary mouse button
Reset Zero Point	Click ruler zero point with secondary mouse button

Layout Aids

Show/Hide Object Contour	Command + L
Guide Objects selectable	Command + Option + Shift + G
Show/Hide Guide Objects	Command + Option + G
Show/Hide Smart Guides	Command + Option + Shift + U
Show/Hide Baseline Grid	Command + Option + L

Presentation Mode

Presentation	Command + 9
Exit Presentation Mode N	Esc
Exit Presentation Mode N	Click
Zoom In N	+
Zoom In N	Mouse Wheel
Zoom Out N	-
Zoom Out N	Mouse Wheel
Previous Page N	Page Up
Previous Page N	Up Arrow
Next Page N	Page Down
Next Page N	Down Arrow

Objects

Create/Convert

Create Rectangular Text Object	Rectangular Text Object Tool + Click + Drag
Create Rectangular Text Object (LTR)	Command + Shift + T
Convert to Text Object	Command + Shift + T
Create Rectangular Picture Object	Command + Shift + B
Convert to Picture Object	Command + Shift + B
Create Rectangular Graphic Object	Rectangular Graphic Object Tool + Click + Drag
Create Rectangular Graphic Object	Command + Shift + G
Convert to Graphic Object	Command + Shift + G
Create Polygon	Polygon Tool + Click + Drag
Create Square/Circle	Rectangle/Oval Tool + Click + Shift + Drag
Create Line	Line Tool + Click + Drag
Create Orthogonal Line	Orthogonal Line Tool + Click + Drag
Create Path (Line Segments)	Path Tool + Click
Create Path (Curve Segments)	Path Tool + Click + Drag
Create Bézier Curve	Path Tool + Drag + Alt+Click+Drag + Click
Create Bézier Object	Polygon Tool + Drag + Click+Drag + Double-click + Click
Create Tangent/Bézier Curve	Mouse on handle + Command + Click + Drag
Create Alias	Command + *
Corner Control Point (Break Tangent)	Mouse on control point + Control + Shift + Drag
Add Handle	Option + Click line or curve segment
Delete Selection Point	Option + Shift + Click selection point

Select

All Objects	Command + A
Graphic Object	Click
Text Object	Command + Click
Text Object	Click frame
Text Object	Text Mode + Esc
Picture Object	Command + Click on object
Picture Object	Click frame
Picture Object	Image Mode + Esc
Table Object	Command + Click
Table Object	Click frame
Overlapping Objects	Command + Control + Option + Shift + Click

Size

Resize Object	Mouse on handle + Click + Drag
Resize Orthogonal Line at 45 Degrees	Shift + Drag + Click
Resize Object Proportionally with Picture Content	Command + Shift + Drag + Click
Resize Object Proportionally with Picture Content	Mouse on scaling handle + Click + Drag
Resize/Distort Object with Picture Content	Mouse on handle + Control + Click + Drag
Resize Object Proportionally with Text Content	Mouse on scaling handle + Click + Drag
Resize/Distort Object with Text Content	Mouse on handle + Control + Click + Drag
Resize Object Group Proportionally	Mouse on scaling handle + Click + Drag
Smooth, Symmetrical Control Points (Tangent)	Command + Drag + Click

Stacking Order

Send Forward	Command + Option + Numeric Keypad +
Send Backward	Command + Option + Numeric Keypad -
Send to Front	Command + Shift + Numeric Keypad +
Send to Back	Command + Shift + Numeric Keypad -

Position

Move Left	Left Arrow
Move Right	Right Arrow
Move Up	Up Arrow
Move Down	Down Arrow
Move Horizontally/Vertically Only	Shift + Graphic Pointer + Drag + Click
Rotate Around Center	Click rotation icon + Drag
Align/Distribute (2 or More Objects)	Command + ,

Lock and Protect

Lock	Command + Shift + L
Unlock	Command + Option + Shift + L
Protection	Command + Shift + H
Cancel Protection	Command + Option + Shift + H

General

Cut	Command + X
Copy	Command + C
Paste	Command + V
Paste (without Offset)	Command + Option + Shift + V
Delete	Delete
Delete	Backspace

Special

Special	Command + Option + M
Group	Command + G
Ungroup	Command + U
Group Mode Active	Command + Option + U
Duplicate	Command + Shift + D
Split	Command + Option + Shift + T
Run Around	Command + T

Text Chains

Link Text Objects	Link Text Objects Tool + Click
Unlink Text Objects	Unlink Tool + Click

Pictures

Size

Original Size	Command + Option + 1
400%	Command + Option + 4
200%	Command + Option + 2
75%	Command + Option + 7
50%	Command + Option + 5
Fill Frame Proportionally	Command + Option + 3
Fill Frame Proportionally	Slider + Click “Fill Proportionally” icon
Fit Picture Proportionally to Frame	Command + Option + 0
Enlarge Picture by 1%	Option + Shift + Mouse Wheel
Reduce Picture by 1%	Option + Shift + Mouse Wheel
Enlarge Picture by 5%	Option + Mouse Wheel
Reduce Picture by 5%	Option + Mouse Wheel
Enlarge/Reduce Picture	Slider + Click and drag

Align & Move

Center	Command + Shift + Z
Left	Command + Shift + G
Right	Command + Shift + R
Move Left	Move Pointer + Drag Mouse
Move Left	Left Arrow
Move Right	Move Pointer + Drag Mouse
Move Right	Right Arrow
Move Up	Move Pointer + Drag Mouse
Move Up	Up Arrow
Move Down	Move Pointer + Drag Mouse
Move Down	Down Arrow
Move Horizontally/Vertically Only	Shift + Move Pointer + Drag Mouse + Click
Mirror Horizontally	Slider + Click “Mirror Horizontally” icon
Mirror Vertically	Slider + Click “Mirror Vertically” icon
Rotate F C E S	Click icon in picture + Drag

General

Import	Command + D
Import	Slider + Click “Import” icon
Cut	Command + X
Copy	Command + C
Paste	Command + V
Delete	Delete
Capture Screen into Picture	Command + F11
Delete N	Backspace

Text

Position Insertion Point

Previous Character	Left Arrow
Next Character	Right Arrow
Previous Line	Up Arrow
Next Line	Down Arrow
Previous Word	Command + Left Arrow
Next Word	Command + Right Arrow
Beginning of Paragraph/Previous Paragraph	Command + Up Arrow
End of Paragraph	Command + Down Arrow
Beginning of Line	Command + Option + Home
End of Line	Command + Option + End
Beginning of Text	Command + Home
End of Text	Command + End

Select Text

Word	Text Pointer + Double-click
Line	Text Pointer + Triple-click
Sentence	Text Pointer + Quadruple-click
Paragraph	Text Pointer + 5 Clicks
Entire Text	Command + A
Entire Text	Text Pointer + 6 Clicks
To the Left	Shift + Left Arrow
To the Right	Shift + Right Arrow
Previous Line	Shift + Up Arrow
Next Line	Shift + Down Arrow
Next Word	Command + Shift + Right Arrow
Previous Word	Command + Shift + Left Arrow
To Beginning of Paragraph	Command + Shift + Up Arrow
To End of Paragraph	Command + Shift + Down Arrow
To Beginning of Text	Command + Shift + Home
To End of Text	Command + Shift + End
To Beginning of Line	Shift + Home
To End of Line	Shift + End

Edit Text

Delete Selection/Previous Character	Backspace
Delete Next Character	Delete
Cut	Command + X
Copy	Command + C
Paste WITH Formatting	Command + V
Paste WITHOUT Formatting	Command + Shift + V

Insert Invisibles

Space	Spacebar
Space (non-breaking)	Command + Option + X
Em Space	Command + Shift + M
En Space	Command + Shift + N
Thin Space (1/8 Em)	Command + Option + Shift + M
Tab	Tab
Border Tab F C E S	Shift + Tab
Indent here	Command + ´

Insert Special Characters

Insert Special Character	Click with secondary mouse button
Copyright Symbol (©)	Option + G
Registered Symbol	Option + R

Insert Variables

Footnote	Command + Option + Shift + F
Page Number	Command + Option + N

Insert Breaks

Paragraph Break	Return
Forced Line Break	Shift + Return
Layout Break	Option + Shift + Return
Text Object Break F C E S	Shift + Enter
Text Column Break F C E S	Enter

Notes

Note	Command + Option + Shift + N

Type Styles

Normal	Command + Shift + Y
Underline	Command + Shift + U
Strikethrough	Command + Shift + #
Superscript	Command + Option + Shift + Numeric Keypad +
Subscript	Command + Option + Shift + Numeric Keypad -
Small Caps	Command + Shift + H
All Caps	Command + Shift + K

Alignment

Top/Left	Command + Shift + L
Bottom/Right	Command + Shift + R
Center	Command + Shift + C
Justified	Command + Shift + J
Forced Justified	Command + Shift + F

Hyphenation/Checking

Hyphen (non-breaking)	Command + Option + -
Hard Hyphen	-
Em Dash	Option + Shift + Numeric Keypad -
En Dash	Option + Numeric Keypad -
Discretionary Hyphen	Command + Shift + -

General

Search & Replace	Command + F
Import	Command + D

Layout Aids

Text Invisibles	Command + I



Version 12 — November 2026

Workflow

Introduction

This section explains the options for organizing documents, collections and images, depending on whether you are using the program on the desktop or on the web. In addition to the classic installation of the program and the storage of data on local computers, the program offers further options. With the “Web Edition”, you can also use the program in the web browser. Furthermore, you can save documents, collections and images not only on local data carriers, but also in the cloud/Internet, in databases or in applications that are supported by the program.

We distinguish between different variations:

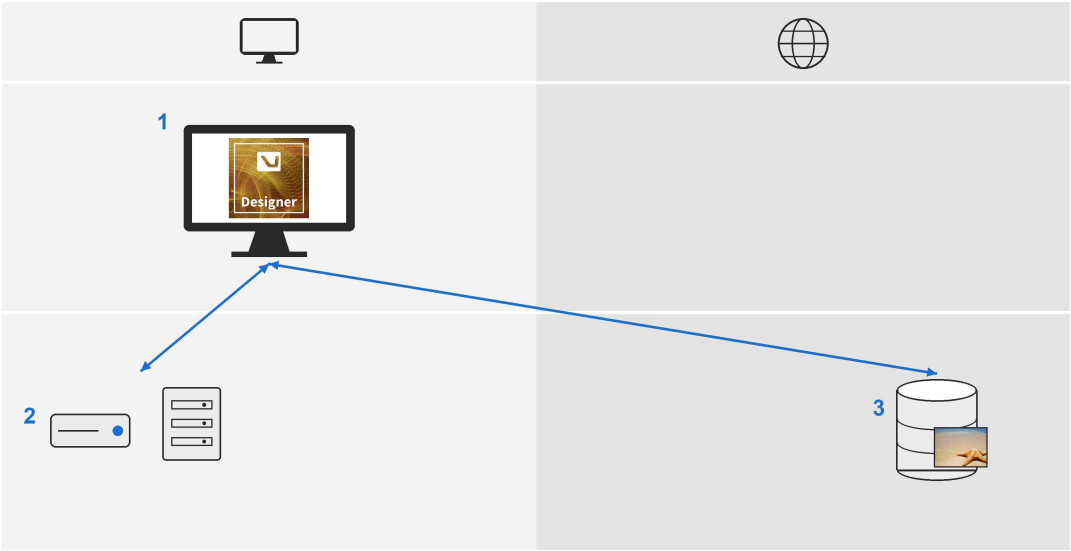
- Desktop workflow
- Mixed desktop and web workflow
- Web workflow

You can use special drives for image databases in all variations, for example for 123RF, Canto, Mediamid, ResourceSpace or SixOMC. Please note the information in the Working in a Team and Preferences sections for all variations.

Desktop workflow

In the classic desktop workflow, a program is installed on the user's computer. There are different variations for organizing the documents:

Standard Desktop Edition

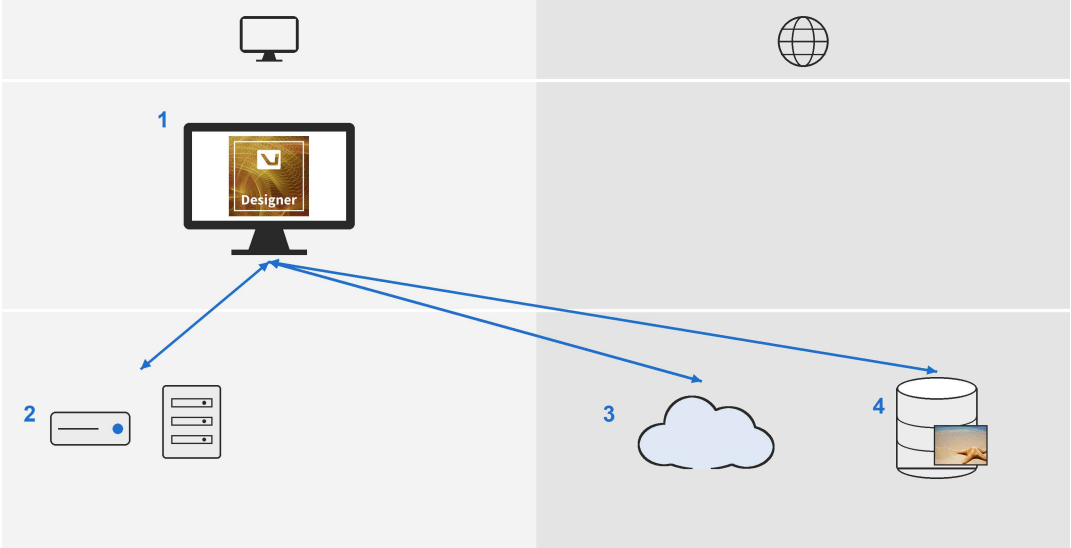


The figure shows the Standard Desktop Edition: VivaDesigner is installed on your computer (1) and opens and saves documents on local drives, network drives and WebDAV-compatible drives (2). In addition, the program uses drives for image databases (3).

You can edit documents on your local computer and open and save documents, collections, images and graphics from all data storage devices that are displayed as data storage devices by your operating system. These can be local drives, network drives or WebDAV-compatible drives.

You can optionally restrict the editing rights of the document using static access rights. Static access rights mean that the editing rights are permanently defined, regardless of who is editing the document. Please refer to the notes in the section Working in a Team and Preferences.

Standard Desktop Edition with VivaCloud account



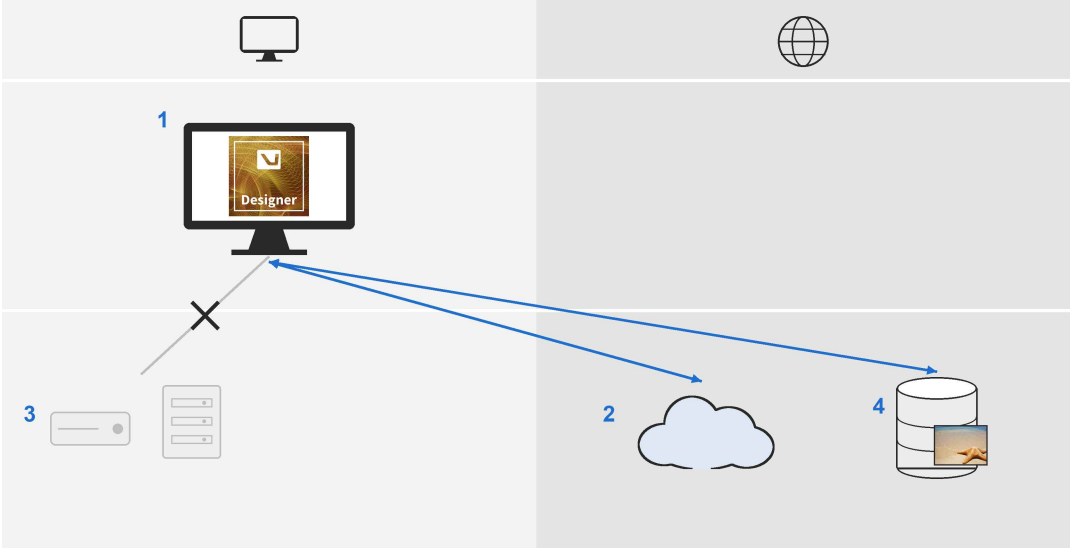
The figure shows the Standard Desktop Edition with a VivaCloud account: VivaDesigner on your computer (1) opens and saves documents both on the data storage devices of the operating system (2) and in VivaCloud (3) and uses drives for image databases (4).

If you have a VivaCloud account, you can edit the documents on your local computer and open and save documents, collections, images and graphics from all data storage devices as well as VivaCloud. You can decide individually for each document whether it should be saved locally or in VivaCloud. The VivaCloud drive is installed by default. You can store your individual access data for the VivaCloud in the preferences. Simply enter your e-mail address and password. If the access data is missing, the program asks for it the first time you access VivaCloud. In the dialogs for opening and saving, you reach VivaCloud via the **VivaCloud** entry under **Favorites**. You can also use special drives for image databases. Please refer to the instructions in the Preferences section.

If you open documents locally, you can optionally restrict the editing rights of the document using static access rights. Static access rights mean that the editing rights are permanently defined, regardless of who is editing the document. Please refer to the notes in the section Working in a Team and Preferences.

When you open documents in VivaCloud, you can optionally restrict the editing rights of the document using dynamic access rights. Dynamic access rights mean that the editing rights depend on who is editing the document. Please refer to the notes in the section Working in a Team and Preferences and the notes in VivaCloud on defining access rights for individual roles.

VivaCloud Desktop Edition with VivaCloud account



The figure shows the VivaCloud Desktop Edition: VivaDesigner on your computer (1) opens and saves documents exclusively in VivaCloud (2); access to the data storage devices of the operating system is blocked (3). You can still use drives for image databases (4).

You can edit the documents on your local computer, but they can only be opened and saved from VivaCloud. Access to the data storage of the operating system is blocked. The VivaCloud drive is installed by default. You can store your individual access data for the VivaCloud in the preferences. Simply enter your e-mail address and password. You can also use special drives for image databases. Please refer to the instructions in the Preferences section.

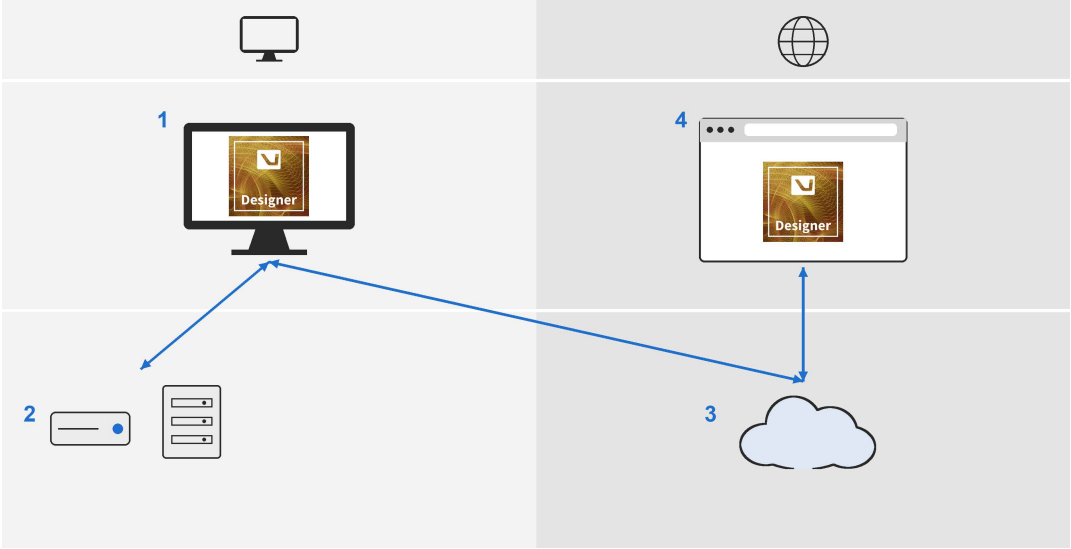
You can optionally use dynamic access rights to restrict the editing rights of the document. Dynamic access rights mean that the editing rights depend on who is editing the document. Please refer to the notes in the section Working in a Team and Preferences and the notes in VivaCloud on defining access rights for individual roles.

You can also block access to local data storage devices and network drives in the Standard Desktop Edition: To do so, activate the option **Disable Physical/Local Drives** in the **Drives** preferences. The program then opens and saves documents exclusively via the configured virtual drives, for example VivaCloud. Please refer to the section Drives in the chapter Preferences.

Mixed desktop and web workflow

With the mixed desktop and web workflow, a program is installed on the user's computer. In addition, a web edition is available via the VivaCloud or another application. There are different variations for organizing the documents:

Standard Desktop Edition with VivaCloud account and Web Edition



The figure shows the Standard Desktop Edition with a VivaCloud account and Web Edition: VivaDesigner on your computer (1) opens and saves documents on the data storage devices of the operating system (2) and in VivaCloud (3). The Web Edition in the browser (4) opens and saves documents exclusively in VivaCloud.

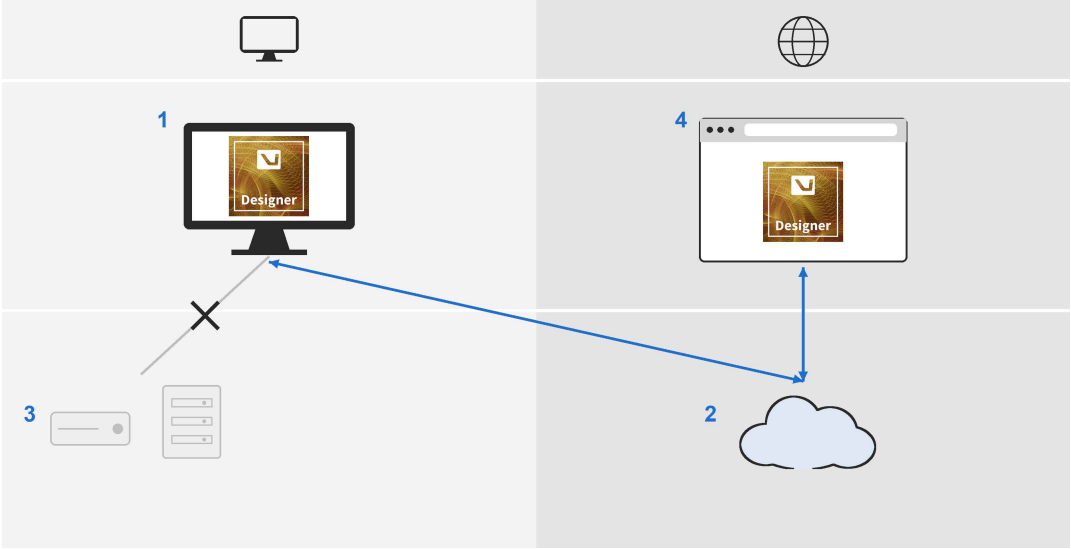
If you have a Standard Desktop Edition and a VivaCloud account with a Web Edition, you are free to decide which version you want to use to edit your documents. With the desktop version, you can decide individually for each document whether it should be saved locally or in VivaCloud. If you use the Web Edition, you can only save documents in VivaCloud.

The VivaCloud drive is installed by default. You can store your individual access data for VivaCloud in the preferences. Simply enter your e-mail address and password. You can also use special drives for image databases. Please refer to the instructions in the Preferences section.

If you open documents locally, you can optionally restrict the editing rights of the document using static access rights. Static access rights mean that the editing rights are permanently defined, regardless of who is editing the document. Please refer to the notes in the section Working in a Team and Preferences.

When you open documents in VivaCloud, regardless of whether you are using the desktop or web version, you can optionally restrict the editing rights of the document using dynamic access rights. Dynamic access rights mean that the editing rights depend on who is editing the document. Please refer to the notes in the section Working in a Team and Preferences and the notes in VivaCloud on defining access rights for individual roles.

VivaCloud Desktop Edition with VivaCloud account and Web Edition



The figure shows the VivaCloud Desktop Edition with a VivaCloud account and Web Edition: VivaDesigner on your computer (1) opens and saves documents exclusively in VivaCloud (2); access to the data storage devices of the operating system is blocked (3). The Web Edition in the browser (4) also opens and saves documents in VivaCloud.

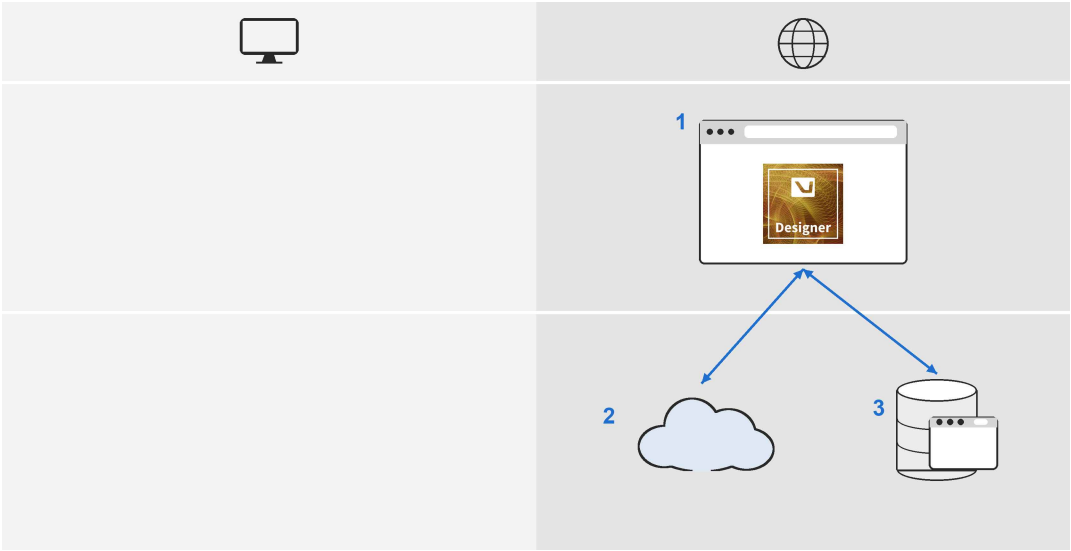
If you have a VivaCloud Desktop Edition and a VivaCloud account with a Web Edition, you are free to decide which version you want to use to edit your documents. In all cases, the documents can only be opened and saved in VivaCloud. Access to the data storage of the operating system is blocked with the desktop version.

The VivaCloud drive is installed by default. You can store your individual access data for the VivaCloud in the preferences. Simply enter your e-mail address and password. You can also use special drives for image databases. Please refer to the instructions in the Preferences section.

When you open documents in VivaCloud, regardless of whether you are using the desktop or web version, you can optionally restrict the editing rights of the document using dynamic access rights. Dynamic access rights mean that the editing rights depend on who is editing the document. Please refer to the notes in the section Working in a Team and Preferences and the notes in VivaCloud on defining access rights for individual roles.

Web workflow

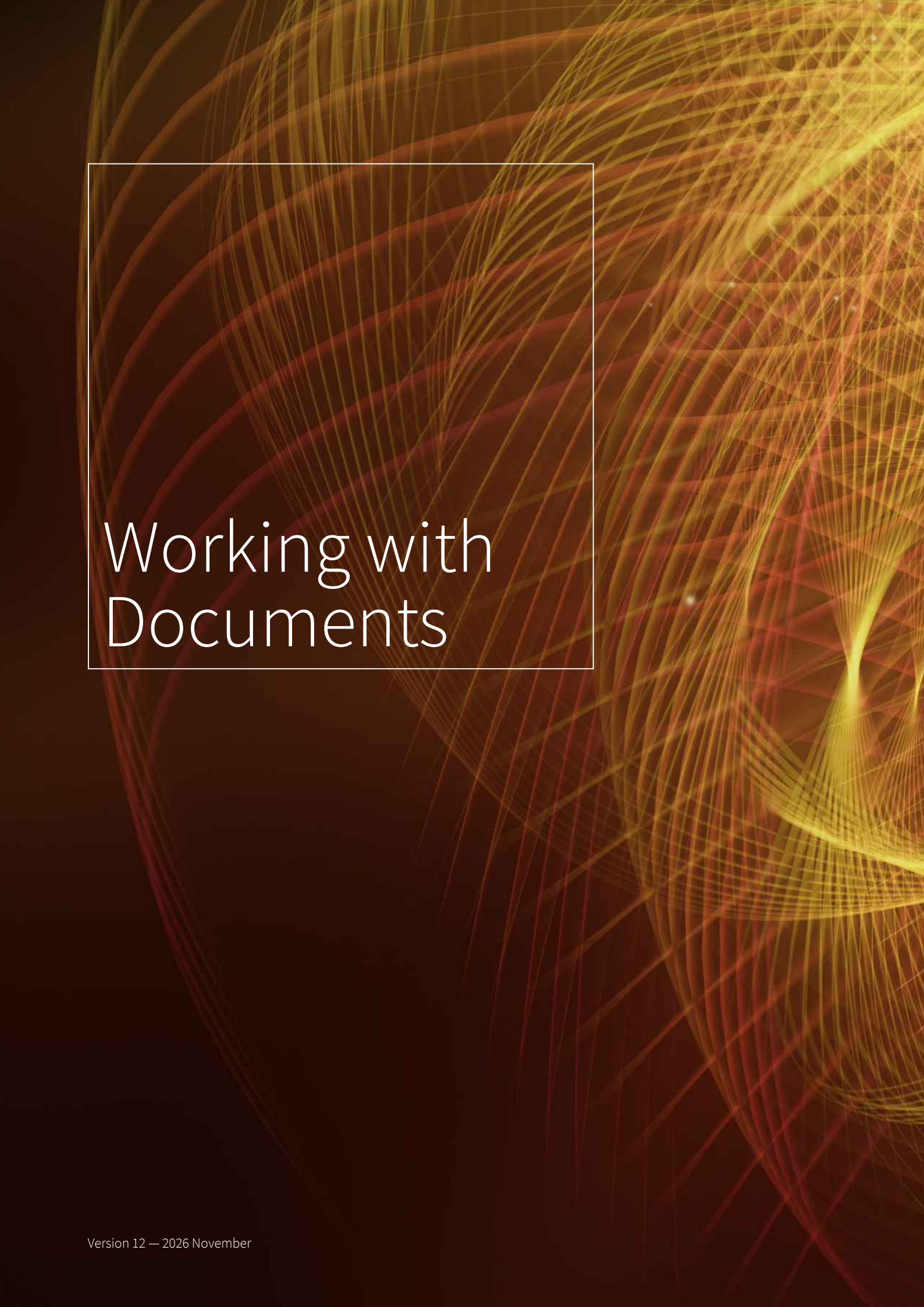
With the Web workflow, no program is installed on the user's computer. Documents are edited exclusively in the Web Edition.



The figure shows the web workflow: The Web Edition runs in the browser (1); no program is installed. It opens and saves documents in VivaCloud (2) or in another application that provides the Web Edition, for example with a database (3).

You can optionally restrict the editing rights of the document using dynamic access rights. Dynamic access rights mean that the editing rights depend on who is editing the document. Please refer to the notes in the section **Working in a Team** and **Preferences** and the notes in VivaCloud on defining access rights for individual roles.

New in version 12: When you call the Web Edition, the keyboard, the shortcut set as well as the language and region can be passed (parameters keyboard, shortcut-set and locale).



Working with Documents

Version 12 — 2026 November

Working with Documents

All layout work is carried out by the program in documents. Therefore, after the application has started, you will always create a new document, or open an existing document. This section describes how the application interacts with documents and their options.

Open Document

Existing documents can be opened in various ways:

- With the program dialog **Open**.
- With the operating system dialog **Open**.
- With a **double click on the document icon**.
- By **Drag and Drop**.
- With the option **Revert to Saved**.
- With the option **Open Backup Copy**.
- With the option **Recently opened documents**.

Regardless of which option you use to open a document, for larger documents, the program will display a progress bar showing the current status of the option.

Whether the program dialog **Open** or the system dialog **Open** is displayed by default can be set using the **Preferences**. Please refer to the section Preferences.

> *Tip: If you are switching from InDesign, QuarkXPress, Affinity Publisher, Scribus or Microsoft Publisher, you can keep using the keyboard shortcuts you are used to. To do so, choose, for example, the option* **Like InDesign** *under* **Keyboard Shortcuts** *in the* **Initial Preferences** *dialog when you start the program for the first time, or choose the matching shortcut set later under* **Edit > Preferences > Keyboard Shortcuts**. *Please refer to the section* Keyboard Shortcuts *in the chapter Preferences.*

Open a recently opened document

1. Choose **File > Recently opened documents**.

2. Choose the desired document.

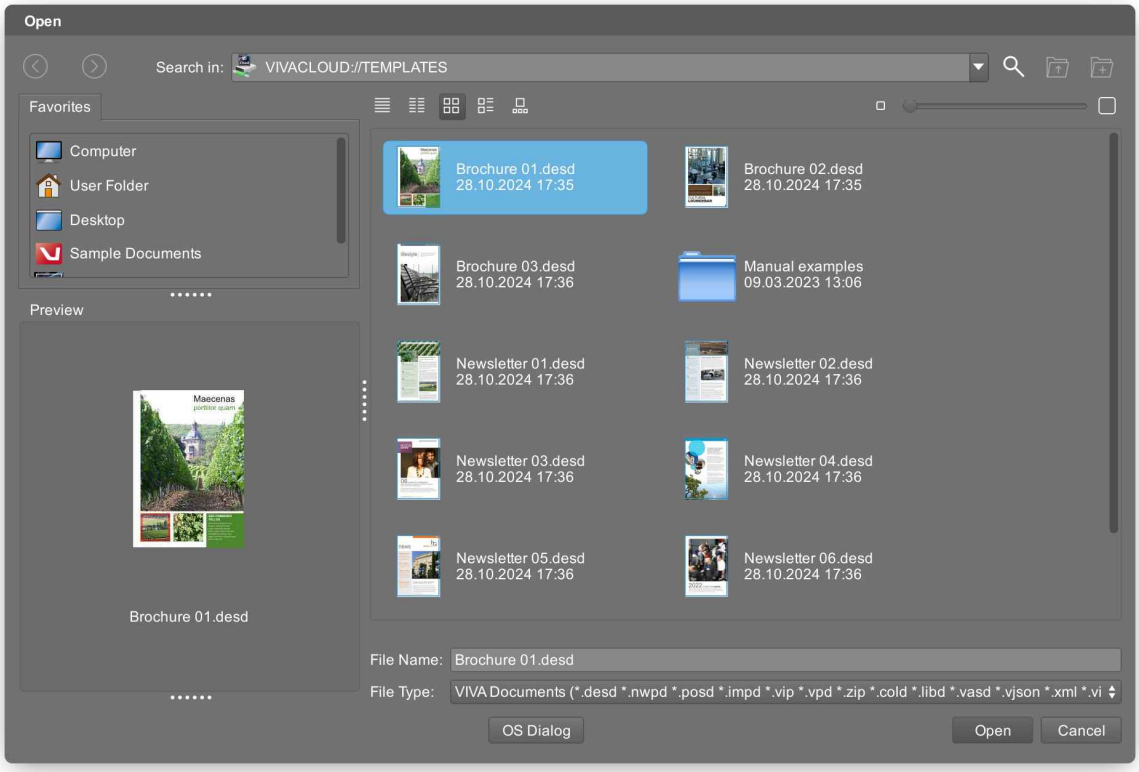
The submenu shows up to 15 recently opened documents. The recently opened documents are also available in the start dialog. Please refer to the section Program start in the chapter User Interface.

> *Note: The program locks documents on a VivaCloud drive while they are being edited. If a document is already opened or locked by another user, the program reports this and opens the document in read-only mode. Changes can then not be saved.*

Open Document with the program dialog

1. Choose one of the following options:

- Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
- Choose **File > Open**.



2. Optionally, choose one of the following options to determine the document path:
   - In the **Search in** option, enter a document path or select a recently used document path from the pop-up menu.
   - Click **Forwards** or **Back** to view the contents of one of the most recently used document paths.
   - Click **Up** to view the contents of the parent folder.
   - Double-click a drive or folder in the list to view the contents of the drive or folder.
   - In the **Favorites** tab, click **Computer** to view all physical drives on the computer and all virtual drives. The display of the drives can be expanded or restricted by using the Preferences. Please refer to the section Preferences.
   - In the **Favorites** tab, click **User Folder** to display all documents of the selected **File Type** and all folders in the user folder.
   - In the **Favorites** tab, click **Desktop** to display all documents of the selected **File Type** and all folders on the computer desktop.
   - In the **Favorites** tab, click **Sample Documents** to display all the templates of the selected file type and all folders. This option requires an Internet connection.

     Sample documents are 'read-only' after opening. This means that you must save the document under a different name and in a different location after editing, as you are not allowed to overwrite the sample documents.
   - In the **Favorites** tab, click **VivaCloud** to display all documents of the selected **File Type** and all folders. This option requires an Internet connection and registration in the **VivaCloud**.

If you select this option, you will be asked for your VivaCloud access data each time. These access data can also be saved permanently in the preferences. Follow the instructions in the section Preferences > Drives.

3. Optionally, choose one of the following options to define the document view:
   - Click **Details**, **List**, **Thumbnail**, **Large Icons** or **Film Strip** to specify the appearance of the documents.
   - In the **Details** or **List** view, click a column header to specify the sorting of the documents.
   - In the **Thumbnail**, **Large Icons** or **Film Strip** view, click **Small** or **Large** or use the **slider** to set the size of the document preview.
4. Optionally, choose one of the following options to define the dialog view:
   - Click the separator between list and the **Favorites** tab. With the mouse button held down, move the mouse to the right or left. When you move the mouse all the way to the left, the entire **Favorites** tab disappears.
   - In the **Favorites** tab, click the separator between the list and the **Preview**. Move the mouse up or down while holding down the mouse button. When you move the mouse all the way up, the list of Favorites disappears.
   - In the **Favorites** tab, click the separator between **Preview** and **Metadata**. Move the mouse up or down while holding down the mouse button. When you drag the mouse all the way down, the list of metadata disappears.
5. By default, the option **VIVA Documents** is selected in the **File Type** pop-up menu. At the top are **All readable** and the group entries **VIVA Documents**, **All other Layout Documents**, **All Text Documents** and **All Data Files**, below them the individual formats under the headings VIVA Documents, Other Layout Documents, Text Documents and Data. If you choose a different file type, please refer to the corresponding notes in the section Import/Export.
6. Choose a document from the list. Optionally, click **Next** or **Previous** to view the document pages in the **Preview** dialog box. These options are only available if the document has been saved with a corresponding preview. Please refer to the section Preferences.
7. **Optionally, click OS Dialog to display the operating system dialog for opening documents. Please refer to the** Preferences **section.**
8. Click **Open** or double-click the document in the list.

The program saves the last selected document path while running and after the program has been properly closed. It is irrelevant whether a document has been opened or not. If a previously selected document path is no longer available, this can lead to a considerable delay in the display of the dialog. This may be the case, for example, when a drive is no longer connected or the Internet connection to an Internet drive is interrupted. In such cases, the program tries to connect to the appropriate document path, which may take a while. This operation will be canceled after a while.

Note: In the file name field, you can also enter a complete path, including a path to a folder on a virtual drive such as the VivaCloud.

Open Document with the operating system dialog

1. Choose one of the following options:
   - Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
   - Choose **File > Open**.
2. If the operating system dialog is not displayed directly, click **OS Dialog**. Please observe the instructions in the Preferences section.

3. By default, the option **VIVA Documents** is selected in the **File Type** pop-up menu. The system dialog shows the same file types as the program dialog, but without headings. If you choose a different file type, please refer to the corresponding notes in the section **Import/Export**.
4. Optionally define the document path with options provided by the respective operating system in the dialog.
5. Optionally define the document view with options provided by the respective operating system in the dialog.
6. Click **Open** or double-click the document in the list.

> *The operating system dialog does not display any favorites and does not allow you to open documents or files from virtual drives, such as the VivaCloud.*

Open Document with a double click

1. Choose a document in the operating system that corresponds to the program's native file type.
2. Double click the document

The document is automatically opened in the program responsible for the native file type. If the program has not been started yet, it will be started automatically and then the document will be opened.

> *If you do not select a native document, either nothing happens or the operating system asks which program it should open. Alternatively, it may be that the operating system automatically launches another program that can open the document with this file type.*
> *If you have several versions of the program installed on the computer, make sure that the correct version of the program is started in this case. If this is not the case, you must start the required program version manually.*
> *If you have deleted an old version of the program on Mac OS X, you should for safety's sake also empty the recycle bin, as otherwise the old program version may be launched (unnoticed) from the recycle bin.*

Open Document by Drag & Drop

1. Choose a document in the operating system that corresponds to the program's native file type.
2. Choose one of the following options:
   - While holding down the mouse button, drag the document to the program icon in a folder.
   - While holding down the mouse button, drag the document onto the program icon in the **taskbar** (Windows) or the **Dock** (Mac). Depending on the operating system, the program may already have to be running.
   - While holding down the mouse button, drag the document to the program window. On Mac OS systems, this is only possible if the option **Tabbed Document View** is selected in the **Preferences**.
3. Release the mouse button.

> *If you select a document whose file type is not supported by the program, nothing happens.*
> *If you select a document whose file type is supported by the program but does not conform to the native format (for example, IDML, etc.), please refer to the sections* **Import/Export**.
> *If you choose a document whose file type is supported by the program in different ways, it may make a difference whether you drag the document onto the program window or the document window (for example, PDF documents).*

Open last saved version of a document

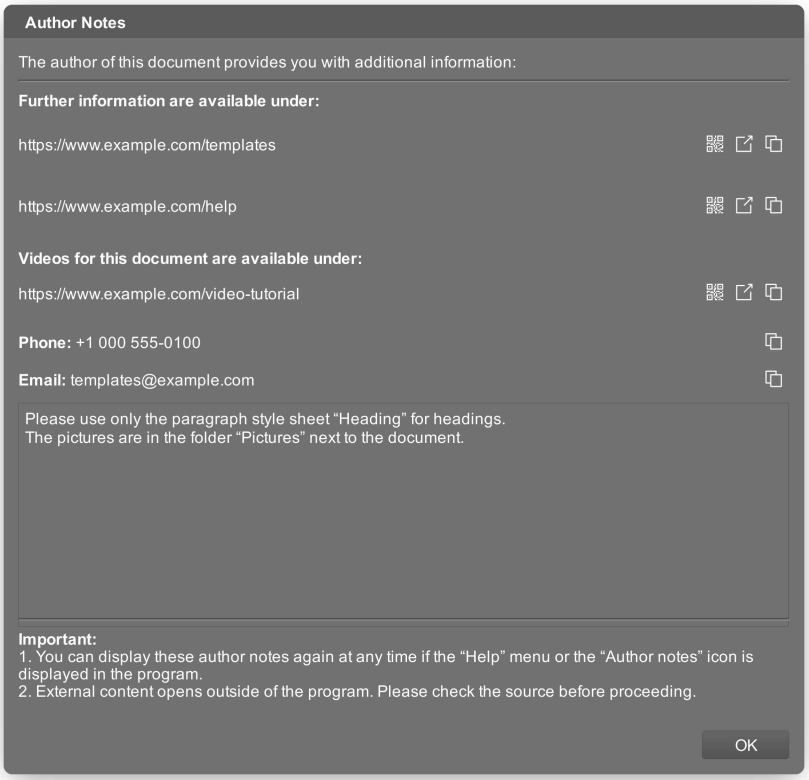
1. Choose one of the following options:
   - Choose **File > Revert to Saved**.

- Press **Ctrl + Alt + Shift + Z** (Windows/Linux) or **Command + Option + Shift + Z** (Mac).

2. Choose one of the following options:
   - Click **Yes** to discard all changes and open the most recently saved version.
   - Click **No** to cancel the option.

Author Notes on Opening

Authors can give a document notes to take along, for example a web page or a video with explanations, contact details for questions or notes on editing. If the option **Show on opening documents** is selected in the document, the program shows the author notes automatically as soon as you open the document. If the option **Ask for Images** is selected as well and pictures are missing or have been modified, the picture overview appears first.



Depending on what the author has entered, the window shows:

- **Further information are available under** — One or more web pages, each on a line of its own.
- **Videos for this document are available under** — One or more addresses of videos about the document.
- **Phone** and **Email** — Contact details for questions. The button next to each entry copies it to the clipboard.
- Additional notes — Any text from the author, for example notes on editing.

Next to each address, the buttons **Show QR Code**, **Open Link** and **Copy** are available. With the QR code, you can open the address on a smartphone, for example. The program opens external content outside the program, for example in the browser. Check the source before you open a link.

1. Choose **Help > Author Notes** to show the author notes of the current document again at any time.

2. Click **OK** to close the window.

> *You define the author notes for your own documents under* **Edit > Preferences > Author Notes** *(Windows/Linux) or* **{Program Name} > Preferences > Author Notes** *(Mac). Please refer to the section* Author Notes *in the chapter Preferences.*

Opening Dependent Documents Automatically

You can define dependencies for a document: other documents or libraries that the program opens automatically as soon as you open the document. This option is helpful if, for example, you always work with the same library or with documents that belong together.



Please observe the following hints:

- The program opens the dependent documents in the background after the document itself. The document you opened remains the current document.
- The program does not open documents that are already open a second time.
- If the program cannot find a dependent document at the saved location and the option **Include Search Paths** is selected in the preferences, it looks for a file with the same name in the search paths of the document. If the document cannot be found there either, the program does not open it; no message appears.

> *You define the dependencies under* **Edit > Preferences > Dependencies** *(Windows/Linux) or* **{Program Name} > Preferences > Dependencies** *(Mac), and the search paths under* **Preferences > Search Paths**. *Please refer to the sections* Dependencies *and* Search Paths *in the chapter Preferences.*

Opening automatic backup copies

The program is designed to prevent documents from being destroyed when backing them up, should it crash while saving or the power fail, for example. However, when backing up documents, errors may occur that can result in documents not being able to be opened afterwards. This error may not be noticed by the user, because there is no error message and the document can be processed normally in the opened state. The most common reason for backup failures is bad sectors on the disk that are not noticed by the operating system. Therefore usually no error message appears. Nevertheless, the documents in these cases are often irretrievably damaged.

To avoid this, you should create manual backup copies regularly and save them on other drives or data media. If you add a date or version number to the document name, you can create as many copies as you like. You can achieve similar security with the option **Create Backup When Saving** in the **Preferences**. If this option is selected, the program creates a backup copy each time the document is saved. The option costs no additional time, only storage space. Please refer to the section Preferences.

Open backup copy automatically

1. The program automatically displays a selection of backup copies if it detects when opening that the selected document is defective and cannot be opened.
2. Choose a backup copy in the popup menu.
3. Confirm the entry.

Open backup copy manually

1. Choose a backup copy of the currently open document manually if you want to return to an older version of the document.
2. **Choose File > Open Backup.**
3. Choose a backup copy.

The following applies in all cases:

- The backup copies created automatically are sorted by date and time.
- Backup copies are created only from the second time a document is saved on. It does not matter whether the document is saved manually or with the option **Background Save** in the **Preferences**. Background save only saves documents that have been changed since they were last saved. Please refer to the section Preferences.
- If no automatically created backup copy is shown for the current document, either there is no backup copy, or existing backup copies may have been deleted because the drive ran out of space. The number of available backup copies depends on regular saving and on the options for the maximum number of backup copies and the maximum storage space chosen in the **Preferences**. The most recent backup copy of a document is always kept, even if this exceeds the maximum storage space. Please refer to the section Preferences.
- After selecting an automatically created backup copy, no backup copies are initially displayed for the document. If you now save the selected backup copy, you can decide whether you want to replace the previous document or save the backup copy under a different name. If you replace the document, this version of the document becomes the current version. If you save the document under a different name, all backup copies of the original document are retained.
- Backup copies created automatically cannot prevent the problem of defective documents. However, they often prevent a total loss if you can access older versions of the document.
- Backup copies created automatically are not a complete replacement for manual backup copies. Therefore, regularly make backup copies on other data media.

Recovering Documents after a Crash

After a crash, the program offers to reopen the most recently opened documents the next time it starts, optionally including their unsaved changes. For this, the program saves the changes regularly in the background. You will find the setting in the **Preferences** under **Program > Backup > After a Crash**.

Opening VivaXML documents

VivaXML documents are documents with which a single object, a group of objects or complete documents can be stored in an open XML format. The VivaXML format is freely available to everyone and extensively documented. Therefore, any developer and application can create VivaXML documents without using the native program.

This option is useful when you

- want to save documents or individual objects in a text version in addition to the binary version for security reasons.
- edit or manipulate documents or individual objects with third-party software.
- save individual objects or groups of the layout and import them into other documents.
- want to open documents in older program versions. However, this requires that the XML structure has not changed. Therefore, this procedure is not always possible.
- want to render VivaXML documents with a publishing server and save them as documents in native format, or export them in PDF, IDML, JPG or PNG format.

You can optionally store previews of pages, objects, and images in the XML, for example, to display entire pages or individual objects in a third-party application without rendering the document. For example, the third-party application would be able to preview all pages of the document without opening the document. Further, this application would be able to, for example, display a text object in its entirety without rendering the object and or owning the fonts. This technique could be used to create a WYSIWYG editor in a browser, for example. In addition, the VIVA-XML offers a variety of useful of help for developers. For example, when CMYK colors are saved, the matching RGB values are also saved to help developers display them on screen.

Whether the program embeds the previews in the XML file or saves them as separate files is determined in the Preferences under **VivaXML** with the option **Embed Previews**. If the option is selected, the program saves the previews in the XML file. If it is not selected, it saves the previews as PNG files in the folder “previews” next to the XML file. On Internet drives such as VivaCloud and when exporting individual objects, the program always embeds the previews. Please refer to the notes in the section XML Export options in the chapter Export.

> *Note: When saving or exporting a document in VivaXML format, the program deletes an already existing folder “previews” in the target folder.*
>
> *Note: With a few exceptions (for example, access rights with passwords for documents), the file is stored in a readable text file. However, there may be parts that are saved in binary format, for example, when images are embedded in the document. The technical description of the XML format can be found in the program folder in the Schemas folder. For exporting VivaXML documents, see the notes in the* Export *section and the options in the program preferences. If you want to import individual groups or objects, please refer to the notes in the* Import *section.*

Missing images when opening VivaXML documents

If the program does not find an image at the path stored in the VivaXML document, it first looks for the image file in the folder of the VivaXML document and then in the search paths of the document.

If it does not find the image file there either, it inserts a placeholder in the size of the original image. If the VivaXML document contains a preview of the image, it uses this preview as the placeholder, otherwise a gray area. The placeholder keeps the path of the original image. As soon as you have access to the original image, you can update the image; it is then in the same place and in the same size.

> *Note: The VivaXML document only contains a preview of the images if it was saved with the options* **Save Image Preview** *and* **Embed Previews**.

Open VivaXML Document with the dialog

1. Choose one of the following options:
   - Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
   - Choose **File > Open**.
2. Choose **File Type > VivaXML (*.xml)**.
3. Select the desired XML file and click **Open**.

Open VivaXML Document with Drag and Drop

1. Choose one of the following options:
   - Drag and drop the document onto the program icon in a folder.
   - While holding down the mouse button, drag the document onto the program icon in the **taskbar** (Windows) or the **Dock** (Mac). Depending on the operating system, the program may already have to be running.
   - Drag the document onto the program window while holding down the mouse button. On Mac, this is only possible if the Tab View option is selected in the Preferences.
2. Release the mouse button.

Opening Adobe InDesign Documents

You can open documents created with the layout program “Adobe InDesign” (hereinafter referred to as “InDesign”) directly in the program. From version 12 on, the program reads InDesign documents from InDesign CS2 on itself, without conversion over the Internet. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged.

Depending on the edition, the program can also export documents in InDesign format. Please refer to the corresponding section Export InDesign document.

In the **Open** dialog, two file types are available for InDesign documents:

- **Adobe InDesign Document (*.indd *.indt)** — The program reads the InDesign document directly on your computer. The options dialog is called **InDesign Native INDD Import Options**.
- **Adobe InDesign Markup (*.idml)** — The program reads the InDesign exchange format. The options dialog is called **InDesign IDML Import Options**.

Preparation

If you don’t have InDesign

If you do not have the latest version of InDesign yourself, the creator of the documents should provide the following data so that you can import the document:

1. The InDesign document in the native INDD or INDT format (Template) or alternatively in the IDML format (exchange format). Ideally the creator should provide you with the document both in the native format and the exchange format.
2. An export in PDF format to check visually if the import worked properly.
3. All fonts used.
4. All images used.

All data can be compiled in current versions of InDesign fully automatically with the option **File > Package**. (Status Summer 2018).

If you do have InDesign

If you do have InDesign and have created the InDesign documents yourself on your computer, you only need to make sure that the program can resolve the paths to the images used and that the fonts used are installed.

General notes

Since both programs have a similar range of functions, the layout can be transferred true to the original in many cases.

However, this depends on the InDesign version used, the structure of the layout and the import options used. In addition, there are both conceptual and functional differences between the two programs. You can find more information about this on our website.

Basically:

- By default, the options are set so that in most cases you do not need to change anything.

- If you are not sure what the options mean, move the mouse over the options to display help.
- Imported documents should always be compared to the original document.
- The quality of the import is continually improved and adapted from time to time to current versions of InDesign. You can help us with this, especially if you have suggestions and requests regarding the import. The **Report a Problem** button in the options dialog leads to the VIVA website, where you can read how this works and what we need from you (not in demo and trial versions).
- If you plan a permanent exchange between the two programs, you should try it out beforehand using sample documents. If you have problems or questions about this, please contact us with appropriate sample documents. We will advise you on such projects.
- For more technical information on opening InDesign documents, please refer to the Technical Notes section.
- You get the keyboard shortcuts you are used to from InDesign with the shortcut set **InDesign**. Please refer to the section Keyboard Shortcuts in the chapter Preferences.

Open InDesign Document

1. Choose one of the following options:
   - Choose **File > Open** and then, under **File Type**, the option **Adobe InDesign Markup (*.idml)** or **Adobe InDesign Document (*.indd *.indt)**. Select the file and click **Open**.
   - Drag a file document with the suffix ".indd" or ".indt" or ".idml" to a program palette.
2. Choose the appropriate options in the **General** tab:
   - **Apply Styles with Style Sheets** — All text attributes and style sheets will be taken over.
   - **Apply Styles without Style Sheets** — All text attributes will be taken over and applied to the text, but the style sheets will not be taken over. This option is helpful if you want to take over the text attributes but change the organization of the style sheets in the program.
   - **Plain Text** — Text will be taken over without any attributes.
   - **Remove Discretionary Hyphen** — In the text all the discretionary hyphens will be removed. This option is helpful if you don't want to take over any invisible hyphens that cause a text break. If the option is not selected, all discretionary hyphens will be retained in the text.
   - **Remove Forced Line Break** — Forced line breaks are removed from the text. This option is helpful if you do not want to keep forced breaks. If the option is not selected, all forced line breaks in the text are kept.
   - **Import Footnotes** — All the footnotes contained in the InDesign document will be imported. If the option is not selected, the footnotes will be ignored.
   - **Increase Text Object Height by** — All text objects are enlarged by a custom value. This option is helpful if, for example, the height of the text objects was fitted to the amount of text. Depending on the font, the last line of a text object may no longer be displayed after the import because the two programs calculate the height differently. In most cases, an increase of 0.1 mm (0.283 pt) is enough to solve the problem. If the option is not selected, the defined height of the text object is kept. The overflow symbol indicates that not all of the text can be displayed in the text object.
   - **Use Image Paths From Document** — When the pictures are imported, the picture paths saved in the document are used. This option only makes sense if you also have access to the paths that were used when the pictures were imported. If this is not the case, no pictures can be imported.
   - **Use Document Path Including Subfolders** — When importing images, the program searches the folder where the InDesign file is located. With this option the subfolders will also be checked.

- Select Custom Path — When importing the images, the application searches in a folder you have defined. With this option the subfolders will also be checked.
- Extract Images From Original INDD file — This option is available when importing an IDML file and is useful if you do not have the original images. In this case the program extracts the image information and image preview from the INDD file. For some image formats, however, InDesign does not save image previews, so some images may not be displayed. Since the InDesign file format had to be decrypted for this option, which changes regularly, there can be no guarantee either for the functionality in general and for the correct transfer of the data in particular.

> *Note: When you open INDD files, the options for picture paths are not available. The program looks for linked pictures at the saved location, next to the document and in the "Links" folder. If a picture is missing, it takes the preview from the document and embeds it.*

3. Choose one of the following options in the Options tab:
   - Don't Import Lines without Line Width — Lines without a line width will not be imported.
   - Convert Empty Text Objects to Graphic Objects — Empty text objects will be converted to graphic objects.
   - Convert Empty Image Objects to Graphic Objects — Empty picture objects will be converted to graphic objects.
   - Convert Oversized Floating Objects to Anchor Objects — Automatically converts floating objects that are wider than the text object into anchor objects. This option is helpful to preserve the layout, since the program cannot display objects that are wider than the text object.
   - Flatten Layers — All layers are reduced to one single layer.
   - Ignore Guidelines — Guides are not imported.
   - Increase Text Object Width to Table Object Width — Text objects containing a table as a floating object are enlarged.
   - Increase Table Cell Height by — All table cells are enlarged by a custom value. This option is helpful if, for example, the height of the table cells was fitted to the amount of text. The same principles apply as for the option Increase Text Object Height by.
   - Quality Check — Automatically adds an additional layer named "[Quality Check]" to the document if a PDF document with the same file name exists in the same folder. The additional layer is automatically placed in the background, locked and hidden by default. On this layer, a picture object is created for each page and the PDF is imported page by page. This option is helpful for checking the quality of the import visually. When you show the layer, you can see immediately whether there are differences between the original document and the imported document. If there is no PDF document with the same name in the folder, the program asks for the PDF. If you cancel this query when opening an INDD file, the program uses the page previews saved in the document.
   - Split tables — Tables that are anchored in one text object can span several text objects. If the option is not selected, a text overset will occur for such tables.
   - Convert Tags to Variables — (Default) Takes over the XML tags of the InDesign objects. When the pages are converted into VivaCP forms, text and picture objects with a tag become variables named after their tag.
   - Report — (Only when opening INDD files) Shows after the import what could not be taken over completely. The report can be saved as a text file next to the document.
4. Confirm the entry.

> *If you receive an error message when importing the InDesign document in INDD format, please inform us using the contact form on the website. Alternatively, try importing the document in IDML format.*

5. Save the document.

After opening, a report lists what could not be taken over, or only approximately, grouped by type and with the number of occurrences, e.g. bookmarks or hyperlinks on frames. The report shows the individual instances under **Details**.

Technical notes

Documents and pages

All document and master pages are imported, including the names of the master pages, page numbering and page order, as well as the file name, the name of the original file.

Pages with their own format keep their size, even if an InDesign document contains several page formats.

Layers and Objects

All layers as well as closed rectangular and oval graphic, text and picture objects as well as lines and multiple lines/paths are imported.

- For layers, the attributes (visibility, locked, color, etc.) and the assignment of the objects to the layers are applied.
- For objects, all layer information (visibility, assignment, etc.) and object information (coordinates, rotations, transparencies, shadows, colors, borders, etc.) are applied. Since both programs have different line patterns, there may be some deviations.
- An open path will be closed automatically if the start and end points have the same coordinates.
- For picture objects, the scaling, position and rotation in the picture object will be applied.
- For text objects, the number of columns, the gutter, the text indent and the options for the first baseline will all be applied.
- Guides, bleeds, margins and columns will be applied.
- Text on lines/paths will be applied.
- Tags that have been assigned to objects in InDesign are applied by the program as additional information on the objects. With chained text objects, the first text object of the text chain receives the tag.
- The option **Text Wrap** is taken over, but may have a different effect in some cases. In the program, text wrap takes into account all text objects that lie below in the hierarchy. InDesign, however, takes into account only the area, regardless of the hierarchy of these objects. Therefore, in InDesign, for objects that you position above an object with the option **Text Wrap**, you must also choose the option **Ignore Text Wrap**. In the program, you don't have to enable any option for this. Therefore, after opening the document, text wraps around objects even where you have not selected the option **Ignore Text Wrap** in InDesign.

Character and paragraph attributes

All text from closed rectangular and oval text objects and the following attributes will be applied:

Character attributes – Font family, font face, font size, color, style (superscript and subscript, capital letters, small caps, underline, strikethrough, both automatic and manual), character spacing (kerning), character width and height.

Paragraph attributes – Alignment (left/right, centered, justified, forced justified), indent (left, right, paragraph indent), tabs, line spacing (leading), space before/after, Widows & Orphans, paragraph rules, drop caps and hyphenation.

Differing line spacing (leading) in a paragraph will be ignored with one exception when importing: If in InDesign a paragraph has a manual line break after which a new leading was set, the line break is replaced with a paragraph break on import.

Texts that are set vertically in InDesign are applied by the program with the line orientation **Right to Left**: the lines run vertically and follow one another from right to left. Please refer to the section Line Orientation in the chapter Working with Text.

Text Breaks and Hyphenation

Every typesetting program has its own internal and mostly secret rules for defining a line or a paragraph. Furthermore, InDesign and VivaDesigner work with different hyphenation algorithms and suppliers of dictionaries. VivaDesigner hyphenates German text on the basis of the DUDEN dictionary, and in addition offers text break qualities that InDesign does not recognize. Therefore it is most probable that the text breaks in the two programs will not be identical. In many cases this is not a problem, as the differences are mostly minimal. In individual cases this may still be a problem, for which reason we recommend that documents are compared, especially if no additional editing is to follow.

In the calculation and adaptation of a text object, InDesign ignores the descenders as default. This means that for InDesign the last baseline determines the height of the text object. This option may be set in VivaDesigner, and for reasons of compatibility it is switched on by default when importing. There may however still be a text overflow after importing the document, if exactly the same font on the same platform has not been used. Even if this condition is fulfilled, a text overflow may occur, as the two programs calculate the word spacing differently or use marginally different values for the font information or font height. To solve this problem, the program provides options to adapt the height of text objects. Please refer to the section Opening an InDesign document.

When openimg a document, hyphenation settings (hyphens in a row, minimum before and minimum after) will be applied. Both programs provide additional options that the other program does not possess. In the program this is the setting for the hyphenation quality (e.g. word stems), in InDesign it may be defined that the last word in a column may not be hyphenated.

Images

When exporting to IDML format, InDesign saves either only the path to the original file of the imported pictures or embeds the original file. Which original file is embedded depends on the settings for the INDD document. When opening the IDML file, the program automatically creates a picture preview for each picture object. For this, it needs access to the original pictures according to the saved paths or to the original INDD file.

Please note the options for image import in the section Opening an InDesign document.

If the picture data cannot be accessed, the program creates a preview in the form of a gray area with the same size, scaling and cropping as the original picture. In this case, users can update the pictures automatically as soon as they have access to the original pictures. When opening INDD files, the program uses the preview saved in the document instead.

Tables

Both programs are able to create tables, but in different ways: While InDesign can only display a table in a text object, a table in the program is an independent object that may also be anchored in a text object. Therefore, tables are handled in the same way as all other anchored objects. InDesign makes an exception here, as tables always take up a complete line. Text before or after a table in the same line is not possible. Furthermore, InDesign ignores the preset line spacing for tables, while the attribute is applied for other anchored objects. The program applies this with the appropriate options in an anchored table object.

Unlike text, tables in InDesign may be larger than the text object. Thus a table of 100 x 100 mm may be created, while the text object it belongs to is only 5x5 mm. When taking over tables from InDesign, the program checks whether the content of a text object consists exclusively of a table. In this case, the program replaces the text object with an appropriate table object. If the text object contains further text in addition to the table, then the width of the table object will be constrained to the maximum width of the text object. Separator lines and fill colors for cells are applied. Since the frame for tables in InDesign is determined by the cells, but in the Viva program by a uniform object frame, the object frame uses the first attribute defined in InDesign.

Colors

Both programs manage colors by using a color name and an appropriate color definition. Both programs provide predefined base colors, which may not be changed: **Black**, **White**, **Cyan**, **Magenta**, **Yellow** and **Registration**. Furthermore, the user may either create his own colors from different models (**CMYK**, **RGB**, etc.) or select predefined colors from a list (e. g. **Pantone**, etc.). InDesign permits a color to be applied to an element (object, text, etc.) without the color being taken over in the color list. For management purposes these colors receive a color name internally that is not visible to the user. They are also assigned the attribute **visible=false**. Since due to this method a great many colors may be created, the program tries to reduce the number of colors and to map identical color definitions together.

For the conversion the program carries out the following actions:

1. First of all, all standard colors (Black, Cyan, etc,) are converted to and displayed as the standard colors of the same name in VivaDesigner (**[Black]**, **[Cyan]**, etc.).
2. Then all colors whose content (model and color value) corresponds to the five standard colors (**White**, **Black**, **Cyan**, **Magenta**, **Yellow** and **Registration**) are mapped to the standard colors in VivaDesigner. In this way the color **C=100 M=0 Y=0 K=0** will be mapped automatically to the standard color **[Cyan]**.
3. Internal colors assigned the name **uxx**, that are invisible in InDesign (attribute **visible=false**), are mapped in VivaDesigner to a color with an appropriate mode and color value.

   Example:

   - The InDesign color “/uc9” Mode="Process" Space="RGB" ColorValue="255 177 0" will be mapped in VivaDesigner to the new RGB color **R255 G177 B0**.
   - The InDesign color “//ud5” Mode="Process" Space="CMYK" ColorValue="0 0 0 100" will be mapped in VivaDesigner to the existing standard color **[Black]**.
   - The InDesign color “//u2749” Mode="Process" Space="CMYK" ColorValue="52 0 35 32" will be mapped in VivaDesigner to the new CMYK color **C52 M0 Y35 K32**.

4. Colors with an identical definition (model and color value) that occur several times in InDesign will not be taken over, that is, they will be mapped to existing colors. These colors with identical content appear in the document if in InDesign non-visible colors are used frequently.

5. Spot colors (Pantone, HKS, etc.) are taken over with their name and the corresponding CMYK value. There is no mapping to existing color tables, as you cannot be sure that all tables are also available or if they represent the same color values. The spot colors also receive the same screen angle that was applied to them in InDesign. Thus the angle **15** is applied to **Cyan**, **75** to **Magenta**, **45** to **Black** and **0** to **Yellow**. In the angles of Cyan and Magenta the programs differ, so that the two angles are exchanged. Therefore the list already contains a mapping to the required screen angle.

6. Color blends (gradients) are applied and given a name. The program uses the internal name from the InDesign document. If this starts with a name containing **u**, the program applies the term "**_InDesign-Blend**" to make it clear that this is not a normal color.

7. All other colors that for example do not adhere to the RGB or CMYK standard are not imported.

8. The program takes over **Overprint** for fill and stroke, but not the settings for color **Trapping**.

Style sheets

On import, all **paragraph** and **character style sheets** are taken over. This applies both to the style sheets created by the user and to the internal style sheets that InDesign creates automatically when text is formatted manually. Since the two programs follow different concepts for standard style sheets, the standard style sheet from InDesign is also taken over. From version 12 on, the program also takes over the next style of paragraph styles as well as table and cell styles.

Object style sheets from InDesign can only be applied to original objects due to other concepts in the program. If an object style sheet is applied to a master page object in InDesign, that style will be preserved on all Alias objects after import, even if the document pages in InDesign use different object style sheets for those objects.

New in Version 12

From version 12 on, the program takes over from InDesign documents, among other things:

- **Pages** — Page margins and columns, page numbering in sections (start number, Roman numerals, letters, leading zeros, Abjad, Alif-Ba-Ta, Hebrew, prefix), master pages based on another master page, and the baseline grid.
- **Objects** — Arrowheads and line ends, beveled and inset corners, feathering, drop shadows, inner shadows, glow, bevel and emboss, blending modes, object styles, layer colors and the visible state of multi-state objects as a group.
- **Text** — GREP styles and nested styles, OpenType features, optical margin alignment, paragraph shading and paragraph borders, text on paths, paragraphs that span all columns, text variables, cross-references, jump-line page numbers, hyperlinks to web addresses, email addresses, pages and text anchors, notes, Kashida and justification alternates in Arabic paragraphs with the Adobe World-Ready Paragraph Composer, the way InDesign sets them, as well as text frames with autosizing.
- **Tables** — Table and cell styles, alternating row and column strokes, rows that grow with their content and pictures in table cells.
- **Accessibility** — Articles, alternative text, artifacts, PDF tags of the paragraph styles, table of contents levels and index entries.

- **Language** — The quotation marks that InDesign defines for each language (IDML), the right-to-left writing direction as well as text with no language, which stays without a language and is therefore not hyphenated. The program assigns languages by their language codes; Serbian in Cyrillic and in Latin script stays separate.
- **Numbering** — The number formats of lists, chapter numbers, footnotes and endnotes, including 01, 001, 0001, no number, Abjad, Alif-Ba-Ta, Hebrew, asterisks and symbols, the **Digits** setting of paragraphs, characters and style sheets as well as restarting the footnote numbers on each page, spread or section. Kanji, Katakana and full-width digits become 1, 2, 3; the report lists them.

Opening Affinity Documents

You can open documents from “Affinity Designer” and “Affinity Publisher” directly in the program, including documents from Affinity 2, documents of the older type and Affinity templates. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged. If a document was saved several times, the program opens the most recently saved state.

> *Note: You get the keyboard shortcuts you are used to from Affinity Publisher with the shortcut set* **Affinity Publisher**. *Please refer to the section* **Keyboard Shortcuts** *in the chapter Preferences.*

Opening an Affinity Document

1. Choose **File > Open** and then, under **File Type**, the option **Affinity (*.af *.afdesign *.afpub *.aftemplate *.afphoto)**.
2. Select the document and click **Open**.

Importing an Affinity Drawing into a Document

1. Choose **File > Import** and then, under **File Type**, the option **Affinity (*.af *.afdesign)**.
2. Select the document and click **Open**. The program places the first page or artboard in the open document.

> *Note: Layout documents from Affinity Publisher (*.afpub) can only be opened, not imported into a document.*

Technical Notes on Affinity Documents

Among other things, the program takes over:

- **Pages** — Pages and artboards in their own size, facing pages, master pages including their assignment, page margins, column and ruler guides, bleed, the baseline grid as well as layers and groups with opacity and visibility. Locked and hidden objects stay locked or hidden.
- **Shapes and Paths** — Including compound shapes, with fill, stroke, gradients, arrowheads and opacity. Parametric shapes such as star, cloud, heart, cog or spiral arrive in their exact form; rotation, flipping, scaling and skewing are preserved.
- **Pictures** — Embedded pictures in their original resolution, linked pictures (if the file is missing, in the preview resolution from the document), pixel layers, placed graphics such as SVG as well as vector masks and clipping. Symbols stay linked to each other: if you change one instance, all of them change.
- **Colors** — Colors in their own color space (CMYK and Lab stay CMYK and Lab), spot colors, overprinting and the names of the colors from the palette of the document.

- **Text** — Text frames of any shape, also with several columns and linked, artistic text and text on a curve, anchored objects, character and paragraph attributes, paragraph and character style sheets with inheritance and next style, initials, paragraph decorations, bullets and numbering as well as text wrap.
- **Other Information** — Page numbers and running headers as variables, anchors for cross-references, the headings of a table of contents (the **Create Table of Contents** command rebuilds it), shadow, glow and color overlay as well as the title of the document.

The program loads fonts that are missing on the computer but are located next to the document from there. If only one style of an available font is missing, it uses the closest style of the same font family.

After opening, a message lists what cannot be taken over, e.g. adjustment and filter layers or layer effects without a counterpart. Under **Details**, it lists each individual difference.

Opening QuarkXPress Documents

You can open documents of the layout program “QuarkXPress” directly in the program. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged. The program reads the following versions:

> *Note: You get the keyboard shortcuts you are used to from QuarkXPress with the shortcut set* **QuarkXPress**. *Please refer to the section* **Keyboard Shortcuts** *in the chapter Preferences.*

- QuarkXPress 3.1 to 5.0 (*.qxd, *.qxt, *.qwd, *.qwt), including the Japanese version 3.3.
- QuarkXPress 7 to 2019 (*.qxp, *.qpt).
- Projects of the current version QuarkXPress 2026 (*.qxp, *.qpt).

Opening a QuarkXPress Document

1. Choose **File > Open** and then, under **File Type**, the option **QuarkXPress (*.qxd *.qxt *.qwd *.qwt *.qxp *.qpt)**.

2. Select the document and click **Open**.

While opening, the program shows the progress and the current step; you can cancel opening.

Technical Notes on QuarkXPress Documents

How completely a document is taken over depends on its version:

- **Versions 3.1 to 5.0 and 2026** — Pages and master pages, color swatches, frames, lines and paths (including Bézier shapes) with fill, stroke, rotation, skew and flipping, picture frames with their pictures, linked text frames with columns and insets, text wrap as well as text with character and paragraph formatting and style sheets. Rounded frames keep their corner radius, non-printing frames stay non-printing. Versions 3.1 to 5.0 also provide automatic page numbers, jump lines and sections with their own page numbering.
- **Versions 8 to 9.2** — Page size, page margins and columns, all pages, frames in size, position and type, lines, colors, fonts, picture frames with their picture as well as the text with character formatting, paragraphs and style sheets, provided its frame can be determined unambiguously.
- **Versions 7 and 10 to 2019** — Pages, colors as well as frames in size and position.

The program also looks for linked pictures in the folder of the document. After opening, a report lists the version of the original document, fonts that are not installed and everything that could not be taken over, e.g. text on paths.

> *Note: From encrypted Mac documents from version 7 on, the program takes over only part of the content, e.g. the page size including margins and columns and, for versions 8 and 9.2, also the pages with their frames.*

Opening Scribus Documents

You can open documents of the layout program “Scribus” directly in the program, all format versions from Scribus 1.2 on, including the version of Scribus 1.7. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged.

> *Note: You get the keyboard shortcuts you are used to from Scribus with the shortcut set* Scribus*. Please refer to the section* Keyboard Shortcuts *in the chapter Preferences.*

Opening a Scribus Document

1. Choose **File > Open** and then, under **File Type**, the option **Scribus (*.sla *.sla.gz)**.

2. Select the document and click **Open**.

While opening, the program shows the progress; you can cancel opening.

Technical Notes on Scribus Documents

Among other things, the program takes over:

- **Document** — Pages with their margins, master pages, sections with their page numbering, guides, bleed, the automatic text frame, the baseline grid, the default font as well as title, author, keywords and description of the document.
- **Layers and Colors** — Layers with order, visibility, opacity and text wrap setting, color swatches including spot colors and the color working space. If the color profile is not installed, the program uses a profile with the same characterization and reports this.
- **Objects** — Frames, lines, paths and groups with fill, opacity, overprinting, rotation, flipping, shadows and masks, strokes with dash patterns, gradients and pattern fills.
- **Pictures** — Linked and embedded pictures with size, position, cropping and their image effects, e.g. grayscale, duotone, brightness or contrast. If a linked picture is no longer at the saved location, the program looks for it next to the document.
- **Text** — Linked text frames with column and frame breaks, text on paths, footnotes, character and paragraph attributes, paragraph and character style sheets with their inheritance as well as page number and page count as variables.
- **Tables** — Tables with merged cells, fills, insets and lines. The program creates named table and cell styles as style sheets.
- **PDF Features** — Form fields arrive with their frame, notes stay in the document, and bookmarks and links appear again in the exported PDF.

After opening, an import report lists what cannot be taken over, e.g. facing pages that start on the left, hatching or blending modes. Under **Details**, it lists each individual difference.

Opening Microsoft Publisher documents

You can open documents created with the layout program “Microsoft Publisher” (hereinafter referred to as “Publisher”) directly in the program. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged. From version 12 on, the program also opens Publisher documents on macOS and Linux.

In this process, Publisher files are not merely opened or visually displayed, but are imported with a high degree of fidelity to their original layout and structure. In particular, even more complex document properties are largely or completely preserved. These include:

- Alias Pages (Master pages)
- Text wrapping around images and other objects
- Correct text rendering
- Single pages and facing pages
- Positioning, scaling, and cropping of images
- Tables
- Paragraph and character style sheets
- Rotated and mirrored objects
- Layers and the order of objects

This makes the program significantly different from applications that merely display Publisher files as images or PDFs, import only select content, or lose essential document structures during conversion.

> *Note: You get the keyboard shortcuts you are used to from Microsoft Publisher with the shortcut set* **MS Publisher**. *Please refer to the section* **Keyboard Shortcuts** *in the chapter Preferences.*

Open Microsoft Publisher Document with the dialog

1. Choose one of the following options:
   - Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
   - Choose **File > Open**.
2. Choose **File Type > Microsoft Publisher (*.pub)**.
3. Select the document and click **Open**.

Open Microsoft Publisher Document with Drag and Drop

1. Choose one of the following options:
   - Drag and drop the document onto the program icon in a folder.
   - While holding down the mouse button, drag the document onto the program icon in the **taskbar** (Windows) or the **Dock** (Mac). Depending on the operating system, the program may already have to be running.
   - Drag the document onto the program window while holding down the mouse button. On Mac, this is only possible if the Tab View option is selected in the Preferences.
2. Release the mouse button.

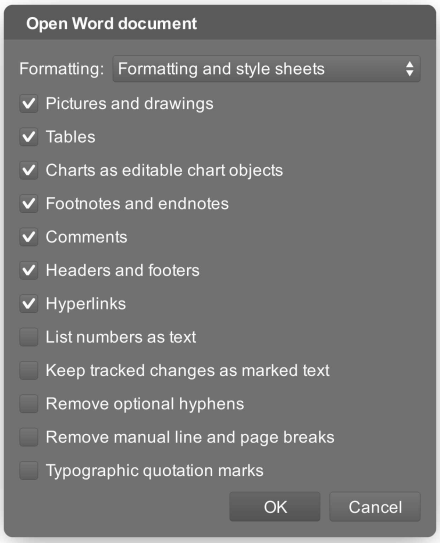
Opening Microsoft Word documents

You can open documents saved in Word format with “Microsoft Word” or another word processor such as “LibreOffice” directly in the program. From version 12 on, the program reads Word documents in .docx format (also .docm, .dotx and .dotm) itself, without conversion over the Internet, as well as old Word documents and templates in .doc and .dot format (Word 97-2003). It does not open files from Word 95 and older. The program converts the document into its own format so that you save it in this format. The original file remains unchanged.

> *Please note that word processors and layout programs follow different concepts. Therefore, always compare imported documents with the original.*

Open Microsoft Word document

1. Choose one of the following options:
   - Choose **File > Open** and then, under **File Type**, the option **Microsoft Word (*.docx *.docm *.dotx *.dotm)** or **Microsoft Word 97-2003 (*.doc *.dot)**. Select the file and click **Open**.
   - Alternatively, drag the desired file from an OS folder to a program palette.
2. In the **Open Word document** dialog, choose the options you need:
   - **Formatting** — **Formatting and style sheets** takes over all formatting and style sheets. **Formatting without style sheets** applies the formatting to the text without taking over the style sheets. **Plain text** takes over the text without formatting.
   - **Pictures and drawings** — Takes over pictures, text boxes, shapes and grouped drawings.
   - **Tables** — Takes over tables as table objects. Without this option, the content of the tables is kept as text.
   - **Charts as editable chart objects** — Takes over charts as chart objects whose data you can edit. Without this option, the program redraws charts as a group of shapes and texts. The option is only available if the add-on module for charts is installed.
   - **Footnotes and endnotes** — Takes over footnotes and endnotes with numbering style, start value and separator line. If the numbering in Word restarts on each page, this is kept as a setting.
   - **Comments** — Takes over the comments of the document.
   - **Headers and footers** — Takes over the headers and footers, also for first, even and odd pages.
   - **Hyperlinks** — Takes over hyperlinks as clickable links.
   - **List numbers as text** — Takes over the numbers of bulleted and numbered lists as fixed text instead of automatic numbering.
   - **Keep tracked changes as marked text** — Takes over tracked changes as marked text. Without this option, the changes arrive accepted.
   - **Remove optional hyphens** — Removes all optional hyphens in the text.
   - **Remove manual line and page breaks** — Removes manual line and page breaks in the text.
   - **Typographic quotation marks** — Converts straight quotation marks into typographic quotation marks.



3. Confirm the entry.

4. Save the document.

While the document is opening, a progress indicator shows the status; you can cancel opening. After opening, the program reports missing fonts as well as everything that cannot be transferred.

Among other things, the program takes over paragraph and character style sheets with inheritance and next style, bullets and numbering, tables with their table styles, pictures, text boxes and simple shapes, sections with their own page format, page numbers as variables, footnotes and endnotes, comments, hyperlinks, formulas as MathML formulas, charts and the Kashida justification of Arabic paragraphs (as justified text with Kashida **Short**, **Medium** or **Long**). If the document contains a table of contents, its headings are marked so that you can rebuild it with the **Create Table of Contents** command.

> *Note: The program does not open password-protected Word documents. Save such documents in Word without a password.*

If you import a Word document into an existing text object with **File > Import**, the program shows the **Import Word text** dialog. It takes over only the body text; headers and footers are created only when the document is opened. Instead of the option **Headers and footers**, the dialog offers the option **Replace style sheets of the same name**. Please refer to the section Importing Text Files.

Opening Apple Pages Documents

You can open documents of the word processing and layout program “Apple Pages” from Pages 5 on directly in the program, without Pages having to be installed, on Windows, macOS and Linux. The program converts the document into its own format so that it is saved in this format. The original file remains unchanged.

Opening an Apple Pages Document

1. Choose **File > Open** and then, under **File Type**, the option **Apple Pages (*.pages)**.

2. Select the document and click **Open**.

3. In the **Open Pages document** dialog, choose the options you need:

- **Formatting** — **Formatting and style sheets**, **Formatting without style sheets** or **Plain text**, as described for opening Word documents.
- **Pictures**, **Tables**, **Footnotes and endnotes**, **Comments**, **Headers and footers** and **Hyperlinks** — Determine which parts of the document the program takes over.
- **List numbers as text** — Takes over the numbers of bulleted and numbered lists as fixed text.

4. Confirm your entries. You can cancel opening.

For text documents, the program creates pages in the format of the document with its margins and columns, sections with their own page numbering as well as headers and footers on alias pages, also for first, even and odd pages. Page numbers are variables, and the headings of a table of contents are marked. Page layout documents arrive with their freely placed text frames, pictures, shapes and lines; each page template becomes an alias page with its name.

A message after opening lists what cannot be taken over, e.g. charts, movies or pictures whose data is not in the document. The program replaces missing fonts and reports them.

> *Note: The program does not open password-protected documents or documents from Pages '09.*

You can also import the text of a Pages document into an existing text object with **File > Import**; the dialog is then called **Import Pages text**. Please refer to the section Importing Text Files.

Opening Adobe Illustrator and PDF documents

Normally, you will import Adobe Illustrator/PDF documents as a picture into a picture object. However, the program can also open Adobe Illustrator/PDF documents directly. Unlike importing into a picture object, opening lets you open all pages of the document. From version 12 on, the program rebuilds an editable document from the PDF, with text objects, paragraphs and style sheets.

This option is useful when you

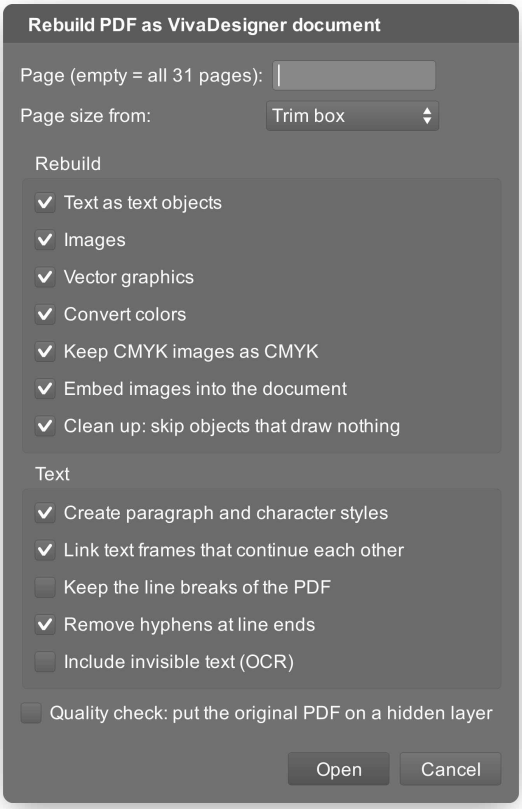
- can no longer open or do not own the source PDF document.
- want to post-process or manipulate graphics from (e.g. logos).
- want to post-process documents (e.g. forms or invoices).

Converting Adobe Illustrator/PDF documents is demanding, since these formats only know individual characters and lines but no paragraphs. The program recognizes lines, paragraphs and columns and follows the typesetting of the original: columns, indents, paragraph spacing, alignment, forced line breaks, hyphenation points, word spacing, tracking and character width. It takes over tables as well as tables of contents and indexes line by line. If a font is missing, the program chooses the style of a substitute font that comes closest to the original and fits the text to the width of the original so that it breaks at the same places.

Open Adobe Illustrator/PDF document

1. Choose one of the following options:
   - Choose **File > Open** and then, under **File Type**, the option **PDF (*.pdf)** or **Adobe Illustrator (*.ai)**. Select the file and click **Open**.
   - Drag the desired file from an OS folder to a program palette.
2. In the **Rebuild PDF as VivaDesigner document** dialog, make the following settings:
   - **Page** — The number of the page the program should open. Without an entry, it opens all pages.
   - **Page size from** — Determines which box of the PDF defines the page format: **Trim box**, **Crop box** or **Media box**.
   - **Text as text objects** — Rebuilds the text as editable text objects.
   - **Images** — Takes over the images of the PDF.
   - **Vector graphics** — Takes over lines and shapes. Connected line paths of the same color and width become one line.
   - **Convert colors** — Converts RGB and Lab colors of text and graphics into CMYK colors with the color profile of the document. Pictures keep their colors. If the PDF has an output intent, the program converts with its color profile and, if it is installed, uses it as the CMYK profile of the new document. Without this option, Lab colors stay Lab colors. The option is selected by default; the program remembers the setting.
   - **Keep CMYK images as CMYK** — Takes over CMYK images of the PDF as CMYK files instead of converting them to RGB: JPEG images as they are in the PDF, all others as CMYK TIFF. RGB images and images with a mask stay RGB. The option is selected by default; the program remembers the setting.
   - **Embed images into the document** — Embeds the images in the document. Without this option, the program saves the images in the folder “VIVA PDF Rebuild Images” next to the PDF and links them.

- **Clean up: skip objects that draw nothing** — Leaves out helper areas that have neither a visible fill nor a line but catch clicks meant for the objects below them.
- **Create paragraph and character styles** — Creates style sheets from recurring formats, e.g. for body text, headings and lists.
- **Link text frames that continue each other** — Links text objects whose text continues in the PDF, e.g. the columns of an article.
- **Keep the line breaks of the PDF** — Inserts a line break at the end of each line so that the lines break as in the PDF.
- **Remove hyphens at line ends** — Removes hyphens that only result from the line break in the PDF.
- **Include invisible text (OCR)** — Takes over invisible text, e.g. the text recognition of scanned pages.
- **Quality check: put the original PDF on a hidden layer** — Places each page of the original PDF semi-transparently on a layer of its own named “[Quality Check]”, which is hidden, locked and non-printing. When you show the layer, you see the rebuild and the original on top of each other and spot differences immediately.



3. Click **Open**.

> *The program takes over black (C, M and Y at most 2 %, K at least 98 %) and white (all color channels at most 2 %) as the standard colors* [Black] *and* [White] *regardless of the option* **Convert colors**, *and the color C100 M100 Y100 K100 as* [Registration]. *A rich black such as C60 M40 Y40 K100 stays a color of its own. Spot colors whose name contains “Pantone”, “HKS” or “RAL” as well as DeviceN colors with only one colorant become spot colors, one color per spot color; the object keeps the tint. DeviceN colors with several colorants stay process colors. If a color table with the Pantone or HKS color in question is installed, the program connects the spot color with this table entry.*

With **File > Import**, you append the pages of a PDF document at the end of the open document. The page format of the document is kept.

Opening ZIP Archives

A “ZIP archive” (abbreviation of the word “zipper”) is a file format in which multiple files and/or entire directories can be combined, or archived, in a single file with the file extension “.zip”. Using the option **Package & Send**, you can create a ZIP archive of the current document with all fonts and images of the document. See the instructions in the Package & Send section for more information. Alternatively, you can archive any file or entire folders as a ZIP archive using the operating system. To be able to use the documents of a ZIP archive in a program again afterwards, the ZIP archive usually has to be unpacked again.

You can also open documents in a ZIP archive directly without unpacking the archive.

This option is helpful if you

- want to open a document without unpacking the ZIP archive.
- automatically install missing fonts of a document temporarily.
- want to automatically update all images of a document.

Open ZIP archive via dialog

1. Choose one of the following options:
   - Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
   - Choose **File > Open**.
2. Choose **File Type** > **ZIP Archive (*.zip).**
3. Choose the appropriate archive and click **Open**.

Open ZIP archive via Drag & Drop

1. Choose one of the following options:
   - Drag and drop the ZIP archive onto the program icon in a folder.
   - Drag and drop the ZIP archive onto the program icon in the **taskbar** (Windows) or **Dock** (Mac). Depending on the operating system, the program may need to be already started to do this.
   - Drag the ZIP archive onto the program window while holding down the mouse button. On Mac, this is possible only if the **Tabbed Document View** option is selected in the **Preferences**.
2. Release the mouse button.

General notes on opening ZIP archives

- Opening documents from ZIP archives takes longer than opening documents normally.
- A ZIP archive can contain all document formats that can be opened by the program. If a ZIP archive contains several documents, only the document found first is opened.
- ZIP archives that are in turn located in the ZIP archive to be opened are ignored.
- Documents opened from a ZIP archive cannot be saved under the same or a different file name in the ZIP archive. In this case, choose **File > Save As**.

- If fonts are missing after opening a document, they can optionally be searched for in the ZIP archive and installed automatically. Please refer to the section Searching for missing fonts.
- The optional installation of fonts from the ZIP archive is temporary, so that these fonts are uninstalled automatically after the document is closed.
- If the program finds other fonts in the same folder when searching for missing fonts, these fonts are also installed automatically.
- The temporarily installed fonts are only available to the document opened from the ZIP archive.
- The automatic installation of the fonts is not a guarantee that all missing fonts will be replaced correctly. Check the document for missing fonts before printing or PDF export.
- To save time installing the fonts, you can alternatively install the fonts via the operating system or embed them using the document preferences. For more information, see the Embedded fonts section.

Opening VivaJSON documents

VivaJSON documents are JSON-based document descriptions that allow the key components of a document to be stored in a structured format. The VivaJSON format was developed for the exchange of structured document data and specifically describes pages, objects, styles, text, text chains, images, and layers. It is particularly suitable for technical and automated workflows, for example when documents are generated or processed by external programs, scripts, server services or AI systems. The format is therefore primarily aimed at developers.

Unlike the open formats VivaXML or IDML, VivaJSON does not serve to fully represent a document, but concentrates on the document components that are essential for exchange and automated processing. The current description of the format can be found in the download area of the website.

You can find the current description of the format on the website.

If an object in the VivaJSON document contains entries that the format does not provide for (custom attributes), the program applies these entries to the object unchanged. The entries are retained when the document is saved, and when exporting in VivaJSON format the program writes them back to the object. This option is helpful if external programs carry their own entries on objects.

This option is helpful if you

- Want to save documents or document components in a text format that is easy for developers to read.
- want to create, exchange or process structured document data with third-party software.
- Want to generate documents automatically from external systems.
- Want to provide content for AI-supported or otherwise automated document workflows.
- Want to import or export pages, texts, styles, images and layers in a compact exchange format.

Open VivaJSON document via dialog

1. Choose one of the following options:
   - Press **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
   - Select **File > Open**.
2. Choose **File type** > **Viva JSON (*.vjson).**

3. Choose the relevant document and click **Open**.

Opening a VivaJSON document via drag & drop

1. Choose one of the following options:
   - Hold down the mouse button and drag the document onto the program icon in a folder.
   - While holding down the mouse button, drag the document onto the program icon in the **taskbar** (Windows) or the **Dock** (Mac). Depending on the operating system, the program may already have to be running.
   - Hold down the mouse button and drag the document onto the program window. On Mac, this is only possible if the **Tab view** option has been selected in the **Preferences.**
2. Release the mouse button.

Opening Excel, CSV and Numbers Files

From version 12 on, the program opens Excel workbooks (*.xlsx, *.xlsm), CSV files and Apple Numbers documents in the VivaCalc spreadsheet in a tab of its own, with name box, formula bar, sheet tabs and status bar. You place ranges of a workbook as a table in a layout document, as described in the section Placing a Range of a Workbook as a Table.

Opening a Spreadsheet Document

1. Choose **File > Open** and then, under **File Type**, the option **Microsoft Excel (*.xlsx *.xlsm)**, **CSV (*.csv)** or **Apple Numbers (*.numbers)**.
2. Select the document and click **Open**.

> *Note: From version 12 on, Excel files in the old .xls format can no longer be opened as a document. Save such files in Excel in .xlsx format.*

Opening further document formats

In addition to the formats described in this chapter, the program opens further document formats by converting them into its own format via a VIVA server. The program learns which formats these are from the VIVA server when it is started; the **Open** dialog offers them under **All readable**. This option requires an Internet connection.

1. Choose **File > Open** and then, under **File Type**, the option **All readable**.
2. Choose the document and click **Open**.

The program transfers the document to the server, waits for the result of the conversion and then opens the converted document. The original file remains unchanged. Formats that the program can open itself are not converted via the server.

> *Note: With this option the program transfers the document over the Internet. Please bear this in mind with confidential documents.*

Closing Documents

Documents can be closed in a number of different ways.

Close document

Choose one of the following options:

- Click the close symbol at the right of the document window or the tab.
- Press **Ctrl + W** (Windows/Linux) or **Command + W** (Mac).
- Choose **File > Close**.

If you made any changes since you last saved the document a dialog box will appear prompting you to save the document or cancel the option.

Creating new documents

When you create a new document, you define the page size, the number of pages, and an optional layout.

Create a new document

1. Choose one of the following options:
   - Press **Ctrl + N** (Windows/Linux) or **Command + N** (Mac).
   - Choose **File > New** or **File > New > Document**.

After you choose the option **New**, the **Document Setup** dialog opens. On the left side of the dialog, you can make all the settings, which are displayed proportionally on the right side in the **Page Preview** section.

2. Choose one of the following options in the **Pages** tab:
   - **Standard** — List of predefined page formats. The dimensions of the standard sheet formats are displayed in the input fields for your own custom formats after the pop-up menu has been selected, and these can then also be edited if you select the option **Custom**.
   - **Custom** — Definition of an individual page format. Enter the page size in the **Width (W)** and **Height (H)** fields.
   - Choose the **Portrait** or **Landscape** option from the popup menu **Orientation**. If you have chosen a custom format, this setting should always be **Portrait**.
3. **Page Type** — Determines the layout of the document pages, as well as the page type of the first Alias page. These settings can not be changed later.
   - **Single Pages** — The document pages are displayed individually, one below the other, and cannot be arranged side by side.
   - **Facing Pages** — The document pages are displayed side by side as facing pages and several pages can also be arranged side by side.
4. **Page Order** — Determines the layout of the pages in the **Facing Pages** option and the writing direction for text objects with multiple columns.
   - **Left/Right** — Even pages are displayed on the left and odd pages on the right. The reading direction for multi-column text objects is from left to right (for example for Roman texts).
   - **Right/Left** — Even pages are shown on the right and odd pages on the left. The reading direction for multicolumn text objects is from right to left (eg for Arabic texts).
5. **Automatic Text Object** — Determines whether a text object should be created on the first Alias page or on the first document page. This option is useful if you want to create a document that automatically links all the text objects on the document pages (for example, for books).
6. **Grid** — Determines whether a grid of **Guide objects** should be created on the first **Alias page** or on the first document page. These guide objects are magnetic by default.
7. **Top**, **Bottom**, **Left** and **Right** or respectively **Inner** and **Outer** — Define the distance between the **Automatic Text Object** and/or the Grid and the edges of the page for both single and facing pages. The options are not selectable unless at least the options **Automatic Text Object** and/or **Grid** are selected.

8. **Page Layout** — Defines the area of the page on which the text should appear. This includes the actual body text as well as any headers and footers, margins or comments. If a page layout for **Facing Pages** is to be generated, the type area can be mirrored automatically.
9. **Columns** — Number of columns for the **Automatic Text Object** and/or the **Grid**.
10. **Gutter** — Distance between the columns for the **Automatic Text Object** and/or the **Grid**.
11. **Top**, **Bottom**, **Left** and **Right** or **Inner** and **Outer** — Defines a magnetic frame around the outsides of the document pages. The area between the frame and the side edge is called bleed. This option is useful to compensate for tolerances when cropping the page after printing.
12. **Number** — Number of document pages that will be created automatically when the document is created. The number of document pages can be changed manually at any time. Please refer to the section Working with Pages.
13. Choose one of the following options in the **Header & Footer** tab:
    - **Header** — Appearance and height of a header in the automatic text object. This option is useful if you want to display recurring textual content (such as page numbers, chapter headings, running titles or other variables) at the head of the automatic text object.
    - **Footer** — Appearance and height of a footer in the automatic text object. This option is useful if you want to display recurring textual content (such as page numbers, chapter headings, running titles or other variables) at the foot of the automatic text object.
14. Confirm the entry.

The application will now create a new document and automatically name it **Untitled***. Documents created subsequently are automatically numbered consecutively to prevent confusion. The **asterisk** (*) in the name means that the document has not been saved.

The document name can be assigned or changed at any time through the options **Save** or **Save As**.

The page size and orientation of the document can be changed at any time through the option **File > Document Setup**.

Please note the relationship between **Alias Pages**, the **Automatic Text Object** and the **Grid**. Please refer to the sections Working with Pages and Working with Objects.

File Information and Statistics

In the **Document Setup** dialog, which you open with **File > Document Setup**, the tabs **File Information** and **Statistics** contain details about the document. When creating a new document the dialog does not show these tabs.

- **File Information** — Contains **Document Title**, **Main Language**, **Description** and **Keywords**. When exporting as a PDF file, the program takes over title, description and keywords into the document properties of the PDF file and, from PDF 1.4 on, names the main language as the language of the document, even without PDF tags. As the author, it enters the author from the program preferences. New documents start with empty file information and take over the text language from the text preferences as the main language. With the VIVA AI buttons, you can have title, description and keywords suggested from the text of the first pages; the program replaces an existing entry only after asking.
- **Statistics** — Shows among other things **File Name**, **File Size**, **Creation Date**, **Modification Date**, **Created with**, **Current Version**, **Operating System**, **Pages**, **Characters** and **Hours**.

Create a new document from a template

In addition to empty documents you also create new documents on the basis of a template. VIVA provides the templates in VivaCloud. This option therefore requires an Internet connection.

1. Choose **File > New > Document From Template**.
2. In the dialog choose **All Templates** to display all templates, or **Search Templates** to find templates with a search term.
3. Choose the desired template and click **OK**.

> *Note: If the* **File** *menu does not contain a* **New** *submenu, the command is called* **File > New From Template***. Whether the command is available depends on the access rights.*

You choose the language of the templates shown in the **Select Template** dialog in a popup menu. The program remembers the last language chosen and the last search term used.

Saving Documents

Open documents may be saved in different ways:

- Saving a new document.
- Saving a document under the same or another name.
- Saving a document with a preview of the pages

New documents are automatically named **Untitled***. Those created subsequently are numbered consecutively. New documents are saved by selecting the **Save** and **Save As** options from the **File** menu or by using the shortcut keys. In either case the application will display the same dialog box in which you will be able to enter the document name and the location where you want to save the document.

By default, the document is saved in the native file format of the program. The program does often also support other format s. Please refer to the section Export.

You can specify in the **Document Preferences** whether a preview of the first document page or a preview of all the document pages is to be saved with the document.

Existing documents are saved through the option **File > Save** or by pressing the appropriate shortcut keys. The application will save the document without prompting you for a document name.

It may happen that you want to save a copy of your document. In this case you may use the option **File > Save As** or press the corresponding shortcut keys. This option will save a copy of your current document under a new document name of your choice. The newly saved document will remain open.

If writing the file fails when saving, e.g. because the hard disk is full or the network connection is interrupted, the program reports this, and the previous file is kept.

Save a new document

1. Choose one of the following options:
   - Press **Ctrl + S** or **Ctrl + Alt + S** (Windows/Linux), or **Command + S** or **Command + Option + S** (Mac).
   - Choose **File > Save** or **File > Save As**.
2. Optionally, choose one of the following options to specify the document path:
   - In the **Search in** option, enter a document path or choose a recently used document path from the pop-up menu.
   - Click **Forwards** or **Back** to view the contents of one of the recently used document paths.
   - Click **Up** to view the contents of the parent folder.
   - Double-click a drive or folder in the list to view the contents of the drive/folder.
   - In the **Favorites** tab, click **Computer** to view all physical drives on the computer and all virtual drives. The drives can be expanded or restricted by using the preferences. Please refer to the section Preferences.
   - In the **Favorites** tab, click **User Folder** to display all documents of the selected file type and all folders in the user folder.
   - In the **Favorites** tab, click **Desktop** to display all documents of the selected file type and all folders on the computer desktop.
   - In the **Favorites** tab, click **Sample Documents** to display all sample documents of the selected file type and all folders. This option requires an internet connection.

- In the **Favorites** tab, click **VivaCloud** to display all documents of the selected file type and all folders. This option requires Internet connection and registration in the VivaCloud.

3. Choose one of the following options to define the document view:
   - Click **Details**, **List**, **Thumbnail**, **Large Icons** or **Film Strip** to specify the appearance of the documents.
   - In the **Details** or **List** view, click a column header to specify the sorting of the documents.
   - In the **Thumbnail**, **Large Icons** or **Film Strip** views, click **Small** or **Large**, or use the **slider** to set the size of the document preview.
4. Optionally choose one of the following options to define the view of the dialog:
   - Click the separator between the list and the **Favorites** tab. With the mouse button pressed, move the mouse to the right or left. When you move the mouse all the way to the left, the entire **Favorites** tab disappears.
   - In the **Favorites** tab, click the separator between the list and the preview. Move the mouse up or down while holding down the mouse button. When you move the mouse all the way up, the **Favorites** list disappears.
   - In the **Favorites** tab, click the separator between Preview and Metadata. Move the mouse up or down while holding down the mouse button. When you drag the mouse all the way down, the list of meta data disappears.
5. By default, the **File Type** pop-up menu is set to the native document option for each program. There may be more file types available. If you choose a different file type, please refer to the sections Import / Export.
6. Optionally, click **OS Dialog** to display the operating system dialog for opening documents. Please refer to the section Preferences.
7. Enter the name of the new document.
8. Confirm the entry.

> *Note: The program saves the last selected document path while the program is running and after the program is quit. It is irrelevant whether a document has been opened or not. If a previously selected document path is no longer available, this can lead to a considerable delay in the display of the dialog. This can be the case, for example, when a drive is no longer connected or the Internet connection to an Internet drive is interrupted. In such cases, the program tries to connect to the appropriate document path, which may take a while. This operation will be canceled after a while.*

Save a new document with a preview

1. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac).
2. Choose **Pages & Objects > Pages**.
3. Choose **Save small preview** and/or **Save large preview**.
4. Choose **All Pages** or **Manual**. If you choose **Manual**, you must set the number of page previews to be saved.
5. Confirm the entry.
6. Save the document as described in the section Save new document.

Save document using OS dialog

1. Choose one of the following options:
   - Press **Ctrl + S** (Windows/Linux) or **Command + S** (Mac).
   - Choose **File > Save**.
2. If the OS dialog is not shown immediately, click **OS Dialog**. Please refer to the section Preferences.
3. By default, the **File Type** pop-up menu is set to the native document option for each program. There may be more file types available. If you choose a different file type, please refer to the sections Import / Export.
4. Optionally define the document path with options provided by the operating system in the dialog.
5. Optionally define the document view with options provided by the operating system in the dialog.
6. Enter the name of the new document and click **OK**.
7. Confirm the entry.

> *Note: The OS dialog does not display any favorites and does not allow backing up of documents / files from virtual disks, such the VivaCloud.*

Save an existing document

Choose one of the following options:

- Press **Ctrl + S** (Windows/Linux), or **Command + S** (Mac).
- Choose **File > Save**.

Save a document with a different name

1. Choose one of the following options:
   - Press **Ctrl + Alt + S** (Windows/Linux) or **Command + Option + S** (Mac).
   - Choose **File > Save As**.
2. Save the document as described in the section Save new document.

Document views

After starting the application and the creation of a new document a document window and several application palettes will appear. These are described in the section User Interface and in following sections. In this section, we will describe the display of document windows and document views.

Selecting Open documents

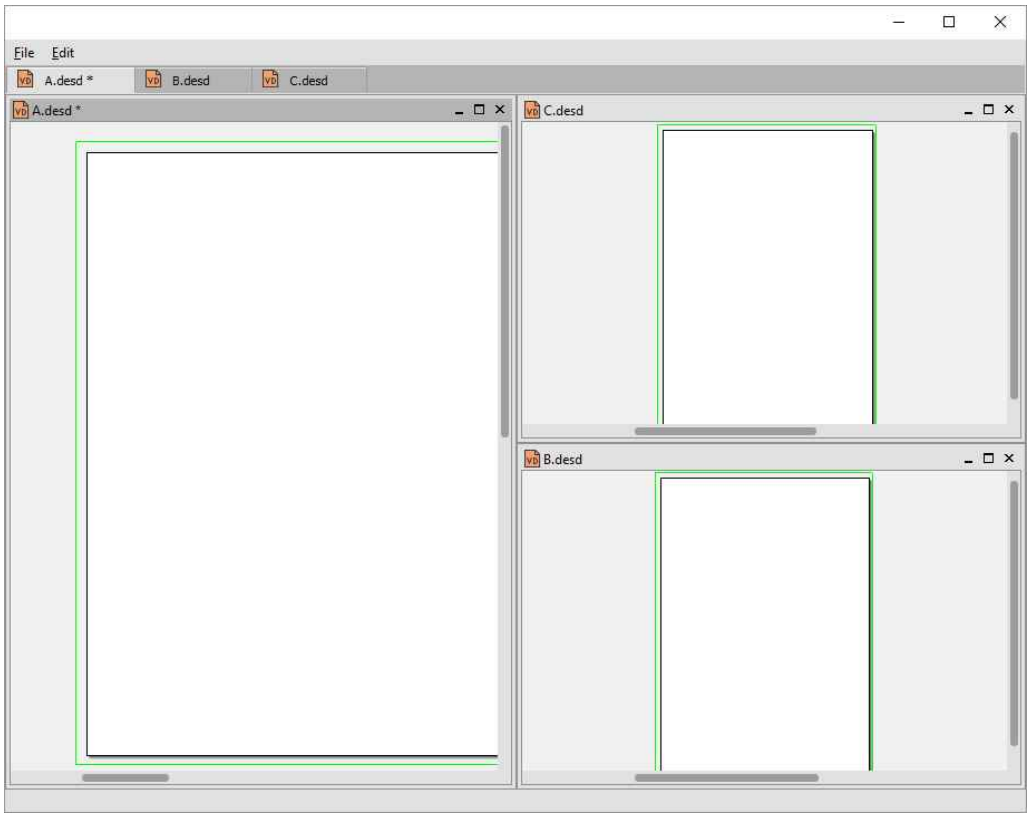
Open documents can be selected either interactively or through the menu command.

To select a document interactively you click a document window or its tab. When you click outside the document window or program window, you are automatically switched to the Explorer (Windows/Linux) or the Finder (Mac) without quitting the application or closing any documents. To return to the application it is usually sufficient to click the visible document or program window.

When you are editing several documents at a time it is easy to lose track of a specific document. For this purpose the application allows you to select a specific document through the **Window** menu. All open documents will be shown in the order in which they are opened. The current document will be shown with a checkmark before its name.

Sort document windows

Document windows can be stretched and arranged in any way. When they are arranged, the document windows share the free space next to the docked palettes.



- **Stack Windows** — All documents will be shown behind each other with a certain distance between them.
- **Tile Windows** — Divides the documents as evenly as possible over the program window (Windows/Linux) or the screen (Mac). If for example you have three documents open, one document will take half the available space while the other two will share the other half, taking each a quarter of the total space available.
- **Arrange Windows Horizontal** — The document windows are stretched horizontally to the available width and displayed above one another in a column. The heights of the windows are calculated exactly according to the space available.
- **Arrange Windows Vertical** — The document windows are stretched vertically to the vertical space available, and displayed next to one another in a row. The widths of the windows are calculated exactly according to the space available.

Split document window

If the document you are working on has many pages, you may need to refer to different pages for information while continuing to work on one page. One simple example is a manual with a drawing or diagram on one page with numbered parts, while the text referring to those parts runs over several pages.



Instead of constantly switching back and forth between pages, you can split the document window with the options in the **Window** menu or in the context menu **Window**:

Split Document Window Horizontally — Splits the space available into two equal parts next to each other.

Split Document Window Vertically — Splits the space available into two equal parts above one another.

Synchronize View — Synchronizes the views of the window splitting so that any change in the view in one split will automatically be applied to all the others. This option is useful if you are working with a multilingual document, where each language is on a different layer and you want to see the same document section for each language.

Please observe the following hints:

- When you have tiled your document window, you can adjust the tiling proportion manually by moving the mouse pointer over the **Window splitter** until it changes to the sizing pointer. With the mouse button held down drag the tiling barrier left/right or up/down to set the required proportions.
- You can move about the document and scroll between pages in both viewing sections.

- You can apply different zoom factors to the different sections.
- If you are working in a multi-language document where each language is on a different layer, you can activate and deactivate the layer views for the different sections as required. Please refer to the notes in the section Working with Layers.
- You can apply a splitting command to a section (sub-splitting).
- To cancel the splitting, choose Window > Cancel Window Splitting in the menu or in the context menu.
- To cancel the synchronized view of the window splittings, choose **Window > Synchronize View** in the menu or in the context menu.

Choose document zoom/views

Zoom factors/views may be applied in different ways:

- With the options in the **Zoom** menu.
- With the options in the **context menu**.
- With the **measurement** field in the **Navigation** palette.
- With the **Zoom** tool in the **Navigation** palette.
- With the mouse wheel.
- With shortcuts.

The zoom factor is applied to the current document or window splitting. The zoom factor of a document will be saved with the document settings and is automatically applied when the document is reopened.

Choose view with menu options

Choose one of the following options:

- Choose **Zoom > Zoom In** or press **Ctrl + Plus** (Windows/Linux) or **Command + Plus** (Mac) to zoom in on the document page. The zoom follows in steps of 5%, 25% or 100%.
- Choose **Zoom > Zoom Out** or press **Ctrl + Minus** (Windows/Linux) or **Command + Minus** (Mac) to zoom out from the document page. The zoom follows in steps of 5%, 25% or 100%.
- Choose **Zoom > Original Size** in the menu or **Original Size** in the context menu, or press **Ctrl + 1** (Windows/Linux) or **Command + 1** (Mac) to display the document pages in 100%.
- Choose **Zoom > 50%** or press **Ctrl + 5** (Windows / Linux) or **Command + 5** (Mac) to display the document pages in 50%.
- Choose **Zoom > 75%** or press **Ctrl + 7** (Windows / Linux) or **Command + 7** (Mac) to display the document pages in 75%.
- Choose **Zoom > 200%** or press **Ctrl + 2** (Windows / Linux) or **Command + 2** (Mac) to display the document pages in 200%.
- Choose **Zoom > 400%** or press **Ctrl + 4** (Windows/Linux) or **Command + 4** (Mac) to display the document pages in 400%.
- Choose **Zoom > 1000%** to display the document pages in 1000%.
- Choose **Zoom > Fit Page in Window** in the menu or **Fit Page in Window** in the context menu, or press **Ctrl + ,** (Windows / Linux) or **Command + ,** (Mac) to fully view the current document page in the document window. If the document window is resized, the scaling factor adapts automatically.

- Choose **Zoom > Fit Spread in Window** or press **Ctrl + 8** (Windows / Linux) or **Command + 8** (Mac) to fully view the current spread in the document window. If the document window is resized, the scaling factor adapts automatically.
- Choose **Zoom > Page Width** or press **Ctrl + 3** (Windows / Linux) or **Command + 3** (Mac) to fully view the page width of the current page in the document window. If the document window is resized, the scaling factor adapts automatically.

Zoom with the zoom field

1. Choose one of the following options:
   - Click in the **zoom** field.
   - Press **Ctrl + Alt + V** (Windows/Linux) or **Command + Option + V** (Mac).
2. Enter a scaling factor between 1% and 1000%. The option accepts whole numbers.
3. Confirm your entry.
4. Alternatively, choose an option from the popup menu on the right.

Zoom in with the zoom tool

1. Choose one of the following options:
   - Choose the **zoom tool** for zooming in.
   - Hold down the keys **Ctrl + Alt** (Windows/Linux) or **Command + Option** (Mac).
2. Choose one of the following options:
   - Click on an area in the document you want to enlarge. The program decides independently about the scaling factor. The selected position in the document is automatically displayed in the center of the document window.
   - With the mouse button held down, move the mouse in any direction to enlarge a specific area. Release the mouse button when the area has the size you want. The selected area is displayed in the center of the document window automatically.

Zoom out with the zoom tool

1. Choose one of the following options:
   - Choose the **zoom tool** for zooming out.
   - Hold down the keys **Control + Alt+ Shift** (Windows/Linux) or **Command + Option+ Shift** (Mac).
2. Click on a position in the document that you want to reduce. The program decides independently about the scaling factor. The selected position in the document is automatically displayed in the center of the document window.

Zoom in/zoom out with the mouse wheel

1. Hold down the keys **Ctrl + Alt** (Windows/Linux) or **Command + Option** (Mac).
2. Choose one of the following options:
   - Turn the mouse wheel down (away from you) to zoom in.
   - Turn the mouse wheel up (towards you) to zoom out.

Zoom in/zoom out with shortcuts

1. Hold down the keys **Ctrl + Alt** (Windows/Linux) or **Command + Option** (Mac).

2. Choose one of the following options:
   - Click with the mouse to zoom in.
   - Hold down the **Shift** key and click to zoom out.

Screen Mode

The **Screen Mode** determines the appearance of document pages in terms of printable objects, palettes, menus, windows, guides, bleed, and pasteboard.

Normal

The document pages are displayed with all objects, palettes, menus, windows, guides, bleed, and pasteboard.

Choose **View > Screen Mode > Normal**.

Preview

The document pages are displayed with all objects, palettes, menus, and windows, guides, but no pasteboard and no bleed. Objects that protrude into the bleed or the pasteboard are cut off accordingly. Objects that are completely in the bleed or on the pasteboard are completely hidden.

Choose **View > Screen Mode > Preview**.

Bleed

The document pages are displayed with all objects, palettes, menus, windows, guides, and bleed, but without the pasteboard. Objects that protrude into the bleed or the pasteboard are cut off accordingly. Objects that lie entirely on the pasteboard are completely hidden.

Choose **View > Screen Mode >** Bleed.

Presentation

The document pages are displayed page by page without palettes, menus, windows, guides, bleed, and pasteboard. Non-printable objects are hidden.

This option is very useful to get a picture of the optical effect of the document pages. At the same time you can use the **Presentation Mode** to show presentations.

1. Optionally, choose the following options in advance:
   - Choose **Preferences > Program > General > Presentation Mode** to specify an animation for page-transitions. Please refer to the section Preferences.
   - Choose **Preferences > Program > General > Show Tooltips in Document Window** to determine the display of the permitted keys. Please refer to the section Preferences.
   - Choose **Preferences > Program > Colors > Presentation Mode** to specify the color of the pasteboard. Please refer to the section Preferences.

2. Choose one of the following options:
   - Press **Ctrl + 9** (Windows/Linux) or **Command + 9** (Mac).
   - Choose **View > Screen Mode > Presentation**.

3. Press **up arrow**, **down arrow** or use the mouse wheel to scroll page by page.
4. Press **plus** or **minus** to zoom in or out.
5. Click the mouse button or press **Esc** to exit the mode and return to the previous mode.

Choose document section view

Document sections can be selected freely or page by page. Document sections always refer to the current document or window distribution. The snippet is also saved when the document is saved and is available when the document is reopened.

The document section views can be determined in various ways:

- With single keys or shortcuts.
- With the **hand tool** in the **Tools** palette.
- With the **Scroll Bars** in the document window.
- With the context menus in the area of the **Scroll Bars**.
- With keys.
- With the **mouse wheel**.

Choose document section freely

1. Press **Alt + mouse button** and move the mouse in any direction.
2. Press **spacebar + mouse button** and move the mouse in any direction. This option is available only when text mode is not selected.
3. Choose the **Hand tool** in the **Tools** palette and move the mouse in any direction.
4. Click on the lower or right **Scroll Bar**, hold down the mouse button and move the mouse to change the document section horizontally or vertically.
5. Click with the **secondary mouse button** on the right Scroll Bar. Choose the options **Scroll here**, **Page up**, **Page down**, **Scroll up** or **Scroll down** in the context menu.
6. Click with the **secondary mouse button** on the bottom Scroll Bar. Choose the options **Scroll here**, **Left edge**, **Right edge**, **Page left**, **Page right**, **Scroll left** or **Scroll right** in the context menu.
7. Turn the mouse wheel up or down to change the document section view vertically.
8. Press an arrow key to change the document section view horizontally or vertically. This option is available only when text mode is not selected. The increment of the arrow keys corresponds to the options **Scroll up** and **Scroll down**.
9. **Press Page Up or Page Down to change the document view vertically.**

Choose document section page by page

1. Click with the **secondary mouse button** on the right Scroll Bar. Choose the options **Top** or **Bottom** in the context menu.
2. Click **First Page** in the **Navigation** palette to show the first page.
3. Click **Previous Page** in the **Navigation** palette to show the previous page.
4. Click **Next Page** in the **Navigation** palette to show the next page.

5. Click **Last Page** in the **Navigation** palette to show the last page.

6. Double-click a **page symbol** in the **Pages** palette.



Working with Collections

Version 12 — November 2026

Working with Collections

Introduction

The **Collection** option lets you combine multiple documents into one “collection document”. This option is useful if, for example, you want to create a magazine, journal, book, or similar project that consists of multiple documents.

In addition, you can use the option to:

- export all documents in the collection as one PDF,
- combine documents with different page formats,
- synchronize colors, style sheets, layers, alias pages or preferences across documents,
- fully automatically create a table of contents and indexes for the entire collection,
- define the title, description, keywords and main language for the entire collection,
- archive collections and/or their documents.

A collection document (file extension “.cold”) consists of a list of documents whose order you can define as you wish. The collection document itself does NOT store a copy of the documents, but only the reference to the respective documents. If the document changes, the collection document is also updated. The update occurs automatically if the collection document is opened and the name of the layout document has not changed. If, on the other hand, the layout document has been renamed, moved to another folder, or deleted, the layout document is displayed as missing in the collection document list. Renamed or moved layout documents can be updated accordingly, deleted layout documents are also no longer available for the collection document.

Collections can also be opened, listed and exported as PDF with scripts; the title, description, keywords and language of a collection can be read and set as well. Please refer to the notes in the chapter Working with Scripts.

Create a new Collection

1. Choose **File > New > Collection**.
2. Choose **Window > Collection** to display the palette for the collection. The command appears only when the window of a collection is active.

> *When displaying the document window for collection documents, all other open palettes are automatically hidden or show no content. They are not displayed again until you switch to a document window. In that case, the Collection palette is also automatically hidden. When you switch, the palettes keep their position and size.*

Add documents

Select one of the following options to add individual documents:

- Choose **Add Document** from the context menu or the **Collection** palette menu. Then choose a document in the dialog. Optionally, use **Shift** or **Ctrl** to select multiple documents. Alternatively, enter a full path or several file names in quotation marks in the file name field. Choose **Open** to confirm your selection.

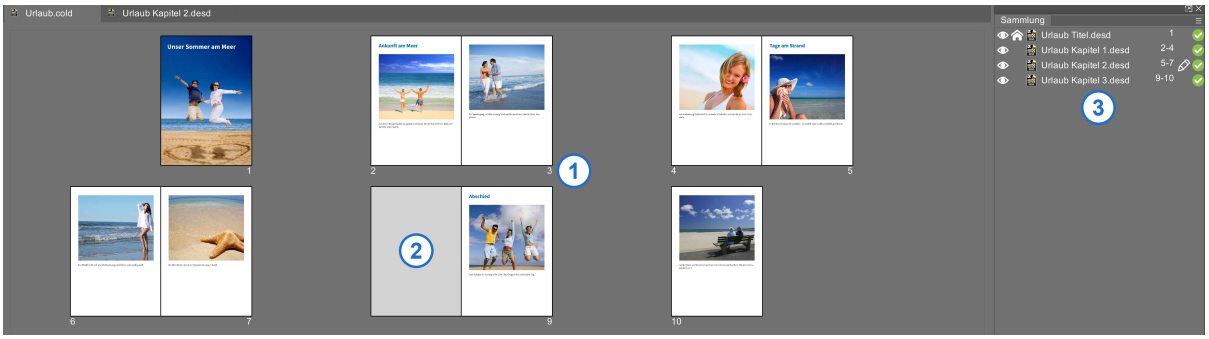
- In the Explorer/Finder, choose the appropriate document(s) and drag and drop them onto the **Collection** palette.

Note: The dialog for selecting documents corresponds to the dialog of the **Open** option. The only difference is the additional option to select multiple documents and open them simultaneously. Please refer to the section Open document for more information.

The User Interface

The document window for collections

The document window displays a preview of all the pages of the visible documents of the collection.



The figure shows the document window of the sample collection “Vacation” with four documents displayed as facing pages. The page number appears below each page preview (1). The program has inserted a gray blank page before the third chapter because this chapter is to start on a right page (2). The **Collection** palette is on the right (3).

The page number is displayed below the page preview. If it is a document stored in VivaCloud, the editing status of the document is optionally displayed as a colored rectangle next to the page number.

A gray page means that the program has inserted a blank page to make sure that the first page of the following document appears at the desired position (left/right).

Since a collection document can consist of documents with different page formats, the preview of document pages only takes into account the ratio of page height and page width. Documents with an identical aspect ratio (e.g. “A4” and “A0”) are displayed the same size in the preview, although they have completely different page formats.

To check the page format of a document, position the mouse pointer over the preview of a page. The tooltip then displays the file name, the page number in the collection and in the document, the page size and the path of the document. Over the document name in the **Collection** palette, the tooltip displays the page count, the path, the creation and modification dates, the size and — if available — the author of the document. If the document is stored in VivaCloud, both tooltips also display the editing status of the document.

Change view in the document window

- Choose **Facing Pages** in the context menu or in the palette menu to display the page preview either as single pages or as facing pages.
- Choose **Page Order > Left/Right** or **Page Order > Right/Left** in the context menu or in the palette menu to specify the page preview of the double page.

The Collection palette

The **Collection** palette shows a list of all documents in the collection file. In addition to the document name, further options and information are displayed:



The figure shows the **Collection** palette of the sample collection with the eye icon (1), the house icon of the source document (2), the document name (3), the page numbers (4), the pen icon of an open document (5) and the green checkmark (6).

Eye icon — The document should be taken into account. Please refer to the section Show and hide documents.

House icon — The document is to be used as the source document for synchronization. Please refer to the section Synchronize documents.

Color icon — status of the document in VivaCloud. This option is available only when you save documents in VivaCloud and assign a status.

Page numbers — first and last page numbers of the document. Please refer to the section Adjust page numbers automatically.

Pen icon — The document is currently open. This icon is displayed when you have opened the document in the program.

Green checkmark — the document was found in the last specified location.

Yellow warning triangle — The document has been modified since the last time the collection was saved, so it is currently being reopened and the preview updated.

Red exclamation mark — The document was not found in the last specified location. There can be different reasons for this. The document was either renamed, deleted or the program cannot access the drive/network where the document is saved.

Manage documents

Show and hide documents

Click the eye icon in the **Collection** palette to hide a document. Hidden documents are no longer displayed in the preview and are not included in the export. After that, the document window is automatically updated. The page numbers in the **Collection** palette may also be updated.

Change the order of the documents

1. Click the document name in the **Collection** palette.

2. Hold down the primary mouse button and move the list entry to the desired position.

3. Release the mouse button as soon as a mouse arrow pointer appears at the desired position.

After that, the document window will be updated automatically. The page numbers in the **Collection** palette may also be updated.

Open and edit a document

1. Choose one of the following options to open a document directly from the palette:
   - Double-click the document name in the palette.
   - Click the document name and choose **Edit Document** from the context menu or the palette menu.
2. Alternatively, double-click a document page in the document window to open the document and display exactly the selected page.

Search for missing documents

If you know that missing documents have only been moved, choose **Find Missing Documents** from the context menu or the palette menu. The option appears only if the collection contains missing documents. Then choose where the program should search: **Collection Folder** searches the folder of the collection document including all subfolders, **Search Paths** searches the search paths from the preferences. The option **Search Paths** appears only if search paths have been entered in the preferences. The program then reports how many of the missing documents were found. Please refer to the notes in the section Search Paths in the chapter Preferences.

Replace documents

1. Click the document name.

2. Choose **Replace Document** from the context menu or the palette menu.

3. Then choose a document in the dialog.

4. Choose **Open** to confirm your selection.

The document window is automatically updated. The page numbers in the palette may also be updated.

Remove documents

Removing documents refers only to the collection document. The document in question is not deleted.

1. Click the document name.

2. Choose **Remove Document** from the context menu or the palette menu.

3. Confirm the prompt with **Yes**.

Alternatively, press the Delete key or the Backspace key. You can also remove several selected documents at the same time.

The document window is automatically updated and the document is removed from the palette.

Open document folder

1. Click the document name in the **Collection** palette.
2. Choose **Open Parent Folder** from the context menu or the palette menu.

The folder in the Explorer (Windows/Linux) or Finder (Mac), where the document was saved, will be opened automatically.

Open Collection folder

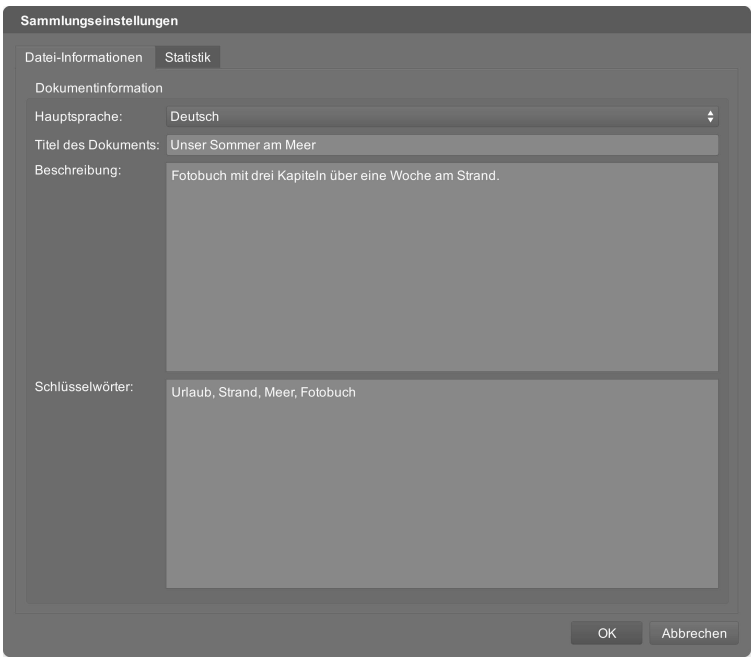
1. Click with the secondary mouse button on the name of the collection document in the document window.
2. Choose **Open Parent Folder**.

The folder in the Explorer (Windows/Linux) or Finder (Mac), where the Collection document was saved, will be opened automatically.

Collection Setup

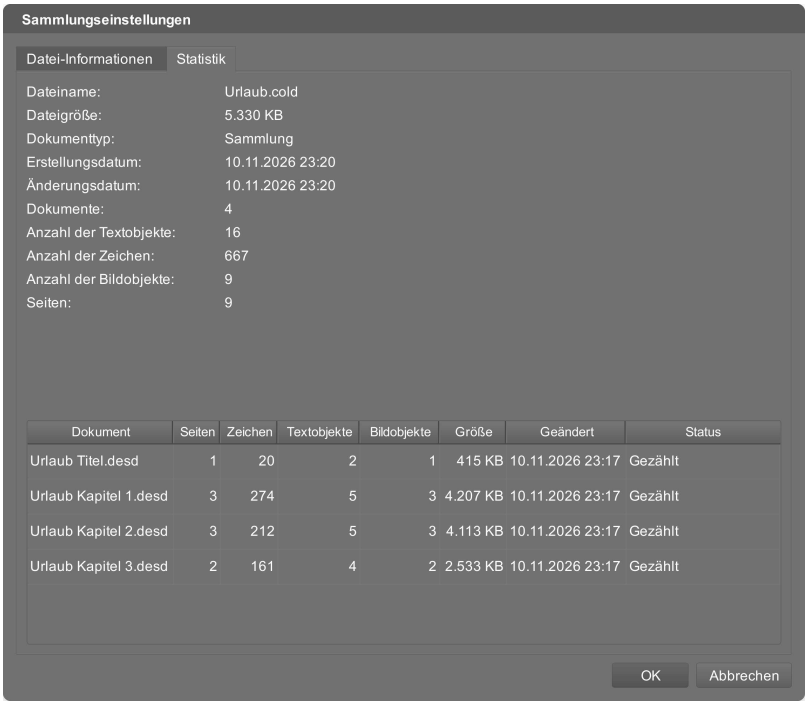
A collection has its own file information, which the program uses for the PDF export of the collection. With the window of the collection active, choose **File > Document Setup** to open the **Collection Setup** dialog.

In the **File Information** tab, you specify the **Main Language**, the **Document Title**, the **Description** and the **Keywords** of the collection. With the setting **Language of each document**, each document keeps its own main language. If you choose a language, documents without a main language of their own receive the language of the collection in the PDF export.



The figure shows the **File Information** tab with the details of the sample collection.

The **Statistics** tab shows the file name, the file size, the document type, the creation and modification dates of the collection and the number of documents, text objects, characters, picture objects and pages of all documents. The table below lists these details for each document individually, together with its size, modification date and status.



The figure shows the **Statistics** tab of the sample collection with four documents.

Archiving

Archiving documents/collections

You can choose to archive individual documents or all documents in the collection. This option is useful if, for example, you want to create a backup copy of your collection and/or documents. This can be the case, for example, when you save documents in VivaCloud and want to archive them locally or export them as PDF. The option is also useful if the documents of the collection are located in different folders and you want to collect them in one folder via archiving.

1. Choose one of the following options:
   - Choose **Archive All Documents** if you want to archive all documents in the collection. This option is selectable if no document is selected in the palette.
   - Choose **Archive Selected Documents** if you want to archive the selected documents. This option is selectable when one or more documents are selected in the palette.
   - Choose **Archive Collection** if you want to archive the collection document with all documents. In the archived collection document, the documents are automatically reassigned, which means that the documents point to the folder in which they were saved.
2. Use the dialog to choose the folder in which the documents are to be archived, and optionally use the dialog to create a new folder.

Reallocate documents

With this option you swap the documents of the collection with documents of the same name from another folder. This option is useful if, for example, you have manually created a backup copy of your documents and want the collection file to refer to these copies. The option is not necessary if you have used the **Archive Collection** option, because in this case the new assignment is done automatically.

1. Choose **Reallocate Documents** from the context menu or the palette menu.

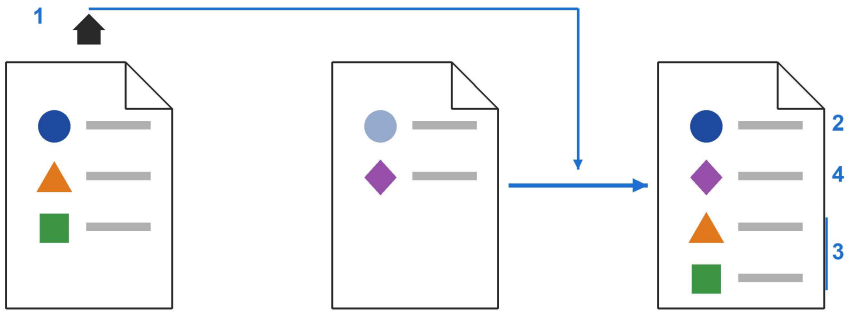
2. Use the dialog to select the folder that contains the documents you want to reallocate.

The program searches this folder — on a local drive including all subfolders — for documents with the same file name and reallocates each document found to the collection. The reallocation always applies to all documents of the collection, regardless of the selection in the palette.

Synchronize documents

You can synchronize the settings for alias pages, layers, colors & blends, style sheets, and preferences for all documents in a collection. This option is useful if, for example, you want to change style sheets or alias pages in one document and automatically apply those changes to all other documents in the collection.

Synchronization means that the program replaces existing settings with the same names in the documents of the collection. If the setting does not exist in the synchronized documents (for example, a style sheet, layer, or Alias page), it is automatically added. However, no settings (for example, style sheets, layers, Alias page) are deleted from the synchronized documents.



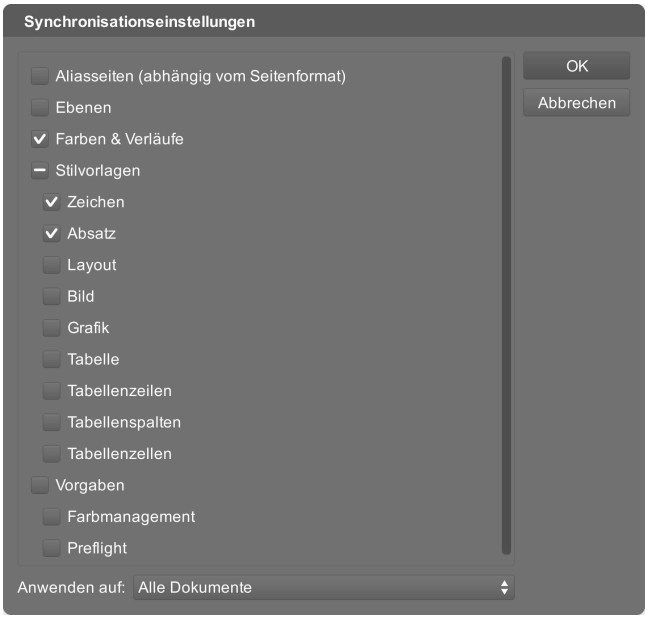
The figure shows the principle: The source document (1) contains three settings, for example colors or style sheets, represented as a circle, a triangle and a square. After the synchronization, the setting of the same name in the other document has been replaced (2), the missing settings have been added (3), and the setting that only the other document has is retained (4).

For synchronization, you define a source document that has the settings you want to be transferred to the other documents. The source document is indicated by a house icon in front of the document name in the palette. By default, the first document in the list is designated as the source document for synchronization.

If you want to transfer different settings from different documents, first define the first source document (A), then define the associated properties (for example, paragraph style sheets), and perform the synchronization. Then define the second source document (B), then the associated properties (for example, layers), and perform the synchronization. All documents will then have the paragraph styles from document A and the layers from document B.

1. Click between the eye icon and the document icon in the palette to specify the source document for synchronization. The **House icon** symbolizes the source document.

2. Choose **Synchronize Settings** from the context menu or the palette menu.



The figure shows the **Synchronize Settings** dialog: In the example, the colors & blends as well as the character and paragraph style sheets are transferred to all documents. If only some of the style sheets are selected, the **Style Sheets** option shows a dash.

3. Choose one or more of the options to be synchronized.
   - **Alias Pages (page format dependant)** — Synchronizes all alias pages, provided the page format is identical.
   - **Layers** — Synchronizes all layers.
   - **Colors & Blends** — Synchronizes all colors & blends.
   - **Style Sheets** — Synchronizes all style sheets (character, paragraph, layout, etc.). The option switches all types of style sheets on or off; with the options below it, you choose individual types.
   - **Character** — Synchronizes all character style sheets.
   - **Paragraph** — Synchronizes all paragraph style sheets.
   - **Layout** — Synchronizes all layout style sheets.
   - **Picture** — Synchronizes all picture style sheets.
   - **Graphic** — Synchronizes all graphic style sheets.
   - **Table** — Synchronizes all table style sheets.
   - **Table Row** — Synchronizes all style sheets for table rows.
   - **Table Column** — Synchronizes all style sheets for table columns.
   - **Table Cell** — Synchronizes all style sheets for table cells.
   - **Preferences** — Synchronizes all preferences in the **Color Management** and **Preflight** areas.
   - **Color Management** — Synchronizes all preferences in the **Color Management** area.
   - **Preflight** — Synchronizes all preferences in the **Preflight** area.

4. **Apply to** — Determines which documents the synchronization is applied to. This option is useful for applying a synchronization selectively to individual documents.
   - **All Documents** — Synchronizes all documents according to the synchronization settings.
   - **All Visible Documents** — Synchronizes all visible documents according to the synchronization settings.
   - **All Selected Documents** — Synchronizes all selected documents according to the synchronization settings.
5. Confirm your selection with **OK**.
6. Choose **Synchronize Documents** from the context menu or the palette menu to perform the synchronization. The command is available as soon as the collection contains at least two documents.

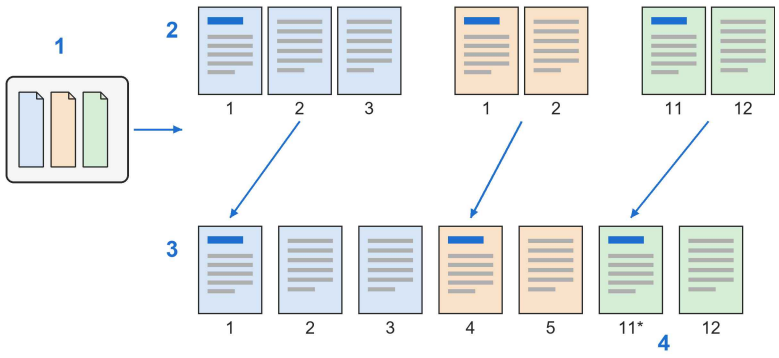
> *The program opens each document in the background, transfers the settings and saves the document immediately. The synchronization cannot be undone. Therefore, create a backup copy beforehand, for example with* **Archive Collection**.

Adjust page numbers automatically

When exporting the collection document as a PDF, all page numbers are automatically adjusted to create a continuous page numbering, even though each individual document starts with page number “1”. The Document window and the **Collection** palette each display the page numbers that were calculated for that document in the sequence.

The following should be noted:

- The collection automatically numbers through all page numbers if no page number has been explicitly set in the individual documents.
- If a page number has been explicitly set by the user in a document, the further numbering of the pages will be based on this new page number until the program encounters a document page where a page number has been explicitly set again.
- Page numbers that have been explicitly set by the user are marked with a “star symbol”.



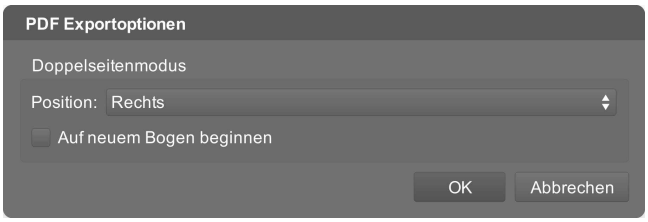
The figure shows a collection (1) with three documents (2) whose pages each start with 1; in the third document, the first page number is explicitly set to 11. In the collection, the pages are numbered consecutively (3). The explicitly set page number appears with a star symbol, and the numbering continues from it (4).

PDF Export options

For PDF export of a collection file, the same options apply as for documents. Optionally, you can specify the position of the first document page for each document in the collection, provided the collection is displayed as facing pages. This option is useful if, for example, you want to ensure that each document starts on a right page without worrying about the number of document pages in each document.

1. Choose one or more documents in the **Collection** palette.

2. Choose **PDF Export Settings** from the context menu or the palette menu.



The figure shows the **PDF Export Settings** dialog with the **Position** set to **Right**.

3. Under **Position**, choose one of the following options:
   - **Automatic** — The position of the first page of a document depends on the position of the last page of the previous document. If the last page of the previous document is on the left, the first page of the selected document is automatically on the right.
   - **Left** — The position of the first page of a document is always on the left. If the last page of the previous document is also on the left, a blank right page is automatically inserted between the two pages. This page is grayed out to indicate that it is not a normal page of the document.
   - **Right** — The position of the first page of a document is always on the right. If the last page of the previous document is also on the right, a blank left page is automatically inserted between the two pages. This page is grayed out to indicate that it is not a normal page of the document.

4. Optionally, choose **Begin On New Spread** if the document should always begin on a new spread. If the previous document ends on a left page, the program inserts two blank pages so that the document begins on the right page of the next spread and not next to the last page of the previous document. The option takes effect with the positions **Automatic** and **Right**.



The figure shows the end of the previous document (blue) and the beginning of the following document (orange) in each case: With **Automatic**, the document begins to the right of the last page of the previous document (1). With **Left**, the program inserts a gray blank page so that the document begins on the left (2). With **Right**, it inserts a blank page if the previous document ends on the right (3). With **Begin On New Spread**, it inserts two blank pages so that the document begins on a new spread (4).

If the program automatically adds pages based on the settings, they will be included only if you use the option **Print Empty Pages/Separations** for the PDF export.

> *The blank page that is automatically inserted is technically assigned to the subsequent document and has the page number "1" internally. Therefore, errors occur during PDF export if the subsequent document also starts with page 1. The subsequent document should therefore have automatic page numbering or a page number that does not start with "1".*

The PDF of a collection takes over the title, the description, the keywords and the main language from the collection setup. A PDF with tags (accessible PDF) retains the structure, the language and the links of each document. If none of the documents contains a cross-document table of contents, the PDF receives the bookmarks of the individual documents.

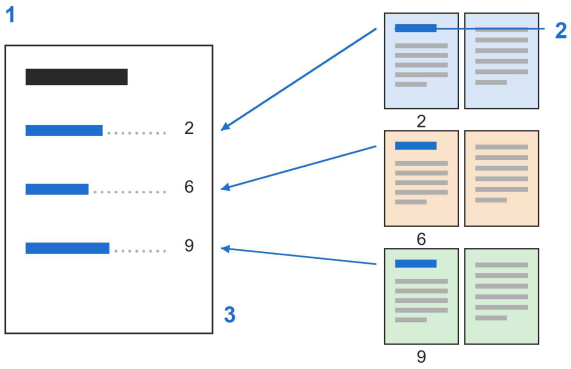
The program exports a collection as a PDF file. The page numbers in the tables and indexes are links to the respective pages in it. You export an e-book in EPUB format from a single document.

Generate tables and indexes fully automatically

You can use a collection to generate tables and index automatically. The table of contents and index in this manual were generated automatically, for example.

1. Create a single document for each table or index. Make sure that the text chain in the document has enough text objects to hold the table or index. For example, in this manual, a corresponding number of pages have been created to accommodate the respective table or index.
2. In each table/index document, choose **Text > Cross-Document Index & Tables > Index & Tables Options** as described in the section Indexes and Tables.
3. Specify which table or index should be generated in the document.
4. Save the document and repeat the process for each additional table or index.
5. Open the collection and choose **Add Document**.
6. Move the documents for the tables/index to the desired location in the **Collection** palette.
7. Save the collection and choose **File > Export > As a PDF File** as described in the section PDF Export. Please note the option **Create PDF Bookmarks**.

The program not only creates a PDF for the entire collection, it also automatically generates all the tables and the index according to the selected settings.



The figure shows the principle: The table of contents document is placed in the collection before the other documents (1). The program takes the headings of all documents (2) with their consecutive page numbers into the table of contents (3).

Please refer to the notes in the section Generate tables and indexes fully automatically (chapter Working with Text) and the section Table of Contents (chapter Create a Book).



Working with Pages

Version 12 — November 2026

Working with Pages

Every document has one or more document pages. Objects can be placed on document pages, and content (images, texts, etc.) can be imported into them. When creating a new document the program automatically creates at least one document and one Alias page. You can of course create and manage multiple document and Alias pages. In this section you will learn what types of pages there are, how to create, choose, delete, move and number pages automatically.

Working with document pages

For navigation and the selection of pages the program offers you the commands in the **Document** menu, the **Pages** palette, the **Navigation** bar and the document window.

Create a new document page

Up to 8,000 document pages may be created in a document. New document pages can be created with the command **New Document Page(s)** or interactively with the **Pages** palette.

Create new document pages using the dialog

1. Choose one of the following options:
   - Choose **Document > Create Pages > New Document Page(s)**.
   - Click on the **Document Pages** section of the **Pages** palette and choose **New Document Page(s)** in the context menu.
2. Define the number of new document pages in the **Number** entry field.
3. In the **Position** dialog area, choose where the document pages should appear.
   - **Before Current Page** — Inserts the new document pages before the current document page.
   - **After Current Page** — Inserts the new document pages after the current document page. This option is the default setting.
   - **At the Beginning** — Inserts the new document pages before the first document page.
   - **At End of document** — Inserts the new document pages after the last document page.
   - **After Page** — Inserts the new document pages after the document page whose number you enter in the entry field. The program counts the document pages from the beginning of the document (physical page number). If you choose the command in the **Pages** palette while exactly one document page is selected, this option is preselected with the selected document page.

If an Alias page is currently displayed, the document page that was displayed last counts as the current page.

4. Choose one of the following options:
   - Click the checkbox **Assign Alias Page** to assign the default settings you defined in the **Document Setup** dialog.

- Do NOT check the **Assign Alias Page** checkbox to insert a blank document page with no settings or guides.

5. Confirm the entry.

Create new (blank) document page(s) interactively

1. Click in the list section of the **Pages** palette on the option **[None]** and hold down the mouse button.
2. Keep the mouse button held down and move the mouse to the **Document Pages** section of the **Pages** palette.
3. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

Create new (default) document page(s) interactively

1. Click in the list section of the **Pages** palette on the option **[A-Alias Page]** and hold down the mouse button.
2. Keep the mouse button held down and move the mouse to the symbol section of the **Pages** palette.
3. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

When creating new document pages with the dialog you can take over or copy objects from the current page onto the new document pages.

Select document pages

The program offers different possibilities for selecting a document page:

Select a document page

1. Click on the required page in the document window. If the required document page is not visible, use the scrolling arrows or the scroll bar of the document window or the scroll wheel of the mouse to display the document page and then click on the document page.
2. Choose one of the following options:
   - Double click the page icon of the document page you want to display in the **Pages** palette.
   - Click in the page field of the **Navigation ba**r. Enter the document page number and press the **Tab**, **Enter** or **Return** key to display the document page.
   - Use the commands **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Document** menu.
   - Use the buttons **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Navigation bar**.

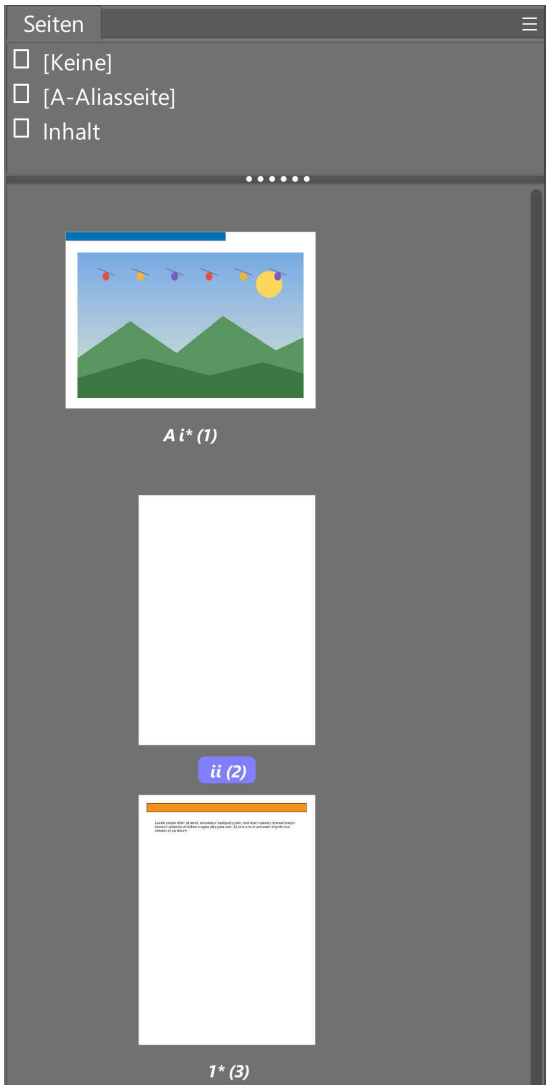
Page Preview in the Pages palette

The **Page Preview** option in the **Pages** palette is often helpful when you are scrolling through larger documents whose pages contain graphics or images, such as catalogs. Thumbnail previews are created in the **Pages** palette to help you recognize your pages.

Activate/Deactivate Page View

1. Right click in the **Document Pages** section of the **Pages** palette and choose **Document Page Thumbnail Size > Small** or **Large** in the context menu.

2. Alternatively, choose the option **None** to deactivate the page preview.



The figure shows the **Pages** palette with a large page preview: At the top are the Alias pages [None], [A-Alias Page] and Contents, below them the first document pages of a brochure with the title in landscape format. Below each document page is the logical page number (i, ii, 1), followed by the physical page number in parentheses. The asterisk marks the beginning of a new numbering, the highlighted number marks the current document page.

Deleting document pages

You can delete single or multiple document pages with a menu command or with the **Pages** palette.

Deleting document pages with the dialog

1. Choose **Document > Delete Document Page(s)**.

2. Choose one of the following options:

- Type a number in the **Number** entry field (e.g. 3) to delete a single page.
- Type a range in the **Number** entry field (e.g. 3-5) to delete several consecutive pages (in this example pages 3, 4 and 5).

- Type an open range to the end of the document in the **Number** entry field (e.g. 10-) to delete all pages from the named page (in this example from page 10).
- Type numbers and ranges in the **Number** entry field (e.g. 3, 5, 8-12, 15) to delete several non-consecutive pages (in this example pages 3, 5, 8 to 12 and 15).

Deleting document pages interactively

1. Choose a document page to be deleted in the **Pages** palette.
   - Use the **Shift** key to choose additional consecutive pages and/or the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) to choose nonconsecutive pages.
2. Choose one of the following options:
   - Press the **Del** key.
   - Choose the command **Delete Document Page(s)** in the context menu.

After deleting, the pages following those deleted will move up.

If **Facing Pages** was selected in the **Document Setup**, the pages following will be rearranged. Depending on how many and which pages were deleted, previously left hand pages will become right hand pages and vice versa.

When document pages are deleted, generally all objects and content on the pages will be deleted too.

NOT deleted are:

- Objects that extend over several document pages in **Facing Pages Mode**. These objects are only deleted when all document pages on which the objects are located are deleted.
- Texts that are linked with text objects on other pages in a text chain. The text will only be deleted when all document pages in the current text chain are deleted.
- Objects on the clipboard area. These objects will only be deleted when all document pages in the spread are deleted.

Move document pages

You can move single or several document pages using the **Pages** palette to change the page arrangement.

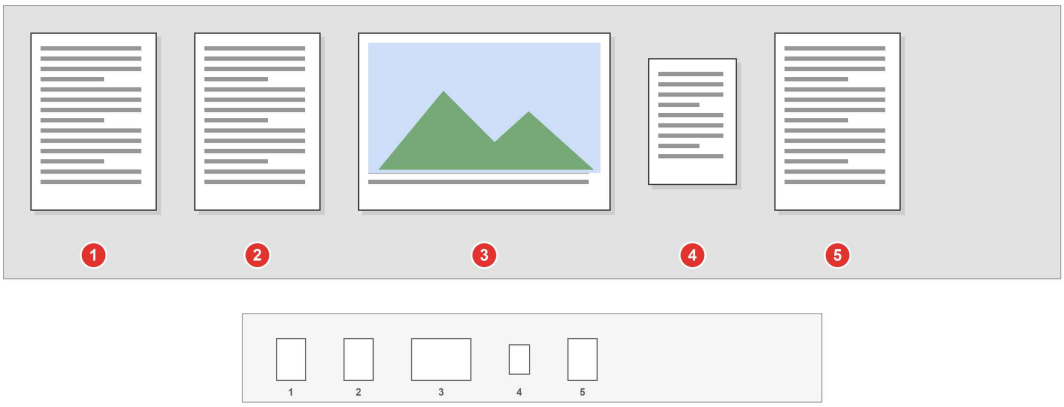
Move document pages interactively

1. Click in the **Pages** palette on the symbol of the document page that you want to move and hold down the mouse button.
2. Drag the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

> *Note: Moving pages cannot be reversed or undone with the* **Undo** *command. In this case you must move the page back to its original position.*

Different Page Sizes

A document can contain document pages with different sizes, for example a cover picture in landscape format, a fold-out page or individual pages in a smaller format. Every document page and every Alias page can have its own page size.



The figure shows a document with five document pages in different sizes (1 to 5) and below it the **Pages** palette. In the palette, the prefix of the Alias page and the page number are shown one below the other in the page symbol, and side by side for pages in landscape format.

Changing the page size of individual document pages

1. In the **Pages** palette, select the document page(s) whose size you want to change. Use the Shift key to select consecutive pages and the Ctrl key (Windows/Linux) or the Command key (Mac) to select nonconsecutive pages. If no page is selected, the change applies to the current document page.
2. Choose **Document > Page Format**.
3. Under **Standard**, choose a format group and a format (e.g. **International DIN/ISO A** and **A5**) or enter the width (**W**) and the height (**H**) under **Custom**.
4. Under **Orientation**, choose **Portrait** or **Landscape**.
5. Confirm the entry.

In addition to paper formats (e.g. DIN A, B and C as well as American, Chinese, Japanese and other national formats), the format groups also contain envelopes, architectural formats, business cards, credit cards, newspaper formats and untrimmed formats (RA, SRA) as well as formats for social networks (e.g. Facebook, Instagram, LinkedIn, Pinterest, TikTok, X and WhatsApp), for mobile devices and for app stores.

> *Changing the page size cannot be undone.*

Changing the page size of an Alias page

1. Switch to Alias page mode and display the required Alias page.
2. Choose **Document > Alias Page Format**.
3. Define the format as described above and confirm the entry.

If you change the page size later in the **Document Setup**, the automatic text object of the Alias pages adapts to the new size. Alias pages with a size of their own keep their automatic text object unchanged.

> *When printing, the program outputs all pages of a print job in the same output format, whereas when exporting as a PDF file, every page keeps its own format. Please refer to the section* Documents with different page formats *in the chapter Printing.*

Working with Alias pages

The program differs between document pages and **Alias pages**. When a new document is created, a document page on which you can place your objects will then be displayed in the document window. At the same time the default **A-Alias Page** was automatically applied to the document page. An Alias page is a kind of page template on which you can place objects that appear again and again, so that these objects appear automatically on the document pages as required.

In this manual the chapter headers and page numbers were not recreated for each page. Instead, these elements were placed on Alias pages.



The figure shows the principle: The objects of the Alias page (1), here a header bar and a variable for the page number, appear on all document pages to which the Alias page is assigned (2). Each document page shows its own page number and its own content. A document page without an Alias page ([None]) lacks these objects (3).

Switch between Alias and document pages

You can switch between the display of Alias and document pages at any time.

Switch to an Alias page

Choose one of the following options to display an Alias page:

- Double-click on the name of the required Alias page in the **Pages** palette.
- Click in the **Page field** of the **Navigation bar**. Now enter the prefix for the Alias page and press the **Tab**, **Enter** or **Return** key to display the Alias page.

Thanks to the striped clipboard area (default) or the view previously described in the **Preferences**, you can recognize immediately that you are on an Alias page. The name of the Alias page will be displayed in the **Page field**. Additionally, the Alias page prefix is displayed before the page number in the **Pages** palette.

To display a document page again, the program offers you several possibilities:

Switch to document pages

Choose one of the following options to switch from an Alias to a Document page:

- Double-click in the **Pages** palette on the required document page.

- Click in the **Page field** of the **Navigation bar**. Now enter the number of the document page required and press the **Tab**, **Enter** or **Return** key.

Create new Alias page

In a document you can create as many Alias pages as you like. Every Alias page receives a unique prefix and a name.

The prefix consists of a maximum of 3 characters and may only appear once in a document. When creating a new document an Alias page with the prefix **A** will be created automatically. Therefore when a new Alias page is created the program suggests the prefix **B**. For further Alias pages the letters **C**, **D**, etc. will be suggested. You can choose another prefix as long as this is unique and is not used in the document.

The name consists of a maximum of 256 characters and may appear several times in a document. You can change the suggested name for the **Alias Page** at any time.

The option fields **Single Page** and **Facing Pages** define which page type should be applied to the Alias pages.

Choose **Single Page** if all objects on the new Alias page should always be displayed identically on left and right hand document pages.

Choose **Facing Pages** as soon as one or more objects (e.g. header bars, page number, etc.) are to be displayed differently on left and right hand document pages.

Create new Alias page

1. Switch to Alias page mode as described above.
2. Choose one of the following options to create an Alias Page:
   - Choose **Document > Create Pages > New Alias Page**.
   - Click the name of an Alias page section in the **Pages** palette and choose **New Alias Page** in the context menu.
3. Enter an individual prefix and the name of the new Alias page or accept the suggestion made by the program. (There must be a dash between the prefix and the name.)
4. Choose **Single Page** or **Facing Pages** in the dialog area **Page Type**.
5. Confirm the entry.

The program will now show the new Alias page in the document window and in the **Pages** palette.

- If the Alias page type is **Single Page**, a single page symbol will be displayed in front of the Alias page name in the **Pages** palette.
- If the Alias page type is **Facing Pages**, a facing page symbol will be displayed in front of the Alias page name in the **Pages** palette.

> *Note: Think carefully about which page type you choose, as this setting cannot be changed later! If it turns out later that you have chosen the wrong page type, you will have to create a new Alias page, copy the objects from the old Alias page to the new one and delete the old Alias page. Then you can assign the new Alias page to the required document pages.*

Switch between Alias pages

The program offers different possibilities for switching between Alias pages:

Switch between Alias pages

1. Choose one of the following options to switch Alias pages in the Alias Page mode:
   - Double-click in the **Pages** palette on the name of the Alias page required.
   - Click in the **Page field** of the **Navigation bar**. Now enter the prefix of the Alias page and press the **Tab**, **Enter** or **Return** key.
2. Choose one of the following options to switch Alias pages:
   - Use the commands **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Document** menu.
   - Click the navigation buttons **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Navigation bar**.

Thanks to the striped clipboard area (default) or the view previously described in the **Preferences**, you can recognize immediately that you are on an Alias page. The name of the Alias page will be displayed in the **Navigation bar**.

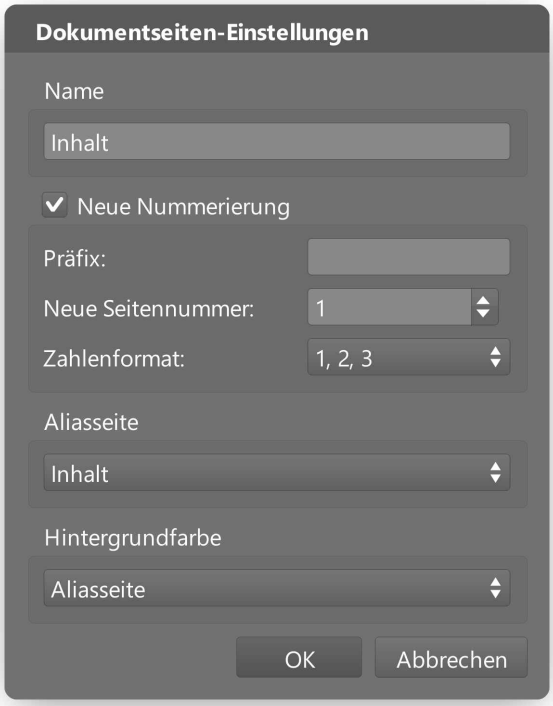
Assign an Alias page to a document page

When a new document is created, the Alias page **A-Alias Page** is automatically assigned to the document page. You can change this assignment for document pages at any time.

Assign an Alias page to a document page with the dialog

1. Select the document page to which you want to assign an Alias page.
2. Choose one of the following options:
   - Choose **Document > Document Page Settings**.
   - Click in the **Pages** palette on the symbol of the appropriate document page and choose **Document Page Settings** in the context menu.
3. Choose the required Alias page from the dialog area **Alias Page**.
4. Confirm the entry.

In the **Document Page Settings** dialog, you also define a **Name** for the document page and a **Background Color**. With the option **Alias Page** in the **Background Color** pop-up menu, the document page takes over the background color of its Alias page.



The figure shows the dialog with sample data: The document page is given the name Contents, begins a new numbering with 1 in Arabic numerals and takes over the Alias page and the background color of the Alias page Contents.

Assign an Alias page to a document page interactively

1. Ensure that the symbol of the appropriate document page and the name of the Alias page are displayed in the **Pages** palette.
2. Click on the name of the Alias page and hold the mouse button down.
3. Keep the mouse button held down and move the mouse to the symbol of the appropriate document page.
4. Release the mouse button as soon as the required document page is displayed in the chosen color.

Assign one Alias page to several document pages simultaneously

1. Use the mouse to choose several document pages in the **Pages** palette. Use the **Shift** key to choose consecutive pages and/or the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) to choose non-consecutive pages.
2. Click with the secondary mouse button (Windows/Linux) or with the **Command** key held down (Mac) on the name of the Alias page you want to assign and hold down the mouse button.
3. Choose one of the following options from the context menu:
   - **Assign Alias Page (Keep Content)** - The assignment preserved the variable contents of the document page. This applies to all text objects with variable content, including headers and footers.
   - **Assign Alias Page (Overwrite Content)** - The assignment replaces the variable contents of the document page with those of the Alias page. This applies to all text objects with variable content, including headers and footers.

The document page symbol in the **Pages** palette now shows the prefix of the assigned Alias page and the objects of the Alias page will now appear on the document page. To assign another Alias page to document pages, repeat the previous steps.

Deleting the assignment of Alias pages

If you want to remove the assignment of Alias pages to document pages, you can assign an empty page to a document page. Proceed exactly as previously with the assignment of an Alias page, and choose the option **[None]** in the **Document Page Settings** Dialog or in the **Pages** palette.

Create new document pages with Alias page

Instead of assigning an Alias page to an existing document page, you can automatically assign the Alias page when new document pages are created.

The taking over of Alias pages into document pages is just as flexible as taking over objects.

You have already learned that in the creation of a new document an Alias page will be automatically assigned. This Alias page is given the default name **A-Alias Page**. You have also learned how the assignment of a document page and an Alias page is changed. Now you will create new document pages and automatically assign an Alias page of your choice to them.

Create new document pages with Alias page using Dialog

1. Choose **Document > Create Pages > New Document Page(s)**.
2. Define the number of new pages in the **Number** field.
3. Choose an option in the **Position** area to choose where the new document pages will appear.
4. Choose the option **Assign Alias Page** and choose an Alias page from the popup menu.
5. Confirm the entry.

Create new document pages with Alias page interactively

1. Ensure that the name of the Alias page which will be assigned to the new document page is displayed in the **Pages palette**.
2. Click on the name of the Alias page (list area) and hold down the mouse button.
3. Keep the mouse button held down and move the mouse to the page symbol area of the **Pages** palette.
4. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

Alias Page View

The **Alias Page View** option in the **Pages** palette is often helpful when you are working with a document containing a larger number of Alias pages.

Activate/Deactivate Alias Page View

1. Click the secondary mouse button in the **Alias Pages** section of the **Pages** palette and choose one of the options under **Alias Page View**:

- **Names** — The default setting shows just the names of the Alias pages.
- **Thumbnails** — Small thumbnails of the Alias pages are displayed.
- **Names & Thumbnails** — The names of the Alias pages are displayed on the left and the thumbnails on the right.

Deleting Alias pages

When Alias pages are deleted, both the Alias page itself and also all assignments to document pages will be deleted. Here all objects on document pages whose originals were on the Alias page will also be deleted.

Delete Alias page

1. Select an Alias Page to be deleted in the **Pages** palette. Use the **Shift** key to choose consecutive Alias Pages and/or the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) to choose nonconsecutive pages.
2. Choose an appropriate option to delete one or more Alias pages:
   - Press the **Del** key.
   - Choose **Delete Alias Page(s)** in the context menu.
   - Double-click the Alias page symbol to switch to Alias page mode and choose **Delete Alias Page(s)** in the context menu.
3. Confirm the Warning question.

> *Note:*
> - *An Alias page cannot be deleted when it is the only Alias page in the document.*
> - *If an Alias page that is assigned to a document page is deleted, then a blank page is automatically assigned to that document page. Objects that do not come from the Alias page are retained.*

Delete all unused Alias pages

1. Click the secondary mouse button in the **Alias Pages** section of the **Pages** palette or open the menu of the **Pages** palette.
2. Choose **Delete all unused Alias Pages**.
3. Confirm the Warning question.

The program deletes all Alias pages that are not assigned to a document page. If no Alias page is left, the program automatically creates a new Alias page with the prefix A.

> *Note: Deleting the Alias pages cannot be undone with the* **Undo** *command.*

Change Alias page name

The prefix and the name of the Alias page may be changed at any time as long as the naming conventions are adhered to.

Change Alias page name

1. Select an Alias page whose name you want to change.
2. Choose one of the following options:

- Double-click the Alias page and choose **Document > Alias Page Settings**, change the Prefix and/or the Name and confirm the entry.
- Click the Alias page in the **Pages** palette and choose **Rename Alias Page** in the context menu. Change the Prefix and/or the Name and confirm the entry.

Duplicate Alias Pages

For a manual or a small catalog you may want to have chapter-oriented Alias pages, maybe with header bars of the same size, shape and position, but in different colors. Creating each Alias Page from scratch and copying objects from one Alias page to the next is of course possible, but not an ideal way of working. Therefore the program offers the function to duplicate an Alias page.

Duplicate Alias Page

1. Select an Alias page.
2. Click the Alias page in the **Pages** palette and choose **Duplicate Alias Page** from the context menu.

A new Alias page will be created with the next available prefix. Any objects you have created on the Alias page will be duplicated as well and can of course be edited on the new Alias page.

> *Note: Text objects created with the* **Duplicate Alias Page** *command on new Alias pages do NOT have the special setting* **Automatic Text Chain** *activated. If you want the text on the document pages to flow through these objects, then you must enable the option manually.*

Protect Alias Pages

If you want to give your document to someone else for editing and have put much effort into creating an Alias page structure, you may want to protect your Alias pages against unintentional loss or damage. In this case you can lock the Alias pages with a password so that they cannot be edited.

Protect Alias Page

1. Choose an Alias page.
2. Click the Alias page in the **Pages** palette and choose **Protect Alias Page** in the context menu.
3. Enter a password in the **Password** entry field and repeat the entry in the next entry field. Choose the option **Make visible** to display the password in clear text on the screen.
4. Confirm the entry.

Now a lock symbol will appear for the Alias page on the right hand side of the palette.

> *Note: Store the password in a safe place!*

Unlock Alias Page

1. Choose the Alias page in the **Pages** palette.
2. Click the secondary mouse button on the Alias page in the **Pages** palette and choose **Cancel Alias Page Protection** in the context menu.
3. Enter the **password** and confirm the entry.

The program asks for the password in the **Remove Password** dialog. If the password is correct, the program removes the password and cancels the protection of the Alias page. If the password is wrong, you receive a warning and can repeat the entry. Please note the upper and lower case.

Working with page numbers

Define page numbering

One document page is created automatically in the creation of a new document. This document page receives the page number 1. All following pages are then numbered automatically.

This page numbering controlled by the program may be extended by the user with the help of a prefix, or changed individually through a new numbering for every document page. In this book a new page numbering has been used for every chapter. All pages are numbered starting with page number 1, and have been given a prefix.

The chapter **Working with Text** describes how to insert page numbers in the text.

The program provides different possibilities for changing the page numbering:

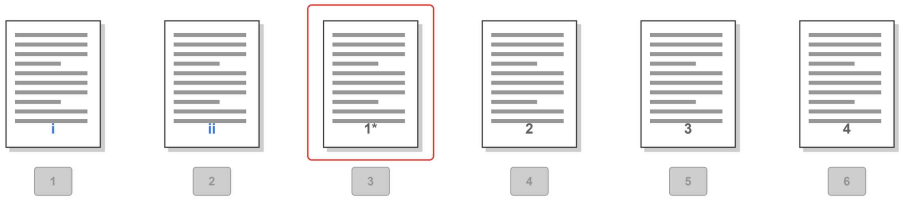
Change page numbering

1. Choose the document page whose page numbering you want to change:
   - Choose **Document > Document Page Settings**.
   - Click on the document page in the **Pages** palette and choose **Document Page Settings** in the context menu.
2. Click the option **New Numbering**.
3. If you want to define a Prefix, enter a combination of max. 3 characters in the Prefix entry field (e.g. **A-**).
4. Enter a number between 1 and 9999 (e.g. **1234**) in the entry field **New Page Number**.
5. If you want to choose a different numbering format, choose an option from the popup menu **Format**. The program provides the option of Arabic numbers, also with leading zeros (01, 001, 0001), Roman numbers in upper or lower case and also the Roman alphabet in upper or lower case as well as the formats **Abjad**, **Alif-Ba-Ta** and **Hebrew**.
6. Confirm the entry.

The document will now be recalculated. Starting from the current page, all following document pages will receive the prefix and the page numbering assigned until a new page numbering is applied. The page number of the following pages is also increased each time by 1.

The start of a new page numbering is shown in the **Pages** palette and in the **Page field** of the **Navigation bar** with an asterisk after the page number.

Page numbers appear in the digits of the language assigned to the page number variable, in Arabic text for example ١٢ instead of 12; with the character attribute **Digits**, you define a different digit form. The number formats also apply to page numbers in cross-references and books. Please refer to the information in the chapter Working with Text.



The figure shows six document pages: The first two pages are numbered in Roman numerals (i, ii). A new numbering in Arabic numerals begins with the third page, marked by the asterisk (1*). The physical page numbers 1 to 6 are shown below the pages.

If a page with an even page number that is positioned on the left is given an odd number through the new page numbering, this page will automatically be displayed on the right when in the **Preferences** the option **Position Chapter Page automatically** is activated. This option is activated as default for the creation of new documents.

Use variables for page numbers

If you want to output page numbers in text objects, you should not enter these page numbers individually with the keyboard, but use variables that are automatically updated when the page number is changed through insertion, deletion or alteration of document pages.

The program offers a series of variables to display page numbers in text.

Inserting variables for page numbers in text

1. Choose an appropriate option:
   - Click in an existing text object.
   - Create a text object on a document page and activate the text mode.
2. Choose **Text > Insert > Insert Variable** in the menu or **Insert Variable** in the context menu.
3. Choose one of the following options in the popup menu:
   - **Page Number** – outputs the current page number.
   - **Number of Pages** – outputs the total number of pages.
   - **Next Page Number** – outputs the page number of the following page. If no following page exists, nothing will be displayed.
   - **Previous Page Number** – outputs the page number of the previous page. If no previous page exists, nothing will be displayed.
   - **Continued from** – outputs the page number of the page from which the text has been continued. If no document page exists from which the text was continued, nothing will be displayed.
   - **Continued on** – outputs the page number of the page on which the text is continued. If no document page exists on which the text could be continued, nothing will be displayed.

When the page number is placed in a separate text object, you should place all page numbers on Alias pages. Proceed exactly as described in the previous example. After importing the page number into the text object on the Alias page, not the page number but a variable appears. This variable will be converted to a page number automatically when the document page is displayed.



Working with Objects

Version 12 — November 2026

Working with Objects

Introduction

To enter text, load images or create graphics, the corresponding objects must be created. All objects can be changed in shape, position, type, color and many other attributes.

The Toolbar

Through the Toolbar you are able to create new or modify existing objects. The following tools are available from the Toolbar:

- Rectangle tool (Text, Picture and Graphic Objects)
- Ellipse tool (Text, Picture and Graphic Objects)
- Polygon/Bézier Object tool (Text, Picture and Graphic Objects)
- Table objects
- Chart Object Tool (Column, Bar, Line, Column with Line, Area, Pie, Ring) — VIVA Charts add-on module
- Line tool
- Orthogonal Line tool
- Path/Multiple line tool
- Shape tools (Triangle, Diamond, Trapezoid, Polygon, Segment, Crescent, Pie, Star, Flower, Callout, Cloud, Explosion, Cog Wheel, Heart, Arrow, Double Arrow, Chevron, Cross, Parallelogram, Leaf, Shield, Banner, Frame, Lightning, Wave, Rose, Rosette, Superellipse, Star Polygon, Guilloche, Infinity, Arc Arrow, Brace, Grid, Thought Bubble, Arch, Wheel, Fan)

Other objects like for instance open or closed Bézier curves, circle segments, etc. can also be created through the modification of other objects.

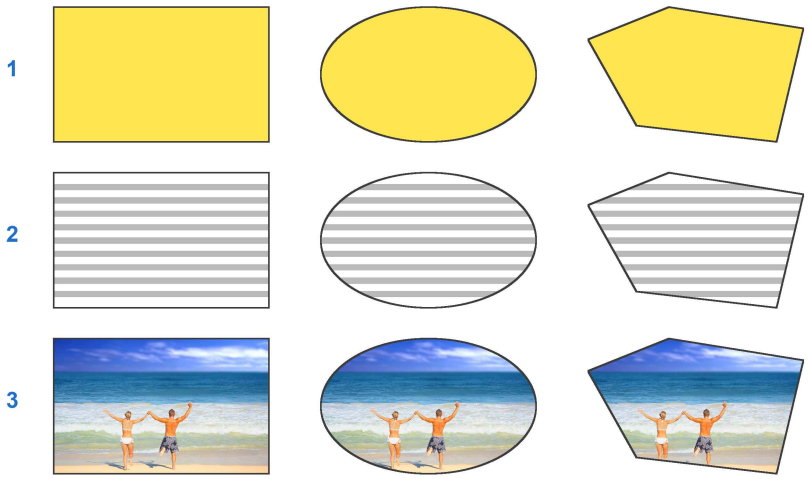
All objects can either be modified interactively or by means of shortcut keys and options. How this is done is described in the following sections.

Most tools can also be selected with a key, for example **R** for the Rectangular Graphic Object Tool, **O** for the Oval Graphic Object Tool, **#** for the Table Object Tool and **Shift + P** for the Path Tool. The keys **G**, **T**, **P**, **L** and **Shift + G** select the graphic, text, picture, line and shape tool that was last used. For an overview of all tools with their shortcut keys please refer to the section The Toolbar in the chapter User Interface.

Creating objects

To create an object, select the appropriate **Object Tool** from the **Toolbar** or, where appropriate, use the shortcut keys to create closed rectangular objects in a default size. A distinction is made between closed objects (rectangle, oval or polygon) and line objects on the one hand and between original and

Alias objects on the other. For how to create Alias objects, please refer to the section Working with Alias Objects.



The figure shows the closed object types: graphic objects (1), text objects (2) and picture objects (3), each as a rectangle, an oval and a freeform object.

Objects can be created on the document page or on the pasteboard beside the page. Objects can also be created over several pages in **Facing Pages Mode**. Several pages (i.e. more than two) may also be placed on a spread next to one another.

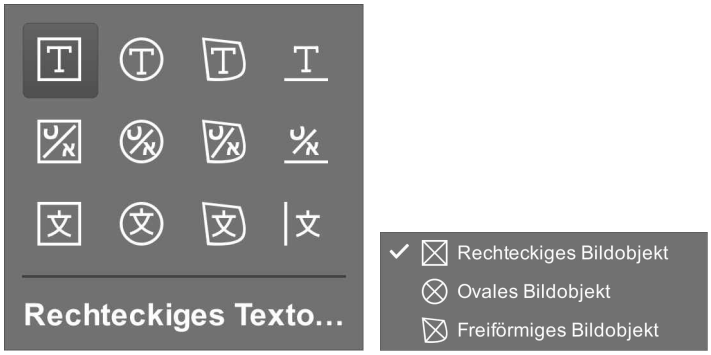
While creating an object the application gives you feedback about the size and form of the object through an imaginary line, which shows you the object's appearance when you release the mouse button. The **Ruler**, the **Module** palette and the **Quick Access**palette also give information about the size and position of the object created.

> *TIP:*
>
> - *Objects that touch the edge of the page should run over between 3 and 5 mm into the clipboard area (***bleed***). Please refer to the section* Working with Documents.
> - *When creating objects, check the information in the Ruler and in the Module palette. How to show the ruler and set the zero point is described in the chapter Layout Aids.*
> - *Also refer to the sections* Objects with predefined settings *and* Creating Alias objects.

Creating closed objects

To create closed objects, several tools are available for each object type (graphic, text, image). To open the list, click on the tool and hold the mouse button down until the list appears.





The figure shows the lists of tools for graphic objects, text objects and picture objects.

Create a rectangle or square interactively

1. Choose a tool for a rectangular object from the Toolbar:
   - Choose **Rectangular Graphic Object** to create a rectangular graphic object.
   - Choose **Rectangular Text Object (LTR)** to create a rectangular text object with text running from left to right.
   - Choose **Rectangular Text Object (RTL)** to create a rectangular text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
   - Choose **Rectangular Text Object (TTB)** to create a rectangular text object with text running from top to bottom (e.g. for Chinese, etc.).
   - Choose **Rectangular Picture Object** to create a rectangular picture object.
   - Choose the **Table Object Tool** to create a table object. This tool is not available in the **Free Edition** and is an optional extra in the **Personal Edition**. Please refer to our Website www.viva.de and the section Working with Tables.
   - Alternatively press **R** for the **Rectangular Graphic Object Tool** or **#** for the **Table Object Tool**.
2. Click in the document window on the position where the object should be created and hold down the mouse button.
3. Keep the mouse button held down and move the mouse in any direction.
   - Hold down the **Shift** key as well if you want to create a square with a rectangle tool or a circle with the oval/ellipse tool.
4. Release the mouse button when the object has the desired size.

As well as the interactive creation of a rectangle or square with the mouse, a rectangle or square may be created automatically. No object should already be selected since it would be modified.

Create a rectangle/square automatically

1. Choose one of the following options to create a graphic object:
   - Press **Ctrl + Shift + G** (Windows/Linux) or **Command + Shift + G** (Mac).
   - Choose **Object > Content > Graphic**.
2. Choose one of the following options to create a text object:
   - Press **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac).
   - Choose **Object > Content > Text**.

3. Select one of the following options to create a picture object:
   - Press **Ctrl + Shift + B** (Windows/Linux) or **Command + Shift + B** (Mac).
   - Choose **Object > Content > Picture**.

The object will now be created at the upper left sector of the document page and selected. With an additional option you can modify the radius of the angle.

Create a curved rectangle

1. Create a rectangle.
   - Enter a value in the **Radius** field of the **Module** palette or the Quick Access palette and confirm your settings, or choose a value from the list.

> *Reference: Using the Rectangle tools, you can also create modified shapes such as a parallelogram. Please refer to the section* Skew objects*. You can also create a parallelogram directly with the shape tool* **Parallelogram***. Please refer to the section Creating shapes.*

Create an oval/circle interactively

1. Choose a tool for an oval object from the **Toolbar**:
   - Choose **Oval Graphic Object** to create a oval graphic object.
   - Choose **Oval Text Object (LTR)** to create a oval text object with text running from left to right.
   - Choose **Oval Text Object (RTL)** to create a oval text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
   - Choose **Oval Text Object (TTB)** to create a oval text object with text running from top to bottom (e.g. for Chinese, etc.).
   - Choose **Oval Picture Object** to create a oval picture object.
   - Alternatively press **O** for the **Oval Graphic Object Tool**.
2. Click in the document window on the position where the object should be created and hold down the mouse button.
3. Keep the mouse button held down and move the mouse in any direction.
   - Hold down the **Shift** key as well if you want to create a circle.
4. Release the mouse button when the object has the desired size.

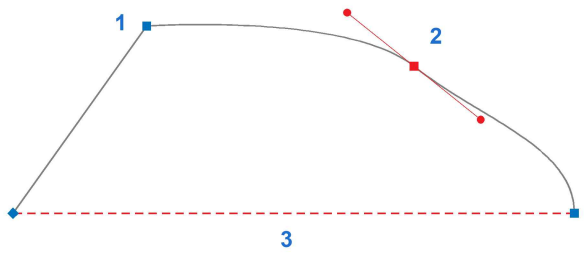
> *Reference: Using the Ellipse tools, you can also create modified shapes such as a half-circle. Please refer to the section* Delete sizing handles*.*

Create a polygon/Bézier object

1. Choose a tool for an polygon object from the Toolbar:
   - Choose **Freeform Graphic Object** to create a polygonal graphic object.
   - Choose **Freeform Text Object (LTR)** to create a polygonal text object with text running from left to right.
   - Choose **Freeform Text Object (RTL)** to create a polygonal text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
   - Choose **Freeform Text Object (TTB)** to create a polygonal text object with text running from top to bottom (e.g. for Chinese, etc.).
   - Choose **Freeform Picture Object** to create a polygonal picture object.

2. Click on the position where the first selection point of the object should be created.
3. Move the mouse in any direction.
   - Hold down the **Shift** key as well if you want to draw a line segment at an angle of 0 (zero) or 90 degrees.
4. Click the mouse button once to complete a line segment and move the graphic object pointer in any direction to create the next line segment.
   - Hold down the mouse button and move the mouse in any direction to draw a tangent and thus create a curve.
5. Repeat this for every line segment.
6. Press **Esc** to complete and close the drawing process. The line segments will be connected automatically.
   - Alternatively, click the starting point to close the polygon. When the mouse pointer is over the starting point, the program shows a pointer for closing the path.

> *Tip: You can also create* **Bézier objects** *from finished polygons. Please refer to the section* Object size and form.

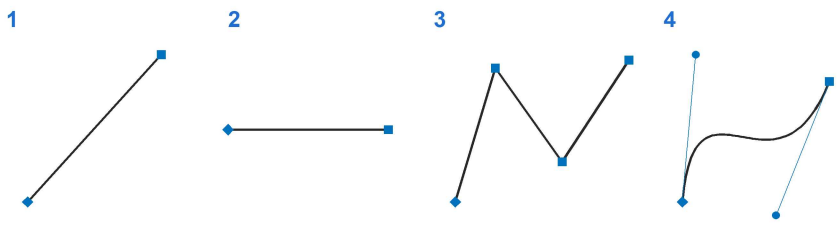


The figure shows how to draw a polygon: a click creates a corner point (1), clicking and dragging creates a sizing handle with control handles and thus a curve (2). When you finish, the program connects the last point to the starting point (3).

Create line objects/paths

The program makes three tools available to you which allow you to draw lines. The application differs between the tools for drawing a

- straight line with any angle,
- an orthogonal straight line and
- a multiple line/path consisting of several line segments and/or curves.



The figure shows a line at any angle (1), an orthogonal line (2), a multiple line (3) and a multiple line with a curve segment (4). The diamond marks the starting point in each case.

Create a simple straight line

1. Select the **Line** tool (diagonal line symbol) from the Toolbar. If the **Orthogonal Line** tool (cross symbol) is visible, click the icon and hold down the mouse button to open the popup menu.
   - Alternatively press **L** to select the one of the two line tools that was last used.
2. Click on the position where the object should be created and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button.
   - Hold down the **Shift** key to draw an orthogonal straight line with an angle of 0 (zero), 45 or 90 degrees.
4. Release the mouse button when your line is of the required length and angle.

Create an orthogonal line

1. Choose the **Orthogonal Line** tool (cross symbol) from the Toolbar. If the **Line** tool is visible, click the icon and hold down the mouse button to open the popup menu.
   - Alternatively press **L** to select the one of the two line tools that was last used.
2. Click on the position where the object should be created and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button. When you draw an orthogonal line, the line only follows the horizontal or vertical position of the mouse pointer. The orthogonal line will however change its direction by 45 degrees when the angle between the line and the crosshair pointer is greater than 22.5 degrees.
   - Hold down the **Shift** key to draw a straight line with any angle.
4. Release the mouse button when your line is of the required length.

> *Tip: To create a diagonal line instead of a straight line or vice versa, hold down the* **Shift** *key while drawing or editing.*

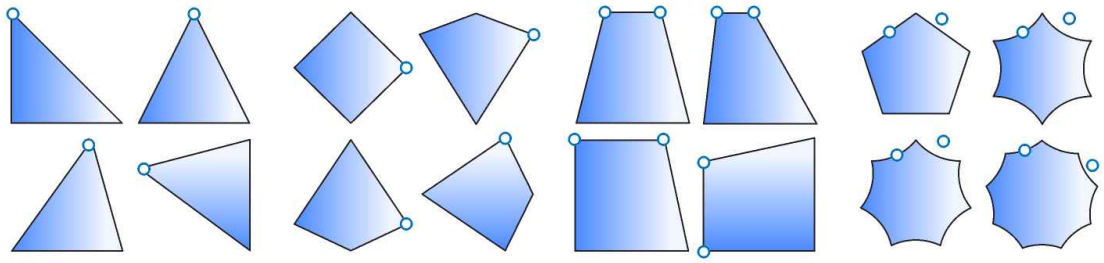
Create a multiple line/path

1. Choose the **Path Tool** from the Toolbar.
   - Alternatively press **Shift + P**.
2. Click in the document window on the position where the object should be created.
3. Move the mouse in any direction.
   - Hold down the **Shift** key when a line segment with an angle of 0 (zero) or 90 degrees should be drawn.
4. Click once to complete a line segment and move the mouse pointer in any direction to create the next line segment.
   - Hold down the mouse button and move the mouse in any direction to draw a tangent and thus create a curve.
5. Repeat this for every additional line segment.
6. Press **Esc** to complete and close the drawing process.
   - Alternatively, click the starting point to close the multiple line to form a closed polygon.

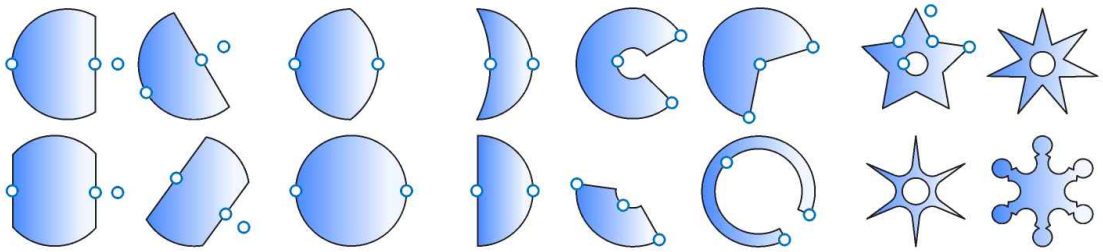
> *Tip:* **Bézier curves** *may also be created from multiple lines. Please refer to the section* Object size and form.

Creating shapes

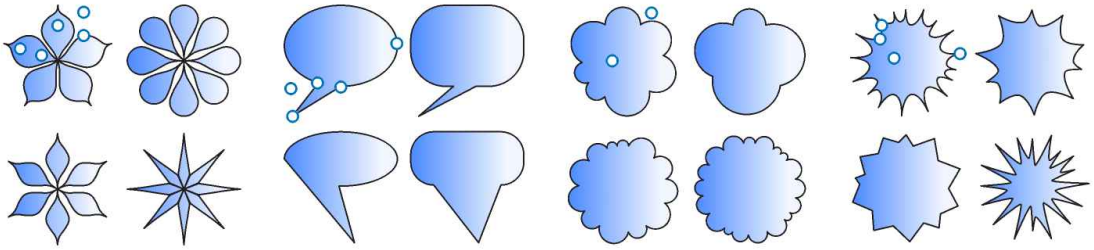
With the shape tools you create graphic objects with a predefined shape, for example stars, callouts, arrows or cog wheels. The shape tools are combined under one common icon in the Toolbar. The menu of the shape tools shows the tools as a grid of icons; the name of the tool under the mouse pointer appears at the bottom of the grid. After creating a shape you change it with blue circles, for example the number of points of a star or the position of the tip of a callout.



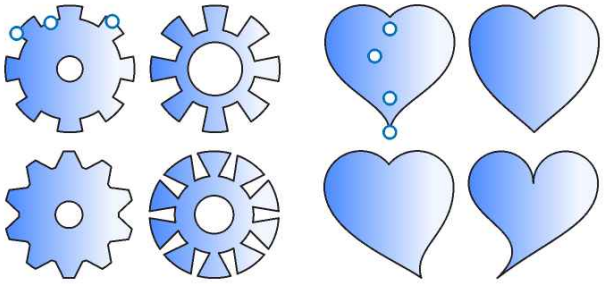
Triangle | Diamond | Trapezoid | Polygon



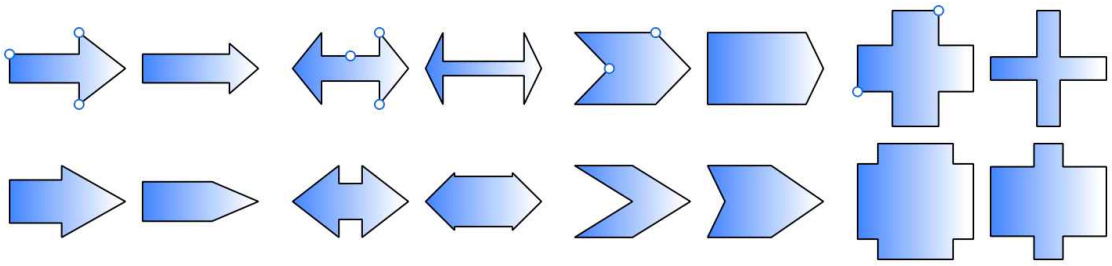
Segment | Crescent | Pie | Star



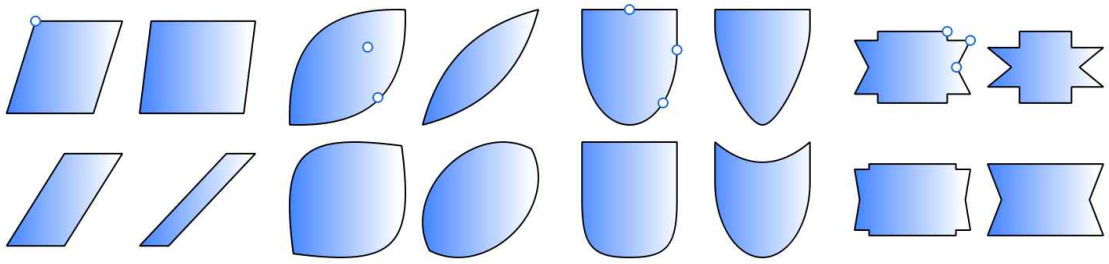
Flower | Callout | Cloud | Explosion



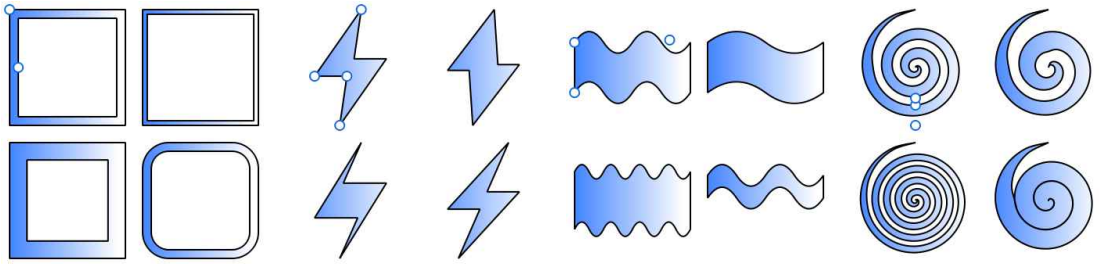
Cog Wheel | Heart



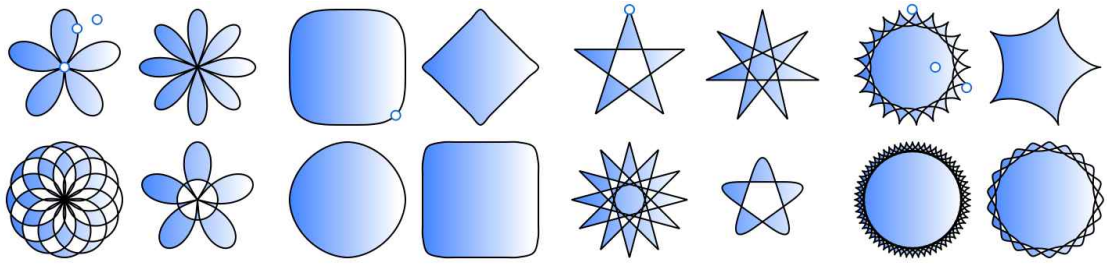
Arrow | Double Arrow | Chevron | Cross



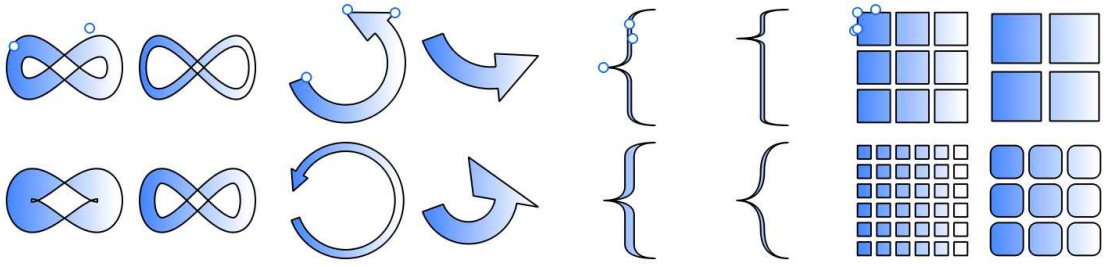
Parallelogram | Leaf | Shield | Banner



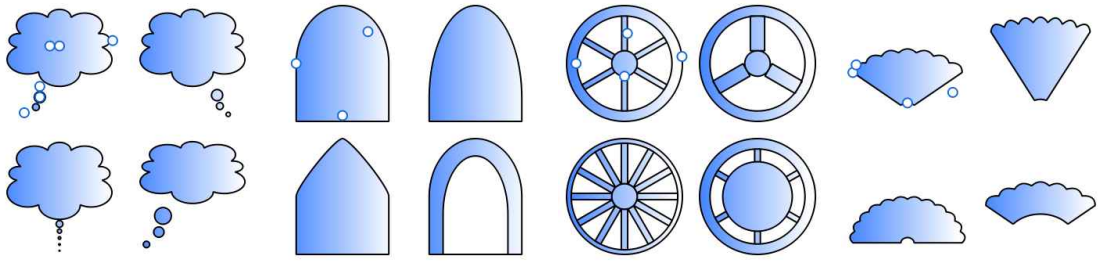
Frame | Lightning | Wave | Rose



Rosette | Superellipse | Star Polygon | Guilloche



Infinity | Arc Arrow | Brace | Grid



Thought Bubble | Arch | Wheel | Fan

Create a shape interactively

1. Press **Shift + G** to select the shape tool that was last used, or click the shape tool in the Toolbar and hold down the mouse button to choose a shape in the menu.
2. Click in the document window with the mouse pointer at the position at which the shape is to appear and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button.
   - Additionally hold down the **Shift key** if the shape is to have the same width and height.
4. Release the mouse button when the shape has the required size. The program now displays blue circles with which you change the shape.
5. Drag a blue circle in the required direction while holding down the mouse button.
   - If the mouse pointer is over a circle, the program displays the circle in red and shows with a red line along which path the circle can be moved. With numbers and angles it additionally displays the current value, for example “5 points”.
   - While dragging, some values snap at prominent positions, for example at 50% or at angles in steps of 45 degrees.
6. Double-click next to the blue circles to end the editing. The program then switches to the default tool.

Change a shape afterwards

1. Double-click the shape to display the blue circles again.
2. Drag the blue circles as described in the previous section.

Alternatively you change the values of a selected shape numerically in the **Module** palette in the section **Shape**. The popup menu **Shape** shows the shape chosen; you enter the corresponding parameters as a number, in percent or in degrees.

> *Note: The sizing handles of a shape cannot be edited with the Path Selection Tool. To do this, choose the entry* **None** *in the popup menu* **Shape** *in the* **Module** *palette. This turns the object into a freeform object whose shape can then no longer be changed with the blue circles.*

Parameters of the shapes

Every shape has the following parameters, which you change with the blue circles or in the **Module** palette. Ranges of values for numbers and angles as well as differing percentage ranges are given in brackets; all other values lie between 0% and 100%.

- **Triangle** — **Position** of the top point.
- **Diamond** — **Mid Position**, the height of the side corners.

- Trapezoid — **Left Position** and **Right Position** of the top corners.
- Polygon — **Sides** (3 to 50) and **Curve** (-100% to 100%). At 0% the sides are straight; positive values bulge them outwards, negative values inwards. At 100% a circle is produced.
- Segment — **Left Position**, **Right Position** and **Angle** (0 to 360 degrees).
- Crescent — **Left Position** and **Right Position**.
- Pie — **Start Angle** and **End Angle** (0 to 360 degrees in each case) as well as **Hole Radius**. If the start angle and the end angle are the same, a circle is produced.
- Star — **Points** (3 to 50), **Inner Radius**, **Outer Circle**, **Inner Circle**, **Hole Radius**, **Outer Neck** and **Inner Neck**. The blue circles for **Outer Neck** and **Inner Neck** only appear when the outer or inner circle is greater than 0%.
- Flower — **Petals** (3 to 30), **Inner Radius**, **Width**, **Outer Pike** and **Inner Pike**.
- Callout — **Size** of the bubble, **Position** of the tip, **Left** and **Right** for the base of the tip as well as **Radius**. At 100% the bubble is oval, at 0% rectangular.
- Cloud — **Bubbles** (3 to 50) and **Variations** of the bubble size (1 to 10).
- Explosion — **Tips** (7 to 50), **Variations** (1 to 10), **Inner Radius** and **Inner Circle**.
- Cog Wheel — **Teeth** (3 to 50), **Inner Radius**, **Hole Radius**, **Tooth Size** and **Notch Size**.
- Heart — **Split**, **Tip Position**, **Tip Size** and **Tip Angle** (0 to 90 degrees).
- Arrow — **Head Length**, **Head Width** and **Shaft Width**.
- Double Arrow — **Head Length** (0% to 50%), **Head Width** and **Shaft Width**.
- Chevron — **Point** and **Notch**.
- Cross — **Vertical Width** and **Horizontal Width**.
- Parallelogram — **Slant**.
- Leaf — **Width** (5% to 100%) and **Tip**.
- Shield — **Shoulder**, **Curve** and **Top Curve**.
- Banner — **Panel** (2% to 98%), **Tail** and **Notch**.
- Frame — **Border** and **Radius**.
- Lightning — **Width**, **Offset**, **Top Position** and **Bottom Position**.
- Wave — **Waves** (1 to 10), **Amplitude** and **Thickness**.
- Rose — **Turns** (1 to 5), **Thickness** (5% to 100%) and **Curl**.
- Rosette — **Petals** (3 to 24), **Overlap** (1 to 8), **Width** and **Hole** (0% to 90%).
- Superellipse — **Fullness**. At 0% a diamond is produced, at 100% almost a rectangle.
- Star Polygon — **Points** (5 to 24), **Step** (2 to 11) and **Roundness**.
- Guilloche — **Lobes** (3 to 16), **Distance** and **Passes** (1 to 6).
- Infinity — **Thickness** (2% to 100%) and **Height** (10% to 100%).
- Arc Arrow — **Sweep** (20 to 350 degrees), **Thickness** (5% to 90%), **Head** and **Angle** (0 to 360 degrees).
- Brace — **Thickness** (2% to 60%), **Position** (5% to 95%) and **Curve**.
- Grid — **Columns** (1 to 12), **Rows** (1 to 12), **Gap** (0% to 90%) and **Radius**.

- **Thought Bubble** — **Bubbles** (3 to 30), **Variations** (1 to 10), **Trail** (1 to 5), **Trail Size** (5% to 100%), **Bend** (-90 to 90 degrees) and **Position**.
- **Arch** — **Spring**, **Point** and **Thickness** (5% to 100%).
- **Wheel** — **Spokes** (3 to 16), **Rim** (2% to 100%), **Hub** and **Spoke Width**.
- **Fan** — **Ribs** (2 to 16), **Opening** (5% to 100%), **Inner Radius** (0% to 90%) and **Scallop**.

Creating charts

With the **Chart Object Tool** you create column, bar, line, column-line, area, pie and ring charts directly in the layout. A chart is an object of its own: you define the fill and the frame as with any other object, the data in the **Chart Data** window and the design in the **Module** palette.

> *Note: VIVA Charts is an add-on module and requires a license of its own. Licenses of the previous Chart AddIn also apply in the layout. Without a license, the tool is hidden; existing charts remain visible and printable, and their data can be viewed and saved as a file.*

Create a chart

1. Click the **Chart Object Tool** in the Toolbar and hold down the mouse button to choose the chart type: **Column**, **Bar**, **Line**, **Column with Line**, **Area**, **Pie** or **Ring**.
2. Click in the document window to create a chart with sample values, or drag the required size while holding down the mouse button.
3. Enter the values in the **Chart Data** window. The first row contains the series, the first column the categories. You paste cells from Excel or Numbers with **Ctrl + V** (Windows/Linux) or **Command + V** (Mac); values can also be taken over from CSV, JSON, Excel and Numbers files. A text that is not a number is marked in red and drawn as a gap.
4. Define the design in the **Module** palette on the tabs **Chart**, **Series**, **Axes**, **Values**, **Legend** and **Titles**.

You open the **Chart Data** window later by double-clicking the chart or with **Object > Chart > Chart Data**. With **Object > Chart > Save Chart Template** you save the design of a chart as a template of your own; with **Object > Chart > Apply Chart Template** you apply a template to the selected chart. The templates **Report Classic**, **Report Modern** and **Presentation** are built in. With **Object > Shape > Convert to Group** you convert a chart into an ordinary group.

> *Note: The content of a locked or protected chart cannot be changed either. In a tagged PDF, a chart is a figure with an alternative text; if it has no text of its own, the program creates it from the type, title, series and categories.*

Create codes

You can create over 50 different codes(**QR Code**, **EAN Code**, **Pharma Code**, **Data Matrix Code**, **Post Code**, **UPS Code**, **DPD Code**, **Face Identification Code**, etc.).

The prerequisite for a code is a rectangular image object. Based on the settings, a PDF is automatically created and placed in the image object. Regardless of the settings in the preferences, the code is automatically fully embedded in the document.

Even though the display on the screen may be pixelated, it is a vector image that can be enlarged and scaled as desired. This also applies if the image/image object is copied into another document.

When entering the data, pay attention to the preview, which is updated after each character. If you enter too much or invalid data, an error message will appear in the preview. In this case, delete the last entered data until a valid result is displayed.

Create code

1. Create a rectangular image object or select an existing image object. If you choose a different shape for the image object, there is a risk that the code will be truncated and thus unusable.
2. Choose **Object > Code**.
3. In the **Type** menu, select the desired code.
4. Choose one of the following options, depending on the type you selected:
   - **Text** — Enter the desired text or numbers.
   - **URL** — Enter an Internet address (URL).
   - **SMS** — Enter a phone number and SMS text.
   - **Telephone** — Enter a phone number.
   - **Email** — Enter a valid e-mail address.
   - **vCard** — Enter all the data for a virtual business card (vCard).
5. Depending on the selected type, choose other options afterwards. These can be **size**, **error correction** or **data encoding** specifications. You should change these settings only if you know the meaning of the options. Otherwise, use the default settings.
6. Optionally, choose **Color** to specify a color for the code. The default color is **[Black]**.
7. Optionally, choose **Background Color** to specify a background color for the code . The default color is **[White]**. Select **Transparent** if you do not want a background color. The background color is independent of the fill color of the object.
8. Confirm the input.

Edit code

1. Select the object.
2. Choose **Object > Code**.
3. Make the desired changes.
4. Confirm the entry.

Summary Creating Objects

- Rectangles are created with a Rectangle tool in the Toolbar. By holding down the **Shift** key a square will be created.
- To create a rectangle automatically, choose the appropriate object type in the **Object** menu or press the following shortcut keys:

- Graphic object: **Ctrl + Shift + G** (Windows/Linux) or **Command + Shift + G** (Mac)
- Text object: **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac)
- Picture object: **Ctrl + Shift + B** (Windows/Linux) or **Command + Shift + B** (Mac)

- Make sure no object is already selected before using the command.
- Rectangles with rounded corners can be created with the help of the **Radius** option in the **Quick Access** palette or the **Module** palette.
- Ellipses/Ovals are created with an **Oval** tool in the Toolbar. Holding down the **Shift** key while drawing automatically creates circles.
- Simple straight lines are created through the **Line** tool in the Toolbar. Holding down the **Shift** key while drawing automatically creates vertical or horizontal orthogonal lines.
- Orthogonal lines are drawn with the **Orthogonal Line** tool in the Toolbar. Holding down the **Shift** key while drawing automatically creates diagonal lines.
- Multiple lines/paths are drawn with the **Path Tool** in the Toolbar. Holding down the **Shift** key while drawing automatically creates only horizontal or vertical line segments. Pressing the **Esc** key completes the creation of a multiple line.
- Polygons/Bézier objects are drawn with a **Polygon** tool in the Toolbar. Holding down the **Shift** key while drawing automatically creates only horizontal or vertical line segments. Pressing the **Esc** key completes the creation of a polygon and the first and last line segments will be connected. You can also convert an open path to a polygon with the option **Object > Shape > Close Polygon**.
- Open curves can also be created by converting multiple lines/paths. Position the mouse pointer on a sizing handle of a path, hold down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) and move the mouse while holding down the key. The corresponding mouse pointer will be displayed. You can also convert a polygon to an open path with the option **Object > Shape > Open Polygon**.
- Closed curves/Bézier objects can also created by converting existing polygons. Position the mouse pointer on a sizing handle of the polygon, hold the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) and the mouse button down and stretch the handle by moving the mouse. The corresponding mouse pointer will be displayed.
- Shapes such as stars, callouts or cog wheels are created with the shape tools (**Shift + G**). After creating a shape, or after double-clicking it, you change it with the blue circles or in the **Module** palette.
- Charts are created with the Chart Object Tool (VIVA Charts add-on module). You define the data in the **Chart Data** window and the design in the **Module** palette.
- A newly created object will have the same graphic properties as a previously created object if the previously created object is selected before the appropriate object tool is activated in the Toolbar.
- For information about table objects please refer to the section Working with Tables.
- One or more Alias objects can be created from any original object.
- One or more Alias objects can also be created from any Alias object.

Selecting objects

As soon as the mouse pointer is positioned on top of a graphic object or its frame, the **Object pointer** is displayed. This mouse pointer shows you that the object can be selected by means of a mouse-click. The same is true if you move the mouse pointer to the frame of a text or picture object, and here there

is an additional feature: As soon as you move the mouse over the **surface** of a text or picture object, the mouse pointer will change into an I-beam (text) or grabber hand (picture), while a move icon appears at the bottom of the left edge of the object. If you move the mouse over the move icon, the mouse pointer will change into the **Object pointer**.

You will recognize a selected object when the **selection handles** are shown. The term **selection handles** describes the **sizing handles and control handles** of an object. Lines and polygons have selection handles at every corner point. Ellipses/ovals and rectangles always have eight selection points. As well as the display of the selection handles, the attributes applied to the object appear in the palettes **Module (Object mode)** and **Quick Access (Object mode)**. If the palette is visible, the object co-ordinates are displayed.



The figure shows a selected picture object with its sizing handles at the corners and edges (1), the scaling handle at the bottom next to the right corner handle (2) and the move icon on the left edge (3).

Select objects with a mouse-click

1. Choose one of the following options:
   - Position the mouse pointer on a closed graphic object or a line.
   - Position the mouse pointer on the object frame of a picture or text object.
   - Position the mouse pointer on the picture or text and hold down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac).
   - Position the mouse pointer on the move icon on the left edge of the picture or text object.
2. Click as soon as the **Object pointer** is shown.
3. To select several objects, repeat points 1 and 2 while holding down the keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac).

Objects can also be selected by dragging an imaginary rectangle over them.

Select objects through dragging

1. Position the mouse pointer somewhere on the page where there is no object.
2. Hold down the mouse button and drag the selection rectangle in the direction of the objects you want to select.
3. Release the mouse button when the selection rectangle covers all the objects you wanted to select.

Select objects in content mode (menu) or Esc

Press the **Esc** key or choose **Edit > Select Object** to select the object.

Select objects with a tool

1. Choose the **Move Tool** in the Toolbar.
   - Alternatively press **M**.
2. Position the mouse pointer on the desired object and click the mouse button.

Select all objects

Choose one of the following options:

- Choose **Edit > Select All**.
- Press **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).

In single page documents, all objects on the page and on the pasteboard area will be selected. In facing page documents, all the objects on the left and right hand page and also on the pasteboard area will be selected.

> *Reference: The program offers the possibility of steering the selection of certain objects (e.g. Guide objects, Alias objects, etc.). If one or more objects cannot be selected, please refer to the sections* Working with Guide Objects *and* Working with Alias Objects*.*

The program offers several possibilities for deselecting an object:

Deselect all selected objects

Choose one of the following options:

- Position the mouse pointer somewhere on the page where there is no object and click.
- Hold down the **Shift** key and click the frame of the object to be deselected or use the dragging method.
- Hold down the **Shift** key and click the move icon on the left of a picture or text object.
- Select another object.
- Choose **Edit > Deselect All**.

Summary Selecting objects

- Objects are selected through the **Object pointer**.
- For single pages, only objects on the current page and the Pasteboard area are selectable.
- For facing pages, all objects on both left and right hand pages as well as on the Pasteboard area are selectable.
- All objects on the current page or spread can be selected with the option **Edit > Select All** or with the shortcut keys **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
- When the mouse pointer is over a text or picture object the **Ctrl** key (Windows/Linux) or **Command** key (Mac) must be pressed to select the object.
- Selection handles of original objects are filled square points (sizing handles) and round hollow points (control handles).

- Selection handles of Alias objects are filled light-colored points and their control handles are filled light-colored round points.
- Multiple objects can be selected by dragging the selection rectangle in the direction of the objects you want to select or by holding down the the **Shift** key and clicking each object with the mouse. If the objects are text or picture objects, then the **Ctrl** key (Windows/Linux) or **Command** key (Mac) must also be held down.
- To select hidden objects, the **Ctrl + Alt + Windows + Shift** (Windows/Linux) or **Ctrl + Option + Command + Shift** (Mac) shortcut keys and the mouse button must be pressed until the selection handles of the object are shown.

Editing Objects

The application offers a variety of options for positioning and displaying objects. These options are included in the program both in the **Quick Access** palette and the **Module** palette. Therefore, in the following description, reference will be made several times only to these palettes and dialogs. The text below describes how to access these options.

Quick Access palette
Choose **Window > Quick Access**.

Module palette
Choose **Window > Module**.

Positioning objects

The program provides many options for the positioning of objects. You can position objects using the mouse, keyboard, and options in the **Quick Access** and **Module** palettes.

Move objects

In selecting objects you have already met the graphic mouse pointer whose arrowheads point in all four directions. This pointer is also used for moving objects.

Move an object interactively with the mouse

1. Select one or more objects.
2. Hold down the mouse button and move the mouse in any direction.
3. Hold down the **Shift** key as well to move the objects only horizontally or vertically.

If the **Module** palette (object mode) and/or the **Quick Access** palette (object mode) is visible, the current position of the object is shown exactly as soon as you release the mouse button.

Move/nudge object(s) with the keyboard

1. Select at least one object.
2. Use the **arrow keys** on the keyboard to move or nudge objects one screen pixel at a time in the appropriate zoom factor:

- Press the **Arrow-Right** key or the **Arrow-Left** key to move/nudge objects horizontally.
- Press the **Arrow-Up** key or the **Arrow-Down** key to move/nudge objects vertically.

During object moving/nudging the outline of the object is shown. You can now move the object around on the current page or to other pages. When the ruler is shown, the current position of the object is displayed while moving. When you move objects with the mouse, they snap to the layout aids that are switched on; when you move them with the arrow keys, they do not. Please refer to the chapter Layout Aids.

If the **Module** palette (object mode) and/or the **Quick Access** palette (object mode) is visible, the current position of the object is shown exactly.

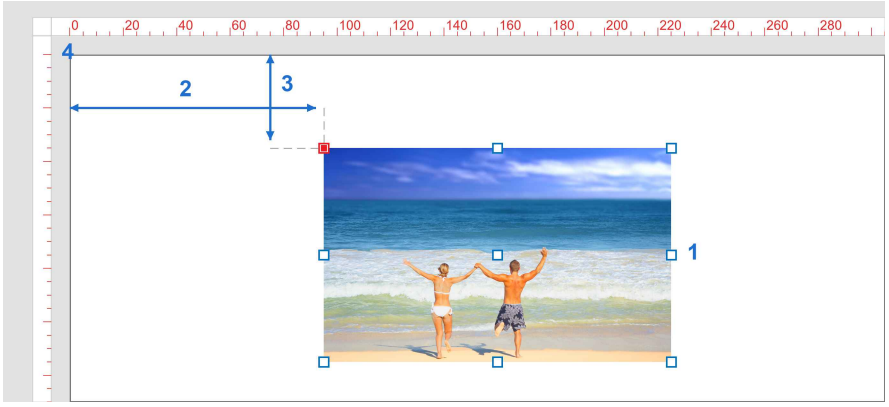
Apart from the interactive positioning of objects it is also possible to do this in a precise manner through various commands. We will differentiate between absolute and relative positioning.

- Absolute positioning means the selected objects are moved to a specific position. The application offers you two ways to do this: through the **Module** palette or the **Quick Access** palette.
- Relative positioning means the selected objects will be moved with a specified factor.

Move an object with the Module palette/Quick Access palette

1. Select one or more objects.
2. Enter the required co-ordinates in the entry field **X** or **Y** of the **Module** palette or the **Quick Access** palette:
   - Replace the values manually in the entry fields to position the objects absolutely.
   - Click the arrows on the right of each entry field to decrease or increase the co-ordinates in steps of one measurement unit. You can define the units to be used in the Preferences (Measurements). Please refer to the section Working with Preferences.
   - Enter a factor (e.g. **+10**) to move the objects relatively. Positive values move the objects to the right or downwards. Negative values move the objects to the left or upwards.
3. As an extra option, choose the reference point in the **Module** palette or the **Quick Access** palette for the X and Y co-ordinates. The default reference point for closed objects and multiple lines/paths is **Top Left**. The default reference point for lines and orthogonal lines is **Start**.

If several objects are selected, the fields **X**, **Y**, **Width** and **Height** of the **Module** or **Quick Access** palette show the position and size of the entire selection, even if rotated objects are included. An entered value, however, is assigned to each selected object individually.



The figure shows the nine reference points of an object (1), here with the reference point top left. The program measures the values **X** (2) and **Y** (3) from the zero point (4) to the selected reference point. How to move the zero point is described in the chapter Layout Aids.

You position guides in the same way: Click a guide and enter a value for **X** (vertical guide) or **Y** (horizontal guide) in the **Quick Access** palette, or drag the guide to the new position with the mouse. Please refer to the chapter Layout Aids.

Changing object hierarchy

Objects are drawn on top of each other in the order in which they are created. Each object virtually represents a card in a deck of cards. In practice, however, it is rare for you to create all the objects in the order in which you want them to appear later. The program offers several options to change the order of objects within a batch. The following options affect the order within a layer. Please refer to the section Working with Layers.

Change object hierarchy

1. Select at least one object.
2. Choose one of the following options in the **Object** menu or in the context menu **Order**, or press the appropriate shortcut keys:
   - **Send to Front** — Sends the selected objects in the stacking order to the front, similar to the top card in a stack. Alternatively, press **Ctrl + Shift + Plus** (Windows/Linux) or **Command + Shift + Plus** (Mac).
   - **Send to Back** — Sends the selected objects in the stacking order to the back, similar to the bottom card in a stack. Alternatively, press **Ctrl + Shift + Minus** (Windows/Linux) or **Command + Shift + Minus** (Mac).
   - **Send Forward** — Sends the selected objects in the stacking order in front of the next higher object, similar to the next card up in a stack. Alternatively, press **Ctrl + Alt + Plus** (Windows/Linux) or **Command + Option + Plus** (Mac).
   - **Send Backward** — Sends the selected objects in the stacking order behind the object below, similar to the next card down in a stack. Alternatively, press **Ctrl + Alt + Minus** (Windows/Linux) or **Command + Option + Minus** (Mac).



The figure shows three overlapping picture objects (1). After you have chosen the option **Send to Front**, the bottom picture object is on top (2).

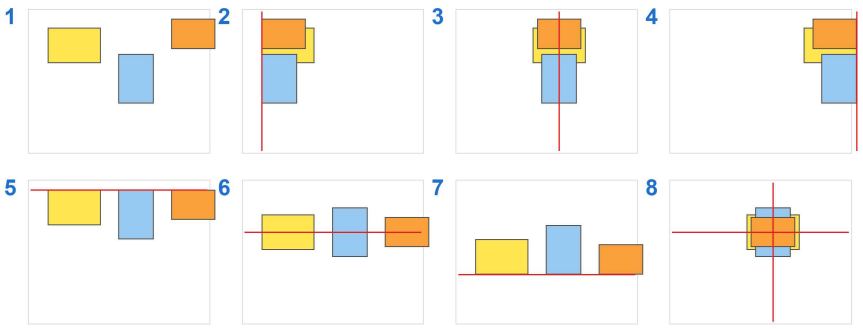
You can also change the object hierarchy in the **Objects** section of the **Layer** palette. Please refer to the section Working with Layers for further information.

Object alignment

Another option to change the position of objects is the **Alignment** or **Align/Distribute** option, the **Smart Guides** or the **Module** or **Quick Access** palette. This is especially useful if several objects have to be positioned in a certain way relative to one another. How guides, margins & columns, the baseline grid, the grid and guide objects attract objects is described in the chapter Layout Aids.

Align objects with the Alignment option

1. Select at least two objects.
2. Choose **Object > Alignment** in the menu or one of the following options in the context menu **Alignment**:
   - **Left Edge** — All selected objects are aligned on the left edge of the selected object whose left edge is furthest to the left.
   - **Center Horizontally** — All selected objects are aligned on the horizontal center axis of the object selection.
   - **Right Edge** — All selected objects are aligned on the right edge of the selected object whose right edge is furthest to the right.
   - **Center** — All selected objects are aligned on both the horizontal and vertical center axes of the object selection. With this option, the objects lie on top of each other.
   - **Top Edge** — All selected objects are aligned on the top edge of the selected object whose top edge is the furthest up the page.
   - **Center Vertically** — All selected objects are aligned on the vertical center axis of the object selection.
   - **Bottom Edge** — All selected objects are aligned on the bottom edge of the selected object whose bottom edge is the furthest down the page.



The figure shows three objects before alignment (1) and the result of the options **Left Edge** (2), **Center Horizontally** (3), **Right Edge** (4), **Top Edge** (5), **Center Vertically** (6), **Bottom Edge** (7) and **Center** (8). The red line marks the edge or axis on which the program aligns the objects.

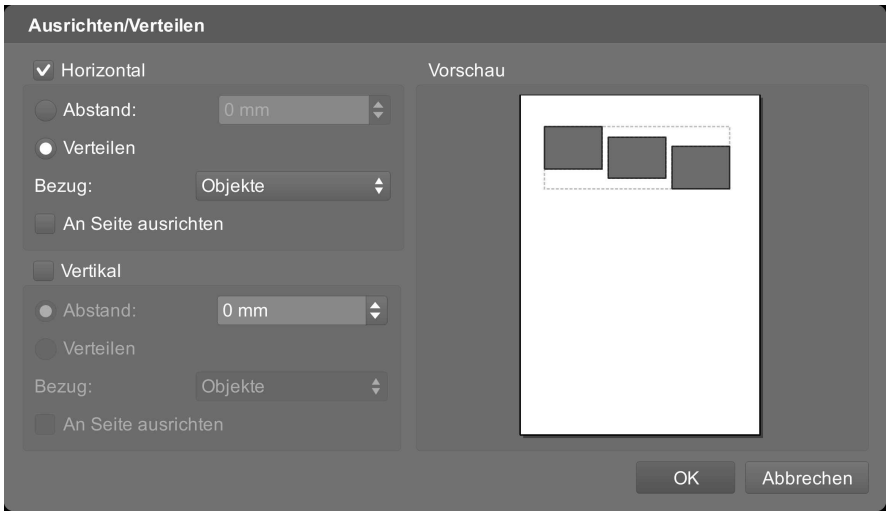
Align objects with the Align/Distribute dialog

1. Select at least two objects.
2. Choose one of the following options:
   - Press **Ctrl + Comma** (Windows/Linux) or **Command + Comma** (Mac).

- Choose **Object > Alignment > Align/Distribute** in the menu or **Alignment > Align/Distribute** in the context menu.

3. Choose one or more of the following options:
   - **Horizontal > Spacing > Between > Left Edge** — All selected objects are aligned on the left edge of the selected object whose left edge is furthest to the left.
   - **Horizontal > Spacing > Between > Center** — All selected objects are aligned on the horizontal center axis of the object selection.
   - **Horizontal > Spacing > Between > Right Edge** — All selected objects are aligned on the right edge of the selected object whose right edge is furthest to the right.
   - **Vertical > Spacing > Between > Top Edge** — All selected objects are aligned on the top edge of the selected object whose top edge is the furthest up the page.
   - **Vertical > Spacing > Between > Center** — All selected objects are aligned on the vertical center axis of the object selection.
   - **Vertical > Spacing > Between > Bottom Edge** — All selected objects are aligned on the bottom edge of the selected object whose bottom edge is the furthest down the page.
   - **Distribute** — Instead of using a fixed value in the **Spacing** field, the program distributes the selected objects evenly within the area that they occupy together.
   - **Between** > **Objects** — The spacing or distribution refers to the gaps between the objects instead of their edges or centers.
   - **Align on Page** — The aligned objects are then centered together horizontally or vertically on the page. The option is only available if the objects are on one page.
   - **Preview** — Shows the result of the settings before you confirm them.

4. Confirm the entry.



The figure shows the **Align/Distribute** dialog with the option **Distribute** for the horizontal direction.

Align objects automatically on the page

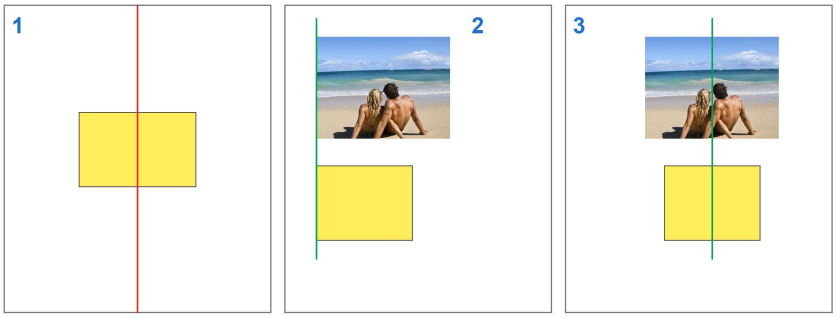
1. Select at least one object.
2. Choose **View > Smart Guides**.
3. Choose one of the following options:

- Move the objects toward the center of the page to align them horizontally and / or vertically at the center of the page.
- Move the objects toward the edge of the page to align them horizontally and/or vertically with the page edge.

4. Release the mouse button when a red, horizontal, and/or vertical guide appears. The red line is displayed when the page center or the page edge
   - intersects with the edge of one of the selected objects or
   - intersects with the center of one of the selected objects or
   - intersects with the center of all selected objects.

Align objects to each other automatically

1. Select at least one object.
2. Choose **View > Smart Guides**.
3. Move the objects in the direction of the objects to which you want to align them.
4. Release the mouse button when a green, horizontal, and/or vertical guide appears. The green line is displayed when the object center or edge
   - intersects with the edge of one of the selected objects or
   - intersects with the center of one of the selected objects or
   - intersects with the center of all selected objects.



The figure shows an object that is aligned with the center of the page (1, red line), with the edge of another object (2) and with its center (3) (green lines). How the Smart Guides interact with guides, margins & columns and the other layout aids is described in the chapter Layout Aids.

Align objects numerically

1. Select at least one object.
   - Enter a value in the **X** and/or **Y** fields in the **Quick Access** palette or in the **Module** palette to assign a common X and/or Y coordinate to the objects. The positioning depends on the reference point.

Rotate

You can rotate individual or multiple objects or groups interactively using a tool in the toolbar or numerically using the dialogs and palettes. Multiple objects selected together behave like a group.

Rotate an object Interactively

1. Select at least one object.
2. Position the mouse pointer near a selection point of the object or group so that the rotation pointer is displayed.
3. Hold the mouse button down and drag the mouse in the desired direction. The rotation always occurs around the center of the object or group of objects.
4. Release the mouse button when the desired rotation angle has been reached. It is displayed temporarily in the middle of the object or in the group.

> *Note: In borderline cases, the value displayed during interactive rotation may differ from the numeric value in the dialogs and palettes. If in doubt, the value in the dialogs and palettes always applies here.*

Rotate objects with the Rotate Tool

1. Select at least one object.
2. Press **Shift + R** or click the **Rotate Tool** in the Toolbar.
3. Click in the document window at some distance from the center of the selected objects and hold down the mouse button.
4. Move the mouse around the center while holding down the mouse button. The program rotates the objects around the center of the selection and displays the rotation angle in the middle.
5. Release the mouse button when the required rotation angle has been reached. The program rotates in whole degrees.

The **Rotate Tool** remains active until you choose another tool or press the **Esc key**.

Rotate numerically

1. Select at least one object.
   - In the **Quick Access** palette or the **Module** palette, enter a value for the rotation. With the **Quick Access** palette or **Module** palette the rotation is made around the selected reference point.
2. Confirm the entry.

Mirror

You can mirror individual or multiple objects or entire groups vertically using the dialogs and palettes. Multiple objects selected together behave as individual objects and not as a group.

1. Select at least one object.
2. Choose one of the following options:
   - In the **Quick Access** palette or in the **Module** palette, click the **Mirrored** option. Mirroring is performed vertically and depends on the reference point.
3. Optionally, choose a rotation angle (for example “180”) if the object or group should also be mirrored horizontally.

Skew objects

You can skew closed objects and paths by entering a negative or positive angle.

When skewing text and picture objects, the content of these objects is also skewed. Please note that there are additional options for skewing text passages and images, which are described in the respective chapters and have an additive effect.

1. Select at least one object.
2. Enter a value in the **Skew Angle** field in the **Quick Access** palette or the **Module** palette, or click the arrow keys or use the mouse wheel. Values between +1 and +75 give a skew to the left, values between -1 and -75 give a skew to the right.



The figure shows a picture object in its original state (1), rotated by 20 degrees (2), with the option **Mirrored** (3) and with **Mirrored** and a rotation of 180 degrees (4) as well as with a skew of -20 degrees (5) and of 20 degrees (6).

General options

Delete objects

Selected objects can be deleted with the **Delete** option.

Delete objects

1. Select at least one object.
2. Choose one of the following options:
   - Press **Del**.
   - Press **Backspace**
   - Choose **Edit > Delete**.
   - Select the object in the **Layers** palette and choose **Remove Object(s)** in the context menu.

> *Tip: If you want to delete an original object that has Alias objects which are not selected, a warning appears that allows you to reverse your decision.*
> *Reference:*
> *Section* Pasting Objects
> *Section* Undo
> *Section* Working with Alias Objects
> *Section* Working with Layers

Cut objects

Cutting objects is similar in its function to deleting objects. Objects which are cut with this option disappear from the screen, but they are copied to the clipboard and reappear again with the option **Paste**.

Cut objects

1. Select one or more objects.
2. Choose one of the following options:
   - Press **Ctrl + X** (Windows/Linux) or **Command + X** (Mac).
   - Choose **Edit > Cut** in the menu or **Cut** in the context menu.

> *Tip: If you want to cut an original object that has Alias objects which are not selected, a warning appears that allows you to reverse your decision.*
> *Reference:*
> *Section* Pasting Objects
> *Section* Working with Alias Objects

Copying objects

When you need the same object more than once in your document, you can create a copy of one or more existing objects. The selected objects are also copied to the clipboard and can then be pasted back in the document with the option **Paste**, so that they exist twice.

Copy objects

1. Select one or more objects.
2. Choose one of the following options:
   - Press **Ctrl + C** (Windows/Linux) or **Command + C** (Mac).
   - Choose **Edit > Copy** in the menu or **Copy** in the context menu.

> *Tip: If you want to copy an original object that has Alias objects which are not selected, a warning appears that allows you to reverse your decision.*
> *Reference:*
> *Section* Pasting Objects
> *Section* Duplicating Objects
> *Section* Working with Alias Objects

Pasting Objects

When you have cut or copied objects, you can paste them with the option **Paste**. You can choose whether the objects should be inserted with an offset (default) or at the same position. The offset can be predefined with the option **Edit > Preferences** (Windows/Linux) or **[Program Name] > Preferences** (Mac). Pasting takes place across documents, that is, you can cut or copy objects in another document and paste them into the current document. With the insertion of the objects, all references (e.g. style sheets) are also taken over.

Paste objects

1. Select the document page on which the cut or copied objects are to be pasted.
2. Choose one of the following options:

- Press **Ctrl + V** or **Ctrl + Alt + V** (Windows/Linux) or **Command + V** or **Command + Option + Shift + V** (Mac).
- Choose **Edit > Paste** or **Edit > Paste (without Offset)** in the menu, or **Paste** or **Paste (without Offset)** in the context menu.

> *Tip: When the objects have connected Alias objects these will automatically also be pasted. If there are insufficient pages available in the document to paste the Alias objects to they will only be pasted to the pages which are available in the document.*
> *Reference: Section* Working with Alias Objects

Paste an object into another object

With the option **Edit > Paste Into** you paste a cut or copied object into a closed object. The target object serves as a boundary: the pasted object is only displayed within the shape of the target object, parts outside the shape are hidden.

1. Copy or cut exactly one object or one group.
2. Select a single rectangle, oval or polygon as the target object. The target object must not be protected.
3. Choose **Edit > Paste Into**.

The pasted object is placed at its original size in the center of the target object. To move it, click in the target object and drag it to the required position while holding down the mouse button.

To align the pasted object within the target object, click in the target object and choose an option under **Object > Alignment**, for example **Center**.

> *Note: If the target object is a text or picture object with content, the program warns you that the text or the picture will be lost and you can cancel the operation. If the target object already has pasted content, this is replaced by the new object.*

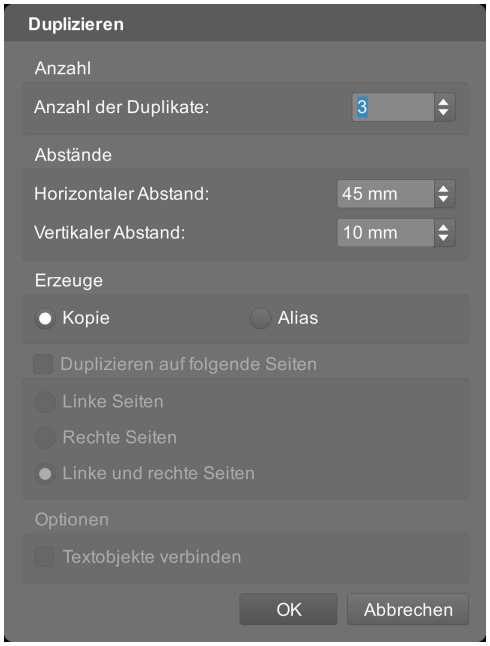
Duplicate objects

The **Duplicate** option is similar to the **Copy** option. The main difference is that copying always makes only one copy of the object, which is pasted with a predefined offset. The **Duplicate** option allows you to make multiple copies of objects. Objects can also be copied to following pages with this option.

Duplicate objects

1. Select one or more objects.
2. Choose one of the following options:
   - Press **Ctrl + Shift + D** (Windows/Linux) or **Command + Shift + D** (Mac).
   - Choose **Object > Duplicate**.
3. Enter a value in the field **Duplicates** in the **Number** section.
4. Enter in the fields **Horizontal Offset** and/or **Vertical Offset** the offset that should be applied to each duplicate. If you enter the value **0** in both cases, all duplicates will be placed on top of each other.
5. Define the object type:
   - **Copy** — Independent duplicates will be created.
   - **Alias** — Dependent duplicates will be created.

6. Optionally, choose **Duplicate on Following Pages** if the duplicates are to be placed on the following pages, and choose **Left Pages**, **Right Pages** or **Left and Right Pages**. In this case one duplicate will be placed on each following page. Without this option, the duplicates will be placed on the current page.
7. Choose the option **Link to Text Chain** when the original object is a text object and you want the text to flow into the duplicate objects.
8. Confirm the entry.





The figures show the **Duplicate** dialog with three duplicates, a horizontal offset of 45 mm and a vertical offset of 10 mm as well as the result: the original on the left and the three duplicates.

Split objects

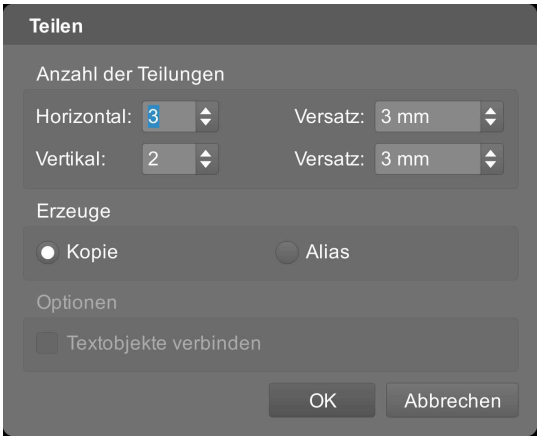
Another elegant way to create new objects is the **Split** option. All closed object types can be split, regardless of whether they are graphic, picture or text objects. However, the following objects cannot be split: linked text objects, locked or protected objects, Alias objects and original objects that have connected Alias objects.

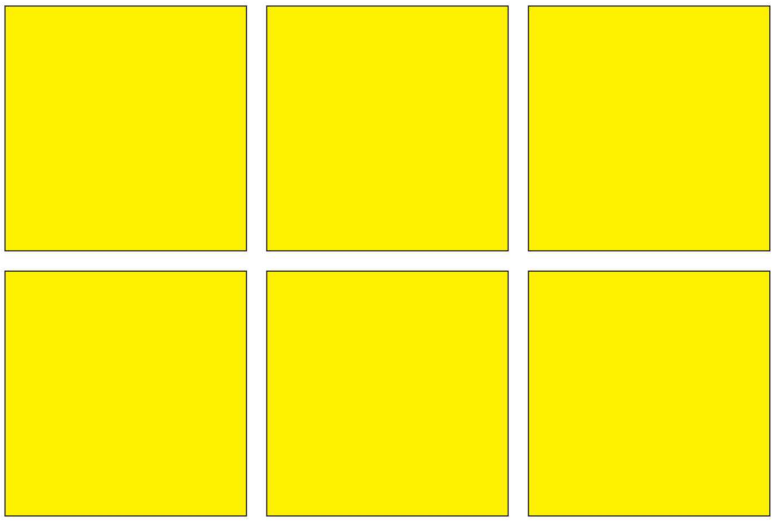
Split objects

1. Select one or more objects.
2. Choose one of the following options:

- Press **Ctrl + Alt + Shift + T** (Windows/Linux) or **Command + Option + Shift + T** (Mac).
- Choose **Object > Split**.

3. In the area **Number of Sections**, enter the numbers in the fields **Horizontal** and/or **Vertical**. As an option, you can also enter a horizontal and/or a vertical **offset** in the fields on the right hand side of the dialog.
4. Define the object type in the **Create** section:
   - **Copy** — Independent duplicates will be created.
   - **Alias** — Dependent duplicates will be created. In this case the original object will be located in the top left corner. All other objects will be Alias objects derived from it.
5. Choose the option **Link to Text Chain** when the original object is a text object and the new objects shall be part of the text chain.
6. Confirm the entry.





The figures show the **Split** dialog with three horizontal and two vertical divisions and an offset of 3 mm each as well as the result: six new objects with a gap of 3 mm.

Lock objects

With the option **Lock** you prevent the accidental interactive repositioning and resizing of objects.

If the mouse pointer is moved over the frame of a locked object the lock pointer will be displayed. The lock pointer for objects, consisting of a lock and an object pointer, shows that the object concerned is locked and therefore cannot be moved.

Lock objects

1. Select one or more objects.
2. Choose one of the following options:
   - Press **Ctrl + Shift + L** (Windows/Linux) or **Command + Shift + L** (Mac).
   - Choose **Object > Lock**.
   - Click the space next to the object in the **Layers** palette. A lock icon will appear.

Unlock objects

1. Select one or more locked objects.
2. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + L** (Windows/Linux) or **Command + Option + Shift + L** (Mac).
   - Choose **Object > Unlock**.
   - Click the **Lock** icon next to the object symbol in the **Layers** palette.

> *Tip: As well as original objects, it is also possible to lock Alias objects. Please note, however, that the locking of Alias objects is under certain circumstances only of a temporary nature. This is the case when the original object is resized - the Alias object will change accordingly. In this case the locked Alias objects must be unlocked automatically, because the connection between original and Alias Objects is absolute. ATTENTION: Locked Objects can still be deleted!*
>
> *Reference:*
>
> *Section* Paste objects
> *Section* Duplicate Objects
> *Section* Working with Alias Objects
> *Section* Working with Layers

Protect objects

With the option **Protection** you prevent the object from being deleted and its content from being changed.

If the mouse pointer is moved over a protected object, the content lock pointer will be displayed. The lock pointer for both picture and text objects consists of a lock and a pencil and shows that the content of the object is protected and can therefore not be edited.

Protect objects

1. Select one or more objects.
2. Choose one of the following options:
   - Press **Ctrl + Shift + H** (Windows/Linux) or **Command + Shift + H** (Mac).
   - Choose **Object > Protection**.

Cancel protection

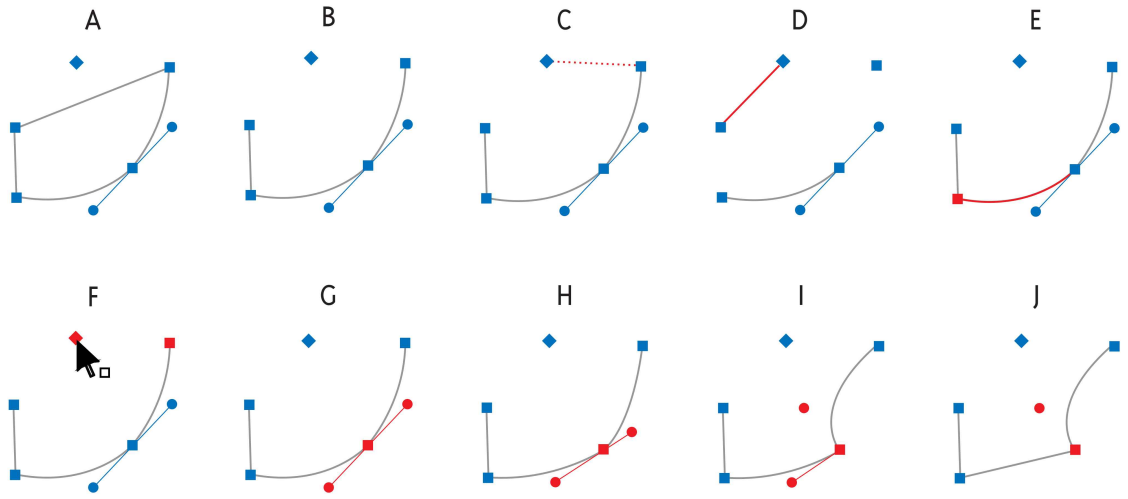
1. Select one or more protected objects.
2. Choose one of the following options:

- Press **Ctrl + Alt + Shift + H** (Windows/Linux) or **Command + Option + Shift + H** (Mac).
- Choose **Object > Cancel Protection**.

Object size and form

Paths and selection handles

A closed (A) or open (B) path consists of any number of line and curve segments with selection handles.



A line segment is defined as a straight line between two sizing handles (D).

A curve segment is defined as a line between two sizing handles, where at least one sizing handle has at least one control handle (E).

There are distinctions between open and closed paths. With open paths there is a start handle and an end handle. With closed paths there is only a start handle.

By adding a line segment or by removing a line or curve segment, paths may be closed or opened at any time (C).

Paths possess different selection handles: sizing handles, start handles, end handles and optional control handles.

A sizing handle can connect both line and curve segments (E).

A sizing handle at the start of a path is defined as a start handle.

A sizing handle at the end of a path is defined as an end handle (F).

While sizing handles and end handles are displayed as squares, start handles are shown as a rhombus (E, F).

If the position of a sizing handle is changed, the form of the line segments (D) and curve segments (E) next to it is also changed.

The position and number of control handles defines the form (gradient) of the curve segments (G-J).

A sizing handle may have one or two control handles (G-J). Every control handle is displayed as a circle with a connecting line that is only visible when the object is selected. This connecting line is just an aid for the user and is not printable.

There is a distinction between smooth (G, H) and pointed control handles (I, J).

With smooth control handles two control handles are positioned opposite one another, so that the connecting lines form a tangent. In this way a smooth transition between two curve segments occurs (G, H).

With smooth symmetric control handles, both control handles have the same distance from the sizing handle (G), while with smooth asymmetric control handles, both control handles have different distances from the sizing handle and their connecting lines are of different lengths (H).

With both smooth control handles, changes in the position of a control handle also influence the position of the opposite control handle, so that the smooth transition between two curve segments is retained (G). Changes in position along the tangent have no influence on the position of the opposite control handle (H).

Pointed control handles are either not opposite one another or there is just one control handle (I, J). In this way a pointed transition between curve segments (I) or between curve and line segments occurs (J). Pointed control handles may be positioned independently of one another.

Combined path

A combined path consists of several paths that are combined to make one path. The creation of combined paths is useful if, for example, you want to cut out a part of the surface, so that this area becomes transparent. When text is converted to paths, combined paths are created automatically.

Selection handles at a glance

1. Sizing handle
   - Corner sizing handle
   - Scaling handle
   - End handle
   - Start handle
2. Control handle
   - Smooth control handle (symmetric or asymmetric)
   - Pointed control handle

Resizing objects interactively

The program provides many options to define the size and form of objects interactively or with the help of palettes and dialogs.

When an object is selected, its selection handles will appear as described in the section Selecting Objects. The selection handles show that the object may be modified. The selection handles are displayed in the selection color and are not printed.

Selection handles are either sizing handles or control handles. Rectangles, ovals, polygons, lines and orthogonal lines all have sizing handles that are displayed as a rectangle. Bézier curves and closed Bézier objects also have control handles, which are displayed as points. A sizing handle may have one or two tangents at whose end points control handles are displayed.

To resize an object, position the mouse pointer exactly on one of the sizing handles. The mouse pointer will be positioned exactly on a sizing handle when the sizing pointer is displayed. If you now hold down the mouse button and drag the mouse in the required direction, the object will be resized.

During the resizing operation, you will see the same imaginary frame or the same imaginary line that you already know from the creation of a new object.

Resize/scale rectangle and oval interactively

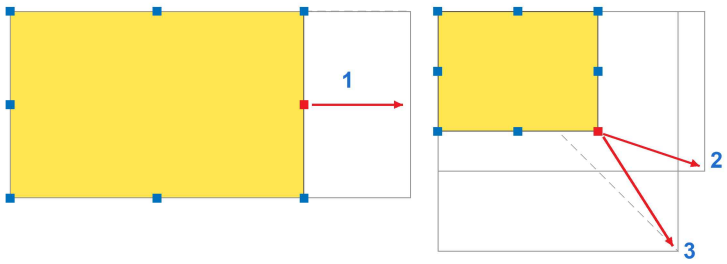
1. Create a rectangle or an oval.

2. Change the size and form of the rectangle or oval using the nine sizing handles:
   - Position the mouse pointer on one of the four middle sizing handles if you only want to resize the object's height or width.
   - Position the mouse pointer on one of the four sizing handles at the object corners if you want to resize the object's height and width simultaneously.
   - Position the mouse pointer on the scaling handle next to the bottom right hand corner of a text or picture object to scale the object and its content proportionally at the same time.

3. Hold down the mouse button.

4. Keeping the mouse button held down, move the mouse in any direction.
   - Hold down the **Shift key** as well if you want to resize the object proportionally.
   - Hold down the **Ctrl key** (Windows/Linux) or the **Command key** (Mac) as well as the **Shift key** if you have selected a corner sizing handle and also want to resize the text or image content proportionally with the object.
   - Hold down just the **Ctrl key** (Windows/Linux) or the **Command key** (Mac) if you have selected a corner sizing handle and also want to resize the text or image content unproportionally with the object.

5. Release the mouse button when the object has the desired form and size.



The figure shows resizing with a middle sizing handle, which only changes the width (1), and with a corner sizing handle, which changes the width and height (2), proportionally with the Shift key held down (3).

Resize polygons and lines interactively

1. Create a polygon, a line, an orthogonal line or a path.
2. Position the mouse pointer on a sizing handle and hold down the mouse button.
3. Keeping the mouse button held down, move the mouse in any direction.
   - When resizing a polygon or a multiple line, hold down the **Shift** key if a line segment should be displayed as an orthogonal line.
   - When resizing a line, hold down the **Shift** key if the line should be displayed as an orthogonal line.
   - When resizing an orthogonal line, hold down the **Shift** key if the orthogonal line should be displayed as a line with any angle.
4. Release the mouse button when the object has the desired form and size.

Resize curves and Bézier objects

1. Create a curve or a Bézier object.
2. Click the **Path Selection Tool** (A) in the **Toolbar** and then click a sizing handle to display the options for editing sizing handles of curves or Bézier objects in the **Quick Access** palette.
3. Position the mouse pointer on a sizing handle if the curve is to be resized symmetrically and hold down the mouse button.
4. Position the mouse pointer on a control handle if the curve is to be resized asymmetrically and hold down the mouse button:
   - Keeping the mouse button held down, move the mouse in any direction to lengthen the tangent.
   - When resizing the control handle, hold down the **Ctrl** key as well if you want to keep both arms of the tangent the same length.
   - Keeping the mouse button held down, move the mouse in any direction and hold down the **Shift** and **Ctrl** keys as well to break the tangent.
5. Release the mouse button when the object has the desired form and size.

Delete sizing handles

With multiple lines, polygons, open and closed curves the application allows you to delete one of the object's selection handles. Move the mouse pointer over the sizing or control handle which is to be deleted.

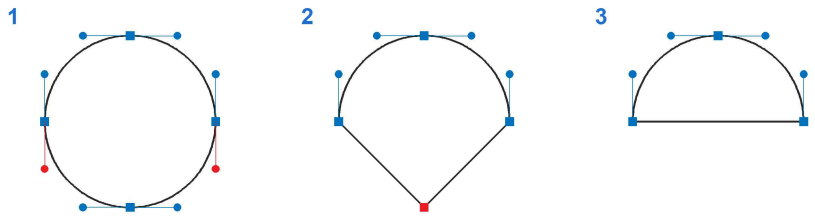
The sizing pointer will now appear. If you now press the **Alt + Shift** (Windows/Linux) or the **Option + Shift** shortcut keys (Mac), the sizing pointer will be displayed with a minus sign. Now you can delete the point by clicking the mouse button. When a sizing handle is deleted, its control handles will automatically be deleted with it.

Delete sizing and control handles

1. Click the **Path Selection Tool** (A) in the **Toolbar** and then click a sizing handle to display the options for editing sizing handles of curves or Bézier objects in the **Quick Access** palette.
2. Position the mouse on a sizing handle or control handle, hold down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac).
3. When the sizing pointer with the minus sign appears, click once.

Create a half-circle

1. Create a circular object.
2. Choose **Object > Form > Convert to Polygon**.
3. Click the **Path Selection Tool** (A) in the **Toolbar** and then click a sizing handle to display the options for editing sizing handles of curves or Bézier objects in the **Quick Access** palette.
4. Delete the bottom two control handles from the left and right sides of the object holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac) and clicking the mouse button, so that the bottom sizing points of the object left and right only possess one tangent.
5. Delete the central sizing handle from the bottom edge of the object by holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac) and clicking the mouse button.



The figure shows the circle after the conversion into a polygon with the two lower control handles on the left and right (1, red), the object after deleting these control handles with the middle sizing handle on the bottom edge (2, red) and the finished half-circle (3).

Add sizing handles

As well as the deleting of both sizing handles and control handles, the application also allows you to add sizing handles. The new sizing handle will appear on top of the original sizing handle you were modifying and will still have to be positioned.

Add a sizing handle

1. Select a polygon/bézier object or a path.
2. Position the mouse pointer on one of the sizing handles. The sizing pointer will now appear.
3. Hold down the **Alt** key (Windows/Linux) or the **Option** key (Mac). The sizing pointer will be displayed with a plus sign. Now click with the mouse to create the new handle.
4. Release the **Alt** key (Windows/Linux) or the **Option** key (Mac), but hold down the mouse button again and move the sizing pointer in any direction to position the new sizing handle.
5. Release the mouse button once you have achieved the desired shape.

Edit sizing handles with the Path Selection Tool

With the **Path Selection Tool** you select individual or several sizing handles of polygons, multiple lines and curves and edit them together, even across several objects. The **Path Selection Tool** is the hollow mouse pointer in the Toolbar. Rectangles, ovals and shapes created with the shape tools cannot be edited with it. Convert rectangles and ovals beforehand with **Object > Shape > Convert to Polygon**.

> *Note: The* **Path Selection Tool** *is not available in the working mode* **Beginner**. *In addition, the access rights of the document have to allow the editing of paths.*

Select sizing handles

1. Press **A** or click the **Path Selection Tool** in the Toolbar.
   - Alternatively, double-click a selected freeform graphic object or a multiple line. The program then switches to the **Path Selection Tool**.
2. Choose one of the following options:
   - Select the object and click a sizing handle.
   - Starting from a position at which there is no object, drag a marquee to select all the sizing handles within the rectangle.
   - Additionally hold down the **Shift key** to add sizing handles to the selection or remove them from it.

The **Quick Access** palette then displays the position of the selected sizing handles, with several sizing handles also the width and height, as well as the options for editing the sizing handles.

Edit selected sizing handles

1. Choose one of the following options:
   - Drag one of the selected sizing handles to move all the selected sizing handles.
   - Press the arrow keys to move the selected sizing handles.
   - Enter a new position, width or height in the **Quick Access** palette. Width and height will change the distances of the selected sizing handles from one another.
   - Drag a line segment between two sizing handles if at most one sizing handle is selected. The program moves a straight segment in parallel and deforms a curved segment.
   - Press **Del** or the **Backspace key** to delete the selected sizing handles.

In addition, the following options are available in the **Quick Access** palette:

- **Remove selected sizing handles** — Deletes the selected sizing handles.
- **Remove control handles** — Removes the control handles of the selected sizing handles.
- **Smooth, synchronous control handles** — Creates symmetrical control handles at the selected sizing handles for a smooth curve.
- **Round off curve segment** — Creates control handles at the selected sizing handles that round off the adjoining segments.
- **Pointed control handles** — Releases the connection between the two control handles of a sizing handle, so that you can drag the control handles independently of one another and create a point.

How you align, distribute and connect sizing handles and break paths is described in the following sections.

Align sizing handles

1. Select at least two sizing handles with the **Path Selection Tool**.
2. In the **Quick Access** palette, click one of the following buttons:
   - **Align sizing handles left** — The selected sizing handles are aligned at the sizing handle that lies furthest to the left.

- **Center sizing handles horizontally** — The selected sizing handles are placed at the center between the leftmost and the rightmost sizing handle and then lie vertically one above the other.
- **Align sizing handles right** — The selected sizing handles are aligned at the sizing handle that lies furthest to the right.
- **Align sizing handles top** — The selected sizing handles are aligned at the sizing handle that lies furthest to the top.
- **Center sizing handles vertically** — The selected sizing handles are placed at the center between the topmost and the bottommost sizing handle and then lie horizontally next to one another.
- **Align sizing handles bottom** — The selected sizing handles are aligned at the sizing handle that lies furthest to the bottom.

The control handles of a sizing handle are moved as well.

Distribute sizing handles

1. Select at least three sizing handles with the **Path Selection Tool**.
2. In the **Quick Access** palette, click one of the following buttons:
   - **Distribute sizing handles horizontally** — The selected sizing handles are distributed at equal distances between the leftmost and the rightmost sizing handle. The vertical position of the sizing handles remains unchanged.
   - **Distribute sizing handles vertically** — The selected sizing handles are distributed at equal distances between the topmost and the bottommost sizing handle. The horizontal position of the sizing handles remains unchanged.

Connect paths

1. Select exactly two end points of open paths with the **Path Selection Tool**: either both end points of one multiple line or one end point of each of two multiple lines.
2. In the **Quick Access** palette, click **Connect sizing handles**.
   - If both end points belong to one multiple line, the path is closed. The multiple line becomes a closed polygon.
   - If the end points belong to two multiple lines, the multiple lines are connected at these end points to form one multiple line. The connected multiple line keeps the attributes of one of the two objects, the other object is deleted.

> *Note: The button* **Connect sizing handles** *is only active if exactly two end points of open paths are selected.*

Break paths at sizing handles

1. Select one or more sizing handles of a path with the **Path Selection Tool**.
2. In the **Quick Access** palette, click **Break path at the selected sizing handles**:
   - A closed path is opened at the selected sizing handles. With one sizing handle a multiple line is produced, with several sizing handles a separate multiple line is produced between each two sizing handles.
   - An open path is divided at every selected sizing handle that is not an end point.

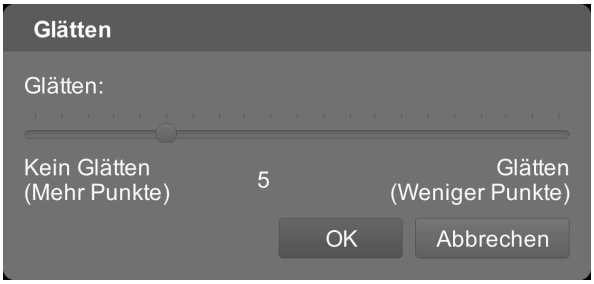
The new multiple lines take on the attributes of the original object. The original object is removed.

Note: The new multiple lines are graphic objects. The text of a text object or the picture of a picture object is not taken over.

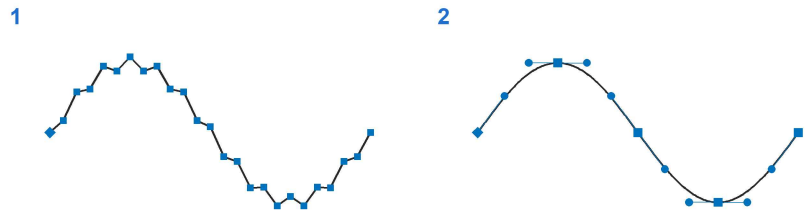
Smooth a path

With the option **Smooth Path** you simplify paths with many sizing handles. The option is available for freeform objects and multiple lines, but not for rectangles, ovals, lines, shapes created with the shape tools, Alias objects or locked or protected objects.

1. Select one or more freeform objects or multiple lines.
2. Choose **Object > Shape > Smooth Path**.
3. In the **Smoothing** dialog, use the slider to define how strongly the path is smoothed. At the left end (**No smoothing**), more sizing handles are retained; toward the right (**Smoothing**), fewer sizing handles are produced.
4. Confirm the entry.



The figure shows the **Smoothing** dialog with the slider.



The figure shows a multiple line with many sizing handles (1) and the same path after smoothing with few sizing and control handles (2).

Clipping Path to Object Shape

With the option **Clipping Path to Object Shape** you turn the clipping of a picture into the shape of its picture object. If the picture has no clipping path, the program uses the outline of the alpha channel and first asks for the degree of smoothing in the **Smoothing** dialog.

1. Select a picture object whose picture has a clipping path or an alpha channel.
2. Choose **Object > Shape > Clipping Path to Object Shape**.

Note: The option is not available for Alias objects, picture objects with individual Alias content, shapes created with the shape tools or locked or protected picture objects.

Automatic Scaling

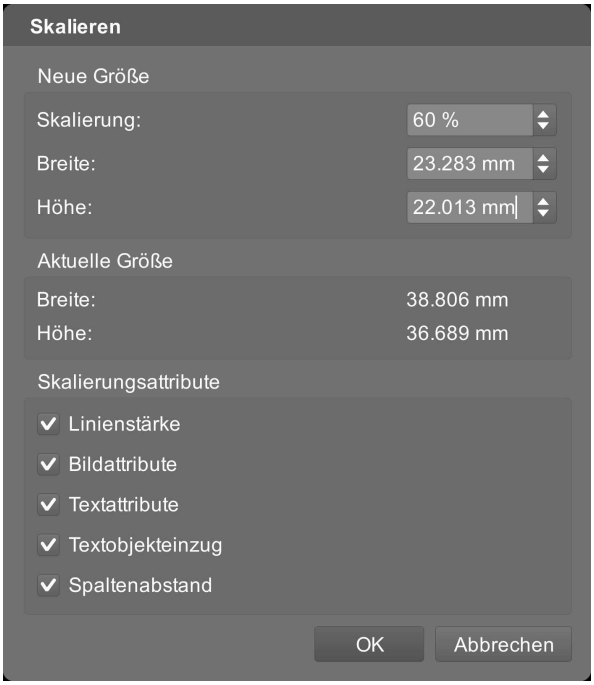
As you have already learned in the section Sizing objects interactively, the image content of rectangles and ovals may also be scaled interactively with the object.

In practice it often occurs that not just one object but a whole group of objects should be displayed in a smaller or larger form. For example, when you need to scale down a page from A4 paper size to A5 paper size you would normally have to change all the objects interactively or numerically with the help of the object measurement settings. This would only change the frame size but not the content of the frame, which you would have to scale down separately.

To solve this problem quickly and easily, the application offers you the **Scaling** option in the **Object** menu.

Scale objects and groups proportionally with the dialog

1. Select a single object or a group. The **Scaling** option is available when exactly one object or one group is selected; to scale several objects, group them beforehand. Please refer to the section Object Grouping.
2. Choose **Object > Scaling**.
3. In the section **New Size**, define the scaling or the new size of the object or group:
   - Enter a value between 1% and 1000% in the **Scaling** field to make a relative scaling. While with the entry 100% nothing will change in the object measurements, the entry 120% will mean that the object is enlarged by a factor of 1.2. The value 50% will reduce the object to half its original size, the value 200% will double its size. After the scale factor is entered, the new width and height settings will be computed automatically.
   - Alternatively, enter a value in the **Width** or **Height** field to give an absolute scaling. Since the **Scaling** option only scales objects and groups proportionally, the value in the Height field changes whenever you enter a value in the Width field. This is also true the other way around.
4. Define in the section **Scaling Attributes** whether and which object and content attributes should be scaled:
   - **Line Width** — The line or frame widths will be scaled proportionally.
   - **Picture Attributes** — The scaling of the image content and its positioning in the object will be scaled proportionally.
   - **Text Attributes** — Text attributes such as font size, text indents or line spacing will be scaled proportionally.
   - **Text Object Indent** — The special indent settings of the text object will be scaled proportionally.
   - **Column Gutter** — The gutter in a text object with several columns will be scaled proportionally.
5. Confirm the entry.



1



2



The figures show the **Scaling** dialog with a scaling of 60% for a group consisting of a picture object and a text object as well as the result: the group in its original size (1) and scaled (2). Because **Text Attributes** is chosen, the program also reduces the font size.

Summary Resizing objects

- Sizing handles control object size.
- Control handles control the curvature of a line.
- Sizing handles and control handles can be moved in any direction.
- The two control handles of a sizing handle can be at different distances from it.
- The slope control of one tangent line can be split into two tangent lines by holding down the **Ctrl + Shift** (Windows/Linux) or the **Command + Shift** shortcut keys (Mac).
- Sizing handles and control handles can be deleted by holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac), and clicking the points to be deleted.

- The deletion of a sizing handle will automatically delete its control handles.
- Sizing handles can be added by pressing the **Alt key** (Windows/Linux) or **Option key** (Mac) and clicking the mouse with the sizing pointer over an existing sizing handle.
- Groups and single objects can be resized proportionally with the **Scaling** option; several selected objects can also be resized interactively at the scaling handle without grouping them.
- Object scaling can be relative or absolute.
- As well as the object size, its content can be scaled.

Object fill

Fill Color, Density, Transparency

The following properties may be changed either with the **Quick Access** palette or the **Module** palette. With new documents the program provides a set of standard colors. Please refer to the chapter Working with Colors.

Change fill color with the Module or Quick Access palette

1. Create or select a closed object.
2. Select a color or blend from the popup menu **Color** in the **Fill** section in the **Module** palette or the **Quick Access** palette.
3. Define the color shade or transparency in the **Shade** field:
   - Enter a value between 0% and 100%, or select an entry from the popup menu to define the fill color shade. The value 0% means that the object fill will be displayed as white. Alternatively, use the **slider** in the **Quick Access** palette.
   - Choose **[None]** from the popup menu to switch off the fill color. The object will now be transparent.
4. Define the **opacity/transparency** of the fill color in the **Opacity** field:
   - Enter a value between 0% and 100%, or select an entry from the popup menu. Alternatively, use the **slider** in the **Quick Access** palette.
5. Enter a value in the field **Color Blend Angle** of the **Module** palette if the fill color is a blend.
6. For combined paths, optionally choose in the **Fill Rule** popup menu of the **Module** palette how nested subpaths are filled: with **Even-Odd**, nested subpaths alternately form a hole; with **Non-Zero**, this depends on the direction of the subpaths.

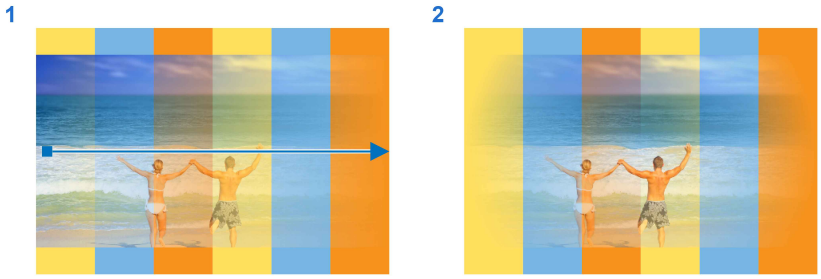
Assign a transparency blend with the Transparency Blend Tool

With a transparency blend you fade objects out gradually. A new transparency blend begins at the start point with an opacity of 100% and ends at the end point with an opacity of 0%.

1. Select the objects.
2. Press **F** or click the **Transparency Blend Tool** in the Toolbar.

3. Drag from the required start point to the end point of the blend while holding down the mouse button.
   - If all the selected objects already have the same transparency blend, the program displays its start and end point. Drag one of the two points to change the blend.
4. Click outside the two points to end the editing. The program then switches to the default tool.

You determine the type (**Linear** or **Radial**), **Angle** and **Opacity** of the transparency blend in the dialog **Effects** on the tab **Transparency**, which you open with **Object > Effects**. You determine the direction and length of a color blend correspondingly with the **Color Blend Tool** (**B**). Please refer to the section The Toolbar in the chapter User Interface.



The figure shows a picture object over colored stripes with a linear transparency blend (1) and a radial transparency blend (2). The linear blend starts on the left with full opacity and ends transparent on the right; the arrow shows how you drag it with the Transparency Blend Tool from the start point to the end point.

> *Note: The* **Transparency Blend Tool** *and the* **Color Blend Tool** *are only available in the working mode* **Expert**.

Lines and Frames

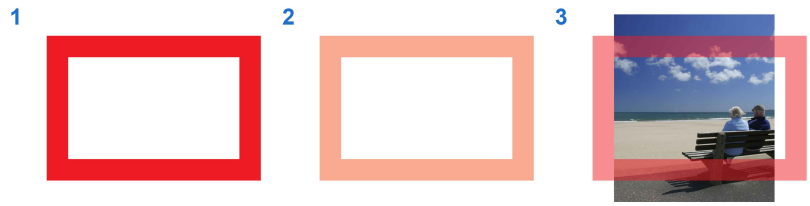
Line Color, Shade, Transparency

With new documents the program provides a set of standard colors. Please refer to the section Working with Colors.

Change Line color with the Module/Quick Access palette

1. Create or select an object.
2. Choose a color from the popup menu **Line Color**.
3. In the **Line Shade** field, define the shade or transparency of the line color:
   - Enter a value between 0% and 100% in the **Line Shade** field, or select an entry from the popup menu to define the color shade. The value 0% means that the object frame will be displayed as white if the frame width is greater than zero.
   - Choose **[None]** from the popup menu to switch off the line/frame color.
4. Define the **Opacity** of the line in the **Opacity (Line/Frame)** field:
   - Enter a value between 0% and 100% in the field **Opacity (Line/Frame)** or choose an entry from the popup menu and confirm your entry.

- Use the **Opacity** slider in the **Quick Access** palette.



The figure shows a red line with a shade of 100% (1) and of 40% (2) as well as with an opacity of 50% over a picture (3).

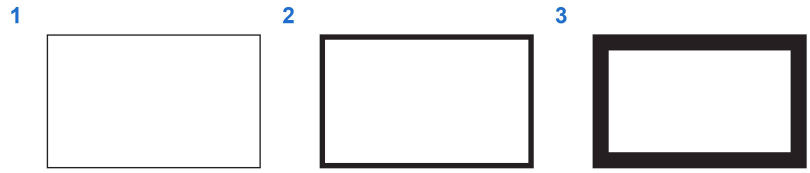
Change Line/Frame Width

The line width of a line object or object frame can be modified through the **Module** palette or the **Quick Access** palette (Object mode). When using the line width there are several aspects to be noted:

- Because object coordinates are absolute, the line widths of closed graphic objects are drawn on the inside of an object by default. With the option **Line Alignment** you draw the line centered on the object outline (**Center**) or on the outside (**Outside**) instead; the default setting is **Inside**. With lines, multiple lines and curves, the line width will be equally applied to both sides.
- When a graphic object is converted to a text or picture object the line/frame width is reset to 0 (zero) automatically.
- When a line width is applied to a text object, the text in this object will be indented automatically by the line width value.
- When a line width is applied to criss-cross polygons, this can for mathematical reasons lead to incorrect results.

Change Line Width with the Module/Quick Access palette

1. Create or select one or more objects.
2. Choose one of the following options to define the line or frame width:
   - Enter a value in the **Line Width** field.
   - Choose an entry from the popup menu.



The figure shows rectangles with a line width of 0.5 pt (1), 2 pt (2) and 6 pt (3).

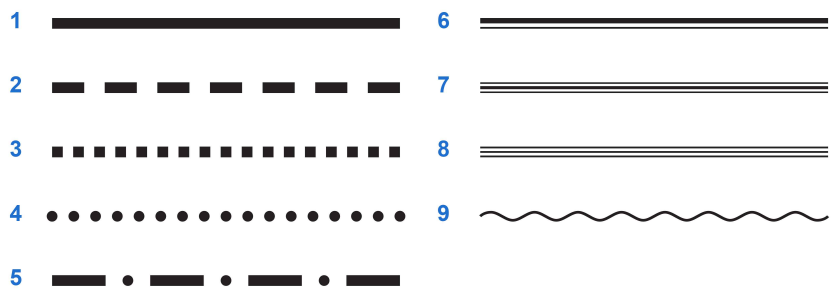
Change Line Style

A frame type can be defined in the **Module** palette or the **Quick Access** palette (Object mode). When using line styles there are several aspects to be noted:

- When applying a line style, the space between the pattern segments is distributed by default so that the pattern is adjusted at object corners and object ends. How the pattern is adjusted is defined with the option **Corners**.
- The spaces between line segments are transparent by default, irrelevant of which color and shade has been selected for the frame.

Change Line Style with the Module/Quick Access palette

1. Create or select an object.
2. Choose an entry from the popup menu **Line Style**.
3. If you have chosen a line style of the type **Dashed** or **Dotted**, you can optionally choose a color for the gaps and a shade in the **Module** palette.
4. Optionally, choose in the **Corners** popup menu how the pattern is adjusted at the corners: **None**, **Adjust dashes**, **Adjust gaps** (default) or **Adjust dashes and gaps**. The option is available in the **Module** palette and in the **Line/Frame** popup menu of the **Quick Access** palette.



The figure shows a selection of line styles: **Solid** (1), **Dashed (3-2)** (2), **Dashed (1-1)** (3), **Dotted** (4), **Dash-Dot-Line** (5), **Thick-Thin** (6), **Thin-Thick-Thin** (7), **Triple** (8) and **Wavy** (9).

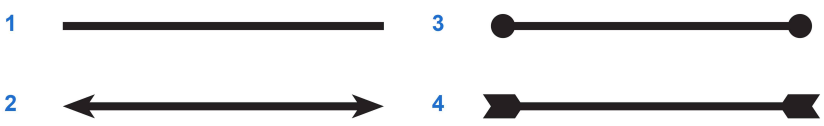
Change Line ends

The line ends of a line object can be modified through the **Module** or **Quick Access** palette (Object Mode). When using the line ends please note:

- When applying line ends you should be aware that the program always applies the end form in relation to the line width.
- It is also important to note that lines with differing ends may be printed differently, although they posses the same co-ordinates.

Change Line ends

1. Create or select a line/path.
2. Choose an entry from the popup menu **Line Start** and/or **Line End** for one or both ends of the line.



The figure shows a line without a line end (1) as well as with an arrow (2), a circle (3) and a feather (4) at the start and end.

Change Line Join

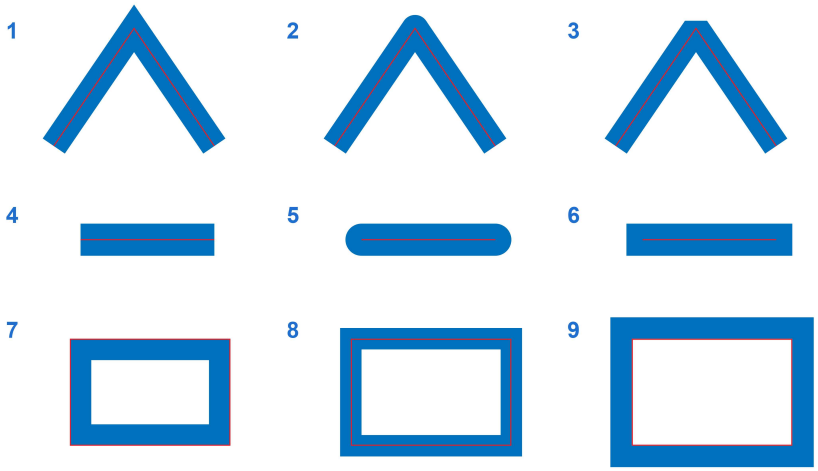
1. Create or select a closed object.
2. Choose one of the following options:
   - Choose an entry from the popup menu **Line Join** in the **Module** palette.
   - Choose a symbol from the popup menu **Line/Frame** in the **Quick Access** palette.
   - Optionally, change the **Miter Limit** entry. If a sharp corner extends beyond the miter limit, it is beveled — on screen as well as in print and in the PDF, also with dashed lines.

Change Line Cap

1. Create or select a line/path.
2. Choose one of the following options:
   - Choose an entry from the popup menu **Line Cap** in the **Module** palette.
   - Choose a symbol from the popup menu **Line/Frame** in the **Quick Access** palette.

Change Line Alignment

1. Create or select a closed object.
2. Choose one of the following options:
   - Choose one of the entries **Center**, **Inside** or **Outside** in the **Line Alignment** popup menu of the **Module** palette.
   - Choose an icon under **Align** in the **Line/Frame** popup menu of the **Quick Access** palette.



The figure shows the line joins miter (1), round (2) and bevel (3), the line caps butt (4), round (5) and projecting (6) as well as the line alignment **Inside** (7), **Center** (8) and **Outside** (9). The red line shows the path or the object outline in each case.

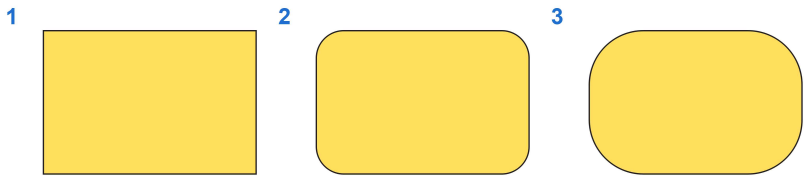
Change Radius

The corner radius of a rectangular object can be modified through the **Module** or **Quick Access** palette (Object Mode). When using the radius please note:

- The radius is only applied to rectangles or squares. It has no effect on other objects.
- When a radius is applied to text objects the text at the object corners is automatically indented according to these settings.

Change radius with the Module/Quick Access palette

1. Create or select a rectangle or square.
2. Choose one of the following options:
   - Enter a value in the **Corner Radius** field of the **Module** palette or the **Quick Access** palette.
   - Choose an entry from the popup menu **Radius**.



The figure shows rectangles with a radius of 0 pt (1), 10 pt (2) and 20 pt (3).

Objects with predefined settings

Create object with predefined settings

1. Create a closed object (graphic, text or picture object) and apply a fill color, frame attribute and a radius to it.
2. Keeping the object selected, choose another closed object tool and create the new object.

Transfer object attributes with the Eyedropper Tool

With the **Eyedropper Tool** you transfer the attributes of an object to other objects, among others fill, line or frame, opacity, drop shadow and transparency blend as well as the settings whether an object is printed and whether it is a guide object. Position, size, rotation, radius, line start and line end of the target object remain unchanged.

1. Press **I** or click the **Eyedropper Tool** in the Toolbar.
   - If exactly one object is selected at the time, the eyedropper picks up its attributes immediately.
2. Click the object whose attributes you want to take over. With text and picture objects click the frame. The eyedropper is then displayed filled.
   - If objects are already selected when the attributes are picked up, the program transfers the attributes to these objects immediately.
3. Click one after the other on the objects to which you want to transfer the attributes.
   - Hold down the **Alt key** (Windows/Linux) or the **Option key** (Mac) and click another object to fill the eyedropper with that object's attributes.

How you transfer text attributes, picture colors and table attributes with the **Eyedropper Tool** is described in the section **The Toolbar** in the chapter **User Interface**.

> *Note: The Eyedropper Tool is only available in the working mode* **Expert**.

Object Grouping

The application allows you to group a number of objects on one page. This is particularly helpful if a group of several different objects are to be treated as one object.

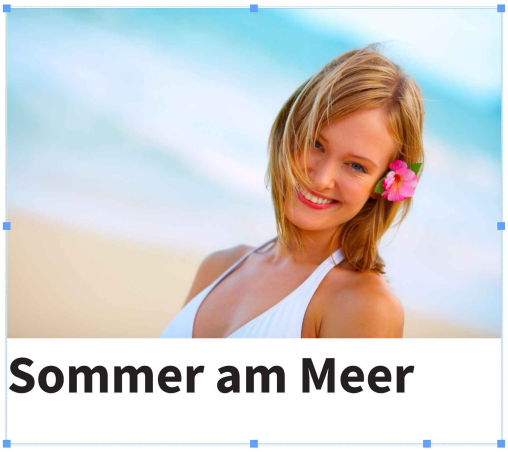
Create and recognize a Group

You can use the **Group** command whenever at least two objects are selected. The application also supports hierarchical grouping. This means a group may be part of another group. There is no upper limit to the number of groups.

Create a Group

1. Select at least two objects.
2. Choose one of the following options:
   - Press **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
   - Choose **Object > Group**.

A group has been created successfully when the selected objects are deselected and a rectangular frame is shown around these objects.



The figure shows a selected group consisting of a picture object and a text object with the surrounding rectangle.

Creating a Group Hierarchy

1. Select both the group you created in the previous example and an additional object.
2. Choose one of the following options:
   - Press **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
   - Choose **Object > Group**.

An Alias object can also be part of a group. Changes made to the original object will still be inherited by the Alias object.

Create a Group with an Alias object

1. Select at least two objects.
2. Create Alias objects of both objects and place them on the page below their original objects.
3. Select the first original object and the second Alias object.
4. Choose one of the following options:
   - Press **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
   - Choose **Object > Group**.

If the second original object in the upper row is selected and modified, the changes will of course be reflected in the Alias object in the group. You can also create an Alias of a group.

Alias objects can also be created from groups.

Create Alias of a Group

1. Select the group from the previous example.
2. Choose one of the following options:
   - Press **Command + *** (Mac). Under Windows and Linux, no shortcut key is assigned to the option for the German keyboard; you can define a shortcut key of your own in the preferences under **Keyboard Shortcuts**.
   - Choose **Object > Alias > Create Alias**.

Reference: *Section* Working with Alias Objects

Select objects in a group

It frequently happens that you need to modify an object which is part of a group. You do not need to ungroup the whole group first; you can select and edit single objects in the group directly.

Select object in a group

1. Select an object group.
2. Choose one of the following options to switch off the group mode:
   - Press **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
   - Choose **Object > Group Mode Active**.
3. Select the desired object in the group and make some modifications to the attributes (e.g. object size/position, fill color/density or frame color/density) as already described.
4. Choose one of the following options to switch on the group mode again:
   - Press **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
   - Choose **Object > Group Mode Active**.

Ungroup

This option breaks the group up into its individual elements again. Since the program works with hierarchical groups, there may be groups within groups. This hierarchy is retained when ungrouping. Therefore you may need to choose the **Ungroup** option several times to break a group up into all its individual objects.

Ungroup

1. Select the group.
2. Choose one of the following options:
   - Press **Ctrl + U** (Windows/Linux) or **Command + U** (Mac).
   - Choose **Object > Ungroup**.

> *Note: Please note that Alias objects are virtual copies of their original objects. If a group of grouped objects which has a corresponding Alias group is ungrouped, the Alias group will completely disappear since it can not be broken down into singular objects.*

Resize a group or several objects

You can resize a group interactively or numerically. The group may be resized proportionally or disproportionally.

In the same way, you interactively resize several selected objects that are not grouped. In addition to the sizing handles of each object, the program then shows a common rectangle around the selection with its own sizing handles and a scaling handle.



The figure shows three selected objects that are not grouped: the sizing handles of one object (1), the common rectangle of the selection (2) and its scaling handle (3).

Resize a group proportionally

1. Select the group or several objects.
2. Click the scaling handle (bottom right of the group to the left of the bottom right sizing handle) and drag the mouse in any direction.

Resize a group disproportionally

1. Select the group or several objects.
2. Click a sizing handle and drag the mouse in any direction.

Resize a group numerically

1. Select the group.
2. Optionally choose the reference point in the **Module** or **Quick Access** palette. The reference point keeps its position when the size is changed.
3. Enter the required value in the input field **Width** or **Height** in the **Module** or **Quick Access** palette and confirm the entry.
   - Hold down the **Shift** key when confirming the entry if the other value is to change in proportion. This also applies to single and rotated objects.

The objects of the group are only stretched or compressed in the direction that has been changed. Line widths and text and picture contents are not scaled.

> *Note: If several objects are selected that are not grouped, the fields* **X**, **Y**, **Width** *and* **Height** *of the* **Quick Access** *or* **Module** *palette show the position and size of the entire selection. An entered value, however, applies to each object individually. To change the selection numerically as a whole, group the objects beforehand.*



The figure shows the **Quick Access** palette with the position and size of a selection of three objects.

Summary Object Grouping

- Objects can be grouped with the menu command **Object > Group** or by using the shortcut keys **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
- Alias objects can be part of a group. The original object does not have to be part of that group.
- Objects in a group may be edited individually without the group being ungrouped by pressing the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
- The content of grouped objects can only be edited when the group mode is deactivated.
- Pressing the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac) again reactivates the group mode.
- Groups are ungrouped with the menu command **Object > Ungroup** or by using the shortcut keys **Ctrl + U** (Windows/Linux) or **Command + U** (Mac).
- An Alias object of a group of original objects will completely disappear if the original objects are ungrouped. A warning dialog will be displayed in this case.

Combine Objects with the Pathfinder

The program provides the function of combining objects to create special object forms and special effects. We will illustrate the different functions available in a series of exercises. First you need to prepare the objects you want to combine.

> *Note: The options in the* **Object > Shape** *menu are not available in the Free Edition.*

Preparing objects

1. Create two circular objects.

2. Give each object a different fill color.

3. Move the second object so that it overlaps but does not cover the first object.



The figure shows two overlapping circles (1) and the result of the options **Unite Paths** (2), **Subtract Paths** (3), **Intersect Paths** (4) and **Exclude Overlap** (5). The new object takes on the fill color of the object created first.

Unite Paths

1. Mark both objects.

2. Choose **Object > Shape > Unite Paths**.

3. Choose the degree of smoothing in the **Smoothing** dialog.

The two objects will be combined into one object consisting of the outer edges of both objects. In the case of two circles with an overlap, the new object will resemble a figure eight (8).

Subtract Paths

1. Mark both objects.

2. Choose **Object > Shape > Subtract Paths**.

3. Choose the degree of smoothing in the **Smoothing** dialog.

The two objects will be combined into one object consisting of the outer edge of the first object and the overlapping part of the second object. In the case of two circles with an overlap, the new object may resemble a moon that is not full.

Intersect Paths

1. Mark both objects.

2. Choose **Object > Shape > Intersect Paths**.

3. Choose the degree of smoothing in the **Smoothing** dialog.

The two objects will be combined into one object consisting only of the overlapping part. In the case of two circles with an overlap, the new object will resemble an oval with two end points.

Exclude overlap

1. Mark both objects.

2. Choose **Object > Shape > Exclude Overlap**.

3. Choose the degree of smoothing in the **Smoothing** dialog.

The two objects will be combined into one object consisting of the outer edges of both objects. The overlapping part of both objects is cut out and therefore transparent.

In all object combinations, the new object will take on the fill color of the first object created (or the object on the lowest level). You can check this by selecting the second object and changing its level with the option **Send Backward**. Then repeat the procedure. You can of course also alter the fill color of the new object in the usual way.

- Now try combining two differently shaped objects. For example, a circle and a triangle may be combined to make a keyhole shape, a series of circles may be combined to make a cloud shape, and so on.

Text may also be converted into "paths" (objects) for special effects. With the option **Unite Paths**, for example, the individual letter objects are combined into one single object.

Convert text to paths

1. Create a text object.
2. Type a word such as BEACH.
3. Mark the text and format it so that the word almost fills the object and the letters are quite strong.
4. Mark the object (object mode).
5. Choose **Object > Shape > Convert Text to Paths**.
6. You will see that your word is now a group of graphic objects plus the original text object which is now empty. Ungroup the objects as previously described and delete the text object.
   - You can now give each letter in the word an individual fill color or blend and a frame color.

Combine the paths of the objects/letters of the word

1. Mark all the objects in the word.
2. Choose **Object > Shape > Unite Paths**.
3. Choose a **Smoothing** factor as described above.

Now that your word has been converted into a single object, you can decide which attributes it should have. Create a color blend and apply it to the object as a fill color, and try changing the blend angle to see the effect. Give the object a shadow in a color of your choice. Change the object from a graphic object into a picture object and import a picture/photo of your choice, such as a beach scene.

Special object properties

Printable/non-printable

When creating a document, you may want to create certain objects that are not to be printed, but are needed as assistance or information for you as the administrator or editor. Guides, margins & columns and the grid are not objects and are never printed; please refer to the chapter Layout Aids. Normally all closed objects and lines created using the object tools have the default setting **Printable**. However, a potential problem would arise if you make one object non-printable, and, leaving this object selected, create a new object, which is also non-printable, having the same attributes as the first object. Taken to its logical extreme, this simple error could mean that a whole series of non-printable objects is scattered through the entire document with the resulting high costs of reprinting.

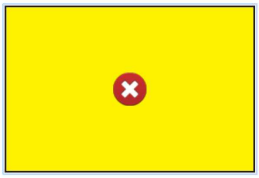
To solve this problem, the application displays a red icon with a white cross on the center of the object as soon as it is designated “non-printable”. This icon appears for all closed objects, line objects and multiple lines. The only exceptions are orthogonal lines that are marked as Guide objects. The icon also appears for objects on a layer that is not printed. When checking your document before printing, you can see at a glance if there are non-printable objects on the page.

Make objects non-printable

1. Create a closed object, a line and a multiple line and select them.
2. In the **Module** palette (Object mode), click the checkbox **Print**, so that the checkmark disappears.
3. Confirm the entry.

You will see that the red button appears for all objects.





The figure shows a picture object and a graphic object that are not printed, with the red icon.

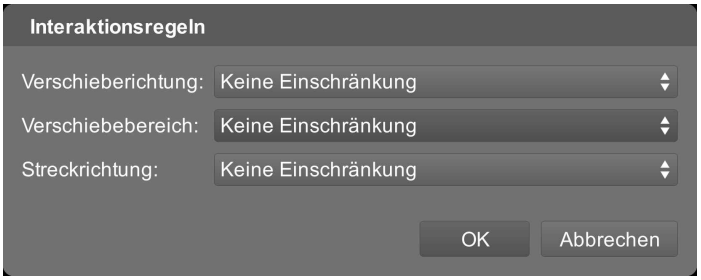
Please refer to the section Objects with predefined settings.

Interaction Policies

With the interaction policies you restrict how an object can be moved and resized interactively.

Define interaction policies

1. Select one or more objects.
2. Choose **Object > Interaction Policies**.
3. Choose the required options:
   - **Shifting Direction** — **No Restriction**, **Only horizontal** or **Only vertical**.
   - **Shifting Area** — **No Restriction**, **Current Page**, **Current Page With Bleed**, **Current Spread** or **Current Spread With Bleed**. With a restricted area, you additionally define **Top Indent**, **Left Indent**, **Bottom Indent** and **Right Indent**.
   - **Resize Direction** — **No Restriction**, **Horizontal** or **Vertical**.
4. Confirm the entry.



The figure shows the **Interaction Policies** dialog with the default settings.

The interaction policies are also available in the **Module** palette in the **Interaction Policies** section and in the graphic style sheets.

> *Note: The interaction policies are only available in the working mode* **Expert**.

Export Options

With **Object > Export Options** you define how an object is tagged in the accessible PDF, for example as **Graphic (Figure)** with an alternative text or as **Decorative Element (Artifact)**. With the **Describe with VIVA AI** button, VIVA AI writes the alternative text in the language of the object; the description is billed in VIVA Points. The options are also available in the **Module** palette in the **Tagged PDF** section. Please refer to the section Create accessible PDFs in the chapter Export.

> *Note: The option is only available if your license includes accessible PDF files (PDF/UA).*

Effects

Shadow/Drop Shadow

You can apply a so-called “Drop Shadow” to all closed objects, text or picture content. Here specific criteria must be fulfilled to achieve the desired effect(s). We will illustrate this in a number of exercises.

Create closed objects with Drop Shadow

1. Create a graphic rectangle.
2. Click away from the object to ensure that the default values for objects are set and create a text rectangle and a picture rectangle.
3. Mark all three objects.
4. Choose **Object > Effects** in the menu or **Effects** in the context menu.

   The dialog with the default settings appears.
5. Click the checkbox **Drop Shadow**. Confirm the entry.

   You will see that the graphic object now has a Drop Shadow while the text and picture object do not. This is because, with their default settings, they are transparent and have no content (are empty).
6. Now select just the text and/or picture object. Change the Fill Color from **[None]** to **[White]**.

Create text content with Drop Shadow

1. Select the text object from the previous exercise.
2. Change the Fill Color back from **[White]** to **[None]**.
3. Click in the object to switch to **Text Mode** and type the word TEXT.
4. Increase the object size and/or font size in order to see the effect clearly.

Create picture content with Drop Shadow

5. Select the picture object from the first exercise.
6. Change the Fill Color back from **[White]** to **[None]**.
7. Click in the object to switch to **Picture Mode** and import an image with a transparent background. The image may be a bitmap in TIFF, PNG or PDF format created in/exported from an image editing program or a vector graphic image created in an illustration program and saved as a PDF file. The JPEG format does not support transparency and should not be used here!
8. Increase the object size and/or image size in order to see the effect clearly.

> *Reference: Section* Working with Text*, section* Working with Pictures

Now you can experiment with the Drop Shadow settings to see the different effects.

Change Drop Shadow settings

1. Select an object, open the **Effects** dialog with **Object > Effects** and choose **Drop Shadow** there.
2. Choose the options you want to change:
   - Change the **Color**, **Shade** or **Opacity** of the **Drop Shadow**.
   - Change the **Mode** of the **Drop Shadow** to see which mode suits best. Some modes will show no shadow.
   - Change the **Angle**, **Offset**, **Blur** or **Scaling** of the **Drop Shadow**.
3. Confirm the entry.

> *Tip: You can also change the opacity of the object itself to change Drop Shadow effects.*



The figure shows the **Effects** dialog with the effect **Drop Shadow** and its settings.

Other effects

In addition to the drop shadow, the following effects are available in the **Effects** dialog. You choose an effect with the checkbox in front of its name and then define its settings:

- **Inner Shadow** — **Color**, **Shade**, **Opacity**, **Mode**, **Angle**, **Offset**, **Blur** and **Scaling**. The shadow lies on the sides specified by the angle.
- **Outer Glow** and **Inner Glow** — **Color**, **Shade**, **Opacity**, **Mode** and **Blur**.
- **Color Overlay** — **Color**, **Shade**, **Opacity** and **Mode**.
- **Stroke** — **Color**, **Shade**, **Opacity**, **Width**, **Position** (**Outside**, **Center** or **Inside**) and **Mode**. With clipped pictures, the stroke runs around the clipping.
- **Gradient Overlay** — **Gradient**, **Angle**, **Opacity** and **Mode**. In the PDF, the gradient overlay is output as a real gradient.
- **Bevel and Emboss** — **Style** (**Inner Bevel** or **Emboss**), **Depth**, **Size**, **Soften**, **Angle** and **Altitude** as well as **Color**, **Opacity** and **Mode** of the highlights and the shadows.
- **Reflection** — **Size**, **Angle**, **Opacity**, **Blur** and **Offset**.
- **Transparency** — Transparency blend with **Type** (**Linear** or **Radial**), **Angle**, **Opacity** and **Position**. Please refer to the section Assign a transparency blend with the Transparency Blend Tool.

The effects **Stroke**, **Gradient Overlay** and **Bevel and Emboss** are also available in the graphic style sheets.



The figure shows picture objects with the effects **Drop Shadow** (1), **Inner Shadow** (2), **Outer Glow** (3), **Inner Glow** (4), **Color Overlay** (5), **Stroke** (6), **Bevel and Emboss** (7) and **Reflection** (8).

Blend modes

The blend mode determines how the colors of an effect or of a picture are combined with the colors of the objects beneath. You choose the blend mode in the popup menu **Mode**.

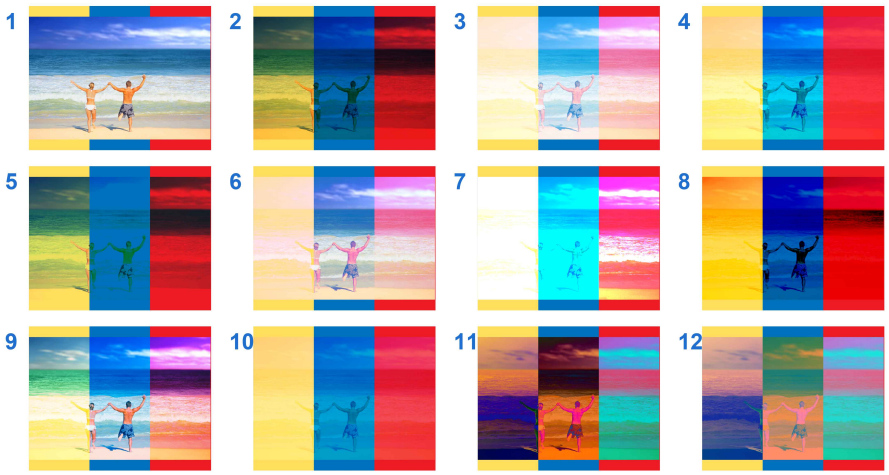
Choose a blend mode

1. Select an object.
2. Choose one of the following options:

- Choose **Object > Effects** and, in the dialog **Effects**, one of the effects **Drop Shadow**, **Inner Shadow**, **Outer Glow**, **Inner Glow**, **Color Overlay**, **Stroke** or **Gradient Overlay**. With the effect **Bevel and Emboss**, you choose the blend mode separately for highlights and shadows (**Highlight Mode**, **Shadow Mode**).
- With a picture object choose **Object > Special**. The popup menu **Mode** in the section **Color** applies to the picture content.

3. In the popup menu **Mode** choose one of the following blend modes:
   - **Normal** — The colors are laid over the colors beneath without being combined.
   - **Multiply** — The colors are multiplied with the colors beneath. The result is never lighter than the original colors. White causes no change, black results in black.
   - **Screen** — The inverse colors are multiplied with one another. The result is never darker than the original colors. Black causes no change, white results in white.
   - **Overlay** — The colors are multiplied or screened depending on the colors beneath. Highlights and shadows of the colors beneath are retained.
   - **Darken** — The darker of the two colors is used in each case.
   - **Lighten** — The lighter of the two colors is used in each case.
   - **Color Dodge** — The colors beneath are lightened according to the color of the effect or of the picture. Black causes no change.
   - **Color Burn** — The colors beneath are darkened according to the color of the effect or of the picture. White causes no change.
   - **Hard Light** — The colors are multiplied or screened depending on the color of the effect or of the picture: light colors lighten, dark colors darken. The effect resembles a harsh spotlight.
   - **Soft Light** — The colors beneath are lightened or darkened depending on the color of the effect or of the picture. The effect is softer than with **Hard Light** and resembles a diffuse spotlight.
   - **Difference** — The darker color is subtracted from the lighter one. White inverts the colors beneath, black causes no change.
   - **Exclusion** — The effect is similar to **Difference**, but with less contrast. White inverts the colors beneath, black causes no change.

4. Confirm the entry.



The figure shows a picture object over a yellow, a blue and a red stripe with the blend modes **Normal** (1), **Multiply** (2), **Screen** (3), **Overlay** (4), **Darken** (5), **Lighten** (6), **Color Dodge** (7), **Color Burn** (8), **Hard Light** (9), **Soft Light** (10), **Difference** (11) and **Exclusion** (12).

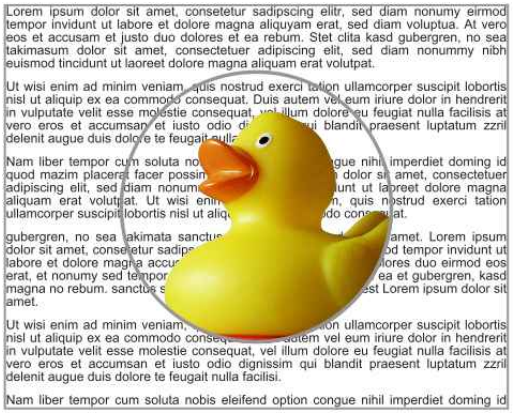
> *Note: With PDF export with the compatibility* **PDF 1.3 (Acrobat 4)** *and with output as PostScript the blend modes are not applied. In the working mode* **Beginner** *the options* **Object > Effects** *and* **Object > Special** *are not available.*

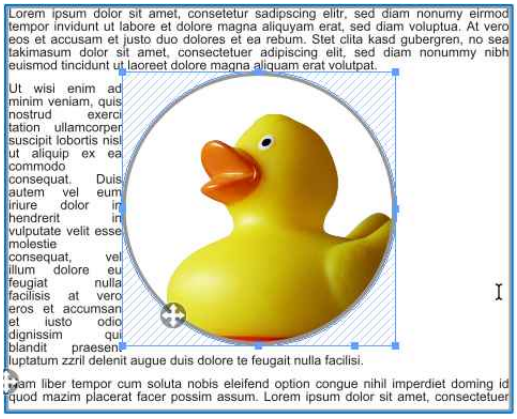
Run Around

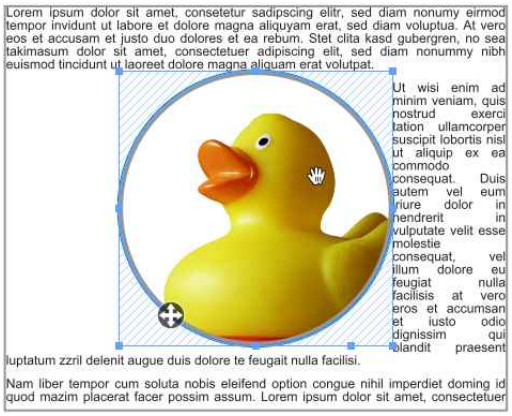
When designing a document layout, it may be necessary for the text to run around certain fixed objects on the page. For this purpose, the program provides a special dialog with which you can define the text run around.

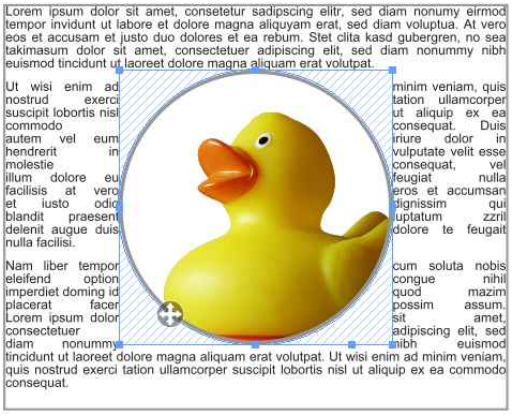
Create an object with run around

1. Create a graphic, text or picture object and place the object on top of the text.
2. Select the object and choose one of the following options:
   - Press **Ctrl + T** (Windows/Linux) or **Command + T** (Mac).
   - Choose **Object > Run Around** in the menu or **Run Around** in the context menu.
   - Click **Run Around** in the **Module** palette and choose a **Method** from the pop-up menu (see below).
   - Click the **Run Around** symbol in the **Quick Access** palette.
3. Choose the appropriate symbol in the **Method** section:
   - **None** — The text does not run around the object.
   - **Left** — The run around will only be on the left side of the object.
   - **Right** — The run around will only be on the right side of the object.
   - **Both sides** — The run around will be on both sides of the object.



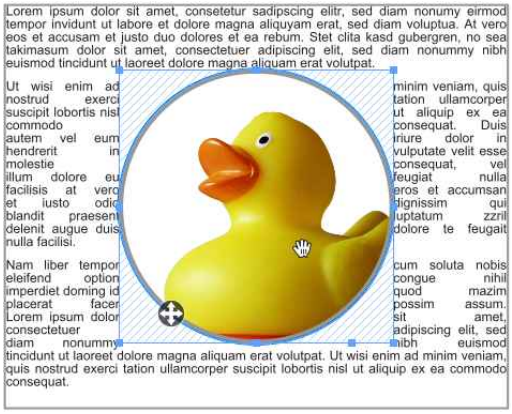


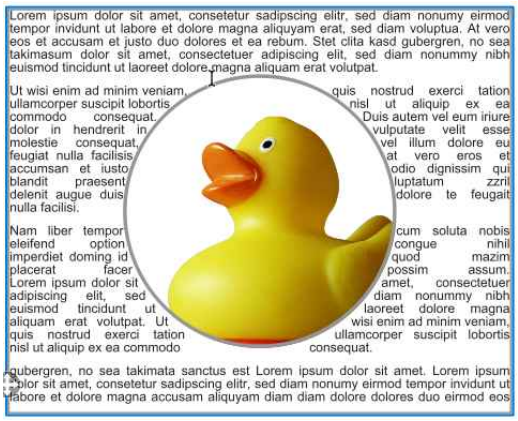




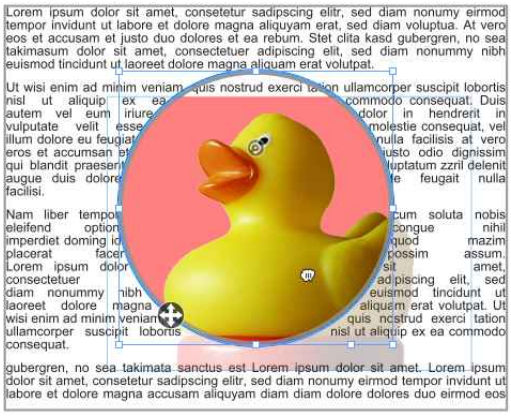
4. Choose the appropriate runaround **Shape**:

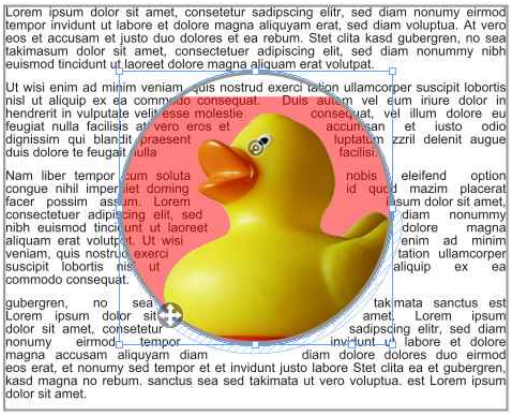
- **Object Bounding Box** (in the **Module** palette: **Block**) — The text flow follows the bounding box of the object. The bounding box is the rectangular selection field that is displayed when an object is selected.
- **Object Contour** — The text runaround follows the contour of the object exactly.





- **Image Boundaries** — The text flows around the outer edge of the image object. This boundary represents the rectangular format in which the image is saved independently of the visible content.
- **Picture content** (in the **Module** palette: **Clipping Path**) — The text runaround takes the visible picture content into account if the picture has a manual or automatic “clipping path” or an “alpha channel”. Which outline the text runs around — **Same as Clipping**, **Clipping Path of the File**, **Alpha Channel**, **Alpha Channel and Path** or a specific path saved in Photoshop — is defined in the **Special Settings** dialog in the **Clipping** section with the **Runaround** option. You can create a “manual clipping path” with an image editing program. You can create an “automatic clipping path” with the option **Automatic Clipping**. You can create an “alpha channel” with an image editing program or with the option **Remove Background**. Please refer to the notes in the chapter Working with VIVA AI.



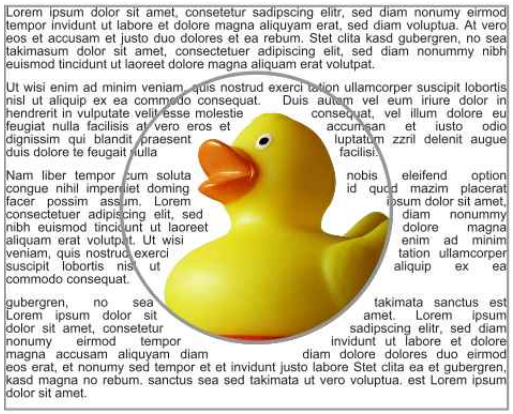


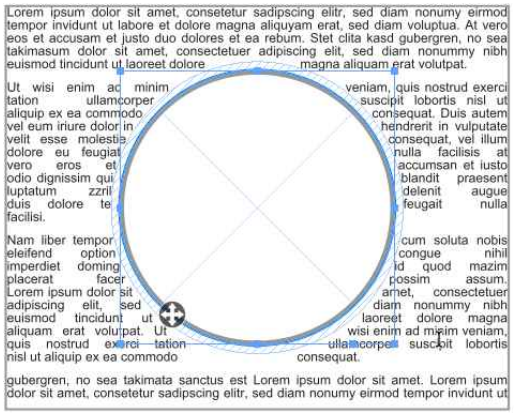
> To check whether the image in question has a clipping path or alpha channel, choose View > Clipping and click on the image. If a red line is displayed, the image has a clipping path. If a red area is displayed, the image has an alpha channel.

5. Choose an option in the **Distance** section:
   - **Total** — Determines the distance on all sides.
   - **Left/Right/Top/Bottom** — Determines the distance for each side of the object.

> *Which of the two options is displayed depends on the* **Shape** *option.*

6. Choose an option in the **Options** area:
   - **Run around empty picture objects** — Determines whether the text also runs around empty picture objects. In this case, the text runs around the object contour.





7. Confirm the entry.

Special object settings for images

In addition to the general object settings, the **Run Around** and the **Effects** settings, there are a number of special settings for picture objects that are made in the **Special Settings** dialog. Some of these settings are duplicated in the **Module** palette and the **Quick Access** palette in Picture Mode and may also be entered in the palette.

Special settings for images

1. Create a picture object and import an image.

2. Switch to Object mode and select the object.

3. Choose one of the following options to open the **Special Settings** dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the Context menu.

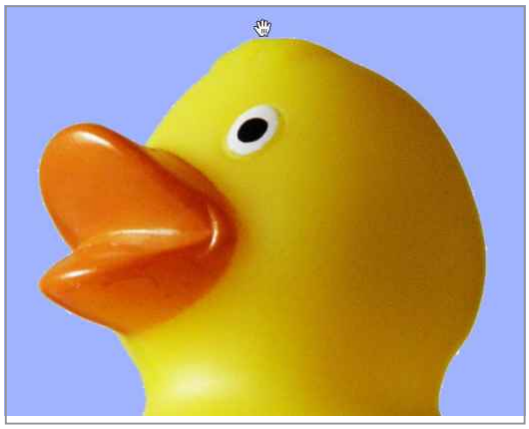
4. Enter your special settings as required:
   - Values for horizontal and/or vertical image **Scaling**.
   - Values for horizontal and/or vertical image **Offset**.
   - Click the checkboxes for horizontal and/or vertical **Mirroring**.
   - Enter values for **Rotation** and/or **Skew**.
   - In the **Clipping** section, choose the path with which the picture is clipped and, under **Runaround**, the outline that the text runs around. With **Without a clipping path: the topmost path**, the topmost path clips pictures that have no clipping path.

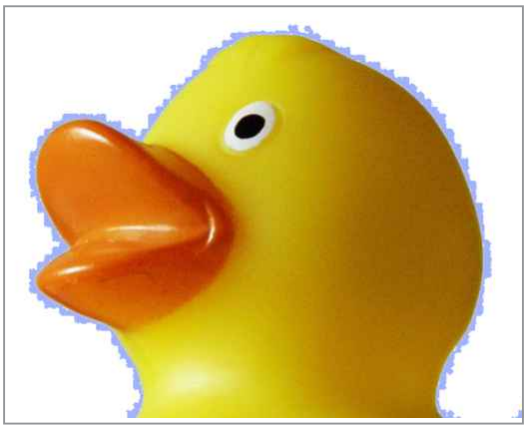
5. Confirm the entry.

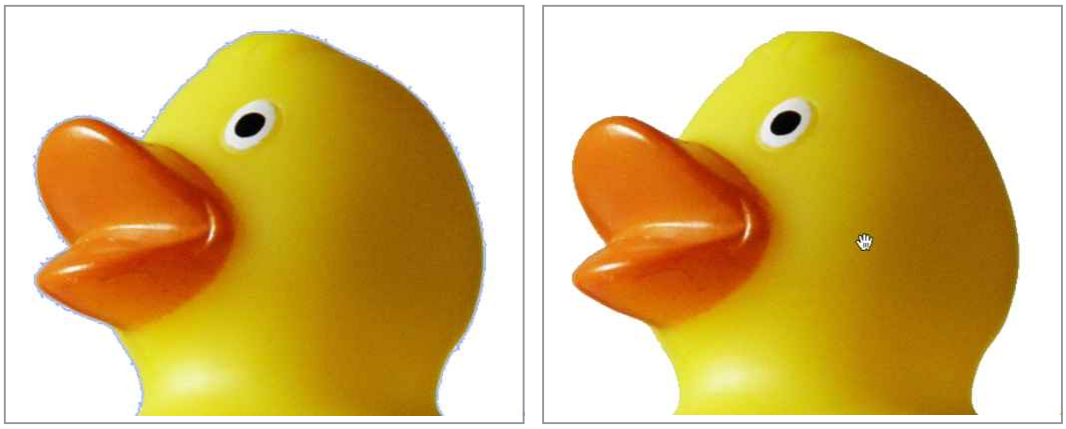
> *Reference: Section* Working with Pictures

Automatic Clipping

The **Automatic Clipping** option can be used to automatically calculate a clipping path for an image. The algorithm analyzes the image from the edges and checks whether there is a uniform background — regardless of its color. This area is then automatically removed. The function works in a similar way to the AI-based option **Remove Background**. The higher the value set for automatic clipping (possible values: 1 to 99), the more precisely the background is detected. However, the calculation can take longer with higher values. The option **Tight Clipping** can improve the result by the algorithm attempting to adapt the clipping path as closely as possible to the image contours determined. The **Automatic Clipping** option is ideal for images with a clearly distinct, uniform background. For complex or multicolored backgrounds, you should use the option **Remove Background**.







1. Create a picture object and import an image.
2. Switch to Object mode and select the object.
3. Choose one of the following options to open the **Special Settings** dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** from the menu or **Special** from the context menu.
4. Enter a value between "1" and "99" in the **Automatic Clipping** field. For white backgrounds, a low value between "1" and "10" is usually sufficient. Enter "Off" to switch the option off.
5. Confirm the entry.

> *Reference: Section* Working with Pictures

Individual Alias Content

The option **Individual Alias Content** for images works in the same way as the option of the same name for text objects. The option ensures that you can import an individual (variable) image into an existing image object, even though the object is an Alias. This option is helpful if you want to create different alias pages for a photo book and import individual images on each document page.

> *References:*
> *Section* Working with Alias objects
> *Section* Working with Pictures
> *Section* Working with Pages

Special object settings for text

In addition to the **Object Settings**, the **Run Around** and the **Effects** dialogs, there are a number of special settings for text objects that are made in the **Special Settings** dialog. Some of these settings are duplicated in the **Module** palette and the **Quick Access** palette in **Text Mode**.

Enter special settings for text

1. Create a text object and enter some text.
2. Choose one of the following options to open the **Special Settings** dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** from the menu or **Special** from the context menu.

3. Enter your settings in the **Main Text** tab:
   - Enter values for **Text Indent**. These are values for the object and bear no relation to the **Paragraph Indent**, **Left Indent** or **Right Indent**, which are text (paragraph) attributes.
   - Choose the options **Automatic Text Chain** and **Individual Alias Content** if you will make Alias copies of the object that have the same graphic attributes but different content, or if you will copy the object to an Alias page. Please refer here to the section **Working with Alias objects > Flexible Alias Content**.
4. Choose an option for **First Baseline**.
   - **Ascent Height** means that the distance between the object frame and the baseline of the first line of text corresponds to the Ascent Height of the font.
   - **Cap Height** (default setting) means that the distance between the object frame and the baseline of the first line of text corresponds to the height of the letter “M” of a font.
   - **Ascent Height** means that the distance between the object frame and the baseline of the first line of text corresponds to the height of the letter “d” of a font.
   - **x-Height** means that the distance between the object frame and the baseline of the first line of text corresponds to the height of the letter “x” of a font.
   - **Baseline** means that the baseline of the first line of text will be placed on the object frame.
   - **Line Spacing** means that the distance between the object frame and the baseline of the first line corresponds to the height of the line spacing (this option currently only works if the line spacing has the value **Automatic**).
5. Optionally, select an option in the pop-up menu **Apply value**.
   - **Off means that the option is switched off.**
   - **Fixed** means that a fixed value will always be added to the distance set (Option **First Baseline**) between the object frame and the first baseline.
   - **Minimum** means that a value will be added to the distance set (Option **First Baseline**) between the object frame and the first baseline if this is larger than the set value. If for example the minimum value is 2 mm, the setting for the first baseline is **Cap Height** and the font size is 18 pt, the value will not be applied, because the distance between the object frame and the first baseline is already more than 2 mm. If the value 5 mm is entered, this will be applied accordingly.
6. Make your settings in the **Text Columns** tab:
   - Enter the number of columns in the **Number** field.
   - Enter the gutter value in the **Offset** field.
   - If required, choose **Column Lines** and the settings as needed.
   - If required, choose the individual object **Baseline Grid** and the settings as needed. This baseline grid is only applied to the object in question and is independent of the **Baseline Grid** in the document.
7. Make your settings in the **Header & Footer** tab:
   - Choose the option **Header** and/or **Footer** and enter an appropriate value (the default value is 10 mm).
   - Choose appropriate settings for **Footnotes** as required.
8. Confirm the entry.

References:
Section Working with Alias objects
Section Working with Text
Section Working with Typography
Section Working with Footnotes
Section Working with Pages

Notes

With notes you can apply non-printable information and tips for other users to text and objects. You create a note for an object with **Object > Note** or with **Note** in the context menu. This option is suited for users who work in a team or for users who only want to create a report of their work. With the option **Export Notes as PDF Comments** in the PDF export, you take over notes as comments in the PDF file. Please refer to the chapter **Working in a Team** and the section PDF Options in the chapter Export.

Using Guide Objects

Guide objects are objects with which you align other objects. Like all objects, they attract other objects like a magnet when creating, resizing and moving, provided **View > Smart Guides** is switched on. Unlike ordinary objects, Guide objects can be shown and hidden together and protected from accidental selection.

Any object regardless of the form and type can be a Guide object which “attracts” other objects. Therefore all Guide objects may be assigned the same options as objects that are not Guide objects. Among these are the exact positioning as well as the changing of the display.

You create Guide objects with the option **Guide Object** and hide and show them at the touch of a button.

There are five ways to specify Guide object settings :

- The option **Guide Object** in the **Object** section in the **Module** palette (Object mode).
- The **Snap to Distance** option in the **Preferences** dialog (Tab **Pages & Objects**).
- The option **View > Guide Objects selectable**.
- The option **View > Guide Objects**.
- The option **View > Smart Guides**. Guide objects only attract other objects when it is switched on.

Reference: Section Object alignment, chapter Layout Aids
Note: The lines that you drag from the ruler are guides and not Guide objects. They can be positioned like objects: moved with the mouse or placed exactly in the **Quick Access** *palette with a value for* **X** *(vertical guide) or* **Y** *(horizontal guide). If several guides of the same direction are selected, a new value for* **W** *or* **H** *distributes them around the reference point. The* **Grid** *option in the document setup switches on margins & columns and does not create Guide objects either. Guides, margins & columns, the baseline grid and the grid are described in the chapter Layout Aids.*

Creating Guide objects

Any object regardless of the form and type can be a Guide object which “attracts” other objects magnetically.

Turn an object into a Guide object

1. Ensure that the Guide objects are visible. If this is not the case,
   - press **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).
   - choose **View > Guide Objects**.
2. Select one or more objects.
3. Choose the option **Guide Object** in the **Object** section of the **Module** palette.
4. If the Guide object is not to be output, deselect the option **Printable** in the **Object** section of the **Module** palette.

The **Guide Object** option is also part of the graphic style sheets (**Options** section), and the eyedropper transfers it to other objects.

Select Guide Objects

Guide objects generally serve as position guides for other objects. So that Guide objects are not selected by mistake, their selectability may be switched on or off for the whole document.

Guide Objects Selectable On/Off

Choose one of the following options:

- Press **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
- Choose **View > Guide Objects Selectable**.

If a checkmark is shown in front of the option, Guide objects are selectable. If no checkmark is shown, they are not selectable. In practice, the option is similar to the options **Lock** and **Protection**, but is much quicker to apply and to switch off. The option is only available in the working mode **Expert**.

Show Guide objects

In practice, Guide objects usually only serve for exact positioning and are not part of the document design.

In order to view the layout of your document you may want to hide all Guide objects which are not really a part of the basic layout.

Hide/Show Guide objects

Choose one of the following options:

- Press **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).
- Choose **View > Guide Objects**.

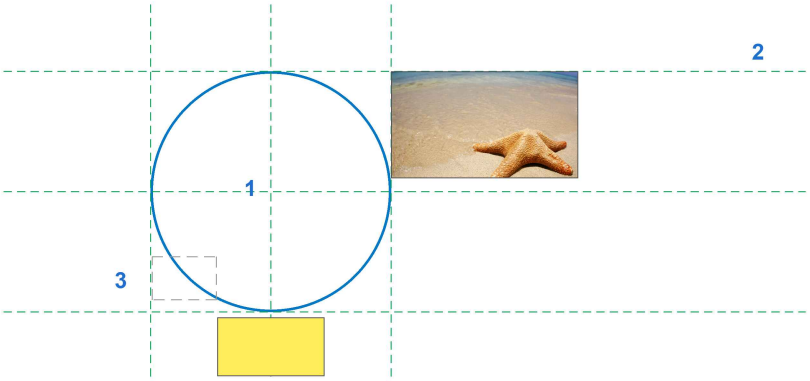
> *Note: Hidden Guide objects are not visible, cannot be selected and do not attract objects.*

The display and hiding of Guide objects can also be used in a meaningful way. For example, when designing, you can assign large image objects with the attribute Guide object. If the scaling factor is now greatly increased, you will first hide the Guide objects. This speeds up the workflow enormously, because the images do not have to be extremely enlarged. If you then return to the original scaling factor, you can show the Guide objects again.

Magnetism

When you create, move or resize objects in the direction of a Guide object, the Guide object attracts them like a magnet. Like all objects, a Guide object attracts at the edges and at the center of the rectangle that encloses it; a round or free shape therefore does not attract along its outline.

The prerequisite is that **View > Smart Guides** is switched on. This is the default setting.



The figure shows a circle as a Guide object (1). Objects snap to the edges and the center of the enclosing rectangle (2), for example the photo at the top and right edges and the rectangle centered below it. No object snaps to the circle line itself (3).

The **Snap to Distance** determines the distance at which an object is attracted. It applies to all layout aids, is specified in screen pixels and is 15 pixels by default. Since it is independent of the zoom level, it corresponds to a larger distance on the page at a zoom below 100% and to a smaller distance at a zoom above 100%. You change the snap to distance in the preferences.

Change Snap to Distance

1. Choose **Edit > Preferences > Pages & Objects** (Windows/Linux) or **{Application} > Preferences > Pages & Objects** (Mac).
2. Click the **Objects** tab.
3. Enter the value 20 in the field **Snap to Distance**. This means that magnetic objects will already attract other objects when they are resized or moved and the distance between the objects is less than 21 screen pixels.

Please also refer to the chapter Layout Aids.

Summary Using Guide Objects

- Any object, regardless of its type or form, can be a Guide object.
- Guide objects can be created with the option **Guide Object** in the **Module** palette.
- Like all objects, Guide objects are in the stacking order of their layer.
- The **Snap to Distance** setting specifies the number of screen pixels within which objects snap to Guide objects and all other layout aids.
- The **Snap to Distance** setting is defined in the **Objects** tab in the **Preferences > Pages & Objects** dialog, menu command **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac). This setting is independent of the magnification factor chosen.

- Guide objects only attract other objects when they are shown and **View > Smart Guides** is switched on.
- Guide objects can either be selectable or non-selectable. This can be specified with the option **View > Guide Objects selectable**. The shortcut keys for this option are **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
- Guide objects can be hidden or shown with the option **View > Guide Objects**. The shortcut keys for this option are **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).

Working with Alias Objects

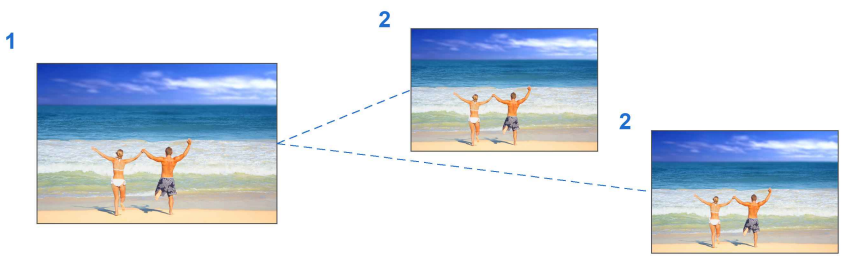
Creating Alias objects

In the section Creating objects, you have already learned about the differences between original and Alias objects. Since an Alias object is a copy of an original object, there is no Alias without an original. To create an Alias object, select an object on your document page and choose **Object > Alias > Create Alias** or press the shortcut keys for your system. The object you select may be an Alias object itself, which saves you time trying to find the original object, which could well be on another page.

Create an Alias object

1. Choose one of the following options:
   - Create a new object of any type.
   - Select an existing object.
2. Choose one of the following options:
   - Press **Command + *** (Mac). Under Windows and Linux, no shortcut key is assigned to the option for the German keyboard; you can define a shortcut key of your own in the preferences under **Keyboard Shortcuts**.
   - Choose **Object > Alias > Create Alias**.

An Alias object will now appear below and to the right of the original object. The original object will be deselected and the newly created Alias object will be selected. The settings for the horizontal and vertical offset from the original object are defined in the **Pages & Objects** section of the **Preferences** and are the same as those used for pasting objects.



The figure shows an original object (1) and two Alias objects (2). The dashed lines stand for the connection: if you change the original, the Alias objects change with it.

3. Now select the original object and make some changes to it, such as fill or frame color/shade/opacity. The Alias object you have created takes over the changes automatically.

Another way to create Alias objects is to use the **Duplicate** and **New Document Page(s)** options. These options not only allow you to create Alias objects on the same page but also on following pages.

Duplicate objects as Alias objects onto following pages

1. Create a document with two or more pages.
2. Create an object of your choice on the first page of the document.
3. Duplicate the object using the option **Duplicate** as described in the section Duplicate objects:
   - Choose the number of duplicates according to the number of following pages in the document, i.e. if your document has two pages, create only one duplicate.
   - Choose **Alias**.
   - Choose **Duplicate on Following Pages** and **Left and Right Pages**. One duplicate will be placed on each following page.
4. Confirm the entry.

Duplicate objects as Alias objects on new pages

1. Create a document with one page.
2. Create an object of your choice on the (first) page of the document.
3. Add one or more document pages to the document:
   - Choose **Document > Create Pages > New Document Page(s)** or click the page in the **Pages** palette and choose **New Document Page(s)** in the context menu.
4. Click the checkbox **Take over Objects** at the top right of the dialog.
5. Choose the option **Take over as an Alias**:
   - Choose the default option **All Objects on Page** if you want to create Alias objects of all the objects on the first page.
   - If you have several objects on the first page and only want to create Alias objects from one object, select this object first and then in the dialog choose the option **All Selected Objects**.
6. Confirm the entry.

A further method of creating Alias objects is offered by the option **Object > Split**, as described in the section Split objects.

In this section you have already been introduced to the features and behavior of objects. Many options can be applied to both original and Alias objects. There are also options which are exclusively applied to Alias objects and their connection with original objects. Through these simple options you are able to accomplish very complex tasks.

Find Original

The original object has to be selected before any modification can take place. When there are many Alias objects on different pages in a document, finding the original object may be hard.

This is where the **Find Original** option comes in.

Find Original

1. Create a document with at least two pages.
2. Create an object of your choice.
3. Use the **Duplicate** option to create an Alias object on the following pages.
4. Go to the following page. Select the Alias object and choose **Object > Alias > Find Original**.

The program jumps to the original object and selects it automatically.

Obviously this function works just as well if all your objects are on one page, overlay one another, and so on.

Change Alias into a Copy

When using many objects you may feel the need to modify the content or appearance of an Alias object directly, which can normally only be done through modifying the original object. This can be done by converting the Alias to a copy of the original object, and then modifying it. After the object is converted from an Alias to a copy it is not connected any more to the original object, so it will not inherit any changes to the original object.

Change Alias into a Copy

1. Create an object of your choice, and then create an Alias Object from it as described above.
2. Select the Alias object.
3. Choose **Object > Alias > Change into a Copy**. The appearance of the sizing handles will change to show you that the object is now an original and can be modified accordingly.

Flexible Alias Content

In the previous section the link between the original object and the Alias object was deleted by changing the Alias into a copy of the object so as to be able to modify the content or the appearance of this copy. When only the object content has to be modified and not the graphic properties such as frame, fill, shade etc. there is an alternative to the **Change into a Copy** command.

Especially for this purpose the program allows you to define that the original text or picture object has a flexible content. If you then create an Alias of this object, the Alias object will still inherit the graphic properties from the original object but unlike standard Alias objects it will allow you to modify its content.

Create a Flexible Alias Text and/or Picture Object

1. Create a text object and/or a picture object.
2. Choose one of the following options to open the **Special Settings** Object dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the checkbox **Individual Alias Content** and confirm the entry.
4. Create an Alias Object from each of the objects as previously described.

5. Check the result by typing some text into the original OR the Alias text object or by importing an image into the original OR the Alias picture object. If you now change the graphic attributes of the original objects, these changes will still be taken over in their respective Alias objects.

The same principle applies if you want to use the options **Duplicate** or **Split** to create your objects.

Cancel the flexible content of an Alias Object

1. Select an original object that has a Flexible Alias Object.
2. Choose one of the following options to open the **Special Settings** Object dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the checkbox **Individual Alias Content** off.
4. Confirm the entry.

You will now see that the Alias object has taken over the content of the original object and that the content cannot be changed now. You can choose the setting for individual content again at any time, and then make content changes in the Alias object.

Summary Alias Objects

- Alias objects are virtual copies of their originals. All attributes including content (for text and picture objects) are taken over in the Alias Objects.
- Alias objects of text or picture objects may have an individual content if the option **Individual Alias Content** has been chosen in the **Special Settings** dialog of the original object.
- Alias objects may be created
  - manually using shortcut keys or options in the menu or context menu.
  - automatically with the **Duplicate** option
  - automatically using the **Split** option
  - automatically using the option **New Document Page(s)**
- Individual Alias Objects can be changed into a copy and thereafter edited.
- An Alias object can be a Guide object independently of the original object. Alias objects inherit the Guide object status automatically if the original object is a Guide object. If an original object with connected Alias objects is subsequently transformed into a Guide object, the Alias objects will not inherit this property.
- The option **Find Original** can be used to find the original object easily, especially in larger documents.

Layout Aids

Version 12 — November 2026

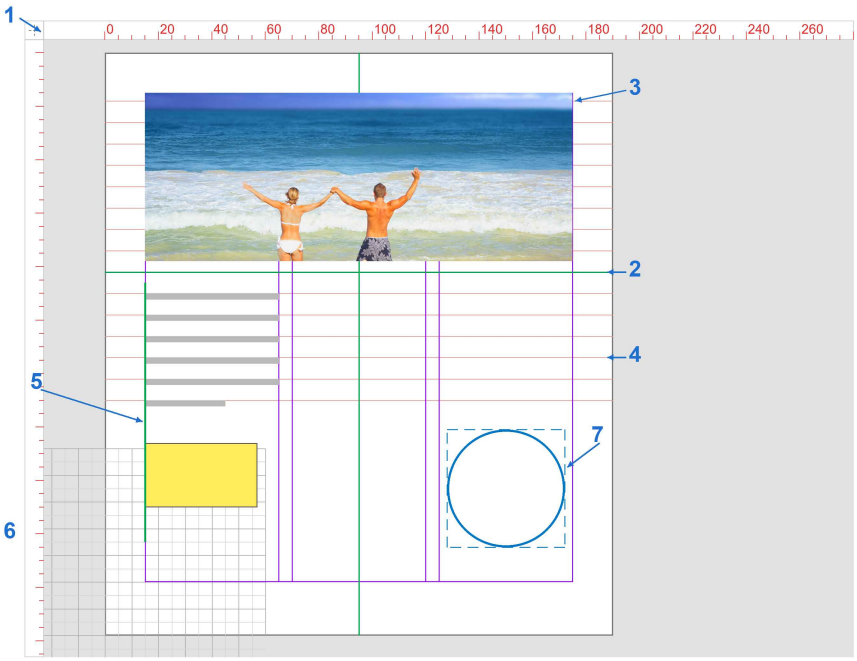
Layout Aids

Ruler, guides, margins & columns, baseline grid, smart guides, grid and guide objects help you to position objects precisely and align them with each other. In this section, you will learn how to display and set up the layout aids and how to use them effectively.

Introduction

Various layout aids are available for positioning and aligning objects. Layout aids work like a magnet: They attract objects while you create, move and stretch them. As soon as a corner, an edge or the center of an object comes closer to a line than the snap distance, the object snaps to this line.

All layout aids work side by side. The program always chooses the nearest line, separately for the horizontal and the vertical direction. You can show and hide each layout aid individually. The lines are neither printed nor exported.



The figure shows a page with all layout aids: the ruler with the zero point field (1), guides (2), margins & columns (3), the baseline grid (4), a smart guide while moving an object (5), the grid (6) and a guide object (7).

Note:

- *Not every layout aid attracts objects under the same conditions. Guides, margins & columns, the bleed edge as well as the edges and centers of other objects and of the page only attract objects if* **View > Smart Guides** *is switched on. The baseline grid attracts objects as long as it is displayed, the grid if* **View > Grid Magnetic** *is switched on — even if the grid itself is hidden.*
- *Objects do not snap when you rotate them or move them with the arrow keys.*

Snap Distance

The snap distance determines how close an object must come to a line before it snaps to it. It applies to all layout aids.



The figure shows a guide (1) with the snap distance (2). An object whose edge lies within this area snaps to the guide (3); an object outside the area stays where it is (4).

Defining the Snap Distance

1. Choose **Edit > Preferences > Pages & Objects** (Windows/Linux) or **[Program Name] > Preferences > Pages & Objects** (Mac).
2. Click the **Objects** tab.
3. In the **Snap to Distance** input field, enter a value between 1 and 100 pixels. The default is 15 pixels.
4. Confirm your entries.

The snap distance is measured in screen pixels and therefore has the same effect at every magnification: At a magnification of 400 %, it corresponds to only a quarter of the distance on the page at 100 %.

Layout Aids in Front of or Behind the Objects

By default, the program draws guides, margins & columns, page borders and the baseline grid in front of the objects. Choose **Edit > Preferences > Program > General** (Windows/Linux) or **[Program Name] > Preferences > Program > General** (Mac) and choose the option **Behind** from the **Layout aids** pop-up menu to show the lines behind the objects. You can then only grab guides with the mouse where there is no object. The grid has its own option **Grid In Front**; please refer to the section Grid.

Showing and Hiding Layout Aids

You show and hide the layout aids in the **View** menu. A check mark indicates that the layout aid is switched on:

- **Ruler** — Ctrl + R (Windows/Linux) or Command + R (Mac).
- **Grid** — Displays the grid.
- **Grid Magnetic** — Objects snap to the grid.
- **Smart Guides** — Ctrl + Alt + Shift + U (Windows/Linux) or Command + Option + Shift + U (Mac).
- **Margins & Columns** — Displays margins & columns and the guides at the same time. Ctrl + Ü (Windows/Linux) or Command + Ü (Mac) on a German keyboard.
- **Guide Objects** — Ctrl + Alt + G (Windows/Linux) or Command + Option + G (Mac).

- **Guide Objects selectable** — Ctrl + Alt + Shift + G (Windows/Linux) or Command + Option + Shift + G (Mac).
- **Baseline Grid** — Ctrl + Alt + L (Windows/Linux) or Command + Option + L (Mac).
- **Text Rulers** — Displays the ruler for indents and tabs in text mode.

The program saves these settings with the document. If no document is open, they apply as the default for new documents. No keyboard shortcut is preset for **Grid** and **Grid Magnetic**; you can assign your own under **Preferences > Keyboard Shortcuts** if required.

> *Note:*
>
> - *In the* **Beginner** *working mode,* **Ruler**, **Grid**, **Grid Magnetic**, **Smart Guides**, **Baseline Grid** *and* **Text Rulers** *are not available, and* **Guide Objects** *and* **Guide Objects selectable** *are only available in the* **Expert** *working mode. You choose the working mode in the preferences under* **Program**.
> - *The command* **View > Object Contour** *(Ctrl + L or Command + L) shows the outlines of objects without a visible line. It is not a layout aid and does not attract objects.*

Ruler

The ruler consists of a horizontal ruler at the top and a vertical ruler at the left edge of the document window. The zero point field is located in the corner between the two rulers. The scale of the ruler adapts to the magnification; each page starts at its own zero point.

When you create, move or stretch an object, the ruler highlights its extent in color. Otherwise, a dotted line in the ruler shows the position of the mouse pointer.

Showing or Hiding the Ruler

1. Choose one of the following options:
   - Choose **View > Ruler**.
   - Press Ctrl + R (Windows/Linux) or Command + R (Mac).

Changing the Unit of Measurement of the Ruler

1. Right-click the horizontal or the vertical ruler.
2. Choose a unit of measurement from the context menu: **Standard**, **Millimeters (mm)**, **Inches (")**, **Decimal Inch (dz)**, **Point Pica (pt)**, **Point Didot (dd)**, **Cicero (c)**, **Centimeters (cm)**, **Pica (p)**, **Quart (q)** or **Pixel (px)**.

You can set the horizontal and the vertical ruler differently. **Standard** uses the default unit of measurement of the program. You also find the units of measurement of the rulers in the preferences under **Measurements**, area **Ruler**. Please refer to the section Preferences.

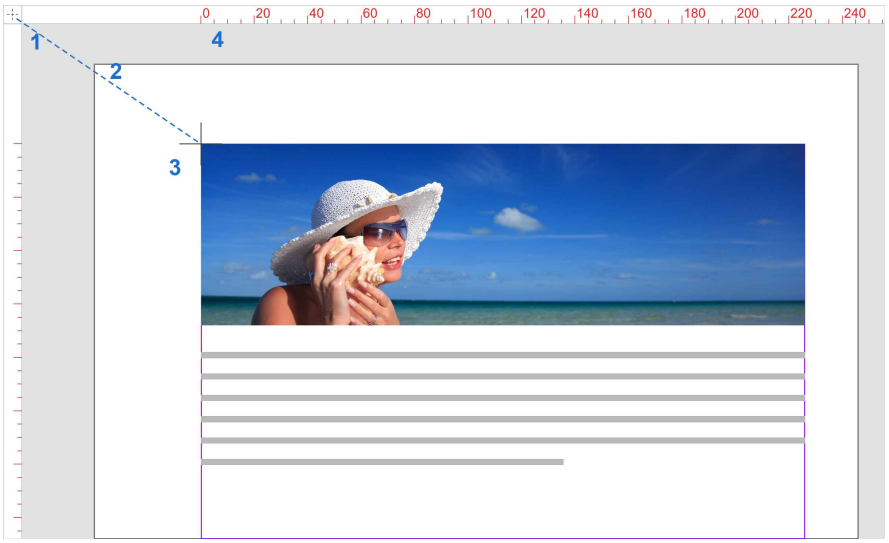


The figure shows the document window with the ruler displayed, margins & columns (margins of 20 mm, three columns) and two guides.

Zero Point

The zero point is the position at which both rulers start at 0. By default, it lies in the upper left corner of each page. From the zero point, the program measures the positions **X** and **Y** in the **Quick Access** and **Module** palettes, the position of the mouse pointer and the position of the grid.

For example, place the zero point on the upper left corner of the type area: The **X** and **Y** values of an object then indicate its distance from the type area, and the grid starts at this corner.



The figure shows how you drag the zero point from the zero point field (1) into the document (2) and place it on the upper left corner of the type area (3). Both rulers then count from there (4).

Setting the Zero Point with the Mouse

1. Move the mouse pointer to the zero point field in the corner between the rulers.
2. Hold down the mouse button and drag the mouse pointer into the document. A crosshair follows the mouse pointer.
3. Release the mouse button over a page at the position where the zero point is to be located.

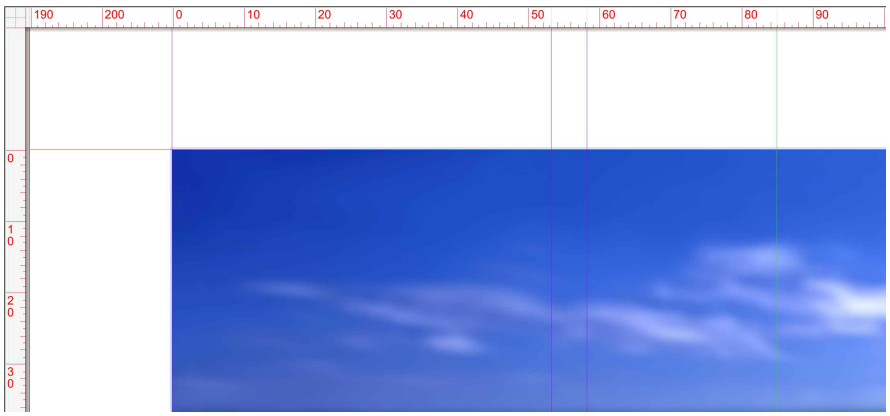
If you release the mouse button over a ruler, the program cancels the process and the previous zero point is retained.

Setting the Zero Point Numerically

1. Right-click the zero point field.
2. Choose **Fix Zero Point...** from the context menu.
3. In the **Zero Point** dialog, enter the **Horizontal** and **Vertical** values in the **Offset** area. The program measures them from the upper left corner of the page, in the units of measurement of the rulers.
4. Confirm your entries.



The figure shows the context menu of the zero point field and the **Zero Point** dialog with an offset of 20 mm each. If the values correspond to the margins of the page, the rulers then start at 0 at the upper left corner of the type area:



Resetting the Zero Point

1. Right-click the zero point field.
2. Choose **Reset Zero Point** from the context menu.

The zero point then lies in the upper left corner of each page again.

> *Note:*
>
> - *The zero point applies to the entire document: On each page, it lies at the same distance from the page's upper left corner. The program saves the zero point with the document; you can undo setting and resetting it.*
> - *You define the colors of the ruler in the preferences under* **Program > Colors** *with* **Ruler (Foreground)** *for the scale and numbers and* **Ruler (Background)**.

Text Ruler

In text mode, **View > Text Rulers** shows a separate ruler above the text object with the first-line indent, the left and right indents and the tabs of the current paragraph. For right-to-left paragraphs, the text ruler also runs from right to left. The section Working with Typography describes how to set indents and tabs in the text ruler.

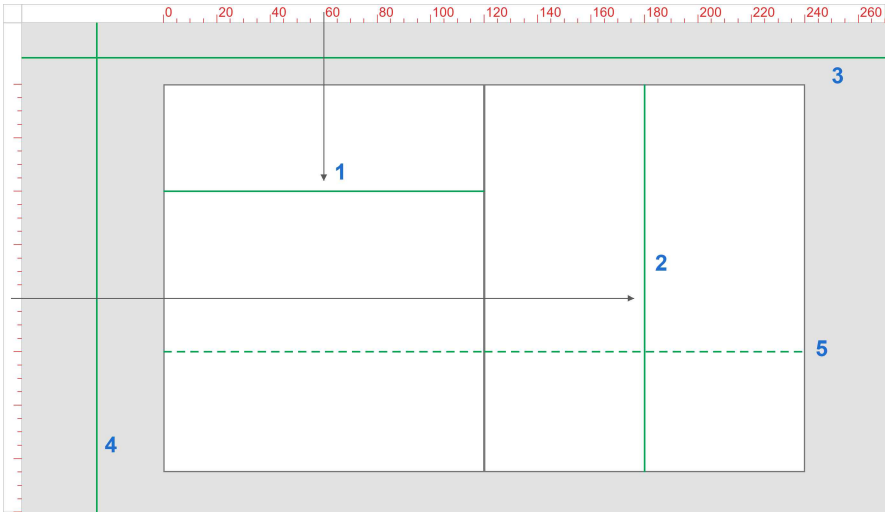
Guides

Guides are horizontal and vertical lines that you drag from the ruler and position freely. Depending on where you release the mouse button, a guide belongs to a page or to the entire spread. Guides lie on the layer that is current when you create them.

Creating a Guide

1. Display the ruler and margins & columns (**View > Ruler** and **View > Margins & Columns**).
2. Hold down the mouse button in the horizontal ruler to create a horizontal guide, or in the vertical ruler to create a vertical guide.
3. Drag the guide to the desired position and release the mouse button:
   - On a page — The guide belongs to this page. A horizontal guide extends across the width of the page, a vertical guide across its height.
   - On the pasteboard next to the pages — The guide belongs to the spread and extends across the entire pasteboard.

The new guide is selected: You can change its position numerically right away in **Quick Access**. In alias page mode, you create the guide on the alias page. It appears dashed on all document pages to which this alias page is assigned; there it cannot be moved, but it attracts objects.



The figure shows a spread with pasteboard: a horizontal (1) and a vertical guide (2) that were released on a page and belong to this page, a horizontal (3) and a vertical guide (4) that were released on the pasteboard and belong to the spread, and a guide of the alias page, which appears dashed on the document pages (5).

Selecting and Moving Guides

1. Choose one of the following options:
   - Click a guide to select it. Hold down the Shift key to add further guides or deselect them.
   - Drag a selection rectangle on an empty area. If the rectangle does not capture an object, the program selects all guides that the rectangle intersects.
2. Choose one of the following options:
   - Drag the selected guides with the mouse to the new position.
   - In **Quick Access**, enter a new value for **Y** (horizontal guides) or **X** (vertical guides).

If several guides of the same direction are selected, **Quick Access** additionally shows **H** or **W** and the reference point. A new value distributes the guides proportionally around the reference point — for example, to move three guides evenly further apart. If you drag a guide from a page onto the pasteboard, it then belongs to the spread. You cannot move guides with the arrow keys.

Deleting Guides

1. Select the guides.
2. Press the Delete key or choose **Edit > Delete**.

Guides and Layers

Guides belong to the layer on which you created them. If the layer is hidden, its guides are invisible as well. If the layer is locked, its guides cannot be selected or moved. If you delete the layer, the program also deletes its guides. Selected guides appear in the color of their layer.

There is no separate lock for guides. Place guides that should not be moved accidentally on a layer of their own and lock it. Please refer to the section Working with Layers.

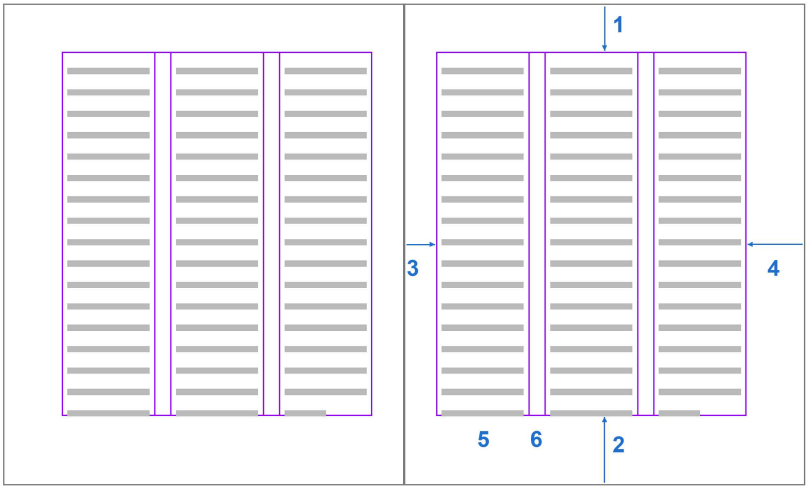
> *Note:*

- *You show and hide guides together with margins & columns via* **View > Margins & Columns**. *You define their color in the preferences under* **Program > Colors > Guides** *(default green). Objects only snap to guides if* **View > Smart Guides** *is switched on.*
- *When you open documents from InDesign (IDML), Affinity, QuarkXPress, Scribus and Publisher, the program takes over the guides. Guides are neither printed nor exported.*

Margins & Columns

Margins & columns form the type area of a page: the top, bottom, inner and outer margins (left and right for single pages) and the columns with their gutter. The program displays the type area as purple lines.

Margins & columns belong to the alias pages. New alias pages receive the values from the document settings, and document pages take over the values of their alias page. Individual document or alias pages can receive their own values. For facing pages, the program mirrors the inner and outer margins.



The figure shows a spread with the top (1), bottom (2), inner (3) and outer (4) margins as well as three columns (5) with their gutter (6).

Defining Margins & Columns for a New Document

When you create a document with **File > New** and later under **File > Document Setup...**, you define the margins, the number of columns and their gutter for all new alias pages in the **Page Layout** area. The option **Grid** there switches on the type area. Please refer to the section Working with Documents.

Changing the Margins & Columns of Pages

1. In the **Pages** palette, select the document pages whose type area you want to change. To change the values of an alias page, switch to alias page mode and select the alias page.
2. Choose **Document > Margins & Columns...**.
3. Make the desired settings in the **Page Layout** area:
   - **Grid** — Switches the type area on or off for these pages.
   - **Top**, **Bottom** — Define the top and the bottom margin.
   - **Left**, **Right** or **Inner**, **Outer** — Define the side margins for single pages or facing pages.

- **Columns** — Defines the number of columns (1 to 100).
- **Gutter** — Defines the space between the columns.

4. In alias page mode, optionally choose in the **Options** area:
   - **Apply Only To Current Page** — For an alias page with several pages, the program only changes the current page.
   - **Apply To Automatic Text Object** — The program adapts the automatic text object of the alias page to the new type area.
5. Confirm your entries.



The figure shows the **Margins & Columns** dialog with margins of 20 mm at the top, left and right, 25 mm at the bottom and three columns with a gutter of 5 mm.

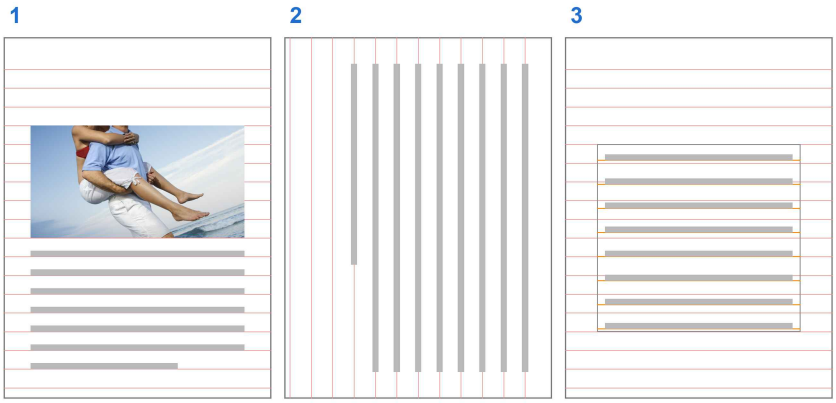
> *Note:*
>
> - *If the selected pages have different values, the corresponding fields remain empty. The program only applies the values that you change. You can undo the change.*
> - *You define the color of the lines in the preferences under* **Program > Colors > Margins** *(default purple). Objects only snap to margins & columns if* **View > Smart Guides** *is switched on.*
> - *The option* **Grid** *in the document settings and in the* **Margins & Columns** *dialog switches on the type area. It has nothing to do with the grid that you display with* **View > Grid**.

Baseline Grid

The baseline grid consists of evenly distributed lines to which you align lines of text so that the lines of adjacent columns and text objects sit on the same baselines. The program distinguishes between two types:

- Page-related baseline grid — It applies to all pages of the document. You define the start, spacing, direction and numbering in the preferences under **Text**, area **Baseline Grid**.
- Object-related baseline grid — It applies to a single text object. You switch it on under **Object > Special**, **Text Columns** tab, **Baseline Grid** area with **Activate** and define the spacing (**Gutter**), **Start** and **Writing Direction** there.

Both types are available horizontally (direction **From top to bottom**) and vertically (**From left to right** or **From right to left**), for example for vertically set Chinese and Japanese texts. **View > Baseline Grid** (Ctrl + Alt + L or Command + Option + L) displays both types.



The figure shows a horizontal page-related baseline grid with a picture object that has snapped to a grid line (1), a vertical baseline grid from right to left for vertical text (2) and the baseline grid of a text object (3), which the program shows in a different color.

You align texts with the paragraph option **Set lines to Grid**. Objects snap to the page-related baseline grid as long as it is displayed — even if **View > Smart Guides** is switched off. The baseline grid of a text object does not attract objects.

> *Note:*
>
> - *You define the colors in the preferences under* **Program > Colors** *with* **Baseline Grid (Pages)** *(default red) and* **Baseline Grid (Objects)** *(default orange). The baseline grid is neither printed nor exported.*
> - *The section Working with Typography, subsection Baseline Grid, describes examples and all settings.*

Smart Guides

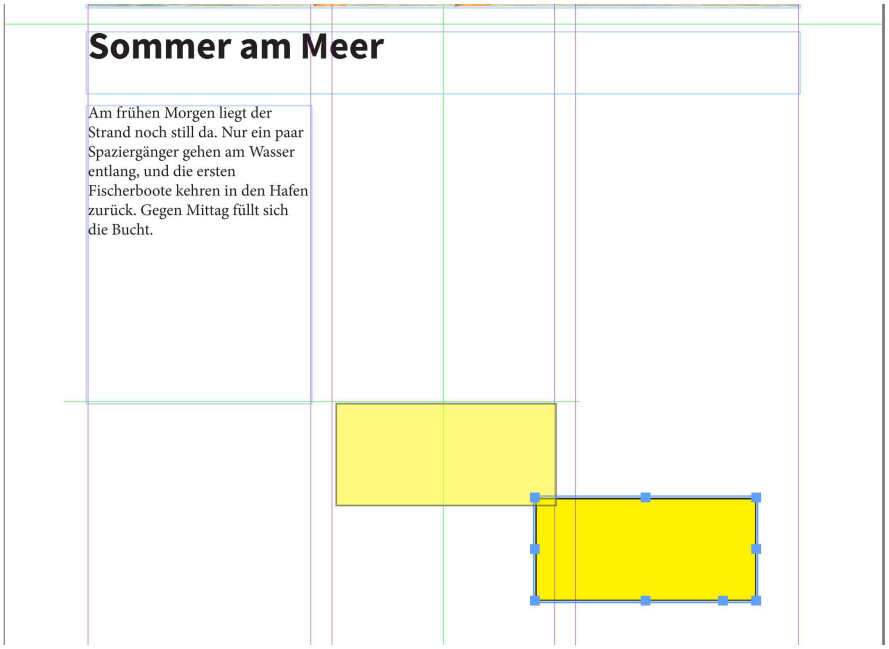
Smart guides appear temporarily when you create, move and stretch objects. As soon as a corner, an edge or the center of the object lies close to an edge or the center of another object or to a page edge or the page center, the object snaps, and a line shows the alignment.

The program takes into account all visible, unselected objects — groups as a whole and guide objects like all other objects. It shows lines at objects in the color of the guides (default green), lines at page edges and at the page center in the color **Ruler (Foreground)** (default red). With smart guides switched on, guides, margins & columns and the bleed edge also attract objects; the program does not show a line of its own for them.

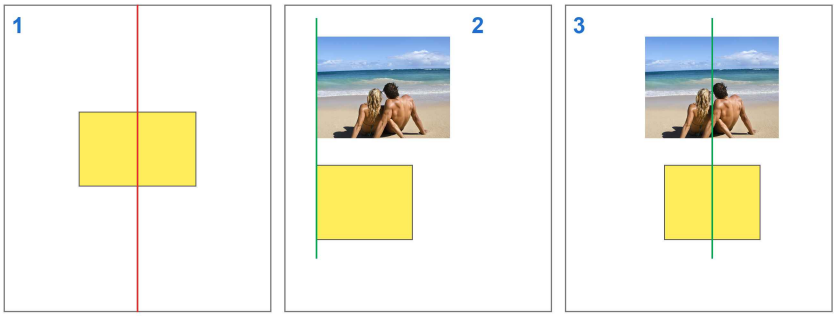
Switching Smart Guides On or Off

1. Choose one of the following options:

- Choose **View > Smart Guides**.
- Press Ctrl + Alt + Shift + U (Windows/Linux) or Command + Option + Shift + U (Mac).



The figure shows an object being moved: As long as you hold down the mouse button, the program shows the object at the new position. Its top edge snaps to the bottom edge of the text object, and a green line shows this alignment; at the same time, the object aligns with the columns of the type area.



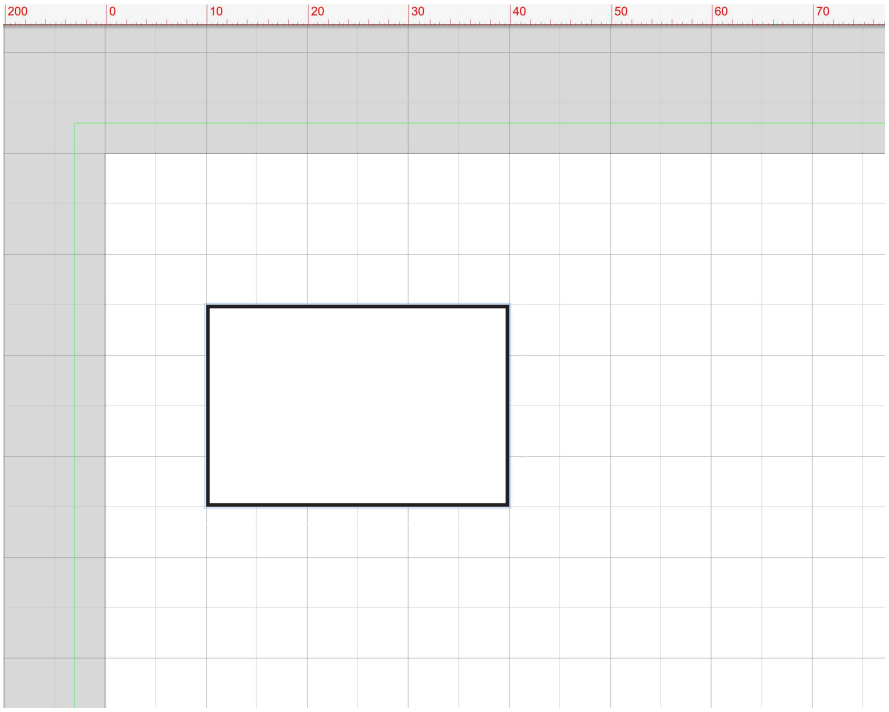
The figure shows an object that is aligned with the page center (1, red line), with the edge of another object (2) and with its center (3) (green lines).

Note:

- *If you stretch an object proportionally while holding down the Shift key, only the nearer direction snaps. Smart guides do not show equal distances between objects. To align several objects with each other or distribute them evenly, please refer to the section Working with Objects.*

Grid

The grid is a mesh of horizontal and vertical lines, comparable to graph paper. It lies over the entire spread including the pasteboard, consists of main lines and lighter subdivision lines and starts at the zero point. The program does not display the grid if the lines are too close together at the current magnification.



The figure shows the grid with the default distance of 10 mm and two sections as well as a rectangle that snapped to the grid when it was drawn with **Grid Magnetic**.

Showing or Hiding the Grid

1. Choose **View > Grid**.

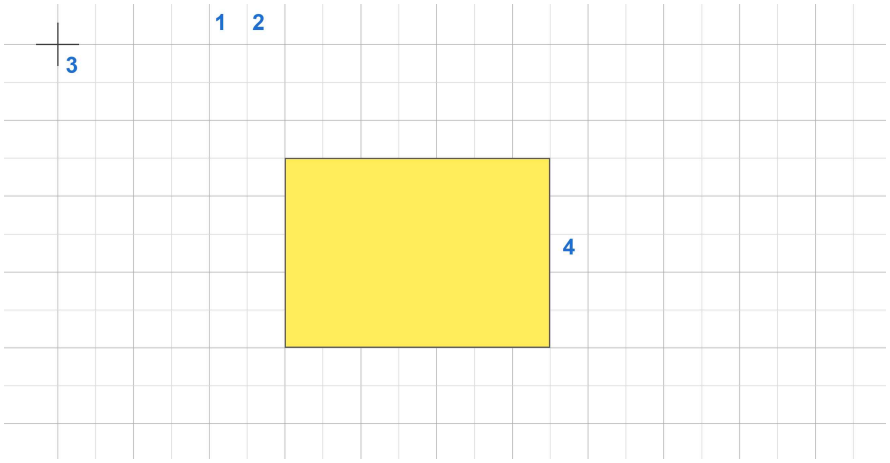
Snapping Objects to the Grid

1. Choose **View > Grid Magnetic**.

Objects snap to all lines of the grid, including the subdivisions — in position and size when you draw them, when you move them and when you stretch them. **Grid Magnetic** also works if the grid is hidden.

Setting Up the Grid

1. Choose **Edit > Preferences > Pages & Objects** (Windows/Linux) or **[Program Name] > Preferences > Pages & Objects** (Mac).
2. Click the **Grid** tab.
3. Make the desired settings in the **Horizontal** and **Vertical** areas:
   - **Distance** — Defines the distance between the main lines (default 10 mm).
   - **Sections** — Defines into how many sections the program divides the distance between two main lines (1 to 20, default 2).
4. Optionally choose **Grid In Front** to display the grid in front of the objects.
5. Confirm your entries.



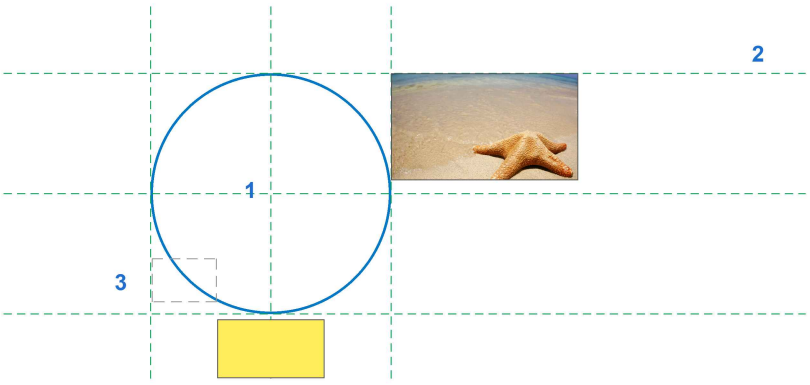
The figure shows a grid with main lines at a distance of 10 mm (1) and one subdivision each with two sections (2). The grid starts at the zero point (3); the object has snapped to the grid (4).

> *Note:*
>
> - *The grid settings apply to the entire document and are saved with it. If you move the zero point, the grid moves as well. You define the color of the grid in the preferences under* **Program > Colors** *(default gray). The grid is neither printed nor exported.*

Guide Objects

Any object can be a guide object, for example a circle, a rectangle or a line to which you want to align other objects. You can show and hide guide objects together and protect them against accidental selection so that they do not get in the way while you work.

Like all objects, guide objects attract objects via the smart guides — at the edges and the center of the rectangle that encloses them. A round or free shape therefore does not attract objects along its contour.



The figure shows a circle as a guide object (1). Objects snap to the edges and the center of the enclosing rectangle (2), for example the photo at the top and the right edge and the rectangle centered below it. No object snaps to the circular line itself (3).

Turning an Object into a Guide Object

1. Select an object.

2. In the **Module** palette, on the **Graphic** tab, choose the option **Guide Object** in the **Object** area.

The option **Guide Object** is also part of the graphic style sheets (**Options** area), and the eyedropper transfers it to other objects.

Showing or Hiding Guide Objects

1. Choose one of the following options:
   - Choose **View > Guide Objects**.
   - Press Ctrl + Alt + G (Windows/Linux) or Command + Option + G (Mac).

Hidden guide objects are not visible, cannot be selected and do not attract objects.

Protecting Guide Objects Against Selection

1. Choose **View > Guide Objects selectable** or press Ctrl + Alt + Shift + G (Windows/Linux) or Command + Option + Shift + G (Mac) to remove the check mark.

Guide objects remain visible and still attract objects, but can no longer be selected.

> *Note:*
>
> - *Guide objects are ordinary objects: If the option* **Printable** *is switched on for a guide object, it also appears in print and in the PDF document. Switch off* **Printable** *if the guide object is only used for alignment.*
> - *You can mark large pictures that you are not currently editing as guide objects and hide them with* **View > Guide Objects**. *The program then does not have to draw them, and zooming and scrolling are faster.*

Summary of the Preferences

You set up the layout aids at the following places in the preferences:

- **Pages & Objects > Objects > Snap to Distance** — Distance at which objects snap (1 to 100 pixels, default 15).
- **Pages & Objects > Grid** — **Distance** and **Sections** for horizontal and vertical lines, **Grid In Front**.
- **Program > General > Layout aids** — **Front** or **Behind**.
- **Program > Colors** — **Ruler (Foreground)**, **Ruler (Background)**, **Guides**, **Margins**, **Baseline Grid (Pages)**, **Baseline Grid (Objects)** and the color of the grid.
- **Measurements > Ruler** — Units of measurement of the horizontal and the vertical ruler.
- **Text > Baseline Grid** — Start, spacing, direction and numbering of the page-related baseline grid.
- **Text > Show Text Ruler** — Shows the text ruler in text mode.

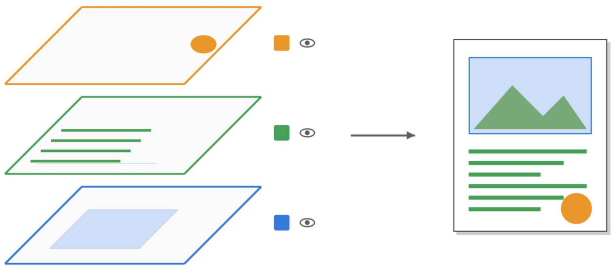
The section Preferences describes the individual settings.

Working with Layers

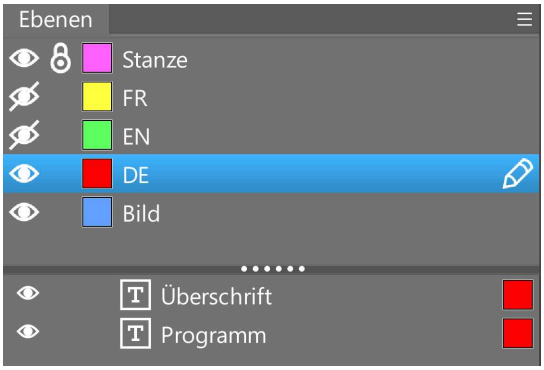
Version 12 — November 2026

Working with Layers

The Layers palette works in a similar way to the layer palettes of other well-known layout, illustration or image editing programs, but offers additional innovative functions. The palette itself consists of two sections. The upper section shows the layers. Each layer is displayed in a different color. The lower section shows all objects in the working area that are stored on the current layer. The extensive functionality of the Layers palette offers you a number of advantages. Below is a list of the functions:



Layers lie on top of each other like transparent sheets. Each layer has its own color and can be shown and hidden individually in the **Layers** palette. Together, the visible layers make up the page as it is displayed and output. Objects on a higher layer lie in front of the objects on the layers below.



The figure shows the **Layers** palette of a flyer in three languages: The upper section contains the layers for the picture, for the German, English and French texts and for the punch outline. The DE layer is active (pencil symbol), the EN and FR layers are hidden (crossed-out eye symbol), the Punch layer is locked (lock symbol). The lower section contains the objects of the active layer.

Layer Management

- Create an unlimited number of layers and give them individual names for greater clarity.
- Edit the settings of layers and assign personalized colors to them.
- Change the layer hierarchy at any time.
- Place text objects in different languages on different layers. This enables the storage of several languages in one document and avoids potential editing errors in the layout.

- Switch layers containing graphics, logos or images on or off to output different versions of the same document.
- Lock layers with a password so that the objects contained on them cannot be edited. This enables you to prevent another user from changing or deleting your work.
- Make layers “non-printable” – objects placed on these layers will not be output. This is particularly useful in designing packaging documents as you can put the punch outline on a non-printable layer.

Object Management

- Place objects on different layers for easier editing (e.g. text on layer 1, pictures on layer 2, logos on layer 3, etc.).
- Change the object hierarchy within a layer.
- Move objects from layer to layer. Move objects to a password-protected layer to prevent them from being edited.
- Switch objects on or off to output different versions of the same document.
- Delete objects from the page using the object section of the **Layers** palette and the context menu.
- Keep run around functionality of objects on layers or switch this option off as required.
- Lock individual objects on a layer.
- Switch individual objects on or off using the object section of the **Layers** palette.

New Layers

Every new document always has **Layer 1** as default.

Create New Layer

1. Move the mouse pointer to the upper section of the **Layers** palette, which should already display the default **Layer 1** with a light blue color. If the palette is not visible, choose **Window > Layers**.

2. Choose **New Layer** in the context menu.

The new layer will be created and displayed in a default color above the existing layer. At the same time the new layer is activated for the creation of new objects, which is shown by the pencil symbol on the right of the **Layers** palette.

You can repeat the operation to create the number of new layers needed at any time. All new layers are created at the top of the list, on top of the existing layers.

If you are working with different languages on different layers and already have an object structure on the existing layer, you can duplicate the existing layer and assign another text language to it.

Duplicate Layer

1. Choose the layer you wish to duplicate.

2. Choose **Duplicate Layer** in the context menu.

3. Choose the options you need from the **Duplicate Layer** dialog:

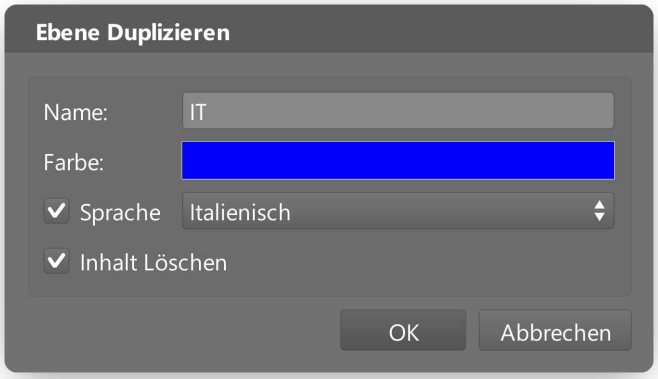
Name — A unique name for the new layer (e.g. the text language you will use).

Color — Accept the color that has been assigned automatically or assign a new color.

Language — Choose the appropriate language from the popup menu.

Clear Content — The text objects on the new layer will be empty.

4. Confirm the entry.



The figure shows the dialog with sample data: The DE layer is duplicated as the new layer IT with the language Italian. With the option **Clear Content**, the new layer contains the same text objects, but without text, so that you can enter the translation directly.

Remove Layers

Layers that are no longer needed may be removed very simply.

Remove Layer

1. Choose the layer you wish to remove.

2. Choose **Delete Layer** in the context menu.

3. Confirm the prompt. The program deletes the layer with all its objects.

Manage Layers

Edit Layers

Once you have created your new layer, you can edit it with the **Layer Options** dialog.

Edit Layer

1. Choose the layer you wish to edit.

2. Choose the options you need from the **Layer Options** dialog:

Name — Name of the layer.

Color — Choose a different color by clicking the default color. The **Color Selection** dialog opens to allow you to select a new color.

Show Layer — The eye symbol is crossed out in the **Layers** palette when the layer is switched off, but it can be switched on again at any time.

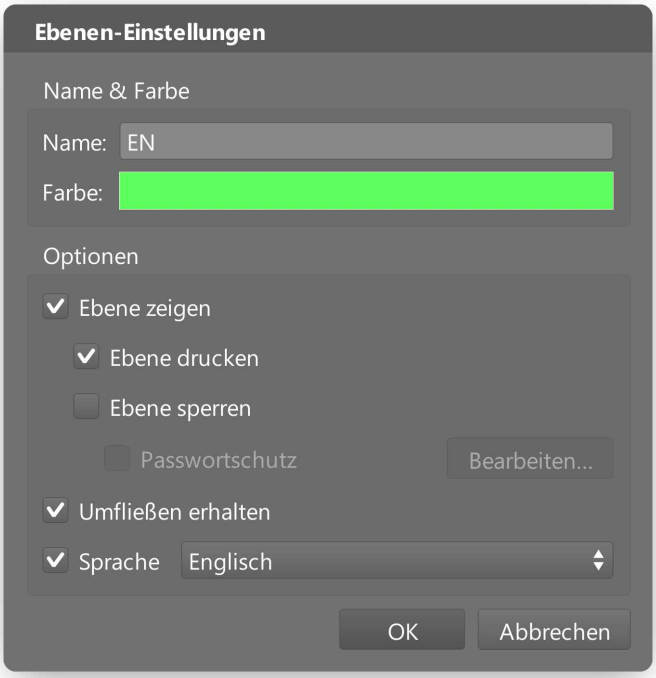
Print Layer — The option is activated as default. The layer will however ONLY be printed/output if the option **Show Layer** is also switched on.

Lock Layer — If the layer is locked, no new objects may be created on it. You can however move objects from another layer to this layer, which locks their current position and makes them unselectable as long as the layer is locked.

Password Protection — Enter the password in both fields of the **Define Password** dialog. You can check it by activating the checkbox **Make visible**.

Language — Assigns the chosen text language to new text objects that you create on the layer. This option is helpful if you use a separate layer for each language.

Keep Run Around — Objects on the layer push text aside even when the layer is hidden. If the option is switched off, the run around only takes effect as long as the layer is visible. The option is switched on for new layers.



The figure shows the settings of the EN layer: The layer is shown and printed, keeps the run around and assigns the language English to new text objects.

Switch Layers on and off

If your document has a large number of layers (e.g. different languages or different graphics/images for different markets, etc.), you will want to switch off layers which you do not want to output. It is not necessary to edit the layer each time. Just as with other applications that work with layers, you can switch the individual layers off by clicking the eye symbol on the left side of the **Layers** palette. To switch the layer on again, click the lin the palette on the crossed out eye symbol.

Show, hide, lock and unlock all layers

1. Open the menu of the **Layers** palette.
2. Choose one of the following options:
   - **Show all Layers** — Displays all layers of the document.
   - **Hide all Layers** — Hides all layers of the document.
   - **Lock all Layers** — Locks all layers of the document.
   - **Unlock all Layers** — Unlocks all layers of the document.

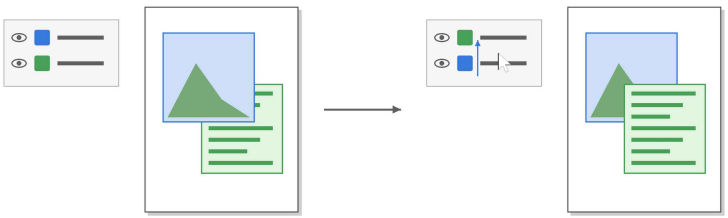
The commands work like the options **Show Layer** and **Lock Layer** in the **Layer Options** dialog, but for all layers at the same time. Layers that are protected by a password remain unchanged when locking and unlocking. The commands are only available in the menu of the **Layers** palette, not in the context menu.

Layer Hierarchy

When structuring your document, you may realize that due to the layer hierarchy objects on one layer are covered by those of another layer. You can easily change the layer hierarchy in the **Layers** palette.

Change Layer Hierarchy

1. Click on the color symbol of the layer you want to move.
2. With the mouse button held down, drag the layer to its new position and release the mouse button when the warning symbol is replaced by a plus sign.



The figure shows the effect: If the layer with the picture is on top, the picture covers the text. If you drag the layer with the text upward in the palette, the text lies in front of the picture.

Manage Objects on Layers

You can now draw objects on the new layer. Please refer to the section Working with Objects.

Create an object on the new layer

1. Ensure that the required layer is active for creating objects:
   - Click the right hand side of the **Layers** palette to select the layer. The pencil symbol will be displayed for the selected layer.
2. Create an object of your choice (e.g. a rectangular text object). You will see that the sizing handles and the virtual frame are displayed in the color of the layer. At the same time the object will be displayed in the **object section** of the **Layers** palette with the appropriate object symbol, the name (e.g. **Rectangular Text Object**) and a colored square showing the color applied to the layer.

Objects may be moved to another layer at any time.

Move the object to Layer 1

1. Choose one of the following options:
   - Click the color symbol of the layer with the object you want to select. The layer will be selected and highlighted. Select the required object in the **object section** of the **Layers** palette and drag the object to Layer 1.
   - Select the object on the page using the methods described in the chapter Working with Objects. Click the **object symbol** in the **object section** of the **Layers** palette and drag the object to Layer 1.

The second option is useful if you already have a lot of objects on the page, as then the object selected will be marked in the **object section** of the **Layers** palette.

The object is moved to Layer 1 and the color of its sizing handles and virtual frame changes accordingly. Switching to Layer 1 displays the object in the **object section** of the **Layers** palette with the appropriate color symbol.

You can even move several objects on different layers to another layer, providing all layers are active.

Duplicating, Copying and Pasting Objects on Layers

Objects are duplicated using the command **Duplicate** as described in the chapter Working with Objects. The duplicates are placed on the same layer as the original and may be moved to other layers as described above. You can also copy or cut an object from one layer and paste to the **active** layer.

Copy an object and paste to the active layer

1. Ensure that the layer to which you want to paste the copied object is selected and that the pencil symbol is displayed in the **Layers** palette.
2. Select the object on the page that you want to copy. The layer on which the object is placed and the object itself will be shown in the appropriate sections of the **Layers** palette.
3. Choose **Copy**.
4. Without making any other changes, choose **Paste** to paste the object to the active layer.

Cut an object and paste to the active layer

1. Ensure that the layer to which you want to paste the cut object is selected and that the pencil symbol is displayed in the **Layers** palette.
2. Choose the object you want to cut from the layer. The layer on which the object is placed and the object itself will be shown in the appropriate sections of the **Layers** palette.
3. Choose **Cut**.
4. Without making any other changes, choose **Paste** to paste the object to the active layer.

After you have practiced for a while you may find that you now have a large number of objects on your document page that you do not want or need.

Remove an individual object

1. Select the object.

2. Choose one of the following options to delete the object:
   - Delete the object using the **Del** key or the **Backspace** key in the usual way.
   - Select the object in the **object section** of the **Layers** palette. Choose **Remove Object(s)** in the context menu.

Remove several objects from two or more layers

1. Select the objects to be removed. The layers on which the objects are placed will be selected and ALL the objects on those layers will be displayed in the **object section** of the **Layers** palette with the selected objects highlighted.
2. Choose one of the following options to delete the objects:
   - Delete the objects using the **Del** key or the **Backspace** key.
   - Move the mouse pointer over one of the objects in the object section of the **Layers** palette. Choose **Remove Object(s)** in the context menu.
   - Create a new layer, move the relevant objects to it and delete the layer.

Lock an individual object

You already know this function from the chapter Working with Objects.

1. Select the object in the **Layers** palette.
2. Click to the right of the **eye** symbol in the same way as to lock a layer.

Switch an individual object on or off

You already know this function from the section Managing Layers.

1. Select the object in the **Layers** palette.
2. Click the **eye** symbol on or off.

Rename objects on layers

You have already learned that layers may be given individual names to achieve greater clarity in complex documents. All objects have default names which are translated into the program interface language, insofar as such translations are known. With text objects, as soon as some text is typed, the standard object name will be replaced by the first (maximum) 32 characters of the text. If a picture object contains a picture, the standard object name will be replaced by the picture file name. If the picture file name or the 32 characters of cryptic text do not achieve the required clarity, you can name the picture or text objects in the Layers palette according to preference.

Rename objects on layers

1. Choose an object and click the name of the object in the **object section** of the **Layers** palette.
2. Rename the object by marking the existing name and typing a new one.
3. Confirm the entry.

Grouping Objects on Layers

All the principles explained about grouping objects in the chapter Working with Objects apply, but when working with layers the following additional points must be noted:

- The new group will be created on the active layer shown with the pencil symbol in the **Layers** palette. The group can then be moved to another layer if required.
- The new group will be displayed in the **object section** of the **Layers** palette with the default name **Group**, which may also be changed if required.
- The new group is shown with an arrow before it. Clicking the arrow enables you to open the group to see which objects it contains.
- The command **Ungroup** leaves the objects on the same layer. They may then be moved to other layers if required.
- You can repeat the grouping operation to bring further objects or groups into your new group.
- You can completely remove/delete objects in a group.

Managing and editing grouped objects on layers

In the **Layers** palette you can also select objects belonging to a group, and change their graphic attributes using the **Module** or **Quick Access** palettes, ALTHOUGH the Group Mode is activated in the **Object** menu. We will demonstrate this functionality with a simple exercise.

Changing attribute of a grouped object

1. Create two Graphic objects: a square and a circle.
2. Group the objects.
3. Open the group with a click on the arrow in the **object section** of the **Layers** palette.
4. Select the circle.
5. In the **Module** palette or the **Quick Access** palette, change some of the object's attributes (e.g. X/Y coordinates, fill color, frame, etc.).

Tips & Tricks for working with layers

- Name your layers according to the object(s) placed on them (e.g. Punch, Logos, Barcode, etc.), the text language for a translator, alternative CI, etc.
- Name your objects for greater clarity and ease of work.
- To remove a large number of objects from the document, create a new layer, move all the objects you want to delete to the layer and then remove the layer.
- Lock layers with a password so that they cannot be edited by mistake.
- In **Facing Pages Mode**, all objects placed on all the pages in the spread as well as all those in the working area will be displayed in the object section of the **Layers** palette.
- If you are using automatic text objects to make a text chain, renaming the text objects on the Alias page(s) will NOT have any effect. You can however apply a name, page by page, to the text objects as a page reference for the text. Objects on the Alias page that are not linked in the text chain such as the page number may be renamed and their names will be taken over and displayed in **document page mode**.

- A floating object in a document with continuous text is ONLY displayed in the **Layers** palette if the page with the floating object is selected.
- Use a non-printable layer and place colored objects on it that cover the text objects to be edited. If you reduce the opacity of these objects, the user can clearly see where to enter the text. The non-printable layer should also be password-protected so that the user cannot edit it.
- When you open PDF, IDML and InDesign documents with the **Quality Check** option, the program places the original page by page semi-transparently on a layer of its own, **[Quality Check]**. The layer is hidden, locked and not printable. Show the layer to compare the reconstruction with the original. Please refer to the chapter Working with Documents.
- Preflight markers do not appear on layers that are not printed.
- The layers of the document are not to be confused with the layers of Photoshop pictures, which you show and hide under **Picture > Image Layers**, or with the output as **PSD with layers** under **File > Export**.

Multi-language documents

In the chapter Working with Documents you will have seen that you can use the functions **Split Document Window Vertically** and **Split Document Window Horizontally** to get different views of your document. This function enables for example the view of one page with an illustration or image in one section and of the text relating to it in the other section.

With the help of the **Layers** palette, this function can be extended so that you see two different views of the same page or area of your document. This is particularly helpful when the document concerned has the same general layout for two or more languages. We will describe the functionality with an example.



The figure shows the principle: The picture lies on a common layer, the texts of each language on a layer of their own. Show one language layer at a time (1, 2) or split the document window to see two languages side by side (3).

Create a multi-language document

1. Create a new document.
2. Import an image to Layer 1.
3. Create a new layer and name it **English**.
4. On the new layer, create a text object. Check that the text language is set to **English**.
5. Choose the menu command **Text > Fill with Sample Text**.

6. Select the layer **English** in the **Layers** palette and choose **Duplicate Layer** from the context menu.

7. In the dialog for the new layer, enter the name of the language (e.g. French). At the same time, activate the checkbox for the text language and choose this language from the popup menu.

8. Optionally activate the checkbox **Clear Content**.

9. Switch off the layer **English**.

10. Click the secondary mouse button in the text object on the new layer and repeat point 5. The text object should now be filled with French text.

11. Choose **Window > Split Document Window Horizontally**. The window is split into two parts side by side. The left part remains active while the right part is grayed out.

12. Choose **Window > Synchronize View**. This ensures that you always get the same view of both parts when zooming or scrolling.

13. Click the left hand section. Go to the **Layers** palette and switch the layer **French** off and the layer **English** on. You should now see English text on the left and French text on the right, and these can be edited in parallel.

If you now save your document, the settings for window splitting will be saved with it so that when it is opened again the same view will appear.

Printing/Exporting Layers

We have already described how layers are made non-printable earlier in this chapter. For a number of reasons it may be necessary to print or output non-printing layers, particularly for proofing purposes. Details of the options for export and printing are described in the chapters Output/Export and Printing. For form's sake the options for layers are included below:

1. Choose **File > Print** or **File > Export > As a PDF file**.

2. Choose which layers you want to print or include in the PDF export:

Visible and Printable Layers — Prints or outputs only those layers that are set as both visible AND printable in the **Layer Options**.

Visible Layers — Prints or outputs all visible layers, even if they are set as non-printing in the **Layer Options**.

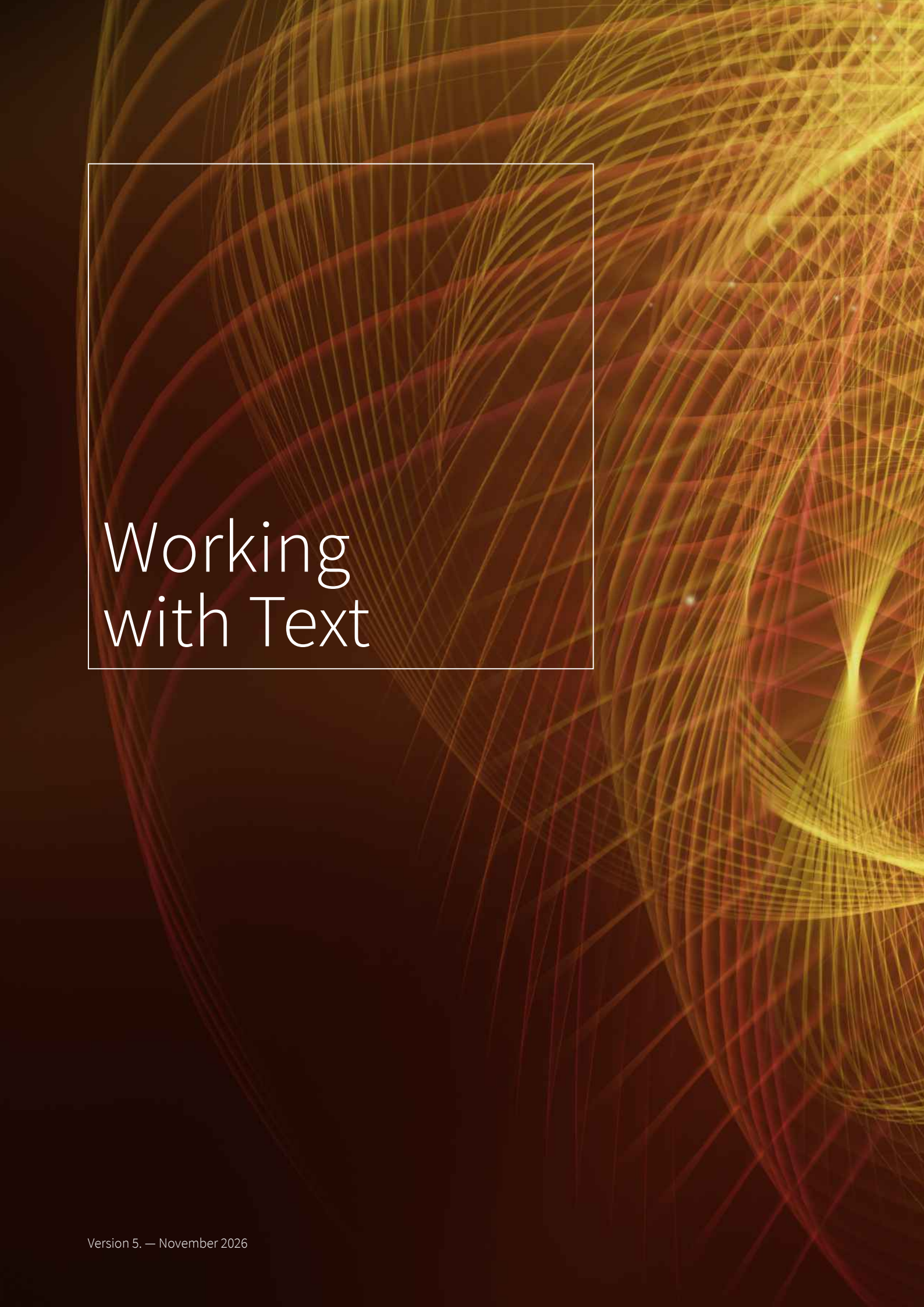
Printable Layers — Prints or outputs only those layers that are set as printable, even if they are hidden/switched off in the **Layers** palette.

All Layers — Prints or outputs ALL layers in your document, even if they are hidden or set as non-printable in the **Layer Options**.



The figure shows which layers the four options output: The rows stand for layers that are visible or hidden (eye symbol) and printable or non-printable (printer symbol). Columns 1 to 4 correspond to the options **Visible and Printable Layers**, **Visible Layers**, **Printable Layers** and **All Layers**.

With the option **Create PDF Layers**, the layers of the document are also retained in the PDF. Please refer to the section PDF Options in the chapter Export.



Working with Text

Version 5. — November 2026

Working with Text

Text plays a central part in nearly all documents and publications. For centuries the written word has been the bearer of information of all types. To create text safely and quickly and to select and edit it, the program offers you a huge array of options.

Basics

Creating text objects

Text objects may be created using the **Tools** palette, the menu, shortcut keys, or by converting other objects.

Create a text object interactively

1. In the **Tools** palette, click the tool for text objects.
2. Click on the document page and create the text object.

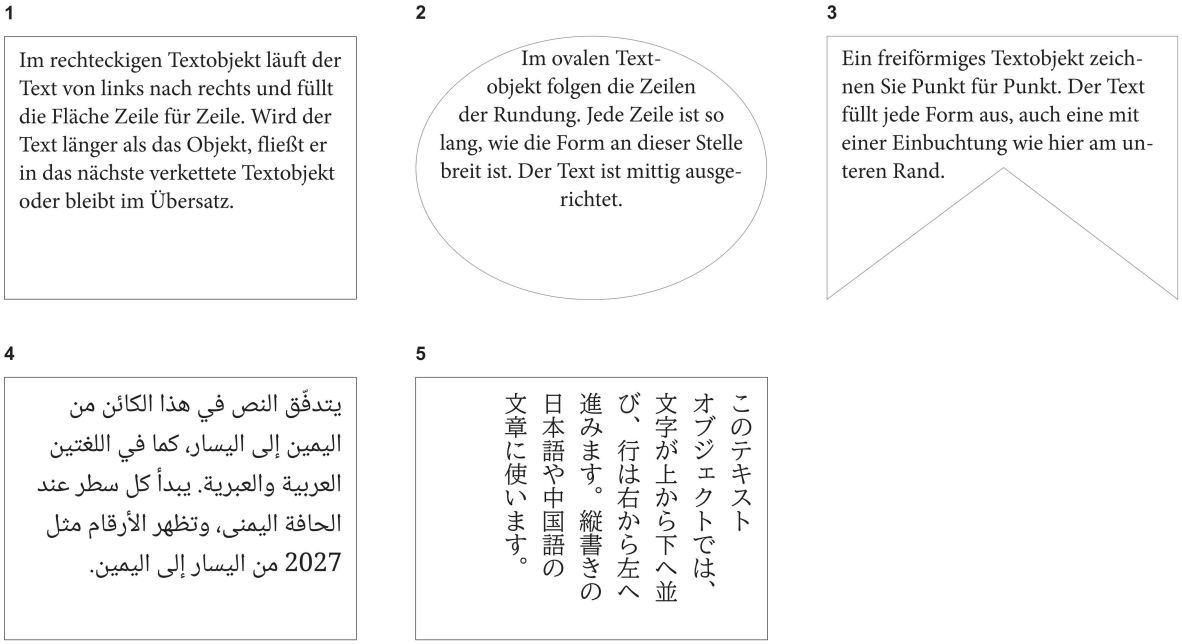
Create a text object with another shape and writing direction

1. In the **Tools** palette, click the tool for text objects and hold down the mouse button.
2. Choose one of the following options:
   - Choose a tool of the type **LTR** (Left To Right), for example **Rectangular Text Object (LTR)**, to create a text object with the text running from left to right.
   - Choose a tool of the type **RTL** (Right To Left), for example **Rectangular Text Object (RTL)**, to create a text object with the text running from right to left. This option is helpful for creating text objects for Arabic or Hebrew text. Please refer to the section Arabic and Hebrew Text.
   - Choose a tool of the type **TTB**, for example **Rectangular Text Object (TTB)**, to create a text object with the text running from top to bottom. This option is helpful for creating text objects for Japanese or Chinese text.
3. Click on the document page and create your text object.

> *Note: You can change the line direction of each layout later under* **Text > Layout** *and the text direction of a paragraph under* **Text > Paragraph Options > Text Direction**. *Please refer to the section* Arabic and Hebrew Text.



Hold down the mouse button on the text object tool to show all twelve tools: in the top row the rectangular, oval and freeform text object and the path text for text from left to right (LTR), below them the same tools for text from right to left (RTL) and for vertical text (TTB). The name of the chosen tool is shown below the tools.



The figure shows a rectangular (1), an oval (2) and a freeform text object (3) as well as a rectangular text object (RTL) with Arabic text (4) and a rectangular text object (TTB) with vertical Japanese text (5). In each case, the text follows the shape of the object; in the oval text object, it is centered.

Create rectangular text object with menu/shortcut keys

Choose one of the following options:

- Press **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac).
- Choose **Object > Content > Text**.

You can also create a text object by converting another closed object into a text object. If you change a graphic object into a text object the conversion will be immediate. However if a picture object is changed into a text object an alert message may appear warning you that the picture's content will be lost.

Convert an existing object into a text object

1. Select an existing closed object.

2. Choose one of the following options:

- Press **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac).
- Choose **Object >Content > Text** in the menu or **Content > Text** in the context menu.

Text mode

To enter or import text into a text object you will need to enable the text mode. When the mouse pointer is positioned over a text object it will change into an I-beam (text) pointer.

Choose Text mode

Choose one of the following options:

- Click the mouse on the surface of the text object.
- Select the text object and choose **Edit > Select Content**,

The text mode has been selected successfully when the blinking cursor is displayed, Please refer to the section Insertion point (cursor). Possibly some further palettes may appear.

If you position the mouse pointer over a text object and the I-beam (text) pointer is not shown, it may be a protected text object, an Alias object or a group object. Please refer to the section Working with Objects.

Leave Text mode

Choose one of the following options:

- Press **Esc** or choose **Edit > Select Object**. If the insertion point is in the overflow, **Esc** selects the last text object of the text chain, in a footnote the text object of the footnote.
- Click anywhere in the document window where there is no object positioned.
- Select another object.

Insertion Point

The blinking insertion point indicates where you can enter or mark text. It has the shape of a flag, consisting of a vertical line and a triangle. The direction of the triangle determines the writing direction of the text. The insertion point can be positioned with a mouse click or the arrow keys. For the writing direction, please refer to the section Arabic and Hebrew Text.

If you click the mouse on a free area in the text object, the insertion point will be positioned at the location closest to that point. This may be at the beginning/end of a line or at the end of the text.

As well as interactive positioning, the application also allows you to position the insertion point using keyboard commands. Please refer to the notes in the section Keyboard and mouse commands.

Entering and importing text

The application offers you many different possibilities for entering/importing single characters or a complete text:

Keyboard — Enter characters using the keyboard.

Special characters — Insert special characters or spaces using menus and shortcuts.

Breaks — Insert breaks using menus and shortcuts.

Character Map — Insert characters using the **Character Map** palette, where you can search for specific characters.

OpenType — Alternatively, insert characters using the **OpenType** menu or specify alternative characters using the **OpenType** palette. Please note the information in the section OpenType.

Text import — Insert text by importing text files in different formats.

Variables — Insert variables for page numbers, dates, running titles, footnotes and endnotes or cross-references.

Placeholder text — Insert placeholder text to get an impression of the layout.

Objects — Insert graphic objects or images that flow with the text.

Paste — Paste texts from the same or other documents and applications using menus and shortcuts. Please refer to the section Editing Text.

In all cases, you must set the cursor at the required position.

> *Note: In the* **Beginner** *working mode, the commands* **Insert Break** *and* **Insert Variable** *are not available in the* **Text > Insert** *menu.* **Insert Hyphen/Dash**, **Insert Object** *and* **Ruby Text (Furigana)** *are only available in the* **Expert** *working mode.*

Keyboard

In most cases, you enter text using the keyboard. The application of your keyboard can be found in the hardware description.

Keyboard layout — The **keyboard layout** is controlled by the operating system. It determines the association between the characters shown on the keys and the characters that appear in the text when the key is pressed. If both characters do not match, an incorrect keyboard layout was probably chosen. In this case please check these settings in the operating system.

On-screen keyboard — Some operating systems (such as Mac OS or Windows) also provide an on-screen keyboard. The on-screen keyboard allows input via a mouse click or optionally via gestures when a touch screen is present. This option is helpful for finding characters on the keyboard that are accessible only by keystrokes without trying all key sequences. The option is also helpful if you want to enter characters when no physical keyboard is connected.

Keyboard Shortcuts — The keyboard shortcuts follow the keyboard, not the program language. Characters that you enter with **AltGr** (Windows/Linux) or **Option** (Mac), for example @, € or }, appear in the text even if the same key combination is assigned to a keyboard shortcut.

Special characters

Special characters are generally characters that are neither a letter nor a number. These include punctuation marks, symbols or scientific/technical symbols. Diacritics are also special characters, e.g. acute or breve (é, ă).

Insert special characters

Choose **Text > Insert > Insert Special Character** in the menu or **Insert Special Character** in the context menu to insert a special character (e.g. for currencies). The selected special character is displayed correctly only if the font in question has the character and the position of the character in the font conforms to the Unicode specification. Therefore, for example, symbol fonts will usually not be able to represent these special characters.

Insert spaces

1. Choose **Text > Insert > Insert Space** in the menu or **Insert Space** in the context menu, or alternatively press the appropriate shortcut keys, insofar as they are available.

2. Choose one of the following options:
   - **Tab** — Inserts a tab character. A tab character causes a predefined distance between two characters. Please refer to the notes in the Tabs section.
   - **Border tab** — A border tab shifts all characters following the tab character in the writing direction to the edge of the text object. Please refer to the notes in the Tabs section.
   - **Indent here** — The character indents all subsequent lines of the paragraph.
   - **Em Space** — Space whose width depends on the font. **En Space**, **Three-Per-Em Space**, **Four-Per-Em Space**, **Six-Per-Em Space**, **Thin Space (1/8 Em)** and **Hair space (1/24 Em)** correspond to a fraction of the width of an em space. Choose the alternative option **Em Space (non-breaking)** if the characters before and after the **Em Space** should be invisibly linked. This option is helpful for connecting character strings that should not be separated by a break at the end of a line (e.g. "10 mm"). The options **En Space (non-breaking)**, **Three-Per-Em Space (non-breaking)**, **Four-Per-Em Space (non-breaking)**, **Six-Per-Em Space (non-breaking)**, **Thin Space (1/8 Em non-breaking)** and **Hair space (1/24 Em non-breaking)** correspond to a fraction of the width of a non-breaking em space.
   - **Punctuation Space** — Space with the width of a punctuation mark, such as an exclamation mark, period or semicolon in the respective font. Alternatively, choose the option **Punctuation space (non-breaking)** if the characters before and after the space should be invisibly linked. This option is helpful for connecting strings that should not be separated by a break at the end of a line (e.g. "10 mm").
   - **Space with zero width** — Space without width ("zero-width space", abbreviated "ZWSP", **Unicode 200B**). This option is useful when two words are written together without the spell checker reporting an error. Unlike the **Discretionary Hyphen** option, it does not insert a hyphen. The option is therefore also useful for breaking URLs or e-mail addresses at predefined places.
   - **Space with zero width (non-joiner)** — Space without width that prevents automatic letter joins ("zero width non-joiner", abbreviated "ZWNJ", Unicode 200C). In texts with Latin characters, the character prevents the automatic application of ligatures. In texts with Arabic or Devanagari characters, the non-joiner affects the selection of glyphs for the adjacent characters.
   - **Space with zero width (non breaking)** — Space without width that joins two characters into a ligature ("zero width joiner", abbreviated "ZWJ", Unicode 200D). This option is primarily used for texts with Arabic or Devanagari characters. Please refer to the section Arabic and Hebrew Text.
   - **Space (non-breaking)** — **Space with the width of a space of the respective font. The width of the space may change during alignment justification. Alternatively, choose the option Space with fixed width (non-breaking) if you want the space to be retained when the text alignment Justified is applied.**
   - **Figure Space (non-breaking)** — Space with the width of a number of the respective font.

Insert Hyphen/Dash

1. Choose **Text > Insert > Insert Hyphen/Dash** in the menu or **Insert Hyphen/Dash** in the context menu, or alternatively press the appropriate shortcut keys, insofar as they are available. The command is only available in the **Expert** working mode.

2. Choose one of the following options:
   - **Em Dash** — Horizontal Dash with the width of an Em Space of the respective font. An **En Dash** has half the width of the Em Dash. Choose the alternative option **Em Dash (non-breaking)** if the characters before and after the **Em Dash** should be invisibly linked. This option is helpful for connect-

ing character strings that should not be separated by a break at the end of a line (e.g. “FC Bayern — FC Liverpool). The option **En Dash (non-breaking)** has half the width of a non-breaking **Em Dash**.

- **Hyphen** — Horizontal dash with the width of a minus sign in the respective font. Choose the alternative option **Hyphen (non-breaking)** if the characters before and after the **Hyphen** should be invisibly linked. This option is helpful for connecting character strings that should not be separated by a break at the end of a line (e.g. “21-inch”).
- **Discretionary Hyphen** — Horizontal dash with the width of a hyphen in the respective font. The discretionary hyphen only takes effect in the case of hyphenation. The character string is then automatically hyphenated at the position where the discretionary hyphen was inserted. This option is helpful for hyphenating character strings unknown to the dictionary only at specific positions. However, if the discretionary hyphen is inserted immediately before the string, this is equivalent to a hyphenation ban. This option is helpful for preventing the hyphenation of a string. Please refer to the section Hyphenation.

Breaks

Break characters affect the break of individual lines and paragraphs.

Insert break

1. Choose **Text > Insert > Insert Break** in the menu or **Insert Break** in the context menu, or alternatively press the appropriate shortcut keys.
2. Optionally choose **View > Text Invisibles** in the menu or **Text Invisibles** in the context menu, or alternatively press **Ctrl + I** (Windows/Linux) or **Command + I** (Mac) to display the break characters.
3. Choose one of the following options:
   - **Paragraph Break — Wraps the current line and finishes the paragraph.**
   - **Forced Line Break** — Wraps the current line without finishing the paragraph. This means that the paragraph attributes (e.g. **Space to previous paragraph** or **Space to next paragraph**, etc.) are not applied. This option is helpful for manually intervening to wrap the paragraph lines, but should only be used as an exception.
   - **Text Column Break** — Wraps all following text into the next physical text column of the text object. If the text object has only one physical column, the text is wrapped into the next linked text object. In this case, the option is the same as the option **Text Object Break**.
   - **Text Object Break** — Wraps all following text into the next linked text object, regardless of how many physical text columns an object has.
   - **Layout Column Break — Wraps all following text into the next layout column. If the text object has only one layout column, the text is wrapped into the next linked text object. In this case, the option is the same as the option Text Object Break.**
   - **Layout Break** — Breaks the current line and finishes the current Layout. Please refer to the section Text layout.
   - **Chapter Break** — Breaks the current line and starts a new chapter. You determine the name of a chapter with **Text > Chapter**. Chapters affect, for example, the numbering of footnotes and endnotes by chapter, the line counter and the option **Chapter before** for the table of contents.

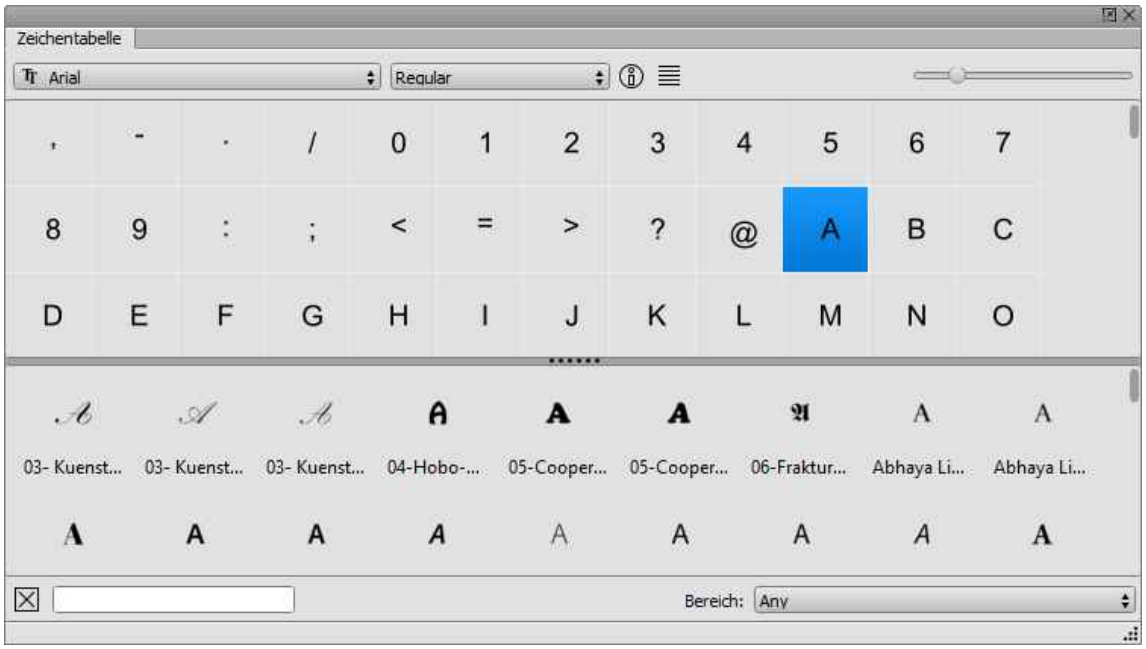
Character Map

The **Character Map** palette (Glyphs) gives an overview of all fonts, font weights and their characters. With the help of this palette you can:

- Insert single characters of a font into the text.
- Display variations of a character in all fonts.
- Display an overview of all characters of a font or font face.
- Search for single characters in a font.
- Display all the characters of a Unicode range.
- Check the Unicode value, the Unicode name and the Unicode range of a character.
- Save frequently used characters as favorites.

The Character Map is helpful if, for example, you do not know which characters a font contains or if you frequently work with non-Latin writing systems (e.g. Arabic, Hebrew, Chinese, Japanese, etc.). Please also refer to the sections Arabic and Hebrew Text and CJKV Text.

The Character Map shows color fonts (e.g. Segoe UI Emoji) in color. It offers all characters of a font, including emoji and other characters outside the Unicode Basic Multilingual Plane (beyond U+FFFF). The list of Unicode ranges corresponds to Unicode 16.



Insert characters of a font into the text

1. Choose **Window > Character Map**. The Character Map is not available in the **Beginner** working mode.
2. Choose the font and font style in the pop-up menu. You can also type part of the name in the pop-up menu to filter the list, also by family and style at the same time (e.g. “aria bold” for Arial Bold). Accept the match with the Enter key; the Esc key discards your entry.
3. Choose one of the following options to change the display of the palette:
   - Use the **slider** to increase or reduce the display of the single characters in the palette.

- Choose **Show Font Variation** or **Hide Font Variation** in the context menu to display the selected character in different fonts or to hide the font variations.
- Click the icon to the right of the information icon to show the characters as a list with the columns **Name**, **Unicode**, **UTF-8** and **Unicode Range**. Another click shows the table again.

4. Choose one of the following options to select characters:
   - Scroll through the palette until the required character is displayed.
   - In the popup menu **Code Charts**, choose **Favorites** to display the Favorites.
   - In the popup menu **Code Charts**, choose **Any** to display all the characters of a font again.
   - In the popup menu **Code Charts**, choose an option to display all the characters of a Unicode area (e.g. “Arrows”).
   - Enter a Unicode number in hexadecimal notation (e.g. “0041”) or part of the English Unicode name (e.g. “acute” or “Copyright”) in the entry field to show only the matching characters of the font. For the meaning of the individual options, please refer to the Unicode description on the Internet. Confirm your entry to start the search. Click the icon to the left of the entry field to cancel the search.
5. Choose one of the following options to insert a character into the text:
   - Double click in the palette on the character. Alternatively, choose **Insert Character in Selected Font** in the context menu to import the character in the selected font in both cases.
   - Choose **Insert Character in Text Font** to import the character in the font that is selected at the cursor position.

> *Notes:*
>
> - *Place the mouse over the information symbol to establish which font system is supported by the selected font.*
> - *Place the mouse over the required character to establish which UTF-8 or Unicode value or Unicode name a character possesses and to which Unicode range a character belongs.*
> - *Optionally, choose* **Hide Font Variation** *in the context menu to speed up the display of the characters in the Character Map.*
> - *The option* **Insert Character in Text Font** *is not available in the font variations display.*

You can save frequently used characters as **Favorites**. A number of characters are already defined as favorites in the program (e.g. quotation marks, copyright symbol, etc.). You can extend the list of favorites at any time and remove characters from it.

Show Favorites list

1. In the popup menu **Code Charts**, choose **Favorites** to show the Favorites.
2. In the popup menu **Code Charts**, choose **Any** to show all the characters of a font again.

> *Note: In the Favorites list, only those characters will be shown that are available in the font selected. Therefore it may occur that additional or fewer Favorites will be shown when you change the font.*

Save single characters of a font as Favorites

1. In the popup menu **Code Charts**, choose **Any** to show all the characters of a font again or choose another option to limit the list.
2. Scroll through the palette until the required character is displayed.
3. Choose the character required.

4. Choose **Add to Favorites** in the context menu.

Remove characters from the Favorites list

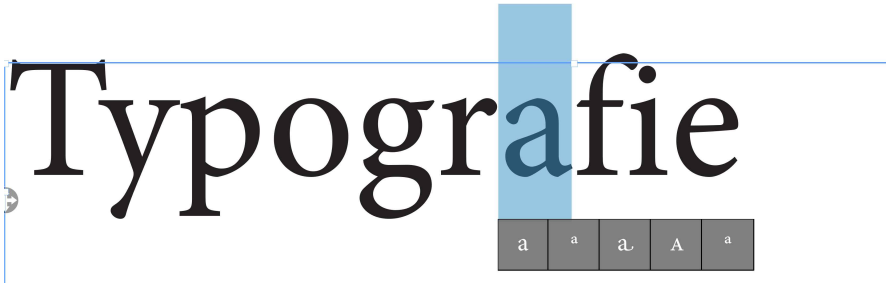
1. In the popup menu **Code Charts**, choose **Favorites** to show just the Favorites.
2. Choose the character required.
3. Choose **Remove from Favorites** in the context menu.

OpenType Menu

OpenType is a standard file format for fonts. The special feature of this file format are the typographic options, with which standard characters can be replaced by variations of the same character in the same font. For example, the number “5” may be available in an OpenType font in various variations that cannot be reached from the keyboard. For this purpose, the program offers the **OpenType** palette and the **OpenType** menu. The **OpenType** menu appears automatically when a single character of an OpenType font has been selected and alternate characters exist. The menu shows a selection of all alternatives for a character. This option is useful for quickly choosing and replacing a character without searching for the option in the **OpenType** palette. Please refer to the section Working with Typography.

Insert OpenType character

1. Select/mark a single character in the text.
2. Place the mouse pointer over the selected character in the text.
3. Choose an alternative character in the **OpenType** menu.
4. Click to insert the chosen character in the text.



The figure shows the OpenType menu below the selected letter “a” in the font Minion Pro. It offers the variants the font contains for this character, for example a superscript form and a small capital. The basic form is on the left.

5. Click outside the menu to close it.

Variables

The program has a number of text variables for page numbers, the page count, document names, document paths, running titles as well as the creation and modification date.

Insert variables for page numbers

1. Choose **Text > Insert > Insert Variable** in the menu or **Insert Variable** in the context menu, or alternatively press the appropriate shortcut keys.

2. Choose one of the following options:

- Page Number — Displays the current page number including an optional prefix in the selected number format. If the page number is inserted in a text object on an alias page, the placeholder "#" appears. The page number is the number set with the option Document > Document Page Settings. By default, the program gives the first page the number 1.
- Previous Page Number — Displays the previous page number including an optional prefix in the selected number format. If the page number is inserted in a text object on an alias page, the placeholder "#-1" appears. If there is no previous page, nothing is displayed, but the variable still has the width of a space.
- Next Page Number — Displays the following page number including an optional prefix in the selected number format. If the page number is inserted in a text object on an alias page, the placeholder "#+1" appears. If there is no following page, nothing is displayed, but the variable still has the width of a space.
- Number of Pages — Displays the number of pages of the document.
- Continued from — Displays the page number of the page containing the previous text object of the current story. If there is no previous text object in the current story, nothing is displayed, but the variable still has the width of a space.
- Continued on — Displays the page number of the page containing the next text object of the current story. If there is no further text object in the current story, nothing is displayed, but the variable still has the width of a space.

Page numbers and the other variables appear in the digits determined by the character attribute Digits. With the setting Default (by language), the program uses the digits that are customary for the language of the text, in Arabic text for example ١٢ instead of 12. In right-to-left text, the digits of a page number run from left to right. Please refer to the section Arabic and Hebrew Text.

Insert Variables for Document name and path

1. Choose Text > Insert > Insert Variable in the menu or Insert Variable in the context menu.

2. Choose one of the following options:

- Document Name — Displays the current document name including a file suffix.
- Document Path — Displays the current document path.

Insert Variables for Running Titles

1. Choose Text > Insert > Insert Variable in the menu or Insert Variable in the context menu.

2. Choose Running Title.

3. Choose which Level should be displayed.

4. Choose one of the following options to define the procedure:

- First — Displays the first occurrence of the Running Title in the current text object.
- Last — Displays the last occurrence of the Running Title in the current text object.
- Previous — Displays the last occurrence of the running title in the previous text object.

5. Choose one of the following options to define the Maximum Length:

- Any — Displays the Running Title in the defined length (max. 256 characters).

- **Limited** — Limits the display of the running title to the number of characters given in the **Maximum** field (1 to 99).

The variable **Running Title** is only evaluated if it is used in a header or footer of a text object and if character strings in the text have been marked with **Text > Mark as > Running Title**. Please refer to the sections Text Layout and Indexes and Tables of Contents.

Insert Variables for Footnotes and Endnotes

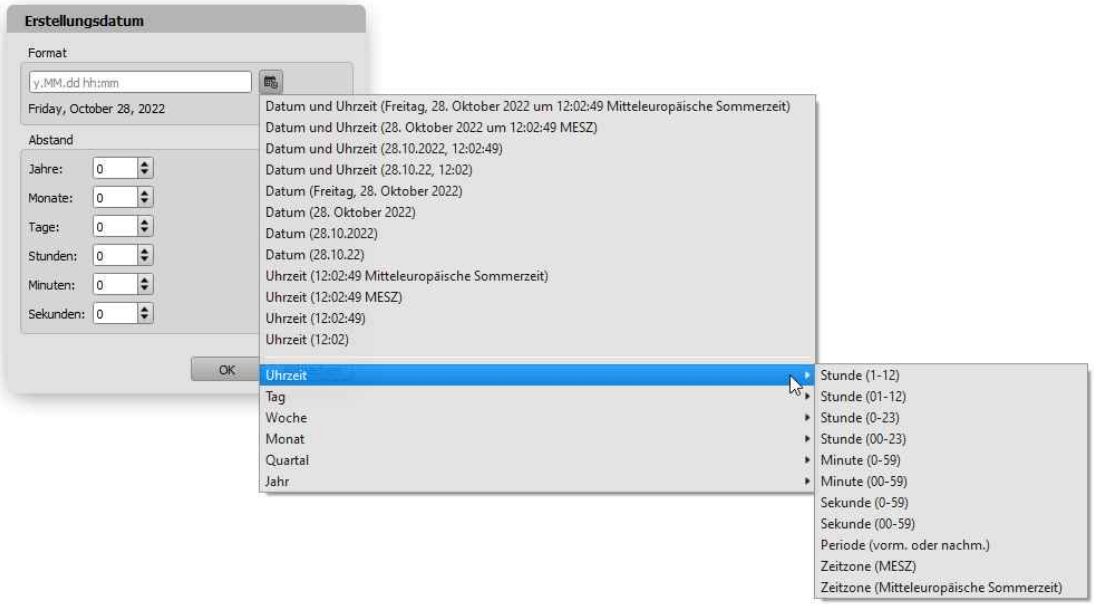
1. Make sure that you have made all preparations according to the instructions in the Footnotes and Endnotes section.
2. Choose **Text > Insert > Insert Variable** in the menu or **Insert Variable** in the context menu, or, for a footnote, press **Ctrl + Alt + Shift + F** (Windows/Linux) or **Command + Option + Shift + F** (Mac).
3. Choose one of the following options:
   - Footnote — Inserts a Footnote.
   - **Endnote** — Inserts an Endnote.

At the cursor position, the reference number for the footnote or endnote is automatically inserted and marked with the style sheet defined in the Preferences. At the same time, the footnote or endnote number, followed by a footnote or endnote text, is inserted and also marked with the style sheets defined in the Preferences. You can now overwrite the footnote or endnote text and replace it with your own text.

Please refer to the section Footnotes and Endnotes.

Insert Variable for Dates

1. Choose one of the following options for a creation date:
   - Choose **Text > Insert > Insert Variable > Creation Date** in the menu.
   - **Choose Insert Variable > Creation Date in the context menu.**
2. Choose one of the following options for a modification date:
   - Choose **Text > Insert > Insert Variable > Modification Date** in the menu.
   - **Choose Insert Variable > Modification Date in the context menu.**
3. Choose one of the following options for the date format:
   - Click OK if the date is to be displayed language-independently in the so-called “DATE_FULL” format without any changes. This format displays the day of the week as text, the day as a digit, the month as text, and the year as a number depending on the language. Example: The date “20.07.2015” will be displayed as “2, 2015 7 20” if no language has been assigned. The same date will be displayed as “Montag, 20. Juli 2015” if the language **German** has been assigned, as “Monday, July 20, 2015” if the text language **English** has been assigned, or as “2015 **年** 7 **月** 20 **日 星期一**” if the text language **Chinese** has been assigned.



- Click the date icon and choose one of the 12 predefined date formats in the menu, which are translated to the text language automatically.
- Enter an individual date format in the **Format** entry field using the 31 predefined abbreviations. The abbreviations are based solely on the globally recognized Unicode Standard: https://www.unicode.org/reports/tr35/tr35-dates.html#Date_Field_Symbol_Table
- Choose the options in the menu or optionally enter the abbreviations in the **Format** entry field: **Time — Hour (1-12, 01-12, 0-23, 00-23)**, **Minute (0-59, 00-59)**, **Second (0-59, 00-59)**, **Period (AM or PM)**, **Zone**. **Day — Day (1-31, 01-31)**, **Day of year**, **Day of week (1-7)**, **Day of week (Tue)**, **Day of week (Tuesday)**. **Week — Week (1-53 or 01-53)**. **Month — Month (1-12 or 01-12)**, **Month (Short)**, **Month (Long)**. **Quarter — Quarter (1-4 or 01-04)**, **Quarter (Short)**, **Quarter (Long)**. **Year — Year**, **Year (01-99)**, **Era (AD)**, **Era (Anno Domini)**. Any number of abbreviations can be combined into a date. The abbreviations can optionally be separated by spaces and periods. The preview evaluates the entry field and displays the calculated variable in the chosen format (in English). If the entries in the **Format** field are completely deleted, the variable is displayed in the "DATE_FULL" format again by default.

4. Optionally, choose a time offset for the date under **Distance**. This option is useful if you want to output a date in the past or in the future that refers to the modification date or creation date. For example, if you are designing a package, you can use the **Distance** option to define a "best before" date. Choose one of the following options for the offset:
   - Choose the value "0" in all input fields if you do not want a time offset.
   - Enter a value greater than "0" in the entry fields **Years**, **Months**, **Days**, **Hours**, **Minutes** and/or **Seconds** if you want to define a time offset into the future. Alternatively, enter a value less than "0" if you want to define a time offset into the past. Values from −1000 to 1000 are allowed.

> *Notes:*
>
> *1. For individual date formats based on pre-defined abbreviations, there is NO language-dependent translation of the data for weekdays and months. Additional language-dependent formatting is only possible with the predefined date formats.*

2. When calculating the offset, the program adds the information in the order year, month, day, hour, minute, second. If you add a month to the date "January 31", the result is the last day of February. Depending on whether it is a leap year, this may be February 28 or 29. If you add a month and two days to the date "April 30", the result is "June 1". If the program first added the days and then the month, the result would be "June 2", since April has only 30 days and May 31 days.

Change settings for date variables

1. Select the variable in the text or place the insertion point in front of the text variable.
2. Choose the option **Edit Variable** in the context menu.
3. Make the desired changes and confirm the setting.

Importing text files

You can import text files, which may be available in various formats.

Import text file with the Import dialog

1. Choose one of the following options:
   - Press **Ctrl + D** (Windows/Linux) or **Command + D** (Mac).
   - Choose **File > Import**.
2. The options in the dialog are identical with the options for opening documents. Please refer to the section Working with Documents.
3. Choose one of the following options in the popup menu **File Type**:
   - Choose **Text (*.txt)** if you want to import a text file without any formatting instructions. In this case, the formatting of the text file depends on the options chosen at the position of the insertion point. Choose another option if you want to import a text file with formatting instructions. Depending on the program version, the following formats are available, for example:

Format	Format description
Microsoft Word (*.docx, *.docm, *.dotx, *.dotm),	Manufacturer/Internet
RTF (*.rtf),	Manufacturer/Internet
Text HTML (*.html, *.htm)	Section Technical Information
Text XML (*.xml)	Section Technical Information
Apple Pages (*.pages)	Manufacturer/Internet
InCopy-Document (*.icml)	Manufacturer/Internet
VIVA Tags (*.vm)	Section Technical Information
QuarkXPress Tags 1.7 (*.xtg)	Manufacturer/Internet

   -

     Individual formats such as **Microsoft Word** may be missing depending on the edition or installation. In this case, the formatting of the text file depends on the formatting used in the text file and supported by the program. Please refer to the chapters Import and Working with Documents.

4. Click **Open** or double-click the document in the list.

Note: When you import a Word or Pages document into an existing text object, the program shows the dialog **Import Word text** *or* **Import Pages text**. *Under* **Formatting**, *choose* **Formatting and style sheets**, **Formatting without style sheets** *or* **Plain text**. *Only the body text is taken over; headers and footers are only created when the document is opened. Choose* **Replace style sheets of the same name** *if style sheets of the document that have the same name as a style of the imported file should be replaced by its definition. Without this option, existing style sheets keep their defini-*

> *tion. The other options correspond to those for opening Word and Pages documents; please refer to the chapter* Working with Documents.

Import text file by Drag & Drop

1. Choose a text file in the operating system whose file type is supported by the program.
2. Drag the file over the text object with the mouse button held down.
3. Release the mouse button.

> *Note:*
> *If you choose a file whose file type is not supported by the application, nothing happens.*
> *If you choose a file whose file type is supported by the application, an additional dialog may open. Please refer to the sections* Import *and* Export.

Insert Placeholder Text

You can fill text objects with so-called placeholder text, which is available in several languages. The placeholder texts are saved as a text file in the program folder with language-related names and can be adapted if necessary. This option is useful if the texts for a layout are not yet available, but you want to get an idea of what the pages would look like if the text were available.

Insert Sample/Placeholder Text

Choose **Text > Fill with Sample Text**. The command is only available in the **Expert** working mode.

If there is no file for the language chosen, or if the text language is set to **None**, then a Latin text will appear automatically.

Objects

You can anchor any objects such as graphic, text, picture or table objects as well as whole groups in the text. Anchored objects “flow” automatically with the text and change their position according to the position of the text.

Please refer to the notes in the section Anchor Objects.

Notes

With notes, you leave information for other users at a place in the text. Position the insertion point at the place in the text you want and choose **Text > Note** or **Note** in the context menu, or press Alt + N (Windows/Linux) or Command + Option + Shift + N (Mac). Enter the text of the note in the dialog and confirm your entry. The program stores the author from the preferences with the note.

The **Notes** palette, which you open with **Window > Notes**, shows the note at the selected place in the text with **Author**, **Created on** and **Changed on**. With **Next** and **Previous** you jump to the next or the previous note, with **Remove** you delete the note.



The figure shows the **Notes** palette with a note on the word “beach”. As the **Author**, the program enters the name you define in the preferences under **Program** in the **Author** field; if the field is empty, it uses the user name of the computer.

When exporting as PDF, the program takes over notes in the text and notes of objects as comments in the PDF file if you choose the option **Export Notes as PDF Comments** (group **Comments**) in the export dialog. The note text becomes the content, the author the title of the comment. The option is not available for PDF/X, PDF/A and tagged PDF. Please refer to the chapter Export.

> *Note: The command* **Text > Note** *is not available in the* **Beginner** *working mode. Please refer to the section* Notes *in the chapter* Working in a Team.

Selecting text

To edit a text, you must select the text. You can select a text with the mouse and/or shortcut key s. Please refer to the Keyboard and Mouse Commands.

Select Text

1. Click twice (double-click), three times, four times, five times, or six times quickly to select a word, a line, a sentence, a paragraph, or all the text.
2. Position the insertion point, hold down the mouse button and move the mouse in the desired direction to select the text.
3. Position the insertion point and press **Shift**. Use the arrow keys to select the text character by character or by line.
4. Position the insertion point and press **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac). Use the arrow keys to select the text word by word or by paragraph.
5. Press **Shift** and position the insertion point to change an existing selection.
6. Choose one of the following options to select the whole text:
   - Quickly click the mouse button six times in a row.
   - Press **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
   - Choose **Edit > Select All**.

Deselect a text selection

Choose one of the following options to deselect the selection:

- Click.
- Choose **Edit > Deselect All**.

Editing text

Delete/replace text

You can delete individual characters or a selected text, or delete a selected text by replacing it with another text.

Delete single character

1. Position the insertion point in the text.
2. Choose one of the following options:
   - Press **Backspace** to delete the character BEFORE the insertion point.
   - Press the **Delete** key to delete the character AFTER the insertion point.

Delete text selection

1. Select some text.
2. Choose one of the following options:
   - Press the **Backspace** key
   - Press the **Delete** key
   - Choose **Edit > Delete**.

Delete text selection by replacing it

1. Select a text.
2. Choose one of the following options:
   - Enter characters using the keyboard or choose any option to insert text. Please refer to the section Entering and Inserting Text.
   - Choose **Edit > Paste** to insert copied or cut text from the clipboard.

Replace a word with a synonym

1. Position the insertion mark in the word or select the word.
2. Choose **Synonyms** in the context menu and then the term you want.

The program replaces the word with the chosen term. It does not take entries in brackets over into the text.

> *Note: The* **Synonyms** *submenu only appears if a language is assigned to the word and the program finds synonyms for the word. You define the module for the synonyms for each language in the preferences on the* **Spelling & Hyphenation** *tab in the* **Thesaurus** *column. Please refer to the chapter* Preferences.

Cut text

You can cut a text selection. The text will be removed from the document and copied to an invisible clipboard. The difference between deleting and cutting is that cut text can be pasted back into any point in the document, so long as no other text has been cut or copied.

Cut text

1. Select some text.
2. Choose one of the following options:
   - Press **Ctrl + X** (Windows/Linux) or **Command + X** (Mac).
   - Choose **Edit > Cut** in the menu or **Cut** in the context menu.

> *Note: When you cut, both the text and all text formatting and floating objects will be copied to the clipboard. This applies to font formatting as well as style sheets and colors. This ensures that the text does not lose its formatting when pasted, even if the definitions used such as colors or style sheets do not exist in the destination document. As a result, this option makes it easy to copy colors and style sheets to other documents. However, if there are colors or style sheets in the destination document that have the same name but a different definition, the definition in the target document will be used.*
>
> *In the Web Edition, there may be deviations from the functionality described. Please refer to the section* **Cut/Copy/Paste Text in the Web Edition** *if you are using VivaDesigner in the web browser.*

Copy text

You can copy a selected text and paste it later using the **Paste** option, if no other text has been cut or copied in the meantime. The text is copied to an invisible clipboard.

Copy text

1. Select some text.
2. Choose one of the following options:
   - Press **Ctrl + C** (Windows/Linux) or **Command + C** (Mac).
   - Choose **Edit > Copy** in the menu or **Copy** in the context menu.

> *Note: When you copy, both the text and all text formatting and floating objects will be copied to the clipboard. This applies to font formatting as well as style sheets and colors. This ensures that the text does not lose its formatting when pasted, even if the definitions used such as colors or style sheets do not exist in the destination document. As a result, this option makes it easy to copy colors and style sheets to other documents. However, if there are colors or style sheets in the destination document that have the same name but a different definition, the definition in the target document will be used.*
>
> *In the Web Edition, there may be deviations from the functionality described. Please refer to the section* **Cut/Copy/Paste Text in the Web Edition** *if you are using VivaDesigner in the web browser.*

Paste copied/cut text

You can copy a selected text and paste it later using one of the **Paste** options, if no other text has been cut or copied in the meantime. The text is copied to an invisible clipboard.

Paste text

1. Copy or cut a selected text in the document or in another application.

2. Position the insertion point in the text.

3. Choose one of the following options:
   - Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).
   - Choose **Edit > Paste** in the menu or **Paste** in the context menu.
   - Press **Ctrl + Shift + V** (Windows/Linux) or **Command + Shift + V** (Mac).
   - Choose **Edit > Paste WITHOUT Formatting** in the menu or **Paste WITHOUT Formatting** in the context menu. This option is only available if the option **Paste Text Formatting** in the **Preferences** has been set to either **Always (from all known applications)** or **Only within the application**. Forced line breaks, tabs and non-breaking spaces are kept; fonts and colors are not taken over. In the Web Edition, the command is not available in the **Edit** menu. Please refer to the section Preferences.
   - Choose **Edit > Paste WITH Formatting** in the menu or **Paste WITH Formatting** in the context menu. This option is only available if the option **Paste Text Formatting** in the **Preferences** has been set to **Never**. Please refer to the section Preferences.

> *Note: You can repeat the insertion as many times as you like, unless you cut or copy something again.*
> *In the Web Edition, there may be deviations from the functionality described. Please refer to the section* Cut/Copy/Paste Text in the Web Edition *if you are using VivaDesigner in the web browser.*

Cut/Copy/Paste Text in the Web Edition

The Web Edition of VivaDesigner behaves differently from the desktop version when **copying**, **cutting** and **pasting** text via the **clipboard**.

For clarification:

The operating system's "clipboard" is a temporary storage area that allows data to be exchanged between different programs. This allows you to cut texts in one program and paste or copy them in another program.

The VivaDesigner Web Edition is a "client-server" based JavaScript application that runs in a Web browser. Like any program, a web browser can also access the clipboard of the operating system. However, there are security restrictions here that are not known from other programs: While the clipboard can be accessed via buttons and menus in other programs, a JavaScript application in the web browser can only access the clipboard via the keyboard shortcuts.

The security restrictions for the clipboard in the browser are important to protect users from data theft and malicious actions. Using manual keyboard shortcuts ensures that access to the clipboard is deliberate and controlled.

These security restrictions can hinder beginners in particular in their work. For this reason, the functionality was extended with VivaDesigner 11.1:

1. If you use the options for **Copy**, **Cut** and **Paste** in the menu or in a function bar, the clipboard of the server on which VivaDesigner is installed is used. This means that the text can only be copied, cut and pasted INSIDE VivaDesigner.

2. If you use the shortcut keys for **Copy**, **Cut** and **Paste**, the clipboard of the computer on which the browser is installed (client) is used. This allows text to be copied, cut and pasted BETWEEN VivaDesigner and other programs.

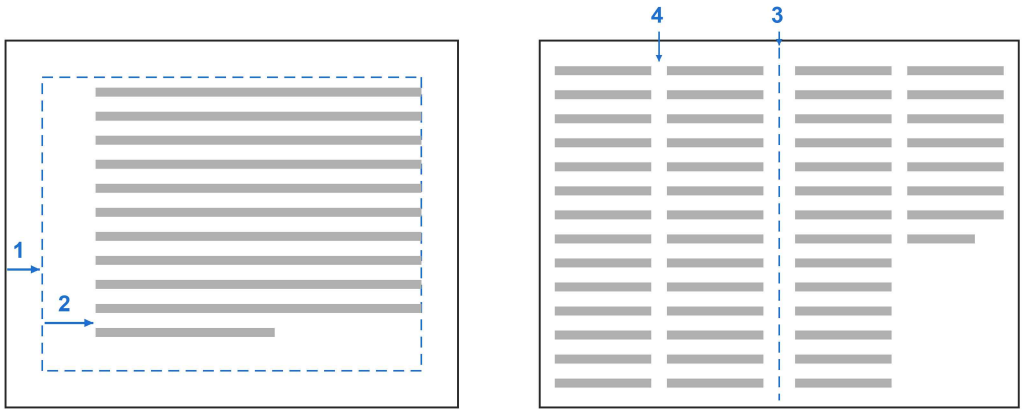
3. As this is a very important change and information, a message dialog is displayed when using the button sequences or options in the menu. So that this message does not permanently disrupt the workflow, the display is limited to two cases per program start, so that the display is omitted from the third use of the option.

Text layout

As “text layout” we mean the arrangement of texts within a text object or a text string. The layout of a text is determined both by the options of the text object and by the options of the text itself. The text layout is determined, for example, by text columns, text object entries or headers and footers.

The options are in some cases redundant. For example, you can define an indent or columns for both the text object and the text. The options are additive in this case:

- If you set a 5 mm indent for the text object and format the text with a 7mm indent, the total indent between the text and the object edge is 12mm.
- If you set two text object columns and two layout column text for the text object, the text will be displayed with four columns.



The figure shows on the left the indent of the text object (1) and the indent of the paragraph (2), which add up, and on the right a text object with two text object columns (3), whose text is set in two layout columns each (4): together, this results in four columns.

Text object layout options

Indents for text objects

1. Select a text object.
2. Choose one of the following options:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the tab **Main Text**.
4. Enter a value in the entry fields **Top**, **Bottom**, **Left** and/or **Right**. The value determines the distance from the edge of the object. For polygonal or oval text objects, the indent corresponds to the distance from the enclosing rectangle.

Define the position of the first baseline

1. Select a text object.
2. Choose one of the following options:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the tab **Main Text**.
4. Choose one of the following options under **First Baseline** to define the position of the first baseline:
   - **Ascent Height** — The distance between the object edge and the baseline of the first line, corresponds to the ascent height of the font in which the line was formatted.
   - **Cap Height** — (default setting) The distance between the object edge and the baseline of the first line, corresponds to the height of the character "M" of the font in which the line was formatted.
   - **Ascender** — The distance between the object edge and the baseline of the first line, corresponds to the height of the character "d" of the font in which the line was formatted.
   - **x-Height** — The distance between the object edge and the baseline of the first line, corresponds to the height of the character "x" of the font in which the line was formatted.
   - **Baseline** — The baseline of the first line is set to the object edge.
   - **Line Spacing** — The distance between the object edge and the baseline of the first line, corresponds to the height of the line spacing. This option is only used if the line spacing has the value "Auto".
5. Choose one of the following options under **Apply value** to add the value in the **Value** field to the first baseline (**Off** adds no value):
   - **Fixed** — The value entered is always added to the first baseline.
   - **Minimum** — The value entered is only added to the first baseline if it is greater than the position already calculated. For example, if the minimum value is 2 mm, the first baseline has the setting **Cap Height** and the font size is 18 pt, the value is not applied because the distance between the object edge and the first baseline is already more than 2 mm. If the value were 5 mm, it would be added accordingly.

Text object columns

1. Select a text object.
2. Choose one of the following options:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the tab **Text Columns**.
   - **Number** — Defines the number of text object columns.
   - **Gutter** — Defines the gutter between the text object columns.
4. Choose **Activate** to show column lines. This option is only available when more than one column has been defined for the text object.
   - **Color** — Defines the color of the column line.
   - **Shade** — Defines the shade of the column line.

- **Width** — Defines the width of the column line.
- **Line Style** — Defines the style of the column line.
- **Indent Top** — Defines the top indent of the column line. Choose whether the column line should start at the **Object Frame** or the **Baseline** of the first line.
- **Indent Bottom** — Defines the bottom indent of the column line. Choose whether the column line should end at the **Object Frame** or the **Baseline** of the last line. The option **Baseline** is determined by the options for the **Baseline Grid** in the text object and not by the text itself.

Header & Footer

1. Select a text object.
2. Choose one of the following options:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Click the tab **Header & Footer**.
4. Choose **Header** and enter a value to create a header.
5. Choose **Footer** and enter a value to create a footer.

> *Note:*
> *Creating a header or footer is mandatory if you want to use the variable* **Running Title** *in the document. The variable can only be calculated within a footer and header.*
> *For other variables, the header or footer is also helpful but not mandatory.*
> *Please refer to the section* Variables.

Text layout options

The program distinguishes between options for single characters, paragraphs and layouts. A “layout” can consist of a number of paragraphs. Within a text object or a text string, there can be several layouts. Layouts are helpful, for example, to format text within a text object alternately in one or more columns or to determine the vertical alignment of lines and paragraphs.

Create several Layouts

Basically, each text object has settings for the current layout. Use the following options for the current layout. To create further layouts, insert a layout break. Please refer to the section Break Characters.



Ein Tag am Meer

Vom ersten Licht bis zum Sonnenuntergang: drei Stunden an der Bucht.

Am frühen Morgen liegt der Strand noch still da. Nur ein paar Spaziergänger gehen am Wasser entlang, und die ersten Fischerboote kehren in den Hafen zurück.

Gegen Mittag füllt sich die Bucht. Kinder bauen Burgen aus nassem Sand, und im Café an der Promenade ist kaum noch ein Platz frei.

Am Abend färbt die Sonne das Meer orange. Wer jetzt noch am Wasser sitzt, hört nur die Wellen und die Möwen über dem Hafen.

The figure shows a text object with two layouts: the first layout with headline and lead is single-column, the second has two layout columns and a **Space to previous Layout** of 8 pt.

Change Layout options

1. Position the insertion point anywhere in the relevant Layout.

2. Choose one of the following options:

- Choose **Window > Module > Layout**.
- Choose **Text > Layout** (only in the **Expert** working mode). The dialog shows the tabs **Options**, **Columns** and **Footnote Area**.

Line Orientation

The option **Line Orientation** determines the direction in which the lines are arranged. For most writing systems, lines are read from top to bottom. Because the option can be set separately for each layout, you can set the option differently for multiple layouts.

Choose one of the following options to define the **Line Orientation**:

- **Top to Bottom** — The lines run horizontally and follow one another from top to bottom. This option is helpful for all texts that are read from top to bottom (for example Romance, Hebrew or Arabic texts). For Hebrew and Arabic texts, please refer to the section Arabic and Hebrew Text.
- **Left to Right** — The lines run vertically and follow one another from left to right. This option is helpful for vertically set texts whose lines follow one another from left to right (for example, Mongolian texts).
- **Right to Left** — The lines run vertically and follow one another from right to left. This option is helpful for vertically set texts whose lines follow one another from right to left (for example, Chinese or Japanese texts).

Line Justification

The option **Line Justification** determines whether the free space within a column is distributed after, before, or before and after a text. In most cases, the free space is displayed after the text.

Choose one of the following options to define the **Line Justification**:

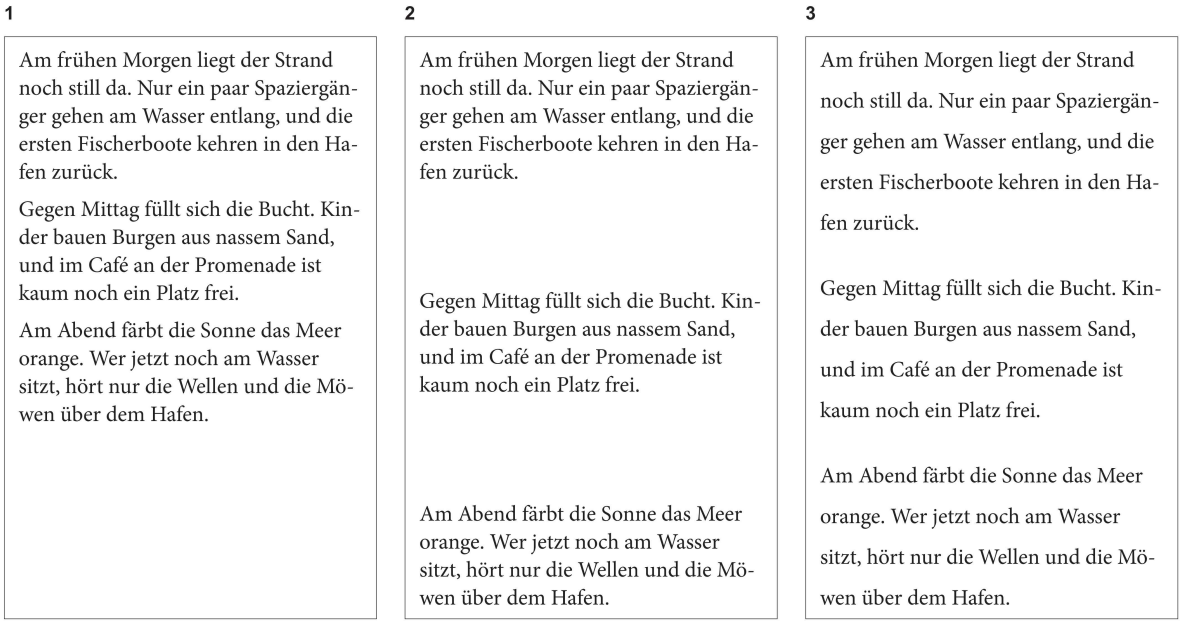
- **Beginning** — The lines are aligned at the beginning of the line orientation. For a text with the line orientation **Top to Bottom**, **Beginning** corresponds to the justification **Top**. For a text with the line orientation Left to Right **Beginning** corresponds to the justification **Left**.
- **Middle** — The lines are centered vertically.
- **End** — The lines are aligned at the end of the line orientation. For a text with the line orientation **Top to Bottom**, **End** corresponds to the justification **Bottom**. For a text with the line orientation Left to Right **End** corresponds to the justification **Right**.

Since the option can be set separately for each layout, you can set the option differently for multiple layouts. For example, to distribute the space between the first and second paragraphs for three paragraphs, insert a layout break after the first paragraph. For the first layout, choose **Beginning** and for the second layout (consisting of the second and third paragraphs) choose **End**.

Justified space between lines and paragraphs

You can distribute free space dynamically within a column between lines and/or paragraphs up to a maximum value. Dynamic means that the free space can change if you change the size of the text object. Since the option can be set separately for each layout, you can set the option differently for multiple layouts.

- Choose **Justified space between lines** and enter a value for **Maximum**. The value "0" switches the option "Off". The option only works if the option **Paragraph Spacing** does not yet exhaust the free space and there is also free space to distribute.
- Choose **Paragraph Spacing** and enter a value for **Maximum**. The value "0" switches the option "Off". The option only works if there is also free space to distribute.



The figure shows the same text object without spacing (1), with **Paragraph Spacing** with a **Maximum** of 40 pt (2) and with spacing between the paragraphs (**Maximum** 12 pt) and between the lines (**Maximum** 6 pt) (3). Without spacing, the free space stays below the text; with spacing, the program distributes it across the gaps.

Layout offsets

Like paragraph offsets, Layout offsets determine the distance between the previous and the next Layout.

- Choose **Space to previous Layout** and enter a value.
- Choose **Space to next Layout** and enter a value.

Layout Columns

Layout columns divide the text into multiple columns. Unlike text object columns, where each column automatically has the same width, layout columns can have different column widths.

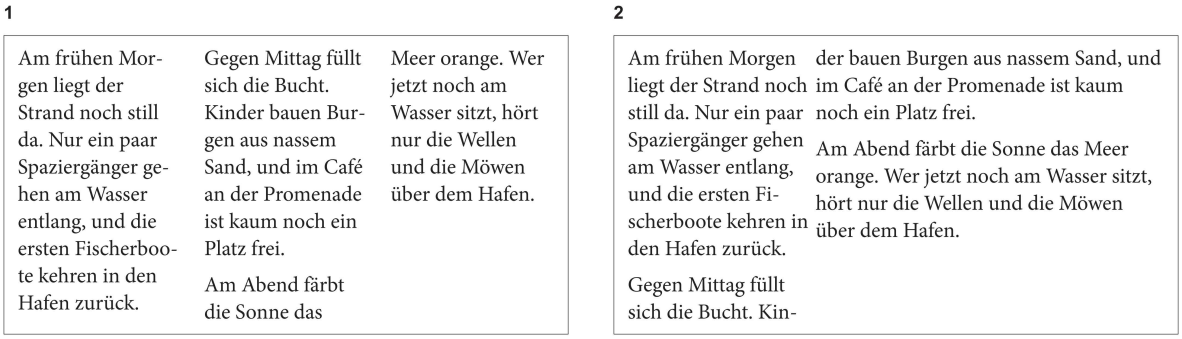
Choose one of the following options to specify the column layout:

- **Automatic** — All columns automatically receive the same width.
- **Manual** — The column width can be defined individually for each column.

Automatic and Manual Layout columns

Choose one of the following options to define the column layout:

- Choose **Column Layout > Automatic** to define the same width for all columns.
- Choose **Column Layout > Manual** to define an individual width for each column.
- Enter a **Number**.
- With manual Layout columns, enter a **Width** for each column. The width may have an absolute value (e.g. “50 mm”) or a relative value (e.g. “100 %”).
- Enter a **Gutter**.



The figure shows three automatic layout columns with a **Gutter** of 10 pt (1) and two manual layout columns with the widths 35% and 65% (2).

Exporting text

You can optionally export a selected text or the entire text of the current text chain as a text file in various formats.

Export Text

1. Choose one of the following options:
   - Position the insertion point in the Text object to export the whole text of the current text chain (Story).
   - Select a text to export just the selected text.
2. Choose **File > Export > Text**.
3. The options in the dialog are identical with the options for saving documents. Please refer to the section Working with Documents.
4. Choose one of the following options in the popup menu **File Type**:
   - Choose **Text (* .txt)** if you want to export a text file without any formatting instructions.
   - Choose another option if you want to export a text file with formatting instructions. Depending on the program version, for example **RTF** (*.rtf), **Microsoft Word** (*.docx), **Text XML** (*.xml), **VIVA Tags** (*.vm) and **QuarkXPress Tags 1.7** (*.xtg) are available; individual formats such as **Microsoft Word** may be missing depending on the edition or installation. Please refer to the chapter Export. For the formats **VIVA Tags** and **QuarkXPress Tags 1.7**, please refer to the section VivaMarken in the chapter Technical Information.

5. Enter a name for the text file.
6. Confirm the entry.
7. Depending on the selected **File Type**, additional dialogs may open with further options (for example, **Encoding**). Choose the appropriate options and confirm your entry again.

Language, Spelling and Hyphenation

Depending on the program version, you can manage texts in different languages in one document. Options for language-specific hyphenation, spelling correction and grammar check are available for this. Please refer to the section Preferences, where you can make a number of settings.

Language

When you launch your program version for the first time, an initial dialog it will ask you to define/confirm the program interface language and the default text language for all new text objects. Which language will be automatically displayed as the initial default by the program depends on the language of your operating system.

If for example you have an English operating system, the initial default language will be English, and a German operating system will have German assigned to it. Operating systems whose language the program cannot recognize will automatically receive the default language English. These initial settings will be stored in the Viva program preferences file on your system.

You can redefine the language assigned to a text as well as the default language for new text objects at any time. Please refer to the section Preferences.

Assign language to a text passage

1. Mark a text passage or place the insertion point in the text at the point from which the setting should take effect.
2. Choose one of the following options to assign the language required:
   - Choose **Window > Module > Character > Font & Language > Language**.
   - Choose **Window > Quick Access > Language**.
   - Choose **Text > Language**.
   - Choose **None** if the text does not correspond to any of the languages offered by the program or if it simply does not require any language assigned to it. In this way you will ensure that no hyphenation will take place. Furthermore, your text will not be affected by the Spell and Grammar Check functions or by the replacement of quotation marks with typographic quotation marks. This option is also relevant if you are using symbol fonts where the checking and replacement functions are not needed.

When a language is used in a document for the first time, assigning the language may take a few seconds. If the language is assigned again, you don't have to wait – the language will be assigned immediately.

The language lists in the **Module** palette, in the style sheets, the document settings, the preferences, the layers and the spell check have a search field: type part of the name to narrow down the list. The most recently chosen languages are at the top, below them all languages in alphabetical order in the language of the user interface.

Assigning the right language is very important for the correct structure of the document, because the program uses the language settings to determine the modules for hyphenation and spelling correction, the quotation marks, the digits of lists, footnotes and page numbers, the localized character forms of the font, upper and lower case as well as the language codes when exporting as PDF, EPUB, Word or IDML document. Please also refer to the sections Arabic and Hebrew Text and Other Languages and Writing Systems.

> *Note: You can still assign a language to a text or to all new text objects even if you do not possess the appropriate dictionaries or hyphenation modules.*

Assign a new language to be applied to all new text objects

1. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac).
2. Choose the new language from the popup menu **Language** in the **Text** section:
   - Choose **None** if you work with more than one language in your documents and want to apply the different languages to the text manually or with the help of Style Sheets. Please refer to the chapter Working with Style Sheets.
3. Confirm the entry and close the program to ensure that the settings are saved.

Show text information

The **Text Information** dialog shows, for the whole text of the current text chain, the number of characters, words, lines and text objects per language. The bottom line shows the number of languages and the totals for the whole text.

1. Position the insertion mark in the text.
2. Choose **Text > Text Information**.

> *Note: The command is only available in the* **Expert** *working mode.*

Hyphenation

The application offers extensive options for hyphenation of an excellent quality.

All determined hyphenation points are saved in the document. This allows a document to be passed on even if the recipient does not have the hyphenation modules used, as long as the recipient does not edit the text at the relevant places and no new line break occurs as a result.

Activate Automatic Hyphenation

1. Position the insertion point or select several paragraphs if the following settings should apply not only to the current paragraph but to several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Hyphenation**.
   - Choose **Text > Hyphenation**.

3. Choose **Hyphenation > Yes** to activate the hyphenation using the modules and user dictionaries installed. After the option has been activated, further settings may be made:
   - **Smallest Word** — Defines the minimum number of characters allowed in a string before a hyphenation. Strings with less characters will be ignored automatically by the Hyphenation module.
   - Hyphens in a Row — Defines the number of lines that may have a hyphen at the end of a line. If a value of 3 is entered, no hyphenation will occur on the fourth line, even if a hyphenation is possible.
   - **Minimum before** — Defines the minimum number of characters for the beginning of a word before the hyphenation. If a string of 10 characters is hyphenated after the second, fifth and eighth character, the value 3, will mean that the first hyphenation after the second character will not be made. In this case the first hyphenation will be after the fifth character.
   - **Minimum after** — Defines the minimum number of characters for the end of a word after the hyphenation. If a string of 10 characters is hyphenated after the second, fifth and eighth character, the value 3, will mean that the last hyphenation after the eighth character will not be made. In this case the hyphenation will be after the fifth character.
4. Choose one of the following options to define the hyphenation quality:
   - **No Quality** — The automatic hyphenation uses all existing hyphenation points.
   - **Only Good Quality or Better** — The automatic hyphenation only uses hyphenation points of good or very good quality. If the word has no such hyphenation points, it is not hyphenated.
   - **Only best quality** — Only the hyphenations that are of a very good quality are made by the automatic hyphenation. If the word has no quality hyphenation, none will be made.
   - **Best Available Quality** — Only the hyphenations that are of a good or very good quality are made by the automatic hyphenation. If this quality is not available for the string, the application will use the option **No Quality** automatically.

> *Please note:*
>
> - *A character string can only be hyphenated when all conditions are fulfilled.*
> - *The automatic hyphenation options may be made for any character strings or whole paragraphs.*
> - *The hyphenation quality settings are made independently of the actual possibilities of the hyphenation module or the language. This can mean that the hyphenation will be made, but that the settings for the quality will have no effect (e.g. in Spanish).*

Deactivate Automatic Hyphenation

1. Choose **Text > Hyphenation**.
2. Choose **Hyphenation > No** to deactivate the automatic hyphenation of the text.

Show Automatic Hyphenation Suggestion

If you are not sure if the automatic hyphenation has hyphenated a string correctly, you can check this using the command **Hyphenation Suggestions**. Please note that the suggested hyphenation only shows possible hyphenations and their quality. The suggested hyphenation does not show how and why a string will be hyphenated in special cases or not. Thus for example the settings for the selected language, possible left and right indents, Aesthetic Rag settings and all the settings for the **Hyphenation** option define if and how a string may be hyphenated at a specific point.

1. Select a single word in the text.
2. Choose **Text > Hyphenation Suggestions**.

- The first line shows all the hyphenations that the application has found based on the hyphenation module(s) and user dictionaries. A single dash between the syllables shows a hyphenation without qualitative value. Two dashes show a qualitatively good value, three dashes a high quality hyphenation.
- The second line shows the selected language. Here you can see at once if the hyphenation is wrong because the wrong language was assigned to the text.
- The third line shows the **hyphenation module** that was selected for this language. If you have installed hyphenation modules from different manufacturers, you can select these in the **Preferences**.

Discretionary hyphenation

With discretionary hyphenation, you can determine the hyphenation for a single word. With this function the automatic hyphenation for the word is deactivated. This option is helpful if you want a single word not to be hyphenated, or just want to separate it at a specific location, without changing the hyphenation settings for the paragraph.

1. Choose one of the following options to define the hyphenation:
   - Position the insertion point immediately BEFORE the word to set a No Hyphenation.
   - Position the insertion point WITHIN the word to set an individual hyphenation.
2. Choose **Text > Insert > Insert Hyphen/Dash > Discretionary Hyphen** in the menu or **Insert Hyphen/Dash > Discretionary Hyphen** in the context menu, or alternatively press the appropriate shortcut keys.

The discretionary hyphen is a special character without width. You can display it with the option **View > Text Invisibles**. The hyphenation point is only used if the word at the end of the line is to be hyphenated. Please refer to the section Special Characters.

Delete discretionary hyphen

To reactivate the automatic hyphenation, you must delete the discretionary hyphen. Position the insertion point at the corresponding position in the word and delete the special character with the **Backspace** key. Optionally, choose **View > Text Invisibles** to check whether the discretionary hyphen has really been deleted.

Manual hyphenation

You can also make a manual hyphenation of the word by entering a hyphen.

Choose **Text > Insert > Insert Hyphen/Dash > Hyphen** in the menu or **Insert Hyphen/Dash > Hyphen** in the context menu, or alternatively press the appropriate key.

However, it is not advisable to do this because the hyphenation is part of the text and does not disappear if the word is not to be separated.

User dictionaries for hyphenation exceptions

Automatic hyphenation can be enhanced by user dictionaries if the modules do not know or may hyphenate a word or string incorrectly.

The user dictionaries also support automatic substitution of strings in case of hyphenation. Such substitutions are indispensable in some languages for high quality hyphenation.

Please refer to the section Preferences.

Spell Check

With the Spelling and Grammar Checkers you can check a document for spelling errors and according to the program module supplied also check for grammatical correctness. To carry out the Spell and Grammar Checks correctly, it is necessary for the appropriate modules to be loaded when starting the program.

Depending on the program version supplied, the software comes with a module for Spell Check and Hyphenation for different languages. If you have installed hyphenation modules from other manufacturers, these may be selected for every single language in the **Preferences**.

Depending on the program version and installation, the following modules are available: **Hunspell** (spell check), **LibHnj** (hyphenation), **MyThes** (thesaurus), **VivaDict**, **Duden Proof Factory** as well as the online modules **VivaAIDict** and **VivaWebDict** (spell and grammar check via LanguageTool). Individual modules, for example **VivaWebDict**, may be missing depending on the edition or installation. You choose the module for a language in the preferences on the **Spelling & Hyphenation** tab.

You can also carry out a spell check of selected text passages or the current text chain (story). When checking the current text chain, the check is made from the position of the insertion point to the end of the text. It does not matter if the end of the text is visible in the screen or not.

Start manual Spell Check

1. Select a text passage or place the insertion point at the point in the text from which the Spell Check should start.
2. Choose **Text > Spell Check** or **Window > Spell Check**. If the **Spelling and Grammar** palette is already displayed, click **Start**.
3. If the application finds an unknown character sequence, the dialog **Spell and Grammar Check** will open. In the upper dialog section, the unknown character sequence will be shown in red in the context of the current sentence or paragraph. Choose one of the following options:
   - Double-click an entry in the list to replace the unknown character string with one of the suggestions.
   - Alternatively, choose an entry in the list and click **Change**.
   - Change the unknown character sequence in the entry field **Change to** and click **Change**.
   - Click **Change Always** if you assume that the error will occur again.
   - Click **Ignore** if the unknown character sequence is correct but you do not want to take over the unknown character sequence in your dictionary.
   - Click **Ignore Always** if you assume that the unknown character sequence will appear in the text several times.
   - Click the **Learn** button if the unknown character sequence is correct and you want to take over the character sequence in your personal language dictionary. The new sequence will be imported into the dictionary displayed in the popup menu **Language**.
   - Choose another language in the **Language** pop-up menu if the character string has the wrong language and you want to assign another language to it. New suggestions may then appear in the list.
   - Choose **Grammar Check** if the grammar should be checked as well. The option only works if the module for the language offers a grammar check.

Automatic Spell and Grammar Check

You can run the Spell and Grammar Checks in the background fully automatically. In this instance spelling errors will be displayed with a red wavy underline. and grammatical errors with a green wavy underline.

1. Choose one of the following options:
   - **View > Check Spelling automatically** — Switches the automatic Spell and Grammar Check function on or off.
   - **Preferences > Text > Automatic Spell Check** — Switches the automatic Spell and Grammar Check function on or off. Please also refer to the section Preferences.
2. Choose one of the following options:
   - Position the insertion point anywhere in the unknown character sequence and choose a correction suggestion.
   - Choose a correction suggestion in the context menu.
3. For grammatical errors (for example, commas) the correction suggestion can not always be selected. In that case, compare the proposal with the text and correct the text accordingly.
4. Optionally choose **Correction Hint** in the context menu to show the explanation of the checking module for the error in a message window. The command only appears if the checking module supplies an explanation for the error.

The wavy underlines disappear as soon as the module in question no longer considers the character string to be incorrect.

Correct and improve texts with VivaAIDict

VivaAIDict is a module for the spell check that checks texts with VIVA AI. It marks passages that it would correct or improve and offers the changed text as a correction suggestion. For the check, the program transfers the sentences to a server of VIVA. The module therefore requires an Internet connection. Please refer to the chapter Working with VIVA AI.

1. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac) and there the section **VivaAIDict**.
2. Choose **Activate Module**. With the activation you confirm that you accept the terms of use of VIVA named in the dialog.
3. Choose one of the following options in the **Engine** popup menu:
   - **Correct Text** — Suggests corrections for the text. This option is the default setting.
   - **Improve Text** — Suggests rewordings that improve the text. Optionally choose a **Writing Style** (**Simple**, **Business**, **Academic** or **Casual**) or a **Tone** (**Enthusiastic**, **Friendly**, **Confident** or **Diplomatic**) in the **Style** popup menu. With **Default** the program does not specify a style.
   - **Experimental** — Checks the text via the AI interface of VIVA.
4. Confirm the entry.
5. In the preferences on the **Spelling & Hyphenation** tab, choose the module **VivaAIDict** in the **Spell Check** column for the languages you want. The module is only available for the languages that VIVA releases for it.

6. Check the text as described in the sections Start manual Spell Check and Automatic Spell and Grammar Check.

The module marks all passages found like grammatical errors. Choose the correction suggestion to replace the passage with the changed text. The suggestion <DELETE> deletes the passage.

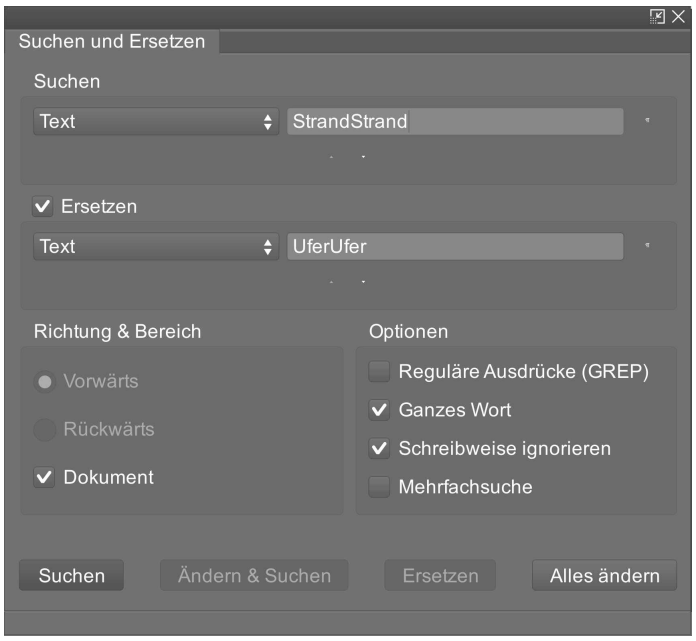
Search and Replace

Simple Search and Replace

A basic function in any word processor or layout program is a powerful **Search and Replace** command. The application allows you to search for character strings, invisibles, style sheets or text properties which can then be replaced by other characters, invisibles, style sheets or text properties.

Search and Replace

1. Choose an appropriate option:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Edit > Search & Replace** in the menu or **Search & Replace** in the context menu.



The figure shows the **Find and Replace** palette: the text “beach” is searched for as a **Whole Word** in the entire **Document** and replaced by “shore”.

2. Choose one of the following options in the popup menu **Search**:
   - **Text** — Searches for a character string. Enter the string in the entry field. A character string may consist of any combination of characters, invisibles (control characters) and regular expressions. Searching for invisibles and regular expressions will be described in a separate section.
   - **Font** — Searches for a character string with a font/font face. Choose a font and a font face.
   - **Font Size** — Searches for a character string with a font size. Enter a size and choose a relation option.
   - **Text Color** — Searches for a character string with a text color. Choose a color.

- **Language** — Searches for a character string with a language. Choose a language.
- **Character Style Sheet** — Searches for a character string with a character style sheet. Choose a character style sheet.
- **Paragraph Style Sheet — Searches for a character string with a paragraph style sheet. Choose a paragraph style sheet.**
- **Layout Style Sheet** — Searches for a character string with a layout style sheet. Choose a layout style sheet.

3. Click on the arrow icons to add or remove additional search definitions. Example: Search for the character string “Sam” and then the color [Red]. The program will only find the strings to which the appropriate color is assigned.

4. Optionally, choose **Replace** if you also want to replace the character strings found. The options work in the same way as those of the search. Example: if you first search for the character string “Sam” and replace it with the color “Red”, all strings found can be colored red automatically.

5. Choose one of the following options:
   - **Forwards**/**Backwards** — Searches the text of the current text chain (story) after /before the position of the insertion point. The options are only available if the insertion point is set in a text object and the **Document** option is not selected.
   - **Document** — Searches all the text chains (stories) in the document.
   - Whole Word — The character string corresponds to a whole word or a word fragment. Example: Choose the option if you only want to find the name “Sam” but not the word “Sample”.
   - **Ignore Case** — Ignores the case for the search. Example: Choose the option if you want to find the name “Sam” but also written as “sam” or “saM”.
   - **Regular Expressions (GREP)** — Evaluates the character string as a regular expression. Please refer to the section Complex Search and Replace.
   - **Multiple Search** — Searches for and replaces several character strings in one pass, which you separate with “||”. Please refer to the section Multiple Search.

   > *Note: The palette shows the options* **Forwards**, **Backwards** *and* **Document** *in the* **Direction & Area** *section, the remaining options in the* **Options** *section. If* **Document** *is chosen, the program always searches forwards and does not need an insertion mark. If* **Regular Expressions (GREP)** *is chosen,* **Whole Word** *is not available.*

6. Click the **Search** button to start the search.

7. The character strings found will be marked automatically and displayed in the document window. Click one of the following buttons:
   - Search — Searches for further character strings.
   - **Replace & Search** — Replaces the character string found and searches for further character strings. The program will show a message in the palette when no further strings are found.
   - Replace — Replaces the character string found without continuing the search for further strings.
   - **Replace All** — Replaces all further character strings automatically. Choose this option if the strings found should not be shown and confirmed individually in the text. When the process is completed, the program shows the number of replacements in the palette.

   > *Note: If the text searched contains footnotes, the search automatically switches to the footnote area and searches the footnote texts as well. When the search reaches the end of the search area, it continues at the beginning.*

Multiple Search

With the option **Multiple Search** you search for and replace several character strings in one pass. The program finds the next occurrence of one of the character strings each time and replaces it with the replacement term at the same position in the list.

1. Choose **Edit > Search & Replace**.
2. Choose **Search > Text** and enter the character strings separated by "||", for example "car||wheel".
3. Choose **Replace**, choose **Text** in the popup menu and enter the replacement terms in the same order, also separated by "||", for example "vehicle||tyre". Leave a replacement term empty, for example "vehicle||", to delete the corresponding character string.
4. Choose the option **Multiple Search** in the **Options** section.
5. Click **Search**, **Replace & Search**, **Replace** or **Replace All**.

> *Note: The number of replacement terms must match the number of search terms. Otherwise the program reports* **Incorrect entry** *when replacing. If* **Regular Expressions (GREP)** *is chosen as well, the program evaluates each character string as a separate regular expression.*

Search and Replace invisibles

1. Choose an appropriate option:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Edit > Search & Replace** in the menu or **Search & Replace** in the context menu.
2. Choose **Search > Text**.
3. Click the **Invisibles** icon on the right of the entry field and choose an option from the popup menu or enter the control character manually in the entry field (e.g. "\p" for a Return). Enter as many invisibles/control characters as you like or combine them with normal text. Example: the character string ".\p\p" looks for a full stop/point followed by two Returns.
4. Optionally, choose **Replace** if you also want to replace the character strings found. The options work in the same way as those of the search. Example: the string ".\p" would delete the second paragraph break in the search above.

You enter a control character in the entry fields of **Search** and **Replace** as a code consisting of a backslash and a letter, a digit or a punctuation mark. The popup menu of the invisibles icon shows the code after the name of the control character in square brackets, for example **Tab [\t]**. The codes are case-sensitive. The program knows the following codes:

- Breaks — "\p" Paragraph Break, "\n" Forced Line Break, "\c" Column Break, "\b" Object Break, "\l" Layout Column Break, "\L" Layout Break, "\C" Chapter Break.
- Tabs and indents — "\t" Tab, "\e" Border Tab, "\i" Indent here.
- Dashes — "\m" Em Dash, "\j" En Dash, "\." Discretionary Hyphen, "\M" Em Dash (non-breaking), "\J" En Dash (non-breaking), "\B" Hyphen (non-breaking).
- Spaces — "\1" Em Space, "\2" En Space, "\3" Three-Per-Em Space, "\4" Four-Per-Em Space, "\6" Six-Per-Em Space, "\8" Thin Space (1/8 Em), "\9" Hair space (1/24 Em), "\g" Punctuation space, "\z" Space with zero width, "\q" Space with zero width (non-joiner).
- Non-breaking spaces — "\x" Em Space (non-breaking), "\h" En Space (non-breaking), "\Z" Three-Per-Em Space (non-breaking), "\v" Four-Per-Em Space (non-breaking), "\K" Six-Per-Em Space (non-breaking), "\a" Thin Space (1/8 Em non-breaking), "\H" Hair space (1/24 Em non-breaking), "\U"

Punctuation space (non-breaking), “\S” Space (non-breaking), “\5” Space with fixed width (non-breaking), “\f” Figure Space (non-breaking).

- Backslash — “\\” stands for the backslash itself.

> *Note: The codes also apply when the option* **Regular Expressions (GREP)** *is chosen and take precedence there over meta characters of the regular expressions with the same spelling. For example “\S” finds a non-breaking space, “\b” an object break and “\.” a discretionary hyphen.*

If the option **Regular Expressions (GREP)** is chosen, the program additionally understands the following codes consisting of a tilde and a character, as InDesign also uses them:

- Breaks and tabs — “~b” Paragraph Break, “~M” Column Break, “~R” Object Break, “~y” Border Tab, “~i” Indent here.
- Dashes — “~_” Em Dash, “~=” En Dash, “~-” Discretionary Hyphen, “~~” Hyphen (non-breaking).
- Spaces — “~m” Em Space, “~>” En Space, “~3” Three-Per-Em Space, “~4” Four-Per-Em Space, “~%” Six-Per-Em Space, “~<” Thin Space (1/8 Em), “~|” Hair space (1/24 Em), “~.” Punctuation space, “~/” Figure Space (non-breaking), “~S” Space (non-breaking), “~j” Space with zero width (non-joiner).
- Special characters — “~8” bullet (•), “~2” copyright symbol (©), “~e” ellipsis (…), “~7” section sign (§), “~r” registered symbol (®), “~d” trademark symbol (™).
- Quotation marks — “~"” straight double, “~{” opening double (“), “~}” closing double (”), “~'” straight single, “~[” opening single (‘) and “~]” closing single quotation mark (’). A straight quotation mark without a tilde finds all double or all single quotation marks in regular expressions.

Complex Search and Replace

If you want to search for several variations of a character string (e.g. “Car” and also “Cars”, you must extend and repeat this search.

With a complex search, you can define several variations of a character string in one search. For this, the program uses so-called “regular expressions”. Regular expressions are a syntax with which you define a kind of text pattern for a complex search query. This syntax is largely standardized and is also used in other programs, mainly in text editors. Since this technique was first used in the Unix program “Grep” (Global Regular Expressions Program), regular expressions are also called “GREP” in other programs.

Regular expressions consist of **meta characters** (e.g. “\p” for a Paragraph Break or Return, or “()” for areas) and **Operators** (e.g. “|” for “or”).

Examples:

“Ca(r|rs)” will find “Car” or “Cars”.

“(Mr.|Mrs.) Doe” will find “Mr. Doe” or “Mrs. Doe”.

“(Mr.|Mrs.|Miss) (\w+)” will find “Mr. Doe”, “Mrs. Smith“, “Miss Jones“.

“[\.\-\w\d.]+@[\.\+\w\d.]+” will find all Email addresses.

“(D|d)rag(?|-?)(and|&|‘n’)(?|-?|)((D|d)rop)” will find “Drag and drop”, “Drag and Drop”, “Drag-and-drop”, “Drag-and-Drop”, “Drag & drop”, “Drag & Drop”, “Drag’n’Drop”, “Draganddrop”

You can find a complete description of the regular expressions in the Internet:
https://unicode-org.github.io/icu/userguide/

Search and Replace Regular Expressions

1. Choose one of the following options:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Edit > Search & Replace** in the menu or **Search & Replace** in the context menu.
2. Choose **Search > Text**.
3. Enter the regular expression. Example: the character string ".\p\p" looks for a full stop/point followed by two Returns.
4. If required, choose the option **Replace** to replace the strings found. The options work in exactly the same way as in the search.
5. Choose the option **Regular Expressions (GREP)** to tell the program that the text should not be interpreted as a character string but as a regular expression.

Indexes and Tables

The program has various internal memories for managing index lists. A total of five different index lists with the designations **Index**, **Contents Entry**, **Bibliography**, **Abbreviation** and **Picture Entry** are available to the user.

Notes on creating and managing entries:

- To add or delete an entry, a corresponding string must be selected in the document. We also refer to this string as an entry.
- An entry can be added or deleted manually via the **Text > Mark as** menu, via the **Module > Character > Tables** palette as well as via the **Text Formatting Inspector** palette.
- Entries can be added or deleted automatically using a character style sheet or a paragraph style sheet.
- An entry can be added to multiple directories in parallel.
- An entry can contain an alternative text, which in turn can contain variables.
- Entries can have a maximum of 256 characters.
- Entries that contain wrapping characters are added only up to the first wrapping character.

Notes on creating entries:

- You can create tables and indexes manually for all entries of a document or for all entries of several documents.
- You can create tables and indexes fully automatically for all entries of the documents in a Collection.
- If you generate an index or table of contents and later export the document as PDF, the page numbers are exported as a **link** automatically. This means that when you click the page number in the PDF, the program jumps to the relevant document page in the PDF. The link to the page is visible in the document with the option **Mark as > Link**.
- The link is on the page number, not on the whole entry, and shows the relevant page completely. The program does not export links in PDF/X files. In EPUB, page numbers are not links; there the table of contents of the EPUB reader takes care of navigation.

> *Note: The* Text > Mark as *menu and the commands for generating indexes and tables of contents are only available in the* Expert *working mode.*

Add entry manually

1. Double-click a word or choose any character string.
2. Choose one of the following options:
   - Choose **Text > Mark as** in the menu.
   - Choose an option in the palette **Module > Character > Tables**.
   - Choose the palette **Text Formatting Inspector**.
3. Choose **Index**, **Contents Entry**, **Bibliography**, **Picture Entry**, **Abbreviation** or **Running Title** and then **Yes** to add the entry to the respective index or table.
4. Enter in the field **Alternative Text** a text that differs from the selected character string or that should ad to this string. Please refer to the notes in the section Alternative Text.
5. Choose **Append Page Number** to add a page number to the entry when generating an **Index**.
6. Choose **Level** to define a level for the **Contents Entry** or **Running Title**.

Delete entry manually

1. Double-click a word or choose any character string. Make sure you select all the characters that have been marked as an entry.
2. Choose one of the following options:
   - Choose **Text > Mark as** in the menu.
   - Choose an option in the palette **Module > Character > Tables**.
   - Choose the palette **Text Formatting Inspector**.
3. Choose **Index**, **Contents Entry**, **Bibliography**, **Picture Entry**, **Abbreviation** or **Running Title** and then **No** to remove the entry from the respective index or table.

Automatically add/delete entries via Style Sheets

In many cases it is useful to add an entry using a style sheet. This usually applies to strings that represent a heading and should therefore be marked up using a Paragraph Style Sheet anyway. However, you can also create a Character Style Sheet that is used only to add a selected string as an entry. Another advantage of style sheets is that you can add the identical string to multiple directories. If you define a key for the style sheet, adding an entry is also considerably faster than using the menus and palettes.

Alternative Text

The **Alternative Text** option allows you to replace or supplement the selected string with another text. If you enter any text, it will be displayed in the directory instead of the selected string.

However, you can also supplement a text by using variables and operators. For example, if you want to store the string “Berlin” in the directory not only under the entry “Berlin” but also under “City”, you can enter “Berlin;City” or “$;City”. The following examples refer to an alternative text for the string “Berlin”.

Dollar Sign

The variable “$” (dollar sign) symbolizes the selected string. The entry $;City;Germany creates the entries “Berlin”, “City” and “Germany”.

Table of Contents

The Variable “$toc-#” symbolizes the current level of the Table of Contents. For example, if you use a keyword “Berlin” and the current, first level of the Table of Contents is called “Capitals”, entering $;$toc-1 would create the entries “Berlin” and “Capitals”.

Semicolon

The Operator “;” (Semicolon) separates several entries. The entry Berlin;City;Germany creates the entries “Berlin”, “City” and “Germany”.

Colon

The Operator “:” (Colon) defines a sublevel. A colon defines a sublevel, every additional colon defines a further sublevel.

The entry Berlin:City:Germany creates the entries “Berlin”, with the first sublevel “City” and the second sublevel “Germany”.

The entry Berlin:City:Germany;Europe creates the entries:

Berlin

- City

- Germany

Europe

The entry Berlin:City;Berlin:Germany;City:Berlin;Germany:Berlin creates the entries:

Berlin

- City

- Germany

Germany

- Berlin

City

- Berlin

Vertical Bar

The Operator “|” (Pipe) defines a sublevel, whereby the elements of the levels are automatically output multiple times.

The entry Berlin|City;Berlin|Germany creates the entries:

Berlin

```
 - City

 - Germany

Germany

 - Berlin

City
```

- Berlin

Backslash

Strings that start with special characters for variables or operators (e.g. “$Berlin”) or consist of only one special character are only added if they are masked out with a “\” (backslash) (e.g. “\$Berlin”). Otherwise the whole string will be ignored. The string “US$”, on the other hand, does not have to be masked out because the string does not begin with the special character.

Tips for managing entries

Find entries quickly

In this manual, headings and labels for options are added to indexes and tables of contents automatically by means of style sheets. Since these strings stand out typographically from the text, they are easy to recognize. However, the manual also contains character style sheets that add strings to indexes automatically without this being directly recognizable. In such cases, the option **View > Visualize Text Style Sheets** is helpful, with which you can visualize all style sheets.

Edit and manage alternative text quickly

Since the alternative text is not directly visible for entries in the document, editing and checking using the options in the **Text > Mark as** menu and the palette **Module > Character > Tables** can be quite tedious. In such cases, the option **Window > Text Formatting Inspector** is a great help, where you can jump between the different entries with a mouse click.

Generate Document Tables and Index semi-automatically

Generate Table of Contents semi-automatically

In a **Table of Contents**, the entries are output in the order in which they appear in the text.

1. Choose **Text > Document Index & Tables > Create Table of Contents**.
2. Optionally, choose a **Style Sheet** with which the entries on the different levels are to be marked. If no Style Sheet is selected, the text is marked up with the attributes that are displayed at the insertion point.
3. Optionally, choose the number of **Levels** you want to output in the directory. This option is useful if you have used three levels, for example, but want to display only two levels in the table.
4. Optionally specify a **Prefix** and/or **Postfix** for the **Contents Entry**. This option is useful if you want to display additional characters before or after the entry, for example.
5. Optionally specify a **Prefix** and/or **Postfix** for the **Page Number**. This option is useful if you want to display additional characters before or after the page number, for example.

6. Optionally choose **Chapter before** and choose a paragraph style sheet. This option ensures that the name of the chapter in which the entries are located is displayed. You specify the name of the chapter using the palette **Module > Chapter > Chapter Name**.
7. Optionally, choose **Add > Column Break** or **Add > Object Break** to specify that a new chapter starts in a new column or a new object. If the text object has only one column, the option is identical to the option **Object Break**. If the table of contents consists of one text object per page, **Column Break** and **Object Break** automatically correspond to a **page break**.
8. Choose one of the following options to determine how duplicates should be output. Duplicates are identical entries located in different text objects on current or following pages.
   - **Show Duplicates** — Shows all duplicates.
   - **Suppress Duplicates** — Suppresses all duplicates which are on the same level DIRECTLY one after the other but have different page numbers. In this case only the first page number is output.
   - **Summarize Duplicates** — Suppresses all duplicates that are on the same level DIRECTLY one after the other, but summarizes the page numbers. For example, if an identical entry is on pages 35, 36 and 37, the option summarizes the entry and outputs the entry only once with the page number "35-37".
   - **Summarize Duplicates with Abbreviations** — Suppresses all duplicates which are on the same level DIRECTLY one after the other, but outputs the language-dependant abbreviation for one (e.g. "f." in German, or "et seq." in English) and several subsequent pages (e.g. "ff." in German, or "et seqq." in English). For example, if an identical entry is on pages 35, 36, and 37, the option will combine the entry and output the entry only once with the page number "35 ff." (German) or "35 et seqq." (English).

> *If you use the option* **Create PDF Bookmarks** *during PDF export, all text passages marked as table of contents will be output as bookmarks in the PDF. Please refer to the notes in the* Export *section.*
> *When a collection is exported as PDF whose documents have no cross-document table of contents (***Text > Cross-Document Index & Tables***), the PDF gets the bookmarks of the individual documents from their contents entries.*

Generate Index semi-automatically

In an **Index**, the entries are output in alphabetical order, the order in the text is irrelevant.

1. Choose **Text > Document Index & Tables > Create Index**.
2. Optionally, choose a **Style Sheet** with which the entries on the different levels are to be marked. If no style sheet is selected, the text is marked up with the attributes that are displayed at the insertion point.
3. Optionally, choose the number of **Levels** you want to output in the directory. This option is useful if for example, only two layers of three should be output.
4. Optionally, choose **Arrange Alphabetically** and then a paragraph style sheet. The program then places each initial letter as an intermediate heading before the entries beginning with it, formatted with the chosen paragraph style sheet.
5. Optionally, choose **Add > Column Break** or **Add > Object Break**. This option is helpful if each new initial letter should start in a new column or a new object; it is only available if **Arrange Alphabetically** is chosen. If the text object has only one column, the option is identical to the option **Object Break**. If the index consists of one text object per page, **Column Break** and **Object Break** automatically correspond to a **page break**.

Generate other tables semi-automatically

With a **Table of Abbreviations**, a **Table of Pictures** or a **Bibliography**, the entries are output sorted alphabetically; the order in the text does not matter. The names only serve for orientation, because these tables behave identically and can also be used for other purposes (e.g. a list of authors).

1. Choose one of the following options:
   - Choose **Text > Document Index & Tables > Create Table of Abbreviations**.
   - Choose **Text > Document Index & Tables > Create Table of Pictures**.
   - Choose **Text > Document Index & Tables > Create Bibliography**.
2. Optionally, choose **Arrange Alphabetically** and then a paragraph style sheet. The program then places each initial letter as an intermediate heading before the entries beginning with it, formatted with the chosen paragraph style sheet.

Generate Cross-document index & Tables semi-automatically

To create a cross-document index or table manually, you must first define which directory the current text chain should accommodate. A text chain can hold a maximum of one directory. However, you can create as many text chains as you like in one document.

1. Choose **Text > Cross-Document index & Tables > Index & Tables Options**.
2. Choose one of the following options:
   - **None** — The text chain should not contain an index or table later.
   - **Index** — The text chain should later contain an index.
   - **Table of Contents** — The text chain should contain a table of contents later.
   - **Bibliography** — The text chain should later contain a bibliography.
   - **Table of Pictures** — The text chain should later contain a list of images.
   - **Table of Abbreviations** — The text chain should later contain a list of abbreviations.
3. For each table or index, choose the same options as described in the section Generate Document Tables and Index semi-automatically.
4. Choose **Text > Cross-Document Index & Tables > Create Index & Tables**. For control purposes, the system displays which directory can be generated in the text chain.
5. Click **Select** to select the folder containing the documents on the basis of which the directory will be created. It is mandatory that all pages of the documents in the selected folder, as well as all pages of the document in which the directory will be generated, have unique page numbers. Thus, a page number must never be duplicated. In this case, choose **Document > Document Page Settings** for each document to adjust the first page number of a document.
6. Optionally select **Create PDF links for ONE merged PDF document**. This option is useful if you are merging all the documents that the entries refer to into one PDF. For example, if you have two documents with 5 pages each, this option will link to page 6 in the PDF for the second document. If the option was not selected, the page number refers to the first physical page number of the second document.

To create a cross-document directory automatically, you must work with a collection. Please refer to the instructions in the section Working with Collections.

Generate tables and indexes fully automatically

Please refer to the instructions in the section **Working with Collections**.

Footnotes and Endnotes

Footnotes and **Endnotes** are notes relating to a text, but which are not placed in the body text in order to increase its legibility. The Footnote or Endnote contains additional explanations of the main text, such as legends, notes, sources for quotes etc., which can be quite extensive. Footnotes and Endnotes consist of a reference character in the body text and the Footnote or Endnote text. The Footnote text generally appears at the end of the text area or the chapter, Endnotes at the end of the chapter or the main text, whereby the Footnote/Endnote Label (character or number) is repeated before the appropriate text.

The program offers extensive functions for the entry, management and display of Footnotes and Endnotes. Below is a short overview:

- An unlimited number of Footnotes and Endnotes can be applied in a document.
- Footnotes and Endnotes are numbered automatically by the program. The numbering changes automatically as soon as Footnotes or Endnotes are inserted or deleted.
- Footnotes and endnotes can be numbered continuously, by chapter, by page, by spread or by section.
- Style Sheets can be assigned to Footnotes and Endnotes both manually and automatically.
- Endnotes can be output at the end of the body text or at the end of the chapter.
- Footnotes can be displayed at the foot of the text object, the text column or at the end of the layout.
- Footnotes and Endnotes can be displayed independently of the body text in several columns and with a separator line.
- Footnote labels can be extended with a text that is displayed in front of and/or after the Footnote label (Prefix and Postfix).

Preparations for Footnotes and Endnotes

Before you start creating Footnotes and Endnotes, you should make a few preparations:

1. Create **Paragraph Style Sheets** for the Footnote Text or Endnote Text as well as **Character Style Sheets** for the Footnote Reference or Endnote Reference and the Footnote Label or Endnote Label. When creating the Style Sheets, please apply the following rules:
   - Footnotes or Endnotes are ideally displayed in a font size that is one or two points smaller than the body text.
   - The **Footnote Reference** or **Endnote Reference** in the body text should be displayed in **Superscript**. In the **Footnote Text** or **Endnote Text** however, the **Footnote Label** or **Endnote Label** character should not be in **Superscript**, because otherwise the legibility will be lost due to the smaller type.

2. Define the layout of the footnotes and endnotes in the **Preferences**. Subsequent changes in the preferences only take effect on new text chains or new footnotes and endnotes. You make changes for existing text objects and their text chains in the **Module** palette (**Story** tab) or with **Text > Story** on the **Footnotes** and **Endnotes** tabs.

3. Define the **Position** of the Footnotes and the number of **columns** for them in the text object settings.

Define Preferences for Footnotes and Endnotes

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).

2. Choose the following options in the dialog section **Footnote Style Sheets**:
   - In the **Footnote Style Sheets** dialog area, choose the **Character Style Sheets** for the **Footnote Reference** and the **Footnote Label** and the **Paragraph Style Sheet** for the **Footnote Text**.

3. Choose the following options in the dialog section **Endnote Style Sheets**:
   - In the **Endnote Style Sheets** dialog area, choose the character style sheets for the **Endnote Reference** and the **Endnote Label** and the **Paragraph Style Sheet** for the **Endnote Text**.

4. Choose the following options in the dialog section **Footnotes**:
   - **Offset** — Defines the minimum offset between the **body text** and the **Footnote Text**.
   - **Prefix**/**Postfix** — Define whether and which text is inserted before and/or after the **Footnote Reference** and the **Footnote Label**.
   - **Number Format** — Defines how the **Footnote Reference** and the **Footnote Label** are displayed. Besides **1, 2, 3, ...**, **a, b, c, ...**, **A, B, C, ...**, **i, ii, iii, ...** and **I, II, III, ...**, the choices include **01, 02, 03, ...**, **001, 002, 003, ...**, **0001, 0002, 0003, ...**, **Abjad**, **Alif-Ba-Ta**, **Hebrew**, **Hebrew, non-standard**, **Asterisks** (up to eight asterisks) and **Symbols** (*, †, ‡, §, ¶). The numbers appear in the digits determined by the character attribute **Digits** at the footnote label, with the setting **Default (by language)** in the digits of the text language, for example for “Arabic”, “Bengali” or “Nepali”. For Arabic and Hebrew texts, please also refer to the section Arabic and Hebrew Text.
   - **Numbering** — Defines whether the numbering is **Continuous**, **Chapter wise**, **Per page**, **Per spread** or **Per section**. With the option **Chapter wise**, the numbering starts again when a **Chapter Break** has been inserted in the text; with **Per page**, **Per spread** and **Per section**, it starts with 1 on each page, on each spread or in each section of the page numbering. The page on which the footnote label is located counts. Please refer to the sections Break Characters and Working with Pages.
   - **Start with** — Defines the number of the first footnote.
   - **Separator** — Defines if a separator should be displayed between the **body text** and the **footnote text**.
   - **Vertical Offset**/**Horizontal Indent** — Define the position of the separator. Both positive and negative values are allowed.
   - **Line Width**/**Color**/**Line Style**/**Length** — define the display of the **Separator**.
   - **Length** — Absolute values (e.g. **100 mm**) and relative values (e.g. **50%**) are allowed. Relative values relate to the width of the text object. With multi-column text objects the value relates to the width of a text column.

5. Choose the following additional options in the dialog section **Endnotes**:
   - **Display Position** — Defines whether the endnotes are displayed **After the Related Text**, **In a new Text Column** or **In a new Text Object**.

- **Offset** — Defines the minimum offset between the **body text** and the **Endnote Text**.
- **Save to** — Defines whether the endnotes are displayed at the **End of Text** or at the **End of Chapter**.
- **Prefix**/**Postfix**/**Format**/**Numbering**/**Separator** — Defined in the same way as the settings for footnotes.

Footnote Position

For each text object of a text chain, you can define how the footnotes are positioned. This is particularly helpful if the position for left and right pages should differ. For example, you can define that for a two-column text object the footnotes are displayed in the right column on the left page and in the left column on the right page.

Define the Footnote Position

1. Choose the **text object** in which the **Footnotes** are to be displayed. In new documents with an automatic text object, select the text object on the appropriate Alias Page.
2. Choose **Object > Special > Header & Footer** in the menu or **Special > Header & Footer** in the context menu.
3. Define the following options in the **Footnotes** section:
   - Use the popup menu **Position** to define the position of the footnotes:
   - **Layout** — The footnotes are displayed at the end of the Layout. If the body text contains no **Layout Break**, the footnotes will be displayed in the same way as with the option **On every text column**. If the body text flows over several text object columns, it may be that some footnotes will be displayed in the previous text object columns and some at the end of the Layout.
   - **On every text column** — The footnotes are displayed at the end of every text column.
   - **On the text frame** — The footnotes are displayed at the end of each text object. With multi-column text objects, the footnotes are always output in the first column.
   - **Number of columns**/**Gutter** — Defines the number of footnote columns within a text object column and their gutter.
   - **Start from column** — Defines from which text object column the footnotes should be displayed. This option can only be selected when the text object has more than one column.
   - **Width** — Defines the width of the footnotes in relation to the number of columns of the text object. This option can only be selected if the text object has several text columns.

Working with Footnotes and Endnotes

Inserting Footnotes and Endnotes

After completing the preparations for the footnotes and endnotes, you can now begin inserting them.

Insert Footnotes and Endnotes

1. Position the **Cursor** at the point where the **reference character** for the footnote or endnote should be inserted.

2. Choose **Footnote** or **Endnote** in the **Text > Insert > Insert Variable** menu or **Insert Variable** in the context menu. You can also insert a footnote with **Ctrl + Alt + Shift + F** (Windows/Linux) or **Command + Option + Shift + F** (Mac).

The number for the footnote or endnote will be inserted at the cursor position, and the Style Sheet that was defined in the Preferences will be applied to it. At the same time, the footnote or endnote number (label) followed by a default footnote or endnote text will be inserted (in the predefined position), and the Style Sheet that was defined in the Preferences will be applied to them. You can now overwrite the footnote or endnote text and replace it with your own.

In a right-to-left paragraph, for example in Arabic or Hebrew text, a new footnote or endnote also runs from right to left and is right-aligned. The style sheet of the footnote text remains unchanged.

Converting Footnotes and Endnotes

Footnotes and endnotes can be converted at any time.

Convert Footnotes and Endnotes

1. Position the **Cursor** exactly in front of the **Footnote number** or **Endnote number** (reference) in the **body text**.
2. Choose **Note Settings** in the context menu.
3. Choose **Footnote** or **Endnote** in the popup menu **Type**.
4. If the default text (“Footnote text” or “Endnote text”) is still shown in the lower part of the dialog, it is advisable to change the text now.
5. Confirm the entry.

Automatic Numbering

All footnotes and endnotes are numbered automatically. If you insert a new footnote or endnote in the body text, the program checks whether there are additional footnotes or endnotes before and after, and changes the numbering of the footnotes and endnotes according to the preferences set.

You can switch the automatic numbering on and off for individual footnotes or endnotes. This can be helpful if you want to insert a footnote or endnote that should not be counted, or if all footnote or endnote references consist of one character (e.g. *). Such exceptions are often used if a footnote contains a note about the author of the article or if very few footnotes are used in the whole body text. If all footnotes should be marked with asterisks or symbols, choose the **Number Format Asterisks** or **Symbols** instead.

Switch off Automatic Numbering

1. Position the **Cursor** exactly in front of the **Footnote number** or **Endnote number** (reference) in the **body text**.
2. Choose **Note Settings** in the context menu.
3. Choose **Numbering > No** if you want to enter a manual number or an appropriate character for the footnote or endnote.
4. Enter the required character(s) in the **Custom Text** field. As default the program shows an asterisk (*).

5. Confirm the entry.

You can change this setting at any time and switch the automatic numbering on again.

Switch on Automatic Numbering

1. Position the **Cursor** exactly in front of the **Footnote number** or **Endnote number** (reference) in the **body text**.
2. Choose **Note Settings** in the context menu.
3. Choose **Numbering > Yes** if the footnote or endnote should be numbered automatically.
4. Confirm the entry.

Deleting Footnotes and Endnotes

Delete Footnotes and Endnotes

- Delete the **Footnote Reference** or **Endnote Reference** number in the **body text**.
- Alternatively, delete the **Footnote Text** or **Endnote Text** including the reference number.

If necessary, the footnotes and/or endnotes will be renumbered.

General Tips for Footnotes and Endnotes

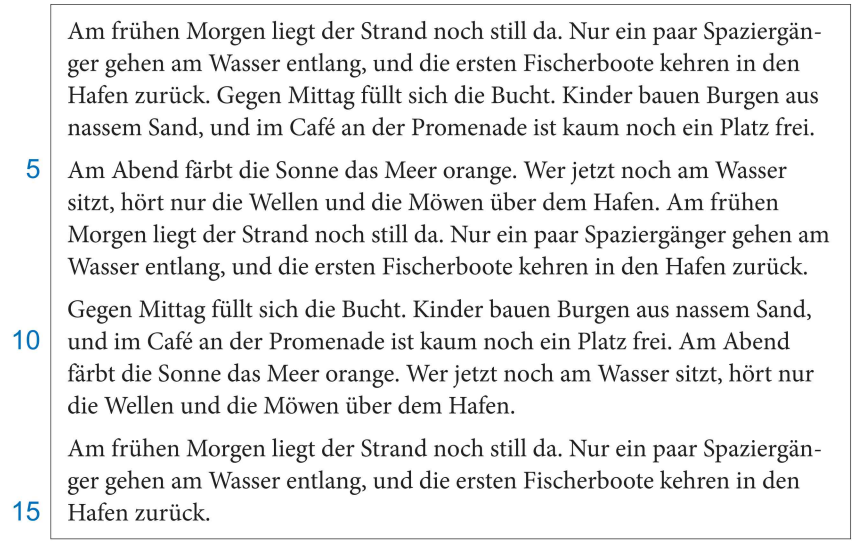
- Deleting or overwriting The Footnote Label or Endnote Label has no influence on the numbering.
- Overwriting the Footnote Reference or Endnote Reference causes the connection to the automatic numbering to be lost.
- Overwriting the Footnote Reference or Endnote Reference in the body text automatically deletes the footnote or endnote.
- If you choose the option **Select All** in the footnote text, all the footnotes in the current text column will be selected.
- When you **Cut** or **Copy** body text containing a footnote or endnote, the footnote or endnote text is cut or copied to the clipboard with it. If you paste text containing a footnote or endnote, the footnote or endnote text is pasted with it.
- You can copy footnote or endnote text to other footnotes or endnotes as well as to the body text.
- In a footnote or endnote text it is not possible to insert a footnote, an endnote or a chapter break. Although it is possible to insert a layout column break, a text object break or a layout break, this is not recommended for technical reasons.
- Only the whole footnote or endnote text may be displayed.
- Breaking footnote or endnote text is not possible. If a footnote or endnote text cannot be displayed completely in a text column, the footnote and/or endnote text including the line in the body text that contains the footnote or end note reference will be broken to the next column or the next text object. If this is not possible, a text overflow will be displayed (providing you have activated the guide lines with the shortcut keys **Ctrl + L** (Windows/Linux) or **Command + L** (Mac).
- Column settings for Layouts are not valid for footnote or endnote text.
- Column settings for footnotes can only be defined for the text object.

The Line Counter

With the Line Counter you activate a numbering of the text lines in a story and display the numbers on the left or right text border. In ancient times, the line number next to the text was “invented” to be able to pay the writer according to the number of lines written. In modern publications, the line counter is used mostly for precise definition of source information.

Switch the Line Counter on or off for the whole text Story

1. Choose **Text > Story** in the menu and there the **Line Counter** tab (only in the **Expert** working mode) or alternatively the **Story** tab in the **Module** palette.
2. Choose an option in the popup menu **Line Counter** to switch the Line Counter on or off:
   - Choose the option **None** to switch off the Line Counter for the whole Story.
   - Choose the option **Left** to switch on the Line Counter for the whole Story and display the numbers left of the text. Line numbers output on the left are aligned to the right automatically.
   - Choose the option **Right** to switch on the Line Counter for the whole Story and display the numbers left of the text. Line numbers output on the right are aligned to the left automatically.
3. Define the start value of the counter with the option **Start with**.
4. Use the option **Range** to define the interval of the line count. The value “1” means that the line counter is output in every line, the value “5” stands for every fifth line. If the start value is “3”, with an interval of “5” the line counter with the value “5” is output not in the fifth but in the third line.
5. Choose the option **Indent** to define the distance between the line numbers and the appropriate text object or column border. If you have text with several columns, make sure that the column gutter is sufficiently wide to display the line numbers. If the gutter is not wide enough, the line numbers may lie on top of the text in neighboring columns.
6. In the popup menu **Restart every**, choose one of the following options to influence the numbering:
   - Choose the option **Continue** so as not to interrupt the counter in the whole story.
   - Choose the option **Text Column** to restart the counter in every new text column in the whole story. The term **Text Column** means text objects posessing several text columns that were defined using the command **Object > Special > Text Columns** and each additional linked text object, irrelevant of whether they have one or several text columns.
   - Choose the option **Text Layout Column** to restart the counter in every new text column in the whole story. The term **Text Layout Column** means text posessing several text columns that were defined using the command **Text > Layout > Columns** or alternatively in the Layout tab of the **Module** palette.
   - Choose the option **Text Object** to restart the counter in every new text object in the whole story.
   - Choose the option **Layout** to restart the counter after every layout break in the whole story. The term **Layout break** means text with different layout options that were defined using the option **Text > Layout > Columns** or alternatively in the **Layout** tab of the **Module** palette.
   - Choose the option **Chapter** to restart the counter after every chapter break in the whole story. The term **Chapter break** means text with different chapter options that were defined using the option **Text > Chapter** or alternatively in the **Chapter** tab of the **Module** palette.
7. Choose the option **Suppress Empty Paragraphs** to ignore all empty paragraphs consisting of just a **Return** or another break character automatically.



The figure shows a text with the line counter **Left**, **Range** 5 and **Indent** 10 pt: the program numbers every fifth line. You determine the font, size and color of the numbers in the preferences.

As well as empty paragraphs, paragraphs with text can also be suppressed by the line counter.

Suppress the line count for a paragraph

1. Place the cursor in the paragraph that is to be suppressed.
2. Choose **Text > Paragraph Options > Suppress Line Counter** in the menu or alternatively the option **Suppress Line Counter** on the **Paragraph** tab of the **Module** palette.

Changing Line Counter Preferences

You can define the display and the standard values for the Line Counter in the **Preferences**.

Define font attributes for the Line counter

1. Choose the option **Edit > Preferences > Text > Line Counter** (Windows/Linux) or **{Application} > Preferences > Text > Line Counter** (Mac OS).
2. Choose the font for the Line Counter from the **Font** popup menu.
3. Choose the font size for the Line Counter from the **Font Size** popup menu.
4. Choose the color for the Line Counter from the **Color** popup menu.

Anchor objects

You can embed any objects such as graphic, picture or table objects as well as whole groups in the text. Anchored objects “flow” automatically with the text and change their position according to the position of the text.

Embed image in text

1. Place the insertion point at the text location where you want to insert the image.

2. Choose **Text > Insert > Insert Object > Image** in the menu or **Insert Object > Image** from the context menu.

3. Choose the options for the image according to the instructions in the section Working with Pictures.

The width of the inserted image object is no wider than the width of the text object. The size and section of the image can be defined individually. If the image is not visible after insertion, check whether the image has caused an overset. If this is the case, you may have to enlarge the text object. Please refer to the notes in the section Working with Objects and Working with Pictures.

You can change the anchor settings for the image at any time. Please refer to the notes in the section Editing Anchor Objects. You can also anchor existing image objects in the text. Please refer to the notes in the section Anchoring Objects and Groups.

Embed table in text

1. Place the insertion point at the text location where you want to insert the table.

2. Choose **Text > Insert > Insert Object > Table** in the menu or **Insert Object > Table** in the context menu.

3. Select the options for the table according to the instructions in the section Working with Tables.

The table is inserted into the text. The width of the table is at the most equal to the width of the text object. The size of the table can be determined individually. If the table is not visible after insertion, check whether the table has caused an overflow. If this is the case, you may have to enlarge the text object.

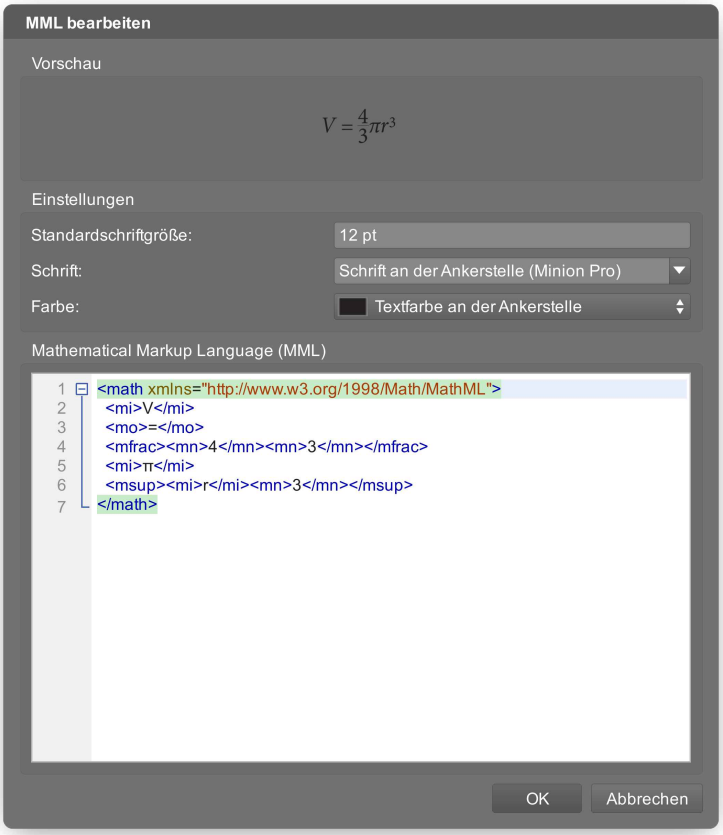
You can change the anchor settings for the table at any time. Please refer to the notes in the section Editing Anchor Objects. You can also anchor existing table objects in the text. Please refer to the notes in the section Anchoring Objects and Groups.

Embed formula in text

1. Place the insertion point at the text location where you want to insert the formula.

2. Choose **Text > Insert > Insert Object > MathML Object** in the menu or **Insert Object > MathML Object** in the context menu.

3. Choose the options for the formula and confirm your entries.



The figure shows the **Edit MML** dialog with the formula for the volume of a sphere. At the top, the **Preview** shows the formula; below are the **Settings Base font size**, **Font** and **Color** and the **Mathematical Markup Language (MML)** field. The editor lets you expand and collapse elements with the icons in the margin.

The formula must be in **MathML** (Mathematical Markup Language) format. The Mathematical Markup Language is a format for representing mathematical formulas and complex expressions. This standard was developed by the “World Wide Web Consortium” (W3C), a committee for the standardization of techniques on the World Wide Web. A description of the MathML format as well as numerous examples of formulas in MathML format can be found on the Internet.

Formulas are drawn as vectors and appear sharp at any magnification, in print and in the PDF. New and edited formulas take over the font and text color of their anchor position and sit on the baseline. In the **Edit MML** dialog, you optionally choose another **Font** and **Color** of the document under **Settings**; colors named by the MathML itself are assigned to a document color under **Colors in the MathML**. The editor shows line numbers and colored XML markup and marks errors in the text and in the margin.

Das Volumen einer Kugel mit dem Radius r beträgt $V = \frac{4}{3}\pi r^3$.
Die Formel steht als Objekt in der Zeile und fließt mit dem Text.

The figure shows the result: the formula is an object in the line, in the font of the text (Minion Pro) with a **Base font size** of 12 pt.

Anchoring Objects and Groups

You can anchor one object or group at a time in the text. In both cases, we refer to the objects as anchored objects. If you want to anchor several objects or groups, repeat the process as often as is necessary. In the embedding process, possible rotations are retained. You can select embedded objects or groups at any time and edit them in the usual way. This way you can also embed existing image and table objects in the text.

Anchor Objects

1. Copy the object or group that you want to embed in the text.
2. Set the cursor at the point in the text where you want to insert the object.
3. Choose one of the following options:
   - Choose **Edit > Paste** in the menu or **Paste** in the context menu.
   - Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).
4. Choose one of the following options:
   - **In the Line** — The object appears in the same line as the line in which the cursor is positioned. With this option, the object will be treated like a text character, i.e. the width of the object influences the position of the following text. The character height defines the height of the line with automatic line spacing (leading). If the width/height of the object is greater than the column width/height, the anchored object may be broken to the following columns or text objects, or a text overflow will be displayed.
   - **Above the Line** — The object appears in its own line above the line in which the cursor is positioned. With this option, just the height of the object determines the position of the following text, the width will be ignored. If the width/height of the object is greater than the column width/height, the anchored object may be broken to the following columns or text objects, or a text overflow will be displayed. A control character in the form of an anchor will be displayed at the anchor position in the text when the command **View > Text Invisibles** is activated.
   - **Anchored** — The object appears with an individual offset to the text. This option does not influence the position of the following text unless special options for text runaround are selected.



The figure shows the three options with photos: **In the Line**, the starfish sits like a character in the text (1). **Above the Line**, the photo is centered in a line of its own above the line with the anchor (2). **Anchored**, the photo is 10 pt to the right of the text object at the height of its anchor (3) — for example for a margin picture.

Embed objects in the line

1. Choose an offset relative to the baseline to move the object vertically up or down.
2. Choose a runaround for the object in the **Anchor Settings** dialog.

> *In the* **Runaround** *dialog for objects, certain settings will have no effect on anchored objects.*

3. Choose an option for the **Line spacing**:
   - **Object settings** — The height of the object influences the line spacing. In this case the program ignores the settings for line spacing in the paragraph.
   - **Story** — The height of the object does not influence the line spacing. In this case the object is laid over the previous lines, insofar as the object height is greater than the line spacing in the paragraph.

Embed objects above the line

1. If required, choose a value for the **Spacing before the Object** and **Spacing after the Object**. Within the paragraph, this option behaves in the same way as the paragraph option **Space to previous ¶** and **Space to next ¶**.
2. Choose an **Alignment**:
   - **Centred relative to Anchor** — The object is displayed centered above the anchor. If the anchor is at the beginning or end of a line, the object may extend beyond the column.
   - **Left/Center/Right** — The object is displayed on the left, in the middle or on the right of the text column. In the object is always displayed horizontally within the column.

If the anchor is in the first lines of the text object or text column, the anchor object may be displayed outside the text object.

Embed objects individually

1. In the popup menu **Reference point horizontal**, choose the co-ordinate on which the anchor object should be aligned:
   - **Character position** — The object is aligned on the current cursor position.
   - **Left text object border**/**Right text object border** — The object is aligned on the left or right co-ordinate of the text object.
   - **Left layout column border**/**Right layout column border** — The object should be aligned on the left or right edge of the layout column (multiple layout columns).
2. Choose the **Horizontal Offset** if required.
3. In the popup menu **Reference point vertical**, choose the co-ordinate on which the anchor object should be aligned.
   - **Baseline** — The anchor object is aligned on the baseline of the current line in which the cursor is positioned.

- **Upper text object border**/**Lower text object border** — The anchor object is aligned on the upper or lower edge of the text object.
- **Upper layout column border**/**Lower layout column border** — The anchor object should be aligned on the upper or lower edge of the layout column (multiple layout columns).

4. Choose the **Vertical Offset** if required.
5. Choose the **Object reference point**.
6. As a further option, choose a **Runaround** for the object.

Editing Anchor Objects

Anchor objects with the option **Above the Line** and **Anchored** are marked by an anchor symbol in the text. For anchor objects with the option **In the Line**, an anchor symbol is unnecessary. Choose **View > Text Invisibles** to display the anchor symbol. The anchor is a character in the text, but it has no width. Therefore, you can press the right or left arrow key once without a visible effect. In fact, you are placing the insertion point before or after the anchor.

Edit the position of embedded objects

1. Set the cursor IN FRONT OF the object in the line or IN FRONT OF the anchor symbol or mark the object in the text. The cursor is standing IN FRONT OF the object in the line or IN FRONT OF the anchor symbol if in the **Text** menu the option **Anchor Settings** is displayed or if in the **Character Inspector** window an object symbol (rectangle with the text “OBJ” as a grapheme) is displayed.
2. Choose **Text > Anchor Settings** in the menu or **Anchor Settings** in the context menu and make the changes you need.

Select, cut, copy or delete embedded objects

1. Set the cursor IN FRONT OF the object in the line or IN FRONT OF the anchor symbol.
2. Hold down the **Shift key**.
3. Press the **Arrow-right key** to mark the object in the line or to mark the anchor.
4. Choose one of the following options:
   - Choose **Edit > Cut** in the menu or **Cut** in the context menu, or press **Ctrl + X** (Windows/Linux) or **Command + X** (Mac) to cut the anchor object.
   - Choose **Edit > Copy** in the menu or **Copy** in the context menu, or press the shortcut keys **Ctrl + C** (Windows/Linux) or **Command + C** (Mac) to copy the anchor object.
   - Choose **Edit > Delete** in the menu or press the **Del** key to delete the anchor object.

Text links

You can create links in the text. If you click on the corresponding text in a PDF, an action is carried out. This can be the display of a specific page in the PDF, the opening of a browser with a specific website or the opening of an e-mail program with a new e-mail to a specific addressee. If you click on a page number in the table of contents or in the index of this manual, the corresponding page is displayed. The “Links” option has also been used for this purpose.

Some programs for displaying PDFs can automatically recognize links to websites or email addresses so that you do not have to create them separately. However, if you want to ensure that every PDF viewing program displays the link correctly or you want to assign the link to a text from which the link address is not directly apparent, you must also use the “Links” option for links to websites (URLs) or email addresses.

Creating a link to a page

1. In the document, select the text to which you want to apply the link.
2. Choose **Text > Mark as > Link**.
3. Choose the option **Page** in the **Link** pop-up menu.
4. In the **Document name** input field, optionally enter a document name if you want the link to refer to a page in another document. If the link is to refer to a page in the same document, no entry is required.
5. Choose one of the following options in the **Action** pop-up menu:
   - **Go to first page** — The first page should be displayed.
   - **Go to previous page** — The previous page should be displayed.
   - **Go to next page** — The next page should be displayed.
   - **Go to last page** — The last page should be displayed.
   - **Go to page** - A specific page is to be displayed. Enter the desired page number.
6. Confirm the entry.

Creating a link to a URL

1. In the document, select the text to which you want to apply the link.
2. Choose **Text > Mark as > Link**.
3. Choose the option **URL** in the **Link** pop-up menu.
4. Choose a URL (e.g.: https://viva.systems) in the **Path** input field.
5. Confirm the entry.

Creating a link for an email

1. In the document, select the text to which you want to apply the link.
2. Choose **Text > Mark as > Link**.
3. Choose the option **Email** in the **Link** pop-up menu.
4. Enter the recipient's e-mail address in the **Address** input field (e.g.: test@mail.com)
5. Enter the subject in the **Subject** input field (e.g.: Customer inquiry).
6. Confirm the entry.

Cross-References

With cross-references, you refer to another paragraph in the text, for example “see page 12”. The cross-reference takes over information from the target paragraph, for example its text, number or page number, and can be updated at any time. In the PDF, a cross-reference is output as a link. Cross-references are not available in the **Beginner** working mode.

Inserting a Cross-Reference

1. Place the insertion point where the cross-reference should be in the text.
2. Choose **Text > Insert > Insert Variable > Cross-Reference** in the menu or **Insert Variable > Cross-Reference** in the context menu.
3. Choose the option **Current Document** in the **Document** pop-up menu, or use **Browse...** to choose another document that contains the target paragraph.
4. Under **Search for a paragraph**, optionally narrow down the **Paragraphs** list with **Contains text** and **Paragraph Style Sheet** and choose the target paragraph.
5. Under **Format**, choose a saved format in the **Name** pop-up menu or edit the format text. In the context menu of the format text, **Insert Cross Reference Variable** inserts information from the target paragraph: **Page Number**, **Chapter Number**, **Paragraph Number**, **Paragraph Text**, **Full Paragraph** (number and text of the paragraph) and **File Name**. With **Save As**, you save the format under a name; with **Remove**, you delete it.
6. Optionally, choose **Set Character Style Sheet** and a character style sheet to format the cross-reference with it.
7. Confirm the entry.

Managing and Updating Cross-References

The **Cross References** palette, which you open with **Window > Cross References**, shows all cross-references of the document with **File**, **Format name**, **Format** and **Character Style Sheet**. In the context menu of the palette, choose **Insert Cross Reference**, **Edit**, **Delete**, **Go To Source** or **Go To Destination**. If the target paragraph changes, for example its text or its page, choose **Text > Update Cross References** or **Update Cross References** in the context menu of the palette.

The page number of a cross-reference appears in the digits of the language at the position of the cross-reference, in Arabic text for example ١٢ instead of 12; the character attribute **Digits** applies here too.

Text in Different Writing Systems

The program sets texts in the writing systems of the Unicode Standard: in Latin, Greek and Cyrillic script, in scripts written from right to left such as Arabic and Hebrew, in the Indic and Southeast Asian scripts such as Devanagari, Bengali, Tamil, Thai or Khmer, as well as in Chinese, Japanese and Korean, horizontally or vertically. Texts in different writing systems can be mixed in one text object and within one paragraph.

Latein (Deutsch)	Willkommen	Griechisch	Καλώς ήρθατε
Kyrillisch (Russisch)	Добро пожаловать	Hebräisch	ברוכים הבאים
Arabisch	أهلاً وسهلاً	Devanagari (Hindi)	स्वागत है
Thailändisch	ยินดีต้อนรับ	Chinesisch	欢迎
Japanisch	ようこそ	Koreanisch	환영합니다

The figure shows the word “Welcome” in ten writing systems, set with fonts from the VIVA font server (Noto Sans, Noto Sans Hebrew, Noto Sans Arabic, Noto Sans Devanagari, Noto Sans Thai, Noto Sans SC, Noto Sans JP and Noto Sans KR).

Character Shaping and Line Breaking

How the characters of a writing system are combined — joined Arabic letters, ligatures, vowel and other diacritical marks or the conjuncts of the Indic scripts — is determined automatically by the program according to the rules of the writing system and from the OpenType features of the font. This requires a font that supports the writing system, preferably in OpenType format.

The program breaks lines according to the rules of the Unicode Standard for line breaking. In Thai, Lao, Khmer and Burmese, which do not separate words with spaces, it finds the possible break points with dictionaries; in Chinese and Japanese, a break is possible between almost all characters.

Fonts for a Writing System

A writing system can only be displayed with a font that contains its characters. In the font selection of the **Module** and **Quick Access** palettes, the fonts are therefore additionally listed in groups by writing system: **Simplified Chinese**, **Traditional Chinese**, **Japanese**, **Korean**, **Thai**, **Arabic**, **Hebrew**, **Indic and Southeast Asian Scripts** and **Symbol Fonts**. Latin, Greek, Cyrillic, Armenian, Georgian and Vietnamese fonts are listed under **Other Fonts**. A font belongs to a group if it contains at least 95 percent of the most important characters of the writing system.

You will find further fonts in the **Text > Discover Fonts…** dialog. The **Writing system** pop-up menu first lists **Latin**, **Cyrillic**, **Greek**, **Japanese**, **Chinese (Simplified)**, **Chinese (Traditional)**, **Korean**, **Arabic**, **Hebrew**, **Thai** and **Devanagari** and below them all other writing systems for which the VIVA font server offers fonts, for example Tamil, Khmer or Ethiopic, each with the number of fonts. Please refer to the section Working with Fonts.

> *Note:*
>
> - *If the font lacks the first character of a word, the program sets the word in a substitute font that contains the character. If, however, individual characters within a word are missing, an empty box appears in their place. Therefore, assign a font to the text that contains the writing system completely.*

Language, Text Direction and Digits

Assign the appropriate language to the text so that hyphenation, spell check, quotation marks, digits and the localized character forms are correct. Besides the languages written in Latin script, the language list contains, among others, Greek and Ancient Greek, Russian, Ukrainian, Bulgarian, Macedonian, Belarusian, Serbian (Cyrillic), Armenian, Georgian, Hindi, Marathi, Bengali, Assamese, Punjabi, Gujarati, Odia, Tamil, Telugu, Kannada, Malayalam, Nepali, Sinhala, Tibetan, Thai, Lao, Khmer, Burmese, Amharic, Arabic, Persian, Urdu, Hebrew, Yiddish, Chinese (Simplified and Traditional), Japanese and Korean. The program downloads the dictionaries for hyphenation and spelling when needed from the address named by the VIVA server. Please refer to the sections Language, Spell Check and Hyphenation as well as Other Languages and Writing Systems.

In the **Quick Access** palette, one button each sets the text and line direction at the same time: **Horizontal, left to right (H-LTR)**, for example for Western languages, **Horizontal, right to left (H-RTL)** for Arabic and Hebrew, **Vertical, right to left (V-RTL)** for vertical Chinese and Japanese, and **Vertical, left to right (V-LTR)**, for example for the Mongolian script. The sections CJKV Text and Arabic and Hebrew Text describe how you set right-to-left and vertical texts.

For most languages, the customary typographic quotation marks are preset, for example “…” for English, „…“ for German and Bulgarian, «…» for French, Russian and Ukrainian, ”…“ for Arabic and 「…」 for Japanese; you change them in the preferences under **Text > Language**. The numbers of lists, footnotes and endnotes as well as page numbers appear in the digits of the language. With the character attribute **Digits**, the program displays entered digits in another digit form, for example “2026” as **٢٠٢٦**. Please refer to the sections Arabic and Hebrew Text and Other Languages and Writing Systems.

The typographic options for characters and paragraphs, for example text direction, kashida and the character inspector, are described in the section Working with Typography.

CJKV Text

The program has several options for working with East Asian languages such as Chinese (C), Japanese (J), Korean (K) or Vietnamese (V), whose text is hereinafter also referred to as CJKV text.

This includes support for horizontal and vertical line alignment, as well as the set of rules for pagination and formatting of texts in Asian languages. This includes, for example, the correct pagination of numbers, texts with brackets or dots at the end of sentences and their alternative display for vertical texts.

You can mix texts in Asian languages with any other language (e.g. Roman).

You usually achieve the best possible typographic results with fonts in **OpenType** format that have the corresponding OpenType options.

Line orientation

- Choose a tool of the type **LTR** in the **Tools** palette if you want to display text or text lines in Asian languages horizontally.
- Choose a tool of the type **TTB** in the **Tools** palette if you want to display text in Asian languages vertically.
- Choose **Text > Layout** and, on the **Options** tab under **Line Orientation**, the option **Right to Left** or **Left to Right** if you want to display the text or text lines in a text object vertically.

- Choose **Text > Layout** and, on the **Options** tab under **Line Orientation**, the option **Top to Bottom** if you want to display the text or text lines in a text object horizontally.

Vertical Text

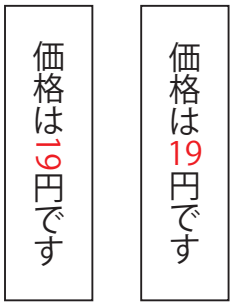
In vertical text, Chinese, Japanese and Korean characters are stacked with the spacing the font specifies for vertical setting, usually 1 em. The arrow keys follow the direction of the text: up arrow and down arrow move the insertion point one character along the column, with the Shift key held down they extend the selection character by character. Left arrow and right arrow change to the neighboring column; with columns from right to left, left arrow leads to the next column. With the Ctrl key (Mac: Command key) held down, the insertion point jumps by words or paragraphs.

Group characters (tate-chu-yoko)

tate-chu-yoko is the horizontal grouping of characters in a vertical text. Usually, this option is applied to numbers or Latin text. Grouped characters occupy 1 em like the other characters and sit in the middle of the column, on the axis of the characters above and below.

1. Select the text you want to group.

2. Choose one of the following options:
   - Choose **Text > Character Options > Baseline > Baseline Orientation > Horizontal** in the menu.
   - Choose **Window > Module > Character > Baseline > Baseline Orientation > Horizontal**.

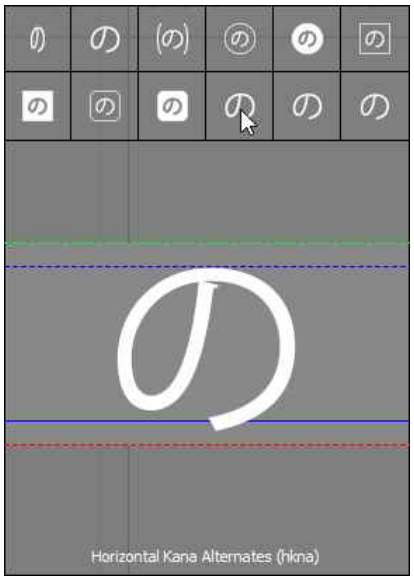


You can also apply this option using character style sheets.

OpenType

As with Latin texts, all OpenType features and alternates are available for Chinese, Japanese, Korean or Vietnamese texts, both from the context menu and from the **OpenType** palette.





Localized Character Forms

Chinese, Japanese and Korean use different forms for many characters. Fonts that contain the forms of several languages, for example Noto Sans CJK and Source Han Sans, show the forms of the language assigned to the text. Therefore, assign **Japanese**, **Chinese (Simplified)**, **Chinese (Traditional)**, **Chinese (Hong Kong)**, **Chinese (Taiwan)** or **Korean** to the text. Fonts that cover only one of these languages, for example Noto Sans JP or Noto Sans SC, always show their own forms.



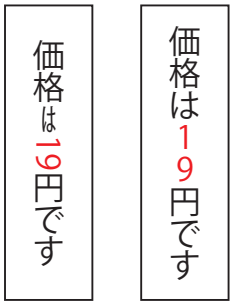
The figure shows the same six characters in the font Noto Sans CJK, from left to right with the languages Japanese, Chinese (Simplified), Chinese (Traditional), Chinese (Hong Kong) and Korean.

In the PDF document, Chinese, Japanese and Korean characters appear completely, also from OpenType fonts with CFF outlines, for example from Noto Sans JP, Source Han Sans or Kozuka. Copying and searching yields the character, also in the localized forms.

Character Rotation

Using the **Rotation** option, you can rotate individual characters.

1. Select the text to be rotated.
2. Choose one of the following options:
   - Choose **Text > Character Options > Options > Rotation > ,°**.
   - Choose **Window > Module > Character > Options > Rotation > ,°**.



You can also apply this option using character style sheets.

Character Width

You can change the character width using the formatting, but we recommend changing the character width primarily using the OpenType features. Most characters are available in a full and half width. Some characters (e.g. round or square brackets) are even often present in a quarter or third width as well as vertical variants.



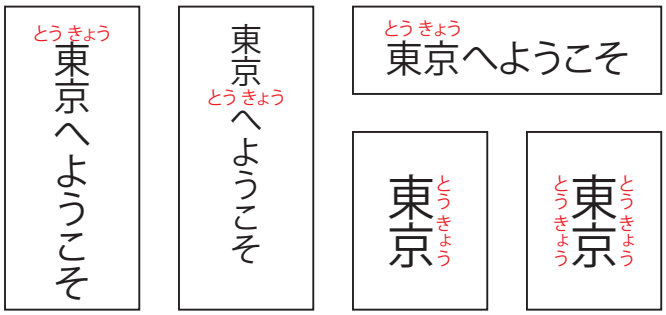
Ruby Text (Furigana)

Ruby Text (Japanese **ルビ**) is an annotation in which the base text and its annotation appear on the same line. The Ruby text can be above, below or beside the main text. This option applies to both horizontal and vertical base text.

Ruby Text is used primarily in Japanese and Chinese texts to indicate pronunciation, since the Chinese characters used there in many cases do not provide any information about the actual pronunciation. In Japanese, these annotations are also called furigana.

1. Select the main text to which the Ruby Text should refer. You can select a single character or a string.
2. Choose one of the following options:
   - Choose **Text > Insert > Ruby Text (Furigana)** in the menu. The command is only available in the **Expert** working mode.
   - Choose **Ruby Text (Furigana)** in the context menu.
3. Choose one of the following options:
   - **Insert above the text** — Inserts the Ruby text above the selected main text for horizontal text and to the right of the selected main text for vertical text.

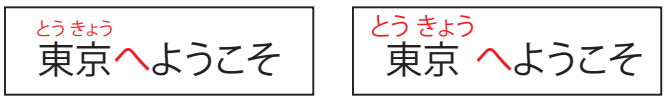
- **Insert below the text** — Inserts the Ruby text below the selected main text for horizontal text and to the left for vertical text.
- **Insert left of text** — Inserts the ruby text to the left of the selected main text for horizontal main text and above it for vertical main text.
- **Insert right of text** — Inserts the ruby text to the right of the selected main text for horizontal main text and below it for vertical main text.
- **Remove Ruby Text** — Removes the ruby text. To do so, place the insertion point in the ruby text.



4. You can also mix the options so that, for example, a Ruby text can appear both above and below the main text.
5. By default, a placeholder text is inserted as the ruby text. The ruby text is always displayed centered over the selected base text. The font size of the ruby text is approximately half of the base font. Replace the placeholder text. You can format the ruby text any way you want and use both the OpenType options and character style sheets.
6. Choose **View > Text Invisibles** in the menu to see from the square brackets to which text the ruby text was applied.



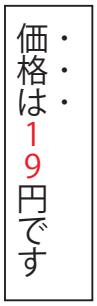
7. If the Ruby text is wider than the main text, this affects the spacing of the following character in the main text for the Ruby text.



To adjust the width, you can format the Ruby text or apply the OpenType options. A hang-over or merging of different Ruby texts is not possible.

Emphasis mark

The emphasis mark or stress point is a typographic mark used in some East Asian languages to indicate emphasis. The mark can take many forms, such as a period or bullet, a circle, or a triangle.



The emphasis mark is rarely used nowadays; today quotation marks or a change of the font style are used more predominately to show an emphasis. Therefore there is currently no corresponding option in the program.

- In Chinese, the emphasis mark (Chinese: **着重号**) is centered below each character in horizontal text and centered to the right of each character in vertical text.
- In Japanese, the emphasis mark (Japanese: **傍点 boten** or **圏点 kenten**) is displayed centered above each character in horizontal text and centered to the right of each character in vertical text.
- In Korean, the emphasis mark (Korean: **드러냄표 deureonaempyo**) is displayed centered above each character in horizontal text and centered to the right of each character in vertical text.

Underline

For vertical text, the line appears to the right of the text when underlining.

Outline

In Asian languages, characters are very often given an outline.



1. Select the text to which you want to apply the outline.
2. Choose one of the following options:
   - Choose **Text > Style > Outline Optionen > Yes**.
   - Choose **Window > Module > Character > Style > Outline > Yes**.
3. Choose the following options:
   - **Color** — Defines the outline color.
   - **Shade** — Defines shade of the outline color.
   - **Opacity** — Defines the opacity of the outline.
   - **Line Width** — Defines the line width of the outline.
   - **Line Style** — Defines the line style (**Solid**, **Dashed**, **Dotted**, **Wavy**, etc.)
   - **Join Style** — Defines the style of the corners (**Miter**, **Bevel** or **Round**).

Paragraph alignment

You can align paragraphs with East Asian languages **Align Left**, **Align Right** or **Center**. In most cases, however, the options **Justified** and **Forced Justified** only work if you choose the option **Automatic Character Spacing**, which distributes the spacing evenly between the characters. In Arabic texts, the program can additionally stretch the words with kashida in justified text and use wider final forms of the font; you will find the options **Insert Kashida** and **Kashida Rules** as well as **Justification Alternates** under **Window > Module > Paragraph > Word & Character Spacing**. Please refer to the section Arabic and Hebrew Text.

德國是世界大國之一，亦是已開發國家當中較為先進的，其國內生產總值以國際匯率計居世界第四，以購買力評價計居世界第五。	德國是世界大國之一，亦是已開發國家當中較為先進的，其國內生產總值以國際匯率計居世界第四，以購買力評價計居世界第五。

1. Choose one of the following options:
   - Choose **Text > Spacing > Character Spacing > Yes** in the menu.
   - Choose **Window > Module > Paragraph > Word & Character Spacing > Automatic Character Spacing > Yes** in the menu.
2. Choose a value for **Minimum**, **Optimum** and **Maximum**, whereby the value for **Minimum** and **Optimum** is normally 0%.

Variables and Placeholder Text

Date and time variables in Korean and Vietnamese text appear in that language. Korean text gets Korean placeholder text when it is filled with placeholder text.

Arabic and Hebrew Text

Arabic and Hebrew are written from right to left. The program sets texts in these writing systems — and in other languages with Arabic or Hebrew script such as Persian, Urdu, Pashto and Yiddish — in the correct writing direction, arranges embedded numbers and Latin words according to the Unicode Standard, shapes the letters according to their position in the word, counts lists, footnotes and pages in the digits and letter numerals of the language, and stretches Arabic words in justified text with kashida or wider final forms of the font.

You can mix right-to-left texts with texts in any other writing direction in one text object. General information on fonts, languages and line breaking can be found in the section Text in Different Writing Systems, the typographic options in the section Working with Typography.

The examples in this section use the fonts Amiri, Noto Sans Arabic, Vazirmatn and Frank Ruhl Libre from the VIVA font server, which you can activate in all editions with **Text > Discover Fonts…**.

Fonts for Arabic and Hebrew Texts

Use a font that contains all characters of the writing system, preferably in OpenType format. In the font selection of the **Module** and **Quick Access** palettes, such fonts are listed in the groups **Arabic** or **Hebrew**. What counts are the characters a font actually contains; a font can therefore be listed in several groups, for example Tahoma.

In the **Discover Fonts** dialog, choose **Arabic** or **Hebrew** under **Writing system**. For Arabic, the categories are called **Naskh** and **Kufi** instead of serif and sans serif.

> *Note: For Arabic justification with kashida, the font must contain the character tatweel (Unicode 0640).*

Text Direction

Creating a Text Object for Right-to-Left Text

1. In the **Tools** palette, click the tool for text objects and hold down the mouse button.
2. Choose **Rectangular Text Object (RTL)**, **Oval Text Object (RTL)**, **Freeform Text Object (RTL)** or **Text On Path (RTL)**.
3. Click the document page and create the text object.

The text of the new text object starts with the text direction **Right to Left** and the alignment **Bottom/Right**.

Changing the Text Direction of a Paragraph

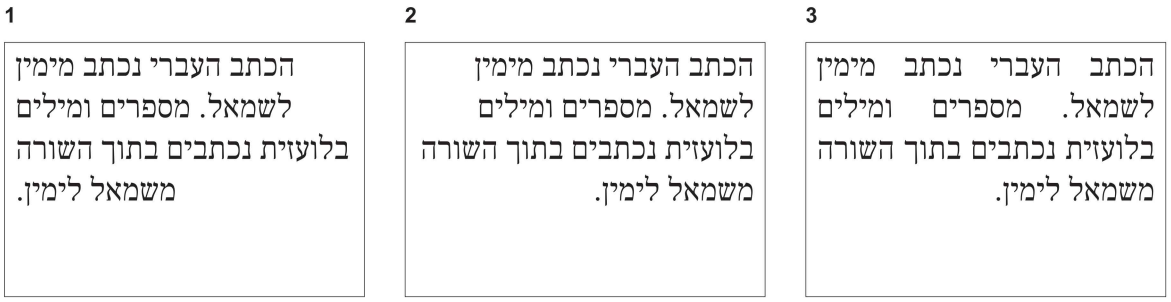
1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Text > Paragraph Options > Text Direction > Right to Left** in the menu.
   - Choose **Window > Module > Paragraph > Paragraph Options > Text Direction > Right to Left**.
   - Click the button **Horizontal, right to left (H-RTL)** in the **Quick Access** palette.

The button in the **Quick Access** palette also sets the alignment **Bottom/Right**; the menu and the **Module** palette only change the text direction.

> *Note:*
>
> - *The text direction is a paragraph attribute. The line orientation of the layout stays* **Top to Bottom** *for Arabic and Hebrew texts.*
> - *If Arabic, Hebrew, Persian, Urdu, Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish or Dhivehi is chosen in the preferences as the language for new texts, new texts automatically start with the text direction* **Right to Left** *and the alignment* **Bottom/Right**.

Alignment and Indents

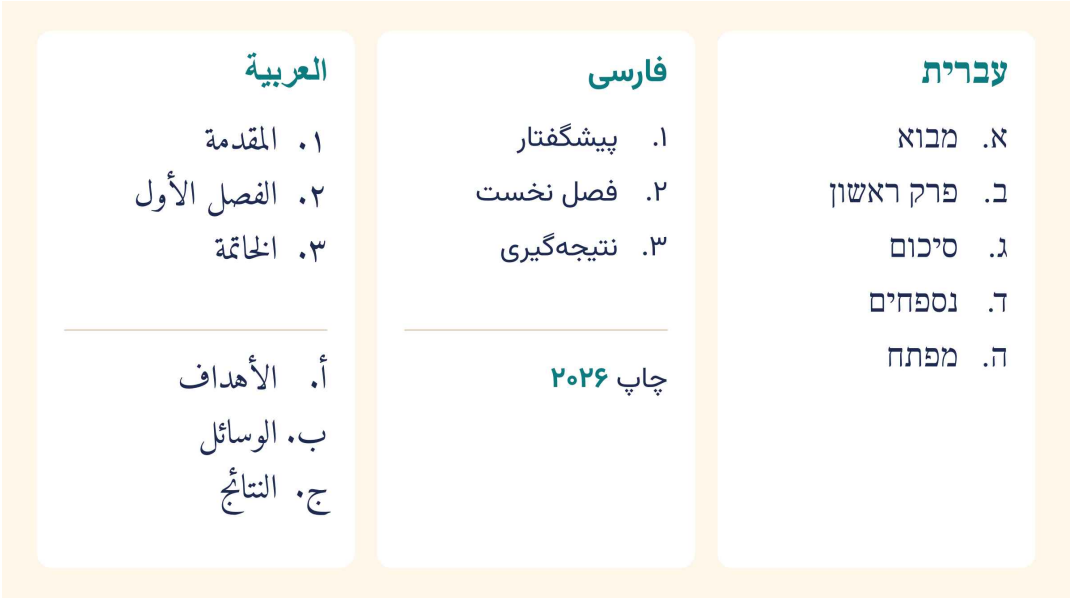
The alignments **Top/Left** and **Bottom/Right** refer to the left or right edge, regardless of the text direction. Therefore, choose **Bottom/Right** or **Justified** for right-to-left paragraphs. In justified text, the last line starts at the beginning of the paragraph, i.e. on the right. The figure shows a Hebrew paragraph with the alignment **Top/Left** (1), **Bottom/Right** (2) and **Justified** (3).



In right-to-left paragraphs, the **Left Indent** and the first-line indent apply at the beginning of the paragraph, i.e. at the right edge, and the **Right Indent** at the left edge. The tab ruler runs from right to left; the tab alignments **At the Start** and **At the End** follow the text direction.

Bullets and Numbering

In right-to-left paragraphs, bullets and numbers are at the beginning of the paragraph, i.e. on the right. Periods, parentheses and other characters before and after the number are on the correct side: the number 1 with a period as **Postfix** appears as "١.", as in running text, and with parentheses as **Prefix** and **Postfix** as "(١)" with the parentheses pointing inward. The numbers appear in the digits of the language: Arabic-Indic (١ ٢ ٣) for Arabic, Pashto, Central Kurdish and Sindhi, Persian (۱ ۲ ۳) for Persian; Hebrew text and Urdu count with the digits 0 to 9.



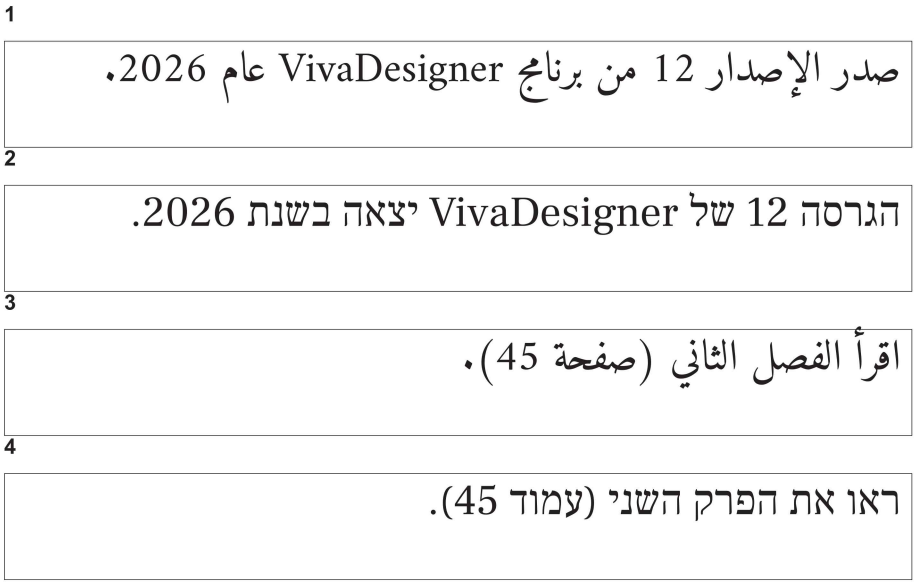
The figure shows on the left Arabic lists in Arabic-Indic digits and in the number format **Abjad**, in the middle a Persian list in Persian digits and below it the entered year 2026 with the character attribute **Digits**, and on the right a Hebrew list in the number format **Hebrew**.

For lists, footnotes and endnotes and the page numbering, the program offers the number formats **Abjad** (أ, ب, ج, د …), **Alif-Ba-Ta** (أ, ب, ت, ث …) and **Hebrew** (א, ב, ג …); lists and footnotes additionally offer **Hebrew, non-standard**, which counts the 22 letters in order. The formats count like InDesign: Abjad starts with alif with hamza (أ), from the 29th number Abjad and Alif-Ba-Ta repeat the letter, and Hebrew writes the thousands as letter numerals in front. The pop-up menus show sample characters for each. Please refer to the section Working with Typography.

Numbers, Latin Words and Parentheses

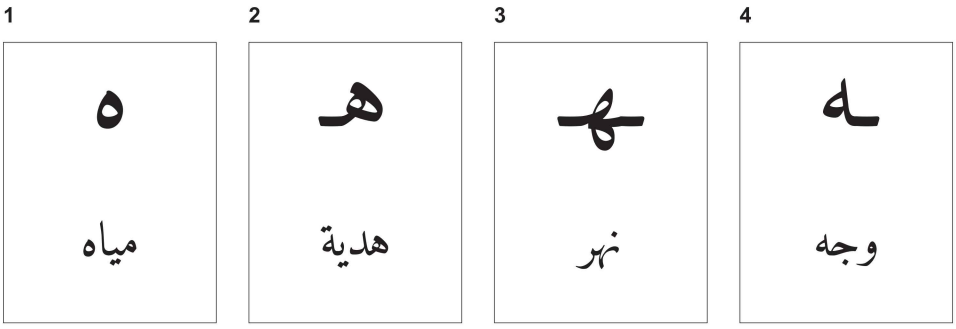
Even in a right-to-left paragraph, the program sets numbers and embedded Latin words from left to right. It determines the order according to the bidirectional algorithm of the Unicode Standard; the base direction is the text direction of the paragraph. Parentheses and other mirrorable characters appear mirrored in the reading direction: the opening parenthesis entered first is on the right.

The figure shows an Arabic (1) and a Hebrew sentence (2) with version number, program name and year as well as a page reference in parentheses in Arabic (3) and Hebrew (4). With its triangle, the insertion point shows the text direction at the current position in the text.



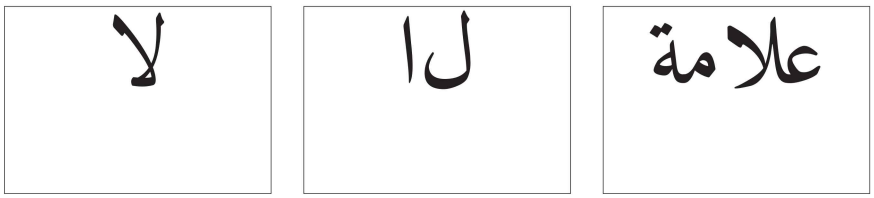
Character Forms and Ligatures

Arabic letters change their form depending on their position in the word. The program determines the forms automatically from the OpenType features of the font: isolated form (isol), initial form (init), medial form (medi) and final form (fina). The figure shows the letter ha in the four forms and below each a word: isolated in **مياه** (water, 1), at the beginning of the word in **هدية** (gift, 2), in the middle of the word in **نهر** (river, 3) and at the end of the word in **وجه** (face, 4).



The font also sets mandatory ligatures such as lam-alif automatically, for example in example 1 (**لا**) and in example 3 (**علامة**, sign). With a **Space with zero width (non-joiner)** between two letters, you prevent the join (example 2); with a **Space with zero width (non breaking)**, you force it. You insert both characters with **Text > Insert > Insert Space**; **View > Text Invisibles** makes them visible.

1 2 3



You choose further forms and ligatures of the font in the **OpenType** palette. Please refer to the section Working with Typography.

Vowel Marks

The font places Arabic vowel marks (harakat) and Hebrew vowel marks (niqqud) above or below the letters automatically via its OpenType features. The figures show an Arabic sentence without (1) and with vowel marks (2) as well as a Hebrew sentence without (1) and with niqqud (2).

1 2



1 2 3



Hebrew letters do not change their form depending on their position in the word. Five letters, however, have a final form of their own (**ך ם ן ף ץ**), which you enter as a separate character, for example the final mem in **מים** (water) and **ספרים** (books) in example 3. If necessary, you move individual vowel marks with the **Character Inspector** palette. Please refer to the section Working with Typography.

Persian and Urdu

You write Persian and Urdu texts with the letters of the Arabic script; character forms and kashida work as for Arabic. Assign the language **Persian** or **Urdu** to them. Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish and Dhivehi are also available as languages of their own. Persian texts count lists, footnotes and pages in Persian digits (**۱ ۲ ۳**); the program downloads the spell check for Persian when needed.

In Persian, the half-space separates parts of a word that are not joined, for example the plural ending in **کتابها** (books). To do so, insert a **Space with zero width (non-joiner)**. The figure shows the sentence “These books are new” without (1) and with half-space (2) in the font Vazirmatn.

1



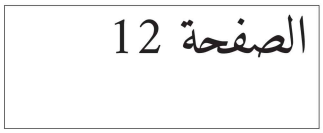
2



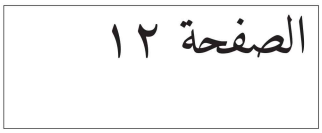
Digits

The program stores digits the way you enter them: Western digits (1), Arabic-Indic digits (2) and Persian digits (3) are separate characters. With the character attribute **Digits**, you determine in which digit form entered digits 0 to 9, the numbers of lists and footnotes, page numbers and variables appear.

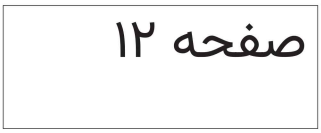
1



2



3



Defining the Digits for a Text

1. Select the text or position the insertion point at the beginning of a paragraph.
2. Choose one of the following options:
   - Choose **Text > Character Options > Options** in the menu and then an entry in the **Digits** pop-up menu.
   - Choose **Window > Module > Character > Options** and then an entry in the **Digits** pop-up menu.
3. Choose one of the following options:
   - **Default (by language)** — (Default setting) List, footnote and page numbers appear in the digits customary for the language of the text; entered digits remain unchanged.
   - **Western** — All digits appear as 0 to 9.
   - **Arabic-Indic** or **Persian** — The digits appear as ٠ ١ ٢ or ۰ ۱ ۲, including the entered digits 0 to 9.
   - **Native** — The digits appear in the customary digit form of the text language.
   - **Devanagari**, **Bengali**, **Gurmukhi**, **Gujarati**, **Oriya**, **Tamil**, **Telugu**, **Kannada**, **Malayalam**, **Thai**, **Lao**, **Tibetan**, **Myanmar** and **Khmer** — The digits appear in the digit form of this script.



The figure shows the entered number 2027 in 16 digit forms, from Arabic-Indic and Persian through Devanagari, Bengali and Tamil to Thai, Tibetan, Myanmar and Khmer.

> *Note:*
>
> - *The text remains stored with the entered digits; search and spell check find it as usual. When copying from the PDF document, you get the displayed digits. If the font lacks the chosen digits, the program sets them in a substitute font.*
> - *For the number of a list, the character style of the number applies, otherwise the attribute at the beginning of the paragraph; for a footnote, the attribute at the footnote label applies. The attribute is also part of character and paragraph style sheets.*

Arabic Justification with Kashida

In justified text, the program usually distributes the free space of a line across the word spaces. In Arabic texts, it can instead stretch the words with kashida (tatweel): the join between two letters is lengthened, and the word spaces stay even. The font shapes the word anew; the text itself remains unchanged, and the insertion point, the selection and the character count do not change.

Defining Kashida for a Paragraph

1. Position the insertion point in a paragraph with the alignment **Justified** or **Forced Justified** or select several paragraphs.
2. Choose **Window > Module > Paragraph > Word & Character Spacing**.
3. Choose one of the following levels in the **Insert Kashida** pop-up menu:
   - **None** — (Default setting) The program does not stretch any words.
   - **Short** — The program stretches a word at one place by up to one tatweel width of the font.
   - **Medium** — The program stretches a word at one place by up to two tatweel widths.
   - **Long** — The program stretches a word at one place by up to three tatweel widths.

- **Stylistic** — The program distributes the stretching according to the ranking of the stretch places over up to two places of a word, together at most as far as with **Long**.

4. Choose one of the following options in the **Kashida Rules** pop-up menu:
   - **Automatic** — (Default setting) The program chooses the rules by the name of the font: **Simple** for Arial, Tahoma, Segoe UI, Calibri, Dubai, Noto Sans Arabic, IBM Plex Sans Arabic and fonts with "Kufi" in their name, **Naskh** for all other fonts.
   - **Naskh** — The rules of the classical Naskh script, for example for Amiri, Noto Naskh Arabic, Arabic Typesetting or Traditional Arabic. Preferred places include after ba, ta, jim, ha and ain as well as directly before a ha or ta marbuta at the end of a word; never after kaf and lam.
   - **Simple** — The rules for simple sans serif fonts and Kufi fonts. Preferred places are after sin and sad, before ha, ta marbuta and dal at the end of a word and before alif, lam and kaf at the end of a word; never in the ligature lam-alif and not in the word Allah.
5. If needed, additionally choose the option **Justification Alternates** to also use the wider final forms of the font in justified text. Please refer to the section Using Justification Alternates.

The figure shows the same paragraph in the font Amiri without kashida (1) and with the levels **Short** (2), **Medium** (3), **Long** (4) and **Stylistic** (5). The line breaks stay the same at all levels.



The rules choose different stretch places. The figure shows the paragraph in the font Noto Sans Arabic with the level **Long** and the rules **Simple** (1) and **Naskh** (2). For sans serif fonts that **Automatic** does not recognize as simple fonts, choose the rules **Simple** yourself.

1

الكتابة العربيــة جميلة ومرنة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحة بشـكل متوازن. يستخدم المصــممون هذه الطريقــة منذ قــرون في الكتــب والمخطوطات. وتســاعد هذه الطريقة على توزيع المسـافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

2

الكتابة العربيــة جميلة ومرنة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحة بشــكل متوازن. يسـتخدم المصممون هذه الطريقــة منذ قــرون في الكتب والمخـطوطات. وتساعد هذه الطريقــة على توزيع المسـافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

Individual words show where the program stretches, each without kashida at the top and with kashida at the bottom (**Forced Justified**, level **Long**): **كتاب** (book) before the alif at the end of the word (1), **سفر** (journey) after the sin (2) and **جديد** (new) before the dal at the end of the word (3), each with the rules **Simple**, as well as **بطاقة** (card) before the ta marbuta at the end of the word with the rules **Naskh** (4).

1

كتاب

كتــاب

2

سفر

ســفر

3

جديد

جديــد

4

بطاقة

بطاقــة

Using Justification Alternates

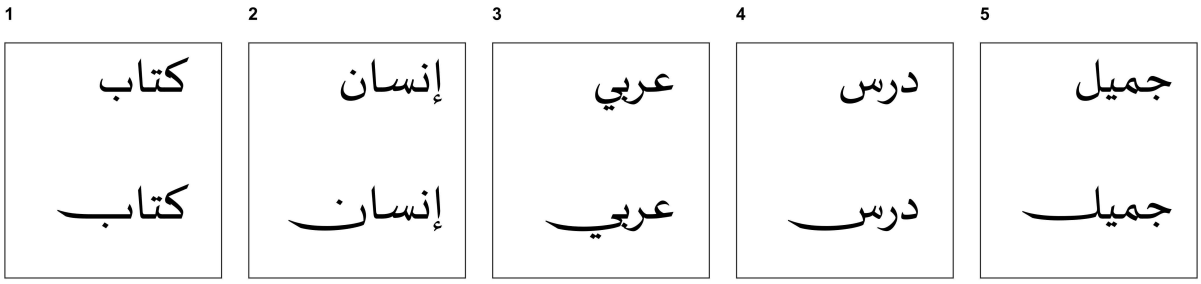
Some Arabic fonts contain wider forms of individual letters at the end of a word for justification (OpenType feature jalt), for example Sakkal Majalla for ba, ta, sin, sad, qaf, kaf, lam, nun and ya, or Arabic Typesetting for sin, sad and nun. With the option **Justification Alternates**, the program uses these forms in justified text itself, like the justification method “Naskh” (Justification Alternates) in InDesign. The font replaces the last letter of the word with its wider form; the text itself remains unchanged.

1. Position the insertion point in a paragraph with the alignment **Justified** or **Forced Justified** or select several paragraphs.
2. Choose **Window > Module > Paragraph > Word & Character Spacing**.
3. In the Kashida group, choose the option **Justification Alternates**.
4. If needed, additionally choose a level in the **Insert Kashida** pop-up menu, for example **Stylistic**.

An alternate form is a big, fixed step. The program therefore only uses it where the line takes up its whole extra width, at most twice per line and never in adjacent words; the words with the best places come first. Whatever width is still missing is filled with kashida, if you have chosen a level, and finally

via the word spacing. A word gets either an alternate form or kashida, never both. The option also works without a kashida level; if the font has no alternate forms, the paragraph remains unchanged.

The alternate form always affects the last letter of a word. The figure shows individual words, each without justification alternates at the top and with them at the bottom (Forced Justified, font Sakkal Majalla): **كتاب** (book) with ba at the end of the word (1), **إنسان** (human) with nun (2), **عربي** (Arabic) with ya (3), **درس** (lesson) with sin (4) and **جميل** (beautiful) with lam (5).



The figure shows the same paragraph in the font Sakkal Majalla without kashida and justification alternates (1), only with justification alternates (2), with kashida at the level Stylistic (3) and with both (4). The words with an alternate form are highlighted in blue for clarity. The line breaks stay the same in all variants.

1

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2

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3

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4

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Note:

- *Words with the character option* No Kashida*, words with a tatweel you entered yourself and text for which you switched on the OpenType feature jalt yourself get no alternate form. When copying from the PDF document, you get the words as they were entered.*

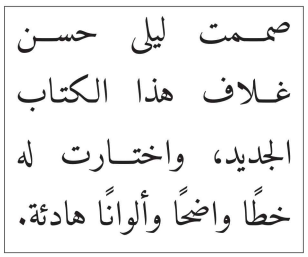
Excluding Words from Kashida

Proper names or technical terms often should not be stretched. Exclude such words with the character option **No Kashida**.

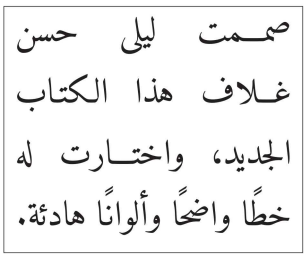
1. Select the word or words.
2. Choose one of the following options:
   - Choose **Text > Character Options > Options** in the menu and then the option **No Kashida**.
   - Choose **Window > Module > Character > Options** and then the option **No Kashida**.

In the example, without this formatting the program stretches the name **حسن** in example 1. With the option **No Kashida** for the name **ليلى حسن** (Layla Hasan), it stays unstretched, and the program distributes the free space across the other words (2).

1



2



Note:

- *Kashida only works in lines with the alignment* Justified *(not in the last line of the paragraph) or* Forced Justified *and only between joined Arabic letters, not within a ligature. Lines with a tab, initial, bullet or number,* Indent here*, grouped characters or ruby text get no kashida. The program does not stretch a word in which you entered a tatweel yourself any further.*
- *The program fills the free space first with alternate forms, if the option* Justification Alternates *is chosen, then with kashida, and distributes the rest across the word spacing; it does not stretch two adjacent words at the same time. In tight lines, a kashida can shrink to half a tatweel width. Kashida and alternate forms do not change the line breaks.*
- *If the font contains no tatweel (Unicode 0640), the lines get no kashida. With preflight switched on, the program marks the text object and names the reason in the tooltip.*
- *The options* Insert Kashida *and* Kashida Rules *as well as* Justification Alternates *are part of the paragraph style sheets (page* Word & Character Spacing*, group* Kashida*); the option* No Kashida *is part of the character style sheets. The options are available in the* Expert *working mode.*

Kashida on Import and Export

When importing IDML and InDesign documents, the program takes over the setting **Insert Kashida**, as InDesign does, only from paragraphs with the Adobe World-Ready Paragraph Composer and a Naskh Tatweel or Naskh Kashida method; with the default method or the method “Arabic”, InDesign sets no kashida either. The method “Naskh Kashida” becomes the rules **Naskh**, “Naskh Tatweel” becomes **Automatic** and “Kashidas Off” becomes **No Kashida**. The justification method “Naskh” (in InDesign “Justification Alternates (Naskh)”) switches on the option **Justification Alternates**. Paragraphs with kashida alignment from Word documents (DOCX) and RTF files get justified alignment with the level **Short**, **Medium** or **Long**.

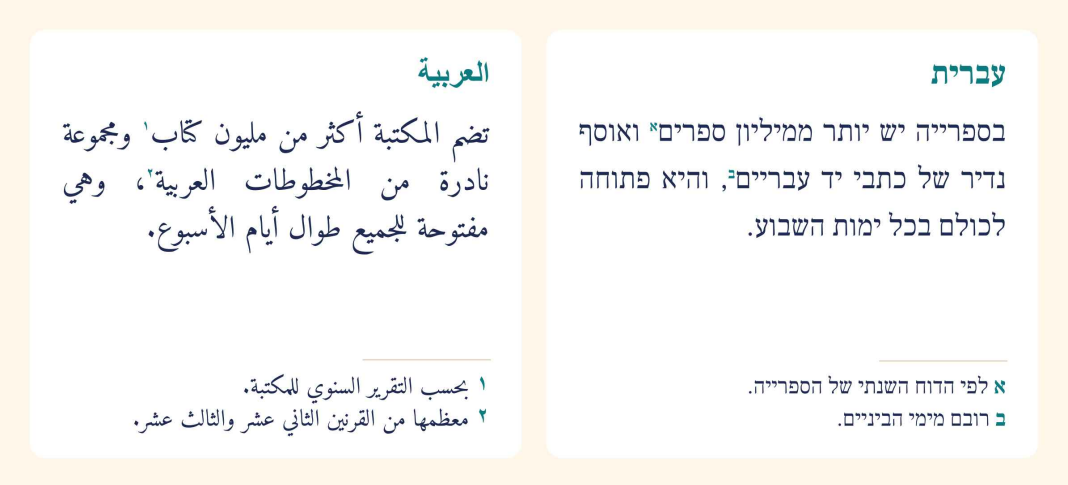
When exporting to IDML, the program writes the kashida so that InDesign sets it: with the World-Ready Paragraph Composer and the method “Naskh Kashida” for the rules **Naskh** or “Naskh Tatweel” for **Automatic**; InDesign does not know the rules **Simple**, which also get “Naskh Tatweel”. The level **Stylistic** is kept as a level of its own and comes back unchanged when the file is opened again. The program writes the option **Justification Alternates** as the method “Naskh”; since InDesign knows only one method per paragraph, the level wins for a paragraph with a kashida level, and the report points this out. When exporting to DOCX, the program writes the level **Stylistic** as **Long**; Word does not know the character option **No Kashida**. Both are noted in the export report. In the PDF document, the program draws the inserted tatweels as shapes; a tagged PDF document contains the word as text without tatweel, so that copying and screen readers get the original word.

Screen, print, PDF, PostScript and EPS export as well as the export as image show the same kashidas and alternate forms, also for text on a path. The inserted tatweels take over the color, gradient, outline and shadow of their word.

On request, the VIVA AI Assistant sets up kashida for you: the level and the rules for paragraphs and paragraph style sheets as well as the character option No Kashida for individual words, for example with the request “Set kashida at the level Medium for all Arabic paragraphs and exclude the company name.” Please refer to the chapter VIVA AI Assistant.

Footnotes and Endnotes

A new footnote or endnote in a right-to-left paragraph also runs from right to left and is right-aligned. The numbers appear in the digits of the language of the footnote label; for Hebrew texts, choose the **Number Format Hebrew**, for Arabic texts optionally **Abjad** or **Alif-Ba-Ta**. Please refer to the section Footnotes and Endnotes.



The figure shows on the left an Arabic paragraph with footnotes in Arabic-Indic digits and on the right a Hebrew paragraph with footnotes in the number format **Hebrew**.

Language, Hyphenation and Spelling

Assign the language **Arabic** to Arabic text and the language **Hebrew** to Hebrew text, for example with **Text > Language**. Please refer to the section Language, Spell Check and Hyphenation.

There is no hyphenation for Arabic and Hebrew; kashida, justification alternates and word spacing take care of the balance in justified text. The dictionaries for the spell check, also for Persian, are not included; the program downloads them when needed from the address named by the VIVA server.

The preset quotation marks are ”…“ for Arabic and Urdu, ”…” for Hebrew and Yiddish and «…» for Persian. You choose other characters in the preferences under **Text > Language** on the **Quotation Marks** tab.

Right-to-Left Documents

Books and brochures in Arabic or Hebrew are bound on the right. For this, choose the option **Facing Pages** and the **Page Order Right/Left** on the **Pages** tab of the document settings. The program mirrors the spreads; each page keeps its content and its master page. In such documents, the columns of multi-column text objects run from right to left.

For a PDF viewer to show facing pages from right to left, choose the option **Right to Left** under **Reading Direction** on the **View** tab when exporting as PDF. You determine in which order the program evaluates the objects of a page for reading order and tables of contents in the preferences under **Reading Order**, for example with **Right to Left/Top to Bottom**. Please refer to the sections Exporting and Preferences.

Other Languages and Writing Systems

Besides Arabic, Hebrew, Chinese, Japanese and Korean, the program takes into account the characteristics of many other languages: the localized character forms of Cyrillic and Latin letters, the digits of the Indic and Southeast Asian scripts as well as the quotation marks and the upper and lower case of each language. In each case, this requires the correct language to be assigned to the text.

Languages

The language list also contains Tamil, Kannada, Malayalam, Marathi, Punjabi, Odia, Assamese, Sanskrit, Khmer, Burmese, Macedonian, Basque, Maltese, Luxembourgish, Western Frisian, Romansh, Latin, Ancient Greek, Esperanto, Armenian, Georgian, Azerbaijani, Kazakh, Uzbek, Kyrgyz, Tajik, Mongolian, Amharic, Tigrinya, Yoruba, Hausa, Igbo, Somali, Persian, Urdu, Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish, Dhivehi as well as Traditional Chinese, Chinese (Taiwan) and Chinese (Hong Kong SAR China). The names of the languages appear in the language of the user interface.



The figure shows a selection of these languages with a greeting and the name of the language in its own script.

There is a spell check for Assamese, Esperanto, Kannada, Marathi, Mongolian, Persian, Tamil and Central Kurdish, hyphenation for Assamese, Esperanto, Kannada, Marathi, Mongolian, Odia and Punjabi, and a thesaurus for Esperanto and Marathi. The program downloads the dictionaries when needed; please refer to the section Preferences. The online spell check checks all languages its server offers.

Localized Character Forms

Many fonts contain forms of their own for certain letters in individual languages. The program shows them as soon as the language is assigned to the text, for example the Serbian and Macedonian б, the Bulgarian forms of the Cyrillic letters, ş and ţ in Romanian or the Chinese instead of the Japanese forms in Noto Sans CJK. In Turkish and Azerbaijani, no fi ligature is formed, so that the dot of the i is kept. The alternates in the **OpenType** palette also show the forms of the text language.

Whether a font contains such forms is up to the font manufacturer. The fonts of the examples, Source Sans 3, Source Serif 4 and Alegreya, are available via **Text > Discover Fonts…**.



The figure shows at the top the same words in Russian, Serbian and Bulgarian in the font Source Sans 3. In the middle, the fi ligature is omitted in Turkish (Source Serif 4, option **Ligatures** switched on), and the same entered character appears as ş in Turkish and as ş in Romanian (Alegreya). At the bottom are the same characters in Japanese, Chinese (Simplified), Chinese (Traditional) and Korean in the font Noto Sans CJK.

Indic and Southeast Asian Scripts

The program sets texts in Devanagari, Bengali, Gurmukhi, Gujarati, Odia, Tamil, Telugu, Kannada, Malayalam, Sinhala, Thai, Lao, Khmer, Burmese and Tibetan according to the rules of their writing system; the font composes the syllables from their components. Lists, footnotes and page numbers appear in

the digits of the language in Bengali, Assamese, Nepali, Marathi and Burmese, and in the digits 0 to 9 in Hindi, Tamil, Thai, Khmer and most other languages. With the character attribute **Digits**, you choose the digit form of each of these scripts for other texts as well. Please refer to the section Digits.

Upper and Lower Case

The styles **ALL CAPS**, **Small Caps**, **Lower Case** and **Title Case** follow the language of the text, for example with the Turkish İ or Greek capitals without accents. Please refer to the section Working with Typography.

Quotation Marks

For most languages, the customary quotation marks are preset, also for the new languages. An overview with examples is given in the section Working with Typography.

Languages in Exchange

When exporting as PDF, EPUB, Word and IDML document, each text gets the language code of its language, for example “ko-KR” for Korean, “sr-Cyrl-RS” for Serbian in Cyrillic script or “zh-Hans-CN” for Chinese (Simplified); screen readers thus read the texts in the correct language. In EPUB, each paragraph and each part of the text in another language carries its language. When opening Word, IDML, RTF, InDesign, Pages, Affinity, Scribus and QuarkXPress documents, the program assigns the languages via their language codes; Serbian in Cyrillic and Latin script stays separate.

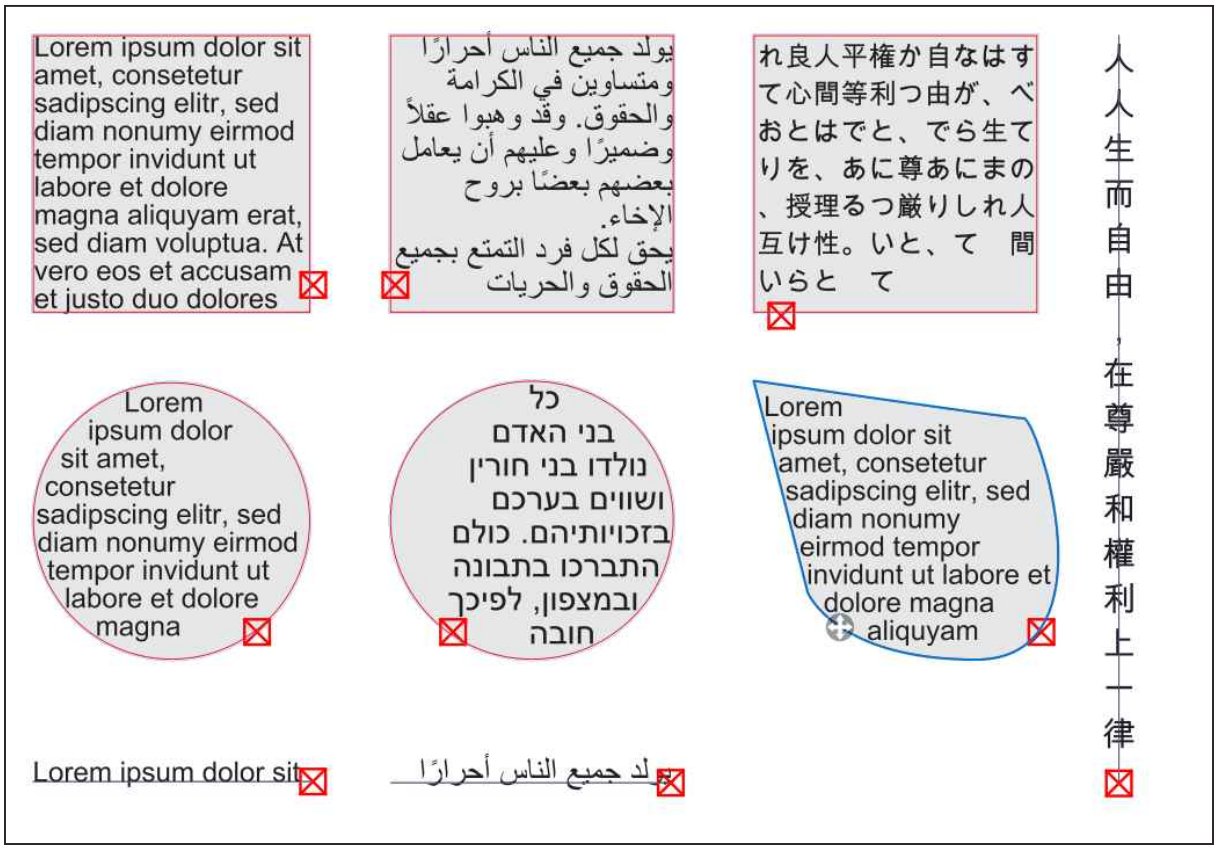
Number formats, the character attribute **Digits** and restarting the footnote numbers on each page are kept in the exchange with InDesign (INDD and IDML) and Word (DOCX). The program converts formats without a counterpart into 1, 2, 3 and names them in the report.

Working with Text Chains

To display texts over several pages in the sense of a book, the texts of the individual pages must be connected to form a text chain. However, text chains can also be formed between individual text objects within a page. In this section, you will learn how text chains work and how to create, edit and unchain text chains.

Text overset

As soon as you enter more text than the text object can display, a so-called overset occurs. An overset is indicated by an overset symbol. The overset symbol consists of a rectangle with a diagonal cross, which is displayed at the edge of the text object. The position of the overset symbol is based on the writing direction of the text object and the rotation for text objects, and on the baseline for path texts.



To make the overset text visible, you can, for example:

- change the font size
- shorten the text
- resize the text object

Since these options are suitable at best for short texts, for longer texts there is the option to chain text objects with other text objects.

Text chains

In a text chain, the text flows from one text object to another. The term “Text Chain” describes all objects that are connected to each other to form a chain, the term “Story” describes the entire text within a text chain.

> *Note: In other programs, the terms “linking”, “threading”, or “text flow” are also used for text chains.*

The following options are available for text chains:

- Text chains can be created automatically or manually.
- Automatic text chains are made using settings in the text object.
- Manual text chains are created using the **Text Chaining** tool.
- Automatic and manual text chains can be undone at any time with the **Text Unchaining** tool.
- Original and alias objects can form a text chain.
- Text objects can be chained page by page or even within a page.
- Text objects that can be automatically chained are displayed in blue when the chain is displayed, all others are displayed in gray.
- Text chains are independent of the size and shape of the text objects.
- Text chains are independent of the content of the text objects. Both empty text objects and text objects that already contain text can be chained.
- If you click into a text object of a text chain, all text objects of the text chain will be displayed with a strengthened frame and a move symbol. For alias objects, the move symbol is only displayed if the option **View > Alias Objects selectable** has been selected.
- The insertion point automatically jumps to the end of the text (Story) when you click on the empty area at the end of a chained text object.

Create Text Chain manually

1. In the **Tools** palette, choose the **Text Chaining** tool.
2. Click the text object that should be the beginning of the text chain.
3. Click the text object that you want to be the second in the text chain. This can be either on the current document page or on other document pages. The text objects are automatically numbered for control. A gray line indicates the order of the text objects.
4. If the text objects to be chained are on other pages, you must scroll through the document until the text objects to be chained are visible on the desired pages.
5. Repeat this process for each additional text object in the text chain.
6. Double-click the last text object to complete the chain. The overset of the first text object is then automatically distributed to all text objects of the text chain.
7. If an overset symbol is still displayed at the end of the new text chain, you must chain the last text object of the text chain with further text objects.

Unchain a Text Chain

With the **Text Unchaining** tool, you split a text chain at any point. The tool is located in the sub-menu of the **Text Chaining** tool.

1. In the **Tools** palette, hold down the primary mouse button on the **Text Chaining** tool and choose the **Text Unchaining** tool from the sub-menu.

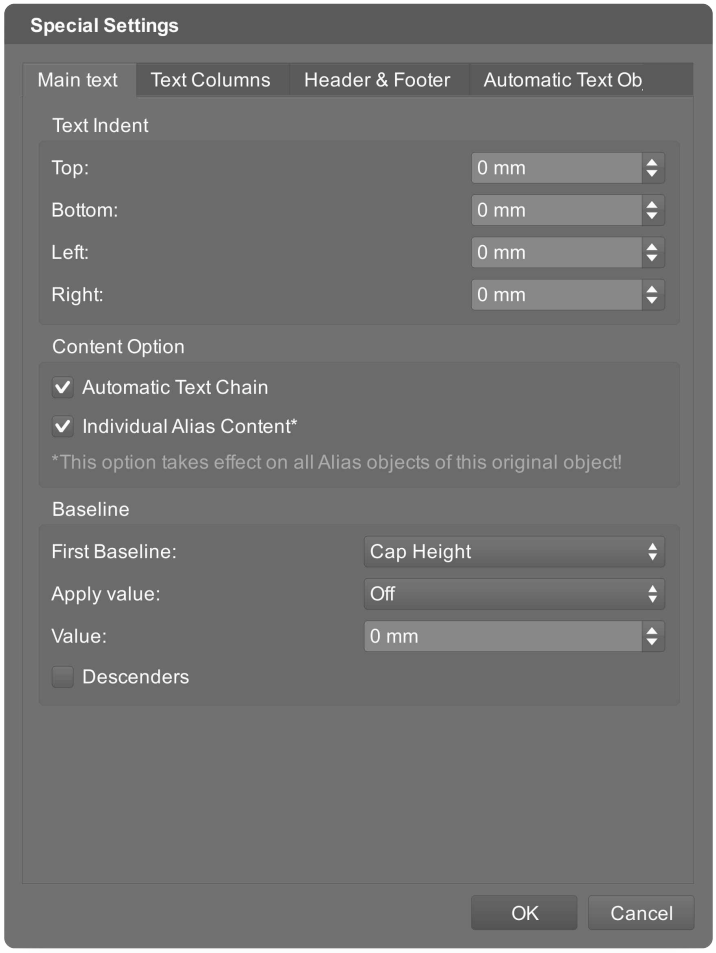
2. Click the text object after which the text chain is to be split.

The program removes the link to the following text object and briefly flashes both text objects for control. The following text objects form a text chain of their own, which is empty at first. The text remains in the first text chain; whatever no longer fits there appears as overset in the clicked text object. If the clicked text object is the last one in the text chain, a beep sounds.

> *Note: Chaining and unchaining text chains cannot be undone; the program clears the list of working steps.*

Create automatic text chains

When you create structured documents such as books, you should always work with automatic text chains. This saves you from creating new text objects and manually chaining them, especially when the page layout or order changes.



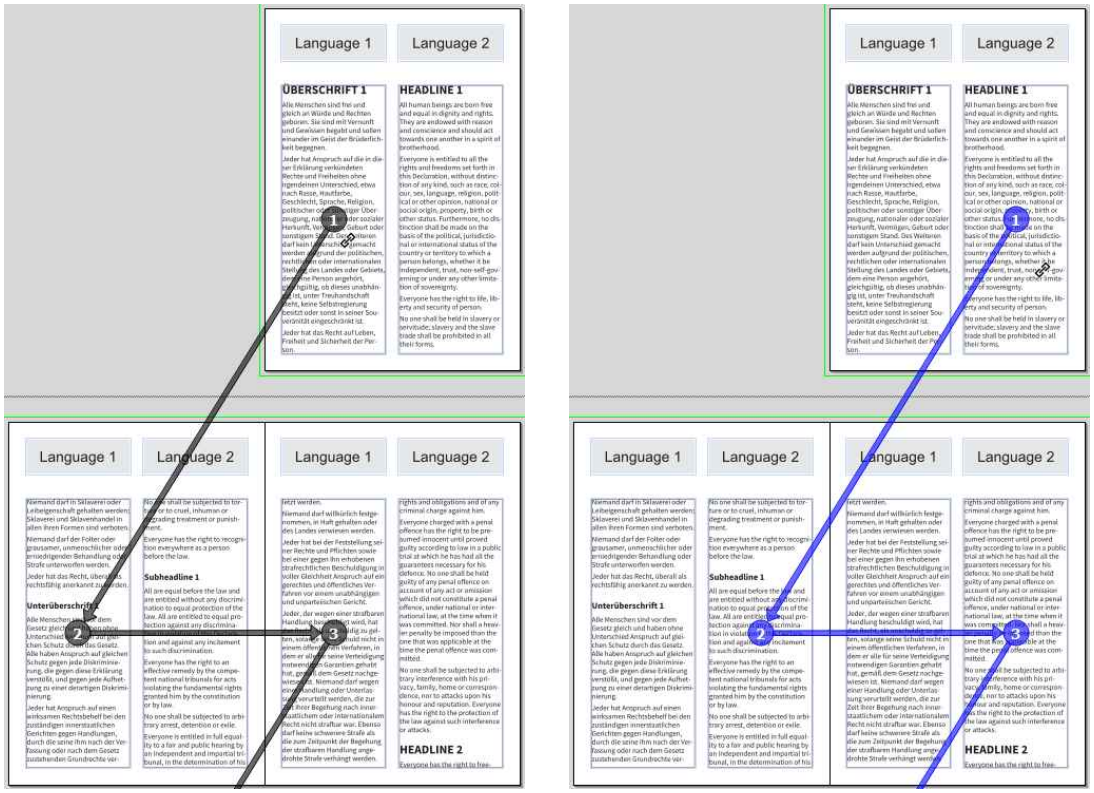
Automatic text chains are based on text objects that have been placed on Alias pages and have the appropriate settings. When you create a new document with the **Automatic Text Object** option, a text object is automatically created on the Alias page. This text object has the options **Automatic Text Chain** and **Individual Alias Content**.

When the Alias page is assigned to a document page, this text object is automatically created as an "Alias" on the document page.

1. Create a new document with the **Automatic Text Object** option, as described in the section Create a new document.
2. In the **Pages** palette, double-click the first Alias page.
3. Select the text object.
4. Choose **Object > Special** and then the **Main text** tab.
5. In the **Content Option** area, choose **Individual Alias Content** to allow text to be entered in the Alias text object on the document page. This option has already been automatically selected by the program.
6. Choose **Automatic Text Chain** to automatically chain the Alias text object on the document page with other alias text objects on other document pages. This option has already been automatically selected by the program.

For books, you will probably have only one text object with an automatic text chain per Alias page. However, you can use the **Text Chaining** tool to create a text chain on the Alias page as well. You can create several different text chains on the Alias page, but the program will only use the last text chain for automatic chaining.

You can see this by the fact that the manual text chain is displayed in gray and the automatic text chain in blue when you move the mouse pointer over the text objects with the **Text Chaining** tool.



Adding pages automatically when text is inserted

If inserting or importing text causes an overset in an automatic text chain, the program adds document pages by itself until the overset is resolved. This happens if all of the following conditions are met:

- You insert the text in text mode with **Edit > Paste**, **Edit > Paste WITHOUT Formatting** or **Edit > Paste WITH Formatting**, with the commands of the same name in the context menu or with the corresponding key sequences, you import it with **File > Import** or you drag a text file onto the text object.
- The last text object of the text chain has the option **Automatic Text Chain**.
- The last text object of the text chain contains text and shows an overset.

The program inserts one document page after the page with the last text object of the text chain. The new page gets the same Alias page, and the text flows on into the text object of the new page. The program repeats this until there is no overset left, until the new page does not add another text object to the text chain, or until the maximum number of pages of the document is reached.

> *Note: When you type text with the keyboard, the program does not add pages. There is no preference to switch this on or off. Adding the pages cannot be undone; the program clears the list of working steps.*

Text chains when inserting and moving pages

When you insert or move pages, the program arranges the text objects of text chains that run over several pages in the order of the pages again. Whether this applies to all text chains or only to automatic text chains is determined in the preferences under **Pages & Objects**, **Pages** tab, with the option **Reorganise Text Chains**: **All Text Chains** (default) or **Only Automatic Text Chains**. Please refer to the section Preferences.

Examples of text chaining

The following examples of text chaining show different layouts and the settings required for them.

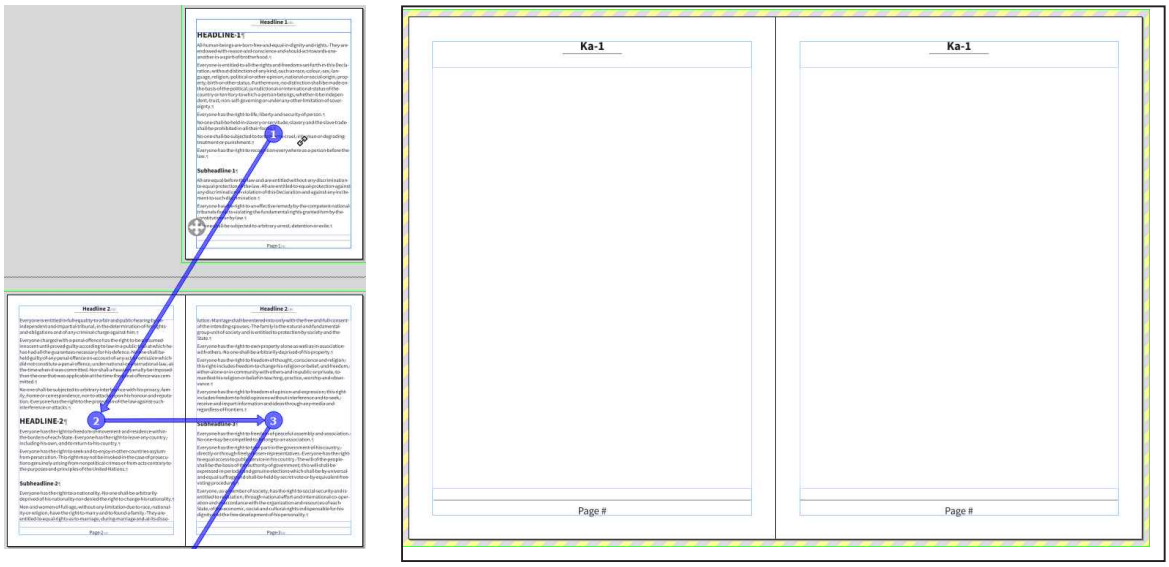
The documents for these examples are available as templates:

1. Choose **File > Open**.
2. Under **Favorites** in the dialog on the left, choose **Sample Documents**.
3. Open the **Manual examples** folder and then the desired example document.

All templates already contain the finished pages and style sheets.

Example 1: “Book Layout-1”

This example contains an automatic text chain with an Alias page, a header with running titles, and a footer with page numbers.



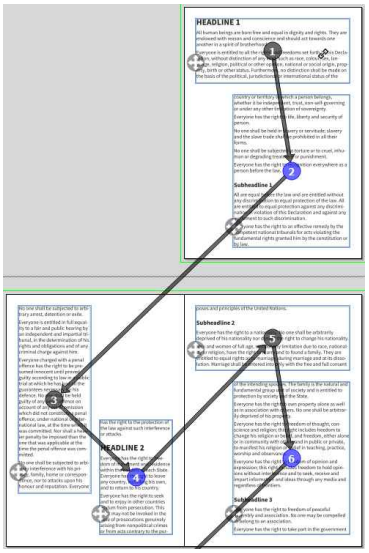
Settings on the Alias page:

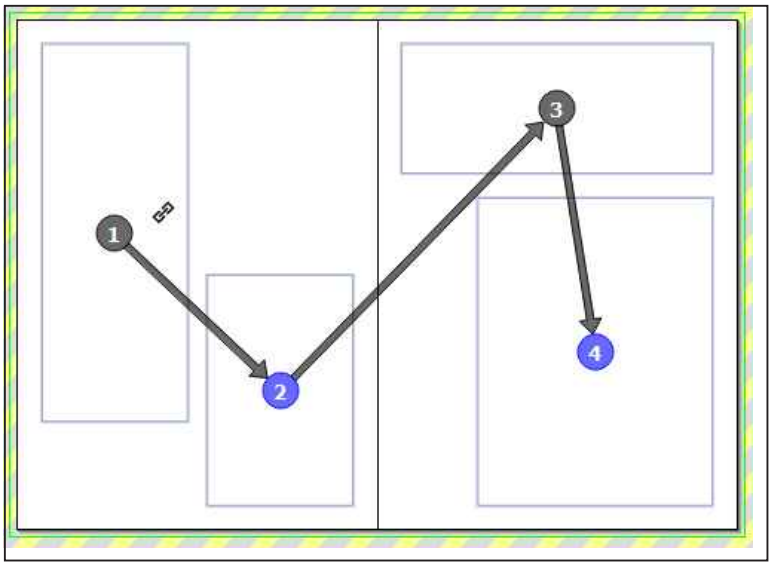
- One text object each on the left and right Alias page, each with a header and a footer.
- The header contains the variable “**Running Title**”. This results automatically from the text in the section formatted with the paragraph style sheet **[Headline]**.
- In the footer there is the variable “**Page Number**”, which is formatted with the paragraph style sheet **[Page Number]**.
- The text objects each have the settings **Automatic Text Chain** and **Individual Alias Content**.

When you drag the Alias page into the document pages area of the **Pages** palette to create document pages, the text automatically flows as shown.

Example 2: “Book Layout-2”

This example contains a combination of automatic and manual text chaining, consisting of a double-sided Alias page, each containing two text objects with different positions and sizes.





Settings on the Alias page:

- Two text objects each on the left and right Alias page.
- The text objects each have the settings **Automatic Text Chain** and **Individual Alias Content**. For this setting, all four text objects must be selected at the same time beforehand.
- Finally, the text objects were chained into a text chain using the **Text Chaining** tool. Since only one text object per page can be chained automatically, the last text object of the respective page has a blue number.

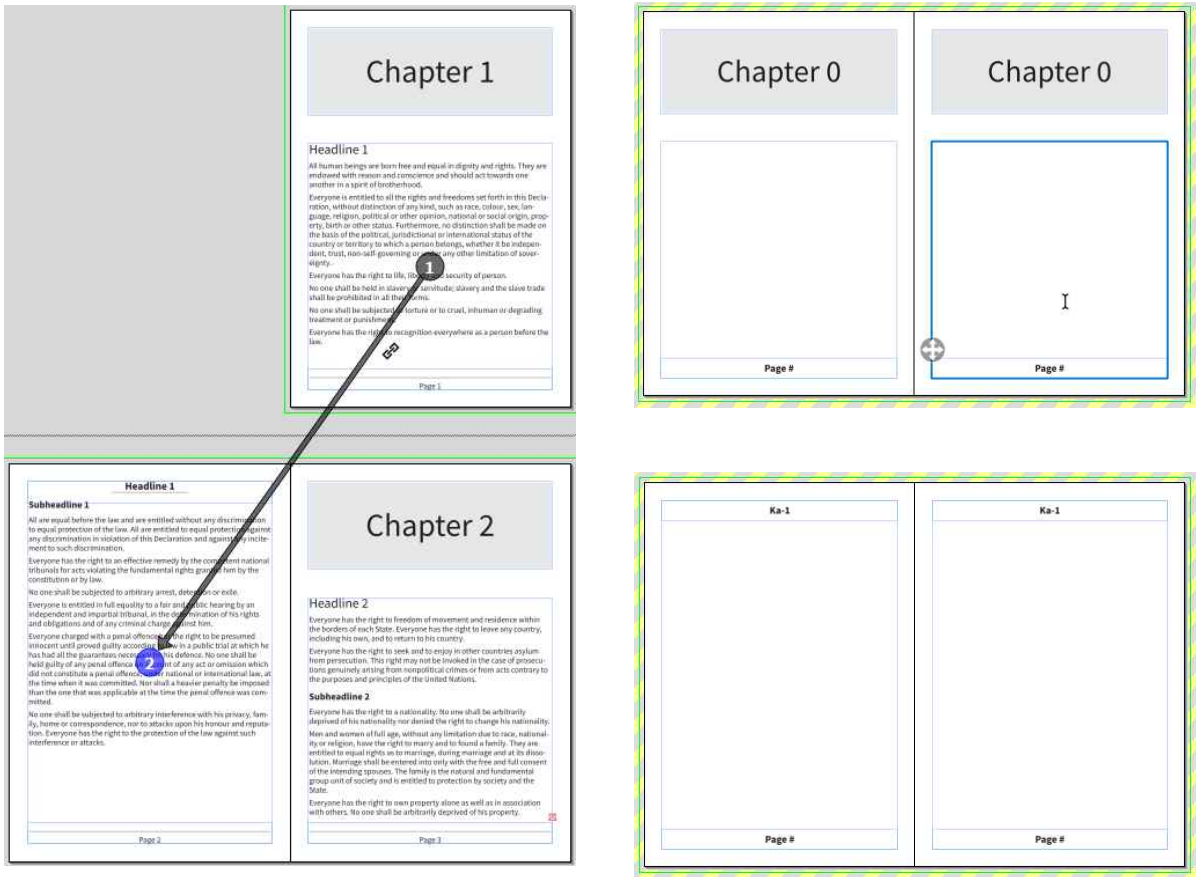
When you drag the Alias page into the document pages area of the **Pages** palette to create document pages, the text automatically flows as shown.

Example 3: “Book Layout-3”

This example contains an automatic text chain with two double-sided Alias pages, each containing two text objects with different positions and sizes.

The first Alias page [A-Alias page] is the beginning of the chapter. It consists of a gray box with the name of the chapter and the text to be automatically chained on subsequent pages.

The second Alias page [B-Alias page] is used for all subsequent pages of the same chapter. When the first Alias page is used again, the previous chapter ends, which means the text ends on the last page of the first chapter (page 2 in the figure). There will be an overset if more text is entered in the first section. The text of the first section must not flow to the third page. The user can resolve this overset by inserting another document page based on the second Alias page [B-Alias page].



Settings on the Alias page:

- Two text objects each on the left and right Alias page.
- The upper text objects each have the setting **Individual Alias Content**. A text (“Chapter 0”) has already been entered there, which can be changed on the document pages.
- The lower text objects each have the settings **Individual Alias Content** and **Automatic Text Chain**.
- The footer contains the variable **Page Number**, which is formatted with the paragraph style sheet [Page Number].

Settings on the second Alias page:

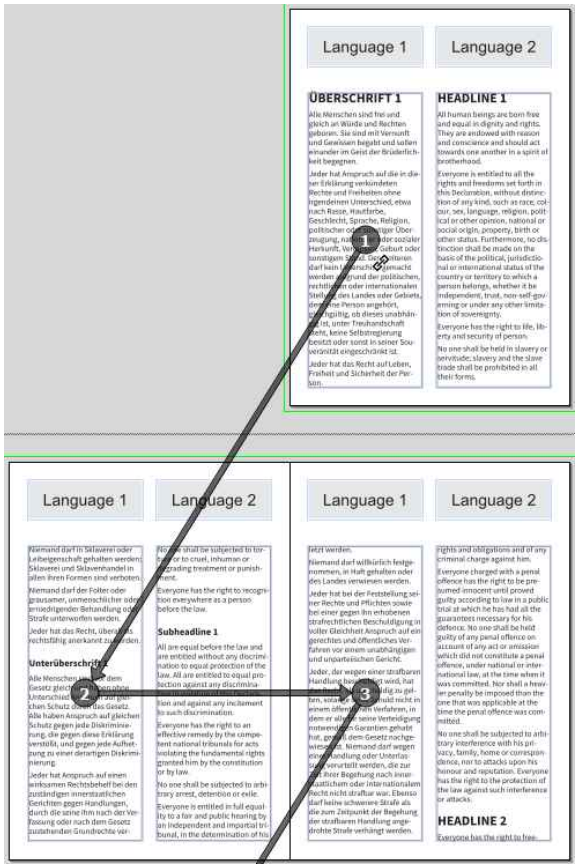
- One text object each on the left and right Alias page, each with a header and a footer.
- The header contains the variable “**Running Title**”. This results automatically from the text in the section formatted with the paragraph style sheet [Headline].
- The footer contains the variable “**Page Number**”, which is formatted with the paragraph style sheet **[Page Number]**.
- The text objects each have the settings **Automatic Text Chain** and **Individual Alias Content**.

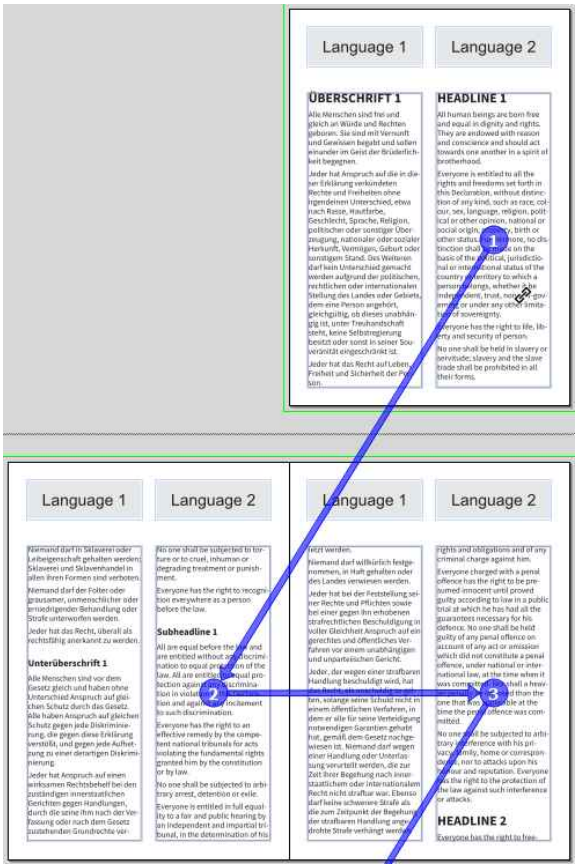
When you drag the Alias page into the document pages area of the **Pages** palette to create document pages, the text automatically flows as shown.

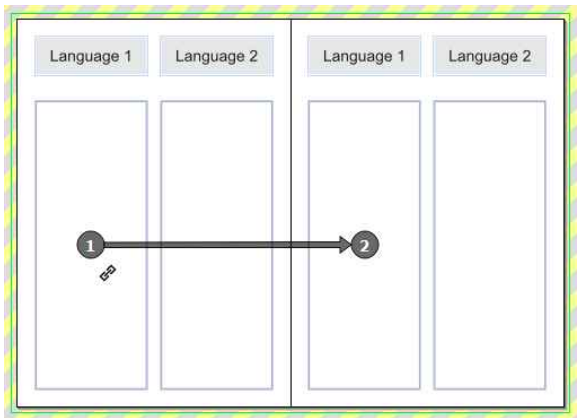
Example 4: “Book Layout-4”

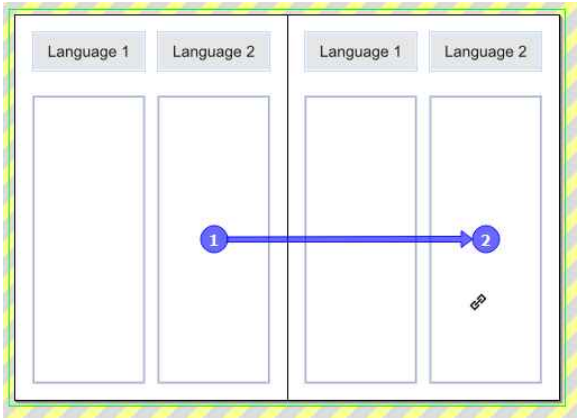
This example contains a combination of automatic and manual text chaining, consisting of a double-sided Alias page, each containing two adjacent text objects. Both text objects represent the same text in two languages. Therefore, the text objects are to be chained in parallel with the matching text object of the next page.

However, since the program only allows one text chaining per page, a combination of automatic and manual text chaining is used here. Of course, it would also be possible to create the text objects all manually on each document page and chain them manually. However, using the Alias pages makes this much faster and easier.









Settings on the Alias page:

- Two text objects each on the left and right Alias page.
- The text objects each have the settings **Automatic Text Chain** and **Individual Alias Content**. For this setting, all four text objects must be selected at the same time beforehand.
- Finally, the text objects were chained into a text chain using the **Text Chaining** tool. The left text object of the left page is chained with the left text object of the right page. After that, the right text object of the left page is chained with the right text object of the right page.
- Since only one text object per page can be chained automatically, the right text object of each page has a blue number. If the left text objects of the respective page had been chained last, these text objects would form the automatic text chain.

Settings on the document page:

- Choose the **Text Chaining** tool to manually chain all left text objects into a text chain.

When you drag the Alias page into the document pages area of the **Pages** palette to create document pages, the text automatically flows as shown.



Working with Articles

Version 12 — November 2026

Working with Articles

The reading order determines the order in which the contents of a document are output when you export it as an accessible PDF file, as an EPUB, email HTML or Word file, and in which screen readers read them aloud. This section explains how the program determines the reading order automatically, how you display the reading order and how you define it manually with articles.

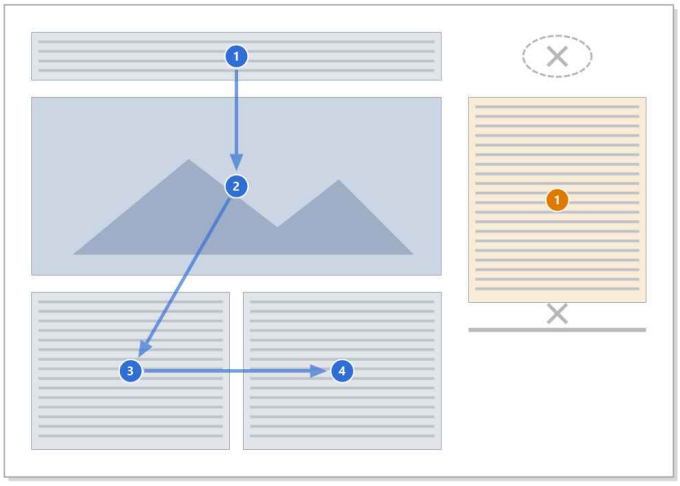
Introduction

A document usually consists of many objects, e.g. headings, text objects, pictures, tables, captions or info boxes. For the eye, the order in which these objects are read results from the layout. Programs that read the content of a document aloud or rearrange it on other devices, however, need this order explicitly. These include, for example, screen readers for accessible PDF files or e-book readers for EPUB files.

Within a text object or a text chain, the order results automatically from the text flow. Please refer to the section "Working with Text Chains". The reading order defines the order in which the individual objects or text chains follow one another.

The following options are available for the reading order:

- **Automatic reading order** — The program determines the order based on the position of the objects on the page. No further steps are required. When the reading order is displayed, the numbers and arrows appear black or dark gray.
- **Manual reading order** — You combine the objects in one or more articles and determine the order yourself. When the reading order is displayed, the numbers and arrows appear in the color of the respective article, e.g. blue for the first and red for the second article. You change the order interactively by drag and drop in the **Articles** palette.



The reading order is taken into account when you export in the following formats:

- Accessible PDF files (PDF/UA), also for the PDF export of collections. Please refer to the section "Creating Accessible PDFs".

- EPUB and email HTML files (file type **EmailHTML**) with the option **Order > Article Order**. Please refer to the section "EPUB Export options". The export **As HTML Files**, by contrast, outputs the objects at their position on the page and does not take the reading order into account.
- Word files (DOCX) with the options **Text only** and **Order of the texts > Article order**. Please refer to the section "Exporting a Word document".
- VivaXML files, in which the articles are saved as well.

> *The speech output (mp3), Braille and the functions of VIVA AI only use the automatic reading order. Articles are not taken into account.*

When you open InDesign documents (INDD and IDML), the program also takes over their articles. The articles are only active if the InDesign document uses them for the reading order in the tagged PDF.

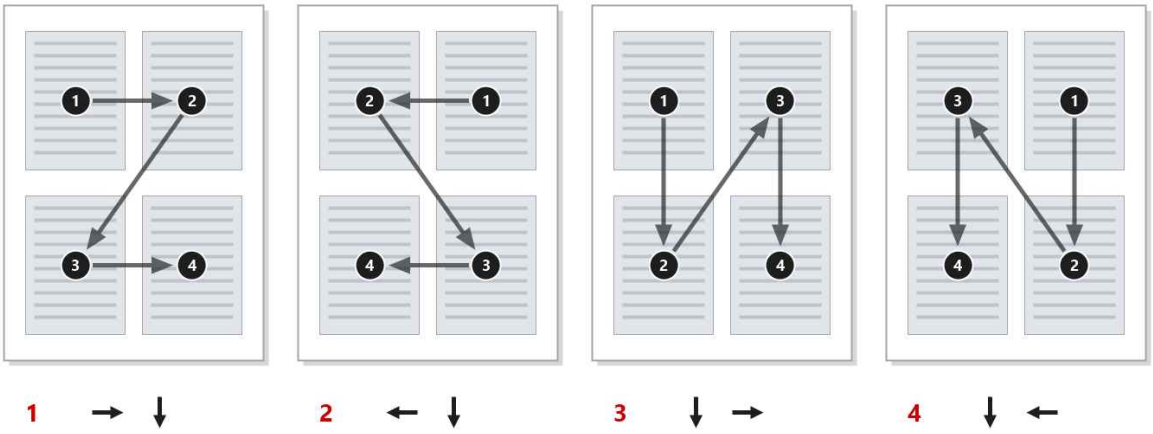
> *Displaying the reading order with* **View > Reading Order** *and the option* **Object > Export Options** *require a corresponding license.*

Automatic Reading Order

When you display the reading order with **View > Reading Order**, you recognize the automatic reading order by black or dark gray numbers and arrows.

As long as a document does not contain an active article, the program determines the reading order automatically. It is based on the preference **Reading Order**:

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac).
2. Choose **Pages & Objects** and then the **Objects** tab.
3. Choose one of the following options from the **Reading Order** pop-up menu:
   - **Left to Right/Top to Bottom** — (default) The objects are read row by row from top to bottom, within a row from left to right.
   - **Right to Left/Top to Bottom** — The objects are read row by row from top to bottom, within a row from right to left. This option is useful for documents in languages that are written from right to left, e.g. Arabic or Hebrew.
   - **Top to Bottom/Left to Right** — The objects are read column by column from left to right, within a column from top to bottom. This option is useful for multi-column layouts.
   - **Top to Bottom/Right to Left** — The objects are read column by column from right to left, within a column from top to bottom.
4. Confirm your entry.

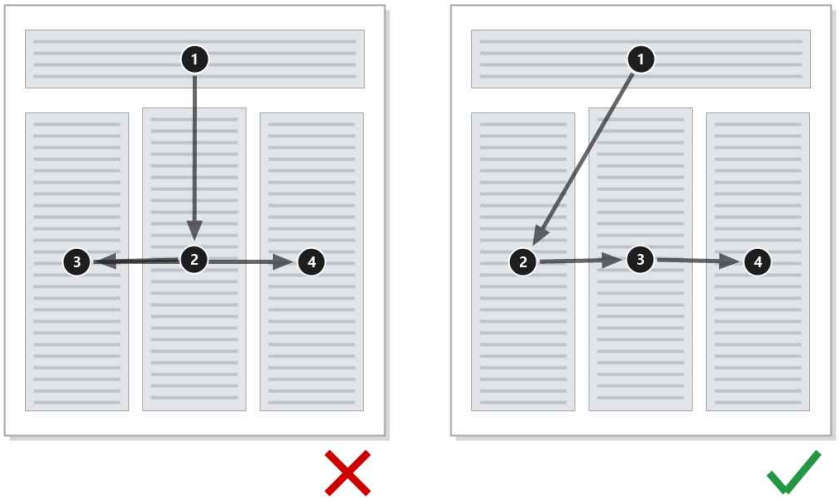


The figure shows the four options in the order of the pop-up menu. If no document is open, the setting applies to all new documents. The setting is also used for the order when tables of contents and indexes are generated.

How the Program Determines the Automatic Reading Order

- The program considers each page individually, also for facing pages. On a spread, the right page therefore always follows the left page, regardless of the selected option.
- An object belongs to the page on which its horizontal center is located. Objects on the pasteboard, hidden and non-printing objects as well as objects on hidden or non-printing layers are not taken into account.
- The upper left corner of an object is decisive, for the “Right to Left” options the upper right corner. For rotated objects, the enclosing rectangle applies.
- A text chain is treated as one object and placed at the position of its first text object. The other text objects of the text chain follow the text flow.
- Groups are dissolved and the objects of a group are sorted according to the same principle. A group to which you have assigned the tag **Graphic (Figure)** and an alternative text with **Object > Export Options**, however, is treated as one object.
- Text objects, picture objects, tables and objects with an alternative text are taken into account. Graphic objects without an alternative text, e.g. lines or areas, as well as objects that have been tagged as **Decorative Element (Artifact)** with **Object > Export Options** are not taken into account.
- Alias objects are taken into account like other objects. Alias objects that only contain a variable such as the page number are skipped. Objects of master pages, e.g. logos, lines or fixed texts, however, are not taken into account by the automatic reading order: **View > Reading Order** does not number them, they are output as decorative elements (artifacts) when you export as an accessible PDF file, and they are left out when you export as an EPUB, email HTML or Word file in reading order. Exceptions are objects of master pages with the tag **Graphic (Figure)** and objects that are assigned to an article. Alias objects with variable content, e.g. the automatic text object, on the other hand belong to the content of the document page. An alias object with the tag **Automatic** takes over the tag of the object on the master page.
- Anchored objects remain at their position in the text.
- The language of the text has no influence on the reading order. For documents in Arabic or Hebrew, therefore choose one of the “Right to Left” options.

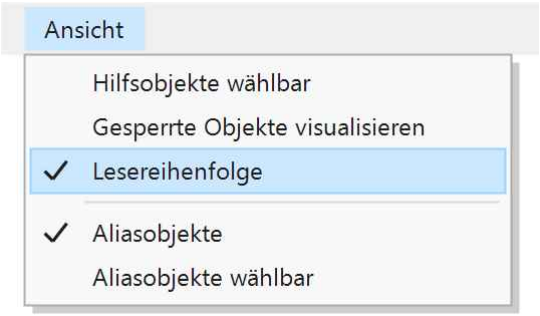
The program does not recognize columns. With the option **Left to Right/Top to Bottom**, *an object in the middle or right column is read before an object in the left column as soon as its top edge is only slightly higher. For multi-column layouts, therefore choose the option* **Top to Bottom/Left to Right**, *align the top edges of the objects exactly with each other or define the reading order with articles.*



Displaying the Reading Order

You can display the reading order in the document at any time:

1. Choose one of the following options:
   - Choose **View > Reading Order**.
   - Choose the option **Reading Order** from the context menu of the **Articles** palette.
2. The program displays a numbered circle on each object. Arrows connect the objects in the order in which they are read.

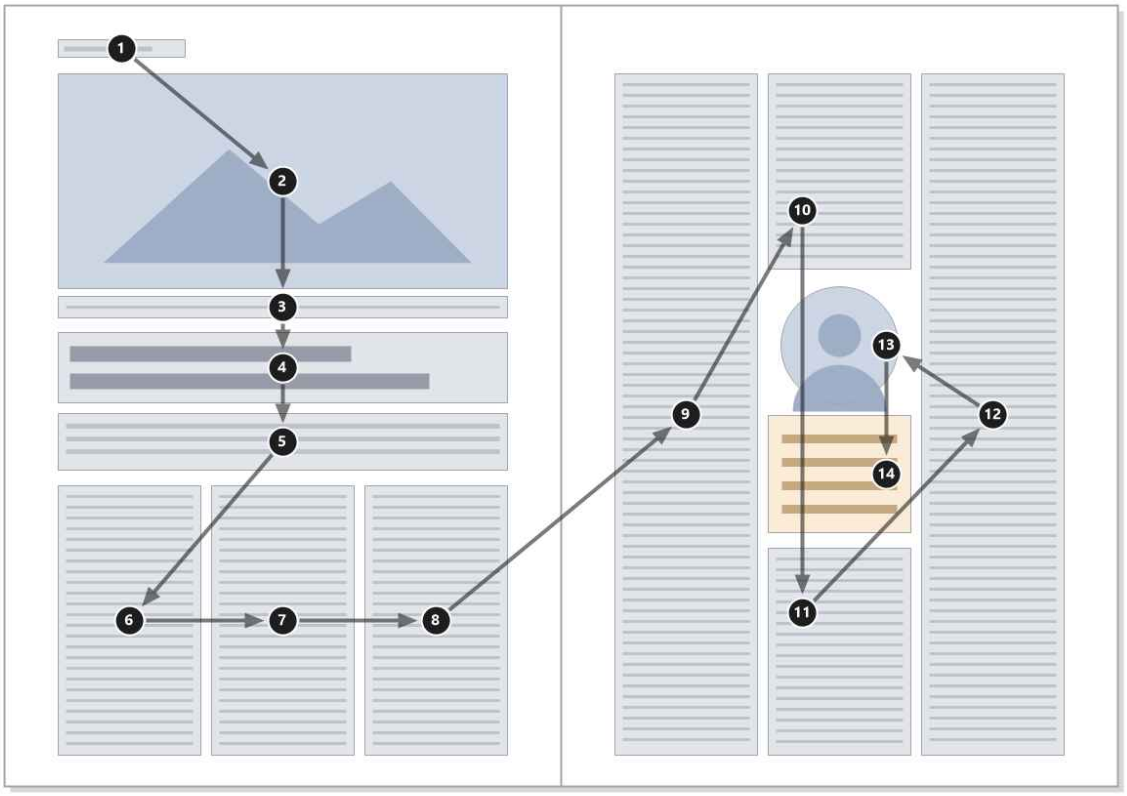


The following applies to the display:

- **Black** (dark gray) — The document does not contain an active article. The automatic reading order is displayed.
- **Colored** — The order of an article is displayed in its article color, e.g. blue for the first and red for the second article. You can change the color in the **Article Options** dialog.
- As soon as at least one article is active, only colored numbers appear. Objects that do not belong to an active article then do not receive a number.

- The numbering does not start again on each page, but runs through the entire document. With several articles, the numbering starts again at 1 for each article.
- Each text object of a text chain receives a number of its own.
- Objects that are output as a decorative element (artifact) when exporting do not receive a number.
- The display only appears in the **Single Pages** and **Facing Pages** views. It is neither printed nor exported. The setting is saved in the document.

The numbers and arrows are only used for checking. To change the order, use the **Articles** palette.



Manual Reading Order with Articles

An article combines objects that belong together in terms of content, e.g. a contribution with heading, lead, text, pictures and captions. The order of the objects in an article determines the reading order. A document can contain any number of articles, e.g. one article for each contribution in a magazine.

When you display the reading order with **View > Reading Order**, the numbers and arrows appear in the color of the respective article. Each new article automatically receives a color of its own, e.g. blue for the first article and red for the second. You can change the color in the **Article Options** dialog. You change the order of the objects and articles interactively by drag and drop in the **Articles** palette.

As soon as a document contains at least one active article, the program only uses the articles. The automatic reading order is then no longer used.

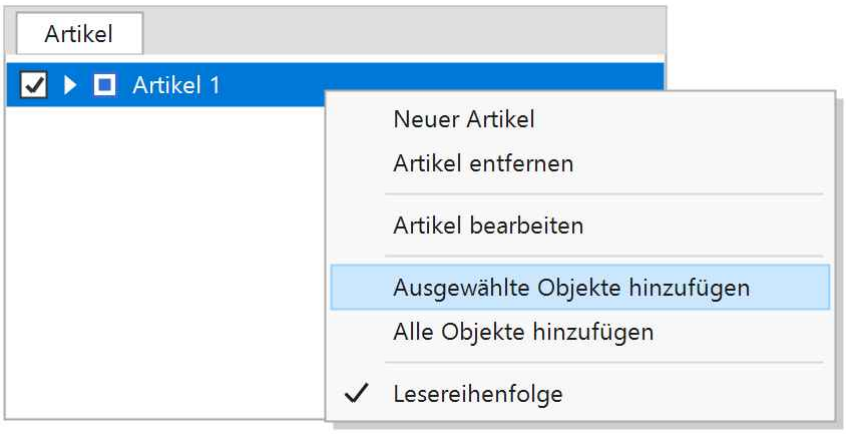
> *Objects that are not contained in any active article are output as decorative elements (artifacts) when you export as an accessible PDF file and are skipped by screen readers. When you export as an EPUB or email HTML file with the option* **Article Order** *and when you export to Word with the option* **Text only**, *they are not exported. Therefore make sure that*

all relevant content is assigned to an article. The **Accessibility Check** *palette points out such objects with the finding* **Content outside the articles**.

The Articles Palette

You manage the articles of a document in the **Articles** palette. To do so, choose **Window > Articles**. The palette is available in the **Advanced** and **Expert** working modes. This also applies to the **Accessibility Check** palette.

The palette displays all articles of the document with their objects. In front of each article there is a check box with which you activate or deactivate the article, and a symbol in the article color. You reach all commands of the palette via the context menu or the palette menu. When you click an object in the palette, it is selected and displayed in the document. You change the order of the objects and articles interactively by drag and drop directly in the palette, as described in the section "Changing the Order".



As long as an alias page is displayed, the **Articles** *palette is hidden.*

Creating a New Article

1. Choose **Window > Articles**.
2. Choose **New Article** from the context menu of the palette.
3. The new article is created at the end of the list with the name "Article 1", "Article 2" and so on and a color of its own. The article is active automatically.
4. Optionally choose **Edit Article** from the context menu to change the name and the color. Please refer to the section "Editing Articles".

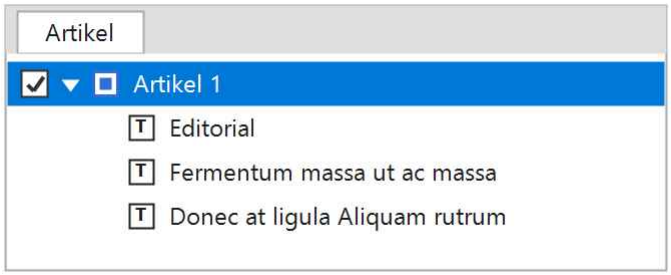
Adding Objects

To add selected objects to an article:

1. Select at least one object in the document.
2. Select the desired article in the **Articles** palette.
3. Choose **Add Selected Objects** from the context menu.
4. The objects are inserted at the end of the article.

To add all objects of the document to an article:

1. Select the desired article in the **Articles** palette.
2. Choose **Add All Objects** from the context menu.
3. The objects of all document pages are inserted at the end of the article in the automatic reading order.



Note the following when adding objects:

- The selected objects are inserted in the automatic reading order, not in the order in which you selected the objects. You can then change the order in the palette.
- With **Add Selected Objects**, only the objects of the spread on which the first selected object is located are taken into account. Therefore add the objects of several spreads one after the other.
- An object can only be contained in one article. If an object is already contained in an article, it is not inserted again and the program displays a corresponding message.
- Of a text chain, only the first text object is displayed in the palette. It stands for the entire text chain.
- Groups are displayed with the objects they contain and can be expanded in the palette.
- With **Add All Objects**, lines, areas and objects tagged as a decorative element are inserted as well. They are nevertheless output as decorative elements (artifacts) when exporting.
- You cannot drag objects from the document into the palette.

Changing the Order

You change the order by drag and drop in the **Articles** palette:

- Drag an object to the desired position within the article.
- Drag an object onto the name of another article or between its objects to move the object to this article.
- Drag an article to another position to change the order of the articles. When exporting, the articles are output in the order of the palette.

Objects within a group can only be moved within this group. Then check the result with **View > Reading Order**.

Removing Objects and Articles

To remove objects from an article:

1. Select at least one object in the **Articles** palette.

2. Choose **Remove object(s)** from the context menu.

3. The objects are removed from the article. They are retained in the document.

Objects within a group cannot be removed individually. In this case, remove the entire group from the article.

To remove articles:

1. Select at least one article in the **Articles** palette.

2. Choose **Remove Article** from the context menu.

3. The articles are removed. The objects are retained in the document.

If you delete an object in the document, it is automatically removed from the article as well. If you ungroup a group, the group is also removed from the article. In this case, add the objects of the group again.

Editing Articles

1. Select an article in the **Articles** palette.

2. Choose **Edit Article** from the context menu.

3. Define the following options in the **Article Options** dialog:
   - **Name** — Name of the article. Choose a meaningful name, e.g. the title of the contribution.
   - **Color** — Color in which the article is shown in the palette and when the reading order is displayed.
   - **Active** — Only active articles are taken into account when exporting and when the reading order is displayed.

4. Confirm your entry.

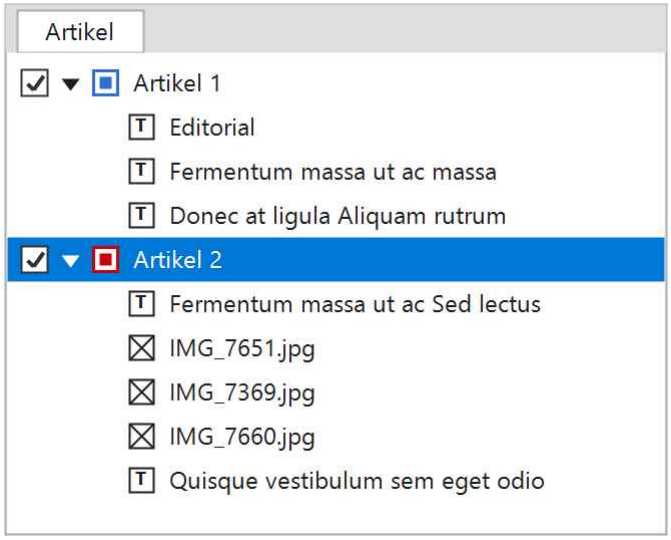
Alternatively, you can change the name of an article directly in the palette by clicking the article that is already selected. An article must always have a name.

Activating and Deactivating Articles

With the check box in front of an article, you determine whether the article is taken into account:

- Deactivated articles are neither exported nor shown when the reading order is displayed. Their objects are output as decorative elements (artifacts) when you export as an accessible PDF file.
- If all articles are deactivated, the program uses the automatic reading order again.

This option is useful if you want to compare the manual with the automatic reading order.



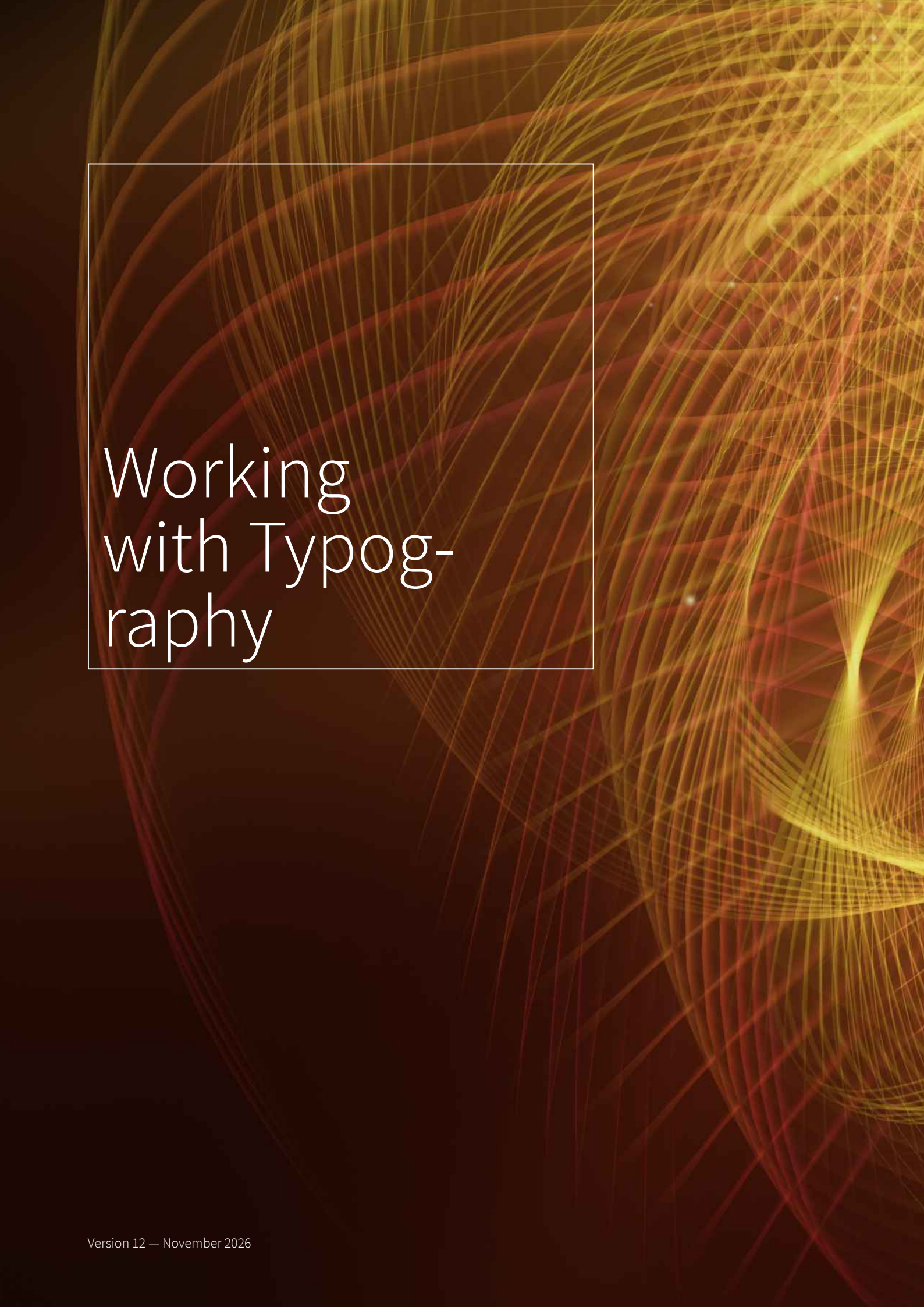
You can undo all changes to articles with **Edit > Undo**. The articles are saved with the document.

Recommended Workflow

For an accessible document, we recommend the following workflow:

1. In the preferences, choose the suitable automatic reading order, as described in the section "Automatic Reading Order".
2. Tag purely decorative objects, e.g. background images, ornamental lines or logos, as **Decorative Element (Artifact)** with **Object > Export Options**. Assign the tag **Graphic (Figure)** and an alternative text to pictures that contain information.
3. Choose **View > Reading Order** and check the order on all pages. If the order is correct, no further steps are required.
4. If the order is not correct, create a new article and choose **Add All Objects** from the context menu. Then correct the order by drag and drop in the **Articles** palette.
5. For extensive documents, e.g. magazines, optionally create one article per contribution.
6. Check the order again with **View > Reading Order**.
7. Choose **Window > Accessibility Check** and check whether the palette shows the finding **Content outside the articles**. If necessary, click **Fix** to add the object to an article. Please refer to the section "Create accessible PDFs".
8. Export the document as described in the section "Create accessible PDFs" and check the result with a checking program. In VivaPDF, the option **View > Reading Order** displays the reading order of the finished PDF file.

> *You cannot change the reading order by moving the numbers or arrows in the document. For the PDF export of a collection, the PDF takes over the reading order of each individual document.*



Working with Typography

Version 12 — November 2026

Working with Typography

Typography determines how a text works and how easily it can be read. This section describes the options with which you design the characters, words, lines and paragraphs of a text, and which preferences the program uses for this.

Introduction

“Typography may be defined as the art of rightly disposing printing material in accordance with specific purpose; of so arranging the letters, distributing the space and controlling the type as to aid to the maximum the reader’s comprehension of the text.” This quotation by Stanley Morison from the year 1929 is even more relevant today than it was then.

Typography must be geared to its purpose. Being geared to a purpose means that the typography has to be matched both to the content of the information and to the effect of the information. The choice of fonts and the arrangement of the characters are different for a paperback than for a brochure or a newspaper.

There is a close relationship between the white space of the page on the one hand and the typography on the other, and it can be described with the help of a number of rules. Typography would, however, not be an art if this task could be mastered with a set of rules alone. These rules are important tools, but tension only arises through the creativity of the designer. The main task of typography is to prepare information for the reader as easily as possible.

If the legibility of a text is the highest commandment of typography, this measure can be checked by means of the reading speed. Besides the pure reading speed, it also matters whether the text can be taken in without the eyes tiring quickly. Fluent reading takes place through the perception of groups of letters and word images. The eye does not glide continuously over the lines, but stops at intervals. The text that is read is only taken in during these stops. If a text is not taken in correctly, the eye jumps back to an earlier position. The more backward steps the eye has to make, the faster the reader tires.

With one exception, you can define all the factors that determine legibility exactly with the help of the program. Only the choice of paper is reserved for further processing. Glossy papers impair legibility because of their light reflection, just as a lack of contrast between the background and the text color does. Negative type, that is white type on a black background, should also only be used for headings, because with this contrast the eye tires quickly in body text.

Structure of the typographic options

The program distinguishes five levels of text attributes. Each level has its own options, which complement one another:

- **Character** — Attributes for a single character or for any string, for example font, font size, color or style.
- **Paragraph** — Attributes for an entire paragraph, for example text alignment, line spacing, indents or hyphenation. A paragraph is any string that ends with a paragraph break.
- **Layout** — Attributes for a layout, for example line orientation, line justification or layout columns. A layout may comprise several paragraphs. Please refer to the section **Working with Text**.

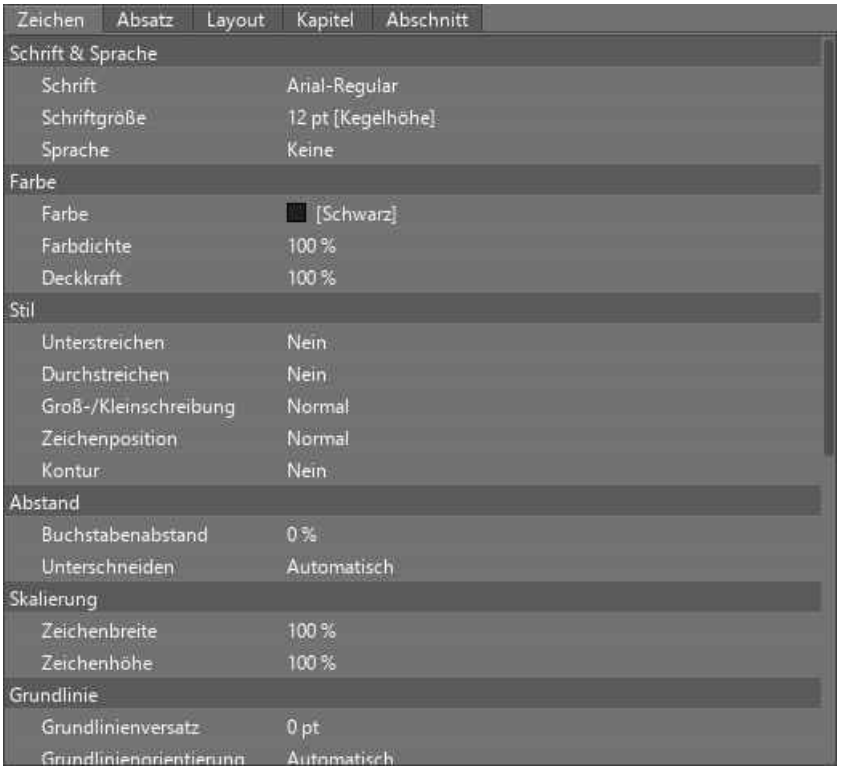
- **Chapter** — The chapter name, which is evaluated for running titles, for example. Please refer to the section Working with Text.
- **Story** — Attributes for the entire story or the entire text chain, for example the line counter or the options for footnotes and endnotes. Please refer to the section Working with Text.

This section describes the character and paragraph attributes as well as the typographic functions that are not tied to a single attribute. The layout, chapter and story attributes are described in the section Working with Text.

Access to the typographic options

All typographic options can be reached in several ways. Which way you choose is a question of how you work; the result is identical in all cases.

- **Module palette** — In Text mode the palette shows the tabs **Story**, **Chapter**, **Layout**, **Paragraph** and **Character** with all the available attributes. Choose **Window > Module** to display the palette.
- **Quick Access palette** — The palette shows a selection of the most important options. Choose **Window > Quick Access** to display the palette.
- **Text menu** — The menu contains most of the options that are also available in the **Module** palette. Options with several values open a dialog. The options **Insert Kashida**, **Kashida Rules** and **Tag** as well as the option **Justification Alternates** are only available via the **Module** palette and the paragraph style sheets.
- **Context menu** — In Text mode, click with the secondary mouse button to display the most important options for the current text selection.
- **Shortcut keys** — Shortcut keys are available for frequently used options. The shortcut keys given in this section apply to the supplied shortcut set **VivaDesigner** and a German keyboard. Under **Edit > Preferences > Keyboard Shortcuts** (Windows/Linux) or **[Program Name] > Preferences > Keyboard Shortcuts** (Mac), you choose another shortcut set, for example for users switching from InDesign or QuarkXPress, and assign keyboard shortcuts of your own to commands. Please refer to the section Preferences.
- **Style Sheets** — Character, Paragraph and Layout Style Sheets combine any number of attributes and assign them in a single step. Please refer to the section Working with Style Sheets.



Note:

- *As a rule, the dialogs of the options have the option Preview. Activate the option to see the effect of your entries in the document immediately, before you confirm the dialog.*
- *Depending on the program edition, the program version, the working mode and the access rights, not all of the options described may be available. For example, the program shows the groups* Options, Word & Character Spacing *and* GREP & Nested Styles *only in the* Expert *working mode. You choose the working mode in the preferences under* Program. *Please refer to the section* Preferences.

Preferences for typographic options

The program calculates a number of typographic options on the basis of preferences. These preferences apply to the whole document in each case and cannot be defined differently for individual passages of text. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac) to change the preferences. Please refer to the section Preferences.

- **Text** — The dialog sections **Underline** and **Strikethrough** (offset and line width), **Superscript**, **Subscript**, **Superior** and **Small Caps** (offset, character height and character width), **Text Lines** (automatic line spacing), **First Baseline** and **Baseline Grid** as well as, among others, the options **Distance between standard tabs**, **Typographic Quotation Marks** and **Visualize Style Sheets**.
- **Measurements** — The units of measurement for font size, indents, tabs and line spacing.
- **Program > Colors** — The screen color of the baseline grid.

The preferences are saved in different ways. If a document is open, document-specific settings apply exclusively to the current document. If you want to define a setting as a template for all new documents, make the setting when only the program has been started and no document is open.

Typographic units of measurement

The type size denotes the size of a font. When speaking of a font size, the reference size must be determined first. In layout programs, font size usually means the height of the type body, whereas in classic typesetting systems it often means the cap height. The program masters both reference sizes.

You can enter a different unit of measurement in every input field by entering the unit of measurement after the value (for example “5 mm”). The program converts the value automatically. If a different unit of measurement is to be used generally, change the preference.

Define the unit of measurement for typographic values

1. Choose **Edit > Preferences > Measurements** (Windows/Linux) or **{Application} > Preferences > Measurements** (Mac).
2. In the dialog section **Text**, choose a unit of measurement for each of the options **Font Size**, **Indents**, **Tabs** and **Line Spacing**.
3. Confirm your entries.

Character attributes

Character attributes apply to each individual character. You can assign a character attribute to a single character, to any string or to the entire text. Choose **Window > Module** and then the **Character** tab to display all character attributes.

If you want to assign a character attribute, first select the text concerned. If no text is selected and only the insertion point is positioned, the attribute applies to all the characters that are subsequently entered at this position.

Font and Language

The choice of a font is directly related to the content and is an important typographic element. Fonts are identified by a unique font name, a font style and a font size. For which fonts are available, how fonts are installed and managed and how the font menu is structured, please refer to the section Working with Fonts.

Assign a font

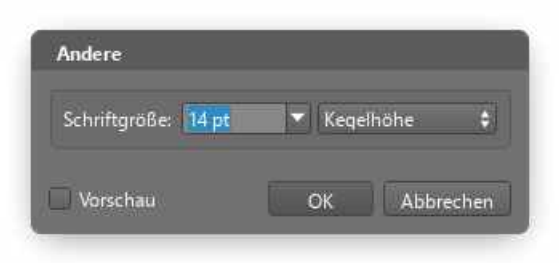
1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Font & Language** and then a font name in the **Font** popup menu.
   - Choose a font name in the **Quick Access** palette.
   - Choose a font name in the menu **Text > Font**.
3. If required, also choose a font style (for example **Bold** or **Italic**).

> *Note:*
>
> - *A font style is an independent part of a font family that the type designer has drawn. Use a real font style wherever one exists. Only in this way are the character of the font and the intended effect preserved.*

- *The styles in the menu* **Text > Style** *on the other hand change the font electronically. They are no substitute for a real font style.*
- *The font selection of the* **Module** *and* **Quick Access** *palettes can be searched: type any part of the name, also family and style at the same time (for example "aria bold" for Arial Bold), and accept the match with the Enter key; the Esc key discards your entry. While you rest on a font in the list, the selected text shows it as a preview. With the star, you mark a font as a favorite; the option* **Show favorites only** *limits the list to these fonts.*
- *Without a search, the list shows the fonts in groups:* **Recently Used**, **Embedded in Document**, **Used in Document**, **Other Fonts** *as well as groups by writing system, for example* **Arabic**, **Hebrew**, **Thai**, **Japanese**, **Korean** *and* **Symbol Fonts**. *Which group a font belongs to depends on the characters it actually contains; a font that completely covers several writing systems is listed in each of these groups. When searching and with* **Show favorites only**, *the list appears without groups.*
- *You find and activate further free fonts from the VIVA font server with* **Text > Discover Fonts…**. *Please refer to the section Working with Fonts.*

Assign the font size

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Font & Language** and enter a value in the input field **Font Size** or choose a predefined value in the popup menu.
   - Enter a value in the input field **Font Size** of the **Quick Access** palette.
   - In the menu **Text > Size** choose a predefined value or **Other** to enter your own value.



3. Next to the input field, choose one of the following reference sizes:
   - **Ascent Height** — (Default setting) The value entered is used as the font size in the usual sense and therefore refers to the type body. This corresponds to specifying a font size in layout programs.
   - **Cap Height** — The value entered determines the height of the capital letters. The program calculates the actual font size in such a way that the cap height corresponds exactly to the value entered. Since the cap height is smaller than the height of the type body, the font is displayed larger for the same numerical value. The advantage of this reference size is that different fonts have the same optical height despite different proportions.





4. Confirm your entry.

Note:

- *The value may lie between 0.1 and 1000 points and may be entered in thousandth steps.*

- *You can enter any unit of measurement after the value (for example "5 mm"). Without a unit of measurement the program uses the unit of measurement that is set in the preferences under* Measurements > Text > Font Size.
- *With the reference size* Cap Height *the program measures the cap height on the outlines of the characters by default. If, in the preferences under* Text*, the option* Use Font Metrics *is switched on, the program uses the cap height stored in the font instead. Please refer to the section* Preferences.

A number of factors play a role in determining the optimum font size. The font size has to suit both the content and the reading distance. Typographers divide font sizes into three groups:

- Consultation size — Used for texts that enrich the body text with additional information, for example marginal notes, footnotes or captions.
- Reading size — Used for the body text, which has to be particularly legible. A font size of 8 points is regarded as the lower limit of optimum legibility. Body texts are therefore usually set between 8 and 12 points.
- Display size — Used for headings, titles or advertising slogans that have to be legible from a great distance.

Use variable fonts

A variable font does not contain several fixed font styles, but one or more axes along which the appearance of the font can be changed continuously. The designer of the font determines which axes are available. Common axes are, for example, the stroke weight, the width or the slant.

1. Select any text.
2. Choose Window > Module > Character > Font & Language and assign a variable font.
3. Click the icon for variable fonts next to the font selection.
4. For each axis, set a value with the slider or in the input field. The program shows only the axes that the chosen font actually has and limits the entry to the range of values specified by the font.
5. Confirm your entries.

Note:

- *The icon for variable fonts is only displayed if the chosen font is a variable font.*
- *The axis values are part of the character attribute* Font*. They can therefore also be saved in a* Character Style Sheet.
- *When printing and when exporting to PDF, the program outputs text in a variable font with the axis values that have been set as vector paths. The font itself is not embedded. Please refer to the section* Working with Fonts.

Assign a language

The language is a character attribute and determines which module is used for hyphenation, for the spelling and grammar check and for the typographic quotation marks. It also determines the digits of lists, footnotes and page numbers, the conversion by the styles ALL CAPS, Small Caps, Lower Case and Title Case as well as the localized character forms of the font. The language assignment therefore has a direct influence on the line break and on the appearance of the typesetting. Please refer to the section Working with Text.

The language list has a search field and shows the most recently chosen languages at the top. Many fonts contain forms of their own for individual languages, for example the Serbian б, the Bulgarian forms of the Cyrillic letters or the Chinese instead of the Japanese forms in Noto Sans CJK; in Turkish, no fi ligature is formed. The program shows these forms as soon as the language is assigned to the text. Examples are shown in the section Other Languages and Writing Systems in the chapter Working with Text.

Use typographic quotation marks

If you enter a straight quotation mark (") or a straight single quotation mark (') on the keyboard, the program automatically replaces the character with the typographic quotation mark of the language that applies at the insertion position. The program sets an opening quotation mark at the beginning of the text, after a white space, after a closing quotation mark and after an opening bracket, and a closing one in all other cases.

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. Activate or deactivate the option **Typographic Quotation Marks**.
3. Confirm your entry.

> *Note:*
>
> - *For most languages, the customary quotation marks are preset, for example "…" for English, „…“ for German and Bulgarian, «…» for French, Russian and Ukrainian, ”…” for Swedish and Hebrew, ”…“ for Arabic as well as 「…」 and 『…』 for Japanese. You determine which characters are used for a language in the preferences under* **Language** *on the* **Quotation Marks** *tab in the columns* **Single** *and* **Double***; the pairs 「…」, 『…』, ”…“ and ’…‘ are also available there. Settings you changed yourself are kept, and documents keep their own settings. Please refer to the section Preferences.*
> - *The option only affects input. Existing texts are not converted.*



The figure shows the preset quotation marks of 16 languages.

Color

You can assign any color, a shade and an opacity to a font. Unless it is display text, you should be extremely sparing with color and shade, because both influence the gray value of the page and therefore its legibility.

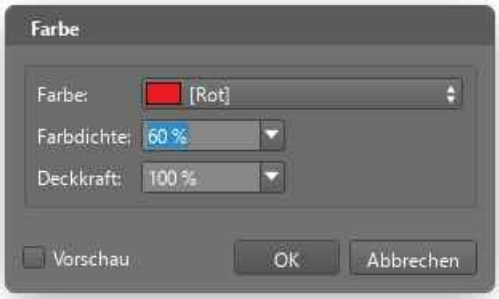
Shade 100 % **Viva Red**

Shade 60 % **Viva Red**

Shade 30 % **Viva Red**

Assign the font color

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Color**.
   - Choose a color in the menu **Text > Color**.
   - Choose a color in the **Quick Access** palette or in the **Colors** palette.



3. Make the required settings:
   - **Color** — Determines the color of the characters. The popup menu shows all the colors defined in the document. Please refer to the section Working with Colors.
   - **Shade** — Determines the shade of the color in percent.
   - **Opacity** — Determines the opacity (transparency) of the color.
4. Confirm your entries.

> *Note:*
>
> - *If you assign the color* **[White]** *to a text in a transparent text object, the text is no longer visible on the white page background. In this case, temporarily assign a dark fill color to the text object so that you can edit the text.*
> - *You can also choose a gradient as the font color, for example in the* **Colors** *palette, in the* **Quick Access** *palette or in a character style sheet. The gradient extends across the entire text object; a single selected word shows the part of the gradient at its position. Underlines and strikethroughs take over the gradient. In the exported PDF document, the text remains searchable.*

Style

The styles change the chosen font electronically. Electronic styles have an additive effect, that is, several styles can be applied at the same time. The application of a style is cancelled by applying the same style again or by the command **Normal**.

Choose **Window > Module > Character > Style** or the menu **Text > Style** to display the styles. The group contains the options **Underline**, **Strikethrough**, **Upper/Lower Case**, **Character Position** and **Character Outline**.

Assign the style Normal

1. Select any text.

2. Choose one of the following options:
   - Choose the menu **Text > Style > Normal**.
   - Press **Ctrl + Shift + Y** (Windows/Linux) or **Command + Shift + Y** (Mac).

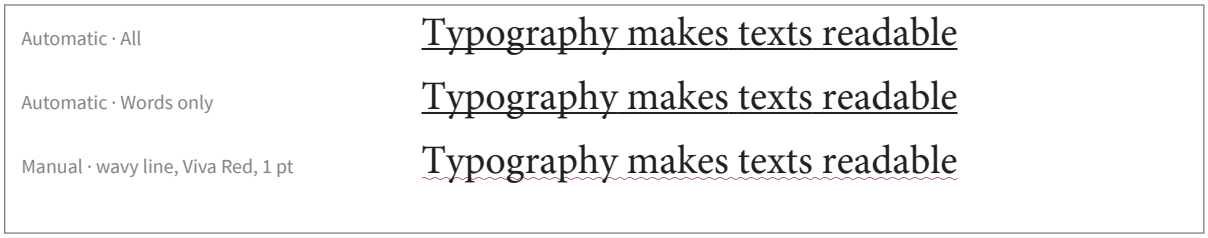
The program removes the styles **Underline**, **Strikethrough**, **Upper/Lower Case** and **Character Position**. The **Character Outline** and all the other character attributes such as font, font size and color are retained.

Underline

With the style **Underline** the program adds a line below the baseline. Underlines emphasize important passages of text, but should only be used in exceptional cases and sparingly, because they interfere with the descenders of the letters.

The program distinguishes three settings:

- **No** — The text is not underlined.
- **Automatic** — The program determines the offset and the line width on the basis of the preferences. The line takes on the color of the text.
- **Manual** — You determine the color, shade, opacity, line width, line style and offset of the line yourself.



Assign an automatic underline

1. Select any text.

2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then **Underline > Automatic**.
   - Choose the menu **Text > Style > Underline**.
   - Choose the menu **Text > Style > Underline Options** and then **Underline > Automatic**.
   - Press **Ctrl + Shift + U** (Windows/Linux) or **Command + Shift + U** (Mac).

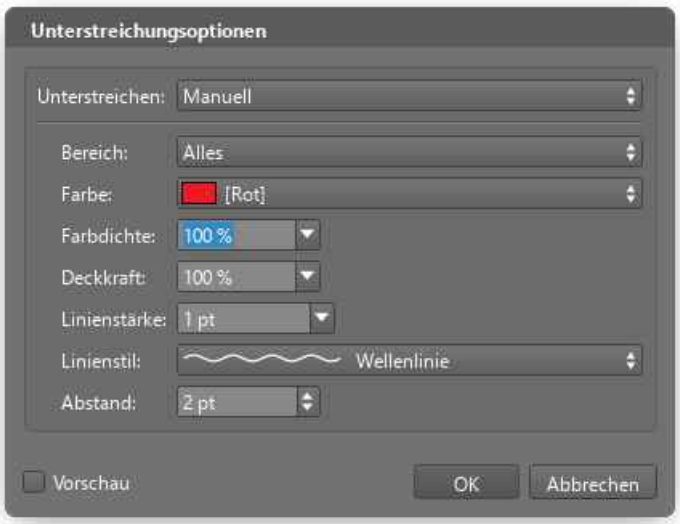
3. In the popup menu **Range** choose one of the following options:
   - **All** — The line is drawn continuously under the entire selected text, including the spaces between the words.
   - **Words** — The line is only drawn under the words. The spaces between the words remain free.

4. Confirm your entries.

Assign a manual underline

1. Select any text.

2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then **Underline > Manual**.
   - Choose the menu **Text > Style > Underline Options** and then **Underline > Manual**.



3. Make the required settings:
   - **Range** — Determines whether the line is drawn under the entire text (**All**) or only under the words (**Words**).
   - **Color** — Determines the color of the line.
   - **Shade** — Determines the shade of the line color.
   - **Opacity** — Determines the opacity of the line color.
   - **Line Width** — Determines the width of the line.
   - **Line Style** — Determines the style of the line (**Solid**, **Dashed**, **Dotted**, **Wavy** and others).
   - **Offset** — Determines the distance of the line from the baseline. Positive values move the line downwards, negative values upwards.

4. Confirm your entries.

Change the preferences for the automatic underline

The program determines the offset and the width of the automatic underline on the basis of the preferences. The settings apply to the entire document and also affect existing texts with this style. As a rule you do not have to make any changes to these settings.

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).



2. In the dialog section **Underline** make the required settings:

- **Offset (horizontal Layout)** — Determines the distance of the line from the baseline in horizontal texts (for example Roman texts).
- **Offset (vertical Layout)** — Determines the distance of the line from the baseline in vertical texts (for example Japanese or Chinese texts). With vertical text the line appears to the right of the base text.
- **Line Width** — Determines the width of the line.

3. Confirm your entries.

> *Note:*
>
> - *The entries can be made in absolute units of measurement (for example "pt" or "mm") or in relative units of measurement (for example "%"). Relative entries refer to the font size.*

Strikethrough

The style **Strikethrough** works like the style **Underline**, with the difference that the line is drawn through the middle of the text. As a rule the style is used for correction purposes.

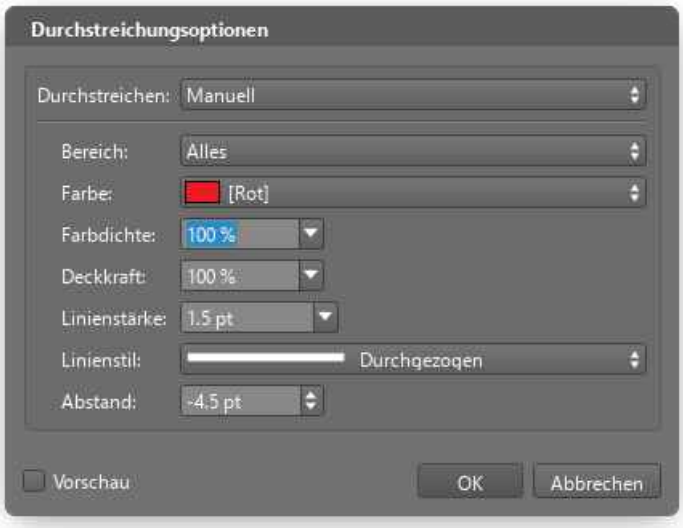
Automatic · All	~~Typography makes texts readable~~
Manual · Viva Red, 1.5 pt	~~Typography makes texts readable~~
Underline and strikethrough	~~Typography makes texts readable~~

Assign an automatic strikethrough

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then **Strikethrough > Automatic**.
   - Choose the menu **Text > Style > Strikethrough**.
   - Choose the menu **Text > Style > Strikethrough Options** and then **Strikethrough > Automatic**.
   - Press **Ctrl + Shift + #** (Windows/Linux) or **Command + Shift + #** (Mac).
3. In the popup menu **Range** choose the option **All** or **Words**.
4. Confirm your entries.

Assign a manual strikethrough

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then **Strikethrough > Manual**.
   - Choose the menu **Text > Style > Strikethrough Options** and then **Strikethrough > Manual**.



3. Make the required settings. The same options are available as for the manual underline.
4. Confirm your entries.

> *You can combine the manual settings for Underline and Strikethrough in order to achieve special effects such as a double line or lines in different colors.*

Change the preferences for the automatic strikethrough

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. In the dialog section **Strikethrough** make the settings for **Offset (horizontal Layout)**, **Offset (vertical Layout)** and **Line Width**.
3. Confirm your entries.

Upper/Lower Case

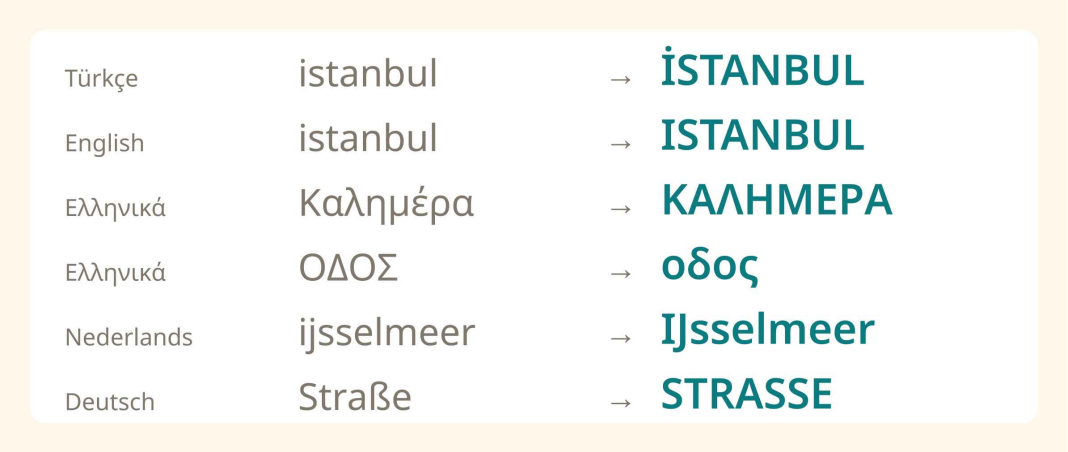
With this option you change the spelling of the selected text without changing the text you entered itself. The conversion is purely visual. When the style is switched off, the lower case and capital letters appear again exactly as they were entered.

The following options are available:

- **Normal** — (Default setting) The text is displayed as it was entered.
- **Small Caps** — The capital letters are displayed as capitals, the lower case letters as reduced capitals.
- **ALL CAPS** — All letters are displayed as capital letters.
- **lower case** — All letters are displayed as lower case letters, even if you entered capital letters.
- **Title Case** — The first letter of every word is displayed as a capital letter; the other letters stay as they were entered.

Normal	Viva Designer sets typography
Small Caps	Viva Designer sets typography
ALL CAPS	VIVA DESIGNER SETS TYPOGRAPHY
lower case	viva designer sets typography
Title Case	Viva Designer Sets Typography

The conversion follows the language of the text: in Turkish and Azerbaijani, i becomes İ and I becomes ı, Greek capitals lose their accents, in Dutch ij at the beginning of a word becomes IJ, and a capital sigma at the end of a word becomes ς in lower case. ß becomes SS; the insertion point, the selection and the search remain correct. Letters outside the Unicode Basic Multilingual Plane, for example Adlam, Osage and Deseret, are converted as well.



The figure shows on the left the language, in the middle the entered text and on the right its display with the style **ALL CAPS**, **Lower Case** or **Title Case**.

Assign upper/lower case

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then an entry in the popup menu **Upper/Lower Case**.
   - In the menu **Text > Style** choose one of the entries **Small Caps**, **ALL CAPS**, **Lower Case** or **Title Case**.
   - In the **Quick Access** palette, click the corresponding icon.
   - Press **Ctrl + Shift + H** (Windows/Linux) or **Command + Shift + H** (Mac) to assign small caps.
   - Press **Ctrl + Shift + K** (Windows/Linux) or **Command + Shift + K** (Mac) to assign capitals.

> *Note:*
>
> - *Small caps are reduced capitals. A distinction is made between real and electronic small caps. With real small caps the stroke weight of the capitals and of the small caps is identical. With the electronic style the letters are merely reduced by a percentage, which gives the capitals and the small caps different stroke weights.*
> - *If the font has real small caps, it is better to use the OpenType features* **Small Capitals (smcp)** *and* **Small Capitals From Capitals (c2sc)**. *Please refer to the section OpenType Features.*
> - *Small caps should be used sparingly and only for short passages of text. Within a text, small caps are frequently used for personal names and for centuries.*

Change the preferences for small caps

The program determines the character height and character width of electronic small caps on the basis of the preferences. The settings apply to the entire document and also affect existing texts with this style.

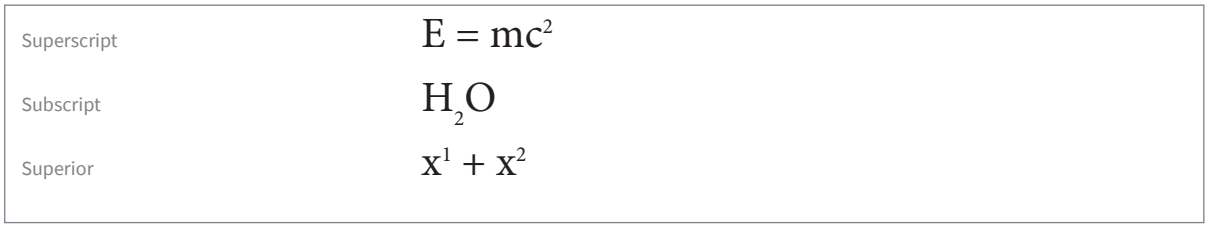
1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. In the dialog section **Small Caps** enter a value for **Character Height** and **Character Width** in each case. The entries are made in percent and refer to the font size.
3. Confirm your entries.

> *In order to improve the effect of electronic small caps it is advisable to set the character width slightly smaller than the character height.*

Character Position

The character position changes the height and width of the character as well as its distance from the baseline.

- **Normal** — (Default setting) The character sits on the baseline.
- **Superscript** — The character is reduced in size and placed above the baseline.
- **Subscript** — The character is reduced in size and placed below the baseline.
- **Superior** — The character is reduced in size and remains on the baseline.



Assign the character position

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then an entry in the popup menu **Character Position**.
   - In the menu **Text > Style** choose one of the entries **Superscript**, **Subscript** or **Superior**.
   - In the **Quick Access** palette, click the corresponding icon.
   - Press **Ctrl + Alt + Shift + Plus** (Windows/Linux) or **Command + Option + Shift + Plus** (Mac) to assign the option **Superscript**.
   - Press **Ctrl + Alt + Shift + Minus** (Windows/Linux) or **Command + Option + Shift + Minus** (Mac) to assign the option **Subscript**.

> *If the font has real superscript and subscript characters, it is better to use the OpenType features* **Superscript/Superior (sups)**, **Subscript/Inferior (subs)**, **Numerator (numr)** *and* **Denominator (dnom)**.

Change the preferences for Superscript, Subscript and Superior

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. Make the settings you want in the dialog sections **Superscript**, **Subscript** and **Superior**:
   - **Offset** — Determines the distance of the character from the baseline. The option is available for the styles **Superscript** and **Subscript**.
   - **Character Height** — Determines the height of the character.
   - **Character Width** — Determines the width of the character.
3. Confirm your entries.

> *The entries are made in percent and refer to the font size. The options affect all existing texts with this style.*

Outline

The style **Character Outline** displays the outlines of the font. The inner area of the characters continues to be determined by the color and shade of the text. In East Asian languages characters are very frequently given an outline. Otherwise outline fonts are only suitable for headings and are unsuitable for body text.

Outline · White, line 0.75 pt, Miter

Outline

Outline · Viva Red 20 %, line 1.5 pt, Round

Outline

Applying an Outline

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Style** and then **Character Outline > Yes**.
   - Choose the menu **Text > Style > Outline Options** and then **Character Outline > Yes**.



3. Make the required settings:
   - **Color** — Determines the color of the outline.
   - **Shade** — Determines the shade of the outline color.
   - **Opacity** — Determines the opacity (transparency) of the outline color.
   - **Line Width** — Determines the width of the outline.
   - **Line Style** — Determines the style of the line (**Solid**, **Dashed**, **Dotted**, **Wavy** and others).
   - **Join Style** — Determines the style of the corners (**Miter**, **Bevel** or **Round**).
4. Confirm your entries.

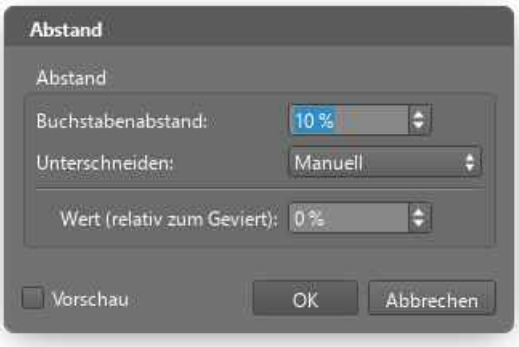
Spacing

The character spacing, also called tracking or letterspacing, determines the horizontal distance between the characters in a line. When characters are entered they are placed directly one after the other. The optical space between two characters results from the right side bearing of the preceding character and the left side bearing of the following character.

The program distinguishes between manual character spacing and the kerning of character pairs.

Change the character spacing

1. Select any text or position the insertion point between two characters.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Spacing** and enter a value in the input field **Character Spacing**.
   - Choose the menu **Text > Character Options > Spacing** and enter a value in the input field **Character Spacing**.
   - Enter a value in the input field **Character Spacing** of the **Quick Access** palette.



3. Confirm your entry.

Note:

- *The value is specified in percent and refers to the em. The value "0%" means that the character spacing is not changed. Values between –200% and 1000% are permitted.*
- *If you only position the insertion point between two characters, the attribute is assigned to the character on the left.*
- *A pronounced change of the character spacing can increase attention in display texts and create additional tension. In reading text the manual character spacing should only be applied in order to avoid unattractive hyphenations, for example.*

–5 %	Character spacing
0 %	Character spacing
+10 %	Character spacing
+25 %	Character spacing

Define the kerning

The characters of a font not only have different widths, but also different shapes. If characters stand next to one another whose basic form consists of a triangle or a circle, irregular gaps arise that impede the flow of reading. Most fonts therefore contain a table with correction values for individual character pairs. This correction is referred to as kerning.



1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Spacing**.
   - Choose the menu **Text > Character Options > Spacing**.
3. In the popup menu **Kerning** choose one of the following options:
   - **Automatic** — (Default setting) The program uses the correction values that are stored in the font.
   - **Manual** — Enter your own value in the input field **Value (relative to Em)**. Negative values reduce the distance between the characters, positive values increase it. Values between −200% and 1000% are permitted.
4. Confirm your entries.

> *Note:*
>
> - *The program reads the correction values directly from the font file. The quality of the automatic kerning therefore depends exclusively on the quality of the font used.*
> - *In addition to the correction values of the font, the OpenType feature* **Kerning (kern)** *takes effect. Please refer to the section* **OpenType Features**.

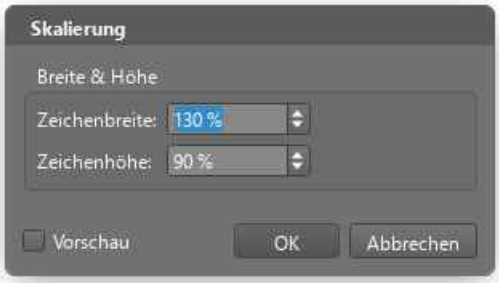
Scaling

Whereas the font size changes the character proportionally, you can determine the character width and the character height separately from one another. In this way you change the proportions and the character of a font. The entries refer to the font size that has been set as a percentage; the value for the font size itself remains unchanged.



Change the character width and the character height

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Scaling**.
   - Choose the menu **Text > Character Options > Scaling**.
   - Enter the values in the **Quick Access** palette.



3. In the input fields **Character Width** and/or **Character Height** enter a value between 1% and 1000%.
4. Confirm your entries.

> *Scaling changes the stroke weights of the font disproportionately and therefore falsifies the design of the type designer. Wherever possible, use a condensed or extended font style of the font family.*

Baseline

The characters of a line sit on the baseline. With the options of the group **Baseline** you move individual characters in relation to this line or determine the alignment of the characters in vertical texts.

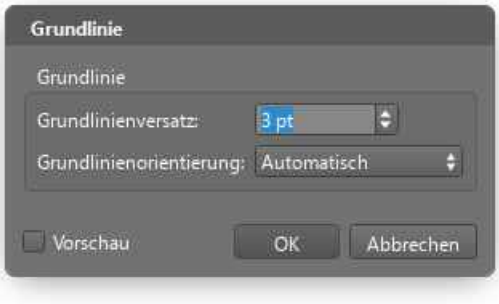
Assign a baseline shift

With the baseline shift you move one or more characters in relation to the baseline without changing the line spacing. In contrast to the options **Superscript** and **Subscript** the character size is retained.

Baseline shift

Baseline – +5 pt – normal – –5 pt – normal

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Baseline** and enter a value in the input field **Baseline Shift**.
   - Choose the menu **Text > Character Options > Baseline** and enter a value in the input field **Baseline Shift**.



3. Confirm your entry.

> *Positive values move the characters upwards, negative values downwards.*

Define the baseline orientation

The baseline orientation determines whether a character follows the line orientation or is set across it. The option is particularly helpful in vertical texts, in order to group numbers or Latin strings horizontally. In Japanese this grouping is called tate-chu-yoko.

1. Select any text.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Baseline**.
   - Choose the menu **Text > Character Options > Baseline**.
3. In the popup menu **Baseline Orientation** choose one of the following options:
   - **Automatic** — (Default setting) The orientation results from the line orientation of the layout.
   - **Horizontal** — The characters are set horizontally, even if the line orientation runs vertically.
   - **Vertical** — The characters are set vertically.
4. Confirm your entries.

> *Please also refer to the section* Working with Text, *subsection* CJKV Text.

Options

The group **Options** contains character attributes that cannot be assigned to any of the other groups. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options** to display the options.

Switch ligatures on or off

A ligature is the merging of two or more letters into one character, for example “fi” or “fl”. Ligatures improve the appearance of the typesetting because they avoid disturbing overlaps of the letters.

Ligatures: Yes

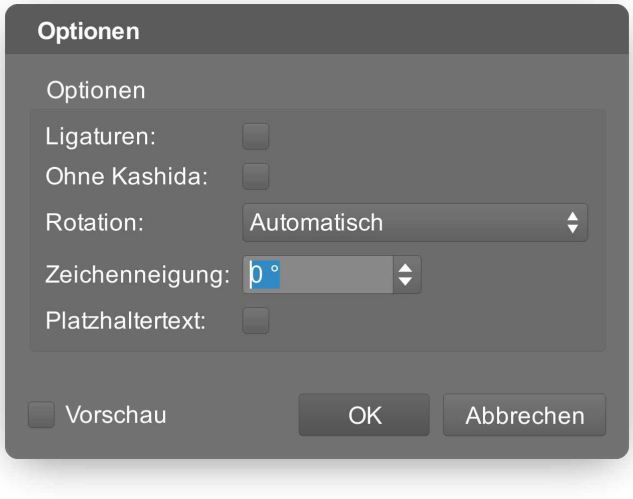
office · flight · affix

Ligatures: No

office · flight · affix

1. Select any text.

2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.

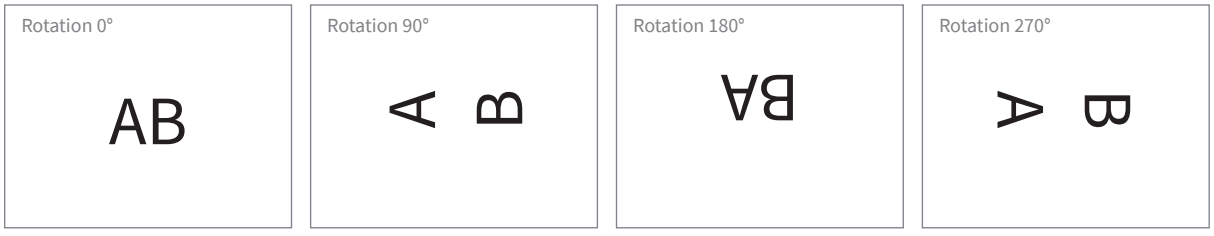


3. Choose the option **Ligatures** to use the standard ligatures of the font, or cancel the selection to switch the ligatures off.

> *Note:*
>
> - *The option evaluates the standard ligatures of the font. You switch on further types of ligature such as* **Discretionary Ligatures (dlig)** *or* **Historical Ligatures (hlig)** *with the OpenType features.*
> - *In order to prevent an individual ligature, insert a* **Space with zero width (non-joiner)** *between the characters concerned. Please refer to the section* **Working with Text***.*
> - *In Turkish and Azerbaijani, the program does not form an fi ligature, if the font provides for this, so that the dot of the i is kept. Please refer to the section Other Languages and Writing Systems in the chapter Working with Text.*

Define the character rotation

With the help of the option **Rotation** you rotate individual characters or strings in steps of 90 degrees.



1. Select any text.
2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.
3. In the popup menu **Rotation** choose one of the values **Automatic**, **0°**, **90°**, **180°** or **270°**.
4. Confirm your entry.

> *The default setting* **Automatic** *aligns the characters according to the line orientation of the layout.*

Define the character skew

With the help of the option **Character Skew** you slant individual characters or strings. The character skew is no substitute for a real italic font style, because the existing characters are merely sheared.



1. Select any text.
2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.
3. In the input field **Character Skew** enter a value between −85° and 85°. Negative values slant the characters to the right, positive values to the left.
4. Confirm your entry.

Mark text as placeholder text

With the option **Placeholder Text** you mark text that merely serves as a placeholder and is to be replaced later. Text that you insert with the command **Text > Fill with Sample Text** is automatically marked as placeholder text. As soon as you edit a text that is marked as placeholder text, the program removes the marking.

1. Select any text.
2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.
3. Choose the option **Placeholder Text** to set the marking, or cancel the selection to remove the marking.

Excluding Words from Kashida

With the option **No Kashida**, you exclude individual words, for example proper names, from the stretching with kashida in justified text; a word marked this way also gets no alternate form of the option **Justification Alternates**. Please refer to the section Defining Kashida.

1. Select any text.
2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.
3. Choose the option **No Kashida** to set the formatting, or deselect it to remove the formatting.

Defining Digits

With the option **Digits**, you determine in which digit form the numbers of lists and footnotes, page numbers, text variables and entered digits 0 to 9 appear, for example “2026” as ٢٠٢٦.

1. Select any text or position the insertion point at the beginning of a paragraph.
2. Choose **Window > Module > Character > Options** or, in the menu, **Text > Character Options > Options**.
3. In the **Digits** pop-up menu, choose one of the entries **Default (by language)**, **Western**, **Arabic-Indic**, **Persian**, **Native** or a script such as **Devanagari**, **Tamil** or **Thai**.

> *Note:*

- *With* **Default (by language)**, *list, footnote and page numbers appear in the digits customary for the language of the text; entered digits remain unchanged. The text is always stored with the entered digits. The option is also part of character and paragraph style sheets. Please refer to the section Arabic and Hebrew Text in the chapter Working with Text.*

Rules, frames and backgrounds for characters

The program offers the possibility of assigning a rule, a frame or a background to any string, which adapt automatically to the text flow. Markings of this kind serve to emphasize passages of text. They are displayed behind the actual text and cover the fill color of the text object.

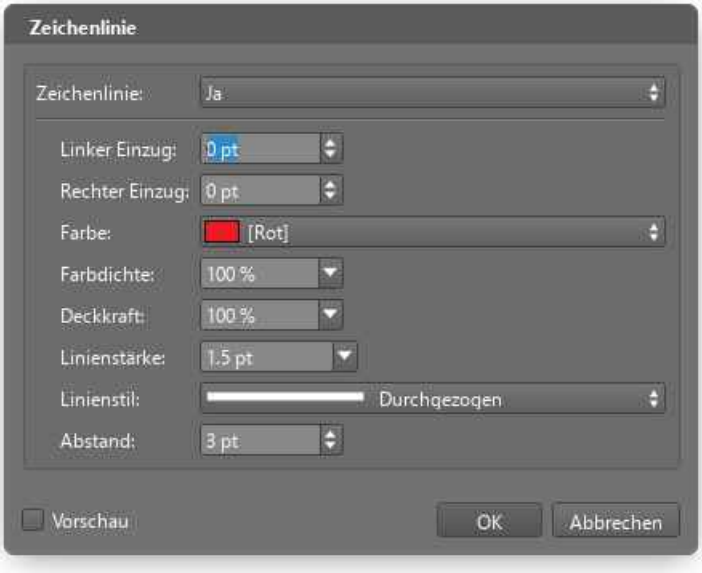
Choose **Window > Module > Character > Rules, Frames, Backgrounds** or, in the menu, **Text > Character Rules and Backgrounds** to display the options.

Character rule · character frame · character background

With character rule, character frame and character background.

Assign a character rule

1. Select a string or a word.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Rules, Frames, Backgrounds** and then **Character Rule > Yes**.
   - Choose the menu **Text > Character Rules and Backgrounds > Character Rule** and then **Character Rule > Yes**.



3. Make the required settings:
   - **Left Indent** — Determines the indent of the rule from the left edge of the string.
   - **Right Indent** — Determines the indent of the rule from the right edge of the string.
   - **Color**, **Shade**, **Opacity** — Determine the color of the rule.

- **Line Width** — Determines the width of the rule.
- **Line Style** — Determines the style of the rule.
- **Offset** — Determines the distance of the rule from the baseline. Positive values move the rule downwards, negative values upwards.

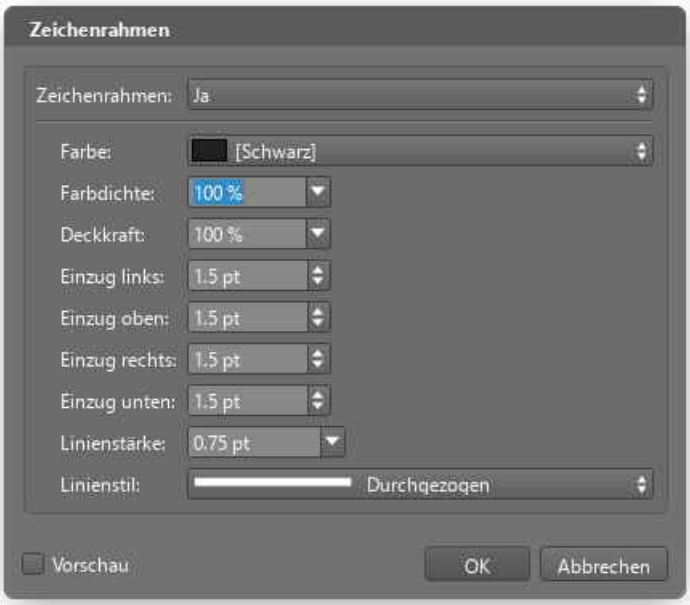
4. Confirm your entries.

Assign a character frame

1. Select a string or a word.

2. Choose one of the following options:

- Choose **Window > Module > Character > Rules, Frames, Backgrounds** and then **Character Frame > Yes**.
- Choose the menu **Text > Character Rules and Backgrounds > Character Frame** and then **Character Frame > Yes**.



3. Make the required settings:

- **Color**, **Shade**, **Opacity** — Determine the color of the frame.
- **Left Indent**, **Top Indent**, **Right Indent**, **Bottom Indent** — Determine the distance of the frame from the string.
- **Borders** — Determines which of the borders **Left**, **Top**, **Right** and **Bottom** are displayed.
- **Frame Width** — Determines the width of the frame.
- **Line Style** — Determines the style of the line.

4. Confirm your entries.

Assign a character background

1. Select a string or a word.

2. Choose one of the following options:

- Choose **Window > Module > Character > Rules, Frames, Backgrounds** and then **Character Background > Yes**.
- Choose the menu **Text > Character Rules and Backgrounds > Character Background** and then **Character Background > Yes**.



3. Make the required settings. The same options are available as for the character frame, with the exception of the borders, the frame width and the line style.

4. Confirm your entries.

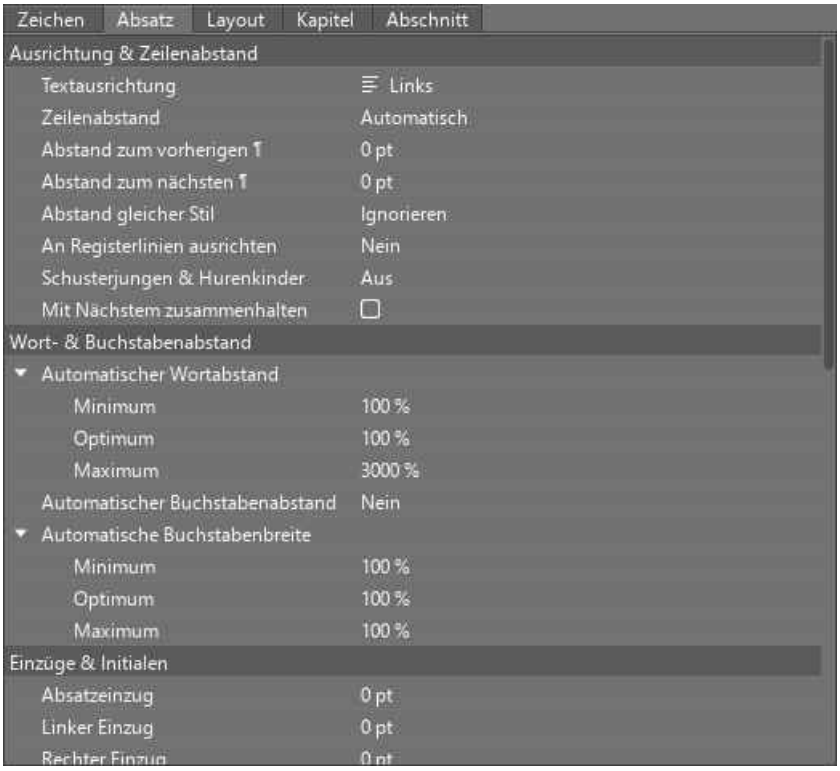
Table entries and links

The group **Tables** of the **Character** tab does not contain typographic attributes in the narrower sense. With it, you mark a string as an index entry, contents entry, bibliography entry, picture entry, abbreviation entry or running title. With **Text > Mark as > Link**, you link a string to a page, a URL or an e-mail address. Please refer to the section Working with Text.

Paragraph attributes

Paragraph attributes always apply to an entire paragraph. A paragraph is any string that ends with a paragraph break. It is therefore sufficient to position the insertion point in a paragraph; a text selection is only necessary if the setting is to apply to several paragraphs.

Choose **Window > Module** and then the tab **Paragraph** to display all paragraph attributes.



Alignment and Line Spacing

Define the text alignment

The appearance of a text is primarily determined by the text alignment. The following options are available:

- **Left** — The lines of text are aligned at the left margin. At the right margin, lines of differing width arise, which give the overall appearance a characteristic that is called ragged setting.
- **Right** — The lines of text are aligned at the right margin. This alignment makes it more difficult to find the beginning of the next line and should only be used for small amounts of text and narrow line widths.
- **Center** — The lines of text are aligned centrally between the left and right margin.
- **Justified** — The words are distributed evenly between the left and right margin. The last line of a paragraph is aligned at the beginning of the line, i.e. at the left margin with the text direction **Left to Right** and at the right margin with **Right to Left**.
- **Forced Justified** — The distribution principle is applied to all lines, and therefore also to the last line of a paragraph.

Left

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Right

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Center

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Justified

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Forced Justified

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Alignment & Line Spacing** and then an entry in the popup menu **Text Alignment**.
   - Choose an entry in the menu **Text > Alignment**.
   - In the palette **Quick Access** click the corresponding icon.
   - Press **Ctrl + Shift + L**, **Ctrl + Shift + R**, **Ctrl + Shift + C**, **Ctrl + Shift + J** or **Ctrl + Shift + F** (Windows/Linux) or the corresponding shortcut with the Command key (Mac).

Note:

- *The ideal amount of text is 45 to a maximum of 60 characters per line. If this amount is exceeded, the eye tires quickly while reading, because it becomes more difficult to find the beginning of the next line. Divide text objects with a greater line width into columns.*
- *If the amount of text falls considerably below the ideal, you should choose a left-aligned alignment for Roman characters, because otherwise unattractive gaps arise with justified text.*
- *With East Asian texts, justified text only works in most cases if you additionally use the option* **Automatic Character Spacing**.

Define the line spacing

The program refers to the distance between the baselines of consecutive lines as the line spacing. In addition, two further terms are common in typography:

- **Leading** — The distance between the descender of one line and the ascender of the following line.
- **Optical line spacing** — The distance between the baseline and the mean line (x-height) of the following line.

Leading: Automatic

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

Leading: 10 pt

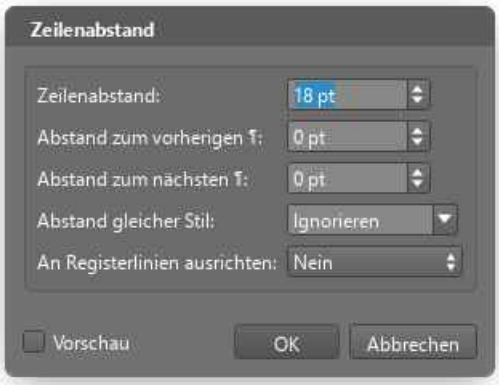
Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

Leading: 14 pt

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Alignment & Line Spacing** and enter a value in the input field **Line Spacing**.
   - Choose the menu **Text > Spacing > Line Spacing** and enter a value in the input field **Line Spacing**.

- Enter a value in the input field **Line Spacing** of the **Quick Access** palette.



3. Choose one of the following options:
   - **Automatic** — The program calculates the line spacing on the basis of the font and the font size. If the font size changes, the line spacing changes as well. The largest character of a line is always decisive.
   - Enter an absolute value (for example “14 pt”). The value determines the distance between the baselines independently of the font size.
4. Confirm your entry.

> *Note:*
>
> - *With automatic line spacing, superscript and subscript characters are included in the calculation with their font size (method* **Font Size***) or with their reduced ascent and descent (method* **Ascent & Descent***). Their distance from the baseline is not taken into account.*
> - *We generally recommend using an absolute line spacing. In large documents with a great deal of text, the absolute line spacing can also be calculated faster.*

Change the preferences for the automatic line spacing

You determine the calculation of the automatic line spacing in the preferences. The setting applies to the entire document.

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).



2. In the dialog section **Text Lines**, in the popup menu **Method** choose one of the following options:
   - **Font Size** — The automatic line spacing refers to the font size (for example 12 pt).
   - **Ascent & Descent** — The automatic line spacing refers to the font metrics, that is, to the sum of the ascent and descent of the font. As a rule the metric height of a font is greater than the font size alone.
3. In the popup menu **Automatic Line Spacing** choose one of the following options in order to determine the additional spacing:

- **Font Setting** — The additional spacing is calculated from the font attributes (sTypoAscender, sTypoDescender, sTypoLineGap and unitsPerEm) of the respective font. The value was defined individually by the designer of the font and in most cases is between 17% and 20% of the font size.
- **General Settings** — Enter a percentage value between 0% and 100% in the input field **Value**. The percentage value always refers to the font size, irrespective of the method chosen. The value "0%" means that no additional spacing is added. The default value is 20%.

4. Confirm your entries.

Note:

- *The option* **Font Setting** *was only introduced with Version 11.5 and has been the default setting since then. In documents that were created with a version prior to 11.5, the option* **General Settings** *is retained.*
- *The option also applies to the import of documents from other programs.*
- *Please also refer to the section* Preferences.

Define the paragraph spacing

In addition to the line spacing you can determine a space before and after a paragraph. Paragraph spacing is the typographic device for announcing a new section of meaning. If paragraph spacing has to be dispensed with for reasons of space, at least a paragraph indent should be used, which has a similar but weaker effect.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Alignment & Line Spacing**.
   - Choose the menu **Text > Spacing > Line Spacing**.
3. Make the required settings:
   - **Space to previous ¶** — Determines the distance from the preceding paragraph.
   - **Space to next ¶** — Determines the distance from the following paragraph.
   - **Same Style Paragraph Spacing** — Determines a different spacing for consecutive paragraphs to which the same Paragraph Style Sheet has been assigned. Choose **Ignore** if the option is not to be applied.
4. Confirm your entries.

Note:

- *If the* **Space to next ¶** *of the preceding paragraph and the* **Space to previous ¶** *of the following paragraph meet, the program adds both values together.*
- *The option* **Same Style Paragraph Spacing** *is only applied if the same Paragraph Style Sheet has been assigned to both consecutive paragraphs and the option is not set to* **Ignore** *in either paragraph. The option is helpful, for example, in order to use a smaller spacing between the entries of a list than between the list and the surrounding body text.*

Align paragraphs to the baseline grid

With the option **Set lines to Grid** you place the lines of a paragraph on a page-related or object-related grid. Please refer to the section Baseline Grid.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Alignment & Line Spacing** or, in the menu, **Text > Spacing > Line Spacing**.

3. In the popup menu **Set lines to Grid** choose one of the following options:
   - **None** — (Default setting) The lines are not aligned to the grid.
   - **All Lines** — All the lines of the paragraph are aligned to the grid.
   - **First Line** — Only the first line of the paragraph is aligned to the grid. The remaining lines follow the line spacing that has been set.
4. Confirm your entries.

Avoid widows and orphans

From a typographic point of view you should avoid not only the hyphenation of a word at the end of a column, but also the division of a paragraph. The first line of a paragraph that stands at the end of a column or of a text object is called an orphan. The last line of a paragraph that stands at the beginning of a column or of a text object is called a widow.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Alignment & Line Spacing**.
3. In the popup menu **Widows & Orphans** choose one of the following options:
   - **Off** — (Default setting) The paragraph is broken at any position.
   - **All Lines in Paragraph** — The paragraph is never divided. If the paragraph no longer fits completely into the current column, it is moved completely into the next column or into the next text object.
   - **Start/End** — In the input fields **Start** and **End** enter the minimum number of lines that have to stand at the beginning and at the end of a column respectively. Values between 1 and 100 are permitted.
4. Confirm your entries.

> *The paragraph is moved completely if the sum of the start and the end value is greater than the number of lines in the paragraph.*

Keep paragraphs together

With the option **Keep Paragraphs Together** you prevent a column break or object break between the current and the following paragraph. The option is particularly helpful for headings that are not to stand at the end of a column.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Alignment & Line Spacing**.
3. Choose the option **Keep Paragraphs Together**.
4. Confirm your entry.

Word and Character Spacing

With justified text the program distributes the free space at the end of the line between the words. In narrow columns this can produce gaps that impair legibility. With the options of the group **Word & Character Spacing** you determine how this free space is distributed.

The options **Automatic Word Spacing**, **Automatic Character Spacing** and **Automatic Character Width** work with the values **Minimum**, **Optimum** and **Maximum**:

- **Optimum** — Determines the ideal value. With the alignments **Left**, **Right** and **Center** only this value is used.
- **Minimum** and **Maximum** — Determine the range of values within which the program may deviate from the optimum with the alignments **Justified** and **Forced Justified**.

Justified without options

In justified text, the internationalization software distributes the free space of a line between the words and, if necessary, also between the letters.

Automatic word- and character spacing

In justified text, the internationalization software distributes the free space of a line between the words and, if necessary, also between the letters.

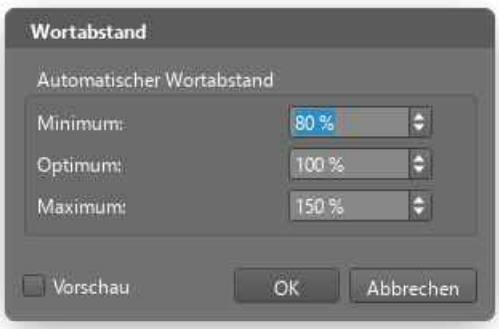
Note:

- *The value for the minimum may never be greater, and the value for the maximum never smaller, than the optimum.*
- *The default value is 100% in each case. That means that the value is not changed.*

Define the automatic word spacing

The word spacing results from the right side bearing of the last character, the width of the space and the left side bearing of the first character of the following word. With the automatic word spacing you change the width of the space.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Word & Character Spacing**.
   - Choose the menu **Text > Spacing > Word Spacing**.



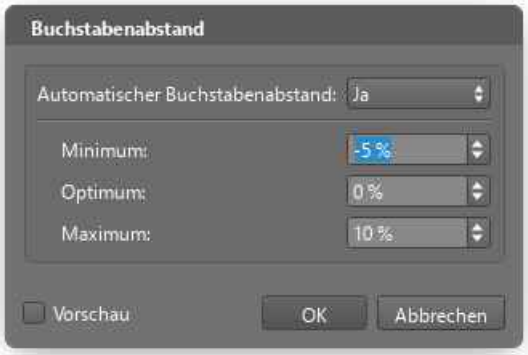
3. In the dialog section **Automatic Word Spacing** enter values for **Minimum**, **Optimum** and **Maximum**.
4. Confirm your entries.

Define the automatic character spacing

With the automatic character spacing, also called letterspacing, you distribute part of the free space not only between the words, but also between the letters. The option only takes effect with the alignments **Justified** and **Forced Justified**.

1. Position the insertion point in a paragraph or select several paragraphs.

2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Word & Character Spacing**.
   - Choose the menu **Text > Spacing > Character Spacing**.



3. In the popup menu **Automatic Character Spacing** choose the option **Yes**.

4. Enter values for **Minimum**, **Optimum** and **Maximum**.

5. Confirm your entries.

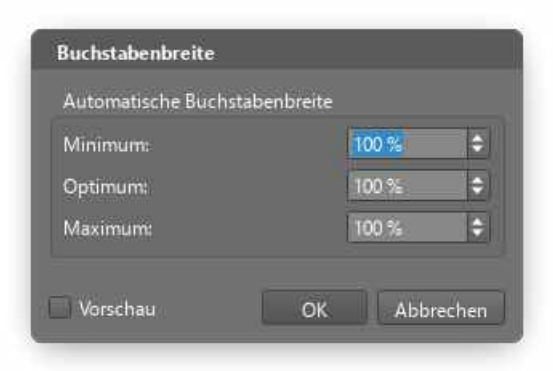
> *Note:*
>
> - *There is no rule of thumb for the optimum relationship between the three values. However, make sure that the spaces between the words always remain noticeably larger than the spaces between the letters. If the character spacing and the word spacing can hardly be distinguished from one another, taking in the text is very strenuous, because the eye first has to check where a new word begins.*
> - *Letterspacing has a particularly striking effect on words that stand alone in a line. Here the entire free space is distributed between the letters.*
> - *With East Asian texts the automatic character spacing is as a rule the prerequisite for justified text producing sensible results at all. In this case the value for minimum and optimum is usually 0%.*

Define the automatic character width

If the word spacing and character spacing are not sufficient, with justified text the program can additionally change the width of the characters. Use this option sparingly, because it falsifies the stroke weights of the font.

1. Position the insertion point in a paragraph or select several paragraphs.

2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Word & Character Spacing**.
   - Choose the menu **Text > Spacing > Character Width**.



3. In the dialog section **Automatic Character Width** enter values for **Minimum**, **Optimum** and **Maximum**.

4. Confirm your entries.

Defining Kashida

In Arabic texts, the program distributes the free space of a justified line not only between the words but can stretch the words themselves with kashida (tatweel). The font shapes the word anew; the text itself remains unchanged. The figure shows the same paragraph without kashida and with the levels Short, Medium, Long and Stylistic.

1

الكتابة العربية جميلة ومرنة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحة بشكل متوازن. يستخدم المصممون هذه الطريقة منذ قرون في الكتب والمخطوطات. وتساعد هذه الطريقة على توزيع المسافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

2

الكتابة العربية جميلة ومرنة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحة بشكل متوازن. يستخدم المصممون هذه الطريقة منذ قرون في الكتب والمخطوطات. وتساعد هذه الطريقة على توزيع المسافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

3

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4

الكتابة العربيـة جميلة ومرنـة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحـة بشكل متوازن. يسـتخدم المصممون هذه الطريقة منذ قرون في الكتب والمخـطوطات. وتساعد هـذه الطريقـة على توزيع المسـافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

5

الكتابة العربيـة جميلة ومرنـة، ويمكن تمديد الحروف المتصلة في السطر لملء المساحـة بشكل متوازن. يسـتخدم المصممون هذه الطريقة منذ قرون في الكتب والمخـطوطات. وتساعد هـذه الطريقـة على توزيع المسـافات بين الكلمات بشكل أجمل وأكثر هدوءًا.

1. Position the insertion point in a paragraph or select several paragraphs.

2. Choose **Window > Module > Paragraph > Word & Character Spacing**.

3. Choose one of the following options in the **Insert Kashida** pop-up menu:
   - **None** — (Default setting) The program does not stretch any words.
   - **Short**, **Medium**, **Long** — The program stretches a word at one place by up to one, two or three tatweel widths.
   - **Stylistic** — The program distributes the stretching over up to two places of a word, in total at most as far as with **Long**.
4. In the **Kashida Rules** pop-up menu, choose the rules by which the program determines the stretch places: **Automatic** (the rules depend on the font), **Naskh** or **Simple**.
5. If needed, choose the option **Justification Alternates** to also use the wider final forms of the font in justified text (OpenType feature jalt). The option also works without a kashida level.
6. Confirm your entries.

> *Note:*
>
> - *Kashida only works in Arabic words and only in lines with the alignment* **Justified** *or* **Forced Justified**, *not in the last line of a justified paragraph. The program fills the free space first with kashida and distributes the rest across the word spacing as usual. The line break does not change as a result. If the font contains no tatweel (Unicode 0640), the lines get no kashida; the preflight check points this out.*
> - *You exclude individual words with the character option* **No Kashida**. *The kashida settings can also be saved in a paragraph style sheet. Please refer to the section Working with Text, subsection Arabic and Hebrew Text.*
> - *With the option* **Justification Alternates**, *the program replaces the last letter of individual words with its wider form, if the font offers one, for example Sakkal Majalla or Arabic Typesetting. It sets at most two alternate forms per line, never in adjacent words and only where the line takes up the whole extra width; only then do kashida and word spacing follow. A word gets either an alternate form or kashida, never both.*

The figure shows the same paragraph in the font Sakkal Majalla with kashida at the level Stylistic, without (1) and with justification alternates (2); the words with an alternate form are highlighted in blue. Further examples are shown in the section Using Justification Alternates in the chapter Working with Text.

1

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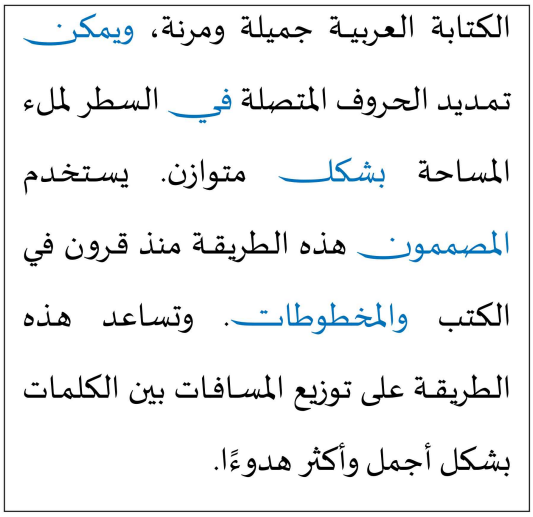
2



Indents and Drop Caps

Indents reduce the width of a line without changing the height and width of the text object. The program distinguishes between indents that are set as a paragraph attribute and indents that apply to the entire text object. The object-related indents are described in the section Working with Text; both types have an additive effect.

Paragraph indent 12 pt

The first paragraph starts without an indent at the left edge of the column.

The second paragraph starts with a first-line indent.

Hanging indent

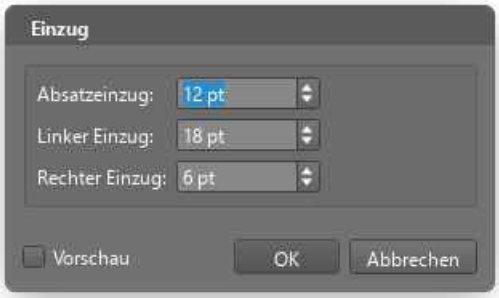
Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Left and right indent 12 pt

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Define the indents

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Indents & Drop Caps**.
   - Choose the menu **Text > Indent**.



3. Make the required settings:
   - **Paragraph Indent** — Determines the additional indent of the first line of a paragraph. Negative values produce a hanging indent.
   - **Left Indent** — Determines the indent of all the lines of the paragraph from the left margin.
   - **Right Indent** — Determines the indent of all the lines of the paragraph from the right margin.
4. Confirm your entries.

Note:

- *The paragraph indent is frequently used when no paragraph spacing is to be set between two paragraphs but the beginning of the paragraph nevertheless has to be emphasized.*
- *You can also set indents with the help of the text ruler. Choose* **View > Text Rulers** *to display the ruler.*
- *With the special character* **Indent here** *you set an indent at any position within a line. Please refer to the section* Working with Text.

Create a drop cap

A drop cap is an enlargement of one or more letters at the beginning of a paragraph. Drop caps are among the oldest typographic design devices and serve to emphasize the beginning of a chapter or a section.

Character string · 1 character · 3 lines

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

Whole word · 2 lines

Type is the most important tool of typography. Leading, line length and font size must match so that a text is easy to read.

1. Position the insertion point in the paragraph concerned.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Indents & Drop Caps**.
   - Choose the menu **Text > Drop Caps**.



3. In the popup menu **Drop Caps** choose one of the following options:
   - **None** — (Default setting) The paragraph is given no drop cap.
   - **Whole Word** — The first word of the paragraph is displayed as a drop cap.
   - **Sequence** — In the input field **Characters** enter the number of characters that are to be displayed as a drop cap. Values between 1 and 10 are permitted.
4. In the popup menu **Lines** choose one of the following options in order to determine the height of the drop cap:
   - **Fixed Line Height** — The drop cap always takes on the height of the number of lines specified in the input field **Maximum**. In the input field **Minimum** you specify the minimum number of lines.
   - **Dynamic Line Height** — The height of the drop cap results from the actual height of the characters, but never exceeds the number of lines specified in the input field **Maximum**.

5. Make the further settings required:
   - **Text Offset** — Determines the distance between the drop cap and the following text. Use the option if the drop cap characters stand too close to the body text.
   - **Scale** — Determines the size of the drop cap in percent. Values between 50% and 300% are permitted.
   - **Run Around Shape** — The text follows the actual contour of the drop cap character instead of the enclosing rectangle. The option produces a considerably better result, particularly with characters such as “A”, “T” or “W”.
6. Confirm your entries.

> *Note:*
>
> - *The drop cap is a paragraph attribute. You determine the font, the font color and all the other character attributes of the drop cap by selecting the characters concerned and formatting them as usual.*
> - *If the text next to the drop cap is only to begin one line lower, insert a forced line break immediately after the drop cap.*
> - *The drop cap extends from the cap height of the first line to the baseline of the last line that it occupies. You determine whether the program measures the cap height on the outlines of the characters or uses the cap height stored in the font in the preferences under* **Text** *with the option* **Use Font Metrics**. *Please refer to the section* Preferences.

Tabs

Tabs serve to align text at fixed positions within the line. The program distinguishes between standard tabs and manual tabs.

- **Standard tabs** — Are used if no manual tabs have been defined in the paragraph. The distance between the tab steps is determined in the preferences under **Text > Distance between standard tabs** and applies to the entire document.
- **Manual tabs** — Are defined for an individual paragraph. Every manual tab has a position, an alignment and optionally a fill character.

Tab at 240 pt · Align: on character “,” · fill character “.”

Drink	**Price**
Espresso	2,40 €
Cappuccino	3,90 €
Hot chocolate with cream	12,50 €

Define manual tabs

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Tabs**.
   - Choose the menu **Text > Tabs**.



3. In the popup menu **Tabs** choose the option **Manual**.
4. Create the tabs: in the palette **Module** increase the value in the input field **Number** or, in the dialog **Tabs**, click for each tab on **New**. With **Delete** you remove the selected tab. Up to 20 tabs are permitted.
5. Make the required settings for each tab:
   - **Position** — Determines the distance of the tab from the left margin of the text column.
   - **Alignment** — Determines how the text is aligned at the tab. Choose **At the Start**, **Center**, **At the End** or **On Character**.
   - **Character** — With the alignment **On Character**, determines the character at which the text is aligned. The option is helpful, for example, in order to align numbers at the decimal separator.
   - **Fill Character** — Determines the character with which the space up to the tab is filled, for example a dot for a table of contents.
6. If required, make the following settings:
   - **Apply Standard Tabs** — Behind the last manual tab the standard tabs are additionally used.
   - **Apply as Indent** — All the lines of the paragraph that follow the line with the tab are indented up to the tab position. The option is helpful for bulleted lists and numbering.
7. Confirm your entries.

> *Note:*
>
> - *You can also set, move and delete tabs interactively in the text ruler. Choose* **View > Text Rulers** *to display the ruler.*
> - *In the popup menu* **Tabs** *choose the option* **Automatic** *to remove all manual tabs and use the standard tabs again.*
> - *With the special character* **Border Tab** *you move all the following characters to the edge of the text object without having to define a tab for this. Please refer to the section* **Working with Text**.

Hyphenation

Hyphenation is a paragraph attribute and is one of the most important tools for a balanced appearance of the typesetting. With a word-by-word break, large, irregular spaces arise at the end of the line; with justified text these spaces are distributed between the words and create gaps. If the words are hyphenated at the end of a line, the difference in the line widths is reduced considerably.

The options **Hyphenation**, **Smallest Word**, **Hyphens in a Row**, **Minimum Before**, **Minimum After** and **Quality** can be found under **Window > Module > Paragraph > Hyphenation** or in the menu **Text > Hyphenation**. The meaning of the individual options, manual and discretionary hyphenation as well as the user dictionaries for hyphenation exceptions are described in the section **Working with Text**.

Note:

- *Sensible hyphenation is only possible if the correct language has been assigned to the passages of text concerned. The language is a character attribute.*
- *Hyphenation optimizes the appearance of the typesetting, but impedes the flow of reading. This applies in particular to short words. From a typographic point of view the value for the minimum after should be at least three characters.*
- *Before closing brackets and before the punctuation marks ".", ",", ":", ";", "!", "?" and "/" the program does not break a line by default, even if there is a space in front of them. If, in the Preferences under* **Text***, the option* **Allow break before punctuation after space** *is switched on, a line break after the space is possible at these positions. Please refer to the section* **Preferences***.*

Bullets and Numbering

With the options of the group **Bullets & Numbering** you provide paragraphs automatically with a bullet character or a consecutive number. The bullet character or the number is not part of the text and is continued automatically when the text is edited.

Bullets · bullet (2022) and custom (–)

- Font and font size
- Leading, either automatic or as an absolute value
  - automatic
  - absolute, for example 14 pt for body text in 10 pt
- Indents and initials

Numbering · 1, 2, 3 and a, b, c

1. Select the text
2. Open Bullets & Numbering, either via
   a) the Module palette, Paragraph tab, or
   b) the Text menu
3. Confirm your entries

Assign a bullet character

1. Position the insertion point in a paragraph or select several paragraphs.

2. Choose one of the following options:

- Choose **Window > Module > Paragraph > Bullets & Numbering**.
- Choose the menu **Text > Bullets & Numbering**.



3. In the popup menu **Type** choose the option **Bullets**.
4. In the popup menu **Character** choose a predefined bullet character such as **Bullet (2022)**, **Middle Dot (00B7)**, **Dash (002D)**, **Plus (002B)**, **Triangle (2023)** or **Circle (25E6)**. Choose **Custom** and enter any character in the input field **Character**.
5. Make the further settings required:
   - **Level** — Determines the outline level of the bulleted list.
   - **Alignment** — Determines whether the bullet character is aligned **Left**, **Center** or **Right**.
   - **Insert Tab** — A tab is inserted between the bullet character and the text.
   - **Prefix** and **Postfix** — Determine a text that is inserted before or after the bullet character. Up to 15 characters are permitted.
   - **Style Sheet** — Determines the Character Style Sheet with which the bullet character is formatted.
6. Confirm your entries.

Assign numbering

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Bullets & Numbering** or, in the menu, **Text > Bullets & Numbering**.
3. In the popup menu **Type** choose the option **Numbering**.
4. In the popup menu **Mode** choose one of the following options:
   - **Begin New Numbering** — The numbering begins anew at this paragraph. Enter the first number in the input field **Start With**.
   - **Continue Numbering** — The numbering is continued from the preceding numbering of the same level.
5. In the **Format** pop-up menu, choose one of the number formats **1, 2, 3, ...**, **01, 02, 03, ...**, **001, 002, 003, ...**, **0001, 0002, 0003, ...**, **A, B, C, ...**, **a, b, c, ...**, **i, ii, iii, ...**, **I, II, III, ...**, **Abjad**, **Alif-Ba-Ta**, **Hebrew** or **Hebrew, non-standard**. With **None**, only **Prefix** and **Postfix** appear.

6. Make the further settings required. The same options **Level**, **Alignment**, **Insert Tab**, **Prefix**, **Postfix** and **Style Sheet** are available as for the bulleted list.

7. Confirm your entries.

> *Note:*
>
> - *You can also change the mode of individual paragraphs with the context menu. Choose* **Begin New Numbering** *or* **Continue Numbering**.
> - *Use different levels to create multi-level outlines. Every level continues to count consecutively throughout the entire text. If a subordinate level is to begin at 1 again after an entry of the superordinate level, choose the mode* **Begin New Numbering** *for its first paragraph. You get numbers such as 1.1 or 1.1.1 with placeholders in the prefix; please refer to the section Creating Multi-Level Numbering.*
> - *The bullet character or the number stands at the beginning of the first line and follows the* **Paragraph Indent**. *In order to indent a subordinate level, enter a* **Paragraph Indent** *and set a tab with the option* **Apply as Indent** *at the position at which the text is to begin.*
> - *In the popup menu* **Type** *choose the option* **Off** *to remove the bulleted list or the numbering.*

In right-to-left paragraphs, periods, parentheses and other characters before and after the number are on the correct side: "1." appears as ".١", as in running text, and "(1)" with the parentheses pointing inward. The numbers appear in the digits determined by the character attribute **Digits**, with **Default (by language)** in the digits of the language, for example ١ ٢ ٣ in Arabic. The character style of the number counts, otherwise the attribute at the beginning of the paragraph. Numbers from 1000 appear without a thousands separator.



The figure shows a list in the number format **01, 02, 03, ...**, Arabic lists in the number formats **Abjad** and **Alif-Ba-Ta**, Arabic and Hebrew lists with parentheses as **Prefix** and **Postfix** as well as footnotes in the number format **Symbols**.

Creating Multi-Level Numbering

In multi-level numbering, the number of the superordinate level precedes the number of a subordinate level, for example 1.1 or 1.2.1. To do so, insert a placeholder in the **Prefix** entry field of the subordinate level: \1 stands for the current number of level 1, \2 for the current number of level 2 and so on up to \9.

Multi-level numbering – 1, 1.1, 1.1.1

1. Introduction
   - 1.1 Choose fonts
   - 1.2 Define font sizes
     - 1.2.1 Body text
     - 1.2.2 Headings
2. Design
   - 2.1 Leading

Outline – A, A.1 and bullets

A. Planning
   - A.1 Define the target group
   - A.2 Define the scope
     - Number of pages
     - Format

B. Design
   - B.1 Choose fonts

1. Position the insertion point in a paragraph of the first level or select all paragraphs of this level.
2. Choose **Window > Module > Paragraph > Bullets & Numbering** or, in the menu, **Text > Bullets & Numbering**.
3. Choose the option **Numbering** in the **Type** pop-up menu, the value 1 under **Level** and the option 1, 2, 3, ... in the **Format** pop-up menu, and enter a period in the **Postfix** entry field.
4. Select the paragraphs of the second level. Choose the value 2 under **Level** and enter \1. in the **Prefix** entry field, i.e. the placeholder and a period. The program numbers the paragraphs 1.1, 1.2 and so on.
5. Select the paragraphs of the third level. Choose the value 3 under **Level** and enter \1.\2. in the **Prefix** entry field. The program numbers the paragraphs 1.1.1, 1.1.2 and so on.
6. For the first paragraph of a subordinate level that follows an entry of the superordinate level, choose the option **Begin New Numbering** in the **Mode** pop-up menu and enter the value 1 in the **Start With** entry field.
7. Enter a larger paragraph indent for each level and set a tab with the option **Apply as Indent** at the position where the text should begin.

Note:

- *A placeholder takes over the format of its level. If the format A, B, C, ... is chosen for level 1, the prefix \1. in level 2 results in the numbers A.1, A.2 and so on (right example). For the third level of the right example, bullets with a dash were chosen instead of numbering.*
- *Without* **Begin New Numbering**, *a subordinate level continues to count throughout the entire text: 1.2 and 2. are then followed by 2.3 instead of 2.1.*
- *The prefix, including the placeholders, may be up to 15 characters long. Placeholders also work in the postfix. It is best to save the settings of each level in a paragraph style sheet of its own, for example "Outline 1" to "Outline 3". Please refer to the section Working with Style Sheets.*

GREP Styles

A GREP style assigns a Character Style Sheet to a string automatically as soon as the string corresponds to a defined pattern. A regular expression serves as the pattern. The marking is dynamic: if the text changes, the marking is adapted automatically.

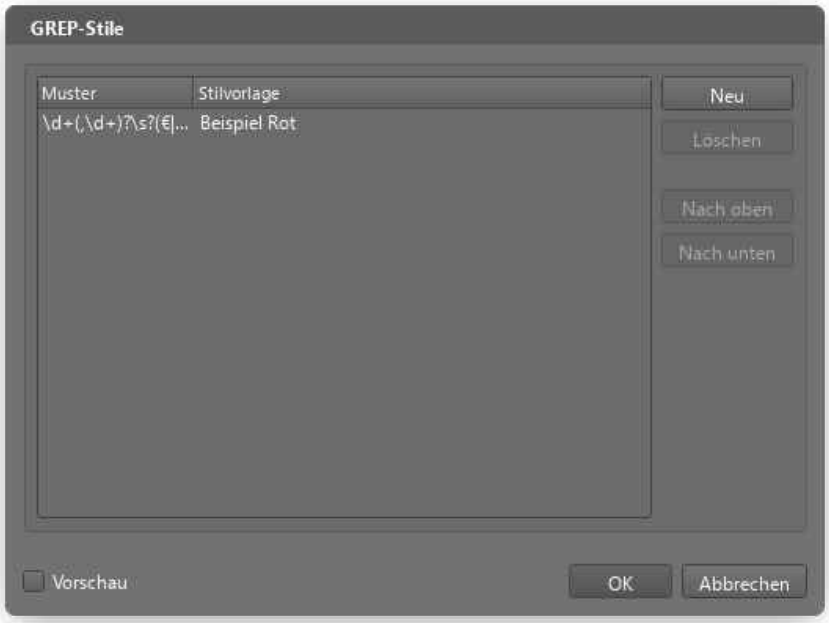
GREP styles are helpful, for example, in order to mark all telephone numbers, all dates or all words in capital letters of a paragraph automatically.

GREP-Style · pattern \d+(,\d+)?\s?(€|%) · style sheet “Beispiel Rot”

The price drops by **15 %** from **24,90 €** to **21,17 €**. Delivery costs **4,50 €** plus **19 %** VAT.

Create a GREP style

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > GREP & Nested Styles**.
   - Choose the menu **Text > GREP Styles**.



3. Create the entries: in the palette **Module** increase the value in the input field **GREP Styles** or, in the dialog **GREP Styles**, click for each entry on **New**. Up to 20 GREP styles are permitted.
4. Make the following settings for each entry:
   - **Pattern** — Determines the regular expression to which the style is applied. Click the icon next to the input field to display a popup menu with predefined expressions for **Symbols**, **Hyphen/Dash**, **White Spaces**, **Quotation Marks**, **Breaks**, **Other**, **Wildcards**, **Locations**, **Repeat**, **Match** and **Modifiers**.
   - **Style Sheet** — Determines the Character Style Sheet that is applied to the string that has been found.
5. Confirm your entries.

> *Note:*
>
> - *The GREP styles are evaluated in the order specified. In the dialog you change the order with* **Up** *and* **Down**.

- *The program uses the same syntax for regular expressions as the function* Search & Replace*. Please refer to the section* Working with Text*.*

Nested Styles

A nested style assigns different Character Style Sheets to the beginning of a paragraph section by section. In contrast to the GREP style, no search is made for a pattern; instead, counting takes place from the beginning of the paragraph until a defined condition is fulfilled.

Nested styles are helpful, for example, in order to mark the headword of a dictionary entry in bold, the phonetic transcription that follows in italic and the rest of the paragraph in normal.

Nested styles · up to ":" Beispiel Fett, then up to "." Beispiel Kursiv

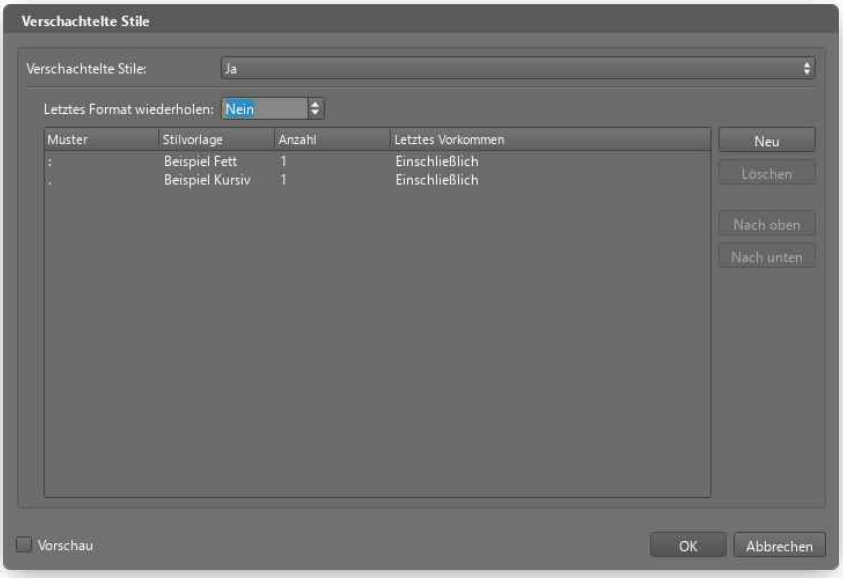
Kerning: *Letter fit.* Correction of the space between certain pairs of characters.

Ligature: *Letter combination.* Merging of two or more letters into one character.

Capital: *Uppercase letter.* Letter of the capital alphabet.

Create a nested style

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > GREP & Nested Styles**.
   - Choose the menu **Text > Nested Styles**.



3. In the popup menu **Nested Styles** choose the option **Yes**.
4. Create the entries: in the palette **Module** increase the value in the input field **Rules** or, in the dialog **Nested Styles**, click for each entry on **New**. Up to 20 entries are permitted.
5. Make the following settings for each entry:
   - **Style Sheet** — Determines the Character Style Sheet that is applied to the section.

- **Count** — Determines how often the pattern has to occur before the section ends. Values between 1 and 1000 are permitted.
- **Pattern** — Determines how far the style is applied. The following are available: **Specific Characters**, **Sentences**, **Words**, **Characters**, **Letters**, **Digits**, **Tab Characters**, **Forced Line Break**, **Indent here**, **Non-breaking Spaces**, **Em Spaces**, **En Spaces**, **Anchored Object** and **Variable**.
- **Last Occurrence** — Determines whether the last occurrence of the pattern is also marked (**Including**) or not (**Excluding**).

6. If required, in the input field **Repeat Last Style** specify how many of the last entries are to be repeated after all the entries have been run through. Choose **No** if no repetition is to take place.

7. Confirm your entries.

> *The entries are processed in the order specified, starting from the beginning of the paragraph. In the dialog you change the order with* **Up** *and* **Down**.

Paragraph Options

The group **Paragraph Options** contains paragraph attributes that cannot be assigned to any of the other groups. Choose **Window > Module > Paragraph > Paragraph Options** or, in the menu, **Text > Paragraph Options** to display the options.

Define the writing direction

The writing direction determines the direction in which the characters are arranged within a line. It is not to be confused with the line orientation, which as a layout attribute determines the arrangement of the lines.

1. Position the insertion point in a paragraph or select several paragraphs.

2. Choose **Window > Module > Paragraph > Paragraph Options** or, in the menu, **Text > Paragraph Options > Writing Direction**.

3. Choose one of the following options:

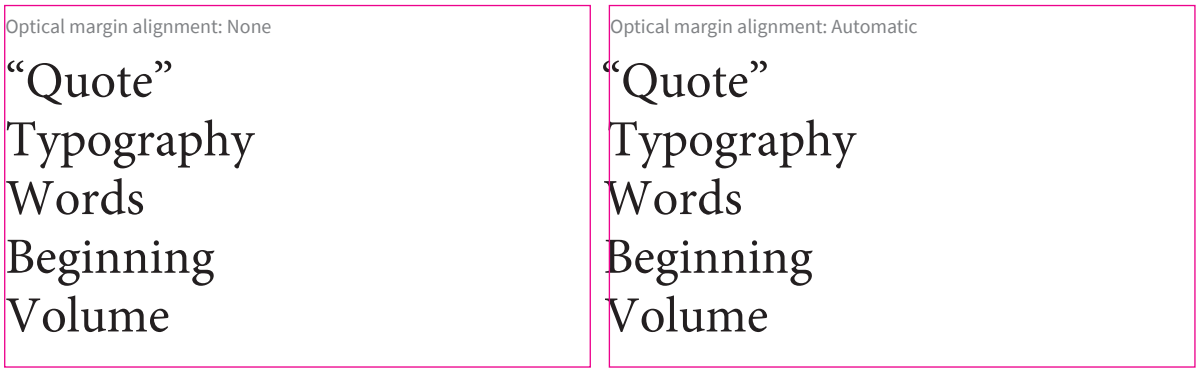
- **Left to Right** — The characters are arranged from left to right. Use this option for Roman, Cyrillic, Greek and East Asian texts.
- **Right to Left** — The characters are arranged from right to left. Use this option for Arabic and Hebrew texts.

4. Confirm your entry.

> *Please also refer to the section Working with Text, subsection Text in Different Writing Systems.*

Define the optical alignment

The optical alignment moves punctuation marks and characters with slanted or round shapes slightly beyond the type area, so that the margin appears optically straight. Without optical alignment, a margin at which quotation marks, hyphens or letters such as “A”, “T” or “W” stand appears indented.



1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Paragraph Options** or, in the menu, **Text > Paragraph Options > Optical Alignment**.
3. Choose one of the following options:
   - **None** — (Default setting) No optical alignment takes place.
   - **Font Settings** — The program takes into account the details for the left and right side bearing that are stored in the font. The quality of the result therefore depends directly on the quality of the font.
   - **Automatic** — The program determines the optical alignment on the basis of its own algorithm. Use this option if the font does not contain suitable details.
4. Confirm your entry.

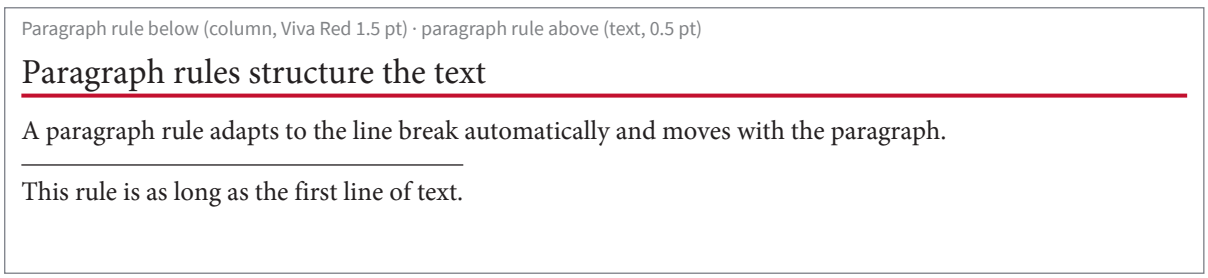
Suppress the line counter

With the option **Suppress Line Counter** you exclude individual paragraphs from the line count. The line counter itself is an attribute of the story. Please refer to the section Working with Text.

Rules, frames and backgrounds for paragraphs

In the same way as with character rules, you can also assign rules, a frame and a background to a paragraph. The markings adapt automatically to the text flow and serve to separate or emphasize paragraphs optically.

Choose **Window > Module > Paragraph > Rules, Frames, Backgrounds** or, in the menu, **Text > Paragraph Rules and Backgrounds** to display the options.



Frame · all indents 0 pt

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Frame · indent top –2, bottom –4 pt

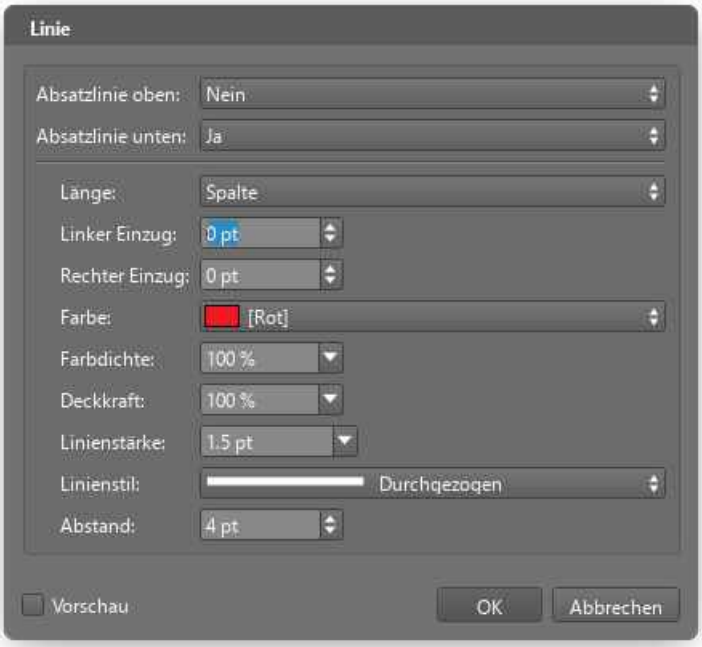
Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Background · indent bottom –4 pt

Typography is the art of arranging type so that it makes reading as easy as possible for the reader.

Assign a paragraph rule

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Rules, Frames, Backgrounds**.
   - Choose the menu **Text > Paragraph Rules and Backgrounds > Rule**.



3. Choose **Paragraph Rule Above > Yes** and/or **Paragraph Rule Below > Yes**.
4. In the popup menu **Length** choose one of the following options:
   - **Text** — The length of the rule is based on the width of the first or last line of text of the paragraph.
   - **Column** — The length of the rule is based on the width of the text column.
   - **Free Space** — The rule fills the free space between the text and the edge of the column.
5. Make the further settings required:
   - **Left Indent** and **Right Indent** — Determine the indent of the rule.
   - **Color**, **Shade**, **Opacity** — Determine the color of the rule.
   - **Line Width** — Determines the width of the rule.
   - **Line Style** — Determines the style of the rule.

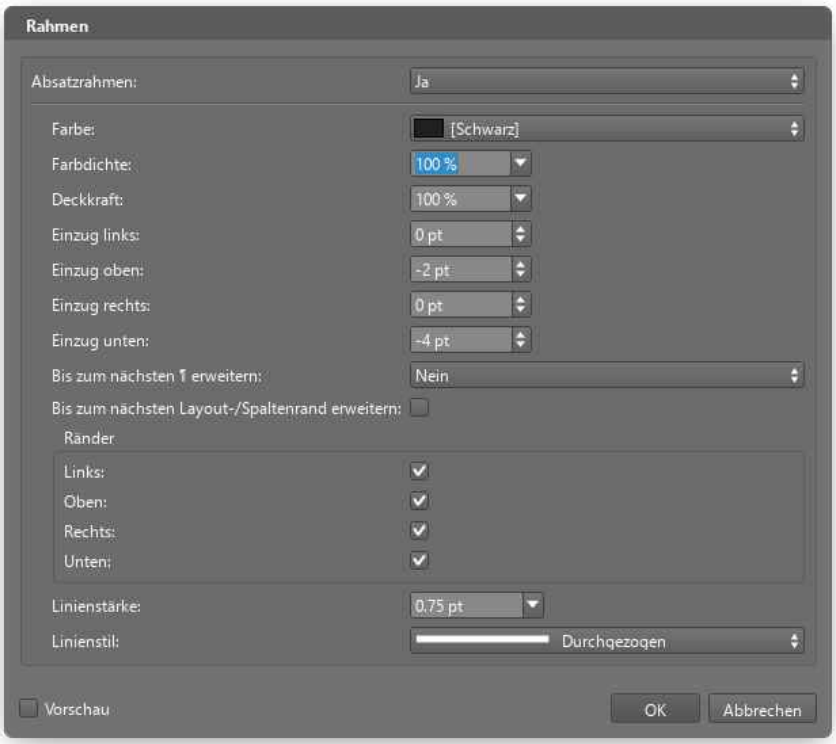
- **Offset** — Determines the distance of the rule from the paragraph. Positive values move the paragraph rule above upwards and the paragraph rule below downwards, negative values the other way round.

6. Confirm your entries.

> *With the settings* **Text** *and* **Free Space** *the display of the rule is based not only on the amount of text, but also on the text alignment of the paragraph.*

Assign a paragraph frame

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Rules, Frames, Backgrounds**.
   - Choose the menu **Text > Paragraph Rules and Backgrounds > Frame**.



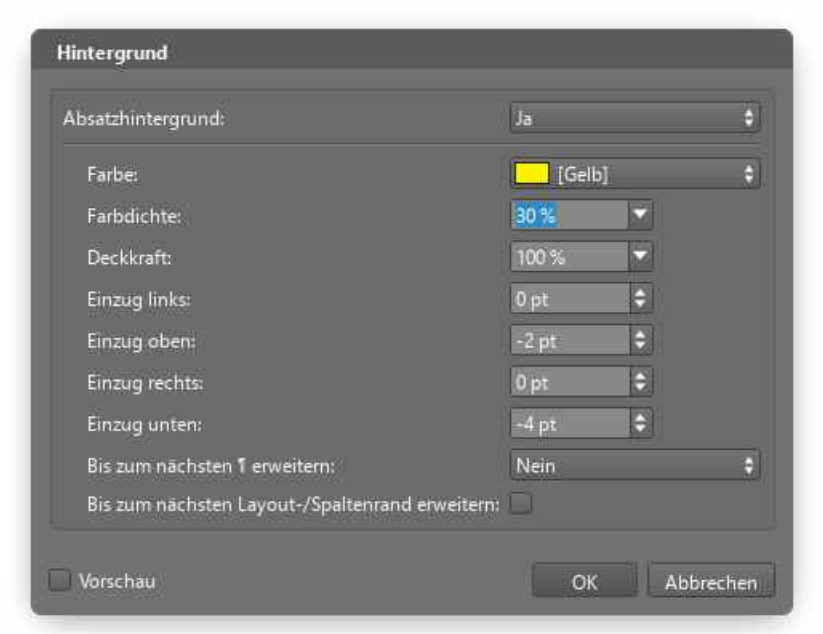
3. Choose **Paragraph Frame > Yes**.
4. Make the required settings:
   - **Color**, **Shade**, **Opacity** — Determine the color of the frame.
   - **Left Indent**, **Top Indent**, **Right Indent**, **Bottom Indent** — Determine the position of the borders in relation to the paragraph. Positive values reduce the frame inwards, negative values enlarge it outwards. Without an indent the bottom border lies on the baseline of the last line; so that descenders lie within the frame, enter a negative value for **Bottom Indent**.
   - **Borders** — Determines which of the borders **Left**, **Top**, **Right** and **Bottom** are displayed.
   - **Frame Width** — Determines the width of the frame.
   - **Line Style** — Determines the style of the line.

- **Extend to Next ¶** — Consecutive paragraphs with identical frame settings are combined into one common frame. The lines between the paragraphs are omitted.
- **Extend to Layout/Column Border** — The frame is extended as far as the gutter or the edge of the layout column. If the text flows into the next column, the frame is broken as well.

5. Confirm your entries.

Assign a paragraph background

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose one of the following options:
   - Choose **Window > Module > Paragraph > Rules, Frames, Backgrounds**.
   - Choose the menu **Text > Paragraph Rules and Backgrounds > Background**.



3. Choose **Paragraph Background > Yes**.
4. Make the required settings. The same options are available as for the paragraph frame, with the exception of the borders, the frame width and the line style.
5. Confirm your entries.

Export Tags

With the option **Tag**, you determine which structure element a paragraph is marked with when exporting to a tagged PDF document or to another structured format. The entry is a prerequisite for accessible documents, for example for PDF documents according to PDF/UA. The option is available in all working modes.

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Export Tags**.
3. In the popup menu **Tag** choose one of the following options:

- **Automatic** — (Default setting) The program determines the structure element itself.
- **P** — The paragraph is marked as body text.
- **H** to **H6** — The paragraph is marked as a heading of the respective level.
- **Decorative Element (Artifact)** — The paragraph is marked as an artifact and is ignored when the document structure is evaluated.
- **Code** — The paragraph is marked as source code.
- **Block Quote (BlockQuote)** — The paragraph is marked as a quotation. The program combines consecutive paragraphs with this tag into one quotation.
- **Caption** — The paragraph is marked as a caption. The program combines consecutive paragraphs with this tag into one caption.
- **Table of Contents Entry (TOCI)** — The paragraph is marked as an entry of a table of contents. The program combines consecutive entries into one table of contents, also across linked text objects.

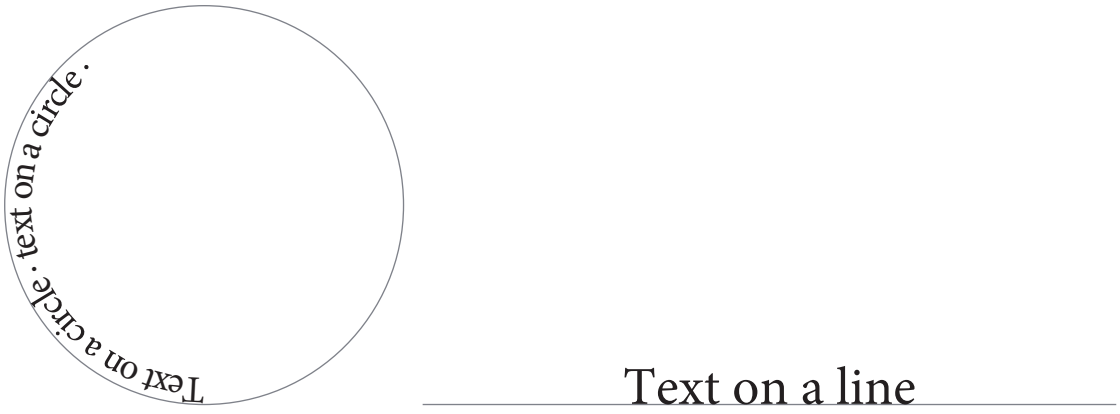
4. Confirm your entry.

> *The option can also be assigned with a Paragraph Style Sheet. Please refer to the sections* Working with Style Sheets *and* Export.
>
> *When exporting as PDF 2.0 (PDF/UA-2), the program marks table of contents entries as paragraphs, and a paragraph only remains a caption if it begins a text object. With the* **Accessibility Check** *palette (***Window** *menu), you check before the export, among other things, whether heading levels are skipped.*

Text on Path

With the option **Text On Path** you enter text along any path. The option is helpful in order to display texts in the shape of a circle or along a wavy line, for example. The contour of an existing object serves as the path, for example an oval, a polygon or a line.

The text on a path is a fully-fledged text. You can assign all the character and paragraph attributes described in this section to it, and you can use Character and Paragraph Style Sheets.



Create a text on path

1. Create an object or a line along whose contour the text is to run.

2. Choose one of the following options:

- In the palette **Tools** click the **Text on a Path Tool**.
- Press **Shift** + **T**.

3. Click the contour of the object. The program creates a text on path at this position and activates Text mode.

4. Enter the text.

> *Note:*
>
> - *Alternatively, in the palette* **Tools** *you can choose a tool of the type* **Text on Path (LTR) Tool**, **(RTL)** *or* **(TTB)** *in order to create a line object and the associated text on path with the required writing direction at the same time.*
> - *If you change the path, the text follows the new contour automatically.*
> - *On a polyline, the text runs in the direction in which the line was drawn and thus stands upright above the line, for left-to-right text as well as for Arabic or Hebrew text. In documents from earlier versions, the text on polylines stays in place; for this, the program reverses the line when opening.*

Change the position of the text on path

1. Select the object with the text on path.

2. Move the mouse pointer over one of the handles at the beginning, in the middle or at the end of the text, hold down the primary mouse button and move the handle along the path.

Change the text on path settings

1. Select the object with the text on path.

2. Choose the menu **Object > Text On Path > Settings** or, in the context menu, **Text On Path > Settings**.



3. Make the required settings:
   - **Alignment** — Determines which line of the text is aligned to the path. Choose **Ascender**, **Descender**, **Center** or **Baseline**.
   - **To Path** — Determines at which edge of the path the text is aligned. Choose **Top**, **Center** or **Bottom**.
   - **Flip** — Flips the text at the path. The option is helpful if the text on the lower half of a circle is upside down.
   - **Effect** — Determines a distortion effect for the text along the path. Among others, the following are available: **Skew**, **Skew And Stretch**, **Rainbow**, **Rainbow And Stretch**, **3D Ribbon**, **Stair Step**, **Gravity** and **Explosion**.
   - **Shape** — Determines the progression of the chosen effect. The following are available: **None**, **Zoom In**, **Zoom Out**, **Up and Down**, **Down and Up** and **Wavy**. Depending on the effect, a **Minimum Size**, an **Interval** and the option **Center** can additionally be determined.

4. Confirm your entries.

> *Activate the option* **Preview** *in the dialog in order to judge the effect immediately.*

Delete a text on path

1. Select the object with the text on path.

2. Choose the menu **Object > Text On Path > Delete**.

The program removes the text; the object is retained.

OpenType Features

OpenType is a standard file format for fonts. The special feature of this format is the typographic features. With them, standard characters can be replaced by variations of the same character in the same font. The figure “5”, for example, may be present in an OpenType font in various variations that are not accessible from the keyboard.

In contrast to the electronic styles, the OpenType features do not change the font, but fall back on characters that the designer of the font has drawn specially. Wherever possible, therefore, use an OpenType feature instead of an electronic style.

The program provides two tools for working with OpenType features:

- **OpenType palette** — Displays all the features that the font of the selected text actually has, and allows these features to be switched on and off.
- **OpenType menu** — Appears automatically if a single character of an OpenType font has been selected and alternatives exist for this character. The menu displays all the alternatives for this character. Please refer to the section **Working with Text**.

Structure of the OpenType palette

The palette displays the available features in groups. Which groups and which features are displayed depends exclusively on the font selected. If a font does not have a feature, the feature is not displayed either. The alternates appear in the language of the text, i.e. with the localized forms, if the font contains them.

- **General** — Contains all the features that are not assigned to any of the other groups, as well as the popup menus **Positional Forms**, **Placement**, **Figure Spacing** and **Figure Style**.
- **Capitals** — Contains the features **Small Capitals (smcp)**, **Small Capitals From Capitals (c2sc)**, **Very Small Caps (pcap)**, **Very Small Caps From Capitals (c2pc)**, **Titling Alternates (titl)** and **Unicase (unic)**.
- **Ligatures** — Contains the features **Discretionary Ligatures (dlig)** and **Historical Ligatures (hlig)**.
- **Stylistic Sets** — Contains the stylistic sets **ss01** to **ss20**, with which the designer of the font combines related character variants into one set.

In the popup menus of the group **General** the entries are mutually exclusive:

- **Positional Forms** — **Initial Form (init)**, **Medial Forms (medi)**, **Final Form (fina)** or **Isolated Form (isol)**. The positional forms are used primarily for Arabic texts.
- **Placement** — **Superscript/Superior (sups)**, **Subscript/Inferior (subs)**, **Numerator (numr)** or **Denominator (dnom)**.
- **Figure Spacing** — **Tabular/Monospaced Figures (tnum)** or **Proportional Figures (pnum)**. Tabular figures always have the same width and are suitable for tables and price lists.

- **Figure Style** — **Lining Figures (lnum)** or **Oldstyle Figures (onum)**. Oldstyle figures have ascenders and descenders and fit better into body text.

The frequently needed features of the group **General** include, among others:

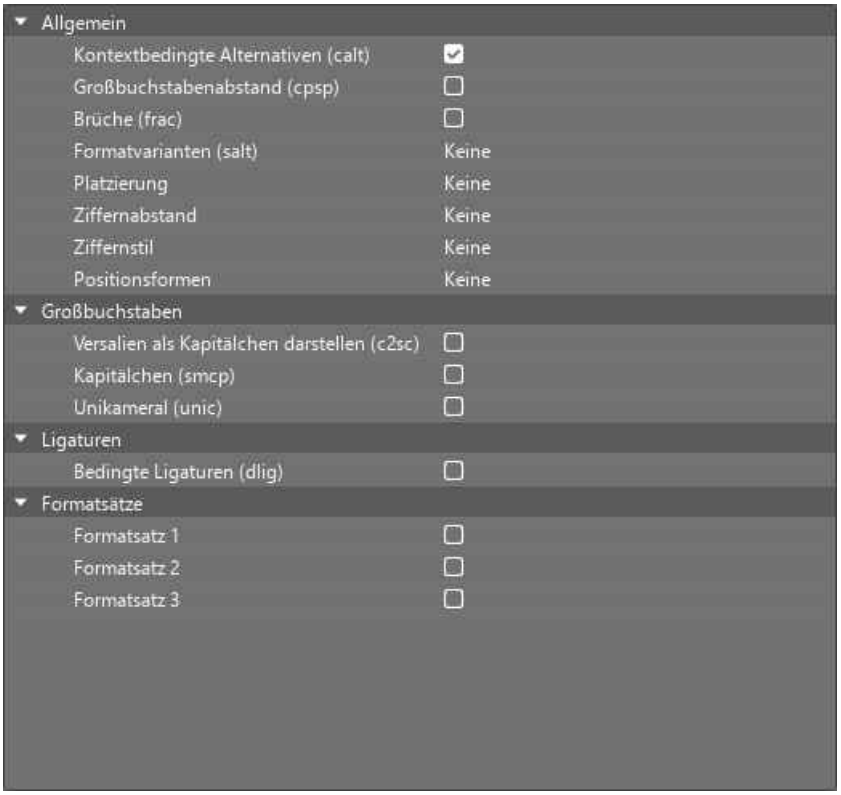
- **Standard Ligatures (liga)** — Replaces strings such as “fi” or “fl” with the corresponding ligature.
- **Contextual Alternatives (calt)** — Replaces characters depending on the adjacent characters.
- **Fractions (frac)** — Displays strings such as “1/2” as a true fraction.
- **Ordinal (ordn)** — Displays ordinal numbers such as “1st” or “1a” correctly.
- **Slashed Zero (zero)** — Replaces the figure “0” with a slashed zero.
- **Case-Sensitive Forms (case)** — Adapts punctuation marks and special characters to the height of the capital letters.
- **Swash (swsh)** and **Contextual Swash (cswh)** — Replace characters with variants with swashes.
- **Oldstyle Figures (onum)**, **Lining Figures (lnum)**, **Scientific Inferiors (sinf)** and **Ornaments (ornm)**.

> *The designation in brackets is the four-character tag under which the feature is listed in the OpenType standard. The tag is the same internationally and helps you to find the feature again in the documentation of the font.*

Lining figures (lnum)	0123456789
Oldstyle figures (onum)	0123456789
Tabular figures (tnum)	1111 · 7777
Proportional figures (pnum)	1111 · 7777
Fractions (frac)	½ · ¾ · ⅝
Small caps (smcp)	Small Caps
Capitals to small caps (c2sc)	VIVA DESIGNER

Assign an OpenType feature

1. Select any text.
2. Choose **Window > OpenType** to display the palette.



3. In the palette, select the required feature or cancel the selection to switch the feature off.

> *Note:*
>
> - *The palette displays only the features that the font of the selected text has. If the selection contains text in several fonts, the palette displays only the features that all the fonts involved have in common.*
> - *Some features are available in several variants. In this case the palette displays an input field instead of a check box, in which you specify the required variant as a number. The value "0" corresponds to the setting* None.

Reset OpenType features

1. Select any text.

2. Open the menu of the palette **OpenType** and choose **Reset OpenType features in the text selection**.

The program switches off all the features that were set in the text selection. Features that the font absolutely requires for correct display are retained.

> *You can also save OpenType features in a Character Style Sheet and apply them to any number of passages of text. Please refer to the section* Working with Style Sheets.

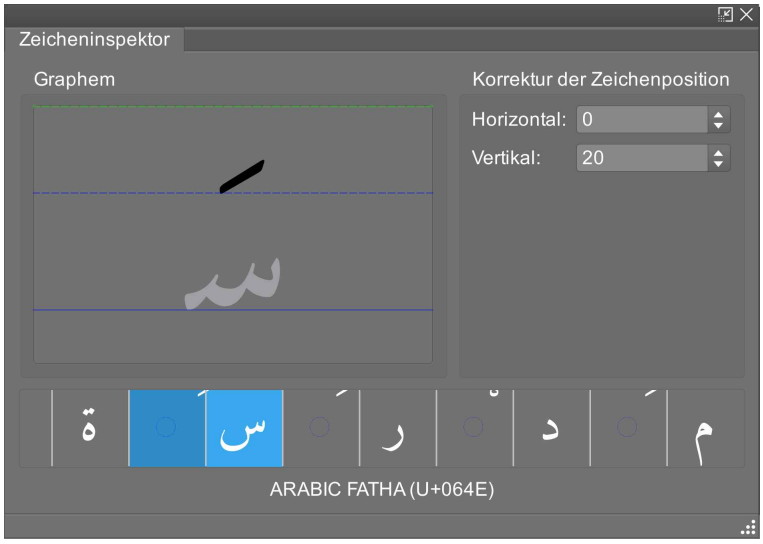
Character Inspector

The Character Inspector allows the individual positioning of single characters as well as the arrangement of characters in combination with diacritical marks such as accents. A character may consist of several independent components; the combination of these components is called a grapheme.

The Character Inspector was originally developed in order to improve the display quality in languages and scripts in which the components of a grapheme are not arranged optimally in the font. This applies in particular to Arabic texts. However, you can also use the Character Inspector with Roman texts, for example in order to align the characters of a logo or of a line in display size by hand.

Correct the character position

1. Position the insertion point in the text or select a character.
2. Choose **Window > Character Inspector**.



3. In the lower part of the palette, choose the character whose position you want to correct, for example a vowel mark. Alternatively, click the component in the **Grapheme** field.
4. Choose one of the following options:
   - In the field **Grapheme** move the mouse pointer over the selected component, hold down the primary mouse button and move the component.
   - In the dialog section **Character Position Correction**, enter fixed values in the entry fields **Horizontal** and **Vertical**. The values are in hundredths of the font size: positive values move the component to the right or down, negative values to the left or up. Values from −200 to 200 are allowed.
5. The program applies the correction to the text immediately.

The **Grapheme** field shows the grapheme enlarged: the selected component in black, the other components in gray. The solid blue line marks the baseline, the dashed lines the cap height (blue), the ascender (green) and the descender (red) of the font. Below the list, the palette names the Unicode name and the code of the selected character.

An example shows the Arabic word مَدْرَسَة (school) in the font Amiri. The font sets the vowel marks above the low letters very high (1). With the character inspector, the fatha above mim and ra was moved down by 18, the fatha above sin by 20 and the sukun above dal by 16 (2). The figure of the palette shows the fatha above sin with the value 20 in the **Vertical** entry field.

1



2



Note:

- *The character position correction is saved for the passage of text concerned in the document. It is not a character attribute and can therefore not be assigned with a Character Style Sheet.*
- *The Character Inspector additionally displays which form a character takes on in the current context. This is particularly helpful in Arabic texts, in which a character takes on an initial, medial, final or isolated form depending on its position in the word.*

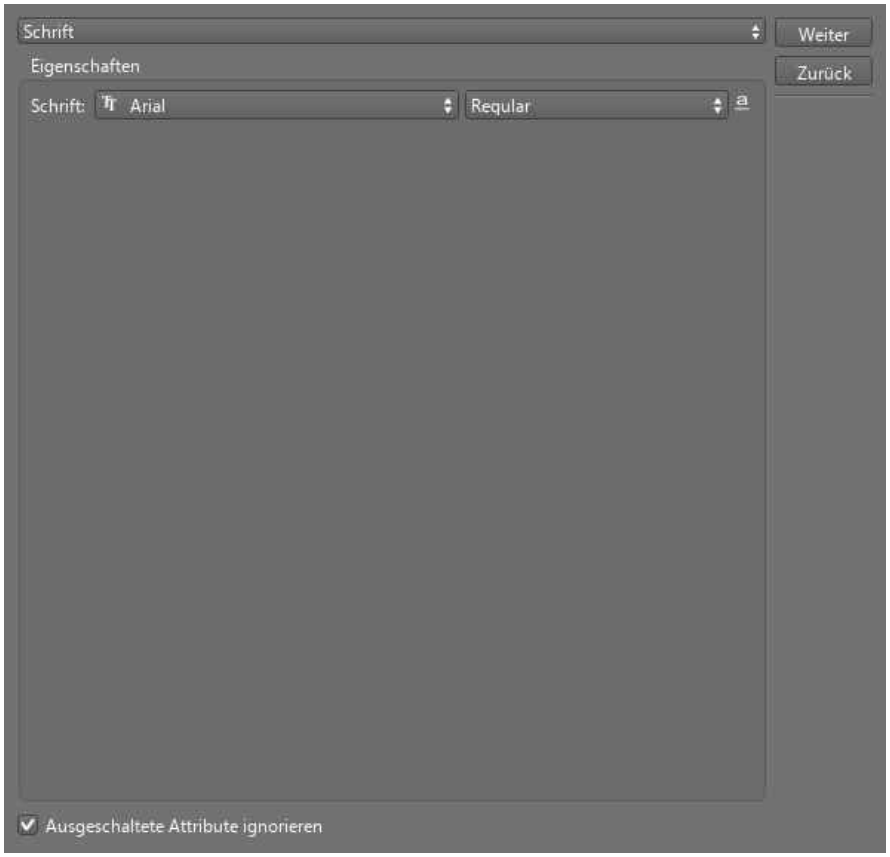
Text Formatting Inspector

The Text Formatting Inspector searches a text for the positions at which a particular character or paragraph attribute changes. The palette is helpful in order to find, in an extensive document, all the positions at which a baseline shift, a manual kerning or a different language has been set, for example.

Search for formatting

1. Position the insertion point in the text.

2. Choose **Window > Text Formatting Inspector**.



3. In the popup menu, select the attribute to be searched for. The menu first displays all the character attributes and then all the paragraph attributes.

4. If required, choose the option **Ignore deactivated attributes**. In this case the program skips all the passages of text at which the attribute is not active.

5. Click **Next** or **Previous** to jump to the next or previous occurrence.

The program selects the passage of text that has been found and displays the value of the attribute at this position in the dialog section **Properties**. You can change the value directly in the palette.

Baseline Grid

The baseline grid causes the lines to be aligned to a page-related or object-related grid. In this way, texts with different font sizes or texts in different text objects can be aligned on the same baselines. Where a text is aligned to the baseline grid, one speaks of text in register.

The baseline grid is particularly helpful when multi-column texts or different text objects are to be brought onto a common baseline. It is therefore an essential tool in newspaper and magazine type-setting.



The figure shows a two-column page with the baseline grid displayed at a spacing of 12 pt; its numbers are to the left and right of the page. The headline in 19/24 pt is on grid line 2, body text and subheads in 9.5/12 pt are on every grid line. The program compensates for the space before the subheads (6 pt) by placing the subhead on the next grid line. The caption in 7/9 pt is not aligned to the baseline grid; the text below it starts on a grid line again. This way, the lines of both columns are at the same height although the columns are two text objects.

Show or hide the baseline grid

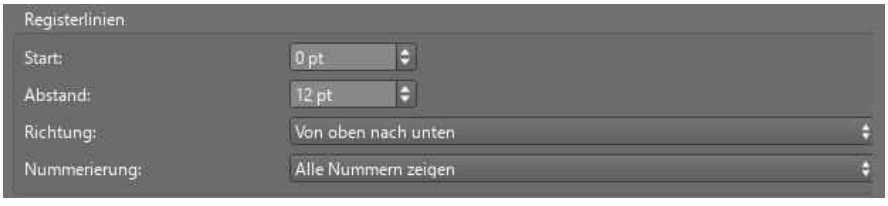
1. Choose one of the following options:
   - Choose **View > Baseline Grid**.
   - Press **Ctrl + Alt + L** (Windows/Linux) or **Command + Option + L** (Mac).
2. Repeat the command to hide the baseline grid again.

> *The display of the baseline grid is saved with the document. The baseline grid is not printed and not exported.*

Define the preferences for the baseline grid

The spacing, start value, direction and numbering of the baseline grid are determined for the entire document.

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).



2. In the dialog section **Baseline Grid** make the required settings:
   - **Start** — Determines the distance between the top edge of the page and the first baseline grid line.

- **Spacing** — Determines the distance between the baseline grid lines. All the baseline grid lines have the same spacing.

3. In the popup menu **Direction** choose one of the following options:
   - **Top to Bottom** — The baseline grid lines run horizontally and begin at the top edge of the page.
   - **Left to Right** — The baseline grid lines run vertically and begin at the left edge of the page.
   - **Right to Left** — The baseline grid lines run vertically and begin at the right edge of the page.
4. In the popup menu **Numbering** choose one of the following options:
   - **None** — No baseline grid numbers are displayed.
   - **Show All Numbers** — All the baseline grid numbers are displayed, provided that there is enough space.
   - **Show All Even Numbers** — Only the even baseline grid numbers are displayed.
   - **Show First and Last** — Only the first and the last baseline grid number are displayed.
5. Confirm your entries.

> *Note:*
>
> - *Lines of text that are located between the top edge of the page and the first baseline grid line are not aligned to the grid. Only when the rectangle of a line intersects the first baseline grid line are this line and all the following lines aligned to the grid.*
> - *The numbering is particularly helpful in newspaper typesetting, because particular passages of text can be found quickly by specifying the number of a baseline grid line. The numbers stand to the left and right of the document pages.*

Define the color of the baseline grid

1. Choose **Edit > Preferences > Program > Colors** (Windows/Linux) or **{Application} > Preferences > Program > Colors** (Mac).
2. Click the color field behind the option **Baseline Grid (Pages)** or **Baseline Grid (Objects)** and select a color.
3. Confirm your entries.

> *The color of the baseline grid is a program preference and is not saved with the document.*

Define the baseline grid for a text object

In addition to the page-related baseline grid you can define a separate baseline grid for an individual text object. This is useful, for example, if a text object is offset in relation to the page grid.

1. Select a text object.
2. Choose one of the following options:
   - Choose the menu **Object > Special** or, in the context menu, **Special**.
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
3. Click the tab **Text Columns**.
4. In the dialog section **Baseline Grid** choose the option **Activate** and make the required settings.
5. Confirm your entries.

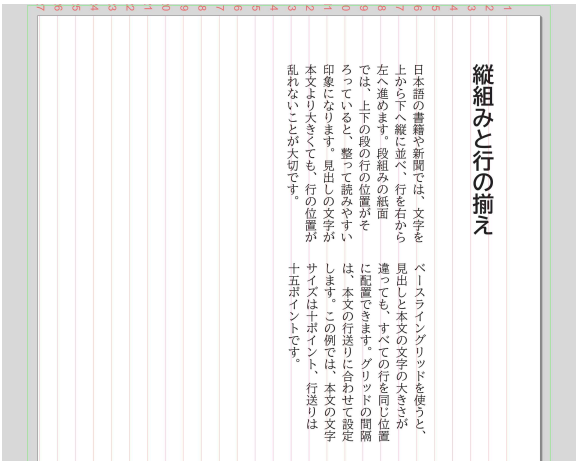
Set text in register

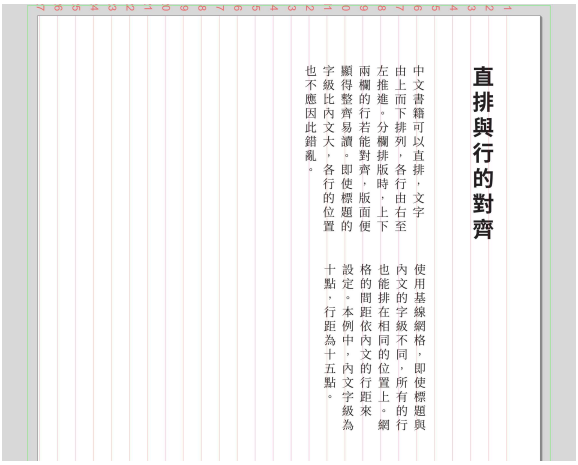
1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose **Window > Module > Paragraph > Alignment & Line Spacing** or, in the menu, **Text > Spacing > Line Spacing**.
3. In the popup menu **Set lines to Grid** choose the option **All Lines** or **First Line**.
4. Confirm your entries.

Baseline Grid for Vertical Text

Chinese and Japanese texts are often set vertically: the characters run from top to bottom, and the lines follow one another from right to left. So that here, too, the lines of different text objects or columns are on the same lines, the grid lines run vertically.

1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. In the dialog section **Baseline Grid**, choose the option **Right to Left** in the **Direction** pop-up menu. **Start** now determines the distance of the first grid line from the right edge of the page. Enter the leading of the body text under **Spacing** and confirm your entries.
3. Create the text objects with a text object tool of the type (TTB) or choose **Text > Layout > Line Orientation > Right to Left** for existing text objects.
4. For the paragraphs, choose the option **All Lines** in the **Set lines to Grid** pop-up menu.





The figures show a Japanese and a Chinese page (traditional characters) with vertical grid lines at a spacing of 15 pt; the numbers are above and below the page and start on the right. The body text is set in 10/15 pt, the headline in 18/30 pt. The lines of the upper and lower block are on the same grid lines although the blocks are two text objects. The examples use the fonts BIZ UDMincho and BIZ UDGothic or Chiron Sung HK and Chiron Hei HK from the VIVA font server.

> *If the vertical lines follow one another from left to right, choose the direction* **Left to Right***; the grid lines then start at the left edge of the page.*

Summary of the baseline grid

- Alignment to the baseline grid is the last attribute to be included in the calculation of the line spacing. It therefore takes effect in addition to the line spacing that has been set.

- If the line spacing or the type size is smaller than or equal to the baseline grid spacing, the lines of text are positioned exactly on the baseline grid lines.
- If the line spacing or the type size is greater than the baseline grid spacing, the lines of text are positioned on the next possible baseline grid line.
- The baseline grid is defined for each document. You determine the spacing, start value, direction and numbering in the text preferences.
- You determine the color of the baseline grid in the program preferences.
- With the justified space between lines the program takes the option **Set lines to Grid** into account. This can increase the space between the lines and paragraphs further. Please refer to the section Working with Text.

Typographic summaries

Summary of the text area

The area in which text is displayed is determined by the following factors, in order from the outside inwards:

- The line width of the text object.
- The object indents **Top**, **Bottom**, **Left** and **Right**.
- The text object columns, determined by **Number** and **Gutter**.
- The layout columns, determined by **Column Layout**, **Number**, **Width** and **Gutter**.
- The text indents **Paragraph Indent**, **Left Indent** and **Right Indent** as well as the drop cap indent.

The settings for tabs, for the optical alignment and the run around of objects are not taken into account here. The object-related and layout-related factors are described in the section Working with Text.

Summary of the gray value of the page

If you look at a page of text from a greater distance, you see the text as a gray area. Typographers call this the gray value of the page. The gray value is primarily determined by the typeface and the spacing of the lines.

Leading 9 pt · too tight

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

Leading 12 pt · balanced

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

Leading 17 pt · too loose

Typography is the art of arranging type so that it makes reading as easy as possible for the reader. Leading, line length and font size must match.

- The gray value of a page is regarded as balanced if the optical line spacing corresponds at least to the x-height of the font.
- If the line spacing is too large, gray stripes with white gaps arise instead of a gray area.

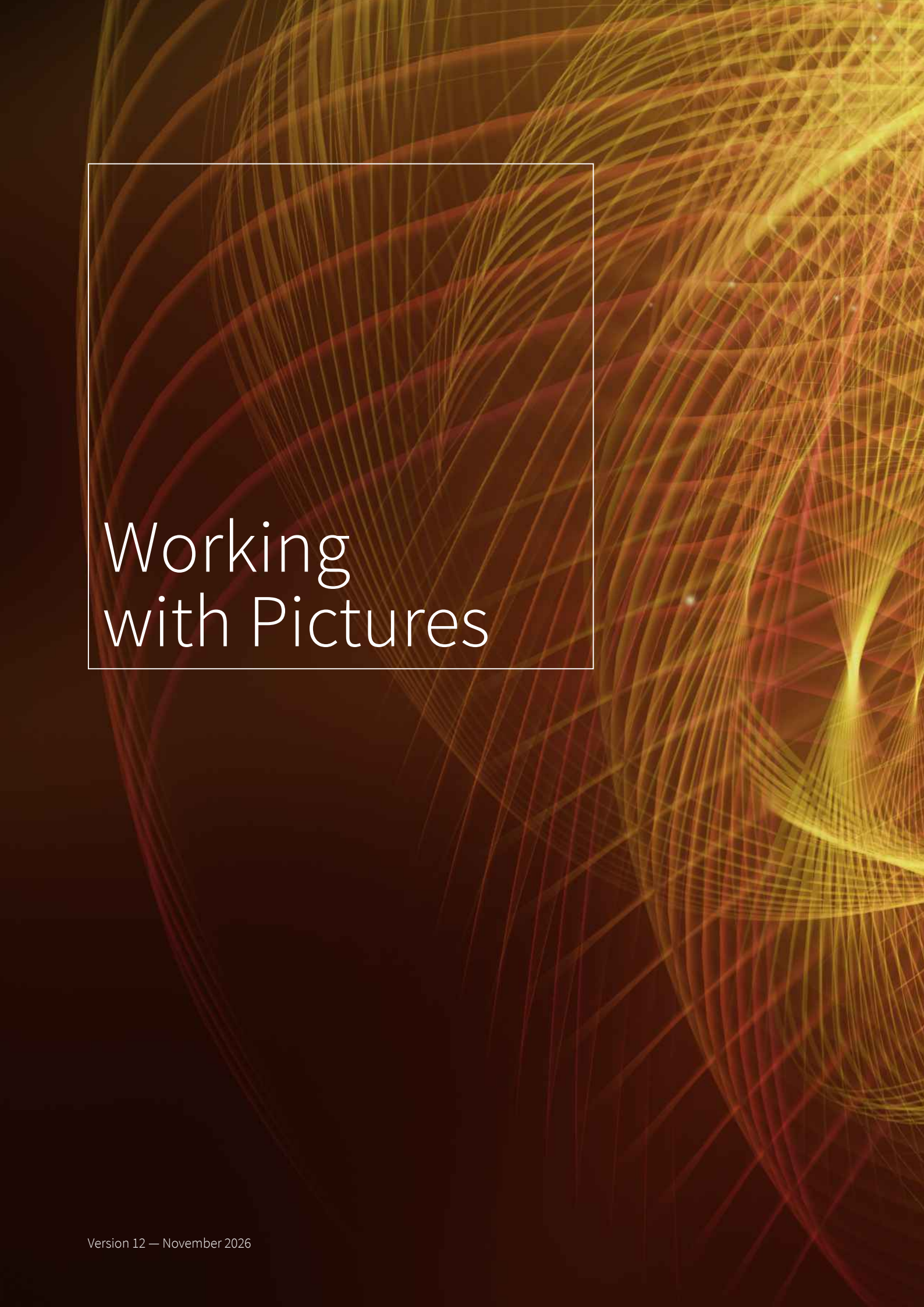
- If the line spacing is too small, an image that is too dark arises, which should be avoided because it is difficult to read.

The gray value of a page plays an important part in very text-intensive documents such as book or newspaper typesetting. For this reason, bold or italic markings are seldom found in such documents, because they disturb the gray value. In jobbing work such as advertisements and brochures, on the other hand, the gray value plays a subordinate part, because the amount of text to be taken in is usually small.

Summary of the line spacing

As a rule the experienced typographer does without automatic line spacing. The following reasons speak in favor of an absolute line spacing:

- A balanced gray value can only seldom be achieved with an automatic line spacing.
- Identical fonts from different manufacturers influence the gray value through differing x-heights or body heights. In the worst case this can change the text flow of an entire document without any change having been made to the text settings.
- The automatic line spacing only takes the font and the font size into account, but not the line length. The longer the line, the larger the line spacing should be.
- The automatic line spacing does not take the proportion of capitals within a line into account. If a line contains many capitals or only capitals, the line spacing has to be increased accordingly.
- In large documents with a great deal of text an absolute line spacing can be calculated faster.



Working with Pictures

Version 12 — November 2026

Working with Pictures

A picture is worth a thousand words. This ancient saying indicates the importance of images in a document. This is precisely why a layout program must be able to handle images with the same ease as text.

Poor images will not be improved by using this application. But, providing no mistakes are made, this is also true the other way around.

Before we describe how to create Picture objects and import images in depth, we think it is useful first to introduce some basic concepts of computer images and image formats.

This knowledge may potentially save not only the amateur, but also the practiced professional much time, trouble and money. If you feel comfortable with the various image formats, you can ignore the following section and proceed with the section Creating picture objects.

Raster or Vector Images

In computer images there is a basic difference between raster images and vector images, also known as pixel and object images. Put simply, you can say that photographs taken with a digital camera are saved as pixel images, and such items as company logos are usually saved as vector images.

A raster image with a size of 300 by 300 means this images is represented by 300 pixels in both the horizontal and vertical direction. Unfortunately it is not possible to calculate the size of the image in millimeters or inches on the basis of this information, as it is not known how many dots or pixels occur in a unit length. This depends on the resolution of the image.

The resolution of a raster image is defined by the number of pixels per inch or centimeter. The common measurement unit for images is DPI, or **dots per inch**.

An image with 72 by 72 pixels and a resolution of 72 dpi has a physical size of 1 square inch.This is naturally a very low resolution, as generally resolutions for raster images range from 144 dpi to 600 dpi, and even up to several thousand dpi.

The quality of a raster image is further specified by the Color Depth. This Color Depth defines the number of available colors that a pixel may have. Simple raster images contain a single bit per pixel which represents either black or white. Pictures with a Color Depth of 2 bits per pixel allow 4 (22) different colors. A Color Depth of 16 Bits allows up to 65,536 (216) different colors.

Resolution and Color Depth or bit-depth are directly related. An image with a resolution of 300 dpi and a bit-depth of 8 bits may be of poorer quality than an image with a bit-depth of 16 bits and a 200 dpi resolution.

The enlargement factor of raster images is also problematic. If a raster image with a resolution of 72 DPI is enlarged by 200% the image resolution decreases to 36 dpi. If the image is reduced 50% the resolution increases to 144 dpi. The amount of pixels never changes when scaling the picture.

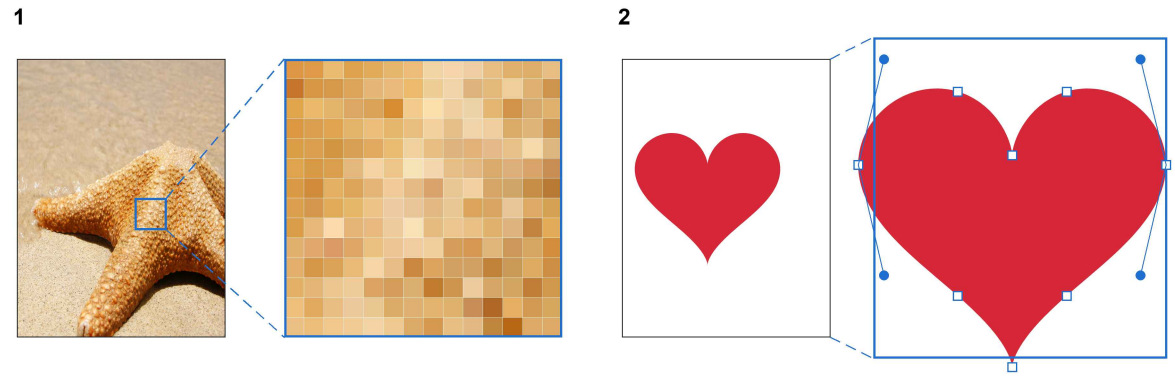
By contrast to raster images, vector images do not save their image information as individual pixels but as a collection of command chains.

While with a bitmap image graphic forms consist of thousands of pixels, vector image formats only store the command for drawing the form and its attributes (line weight, color, etc.). Vector graphics can be created with an illustration program. VivaDesigner also stores its graphic elements such as objects, lines and texts as vector information.

With these commands any lines, curves or text may be drawn. The advantage of vector images compared to bitmap images is that vector information is much more efficient in storage than pixel images.

The main advantage however, is the resolution independence of vector images. The command to draw a circle can be drawn at the maximum resolution supported by the output device, and is not limited by the amount of pixels.

This means you do not need to worry about the resolution or a later scaling factor (e.g. 200%) when you create the file.



The figure shows the difference: in a raster image (1), the individual pixels become visible when it is enlarged. A vector image (2) describes the form by points and curves; it stays smooth at any magnification.

Commonly used image formats

There are hundreds of different image formats. In the professional publishing field, however, only the TIFF, EPS and PDF image formats play a dominant role. But other formats like JPEG, PNG or the Photoshop format PSD are becoming more popular. To be able to assess which format is best for which document, you need to know the properties of these image formats. We will therefore examine these formats in more detail.

Generally you can recognize image formats by their suffixes.

The following table shows all formats the program places. They are grouped as in the **File Type** pop-up menu of the import dialog: **Print**, **Web**, **Other applications**, **VIVA**, **Camera** and **Non-recommended**. The columns **Raster** and **Vector** show which kind of image data a format contains; formats such as PDF and EPS can contain both.

Format	Suffixes	Raster	Vector	Note
Print				
TIFF	.tif, .tiff	✔		first choice for photos in print
EPS	.eps, .epsf, .lay	✔	✔	.lay: OPI layout image
PDF	.pdf	✔	✔	page selectable
Web				
JPEG	.jpg, .jpeg	✔		lossy
JPEG 2000	.jp2, .jpx, .j2k, .j2c	✔		
PNG	.png	✔		lossless, with transparency
WebP, AVIF	.webp, .avif	✔		placed at 72 ppi
SVG	.svg	(✔)	✔	96 pixels per inch
Other applications				
Adobe Photoshop	.psd, .psb	✔		layers selectable
Adobe Illustrator	.ai	(✔)	✔	read like PDF
GIMP, Krita, OpenRaster, Paint.NET	.xcf, .kra, .ora, .pdn	✔		layers selectable
Scitex CT	.ct	✔		
VIVA				
VivaDesigner, Database Publishing	.desd, .nwpd	✔	✔	page stays linked
VivaPhoto	.vivaphoto	✔		
Camera				
RAW	.cr3, .cr2, .nef, .arw, .raf, .orf and more	✔		16 bits per channel
DNG	.dng	✔		
Non-recommended				
BMP	.bmp	✔		better TIFF or PNG
GIF	.gif	✔		at most 256 colors
Windows Metafile, EMF	.wmf, .emf	(✔)	✔	better SVG or PDF

A check mark in parentheses means that the format can additionally contain this kind of image data, for example an embedded raster image in an SVG file. The following sections describe the formats in the same order.

Of animated GIF, WebP and AVIF files, the program places the first frame; camera RAW files are developed with the white balance and color matrix of the camera at 16 bits per channel. The program does not read lossy compressed DNG and NEF files or other formats such as HEIC; convert such images into one of the formats listed before you place them. The program reports images it cannot load when they are placed and updated.

Print Formats

The TIFF Format

This format for raster images is very versatile and supports bit depth of 1 to 48 bits per pixel. At the same time it supports different color models; black and white, gray scale, RGB, CIE, RGB indexed colors and CMYK. Which color model is the **right** one depends on what additional work will be done with the image. We will go into this in more detail later. The TIFF format supports various compression methods like RLE, LZW, CCITT Group 3 and 4, and JPEG. CCITT-compression is mostly used for transmitting images on fax machines. The desktop publishing environment mainly uses the LZW and JPEG processes.

The TIFF format differs between images for Motorola and Intel processors. These formats are frequently called **Macintosh** or **IBM PC** format. VivaDesigner supports both variations. Images in TIFF format have the suffix **.tif** or **.tiff**. VivaDesigner also recognizes an image in TIFF format if it has no suffix.

The EPS Format

The EPS format is the most commonly used vector file format in the publishing field.

We differ between the actual EPS format (**Encapsulated PostScript**) with the suffix **.eps** and the extended EPSF format for Macintosh with the suffix **.epsf**, which contains an integrated image preview as a resource.

So that the commands to create an image on the printer for the monitor do not have to be prepared again, some vector formats save a preview of the vector image. This preview displays a Bitmap in 72 DPI resolution which symbolizes the commands or elements of the file.

The special feature of PostScript format lies in the fact that, it can contain not only vector graphics but also raster information (as with TIFF-format). Due to the simple and brief commands even for complex graphics there is also a higher printing speed for EPS images, since for example in the printing of a circle not all the points in the circle, but just the command to draw a circle is sent to the printer. Therefore a vector-oriented EPS is also completely independent of the resolution of the output device.

The advantage of a high printing speed disappears when only a small part of an EPS image is printed. While with different Bitmap formats in part only the visible section of the image is sent to the printer, the program always has to transfer the whole EPS file. This is because it has no intelligence to know which part(s) of the image make up the visible crop.

Another advantage of the EPS-format is the support of transparency. While vector images always support transparency, the unique thing about EPS is that it also supports transparency for raster images under certain conditions.

The EPS/DCS Format

A particular instance of the EPS format is the DCS format (**Desktop Color Separation**). This format is especially suited to fast color separation of EPS images and is available in two versions.

With the DCS 1.0 format, an image consists of five files, a so-called **Layout file** consisting of a preview and references to the other four files, which contain the appropriate CMYK representations of the EPS.

With the DCS 2.0 format an image consists of one file containing all the color separations pre-separated.

DCS images also have advantages and disadvantages. The advantage of the DCS format is the speed with which color separations can be printed. Also the DCS-1 format allows you to distribute the layout file for presentation purposes while data integrity is maintained since the preview cannot be printed with the needed high resolution without the 4 corresponding data files.

A disadvantage of using the DCS format when outputting to color printers for proofing is that most desktop printers do not allow you to print in CMYK format. In this case the program outputs the layout file as on a laser printer.

OPI Images

OPI images are a special case among the image formats. OPI stands for **Open Press Interface** and was developed in the nineties to reduce the amount of image data when working with layout programs. OPI images are not created by an image editing program but by a so-called OPI server. This server creates low-resolution versions of images in TIFF or EPS format in the form of **layout images**. For example, the OPI server creates an 800 KB layout image from a 20 MB TIFF or EPS file. A layout image gets the same file name when it is created. Depending on the server settings, the layout image gets the suffix of the high-resolution original (i.e. **.eps** or **.tiff**) or the suffix **.lay**. Technically, these are still images in TIFF or EPS format, but they additionally contain a comment with the name and path of the high-resolution file. The much smaller layout images can be imported very quickly and save storage space. The program still places layout images like other TIFF and EPS images.

> *Note: From version 12 on, the program no longer supports OPI when printing and exporting. It no longer writes OPI comments; an OPI server can therefore no longer replace the layout images with the high-resolution originals. Use the high-resolution image files for output.*

The PDF Format

The PDF format is a document format that can save any text and images in high resolution, and which may be displayed on and output from every operating system in high quality. Although PDF format is not a classical image format, VivaDesigner can import PDF files into picture objects and output them accordingly. For PDF files with several pages, you choose the page in the **Select Pages** dialog.

Web Formats

The JPEG format

This cross-platform format for raster images was developed in 1992 by the **Joint Photographic Experts Group** (JPEG). What is colloquially called the JPEG file format is actually the JFIF file format, which stands for **JPEG File Interchange Format**. As a suffix, usually **.jpg** (more seldom **.jpeg** or **.jpe**) or **.jfif** is used. The JPEG format is the most commonly used image format on the Internet and in digital cameras. The advantage of the JPEG format lies in its high compression rate, which however is not lossless. This means that the higher the compression, the greater the loss in quality. Therefore, professional digital cameras store their images either in JPEG or in the lossless but storage-intensive RAW format. For this reason, the JPEG format is only suitable for color output of high-quality layouts in a very limited way.

If possible, you should convert raster images in JPEG format into TIFF or PSD files with CMYK color space.

However, you can use JPEG images without hesitation if:

- the document output will be exclusively for the monitor.

- the output is to be made on a laser printer or copier.
- a color output in exclusively composite mode is made.

If you are planning a high quality output, you should where possible avoid using JPEG images. Should this not be possible, you should observe the following rules:

- Use JPEG images only for screenshots.
- Ensure that color raster images are supplied not in RGB, but in CMYK format. This information is supplied after image import by the **Module** palette, the **Quick Access** palette or the **Picture Usage**. The RGB color model has a much larger spectrum than CMYK, but RGB colors must be converted into CMYK colors (print colors) for a color separation.
- If you or your service provider have a modern RIP, which can convert RGB data perfectly to CMYK colors, you should ensure that you use a low compression to minimize quality losses.
- Make sure that the JPEG images have a resolution of 300 ppi, provided the image is not reduced in size.

The JPEG 2000 Format

VivaDesigner also places images in JPEG 2000 format with the suffixes **.jp2**, **.jpx**, **.j2k** and **.j2c**.

The PNG format

The PNG format (PNG stands for **Portable Network Graphics**) is a cross-platform format for raster images. Unlike the JPEG format, it is saved without loss and can contain transparency information. Nevertheless, the PNG format is not suitable for professional print output because it is limited to the RGB and grayscale color spaces. If possible, you should convert raster images in PNG format into TIFF or PSD files with CMYK color space. Otherwise, the same recommendations apply to PNG images as to JPEG images.

The WebP and AVIF Formats

WebP and AVIF are newer formats for images on the Internet. They compress photos either losslessly or lossily, usually more than JPEG, and can contain transparency and a color profile. VivaDesigner places both formats (suffix **.webp** or **.avif**), AVIF also with 10 and 12 bits per channel. Since these formats do not store a print resolution, the program places them at 72 ppi; scale the image accordingly. Of an animation, the program places the first frame. For print, the same recommendations apply as for JPEG images.

The SVG Format

SVG (**Scalable Vector Graphics**) is an open, XML-based vector format that is widely used on the Internet. VivaDesigner places SVG files (suffix **.svg**) as vector graphics. If the dimensions in the file are given in pixels or without a unit, the program calculates with 96 pixels per inch, as browsers do.

Formats of Other Applications

The PSD Format

The PSD format is the file format of the image editing program Adobe Photoshop. Photoshop saves very large files in the related PSB format. VivaDesigner places both formats (suffix **.psd** or **.psb**). If the file contains layers, you determine with the command **Picture > Image Layers** which layers the program shows; please refer to the section Image Layers. Paths saved in Photoshop can be chosen as clip-

ping. Files whose layers the program cannot read (for example 32-bit files from Photoshop) are shown with their composite image.

The Illustrator Format

The program reads Adobe Illustrator files (suffix **.ai**) like PDF files and places them as vector graphics. In Illustrator, save the file with the option **Create PDF Compatible File**; without this option, it contains only a note text instead of the graphic.

The Formats of GIMP, Krita, OpenRaster and Paint.NET

The program places pictures from GIMP (**.xcf**), Krita (**.kra**), OpenRaster (**.ora**) and Paint.NET (**.pdn**) as the image composed of their layers. With the command **Picture > Image Layers**, you show and hide individual layers as with PSD files; please refer to the section Image Layers. Layers that only these programs know, for example vector or filter layers, are taken over as pixels or left out.

The SCITEX CT Format

The program supports the CT (Continuous Tone) image format developed by SCITEX. The program cannot place the LW (Linework) and BM (Bitmap) formats, which also come from SCITEX.

The CT format was developed for the optimal utilization of SCITEX RIPs and imagesetters. It is a highly compressed bitmap format in which a color separation is already stored, whose structure can be interpreted and processed very quickly, especially by SCITEX products.

VIVA Formats

VivaDesigner, Database Publishing and VivaPhoto Documents

You import pages of VivaDesigner documents (suffix **.desd**) and Database Publishing documents (**.nwpd**) as well as VivaPhoto documents (**.vivaphoto**) like pictures. The placed page stays linked to its source and can be updated after the source has been changed. Please refer to the section Importing Pictures and Documents.

Camera Formats

The RAW and DNG Formats

Camera RAW files contain the unprocessed data of the image sensor of a digital camera. VivaDesigner places the RAW formats of the common manufacturers, for example **.cr3** and **.cr2** (Canon), **.nef** (Nikon), **.arw** (Sony), **.raf** (Fujifilm), **.rw2** (Panasonic), **.orf** (Olympus) and **.pef** (Pentax), as well as the open DNG format (**.dng**). The program develops the file with the white balance and color matrix of the camera at 16 bits per channel and takes over the rotation of the camera; the RAW file itself remains unchanged. The program does not read lossy compressed DNG files or the High Efficiency NEF files from Nikon. You make your own settings such as exposure or white balance in VivaPhoto under **Photo > Develop RAW** and then place the VivaPhoto document.

Non-recommended Formats

The program can place the following formats, but they are not suitable for high-quality output. Convert such images into one of the recommended formats if possible.

The BMP format

Windows Bitmap, **BMP** for short, is a file format for raster images that Microsoft developed for Windows (suffix **.bmp**). BMP files are mostly uncompressed and therefore very large, and they do not know a CMYK color space. Use TIFF or PNG instead.

The GIF Format

The GIF format (**Graphics Interchange Format**, suffix **.gif**) stores at most 256 colors and is therefore suitable neither for photos nor for print. Of an animated GIF file, the program places the first frame at 72 ppi. Use PNG instead.

The WMF and EMF Formats

Windows Metafile (**.wmf**) and Enhanced Metafile (**.emf**) are vector formats of Windows that can also contain raster images. The program places EMF files as vector graphics and calculates dimensions in pixels with 96 pixels per inch, as with SVG; it also places the older WMF format. Both formats only know RGB colors and are not widespread outside Windows. Use SVG or PDF instead.

EPSF Vector Images and Fonts

While text is saved in raster images as a collection of pixels, the EPS format is able to save the text and its properties as a format reference in vector images.

In order to print the text of a vector image correctly, most programs offer the possibility of embedding the fonts used directly in the vector image (EPS or PDF). Some programs also offer the possibility of converting the fonts used into outline paths (objects). You should only use this option when embedding the fonts is not possible.

If fonts are not embedded or converted into outline paths, this can lead to output problems. In this case the user must ensure that the fonts used are installed and possess exactly the same names.

To address this problem the application shows a **Font Usage**, which also lists fonts needed by imported EPS image files. Without this special Font Usage facility it would be hard for the user to verify if fonts may be missing, which might cause problems during printing.

This is because the preview of the picture is saved as a Bitmap where type is normally displayed as a collection of pixels. Therefore the user, in contrary to normal text in the VIVA-document, cannot realize that the font used in the EPS might not be available.

For further explanation of this dialog please see the section entitled Font Usage.

Vector Images and Colors

When an EPS vector image is imported which contains colors not defined in the current document, the colors will automatically be added to the color list and are available to the user for further operations. Adding means that the application will take over the color name, the color definition and also the color separation mode.

Colors that are taken into the color list through importing an EPS file can be edited with the menu **Edit > Colors**, but these changes only affect objects that use these colors, but not the EPS file which also contains the color.

Colors that are taken into the color list through importing an EPS file will remain in the color list even if the EPS file that contains these colors has already been deleted from the document. Colors that are taken into the color list from an EPS file can only be deleted when the appropriate EPS file is no longer used in the document and also when other objects in the document do not use this color.

For further explanation of this dialog please see the sections entitled Color Usage and Working with Colors.

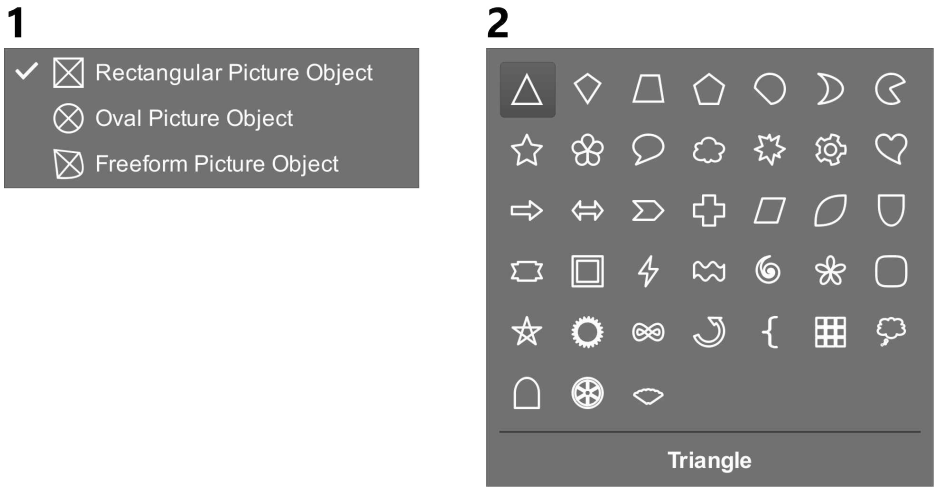
Creating Picture Objects

VivaDesigner is an object-oriented typesetting and layout program. This means that, as with text, pictures are displayed in the program by means of picture objects. For this reason, a picture object must be created before the picture is imported. The picture will be displayed within this object.

1. Picture objects may have any arbitrary form as long as they are closed objects.
2. A new picture object is created by means of the closed object tools in **Toolbar**, or with shortcut keys or menu commands.



The figure shows picture objects in different shapes: rectangle (1), oval (2), heart (3), star (4), speech bubble (5), polygon (6), cloud (7) and shield (8). You create rectangular, oval and freeform picture objects directly with the **Rectangular**, **Oval** or **Freeform Picture Object Tool**. For shapes such as heart, star or speech bubble, you draw the shape with the shape tool and then convert it into a picture object with **Object > Content > Picture**.



Hold down the mouse button on the picture object tool to choose between **Rectangular**, **Oval** and **Freeform Picture Object** (1). The shape tool shows its shapes in a grid; the name of the shape under the mouse pointer appears below (2).

Create a new picture object interactively

1. Choose one of the following options:
   - Click the **Picture Object Tool**.
   - Alternatively, press P.
   - Hold down the mouse button and select a tool form to create your picture object.
2. Click on the document page and create the picture object.

It may be quicker if you create a picture object using the menu or shortcut keys.

Create a new picture object with menu/shortcut keys

Choose one of the following options:

- Press **Ctrl** + **Shift** + **B** (Windows/Linux) or **Command** + **Shift** + **B** (Mac).
- Choose **Object** > **Content** > **Picture**.

You can also create a picture object by converting another closed object to a picture object.

If you change a graphic object into a picture object the conversion will be immediate. However if a text object is changed into a picture object an alert message may appear warning you that the text will be lost.

Convert an existing object into a picture object

1. Choose an existing closed object.
2. Choose one of the following options:
   - Press **Ctrl** + **Shift** + **B** (Windows/Linux) or **Command** + **Shift** + **B** (Mac).
   - Choose **Object** > **Content** > **Picture** in the menu or **Content** > **Picture** in the context menu.

After the creation of the picture object a diagonal cross will appear, indicating the picture object is empty.

Summary Creating Picture Objects

- Picture objects can be created by using the Toolbar Object tools.
- Picture objects can be created automatically using the shortcut keys **Ctrl + Shift + B** (Windows/Linux) or **Command + Shift + B** (Mac) or with the menu command **Object > Content > Picture**, as long as no other object is selected.
- Picture objects can be created by converting other object types.

Image Mode

Activate/Leave Image Mode

To import an image or position an imported image you will need to enable the Picture mode. As you already know the mouse pointer will automatically change into the appropriate pointer for the specific object type.

When the mouse pointer is positioned over a picture object it will change into the **grabber pointer**.

Activate Picture mode

Click with the mouse on the surface of a picture object.

- After the picture mode is selected by clicking in the object:

- The **Picture** menu will appear.
- The **Module palette** in **Picture mode** will appear if it was not specifically hidden.
- the picture object is shown with an outline. This imaginary outline also shows at which point the mouse pointer changes into the object pointer with which you can select the object.
- Hollow handles will appear. These handles indicate that Picture mode is activated and where the mouse pointer will change into the sizing pointer through which the object can be resized.

> *Note: To select a picture object which is part of a group of objects without ungrouping all the objects, the* **Group Mode** *must be deactivated. Click anywhere on the page where there is no Object to activate Object mode and Choose* **Object > Group Mode Active** *or Press* **Ctrl + Alt + U** *(Windows/Linux) or* **Command + Option + U** *(Mac).*

Ways of leaving Picture Mode

- If the picture mode is enabled and the mouse pointer is positioned on a handle it will change into the sizing pointer. If the mouse button is held down the object can be resized. The program will then change to Object mode.
- Click anywhere in the document where no object is present.
- Hold down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) while clicking the object.

Importing Pictures and Documents

You can import pictures and documents using a selection dialog, interactively with **Drag and Drop** or with the **Clipboard**.

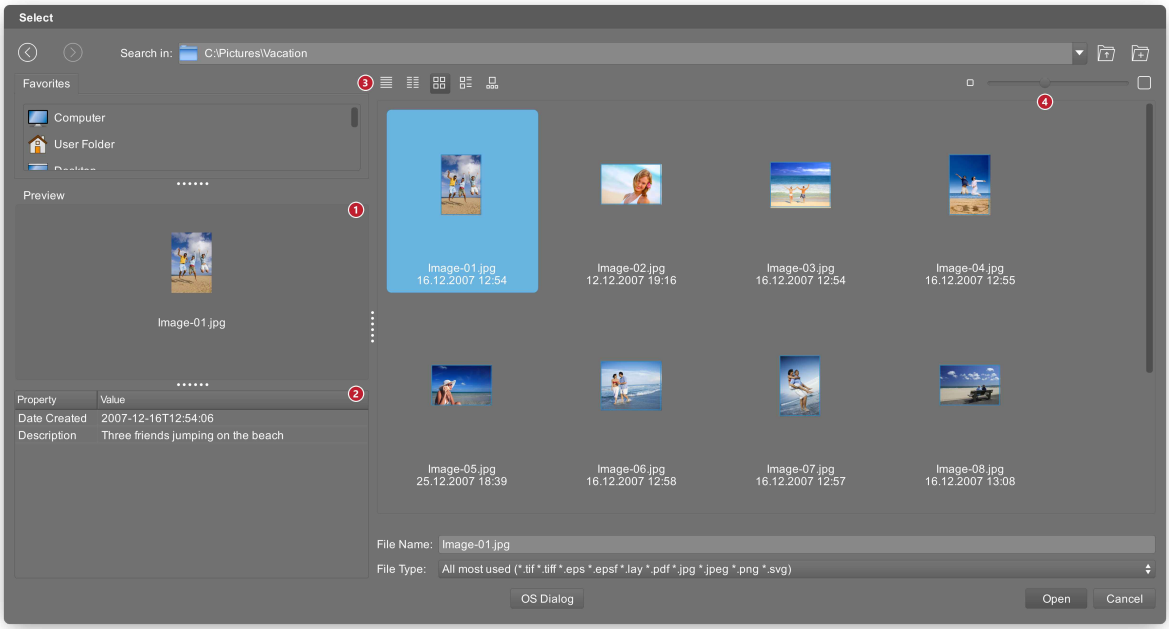
> *Note: On request, the* **VIVA AI Assistant** *also places pictures in picture objects — from files on your computer or from the Internet. It embeds pictures from the Internet in the document. The assistant must be activated in the preferences under* **VIVA AI Assistant**.

The Import Command

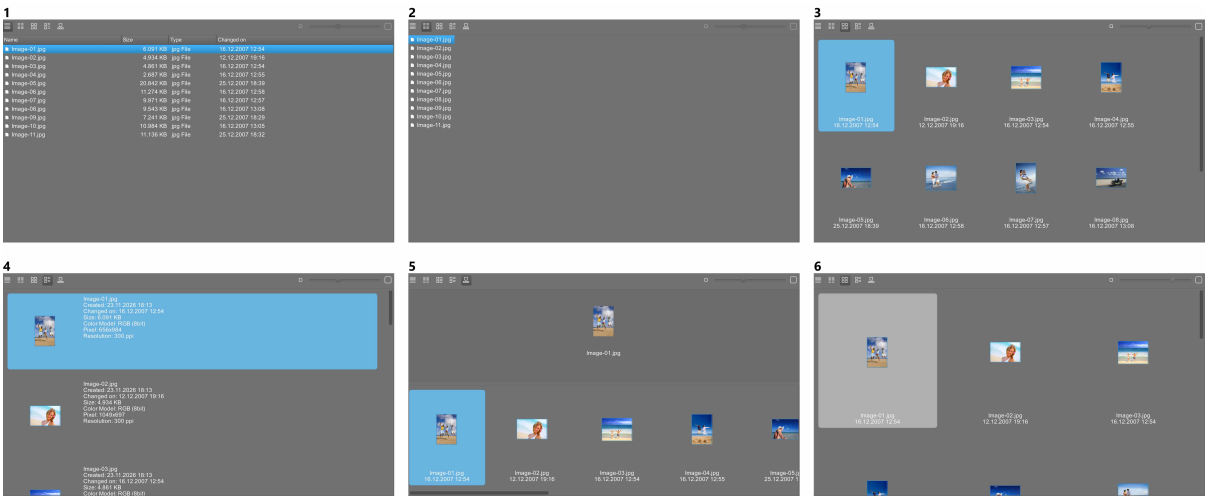
Using the import dialog, you import pictures as well as pages of VivaDesigner and Database Publishing documents and VivaPhoto documents. The program opens its own dialog as the default for importing, which is identical for all operating systems. You already know the operation of this dialog from other sections.

Import a picture or document with the dialog:

1. Choose or create a picture object and activate the Picture Mode. The **picture slider** should appear further down the page from the object if you have chosen an object that already contains an image.
2. Choose one of the following options:
   - Press **Ctrl + D** (Windows/Linux) or **Command + D** (Mac).
   - Choose **File > Import** in the menu or **Import** in the context menu.
   - Click the **Import** icon on the left hand side of the picture slider.
3. Set the required display of folders and files using the options familiar to you.
4. Use the many navigation assistants to select the folder in which your picture file is stored.
5. Choose the picture or document file with the mouse pointer or enter the name of the file in the entry field **File Name**.
6. Optionally, choose an option in the **File Type** pop-up menu to limit the display of the image files. The list groups the formats into Print, Web, Other applications, VIVA, Camera and Non-recommended; **All most used** with TIFF, EPS, PDF, JPEG, PNG and SVG is preselected. Please refer to the section The Common Image Formats.
7. You may click the **OS Dialog** button if you prefer to work directly with the operating system of your computer (OS = Operating System).
8. Click **Open** when you want to import the file you have selected.
9. For a VivaDesigner or Database Publishing document with several pages, choose the page in the **Page Number** field of the **Select Pages** dialog and, under **Place**, the option **Page Format** or **Page with Bleed**, and confirm your entry. For a PDF file with several pages, you choose the page in the same way.



The figure shows the dialog in the **Thumbnail** view with large thumbnails. The **Preview** area shows the selected file (1). Drag the divider below the preview upwards to show the **Property** / **Value** table with the metadata of the file, for example the EXIF and IPTC data of a photo (2). With the buttons above the list you choose the view (3), with the slider the size of the thumbnails (4). In the **Large Icons** view, each thumbnail additionally shows the creation and modification date, file size, color space, pixel dimensions and resolution of the file.



The figure shows the views **Details** (1), **List** (2), **Thumbnail** (3), **Large Icons** (4) and **Film Strip** (5) as well as the **Thumbnail** view with larger thumbnails (6).

The imported picture files will not normally be embedded in the document. The program just saves a preview, the picture name and the required path. This keeps the size of the document within reasonable bounds.

The imported pictures have to be opened to produce the preview, then closed again so they may be modified again immediately by other users in a network when necessary.

If you import an image in a picture object that already contains an image it will take on the current attributes applied to the previous image. If you have modified the position or the scaling factor of the previous picture, these parameters will automatically be applied to the new one.

If you want to import a picture into an empty picture object with certain special properties, the parameters should be set beforehand in the **Module palette** in **Picture mode**.

The placed page stays linked to its source. The **Pictures** palette and the **Picture Usage** show whether the source has been changed since it was placed and update the page on request. With **Edit Original** in the context menu, you open the source at the placed page; the program opens a VivaPhoto document in a tab of its own with the tools, palettes and keyboard shortcuts of VivaPhoto. If fonts or pictures of the placed document are missing, the program reports this when placing and updating. **File > Package & Send** includes placed documents with their pictures and fonts in the package.

Drag and Drop

Drag and Drop is a well-known technique with which you move files and folders in the operating system, for example. You can use the mouse to import pictures and documents directly from the desktop or a folder in the operating system.

Import pictures and documents with “Drag and Drop”:

1. Open the folder containing the picture files.
   - Make sure that both the file icon and the picture object in the document window are visible.
2. Click the file icon and with the mouse button held down, drag it over the picture object in the document window.
3. Release the mouse button to import the file into the picture object.

You can also use the **Drag and Drop** function to import a picture or document and at the same time create a new picture object. Simply drag the file to the document page and release the mouse button. The program places the file where you release the mouse button, and you can then edit the picture and object settings in the usual way. Of a document, the program places the first page; you choose another page with the **Import** command in the **Select Pages** dialog.

Import several pictures and documents with “Drag and Drop”:

1. Open the folder in the operating system.
2. Mark the picture and document files you want to import and with the mouse button held down, drag them to the document page.
3. Release the mouse button to import the files. The program creates a picture object of its own for each file — with the first page for documents — and arranges the picture objects slightly offset on top of each other. You can mix pictures and documents.

Clipboard

You can import pictures using the Clipboard of different programs. The clipboard is a memory area that the operating system provides for the exchange of data between various programs. If a picture or text is copied to the clipboard, other programs can import (paste) this data into their documents.

By contrast to the **Import** command, the imported picture is embedded in the document, since there is no file which the program could refer to during output. Therefore pictures imported via the clipboard only have a screen resolution and are therefore not suitable for high quality printing.

Deleting, Cutting and Copying Picture Content

There are two ways to delete the content of a picture object. You can remove a picture so that the picture object stays empty, or you can remove a picture by importing another picture.

To cut or copy the content of a picture object to another picture object, use the well-known commands **Cut**, **Copy** and **Paste**.

Deleting/Cutting/Replacing picture content

1. Activate Picture Mode.
2. Choose one of the following options to delete an image:
   - Press the **Backspace** or **Delete** key.
   - Choose **Edit > Delete** in the menu or **Delete** in the context menu.
3. Choose one of the following options to cut a picture when you want to place the same picture in another picture object:
   - Press **Ctrl-X** (Windows/Linux) or **Command + X** (Mac).
   - Choose **Edit > Cut** in the menu or **Cut** in the context menu.
4. Choose one of the following options to replace an image:
   - Press **Ctrl + D** (Windows/Linux) or **Command + D** (Mac).
   - Choose **File > Import** in the menu or **Import** in the context menu.
   - Import a picture using **Drag and Drop**.

Copy & Paste picture content

1. Activate the Picture Mode in the picture object you want to copy.
2. Choose one of the following options:
   - Press **Ctrl + C** (Windows/Linux) or **Command + C** (Mac).
   - Choose **File > Copy** in the menu or **Copy** in the context menu.
3. Activate the Picture Mode in the picture object into which you want to paste the picture.
4. Choose one of the following options:
   - Press **Control-V** (Windows/Linux) or **Command + V** (Mac).
   - Choose **File > Paste** in the menu or **Paste** in the context menu.

Swap the pictures of two picture objects:

In **Swap Mode** you swap the pictures of two picture objects by drag and drop. By default Swap Mode is switched on.

1. Activate Picture mode in the picture object whose picture you want to swap.

2. Make sure that **Picture > Swap Mode Active** is switched on. Alternatively you switch Swap Mode on and off with the corresponding icon in the **Quick Access** palette.
3. Drag the picture content onto the other picture object with the mouse button held down. If the mouse pointer is over another picture object, it shows the icon for swapping.
4. Release the mouse button.

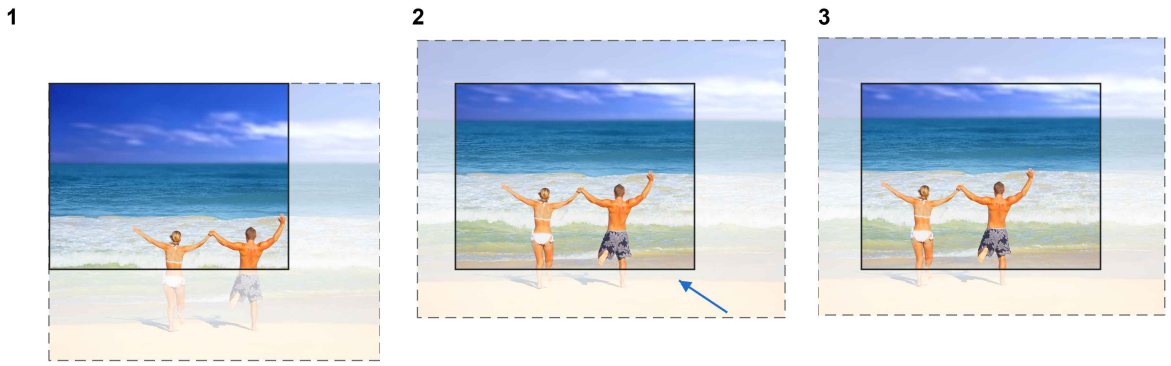
The program swaps the pictures of the two picture objects and fits both pictures into the respective picture object as with the command **Fill Frame Proportionally**. If the other picture object is empty, the program moves the picture into this picture object and the object it came from remains empty.

> *Note: If you release the mouse button over the same picture object, the program only moves the picture content as usual. Switch swap mode off if you do not want to swap pictures accidentally while moving picture contents.*

Defining the Crop

If no preferences have been chosen for the picture, it is displayed in the upper left corner of the picture object after the import. However, you may change the position of the picture in the picture object in any way. To do so, there are several options:

- Interactive moving with the mouse.
- Interactive moving with the arrow keys.
- Precise positioning by means of parameter entrances in the **Module** palette or **Quick Access** palette.
- Precise positioning by centering the picture in the picture object.
- Filling the picture object proportionally and centering the picture.
- Skewing and rotating the picture.
- Resizing the picture object.



After the import, the picture is in the upper left corner of the picture object (1). The program shows the part of the picture outside the picture object transparently while you move it. Move the picture content until the part you want is in the picture object (2), or center it (3).

Moving Picture Content

The picture content can be moved and aligned with the mouse button, the arrow keys or menu commands. In the default settings, the complete preview of the picture is displayed while it is moved; outside the picture object, it appears transparent. This helps with positioning.

Move picture content interactively

1. Activate Picture Mode.
2. Hold down the mouse button (Mac) or the left mouse button (Windows/Linux) and drag the picture in any direction.
   - Hold down the the **Shift** key to constrain the movement to 90 degrees horizontal/vertical.
3. Instead of the mouse, use the arrow keys to move the picture.

In all the cases described above, the current position of the preview will be displayed immediately in the **Module** palette and the **Quick Access** palette (in Picture mode).

4. Alternatively, use the entry fields in the **Module** or **Quick Access** palette to define the top left position of the preview in the picture object. Both positive and negative values may be entered in all units of measurement.

While moving the image interactively with the mouse/grabber hand or with the arrow keys, the actual position is displayed immediately. This may slow down the speed of the program but undoubtedly it enhances your control over the work.

The speed and display quality when moving pictures can be defined in the preferences on the **Pages & Objects** page.

Display options for moving pictures

1. Choose the **Pages & Objects** page in the **Preferences**.
2. Choose an option in the **Move Image Content** pop-up menu:
   - Choose the option **Gray out images** if only a (blue) outline instead of a preview should be displayed when moving the picture. This option is suitable for very slow computers.
   - Choose the option **Show image preview in frame** if the preview should only be displayed within the picture object when moving the picture.
   - Choose the option **Show complete preview** if the complete preview should be displayed when moving the picture. The preview outside the picture object is displayed transparently. This option is suitable for very precise picture positioning. It is intended for fast computers and is activated by default.
3. Confirm the entry.

If when moving picture content you wait for a second with the mouse, the picture preview will flicker briefly. This is a signal to the user that the program has temporarily changed the display mode for the current movement of the picture:

- If the option **Gray out images** is activated in the preferences, the program shows a blue outline over the image preview.
- If the option **Show image preview in frame** has been activated in the preferences, the program only shows the preview within the picture object.

- If the option **Show complete preview** is activated in the preferences, the program shows the complete image preview.



The figure shows the three displays when moving: **Gray out images** (1), **Show image preview in frame** (2) and **Show complete preview** (3).

You can also move or align the picture preview using menu commands.

Move picture preview using menu

1. Choose one of the following options to center the picture horizontally and vertically in the Picture object:
   - Press **Control + Shift + C** (Windows/Linux) or **Command + Shift + C** (Mac).
   - Choose **Picture > Alignment > Center** in the menu or **Alignment > Center** in the context menu.
   - In the **Slider**, click the icon for centering to the left of the icons for mirroring.
2. Choose one of the following options to align the picture horizontally on the left edge of the Picture object:
   - Press **Ctrl-Shift + L** (Windows/Linux) or **Command + Shift + L** (Mac).
   - Choose **Picture > Alignment > Left** in the menu or **Alignment > Left** in the context menu.
3. Choose one of the following options to align the picture horizontally on the right edge of the Picture object:
   - Press **Ctrl + Shift + R** (Windows/Linux) or **Command + Shift + R** (Mac).
   - Choose **Picture > Alignment > Right** in the menu or **Alignment > Right** in the context menu.
4. Choose one of the following options to center the picture just horizontally in the Picture object:
   - Choose **Picture > Alignment > Center Horizontally** in the menu or **Alignment > Center Horizontally** in the context menu.
5. Choose one of the following options to align the picture just on the top edge of the Picture object:
   - Choose **Picture > Alignment > Top** in the menu or **Alignment > Top** in the context menu.
6. Choose one of the following options to align the picture just on the bottom edge of the Picture object:
   - Choose **Picture > Alignment > Bottom** in the menu or **Alignment > Bottom** in the context menu.
7. Choose one of the following options to center the picture just vertically in the Picture object:
   - Choose **Picture > Alignment > Center Vertically** in the menu or **Alignment > Center Vertically** in the context menu.

When the image is centered in the object, an absolute value is calculated that does not change when the height or width of the Picture object is changed.

Move picture preview precisely with the dialog

1. Choose a Picture object.
2. Choose an appropriate option:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Enter a value in the fields **Horizontal** and/or **Vertical** in the **Offset** section. Positive values move the picture preview to the right or downwards, negative values move the picture preview to the left or upwards. The reference point is top/left.
4. Confirm the entry.

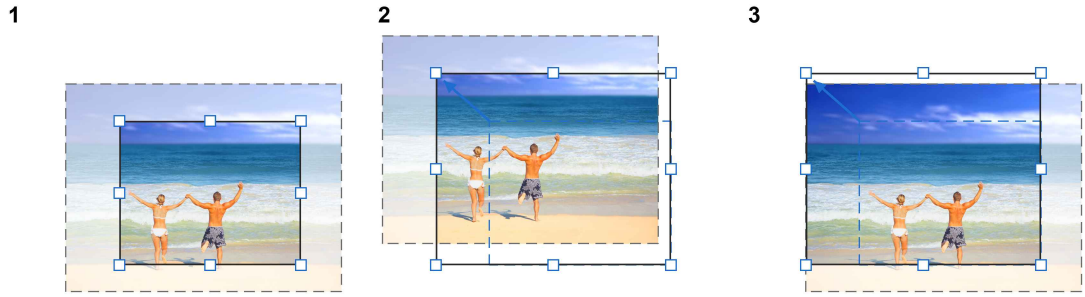
Resizing Picture Object

The picture crop can of course also be changed by subsequently altering the size of the picture object. If you stretch the picture object upwards or to the left, the picture content follows this change of position without changing the offset of the picture inside the picture object.

Resizing a picture object

1. Choose a picture object.
2. Resize the picture object and observe the image preview.

If, however, you choose the option **Crop image on all sides when stretching** in the preferences on the **Pages & Objects** page, the picture **stays** in place on the page when the picture object is stretched, and its offset within the picture object changes for these directions.



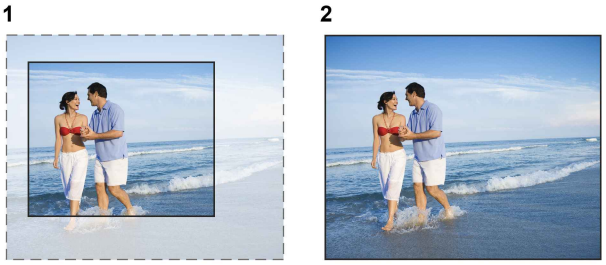
The figure shows a picture object (1) that is stretched to the upper left at its upper left handle. In the default setting, the picture moves with the picture object (2). With the option **Crop image on all sides when stretching**, the picture stays in place on the page, and the picture object additionally shows the picture area on the left and at the top (3). The blue line marks the original size of the picture object in each case.

The command **Fit Frame to Picture** in the **Picture** menu as well as the context menu is related to resizing the picture object. The command causes the picture object to take the same size as the imported image inside according to its current scale.

Fitting the picture object to the picture preview:

1. Choose a picture object.
2. Choose an appropriate option:
   - Choose **Picture > Fit Frame to Picture** in the menu or **Fit Frame to Picture** in the context menu.

The size of the picture object now corresponds to the size of the picture preview in its current scaling. At the same time the picture preview is automatically centered in the picture object.



Before the command **Fit Frame to Picture**, the picture object shows only part of the picture (1), afterwards the whole picture (2).

Fit the picture object to the picture by double-clicking:

1. Choose a rectangular picture object that contains a picture.

2. Choose one of the following options:

- Double-click the left or right middle sizing handle to fit only the width of the picture object to the picture.
- Double-click the top or bottom middle sizing handle to fit only the height of the picture object to the picture.
- Double-click a sizing handle in a corner to fit the width and the height of the picture object to the picture.

What counts is the size of the picture preview in its current scaling. Unlike with the command **Fit Frame to Picture**, the picture keeps its position on the page: the program moves the edges of the picture object to the edges of the picture.

> *Note: With oval and polygonal picture objects as well as with empty picture objects, double-clicking a sizing handle has no effect.*

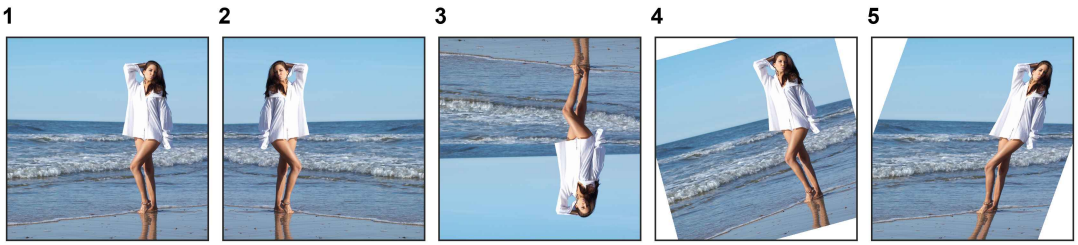
Summary Moving Picture Content

- You may move the image content interactively using the mouse or the arrow keys.
- You may position the image content exactly by entering values for the vertical and horizontal offset into the entry fields of the **Module** palette (Picture mode).
- You may center the picture content relative to the current object size using the **Center** command in the **Picture > Alignment** menu. The command can also be reached with the shortcut keys **Ctrl + Shift + Z** (Windows/Linux) or **Command + Shift + Z** (Mac).
- You may position the image relatively according to its actual scale using the command **Fit Frame to Picture** from the **Picture** menu.
- You may crop the image by resizing the picture object.
- If you resize the picture object upwards or to the left the position of the image inside will change in relation to the page.

- If an object is stretched at an upper or left handle, the position of the picture on the page does not change if the option **Crop image on all sides when stretching** has been selected in the preferences on the **Pages & Objects** page.

Mirror, Rotate and Skew picture preview

You can mirror, rotate and skew picture previews in picture objects.



The figure shows the original (1), the picture flipped horizontally (2) and vertically (3) as well as the picture rotated by 15° (4) and skewed by 20° (5). The picture object itself remains unchanged.

Mirroring picture previews with the Picture Slider

1. Activate Picture mode. The **Slider** appears further down the page.
2. Choose one of the following options:
   - Click the **Vertical Mirror** icon on the right hand side of the slider to mirror the picture preview vertically.
   - Click the **Horizontal Mirror** icon on the right hand side of the slider to mirror the picture preview horizontally.

Mirroring, rotating or skewing picture previews with the palette

1. Activate the Picture mode.
2. Click the checkbox **Mirror Horizontally** or **Mirror Vertically** in the **Module** palette or the appropriate icons in the **Quick Access** palette (Picture mode) to mirror the picture.
3. Enter an angle between **-360** and **+360** degrees in the entry field **Rotation** to rotate the picture preview in the picture object. Alternatively, click the arrow buttons on the right of the entry field to rotate one degree at a time. Positive values rotate the picture preview anti-clockwise, negative values rotate the picture preview clockwise. The rotation occurs around the center point of the picture preview.
4. Enter an angle between **-75** and **+75** degrees in the entry field **Skew** to skew the picture preview in the picture object. Alternatively, click the arrow buttons on the right of the entry field to skew one degree at a time. Positive values skew the picture preview to the right, negative values skew it to the left.

Mirroring, rotating or skewing picture previews with the dialog

1. Choose a Picture object.
2. Choose an appropriate option to activate **Object Mode**:
   - Click the edge of the picture object.

- Click on the image surface while holding down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac).
- Move the mouse over the middle of the object until the gray **Object Mode Select** button appears and click once. If the button does not appear, the object height or width is too small and you must choose another option.

3. Choose one of the following options to open the **Special Settings** dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or with the mouse button held down, **Special** in the context menu.
4. Click the checkbox **Horizontal** or **Vertical** in the **Mirroring** section to mirror the image.
5. Enter an angle between **-360** and **+360** degrees in the entry field **Rotation** to rotate the picture preview in the picture object. Positive values rotate the picture preview anti-clockwise, negative values rotate the picture preview clockwise. The rotation occurs around the center point of the picture preview.
6. Enter an angle between **-75** and **+75** degrees in the entry field **Skew**, when you want to skew the picture preview in the picture object. Positive values rotate the picture preview to the right, negative values rotate the picture preview to the left.
7. Confirm the entry.

> *note:*
>
> - *If while creating the document it is already determined that the image should be rotated it is advisable to execute the action in the original illustration or drawing program. This will enhance the printing speed later on considerably.*
> - *If a rotation in the program cannot be avoided, then a rotation without decimal places will hardly slow down the printing speed. For display on the monitor this is not relevant.*
> - *The same goes for images requiring a skew factor.*

Scaling Image Preview

The scaling of an image may be set horizontally or vertically independently. While doing so the original file will not be altered, only the imported image in the document will be shown and printed with the set size. Such changes therefore have no effect on the actual image file.

Although the program allows scaling factors between 1% and 2000% of the original size, you should give careful consideration to the picture scaling with raster images, as:

- If you enlarge a raster image considerably in the program this can result in undesired loss of quality in the output.
- If you make a raster image considerably smaller in the program there will not be a loss of quality, but the information sent to the output device is unnecessarily large which will slow down the printing speed.

Vector images on the other hand may be given any scaling you like, as there will be no loss of quality in the output.

The program offers many possibilities for changing the scaling proportionally and unproportionally:



The figure shows the same picture in a picture object at 100% (1) and 50% (2), after **Fit Picture Proportionally to Frame** (3), **Fill Frame Proportionally** (4) and **Fit Picture to Frame** (5) as well as unproportionally at 75% horizontally and 50% vertically (6). Picture areas outside the picture object are shown light.

Scaling image preview proportionally

1. Activate Picture Mode.
2. Choose one of the following options to apply one of the default scaling factors:
   - 50% — Press **Ctrl** + **Alt** + **5** (Windows/Linux) or **Command** + **Option** + **5** (Mac).
   - 75% — Press **Ctrl** + **Alt** + **7** (Windows/Linux) or **Command** + **Option** + **7** (Mac).
   - 100% — Press **Ctrl** + **Alt** + **1** (Windows/Linux) or **Command** + **Option** + **1** (Mac).
   - 200% — Press **Ctrl** + **Alt** + **2** (Windows/Linux) or **Command** + **Option** + **2** (Mac).
   - 400% — Press **Ctrl** + **Alt** + **4** (Windows/Linux) or **Command** + **Option** + **4** (Mac).
   - Choose a scaling factor between **25%** and **400%** in the **Picture** menu.
   - In the **Module** or **Quick Access** palette, choose the SAME scaling factor between **25%** and **400%** in the pop-up menus **Horizontal Scale** and **Vertical Scale**.
3. Choose one of the following options to fit the image preview proportionally into the Picture object and center it automatically:
   - Choose **Picture > Fit Picture Proportionally to Frame** in the menu or **Fit Picture Proportionally to Frame** in the context menu.
   - Press **Ctrl** + **Alt** + **0** (Windows/Linux) or **Command** + **Option** + **0** (Mac).
4. If you have a mouse with a scroll wheel, hold down the **Alt** key (Windows/Linux) or the **Option** key (Mac) and scroll in the appropriate direction to enlarge or reduce the picture preview in 5% steps.
   - Additionally, hold down the **Shift** key to enlarge or reduce the picture preview in 1% steps with the scroll wheel.
5. Use the **Slider** to enlarge or reduce the picture preview. Every time you release the slider, it will be reset to the middle and the enlargement or reduction of the image preview size will be implemented.

6. To scale both the picture preview AND the picture object proportionally, choose one of the following options in Object mode:
   - Hold down the keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac) while you resize the picture object using the selection handles at the corners of the object.
   - Click the special **Scaling point** and hold down the mouse button. Drag in any direction to resize.
7. To fill the Picture object proportionally, do one of the following:
   - Choose **Picture > Fill Frame proportionally** in the menu or **Fill Frame proportionally** in the context menu.
   - Press **Ctrl + Alt + 3** (Windows/Linux) or **Command + Option + 3** (Mac).
   - Click the icon **Fill Frame proportionally** in the **Slider**.

Scaling image preview unproportionally

1. Activate Picture Mode.
2. Choose an appropriate option in the **Module** palette or the **Quick Access** palette:
   - Choose an entry from the popup menus **Horizontal Scale** and/or **Vertical Scale**.
   - Enter a value in the field **Horizontal Scale** or **Vertical Scale**. The entry fields accept values between 1% and 2000% in 0.001% steps.
   - Enter a measurement in any measurement unit in the fields **Width** and **Height**.
3. Choose an appropriate option to fit the image preview into the Picture object unproportionally:
   - Choose **Picture > Fit Picture to Frame** in the menu or **Fit Picture to Frame** in the context menu.

With this action the picture preview will be centered automatically.

4. To scale both the picture preview and the picture object unproportionally, hold down the keys **Ctrl + Alt** (Windows/Linux) or **Command + Option** (Mac) while you resize the picture object.

Scaling image preview unproportionally with the dialog

1. Select a Picture object.
2. Choose an appropriate option:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu or **Special** in the context menu.
3. Enter a value in the field **Horizontal Scale** and/or **Vertical Scale**. The entry fields accept values between 1% and 2000% in 0.001% steps.
4. Confirm the entry.

When the **Module** palette or the **Quick Access** palette is shown the actual scaling factors will be substituted in the entry fields.

It is not necessary to enter the %-mark as these entry fields are for percentages only. The program will add the %-mark automatically after entering a value.

If the picture object is an oval or a polygon, the program will calculate the scaling factor according to the rectangle enclosing the picture object. The actual position of the image within the object will be ignored.

Preflight for Images

The program offers options in the preferences for the preflighting of pictures. You can activate warnings for pictures with the color spaces RGB, grayscale or bitmap, warnings for the use of transparency and effects as well as minimum resolutions for color, grayscale and black-and-white pictures.

Optimizing and converting pictures

With the commands **Optimize Image**, **Change Color Space** and **Image Layers** in the **Picture** menu you adapt imported pictures without using an image editing program.

> *Note: The commands are only available in the* **Expert** *working mode.*

Optimize Image

With the command **Optimize Image** you reduce the resolution of a picture to the resolution needed for the output and, if you wish, cut off the areas of the picture that lie outside the picture object. The program saves the result as a new picture file and replaces the picture in the picture object with the new file. The command is available for raster images as well as for PDF and EPS images.

Optimize a picture:

1. Activate Picture mode.
2. Choose **Picture > Optimize Image**.
3. Define the options you want in the **Optimize Image** dialog:
   - **Crop** — Crops the picture to the area visible in the picture object plus a margin of 0.1 mm. The program calculates a mirroring, rotation or skewing of the picture into the picture data.
   - **Prefix** and **Postfix** — Text that the program puts in front of or appends to the name of the original file for the new file. By default the postfix is ".viva.copy".
   - **Format** — File format of the new file: **TIF**, **JPG** or **PNG**.
4. Confirm the entry.

As the target resolution the program uses the values of the option **Minimum Image Resolution** from the preferences under **Preflight**, provided that **Preflight Document** and the respective minimum resolution are activated there. Otherwise it uses 300 ppi for color images, 800 ppi for grayscale images and 1200 ppi for black and white images. The resolution refers to the current scaling of the picture in the picture object. The program does not scale up pictures with a lower resolution. If **Crop** is switched off and the resolution is already below the target resolution, the program does not create a new file.

The program saves the new file in the folder of the original file. If write permission is missing there, it saves the file in the folder of the document. If that is not possible either, the program asks whether it should embed the new picture in the document instead. If the original picture is embedded, the program embeds the new picture as well.

> *Note: The program converts PDF and EPS images into raster images in the process; for these images the command is only available if the target resolution for color images is at most 400 ppi. With the format* **PNG** *the program converts CMYK images into the RGB color space. If the original file was not found or was changed after the import, the program does not carry out the command.*

Important: Do not leave **Prefix** *and* **Postfix** *empty at the same time. If the name of the new file is the same as the name of the original file, the program overwrites the original file.*

Change Color Space

With the command **Change Color Space** you convert a raster image into the color space CMYK, RGB or Gray with the help of a color profile. The program embeds the color profile in the new picture file and replaces the picture in the picture object with the new file. The command is not available for PDF and EPS images.

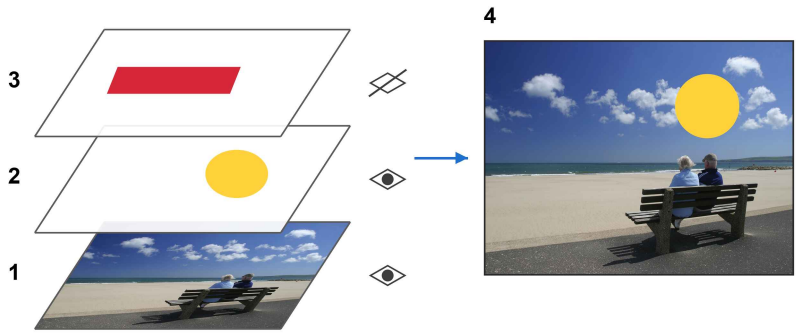
Change the color space of a picture:

1. Activate Picture mode.
2. Choose **Picture > Change Color Space**.
3. Define the options you want in the **Change Color Space** dialog:
   - **Color Space** — Target color space **CMYK**, **RGB** or **Gray**. For the format **PNG**, **CMYK** is not available.
   - **Profile** — Color profile for the conversion. The popup menu shows the profiles of the chosen color space. With **Current Working Profile** the program uses, for CMYK and RGB, the profile that is set as the **Working Spaces** in the preferences under **Color Management**.
   - **Prefix** and **Postfix** — Text that the program puts in front of or appends to the name of the original file for the new file.
   - **Format** — File format of the new file: **TIFF**, **JPEG** or **PNG**.
4. Confirm the entry.

The program determines the location of the new file as with the command **Optimize Image**. Here too: if the original file was not found or was changed after the import, the program does not carry out the command.

Image Layers

If a picture contains layers, for example a Photoshop file (PSD), you use the command **Image Layers** to determine which layers the program shows in the picture object. The picture file itself remains unchanged.



A picture with layers is made up of several layers on top of each other, for example a photo (1), a graphic (2) and lettering (3). The picture object only shows the visible layers (4); in the example, layer 3 is hidden.

Show and hide image layers:

1. Activate Picture mode.
2. Choose **Picture > Image Layers** in the menu or **Image Layers** in the context menu.
3. In the **Layer** section, click in the column to the left of the name of a layer to show or hide the layer. The icon in this column marks visible layers.
4. Optionally activate **Keep Layer Selection When Updating** if the chosen visibility of the layers is to be retained as soon as the program updates the picture after a change to the picture file. If the option is switched off, the program takes over the layers as they are stored in the picture file when updating.
5. Confirm the entry.

The **Preview** section shows the picture with all visible layers, the **Layer Preview** section the selected layer.

For Photoshop files, the program composes the visible layers itself the way Photoshop does — with layer and vector masks, blending modes, clipping masks, groups, adjustment layers (for example levels, curves, hue/saturation, color balance, black & white, exposure), fill layers (solid color, gradient) and layer effects such as shadow, glow, stroke and color or gradient overlay. If you hide all layers, the picture object stays empty and transparent. Before a change, the preview shows the picture as it is placed.

> *Note: VivaPhoto also shows and hides layers and creates layers of its own, as pixel, adjustment and fill layers with masks in the* **Layers** *palette. If you place a VivaPhoto document in VivaDesigner, the picture object shows the photo the way VivaPhoto shows it; you change the layers with* **Edit Original** *in the tab of the photo document. With* **Image Layers…**, *you also show and hide the layers of placed VivaDesigner documents as well as of Paint.NET, Krita, OpenRaster and GIMP pictures.*
>
> *Note: The command is only available for pictures with layers. If the picture file was not found or was changed after the import, the dialog only shows the layers.*

Image Adjustments

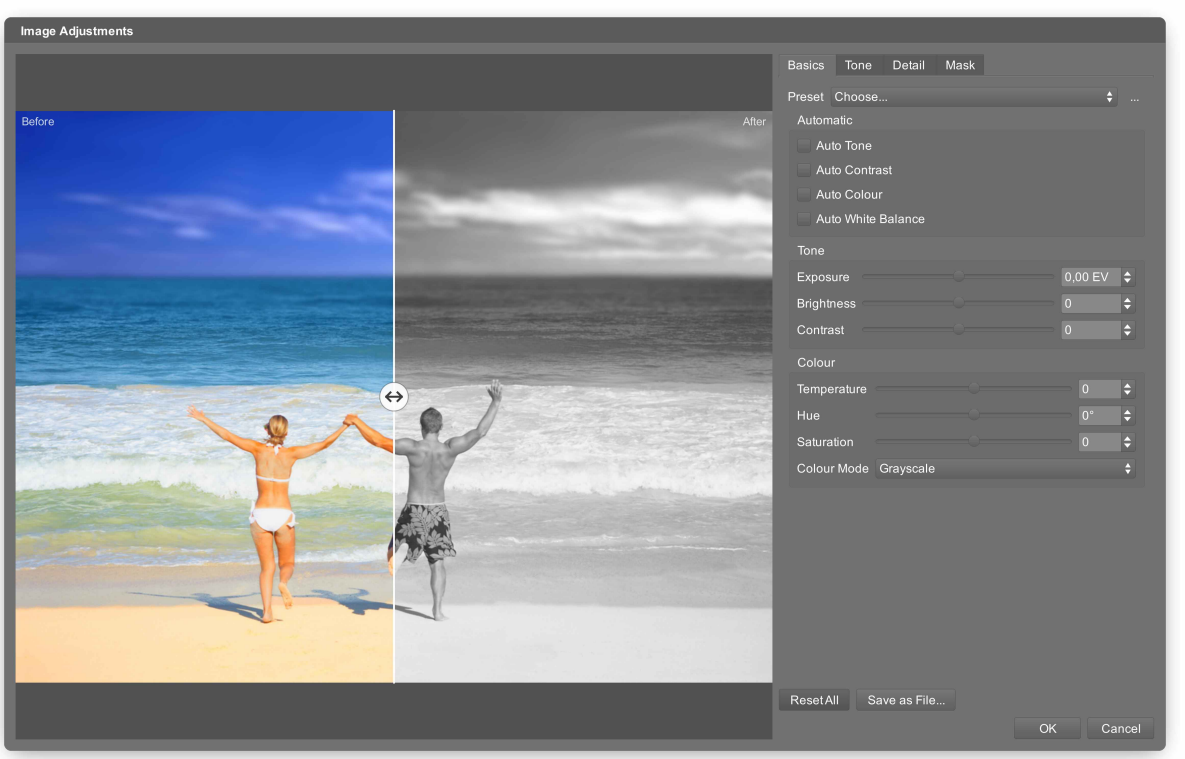
With the **Image Adjustments** command in the **Picture** menu, you correct pictures directly in the layout without using an image editing program. The adjustments belong to the picture object and do not change the image file. They apply on screen, in print and in the PDF, also for PDF, EPS and SVG pictures; CMYK pictures keep their black generation. This way, you can correct the same picture differently in several picture objects.

Adjusting a picture:

1. Activate Picture mode.
2. Choose **Picture > Image Adjustments** in the menu or **Image Adjustments** in the context menu.
3. Make the settings you want on the **Basics**, **Tone**, **Detail** and **Mask** tabs of the **Image Adjustments** dialog. The options are described below.
4. Compare the original and the corrected picture in the left part of the dialog: to the left of the dividing line is the original (**Before**), to the right the corrected picture (**After**). Drag the dividing line to compare.
5. Confirm the entry.

Reset All takes back all adjustments. With the button next to **Preset**, you save the current settings as a preset of your own (**Save as Preset**) and import, export or delete presets. The program measures activated automatic corrections anew for each picture.

Basics Tab



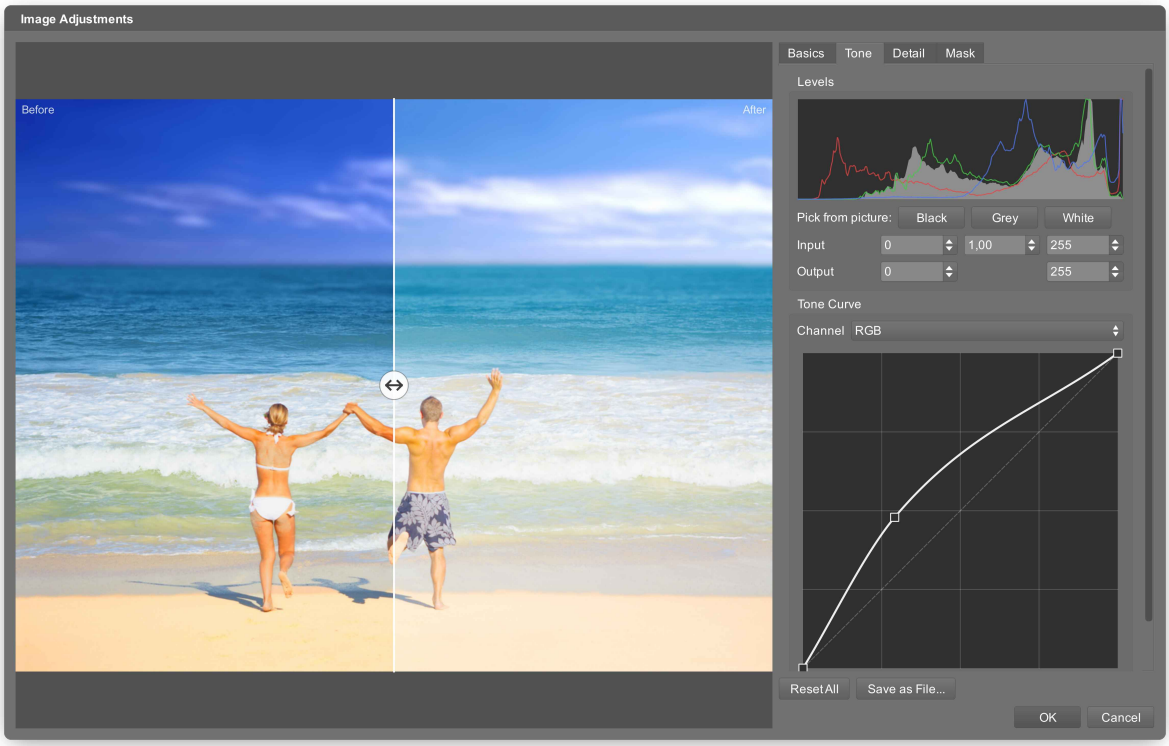
In the example, **Grayscale** is chosen under **Colour Mode**: to the right of the dividing line, the preview shows the picture in grayscale.

The left part of the dialog shows the picture with a dividing line: on the left the original (**Before**), on the right the corrected picture (**After**). The **Basics** tab holds the most frequent adjustments:

- **Preset** — Sets the values for a typical adjustment, starting from the original picture: **Auto Correction**, **Vivid**, **Warmer**, **Cooler**, **Brighter**, **Soft Contrast**, **Black and White** or **Sharper**. With the **…** button next to it, you save the current settings as a preset of your own (**Save as Preset**) and import, export or delete presets.
- **Auto Tone** — Sets the darkest and lightest pixels of each color channel to black and white and so removes color casts in the shadows and highlights.
- **Auto Contrast** — Spreads the tonal range to black and white with one setting for all channels; the colors are kept.
- **Auto Colour** — Sets the darkest and lightest colors to black and white and neutralizes the midtones.
- **Auto White Balance** — Makes the average color of the picture a neutral gray, against color casts from the light source.
- **Exposure** (−3 to 3 EV), **Brightness** and **Contrast** (−100 to 100 each) — Lighten or darken the picture and increase or reduce the contrast.

- **Temperature** (−100 to 100) — Shifts the colors to warmer (positive values) or cooler (negative values) tones.
- **Hue** (−180° to 180°) and **Saturation** (−100 to 100) — Rotate the colors on the color wheel or make them more vivid or paler.
- **Colour Mode** — With **Grayscale** or **Sepia**, the program shows the picture in one color, with **Colour** in its original colors.

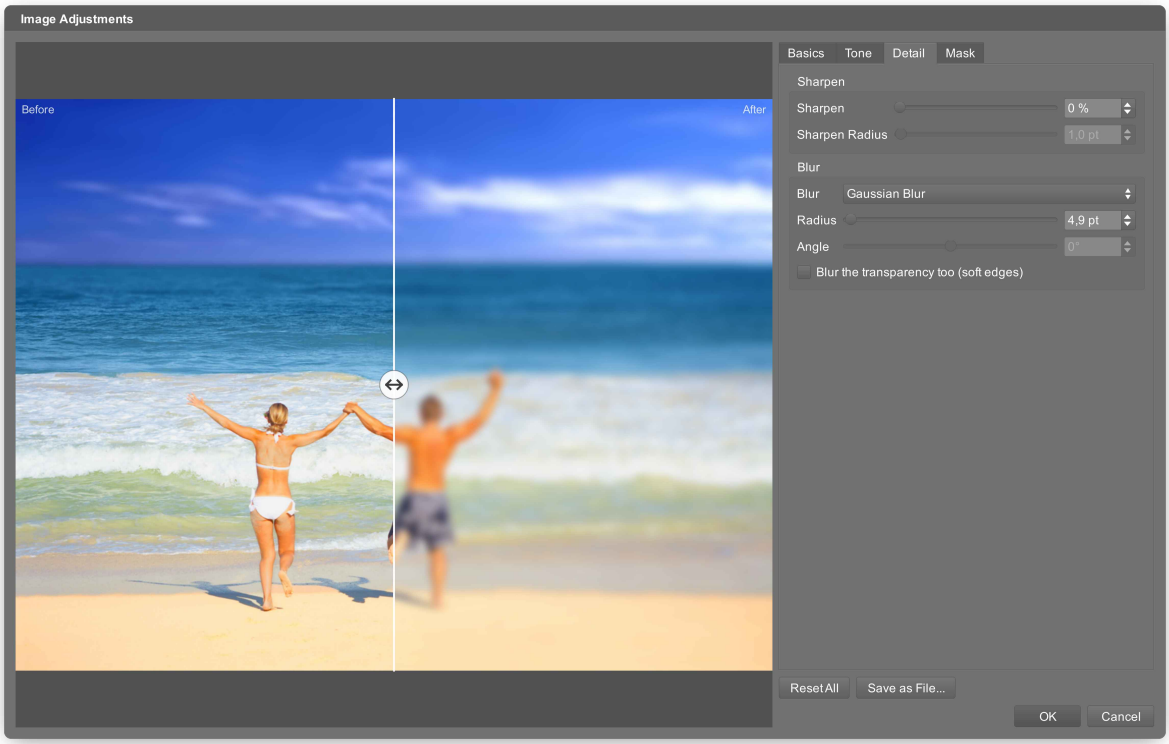
Tone Tab



In the example, a point on the tone curve raises the dark and middle tones; to the right of the dividing line, the picture becomes lighter.

- **Levels** — The histogram shows the distribution of the tonal values. Under **Input**, you determine the black point (0 to 255), the midtones (0.1 to 9.99; above 1 lighter, below 1 darker) and the white point, under **Output** the darkest and lightest tonal value of the result.
- **Pick from picture** — Click **Black**, **Grey** or **White** and then a pixel in the preview that is to become black, neutral gray or white. With **Grey**, you remove a color cast.
- **Tone Curve** — Changes the tonal values with a curve. A click on the curve adds a point; drag a point to shape the curve, or drag it out of the field to remove it. Under **Channel**, choose **RGB** for all channels or **Red**, **Green** or **Blue** for a single channel, for example to remove a color cast only in the shadows or only in the highlights.
- **Reset Levels and Curves** — Takes back the settings of this tab.

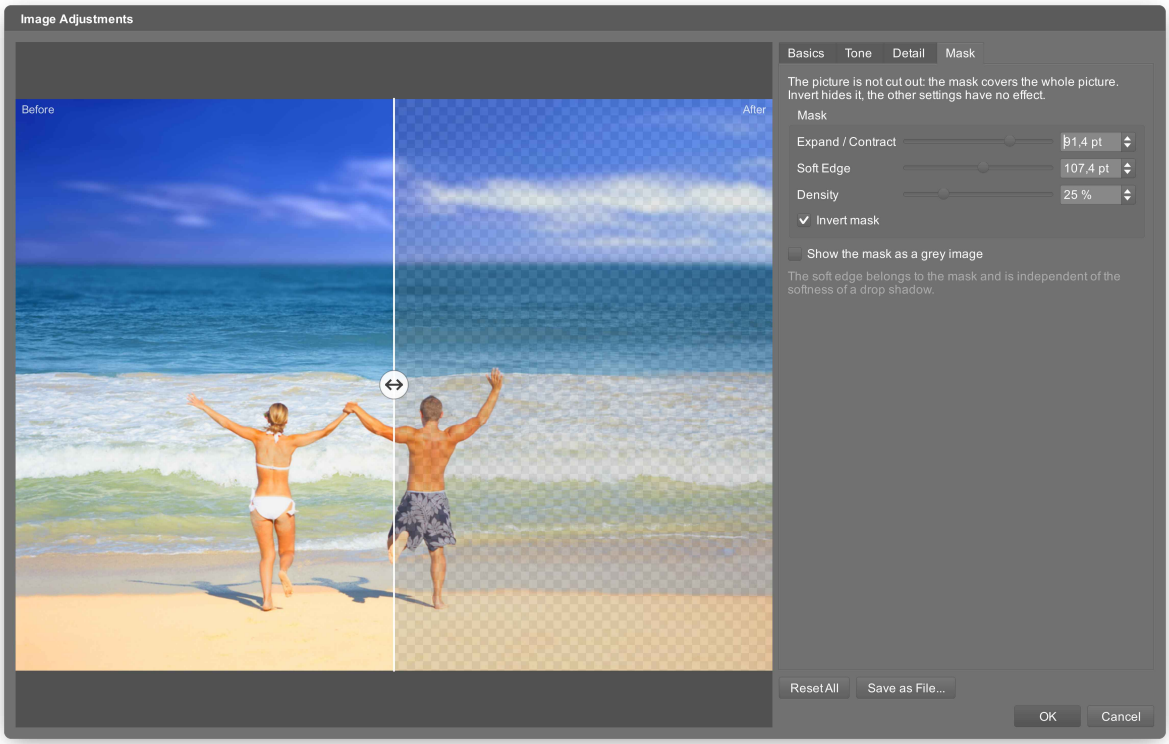
Detail Tab



In the example, the **Gaussian Blur** with a **Radius** of 4.9 pt blurs the picture to the right of the dividing line.

- **Sharpen** (0 to 500%) and **Sharpen Radius** (0.1 to 100 pt) — Determine the strength and reach of the sharpening.
- **Blur** — Choose **None**, **Gaussian Blur** or **Motion Blur** and determine the **Radius** (0 to 500 pt), for the motion blur also the **Angle** (−180° to 180°).
- **Blur the transparency too (soft edges)** — For cut-out pictures, the edge of the cut-out also becomes soft.

Mask Tab



In the example, the picture is not cut out: with **Invert mask** and a **Density** of 25%, it becomes partly transparent to the right of the dividing line, and the checkerboard pattern of the background shows through. **Expand / Contract** and **Soft Edge** only work for cut-out pictures.

The tab applies to cut-out pictures, for example after **Picture > Background > Remove/Blur Background**, and to pictures with an alpha channel. If the picture is not cut out, the mask covers the whole picture; then only **Invert mask** has an effect.

- **Expand / Contract** (−200 to 200 pt) — Positive values expand the cut-out, negative values contract it, for example to remove a fringe of the old background.
- **Soft Edge** (0 to 200 pt) — Lets the edge of the cut-out fade out softly. It belongs to the mask and is independent of the softness of a drop shadow.
- **Density** (0 to 100%) — Determines how much the mask hides: at 100%, the cut-away part is invisible, at 0%, the whole picture appears.
- **Invert mask** — Shows what was cut away and hides the rest.
- **Show the mask as a grey image** — Shows the mask in the preview as a gray image (white shows, black hides); this makes it easy to judge the soft edge.
- **Retouch** — If the picture contains a retouch from image editing with VIVA AI, you let the retouched area fade out into the picture with **Soft Edge** (0 to 200 pt) and determine with **Strength** (0 to 100%) how far it replaces the picture. **Remove Retouch** shows the original again; with **Undo**, you get the retouch back.

In Picture mode, you can also set the adjustments in the **Module** palette; there you also switch the automatic corrections on and off. Picture style sheets can also contain image adjustments.

Note: The **Image Adjustments** *command is available in all working modes. The program calculates complex adjustments of large pictures in the background; the view stays usable meanwhile.*

Saving the Adjusted Picture as a File

With **Save as File** in the **Image Adjustments** dialog, you write the adjusted picture as a new image file, for example to pass it on. As with the **Change Color Space** command, you determine **Color Space**, **Profile**, **Prefix**, **Postfix** and **Format** (**TIFF**, **JPEG**, **PNG** or **PSD with layers**). With **PSD with layers**, the program creates the original, the retouch and the adjustments as layers of their own. Activate **Replace the picture in the document by the new file** if the picture object should show the new file afterwards; the program then resets its adjustments because they are contained in the file. The original file remains unchanged.

Note: **Save as File** *is only available for raster pictures whose original file exists and has not changed since the import.*

Editing Pictures with VIVA AI

With the commands in the **Picture > Background** submenu, you remove or blur the background of a picture; with **Picture > Image Editing**, you remove or replace picture elements and text, extend a picture beyond its edges (generative fill) or improve its resolution. The calculation is done online and is charged in VIVA Points. The program places the result as a background mask or retouch over the unchanged picture; you then edit both on the **Mask** tab of the **Image Adjustments** dialog. Please refer to the notes in the chapter Working with VIVA AI, section Image Editing with VIVA AI.

Tips and Tricks with Images

The application offers many options for steering the import, display and output of images.

Image import

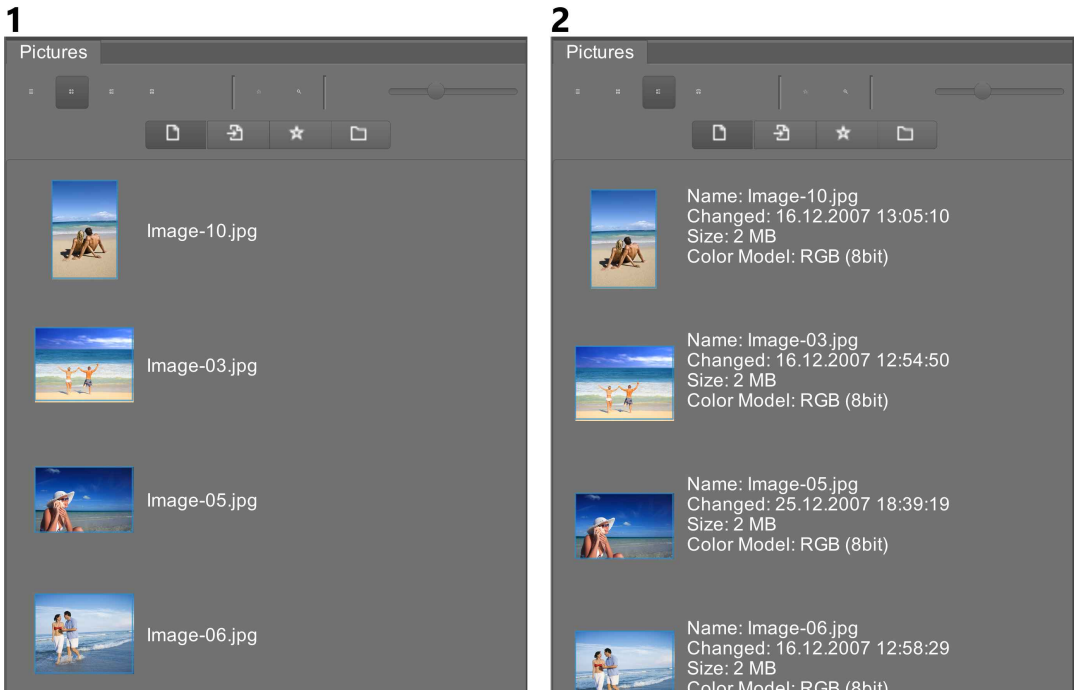
- If you work with raster images in EPS or TIFF format, ensure that the image files are created with a full size TIFF preview. In this case the program will not check through the entire file but will just read and display the appropriate preview.
- The program reads vector pictures in EPS format with a PostScript interpreter of its own and can create the preview itself on all platforms. When you zoom in, it calculates placed EPS, PostScript and PDF pictures in the background at the necessary resolution and shows them sharply; until then, it shows the stored preview. Document, print and export are not affected.
- If a picture file has no image preview and no preview can be created by the program, a gray surface will be displayed. At output or export as PostScript file the gray surface will be replaced with the correct picture, providing that in the **Objects** tab of the output dialog the option **High Resolution** has been selected.
- Use the setting **EPS Image Preview** in the program preferences to determine whether the program uses the preview stored in the EPS file (**Use Embedded Preview**) or creates the preview itself (**Create Preview**, default). Creating the preview takes longer than reading the stored preview.
- Use the **Picture > Preview Quality** submenu (**Low Quality**, **Normal Quality**, **High Quality** or **Maximum Quality**) to determine the quality in which the program creates the preview of the active picture. The submenu is available in the **Expert** working mode.

Image display

- Use the setting **Color Depth** in the Document Preferences (Pages & Objects) to define in which quality the preview should be displayed. With the higher quality, more working memory is needed.
- Use the command **Quick Picture View** in the **View** menu to define if the preview should be switched on or off. If you click in a picture object and activate Picture Mode, the preview will always be displayed, irrelevant of whether the command **Quick Picture View** is switched on or not.
- Use the setting **Limit Picture Preview to** in the **Preferences (Pages & Objects)** to determine whether the preview of a picture is compressed in memory. Without compression, the pictures are displayed faster on the screen. With compression, the pictures are displayed more slowly, but working memory (RAM) is saved. Such an option should only be used for extremely large documents.

The Pictures Palette

The Pictures palette is a special library palette where not only document pictures are shown, but also images from other documents that have been saved in the library with their paths as Favorites. The palette also includes an “Explorer” function to display images stored in any folder on any drive (local or network) accessible to your computer or recently imported images as well as a search function.



The figure shows the pictures of a document in the **Pictures** palette: as thumbnails with names (1) and as thumbnails with name, modification date, file size and color model (2). You choose the display with the buttons at the top left of the palette, the size of the thumbnails with the slider.

Search for pictures:

1. Choose **Window > Pictures**.
2. Click the icon **Find Images**.
3. Activate the search source you want in the list. The program always searches only one source:

- **Folder** — Searches any folder. Click the button **...** to choose the folder.
- **Drives** — The list shows the drives of your computer as well as the virtual drives that support a search.

4. Enter the search criteria. The following criteria are available for folders and drives of your computer:
   - **File name** — Part of the file name, optionally with a file extension (for example *.tif). Without an entry the program searches for all picture files that it can import.
   - **Subfolder** — Searches the subfolders as well.
   - **From** and **To** — Period in the format DD.MM.YYYY in which the date of the picture file must lie. By default the period covers the last five years.
   - **Keyword** — Only finds JPEG images whose IPTC keywords contain the term.
5. Click **Find**.

The palette shows the pictures found page by page in the **Search Result** tab. With the arrow icons you page between the pages. Drag a picture onto the document page or onto a picture object to import it.

> *Note: The search requires the* **Find Images** *AddIn. The program builds the list of search sources when it starts; drives that you set up later only appear after a restart of the program.*

Search for pictures in image databases:

For an image database you set up a virtual drive in the **Preferences** under **Drives**. Please refer to the section Drives in the chapter Preferences. If you choose such a drive as the search source, the palette shows the search criteria of the respective database:

- Canto — **Catalog**, **Quick Search** and the searchable fields of the chosen catalog as well as **Sort By** and **Sort Order**.
- ResourceSpace — **Search**, **Collection**, **Resource**, selection lists for the tags of the database as well as **Sort Order**.
- SixOMC — **Library**, the search fields of the chosen library, for example **Filename**, **Title** and **Keywords**, as well as **Sort By** and **Sort Order**.
- Mediamid — **Type** with the variants **Quick Search** (field **Text**) and **Extended Search** (fields **Title and description**, **Archive Number** and **Keywords**).
- 123RF — **Keyword**, **Exclude**, **Order By**, **Orientation**, **Media Type** and **People Gender** as well as the options **Cut Out**, **Without Editorial** and **Without Nudity**.

The program takes the names of the catalogs, libraries and fields from the respective database. You place the pictures found in the document by drag and drop like other search results.

> *Note: The drives require the AddIn of the respective database. For the AddIns Canto, SixOMC and Mediamid, a license is additionally required. The 123rf AddIn sets up the drive for 123RF itself; you buy pictures from 123RF with VIVA Points.*

Show meta information of pictures:

1. Choose **Window > Pictures**.
2. Choose **Show Meta Information** in the context menu of the palette. The command is available in the context menu if no picture is selected in the palette.
3. Choose a picture.

The palette shows the meta information of the selected picture in the lower area, separated into EXIF and IPTC entries. With **Hide Meta Information** in the context menu you hide the area again. The dialog for importing also shows the meta information of the selected file.

The **Metadata** AddIn reads the EXIF entries from JPEG files. The program shows the following entries: **Manufacturer**, **Camera Model**, **Date Time**, **Width**, **Height**, **Orientation**, **Color Space**, **Flash**, **Focal Length**, **Shutter Speed**, **FNumber**, **ISO Equivalent**, **Exposure Program**, **Exposure Bias**, **Metering Mode**, **White balance**, **Distance**, **CCD Width**, **Brightness**, **Compression Level**, **Image resolution in width direction**, **Image resolution in height direction**, **Resolution Unit**, **X-Resolution**, **Y-Resolution**, **Resolution Unit**, **Process**, **Comments** and **Exif Version**.

The AddIn also reads the IPTC entries, for example the keywords, from JPEG files. The program shows their field names in English (for example Keywords). With pictures from image databases the palette additionally shows the entries of the database.

Embed images

You can embed pictures in the document. By default, the program saves in the document only a picture preview of the original pictures used and a link (path) to the original pictures. Embedding pictures is useful if you want to make sure that a high-resolution output for printing can be made even without access to the original pictures.

Especially when editing documents in a team, there are various strategies for embedding images. For this purpose, the program provides various options:

- The general embedding of all images using the **Embed all used images** option in the **Preferences**.
- Selective embedding or selective exclusion of individual images using the **Embedding** option in the **Module palette**.

The option **Embed All Used Images** embeds all original pictures used in the document into the document. Please refer to the notes in the section Preferences.

> *Note: The option* **Embed All Used Images** *is not available in the Free Edition.*

However, depending on the number and size of the pictures, this option can increase the size of the document considerably. This slows down, for example, the opening of documents in a web application. Therefore, it may make sense to embed only certain pictures or to exclude certain pictures from embedding. Which strategy makes sense depends on who prints or exports the documents as PDF after completion.

You print or export

If you create a template (photo book, brochure) into which external users import pictures, it may make sense to embed only the pictures of these users if you print or export the document as PDF after completion. In this case, you can use the preferences to embed all pictures but exclude the pictures you imported.

Print or export external users

If you create a template (photo book, brochure) into which external users import pictures, it may make sense to embed only your pictures if external users print or export the document as PDF after completion. In this case, you only need to make sure that the pictures you imported are embedded.

Exclude certain images

1. Choose **Edit > Preferences > Pages & Objects** and then **Embed All Used Images** to embed all images.
2. Import an image or click an existing image.
3. Choose one of the following options:
   - Choose **Window > Module**, and then choose **Embedding > Never** if you never want to embed the image, regardless of the settings in the preferences.
   - Choose **Window > Module** and then **Embedding > Default** if you want the embedding to follow the defaults.

> *Important: If you remove embedding for all or individual images, you must update the link to the original image if the path of the original image has changed since embedding. Please refer to the notes on the* **Picture Usage** *option in the sections* **Printing** *and* **Working with Images** *and the options* **Embed All Used Images** *and* **Search Paths** *in the* **Preferences** *section.*

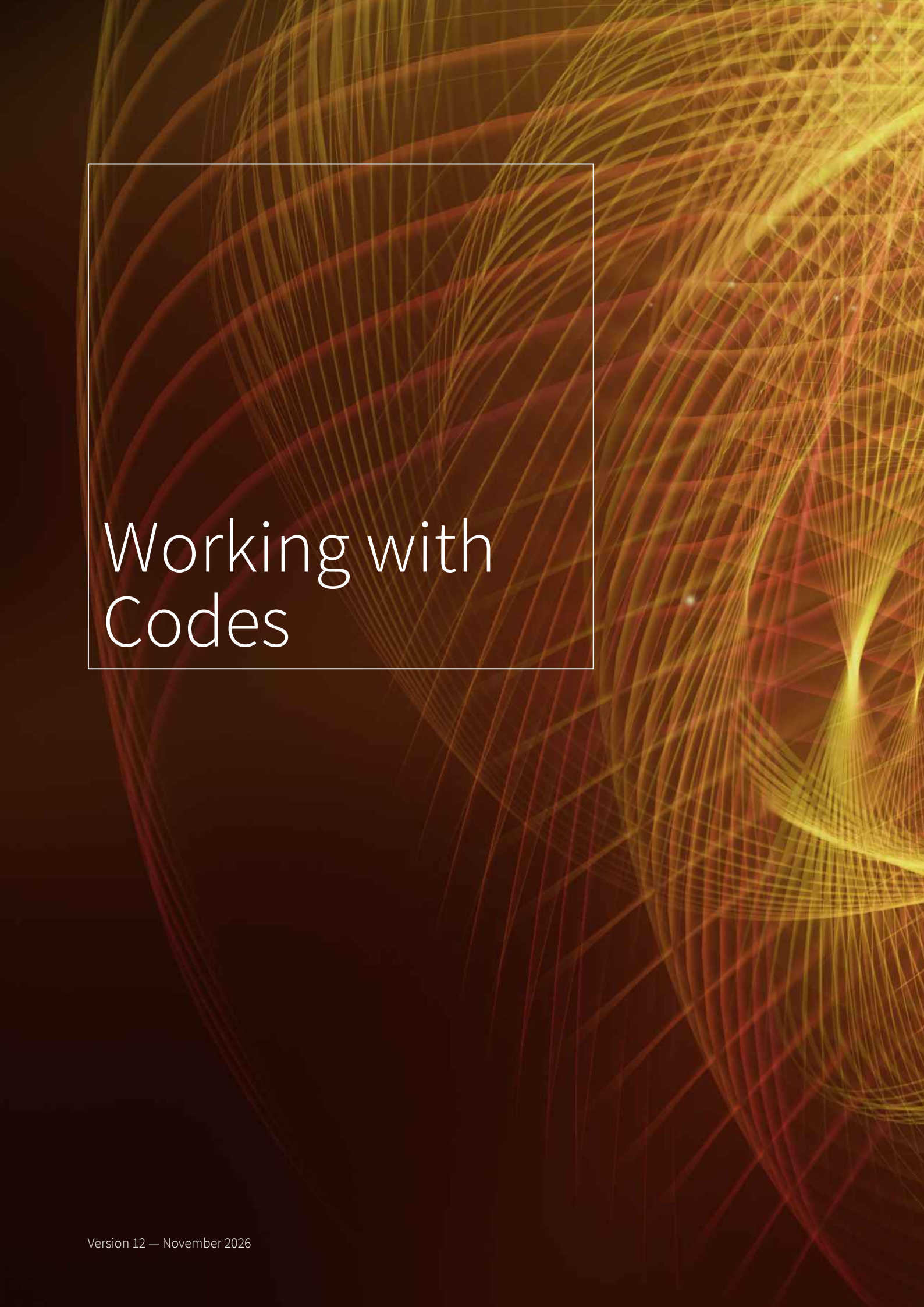
Embed only specific images

1. Import an image or click on an existing image.
2. Choose one of the following options:
   - Choose **Window > Module** and then **Embedding > Always** if you want the image to always be embedded, regardless of the settings in the preferences.
   - Choose **Window > Module**, and then choose **Embedding > Default** if you want the embedding to be based on the settings in the preferences.

Alternative Text for Pictures

For accessible PDF files, you describe pictures with an alternative text that screen readers read aloud, or you mark them as a decorative element. To do so, choose the picture object and then **Object > Export Options**. Under **Tag**, choose **Graphic (Figure)** and enter the description in the **Alternative Text** field, or choose **Decorative Element (Artifact)**. With **Describe with VIVA AI**, VIVA AI writes the alternative text in the language of the object or in the main language of the document and sets the tag to **Graphic (Figure)**; the text remains editable. The use is charged in VIVA Points and requires VIVA AI to be activated in the preferences under **AI**. If the tag of a picture is set to **Automatic**, the program uses its file name as the alternative text.

The **Accessibility Check** palette (**Window** menu) shows graphics without alternative text and pictures with the file name as alternative text. For further explanations, please refer to the chapter Export and the chapter Working with VIVA AI, section Image Description with VIVA AI.

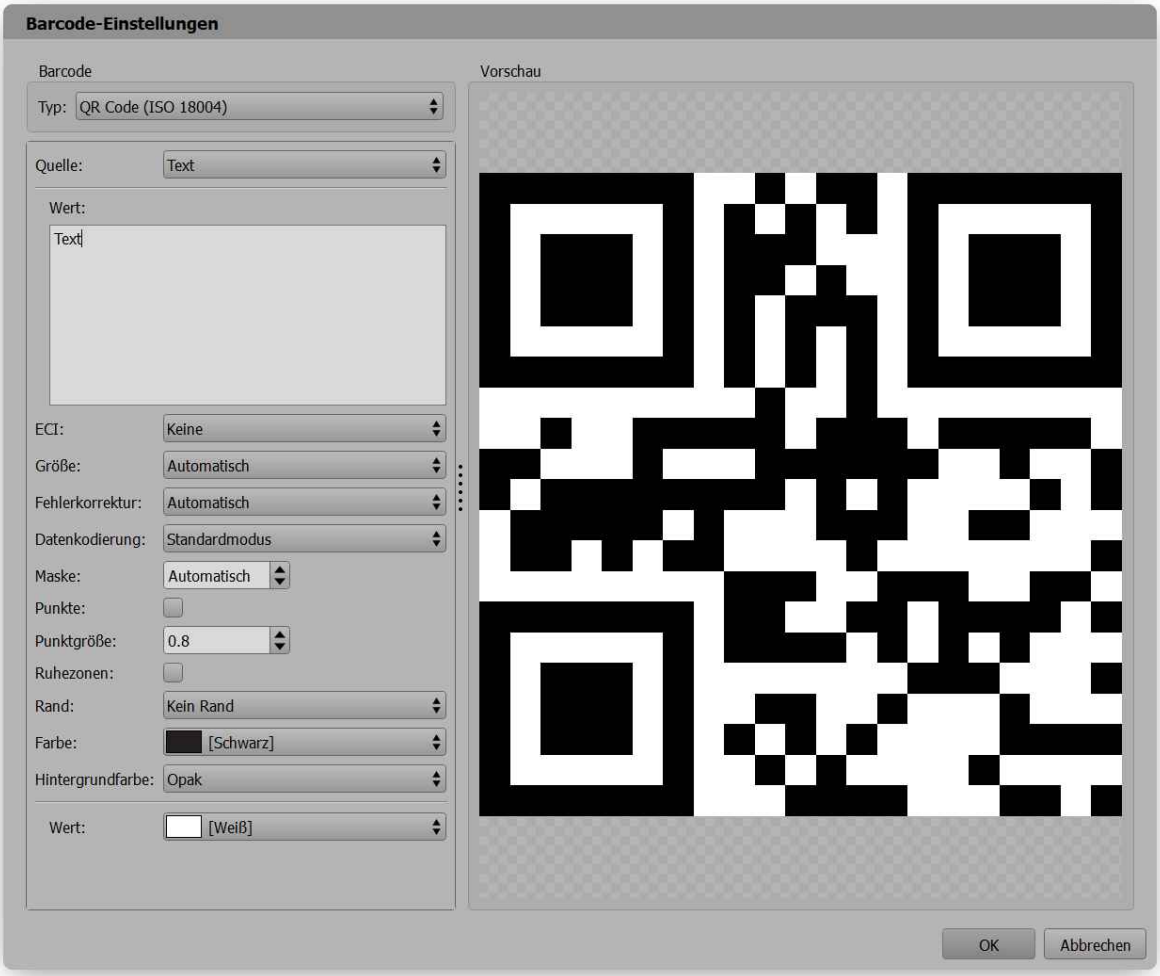


Working with Codes

Version 12 — November 2026

Working with Codes

You can create more than 50 different codes. The program automatically generates a PDF based on the entries and settings and places it in the picture object. Regardless of the settings in the preferences, the PDF for the code is automatically embedded in the document. It therefore also appears in the picture overview and the picture palette.



Note: The code is a vector image that can be enlarged and scaled as required. This also applies if the picture/picture object is copied into another document. When you zoom in, the program recalculates the display in the background and shows the code in sharp detail; until then, the saved preview appears, which may look pixelated.

Note: Depending on the edition and license, not all codes are available in the **Type** *popup menu. Without a license for the Barcode add-in, the program offers only some of the codes, including the QR Code. In the Free Edition, the command* **Object > Code** *is not available.*

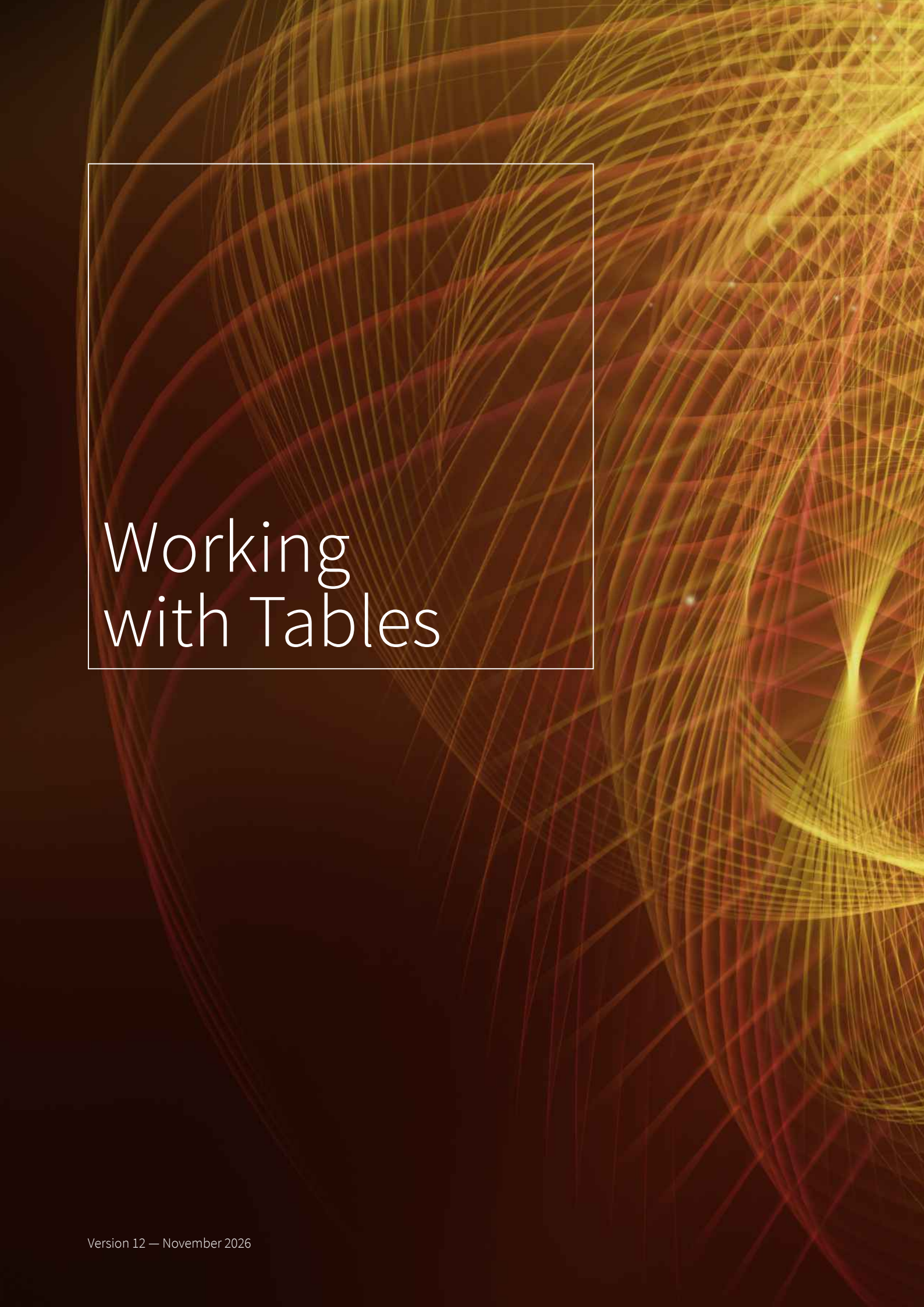
Creating codes

1. Create a rectangular picture object or select an existing picture object. If you select a different shape for the picture object, there is a risk that the code will be cut off and therefore useless.
2. Choose **Object > Code** in the menu.
3. Select the desired code from the **Type** popup menu.

4. From the **Source** popup menu, choose one of the following options and enter the data in the **Value** field or in the fields of the respective option. For the QR Code and the Aztec Code, all options are available; for the other codes, only **Text**:
   - **Text** — Enter the desired text or the numbers that the code expects. Note the preview that is updated after each character. If you enter too much or invalid data, an error message will appear in the preview. In this case, delete the last data entered until a valid result is displayed.
   - **URL** — Enter an Internet address (URL).
   - **SMS** — Enter a telephone number in the **Number** field and a text for the SMS in the **Message** field.
   - **Phone** — Enter a phone number.
   - **Email** — Enter a valid email address.
   - **vCard** — Enter all the data for a virtual business card (vCard).
5. Then select further options depending on the selected type. These may include information on size, error correction or data encoding, for example **GS-1 Data Mode** for the QR Code, Data Matrix and the Aztec Code or **GS1-128** for Code 128, as well as **Clear Text Display** and **Font** for the text below bar-codes and **Quiet Zones** and **Border**. You should only change these settings if you know the meaning of the options. Otherwise, use the default settings.
6. Optionally, choose **Color** to specify a color for the code. The default color is [Black].
7. Optionally, under **Background Color**, choose the option **Opaque** and a color in the **Value** field to specify a background color for the code. The default color is [White]. Choose **Transparent** if you do not want a background color. The background color is independent of the fill color of the object.
8. Confirm the entry.

Edit code

1. Select the picture object with the code.
2. Choose **Object > Code** in the menu.
3. Make the desired changes.
4. Confirm the entry.



Working with Tables

Version 12 — November 2026

Working with Tables

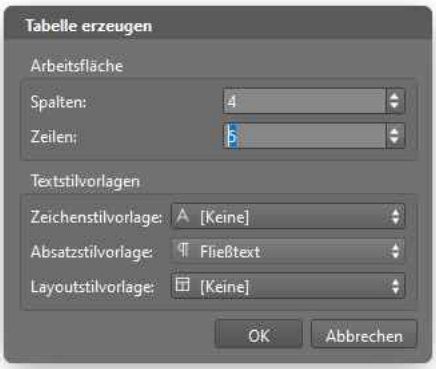
A table is a collection and display of text, picture and graphic objects in the form of rows, columns and cells. All horizontal cells are seen as rows, while all vertical cells are seen as columns. Each cell may be (or may contain) a text, picture, table or graphic object. The program offers extensive functions for the creation, management and display of table objects. Below is a brief overview:

- A table can have any number of rows and columns.
- A table cell can contain text, an image, another table, a graphic object or an object group.
- Table cells can be extended over several columns and rows.
- The widths and heights of all table columns and rows may be fixed or variable. With variable values, the width and height are oriented on the cell content.
- Table columns, rows and cells can have individual separator lines, background colors and Style Sheets.
- A cell can have different indents on each side.
- Cell content can be rotated in 90 degree steps.

Create Tables

Create a table object

1. Choose the **Table tool** in the **Toolbar**.
2. Click at the position where the object should be displayed and hold down the mouse button.
3. Keeping the mouse button held down, drag the mouse in any direction.
4. Release the mouse button when the object has the required **Width**.
5. Define the number of **columns** and **rows** required in the **Create Table** dialog.
6. If default **Character**, **Paragraph** and **Layout Style Sheets** for the cells have already been created, these may now be defined in the dialog.



7. Confirm the entry.

The table will now be displayed with the number of columns and rows you have set. The following default settings will be applied:

- The table height, which is displayed as a manual setting in the **Module** palette in Object or Table mode, is **automatic**.
- The column width will be set to **Manual**. At the same time the program calculates the column width so that all columns have the same width.
- The row height, which is displayed as a manual setting in the **Module** palette in Object or Table mode, is also **automatic**. Here the program recognizes a minimum height for all rows and calculates an initial height for the table object.
- The content of all cells is set as **Text**.
- All text cells will be assigned Style Sheets as defined in the **Create Table** dialog.
- All rows, columns and cells are transparent and the table object has a frame.
- The separator lines between columns and rows are switched off.

Selecting table rows, columns and cells

To select rows, columns and cells, you must activate the table mode.

Activate Table mode

1. Move the mouse pointer over the table until the **table pointer** is displayed (a white cross).

2. Click the mouse button. When **Table mode** is activated,
   - the **Table** menu will be displayed,
   - the **Module** palette will switch to **Table Mode**,
   - the **Quick Access** palette will switch to **Table Mode**.
   - the appropriate cell will be marked,
   - bars will appear on the left and the top of the table object. The row numbers are displayed on the left, while the columns are assigned letters.

To activate the table mode for a table object that is part of a group, the group mode must be deactivated unless you want to ungroup the group.

Leave Table mode

Choose one of the following options to leave Table mode:

- Click in an unselected cell.
- Position the mouse pointer on the **object frame** to select the table object and click the mouse button when the **graphic pointer** appears.
- Click the **object selection button** (gray circle at the bottom left of the object frame showing a graphic pointer).
- Hold down the **Ctrl** key (Windows/Linux) or **Command** key (Mac) and click the mouse button with the mouse anywhere over the table surface.
- Click anywhere in the document window where there is no object.

Select a table cell

1. Position the mouse pointer at the edge of the cell until the **Table pointer** (a white cross) appears.
2. Click once.
3. If necessary, use the **arrow keys** to navigate to and select the required cell.

Select several table cells

1. Activate Table mode as described above.
2. Choose one of the following options:
   - Holding down the mouse button, drag the mouse over several connected table cells.
   - Hold down the **Shift** key and click additional cells to select several connected or unconnected cells.

Select one or more table rows

1. Activate Table mode.
2. Position the mouse pointer in the row bar on the left, so that the mouse pointer changes to an arrow.
3. Choose one of the following options:
   - Click to select an individual row.
   - Holding down the mouse button, drag the mouse over several rows that are connected to each other.
   - Hold down the **Shift key** and click additional rows to select several connected or unconnected rows.

Select one or more table columns

1. Activate Table mode.
2. Position the mouse pointer in the column bar at the top, so that the mouse pointer changes to an arrow.
3. Choose one of the following options:
   - Click to select an individual column.

- Holding down the mouse button, drag the mouse over several columns that are connected to each other.
- Hold down the **Shift key** and click additional columns to select several connected or unconnected columns.

> *Tip: If you hold down the* **Shift** *key while selecting, you can select several rows, columns and cells at the same time.*

Table width and height, column width and row height

Table width

The width of the table object is determined by the sum of all column widths, plus a possible line width for the object frame. It may be determined by a numeric or a percentage value.

Table Width with numeric width entries

1. If you change the width of a table interactively with numeric width entries (sizing/selection handles) or with the dialog, then the width of the columns will be adapted proportionally (increased or decreased).
2. If however the table has at least one column with a percentage column width, the change in the table width will only affect the columns with a percentage width. Columns with a fixed width will retain their width.
3. If in case 2 the table width is reduced to the point where it is less than the sum of the columns with numeric widths (in this case all columns with a percentage column width have already been reduced to a minimum), then the columns with numeric widths will also be reduced proportionally.

Table Width with percentage width entries

1. The width of a table with a percentage width as a free-standing object is determined by the layout.
2. The width of a table with a percentage width as a floating object in the text is determined by the width of the text object, the object or layout column and the text attributes (indents, etc.).
3. If you change the width of a table that has a percentage width interactively (selection/sizing handles), it will change into a table with numerical width. The column widths will then behave in exactly the same way as for a table with numerical width (see previous section).

Column Width

Column Width in a table (general)

1. You can set the column width to a fixed value, both interactively AND manually.
2. Interactive changes to a column width always take effect on the column to the left of the cursor.
3. If you change the width of a percentage column interactively, this will be changed into a manual column width automatically. For these the same rules apply as in the previous example.

Column Width in a table with numeric width

1. If you change the column width interactively with the double-arrow tool in the HEADER of a table, the change will affect the width of the column itself and also on the width of the table, if the table has a fixed width and all its columns have fixed widths as well.
2. If you change the column width using the dialog, point 1 takes effect.
3. If you change the column width interactively with the double-arrow tool in the ROW of a table, the change will affect only the left and right columns.The table width is retained in ALL cases, irrelevant of whether the table has a fixed or percentage width.
4. If the table has at least one column with a percentage width, then width changes in the dialog take proportional effect only on the columns with a percentage width. Columns with a fixed width and the table width remain unchanged.

Example

Table width: 150 mm

Column 1: 100% (=50 mm)

Column 2: 50 mm

Column 3: 50 mm

- If the width of column 2 is changed interactively with the double-arrow tool in the column HEADER, the relationship between columns 2 and 3 changes too: If the width of column 2 is raised interactively to 80 mm the width of column 3 will be reduced to 20 mm.
- If the width of column 2 is changed manually with the dialog or the palette, the relationship between column 2 and columns 1 and 3 changes too: If the width of column 2 is raised to 80 mm, the table width will be increased by 30 mm. The value "100%" in column 1 and the value "50 mm" in column 3 are retained.
- If all columns are set to a fixed width, the table width changes accordingly.
- If all columns are set to a percentage width, the table width is retained. The column widths are shared equally.

Column Width in a table with percentage width

1. In a table with percentage width, changing the column width has NO influence on the table width.
2. If the table only has columns with fixed widths, these entries will be changed to suit the percentage width of the table.

Example

Table width: 100% (= 150 mm)

Column 1: 50 mm

Column 2: 50 mm

Column 3: 50 mm

Thus all values entered are automatically set to and displayed as 50 mm.

- If the width of column 1 is changed interactively, column 2 on its right will change accordingly: If the width of column 1 is changed to 80 mm, the width of column 2 will reduce to 20 mm.

- The width of column 1 or 2 may be raised to a maximum of 99,002 mm (100 minus the minimum width of 0.998 mm).

3. If the width of one or more columns is changed using the dialog, the program tries to sort these entries according to the highest priority. The space left over will be applied on a percentage basis to the remaining columns.

Example

Table width: 100% (= 150 mm)

Column 1: 50 mm

Column 2: 50 mm

Column 3: 50 mm

- If you enter a width of 100 mm for column 1, the entry will be reduced to 75 mm automatically. The entries for columns 2 and 3 will be reduced to 37,5 mm automatically.
- If you enter a width of 200 mm for column 1 the entry will be reduced automatically to 100mm. The entries for columns 2 and 3 will be reduced automatically to 25 mm.
- If you enter a width of 90 mm for columns 1 AND 2, the entries for both columns will be reduced automatically to 58.696 mm. The entry for column 3 will be reduced automatically to 32.609 mm.
- If you enter a width of 30 mm for column 1, the entry will be increased automatically to 34.615 mm. The entries for columns 2 and 3 will be increased automatically to 57.692 mm.
- If you enter a width of 30 mm for column 1 AND column 2, the entry will be increased automatically to 40.909 mm. The entry for column 3 will be reduced automatically to 68.182 mm.
- If you increase the width of column 1 to 100 mm, the widths of columns 2 and 3 will be reduced to 25 mm.
- If you increase the width of column 1 to 200 mm, the widths of columns 2 and 3 will both be reduced to the minimum width of 1 mm. All values entered that are above 148 mm (150 mm less 2 x 1 mm minimum width) will be displayed automatically as 148 mm.
- If you increase the widths of columns 1 AND 2 to 90 mm, the width of column 3 will be reduced to the minimum width (e.g. 1 mm). All values entered that are above 74.5 mm (75 mm - (2 / 1 mm)) will be displayed automatically as 74.5 mm.
- If you reduce the width of column 1 to 30 mm, the widths of columns 2 and 3 will be increased to 60 mm.
- If you reduce the widths of columns 1 AND 2 to 30 mm, the width of column 3 will increase to 90 mm.

Example with different fixed widths

Table width: 100% (= 150 mm)

Column 1: 60 mm

Column 2: 50 mm

Column 3: 40 mm

- If you enter a width of 100 mm for column 1, the entry will be reduced automatically to 78,947 mm. The width of column 2 will be reduced proportionally to 39.474 mm and the width of column 3 will be reduced proportionally to 31.579 mm.
- If you increase the width of column 1 to 100 mm, the width of column 2 will be reduced proportionally to 27.777 mm and the width of column 3 will be reduced proportionally to 22.222 mm.

Table height

The height of a table object is calculated from the sum of all row heights, plus a possible line width for the object frame.

You can define the table height interactively with the object's sizing handles, or numerically with the dialog or palette. If you change the object height, the values for the row heights will change automatically in proportion.

Row height

1. You can define the row height interactively with the double-arrow pointer or manually with the dialog or palette.
2. The row height ALWAYS has a value. This value may have the suffix **Exactly** or **Minimum**.
3. **Exactly** means that the row height always remains the same and does not change. Rows with the option **Exactly** have no minimum height and may also accept the value "0". Cells of the type **Text** with the option **Exactly** behave exactly like normal text objects, i.e. when there is an **Overset** an overset symbol will be shown.
4. **Minimum** (default value for all rows) means that the row height is calculated from the content of the highest cell, but in no case will go below the value defined. The actual height of a row may therefore be greater than the value in the **Row Height** field! This is particularly true if the **Row Height** value is smaller than the font size in one text cell in the row. It doesn't matter if there is text in the text cells. The height is determined by the font and the font size selected. The height of a table object can therefore only be reduced to the point where at least one line of text can be displayed in the text cells.
5. Changing the row height interactively always affects the row above the cursor. The action only changes the value, not the suffix (**Exactly** or **Minimum**).

Editing table rows and columns

Defining row height and column width

You can define row height and column width interactively or using dialogs.

Define row height or column width interactively

1. Activate Table mode.
2. Choose one of the following options:
   - Position the mouse pointer on a **column separator line in the column bar** until the mouse pointer changes into a double arrow.

- Position the mouse pointer on a **column separator line in the column** until the mouse pointer changes into a double arrow.
- Position the mouse pointer on a **row separator line in the row bar or in the row** until the mouse pointer changes into a double arrow.

3. Hold down the mouse button.
4. With the mouse button held down, drag the mouse in the required direction to increase or reduce the **row height** or **column width**.

> *Note: If you change the column width with the mouse pointer in the column bar, the table width will be changed at the same time. If you change the column width with the mouse pointer in the column, only the column width will be changed and the table geometry will be retained.*

Define row height or column width numerically

1. Activate Table mode.
2. Select a cell in the line or column that you want to change.
3. Choose one of the following options:
   - Choose **Table > Column and Row Settings** in the menu or **Column and Row Settings** in the context menu.
   - Choose the **Column/Row** tab in the **Module** palette.
   - Choose the appropriate popup menus and fields in the **Quick Access** palette.
4. Choose one of the following options in the fields **Width** (for columns) and/or **Height** (for rows):
   - **Manual** — Enter a value in the entry field if the column should be given a fixed width.
   - **Percent** — Enter a value in the entry field between 1% and 20,000% if the column should be given a proportional width.
   - **Exactly** — Enter a value in the entry field if the row should be given a fixed height.
   - **Minimum** — Enter a value in the entry field if the row should be given a minimum height.

> *Notes on the width and height of rows and columns*
>
> - *The entries in the fields for row height and column width may be made manually, or you can click the counter arrows up or down.*
> - *All changes will result in an increase or decrease in the table object size.*
> - *Through changes in the column width it may occur that columns are difficult to see. The column width has a default minimum of 1mm. This ensures that the column is always visible and selectable. In this case you can either increase the size of the table object or change the column settings, or of course delete the column.*
> - *The row height has a default minimum which will be retained for every entry. This ensures that the row is always visible and selectable.*
> - *Percentage values must be calculated by the user. If for example the width of a table with three columns should be shared on a basis of 3:1:1, the column widths must be entered as 60%, 20% and 20% respectively so that the sum of the three is 100%.*

Inserting/Adding rows and columns

You can insert single rows and columns in the middle of the table or add several rows at the bottom or columns on the right.

Insert columns

1. Activate Table mode.
2. Choose a column before or after which the new column(s) should be inserted.
3. Mark/select the whole column as previously described.
4. Choose **Table > Insert Column** in the menu or **Insert Column** in the context menu.
5. Choose the number of columns to be inserted.
6. Choose the option **Left** or **Right**.
7. Choose one of the following options:
   - **Expand Table Geometry** — Increases the width of the table object.
   - **Keep Table Geometry (if possible)** — The size of the table object will not be increased unless absolutely necessary.
8. Confirm the entry.

Insert rows

1. Activate Table mode.
2. Choose a row before or after which the new row(s) should be inserted.
3. Mark the whole row as previously described.
4. Choose **Table > Insert Row** in the menu or **Insert Row** in the context menu.
5. Choose the number of rows to be inserted.
6. Choose **Before** or **After**.
7. Choose one of the following options:
   - **Expand Table Geometry** — increases the size of the table object.
   - **Keep Table Geometry (if possible)** — the size of the table object will not be increased unless it is absolutely necessary.
8. Confirm the entry.

> *Note: If you choose the option* **Left** *(columns) or* **Before** *(rows), the new column(s) or row(s) will take over the attributes of those marked. The alternative options create columns/rows without attributes.*

Add rows and/or columns on the right or bottom of the table

1. Activate Table mode.
2. Choose one of the following options:
   - Choose **Table > Table Settings** in the menu or **Table Settings** in the context menu and increase the number of columns and/or rows.
   - Choose the **Table** tab in the **Module** palette and increase the number of columns and/or rows.
   - Increase the number of columns or rows in the **Quick Access** palette.
3. Confirm the entry.

Delete/Remove a column or row

1. Activate Table mode.
2. Select the row or column to be deleted.
3. Choose one of the following options:
   - Choose **Table > Remove Row** or **Table > Remove Column** in the menu or **Remove Row** or **Remove Column** in the context menu.

Delete/Remove rows and/or columns from the right or bottom of the table

1. Activate Table mode.
2. Choose one of the following options:
   - Choose **Table > Table Settings** in the menu or **Table Settings** in the context menu and reduce the number of columns and/or rows.
   - Choose the **Table** tab in the **Module** palette and reduce the number of columns and/or rows.
   - Reduce the number of columns or rows in the **Quick Access** palette.
3. Confirm the entry.

Editing table cells

Extend cells

You can extend cells into neighboring rows and columns to create one big cell. This option is particularly helpful if for example you want to create table headers that stretch over several columns.

Extend cells

1. Activate Table mode.
2. Select a cell.
3. Choose the **Cell** tab in the **Module** palette.
4. In the fields **Columns** and **Rows** enter values to define by how many columns and/or rows the cell should be extended. With this extension function the program recognizes all columns to the right of and all rows below the selected cell. The maximum extension follows up to the last column and/or row.

Merge cells

The function **Merge Cells** presents another possibility for extending cells. You may already know this function from MS-Excel or another table calculation program.

Merge cells

1. Activate Table mode.
2. Mark several cells (at least two) in the row or column.
3. Choose one of the following options:

- Choose **Table > Merge Cells** in the menu or **Merge Cells** in the context menu.
- Choose the **Cell** tab in the **Module** palette and increase the number of columns or rows over which the cell is extended.
- In the **Quick Access** palette, increase the number of columns or rows over which the cell is extended.

Split merged cells

1. Activate Table mode.
2. Mark the cells that have been merged.
3. Choose one of the following options:
   - Choose **Table > Split merged cells** in the menu or **Split merged cells** in the context menu.
   - Choose the **Cell** tab in the **Module** palette and reduce the number of columns or rows over which the cell is extended to 1.
   - In the **Quick Access** palette, reduce the number of columns or rows over which the cell is extended to 1.

> *Note: The content of cells to the right or below the first cell will be set to the setting for the first cell when they are unmerged. Please refer to the section* Cell content.

Cell Indents

You can define indents for every cell in the table. This option is particularly helpful if you need to define an offset between separator lines and cell content.

Define cell indents

1. Activate Table mode.
2. Select a cell.
3. Choose one of the following options:
   - Choose **Table > Cell Settings** in the menu or **Cell Settings** in the context menu and in the **Minimum Indents** section, choose the options **Left**, **Right**, **Top** or **Bottom** and enter a value as required for each side.
   - Choose the **Cell** tab in the **Module** palette and in the **Minimum Indents** section, choose the options **Left**, **Right**, **Top** or **Bottom** and enter a value as required for each side.
   - In the **Minimum Indents** section of the **Quick Access** palette, choose the options **Left**, **Right**, **Top** or **Bottom** and enter a value as required for each side.

Cell content

In a newly created table the content of all cells is set to **Text**. These cells behave just like a single text object. As with all objects you can change the content of a cell at any time. Thus a cell may contain an image or even another table.

Define cell content

1. Activate Table mode.

2. Select a cell.

3. Choose **Table > Cell Content** in the menu or **Cell Content** in the context menu.

4. Choose one of the following options:

- **None** — The cell has no content. In cells of this type any objects can be inserted.
- **Text** — The cell can contain text. In a text cell you have all the options that are available in a text object in Text mode.
- **Picture** — The cell can contain an image. In a picture cell you have all the options that are available in a picture object in Picture mode.
- **Table** — The cell contains an additional table. For this table all the settings in Table mode are valid, with the exception of the width and height, which are based on the height and width of the cell.

Cell alignment

You can define a horizontal and vertical alignment for every cell. This option however only takes effect on cells whose content option is **None**.

Define cell alignment

1. Activate Table mode.

2. Select a cell.

3. Choose one of the following options:

- Choose **Table > Cell Settings** in the menu or **Cell Settings** in the context menu and choose **Left**, **Center** or **Right**, and/or **Top**, **Center** or **Bottom**.
- Choose the **Cell** tab in the **Module** palette and choose **Left**, **Center** or **Right**, and/or **Top**, **Center** or **Bottom**.
- Choose the options **Left**, **Center** or **Right**, and/or **Top**, **Center** or **Bottom** in the **Quick Access** palette.

Define cell rotation

1. Activate Table mode.

2. Select a cell.

3. Choose one of the following options:

- Choose **Table > Cell Settings** in the menu or **Cell Settings** in the context menu and choose **0°**, **90°**, **180°** or **270°** in the **Rotation** section.
- Choose the **Cell** tab in the **Module** palette and choose **0°**, **90°**, **180°** or **270°** in the **Rotation** section.
- Click one of the rotation options **0°**, **90°**, **180°** or **270°** in the **Quick Access** palette.

4. Try the same option with a picture cell to rotate the picture.

> *Note: The picture rotation in the Module palette has no effect on a picture cell in a table. To achieve an individual rotation, you must place a picture object in a cell with no content (graphic) and set the desired rotation. This involves a lot of*
> *calculation which will slow down the program quite dramatically, so where possible it should be avoided.*

Enter/import text in tables

When you have created your table to your requirements, you can start entering your text manually in the cells. Please note that in the **Preferences** (**Pages & Objects**, **Objects** tab) the option **Use Tab Key to Navigate in Table** is activated as default. This means that the entry of a tab will cause the cursor to jump to the next available cell.

Navigation in Tables

1. Make sure that the tab key option as described above is actually activated.
2. Click the first cell in the table.
3. Navigate in the table as follows:
   - Press the **Tab key** to navigate forwards from left to right.
   - Press **Shift + Tab** to navigate backwards.

Type text into tables

You can type text into any text cell or group of cells. For this a single cell must be activated in Text mode. Use the **Tab** and **Shift + Tab** keys for navigation between cells as described above. If you fill a cell with text and continue typing, the row height and also the table object height will increase automatically so that there is never an overset, PROVIDING the **Row Height** option is set to **Minimum**.

Import text into tables

You can import text into any text cell or group of cells. For this a single cell must be activated in Text mode, or several cells must be marked.

Import text into a cell

1. Move the mouse over the cell so that the text pointer (I-Beam) is displayed.
2. Click the cell so that the cursor blinks in the cell.
3. Choose a suitable option to import a text file:
   - Press **Ctrl + D** (Windows/Linux) or **Command + D** (Mac).
   - Choose **File > Import**.
4. Choose a *.txt- or an *.rtf file from the dialog.
5. Click **Open**. The text will be imported into the cell.

> *Note: When you import *.txt files, the program will open the dialog* **Select Text Encoding**. *In this dialog you can choose the encoding for the text file you want to import.*
>
> *When you import *.rtf files whose text has various attributes, then these too will be imported as far as is possible.*
>
> *The row height and also the table object height will increase automatically according to the text length so that there is never a text overflow, PROVIDING the* **Row Height** *option is set to* **Minimum**.

You can import tab stop separated text into a table object into the application using the **Copy-Paste process**, so that columns and rows are filled, and even added to if necessary.

Import tab stop separated text

1. Open the required file in MS-Excel or in a text editor.
2. Mark the whole text and choose the command **Copy**.
3. Return to the application and activate the **Table mode** as described above.
4. Select/mark the cell where the imported text will start. Alternatively, mark the cells to be considered for the import, or mark all the cells in the table.
5. Import the copied text:
   - Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).
   - Choose **Edit > Paste** in the menu or **Paste** in the context menu.
6. Choose an option from each of the areas **Merged Cells/Non-Text Content** and **Additional Columns/Rows** in the **Import Tab Text** dialog:
   - **Merge & Suppress Content / Beware Table** — Defines that only sufficient text will be imported to completely fill the table. All following text characters will be suppressed. For this option all the cells should be marked.
   - **Merge & Suppress Content / Insert New Columns/Rows** — Defines that new columns and/or rows will be created in the table in order to import the complete text. It may be that text copied from Excel or another table application will have an additional row which must be removed manually from the table.
   - **Suppress Content / Beware Table** — Defines that only sufficient text will be imported to completely fill the table. All following text characters will be suppressed.
   - **Suppress Content / Insert New Columns/Rows** — Defines that new columns and/or rows will be created in the table in order to import the complete text. It may be that text copied from Excel or another table application will have an additional row which must be removed manually from the table.
   - **Keep Content / Beware Table** — Defines that only sufficient text will be imported to completely fill the table. All following text characters will be suppressed.
   - **Keep Content / Insert New Columns/Rows** — Defines that new columns and/or rows will be created in the table in order to import the complete text. It may be that text copied from Excel or another table application will have an additional row which must be removed manually from the table.

You can undo the paste with **Edit > Undo**, even if the table grows as a result.

When you copy cells, the program also places them on the clipboard in HTML and RTF format. Word, Excel and LibreOffice thus take over fonts, colors, lines and merged cells.

Importing and Exporting Table Data

You can take over cells from Excel workbooks (*.xlsx), Apple Numbers documents (*.numbers) and CSV files directly into an existing table. Conversely, you can export cells as an Excel workbook or a CSV file.

Importing table data

1. Activate table mode and select the cell from which the data is to be inserted. Alternatively, mark the cells to be taken into account for the import.

2. Choose **Table > Import** in the menu or **Import Table Data** in the context menu.

3. In the **Import Table Data** dialog, choose a file and click **Open**.

4. Make the following settings in the **Import Table Data** dialog:
   - **Sheet** — The worksheet from which the cells originate. For Numbers documents, you also choose the **Table**.
   - **Range** — The cell range, e.g. “B2:F40”. Without an entry, the program takes over the used range of the sheet.
   - **Content** — **With formatting** takes over font, colors, fills, borders and merged cells in addition to the values, **Values only** takes over only the values.
   - **Take over column widths** — The columns receive the widths from the file.



For CSV files, you define the **Delimiter**, the **Character set** and the **Text qualifier** instead.

5. Confirm the entry and, in the **Import Tab Text** dialog, choose how the program handles merged cells and data that extends beyond the table. Please refer to the section Import tab stop separated text.

The program takes over values from Excel with their number formats. A report after the import lists what cannot be taken over, e.g. formulas without a stored result, pictures and charts on a sheet or fonts that are not installed.

Exporting table data

1. Activate table mode and mark the cells you want to export. If only the insertion point is in a cell, the program exports the entire table.

2. Choose **Table > Export** in the menu or **Export Table Data** in the context menu.

3. In the **Export Table Data** dialog, choose the file format **Excel workbook (*.xlsx)** or **CSV (*.csv)**, enter a file name and click **Save**.

4. For CSV files, you then define the **Delimiter** and whether the file begins with **UTF-8 with byte order mark (for Excel)**.

Values that were imported from Excel and not changed are written back by the program as numbers with their number format.

Placing a Workbook Range as a Table

With **File > Import**, you place a range of an Excel workbook or a CSV file as a new table in the document. If required, the table remains linked to the workbook.

Placing a workbook range

1. Click an area in the document where there is no object and choose **File > Import**.
2. In the **File Type** popup menu, choose the option **Excel Workbook (*.xlsx *.xlsm)** or **CSV (*.csv)**, choose the file and click **Open**.
3. Make the following settings in the **Place Workbook Range** dialog:
   - **Sheet**, **Name** and **Range** — Define the cell range, e.g. a named range of the workbook. Without an entry, the program uses the used range of the sheet.
   - **Columns** — Choose all columns or only individual columns.
   - **The first row is the header** — The program takes over the first row as the header row of the table.
   - **Take over** — **Values with their number formats** or **Values and cell formats**. With the option **Column widths of the workbook**, the columns receive the widths from the workbook.
   - **Table style**, **Paragraph style**, **Header row** and **Layout style** — Style sheets for the table, the text of the cells and the header row. If a predefined style sheet is missing in the document, the program creates it when placing the range.
   - **Place as** — **A new table** or **The selected table (replace its cells)**.
   - **Link to the workbook** — The table remains linked to the workbook. Without this option, the table is a copy of the range; later changes to the workbook do not reach it.



4. Click **Place**.

Linked tables

A linked table remembers the workbook and the range; the workbook itself is never changed. The **Links** palette (**Window > Links**) shows the status of all linked tables (**Current**, **Changed**, **Missing**). The following commands are available in the **Table > Link** menu:

- **Update** — Takes over the current values of the workbook. If cells of the table were changed manually, the program asks first.
- **Open Source** — Opens the workbook in a tab of its own.
- **Unlink** — The table keeps its values but is no longer linked to the workbook.

With **Table > Update All Links**, you update all linked tables of the document.

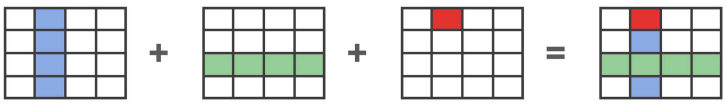
Graphic attributes for Tables

Tables are objects and as such can be treated in the same way as any other objects. This means that they may have a frame and a fill color, which may also be a blend. You can set the frame and the fill color in the **Table** tab of the **Table Settings** dialog, or in the **Module** palette or **Quick Access** palette in **Table Mode**, or in the **Object Settings** dialog.

Colors for cells, rows and columns

The appearance of your table can be adapted according to taste and preference. Different colors may be applied to cells, rows and columns as you like, but before you start adapting your table, the following points must be considered:

- Row colors take precedence over column colors.
- Cell colors take precedence over row **and** column colors.
- If columns/rows are left with the default setting **[None]**, any fill color and/or shade that is applied to the table object will be visible in the transparent elements.



Separators

Separators may be applied to each individual cell or group of cells. You may well be familiar with the separator/grid principle from Excel or other table calculation programs.

The graphic attributes of separators are edited in the **Separators** tab of the **Table Settings** dialog or the **Module** or **Quick Access** palette in **Table Mode**, and carry the same default settings as the object frame for graphic objects or for line objects. The table frame is not included in the specification, so if for example you select only the top left cell, the program will offer you the opportunity to set a **Right Separator** and a **Bottom Separator**.

The most simple option is to create a table consisting of a grid whereby the separators all take the default option.

Create table with standard grid

1. Create a table with several columns and rows.

2. Mark the whole table.

3. Choose **Table > Show Separators** in the menu or **Show Separators** in the context menu.

The table will now be displayed with its grid. The Separators have the color [Black] and have the default line width of 1 pt or 0.353 mm.

Edit the grid

1. Mark the whole table (all cells).

2. Choose one of the following options:

- Choose **Table > Separator Settings** in the menu or **Separator Settings** in the context menu and set the options for the **Horizontal Separator** or the **Vertical Separator**.
- Choose the **Separator** tab in the **Module** palette and set theoptions for the **Horizontal Separator** and the **Vertical Separator**.
- Click in the **Quick Access** palette on the separator lines in the separator icon. Set the options for the **Line Width**, **Line Style** and **Line Color** in the popup menus.

Switch grid off

1. Mark the whole table (all cells).

2. Choose one of the following options:

- Choose **Table > Separator Settings** in the menu or **Separator Settings** in the context menu. Set the options for the separators to **No**.
- Click in the **Quick Access** palette on the separator lines as described above. Set the options for the line width to **0**.

Define Separators for individual cells, columns or rows

1. Create a table with several columns and rows.

2. Mark the cell(s), row(s) or column(s) to which you want to apply a Separator.

3. Choose one of the following options:

- Choose **Table > Separator Settings** in the menu or **Separator Settings** in the context menu.
- Choose the **Separators** Tab in the **Module** palette.
  Click the required separator options to **Yes** and define the **Left**, **Right**, **Top** and **Bottom** Separators and/or **Horizontal Separator**/**Vertical Separator** as available and according to your requirements.
- Click in the **Quick Access** palette on the separator lines. Set the options for the **Line Width**, **Line Style** and **Line Color** in the popup menus.

You may have decided to have the **Vertical Separator** in red and the **Horizontal Separator** in black. Depending on your requirements, you can choose one of the options **Horizontal Separator above** or **Vertical Separator above** from the **Table** tab in the **Table Settings** dialog. The option you choose defines which Separators will be output on top, i.e. above the others.

Graphic Style Sheets for Tables

You can also apply Style Sheets with graphic attributes to an entire table, to rows and/or columns and to single cells. The rules regarding color priorities apply to these Style Sheets as described above.

General information regarding the use of Style Sheets can be found in the chapter Working with Style Sheets.

Create a Cell Style Sheet

1. Choose one of the following options:
   - Choose **Edit > Style Sheets** and choose **New**.
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Right click (secondary mouse button) in the **Style Sheets** palette and choose **New** in the context menu.
2. Choose your own **name** for the Style Sheet, or alternatively select one of the predefined names from the popup menu.
3. Choose the **Style Sheet Type**:
   - Select the option **Table Cell**.
4. Apply a fill color such as [Red] 100%.
5. Define all four separators as [Black] 100% with a line width of 1mm.
6. Confirm the entry.

Create a Row Style Sheet

1. Choose one of the following options:
   - Choose **Edit > Style Sheets** and choose **New**.
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Right click (secondary mouse button) in the **Style Sheets** palette and choose the **New** in the context menu.
2. Choose your own **name** for the Style Sheet, or alternatively select one of the predefined names from the popup menu.
3. Choose the **Style Sheet Type**:
   - Choose the option **Table Row**.
4. Apply a fill color such as [Green] 50%.
5. Confirm the entry.

Create a Column Style Sheet

1. Choose one of the following options:
   - Choose **Edit > Style Sheets** and choose **New**.
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Right click (secondary mouse button) in the **Style Sheets** palette and choose the **New** in the context menu.

2. Select your own **name** for the Style Sheet, or alternatively select one of the predefined names.

3. Select the **Style Sheet Type**:

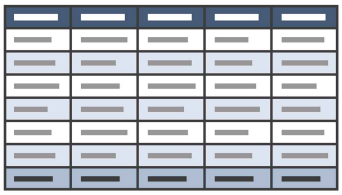
   - Choose the option **Table Column**.

4. Apply a fill color such as [Blue] 50%.

5. Confirm the entry.

Now you can create a table of your choice and apply the Style Sheets you have created to cells, rows and columns to see the effects. You do not have to mark a whole row or column; if one cell is activated and you apply a Row or Column Style sheet, then the whole row or column will be assigned this Style Sheet.

Now create 3 more Column Style Sheets and 3 more Row Style sheets, each with a different fill color. When you have done this, you can create a Table Style Sheet with header, footer, and alternating columns or rows.



Create a Table Style Sheet with alternating columns

1. Choose one of the following options:

   - Choose **Edit > Style Sheets** and choose **New**.
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Right click (secondary mouse button) in the **Style Sheets** palette and choose the **New** in the context menu.

2. Choose your own **name** for the Style Sheet, or alternatively select one of the predefined names.

3. Choose the **Style Sheet Type**:

   - Choose the option **Table**.

4. Choose the options for the table object in the section **Table Settings** as required:

   - For the **Fill**, set the **Color**, **Shade** and **Blend Angle** (if your fill color is a blend).
   - For the **Frame**, set the **Line Color**, **Line Shade**, **Line Style** and **Line Width**.
   - Choose the **Separator Sequence**: **Vertical Separator above** or **Horizontal Separator above**.

5. Choose the column options in the section **Column Settings** as required:

   - Set the popup menu **Left Columns** to **Yes** and select one of your four Column Style Sheets.
   - Set the popup menu **Right Columns** to **Yes** and select one of your four Column Style Sheets.
   - Set the popup menu **Alternating Columns** to **Yes** and select one of your four Column Style Sheets for each alternating column.

6. Confirm the entry.

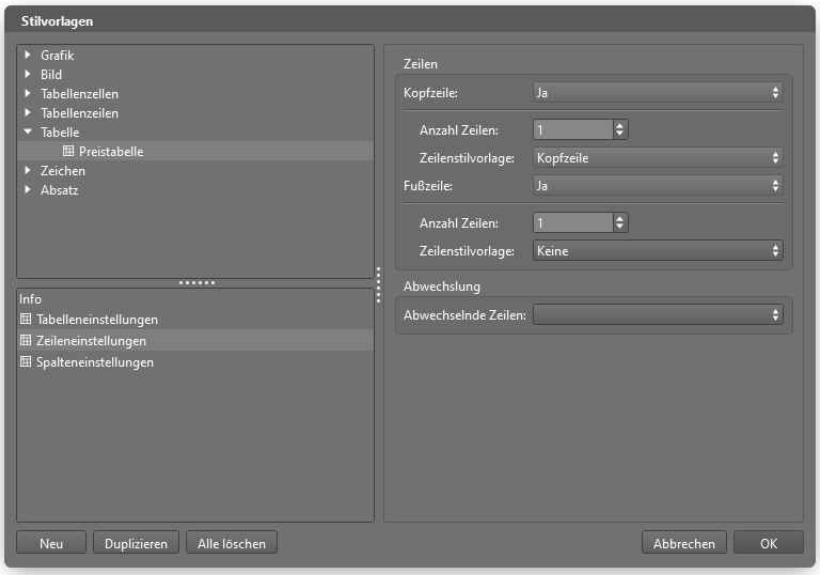
7. Create a table object with at least 6 columns, mark at least one cell and apply the table style sheet.

Create a Table Style Sheet with alternating rows

1. Create a new Table Style Sheet as described above.

2. Choose the row options in the section **Row Settings** as required:

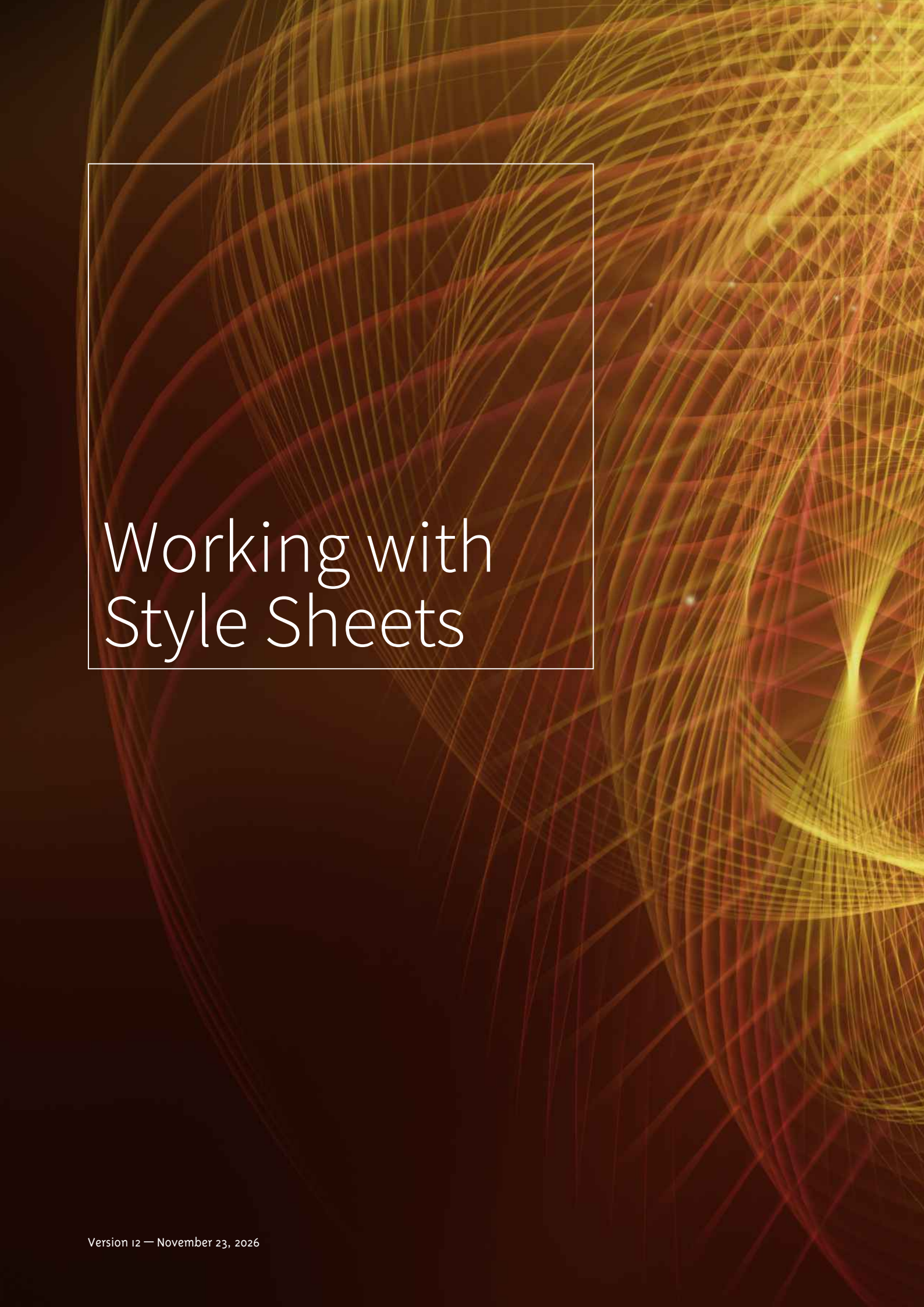
   - Set the popup menu **Header** to **Yes** and select one of your four Row Style Sheets.
   - Set the popup menu **Footer** to **Yes** and select one of your four Row Style Sheets.
   - Set the popup menu **Alternating Rows** to **Yes** and select one of your four Row Style Sheets for each alternating row.



3. Confirm the entry.

4. Create a table object with at least 6 rows and apply the table style sheet to it.

> *Note: You can now apply the Cell Style Sheet created earlier to any cell or cell group in either of the above tables to achieve individual effects. Try applying Separators with different colors to different Row or Column Style Sheets.*



Working with Style Sheets

Version 12 — November 23, 2026

Working with Style Sheets

A Style Sheet can be regarded as a collection of options for the assigning of attributes to text, objects or images. Using Style Sheets, a whole series of options may be applied automatically and simultaneously at the push of a button.

Introduction

The advantage of Style Sheets lies not only in the fast application of several options, but also in flexibility for additional editing. For this reason, a professional user will always work with a large number of Style Sheets so as to complete his task quickly and in a structured way. The program offers extensive functions for the creation, management and application of Style Sheets. Here below is a brief overview:

- Style Sheets can be applied to text, objects and images.
- Text Style Sheets can be applied to characters, paragraphs and layouts.
- Style Sheets only change the options that have been defined in the Style Sheet.
- Style Sheets can be inherited, which means that they can be used as models or templates for additional Style Sheet definitions.

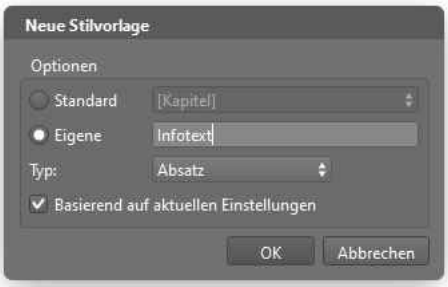
Create/Import Text Style Sheets

Create Text Style Sheets

You can create a Text Style Sheet for **characters**, **paragraphs** and **layouts**. When you create a **Character Style Sheet**, you have all the options available for characters. If you want to create a **Paragraph Style Sheet**, you have all the options available for paragraphs, plus as an option all the options available for characters. If you want to create a **Layout Style Sheet**, you have all the options available for layouts.

Create a simple Text Style Sheet

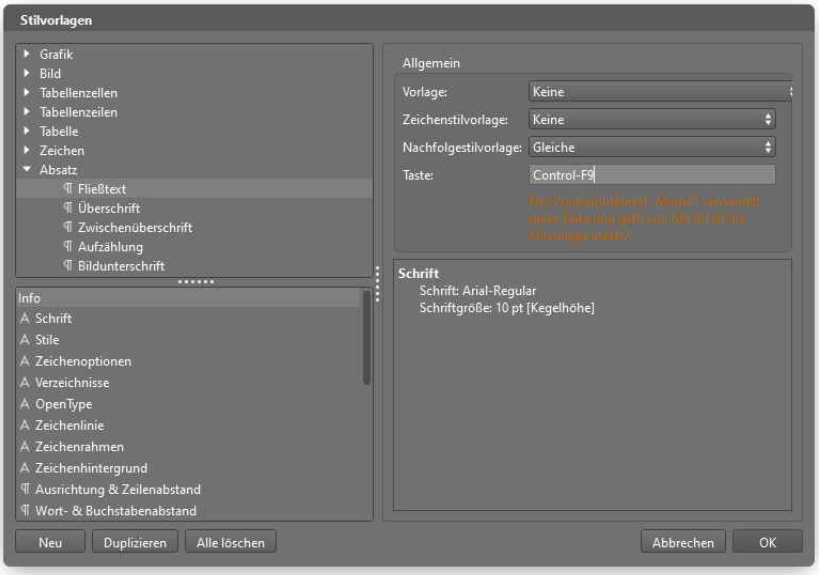
1. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S (Mac)** and choose **New**.
   - Choose **Edit > Style Sheets** and choose **New**.
   - Right click in the **Style Sheets** palette and choose **New** in the context menu.
2. Enter your own **Name** for the Style Sheet in the **Custom** field, or alternatively select one of the predefined names from the **Standard** popup menu.
3. Choose a **Style Sheet Type**:
   - **Character** if you want to create a **Character Style Sheet**.
   - **Paragraph** if you want to create a **Paragraph Style Sheet**.
   - **Layout** if you want to create a **Layout Style Sheet**.



4. Choose **Based on actual settings** if you want to take over all corresponding attributes of the text in which the cursor is currently placed. The option can be selected when the text mode is active.

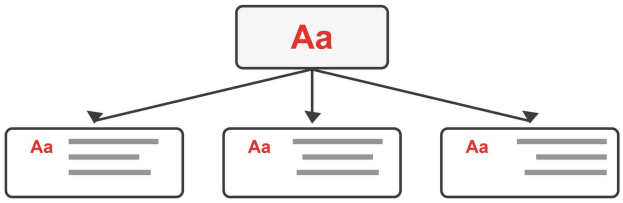
5. In the dialog section **General**, choose a **key** or **key combination** for faster application. Click in the entry field and press a single key or key combination. The program supports the following keys/key combinations:
   - the **Numeric Keypad**,
   - the **Numeric Keypad**, in combination with the **Ctrl key** (Windows/Linux), or the **Command key** (Mac) and/or the **Alt key** (Windows/Linux) or the **Option key** (Mac),
   - the **function keys** F5 to F12,
   - the **function keys** F1 to F12, in combination with the **Ctrl key** (Windows/Linux), or the **Command key** (Mac) and/or the **Alt key** (Windows/Linux) or the **Option key** (Mac) and/or the **Windows key** (Windows/Linux) or the **Control key** (Mac) and/or the **Shift key**.

> *Note: If your current document contains a Style Sheet operating with the same key combination that has been assigned to a palette, then the palette activation and deactivation function of this key will take precedence and the key combination will not work for the Style Sheet.*
>
> *Note: If another style sheet or a program command already uses the key, the dialog indicates this below the* **Key** *entry field. Another style sheet loses the key as soon as you confirm. A program command, on the other hand, takes precedence; the style sheet then cannot be assigned with this key. You define the keyboard shortcuts of the program commands under* **Edit > Preferences > Keyboard Shortcuts** *(Windows/Linux) or* **[Program Name] > Preferences > Keyboard Shortcuts** *(Mac).*



6. Choose the settings for **characters**, **paragraphs** or **layouts** in the respective dialogs. If you have applied the option **Based on actual settings**, all the options are already predefined. If you have not applied this option, you can decide individually which options you want to apply.

When the Style Sheet is applied in the text only those options will be applied that were defined in the Style Sheet. You can work even more effectively with Style Sheets if when you create a new one you apply an existing one as a template. This way of working is particularly helpful if for example you want to create several Paragraph Style Sheets that all have the same character options. Instead of repeating the character options in every Paragraph Style Sheet, you simply select a Character Style Sheet as a template for every Paragraph Style Sheet. In this way you save not only the repeated settings in all the Paragraph Style Sheets but also avoid possible errors arising from creating several Style Sheets with the same settings. Furthermore, this method also enables you to change all related Paragraph Style Sheets by changing a single Character Style Sheet.



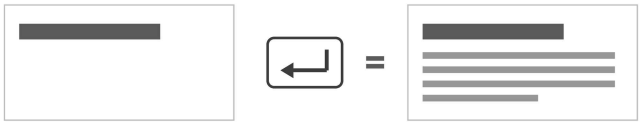
Create a Text Style Sheet with a template

1. Create a Style Sheet as described above or choose an existing Style Sheet.
2. In the **General** dialog area, choose a **Template**:
   - For **Character Style Sheets**, choose an existing **Character Style Sheet**.
   - For **Paragraph Style Sheets**, choose an existing **Paragraph Style Sheet** and/or a **Character Style Sheet**. If you choose a **Character Style Sheet**, the character options will be deactivated automatically.
   - For **Layout Style Sheets**, choose an existing **Layout Style Sheet**.
   - Choose **None** to cancel the selection of a template.

> *Notes on creating Text Style Sheets:*
>
> - *Style Sheet names must be unique in the entire document, irrelevant of their type. A name may not be used twice.*
> - *Predefined Style Sheet names are displayed in square brackets.*
> - *You can use the predefined Style Sheet names as often as you like. In this case the Style Sheets are numbered by the program.*
> - *The use of predefined Style Sheet names is helpful if you are exchanging documents internationally, as these names are translated automatically. In this case, the structure of the text is easily recognizable for a newcomer (e.g. Body Text, Chapter, Lists, etc.), even if he doesn't understand the text content in the relevant language.*
> - *With the use of templates, you can minimize the number of Style sheets and simplify the management of them. In this case we recommend not using the option* **Based on actual settings** *and setting the options manually.*
> - *By using shortcut keys you can apply Style Sheets faster. If there are overlaps with program shortcuts, the shortcuts for the Style Sheets will be ignored. The* **Style Sheets** *dialog already points this out when you enter the key.*

Define the next style sheet

With paragraph style sheets you use the next style sheet to determine which paragraph style sheet the following paragraph receives. If, for example, a headline is always followed by body text, the paragraph after the headline automatically receives the style sheet for the body text.



1. Create a paragraph style sheet as described above or choose an existing paragraph style sheet.
2. In the **General** section of the dialog, choose one of the following options in the **Next Style Sheet** popup menu:
   - **Same** — (default setting) The following paragraph receives the same paragraph style sheet.
   - **None** — The following paragraph receives no paragraph style sheet.
   - Another paragraph style sheet — The following paragraph receives the selected paragraph style sheet.
3. Confirm the entry.

> *Notes on the next style sheet:*
>
> - *The program applies the next style sheet when you start a new paragraph with the* **Enter** *key at the end of a paragraph. If you split a paragraph in the middle, the program does not apply the next style sheet.*
> - *The* **Next Style Sheet** *popup menu is only available for paragraph style sheets.*

- *You apply the next style sheets to paragraphs that already exist with the command* Apply Next Style Sheet*. Please refer to the notes in the section* Apply next style sheets to existing paragraphs*.*

Defining PDF tags with paragraph style sheets

In paragraph style sheets, you define in the **Export Tagging** group which element a paragraph is tagged as when exporting as an accessible PDF, for example as heading **H1** to **H6**, as **Block Quote**, **Caption** or **Table of Contents Entry**. As of version 12, the group is available in all working modes. Please refer to the section Create accessible PDFs.

Importing Text Style Sheets

You can take over Style Sheets from other documents by selecting a text or a text object with the appropriate Style Sheets, copying and pasting into the target document. When you take over Style Sheets from other documents that have identical names to and are of the same type as those of the target document, the settings in the target document will be applied to the imported text.

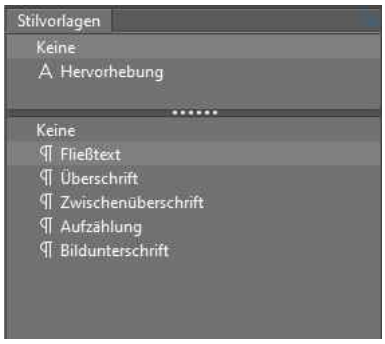
Assigning Text Style Sheets

Assigning Text Style Sheets manually

You can apply **Character**, **Paragraph** and **Layout Style Sheets** to a text both manually and automatically.

Assign Text Style Sheets manually

1. Choose one of the following options:
   - To assign a **Character Style Sheet**, mark the appropriate text.
   - To assign a **Paragraph Style Sheet** to a paragraph, position the cursor anywhere in the paragraph. Alternatively you can mark a text section within the paragraph.
   - To assign a **Paragraph Style Sheet** to several paragraphs, mark the paragraphs. It is only necessary to mark a part of each paragraph, marking the whole text is unnecessary.
   - To assign a **Layout Style Sheet**, position the cursor anywhere in the text. If you are using several layouts in the text, position the cursor in the appropriate Layout.
2. Choose one of the following options:
   - Choose the required Style Sheet in the menu **Text > Character Style Sheet** or **Text > Paragraph Style Sheet** or **Text > Layout Style Sheet**.
   - Click the **Style Sheet name** in the **Style Sheets** palette.
   - Press the shortcut key combination that is displayed after the **Style Sheet name** in the **Style Sheets** palette.



In text mode, the **Style Sheets** palette shows the character style sheets at the top and the paragraph style sheets at the bottom. The style sheet at the insertion point is highlighted. You move the divider between the two sections with the mouse.

> *Notes on the manual assignment of Text Style Sheets:*
>
> - *If you assign a Style Sheet to a text that already possesses identical attributes, these identical attributes in the Style Sheet will not be assigned. After the Style Sheet has been assigned, a plus sign will appear in the* **Style Sheets** *palette.*
> - *If you assign a Style Sheet to a text that already possesses identical attributes, you can overwrite them with the settings in the Style Sheet by double-clicking the name of the Style Sheet in the* **Style Sheets** *palette. This will cause the plus sign to disappear.*
> - *Alternatively you can click the name of the Style Sheet in the* **Style Sheets** *palette and choose the option* **Remove overrides in selection**.

> - *Alternatively you can click the name of the Style Sheet in the* Style Sheets *palette and choose the option* Remove overrides in story.

Remove or keep manual overrides

If the settings of a text differ from its style sheet, the **Style Sheets** palette shows a plus sign after the style sheet name. If you point the mouse at this style sheet name, a tooltip lists the differing settings under **Manual Overrides**. With the commands in the context menu of the palette you remove these deviations or keep them.

1. Mark the text concerned or position the insertion mark in the paragraph concerned.
2. In the **Style Sheets** palette, right-click the name of the style sheet and choose one of the following options in the context menu:
   - **Remove overrides in selection** — The program assigns the style sheet to the selection and applies all settings of the style sheet again. Differing manual settings are removed. The option corresponds to a double click on the style sheet name.
   - **Keep overrides in selection** — The program assigns the style sheet to the selection. Manual settings are retained. The option corresponds to a single click on the style sheet name.
   - **Remove overrides in story** — The program applies the settings of the style sheet again throughout the whole text chain at every place to which this style sheet is already assigned, and removes differing manual settings there. The selection plays no part in this; the program does not assign the style sheet to other places in the text.

> *Notes on manual overrides:*
>
> - *Settings that are not defined in the style sheet are retained in all cases. The settings of the style sheet also include the settings of its template and, with paragraph style sheets, the settings of the assigned character style sheet.*
> - *With character style sheets the commands* Remove overrides in selection *and* Keep overrides in selection *are only available if text is marked.*
> - *If the selection contains passages with different deviations, the tooltip shows the message "The attributes are not unique in the selection" instead of the settings.*

Apply next style sheets to existing paragraphs

With the command **Apply Next Style Sheet** you assign a paragraph style sheet and its next style sheets to several existing paragraphs in one step.

1. Mark the paragraphs concerned; you do not have to mark them completely.
2. In the **Style Sheets** palette, right-click the paragraph style sheet for the first paragraph and choose **Apply Next Style Sheet** in the context menu.

The first paragraph receives the selected paragraph style sheet, every further paragraph the next style sheet of the preceding paragraph. If only one paragraph is marked or the insertion mark is in a paragraph, the following paragraph additionally receives the next style sheet.

> *Note: The command is only available for paragraph style sheets whose next style sheet is not set to* Same. *If the program subsequently encounters a style sheet with the setting* Same, *all further marked paragraphs receive this style sheet; with the setting* None *the program cancels the assignment of the paragraph style sheet for all further paragraphs.*

Assigning Text Style sheets automatically

Text Style Sheets can also be assigned using the option **Search & Replace**. This option is particularly helpful when

- you want to assign Style Sheets to a Text whose attributes have been assigned manually, or
- you want to replace Style Sheets in a text with other Style Sheets.

Assign Text Style Sheets automatically

1. Choose one of the following options:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Text > Search & Replace**.
2. In the **Search** section, choose a combination of **Text**, **Font**, **Font Size**, **Text Color** or **Language** to enable the relevant text to be identified.
3. Choose an existing **Character** or **Paragraph Style Sheet** in the **Replace** section.

Replace Text Style Sheets automatically

1. Choose one of the following options:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Text > Search & Replace**.
2. In the **Search** section, choose a Style Sheet **Type**:
   - **Character Style Sheet** to search for a Character Style Sheet.
   - **Paragraph Style Sheet** to search for a Paragraph Style Sheet.
   - **Layout Style Sheet** to search for a Layout Style Sheet.
3. Choose the Style Sheet you want to search for.
4. In the **Replace** section, choose a Style Sheet of the same type **or** of another type. Here you can for example search for a Character Style sheet and replace it with a Paragraph Style Sheet.

A very good method of assigning Style Sheets to new text automatically is provided by the options in the **Preferences**. Here you can choose Character, Paragraph and Layout Style Sheets that will be assigned to new text objects automatically.

Assign Text Style Sheets automatically using the Preferences

1. Create a Text Style Sheet of your choice. If you do this without a document being open, this Style Sheet will be available for all new documents.
2. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
3. Choose a Character, Paragraph and/or Layout Style Sheet from the **Default Style Sheets** section.
4. **Confirm the entry**. The settings take immediate and automatic effect on
   - all new text and table objects.
   - all new documents, if at the time of making the setting no document is open.

Changing the assignment of Text Style Sheets

You can change the assignment of Text Style Sheets at any time. This is done either by choosing the option **None** or by assigning another Style Sheet. The option **None** has the effect that the assignment of the Style Sheet is canceled. In this case the default options will be assigned to the text (default font, default font size, etc.), but any manual settings that have been made will be retained. The default options are not editable.

Cancel or change a Text Style Sheet assignment manually

1. Choose one of the following options:
   - To cancel or change the assignment of a **Character Style Sheet**, mark the appropriate text.
   - To cancel or change the assignment of a **Paragraph Style Sheet** in **one** paragraph, place the cursor anywhere in the relevant paragraph. As an alternative you can mark some of the text on the paragraph.
   - To cancel or change the assignment of a **Paragraph Style Sheet** in **several** paragraphs, mark the paragraphs. It is only necessary to mark a part of each paragraph, marking all the paragraphs completely is unnecessary.
   - To cancel the assignment of a **Layout Style Sheet** that has been applied to the whole text, place the cursor anywhere in the text.
   - If you use several layouts in the text and want to cancel or change the assignment of one **Layout Style Sheet**, place the cursor anywhere in the Layout.
2. Choose one of the following options:
   - Choose the entry **None** in the menu **Text > Character Style Sheet** or **Text > Paragraph Style Sheet** or **Text > Layout Style Sheet** to cancel the assignment, or choose another Style Sheet.
   - Alternatively, click the entry **None** in the **Style Sheets** palette to cancel the assignment, or click another Style Sheet to change the assignment.

Cancel or change a Text Style Sheet assignment automatically

1. Choose one of the following options:
   - Press **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
   - Choose **Text > Search & Replace**.
2. In the **Search** section, choose a Style Sheet Type:
   - **Character Style Sheet** if you want to search for a Character Style Sheet.
   - **Paragraph Style Sheet** if you want to search for a Paragraph Style Sheet.
   - **Layout Style Sheet** if you want to search for a Layout Style Sheet.
3. Choose the Style Sheet you want to search for.
4. In the **Replace** section, choose the option **None**, either for Style Sheets of the same type or for Style Sheets of a different type. In this way you can for example search for the usage of a Paragraph Style Sheet and there cancel all assignments of Character Style Sheets.

Editing Style Sheets

You can rename, duplicate or delete Style Sheets and organize them in groups.

Renaming Style Sheets

You can rename individually named Style Sheets at any time. Renaming Style Sheets whose names are in square brackets is not permitted. Therefore when naming your Style sheets individually, please avoid the use of square brackets. The default names in square brackets can also not be renamed.

Rename Style Sheets

1. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac).
   - Choose **Edit > Style Sheets**.
   - Choose the Style Sheet in the **Style Sheets** palette and choose **Edit** in the context menu.
2. Click the **Style Sheet name** so that it is marked/highlighted with a blinking cursor.
3. Enter the new name and complete your entry by pressing the **Return key** or by choosing another Style Sheet. Confirm the entry.

Duplicate Style Sheets

1. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac).
   - Choose **Edit > Style Sheets**.
   - Right click the name of the Style Sheet in the **Style Sheets** palette and choose the option **Edit** in the context menu.
2. Click the Style Sheet symbol (if necessary) and click the **Duplicate** button.
3. Enter the new name.
4. Choose the required settings and confirm the entry.

Delete one or more Style Sheets

1. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac).
   - Choose **Edit > Style Sheets**.
   - Choose any Style Sheet in the **Style Sheets** palette and choose the option **Edit** in the context menu.
2. Choose one of the following options:
   - Click the Style Sheet symbol of a Style Sheet you want to delete and press the **Del** key to delete the individual Style Sheet.
   - Click the **Clear All** button to delete all the Style sheets that are not used in the document.
3. Confirm the entry.

> *All Style Sheets assigned in the document are locked and cannot be deleted*

- *the assignment is canceled AND the document has been correctly saved, closed and reopened.*

Style Sheet Groups

With style sheet groups you arrange extensive lists of style sheets clearly in folders. You create groups in the **Style Sheets** dialog within one style sheet type, for example for paragraph style sheets. A group can contain further groups.

The **Style Sheets** palette shows the groups as folders. A click on a group does not assign a style sheet. If you choose a group in the palette and then choose **New** in the context menu, the program creates the new style sheet in this group.

Create a style sheet group

1. Choose **Edit > Style Sheets** or press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac).
2. In the list, choose the style sheet type, an existing group or a style sheet.
3. Right-click in the list and choose **New Style Sheet Group** in the context menu. The program creates a group with the name “Style Sheet Group”:
   - in the selected style sheet type or in the selected group,
   - on the same level as the selected style sheet if a style sheet is selected.
4. To rename the group, choose **Rename** in the context menu, enter the new name and press the Enter key.
5. Confirm the entry.

Assign style sheets to a group

1. Open the **Style Sheets** dialog as described above.
2. Drag the style sheet with the mouse onto the desired group. You move a group into another group in the same way.
   - To change the order, drag a style sheet or group between two other entries.
   - To take a style sheet or group out of a group, drag it onto the name of the style sheet type, for example onto **Paragraph**.
3. Confirm the entry.

Delete a style sheet group

1. Open the **Style Sheets** dialog as described above.
2. Choose the group, right-click in the list and choose **Delete...** in the context menu.
3. Confirm the security query and then the entry.

Notes on style sheet groups:

- *A group can only be deleted if it does not contain any style sheets, not even in subordinate groups. Move or delete the style sheets beforehand.*
- *Style sheets and groups can only be moved within their style sheet type.*
- *If the target group already contains a style sheet or group with the same name, the program numbers the name of the moved style sheet or group. The same applies to the name of a new group.*
- *The program only applies changes to groups when you confirm the* **Style Sheets** *dialog.*

Graphic Style Sheets

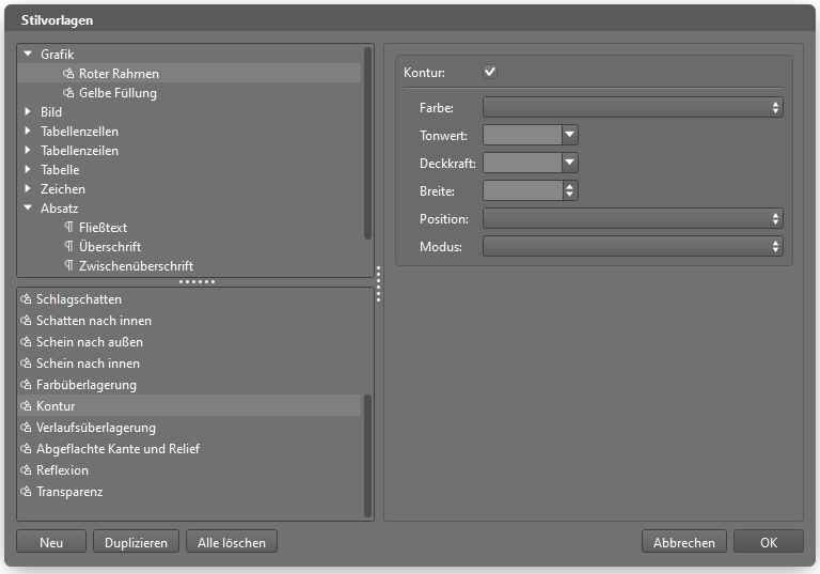
Creating a simple Graphic Style Sheet

We will begin by creating a simple graphic style sheet that applies a frame color to an object.

Create a simple graphic style sheet

1. Ensure that **Object Mode** is active and choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Choose **Edit > Style Sheets** and choose **New**.
   - Click in the **Style Sheets** palette and choose **New** in the context menu.
2. Enter the name **Red frame** in the entry field **Custom** in the **New Style Sheet** dialog.
3. Check that in the **Type** popup menu the type **Graphic** is selected and click **OK**.
4. In the bottom left **Info** section of the **Style Sheets** dialog, click **Frame**.
5. In the popup menu **Line color** choose the entry **[Red]**.
   - Click in the bottom left **Info** section to see your setting.
6. Confirm the entry.

In addition to frame and fill, you also define the effects of an object in graphic style sheets: **Drop Shadow**, **Inner Shadow**, **Outer Glow**, **Inner Glow**, **Color Overlay**, **Stroke**, **Gradient Overlay**, **Bevel and Emboss**, **Reflection** and **Transparency**. The effects **Stroke**, **Gradient Overlay** and **Bevel and Emboss** are new in version 12. To include an effect in the style sheet, activate its checkbox and define its values.



Assigning Graphic Style Sheets

A Graphic Style Sheet may be assigned to any object. There are several possibilities available.

Assign Graphic Style Sheet with Style Sheets palette

1. Ensure that the **Style Sheets** palette is visible. If this is not the case, choose one of the following options:
   - Press **Ctrl + F11** (Windows/Linux) or **Command + F11** (Mac).
   - Choose **Window > Style Sheets**.

If the **Style Sheets** palette is visible, the **Type**, the **Name** and the **shortcut** (if available) will be shown.

2. Choose one or more Graphic Objects to which the Style Sheet should be assigned.
3. To assign the Style Sheet **Red frame**, click the entry in the **Style Sheets** palette. The Style Sheet will be assigned to the objects selected and their frames will be shown in red.
   - Instead of clicking in the **Style Sheets** palette to assign a Style Sheet, you can also use the **shortcut** (if available).

> *Notes on applying graphic style sheets:*
>
> - *A click on the style sheet name assigns the style sheet to the selected objects. Settings that you have made manually on the objects are retained. If the settings of the objects differ from the style sheet, a plus sign appears after the style sheet name in the* **Style Sheets** *palette.*
> - *A double click on the style sheet name assigns the style sheet and overwrites differing settings of the objects with the settings of the style sheet.*
> - *Alternatively you right-click the style sheet name and choose* **Overwrite settings in selection** *(corresponds to the double click) or* **Don't overwrite settings in selection** *(corresponds to the single click) in the context menu.*
> - *If you point the mouse at the style sheet name with the plus sign, a tooltip lists the differing settings under* **Manual Overrides**.

Assign Graphic Style Sheet with a shortcut:

1. If your Style Sheet doesn't yet have a shortcut, you can enter one:
   - Choose the option to edit the Style Sheet and enter a shortcut as previously described.
2. Choose one or more graphic objects and press the shortcut keys you have set. The Style Sheet will be assigned to the objects selected and their frames will be shown in red.

Graphic Style Sheets with Preference

If a Style Sheet consists of a series of attributes that are nearly identical with those of an existing object, you can also create a Graphic Style Sheet with a preference.

Creating Graphic Style Sheets with Preferences

1. Choose an object on the document page of the that already has the required attributes.
2. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S (Mac)** and choose **New**.
   - Choose **Edit + Style Sheets** and choose **New**.
   - Right click in the **Style Sheets** palette and choose **New** in the context menu.
3. Enter the name **Style_1** in the entry field **Custom** in the **New Style Sheet** dialog.
4. Check that in the **Type** popup menu the type **Graphic** is selected and confirm the entry.

5. In the lower part of the **Style Sheets** dialog, all attributes relating to the selected object will now be displayed.
6. Confirm the entry.
7. Select an object on another document page and click the entry **Style_1** in the **Style Sheets** palette.

The object selected will now take on **ALL** the attributes of the original object.

Assigning several Graphic Style Sheets

The advantage of creating a Style Sheet with a preference is that the Style Sheet definition as described in the last section is achieved very quickly. The disadvantage is that attributes that are sometimes not required are also used. In our previous examples the position and size of the object as well as the graphic attributes were set. So that certain attributes are not taken over for the Style Sheets, the corresponding entry fields should contain no values. At the same time the corresponding pop-up menus must be left empty or set to **Any**. In this way the user is able to apply several Style Sheets to the same object without having to alter attributes that have been applied previously.

Assign two Graphic Style Sheets

1. Create two Graphic Style Sheets: **Red Frame** and **Yellow Fill**. In the Style Sheet **Red Frame** you just define the frame color **[Red]**. In the Style Sheet **Yellow Fill** you just define the fill color **[Yellow]** in the **General** section.
2. Create three closed objects – a **Text Object**, a **Graphic Object** and a **Picture Object**, and assign them the Style Sheet **Red Frame** by clicking the entry in the **Style Sheets** palette. As the objects stay selected, assign the Style Sheet **Yellow Fill** to the same objects.
3. You will see that **visually** just the Graphic Object has taken on the yellow fill and the red frame, while the other two objects have not. The following should therefore be noted:
   - Text and picture objects have as default a frame/line width of zero (0) and their fill color shade is Transparent. If you deselect the Graphic Object so that just the other two are selected and check their attributes in the **Module** palette (object mode), you will see that they have taken over the frame color and the fill color from the Style Sheet.
4. Edit the two Style Sheets you have just created:
   - In the Style Sheet **Yellow Fill**, define a **Shade** such as **50%** for the **Fill Color** in the **General** Section.
   - In the Style Sheet **Red Frame**, define a **Line Width** such as **1.5 mm** in the **Frame** section.
5. Now mark the Objects again and click the Style Sheet names in the palette to update the attributes of the objects.

Picture Style Sheets

Creating simple Picture Style Sheets

Let us start with the creation of a simple Picture Style Sheet which applies scaling to a picture.

Create a simple Picture Style Sheet

1. Choose one of the following options:

- Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
- Choose **Edit > Style Sheets** and choose **New**.
- Right click in the **Style Sheets** palette and choose the option **New** in the context menu.

2. Enter the name **60%** in the entry field **Custom** in the **New Style Sheet** dialog.
3. Check that in the **Type** popup menu the type **Picture** is selected and click **OK**.
4. Now enter the value **60%** in each of the entry fields **Horizontal Scale** and **Vertical Scale** and confirm the entry.

If you now create a Picture Object and activate **Picture Mode** by clicking in the object, the new Picture Style Sheet will be shown in the **Style Sheets** palette.

In the **Content Options** area of the **Picture Settings**, you also define **Image Adjustments** and the **Clipping** in picture style sheets, for example a specific path that was saved in Photoshop. The program calculates the automatic adjustments of a picture style sheet for each picture on the basis of its own image data.

Assigning Picture Style Sheets

Once created, a Picture Style Sheet can then be applied to any picture/image. For this you have several alternatives.

Assign Picture Style sheet with the palette

1. Ensure that the **Style Sheets** palette is visible. If this is not the case, choose one of the following options:
   - Press **Ctrl + F11** (Windows/Linux) or **Command + F11** (Mac).
   - Choose **Window > Style Sheets**.

If the **Style Sheets** palette is visible, the **Type**, the **Name** and the **shortcut** (if available) will be shown.

2. Click the surface of the picture to which the Style Sheet is to be applied. The **Picture** menu will appear and the **Style Sheets** palette will show the Picture Style Sheet(s) you have created.
3. To assign the Style Sheet **60%**, click the entry in the **Style Sheets** palette. The picture selected will now be displayed with its Style Sheet, 60% reduced.
   - Instead of applying the Style Sheet through a click on the entry in the **Style Sheets** palette, you can also use the **shortcut** (if available).

> *Note: With picture style sheets too, a double click on the style sheet name overwrites differing settings of the picture with the settings of the style sheet. The commands* **Overwrite settings in selection** *and* **Don't overwrite settings in selection** *are available for this in the context menu. Please refer to the notes in the section* Assign Graphic Style Sheet with Style Sheets palette.

Picture Style Sheets with Preferences

If a Style Sheet consists of a series of attributes that are nearly identical with those of an existing picture, you can also create a Picture Style Sheet with a preference.

Create a Picture Style Sheet with Preferences

1. Activate an image which already has the required attributes.
2. Choose one of the following options:
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac) and choose **New**.
   - Choose **Edit > Style Sheets** and choose **New**.
   - Right click in the **Style Sheets** palette and choose the option **New** in the context menu.
3. Enter a name of your own in the **Custom** field. The checkbox **Based on actual settings** should be activated as default.
4. Check that in the **Type** popup menu the type **Picture** is selected and confirm the entry. In the section **Picture Settings** all the attributes relating to the image selected are shown.
5. Confirm the entry.
6. Activate another image and click the new entry in the **Style Sheets** palette. The image selected will now receive the same attributes as the original image.

Assigning several Picture Style Sheets

The advantage of creating a Style Sheet with a preference is that the Style Sheet definition as described in the last section is achieved very quickly. The disadvantage is that sometimes attributes that are not required are also used.

So that certain attributes are not taken over for the Style Sheets, the corresponding entry fields should contain no values. At the same time the corresponding popup menus must be left empty or set to **Any**. In this way the user is able to apply several Style Sheets to the same image without having to alter attributes that have been applied previously.

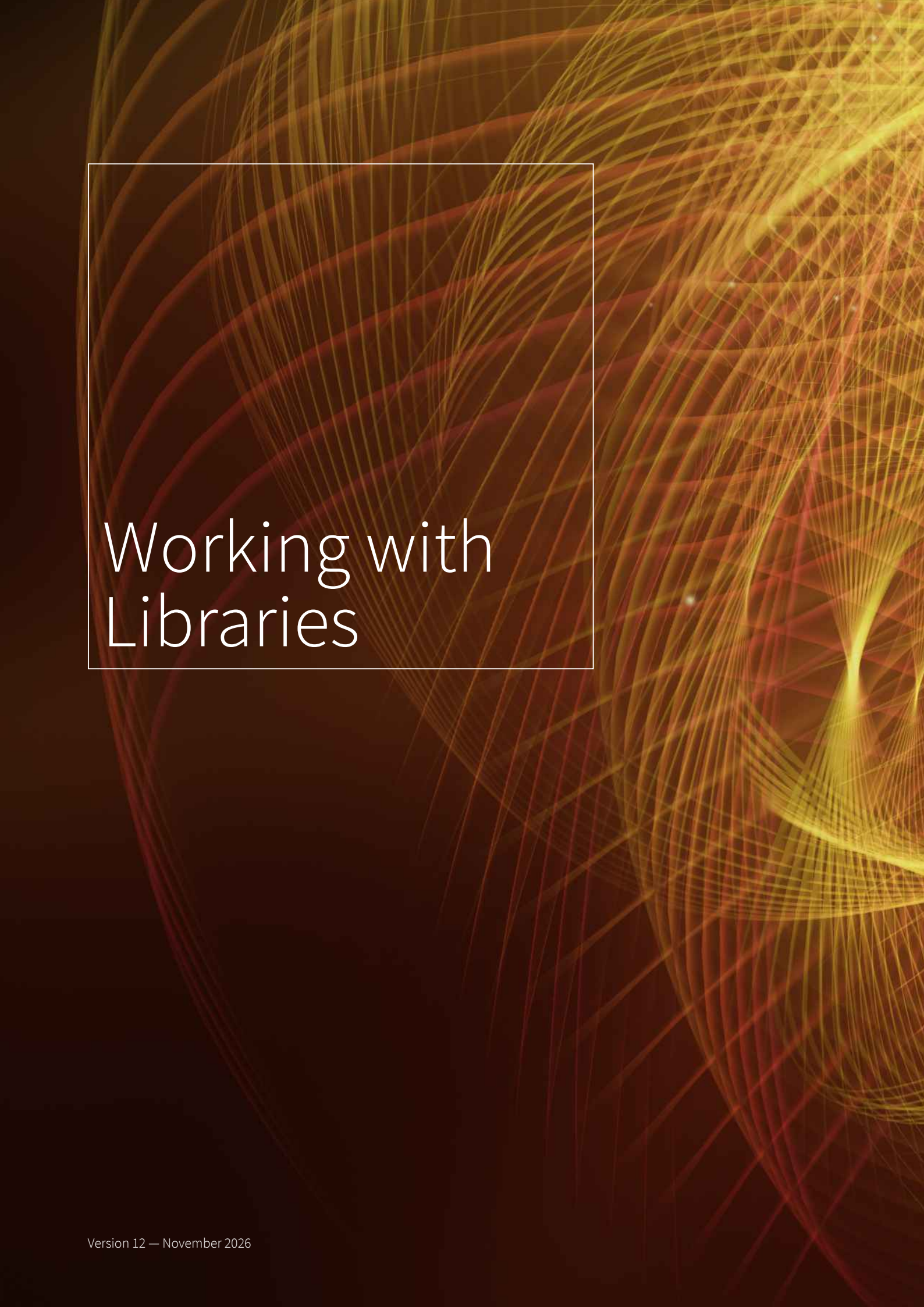
Assign two Picture Style Sheets:

1. Create the two Picture Style Sheets **60%** and **5mm Offset**. In the Style Sheet **60%** you just define the image scaling. In the Style Sheet **5mm Offset** you just define the image position in the Picture Object.
2. Activate Picture Mode by clicking an image and assign the first Style Sheet **60%** by clicking the entry in the **Style Sheets** palette.
3. Since Picture Mode remains active, assign the second Style Sheet **5mm Offset** to the same image.

As you see, the second Style Sheet **5mm Offset** has been applied without affecting the 60% scaling, since in the Style Sheet **5mm Offset** no scaling is defined.

Style Sheets for Table Objects

The application offers separate Style Sheets for **Table Objects**, **Table Columns**, **Table Rows** and **Table Cells**. Please refer to the section Working with Tables.



Working with Libraries

Version 12 — November 2026

Working with Libraries

The library is a container for objects, texts and files that you use again and again, for example logos, picture objects, text modules or tables. You open libraries with File > Open or in the Library palette. To add elements to the library, select the objects and choose the corresponding command in the Library palette. To insert an element into a document, drag it from the palette onto the document page or choose Place Item(s). The element remains in the library.

Creating/Opening a Library

To create or open a library you must have a new or existing document open. If no document is open, the program hides the **Library** palette.

Create a Library

1. Choose one of the following options:
   - Choose **File > New > Library**.
   - In the **Library** palette, click **New...**. The button only appears as long as no library is open in the palette.
   - Click the icon at the top right of the **Library** palette and choose **New Library...**.
2. In the **Save** dialog, enter a name for the library and confirm your entry. If you cancel the dialog, the program does not create a library.

The library will be opened for your current document and for all further documents created or opened during the current session.

Open Library with the menu

1. Choose **File > Open**.
2. Choose the File Type **Viva Library (*.libd)**, **Viva Documents** or **All readable documents**.
3. Choose the Library and click **Open**.

Open Library with the Library palette

1. Click the icon at the top right of the **Library** palette and choose **Open Library...**.
2. The dialog only shows files of the File Type **Viva Library (*.libd)**. Choose the library and click **Open**.

Add files

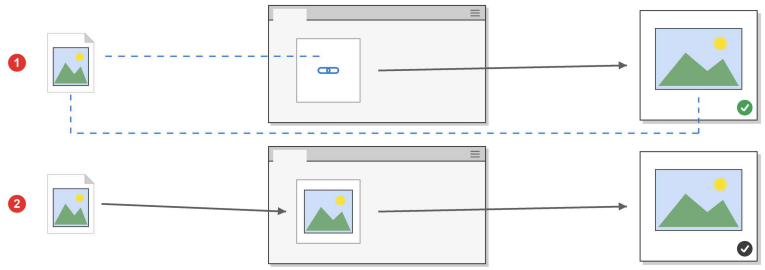
Add an image file to the Library

1. Open the **Library** palette. If this is not visible, choose **Window > Library**.
2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Add Files**.

- Click in the palette and choose **Add Files** in the context menu.

3. In the **Select** dialog, choose one or more image files and click **Open**.

4. Answer the query whether images and texts should be added as a file link. The answer applies to all files that you are currently adding:
   - **Yes** — The library only saves the path to the file. An inserted picture remains linked to the file (green check mark in the **Pictures** palette); the program reads text from the file when you insert it.
   - **No** — The program copies the file into the library. An inserted picture is embedded in the document (dark check mark in the **Pictures** palette).



The figure shows the difference: With **Yes** (1), the library and the document only save the reference to the original file. The library stays small, but the file must remain available at its location. With **No** (2), a copy of the file is stored in the library, and the picture is embedded in the document.

You can also drag files from Explorer (Windows) or the Finder (Mac) onto the **Library** palette. The program then asks the same question.

Add a text file to the Library

1. Open the **Library** palette. If this is not visible, choose **Window > Library**.

2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Add Files**.
   - Click in the palette and choose **Add Files** in the context menu.

3. Choose a text file and click **Open**.

4. Answer the query as described above.

Add elements

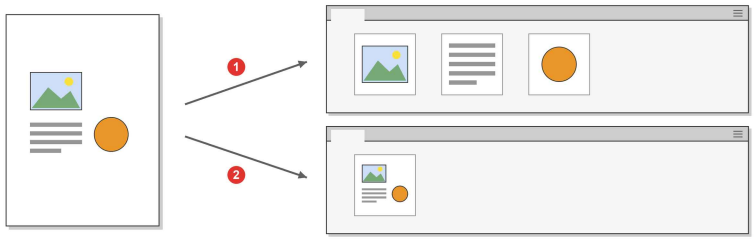
Add objects from the document for later use

1. Select a graphic, text or picture object or a table object.

2. Drag the object to the **Library** palette or choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Add Selection**.
   - Click in the palette and choose **Add Selection** in the context menu.

3. If you have selected several objects, determine how the library adds them:
   - Drag the selection to the **Library** palette to add the objects as a grouped element. The objects remain in the document.
   - Choose **Add Selection Group** to add the objects as a grouped element.

- Choose **Add Selection** to add a separate element for each object.



The figure shows the difference: **Add Selection** creates a separate element for each object (1). **Add Selection Group** and dragging into the palette create one element with all objects (2). The **Add Selection** command can be chosen as soon as one object is selected, **Add Selection Group** as soon as two objects are selected.

Add Text (e.g. with special attributes)

1. Choose/mark a section of text in a text object that has specific text attributes.
2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Add Selected Text**.
   - Click in the palette and choose **Add Selected Text** in the context menu.

The **Add Selected Text** command appears instead of **Add Selection** if you have selected text and no object. The library creates an element with a text object that contains the formatted text.

Remove a file or elements from the Library

1. Open the **Library** palette. If this is not visible, choose **Window > Library**.
2. Select one or more elements.
3. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Delete Item(s)...**.
   - Click in the palette and choose **Delete Item(s)...** in the context menu.
4. Confirm the query with **Yes**.

The library will save all your changes automatically without prompting. While it is saving, a red dot pulses at the top right of the palette.

If several people use the same library, the program checks every 10 seconds whether the library file has been changed and reloads it if necessary. The program does not add any elements to a write-protected library.

Using the Library

Insert an image file from the Library

1. Open the **Library** palette. If this is not visible, choose **Window > Library**.
2. Choose an image element in the Library.
3. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Place Item(s)**.

- Click in the palette and choose Place Item(s) in the context menu.
- Hold down the mouse button on the image and drag it to the document page or working area. Release the mouse button.

The program inserts the picture in a picture object of 150 × 150 pt in the top left corner of the current document page. If you have chosen several elements, they lie on top of each other at the same position; when you drag them, at the position of the mouse pointer.

Insert a text file from the Library

1. Open the **Library** palette. If this is not visible, choose **Window > Library**.
2. Choose a text file in the library.
3. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Place Item(s)**.
   - Click in the palette and choose Place Item(s) in the context menu.
   - Hold down the mouse button on the text file and drag it to the document page or working area. Release the mouse button.
4. For a plain text file, choose the encoding in the **Select Text Encoding** dialog and, if required, click **Typographic Quotation Marks**.

Insert graphic and text elements from the Library

1. Select an element in the Library.
2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose Place Item(s), or click in the palette and choose Place Item(s) in the context menu.
   - Hold down the mouse button on the element and drag it to the document page or working area. Release the mouse button.

The program inserts elements made of objects on the current document page at their original position. If you drag a single picture element onto a picture object, the program places the picture in the picture object. If you drag a text element into a text object, the program inserts the text at the cursor position.

Library view options

Choose one or more of the following options:

- Click the menu icon in the top right corner of the palette and choose **Grid**.
- Click in the palette and choose **Grid** in the context menu. Repeat the command to hide or show the grid again. The grid is switched on by default.
- Click the menu icon in the top right corner of the palette and choose **Library Thumbnail Size > Large**.
- Click in the palette and choose **Library Thumbnail Size > Large** in the context menu.
- Click the menu icon in the top right corner of the palette and choose **Library Thumbnail Size > Small**.
- Click in the palette and choose **Library Thumbnail Size > Small** in the context menu.
- Choose **Library Thumbnail Size > Medium** to restore the default size. The palette only shows names below the thumbnails for the sizes **Medium** and **Large**.

- Choose **Sort by > None**, **Name** or **Category** to display the elements unsorted, by name, or by category and within the category by name. Elements without an entry are listed at the end.

The palette saves the view for each library.

Close the Library

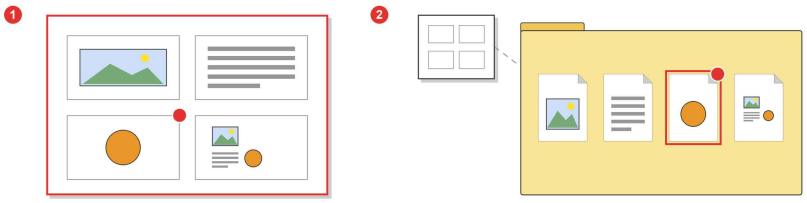
Choose one of the following options:

- Click the menu icon in the top right corner of the palette and choose **Close Library**.
- Click in the palette and choose **Close Library** in the context menu.

The program closes the library without asking, as all changes have already been saved.

Managing Libraries

If you fill a library with large pictures, the library file quickly becomes large, especially if you work in a network or cloud environment. With the **Expand Library...** command, you save a copy of the library whose elements are stored as individual files in the library folder. When saving, the program then only writes the changed elements. With the **Compact Library...** command, you save an expanded library as a copy in a single file again. In both cases, the open library remains unchanged.



The figure shows the difference: In a compact library (1), all elements are stored in one file. If an element changes, the program writes the entire file. In an expanded library (2), each element is stored in a file of its own, and the program only writes the file of the changed element.

Tip: Add pictures as links to keep a library small.

Expand Library

1. Create a new folder for the expanded library.
2. Choose one of the following options:
3. Click the menu icon in the top right corner of the palette and choose **Expand Library...**.
4. Click in the palette and choose **Expand Library...** in the context menu.
5. Choose the new folder and give the copy of the library a suitable name (e.g. Library-1-expanded).
6. In the new folder, each element is stored in a file of its own with the extension .litm, named after the identifier (ID) of the element. The program does not open the copy automatically.

If a .litm file is missing, the program reports an error when you insert the element.

Compact Library

1. Open the expanded library. If the original library is still open the two libraries will be displayed as tabs in the **Library** palette.

2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Compact Library...**.
   - Click in the palette and choose **Compact Library...** in the context menu.
3. Choose a different folder from the one you have just created and give the copy of the library a suitable name (e.g. Library-1-compact).

The **Compact Library...** command is only available in the menu for an expanded library, instead of **Expand Library...**.

Element information

You can add information to the elements in your library. This can be for general reference or may be used to search for an element.

Add information to an element

1. Open the library.
2. Choose an element in the library.
3. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Information...**.
   - Click in the palette and choose **Information...** in the context menu.
4. In the **Information** dialog, enter the optional information for the element:
   - **ID** — the unique identifier of the element. It cannot be changed and appears in red if the file of the element is missing.
   - **Name** — the name of the element
   - **Category** — the category of the element by which you can sort the elements
   - **Author** — the name of the author
   - **Copyright** — any relevant copyright information
   - **Description** — a description of the element
5. Confirm your entry.

When you point the mouse pointer at an element, a tooltip shows its information, its size and, for files, the original file name or path.

Search for entries in the library

1. Open the library.
2. Enter a word or a character string in the search field of the palette and click **Find** or press Enter.
3. The palette shows all elements of the open libraries whose name, author, copyright or description contains the character string, and for files also the original path. Category and ID are not searched.
4. To display all the elements again, remove the entry and click **Find** again.

Update elements in the library

It could happen that you have elements in your library that are not up to date. Of course, these can be removed and new elements added, but you can also update the existing elements: The **Update Item** command replaces the content of the element with the objects selected in the document. The identifier and the information of the element are retained.

1. Open the library.
2. Choose the element that you want to update.
3. In the document, select the objects that the element is to contain in future, for example the picture object with the new picture.
4. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Update Item**.
   - Click in the palette and choose **Update Item** in the context menu.

The program always saves the selected objects as one grouped element. An element of a file thus becomes an element of objects. The command can be chosen if exactly one element and at least one object are selected.

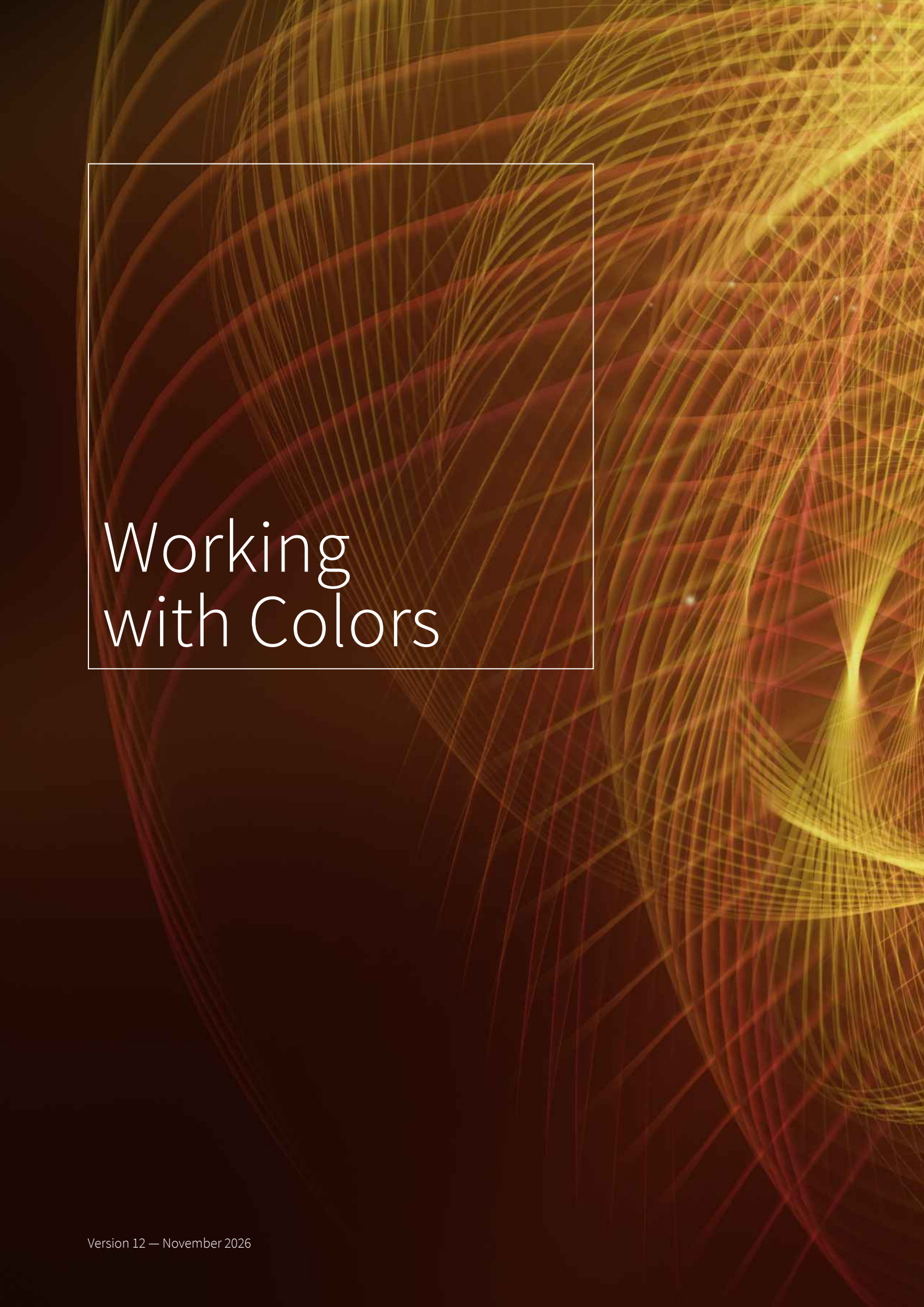
Dependencies

Once you have created your library or libraries, you can define that a library will always be opened in conjunction with a specific document.

Create Dependency

1. Open a document of your choice.
2. Choose **Edit > Preferences > Dependencies** (Windows/Linux) or **{Program Name} > Preferences > Dependencies** (Mac).
3. Click **New** and choose a library. In this way, you can also define other Viva documents as a dependency.
4. Confirm your entry.
5. Save and close the document.

With the **Include Search Paths** option (default), the program searches for a library that is no longer at the saved location by its file name in the search paths of the document. This applies to locally saved documents. Please refer to the section Dependencies in the chapter Preferences.



Working with Colors

Version 12 — November 2026

Working with Colors

In the default configuration, the program provides you with a number of predefined colors. If you want a different color, you can define new colors and modify existing colors.

Create and manage colors

Open the Colors & Blends dialog

1. Choose one of the following options:
   - Press **Ctrl + Alt + C** (Windows/Linux) or **Command + Option + C** (Mac) if you use the **VivaDesigner** keyboard shortcuts.
   - Choose **Edit > Colors & Blends**.
   - Click the surface of the **Colors** palette with the secondary mouse button and choose the command **Colors & Blends** in the context menu.

You will then see a dialog box displaying the colors that have already been defined.

The **Colors & Blends** command may be selected at any time, regardless of the edit mode, as long as the user access rights to this command have not been restricted by the administrator.

The **Colors & Blends** dialog is divided into three areas: the list of colors on the left, the tabs on the right and the buttons at the bottom.

The left field holds the list of currently defined colors.

The lower command field contains a row of buttons which will open further color editing options.

The list contains all colors which already have been created. If no colors have been defined, only the **default colors** appear.

A list entry consists of a **color swatch** followed by the **color name**. The list is displayed in alphabetical order. Several symbols are displayed to the right of the color name:

- A pencil with a diagonal line indicates that a color is not editable.
- A warning symbol indicates that the color cannot be deleted.
- A gray box indicates that the color will be separated into the four process colors (CMYK).
- A white box containing a gray circle indicates that the color is a spot color and may be output to an extra separation.
- A colored symbol shows if the Color Model is **CMYK**, **RGB**, **HSV** or **LAB**. If a color from a color library is selected, no color symbol will be shown.
- The color **[Registration]** is displayed with a registration mark symbol for clarity.

In addition to the standard colors **[White]** and **[Black]** as well as the process colors **[Cyan]**, **[Magenta]**, **[Yellow]** (CMY), the list also contains the colors **[Registration]** and **[Guide Objects]** as well as a number of predefined colors with standard names: **[Blue]**, **[Bronze]**, **[Brown]**, **[Gold]**, **[Green]**, **[Orange]**, **[Pink]**, **[Red]**, **[Salmon]**, **[Silver]**, **[Turquoise]** and **[Violet]**. The color names of all the above are displayed in

square brackets. This means that if the program interface language is changed, the names of the colors will change automatically to the appropriate language.

The color **[Guide Objects]** is necessary so that Guide objects dragged from the **Rulers** have a color. Of course this color may also be applied to other objects as well. Although the **[Guide Objects]** color may be edited using the commands in the **Colors & Blends** dialog, it may, for safety purposes, not be deleted. The color **[Registration]** is also displayed as a special color. If an object is assigned this color, the object will appear on every separation plate. This will assure that an object such as a crop mark appearing somewhere on a document page is printed on each separation plate. The color appears as black and is not editable.

The **New Color** button allows you to create a new color. It is always available.

The **New Blend** button allows you to create a new blend of two or more colors. Blends (also known as gradients) are treated as colors with certain restrictions, which will be described in the section Define/create a new simple blend/gradient.

The **Duplicate** button allows you to duplicate a color. As default the program adds a space and a consecutive number to the color name (e.g. [Red 2]). The duplicate is fully editable and may be deleted again as long as it is not used in the document.

The **Delete** button allows you to delete a color. It is available when a color is selected that is not in use in the document. The colors **[White]** and **[Black]** as well as the process colors **[Cyan]**, **[Magenta]**, **[Yellow]** and the colors **[Registration]** and **[Guide Objects]** cannot be deleted.

The **Clear All** button allows you to delete all the colors in the document which are not in use, except for those colors which cannot be deleted. It is available when there are unused colors in the list.

The **Trapping** tab allows you to trap or overprint colors in relation to an existing color. It is available when a color is selected in the color list.

The **Import** button makes it possible to import colors from other Viva files. If there are colors in the documents from which you are importing with the same attributes as those in the current document, then only those colors having different names will be imported.

The **Cancel** button allows you to leave the dialog box. All new settings will be lost.

The **OK** button also allows you to close the dialog box and saves all new settings.

If a document is open, the previous work steps can no longer be undone after you close the dialog with **OK**. If no document is open, the colors apply to new documents.

Define/create a new color

1. Choose one of the following options:
   - Open the **Colors & Blends** dialog as described above and click the **New Color** button.
   - Click the surface of the **Colors** palette with the secondary mouse button and choose **New Color** in the context menu.

   The new color with the default 100% yellow will be created.

2. Click the default name (e.g. C0 M0 Y100 K0) to make the name editable and enter a new name for your color. Alternatively, press F2 or choose **Rename** in the context menu of the list. This is optional – if you do not enter a name, the color will automatically be named after the color mix of

your selection. If the name is already in use, the message **The name exists already** appears immediately, and you enter a different name.

The **Color** tab of the **Color Definition Area** will show the current settings for the color.

3. Choose your settings for the new color:

The **Model** popup menu shows a selection of the supported color models. These include the models **CMYK**, **RGB**, **HSV** and **LAB** as well as the color table **Web-safe colors**. Color tables such as PANTONE or HKS are not included in the scope of delivery. For colors from such tables in older documents, the **Model** popup menu shows the entry **Unknown**.

4. Choose the separation in the **Color Separation** field:

- The default option **CMYK** determines that with a four-color separation one process color separation for each part of the color will be output.
- The option **Spot Color** determines that the color should be output as an additional separation.

The **New** display field in the **Color View** area shows the color newly selected in the **Color Selection** area. If a color of the models **RGB**, **HSV** or **LAB** lies outside the printable CMYK gamut, the **New** section will be divided into two sections. The left hand section shows the screen view of the color with a warning symbol, the right hand section the closest printable color. Click the right hand section to take over this color. When an existing color is being edited, the **Old** display field will also show the original color.

The **Screen Angle** popup menu allows you to set the screen angle for a color that has been created as a spot color. The popup menu is only available with the option **Spot Color**. You may choose from the screen angle for **Black**, **Yellow**, **Magenta** or **Cyan**. The standard screen angles the program assigns to the process colors are **Black** at 45°, **Yellow** at 90° (or 0°), **Magenta** at 75° and **Cyan** at 105° (or 15°).

The **Color Selection** area contains commands that allow you to create the color. The **Color Selection** area will alter depending on the settings made for the Color model.

If the color model **HSV**, **LAB**, **RGB** or **CMYK** is chosen from the **Model** popup menu, the **Color Selection** area shows a **Color Wheel**. Beneath the color wheel there are **scroll bars** and **entry fields** to define the color.

The entry fields for CMYK colors will accept values between 0% and 100% in 1% increments. The entry fields for RGB colors will accept values between 0 and 255. The entry fields for LAB colors will accept values from 0 to 100 for L and from −128 to 127 for a and b, each with up to 3 decimal places. For HSV colors, the H field will accept entries between 0° and 359°, and the S and V fields will accept values between 0 and 255. For RGB colors, you can also enter the color as a six-digit hexadecimal value in the **Hex-Code** field (e.g. FF0000 for red). If you use the scroll bars, the values set will automatically appear in the entry fields.

If the color table **Web-safe colors** is chosen from the **Model** popup menu, the **Color Selection** area shows a **Color Look-up Table** with the available colors.

Beneath the **Color Look-up Table** a scroll bar is displayed to display all the colors in the table. When a color is selected, the program will apply the color name in the **Name** list, overwriting any previous name entered for the color. You will see the new name in the list if you click another color. Names taken from color libraries cannot be overwritten.

5. After you have created all the desired colors, confirm the entry.

All the newly created colors will appear in the color list in the **Colors** palette and in the **Colors & Blends** dialog when it is reopened. If you are adding more than one color, simply follow the above-mentioned steps for each entry. However, if the **Cancel** button is clicked instead, then all of the new color settings will be lost.

Define/create a new simple blend/gradient

1. Choose one of the following options:
   - Open the **Colors & Blends** dialog as described above and click the **New Blend** button.
   - Click the surface of the **Colors** palette with the secondary mouse button and choose the command **New Blend** in the context menu.
   - Click on the **Blend tool** in the toolbar. Hold down the mouse button and choose **New**.

   The new default color blend will be created and may now be edited.

2. Choose a name for the blend or retain the default name [Blend]. In this case, further new blends will be assigned a consecutive number (e.g. [Blend 2]). A new blend is linear and runs from black to white.

3. Choose the **Type**:
   - **Linear** – The 1st Color is on the left and blends into the 2nd Color on the right.
   - **Radial** – The 1st Color is in the middle and blends evenly into the 2nd Color on the outside.
   - **Focus** – The 1st Color is on the outside and blends evenly into the 2nd Color in the middle.
   - **Rectangular** – The 1st Color is on the outside and blends into the 2nd Color in the middle, forming a cross.

4. Click a color stop below the blend bar and define the **Color**, the **Shade**, the **Opacity** and the **Position** in the **Selected Color** group.
   - Option: Right click in the slider field that displays the blend and choose the command **Change Direction** to flip or mirror the direction of the color blend.

5. Enter a value between 0% and 100% in the **Focus** field (default 50%) or drag the marker above the blend bar and check the effect in the **Preview** field. The value applies to the transition from the selected color stop to the next one.

6. Confirm your entry.

All the newly created blends will appear in the color list in the **Colors** palette and in the **Colors & Blends** dialog when it is reopened. If you are adding more than one blend, simply follow the above-mentioned steps for each entry. However, if the **Cancel** button is clicked instead, then all of the new color settings will be lost.

> *Note: Color blends are not available for lines and frames. If you click the line/frame symbol in the* **Colors** *palette, the palette hides the blends.*
> *Color blends can also be used as text color, in the* **Colors** *palette and in character style sheets. The blend extends over the entire text object; underline and strikethrough follow it.*

Create a complex blend with additional options

1. Create a new blend as described above.

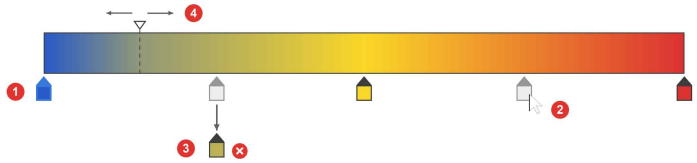
2. Move the mouse pointer to the height of the two color stops and click once to add a new color to the blend. You can add as many colors as you like.

3. Click the color stops or the focal stop and drag left or right to change position and/or focus.

A new color stop takes over the color of the stop to its left. To remove a color stop, drag it down out of the blend bar. A blend always keeps at least two color stops.

4. Choose an opacity value for one or more colors.

5. After you have created the desired blend, confirm the entry.



The figure shows the blend bar with the selected color stop (1). A click below the bar adds a color stop (2); a color stop dragged downward is removed (3). The marker above the bar moves the middle of the transition between two color stops (4).

Edit a Color or Blend

1. Open the dialog as described above.

2. Ensure that the crossed-out pencil symbol (not editable) is not displayed next to the color or blend name and click the name in the list.
   - Shortcut to edit: Right-click the color/blend you want to edit in the **Colors** palette and choose the command **Edit**.

3. Make your changes:
   - If necessary or permitted, change the name of the color or blend. If the color name has been adapted from your settings (e.g. C0 M0 Y100 K0), you have the option of entering a new name. If you do not enter a name, the name will only be changed according to any change made in the color settings.

4. Click elsewhere in the list to see the altered color or blend.

5. Confirm the entry.

All objects to which the changed color or blend had been applied will be updated automatically.

Deleting a Color or Blend

1. Open the dialog as described above.

2. Ensure that the **warning symbol** (cannot be deleted) is not displayed next to the color or blend name and click the name in the list.

3. Choose one of the following options:
   - Press the **Del** key.
   - Click on the **Delete** button.

4. Confirm the entry.

The **Delete** button is only available when a color or blend that is not in use in the document has been selected. Colors used in a Style Sheet may also not be deleted, regardless of whether or not that Style Sheet is currently in use in the document. Likewise, colors that are used in a blend or in the preferences cannot be deleted.

For safety, the predefined colors **[Black]**, **[White]**, **[Cyan]**, **[Magenta]**, **[Yellow]**, **[Registration]** and **[Guide Objects]** may not be deleted, even if these colors are not used in the document.

Clear all colors/blends

1. Open the dialog as described above.
2. Click the **Clear All** button.

The button is only active if there is at least one color or blend which is not in use in the document. Colors used in a Style Sheet will not be deleted, regardless of whether or not that Style Sheet is currently in use in the document. Colors that were only used in a deleted blend are also deleted by the program.

3. Confirm the entry.

Import Colors

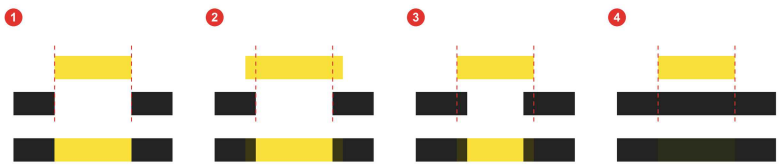
1. Open the dialog as described above.
2. Click the **Import** button.
3. The dialog box **Select Document** will open, in which you may select a **Viva file**. Choose a file from the list and confirm your selection by clicking the **Open** button.

All the colors and blends contained in the selected document will be imported into your current document. If the selected document has any colors with the same names as those in your current document, then only those colors which have different names will be imported.

4. Confirm the entry.

Color Trapping

Color trapping regulates the partial or complete **overprinting**, **spreading** and **choking** of colors. With choking, the knockout area of the background color is reduced. With spreading, the size of the object is increased relative to the background color. With overprinting, the background color is not knocked out.



The figure shows a cross-section of a light object on a dark background: at the top the separations of the two colors, at the bottom the printed result. With knockout (1), the background has a knockout the size of the object. With spreading (2), the object becomes larger; with choking (3), the knockout becomes smaller. With overprinting (4), the background is not knocked out. The red lines show the original size of the object.

Specify trapping for a color

1. Open the dialog as described above.

2. Select a color from the list and click the **Trapping** tab.

This tab is deactivated when the color **[Registration]** is selected. The **Trapping** tab is divided into two sections. The **Color List** shows all the colors and blends defined in the program or document, including the additional options **Any** and **None**. These colors are the background colors for which the trapping type is to be set. A list entry consists of the color name of the **Background Color** followed by the **Trapping Type**. If no trap has been set yet, the list shows the trapping type **Automatic** for all colors.

The **Trapping Type** is set by the user in relation to a specific color. In this example, the trap value for red with respect to black is set at 0.02 millimeters. If black is behind red, then red is given a spread value of 0.02 millimeters.

If the Trapping Type **Automatic** is selected, the program traps the selected **background color** according to a specific algorithm. This algorithm compares the black content of the two colors and multiplies the difference by the automatic trapping value.

Say, for instance, that the difference in the black content is 90% (for example, with yellow type on a black background) and the automatic trapping value is 0.1 pt. In this example, the yellow will be assigned a spread value of 0.09 pt. Note that lighter colors spread to darker colors, and that darker colors choke with respect to lighter colors.

You define the automatic trapping value when printing on the **Colors** tab with the option **Automatic Trapping**. Please refer to the chapter Printing.

The entry field for **Manual** trapping gives the spread or choke value for the color being trapped and a background color. The entry field becomes available when the **Manual** option is selected. You may enter values between -5 pt and +5 pt, whereby negative values choke the object, and positive values spread the object.

The value in the **Manual** entry field applies as soon as you complete the entry with the Enter or Tab key. The list then shows it after the color name (e.g. Manual = 0.5 pt).

The measurement value for Trapping is determined by the default selected in the **Measurements** section of the **Preferences**.

The option **Overprint** indicates that the shape containing the object color will not knock out of the background color. The program always takes into account the frame color. If a circle with a cyan frame and a magenta fill lies over a yellow rectangle, then cyan and not magenta must be given the option **Overprint** for the background color yellow. If the object has no frame, the color magenta must be given the option **Overprint**.

The **Automatic** option knocks out background objects by default, as long as the black content of the foreground color does not exceed the value defined when printing on the **Colors** tab with the option **Black Overprint above** (default 90%). This applies only to process colors.

With the **Trapping** palette (**Window > Trapping**), you define the trapping for the fill and the line of individual objects. This setting takes precedence over the settings of the colors. The palette is not available in the Free Edition.

Color Management

With color management you determine which color profiles the program uses to display and convert the colors of a document on the screen. In addition, you can simulate on the screen how the colors will appear in the output. The settings are part of the document preferences: if a document is open, they apply to this document and are saved with the document. If no document is open, they apply to new documents.

Set up color management

1. Choose **Edit > Preferences > Color Management** (Windows/Linux) or **[Program Name] > Preferences > Color Management** (Mac).

2. In the **Working Spaces** section, choose a color profile in each of the **RGB** and **CMYK** popup menus.

The program uses these profiles to display RGB and CMYK colors on the screen and to convert colors between the color models. The option **Default** uses the profile sRGB IEC61966-2.1 for RGB and the profile U.S. Web Coated (SWOP) v2 for CMYK. The popup menus also show the installed ICC color profiles of the respective color space. Please refer to the section Installing an ICC color profile in the chapter Installation & Program Startup.

3. In the **Conversion Options** section, choose one of the following options from the **Rendering Intent** popup menu:
   - **Perceptual** — Retains the color relationships, but may sacrifice saturation.
   - **Saturation** — Retains the hue and saturation, but may sacrifice brightness.
   - **Relative Colorimetric** — Retains the hue without taking the white paper color into account, but may sacrifice the color relationships. This option is the default setting.
   - **Absolute Colorimetric** — Retains the hue taking the white paper color into account, but may sacrifice the color relationships.

4. In the **Transparency Blend Space** section, choose the option **RGB** or **CMYK**.

Among other things, this setting determines the color space in which the program calculates transparencies for the PDF export, provided that neither a PDF/X or PDF/A format nor a color conversion into a target profile is selected. Otherwise the color space depends on the profile of the **Output Intent** or on the target profile. The default setting is **CMYK**.

5. In the **Color Proof** section, specify the settings for the color proof on the screen:
   - **Profile** — Color profile with which the color proof simulates the output. The popup menu shows all installed ICC color profiles. The option **Default** uses the profile sRGB IEC61966-2.1.
   - **Keep Color Values** — The program does not convert the color values from the working space into the selected profile, but simulates them unchanged with this profile. The option only affects colors whose color space corresponds to the color space of the profile, e.g. CMYK colors with a CMYK profile.
   - **Simulate Paper** — The color proof additionally takes the white paper color of the profile into account (absolute colorimetric). If the option is not selected, the program converts perceptually.

6. Confirm the entry.

> *Note: If you change the* **Working Spaces**, *the* **Rendering Intent** *or the settings for the* **Color Proof** *while a document is open, the program recalculates the color display and the image previews. The previous working steps can then no longer be undone.*

Color proof on the screen

1. Choose **View > Color Proof**.

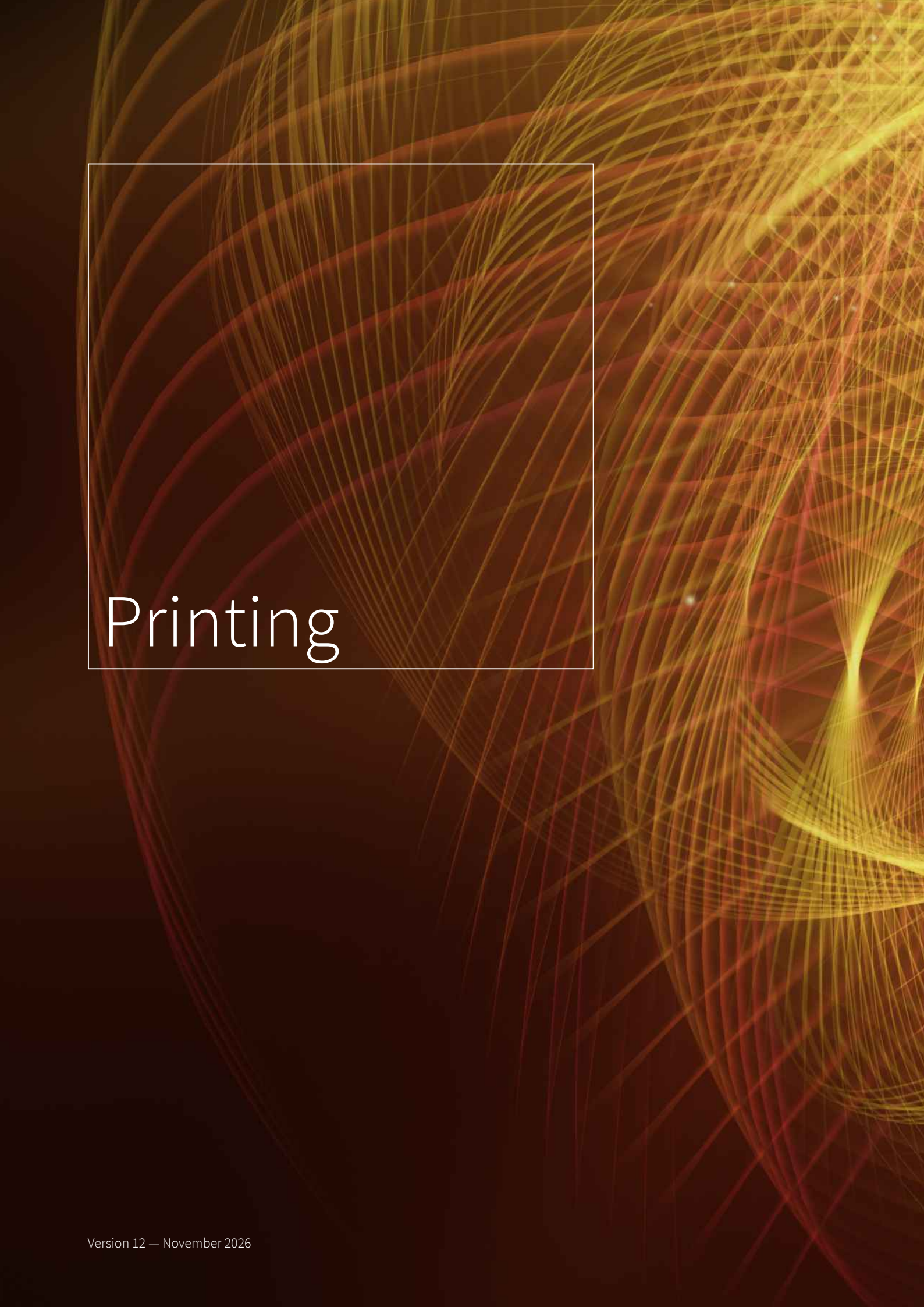
Using the profile from the **Color Proof** section, the program simulates in the document window how the colors will appear in the output. When switching the command on and off, the program recalculates the image previews. Choose the command again to switch the color proof off.

Grayscale view

1. Choose **View > Grayscale View**.

The program displays the contents of the document window in grayscale. The colors of the document and the output remain unchanged. Choose the command again to switch the grayscale view off.

> *Note: The commands* **Color Proof** *and* **Grayscale View** *are only available in the* **Expert** *working mode. If the document window is split, they apply to the active part of the window. If you choose one of the commands while no document is open, the setting applies to new documents.*



Printing

Version 12 — November 2026

Printing

Introduction

You can print your documents on any printer or printing press. In many cases, you can simply select the Print option and print immediately. However, to ensure correct output of your documents, we recommend that you first check the document and look at the options for printing.

Print

1. Choose a document page if you want to print document pages or an Alias page if you want to print Alias pages.
2. Check the document according to the instructions in the section Preparation.
3. Choose **File > Print**.
4. Choose the options according to the instructions in the section Printing Options, or select a print preset according to the instructions in the Presets section.
5. Check your settings in the **Page Preview** dialog box.
6. Optionally, click the arrow icons in the **Page Preview** dialog box to check the number and appearance of the selected pages.
7. Click **Print**.
8. The document is prepared for printing. The preparation is indicated by a progress bar in the **Printing Information** dialog.
9. Subsequently, the print dialog of the operating system opens. As an option, select on which printer and with which printer-specific options the document should be output and confirm the entry.

Preparation

When printing, problems may arise that are most often caused by fonts, colors, or images used in the document. Therefore, we recommend checking the documents for possible errors or weaknesses before printing.

Fonts

A problem with the printed output could be faulty fonts. The option **Document > Font Usage** gives you an overview of the fonts used in the document. Please refer to the notes in the section Font Overview.

Missing fonts are additionally shown in the document with a pink text background and therefore are also easy to recognize optically.

Another problem with the printed output could be text passages that are cut off at the end of a text object (so-called overset). An overset is automatically indicated by a red cross in a corner of the text object if the option **View > Object Contour** is selected.

Colors

A problem with the print output could be erroneous definitions of colors. This may be the case if, for example, you use RGB colors, but your print service provider expects CMYK colors.

The **Document > Color Overview** option gives an overview of the colors used in the document. Please refer to the section Colors.

The option **Edit > Colors & Blends** allows the editing of colors. Please refer to the section Colors.

The option **Edit > Preferences > Color Management** (Windows/Linux) or **{Application} > Preferences > Color Management** (Mac) determines the appearance of colors for the screen. Please refer to the section Preferences.

The option **File > Export > As a PDF File > PDF > Conversion** allows the conversion of colors just for the output. Please refer to the section PDF Export.

Images

A problem with printing could be broken links or modified pictures. If you select the **Print** option, the program checks if there are broken links or modified images in the document. If this is the case, a warning message appears with the option to open **Document > Picture Overview**. The picture overview shows all used pictures and possible problems with pictures. Please refer to the section Working with Pictures.

A problem with the printed output could be images whose resolution does not meet the printing requirements. In addition to the image overview, you can use the option **Preferences > Preflight** to verify that the images have the required resolution. Please refer to the section Preferences.

Printing options

The printing options control the output of the document and are stored in the document. As far as the printing options can be visualized, you can check them in the **Page Preview**.

Pages

The options in the **Pages** tab determine the selection, the order and arrangement of the pages as well as the selection of the objects to be output on the pages. All the information refers to physical and not to logical page numbers.

1. Choose one of the following options to define the **Page Selection**:
   - **All Pages** — All document pages will be output.
   - **Current Page** — Just the current page will be output.

- **From** / **To** — A contiguous number of document pages is output. If a page number is only entered in the **From** field, all document pages are output from the specified page number to the end of the document. If a page number is only entered in the **To** field, all document pages are output from the beginning of the document to the specified page number.
- **Page Selection** — A non-contiguous number of document pages is output. For example, enter "3, 5, 8-22" to output document pages 3 and 5, and 8 to 22.

2. Choose one of the following options to define the **Page Type**:
   - **All** — All document pages will be output.
   - **Even only** — Only document pages with even page numbers will be output.
   - **Odd only** — Only document pages with odd page numbers will be output.
3. Choose one of the following options to define the **Printing Order**:
   - **Ascending** — The document pages will be output in ascending order, starting from the beginning of the document.
   - **Descending** — The document pages will be output in descending order, starting from the end of the document.
4. Choose one of the following options to define the **Arrangement**:
   - **Single Pages** — The document pages will be output individually.
   - **Spreads** — Facing pages will be output together as one page. The spread with the most adjacent document pages is used as the reference size. A white space is created for sheets with fewer adjacent pages.
   - **Crop Spreads** — Spreads with a different number of adjacent pages are trimmed so that no white space is created.
5. Choose **Print Empty Pages/Separations** if you also want to output document pages that are empty/blank. A document page is considered empty only if there are no objects on it and no objects from neighboring pages need to be considered (e.g., with the **Bleed** option). It does not matter whether these are original objects or alias objects or objects that do not have the **Print** option. When a color separation is performed using the option **Color Separations (Viva)**, a document page is considered empty only if there are no objects on it that contain the color separation.
6. Choose one of the following options to specify which **Layers** are to be output. Please refer to the notes in the Layers section.
   - **Visible and Printable Layers** — All layers with the options **Show Layer** AND **Print Layer** will be output. Both conditions must be fulfilled.
   - **Visible Layers** — All layers with the option **Show Layer** will be output.
   - **Printable Layers** — All layers with the option **Print Layer** will be output.
   - **All Layers** — All layers will be output, irrelevant of whether they are visible or printable.

> *The settings have an additive effect, meaning that your selection may result in not all or even no document pages being output. Example: If you have chosen* **Current Page** *and* **Even only** *and the current page is "3", no document page is output.*

Format

The options in the **Format** tab determine the orientation, appearance, and layout of the page on the output media.

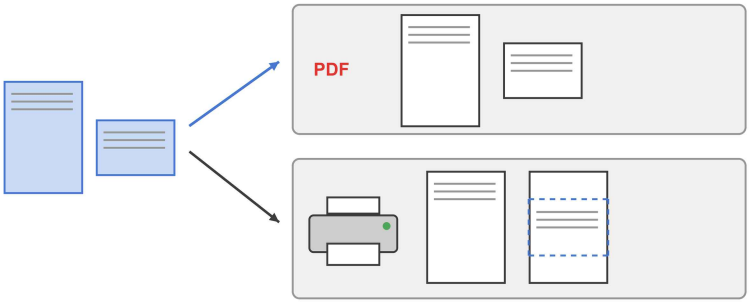
1. Choose one of the options below to specify the **Marks**:
   - **Crop Marks** — The document pages or spreads are output with crop marks. Optionally, choose the display of the crop marks.
   - **Registration Marks** — Document pages or sheets are printed with registration marks, color bars and a printing inscription. Optionally select the display of the registration marks. This option is useful if you want to output a color separation. On the right hand side, a color bar is displayed, representing the various color combinations of cyan, yellow, magenta and black, abbreviated C, Y, M and K. When a four-color separation is output, only the color boxes needed for that color are output on each separation. The color bar is automatically expanded by the program if spot colors are to be output. On the left hand side there are two gray bars, each showing increments of ten percent. The upper gray bar is formed entirely of black and appears only on the black separation. The lower gray bar is divided vertically by the program. The left half of the gray bar is formed like the upper gray bar of black, the right half is formed by gradations of cyan, yellow and magenta to the same color parts. This comparison makes it possible to detect in a color printout whether one of the colors cyan, yellow or magenta is output incorrectly. The upper part of the page displays the spread inscription, which consists of document name, printing date, printing time, and the page number. For a color separation, the name of the color separation appears after the page number. In the lower part of the page, the document page format is displayed on the left. This page format represents the value entered by the user in the **Document Setup** dialog. On the left hand side is the VIVA logo, followed by the program version.
   - **Length** — Defines the length of the crop marks.
   - **Offset** — Defines the offset of the crop marks and the registration marks from the page edge.
   - **Bleed** — Defines if and to what extent (e.g. “3 mm”) objects should be output outside the page edge.
   - **No bleed in binding** — Defines of the bleed in the binding should be suppressed for facing pages. In this case, parts of the facing page are not displayed in the bleed.
2. Choose one of the following options to specify the **Alignment**. The settings only have an effect if the output media is larger or smaller than the page size of the document, including possible crop marks and registration marks.
   - **Horizontal** — Choose **Left**, **Center** or **Right** to align the page horizontally on the left, center or right of the output format.
   - **Vertical** — Choose **Top**, **Center** or **Bottom** to align the page vertically at the top, center or bottom of the output format.
3. Choose one of the following options to define the **Output Format**. The output format determines the width and height of the page in the output. In most cases, it is not necessary to change the default setting of this option. Choose **Custom Web Press Format** or **Custom Offset Format** only if you want to crop or align a page on a press sheet.
   - **Automatic** — The page should be output completely.
   - **Custom Web Press Format** — The page should be output on a web press. Define the roll width. The value “0” means that the page is output in its full width. Define the Offset and Distance.

- **Custom Offset Format** — The page should be printed on a sheetfed press. Define the width of the press sheet. The value “0” means that the page is output in its full width. Define the height of the press sheet. The value “0” indicates that the page is output in its full height.

4. Under **Tiling Mode**, choose one of the following options to determine the **Tiling**. This option is useful if, for example, you want to output a large poster on a printer with a small paper size. With this option, the poster will then be spread across different individual pages like a mosaic. You can check the settings in the page preview.
   - **Off** — The page should not be tiled.
   - **Regular** — The page should be tiled. Use the **Overlapping** option to define the area around which each part should overlap. The value “0” means that no overlapping should be made.

Documents with different page formats

A document can contain pages with different formats, for example A4 pages and a fold-out page in landscape format. When printing, the program outputs all pages of a print job on the same output format:



- The output format is the paper size that you choose with **Page Setup** or in the print dialog of the operating system.
- The program aligns smaller pages on the output format according to the **Horizontal** and **Vertical** options.
- The program does not scale the pages. Pages that are larger than the output format are only partially output. In this case, choose a larger paper size or use the **Tiling Mode**.
- If you want to output pages of different formats on matching paper, print the pages in separate print jobs, for example with the options **From** / **To** or **Page Selection**.

> *When exporting as a PDF file, on the other hand, each page keeps its own format. Please refer to the section* PDF Export *in the chapter Export.*

Colors

The settings in the **Colors** tab determine the output of colors used on each page.

1. Choose one of the following options to specify the **Color Output**:
   - **Composite** — The colors are output as composite, which means the colors will be output as they are displayed on the screen.
   - **Color Separations (Viva)** — The colors are output separately in a color separation. The color separation is calculated by the program. Choose the colors/separations to be output in the color list.

- **Color Separations (InRIP)** — The colors are output separately in a color separation. The color separation is calculated by a RIP (Raster Image Processor) with an InRip function. Choose the colors/separations to be output in the color list.

As soon as a method for the **Color Separations** has been chosen, a color list with all four process colors and the spot colors used in the document is displayed. Process colors are shown in brackets, spot colors without brackets. During output, a separate separation is output for each selected color of the document page. If the process colors of a document have been set up for color separation, the program prints them with the cyan, magenta, yellow and black separations. The program's standard angle for the process colors is 45 degrees for black, 90 degrees for yellow (0 degrees respectively), 75 degrees for magenta, and 105 degrees for cyan (15 degrees respectively). Spot colors are output with the screen angle assigned to them in the **Colors & Blends** dialog. Colors that have been created as spot colors (e.g., HKS or Pantone colors) are printed out as a single separation. This also applies to colors imported into the document using an EPSF image. Whether the color is a process color or a spot color can be controlled using the **Colors & Blends** and **Color Usage** options.

2. Choose **Separate Spot Colors** if spot colors are not to be output as a separate separation in a color separation but split into the process colors cyan, magenta, yellow and black. In this case, the color list only shows the four process colors. The option is only available if you have chosen a method for the color separations.
3. Choose **Black Overprint above** to determine from which tone value the color black should be overprinted. The input field accepts values between 0% and 100%. In a color separation, superimposed colors that do not have a common process color are usually excluded. If a colored object whose frame or fill color does not contain any black part intersects with an object that contains the color black, the color will not be excluded from the separation if the color proportion is above the value specified by the user in the input field.
4. Select **Automatic Trapping** to determine if and by what amount colors should be trapped when outputting. Depending on the number of objects to be printed on a page, turning off the option can accelerate the output considerably.

Objects

The options in the **Objects** tab determine whether and how text and images are output.

1. Choose **Print Images** to output the contents of image objects. If the option is not selected, the frame of the object is still output.
2. Select **Print Text** to output the content of text objects. If the option is not selected, the frame of the object is still output.
3. Choose one of the following options to determine the **Quality** of the images:
   - **High Resolution** — Images should be output in high quality. In this case the program uses the data of the image file. If this is not possible, the program automatically returns to the preview displayed in the document.
   - **Preview** — Images should be output in low quality. In this case, the program will use the preview displayed in the document.

Print Presets

You can save all print settings in the form of presets and choose them when required. This option is useful if you often want to output documents with different settings. Print presets are only available for the option for which they were created. Thus a print preset that was created for printing is not available for PDF export and vice versa.

You can also apply saved presets directly without opening the dialog. Choose **File > Print Presets** and then the desired print preset to print the document with these settings. The print dialog of the operating system then opens. For the PDF export, choose **File > Export > PDF Export Presets** accordingly and then the desired preset. In this case, the PDF file is saved directly in the folder specified in the preset.

Create a new preset

1. Choose **File > Print**.
2. Make the appropriate settings.
3. Click **Save as** to save the settings with a specific name.
4. Enter a name for the preset and confirm the entry.
5. The name of the new preset now appears in the popup menu **Output Settings**.

Edit and save an existing preset

1. Choose **File > Print**.
2. Choose the option you want to change in the popup menu **Output Settings**.
3. Change the appropriate settings as required.
4. Click **Save Settings** to save your current preset.

Delete preset

1. Choose **File > Print**.
2. Choose the option you want to delete in the popup menu **Output Settings**.
3. Click **Delete** to delete the current preset.

Export

Version 12 — November 2026

Export

Introduction

Depending on the format, you can export entire documents, individual pages, groups or objects as well as texts in any format. These include PDF and PostScript formats, image formats such as JPEG, PNG and PSD, vector formats such as EPS and SVG, text formats as well as document formats such as the Word format DOCX, the InDesign IDML or the VivaXML format.

PDF Export

PDF Export exports the document to any PDF format:

1. Check the document as instructed in the section **Preparation**.
2. Choose one of the following options:
   - Press **Ctrl + E** (Windows/Linux) or **Command + E** (Mac OS).
   - Choose **File > Export > As a PDF File**.
3. Make your settings according to the instructions in the section **Printing options** and in the section **PDF Options** or choose a preset according to the instructions in the section **Presets**.
4. Check your settings in the dialog section **Page Preview**.
5. Optionally, click the arrow icons in the dialog section **Page Preview** to check the number and display of the pages selected.
6. Click **Export**.
7. The document is exported. The export is displayed with the help of a progress bar in the **PDF Export** dialog.

> *If the document contains pages with different formats, each page keeps its own format in the PDF, including the trim size (TrimBox) and the bleed (BleedBox). When printing, however, the program outputs all pages on the same output format. Please refer to the section* **Documents with different page formats** *in the chapter Printing.*

Export in the background

You can also export PDF, image, EPS and PostScript files in the background and continue working in other documents in the meantime. The exported document remains locked until the export is finished. If you start several exports, the program carries them out one after the other.

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac) and then **Program**.
2. In the **General** tab, choose the option **Export in the Background (PDF, Image, EPS, PostScript)** and confirm your entry.

The progress is then no longer displayed in a dialog but in the **Window > Background Tasks** palette. The palette shows each export with its progress and duration. There you can cancel an export and open the finished file.

PDF Options

The PDF export options are completely based on the descriptions in the section Printing for the **Pages**, **Format**, **Colors** and **Objects** tabs. Therefore, this section describes only the options in the **PDF** and **Output** tabs that control the PDF export of the document. These settings are also saved in the document.

Compatibility and color settings

The compatibility and color settings options control to which PDF format the document should be exported and how the program should deal with colors. In case of doubt, these options should be agreed with partners or print service providers who may have technical requirements for the PDF document. If possible, you should always choose the PDF, PDF/X or PDF/A version recommended by us.

1. Choose one of the following options to define the **Compatibility**:
   - **PDF 1.3 (Acrobat 4)** — Choose this option only if the PDF has to be processed by very old programs. The format does not support transparencies and effects. Therefore the option **Flatten Transparency** is always selected in this case.
   - **PDF 1.4 (Acrobat 5)** — The PDF can be displayed and/or edited by all programs that support the PDF 1.4 format. This option is useful if you want to create PDFs that can be processed by every conceivable program. The format supports native transparencies, but no PDF layers. OpenType fonts are also embedded.
   - **PDF 1.5 (Acrobat 6)** — Choose this option if you need the option **Create PDF Layers** and use JPEG2000 images in the document.
   - **PDF 1.6 (Acrobat 7)** — Choose this option if you need the option **Create PDF Layers** and encryption according to the AES method. As of this format, OpenType fonts are embedded in their original form.
   - **PDF 1.7 ISO 32000-1 (Acrobat 8)** — (Recommended) Choose this option if you want to create PDFs according to the widely used PDF standard ISO 32000-1. With the option **Create PDF Tags**, you create an accessible PDF according to PDF/UA-1.
   - **PDF 1.7 extension level 3 (Acrobat 9)** and **PDF 1.7 extension level 8 (Acrobat X)** — Choose one of these options if you need PDFs according to PDF 1.7 with encryption according to the 256 bit AES method. The PDF files can be opened with Acrobat 9 or Acrobat X and higher.
   - **PDF 2.0 ISO 32000-2** — Choose this option if you want to create PDFs according to the current PDF standard ISO 32000-2. With the option **Create PDF Tags**, you create an accessible PDF according to PDF/UA-2. Note that not all print service providers and third party programs may support this format.
   - **PDF/X-1a:2003 (PDF 1.4)** — Choose this option only if there are compelling reasons for doing so. The format does not support transparencies and effects. Therefore the option **Flatten Transparency** is always selected in this case.

- **PDF/X-3:2003 (PDF 1.4)** — Choose this option only if there are compelling reasons for doing so. The format does not support transparencies and effects. Therefore the option **Flatten Transparency** is always selected in this case.
- **PDF/X-4:2010 (PDF 1.6)** — (Recommended) Choose this option if you want to create PDF/X-compliant PDF files that comply with the PDF/X-3 standard and also support native transparencies and effects as well as layers. This option does not require any conversion of transparencies and effects into bitmaps. Therefore, creating such PDF files is faster and less error-prone, and the PDF files are smaller.
- **PDF/X-4p (PDF 1.6)** — Choose this option only if the color profile is not to be integrated into the PDF and forms an external reference.
- **PDF/X-5g (PDF 1.6)** — Choose this option if you want to create PDF/X-compliant PDF files that comply with the PDF/X-4 standard and also contain references to other PDF files that have the same or a lower format. Note that not all print service providers and third party programs may support this format.
- **PDF/X-5pg (PDF 1.6)** — Choose this option only if the color profile is not to be integrated into the PDF and forms an external reference.
- **PDF/A-1b:2005 (PDF 1.4)** — Choose this option if you want to create PDF files for long-term archiving according to PDF/A-1. The format does not support transparencies and effects. Therefore the option **Flatten Transparency** is always selected in this case.
- **PDF/A-2b (PDF 1.7)** — (Recommended) Choose this option if you want to create PDF files for long-term archiving according to PDF/A-2. The format supports native transparencies and effects as well as layers. With the option **Create PDF Tags**, the PDF file is also identified as an accessible PDF according to PDF/UA-1.
- **PDF/A-3b (PDF 1.7)** — Choose this option if a PDF file according to PDF/A-3 is explicitly required. The same conditions as for the option **PDF/A-2b** apply to the output.

> *With the PDF/X and PDF/A formats, all fonts are always embedded. Instead of a destination profile, you choose the color profile of the output, e.g. the color profile of the printing press, in the* **PDF/X Settings** *area under* **Output Intent**. *If the program cannot find the color profile, it uses the working color space of the document and notifies you.*

2. Choose one of the following options to specify the color **Conversion**:
   - **No Color Conversion** — no colors will be converted.
   - **Convert to Destination** — The colors will be converted to the target profile.
   - **Convert to Destination (Preserve Numbers)** — The colors are converted to the target profile only if they do not match the color space of the target profile. Colors of the same color space are not converted. For example, if a document contains RGB and CMYK colors and the target profile matches a CMYK color profile, only the RGB colors are converted. The CMYK colors are retained. This option is recommended when you perform a color conversion.
3. **Destination** — Choose a color profile to use for color conversion.
4. **Include Profiles** — The color profiles are integrated into the PDF file. If the option is not selected, the PDF file contains no color profiles and is therefore smaller.

General

The settings in the **General** tab determine the output of layers, bookmarks and tags, the compression, the output of warnings and the transfer of notes as comments in the PDF.

1. Choose **Create PDF Layers** if you also want to preserve the layers of the document in the PDF. This is helpful if, for example, third-party software should recognize a special level for further processing. It may also be helpful, for a printing varnish or a stamping contour. The name of the layer in the program is also used as the name of the layer in the PDF. This option is only supported as of **PDF 1.5**.

2. Choose **Create PDF Bookmarks** if you want to create a table of contents with bookmarks in the PDF automatically.
   - This option is applied to a collection file as follows: If one of the documents contains a cross-document table of contents (**Text > Cross-Document Index & Tables**), it is created fully automatically during the PDF export, and the program creates the bookmarks from this table of contents. If none of the documents contains such a table of contents, the PDF takes over the bookmarks of the individual documents, each on the correct page, just as when exporting a single document. Please refer to the notes in the section Working with Collections.
   - This option is applied to a single document only if the option **Chapter** is selected for the text chain and corresponding text passages are marked as table of contents. The semi-automatic or fully automatic creation of a table of contents, is not mandatory. In this context, please note that the program does not orientate itself on an existing table of contents, but exclusively on the corresponding text passages that are marked as table of contents. If you have not updated the table of contents in the document, there may be discrepancies between the table of contents in the text and the table of contents in the PDF bookmarks.
   - Regardless of this option, the program exports the page numbers of generated tables and indexes and the other links in the text as clickable links. No links are created in PDF/X files.

3. Choose **Create PDF Tags** if you want to create an accessible PDF with structure information. The program identifies the PDF file as PDF/UA-1 with the formats PDF 1.7, PDF/A-2b and PDF/A-3b and as PDF/UA-2 with the format PDF 2.0. The option is available as of PDF 1.4 and requires an appropriate license. Please refer to the notes in the section Create accessible PDFs.

4. Choose **Convert Text to Paths** if you want to convert the text to character paths. The actual text will be lost in the process. This option is useful if, for example, you want to prevent the text from being selectable in the PDF. Alternatively, this option is useful if you do not want to embed the font. Some printers ask for this option to make sure that no fonts are missing. Note here that the font may appear slightly bolder when the PDF is displayed, depending on the magnification factor. A subsequent visual inspection of the PDF is recommended. The option is not available if the option **Create PDF Tags** is selected, since a tagged PDF requires the text.

5. Under **Image Compression**, choose one of the following options to specify the **Compression**:
   - **None** — No compression will be made.
   - **ZIP** — The data is compressed using the ZIP method. ZIP compression is well suited for images with large monochrome areas or repetitive patterns, such as screenshots and simple images created with drawing/illustration applications, and black and white images with repeating sections. When using ZIP compression, there are no losses, that is, no data is removed to reduce file size, and image quality is not compromised.
   - **JPEG** — The data is compressed using the JPEG method. JPEG (Joint Photographic Experts Group) compression is great for grayscale and color images, such as smooth-gradient photos that contain more detail than can be displayed on screen or printed. JPEG compression can result in loss, meaning that image data is removed and image quality may be compromised. However, the loss of information in the reduction of the file size are kept as low as possible. Because JPEG compression removes data, the resulting files are much smaller than ZIP compression.

- **Quality** — Defines the quality of the compression. Enter a value between 5% and 100%. The higher the value, the lower the compression.

6. Choose **Compress Text and Vector Graphics** if you want to compress text and vector graphics loss-free using the Flate method. Compression is independent of the compression options. The option is selected by default for new documents.

7. Choose **Warning for Image Scale** if you want the program to warn you when the scaling of images falls below or exceeds a certain value. In this case, after creating the PDF file, the program will display a warning message in a dialog box when the **Show Error Warnings** option is selected on the **Output** tab. Regardless of this, a PDF note will be added to the image in the layout. On the basis of this PDF note you can see directly when scrolling in PDF, which image does not meet the criteria. Please note that not every program for displaying PDF files supports PDF notes.

8. Choose **Warning for Overset** if you want the program to warn you if a text in the layout has been truncated by a too small text object. In this case, after creating the PDF file, the program will display a warning message in a dialog box when the **Show Error Warnings** option is selected on the **Output** tab. Regardless of this, a PDF note will be added to the text in the layout. With the help of this PDF note, you can see directly where the text was cut off when you scroll through the PDF. The PDF note contains the first 1,000 characters of the truncated text. Please note that not every program for displaying PDF files supports PDF notes.

> *With the PDF/A formats and if the option* **Create PDF Tags** *is selected, the program does not insert any PDF notes into the PDF file. In this case, the warnings are only displayed in the dialog. With the PDF/X formats, the options for PDF warnings are not available.*

9. Under **Comments**, choose the option **Export Notes as PDF Comments** if the program is to transfer the notes of the document as comments into the PDF file. Each note of an object (**Object > Note**) and each note in the text (**Text > Note**) appears in the PDF as a yellow comment with the note text as content and the author as title. Notes of objects are placed at the top left corner of the object, notes in the text at the position of their marker. The program does not transfer notes on hidden or non-printing layers or on non-printing objects. If the layer of an object is exported as a PDF layer, a PDF program hides the comment together with this layer. For new documents, the option is not selected; the program saves it with the print settings in the document.

> *With the PDF/X and PDF/A formats and when the option* **Create PDF Tags** *is selected, the option* **Export Notes as PDF Comments** *is not available; the tooltip of the option states the reason. If the document contains notes in this case, the warning message after creating the PDF file states the reason, provided that the option* **Show Error Warnings** *is selected in the* **Output** *tab. When exporting a collection to PDF, the PDF takes over the comments of the individual documents.*

Optimize

The options in the **Optimize** tab determine how the PDF file is optimized with respect to file size. Please note that almost all optimizations can slow down the PDF creation.

1. Choose **Optimize PDF for the Web** if you want to optimize the PDF for display in a browser. The program restructures the file to allow byte-serving download from a web server. This will speed up access and display when transferring the file from the web or from a network.

2. Choose **Remove Redundant Objects** if the program is to optimize the PDF file in a further pass after it has been created. Objects that exist more than once are removed, which can reduce the file size.

3. Choose **Flatten Transparency (if required)** if you want to convert transparencies in the layout to bitmaps. This option is useful if you want to save PDF files in a format that does not support native transparencies. These include the formats PDF 1.3, PDF/X-1a, PDF/X-3 and PDF/A-1b. With these formats, the option is always selected. In higher formats, the option is counterproductive, as it causes a larger volume of data. The value indicates the resolution in which the bitmap is to be generated by the program. This option may increase the file size.
4. Choose **Convert PDF/EPS to Bitmaps** if you want to convert vector images in layout to bitmaps. The value indicates the resolution in which the bitmap is to be generated by the program. This option may reduce or even increase the file size in individual cases.
5. Choose **Crop Images** if you want to crop the invisible parts of the images in the PDF. This option may reduce the file size.
6. Under **Effects**, choose the resolution with which the program converts effects such as shadows or glows into bitmaps. The higher the value, the finer the effects are displayed, but the larger the PDF file becomes.

   If you select the option "Preflight Preferences" OR "Custom" AND the option "Crop images", images in JPG format that have been rotated OR tilted in an image object are automatically converted to PNG format. This is to ensure that the background becomes transparent if necessary. As the PNG format does not have a CMYK color space, these images are displayed in the RGB color space even if you have applied corresponding color profiles. You should therefore always check the PDF you have created after exporting.

7. Choose one of the following options to specify the **Method** to reduce the resolution of raster images. The reduction is only made if the effective resolution of the images is above the value of the presets. The effective resolution results from the physical resolution of the file and the scaling factor in the document. Example: An image with a physical resolution of 200 ppi and a scaling factor of 50% has an effective resolution of 400 ppi.
   - **None** — The resolution of raster images is not reduced.
   - **Preflight Preferences** — The resolution of raster images is reduced according to the settings in the **Preferences > Preflight** options. It does not matter if the option **Preflight** has been selected.
   - **Custom** — The resolution of raster images is reduced according to the settings in the input fields **Color Images**, **Grayscale Images** and **Black/White Images (Bitmaps)**. The default values in the input fields are the resolutions expected by most print providers.

   If you select the option “Preflight Preferences” OR “Custom” AND the option “Crop images”, images in JPG format that have been rotated OR tilted in an image object are automatically converted to PNG format. This is to ensure that the background becomes transparent if necessary. As the PNG format does not have a CMYK color space, these images are displayed in the RGB color space even if you have applied corresponding color profiles. You should therefore always check the PDF you have created after exporting.

Security

The options in the **Security** tab determine whether access to a PDF file should be restricted. You can limit access to a PDF file by setting passwords and using certain features, such as locking the document for printing or editing. If a document has access restrictions, tools and menu commands that are not allowed in the program for viewing/editing PDF files are grayed out. A document can be provided with a password to open the document and a password to change the security settings. If a document has both passwords, it can be opened with either one password or the other; however, to change the security settings, the password to change the security settings must be used.

ATTENTION: If you have forgotten a password, there is no way to access the password in the document. Therefore you should always store your passwords in a different, secure location.

> *The* **Security** *tab is not available with the PDF/X and PDF/A formats, since these formats do not allow encryption.*

1. Choose **Administrator Password** to define a password that a user must enter to set or change security settings. Entries with a maximum of 32 Roman characters (Latin-1) are permitted.
2. Choose **User Password** to define a password that a user must enter to open the document. Entries with a maximum of 32 Roman characters (Latin-1) are permitted.
3. The option **Encryption** shows the method with which the PDF file is encrypted. The method results from the selected compatibility and cannot be chosen separately:
   - **40 bit RC4 (PDF 1.3, Acrobat 3/4)** — with the compatibility **PDF 1.3 (Acrobat 4)**.
   - **128 bit RC4 (PDF 1.4/1.5, Acrobat 5/6)** — with the compatibilities **PDF 1.4 (Acrobat 5)** and **PDF 1.5 (Acrobat 6)**.
   - **128 bit AES (PDF 1.6/1.7, Acrobat 7)** — with the compatibilities **PDF 1.6 (Acrobat 7)** and **PDF 1.7 ISO 32000-1 (Acrobat 8)**.
   - **256 bit AES (PDF 2.0, Acrobat X)** — with the compatibilities **PDF 1.7 extension level 3 (Acrobat 9)**, **PDF 1.7 extension level 8 (Acrobat X)** and **PDF 2.0 ISO 32000-2**.
4. With the compatibility **PDF 1.3 (Acrobat 4)**, choose one or more of the following options to specify which actions are not allowed for the user. This encryption offers a lower level of security, but is compatible with Acrobat 3 and 4:
   - **No Printing** — The PDF file can not be printed. This option is useful if the PDF file should only be read by the user on the screen.
   - **No Changing the Document** — The PDF file can not be changed. The user can neither fill out form fields nor make any other changes.
   - **No Content Copying or Extraction, Disable Accessibility** — Texts and other content can not be copied. This option is useful if, for example, the text is legally protected and you want to ensure that it is not otherwise used by copying and pasting. In this case, screen readers cannot read the document aloud.
   - **No Adding or Changing Comments or Form Fields** — Form fields can be filled in, but no comments can be entered or form fields changed.
5. With all other compatibilities (as of PDF 1.4), choose one or more of the following options to specify which actions are allowed for the user. These encryptions offer a higher level of security:
   - **Enable Content Access for the Visually Impaired** — Users can read the document using screen readers.
   - **Allow Content Copying and Extraction** — Text and other content can be copied. This option is useful if, for example, the text is legally protected and you want to ensure that it is not otherwise used by copying and pasting. In this case, do not choose the option.
   - Under **Changes Allowed**, choose one of the following options to specify which changes to the document are allowed:
   - **None** — No changes are allowed.
   - **Only Document Assembly** — Pages can be inserted, deleted and rotated. Bookmarks and thumbnails can be created.

- **Only Form Field Fill-in or Signing** — All previous options are activated and additional forms can be filled out.
- **Comment Authoring, Form Field Fill-in or Signing** — All previous options are enabled and you can also fill out forms, sign and leave comments.
- **General Editing, Comment and Form Field Authoring** — All previous options are activated and additionally contents can be copied and extracted.
- Choose one of the following options to specify the **Printing**:
- **Not Allowed** — Printing is not allowed.
- **Low Resolution** — The document is created at a low resolution, where each page is converted to a bitmap.
- **Fully Allowed** — Printing is allowed. There are no printing restrictions.

View

The options in the **View** tab determine how the PDF should be displayed when opened in a program for viewing, editing, or printing PDFs.

> *Please note that not all programs for viewing and editing PDFs support the following options.*

1. In the popup menu **Navigation**, choose which Windows are to be displayed:
   - **Page Only** — Displays the document page only.
   - **Bookmarks Window and Page** — Displays the bookmark window and the document page.
   - **Thumbnails Window and Page** — Displays the thumbnails window and the document page.
   - **Layers Window and Page** — Displays the Layers window and the document page.
   - **Attachments Window and Page** — Displays the Attachments window and the document page.
2. In the **Page Layout** pop-up menu, choose how to display the document pages:
   - **Default** — The document pages are displayed in the default setting of the program to display the PDF.
   - **Single Page** — Displays only single document pages.
   - **Single Page, continuous** — Displays document pages continuously.
   - **Two Pages, odd pages on the left** — Displays only two document pages side by side, with odd pages on the left.
   - **Two Pages, odd pages on the left, continuous** — Displays two document pages continuously side by side, with odd pages on the left.
   - **Two Pages, odd pages on the right** — Displays only two document pages side by side, with odd pages on the right.
   - **Two Pages, odd pages on the right, continuous** — Displays two document pages continuously side by side, with odd pages on the right.

   > *Options that the selected compatibility does not support are not available. The options* **Layers Window and Page**, **Two Pages, odd pages on the left** *and* **Two Pages, odd pages on the right** *require at least PDF 1.5, the option* **Attachments Window and Page** *at least PDF 1.6.*
3. Choose **Fit Page in Window** to fit the document window to the size of the first document page.
4. Choose **Center Window** to center the document window on the screen.

5. Choose **Full Screen Mode** if you want the document window to fill the entire screen. This will completely hide all other windows.
6. Choose **Reading Direction** to specify the reading direction of the document, which refers to the scrolling order in double-sided view and the first page (left/right) in double-sided view.
   - Choose **Left to Right** for writing systems that are primarily read from left to right.
   - Choose **Right to Left** for Arabic, Hebrew, or Asian writing systems, including vertical writing systems.
7. Choose one of the following **User Interface Options** to determine which control bars to display:
   - Choose **Hide Menu Bar** to hide the program's menu bar.
   - Choose **Hide Toolbar** to hide the program's toolbars.
   - Choose **Hide Window Controls** to hide the program's window controls.

Output

The options in the **Output** tab determine the handling of fonts, the location and further processing, the division of the PDF into individual pages and their naming, as well as the output of spelling corrections and warnings.

1. Under **Embed fonts for PS/EPS/PDF**, choose one of the following options to set the **font embedding**:
   - **All** — (Recommended) All fonts used are embedded.
   - **All except Standard 14** — All fonts are embedded. Exceptions are the 14 standard fonts "Courier" (in the font styles "Regular", "Bold", "Italic", "Bold Italic"), "Helvetica" (in the font styles "Regular", "Bold", "Italic" , "Bold Italic"), "Symbol", "Times New Roman" (in Regular, Bold, Italic, Bold Italics) and Zapf Dingbats.
   - **None** — No fonts are embedded.

   > *With the PDF/X and PDF/A formats, all fonts are always embedded. In this case, the option is not available.*
2. Choose one of the following options to specify the location (**Save Export File**):
   - **In Actual Document Folder** — The file is saved in the folder where the document is located. The file path is displayed below the option.
   - **In User Defined Folder** — The file is saved in an individual folder. Click **Select**, choose a folder and confirm your entries. The selected file path appears below the option.
   - **With User Defined Name & Folder** — The file is saved in an individual folder with a name of your choice. Click **Select**, choose a folder, enter a file name (but without the file extension ".pdf") and confirm your entries. The selected file path and file name appear below the option.
3. Choose **Open in** and one of the following options to determine whether the file should subsequently be opened by a third party program. You can make the settings for these options in the **Preferences > Program > PS/PDF**. These options are useful, for example, if you want to check the PDF file without looking for it in the folder and then opening it manually. If you have additionally selected the option **Print Individual Pages**, all files created will be opened.
   - **PDF viewing program** — Opens the PDF file after creation in a program for viewing PDF files.
   - **PDF editing program** — Opens the PDF file after creation in a program for editing PDF files.
   - **PDF printing program** — Opens the PDF file after creation in a program for printing PDF files.

- **Image editing program** — Opens the PDF file after creation in a program for editing image files.
- **Vector illustration program** — Opens the PDF file after creation in a program for editing vector illustration files.

4. Optionally choose one of the following options in the **Pages per File** dialog section to specify whether to split the PDF into multiple PDFs. These options are useful, for example, if you want to export each page of the document as a separate PDF file. This option is often requested by print service providers for sheet-mounting (imposition):
   - **Print Individual Pages** — The PDF file will be split into several PDF files.
   - **Pages per Job** — Defines the number of pages per file. For example, the value "1" defines that each individual page should be output as a single PDF file.
   - **Append Page Number** — The physical page number is automatically appended to the file name.
   - **Replace with Page Number** — Instead of the file name, only the page number is output.
   - **Minimum number of characters** — Adds zeros to the page numbers. For example, the value "3" determines that the page number "1" will be output as "001" and the page number "10" as "010". This option is useful for displaying the page number in ascending order in a folder, so that page "11" does not follow page "1" instead of "2".
   - **Page Numbering** — Determines whether the page number is output according to the **physical** or **logical** page number. Logical page numbering can lead to overlapping, because the same page number can occur multiple times in the document. Since a file with the same name can not be stored multiple times in a folder, in this case the last logical page number would overwrite all previous page numbers with the same number.
   - **Replace with Page Name** — Each document page can be assigned an individual name. This assignment is currently only possible via the API, and there are no input options for a user.
   - **Output Individual Color Separations** — Every color separation will be exported as a single PDF file.
5. **Print spell check warnings** — The automatic spelling and grammar checker, which underlines texts with a red and green line, is also output in the PDF.
6. **Show Error Warnings** — Possible warnings, such as for the scaling of images, truncated texts or errors in images and fonts, are displayed in a dialog.

Create accessible PDFs

Accessible PDF documents can be used by everyone, including people with visual impairments who have documents read aloud by a screen reader or output in Braille. For this purpose, the PDF contains an invisible structure in addition to the visible content: headlines, paragraphs, lists, tables and pictures are marked (“tagged”), pictures have an alternative text, the reading order is defined and the language and title of the document are specified. The requirements for such documents are described in the international standard PDF/UA (ISO 14289, “Universal Accessibility”).

The program creates accessible PDF documents according to PDF/UA-1 or PDF/UA-2 directly during export. Post-processing in an additional program is not necessary, provided that you prepare the document as described below. It is best to work through the steps in the order given. The option **Create PDF Tags** requires an appropriate license.

> *In certain countries, the publication or provision of accessible PDF documents is required by law, e.g. for public bodies or for certain products and services. Find out which requirements apply to you.*

Step 1: Specify the document information

An accessible PDF requires a title and a main language. The title is displayed instead of the file name when the PDF is opened, and the main language determines the language in which screen readers read the text aloud.

1. Choose **File > Document Setup** and then the **File Information** tab.
2. Enter a meaningful title under **Document Title**, e.g. the title of the brochure.
3. Choose the **Main Language** of the document.
4. Optionally enter a **Description** and **Keywords**.
5. Optionally, click the VIVA AI icons next to the input fields to have the title, description and keywords suggested from the text of the first pages. The program replaces an existing entry only after a confirmation prompt. The suggestions are billed in VIVA Points.
6. Confirm your entry.

When exporting to PDF, the program transfers the title, description and keywords to the document properties of the PDF file. As of PDF 1.4, the PDF file also states the main language of the document, even if the option **Create PDF Tags** is not selected. Please refer to the notes in the section “File Information and Statistics”.

For a collection, you specify the title, description, keywords and main language in the settings of the collection. To do this, choose **File > Document Setup** while the collection is active. The PDF export of the collection takes over this information. Documents without their own main language receive the language of the collection.

Step 2: Prepare the texts

Screen readers read the text aloud exactly as it was entered in the document. Therefore make sure that the text is entered cleanly.

Fonts
Preferably use fonts in OpenType format and make sure that all fonts are available. Avoid symbol fonts (e.g. “Wingdings”) whose characters have no clear meaning.

Do not convert texts to paths, as they will no longer be recognized as text and can neither be read aloud nor searched.

Style sheets
Work consistently with paragraph and character style sheets. This applies to all texts, including headlines, lists, footnotes and indexes. Avoid manual formatting in the text. Use the option **View > Visualize Text Style Sheets** to check the use of style sheets.

Paragraph breaks
Use only one paragraph break between two paragraphs. Screen readers read empty paragraphs aloud as blank lines. If the spacing is not sufficient, use the option **Text > Spacing > Line Spacing** and then **Space to previous paragraph** or **Space to next ¶**. Choose **Edit > Search & Replace** and click the control character icon to search for several consecutive paragraph breaks.

Line breaks
Do not use forced line breaks within paragraphs. They interfere with the reading flow. Choose **Edit > Search & Replace** and click the control character icon to search for forced line breaks.

Hyphenation
Use the automatic, language-dependent hyphenation to hyphenate words. To do this, choose the appropriate option in the paragraph style sheets or choose **Text > Hyphenation**. If a word is to be hyphenated at a specific position, do not use your own hyphen, but only the option **Text > Insert > Insert Hyphen/Dash > Discretionary Hyphen**.

Lists, indents and tabs
Use the automatic lists for bullets and numbering. To do this, choose the appropriate option in the paragraph style sheets or choose **Text > Bullets & Numbering**. Automatic lists are tagged as lists in the PDF, whereas bullet characters entered manually are not.

Use the option **Text > Indent** or the corresponding option in the paragraph style sheets for indents and avoid spaces. If subsequent lines after a tab are to appear flush below each other, choose **Text > Insert > Insert Space > Indent here**.

Web and email addresses
Use a link for web and email addresses. Choose **Text > Mark as > Link** and then **URL** or **Email**.

Footnotes and indexes
Use the appropriate options for footnotes and endnotes. Choose **Text > Insert > Insert Variable** and then **Footnote** or **Endnote**. Please refer to the notes in the section “Footnotes and Endnotes”.

Create tables of contents using the appropriate options. On request, the program creates bookmarks from a table of contents during export, which make navigation in the PDF easier. Please refer to the notes in the section “Indexes and Tables”.

Headers and footers

Headers and footers of text objects, e.g. running titles and page numbers, are automatically output as decorative elements (artifacts) during export and are not read aloud by screen readers.

The program also outputs objects of alias pages, e.g. logos, lines or fixed texts, as decorative elements (artifacts). Exceptions are objects that have the tag **Graphic (Figure)** or are assigned to an article.

Step 3: Specify the language

Assign a language to each text so that screen readers use the correct pronunciation. To do this, choose the appropriate option in the paragraph or character style sheets or choose **Text > Language**. Assign the respective language to passages in a foreign language, e.g. an English quotation in a German text. The program writes a valid language code for each language into the PDF, for example “ko-KR” for Korean, “sr-Cyrl-RS” for Serbian in Cyrillic script or “zh-Hans-CN” for Chinese (Simplified).

For new documents or new text objects, use the option **Edit > Preferences > Text > Language**. Use the option **View > Text Formatting Inspector > Language** to check the use of the language. Please refer to the notes in the section “Language, Spelling and Hyphenation”.

Step 4: Define the structure with paragraph style sheets

Screen readers use the headlines of a document for navigation. So that the program recognizes headlines as such, you specify in the paragraph style sheets how a paragraph is tagged:

1. Open the desired paragraph style sheet, e.g. the style sheet for main headlines.

2. In the **Export Tagging** group, choose one of the following options under **Tag**:
   - **Automatic** — (Default) The program determines the tagging itself. Paragraphs with the style sheets “[Headline]” or “[Headline 1]”, “[Headline 2]” etc. are tagged as headlines, automatic lists as lists and all other paragraphs as normal paragraphs.
   - **P** — Normal paragraph.
   - **H1** to **H6** — Headline of level 1 to 6. H1 is the top level, e.g. the title of a chapter.
   - **H** — Headline without level. Use this option in exceptional cases only.
   - **Block Quote (BlockQuote)** — Longer quotation that stands as a paragraph of its own.
   - **Caption** — Caption or label of a figure or table.
   - **Table of Contents Entry (TOCI)** — Entry of a table of contents.
   - **Decorative Element (Artifact)** — The paragraph is not read aloud, e.g. for purely decorative texts.
   - **Code** — Program code or file names.

3. Confirm your entry.

The program combines consecutive paragraphs with the tag **Block Quote (BlockQuote)**, **Caption** or **Table of Contents Entry (TOCI)** in the PDF into one quotation, one caption or one table of contents, even across linked text objects. With the format PDF 2.0 (PDF/UA-2), table of contents entries are tagged as normal paragraphs and captions only at the beginning of a text object, since PDF/UA-2 specifies stricter rules for this.

Please note the following for headlines:

- Use the levels in the correct hierarchy and do not skip a level. A headline H1 is followed by H2, not H3.
- Assign the tag according to the meaning of the content, not according to the design. A second-level headline is always tagged as H2, even if several style sheets exist for this level.
- Do not use headline style sheets for empty paragraphs or for paragraphs that only contain a picture or a table.
- A headline should consist of a single paragraph. Do not split multi-line headlines with paragraph breaks.

Step 5: Tag pictures and graphics

Pictures and graphics that contain information need an alternative text describing the content. Purely decorative objects, e.g. background pictures, ornamental lines or logos, are instead marked as a decorative element (artifact) and skipped by screen readers.

1. Select at least one object.
2. Choose **Object > Export Options**.
3. In the **Tagged PDF** group, choose one of the following options under **Tag**:
   - **Automatic** — The program determines the tagging itself. In this case, the program uses the file name as alternative text for pictures. As a file name does not usually describe the content, you should always choose the option **Graphic (Figure)** for pictures.
   - **Decorative Element (Artifact)** — The object is not read aloud.
   - **Graphic (Figure)** — The object is tagged as a figure. Enter a short, meaningful description of the content under **Alternative Text**.
4. Confirm your entry.

Alternatively, the option is available in the **Module** palette in the **Graphic** tab under **Tagged PDF** and in the graphic style sheets.

> *An object with the tag* **Graphic (Figure)** *but without alternative text is output as a decorative element (artifact) and skipped by screen readers.*

For some objects, the program creates the alternative text automatically, provided that you do not enter your own text: charts receive a description from their type, title, series and categories, formulas their linear notation, e.g. “(a+b)/2”, and placed document pages the file name and the page number.

Create alternative text with VIVA AI

You can have the alternative text created with VIVA AI:

1. Select an object and choose **Object > Export Options**.
2. Click **Describe with VIVA AI**. The program writes the alternative text in the language of the object or in the main language of the document and sets the tag to **Graphic (Figure)**.
3. Revise the text in the **Alternative Text** field if necessary and confirm your entry.

Alternatively, the option **Describe with VIVA AI** is available in the **Module** palette in the **Graphic** tab under **Tagged PDF**. The description is billed in VIVA Points. If the program replaces an existing alternative text, a confirmation prompt appears first.

> *Always check the results of the AI manually. A good alternative text describes what is important for understanding the document and is usually no longer than one or two sentences.*

Step 6: Define the reading order

The reading order determines the order in which screen readers read the objects of a document aloud. The program determines the reading order automatically based on the position of the objects on the page and the option **Reading Order** in the **Pages & Objects** preferences (tab **Objects**). If the automatic reading order is not correct, e.g. in multi-column layouts with info boxes and pictures, define the reading order manually using articles.

1. Choose **View > Reading Order** and check the order on all pages.
2. If necessary, correct the order in the **Articles** palette. Please refer to the notes in the section "Working with Articles".

> *As soon as a document contains at least one active article, all objects that are not contained in any active article are output as decorative elements (artifacts) during export and skipped by screen readers.*

Alternatively, you can anchor pictures, tables or info boxes that are to be read at a specific position in the text. To do this, use the **In the Line** option. Anchored objects are read at the position in the text where they are anchored.

Step 7: Prepare tables

Screen readers read tables row by row and announce the corresponding column heading for each cell. Therefore please note:

- Create tables exclusively with the table object and each table as a single object.
- Define the header rows of the table with a table style sheet by setting the **Header** option to **Yes**. The cells of the header rows are tagged as table headings during export. Please refer to the notes in the section "Style Sheets for Table Objects".
- Avoid empty rows, columns and cells.
- Do not use tables to lay out content that is not a table, e.g. to arrange texts and pictures.
- To anchor tables in the text, use the **In the Line** option only.

Step 8: Check the document

Before the export, the **Accessibility Check** palette shows what a screen reader cannot use and helps you to fix the problems. The palette requires an appropriate license.

1. Choose **Window > Accessibility Check**. The palette checks the current document and displays the findings grouped by severity as **Errors**, **Warnings** and **Notes**.
2. Double-click a finding or click **Show** to display its location in the document.
3. Click **Fix** to fix the finding, or correct the document as described in the previous steps. You can undo every correction.
4. After making changes to the document, click **Check Again**.

The commands **Check Again**, **Show** and **Fix** are also available in the context menu of the palette. Among other things, the palette checks:

- **Document title** and **Document language** — Without a title, the PDF shows the file name; without a document language, the PDF states English. If the title is missing, **Fix** opens the document setup in the **File Information** tab with the insertion point in the **Document Title** field. If the document language is missing, **Fix** applies the predominant language of the text as the document language (**Set Document Language to …**); with **Document Setup...** in the menu of the **Fix** button or in the context menu, you open the **File Information** tab with the insertion point in the **Main Language** field instead.
- **Content outside the articles** — If the document contains articles, content that is not in any article is exported as a decorative element. The option **Fix** adds the object to an article.
- **First heading is not H1** and **Skipped heading level** — The headings must start with H1 and must not skip a level.
- **Figure without alternative text** and **File name as alternative text** — The option **Fix** opens the alternative text or marks the picture as a decorative element.
- **Table without header cells** — Define header rows or header columns in the table style sheet.
- **Text without language** — Paragraphs without a language are tagged as English.

Step 9: Export the PDF

1. Choose **File > Export > As a PDF File**.
2. In the **PDF** tab under **Compatibility**, choose the option **PDF 1.7 ISO 32000-1 (Acrobat 8)**, **PDF 1.7 extension level 3 (Acrobat 9)**, **PDF 1.7 extension level 8 (Acrobat X)**, **PDF/A-2b (PDF 1.7)** or **PDF/A-3b (PDF 1.7)** for a PDF according to PDF/UA-1, or **PDF 2.0 ISO 32000-2** for a PDF according to PDF/UA-2.
3. In the **General** tab, choose the option **Create PDF Tags**. Also choose the option **Create PDF Bookmarks** to make navigation in the PDF easier.
4. In the **Output** tab under **Embed Fonts**, choose the option **All**.
5. Make all other settings and click **Export**.

The program creates a PDF file with structure information, language and title and identifies it as PDF/UA-1 or PDF/UA-2 compliant. When opened, the PDF automatically displays the title of the document. Please note the following when exporting:

- The option **Convert Text to Paths** is not available as long as the option **Create PDF Tags** is selected.
- If the PDF is to be encrypted, choose the option **Enable Content Access for the Visually Impaired** in the **Security** tab.
- With the formats PDF 1.4 to PDF 1.6 and PDF/A-1b, the program creates PDF tags, but does not identify the PDF file as PDF/UA compliant.
- PDF/X formats do not support PDF/UA identification.
- The program also creates PDF tags when exporting collections to PDF. The structure, language and references of each document are retained in the combined PDF.

Step 10: Check the PDF

Check every accessible PDF with suitable tools. The following free programs, for example, are suitable:

- **VivaPDF** — Checks PDF files for accessibility with **PDF > Check Accessibility** and displays the reading order. The check is also available in the Free Edition, which is free of charge.
- **PDF Accessibility Checker (PAC)** — Checks PDF files for the requirements of PDF/UA and WCAG and displays the structure of the document (Windows only).
- **veraPDF** — Open source validation program of the PDF Association and the Open Preservation Foundation for PDF/UA and PDF/A (Windows, Mac, Linux).
- **NVDA** — Free screen reader for Windows (https://www.nvaccess.org/) with which you can hear how a document is actually read aloud.

Validation programs can only check the formal requirements. Whether an alternative text describes the content of a picture meaningfully or whether the reading order is correct in terms of content must be assessed by a human. There are also a number of other free and paid validation programs.

Checklist

Check before exporting:

- Title and main language are entered under **File > Document Setup > File Information**.
- All texts are formatted with style sheets and have the correct language.
- Headlines are tagged as H1 to H6 without skipping levels.
- Lists are automatic lists, web and email addresses are links.
- Pictures with information have the tag **Graphic (Figure)** and an alternative text, decorative objects have the tag **Decorative Element (Artifact)**.
- The reading order has been checked with **View > Reading Order**.
- Tables have a header row.
- The **Accessibility Check** palette no longer shows any errors.
- PDF 1.7, PDF/A-2b, PDF/A-3b or PDF 2.0, **Create PDF Tags** and embedding of all fonts are chosen for the export.
- The PDF has been checked with a validation program and a screen reader.

PostScript Export

PostScript export exports the document to PostScript (PostScript Level 2) format:

1. Check the document as instructed in the section Preparation.
2. Choose File > Export > As a PostScript File.
3. Make your settings according to the instructions in the section Printing options and in the section PostScript Options or choose a preset according to the instructions in the section Presets.
4. Check your settings in the dialog section Page Preview.
5. Optionally, click the arrow icons in the dialog section Page Preview to check the number and display of the pages selected.
6. Click Export.
7. The document is exported. The export is displayed with the help of a progress bar in the PostScript Export dialog.

PostScript Options

The options for the PostScript export are based entirely on the descriptions in the section Printing for the Pages, Format, Colors and Objects tabs, and the descriptions of the Output tabs in the section PDF Options. Only the option Open in PostScript viewing program differs from the descriptions in that the PostScript file is opened here after being created in a program for viewing PostScript files.

In addition, the following options are available for the PostScript and EPS export:

- Flatten Transparency (if required) — (Output tab) Transparencies in the layout are converted to bitmaps. The value indicates the resolution in which the bitmap is to be generated by the program.
- Print Colors as Grays — (Colors tab) All colors are output as grayscale.

EPS Export

The EPS export exports the document to EPS format (PostScript level 2):

1. Check the document as instructed in the section Preparation.
2. Choose File > Export > As an EPS File.
3. Make your settings according to the instructions in the section Printing options and in the section EPS Export Options or choose a preset according to the instructions in the section Presets.
4. Check your settings in the dialog section Page Preview.
5. Optionally, click the arrow icons in the dialog section Page Preview to check the number and display of the pages selected.
6. Click Export.
7. The document is exported. The export is displayed with the help of a progress bar in the EPS Export dialog.

EPS Export Options

The options for the EPS export are based entirely on the descriptions in the section Printing for the **Pages**, **Format**, **Colors** and **Objects** tabs, and the descriptions of the **Output** tabs in the section PDF Options.

JPEG/PNG/SVG/PSD Export

You can export the document pages as well as individual objects or an object group.

Export document pages

The JPEG/PNG/SVG/PSD export exports the document pages in the JPEG, PNG, SVG or PSD format:

1. Check the document as instructed in the section Preparation.
2. Choose **File > Export > As a JPEG/PNG/SVG/PSD File**.
3. Make your settings according to the instructions in the section Printing options and in the section JPEG/PNG/SVG/PSD Options or choose a preset according to the instructions in the section Presets.
4. Check your settings in the dialog section **Page Preview**.
5. Optionally, click the arrow icons in the dialog section **Page Preview** to check the number and display of the pages selected.
6. Click **Export**.
7. The document is exported. The export is displayed with the help of a progress bar in the **JPEG/PNG/SVG Export** dialog.

JPEG/PNG/SVG/PSD Options

The options for the JPEG/PNG/SVG/PSD export are based entirely on the descriptions in the section Printing for the **Pages**, **Format**, **Colors** and **Objects** tabs, and the descriptions of the **Output** tab in the section PDF Options. The options in the **Picture** dialog area are only available in this export.

1. Choose one of the following options to define the **Format**:
   - **JPEG** — The document pages are saved in the pixel format JPEG. This option is useful when you need extra small images.
   - **PNG** — The document pages are saved in the pixel format PNG. This option is useful if you need images in lossless quality.
   - **SVG (Tiny 1.2)** — The document pages are saved in the SVG vector format. This option is useful if you want to edit the files later in a graphics/illustration program. The program also supports the import of SVG files so that the objects and paths in the files can be reworked later. Please note that the format does not support the full functionality of the SVG format (Tiny 1.2).
   - **PSD with layers** — The document pages are saved in the Photoshop format PSD. Each object of the page is on a layer of its own that is named after the object; the paper lies below. This allows you to hide the objects individually in Photoshop and continue editing them. A picture with a blend mode keeps it as the layer mode, provided that the picture object has no fill, no stroke and no effects.

2. Choose **Quality** to define the quality with which JPEG or PNG files are exported. Enter a value between 5% and 100%. The higher the value, the lower the compression. The option is not available for the SVG and PSD formats.
3. Choose **Resolution** to define the resolution. Enter a value between 10 and 1,000. The higher the value, the higher the resolution but also the file size. The value “72” is sufficient for the display on the screen, the value “300” is usually sufficient for a later print.
4. Choose **Width (max)** to set the maximum width of the file in the Pixel unit of measure. The value “0” means that the width is automatically determined based on the page size and resolution.
5. Choose **Height (max)** to set the maximum height of the file in the Pixel unit of measure. The value “0” means that the height is automatically determined based on the page size and resolution.

Export objects

1. Check the document according to the instructions in the section **Print Preparation**.
2. Select a single object or an object group. If several objects are to be exported into one file, select all the desired objects.
3. Choose **File > Export > Object** in the menu or **Export** in the context menu.
4. Choose **File Type > JPEG**, **File Type > PNG** or **File Type > PSD with layers**. If you have selected several objects, only the format **PSD with layers** is available. Each object is then on a layer of its own.
5. Enter a value for the **Quality**. A value of “100%” means maximum quality, “1%” means lowest quality. This option is available for JPEG export only.
6. Enter a value for the **Resolution**. A value of “72 ppi” means a low resolution (screen quality), “300 ppi” means a high resolution (print quality).
7. Confirm the entry.

Exporting a Word document

You can export documents into the Word format (DOCX) and then continue editing them in Microsoft Word or another word processor. Business documents such as letters, quotations, invoices, minutes and reports look in Word just as they do in the program: the number of pages as well as the page and line breaks are retained, and you can continue writing the text directly in Word.

Among other things, the export takes over page margins, headers and footers from the alias pages, paragraph and character style sheets, bullets and numbering, tables, pictures, lines and shapes with text wrap, footnotes and endnotes, hyperlinks as well as page number, page count and date as Word fields. Each text receives the language code of its language directly at the text, and a restart of the footnote numbers on each page is retained. Flyers, data sheets, forms, newsletters and brochures can also be exported: text objects become text boxes, linked text objects become linked text boxes, and placed PDF, AI, EPS and SVG graphics remain vector graphics.

Export document

1. Choose **File > Export > Document** and then **File Type > Microsoft Word (*.docx)**.
2. Optionally, select a different destination folder and/or enter a different file name.

3. Click **Save**.
4. In the **Export Word document** dialog, make the settings according to the instructions in the section Word Export Options and confirm your entry.
5. The document is exported. A report then lists all places that were not taken over or only approximately. Click **Show Details...** to display the individual places.

You can also export the text of a text object or a text chain as a Word document. To do this, click in the text object and choose **File > Export > Text** and then **File Type > Microsoft Word (*.docx)**.

Word Export Options

1. Under **Export**, choose one of the following options:
   - **Keep layout** — The pages are built as in the program. This option is useful if the Word document should look exactly like the original.
   - **Text only** — All texts are exported in the reading order without layout. This option is useful if you only want to continue working with the text in Word.
2. Under **Pages**, choose the option **All pages** or **From page** and enter the desired page range.
3. Under **Main text**, choose the text chain that is to become the continuous main text of the document in Word. With the option **Automatic**, the program uses the first text object of the first active article or, if the document contains no articles, the text chain that extends over the most pages. The option is only available with **Keep layout**.
4. Under **Pictures**, choose whether pictures are to be exported in the **Original** resolution or with **At most 300 ppi**, **At most 150 ppi** or **At most 96 ppi**. A lower resolution reduces the file size.
5. Under **What Word cannot show**, choose one of the following options to determine how objects with effects that Word cannot display are exported, e.g. text on a path, inner glow, layer effects, gradient transparency or masks with content. The option is only available with **Keep layout**:
   - **As a picture** — The object is exported as a picture, just as it is printed. The text in the picture cannot be edited in Word.
   - **Without the effect** — The object is exported as an object that can be edited in Word; only the effect is missing. The report lists each missing effect.
6. Under **Order of the texts**, choose the option **Article order** or **Object hierarchy** to determine the order in which the texts are exported. With the option **Article order**, the program exports the texts in the order of the active articles. If all articles are deactivated, the automatic reading order applies; if the document contains no articles, the object hierarchy applies. Please refer to the notes in the section Working with Articles. The option is only available with **Text only**.
7. Choose **Embed fonts (where their license allows it)** if the fonts used are to be embedded in the Word document. This is helpful if the document is edited on a computer on which the fonts are not installed.

The program remembers the selected page range and the main text for each document.

> *Word cannot display all of the program's design options. Therefore always check the exported document in Word and note the information in the report.*

Exporting an InDesign file

You can export documents into the IDML format and then edit them in InDesign. Since both programs have a similar range of functions, the layout can in many cases be one to one with the original.

Lists, footnotes and endnotes and page numbers keep their number format during the IDML export, including Abjad, Alif-Ba-Ta and Hebrew, as do the **Digits** setting, the alignment of the number, the restart of the footnote numbers and the languages, including those for which InDesign has no name. Formats without an equivalent in InDesign become 1, 2, 3; the export report lists them.

However, this depends on the InDesign version used, the structure of the layout and the export options used. In addition, there are both conceptual and functional differences between the two programs. Further information can be found on our website.

During the export, the program saves placed VivaDesigner documents as PDF files in the folder “<file name> Links” next to the IDML file and links them there.

Export InDesign IDML file

1. Choose **File > Export > Document** and then **File Type > InDesign Markup (*.IDML)**.
2. Optionally choose a different target folder and/or enter a different file name.
3. Click **Save**.
4. Choose one of the following options:
   - Choose **Use Image Paths From Document** if you have access to the paths that were used to import the images into the program.
   - Choose **Replace Image Path Prefix** if you have no access to the paths that were used to import the images to the application, or if the paths cannot be used on another operating system. This option is particularly helpful if for example you want to replace Windows paths with MacOS paths.
   - Choose **Select Custom Path** if you want to define explicitly with which path all existing paths should be replaced.
5. Confirm the entry.

XML Export

You can export a single object, an object group or complete documents to the XML format and then edit them with any text editor.

This option is useful if you

- want to edit or manipulate documents with third-party software, or
- want to save documents in a text version as well as the binary version for security reasons, or
- want to save individual objects or groups in the sense of a library.

> *Note: With few exceptions (for example, access rights with passwords for documents), the file is stored in a readable text file. However, there may be parts stored in the binary format. The technical description of the XML format can be found in the program folder. The XML file can then be imported again 1: 1. Please refer to the notes in the section* XML Import.

Export document

1. Choose one of the following options:

- Choose **File > Save As** and then **File Type > VivaXML (*.XML)**.
- Choose **File > Export > Document** and then **File Type > VivaXML (*.XML)**.

2. Optionally choose a different target folder and/or enter a different file name.

3. Click **Save**.

Export Objects

1. Choose a single object or an object group.

2. Choose **File > Export > Object** in the menu or **Export** in the context menu.

3. Choose **File Type > VivaXML (*.XML)**.

4. Optionally choose a different target folder and/or enter a different file name.

5. Click **Save**.

XML Export options

The XML export options are mainly useful if the XML is to be processed in a third-party software. If this is not the case, do not select the options, as this will unnecessarily increase the size of the XML file. However, when reopening in the program, saved image previews serve as placeholders for images that the program cannot find.

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac) and then **VivaXML**.

2. Choose one or more of the following options:
   - **Save Page Preview** — Saves the page preview of the pages in the XML document. For saving the page preview, the preferences for **Pages & Objects** are decisive.
   - **Save Image Preview** — Saves an image preview of the images in the XML document.
   - **Save Object Preview** — Saves an object preview of the objects in the XML document. This option is useful if you want to view the objects in third party software without rendering the document.
   - **Embed Previews** — Saves the generated thumbnails in the XML document. If the option is not selected, the program automatically saves the images in the “previews” subfolder of the document folder.
   - **Export Custom Alias Pages** — Saves custom Alias pages in the document. These include for example forms from VivaNWP documents. The storage of these Alias pages may be in binary format.

VivaJSON export

You can export a document in VivaJSON format and then edit it with any text editor. This option is helpful if you want to edit or manipulate documents with third-party software.

Export document

1. Choose **File > Export > Document** and then **File Type > Viva JSON (*.vjson)**.

2. Optionally, select a different destination folder and/or enter a different file name.

3. Click on **Save**.

EPUB Export

Introduction

EPUB (Electronic Publication) is a widely used, open standard format for e-books that is known for its flexibility and compatibility with various reading devices. It was developed by the International Digital Publishing Forum (IDPF) and is supported by most EPUB readers.

Unlike layout documents, which are intended for precisely designed, print ready media where the layout is fixed and unchangeable, the EPUB format is designed for digital media with flexible adaptation to different screen sizes and devices.

Books in EPUB format, for example, have a “dynamic” layout. This means that the text automatically adapts to the size and orientation of the screen on which the book is being read. This is particularly useful when reading on mobile devices, where screen sizes can vary greatly.

Quality of the display

An important aspect for the quality of the presentation of all content is the structure of the layout document, because not every design can be meaningfully converted into an EPUB format. Therefore, as with this manual layout, it is important that images, graphics and tables, for example, are integrated into the text as anchored objects. Although objects outside the text objects are also exported, these often lose their reference/context to the text.

Equally important is the reading order in which the objects follow one another in the e-book. It results automatically from the position of the objects on the page or is defined manually using articles. Check the reading order before the export with **View > Reading Order**. Please refer to the notes in the section Working with Articles and to the option **Order** in the section EPUB Export options.

Please note that not every EPUB reader supports all options of the EPUB format. While you can assume that most readers display the PDF format largely correctly, there are enormous differences between EPUB readers. This applies in particular to the display of tables of contents, colors, numbering and enumerations (lists) as well as typography. So if you have the impression that not all attributes of your document have been exported correctly, this may also be due to limitations of the EPUB reader used. In addition, some EPUB readers have their own options for font, font size, font color, etc., which can overwrite the existing settings of the document.

Supported options

The following export options are supported:

Character options

The following character options are supported during export:

Fonts — Font family, font style and font size.

Text color — Text color, color density (automatically converted to a separate color).

Text style — Underline (automatic), strikethrough (automatic), small caps, capital letters, lower case, superscript, subscript and superior (mapped to “Superscript”).

Links — Email and web addresses (URLs) formatted as a link are exported as a link. Please refer to the corresponding export options in the preferences.

Variables — Date variables are exported. Page numbers are not exported, as they would make no sense in an EPUB.

Table of contents — Text formatted as a table of contents is exported to the native table of contents in the EPUB format with particular reference to the level. If the document contains no entries for the table of contents, the table of contents receives one entry with the title of the e-book.

Table of contents with page numbers — A table of contents generated in the document is exported as text. Its page numbers are not links in the EPUB and do not match the pages of the EPUB reader. The native table of contents is sufficient for navigation.

Paragraph options

The following paragraph options are supported during export:

Text alignment — Left, Right, Centered, Justified, Forced Justified.

Line spacing — Line spacings are displayed with the native EPUB-option “Line Height”, which largely corresponds to the line spacing option.

Paragraph control — Space to previous paragraph, Space to next paragraph, Widows & Orphans, Keep Paragraphs Together.

Indents — Left Indent, Right Indent (no Paragraph Indent).

Drop Caps — Whole word and character sequence.

Bullets & Numbering — Individual character style sheets for the bullet and numbering characters are exported. Please refer to the corresponding export options in the Preferences.

Frames & Backgrounds — The line width, style and color are adopted for paragraph frames, while the color and color density are adopted for paragraph backgrounds.

Anchored Objects

The following objects are supported during export if they have been anchored in the text with the **In the Line** option:

Picture objects — The content and frame of anchored images are exported to a new image. The original image is not accessed, only the preview image. It is therefore important that the preview image is displayed in good quality. The preview quality can be defined for newly imported images in the preferences and for existing images in the “Picture > Preview Quality” menu. Please refer to the corresponding export options in the Preferences. The alternative text from the export options of the object serves as alternative text, with the option **Automatic** the file name of the picture. Objects with the tag **Decorative Element (Artifact)** are output as decoration.

Table objects — Anchored tables are exported in the native EPUB format.

Text objects — Anchored text objects are exported in the native EPUB format. Line width, line color, object indent and object color are adopted.

Graphic objects — Anchored graphic objects are always exported as an image.

Formulas — Anchored formulas are exported as MathML into the text.

Group objects — Anchored groups are exported either as an image or as individual objects one after the other. Please refer to the corresponding export options in the **Preferences**.

Freely placed objects

Freely placed objects are largely supported during export, but often lose their reference/context to the text.

Export Document

1. Choose **File > Export > Document**.
2. Choose **File Type > Electronic Publication (EPUB - Flexible Layout) (*.epub)**.
3. Optionally, choose a different target folder and/or enter a different file name.
4. Click **Save**.

> *The program exports a collection as a PDF file. You export an e-book in EPUB format from a single document.*

EPUB Export options

The export of a document in EPUB format is based on the options in the preferences.

General Options

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac) and then **EPUB > Preferences** to define the format and further options.
2. **Version** — Define the version of the EPUB format.
3. **Cover Picture** — Choose one of the following options to define a cover page:
   - Choose **None**, if no cover picture should be created.
   - Choose **First Page**, if a cover picture should be created from the first document page.
   - Choose **Image** if you want to create a cover image from an image file. In this case, click on the folder icon and select an image in JPG or PNG format.
4. **Order** — Determine in which order objects and texts are exported:
   - **Article Order** — (default) The program exports the objects in the order of the active articles of the document. Objects that are not contained in any active article are not exported in this case. If the document does not contain any active article, the program arranges the objects of each page by their position according to the option **Reading Order** in the **Pages & Objects** preferences (tab **Objects**). Text objects, picture objects and tables are exported. The objects of freely placed groups are exported individually, graphic objects without alternative text are not exported. The option **Ignore First Page** is not taken into account with this order. Please refer to the notes in the section **Working with Articles**.
   - **Object Hierarchy** — The program exports the objects page by page in the order of the object hierarchy.
5. **Include Header** — Determine whether the headers of text objects are exported. The option is not selected by default. Please refer to the notes in the section **Header & Footer**.

6. **Include Footer** — Determine whether the footers of text objects are exported. The option is not selected by default.
7. **Group as Image** — Determine whether anchored groups should be output as images. If the option is not selected, the objects in the group are output one after the other.
8. **Create Links** — Determine whether a selectable link should be created automatically for web and email addresses in the text.
9. **Embed fonts** — Specify whether the fonts used should be embedded. Only fonts that have no embedding information or the embedding information "ee" or "ppe" are embedded. You can check the embedding information in the settings. Please refer to the notes in the Embedded Fonts section. In EPUB format 2.01, only fonts in OpenType format can be embedded.
10. **Native Bullets** — Determine whether bulleted lists should be converted to the native EPUB format. Individual formatting for the bullets will be lost.
11. **Native Numbering** — Determine whether numbering should be converted to the native EPUB format. Individual formatting for the numbering characters will be lost.
12. **Scaling** — Determine whether all settings should be scaled. Possible values are “50%” to “1000%”. The value “100%” corresponds to the original size.
13. **Footnotes after Paragraph** — Determine whether footnotes should appear after the paragraph. Otherwise, footnotes appear at the end of the page.
14. **Ignore First Page** — Specify whether the first document page should be ignored when exporting the content. This is helpful if the first document page only has content that relates to the cover image.
15. **Resolution** — Determine the resolution of the exported images.
16. **Format** — Choose one of the following options to define the format of the exported images:
    - Choose **JPEG** to export the images in JPG format.
    - Choose **PNG** to export the images in PNG format.
17. **Fonts** — Specify which alternative fonts should be used if the fonts used are not available.

Meta data

If you export a document in EPUB format and specify, for example, the author, copyright, publisher and a description, this information is saved in the meta data area of the EPUB. Access to this information may vary depending on the EPUB reader used. Some readers display this information more prominently than others. It is also possible that some readers do not display certain meta data.

The language of the e-book corresponds to the main language in the file information of the document. If no language is specified there, the program uses the predominant language of the text. In addition, each paragraph and each text part in another language carries its own language, so that reading devices read it aloud in the correct language.

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac) and then **EPUB > Meta Data** to define the meta data.
2. **Identifier** — An ID is automatically generated for each document, which cannot be changed by the user.
3. **Title** — Enter the title of the EPUB file.

4. **Author** — Enter the name of the author. By default, the name of the author defined in the specifications is displayed.

5. **Description** — Enter a description. This usually consists of a short, concise text that summarizes the content and main topics of the book. This description is designed to give potential readers a quick overview of the book and pique their interest. This description is often the first thing potential readers learn about the book and can be the deciding factor in whether or not they are interested in the book. It is therefore important that it is engaging, informative and to the point. Below are some examples that are often included in the "description":
   - **Main theme and storyline**: A brief description of the main theme or story of the book. In a novel, this could be the central plot; in a non-fiction book, it could be the main theme or focus.
   - **Genre and Style**: Information on the genre of the book (e.g. thriller, non-fiction, fantasy) and possibly on the writing or narrative style.
   - **Relevant Details**: Special aspects that make the book unique, such as the author's perspective, research background, or special character traits.
   - **Target group**: Notes on who the book is particularly suitable for, such as "ideal for fans of historical novels" or "a must for beginners in programming".
   - **Author and Credibility**: Brief information about the author, especially if well-known or recognized in his field.
   - **Linguistic Style**: The description should reflect the tone and style of the book so as to appeal to the reader.

6. **Publisher** — Enter the name of the publisher.

7. **Rights** — Enter the relevant copyrights. This usually refers to copyright information and helps to protect copyrights and clarify who the rightful owner of these rights is. It is important that this information is correct and up-to-date to prevent legal problems. This usually includes:
   - **Copyright Notice**: This is a clear indication of who owns the copyright for the book. It could be the name of the author, the editor or the publisher, depending on who owns the rights. For example: "© 2023, Sample Inc".
   - **Publication year**: The year in which the book was originally published.
   - **Reservation of title**: A standard formulation indicating that all rights are reserved. For example: "All rights reserved".
   - **Additional Information**: Sometimes additional notes are added regarding the use of the content, such as "No part of this book may be reproduced or transmitted without the written permission of the copyright holder".

8. **Subject** — Enter the subject. This usually refers to the topic or main category of the book's content. It is similar to the keywords that describe the content of the book. The choice of subject should precisely reflect the content of the book and help to make the book easier to find in corresponding categories or search queries. In library catalogs and online booksellers, the subject is often used to group books of similar topics or genres. Below are some examples that are often included in the "subject":
   - **Genre**: Indications such as "novel", "non-fiction", "science", "fantasy", "history", etc.
   - **Theme**: Specific topics such as "Vegan cooking", "Programming with Python" or "Meditation and mindfulness".
   - **Target Group**: Indications such as "youth book", "academic", "beginner in photography" etc.

- **Keywords**: Short keywords that summarize the content, such as “romance novel”, “climate change”, “personal development”, etc.

HTML export

With **File > Export > As HTML Files** you export the document pages as HTML pages that reproduce the structure of the pages.

Export document

1. Choose **File > Export > As HTML Files**.
2. Make the settings in the **HTML Export Options** dialog as described in the section HTML Export options and click **OK**.
3. Choose a target folder, enter a file name and confirm your entry.
4. The document is exported. The export is shown with a progress bar.

HTML Export options

The **HTML Export Options** dialog shows the options last chosen at the next export.

1. In the **Page Selection** section, choose one of the following options:
   - **All Pages** — All pages of the document are exported.
   - **From** and **To** — Only the specified range is exported. The values count the generated HTML files consecutively from “1”, that is the facing pages or, with the option **Always create Single Pages**, the individual pages. The page numbers of the document are not taken into account.
2. In the **Options** section, choose one or more of the following options:
   - **Create Navigation for Multiple Pages** — Adds buttons to the HTML pages with which you page to the previous or the next HTML page. The buttons appear when you place the mouse pointer in the middle of the left or the right page margin.
   - **Center Page** — Centers the page horizontally in the browser window.
   - **Create Page Borders** — Draws a black border around the page or the facing pages.
   - **Always create Single Pages** — Creates a separate HTML file for each document page, even if the document uses facing pages. If the option is not selected, the program creates one HTML file per pair of facing pages.

In the target folder the program saves one HTML file for each pair of facing pages or each page, whose name consists of the file name entered and a consecutive number from “0” (for example “Catalog-0.html”, “Catalog-1.html”). In addition it creates the file “style.css” as well as the subfolders “Catalog-images” for images and navigation symbols and “Catalog-js” for JavaScript files.

Text objects including their headers and footers, picture objects and graphic objects are exported. The program writes the formatting of the texts, for example font, font size, text color, alignment, indents and spacing, as CSS classes into the file “style.css”. The program exports picture objects and graphic objects as previews. The program exports the objects of a group individually at their position, also in nested groups. Charts appear as one image with their alternative text, formulas as MathML in the text.

Note: Tables and objects anchored in the text are not exported. If you export several documents into the same folder, the file "style.css" is overwritten each time. Since the objects are output at their position on the page, this export takes neither the articles nor the reading order into account. The command **As HTML Files** *requires an appropriate license and is not available in the Free Edition.*

Exporting email HTML

With the **EmailHTML** format, you export a document or individual objects as an HTML file that you take over into an email program, for example as a newsletter. Unlike the **As HTML Files** command, the program does not output the texts and pictures at their position on the page, but one after the other in the order of the active articles or of the object hierarchy. Please refer to the chapter Working with Articles.

Export document

1. Choose **File > Export > Document** and then **File Type > EmailHTML (*.email.html)**.
2. Optionally, choose a different target folder and/or enter a different file name.
3. Click **Save**.

The program saves the file with the extension ".email.html" and places the pictures in the subfolder "previews" next to the file. The program replaces an existing "previews" folder in the target folder. You export individual objects in the same way, as described in the section Export objects.

Email HTML settings

The settings apply to the document. Choose **Edit > Preferences** and, in the left area of the dialog, the add-in **VivaHTML**:

- **Order** — With **Article Order**, the program takes over the objects in the order of the active articles, with **Object Hierarchy** in the order of the objects on the page.
- **Include Header** and **Include Footer** — Takes over the headers or footers of the text objects.
- **Group Object as Image** — Outputs a group as one single image.
- **Scaling** — Enlarges or reduces the output (50 to 1000%).
- **Text Width** — Determines the width of the texts in percent. With the value **Object Size**, the program takes over the width of the text object.
- **Images** — Determines the **Resolution** (32 to 2400 ppi) and the **Format** (PNG or JPEG) of the images. Under **Source**, choose **Embed** to embed the images in the HTML file, or **Link** with a **Url** under which you will provide the images later.
- **Fonts** — For fonts of the document, specify **Alternative Fonts** that the email program uses if the font is missing on the recipient's computer.

Note: The EmailHTML format is only available if the VivaHTML add-in is installed. Depending on the edition and license, it may be missing.

Exporting an AZ Layout Designer file

For the AZ Layout Designer, you export a document as a file with the extension ".azl". The file is a ZIP archive with the document, a VivaXML version and a PDF file of the current page. For the PDF file, the program uses the PDF preset "AZL" if it exists, otherwise PDF/X-4 with the profile ISO Coated v2 and

pictures with at most 600 ppi. Objects with variables of the AZ Layout Designer do not appear in the PDF file.

Export document

1. Choose **File > Export > Document** and then **File Type > AZ Layout Designer (*.azl)**.
2. Optionally, choose a different target folder and/or enter a different file name.
3. Click **Save**.

You can also open AZL files in the program again with **File > Open**.

> *Note: The AZ Layout Designer format is only available if the corresponding add-in is installed. Depending on the edition and license, it may be missing.*

Exporting tables

You can export the cells of a table as an Excel workbook (XLSX) or as a CSV file and process them further in a spreadsheet program, for example. Numbers imported from Excel are exported again as numbers with their number format.

1. Click in a table or select the cells you want to export. If cells are selected, only these are exported, otherwise the entire table.
2. Choose **Table > Export** or **Export** in the context menu of the cells.
3. Choose **File Type > Excel workbook (*.xlsx)** or **File Type > CSV (*.csv)**.
4. Optionally, choose a different target folder and/or enter a different file name.
5. Click **Save**.

Voice Export (mp3)

With the help of **VIVA AI** (Artificial Intelligence), you can choose to convert individual texts or the entire text of a document into natural language. The program supports more than 30 languages in different accents, including English, German, Spanish, French, Japanese and many more. You can choose from 60 natural, male and female voices in different languages.

When exporting the entire document, the voice output reads the texts in the automatic reading order according to the option **Reading Order** in the **Pages & Objects** preferences (tab **Objects**). Articles are not taken into account. Please refer to the notes in the section **Working with Articles**.

Voice Export

1. Choose one of the following options:
   - Select/mark a text if you only want to export this text.
   - Click in a text object if you want to export the text of the entire text chain or the entire text of the document.
2. Choose one of the following options:
   - Choose **File > Export > Text** to export the selected text or the text of the entire text chain.

- Choose **File > Export > Document** to export the entire text of the document.

3. Enter a file name and select the file type **MP3 audio**.
4. Click **Save**.
5. Choose one of the following options for the voice required:
   - Choose **Automatic** if the program should use the text language to determine the language in which the voice output should take place. In this case, the program chooses the appropriate voice itself:
   - Click on the **Speaker icon** to choose a language and voice.
6. Choose one of the following options for the required language system:
   - **Neural** — Uses neural networks (NTTS) to produce particularly natural and human-like voices. Ideal for applications that require high voice quality, such as virtual assistants or audio books.
   - **Standard** — Uses traditional text-to-speech technologies to produce clearly intelligible but slightly less natural voices. Good for basic speech conversion when high quality is not required.
   - **Generative** — Provides the most human-like, emotionally engaging and customizable conversational voices available for use through VIVA AI.
7. Select **Male** or **Female** to determine the gender. This option is only available in conjunction with the **Automatic** voice selection.
8. Choose **Buy VIVA Points** if the cost of the voice output is higher than the current account balance.
9. Confirm the entry.

Braille

You can choose to export individual texts or the entire text of a document in Braille. Various options are available for this.

> *This "Braille" option can only be used via an export in the VivaCloud or via the API of a VIVA Publishing Server.*

Table

The **Table** option (Parameter "braille_table") allows you to select predefined language-specific tables as they are primarily used in the various countries.

- Choose **Automatic** if you want to use the parameters **Type**, **Contraction** and **Dots** to determine how the braille should be exported.
- Choose a predefined table (e.g. "English 6-dot computer braille as used in the U.S." or "German 6-dot computer braille"). The list of available language-specific options can be accessed via an API option.

Type

The **Type** option (Parameter "braille_type") determines different modes or types of braille display that are specially tailored to different areas of application. They define how content is displayed in Braille for blind or visually impaired readers.

Literary (Literary Braille)

This mode is used for general texts, such as books, articles or fiction. In literary mode, “Standard Grade 2 Braille” is used, which is an abbreviation font to save space and make reading faster. This version of braille combines sequences of letters or common words into one character.

Example: Words such as “and”, “for” or certain prepositions are often represented by single characters in literary Braille.

Computer (Computer Braille)

This mode is used to display technical texts, programming code or other content where exact character reproduction is important. In computer Braille mode, all characters are reproduced without abbreviations to ensure the accurate reproduction of information such as code or file names. An 8-dot braille font is usually used here (in contrast to the 6-dot font in literary braille) to display more characters, such as upper and lowercase letters or special characters.

Example: A file name such as “File.txt” or code fragments from a programming language are displayed exactly as they were written, without simplifications or abbreviations.

Math (Mathematical Braille)

This mode is optimized for mathematical expressions, formulas and scientific notations. Mathematical symbols and formulas are displayed in a special Braille code known internationally as the “Nemeth Code” or similar mathematical codes. This code makes it possible to display complex mathematical expressions such as fractions, exponents or summation formulas exactly and precisely.

Example: A formula such as “$E = mc^2$” or “3/4 + 5/6” is correctly reproduced in a mathematical Braille mode to preserve the structure of the mathematical symbols.

Contraction

The **Contraction** option (Parameter “braille_contraction”) determines the degree of contraction (abbreviation) in the Braille display of texts. Abbreviations are often used in Braille to save space and make reading more efficient.

No (No contraction)

In this mode, the text is output in Braille without any abbreviations. Each letter of a word is displayed exactly as it appears in the text, without abbreviations or simplifications. This means that the entire text is displayed in full Braille.

This option is helpful when an accurate and complete representation of the text is important, for example for learners who are not yet familiar with abbreviations, or for texts where accurate reproduction is required, such as foreign language texts or specialist texts.

Example: In this mode, the word “and” is displayed in full as “a-n-d” in Braille without being abbreviated.

Partial (partial contraction)

This mode uses partial abbreviations for certain letter sequences or common words, but not to the full extent as in full contraction mode. Some of the most common braille abbreviations are used, but not all possible abbreviations. This can be an intermediate stage between no contraction and full contraction to increase reading speed while ensuring comprehensibility.

This option is helpful when the text needs to be made more accessible, but the reader may not yet be fully familiar with all the contraction rules. Partial contraction can also be used in technical or scientific texts where exact reproduction of special characters is required.

Example: In this mode, “and” in braille could be abbreviated by a single character, but more complex abbreviations for longer words could still be written out in full.

Full (full contraction)

Here, the text is displayed in full contraction form, which uses all available abbreviations and contractions in Braille. Frequent words, groups of letters, or prefixes and suffixes are replaced by special Braille characters. This significantly reduces the number of characters, making Braille texts more compact and faster to read.

This option is helpful to display the text as efficiently as possible, which is particularly helpful in long texts or in literary texts. Readers who are familiar with Braille contractions can read this form more quickly and save space.

Example: The word “and” would be represented by a single Braille character, and other words such as “for” or “by” could also be heavily abbreviated.

Dots

The **Dots** option (parameter “braille_dots”) determines the number of dots used in a Braille character to display information in Braille. The two modes “**6 dots**” and “**8 dots**” define different braille systems, each of which is used for different purposes.

6-dot Braille

This system uses 6 dots per Braille character, arranged in a grid of 3 rows and 2 columns. In this system, a maximum of 6 dots can be used per character, allowing a total of 64 different character combinations (including spaces).

The 6-dot braille system is the traditional form of braille used for most literary texts and everyday applications. This includes books, magazines, letters and other literary or simple texts. It is suitable for writing and reading alphabetic characters and some basic punctuation marks.

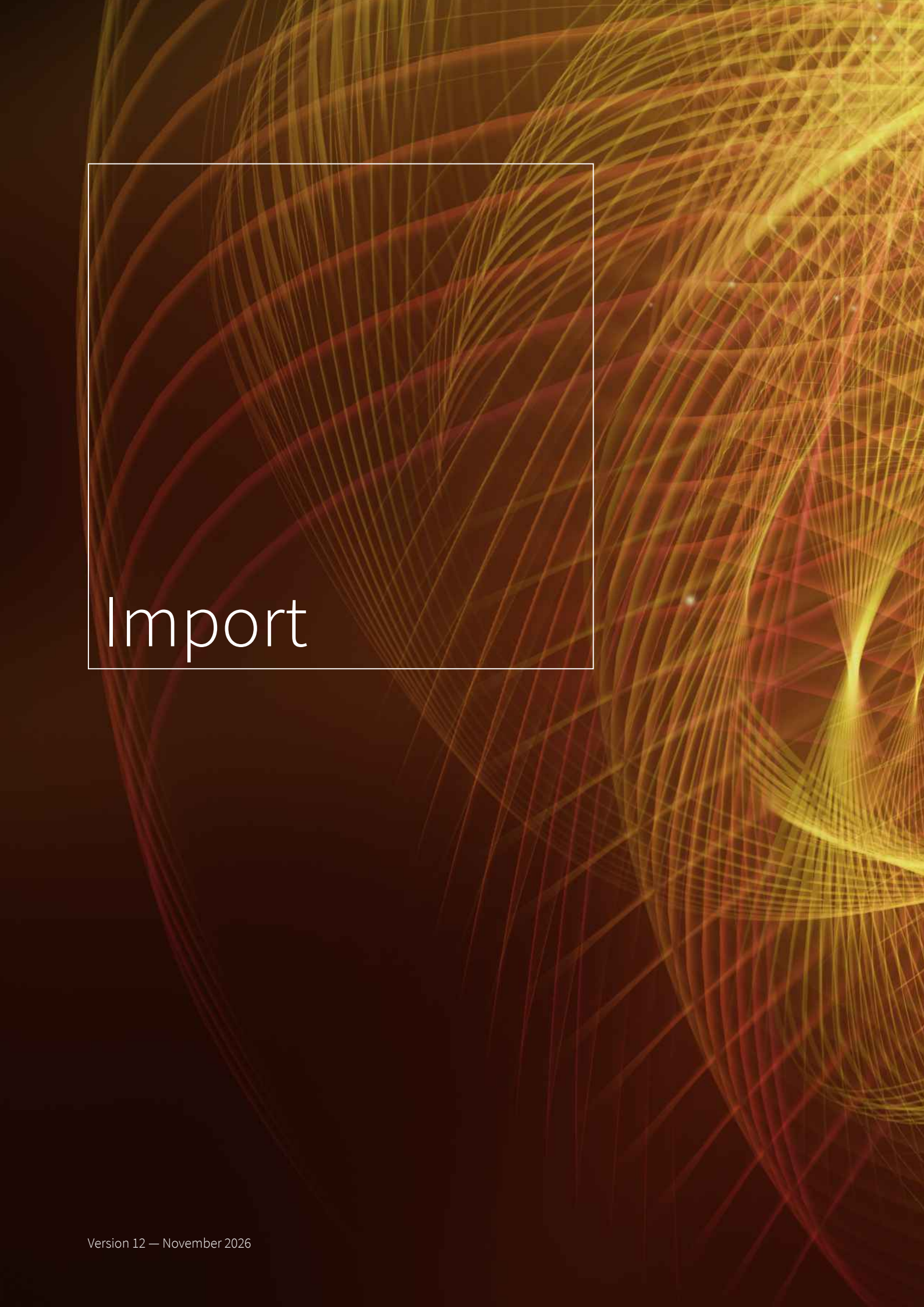
As this system only gives 64 possible combinations, not all characters (e.g. upper and lower case letters, special characters or complex symbols) can be represented uniquely. There are often context dependencies or additional characters to identify capital letters, numbers or special characters.

8-dot braille

This system uses 8 dots per Braille character, arranged in a grid of 4 rows and 2 columns. With 8 dots per character, up to 256 different character combinations are possible, allowing a much greater variety of characters. This means that additional characters such as capital letters, special characters, mathematical symbols and technical information can be displayed without additional context characters.

8-dot Braille is often used in technical and scientific fields, especially for displaying computer texts, programming code and more complex characters such as mathematical symbols. It is also often used on computer Braille displays as it allows the accurate display of letters (including capital letters), numbers, punctuation marks and special characters such as @, #, % etc.

Due to the larger number of character combinations, 8-dot Braille can display each character clearly without the need for additional markings (e.g. to distinguish between upper and lower case letters). This makes it ideal for use in digital or technical texts where precision is important.



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Import

HTML Import

You can import texts, images and tables stored in HTML format into an existing text object. Basically, only the HTML elements and attributes described here are taken into account when importing texts, images and tables. If the HTML file has syntactical errors or if the syntax deviates from the following description, the file may be imported incorrectly or even not at all.

The program reads the HTML file according to the rules of XML (XHTML). Every element therefore needs an end tag (e.g. ** **…** ** or **
…
**), and attribute values must be enclosed in straight quotation marks. The program closes elements without content such as **
, **<img>, **<hr>** and **<wbr>** itself, so that you can write them with or without a closing slash. In the event of a syntax error, a message names the error with the line, the column and the relevant excerpt of the file.

Please refer to the notes in the section Technical Information.

1. Set the cursor in a text object.
2. **Choose the menu command File > Import and choose the option Text HTML (*.html *.htm) in the popup menu File Type.**
3. Choose an HTML file and click **Open**.

> *Note: You cannot undo the HTML import. The program clears the list of work steps that can be undone. Therefore, save the document before the import. When you paste text from the clipboard, for example from a web browser or another program, the list is retained, however.*

SVG Import

You can import objects saved in SVG format (Tiny 1.2) into an existing document. If the SVG file has syntactical errors or deviates from the standard format (Tiny 1.2), it may be that the import of the file is faulty or not possible at all.

1. Click on an area in the document where there is no object.
2. **Choose the menu command File > Import and choose the option SVG (*.svg) in the popup menu File Type.**
3. Choose an SVG file and click **Open**.

The SVG file is imported as an object group. Please refer to the notes in the section Working with groups.

The program takes over the size specified in the SVG file. Like web browsers, it converts dimensions in pixels and values without a unit at 96 pixels per inch.

> *Note: Please note that the SVG format only supports RGB colors. Accordingly, the colors are also imported as RGB colors and are available in the color list. However, you can change the color model of the imported colors at any time using the options for editing colors.*

XML Import

You can import texts into an existing text object as well as individual text, image and table objects or an object group into an existing document that have been saved in VivaXML format. Please refer to the XML Export section.

To import entire XML documents, please refer to the section Opening VivaXML documents.

If the XML file has syntactical errors or differs from the VIVA XML format, it is possible that the import of the file is faulty or not possible at all.

If the file names a paragraph or character style sheet that is not defined in it, the text receives the default formatting.

Importing objects

1. Click on an area in the document where there is no object.
2. **Choose the menu command File > Import and choose the option VivaXML (*.xml) in the popup menu File Type.**
3. Choose an XML file and click **Open**.

Importing text

1. Set the cursor in a text object.
2. **Choose the menu command File > Import and choose the option Text XML (*.xml) in the popup menu File Type.**
3. **Choose an XML file and click Open.**

InDesign Import

To import InDesign documents, please refer to the section Opening Adobe InDesign Documents.

Affinity Import

To open Affinity documents or to import them into an existing document, please refer to the section Opening Affinity Documents.

QuarkXPress Import

To import QuarkXPress documents, please refer to the section Opening QuarkXPress Documents.

Scribus Import

To import Scribus documents, please refer to the section Opening Scribus Documents.

Publisher Import

To import Microsoft Publisher documents, please refer to the section Opening Microsoft Publisher documents.

Word Import

To import Word documents, please refer to the section Opening Microsoft Word documents.

To import Word documents into existing text objects, please refer to the section Importing text files.

Apple Pages Import

To import Apple Pages documents, please refer to the section Opening Apple Pages Documents.

To import Apple Pages documents into existing text objects, please refer to the section Importing text files.

PDF Import

To import PDFs as editable documents, please refer to the section Opening Adobe Illustrator and PDF documents.

To import PDFs as images, please refer to the section Working with Pictures.

Preferences

Version 12 — November 2026

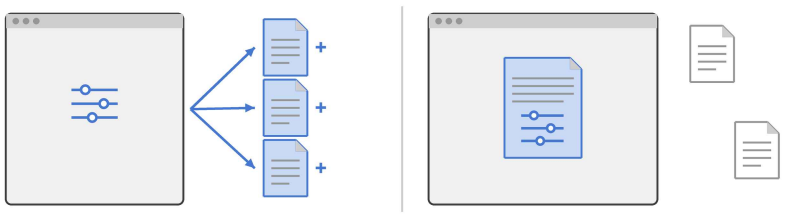
Preferences

For displaying and handling documents, objects, fonts, text and images, the program relies on a number of predefined settings. These settings are stored in the so-called preferences and are usually configured so that you do not need to change anything. This section explains how to change the preferences for the program as well as for new or existing documents.

Introduction

Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac) to adapt the program to your requirements. The dialog shows all programs and modules for which settings can be made. The following rules apply to saving and applying the options:

- All settings in the **Program**, **Keyboard Shortcuts**, **Drives** and **Spreadsheet** sections of the dialog apply to the program only. Custom toolbars apply to the program or to the document, depending on when they were created. All other settings apply to documents only.
- All program-specific settings are saved only when the program is quit properly.
- All document-specific settings are saved only when the document is saved properly.
- When a document is open, all document-specific settings apply to the current document only.
- If you want to define document-specific settings as a template for all new documents, you must choose the option while only the program is running and no document is open. Only in this special case is it advisable to restart the program after all settings have been made.



- The dialog shows all settings for the program and any add-on modules.

In the left part of the dialog, first choose the program (e.g., **Viva Designer**) or an add-on module (e.g., **AI**, **VivaXML** or **EPUB**) and then the desired page. Which add-on modules appear depends on the edition and your license: the pages of an add-on module appear only if the add-on module is installed and your license enables it.

> *Options whose name ends with an asterisk (*) in the dialog take effect only after the program is restarted, for example* **Interface Design**, **Tabbed Document View** *or* **Rounded Corners**.

Managing Preferences

While the document preferences are saved in the document, the program preferences are saved in a separate file. This file stores not only the options from the dialog but also a lot of other information, such as the position and size of individual dialogs.

You can reset the preferences at any time. This can be useful if, for example, another monitor with a different resolution is connected and certain parts of the program are no longer visible as a result.

Resetting the Preferences

1. Choose **Edit > Preferences** (Windows/Linux) or **{Program Name} > Preferences** (Mac).
2. Click **Reset**.
3. Confirm the **Reset all preferences** prompt with **OK**. The program resets all preferences and then restarts automatically.

Resetting the Preferences at Program Start

If the program does not start or crashes during startup, you can also reset the preferences when starting the program. Please refer to the section Program Start (Emergency Mode).

Program Preferences

General Program Options

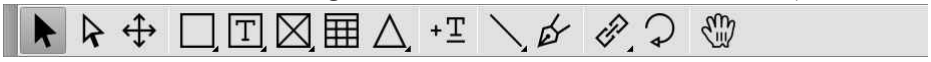
The program preferences are located on the **Program** page in the **General**, **Fonts**, **Images**, **PS/PDF**, **Colors**, **Backup** and **Updates** tabs. The following options and the scrolling options are located on the **General** tab.

Working Mode — Determines the number of options the program offers. The working mode can be used to restrict the editing of documents. The working mode is requested when the program is started for the first time and can be changed at any time afterward.

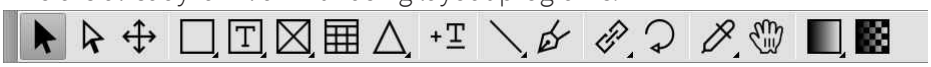
- **Beginner** — The program shows only a small selection of options in the menu and in the Tools palette. Some palettes are not available at all. A detailed list of the available options can be found in the chapter “Working Mode” in the section “Technical Information.” This option is helpful for beginners who only want to edit documents but not be creative themselves (e.g., finished layouts or templates). This option is helpful for users who want to approach the possibilities of the program step by step.



- **Advanced** — The program shows a large selection of options in the menu and in the **Tools** palette. Some palettes are not available at all. A detailed list of the available options can be found in the chapter “Working Mode” in the section “Technical Information.” This option is helpful for advanced users who also want to design documents but do not need all the options of the program.



- **Expert** — The program shows ALL options of the program. This option is helpful for advanced users who are already familiar with using layout programs.



The **Working Mode** option also works in conjunction with the **Access Rights** option and is especially helpful in the browser-based Web Edition. This means, for example, that if the **Layers** palette is hidden in a document by means of the access rights, the palette cannot be shown even in the **Expert** working mode.

- *Use the "Access Rights" if you want to restrict the editing of a document individually in the desktop workflow.*
- *Use the "Working Mode" if you want to restrict the editing of documents in general in the desktop workflow.*
- *Use the "Access Rights" and/or the "Working Mode" if you want to restrict the editing of documents in general in the web workflow.*
- Regardless of the working mode, some functions are available only in certain editions, with licensed add-on options or with the corresponding access rights. A function is shown only if all requirements are met.
- *The VIVA AI Assistant also follows the working mode: commands that the working mode hides are not available to it either.*

Default Tool — Lets you adjust the behavior when selecting and editing objects, especially text and picture objects. This option is helpful for users who work with tablet devices or are used to a different way of working (e.g., from InDesign).

- Standard Selection Tool — This corresponds to the standard behavior of the program: a click on the frame activates object mode, a click on the content activates content mode.
- Move Tool (Always) — A click activates object mode, a double-click activates content mode. When you switch to other objects, object mode remains active.
- Move Tool (Only Type Change) — Corresponds to the "Move Tool (Always)" option; however, when you switch between objects of the same type (e.g., text → text), content mode remains active. Only when you switch between different types (e.g., text → picture) does the program change to object mode.

After Program Start — Determines which action is performed after the program starts:

- Display Start Dialog (Once) — The start dialog is displayed only once after the program starts.
- Display Start Dialog (Always) — The start dialog is always displayed when no document is open.
- New Document — After the program starts, the dialog for creating a new document is displayed automatically.
- Existing Document — After the program starts, the dialog for opening documents is displayed automatically.
- Neither — After the program starts, only the menu bar of the program is visible.

Open Dialog — Determines which **Open** dialog the program uses:

- Program Dialog — The program's own dialog is used.
- Operating System Dialog — The dialog of the operating system is displayed. With this option, you cannot access virtual drives or favorites.

Layout aids — Determines how **layout aids** (guides, baseline grid, etc.) are displayed in the program:

- Front — The layout aids are displayed in front of all objects.
- Behind — The layout aids are displayed behind all objects.

Page Numbers — Determines how the page numbers in the **Pages** palette are displayed in the program:

- Logical — The page numbers are displayed according to the assigned page numbers.
- Physical — The pages are numbered from 1 to x, regardless of whether a page number has been assigned more than once.

Presentation Mode — Determines whether and how the page transition is animated:

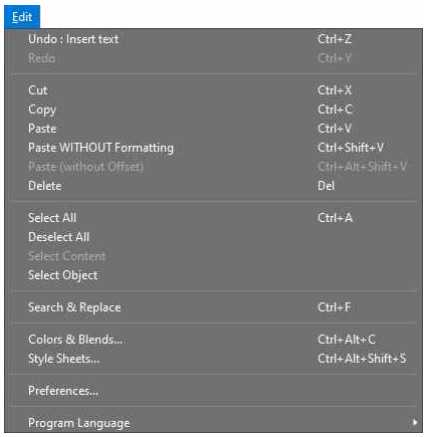
- No Animation — The page transitions are not animated.

- **Move orthogonal** — Orthogonal (horizontal or vertical) movement of the pages.
- **Move orthogonal (Bounce)** — Orthogonal (horizontal or vertical) movement of the pages with a bounce effect.
- **Move diagonal** — Diagonal movement of the pages.
- **Fading** — The pages fade out and in.
- **Random Animation** — Random selection of the other options.

Page Preview — Determines whether a **page preview** is displayed in the **Pages** palette:

- **No Preview (quicker)** — Shows the page number in the page icon. This option is suitable for slow computers.
- **Small Preview (slower)** — Shows the page with all objects as a small icon in the **Pages** palette. This option is recommended for fast computers only.
- **Large Preview (slower)** — Shows the page with all objects as a large icon in the **Pages** palette. This option is recommended for fast computers only.

Interface Design — Determines in which **interface design** the program is displayed. Note: A change of this setting takes effect only after the program is restarted.





- **Operating System Design** — The program menus and document windows are displayed in the typical design of the operating system.
- **Neutral Design** — The program menus are displayed in a neutral design in which the operating system can no longer be recognized. The neutral interface design was developed for editing documents on the web but can also be used on the desktop. It takes into account that users in a browser may not want to see a design in the style of a desktop program. With the new neutral design, the program can also be integrated visually into a web application. Compared to the classic operating system design, the neutral interface design deliberately offers fewer options. For example, the options for changing the windows are restricted. The classic menus have been replaced by icons. Most options behave like the options in the operating system design, so the respective access rights are also taken into account. However, the neutral interface design offers some controls that are not included in the operating system design. These include the quick search, the selection of style sheets and the insertion of notes and special characters.

> *Instead of the options listed here, you can also switch off the entire menu and replace it completely with a toolbar. Please refer to the section Toolbars and Access Rights.*

Selection Handles — Determines the size in which the **selection handles** are displayed in the program. This option is helpful if you want to operate the program on a computer with a touch screen and/or with a pen.

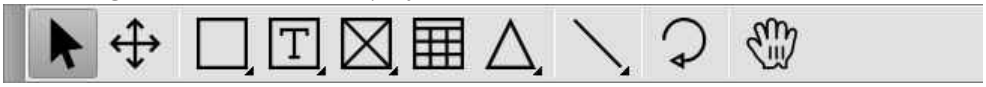
- Small — Selection handles are displayed in the standard size.
- Middle — Selection handles are displayed at 150% of the standard size.
- Large — Selection handles are displayed at 200% of the standard size.
- Extra Large — Selection handles are displayed at 400% of the standard size.

Toolbar Icon Size — Determines the size in which the **toolbars** are displayed in the program. This option is helpful for visually impaired users or if only very few icons are to be displayed. This option affects only the **Tools** palette and toolbars that can be configured in the preferences. The change takes effect immediately, without restarting the program.

- Small — The icons are displayed at 75% of the standard size.
- Middle — The icons are displayed in the standard size.



- Large — The icons are displayed at 125% of the standard size.
- Extra Large — The icons are displayed at 150% of the standard size.



Text Selection — Determines how selected text is displayed in the document window:

- Operating System Color — Selected text is highlighted in the selection color of the operating system.
- Inverted — Selected text is displayed inverted.

Paste Text Formatting — Determines how text formatting is taken over when text is pasted.

- Always (from all known applications) — The text formatting from documents of the same program as well as from other programs (e.g., Microsoft Word) is taken over, as far as it can be interpreted.
- Only within the application — Only text formatting from documents of the program is taken over.
- Never — No text formatting is taken over. The text is always pasted as plain text. The text is displayed with the formatting set at the position of the insertion point.

> Note: The Always (from all known applications) option takes over not only the visible formatting of the text but possibly also style sheets or paragraph styles as well as colors. Especially when text is taken over from other programs (e.g., Microsoft Word), the colors are taken over as RGB colors, because these programs do not know CMYK colors. Please also note that the pasted style sheets and colors are not deleted automatically when the pasted text is deleted or the paste is undone.

Author — Name that is given as the author for notes and in change tracking. The start dialog also greets you with this name if the **Greet by Name in the Start Dialog** option is turned on.

Show Tool Tips in Document Window — A window with a help text appears automatically in the document window when you move the mouse pointer over certain areas and do not perform any action for a short moment. The window with the help text disappears automatically as soon as you move the mouse pointer.

Show Effects — Transparency effects are displayed in the interface. These include the transparency of tool tips and the pulsing of the selection marquee. This option is recommended for fast computers and for the Web Edition with good internet connections.

Animate Start — The program start is animated.

Animate Objects — An additional frame is displayed when you move the mouse pointer over the object. This option is helpful for giving the user feedback about which object they would edit with a mouse click. This option is recommended for fast computers and for the Web Edition with good internet connections.

Log File — The opening and saving of documents is logged. The log file is saved in the user directory and records the date, the time, the user name, the author, the document name including the file path and the action (open and save) as a text file in CSV format. The data remains locally with the user and is not transmitted to third parties.

Tabbed Document View — Document windows are displayed as tabs.

Shadows for Dialogs — Program dialogs are displayed with a shadow. On some operating systems and versions, this can lead to unattractive effects.

Rounded Corners — Program dialogs are displayed with rounded corners. On some operating systems and versions, this can lead to unattractive effects.

Export in the Background (PDF, Image, EPS, PostScript) — PDF, image, EPS and PostScript files are created in the background. During the export, you can continue working in other documents; the exported document is locked until the export is finished. The **Background Tasks** palette (**Window** menu) shows every export with progress and duration, cancels it on request and opens the finished file. Several exports are carried out one after the other. If the option is turned off (default), the program exports directly.

Greet by Name in the Start Dialog — The start dialog greets you by name, depending on the time of day or on a festival. As the name, the program uses the entry under **Author** or, if it is empty, the name from the registration or the license.

Show the VIVA AI Assistant in the Start Dialog — The start dialog shows the **Have it designed** area, in which you give the VIVA AI Assistant a task directly. Please refer to the section Start Dialog in the chapter The User Interface.

Full Resolution When Zooming In on Pictures — If you zoom into a picture in a layout further than the image preview reaches, the program draws the picture from the full image data, also rotated, scaled or flipped and with image adjustments, mask and retouching. The option requires more memory; print, export and document remain unaffected. By default, the option is turned off.

Festivals in the Greeting — Determines on which festivals the start dialog greets you, for example at Christmas, Easter, Ramadan, Hanukkah, Vesak or Diwali. On all other days, the start dialog greets you according to the time of day.

- **Religious festivals** — **Christian**, **Orthodox Christian**, **Islamic**, **Jewish**, **Buddhist** and **Hindu**.
- **Other festivals** — **New Year's Eve and New Year** and **Lunar New Year**.

Scrolling

Gray Out Objects — Picture and text objects are grayed out while scrolling.

- No — Nothing is grayed out while scrolling. This option is recommended only for extremely fast computers with very powerful graphics cards. It is not recommended for the Web Edition.
- Text only — Text objects are grayed out while scrolling. As soon as you stop scrolling, all text objects are displayed correctly. This option is also recommended for fast computers and for the Web Edition with normal or good internet connections.
- Images and Text — Picture and text objects are grayed out while scrolling. As soon as you stop scrolling, all picture and text objects are displayed correctly. This option is recommended for slow computers and for the Web Edition with very poor internet connections.

Logarithm — Value by which the area to be scrolled increases.

Fonts

Update Fonts while working — The list of available fonts in the palettes and menus is updated when new fonts are installed in the operating system while the program is running. This option does not apply to fonts that are installed automatically, for example by drag & drop or by opening ZIP files. Please refer to the options in the section Opening ZIP Archives. If the option is not selected, the list is updated only after the program is restarted. If the option is selected, the list is updated after you have switched to another program or to the operating system. This option is useful if you often work with add-on programs for font management. Since this option can considerably slow down the program when you switch between other programs or the operating system, it should be used with care.

Use Cache for Fonts — After the program starts, a buffer (cache) is created for the fonts. This option considerably speeds up the next start of the program if no new fonts have been installed in the meantime.

Search For Missing Fonts — If fonts are missing after a document is opened, they can optionally be searched for in the document folder and/or its subfolders and installed automatically. These options also apply to opening documents from ZIP archives. Please refer to the section Opening ZIP Archives.

- In Document Folder — Missing fonts are searched for only on the level where the document is located. This option is selected by default.
- In Document Subfolders — Missing fonts are searched for in the subfolders of the document. The value “1” means that only the subfolders of the document level are searched. The value “2” means that the subfolders of the next level (2nd level) are searched as well. Choose any value above “1” with care, because this setting applies to the entire program and not to individual documents. If, for example, the document is located on the top level of a drive and the value “3” is used, the entire drive may be searched. Searching for and automatically installing the missing fonts can considerably slow down the opening of the document.
- Containing The Name — Missing fonts are searched for only in subfolders of the document that contain the specified name. This option is helpful if you know that the missing fonts are always located in a folder with a certain name. This can speed up the search considerably if you have specified several levels for the search.

General Notes on Searching for Missing Fonts

- Searching for and automatically installing missing fonts can considerably slow down the opening of the document. To save the time for installing the fonts, you can alternatively install the fonts via the operating system or embed them in the document by means of the preferences. Please refer to the section Embedded Fonts.

- The missing fonts are installed temporarily, so these fonts are uninstalled automatically after the document is closed.
- The temporarily installed fonts are available only to the open document.
- The automatic installation of the fonts is no guarantee that all missing fonts are replaced correctly. Check the document for missing fonts before printing or exporting to PDF.

Images

EPS Image Preview — Use of the image preview of EPS image files.

- Use Embedded Preview — The embedded image preview is used to display EPS image files. This option is often helpful for importing EPS files very quickly but, depending on the image size, may have the disadvantage that no image preview can be displayed at all, because the embedded image preview cannot be displayed on the platform concerned (e.g., a macOS image preview on Windows or Linux) or the EPS image file does not contain a preview at all. In this case, a gray area with the name of the image file is displayed in the picture object.
- Create Preview — A new image preview is created to display EPS image files, regardless of whether an embedded image preview exists. This option may be helpful for achieving a higher quality of the image preview but, depending on the image size, may have the disadvantage that creating the preview takes time.

Image Editing Program — Third-party program in which pixel image files are opened. The option for opening pixel image files in a third-party program can be selected when picture mode is activated in the document. Click the “Choose” button and choose a program of your choice that is able to perform this task.

Vector Illustration Program — Third-party program in which vector image files are opened. The option for opening vector image files in a third-party program can be selected when picture mode is activated in the document. Click the “Choose” button and choose a program of your choice that is able to perform this task.

Cache — Location and size of the buffer (cache) for the preview of image files. Click **Empty** to delete the buffer.

Metadata — **Also remove the creator when removing personal data** determines whether the **Remove Personal Data and GPS** option (**Image Metadata…** dialog, **Save as File…**, **Package & Send**) also removes the creator. **Remove personal data and GPS when packaging (Package & Send)** is the default setting of this option in the **Package & Send** dialog; the pictures of your document remain unchanged. Both options are turned off by default.

PS/PDF

Optionally specify third-party programs that are responsible for displaying, editing and printing PostScript and/or PDF files. For the option concerned, click the “Choose” button and choose a program of your choice that is able to perform this task. Optionally enter further program-specific parameters to control the third-party program.

PostScript viewing program — Third-party program in which PostScript files are displayed. The option for displaying PostScript files in a third-party program can be selected when exporting documents to PostScript format.

PDF viewing program — Third-party program in which PDF files are displayed. The option for displaying PDF files in a third-party program can be selected when exporting documents to PDF format.

PDF editing program — Third-party program in which PDF files are edited. The option for editing PDF files in a third-party program can be selected when exporting documents to PDF format.

PDF printing program — Third-party program in which PDF files are printed. The option for printing PDF files in a third-party program can be selected when exporting documents to PDF format.

Colors

Program colors — Determine the colors in which **invisibles** in the text, the **ruler** (foreground and background) in the document window, the **guides**, the **margins**, the **layout aids** and the **baseline grid** for pages and objects are displayed. For the option concerned, click the color field and choose a color of your choice.

Locked Objects — Transparency in percent with which the program dims locked objects in the document window.

Document Workspace — Colors or patterns in which the workspace of **document pages**, **alias pages** and **VivaIP forms** as well as the background for the **presentation mode** are displayed.

- Color — Then click the color field for the option concerned and choose a color of your choice.
- Pattern — Then click the color field or pattern for the option concerned and choose a pattern of your choice.

Custom Style — Gray value of the **panel color** and the **dialog color** in which the palettes and dialogs are displayed in the program. Click the arrow in each case and move the mouse while holding down the mouse button. The changes become visible immediately in the palettes and in the dialog. Release the mouse button as soon as you have chosen the desired setting.

Backup

Background Save — Determines whether and at which intervals documents are saved automatically. This option is identical to the **Save** option. This option is helpful if you often forget to save the document manually while working. A sensible value is, for example, 10 minutes. The program saves only documents that have changed since they were last saved and does not save while you are carrying out an action. If a file is write-protected, the background save does not open a **Save As** dialog.

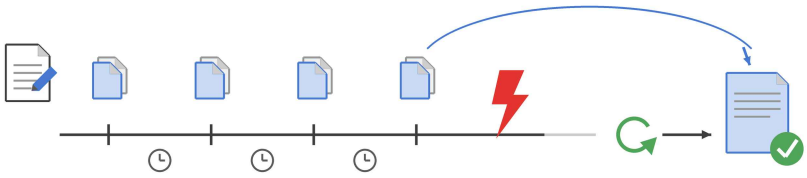
Create Backup When Saving — Automatically saves a copy of the open document in the user directory whenever the **Save** option is used. This option is helpful if you want to prevent the loss of documents or want to keep several versions of the same document to which you can return later.

- Number of Backups — Number of copies made of each document. The value “2” means that, in addition to the original document, a maximum of two further backup copies are saved. If the number of copies is exceeded, the program automatically deletes older versions of the document. Choose the option with care and with regard to the available space on the hard disk on which the operating system is located.
- Maximum Disk Space — Maximum disk space reserved for the backup copies. This value is not an exact value; in exceptional cases, it can be exceeded by up to 50%. If the maximum disk space is exceeded, the program automatically deletes backup copies of the oldest documents.

- **Backup Folder** — Location of the backup copies. Click **Choose** and choose a folder of your choice. Note: Make sure that the chosen location is always available and has a fast connection (e.g., a local hard disk) to avoid delays while working.

After a Crash — Determines what the program offers at the next start if it was not quit properly, for example after a crash or a power failure:

- **Do nothing** — The program starts as usual.
- **Reopen last documents** — The program offers to reopen the documents that were last open in their last saved state.
- **Restore documents including unsaved changes** — At regular intervals, the program saves recovery information for the changed documents in the background and, after a crash, offers to restore the documents with their unsaved changes. This option is selected by default.
- **Save recovery information every** — Interval in minutes (1 to 60) at which the program saves the recovery information. The default value is 10 minutes.



You can recognize restored documents by the addition **[Recovered …]** *in the document name. The recovery information does not replace saving your documents regularly. Please refer to the section Restoring Documents after a Crash in the chapter Documents.*

Updates

Updates — The program searches the website for current updates. This option requires an internet connection. The program transmits the current program information about program type, version and build number. The connection to the VIVA server is encrypted (HTTPS).

Check automatically — Interval at which the check takes place. The check can take place **Daily**, **Weekly**, **Monthly** or **On Program Start**.

Download automatically — Newer versions are downloaded automatically, or the user decides whether a new program version is downloaded. The program installs a downloaded update only if it is signed by VIVA and has not been changed since. Otherwise, the program reports this and continues to work normally.

Check Internet Connection — Click the button to check the internet connection. If there is no internet connection, check whether you can establish an internet connection with a browser. If not, the error is not to be found in the program settings. If so, you may need to make the appropriate proxy settings.

Inform me about special offers and new program versions — At program start, the program informs you about special offers and new program versions from VIVA. This option requires an internet connection.

Proxy Settings — Determines whether and how the program establishes an internet connection based on proxy settings.

- **No Proxy** — No proxy is used to establish the internet connection.

- **System** — A proxy that is defined in the operating system is used to establish the internet connection.
- **Manually** — Manual proxy settings are used to establish the internet connection. The settings for an **HTTP Proxy** relate to the search for updates and upgrades. The settings for the **FTP Proxy** relate to the **Package & Send** option, which sends data to an FTP server.

Dictionaries

Depending on the program version, modules for spell checking and hyphenation are supplied for various languages. You can install further dictionaries for other languages at any time by means of the **Preferences > Language > Dictionaries** option. The program downloads them from the address given by the VIVA server, also for languages such as Assamese, Esperanto, Kannada, Marathi, Mongolian, Odia, Persian, Punjabi, Tamil and Central Kurdish. These dictionaries are saved automatically in the user directory/user folder.

1. Choose **Preferences > Language > Dictionaries**.
2. Choose one of the following options to install further modules for various languages:
   - **Hunspell** — Lets you choose modules for dictionaries
   - **LibHnj** — Lets you choose modules for hyphenation
   - **MyThes** — Lets you choose modules for thesauri
3. In the list, click the black icon with the arrow to start the installation.
   - The download has started when an hourglass appears in the icon.
   - The download has been completed successfully when a green icon with a check mark appears.
4. If necessary, repeat the process for further modules and languages, but only after the green icon appears.
5. Confirm your entries and restart the program.

Drives

With the **Drives** options, you can establish connections to databases or internet/cloud services. By means of these (virtual) drives, you can open and save documents as from a normal drive or import images.

With the **Disable Physical/Local Drives** option, you can switch off access to local disks and network drives. In this case, documents are opened and saved and/or images are imported only via the specified drives.

By default, connections to internet drives (VivaCloud), MySQL databases or databases with an ODBC interface are available to you. Optionally, further connections to special databases are available (e.g., Canto or SixOMC).

> *The drives are available to you only within the program and, there, only within the program dialogs. This is why the drives are also referred to as "virtual drives." The virtual drives therefore do not appear on your desktop or in operating system dialogs for selecting drives, folders and files. If in doubt, please ask your network administrator and/or service provider for the exact connection data.*
>
> *By default, a drive for "VivaCloud" is already set up in some programs.*

Setting Up a Drive for VivaCloud

VivaCloud is a browser-based digital asset management system (DAM) and editorial system from VIVA that allows any data and documents to be stored. What makes VivaCloud special is that you can edit layout documents directly in the browser with the VivaDesigner web version. In addition, you can create documents fully automatically by means of forms (e.g., business cards, etc.).

1. Choose Preferences > Drives.
2. Click New.
3. Click Rename to specify a name for the drive that is later also displayed in the selection dialog.
4. Type — Choose Web Drive.
5. User — Optionally enter the user name with which you are registered in the application. If you do not enter a name, the user name is requested each time the drive is accessed.
6. Password — Optionally enter the password with which you would authorize yourself to the database or service. If you do not enter a password, the password is requested each time the drive is accessed.
7. Host — Enter the URL/network address “viva.cloud” or the address at which the application can be reached.
8. Port — Enter the port “443”.
9. Path — Enter “/fs”.

Setting Up a Drive for a MySQL Database

MySQL is a widely used relational database that is available for various operating systems. The database can be used for all conceivable purposes. For the program to be able to open/save documents from the MySQL database as well as import images, a table named “vivafs” is absolutely required. The table must have the following structure:

```
CREATE TABLE `vivafs` (
  `id` int(10) unsigned NOT NULL AUTO_INCREMENT,
  `name` varchar(255) NOT NULL,
  `parentID` int(10) unsigned DEFAULT '0',
  `document` longblob,
  `modified` datetime NOT NULL DEFAULT '0000-00-00 00:00:00',
  `created` datetime NOT NULL DEFAULT '0000-00-00 00:00:00',
  `size` int(10) unsigned NOT NULL,
  `isDir` tinyint(1) NOT NULL DEFAULT '1',
  PRIMARY KEY (`id`)
);
```

Both documents and directories are managed in this table. However, the directories cannot be created via the program dialog for opening and saving documents.

1. Choose Preferences > Drives.
2. Click New.
3. Click Rename to specify a name for the drive that is later also displayed in the selection dialog.
4. Type — Choose MySQL.
5. Database Name — Enter the name of the database in which the table with the relevant records is located.

6. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
7. **Password** — Optionally enter the password with which the user would authorize themselves to the application. If you do not enter anything, the password is requested each time the drive is accessed.
8. **Host** — Enter the URL/network address at which the application can be reached.
9. **Port** — Enter the port “3306”.

Setting Up a Drive for an ODBC Database

Open Database Connectivity (ODBC) is a standardized database interface that uses SQL as the database language. It therefore provides an application programming interface (API) that allows a programmer to develop an application relatively independently of the database management system (DBMS) used, provided an ODBC driver exists for it.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to specify a name for the drive that is later also displayed in the selection dialog.
4. **Type** — Choose **ODBC (includes Microsoft SQL Server)**.
5. **Database Name** — Enter the name of the database in which the table with the relevant records is located.
6. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
7. **Password** — Optionally enter the password with which the user would authorize themselves to the application. If you do not enter anything, the password is requested each time the drive is accessed.
8. **Host** — Enter the URL/network address at which the application can be reached.
9. **Port** — Enter the port (e.g., “80”, “443”).

Setting Up a Drive for Canto Cumulus

Cumulus is a browser-based digital asset management system (DAM) from Canto that allows any data and documents to be stored.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to specify a name for the drive that is later also displayed in the selection dialog.
4. **Type** — Choose **Canto**.
5. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
6. **Password** — Optionally enter the password with which the user would authorize themselves to the application. If you do not enter anything, the password is requested each time the drive is accessed.
7. **Host** — Enter the URL/network address (e.g., “sandbox.canto.com”) at which the application can be reached.
8. **Port** — Enter the port (e.g., “80”, “443”).

9. **Path** — Enter "/CIP". Please check whether your license/version of Canto Cumulus supports this parameter.
10. **Parameters** — Optionally enter, for example, "catalogname=xyz" if you want to establish a direct connection to the catalog "xyz" in the application.

Setting Up a Drive for Six OMC

Six OMC is a browser-based digital asset management system (DAM) from Six that allows any data and documents to be stored.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to specify a name for the drive that is later also displayed in the selection dialog.
4. **Type** — Choose **Six**.
5. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
6. **Password** — Optionally enter the password with which the user would authorize themselves to the application. If you do not enter anything, the password is requested each time the drive is accessed.
7. **Host** — Enter the URL/network address (e.g., "opixweb.sample.com") at which the application can be reached.
8. **Port** — Enter the port (e.g., "80", "443").
9. **Path** — Enter "/sixomc/services/sixomc".

Setting Up a Drive for Mediamid M@rs

M@rs is a browser-based digital asset management system (DAM) from Mediamid that allows any data and documents to be stored.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to specify a name for the drive that is later also displayed in the selection dialog.
4. **Type** — Choose **Mediamid**.
5. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
6. **Password** — Optionally enter the password with which the user would authorize themselves to the application. If you do not enter anything, the password is requested each time the drive is accessed.
7. **Host** — Enter the URL/network address (e.g., "www.mediamid.com") at which the application can be reached.
8. **Port** — Enter the port (e.g., "80", "443").
9. **Path** — Enter "/mediamanager/REST".

Setting Up a Drive for ResourceSpace

ResourceSpace is a browser-based digital asset management system (DAM) from Montala Limited that allows any data and documents to be stored. The program allows images to be imported. Searching in the "BROWSE BY TAG," "COLLECTIONS" and "FEATURED COLLECTIONS" areas is supported.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to specify a name for the drive that is later also displayed in the selection dialog.
4. **Type** — Choose **ResourceSpace**.
5. **User** — Optionally enter a user name that is registered in the application. If you do not enter anything, the user name is requested each time the drive is accessed.
6. **Password** — Optionally enter the "Private API key" (i.e., NOT the user password) that is stored for the user in the application. The "Private API key" consists of a combination of numbers and letters with about 60 characters. If you do not enter a "Private API key," the "Private API key" is requested each time the drive is accessed. You can find the "Private API key" in the ResourceSpace web application under "Administration > Manage users > Edit user" (as of 2020).
7. **Host** — Enter the URL/network address (e.g., "sample.resourcespace.com") at which the database can be reached.
8. **Port** — Enter the port "443".

Using a Drive

1. Choose one of the following options:
   - Choose **File > Open** if you want to open a document.
   - Click into a picture object and choose **File > Import** if you want to import an image.
2. Click **Computer** to see all local and virtual drives.
3. Double-click the virtual drive.
4. Open further subfolders (if any) or click the **magnifying glass icon** (if any) to search for specific content.
5. If the virtual drive offers you a search, it is based dynamically on the fields and options of the respective drive.

Depending on their type, the virtual drives may also be available to you in the **Pictures** palette, for example to place images in the document by drag & drop.

Placing Images Interactively

1. Choose **Window > Pictures**.
2. Click the **magnifying glass icon** to search for specific content.
3. Choose the virtual drive. If the drive is not displayed in the list, it does not support searching.
4. Enter the search criteria.
5. Click **Search**.
6. Click a file in the search result and drag it onto the document or the picture object.

Technical Notes on Drives

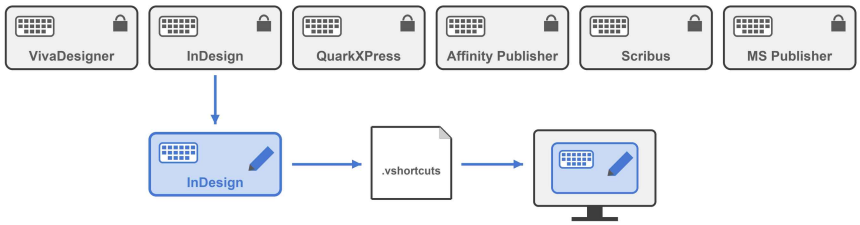
Each drive is saved as a separate file with the extension ".drive" in the "Drives" folder of the VIVA user. To make the virtual drives available to a server process that does not have a user directory, the files with the extension ".drive" must be saved in the "Drives" folder in the program folder.

Keyboard Shortcuts

Under **Keyboard Shortcuts**, you determine which keyboard shortcuts the program uses. You choose a supplied shortcut set, assign your own shortcuts to individual commands and pass your own sets on to other computers. The settings apply to the program and therefore to all documents.

The program comes with the following shortcut sets:

- **VivaDesigner** — The standard keyboard shortcuts of the program.
- **InDesign**, **QuarkXPress**, **Affinity Publisher**, **Scribus** and **MS Publisher** — The familiar keyboard shortcuts of the respective program. These sets are helpful if you are switching from another program.



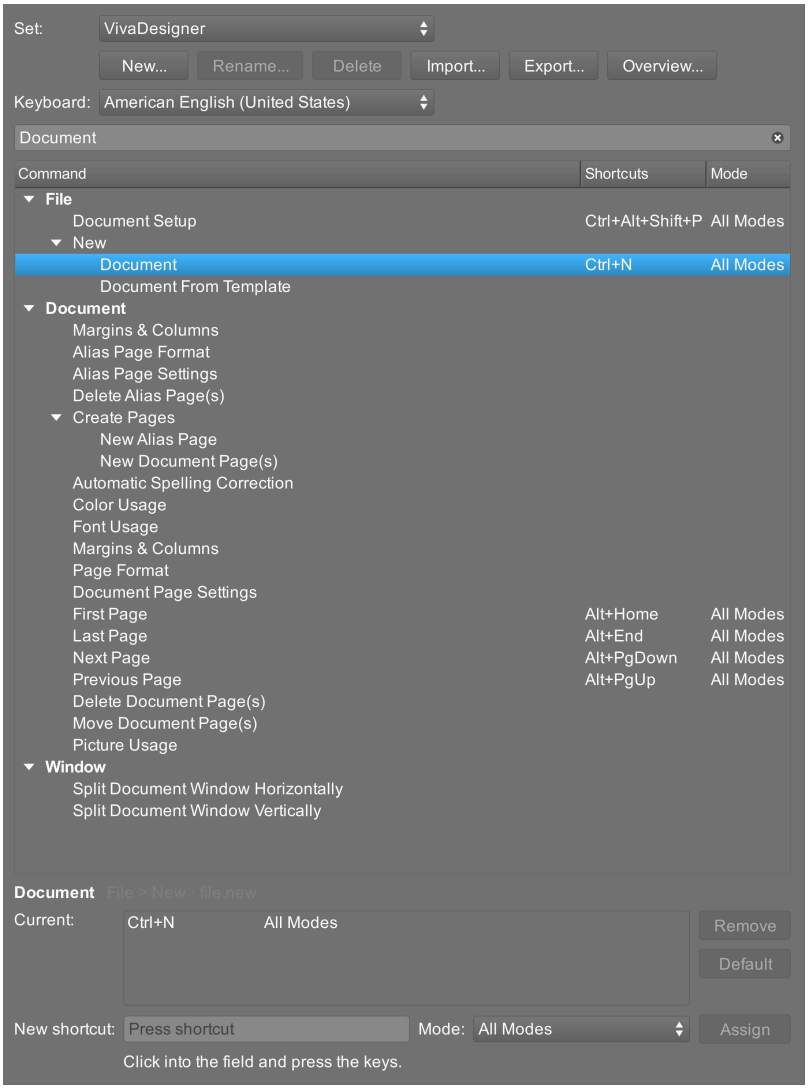
> *When you start the program for the first time, you choose the shortcut set in the* **Initial Preferences** *dialog under* **Keyboard shortcuts**, *for example* **VivaDesigner** *or* **Like InDesign**. *Please refer to the section Initial Preferences at the First Program Start in the chapter The User Interface.*

Keyboard shortcuts depend on the keyboard and not on the program language. They can be reached on every supported keyboard. Characters that you type with AltGr (Mac: Option key), for example @, € or }, appear in the text even if the same key combination is a keyboard shortcut.

In workbooks, the keyboard shortcuts of Microsoft Excel apply in all shortcut sets (on the Mac as in Excel for Mac).

Choosing a Shortcut Set

1. Choose **Edit > Preferences > Keyboard Shortcuts** (Windows/Linux) or **{Program Name} > Preferences > Keyboard Shortcuts** (Mac).
2. In the **Set** popup menu, choose the desired shortcut set.
3. Optionally choose in the **Keyboard** popup menu the keyboard for which the program displays and checks the keyboard shortcuts. With the **Automatic** option, the program uses the keyboard that is set in the operating system.
4. Confirm your entries with **OK**.

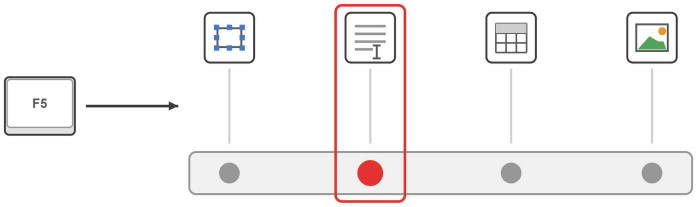


Searching for Commands and Keyboard Shortcuts

The list shows all commands grouped by area (e.g., **File**, **Edit**, **Object**), each with its keyboard shortcuts and the mode in which the keyboard shortcut applies. Enter part of the command name or a keyboard shortcut in the search field to filter the list.

Assigning Keyboard Shortcuts

1. Choose the desired command in the list. Under **Current**, the program shows the keyboard shortcuts of the command with their respective modes.
2. Click into the **New shortcut** field and press the desired key combination.
3. In the **Mode** popup menu, choose the mode in which the keyboard shortcut is to apply: **All Modes**, **Object Mode**, **Text Mode**, **Table Mode** or **Image Mode**. Depending on the program, **Photo Mode** and **Spreadsheet Mode** are also available.
4. Check the message below the field. Please refer to the following notes on checking keyboard shortcuts.
5. Click **Assign**.



The supplied shortcut sets cannot be changed. If you assign a keyboard shortcut in a supplied set, the program automatically creates a set of your own named **My Set (based on …)**. *Keyboard shortcuts that differ from the underlying set are displayed in bold in the list.*

A command has at most two keyboard shortcuts per mode. A keyboard shortcut for a particular mode takes precedence in that mode over a keyboard shortcut for all modes.

Checking Keyboard Shortcuts

As soon as you enter a key combination, the program checks whether the keyboard shortcut can be used and shows the result in color below the field:

- **Free** — The keyboard shortcut is not assigned in the selected mode.
- Assigned to another command — If you assign the keyboard shortcut, the program removes it from the other command after a confirmation prompt.
- Reserved by the operating system — The keyboard shortcut cannot be assigned.
- Keys that type a character in text — A single key or Shift + key is allowed only in object mode and in image mode. Key combinations that produce a character on the active keyboard are not allowed in text mode, in table mode or for all modes.
- Basic keyboard shortcuts — The program points out when you change a basic keyboard shortcut (e.g., Ctrl + C for Copy) or when the key combination cannot be typed on the active keyboard.
- Keyboard shortcuts of style sheets — If a style sheet of the current document uses the same key combination, the program's keyboard shortcut takes precedence.
- Working mode — If the command is hidden in the current working mode, the keyboard shortcut remains reserved but has no effect there.

Commands that your edition does not offer (in the Free Edition, for example, **Object > Form** *and the EPS export) are not available for selection and do not trigger any action even via a supplied shortcut set.*

Removing or Resetting Keyboard Shortcuts

- Choose a keyboard shortcut under **Current** and click **Remove** to remove the keyboard shortcut.
- Click **Default** to reset the keyboard shortcuts of the selected command to the settings of the underlying shortcut set. The button is available only in a shortcut set of your own and only if the keyboard shortcuts of the command differ from the underlying set.

Managing Shortcut Sets

Optionally choose one of the following options:

- **New** — Creates a new shortcut set of your own based on the current set. Enter a name in the **New Shortcut Set** dialog.
- **Rename** and **Delete** — Renames or deletes the current shortcut set of your own. Supplied sets can be neither renamed nor deleted.

- **Export** — Saves the current shortcut set as a file with the extension ".vshortcuts," for example to pass it on to another computer.
- **Import** — Takes over a shortcut set from a file with the extension ".vshortcuts."
- **Overview** — Shows all keyboard shortcuts of the current set for Windows, macOS and Linux. With **Export CSV**, **Export XML** and **Print**, you output the overview as a file or on a printer.

> *You define keyboard shortcuts for style sheets in the style sheets themselves. Please refer to the chapter Working with Style Sheets.*

Spreadsheet

The spreadsheet preferences determine how the program opens and displays workbooks (e.g., Excel, CSV or Numbers files). The settings apply to workbooks that are opened afterward.

- **Zoom when a workbook opens** — Zoom factor in percent with which a workbook is opened.
- **Gridlines** — Determines whether the gridlines are displayed **As saved in the sheet** or whether the program should **Always show** or **Never show** them.
- **Numbers, dates and separators in formulas** — Determines whether numbers, dates and the separators in formulas are displayed **In the program language** or **As the operating system shows them**. On Windows, the program then uses the list separator of the operating system.

> *Please refer to the section Opening Excel, CSV and Numbers Files in the chapter Documents.*

AI

In the **AI** area, you turn on the functions of VIVA AI on the **Preferences** page. VIVA AI is used, for example, to describe images with an alternative text (**Describe with VIVA AI**) and by the **AI Actions** palette. You activate the VIVA AI Assistant separately in the **VIVA AI Assistant** area.

- **Activate Module** — Turns on VIVA AI. By activating it, you confirm the terms of use that VIVA has published on the "VIVA AI License Agreement" web page.

> *VIVA AI requires an internet connection. Usage is billed in VIVA Points.*

VIVA AI Assistant

In the **VIVA AI Assistant** area, choose the **Activate the VIVA AI Assistant** option on the **Preferences** page, thereby confirming the terms of use of the VIVA AI License Agreement. Under **Hosting**, you choose where the assistant processes your documents and requests, for example in the EU; a change applies to new conversations. Please refer to the chapter VIVA AI Assistant.

Document Preferences

Objects

The preferences for objects and pages are located on the **Pages & Objects** page in the **Objects**, **Object Properties**, **Pages** and **Grid** tabs.

Snap to Distance — Distance from which objects are automatically attracted by guide objects. The snap distance is specified in screen pixels and refers to the display at actual size. The snap distance therefore has a different effect at different zoom factors.

Style Sheet — A graphic style sheet is automatically assigned to new objects. The option does not affect existing objects. The popup menu shows all created style sheets of the **Graphic** type. For an explanation of the individual options, please refer to the corresponding manual chapter Working with Style Sheets.

Horizontal Paste Offset — Horizontal offset when pasting cut or copied objects on the document page.

Vertical Paste Offset — Vertical offset when pasting cut or copied objects on the document page.

Reading Order — Determines in which order the program reads the objects and text of a page: **Left to Right/Top to Bottom**, **Right to Left/Top to Bottom**, **Top to Bottom/Left to Right** or **Top to Bottom/Right to Left**. The reading order affects, for example, the order of the entries in tables of contents and indexes and the accessibility check. For languages written from right to left (e.g., Arabic or Hebrew), choose a right-to-left order, and for vertical text (e.g., Japanese), a top-to-bottom order.

Ask for Images — Automatic display of the picture usage after a document is opened if the document contains pictures whose original files have been modified or were not found. The user can then search for or update these pictures.

Crop image on all sides when stretching — The picture content keeps its position on the page, no matter at which sizing handle the picture object is stretched. If the option is not selected, the vertical and horizontal distance of the picture content is relative to the zero point of the picture object. If the picture object is stretched upward or to the left, the picture content follows this movement.

Fill Frame Automatically — Ensures that the **Fill Frame Proportionally** option is applied automatically when images are imported.

White Space Optimization — Ensures that no white gaps appear when images are imported or moved within the picture object. Changes to the settings affect only picture objects that are created after the change. The option is saved with the picture object and can be changed afterward in the **Module** palette, independently of the settings in the preferences.

Move Image Content — Determines how the picture content is displayed while it is moved within an object.

- Show complete preview — The image preview is displayed completely and in real time. The parts of the image preview that are masked by the object shape are displayed as well. This option is recommended for fast computers and for the Web Edition with very good internet connections.
- Show image preview in frame — The image preview is displayed within the object and in real time. Parts of the image preview that are masked by the object shape are displayed only when you keep the mouse button pressed for a while. This option is recommended for fast computers and for the Web Edition with good internet connections.
- Gray out images — The image preview is not displayed. You can see the position of the image preview only after you release the mouse button. This option is recommended for very slow computers and for the Web Edition with very poor internet connections.

Style Sheet — A picture style sheet is automatically assigned to new pictures. The option does not affect existing pictures. The popup menu shows all created style sheets of the “Picture” type. For an explanation of the individual options, please refer to the corresponding manual chapter Working with Style Sheets.

Color Depth — Color depth with which the program creates an image preview. The option does not affect existing pictures. This option is helpful if the computer has very little memory and/or a large number of images are imported into the document.

Limit Picture Preview to — Maximum vertical or horizontal size of an image preview. The value "1024 pixels" is usually completely sufficient for images in A4 size. You should increase this setting with care, because the memory requirement quadruples when the size is doubled.

Preview Quality Raster Images/**Preview Quality Vector Images** — Resolution of the image preview of raster images/vector images.

In most cases, an image preview of the original image is displayed at 72 dpi. In addition, the size of the image preview has been limited by the **Limit Picture Preview to** option. If you enlarge the image preview considerably (e.g., by zooming in and/or with a scaling factor greater than 100%), you can see details (e.g., text in a small point size) only blurred or not at all.

- **Low Quality** — The resolution of the image preview is calculated at 36 dpi. This option is helpful if the computer has very little memory and/or a large number of images are imported into the document.
- **Normal Quality** — The resolution of the image preview is calculated at 72 dpi.
- **High Quality** — The resolution of the image preview is calculated at 144 dpi. This option is helpful if the image preview is enlarged considerably.
- **Maximum Quality** — The resolution of the image preview is calculated at 288 dpi. This option is helpful if the image preview is enlarged very considerably.

> *The option affects only images that are newly imported. Existing images can be changed manually with the option of the same name in the* **Picture** *menu.*
>
> *When choosing, bear in mind that the file size and the memory requirement increase considerably if you choose a high or maximum quality. You should therefore choose this option with care.*
>
> *Note that the settings are lost when images are reimported into the same picture object and must therefore be applied again if necessary. This does not apply to updates of the same file or if you have made settings in the preferences that correspond to the manual selection.*
>
> *If choosing the option does not result in any visible improvement in image quality, there can be several reasons:*
>
> - *The preview quality cannot be improved at all.*
> - *The chosen preview quality has already been applied by the preferences.*
> - *The preview quality is limited by the settings for the maximum size in the preferences.*

Embed All Used Images — In addition to the image preview, all original images used in the document are embedded in the document. By default, the program saves in the document only an image preview of the original images used as well as a link (path) to the original images. This option is helpful if you want to make sure that high-resolution output for printing is possible even if there is no access to the original images.

Please note that, in addition to general embedding, images can also be embedded selectively and images can be excluded from embedding. Please refer to the section Working with Images.

Embedding succeeds only if a valid link to the original images exists at the time of saving. No warning is issued if images are not linked properly. You should check this beforehand with the **Document > Picture Usage** option. Note that this can increase the size of the document significantly. The size of the document increases by roughly the value that the **Document > Picture Usage** option shows in the total row and the File Size column.

When the original images are embedded in the document, the original images on the disk remain untouched. The **Document > Picture Usage** option no longer shows the **file path**. Possible modifications of the original images are no longer checked by the program and therefore no longer registered. When the documents are output with the **File > Print > Objects > High Resolution** or **File > Export > As a PDF File > Objects > High Resolution** option, the program always uses the embedded images.

If the option is deselected after it was selected when the document was last saved, all embedded images are removed from the document the next time it is saved. The link to the original images is kept as long as they still have the same path they had when the images were embedded. If this is not the case, it can be assumed that the link (path) to the original images was already invalid when they were embedded.

Embedded images are displayed with a black icon in the respective palettes and dialogs.

When the document is saved as an XML file, no original images are embedded. However, if you open an XML file with this setting, the images are automatically included in the native document in the native format the next time it is saved, provided there is a valid link (path) to the images.

Use Tab Key to Navigate in Table — The **Tab key** can be used to navigate within tables. The cursor then jumps automatically to the next cell. Otherwise, the **Tab key** behaves as usual within text objects.

Object Properties

The **Object Properties** let you define individual object properties. This option is helpful if you want to give objects properties that the program does not provide by default. You can define any number of object properties of the **String** or **Boolean** type. One scenario would be to use an object property of the **Boolean** type to specify whether the content of an object has been checked and an object property of the **String** type to specify who carried out this check. The object properties you create are displayed automatically at the end of the **Module** palette for objects and apply to one document only. The object properties are taken over when the document is saved in XML format.

Pages

Position Chapter Page automatically — In documents created with the **Facing Pages** option, the document pages are repositioned automatically if two even or two odd document pages follow each other. This can be the case if you give a document page an individual page number that differs from the page number assigned automatically by the program. If the option is turned off, the page order for left and right pages is kept, regardless of whether the document page has an even or odd page number.

Reorganise Text Chains — The text chains are reorganized, for example, when pages are moved or inserted or the **Page Order** (**Left/Right** to **Right/Left**) changes.

- **Only Automatic Text Chains** — The reorganization is carried out only for text objects for which the **Automatic Text Chain** option is activated on the alias page. There can be only one text object with the **Automatic Text Chain** option per alias page. If you chose the **Automatic Text Object** option when creating a new document, a text object with this option was automatically created on the alias page as well.
- **All Text Chains** — The reorganization is carried out for all text chains, regardless of whether they were created automatically or manually.

Save small preview — A small preview of the document pages is saved in the document. The size of the preview is based on the settings in the **Limit image scaling to** option. This setting makes it possible to show the preview of the document pages in the program's own **Open** dialog. The prerequisite is that you have chosen the **Program Dialog** option in the program preferences.

Limit image scaling to — Maximum number of pixels in which the preview of the document pages is saved in the document.

Save large preview — A large preview of the document pages is saved in the document. This setting makes it possible to show the preview of the document pages in the program's own **Open** dialog. The prerequisite is that you have chosen the **Program Dialog** option in the program preferences. The minimum size of the preview is 512 pixels, the maximum size 10,000 pixels.

Number of Pages — Number of document pages saved as a preview in the document. If the document has more than one document page and the specified number of pages is greater than "1," you can page through the document in the program's own **Open** dialog. The prerequisite is that you have chosen the **Program Dialog** option in the program preferences. Choose **All Pages** to save a preview of all document pages, or **Manual** to specify the number yourself.

Quality — Quality in which the preview of the document pages is saved. The preview is saved in JPEG format. The quality of the preview is specified in percent from 5% to 100%. A low number corresponds to a low quality, a high number to a high quality.

> *If the* **Save small preview** *and* **Save large preview** *options are not selected, a preview of the first page with a size of 512 pixels is created by default.*

Grid

Horizontal Distance — Horizontal distance between two grid lines.

Vertical Distance — Vertical distance between two grid lines.

Sections — The number of subdivisions.

Grid In Front — Determines whether the grid is displayed in front of or behind all objects.

Toolbars

In addition to the program's own **Tools**, **Navigation** and **Quick Access** toolbars, you can also create toolbars of your own. This option is helpful if you want to make frequently used options available in a toolbar, and it is even essential if you deactivate the program menu by means of the access rights.

- Custom toolbars apply to the program if no document is open at the time they are created.
- Custom toolbars apply to the current document if documents are open at the time they are created.
- Custom toolbars are always displayed.

Creating a New Toolbar

1. Choose **Preferences > Toolbars**.
2. Choose **New**.
3. Give the toolbar a name.

4. Choose the visibility:
   - **Document Mode** — The toolbar appears when the program is not in text, picture or table mode.
   - **Text Mode** — The toolbar appears when text mode is selected.
   - **Image Mode** — The toolbar appears when picture mode is selected.
   - **Table Mode** — The toolbar appears when table mode is selected.

   > *If several modes are chosen for a toolbar, all options appear when one of the modes is selected. If all modes are chosen for a toolbar, the toolbar always appears.*

5. Choose the options to be displayed in the toolbar:
   - To do so, expand the desired menus and double-click an option to take it over.
   - Double-click **Separator** to insert a vertical dividing line between two options. This option is helpful for separating functional areas visually.
6. Repeat the process for each further option. The options are displayed one after the other in the Preview area of the dialog. Options that do not have an icon are displayed as text.

Editing the Order of the Options

1. Click the pencil icon to edit the order.
2. Click the desired option and drag it to the desired position in the toolbar while holding down the mouse button.
3. Click the pencil icon again to finish editing.

Exporting and Importing Toolbars

You can export toolbars of your own as a file and import them again, for example to pass them on to another computer.

1. Choose **Preferences > Toolbars**.
2. Optionally choose the toolbars you want to export in the list. If no toolbar is selected, the program exports all toolbars of your own.
3. Click **Export** and specify the name and location of the file with the extension ".vtoolbars".
4. On the other computer, click **Import** and choose the file. The program adds the imported toolbars to the list; existing toolbars are kept.

Dependencies

You can define dependencies for a document. This option is helpful for automatically opening further documents or libraries when the document is opened.

With dependencies, you make sure that further documents and/or libraries are opened automatically when a document is opened.

Creating New Dependencies

1. Choose **Preferences > Dependencies**.
2. Choose **New**.
3. Choose the desired files and confirm your entry.

4. The chosen documents are displayed in the list with the complete folder path.

5. Repeat the procedure for each additional dependency.

Editing Dependencies
Optionally choose one of the following options.

- Choose **Remove** to delete a document from the list.
- Choose **Edit** to select a different document.

Include Search Paths — If the program does not find a dependent document in its saved location when opening, it looks for a file with the same name in the search paths of the document. Please refer to the section Search Paths.

> *How the program handles dependent documents when opening is described in the section Opening Dependent Documents Automatically in the chapter Documents.*

Embedded Fonts

You can embed fonts in the document. This option is helpful if you want to edit the document with its fonts on a computer on which the fonts used are not installed.

> *This option is not related to the option for embedding fonts when creating a PDF or PostScript file.*

Embed All Used Fonts — All fonts used and selected in the document are embedded in the document. In this case, the program uses the embedded fonts for displaying the font and for creating a PDF.

> *Cooperation with third-party font management programs cannot be guaranteed. It may therefore be necessary to install the fonts in the system so that they are integrated correctly.*

Add more fonts by clicking the first column of the list.

Disable System Fonts — Only the embedded fonts are displayed. All other fonts are no longer available.

> - *Note the legal information at the top of the dialog.*
> - *Click the button with the question mark and note the explanation of the abbreviations for the embedding information, which can differ for each font.*

Measurements

The measurement options determine the default units in which absolute values in dialogs and panels are displayed or converted. If the unit “Millimeters” is specified for an option and you enter a value in “inches”, the inch value is automatically converted and displayed in millimeters.

The program supports the units **Millimeters (mm)**, **Inches (")**, **Decimal Inch (dz)**, **Point Pica (pt)**, **Point Didot (dd)**, **Cicero (c)**, **Centimeters (cm)**, **Pica (p)**, **Quart (q)** and **Pixel (px)**. The unit **Pixel (px)** basically corresponds to the unit **Point Pica (pt)**.

Standard — The default unit for all options that are not explicitly listed in the dialog.

Ruler — The unit for the horizontal and vertical ruler in the document window.

Objects — The unit for the horizontal and vertical position, the **Width** and **Height** and for frames and lines.

Colors — The unit for the **Trapping** of colors.

Images — The unit for the height and width of images.

Text — The unit for **Font Size**, **Indents**, **Tabs** and **Line Spacing** in text.

Conversion — The conversion values for **Point/Inch** and **Ciceros/cm**.

Search Paths

You can define search paths for a document. This option is helpful for searching a folder and, optionally, its subfolders for missing images and files.

If a search path has been defined, the **Document > Picture Usage** option, for example, asks whether the search paths should be used to search for the images.

Search paths only work reliably if the files you are looking for do not exist more than once in the selected search paths. If the file name “Image.jpg” exists in several subfolders of the search path, the program automatically chooses only the first occurrence of the file.

There are two kinds of search paths: static and relative.

- If a document was saved in the folder “C:/Documents”, a static search path refers to exactly this folder. In this case, the folder “C:/Documents” is searched. If the document is moved to a different location (e.g., “C:/Images”), the program continues to search the folder “C:/Documents”.
- Relative paths refer to a path in relation to the location of the document (e.g., “.\”). As long as the location of the document does not change, the relative and the static search path are identical. If the document is moved to a different location (e.g., “C:/Images”), the program does not search the folder “C:/Documents” with a relative search path, but the folder “C:/Images”.

Creating a New Search Path

1. Choose **Preferences > Search Paths**.
2. Choose **New**.
3. Choose the desired folder and confirm your entry.
4. The chosen folder is displayed in the list with the complete folder path.
5. Repeat the procedure for each additional search path.
6. Optionally click the **Subfolder** column to specify that all subfolders are searched as well. Click the **Subfolder** column again to specify that no subfolders are searched.
7. Optionally click the **Path** column to specify that the search path is relative. Click the **Path** column again to specify that the search path is static.

Editing a Search Path

Optionally choose one of the following options.

- Choose **Remove** to delete a search path from the list.
- Choose **Edit** to select a different folder.

Text

Preferences for Styles

Underline — The offset and line width of the line for the **Underline** style. The program distinguishes between offsets for horizontal text (e.g., Latin-script text) and vertical text (e.g., Japanese or Chinese text). Values can be entered in absolute units (e.g., “pt” or “mm”) or relative units (e.g., “%”). Relative units refer to the font size. The option affects existing text with this style.

Strikethrough — The offset and line width of the line for the **Strikethrough** style. The program distinguishes between offsets for horizontal text (e.g., Latin-script text) and vertical text (e.g., Japanese or Chinese text). Values can be entered in absolute units (e.g., “pt” or “mm”) or relative units (e.g., “%”). Relative units refer to the font size. The option affects existing text with this style.

Superscript — The offset of the character from the baseline and the height and width of the character for the **Superscript** style. The values are percentages of the font size. The option affects existing text with this style.

Subscript — The offset of the character from the baseline and the height and width of the character for the **Subscript** style. The values are percentages of the font size. The option affects existing text with this style.

Superior — The height and width of the character for the **Superior** style. The values are percentages of the font size. The option affects existing text with this style.

Small Caps — The height and width of the character for the **Small Caps** style. The values are percentages of the font size. The option affects existing text with this style.

General Text Preferences

Line Counter — The font, font size, font color and display of the line counter. The option affects existing text with this style.

Automatic Line Spacing — The options for automatic line spacing in the **Text Lines** section determine how line spacing is calculated when the line spacing has the value “0” or “Automatic”. Automatic line spacing is determined by two parameters, the “reference size” (**Method** option) and the “spacing value” (**Automatic Line Spacing** option):

- Reference size — Determines whether automatic line spacing refers to the font size (**Font Size** option, e.g., 12 pt) or the font metrics (**Ascent & Descent** option). As a rule, the metric height (ascent + descent) of a font is greater than the font size alone.
- Spacing value — Determines how much additional space is added to the reference size to calculate the actual line spacing. There are two variants:
  - Font Setting — The additional space is calculated from the font attributes (sTypoAscender, sTypoDescender, sTypoLineGap and unitsPerEm) of the respective font. The value was defined individually by the designer of the font and varies between fonts. In most cases, it is between 17% and 20% of the font size.
  - General Settings — The additional space is defined manually as a percentage between “0%” and “100%”. This percentage always refers to the font size, regardless of whether the font size or the font metrics are used as the reference size. The value “0%” means that nothing is added to the automatic line spacing. The value “100%” means that the value of the font size (e.g., “12 pt”) is added to the line spacing. The default value is “20%”.

> *The "Font Setting" option was introduced with version 11.5. VivaDesigner documents created before version 11.5 always used the "General Settings" option. This option is retained when older documents are opened.*
>
> *As of version 11.5, the "Font Setting" option is used by default. This also applies to the import of documents from other programs (e.g., Adobe InDesign).*
>
> *The "General Settings" option can prove faster for large documents with a great deal of text (e.g., books). We therefore generally recommend using manual line spacing.*

Language — The text language that is automatically assigned to a new text object. The option does not affect existing objects. The pop-up menu shows all available languages, has a search field and shows the most recently chosen languages at the top. If Arabic, Hebrew, Persian, Urdu, Pashto, Central Kurdish, Uyghur, Sindhi, Yiddish or Dhivehi is chosen, new text objects start with the writing direction **Right to Left**.

Greek Below — The relative font size below which text is displayed as a gray area. The relative font size is the absolute font size combined with the zoom factor. With an absolute font size of 10 points and a zoom factor of 50%, the relative font size is 5 points.

Automatic Spell Check — Text is automatically checked for spelling and grammar. The option affects all existing text. Please refer to the section Working with Text.

Show Invisibles — Invisible characters are displayed automatically.

Show Text Ruler — The text ruler is displayed automatically.

Distance between standard tabs — The distance between tab stops if no manual tabs have been set in the text. The option affects all existing text.

Typographic Quotation Marks — Quotation marks are converted depending on the language, taking into account the options in the **Language** section. The option does not affect existing text. Please refer to the section Language.

Force line break — A string that cannot be displayed in the text object because of its length and hyphenation settings causes overset text. The option forces a line break to avoid overset text or at least to display part of the string.

Allow break before punctuation after space — By default, the program does not break a line before closing parentheses and before the punctuation marks ".", ",", ":", ";", "!", "?" and "/", even if they are preceded by a space. The option allows a line break after the space at these points. After a nonbreaking space, a break remains excluded. The option is off by default; the program turns it on when importing IDML files. The option affects all existing text.

Visualize Style Sheets — The background of text formatted with a character or paragraph style sheet is displayed in color.

First Baseline — The position of the first baseline of a line in a text object. Please refer to the section Working with Text.

Use Font Metrics — The option is located in the **First Baseline** section. By default, the program measures the ascent, cap height and x-height on the outlines of individual characters of the font. If the option is on, the program uses the values stored in the font (OS/2 table) instead. If the font does not contain a value, the program continues to measure the characters. The option affects the position of the first baseline, drop caps and font sizes with the reference size cap height. It is particularly helpful with symbol fonts: their characters are arbitrary symbols, so without the option the text can sit too high in the text object. The option is off by default; the program turns it on when importing IDML files. The option affects all existing text.

Baseline Grid — The start value and spacing as well as the direction and numbering of the baseline grid. The option affects all existing text.

Change Tracking — Turns on change tracking. You can also set the style and color in which **Deleted Text**, **Inserted Text**, **Changed Attributes** and **Changed Lines** are displayed. The option affects all existing text.

Preferences for Style Sheets

Default Style Sheets — A character, paragraph or layout style sheet is automatically assigned to new text. The option does not affect existing objects. The pop-up menu shows all style sheets created of the type “Character”, “Paragraph” and “Layout”. Please refer to the section Working with Style Sheets.

Footnote Style Sheets — The style sheet for the **Footnote Reference**, the **Footnote Label** and the **Footnote Text**. For the **Footnote Reference** and the **Footnote Label**, the pop-up menu shows all available character style sheets, and for the **Footnote Text** all available paragraph style sheets.

Endnote Style Sheets — The style sheet for the **Endnote Reference**, the **Endnote Label** and the **Endnote Text**. For the **Endnote Reference** and the **Endnote Label**, the pop-up menu shows all available character style sheets, and for the **Endnote Text** all available paragraph style sheets.

Preferences for Footnotes

Specify the preferences for footnotes. Please refer to the section Working with Text.

Text Offset — Determines the minimum distance between the main text and the **Footnote Text**.

Prefix/**Postfix** — Determine whether and which text is inserted before and/or after the **Footnote Reference** and the **Footnote Label**.

Format — Determines how the **Footnote Reference** and the **Footnote Label** are displayed. Besides 1, 2, 3, letters and Roman numerals, you can choose 01, 001 and 0001, **Abjad**, **Alif-Ba-Ta**, **Hebrew**, **Hebrew, non-standard**, **Asterisks** and **Symbols**.

Numbering — Determines whether numbering is **Continuous**, **Chapter wise**, **Per page**, **Per spread** or **Per section**. With the **Chapter wise** option, numbering starts again when a **Chapter Break** has been inserted in the text; with the other options, it starts again on each page, on each spread or in each section of the page numbering.

Start with — Determines the first footnote number.

Separator — Determines whether a separator line is displayed between the main text and the footnote text.

Vertical Offset/**Horizontal Indent** — Determine the position of the separator line. Both positive and negative values are allowed.

Line Width/**Color**/**Line Style**/**Length** — Determine the appearance of the **Separator**.

Length — Absolute values (e.g., **100 mm**) and relative values (e.g., **50%**) are allowed. Relative values refer to the width of the text object. For text objects with several columns, the value refers to the width of a text column.

Preferences for Endnotes

Specify the preferences for endnotes. Please refer to the section Working with Text.

Display Position — Determines whether the endnotes are displayed directly After the Related Text, In a new Text Column or In a new Text Object.

Text Offset — Determines the minimum distance between the main text and the Endnote Text.

Save to — Determines whether the endnotes are displayed at the End of Text or at the End of Chapter.

Prefix/Postfix — Determine whether and which text is inserted before and/or after the Endnote Reference and the Endnote Label.

Format — Determines how the Endnote Reference and the Endnote Label are displayed. The same formats are available as for footnotes.

Numbering — Determines whether numbering is Continuous, Chapter wise, Per page, Per spread or Per section. With the Chapter wise option, numbering starts again when a Chapter Break has been inserted in the text; with the other options, it starts again on each page, on each spread or in each section of the page numbering.

Start with — Determines the first endnote number.

Separator — Determines whether a separator line is displayed between the main text and the Endnote Text.

Vertical Offset/Horizontal Indent — Determine the position of the separator line. Both positive and negative values are allowed.

Line Width/Color/Line Style/Length — Determine the appearance of the Separator.

Length — Absolute values (e.g., 100 mm) and relative values (e.g., 50%) are allowed. Relative values refer to the width of the text object. For text objects with several columns, the value refers to the width of a text column.

Language

Quotation Marks — Determines the Single and Double quotation marks for each language. Click the Quotation Marks tab, then click the pop-up menu in the Single and/or Double column and choose the desired quotation marks. For most languages, the customary characters according to the Unicode standard (CLDR) are preset, for example „…“ for German, «…» for French or 「…」 for Japanese; the pairs 「…」, 『…』, ”…“ and ’…‘ are also available. If you have changed the characters of a language yourself, your setting is retained, and documents keep their own settings.

Hyphenation — Determines the hyphenation module to be used for each language. Click the Spelling & Hyphenation tab, then click the pop-up menu in the Hyphenation column and choose the desired module. If the Hyphenation column shows no entry or the entry Module is missing, no module is available for the respective language.

Spell Check — Determines the module to be used for spelling and grammar checking (if available) for each language. Click the Spelling & Hyphenation tab, then click the pop-up menu in the Spell Check column and choose the desired module. If the Spell Check column shows no entry or the entry Module is missing, no module is available for the respective language.

Thesaurus — Determines the thesaurus module to be used for each language. Click the Spelling & Hyphenation tab, then click the pop-up menu in the Thesaurus column and choose the desired module.

For the text in the document, you should only use languages for which a corresponding module is available. Otherwise, hyphenation, spell check and/or the thesaurus will not work. If you pass the document on to others and the document uses a hyphenation module that the recipient does not have, a warning that the module is missing appears when the document is opened.

Depending on the program version, the software is supplied with a module for hyphenation and spell check for various languages. You can optionally install further languages from modules of other manufacturers. Please refer to the section Installation.

User Dictionaries

The **User Dictionaries** let you extend the dictionary, including hyphenation, for each language. This option is helpful if you often use technical terms or proper names that the program may not hyphenate correctly because it does not know these words. In such a case, you can create a user dictionary for a language, which is given priority during automatic hyphenation. When hyphenating, the program first checks the user dictionary before it falls back on the program's own dictionaries and hyphenation algorithms.

Defining Hyphenation Exceptions

1. Choose **Edit > Preferences > User Dictionaries** (Windows/Linux) or **[Program Name] > Preferences > User Dictionaries** (Mac).
2. Choose the language for which you want to create the hyphenation exception.
   - Choose the language **Global** if the word to be hyphenated can occur in all languages and should always be hyphenated in the same way.
   - If several hyphenation modules are available for a language, choose the module that did not hyphenate the unknown word or hyphenated it incorrectly.
3. Click in the **Word** input field and enter the new string with all possible hyphenation points (e.g., hy-phen-a-tion).
4. Click **New** to add the new string to the user dictionary.

Preventing Hyphenation

- If a word should never be hyphenated, enter the string without hyphens in the **Word** input field.

Besides defining a hyphenation exception, you can also influence the quality of hyphenation, which matters in some languages. While Spanish, for example, makes no distinction in the quality of hyphenation points, German has a number of graded hyphenation qualities. This is because German has a great many compound words that can be hyphenated between syllables, but preferably between the word stems. Such hyphenation points are therefore also called preferred hyphenation points. The quality of a hyphenation point is indicated by the number of hyphens a user enters between two syllables.

Specifying the Hyphenation Quality

1. Enter a string in the **Word** input field.
2. Enter the hyphenation points:
   - One hyphen for a possible hyphenation point without a quality rating.
   - Two hyphens in a row for a good hyphenation point.
   - Three hyphens in a row for an optimal hyphenation point.

For the string “Abcdefghijklmnop”, for example, enter the hyphenation “Abc-def---ghi--jklmnop”. This specifies that hyphenation between “Abcdef” and “ghijklmnop” would be optimal and that hyphenation between “ghi” and “jklmnop” is rated as good. Hyphenation between “Abc” and “def” is less good but possible in principle.

In some languages, not only the hyphenation quality but also the spelling of the word when it is hyphenated plays an important role. In these cases, the syllables change when the word is hyphenated. If the hyphenation is removed, the strings are displayed in their original spelling again.

In principle, all language-specific replacements can be reduced to the following cases:

- A character before or after the hyphenation point is deleted.
- A character before or after the hyphenation point is replaced with one or more characters.

Hyphenation with Automatic Replacements

- Enter “(=)” before or after a hyphenation point if the last character before or the first character after the hyphenation point should be deleted when the word is hyphenated. Example: “Abc(=)-def” results in “Ab-def” when hyphenated, “Abc-(=)def” results in “Abc-ef” when hyphenated.
- Enter the string “(=string)” before or after a hyphenation point if the last character before or the first character after the hyphenation point should be replaced when the word is hyphenated. Example: “Abc(=x)-def” results in “Abx-def” when hyphenated, “Abc(=xy)-def” results in “Abxy-def”, “Abc-(=x)def” results in “Abc-xef”, “Abc-(=xyz)def” results in “Abc-xyzef”.
- Enter the string “(string)” before or after a hyphenation point if one or more characters should be added after the last character before or before the first character after the hyphenation point when the word is hyphenated. Example: “Abc(x)-def” results in “Abcx-def” when hyphenated, “Abc(xy)-def” results in “Abcxy-def”, “Abc-(x)def” results in “Abc-xdef”, “Abc-(xyz)def” results in “Abc-xyzdef”.

Translations

In addition to the program’s own translations for colors or style sheets, you can create your own translations. This option is helpful if the program’s own translations are not sufficient, for example to display very individual names in other languages as well.

Creating a Translation

1. Choose **Preferences > Translations**.
2. Choose **Add**.
3. Enter the original name in the **String** input field (e.g., “School”). The name must not contain square brackets.
4. In the **Translation** column of each language, enter the respective translation (e.g., “Schule” for German, “École” for French, “Scuola” for Italian or “Escuela” for Spanish).
5. Confirm your entries.
6. Create, for example, a style sheet or a color with any original name, which must be enclosed in square brackets “[ ]”. The brackets tell the program that the name must be translated in the user interface. In our example, enter the original name “[School]”. If a program language has been chosen for which a translation has been defined, the dialog automatically displays the translation instead of the original name. If you choose the program language “German”, for example, “[Schule]” is displayed automatically.

7. Choose **Edit > Program Language** and then a corresponding program language to check the translation of the style sheet or color. If you choose a program language for which no translation exists, the original name is displayed.

Exporting Translations

You can export translations to a text file in XML format.

1. Choose **Preferences > Translations**.
2. Choose **Export**.
3. Enter the name of the text file and optionally choose the folder in which the text file is to be saved.
4. Confirm your entries.

Importing Translations

You can import translations from a previously exported text file in XML format.

1. Choose **Preferences > Translations**.
2. Choose **Import**.
3. Choose a text file in XML format.
4. Confirm your entries.

Deleting Translations

You can delete individual translations or all translations.

1. Choose **Preferences > Translations**.
2. **Choose one of the following options:**
   - Choose **Remove** to delete the current translation.
   - Choose **Remove All** to delete all translations.

Color Management

Color Management lets you determine how colors are displayed on screen. Please refer to the section Working with Colors.

This preferences page contains the following options:

- **Working Spaces** — Color profiles for RGB and CMYK colors that the program uses to display colors on screen and to convert between the color models.
- **Conversion Options** — The **Rendering Intent** for converting colors: **Perceptual**, **Saturation**, **Relative Colorimetric** (default) or **Absolute Colorimetric**.
- **Transparency Blend Space** — The color space **RGB** or **CMYK** (default) in which the program blends transparency, for example when exporting to PDF.
- **Color Proof** — **Profile**, **Keep Color Values** and **Simulate Paper** for the color proof with **View > Color Proof**.

Access Rights

Access Rights let you restrict the editing of documents by others. These options may require an additional license. Please refer to the section Working with Access Rights.

Author Notes

With author notes, you give a document information for other users, for example a website or a video with explanations of the document.

- **Show on opening documents** — Displays the author notes automatically when the document is opened.
- **URL** — The address of a website with further information. Separate multiple addresses with a semicolon (;).
- **Video** — The address of a video about the document. Separate multiple addresses with a semicolon (;).
- **Phone** and **Email** — Contact details for questions.
- **Additional Notes** — Any text for the users of the document. Line breaks are retained in the display.

Users can open the author notes at any time with **Help > Author Notes**. For each address, the program displays the buttons **Show QR Code**, **Open Link** and **Copy** in a separate line. The program opens external content outside the program.

> *How the author notes appear when a document is opened is described in the section Author Notes When Opening in the chapter Documents.*

XMP Custom Info

XMP Custom Info lets you add information for third-party programs to documents. XMP is an XML format for describing document metadata. The program saves, for example, the preview of the document pages and the information from the **Document Statistics** option in XMP format. The information is stored at the end of the file and can be evaluated by any third-party program. A typical application for your own **XMP Custom Info** is the specification of fields and field information for web-to-print applications. You can store any information in the document that can be evaluated by a browser, as long as it is entered in correct XML/XMP syntax.

The editor supports you while you type:

- Line numbers and colored display of the XML syntax.
- Checking while you type: A tag that is not closed is underlined in red and marked in the margin. The message below the editor names the line of the tag; clicking the message places the cursor at this point. The counterpart of the tag at the cursor is highlighted.
- Elements spanning several lines can be collapsed and expanded with − and + in the margin, via the context menu or with Ctrl + − and Ctrl + + (Mac: Command key), and all elements with the Shift key pressed in addition.
- **Format** — Indents the content by four spaces per level without changing text, attributes or comments.
- **Remove chat markers** — If the content does not begin with a tag, for example with “```xml” from an AI chat, the editor points this out and removes the markers at the click of a button. When you click **OK**, the program asks for confirmation.

> *Your own information may also be plain text. The program reports incorrect XML with line and column.*

Preflight

Preflight lets you visually detect possible printing problems.

Preflight Document — Turns on the visual preflight.

Minimum Image Resolution — The value for the minimum resolution of **Color Images**, **Grayscale Images** and **Black/White Images**. The minimum resolution applies only to pixel images. If the resolution falls below the minimum, the program displays a colored frame:

- If the resolution is within the tolerance range, a translucent yellow frame is displayed.
- If the resolution is outside the tolerance range, a translucent red frame is displayed.

Example: With a minimum resolution of 300 ppi and a **Tolerance** of "30%", a yellow frame is displayed for a resolution of 210 ppi to 299 ppi. If the resolution is outside the tolerance, i.e., below 210 ppi, a red frame is displayed.

Tolerance means that the image does not have the required minimum resolution but can still be printed.

Image Color Mode — Displays a translucent red frame if images in the **RGB**, **Gray** or **B/W** color mode are imported.

> *The option is less relevant than in earlier years, because the program can convert images in any color space to a target profile at any time during output using color profiles. It is therefore not strictly necessary to always import images in specific color spaces.*

Warning for Transparency — Displays a translucent red frame if transparency effects or transparency gradients have been used for an object. This information is helpful, for example, if the document is to be output with a PDF option that does not support native transparency (e.g., **PDF 1.4**).

Warning for Effects — Displays a translucent red frame if effects have been used for an object. This information is helpful, for example, if the document is to be output with a PDF option that does not support native transparency (e.g., **PDF 1.4**).



Working with Fonts

Version 12 — November 2026

Working with Fonts

The program uses the available fonts to display text. This section describes which fonts are supported, how to add new fonts, how the program manages the fonts and what options are available to you with regard to fonts.

Introduction

Fonts play a key role in layout programs as they enable the display and handling of texts. They are saved in different formats and offer a variety of styles and weights. The program loads and renders font files to display text precisely. Fonts not only contain individual characters such as letters, numbers, punctuation marks and special characters (glyphs), but also functions such as kerning, spacing and ligatures to improve typographic quality. Fonts can also be embedded in documents and PDFs, ensuring consistency and compatibility across different devices and platforms. In this way, fonts ensure accurate and flexible text design in digital and printed media.

Program start

When the program starts, it reads all the information from the fonts provided by the operating system. The program saves this information in a separate file (cache) so that this information does not have to be read and interpreted each time the program is started. However, if the program detects that new fonts have been added the next time it is started, the program also reads these fonts.

If you constantly add new fonts while you work, please refer to the section Preferences > Program preferences > Fonts. To use only the fonts embedded in the document, choose the **Disable System Fonts** option. Please refer to the section Embedded fonts in the chapter Preferences.

Font selection

When you open a new or existing document, all available fonts are available to you. Fonts can be applied to the text using the following options:

- **Quick Access** palette
- palette **Module > Character > Font**
- menu **Text > Font**
- **Character Map** palette

In the **Quick Access**, **Module** and **Character Map** palettes, you choose the font from a searchable font list. Please refer to the section Font list.

Font source

The program supports the following fonts:

- Fonts that are installed in the operating system.

- Fonts that are installed via additional programs but behave as if they were installed in the operating system.
- Fonts that are embedded in the document,
- Fonts that you embed in the document via drag & drop,
- Fonts that the program loads from the document folder or a ZIP archive,
- Fonts that the program loads from the VIVA Font Server.

Font installation in the operating system

The most common method of installing fonts is to install them in the operating system, as in this case the fonts are available to all programs.

Installation under Windows

1. Download the font: Download the desired font file (usually .ttf or .otf) from a trustworthy source.
2. Unzip the file: If the font is in a ZIP file, unzip it.
3. Installation:
   - Via the context menu: Click the secondary mouse button on the font file and choose **Install**.
   - Via font folder: Copy the font file and paste it into the folder C:\Windows\Fonts.
   - Via settings: Go to "Settings" > "Personalization" > "Fonts" and drag the font file into the "Add fonts" area.

> *Note: The installation of the fonts may differ from the above description. If in doubt, follow the operating system's instructions.*

Installation under macOS

1. Download the font: Download the desired font file (usually .ttf or .otf).
2. Unzip the file: If the font is in a ZIP file, unzip it.
3. Installation:
   - Double-click: Double-click on the font file and click **Install** in the preview window that opens.
   - Via Font Book: Open the "Font Book" program, drag the font file into the Font Book window or select "File" > "Add Font" and navigate to the font file.

> *Note: The installation of the fonts may differ from the above description. If in doubt, follow the operating system's instructions.*

Installation under Linux (Ubuntu as an example)

1. Download the font: Download the desired font file (usually .ttf or .otf).
2. Unzip the file: If the font is in a ZIP file, unzip it.
3. Installation for individual users:
   - Create a directory ***.fonts*** in your home directory if it does not already exist: ***mkdir ~/.fonts***

- Copy the font files into this directory: ***cp /path/to/your/font.ttf ~/.fonts/***

4. System-wide installation:

- Copy the font files to the directory ***/usr/share/fonts*** (requires root rights): ***sudo cp /path/to/your/font.ttf /usr/share/fonts/***
- Update the font cache: ***sudo fc-cache -f -v***

> *Note: The installation of the fonts may differ from the above description. If in doubt, follow the operating system's instructions.*

Font hierarchy

When opening documents, the program uses the different font sources in the following order:

1. Embedded

Embedded fonts are all fonts that have been embedded in the document, for example using the **Embed All Used Fonts** option. Please refer to the notes in the section Embedded fonts in the chapter Preferences.

If you drag a font file (TTF, OTF or TTC) onto the document window, the program embeds the font in the document. The document is then considered changed. Save it so that the font is available the next time you open the document.

2. Folders/ZIP archives

Fonts that are located in the document folder or its subfolders or in the ZIP archive of the document. The program only searches there if a font is missing, and only for TrueType and OpenType fonts. Fonts found there take precedence over fonts of the same name in the operating system. Please refer to the notes in the section Searching for missing fonts in the Preferences chapter and Opening ZIP archives in the Working with documents chapter.

3. Operating system

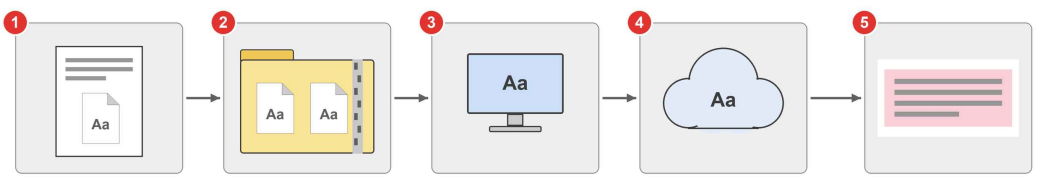
Fonts that are located in the folders in which the operating system expects them. The program treats special additional programs for fonts that can install fonts from other sources in the same way as fonts from the operating system. However, cooperation with additional programs cannot be guaranteed.

4. VIVA Font Server

If a font is also missing in the operating system, the program loads it from the VIVA Font Server, provided it is available there. Please refer to the section Fonts from the VIVA Font Server.

5. Replacement font

In the **Missing fonts** dialog, you replace fonts that none of the sources provides with another font. If you do not replace a font, the program displays the text in a replacement font on a pink background.



The figure shows the order: embedded in the document (1), in the document folder or ZIP archive (2), in the operating system (3), on the VIVA Font Server (4). If the program cannot find the font anywhere, the text appears in a replacement font on a pink background (5).

Fonts from the VIVA Font Server

The VIVA Font Server provides free fonts with open licenses (SIL Open Font License, Apache 2.0 and Ubuntu Font Licence). The program uses it in two ways: It loads missing fonts when you open a document, and you can search for and activate new fonts in the **Discover Fonts** dialog. Both require an Internet connection.

Loading missing fonts

If a font of the document is missing in the other sources, the program loads it from the VIVA Font Server, in the version with which the document was typeset. Embedded fonts take precedence. Loaded fonts remain available even after the program is restarted.

In the **Missing fonts** dialog, the **Font server** column shows whether a font is loaded, is currently being loaded or is available on the font server. With the **Load from VIVA Font Server** button, you load the available fonts. Like other fonts, fonts from the font server can be embedded in the document.

Discover Fonts

The **Discover Fonts** dialog shows the fonts of the VIVA Font Server with a preview in your own sample text. You find fonts by writing system, category and keyword, see the license, styles and character set of each font, and mark fonts as favorites. The dialog is available in all editions, including the Free Edition.

Search for and activate a font

1. Choose **Text > Discover Fonts...** or **Document > Discover Fonts...**.
2. In the search field, enter a name, a designer, a tag or a writing system, or choose a writing system or a category on the left.
3. If required, enter your own sample text or choose a predefined text, for example a pangram, the alphabet or a paragraph.
4. Choose a font and click **Activate**.

The program loads all styles of the font. They are then available in all documents. With **Deactivate**, you remove the font again. If the font is used in an open document, the program asks for confirmation.

> *Note: To make a document look the same on every computer, embed fonts from the font server in the document or install them in the operating system. Without an Internet connection, the* **Discover Fonts...** *command is not available. The VIVA AI Assistant can also search for and activate fonts.*

Font list

Grouping and sorting

The font list in the **Quick Access**, **Module** and **Character Map** palettes and in the **Missing fonts** dialog consists of several groups that are separated by dividing lines and each have a heading, for example **Recently Used**, **Embedded in Document** or **Arabic**. The **Other Fonts** group only has a heading if the list contains other groups as well. In each group, the font families are displayed in alphabetical order. When you search and when the **Show favorites only** button is switched on, the list shows the fonts without groups. The **Text > Font** menu, on the other hand, shows the fonts in a simple alphabetical list.

1. **Recently Used**: Displays the up to ten most recently used font families. The list is retained even after the program is restarted.
2. **Embedded in Document**: Displays the font families of which at least one style is embedded in the document.
3. **Used in Document**: Displays all other fonts that are used in the document or that you have assigned in this session. Font families that are already listed under **Recently Used** do not appear again in this group or in the previous one.
4. **Other Fonts**: Displays all fonts that contain the Latin, Greek, Cyrillic, Armenian or Georgian alphabet, as well as fonts with letters of a writing system for which there is no group of its own.
5. **Simplified Chinese**: Displays all fonts that contain the common characters of Simplified Chinese.
6. **Traditional Chinese**: Displays all fonts that contain the common characters of Traditional Chinese.
7. **Japanese**: Displays all fonts that contain Hiragana, Katakana and the kanji used only in Japanese.
8. **Korean**: Displays all fonts that contain the Hangul syllables of the Korean standard character set.
9. **Thai**: Displays all fonts that contain the Thai alphabet.
10. **Arabic**: Displays all fonts that contain the Arabic or the Syriac alphabet.
11. **Hebrew**: Displays all fonts that contain the Hebrew alphabet.
12. **Indic and Southeast Asian Scripts**: Displays all fonts for writing systems such as Devanagari, Bengali, Gurmukhi, Gujarati, Oriya, Tamil, Telugu, Kannada, Malayalam, Sinhala, Lao, Tibetan, Burmese or Khmer.
13. **Symbol Fonts**: Displays all fonts that contain none of these writing systems and hardly any letters, for example symbol and ornament fonts.

The program determines which group a font belongs to on the basis of the characters that the font actually contains, not on the basis of the information in the font file. If a font contains several writing systems completely, it is listed in each of these groups; a font with a complete Latin alphabet is also listed under **Other Fonts**. The Tahoma font, for example, is listed under **Other Fonts**, **Thai**, **Arabic** and **Hebrew**. Embedded font families and font families used in the document are only listed in their own group. When you search and when the **Show favorites only** button is switched on, each font family appears only once.

Searching for fonts and favorites

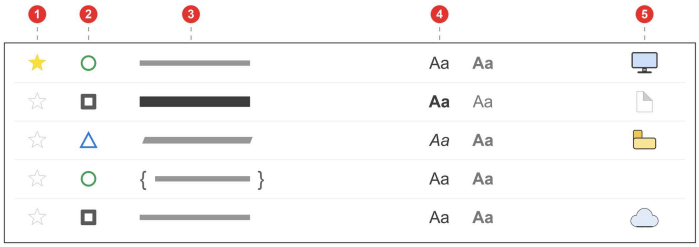
When you type in the font field, the program filters the list by every part of the name, also by family and style at the same time. Entering “aria bold”, for example, selects Arial Bold. Press Enter to apply the font, or Esc to discard the entry.

With the star in front of a font family, you mark the font as a favorite. The **Show favorites only** button restricts the list to these fonts.

If you hover the mouse pointer over a font, the selected text already shows the font as a preview.

Display of a font entry

Each entry in the font list shows a star for favorites, the format, the name of the font family, optionally a font example and the source of the font.



The figure shows the components of an entry: star (1), format (2), name of the font family (3), font example (4) and source (5). From top to bottom, the lines show a favorite font from the operating system, an embedded font (bold), a font from the document folder (italic), a missing font (curly brackets) and a font from the VIVA Font Server.

Format

A separate icon is displayed for each of the formats OpenType, OpenType with variable weights, TrueType and PostScript Type-1.

Font name

The font name is optionally displayed with corresponding styles:

- Normal — The font is available/installed.
- Bold — At least one style of the font family is embedded in the document.
- Italic — The program has temporarily loaded the font from the document folder or a ZIP archive.
- Curly brackets — The font is used in the document but is not available/installed. Missing fonts are displayed in the document with a replacement font on a pink background.

Font preview

In the **Module** palette, the display of the font list can be extended to include a font preview. This font preview gives you a small impression of the font glyphs. The setting applies to all font lists.

1. Use the secondary button to click on the Font option in the **Module** palette.
2. Choose the option **Show Font Example**.

> *Please note that displaying the font examples can slow down your work with the menu. Alternatively, you can also use the* **Character Map** *palette to display individual characters in different fonts.*

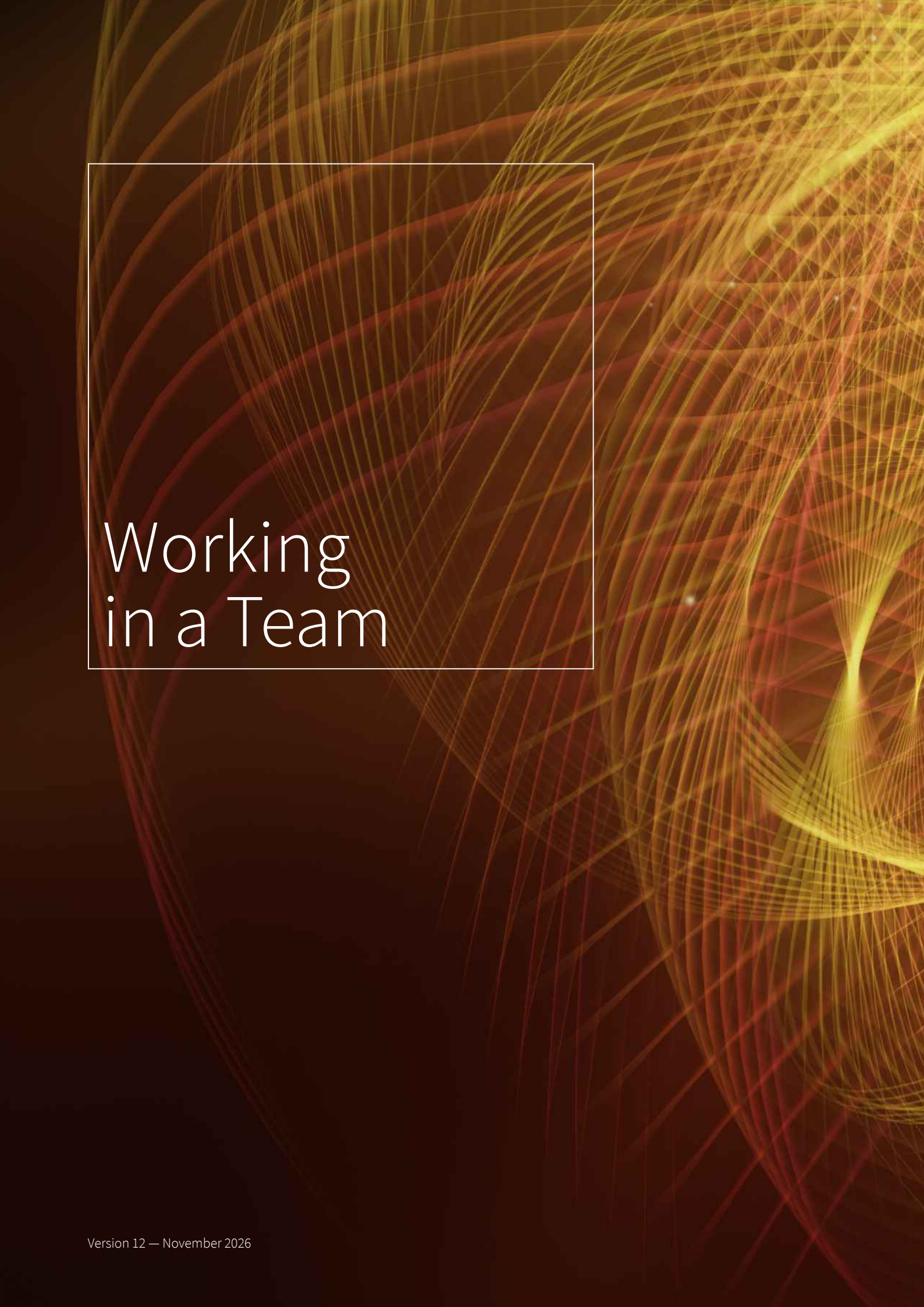
Source
A separate symbol is displayed for each of the different sources.

- Sheet icon — At least one style of the font family is embedded in the document.
- Monitor icon — The font is installed via the operating system.
- Folder icon — The font is temporarily installed via folders or ZIP archives.
- Cloud icon — The program has loaded the font from the VIVA Font Server. It remains available even after a restart.

Update font menu

After starting the program, it automatically detects if fonts have been added or removed and updates the font menu accordingly. If this is not the case, please check the settings in the program settings. Please follow the instructions in the section Preferences > Program preferences > Fonts.

If this does not produce the desired result, start the program in emergency mode and choose the **Reset Font Cache** option in the **Emergency Mode** dialog. Please follow the instructions in the section Installation & program start.



Working in a Team

Version 12 — November 2026

Working in a Team

Depending on the edition/license, the program has a number of options that allow multiple users to work together worldwide and across languages. This includes the collaboration of several users in the sense of an editorial system, as well as the collaboration between media service providers and end customers.

Overview of the team functions

Editing of documents

Multilingualism and Translations

The program offers multilingual user guidance in over 20 languages, as well as automatic translation of colors and style sheets when certain rules are followed. You can enter texts in all languages and, if necessary, translate them fully automatically into several target languages.

Change Tracking

With the option **Change Tracking** you can establish who has made which changes in a document. The program creates a report with the exact time and which text was inserted, deleted or newly formatted by whom.

Notes

With the option **Notes** you can store nonprintable information and notes for other users for texts and objects.

With **Author Notes**, you display notes and links for other users when a document is opened, several addresses separated by semicolons, each with a QR code. Please refer to the notes in the section Author Notes in the chapter Working with Documents.

Restrict document editing

- The **Working Mode** option generally restricts the editing of documents. Please refer to the Preferences section.
- The **Access Rights** options restrict the editing of individual documents. Please refer to the section Access rights.
- The **Protect Alias Pages** option prevents the editing of individual Alias pages with the help of a password prompt. Please refer to the section Working with Pages.
- **The Protect Layer option prevents the editing of individual layers with the help of a password prompt. Please refer to the section** Working with Layers**.**

These options are especially useful if you want to create documents that other users should edit only according to certain criteria or users have little or no knowledge of layout programs.

Assignments

With the **Assignments** option, documents can be organized so that several users can work on a document at the same time.

Libraries
With the option **Libraries**, parts of documents can be saved and re-inserted into other documents. All styles and colors are preserved. Please refer to the notes in the **Libraries** section.

Embedded Fonts
With the option **Embed All Used Fonts** you can share documents with other users who do not have these fonts and cannot or do not want to install them. Please refer to the notes in the **Preferences** section.

Embedded Images
With the option **Embed All Used Images** you can embed all the images used in the document. This option is especially useful when users import images into the document that are not accessible to third parties, but still need to create printable documents. Please refer to the notes in the **Preferences** section.

Document Management

Drives
With the option **Drives** you can save documents to databases or Internet drives and edit them directly. You can establish connections to image databases from various manufacturers and optionally force the user to import images only from these drives. Please refer to the notes in the **Preferences** section.

VivaCloud
With VivaCloud a web-based system for the administration of documents and files (Asset Management System MAM) of all types is optionally available to you, which can also be used as an editorial system.

Collection
With the **Collection** option, you can combine individual documents into a complete work (book, magazine, journal, etc.). This option works on local drives, network drives or also Internet drives (e.g. VivaCloud). Please refer to the notes in the section **Working with Collections**.

Status information
With the help of **status information** in **VivaCloud**, you can control exactly which processing stage your documents are in. The status information is also displayed in collections.

Package & Send (VIVA FileSender)
Using the option **Package & Send** (VIVA FileSender) you can send a document to VIVA or to a specified address with all fonts and images fully automatically. You do not need an e-mail or FTP program to do this. To send the data to an address other than VIVA, you need an appropriate **service profile**, which is available on request. The program also includes placed documents with their images and fonts in the package and checks the keys of SFTP servers and the certificates of HTTPS servers. Please refer to the notes in the **Export** section.

Working with Assignments

With assignments you distribute parts of a document to other users. An assignment contains selected objects or the objects of a layer. You publish the assignment as a separate file which other users edit, and afterwards you take the changes back into the main document.

> *Note: Creating and managing assignments requires an appropriate license.*

Open the Assignments palette

1. Choose **Window > Assignments**.

> *Note: The* **Assignments** *palette is only available in the* **Expert** *working mode.*

You reach the commands of the **Assignments** palette through the context menu of the palette.

Create an assignment

1. Choose the command **New Assignment** in the context menu of the **Assignments** palette.
2. Select the objects that are to belong to the assignment and choose **Add selected objects** in the context menu.
   - Choose **Add current layer** to add the objects of the current layer.

A new assignment receives a consecutive name, for example “Assignment 1”. To change the name, click the selected assignment again and enter a new name.

An object can only belong to one assignment. Alias objects cannot be added to an assignment. If you select an object of an assignment in the **Assignments** palette, the program selects the object in the document and displays it.

> *Note: Objects that belong to an assignment are locked in the main document. They are edited in the assignment file.*

Publish an assignment

1. Select the assignment in the **Assignments** palette.
2. Choose **Publish Assignment** in the context menu.
3. Determine the name and the location of the assignment file (*.vasd) in the **Save Assignment** dialog.

The program saves the main document and stores a copy as the assignment file.

If the main document has not been saved yet, the program additionally asks for the name and the location of the main document.

Edit an assignment

1. Choose **File > Open** and then **File Type > Viva Assignment Document (*.vasd)**.
2. Choose the assignment file and click **Open**.
3. Edit the objects of the assignment and save the assignment file with **File > Save**.

In the assignment file only the objects of the assignment can be edited, all other objects are locked. The **Assignments** palette shows only this assignment, its context menu is not available.

If the program finds the main document at the location where it was when the assignment was published, it displays the main document in its current state and takes the objects of the assignment from the assignment file.

Note: Opening assignment files also requires an appropriate license.

Take over the changes of an assignment

1. Select the assignment in the **Assignments** palette.
2. Choose **Subscribe Assignment** in the context menu.
   - Choose **Subscribe all changed assignments** to take over the changes of all changed assignments.

The program takes the objects changed in the assignment file over into the main document. If it does not find the assignment file, it asks for the file with the **Choose Assignment** dialog.

Note: Publishing and subscribing assignments clear the list of working steps. These actions cannot be undone.

Manage assignments

- **Update status** — Updates the status of the assignments in the palette.
- **Remove object** — Removes the selected object from the assignment.
- **Remove Assignment** — Deletes the selected assignment.

The symbol in front of the name of an assignment shows its status: not yet published, assignment file unchanged, assignment file changed or assignment file not found. The palette additionally shows assignments with a changed assignment file in bold. If you move the mouse pointer onto an assignment, the program displays the location of the assignment file.

The command **Subscribe all changed assignments** is only available if at least one assignment file has been changed.

Change Tracking

With change tracking you can establish who has made which changes in a document. The program creates a report with the exact time and which text was inserted, deleted or newly formatted by whom. Change tracking is therefore suited for users who work in a team, or for users who only want to create a report protocol of their work.

Activate/Deactivate Change Tracking

You can activate change tracking at any time, and deactivate it either temporarily or permanently.

Activate/Deactivate Change Tracking

1. Choose **View > Track Changes** (Operating System Design) or **Text > Track Changes** (Neutral VIVA Design).
2. Alternatively, choose the option **Track Changes** in the context menu.

If you deactivate change tracking, you can edit the document without any changes being marked. Deactivating change tracking will not remove any changes that were already marked. If you copy text containing changes marked by change tracking, the change tracking attribute will also be copied although change tracking was deactivated.

Note: Change tracking is not available in the Free Edition.

Display of changed text passages

Different text changes are marked in different colors by the Change Tracking:

- **Deleted text** will not be removed from the text, but instead will be displayed in red with a strike-through.
- **Inserted text** will be displayed in blue and underlined.
- **Changed attributes** (e.g. assignment of style sheets, changes to font size, etc.) will be displayed with a yellow background.

Furthermore, a red correction bar will be displayed at the edge of the line. You can change the display for the current document in the Preferences at any time.

The program takes over changes from RTF files as tracked changes. When you import Word documents (DOCX), the changes are accepted unless you choose the **Keep tracked changes as marked text** option in the import dialog. You can then accept or reject the changes in the **Change Tracking** palette.

Accept/Reject changes

With the **Change Tracking** option you can check all changes and decide if you want to accept or reject them. For each change the **Date**, **Time** and **Change Type** are displayed. Insofar as it is available, the **Author** who made the changes will be displayed.

Accept or reject changes

1. Choose **Change Tracking** in the **Window** menu.

Alternatively, press **Alt + C** (Windows/Linux) or **Command + Option + Shift + C** (Mac). In the **Beginner** working mode, the **Change Tracking** and **Notes** palettes are not available.

2. Choose one of the following actions:
   - Click **Next** to spring to the next change.
   - Click **Previous** to spring to the previous change.
   - Click **Accept** to accept a change. The program then springs automatically to the next change. It may occur that with the next change the same text passage is marked if two text changes were made simultaneously. This is for example the case when a text is inserted and then formatted as well.
   - Click **Accept All** if you want to accept all changes without any checking.
   - Click **Reject** to reject a change. In this case all the newly inserted text will be deleted automatically and any formatting changes will be cancelled.
   - Click **Reject All** if you want to reject all changes without any checking.

Changing the preferences for change tracking

With the **Preferences** you can define the **Author** name and the display of the altered text passages.

Define the Author Name

1. Choose **Edit > Preferences > Program > General** (Windows/Linux) or **{Program Name} > Preferences > Program > General** (Mac).

2. Enter the required name in the **Author** field.

Note: Please note that the name is used not only for change tracking, but also for other options (e.g. **Notes***) and for the greeting in the start dialog.*

If you are using VivaDesigner in the Web Edition, particularly with VivaCloud, you should not enter a name for the author, as the author's name changes with the user. In such cases the name of the author can be transmitted during the session.

Define display of changed text passages

1. Choose **Edit > Preferences > Text > Change Tracking** (Windows/Linux) or **{Program Name} > Preferences > Text > Change Tracking** (Mac).
2. Choose one of the following actions:
   - Choose **Activate Change Tracking** to activate change tracking using the Preferences.
   - Choose options for **Deleted Text**, **Inserted Text**, **Changed Attributes**: **Strikethrough**, **Underline**, **Background Color** or **Foreground Color**. If you choose the option **None**, the text changes will be invisible. In this case you can still use the **Change Tracking** palette to spring to each change and accept or reject it.
   - Choose a color of your preference for **Deleted Text**, **Inserted Text** and **Changed Attributes**.
   - Choose **Left border** or **Right border** to define on which side of changed lines a correction bar should appear. Choose **None** if no correction bar should appear.

Notes

Create Notes

With the **Notes** function you can apply non-printable information and tips for other users to text and objects. Like change tracking, this option is suited for users who work in a team or for users who only want to create a report of their work.

Notes are not printed. The program only includes notes in a PDF file if you choose the **Export Notes as PDF Comments** option under **Comments** on the **General** tab during PDF export: Each note of an object and each note in the text then appears in the PDF as a yellow comment with the note text as its content and the author as its title. Notes on hidden or non-printing layers and on non-printing objects are not included. The option is not available for the PDF/X and PDF/A formats or for tagged PDF files. Please refer to the notes in the section PDF Options in the chapter Export.

Create a Note for an object

1. Choose and select an object.
2. Choose **Object > Note** in the menu or **Note** in the context menu.
3. Enter the note in the entry field.
4. Confirm your entry.

Create a Note in a text

1. Place the **cursor** at the point in the text where the note will be set.
2. Choose one of the following options:
   - Press **Alt + N** (Windows/Linux) or **Command + Option + Shift + N** (Mac).

- Choose **Text > Note** (Operating System Design) in the menu or click the **Note symbol** (Neutral VIVA Design).
- Choose **Note** in the context menu.

3. Enter the note in the entry field.

4. Confirm your entry.

A note is symbolised with a red speech bubble.

The program takes over comments from Word documents (DOCX), RTF, Pages, IDML and InDesign files as notes with author and date. It appends replies to a comment to the text of the note.

Change a Note for an Object

1. Select the Object containing the Note.

2. Choose **Object > Note** in the menu or **Note** in the context menu.

3. Change the note in the entry field.

4. Confirm your entry.

Change a Note in text

1. Place the cursor at the point in the text where the note is set.

2. Choose one of the following options:
   - Press **Alt + N** (Windows/Linux) or **Command + Option + Shift + N** (Mac).
   - Choose **Text > Note** (Operating System Design) in the menu or click the **Note symbol** (Neutral VIVA Design).
   - Choose **Note** in the context menu.

3. Change the note in the entry field.

4. Confirm your entry.

Managing notes

With the **Notes** option, you can check all the notes and decide if you want to change or delete them. For each Note the Creation Date and Change Date with the appropriate Time are displayed. Insofar as it is available, the Name of the Author who made the changes will be displayed.

1. Choose **Window > Notes**.

2. Choose one of the following actions:
   - Click **Next** to jump to the next note. If only one note is available, the display remains unchanged. A further click on **Next** then displays the first note found again.
   - Click **Previous** to spring back to the previous note.
   - Click **Remove** to delete a note.

3. Click in the entry field and change the note. The change will be accepted if you click **Next** or **Previous**, or if you click anywhere in the document.

Changing preferences for notes

You can change the **name of the Author** in the **Preferences**.

Define the Author Name

1. Choose **Edit > Preferences > Program > General** (Windows/Linux) or **{Program Name} > Preferences > Program > General** (Mac).
2. Enter the required name in the **Author** field.

> *Please note that the name is used not only for change tracking, but also for other options (e.g.* **Notes***).*

Access Rights

The editing of documents can be limited for third parties using access rights. This function is particularly helpful if as a user you want to create documents that other users are only allowed to edit according to certain criteria. These users should for example only have the possibility of entering text or moving images. As the creator of the documents you protect them with an individual password and you can unlock the documents with the password to edit them yourself.

> *In addition to the access rights described below, the program also offers the options* **Working Mode**, **Protect Alias Pages** *and* **Protect Layers**. *Please refer to the notes in the sections* Preferences, Working with Pages *and* Working with Layers.
>
> *Tip: Use the Access Rights if you want to individually restrict the editing of a document in the desktop workflow. Use the working mode if you generally want to restrict the editing of documents in the desktop workflow. Use the Access Rights and/or the working mode if you want to restrict the editing of documents in the web workflow.*

The VIVA AI Assistant follows the working mode: It only executes menu commands that are visible in the selected working mode.

Basic working methods

Static Access Rights (desktop workflow)

If other users edit the documents in a desktop version, you can restrict the editing using the Access Rights but in this case you must assign a password. Without the assignment of a password, the options have no effect. Passwords for layers or Alias pages are not affected.

The access rights options affect the desktop version immediately when you assign a password, confirm the settings and save the document. You may also need to open the document again (**File > Revert to Saved**). Users who do not have a program version for unlocking access rights or who do not know the password can only edit the document according to the criteria that have been set. To unlock the document for complete editing, you need the assigned password. Therefore, it can be helpful to back up the document without a password, because if you forget the password, it can not be unlocked by anyone! Furthermore, consider a concept by which you assign the password or always assign the same password for all documents. Thus you will make editing easier.

If other users edit the documents on the desktop with a certain version, you may under certain circumstances be able to dispense with certain access rights as these options are not included in this edition. The Free Edition does not include any options for layers, for example. Therefore you don’t need to assign any password protection to individual layers.

Dynamic Access Rights (Web workflow)

If other users edit the documents in a Web version, you may be able to dispense completely with setting access rights and assigning passwords in the document (for example in the VivaCloud). Passwords for layers or Alias pages remain unaffected. In the Web version, all the access rights can be assigned dynamically using an XML snippet. The parameters for this are listed in the following section.

Example:

```
<vivaDocAccess xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNamespaceSchemaLoca-
tion="Access.xsd">
      <option name="search-replace-palette">true</option>
      <option name="spell-check-palette">true</option>
      <option name="character-inspector-palette">false</option>
</vivaDocAccess>
```

Depending on the application, this assignment may be carried out with relation to user roles. Dynamic assignment works basically according to the same rules as the static assignment in the document, with the exception that the assignment of a password is superfluous.

Static and Dynamic Access Rights (Web workflow)

If you have assigned access rights both in the Web application and in the document, the relevant options are only available if they are not deactivated in both cases. This option is helpful if you grant a user group a certain access right in principle (e.g. Move Objects) but want to exclude this right for a single document.

Create access rights for a document

1. Choose **Edit > Preferences > Access Rights** (Windows/Linux) or **{Program Name} > Preferences > Access Rights** (Mac).
2. Choose one of the options described in the section Options for Access rights.
3. Click the **Password** button.
4. Enter a password in the **Password** entry field and repeat the entry in the next entry field. Optionally, choose the option **Make visible** to display the password in clear text on the screen.
5. Confirm the entry.

Change access rights for a document

1. Choose **Edit > Preferences > Access Rights** (Windows/Linux) or **{Program Name} > Preferences > Access Rights** (Mac).
2. Choose one of the options described in the section Options for Access rights.
3. Click the **Password** button to optionally apply another password.
4. Confirm the entry.

Unlock access rights temporarily/permanently

1. Choose **File > Unlock Access Rights**.
2. Enter the password.

3. Optionally, choose **Unlock permanently**. The program then deletes all access rights and the password. Save the document afterwards. Without this option, the access rights apply again as soon as you open the document again.

4. Confirm the entry.

The **File > Unlock Access Rights** command only appears as long as a password is set and has not yet been entered. The **Access Rights** page of the preferences only appears as long as no password is set or after you have entered the password.

Options for Access Rights

The name of the option usually corresponds to the name of the option of the same name in the menu. Please refer to the operation of each option in the relevant sections of the manual. Therefore, only general information, in particular interaction with other options, is described in this section.

For these preferences the same rules apply as those for all other preferences. This means: All options are only valid for the current document. If no document is open, then the settings will be valid for all new documents.

> *Note: New functions of VivaDesigner 12 such as the VIVA AI Assistant, the background tasks, the accessibility check or the character map cannot be restricted with the access rights.*

Options for Program

You define general access rights for the program in the **Program** dialog area.

- **Menubar** — Controls the display of the program menu. This option is useful if you want to provide an extremely minimalist interface. With this option, you should be aware that it is not possible to select any options via a menu afterwards. Therefore, all necessary options (Save, Exit, etc.) should either be available in corresponding toolbars or you have to start the document via the emergency mode. Please refer to the notes in the section Starting the program (emergency mode). If you use the option as part of a dynamic access right (e.g. via VivaCloud), i.e. the access right is not part of the document and is assigned dynamically when the document is opened, there is no need to open the document in emergency mode.

The parameter “program-menubar” applies to the **Menubar** option.

- **Custom Document Toolbars** — Controls the display of personalized toolbars for documents that were created with the **Preferences** option in the preferences. (Parameter: “document-custom-toolbars”).
- **Custom Program Toolbars** — Controls the display of personalized toolbars for the program that were created with the **Preferences** option in the preferences. (Parameter: “program-custom-toolbars”).

Options for New menu

You define access rights for the **New** menu in the **New** dialog area. In the Web Edition, this option is only useful if the **New** option is selected in the Preferences.

- **Document** — Allows the creation of new documents. (Parameter: “new-document”).
- **Document from Template** — Allows the creation of new documents from a template (e.g. in the VivaCloud). (Parameter: “new-document-from-template”).
- **Collection** — Allows the creation of new collections. (Parameter: “new-collection”).

- **Library** — Allows the creation of new libraries. This option only makes sense if the option **Library** is permitted in the section **Toolbars and Palettes**. (Parameter: “new-library”).

Options for Documents

You define general access rights for the document in the **Document** dialog area.

- **Save** — Allows the saving of documents. This option is only useful if the user has the appropriate writing rights. (Parameter: “save”).
- **Save As** — Allows documents to be saved under a different name. This option is only useful if the user has corresponding writing rights. If no option to save the document is selected, the document can not be saved. This is helpful, for example, if the user is only allowed to make changes and to print, but the source document is not to be changed. (Parameter: “save-as”).
- **Import** — Allows all options for importing texts, images, objects and fonts to be switched on and off.
- **Text (Dialog)** — Allows the import of text files via the import dialog. This option is only useful if the **Edit Text** option is selected. (Parameter: “import-text-dialog”).
- **Text (Drag & Drop)** — Allows the import of text files via drag & drop. This option is only useful if the **Edit Text** option is selected. (Parameter: “import-text-drag”).
- **Images (dialog)** — Allows the import of image files via the import dialog. This option is only useful if the **Images** option is selected. (Parameter: “import-images-dialog”).
- **Images (Drag & Drop)** — Allows the import of image files via drag & drop. This option is only useful if the **Create Objects** option is selected. (Parameter: “import-images-drag”).
- **Objects** — Allows the import of object files via drag & drop. This option is only useful if the **Images** option is selected. (Parameter: “import-objects”).
- **Fonts** — Allows the import of fonts via drag & drop. This option is only useful if the **Edit Text** option is selected. (Parameter: “import-fonts”).
- **Document Setup** — Allows you to edit the document settings. This option is only useful if the option **Objects** is selected. (Parameter: “edit-document-settings”).
- **Edit Preferences** — Allows you to edit the Preferences. This option is only useful if the user is allowed to change ALL preferences. There is the danger that a user in the desktop version can change the Access Rights if they know the password. In the Web Edition this is prevented if the Access Rights are applied dynamically (e.g. VivaCloud). (Parameter: “edit-preferences”).
- **Colors** — Allows the editing of colors. This option is only useful if the option **Objects** and/or **Edit Text** is selected. (Parameter: “edit-colors”).
- **Style Sheets** — Allows the editing of Style Sheets. This option is only useful if the option **Objects** and/or **Edit Text** is selected. (Parameter: “edit-style-sheets”).
- **View** — Controls the display of the **View** menu. (Parameter: “view-menu”).
- **Zoom** — Controls the display of the **Zoom** menu. (Parameter: “zoom-menu”).

Options for Libraries

You define the library options for the document in the **Library** dialog area. These options only make sense if the option **Library** is permitted in the section **Toolbars and Palettes**.

- **Open** — Allows a library to be opened. (Parameter: “open-library”).
- **Add Item** — Allows elements to be added to a library. (Parameter: “add-library-item”).

- **Delete Item** — Allows elements to be deleted from a library. (Parameter: “delete-library-item”).

Options for Output

You define the output options for the document in the **Output** dialog area. These options are only useful if the user has the appropriate writing rights. Please note that the options for the output in **VivaCloud** are controlled via separate settings.

- **Export** — Switches all options for export on or off together.
- **Printing** — Allows the printing of documents. In the Web Edition, the document can be printed on a local printer. (Parameter: “printing”).
- **Printing Presets** — Allows documents to be printed using predefined printing presets. In the Web Edition, the document can be printed on a local printer. In addition, printing presets in the Web Edition must be configured by the administrator on the server. (Parameter: “printing-presets”).
- **PDF Export** — Allows the document to be exported as a PDF file. This option is only useful if the user has corresponding writing rights. (Parameter: “pdf-export”).
- **PDF Export Presets** — Allows the document to be exported as a PDF file using predefined presets for PDF export. In the Web Edition, presets for PDF export must be configured by the administrator on the server. This option only makes sense if the user has the corresponding write permissions. (Parameter: “pdf-export-presets”).
- **EPS Export** — Allows the document to be exported as an EPS file. (Parameter: “eps-export”).
- **PS Export** — Allows the document to be exported as a PS file. (Parameter: “ps-export”).
- **JPEG/PNG/SVG Export** — Allows the document to be exported as a JPEG, PNG or SVG file. (Parameter: “image-export”).
- **Text Export** — Allows the document to be exported as a text file. (Parameter: “text-export”).
- **Object Export** — Allows the export of objects as an XML file. (Parameter: “object-export”).
- **High Resolution Output** — The complete image data is used for the output. This option is only useful if the images are embedded in the document or if access to the original images is possible. (Parameter: “hires-output”).

Options for Objects

- **Objects** — Allows switching on and off all options for the editing of objects.
- **Move Objects** — Allows objects to be moved. If the option is selected, the corresponding tool will be displayed if the **Tools** option is also selected. Otherwise, the object can be moved without the **Tools** palette. (Parameter: “move-objects”).
- **Stretch Objects** — Allows objects to be stretched. (Parameter: “stretch-objects”).
- **Edit Paths** — Allows the editing of paths. If the option is not selected, no new paths can be created, selected or deleted. (Parameter: “edit-path”).
- **Modify Objects** — Allows the editing of object coordinates, colors or contour settings. (Parameter: “modify-objects”).
- **Create Objects** — Allows the creation of objects. This option is only useful if the if the **Tools** option is also selected.(Parameter: “create-objects”).
- **Delete Objects** — Allows objects to be deleted. (Parameter: “delete-objects”).

Document page options

- **Document pages** — Allows you to switch all options for editing document pages on and off.

- **Create** — Allows document pages to be created. (Parameter: “create-document-pages”).
- **Delete Pages** — Allows document pages to be deleted. (Parameter: “delete-document-pages”).
- **Delete Spreads** — Allows complete spreads to be deleted (Parameter: “delete-document-spreads”)
- **Move** — Allows document pages to be moved using the option in the **Document** menu, as well as in the **Pages** palette. (Parameter: “move-document-pages”).
- **Settings** — Allows you to change the settings of document pages. This includes the option **Document Page Settings** and **Margins & Columns**.(Parameter: “document-page-settings”).

Alias page options

- **Alias pages** — Allows you to switch all options for editing Alias pages on and off.
- **Apply** — Allows you to interactively apply Alias pages to document pages using the **Pages** palette. (Parameter: “apply-alias-pages”).
- **Edit** — Allows the editing of Alias pages. (Parameter: “edit-alias-pages”).
- **Create** — Allows the creation of Alias pages. (Parameter: “create-alias-pages”). It makes sense to also allow the **Settings** option.
- **Delete** — Allows the deletion of Alias pages. (Parameter: “delete-alias-pages”).
- **Settings** — Allows you to change the settings of Alias pages. This includes the **Alias Page Settings** option as well as **Margins & Columns**. (Parameter: “alias-page-settings”).

Text options

- **Text** — Allows the switching on and off for all options for editing text.
- **Edit Text** — Allows the editing of text (input, deletion, replacement, etc.). The possibilities a user has for formatting text depend on the options **Module** and **Style Sheets**. (Parameter: “edit-text”).
- **Track Changes** — Allows change tracking to be displayed in the text. If the option is not selected, the settings in the document apply. This option is only useful if the **Edit Text** option is selected. (Parameter: “text-track-changes”).
- **Text Invisibles** — Allows the display of invisible control characters. If the option is not selected, the settings in the document apply. (Parameter: “text-show-invisibles”).
- **Insert Special Character** — Allows the insertion of special characters. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-char”).
- **Insert Break** — Allows the insertion of break or wrap characters. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-break”).
- **Insert Space** — Allows the insertion of characters for blank spaces. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-space”.
- **Insert Hyphen/Dash** — Allows the insertion of hyphens or dashes. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-hyphen”).
- **Insert Variable** — Allows the insertion of variables. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-variable”).
- **Insert Object** — Allows the insertion of objects. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-objects”.
- **Ruby Text (furigana)** — Allows the insertion of Ruby text. If the option is not selected, the settings in the document apply. (Parameter: “text-insert-ruby”)

Options for Pictures

- **Pictures** — Allows the editing of images (change image crop, scaling, etc.). The option can be limited by other options (e.g. **Modify Objects** or **Import Pictures**). (Parameter: “edit-pictures”)

Options for Tables

- **Tables** — Allows the editing of tables (columns, rows, cells, etc.). The option may be restricted by other options (e.g. **Modify Objects** or **Module**). If the option **Module** is not selected, the table settings can only be selected with the context menu. If the option **Modify Objects** is not selected, only single cells and no table rows or columns may be selected.
- **Create Tables** — Allows the creation of new tables. (Parameter: “create-tables”).
- **Change Tables** — Allows tables to be changed. (Parameter: “change-tables”).
- **Edit Tables** — Allows the editing of table content. (Parameter: “edit-tables”)

Options for displaying toolbars and palettes

With the options in the **Toolbars & Palettes** dialog area, you define which palettes can be displayed. If an option is not selected, the palette will be hidden automatically when switching between documents with different settings, and the appropriate options will either be hidden or grayed out in the **Window** menu.

- **Tools** — Please note that not all tools may be displayed. The display of individual tools can be limited by other options (e.g. **Create Objects** or **Move Objects**). (Parameter: “tools-toolbar”).
- **Navigation** — Please note that not all options may be displayed. The display of individual options may be restricted by other options (e.g. Managing Pages). (Parameter: “navigation-toolbar”)
- **Quick Access** — Please note that not all options may be displayed. The display of individual options can be restricted by other options (eg **Edit Text**). (Parameter: “module-toolbar”)
- **Neutral Design** — This option is only useful if the **Neutral Design** option is selected in the Preferences. Please refer to the notes in the Preferences section. The palette allows the selection of character and paragraph style sheets independently of the **Style Sheets** option. (Parameter: “neutral-design-toolbar”)
- **Module** — The option determines not only the display of the palette, but also of the associated menus (object, text, images, table, etc.). Please note that not all options may be displayed. The display of individual options may be restricted by other options (eg **Edit Text**). (Parameter: “module-palette”)
- **Pictures** — This option is only useful if the option **Edit Pictures** is selected. (Parameter: “picture-palette”)
- **Layers** — If the option is not selected, you cannot switch between several layers. In this case, new objects will be created on the selected layer. This option is only useful if at least one option under **Edit Objects** is selected. (Parameter: “layer-palette”)
- **Assignments** — This option is only useful if the **Edit Objects** option is selected. This option is not required for editing an assignment file. (Parameter: “assignments-palette”)
- **Pages** — Please note that not all options may be displayed. The display of individual options can be restricted by other options (e.g. **Document Pages**. (Parameter: “page-palette”)
- **Colors** — This option is only useful if the options **Modify Objects** and/or **Edit Text** are selected. (Parameter: “color-palette”)
- **Style Sheets** — This option is only useful if the options **Modify Objects**, **Edit Text** and/or **Pictures** are selected. (Parameter: “style-sheets-palette”)

- **Search & Replace** — This option is only useful if the option **Edit Text** is selected. The **Search & Replace** options work independently of the options for formatting text. Therefore a user could exchange fonts or Style Sheets, although he is not allowed to do this by other options. (Parameter: “search-replace-palette”)
- **Spell Check** — This option is only useful if the option **Edit Text** is selected. (Parameter: “spell-check-palette”)
- **Character Inspector** — This option is only useful if the option **Edit Text** is selected. (Parameter: “character-inspector-palette”)
- **Change Tracking** — This option is only useful if the option **Edit Text** is selected. Parameter: “change-tracking-palette”)
- **Text Formatting Inspector** — This option is only useful if the option **Edit Text** is selected. (Parameter: “formatting-inspector-palette”)
- **Cross References** — Controls the **Cross References** palette. There is no parameter for this option, so it cannot be assigned dynamically.
- **Notes** — This option is only useful if the options **Modify Objects** and/or **Edit Text** are selected. (Parameter: “notes-palette”)
- **Trapping** — This option is only useful if the option **Modify Objects** is selected. (Parameter: “trapping-palette”)
- **OpenType** — This option is only useful if the option **Edit Text** is selected. (Parameter: “opentype-palette”)
- **Library** — This option is only useful if the options for **Library** are selected. (Parameter: “library-palette”)
- **Articles** — This option is only useful if you want to edit the order of the articles. To change the order of objects within existing articles, it is not absolutely necessary for the **Objects** option to be selected. To create new articles, however, options must be selected that enable the selection of objects (Parameter: “articles-palette”).
- **Help** — This option is only useful if a Help text is available. (Parameter: “help-palette”)

Access Rights in the Web Edition

In the Web Edition, you can define additional options for editing documents. These options are helpful if the documents themselves have no (static) access rights or the web application used (e.g. a simple website) does not offer the option of assigning access rights dynamically, as is the case with **VivaCloud**, for example.

The access rights are applied hierarchically in a web edition in the following order:

1. General options for the Web Edition

2. Static access rights

3. Dynamic access rights

4. Document settings

Examples based on the option **New**:

- If the **New** option is NOT selected in the Web Edition options, it no longer matters whether it is selected in other access rights. It is then not possible to create new documents via the menu.

- If the **New** option is selected in the Web Edition options, the static access rights determine whether the **New** option can be selected. Otherwise, the dynamic access rights (e.g. via the VivaCloud) determine whether the **New** can be selected. If neither static nor dynamic access rights are defined, new documents can be created via the menu.

The name of the option usually corresponds to the name of the option of the same name in the menu. Please refer to the relevant sections of the manual for information on how the individual options work. This section therefore only describes general information, in particular interactions with other options.

When setting the defaults, e.g. via the VivaDesigner-Server, no documents may be open and the instances must be restarted so that changes are applied.

When calling the program, you also pass the parameters “user” (name of the user), “working-mode” (working mode), “keyboard”, “shortcut-set” (keyboard shortcuts) and “locale” (language and region).

Setting Access Rights in the Web Edition

1. Choose **Edit > Preferences > Program > Web Edition**.

2. Choose the options according to the instructions in the following sections.

3. Click **OK**.

Options for server communication

Use the options in the **Server Communication** dialog area to define the session duration and what should happen to the document when a session expires.

- **Send session status every** — Allows the minimum time for a session to be defined in minutes. The value “5” means that after 5 minutes of inactivity, the program will display a message that the session will end in 60 seconds if the user does not perform any action. This option is useful to prevent users from opening a document and then blocking the Web Edition instance for a long time without actively working on the document.
- **Save documents automatically when session ends** — Allows documents to be saved automatically at the end of the session. This option is helpful if, for example, a user accidentally closes the browser window and therefore no longer has access to the document. However, the user should wait a few minutes until the document is released again, as it is only released after the end of the session in accordance with the specified minutes.

General Options

Use the options in the **Options** dialog area to define the menu options.

- **Menubar** — Allows the menu bar to be displayed. This option is activated by default. Please refer to the option of the same name in the section Options for Access Rights.
- **Show language selection in start dialog** — Allows a language selection to be displayed. The language selection only appears if the **Program Language** option is also selected.
- **Replace "Quit Application" with "Quit Session"** — Allows the **Quit Session** option to be displayed. This option is activated by default so that users do not confuse the **Quit Application** option with closing the browser.
- **Help** — Allows the **Help** menu to be displayed. This option is deactivated by default, as this menu contains options that generally make no sense in a web edition. The option also controls the help in the start dialog and the **Help > Author Notes** command.

- **Custom Document Toolbars** — Allows the display of document-related toolbars. This option is activated by default. Please refer to the option of the same name in the section Options for Access Rights.
- **Custom Program Toolbars** — Allows the display of program-related toolbars. This option is activated by default. Please refer to the option of the same name in the section Options for Access Rights.
- **VIVA AI Assistant in the Start Dialog** — Allows the VIVA AI Assistant to be displayed in the start dialog, provided the user has not switched off the display in their preferences. This option is deactivated by default.

Options for the File menu

Use the options in the **File options** to determine the display of options in the **File** menu. Please refer to the option of the same name in the section Options for Access Rights.

- **New** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as documents are usually created via the web application.
- **Open** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as documents are usually opened via the web application.
- **Recently opened documents** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as documents are usually opened via the web application.

The options **New**, **Open** and **Recently opened documents** also control the corresponding areas of the start dialog.

- **Revert to Saved** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as documents are usually opened via the web application.
- **Close** — Allows the option of the same name to be displayed in the **File** menu.
- **Package & Send** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as this menu contains options that generally make no sense in a web edition.
- **Import** — Allows the option of the same name to be displayed in the **File** menu.
- **Export** — Allows the option of the same name to be displayed in the **File** menu.
- **Unlock Access Rights** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as this menu contains options that generally make no sense in a web edition.
- **Document Setup** — Allows the option of the same name to be displayed in the **File** menu.
- **Print** — Allows the option of the same name to be displayed in the **File** menu.

Options for the Edit menu

Use the options in the **Edit Options** dialog area to determine the display of options in the **Edit** menu. Please refer to the option of the same name in the section Options for Access Rights.

- **Colors & Blends** — Allows the option of the same name to be displayed in the **Edit** menu.
- **Style Sheets** — Allows the option of the same name to be displayed in the **Edit** menu.
- **Program Language** — Allows the option of the same name to be displayed in the **Edit** menu. This option is deactivated by default, as the program language can be transferred dynamically by the web application when the web edition is opened.

Create layout templates

Version 12 — November 2026

Create layout templates

When a professional layout program is to be used by beginners or documents are to be exchanged between several users, fundamental questions arise:

- How can I, as a beginner, work with a professional layout program without overwhelming myself or investing time in training?
- How can I, as a professional user, prepare documents for beginners without overwhelming the beginner?
- How can I, as a professional user, ensure that a beginner does not make any unwanted changes?

When you share documents between multiple users, all users usually have the same editing options, because they use the same program. This means that anyone can make any change. There is no effective protection against unwanted changes.

However, if you are a beginner and want to work with a professional layout program, or if you are a professional user and want to provide documents to beginners, this can be problematic. Most of the time, beginners are overwhelmed by the multitude of options, even though the task may be quite simple for the user. In addition, the beginner can make unwanted changes at any time.

The answer to all these issues is to limit the editing options.

The great advantage of VivaDesigner is not only that you can use it on the desktop and on the web, but also that you can individually limit the editing options of the program or even of a single document. Thus, even a user who has never worked with a professional layout program will not be overwhelmed and can focus directly on his task. The restrictions apply to all areas of the program such as documents, pages, objects, images, texts, tables and palettes.

We call such a document a layout template.

This section explains what options are available for creating layout templates and what should be considered when creating layout templates.

Editing options

The central option for creating layout templates is restricting the editing options. To restrict the editing of documents there are several options that work additively:

- Working mode
- Access rights
- Passwords for Alias pages and layers
- Lock, protection and interaction policies for individual objects

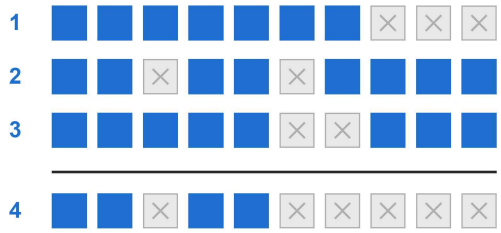
In the Working Mode, three options are available across the board: **Beginner**, **Advanced** and **Expert**, each of which allows a predefined selection of options. While all the program's options are available to users in the **Expert** work mode, the user cannot, for example, visualize text style sheets in the **Beginner** work mode. The options can be set independently of documents for the program or for the role in **VivaCloud**.

In terms of Access Rights, there are over 80 options that control, for example, the editing of text or objects in detail. So the options refer either to individual documents or to a role in VivaCloud.

You can protect individual Alias pages or layers with a password. This option is useful, for example, if you want to give the document to several translators, but they should always have access only to the layer with the respective language.

All the options can be combined, which means that the **Beginner** work mode cannot visualize text style sheets, even if this right is not restricted by the Access Rights. In return, the user cannot create objects in the **Expert** working mode if this option is locked via the Access Rights. A user who basically has an access to layers can edit only the layers which are not assigned with a password or from which he has the password.

The lowest common denominator applies in each case. This is especially true if Access Rights are defined both for the document and via the role in VivaCloud.



The figure shows the principle: Each square stands for a function of the program. The working mode (1), the access rights of the document (2) and the access rights of the role in VivaCloud (3) each hide different functions. Only the functions that none of the three settings hides are available (4).

Note: The VIVA AI Assistant also adheres to these restrictions. It does not execute menu commands that are hidden by the working mode or the access rights of the document, and it leaves locked or protected objects unchanged. The palette of the assistant itself cannot be hidden with the access rights.

Work mode and access rights are available both on the desktop and on the web.

Working Mode

Choose **Preferences > Program > General > Working Mode** if you want to restrict document editing across the board. If you want to use this option in VivaCloud, choose the appropriate option in the role.

See the Preferences section for more information.

Create layout templates yourself in the **Expert** working mode: Only in this working mode are all the commands described in this chapter available, for example **Object > Interaction Policies**, **Object > Note** and **View > Visualize Locked Objects**.

Access rights

Choose **Preferences > Access Rights** if you want to restrict editing for all users. Users who want to remove this restriction need the password (**File > Unlock Access Rights**). The access rights only take effect once you have assigned a password.

Please refer to the section Working in a Team.

It is also possible to restrict access rights in VivaCloud for each role separately. This option is dynamic, which means that a user with the “Graphic Designer” role may have more editing rights than users with the “Student” role. The access rights defined in VivaCloud apply to all documents stored in VivaCloud, regardless of whether they are edited in the browser or opened using the desktop version.

Both options can also be used in a combination. For example, if it is determined that no role should be able to create additional document pages, this option could basically be saved with the document, but could also be defined with each role. Which way to choose depends on whether the document editing is done via VivaCloud or locally. If the documents are stored locally on a desktop computer, the access rights must be defined in the document. Once VivaCloud is used, we recommend defining access rights using the role in VivaCloud only.

Passwords

In the **Pages** palette, click the desired Alias page in the list and choose **Protect Alias Page** in the context menu if you want to protect the Alias page with a password. The Alias page is displayed when you double-click the name even if you do not know the password, but you can no longer edit it.

Choose **Cancel Alias Page Protection** in the context menu and enter the password if you want to unprotect the Alias page.

In the **Layers** palette, click the desired layer in the list, choose **Layer Options** in the context menu and then the option **Password Protection** in the dialog if you want to password protect the layer.

Click the lock icon in the **Layers** palette and enter the password if you want to unprotect the layer.

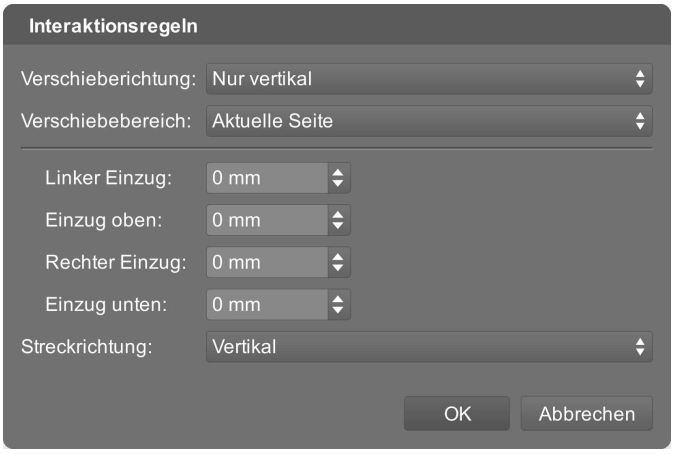
If you forget the password, the Alias page or layer is no longer editable.

Lock, Protection and Interaction Policies

In addition to the settings for the program and the document, you define for each object how the user may change it. You will find the commands in the **Object** menu:

- **Lock** — The object can be neither moved nor stretched with the mouse. Please refer to the section Lock objects in the chapter Working with Objects.
- **Protection** — The object cannot be deleted, and its content cannot be changed.
- **Interaction Policies** — Determines in which direction and within which area the user may move the object with the mouse and in which direction the user may stretch it.

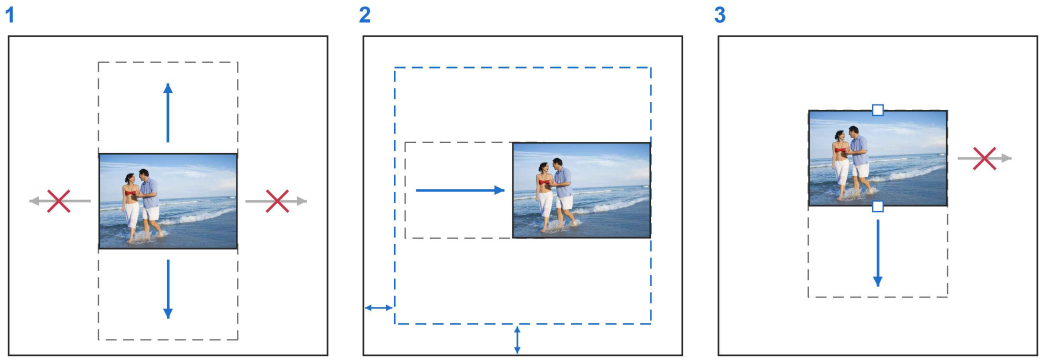
Select one or more objects and choose **Object > Interaction Policies**. The command is only available in the **Expert** working mode.



The figure shows the **Interaction Policies** dialog with the settings of a picture object that can only be moved vertically and only within the page. The dialog contains the following options:

- **Shifting Direction** — **No Restriction**, **Only horizontal** or **Only vertical**.
- **Shifting Area** — **No Restriction**, **Current Page**, **Current Page With Bleed**, **Current Spread** or **Current Spread With Bleed**. With **Left Indent**, **Top Indent**, **Right Indent** and **Bottom Indent**, you reduce the area. The object can then only be moved within this area. If the object is not on a page, the option has no effect.
- **Resize Direction** — **No Restriction**, **Horizontal** or **Vertical**. With **Vertical**, only the resize handles at the top and bottom center respond, with **Horizontal** only the resize handles at the left and right center.

The interaction policies apply to moving and stretching with the mouse. You can also save them in graphic style sheets so that you can assign them to several objects at once.



The figure shows a picture object with the shifting direction **Only vertical** (1), a picture object with the shifting area **Current Page** and indents, which can only be moved up to the dashed line (2), and a picture object with the resize direction **Vertical**, which can only be stretched in height (3).

Tips for layout templates

Introduction

Restricting the editing options, however, also implies that certain aspects have been taken into account when building a layout, so that later editing is also possible.

With a few exceptions, it doesn't matter whether you built the layout in VivaDesigner or another program (such as Adobe InDesign) and then imported it into VivaDesigner. The process is always the same:

Step 1: – Think about a concept of what editing options you want to give a user for a document. Each document and user role can have different editing options.

Step 2: – Implement the concept in the layout. For existing documents, check whether the concept has been implemented in all points.

Step 3: – Set the editing options for the program, document and/or role in VivaCloud.

Step 4: – Check the functionality of the editing options to ensure that all desired options are available to the user.

General tips

When creating layout templates, always consider what editing options are available to the user. For example, if users

- cannot create their own pages and/or objects, all necessary pages and/or objects must already be available in the document.
- cannot stretch objects, all text objects must be created to accommodate the required amount of text.
- cannot move objects, the layout must be built/adjusted in such a way that the position of dependent objects results automatically.
- cannot make individual markups of texts, all necessary style sheets must already exist in the document.
- also cannot mark up texts using style sheets, corresponding sample texts must exist and already be marked up.

With this in mind, you may need to modify the structure of existing documents without changing the layout. When creating and preparing layout templates, you should always keep in mind that another user

- must be able to find his way around your document without familiarization when editing it,
- has fewer functions for editing the document, depending on the Access Rights,
- and should only modify the document in the way you intend.

The user will only find his way around your document if he can immediately recognize which functions are available to him. This applies to working with pages, objects, texts, style sheets or images.

Therefore, consider whether it makes sense to allow users to select options such as **Preferences** and change **Colors & Blends** or **Style Sheets** at all.

Tips on document pages

- Remove all unnecessary document pages.
- Remove all unnecessary Alias pages, if the user has access to the **Pages** palette.
- Choose the display mode for Alias pages and document pages in the **Pages** palette.
- Optionally protect Alias pages with a password.

Tips on objects and layers

- Delete all objects on the working area to avoid confusing the user.
- Objects that are repeated on different pages and should not be edited can be placed on Alias pages.
- All other objects that should not be edited or printed can either be protected or placed on special layers and locked.
- Alternatively, you can place all objects to be edited on one layer and lock all other layers. In either case, you also do not need to password protect the layer unless you allow the user to select a layer. However, make sure that when you save the document, the layer that you want the user to edit later is also selected.

- Note that not all desktop editions have the **Layers** palette.
- Optionally choose **View > Visualize Locked Objects** before you save the document. The program then shows locked objects and objects on locked layers dimmed, so that the user immediately recognizes which objects cannot be moved. The setting is saved with the document. You define how much the objects are dimmed in the preferences under **Program > Colors** with the option **Locked Objects**.

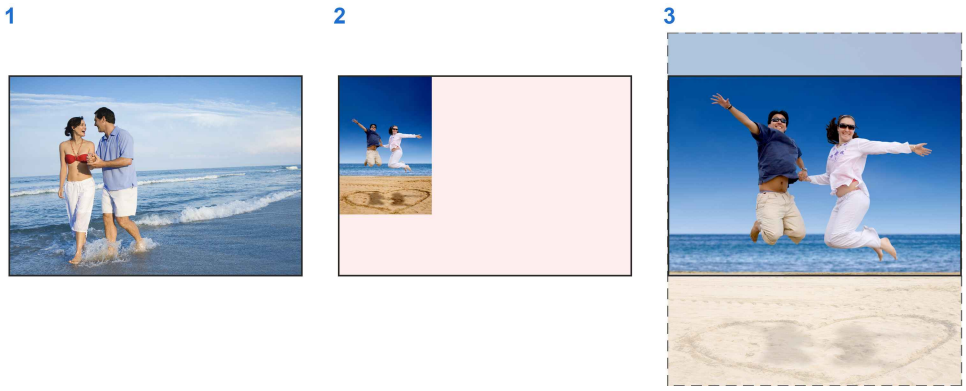


The figure shows the layout template of a flyer with this setting: The cover photo, the logo and the address band are on the locked layer “Background” and appear dimmed (1). Headline, text and price are in text objects with placeholder text (2). The two picture objects for your own photos have the white space optimization and the interaction policies **Only vertical**, **Current Page** and **Vertical** (3).

- Optionally, help texts can be placed on locked and non-printable layers. Help texts can also be stored as a note: for an object with **Object > Note**, for a text passage with **Text > Note**. When the mouse pointer is moved over the object or the note in the text, the note appears in a tool tip.
- Give users notes with the layout template under **Preferences > Author Notes**, for example the address of a web page or of a video with explanations, your contact details or brief instructions. With the option **Show on opening documents**, the notes appear automatically when the document is opened; users can open them at any time with **Help > Author Notes**. Please refer to the section Author Notes in the chapter Preferences.

Tips for graphic and image objects

- When working with background images, it is often helpful to place them on a separate layer that will be locked later.
- The background images should also be optimally adapted to the size of the image object in order to reduce the amount of data.
- In addition, you should avoid image objects that are placed over a double page if the page is also needed individually. Therefore, such motifs should be composed of two image objects for left and right pages.
- Select the option **Preferences > Pages & Objects > Objects > Embed All Used Images**. This option is mandatory so that the image data imported by the users is fully embedded in the layout document.
- In many cases, your design will already contain predefined image objects with placeholder images. Users can import their own images into these image objects. When you import a new image into an image object containing an existing image, the scale factor of the previous image is applied. Since you don't know how big these new images will be, this can lead to unsightly effects. Therefore, we strongly recommend using the options **White Space Optimization** and **Fill Frame Automatically** under **Preferences > Pages & Objects > Objects**. These options ensure that there will be no flash between the frame and the image (white space will not appear) and that the images will always fit perfectly into the image object. The **White Space Optimization** in the preferences only applies to image objects created afterwards. For existing image objects, you switch the option on in the **Module** palette.



The figure shows an image object with a placeholder image (1). Without these options, a new image with different dimensions takes over the scale factor of the placeholder image and does not fill the image object (2). With the options **Fill Frame Automatically** and **White Space Optimization**, the new image fills the image object proportionally; the part of the image outside the image object is shown dimmed here (3).

- In many cases, there is also the question of whether images can be stretched. Images that have a fixed size should be fixed and not editable in size. In addition, you can use **Object > Interaction Policies** to determine whether for example an image object can be moved only vertically and/or stretched only vertically. Please refer to the section Lock, Protection and Interaction Policies.
- If the image object has the option **White Space Optimization**, the program automatically enlarges the image as soon as the image object is enlarged, so that no white space appears. However, when the image object is scaled down, the scaling value is preserved. The user must then use the resize handle to scale the image object, if it is also available based on the interaction policies.

- Graphic objects should be created as graphic objects and not as empty image objects. Otherwise, the impression is created that images can/should be imported into these objects.

Tips for text objects

- Create appropriate text objects and define which objects may be fixed and which may be stretched. Optionally specify the options for stretching objects with the **Interaction Policies**, **Lock** and/or **Protection** options in the **Object** menu.
- Consider a concept for sample texts. Check whether you already fill the text objects that the user is to edit with sample texts and how you want to mark them up. Keep in mind that all texts that the user does not delete or revise will be output later.
- Choose **Text > Character Options > Options > Placeholder Text** if you have entered a sample text that should be selected completely with one mouse click. The option is applicable to any character.
- Consider a concept for a dynamic layout. Check if the layout adjusts automatically when the user enters more or less text:
- Headings and a text following them should not be entered in separate text objects if the length of the heading is variable.
- Images should be anchored in the text if the position of the image depends on the amount of text.



The figure shows a headline of variable length: In a text object of its own, a three-line headline covers the following text (1). If the headline and the text are in one text object, the text automatically moves down (2). A picture anchored in the text moves with the text (3).

- If texts are to be framed, a separate text object is not always necessary. Alternatively, you can also define a background and/or a frame with any text.
- Select GREP styles and/or nested styles if the user's input is to be automatically marked up according to a certain pattern.
- Images and texts can be placed in tables with a fixed height, so that the height of the images adjusts to the amount of text. To do this, you need to set the line height for texts to **Auto** and the line height for images to **100%**.

Tips for Style Sheets

- Use style sheets to mark up text if you want the user to mark up text using style sheets only. Using the **View > Visualize Text Style Sheets** option, you can quickly check which texts have been marked up with style sheets.

- Use style sheets to mark up objects as well. This allows you to quickly adjust all objects afterwards.
- Use style sheet names that identify the function. Names such as “Headline”, “Body text” are more useful than “Arial-12/14”.
- If possible, use the style sheet names predefined in the program if the document should be used in different countries. These names are automatically translated by the program when the program language is changed.
- Create paragraph style sheets for **Align Left**, **Align Right** and/or character style sheets for **bold**, **italic**, **superscript**, **subscript** if such attributes are to be used in the text and if the **Module** palette is turned off.
- Consider whether users should have the right to change style sheets.

Tips for fonts

- Choose **Preferences > Embedded Fonts > Embed All Used Fonts**. This option is mandatory if the document is edited on the web or on operating systems where the fonts used are not installed.
- Choose **Preferences > Embedded Fonts > Disable System Fonts** if you do not want users to select other fonts, provided they have permission to select fonts in principle. This option is not mandatory, but is recommended for security reasons, even if users can only format text using style sheets.
- When opening documents, all fonts must be available.
- Missing fonts can refer to the text, style sheets or settings in presets, even if they are not used.
- VivaDesigner may display missing fonts even though they are actually installed in the system. This can be the case if these fonts originate from a different operating system and the naming is interpreted minimally differently under the current system. In some cases, fonts in InDesign and in VivaDesigner have slightly different font names, which can lead to the message. In these cases, follow the instructions in the dialog and replace the fonts accordingly.
- If you do not want to install the missing fonts in the system, you can also drag and drop the respective font individually onto the document. The program will provide feedback if the font was imported successfully. However, this requires that the option **Embed All Used Fonts** is selected.
- When you open an InDesign document, for technical reasons, missing fonts are not displayed until the document is saved in VIVA format and reopened.

Tips for imported templates from InDesign

You can also use existing InDesign documents as templates. Basically, the same rules apply to InDesign as to the program, provided that these options are also available in InDesign. For more information, please refer to the section Exchange with InDesign.

Working with VIVA AI

Version 12 — November 2026

Working with VIVA AI

In this chapter, we explain options for editing images as well as for editing, creating, translating and voicing texts using “Artificial Intelligence”, or “AI” for short.

Introduction

The AI options such as text rephrasing, summarizing, problem analysis, automatic questions and answers or fully automatic translation make it possible to create and edit content with a completely new level of speed, quality and efficiency. In addition, AI-based image editing offers unique possibilities for improving your images - from removing the background to generating new visual elements. Be inspired by the wide range of AI options and create your projects with ease. Benefit from the power of “Artificial Intelligence” (AI) and take your creative work to a new level.

Using the AI options may incur additional costs, which are billed using VIVA Points. If the use of the AI options exceeds the free monthly quota, you must purchase the corresponding VIVA Points.

The **AI Actions** palette and the dialogs for image editing, translation and voice output show your current account balance, and the dialogs also show the expected costs. With **Buy VIVA Points**, you top up your account. All VIVA AI functions require an Internet connection: The program transfers the texts or images to a VIVA server, where an AI service processes them.

The following options are available for text:

- Create articles
- Create headings
- Create keywords
- Rephrasing texts
- Summarizing texts
- Analyzing the content
- Questions about the text
- Extracting data and information
- Convert text to speech
- Automatic translations
- Suggest a title, description and keywords for the file information
- Correct and improve texts (VivaAIDict module)

The following options are available for images:

- Remove/Blur Background
- Enhance Resolution (Upscaling)
- Remove Text
- Remove Elements (Inpainting)
- Create/Replace Elements (Inpainting + Text)

- Generative Fill (Outpainting)
- Describe images, also with an alternative text for accessible PDF files
- Create caption

> *Note: The use of all AI options is without any guarantee. Used VIVA Points will not be refunded in the event of errors or dissatisfaction.*

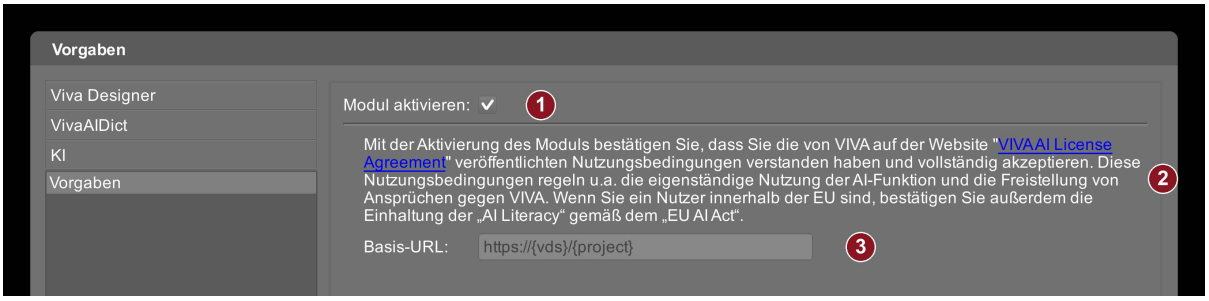
New in version 12 is the **VIVA AI Assistant**: In the **VIVA AI Assistant** palette (**Window** menu), you describe tasks in your own words, and the assistant changes the document, creates objects and pages or exports the document. You activate the assistant separately from VIVA AI in the preferences under **VIVA AI Assistant**; it is billed in VIVA Points. Please refer to the chapter VIVA AI Assistant.

Activate the AI module

To use **VIVA AI** for the **AI Actions** palette, for **Describe with VIVA AI** and for the suggestions in the file information, you must explicitly activate the module in the preferences. The activation should also ensure that users in the EU understand the **EU AI Act** and consciously use VIVA AI in the sense of their company's **AI literacy**. You activate the **VIVA AI Assistant** separately in the preferences under **VIVA AI Assistant**.

Image editing, automatic translation and converting text to speech do not require the activation; they each show their costs in their own dialog. You activate the VivaAIDict module for the spell check in the preferences in the **VivaAIDict** area. Please refer to the section Correct and improve texts with VivaAIDict in the chapter Working with Text.

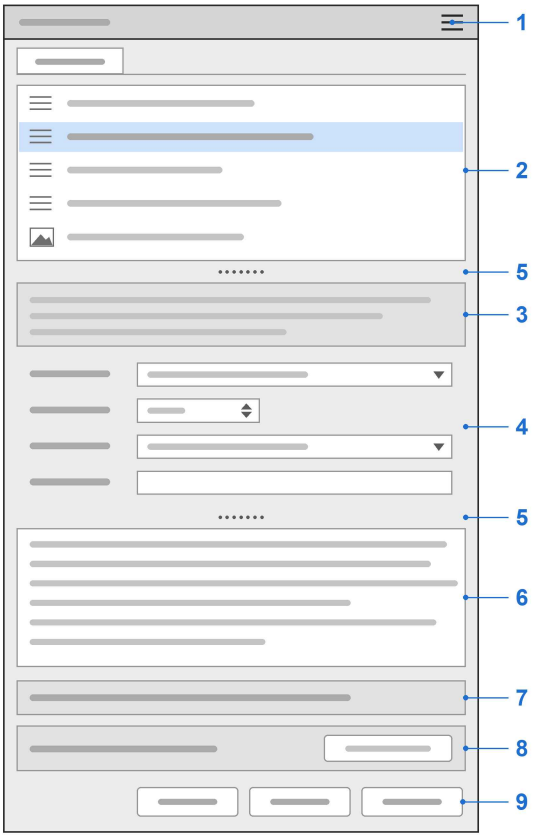
1. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac).
2. In the left area, choose **AI** and then **Preferences**.
3. Choose **Activate Module**. By activating, you confirm that you have understood and accept the terms of use that VIVA has published on the website "VIVA AI License Agreement". Users in the EU also confirm compliance with "AI Literacy" in accordance with the "EU AI Act".
4. Optionally, under **Base URL**, enter the address of a VivaDesigner Server with project (pattern: https://{vds}/{project}) on which customer-specific, customized AI actions are located. Without an entry, the program uses the VIVA server.
5. Confirm your entry with **OK**.



The figure shows the **Preferences** page in the **AI** area: the **Activate Module** option (1), the terms of use with the reference to the VIVA AI License Agreement (2) and the **Base URL** entry field (3).

Basic working method

1. Click on a text object that contains the text to be used for the calculation. In this case, the entire text of the text chain is used for the calculation. However, if you select a text, you can choose during the calculation whether the entire text or only the selected text should be used for the calculation. For text objects, the palette shows the AI actions for texts, and for picture objects, the AI actions for images.
2. Choose **Window > AI Actions**. This option is only available if a document is open and you have previously activated the AI module in the preferences. Please refer to the section Activate the AI module.
3. The **AI Actions** palette consists of several areas:



- **Menu** — (1) Displays a menu with further options.
- **Actions** — (2) Displays the list of available AI actions. An icon identifies the AI actions for texts and for images. Double-clicking an AI action starts the calculation.
- **Description** — (3) Displays a description of the AI action.
- **Options** — (4) Displays the options of the corresponding AI action.
- **Slider** — (5) Enables the area in the palette to be enlarged/reduced.
- **Result** — (6) Displays the result of the calculation.
- **Notice** — (7) Reminds you that VIVA AI can make mistakes and that you should always check the result.
- **Balance** — (8) Shows your current account balance in VIVA Points. Optionally, click **Buy VIVA Points** if your account balance is insufficient or you would like to top up your account.

- **Buttons** — (9) **Calculate** executes the selected AI action. **Save** saves the result as a file, a text as a text file (TXT). **Apply** transfers the result to the current text object or picture object. If a customer-specific AI action returns formatted text, **Apply to Page** transfers it to the text objects prepared for it on the current page.

4. Select an AI action in the **Actions** area (2).

> *Note: The list of available AI actions may vary from customer to customer and from time to time. Please contact your sales partner or VIVA directly if you require individual, customized AI actions.*

5. Specify the options for the AI actions in the **Options** area (4).

> *Note: The AI tries to adhere to the information on the options, but this is not always possible. The more precise and complete your information is, the higher the quality of the results.*

6. Choose **Calculate** or double-click the AI action. If you have previously selected a text, the program asks whether to evaluate only the selection (**Selected**) or the whole text (**Whole**).

7. Wait until the result is displayed in the **Result** area (6).

> *Note: The results must always be checked manually. The AI is set so that it does not invent results. However, this cannot be ruled out in principle. The use of all AI options is without any guarantee. Used VIVA Points will not be refunded in the event of errors or dissatisfaction.*

8. Optionally, choose **Text Size** in the menu (1) to determine the font size of the result (**Small**, **Medium** or **Large**).

9. Optionally, choose **Reload** in the menu (1) if the list of actions has changed.

10. Choose one of the following options to transfer the text from the **Result** area:

- **Apply Whole Text**: Click in the text object that is to contain the result. Choose **Apply** to transfer the entire text from the **Result** area to the current text object. If the text object already contains text, the program asks whether the result should be inserted at the insertion point (**Insert**) or replace the existing text (**Replace**); if text is selected, it asks whether only the selection (**Selected**) or the whole text (**Whole**) should be replaced.
- **Apply Selected Text**: Select any text in the **Result** area. Press **Ctrl + C** (Windows/Linux) or **Command + C** (Mac) to copy the selected text. Click in the text object that is to receive the result. Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac) to paste the selected text into the text object.
- Save the result as a file: Choose **Save** and enter a file name. The program saves the text as a text file (TXT).

> *Note: After transferring with* **Apply**, *the previous state cannot be restored with* **Undo**. *Save the document beforehand if you want to keep the original text.*

Create article

1. Click in an empty text object, set the text language in which the text is to be created, and choose the AI action **Create Article/Story**.

2. **Objective** — Determines the type of the new text, for example an article, a press release, a product description, a review or a film description.

3. **Context/Topic** — Determines the context or topic of the article.

4. **Words (max.)** — Determines the maximum number of words.
5. **Language Tone** — Determines the tone of the text, for example informative, formal, descriptive, persuasive or humorous.
6. **Format** — Determines the formatting of the results, for example paragraphs, paragraphs with headings, bullets or numbering.
7. **Target Group** — The optional specification of the target group helps the AI to tailor content and language to the specific needs and prior knowledge of the reader. For example, the AI will formulate a text on healthy eating differently depending on whether it is aimed at medical students or primary school children. While technical terms and detailed scientific findings are important for medical students, the text for children should be simple, easy to understand and playful.
8. **Insert** — Optionally specifies the terms that should be inserted in the new text if possible. Multiple terms are separated with a semicolon.
9. Choose **Calculate**.

Create headings

1. Choose the AI action **Create Headline**.
2. **Language Tone** — Determines the tone of the text. Choose **Identical** if the tone should not differ from the selected text.
3. **Words (max.)** — Determines the maximum number of words of the heading to be created.
4. **Variants** — Determines the number of variants to be submitted as proposals.
5. **Keyword** — Optionally determines which keywords should be given priority in the headline. Multiple keywords are separated with a semicolon.
6. Choose **Calculate**.

Create Keywords

1. Choose the AI action **Create Keywords**.
2. **Criteria** — Defines the criteria according to which the list of keywords is to be created.
3. **Number (max.)** — Defines the maximum number of keywords.
4. **Words (max.)** — Sets the maximum number of words per keyword.
5. **Format** — Determines the formatting of the results.
6. **Order** — Determines the order of the keywords.
7. **Reference** — Specifies whether the determination of keywords may refer to all or only certain terms in the text.
8. **Context/Topic** — The optional specification of the context or topic helps the AI to identify relevant keywords more effectively. Knowledge of the topic or context makes it possible to assess the relevance of specific words and expressions in connection with the topic more precisely. This allows the AI to identify terms that are actually central to the text and not just occur frequently by chance.

9. **Objective** — The optional specification of the objective helps the AI to identify relevant keywords more effectively. In a literary analysis, for example, topics and moods could be important, while in a market-oriented analysis, more frequently used product-related terms are of interest.
10. Choose **Calculate**.

Rephrasing Text

1. Choose the AI action **Rephrasing**.
2. **Objective** — Determines the objective for the rephrasing. This can, for example, relate to simplifying the language, changing the text length or formatting.
3. **Text Length** — Determines the length of the text. Choose **Identical (100%)** if the length should not differ from the selected text.
4. **Language Tone** — Determines the tone of the text. Choose **Identical** if the tone should not differ from the selected text.
5. **Format** — Determines the formatting of the results.
6. **Target Group** — The optional specification of the target group helps the AI to tailor content and language to the specific needs and prior knowledge of the reader. For example, a text on healthy eating would be worded differently depending on whether it is aimed at medical students or primary school children. While technical terms and detailed scientific findings are important for medical students, the text for children should be simple, easy to understand and playful.
7. **Retain** — Optionally determines the terms that should be prioritized for use in the new text. Multiple terms are separated with a semicolon.
8. **Insert** — Optionally defines the terms that should be inserted in the new text if possible. Multiple terms are separated with a semicolon.
9. **Replace** — Optionally determines the terms that should be replaced in the new text if possible. Multiple terms are separated with a semicolon.
10. Choose **Calculate**.

Summarize Text

1. Choose the AI action **Summarize Text**.
2. **Objective** — Determines the objective for the summary. This can, for example, refer to a content statement, a product description or a press release.
3. **Words (max.)** — Sets the maximum number of words.
4. **Language Tone** — Determines the tone of the text. Choose **Identical** if the tone should not differ from the selected text.
5. **Format** — Determines the formatting of the results.
6. **Target Group** — The optional specification of the target group helps the AI to tailor content and language to the specific needs and prior knowledge of the reader. For example, a text on healthy eating would be worded differently depending on whether it is aimed at medical students or primary

school children. While technical terms and detailed scientific findings are important for medical students, the text for children should be simple, easy to understand and playful.

7. **Retain** — Optionally determines the terms that should be prioritized for use in the new text. Multiple terms are separated with a semicolon.
8. **Insert** — Optionally defines the terms that should be inserted in the new text if possible. Multiple terms are separated with a semicolon.
9. **Replace** — Optionally determines the terms that should be replaced in the new text if possible. Multiple terms are separated with a semicolon.
10. Choose **Calculate**.

Find problems

1. Choose the AI action **Problem Analysis**.
2. **Analysis** — Determines the type of analysis. This can, for example, relate to conspicuous or contradictory content or to content that is not suitable for children. For example, the text is examined for possible content involving violence or drugs. In addition, the mood of the text can be analyzed.
3. Choose **Calculate**.

Questions about the text

1. Choose the AI action **Questions about the text**.
2. **Question** — Ask questions and/or tasks that relate to the text. For example, the question “What happened on April 15 according to the text?” can only be answered if the answer can also be derived from the text. The input “Create 5 questions and answers, one of which is wrong and mark the wrong answer with an asterisk (*).” makes it possible, for example, to request several answers.
3. Choose **Calculate**.

Extract data and information

1. Choose the AI action **Extract data and information**.
2. **Extract** — Determines the data to be extracted. This can, for example, relate to names of people, companies or organizations, locations, dates, telephone numbers, email addresses or events.
3. Choose **Calculate**.

Suggesting title, description and keywords

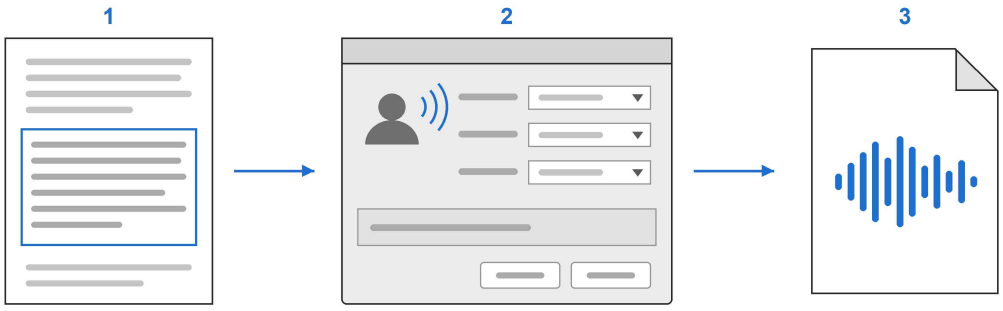
In the file information of a document (**File > Document Setup**, **File Information** tab), VIVA AI suggests a title, description and keywords at the touch of a button. The suggestions are based on the text of the first pages and are created in the main language selected there. Before the first request, the program points out that the text is transferred to the VIVA server. The program only replaces an existing entry after a confirmation prompt. The suggestions are billed in VIVA Points and require VIVA AI to be activated. Please refer to the section File Information and Statistics in the chapter Working with Documents.

Convert text to speech

With the integrated AI-based language options, you can convert the text of a document into speech. This option is useful for various applications.

- Production of audio books.
- Creating accessible documents for visually impaired or blind people.
- Creation of interactive e-learning materials in which texts are read aloud to support learning.
- Dubbing of marketing and advertising materials.
- Creating multimedia presentations/videos that combine text and voice components.

VIVA AI converts the text into speech, which is exported as an audio file in the so-called “MP3” format. This audio file can be integrated into any other application. The program supports numerous European, Oriental and Asian languages and offers a variety of voices for each language. There are both male and female voices, offering different accents and speaking styles.



The figure shows the procedure: You choose the text of a text object, a text chain or the entire document (1), define the voice, engine and gender in the **Voice Export** dialog (2), and the program saves the spoken version as an MP3 file (3).

Different technologies can be selected to convert the language, although not every voice supports all technologies.

Standard — This option uses the basic text-to-speech technology. The voices are clear and understandable, but they often sound a little robotic and less natural. This option is suitable for simple applications where the naturalness of the voice is not so important.

Neural — This option uses advanced neural networks to generate the speech. The voices sound very natural and human-like. You can reproduce emotions and nuances in the voice.

Generative — This option is the most advanced technology to convert text to speech. Generative synthetic voices are emotionally engaging, assertive and very colloquial, making them remarkably close to the human voice.

Long-form — Voices for reading long texts aloud, for example audiobooks.

Convert text to speech

1. Choose one of the following options:
   - Choose **File > Export > Document** and then **File type > MP3 audio (*.mp3)** to convert all texts in the document to speech. The program reads the texts in the automatic reading order.
   - Choose **File > Export > Text** and then **File type > MP3 audio (*.mp3)** to convert the texts of the current text chain or the selected text to speech.

2. Choose a destination folder and enter a file name. By default, the destination folder of the document and the file name of the document are suggested.
3. Click on **Save**.
4. The **Voice Export** dialog then opens.
5. Click the button next to **Voice** and choose one of the following options:
   - Choose **Automatic** if you want the program to determine the voice based on the text language used.
   - Choose a language and a specific voice within it. The menu lists the voices sorted by language.
6. In the **Engine** pop-up menu, choose a technology (**standard**, **neural**, **generative** or **long-form**). The menu only shows the technologies that the selected voice supports.
7. Select a female or male voice in the **Gender** pop-up menu. This option is only available if you have selected the **Automatic** option under **Voice**.
8. Check your account balance and the expected costs in VIVA Points; they depend on the length of the text and the selected engine. If your account balance is insufficient, choose **Buy VIVA Points**.
9. Confirm your entry. The program converts the text, saves the MP3 file and remembers the settings for the next conversion.

Automatic Translation with VIVA AI

Basic mode of operation

With the integrated AI-based translation options, you can translate texts, individual layers, pages and entire documents into over 30 languages in a matter of seconds. Supported languages include Arabic, Chinese, Japanese and Korean. In addition to English, German, French, Italian and Spanish, most European languages are also supported.

The program translates with a quality and speed that would have been unthinkable just a few years ago. With the help of the translation options, you can present your documents to an international audience at the touch of a button. Manuals, brochures and all kinds of corporate communications can be translated at a fraction of the cost and time previously required. This opens up completely new possibilities even for small companies: a multilingual menu, a manual in two or more languages, etc.

What can automatic translation do?

The translation system is based on state-of-the-art artificial neural networks that reflect the latest innovations in AI technology. The powerful network architecture, extensive training data and advanced model generation methods can produce accurate, nuanced and natural-sounding machine translations.

Translation using VIVA AI offers a number of advantages:

- **Save time**: Documents are translated at the touch of a button. No need to copy or exchange texts between different applications.
- **Cost savings**: Compared to hiring a human translator, the costs for automatic translations are lower, especially for large volumes of text.
- **Selection**: You can choose to translate individual texts, selected objects, pages, spreads, layers or entire documents at the touch of a button.
- **Document structure**: The document structure remains completely intact. You do not need to make any changes to your layout or export the document to other formats.
- **Typography**: The typography is retained so that you do not have to mark up any text afterwards.
- **Split document window**: With the options for splitting document windows, you can edit or check different languages in parallel at the same time.
- **Multilingual documents**: You can create multilingual documents using layers, where each layer contains one language. Please refer to the language and copy options for layers.
- **Control**: You can lock different layers with passwords so that translators can only edit the layer with the target language, for example.

What can automatic translation not do?

Even the best translation system is not free of errors. It is therefore important that you check the result. This assumes that you have a good command of the target language or have it checked by a human translator. However, this is usually considerably cheaper than a complete manual translation.

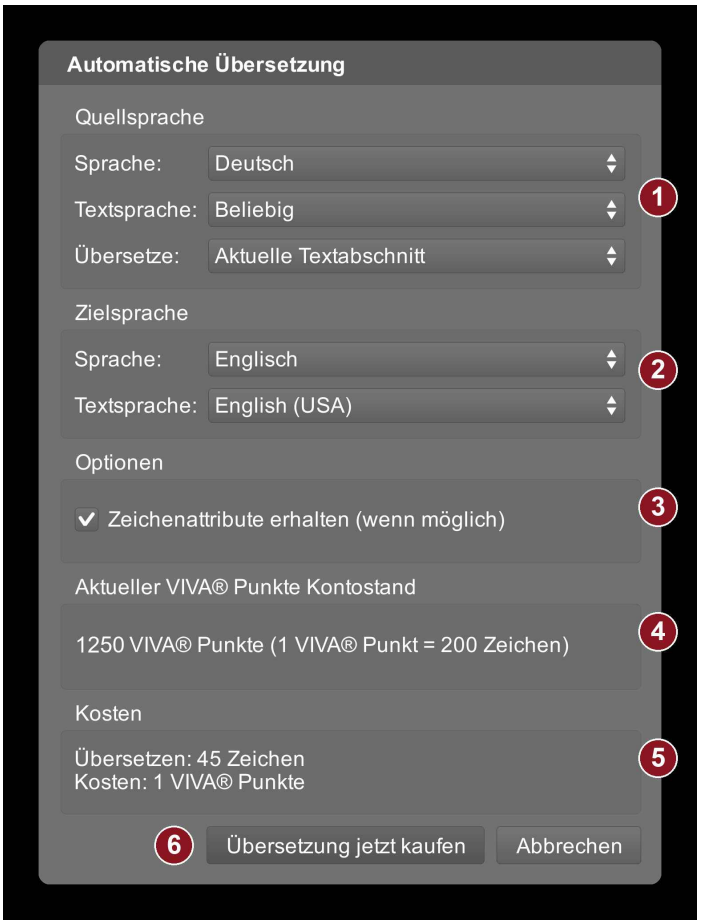
The following aspects should also be taken into account:

- **Lack of cultural understanding**: Automatic translations cannot always capture the subtleties and cultural nuances that are considered in human translations. Irony, humor and culturally specific references may be translated incorrectly or not at all.

- **Lack of expertise**: In specialized fields such as medicine, law or engineering, automatic translation might not provide the accuracy that a human expert with specialist knowledge and experience would provide. Specialist terminology could be translated incorrectly.
- **Errors with complex texts**: In-depth, literary or highly technical texts can be challenging, and nuances and specific terminology may not be captured correctly.
- **Dependence on the quality of the input text**: The accuracy of machine translations depends heavily on the clarity and grammar of the original text. Texts with many errors, colloquialisms or dialects can lead to inaccurate translations.

Automatic Translation

1. Choose **Document > Translate**. If you only want to translate a text story, a highlighted text or selected objects, first click in the text, highlight it or select the objects.



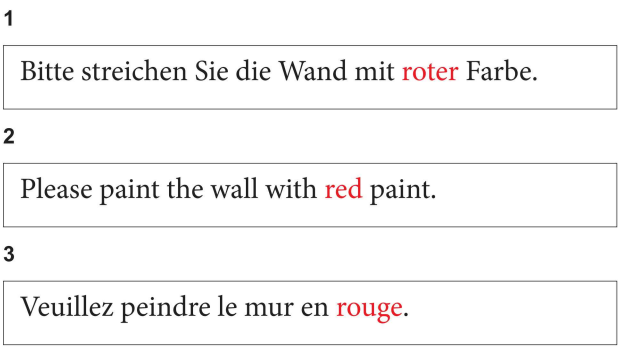
The figure shows the **Automatic Translation** dialog with the areas **Source Language** (1), **Target Language** (2) and **Options** (3), the account balance (4), the expected costs (5) and the **Buy translation now** button (6).

2. Choose the following options to define the **Source Language**:

- **Language** — Determines the language of the source text. With **Any Language (detect)**, the translation service determines the language itself.

- **Text Language** — Determines the language with which the source text is formatted. The program only translates text that is formatted with this text language; with **Any**, it translates the text regardless of its text language. This allows you to translate specifically the texts of one language in multilingual documents.
- **Translate** — Determines the scope of the translation. You can choose from **Complete Document**, **Current Layer**, **Current Spread**, **Current Page**, **Selected Objects**, **Current Text Story** and **Selected Text**. The last three options only appear if objects are selected, the insertion point is in a text or text is highlighted, respectively.

3. Choose the following options to define the **Target Language**:
   - **Language** — Defines the target language.
   - **Text Language** — Determines the language with which the target language is to be formatted. This option is important so that hyphenation can be used for the target language, for example.
4. **Keep Character Attributes (if possible)** — Defines whether the character attributes of the text should be retained in the target language. For example, if the word “red” in the sentence “Please paint the wall red” is formatted in color with a character attribute, the word “red” is formatted with the same color in the translation.



The figure shows the example: In the German source text, the word “roter” is formatted in red (1). In the English (2) and French translations (3), the corresponding word “red” or “rouge” has the same color. The translations are an example.

> *Only character attributes that have been applied to an entire word are taken into account in the translation. Character attributes that have been applied to individual characters are not taken into account.*
>
> *This option can lead to different translations, as the sentence structure must be changed when transferring to the AI.*
>
> *In individual cases, this option can lead to spaces or punctuation marks such as periods, colons, hyphens and dashes being deleted.*

5. In the **Cost** area, check the number of characters to be translated and the expected costs. The account balance above it also states how many characters one VIVA Point covers. If your account balance is insufficient, choose **Buy VIVA Points**. As long as your account balance is zero, you can translate up to 5,000 characters free of charge once; the dialog then shows the remaining free characters.
6. Choose **Buy translation now**. The program deducts the expected costs and translates the text; a progress bar shows the status. If you cancel the translation, the program credits the unused VIVA Points back to your account.

> *Note: The translation replaces the source text in the selected scope, and the program assigns the text language of the target language to the translated text. If you want to keep the source text, translate a copy, for example a copy of the document or a copied layer with the* **Current Layer** *option.*

The program places text passages that cannot be translated or do not need to be translated between two asterisks each and points this out after the translation. Then search for the asterisks to check these passages.

Notes on automatic translation

Punctuation marks

When translating, punctuation marks can be deleted, added or replaced depending on the meaning of the sentence.

- Punctuation marks such as periods, colons, hyphens and dashes may be deleted during translation. This can occur in particular if the **Keep Character Attributes (if possible)** option has been selected. However, sentences inserted with hyphens or dashes are usually retained. Example: German: “Mein Auto ist — abgesehen von ein paar Kleinigkeiten — in einem guten Zustand.” English: “My car is - apart from a few small things - in a good condition.”
- Punctuation marks appear in other places in the sentence. These are, for example, quotation marks. Example: German: „Umschalttaste“. English: “Shift” key (and not “Shift key”).
- Some punctuation marks (e.g. colon) can change the meaning depending on the context.
- Punctuation marks are added (depending on the language). Example: German: „Warum hast Du die Software gekauft?“ Spanish: “¿Por qué compraste el software?”.
- In some cases, punctuation may be missing at the end of a text.

Spaces

In some cases, spaces may be missing. This can occur in particular if the **Keep Character Attributes (if possible)** option has been selected.

Language rules

Errors can occur during translation if not all elements of the source language correspond to the language-specific rules. This applies to language-specific quotations and citations or the formatting of numbers.

Symbol fonts

Typographical errors may occur during translation when using symbol fonts. This applies in particular to bullets and numbering that are created using manual characters. Therefore, bullets and numbering should always be created using the option of the same name. If this is not possible, bullets/numbering and the main text should be separated by the **Indent here** option.

Image editing with VIVA AI

Basic mode of operation

Image editing with VIVA AI comprises the commands in the **Picture > Background** submenu and the **Picture > Image Editing** command. The calculation takes place online on a VIVA server and is billed in VIVA Points; the dialog shows the costs before the calculation. Activating VIVA AI in the preferences is not required for this.

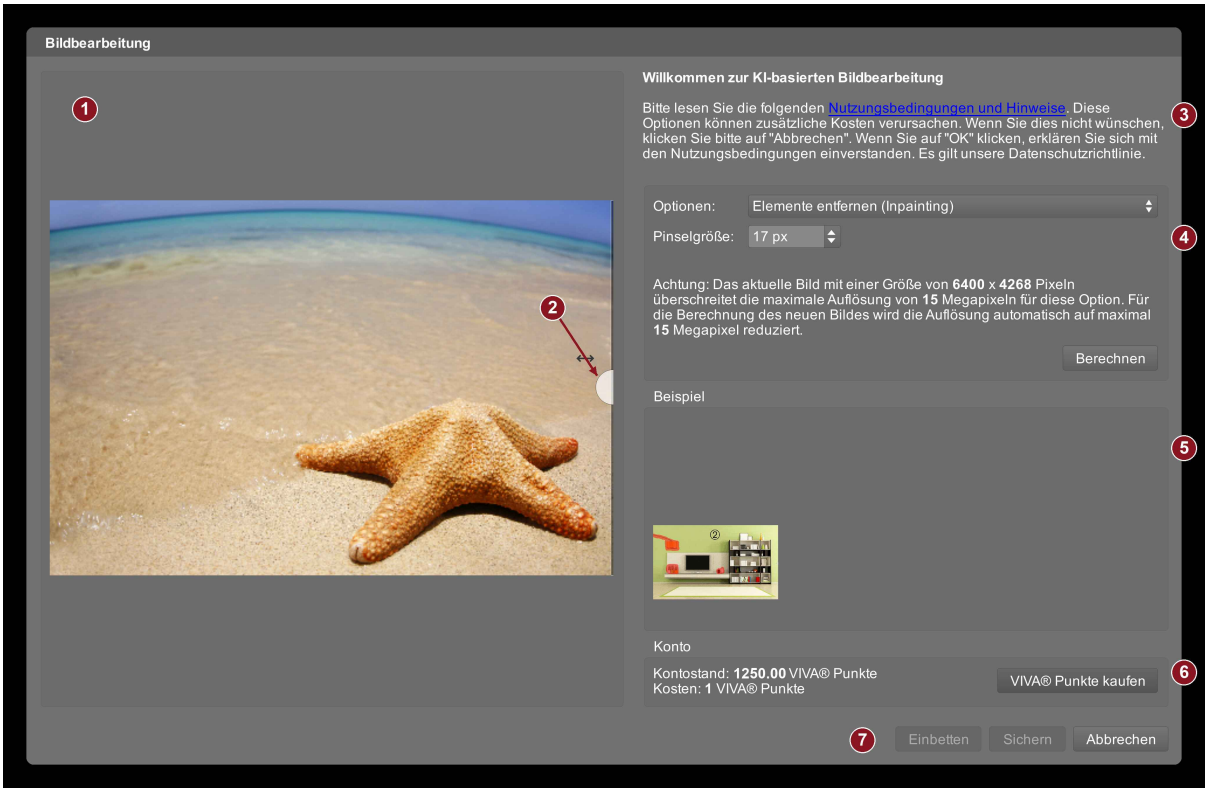
The program stores the result differently depending on the method: The image receives a removed background as a background mask and a retouch (removing or replacing elements, removing text) as a retouch layer above the unchanged original. You can then edit both further in the **Picture > Image Adjustments** dialog on the **Mask** tab, for example with a soft edge. Generative fill, enhanced resolution and a blurred background, on the other hand, replace the image. All edits can be reversed with **Undo**. Please refer to the section Mask Tab in the chapter Working with Pictures.

1. Click on a picture object into which an image has been imported.

> *Make sure that the link to the original image is available or that the image is embedded. Missing or modified images cannot be edited.*

2. Choose **Picture > Image Editing** or, to remove the background, **Picture > Background > Remove/ Blur Background**.

3. The **Image Editing** dialog consists of several areas:



- **Preview** — (1) Displays the preview of the image. A slider (2) can be used to display the image before and after the calculation: the original to the left of the dividing line, the result to the right.
- **Usage information** — (3) Refers to the terms of use and notes on AI-based image editing.

- **Option** — (4) In the **Option** pop-up menu, you choose the method: **Remove/Blur Background**, **Remove Elements (Inpainting)**, **Generative Fill (Outpainting)**, **Enhance Resolution (Upscaling)**, **Replace Elements (Text Inpainting)** or **Remove Text**. The menu also offers some methods in a second variant. Below it, the settings of the method appear, a note if the image is too large for the method, and the **Calculate** button. You can switch to another method at any time.
- **Example** — (5) Shows examples of how images can look before and after the calculation.
- **Account** — (6) Shows the current account balance and the expected cost of the option. Optionally, click **Buy VIVA Points** if your account balance is insufficient or you would like to top up your account.
- **Embed** and **Save** — (7) Transfer the result to the picture object or save it as an image file. Both buttons are only available after the calculation. You determine which of the two buttons the dialog shows in the preferences in the **Image Editing** area under **Options** (**Save and Embed**, **Save** or **Embed**).

4. Choose **Calculate** to start the calculation. An animation is displayed during the calculation. Wait until the result is displayed.



5. Use the slider to display the result before and after the calculation.





6. Choose **Save** to save the result as an image file. The button is then called **Link**: With it, you transfer the saved file to the picture object as a linked file.
7. Choose **Embed** to transfer the result to the current picture object. The program stores it in the document.

> *The use of all AI options is without any guarantee. Used VIVA Points will not be refunded in the event of errors or dissatisfaction.*

Remove/Blur Background

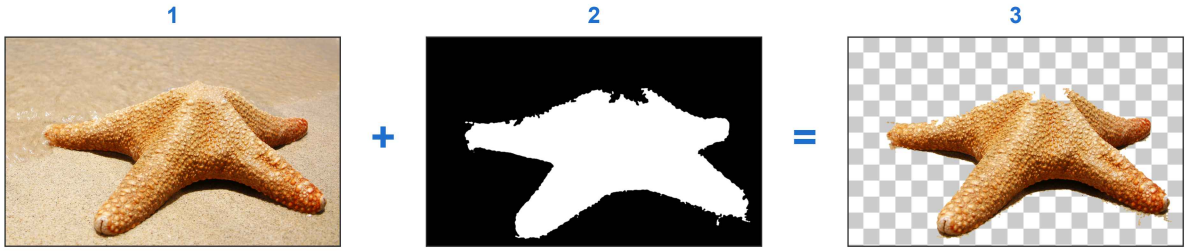
1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Background > Remove/Blur Background** to remove or blur the background of an image using AI.
3. Optionally, choose **Blur** to blur the background. Enter a value for the blur between "***1***" and "***100***". The higher the value, the more indistinct the background. Without **Blur**, the program removes the background.
4. Choose **Calculate**.
5. Use the slider to display the result before and after the calculation.
6. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI" is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested; for a removed background, the program suggests the **PNG** type instead of **JPG** so that the transparency is preserved. The file receives the color space of the original image. Choose **Save** to complete the saving of the file.

- Choose **Embed** to transfer the result to the current picture object. The program places a removed background as a background mask over the unchanged image; a blurred background replaces the image and is embedded in the document.

Manage background mask

When the background of an image is removed, the image itself is not physically changed. Instead, a so-called “mask” is created, which is placed over the image. This mask defines which parts of the image remain visible and which are hidden. The original background is only made invisible, but not deleted or changed.

A mask is comparable to a transparent film that covers certain areas of the image. The covered parts (i.e. the background) become invisible, while the uncovered parts (the main subject) remain visible. The original image remains unchanged under this mask.



The figure shows the principle schematically: The original image (1) remains unchanged. The background mask (2) defines which areas remain visible (white) and which are hidden (black). Only the main subject (3) appears in the document; the hidden areas are transparent, shown here as a checkerboard pattern.

You edit the background mask in the **Picture > Image Adjustments** dialog on the **Mask** tab: You expand or reduce the clipping, give it a soft edge or invert it.

1. Click in a picture object in which an image has been imported.

2. Optionally, choose the following options to manage the background mask:
   - Choose **Picture > Background > Delete Background Mask** to delete the calculated mask.
   - Choose **Picture > Background > Hide Background Mask** to hide the calculated mask.
   - Choose **Picture > Background > Show Background Mask** to show the hidden mask again.
   - Choose **Picture > Background > Apply Background Mask to File** to save the original image together with the mask as a new image file (**PNG** or **TIFF**) with an “alpha channel”. The alpha channel is used to define the transparency of an image. This allows the image to be used in other documents and programs without having to recalculate the mask.

Remove Elements

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then the **Remove Elements (Inpainting)** option in the **Option** pop-up menu to remove elements of the image using AI.
3. Enter a value between "***1***" and "***100***" in the **Brush Size** input field. The higher the value, the larger the brush. Alternatively, change the brush size with the mouse wheel. When you change the brush size, the program deletes areas that have already been marked.
4. Use the brush to mark the areas you want to remove. The markings appear in red. Make sure that the areas are marked over the entire surface and that there are no gaps. Mark generously with an appropriate overlap.



5. Choose **Calculate**.
6. Use the slider to display the result before and after the calculation.
7. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI" is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested. Choose **Save** to complete the saving of the file.
   - Choose **Embed** to transfer the result to the current picture object. The program places the retouched areas as a retouch layer over the unchanged original.

Generative Fill

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then the **Generative Fill (Outpainting)** option in the **Option** pop-up menu to extend the image beyond its edges using AI.
3. Enter a value between "***0%***" and "***100%***" in the **Left**, **Right**, **Up** and **Down** input fields. The values refer to the width or height of the image. The higher the value, the greater the filling. Values between "***1%***" and "***20%***" are ideal. To achieve optimum results, you should not enter values in more than two input fields. If the image is to be enlarged on all sides, we recommend using this option in two successive steps and saving the first result to be on the safe side.



4. Choose **Calculate**.
5. Use the slider to display the result before and after the calculation.
6. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI" is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested. Choose **Save** to complete the saving of the file.
   - Choose **Embed** to transfer the result to the current picture object. The extended image replaces the previous image and is embedded in the document; the original image section remains in place.

Enhance Resolution

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then the **Enhance Resolution (Upscaling)** option in the **Option** pop-up menu to improve the resolution of the image using AI.
3. Choose one of the following options:
   - Enter a maximum value of ***4000*** pixels in the **Width** and/or **Height** input field. The higher the value, the higher the resolution, which is automatically calculated in the **Resolution** input field. Width and height change proportionally.
   - Enter a value in the **Resolution** input field. You cannot enter a value where the size of the image exceeds 4000 pixels.

   If the image is already wider or higher than 4000 pixels, it cannot be calculated; the dialog points this out. The costs depend on the size of the new image.



4. Choose **Calculate**.
5. Use the slider to display the result before and after the calculation.
6. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI" is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested. Choose **Save** to complete the saving of the file.
   - Choose **Embed** to transfer the result to the current picture object. The image with the higher resolution replaces the previous image and is embedded in the document.

Replace elements using text instructions

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then the **Replace Elements (Text Inpainting)** option in the **Option** pop-up menu to replace elements of the image using AI.
3. Enter a value between “1” and “100” in the **Brush Size** input field. The higher the value, the larger the brush.
4. Use the brush to mark the areas you want to replace. The markings appear in red.

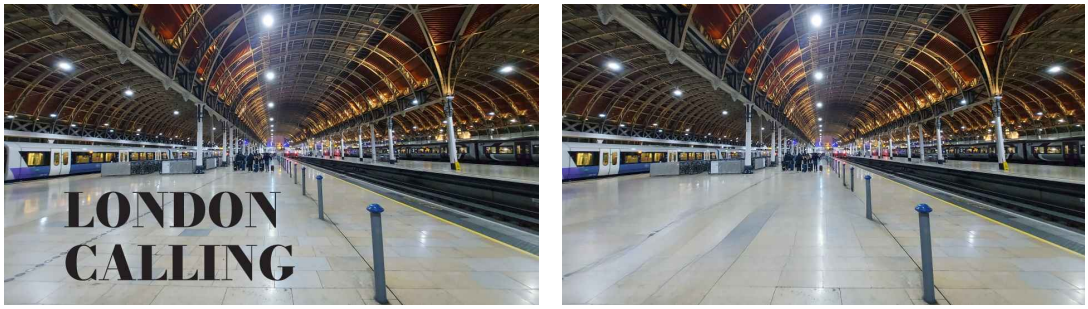


Make sure that the areas are fully marked and that there are no gaps.
If you change the brush size, the marked area will be deleted.
Mark generously with an appropriate overlap.
The marked area should not exceed 25% of the total area.

5. In the **Prompt** input field, enter a text that describes the replacement. You must describe the entire image. Example: “***`Woman with a blue cap`***”. The description may be at most 1000 characters long.
6. Choose **Calculate**.
7. Use the slider to display the result before and after the calculation.
8. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition “_KI” is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested. Choose **Save** to complete the saving of the file.
   - Choose **Embed** to transfer the result to the current picture object. The program places the replaced areas as a retouch layer over the unchanged original.

Remove text from images

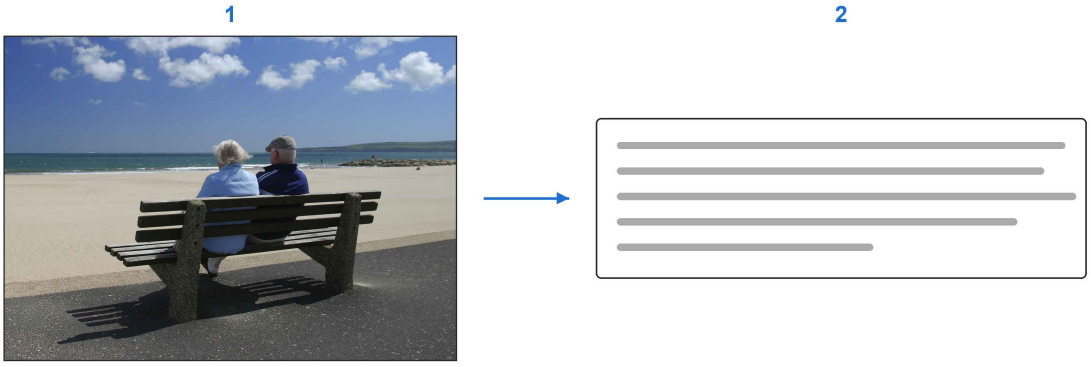
1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then the **Remove Text** option in the **Option** pop-up menu to remove text from the image using AI.



3. Choose **Calculate**.
4. Use the slider to display the result before and after the calculation.
5. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI" is suggested as the file name. The same type is suggested as the file type if the original image is a **JPG**, **PNG** or **TIFF** image. If this is not the case, the **PNG** type is automatically suggested. Choose **Save** to complete the saving of the file.
   - Choose **Embed** to transfer the result to the current picture object. The program places the cleaned areas as a retouch layer over the unchanged original.

Describe Images with VIVA AI

VIVA AI describes images in two ways: With the AI actions of the **AI Actions** palette, you create an image description or a caption as text, which you transfer to a text object. With **Describe with VIVA AI**, you create the alternative text of an object for accessible PDF files. Both ways require VIVA AI to be activated and are billed in VIVA Points.



The figure shows the principle: VIVA AI evaluates the image (1) and returns a short description (2). Example of an alternative text for this photo: “An elderly couple sits on a wooden bench on a sandy beach, looking out to sea; above them a blue sky with scattered clouds.”

Describing images with the AI Actions palette

1. Click in a picture object in which an image has been imported.
2. Choose **Window > AI Actions** to describe images using AI.
3. Choose an AI action in the **Actions** area, for example **Create Image Description** or **Create Caption**.

> *Note: The list of available AI actions may vary from customer to customer and from time to time. Contact your sales partner or VIVA directly if you require individual, customized AI actions.*

4. Specify the options for the AI actions in the **Options** area. Under **Language**, you choose the language of the result. For **Create Image Description**, you can also specify the language tone, context/topic, words (max.), target group, objective and content to be emphasized; for **Create Caption**, the number of variants.

> *Note: The AI tries to adhere to the information on the options, but this is not always possible. The more precise and complete your information is, the higher the quality of the results.*

5. Choose **Calculate**.
6. Wait until the result is displayed in the **Result** area.

> *Note: The results must always be checked manually. The AI is set so that it does not invent results, but this cannot be ruled out in principle. We give no guarantees and do not refund VIVA Points in the event of errors or dissatisfaction.*

7. Optionally, choose **Text Size** in the palette menu to determine the text size of the result.
8. Choose one of the following options to transfer the text from the **Result** area:
   - **Apply Whole Text**: Click in the text object that is to contain the result. Choose **Apply** to transfer the entire text from the **Result** area to the current text object.

- **Apply Selected Text**: Select any text in the results area. Press **Ctrl + C** (Windows/Linux) or **Command + C** (Mac) to copy the selected text. Click in the text object that is to contain the result. Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac) to paste the selected text into the text object.

Creating alternative text with VIVA AI

With the **Describe with VIVA AI** button in the **Object > Export Options** dialog and in the **Module** palette, VIVA AI writes the alternative text of a selected object for accessible PDF files. To do this, the program transfers an image of the object to the VIVA server, writes the text in the language of the object or in the main language of the document and sets the tag to **Graphic (Figure)**; the text remains editable. Before the first request, the program points out the transfer and the billing in VIVA Points; it only replaces an existing alternative text after a confirmation prompt. During the request, a window shows the process; you cancel it with **Cancel**. Please refer to the section Create alternative text with VIVA AI in the chapter Export.



VIVA AI Assistant

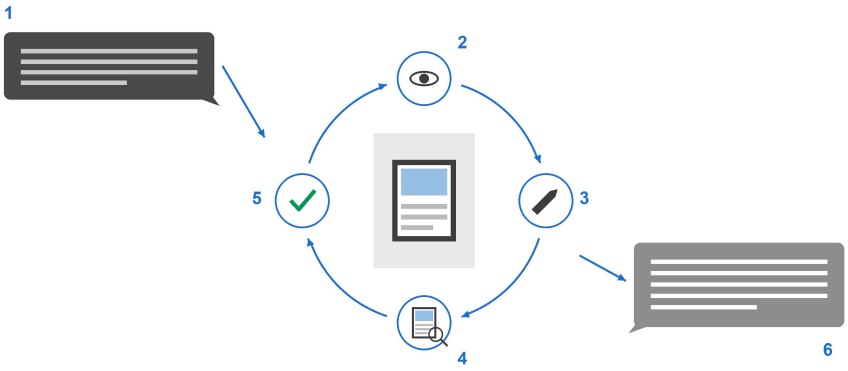
Version 12 — November 2026

VIVA AI Assistant

With the VIVA AI Assistant, you give instructions in your own words: it designs pages, changes texts, style sheets and tables, writes scripts and works with Database Publishing. In this section, you will learn how to set up and use the assistant, how to phrase requests and what you can achieve with it.

Introduction

The VIVA AI Assistant works directly in your document. You describe what should be created or changed, for example “Design an A5 flyer for our summer party” or “Change the Subheading style sheet to all caps in dark green”. The assistant reads the document, carries out the necessary steps, looks at the result as a page image and checks it before it answers.



The figure shows how it works: You submit a request (1). The assistant reads the document (2), changes it (3), looks at the page image (4) and checks the result (5). It repeats these steps until the request is done and then answers in a few sentences (6).

VivaDesigner handles typesetting, rendering and measuring on your computer, with your fonts and pictures. The AI service receives the request, the content the assistant reads for the request and the page images it looks at.

You submit requests in the **VIVA AI Assistant** palette or in the start dialog in the **Have it designed** area. Billing is per request in VIVA Points. Please refer to the notes in the chapters User Interface and VIVA Points.

> *Note:*
>
> - *The assistant works with artificial intelligence. Its results may contain errors, and its answer does not always reliably report whether a request has succeeded. Therefore, check every result before you pass on, print or export a document. VIVA Points used are not refunded in the event of errors or dissatisfaction.*

What the assistant does

The assistant uses the program functions that your license provides. Among other things, it performs the following tasks:

- **Designing pages** — Setting the page format, adding pages, creating, moving, scaling and deleting text, graphic and picture objects, drawing shapes such as a star, heart, arrow or speech bubble as editable shape objects.
- **Texts and style sheets** — Writing and replacing texts, creating, changing and applying paragraph and character style sheets, fitting text objects to their text, finding and fixing overset text, setting Kashida for Arabic justified text.
- **Tables and charts** — Creating tables with a header row and values, taking over cells from Excel, Numbers and CSV files or exporting them as XLSX and CSV, creating and changing charts.
- **Pictures and accessibility** — Placing pictures from files, setting alternative texts, the document title and the language for accessible PDF files.
- **Menu bar options** — for example grouping, arranging, aligning, locking or converting text to paths. If an option opens a dialog, the assistant waits until you close the dialog.
- **Documents and files** — Opening documents (including PDF, IDML and InDesign files), saving them, creating new ones and exporting them as PDF, also with a PDF export preset or only individual pages; viewing folders, searching for and reading files and saving text files such as CSV lists.
- **Fonts** — Searching for, activating and applying fonts in the VIVA Font Server.
- **Scripts** — Writing JavaScript scripts, testing them in the document and adding them to the Scripts palette.
- **Database Publishing** — Connecting data sources (CSV, Excel, JSON), creating rules as well as IP and CP forms, setting text, pictures, tables, barcodes, QR codes and charts with data fields and producing pages from the data; if your license includes Easy Publishing, also text layouts and layout sets.
- **Internet** — Loading pictures and files from the internet if you give the address. Whether the assistant can search the internet and read web pages depends on the hosting you choose in the preferences.

Limits of the assistant

The assistant may only do what you are allowed to do. The following limits always apply:

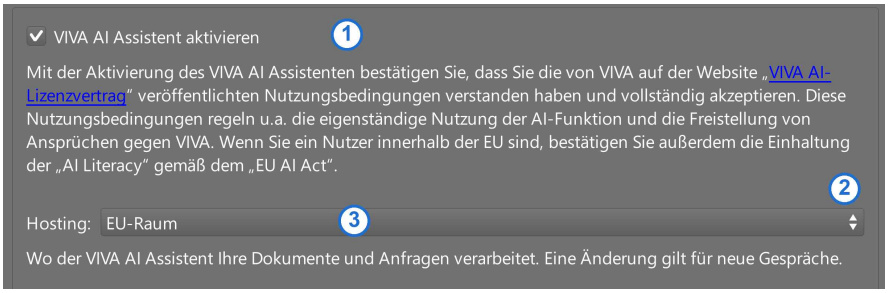
- It respects your license, the edition of your program, your working mode (Beginner, Advanced, Expert) and the access rights of the document. Options that are not available in the menu are not used by the assistant either.
- It leaves locked and protected objects as well as objects on locked or hidden layers unchanged.
- It only works in the document of the conversation. If another document is in the foreground, it does not change anything.
- System and program folders, application data, temporary folders, the VivaDesigner preferences folders, hidden files and files that look like keys or passwords remain locked to it. It only reaches network paths via mapped network drives.
- It only saves into existing folders. It only replaces an existing file that it has not created itself in the conversation if you explicitly ask it to.
- Its scripts run in a restricted script profile: They only affect the open document and have no access to files, other programs or the internet.

Activating the VIVA AI Assistant

The assistant sends content of your documents to the VIVA AI service. It therefore only accepts requests after you have activated it in the preferences and agreed to the terms of use. In the preferences, you also choose the hosting, that is, where the assistant processes your documents and requests.

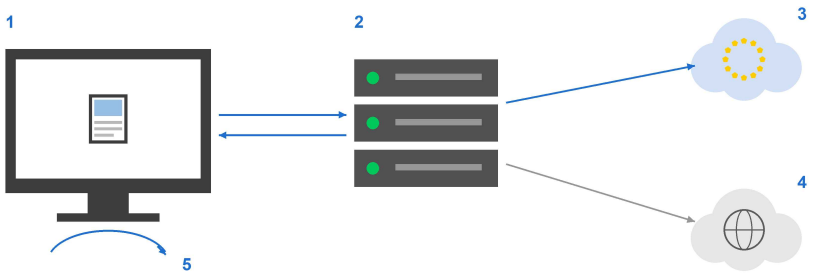
Activating the VIVA AI Assistant and choosing the hosting

1. Choose **Edit > Preferences** (Windows/Linux) or **[Program Name] > Preferences** (Mac).
2. In the left area, choose **VIVA AI Assistant** and then **Preferences**.
3. Choose the option **Activate the VIVA AI Assistant**. By activating it, you confirm that you have understood and accept the terms of use that VIVA has published on the web page “VIVA AI License Agreement”. Users in the EU also confirm compliance with the “AI Literacy” in accordance with the “EU AI Act”.
4. From the **Hosting** popup menu, choose the option **European Union** or **Outside the European Union**.
5. Confirm your entries.



The figure shows the **Preferences** page in the **VIVA AI Assistant** area with the option **Activate the VIVA AI Assistant** (1), the terms of use with the link to the VIVA AI License Agreement (2) and the **Hosting** popup menu (3).

VIVA defines on the server which entries the **Hosting** popup menu offers. A change applies to new conversations: A conversation stays on the server on which it started. If you send a message in an old conversation after a change, the palette asks you to start a new conversation. Speech input follows the new choice immediately.



The figure shows the path of the data: VivaDesigner on your computer (1) sends the request, content and page images to the VivaDesigner server of VIVA (2). The server monitors the budget, bills in VIVA Points and forwards the conversation to the AI service of the selected hosting: within the European

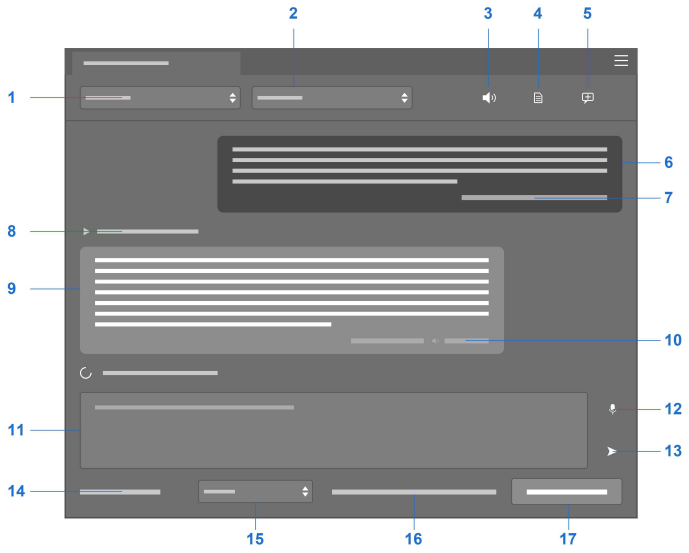
Union (3) or outside the European Union (4). VivaDesigner carries out all changes to the document, typesetting and rendering on your computer (5).

The server deletes the history of a conversation 24 hours after the last activity.

> *Note:*
>
> - *You activate the* **AI Actions** *palette and the other functions of VIVA AI separately in the* **AI** *area of the preferences. Please refer to the notes in the chapter Working with VIVA AI.*

The VIVA AI Assistant palette

Choose **Window > VIVA AI Assistant** to open the palette. In the palette, you hold the conversation with the assistant: Your messages are on the right, the assistant's answers on the left.



The figure shows the palette with the following elements:

- **Mode** (1) — **Auto** or **Plan only**. Please refer to the section Auto and Plan only.
- **Thorough** or **Fast** (2) — determines how carefully and how quickly the assistant works.
- **Read the answers aloud** (3) — reads every new answer aloud.
- **Notes** (4) — shows what the assistant keeps in mind. Please refer to the section Notes.
- **New conversation** (5) — ends the conversation and starts a new one.
- Your message (6) with the time and the link **rewind to here** (7).
- The number of steps (8). A click shows the individual steps.
- The assistant's answer (9) with the time and the link **read aloud** (10).
- The input field (11) for your request.
- **Speak** (12) — starts and ends speech input.
- **Send** (13) — sends the request. While the assistant is working, **Stop** appears in this place.
- The costs of the conversation so far (14). The tooltip also shows the costs of the last turn and the budget.
- The budget of the conversation (15).
- Your balance of VIVA Points (16) and the button for buying VIVA Points (17).

While the assistant is working, a line above the input field shows the current step. The palette menu contains the same options as the buttons and additionally the option **Save conversation ...**: The program saves the conversation as a text file with your messages, the answers, the times and the steps.

Submitting requests

Submitting a request

1. Open the document in which the assistant is to work, or create a new document.

2. Choose **Window > VIVA AI Assistant**.

3. In the input field, describe what the assistant should do.

4. Click **Send** or press Ctrl + Enter (Windows/Linux) or Command + Return (Mac).

While the assistant is working, the document is locked for input. You can scroll, zoom and open menus, but you cannot change any objects. **Stop** ends the turn immediately and releases the document. If you close the document of the conversation, the assistant stops as well.

If the assistant needs a decision from you, it asks, for example before it activates a font. Simply answer in the input field.

The assistant interrupts very long tasks after a certain number of steps and reports this in the palette. Then send a message such as “continue” so that it carries on.

Continuing the conversation

A conversation always belongs to one document. Follow-up requests build on the previous conversation: You can have a result improved without describing the whole request again, for example “Center the program items vertically in their color areas”.

For another document or a new task, choose **New conversation**. Long conversations become slower and more expensive; if a conversation becomes very long, the palette recommends starting a new one.

Viewing the steps

Below your message, you can see how many steps the assistant has carried out. Click the line to show the steps, for example **Looked at the document**, **Created an object**, **Looked at the page** or **Executed a script**. **Show details** displays the feedback of a step and, for scripts, the code.

Phrasing requests

The assistant understands requests in your own words. The more precisely you describe what you expect, the closer it comes to the result you want. The following tips help:

- **State the goal** — Describe the format, purpose and target group, for example “A5 portrait flyer for the summer party of the city library”.
- **Provide complete content** — Give dates, names, figures and texts. The assistant adds anything you do not mention on its own; in one of the examples below, it put a wrong year in the heading.
- **Name places clearly** — “the table on page 2”, “all paragraphs with the Subheading style sheet”, “the picture object at the top left”.
- **Describe the design** — with words such as light, calm or shades of blue, or with exact values for font, font size, color and spacing.

- **Set limits** — Say what should remain unchanged, for example “without changing the font size”.
- **Have it checked** — “Check the result on the page image” or “Check all pages for overset text”.
- **Work in stages** — Have large tasks done in several requests and make improvements in the same conversation.
- **Specify files completely** — Give files and folders with their full path.

Mode, speed and budget

Auto and Plan only

In **Auto** mode, the assistant changes the document and runs scripts on its own; every turn can be rewound. In **Plan only** mode, it reads the document and describes what it would do without changing anything. It reads files in this mode too, but it does not save any files and does not keep any notes.

Thorough and Fast

With **Thorough**, the assistant handles larger tasks carefully; it needs more time for this and costs more. With **Fast**, it answers sooner and usually costs less; this setting is suitable for simple tasks. A change applies from the next conversation.

Budget and costs

Each conversation has a budget in VIVA Points. You choose it at the bottom of the palette: 5, 10, 25, 50 or 100 VIVA Points. The selection applies immediately to the current conversation and to the next ones. Next to the budget, the palette shows what the conversation has cost so far and your balance.

If the budget is not enough for the next step, the assistant stops. Choose the option **Raise the budget by 10 VIVA Points and continue**: The stopped step is then sent again; nothing that was done is lost or repeated.

Billing is per request as soon as the turn ends, even if you end it with **Stop**. Speech input is also billed according to the speaking time. Rewinding does not return VIVA Points that have been used. In the examples in this chapter, a simple request cost between 0.3 and 2 VIVA Points, the draft of a flyer about 3 and a five-page manual about 10 VIVA Points.

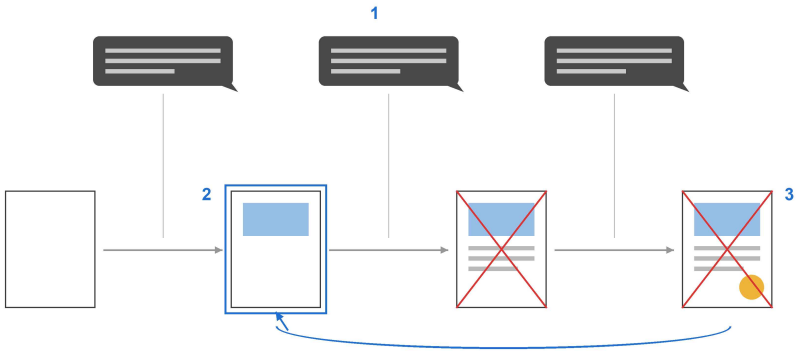
Rewinding

Before the first change of a turn, the assistant saves the state of the document. With **rewind to here**, you reset the conversation and the document to the state before one of your messages, also across several turns.

Rewinding the conversation and the document

1. Below the message before which you want to return, click **rewind to here**.

2. Confirm the query.



The figure shows a conversation with three messages and the state of the document after each turn. If you rewind to the second message (1), the document returns to the state after the first turn (2); the changes of the later turns are discarded (3).

The message to which you have rewound then appears in the input field again. You can change it and send it again.

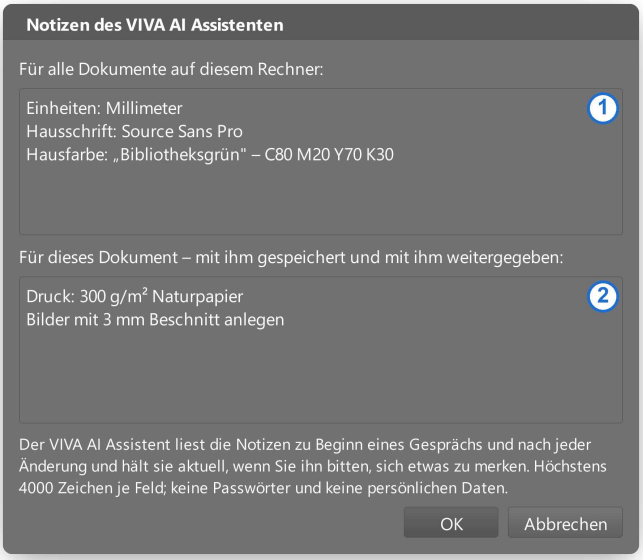
If you have changed the document yourself since this message, the query warns you that your own changes will be lost as well. Files that the assistant has saved, for example PDF files, text files or scripts, are kept. If the assistant has opened another document in the conversation, the conversation can only be rewound up to this switch.

Notes

The assistant can remember settings, for example your unit of measurement, your corporate font or your corporate colors. Ask it to do so, for example with “Remember for all documents …”. It distinguishes between two kinds of notes:

- **For all documents on this computer** — These notes apply to every conversation.
- **For this document** — The program saves these notes with the document and passes them on with it; they are not included in exported PDF files.

Click **Notes** to view and change the notes. Each field holds a maximum of 4,000 characters. Do not enter any passwords or personal data.



The figure shows the **Notes of the VIVA AI Assistant** window after the following request with the notes for all documents (1) and the notes for the document (2).

> *Request:*
>
> - *"Please remember for all my documents: I work in millimeters. Our corporate font is Source Sans Pro, our corporate color is called 'Library Green' (C80 M20 Y70 K30). And remember for this document only: The program cards are printed on 300 g/m² natural paper, please set up pictures with 3 mm bleed."*

The assistant reads the notes at the start of a conversation and after every change. It treats notes in a document that you have received from others as information and not as instructions.

Speaking and reading aloud

Speaking a request

1. Click **Speak**.
2. Speak your request. A level indicator next to the status line shows that the microphone hears you.
3. Click **Speak** again to end the recording. A recording lasts a maximum of 120 seconds.
4. Check the recognized text in the input field and send it.

The recording is not saved. If a message says that the microphone cannot be opened, allow VivaDesigner access in the Windows settings under **Privacy > Microphone** or in the Mac system settings under **Privacy & Security > Microphone**.

Having answers read aloud

Choose **Read the answers aloud** so that the assistant reads every new answer aloud. With **read aloud** below an answer, you have only this one answer read aloud. The program uses the voices of your operating system for this, without an internet connection and free of charge.

Scripts of the assistant

For recurring tasks, the assistant writes JavaScript scripts and tests them in the document. You add successful scripts to the Scripts palette and run them later without the assistant and free of charge.

Adding a script to the Scripts palette

1. Below your message, click the line with the steps.
2. At the **Executed a script** step, choose the option **Add to the Scripts palette ...** and then **To my scripts ...** or **Into the document ...**.
3. Enter the name of the script and confirm your entry.

You can also ask the assistant in the request to save the script. Scripts of the assistant are located in the Scripts palette in the **VIVA AI Assistant** folder and begin with the line **`// @viva-assistant`**. They also run from there in the restricted script profile of the assistant and only affect the open document. Please refer to the notes in the chapter Working with Scripts.

Examples

The following examples were created with VivaDesigner 12 and the European Union hosting, with the **Thorough** setting unless stated otherwise. Duration and costs are those of the respective example. The assistant designs anew with every request; the same request therefore does not always lead to the same result.

Designing and improving a flyer

In a new, empty document, you submit the following request:

> *Request:*
>
> - *"On this page, design an A5 portrait flyer for the summer party of the city library on Saturday, June 21, from 2 to 6 p.m. With a large heading, a short invitation text, three program items (reading for children, book flea market, live music in the courtyard) and a placeholder for a photo. Use light, summery colors."*

The assistant changes the page format to A5, creates the background, a header bar, text objects, color areas and a placeholder for the photo and checks the result on the page image (101 seconds, 3.17 VIVA Points).

Two things stand out in the draft: The heading contains a year that was not in the request, and the program items are at the top of their color areas. A follow-up request in the same conversation:

> *Request:*
>
> - *"Thank you! Three more changes, please: Remove the year from the heading. Center the program items vertically in their color areas. And place the picture …\Sample-Pictures\Flower\IMG_7791.JPG in the photo placeholder so that it fills the placeholder completely."*

The year and the photo are then done; the assistant also removes the hint text in the placeholder on its own. The program items, however, are still too high, although the answer reports that they are centered. A more precise request achieves the goal:

> *Request:*
>
> - *"The program items are still too high in their color areas. Increase the top inset of the three text objects until the text is exactly centered vertically in the color area, and check it on the page image."*



The figure shows the draft after the first request (left) and the flyer after two follow-up requests (right). The three requests cost 7.63 VIVA Points in total.

Preparing a document for an accessible PDF

A document with three photos and captions is to be published as an accessible PDF file. The accessibility check reports missing alternative texts, a missing document title and a missing document language. First, you ask for advice in **Plan only** mode:

> *Request:*
>
> - *"I would like to export an accessible PDF from this document. What is still missing for that, and how would you proceed?"*

The assistant names the missing alternative texts and suggests them from the captions; it also recommends defining the tags of the objects and marking an empty object on the master page as an artifact. The document remains unchanged (35 seconds, 1.29 VIVA Points).

So that you can quickly find pictures without alternative text in other documents too, you have a script written in **Auto** mode:

> *Request:*
>
> - *"Write a script that marks all picture objects without alternative text with a red 2 pt outline. Run it and save it in my scripts under the name 'Mark pictures without alternative text'."*

The assistant looks up how scripts access picture objects and their alternative text, tests the script, improves it, runs it and saves it in the Scripts palette (35 seconds, 1.42 VIVA Points).



The figure shows the page after the script has marked the three picture objects in red.

The red outlines should not remain in the document. With **rewind to here** at the message with the script request, the document returns to the state before it; the saved script remains in the Scripts palette, and rewinding costs nothing. Then follows the actual request:

> *Request:*
>
> - *“Prepare the document for an accessible PDF: Set ‘Summer Menu at the Library Café’ as the document title and English as the language. Use the captions under the pictures as alternative texts, without ‘The figure shows’.”*

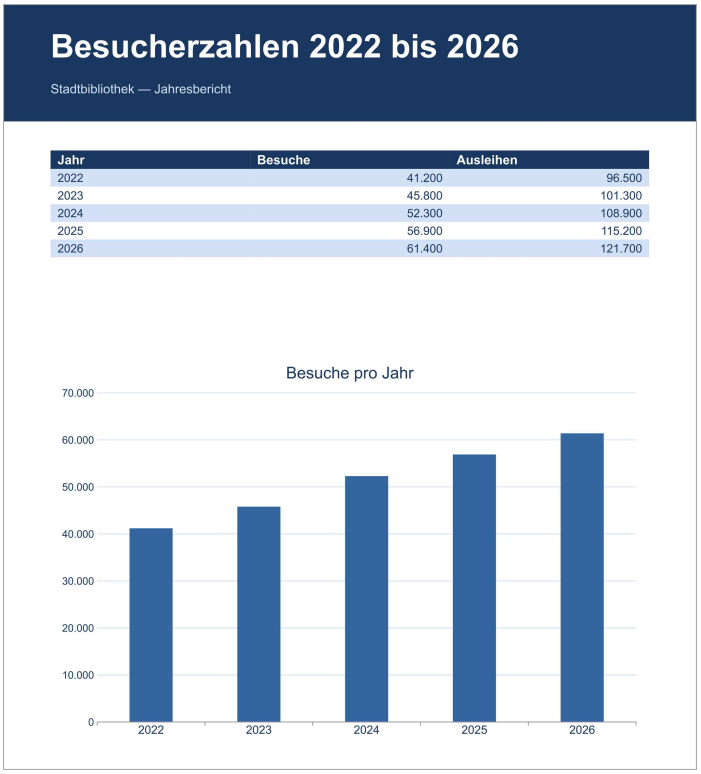
The assistant sets the title and language, transfers the three captions as alternative texts, for example “Mixed green salad with shaved Parmesan in a white bowl.”, and marks the empty object on the master page as an artifact (35 seconds, 1.61 VIVA Points). The accessibility check then no longer reports any errors.

Annual report with table and chart

> *Request:*
>
> - *“On this page, create a small annual report for the city library: at the top the heading ‘Visitor Numbers 2022 to 2026’, below it a table with a header row (Year, Visits, Loans) and these values: 2022: 41,200 visits, 96,500 loans; 2023: 45,800 / 101,300; 2024: 52,300 / 108,900; 2025: 56,900 / 115,200; 2026: 61,400 / 121,700. Below the table, a column chart of the visits per year. Calm design in shades of blue.”*

The assistant creates the header area, the table and the chart in one go (86 seconds, 2.29 VIVA Points). In the table, the text initially has no spacing at the cell edges; a follow-up request gives the cells insets and fits the row heights to the text (1.82 VIVA Points).

> *Request:*
>
> - *“The table rows are too high, and the text is at the top of the cells. Set a top and bottom inset of 4 pt in all cells and fit the row heights to the text so that the text appears centered. Check the result on the page image.”*



The figure shows the finished annual report with table and column chart.

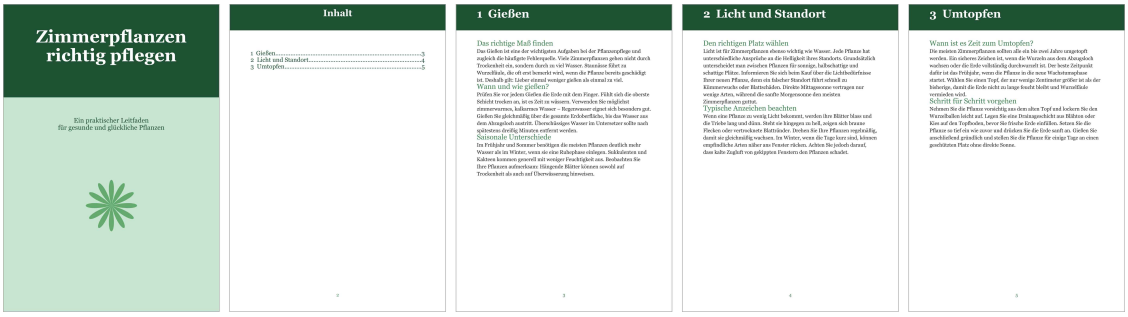
Manual with style sheets and table of contents

> *Request:*
>
> - *"Create a small A5 portrait manual 'Caring for Houseplants': a title page, a page with a table of contents and three chapters with one page each (Watering, Light and Location, Repotting), each with a heading and about 150 words of text. Create paragraph style sheets for the chapter heading, subheading and body text and use them throughout. The page number should appear at the bottom of each content page. Calm design in shades of green."*

The assistant creates five pages, the style sheets, the title page, the table of contents and the first chapter and interrupts the long task after 40 steps (172 seconds, 4.48 VIVA Points). A further request completes the manual:

> *Request:*
>
> - *"Please complete this manual: On pages 4 and 5, the texts of the chapters 'Light and Location' and 'Repotting' are still missing (about 150 words each, with a subheading, in the existing paragraph style sheets). Check whether the table of contents matches the chapters. On the title page, the title does not fit into its text object. Finally, check all pages for overset text."*

The assistant writes the missing chapters, corrects the title page and reports that there is no overset text on any page (116 seconds, 3.63 VIVA Points). In the table of contents, it has typed the dots up to the page number by hand; a final request replaces them with a right-aligned tab with dots as fill characters (1.63 VIVA Points).



The figure shows the five pages of the manual: title page, table of contents and three chapters. The three requests cost 9.74 VIVA Points in total.

Changing a style sheet

Because the manual uses style sheets throughout, a single request changes all subheadings:

> *Request:*
>
> - *"Change the paragraph style sheet 'Subheading': font Source Sans Pro Semibold in 10.5 pt, all caps with some character spacing, color dark green like the chapter bars and 8 pt space before. All subheadings should change as a result, without you formatting the paragraphs individually."*



The figure shows the page of the first chapter before (left) and after the request (right). The assistant only changes the style sheet; all paragraphs that use it take on the new formatting (61 seconds, 1.81 VIVA Points).

Business card in Japanese

The assistant designs in all writing systems and looks for suitable fonts in the VIVA Font Server:

> *Request:*
>
> - *"Design a business card in the landscape format 91 × 55 mm in Japanese for* **山田 花子** *(Yamada Hanako),* **グラフィックデザイナー**, **スタジオさくら**, **東京都渋谷区神南***1-2-3, phone 03-1234-5678, email hanako@studio-sakura.example. Search the VIVA Font Server for a highly legible Japanese font, activate it and use it. Simple, elegant design with a delicate cherry blossom pink as an accent."*

The assistant suggests the font Noto Sans Japanese and asks whether it may activate it. After your consent, it activates the font and designs the card (2.88 VIVA Points in total).



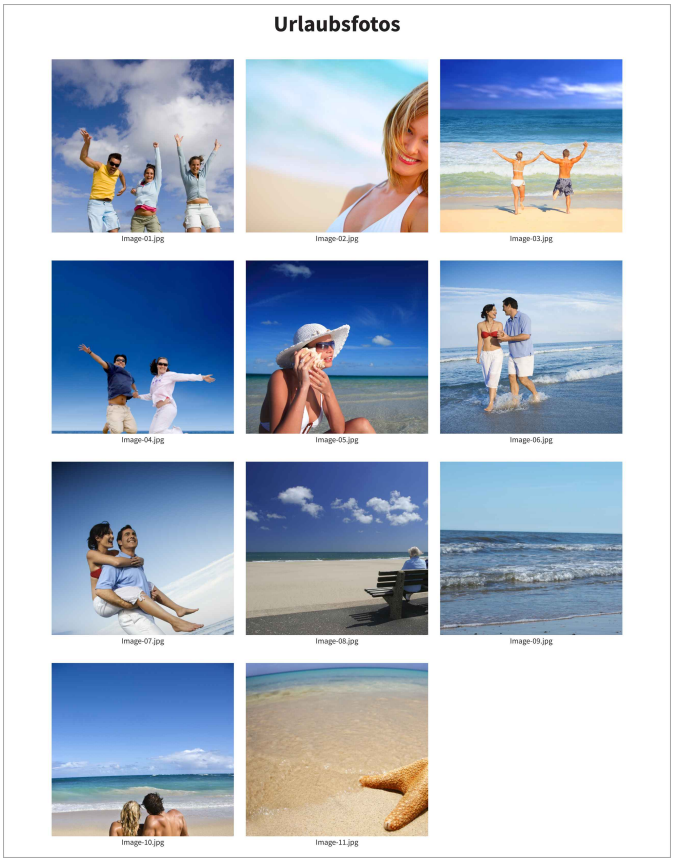
The figure shows the finished business card.

Pictures from a folder

With the **Fast** setting, the assistant creates a contact sheet from all photos in a folder:

> *Request:*
>
> - *“Create a contact sheet on this A4 page from all photos in the folder …\Sample-Pictures\Vacation: at the top the heading ‘Vacation Photos’, below it the pictures in three columns, all the same size and without distortion, with the file name in small type under each picture.”*

The assistant looks at the folder, places the eleven photos and writes the file names below them (71 seconds, 2.29 VIVA Points).



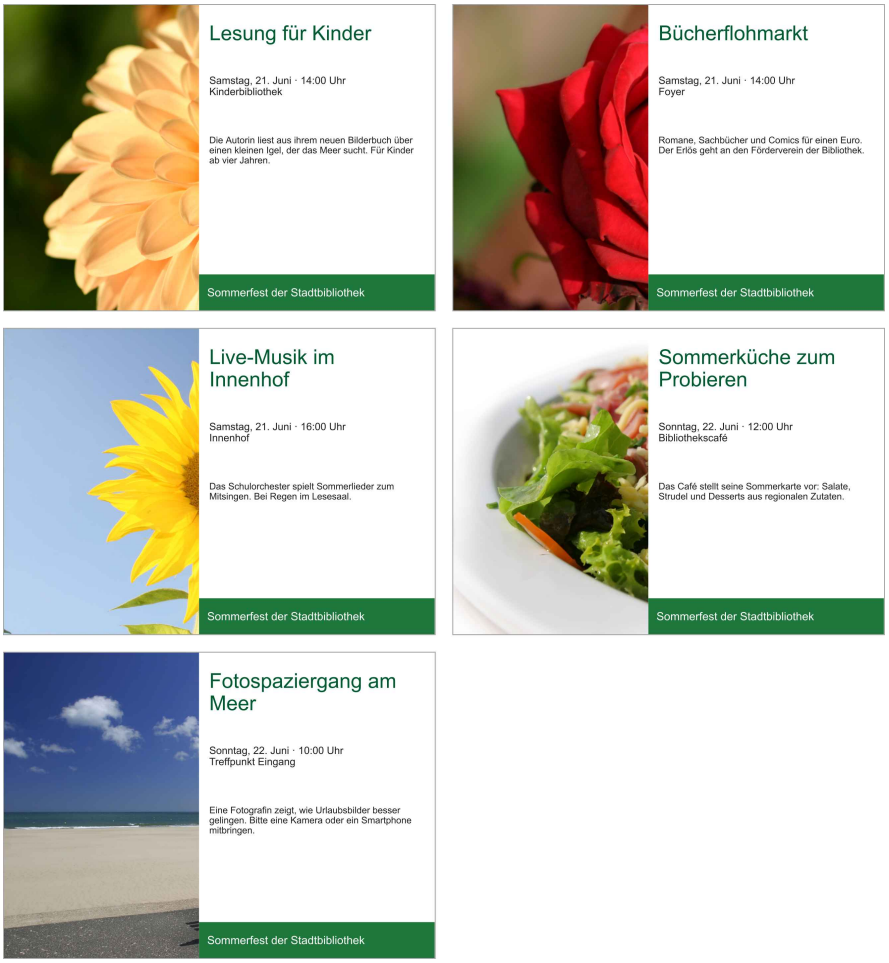
The figure shows the contact sheet.

Program cards with Database Publishing

A CSV file contains five events with title, date, time, location, description and the path of a picture. The assistant turns them into program cards:

> *Request:*
>
> - *“Connect the file …\Examples-311\events.csv as a data source. Using Database Publishing, create a form that produces an A6 landscape program card for each event: on the left the picture from the Picture column, on the right the title in large type, below it the date, time and location and the description. Then produce the pages from all records.”*

The assistant connects the data source, creates the form with picture and text objects, binds the fields and produces five cards (91 seconds, 2.07 VIVA Points). Two follow-up requests refine the form: The picture fills the full height of the card, the title appears in dark green, a green bar with “Summer Party of the City Library” appears at the bottom, and an error in the first record is fixed.



The figure shows the five program cards produced. The three requests cost 5.73 VIVA Points in total. With the request “Export the five program cards as a PDF file to the folder … under the name Program-Cards.pdf”, the assistant then exports the cards (10 seconds, 0.27 VIVA Points).

More requests

The following requests show further possibilities:

- “Replace the font Arial with Source Sans Pro in all paragraph style sheets.”

- “Group all objects on page 3 and center the group horizontally on the page.”
- “Take over the prices from the file …\Prices\prices.xlsx into the table on page 4.”
- “Open the file …\Brochure.idml, check it for overset text and export it as a PDF file with the PDF/X-4 preset.”
- “Draw a red star with twelve points in the top right corner of the page.”
- “For each row of the file members.csv, create a membership card in credit card format with a QR code of the membership number.”
- “Write a script that deletes all empty text objects in the document, and save it in my scripts.”
- “Create a second version of the flyer in Arabic and use a suitable font from the VIVA Font Server.”
- “Set Kashida to the Medium level for all Arabic paragraphs and exclude the company name.”
- “Translate the text on page 2 into French and place it on a new page with the same layout.”

Working with Printers

Version 12 — November 2026

Working with printers

What to do when a print shop makes demands on your PDF document that you don't understand? Printers speak in a technical language that most people don't understand, especially if you've never dealt with this issue before and don't really want to.

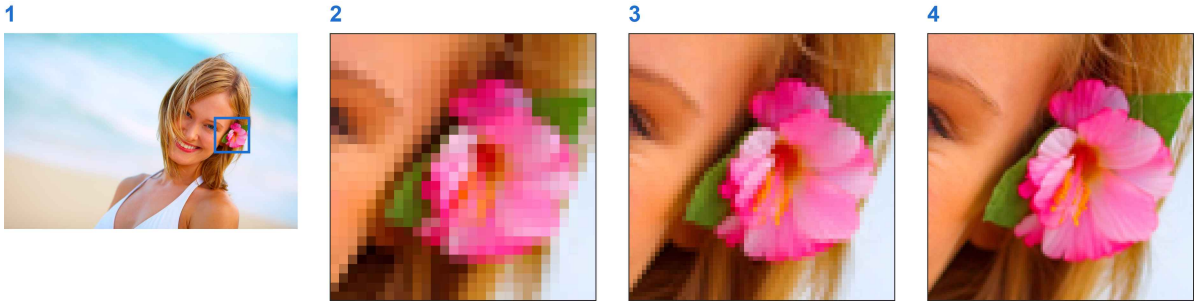
In this section, we explain in simple language what a print shop means when it talks about "DPI", "bleed" or "color profiles", and what you need to set in the program to get the result you want.

Questions about the resolution of images

What do "resolution", "dpi" and "ppi" mean?

When a print shop asks you for a resolution of "300 dpi", they mean that the images must have a certain minimum resolution. The specification refers to color photos and grayscale photos. Black/white images (bitmaps), which consist only of black and white pixels, for example scanned line drawings, require a considerably higher resolution. In the preflight, the program therefore uses 300 ppi for color and grayscale images and 1200 ppi for black/white images (bitmaps) by default.

Photos, or raster images, consist of individual pixels. The more pixels a raster image has, the more likely it is to be printable. "Resolution" refers to the number of pixels per unit of measurement. "300 ppi" means a resolution of 300 pixels per inch (2.54 cm). For images, the program uses the term "ppi" (pixels per inch). Strictly speaking, "dpi" (dots per inch) refers to the printed dots of an output device; in everyday language, however, both terms are often used interchangeably. When a print shop asks for "300 dpi", it usually means 300 ppi.



The illustration shows a photo with a marked detail (1) and this detail greatly enlarged, as it would be printed at the same size with 72 ppi (2), 150 ppi (3) and 300 ppi (4). The higher the resolution, the smaller the individual pixels and the finer the details are reproduced.

Minimum resolution does not mean that you have to calculate the images exactly down to 300 ppi.

What is the difference between photos and illustrations/graphics?

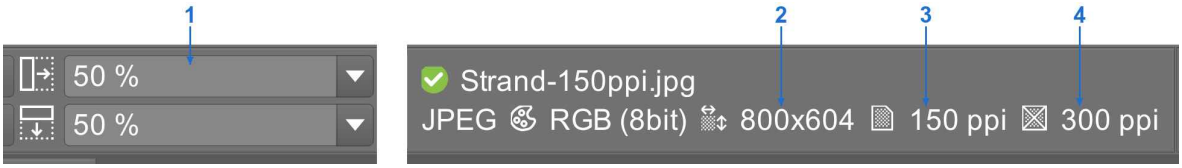
Unlike photos, illustrations or graphics have no resolution. They consist of vectors, i.e. instructions on how to draw a line and which start and end coordinates the line has.

The advantage of illustrations/graphics is that they can be enlarged at will without any loss of quality.

Please refer to the section Raster or Vector Images in the chapter Working with Pictures.

How do I find out the resolution?

When you place a photo, the program shows you the resolution of the image as well as the effective resolution in the **Quick Access** palette (**Window > Quick Access**) in picture mode. For printing, it is not the resolution of the image itself that is relevant, but the effective resolution. This means that if you import a photo with 150 ppi and then scale it to 50%, the photo will have an effective resolution of 300 ppi instead of the original 150 ppi. This is because each pixel is now only half as wide and half as high, which doubles the resolution.



The illustration shows the **Quick Access** palette in picture mode for a photo with 800 × 604 pixels and a resolution of 150 ppi that is scaled to 50 %: the scaling (1), the size in pixels (2), the resolution of the image file (3) and the effective resolution of 300 ppi (4). The **Pictures** palette and the **Picture Usage**, on the other hand, only show the resolution of the image file.

If scaled to its original size (100%), the image would not meet the minimum resolution requirements. This means that you can also place raster images in the layout that do not meet the minimum resolution with appropriate scaling. Thus the resolution of a raster image itself does not necessarily say anything about whether it is also well printable.



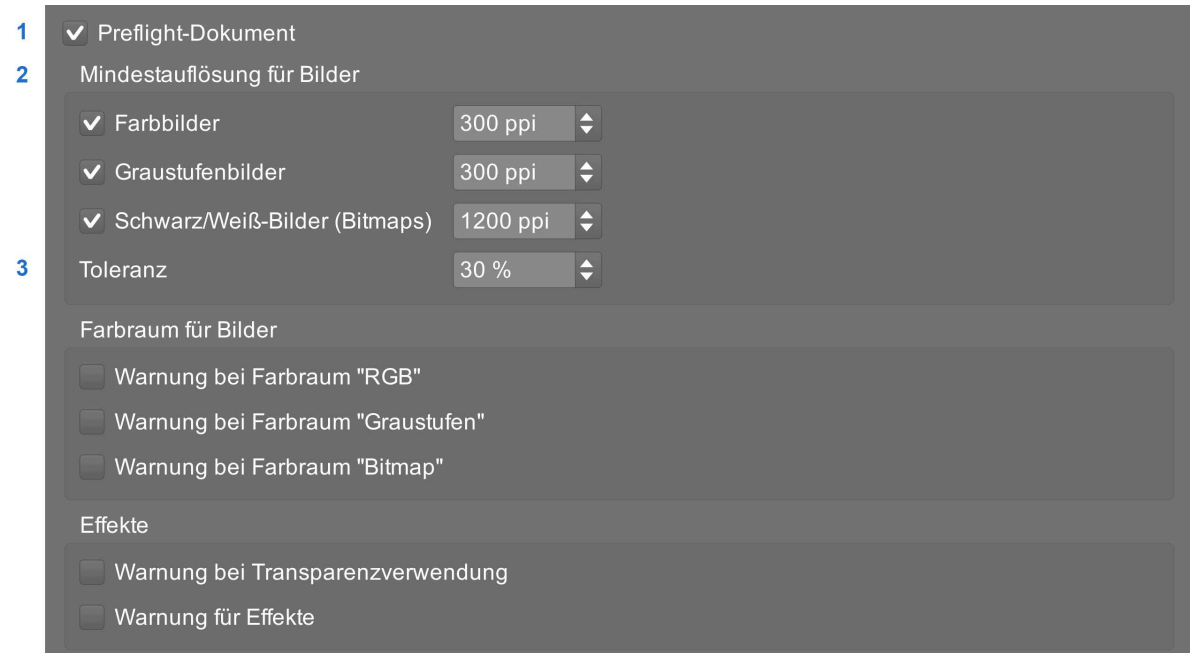
The illustration shows the same photo with a resolution of 150 ppi at its original size (1), reduced to 50 % (2) and enlarged to 200 % (3). The number of pixels stays the same; only their size changes. The effective resolution is therefore 150 ppi (1), 300 ppi (2) and 75 ppi (3). The following applies: effective resolution = resolution of the image file divided by the scaling, for example 150 ppi : 50 % = 300 ppi.

Can I still use low resolution raster images?

Not always, but most of the time. For one thing, raster images can be scaled, and for another, there is an “optical tolerance limit”. That means a raster image with an effective resolution of 280 ppi will still print acceptably. The human eye will not see the difference that much.

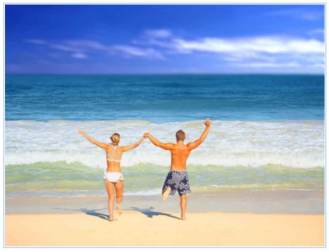
How do I check the resolution of all images?

A very simple way to check the effective resolution of the raster images is to use the **Preflight Document** option in the preferences under **Preflight**. Under **Minimum Image Resolution**, choose the options **Color Images**, **Grayscale Images** and **Black/White Images** with the required minimum resolution for each, and under **Tolerance** the permitted tolerance range (default 30 %). This option already shows on the screen if the image meets the minimum resolution. If it does not, a red frame is displayed. If it is still within the specified tolerance range, a yellow frame is displayed. If the image meets the minimum resolution, no frame is displayed. Please refer to the section Preflight in the chapter Preferences.

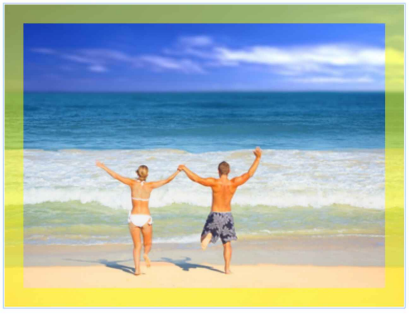


The illustration shows the settings with the default values: the **Preflight Document** option (1), the minimum resolutions for color, grayscale and black/white images (2) and the **Tolerance** (3).

1



2



3



The illustration shows three photos with a minimum resolution of 300 ppi and a tolerance of 30 %: The photo with an effective resolution of 300 ppi gets no frame (1). The enlarged photo with 240 ppi is within the tolerance range and gets a yellow frame (2). The photo with 200 ppi is below 210 ppi and gets a red frame (3).

Can I reduce the image resolution during PDF export?

Yes, you can reduce the resolution of all raster images during the PDF export without changing the original images. The reduction is applied only to copies that the program has created for the export.

To do this, when exporting to PDF, choose the **Method Preflight Preferences** or **Custom** under **Reduce resolution for raster images** in the **PDF** > **Optimize** tab. Please refer to the section Optimize in the chapter Export.

If you want to reduce the resolution of individual images permanently, choose **Picture > Optimize Image** in picture mode. Please refer to the section Optimize Image in the chapter Working with Pictures.

What does “High Resolution” mean?

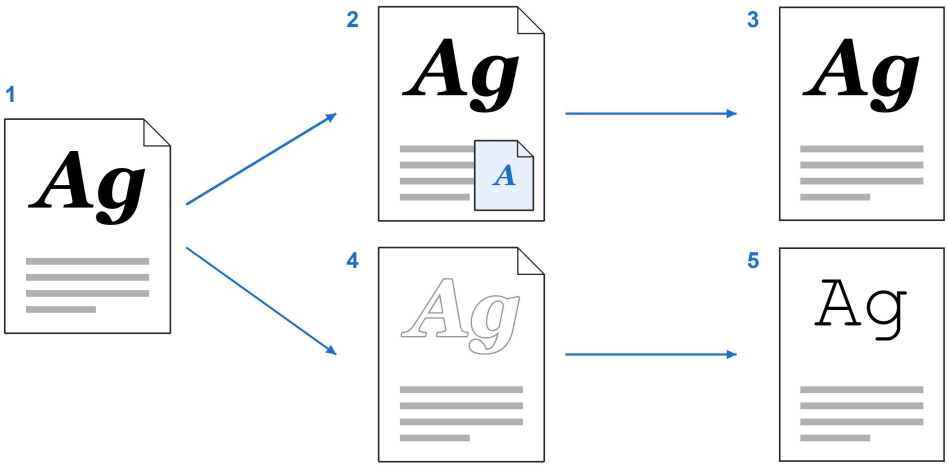
High resolution means that all images are exported in the resolution of the image files (high-resolution data) and not in the resolution of the screen preview.

To do this, select **Objects** > **Quality** > **High Resolution** in the PDF export.

General questions

What does “images and fonts must be embedded” mean?

When exporting to PDF, the images and fonts are “embedded”, that is, included completely in the PDF file, provided that the fonts and images are available. The print shop then needs neither the image files nor the fonts. For the fonts, this applies with the default setting **All** under **Output** > **Embed fonts for PS/EPS/PDF**; with the PDF/X and PDF/A formats, all fonts are always embedded.

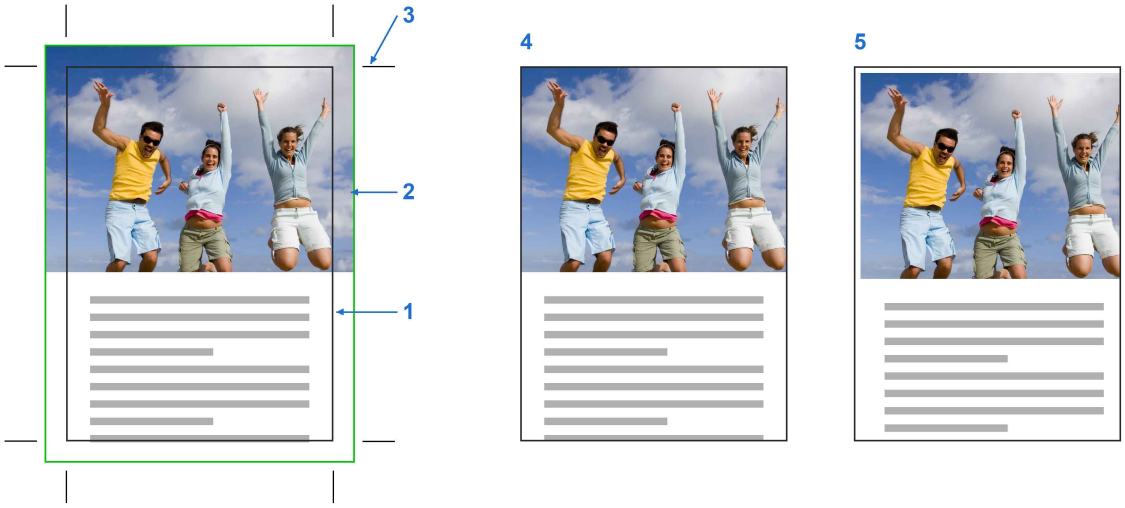


The illustration shows a document with a special font (1). If the PDF file contains the font (2), the print shop prints the text exactly as you designed it (3). If the PDF file contains only the text but not the font (4), the print shop's program has to use a substitute font, and the text looks different (5).

1. Choose **Document > Font Usage** to check if all fonts are available for the document. Missing fonts are displayed in curly brackets.
2. Choose **Document > Picture Usage** to check if all images are available for the document. Missing images are displayed with a red exclamation mark, modified images with a yellow warning triangle.

What does “bleed” mean?

In printing, several pages are printed on one large sheet. The sheet is then folded and cut at the page edges. However, cutting the sheet can never be so precise that the page edge is hit exactly. In order to avoid a white margin after cutting, images that are on the page margin should always be a little larger so that when cutting, this possible white margin is prevented. As a rule, this area is 1-3 mm or 1/8 inch larger than the page. This area is called “bleed”. This means that all images and/or colored areas that touch the page margin should be larger by this factor.



The illustration shows a page in its final format (1) with a photo that extends into the bleed (2). The crop marks (3) show where the page is cut. After cutting, the photo extends exactly to the edge (4). Without bleed, even a small deviation when cutting results in a white margin (5). For clarity, the bleed is shown wider than 3 mm in the illustration.

1. Choose **File > Document Setup** and, in the **Document Setup** dialog under **Bleeds**, specify the values for **Top**, **Bottom**, **Left** and **Right** or **Inner** and **Outer** to define the bleed in the document. The bleed is represented by a green frame around the pages. New documents have a bleed of 3 mm by default.
2. When exporting to PDF, choose the **Bleed** option under **Marks** in the **Format** tab and specify the value (e.g. 3 mm) to define the bleed in the PDF. The option is not selected by default and is independent of the bleed of the document.

What are “crop marks”?

Crop marks (**Crop Marks** in the program) are short lines outside the page that show where the page is cut. **Registration Marks** help the print shop to print the individual process colors exactly on top of each other. Ask the print shop whether it wants marks; many print shops add the marks themselves during imposition.

1. When exporting to PDF, choose the **Crop Marks** or **Registration Marks** option under **Marks** in the **Format** tab.
2. Optionally, under **Length**, specify the length of the crop marks and under **Offset** their distance from the page edge (5 mm and 3 mm by default).

Please refer to the section Format in the chapter Printing.

What is the difference between “PDF” and “PDF/X”?

A PDF/X is an extension of the normal PDF format which takes into account the special requirements of the printing industry. With PDF/X, for example, all fonts are always embedded, and the PDF file names the color profile for which it was created in its output intent. Put simply, with a PDF/X the print shop can generally be sure that the PDF in question can be printed without prior verification. However, this circumstance does not release you as a customer from also checking the document for completeness and correct presentation before passing it on.

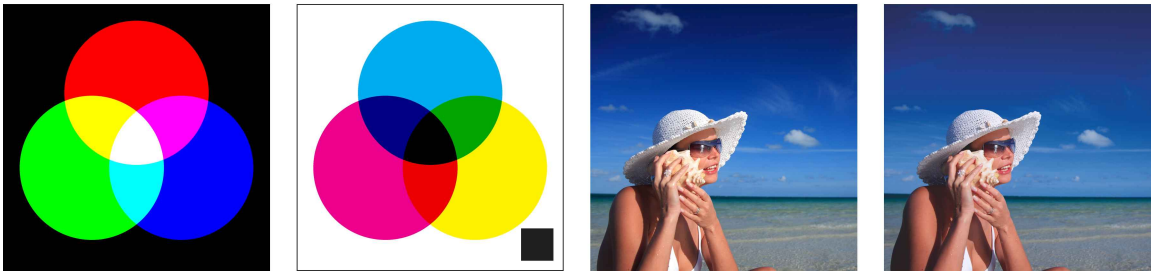
Which PDF format do I use?

If the print shop does not give you any specifications, we recommend creating a PDF in the format “PDF 1.7 ISO 32000-1 (Acrobat 8)”. If the print shop wants a PDF/X, we recommend the format “PDF/X-4:2010 (PDF 1.6)”. Both the “PDF 1.7” and the “PDF/X-4:2010” format support “native transparencies”. This means transparent areas, gradients or shadows are not converted to pixels, which significantly improves the quality of the print.

What is the difference between “RGB” and “CMYK”?

Monitors, digital cameras and smartphones display colors from red, green and blue light (RGB). The more light, the brighter the color; all three colors together result in white. In printing, on the other hand, the colors are created from the process colors cyan, magenta, yellow and black (CMYK), which absorb part of the light reflected by the paper. The more ink, the darker the result. Process colors can reproduce fewer colors than a monitor: Particularly bright RGB colors, such as a strong blue or green, look duller in print.

1 2 3 4



The illustration shows the mixture of the light colors red, green and blue, which together result in white (1), and the mixture of the process colors cyan, magenta and yellow, which together result in almost black and are supplemented by black (2), as well as a photo in RGB (3) and the same photo after conversion to CMYK with the color profile PSO Coated v3 (4): The strong blue of the sky looks duller in print.

Printing is done with CMYK. Whether the print shop converts RGB colors itself or expects a PDF file with CMYK colors can be found in its specifications. You do not have to convert RGB images in advance: The program converts RGB colors and RGB images during PDF export with the help of a color profile, as described in the next section. If required, you convert individual images in picture mode with **Picture > Change Color Space**. Please refer to the section Change Color Space in the chapter Working with Pictures.

What is a “color profile”?

Color profiles are often used in PDF export. In simple terms, color profiles make sure that the colors you see on the monitor correspond closely to the colors that will be used for printing. If your print shop tells you which color profile to use, check that the program has the desired color profile by default. The program supplies numerous color profiles, for example PSO Coated v3, ISO Coated v2 (ECI), PSO Uncoated v3 (FOGRA52) or Japan Color 2001 Coated. If the desired color profile is missing, install it as described in the section Installing an ICC color profile in the chapter Installation & Program Startup.

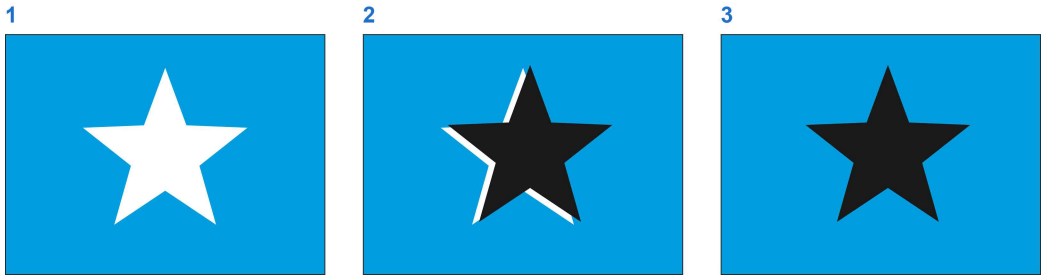
Depending on the format, choose the following options when exporting to PDF:

1. PDF 1.3 to PDF 2.0:
   - You must choose the option **Convert to Destination (Preserve Numbers)** under **PDF** > **Color Settings** > **Conversion**. Only then can you choose a destination profile.
   - Choose a color profile from **PDF** > **Color Settings** > **Destination**.
2. PDF/X and PDF/A:
   - Optionally, under **PDF** > **Color Settings** > **Conversion**, choose the option **Convert to Destination (Preserve Numbers)**.
   - Choose a color profile from **PDF** > **PDF/X Settings** > **Output Intent**.

Please refer to the section Compatibility and color settings in the chapter Export.

What do “overprint” and “knockout” mean?

If two colored objects lie on top of each other, the lower color is normally knocked out where the upper object is: Only the upper color is printed there. Since the process colors are printed one after the other and never exactly on top of each other, a white gap can appear at the edges. When overprinting, the lower color is not knocked out; the upper color is printed on top of the lower one. This is particularly useful for black text and black lines, because black largely covers the color underneath.



The illustration shows a black star on a colored area. With knockout, the area gets a cut-out in the shape of the star (1). If the process colors are slightly misaligned during printing, a white gap appears at one edge (2). With overprint, the area is not knocked out: The star is printed on top of the area, and even with misalignment, no gap appears (3).

By default, the program overprints black from a tint of 90 % (option **Black Overprint above** in the **Colors** tab when printing and exporting to PDF). How individual colors overprint, knock out or trap, you define in the **Colors & Blends** dialog in the **Trapping** tab. Please refer to the section Color Trapping in the chapter Working with Colors.

How can I reduce the size of the PDF file?

If the PDF file is very large, you can optionally compress the data:

1. Choose **PDF** > **General** > **Compression** > **Image Compression** > **JPEG**.
2. Under **Quality**, specify a value of “90 %” if you are creating the PDF for the print shop and, for example, “40 %” if you only want to create a screen-quality PDF.



The illustration shows a greatly enlarged detail of a photo from a PDF file exported with a quality of 90 % (1) and 40 % (2). At 40 %, fine details are lost and blocks become visible in areas. In the example, however, the PDF file with 40 % is only about a third of the size of the one with 90 %.

3. Choose **PDF** > **General** > **Compression** > **Compress Text and Vector Graphics**.
4. Optionally, choose **PDF** > **Optimize** > **Remove Redundant Objects** so that the program removes duplicate objects from the PDF file.
5. If these options are not sufficient, optionally choose the **Method Preflight Preferences** or **Custom** under **PDF** > **Optimize** > **Reduce resolution for raster images**. This option may significantly slow down the creation of the PDF. Moreover, in this case you should check the PDF carefully afterwards.



Creating a Book

Version 12 — November 2026

Creating a Book

Many different options are required to create a book. This section explains which options are required and in what order to create and organize the different documents of a book. For more information on each step, please refer to the corresponding section.

The documents mentioned in this section are available as templates:

1. Choose **File > Open**.
2. Under **Favorites** in the dialog on the left, choose **Sample Documents**.
3. Open the **Manual examples** folder and then the desired example document.

The sample documents are stored in VivaCloud. The entry therefore only appears if there is an Internet connection. You can also access the sample documents via the tile of the same name in the start dialog.

All templates already contain the finished pages and style sheets and can be used for practice purposes or as templates for your own books.

> *Note: The commands* **Fill with Sample Text**, **Text > Chapter** *and* **Text > Cross-Document Index & Tables** *are only available in the* **Expert** *working mode. Collections are not available in the Free Edition. The keyboard shortcuts given apply to the VivaDesigner shortcut set.*

Step 1: Create new document

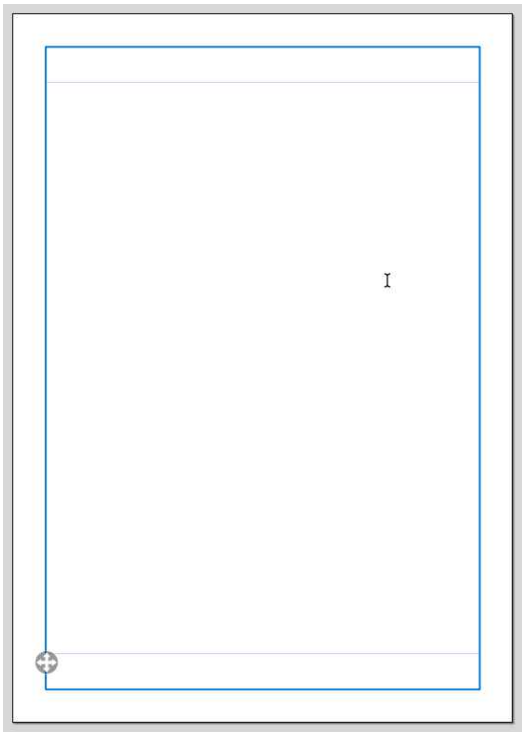
1. Choose one of the following options:
   - Choose **File > New > Document**.
   - Press **Ctrl + N** (Windows/Linux) or **Command + N** (Mac).
2. After choosing the **New** option, the **Document Setup** dialog opens. On the left side of the dialog you can make all the settings that are displayed proportionally on the right side in the **Page Preview** dialog area.
3. Choose the required **Page Size** from the list or enter your own page format.
4. Define the **Orientation** of the document pages.
5. Define the **Page Type** of the first Alias page. These settings cannot be changed later and are therefore particularly important.
   - Choose **Facing Pages** if you want a different layout for left and right pages or if you want the program to always display two pages next to each other. Otherwise, choose **Single Pages**. In our example we will choose **Facing Pages**.
6. In the **Page Order** option, choose **Left/Right** for scripts that are written from left to right (e.g. Latin, Greek or Cyrillic script) or **Right/Left** for Hebrew or Arabic text.
7. Choose **Automatic Text Object**. With this option, you automatically create a text object on each document page that is linked to the next page to form a text chain.

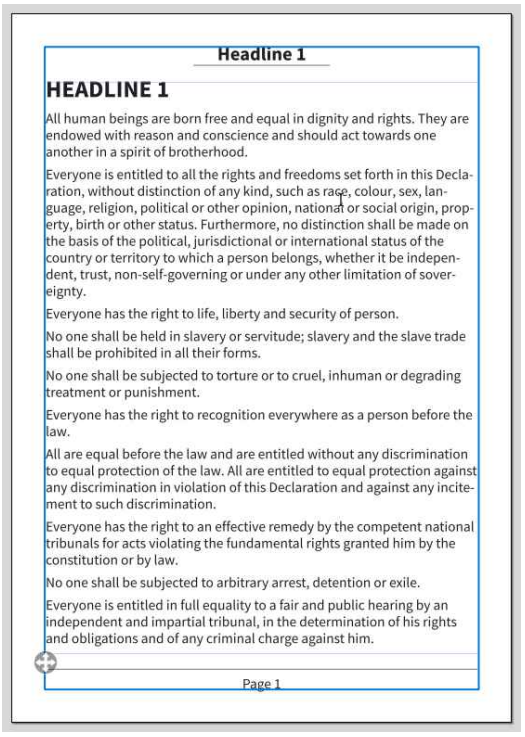
8. Define the **Margins** of the book.
9. Choose the **Number** of pages. You can change the number of pages at any time. In our example we choose “10”.
10. In the **Header & Footer** tab, choose the **Header** and **Footer** options. These options are useful if you want to display recurring text content such as page numbers, chapter headings, running titles or other variables in the header of the automatic text object. In our example, we need a header for running titles and a footer for page numbers.

> *For more information on this step, please refer to the section* Creating new documents.

Step 2: Enter text

The program now shows a text object on each page that consists of three areas. In the upper area the header, below it the large area for the book text and at the end the area for the footer. The areas are visually separated on the screen by very thin dividing lines.





You can now enter your book text.

1. To do this, click in the middle area in the text object where you want the book text to appear.
2. The program now automatically switches to the first page and displays the flashing insertion marker.
3. You can enter your texts manually or import them at any time or copy them from other programs using the **Copy and Paste** option.
4. Before you enter the text, choose the **Language**. In our example we choose **English US**.
5. In our example we save the text input and fill all pages automatically using the **Fill with Sample Text** option. The sample text will now display English sample text. If we had previously selected the language **German** or **Japanese**, corresponding text would also be displayed in this language.

For more information on this step, please refer to the sections Creating new documents *and* Inserting Sample Text.

6. Optionally, choose **Text > Chapter** or alternatively the **Chapter** tab in the **Module** palette. Enter the chapter name in the entry field. The chapter name is optional. You can use it in the table of contents with the option **Chapter before**. The bookmarks in the PDF, on the other hand, are created from the contents entries of the style sheets (see step 3).

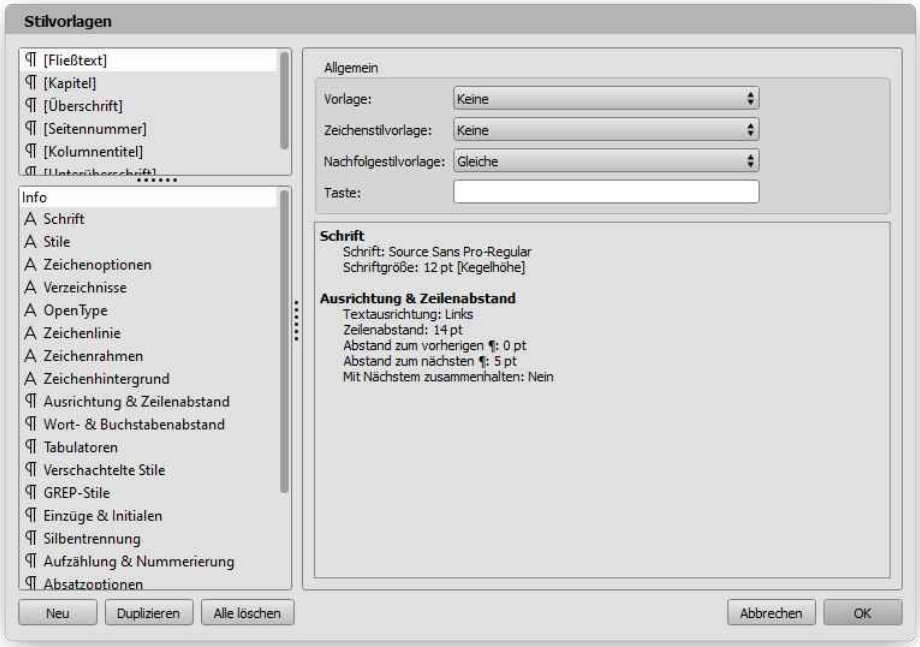
Step 3: Create Style Sheets

You can format the book's texts manually using the options in the **Module** or **Quick Access** palette.

Instead, we recommend that you create and apply style sheets. Using style sheets offers very many advantages. Among them is that texts can be formatted with a variety of options at the touch of a button. In addition, subsequent changes to the style sheet automatically affect the entire book.

In our example, we first create style sheets for the body text, the headings, and the header and footer.

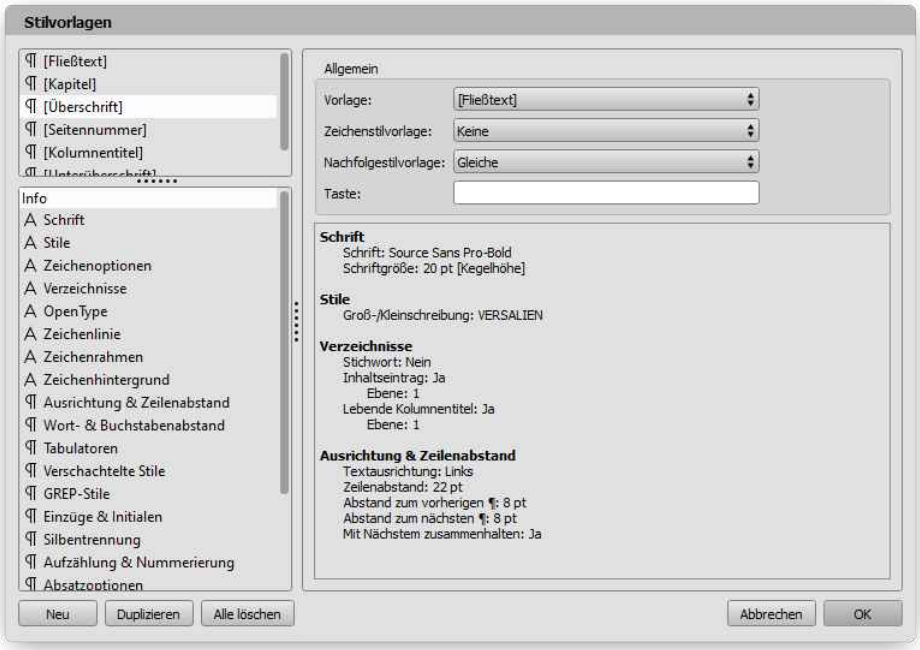
1. Choose one of the following options:
   - Choose **Edit > Style Sheets**.
   - Press **Ctrl + Alt + Shift + S** (Windows/Linux) or **Command + Option + Shift + S** (Mac).
2. Click **New** and specify the name of the style sheet in the dialog.
3. In our example we choose the default name **[Body Text]**. Default names have the advantage that the name of the style sheet is translated when another program language is selected.
4. Choose the type **Paragraph** because the style sheet should always be applied to the entire paragraph.



5. In our example, we specifically do not select the **Based on actual settings** option, because we do not want to apply the formatting of the current text.

6. We now define only the **Font**, **Font Size**, **Font Color**, **Text Language** and **Line Spacing**.

7. Click **New** again. Choose the name **[Headline]**. Again, no options are taken over.



8. In our example, the headline should look exactly like the body text. Therefore, we define the style sheet **[Body Text]** as a template. Then we define the **Font** and **Font Size**. Nothing else. This means that if the color were to change in the **[Body Text]** style sheet, this change would also affect the **[Headline]** style sheet because NO definition was made here.

9. To visually distinguish the headline from the body text, also define a **Space Before**. In addition, choose the option **Keep Paragraphs Together**. This option ensures that a heading can never stand alone at the end of a page. Important: For the style sheet **[Body Text]**, explicitly switch off the option, because otherwise the program would no longer find a place where it could break the texts to other pages.

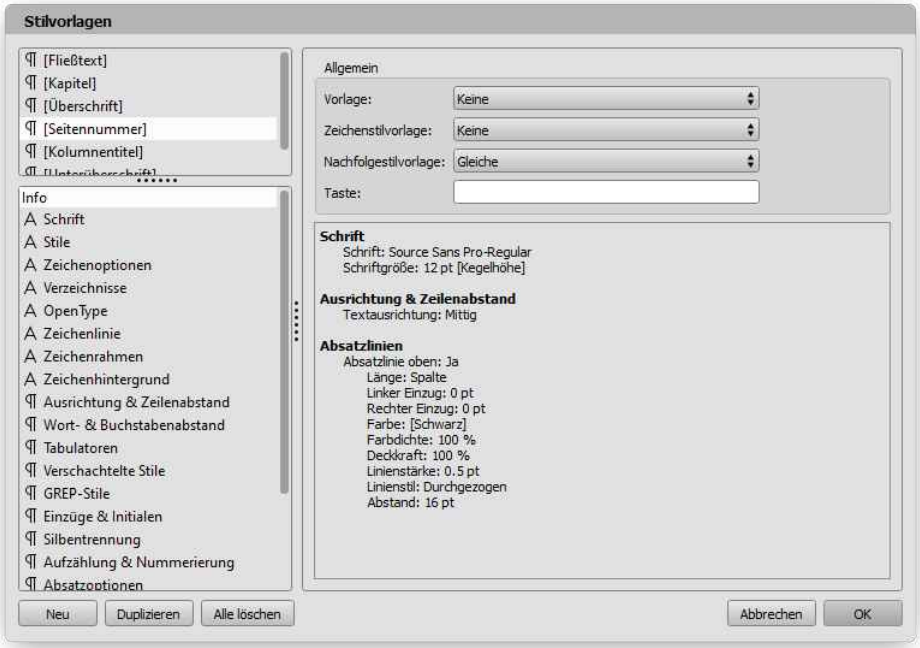
10. Since the heading is to be automatically transferred to the table of contents, we choose the option **Contents Entry** and level “1”.

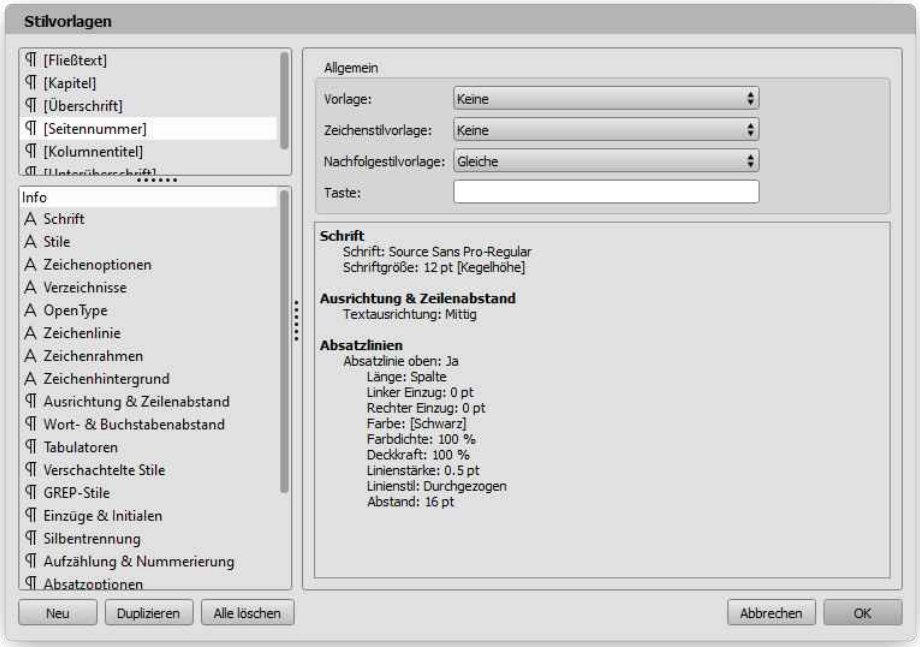
11. Also choose the option **Running Title** and level “1” to display the text at the top of the page.

12. If you need another **[Subheadline]**, create another style sheet and select the **Contents Entry** here as well but with the level “2”.

13. Finally, we create the two style sheets for the page numbers and the running title. For this we again use the predefined names **[Running Title]** and **[Page Number]**. As a template we use again the style sheet **[Body Text]**.

14. Choose the appropriate alignment to display the contents centered in the header and footer of the page. This is why only the alignment is chosen here.



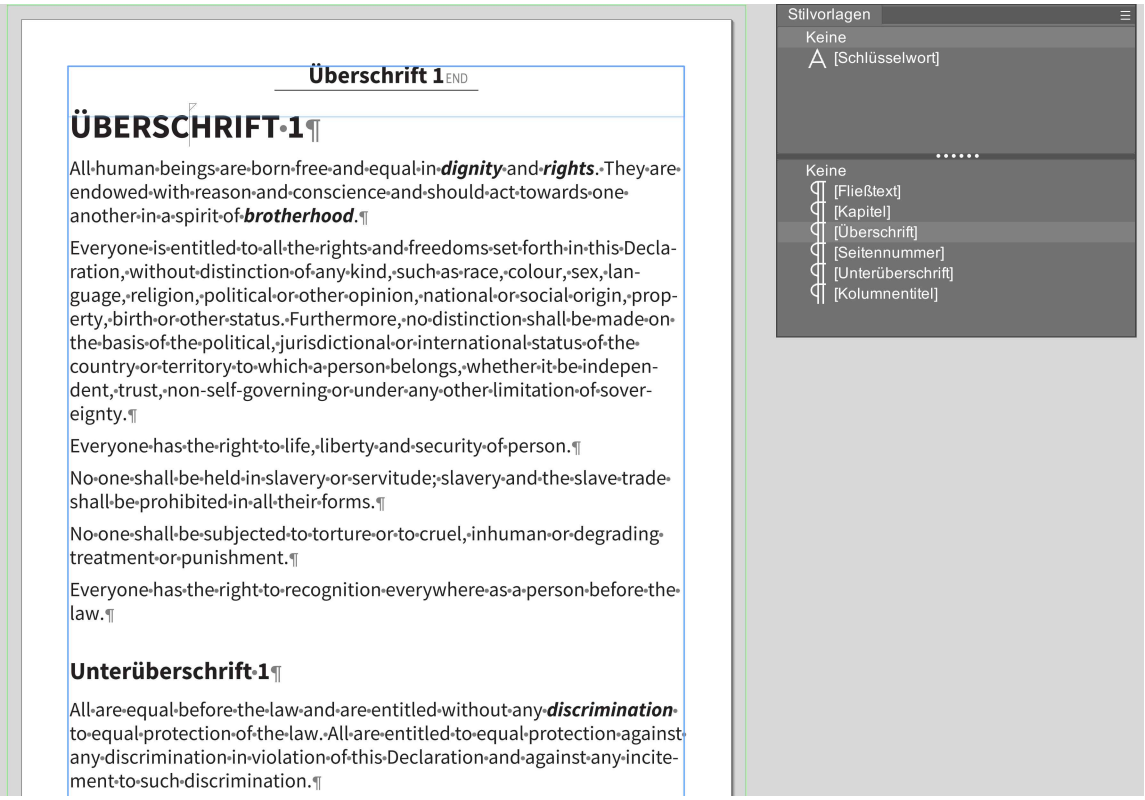


Of course, you would create many more style sheets in a real book, but this short guide will give you some idea of how to proceed.

> *For more information on this step, please refer to the section* Working with Style Sheets.

Step 4: Format text

1. Now format the text using the style sheets you created in step 3.
2. Choose one of the following options to select all the text:
3. Choose **Edit > Select All**.
4. Press **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
5. If the **Style Sheets** palette is not visible, choose the option of the same name from the **Window** menu.
6. Click the **[Body Text]** style sheet to format all the text with this style sheet.
7. Then click in the text in the paragraph that you want to format as a heading. You don't have to select the paragraph, just click anywhere in the paragraph.
8. Click the **[Headline]** style sheet to format the paragraph with that style sheet.
9. Repeat these steps for all headlines in the text.



Step 5: Add new pages

The formatting of the text has created a so-called overset. This means that the text takes up more space than pages are displayed.

1. Scroll to the last document page. At the bottom of the text you will see a red rectangle. This rectangle symbolizes the overset. This means the missing text is not lost, it just cannot be displayed anymore. To do this, we now need to add more pages.

2. Choose one of the following options:
   - Choose **Document > Create Pages > New Document Page(s)...**.
   - Click on a page in the **Pages** palette and choose **New Document Page(s)** in the palette menu or in the context menu.
3. Choose the desired number and select the **At End of Document** option. Choose the **Assign Alias Page** option.

When you confirm your entry, a new page is inserted at the end of the document. If the overset icon is still displayed at the end of the new page, you need to insert more pages. New pages can be inserted not only with the dialog but also via the **Pages** palette.

4. If the **Pages** palette is not visible, choose the option of the same name in the **Window** menu.
5. The palette shows all Alias pages in the upper area and all document pages in the lower area.



In the palette menu or in the context menu under **Alias Page View**, you determine how the palette shows the Alias pages: as **Names** (1), as **Thumbnails** (2) or as **Names & Thumbnails** (3). The page number of the current document page is highlighted in blue. When you drag an Alias page to the document pages (4), a green rectangle shows the position where the program inserts the new page.

6. Click on the first Alias page and hold down the mouse button.
7. Move the mouse down to the document pages.
8. Move the mouse below the last page so that a green rectangle is displayed. This rectangle symbolizes that the page will be inserted at this position if you now release the mouse button.

> *For more information on this step, please refer to the section* Working with Pages.

Step 6: Insert running title and page number

1. Double-click the first Alias page.
2. Click in the header area.
3. Choose **Text > Insert > Insert Variable > Running Title**.



4. Choose level “1” to define the running title of the first level.
5. For the **Procedure** option, choose **First** to use the first occurrence on the page.
6. For the **Maximum Length** option, choose **Any** to display the entire text of the running title.
7. Confirm the entry.
8. Enter a separator, in our example a vertical bar or pipe.
9. Choose **Text > Insert > Insert Variable > Running Title**.
10. Choose level “2” to define the running title of the second level.
11. Choose all other options as you did for the first level.
12. Click the **[Running Title]** style sheet to format the paragraph.
13. Click in the footer area.
14. Choose **Text > Insert > Insert Variable > Page Number**.
15. Click the style sheet **[Page Number]** to format the paragraph.
16. We now assign the modified Alias page to all document pages. This is important to overwrite any individual entries in the headers and footers on the document pages.
17. To do this, double-click the page icon of the first document page in the **Pages** palette.
18. Now hold down the **Shift** key.
19. Now click on the page symbol of the last document page in the **Pages** palette.
20. Click again on the first Alias page and choose the option **Assign Alias Page (Overwrite Content)** in the context menu or in the palette menu.

> *For more information on this step, please refer to the section* Insert Variable.

Step 7: Create new Alias page

In a book, you will need multiple layouts and thus different Alias pages.

Instead of creating a new Alias page, we duplicate the existing Alias page and adapt the copy to our needs.

1. Click on the first Alias page and choose the option **Duplicate Alias Page** in the context menu or in the palette menu. The first Alias page is duplicated and automatically receives the prefix “B”. From this prefix, you can see in the **Pages** palette which Alias page has been assigned to a document page. You can change the name of the Alias page at any time, but the prefix should remain the same. If you still want to change the prefix, make sure that it is unique, i.e. two Alias pages must never have the same prefix.
2. We now resize the text object on the right and left sides and add graphical elements.
3. If we now assign Alias Page “B” to a document page, the text will continue to flow from one page to the other without you explicitly specifying how the text should flow.
4. Click on the Alias page “B” and hold down the mouse button.
5. Now move the mouse over the document page to which you want to assign Alias Page “**B**”, and then release the mouse button.
6. Click on the desired document page and choose the option **Document Page Settings...** in the context menu or in the palette menu. There you can also select the desired Alias page “B” and other options.
7. You can give the page a name, which will be displayed in the **Pages** palette as soon as you position the mouse over the document page there.
8. You can also assign a **Background Color** to the document page without having to create a graphic object. Of course, this also applies to the Alias pages.
9. To check that the text really flows from the first page to the last, mark the text across pages.
10. Alternatively, choose the **Text chaining** tool and move the mouse over a text object.
11. Now optionally assign the various Alias pages to other pages as well.

> *For more information on this step, please refer to the sections* Working with Pages *and* Working with Text Chains.

Step 8: Table of Contents

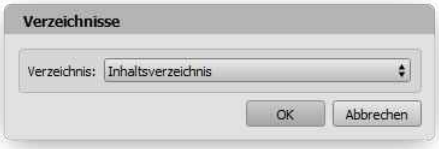
A professional book also includes a table of contents and optionally further indexes and tables (e.g. a keyword index). The program can create these indexes and tables automatically.

1. Create a new document as described in Step 1: Create new document or open the corresponding sample document, in which all of the following settings have already been made.

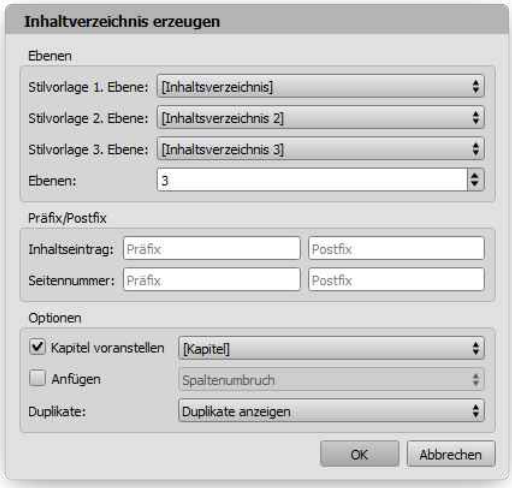
> *If possible, choose the* **Single Pages** *page type for the table document. However, if you choose the* **Facing Pages** *page type instead, you must ensure that the orientation of the first page of the table document does not change in the collection. For example, if a first right-hand page becomes a left-hand page due to the arrangement in the collection, the program may not create the table. This may be the case if you are working with automatic text objects from Alias pages. If you have to use facing pages for the tables due to the layout, you must not use text alias objects for the tables on the document pages.*

2. Create new paragraph style sheets for the different levels of the table of contents as described in Step 3: Create Style Sheets.
3. Click in the text object on the document page.
4. Choose **Text > Cross-Document Index & Tables > Index & Tables Options**.

5. Choose **Table of Contents** in the dialog and confirm the entry.



6. Choose a paragraph style sheet for each level.



7. Save the document.

8. The program only creates the table of contents when the collection is exported as a PDF, i.e. in Step 9: Collections and Step 10: PDF Export. In doing so, it copies the chapters to a temporary folder, numbers the pages consecutively and creates the indexes and tables there. The table of contents is therefore only contained in the PDF; the table document itself remains empty.

> *For more information on this step, please refer to the section* Indexes and Tables.

Step 9: Collections

When you create a book, you should not save it in one document. Instead, you should create at least one document for each chapter. You can then combine the individual documents into one overall document using the **Collection** option.

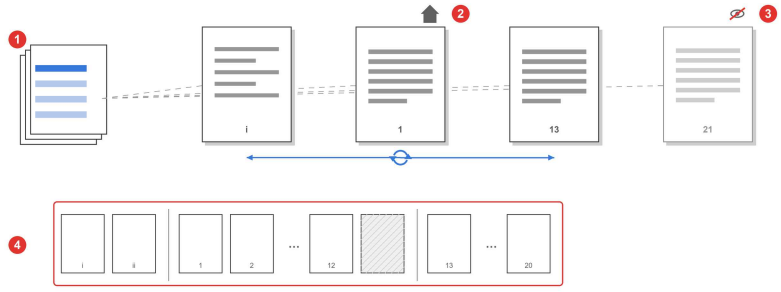
1. Choose one of the following options to create a new Collection or open a Collection from the sample documents:
   - Choose **File > New > Collection**.
   - Choose **File > Open**. In the **Favorites** section on the left of the dialog, choose **Sample Documents**. Open the folder **Manual Examples**, choose as the **File Type** the option **All readable documents** and then the example document.
2. Choose **Window > Collection**. The palette is available as long as the collection is the active window.
3. Choose **Add Document...** in the **Collection** palette menu.
4. In this dialog, you can select several documents at the same time.
5. Choose the desired documents, including the documents for the indexes and tables. You can only add VivaDesigner documents. Save documents in other formats as VivaDesigner documents beforehand.
6. Alternatively, drag and drop the documents from your desktop onto the palette.
7. Wait a moment until the program has opened all documents and a **green checkmark** appears behind each document name in the list. This may take a few seconds.
8. Define the order of the documents. To do this, click on the desired document and move it to the desired position while holding down the mouse button. A line indicates the new position. Release the mouse button at the desired position.
9. If a prohibition sign appears and then release the mouse button, the document will jump back to an original position.

In the **Collection** palette, click on a document in the column with the house icon to define it as the source document. With **Synchronize Documents** in the palette menu, the other documents take over settings of the source document, for example Alias pages, layers, colors & blends, style sheets, color management and preflight. With **Synchronize Settings...**, you determine which settings the program applies to which documents (all, all visible or all selected).

The program does not export documents that you hide in the column with the eye icon.

With **PDF Export Settings...** in the palette menu, you determine for each document whether it starts automatically, on a left-hand page or on a right-hand page, and whether it starts on a new sheet. For facing pages, the program inserts blank pages during export if necessary.

The page numbers continue across all documents of the collection unless a document page starts a new numbering in the document page settings, for example with Roman numerals for the table of contents.



The figure shows a collection (1) with four documents. The source document (2) passes its settings on to the other documents; a hidden document (3) is not exported. In the PDF (4), the table of contents keeps its Roman page numbers, the chapters are numbered consecutively, and a blank page ensures that the next chapter starts on a right-hand page.

With the collection active, choose **File > Document Setup...** to define the title, description, keywords and main language for the PDF in the **File Information** tab. Documents without their own main language receive the main language of the collection. The **Statistics** tab shows the pages, characters, text and picture objects, size, modification date and status of each document.

If documents of the collection are missing, choose **Find Missing Documents...** in the palette menu. The program asks whether it should search in the search paths or in the folder of the collection and reports how many documents it has found.

> *For more information on this step, please refer to the section* Working with Collections.

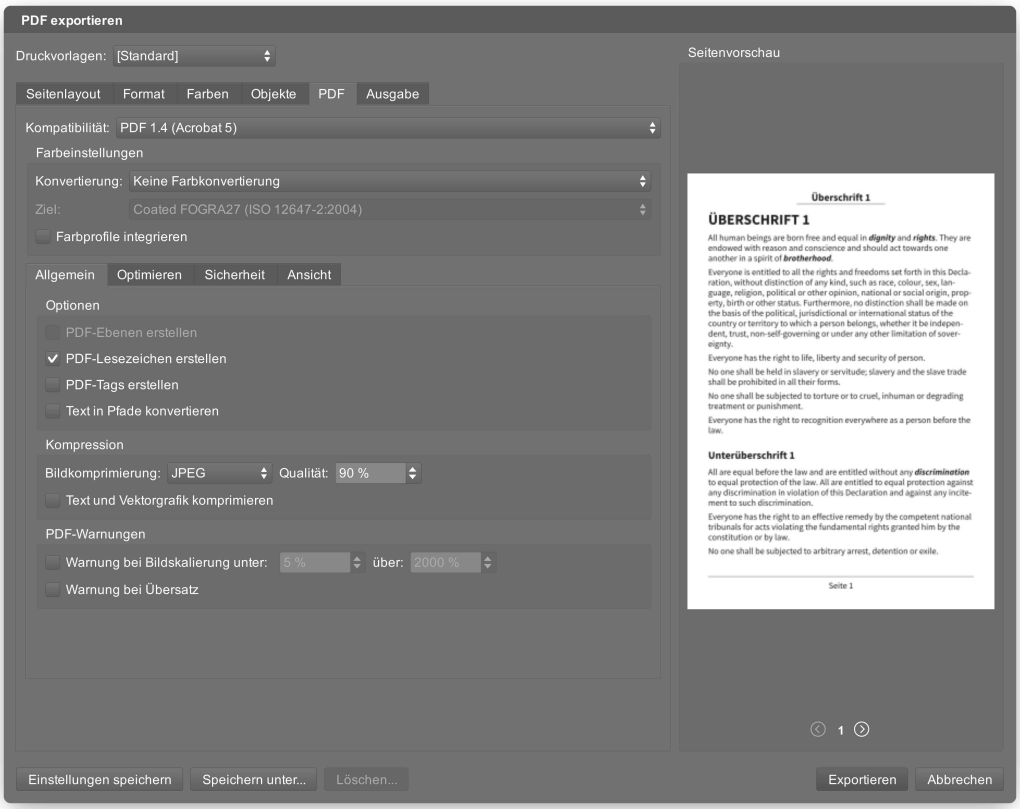
Step 10: PDF Export

1. Open the document with the collection you created earlier in step 9.

   > *Note: Save all chapters before exporting. The program exports the saved documents; unsaved changes in open chapters are missing in the PDF.*

2. Choose one of the following options:
   - Choose **File > Export > As a PDF File**.
   - Press **Ctrl + E** (Windows/Linux) or **Command + E** (Mac).
3. In the **Page Layout** tab, choose **All Pages**.
4. In the **PDF > General** tab, choose the option **Create PDF Bookmarks**. This requires style sheets with the **Contents Entry** option (step 3). If a document of the collection contains the cross-document table of contents (step 8), the program creates the bookmarks from this table; otherwise, the PDF takes over the bookmarks of the individual documents.

With the option **Create PDF Tags**, you can also create an accessible PDF (PDF/UA) from a collection. Check the chapters beforehand with the **Accessibility Check** palette (with PDF/UA license).



5. Click **Export**.

6. Open the folder where you saved the document with the collection.

7. Open the PDF with an appropriate program for viewing PDFs. All the chapter pages will be displayed. Also, the bookmarks are displayed in the PDF.

The page numbers in the table of contents are links in the PDF: Clicking a page number jumps to the corresponding page. Please refer to the section Indexes and Tables (chapter Working with Text).

> *Note: The program exports a collection as a PDF file. You export an e-book in EPUB format from a single document with* **File > Export > Document** *and the file type* **Electronic Publication (EPUB - Flexible Layout)**. *If the book is also to be published as an e-book, combine the text in one document for this purpose. In EPUB, the paragraphs with the* **Contents Entry** *option form the table of contents of the e-book reader.*
>
> *For more information on e-books, please refer to the section EPUB Export (chapter Export).*



Database Publishing

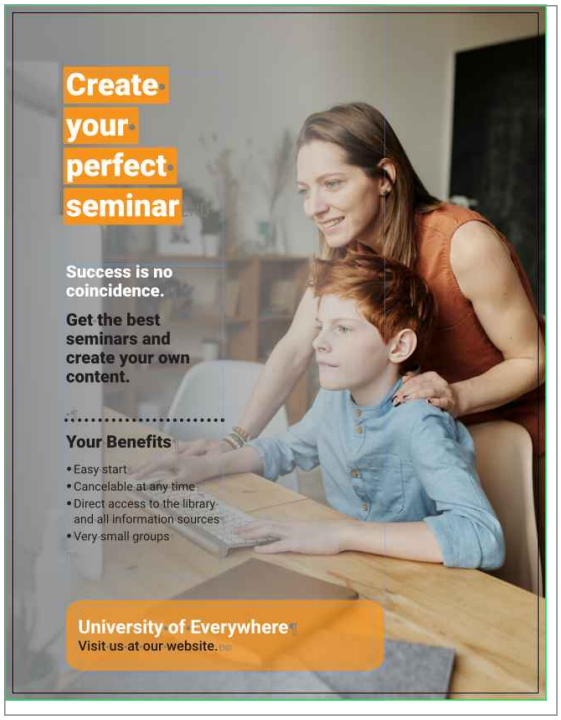
Version 12 — 2026 November

Database Publishing

Introduction

With Database Publishing, you can automatically create both simple and highly complex designs based on a data source and a set of rules. This includes not only print-ready business stationery such as business cards or letterheads, but also entire catalogs, price lists, brochures, flyers, posters, packaging, financial reports, resumes, logos or advertisements for print and social media channels can be created automatically. The prerequisite for this is a corresponding document that can be used as a database publishing template and a VIVA Database Publishing Server that creates these corresponding designs based on the template.

In this section, we explain how to create a simple database publishing template for a web form from any VivaDesigner or InDesign document in just a few seconds. You can use the VIVA Database Publishing Server directly, via VivaCloud or any web application (e.g. website, CMS, store or web-to-print system).



New Features since Version 11

The introduction of version 11 has dramatically simplified template creation for users and integration of the software for developers:

New features on the user side

1. Users do not necessarily need the “Database Publishing” program for simple designs, which can be used to create both simple and highly complex templates.
2. Users can create templates with VivaDesigner as well as directly with InDesign.

3. The manual creation of so-called **VivaCP Forms** can be omitted. The creation of these forms is fully automatic based on the design. This also applies to all associated settings in the preferences and the cancel rule.
4. The manual creation of so-called **XMP blocks** for the definition of the web form can be omitted. The creation of the XMP block is fully automatic based on the design.

New features on the developer side

The effort for the integration of the VIVA Database Publishing Server into a web application could be reduced by 90%:

- The programming to create a form based on the XMP block can be completely omitted. The programmer only has to pass the corresponding document with the desired parameters for the form to the VIVA server and manage the result (export).
- The programmer no longer has to create and manage export definitions (PDF, JPG, etc.). So-called "export presets" can be stored directly on the server for the respective project. Any number of export presets can be defined. The programmer can optionally determine which export presets are available in which situation.

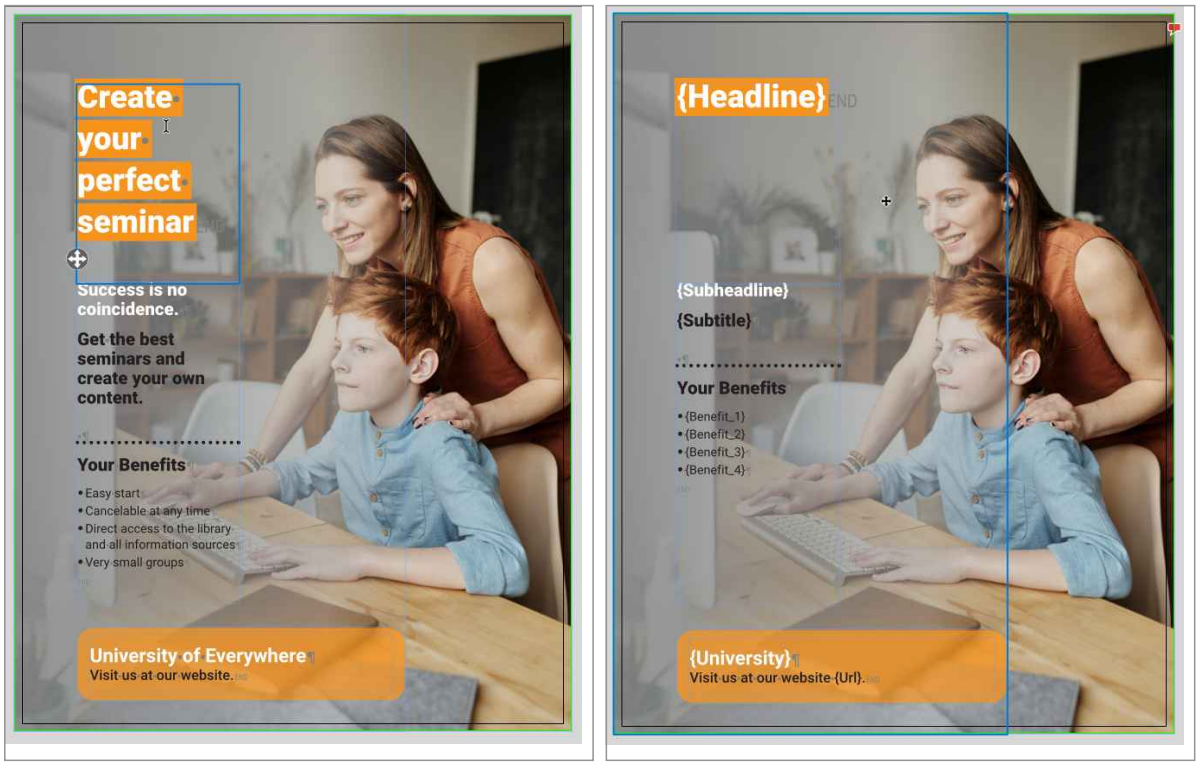
New Features in Version 12

1. You can use InDesign documents from InDesign CS2 onward (.indd and .indt) directly as templates. The program takes over a custom alternative text of an InDesign object as the note of the object.
2. Variables are created from the XML tags of InDesign objects. This is controlled by the option **Convert Tags to Variables** in the import options, which is switched on by default.
3. The program loads missing fonts from the VIVA Font Server, in the version with which the document was typeset.
4. New options for text variables: **Required** for mandatory fields, **Help** for a hint on invalid entries, and the field types **password** and **range**.
5. With ***{script:Name}*** in the text, you insert the value of a script of the document instead of a variable. No input field is created in the form for this.

Create a simple template

To use a VivaDesigner or InDesign document as a template, simply replace the corresponding text (figure left) with the name of a variable enclosed in curly brackets (figure right). You can freely choose the name of the variable. However, avoid special characters or spaces for variables. If the document has several pages, change the texts only on the desired pages. You can use a variable with the same name several times in the document, but the formatting may be different in each case. Nevertheless, the web form displays the variable only once.

If you use a variable several times, enter the note with the additional options (see Additional options for text variables) identically for each occurrence.



For example, in the document, the text "***Create your perfect seminar***" has been replaced with the variable "***{Headline}***". The name "Headline" will also appear as the field name in the web form.

All static texts will be preserved. This is especially true for texts and images that come from master pages. In the document this is the text "***Your Benefits***" and "***Visit us at our website***".

Define text variables

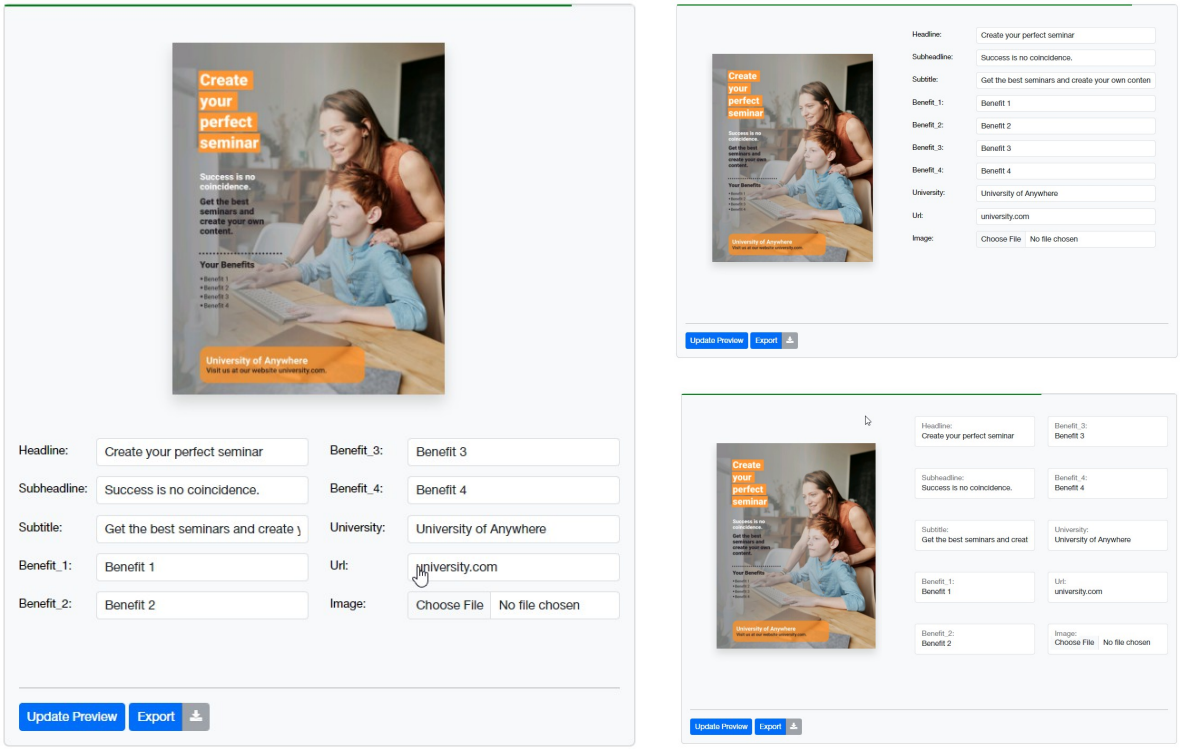
1. Choose one of the options below:
   - Open the VivaDesigner document in VivaDesigner.
   - Open the InDesign document in InDesign or in VivaDesigner.
2. Note that the name of the document determines the title of the web form.
3. Replace the respective text with the desired variables in the text in curly brackets.
4. Follow the notes and instructions in the Technical notes for VivaDesigner templates section if you created the template in VivaDesigner, or Technical notes for InDesign templates if you created the template in InDesign.
5. Save the document.

Show Web Form

1. Choose one of the following options to display the web form:
   - Server URL — If you have direct access to a VIVA Database Publishing Server, enter the following URL in the browser: ***{server_name}/{project_name}/form/***. Note the optional parameters in the section Information for web page creators, with which you can specify the selection and layout of the web form. If a password is set for the project, you must log in first.

- **Viva website** — Open the Viva website and choose “Test” in the Database Publishing section.
- **VivaCloud** — If you have a VivaCloud account and a corresponding license to edit forms, save the document to VivaCloud first. Choose **Create Form Template** from the context menu and then **Form with Input Fields**. VivaCloud automatically creates a form document in the same folder with the same file name and the “.nwpd” extension. Double-click the new document with the “.nwpd” file extension to display the web form.
- **Web application** — If you are using a web application that integrates a VIVA Database Publishing Server (e.g. CMS, store, or web-to-print system), please follow the appropriate instructions for that application.

2. Fill out the web form. In the so-called “live mode”, which is switched on by default, the results are displayed immediately when you use the Tab key or click with the mouse pointer in another input field. If the “live mode” is not active or if you do not want to leave the current input field, choose **Update Preview** to display the result.



The display of the input forms may vary depending on the application and corresponding settings. Therefore, these representations are only an example.

3. Choose **Export** to export the design in a specific format (PDF, JPG, etc.).

Please note that the chosen application determines whether and which export options are available.

Technical notes for VivaDesigner templates

Determine how to handle images and fonts used:

- All standard Windows operating system fonts are installed on the VIVA servers. The server automatically loads missing free fonts from the VIVA Font Server when required. If you additionally use other fonts, they can be installed on the VIVA server depending on the license. Choose the option **Embed All Used Fonts** under **Edit > Preferences > Embedded Fonts** if this is not possible or useful.

Alternatively, you can transfer the fonts to the server together with the template. Please refer to the instructions in the section Working with ZIP archives.

- Choose the option **Embed All Used Images** under **Edit > Preferences > Pages & Objects** if the images used are not available on the server.

Technical notes for InDesign templates

When you create your template in InDesign, the document is converted to a native VIVA format using the VIVA Database Publishing Server. Both programs have thousands of options and an almost identical basic concept and are therefore almost identical. Nevertheless, there are crucial differences. Therefore, during the conversion, there may be differences in the design that cannot be avoided. On our website we have listed the differences between VIVA and InDesign. Please note the information in the section Opening Adobe InDesign Documents.

Basically, you should observe the following notes in your InDesign template:

- Make sure that text objects are not too small. Text objects should be at least one millimeter larger in width and height to avoid text overset.
- Do not use nested objects, where you copy one object into another object to mask it, for example. Convert such objects to images and place them again in the layout.
- Do not use effects that do not exist in VivaDesigner. If in doubt, convert such objects to images and place them again in the layout.
- If possible, embed all images or create a ZIP file with all images and fonts. See the instructions in the section Working with ZIP archives.
- Make sure that you are authorized to use the fonts on another computer. You can test this in InDesign by using the option **File > Package**. If fonts are missing in the process, you will need to check the licensing terms and may need to purchase the missing font elsewhere or replace it with a paid or free alternative (e.g. free fonts of the VIVA Font Server).
- All standard fonts of the Windows operating system are installed on the VIVA servers. The server automatically loads missing free fonts from the VIVA Font Server when required. If you additionally use other fonts, these can be installed on the VIVA server depending on the license. Since this is not possible or useful in many cases, the fonts can also be transferred to the server with the template. Please refer to the notes in the section Working with ZIP archives.

Advanced form options

Additional options for text variables

In some cases you may want to change the input and display of the web form. In the example, this may be the case if you want to specify default texts or help texts, or if you want to determine the order in which the fields are displayed in the web form.

1. Choose one of the following options:
   - Open the VivaDesigner document in VivaDesigner.
   - Open the InDesign document in InDesign or in VivaDesigner.
2. Replace the respective text with the desired variables in the text in curly brackets.

3. Position the mouse pointer between the last character of the variable and the closed curly bracket.
4. Choose one of the following options:
   - VivaDesigner — Choose **Text > Note**, or **Window > Notes**.
   - InDesign — Choose **Window > Notes**, and then choose **New Note**.
5. Enter one or more of the options described below, each on a separate line in the format "Name:Value" without a space after the colon. Upper and lower case do not matter for the name; the program takes over the value exactly as you enter it:
   - Label — Defines the field label in the form. This option is useful if you do not want the name of the variable in the text to match the field label in the form. This may be the case if you have used very short field names in the text due to space limitations. Example: "***Label:Telephone***", while the variable in the text is "Fon". If no label is defined, the name of the variable in the text will be used automatically.
   - Order — Defines the order of the field in the form. This option is useful if the order of the fields in the form does not correspond to the order in the text. Fields without this option appear after the fields with this option. Therefore, use the option for all fields, especially if a page contains several text objects with variables. (Example "***Order:2***"). Only positive numbers are allowed. It does not matter if they show gaps (e.g. 2, 4, 20). If no order is defined, the program uses the order of the variables in the text.
   - Type — Defines the field type.
     - text — Defines a single-line text field that accepts the entry of all characters.
     - textarea — Defines a multi-line text field that accepts the entry of all characters. The height of the text field is determined by the parameter "Rows".
     - number — Defines a single-line field that only accepts the input of digits.
     - email — Defines a single-line field that only accepts the entry of a syntactically correct email address.
     - url — Defines a single-line field that only accepts the entry of a syntactically correct web address.
     - date — Defines a single-line field that only accepts date entries.
     - checkbox — Defines a single-line option field that returns the value "0" or "1" in the export. With "***Default:1***", the option field is selected.
     - password — Defines a single-line field for a password whose entry is displayed masked.
     - range — Defines a slider for a numeric value.
   - Example: "***Type:text***". If no field type is defined, the value "text" is set automatically.
   - Default — Defines a default value that will be displayed in the field. This option is useful if you want to explicitly set a default value. Example: "***Default:USA***". The string "***USA***" will be displayed in the field and will be used automatically if the user does not specify another value.
   - Placeholder — Defines a placeholder text that will be displayed in the field. Example: "***Placeholder:Enter your name***". The string is displayed in the field but not used in the output.
   - Description — Defines a description text that is usually displayed below the field. Example: "***Description:Please use uppercase letters only***".

- Pattern — Defines a pattern for input to the web form. The pattern is defined as a regular expression. Example: "***Pattern:[0-9]{4}***". The pattern must match the entire input, so exactly four digits from 0 to 9 are allowed here.
- Prefix — Defines the prefix of a field, which means a text that always appears BEFORE the field. Example: "***Prefix:(***". However, the string "***(***" appears only if the field also has a content. You can also format the prefix with a character style sheet. To do this, specify the name of the style sheet in the format "***Prefix:@{StyleName}:{Prefix}***". Specifying "***Prefix:@Blue:(***" will color the bracket blue if this color is defined in the "Blue" style sheet. In a prefix you can also use control characters like "***<\d>***" for paragraph end and "***<\n>***" for line end.
- Postfix — Defines the postfix of a field, which means a text that always appears AFTER the field. Example: "***Postfix:)***". The string "***)***" will only appear if the field also has a content. You can also format the postfix with a character style sheet. To do this, specify the name of the style sheet in the format "***Postfix:@{style name}:{postfix}***". Specifying "***Postfix:@Blue:)***" will color the parenthesis blue if this color is defined in the "Blue" style sheet. In a postfix you can also use control characters like "***<\d>***" for Paragraph Break and "***<\n>***" for Forced Line Break.
- Rows — Defines the height of a multi-line text field (field type textarea) in lines. Integers from 1 are allowed (example "***Rows:4***"). Without this option, the text field is three lines high.
- Required — Defines a mandatory field. Allowed values are "***true***" and "***yes***". Example: "***Required:true***".
- Help — Defines a hint that the form displays if the entry is invalid. Example: "***Help:Please enter four digits***".

Automatic text fitting

The automatic calculation of the text based on the variables can result in a so-called overset. In this case, the text cannot be displayed completely in a text object. To prevent this, automatic text fitting can be defined as an option. The definition determines which options the program applies and down to which minimum value.

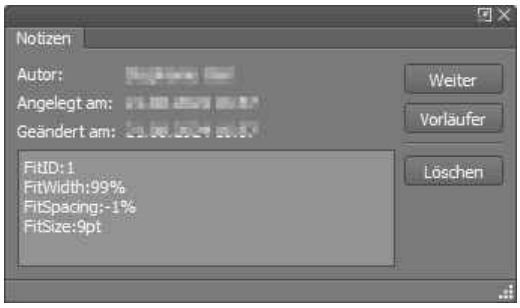
The program reduces the font size, the letter spacing and the letter width one after the other, each down to the specified minimum value. Only when the minimum values have been reached may an overset occur. You specify a different order in the Database Publishing program.

Define text scaling

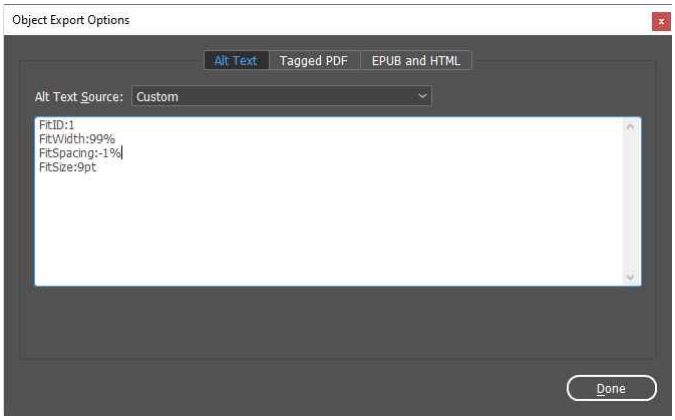
1. Create a text object.

2. Choose the object, and then choose one of the following options:

- VivaDesigner — Choose Object > Note (only in the Expert working mode). The server reads the note of the object and removes it during the conversion.



- **InDesign** — Choose **Object > Object Export Options** and then **Alt Text > Custom**.



3. Enter one or more of the options described below, each on a separate line in the format "Name:Value" without a space after the colon. Upper and lower case do not matter for the name; the program takes over the value exactly as you enter it:
   - **FitSize** — Defines the minimum size of the text. The specification "FitSize:7pt" determines that the font size is not less than "7pt". The minimum size applies to the smallest font in the text object. All units of measurement that are accepted in the program for the font size are supported for specifying the font size.
   - **FitSpacing** — Defines the letter spacing of the text. The specification "FitSpacing:-1%" determines that the letter spacing is not less than "-1%".
   - **FitWidth** — Defines the letter width of the text. The specification "FitWidth:90%" determines that the letter width is not less than 90%.

   > *Note: There must be no space between the size and the unit of measurement. Enter decimal numbers with a period (e.g. "7.2pt" or "80.5%").*

The specifications are cumulative. This means that if the first option has not already resulted in the entire text being displayed because the minimum value has been reached, the following option is automatically applied.

Example: The source text has a size of "10pt". Reducing the font size to the minimum value of "7pt" was not sufficient to display the entire text. In this case, the reduction of the letter spacing is applied to the text. If this is also unsuccessful, the letter width is also applied.

If the first option is successful, the other options are ignored.

Example: The source text has a size of "10pt". The automatic reduction of the font size to 7.2pt has already resulted in the entire text being displayed in the text object.

The options are applied proportionally.

Example: A text object has two paragraphs, each with "10pt" and "8pt" font size. Reducing the font size by "10%", for example, causes both paragraphs to be reduced equally. Due to the text fitting, the first paragraph then has the font size "9pt" and the second paragraph "7.2pt".

Synchronize text attributes

Using a so-called "**FitID**", you can optionally synchronize the attributes of texts in different objects. This option is helpful if you want to ensure a uniform overall typographic image.

Example: A business card is made up of two text objects. The first text object contains the name, the second text object contains all the address data. All texts have a font size of “10pt”. The automatic text fitting reduced the font size for the address data to “8.5pt”.

As a result, the uniform overall typographic image was lost.

If you also assign the same FitID to both objects, you can ensure that the program synchronizes the text attributes in both objects. The value of the FitID should be between “1” and “10”. The FitID only synchronizes objects on the same page.

Example: Use the following parameters for both objects:

“FitID:1”

“FitSize:7pt”

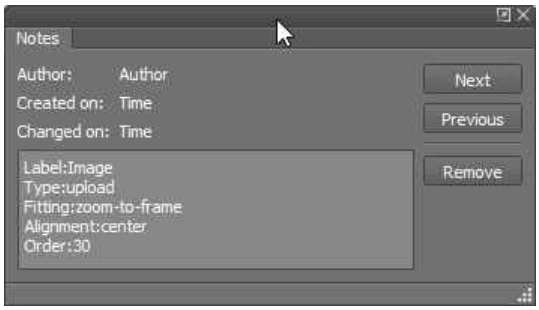
If the text object with the address data is now reduced to the font size “8.5pt”, this font size is also applied to the text object with the name, although the name could also be displayed in full with “10pt”.

> *Note: The use of automatic text fitting MAY slow down the calculation of the document. This option should therefore be selected with care.*

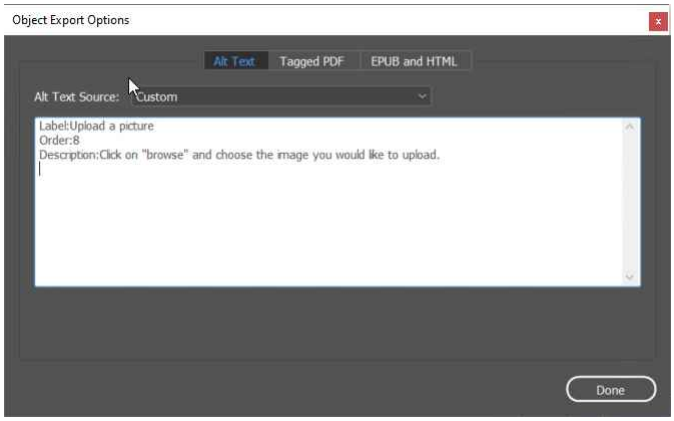
Defining image variables

In our example, you want to change the background image. To do this, we need to create a variable for the image object.

1. Create corresponding image objects and optionally import corresponding images. These images will be displayed by default and will be overwritten only when corresponding images are replaced.
2. Choose the name for all variable image objects. To do this, replace the name of the image object in the **Layers** palette with the name of the variable. Write the variable in curly brackets. This name will be used as the variable and as the label.
3. Choose the object, and then choose one of the options below:
   - **VivaDesigner** — Choose **Object > Note** (only in the **Expert** working mode).



   - **InDesign** — Choose **Object > Object Export Options**, and then **Alt Text > Custom**.



4. Enter one or more of the options described below, each on a separate line in the format "Name:Value" without a space after the colon. Upper and lower case do not matter for the name; the program takes over the value exactly as you enter it:
   - Label — Defines the field label in the form. This option is useful if you do not want the name of the object in the Layers palette to match the field label in the form. Example: "***Label:Picture 1***", while in the Layers palette there is only "{Pic1}". If no label is defined, the name of the variable in the Layers palette is automatically used.
   - Order — Defines the order of the field in the form. This option is useful if you want to define the order of the fields in the form (example "***Order:2***"). Only positive numbers are allowed. It does not matter if they have gaps (e.g. 2, 4, 20). Alternatively, specify the position with a vertical bar before the name of the image object, e.g. "{2|Pic1}". If the option Order is also specified, it takes precedence. If no order is defined, the program uses the order of the image objects.
   - Type — Defines the field type. Allowed values are "***upload***" and "***text***". The value "***upload***" creates an option for a file selection in the form. This option is useful if you want the user to upload images. The value "***text***" creates an input field for text in the form. This option is useful if the user should only enter the name of the image because it is already on the server. One way to transfer the variable images to the server is to use the "ZIP archive" option. Please refer to the section Working with ZIP archives. Example: "***Type:text***". If no field type is defined, the program uses the value "***text***". Therefore, always specify "***Type:upload***" for a file selection.
   - Description — Defines a description text that is usually displayed below the field. Example: "***Description:Please select your own image***".

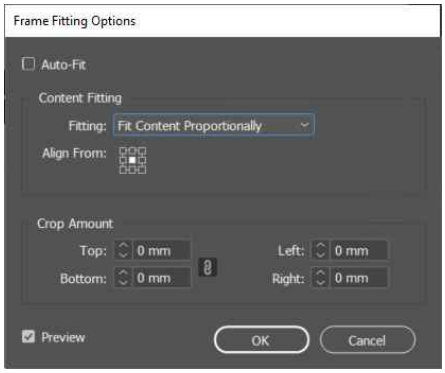
Define image behavior for VivaDesigner templates

1. Click in the image object.
2. In the Module palette, choose the option White Space Optimization in the Geometry area to ensure that imported images are not displayed with a white space.
3. Choose Edit > Preferences > Pages & Objects > Fill Frame Automatically to ensure that imported images are fully fitted.
4. Choose Edit > Preferences > Pages & Objects > White Space Optimization to ensure that imported images are not displayed with a white space in new image objects.
5. Enter one or more of the options described below in the note of the image object:

- Fitting — Defines the scaling of imported images independently of the previous options. The value "***fit-to-frame***" corresponds to the option Fit Picture to Frame. The value "***proportional***" corresponds to the option Fit Picture Proportionally to Frame. The value "***zoom-to-frame***" corresponds to the option Fill Frame Proportionally. The value "***proportional-if-necessary***" fits the picture proportionally only if necessary. The value "***100%***" corresponds to the option Original Size; enter other percentages as an integer (e.g. "***80%***"). Example: "***Fitting:zoom-to-frame***".
- Alignment — Defines the alignment of imported images independently of the previous options. The values "***left-top***", "***left-center***" and "***left-bottom***" align the images to the left. The values "***right-top***", "***right-center***" and "***right-bottom***" align the images to the right. The values "***top-center***", "***center***" and "***bottom-center***" center the images. Example: "***Alignment:left-top***". Without this option, the program aligns the images at the top left.

Define image behavior for InDesign templates

1. Choose Object > Fit > Frame Fitting Options to specify how variable images are fitted to the object.



2. Choose Auto-Fit.
3. Choose a suitable setting. For example, for logos that you want to display in their entirety, choose Fit Content Proportionally. For photos, you can also choose Fill Frame Proportionally and the appropriate alignment. The program only takes over these settings if you save the template as an IDML file and the object has a custom alternative text.
4. Choose View > Display Performance > High Quality to get good quality images in the preview. This option can be preset in InDesign's preferences for all new documents.
5. In the Links palette, choose Embed Link to embed an image file in the document. Another option for transferring static and variable images to the server is the ZIP Archive option. Please refer to the notes in the section Working with ZIP archives. However, we recommend embedding at least the static images.

Define a QR code

You can use text variables and an image object to create a QR code fully automatically.

1. Create an image object and optionally import a QR code. This QR code is displayed by default and is only overwritten if the corresponding text variables are filled in.
2. Replace the name of the image or the image object in the Layers palette with the name "***{qr-code}***".
3. Choose the object, and then choose one of the options below:

- VivaDesigner — Choose **Object > Note** (only in the **Expert** working mode).
- InDesign — Choose **Object > Object Export Options**, and then **Alt Text > Custom**.

4. Enter one or more of the options described below, each on a separate line in the format "Name:Value":
   - Source — Defines the source or type of information that the code is to contain (example "***Source:Text***"). This option is mandatory; without it, the program does not create a code. Upper and lower case do not matter for the value. By default, the content of the variables is transferred in the format "UTF-8". All other parameters (for example "Size", "Data Encoding", etc.) correspond to the program's default values for creating a code manually. Deviating from this, the program does not display plain text below the code and does not leave a quiet zone around the code.
     - Text — The code contains a fixed text that you specify with the option "***Text:***" (example "***Text:Order number 4711***"). A text variable is not required for this.
     - Field — The code contains the content of any text variable whose name you specify with the option "***Field:***" (example "***Field:ArticleNumber***" for the text variable "***{ArticleNumber}***").
     - URL — The content of the code consists of a URL. For a code to be created, the document must have a text variable named "***URL***". In this case, only valid URLs may be entered for the text variable.
     - SMS — The content of the code consists of an SMS. For a code to be created, the document must have a text variable named "***SMS***". In this case, only valid phone numbers may be entered for the text variable. The program prefixes the number with "smsto:".
     - Phone — The content of the code consists of a phone number. For a code to be created, the document must have a text variable named "***PHONE***". In this case, only valid phone numbers may be entered for the text variable. The program prefixes the number with "tel:".
     - Email — The content of the code consists of an email address. For a code to be created, the document must have a text variable named "***EMAIL***". In this case, only valid email addresses may be entered for the text variable. The program prefixes the address with "mailto:".
     - vCard — The content of the code consists of a vCard, i.e. a complete address definition. For a code to be created, the document must have at least one of the following text variables: "***Surname***", "***Name***", "***Title***", "***Position1***", "***Phone1***", "***Phone2***", "***Tel-Home***", "***Fax***", "***Fax-Home***", "***Mobile***", "***Mail1***", "***Mail2***", "***URL***", "***Company***", "***Street***", "***ZIP***", "***Town***", "***Country***".

> *Note: The option* Order *has no effect on codes. You specify the order of the input fields in the form in the notes of the text variables (e.g. "**URL**"). Write the names of the text variables exactly as specified, i.e. "**URL**", "**PHONE**", "**SMS**" and "**EMAIL**" in capital letters.*

Define Data Matrix and other codes

You can use text variables and an image object to create a Data Matrix code or another code fully automatically, for example an EAN, Code 128, PDF417 or Aztec code.

1. Create an image object and optionally import a code. This code is displayed by default and is only overwritten if the corresponding text variables are filled in.
2. Replace the name of the image or the image object in the **Layers** palette with the name "***{code}***".
3. Choose the object, and then choose one of the options below:
   - VivaDesigner — Choose **Object > Note** (only in the **Expert** working mode).

- InDesign — Choose Object > Object Export Options, and then Alt Text > Custom.

4. Enter one or more of the options described below, each on a separate line in the format "Name:Value":
   - Type — Defines the code type. Upper and lower case do not matter; enter spaces and hyphens exactly as shown (example "***Type:data matrix***"). Without this option or with an unknown value, for example "***Data-Matrix***", the program creates a QR code. The following values are allowed:
     - 2D codes — "***qrcode***" (QR Code), "***rmqr***" (Rectangular Micro QR Code), "***data matrix***" (Data Matrix), "***aztec code***" (Aztec Code), "***pdf417***" (PDF417), "***micro pdf417***" (MicroPDF417), "***maxi-code***" (MaxiCode), "***dotcode***" (DotCode), "***hanxin***" (Han Xin Code), "***codablock-f***" (Codablock-F).
     - Retail and logistics — "***ean8***", "***ean13***" (EAN), "***ean14***" (EAN-14), "***itf14***" (ITF-14), "***upca***" (UPC-A), "***upce***" (UPC-E), "***isbn***" (ISBN), "***nve18***" (NVE-18), "***databar***", "***databar expanded***", "***databar limited***", "***databar stacked***", "***databar stacked omnidirectional***" (GS1 DataBar).
     - Other barcodes — "***code128***" (Code 128), "***code93***" (Code 93), "***code11***" (Code 11), "***codabar***" (Codabar), "***code2of5 interleaved***", "***code2of5 industry***", "***code2of5 matrix***", "***code2of5 iata***", "***code2of5 datalogic***" (Code 2 of 5), "***bc412***" (IBM BC412), "***logmars***" (LOGMARS), "***telepen***", "***telepen numeric***" (Telepen), "***plessey***" (UK Plessey), "***vin***" (Vehicle Identification Number).
     - Pharmaceuticals — "***pzn***" (Pharmazentralnummer), "***pharmacode***", "***pharmacode 2-track***" (Pharmacode).
     - Postal and parcel services — "***deutsche post identcode***", "***deutsche post leitcode***" (Deutsche Post), "***dpd***" (DPD), "***kix***" (Dutch Post), "***royal mail***", "***mail mark***" (Royal Mail), "***usps***" (USPS Intelligent Mail), "***postnet***" (Postnet), "***planet***" (PLANET), "***australian post custom***", "***australian post redirect***", "***australian post reply paid***", "***australian post routing***" (Australia Post), "***japanese postal***" (Japan Post), "***korean postal***" (Korea Post), "***cepnet***" (Brazilian Post).
   - Source — Defines the source or type of information that the code is to contain (example "***Source:Text***"). This option is mandatory; without it, the program does not create a code. Upper and lower case do not matter for the value. The same values as for the QR code are allowed. For barcodes such as EAN or Code 128, you usually use "***Field***" or "***Text***". By default, the content of the variables is transferred in the format "UTF-8". All other parameters (for example "Size", "Data Encoding", etc.) correspond to the program's default values for creating a code manually. Deviating from this, the program does not display plain text below the code and does not leave a quiet zone around the code.
     - Text — The code contains a fixed text that you specify with the option "***Text:***" (example "***Text:Order number 4711***"). A text variable is not required for this.
     - Field — The code contains the content of any text variable whose name you specify with the option "***Field:***" (example "***Field:ArticleNumber***" for the text variable "***{ArticleNumber}***").
   - Size — Determines the size of the code in modules, for Data Matrix only. Write the size with spaces before and after the "x" (example "***Size:24 x 24***"). Allowed are the square sizes from 10 x 10 to 26 x 26 in steps of two, from 32 x 32 to 52 x 52 in steps of four, from 64 x 64 to 104 x 104 in steps of eight as well as 120 x 120, 132 x 132 and 144 x 144, and also the rectangular sizes 8 x 18, 8 x 32, 12 x 26, 12 x 36, 16 x 36 and 16 x 48. Without this option or with any other specification, the program determines the size automatically.

Working with ZIP archives

A “ZIP archive” (abbreviation of the English word “zipper”) is a file format in which several files and/or entire directories can be combined, or archived, in a single file with the file extension “zip”.

Instead of using a single VivaDesigner or InDesign document, you must create a ZIP archive if you want to ensure that the fonts and images used in the document are used for display and print output.

You can avoid creating a ZIP archive only if

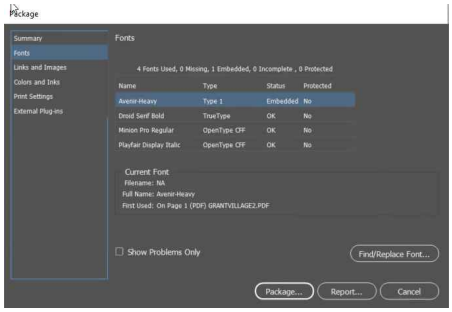
- all fonts used are installed on the server,
- only free fonts of the VIVA Font Server are used,
- all fonts are embedded in the document (VivaDesigner only),
- all images used are embedded in the document,
- variable images are uploaded separately.

Create a ZIP file with VivaDesigner templates.

1. Choose **File > Package & Send** (only in the **Expert** working mode) and then the option **ZIP Package**.
2. Follow the instructions in the section Package & Send.

Create ZIP file with InDesign templates.

1. Choose **File > Package** to create a copy of the current document with all fonts and/or images in the document.



2. Choose the appropriate options. You do not need to include free fonts of the VIVA Font Server, as the server loads them when required. Do not include an IDML or PDF copy of the document in the package.
3. Choose the folder in the operating system.
4. Choose the option in the operating system that allows you to package a folder as a ZIP archive.

General notes on ZIP archives

- Opening documents from ZIP archives takes longer than opening documents normally.
- A ZIP archive can contain all VIVA and InDesign document formats (e.g. indd, indt, idml) that can be opened by VIVA. If a ZIP archive contains several documents, the program opens only the first document in the ZIP archive that it can open (also PDF or XML files). Therefore, use only one document in the ZIP archive. The file extension must be in lower case.

- ZIP archives that are in turn located in the ZIP archive to be opened are ignored.
- If fonts are missing after opening a document, the program searches for them in the folder of the document in the ZIP archive and installs them automatically. It loads fonts that are missing there from the VIVA Font Server when required.
- The installation of fonts from the ZIP archive is temporary, so that these fonts are automatically uninstalled after the document is closed.
- If the program finds other fonts (TTF, OTF or TTC) in the same folder when searching for missing fonts, these fonts will also be installed automatically. Therefore, you should only use the fonts in the ZIP archive that are also used by the document.
- The temporarily installed fonts are only available to the document opened from the ZIP archive.
- The automatic installation of the fonts is not a guarantee that all missing fonts will be replaced correctly. Check the document for missing fonts before printing or PDF export.

Complex web forms

In some cases, you may want to create very complex web forms that go well beyond the options described earlier. For example, these may be forms with drop-down lists. Such complex web forms cannot be created directly with InDesign. You can create an InDesign document as described and then edit it using the Database Publishing program, which is optionally available as a desktop or web version.

Information for web page creators

Controlling a VIVA Database Publishing Server to create a web form is extremely simple and can be done by anyone who can build a web page or enter a URL in the browser:

Enter the following URL in the browser:

https://{server_name}/{project_name}/form/?{parameter_1}&{parameter_2}&{parameter_3}

Server name — URL/IP address of the server (e.g. “myserver.com” or “192.00.00.00”)

Project name — On the server there are several projects where templates, documents, images or other information are already stored.

form — Mandatory instruction for the server that the job is a form.

Parameters — Optional parameters that determine the selection of the template and the form display. The order of the parameters is optional. The first parameter starts with a “?”, every other parameter with a “&”.

Parameter description

The description of the parameters is described in detail in the Server API. Below are only the most important parameters:

generateForms — Converts the document into a form. Allowed values: “***true***” or “***false***”. The default value is “false”. Example: ***generateForms=true***

template-name — Name of the template to be used for the form that already exists on the server. Without this parameter and without the parameter "***upload***", the form displays a list of the templates of the project. If there is no template on the server, use the parameter "***upload***". Example: ***template-name=mytemplate.desd*** for VIVA documents or ***template-name=mytemplate.indd*** for InDesign documents.

upload — Allows the user to upload a template to the server. Allowed values: "***true***" or "***false***". The default value is "***false***". The web form will be calculated based on this template. If you want to use a template that is already on the server, use the parameter "***template-name***". Example: ***upload=true***

show-title — Displays the template name as a title in the form. Allowed values: "***true***" or "***false***". The default value is "***true***". Example: ***show-title=true***

columns — Sets the number of columns in which the input fields are displayed. Allowed values are integers between "***1***" and "***5***". The default value is "***1***". Example: ***columns=2***

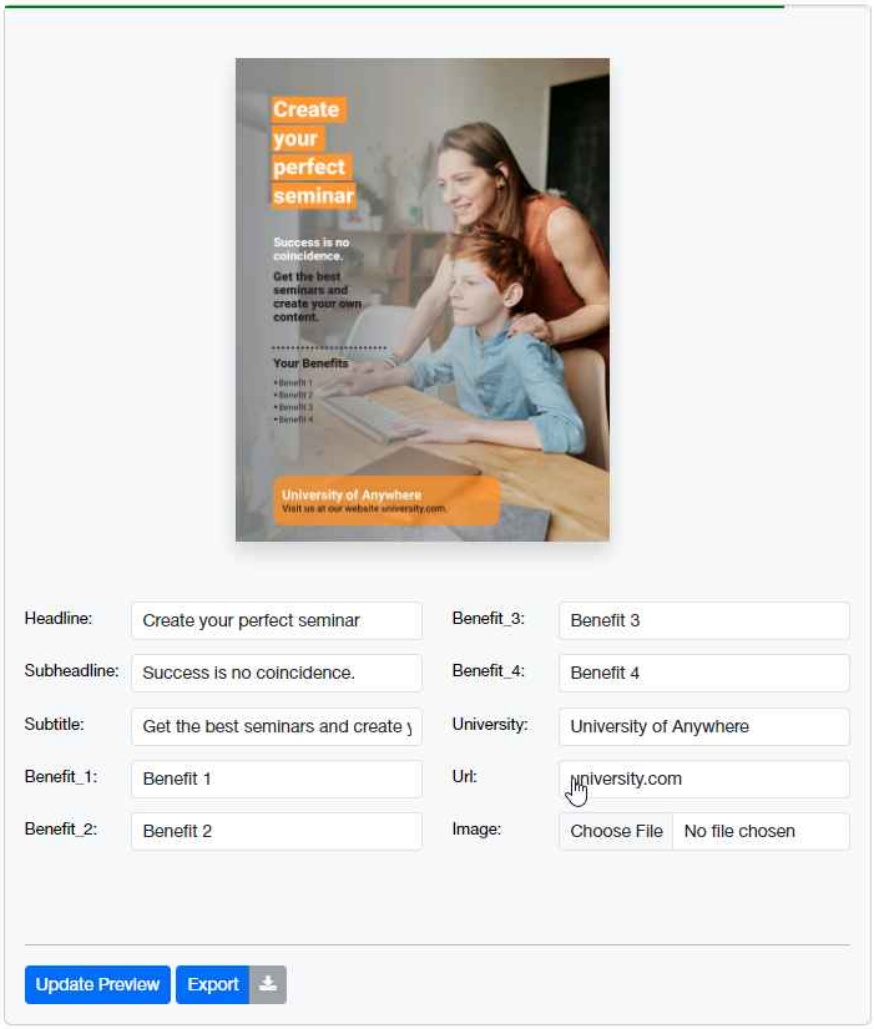
label-position — Determines the display of the input field labels. They can be to the left in front of the input field (***left***), above the input field (***top***) or in the input field (***floating***). The default value is "***left***". Example: ***label-position=top***

live-previews — Determines whether the preview should be calculated automatically after each change between the input fields (***true***) or only after manual request (***false***). Allowed values: "***true***" or "***false***". The default value is "***true***". Example: ***live-previews=true***

preview-style — Determines how and which pages of the template are displayed. Allowed values: "***all***", "***all-vertical***", "***all-horizontal***", "***all-auto***", "***single***" or "***scroll***". For forms that the program creates from a template, the default value is "***all***", otherwise "***scroll***". With the value "***scroll***", the user has to scroll when viewing multiple pages.

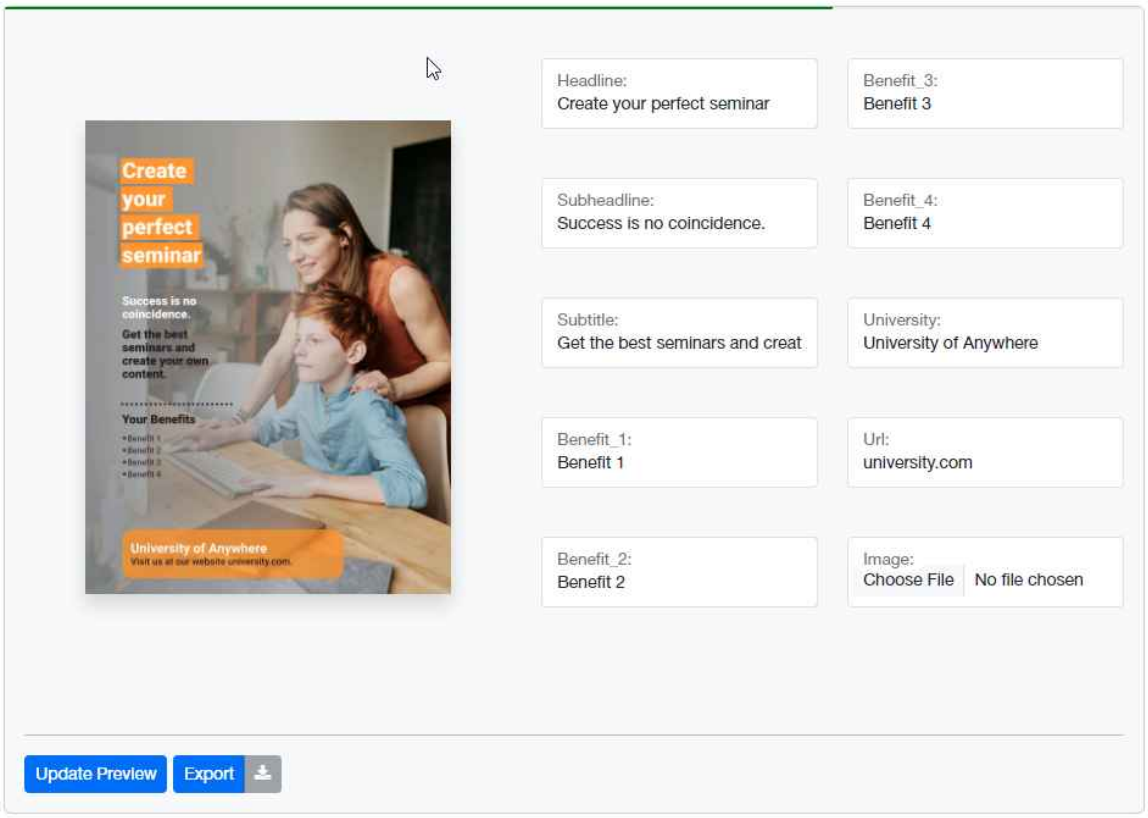
preview-position — Sets the position of the preview. Allowed values: "***left***", "***right***", "***top***" or "***bottom***". The default value is "***right***". Example: ***preview-position=top***

Examples



In this example, the document is to be uploaded by the user. The instruction is:

https://{server_name}/{project_name}/form/?upload=true&columns=2&preview-position=top



In this example, the preview is to be displayed on the left and the labels in the input field. The instruction is:

https://{server_name}/{project_name}/form/?upload=true&columns=2&preview-position=left&label-position=floating

Technical Information

Version 12 — November 2026

Technical Information

Working Mode

The working mode determines how many functions the program displays in menus, tools, palettes and text attributes. This section explains which functions are not available in the Beginner and Advanced modes. You choose the working mode when you start the program for the first time or under **Edit > Preferences > Program > General** in the **Working Mode** pop-up menu. The keyboard shortcuts of hidden commands remain assigned but have no effect. The VIVA AI Assistant also only executes commands that are visible in the selected working mode.

Functions not available in Advanced mode

The following functions are not available in **Advanced** mode. These functions are only displayed in **Expert** mode.

Menus

- File — Package & Send
- Edit — Program Language
- Object — Note, Interaction Policies, Text On Path, Split, Alias
- Picture — Optimize Image, Change Color Space, Preview Quality, Image Layers, Open in PDF viewing program, Open in PDF editing program, Open in PDF printing program
- View — Screen Mode, Guide Objects, Guide Objects selectable, Visualize Locked Objects, Quick Picture View, Grayscale View, Color Proof

Tools

- Color tools — Eyedropper, Color Blend, Transparency Blend. The eyedropper includes all user-defined eyedroppers.

Palettes and export

- Palettes — Character Inspector, Text Formatting Inspector, Trapping, Assignments, OpenType
- Export — EPS Export, PS Export, JPEG/PNG/SVG/PSD Export, Object Export

Text

The following functions concern the **Text** menu, the context menu in the text and the text and paragraph attributes:

- Insert — Insert Hyphen/Dash, Insert Object, Ruby Text (Furigana)
- Character — Options, Character Background, Character Frame, Character Rule. The options include ligatures, character rotation, character skew and placeholder text.
- Paragraph — Word Spacing, Character Spacing, Character Width, Background, Frame, Rule, Optical Alignment
- Paragraph — GREP Styles, Nested Styles, Suppress Line Counter, if these functions are included in your edition
- Layout and structure — Layout, Layout Style Sheet, Chapter, Story, Anchor Settings

- Mark as — Index Entry, Contents Entry, Bibliography Entry, Picture Entry, Abbreviation Entry, Running Title, Link
- Indexes and tables — Document Index & Tables, Cross-Document Index & Tables
- Other — Text Information, Fill with Sample Text
- Character style sheets — OpenType

Functions not available in Beginner mode

The following functions are not available in **Beginner** mode. The list also includes all functions that are already hidden in **Advanced** mode.

Menus

- File — Package & Send
- Edit — Program Language
- Object — Special, Effects, Run Around, Style Sheet, Duplicate, Scaling, Content, Shape, Note, Interaction Policies, Text On Path, Split, Alias. The **Special** option is also not available in the **Picture** menu.
- Picture — Open in Image Editing Program, Open in Vector Illustration Program, Optimize Image, Change Color Space, Preview Quality, Image Layers, Open in PDF viewing program, Open in PDF editing program, Open in PDF printing program
- View — Ruler, Grid, Grid Magnetic, Smart Guides, Reading Order, Alias Objects selectable, Baseline Grid, Clipping, Text Rulers, Visualize Text Style Sheets, Track Changes, Check Spelling automatically, Screen Mode, Guide Objects, Guide Objects selectable, Visualize Locked Objects, Quick Picture View, Grayscale View, Color Proof
- Window — Workspace
- Document — Document Page Settings, Page Format, Margins & Columns, Alias Page Settings, Alias Page Format, New Alias Page, Delete Alias Page(s), Picture Usage, Font Usage, Color Usage

Tools

- Freeform tools — Freeform Graphic Object, Freeform Picture Object, Freeform Text Object (LTR), Freeform Text Object (RTL), Freeform Text Object (TTB)
- Path tools — Path, Path Selection Tool, Text On Path (LTR), Text On Path (RTL), Text On Path (TTB), Add Text On Path
- Text chains — Text Chaining, Text Unchaining
- Color tools — Eyedropper, Color Blend, Transparency Blend. The eyedropper includes all user-defined eyedroppers.

Palettes and export

- Palettes — Colors, Layers, Articles, Accessibility Check, Notes, Change Tracking, Spell Check, Search & Replace, Character Map, Character Inspector, Text Formatting Inspector, Trapping, Assignments, OpenType
- New — Collection, Library
- Export — Text Export, EPS Export, PS Export, JPEG/PNG/SVG/PSD Export, Object Export

Text

The following functions concern the **Text** menu, the context menu in the text and the text and paragraph attributes:

- Insert — Note, Cross Reference, Update Cross References, Insert Break, Insert Variable, Insert Hyphen/Dash, Insert Object, Ruby Text (Furigana)
- Character — Scaling, Options, Character Background, Character Frame, Character Rule. The options include ligatures, character rotation, character skew and placeholder text.
- Paragraph — Indent, Tabs, Drop Caps, Bullets & Numbering, Word Spacing, Character Spacing, Character Width, Background, Frame, Rule, Optical Alignment
- Paragraph — GREP Styles, Nested Styles, Suppress Line Counter, if these functions are included in your edition
- Layout and structure — Layout, Layout Style Sheet, Chapter, Story, Anchor Settings
- Mark as — Index Entry, Contents Entry, Bibliography Entry, Picture Entry, Abbreviation Entry, Running Title, Link
- Indexes and tables — Document Index & Tables, Cross-Document Index & Tables
- Other — Hyphenation Suggestions, Share Selected Text, Share Selected Paragraphs, Unshare Text, Search & Replace, Text Information, Fill with Sample Text
- Character style sheets — OpenType

Program stability and causes of errors

The program is used by hundreds of thousands of users worldwide and is characterized by its high stability and reliability. Nevertheless, as with any complex software, absolutely error-free operation is not guaranteed. In practice, crashes are often not caused directly by the program itself, but by a combination of various system-related factors. Please bear in mind that the program not only integrates numerous data formats, but also relies on a large number of system components. Faulty data, corrupted files or faulty system extensions can manifest themselves in the form of program crashes, which may be reproducible under certain circumstances. Below are some common causes and their solutions.

General causes of crashes

- **Unclear or sporadic crashes without a recognizable trigger**: Solution: Reset the preferences in emergency mode with the option **Reset Preferences**. Make sure that you are using the latest version of the program (**Help > Check for Updates**).
- **Influence of antivirus software**: Some security programs can prevent access to files or system functions. Solution: Deactivate the antivirus program as a test or enter the program as an exception.
- **Malfunctions due to additional programs that change the system**: Programs that modify the user interface or the behavior of the operating system can lead to unexpected crashes. Solution: Remove such programs or start the operating system (e.g. Windows) in safe mode to prevent interference.

- **Crashes when opening, importing or saving files**: Damaged image data or faulty data carriers can cause the program to crash when creating preview images. Solution: In the preferences under **Program > General**, choose the option **Operating System Dialog** in the **Open Dialog** pop-up menu to use the system's own file selection.

Crashes when working with texts

- **Use of incorrect or incompatible fonts**: Fonts may be damaged or incompatible and cause crashes. Solution: Test the replacement of the affected font with an alternative or completely new version. If possible, use another font that works reliably. If the problem persists, delete the font cache in emergency mode with the option **Reset Font Cache** to clean up any corrupted caches. Further information can be found in the chapter Working with Fonts.

> *The fact that an installed font works without problems in other programs (e.g. Microsoft Word or other Office applications) does not necessarily mean that the font is error-free. Layout programs have much deeper access to font information - for example, metric data, OpenType features, Unicode assignments or extended font specifications. Incorrect or incomplete font files, which remain inconspicuous in simple word processing programs, can therefore lead to display problems or crashes in professional layout applications.*

- **Imported texts contain invisible control characters:** When inserting text from other programs (e.g. Microsoft Word), invisible control characters or incorrect formatting information may be transferred, which can lead to display errors or crashes. Solution: Before inserting the text, choose the option Paste Text Formatting > Only within the application in the preferences. Alternatively, you can use the Edit > Paste WITHOUT Formatting command when pasting. If you have already inserted the text with formatting, we recommend deleting it and importing the text again without formatting.
- **Use of font management programs (e.g. Font Manager)**: Some additional programs for font management can lead to incompatibilities. Solution: Install the fonts directly in the system or store them in the document directory. Further information can be found in the chapter Working with Fonts.

Crashes when exporting documents

When exporting documents as PDF, crashes may occur in certain situations. The following instructions will help you to identify and rectify possible causes:

- **Damaged or incompatible images in the document**: Individual image files (e.g. defective JPEGs or formats not completely embedded) can interrupt the export process. Solution: Remove suspicious images from the document as a test or replace them with new, valid files. Also check whether all images have been loaded completely.
- **Unsupported or damaged fonts**: Incorrect fonts or problematic font files (e.g. exotic OpenType variants) can lead to a crash. Solution: Replace problematic fonts or test the export without embedded fonts (**PDF Export > Output > General > Embed fonts for PS/EPS/PDF > None**).
- **Activated transparencies or shadow effects**: Complex transparency or shadow effects in combination with certain PDF compatibility levels (e.g. PDF/X-3) can interfere with the export. Solution: In the **PDF Export > PDF > Optimize** dialog, choose the option **Flatten Transparency (if required)** or a lower resolution for **Effects**, choose a higher PDF version under **PDF > Compatibility** or deactivate effects as a test.

- **Export with special characters in the file name or path**: Umlauts, special characters or very long path names can block the export process. Solution: Use a simple file name (e.g. export.pdf) and save to the desktop as a test.
- **Incorrectly installed ICC profiles**: Defective or unsupported color profiles can lead to crashes when converting color spaces in PDF. Solution: Remove or replace user-defined ICC profiles in the export dialog, or as a test choose the conversion **No Color Conversion** under **PDF > Color Settings** and switch off the option **Include Profiles**.
- **Insufficient working memory for large documents**: Particularly large or complex documents with many images and pages can crash when converting to PDF if there is not enough memory available. Solution: Close other applications and restart the export after restarting the program. Reduce the image resolution if necessary.
- **No free space on the data carrier**: If there is not enough free memory available on the target drive, the export cannot be completed and the program may crash. Solution: Check the available disk space and make sure that there is enough free space on the target volume (especially for large documents with high image resolution).

Error analysis during export

If the crash always occurs on a specific page when exporting (e.g. PDF) or printing, this may indicate a local problem within this page. In this case, proceed as follows:

- Open the **PDF Export > Objects** dialog and deactivate the **Print Images** option. Start the export again. Objective: To rule out the possibility that defective or incompatible images are causing the error.
- If the error continues to occur, also deactivate the **Print Text** option. Objective: Check whether faulty or incompatible fonts are the cause.
- Error still occurs: If the crash continues to occur on the same page even without images and text, the cause is probably not in the content, but in the general settings, such as:
  - incorrect or incompatible paths (vectors),
  - problematic effects (transparencies, drop shadows),
  - invalid or damaged ICC profiles,
  - unusual object or layer settings.
- Test export of individual pages: In the export dialog, specify a range under **Page Layout > Page Selection** to export affected pages individually or alternating with other pages. This allows you to narrow down the error and isolate the problematic area.
- Optional: Remove content step by step: Open the affected page and remove individual objects (e.g. images, text, lines) one by one. Try the export again after each change. Objective: Identify the specific object that is causing the crash.
- In an emergency: Contact Support: If none of the above steps are successful, please contact technical support. Ideally, have the affected document, the export configuration used, information about your program version and the log files “error.log” and “crash.log” ready.

After a crash

After a crash, the program offers to reopen the most recently opened documents the next time it starts, including their unsaved changes if you wish. You determine what the program offers under **Edit > Preferences > Program > Backup** in the **After a Crash** pop-up menu (**Do nothing**, **Reopen last documents** or **Restore documents including unsaved changes**). Please refer to the chapter Preferences.

If the program terminates because of an internal error, it writes the error message and the location in the program to the file “crash.log”. Please refer to the section Log file.

> *Note: Since version 12, damaged preview images, license files, add-in settings, encrypted scripts and damaged additional data in VivaXML files no longer cause a crash. The program skips the damaged data.*

Program-relevant files and paths

When starting the program and working with documents, the program accesses a series of defaults that are stored in individual files in the program folder or the user directory. This documentation is intended exclusively for administrators or end users who change or delete certain data under professional guidance.

Paths and folders beginning with a dot (“.”) refer to hidden folders.

Paths and folders that begin with a tilde (“~”) can be accessed under macOS via the operating system option “Go to folder”.

The path and folder information for Linux refers to the “Ubuntu” distribution. The paths may differ in other distributions.

In the paths of the user folder, {Application Name} stands for the name of the program, for VivaDesigner for example “Viva Designer”, and {Build No.} for the four-digit build number (e.g. 9410). For each new build, the program creates a folder of its own and takes over the preferences of the most recent older build.

License file

The program issues an error message if a problem has occurred with the license file. Follow the installation instructions to update the license. Please follow the instructions in the section **Installation & Program Start**.

If an error occurs when updating a license or if it is not possible to update the license, you can solve the problem by directly opening the folder in which the license files are saved.

The program looks for the license file first in the user folder and then in the program folder. The program stores the license of a demo version or the Free Edition in the user folder when it starts for the first time. A license file is only located in the program folder if it was placed there, for example by the administrator or for server programs:

Windows: ***C:\Program Files\Viva Collection 12.0 (Build {Build No.})\Resources\viva.vlk***

Mac:
Applications/{Application Name}/Resources/viva.vlk

Ubuntu Linux: ***/usr/lib/viva/Resources/viva.vlk*** (for an AppImage only in the user folder)

In the user folder, the program saves the license file of a full version, a demo version or the Free Edition:

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\{Application Name}\{Build No.}\viva.vlk***

Mac: ***~/Library/Preferences/Viva/{Application Name}/{Build No.}/viva.vlk***

Ubuntu Linux: ***/home/{User Name}/.Viva/{Application Name}/{Build No.}/viva.vlk***

If you have a license for a full version of a desktop version and cannot update the license, delete the license file in the user folder of the current build and, if applicable, in the program folder and then restart the program. The program then asks which license you want to use.

If you have a license for a full version of a server version, you must manually save the license file in the program folder. The license file is retained when the server is updated.

Preferences file

When the program starts, it loads a number of additional files. If these additional files are defective or incompatible, the program may crash at startup. In such cases, you can start the program in emergency mode to resolve the problem. Follow the instructions in the section Starting the program (Emergency Mode). Alternatively, you can also delete the corresponding file in the respective folder.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\{Application Name}\{Build No.}\Application.prefs***

Mac: ***~/Library/Preferences/Viva/{Application Name}/{Build No.}/Application.prefs***

Ubuntu Linux: ***/home/{User Name}/.Viva/{Application Name}/{Build No.}/Application.prefs***

Log file

The program and the add-ins create a log file at program start. This log file shows the loaded modules and, if applicable, errors. The program rewrites the file “error.log” at every program start. Messages of the add-ins are also written to this file. If the program terminates because of an internal error, it adds the error message and the location in the program to the file “crash.log”. If this file is larger than 1 MB, the program renames it to “crash.old.log” at the next start. The paths for the log files are:

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\Logs***

Mac: ***~/Library/Logs/Viva/***

Font Cache

When the program starts, it analyzes the available fonts and saves the information on the fonts in the file “FontProviderViva-Cache”. In the program preferences, you can set whether the program uses this cache (Program > Fonts > Use Cache for Fonts, Windows and Mac only). In rare cases, the program crashes during startup. One possible cause could be a defective font cache. You can delete the font cache in emergency mode with the option Reset Font Cache. Follow the instructions in the section Starting the program (Emergency Mode). Alternatively, you can also delete the corresponding file in the respective folder.

Windows: ***C:\Users\{User Name}\AppData\Local\Temp\FontProviderViva-Cache***

Mac: ***~/Library/Caches/FontProviderViva-Cache***

Ubuntu Linux: no font cache (the option is not available under Linux)

Temp folder

The program uses the temporary folder that the operating system normally provides for such applications to swap out data. The paths for these temporary files are as follows:

Windows: ***C:\Users\{User Name}\AppData\Local\Temp***

Mac: Terminal command ***open $TMPDIR***

Ubuntu Linux: ***/tmp***

Backup folder

By default, the program saves backup copies in the following folders, each document in a subfolder of its own. You determine another folder in the preferences under Program > Backup with Backup Folder:

Windows: ***C:\Users\{User Name}\AppData\Local\Temp\Viva\backups***

Mac: ***~/Library/Caches/Viva/backups***

Ubuntu Linux: ***/home/{User Name}/.cache/.Viva/backups***

ICC color profiles

ICC color profiles can be stored in the “Color Profiles” folder of the program (Resources/Color Profiles) or in the user folder (recommended).

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\Color Profiles***

Mac: ***~/Library/Preferences/Viva/Color Profiles***

Linux: ***/home/{User Name}/.Viva/Color Profiles***

Scripts

Scripts for desktop versions can be saved both centrally in the “Scripts” subfolder of the program folder and individually in the user folder. Scripts embedded in a document are available in addition to the scripts in the program folder and the user folder.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\Scripts***

Mac: ***~/Library/Preferences/Viva/Scripts***

Ubuntu Linux: /home/{User Name}/.Viva/Scripts

With publishing servers, scripts are stored both centrally in the “Scripts” subfolder of the program folder and optionally in the project folder.

Windows: ***C:\Projects\{Project name}\preferences\Scripts***

Dictionaries

In desktop programs, dictionaries are stored both centrally in the “Dictionaries” subfolder of the program folder and optionally in the user folder.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\Dictionaries***

Mac: ***~/Library/Preferences/Viva/Dictionaries***

Ubuntu Linux: /home/{User Name}/.Viva/Dictionaries

With publishing servers, dictionaries are stored both centrally in the “Dictionaries” subfolder of the program folder and optionally in the project folder.

Windows: ***C:\Projects\{Project name}\preferences\Dictionaries***

Print Presets/Export Presets

With desktop programs, Print Presets or Export Presets are saved individually in the program’s user folder.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\{Application Name}\{Build No.}\Presets***

Mac: ***~/Library/Preferences/Viva/{Application Name}/{Build No.}/Presets***

Ubuntu Linux: /home/{User Name}/.Viva/{Application Name}/{Build No.}/Presets

With publishing servers, Print Presets or Export Presets are saved individually in the project folder.

Windows: ***C:\Projects\{Project name}\preferences\{Application Name}\{Build No.}\Presets***

Virtual Drives

In the case of desktop programs, defaults for virtual drives are saved individually in the program’s user folder.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva\{Application Name}\{Build No.}\Drives***

Mac: ***~/Library/Preferences/Viva/{Application Name}/{Build No.}/Drives***

Ubuntu Linux: /home/{User Name}/.Viva/{Application Name}/{Build No.}/Drives

With publishing servers, defaults for virtual drives are saved individually in the project folder.

Windows: ***C:\Projects\{Project name}\preferences\{Application Name}\{Build No.}\Drives***

Miscellaneous files

All other files that are not explicitly listed here are saved in the user directory if in doubt.

Windows: ***C:\Users\{User Name}\AppData\Roaming\Viva***

Mac: ***~/Library/Preferences/Viva***

Ubuntu Linux: ***/home/{User Name}/.Viva***

VivaTags

VivaTags are formatting instructions that are placed in a text between the actual contents, for example a line break, a tab or a style sheet. With VivaTags, you format texts that are available as plain text, for example texts from a database. The syntax largely corresponds to the XPress Tags of QuarkXPress. VivaDesigner imports and exports text files in this format under the name “VIVA Tags” (file extension .vm); a text exported in this way shows what a formatting looks like in VivaTags. The program reads files in the “QuarkXPress Tags 1.7” format (file extension .xtg) according to the same rules.

Importing and exporting text files

To import a file with VivaTags, place the insertion point in a text object or select a text. Choose **File > Import** and choose the option **VIVA Tags (*.vm)** in the **File Type** pop-up menu. The program then asks for the encoding of the file; for a file in UTF-8, choose UTF-8. The program replaces a selected text with the imported text. Please refer to the section Importing text files in the chapter Text.

If the file contains a tag that the program does not understand, it reports the error, for example “syntax error”, and imports nothing. The program skips tags that it cannot implement (see section Tags without effect) without a message.

To export a text as VivaTags, choose **File > Export > Text** and choose the option **VIVA Tags (*.vm)** in the **File Type** pop-up menu. The program writes the selected text or, if no text is selected, the entire text of the text chain in UTF-8. The file begins with the style sheets that the text uses (see section Creating style sheets), followed by the text with the tags. The program also writes text variables, running titles, footnotes and anchored objects as tags, but not comments and cross references. With the option **QuarkXPress Tags 1.7 (*.xtg)**, the file begins with a version specification; footnotes and anchored objects are then missing. Please refer to the section Exporting text in the chapter Text.

VivaTags in Database Publishing

In Database Publishing, VivaTags can be placed in the field of the data source, in a text file, in the return value of a script as well as in the prefix and postfix. The program only implements them if the filter **VivaTags** is selected for the respective area; otherwise, the tags appear as text. You select the filter in the field settings separately for the content, the prefix and the postfix. Please refer to the section Filters for formatted content in the Database Publishing manual.

For templates from VivaDesigner and InDesign documents, the VIVA Publishing Server automatically sets the filter **VivaTags** for prefix and postfix. Please refer to the section Additional options for text variables in the Database Publishing manual.

Basic rules

- Instructions are placed in angle brackets, for example **<\n>**. A tag can contain several instructions, for example **<Uz12>** for underlined text in 12 pt. The program ignores spaces within a tag.
- The characters “<” and “@” introduce a tag. If they are to appear in the text, write **<\<>** or **<\@>**, for example **info<\@>viva.de**. The program reads an unescaped “@” as the beginning of a style sheet name: If no colon follows, it reports an error; if a colon follows later, the text in between is missing in the output. Within a tag, write a backslash as **<\\>**. The character “>” outside a tag is normal text.
- A new line in the text, for example in a text file or in a multi-line field of the data source, creates a paragraph end.

- The instructions are case-sensitive: **<B>** and **<b>** are different instructions.
- Names of fonts, colors and texts are placed in straight quotation marks, for example **<c"Red">**.
- Write numbers with a period as the decimal separator, for example **<z10.5>**. Specify measurements in points.
- The character **$** instead of a value restores the value of the current style sheet, for example **<z$>** for the font size of the style sheet.

If a content contains neither "<" nor "@", the program outputs it unchanged even if the filter is switched on.

Breaks, spaces and special characters

The following tags insert breaks, spaces and dashes. The names correspond to the special characters of VivaDesigner. A preceding exclamation mark creates the non-breaking variant.

- **<\d>** — Paragraph end (paragraph break). The following text begins a new paragraph.
- **<\n>** — Forced line break. The following text begins in a new line of the same paragraph.
- **<\c>** — Text column break. The following text begins in the next text column; if the tag is in the last column of a text object, in the next text object of the text chain.
- **<\b>** — Text object break. The following text begins in the next text object of the text chain.
- **<\i>** — Indent here. The following lines of the paragraph begin at this position. Insert a tab with a tab character in the text or with **<\#9>**.
- **<\t>** — Border tab. The following text is aligned to the right edge of the line.
- **<\s>** — Space; **<\!s>** — non-breaking space.
- **<\f>** — En space; **<\!f>** — non-breaking en space.
- **<\q>** — Four-per-em space; **<\!q>** — non-breaking four-per-em space.
- **<\p>** — Punctuation space; **<\!p>** — non-breaking punctuation space.
- **<\h>** — Discretionary hyphen. It only appears if the word is hyphenated at this position.
- **<\->** — Hyphen; **<\!->** — non-breaking hyphen.
- **<\<>**, **<\@>**, **<\\>** — the characters "<", "@" and "\".

> *As in XPress Tags,* **<\i>** *inserts the character "Indent here", not a tab.* **<\t>** *is not an ordinary tab but the border tab.*

Inserting characters by their code

With **<\#>**, you insert any character by its character code. This is useful for characters that cannot be entered in the text file or the data source.

- **<\#u8364>** or **<\#u0x20AC>** — Unicode character with the decimal or hexadecimal code, here the euro sign. Hexadecimal codes begin with **0x**. Characters outside the Unicode Basic Multilingual Plane are also possible, for example emojis such as **<\#u0x1F600>**.
- **<\#169>** — Character with a code from 32 to 255 without **u**. When importing a text file, the program reads the code as ISO 8859-1 (Latin-1), in Database Publishing in the encoding of the data source, for Windows-1252 for example "©". For a data source in UTF-8, use the Unicode notation.
- **<\#9>** — Tab; **<\#10>** — paragraph end.

Write decimal codes without leading zeros; the program reads a leading zero as an octal number.

Automatic text variables

The following tags insert automatic text variables of VivaDesigner. Their value adapts when the document changes. In Database Publishing, the program inserts the same text variables for the system variables; please refer to the section System variables in the Database Publishing manual.

- **<\1>** — Document Name.
- **<\2>** — Continued from.
- **<\3>** — Page Number.
- **<\4>** — Continued on.
- **<\5>** — Date. The program inserts the date of the import as a fixed date that no longer changes.
- **<\7>** — Number of Pages.
- **<\8>** — Next Page Number.
- **<\9>** — Previous Page Number.

The program reads the tags **<\0>** and **<\6>** but does not insert anything.

Assigning style sheets

With VivaTags, you assign style sheets that already exist in the document. Write the name without quotation marks; it must exactly match the name of the style sheet.

- **@Name:** — Paragraph style sheet. The program assigns the style sheet “Name” to the paragraph in which the tag is placed. The tag is placed outside the angle brackets and ends with a colon, for example **@Subheading:Technical Data**.
- **<@Name>** — Character style sheet. The program formats the following text with the style sheet “Name”, for example **<@Emphasis>new<@>**.
- **@:** or **<@>** — removes the paragraph or character style sheet.
- **@$:** or **<@$>** — assigns the style sheet with the name “Normal”.

If the program does not find a style sheet with the specified name, it removes the paragraph or character style sheet at this position.

> *A paragraph style sheet always affects the whole paragraph, i.e. also text that is placed before the tag, in Database Publishing for example text before the field. If* **@Name:** *is in the prefix, the whole paragraph therefore receives the style sheet, not just the prefix. To format only the prefix, use a character style sheet, for example* **<@Blue>(**.
>
> *The program looks for style sheets only by their name and does not check whether it is a paragraph or a character style sheet. If* **@Name:** *names a character style sheet, the program assigns it as a character style sheet, and vice versa. If there is a character and a paragraph style sheet with the same name, it uses the character style sheet. Therefore, give paragraph and character style sheets different names.*

Character attributes

Character attributes apply to the following text until another tag changes them. The font styles toggle with each call: The first **<U>** switches underlining on, the second switches it off again.

- **<P>** — resets the font styles: no underline, no superscript or subscript, no all caps or small caps.
- **<U>** — Underline.
- **<K>** — All caps; **<H>** — small caps.
- **<+>** — Superscript; **<->** — subscript; **<V>** — superior.

- **<$>** — takes over the font styles of the current style sheet.
- **<f"Name">** — Font. Specify family and face, for example **<f"Arial-Bold">**. Without a face, the program uses the face “Regular”.
- **<z12>** — Font size in points.
- **<c"Name">** — Color. The color must be created in the document under this name; otherwise, the text receives the color Black. The short forms **<cC>**, **<cM>**, **<cY>**, **<cK>** and **<cW>** use the process colors Cyan, Magenta, Yellow, Black and White of the color list.
- **<s80>** — Shade in percent.
- **<h90>** — Character width in percent; **<y110>** — character height in percent.
- **<b2>** — Baseline shift in points.
- **<t-10>** — Character spacing in 1/200 em, here −10.

> *The program reads the font styles **<B>** (bold), **<I>** (italic), **<O>** (outline) and **<S>** (shadow) but does not implement them. For bold or italic type, use a character style sheet or the tag **<f"…">** with the desired face.*

Paragraph attributes

Paragraph attributes apply to the whole paragraph in which the tag is placed and to the following paragraphs of the content.

- **<*L>**, **<*C>**, **<*R>**, **<*J>**, **<*F>** — Alignment left, centered, right, justified or forced justified.
- **<*p(0,0,0,12,0,6,g)>** — Paragraph format. The seven values are: left indent, first-line indent (relative to the left indent), right indent, leading, space before and space after the paragraph, each in points, and **G** (align to baseline grid) or **g** (do not align). Each value can be replaced by **$**.
- **<*t(100,2,"1.")>** — Tabs. Each tab consists of three values: position in points, alignment and fill character. The alignment is **0** (left), **1** (center), **2** (right) or **4** (decimal). Specify the fill character as **"1"** followed by the character, here periods; **""** or **"1 "** means no fill character. Separate several tabs with commas, for example **<*t(50,0,"",100,2,"1.")>**.
- **<*hy(5,3,2,2)>** — Hyphenation on, with smallest word, maximum number of consecutive hyphens and minimum number of characters before and after the hyphen; **<*hy0>** — hyphenation off.
- **<*d(1,3)>** — Drop caps with the number of characters and the number of lines; **<*d0>** — drop caps off.
- **<*kt(A)>** — keep all lines of the paragraph together; **<*kt(2,2)>** — minimum number of lines at the beginning and at the end of the paragraph (widows and orphans); **<*kt0>** — off.
- **<*kn1>** — keep with the next paragraph; **<*kn0>** — off.
- **<*la(7)>** — Language as a number, for example **7** for German, **14** for German (reformed), **4** for English and **6** for French.
- **<*va(1,0)>** — Line justification with type and maximum value in points. The type is **0** (top), **1** (center), **2** (bottom), **3** (justify lines) or **4** (justify paragraphs).
- **<ws(80,100,130)>** — Automatic word spacing with minimum, optimum and maximum in percent; **<ws0>** — off.
- **<cs(-5,0,5)>** — Automatic character spacing with minimum, optimum and maximum in percent; **<cs0>** — off.

- ***<*ra(1.0,0,"Black",100,0.0,0.0,3.0)>*** — Paragraph rule above, ***<*rb(…)>*** — paragraph rule below, each with line width, line style, color, shade, left and right indent and offset. The program does not evaluate the line style. Write line width, indents and offset with a decimal point, even for whole numbers. The program reads a ***%*** after the last value (relative offset) but uses the value as an offset in points. ***<*ra0>*** or ***<*rb0>*** switches the rule off.

Indexes, lists and running titles

- ***<ei1>*** — marks the following text as an entry for the index; ***<ei0>*** — ends the marking.
- ***<ec1>*** — Contents entry for the table of contents; ***<ec0>*** — off.
- ***<eb1>***, ***<ep1>***, ***<ea1>*** — Entry for the bibliography, the list of figures or the list of abbreviations; off with ***0*** instead of ***1***.
- ***<rt1>*** to ***<rt5>*** — marks the following text as a running title of level 1 to 5. With a text in quotation marks, for example ***<rt1"Chapter 1">***, the program uses this text as the running title. ***<rt0>*** ends the marking.
- ***<RT("first",1,0)>*** — inserts the variable Running Title. The three values are the type (***"first"*** for First, ***"last"*** for Last, ***"previous"*** for Previous), the level from 1 to 5 and the maximum number of characters (***0*** for any number). Please refer to the section Insert Variables for Running Titles in the chapter Text.

Instead of ***1*** or ***0***, ***$*** takes over the setting of the current style sheet. The VivaDesigner manual describes how to output indexes, lists and running titles.

Footnotes and anchored objects

- ***<<FOOTNOTE>Text</FOOTNOTE>>*** — inserts a footnote with the specified text at this position. The footnote text may itself contain VivaTags.
- ***<<ANCHORINGOBJECT>…</ANCHORINGOBJECT>>*** — inserts an anchored object at this position, which is described in the VivaXML format.

Creating style sheets

VivaTags can also create new style sheets in the document. The tag is placed outside the angle brackets; the attributes of the style sheet follow in angle brackets. You can then assign the new style sheet with ***@Name:*** or ***<@Name>***.

- ***@Name=<z12f"Arial-Bold">*** — creates a character style sheet with the specified attributes.
- ***@Name=[S]<*L*p(0,0,0,14,0,6,g)>*** — creates a paragraph style sheet. The specification ***[S]*** distinguishes it from a character style sheet.

If a style sheet with this name already exists in the document, it remains unchanged. The program does not take over a new line directly after the definition into the text. In the square brackets of a paragraph style sheet, you can also specify the base style sheet, the style sheet for the next paragraph and the character style sheet, for example ***@Text=[S"Base","Next Paragraph","Emphasized"]<*J>***. You create a character style sheet based on a base style sheet by specifying its name in fourth position, for example ***@EmphasizedRed=[S"","","","Emphasized"]<c"Red">***. The style sheets mentioned must exist in the document or be created in the same text.

Version specification

Texts in the “QuarkXPress Tags” format often begin with a version specification such as **<v1.70><e0>**. The program accepts versions from 1.5 to 2.0 and does not take over a new line directly after the version specification into the text. As of version 2.0, the program prefixes the names of character style sheets with **CA_**.

Tags without effect

The program reads the following tags from the scope of the XPress Tags without errors but does not implement them: **<B>**, **<I>**, **<O>**, **<S>**, **<W>**, **</>**, tracking **<k…>**, paragraph spacing **<*pd…>**, hyphenation preset **<*h"…">**, hyphenation zone **<rz…>** and **<ro…>**, rubi **<ja…>**, **<jb…>** and **<rubi[…]>**, character groups **<gr…>**, user-defined variables **<<USERVARIABLE>…</USERVARIABLE>>** as well as **<\0>** and **<\6>**.

Examples

- **Size: 38<\n>Color: Blue** — two lines in one paragraph.
- **Item<\#9>Price<\d>4711<\#9>€12.90** — two paragraphs with one tab each.
- **@ProductName:Summer Jacket<\d>@Description:Light and water-repellent** — two paragraphs with different paragraph style sheets.
- **Only <@Price>€49.90<@> instead of €69.90** — the price appears in the character style sheet “Price”.
- **Email: info<\@>viva.de** — an escaped “@”.

Error messages

If a field in Database Publishing contains a tag that the program does not understand, it cancels the creation of the pages and shows the dialog VivaTags Error. The message begins with “Parsing VivaTags produced the following error”, names “syntax error” as the error and states in which record, in which field, script, prefix, postfix or in which file, in which form and in which object the error occurred.

The field Source shows the content up to the position at which the program detected the error. The error is therefore at the end of the displayed text. Common causes are:

- an “@” or “<” in the text that is not written as **<\@>** or **<\<>**, for example in an email address,
- a tag without a closing bracket “>”,
- an unknown instruction or an instruction with the wrong number of values,
- a text without quotation marks, for example **<cRed>** instead of **<c"Red">**.

The program reports a version specification outside the range from 1.5 to 2.0 in an ordinary error message, for example “Only XPress tags from version 1.5 on can be read.” Please also refer to the section Errors in formatted content in the Database Publishing manual.

HTML

Special characters

All texts are imported, including the content of unsupported elements, which the program takes over without special formatting. The **<head>** area is ignored. As in a web browser, line breaks and tabs in the HTML code become spaces, and multiple spaces become one. The file must be saved in **UTF-8** encoding; a different encoding specified in the file is not taken into account.

Special characters (called "**named entities**") are mapped to the corresponding Unicode characters. The program recognizes about 250 different special characters. Examples of special characters in HTML are ** ** (Non-breaking Space), **ä** (ä), **ü** (ü), **ö** (ö), **ã** (ã), **ß** (ß), **<** (<), **"** ("), **“** (“), **** (Discretionary Hyphen), **©** (©), **µ** (µ), **&** (&), etc. The program takes over unknown special characters unchanged as text instead of canceling the import.

The character string **&#x0000;** defines a Unicode character in hexadecimal notation, the character string **&#0000;** in decimal notation. Example of the use of a Unicode character for the definition of a **Discretionary Hyphen** (Unicode 00AD):

```
Donau&#x00AD;dampf&#x00AD;schiff&#x00AD;fahrt
```

The Unicode character **** (zero-width space), on the other hand, allows a line break at this position without inserting a hyphen.

The HTML element **<q>** is not converted; the program takes over the text within the element without quotation marks. Insert the desired quotation marks directly in the text, e.g. **“** (“) and **”** (”).

To control the text flow, special characters are available that do not exist in HTML in this form: **&areabr;** (text object break), **&areacolbr;** (text column break), **&laybr;** (layout break), **&laycolbr;** (layout column break), **&chapterbr;** (chapter break), **&parabr;** (paragraph break) and **&softbr;** (line break).

Formatting

Formatting is recognized as far as possible and implemented according to the following rules. Otherwise, the formatting that is set at the current insertion point is used.

As well as the mapping of single attributes, the use of style sheets for characters, paragraphs, tables, table rows and table cells offers an excellent possibility of mapping complex formatting. The attribute **class** can be used in HTML in many places (text, tables, etc.) and is automatically mapped to style sheets of the same name in the document. The basic rule is: The program first looks for a style sheet with the name from the attribute **class**, then for the style sheet in square brackets intended for the element (e.g. **[Bold]**) and finally for a style sheet with the name of the element in angle brackets (e.g. **<b>**). The names must be spelled exactly the same. If the program does not find a suitable style sheet, it sets the attributes described below or uses the current formatting.

Font family

The program does not evaluate font specifications in the attribute **style** (CSS, e.g. **font-family**, **font-weight**, **font-size** or **color**) for texts. You determine the font family, font size and color via style sheets (attribute **class**) or via the formatting at the insertion point.

Font faces

For historical reasons, HTML possesses a series of attributes to define a font style. While earlier HTML formats are limited to simple attributes like **Bold**, newer HTML formats offer the possibility of defining the weight of a font (e.g. “500”). Modern typesetting programs map the weight or the skew of a font exclusively through the font faces of a font family. The program also supports variable fonts, which work analogously. If a font family does not have the appropriate faces (e.g. a symbol font), the entries for weight or skew are not mapped either and the standard face (**Normal**, **Regular**, **Plain** or **Book**) is used.

The two HTML elements **<b>** and **** are mapped to the font face **Bold**, insofar as this exists within the font family, or alternatively to **Black** or **Heavy**. The HTML elements are automatically mapped to the character style sheets **[Bold]** or **<b>** or ****, insofar as these exist in the document.

The HTML elements **<i>** (Italic), **** (Emphasis) or **<cite>** (Citations) are mapped to the font face **Italic**, insofar as this exists within the font family. The HTML elements are automatically mapped to the character style sheets **[Italic]** or **<i>**, **** or **<cite>**, insofar as these exist in the document. Even if these elements are nested, the text is mapped to the font face **Italic**. Example of nesting:

```
This is <i>italic and <em> emphasized</em></i>.
```

Result:

This is *italic and emphasized*.

If both the HTML attribute **<b>** or **** and also **<i>**, **** or **<cite>** are used, the font face **Bold Italic** is mapped, insofar as this exists within the font family:

```
This is <i>italic and <b>bold</b></i>.
```

Result:

This is *italic and **bold***.

If this mapping is impossible, just the font face **Bold** is output:

This is *italic and* **bold**.

If no font face **Bold** is available either, the font face **Italic** is still output:

This is italic and bold.

However, the replacement of nested HTML attributes does not work if corresponding character style sheets exist for the font faces **Bold** and **Italic**, as by definition only one character style sheet can be applied to a text in a layout program.

In addition, the font face must be called exactly “**Bold Italic**”, or alternatively “**Black Italic**” or “**Heavy Italic**”. In the case of different names (e.g. “250 Bold Italic”), no mapping takes place.

Font styles

The HTML element **<u>** is mapped to the character attribute **Underline** with the option **Automatic**. The HTML element is automatically mapped to the character style sheets **[Underline]** or **<u>**, insofar as these exist in the document.

The HTML elements **<strike>**, **<s>** and **<del>** are mapped to the character attribute **Strikethrough** with the option **Automatic**. The HTML elements are automatically mapped to the character style sheet **[Strikethrough]** or to the character style sheet of the same name **<strike>**, **<s>** or **<del>**, insofar as these exist in the document.

The HTML elements **<sup>** and **<sub>** are mapped to the character attributes **Superscript** and **Subscript**. The HTML element is automatically mapped to the character style sheets **[Superscript]** or **<sup>** or **[Subscript]** or **<sub>**, insofar as these exist in the document.

The HTML element **<a>** is automatically mapped to the character style sheet **[Anchor]** or **<a>**, insofar as these exist in the document. Otherwise, the text is underlined. The program does not create a hyperlink.

The HTML attribute **class** for texts is automatically mapped to the style sheet of the same name. Example of the use of a text style sheet on a paragraph:

```
<p class="Red">This text has a red color</p>
```

In HTML, style sheets can be applied to single characters using the grouping element ****. Example of the use of a character style sheet on single characters:

```
<p>This text has a <span class="Red">red</span> color</p>
```

The HTML element **<mark>** is automatically mapped to the character style sheet **[Marked]** or **<mark>**, insofar as these exist in the document. Otherwise, the text is given a yellow **Character Background**.

The HTML elements **<code>** (program code), **<kbd>** (keyboard) and **<samp>** (sample) are automatically mapped to the character style sheet of the same name **<code>**, **<kbd>** or **<samp>**, insofar as these exist in the document. Otherwise, the program uses the font **Courier New**. The HTML elements **<var>** (variable) and **<address>** (address) are mapped to the character style sheet **[Italic]** or **<var>** or **<address>**, otherwise to the font **Times New Roman Italic**.

Paragraph elements and attributes

The HTML element **<p>** defines a paragraph. All texts within the paragraph are imported. The paragraph is automatically mapped to the paragraph style sheet **[Paragraph]** or **<p>**, insofar as these exist in the document. The program treats the HTML element ** ** like a paragraph.

The HTML element **
** is mapped to a line break. The notations **
** and **
** are also accepted.

The HTML element **<wbr />** inserts a break point without a hyphen (Unicode 200B).

The HTML element **<hr />** is mapped to an empty paragraph with a **Paragraph Rule Below** in column width. If available in the document, the program uses the paragraph style sheet **[Column Separator]** or **<hr>**.

The HTML elements **<h1>** to **<h6>** define a heading and are mapped to the paragraph style sheets **[Headline-1]** to **[Headline-6]** or **<h1>** to **<h6>**, insofar as these exist in the document. If no style sheet is available, the font sizes 24pt (**<h1>**), 22pt (**<h2>**), 20pt (**<h3>**), 18pt (**<h4>**), 16pt (**<h5>**), 14pt (**<h6>**) are applied to the text. If available, the font face **Bold** is also applied.

The HTML attribute **align** defines the alignment of a paragraph. The values **left**, **right**, **center**, **justify** are mapped to the paragraph alignment **Left**, **Right**, **Center** and **Justified**. The program does not evaluate the CSS specification **text-align** in the attribute **style**.

The HTML attribute **keepWithNextParagraph** determines whether a paragraph is kept together with the following paragraph. The value **true** is mapped to the paragraph option **Keep Paragraphs Together**. Example:

```
<h2 keepWithNextParagraph="true">Heading</h2>
```

The HTML attribute **keepLinesTogether** determines whether the lines of a paragraph are kept together and is mapped to the paragraph option **Widows & Orphans**. The value **all** corresponds to the option **All Lines in Paragraph**, the value **first-last** to the option **Start/End** and the value **none** to the option **Off**.

With the value **first-last**, the HTML attributes **keepFirstLinesTogether** and **keepLastLinesTogether** determine the minimum number of lines at the beginning and at the end of a column (entry fields **Start** and **End**). If an attribute is not specified, the value is "1". Example:

```
<p keepLinesTogether="first-last"
   keepFirstLinesTogether="2"
   keepLastLinesTogether="2">Text</p>
```

The attributes **align**, **keepWithNextParagraph**, **keepLinesTogether**, **keepFirstLinesTogether** and **keepLastLinesTogether** are evaluated for the HTML elements **<p>**, ** ** and **<h1>** to **<h6>**. The attribute names must be written exactly with this upper and lower case, whereas the case of the values does not matter.

Bulleted lists

Content with the HTML element **<ul>** automatically has the paragraph attribute **Bullets** with all the standard values applied to it.

Example of a simple list with the type **Bullets**:

```
<ul>
<li>My 1. option</li>
<li>My 2. option</li>
</ul>
```

Example of a list consisting of two entries each at the first and second levels.

```
<ul>
<li>1. option, 1. level</li>
<li>2. option, 1. level</li>
    <ul>
    <li>1. option, 2. level</li>
    <li>2. option, 2. level</li>
    </ul>
</ul>
```

If no style sheets were defined using the HTML attribute **class**, the program automatically maps the HTML element **<li>** in lists to the first of the following paragraph style sheets that exists in the document: "<li-n>" for level n (e.g. "<li-1>" for the first and "<li-2>" for the second level), "<li>", "[Bullet-n]" (e.g. "[Bullet-1]", "[Bullet-2]") and "[Bullet]".

Bulleted and numbered lists can be nested up to ten levels deep. The program does not import content of deeper levels.

Numbering

Content with the HTML element **<ol>** automatically has the paragraph attribute **Numbering** applied to it.

For the first element in a list of the same level, the program sets the option **Begin New Numbering**, and for all following list elements of the same level the option **Continue Numbering** is set.

For the first element in a list of the same level, the program sets the start value “1”. A different start value can be defined with the optional HTML attribute **start**.

The numbering format is “1, 2, 3 …” on all levels. You determine other formats via paragraph style sheets.

The HTML attribute **class** is automatically mapped to style sheets for lists.

An example of a simple list of the type **Numbering**:

```
<ol>
   <li>Start the application</li>
   <li>Create a text object</li>
   <li>Type text</li>
</ol>
```

The optional HTML attribute **start** defines the start value for the numbering and is mapped to the attribute of the same name. Example of a list with two entries at the first and two entries at the second level. The first level begins with the start value “3”, the second level automatically with the start value “1”, since no value was specified.

```
<ol start="3">
   <li>Start the application</li>
   <li>Create a text object</li>
      <ol>
      <li>type text</li>
      <li>resize the text object</li>
      </ol>
</ol>
```

Example of a list with a combination of the types **Bullets** and **Numbering** with different style sheets:

```
<ol class="Task">
   <li>Start the application</li>
   <li>Create a text object</li>
   <li>Do one of the following:</li>
   <ul class="Task-2">
      <li>Insert text, or</li>
      <li>Import text from a file</li>
   </ul>
</ol>
```

If no style sheets were defined using the HTML attribute **class**, the program automatically maps the HTML element **<li>** in numbered lists to the first of the following paragraph style sheets that exists in the document: “<li-n>” for level n (e.g. “<li-1>” for the first and “<li-2>” for the second level), “<li>”, “[Numbering-n]” (e.g. “[Numbering-1]”, “[Numbering-2]”) and “[Numbering]”.

Tables

For the HTML element **<table>**, the program automatically creates a table object. The number of HTML elements **<tr>** and **<td>** determines the number of rows and columns in the table. A table can contain several tables.

The HTML attribute **width** defines the width of the whole table or single columns. The value may be absolute or relative. Relative values for the width of the table refer to the width of the text column in which the table is displayed. The width can be automatic (“auto”), relative (“%”) or absolute (“pt”, “mm”, etc.). A width defined by the CSS specification **width** in the attribute **style** (e.g. style="width:50%") has a higher priority than the width defined by the attribute “width”. If no width is specified for the table or column, the default value is “100%”. If only individual columns are defined with a percentage width, the program calculates the residual value in % for all columns that do not have an explicit width.

Example: If the first column has a width of “30%” and the second a width of “200pt”, “70%” is used automatically for the third column if no other width has been specified and the total width of the table is “100%”.

If different widths have been specified for a table column, for example because the column has a different width in each row, the following priorities apply:

- The “auto” type can be overwritten by the “relative” or “absolute” type.
- The “relative” type can be overwritten by the “absolute” type.
- The “absolute” type cannot be overwritten by another type.
- If all width specifications within a column have the same type, the highest value has priority.

If the attribute **class** is used, it is applied to the table and all rows and cells. If the program does not find the specified style sheets, the default style sheets “[Table]”, “[Table Row]” and “[Table Cell]” are automatically used.

> *Please note that a table within a text object can be wider than the text object.*

The HTML attribute **height** determines the height of the whole table or single rows. Entries for the table height are ignored, as this results automatically from the height of all rows. In order to avoid a potential text overflow, the row height in the program is interpreted automatically as a “minimum value”. If no height is specified for a row, the default value is “4.233 mm Minimum”.

The HTML attribute **colspan** determines the merging of neighboring cells in columns.

The HTML attribute **rowspan** determines the merging of neighboring cells in rows.

The CSS specification **vertical-align** in the attribute **style** of a cell determines the vertical alignment of the cell content. The values **top**, **middle** and **bottom** are mapped to the alignment top, center and bottom.

The program takes over rows within the HTML elements **<thead>**, **<tbody>** and **<tfoot>** as normal table rows, and cells with **<th>** like cells with **<td>**. A cell can also contain another table.

The HTML attribute **border** determines the line width for the object frame. If no line width is specified, the default value is “0”.

The HTML attribute **class** in tables is automatically mapped to style sheets for tables, rows and cells.

If no style sheets were defined using the HTML attribute **class**, the HTML element **<table>** is automatically mapped to the table style sheet "[Table]" or "<table>", insofar as these exist in the document. The same applies to the rows with "[Table Row]" or "<tr>".

The cell style sheet "[Table Cell]" is automatically mapped to all cells of a table, alternatively "<td>" or "<th>".

If no style sheets were defined using the HTML attribute **class**, the text in the cells is automatically mapped to the paragraph style sheets "[Table Text]" or "[Body Text]", insofar as these exist in the document.

Images

For the HTML element **<img>**, the program automatically creates a picture object. The name of the image is taken from the HTML attribute **src**. Examples of an image entry:

```
<img src="test.png" />
<img src="images/test.png" />
<img src="images/test.png" alt="Test Image" />
```

The program refers relative paths to the folder of the HTML file. If the image is not found in the specified folder, the program looks for the image with its file name in the folder of the HTML file and then in the **Search Paths** of the document.

The width of the picture object can be defined with the optional HTML attribute **width**.

Relative values for the width of the image refer to the width of the text column in which the picture object is displayed. If no width is specified for the image, the default value is "100%".

The height of the picture object can be defined with an absolute value using the optional HTML attribute **height**. If no height is specified for the image, the height results automatically from fitting the image proportionally. If the image is not found, so that no height calculation can be made, the program sets the object height automatically to 2/3 of the image width.

The optional HTML attribute **alt** is ignored by the program.

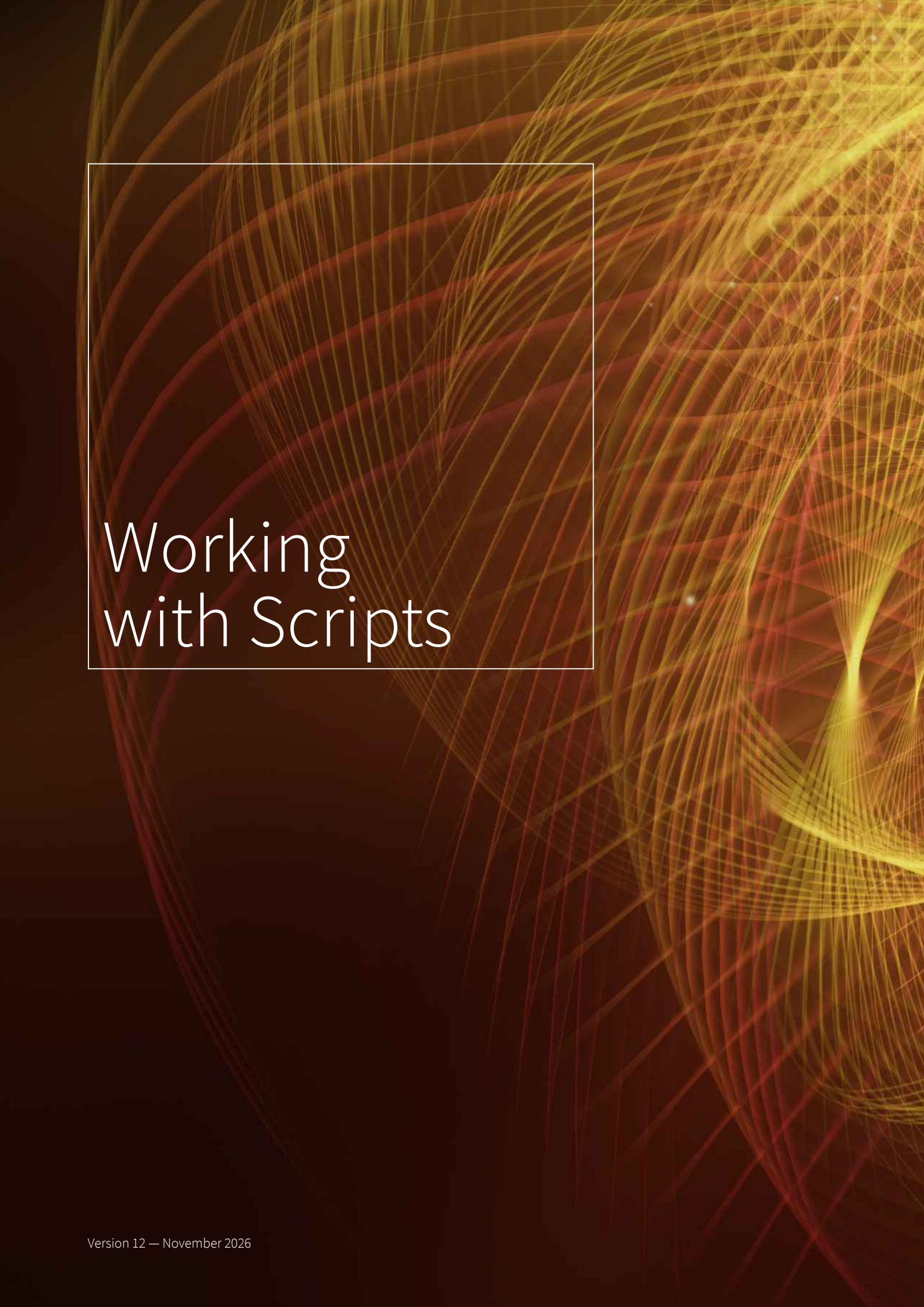
The line width of the object frame can be defined with the optional HTML attribute **border**. If no line width is specified, the default value is "0".

Footnotes

The HTML element **<footnote>** creates a footnote at its position; its content becomes the footnote text. With the optional attribute **custom-anchor-text**, you determine a footnote character of your own, e.g. "*". Within the footnote text, the HTML element **<footnote-label />** inserts the number of the footnote. Footnote character, number and footnote text receive the style sheets that are specified in the footnote settings of the document. Example:

```
<p>Text<footnote><footnote-label /> Text of the footnote</footnote> with a footnote.</p>
```

If the insertion point is at the end of a text that already contains endnotes, there can be no footnote there. The footnote is then omitted; the rest of the text is imported.



Working with Scripts

Version 12 — November 2026

Working with Scripts

With scripts you can extend the functionality of the program almost indefinitely. Scripts are especially suitable for automating recurring tasks. You can create your own scripts or apply or modify existing scripts. The script debugger lets you follow the execution of a script step by step, and encrypted scripts can be passed on to other users or embedded in a document.

Introduction

Scripts are small programs whose program code is stored in a text file. Therefore, scripts can be edited or changed by a user at any time. In contrast to complex applications, the source code of scripts is not translated into machine code by a compiler, but is interpreted by the program at runtime. Therefore, scripts can only be run within the VIVA programs.

Scripts for VIVA programs are created in the script language **JavaScript** (short **JS**) or **ECMAScript**. This script language was originally developed for dynamic HTML in web browsers and is therefore widely used. For the creation of scripts almost the entire functional range of the program is available. For this you need the developer documentation, which is available separately.

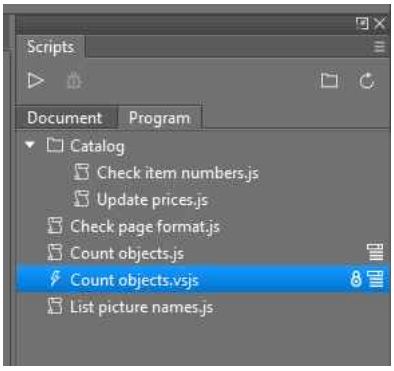
> *Note:*
> - *Please note that the script functionality may not be available in every program version or edition.*
> - *If you have already created JavaScript scripts in comparable programs, you cannot use these scripts in VIVA programs without adaptation due to other function calls and parameters. At most, the script code can therefore be used as a template for a new script.*

Manage scripts

The Scripts palette

You manage and run all scripts in the **Scripts** palette. To open it, choose **Window > Scripts** or press **Ctrl + Alt + F11** (Windows/Linux) or **Command + Option + F11** (Mac). The palette shows the scripts on two tabs:

- **Program** — Scripts from the script folder of the program and from the script folder in the user directory. The palette shows scripts in subfolders in folders of the same name.
- **Document** — Scripts that are embedded in the current document. Please refer to the notes in the section “Embed a script in a document”.

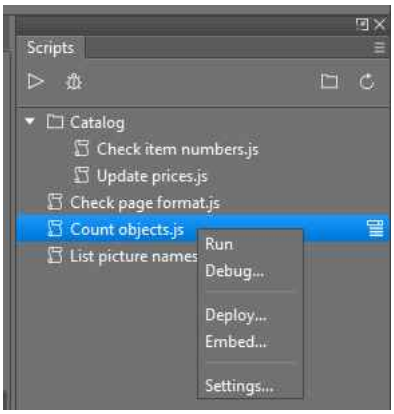


The tabs only appear if both areas contain scripts. Above the list you find the following icons:

- **Run** — Runs the selected script.
- **Debug** — Opens the selected script in the script debugger. Please refer to the notes in the section "Debug scripts".
- **Folder** — Opens the script folder of the user directory in Explorer (Windows) or in Finder (Mac).
- **Update** — Reloads the script folders, e.g. after you have copied new scripts to the folder.

The **Folder** and **Update** icons are only available on the **Program** tab. Icons at the right edge of an entry indicate whether the script has been inserted into a menu as a command (list icon), whether it is encrypted (lock) and whether its runtime has expired. An expired script can no longer be selected.

All commands for a script are available in the context menu. To open it, click a script with the right mouse button:



- **Run** — Runs the script.
- **Debug** — Opens the script in the script debugger.
- **Deploy** — Saves the script encrypted as a file with the file extension .vsjs, e.g. to pass it on to other users. Please refer to the notes in the section "Encrypt a script (Deploy)".
- **Embed** — Embeds the script encrypted in the current document.
- **Settings** — Inserts the script into a menu as a command or determines on which events the program runs the script automatically.

For encrypted scripts only the commands **Run** and **Embed** are available, for embedded scripts only **Run** and **Remove**. In the palette menu you can also choose the option **Run scripts on double click** to run a script by double-clicking it in the list.

Scripts written by the VIVA AI Assistant can be added to your own scripts or to the document with the command **Add to the Scripts palette** at a step of the assistant. These scripts also run in isolation when started from the palette, i.e. they only edit the open document.

Script file

The program recognizes all scripts that are located in certain folders and have the file extension **.js** (JavaScript), **.vsjs** (encrypted script) or **.qml** (script with a user interface in QML). The program does not check whether the file content contains a valid script. We distinguish between scripts that VIVA delivers with the program and individual scripts that are stored in the user directory. For reasons of compatibility you should not change any scripts that are delivered with the program or copy them into the user directory, because otherwise you can no longer distinguish which script has which origin. If you still want to change scripts that came with the program, you must change the file name when copying the script into the user directory to make it unique.

Move/copy individual script file into the user folder

1. Choose **Window > Scripts** or alternatively press **Ctrl + Alt + F11** (Windows/Linux) or **Command + Option + F11** (Mac) to access the **Scripts** palette.
2. Click the **Folder** icon.
3. The operating system displays the folder in the user directory that contains the individual scripts. Move or copy new scripts to the folder. The palette shows scripts in subfolders in folders of the same name.
4. Click the **Update** icon.

The new script now appears in the list. The list name corresponds to the file name of the script.

Using Scripts

Script files can be executed with a simple mouse click. However, you should only execute scripts from trusted locations, since scripts can also be used to modify or even delete files on your computer.

Apply a script

1. Choose a script from the list.
2. Click the **Run** icon.

Alternatively, choose **Run** in the context menu of the script or double-click the script if the option **Run scripts on double click** is selected in the palette menu. Scripts that you have inserted into a menu as a command are run with this menu command.

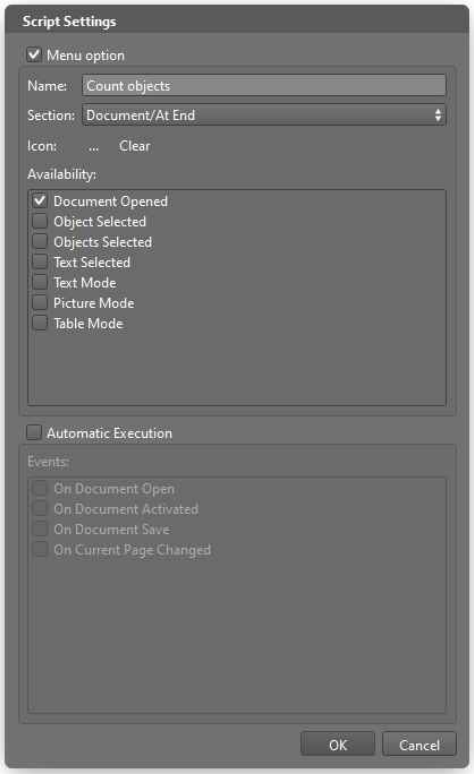
Script settings

With the script settings you insert a script as a command into a menu and determine whether the program runs the script automatically on certain events. The program stores the settings in the file “config.xml” in the script folder of the user directory.

Call up the script settings

1. Choose **Window > Scripts** to access the **Scripts** palette.

2. Click a script in the list with the right mouse button and choose **Settings**.
3. Make the settings in the **Script Settings** dialog as described in the notes below and confirm your entries.



> *Note: The command* **Settings** *is only available for scripts of the program. It is not available for scripts that are embedded in a document and for encrypted scripts (file extension .vsjs).*

Insert a script into a menu

1. Choose the option **Menu option** in the **Script Settings** dialog.
2. Make the following settings:
   - **Name** — Determines the name of the command in the menu. Without an entry the program uses the file name of the script without the file extension.
   - **Section** — Determines in which menu and at which position the command appears. For example, **File/At End** inserts the command at the end of the **File** menu, **File/Export** in the **Export** submenu.
   - **Icon** — Click the button next to **Icon** and choose an image file in SVG, JPG or PNG format. The icon is displayed when you add the command to a toolbar of your own (Preferences > Toolbars). Without an icon the command appears there as text. Click **Clear** to remove the icon.
   - **Availability** — Determines when the command can be selected: **Document Opened**, **Object Selected** (exactly one object is selected), **Objects Selected** (at least one object is selected), **Text Selected**, **Text Mode**, **Picture Mode** or **Table Mode**. The command can be selected as soon as one of the selected conditions is met.

> *Note: Choose at least one condition under* **Availability**. *If no condition is selected, the command remains grayed out in the menu.*

Run a script automatically

1. Choose the option **Automatic Execution** in the **Script Settings** dialog.
2. Choose one or more of the following options under **Events**:
   - **On Document Open** — The script is run after a document has been opened.
   - **On Document Activated** — The script is run when a document window becomes the active window.
   - **On Document Save** — The script is run before a document is saved.
   - **On Current Page Changed** — The script is run when you switch to another document page.

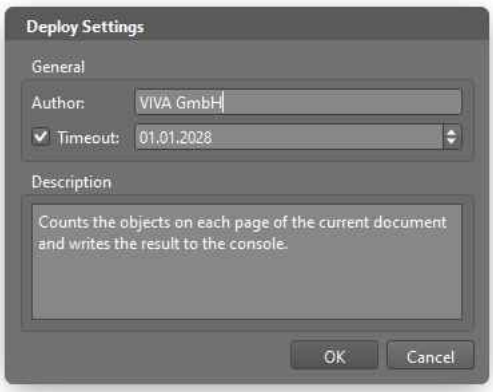
> *Note: The program runs the script at every selected event, regardless of which document is affected.*

Encrypt a script (Deploy)

Deploying saves a script encrypted as a file with the file extension .vsjs. This option is useful if you want to pass a script on to other users without disclosing the source code. Encrypted scripts can be run and embedded in a document, but can neither be changed nor debugged.

Encrypt a script

1. In the **Scripts** palette, click a script with the right mouse button and choose **Deploy**.
2. Make the following settings in the **Deploy Settings** dialog and confirm your entries:
   - **Author** — Name of the author, e.g. your company name.
   - **Timeout** — Date up to which the script can be run. From the following day on, the script can no longer be selected in the palette.
   - **Description** — Short description of the script.



3. In the **Select Name** dialog, choose a folder, enter a file name and click **Save**.

The program saves the script together with its script settings, e.g. a menu entry, in the encrypted file. Scripts that the script includes with include(…) are also added to the file. The **Scripts** palette shows the author and the description as a tooltip when you move the mouse pointer over the script. To use an encrypted script, copy the file to the script folder in the user directory as described in the section “Script file”.

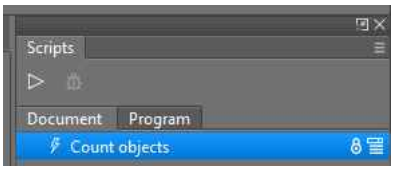
> *Keep the unencrypted script file. The source code cannot be restored from an encrypted file.*

Embed a script in a document

The program saves embedded scripts encrypted in the document. They are thus available to every user who opens the document, even without the script file. The **Scripts** palette shows embedded scripts on the **Document** tab.

Embed a script

1. Open the document in which you want to embed the script.
2. In the **Scripts** palette, click a script on the **Program** tab with the right mouse button and choose **Embed**.
3. Make the settings in the **Deploy Settings** dialog as described in the section "Encrypt a script (Deploy)" and confirm your entries. For a script that is already encrypted, this step is omitted.
4. Save the document.



You run an embedded script on the **Document** tab with **Run**. With the context menu command **Remove** you remove it from the document again.

Modify Scripts

Scripts for VIVA programs are created in the script language **JavaScript** (short **JS**) or **ECMAScript**. If you are familiar with the language, you can edit or change the scripts at any time using a simple text editor or directly in the script debugger. The developer documentation shows which functions you can use in VIVA scripts.

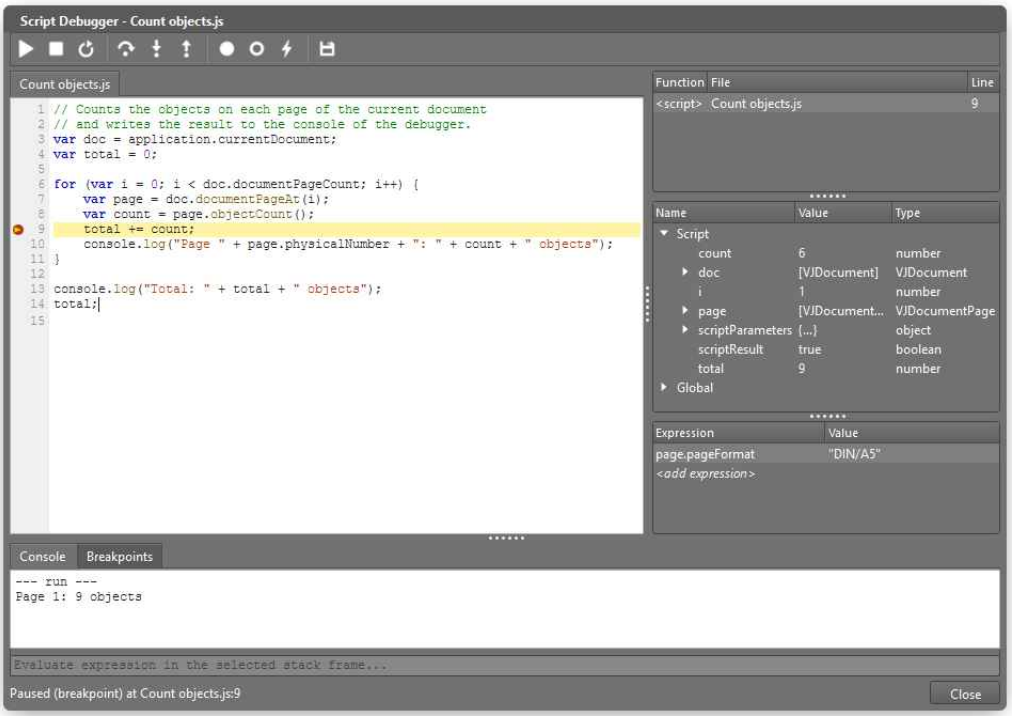
> *Changing scripts is at your own risk. Unless expressly agreed upon in writing in a contract, VIVA does not provide support for scripts or, if applicable, support only on a voluntary basis.*

Debug scripts

With the script debugger you follow the execution of a script step by step. You stop the script at certain points, check the values of variables, evaluate expressions and correct the source code directly in the debugger. Encrypted scripts and QML scripts cannot be debugged.

Start a script in the debugger

1. Select a script in the **Scripts** palette.
2. Click the **Debug** icon or choose **Debug** in the context menu.
3. The **Script Debugger** dialog opens, and the program stops the script before the first statement.



The Script Debugger dialog

The **Script Debugger** dialog consists of the following areas:

- **Source code** — Shows the source code of the script with line numbers. An arrow marks the line that will be executed next. Click to the left of a line number to set or remove a breakpoint.
- **Call stack** — Shows in the columns **Function**, **File** and **Line** in which function the script is stopped and from where it was called. Click a row to select the corresponding call level.
- **Variables** — Shows the name, value and type of the variables, grouped by their scope, e.g. **Local**, **Script** and **Global**. Objects can be expanded.
- **Watch** — Double-click **<add expression>** and enter an expression, e.g. “page.pageFormat”. The debugger shows the value of the expression at every stop.
- **Console** — Shows the output of the script, e.g. from console.log(), as well as error messages. In the input field below you evaluate expressions in the selected call level while the script is stopped.
- **Breakpoints** — Lists all breakpoints with file, line and condition. Use the check box in front of a breakpoint to enable or disable it.

The status bar shows whether the script is running, where and why it was stopped and with which result it finished.

Run a script step by step

The commands for execution are available via the icons of the toolbar or via keyboard shortcuts:

- **Continue** (F5) — Runs the script up to the next breakpoint or to the end.
- **Stop** (Shift + F5) — Cancels the execution of the script.

- **Restart** (Ctrl + Shift + F5 or Command + Shift + F5) — Restarts the script. Changes to the source code only take effect after a restart.
- **Step Over** (F10) — Executes the next statement. A function call is executed completely.
- **Step Into** (F11) — Executes the next statement and steps into called functions.
- **Step Out** (Shift + F11) — Executes the current function to the end and stops in the calling function.
- **Toggle Breakpoint** (F9) — Sets or removes a breakpoint in the current line.
- **Breakpoint Condition** (Shift + F9) — Determines an expression, e.g. “i == 3”. The script only stops at this breakpoint if the expression is true.
- **Break on Exception** — Stops the script as soon as an error (an exception) occurs.
- **Save** (Ctrl + S or Command + S) — Saves the changes to the source code in the script file.

Click to the left of a line number with the right mouse button to add a conditional breakpoint or to disable, change or remove an existing breakpoint.

> *While the script is stopped, the document is locked. You can scroll and zoom the document, but not change it. Continue or stop the script to work in the document again. Runs in the debugger are slower than the normal execution of a script.*

Appendix

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