Working in a Team

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.

Restrict document editing
- The **Work Mode** options generally restrict 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.

Tasks
With the option **Tasks** can be used to organize documents 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 section Preferences.

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. They 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 **communication profile**, which is available on request. Please refer to the notes in the Export section.

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).

- 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.

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 strikethrough.

- **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.

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 the option **Window > Track Changes**.

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 **{Application} > 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***).*
>
> *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 **{Application} > 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.

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 **Option + 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.

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 **Option + 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 spring to the next note. If only one note is available, a further click on **Next** will have no effect.

   - 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 **{Application} > Preferences > Program > General** (Mac).

2. Enter the required name in the **Author** field.

> *Please note that the name is used not only for notes, but also for other options (e.g.* **Change Tracking***).*

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* **Work 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 Work Mode if you generally want to restrict the editing of documents in the desktop workflow. Use the access rights and/or work mode if you want to restrict the editing of documents in the web workflow.*

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:noNamespaceSchemaLocation="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 function is helpful if you apply a certain basis access right to a user group (e.g. Move Objects) but do want to switch this right off for a single document.

Create/Unlock Access Rights

Create access rights for a document

1. Choose **Edit > Preferences > Access Rights** (Windows/Linux) or **{Application} > 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. 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 **{Application} > 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**.

4. Confirm the entry.

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.

Options for Program
You define general access rights for the program in the **Program** dialog area.

- **Menubar** — Steers 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.

- **Custom Document Toolbars** — Steers the display of personalised document toolbars in the **Preferences**. (Parameter: "*document-custom-toolbars*").

- **Custom Program Toolbars** — Steers the display of personalised program toolbars created in the 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 images via the import dialog. 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*").

- **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 he knows 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 **Edit 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 **Edit Objects** and/or **Edit Text** is selected.(Parameter:"*edit-style-sheets*").

- **View** — Steers the display of the **View** menu. (Parameter: "*view-menu*").

- **Zoom** — Steers 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 **Viva-Cloud** are controlled via separate settings.

- 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 print presets. In the Web Edition, the document can be printed on a local printer. In addition, print templates 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. This option has no effect on editions that do not have PDF Export (for example, "Free Edition"). (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, templates 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. This option has no effect on editions that do not have PDF export (e.g. "Free Edition"). (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.
- 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 Single 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 a task 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*")

- 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: "*article-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.

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. Confirm the entry.

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.

- **Interval for sending the session status** — 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.

- **Automatically save documents when ending the session** — 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.

- **Menu bar** — 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 the start dialog** — Allows a language selection to be displayed.

- **Replace "Quit Program" 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 Program** 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.

- **Custom document-related 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-related 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.

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.

- **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.

- **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.