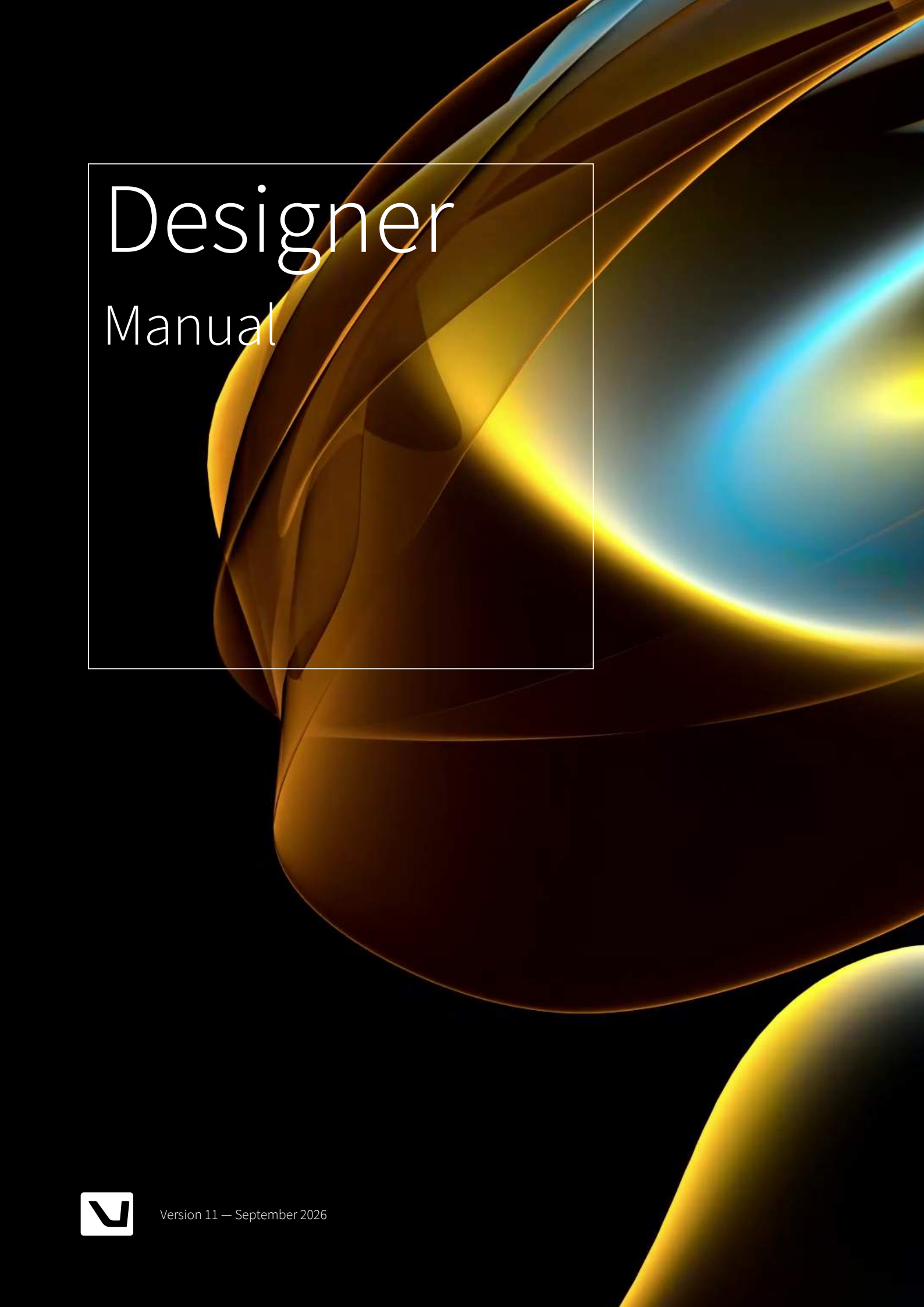
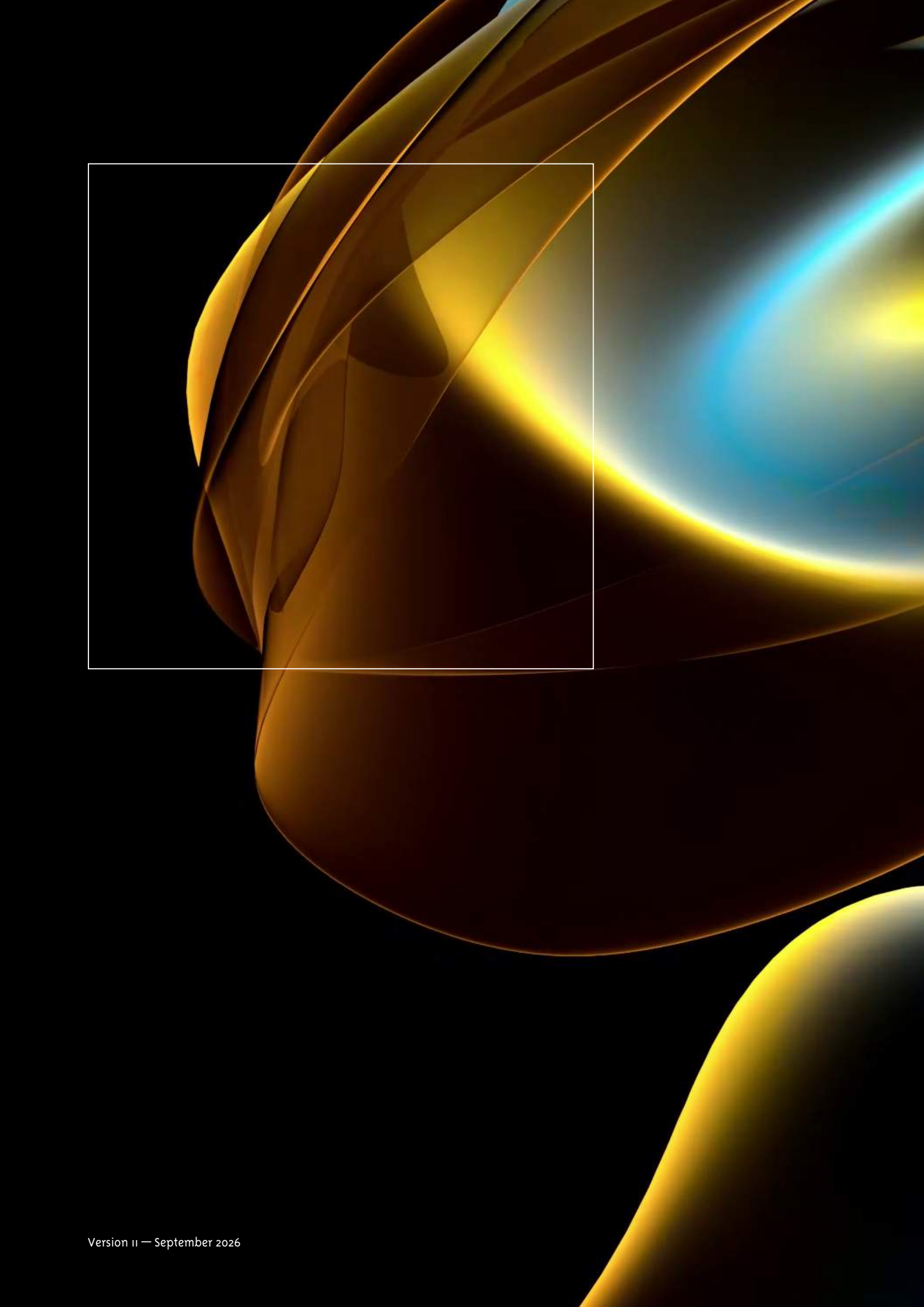


Designer

Manual

Version 11 — September 2026



Version 11 — September 2026

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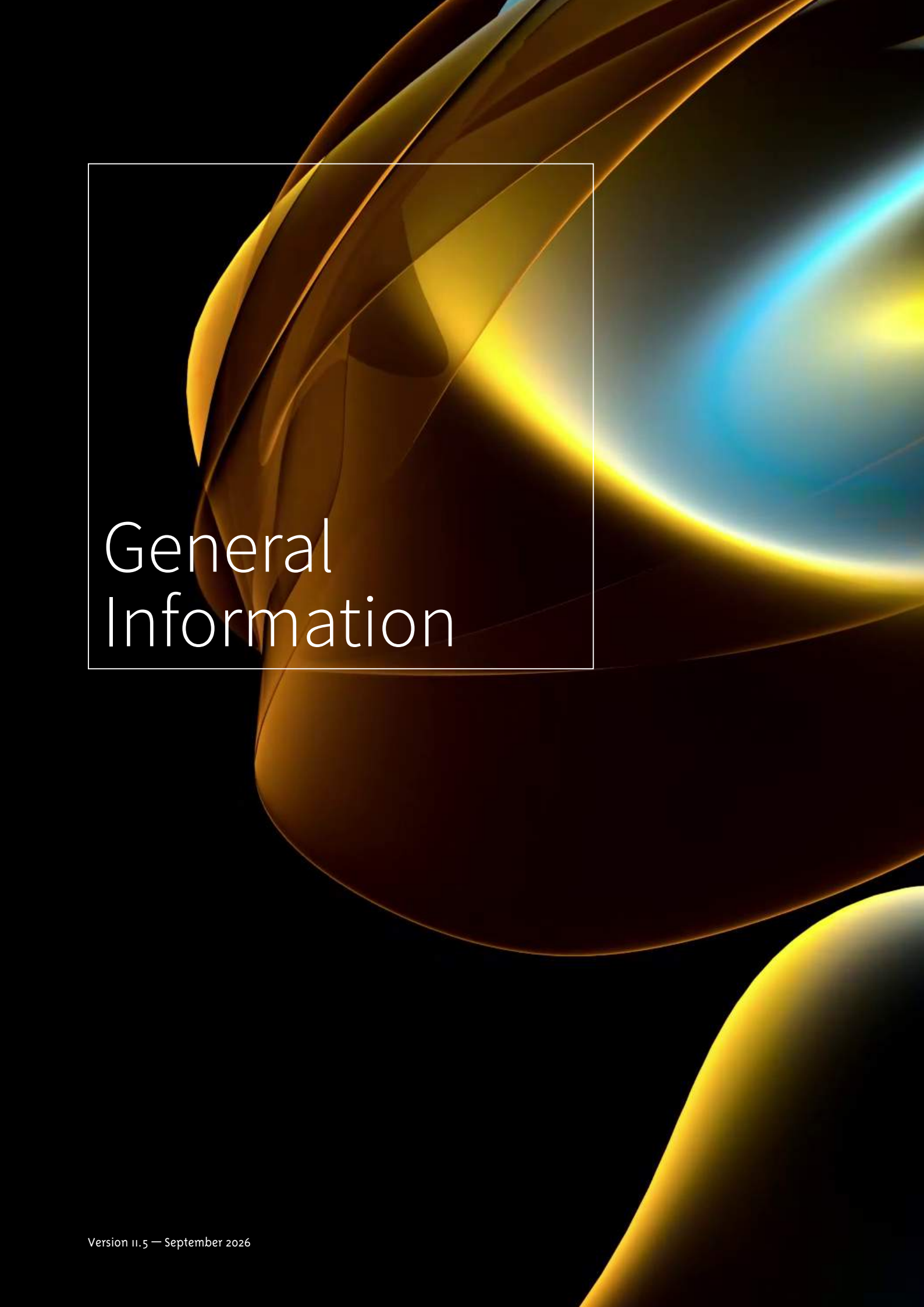
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Appendix

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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 enables an option to open the manual which is stored in the Internet. Thus the manual may be updated at any time. To read the manual, you need an application for reading PDF files that is available free of charge on the Internet.

Prior knowledge

To understand the instructions in this manual, you should have the following prior knowledge:

- Basic knowledge of the operating system, especially working with files and folders, especially copying, deleting, opening, saving and closing files, as well as working with windows.
- Basic knowledge of layout programs.
- 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

In the manual, a series of expressions and conventions helps 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 all Linux operating systems) and **Mac** (for Apple Mac OS X or Apple macOS operating systems). Which program version supports which operating system version can be read 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” = “Scroll bar”, “Scroll area”.
- “Scroll Box” = “Scroll Box”, “Slider”, 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 in the manual the term “**mouse** button” or “click” is used, 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:

- “Ctrl” = “Ctrl”
- “Del” = “Del” or “forward delete”
- “Pos 1” = “Home”

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.

- 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.
- 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.

Examples

The manual always uses the same terms for repetitive descriptions:

- “Choose **YYY** ...” means that the option may become **YYY**. 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 chose 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 Internet browser and describe your problem in as much detail as possible.

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

- access to discs and folders,
- saving files,
- usage of fonts or single characters in a font, and
- usage of printers and output devices.

> *The usage of additional applications which add to or extend the functions of the operating system may limit the functionality of the program or 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
   - Service & Support 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
   - Renting VIVA products

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Installation & Program Startup

Version 11.5 — September 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.

Step 1: 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**. A **Free Edition** can not be unlocked with a license key for a **full version**! You should always empty the **Trash**, as some operating systems (e.g. Mac OS X) start programs that have already been deleted to the Trash.

Step 2: 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.*

Step 3: 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.*

Step 4: 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.

Step 5: 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 licence file. To exchange a time limited license file for a final license file for licensed program versions (i.e **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 on your computer and note its location so that you have the license file for a later installation.*

Step 6: 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** (see Step 2 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.

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* **Standard** *or* **Complete**.
> *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

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 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 for installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing for 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**.
- 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.

> *For Windows users, it may be that the installation program refuses the license file, although the installation was carried out as an administrator. In this case it sometimes helps to reboot the program several times. Alternatively, you can rename the license file as* **viva.vlk** *and replace the existing file »viva.vlk« in the* **Resources** *subfolder of your program folder. 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

- In the Windows Start menu, choose the **Control Panel** for **Software** or **Programs**.
- Select the program to be removed and follow the instructions.

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 the option "System Preferences > Security & Privacy > Allow Apps downloaded from > 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 for installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing for 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**.
- 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 may need to select or update your license file or enter a license code. If so, please refer to the section Update 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.

Step 1: Delete license file

1. In the Finder, choose: **Go to > Go to folder**.
2. Enter the followimg: ***~/Library/Preferences/Viva/***
   or alternatively ***/Users/{Benutzername}/Library/Preferences/Viva/***
3. Open the program folder and then the **Resources** folder in the folder with the build number (e.g. “9150”).
4. Delete the file “viva.vlk”.
5. Delete all files and folders in this folder.

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

The program is available under Linux as a so-called “AppImage” version. AppImage is an Add-on module for Linux, which simplifies the use of programs on Linux operating systems. It can be downloaded free of charge from https://appimage.org. With the help of AppImage the program runs on almost all Linux distributions, because there are no dependencies on libraries of the operating system. AppImage is installed by default on many Linux distributions, but is not a mandatory requirement to use the program. Nevertheless we recommend the installation of the additional module, so that you can, for example, also start the program by double-clicking on the document icon. If the additional module “AppImage” is installed on your computer you can skip Step 1.

Step 1: Preparation

1. Click on the AppImage file and choose **Properties** from the context menu.
2. -In the **Access Rights** tab, choose **Run the file as a program** (Ubuntu) or **Allow the file to run as a 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 for installation).
  - If you have received a license code, enter the license code in the dialog (see section Preparing for 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**.
- 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)

Program start (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 the loading of AddIns. Choose this option if you think that a defective or incompatible AddIn 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 AddIn module is responsible.
   - **Reset Dialog Geometries** — This option deletes all information about the position of the dialogues 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.
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.*

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.

> *It may be that the installation program refuses the license file, although the installation was carried out as an administrator. In this case it sometimes helps to reboot the program several times. Alternatively, you can rename the license file as* **viva.vlk** *and place it in the folder* **Resources** *of your program folder and 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 (Windows and Mac only) 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 — ***/Users/{Username}/AppData/Roaming/Viva/Color Profiles/***

   Mac — ***~/home/{USER}/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 **{Application} > 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 7/8/10:

C:\User\[User Name]\AppData\Roaming\Viva\[Programname]\Build Number\Application.prefs

Mac:

Users/[User Name]/Library/Preferences/Viva/[Programname]/Build Number/Application.prefs

Linux:

/home/[User Name]/.Viva/[Programname]/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 always install additional dictionaries for other languages in the presets 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 KEY_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 KEY_LOCAL_MACHINE when it is started and enters these settings automatically in KEY_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 KEY_CURRENT_USER will be overwritten automatically with the **Proxy Settings** in KEY_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 7/8/10:
C:\Users\[User Name]\AppData\Roaming\Viva\[Programname]\Build Number\viva.vlk

MacOS:
Users/[User Name]/Library/Preferences/Viva/[Programname]/Build Number/viva.vlk

Linux:
/home/[User Name]/.Viva/[Programname]/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 (32 Bit):
C:\Program Files(x86)\[Programname]\Resources\viva.vlk

Windows (64 Bit):
C:\Program Files\[Programname]\Resources\viva.vlk

Mac:
Applications/[Programname]/Resources/viva.vlk

Linux:
opt\viva\Resources\viva.vlk

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 the communication profile, you can send documents with all fonts and images used to third parties fully automatically. Please refer to the chapter in the manual entitled 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 11.5 — September 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, VivaKI) and in integrated third-party platforms.

Examples of affordable services are

- the fully automatic translation of texts,
- AI-based removal of image backgrounds,
- the AI-based creation, editing and checking of texts
- 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 transparently and in a user-friendly manner.

Here are some examples of areas of application:

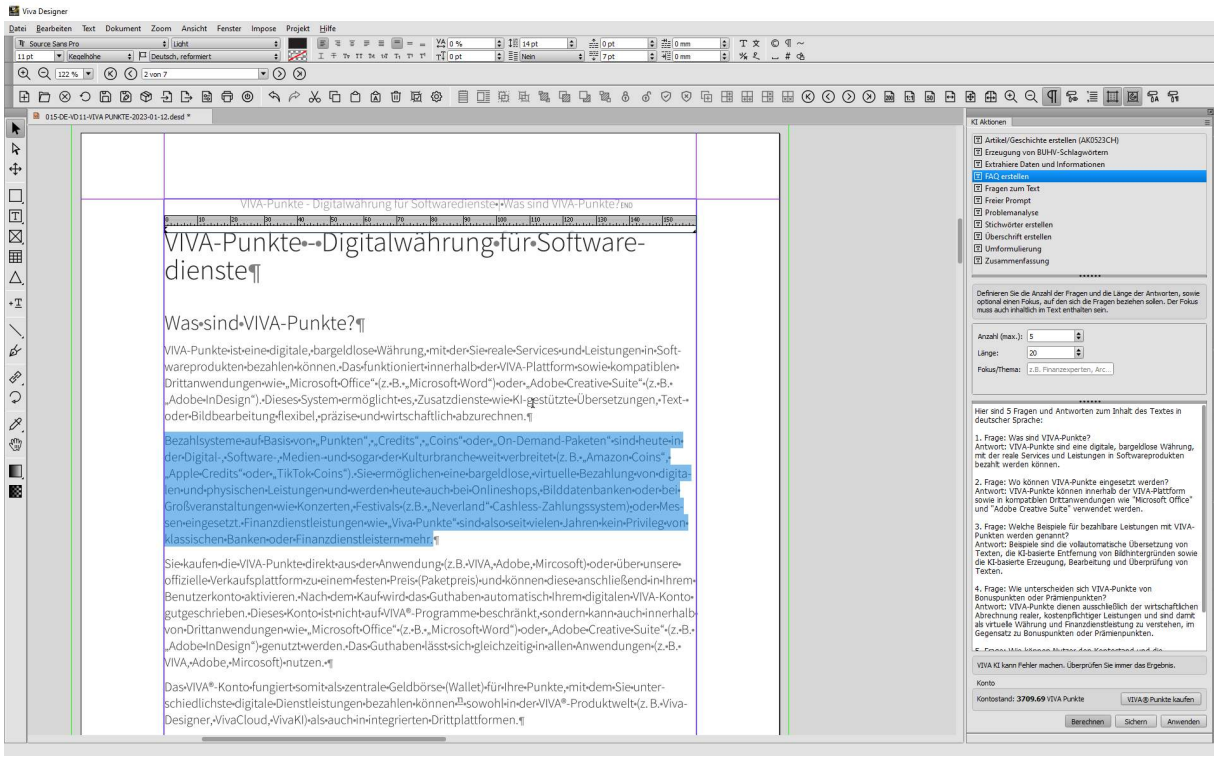
AI-supported text functions

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.

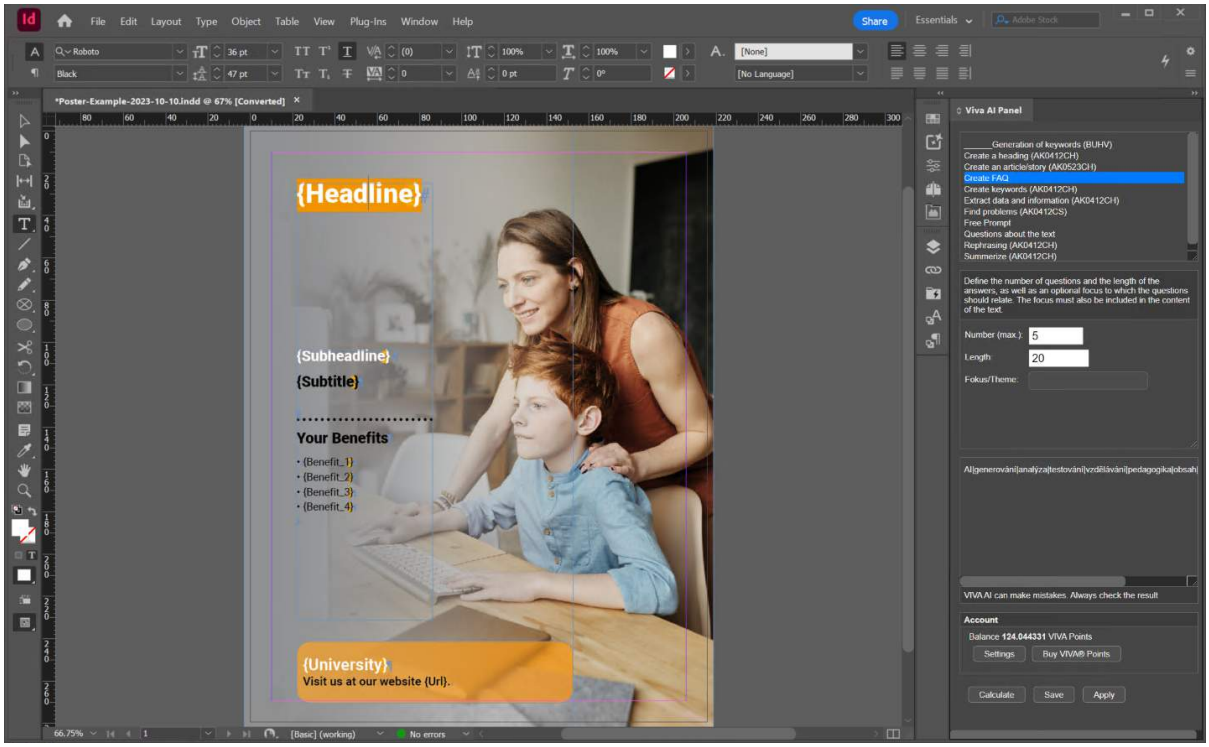
Function	VIVA Programs	Microsoft Word*	Adobe InDesign*
Create articles automatically	✔	✔	✔
Generate headings	✔	✔	✔
Extract keywords	✔	✔	✔
Rewriting texts	✔	✔	✔
Summarize contents	✔	✔	✔
Content-related problem analysis	✔	✔	✔
Automatic question and answer systems	✔	✔	✔
Extract data and information	✔	✔	✔
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.

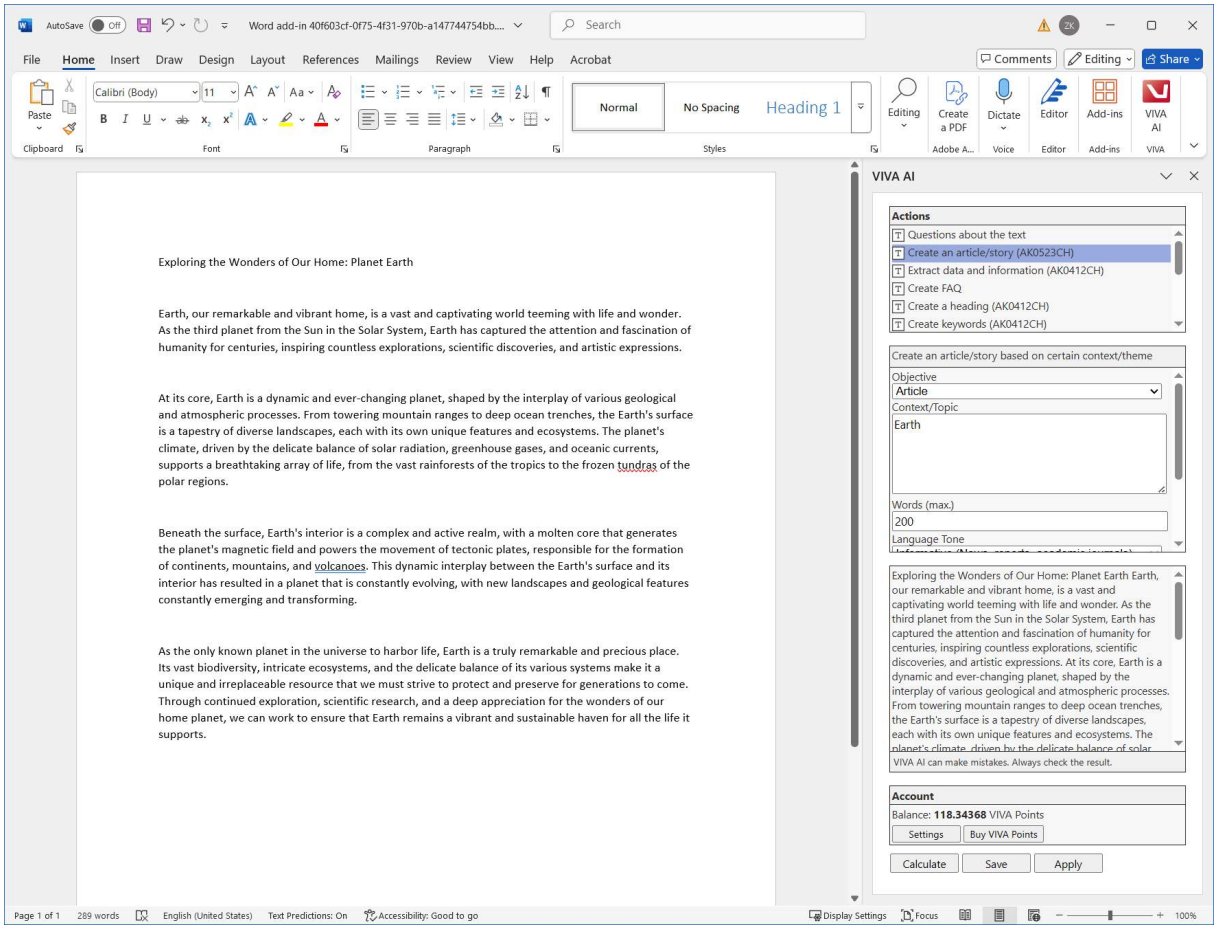
Further modules for “Google Docs” are planned (Q2/2026).



The illustration shows an example of AI-supported text functions in VivaDesigner that are billed with Viva points: Please refer to the section Working with VIVA AI.



The illustration shows an example of AI-supported text functions in Adobe InDesign that are billed with Viva points: You need the VIVA AI module for these functions (available from Q3/2025 or Q4/2025).



The illustration shows an example of AI-supported text functions in Adobe InDesign 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	✔	✔	✔
Automatically describe images	✔	✔	✔

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

Further modules for “Google Docs” are planned (Q2/2026).

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 picture elements (inpainting per text specification)	✔	—	✔[1]
Extending the image area (“outpainting”)	✔	—	✔[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 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 Appstore and/or via our website.

Further modules (e.g. for “Google Docs”) are being planned (Q2/2026).

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.

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

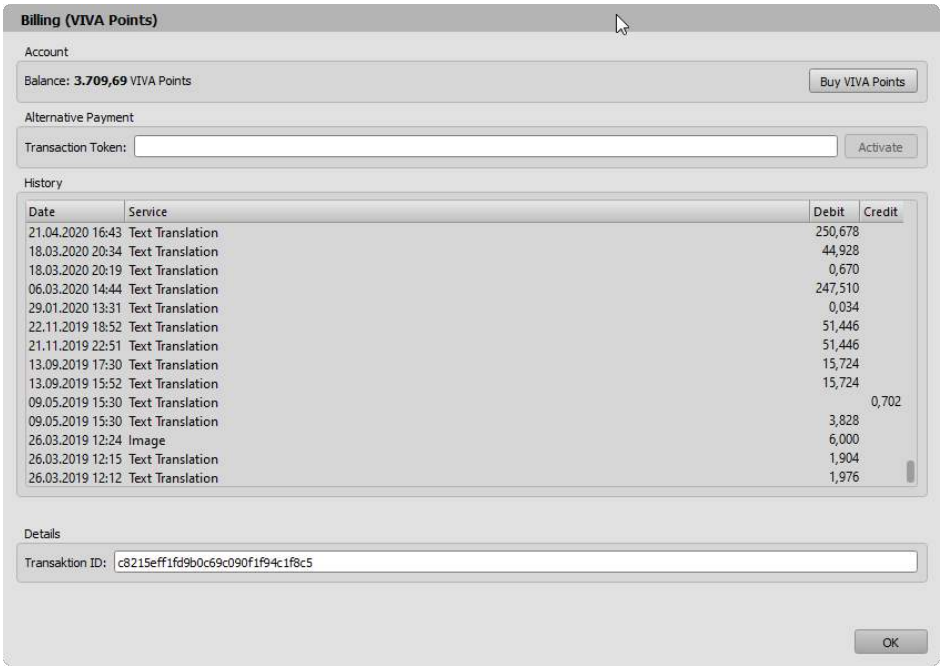
In every dialog that requires VIVA points (e.g. for AI functions or additional services), the current account balance is displayed in real time. When used by several users – e.g. as part of a multi-user licence – automatic synchronization takes place so that the total amount currently available is always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

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, credit notes 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.



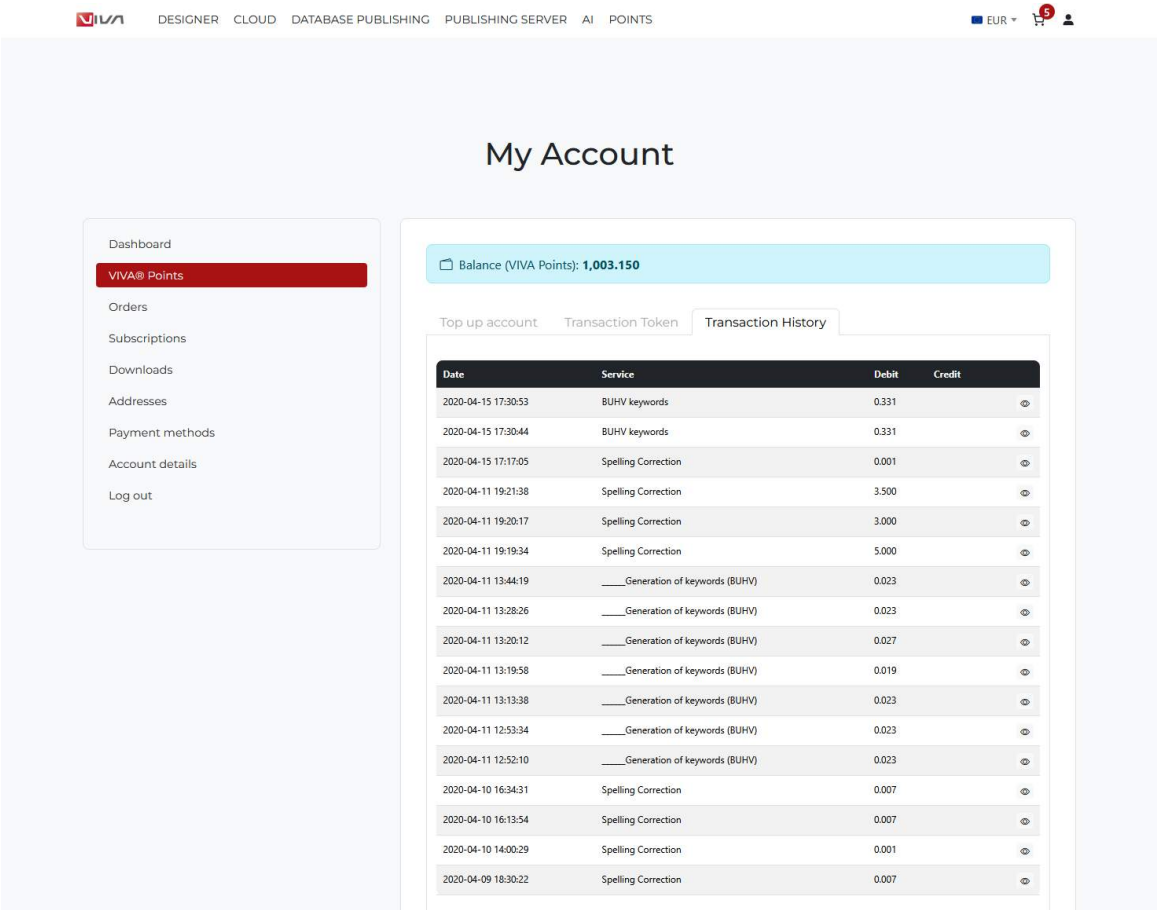
2. Optionally, choose **Buy VIVA Points** to buy more points.

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.*

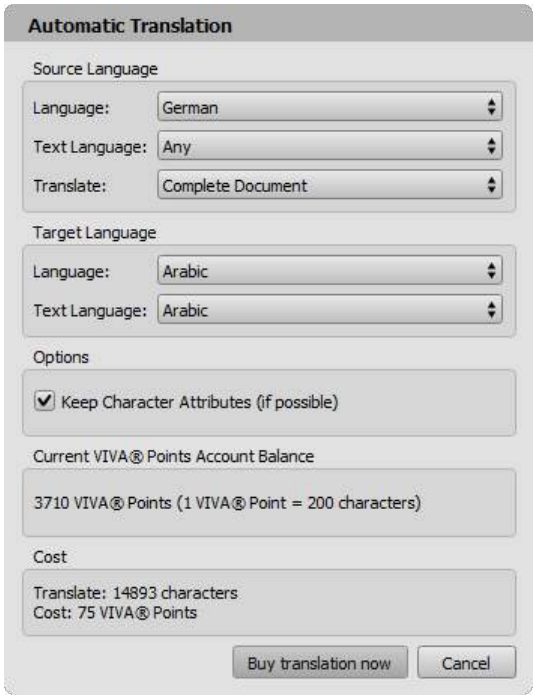
1. Alternatively, log in to the store with your access data.
2. Choose **My Account**.
3. Choose **VIVA Points**.
4. Choose **Transaction History**.



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.



With this option, the program displays the cost of 75 VIVA points and the conversion rate (1 VIVA point = 200 characters).

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.

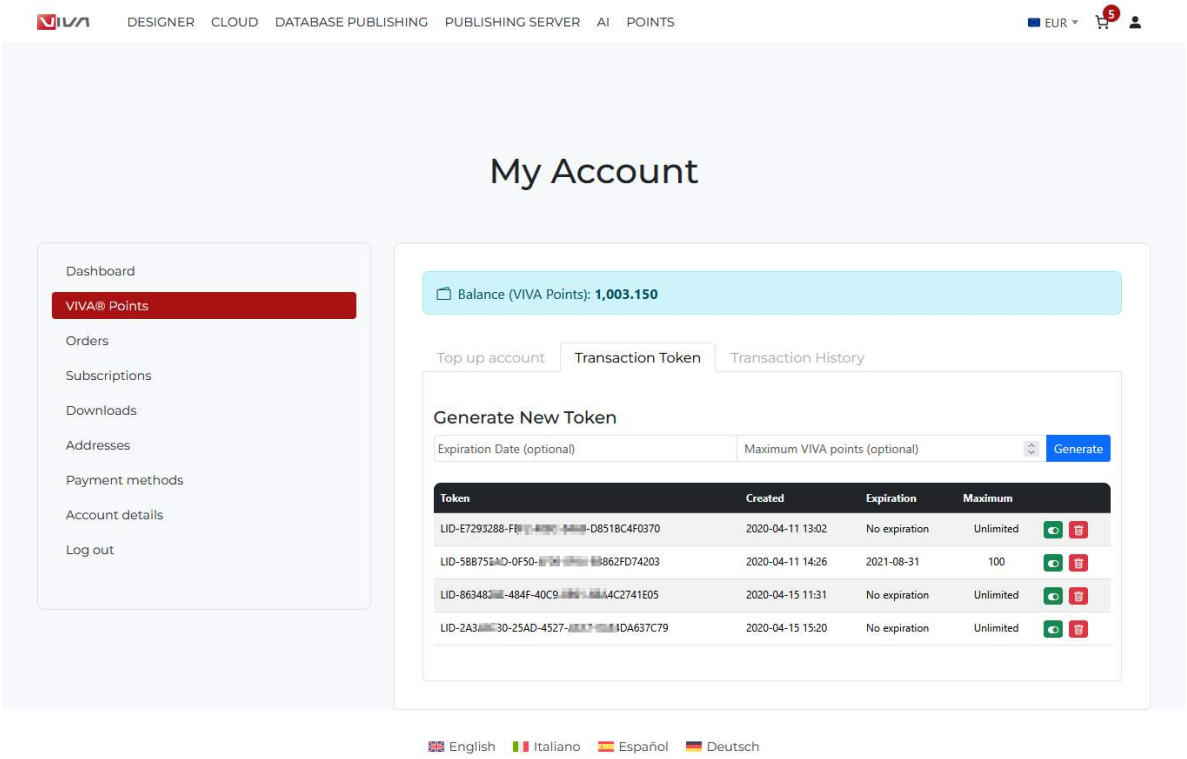
An example: You have a total quota of 1,000 VIVA points, but only want to make 50 points available to an employee or service provider. Instead of passing on the central license code, you simply generate an individual transaction token that is limited to 50 VIVA points, for example – optionally also limited 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 four Transaction Tokens, their creation date, expiration date and activation status. The tokens have been made unrecognizable for security reasons.

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 Token**.
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 license code from the e-mail into the **Transaction Token** entry field and follow the instructions.

Input in Adobe programs

1. Choose **Settings** in the **VIVA AI** palette.
2. Kopieren Sie den Lizenzcode aus der E-Mail in das Eingabefeld und folgen Sie den Anweisungen.

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 Version 11

Version 11.5 — Monday, September 21, 2026

New features in Version 11

The new program version offers far-reaching improvements and new options that simplify the creation of sophisticated designs for print, online and tablet devices. The upgrade is worthwhile for all users who want to work faster, need more comfort, work with large documents, create documents for “social media”, magazines or books, or share documents with other users.

Documents

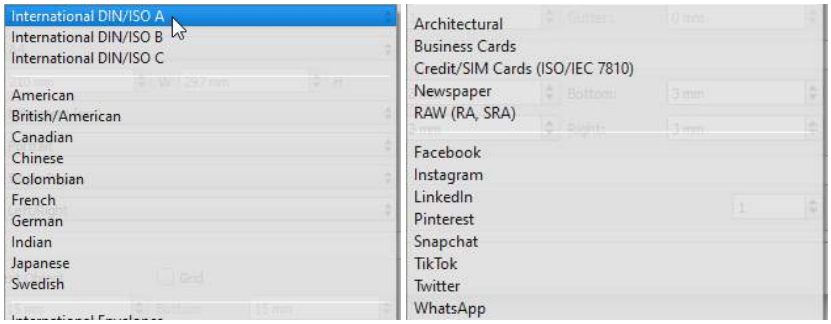
Create new documents

The **New** option now consists of the four options **Document**, **Document from Template**, **Collection** and **Library**. Please note that not all options are available in all editions.

Document

The option to create a new document has been restructured and extended:

- Over 400 new paper formats sorted according to international and national standards.
- Over 30 new document formats sorted according to international and national standards.
- For the first time, the program also supports digital formats for tablets, mobile devices and social media (Facebook, WhatApp, Instgram, LinkedIn). Therefore, we no longer speak of paper formats in this context, but of document formats. For this reason, the new unit of measurement “Pixel (px)” has also been introduced.
- All document formats now have a predefined unit of measurement. For example, American formats automatically have the unit of measurement “inch”, digital formats (Facebook, WhatsApp, etc.) automatically have the unit of measurement “Pixel”.

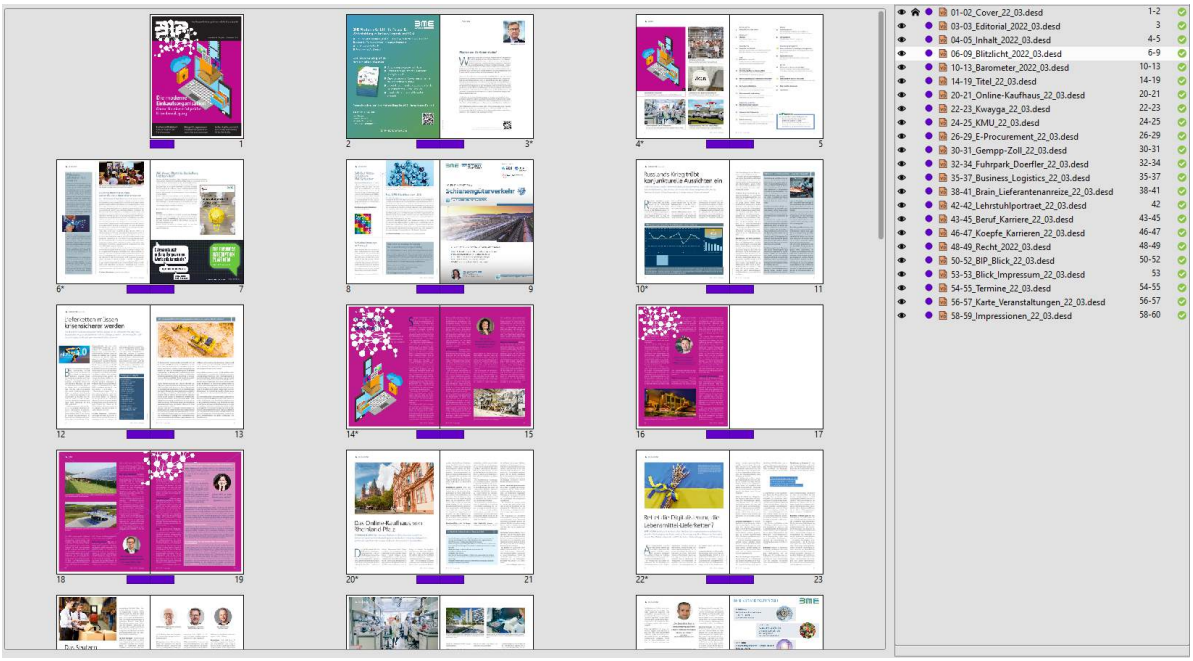


Document From Template

The **Document From Template** option allows you to create a new document based on a template stored in VivaCloud. VivaCloud provides ready-made templates for several topics (resumes, brochures, etc.). These templates can be modified and adapted as desired. The range of templates is regularly expanded and is language-related.

Collection

The **Collection** option lets you combine multiple (layout) 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 Collection to:

- Synchronize colors, style sheets, layers, alias pages, or preferences across documents,
- fully automatically create cross-document directories (tables of contents, indexes, etc.) for all the documents in the collection,
- combine documents with different page formats, and
- export all documents in the collection as a single PDF,
- archive collections and/or their documents.

Library

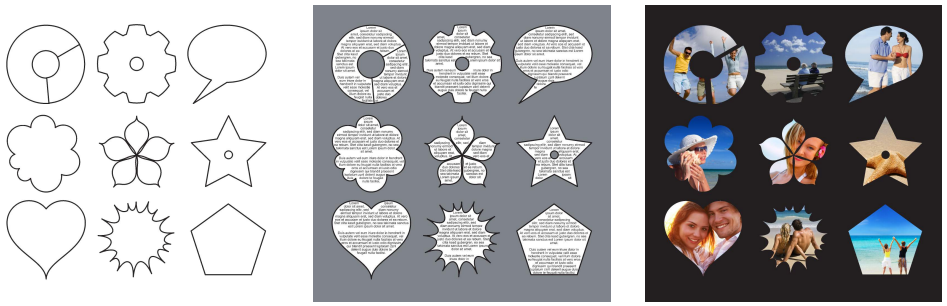
The **Library** option lets you organize and store objects and images in a library. This option is useful if you want to create, for example, a magazine or journal or a similar project where you want to use recurring objects, groups, texts, styles or images.

Opening documents

- Opening documents has been significantly accelerated.
- The **Dependent documents** option allows you to automatically open multiple documents in addition to the selected document. This option is useful when, for example, you want to open a document and its library at the same time.
- Opening documents from **VivaCloud** allows searching files with keywords.
- Opening **InDesign** documents has been improved.
- The **AI** and **PDF** options allow you to import Adobe Illustrator and PDF documents not only as images, but also to open and edit them as documents. This option is useful if, for example, you want to post-process a PDF whose source document is no longer available.

Objects

- Fourteen new tools for creating diamonds, triangles, speech bubbles, and much more. Until now, these objects often had to be created with the polygon or path tool.



- Revision of the selection of objects and groups.
- Automatic resizing of text objects during input with minimum and maximum sizes.
- Automatic resizing of text and picture objects by double-clicking on a sizing handle.
- Interaction rules for moving and stretching objects. This option is useful if, for example, you want to ensure that an object may only be moved and/or stretched vertically.
- Improved representation of drop shadow.
- New unit of measurement **Pixel (px)** for objects.

Pages

- When assigning Alias pages, the content such as images and texts are preserved even if it is a completely different layout. This option is useful if you want to try different designs with the same content.
- The **Name** option allows you to give a name to a document page. This option is useful for finding your way around large documents more quickly or for using the name of the page as the file name when exporting individual pages.
- The **Background Color** option allows you to specify a background color for a document page and/or an Alias page. This option saves you from creating a corresponding object in the size of the document page.
- You can assign an Alias page to a document page by dragging and dropping it onto the document icon in the **Pages** palette. Additionally, you can also assign an Alias page by dragging and dropping it onto the document page.
- The **Margins & Columns** option lets you define individual margins and columns for each Alias page.
- The **Alias Page View** option lets you control the visual appearance of the Alias pages. This option is useful if you want to visualize different designs of Alias pages.
- The position of the separator line between document pages and Alias pages in the **Pages** palette is saved in the program preferences.

Text & Typography

General

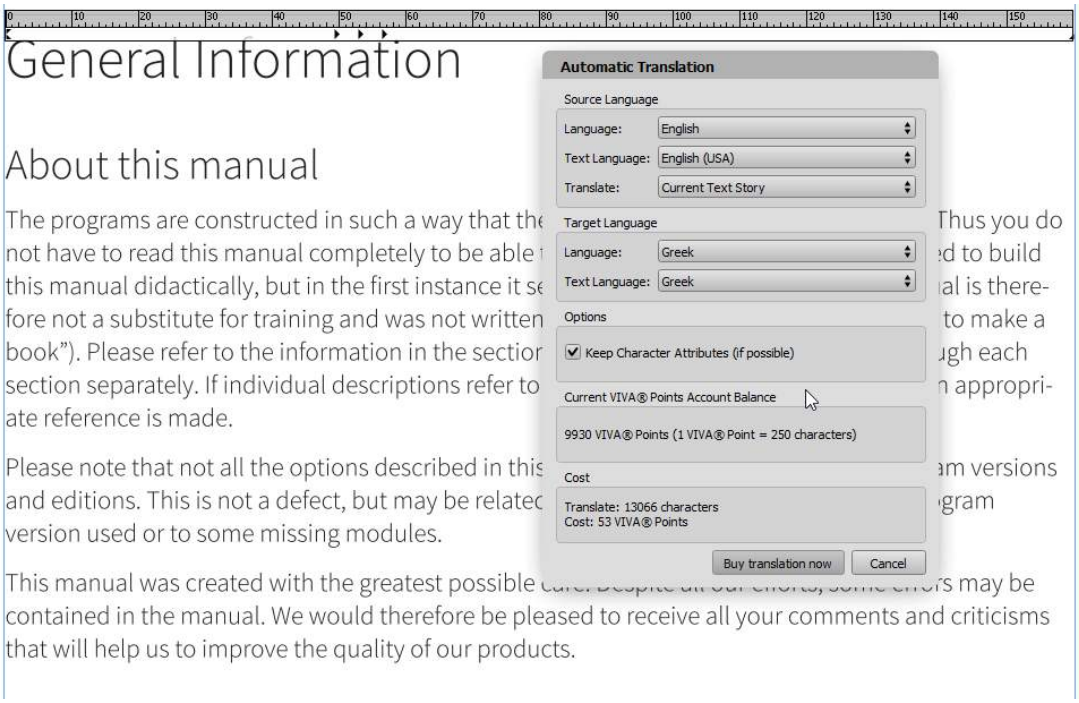
- Entering text, especially very long texts has been accelerated considerably.
- The Text on Path option allows you to enter and edit text along any path. This option is useful for displaying texts in circular form, for example.
- Enhanced options for text runaround.
- Enhanced options for creating tables and index, also in connection with the Grep styles and Nested style sheets options.

Styles

- The **Following Style Sheet** option lets you specify another paragraph style sheet for paragraph style sheets that is automatically applied to the following paragraph.
- The **Grep Styles** option lets you automatically mark up any string with a character style sheet.
- The **Nested Style Sheets** option lets you automatically mark up the beginning of a paragraph up to a specified character with a character style sheet.
- The Text Format Inspector option lets you search for any style attributes.
- The Character Skew option allows you to specify an individual angle for the skew of a character. This option is useful if the font has an italic style or you need a different angle.
- Advanced options of links for URLs and email addresses.

Language

- The Translate option allows you to translate an entire document or only certain parts into over 25 languages fully automatically within seconds.



- The **Dictionaries** option allows you to download and install freely available dictionaries for spell checking, hyphenation and thesaurus in over 50 languages fully automatically (Windows & macOS only).
- Updating the **Duden** library provides you with the latest version of the Duden for spell checking, hyphenation and grammar checking.

Fonts

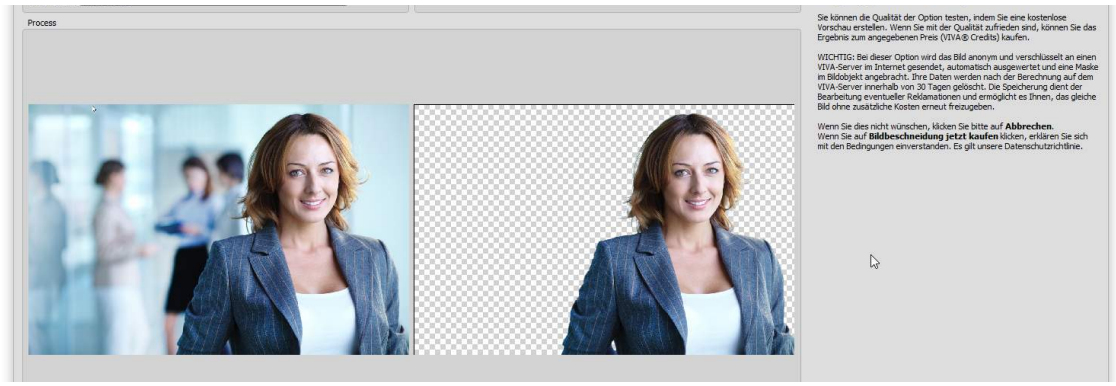
- Support for variable fonts. The options are dynamically determined by the font.



- Missing fonts can be dragged and dropped onto a document.
- Improved OpenType palette for numerals and format sets.

Images

- The **Automatic Clipping** option allows you to remove the background of an image automatically. The program detects a background based on artificial intelligence and solves even difficult tasks, for example, with human hair. Since this option uses a third-party solution, it is chargeable. Billing is per image, with all thumbnails and one high-resolution image per month being free. For further images you need VIVA© Points.



- The **Swap mode** option allows you to swap image contents using drag & drop. Simply select the option in the menu or the Quick Access palette and drag the desired image with the mouse button pressed onto the image object with which you want to swap. When swapping, the images are automatically adjusted to the respective image object so that no white spaces are created.
- The **White Space Optimization** option ensures that no white space is created when moving and scaling images. This option is especially helpful for beginners.

- With the option **Fill Frame Automatically**, you ensure that imported images are automatically fitted into the image object. This also has the effect that the existing scaling of an image is lost when importing a new image.
- The **Preferred Folder** option allows you to specify for each image object which folder should be opened when a new image is imported. This option is useful when creating templates for end users. For example, you can ensure that the user imports a new logo, primarily from the Logos folder.
- The **Export Quality** option lets you specify for each image object the quality at which the image will be exported. This option is useful if, for example, you create PDFs of the document mostly in low resolution, but the company logo should always be exported in high resolution.

Tables

- All actions in tables can be undone.
- Rows and columns can be moved or copied interactively.
- Access rights for tables have been extended. You can define whether a user can create tables or modify only rows/columns or edit only the content.

Export/Printing

- Exporting PDF and printing documents has been significantly accelerated. In addition to a general acceleration, the calculation of images in particular has been significantly accelerated. When recalculating the resolution or converting to other color spaces, all available processor cores are used in parallel. Previously, images were calculated one after the other with one processor core.
- The option **Convert Text to Paths** allows you to force the conversion of text to paths when exporting PDFs, although normally the font would be included. This option is useful if you want to ensure that the texts in the PDF are not selectable or editable.
- The option **Create PDF Bookmarks** allows you to create a table of contents bookmark automatically when exporting PDFs.
- The **Email HTML** option allows you to export a document as HTML for email. The option takes into account the fact that e-mail programs have only a fraction of the HTML functionality of an Internet browser. Images are optionally included and encoded accordingly (base64). Corresponding documents should also consist of only one document page and also only one table.
- The **Effects** option allows you to specify the resolution of effects (e.g. drop shadows, etc.) when exporting PDFs.
- The **Replace with Page Name** option allows you to specify that the name of the document page is used for the file name when exporting PDFs (instead of the document name).

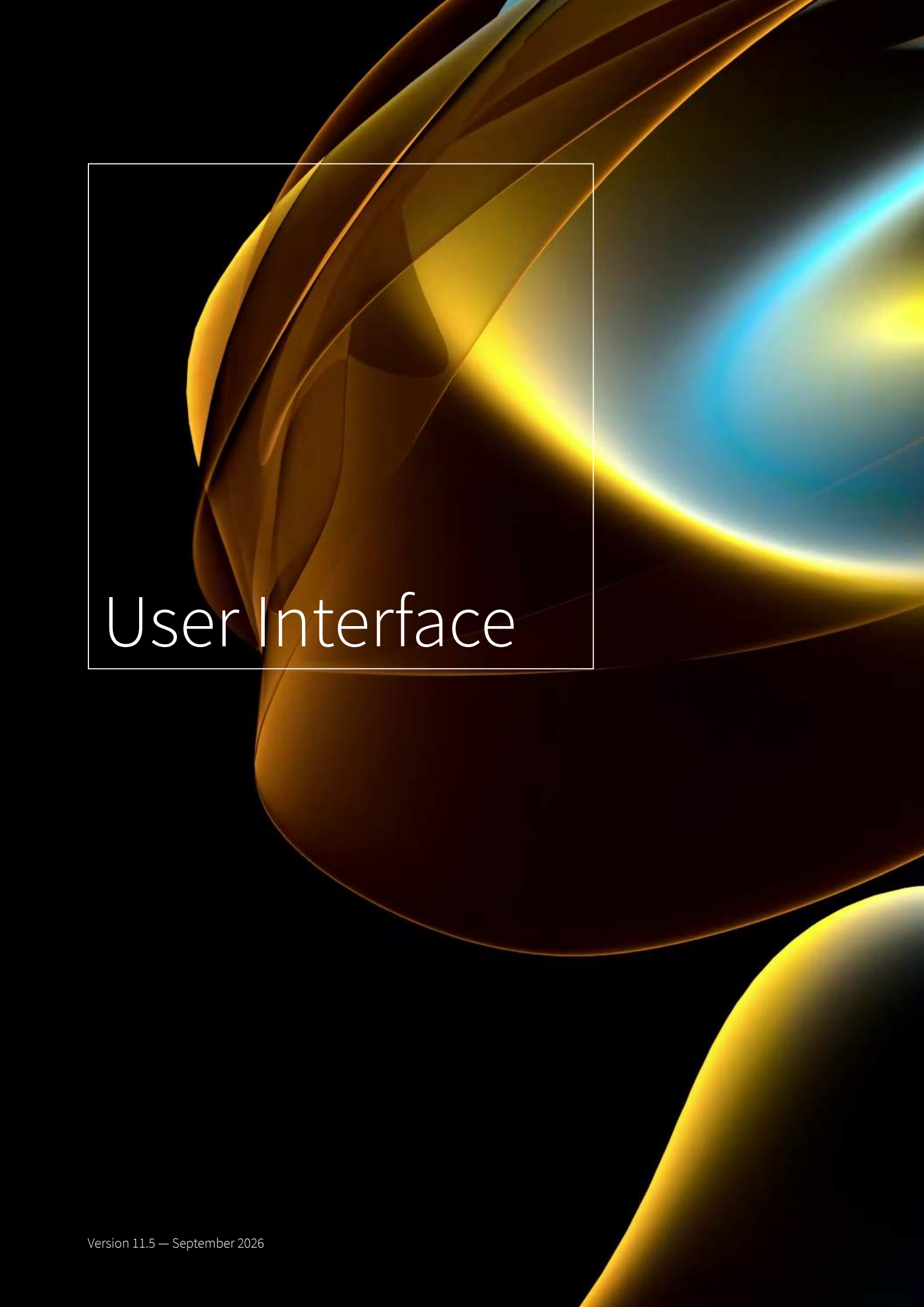
User Interface

Menus & Palettes

- The **Work Mode** option allows you to determine whether you are a **Beginner**, **Advanced** or **Expert** user when you first start the program or afterwards in the Preferences. The option controls whether only a few, many or all options of the program should be displayed. This option is useful if you are a beginner and want to approach the program's possibilities step-by-step. This option also works

in conjunction with the **Access Rights** option and is especially helpful in the browser-based **Web Edition**.

- The **Quick Access** palette has been revised for texts and extended for images, tables, objects and paths.
- The **Toolbar** option allows you to create your own palettes. This option is useful if you want to have certain options of the program in direct access. This option also works in conjunction with the **Access Rights** option and is especially useful in the browser-based **Web Edition**.
- The **Menu bar** option in the access rights allows you to specify whether a program menu should be displayed at all. In this case, the user sees only the available palettes. In connection with the strongly extended **Quick Access** palette and the options for **Toolbars**, it is possible to do without the menu completely in many cases. This option is especially useful in the browser-based **Web Edition**.
- The **Custom Document-Related Toolbars** options in the **Access Rights** allow you to specify whether to display custom palettes that are linked to the document. This option is particularly useful in the browser-based **Web edition**.
- The **Custom Program-Related Toolbars** options in the **Access Rights** allow you to specify whether to display custom palettes that are attached to the document. This option is especially useful in the browser-based **Web edition**.
- The selection of colors in the **Quick Access** palette has been changed. The options for color, density and opacity have been combined in one dialog. For density and opacity, sliders have been introduced next to the numeric input fields.
- The concept for transparent objects has been changed. Objects become transparent if they have the color **None**. In previous versions, the **Shade** option with the value **Transparent** or **-1%** defined a transparent object.



User Interface

Version 11.5 — September 2026

User Interface

For creating and editing documents, the program provides a variety of functions/options that are available through document windows, menus, dialogs, and palettes. These elements are called “user interface”. This section explains the basics of document windows, dialogs, palettes, and their options.

Program start

At program start you define basic preferences and choose which 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 dialog **Initial Preferences**. Define at least the following preferences in it:

- **Program Language** — Determines the language in which the menus and dialogs are displayed.
- **Measurements** — Determines the units of measurement for rulers, objects and pictures.
- **Text Language** — Determines the preferred text language for text in new text objects.
- **Working Mode** — Determines with the options **Beginner**, **Advanced** and **Expert** how many options the program offers in the menus and palettes.

All the settings can be changed at any time later in the preferences. Please refer to the section Preferences.

Start dialog

In the start dialog you create a new document or open an existing document. You determine whether the program shows the start dialog after the program start with the option **After Program Start** in the preferences.

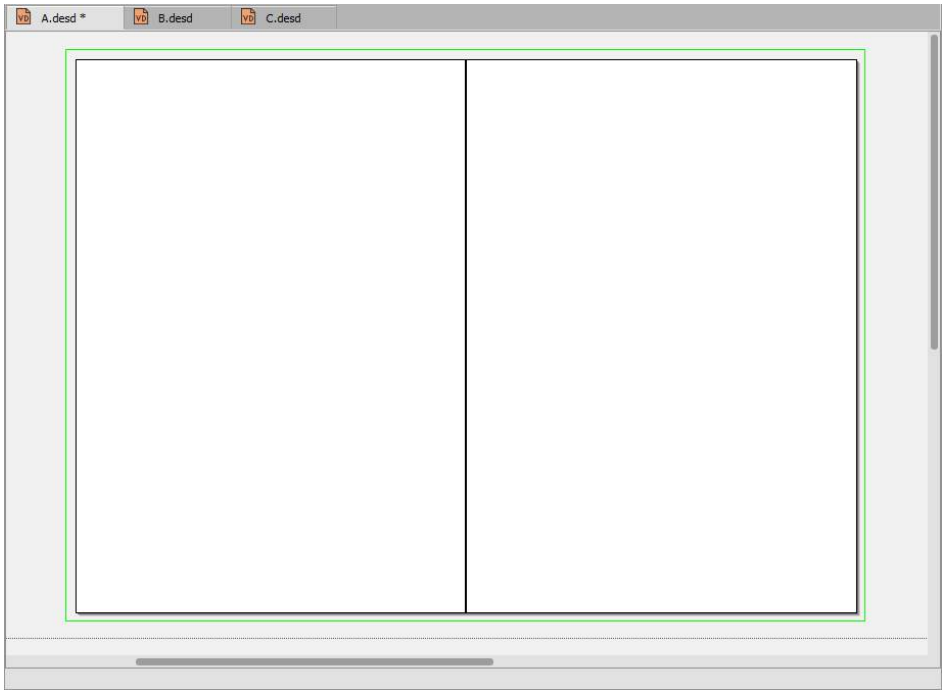
1. Choose **Help > Start Dialog** to open the start dialog at any time.

2. Choose one of the following options:
   - **New Document** — Creates a new document.
   - **Open** — Opens an existing document.
   - **Recently opened documents** — Opens one of the documents opened most recently.
   - **Language** — Switches the program language immediately. The selection only appears if the option **Show language selection in start dialog** is activated in the Preferences.
   - **Send a message to VIVA** — Opens the web page through which you send VIVA a message.
   - **Display this dialog after program start** — Determines whether the start dialog appears after the program start.

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 program window. In Mac OS X, each document window can be displayed as a separate window.



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 and not yet saved.

Use the **Scroll Bar** and **Scroll Box** to navigate very quickly within the document. The **Scroll Bar** is the area over which the **Scroll Box** is dragged. The size of the vertical **Scroll Box** in the document window is determined mainly by the number of pages and represents the ratio between the size of the crop and the total height of the document. Therefore, the vertical **Scroll Box** in the document window hides when all pages of the document are displayed vertically in the window. The size of the horizontal **Scroll Box** in the document window is determined mainly by the width of all the pages of a sheet and the workspaces to the right and left of the document pages. Therefore, the horizontal **Scroll Box** in the document window disappears when the section displays all the pages of an arc and the workspaces.

Move document window

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

Change the size of the document window

- Position the mouse on the edge or corner of the program window (Windows/Linux) or document window (Mac) until an arrow pointer appears. With the mouse button pressed, 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 adjust the document window to the size of the screen.

- Click “Minimize” in the title bar of the program window (Windows/Linux) or document window (Mac) to hide the document window and make it disappear in the system tray (Windows/Linux) or dock (Mac).

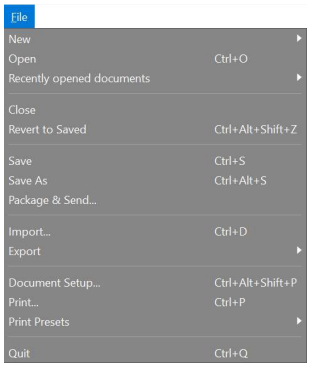
If **Tabbed Document View** is turned on in Preferences, the resizing options above apply to all open documents. When the tab view is off, document windows can be resized individually.

Menus

We distinguish 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 are displayed in the document window depending on the edit mode when the **secondary mouse button** is held down.

The program has 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.

In addition to some menu options, corresponding keyboard **shortcuts** are shown. This means that you can select the option both via the menu and via the shortcut. The program has even more shortcuts in addition to the keyboard shortcuts in the menu.

Menu options ending in **three dots** open a dialog box in which you can make additional settings.

Menu options that are **grayed** may not be selected as long as their criteria are not met.

Commands followed by an arrow open up further **submenus**. To enter into the submenu, select the option in the main menu and then drag the mouse to the desired option in the submenu.

A **Checkmark** in front of a menu option indicates that this option is activated. In order to switch off the option, the menu option has to be selected again or a different menu option has to be selected (e.g, the option **Edit > Program Language**).

Menus can also be individually extended to include **scripts**. Please refer to the section Working with Scripts.

Dialogs & Palettes

To use different options individually or simultaneously, the program has includes **dialogs** and **palettes**. Dialogs and palettes differ as follows:

- With open palettes, you can always perform actions in the document window. With open dialogs, you can not perform any actions in the document window as long as you have not closed the dialog.
- Palettes can be freely positioned, stacked and grouped. In many cases, dialogs can only be freely positioned.
- The palettes are only applicable when a document is open. Dialogs can also be opened if no document is open.

Dialog Construction and Behavior

We differentiate between program dialogs and the individual program and system dialogs provided by the operating system. Some program dialogs affect global settings and can be invoked at any time while others are only applicable when a document is open or when the mouse pointer is in a specific mode (eg text mode, image mode, etc.).

The dialogs provide information about the current settings. The program opens a dialog after you have called up a menu item that ends with three dots (...) or pressed an associated key sequence. A dialog contains various options for input. Dialogs are displayed by default in the middle of the current screen. The name of the dialog is displayed in its title bar.

Move dialog window

Program dialogs can be moved frequently depending on the operating system,

- Position the mouse on the title bar and move the dialog while holding down the mouse button.

Change the size of the dialog window

Dialog boxes can be resized in some cases,

- Position the mouse on the title bar and move the dialog while holding down the mouse button. When it is opened again, the dialog is once more displayed centered.

If dialog box areas are grayed, these functions cannot be selected as long as the conditions for their selection do not exist.

Palette Construction and Behavior

After launching 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 is saved when the program is properly closed or when the **Workspace** is saved using the **Window** menu.

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

To close a palette, click in the close box or on the **Window** menu, call up the option corresponding to the corresponding palette.

Positioning palettes

- To position a palette/palette group, click on the title bar and move the palette while holding down the mouse button. For palettes with tab, you can alternatively click on the tab or the free space next to the tab.
- Palettes are magnetically attracted when moved from the edge of the screen or from other palettes at a distance of less than 10 pixels.
- Palettes can be docked at the edge of the document window. This means that the palettes change their position according to the size and position of the document window. To undock a palette/palette group from the document window, drag a palette/palette group to the edge of the document window. As soon as a blue area or blue line appears on the document border, you can release the mouse button.
- The **Tools** palette can be docked on all sides of the document window.
- The **Navigation** and **Quick Access** palettes can be docked at the top and/or bottom of the document window.
- The palettes **Tools**, **Navigation** and **Quick Access** can be arranged next to and/or below each other at the top or bottom of the document window.
- All other palettes can be docked at all edges of the document window (Windows or Linux only).
- To undock a single palette/palette group from the document window, move the single palette/palette group using the title bar.

> *It may not be possible to dock all the palettes on all sides.*

Change palette size

- In many cases palettes can be changed in height and width. For palettes grouped on top of each other, the change in width also affects all other palettes in the group.
- Palettes can be minimized or maximized by double-clicking the tab or the free space next to the tab.
- Palettes can be minimized or maximized in height and width by clicking on the arrow icon in the title bar. When minimized, the palette appears as a button with an icon and the name of the palette. In addition, the width of the palette can be changed and reduced to the size of the symbol. This also applies if the palettes are grouped.

Group palettes

- Tabbed palettes can be grouped together. This does not apply to the **Tools**, **Navigation**, and **Quick Access** palettes.
- Any number of groups can be created.
- A group of palettes can consist of stacked, side by side and individual palettes above one other.
- Tabbed palettes can be stacked and grouped side by side and above one other.
- A group of palettes has a title bar that positions the entire group.

Stack palettes

- To stack palettes, drag one palette onto the tab of the other palette (target palette). Once the target palette is blue, you can release the mouse button. This process can be repeated as often as you like.

- To remove a palette from the stack, click on the tab and move the palette up or down while holding down the mouse button. Once 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 move the palette to the right or left while holding down the mouse button. As soon as the tab appears at 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 free space next to the tab, all other palettes in the stack will be minimized or maximized.

Group palettes next to/above one another

- To group palettes side by side, drag one palette to the left or right edge of the other palette (target palette). As soon as a blue line appears in the target palette or the output palette is barely visible, you can release the mouse button. This process can be repeated as often as you like.
- To group palettes one above the other, drag a palette to the area between the tab of the title bar or the bottom border of the other palette (target palette). As soon as a blue line appears in the target palette or the output palette is barely visible, you can release the mouse button. This process can be repeated as often as you like.
- To change the arrangement 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 move the palette up or down while holding down the mouse button. Once the palette is displayed with its own title bar, you can release the mouse button.
- Multiple palette groups, like individual palettes, can also be grouped into a palette group.

Save workspace

- The location and arrangement of the palettes is called a **Workspace** and is automatically backed up when the program is quit properly.
- The workspace can be backed up at any time by choosing **Window > Workspace > Save**.
- The workspace can be saved under a special name by choosing **Window > Workspace > Save As**. With this option you can save any number of workspaces.
- Select **Window > Workspace** to select a workspace.
- Select **Window > Workspace > Delete** to delete a saved workspace. The current arrangement on the screen is not changed.

> *Note: The menu* **Window > Workspace** *is only available when a document is open. In the working mode* **Beginner** *it is hidden. The commands* **Save** *and* **Delete** *only appear when a saved workspace is selected.*

Options in dialogs and palettes

Tabs

To increase clarity, tabs are used in some dialogs and palettes. Click the name of the tab to display the tab options

Command areas

To increase clarity, command areas are used in some dialogs and palettes. In a command area, represented by a frame with an optional title, several options are summarized thematically.

Values for entry fields

Entry fields allow a numeric and/or alphanumeric input. Select the content of the input field and overwrite the contents with your entries. Click in the field and delete the desired entry. Complete the entry with the **Return** or the **Tab** key to jump to the next entry field.

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

Some entry fields have **spinner arrow symbols** in a number selection field. Click in the field and click the arrows to increase or decrease the value. Alternatively, you can use the scroll wheel on the mouse to increase or decrease the value. The change is made in each case by one unit of measurement (one degree, one millimeter, etc.).

Delete values in entry fields

You can not completely clear the value in most palette entry fields because the field or option always expects a value. The field may therefore not be empty at any time, 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 dialogs, the option will not be applied.

Display values in entry fields

If a single element (for example, an object or a character in the 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 entry field is empty, the elements have different values. If you enter a value in this case, all the elements receive the same value.

Some entry fields can only be selected if another option was previously selected.

Measurement units in entry fields

In all entry fields in which absolute units of measurement can be entered, the program supports the following units: **Point Pica** (abbreviated to “pt”), **Point Didot** (abbreviated to “dd”), **Millimeters** (abbreviated to “mm”), **Centimeters** (abbreviated with “cm”), **Inches** (abbreviated to in or "), **Decimal Inches** (abbreviated to “dz”), **Cicero** (abbreviated to “c”), **Quart** (abbreviated to “q”), and **Degrees** (abbreviated to “°”).

With the exception of the entry fields that require values in degrees, absolute dimensions can be predefined using the option **Edit > Preferences > Measurements** (Windows/Linux) or **{Application} > Preferences > Measurements** (Mac).

In all entry fields in which relative units of measurement can be entered, the program supports the units: **Percent** (abbreviated to “%”) and **Em** (abbreviated to “g”).

When you are typing, it does not matter whether you enter these abbreviations in high or low case.

Calculations in entry fields

Calculations can be made in all entry fields. The program supports the basic operations **Addition** (abbreviated to “+”), **Subtraction** (abbreviated to “-”), **Multiplication** (abbreviated to “*”), **Division** (abbreviated to “/”) and **Exponentiation** (abbreviated to “^”).

All calculations can be combined with any measurement units. However, this possibility of combination refers only to values of the same type. Thus absolute values can only be calculated with absolute values (e.g. "***30 mm + 10 pt***") and relative values only with relative values (e.g. 120% - 30%). In addition, all bracket levels are supported.

Therefore the following entries are no problem:

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

For multiplications and divisions, only one operand may have a measurement unit. Thus the following entries are invalid:

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

In addition to bracketed expressions, fractions can also be entered. Here are a few examples:

- ***4/15mm*** (corresponds to 0,266 millimeters)
- ***2/5"*** (corresponds to 0,4 inches)

If a palette contains several entry fields, they can be selected with the **Tab** key if the mouse has been clicked inside one of the entry fields.

Checkboxes

Checkboxes indicate whether or not a command will be executed.

- Click on the checkbox to turn the option on. For checking purposes, a checkmark is displayed in the checkbox.
- Click on the checkbox to turn the option on. For checking purposes, an empty checkbox is displayed.

The checkbox is displayed with a black rectangle if the selected elements have different values. If no change is made, the different values of the elements are retained even if other options are changed in the same dialog/palette.

Radio Buttons

Radio buttons determine which one of several possible commands is executed. Only one command from a number of options may be applied.

- Click a radio button to turn it on. For checking purposes, a circle is displayed in the button.

Selecting another option automatically disables previously selected options.

Popup Menus

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

Some popup menus are available only when another selection is made in advance or when a control box is activated.

Some popup menus include options such as **Any** or **None**. These options cause the current settings not to be changed or removed.

To avoid making changes to an open popup menu, move the mouse outside the menu and release the mouse button.

Lists

Lists show a list of options, one or more of which may be selected. Unlike the pop-up menu, the list does not close after selecting an option. In some lists you can navigate using arrow keys and/or scrollbars. (Example: **Edit > Preferences > Embedded Fonts** (Windows/Linux) or **{Application} > Preferences > Embedded Fonts** (Mac).

Scroll boxes

You can navigate very quickly within a dialog or a palette using **Scroll Bars** and **Scroll Boxes**. The **Scroll Bar** is the area over which the **Scroll Box** is dragged.

Buttons

Buttons determine which action should be taken. One possible option is to accept settings (often referred to as **OK**) or discard the inheritance of settings (often referred to as **Cancel**). However, buttons can also be represented as icons or represent any other actions. Buttons can be recognized by the fact that they change their color slightly if you move the mouse pointer over the surface.

Program Palettes

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

Tools — Allows the creation and editing of objects. Please refer to the section Working with Objects.

Navigation — Allows quick selection of document pages and Alias pages as well as the selection of a magnification factor using tools and input fields. Please refer to the section Working with Documents.

Quick Access — Allows quick selection of the most important options for objects, paths, text and images. This palette represents a selection of the options that are also provided in the **Module** palette. Please refer to the sections that also describe the **Module** palette.

Module — Serves as a general term for all module oriented palettes. The functions **Object mode**, **Text mode**, possibly **Table mode** and **Picture mode** are considered as modules. Therefore, the **Object mode** (default) includes an **Object** palette, the **Text mode** a **Text** palette, the **Table mode** a **Table** palette and the **Picture mode** a **Picture** palette . The palette title **Module** remains unchanged when the mode changes.

- **Object** — Allows quick definition of object coordinates and attributes. Please refer to the section Working with Objects.
- **Text** — Allows quick definition of text attributes for the current text string or **Story**. The palette consists of the tabs **Story**, **Chapter**, **Layout**, **Paragraph** and **Character** with individual attributes. The use and options of the palette are described in detail in the chapters Working with Text and Working with Typography.
- **Table** — Allows quick definition of attributes for a table object and is divided into attributes for the **Table**, **Columns and Rows**, **Cells**, **Separators** and **Content**. Please refer to the section Working with Tables.

- Picture — Allows quick definition of attributes for a selected image. Please refer to the section Working with Pictures.

Pages — Allows quick selection of document pages, assign Alias pages to document pages and move or delete individual pages. Please refer to the section Working with Pages.

Style Sheets — Allows quick assignment of predefined style sheets to texts, objects, images and tables. Please refer to the section Working with Style Sheets.

Layers — Allows quick selection of layers and objects as well as their order and visibility. Please refer to the section Working with Layers.

Pictures — Allows quick image import via Drag & Drop as well as an overview of all used images. Please refer to the section Working with Pictures.

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

Spell and Grammar Check — Allows the checking of the spelling and grammar in a text. Please refer to the section Working with Text.

Change Tracking — Allows you to make changes and accept or reject these changes quickly. Please refer to the section Working in a Team.

Notes— Allows quick navigation through notes as well as the creation of new notes and also the modification of existing notes. Please refer to the section Working in a Team.

Colors — Allows quick assignment of defined colors to objects, paths, text and tables, and of color gradients to objects, paths, and tables. Please refer to the section Working with Colors.

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

Character Map — Allows searching and inserting characters from the font selected. The option is similar to the feature available in your operating system, but is functionally more flexible. Please refer to the section The Character Map.

OpenType — Allows quick selection and replacement of alternate characters. Please refer to the section Working with Typography.

Assignments — Allows the management of assignments/tasks. Please refer to the section Working in a Team.

Character Inspector — Allows the individual positioning of individual characters and the arrangement of individual characters in connection with “diacritical marks” such as “accents”. The modification of these so-called “Glyphs” is helpful in both Roman and especially Arabic texts. Please refer to the section Working with Typography.

Character Map — Allows a quick review of fonts and the available character set. Please refer to the section The Character Map.

Scripts — Allows the running and management of scripts. Please refer to the section Working with Scripts.

Collection — Allows the compilation of a a document collection based on different documents. Please refer to the instructions in the section Working with Collections.

Text Formatting Inspector — Allows you to find different formats. Please refer to the instructions in the section Working with Typography.

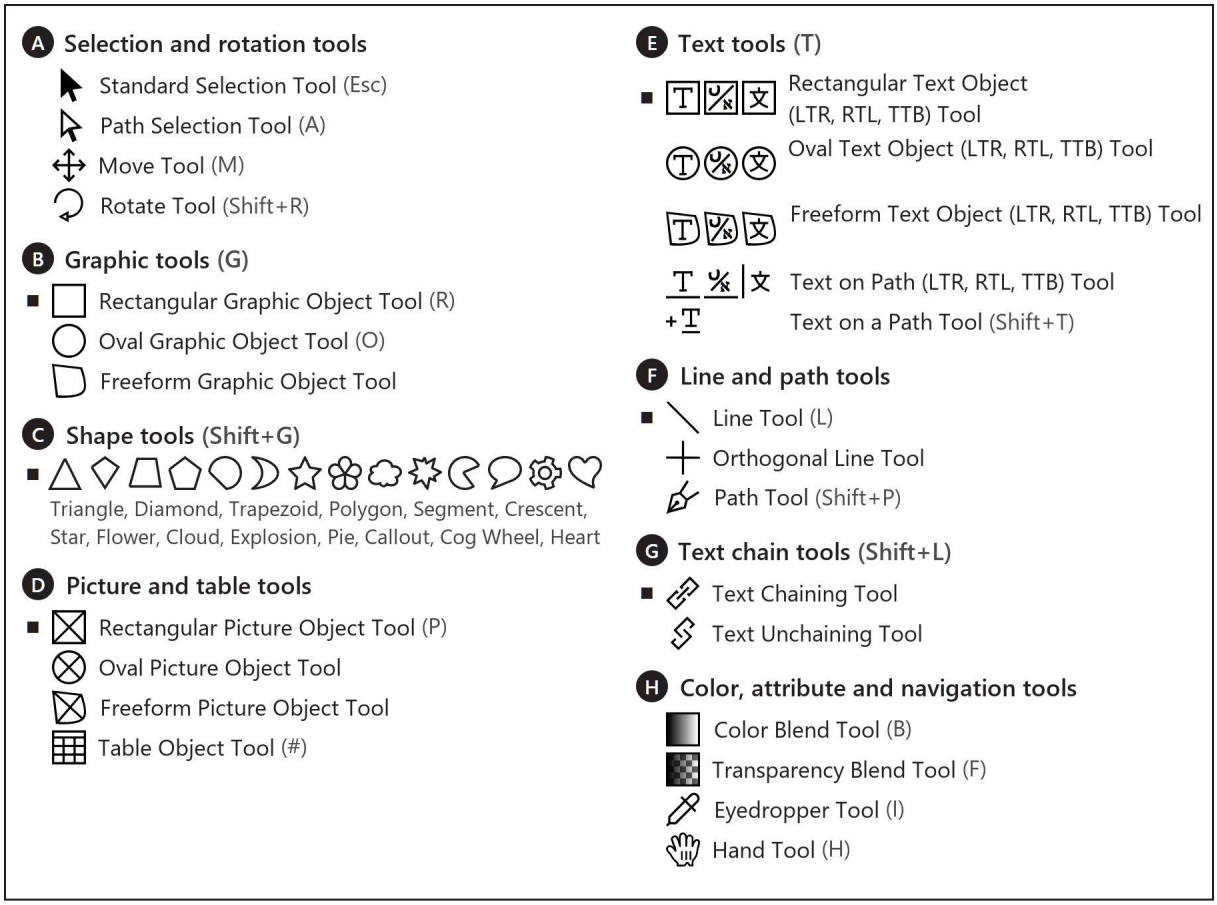
Library — Allows the compilation of objects and groups in a library to insert them in the same or other documents. Please refer to the instructions in the section Working with Libraries.

The Toolbar

With the help of the Toolbar you create new objects and edit existing objects. Some tools serve to select, move and rotate objects and path handles, others create graphic, text, picture and table objects, lines and paths. Further tools chain text objects, transfer blends and attributes or move the page view.

Related tools are combined under one common icon in the Toolbar. The palette shows the tool of a group that was last used; you reach the remaining tools of the group through a menu.

Toolbar — overview



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

Note: Which tools the Toolbar shows depends on the working mode and on the access rights of the document. In the working mode Beginner *the freeform object tools, the Path Tool, the text on path tools as well as the tools* Text Chaining *and* Text Unchaining *are missing. The Color Blend Tool, the Transparency Blend Tool and the Eyedropper Tool are only available in the working mode* Expert*, the Table Object Tool only if the program supports tables. Please refer to the section* Preferences.

Show and hide the Toolbar

1. Choose **Window > Tools**.

Like the palettes **Navigation** and **Quick Access**, the Toolbar can be docked at the top or bottom edge of the document window. Please refer to the section Palette Construction and Behavior.

Display and select hidden tools

1. Click the icon of a tool group in the Toolbar and hold down the mouse button.

2. Choose the required tool in the menu.

The tool chosen replaces the previous icon of the group in the Toolbar.

Select tools with shortcut keys

Most tools can be selected with a key. The shortcut keys only take effect as long as you are not editing text, picture content or a table. Therefore leave the content mode beforehand with the Esc key.

1. Choose one of the following options:

- Press the key of an individual tool, for example **R** for the Rectangular Graphic Object Tool or **M** for the Move Tool, to select exactly this tool.
- Press the key of a tool group, for example **T** for the text object tools, to select the tool of this group that was last used.
- Press the Esc key to return to the default tool.

Use tools temporarily

1. Choose one of the following options:

- Hold down the space bar to use the **Hand Tool** temporarily. Move the page view while holding down the mouse button. As soon as you release the space bar, the previous tool is active again.
- Hold down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) to select a text or picture object instead of its content when you click it.

Display tool tips

If you let the mouse pointer rest on a tool for a moment, the program displays a tip with the name of the tool, a short description and, with most tools, an example. The examples in this section correspond to these tips.

Define the default tool

With the option **Default Tool** in the preferences you determine which tool the program returns to with the Esc key and how a click on a text or picture object takes effect:

- **Standard Selection Tool** — A click on the frame selects the object, a click in the content activates the content mode.
- **Move Tool (Always)** — A click selects the object, a double-click activates the content mode.
- **Move Tool (Only Type Change)** — As with **Move Tool (Always)**, but when changing to an object of the same type the content mode remains active.

Please refer to the section Preferences.

Tools — overview

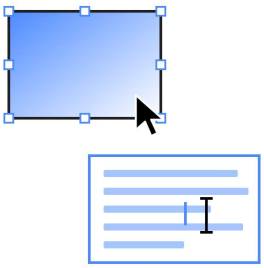
- **Selection tools** — With the **Standard Selection Tool**, the **Move Tool** and the **Path Selection Tool** you select objects, contents or individual handles of a path.
- **Rotate Tool** — With the **Rotate Tool** you rotate objects around their center.
- **Object tools** — With the graphic, shape, text, picture and table tools you create new objects. Please refer to the sections Working with Objects, Working with Text, Working with Pictures and Working with Tables.
- **Line and path tools** — With the **Line Tool**, the tool for orthogonal lines and the Path Tool you draw lines and paths; with the text on path tools you set text on a path.
- **Text chain tools** — With the tools **Text Chaining** and **Text Unchaining** you connect and release text chains. Please refer to the section Working with Text Chains.
- **Color and attribute tools** — With the **Color Blend Tool** and the **Transparency Blend Tool** you determine the direction and length of blends; with the **Eyedropper Tool** you transfer attributes from one element to another.
- **Navigation tool** — With the **Hand Tool** you move the page view in the document window.

Selection tools and Rotate Tool

Standard Selection Tool (Esc)

With the **Standard Selection Tool** you select objects and their contents. A click on the frame selects the object, a click in a text, picture or table object activates the respective content mode.

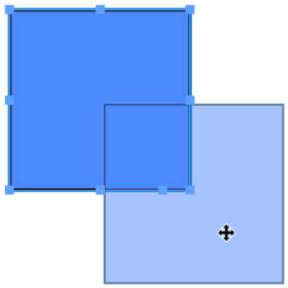
1. Click the **Standard Selection Tool** in the Toolbar or press the **Esc** key.
2. Click an object to select it, or in its content to edit the content.
   - Additionally hold down the keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac) to select further objects.



Move Tool (M)

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

1. Press **M** or click the **Move Tool** in the Toolbar.
2. Click the object and drag it to the required position while holding down the mouse button.
   - Double-click a selected text or picture object to edit its content. The program then switches to the **Standard Selection Tool**.

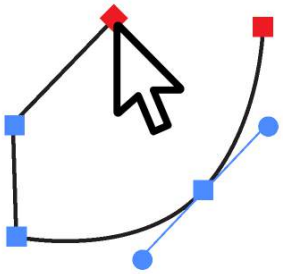


Path Selection Tool (A)

With the **Path Selection Tool** you 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 Toolbar.
2. Click a sizing handle or a control handle of the object.
   - Hold down the **Shift** key to add further handles to the selection or remove them from it.
   - Drag a marquee to select several handles at once.
3. Drag the selected handles to the required position.

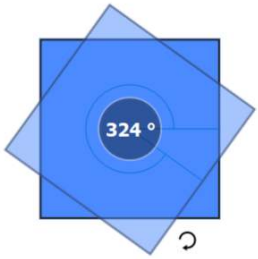
Please refer to the section Object size and form.



Rotate Tool (Shift + R)

With the **Rotate Tool** you rotate the selected objects around the center of the selection. Alternatively you rotate an object with the rotation pointer that appears near the corner and end handles.

1. Select at least one object.
2. Press **Shift + R** or click the **Rotate Tool** in the Toolbar.
3. Hold down the mouse button and drag the mouse in the required direction.
4. Release the mouse button when the required rotation angle is reached.

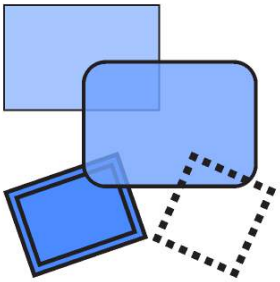


Graphic tools (G)

Rectangular Graphic Object Tool (R)

Creates a rectangular or square graphic object.

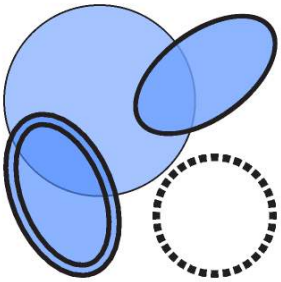
1. Press **R** or choose the **Rectangular Graphic Object Tool** in the Toolbar.
2. Drag a rectangle in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a square.



Oval Graphic Object Tool (O)

Creates an oval or circular graphic object.

1. Press **O** or choose the **Oval Graphic Object Tool** in the Toolbar.
2. Drag an oval in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a circle.

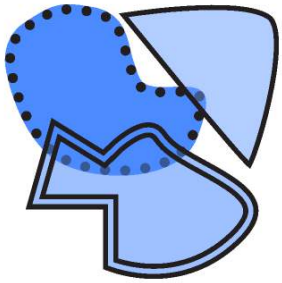


Freeform Graphic Object Tool

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

1. Choose the **Freeform Graphic Object Tool** in the Toolbar, or press **G** if it was the graphic object tool that was last used.

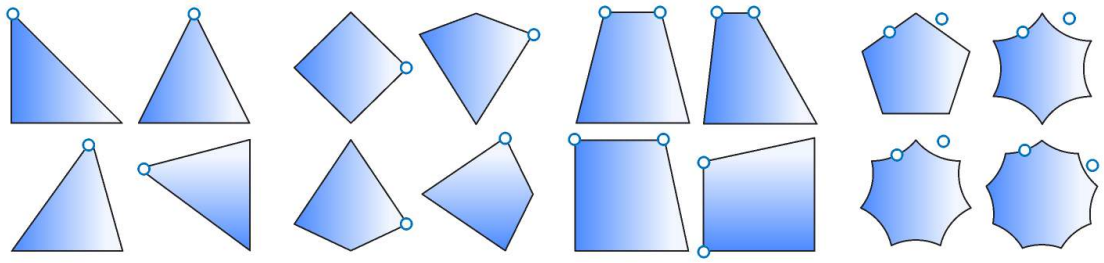
2. Click once in the document window for every corner point.
   - Hold down the mouse button and drag the mouse to create a curve.
   - Hold down the **Shift** key to create a line segment at an angle of 0 or 90 degrees.
3. Press the **Esc** key to end the drawing process. The program connects the first and the last point automatically.



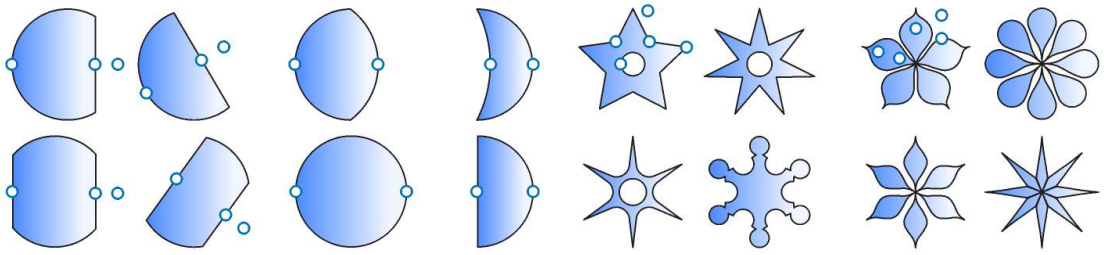
Shape tools (Shift + G)

With the shape tools you create graphic objects with a predefined shape. After creating a shape the program displays blue circles with which you change the shape, for example the depth of the points of a star or the size of the tip of a callout.

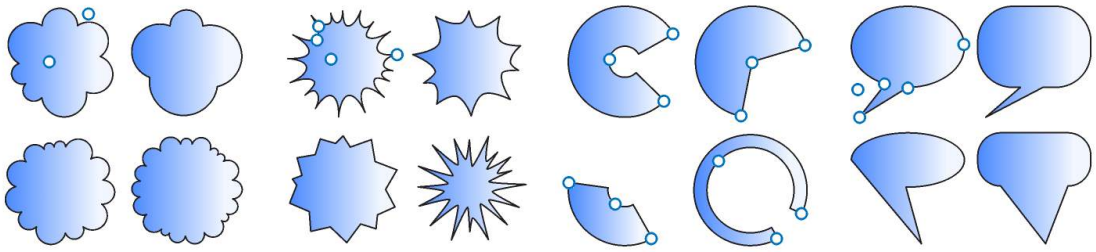
1. Press **Shift + G** or click the shape tool in the Toolbar and hold down the mouse button to choose a shape.
2. Drag the shape in the document window while holding down the mouse button.
3. Drag the blue circles to change the shape.



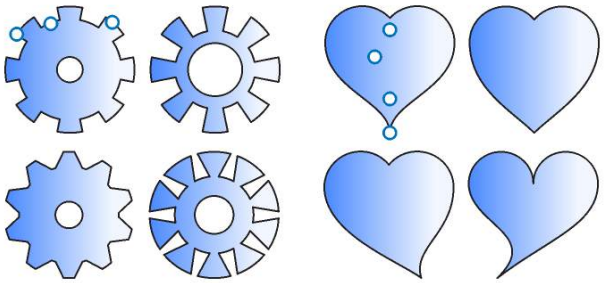
Triangle • Diamond • Trapezoid • Polygon



Segment • Crescent • Star • Flower



Cloud • Explosion • Pie • Callout



Cog Wheel • Heart

Text tools (T)

The text tools are available for three writing directions in each case. The identifier in the name of the tool 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 texts.

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 Toolbar and hold down the mouse button to choose the tool with the required writing direction.
2. Drag a rectangle in the document window while holding down the mouse button.
   - Additionally hold down the Shift key to create a square.



LTR • RTL • TTB

Oval Text Object Tool (LTR, RTL, TTB)

Creates an oval or circular text object.

1. Click the text object tool in the Toolbar and hold down the mouse button to choose the **Oval Text Object Tool** with the required writing direction.
2. Drag an oval in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a circle.



LTR • RTL • TTB

Freeform Text Object Tool (LTR, RTL, TTB)

Creates a text object with any closed shape.

1. Click the text object tool in the Toolbar and hold down the mouse button to choose the Freeform Text Object Tool with the required writing direction.
2. Click once in the document window for every corner point. Hold down the mouse button and drag the mouse to create a curve.
3. Press the Esc key to end the drawing process.



LTR • RTL • TTB

Text on Path Tool (LTR, RTL, TTB)

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

1. Click the text object tool in the Toolbar and hold down the mouse button to choose the text on path tool with the required writing direction.
2. Drag a line in the document window while holding down the mouse button.
3. Enter the text.



LTR • RTL • TTB

Text on a Path Tool (Shift + T)

Sets text on the contour of an existing object, for example a circle or a line.

1. Create an object or a line along whose contour the text is to run.
2. Press **Shift + T** or click the **Text on a Path Tool** in the Toolbar.
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.

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



Picture tools (P)

Rectangular Picture Object Tool

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

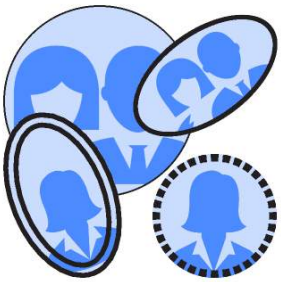
1. Press **P** or click the picture object tool in the Toolbar and hold down the mouse button to choose the **Rectangular Picture Object Tool**.
2. Drag a rectangle in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a square.



Oval Picture Object Tool

Creates an oval or circular picture object.

1. Click the picture object tool in the Toolbar and hold down the mouse button to choose the **Oval Picture Object Tool**.
2. Drag an oval in the document window while holding down the mouse button.
   - Additionally 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 Toolbar and hold down the mouse button to choose the **Freeform Picture Object Tool**.
2. Click once in the document window for every corner point. Hold down the mouse button and drag the mouse to create a curve.
3. Press the **Esc** key to end the drawing process.

Please refer to the chapter Working with Pictures.



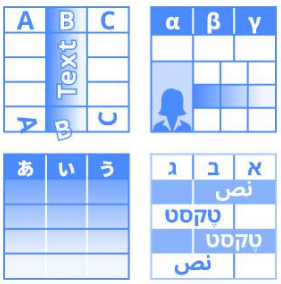
Table, line and path tools

Table Object Tool (#)

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

1. Press **#** or click the **Table Object Tool** in the Toolbar.
2. Drag the required width of the table in the document window while holding down the mouse button.
3. Determine the number of columns and rows in the dialog **Create Table** and confirm the entry.

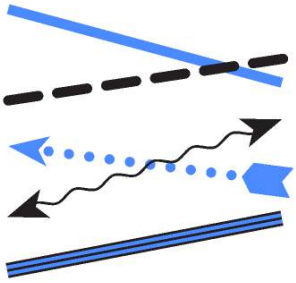
Please refer to the chapter Working with Tables.



Line Tool (L)

Creates a straight line at any angle.

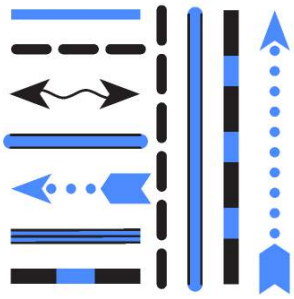
1. Press **L** or click the line tool in the Toolbar and hold down the mouse button to choose the **Line Tool**.
2. Drag the line in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a line at an angle of 0, 45 or 90 degrees.



Orthogonal Line Tool (L)

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

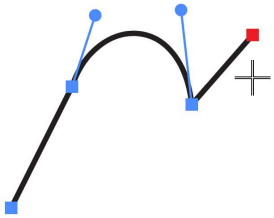
1. Click the **Line Tool** in the Toolbar and hold down the mouse button to choose the tool for orthogonal lines.
2. Drag the line in the document window while holding down the mouse button.
   - Additionally hold down the **Shift** key to create a line at any angle.



Path Tool (Shift + P)

Creates an open multiple line from straight and curved line segments.

1. Press **Shift + P** or click the **Path Tool** in the Toolbar.
2. Click once in the document window for every point of 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 end the drawing process.



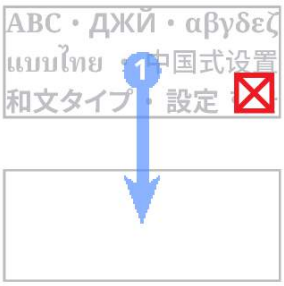
Text chain tools (Shift + L)

Text Chaining Tool

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

1. Press **Shift + L** or click the **Text Chaining Tool** in the Toolbar.
2. Click the text object that is to form the beginning of the text chain.
3. Click one after the other on the further text objects of the text chain. The program numbers the text objects as a check.
4. Double-click the last text object to complete the chaining.

Please refer to the section Create Text Chain manually.



Text Unchaining Tool

Releases the connection of a text object to the following text object of the text chain.

1. Click the **Text Chaining Tool** in the Toolbar and hold down the mouse button to choose the **Text Unchaining Tool**.
2. Click the text object whose connection to the following text object you want to release. Both text objects are highlighted briefly as a check. If the text object has no successor, a signal tone sounds.

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

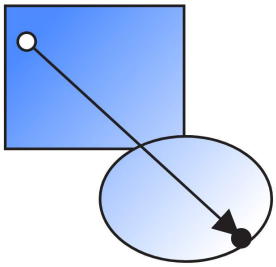


Color and attribute tools

Color Blend Tool (B)

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

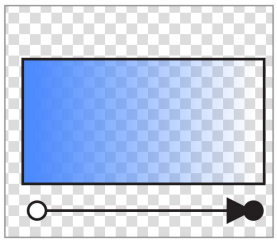
1. Select the objects.
2. Click the **Color Blend Tool** in the Toolbar and hold down the mouse button to choose a color blend, or press **B** to use the color blend that was last chosen.
   - Choose **New** to create a new color blend. Please refer to the chapter Working with Colors.
3. Drag from the required start point to the end point of the blend while holding down the mouse button.
   - Drag the start point or the end point to change the blend afterwards.
4. Click outside the two points to end the editing. The program then switches to the default tool.



Transparency Blend Tool (F)

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

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.
   - Drag the start point or the end point to change the blend afterwards.
4. Click outside the two points to end the editing.

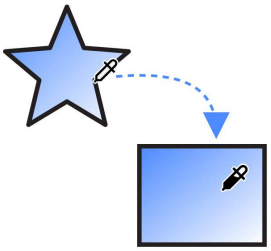


Eyedropper Tool (I)

Transfers attributes from one element to other elements. Depending on the element, the **Eyedropper Tool** picks up different attributes:

- **Graphic, text and picture objects** — Fill, line, opacity and further 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 clicked.

1. Press **I** or click the **Eyedropper** Tool in the Toolbar.
2. Click the element whose attributes you want to take over. The eyedropper is displayed filled.
3. Click the elements to which you want to transfer the attributes.
   - Hold down the **Alt** key (Windows/Linux) or the **Option** key (Mac) to fill the eyedropper with the attributes of another element.

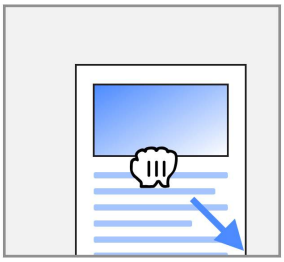


Navigation tool

Hand Tool (H)

Moves the page view in the document window. Alternatively, with any other tool you hold down the space bar or use the shortcut keys for scrolling.

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



Undo and redo

The program remembers the last 20 operations for every open document. You can undo these operations one after the other and then redo them. The menu **Edit** displays the name of the operation concerned after the commands **Undo** and **Redo**.

Undo an operation

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

Redo an operation

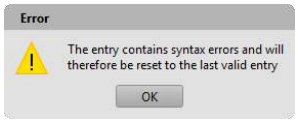
1. Choose one of the following options:
   - Choose **Edit > Redo**.
   - Press **Ctrl + Y** (Windows/Linux) or **Command + Y** (Mac).

> *Note: Some actions cannot be undone and clear the list of operations, for example releasing a text chain with the Text Unchaining Tool. To reset a document to the state last saved, choose* **File > Revert to Saved**. *Please refer to the chapter* Working with Documents.

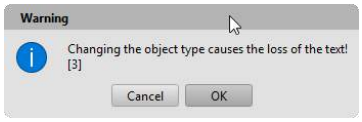
Errors, Warnings and Queries

In addition to the standard dialogs and palettes, the program provides error boxes, alert boxes and query boxes.

Errors — Appear when a command cannot be fulfilled for a specific reason.



Warnings — Appear when a command could lead to a result that the user under certain circumstances does not want. The user has the option of continuing the potentially dangerous action or canceling.



Queries — Appear if there are several way of executing a command. The user must then decide how the program should act.





Keyboard and mouse commands

Version 11.5 — September 2026

Keyboard and mouse commands

Notes on use

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

Desktop Edition

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

Access Rights

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

Neutral Design Interface

If you use the neutral design interface 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 are using the web edition, some options may not be available or only available to a limited extent or may behave differently. For example, the **Run Around** option is available with the **Ctrl-T** option , but this does not open the dialog, but a new browser tab. In this case, the option must be selected via the menu. Furthermore, not all browsers behave in the same way. Therefore, options that may have restrictions or deviations are marked with "F" (Mozilla Firefox), "C" (Google Chrome), "E" (Microsoft Edge) and "S" (Apple Safari).

In addition, there may be differences between the overview and the current browser versions, as the browsers are updated frequently and the behavior may change.

In addition, there may be differences within the same browser versions if the program is used in a different language because a different keyboard shortcut is used for the same option in a different language (e .g. **Import** in German and English)

If you use the Web Edition under MacOS, you must still use the Windows key sequences.

Legend

N = Neutral Design Interface
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
Help	F1

Measurements in Dialogs/Palettes

Cicero	C
Inch	"
Inch	IN
Decimal Inch	DZ
Em	G
Millimeter	MM
Centimeter	CM
Point Didot	PD
Point Pica	PT
Pica	P
Quart	Q
Percent	%

Mathematical Operations in Dialogs/Palettes

Multiplication	*
Addition	+
Subtraction	-
Division	/

Hide/Show Palettes

Module Palette N F C E S	Ctrl + F9
Page 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 Palette 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
Scripts Palette N F C E S	Ctrl + Alt + F11
Layers Palette N F C E S	Ctrl + F7

Entriy in Dialogs/Palettes

Select Current Field content	Cursor + Triple-click
Select Next Entry Field	Shift + Tab key
Select Previous Entry Field	Tab key
Select Previous Entry Field	Mouse scroll 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	Del
Insert Unicode control character	Click with secondary mouse button

Style Sheet Palette

Edit Style Sheet	Click Name with secondary mouse button
Apply Style	Click Name
Overwrite in story/selection	Double-click Name
Overwrite in story/selection	Click Name with secondary mouse button
Cancel Style Sheet	Click "No Style"

Layer Palette

New Layer	Click layer name with secondary mouse button
Edit Layer	Click layer name with secondary mouse button
Lock/Unlock Layer	Click lock symbol/placeholder
Show/Hide Layer	Click eye symbol/placeholder
Remove Object	Click object name with secondary mouse button
Import Text/Image	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

Page Palette

New Document Page(s)	Click page symbol with secondary mouse button
Edit Page	Click page symbol with secondary mouse button
Delete Page N	Del + Mouse-click on Page Symbol
Move Page	Drag Mouse + Mouse-click on Page Symbol
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 symbol with secondary mouse button
Duplicate Alias page	Click Alias page symbol with secondary mouse button
Lock/Unlock Alias Page	Click Alias page symbol with secondary mouse button

Character Map

Insert Character in Selected Font N	Double-click on character symbol
Insert Character in Selected Font N	Click on character symbol with secondary mouse button
Insert Character in Text Font N	Click on character symbol with secondary mouse button
Add Character to Favorites N	Click on character symbol with secondary mouse button
Show/Hide Font Variation N	Click on character symbol with secondary mouse button
Show font information N	Mouse over Information symbol
Change display mode N	Click on list symbol
Show Font Example N	Click palette with secondary mouse button

Picture Palette

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

Color Palette

Apply Color N	Click on color name
Edit Color/Blend N	Click on color name with secondary mouse button
Change mode N	Click on Fill/Frame symbol
New Color N	Click on color name with secondary mouse button
New Blend N	Click palette with secondary mouse button
Open Colors & Blends dialog N	Click palette with secondary mouse button

Documents

Create/Edit

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

Document Views

400%	Ctrl + 4
200%	Ctrl + 2
75% N	Ctrl + 7
50%	Ctrl + 5
Enlarge by 25%	Ctrl + Numeric Keypad +
Reduce by 5%	Ctrl + Numeric Keypad -
Enlarge by 5%	Ctrl + Alt + Mouse scroll wheel
Reduce by 5%	Ctrl + Alt + Mouse scroll wheel
Fit Page in Window	Ctrl + 0
Fit Spread in Window	Ctrl + 8
Enlarge Selection	Ctrl + Alt + Mouse-click + Drag Mouse
Reduce Selection	Ctrl + Alt + Shift + Mouse-click + Drag Mouse
Original Size	Ctrl + 1
Zoom Factor	Ctrl + Alt + V
Page width	Ctrl + 3
Enlarge (Zoom in)	Ctrl + Alt + Mouse-click
Enlarge (Zoom in) F C E S	Ctrl + +
Reduce (Zoom out)	Ctrl + Alt + Shift + Mouse-click
Reduce (Zoom out) F C E S	Ctrl + -
Move (Page)	Alt + Mouse-click + Drag Mouse

Change View

Go to Bottom of Screen	Page Down
Scroll down	Arrow Down
Go to Top of Screen	Page Up
Scroll up	Arrow Up

Pages

First Page	Navigation bar + Click symbol for "First Page"
Last Page	Navigation bar + Click symbol for "Last Page"
Go to next page F C E S	Alt + Page Down
Next Page	Navigation bar + Click symbol for "Next Page"
Previous Page	Navigation bar + Click symbol for "Previous Page"
Go to previous page F C E S	Alt + Page Up

Document Ruler

Show/Hide Ruler	Ctrl + R
Define zero point interactively	Click the Ruler zero point + Drag Mouse
Define zero point numerically	Click the Ruler zero point with secondary mouse button
Reset zero point	Click the Ruler zero point with secondary mouse button

Guides

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

Presentation Mode N	Ctrl + 9
Quit Presentation Mode N	Esc
Quit Presentation Mode N	Mouse-click
Enlarge Document View by 10% N	+
Enlarge Document View by 10% N	Mouse scroll wheel
Reduce Document View by 10% N	-
Reduce Document View by 10% N	Mouse scroll wheel
Previous Page N	Page Up
Previous Page N	Arrow up
Next Page N	Page Down
Next Page N	Arrow down

Objects

Create/Change

Create Rectangular Text Object	Text Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Text Object (LTR) N	Ctrl + Shift + T
Change into Text Object N	Ctrl + Shift + T
Create Rectangular Picture Object N	Ctrl + Shift + B
Change into Picture Object N	Ctrl + Shift + B
Create Rectangular Graphic Object	Graphic Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Graphic Object N	Ctrl + Shift + G
Change into Graphic Object N	Ctrl + Shift + G
Create Polygon	Polygon Tool + Mouse-click + Drag Mouse
Create Circle/Square	Rectangle/Oval Tool + Mouse-click + Shift + Drag Mouse
Create Line	Line Tool + Mouse-click + Drag Mouse
Create Orthogonal Line	Orthogonal Line Tool + Mouse-click + Drag Mouse
Create Path (Line segments)	Path Tool + Mouse-click
Create Path (Curve segments)	Path Tool + Mouse-click + Drag Mouse
Create Bézier Curve	Path Tool + Drag Mouse + Alt+Click+Drag + Mouse-click
Create Bézier Object	Polygon Tool + Drag Mouse + Click+Drag + Double-click + Mouse-click
Create Tangent/Bézier Curve	Mouse on sizing handle + Control + Mouse-click + Drag Mouse
Create Alias N F C E S	Ctrl + *
Pointed control handle (Break tangent)	Mouse on control handle + Control + Shift + Drag Mouse
Add new Sizing Handle	Mouse on sizing handle + Alt + Click on line/curve segment
Delete Selection Handle	Alt + Shift + Click on selection handle

Select

Select All	Ctrl + A
Graphic Object	Mouse-click
Text Object	Ctrl + Mouse-click
Text Object	Click on frame
Text Object	Esc
Picture Object	Ctrl + Object + Mouse-click
Picture Object	Object Pointer + Mouse-click
Picture Object	Esc
Table Object	Ctrl + Mouse-click
Table Object	Click on frame
Select Hidden Objects F	Ctrl + Alt + Shift + Windows + Mouse-click

Size

Resize object	Mouse on Sizing Handle + Mouse-click + Drag Mouse
Resize orthogonal line 45 degrees	Shift + Drag Mouse + Mouse-click
Resize object proportionally with image content	Mouse on Corner Sizing Handle + Ctrl + Shift + Drag Mouse
Resize object proportionally with image content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with image content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with text content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object group proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Smooth Symmetric Control Handles	Ctrl + Drag Mouse + Mouse-click

Level

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

Nudge to Left	Arrow left
Nudge to Right	Arrow right
Nudge Up	Arrow up
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Graphic pointer + Drag Mouse + Mouse-click
Rotate via center point	Mouse-click on Rotation symbol + Drag Mouse
Align/Distribute (2 objects or more) N F C E S	Ctrl + ,

Safety

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

General

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste (Without Offset)	Ctrl + Shift + V
Delete	Del
Delete	Backspace

Special

Special Object Specifications 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

Linking

Link Text Objects	Link Text Objects Tool + Mouse-click
Break Text Chain	Unlink Tool + Mouse-click

Images

Size

Original Size	Ctrl + Alt + Numeric Keypad 1
400% N	Ctrl + Alt + Numeric Keypad 4
200% N	Ctrl + Alt + Numeric Keypad 2
75% N	Ctrl + Alt + Numeric Keypad 7
50%	Ctrl + Alt + Numeric Keypad 5
Fill Frame proportionally	Ctrl + Alt + Numeric Keypad 3
Fill Frame proportionally	Slider + Click icon "Fill Frame Proportionally"
Fit Picture Proportionally to Frame	Ctrl + Alt + Numeric Keypad 0
Increase picture size by 1%	Alt + Shift + Mouse scroll wheel
Decrease picture size by 1%	Alt + Shift + Mouse scroll wheel
Increase picture size by 5%	Alt + Mouse scroll wheel
Decrease picture size by 5%	Alt + Mouse scroll wheel
Increase/Decrease picture size	Slider + Click and Drag

Align & Move

Center N	Ctrl + Shift + C
Left N	Ctrl + Shift + L
Right N	Ctrl + Shift + R
Nudge to Left	Grabber Hand + Drag Mouse
Nudge to Left	Arrow left
Nudge to Right	Grabber Hand + Drag Mouse
Nudge to Right	Arrow right
Nudge Up	Grabber Hand + Drag Mouse
Nudge Up	Arrow up
Nudge Down	Grabber Hand + Drag Mouse
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Grabber Hand + Drag Mouse + Mouse-click
Mirror horizontally	Slider + Click icon "Mirror Horizontally"
Mirror vertically	Slider + Click icon "Mirror Vertically"
Rotate F C E S	Click icon in image + drag

General

Import C E	Ctrl + D
Import	Slider + Click icon "Import"
Export as PDF	Ctrl + E
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Clear or Delete	Del

Text

Set Insertion Point

Previous Character	Arrow left
Next Character	Arrow right
Previous Line	Arrow up
Next Line	Arrow down
Previous Word F C E S	Ctrl + Arrow left
Next Word F C E S	Ctrl + Arrow right
Previous Paragraph F C E S	Ctrl + Arrow up
Next Paragraph F C E S	Ctrl + Arrow down
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	Cursor + Double-click
Line	Cursor + Triple-click
Sentence	Cursor + Four clicks
Paragraph	Cursor + Five clicks
Select All	Ctrl + A
Select All	Cursor + Six clicks
Left Direction	Shift + Arrow left
Right Direction	Shift + Arrow right
Previous Line	Shift + Arrow up
Next Line	Shift + Arrow down
Next Word F C E S	Ctrl + Shift + Arrow right
Previous Word F C E S	Ctrl + Shift + Arrow left
Until Beginning of the Paragraph F C E S	Ctrl + Shift + Arrow up
Until End of the Paragraph F C E S	Ctrl + Shift + Arrow down
Until Beginning of the Text F C E S	Ctrl + Shift + Home
Until End of the Text F C E S	Ctrl + Shift + End

Edit Text

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

Insert Invisibles

Space	Spacebar
Non-breaking Space Space	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 key
Border Tab F C E S	Shift + Tab key
Indent here F C E S	Ctrl + ´

Insert Special Characters

Insert Special Character	Click with secondary mouse button
Bullet	Alt + 8
Horizontal 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
Object Break F C E S	Shift + Enter
Text Column Break F C E S	Enter

Notes

Insert Note	Alt + N

Styles

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

Alignment

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

Hyphenation/Spell Checking

Non-breaking hyphen N	Ctrl + Alt + -
Non-breaking hyphen	Alt + -
Em Dash N	Alt + Shift + Numeric Keypad -
En Dash N	Numeric Keypad -
Discretionary Hyphen N F C E S	Ctrl + Shift + -

General

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

Guides

Show/Hide 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
Help	F1

Measurements in Dialogs/Palettes

Cicero	C
Inch	"
Inch	IN
Decimal Inch	DZ
Em	G
Millimeter	MM
Centimeter	CM
Point Didot	PD
Point Pica	PT
Pica	P
Quart	Q
Percent	%

Mathematical Operations in Dialogs/Palettes

Multiplication	*
Addition	+
Subtraction	-
Division	/

Hide/Show Palettes

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

Entriy in Dialogs/Palettes

Select Current Field content	Cursor + Triple-click
Select Next Entry Field	Shift + Tab key
Select Previous Entry Field	Tab key
Select Previous Entry Field	Mouse scroll wheel
Undo	Command + Z
Redo	Command + Y
Select All	Command + A
Cut	Command + X
Copy	Command + F3
Paste	Command + V
Delete Previous Character	Backspace
Delete Next Character	Del
Insert Unicode control character	Click with secondary mouse button

Style Sheet Palette

Edit Style Sheet	Click Name with secondary mouse button
Apply Style	Click Name
Overwrite in story/selection	Double-click Name
Overwrite in story/selection	Click Name with secondary mouse button
Cancel Style Sheet	Click "No Style"

Layer Palette

New Layer	Click layer name with secondary mouse button
Edit Layer	Click layer name with secondary mouse button
Lock/Unlock Layer	Click lock symbol/placeholder
Show/Hide Layer	Click eye symbol/placeholder
Remove Object	Click object name with secondary mouse button
Import Text/Image	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

Page Palette

New Document Page(s)	Click page symbol with secondary mouse button
Edit Page	Click page symbol with secondary mouse button
Delete Page N	Del + Mouse-click on Page Symbol
Move Page	Drag Mouse + Mouse-click on Page Symbol
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 symbol with secondary mouse button
Duplicate Alias page	Click Alias page symbol with secondary mouse button
Lock/Unlock Alias Page	Click Alias page symbol with secondary mouse button

Character Map

Insert Character in Selected Font N	Double-click on character symbol
Insert Character in Selected Font N	Click on character symbol with secondary mouse button
Insert Character in Text Font N	Click on character symbol with secondary mouse button
Add Character to Favorites N	Click on character symbol with secondary mouse button
Show/Hide Font Variation N	Click on character symbol with secondary mouse button
Show font information N	Mouse over Information symbol
Change display mode N	Click on list symbol
Show Font Example N	Click palette with secondary mouse button

Picture Palette

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

Color Palette

Apply Color N	Click on color name
Edit Color/Blend N	Click on color name with secondary mouse button
Change mode N	Click on Fill/Frame symbol
New Color N	Click on color name with secondary mouse button
New Blend N	Click palette with secondary mouse button
Open Colors & Blends dialog N	Click palette with secondary mouse button

Documents

Create/Edit

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

Document Views

400%	Command + 4
200%	Command + 2
75%	Command + 7
50%	Command + 5
Enlarge by 25%	Command + Numeric Keypad +
Reduce by 5%	Command + Numeric Keypad -
Enlarge by 5%	Command + Option + Mouse scroll wheel
Reduce by 5%	Command + Option + Mouse scroll wheel
Fit Page in Window	Command + 0
Fit Spread in Window	Command + 8
Enlarge Selection	Command + Option + Mouse-click + Drag Mouse
Reduce Selection	Command + Option + Shift + Mouse-click + Drag Mouse
Original Size	Command + 1
Zoom Factor	Command + Option + V
Page width	Command + 3
Enlarge (Zoom in)	Command + Option + Mouse-click
Enlarge (Zoom in)	Command + +
Reduce (Zoom out)	Command + Option + Shift + Mouse-click
Reduce (Zoom out)	Command + -
Move (Page)	Alt + Mouse-click + Drag Mouse

Change View

Go to Bottom of Screen	Page Down
Scroll down	Arrow Down
Go to Top of Screen	Page Up
Scroll up	Arrow Up

Pages

First Page	Navigation bar + Click symbol for "First Page"
Last Page	Navigation bar + Click symbol for "Last Page"
Go to next page	Page Down
Next Page	Navigation bar + Click symbol for "Next Page"
Previous Page	Navigation bar + Click symbol for "Previous Page"
Go to previous page	Page Up

Document Ruler

Show/Hide Ruler	Command + R
Define zero point interactively	Click the Ruler zero point + Drag Mouse
Define zero point numerically	Click the Ruler zero point with secondary mouse button
Reset zero point	Click the Ruler zero point with secondary mouse button

Guides

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

Presentation Mode	Command + 9
Quit Presentation Mode N	Esc
Quit Presentation Mode N	Mouse-click
Enlarge Document View by 10% N	+
Enlarge Document View by 10% N	Mouse scroll wheel
Reduce Document View by 10% N	-
Reduce Document View by 10% N	Mouse scroll wheel
Previous Page N	Page Up
Previous Page N	Arrow up
Next Page N	Page Down
Next Page N	Arrow down

Objects

Create/Change

Create Rectangular Text Object	Text Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Text Object (LTR)	Command + Shift + T
Change into Text Object	Command + Shift + T
Create Rectangular Picture Object	Command + Shift + B
Change into Picture Object	Command + Shift + B
Create Rectangular Graphic Object	Graphic Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Graphic Object	Command + Shift + G
Change into Graphic Object	Command + Shift + G
Create Polygon	Polygon Tool + Mouse-click + Drag Mouse
Create Circle/Square	Rectangle/Oval Tool + Mouse-click + Shift + Drag Mouse
Create Line	Line Tool + Mouse-click + Drag Mouse
Create Orthogonal Line	Orthogonal Line Tool + Mouse-click + Drag Mouse
Create Path (Line segments)	Path Tool + Mouse-click
Create Path (Curve segments)	Path Tool + Mouse-click + Drag Mouse
Create Bézier Curve	Path Tool + Drag Mouse + Alt+Click+Drag + Mouse-click
Create Bézier Object	Polygon Tool + Drag Mouse + Click+Drag + Double-click + Mouse-click
Create Tangent/Bézier Curve	Mouse on sizing handle + Command + Mouse-click + Drag Mouse
Create Alias	Command + *
Pointed control handle (Break tangent)	Mouse on control handle + Ctrl + Shift + Drag Mouse
Add new Sizing Handle	Option + Click on line/curve segment
Delete Selection Handle	Option + Shift + Click on selection handle

Select

Select All	Command + A
Graphic Object	Mouse-click
Text Object	Command + Mouse-click
Text Object	Click on frame
Text Object	Esc
Picture Object	Command + Object + Mouse-click
Picture Object	Object Pointer + Mouse-click
Picture Object	Esc
Table Object	Command + Mouse-click
Table Object	Click on frame
Select Hidden Objects	Command + Control + Option + Shift + Mouse-click

Size

Resize object	Mouse on Sizing Handle + Mouse-click + Drag Mouse
Resize orthogonal line 45 degrees	Shift + Drag Mouse + Mouse-click
Resize object proportionally with image content	Command + Shift + Drag Mouse + Mouse-click
Resize object proportionally with image content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with image content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with text content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object group proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Smooth Symmetric Control Handles	Command + Drag Mouse + Mouse-click

Level

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

Nudge to Left	Arrow left
Nudge to Right	Arrow right
Nudge Up	Arrow up
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Graphic pointer + Drag Mouse + Mouse-click
Rotate via center point	Mouse-click on Rotation symbol + Drag Mouse
Align	Command + ,

Safety

Lock	Command + Shift + L
Unlock	Command + Option + Shift + L
Protect	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	Del
Delete	Backspace
Object Specifications	Command + Double-click object
Object Specifications	Command + M
Object Specifications	Graphic pointer + Double-click frame/selection icon

Special

Special Object Specifications	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

Linking

Link Text Objects	Link Text Objects Tool + Mouse-click
Break Text Chain	Unlink Tool + Mouse-click

Images

Size

Original Size	Command + Option + Numeric Keypad 1
400%	Command + Option + Numeric Keypad 4
200%	Command + Option + Numeric Keypad 2
75%	Command + Option + Numeric Keypad 7
50%	Command + Option + Numeric Keypad 5
Fill Frame proportionally	Command + Option + Numeric Keypad 3
Fill Frame proportionally	Slider + Click icon "Fill Frame Proportionally"
Fit Picture to Frame	Command + Control + =
Fit Picture Proportionally to Frame	Command + Option + Numeric Keypad 0
Increase picture size by 1%	Option + Shift + Mouse scroll wheel
Decrease picture size by 1%	Option + Shift + Mouse scroll wheel
Increase picture size by 5%	Option + Mouse scroll wheel
Decrease picture size by 5%	Option + Mouse scroll wheel
Increase/Decrease picture size	Slider + Click and Drag

Align & Move

Center	Command + Shift + C
Left	Command + Shift + L
Right	Command + Shift + R
Nudge to Left	Grabber Hand + Drag Mouse
Nudge to Left	Arrow left
Nudge to Right	Grabber Hand + Drag Mouse
Nudge to Right	Arrow right
Nudge Up	Grabber Hand + Drag Mouse
Nudge Up	Arrow up
Nudge Down	Grabber Hand + Drag Mouse
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Grabber Hand + Drag Mouse + Mouse-click
Mirror horizontally	Slider + Click icon "Mirror Horizontally"
Mirror vertically	Slider + Click icon "Mirror Vertically"
Rotate F C E S	Click icon in image + drag

General

Import	Command + D
Import	Slider + Click icon "Import"
Cut	Command + X
Copy	Command + C
Paste	Command + V
Clear or Delete	Del
Clear or Delete N	Backspace

Text

Set Insertion Point

Previous Character	Arrow left
Next Character	Arrow right
Previous Line	Arrow up
Next Line	Arrow down
Previous Word	Command + Arrow left
Next Word	Command + Arrow right
Previous Paragraph	Command + Arrow up
Next Paragraph	Command + Arrow down
Beginning of Line	Command + Option + Arrow diagonal left
End of Line	Command + Option + Arrow diagonal right
Beginning of Text	Command + Option + Arrow up
End of Text	Command + Option + Arrow down

Select Text

Word	Cursor + Double-click
Line	Cursor + Triple-click
Sentence	Cursor + Four clicks
Paragraph	Cursor + Five clicks
Select All	Command + A
Select All	Cursor + Six clicks
Left Direction	Shift + Arrow left
Right Direction	Shift + Arrow right
Previous Line	Shift + Arrow up
Next Line	Shift + Arrow down
Next Word	Command + Shift + Arrow right
Previous Word	Command + Shift + Arrow left
Until Beginning of the Paragraph	Command + Shift +
Until End of the Paragraph	Command + Shift + Arrow down
Until Beginning of the Text	Command + Option + Shift + Arrow up
Until End of the Text	Command + Option + Shift + Arrow down
Until Beginning of the Line	Command + Option + Shift + Arrow left
Until End of the Line	Command + Option + Shift + Arrow right

Edit Text

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

Insert Invisibles

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

Insert Special Characters

Insert Special Character	Click with secondary mouse button
Copyright Symbol	Option + G
Trademark Symbol	Option + 2
Registered Symbol	Option + R

Insert Variables

Page Number	Command + Option + N

Insert Breaks

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

Notes

Insert Note	Option + N

Styles

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

Alignment

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

Hyphenation/Spell Checking

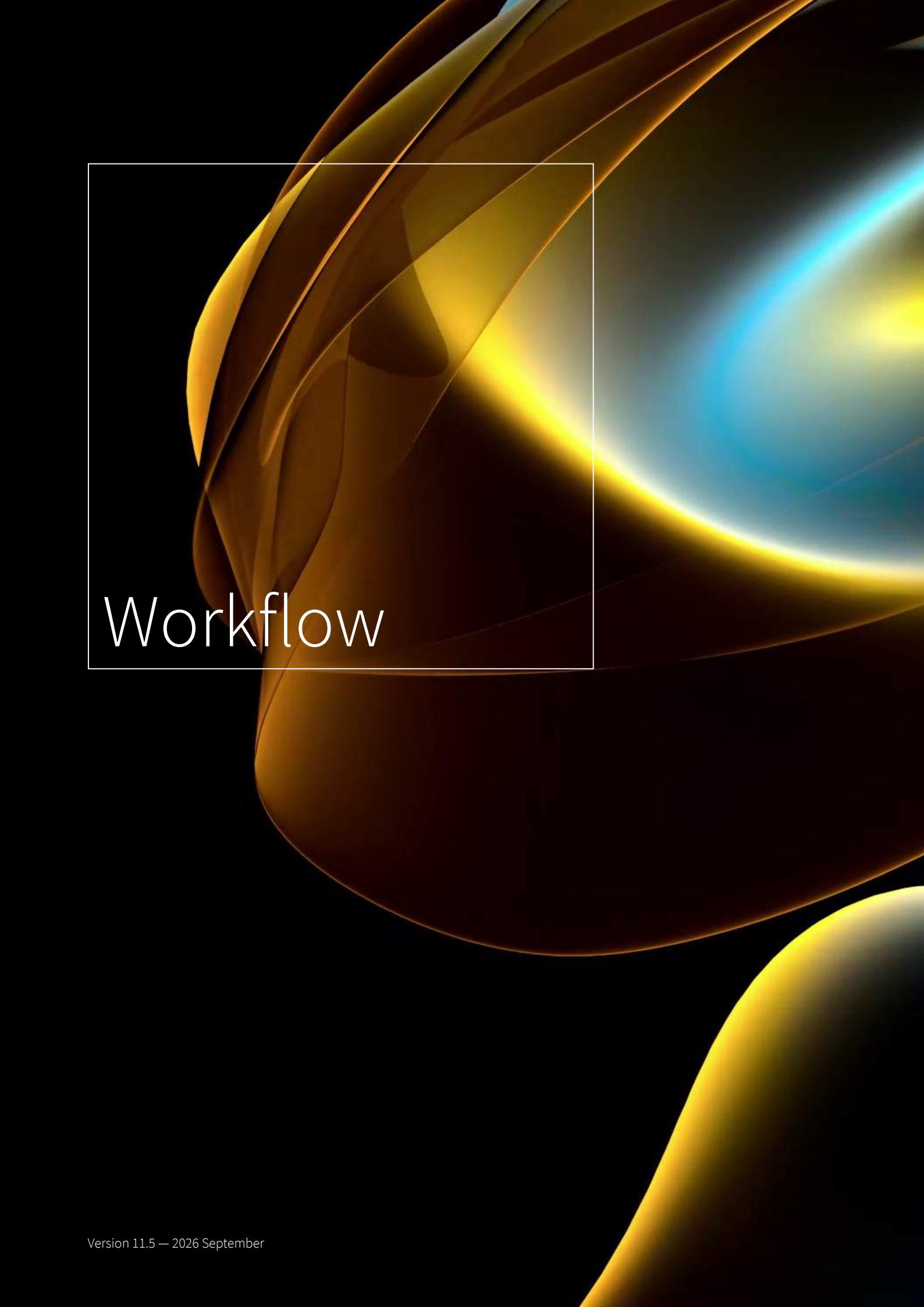
Non-breaking hyphen	Command + Option + -
Non-breaking hyphen	Alt + -
Em Dash	Option + Shift + Numeric Keypad -
En Dash	Option + Numeric Keypad -
Discretionary Hyphen	Command + Shift + -

General

Search & Replace	Command + F
Import	Command + D

Guides

Show/Hide Invisibles	Command + I



Workflow

Version 11.5 — 2026 September

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 variants. 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:

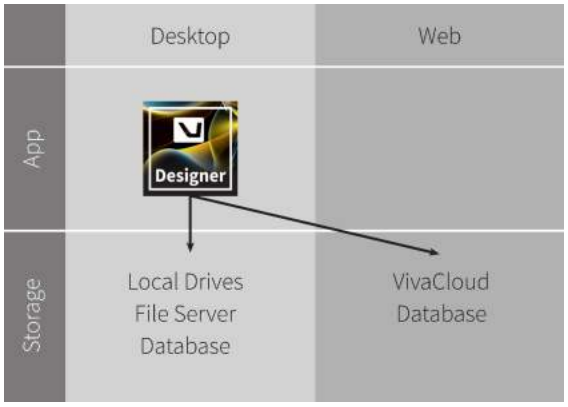
Standard desktop edition



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

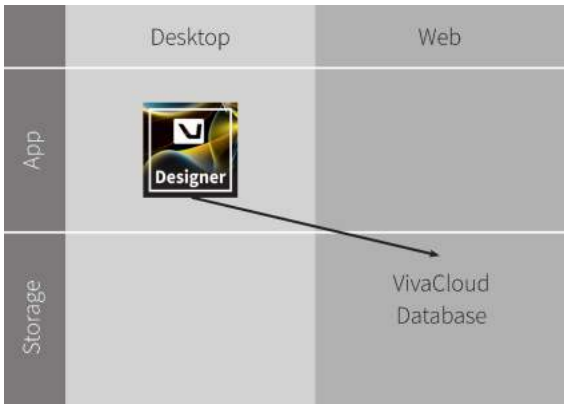


If you have a VivaCloud account, you can edit the documents on your local computer and open and save documents, collections, images and graphics from all data storage devices as well as VivaCloud. You can decide individually for each document whether it should be saved locally or in VivaCloud. The VivaCloud drive is installed by default. You can store your individual access data for the VivaCloud in the settings. 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, 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



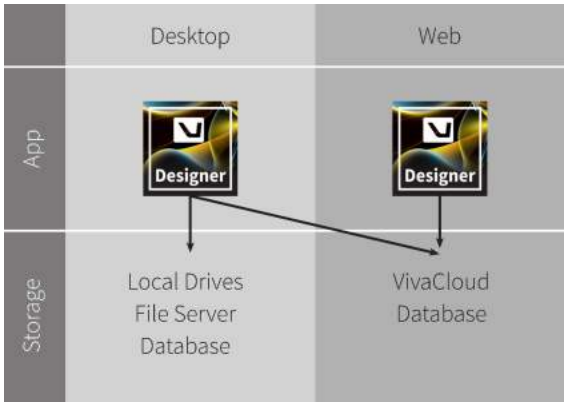
You can edit the documents on your local computer, but they can only be opened and saved from VivaCloud. Access to the data storage of the operating system is blocked. The VivaCloud drive is installed by default. You can store your individual access data for the VivaCloud in the settings. Simply enter 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.

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



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



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 settings. 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.



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.



Working with Documents

Version 11 — September 2026

Working with Documents

Introduction

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.

Open a recently opened document

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

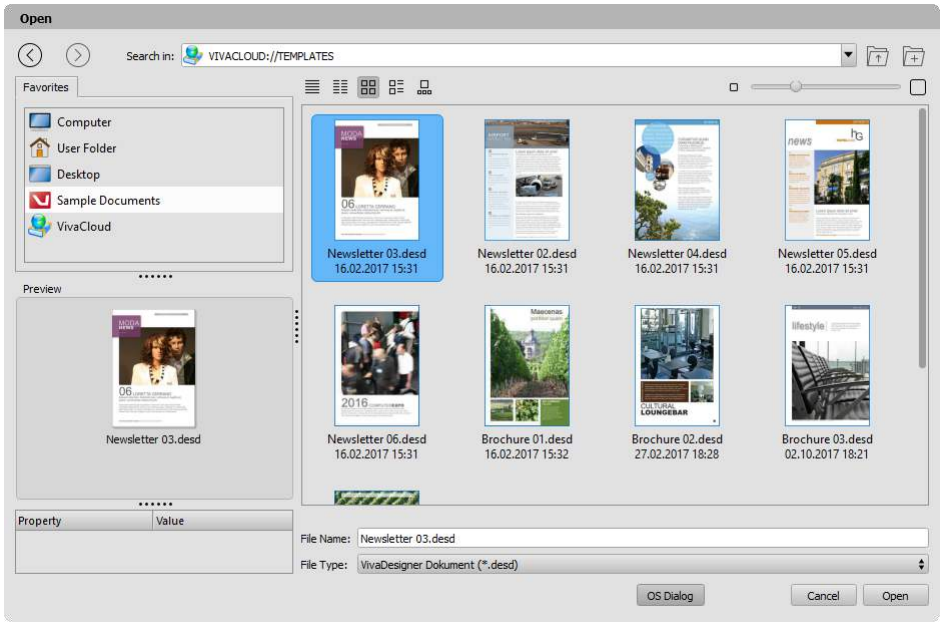
2. Choose the desired document.

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 **Forward** 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 the **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 **File Type** pop-up menu is set to the native documents option for each program. There may be more file types available. 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.*

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 **File Type** pop-up menu is set to the native documents option for each program. There may be more file types available. 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 to the **program tray icon** (Windows) or **Dock** (Mac). Depending on the operating system, it may be necessary for the program to be already 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.

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 these on other drives or data media. If you extend the document name with a date or version number in the file name, you can create as many copies as you like. You can achieve similar security with the option **Create backup copy when saving** in the **Preferences**. If this option is selected, the program creates a backup each time the document is backed up. The option costs no additional time but only storage space. Please observe the instructions in 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.

In all cases the following rules apply:

- The backup copies created automatically are sorted by date and time.
- Backup copies are only created after the second time a document is saved. It does not matter whether the backup is done manually or via the **Background Save** option in the **Preferences**. Please refer to the section Preferences.
- If no automatically created backup copy is displayed for the current document, either no backup copy is available or existing backup copies may have been deleted due to lack of memory on the data medium. The number of available backup copies is based on the regular backups, as well as the options for the maximum number of backup copies and the maximum storage space selected in the **Preferences**. 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.

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.
   - Drag the document onto the program icon in the taskbar (Windows) or dock (Mac) while holding down the mouse button. Depending on the operating system, the program may need to be already started to do this.
   - 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.

Open Adobe InDesign documents

You can open documents created with the layout program “Adobe InDesign” (hereinafter referred to as “InDesign”) directly in the program. To do this, the program converts the document into its own format so that it is saved in its own format when you save it. 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.

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 constantly being improved and adapted to current versions of InDesign from time to time. You can support us in this process, especially if you have suggestions and requests regarding the import. In the import dialog and on our website you can read how this works and what we need from you.
- 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.

Open InDesign Document

1. Choose one of the following options:
   - Choose **File > Open** and then **File Type** > **InDesign (*.INDD *.INDT)** or **File Type** > **InDesign Markup (*.IDML).** Choose the appropriate 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 organisation of the style sheets in the application.
   - **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** — In the text all forced line breaks will be removed. This option is helpful if you don't want to take over any paragraph breaks. If the option is not selected, all forced line breaks (soft return) will be retained in the text.

- 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 will be increased in height by an individual value. This option is helpful if, for example in InDesign, the height of the text objects has been adapted to the amount of text. Depending on the font used, it may be that on importing the last line of a text object can no longer be displayed, because the height calculation works differently in the two programs. In most cases an increase of 0.1 mm (0.283pt) is sufficient to solve the problem. If the option is not selected, the height of the text object defined in InDesign will be retained. The overflow symbol shows that not all the text can be displayed in the text object.
- Use Image Paths From Document — When importing the images, the image paths stored in the document are used. This option only makes sense if you have access to the paths that were used to import the images into InDesign. If this is not the case, no images 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.
- Extract Preview Images from Document — This option is available when importing an INDD file and works in exactly the same way as the option Extract Images From Original INDD file.

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 moving objects whose width is larger than the text object into anchor objects. This option is useful for preserving the layout because the program can not display objects that are wider than the text object.
   - Flatten Layers — All layers are reduced to one single layer.
   - Ignore Guidelines — Guidelines in the IDML document 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 cells in a table are increased in height by an individual value. This option is helpful if for example in InDesign the height of the table cells has been adapted to the amount of text. Here the same principles apply as with the option Increase Text Object Height by.
   - Quality Check — Automatically adds an additional layer called "[Quality Check]" to the document if a PDF document with the same file name exists in the same folder. The additional layer is placed in the background automatically, is locked and not visible by default. One picture object is created

on the layer per page and the PDF is imported page by page. This option is useful to visually check the quality of the import. If the layer is made visible, you can immediately see if there are any discrepancies between the original document and the imported 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.

4. Check the tips in the dialog.

5. 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.*

6. Save the document.

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.

If in an InDesign document several page formats have been defined, the page format of the fist page will be taken over for the whole document.

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** will be applied, but may in some cases have a different effect. In the program, all text objects that lie below in the hierarchy are applied. In InDesign, however, only the area is taken into account, not the hierarchy, regardless of the hierarchy of these objects. Therefore, in InDesign, for objects that you position above an object that has the option Text Wrap, you must also choose the option **Ignore Text Wrap**. In the program, you don't have to enable this option. Therefore, after opening the document, even those text objects will be displayed for which you have not selected the Ignore Text Wrap option 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 (superior and inferior, 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 either saves only the path where the original file is located from the imported images or includes the original file. The setting for which original file is included is based on the settings for the INDD document.

When opening the IDML file, the program automatically creates an image preview for the respective image objects. For this purpose, it requires access to the original images according to the saved path specifications or to the original INDD file.

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

If access to the image data is not possible, the program creates a preview in the form of a gray area with the same size, scale and section of the original image. In this case, once the user has access to the original images, he can update them automatically.

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. Settings for **overprint** and **trapping** of colors are not taken over.

Style sheets

When importing, all **Paragraph Style Sheets** and **Character Style Sheets** are applied. This goes both for style sheets created by the user and also for the internal style sheets that InDesign creates automatically for manual assignment to text. Since the two programs follow different concepts for the handling of style sheets, the standard style sheet from InDesign will be applied.

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.

Opening Microsoft Publisher documents

You can open documents created with the layout program "Microsoft Publisher" (hereinafter referred to as "Publisher") directly within the program. To do this, the program converts the document into its own format so that it is saved in that format. The original file remains unchanged.

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.

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 desired XML file 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.
   - Drag the document onto the program icon in the taskbar (Windows) or dock (Mac) while holding down the mouse button. Depending on the operating system, the program may need to be already started to do this.
   - 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 created in any other word processor, such as Microsoft Word or OpenOffice, directly in the program if they are saved in .doc or .docx format. We refer to these documents as “Microsoft Word” documents. To do this, the program converts the document to its own format, so that when you save them, they are saved in their own format.

> *Please note that word processors and layout programs have completely different concepts. Therefore, importing Microsoft Word documents can lead to completely different results. For this reason, opening Microsoft Word documents can often only be used as a raw version.*

Open Microsoft Word document

1. Choose one of the following options:
   - Choose **File > Open** and then **File Type > OpenOffice XML) (*.docx)** or **File Type > Microsoft Word (*.doc).** Choose the desired file and click **Open**.
   - Alternatively, drag the desired file from an OS folder 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 application.
   - **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** — In the text all forced line breaks will be removed. This option is helpful if you don't want to take over any paragraph breaks. If the option is not selected, all forced line breaks (soft return) will be retained in the text.
- **Import Footnotes** — All the footnotes contained in the document will be imported. If the option is not selected, the footnotes will be ignored.
- **Increase Text Object Height by** — All text objects will be increased in height by an individual value. In most cases an increase of 0.1 mm (0.283pt) is sufficient. If the option is not selected, the height of the text object defined will be retained. The overflow symbol shows that not all the text can be displayed in the text object.

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 moving objects whose width is larger than the text object into anchor objects. This option is useful for preserving the layout because the program can not display objects that are wider than the text object.
   - **Flatten Layers** — All layers are reduced to one single layer.
   - **Ignore Guides** — Guide lines in the document 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 cells in a table are increased in height by an individual value. This option is helpful if for example in InDesign the height of the table cells has been adapted to the amount of text. Here the same principles apply as with the option **Increase Text Object Height by**.
4. Check the tips in the dialog.
5. Confirm the entry.
6. Save the document.

Opening Adobe Illustrator and PDF documents

Normally, you will import Adobe Illustrator/PDF documents as an image into an image object. However, the program can also open Adobe Illustrator/PDF documents directly. Unlike importing into an image object, opening allows you to open all pages of the document.

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 that contain a lot of text is extremely difficult because these formats know only single lines and no paragraphs. In this case, the challenge is to determine whether a line of text belongs to the previous line in terms of content or whether the line represents a new paragraph. If the line represents a new paragraph, the question arises whether a new text object should be created for it. For this purpose, the program has options for text positioning. To achieve an optimal result, it may therefore be necessary to open the document several times, each time with different settings.

> *Note: The option is provided on an experimental basis, which means we do not give any guarantee for correct operation and also cannot exclude the possibility that the program crashes when opening the documents. Therefore, you should save all open documents beforehand.*

Open Adobe Illustrator/PDF document

1. Choose one of the following options:
   - Choose **File > Open** and then **File Type > PDF (Portable Document Format) (*.pdf)** or **File Type > AI (Adobe Illustrator) (*.ai)** in the dialog. Choose the desired file and click **Open**.
   - Drag the desired file from an OS folder to a program palette.
2. Choose the desired options in the **Text Positioning Method** area of the **PDF Import Options** dialog:
   - **Paragraph** — Individual paragraphs are displayed in separate text objects.
   - **Continuous text** — Text is displayed as continuous text in a text object.
   - If necessary, change the entries in the fields **Spacing for paragraph recognition** and **Spacing for continuous text recognition**.
3. Choose additional options:
   - **Add line break at the end of each line** — A line break (Return) is added at the end of each line.
   - **Group Objects** — All objects on the page are grouped.
   - **Embed Images** — All images in the PDF file will be embedded. If this option is not checked, the images are extracted from the PDF file as TIFF files if possible and saved in a folder named VIVA PDF Import Images.
   - **Use Gradients** — gradients/blends in PDF are used in the VIVA document.
   - **Gradient Step** —
   - **Page number** (default: All pages) — Defines a single page to import.
4. Click **Open**.

> *The import filter analyzes the colors used in the document and delivers them as CMYK colors, e.g. black as C0M0Y0K100, and white as C0M0Y0K0. These two may be replaced with the standard Viva colors [Black] and [White].*

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.

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.
   - Hold down the mouse button and drag the document onto the program icon in the **taskbar** (Windows) or **Dock** (Mac). Depending on the operating system, the program may already need 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 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 shows them as additional file types. This option requires an Internet connection.

1. Choose **File > Open** and then the format of the document under **File Type**.

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**.

Once you have chosen the option the **Document Setup** dialog will open. 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** 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 Page** — The document pages are displayed one below the other and can not 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 transfers the title, the description and the keywords into the document properties of the PDF file. As the author it enters the author from the program preferences.
- **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.

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 **Filmstrip** 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 **Filmstrip** 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.
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

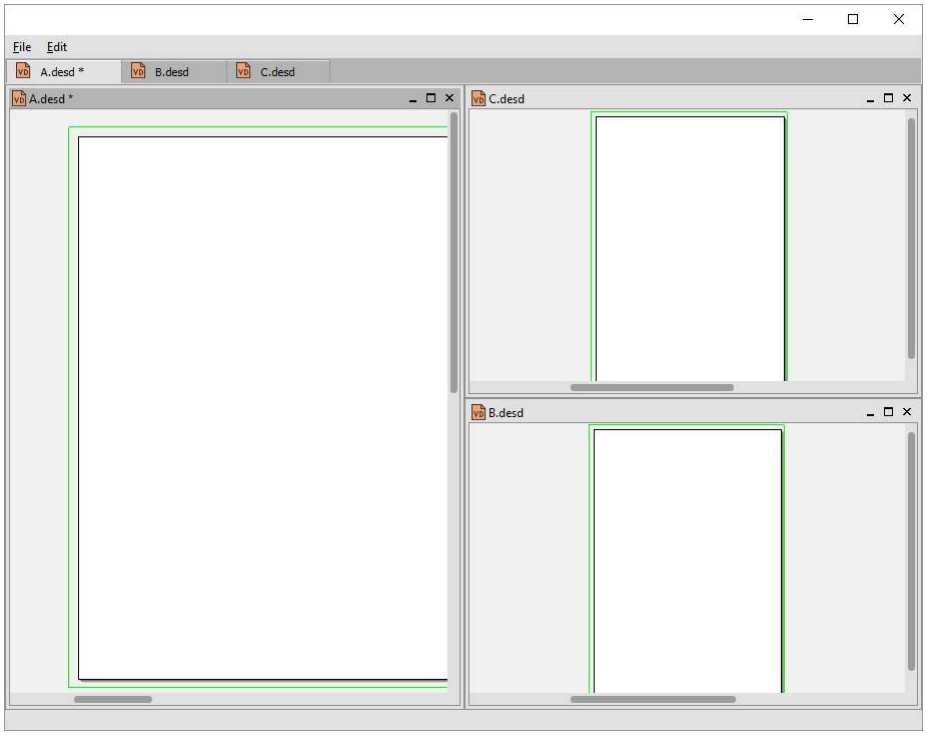
Open documents can be selected either interactively or through the menu command.

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 resized and arranged as you like.



- **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 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 paste-board. 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 11.5 — September 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, aliases or presets across documents,
- fully automatically create a table of contents and indexes 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.

Create a new Collection

1. Choose **File > New > Collection**.
2. Choose **Window > Collection**, to display the palette for the collection. The option is selectable only when a collection document is open.

> *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.*

Add documents

Select one of the following options to add individual documents:

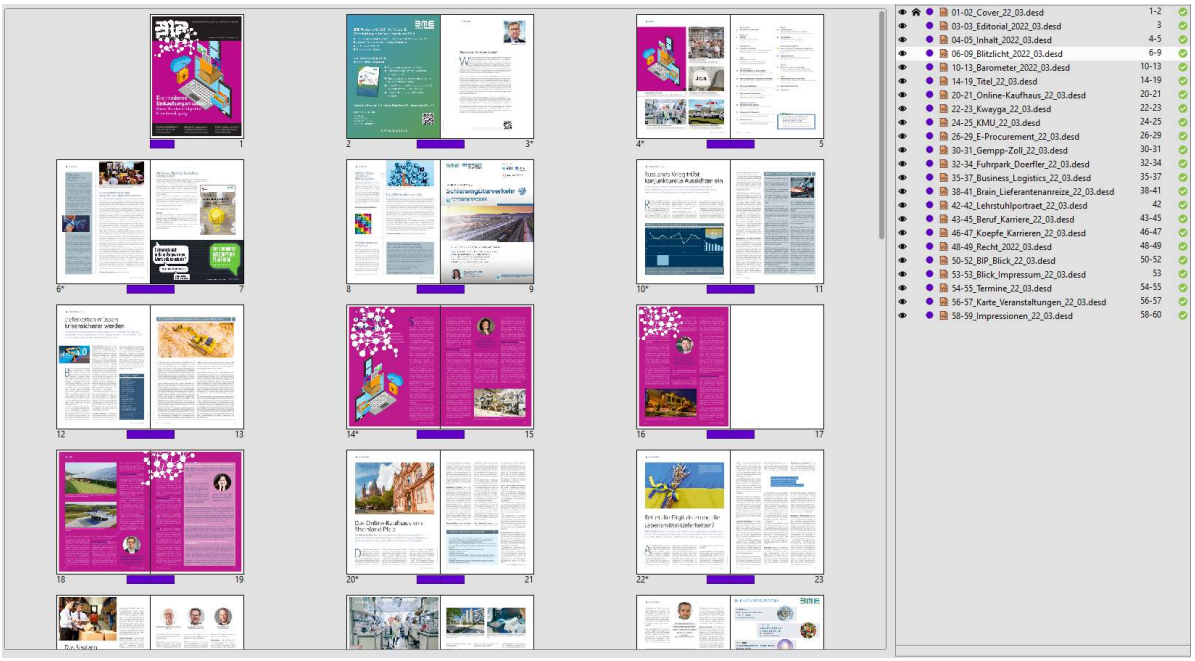
- Choose **Add Document** from the context menu or the **Collection** palette menu. Then choose a document in the dialog. Optionally, use **Shift** or **Ctrl** to select multiple documents. Choose **Open** to confirm your selection.
- In the Explorer/Finder, choose the appropriate document(s) and drag 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 opened documents.



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 or the document name in the list. The tooltip then displays the page number, page format, and file path of the original file. If the document is stored in VivaCloud, the editing status of the document is optionally displayed next to the page number.

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 or all documents in the Collection file. In addition to the document name, the first and last page number as well as the status of the document is displayed:

Eye icon — The document should be taken into account. Please refer to the section Showing and hiding documents.

House icon — The document is to be used as the source document for synchronization. Please refer to the section Synchronizing 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. See the section Automatically adjust page numbers.

Pen icon — The document is currently open. This icon is displayed when you or another user have opened the document.

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 were only moved, choose **Find missing documents**. In this case, the missing documents will be searched in the current folder of the collection document including all subfolders.

Replace documents

1. Click the document name.
2. Choose **Replace Document** from the context menu or the palette menu.
3. Choose a document in the dialog. Optionally, use **Shift** or **Ctrl** to select several documents.
4. Choose **Open** to confirm.

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.

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.

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 all documents in the collection. 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** if you want to archive individual or all documents in the collection. If no document is selected in the palette, the new assignment applies to all documents in the collection, otherwise to the selected documents.
2. Use the dialog to select the folder that contains the documents you want to reallocate.

Synchronize documents

You can synchronize the settings for Alias pages, layers, colors & gradients/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.

For synchronization, you define an output 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 **Synchronization Settings** from the context menu or the palette menu.
3. Choose one or more of the options to be synchronized.
   - **Alias pages** — Synchronises all Alias pages, provided the page format is identical
   - **Layers** — Synchronises all layers
   - **Colors & Gradients** — Synchronises all colors & gradients.
   - **Style Sheets** — Synchronises all style sheets (character, paragraph, layout, etc.)
   - **Character** — Synchronises all character style sheets
   - **Paragraph** — Synchronises all paragraph style sheets
   - **Layout** — Synchronises all layout style sheets
   - **Image** — Synchronises all picture style sheets
   - **Graphic** — Synchronises all graphic style sheets
   - **Table** — Synchronises all table style sheets
   - **Table Row** — Synchronises all style sheets for table rows
   - **Table Column** — Synchronises all style sheets for table columns
   - **Table Cell** — Synchronises all style sheets for table cells
   - **Preferences** — Synchronises all **Color Management** and **Preflight** preferences
   - **Color Management** — Synchronises all presets in the **Color Management** area
   - **Preflight** — Synchronises all presets in the **Preflight** area
4. **Apply to** — Determine which documents the synchronisation should be applied to. This option is useful for selectively applying synchronisation to individual documents.
   - **All Documents** — Synchronises all documents according to the synchronisation settings
   - **All visible documents** — Synchronises all visible documents according to the synchronisation settings
   - **All selected documents** — Synchronises all selected documents according to the synchronisation settings

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”.

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. 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**.
3. 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 program automatically adds pages based on the settings, they will be included only if you use the option **Print empty pages/separations**.

> *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”.*

Generate Tables and index 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 directory. For example, in this manual, a corresponding number of pages have been created to accommodate the respective directory.
2. In each table/index document, choose **Text > Cross-Document Index & Tables > Index & Tables Options** as described in the Tables & Index section.
3. Specify which table or index should be generated in the document.
4. Save the document and repeat the process for each additional directory.
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 PDF Export section.

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.

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 11.5 — September 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 dialog section **Position**, 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.
   - Leave the checkbox unchecked to import a blank 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 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.

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.

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. 1. Choose a document page to be deleted in the **Page** 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 cover several pages in **Facing Page** mode. These objects will only be deleted when all document pages are deleted on which the object is placed.
- 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.*

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.

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.

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 option **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 **Document 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. Choose an Alias page.
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** 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** *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, Roman numbers in upper or lower case and also the Roman alphabet in upper or lower case.
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 before the page number.

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.

Logical and physical page numbers

In working with pages, the program differs between physical and logical page numbers. Insofar as the user makes no changes in the **Page Numbering** in the document using the command **Document Page Settings**, the physical and logical page numbering is identical. This means that the last page number will match the total number of document pages.

When a document has pages whose page number is not the same as the physical document page, the page field automatically displays first the logical page number and then in brackets the physical page number and the total number of pages.

If you have entered a page number in a document manually, and enter a page number in the page field of the navigation bar, the program will always show the first page that corresponds to the page number, whether it is a physical or logical page number.

If you have used page numbers in text objects, these always take on the logical page numbers, irrelevant of which settings you have made in the **Program Preferences**.

Define the page number display in the Preferences

1. Choose **Edit > Preferences** (Windows/Linux) or **[Application] > Preferences** (Mac).
2. Choose **Physical** or **Logical** in the **Program/General/Page Numbers** area.

The option is only relevant to the display of the page numbers in the **Pages palette** and in the **Page field** of the **Navigation bar**.

Switch the page number display in the Pages palette

1. Click the secondary mouse button in the **Document Pages** section of the **Pages** palette or open the menu of the **Pages** palette.
2. Choose **Show Logical Page Numbers**.

If the option is selected, the **Pages** palette shows the logical page numbers in italics. If the option is not selected, it shows the physical page numbers. The option changes the preference **Page Numbers**.

If **Document Page Thumbnail Size > Large** is chosen in the context menu and logical page numbers are displayed, the **Pages** palette additionally shows the physical page number in brackets under each document page, e.g. A 1* (5).



Working with Objects

Version 11.5 — September 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
- 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)

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 the available menu or keyboard commands. 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. We see a difference between closed objects (rectangle, oval or polygon/bézier objects) and line/path objects as well as between original and **Alias** objects. Please refer to the section Working with Alias Objects.

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 Page 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.*
> - *Refer to the sections* **Objects with predefined settings** *and* **Create 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.

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 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.
2. Enter a value in the **Radius** field of the **Module palette** or the **Quick Access** palette, or choose a value from the popup menu.

> *Reference: With the rectangle tool you can also create derivative forms such as parallelograms. Please refer to the section* Skew objects.

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: With the oval tool you can also create derivative forms such as half circles. Please refer to the section* Delete 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.

> *Tip:* **Bézier objects** *may also be created from polygons. Please refer to the section* **Object size and form**.

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.

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. The orthogonal line 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 mouse 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 make an angled line from an orthogonal line and vice versa, hold down the* **Shift** *key when editing or drawing.*

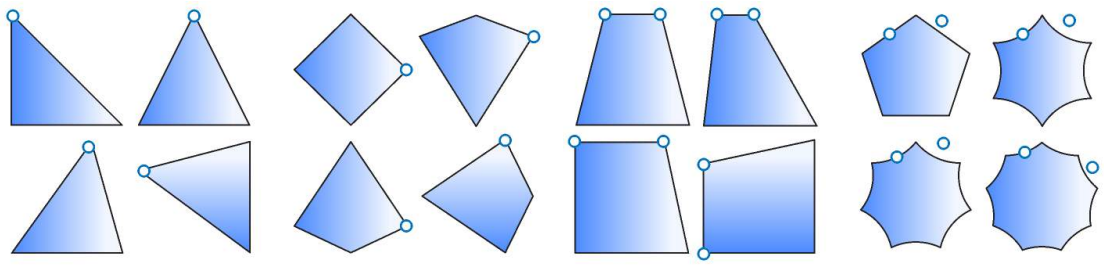
Create a multiple line/path

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.

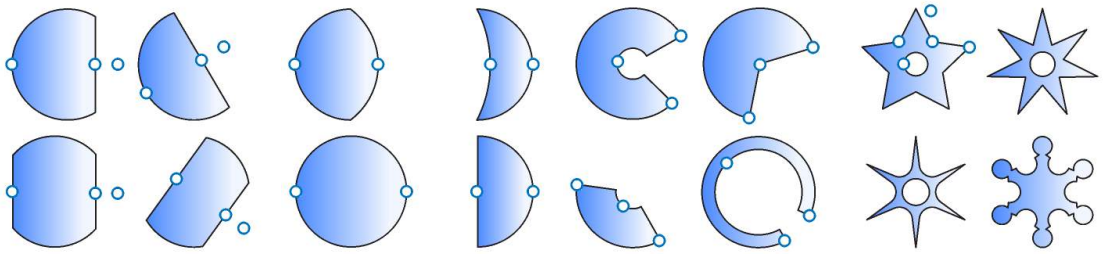
> *Tip:* **Bézier curves** *may also be created from multiple lines. Please refer to the section* Object size and form.

Creating shapes

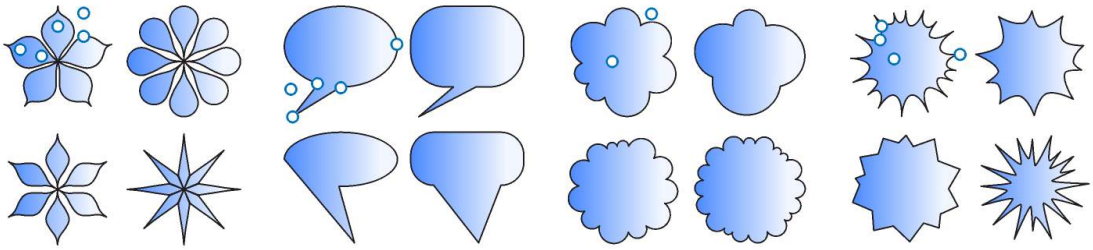
With the shape tools you create graphic objects with a predefined shape, for example stars, callouts or cog wheels. The shape tools are combined under one common icon in the Toolbar. After creating a shape you change it with blue circles, for example the number of points of a star or the position of the tip of a callout.



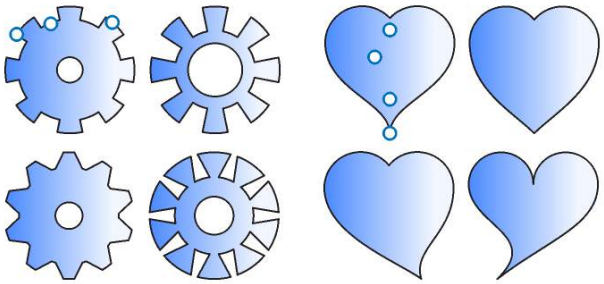
Triangle | Diamond | Trapezoid | Polygon



Segment | Crescent | Pie | Star



Flower | Callout | Cloud | Explosion



Cog Wheel | Heart

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 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** — **Pikes** (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).

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. A double-click completes the creation of a multiple line.
- Polygons/Bézier objects are drawn with the **Polygon** tool in the Toolbar. Holding down the **Shift** key while drawing automatically creates only horizontal or vertical line segments. Clicking **ESC** 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 by selecting it and choosing **Object > Shape > Close Polygon**.
- Open curves can also be created by converting multiple lines/paths. Position the mouse pointer on the sizing handle of a path, 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. You can also convert a polygon to an open path by selecting it and choosing **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.
- 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** or **Graphic 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 gray selection button appears on the left edge of the object. If you move the mouse over the button, 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.

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 gray selection button on the left 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 to select the object.

Select objects with tools

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 gray selection button on the left of a picture or text object.
- Select another object.

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 command **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 achieve 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 outer dimension of the object is shown. You can now move the object around on the current page or to other pages. When the ruler is active the position of the active object is shown.

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**.

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 hierarchy to the front, similar to the top card in the pack. Alternatively, press **Ctrl + Shift + Plus** (Windows/Linux) or **Command + Shift + Plus** (Mac).
   - **Send to Back** — Sends the selected objects in the hierarchy to the back, similar to the bottom card in the pack. Alternatively, press **Ctrl + Shift + Minus** (Windows/Linux) or **Command + Shift + Minus** (Mac).
   - **Send Forward** — Sends the selected objects in the hierarchy in front of the object above, similar to the next card up in the pack. Alternatively, press **Ctrl + Alt + Plus** (Windows/Linux) or **Command + Option + Plus** (Mac).
   - **Send Backward** — Sends the selected objects in the hierarchy underneath the object below, similar to the next card down in the pack. Alternatively, press **Ctrl + Alt + Minus** (Windows/Linux) or **Command + Option + Minus** (Mac).

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 through the **Alignment** or **Align/Distribute** command, with the help of the **Smart Guides** or with the **Module** or **Quick Access** palettes. This is especially useful if several objects have to be positioned in a certain way relative to another.

Align objects with menu commands

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.
   - **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.

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 horizontal 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 up the page.

4. Confirm the entry.

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 margin 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 object 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.
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.

Align objects numerically

1. Select at least one object.
2. Enter a value in the entry field **X** and/or **Y** in the **Module** palette or the **Quick Access** palette to assign a communal X and/or Y coordinate to the objects. The positioning is dependant 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.
2. 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.
3. 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.
   - 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.

Basic commands

Delete objects

Selected objects can deleted by using the **Delete** command.

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 an original object is deleted that possesses Alias Objects that are not selected, a warning will appear that allows the user to cancel his command.*
> *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 disappear, but they are copied to the clipboard and reappear again with the command **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: When an object which has connected Alias objects is cut, a dialog will prompt you to confirm or cancel the operation.*
> *Reference:*
> *Section* Pasting Objects
> *Section* Working with Alias Objects

Copying objects

When you need the same object more than once you can create a copy of one or more existing objects. The selected objects are copied to the clipboard, and can be pasted back in the document with the command **Paste**.

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: When the original object should be copied that has unselected Alias objects a warning dialog will appear prompting the user to reverse his decision.*
>
> *Reference:*
>
> *Section* Pasting Objects
> *Section* Duplicating Objects
> *Section* Working with Alias Objects

Pasting Objects

When you have cut or copied objects to the clipboard these can be pasted through the **Paste** command. 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 **{Application} > 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 also all possible attributes (e.g. style sheets) are 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 command **Edit > Paste Into** you paste a cut or copied object into a closed object. The target object serves as a frame: 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.

> *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** command is similar to the **Copy** command. The main difference is that the **Copy** command makes only one copy of the object, which can be pasted into the document with a predefined offset. The **Duplicate** command allows you to make multiple copies of objects. Objects can also be copied automatically to following pages with this command.

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** — Dependant duplicates will be created.
6. Define the page:
   - **No definition** — The duplicates will be placed on the current page.
   - **Duplicate on Following Pages** — The duplicates will be placed on following pages, whereby you can choose **Left Pages**, **Right Pages** or **Left and Right Pages**. In this case one duplicate will be placed on each following 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.

Split objects

Another elegant way to create new objects is with the **Split** command. All Graphic, Picture or Text objects can be split. However the following objects can not be split: Objects which are part of a text chain/story, 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** — Dependant 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.

Lock objects

With the command **Lock** you prevent the interactive repositioning and resizing of objects (by mistake).

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 command **Protection** you prevent the content of certain objects from being altered and at the same time prevent the object from being deleted.

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**.

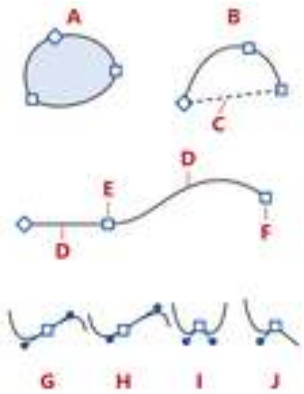
Cancel protection

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 (D).

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 (E) and curve segments (G) 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

3. Sizing handle
   - Corner sizing handle
   - Scaling handle
   - End handle
   - Start handle
4. 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.

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 activate the polygon editing functions 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 curve, hold down the **Ctrl** key as well if you want to keep both tangents the same size.
   - 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 activate the polygon editing functions 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 activate the polygon editing functions 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.

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 > Form > 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 commands 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 commands 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.*

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 elegantly the application offers you the **Scaling** command in the **Object** menu.

Scale objects and groups proportionally with the dialog

1. Select a single object or a group of objects. Please refer to the section Working with groups.
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 1.20. The value 50% will reduce the object to half its original size. After the scale factor is entered, the new width and height settings will be computed automatically.
   - Alternatively, enter values in the **Width** and **Height** entry fields to give an absolute scaling. Since the **Scaling** command only scales objects and object groups proportionally, the values in the field Width change whenever the values in the Height field are changed. 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 width 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.

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.

- Multiple objects can be resized proportionally using the command **Scaling**.
- 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.

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.

> *Note: The T*ransparency 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. Define the line color shade or transparency:
   - 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/transparency of the frame or line:
   - 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.

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 objects will always be drawn on the inside of an object as default. With line objects the line width will be equally applied to both sides of the object. This setting may be changed manually.
- 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 several 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.

Change Frame type (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 frame types, the program always applies the frame in relation to the line width, so that the frame always meets at closed object corners and that line objects always have neat ends.
- 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**.
   - If you have chosen a line style other than **Solid**, you can optionally choose a **Line Gap Color** and a **Line Gap Shade** in the **Module** palette.

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.

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.
   - If required, modify the entry **Miter Limit**.

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 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**.

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 active, 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 there are more than two objects 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.

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.

Create Alias of a Group

1. Select the group from the previous example.
2. Choose one of the following options:
   - Press **Ctrl + x** (multiplication) or **Ctrl + Shift + *** (Windows/Linux) or **Command + *** (Mac).
   - 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 deactivate 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 reactivate the group mode:
   - Press **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
   - Choose **Object > Group Mode Active**.

Ungroup

This command enables you to disable the group feature and display the elements in their original state. Since the program works with hierarchic groups, there may be groups within groups. This hierarchy is retained when ungrouping. Therefore you may need to repeat the Ungroup command several times to ungroup the group completely.

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

You can resize a group interactively or numerically. The group may be resized proportionally or disproportionally.

Resize a group proportionally

1. Select the group.
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.
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.

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.

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.

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.

Unite Paths

1. Mark both objects.

2. Choose **Object > Shape > Unite Paths**.

3. In the **Smoothing** dialog, choose the degree of smoothing you require for the new object.

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 8.

Subtract Paths

1. Mark both objects.

2. Choose **Object > Shape > Subtract Paths**.

3. In the **Smoothing** dialog, choose the degree of smoothing you require for the new object.

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. In the **Smoothing** dialog, choose the degree of smoothing you require for the new object.

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. In the **Smoothing** dialog, choose the degree of smoothing you require for the new object.

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 marking the second object and applying the menu command **Send to Back** and repeating the above action. 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. Using the command **Unite Paths** combines the individual letter objects 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 editor. Some objects, such as the guide lines you drag onto the page with the ruler, or those you define in the **Grid** section of the **Document Setup** dialog, are non-printable by default. Normally all closed objects and lines created using the object tools have the default setting **Print**. However, a potential problem would arise if you make one object non-printable, and, leaving this object active, 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 button with a white cross, which appears on the center of the object as soon as it is designated “non-printable”. This button appears for all closed objects, line objects and paths. The only exceptions are the orthogonal line and the guide lines drawn from the **Ruler**. 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.

Please refer to the section Objects with predefined settings.

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 activate **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

1. Select the picture object from the first exercise.
2. Change the Fill Color back from **[White]** to **[None]**.
3. Click in the object to activate **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!
4. 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 and open the **Effects** dialog.
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.*

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** or **Color Overlay**.
   - 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.

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 commands* Object > Effects *and* Object > Special *are not available.*

Run Around

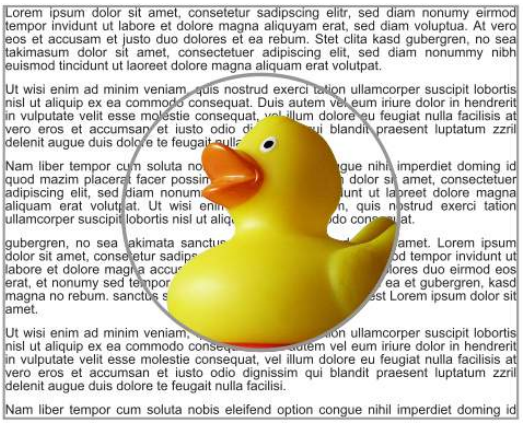
When designing a document layout, it may be necessary for the text to run around certain fixed objects on the page. For this purpose, the program provides a special dialog with which you can define the text run around.

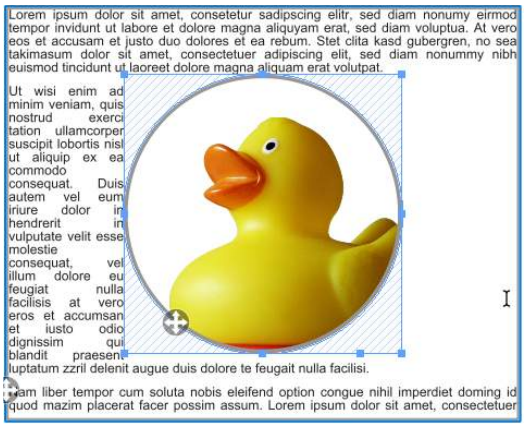
Create and use an object with Run Around features

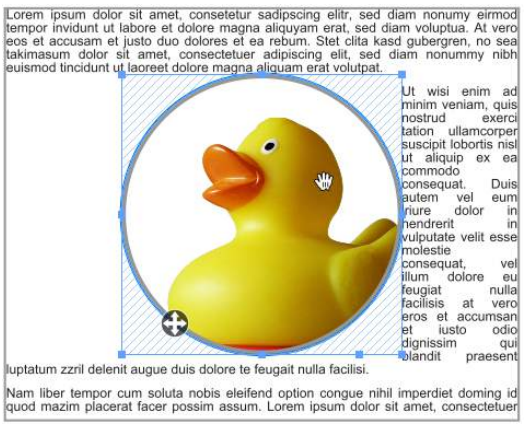
1. Create a graphic, text or picture object and place the object on top of the text.

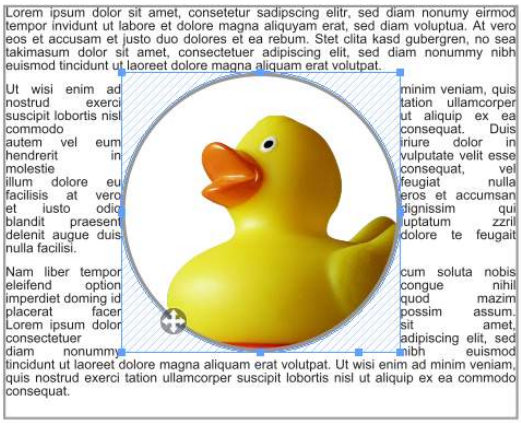
2. Select the object and choose one of the following options:
   - Press **Ctrl + T** (Windows/Linux) or **Command + T** (Mac).
   - Choose **Object > Run Around** in the menu or **Run Around** in the context menu.
   - Click **Run Around** in the **Module** palette and choose a **Method** from the pop-up menu (see below).
   - Click the **Run Around** symbol in the **Quick Access** palette.

3. Choose the appropriate symbol in the **Method** section:
   - **None** — The object has no run around.
   - **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.



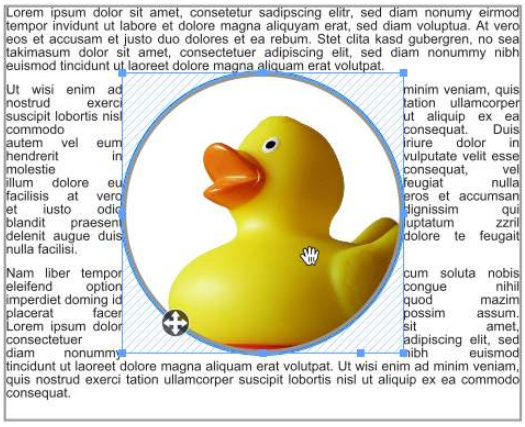


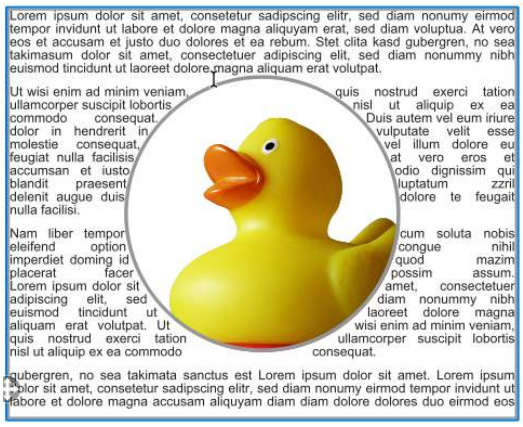




4. Choose the appropriate runaround **Shape**:
   - **Object Bounding Box** — The text flow follows the bounding box of the object. The bounding box is the rectangular selection field that is displayed when an object is selected.

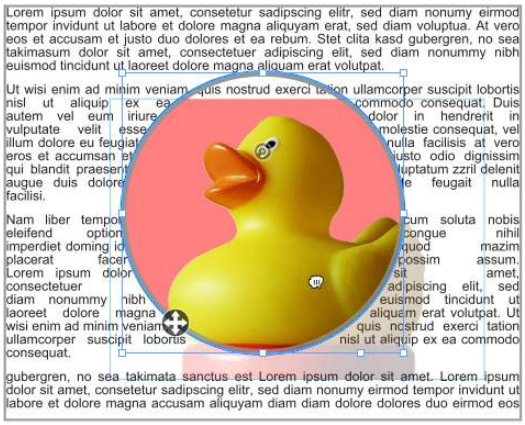
- **Object Outline** — The text outline follows the outline of the object exactly.

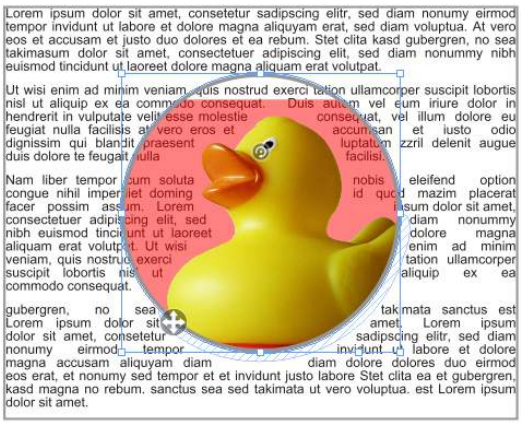




- **Image Boundaries** — The text flows around the outer edge of the image object. This boundary represents the rectangular format in which the image is saved independently of the visible content.
- **Image Content** — The text flow takes into account the visible image content if the image has a clipping path or alpha channel.

> *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. Important: A transparent image alone is not enough to allow the text to flow around the visible image content.*
>
> *You can create an alpha channel using the option* **Image > Remove/blur background**. *Please refer to the instructions in the section* Working with VIVA AI.

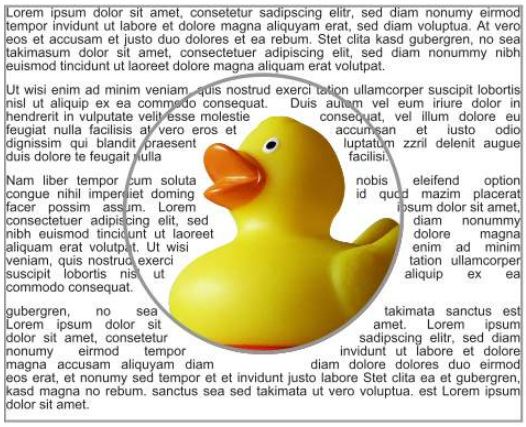


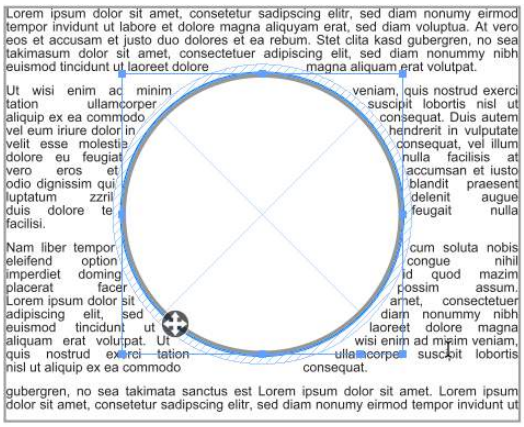


5. Choose an option in the **Distance** section:
   - **Total** — Determines the distance on all sides.
   - **Left/Right/Top/Bottom** — Determines the distance for each side of the object.

   > *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

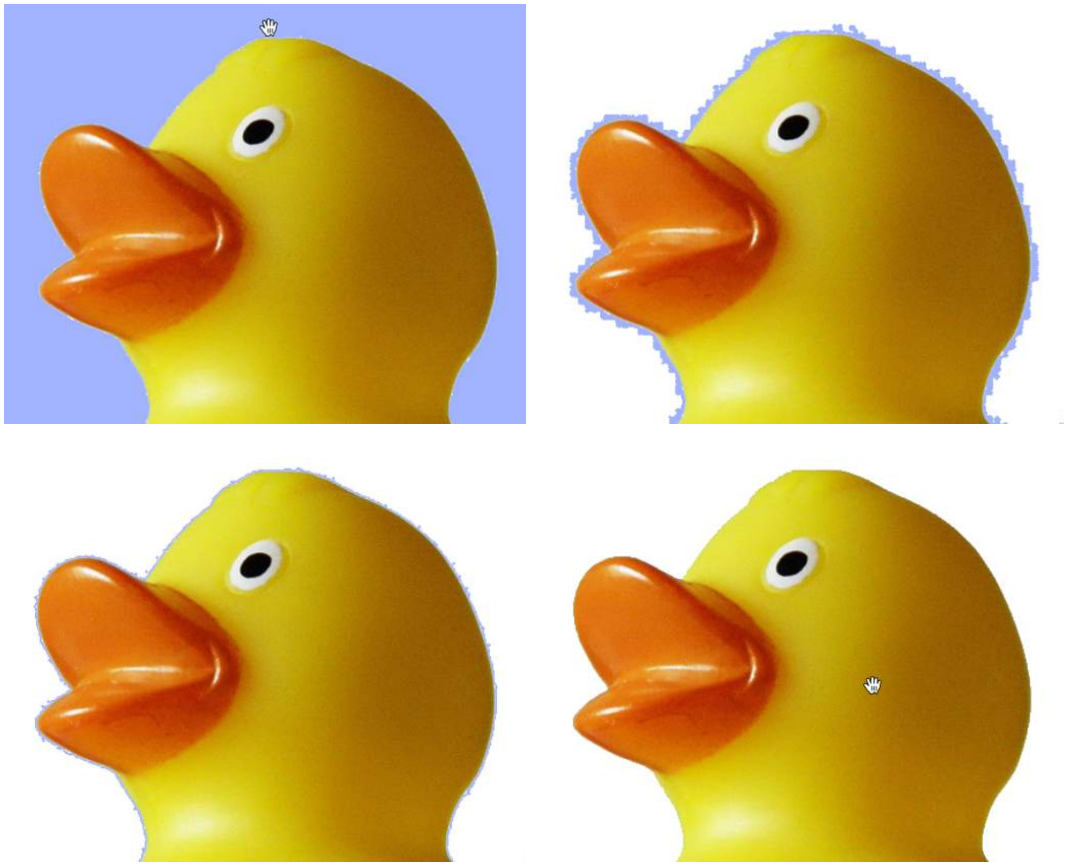
1. Create a picture object and import an image.
2. Activate Object mode and select the object.
3. Choose one of the following options to open the **Special Settings** dialog:
   - Press **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
   - Choose **Object > Special** in the menu 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**.
   - Values for **Rotation** and/or **Skew**.
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 analyses 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 cropping (possible values: 1 to 99), the more precisely the background is detected. However, the calculation can take longer with higher values. The option **Narrow Clipping** can improve the result by the algorithm attempting to adapt the clipping path as closely as possible to the image contours determined.

The option **Automatic Clipping** is ideal for images with a clearly separated, uniform background. For complex or multicolored backgrounds, you should use the option **Remove Background**.



1. Create a picture object and import an image.
2. Activate 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. Use the scroll buttons to set the **Automatic Clipping** or type a value, such as 10.
5. Confirm the entry.

> *Reference: Section* Working with Pictures

Alias Content Variable

The option **Alias Content Variable** 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 **General** object settings, the **Run Around** and the **Effects** settings, 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 and may also be entered in the palette.

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** in the menu or **Special** in 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** (standard 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. (14.9.2015)
   - **Largest Character** 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 the value will only be applied when it is larger than the baseline position that has already been calculated.
   - **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, activate the **Column Lines** and choose the settings as needed.
   - If required, activate the individual object **Baseline Grid** and apply settings as needed. This grid is only applied to the object in question and is independent from the main **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 the Notes function you can apply non-printable information and tips for other users to text and objects. This option is suited for users who work in a team or for users who only want to create a report of their work. Please refer to the section Working in a Team.

Using Guide Objects

Guide objects are objects which have “magnetic” properties. Guide objects will “attract” other objects during creation, moving and resizing in a magnet-like way. Guide objects simplify the positioning of objects in your document since they will automatically align objects for you with their magnetic characteristics.

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 commands as objects that are not Guide objects. Among these are the exact positioning as well as the changing of the display.

Guide objects can be created automatically and manually, and shown or hidden with a keystroke.

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 menu command **View > Guide Objects selectable**.
- The menu command **View > Guide Objects**.
- The option **Layout aids: Behind/Front** in the **Preferences** dialog (Tab **Program > General**, **Options** section).

Reference:
Section Object alignment
Section Working with Documents, Document Setup (Grid)

Create Guide Objects automatically

The program offers two options to create Guide objects automatically:

- The automatic creation of Guide objects with the **Grid** option in the **Document Setup** dialog.
- The creation of Guide objects with the **Rulers**.

In the first case the program creates horizontal and vertical Guide objects on the first Alias page.

In the second case the user creates Guide objects interactively by dragging lines from the Ruler.

Create Guide object with Rulers

1. Ensure that the Ruler is shown. If this is not the case,
   - press **Ctrl + R** (Windows/Linux) or **Command + R** (Mac).
   - choose **View > Rulers**.
2. 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**.
3. Ensure that the Guide objects are selectable so that you can position your Guide objects later. If this is not the case,
   - press **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
   - choose **View > Guide Objects Selectable**.
4. Position the mouse pointer in the horizontal or vertical ruler to create a horizontal or vertical line with the Guide object property.
5. Hold down the mouse button and drag a line onto the document page. An imaginary line will be shown.
6. Release the mouse button at the position of your choice.

The object stays selected and it can be positioned exactly with the **Quick Access** palette.

Create Guide Objects manually

Any object regardless of the form and type can be a Guide object which “attracts” other objects magnetically.

Create Guide object manually

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 > Show 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, deactivate the option **Printable** in the Object section of the **Module** palette.

Select Guide Objects

Guide objects generally serve as position guides for other objects. This is particularly true of those Guide objects that are created automatically with the Ruler and are not printed. 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 in front of the command a tick or checkmark is shown, Guide objects are selectable. If no checkmark is shown they are not selectable. The command is similar to the commands **Lock** and **Protection** in practice, but is much quicker to use.

Show Guide objects

The Grid of Guide objects created through the Document Setup dialog is helpful for exact positioning. The grid lines themselves are not part of the document layout. In fact in practice most Guide objects displayed as lines are only useful in positioning.

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: Please note that Guide objects still possess their "magnetic" properties also when they are hidden. Guide objects which are hidden can not be selected.*

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

If objects are moved or stretched in the direction of a Guide Object they will automatically snap to that Guide Object like a magnet. Whether and at which distance objects are attracted depends on the setting for the **Snap to distance**.

Guide objects are magnetic as default.

The distance from which an object is attracted magnetically depends on the **Snap to distance**. The value for the **Snap to distance** is entered in screen pixels and as a default is entered as 10 pixels. This value is independent of the scaling factor in which the document is displayed.

This means that Guide objects will apply their magnetic attraction already at quite a small distance when the zoom factor is below 100%. By contrast, Guide objects attract other objects at a relatively great distance when for example the zoom factor is above 200%. The standard value for the **Snap to distance** may be changed at any time.

Change Snap to Distance for Guide objects

1. Choose **Edit > Preferences > Pages & Objects** (Windows/Linux) or **{Application} > Preferences > Pages & Objects** (Mac).
2. 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.

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.
- Guide objects can be created as Guides by dragging them from the **Ruler**.
- Guide objects can be created automatically through the **Grid** option in the **Document Setup** dialog in the menu **File > Document Setup**.
- Guide objects created through the **Ruler** or through the **Grid** option in the **Document Setup** dialog are by default non-printable.
- Guide objects will be drawn like normal objects in front of other objects if the **Grid** option in the Program Preferences dialog opened with the menu command **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac) was not changed to **Behind**.
- Any change in the hierarchy of Guide objects using the option **Behind** in the dialog **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac) will only be applied to newly created Guide objects and not to existing ones.
- The **Snap to Distance** setting specifies the screen pixel range in which the Guide object will “attract” objects.
- 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 can either be selectable or non-selectable. This can be specified with the menu command **View > Guide Objects selectable**. The shortcut keys for this command are **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
- Guide objects can be hidden or shown with the menu command **View > Guide Objects**. The shortcut keys for this command are **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).

Working with Alias Objects

Creating Alias objects

In the section Create objects, we noted that is a difference 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 use the appropriate shortcut keys. 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 **Ctrl + x** (multiplication) or **Ctrl + Shift + *** (Windows/Linux) or **Command + *** (Mac).
   - 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.

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 options with the **Duplicate** and **New Document Page(s)** commands. These commands not only allow you to create Alias objects on the same page but also on other 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 command **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 Page(s)** 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 to split a single object into identical sections using the command **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 commands can be applied to both original and Alias objects. There are also commands which are exclusively applied to Alias objects and their connection with original objects. Through these commands you are able to accomplish very complicated 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** command comes in.

Find Original

1. Create a document with at least two pages.

2. Create an object of your choice.

3. Use the **Duplicate** command to create an Alias object on the following page(s).

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 success of your command 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 commands **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 properties of the original and that its content cannot be changed. You can change the setting back to individual content again at any time, and then make content changes in the Alias object.

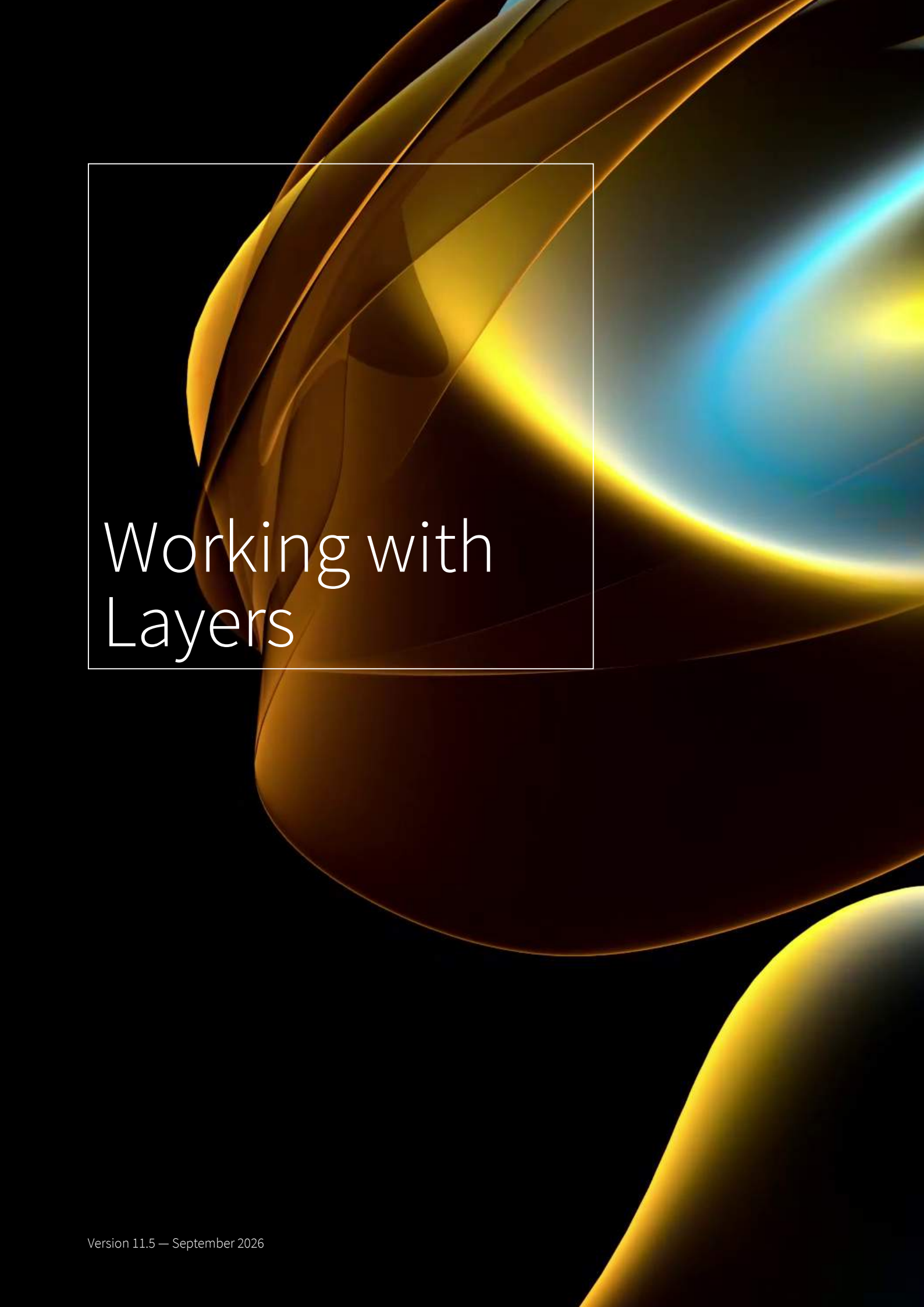
Summary Alias Objects

- 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 original object has the option **Individual Alias Content** activated in the **Special Settings** dialog.
- Alias objects may be created

- manually using shortcut keys, menu or context menu commands
- automatically with the **Duplicate** command
- automatically using the **Split** command
- automatically using the command **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 transformed into a Guide object, the Alias objects will not inherit this property automatically.
- The command **Find Original** can be used to find the original object in larger documents.



Working with Layers

Version 11.5 — September 2026

Working with Layers

The Layers palette works in similar ways to the layer palettes in other well-known layout, illustration and photo editing programs, but offers additional and innovative features. The palette itself consists of two sections. The upper section displays the layers, each of which is displayed in a different color. The lower section displays all the objects on the working area that are stored on the current(selected) layer. The extensive functionality of the Layers palette provides you with a large number of benefits. The functionality and some benefits are listed below:

Layer Management

- Create an unlimited number of layers and give them individual names for greater clarity.
- Edit 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

- Arrange objects on different layers for improved object management(i.e. text on layer 1, images 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.
- Use the **Layers** palette to switch objects on or off.

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 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 — An individual name (i.e. the 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.

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 **Remove Layer** in the context menu.
3. Confirm the entry.

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 **Select Color** 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**.

Keep Run Around — Always activated in a new layer. If you do not need runaround effects for objects on the layer you have selected, you may switch this option off.

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.

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 on the appropriate layer.
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 Page** 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 objects 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 opaque objects on it that cover the text objects to be edited. This can help the user to see where he must enter his text. The non-printable layer must be locked and password-protected so that the user cannot access it.

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.

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**. This will split the window into two sections next to each other. the left hand section will be highlighted while the right hand section will be grayed.

12. Choose **Window > Synchronize View**. This ensures that when zooming or scrolling you always get the same view in both sections.

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**.

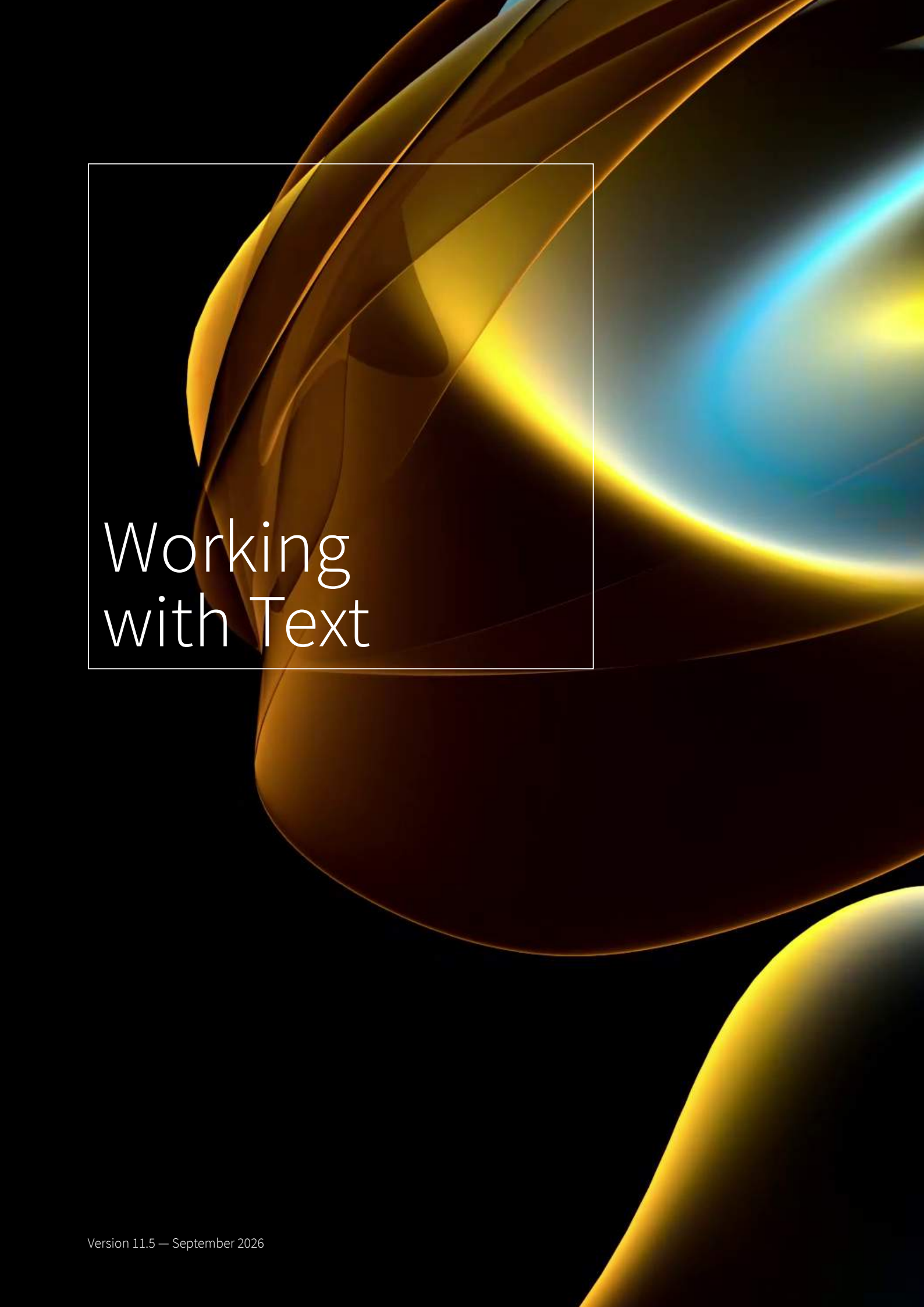
2. Choose which layers you want to print or include in the PDF export:

Visible & 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**.



Working with Text

Version 11.5 — September 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 or 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) to create a text object with the text running from left to right.
   - Choose a tool of the type **RTL** (Right To Left) 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.
   - Choose a tool of the type **TTB** to create a text object with the text running from top to bottom. This option is helpful for creating text objects for Chinese or Japanese text.
3. Click on the document page and create your text object.

> *Note: The writing direction may be changed for every layout afterwards.*

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**.
- Click anywhere in the document window where there is no object positioned.
- Select another object.

Insertion point (cursor)

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.

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 and running titles.

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 note the instructions in the section Editing text.

In all cases, you must set the cursor at the required position.

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.

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 classed as special characters, e.g. Acute or Breve (é,˘a)

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 relating to the font width. An **En Space**, a **Three-per-Em Space**, a **Four-per-Em Space**, a **Six-per-Em Space**, a **Thin Space** and a **Hair Space** 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 (non-breaking)** and **Hair Space (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, select the option **Punctuation Space (non-breaking)** if you want the characters in front to be invisibly joined to the punctuation mark. 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 spelled together without the spell checker reporting an error. Unlike the **Discretionary hyphen** option, it does not insert a separator hyphen character. The option is therefore also useful for separating URLs or e-mail addresses at predefined places.
- **Space with Zero-width (non-joiner)** — Space without width which prevents automatic letter joins ("zero width non-joiner",abbreviated "ZWNJ", Unicode 200C). In texts with Latin characters, the character prevents automatic application of ligatures. In texts with Arabic or Devanagari characters, the connector affects the selection of glyphs for the adjacent characters.
- **Space with Zero-width (non-breaking)** — Space without width which joins two characters into a ligature ("zero width joiner", short "ZWJ", Unicode 200D). This option is primarily used for texts with Arabic or Devanagari characters.
- **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.

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 connecting 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 an end-of-line hyphenation. The character string/word is then automatically hyphenated at the position where the discretionary hyphen was inserted. This option is helpful for hyphenating character strings/words at specific positions not known by the dictionary. However, if the discretionary hyphen is inserted immediately before the string/word, 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 will be 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 to the next linked text object, irrelevant of how many physical text columns an object has.
   - **Layout Column Break** — Wraps all following text to the next Layout column. If the text object only has one Layout column, the text will be wrapped to 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.

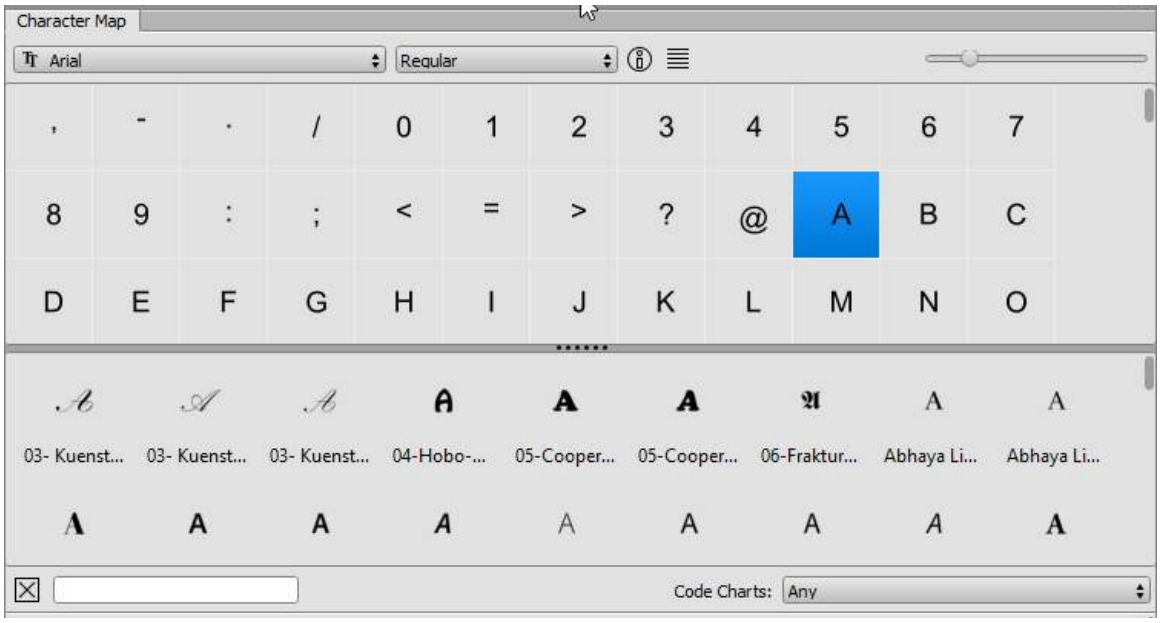
Character Map

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 palette is helpful if for example you do not know which characters a font contains or if you frequently work with non-Latin font systems (e.g. Arabic, Hebrew, Chinese, Japanese, etc.).



Insert characters of a font into the text

1. Choose **Window > Character Map**.
2. In the popup menu, choose the font and font weight required.
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 Variations** or **Hide Font Variations** in the context menu to display the selected character in different fonts or to hide this display.
   - Choose **Hide Font Variations** in the context menu to have more space for the characters in the font selected.
   - Click **List** to show the characters as a list.
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 (e.g. “0041”) or a Unicode name (e.g. “ACUTE”) in Roman characters in the entry field to display only specified characters. Pleaser refer to the Unicode description in the Internet for the meaning of the individual options. Confirm your entry to start the search. Klick **Delete** 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.*
> - *Choose* **Hide Font Variations** *to switch off the calculation of all the available font variations and accelerate the display of the characters in the character Map.*
> - *The option* **Insert Character in Text Font** *is not available in the font variations.*

You can save frequently used characters as **Favorites**. In the program a number of characters have been defined as Favorites (e.g. quotation marks, Copyright symbol, etc.). You can extend the Favorites list at any time and also remove characters from the Favorites list.

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 font file format. The special features of this file format for fonts are the typographic options. This standard characters can be replaced by variations of the same character in the same font. For example, the number “5” in an OpenType font may be in various variations that are not accessible

from the keyboard. For this purpose, the program offers either 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 selecting 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.
5. Click outside the menu to close it.

Variables

The program has a number of text variables for page numbers, document names, document paths, running titles, creation date or creation 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 wildcard "#" appears. The page number is the number set using the option **Document > Document Page Settings**. By default, the program allocates the number 1 for the first page.
   - **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 wild card "#-1" appears. If there is no previous page, 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 wild-card "#+1" appears. If there is no following page, the variable still has the width of a space.
   - **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.

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 a certain number of characters.

The variable **Running Title** is only evaluated if it is used in a header and footer of a text object and if the variable was used in the text. Please refer to the section Text layout.

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 alternatively press the appropriate shortcut keys.
3. Choose one of the following options:
   - **Footnote** — Inserts a Footnote.
   - **Endnote** — Inserts an Endnote.

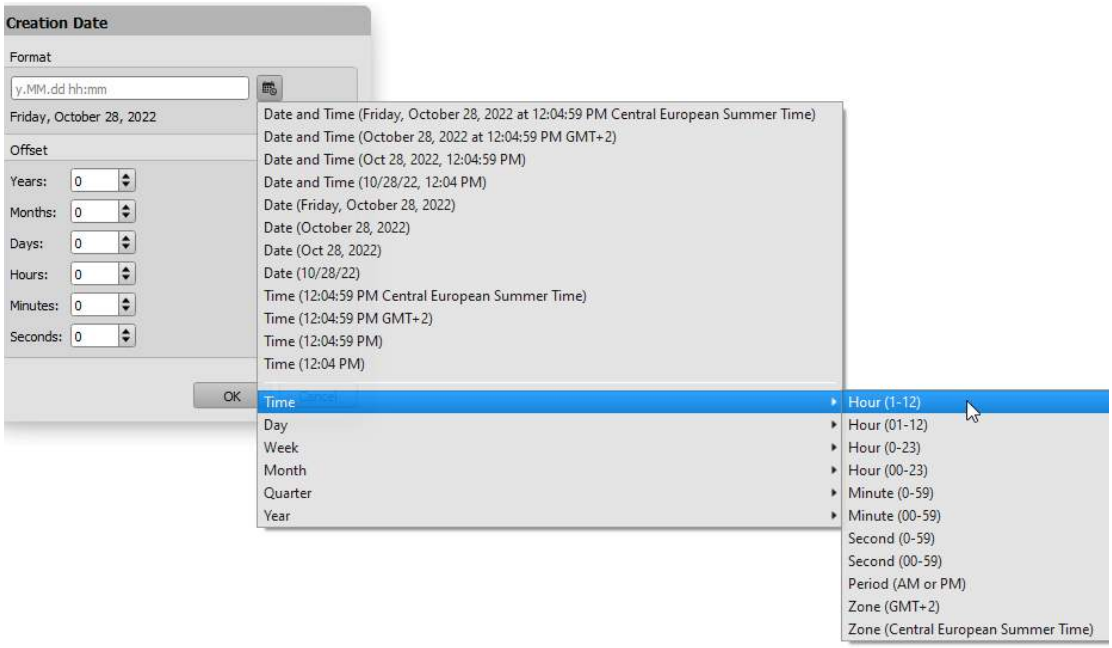
At the cursor position, the reference number for the footnote or endnote is automatically inserted and marked with the style sheet defined in the Preferences. At the same time, the footnote or endnote number, followed by a footnote or endnote text, is inserted and also marked with the style sheets defined 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 on the globally recognized Unicode Standard: http://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 (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 (1-365), 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 (00-99), Era (AD), Era (Anno Domini).

  Any number of abbreviations can be combined to a date. The abbreviations can be separated optionally by entering empty steps and periods. The preview evaluates the input field and displays the calculated variable in the selected format (in English). If the entries in the **Number Format** input field are completely deleted, the variable is again displayed in the “DATE_FULL” format by default.

4. Optionally, choose an **Offset** for the date. 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 **Offset** 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.
   - In the input field **Years**, **Months**, **Weeks**, **Days**, **Hours**, **Minutes** and/or **Seconds**, choose a value greater than "0" if you want to define a time offset for the future. Alternatively, choose a value less than "0" if you want to define a time offset for the past.

> *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 "31st January", the result will be the last day of February. Depending on whether it is a leap year, this may be February 28th or 29th. If you add a month and two days to the date "30th April", the result will be "1st June". If the program first added the days and then the month, the result would be "2nd June", 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. The formatting of the text file in this case depends on the options selected at the position of the insertion point.
   - Choose another option if you want to import a text file with formatting instructions. Please refer to the sections Import and Export. The formatting of the text file in this case depends on the formatting that is used in the text file and supported by the application.
4. Click **Open** or double-click the document in the list.

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**.

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 mark 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 Option + N (Mac). Enter the text of the note in the dialog and confirm the 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.

> *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 importing 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 when the option **Paste Text Formatting** in the **Preferences** has been set to either **Always (from all known applications)** or **Only within the application**. 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 when 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 has been 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 the 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.

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 correspond 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 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.
   - **Largest character** — 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 to add a value to the option **First Baseline**:
   - **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 more layouts, insert a layout break. Please refer to the section Insert special characters.

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**.

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, Roman, Hebrew or Arabic texts).

- **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 space within a column should be 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.

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**.

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 > As a Text file**.
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. Please refer to the section Import/Export.
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 text in different languages in one document. Options for language-specific hyphenation, spelling correction and grammar check are available. 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 assignment of the correct language is very important for the correct structure of the document, because the program determines the modules for hyphenation and spelling correction on the basis of the language settings.

> *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 he or she does not edit the text in the relevant places, and a new page break occurs as a result.

Activate Automatic Hyphenation

1. Position the insertion point or select several paragraphs if the following settings are to apply not only to the current paragraph but also 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** — All the hyphenations in a word are made by the automatic hyphenation.
   - **Only good quality or better** — Only the hyphenations that are of a good or very good quality are made by the automatic hyphenation. If the word has no quality hyphenation, none will be made.
   - **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 possible 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 hyphenation. After the option has been deactivated, the other options in the dialog will be grayed out, but may still contain settings.

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 that has no width. Using the option **View > Text Invisibles** in the text, the discretionary hyphen point can be displayed. The hyphen is only used if the word at the end of the line should also be separated. Please refer to the notes in the section Variables.

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 if 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 shortcut keys.

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**.

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 **Spell Check** 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 sequence 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**.
   - Click **Language** if the character sequence is assigned the wrong language and you want to assign another language. After this it is possible that new suggestions will appear in the list.

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 lines 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 via the DeepL service. 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.
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 want to replace the character strings found. The options work in exactly the same way as the search options. Example: Search for the character string “Sam” and replace with the color [Red]. The program will assign the color to all the strings found.
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 you do not need to show the strings found in the text and confirm them individually. When the process is completed the program may show the number of replacements made.

   > *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. If required, choose the option **Replace** to replace the strings found. The options work in exactly the same way as in the search. Example: The string ".\p" would remove the second Return in the above search.

You enter a control character in the entry fields of **Search** and **Replace** as a code consisting of a back-slash 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 a search. Here the program uses the so-called “Regular Expressions”. This is a special syntax with which you create a sort of text example for a complex search query. This syntax is broadly standardized and is also used in other programs, mainly in text editors. Since this technology was used for the first time in the Unix program “GREP” (Global Regular Expressions Program), these regular expressions are often referred to in other programs as “GREPS”.

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 **Keyword**, **Content Entry**, **Bibliography**, **Abbreviation** and **Image 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 menu **Text > Mark as**, via the palette **Module > Character > Tables**, as well as via the palette **Text Formatting Inspector**.
- 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.
- 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 a directory and later export the document as a PDF, the page numbers are exported as a **link** automatically . When you click on 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 using the option **Mark as > Link**.

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**, in order to add the entry to the index/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**, in order to remove the entry from the index/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

Pipe

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 automatically added to tables and indexes using style sheets. Since these strings are typographically enhanced in the text, they are also easy to recognize. However, there are also character style sheets in the manual that automatically add strings to directories without being immediately recognizable. In such cases, the **View > Visualize Text Style Sheets** option is a great helpful, allowing you to 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 object. If the text object has only one column, the option is identical to the option **Object Break**. If the table consists of one text object per page, **Column Beak** and **Object Break** automatically correspond to **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.*

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 **Chapter before** and choose a paragraph style sheet. This option is helpful if the name of the chapter should be displayed in the index in which the entries are located. You specify the name of the chapter using the palette **Module > Chapter > Chapter Name**.
5. Optionally choose **Add > Column Break** or **Add > Object Break** to specify that a new chapter starts in a new column or object. If the text object has only one column, the option is identical to the option **Object Break**. If the table consists of one text object per page, **Column Beak** and **Object Break** automatically correspond to **Page Break**.

Generate other tables semi-automatically

With a **Table of Abbreviations**, a **Table of Pictures** or a **Bibliography** the entries are output alphabetically sorted, the order in the text does not matter. The names are only for orientation, because the directories behave identically and can also be used for other applications (e.g. author directory).

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 **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**.

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.
- The numbering of Footnotes and Endnotes can follow per document or chapter.
- 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. Changes for existing text objects and their text chains can be made using the Module palette.
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**:
   - 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**:
   - 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 if and which character(s) should be inserted before and/or after the **Footnote Reference** and the **Footnote Label**.
- **Format** — Defines how the **Footnote Reference** and the **Footnote Label** should be displayed. If you select the option **1, 2, 3**, ..., the numbers in the text language "Arabic", "Bengali" or "Nepalese" are automatically replaced by numbers of this language.
- **Numbering** — Defines if the numbering should be **Continuous** or **Chapter wise**. With the option **Chapter wise** the numbering starts from the beginning as soon as a chapter break is inserted in the text. Please refer to the section Working with Text > Insert Variable.
- **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 if the Endnote at the end should be 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 if the Endnotes should be displayed at **End of Text** or **End of Chapter**.
   - **Prefix**/**Postfix**/**Format**/**Numbering**/**Separator** — Defined in the same way as the settings for footnotes.

Footnote Position

For every text object in a text chain, you can define how the footnotes should be positioned. This is particularly helpful if the positioning for left and right hand pages is different. In this way you can for example define that for a two-column text object the footnote should be in the right hand column on the left hand page and the left hand column on the right hand 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 text frame** — The footnotes are displayed at the end of a text object. With multi-column text objects the footnotes will always be 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 depending on the number of text object columns. This option can only be selected when the text object has more than one column.

Working with 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 menu **Text > Insert > Insert Variable** or **Insert Variable** in the context menu.

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.

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 you still have the default note text (“Footnote text” or “Endnote text”) showing in the lower section of the dialog, it is advisable to change it accordingly.
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 for individual footnotes or endnotes on or off. This can be helpful if you want to insert a footnote or endnote that should not be counted with the others or if all footnote or endnote references consist of a character (e.g. *). Such exceptions are often used if the footnote contains a reference to the author of the article or if very few footnotes are used in the whole body text.

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 using the command **Cut** in the body text for text containing a footnote or endnote, the Footnote Text and/or the Endnote Text will be cut with it and copied to the Clipboard. If you paste text containing a footnote or endnote, the Footnote Text and/or the Endnote Text will be 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 one of the following options:
   - Choose the menu command **Text > Story**. The **Line Counter** tab is the first in the dialog and therefore active as default.
   - Go to 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. Choose the option **Range** to define the interval between line numbers. The value “1!” means that a number will be assigned to each line, while the value “5” stands for every fifth line. If the start value is “3”, however, the counter with the value “5” will be placed not in the fifth but on 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.

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 one of the following options:
   - Choose the menu command **Text > Paragraph Options > Suppress Line Counter**.
   - Choose the option **Suppress Line Counter** in 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 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.

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.

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**:

- **Centered relative to Anchor** — The object is centered above the anchor. If the anchor is at the beginning or end of a line, the object may possibly extend outside 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 line of a text object or column, it may be that the anchor object will be displayed outside the text frame.

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 indicated in the text by an anchor symbol. For anchor objects with the option **In the Line** an anchor symbol is unnecessary. Choose the option **Show Text Invisibles** to display the anchor symbol. The anchor is a character in the test, but it has a zero width. Therefore you can use the left or right arrow keys once without having a recognisable effect. In fact you are setting the cursor 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 **Charactor 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 **Page** option 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:
   - **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 **URL** option 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. In the **Link** pop-up menu , choose the **Email** option.
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.

CJKV Text

The program has several options for working with East Asian languages such as Chinese (C), Japanese (J), Korean (K) or Vietnamese (V), which is also hereinafter 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.

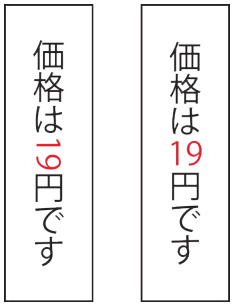
Line orientation

- Choose a text object of the type (**LTR**) in the **Tool** palette if you want to display text or the text lines in Asian languages horizontally.
- Choose a text object of the type (**TTB**) in the **Tool** palette if you want to display text or the text lines in Asian languages vertically.
- In the menu **Text > Layout > Line Orientation > Right to Left** or **Text > Layout > Line Orientation > Left to Right** if you want to display the text or text lines in a text object vertically.
- In the menu **Text > Layout > Line Orientation > Top to Bottom** if you want to display the text or text lines in a text object horizontally.

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 Roman text.

1. Select the text you want to group.
2. Choose one of the following options:
   - Choose **Text > Character Options > Baseline > Horizontal**.
   - Choose **Window > Module > Character > Baseline > Baseline Orientation > Horizontal**.

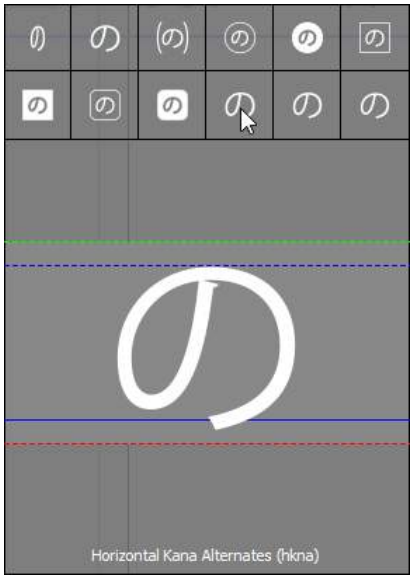


You can also apply this option using character style sheets.

OpenType

As with Roman texts, all the OpenType options functions and alternatives are available for Chinese, Japanese, Korean or Vietnamese texts, both from the context menu and from the **OpenType** palette.



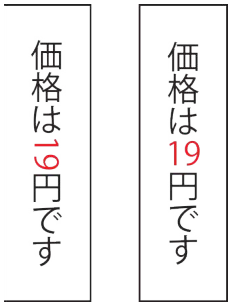


Character Rotation

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.

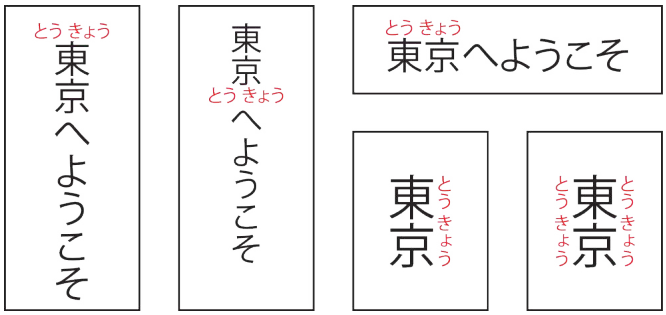


Ruby Text (furigana)

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.

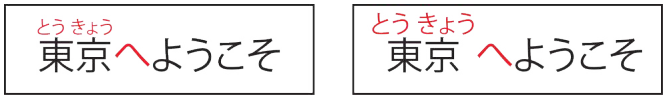
Ruby Text is used primarily in Japanese and Chinese texts to indicate pronunciation, since the Chinese characters used there in many cases do not provide any information about the actual pronunciation. In Japanese, these annotations are also called furigana.

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)**.
   - 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 the selected main text for vertical main text.
   - **Insert right of text** — Inserts the Ruby text to the right of the selected text for horizontal main text and below the selected text for vertical main 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. The width of the Ruby text also determines the spacing of the characters in the main text.



6. As default a placeholder text is inserted as the Ruby text. The Ruby text is always displayed centered over the selected main 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, using both OpenType options and character style sheets.

7. Choose **View > Text Invisibles** to identify which text the Ruby text was applied to by the square brackets.



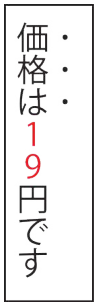
8. If the Ruby text is wider than the main text, this affects the spacing of the following character in the main text for the Ruby text.



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: **圏点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 join style of the corners (**Miter**, **Bevel**, **Round**, etc.)

Paragraph alignment

You can align paragraphs with East Asian languages **Left**, **Right** or **Center**. The options **Justified** and **Forced Justified** however only work in most cases if you choose the option **Automatic Character Spacing**, which distributes the spacing evenly between the characters.

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%.



Working with Text Chains

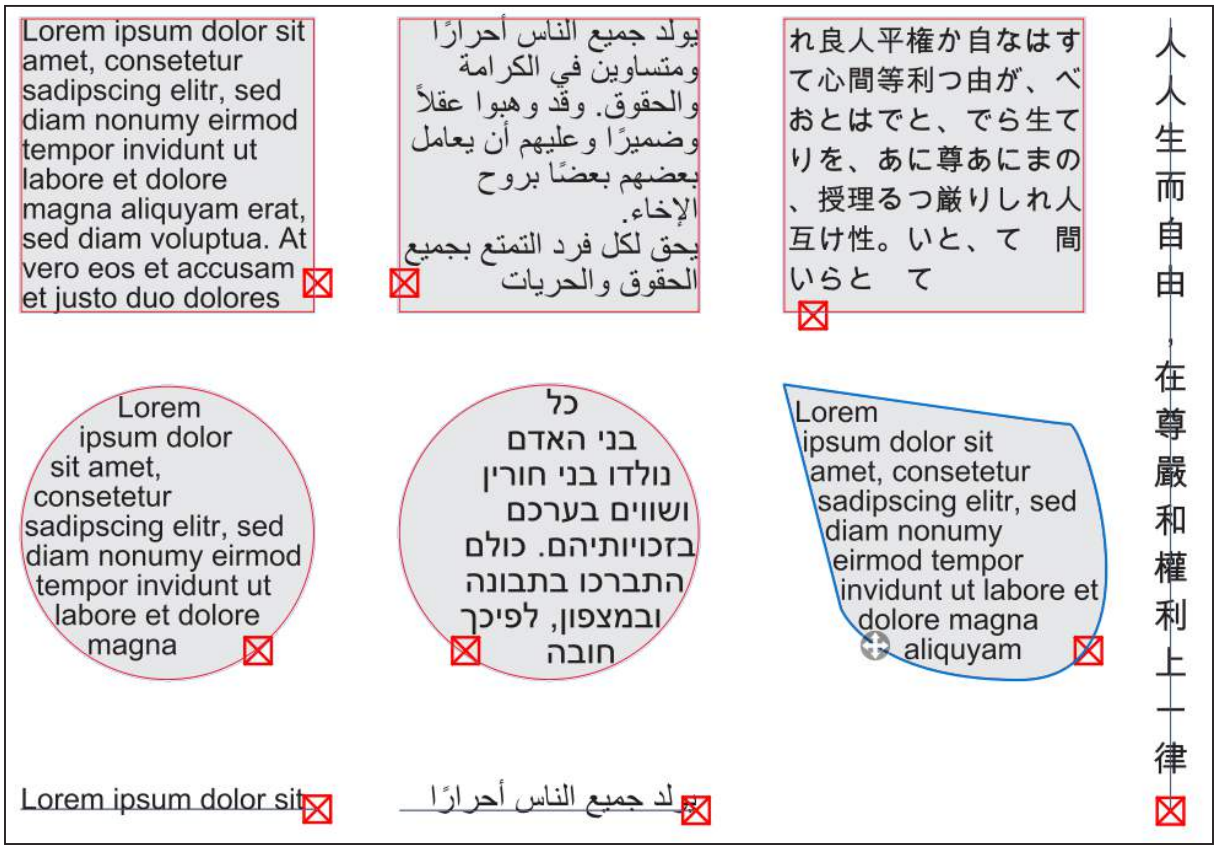
Version 11.5 — September 2026

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/chained to form a text chain. However, text chains can also be formed between individual text objects within a page. This section explains the basics of text chains and how to create and edit 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 link 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/chained 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:

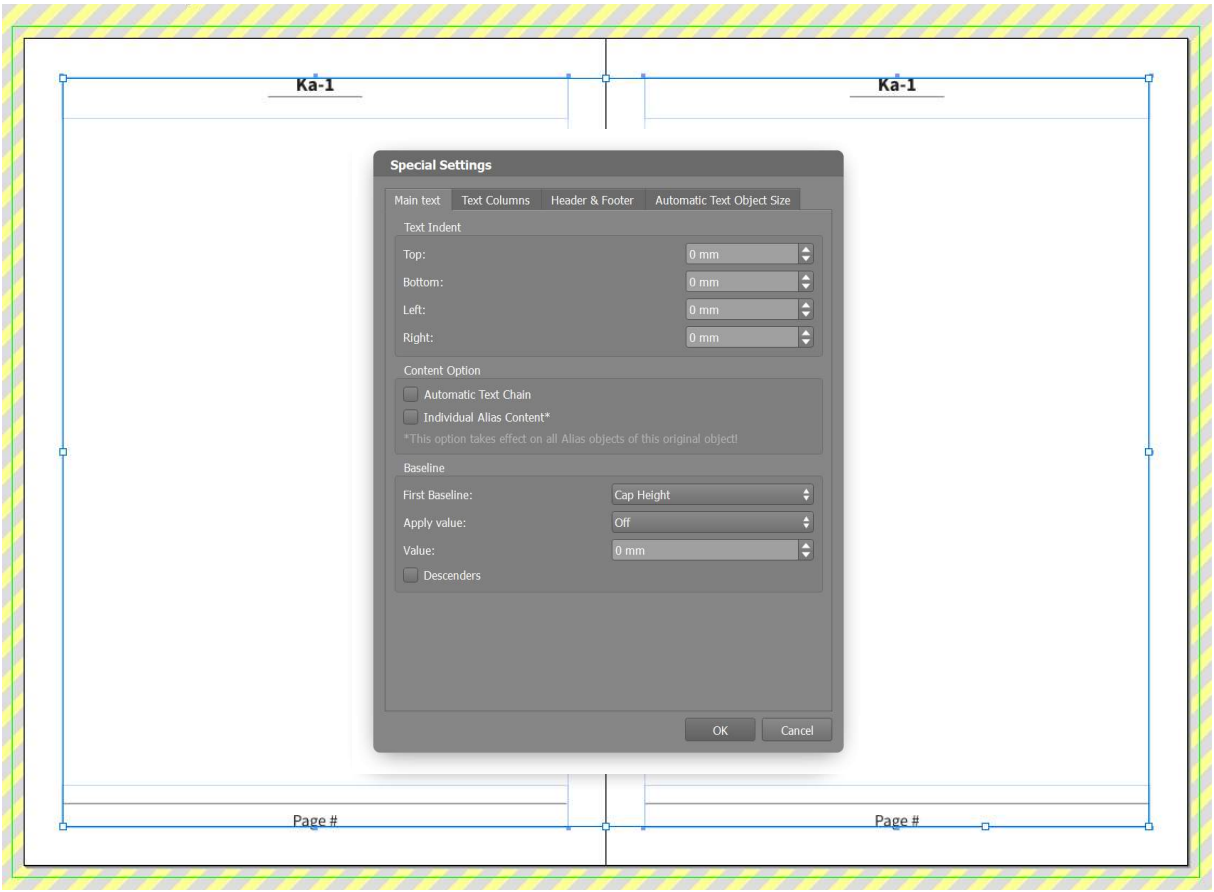
- Text chains can be created automatically or manually.
- Automatic text chains are made using settings in the text object.
- Manual text chains are created using the **Text chaining** tool.
- Automatic and manual text chains can be undone at any time.
- Original and alias objects can form a text chain.
- 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 **Text chaining**.
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 chains.
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.

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**.

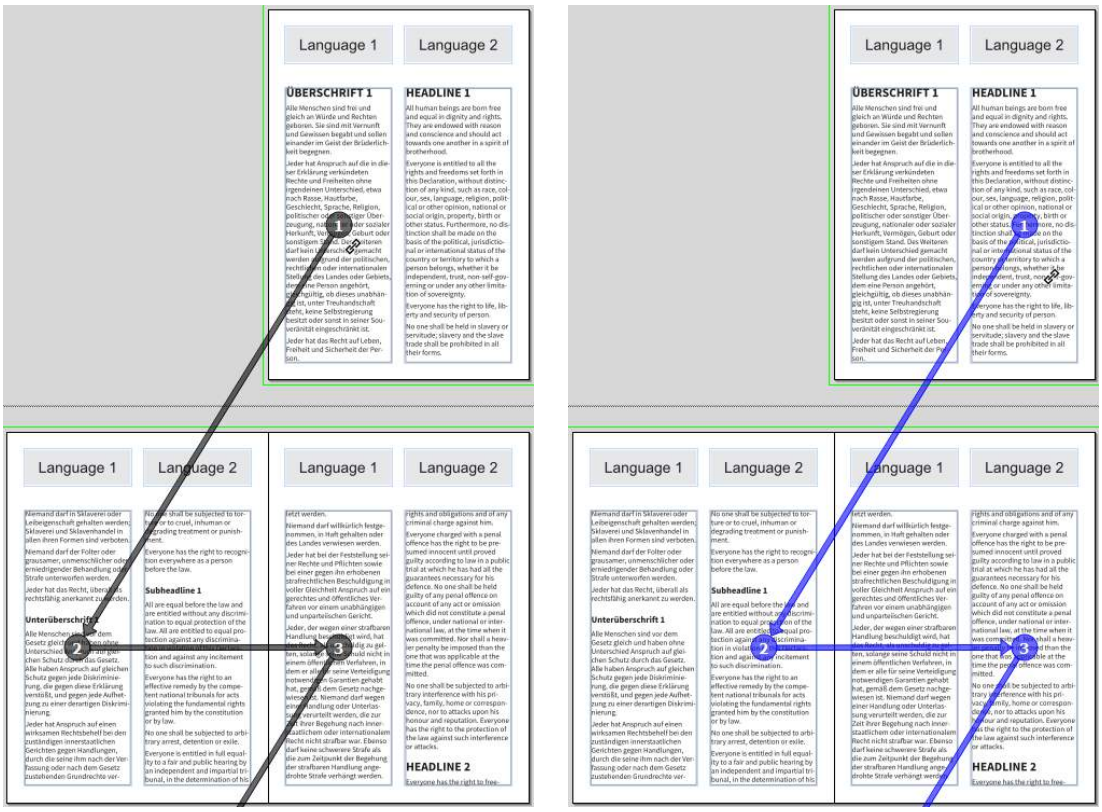
When the Alias page is assigned to a document page, this text object is automatically created as an “Alias” on the document page.

1. Create a new document with the **Automatic Text Object** option, as described in the section Create new document.
2. In the **Pages** palette, double-click the first Alias page.
3. Select the text object.
4. Choose **Object > Special**.
5. 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 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 concatenation is displayed in gray and the automatic concatenation 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.

Examples of text chaining

The following examples of text chaining show different layouts and the settings required for them.

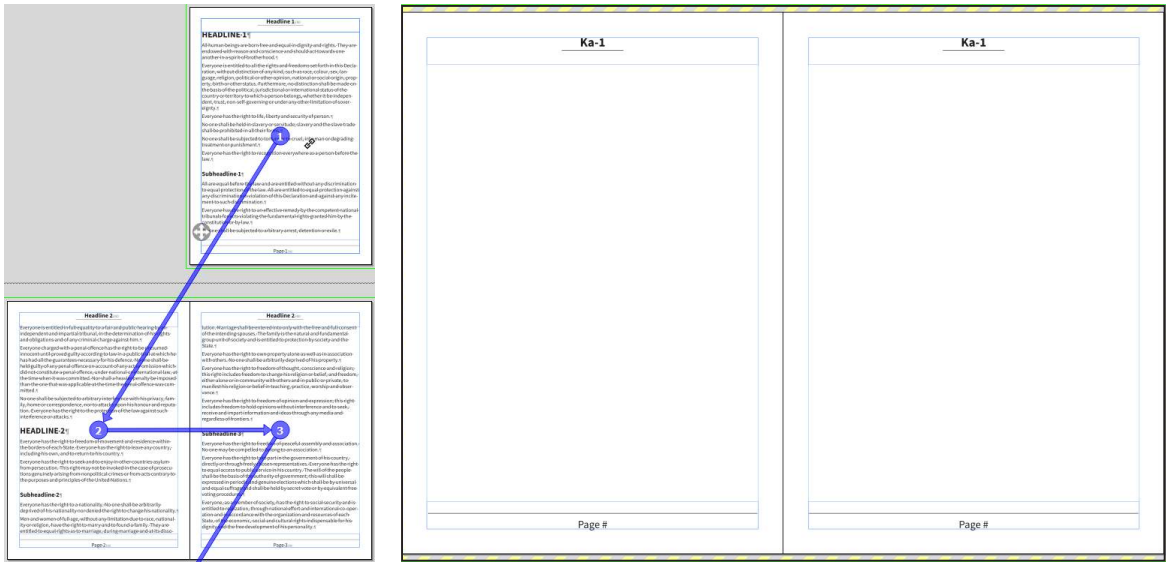
The documents for these examples are available as templates:

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.



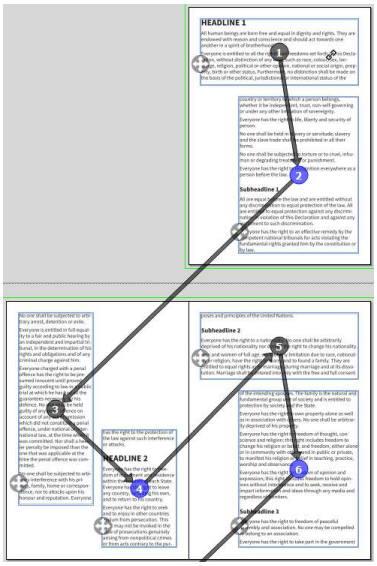
Settings on the Alias page:

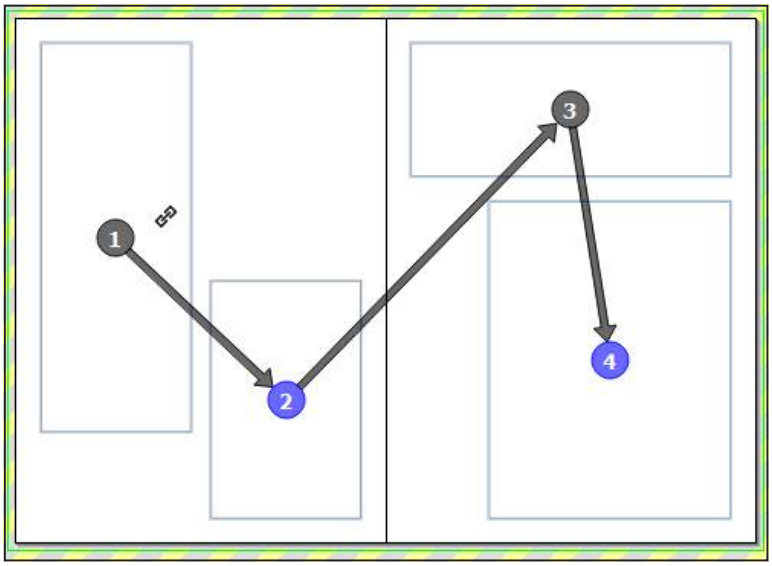
- One text object each on the left and right Alias page, each with a header and a footer.
- The header contains the variable “**Running Title**”. This results automatically from the text in the section formatted with the paragraph style sheet **[Headline]**.
- In the footer there is the variable “**Page 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 using the **Pages** palette to drag corresponding document pages to the document pages area, 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 is allowed an automatic concatenation, the last text object of the respective page has a blue number.

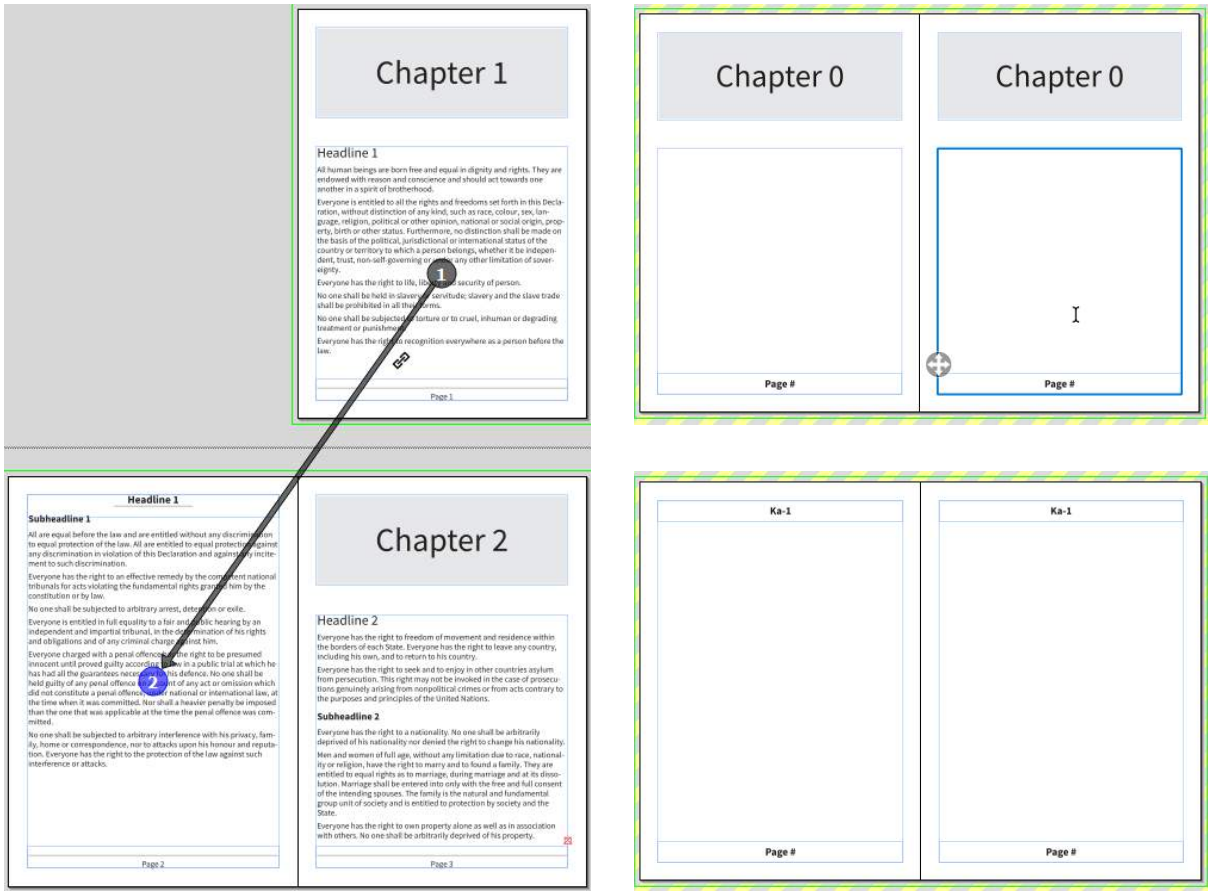
When using the **Pages** palette to drag corresponding document pages to the document pages area, the text automatically flows as shown.

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 concatenated 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 **Individual Alias Content**. settings. A text (“Chapter 0”) has already been entered there, which can be changed on the document pages.
- The lower text objects still have the settings **Automatic Text Chain** and **Individual Alias Content**. The footer contains the variable “**Page Number**”, which is formatted with the paragraph style sheet **[Page Number]**.

Settings on the second Alias page:

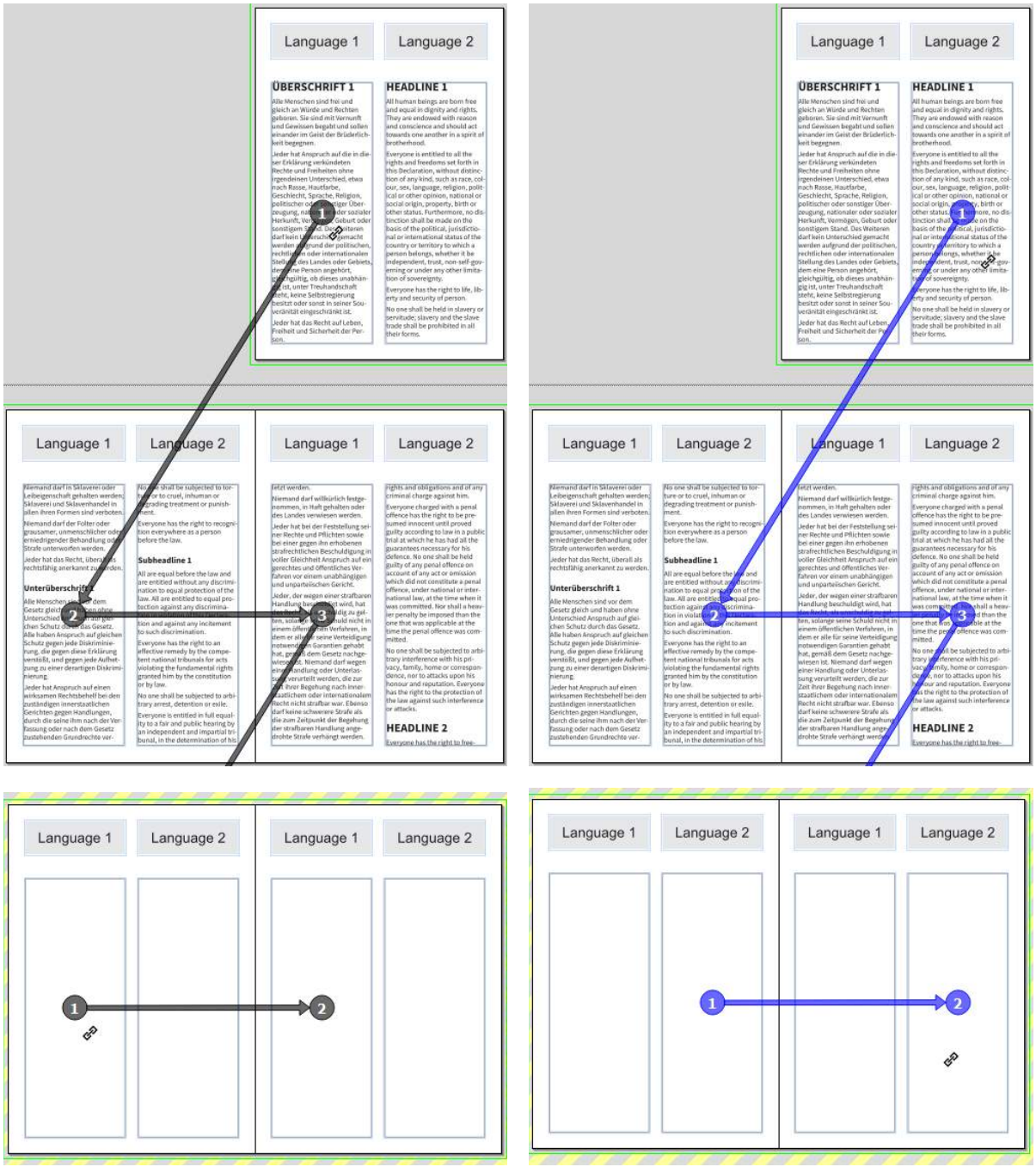
- One text object each on the left and right Alias page, each with a header and a footer.
- The header contains the variable “**Running Title**”. This results automatically from the text in the section formatted with the paragraph style sheet [Headline].
- The footer contains the variable “**Page Number**”, 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 using the **Pages** palette to drag corresponding document pages to the document pages area, 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.



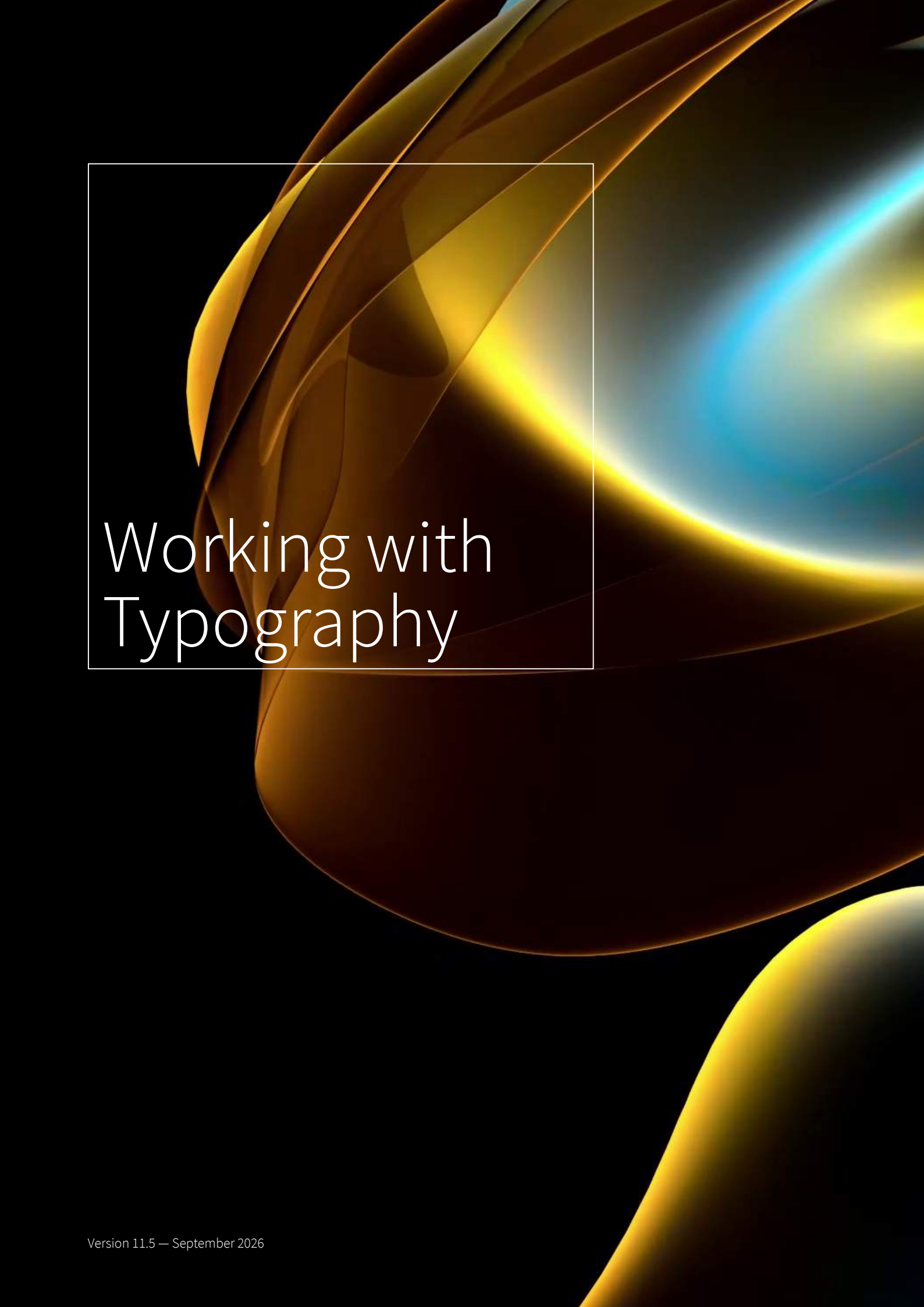
Settings on the Alias page:

- 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 concatenated into a text chain using the **Text chaining** tool. The left text object of the left side is chained with the left text object of the right side. After that, the right text object of the left side is concatenated with the right text object of the right side.
- Since only one text object per page is allowed to 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 chaining.

Settings on the document page:

- Choose the **Text chaining** tool to manually chain all left text objects into a text chain.

When using the **Pages** palette to drag corresponding document pages to the document pages area by dragging the Alias page, the text automatically flows as shown.



Working with Typography

Version 11.5 — September 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**.

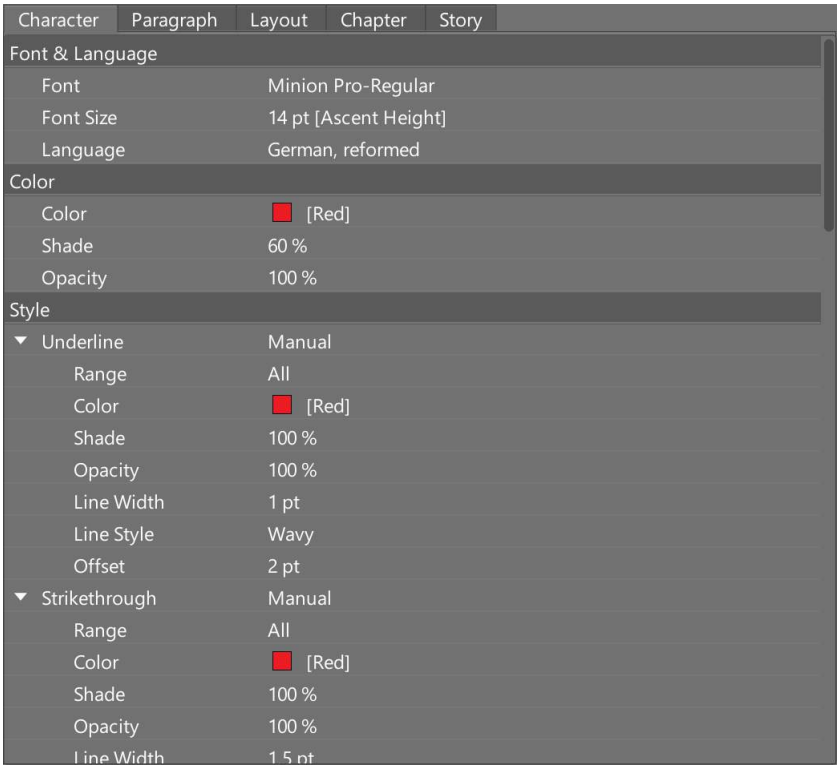
- **Chapter** — The chapter name, which is evaluated for running titles, for example. Please refer to the section Working with Text.
- **Story** — Attributes for the entire story or the entire text chain, for example the line counter or the options for footnotes and endnotes. Please refer to the section 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 all the options that are also available in the Module palette. Options with several values open a dialog.
- **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 needed options.
- **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 and the access rights, not all of the options described may be available. 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.

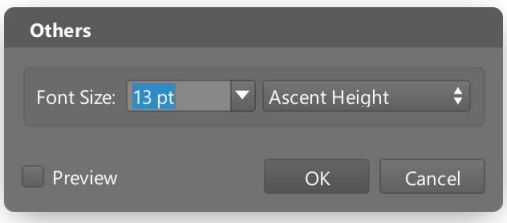
Assign a font

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.*

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. 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.

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.

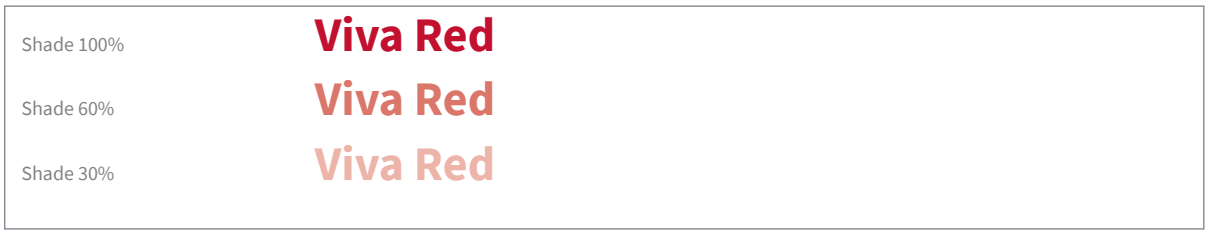
1. Choose **Edit > Preferences > Text** (Windows/Linux) or **{Application} > Preferences > Text** (Mac).
2. Activate or deactivate the option **Typographic Quotation Marks**.
3. Confirm your entry.

Note:

- *You determine which characters are used for a language in the preferences under* **Language** *on the tab* **Quotation Marks** *in the columns* **Single** *and* **Double**. *Please refer to the section* Preferences.
- *The option only affects input. Existing texts are not converted.*

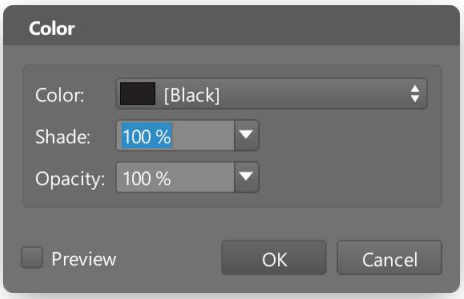
Color

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.



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.*

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).

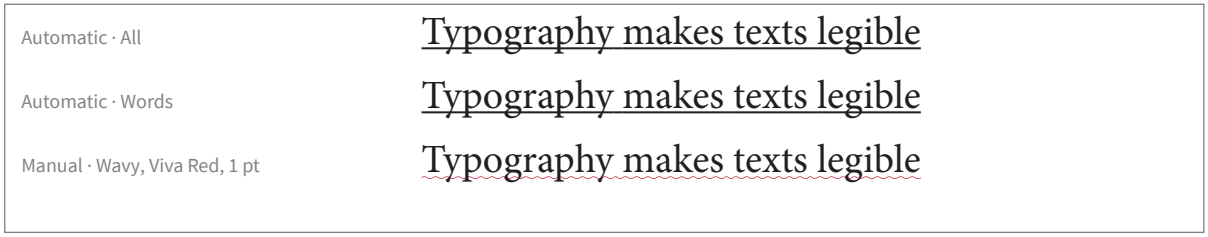
The program removes the styles **Underline**, **Strikethrough**, **Upper/Lower Case** and **Character Position**. The **Character Outline** and all the other character attributes such as font, font size and color are retained.

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.

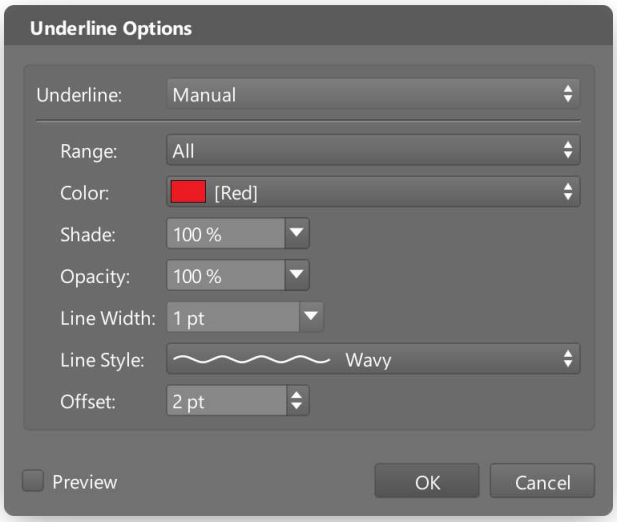


Assign an automatic underline

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.

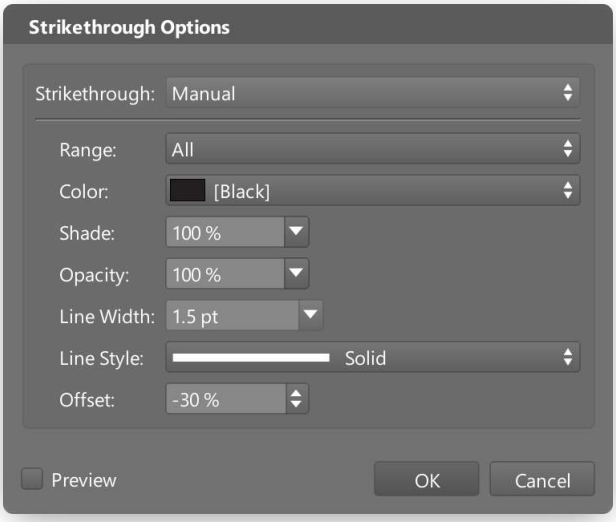
Automatic · All	~~Typography makes texts legible~~
Manual · Viva Red, 1.5 pt	~~Typography makes texts legible~~
Underline and Strikethrough	~~Typography makes texts legible~~

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.

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

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.

Superscript	$E = mc^2$
Subscript	H_2O
Superior	$x^1 + x^2$

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. In the dialog sections **Superscript**, **Subscript** and **Superior** make the required settings:
   - **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.*

Character 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.

Character Outline · White, line 0.75 pt, Miter

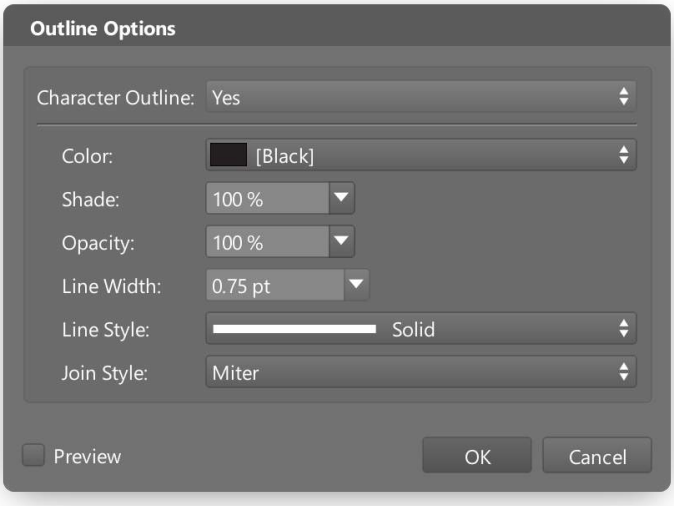
Outline

Character Outline · Viva Red 20%, line 1.5 pt, Round

Outline

Assign a character 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.

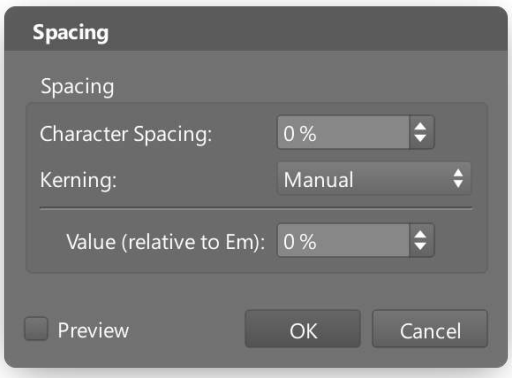
Spacing

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.

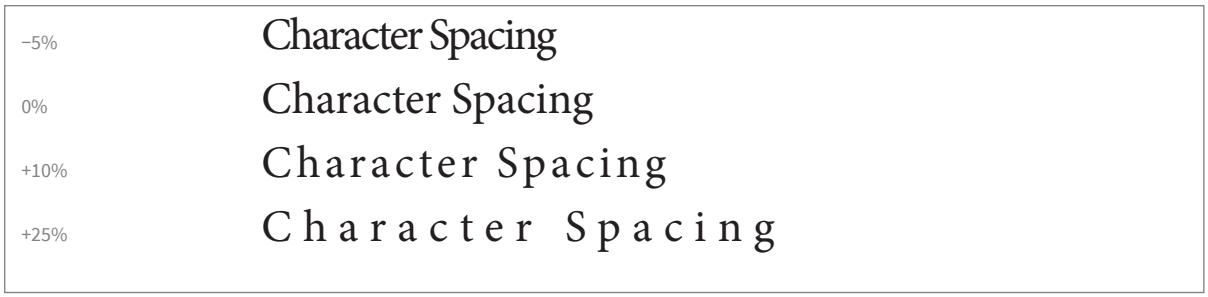


3. Confirm your entry.

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.*



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**.

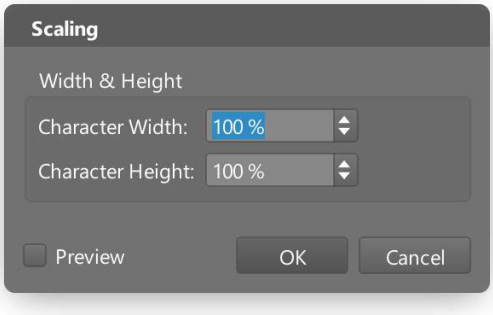
Scaling

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.

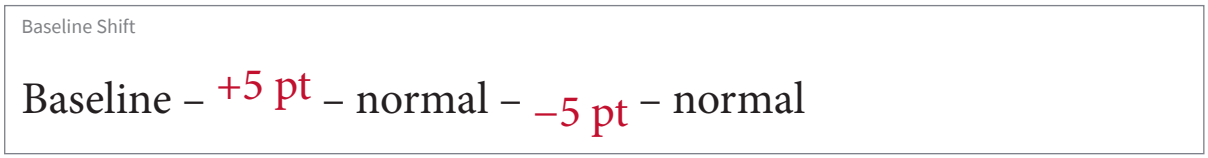
> *Scaling changes the stroke weights of the font disproportionately and therefore falsifies the design of the type designer. Wherever possible, use a condensed or extended font style of the font family.*

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.

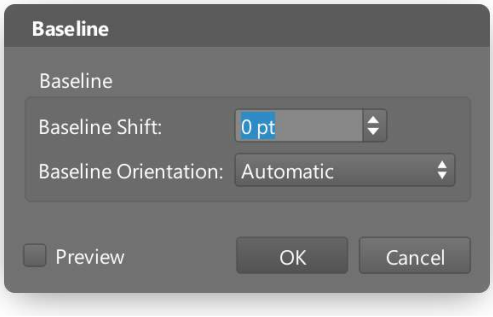
Assign a baseline shift

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.



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.

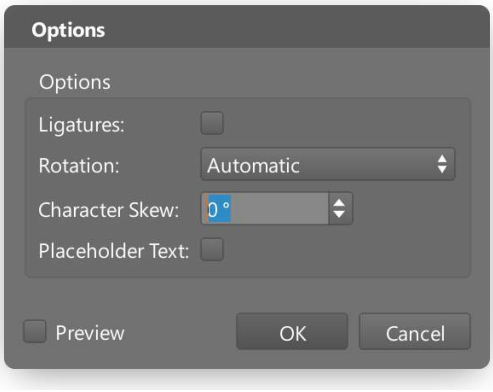
Ligatures: Yes

office · flight · affair

Ligatures: No

office · flight · affair

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.

Define the character rotation

With the help of the option **Rotation** you rotate individual characters or strings in steps of 90 degrees.

Rotation 0°

AB

Rotation 90°

A B

Rotation 180°

BA

Rotation 270°

A B

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.

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.

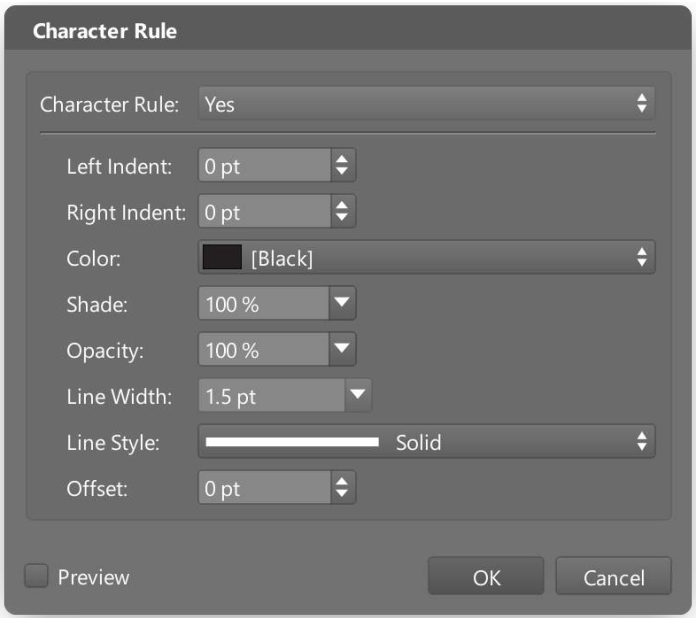
Choose **Window > Module > Character > Rules, Frames, Backgrounds** or, in the menu, **Text > Character Rules and Backgrounds** to display the options.



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**.

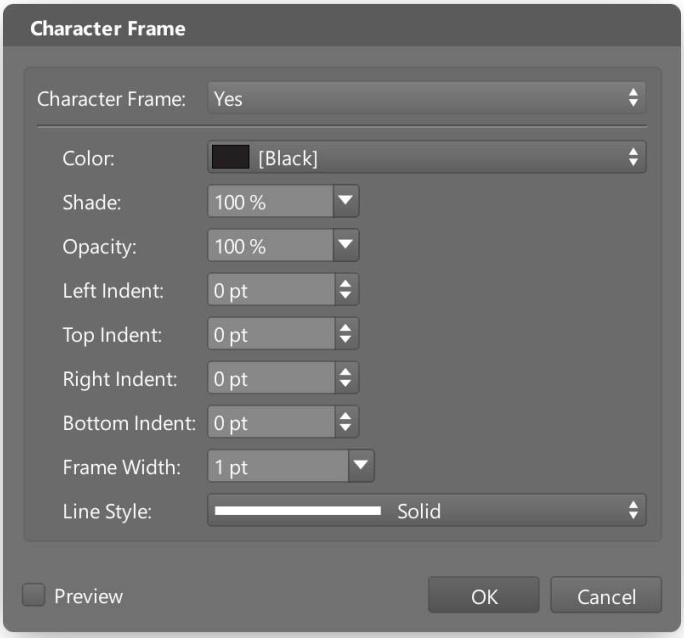
- Choose the menu **Text > Character Rules and Backgrounds > Character Rule** and then **Character Rule > Yes**.



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

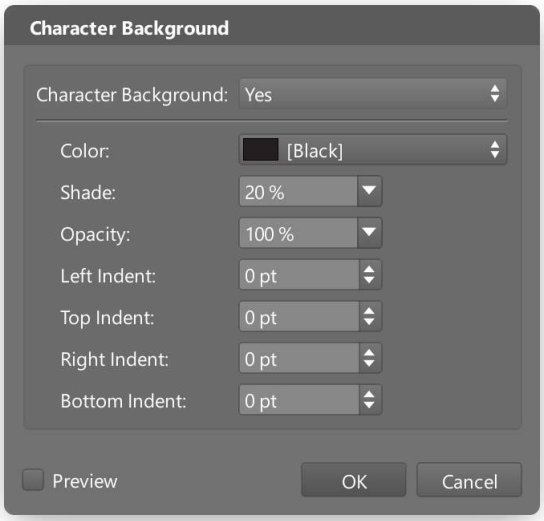
1. Select a string or a word.
2. Choose one of the following options:
   - Choose **Window > Module > Character > Rules, Frames, Backgrounds** and then **Character Frame > Yes**.
   - Choose the menu **Text > Character Rules and Backgrounds > Character Frame** and then **Character Frame > Yes**.



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.

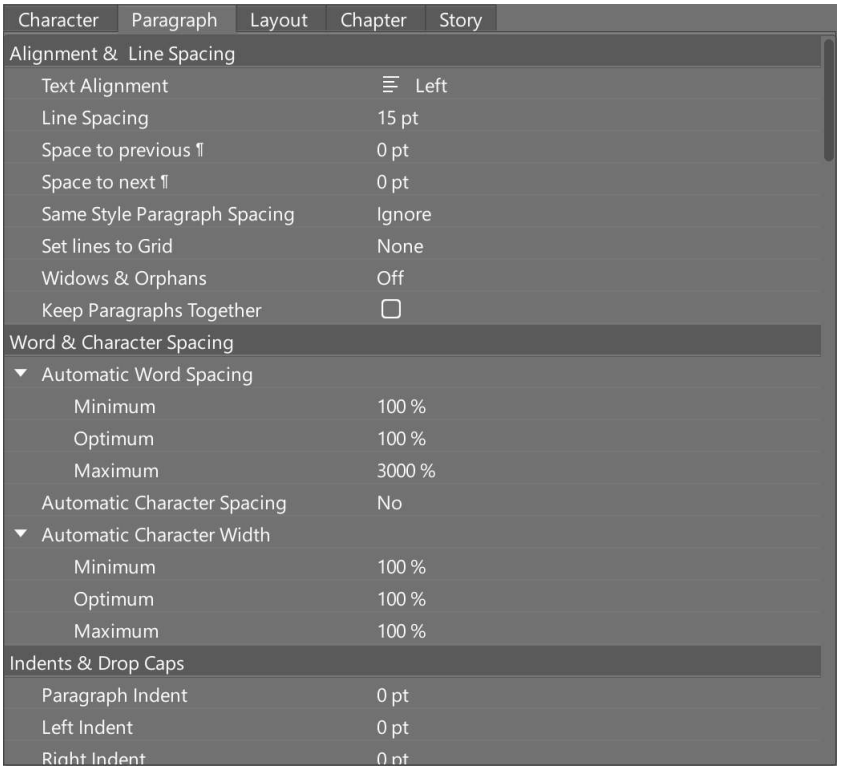
Table entries and links

The groups **Tables** and **Links** of the tab **Character** do not contain typographic attributes in the narrower sense. With them you mark a string as an index entry, contents entry, bibliography entry, picture entry, abbreviation entry or running title, or link it 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 left margin.
- **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 in such a way that it aids the reader's comprehension of the text to the maximum.

Right

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

Center

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

Justified

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

Forced Justified

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

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.

Line Spacing: Automatic

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

Line Spacing: 10 pt

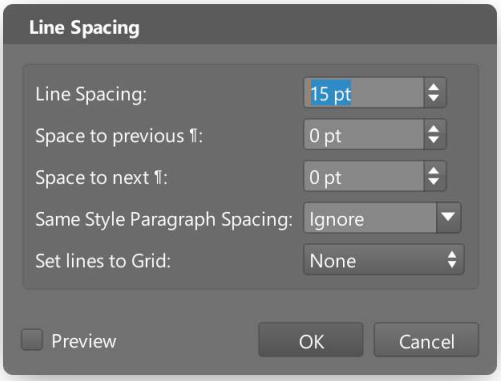
Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

Line Spacing: 14 pt

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

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** or, in the menu, **Text > Spacing > 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** or, in the menu, **Text > Spacing > 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.

All three options 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	Automatic word and character spacing
Antidisestablishmentarianism distributes the free space of a line in justified text between the words and, if necessary, also between the letters.	Antidisestablishmentarianism distributes the free space of a line in justified text between the words and, if necessary, also between the letters.

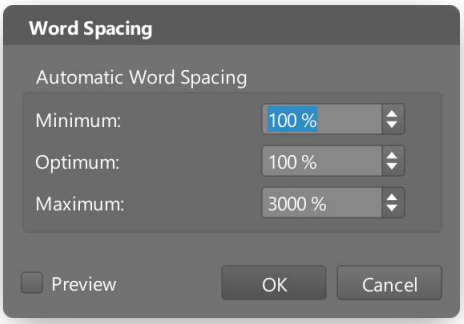
Note:

- *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**.



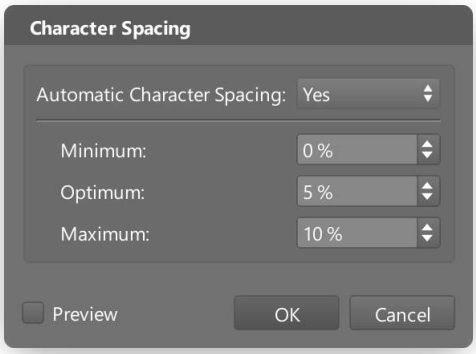
3. In the dialog section **Automatic Word Spacing** enter values for **Minimum**, **Optimum** and **Maximum**.
4. Confirm your entries.

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.

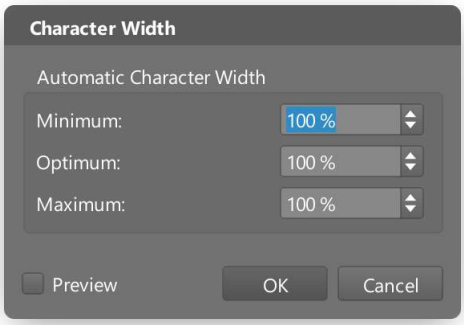
> *Note:*
>
> - *There is no rule of thumb for the optimum relationship between the three values. However, make sure that the spaces between the words always remain noticeably larger than the spaces between the letters. If the character spacing and the word spacing can hardly be distinguished from one 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.

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 begins without an indent at the left margin of the column.

The second paragraph begins with an indent of the first line.

Hanging indent

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

Left and right indent 12 pt

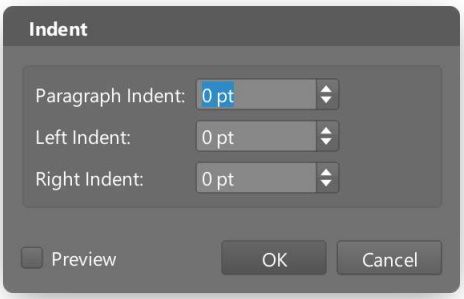
Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum.

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.

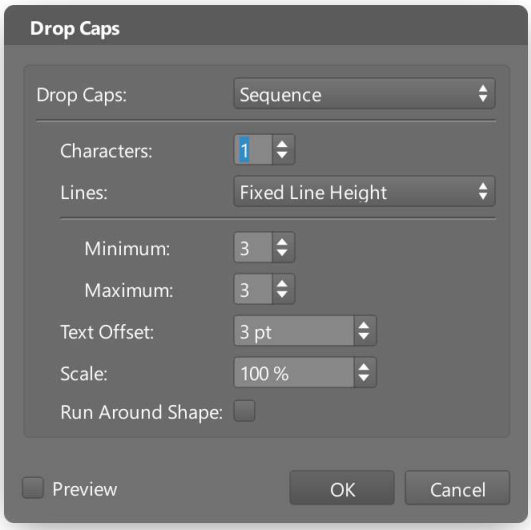
Sequence · 1 character · 3 lines

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

Whole Word · 2 lines

Type is the most important tool of typography. Line spacing, line length and font size have to match one another 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.

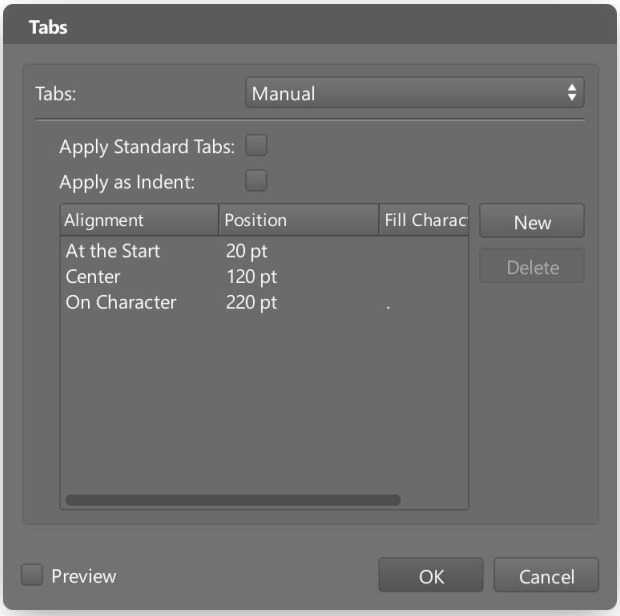
- **Standard tabs** — Are used if no manual tabs have been defined in the paragraph. The distance between the tab steps is determined in the preferences under **Text > Distance between standard tabs** and applies to the entire document.
- **Manual tabs** — Are defined for an individual paragraph. Every manual tab has a position, an alignment and optionally a fill character.

Tab at 240 pt · Alignment: On Character “.” · Fill Character “.”

Beverage	**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
- Line spacing, either automatic or as an absolute value
  - automatic
  - absolute, for example 14 pt for a body text in 10 pt
- Indents and drop caps

Numbering · 1, 2, 3 and a, b, c

1. Select text
2. Open Bullets & Numbering, namely via
   a) the Module palette, Paragraph tab, or
   b) the Text menu
3. Confirm entries

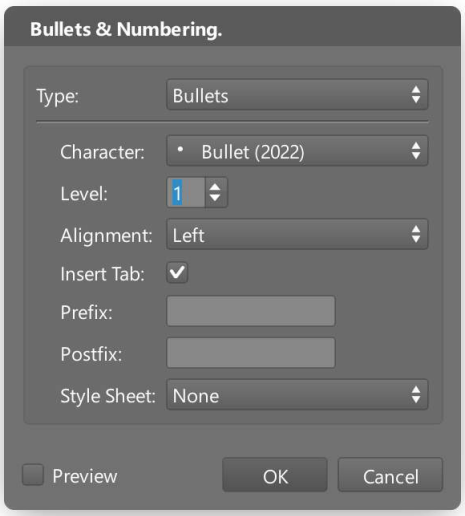
Assign a bullet character

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 popup menu **Format** choose one of the number formats **1, 2, 3, ...**, **A, B, C, ...**, **a, b, c, ...**, **i, ii, iii, ...** or **I, II, III, ...**.

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 in order 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.*
> - *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.*

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.

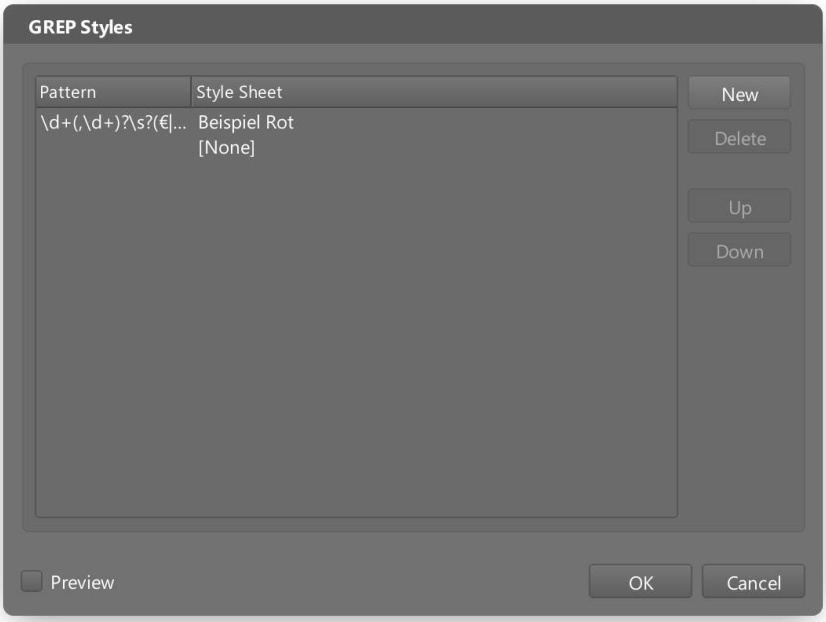
GREP style · Pattern \d+(\.\d+)?\s?(€|%) · Style Sheet “Example Red”

The price falls by **15%** from **24.90 €** to **21.17 €**. Delivery costs **4.50 €** plus **19%** value added tax.

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 ":" Example Bold, then up to "." Example Italic

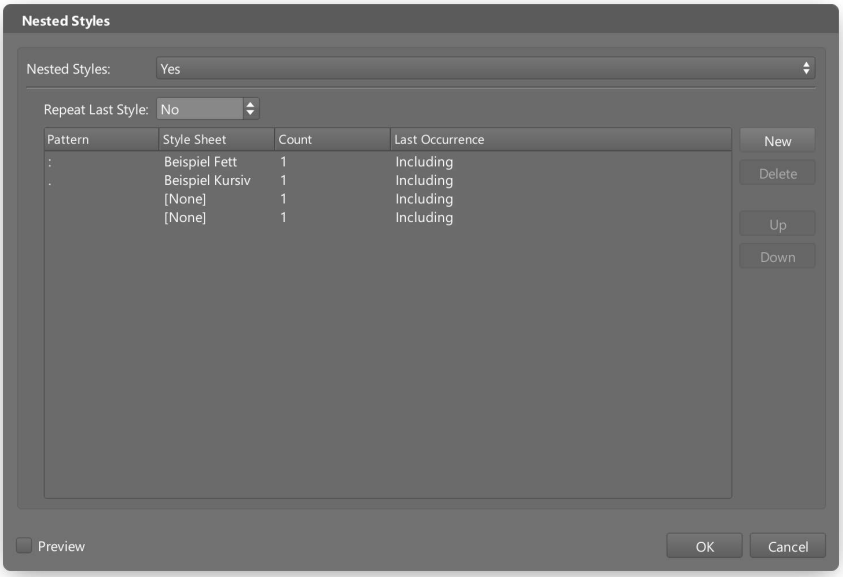
Kerning: *Letter fit.* Correction of the spacing between certain pairs of characters.

Ligature: *Letter join.* Merging of two or more letters into a single character.

Capital: *Upper case letter.* Letter of the majuscule 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

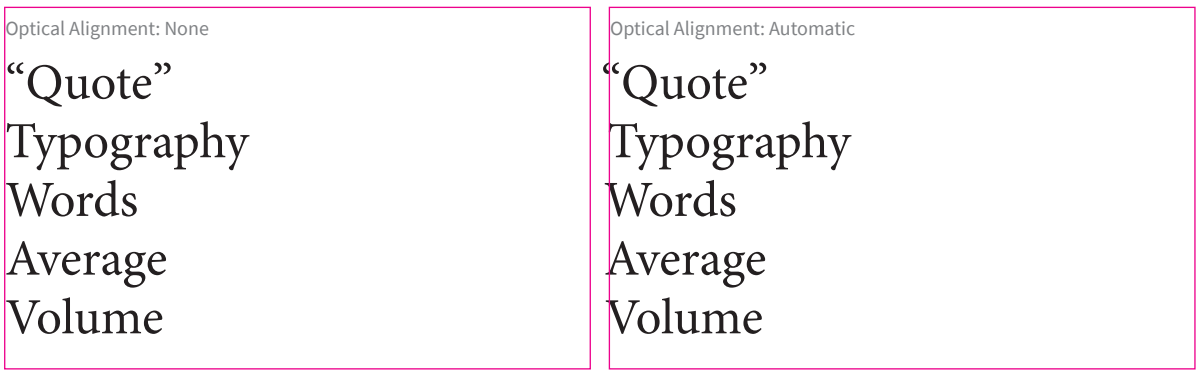
The writing direction determines the direction in which the characters are arranged within a line. It is not to be confused with the line orientation, which as a layout attribute determines the arrangement of the lines.

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* Typography 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.

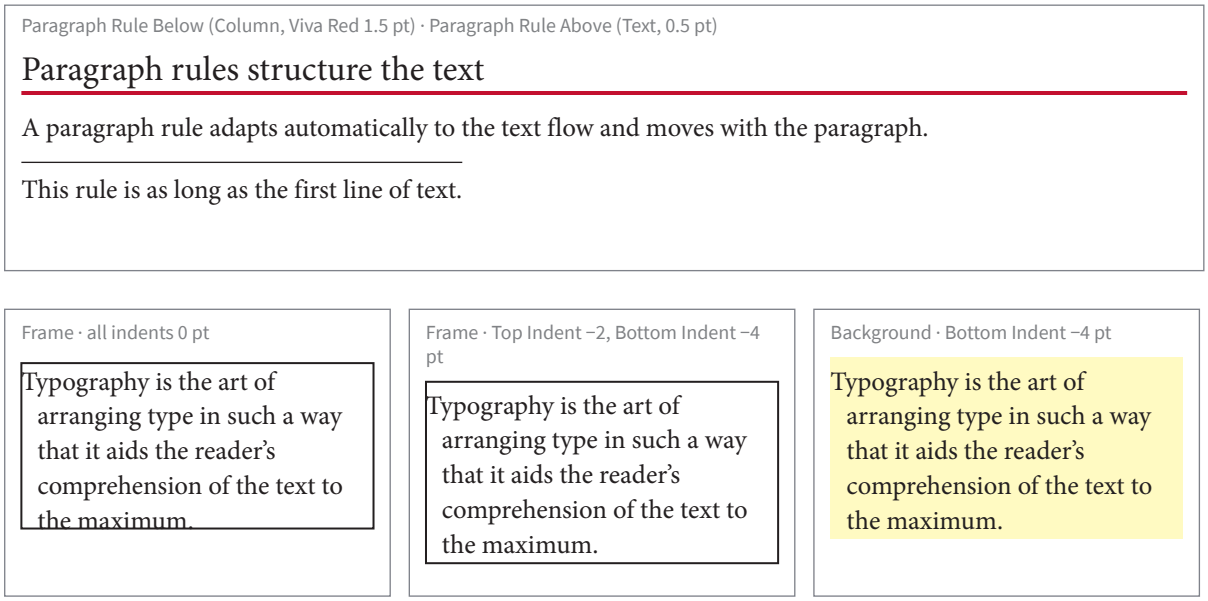
Suppress the line counter

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.

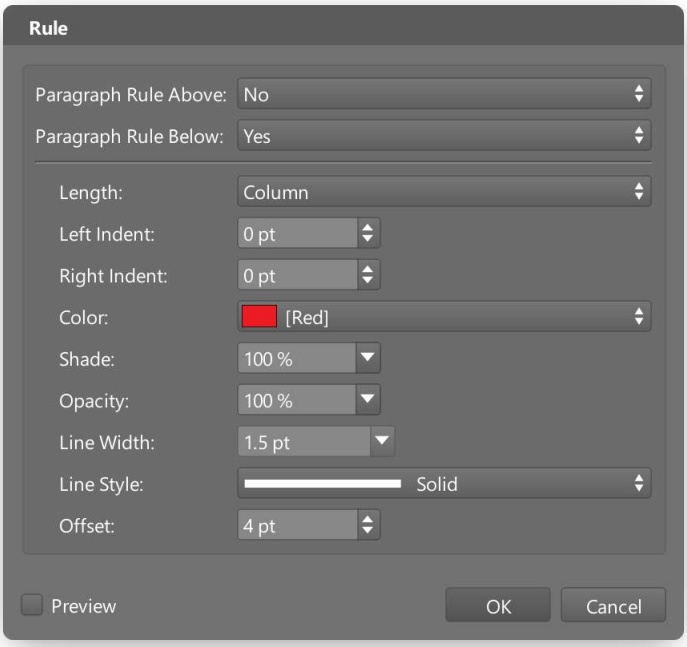


Assign a paragraph rule

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.

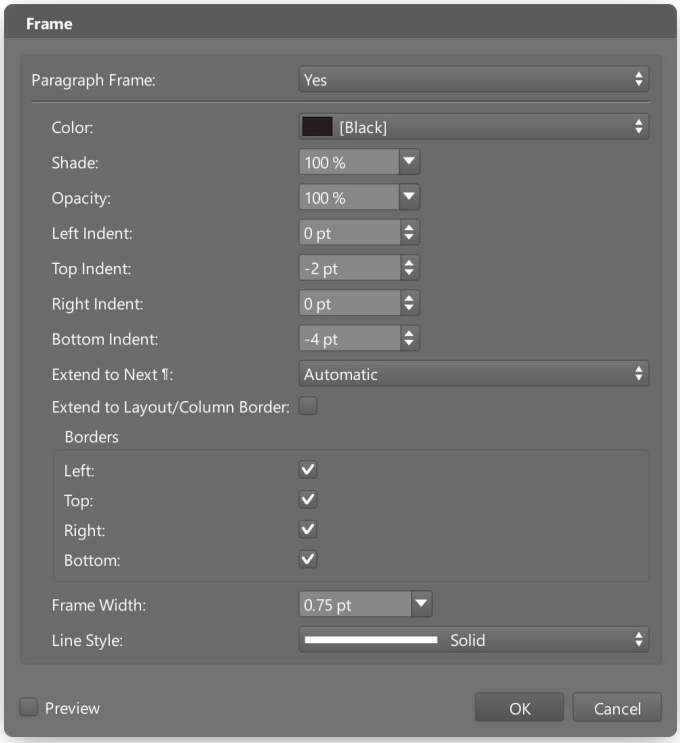
6. Confirm your entries.

> *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.

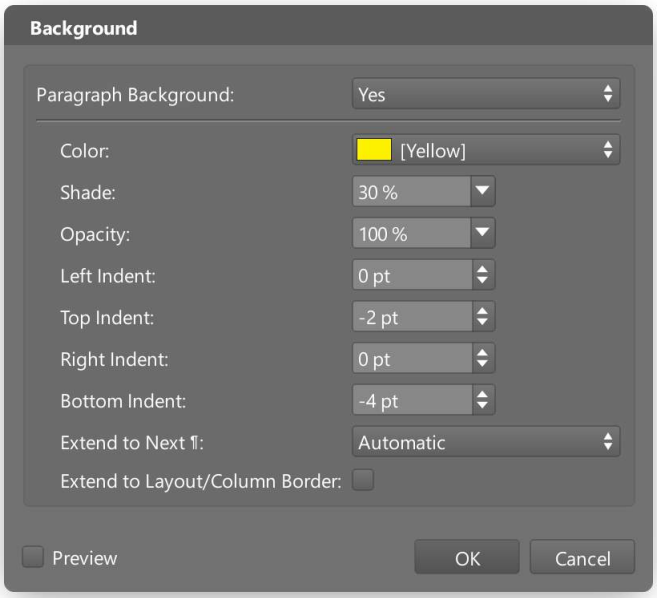
5. Confirm your entries.

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.

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.
   - **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.
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.

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.

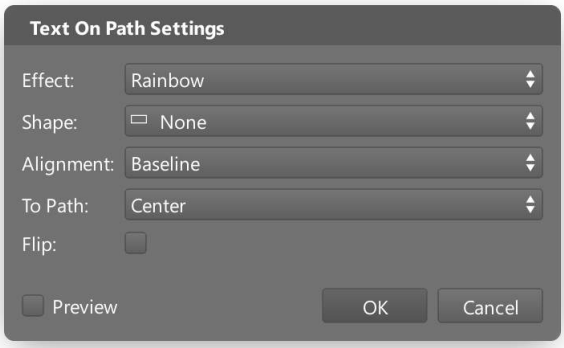
> *Note:*
>
> - *Alternatively, in the palette* **Tools** *you can choose a tool of the type* **Text on Path (LTR) Tool**, **(RTL)** *or* **(TTB)** *in order to create a line object and the associated text on path with the required writing direction at the same time.*
> - *If you change the path, the text follows the new contour automatically.*

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.

- **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)**.

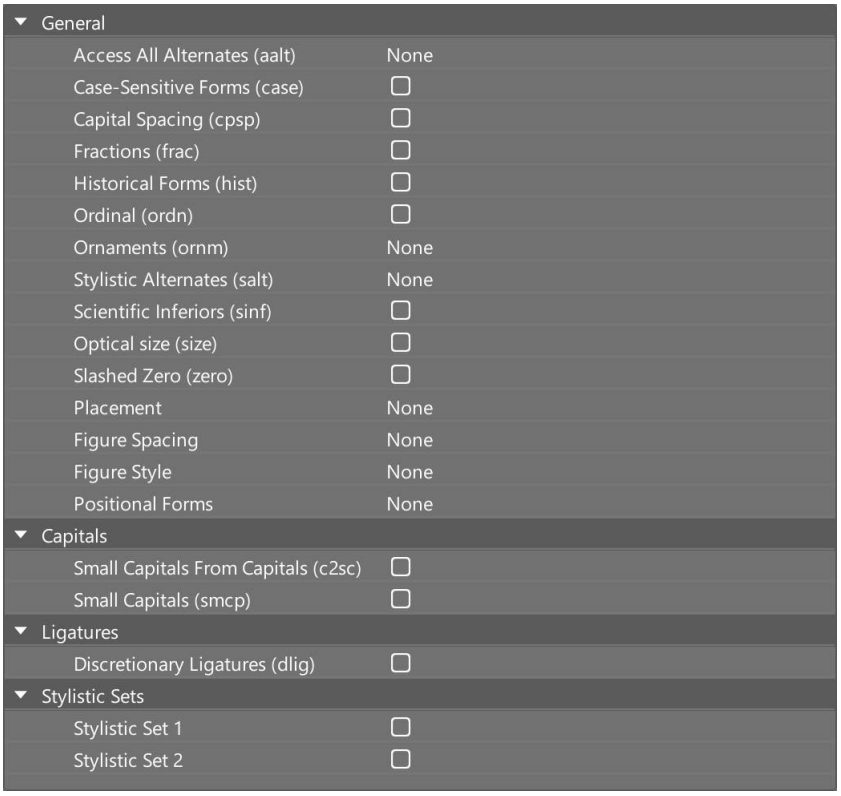
> *The designation in brackets is the four-character tag under which the feature is listed in the OpenType standard. The tag is the same internationally and helps you to find the feature again in the documentation of the font.*

Lining Figures (lnum)	0123456789
Oldstyle Figures (onum)	0123456789
Tabular/Monospaced Figures (tnum)	1111 · 7777
Proportional Figures (pnum)	1111 · 7777
Fractions (frac)	½ · ¾ · ⅝
Small Capitals (smcp)	Small Caps
Small Capitals From Capitals (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

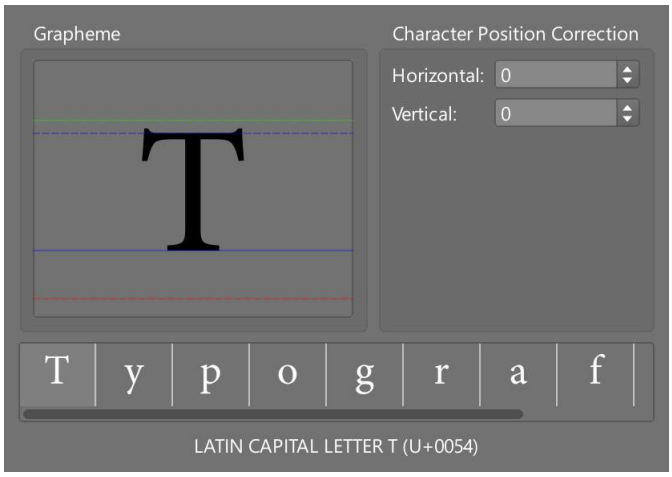
The Character Inspector allows the individual positioning of single characters as well as the arrangement of characters in combination with diacritical marks such as accents. A character may consist of several independent components; the combination of these components is called a grapheme.

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 area of the palette, in the field **Grapheme** select the component that you want to move.

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 input fields **Horizontal** and **Vertical**.

5. Confirm your entries.

> *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.*

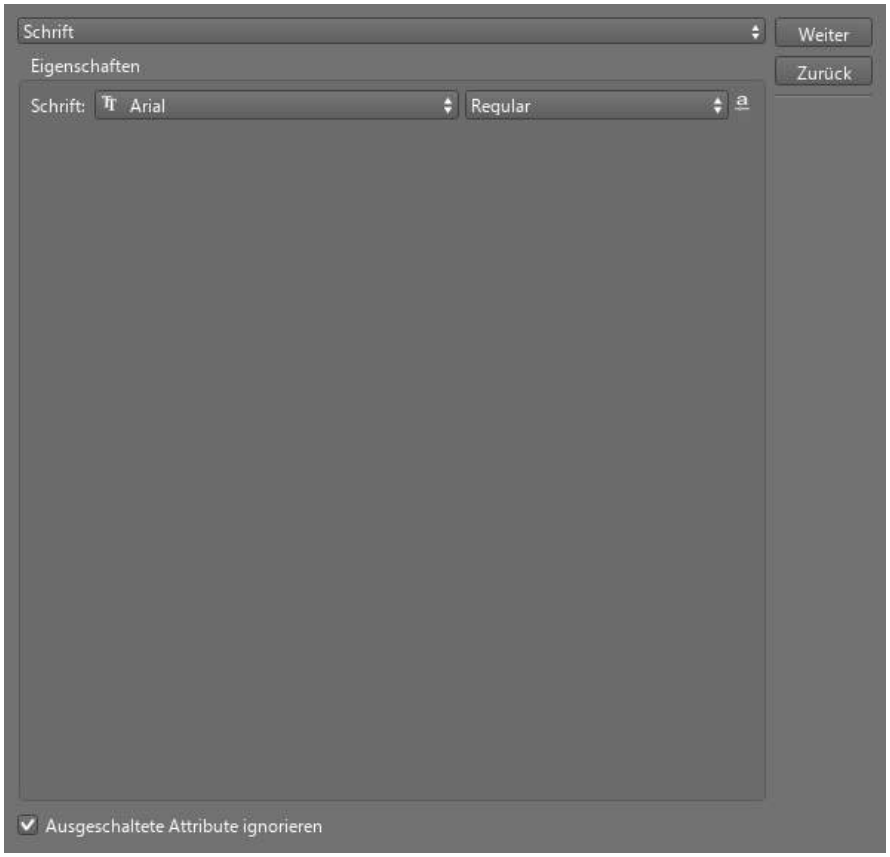
- *The Character Inspector additionally displays which form a character takes on in the current context. This is particularly helpful in Arabic texts, in which a character takes on an initial, medial, final or isolated form depending on its position in the word.*

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 typesetting.

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.

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.

Typography in different writing systems

The program supports texts in writing systems that are read from left to right, from right to left and from top to bottom. You can mix texts in different writing systems within one text object.

Arabic and Hebrew texts

Arabic and Hebrew texts are read from right to left. Numbers and interspersed Latin words, on the other hand, are still set from left to right. For the correct arrangement of such mixed texts the program uses the bidirectional algorithm of the Unicode standard.

Create a text object for Arabic and Hebrew texts

1. In the palette **Tools** click the tool for text objects and hold down the mouse button.
2. Choose a tool of the type **RTL** (Right To Left) in order to create a text object with a writing direction from right to left.
3. Click on the document page and create the text object.

> *Please refer to the section* Working with Text.

Change the writing direction of an existing paragraph

1. Position the insertion point in a paragraph or select several paragraphs.
2. Choose the menu **Text > Paragraph Options > Writing Direction > Right to Left**.

> *Note:*
>
> - *The writing direction is a paragraph attribute and determines the base direction of the paragraph. It defines at which side the paragraph begins and how neutral characters such as punctuation marks or brackets are arranged.*
> - *The line orientation, on the other hand, is a layout attribute and determines the direction in which the lines are built up. For Arabic and Hebrew texts you keep the line orientation* **Top to Bottom**.
> - *Additionally assign the language* **Arabic** *or* **Hebrew** *to the text, so that the spell check and the typographic quotation marks work correctly.*

Character forms and ligatures in Arabic texts

In Arabic texts a character takes on a different form depending on its position in the word. The program determines these forms automatically from the font. With the palette **OpenType** you can determine a different form for a passage of text.



- **Initial Form (init)** — The form at the beginning of the word.
- **Medial Forms (medi)** — The form within the word.
- **Final Form (fina)** — The form at the end of the word.
- **Isolated Form (isol)** — The standalone form.

In addition, use the following options:

- **Space with zero width (non-joiner)** — Prevents two characters from being joined. Please refer to the section Working with Text.
- **Space with zero width (joiner)** — Forces two characters to be joined.
- **Character Inspector** — Allows the position of individual components of a grapheme, for example of vowel signs, to be corrected.

> *Note:*
>
> - *The program does not offer a separate option for kashida justification, that is, for stretching letter joins in justified text. Instead, use the character Tatweel (Unicode 0640) as well as the options* **Automatic Word Spacing** *and* **Automatic Character Spacing**.
> - *No positional forms are available for Hebrew texts, because Hebrew characters do not change their form depending on their position in the word.*

East Asian texts

For texts in Chinese, Japanese, Korean and Vietnamese the program provides a number of separate options. These include the vertical line orientation, the grouping of characters (tate-chu-yoko), the ruby text (furigana), the outline text and the character rotation. Please refer to the section Working with Text, subsection CJKV 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.

Line spacing 9 pt · too tight

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

Line spacing 12 pt · balanced

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

Line spacing 17 pt · too wide

Typography is the art of arranging type in such a way that it aids the reader's comprehension of the text to the maximum. Line spacing, line length and font size have to match one another.

- 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 11.5 — September 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 (2^2) different colors. A Color Depth of 16 Bits allows up to 65,536 (2^{16}) 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 information about drawing the image and its attributes (line weight, color, etc.). Vector graphics can be created with an illustration program. VivaDesigner also stores its information about graphic elements such as objects, frames, 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 re-scaling of a vector image(e.g. 200%).

Commonly used image formats

There are hundreds of different image formats. In the professional publishing field the TIFF, EPS and PDF image formats play a dominant role. Other formats like JPEG, or the Scitex CT format are becoming more popular. To be able to assess which format is best for which document, you need to have some background knowledge. We will therefore examine these formats in more detail.

Generally you can recognize image formats by their suffixes.

Raster Image 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. On Mac OS X VivaDesigner recognizes an image in TIFF format even if it has no suffix.

The JPEG format

This platform-crossing format for raster images was developed in 1992 by the Joint Photographic Experts Group (JPEG). What (in the jargon) is 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 in the Internet and in digital cameras. The advantage of the JPEG format lies in its high compression rate, which however is not

without losses. This means that the higher the compression rate, the greater is the loss in quality. Therefore professional digital cameras store their images in either JPEG or in loss-free, 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, raster images in JPEG format should be converted to TIFF or EPS formats with the CMYK color model.

You can however freely use JPEG images 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.
- Ensure that the JPEG images have a resolution of 300DPI, insofar as the size of the image is not reduced.

The BMP format

Windows Bitmap, BMP for short, is a file format for raster images that was developed by Microsoft for the operating systems Windows and OS/2 and was introduced with Windows 3.0. The suffix is .bmp, occasionally .dib. Like the JPEG format, the BMP format is only suitable for professional output in a very limited way. If possible, raster images in BMP format should be converted to TIFF or EPS formats with the CMYK color model.

You can however freely use BMP images 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 BMP images. Should this not be possible, you should only use BMP images for screenshots.

The PNG format

The PNG format (PNG stands for **Portable Network Graphics**) is a plat-form-crossing format for raster images. By contrast to the JPEG format the data is saved without losses and may contain transparency information. Despite this, the PNG format is not suitable for a professional output due to it being limited to the RGB color model. If possible, you should convert raster images in PNG format to TIFF or EPS formats with the CMYK color model.

You can however freely use PNG images 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 PNG images. Should this not be possible, you should only use PNG images for screenshots.

The SCITEX formats

The application supports three image formats developed by SCITEX Corp., namely the CT (Continuous Tone) format, the LW (Linework) format and the BM (Bitmap) format.

The CT-format was developed for maximum performance on SCITEX RIPS and exposure devices. The format is a highly compressed bitmap format, containing color-separated data, optimized for SCITEX proprietary hardware devices.

The BM-format is a simple 256 pixel per bit screen format. Although this format may also contain color-separated data,. the files are very compact.

The LW-format is ideally suited to black-and-white line-art scans for instance. Since it basically contains only two colors very large scans may be highly compressed and efficiently stored.

Vector Image Formats

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.

The PDF Format

The PDF format is a document format that can save any text and images in a high quality, 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.

OPI Images

The so-called OPI images present a special feature in the use of image formats. OPI stands for **Open Press Interface** and was developed in the nineties to reduce the data mass for images when working with layout programs. OPI images are not created by an image or photographic program, but by a so-called OPI server. This server creates low resolution versions of images in TIFF or EPS format in the form von **Layout images**. The OPI server creates for example from a 20MB TIFF or EPS file an 800KB layout image. A layout image receives the same file name when it is created. According to the server settings the layout image may receive the suffix of the high resolution original (**.eps** or **.tiff**) or the suffix **.lay**. Technically we are still dealing with images in TIFF or EPS format, which however possess an additional commentary with the name and path of the high resolution file. The much smaller layout images can be imported very quickly and save memory space. In the print output later you can specify in the program if this commentary should be included in the output, so that the OPI server can later replace the layout images with the high resolution original data.

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, images are always displayed in closed picture objects. For this reason, a picture object must be created before the required 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.

Create a new picture object interactively

1. Choose one of the following options:
   - Click the **Picture Object Tool**.
   - 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

1. 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 object frame will be highlighted.This imaginary frame shows at which point the mouse pointer will change into the object pointer with which you can select and move the object itself.
- 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

You can import pictures using a selection dialog, interactively with **Drag and Drop** or with the **Clipboard**.

The Import Command

You can import pictures (images or illustrations) using the import dialog. The program opens its own dialog as the default for picture import, which is identical for all operating systems. You already know the operation of this dialog from other sections.

Import picture 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 file with the mouse pointer or enter the name of the picture file in the entry field **File Name**.
6. You may select an option in the popup menu **File Type** to limit the display of picture files.
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 the **Open** button when you want to import the picture file you have selected.

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**.

Drag and Drop

Drag and Drop is a well-known technique with which you can move files and folders in the operating system. You can use the mouse to import pictures directly from the desktop or any folder on your computer, an external hard drive or local network.

Import pictures to existing picture objects with Drag and Drop

1. Open the folder containing the picture files.
   - Make sure that both the icon of the picture file and the picture frame in the document window are visible.
2. Click the picture file icon and with the mouse button held down, drag it over the picture frame in the document window.
3. Release the mouse button to import the picture into the picture object.

You can also use the **Drag and Drop** function to import a picture and at the same time create a new picture object. Simply drag the picture file to the document page and release it. The picture will be imported in an object with a default size determined by the program, and you can then edit the picture and object settings in the usual way. With this method you can also import a number of pictures simultaneously.

Import several pictures with Drag and Drop

1. Open the folder in the operating system.
2. Mark the picture 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 pictures. The program will import and display them in a default size determined by the program according to the number of pictures imported.

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 delete the picture and leave an empty picture object, or you can import another picture into the same picture object.

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 an image when you want to paste the image into 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.

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

As long as there are no preference properties set for a picture object an imported picture will be placed in the upper left corner of the picture object. However you may move the picture in the picture object in any desired direction. 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 object frame proportionally and centering the picture in the picture object.
- Skewing and rotating the picture.
- Resizing the picture object.

Moving Picture Content

The picture can be moved and aligned with the mouse/grabber hand, with the arrow keys or with menu commands. In the default settings the picture preview will be displayed when the picture is moved in the picture object. The preview is also shown with a frame to help 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** palette or **Quick Access** palette to define the top left hand position of the preview in the picture frame. 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.

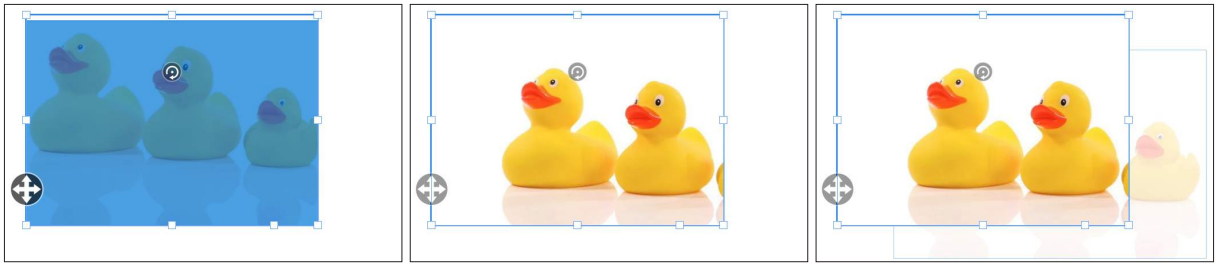
The speed and display quality when moving pictures can be defined in the **Document Preferences** for **Pages & Objects**.

Display options for moving pictures

1. Choose the option **Pages & Objects** in the **Preferences**.
2. Choose one of the following options in the popup menu **Move Image Content**:
   - **Gray out images** — Only a (blue) frame instead of a preview should be displayed when moving a picture. This option is suitable for very slow computers.
   - **Show image preview in frame** — The preview should be displayed when moving a picture. This option is activated as default.
   - **Show complete preview** — The complete preview should be displayed when moving a picture. This option is suitable for very precise picture positioning, and is intended for very fast computers.
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 in the Preferences the option **Gray out images** has been activated, the program shows a blue frame covering the image preview.
- If in the Preferences the option **Show image preview in frame** has been activated, the program only shows the preview within the picture object.
- If in the Preferences the option **Show Complete Preview** has been activated, the program will show the complete image preview.



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 may of course also be determined by subsequently altering the size of the picture object. If you resize the picture object upwards or to the left the image preview inside will follow the movement, not changing its offset 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 select **Crop image on all sides when stretching** in the **Preferences** for **Pages & Objects**, the picture remains in its position in relation to the page, and the offset within the picture object will change.

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 (frame) to the picture preview

1. Click the surface of a picture (Picture mode).

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.

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 image content relatively according to the size of the picture object using the **Center** command from the **Picture > Alignment** menu. You also may use the shortcut keys **Ctrl + Shift + M** (Windows/Linux) or **Command + Shift + M** (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 you resize the picture object upwards or to the left the position of the image inside will not change in relation to the page if in the **Document Preferences** for **Pages & Objects** the option **Crop image on all sides when stretching** is selected.

Mirror, Rotate and Skew picture preview

You can mirror, rotate and skew picture previews in picture objects.

Mirroring picture previews with the Picture Slider

1. Click the surface of a picture to activate the Picture mode. The slider should appear 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 rotate the picture preview to the right, negative values rotate the picture preview to the left.

Mirroring, rotating or skewing picture previews with the dialog

1. Choose a Picture object.
2. Choose an appropriate option to activate the **Object** mode:
   - Click the object frame.
   - 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 object settings**:
   - 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 1600% 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:

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.
   - Choose a scaling factor between25% and 400% in the popup menus **Horizontal Scale** and **Vertical Scale** in the **Module** palette ALWAYS choose the same setting between 25% and 400% for both.

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.

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 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 for **Horizontal Scale** and/or **Vertical Scale**. The entry fields accept values between 1% and 1600% 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) and resize the 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 for **Horizontal Scaling** and/or **Vertical Scaling**. The entry fields accept values between 1% and 1600% 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 application offers options in the Preferences for the Preflighting of images. You can activate warning frames for images that have the color modes RGB, Gray scale or black and white (Bitmap), warning frames for images with transparency or shadow, and set minimum resolutions for different color modes.

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.

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.

> *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.*

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.
- If you work with vector images in EPS format, ensure that the image files are created with a TIFF preview, so that the images can be displayed on all platforms.
- 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 for Images to define whether and in which quality the preview of vector images in EPS format should be displayed. The higher the quality, the longer it will take to import the image file.

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.
- The definition **Limit image scaling to** in the **Document Preferences (Pages & Objects)** is set to 1024 Pixel as default. You may increase this, but you must be aware that the higher the value, the more working memory (RAM) will be required. Any change to the setting will only take effect on newly imported images in the document.

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.

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**).

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.*

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 images in the document. By default, the application saves in the document only a preview of the original images used and a link (path) to the original images in the document. Embedding images is useful if you want to make sure that you can make a high-resolution output for printing even if you do not have access to the original images.

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 **Embed all used images** option basically embeds all original images used in the document into the document. Please refer to the notes in the Preferences section.

However, depending on the number and size of the images, this option can significantly increase the size of the document. This slows down the opening of documents in a web application, for example. Therefore, it may make sense to embed only certain images or to exclude certain images from embedding. Which strategy makes sense depends on who prints or exports the documents as PDFs when they are finished.

You print or export

If you create a template (photo book, brochure) into which external users import images, it may make sense to embed only those users' images when you print or export that document as a PDF after it's finished. In this case, you can use the presets to embed all images, but exclude the images you import.

Print or export external users

If you create a template (photo book, brochure) where external users import images, it may be useful to embed only their images when the document is printed or exported as PDF by external users after completion. In this case, you only need to ensure that the images you import 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 options below:
   - 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 options below:
   - 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.

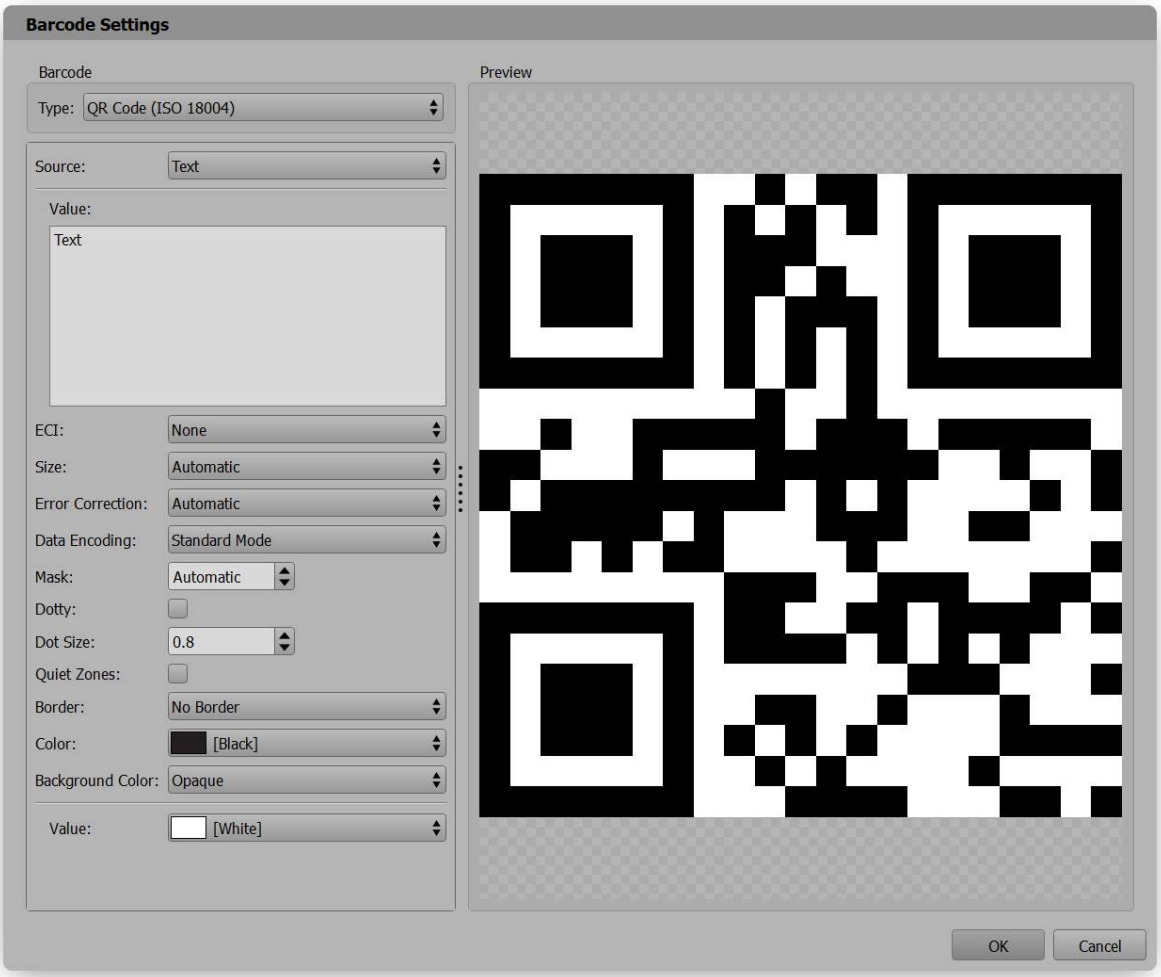


Working with Codes

Version 11.5 — September 2026

Working with codes

The program automatically generates a PDF based on the entries and settings and places it in the image 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: Even if the screen display may appear pixelated, it is a vector image that can be enlarged and scaled as required. This also applies if the image/picture object is copied into another document.

Creating codes

1. Create a rectangular image object or select an existing image 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** pop-up menu.
4. Then choose one of the following options depending on the selected type:

- **Text** — Enter the desired text or 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 and a text for the SMS.
- **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. 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, choose **Background color** 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. Choose the image object with the code.
2. Choose **Object > Code** in the menu.
3. Make the desired changes.
4. Confirm the entry.



Working with Tables

Version 11 .5— September 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 during the selection you hold down the* **Shift** *key, you can select rows, columns and cells simultaneously.*

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 for row height and column width*
>
> - *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 respectively 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 text cell and type a few characters.
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.

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**.

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** and 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 **Width**, **Style** and **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 **zero**.

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 **Width**, **Style** and **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 Libraries

Version 11 — September 2026

Working with Libraries

Introduction

The Library is a container that shows all objects or elements that the user has stored in the library. To load a library, choose Open > Library and select a library file, or create a new library by choosing New in the Library palette. To add an element, an object, several objects, or a group to the library, select the desired objects and apply the appropriate command in the Library palette. To move an object from the Library to a document, select the object in the Library Palette and drag it to the document while holding down the mouse button. Alternatively, choose Place Item(s).

Creating/Opening a Library

To create or open a library you must have a new or existing document open.

Create a Library

1. Choose one of the following options:
   - Choose **File > New > Library**.
   - Click **New** in the **Library** palette if no library is currently open.
   - Click the icon at the top right of the **Library** palette and choose **New Library**.
2. Save the Library with a suitable name.

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 File Type **Viva Library (*libd)** will be selected automatically. 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. Choose an image file and click **Open**.
4. Click **Yes** in the prompt dialog. The path to the file will be saved in the library, and also when the element is inserted into a document (green checkmark).
5. Add another image file but choose **No** in the prompt dialog. The path to the file will be NOT saved in the library, and when the image is inserted into a document it will be embedded (black checkmark).

Add a text file to the Library

1. Open the Library palette. If this is not visible, click **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. Click **Yes** in the prompt menu.

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. Repeat the above but mark two different objects:
   - Drag the selection to the **Library** palette to add the objects as a grouped element.
   - Choose **Add Selection Group** to add the objects as a grouped element.
   - Choose **Add Selection** to add the objects as individual elements.

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.

Remove a file or elements from the Library

1. Open the **Library** palette. If this is not visible, click **Window > Library**.
2. Mark 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 entry.

The library will save all your changes automatically without prompting.

Using the Library

Open the Library

1. Create a new document.
2. Choose **File > Open**.
3. Choose the **Library format (*libd)** or **All readable documents**.
4. Choose the Library and click **Open**.

Add 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.
4. Choose two images in the Library and repeat the above action. The images will be placed on top of one another on the document page.

Add a text file from the Library

1. Open the Library palette. If this is not visible, click **Window > Library**.
2. Choose a text file/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 text file and drag it to the document page or working area. Release the mouse button.
4. Choose a Text Encoding and if required click **Typographic Quotation Marks**.

Add graphic and text elements saved in the Library from a document

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)**.
   - 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.

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 the context menu. Repeat the action to hide the grid.
- 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.

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.

Managing Libraries

If you fill a Viva Library with images whose file size is large, you will soon find that the size of the library becomes unmanageable, particularly if you are working in a cloud environment. To help you manage your libraries, the Library palette provides the command **Expand Library**. With this command you can save the library (as a copy if you wish), with the difference that the elements in the library are saved separately and not physically contained within it. You can at any time reverse this with the command **Compact Library**.

Expand Library

1. Create a new folder for the expanded library.
2. Choose one of the following options:
   - Click the menu icon in the top right corner of the palette and choose **Expand Library**.
   - Click in the palette and choose **Expand Library** in the context menu.
3. Choose the new folder you have just created and give the copy of the library a suitable name (e.g. Library-1-expanded).
4. Check the new folder. You will see that the elements of the library have been saved separately.

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.
   - 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.

- 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).

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.

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.

3. Enter the optional information for the element:
   - **Name** — the name of the element
   - **Author** — the name of the author
   - **Copyright** — any relevant copyright information
   - **Description** — a description of the element

4. Confirm your entries.

Search for entries in the library

1. Open the library.

2. Enter a word or phrase and click **Find**.

3. All elements of the library whose information contains the characters you entered will be found.

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 or are no longer needed. Of course, these can be removed and new elements added, but the existing elements can also be updated. If you have entered information about the element in the library, it will be retained. The principle applies not only to images, but also to all elements.

1. Open the library.

2. Choose an element.

3. Import the new image to the document. Select the image object.

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.

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 **{Application} > Preferences > Dependencies** (Mac).
3. Choose **New** and a library.
4. Confirm your entry.
5. Save and close the document.



Working with Style Sheets

Version 11.5 — September 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 simultaneously with a single keystroke.

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 C**trl 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.

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 recognisable 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.*

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.

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.

> *Notes on the manual assignment of Text Style Sheets:*
>
> - *If you assign a Style Sheet to a text that already posesses 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 posesses 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.
   - Click the entry **None** in the **Style Sheets** palette to cancel the assignment, or click another Style Sheet.

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*
> - *until the assignment has been 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

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.

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 (such as position or size) 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 **Undefined**. 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 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.

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 the name in the entry field **Custom** in the **New Style Sheet** dialog. 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 **Undefined**. 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 additional special Style sheets for **Table Objects**, **Table Columns**, **Table Rows** and **Table Cells**. Please refer to the section Working with Tables.



Working with Colors

Version 11.5 — 2026 September

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).
   - 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 two command fields.

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.

To the right of each color name a number of symbols are displayed:

- 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 hangs a dash and a consecutive number (e.g. -2) on the end of the color name. 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.

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. This is optional – you can leave the name as it is and the name will be adapted to the color mix of your selection. The dialog cannot be closed if the new color name is already in use (a warning will appear).

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 displays a list of supported Color models. This includes **HSV**, **LAB**, **RGB** and **CMYK**.

> *Color models such as* PANTONE *or* HKS *are not supplied for licensing reasons. To simulate these colors, you can create a spot color of the same name with the corresponding CMYK value. You can find many corresponding conversion tables on the Internet if you search for "Pantone CMYK conversion".*

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 **Color View** field displays the old and new color. If the color model chosen is **HSV** or **LAB**, the **New** section will be divided into two sections. The left hand section shows the screen view of the color defined with a warning symbol. The right hand section shows the color as it will be printed or as it will appear in a PDF file. When an existing color is being edited, the **Old** data field will display the existing color as it has previously been defined.

The **Screen Angle** popup menu allows you to set a **Screen Value** to a spot color. You may choose from the **Screen Angle** for **Black**, **Yellow**, **Magenta** or **Cyan**. The **Standard Screen values** the program assigns to the **Process Colors** are **Black** at 45°, **Yellow** at 90° (respectively 0°), **Magenta** at 75° and **Cyan** at 105° (respectively 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 chosen from the **Model** popup menu is either **HSV**, **LAB**, **RGB** or **CMYK**, then a **Color Wheel** is displayed. Beneath the **Color Wheel** a series of scroll bars and entry fields can be used to define the color as well.

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. 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. The entry fields for LAB colors will accept entries from 0 to 100 with up to 3 decimal places. If you use the scroll bars, the values set will automatically appear in the value entry fields.

For some models, the color selection command area shows a a **Color Look-up Table** will appear.

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 can not 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 starting with -2.
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. Choose the 1st and 2nd Color and a shade/density for each one.
   - 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 1% and 99% in the **Focus** field and check the effect in the **Preview** field.
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 only available as fill colors for objects in Object mode. If you click the* **Frame** *symbol in the* **Colors** *palette, the blends will be hidden.*
> *If you click in a text object and thus activate text mode, the blends will not be displayed in the* **Colors** *palette or in the popup menus for text color.*

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.
4. Choose an opacity value for one or more colors.
5. Confirm your entry.

Edit a Color or Blend

1. Open the dialog as described above.
2. Ensure that the pencil symbol (not editable) is not displayed next to the color or blend name and click the name in the color 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 name and click the desired 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** command is only active 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.

For safety, the colors **[Black]**, **[White]**, **[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.

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 you 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 **overprinting**, **spreading** and **choking** of colors. With choking, the object containing the background color is reduced. With spreading, the size of the object is increased relative to the background color.

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** section shows all the colors and blends defined in the document. A list entry consists of a **Background Color** followed by the **Trapping Type**. The list includes the options **Any** and **None**. If no trap has been set manually, the trapping style will default to **Automatic**.

The commands in the **Trapping Type** section determine how the currently selected color traps with respect to those in the list above. The **Trapping Type** is set by the user according to the relationship to the current color to be trapped. In this example, the trap values for red with respect to black is set at .0.02 millimeter. If black is set 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 two black overprint limits and multiplies the difference by the automatic trapping value.

Say, for instance, that the black overprint limit is 90% (for example, with yellow type on a black background) and the automatic trap setting is a 0.1 pt. In this example, the yellow will be assigned a spread value of 0.09 pt. This takes into account that lighter colors spread to darker colors, and that darker colors choke with respect to lighter colors.

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.

In order to set a manual trap for the designated color, a second color must be selected from the selection list. The new trapping values will appear after each color selected from the list when new traps are set.

The measurement value for Trapping is determined by the default selected in the **Measurements** section of the **Preferences**.

Overprint indicates that the shape containing the selected color will not knock out of the background color, but overprint it. The program takes into account the object's frame color. If a circle filled with magenta and having a cyan frame lies over a yellow rectangle, then the cyan frame and not the magenta fill will be overprinted. If the circle has no frame, then the magenta fill will be overprinted.

The **Automatic** and **Manual** options routinely knock out of the background object, as long as the black overprint limit of the foreground object does not exceed the default setting made in the **Program** section of the **Preferences** dialog.

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 **{Application} > 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.*



Working with VIVA AI

Version 11.5 — September 2026

Working with VIVA AI

In this section, we explain options for creating and editing images and texts using artificial intelligence.

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 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

The following options are available for images:

- Remove/Blur Background
- Blur Background
- Enhance Resolution (Upscaling)
- Remove Text
- Remove Elements (Inpainting)
- Create/Replace Elements (Inpainting + Text)
- Generative Fill (Outpainting)
- Describe Images
- Create Images
- Create Signature

> *Note: The use of all AI options is without any guarantee. Used VIVA points will not be refunded in the event of errors or non-use.*

Editing and creating texts with VIVA AI

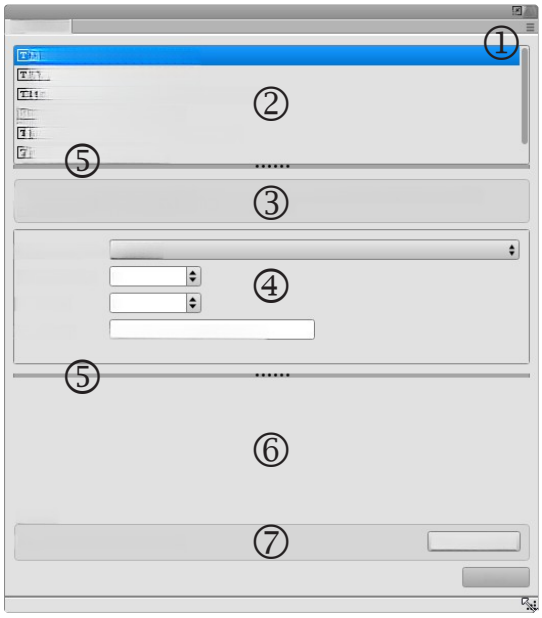
Activate the AI module

To use **VIVA AI** for editing and creating texts, you must explicitly activate the module in the settings. 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**.

1. Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac).
2. Choose **AI**.
3. Choose **Activate module**. By activating, you confirm that you agree to the VIVA AI terms of use.
4. Optionally, choose **Base URL** and enter a server address on which customer-specific, customized AI actions are located.

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.
2. Choose **Window > AI actions**. This option is only available if you have previously activated the AI module in the preferences. Please refer to the section Activate the AI module.
3. The dialog for the AI actions consists of several areas:



- **Menu** — (1) Displays a menu with further options.
- **Actions** — (2) Displays the list of available AI actions.
- **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.
- **Account Balance** — (7) 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.

4. Select an AI action in the **Actions** area (2).

> *Note: The list of available AI promotions 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 promotions.*

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**. If you have previously selected a text, you can choose whether the entire text or only the selected text should be used for the calculation.
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, but this cannot be ruled out in principle. We give no guarantees and do not refund VIVA points in the event of errors or failure.*

8. Optionally, choose **Text Size** in the palette menu to determine the font size of the result.
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:
    - **Accept Whole Text**: Click in the text object that is to contain the result. Choose **Apply** to transfer the entire text from the results area to the current text object.
    - **Accept Selected Text**: Choose 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 receive the result. Press **Ctrl + V** (Windows/Linux) or **Command + V** (Mac) to paste the selected text into the text object.

Create article

1. Choose the AI action **Create an article/story**.
2. **Objective** — Determines the objective for the summary. This can, for example, relate to a summary of content, a product description or a press release.
3. **Context/Topic** — Determines the context or topic of the article.
4. **Words** — Determines the maximum number of words.
5. **Language Tone** — Determines the tone of the text.
6. **Format** — Determines the formatting of the results.
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 headines

1. Choose the AI action **Headline**.
2. **Language Tone** — Determines the tone of the text. Choose **Identical** if the tone should not differ from the selected text.
3. **Maximum Words** — 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** — Determines the keywords that should be given priority in the headline if possible.
6. Choose **Calculate**.

Create Keywords

1. Choose the AI action **Generation of keywords**.
2. **Criteria** — Defines the criteria according to which the list of keywords is to be created.
3. **Number** — Defines the maximum number of keywords.
4. **Words** — 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. **Purpose** — The optional specification of the purpose 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** 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** — Determines the terms that should be prioritized for use in the new text.
8. **Insert** — Defines the terms that should be inserted in the new text if possible.
9. **Replace** — Determines the terms that should be replaced in the new text if possible.
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** — 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** — Determines the terms that should be prioritized for use in the new text.
8. **Insert** — Defines the terms that should be inserted in the new text if possible.
9. **Replace** — Determines the terms that should be replaced in the new text if possible.
10. Choose **Calculate**.

Find problems

1. Choose the AI action **Summarize Text**.
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.

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 or events.
3. Choose **Calculate**.

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.

The 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.

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.

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.
   - 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. Another dialog then opens:
5. Choose one of the following optionsin the **Voice** pop-up menu:
   - Choose **Automatic** if you want the program to determine the voice based on the text language used.
   - Choose a specific voice.
6. Choose a technology from the **Engine** pop-up menu.
7. Select a female or male voice in the **Gender** pop-up menu.This option is only available if youhave selected the **Automatic** option in the **Voice** pop-up menu.
8. Confirm the entry.

Automatic Translation with 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, levels 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**.
2. Choose the following options to define the **Source Language**:
   - **Language** — Defines the language of the source text.
   - **Text Language** — Determines the language in which the source text is formatted.
   - **Translate** — Determines the scope of the translation. This can refer to the current text section, the current level or the entire document.
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.
   - **Translate** — Determines the scope of the translation. This can refer to the current text section, the current level or the entire document.
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.

   > *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.*
   > *This option can lead to punctuation marks such as periods, colons, hyphens and dashes being deleted.*

5. Choose **Buy translation now**.

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** 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, inverted commas. 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** 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 enumerations and numberings that are made using manual characters. Therefore, enumerations and numberings should always be made 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

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**.

3. The dialog for image editing consists of several areas:



- **Preview** — Displays the preview of the image. A slider can be used to display the result before and after the calculation.
- **Usage information** — Shows the usage information for the relevant option.
- **Options** — Shows the options for the corresponding option. You can switch to another AI option at any time in the pop-up menu.
- **Example** — Shows examples of how images can look before and after the calculation.
- **Account Balance** — 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.

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.
7. Choose **OK** to transfer the result to the current image object. The new image is embedded automatically.

> *The use of all AI options is without any guarantee. Used VIVA points will not be refunded in the event of errors or non-use.*

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.
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 image object and automatically embed the new image 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.

1. Click in an image object in which an image has been imported.

2. Optionally, choose the following options to manage the background mask:
   - Choose **Image > Background > Delete Background Mask** to delete the calculated mask.
   - Choose **Image > Background > Hide Background Mask** to hide the calculated mask.
   - Choose **Image > Background > Show Background Mask** to show the hidden mask again.
   - Choose **Image > Background > Apply Background Mask to File** to save the original image together with the mask as a new image file 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 **Remove Elements** 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.
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 image object and automatically embed the new image in the document.

Generative Fill

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then **Generative Fill** to change the size of the image using AI.
3. Enter a value between "***1%***" and "***100%***" in the **Left**, **Right**, **Top** and **Bottom** input fields. 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.

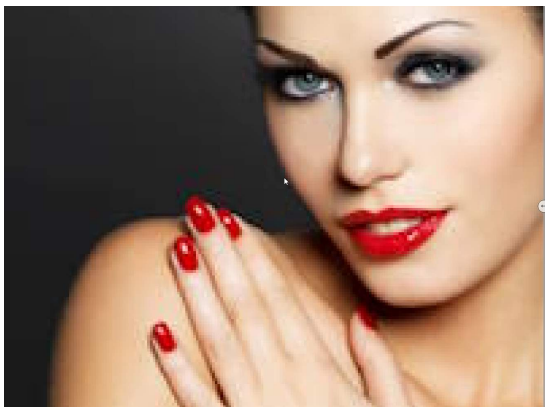




4. Choose **Calculate**.
5. Use the slider to display the result before and after the calculation.
6. Choose one of the following options:
   - Choose **Save** to save the result as an image file. This opens the dialog for saving files. The original file name with the addition "_KI„ is suggested as the 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 image object and automatically embed the new image in the document.

Enhance Resolution

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image Editing** and then **Enhance Resolution** 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**, **Weight** input field. The higher the value, the higher the resolution, which is automatically calculated in the **Resolution** input field.
   - Enter a value in the **Resolution** input field. You cannot enter a value where the size of the image exceeds ***4000*** pixels.





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. Then choose **Link** to transfer the saved file to the current image object.
   - Choose **Embed** to transfer the result to the current image object and automatically embed the new image 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 **Replace Elements (Text Inpainting)** 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. Mark generously with an appropriate overlap.





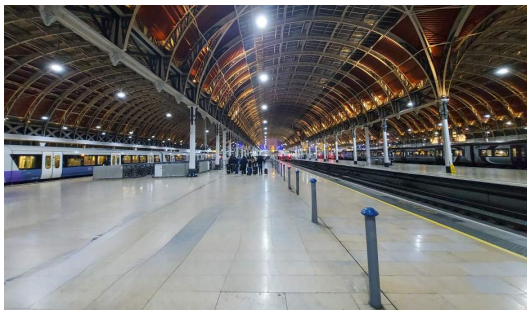
> *Make sure that the areas are fully marked and that there are no gaps.*
> *If you change the brush size, the marked area will be deleted.*
> *Mark generously with an appropriate overlap.*
> *The marked area should not exceed 25% of the total area.*

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***".
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 image object and automatically embed the new image in the document.

Remove text from images

1. Click in a picture object in which an image has been imported.
2. Choose **Picture > Image editing** and then **Remove Text** 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 image object and automatically embed the new image in the document.

Describe Images with VIVA AI

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 one of the AI actions displayed in the **Actions** area.

> *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.*

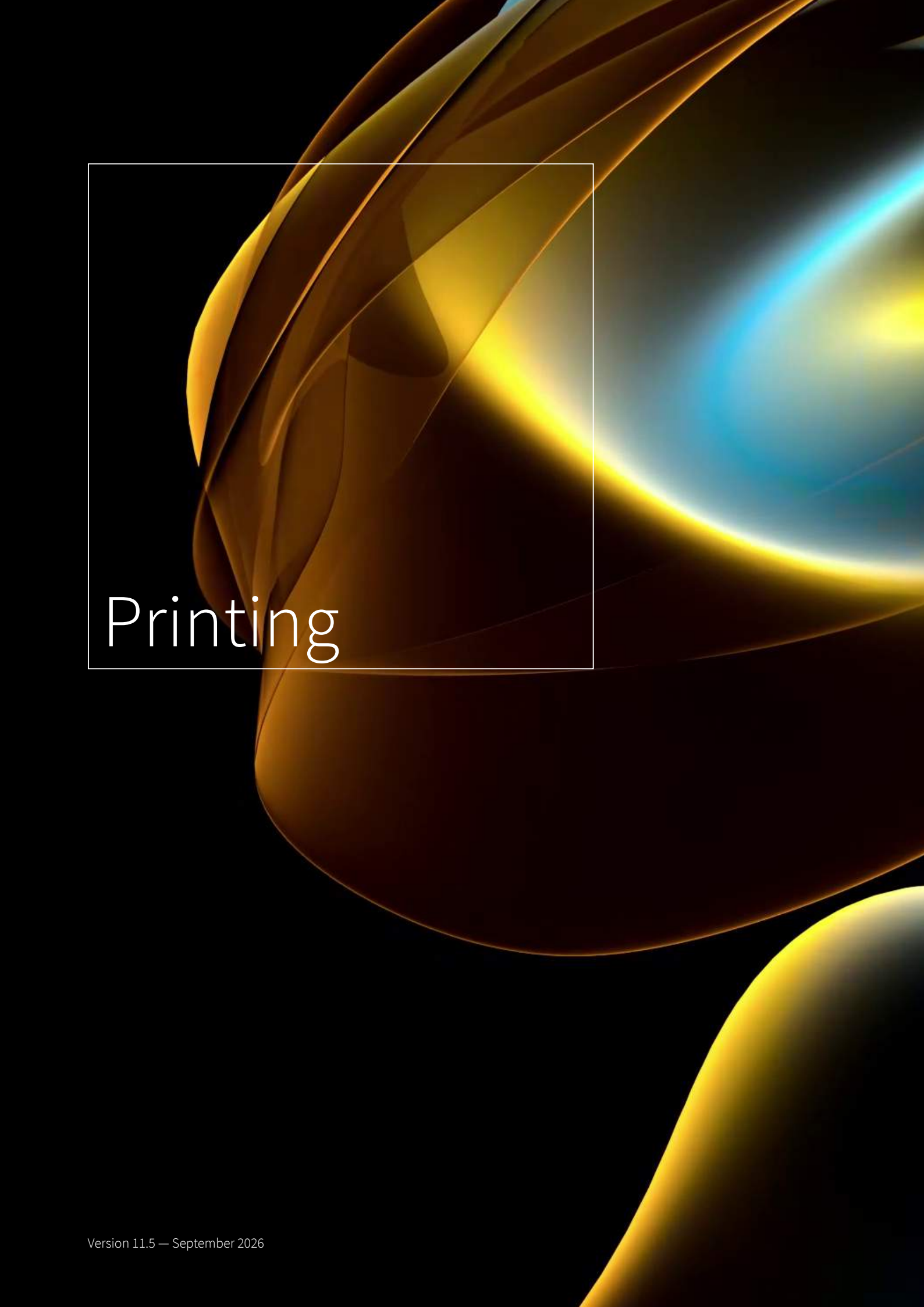
4. Define the options for the AI actions in the **Options** area.

> *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 failure.*

7. Optionally, choose **Text Size** in the context menu of the palette 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** in the AI palette to transfer the entire text from the results 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.



Printing

Version 11.5 — September 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 **Print 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 **Printing Order**:
   - **Single Pages** — The document pages will be output as single pages.
   - **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 the layers. Please refer to the Layers section.
   - **Visible & 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. 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.

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.

Once a **color separation** method has been selected, a color list is displayed with all four process colors and the spot colors used in the document. Process colors are displayed in brackets, spot colors without brackets. During the output, a separate output for each chosen color of the document page. If the process colors of a document have been set up for color separation, the program prints them using 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 (eg 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 Overview** options.

2. 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.
3. 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.
4. Choose one of the following options to set the **OPI** options for images. For high-resolution print output of OPI images, it is mandatory that the images are replaced by an OPI server:
   - **Automatic** — The program checks automatically if there are any pictures in the document with corresponding OPI comments, and exports only the OPI information and the preview. This option is useful if you are not sure if the document contains images with corresponding OPI comments.
   - **No OPI** — The program does not check if there are any images with corresponding OPI comments in the document. If there are still OPI images in the document, the OPI information is not taken into account. This option is useful if you are sure that the document does not contain images with corresponding OPI comments, or if there is no OPI server available to replace the low-resolution images.
   - **TIFF only** — The program only considers TIFF images and creates an OPI information for the image and also considers the already existing OPI information during the export. A preview is not exported.
   - **EPS only** — The program only considers EPS images and creates an OPI information for the image and also considers the already existing OPI information during the export. A preview is not exported.
   - **TIFF and EPS** — The program considers both TIFF and EPS images and creates OPI information for the image and also considers the already existing OPI information during the export. A preview is not exported.

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.

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.

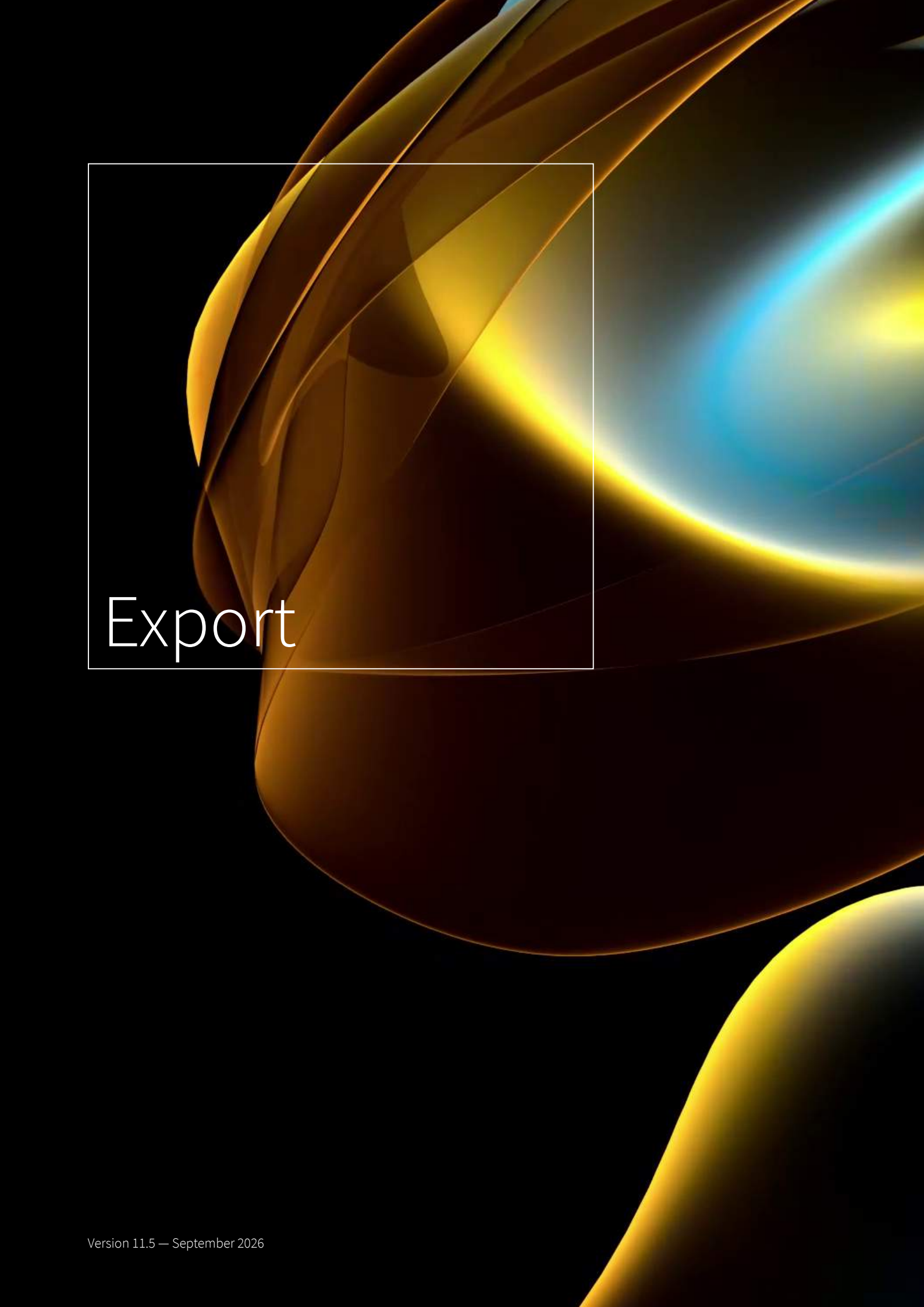
5. The name of the new preset now appears in the popup menu **Output Settings**.

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 11.5 — September 2026

Export

Introduction

You can export entire documents, individual pages and objects as well as texts in any format. These include PDF and PostScript formats, image formats such as EPS, JPEG, PNG or SVG, text formats as well as document formats such as the InDesign IDML or XML format.

PDF Export

PDF Export exports the document to any PDF format:

1. Check the document as instructed in the section Preparation.
   - Choose one of the following options:
   - Press **Ctrl + E** (Windows/Linux or **Command + E** (Mac OS).
2. 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 **Printing Information** dialog.

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 or PDF/X version recommended by us.

1. Choose one of the following options to define the **Compatibility**:
   - **PDF 1.4 (Acrobat 5)** — The PDF can be viewed and/or edited by any program that supports the PDF 1.4 format. This option is useful if you want to create PDFs that can be processed by all imaginable programs. However, the document should not have any transparencies or effects in this case unless they are converted into bitmaps (**Flatten Transparency** option). However, the format does not support the embedding of OpenType fonts.
   - **PDF 1.5 (Acrobat 6)** — Choose this option if you need **PDF Layers**, **128bit RC-4**, and use JPEG2000 images in the document. However, the format does not support embedding OpenType fonts.
   - **PDF 1.6 (Acrobat 7)** — Choose this option if you need **PDF Layers**, **128bit RC-4**, and want to use and embed OpenType fonts.
   - **PDF 1.7 (Acrobat 8,9,X)** — (Recommended) Choose this option if you want to create PDFs according to the PDF standard (Status Summer 2018).
   - **PDF 2.0 (Pre-Release)** — Choose this option only if you want to test the PDF 2.0 format, as the format has not yet been officially adopted and many print service providers and external programs do not yet support the format (as of summer 2018).
   - **PDF/X-1a** — Choose this option only if there are compelling reasons for doing so. The document may not have any transparencies or effects in this case unless they are converted into bitmaps (**Reduce Transparency** option).
   - **PDF/X-3** — Choose this option only if there are compelling reasons for doing so. The document may not have transparencies and effects in this case unless they are converted into bitmaps (**Reduce Transparency** option).
   - **PDF/X-4** — (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, less error prone and the PDF files are smaller.
   - **PDF/X-4p** — Choose this option only if the color profile is not to be integrated into the PDF and forms an external reference.
   - **PDF/X-5g** — 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** — Choose this option only if the color profile is not to be integrated into the PDF and forms an external reference.
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 profile is integrated into the PDF file.

General

The settings in the **General** tab determine the output of layers, the compression and the output of warnings 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 only applied to a collection file if a table of contents is created fully automatically as part of the PDF export. Please refer to the instructions 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.

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 **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 to PDF 1.5, and PDF/X 1a to PDF/X 3. 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.
3. 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.
4. Choose **Crop Images** if you want to crop the invisible parts of the images in the PDF. This option may reduce the file size.

   > *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.*

5. 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.

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. Choose **40bit RC-4 (Acrobat3, Acrobat4)** to define an encryption that provides a lower level of security, but is compatible with Acrobat 3 and 4 (PDF 1.1 - PDF 1.3). Then choose one of the following options to specify which actions are allowed for the user:
   - **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.
   - **No Adding or Changing Comments and Form Fields** — Form fields can be filled in, but no comments can be entered or form fields changed.
4. Choose **128bit RC-4 (Acrobat5)** to define an encryption that provides a higher level of security, but is compatible with Acrobat 5 (from PDF 1.4). Then choose one of the following options to specify which actions are allowed for the user:
   - **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.

- Choose one of the following options to define the **Changes 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 removed.
- 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 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 two document pages, side by side, with odd pages on the right.
   - **Two pages, odd page on the right, continuous** — Displays two document pages continuously side by side, with odd pages on the right.
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 toolbar.
   - Choose **Hide User Interface Window** to hide the program's User interface window.

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. 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.
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 entry. The selected file path appears below the option.
   - **With User Defined Name and 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 one of the following options below 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 export 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

To create an accessible PDF document, you need an additional program that allows you to define alternative texts for images or the main language, for example. Please refer to the notes in the **Checking and additional programs** section.

In future versions of the program it will be possible to create accessible PDF documents directly. To create an accessible PDF document, the document must meet certain requirements, which we describe below. If these requirements are not met, time-consuming manual post-processing is required.

Requirements for texts

Fonts

Preferably use fonts in OpenType format and make sure that all fonts are available or included. Other formats (e.g. ”Type-1” or “TrueType”) could cause problems.

Avoid converting texts to paths, as they will no longer be recognized as text and thus will not be found.

Text strings

If a document consists only of a text string, where the reading order results automatically, you do not need an additional program. This is the case, for example, with this manual. Please refer to the notes in the section **Working with Text Chains**. In all other cases you have to define the order of the text objects in an additional program.

In this case, avoid text objects with multiple columns, even though this option is recommended. Alternatively, create a single text object per column so that the reading flow can be better captured by screen readers.

Style sheets

Work consistently with paragraph or character style sheets. This applies to all text, including footnotes, headings, lists, or indexes.

Avoid manual adjustments to styles in the text.

When creating style sheets, use the predefined names or your own names with meaningful labels. Avoid short labels like “H1”.

Use the **View > Visualize Text Style Sheets** option to control the use of Style Sheets.

Paragraph breaks

Use only ONE paragraph break between two paragraphs. If the spacing is not sufficient, use the **Text > Spacing > Line Spacing** option and then **Spacing to Previous ¶** or **Spacing to Next ¶**. Choose **Edit > Search & Replace** and click the control character icon to search for multiple consecutive paragraph breaks in your document.

Line breaks

Do not use forced line breaks within paragraphs. This interferes with the reading flow. Choose **Edit > Search & Replace** and click the control character icon to search for forced line breaks.

Hyphenation
Use automatic, language-dependent hyphenation to separate words. To do so, choose the appropriate option in the paragraph style sheets or choose **Text > Hyphenation**.

If hyphenation is not what you want, or if you want to avoid hyphenation, do not use custom hyphens. In this case, choose **Text > Insert > Insert Hyphen/Dash > Discretionary Hyphen** only.

Language
Assign a language to each text. To do so, choose the appropriate option in the character or paragraph style sheets, or choose **Text > Language**.

For new documents or new text objects, use **Edit > Preferences > Text > Language**. Use paragraph or character style sheets in addition or as an alternative. Choose **View > Text Format Inspector > Language** to control the use of the language.

See the notes in the section Language, Spell Checking and Hyphenation.

Lists
Use the automatic lists for enumerations and numbering. To do this, choose the appropriate option in the character or paragraph style sheets, or choose **Text > Bullets & Numbering**.

For lists, if you want subsequent lines to appear flush below each other, choose **Insert Tab** and select **Use as Indent** for the tab.

Indents
Use the appropriate options for indents and avoid using spaces. To do this, choose the appropriate option in the paragraph style sheets or choose **Text > Indent**.

Tabs
If you want subsequent lines to appear flush under each other after a tab, avoid using spaces. 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 choose **URL** or **Email**.

Footnotes
For footnotes and endnotes, use the appropriate options. Choose **Text > Insert > Insert Variable**, and then choose **Footnote** or **Endnote**. See the instructions in the Footnotes and Endnotes section.

Tables of Contents
Create tables of contents using the appropriate options. For more information, see the section Indexes and Tables and Generate Tables and index fully automatically.

Requirements for images

To anchor images in the text, please use the **In the line** option only.

Images must be provided with an alternative text. This work must be done in the PDF with an additional program. You can use VIVA KI to automatically create an image description. Please refer to the section Working with VIVA KI > Image descriptions with VIVA KI.

Requirements for tables

Create tables as a single object. To anchor tables in the text, please use the **In the line** option only .

Avoid empty lines.

Checking and additional programs

You can test the accessibility of a PDF with appropriate tools. For example, the free “PDF Accessibility Checker 2021” (abbreviated to “PAC 2021”) from the PDF/UA Foundation is suitable for this purpose. However, there are a number of other free and paid products.

To find out whether a document is actually read correctly by screen readers after a human visual inspection, you can perform a check.

For example, the free screen reader NVDA (https://www.nvaccess.org/) is suitable for this purpose. However, there are a variety of other free and paid products.

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 **Printing Information** 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.

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-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 **Printing Information** 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 Export

You can export the document pages as well as individual objects or an object group.

Export document pages

The JPEG/PNG/SVG export exports the document in the JPEG, PNG or SVG format:

1. Check the document as instructed in the section Preparation.
2. Choose **File > Export > As a JPEG/PNG/SVG File**.
3. Make your settings according to the instructions in the section Printing options and in the section JPEG/PNG/SVG 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 **Printing Information** dialog.

JPEG/PNG/SVG Options

The options for the JPEG/PNG/SVG 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. 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 vector format PNG. This option is useful if you want to resize the images without loss, which only applies to surfaces and borders of objects and paths.

- **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).

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.
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 Print Preparation section.
2. Select an individual object or an object group.
3. Choose **File > Export > Object** in the menu or **Export** in the context menu.
4. Choose **File Type > JPEG** or **File Type > PNG**.
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 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.

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.

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 to the application.
- 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 have no influence on a possible re-import of the XML into the program. The options are therefore only 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.

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

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.

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.

Options supported

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 adresses (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.

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 charcter 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 settings and for existing images in the „Image > Preview quality“ menu. Please refer to the corresponding export options in the Preferences.

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.

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) (*.epub).
3. Optionally, choose a different target folder and/or enter a different file name.
4. Click Save.

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 > General 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. 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.
5. Create Links — Determine whether a selectable link should be created automatically for web and e-mail addresses in the text.
6. 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.
7. Native Bullets — Determine whether bulleted lists should be converted to the native EPUB format. Individual formatting for the bullets will be lost.
8. Native Numbering — Determine whether numbering should be converted to the native EPUB format. Individual formatting for the numbering characters will be lost.
9. Scaling — Determine whether all settings should be scaled. Possible values are “50%” to “1000%”. The value “100%” corresponds to the original size.

10. **Footnotes after Paragraph** — Determine whether footnotes should appear after the paragraph. Otherwise, footnotes appear at the end of the page.
11. **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.
12. **Resolution** — Determine the resolution of the exported images.
13. **Format** — Choose one of the following options to define the format of the exported images:
    - **JPEG** to export the images in JPG format.
    - **PNG** to export the images in PNG format.
14. **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.

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

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.

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:
   - **Neuronal** — Uses neuronal 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 **Type**, **Contraction** and **Dots parameters** 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 6 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-point 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.

Package and Send

With the “Package & Send” option, you can create a copy of your document with all the images and fonts used and optionally send this copy to a third party. For this process you do NOT need any compression, E-Mail or FTP programs, and no access data to the recipient’s servers are needed. With this technology you can exchange data with your service provider very simply.

Create a package

The program packs a copy of the document with the images and fonts used on a package. This package can be either a folder or a compressed file in the ZIP format.

> *Note: The program saves the current status of the file in the copy. Therefore the copy that is created may not be identical with the original file if you didn‘t save the document just before!*
>
> *You can unpack a ZIP file with the tools in your operating systems. Normally you do not need any additional programs. If you want to look at the contents of a ZIP file without unpacking it, you may need additional software. Particularly Windows, under certain circumstances, displays the content of the ZIP file either incorrectly or not at all. In this case we recommend the software “WinZip”, as the software “7-Zip” has the same problem.*

1. Choose **File > Package & Send**.
2. Choose one of the following options to define the package content:
   - **Document** — Saves a copy of the document in the package.
   - **Images** — Saves copies of all the document images used in the package. This option is not available if the option **Embed All Used Images** in the Preferences is selected.
   - **Fonts** — Saves copies of all the document fonts used in the package.
   - **Document Report** — Creates a text file listing the document content (images, fonts, colors, etc).
3. (Optional) Choose the option **Save Package**.
4. Choose one of the following options to define the **target folder**:
   - **In Document Folder** — The package is saved in the folder where the original document is stored.
   - **User Defined Folder** — The package is saved in another folder. Click **Select** and choose a folder.
5. (Optional) Choose **ZIP Package** if the package content should be compressed to a ZIP file.
6. Click **Package Only**.

> - *The program only collects those images which have been imported/linked correctly (a) and are physically available (b). If one of these conditions is not fulfilled, these images will not be collected. Example: Images from the clipboard are correctly linked (a), but are not to be found as a physical image file (b). Images which are physically available (b), but not linked correctly (a), will also not be collected.*
> - *If all images are embedded (b), then no images will be collected (w.e.f. version 8.0). In this case the option for collecting images will not be available.*
> - *The name of the folder or the ZIP file corresponds to the document name. If the option is used several times, existing packages (folders or ZIP files) will not be overwritten, but will be saved with a number appended. If for example the name of the folder or ZIP file ends with “-3”, the option has been carried out three times. If old versions are deleted, the program automatically fills the resulting gaps.*

Send a package

1. Choose the required options for the package content.

2. (Optional) Choose **Save Package** if you want to save the package as well.

3. (Optional) Choose **ZIP Package** if the data saved should be compressed. To transfer data this is not necessary as the data are always transferred in compressed form.

4. Choose one of the following options:
   - Click **Send Only** to send the package if you have not selected the option **Save Package**.
   - Click **Package & Send** if you have selected the option **Save Package**.

> *Please study the legal information provided by the program regarding the copying of fonts.*

The program starts the **VIVA File Sender** automatically. **VIVA File Sender** is a separate program that transfers the data to the recipient. During the transfer you can continue working with VivaDesigner.

5. In the **Welcome** dialog, click **Continue**.

In the **Recipient** section all recipients are displayed who have installed a profile for you.

> *Note: If you want to send data to a service provider who does not appear in the list, please refer to your service provider. VIVA creates profiles for service providers on request.*

6. In the **Recipient** section, choose the recipient to whom the package should be sent. In the **Files** section you can check if the program has collected all data/files correctly.

> *The Recipient* **VIVA Support Team** *is usually installed as standard and enables you to send your documents directly to VIVA Support.*
>
> *If in the* **Files** *section of the dialog no files are displayed to be sent, it may be that the program is still trying to build a connection to the VIVA Server, but has not yet received a reply. The files will not be displayed until the program has received the necessary reply from the VIVA Server. Please refer to the section* Technical Info for Administrators.
>
> *The program also saves a package temporarily on your computer if you just want to send it.*

7. Choose one of the following options:
   - **Send** — If the recipient profile demands NO further information.
   - **Continue** — If the recipient profile demands further information. Enter your E-Mail Address and a comment if necessary. Obligatory fields are shown with an asterisk "*".

8. Click **Send**. The sending process will now be started. During the transfer you can continue working with the application.

9. Click **Finish** when the transfer is complete.

Sending data directly to the Recipient

You can use the **VIVA File Sender** to send files to a recipient directly. **VIVA File Sender** is a separate program that sends data to a recipient. In contrast to previous processes, you do not need any compression, E-Mail or FTP programs, and no access data to the recipient's servers are needed.

1. Open the VIVA program folder on your hard drive.

2. Start the program **FileSender**.

3. In the **Welcome** dialog, click **Continue**.

4. In the **Recipient** section all recipients are displayed who have installed a profile for you. In the **Recipient** section, choose the recipient to whom the package should be sent.

> *The entry* **VIVA Support Team** *is usually installed as standard and enables you to send your documents directly to VIVA Support.*

5. (Optional) Click one of the two symbols **Add Files** or **Add Folders** to add a file or a folder of your choice. These symbols are only selectable if the profile selected enables this option. Repeat this step if you want to add several files or folders.
6. (Optional) In the **Files** section you can check if the program has collected all data/files correctly. With the **Delete** symbol you can remove added files or folders.
7. Click **Continue** when the list of files to be sent is complete.
8. If the recipient profile demands further information, enter your E-Mail Address and a comment if necessary. Obligatory fields are shown with an asterisk "*".
9. Click **Send** to start the sending process.
10. Click **Finish** when the transfer is complete.

Install Communication Profile

The Recipient may offer the communication profile for download from his Website. The user installs the communication profile with a simple double-click. The profile will be installed automatically in the folder **Resources/Services** of the program folder. The user can of course copy the file to this folder manually.

Installation of a Configuration Profile:

1. Double-click the file with the Configuration Profile (suffix ***.vcp**).
2. The program will confirm the installation with a notice.

> *If you have already installed a configuration profile with the same name, the program will ask if the existing profile should be replaced.*

Technical Information for Administrators

Introduction

With the application you can send VIVA documents, the images and fonts used in them as well as any other files to a recipient. The basis for this is the separate program **VIVA File Sender**, which is included in the program package. In contrast to conventional processes, you do not need any compression, E-Mail or FTP programs, or any access data to the recipient's servers.

With this technology, software developers, media service providers, printers or any companies (hereafter **Recipient**) can provide their customers and users with a comfortable process for data transfer.

The communication profile

The basis of the **VIVA File Sender** is a so-called communication profile. A communication profile is a file with the suffix ***.vcp**. As a standard, VIVA always supplies the communication profile **VIVA Support**, so that customers can send data to VIVA. Service providers can request their own profiles from VIVA. A communication profile defines in which way data will be transferred, which access data is needed and

if a user must give his E-Mail adress and a comment before sending. The **Recipient** can also define if he and/or the end customer should be notified by E-Mail on successful transfer of the data.

After successful transfer, a certain Website may be opened as an option, for example to enable an order process for the data transferred. Through this technology, the VIVA program can be linked to every FTP server and Web application.

The file with the communication profile contains not the configuration itself, but only a reference to the settings, which are stored on a special VIVA website. Thus the data transfer settings can be changed at any time without the configuration profile needing to be distributed or reinstalled. Please refer to the section The Communication Protocol.

The Communication Protocol

Step 1: Settings request

When a user chooses a communication profile in **VIVA File Sender**, a connection with the VIVA server (address: http://vcp.viva.de) will be made to request the settings for the data transfer (see Step 2). From this request, the VIVA server delivers an XML with encrypted information to the **VIVA File Sender**. Depending on the settings that have been defined on the VIVA server for the communication profile chosen, the appropriate options will be displayed in the **VIVA File Sender**.

Communication between the **VIVA File Sender** and the the VIVA server to request the settings for data transfer can happen in different ways:

HTTP Request: The default communication is made with an HTTP Request (Standard Port 80). The data to be transferred and the options will only be displayed in the **Files** section when the program has received the necessary answer from the VIVA server. In most cases, communication with the VIVA Server takes just a few seconds. If in the **Files** section no data are displayed, it may be that the program is still trying to connect to the VIVA server, but has still not received a reply. This connection is important, as only the VIVA Server can tell the program how and where the files should be sent. In this case please wait if necessary for several minutes.

Proxy Server: If you work in a company, it may be that Internet connections (HTTP Requests) are only possible through a Proxy Server. The result may be that the **VIVA File Sender** cannot make contact with the VIVA server. In this case no files can be transferred, even if a connection to the Recipient could be made (see Step 2). To get around this problem, your System Administrator should if possible configure the Proxy Server in such a way that requests to the VIVA server (http://vcp.viva.de) are not intercepted.

Alternatively, you can define a Proxy Server in the program which will also be used to check for updates:

Define Proxy Settings for VIVA File Sender

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

2. Choose **Program** > **Updates**.

3. Choose **Manual Proxy Settings** and enter your settings for the Proxy server.

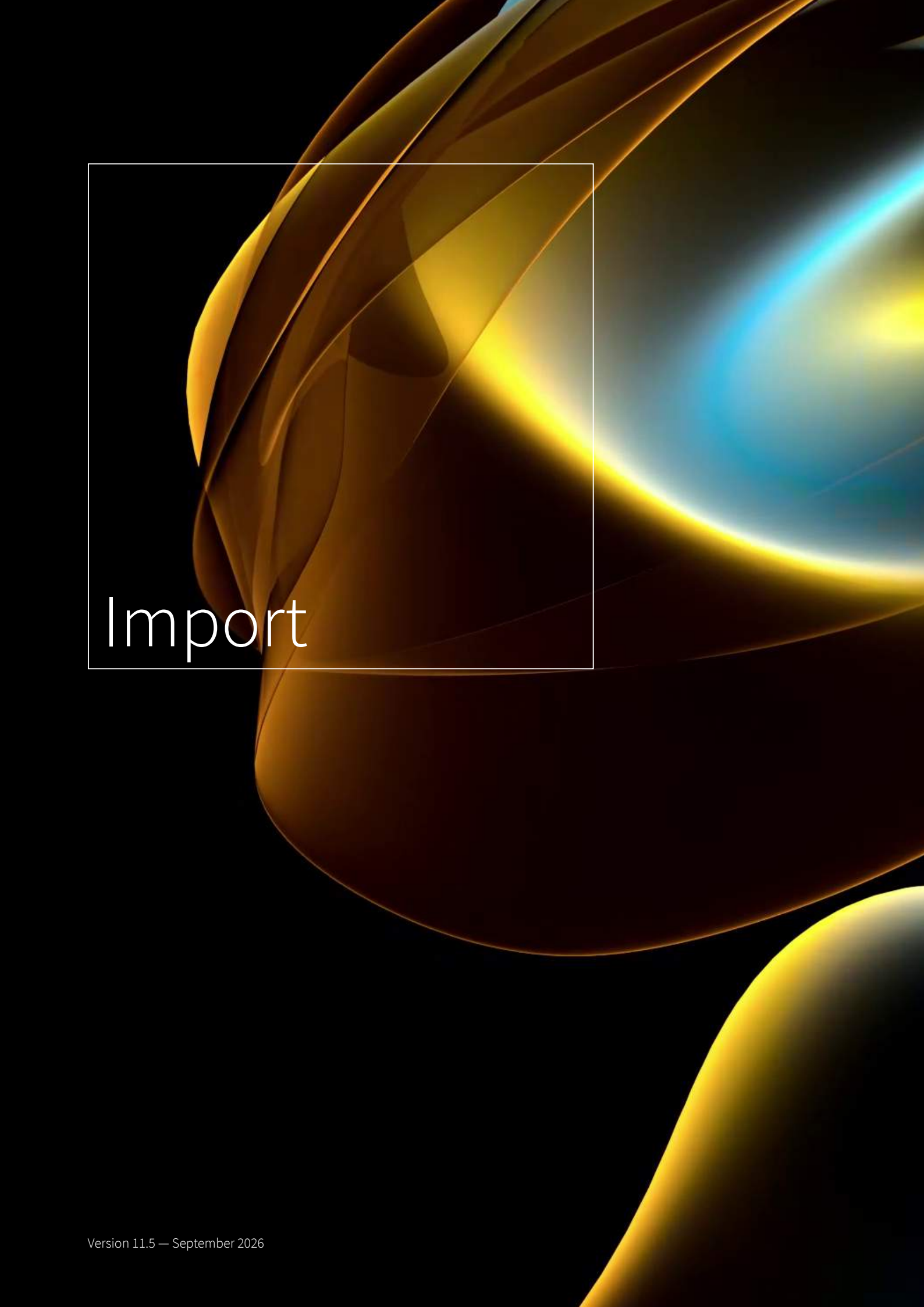
HTTPS Request: If communication via an HTTP Request or a Proxy Server is not possible, communication may also be made via secure HTTPS Request (Standard Port 443) . The option can only be activated by VIVA on the VIVA server. If the HTTPS option is activated on the VIVA server, VIVA will deliver a NEW communication profile to the Recipient. The Recipient must then supply this communication pro-

file to his customers/users. The customers/users must install the new communication profile. This installation is necessary, so that the **VIVA File Sender** knows how it should communicate with the VIVA server. Apart from this, a user does not need to reinstall when the settings are changed in the profile.

> *Technical Note:*
> *In a concrete customer project, the files and options in the dialog were only displayed after several minutes. In this project, the customer uses a Proxy Server and in VivaDesigner NO manual Proxy settings were made. There could be several reasons for this delay:*
>
> - *The Firewall may have been able to analyze the XML returned by the VIVA server, which could explain the resulting time delay.*
> - *It is possible that some network configurations react in a sensitive way if HTTP Requests were sent that do not come from a browser and therefore possess no browser ID. You can easily test whether such an effect will appear in your system by opening a communication profile in an editor and copying the URL contained in it to a browser. If the browser displays the result immediately, the problem could be the missing browser ID. If the browser only displays the result after a long time, this points to a network problem. In this case, please check your network configuration.*

Step 2: Data transfer

Communication between the **VIVA File Sender** and the Recipient's server follows via the standard **FTP Protocol** (Port 21, passive, with user/login data). These Ports must be open for the communication.



Import

Version 11.5 — September 2026

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.

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**.

Technical notes on HTML import

Special characters

The HTML module imports all text that is contained within the elements and attributes that are supported. At the same time an optional code (e.g. **utf-8**, etc.) may be recognised.

Special characters (called "**named entities**") are displayed according to the corresponding Unicode characters. The program recognises about 250 different special characters. Examples of special characters in HTML are ** ** (Non-breaking Space), **ä** (ä), **ü** (ü), **ö** (ö), **ã** (ã), **&szlig**; (ß), **<** (<), **"** ("), **“** (”), **©** (©), **µ** (µ), **&** (&), etc.

The character string **&#x0000;** defines a Unicode character. Example for the use of a Unicode character for the definition of a **discretionary hyphen**:

```
Donau&#x200B;dampf&#x200B;schiff&#x200B;fahrt
```

The HTML element **<q>** is displayed as a double quotation mark (Unicode 0022).

To control the text wrap, special characters are available which do not exist in HTML in this form: "areabr" (text object wrap), "areacolbr"(text column wrap), "laybr" (layout wrap), "laycolbr" (layout column wrap), "chapterbr"(chapter wrap). "softbr" (line break).

Formatting

Formatting is recognised as far as is possible and interpreted according to the following rules. Otherwise the formatting that is set as from the cursor position will be used.

As well as the display of single attributes, the use of style sheets for characters, paragraphs, tables, table rows, and table columns offers an excellent possibility of displaying complex formatting. The attribute **<class>** can be used in HTML in many places (text, tables, etc.) and is automatically applied to style sheets of the same name in the document. The basic rule is: If the text style sheet defined does not exist or does not possess exactly the same name, the attribute will be ignored and the current formatting will be used.

Font family

The font family is set using the optional HTML attribute **font-family**. The HTML attribute enables the entry of several fonts. The program tries, just like HTML, to use the first available font.

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 a font weight (e.g. "500). Modern typesetting programs display the weight or the skew of a font exclusively through the font faces of a font family. The program also supports variable fonts that work analogously: If a font family (i.e. a symbol font) does not have the appropriate faces, the entries for weight or skew will not be displayed and the standard face (**Normal**, **Regular**, **Plain** or **Book**) will be used.

Both the HTML elements **<b>** and **** are displayed as the font face **Bold**, insofar as this exists within the font family. The HTML elements are automatically assigned to the character style sheet **[Bold]** or **<b>**, insofar as these exist in the document.

The HTML elements **<i>** (Italic), **** (Emphasis) or **<cite>** (Citations) are displayed as the font face **Italic**, insofar as this exists within the font family. The HTML elements are automatically assigned to the character style sheet **[Italic]** or **<i>**, insofar as these exist in the document. Even in a combination of these elements the text will be displayed as the font face **Italic**. Example of a combination:

```
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** will be displayed, 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 display is impossible, just the font face **Bold** will be output:

This is *italic and* **bold**.

If the font face **Bold** is unavailable, the font face **Italic** will be output:

This is *italic and bold*.

However, the replacement of nested HTML attributes does not work if corresponding character style sheets exist for the **Bold** and **Italic** font styles, as by definition only one character style sheet can be applied to a text in the layout program.

In addition, the font style must be called exactly "Bold Italic". In the case of different names (e.g. "250 Bold Italic"), no mapping takes place.

Font styles

The HTML element **<u>** will be displayed as the character attribute **Underline** with the option **Automatic**. The HTML element is automatically assigned to the character style sheet **[Underline]** or **<u>**, insofar as these exist in the document.

The HTML element **<strike>** will be displayed as the character attribute **Strikethrough** with the option **Automatic**. The HTML element is automatically assigned to the character style sheet **[Strikethrough]** or **<strike>**, insofar as these exist in the document.

The HTML elements **<sup>** and **<sub>** will be displayed as the character attributes **Superscript** and **Subscript** respectively. The HTML element is automatically assigned to the character style sheet **[Superscript]** or **<sup>** or to **[Subscript]** or **<sub>**, insofar as these exist in the document.

The HTML attribute **<class>** for text is automatically applied to the style sheets of the same name. Example for 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 attribute **<mark>** is automatically applied to the character style sheets of the same name, insofar as these exist in the document.

The HTML attribute **<code>** (Program code), **<kbd>** (Keyboard), **<address>** (Address), **<samp>** (Sample) will be applied automatically to the character style sheets of the same name, insofar as these exist in the document.

Paragraph elements and attributes

The HTML element **<p>** defines a paragraph. All text within a paragraph will be imported.

The HTML element **
** displays a line break. Since different versions of this character exist, the character string **
** is also accepted.

The HTML elements **<h1>** to **<h6>** define a header and are applied to a style sheet. If no style sheet is available, the font sizes 24pt (**<h1>**), 22pt (**<h2>**), 20pt (**<h3>**), 18pt (**<h4>**), 16pt (**<h5>**), 14pt (**<h6>**) will be applied to the text. If available, the font face **Bold** will also be used.

The HTML attribute **<align>** or **<text-align>** defines the alignment of a paragraph. The values **left**, **right**, **center**, **justify** are applied to the paragraph alignment **Left**, **Right**, **Center** and **Justified**

The HTML attribute **keepWithNextParagraph** determines whether a paragraph is kept together with the following paragraph. The value **true** is applied 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 applied 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 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>** will automatically have 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 each of two entries 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 HTML element <li> in lists, depending on the level, will be assigned automatically to the paragraph style sheet “[Bullet-n]”, insofar as this exists in the document. Following this principle, the first level will be assigned the paragraph style sheet “[Bullet-1]”, the second level “[Bullet-2]”, and so on.

Numbering

Content with the HTML element **<ol>** will automatically have the paragraph attribute **Numbering** assigned 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** will be set.

For the first element in a list of the same level, the program sets the start value “1”. For a different start value the HTML attribute **start** may be used to define the start value.

The format of the first level is “1,2,3, ...”, that of the second level “a,b,c ...” and the format of the third level is “i,ii,iii ...”.

The HTML attribute **<class>** is automatically applied to style sheets with lists.

An example for 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 applied to the attribute of the same name. Example for 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 starts automatically with the start value “1”,since no entry was made.

```
<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 for 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 HTML element **<li>** in lists, depending on the level, will be assigned automatically to the paragraph style sheet "[Numbering-n]", insofar as this exists in the document. Following this principle, the first level will be assigned the paragraph style sheet "[Numbering-1]", the second level "[Numbering-2]", and so on.

Tables

For the HTML element **<table>** the program automatically creates a table object. The number of HTML elements **<tr>** and **<td>** determine the number of rows and columns in the table. A table can also 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 <class> attribute has a higher priority than the width defined by the "width" attribute. If no width is displayed 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 <class> attribute 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 Column]” and “[Table Cell]” are automatically used.

> *Please note that as of version 11, 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 is determined automatically from the sum height of all the 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 entered for a row, the default value is automatically set to “4.233 mm Minimum”.

The HTML attribute **colspan** determines the total of neighboring cells in columns.

The HTML attribute **rowspan** determines the total of neighboring cells in rows.

The HTML attribute **border** determines the line width for the object frame. If no line width is entered the default value is “0”.

The HTML attribute **<class>** in tables is automatically applied to style sheets for tables, rows and columns.

If no style sheets were defined using the HTML attribute **<class>**, the HTML element **<table>** will be assigned automatically to the table style sheet “[Table]” or <table>, insofar as these exist in the document.

The cell style sheet “[Table Cell]” will be assigned automatically to all cells in a table.

If no style sheets were defined using the HTML attribute **<class>**, the text in the cells will be assigned automatically 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 automatically from the HTML attribute **scr**. Example for an image entry:

```
<img src=„test.png“ />
<img src=„images/test.png“ />
<img src=„images/test.png“ alt=„Test Image“ />
```

If the image is not found in the folder defined, the program will look for the image on the basis of optional search paths.

The width of the picture object is defined using 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 entered for the image, the default value is “100%”.

The height of the picture object may be defined using the optional HTML attribute **height** and an absolute value. If no height is entered for the image, the height is calculated automatically by 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 entered, the default value is “0”.

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.

> *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 or individual text, image and table objects or an object group that has been saved in VIVA XML format into an existing text object or document. Please refer to the XML Export section.

To import entire XML documents, please refer to the section Open 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.

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 a VivaXML file and click **Open**.

InDesign Import

To import InDesign documents, please refer to the section Open Adobe InDesign documents.

Word import

To import Word documents, please refer to the section Open Microsoft Word documents.

To import Word 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 Open Adobe Illustrator/PDF documents.

To import PDFs as images, please refer to the section Working with Pictures.



Preferences

Version 11.5 — September 2026

Preferences

The program uses a number of predefined settings for the display and handling of documents, objects, fonts, texts or even images. These settings are stored in the so-called Preferences and are usually configured in such a way that you do not have to change anything. This section explains how you can change the Preferences for the program as well as for new or existing documents.

Introduction

Choose **Edit > Preferences** (Windows/Linux) or **{Application} > Preferences** (Mac) to adapt the program to your requirements. The dialog shows all programs and modules for which settings may be made. For saving and using the options, the following rules apply:

- All settings in the dialog sections **Program** and **Drives** refer exclusively to the program. All other settings are for documents only.
- All program-specific settings are not saved until the program is quit correctly.
- All document-specific settings are not saved until the document is saved properly.
- When a document is open, all document-specific settings relate only to the current document.
- If you want to define document-specific settings as a template for all new documents, you must select the option if only the program has been started and no document has been opened. In this special case we recommend that restart the program after all settings have been made.
- All settings for the program and possible add-on modules are displayed in the dialog.

Manage preferences

While the document preferences are saved in the document, the program presets are stored in a separate file. This file not only saves 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 is connected, which has a different resolution, whereby certain parts of the program are no longer visible.

Reset preferences

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

2. Click **Reset**.

Reset preferences at program startup

If the program does not start or crashes on booting, you can also reset the Preferences when you start the program. Please refer to the section on Program start (Emergency Mode).

Program preferences

General program options

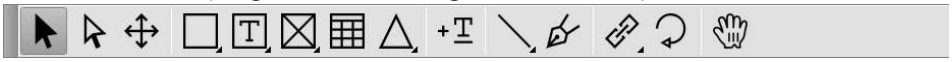
Working Mode — Determines the number of options in the program. The working mode can be used to restrict the editing of documents. The working mode is requested when the program is started for the first time and can be changed at any time.

- **Beginner** — The program only shows a small selection of options in the menu and in the **Tools** palette.



Some palettes are not available at all. This option is helpful for beginners who only want to edit documents but do not want to be creative themselves (e.g. ready-made templates 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. This option is helpful for advanced users who also want to design documents but do not need all of the program's options.

- **Expert** — The program shows ALL options of the program. This option is helpful for advanced users who are already familiar with the use of layout programs.



This **Working Mode** option also works in conjunction with the **Access Rights** option and is particularly helpful with the browser based Web Edition. This means that if, for example, the **Layers** palette is hidden in a document using the **Access Rights**, the palette cannot be shown even with the **Expert** working mode.

> *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 want to generally 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.*

Default Tool — Allows you to adjust the behavior when selecting and editing objects – especially text and image objects. This option is helpful for users who are used to working with tablet devices or different working methods (e.g. from InDesign).

- **Standard Selection Tool** — This corresponds to the standard behavior of the program: A click on the frame activates the object mode, a click on the content activates the content mode.
- **Move Tool (Always)** — A click activates object mode, a double-click activates content mode. Object mode remains active when switching to other objects.
- **Move Tool (Only Type Change)** — Corresponds to the **Move Tool (Always)** option, but when switching between objects of the same type (e.g. text → text), the content mode remains active. Only when switching between different types (e.g. text → image) does the system switch to object mode.

After Program Start — determines which action will be carried out at the **Program start**:

- **Display Start Dialog (Once)** — The program's start dialog will only be displayed once when the program is restarted.

- **Display Start Dialog (Always)** — The program's start dialog will always be displayed when no document is open.
- **New Document** — After the program is launched, the **Document Setup** dialog box is opened to create a new document.
- **Existing Document** — After the program is launched, the dialog box for opening existing documents opens automatically.
- **Neither** — Only the title line of the program is displayed after the program is launched.

Open Dialog — defines which **Open Dialog** will be used in the program:

- **Program Dialog** — the program's own Open dialog will be used.
- **Operating System Dialog** — The operating system dialog will be displayed. With this option you cannot access virtual drives or Favorites.

Layout aids — Defines how **layout aids** (guide lines, grid, etc.) will be displayed in the program:

- **Front** — The layout aids will be displayed in front of all objects.
- **Behind** — The layout aids will be displayed behind all objects.

Page Numbers — Defines how page numbers should be displayed in the **Pages** palette of the program:

- **Logical** — The page numbers that the user has chosen will be shown.
- **Physical** — The page numbers are counted from 1 to x, regardless of whether a page number has been assigned multiple times.

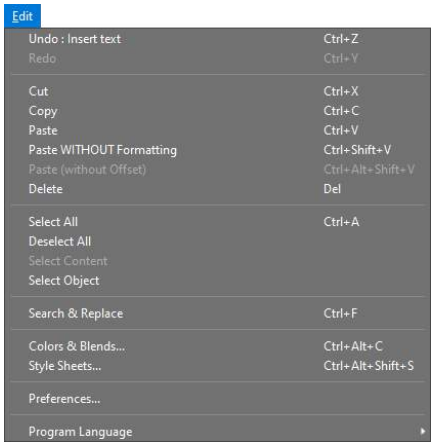
Presentation Mode — Determines if and how the page transition is displayed:

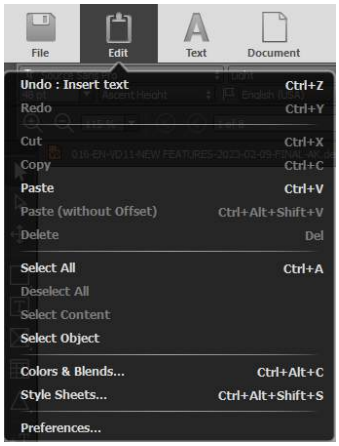
- **No Animation** — The page transitions will not be animated.
- **Move Orthogonal** — Orthogonal (horizontal or vertical) page movement.
- **Move Orthogonal (Bounce)** — Orthogonal (horizontal or vertical) page movement with a bounce effect.
- **Move diagonal** — Diagonal page movement.
- **Fading** — Pages are faded in and out.
- **Random Animation** — Random choice of the other options.

Page Preview — define whether a **page preview** will be shown in the **Pages** palette:

- **No Preview (quicker)** — Displays the page number in the page icon. This option is suitable for slower computers.
- **Small Preview (slower)** — Displays the page with all objects as a small icon in the page palette. This option is only recommended for faster computers.
- **Large Preview (slower)** — Displays the page with all objects as a large icon in the page palette. This option is only recommended for faster computers.

Interface-Design — Defines in which **Interface-Design** the program will be displayed. Note: Changing the setting will take effect only after restarting the program.





- 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 where the operating system is no longer recognizable. 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 the browser may not want to see any design in the sense of a desktop program. With the new neutral design an integration of the program into a web application is also optically possible. Compared to the classic operating system design, the neutral interface design deliberately has fewer options. For example, the options for displaying the windows are restricted. The classic menus have been replaced by icons. Most options behave in the same way as the options in the operating system design so that the respective access rights are taken into account. However, the neutral interface design provides some control that is not included in the operating system design. This includes the quick search, the selection of style templates and the insertion of notes and special characters.

> *Instead of the options listed here, you can also deactivate the entire menu and replace it completely with a toolbar. Please refer to the section* Toolbars *and* Access Rights.

Selection Handles — Defines in which size the **selection handles** will be displayed in the program. This option is useful if you want to operate the program on a computer with a motion-sensitive screen and/or with a pen.

- Small — Selection handles are displayed in the standard size.
- Middle — Selection handles are displayed in 150% of the standard size.
- Large — Selection handles are displayed in 200% of the standard size.
- Extra Large — Selection handles are displayed in 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 a few icons are to be displayed. This option only affects the **Tools** and **Toolbars** palette, which can be configured using the settings.

- Small — The icons are displayed in 75% of the standard size.
- Middle — The icons are displayed in the standard size.



- Large — The icons are displayed in 125% of the standard size.
- Extra Large — The icons are displayed in 150% of the standard size.



Paste Text Formatting — Defines the options for pasting copied text with different attributes and/or Style sheets.

- Always (from all known applications) — Text formatting from third party programs is taken over, insofar as they can be interpreted.
- Only within the application — Text formatting from third party programs will not be taken over.
- Never — Neither text formatting from third party programs nor within the application will be taken over. The text is always inserted as plain text.

> *Note: The option* Always (from all known applications) *not only adopts the visible formatting of the text, but also style sheets, format templates and colors under certain circumstances. In particular when transferring from third-party programs (e.g. Microsoft Word), the colors are transferred as RGB colors because these programs do not know CMYK colors. Please also note that the inserted style templates and colors are not automatically deleted if the inserted text is deleted or the insertion of the text is revoked.*

Author — Name specified as the author for notes and change tracking.

Show Tooltips in Document Window — A help text window automatically appears in the document window when you move the mouse pointer to a specific area and do nothing for a moment. The help text window disappears automatically as soon as you move the mouse pointer.

Show Effects — Transparency effects are displayed in the interface. This includes the transparency of tool tips and the pulsation of the virtual rectangle. This option is recommended for fast computers and 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 useful to give feedback to the user as to which object he would edit in the event of a mouse click. This option is recommended for faster computers and 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 logs the date, the time, the user name, the author, the document name including the file path as well as the action (open and save) as a text file in CSV format. The data remains local to the user and will not be transmitted to third parties.

Tabbed Document View — Document windows are shown as tabs.

Shadows for Dialogs — Program dialogs are displayed with a shadow. With some operating systems and versions, this can lead to unsightly effects.

Rounded Corners — Program dialogs are displayed with round corners. With some operating systems and versions, this can lead to unsightly effects.

Scrolling

Gray Out Objects — When scrolling, image and text objects are grayed out.

- No — When scrolling, nothing is grayed out. This option is only recommended for extremely fast computers with very powerful screen maps. It is not recommended for the Web edition.

- Text only — When scrolling, text objects are grayed out. As soon as you stop scrolling, all text objects are displayed correctly. This option is also recommended for fast computers and the web edition with normal or good Internet connections.
- Images and Text — When scrolling, image and text objects are grayed out. As soon as you stop scrolling, all image and text objects are displayed correctly. This option is recommended for slower computers and the web edition with particularly bad 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 as new fonts are installed in the operating system while the program is running. This option does not apply to fonts that are installed automatically via drag & drop or opening ZIP files, for example. See the options in the section Opening ZIP archives. If the option is not selected, the update will be carried out after restarting the program. If this option is selected, the update will take place after switching to another program or the operating system. This option is useful if you often work with additional programs for font management. However, since this option can greatly slow down the work of the program when switching between other programs or the operating system, the option should be used wisely.

Use Cache for Fonts — A buffer memory (cache) is generated for the fonts after the program starts. This option greatly speeds up the restart of the program if no new fonts have been installed in the meantime.

Search for missing fonts — If fonts are missing after opening a document, they can optionally be searched for in the document folder and/or its subfolder and installed automatically. These options also apply to opening documents from ZIP archives. Please refer to the notes in the section Opening ZIP Archives.

- In Document Folder — Missing fonts are searched only on the layer where the document is located. This option is selected by default.
- In Document Subfolders — Missing fonts are searched in the document subfolder. The value “1” means that only the subfolders of the document level are searched. The value “2” means that subfolders of the next level (2nd level) will also be searched. Choose all values above “1” carefully, as these settings apply to the entire program and not to individual documents. For example, if the document is on the top level of a disk and the value “3” is used, this may cause the entire disk to be searched. The search and automatic installation of the missing fonts can significantly slow down the opening of the document.
- Containing the Name — Missing fonts are searched only in subfolders of the document that contain the specified name. This option is useful if you know that the missing fonts are always located in a folder with a specific name. This can speed up the search considerably if you have been specified multiple layers during the search.

General notes on searching for missing fonts

- Searching for and automatically installing missing fonts can significantly slow down the opening of the document. To save time installing the fonts, you can alternatively install the fonts from the operating system or embed them in the document using the Preferences. For more information, see the Embedded Fonts section.
- The installation of the missing fonts is temporary, so that these fonts are automatically uninstalled after closing the document.

- The temporarily installed fonts are available only to the open document.
- The automatic installation of the fonts is no guarantee that all missing fonts will be replaced correctly. Check the document for missing fonts before printing or exporting to PDF.

Images

EPS Image Preview — Use of the image preview for EPS image files.

- Use Embedded Preview — The embedded image preview is used to display EPS image files. This option is often useful for importing EPS files very quickly, but depending on the size of the image, it may have the disadvantage that no image preview can be displayed because the embedded image preview can not be displayed on the platform in question (e.g. Mac OS X Image preview under Windows or Linux), or the EPS image file does not contain a preview. In this case, a gray area with the name of the image file is displayed in the image object.
- Create Preview — For the display of EPS image files, a new image preview is generated, regardless of whether an embedded image preview exists. This option may be useful to increase the quality of image preview display, but may have the disadvantage, depending on image size, that it takes time to generate the preview.

Image Editing Program — Third-party application that opens raster image files. The option to open raster image files in a third-party application can be selected when image mode is enabled in the document. Click the **Choose** button and select an application of your choice that will be able to perform this task.

Vector Illustration Program — Third-party application that opens vector image files. The option to open vector image files in a third party program can be selected if the image mode is enabled in the document. Click the **Choose** button and select an application of your choice that will be able to perform this task.

Cache — Location and cache size for previewing image files.

PS/PDF

Optionally you can choose third-party applications that are responsible for viewing, editing and printing PostScript and/or PDF files. Click the **Choose** button for the respective option and select the application of your choice that is able to fulfill this task. As an additional option, you can even enter program-specific parameters to control the third-party program.

PostScript viewing program — Third-party application that displays PostScript files. The option to display PostScript files in a third-party application can be selected when exporting documents to Postscript format.

PDF viewing program — Third-party application that displays PDF files. The option to display PDF files in a third-party application can be selected when exporting documents to PDF format.

PDF editing program — Third-party application that processes PDF files. The option to edit PDF files in a third-party application can be selected when exporting documents to PDF format.

PDF printing program — Third-party application that prints PDF files. The option to print PDF files in a third-party application can be selected when exporting documents to PDF format.

Colors

Program colors — Specifies the colors in which control characters (**Invisibles**), the **Ruler** in the document window, the **Grid** in the document window, and the **Baseline Grid** for pages and objects appear in the text. Click on the color area for the respective option and choose a color.

Document Workspace — Colors or patterns in which the **Document Workspace** of **document pages**, **Alias pages** and **VivaIP forms** as well as the **Presentation Mode** background are displayed.

- **Color** — Click the color area for the respective option and choose a color.
- **Pattern** — Then click the color area or pattern in the respective option and choose a pattern.

Palettes and Dialogs — Gray value in which the palettes and dialogs are displayed in the program. Click on the arrow and move the mouse while holding down the mouse button. The changes are immediately visible in the palettes and in the dialog. Release the mouse button as soon as you have selected the desired setting.

Backup

Background Save — Determines whether and at what intervals documents are saved automatically. This option is identical to the **Save** option. This option is useful if you often do not remember to back up the document at work manually. For example, a useful value is 10 minutes.

Create Backup When Saving — Automatically saves a copy of the open document in the user directory when using the **Save** option. This option is useful if you want to prevent the loss of documents or save multiple versions of the same document that you want to use 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 wisely and in terms of the available memory of the hard disk on which the operating system is located.
- **Maximum Disk Space** — Maximum space reserved for the backups. This value is not exact and can be exceeded in exceptional cases by up to 50%. If the size of the maximum storage space is exceeded, the program automatically deletes backup copies of the oldest documents.
- **Backup Folder** — Location of backup copies. Click **Select** and select a folder of your choice.

> *If you open documents via a network, it is possible that no backup copies can be saved. If you edit documents in the Web Edition, no backup copies are created by default.*

Updates

Updates — The program searches for updates on the Viva Website. This option requires an Internet connection. The program transmits the current program information about program type, version and build number.

Check automatically — Time interval in which the update check takes place.The check may be made **Daily**, **Weekly**, **Monthly** or **On Program Start**.

Download Automatically — Newer versions are automatically downloaded or the user decides for himself whether a new program version will be downloaded.

Check Internet Connection — Click the button to check the Internet connection. If there is no Internet connection, check if you can connect to the Internet using a browser. If this is not the case, the error can not be found in the program settings. If so, you may need to make proxy settings.

Proxy Settings — Determines if and how the program makes an Internet connection based on proxy settings.

- **No Proxy** — No proxy is used to set up the Internet connection.
- **System** — To set up the Internet connection, a proxy defined in the operating system is used.
- **Manual** — To set up the Internet connection, manual proxy settings are used. The settings for an **HTTP proxy** refer to the search for updates and upgrades. The settings for the **FTP proxy** refer to the **Package & Send** option, which sends data to an FTP server.

Dictionaries

Depending on the program version, spell checker and hyphenation modules for different languages are delivered. You can install additional dictionaries for other languages at any time using the **Preferences > Language > Dictionaries** option. These dictionaries are automatically saved in the user directory/ folder.

1. Choose **Preferences > Language > Dictionaries**.
2. Choose one of the following options to install additional modules for different languages:
   - **Hunspell** — Allows the selection of modules for dictionaries.
   - **LibHnj** — Allows the selection of hyphenation modules.
   - **MyThes** — Allows the selection of modules for synonym dictionaries (Thesaurus).
3. Click the black icon with the arrow in the list to start the installation.
   - The download is started when an hourglass appears in the icon.
   - The download was completed successfully when a green icon with a check mark appears.
4. Repeat the process for other modules and languages if necessary, but only after the green icon appears.
5. Confirm the entry and restart the program.

Drives

With the options in the **Drives** section, you can create connections to databases or Internet/Cloud services. With the help of these (virtual) drives you can open documents as if from a normal drive and save them or import images.

With the **Option Disable Physical/Local Drives** you can switch off any connections to local or network drives. In this case, opening and saving documents as well as importing images is only carried out via the named drives.

As default you can connect to Internet drives (VivaCloud), MySQL databases or databases with an ODBC interface. Further connections to special databases (e.g. Canto or SixOMC) are also available.

> *The virtual drives are only available to you through the program and here too only through the program dialog. The virtual drives therefore do not appear on your desktop or in any operating system dialogs for choosing 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 the "VivaCloud" is already set up for some programs.

Set up a drive for VivaCloud

VivaCloud is a browser-based, digital asset management system (DAM) and editorial system from the company VIVA, which allows the storage of any data and documents. The special feature of VivaCloud is that you can edit layout documents with the VivaDesigner web version directly in the browser. Furthermore, with the help of forms, you can generate documents fully automatically (e.g. business cards, etc.).

1. Choose Preferences > Drives.
2. Click New.
3. Click Rename to enter a name for the drive that will later be displayed in the selection dialog.
4. Type — Choose Web Drive.
5. User — You may as an option enter the user name with which you are registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
6. Password — You may as an option enter the password that would authorize you to access the database or service. If you do not enter a password, the password will be prompted every time you access the drive.
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".

Set up a drive for a MySQL database

MySQL is a worldwide relational database available for various operating systems. The database can be used for all imaginable purposes. In order for the program to open/save documents from the MySQL database as well as import images, a table called "vivafs" is mandatory. 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`)
);
```

In this table both documents and directories are managed, but 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 enter a name for the drive that will later be displayed in the selection dialog.

4. **Type** — Choose **MySQL**.
5. **Drive Name** — Enter the name of the database in which the table with the relevant records is located.
6. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
7. **Password** — Optionally, enter the password that the user would use to authorize himself in the application. If you do not enter anything, the password will be prompted every time the drive is accessed.
8. **Host** — Enter the URL/network address at which the application can be reached.
9. **Port** — Enter Port “3306”.

Set up a drive for an ODBC database

Open Database Connectivity (**ODBC**) is a standardized database interface that uses SQL as the database language. It thus offers a programing interface (API) that allows a programmer to develop his application relatively independently of the database management system (DBMS) used, if an ODBC driver exists for it.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to enter a name for the drive that will later be displayed in the selection dialog.
4. **Type** — Choose **OBDC**.
5. **Drive Name** — Enter the name of the database in which the table with the relevant records is located.
6. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
7. **Password** — Optionally, enter the password that the user would use to authorize himself in the application. If you do not enter anything, the password will be prompted every 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”).

Set up a Drive for Canto Cumulus

Cumulus is a browser-based digital asset management system (DAM) from Canto that allows you to store any type of data and documents.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to enter a name for the drive that will later be displayed in the selection dialog.
4. **Type** — Choose **Canto**.
5. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.

6. **Password** — Optionally, enter the password that the user would use to authorize himself in the application. If you do not enter anything, the password will be prompted every 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 if your license /version of Canto Cumulus supports this parameter.
10. **Parameter** — You may for example optionally specify “catalogname=xyz” if you want to create a direct connection to the catalog “xyz” in the application.

Set up a drive for Six OMC

Six OMC is a browser-based digital asset management system (DAM) from Six that allows the storage of any data and document.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to enter a name for the drive that will later be displayed in the selection dialog.
4. **Type** — Choose **Six**.
5. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
6. **Password** — Optionally, enter the password that the user would use to authorize himself in the application. If you do not enter anything, the password will be prompted every 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”.

Set up a drive for Mediamid M@ars

M@rs is a browser-based, digital asset management system (DAM) from **Mediamid**, which allows the storage of any data and documents.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to enter a name for the drive that will later be displayed in the selection dialog.
4. **Type** — Choose **Mediamid**.
5. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
6. **Password** — Optionally, enter the password that the user would use to authorize himself in the application. If you do not enter anything, the password will be prompted every 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”.

Set up a drive for ResourceSpace

ResourceSpace is a browser-based digital asset management system (DAM) from **Montala Limited** that allows the storage of any data and documents. The program allows the import of images. The search in the “BROWSE BY TAG”, “COLLECTIONS” and “FEATURED COLLECTIONS” sections is supported.

1. Choose **Preferences > Drives**.
2. Click **New**.
3. Click **Rename** to enter a name for the drive that will later be displayed in the selection dialog.
4. **Type** — Choose **ResourceSpace**.
5. **User** — You may as an option enter a user name that is registered in the application. If you do not enter a name, the user name will be prompted every time you access the drive.
6. **Password** — You may as an option enter the “Private API key” (i.e. NOT the user password), which is stored in the application for the user. The “Private API key” consists of a combination of numbers and letters with about 60 characters. If you don’t enter a “Private API key”, the “Private API key” will be queried every time the drive is accessed. You can find the “Private API key” in the Web Application under “Administration > Manage Users > Edit Users” (Status 2020).
7. **Host** — Enter the URL/network address (e.g. “sample.resourcespace.com”) at which the application can be reached.
8. **Port** — Enter the Port “443”.

Using the drive

1. Choose one of the following options:
   - Choose **File > Open** if you want to open a document.
   - Click in 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 sub-folders (if available) or click the **Search symbol** (if available) to search for specific content.
5. If the virtual drive offers you a search facility, this is dynamically based on the fields and options of the appropriate drive.

The virtual drives may be available to you in the **Pictures** palette to allow you for example to place an image in the document using Drag & Drop.

Place images interactively

1. Choose **Window > Pictures**.
2. Click the **Search** symbol to search for specific content.

3. Choose the virtual drive. If the drive is not shown in the list, the search function is not supported.

4. Enter the search criteria.

5. Click **Search**.

6. Click a file in the search result and drag this to the document or the picture object.

Technical notes on drives
Each drive is saved as a separate file with the ending ".drive" in the VIVA user's "Drives" folder. In order to provide the virtual disks for a server process that does not have a user directory, the files with the extension ".drive" must be saved in the folder "Drives" in the program folder.

Document preferences

Objects

Snap to Distance — Distance from which objects are automatically snapped to guide objects. The attraction distance is specified in screen pixels and accurate in the original size. Therefore, the snap to distance varies with different magnification factors.

Style Sheet — Newly created objects will automatically have a Graphic Style Sheet applied to them. This popup menu shows all the **Graphic** Style Sheets that have been created. For an explanation of the individual options please refer to the chapter **Working with Style Sheets**.

Horizontal Paste Offset — Horizontal paste offset for cut or copied objects on the document page.

Vertical Paste Offset — Vertical paste offset for cut or copied objects on the document page.

Ask for Images — Automatic display of the picture usage after opening a document if there are images in the document whose original files have been modified or were not found. The user then has the opportunity to search for or match these images.

Crop image on all sides when stretching — The image content retains its position on the page, regardless of the sizing handle with which the image object is stretched. If the option is not selected, the vertical and horizontal distance of the image content is relative to the zero point of the image object. If the image object is stretched up or to the left, the image content will follow this movement.

Fill Frame automatically — Ensures that when importing images, the option **Fill frames proportionally** is automatically applied.

White Space Optimization —Ensures that when importing images, as well as when moving images within the image object, there are no flashes (white spaces). Changes to the settings affect only image objects created after the change. The option is saved with the image object and can be changed later using the palette **Module**, regardless of the settings in the presets.

Move Image Content — Determines the behavior of the image view when the image is moved within an object.

- **Show complete preview** — The image preview is displayed completely and in real time. It also displays the parts of the image preview masked by the object shape. This option is recommended for fast computers and the web edition with very good Internet connections.

- Show image preview in frame — The image preview is displayed within the object frame and in real time. Parts of the image preview that are masked by the object shape are only displayed if you keep the mouse pointer pressed for a while. This option is recommended for fast computers and the web edition with good Internet connections.
- Gray out images — The image preview is not displayed. You can only recognize the position of the image preview after releasing the mouse buttons. This option is recommended for very slow computers and the web edition for very bad Internet connections.

Style Sheet — New images are automatically assigned a Picture Style Sheet. The option does not affect existing images. The pop-up menu displays all created style sheets of type **Picture**. The explanation of the individual options can be found in the corresponding manual chapter Working with Style Sheets.

Color Depth — Color depth used by the program to create an image preview. The option does not affect existing images. This option is useful if your computer has very little memory and/or a lot 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 sufficient for pictures with an A4 size. You should increase this setting wisely, as the memory requirement quadruples at double the size.

Preview Quality Raster Images/Preview Quality Vector Images — Image preview resolution for Raster (Bitmap) images/Vector images.

In most cases an image preview of the original image will be displayed in 72 DPI. In addition the size of the image preview is limited using the option **Limit Picture Preview to**. If you greatly zoom in on the image preview (for example, by magnifying the view and/or by a scaling factor greater than 100%), you can see details (such as text with a small dot size) only blurred or not at all.

- Low Quality — The resolution of the image preview is calculated in 36 DPI. This option is useful if your computer has very little memory and/or a lot of images are imported into the document.
- Normal Quality — The resolution of the image preview is calculated in 72 DPI.
- High Quality — The resolution of the image preview is calculated in 144 DPI. This option is useful when enlarging the image preview.
- Maximum Quality — The resolution of the image preview is calculated in 288 DPI. This option is useful if the image preview is greatly increased.

> *The option affects only new images to be imported. Existing images can be changed manually with the option of the same name in the* **Picture** *menu.*
>
> *When choosing, keep in mind that file size and memory requirements increase significantly if you choose high or maximum quality. You should therefore choose this option wisely.*
>
> *Please note that if images are re-imported in the same image object, the settings will be lost and must be reapplied as needed. This does not apply to updates to the same file or if you have made the appropriate settings in the Preferences that correspond to manual selection.*
>
> *If there is no picture quality improvement when selecting the option, there can be several reasons:*
>
> - *The preview quality can not be improved.*
> - *The selected preview quality is already applied by the preferences.*
> - *The preview quality is limited by the maximum size settings.*

Embed All Used Images — In addition to the image preview, all original images used in the document are also embedded in the document. By default, the application saves only an image preview of the original images used and a reference (path) to the original images in the document. This option is use-

ful if you want to make sure that you have a high-resolution output for printing even if you do not have access to the original images.

Please note that in addition to general embedding, selective embedding of images is also possible and images can also be excluded from embedding. Please refer to the section **Working with images** for more information.

The embedding is only successful if there is a valid link to the original images at the time of saving. There is no warning if images are not linked properly. You should first check this by using the option **Document > Picture Usage**. Please note that this can significantly increase the size of the document. The size of the document increases approximately by the value displayed by the option **Document > Picture Usage** in the summary row and the File Size column.

When embedding the original images in the document, the original images on the media remain untouched. The option **Document > Picture Usage** no longer shows the **Path**. Possible modifications of the original images are no longer checked and therefore are not registered by the program. When outputting the documents with the option **File > Print > Objects > High Resolution** or **File > Export > As a PDF File > Objects > High Resolution**, the program always returns to the embedded images.

If the option is deactivated after it was activated when the document was last saved, all linked images will be removed from the document the next time it is saved. The link to the original images is preserved, provided that they still have the same path that you had at the time of embedding the images. If this is not the case, it can be assumed that the link (path) to the original images was not valid at embedding.

Embedded images are shown with a black symbol in the appropriate palettes and dialogs.

When saving the document as an XML file, no original images are embedded. However, if you open an XML file with the setting, the images in the XML are automatically included in thir native format in the native document the next time it is saved, provided that a valid path to the images exists.

Use Tab Key to Navigate in Table — The **Tab** key can be used for navigating within table objects. The cursor jumps automatically to the next cell. Otherwise, the tab key has the same effect as within text objects.

Object Properties

The **Object Properties** tab allows the definition of individual object properties. This option is useful if you want to assign properties to objects that the program does not allow by default. You can define any number of object properties of the type **String** or **Boolean**. For example, one scenario would be to use an object property of the type **Boolean** to determine whether an object has been tested for content and with an object property of the type **String** establish who has made this check. The created object properties are automatically displayed at the end of the module palette for objects and apply to one document only. The object properties are adopted in XML format when the document is saved.

Pages

Position Chapter Page automatically — For documents created with the option **Facing Pages**, the document pages are automatically repositioned 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, which differs from the automatically assigned page number of the program. If the option is switched off, the page sequence for the left and right side is retained, regardless of whether the document page has an even or odd page number.

Reorganize Text Chains — The text links are reorganized, for example, when pages are moved or repositioned, or the **Page Order** changes (**Left/Right** to **Right/Left**).

- **Only Automatic Text Chains** — The reorganization is only performed for text objects with the option **Automatic Text Chain** activated on the Alias page. There can be only one text object on the Alias page with the option **Automatic Text Chain**. If you selected the option **Automatic Text Object** when creating a new document, a text object with this option was also created automatically on the Alias page.
- **All Text Chains** — The reorganization is performed on 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 allows you to preview the document pages in the program's own **Open dialog**. The prerequisite is that you have selected 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 stored in the document.

Save large preview — A large preview of the document pages is saved in the document. This setting allows you to preview the document pages in the program's own **Open dialog**. The prerequisite is that you have selected the **Program dialog** option in the program preferences. The minimum size of the preview is 512 pixels, the maximum size is 10,000 pixels.

Number of Pages — Number of document pages that are saved as previews in the document. If the document has more than one document page and the specified number of pages is greater than "1", you can browse through the document pages in the program's own **Open dialog**. The prerequisite is that you have selected the **Program dialog** option in the program preferences.

Quality — Quality in which the preview of the document pages is saved. The storage takes place in JPEG format. The quality of the preview is given as a percentage of 5% to 100%. A low number corresponds to a low quality, a high number of a high quality.

> *If the* **Save small preview** *and* **Save large preview** *options are not selected, a 512-pixel preview of the first page 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 sections.

Grid in front — The grid is displayed in front of or behind all objects.

Toolbars

You can create your own toolbars in addition to the program's own toolbars and palettes **Tools**, **Navigation** and **Quick Access**. This option is useful if you want to make frequently used options available in a toolbar or even mandatory if you disable the program menu using the Access Rights.

- Individual toolbars refer to the program if no documents are open at the time of creation.
- Individual toolbars refer to the current document if documents are open at the time of creation.

- Individual toolbars are always displayed.

Create new toolbar

1. Choose **Preferences > Toolbars**.
2. Choose **New**.
3. Give the toolbar a name.
4. Choose the display mode:
   - **Document Mode** — The toolbar is displayed (is selectable) when no object is selected.
   - **Text Mode** — When Text Mode is selected.
   - **Picture Mode** — When Picture Mode is selected.
   - **Table Mode** — When Table Mode is selected.
5. Choose the options to be displayed in the toolbar:
   - To do this, expand the desired menus and double-click an option to apply it.
   - Double-click **Separator** to insert a vertical separator stitch between two options. This option is useful for visually separating functional areas.
6. Repeat the process for each additional option. The options are displayed one after the other in the **Preview** dialog area. Options that do not have an icon are displayed as text.

Edit the sequence of the options

1. Click the pencil icon to edit the sequence.
2. Click on 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.

Dependencies

You can define dependencies for a document. This option is useful to open other documents or libraries automatically when the document is opened.

With dependencies you make sure that when you open a document, other documents and/or libraries are opened automatically.

Create new dependencies

1. Choose **Preferences > Dependencies**.
2. Choose **New**.
3. Choose the files you want and confirm your entry.
4. The selected documents will be displayed in the list with the entire folder path.
5. Repeat the process for each additional dependency.

Edit dependencies

Choose one of the following options:

- Choose **Delete** to delete a document from the list.

- Choose **Edit** to choose another document.

Embedded fonts

You have the option to embed fonts in the document. This option is useful if you want to edit the document with the fonts on a machine that does not have fonts installed.

> *This option is not related to the option to embed fonts when creating a PDF or PostScript file.*

Embed All Used Fonts — All fonts used and marked in the document are embedded in the document. In this case, the program accesses the embedded fonts when displaying the font and creating a PDF.

> *Collaboration with third-party font management applications can not be guaranteed. Therefore it may be necessary to install the fonts in the system so that they are correctly incorporated.*

Add more fonts by clicking on the first column of the list.

Disable System Fonts — Only the embedded fonts are displayed. All other fonts are no longer available.

> - *Take note of the legal information in the header of the dialog.*
> - *Click the question mark button and note the explanation of abbreviations to the embedding information, which may be different for each font.*

Measurements

The options for the measurement units determine in which standard units absolute dimensions in dialogs and palettes are displayed or converted. If the unit “millimeters” is specified for an option and the entry is made in “inches”, the inch value is automatically converted to millimeters.

The program supports the measurement units **Millimeter (mm)**, **Inch (")**, **Decimal Inch (dz)**, **Point Pica (pt)**, **Point Didot (dd)**, **Cicero (c)**, **Centimeter (cm)**, **Pica (8p)**, **Quart (q)** and **Pixel (px)**. The measurement unit **Pixel (px)** basically corresponds to the unit of measurement **Point Pica (pt)**.

Standard — The default measurement unit for all options that are not explicitly listed in the dialog.

Ruler — The measurement unit for the horizontal and vertical rulers in the document window.

Objects — The measurement unit for the horizontal and vertical position, the **Width** and **Height** as well as for frames and lines.

Colors — The measurement unit for **Trapping** colors.

Images — The measurement unit for the height and width of images.

Text — The measurement unit for the **Font Size**, **Indents**, **Tabs** and **Line spacing** in the text.

Conversion — Conversion rates for **Points/Inch** and **Ciceros/cm**.

Search Paths

You can define search paths for a document. This option is useful to search a folder and optionally its subfolders for missing images.

If a search path has been defined, the **Document > Picture Usage** option, for example, asks whether the search paths should be used for searching the images.

The successful use of search paths requires that the searched files do not exist multiple times in the selected search paths. If the searched file name “Image.jpg” exists in several subfolders of the search path, the program will automatically select only the first occurrence of the file.

For search paths, we distinguish between static and relative search paths.

- If a document was saved in the folder “C:/Documents”, a static search path references exactly this folder. In this case, the folder “C:/Documents” is searched. If the document is moved to another location (e.g. “C:/Images”), the program continues to search the “C:/Documents” folder.
- Relative paths refer to the path in relation to the location of the document. In this case (e.g. “.\”). As long as the location of the document does not change, relative and static search paths are identical. If the document is moved to another location (e.g. “C:/Images”), the program will not search the folder “C:/Documents” in case of a relative search path, but the folder “C:/Images”.

Create a new search path

1. Choose **Preferences > Search Paths**.
2. Choose **New**.
3. Choose the desired folder and confirm your entry.
4. The selected folder is displayed in the list with the entire folder path.
5. Repeat the process for each additional search path.
6. Optionally, click on the **Subfolder** column to define that all subfolders should also be searched. Click the Subfolder column again if no subfolders are to be searched.
7. Optionally, click the **Path** column to define that it is a relative search path. Click the **Path** column again to define that it is a static search path.

Edit search path

Choose one of the following options:

- Select **Delete** to delete a search path from the list.
- Select **Edit** to select a different folder.

Text

Preferences for Styles

Underline — Offset of the line and the line weight for the style **Underline**. The program differentiates between intervals for horizontal text (e.g. Roman text) and vertical text (e.g. Japanese or Chinese text). The indications can be made in absolute (e.g. “pt” or “mm”) or relative units of measure (e.g. “%”). The relative units of measurement refer to the font size. The option affects existing texts with this style.

Strikethrough — Offset of the line and the line weight for the style **Strikethrough**. The program distinguishes between intervals for horizontal text (e.g. Roman text) and vertical text (e.g. Japanese or Chinese text). The indications can be made in absolute (e.g. “pt” or “mm”) or relative units of measure (e.g. “%”). The relative units of measurement refer to the font size. The option affects existing texts with this style.

Superscript — The distance of the character from the baseline and the height and width of the character for the style **Superscript**. The entries are in percent and refer to the font size. The option affects existing texts with this style.

Subscript — The distance of the character from the baseline and the height and width of the character for the style **Subscript**. The entries are in percent and refer to the font size. The option affects existing texts with this style.

Superior — Character height and width for the style **Superior**. The entries are in percent and refer to the font size. The option affects existing texts with this style.

Small Caps — Character height and width for the style **Small Caps**. The entries are in percent and refer to the font size. The option affects existing texts with this style.

General Text Preferences

Line Counter — The font, font size, font color and representation of the line counter. Changes are displayed immediately in the document.

Automatic line spacing — The options for automatic line spacing determine the calculation of the line spacing if the line spacing has the value “0” or “Automatic”. The automatic line spacing is determined by the two parameters Method and Value:

- Reference size — Determines whether the automatic line spacing refers to the font size (e.g. 12 pt) or the font metrics (ascenders and descenders of the font). As a rule, the metric height (ascenders and descenders) of a font is greater than the font size alone.
- Spacing value — Determines how much additional space is added to the reference value to calculate the actual line spacing. There are two variants:
  - **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 varies between different fonts. In most cases, it is between 17%-20% of the font size.
  - **General Setting** — The additional spacing is defined manually as a percentage value between “0%” and “100%”. This percentage value always refers to the font size, regardless of whether the font size or the font metric is used as the reference size. The value “0%” means that no value is added to the automatic time interval. 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 only introduced with Version 11.5. For VivaDesigner documents prior to Version 11.5, the “General setting” option was always used. This option is also retained when opening older documents.*
>
> *From Version 11.5 onwards, 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 Setting** *option can prove to be faster for large documents with a lot of text (e.g. books). We therefore always recommend using manual line spacing.*

Language — The default text language that will be applied automatically to all new text objects or text chains. The option does not take effect on existing text objects or text chains. The popup menu shows all the text languages that are available.

Greek Below — Value under which relative font size the text is displayed as a gray area. The relative font size corresponds to the absolute font size in conjunction with the scaling factor. With an absolute font size of 10 points and a scaling 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 — The control characters (Invisibles) are displayed automatically.

Show Text Rulers — The text rulers will be switched on automatically.

Distance between standard tabs — Distance between tabs when no manual tabs are set in the text. The option affects all existing text.

Typographic Quotation Marks — Quotation marks (") will be replaced automatically by the typographic quotation marks defined 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 due to its length and separation settings will result in an overset. The option forces a wrap to avoid an overset or to display at least part of the string.

Allow break before punctuation after space — 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. The option allows a line break after the space at these positions. After a non-breaking space a break remains excluded. The option is switched off by default; when importing IDML files the program switches it on. The option affects all existing text.

Visualize Style Sheets — Text to which Character and/or Paragraph Style sheets have been assigned is displayed with colored background.

First Baseline — The position of the first baseline of text 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 height, the cap height and the x-height on the outlines of individual characters of the font. If the option is switched on, the program uses the values stored in the font instead (OS/2 table). 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 that without the option the text can sit too high in the text object. The option is switched off by default; when importing IDML files the program switches it on. The option affects all existing text.

Baseline Grid — Start value and distance as well as the direction and numbering of the baseline grid lines. The option affects all existing text.

Change Tracking — Change Tracking is activated. You can also set the style and color with which Deleted Text, Inserted Text, Changed Attributes and Changed Lines will be displayed. The option affects all existing text.

Preferences for Style Sheets

Default Style Sheets — A Character, Paragraph or Layout Style Sheet will be applied to a new text automatically. The option does not affect existing text objects. The popup menu displays all the style sheets of the types "Character", "Paragraph" and "Layout" that have been created. Please refer to the section Working with Style Sheets.

Footnote Style Sheets — Style sheets for the Footnote Reference, the Footnote Label and the Footnote Text. The popup menu shows all the available Character Style Sheets for the Footnote Reference and the Footnote Label and all the available Paragraph Style Sheets for the Footnote Text.

Endnote Style Sheets — Style sheets for the Endnote Reference, the Endnote Label and the Endnote Text. The popup menu shows all the available Character Style Sheets for the Endnote Reference and the Endnote Label and all the available Paragraph Style Sheets for the Endnote Text.

Preferences for Footnotes

Define the preferences for Footnotes. Please refer to the section Working with Text.

Offset — Defines the minimum offset between the **main text** and the **Footnote text**.

Prefix/**Postfix** — Defines if and which text should be inserted before and/or after the **Footnote Reference** and the **Footnote Number**.

Format — Defines how the **Footnote Reference** and the **Footnote Number** should be displayed.

Numbering — Defines if the numbering should be **Continuous** or **Chapter wise**. With the option **Chapter wise** the numbering starts from the beginning if a chapter break has been inserted in the text.

Start with — Defines the first footnote number.

Separator — Defines if a separator line should be displayed between the main text and the footnote text.

Vertical Offset/**Horizontal Indent** — Defines 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.

Preferences for Endnotes

Define the preferences for Endnotes. Please refer to the section Working with Text.

Display Position — Defines if the Endnote at the end should be 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 if the Endnotes should be displayed at **End of Text** or **End of Chapter**.

Prefix/**Postfix** — Define if and which text should be inserted before and/or after the **Endnote Reference** and the **Endnote Number**.

Format — Defines how the **Endnote Reference** and the **Endnote Number** should be displayed.

Numbering — Defines if the numbering should be **Continuous** or **Chapter wise**. With the option **Chapter wise** the numbering starts from the beginning if a chapter break has been inserted in the text.

Start with — Defines the first Endnote number.

Separator — Defines if a separator line should be displayed between the **main text** and the **Endnote 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.

Language

Quotation Marks — Determines the **Single** and **Double** quotes for each language. Click the **Quotation Marks** tab, and then click the pop-up menu in the **Single** and/or **Double** column and select the required **quotation marks**.

Hyphenation — Defines the hyphenation module to use for each language. Click the **Spelling & Hyphenation** tab and then the popup menu in the **Hyphenation** column and choose the module required. If the Hyphenation column does not contain an entry or displays **Module is missing**, no module is available for the respective language.

Spell Check — Defines the Spell Check and Grammar Check (if available) modules to use for each language. Click the **Spelling & Hyphenation** tab and then the popup menu in the **Spell Check** column and choose the module required. If the Spell Check column does not contain an entry or displays **Module is missing**, no module is available for the respective language.

Thesaurus — defines the Thesaurus module to use for each language. Click the **Spelling & Hyphenation** tab and then the popup menu in the **Thesaurus** column and choose the module required.

> *You should only use the languages for which the corresponding module is available for the text in the document. Otherwise, the hyphenation, spell checker, and/or thesaurus will not work. If you pass on the document to a third party using a hyphenation module in the document that the recipient does not have, a warning message appears on opening the document indicating that the module is missing.*
>
> *Depending on the program version, the software is delivered with a hyphenation and spell check module for different languages. You can optionally install further languages from modules of other manufacturers. Please refer to the notes in the* Installation *section.*

User Dictionaries

The **User Dictionaries** allow the language-related extension of the dictionary including hyphenation. This option is helpful if you are frequently using technical terms or proper names that the program may under certain circumstances not be able to hyphenate as these words are not known. In such a case, a user-defined dictionary can be created by language, which is checked during automatic hyphenation. If hyphenation occurs, the program first of all checks the user dictionary before resorting to program-related dictionaries and hyphenation algorithms.

Define hyphenation exceptions

1. Choose **Edit > Preferences > User Dictionaries** (Windows/Linux) or **{Application} > Preferences > User Dictionaries** (Mac).
2. Choose the language for which the hyphenation exception should be created.
   - Choose the language option **Global** if the word to be hyphenated appears in every language and should always be hyphenated in the same way.
   - If several hyphenation modules are available for a language, select the module that has separated the word incorrectly or has not separated it at all.
3. Click in the entry field **Word** and enter a new character string using all possible hyphenations.
4. Click **New** to include the new string in the user dictionary.

Define a No Hyphenation

- If a word should never be hyphenated, enter the string without hyphens in the entry field **Word**.

As well as the definition of a hyphenation exception, you can also influence the quality of the hyphenation, which is important in some languages. While for example in Spanish there are no quality differences in hyphenation, German has a whole series of hyphenation qualities. This is because the German language has a great many words that have been put together from other words, which may then have hyphenations not only between syllables, but also between the original words. Such hyphenations are also called **Preferred Hyphenations**. The quality of a hyphenation is defined by the number of dashes entered between two syllables.

Define hyphenation quality

1. Enter a character string in the entry field **Word**.

2. Enter the hyphenation:
   - A dash to create a possible hyphenation without any quality.
   - Two dashes one after the other to create a good hyphenation.
   - Enter three dashes one after the other to create an excellent quality hyphenation.

Taking as an example “Abcdefghijklmnop” enter “Abc-def --- ghi - jklmnop”. This shows that the user rates the hyphenation between “abcdef” and “ghijklmnop” as optimal and between “ghi” and “jklmnop” as good. The hyphenation between “Abc” and “def” is less good, but basically possible.

In some languages, not only the quality of hyphenation, but also the display of the word in the case of a hyphenation plays an important role. In this case, the syllables change during the hyphenation. When the hyphenation is removed, the strings are displayed in their original notation.

In principle, all language-related substitutions can be reduced to the following cases:

- The last character before the hyphen or the first character after the hyphen is deleted.
- The last character before the hyphen or the first character after the hyphen is replaced by one or more characters.

Hyphenations with automatic substitution

- Enter “(=)” before or after a hyphen if you want the last character before or after the hyphen to be deleted in the event of a hyphenation.
  Example:
  “Abc (=) - def” hyphenates as “Ab-def”,
  “Abc - (=) def” hyphenates as “Abc-ef”.
- Enter the character string “(=characterstring)” if you want the last character before or after the hyphen to be replaced by a single character in the event of a hyphenation.
  Example:
  “Abc (= x) -def” hyphenates as “Abx-def”,
  “Abc (= xy) -def” hyphenates as “Abxy-def”,
  “Abc - (= x) def” hyphenates as “Abc-xef”,
  “Abc - (= xyz) def” hyphenates as “Abc-xyzef”.
- Enter the character string “(characterstring)” if you want the last character before or after the hyphen to be replaced by one or more characters in the event of a hyphenation.
  Example:
  ”Abc (x) -def” hyphenates as “Abcx-def”,
  “Abc (xy) -def” hyphenates as “Abcxy-def”,
  “Abc (x) def” hyphenates as “Abc-xdef”,
  “Abc- (xyz) def” hyphenates as “Abc-xyzdef”.

Please note that the descriptive examples only contain example characters, as most hyphenation modules automatically apply these language-based hyphenation exceptions.

Translations

In addition to the program's own translations for colors or style sheets, you can also 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.

Create a translation

1. Choose Preferences > Translations.
2. Choose Add.
3. In the String input field, enter the origin name (e.g. "***School***"). The name must not contain square brackets.
4. Enter the respective translation in the Translation column of the respective language (e.g. "***Schule***" for German, "***École***" for French, "***Scuola***" for Italian, or "***Escuela***" for Spanish).
5. Confirm your entries.
6. For example, create a Style Sheet or a color with any origin name that must be enclosed in square brackets "[ ]". The brackets are the indicator for the program that the name must be translated in the user interface. In our example enter the origin name "[***School***]". If a program language has been selected for which a translation has been defined, the translation is automatically displayed in the dialog instead of the original name. For example, if you select the program language "French", "[École]" will be displayed automatically.
7. Choose Edit > Program Language, and then choose an appropriate program language to check the translation of the style sheet or color. If a program language. is selected for which no translation exists, the original name is displayed.

Export 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 select the folder where the text file should be saved.
4. Confirm your entries.

Import 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.

Remove translations

You can remove individual 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 remove all the translations.

Color Management

Color Management allows you to determine the appearance of colors on the screen. The explanation of the individual options can be found in the manual chapter Working with Colors.

The preferences section contains the following options:

- **Working Spaces** — Color profiles for RGB and CMYK colors with which the program displays colors on the screen and converts colors between the color models.
- **Conversion Options** — The **Rendering Intent** for the conversion of colors: **Perceptual**, **Saturation**, **Relative Colorimetric** (default setting) or **Absolute Colorimetric**.
- **Transparency Blend Space** — Color space **RGB** or **CMYK** (default setting) in which the program calculates transparencies, among other things for the PDF export.
- **Color Proof** — **Profile**, **Keep Color Values** and **Simulate Paper** for the color proof with **View > Color Proof**.

Access Rights

The access rights make it possible to limit the editing of documents for third parties. These options may require an additional license. Please refer to the section Working with Access Rights.

Author Notes

With the author notes you provide a document with information for other users, for example a web page or a video with explanations of the document.

- **Show on opening documents** — Displays the author notes automatically when the document is opened.
- **Url** — Address of a web page with further information.
- **Video** — Address of a video about the document.
- **Phone** and **E-Mail** — Contact details for queries.
- **Additional Notes** — Any text for the users of the document.

Users open the author notes at any time with **Help > Author Notes**. For the addresses the program shows the buttons **Show QR Code**, **Open Link** and **Copy**. The program opens external content outside the program.

XMP Custom Info

The **XMP Custom Info** allows you to extend documents with additional information for third-party programs. XMP is an XML format for describing document meta data. For example, the program saves 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 **XMP Custom Info** is specifying fields and field information for web-to-print applications. The user can store in the document any information that can be evaluated by a browser as long as these are entered in a correct XML/XMP syntax.

Preflight

The **Preflight** options enable visual recognition of possible printing problems.

Preflight Document — Activates the visual Preflight.

Minimum Image Resolution — Value for the minimum resolution for **Color Images**, **Grayscale Images** and **Black/White Images (Bitmaps)**. The minimum resolution refers exclusively to raster/pixel images. If the minimum resolution is not reached, the program displays a colored frame:

- If the resolution is within the tolerance range, a yellow translucent frame is displayed.
- If the resolution is outside the tolerance range, a red translucent frame is displayed.

Example: With a minimum resolution of 300 ppi and a **Tolerance** of "30%", a yellow frame is displayed at 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 is still printable.

Image Color Mode — Displays a red translucent frame when importing images with **RGB**, **Grayscale** or **Bitmap** color spaces.

> *This option is less relevant than in previous years because the program can use color profiles to convert images of any color space at any time during output. It is therefore not necessary to always import images in certain color spaces.*

Warning for Transparency — Displays a red translucent frame if an object has transparency effects or transparency blends/gradients. This information is useful, for example, if you want to output the document with a PDF option that does not support native transparencies (for example, **PDF 1.4**).

Warning for Effects — Displays a red translucent frame if an object uses **Effects**. This information is useful, for example, if you want to output the document with a PDF option that does not support native transparencies (for example, **PDF 1.4**).



Working with Fonts

Version 11.5 — September 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 want to constantly add new fonts or hide existing fonts while working, please refer to the section Preferences > Program preferences > Fonts.

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**

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 are installed via drag & drop,
- Fonts that are automatically installed via folders,
- Fonts that are installed via the Google website.

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/fonts.ttf ~/.fonts/`

4. System-wide installation:

- Copy the font files to the directory`/usr/share/fonts`(requires root rights): `sudocp /path/to/your/font.ttf/usr/share/fonts/`
- Update the font cache: `sudofc-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 using the Embed fonts option. Please refer to the notes in the section Embedded fonts.

2. Folders/ZIP archives

Fonts that are located in the document folder or its subfolders. 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. Drag & Drop

Fonts can be installed via drag & drop. To do this, drag the selected font onto the document window. The installation is temporary, which means that the font is no longer available when the document is reopened, unless the fonts are embedded in the document.

Font menu

Grouping and sorting

The font menu consists of several groups, each separated by a hyphen. In each section, the font families are displayed in alphabetical order.

1. Fonts used: Displays all fonts used in the document.

2. Embedded fonts: Displays all embedded fonts that are not used in the document.

3. Latin, Greek, Cyrillic writing system: Displays all fonts that correspond to the Latin, Greek or Cyrillic writing systems.
4. Chinese writing system (short form): Displays all fonts that correspond to the Chinese (short form) writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
5. Chinese writing system (long form): Displays all fonts that correspond to the Chinese (long form) writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
6. Japanese writing system: Displays all fonts that correspond to the Japanese writing system. As a rule, these fonts also contain characters that correspond to the Chinese (short form), Latin, Greek or Cyrillic writing systems.
7. Korean writing system: Displays all fonts that correspond to the Korean writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
8. Thai writing system: Displays all fonts that correspond to the Thai writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
9. Arabic writing system: Displays all fonts that correspond to the Arabic writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
10. Hebrew writing system: Displays all fonts that correspond to the Hebrew writing system. These fonts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
11. Other writing systems: Displays all fonts that cannot be assigned to the other writing systems. These are, for example, writing systems for Devenagar, Tamil, Syriac, Laotian and many other writing systems. These scripts usually also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.
12. Symbol fonts: Displays all fonts that correspond to the Symbol writing system. This includes all types of symbol fonts. These fonts can also contain characters that correspond to the Latin, Greek or Cyrillic writing systems.

Display of a font entry

Each option in the menu shows the format, the name of the font family, optionally a font example and the source of the font.

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 — The font is included.
- Italic — The font has been temporarily installed via the Internet.
- 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 and a pink background.

Font preview

In the **Module** palette, the display of the font menu can be extended to include a font preview. This font preview gives you a small impression of the font glyphs.

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.

- 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 font is temporarily installed via the Internet.

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 select the "**Reset Font Cache**" option. Please follow the instructions in the section Installation & program start.



Working in a Team

Version 11.5 — September 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.

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 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. 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.

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**.

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 actual 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 Dokument (*.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).
   - 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 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.

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 VivaCloud 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.

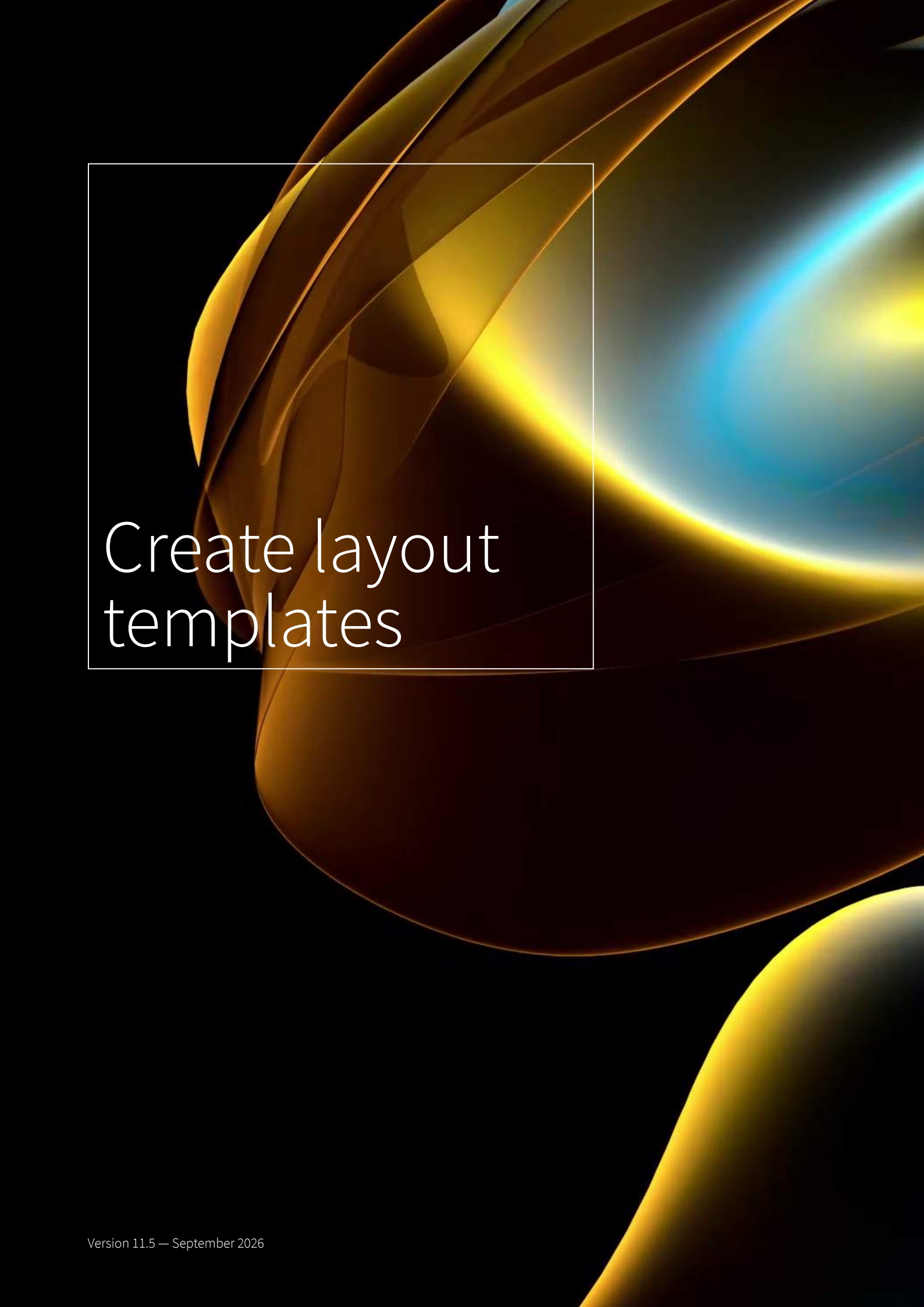
- **New** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, as documents are usually created via the web application.
- **Open** — Allows the option of the same name to be displayed in the **File** menu. This option is deactivated by default, 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.



Create layout templates

Version 11.5 — September 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 we 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

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 30 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.

Work mode and access rights are available both on the desktop and on the web.

Working Mode

Choose **Preferences > Program > 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.

Access rights

Choose **Preferences > Access Rights** if you want to restrict editing for all users. Users who want to remove this restriction need 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 **Unprotect Alias Page** 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 and choose **Layer Options** in the context menu and then **Lock Layer > Password Protection** 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.

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 **Presets** and change **Colors & gradients** 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** to show the user which objects they can edit at all.
- Optionally, help texts can be placed on locked and non-printable layers. Help texts can also be defined for an object or text using the option **Window > Notes**. When the mouse pointer is moved over the object, the note appears in a tool tip.

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**. 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.

- 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 the **Interaction Rules** to determine whether for example an image object can be moved only vertically and/or stretched only vertically.
- If you choose the option **Fill Frame Automatically**, the image will automatically resize itself when the image object is enlarged and will also be enlarged. However, when the image is scaled down, the scaling value is preserved. The user must then use the scaling handle to scale the image object, if it is also available based on the interaction rules.
- 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 Rules**, **Lock** and/or **Protect** 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.
- 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 template 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 **left justified**, **right justified** 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 Printers

Version 11.5 — September 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 printer means when he 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 want to say that the images have a certain minimum resolution. The specification refers only to color photos. Black/white or grayscale photos require a higher resolution.

Photos, or raster images consist of individual pixels. The more pixels or dots a raster image has, the more likely it is to be printable. “Resolution” refers to the number of pixels per unit of measurement. “300 dpi” means a resolution of 300 pixels per inch. The program uses the correct term “ppi” (points per inch) instead of “dpi” because “pixels” do not exist in printing.

Minimum resolution does not mean that you have to calculate the images exactly down to 300 dpi.

What is the difference between photos, 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.

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. 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 all pixels now occupy half of the original space, doubling the resolution.

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.

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 for all images?

A very simple way to check the effective resolution of the raster images is to use the **Preflight** option in the Preferences. Please refer to the instructions in the manual. 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.

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, choose **Optimize > Reduce resolution for raster images** during the PDF export.

What does “High Resolution” mean?

High resolution means that all images are exported in the displayed high resolution.

To do this, select **Objects > High Resolution** in the PDF export.

General questions

What does “images and fonts must be embedded” mean?

If you export a PDF, the fonts and images are always embedded by default, if the fonts and images are available.

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.

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.

1. Choose **File > Document Setup** to define the bleed area in the document, represented by a green line which is magnetic.
2. Choose **Format > Bleed** to define the bleed area in the PDF.

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. 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 “1.7” format. If the printer wants to have a PDF/X, we recommend to create a “PDF/X-4:2010”. Both the PDF 1.7 and the PDF/X-4:2010 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 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 printer tells you which color profile to use, check that the program has the desired color profile by default

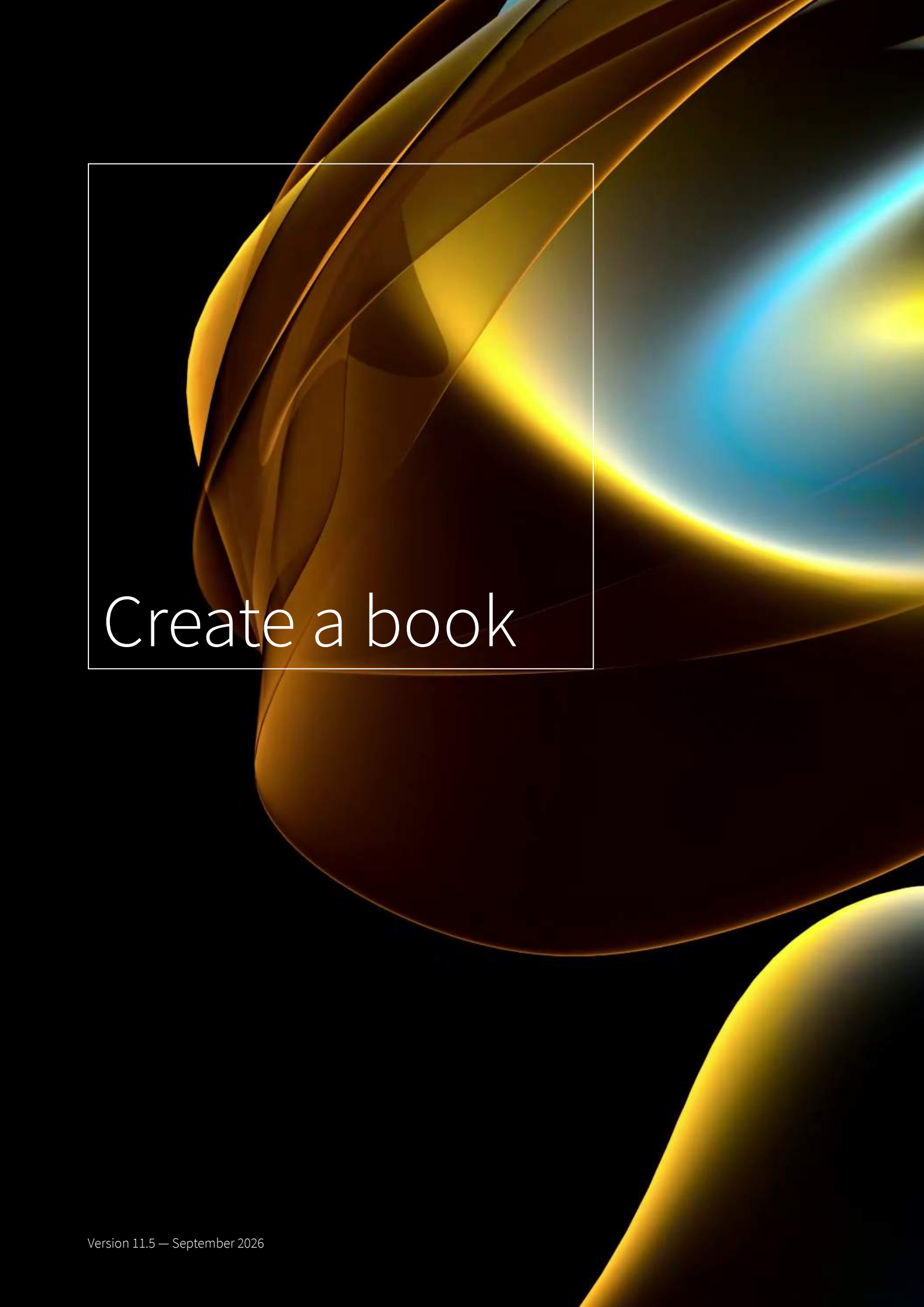
Choose one of the following options when exporting to PDF:

1. PDF 1.4 -2.0
   - Mandatorily choose **PDF** > **Color Settings** > **Conversion** > **Convert to Destination (Preserve Numbers)**.
   - Choose a color profile from **PDF** > **Color Settings** > **Destination**.
2. PDF/X:
   - Optionally, select **PDF** > **Color Settings** > **Conversion** > **Convert to Destination (Preserve Numbers)**.
   - Choose a color profile from **PDF** > **PDF/X Settings** > **Output Intent**.

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. Specify a value of "90%" for the quality if you are creating the PDF for the printer and, for example, "40%" if you only want to create a screen-quality PDF.
3. Choose **PDF** > **General** > **Compression** > **Compress Text and Vector Graphics**.
4. If these options are not sufficient, optionally choose **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.



Create a book

Version 11.5 — September 2026

Create 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 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.

All templates already contain the finished pages and style sheets and can be used for practice purposes or as templates for your own books.

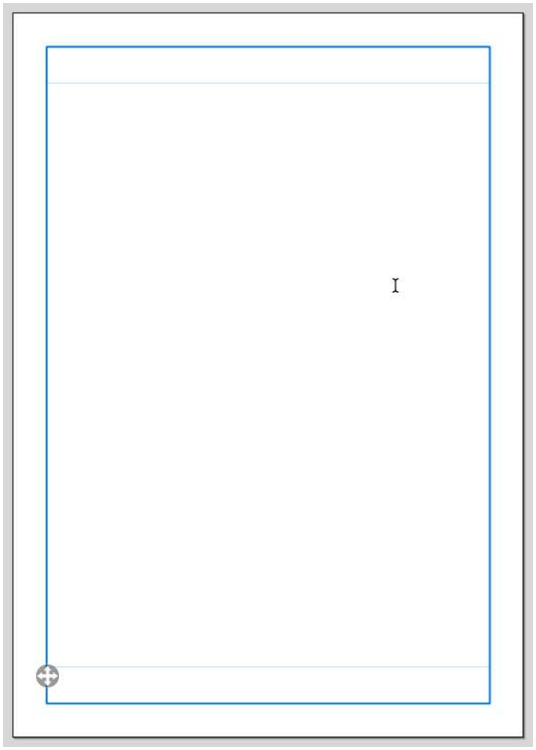
Step 1: Create new document

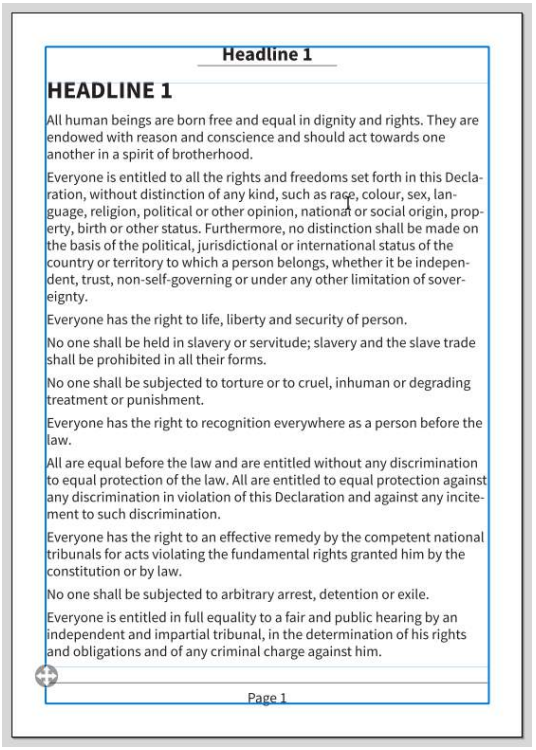
1. Choose one of the following options:
   - Choose **File > New > Document**.
   - Press **Ctrl + N** (Windows/Linux) or **Command + N** (Mac).
2. After choosing the **New** option, the **Document Settings** dialog opens. On the left side of the dialog you can make all the settings that are displayed 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 Roman text 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. This option is essential if you want to use the option **Create PDF Bookmarks** in the PDF-Export.

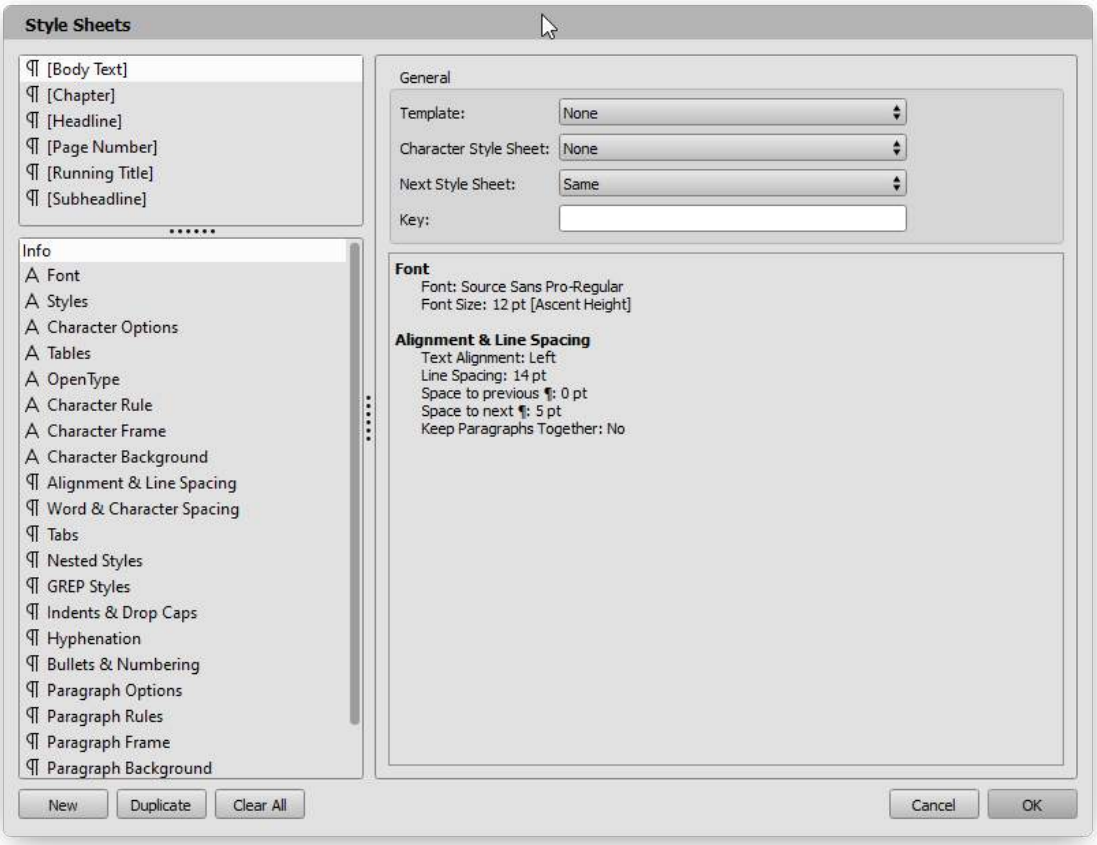
Step 3: Create Style Sheets

You can format the book's texts manually using the options in the **Module** or **Quick Access** palette.

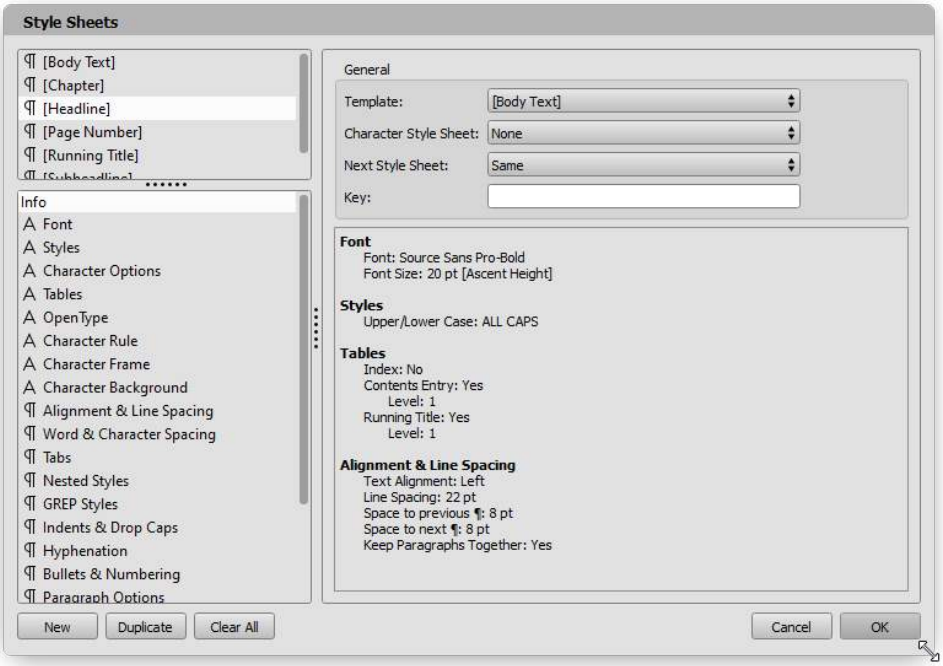
Instead, we recommend that you create and apply style sheets. Using style templates offers very many advantages. Among them is that texts can be formatted with a variety of options at the touch of a button. In addition, subsequent changes to the style template automatically affect the entire book.

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** (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**, **Color**, **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.

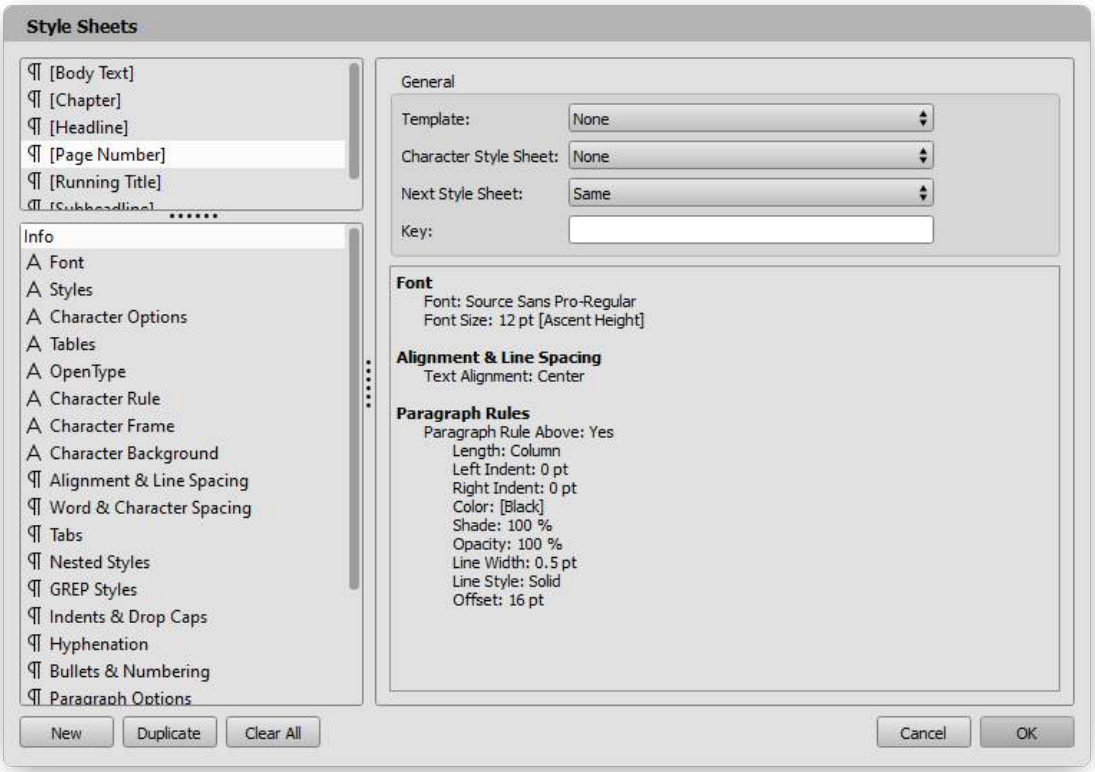
9. To visually distinguish the headline from the body text, we define an additional space in front of it. In addition, we choose the option **Keep Paragraphs Together**. This option ensures that a heading can never stand alone at the end of a page. Important: For the style sheet **[Body Text]** we explicitly switch off the option, because otherwise the program would no longer find a place where it could break the texts to other pages.

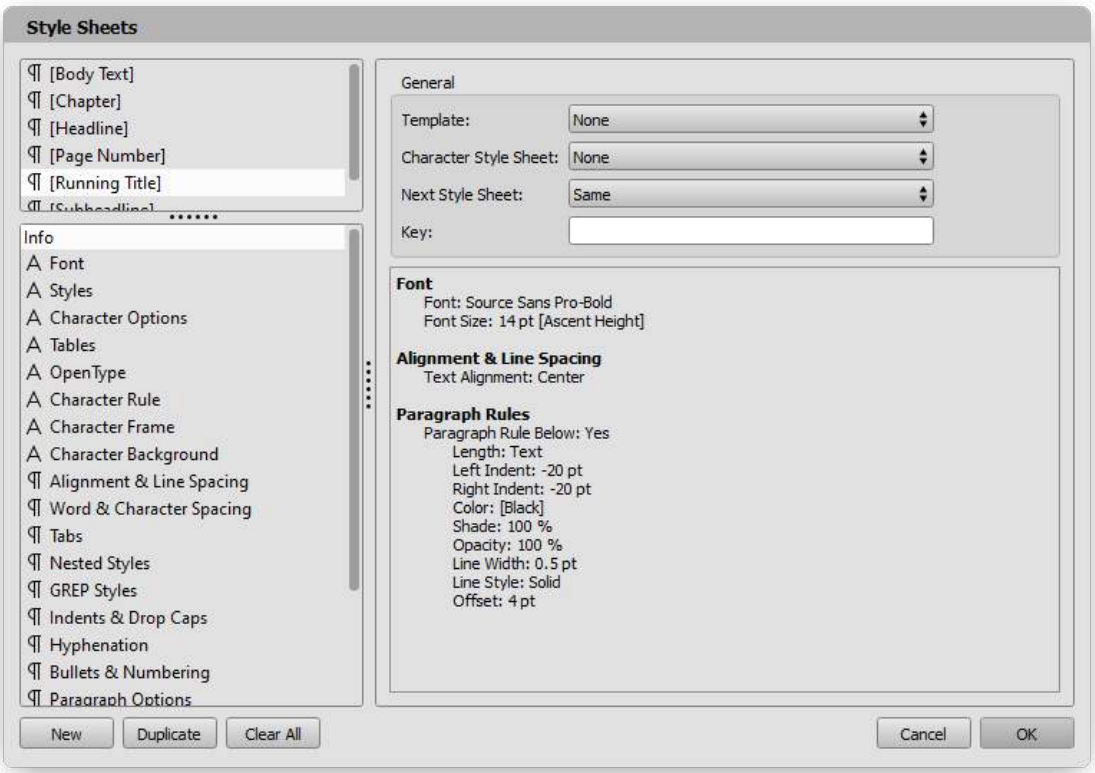
10. Since the heading is to be automatically transferred to the table of contents, we choose the option **Contents Entry** and level “1”. In addition, the text is to be displayed in the page header.

11. We also select 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]**. Both contents are to be displayed centered in the header and footer of the page. Therefore we only choose the alignment here.



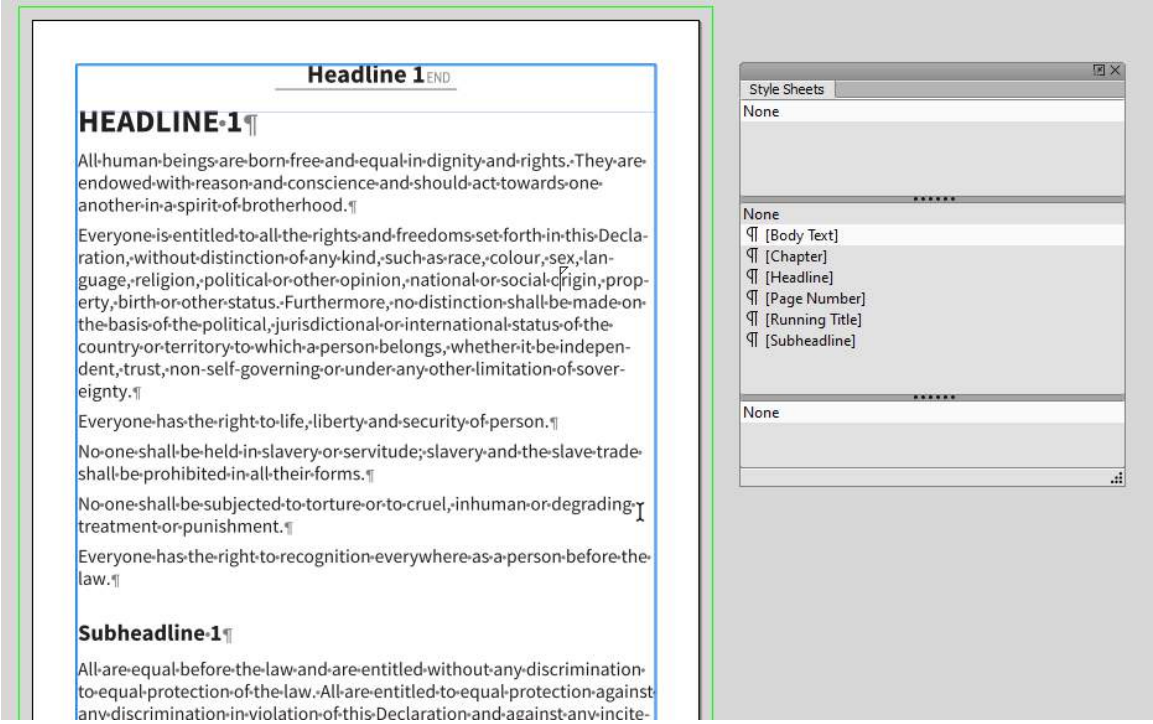


Of course, you would create many more style sheets in a real book, but this short guide will give you some idea of how to proceed.

> *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:
   - Choose **Edit > Select All**.
   - Press **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
3. If the **Style Sheets** palette is not visible, choose the option of the same name from the **Window** menu.
4. Click the **[Body Text]** style sheet to format all the text with this style sheet.
5. 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.
6. Click the **[Headline]** style sheet to format the paragraph with that style sheet.
7. Repeat these steps for all headlines in the text.



Step 5: Add new pages

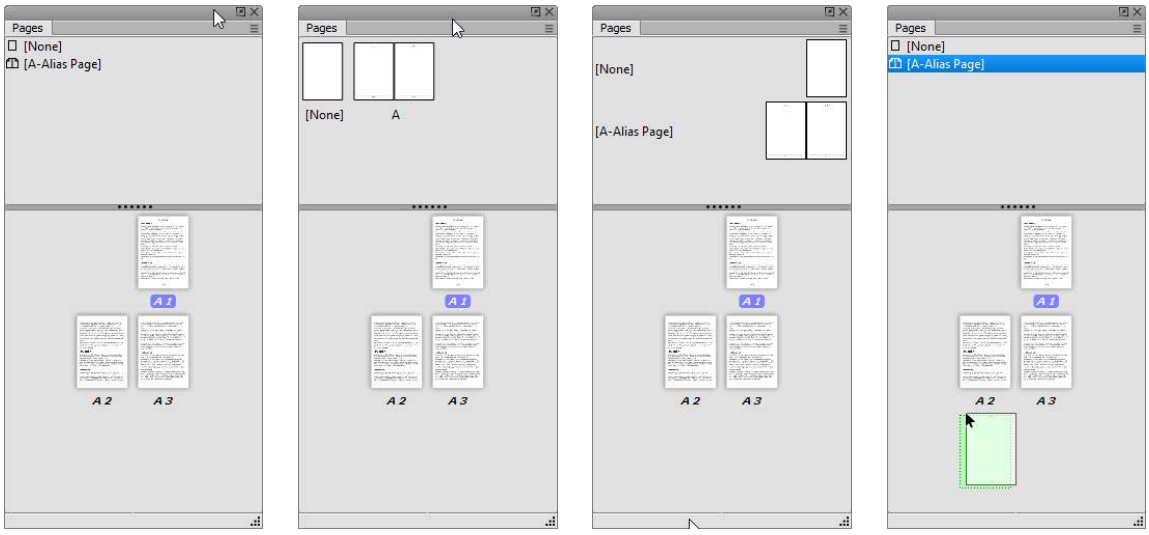
The formatting of the text has created a so-called overset. This means that the text takes up more space than pages are displayed.

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 > 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.

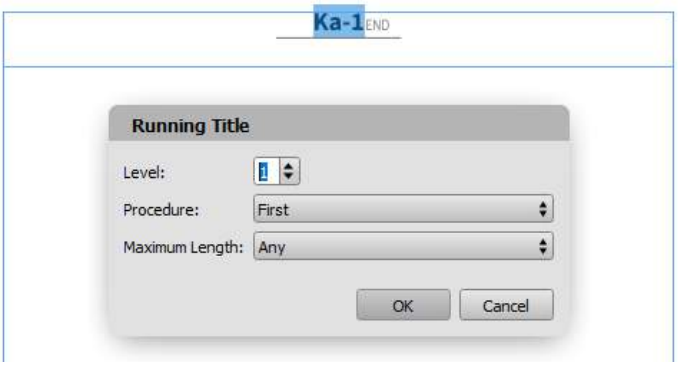


6. Click on the first Alias page and hold down the mouse button.
7. Move the mouse down to the document pages.
8. Move the mouse below the last page so that a green rectangle is displayed. This rectangle symbolizes that the page will be inserted at this position if you now release the mouse button.

> *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 layer “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. Now click again with the secondary mouse button on the first Alias page and choose **Assign Alias Page to Selected Document Pages** in the context 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. Now 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. an Alias page 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. Alternatively, 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.

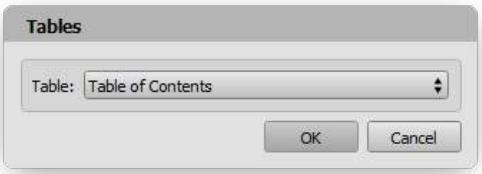
Step 8: Table of Contents

A professional book also includes a table of contents or index.

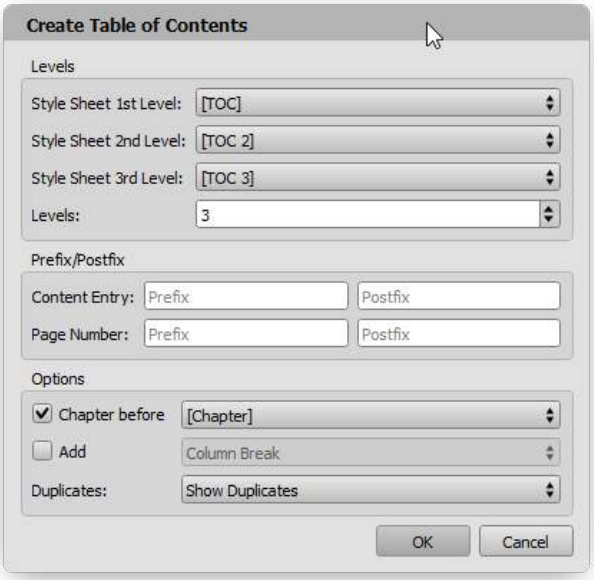
1. Create a new document as described in Step 1: Create a new document.

   > *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 during 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 double 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: Define style sheets.
3. Click in the text object on the document page.
4. Choose **Text > Cross-Document Index & Tables** in the menu, and then choose **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 table of contents is not created automatically until you carry out the actions in Step 9 Collections and Step 10 PDF Export.

> *For more information on this step, please refer to the section* Indexes and Tables.

Step 9: Collections

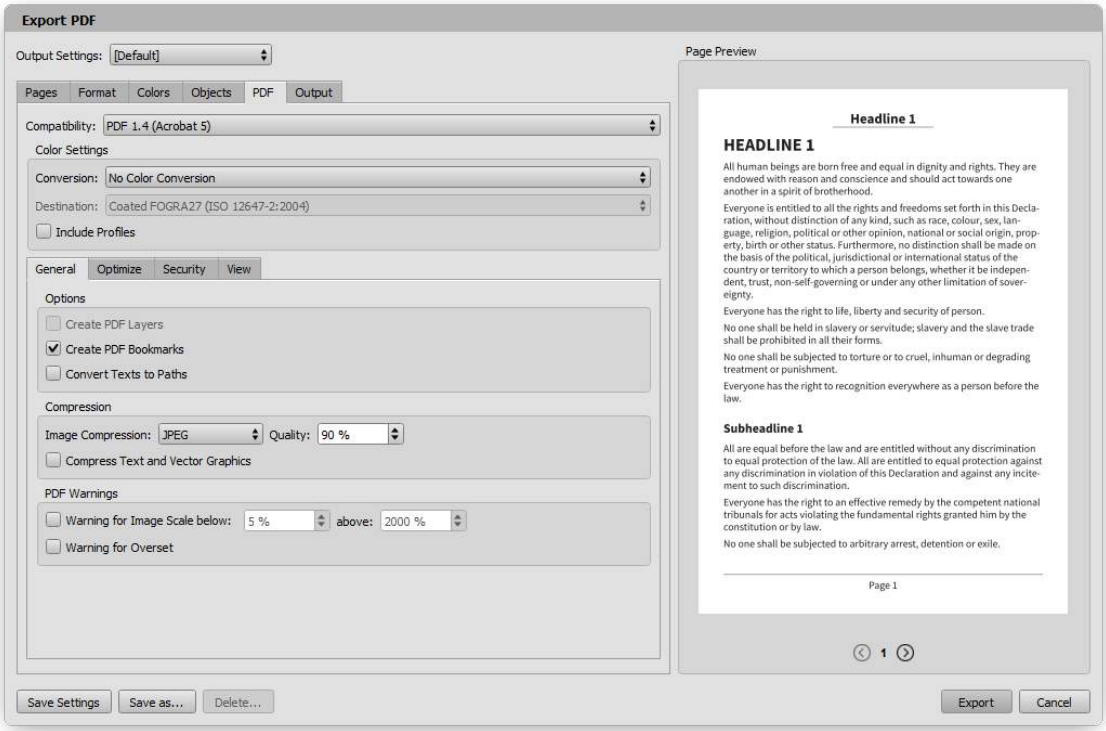
When you create a book, you should not save it in one document. Instead, you should create at least one document for each chapter. You can then combine the individual documents into one overall document using the **Collection** option.

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**.
3. Choose **Add Documents** 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 table of contents.
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.
8. Define the order of the documents. To do this, simply click on the document and move it to the desired position while holding down the mouse button until a small icon appears. Then release the mouse button.
9. If a prohibition sign appears and then release the mouse button, the document will jump back to an original position.

> *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.
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 **Create PDF Bookmarks**.



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.



Database Publishing

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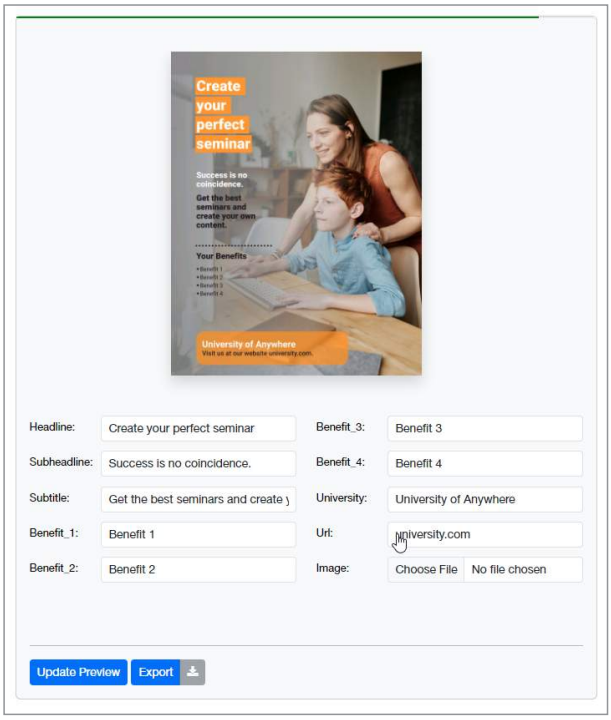
Database Publishing

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).





Innovations

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 Designer” for simple designs, which can be used to create both simple and highly complex templates.
2. Users can create templates for the first time with VivaDesigner, as well as directly with InDesign.

3. The manual creation of so-called **CP forms** can be omitted. The creation of these shapes is fully automatic based on the design. This also applies to all associated settings in the presets 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.

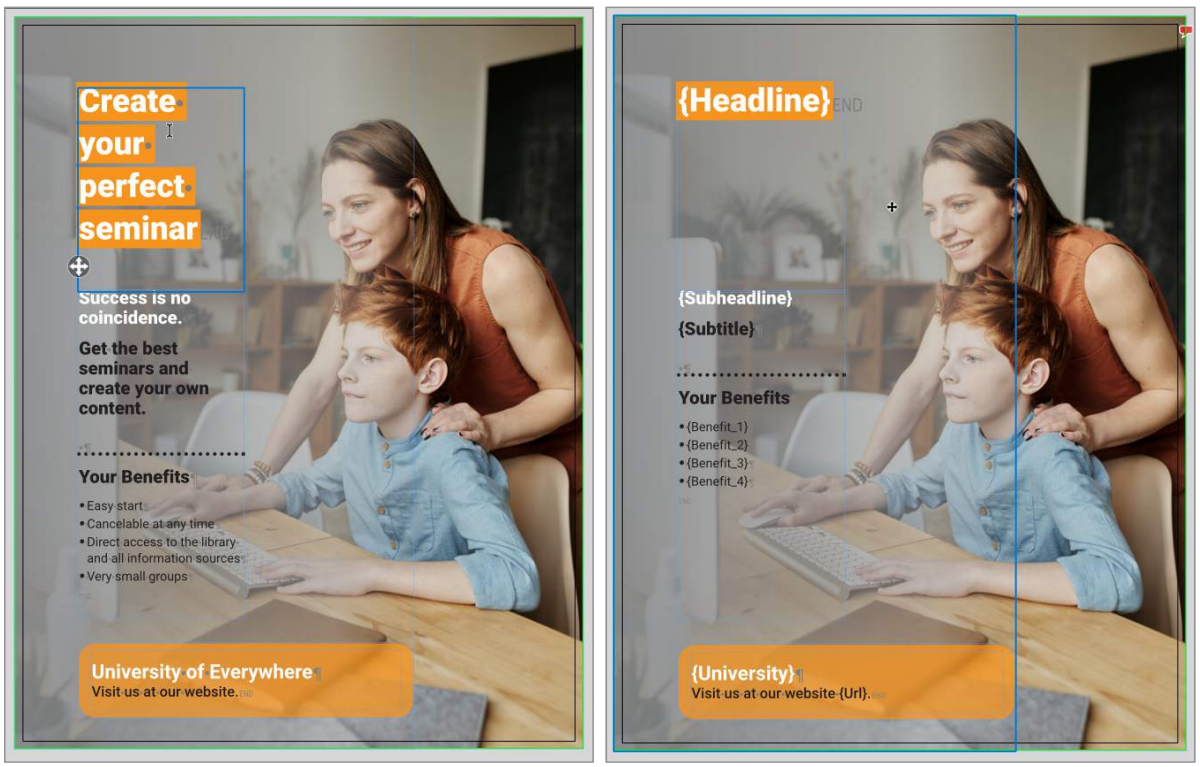
New features on the developer side

The 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.

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.



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.

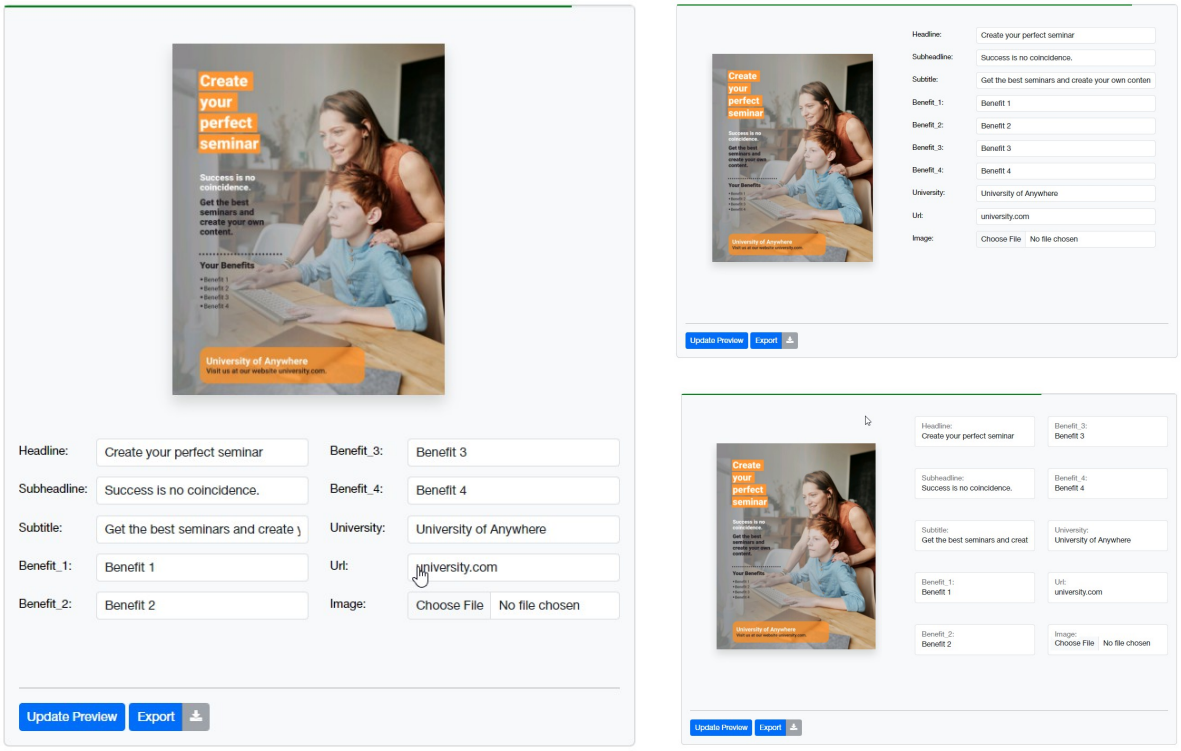
All static texts will be preserved. This is especially true for texts and images that come from sample pages. In the document this is the text "***Your Benefits***" and "***Visit us at our website***".

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 Information for Web Page Creators section here , which allows you to specify the selection and layout of the web form.
   - 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. VivaCloud automatically creates a form document in the same folder with the same file name and ".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", 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. Google fonts are also automatically detected. If you additionally use other fonts, they can be installed on the VIVA server depending on the license. Choose the **Embed all used fonts** option 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 **Embed all images** option 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 InDesign documents.

Basically, you should observe the following notes in your InDesign template (as of May 2023):

- 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 File > Package option. 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. Google Fonts).
- All standard fonts of the Windows operating system are installed on the VIVA servers. Google fonts are also automatically recognized. 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:
   - **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. For 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. If you define this option for only one field, all other fields will automatically appear in the order of the text. Therefore, it may be useful, but not

mandatory, to use this option for all fields. (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 order of the variables in the text is automatically used.

- Type — defines the field type.
  - text — Defines a one-line textfield that accepts the entry of all characters.
  - textarea — Defines a one-line textfield 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.

  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. It would also be conceivable to have a variable as the default value. For example, the default value "***$Username$***" could ensure that the name of the logged-in user automatically appears in the form.
- 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}***"). A maximum of four digits from 0-9 can be entered 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 the text box.
  Example: "***Rows: 4***".

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 the selection of options/attributes and the order in which they are applied.

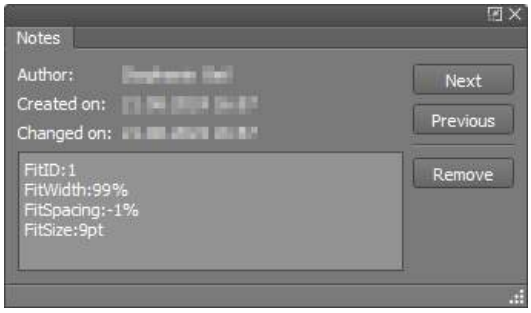
For example, the letter spacing and letter width can be reduced one after the other for texts before a reduction in the font size is even taken into account. Only if the minimum sizes for these rules do not apply will an overset occur under certain circumstances.

Define text scaling

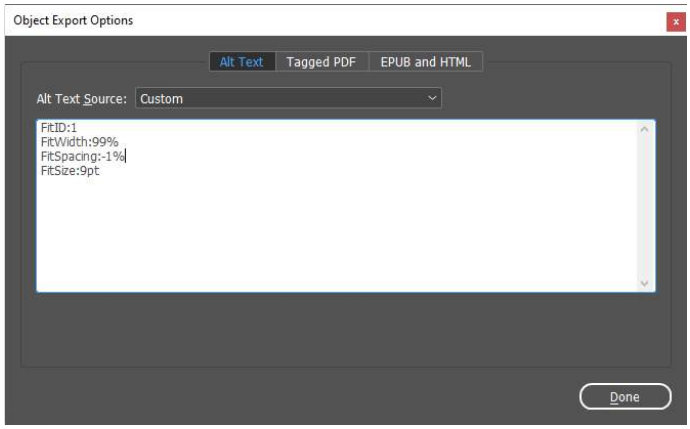
1. Create a text object.

2. Choose the object, and then choose one of the following options:

- **VivaDesigner** — Choose **Object > Note**.



- **InDesign** — Choose **Object > Object Export Options** and then **Alt Text > Custom**.



3. Enter one or more of the following options:

- **FitSize** — Defines the minimum size of the text. The specification “FitSize:7pt” determines that the font size is not less than “7pt”. The minimum value is “3pt”. 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 negative letter spacing of “-1%” is not undercut.
- **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. If you enter floating point numbers instead of integers, you must enter them 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 test 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 must be between "1" and "10".

Example: Use the following parameters for both objects:

"FitID:1"

"Size: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

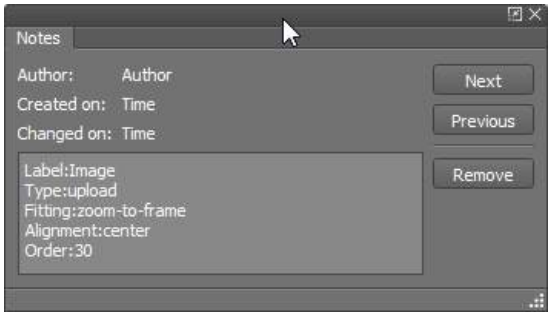
In our example, you want to change the background image. To do this, we need to create a variable for the image object.

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.

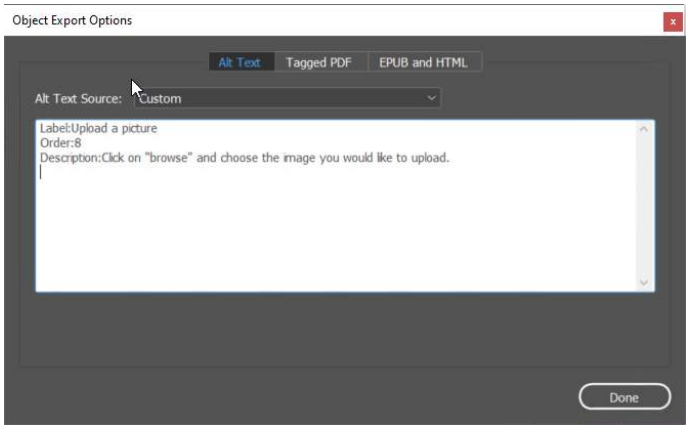
2. Choose the name for all variable image objects. Replace the name of the image or image object in the **Layers** palette with the name of the variable. Again, write the variable in curly brackets. This name will be used as the variable and as the label.

3. Choose the object, and then choose one of the options below:

   - **VivaDesigner** — Choose **Object > Note**.



   - **InDesign** — Choose **Object > Object Export Options**, and then **Alt Text > Custom**.



4. Enter one or more of the following options:

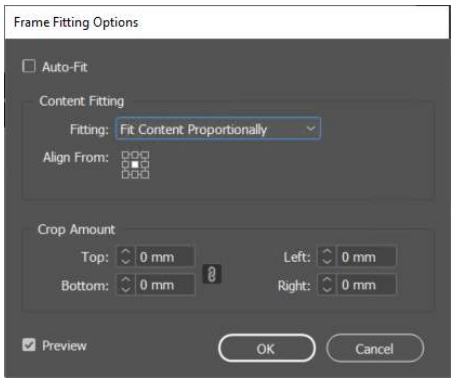
   - **Label** — Defines the field label in the form. This option is useful if you don't want the name of the object in the **Layers** palette to match the field label in the form. For example: "***Label:Picture 1***", while in the **Layers** palette there is only "{Pic1}". If no label is defined, the name 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). If no order is defined, the order of the variables in the palette **level** is automatically used.
   - **Type** — This option is useful if you want to explicitly set a field type other than the default "***upload***" value. 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 himself. 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 value "***upload***" is set automatically.
   - **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. Choose **Module > Geometry > White Space Optimization** to ensure that imported images are not displayed with a white space.
3. Choose **Edit > Preferences > Pages and Objects > Fill Frame Automatically** to ensure that imported images are fully fitted.
4. Choose **Edit > Preferences > Pages and Objects > White Space Optimization** to ensure that imported images are not displayed with a white space in new image objects.
5. For the note, enter one or more of the options described below:
   - **Fitting** — Defines the scaling of imported images independently of the previous options.
     The "***fit-to-frame***" value corresponds to the **Fit Picture to Frame** option.
     The value "***proportional***" corresponds to the option **Fill Frame Proportionally**.
     The value "***zoom-to-frame***" corresponds to the option **Fit Picture Proportionally to Frame**.
     The value"***100%***" corresponds to the option **100%**.
     All values between "***5%***" and "***400%***" are allowed.
     Example: "***fitting=zoom-to-frame***".
   - **Alignment** — Defines the alignment of imported images independently from 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 right.
     The values "***top-center***", "***center***" and "***bottom-center***" align the images centered.
     Example: "***alignment=left-top***".

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.
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 QR Code

You can create a QR code fully automatically using text variables and an image object.

1. Create an image object and, if desired, import a QR code. This QR code is displayed by default and is only overwritten when the corresponding text variables are filled in.
2. Replace the name of the image or image object in the Layers palette with the label "***{qr-code}***".
3. Select the object and then choose one of the following options:
   - VivaDesigner — Choose Object > Note.
   - InDesign — Choose Object > Objekt Export Options and then Alt > Text > Custom.
4. Enter one or more of the options described below:
   - Order — Defines the order of the field in the form. This option is useful if you want to specify the order of the fields in the form (example "***Order:2***"). Only positive numbers are allowed. It does not matter if these numbers contain gaps (e.g., 2, 4, 20). If no order is specified, the order of the variables in the Layers palette is used automatically.
   - Source — Defines the source or type of information that the code should contain (example "***Source:Text***"). If this option is not specified, the value "***XXXX***" is used by default. By default, the variable's content is passed in "UTF-8" format. All other parameters (such as "Size," "Data Encoding," etc.) use the program's default values when generating a code manually.
     - Text — The code consists of text. To generate a code, the document must contain a text variable named "***Text***". The field can contain any text.
     - URL — The code consists of a URL. To generate a code, the document must contain a text variable named "***URL***". In this case, only valid URLs may be entered for the text variable.
     - SMS — The code consists of an SMS text message. To generate a code, the document must contain a text variable named "***SMS***". In this case, only valid phone numbers may be entered in the text variable.
     - Phone — The code consists of a phone number. To generate a code, the document must contain a text variable named "***Phone***". In this case, only valid phone numbers may be entered in the text variable.
     - Email — The code consists of an email address. To generate a code, the document must contain a text variable named "***Email***". In this case, only valid email addresses may be entered in the text variable.
     - vCard — The code consists of a vCard, which is a complete contact entry. To generate a QR code, the document must contain 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***".

Define Data Matrix Code

You can automatically generate a Data Matrix code using text variables and a picture object.

1. Create a picture object and, if desired, import a QR code. This QR code is displayed by default and is only overwritten when the corresponding text variables are filled in.
2. Replace the name of the image or image object in the Layers palette with the label "***{code}***".
3. Select the object and then choose one of the following options:
   - VivaDesigner — Choose Object > Note.
   - InDesign — Choose Object > Object Export Options and then Alt > Text > Custom.
4. Enter one or more of the options described below:
   - Order — Defines the order of the field in the form. This option is useful if you want to specify the order of the fields in the form (example "***Order:2***"). Only positive numbers are allowed. It does not matter if these numbers contain gaps (e.g., 2, 4, 20). If no order is specified, the order of the variables in the Layers palette is used automatically.
   - Type — Defines the code type. Valid values are "Data Matrix".
   - Source — Defines the source or type of information that the code should contain (example "***Source:Text***"). If this option is not specified, the value "***Text***" is used by default. By default, the variable's content is passed in "***UTF-8***" format. All other parameters (such as "***Size***", "***Data Encoding***", etc.) use the program's default values when generating a code manually.
     - Text — The code consists of text. To generate a code, the document must contain a text variable named "***Text***".

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

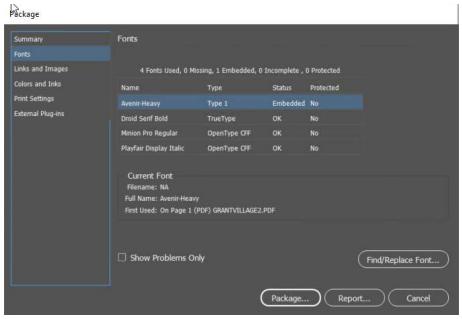
- all fonts used are installed on the server,
- only Google fonts are used,
- all fonts are embedded in the document (VivaDesigner only),
- all images used are embedded in the document,
- variable images are uploaded separately.

Create a ZIP file with VivaDesigner templates.

1. Choose File > Package & Send.
2. Follow the instructions in the Package and Send section.

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. Google fonts may or may not be used, as the server downloads them dynamically.
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, only the document found first will be opened. Therefore, you should use only one document format in the ZIP archive if possible.
- ZIP archives that are in turn located in the ZIP archive to be opened are ignored.
- If fonts are missing after opening a document, they will be searched for in the ZIP archive and installed automatically.
- 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 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, you might want to create forms with custom QR codes or 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. Before 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. If there is no template on the server, use the “***Upload***” parameter. 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 “***template-name***” parameter. 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***.

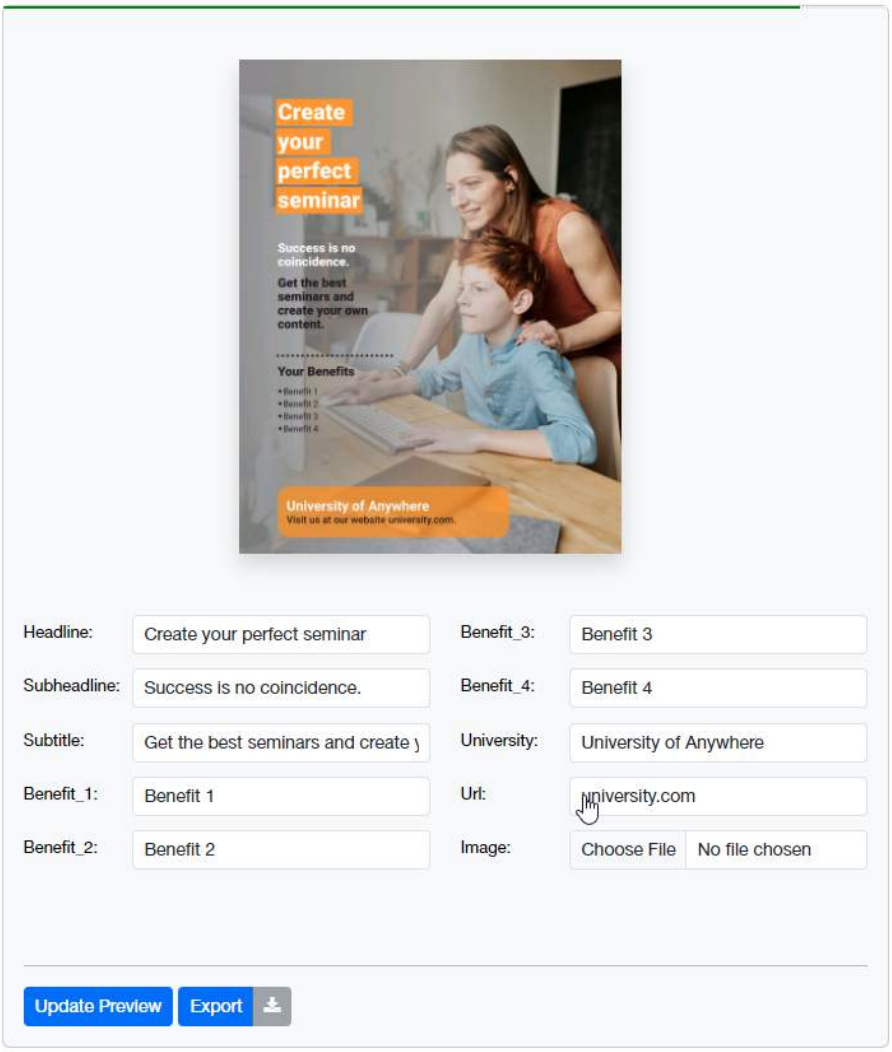
label-position — Determines the display of the input field labels. They can be left in front of the input field (***left***), above the ***input field (top***) or in the input field (***floating***). Example: ***label-position=top***.

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 “***false***”. Example: ***live-previews=true***.

preview-style — determines how and which pages of the template should be displayed. Allowed values: “***all***”, “***all-vertical***”, “***all-horizontal***”, “***all-auto***”, “***single***” or “***scroll***”. The default value is “***scroll***”, which means that the user has to scroll when viewing multiple pages.

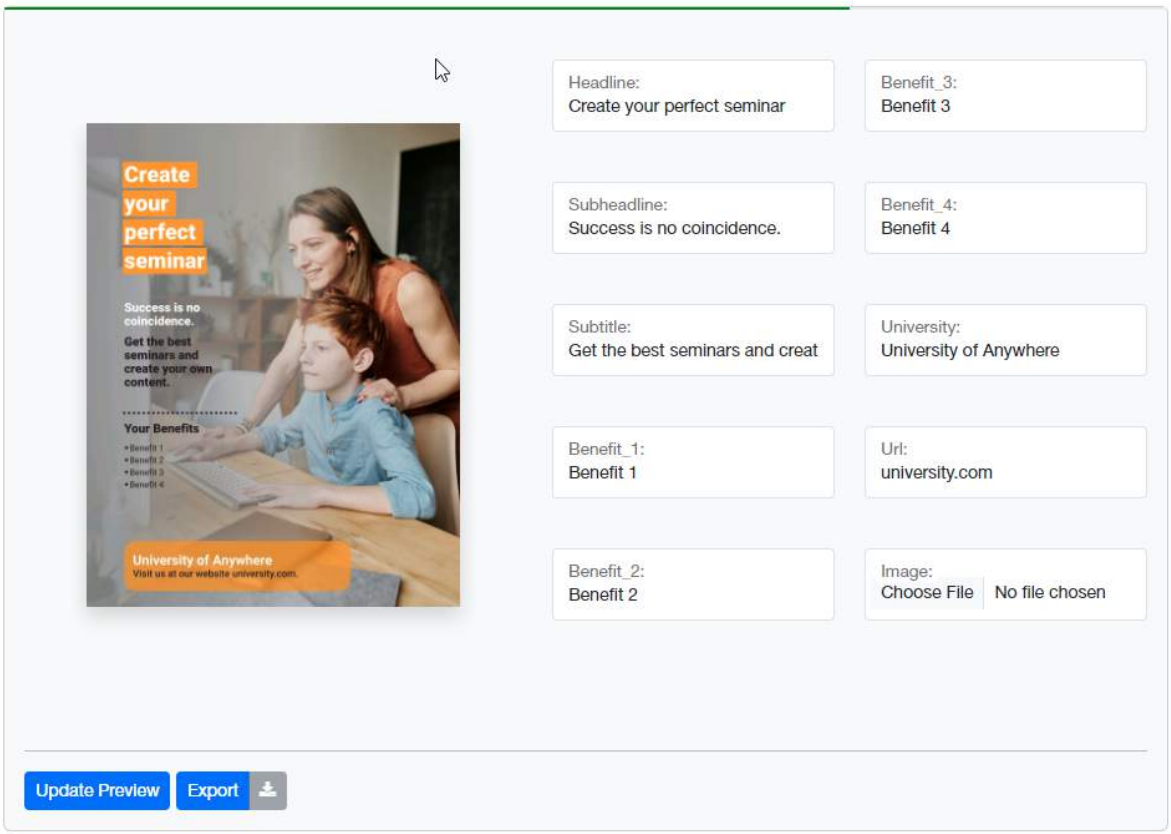
preview-position — sets the position of the preview. Allowed values: “***left***”, “***right***”, “***top***” or “***bottom***”. The default value is “***right***”. Example: ***preview-position=top***.

Examples



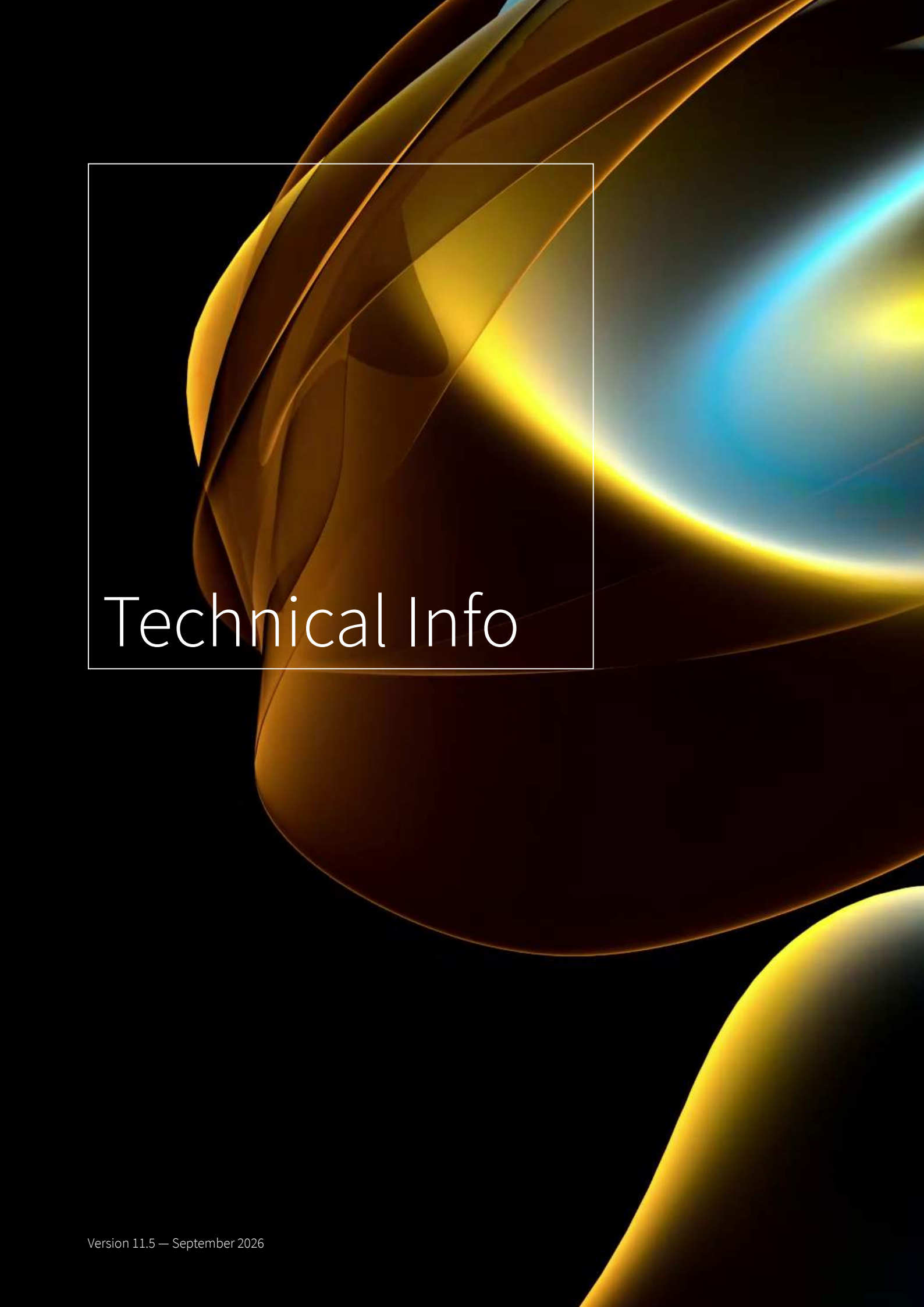
In this example, the document is to be uploaded by the user. The instruction is:

https://{server-name}/{project-name}/form/?upload=true&colums=2&preview-position=top



In this example, the preview should be displayed on the left and the labels in the input field. The statement is:

https://{server-name}/{project-name}/form/?upload=true&colums=2&preview-position=left&label-position=floating



Technical Info

Version 11.5 — September 2026

Technical Info

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: Delete the default settings via emergency mode. 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, choose the option "**Open Dialog > Operating System Dialog**" 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 via emergency mode 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**. Alternatively, you can use the **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 with the option "Do not embed 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, select a lower transparency level 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 change the colour mode to RGB as a test.
- **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 **Export PDF > 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: Use the “Page range” option in the export dialog 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 and information about your program version ready.

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.

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 license file of a demo version or Free Edition is saved in the program folder:

Windows:
C:\ProgrammFiles\{Application Name}\Resources\viva.vlk

Mac:
Programme/{Application Name}/Resources/viva.vlk

Ubuntu Linux:
opt\viva\Resources\viva.vlk

During the standard installation of a full version, the license file is saved in the user directory:

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, you should delete the license file in both the program folder and the user folder and then restart the program. It will then properly ask for the license.

If you have a license for a full version of a server version, you must manually save the license file in the program folder.

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 additional modules generate a log file when the program is started. The loaded modules and any errors are displayed in this log file. The paths for the “error log” log file are as follows:

Windows (Program): ***C:\Users\{User Name}\AppData\Roaming\Viva\Logs***

Windows (AddIns): ***C:\Users\{User Name}\AppData\Roaming\Viva\AddIns\....***

Mac: ***~/Library/Logs/Viva/error.log***

Font Cache

When the program starts, it analyses the available fonts and saves the information on the fonts in the “FontProviderViva Cache” file. In the program preferences, you can set whether and how this cache should be used. In rare cases, the program crashes during startup. One possible cause could be a defective font cache. You can delete the font cache by starting the program in emergency mode. 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\Viva***

Mac: ***~/Library/Caches (Accessible via option Go to folder)***

Ubuntu Linux: ***/tmp***

Temp folder

The program uses the temporary folder that the operating system normally provides for such applications to save backup copies and to swap out data. The paths for these temporary files are as follows:

Windows: ***C:\Users\{User Name}\AppData\Local\Temp\Viva***

Mac : Command ***open $TMPDIR"*** (Terminal)

Ubuntu Linux: ***/tmp***

Backup folder

Backup copies are saved in the following folders:

Windows: ***C:\Users\{User Name}\AppData\Local\Temp\Viva***

Mac: ***{User Name}/.cache/***

Linux: ***{User Name}/.cache/***

ICC color profiles

ICC color profiles can be stored in the"Color Profiles" folder of the program (Windows and Mac only) or in the user folder (recommended).

Windows User folder: ***/Users/{User Name}/AppData/Roaming/Viva/ColorProfiles/***

Mac User folder: ***~/home/{User Name}/Library/Preferences/Viva/Color Profiles***

Linux User folder: ***/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.

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:\User\{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 Presents/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

The files for “Virtual Drives” are stored in the “Drives” subfolder, files for help texts in the “Help” subfolder, print templates in the “Presets” subfolder and “VCP files” for packing and sending files in the “Services” subfolder. These subfolders can be found in the following directories:

Windows : ***C:\Users\{User Name}\AppData\Roaming\Viva\{Application Name}\{Build No.}***

Mac : ***~/Library/Preferences/Viva***

Ubuntu Linux: ***/home/{User Name}/.Viva***



Working with Scripts

Version 11.5 — September 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.

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 Java scripts in comparable programs, you cannot use these scripts in VIVA programs without adaptation due to other function calls and parameters. The script code can therefore be used as a template for a new script.*

Manage scripts

Script file

The program recognizes all scripts that are located in certain folders and have the file extension **.JS**. 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 **Start**.

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**:

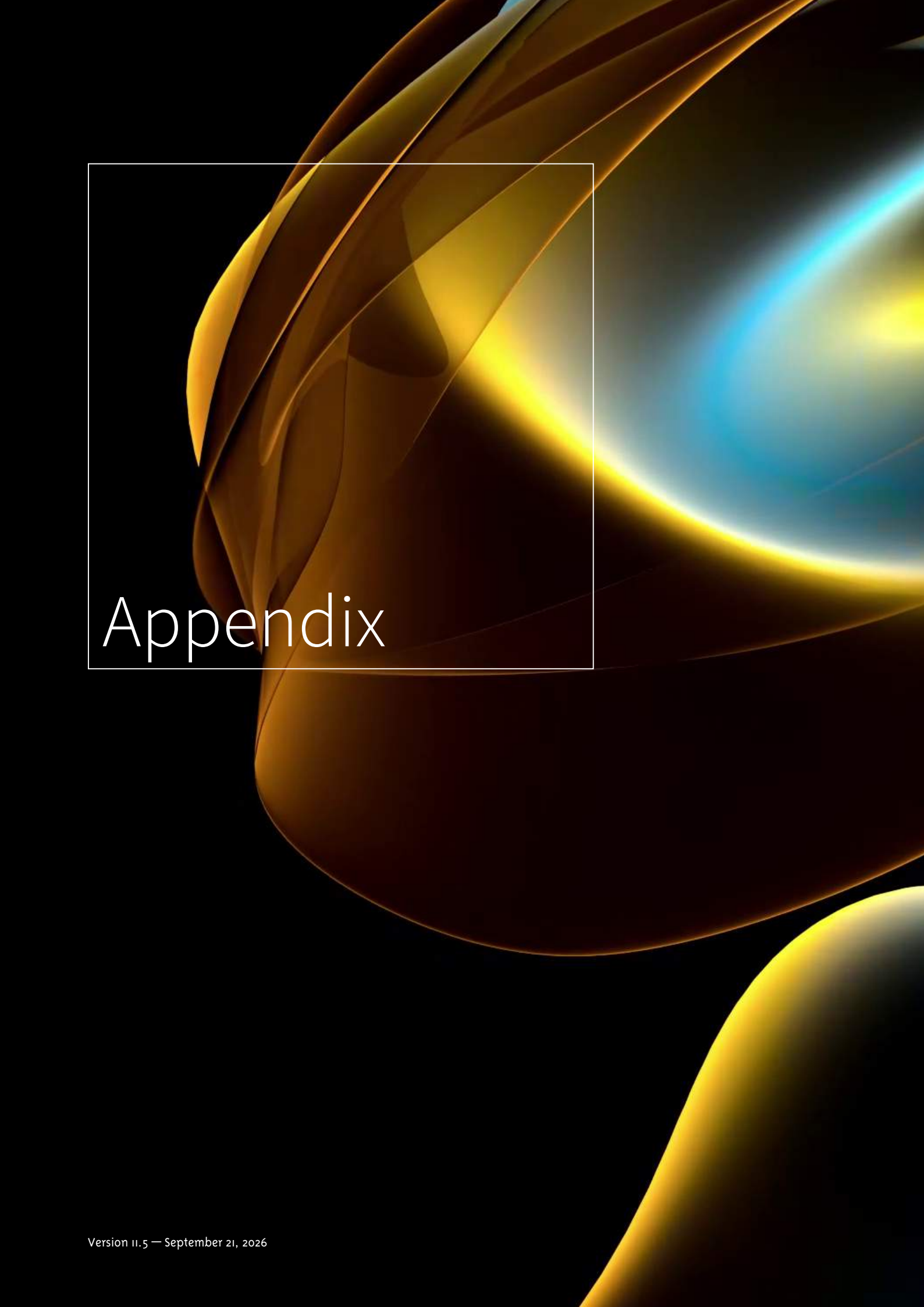
- **On Document Open** — The script is run after a document has been opened.
- **On Document Activated** — The script is run when a document window becomes the active window.
- **On Document Save** — The script is run before a document is saved.
- **On Current Page Changed** — The script is run when you switch to another document page.

> *Note: The program runs the script at every selected event, regardless of which document is affected.*

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. 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.*



Appendix

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