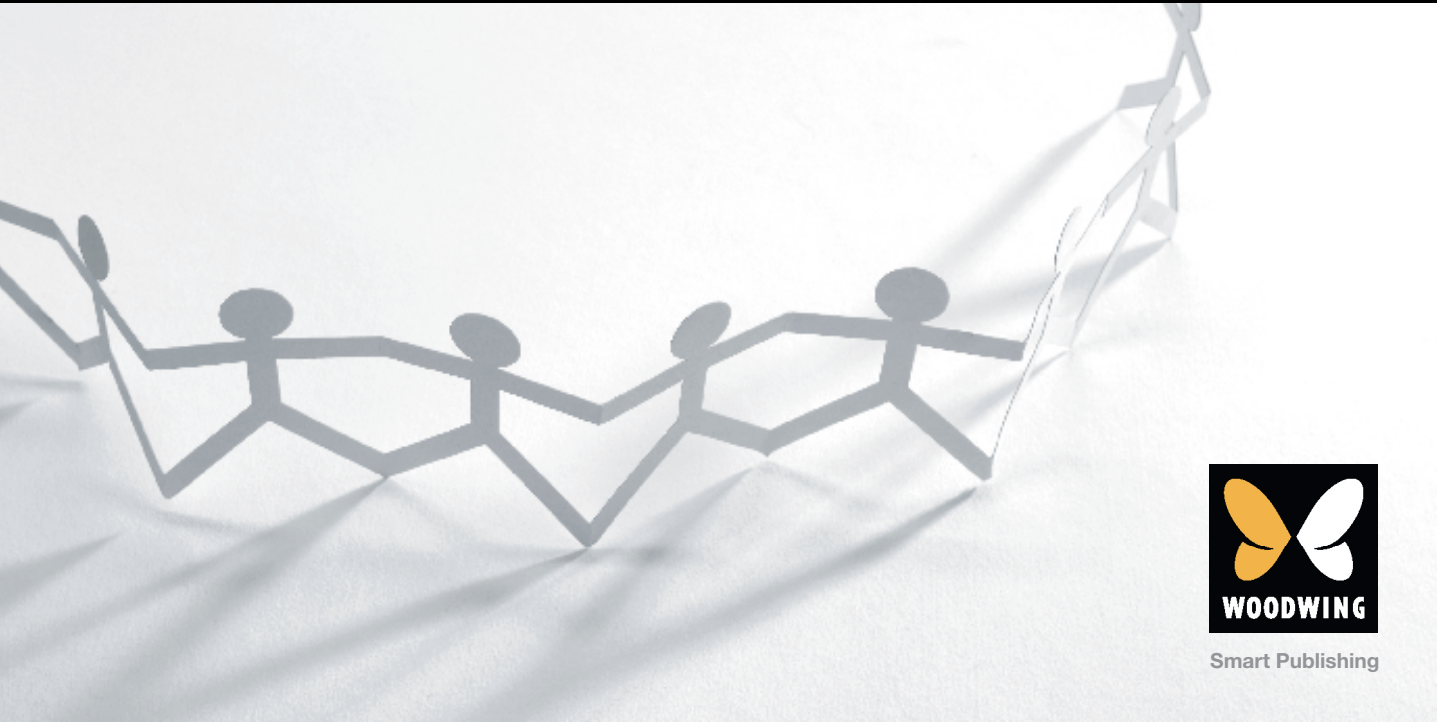


Content Station

User Guide

Addendum version 6.3



Smart Publishing

Content Station User Guide

Addendum version 6.3

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Content Station User Guide

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Production Note

This manual was created electronically using Adobe InDesign, Adobe InCopy, WoodWing Smart Styles, WoodWing Smart Layout, WoodWing Smart Speller, WoodWing Smart Hyphen, WoodWing Content Station, and WoodWing Smart Connection Enterprise.

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WoodWing Publishing Solutions

About WoodWing Software

Since 1997, WoodWing Software has been developing editorial solutions based on Adobe InDesign and InCopy. Using standard and proven technologies, open source components, and an open architecture, WoodWing has been creating the most progressive solutions available on the market for the production of print and online publications.

WoodWing has an international roster of customers that includes many of the world's top magazine companies, newspapers, book publishers and corporate clients.

WoodWing Software is located in Zaandam, The Netherlands, and has regional sales companies for Europe, the USA, Asia-Pacific, and Latin America. Customers are served through select partners.

Enterprise Publishing Platform

The Enterprise publishing platform forms the rock-solid foundation for all WoodWing's publishing solutions. Enterprise is at the heart of the publishing process, allowing designers, editors, external journalists, IT and managers to easily collaborate and meet deadlines, while controlling document versions, access rights, storage, and more.

Enterprise is completely integrated with solutions for planning, wire, DAM, archive, Web CMS, mobile publishing and numerous other systems. In fact, it has specifically been designed to easily integrate with any system around.

Content Station

WoodWing's solution ensures that all steps of the editorial process - content planning, gathering material, editing and selecting, plus managing strategic publication of content to any output channel - are executed from just one location: WoodWing's Content Station application.

Content Station is the 'publishing desktop' from which a user carries out his tasks. It provides an intuitive and uniform user-interface during all stages of the publishing process. Content Station is available in a Pro version and a Standard version.

WoodWing Productivity Plug-ins

WoodWing provides plug-ins for Adobe InDesign and InCopy that make working with these applications easier, faster, and much more effective. For a full overview of these plug-ins, see the next pages.

Smart Styles

The award-winning Smart Styles automated styling tool delivers powerful formatting capabilities to Adobe InDesign users. This unique software combines object-, table- and smart text styles into powerful Smart Styles.

Smart Styles are conveniently stored in libraries and can be applied with a simple drag and drop to set all of the styling attributes of the object or group of objects. Smart Styles removes repetitive and time-consuming tasks and ensures consistent formatting.

Smart Image

Smart Image for Adobe InDesign helps to quickly place images with a description, by automatically adding caption and credit text frames to the image.

Smart Image uses the descriptive IPTC/XMP information available in images, to generate the contents of the text frames. Location, orientation, style and format of the text can be defined, and there are options to add a prefix and a suffix. Other features include moving and resizing text frames along with the image, and updating of the contents.

Smart Layout

Smart Layout optimizes and speeds up the layout process by adding the Article concept to InDesign. An Article consists of several elements, such as the head, intro, body and also images. Smart Layout defines a relationship between these elements.

Smart Layout's intelligent behavior and automatic processes strongly improve the efficiency of InDesign users working with multiple columns of text. This is of particular interest for newspapers and magazines with tight deadlines.

Smart Catalog

Smart Catalog is a scalable and powerful solution to publish variable data right from inside Adobe InDesign . Smart Catalog links data from a plain text- or XML file, or a database to an InDesign document. After the corresponding

links have been set up, Smart Catalog lets you manage the data in your InDesign document.

Smart Catalog can be used to efficiently create any publication that links to external data. Examples include price lists, image catalogs, product overviews, travel brochures, exhibition books, et cetera.

Updating the publication with the latest information then becomes as easy as one push on a button.

Smart Speller

Smart Speller adds the enhanced spelling functionality of the language institute *TALÔ to Adobe InDesign and Adobe InCopy .

Smart Speller offers tremendous improvements to the spelling provided by InDesign and InCopy. In addition to enhanced spelling functionality for languages that are standard available in InDesign and InCopy, Smart Speller also introduces spelling functionality for other languages that are not available in standard InDesign and InCopy.

Smart Hyphen

Smart Hyphen introduces the intelligent syllable technology of the *TALÔ language modules to Adobe InDesign and Adobe InCopy , adding an almost human understanding of language. Smart Hyphen offers tremendous improvements to the standard hyphenation provided by InDesign and InCopy, and also adds a number of languages to these applications. Languages are continually maintained and updated. Text flow and white space will be improved dramatically.

For more information about WoodWing products, visit www.woodwing.com.

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Introduction






The following sections explain how to use this User Guide, and how to get additional support or provide feedback.

1. Using This User Guide

Please read the following sections to familiarize yourself with some of the symbols and terminology used in the User Guide, and some of the features that allow you to navigate the PDF if you are reading it on screen.

1.1 Icons

You will see four types of note icons in this User Guide. Their purpose is as follows:

-  An important note on a feature or action
-  A tip to improve your workflow
-  A new Content Station feature
-  A feature which your administrator has to give you access rights for
-  A feature only available in Content Station - Pro Edition

1.2 Navigating the PDF



To get the most out of this User Guide, view the PDF in Adobe Acrobat or Adobe Reader. Adobe Reader can be downloaded for free from www.adobe.com.

To assist you with navigating the PDF version of this User Guide and to aid you in quickly finding the section that you are after, the following interactive tools are available:

Contents. Click on a chapter or section title to immediately open the page.

Index. Click on a page number following an index entry to immediately open the page.

Bookmarks panel. The bookmarks panel displays automatically when opening the User Guide; click on a title to automatically display the page.

Pages panel. Click on a page thumbnail to immediately open the page.

Hyperlinks. Displayed in gray, italic font. These are used to refer to other sections in the User Guide, Web sites or other external sources. When active, clicking it will forward you to another section within the User Guide or open a Web site.

2. Feedback


For any comments, corrections or other types of feedback relating to this User Guide, please send an e-mail to documentation@woodwing.com.

To discuss any Content Station related topics, visit our **Community Forum:** <http://community.woodwing.net/forum/Enterprise>.

About This Addendum

This addendum accompanies the release of Content Station version 6.3 and describes the new features that have been introduced in this version.

The chapters in this document cover configuration instructions for the system administrator as well as information for the end user about how to use each new feature. Depending on your role, not all information that you find in this document may therefore apply to you.

 This addendum is an addition to the *Enterprise v6 Admin Guide* and the *Content Station 6.2 User Guide*. For a full description of how to install, configure and use Content Station, please refer to these guides.

1. New Features



The new features available in Content Station 6.3 include:

- **Application Update.** (Content Station AIR only) For checking the availability of Content Station updates.
- **Quick Preview.** For previewing a file in a pop-up window.
- **File Check-out.** (Content Station AIR only) For opening files from Content Station in their associated application.
- **Show Version for Non-preview Objects.** (Content Station AIR only) For viewing a version of a file for which no preview is rendered by Enterprise (typically files such as Microsoft Excel files, PowerPoint files, etc.)

Each feature is described in the following chapters.

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Application Update

The Application Update feature is used for checking the availability of Content Station AIR updates and—when available—automatically installing this update. This update can be invoked both automatically as well as manually.

Of course, since this feature is introduced in Content Station 6.3.1, the usage of this feature doesn't start until the next new releases of Content Station 6.3.x.

 This feature is only available in Content Station AIR (not in Content Station Web).

1. Configuration

 The following instructions are for system administrators only.

In order for the Application Update feature to work, specific files need to be made available on the Enterprise server location:

- **ContentStation.air.** The new Content Station AIR update.
- **updateDescriptor.xml.** This file holds information about the available update. It is used by Content Station to verify if an installed instance of Content Station requires updating.

Place both files in the following location:

Mac OS/Linux

```
/Library/Web Server/Documents/Enterprise/  
contentstation/updates
```

Windows

```
c:/inetpub/wwwroot/Enterprise/contentstation/  
updates
```

The default content of the `updaterDescriptor.xml` file is as follows:

```
<?xml version="1.0" encoding="utf-8"?>
  <update xmlns="http://ns.adobe.com/air/framework/update/
    description/1.0">
    <version>6.3 build 155</version>
    <url>http://<server URL>/<server name>/contentstation/
      updates/ContentStation.air</url>
    <description>This is the latest build of Content Station.</
      description>
  </update>
```

Tags explained:

- **Version:** Lists the version of the Air file. When a user clicks the *Check for Updates* button, Content Station will verify its number against the number listed between the `<version>` tags. When the version number in the file is higher, a message is presented to the user for downloading and installing the update.
- **URL:** Specifies the location of the AIR file. Modify this path to reflect your setup.
- **Description:** Additional text which is displayed when the user clicks on the expander in front of *Release Notes* on the *Update Available* screen. Feel free to change this text or translate it into your local language.

When an update is available, do the following:

- Step 1.** Open the `updaterDescriptor.xml` file in a standard text editor.
- Step 2.** Change the text between the `<version>` tags so that it corresponds to the version of the new update.
- Step 3.** Save the file.

1.1 Automatic Update

In order to let Content Station AIR automatically check for new updates each time the application is started, a new setting needs to be added to the `WWSettings.xml` file on the system on which Content Station AIR is installed.



For more information about the `WWSettings.xml` file—including its default location—see the Enterprise v6 Admin Guide *chapter 26, Content Station Configuration – section 1. The WWSettings.xml File*.

Step 1. Open the `WWSettings.xml` file using a plain text editor such as Notepad, TextEditor, or TextWrangler.

Step 2. In the `<SCEnt:ContentStation>` section, uncomment or add the following setting:

```
<Setting name="AutomaticUpdate" value="true"/>
```

Step 3. Save the file.

2. Checking For Updates

Checking for new updates can be done both automatically and manually, as described in the following sections.

2.1 Automatically

Note for system administrators: in order for automatic updating to work, a setting needs to be added to the WWSettings.xml file. For more information, see *section 1.1, Automatic Update*.

The automatic update is performed each time Content Station AIR is started. The following scenarios can occur:

- **No update available.** Content Station AIR is launched as normal, no message is shown.
- **Update available.** A message is displayed informing you that an update is available.

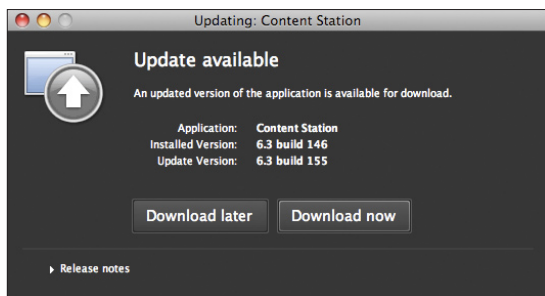


Figure 2.1a A message appears when an update is available

Respond to the message as follows:

- **Download later.** This closes the message and does not download the latest update.

- **Download now.** This closes the message and downloads the latest update. During the download, a pop-up window displays the progress. When completed, a message appears informing you that the update is ready to be installed.

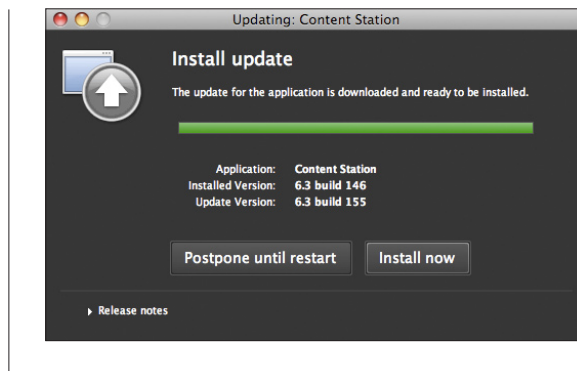


Figure 2.1b A message appears when the update is ready to be installed

Respond to the message as follows:

- **Postpone until restart.** This closes the message without installing the update. When starting Content Station the next time, the update is automatically installed. During this process, Content Station is closed and automatically restarted.
- **Install now.** This closes the message, closes Content Station, installs the update and automatically starts Content Station.

2.2 Manually

To manually check for updates, do the following:

Step 1. Bring up the *About Content Station* window by double-clicking the **Content Station logo** in the top-left corner of the application.

Step 2. Click **Check For Updates**.

During the time that Content Station AIR checks for any available updates, a spinning wheel is displayed.

One of the following scenarios can occur:

■ **No updates available.** A message will appear stating that currently no updates are available.

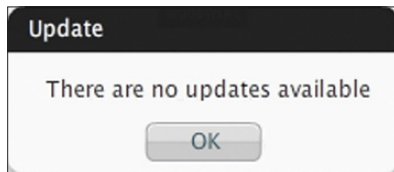


Figure 2.2 A message is displayed when no updates are available

■ **Update available.** A message is displayed informing you that an update is available. From here, the procedure is identical to the automatic update as described in *section 2.1, Automatically*.

Quick Preview

The Quick Preview feature allows you to preview files in a separate pop-up window. Although file previews can already be shown via the various Preview panes, the Quick Preview feature enables you to more easily view the preview in a larger format than when using the Preview pane.

Using keyboard shortcuts, file previews can be quickly displayed, browsed through or hidden.

1. Quick Preview Window Components

The Quick Preview window consists of the following components (see figure 1 on the next page):

- **Title bar.** Displaying the name of the currently viewed file.
- **Close button.** For closing the Quick Preview window.
- **Preview area.** Showing the preview of the currently selected file.



A Title bar B Preview area C Close button

Figure 1. The components of the Quick Preview window

2. Using Quick Preview

To use the Quick Preview feature, do the following:

Step 1. Select a **file** in any of the *Document panes* found in any of the Search pages (*Inbox*, *Browse*, *Name Search*, etc.) or a Dossier page.

Step 2. Press the **spacebar** on the keyboard.

The *Quick Preview* window appears, showing a preview of the selected file.



Depending on the type of file, the following preview appears:

Table 2. File type previews

File type	Preview
Image	Image preview
Layout (template), Layout Module (template)	Image preview
Article (template)	Plain-text preview
Audio	Audio player preview
Video	Video player preview
PDF	Image preview
Dossier	Dossier icon
Other	Image preview when available, else a file type icon

Step 3. To interact with the preview, do any of the following:

- **Resize** the Quick Preview window by dragging any of its sides or corners.
- **Move** the Quick Preview window by dragging the title bar.

Step 4. To display the next or previous preview, do of the following:

- **With the Document pane in List View mode:** press *Up* key to display the a preview of the previous file; press the *Down* key to display the a preview of the next file.

- **With the Document pane in Thumbnail View mode:** press the *Left* key to display the a preview of the previous file; press the *Right* key to display the a preview of the next file; press the *Up* key to display a preview of the file in the previous row; press the *Down* key to display a preview of the file in the next row.

Step 5. To **Close** the Quick Preview window, do any of the following:

- Press *Escape*
- Press the *spacebar*
- Click the *Close* button

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File Check-out

The File Check-out feature allows you to double-click any file in Content Station and have it opened for editing. During this process, the file is automatically checked-out and opened in its appropriate application.

This means that you can automatically open images, PDFs, or even InCopy or InDesign files, in their respective application for editing. When finished working on them, they can be easily checked-in right from within Content Station.



This feature is only available in Content Station AIR (not in Content Station Web).

1. Configuration



The following instructions are for system administrators only. If you are a regular user of Content Station AIR, skip to *section 2, Checking-Out Files*.

Enterprise Agent

In order for Content Station AIR to start applications, Enterprise Agent needs to be running. For more details about Enterprise Agent, see the Enterprise Admin Guide v6 *chapter 25, Content Station Full Installation – section 2.2.3. Enterprise Agent Installation*.

Settings

The File Check-out feature comes with the following configurable settings:

- **File mapping.** Controls which application is opened when a file is double-clicked.
- **File location.** Controls the location in which the checked-out file is stored.
- **Check Update Interval.** Controls the time interval at which a check is done to see if a checked-out file has been modified.

All settings are described in the sections on the following pages.

1.1 File Mapping

The application that is opened when a file of a particular type is double-clicked, is controlled via the default file mapping of the operating system on which Content Station AIR is run. If needed, this mapping can be overruled via the ApplicationMapping.xml configuration file.

 For InDesign and InCopy files, take note of the following:

- For InDesign files on Windows, the application definition *must* be explicitly set in the ApplicationMapping.xml file.
- By default, InCopy articles are opened in the Web Editor. To have them opened in InCopy instead, explicitly map the InCopy files (.wwcx format) to the InCopy application via the ApplicationMapping.xml file.

To overrule the default application mapping, do the following:

Step 1. From the unzipped Content Station AIR folder, copy the **ApplicationMapping.xml** file to the same location as where the WWSettings.xml file is stored.

 For more information about the WWSettings.xml file—including its default location—see the Enterprise v6 Admin Guide *chapter 26, Content Station Configuration – section 1. The WWSettings.xml File*.

Step 2. Open the **ApplicationMapping.xml** file using a plain text editor such as Notepad, TextEditor, or TextWrangler.

Step 3. (Optional) Remove the comment tags `<!--` and `-->` for the example settings given.

Step 4. Between the `<applicationMapping>` tags, enter a separate setting for each file type in the following format:

```
<application location="[application path]" extension="[file extension]"/>
```


Step 5. Replace **[application path]** by the actual path of the application. (See also the examples given in the file.)

Step 6. Replace **[file extension]** by the extension of the file (without the preceding dot (for example: ".jpg", not ".jpg").


Step 7. Save the file.

1.2 File Location

When a user double-clicks a file, the file is checked-out of Enterprise and stored locally on the user's system for editing. The location in which the locally saved file is stored needs to be created on the user's system and specified in the `WWSettings.xml` file.

 For more information about the `WWSettings.xml` file—including its default location—see the Enterprise v6 Admin Guide *chapter 26, Content Station Configuration – section 1. The WWSettings.xml File*.

Step 1. Create a folder anywhere on the user's system in which the checked-out files will be stored.

 Make sure that this folder has full read & write privileges for the user.

Step 2. Open the `WWSettings.xml` file using a plain text editor such as Notepad, TextEditor, or TextWrangler.

Step 3. In the `<SCEnt:ContentStation>` section, comment-out or add the following setting:

```
<Setting name="DocumentsFolder" value="[folder path]"/>
```

Step 4. Replace **[folder path]** by the actual path of the folder. Example:

```
<Setting name="DocumentsFolder" value="/Users/WoodWing/Desktop/CSDocumentsFolder"/>
```

Step 5. Save the file.

1.3 Update Interval

When a user has checked out a file, Content Station AIR checks the file at specific times (default interval = 10 seconds) to see if the file has been changed. If a file has changed, notifications will be displayed to the user via the Content Station AIR interface. (For more information, see *section 3, Editing Checked-out Files*.)

The default time interval can be overruled via the `WWSettings.xml` file by doing the following:

Step 1. Open the `WWSettings.xml` file using a plain text editor such as Notepad, TextEditor, or TextWrangler.

Step 2. In the `<SCEnt:ContentStation>` section, comment-out or add the following setting:

```
<Setting name="CheckUpdateInterval" value="10"/>
```

Step 3. Replace the default value by the required value (in number of seconds).

Step 4. Save the file.

1.4 InDesign and InCopy Files



When a file is checked-out from Content Station AIR, it can subsequently be checked-in from within Content Station AIR as well. The only exception applies to InDesign and InCopy files; these need to be checked-in using Smart Connection or the Web Editor. If a user wants to check-out files from within Content Station AIR and have them subsequently checked-in using InDesign or InCopy, Smart Connection 6 needs to be installed on the user's system.

2. Checking-out Files

To check-out a file and open it for editing in the appropriate application, do the following:

Step 1. Locate one or more files to be checked-out by using any of the Search applications or by opening the Dossier in which the file is saved to. (For more information about the Search applications and Dossiers, see the Content Station 6.2 User Guide.)

Step 2. Use one of the following methods:

For opening individual files:

- **Double-click** the file.
- **Right-click** the file and choose *Open* from the context menu.

For opening multiple files:

- **Right-click** a file and choose *Open* from the context menu.

The following actions take place:¹

1. Each file is downloaded from the Enterprise system and stored locally. See *note at the end of this section*.
2. Each file is checked-out of the Enterprise system.
3. The application with which each file can be edited is opened. (For more information, see *section 2.1 File Types and Applications*.)
4. Each file is opened for editing in its appropriate application.
5. A page titled "Checked-out" is displayed in Content Station AIR, listing all files that are currently checked-out by you. (For more information, see *section 2.2 The Checked-out Page*.)

¹ These actions don't apply to articles in plain text and HTML format; these are opened in the regular Content Station AIR text editors.

InDesign and InCopy files

When opening InDesign or InCopy files, take note of the following:

- In case you are not yet logged in to Enterprise (for instance because you do not have InDesign or InCopy open, or you have not yet logged in via either application), log-in is performed automatically.
- Double-clicking a layout template, layout module template, or article template will open the template itself, not an instance of that template.
- InDesign or InCopy files are not added to the Checked-out page in Content Station AIR. The reason for this is that checking-in needs to be performed from within InDesign, InCopy, or the Web Editor and is therefore handled by that particular application. (For more information about the Checked-out page, see *section 2.2 The Checked-out Page*.)

Note: Downloading and saving files locally

When a file has been checked out, it is stored locally on your system. When subsequently checking-in the file or when performing an abort checkout action, you have the option to either delete this file from your local system or leave it in place. When deciding to leave the file on your system, Content Station will detect that the file is already present on your system when you attempt to check out the file the next time, and will display a message:

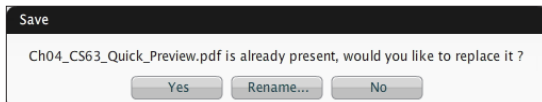


Figure 2. When checking-out a file which already exists on your system, a message appears

Respond to the message as follows:

- Click **Yes** to replace the locally stored file with the file that you are checking out.
- Click **Rename...** to save the file under a different name.
- Click **No** to cancel the action.

2.1 File Types and Applications

When opening a particular file, the application with which that type of file can be edited is automatically launched. This is initially controlled by the way your operating system is configured (and is identical to opening a file from Finder or Explorer). Your administrator can also overrule this behavior via a specific configuration file for Content Station AIR.



In case you want to have a different application opened when checking-out a particular type of file, contact your administrator.

2.2 The Checked-out Page

When checking out a file, a new page named *Checked-out* is displayed in Content Station AIR showing all files that you have currently checked out. Each file is listed in the order in which it has been checked out, with the most recently checked-out file listed at the top.

For each file, the following information and options are available (see figure 2.2a):

- **Thumbnail.** A preview of the file or—when no preview is available—the application icon for that file type. Double-clicking the preview will open the image.
- **File information.** File name, Brand name, Status, and Category.
- **Management controls.** Check In, Save Version, Abort Check Out, and Close buttons.

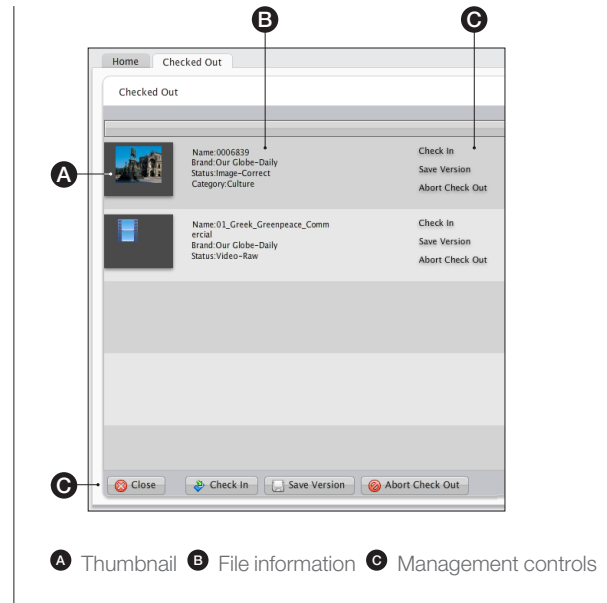





Figure 2.2a Components of the Checked-out page

 InDesign or InCopy files are not added to the Checked-out page. The reason for this is that the check-in process for these types of files needs to be performed from within InDesign, InCopy, or the Web Editor and is therefore handled by these applications.

 The Checked-out page cannot be closed until all listed files have been checked in to the system. (For more information about checking in files, see *section 4, Managing Checking-out Files*.)

 When trying to close or log out of Content Station AIR while the Checked-out page still contains files, a message appears:

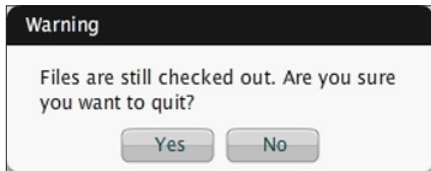


Figure 2.2b A message appears when trying to log out of Content Station AIR while files are still checked out

Respond to the message as follows:

- Click **No** to close the message and return to Content Station AIR without logging out.
- Click **Yes** to close the message and log out of Content Station AIR. When next logging in to Content Station AIR, the Checked-out page will be available and showing all currently checked-out files.

3. Editing Checked-out Files

When editing a checked-out file and subsequently saving that change, the change is saved locally (in a folder specifically set up by your administrator). When any listed file has undergone such a change, you are notified by means of the following indicators:

- The Checked-out page tab title will display in bold and will list the total number of changed files in brackets. (For example: **Checked-out (3)**.)
- A star is added to each changed file icon.

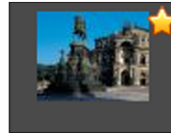




Figure 3. Files that have been changed and saved locally are clearly marked

 It is important to be aware of these changes because the local file is now different from the original file in the Enterprise system. In order to update the original file, use either the *Check In* or *Save Version* buttons. (For more information, see *section 4, Managing Checked-out Files*.)

 Content Station AIR regularly checks for these changes (in 10-second intervals by default). Your administrator can modify this default time interval. When in doubt, contact your administrator.

4. Managing Checked-out Files

For files that have been checked-out, the following management options exist:

- **Check In.** For checking-in the file to the Enterprise system.
- **Save Version.** For saving a version of the file to the Enterprise system.
- **Abort Check-out.** For closing the file without saving any last-made changes.
- **Close.** For quickly closing a checked-out file. Content Station will automatically determine whether the file should be checked in or if an abort checkout action should be performed.



Each option can also be performed “silently”, meaning that no dialog boxes or messages will appear.

Each option is explained in detail in the following sections.



Note that the options mentioned above do not apply when a file of the following file type has been checked out:

- **Plain-text files.** These are directly opened in and managed via Content Station's plain-text editor.
- **Rich-text files.** These are directly opened in and managed via Content Station's rich-text editor.
- **InDesign files.** These are opened in InDesign and managed via the Smart Connection plug-ins.
- **InCopy files.** These are opened in either the Web Editor (default behavior) or InCopy and are managed via these applications.

4.1 Check-in

Checking in files can be done in the following two ways:

- **Regular Check In.** This is the normal way of checking in; you will have full control over the settings involved in the process.
- **Silent Check In.** This is the fully automated way of checking in files; you will have no control over the settings involved in the process.

Each method is described in the sections on the following pages.

4.1.1 Regular Check-in

To check-in a checked-out file in the regular way, do the following:

Step 1. On the **Checked-out** page, select one or more files that need to be checked in.

Step 2. Do one of the following:

- Click the **Check In** button for any of the selected files.
- Click the **Check In** button at the bottom of the page.

The *Check In* dialog box appears.

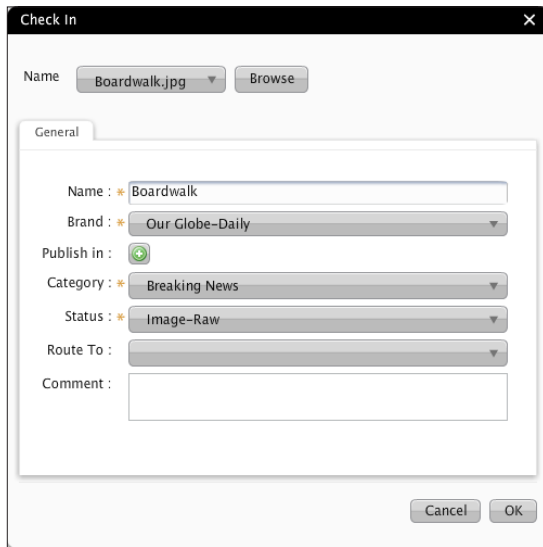


Figure 4.1.1a The Check In dialog box

In case a file exists multiple times with the same name but with different extensions (for instance images that have been saved in different file formats), each file is listed in the *Name* list at the top of the dialog box, with the last modified file listed first.



Hover the mouse pointer over the *Name* list to display the full path of the file in a tooltip.

Step 3. (Optional) Do one of the following:

- From the *Name* list, choose the file that should be checked in.
- If a different file than the original one needs to be checked in, click **Browse** to browse to that file.

Step 4. In the **Name** box, enter a descriptive name.

Step 5. From the *Brand* list, choose the **Brand** to which the file should belong.

Step 6. (Optional) To assign the file to an Issue/ Edition combination, click the **Add** icon (⊕) in the *Publish In* section.

The *Issue* list and *Edition* box appear.

Step 6a. From the *Issue* list, choose an **Issue** to which the file should belong.

Step 6b. Click the **Search** icon next to the *Edition* box (🔍). All Editions (if any) that have been set up for the selected Brand appear. Choose one or more **Editions** to which the file should belong.

Step 6c. (Optional) Repeat step 6, 6a, and 6b to assign the file to additional Issue/ Edition combinations.

Step 6d. (Optional) To remove an Issue/ Edition combination, click the **Remove** icon (🗑️).

Step 7. From the *Category* list, choose the **Category** to which the file should belong.

Step 8. From the *Status* list, choose the **Status** that should be assigned to the file.

Step 9. (Optional) From the **Route To** list, choose a user or user group to whom the file should be routed to.

Step 10. (Optional) In the **Comment** box, add a comment.

Step 11. Click **OK**.

The following actions take place:

- The file is saved to the Enterprise system.
- If multiple files were selected, a new *Check In* dialog box appears for each file until all files have been checked in. Repeat steps 4–11 for each file.
- The *Delete Files* window appears. (See figure 4.1b.)

The Delete Files window lists the following files:

- The original checked-out file
- Any files saved as a result of performing a *Save Version* action (For more information, see *section 4.2, Save Version*.)
- Any files that were selected using the *Browse* button

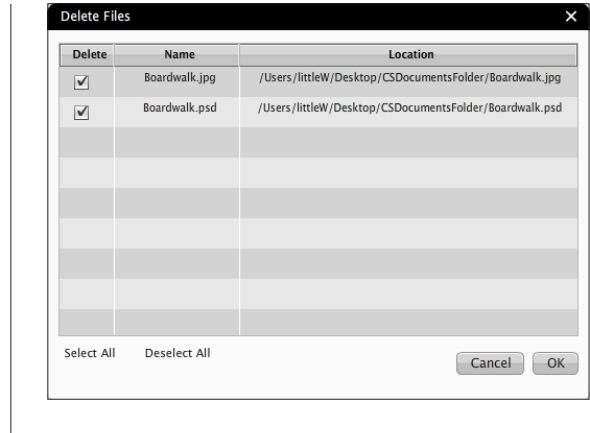


Figure 4.1.1b The Delete Files window

Step 12. Do the following:

Step 12a. Clear any of the *Delete* check boxes for the files that should not be deleted.

Step 12b. Leave the *Delete* check boxes checked for the files that should be deleted.


Step 12c. Click **OK**.

The following actions take place:

- The selected files are deleted from the system.
- If all checked-out files listed on the *Checked-out* page are now checked-in, the *Checked-out* page is removed.

4.1.2 Silent Check-in

The method of silently checking in files can be used for quickly checking-in files to the Enterprise system. During this process, none of the dialog boxes and windows used for the regular method are displayed.

 It is recommended to read through the process of checking in a file in the regular way before using the silent method, so that you have a full understanding of which actions take place during this process. (For more information, see *section 4.1.1, Regular Check-in*.)

To silently check-in a checked-out file, do the following:

Step 1. On the **Checked-out** page, select one or more files.

Step 2. Hold down the **Shift** key and do one of the following:


- Click the **Check In** button for any of the selected files.
- Click the **Check In** button at the bottom of the page.

The following actions take place:

- The file is saved to the Enterprise system using the same location and settings as the checked-out file.
- The checked-out file and any versions saved as a result of performing a Save Version action are automatically deleted (For more information, see *section 4.2, Save Version*.)
- If all checked-out files listed on the Checked-out page are now checked-in, the Checked-out page is removed.

4.2 Save Version

The Save Version action is used to save an intermediate version of the file to the Enterprise system. During this process, the file is left open on the local system for editing.

 The different versions of a file can be viewed and restored via the *Show Versions...* command of the context menu of a file. (For more information, see the Content Station 6.2 User Guide, *chapter 20, Managing the Workflow – section 10, Show Versions...*.)

Saving a version of a checked-out file can be done in the following two ways:

- **Regular Save Version.** This is the normal way of saving a version; you will have full control over the settings involved in the process.
- **Silent Save Version.** This is the fully automated way of saving a version of a file; you will have no control over the settings involved in the process.

Each method is described in the sections on the following pages.

4.2.1 Regular Save Version

To save a version of a checked-out file in the regular way, do the following:

Step 1. On the **Checked-out** page, select one or more files that need to have a temporary version saved.

Step 2. Do one of the following:

- Click the **Save Version** button for any of the selected files.
- Click the **Save Version** button at the bottom of the page.

The *Save Version* dialog box appears.

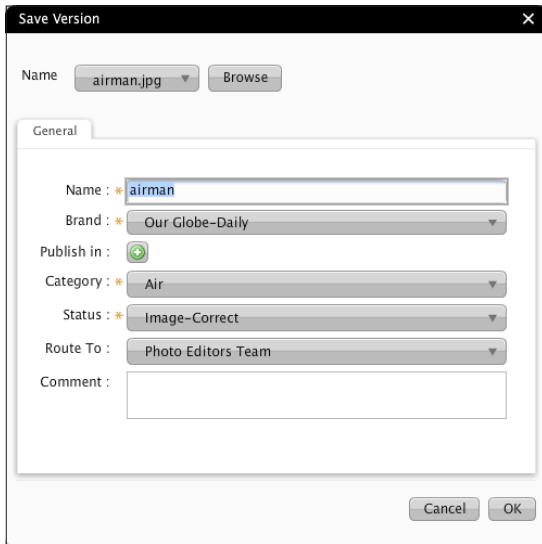


Figure 4.2.1 The *Save Version* dialog box

In case a file exists multiple times with the same name but with different extensions (for instance images that have been saved in different file formats), each file is listed in the *Name* list at the top of the dialog box.



Hover the mouse pointer over the *Name* list to display the full path of the file in a tooltip.

Step 3. (Optional) Do one of the following:

- From the *Name* list, choose the file of which a version should be saved.
- If a different file than the original one needs to be checked in, click **Browse** to browse to that file.

Step 4. (Optional) In the **Name** box, enter a descriptive name.

Step 5. (Optional) From the *Brand* list, choose the **Brand** to which the file should belong.

Step 6. (Optional) To assign the file to an Issue/ Edition combination, click the **Add** icon (+) in the *Publish In* section.

The *Issue* list and *Edition* box appear.

Step 6a. From the *Issue* list, choose an **Issue** to which the file should belong.

Step 6b. Click the **Search** icon next to the *Edition* box (🔍). All Editions (if any) that have been set up for the selected Brand appear. Choose one or more **Editions** to which the file should belong.

Step 6c. (Optional) Repeat step 6, 6a, and 6b to assign the file to additional Issue/ Edition combinations.

Step 6d. (Optional) To remove an Issue/ Edition combination, click the **Remove** icon (🗑️).

Step 7. From the *Category* list, choose the **Category** to which the file should belong.

Step 8. From the *Status* list, choose the **Status** that should be assigned to the file.

Step 9. (Optional) From the **Route To** list, choose a user or user group to whom the file should be routed to.

Step 10. (Optional) In the **Comment** box, add a comment.

Step 11. Click **OK**.

The following actions take place:

- A version of the file is saved to the Enterprise system.



4.2.2 Silent Save Version

The method of silently saving a version of a file can be used for quickly saving a version to the Enterprise system. During this process, none of the dialog boxes and windows used for the regular method are displayed.



It is recommended to read through the process of saving a version of a file in the regular way before using the silent method, so that you have a full understanding of which actions take place during this process. (For more information, see *section 4.2.1, Regular Save Version*.)

To silently save a version of a checked-out file, do the following:

Step 1. On the **Checked-out** page, select one or more files.

Step 2. Hold down the **Shift** key and do one of the following:

- Click the **Save Version** button for any of the selected files.
- Click the **Save Version** button at the bottom of the page.

The following actions take place:

- A version of the file is saved to the Enterprise system.

4.3 Abort Checkout

The Abort checkout action closes a checked-out file without saving any made changes. The file will be returned to the state it was in when it was checked-out or a last version was saved.

Performing an abort checkout action on a checked-out file can be done in the following two ways:

- **Regular Abort Checkout.** This is the normal way of performing an abort checkout action on a checked-out file; you will have full control over the settings involved in the process.
- **Silent Abort Checkout.** This is the fully automated way of performing an abort checkout action on a checked-out file; you will have no control over the settings involved in the process.

Each method is described in the following sections.

4.3.1 Regular Abort Checkout

To perform an abort checkout action on a checked-out file in the regular way, do the following:

Step 1. On the **Checked-out** page, select one or more files that need to be closed without saving.

Step 2. Do one of the following:

- Click the **Abort Checkout** button for any of the selected files.
- Click the **Abort Checkout** button at the bottom of the page.

A message appears:



Figure 4.3.1a A message appears when using the Abort Checkout option

Step 3. Do one of the following:

- Click **No** to close the message and not close the file.
- Click **Yes** to return the file to the Enterprise system without saving any last-made changes.

In case Yes is chosen, the following actions take place:

The *Delete Files* window appears:

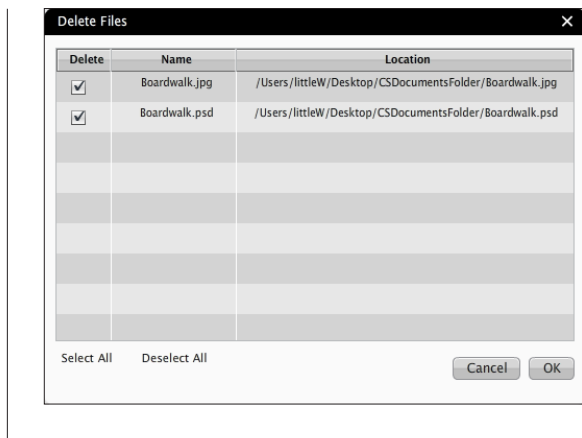


Figure 4.3.1b The *Delete Files* window

The *Delete Files* window lists the following files:

- The original checked-out file
- Any files saved as a result of performing a *Save Version* action (For more information, see *section 4.2, Save Version.*)

Step 4. Do the following:

Step 4a. Clear any of the *Delete* check boxes for the files that should not be deleted.

Step 4b. Leave the *Delete* check boxes checked for the files that should be deleted.

Step 4c. Click **OK**.

The following actions take place:

- The selected files are deleted from the system.
- If the *Checked-out* page does not have any more files listed as a result of this action, the *Checked-out* page is removed.

4.3.2 Silent Abort Checkout

The method of silently performing an abort checkout action on a checked-out file can be used for quickly closing a file. During this process, none of the dialog boxes and windows used for the regular method are displayed.



It is recommended to read through the process of performing an abort checkout action on a checked-out file in the regular way before using the silent method, so that you have a full understanding of which actions take place during this process. (For more information, see *section 4.3.1, Regular Abort Checkout.*)

To silently perform an abort checkout action on a checked-out file, do the following:

Step 1. On the **Checked-out** page, select one or more files.

Step 2. Hold down the **Shift** key and do one of the following:

- Click the **Abort Checkout** button for any of the selected files.
- Click the **Abort Checkout** button at the bottom of the page.

The following actions take place:

- The selected files are deleted from the system.
- If the Checked-out page does not have any more files listed as a result of this action, the Checked-out page is removed.

4.4 Close

The Close action can be used to quickly close a checked-out file. Content Station will automatically verify the state of the file and perform one of the following scenarios:

- **File has been updated.** When the content of the file has changed, a check-in action will be performed.
- **File has not been updated.** When the content of the file has not changed, an abort checkout action will be performed.

Performing a close action on a checked-out file can be done in the following two ways:

- **Regular Close.** This is the normal way of performing a close action on a checked-out file; you will have full control over the settings involved in the process.
- **Silent Close.** This is the fully automated way of performing a close action on a checked-out file; you will have no control over the settings involved in the process.

Each method is described in the following sections.

4.4.1 Regular Close

To perform a close action on a checked-out file in the regular way, do the following:

Step 1. On the **Checked-out** page, select one or more files.


Step 2. Click the **Close** close button at the bottom of the page.

The following actions take place:

- If the content of the file has changed, the file will be checked-in, as described in *section 4.1.1, Regular Check-in*.
- If the content of the file has not changed, a regular Abort Checkout action is performed as described in *section 4.3.1, Regular Abort Checkout*.

4.4.2 Silent Close

The method of silently closing a checked-out file can be used for quickly closing the file without any possible dialog boxes or messages appearing.

 It is recommended to read through the process of performing a close action on a checked-out file in the regular way before using the silent method, so that you have a full understanding of which actions take place during this process. (For more information, see *section 4.4.1, Regular Close*.)

To silently close a checked-out file, do the following:

Step 1. On the **Checked-out** page, select one or more files.

Step 2. Hold down the **Shift** key and click the **Close** button at the bottom of the page.

The following actions take place:

- If the content of the file has changed, the file will be silently checked-in, as described in *section 4.1.2, Silent Check-in*.
- If the content of the file has not changed, a silent abort check-out action will be performed on the file, as described in *section 4.3.2, Silent Abort Checkout*.

Intentionally left blank


Show Version for Non-preview Objects

The Show Version for Non-preview Objects feature allows you to show a version of a file for which no preview is rendered by Enterprise. (Typically, Content Station will display an application icon in the Preview pane when such a file is selected.) Such files include Microsoft Excel sheets, PowerPoint slides, etc.

When using this feature, Content Station will download the version of the file and store it locally on the system, after which it is opened as a read-only file in the appropriate application.

 This feature is only available in Content Station AIR (not in Content Station Web).

1. Configuration

 The following instructions are for system administrators only. If you are a regular user of Content Station AIR, skip to *section 2, Showing a Version*.

When a user uses this feature, the file is stored locally on the user's system as a read-only file in a folder named *Versions*. This folder is stored in the same folder as defined for storing checked-out files. For more information, please follow the instructions as outlined in *chapter 5, File Check-out – section 1.2, File Location*.

When the user closes Content Station, the *Versions* folder and all its contents is removed automatically.

2. Showing a Version

To show a version of a file for which no preview exists, do the following:

Step 1. Locate one or more files of which a version needs to be viewed by using any of the Search applications or by opening the Dossier in which the file is saved to. (For more information about the Search applications and Dossiers, see the Content Station 6.2 User Guide.)

Step 2. Select the file(s).

Step 3. Right-click any of the files and choose **Show Versions...** from the context menu.

The *Show Versions* dialog box appears, showing all available versions of the file.

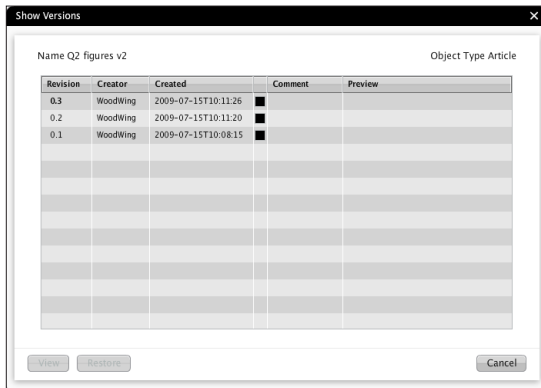


Figure 2. The Show Versions dialog box

Step 4. Select the version of the file of which a preview needs to be shown.

Step 5. Click **View**.

The following actions take place:

- The file is stored locally as a read-only file.
- The file is opened in the appropriate application.
- If the version of the file is already viewed, the newly opened file will be opened with a sequential number appended to the file name (for example: *Report_v0.x#1.xls.*)



When closing Content Station, the locally saved files will be deleted automatically.

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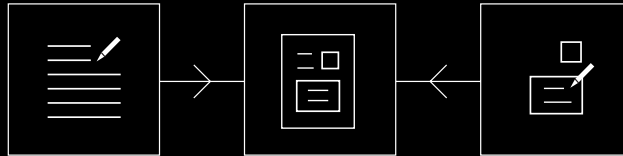
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WoodWing Europe

Zaandam, The Netherlands
Tel +31 75 61 43 400
info@woodwing.com

WoodWing Asia Pacific

Selangor Darul Ehsan, Malaysia
Tel +60 3 8320 1839
asiapacific@woodwing.com



WoodWing USA

Detroit, Michigan USA
Tel +1 313 962 0542
usa@woodwing.com

WoodWing Latin America

Monterrey NL, Mexico
Tel +52 1 81 88345 8927
latinam@woodwing.com

www.woodwing.com