# **Esko Cloud Connector 24.03**

User Guide





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## 2. Before You Start

Esko Cloud Connector lets you download content from Share & Approve sites and work on it in Adobe Bllustrator. After you've worked on it, you can then export it back to Share & Approve sites.



#### Note:

For using Esko Cloud Connector in combination with Studio, please refer to the Studio documentation.

Before you start, you should make sure that the Share & Approve administrator has given you login credentials and assigned you to at least one organization and site.



# 3. Installing the Plug-In

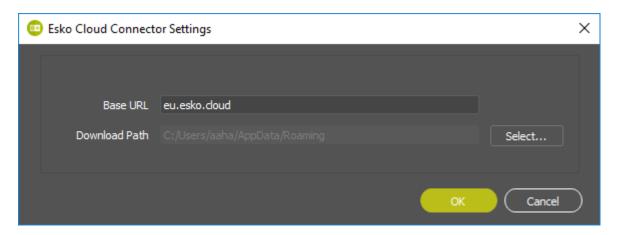
- 1. Make sure Adobe Illustrator is not running.
- 2. Run the executable file you downloaded.
- **3.** Follow the on-screen instructions to install the plug-in. The installation program will install or update Esko Data Exchange as needed. It may also install some required operating system redistributables.



## 4. Configuring the Plug-In (optional)

After you have installed the plug-in, the next step is to configure it if you do not want to use the default settings. To use the default settings, you do not need to do the following steps, as the plug-in will set them when you launch Illustrator.

1. In the Esko Cloud Login dialog box, click **Esko Cloud Settings**. The Esko Cloud Connector Settings dialog box opens containing the default configuration settings.



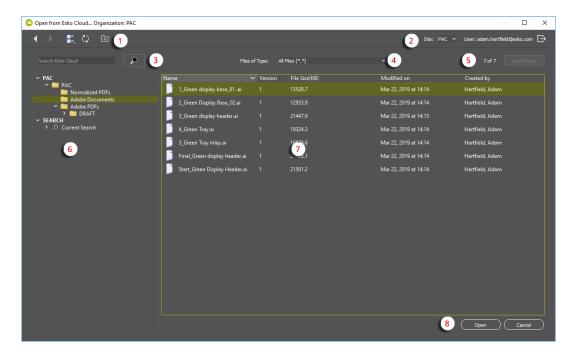
- 2. If your administrator has given you different Base URL, enter it here. You can also choose a different path for downloaded files by clicking **Select** and choosing the new location.
- 3. Click **OK** to save the settings.



# 5. Using the Software

#### 5.1. Browser Elements

Esko Cloud Connector is a browser that you use to download files from an Share & Approve site that you then work on and upload.



**Table: Browser Elements** 

Area	Description	
1	Toolbar containing Back, Forward, List Style, Refresh, and Create Folder.	
2	Current Share & Approve site, current user, and <b>Logout</b> . To change the current Share & Approve site, choose it from the drop-down list box.	
	Note: You remain logged in until you click Logout.	
3	Keyword Search field and action button	
4	Files of Type selector that controls the contents of the list pane.	
5	Number of entries in the list and <b>Read More</b> (available when applicable)	
6	Tree control in which you select the folder to view, or see the results of the last keyword search. Drag the bar between the tree and the document list to adjust the size as desired.	

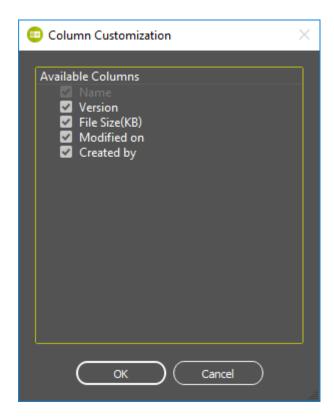


Area	Description
7	List of folders and files contained in the folder you selected in the tree control.
8	Open or Place and Cancel.

### 5.1.1. Customizing the Column List

You can choose which columns appear in the list pane.

- 1. Right-click a column header in the list and click **Customize**.
- 2. In the Column Customization dialog box, select or deselect the checkboxes as desired. **Name** is always visible.

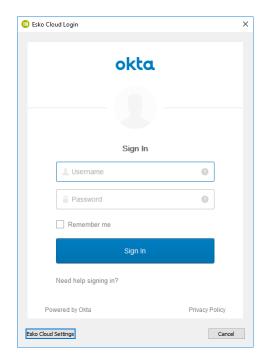


**3.** Click **OK**. The list updates to reflect the changes you made.

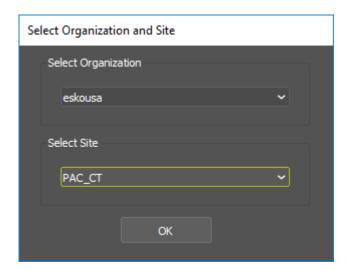
## 5.2. Opening a File

- 1. Click File > Esko Cloud > Open.
- **2.** You will have to log in to the Esko Cloud if you have not already done so. Enter your credentials in the fields and click **Sign In**.



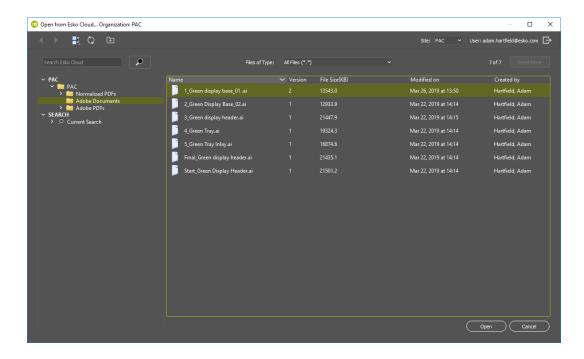


**3.** Once you have logged in successfully, If you have access to more than one Share & Approve site, select the site to use and click **OK**. If you have access to only one site, you will not see this dialog box.



- **4.** The browser appears. Make sure to set the **Files of Type** selector appropriately so it lists the type of files you want to download.
- **5.** Navigate to the desired folder in your site using the folder list.
- **6.** Select the file to open and click **Open**, or double-click it.



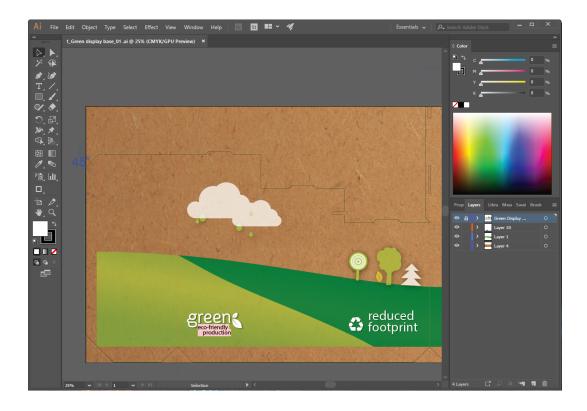


**7.** A progress bar appears during the download.



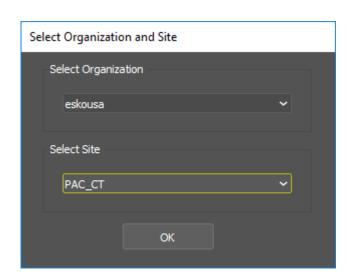
**8.** Illustrator displays the file, ready for you to work on.





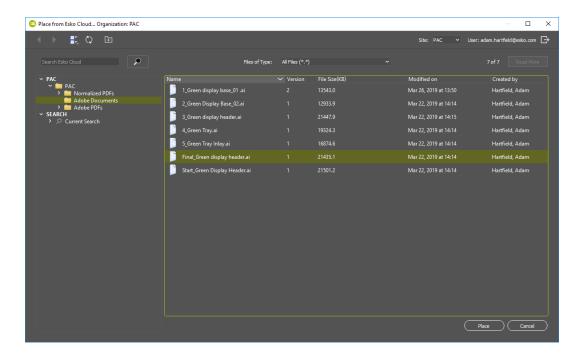
## 5.3. Placing a File

- 1. Open the Illustrator document into which you want to place the file.
- 2. Click File > Esko Cloud > Place.
- **3.** Once you have logged in successfully, If you have access to more than one Share & Approve site, select the site to use and click **OK**. If you have access to only one site, you will not see this dialog box.





- **4.** The browser appears. Make sure to set the **Files of Type** selector appropriately so it lists the type of files you want to download.
- 5. Navigate to the desired folder in your site using the folder list.
- **6.** Select the file to open and click **Place**, or double-click it.



- **7.** A progress bar appears during the download.
- 8. Illustrator places the file into the open document, ready for you to work on.

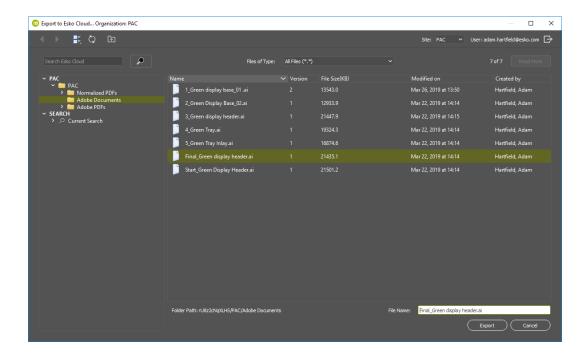




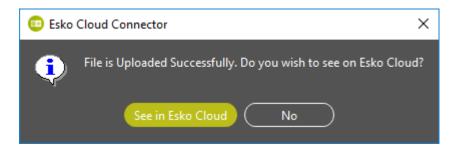
## 5.4. Exporting a File

- In your open Illustrator document, click File > Esko Cloud > Export, and then choose either Esko
  PDF (see note below), Adobe PDF, or Adobe Illustrator. You may be prompted to log in if you are not
  already authenticated.
- 2. In the folder list, select the folder to contain the exported file.
- **3.** The name of the Illustrator document is automatically used as the filename. Change it if desired in the Filename field. If the document already exists at this location, Esko Cloud creates a new version of the document.





- 4. Click **Export** to upload the file to your Share & Approve site.
- **5.** A progress bar appears during the upload.
- **6.** To see the file on the Share & Approve site, click **See in Esko Cloud** to start sharing the document and its approval process. To return to Illustrator, click **No**.



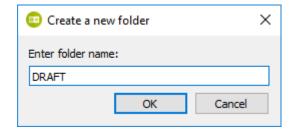


**Note:** An Esko PDF document is a PDF with additional metadata useful to Esko applications. There are two types, **PDF+** with processing steps functionality, and **Normalized PDF** for compatibility with older software. Select the format of Esko PDF document to use in the Preferences panel of the lnk Manager plug-in, part of the Data Exchange plug-in.

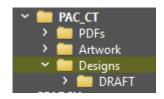
### 5.5. Creating a Folder

- 1. Select the parent folder in the tree.
- 2. Click Create Folder.
- **3.** Enter a name for the folder and click **OK**.





**4.** The new folder appears in the tree.



### 5.6. Keyword Searching

- 1. Enter your search term in the Search Esko Cloud field. Use \* as a wildcard for multiple characters. This searches for folders and filenames matching the search terms.
- 2. Set the Files of Type selector appropriately so that you will see all the search results.
- **3.** Click the magnifying glass or press ENTER to perform the search.
- 4. The search results appear in the list pane.

