

# Share & Approve 21.03

## Viewer Documentation

03 - 2021

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# 1. About the HTML5 Viewer About the Viewer

The HTML5 Viewer is a fast and comprehensive viewing tool introduced in WebCenter 14.

From 14.1.1 onwards, the HTML5 Viewer is the default WebCenter Viewer. However, you may choose to work with the Java Viewer (default) by changing it in the **Viewer Preferences**.

## What does the Share & Approve ViewerHTML5 Viewer offer you?

- Speed: fast viewing for Graphics and CAD files. High speed 3D viewing (14.1 and later).
- Compatibility: high speed performance on the new client browsers.

Browser	Supported Version - Windows OS	Supported Version-Mac OS
Microsoft Edge	Latest	-
Firefox	4.0 or higher	4.0 or higher
Chrome	5.0 or higher	5.0 or higher
Safari	-	5.0 or higher

- Reliability: high accuracy in displaying your data.
- Detail: advanced zoom to see finest details, measuring exact distances. Fast zooming.
- Customizable widgets. You can even restrict access to certain features depending on the user preferences.
- Keyboard shortcuts. To see all of them, press **?**
- Easy access to help and knowledge base. Search in the **Help** widget or press **F1** to access help.

**Note:** The default Viewer in the WebCenter [Viewers](#) upto 14.1 will be the Java Viewer. You can set the preferred Viewer as the HTML5 Viewer in the General or User Specific **Preferences**. Read more in [About Viewer Preferences](#).

**Note:** The HTML5 ViewerShare & Approve Viewer does not offer live collaboration or working together at the same time. You can use [annotation threads](#) for discussions.

## 2. The Simplified Viewer

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Two types of desktop layouts can be viewed when you open the viewer in a normal browser: the HTML5 Normal Viewer and the Restricted (New Look)/ the Simplified Viewer. This new viewer presents a cleaner, less complicated and clutter-free look.

### Viewing Simplified Viewer

The leaner viewer offers easy navigation through some of these features:

- The Simplified Viewer comes with all the enhanced features available in the HTML5 Viewer.
- In the Simplified Viewer the side panels are collapsed by default. You can open the specific widgets that you need.
- The new viewer allows you to resize the opened widgets (even as the side panels remain collapsed).
- With some configuration, it also allows each widget to be hidden.

### Opening the Viewer in Simplified Mode

In **Viewer Preferences**, select the Restricted (New Look) as the **Viewer Style** to open the Simplified Viewer layout. It is set to **Normal** by default.

This layout consists of four sections: center, top bar, right and left side panels:

- The Information bar on the top consists details of the document, the user and buttons to execute other actions [The Information Bar](#)
- Below the information bar, you have the top tool panel with all the toolbar components. Activating these help you perform different functions on the document. Read more in: [Top Tool Panel](#) on page 17
- You have the View area in the center.
- The collapsible side panels contain the **Viewer Widgets** which are collapsed by default.

### Ordering and Collapsing Widgets in the Side Panels



The widgets display document information and help perform different functions. To facilitate ease of view, you can adjust them in many ways:

- Click the **Widget Header** to collapse or expand the widget.
- You can drag the widgets to either of the two side panels. The height of each widget is automatically adapted by the side panels.
- The side bars do not disappear on collapsing but remain as a thin bar containing the widgets icons that represent the widgets. Click the icon needed. It opens next to the side bar.

**Note:** You can open only one widget per side bar at a time. If you click another icon on the same bar, the first widget closes.

### Collapsing and Resizing Side Panels

The side panels contain all the widgets and can be manipulated in different ways to maintain the leaner look:

- Resize and collapse side panels by using the  or  **Toggle Right/Left Side Bar**. The side panel becomes a thin bar containing only the icons.

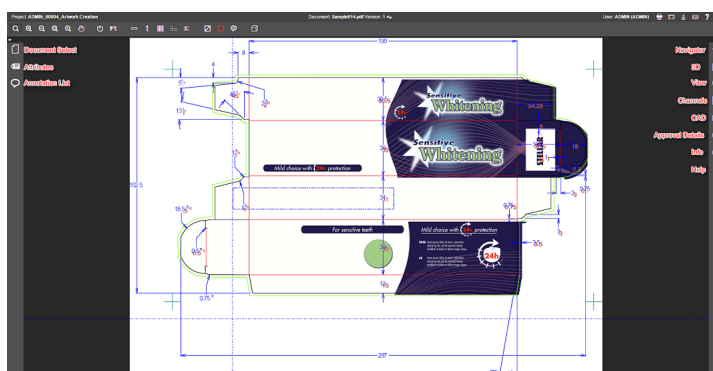
- When you click the expand toggle, the panels expand to fit in both side panels and the viewport.
- To revert the side panels to their original size, click the toggle button.

### Resizing Widgets in the Simplified Viewer

You can choose to have a full or partial view of the widgets when you:

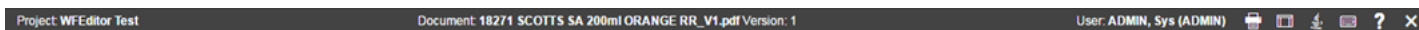
- Resize opened widgets even when the side panels are collapsed
- Drag the widget borders horizontally or vertically. You can also resize by dragging the bottom corner. The width and height are saved and the widget will retain these dimensions when you open the viewer the next time.
- Restore the widget to its default size by double clicking the respective icon on the side panel.

### Tools in Simplified Viewer



The Simplified Viewer offers tools that are similar to the Normal Viewer:







- [The Information Bar](#)



- [Top Tool Panel](#) on page 17



- Use or to Toggle Side Panels.
- To open the widgets, click the corresponding icons:
  - [Navigator](#) on page 41
  - [3D View](#)
  - [View](#) on page 43
  - [Channels](#) on page 57
  - [CAD](#)

-  [Approval Details](#)
-  [Info](#) on page 42
-  [Help](#)
-  [Document Select](#) on page 32
-  [Attributes](#)
-  [Annotation List](#) on page 37

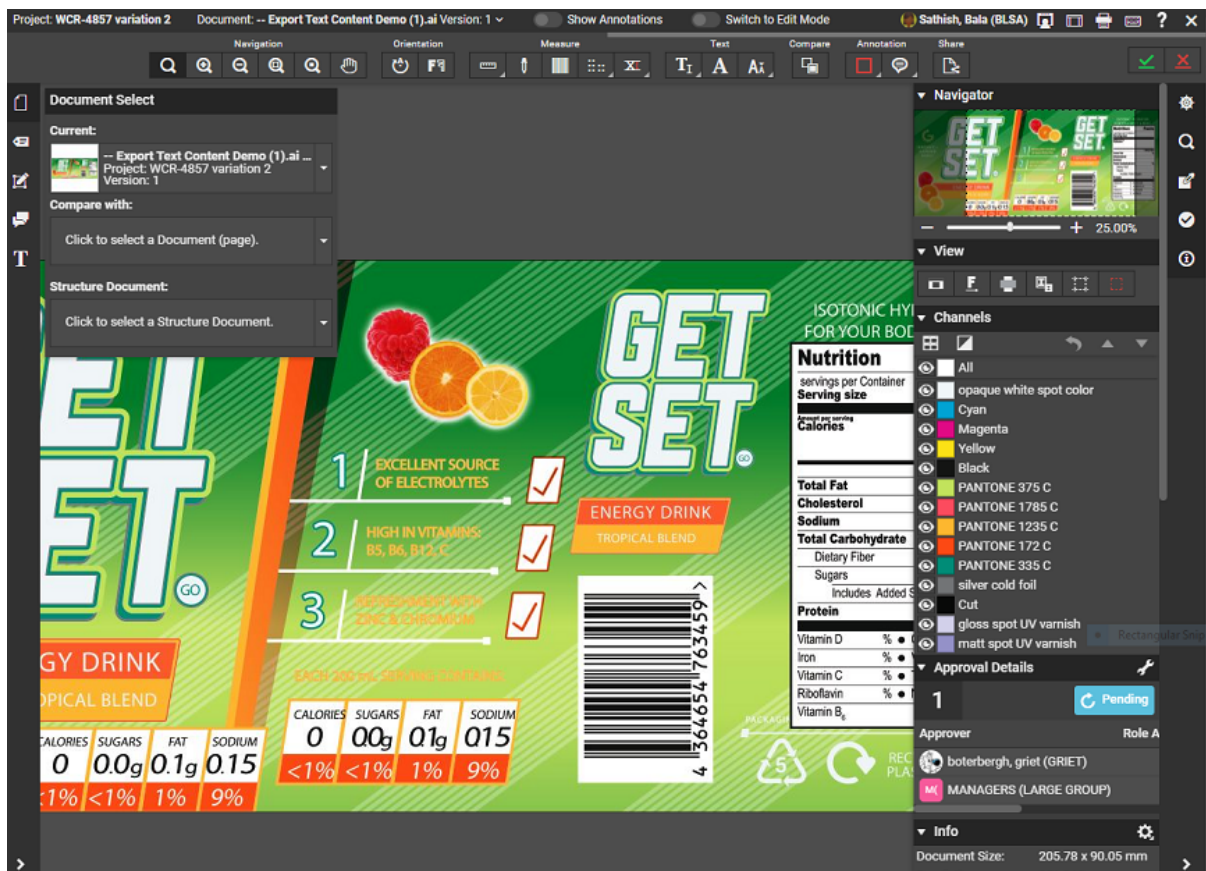


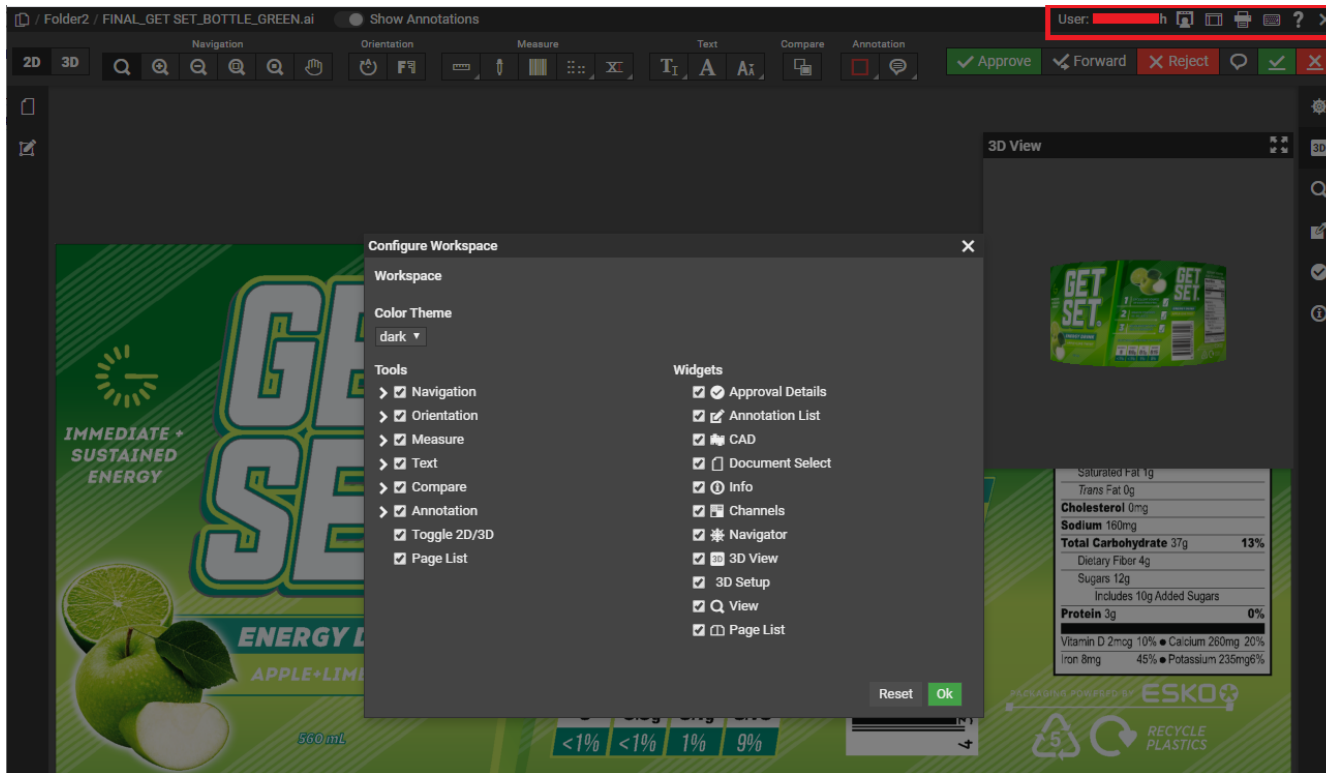
### 3. The Viewer Window

The HTML5 ViewerShare & Approve Viewer comes with a number of powerful tools that make it easy to navigate, view and compare your artwork and design files.

In the Viewer Window, you can:

- quickly scan for information regarding the active document. For example, you can view the document size, resolution and the axes in the [Info](#) widget.
- inspect the document using the [top tools](#) and [the Navigator widget](#). The channels of the document will be visible in the [Channels](#) widget.
- compare the document to a reference selected via [the Document select widget](#).
- browse and inspect individual pages of your Page List using [the Page List widget](#).
- view the [approval details](#) of your document.
- [approve or reject](#) your document
- view CAD design and CAD layout files. You can see the available layers in the [CAD](#) widget.
- [view the annotations](#) and comment on them. You can also [annotate](#) on your documents.
- [view, compare, annotate](#) and [approve](#) Page Lists and multi-page documents.
- view [CAD Overlay referred in Graphics](#).
- view [document attributes and document reference attributes](#), edit and save them.
- open the [HTML5 Collada Viewer](#) to view documents in 3D. [Viewing 3D in the HTML5 Collada Viewer](#)





1. [The Information Bar](#)
2. [Top Tool Panel](#)
3. [Toggle Side Bar](#)
4. [Document Select](#)
5. [Attributes](#)
6. [Annotation List](#)
7. [Approval Details](#)
8. The View area
9. [3D View](#)
10. [Navigator](#)
11. [View](#)
12. [Channels](#)
13. [CAD](#)
14. [Info](#)
15. [Help](#)

See also: [HTML5 Viewer video tutorial](#).

## 3.1. The Viewer Window Layout

The Viewer window will be in the desktop layout if it is opened in a HTML5 compatible desktop browser. When you open the Viewer in a tablet or a smart phone, you will get a mobile optimized layout.


This example layout has:

1. the top panel containing [the information bar](#) and [the top tool panel](#).
2. the central panel where you will see the document / image being viewed.
3. the left sidebar
4. the right sidebar
5. collapsed widgets.
6. a modal widget

### Customizing the Viewer Window Layout

You can customize your window to suit your needs. You can:

- click-drag:
  - a widget to the center of the window (outside of the side panels).

This will make this widget a modal window. You can make a widget modal when you want this to always appear in the Viewer even when the browser window becomes small. The widget will remain modal even when you restart the Viewer.
  - a widget up or down in the same panel.
  - a widget from one panel to the other.
- collapse or expand a widget by clicking on its header. The sizes of the widgets in the side panel will adjust according to its contents. The scroll bars will help you navigate within the widgets.
- adjust the width of the side panels by dragging the border line.
- use the **Toggle Sidebar**  option to collapse the sidebars.

**Note:** Your layout settings will be saved for your next use.



See also [The Viewer Window](#) on page 9.

**Note:** If your browser window becomes too small, the sidebars will be collapsed automatically. Make your window larger to view the sidebars again. The modal widgets will stay in its location.

## 4. Opening a Document in the HTML5 Viewer







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To **View and Annotate** in the HTML5 ViewerShare & Approve Viewer, you have to set your **Viewer Type** in the Preferences.

- To open a document in the Viewer, click the document's thumbnail or the  button.  
You can do this from:
  - the **My Work** page (under **My Approvals** if you have documents to approve or under **Approvals to Follow Up** if you are an **Approval Master**)
  - the **Documents** tab in the project
  - the header of the Document Details page.
  - the **View and Annotate** link in the Documents/Bill Of Material page
- To load multiple documents into the Viewer, select them and choose **Actions > View and Annotate** .
- To open a document in 3D, click  from the **CAD** widget or the **Document Select** widget. Read more in: [Opening Documents in the 3D Viewer](#) and [Viewing 3D in the HTML5 Collada Viewer](#).

## 5. The Information Bar

The Information bar displays:

- The **Document** name
- Show Annotations 
- Name of the User logged in
- **Show/Hide Widgets & Tools**  and option to switch between light and dark style viewers
- **Reset Layout**  button. Use it to reset the layout of the viewer to the default.
- **Download** button that allows you to download and save the document you are viewing.
- **Download and Annotation & Approval Report** button allows you to download reports of Annotations and Approval made for this document. Read more on this in the inline help in Share & Approve Application.
- **Print**  button. This opens the [Print dialog](#).
- The **Show Keyboard Shortcuts** button . Click this or type in **?** to see the keyboard shortcuts.
- To **Display Help Pages**  button to open help pages.

**Note:** To access online help, use the keyboard shortcut F1 or click **?**.

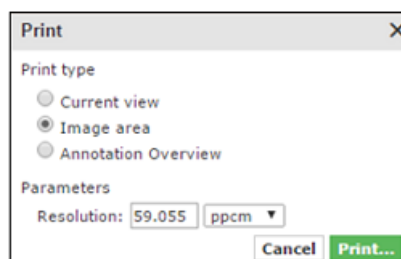
- The **Close** button . Use this to close the viewer.

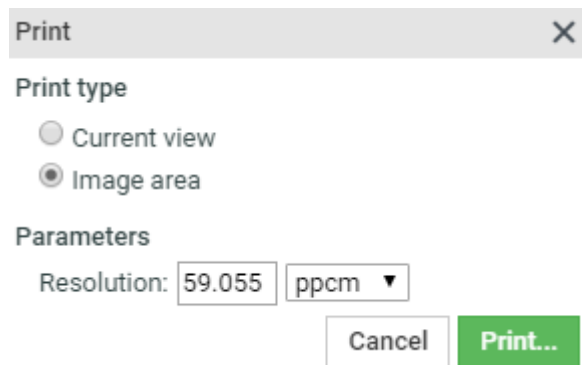
### 5.1. Print Dialog

Use the **Print**  to print:

- the current view
- the selected image area
- the annotation overview

When you click on the Print  button, the **Print** dialog opens. Specify your **Print Type** in this dialog.





**Print Current view** (default): Select this option when you want the entire view area to be printed. Your print preview will contain:

- all panels in the split view mode with borders
- visible ruler end point and read-outs
- annotation shapes and annotation note icons. The floating annotation text boxes are not printed.

The resulting Print preview changes the background color and the titles of the windows to white.

If only some of the channels are selected, select the **Print only selected channels** option. You will get all the channels in the print, if this is unchecked.

**Print Image area:**

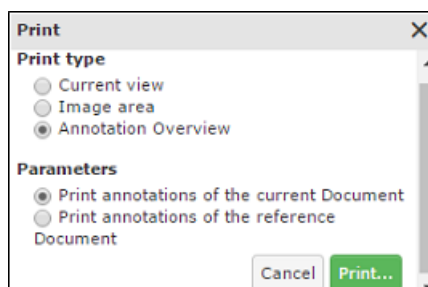
Choose this print mode to get a clean print of the current document page without the annotations, visible ruler endpoints or ruler read-outs. When multiple windows are active, either the composite of all the channels or the selected channels will be printed.

When you select this option, you have to specify the following **Parameters**:

- **Resolution:** Specify the resolution and resolution units (ppmm = pixels per millimeter, ppcm = pixels per centimeter or ppi = pixels per inch) here. The default value is 150 ppi converted to ppmm.
- **Print Current View :** Enable this to print only the current view area. Do not check this when you want the entire image to be printed.  
By default, this remains unchecked.
- **Print only selected channels:** If only some of the channels are selected, select the option. You will get all the channels in the print, if this is unchecked.

**Print an overview of all the annotations:**

If you use this option, you get the same result as from the WebCenter annotations printing. If the viewer is in compare mode, choose to:



- **Print annotations of the current document**

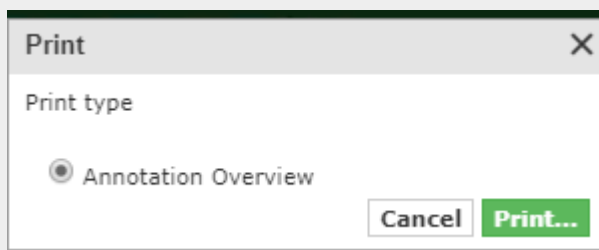
- **Print annotations of the reference document**

You will be prompted to save the annotations before printing. The unsaved annotations will not be printed.

When you click **Print** in the dialog, a print preview will open in a new tab or window. Use the **Print** link from this preview.

**Note:** The paper size is not considered in this setting. This has to be specified in the print setting of the browser.

**Note:** Only Annotation Overview can be printed for video documents with annotations.



## 5.2. Viewer Workspace

A Viewer Workspace is a customizable set of tools and widgets for a user in the viewer. Every user is assigned a default workspace and same can be changed or modified by the user in the Viewer.

Site Administrators can choose to change the default workspaces to show/hide more widgets and tools for each User or Role. To make the change to the workspace in the Viewer, navigate to **Viewer > Information Bar > Show/Hide Widgets & Tools** option.

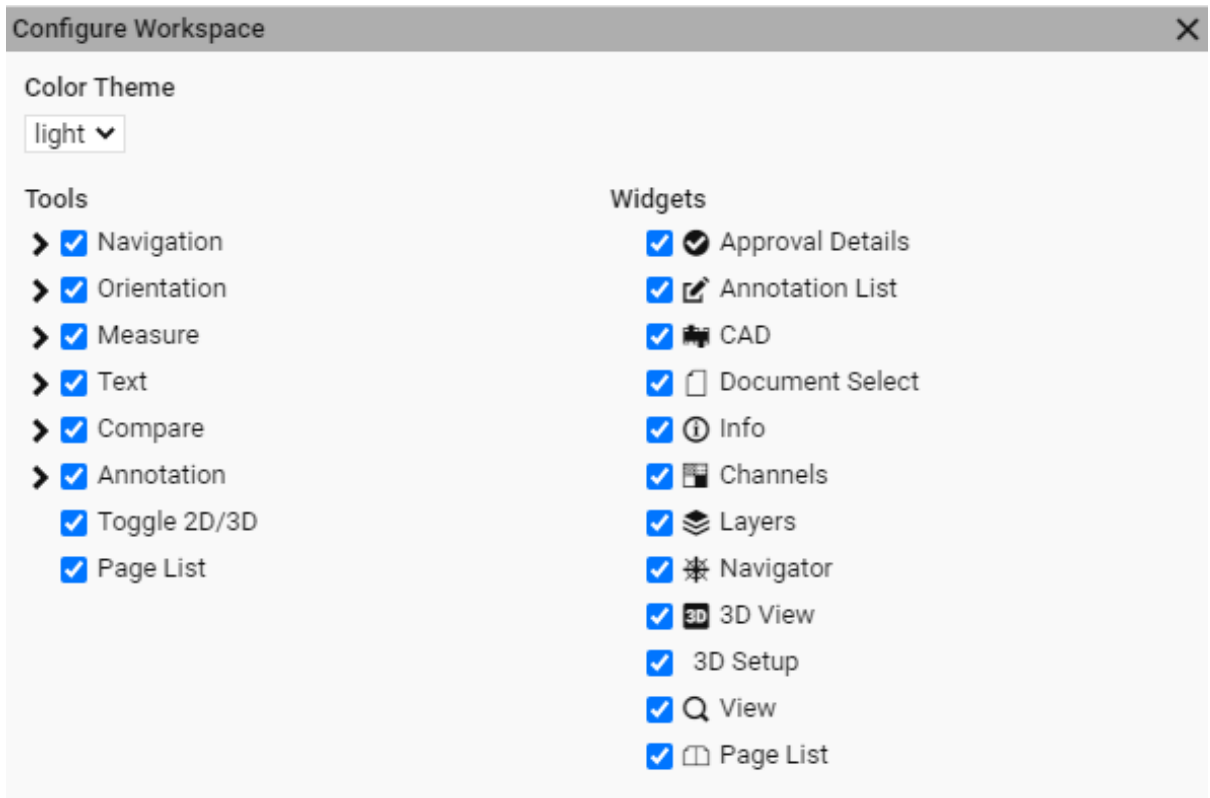
When more than one user role is available, then a drop- down with all the available user roles are and its respective workspace is available for selection.

The Viewer workspace(s) are available in the dropdown based on the User roles available at

1. Document level or
2. Folder level or Site level, If it is higher than the document level.

On selecting the option, **Configure Workspace** pop up is available to make changes to the workspace.

Each of the tool is either in **Visible** state, or **Available** or **Hidden** state.



- **Visible:** Check box is selected for for the tool or widget and is currently available in the viewer.
- **Available:** Check box with a dash or dot ( depending on the viewer). tool or Widget is available but unchecked and can be checked and added from the viewer.
- **Hidden:** Not available in the Viewer Workspace at all and means it is a unselected check box by the Site Administrator in the Setup.

You can also choose the **Color Theme** of the viewer specific to the workspace in the **Configure Workspace** pop up.










## 6. Top Tool Panel

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The Top Tools Panel contains some of the Viewer's most used tools. They help you in document interaction.

### Navigation Tools

-  Zoom tool
-  Zoom in tool
-  Zoom out tool
-  Zoom to 1:1 Pixel
-  Zoom to Actual Size
-  Fit Document in View tool
-  Pan tool






See [Interactive Zooming](#) on page 19 for more information.

### Orientation Tools

-  Rotate view tool
-  Mirror view tool

See [Rotate and Mirror](#) on page 21.

### Measure Tools

-  Ruler tool to [Measure Distances and Angles](#) on page 21
-  [Measure Color Percentages](#) on page 24 (densitometer) tool
-  [Check Bar Codes](#) on page 27 tool
-  [Check Braille](#) on page 25 (Powered by Global Vision) tool
-  [Caliper](#)

### Text




- **Select Text**
- **Detect Font**

- **Check Font Sizes**

- **3D Tool**





- If you have opened a document in the [HTML5 Collada Viewer](#) once, the top tool panel will show an **Open 3D View**  button.

- **Annotation Tools**

-  [Hide Annotations](#) on page 71 tool
-  [Add Annotation](#) on page 61 tool
-  [Note Annotation](#) on page 64 tool







See [Annotating in the Viewer](#) on page 61 for more information.

- **Page List Tools (only when viewing a page list / multi-page document)**

-  Reader Spread view  
Read more in [Reader Spread View](#) on page 96
-  Arrows to navigate between pages or spreads
-  Mark the active page. A yellow star indicates that the active page is marked.
-  Clear Mark from the active page.

- **Compare Tools (only when comparing)**

You can only see the **Compare** tools when you have two documents open to compare (see ).

-  View Current Version
-  View Reference Version
-  View Both- Blinking
-  View Both-Show on Top
-  View Both-Show Difference
-  View Both- Side by Side

See [Compare Documents in the Viewer](#) on page 81 for more information.

- **Share Files**



-  **Share for Viewing**

### Approval Tools (only when an Approval Cycle is set up)

The Approval tools are only available when an **Approval Cycle** is set-up and you are an approver for the document. The number of Approval tools may vary depending on the approval setup.

-  Approve
-  Reject
-  Forward
-  Comment

If you are the Project Manager in WebCenter, you have tools to


-  Force Approve
-  Force Reject


See [Approval](#) on page 76 for more information.


## 6.1. Interactive Zooming


You can use the **zoom** tools from the [Navigation Tools](#) to view the fine details of your file.

### Activating the zoom

Select the Zoom tool  to activate the zoom. Alternatively, activate the Zoom tool by pressing the **Z** key.

When Zoom is activated, the mouse pointer changes to  icon. Use the following shortcuts to effectively use the zoom function.

Click	Zoom in by a factor of two
Right -click	Zoom out by a factor of two
<b>Alt + click</b>	Reverse the zoom to Zoom out 
scroll	Zoom in/out with the location of the mouse as center.

**Tip:** Double-clicking on the zoom tool  will fit the document back to view from whatever zoom factor it was in.

### Zooming into a specific area

Use Click-drag action to zoom into a specific area to examine the finest details of your document. When you hold the left mouse button and drag, a selection rectangle will appear. You can change the size of the selection rectangle by dragging the mouse without releasing the left mouse button.


To move the selection rectangle around, hold the left mouse button and **space** bar while dragging.

When the left mouse button is released, the viewer zooms to fit this rectangle.

If you are zoomed in with a ratio 1:10 or more, each document pixel is displayed with a small border as a grid. In compare modes, you will see the active document area as grid.

### Zoom to 1:1 Pixel

When you have artwork with a defined resolution, you can use it to zoom to the image resolution.


- Right-click on  and select from:
  - **Zoom to 1:1 Pixel:** use this to view the image in its rasterized resolution.
  - **Zoom to Actual Size:** use this to view your artwork or image in the size corresponding to the printed size. You may need to set your monitor resolution to make this accurate.

**Note:** When the monitor resolution is not set or when the image resolution is not set, the Viewer takes 72ppi as default.


- **Set Monitor Resolution:** use this option to set your monitor resolution. Your set monitor resolution will be stored in the Viewer.
  - You can specify the resolution as a decimal number (e.g. 36.05 ppcm) or as a fraction in the `pixels / size` format. Read more about this in the [Knowledge Base article](#).

**Note:** Your settings will be saved for your later use.

### Using the Pan Tool

To pan the view, click the  Pan tool or activate the Pan tool by pressing the **H** key. The pan tool lets you grab a location in the document and drag it to a new location.

**Tip:**

- You can pan the document by holding the **space** bar and dragging a line in the Viewer window. When you release the **space** bar, it returns to the previous mode.
- For a single pan action, use the 

**Tip:**

While panning, you can zoom in/out with the mouse point as the center in the following ways:

- double-click to zoom in
- right-click to zoom out
- scroll to zoom in/out

### Using the Navigator

When you are zooming in the document, the navigator shows the highlight area as the zoomed area. To pan the document, hold the mouse and drag this selected rectangle around. The central view port will display the area correspondingly. Clicking outside the rectangle will move the rectangle to the clicked point and update the current visible area.

When the **zoom** is not activated, you may use these short-cuts to work with the zoom.



<b>Ctrl + / Cmd +</b>	Zoom in one step
<b>Ctrl - / Cmd -</b>	Zoom out one step
<b>Ctrl 0 / Cmd 0</b>	Zoom to fit. This will adapt the zoom to fit the entire image in the current window.

Double click the zoom tool Zoom to fit

## 6.2. Rotate and Mirror

---

You can rotate or mirror the document in view using the [Orientation tools](#)

-  **Rotate view:** Rotates the current view by 90 degrees clockwise.
-  **Mirror view:** Mirrors the current view.

Use this to flip the document vertically from the center of the screen. If you are zoomed into an area, the center of this area will be used as the reference.

**Tip:** The shortcut **Ctrl+M** can be used to flip the view.

## 6.3. Measure Distances and Angles

---


The **Ruler** tool calculates the distance between any two points in the work area with a click-drag-release action.




When you measure from one point to another, a line is drawn and you can see measurement information such as:

- The starting location (X and Y).
- The angle measured relative to the axis (A).
- The total distance (D), the Horizontal Distance (W) and the Vertical Distance (H).



in a pop-up in the View.



### Measuring the distance


1. Select the  Ruler tool.
2. Specify the measurements in the pop-up tool bar that appears below.

- : Displays the Angle (A) and the Distance (D)
- : Displays the starting and end location (X and Y)
- : Displays the horizontal (W) and vertical (H) distances traveled from the x- and y-axes.

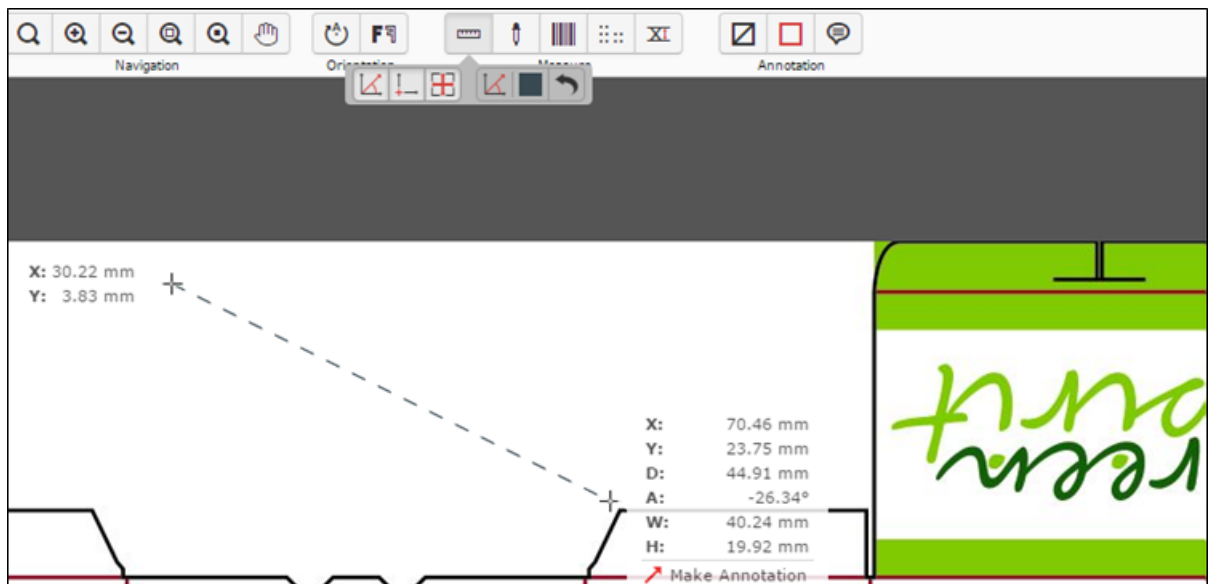
**Note:** You can choose to display all of the measurements by selecting all of the above. If you select just one, corresponding measurements will be displayed.

- : Displays the Angle (A) positive upwards (Counter Clock Wise)
- : Displays the Angle (A) positive downwards (Clock Wise)

- : Changes the color of the Ruler line in the View
  - : Resets the color of the Ruler
3. Drag from the start to the end point.

An information pop-up located at the end point will display the measurements. The location  will be visible at the start point.

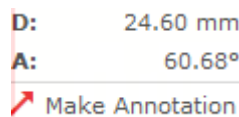
You can drag the line to another point and the ruler will update its measurements. To move, drag the start or end point to another location.




**Note:** While viewing CAD data, then the **Ruler** will snap to the end points of most line segments in the CAD drawing.


**Tip:** The Ruler tool can be combined with different view tools. You can for example indicate a certain point, then change the view by zooming out, navigating, and then indicate the second measuring point.

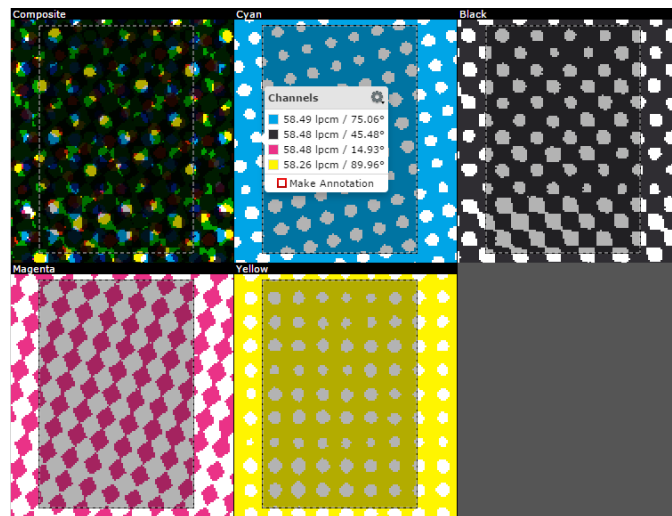
To make an annotation from this pop-up, click on the **Make Annotation** option. You will get an arrow annotation with the current measurements as its content.




## 6.4. Measure Screen Ruling

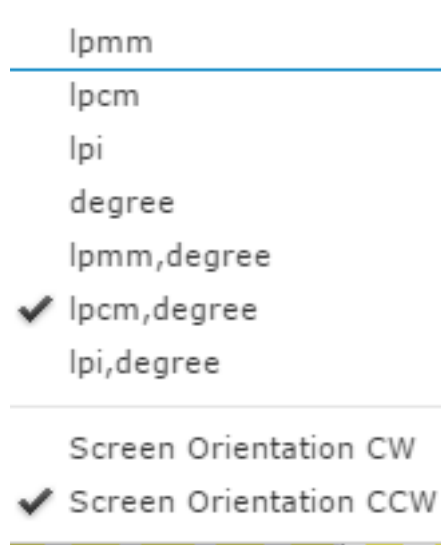
You can use the **Screen Ruling and Angle**  tool to measure the ruling and angle in digital film files.

Click  to activate the tool and then select a point in your file or drag it to measure within an area. The measurements are shown in [the Channels panel](#) and in a pop-up near the point or area you measured.




For each measured channel, you can see the lines per millimeter (lpmm) and the angle (degrees) of the line in the pop-up. When there is no screen in a channel, the value will be blank.


You can change the units of the measurements from the information pop-up. Click the **settings**  button and select your preferred units. Your units will revert to the User Preference settings when you close the active session.



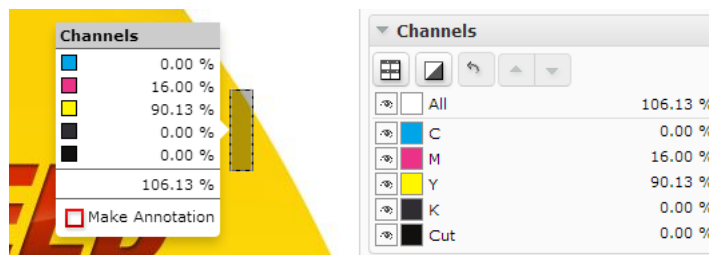
To change the orientation of the angle to either clockwise (**Screen Orientation CW**) or counter clockwise (**Screen Orientation CCW**).


To make an annotation from this pop-up, click on the **Make Annotation**  option. You will get a rectangle annotation with the measurements as its content.

## 6.5. Measure Color Percentages

You can use the densitometer  tool to measure ink coverage at a certain point or at the selected area.


Click in your file with the densitometer tool to measure the color percentages at a certain point, or drag it to measure densities within an area. The densities are shown in [the Channels panel](#) and in a pop-up near the location you measured.




You can also click the  tool button to make a measurement based on the current view. In this case, the densities are only visible in the **Channels** panel.




**Note:**


While viewing Digital Film files, you can change the units of the information pop-up. Click the **Unit Settings**  button and select your preferred units. Your units will revert to the User Preference settings when you close the active session.

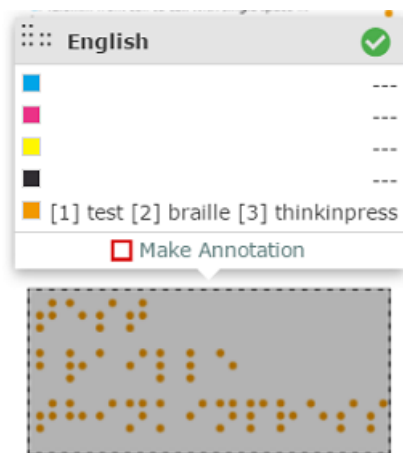
To make an annotation from this pop-up, click on the **Make Annotation**  option. You will get a rectangle annotation with the measurements as its content.

## 6.6. Check Braille

**Check Braille**  tool allows you to analyze and interpret the Braille text in the selected language.

**Note:** The tool is visible only when the system has an Advanced Approval License.

Select the area around the Braille text with a click-drag-release action. You can also select the Braille text area and click the  tool to interpret the selection. The result appears in [The Channels Panel](#) and in a pop-up near the location you measured.



You can choose the language from the language list by clicking on the current language visible under the braille tool.

**Note:** By default, English is selected. See also: [Braille Languages Supported in the Viewer](#) on page 26


The tool checks the validity according to the Marburg Medium Braille Specification. A green tick-mark indicates a valid Braille. If the selected Braille contains at least one regional code that doesn't pass these checks, you will see a warning.


**Note:**

The validation check has a Tolerance of +/- 0.1 mm and a dot diameter range of 1.3 – 1.6 mm. See details below:

- 2.5 mm horizontal dot to dot
- 2.5 mm vertical dot to dot
- 6.0 mm from cell to cell
- 12.0 mm from cell to cell with single space in between
- 10.0 mm line spacing

When multiple lines are present in the Braille text, a line number in square brackets will be shown before the text of each line. For example, [1] for the first line.

 [1] boots cold and flu [2] relief echinacea

To make an annotation from this pop-up, click on the **Make Annotation**  option. You will get a rectangle annotation with the measurements as its content.



### 6.6.1. Braille Languages Supported in the Viewer

- // 1: English
- // 2: French
- // 3: Polish
- // 4: Portuguese
- // 5: Russian
- // 6: Spanish
- // 7: Finnish
- // 8: German
- // 9: Italian
- // 10: Latvian
- // 11: Romanian
- // 12: Slovene
- // 13: Swedish
- // 14: Hungarian
- // 15: Dutch
- // 16: Maltese
- // 17: Danish
- // 18: Greek

```
// 19: Bulgarian
// 20: Czech
// 21: Estonian
// 22: Lithuanian
// 23: Irish (Gaelic)
// 24: Albanian
// 25: Basque (Spain)
// 26: Belarusian
// 27: Catalan (Spain)
// 28: Croatian
// 29: English (UK)
// 30: Faroses (Denmark)
// 31: French (Traditional)
// 32: Galician (Spain)
// 33: Greenlandic
// 34: Icelandic
// 35: Kazakh
// 36: Norwegian
// 37: Serbian
// 38: Slovakian
// 39: Turkish
// 40: Ukrainian
// 41: Uzbek
```

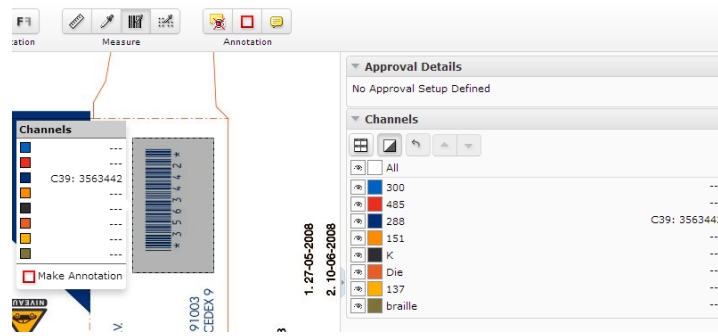
## 6.7. Check Bar Codes

---

Use the Check Bar Code  tool to analyze and interpret the Bar Code text in the selected language. Select the area around the bar code with a click-drag-release using the left mouse button. You can also select the area and click the  tool to check the bar code. The result appears in [The Channels Panel](#) and in a pop-up near the bar code.

The following information will appear in a pop-up:


- **Type:** The bar code type
- **Value:** The encoded value
- **Magnification:** The bar code magnification in percentage (visible only when the value is not 100%).
- **Bar Width Reduction:** The line width compensation in mm. (visible when the value is not 0).




**Note:** The information will be displayed in the following order :  
 <Type>: <Value> <Magnification> % [<Bar Width Reduction> mm]






The tool is visible only when the system has an Advanced Approval License.

To make an annotation from this pop-up, click on the **Make Annotation**  option. You will get a rectangle annotation with the measurements as its content.

## 6.8. Caliper

Use the **Caliper**  tool to measure and standardize the height or width of aligned objects in the Viewer. For example, you can use this to check the text height in your artwork. You can create a **Preset** to customize your Caliper to your standardization and compliance needs.

Click the Caliper  button from the **Measure** tools to activate the tool. You will get the **Free** style as the default Caliper form. In the sub tool bar, you can:

- select the **Style**. Choose from the **Style** options:
  - **Free** (Default)
  - **Fixed**
  - **Preset**
- specify the **Gap** Size which is the distance between the start and end lines. If your selected **style** is:
  - **Free**, changing the **Gap** size will alter the end line.
  - **Fixed**, the distance between the start and end lines update according the **Gap** size.
  - **Preset**, the saved **Gap** size will be applied
- define the orientation as either vertical ( **H**) or horizontal ( **W**).

- **Save** the **Gap** size and orientation as a **Preset**. The saved **Presets** will be added to the **Style** drop down. Use the **Delete Gap** option to delete the saved **Presets**.

**Free** (Default option):

- Hold down the left or right mouse button to draw the start line and drag to the end line. Release the mouse when the desired width or height is achieved.
- To adjust the height / width, simply drag the lines. You may also move the caliper form from one location to another.

If the horizontal distance between two selected points is larger than the vertical distance, you will get a vertical form to measure the width.

If the vertical distance measures more than the horizontal, you will get a horizontal form to measure the height.

**Note:** The Caliper tool will switch to horizontal or vertical orientation corresponding to the direction of your mouse movement.

A pop up will display the current gap size and the X / Y coordinate of the end line. The information is updated when you move the lines of the Caliper.

- You can **Save/Delete** the **Gap** size and the H / W as a **Preset** on your profile. This allows you to have a customized Caliper form for your future use.

**Fixed:**

In this mode, you can specify a fixed **Gap size**. Use this when you want to standardize your artwork object to a pre-determined size. For example, if you have a certain text height needed in the artwork, specify that as the gap size and check the artwork text.

- Specify the **Gap** size.
- Use **H** or **W** button to fix the Caliper orientation.

**Note:** When it is fixed, the your mouse movement will not alter the Caliper orientation.

- Hold down the left or right mouse button to draw the start line and the end line will be drawn according to the **Gap** size.
- Click **Save** to create a **Preset** with the current measurements (the gap and the orientation).

**Preset:**

Select your saved **Preset** in the **Style** selector. Hold down the mouse to draw the lines with your preset **Gap** size and **Style**.

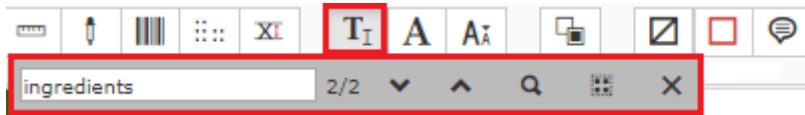
**Note:** In the **Fixed** and **Preset** mode, you can grab the start or end line to drag the form to another position.


Press **Esc** to revert to initial state (no lines drawn).

## 6.9. Text Selection in Viewer

You can select the text in the document by clicking on **Text Selection** button for any PDF, AI files and documents with SVG perspective in the Viewer.

When you select the text, you can also



- **Search in text:** Search for specific text in the sub toolbar of the text selection tool. The searched text is highlighted which you can zoom to or navigate to the selected text using the previous and next buttons in the sub toolbar.
- **Select all text:** Select all the text statements in the document using the **Select All** . You can also alternatively select all the text using Ctrl+A keys in the keyboard. Right click on the selected text to either highlight the text or add an annotation or copy.

You also have an option to find the font and the font sizes used in the document.

- **Detect Font :** Click on this icon and then click on a selection of text to detect the font in the selected text. A pop over is shown with the Font, Font Size, Selected text and an hyperlink to make annotation.



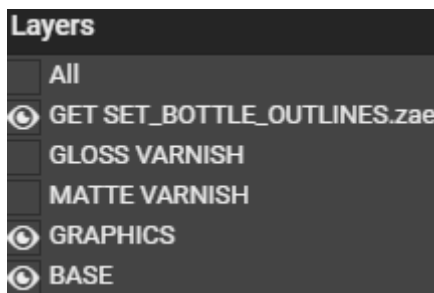
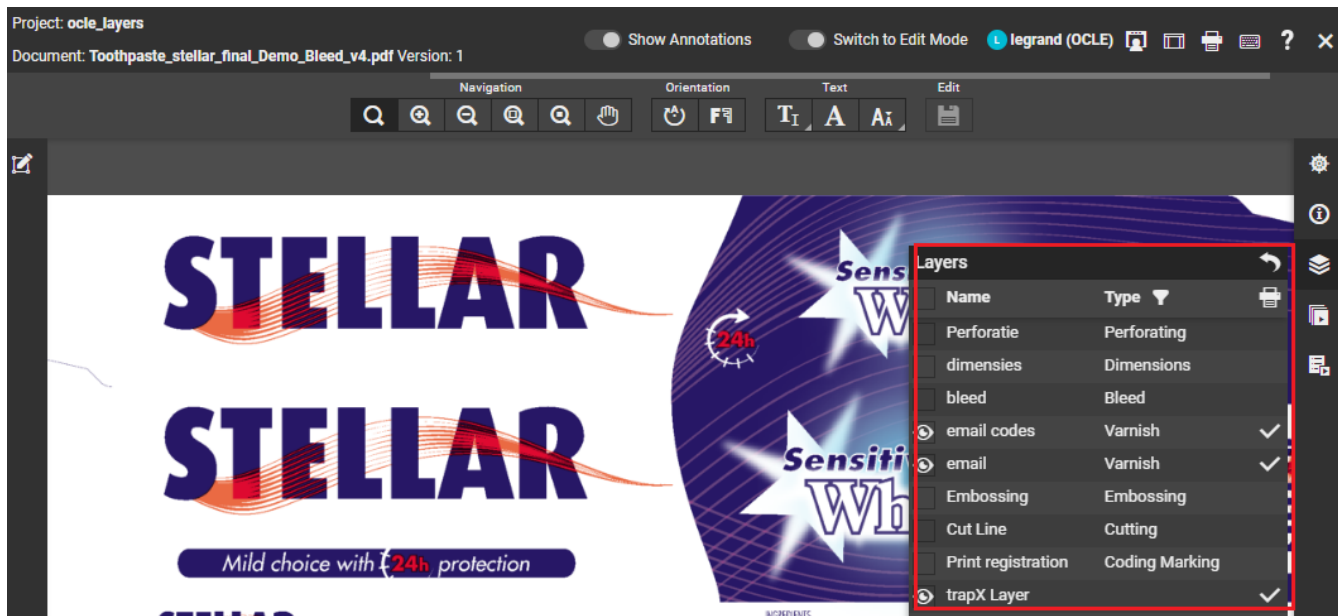
- **Check Font Sizes:** Click on this icon and then select the font size using the text box or slider to detect text which text is smaller than the selected font size.

## 6.10. Layers

---

Graphic documents are usually created with layers and viewer has been enabled with a layers widget. This widget is shown whenever there are layers present in the document opened.

In the **Layers** widget, all the layers of the opened document are listed.



**Note:** If no layers are defined in the document, the **Layers** widget is hidden.

Each Layer has an eye box to enable or disable the layer and you can choose the option **All** to see all the layers present. You can enable or disable each layer by clicking on the eye box for that layer.

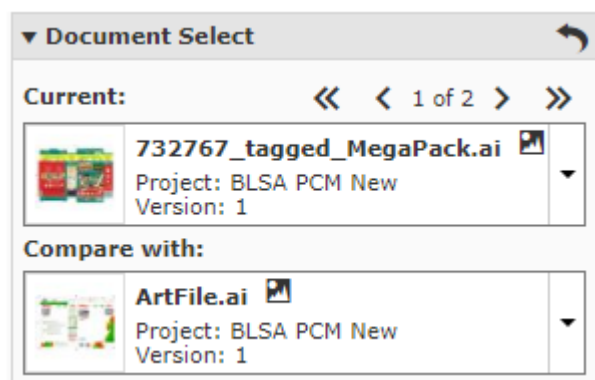
When only one layer is active, and if you choose to disables that layer, the next layer in the list is enabled.

## 7. Document Select

The **Document Select** panel allows you to select the **Current** view from the multiple files (documents or document versions) loaded into the Viewer.

The panel will contain three document lists:

- **Current**
- **Compare with**
- **Structure Selector** ( only available with Graphic Documents )



From the **Current** list, select the file you want to view. You can switch to different documents view from this list.

You can also add new documents in both Current or Compare With to the list by clicking on **Find More Documents**. This opens a **Select Document** pop up window. You can filter the document based on the Document Name or Project Name.

**Note:** If you do not want to compare documents or versions, leave the **Compare with** field empty.

### Compare To

The **Compare To** list contains the possible reference documents. Select the reference document from this list to compare to the **Current**.

When a reference document is selected from the **Compare to** list, the lower part of the panel will display controls for adjusting **Channel Matching**, **Orientation** and **Alignment**.

Read [Compare Documents in the Viewer](#) for more details.

### Selecting Documents

You can select the current and the reference versions using the two document selectors in the **Document Select** panel.

**Note:** The reference document type has to be the same as the active document type. For Example, when a CAD document is active only other CAD documents can be selected as the reference.

The [The Information Bar](#) displays the selected active and reference document name and version.



The Viewer will start the last used compare mode except the **Show Current** and **Show Reference** modes.

### Selecting Multi-Page Documents

You can select the **Current** and **Compare to** pages using the two document selectors in the **Document Select** panel.


While comparing multi-page documents, a **Reset**  button is enabled in the **Document Select** header. If you have defined a special mapping for [comparing pages of multi-page documents](#), you can use this to reset the mapping. You have to specify whether to reset the mapping of the active page or for all pages.

Read also [Channel Matching, Orientation and Alignment in Compare Mode](#).

### Structure Document Selector


While viewing a [graphic file with CAD reference](#), the **Document Select** widget will have:

- a Structure Document selector listing all the CAD documents and 3D Documents opened in the Viewer and the [CAD references](#) associated with the graphics file.

If a Structure /CAD reference is found, you will see this in the [document select](#) panel with a link  icon. You can select this to view together with the graphics document. If the graphics file does not have a XMP link, you can use the [document references](#) feature to link them.

To remove the CAD link from the graphics file, click **Turn off CAD Overlay** in the **CAD Overlay** selector and **Save**.

Read more in: [Viewing CAD with Graphics](#).

- **Open 3D View**  button. Click this generate a [3D View](#).

#### Note:

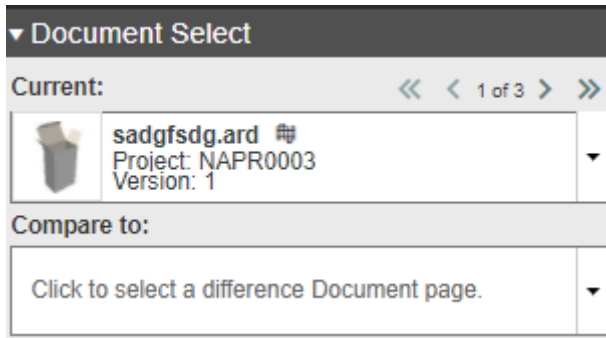
The 3D button will be available in this widget only when it is possible to generate a 3D from the current Graphics and the selected or referred CAD overlay.

Use **Ctrl+S** to switch between Show Current and Show Reference compare modes

### Multiple Documents Select option

You can view multiple documents one by one in the viewer. To view, select the multiple documents in the **Documents** panel and click **View and Annotate**. In the Viewer, **Document Select** panel, you can choose the documents in the **Current** and **Compare to** options.

You have the option to go the first document, previous document, next document or to the last document chosen with the arrow keys.

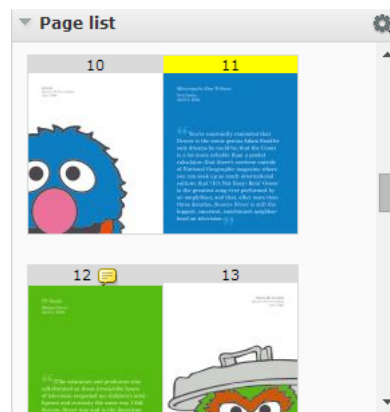


Current selected Document Index displays the number of documents selected and the number of the current document displayed.

## 8. Page List

The **Page list** panel will be available when you open multi-page or page list documents.

The **Page list** panel will be available when you open multi-page documents



Here you can:

- see the thumbnails of all the pages. Each row will contain two thumbnails.
- configure size to **Small Thumbnails**, **Medium Thumbnails** or **Large Thumbnails**
- view a specific page by clicking the corresponding thumbnail. The thumbnail of the active page will be highlighted.
- view the page name or folio for the thumbnails. This allows you to select a page corresponding to a folio or page name.
- view which pages are annotated. These pages will have a note on the thumbnail.
- view the approval status of individual pages of a Page list. A blue circle indicates the pending approvals on a page. Read also [Approval in Page Lists](#) on page 100.

**Note:** You can define page by page approval in a page list. For a multi-page document, the approval set-up is for the entire document.

- view the blank and empty pages as thumbnails. The blank pages of a page list will be displayed as white thumbnails and the empty pages as crossed thumbnails.

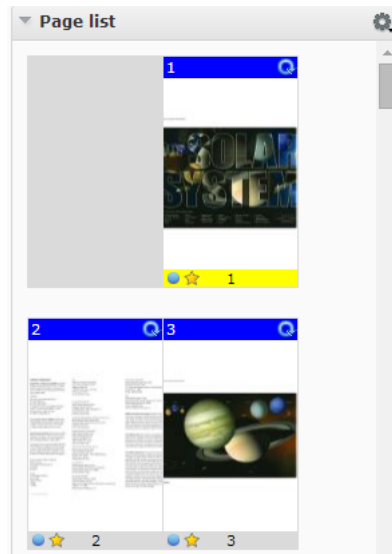
**Note:** You cannot view empty pages. You can view the blank pages, but you cannot annotate or compare them.

**Tip:** You can collapse other widgets to make more space for Page List panel while viewing large multi-page or page list

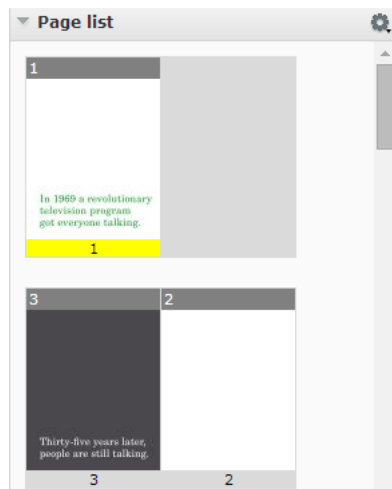
Read also [Viewing Multi-Page Documents and Page Lists](#) on page 95

The page thumbnails of a page list or multi-page document are displayed according to the binding type:

- Left edge binding: the first page and the odd numbered pages are displayed on the right. The even numbered pages will be on the left.



- Right edge binding : the first page and the odd numbered pages are displayed on the left. The even numbered pages are displayed on the right.

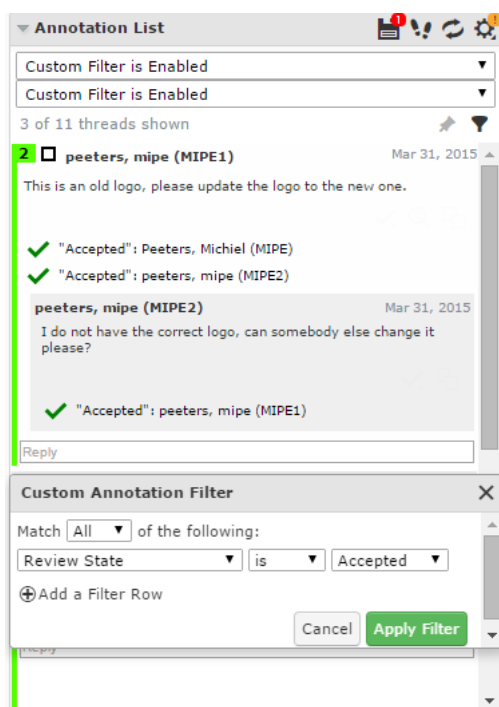


## 9. Annotation List

---

The Annotation list panel provides a listed view of the existing annotations in the currently viewed image. You can collapse this panel to hide the annotation list panel.

You can see them in the created or modified order depending on the [setting](#) and filters. Replies are visible immediately below the corresponding annotation in the created/modified order.



The Annotation list panel has tools to:

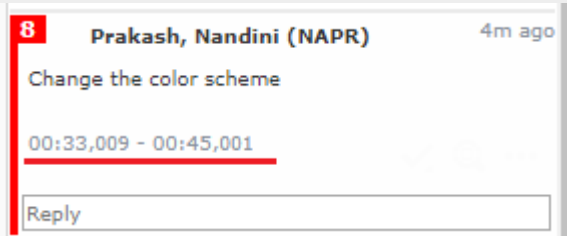
- [Save annotations](#)
- [Step through annotations](#)
- **Reload** :  
You can **Reload** the annotations of the active image. This reloads all annotations without restarting the viewer. You will be warned about unsaved annotations while reloading.
- [Annotation Options](#)
- [Filter Annotations](#)
- [Create Custom filters for annotations](#)

If you select an annotation either in the annotation list or in the viewport, this will be highlighted in the annotation list. You will also see the possible options concerning the annotation and its replies.

**Note:**

The time will be displayed as **5h ago**, yesterday, 2d ago... To see the exact time, hover over the displayed time.






**Note:** In video annotations, start time and end time of the annotation is displayed in the list.



**Tip:**

If you click and hold the left mouse button on an annotation in the annotation list, the annotation becomes highlighted in the view.

From within the Annotation list panel, you can:

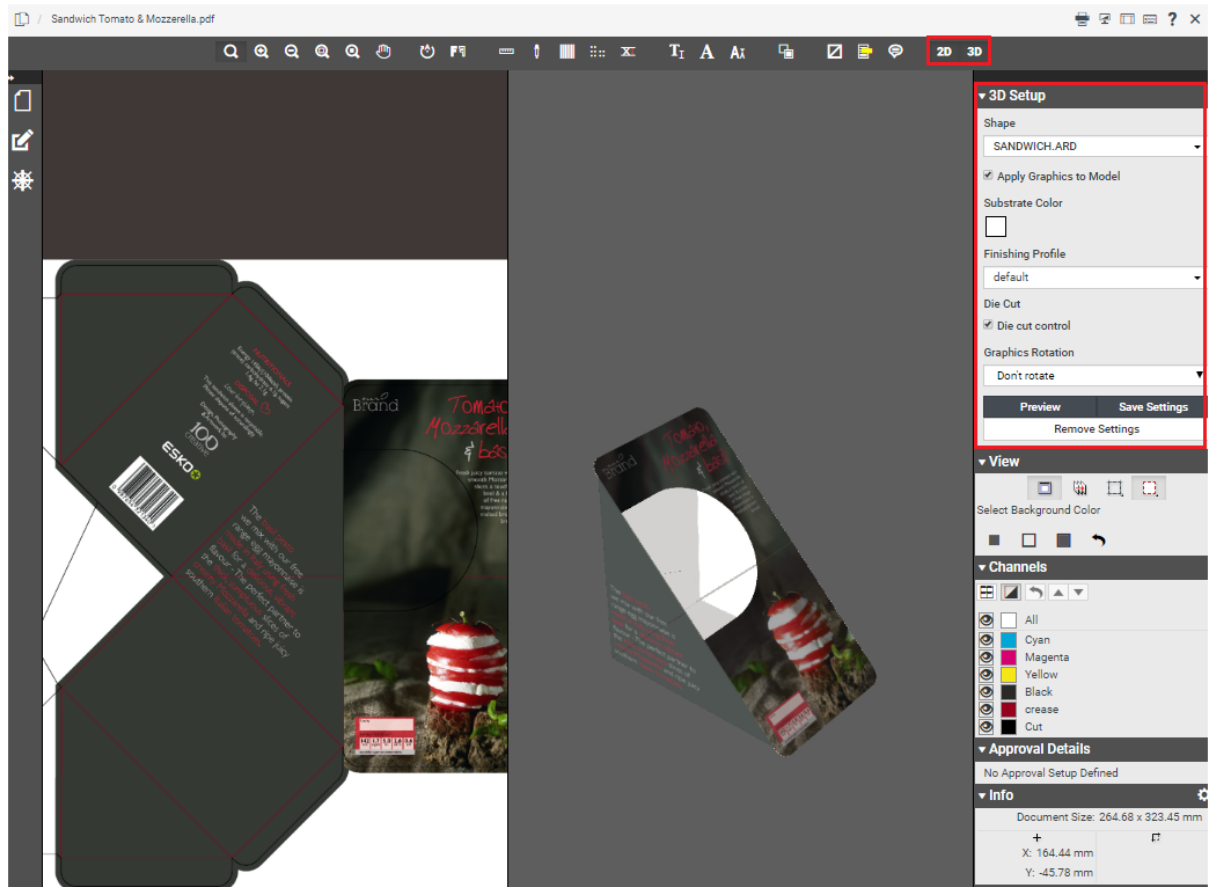
- **Set Review State**  of the annotation
- **Zoom to annotation** 
- If you are the author you can perform more actions via **More actions** 
  - **Edit Annotation**
  - **Duplicate Annotation**  
Use this to make a variation (e.g. correction) of an annotation made by another user.
  - **Save Annotation**
  - **Delete Annotation**  
You can only delete comments that you have authored. All the replies to the deleted comments will also be deleted, irrespective of the author.
- Filter annotations by **User** or **Review State**.
- Click  **Edit Custom Filter** to get the **Custom Annotation Filter** window.
- **Lock Filter** by clicking the **pin** .  
If you lock a custom filter, it stays active for other documents and consequent viewer sessions.

# 10. 3D Setup in Share & Approve Viewer

You can open any graphical document such as a pdf or an AI document in Viewer and view the document in 3D. You can also view the 3D setup of a graphical document along with the structural document (like Collada) by selecting the documents together from the same folder and clicking on **View and Annotate**.

You can visualize the document with 3D features like transparency, reflection and using the mouse to rotate, zoom in or zoom out.

Click the 3D toggle button to enable the **3D Setup** Widget, and save the settings.



You can add the **Shape**, **Finishing Profile** and **Substrate Color** for the document viewed in the 3D Setup Widget and preview the same in the viewer. The options available are:

- **Shape:** Choose one of the options in the drop down namely **Flat sheet** or **Curved Sheet** or Find Documents in the folder.
  - When the option **Curved Sheet** is chosen you can specify the angle of the curvature in degrees.
  - Choose one of the printable parts.
- **Substrate Color:** Choose the color from the color palette depending on the substrate it is printed on.
- **Finishing Profile:** Choose the profile from the drop down list to view your graphics document in the chosen profile. You can also configure a Separation Mapping.

- **Die Cut Control:** Choose to show the Die cut lines in the 3D graphics document.
- **Recto/Verso:** Choose this option to view the text written or printed on the front side and on the back side.
- **Sheet Size:** Choose the sheet size from the drop down.
- **Graphics Rotation:** Choose the Rotation angle from the drop down, if you want to rotate the graphics on the 3D model.

You can choose **Preview** to view the settings instantly in the 3D Viewer. You can also **Save Settings** or **Remove Settings**.

**Save Settings** and **Remove Settings** options are available for **Approval Master** and **Editor** Roles.

## 10.1. How to Configure Custom finishing Profile

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Esko Share & Approve viewer can visualize 3D simulations of specific finishing effects, such as varnish. A Finishing Profile defines how the separations of a given PDF are mapped to these effects.

Share & Approve comes with nine default Finishing Profiles and each profile maps to the operations that is suitable for the substrate.

Share & Approve allows you to use custom Finishing Profiles made by Esko Studio visualizer. You can read more on how to use the Custom Finishing profile [here](#).

## 10.2. How to Configure a Separation Mapping

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When visualizing graphics in 3D in Share & Approve, users may select a **Finishing Profile** from a list of defaults. This **Finishing Profile** maps separation names to the 3D effects. The list of default finishing profiles available in the Share & Approve may not suffice your requirements. When you want to add your own custom Separation Mapping, follow the steps given in the Knowledge base article [here](#).

**Note:** Ensure that other users have access to your separation mapping when saving the settings by placing them in the same folder as the graphical document.



## 11. Navigator

---

When you open a document in the Viewer, you can view its thumbnail in the **Navigator**. This gives an overview of the current view position. Use this widget to quickly navigate through the entire document.

The navigator highlights the area visible in the view port with a dotted rectangle. If the zoom is not active, the dotted rectangle will be around the entire document.



When you are zooming in the document, the navigator shows the highlight area as the zoomed area. To pan the document, hold the mouse and drag this selected rectangle around. The central view port will display the area correspondingly. Clicking outside the rectangle will move the rectangle to the clicked point and update the current visible area.


You can see the current zoom percentage at the slider bar located below the document thumbnail. You can adjust the slider or click the + or - to adjust the zoom level.

**Note:** By default, this widget is available on the right sidebar. You can drag this widget to the center or to the other sidebar.

## 12. Info

This widget displays information about the document being viewed. You can see the following info:

- the size of the active document
- the size of the trim box of the current page
- the resolution of the active document. If you are in compare mode, it will display the resolutions of the current and reference documents.
- the current mouse position in the document
- the current selection within the current page document when using measuring tools

In this widget you can change the units for resolution and measurements. To change, click  and select your preferred units.

**Note:**

The changes made will be applied to all of the Viewer measurements for the current session:

- Offsets in Compare panel
- Information Pop-ups of all measurement tools and Caliper tools

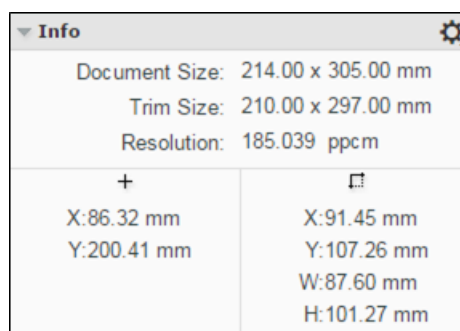
**Note:**

The changes made from the info widget are applied only to your current session. The next time you start the Viewer, the units will be reset to the WebCenter User settings.

**Note:**

To switch units for resolution and measurement, use shortcut keys. While switching, it takes the values of the next unit from the drop down list.

- **Ctrl+U** to toggle the units for the sizes used in the Viewer.
- **Ctrl+Shift+U** to toggle the units for the current resolution and screen ruling units.



# 13. View

---

This widget contains advanced tools for view manipulation such as:

- *changing the background color of the image or window*
- *view from the back*
- *highlighting overprint with colours*
- *viewing or hiding the trimbox(margins) and clipping to trim box*
- *viewing in inverse colors*
- *compensate distortion and scaling while viewing*


## 13.1. Change Background Color of the Image or Window

---

You can use this tool to manipulate the view with a different background color other than white. This is especially useful when you are evaluating an image that will be printed in a colored background.

When you click the **Change Image or Window Background Color**  tool, you will get an additional row of tools in the View widget.

- **Change Image Background Color...** 


When you activate this option, you will get a color picker. Select the image background color and click  to return.

**Tip:** You can also click outside of this color picker to close the color picker and inspect the image with the new background.

- **Change Window Background Color...** 

Select your color as described above and inspect the image with the new window color.

- **Change Both Image and Window Background Color...** 


When you activate this option, you will get a color picker to select a color for the image and window background. Select the image background color and click the  to view the result.

**Note:** Your color choices are remembered for your next session. When you enable the background color options, the same colors will be available.




- **Reset Background Colors** 

**Note:** The Viewer retains the last used colors for your next session. However, if you select different background colors for different pages or documents, those will be remembered only in the current session.

To turn off the tool and view the image with white background, click the  again.

## 13.2. View from Back


---


Use the **View from Back**  to mirror the view. You can see the image from the back and the channel sequence will be reversed.

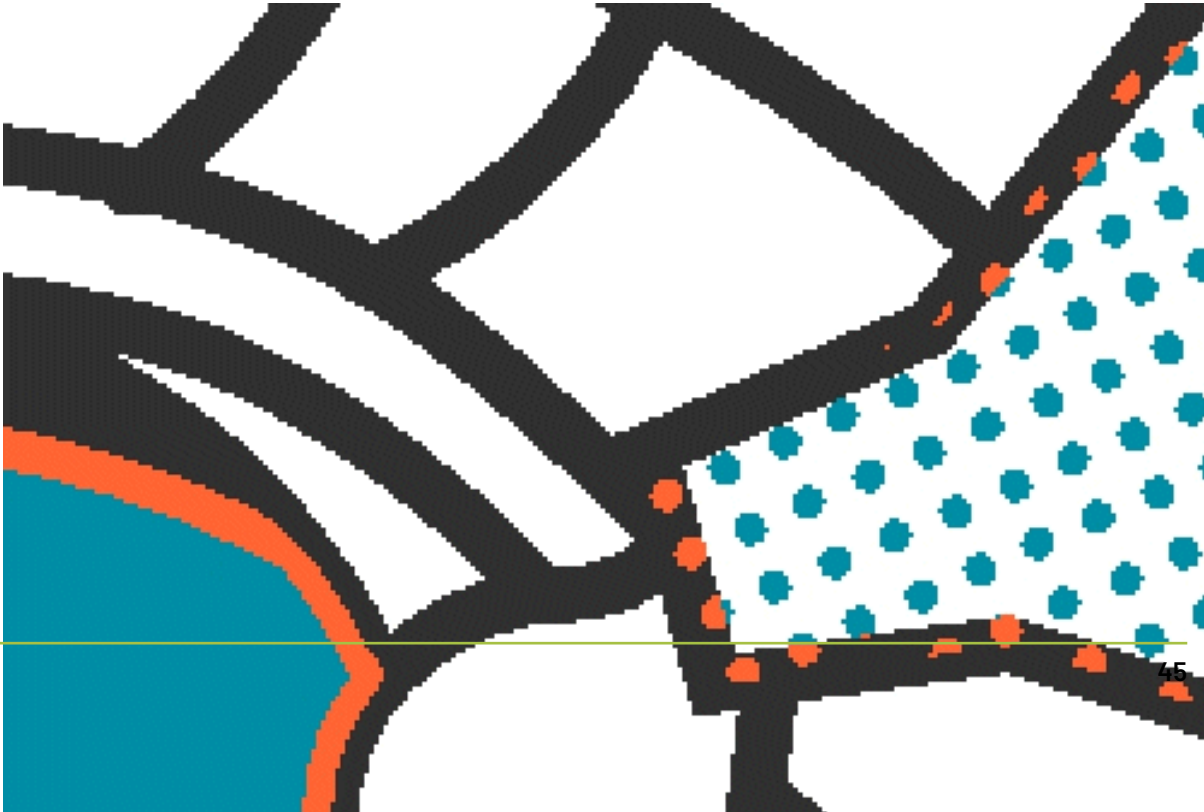
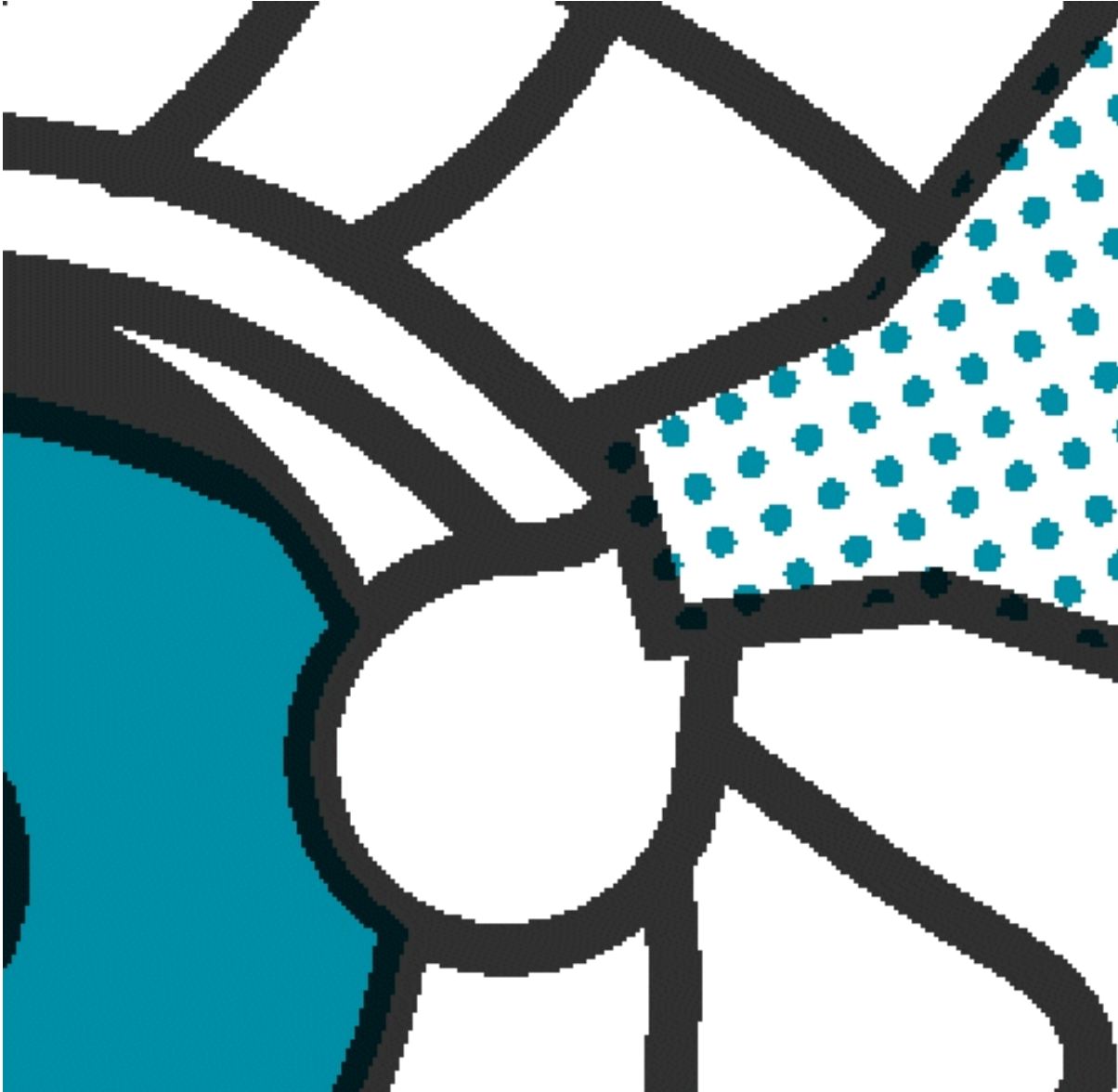
This is a useful tool if you are inspecting an image to be printed on a transparent medium.

## 13.3. Set Overprint Highlight Color

---


The **Set Overprint Highlight Color**  lets you select a mask color to display in all areas where two or more active channels are overlapping. This allows you to check if trapping is done correctly.

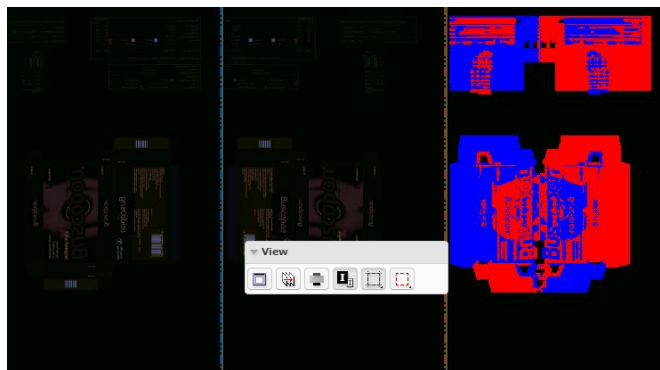
Click the  tool on or off to have the overprint color highlight on or off.




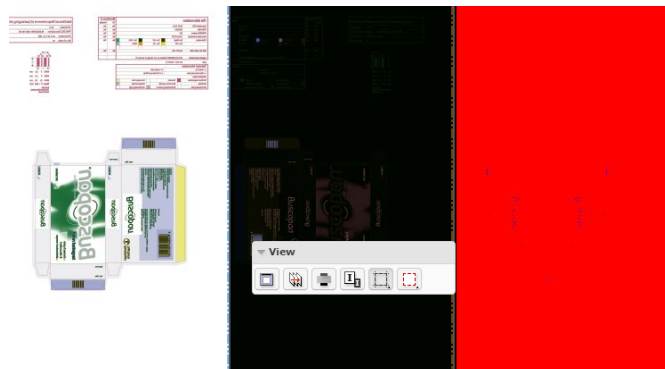
**Note:** Click **Ctrl+H** to switch between No Overprint display and Overprint display with the last selected color

## 13.4. Invert View

Use the **Invert View**  option to invert the image or images being viewed. While comparing, if you enable **Invert View** option, both the images will be inverted.




The *orientation and alignment tools* in the **Document Select** widget has **Invert Reference Image**  option. When this is enabled, the reference image will be inverted.

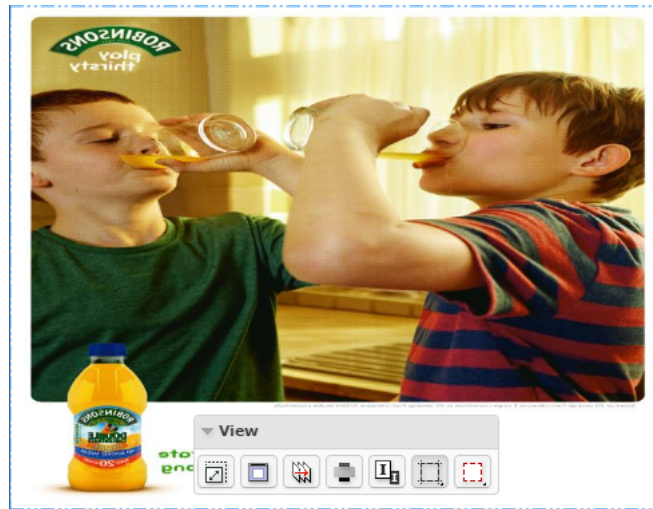


**Note:** If you enable the **Invert View** option in the View widget after inverting the reference image, your reference image will be displayed in the original state.

## 13.5. Show or Hide Margins (Trimbox)

The **Show/Hide Margins(Trim Box)**  option allows you to toggle the margin (trim box) lines on or off.

While viewing an image with trim box information, this option will display the trim box as colored margin lines. If there is no trim box, the margin lines will follow the image outline (media box).





Right-click on  for options:


- **Show margins on current page**
- **Show margins on both pages in reader spread mode**
- **Set margin (trim box) color** sets the margin color for the current image while comparing two images.
- **Set reference margin (trim box) color** sets the margin color for the reference image while comparing two images.
- **Set current and reference margin color** sets the margin color for both images while comparing.
- **Reset margin colors** reverts to the viewers default margin color settings.

## 13.6. Clip Document to Margin

---

The **Clip Document to Margin (Trim Box)**  option limits the content to the trim box (margin).


Right-click on  to get more options:

- **Clip Document to margin (trim box) in reader spread mode only** prevents overlapping page margins with image content in **reader spread** view mode. This option is useful while viewing multi-page documents.
- **Clip Document to margin (trim box)** clears the content outside the trim box. This is the same as a simple click on the **Clip document to margin**  button.

## 13.7. Compensate Distortion and Scaling

---

Distortion is a technique used to pre-compensate graphics which will be printed with a non-uniform printing technology. Distortion is typically done during the RIP'ping process. In some workflows scaling is used in place of distortion to pre-compensate for distortion in printing process.

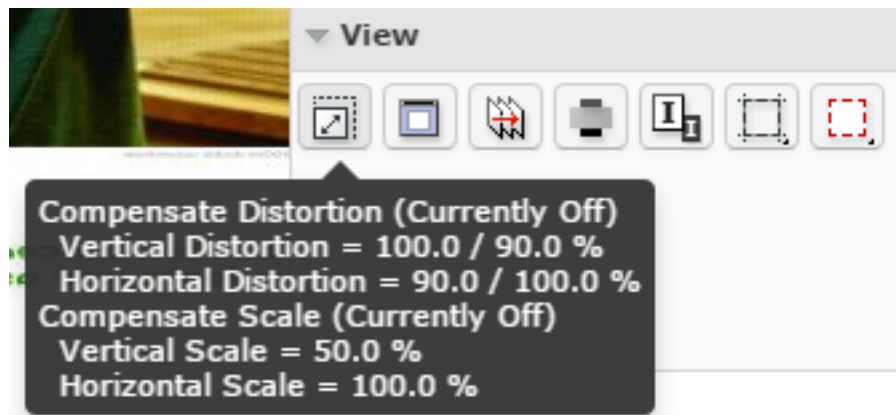
The **Compensate Distortion**  tool allows to compensate both distortion and scaling.

You can use this tool while comparing files with and without distortion or with different distortion values.

**Note:** This tool is available in the **View** widget only when the active or reference file has a distortion and/or scale.

Hover on the tool to see the current distortion and scale values for the documents.

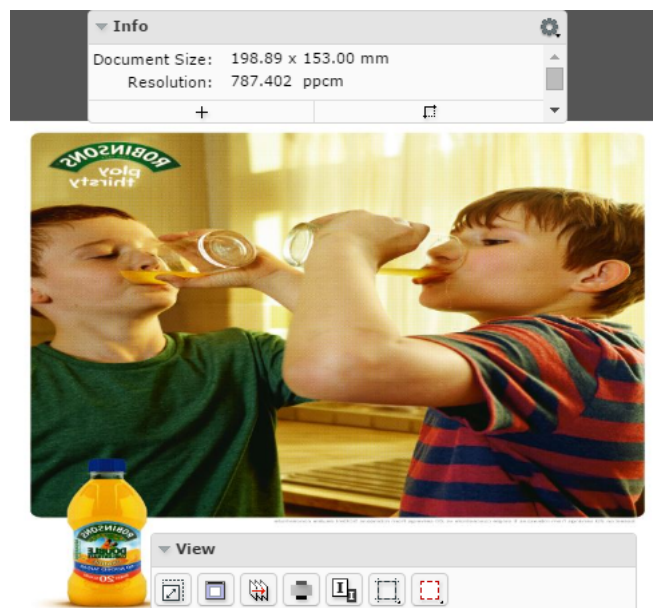




Use this tool to compensate:

- the distortion of the active and reference document when the documents only have distortion
- the scale if the active documents only have scaling
- both the distortion and scale of the documents if the active documents have both.

To activate the tool, click on the **Compensate Distortion** tool.



You can:

- **Compensate distortion only**

The screenshot displays a software interface for image editing. At the top, there is a photograph of two young boys drinking from a glass bottle of Robinson's juice. Below the photo is a toolbar with various icons for editing, including crop, zoom, pan, and selection tools. A tooltip is active over the 'Compensate Scale' settings, showing the following information:

- Compensate Distortion (Currently On)
- Vertical Distortion = 100.0 %
- Horizontal Distortion = 90.0 %
- Compensate Scale (Currently Off)
- Vertical Scale = 50.0 %
- Horizontal Scale = 100.0 %

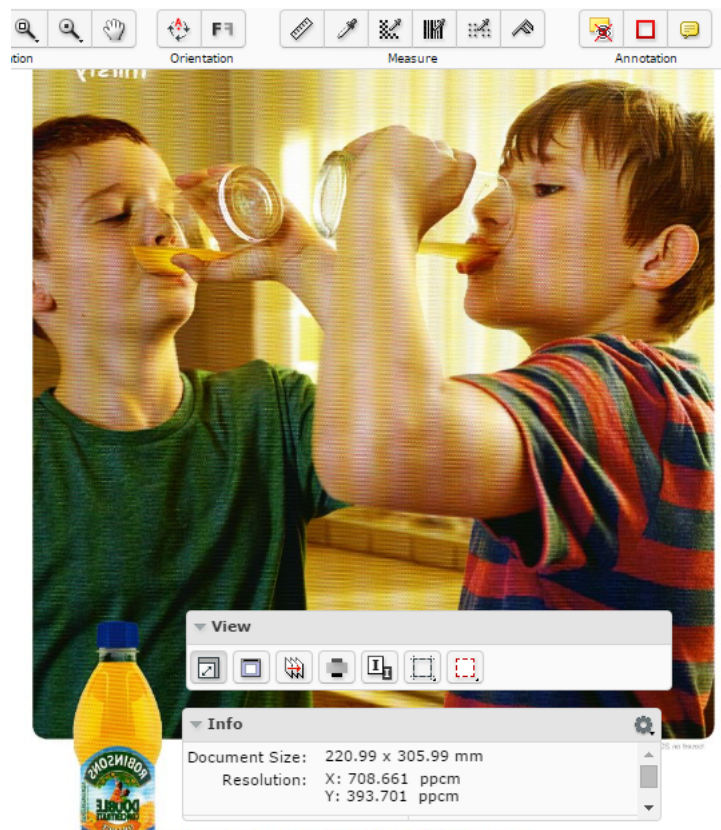
To the right of the toolbar is an 'Info' panel with the following details:

- Document Size: 220.99 x 153.00 mm
- Resolution: X: 708.661 ppcm, Y: 787.402 ppcm

- **Compensate scale only**



- **Compensate both distortion and scale**



You can activate or deactivate one of these options by clicking on that option.


After the compensation of distortion or scale or both:

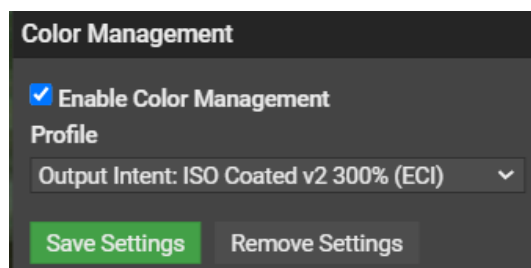
- the tool tip displays the updated distortion and scale information.
- the *Info* widget displays the updated resolution and size.

# 14. Color Management

The Color Management widget is used to enable the color managed view of a pdf document. This widget helps you to have a realistic look on the document before it is printed.

By default, Color Management widget is disabled. Administrator can enable this option for the users in the Viewer preferences.

You can enable the widget in the viewer, by clicking the Color Management tool  and select Enable Color Management.



## Profile

Different profiles are embedded in this widget and selecting a profile from the drop down visualizes the process colors accordingly. You can choose within the existing profiles or a new profile can be uploaded directly via uploading ICC files on your site.

**Note:** The default profile is Output Intent.

When you save a selected profile, the same is displayed for other users.

If the Color management is not enabled for a user by the Administrator, then only the profile enabled by other users who has the permission are visible. The user cannot make changes or alter the view.


For example, if a reviewer does not have permission to view Color Management. The viewer will display the document with the profile added by others.

**Note:** In the color management view every zoom and pan operation will be 0.5 sec slower.

# 15. Quality Control

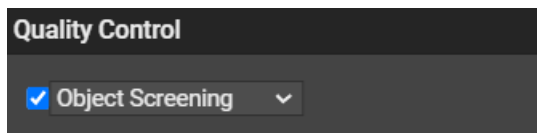
---

The Quality control widget is used to check the print readiness of a PDF document. This widget is not available by default. The widget is displayed whenever the Administrator enables it to a user in the Viewer Preferences of Share and Approve.

To enable the Quality Control, click the Quality Control tool  and select the views from the drop-down.

## 15.1. Object Screening

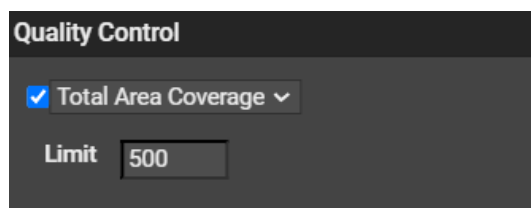
---



Using the Object Screening Preview, which is the default option, you can get an indication of what Screening Set is used on what objects. Objects using a specific screen set is shown in the document window. Areas where multiple screen sets overlap are shown in different colors.

## 15.2. Total Area Coverage

---



The Total Area Coverage (TAC) is the sum of all separation-densities at a certain point in your document.

To enable the Total Area Coverage preview, select "Total Area Coverage" from the Quality Control dropdown list

Once the Total Area Coverage preview is enabled, the image in the preview pane is dimmed and areas where the sum of the densities is higher than the TAC limit specified in the current Press Setting are highlighted.

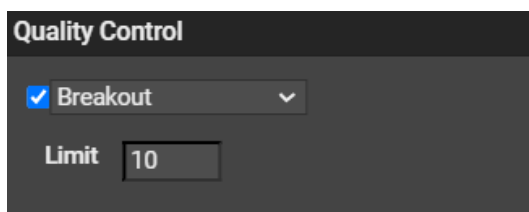
### Limit

Limit is the maximal Total Area Coverage that your document may contain. This value depends on the press and the substrate the design is printed on. Printer should provide you with the TAC Limit value to use.

You can set the value up to 500%.

## 15.3. Breakout

---



A Breakout is an area where the percentage of a single separation is lower than the First Printable Dot value. This is used to track areas that are not shown in the print because the values are too low.

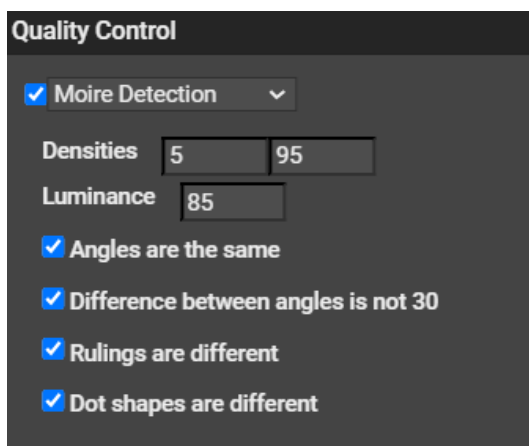
Your printer should provide you with the First Printable Dot value.

To enable the Breakout preview, select Breakout from the Quality Control drop-down list

Once Breakout is selected and enabled, all areas where a single separation has a value lower than the First Printable Dot value (but higher than 0%), will be displayed in highlight color.

## 15.4. Moire Detection

---



Using the Moiré Detection preview, you can detect possible screening problems in your document.

If you enable Moiré Detection, the document is shown dimmed, and areas with possible screening problems are highlighted.

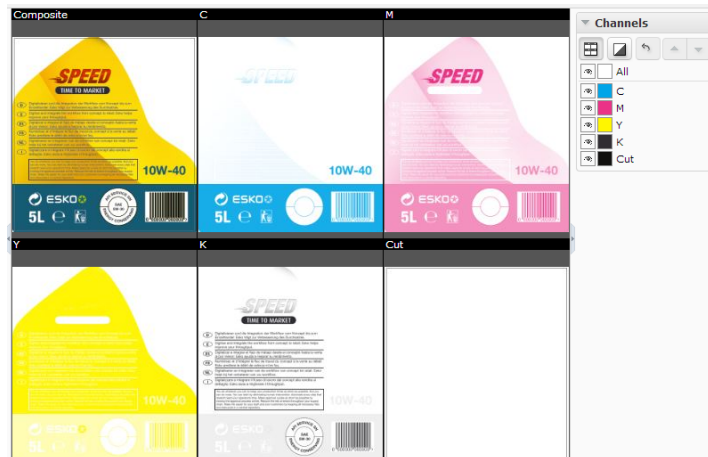
A possible screening problem exists if one of these conditions is met:

- the angles for the separations used in that area are the same or do not differ 30 degrees.
- the rulings for the separations used in that area are different.
- the dot shapes for the separations used in that area are different.





# 16. Channels

The **Channels** panel shows the file's channels and offers separation viewing possibilities.



## Viewing Separations


Click the **View channels in separate windows** button  to switch to a tiled view of the individual separations. The separations will be visible in the same order as in the channel list.

The **composite** view will always be shown as the first view followed by the visible channels in the displayed order. Right-click  to choose from :


- **Automatic tiling**
- **Horizontal tiling**
- **Vertical tiling**

## Viewing and Hiding Channels

Channels Widget displays the channel list in the printing sequence. The first in the list is a channel **All**. The list displays:

- activated channel  button
- channel swatch indicating the color of the channel. In the case of **All**, swatch box will be white.
- the channel name


for each channel.

Use  button next to the channel name to hide it.

**Note:**

By default all channels are enabled.

### Viewing a single Channel

Right-click on the eye  button of a particular channel to view it as a single channel. When all the channels are displayed, clicking on **All** will show only the first channel.

**Tip:**

Deselect the selected channel to select the next one. This allows stepping through the channels one by one

From single channel viewing, click **All** to view all the channels.

**Tip:**

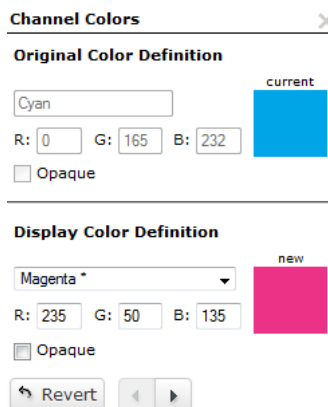
<b><u>Alt + 1, Alt + 2 ... , Alt + 9</u></b>	To select a particular channel in the sequence (from channel 1 to channel 9)
<b><u>Ctrl + Alt + 0, Ctrl + Alt + 1... Ctrl + Alt + 9</u></b>	To select a particular channel in the sequence (from channel 10 to channel 19)
<b><u>Alt + N</u></b>	To view a single channel. Use this to view the first channel when multiple channels are displayed. Also use this to step to the next channel while viewing a single channel.
<b><u>Alt + A</u></b>	To view all channels.

### Editing the Channel Color in the Viewer

Click the color swatch next to the channel name to open the **Channel Colors** window. You can redefine the channel colors in the **Viewer**.



**Original color definition:** This section displays the name, the RGB values, the opacity and the color swatch of the original channel color.

You can redefine all these parameters in **Display color definition**.



**Display color definition:** This section allows you to edit the color. You can choose a new color from the drop-down, edit the RGB values and make the color **opaque**. The color swatch will display the new channel color.

The **Revert** button resets the color definition back to the original.

The left  and right  arrows let you to step through all the channels from within the dialog.

**Note:** Editing color definitions in the viewer does not change the actual image file.

### Viewing a Channel Opaque

Click on the **Show Single Channel as Black**  button to make the selected separation/channel opaque.

**Note:** This setting is remembered the next time you open the Viewer.

Right-click  to get the options:

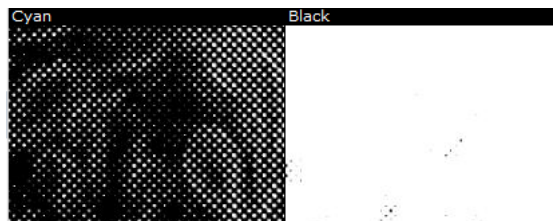
- **show single channel in channel color**

In this setting, you see the separation in its original color.



- **show single channel as black**

You can view single channels in black instead of its defined display color.



- **show single channel as black with show all effect :**

This eases the detection of areas with small dots by using black rather than a grey value for a display pixel that represents a partially covered area in the channel.




### Changing the Channel Order

Select the channel you want to move and click either **Shift the active channel up** ▲ or **Shift the active channel down** ▼ arrow. You may also drag a channel to a different position to change the order.

Moving the channels down will put them later in the printing sequence. This would cover the other colors printed before.

**Note:** This only changes the order in the Viewer and does not influence the actual printing sequence.

### Reverting the Changes

**Reset channel order and color definitions** button  will undo all display color edits by default. Right-click to specify :


- **Reset channel order only**
- **Reset color definitions only**
- **Reset all channel information**

## 17. Annotating in the Viewer

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You can use the Viewer [annotation tools](#) to add annotations or comments to the Viewed image.

To add an annotation, Click on either the  [Add Annotation](#) on page 61 button or the  [Note Annotation](#) on page 64 button.

Click the  to get a list of additional annotation options. If you select a different annotation type, this button will change to the selected annotation type.

### 17.1. Add Annotation

---

- Click the  **Add Annotation** button.  
This opens a sub-menu of different annotation tool options. You can use these with a click-drag-release action:
  - **Rectangle Annotation Tool** : Use this to select a rectangular area where you can annotate.
  - **Oval Annotation Tool** : Use this to select an oval area within the image.
  - **Freehand Annotation Tool** : Use this to make a freehand marking within the image.
  - **Line Annotation Tool** : Use this to make a line marking on the image.
  - **Arrow Annotation tool** : Use this to create an arrow marking on the image. The arrow head will be at the place where the mouse is released.
  - **Highlight Annotation Tool** : Use this to select an area and highlight it in transparent yellow overprint.
  - **New Global Rectangle** : Click on this to create a rectangle annotation surrounding the entire image without the dragging action. You may create multiple global rectangles.  
You can also re size this global rectangle.
  - **Change default annotation line color...** 

When you click this color block, a window opens from which you can select a new color. This new preference is saved for all future annotations.

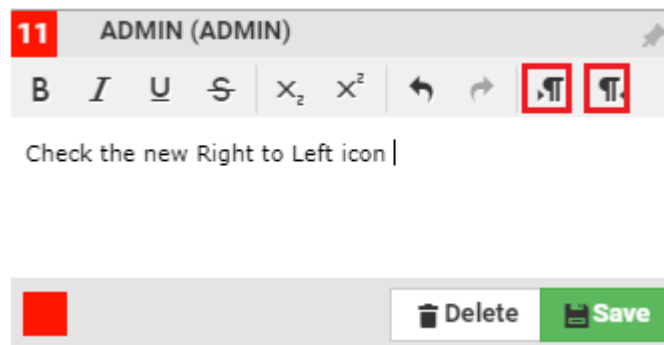
- **Reset default line color...** 

When you reset the color, a message asks if you want to update all the annotations with this color.

- From the *sub-menu*, select the type of annotation.  
The Viewer remembers the selected tool until another tool is selected.
- Optionally, change the color of the annotation line. Otherwise, the default color (red) will be used. You can change the annotation line color from the *annotation window* as well.
- Click, drag and release within the image.  
You can type and format your annotation in the *Annotation Window* on page 62. You may also **Change Color** of the annotation.
- Enter your comment inside the annotation window and save. Read also *Annotation Window* on page 62.

### 17.1.1. Annotation Window

While creating an annotation, an annotation window appears where you can add comments.



You can emphasize parts of the text using the formatting options. You may also undo and redo any changes you made in the text.

You can also change the direction of the text based on the language used for annotations. For example, you can use right to left or right to left buttons when working with languages like Arabic or Hebrew.

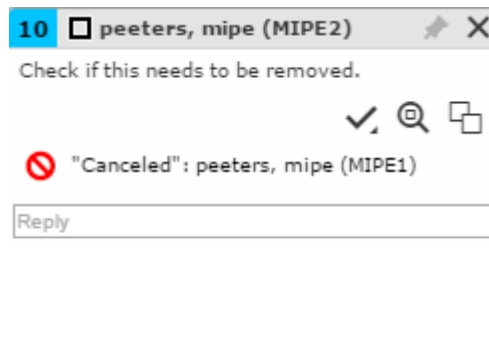
**Tip:** You can *move* the window to move the annotation to a new position.

### 17.1.2. Annotation Pop-up

If you select an existing annotation, the corresponding annotation pop-up opens. The pop-up contains :



- the *type of annotation*
- the annotation sequence number
- the annotator's name


- the annotation text
- the list of replies
- the list of review states



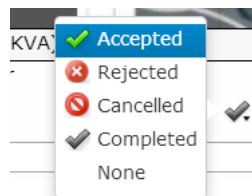
In the annotation pop-up you can:

- **Pin** the annotation pop-up.



By default, the annotation pop-ups are unpinned. Use the  **Pin** icon to pin the annotation pop-up to the location. To unpin, click on the **Unpin**  button. The setting you choose will be remembered.

- **Close** the annotation.
- **Set the review state**  of the annotation

Choose the review state from the sub-menu.



The annotation list panel will display the new review state including the name of the reviewer. Save your changes after setting the review state.

- **Zoom to annotation** 
- do more actions via **Actions Menu** 
  - **Edit annotation**
  - **Delete the annotation**

You can only delete comments that you have authored. All the replies to the deleted comments will also be deleted, irrespective of the author.

- **Duplicate the annotation**

Use this to make a variation (e.g. correction) of an annotation made by another user.

- **Save the annotation**

**Note:** Only the original author can edit, delete or save.

- **Reply.** Click on the **Reply** field to get a rich text editor and type in your reply. You can either **Save** or **Cancel** the typed reply.

These replies are visible in the annotation window as well as in the [Annotation List](#).

**Tip:** Only two of the latest replies are visible in the window. Click **Show x more replies** to view the rest of the replies. To view less replies, click on the **Show less replies** button.


**Note:**

In the **Show only selected annotation** setting, the annotation pop-ups of the selected ones are shown.

When this setting is turned off, select **Show only selected annotation pop-up** to view the selected one's pop-up and all other annotation markings. This setting overrules the **Pinning**.

Read more in [Annotation Options](#) on page 68.

## 17.2. Note Annotation


You can create a text annotation at any specific point on the image using the  **Note Annotation** tool.

- Select the  Note annotation tool

You can also set the color using :

- **Change Default Note Annotation Color.** The default is yellow.

When you click this color block, a window opens from which you can select a new color. This new preference is saved for all future note annotations.

- **Reset Default Note Annotation Color** 
- Click on the point on the image where you want the note.  
The [Annotation Window](#) on page 62 will appear where you can enter your note.

The annotation will be marked by a small note icon in the image.

**Note:** When you select a note annotation, it will be displayed in inverted colors within the view.

## 17.3. Editing Annotations

You can edit or move the annotations in the Viewer.

- You can select your [annotations](#) by:



- grabbing the annotation shape. When you hover near an annotation shape, the mouse pointer changes to a select arrow.
- selecting it in the [Annotation List](#) on page 37. T

**Note:**

When selected,

- the annotation is highlighted in the annotation list with a yellow background.
- the annotation shape border thickness becomes double.
- the annotation shape displays handles to enable resizing.
- the [Note Annotation](#) on page 64 color is inverted in the view area.
- a rectangle, line, arrow, oval and highlight annotations display **anchor points**.

- You can drag the annotation using the mouse.
  - You can move a [Note Annotation](#) on page 64 or a Rectangle annotation by dragging it. When you hover near a note annotation, the mouse pointer changes to a select arrow.
  - To resize **rectangle annotations**, click the anchor point and drag either one of the four border lines. You can also grab one of the four corners and resize with the help of a resize cursor. To move a rectangle annotation, click and drag it to the new location.

**Note:** Highlight annotations can be modified in the same way as Rectangle annotations.

- To change an **oval annotation** shape, use any of the anchor points. Click and drag to move the annotation.
- Hold and drag the end-points to modify **line annotations** or **arrow annotations**. You can also select and drag the line or arrow to another location.
- Select and drag **freehand annotations** to change its location within the image. However, the size and shape cannot be changed.
- You can use **More actions > Edit annotation** in the annotation window (or in the [Annotation List](#) on page 37) to edit the annotation or reply text.

**Note:** This is only possible if you are the author of the annotation/reply.

After editing, you can either **Save** or **Cancel** the text changes.

## 17.4. Linking Annotations

---

You can add multiple annotation areas to a single annotation note.

The linked annotations share the same text, sequence number, replies and review state. This helps you to draw multiple areas to one single annotation.


1. Select the annotation to be linked with the new annotation shape.
2. Click on **Add Annotation** and choose the annotation shape.

3. Create the new annotation holding the **Shift** key.  
The new annotation is linked to the selected annotation. The new annotation will share the same annotation pop-up. You can connect many locations in the same image to one annotation this way.

## 17.5. Duplicate Annotations

---

You can duplicate annotations that were created by you or another user.

- To duplicate an annotation created by another user, click the Duplicate icon 
- To duplicate your own annotation, use **More actions > Duplicate Annotation** in the [Annotation Pop-up](#) on page 62

The annotation (and any linked annotations) from which you duplicated will be made into a new annotation thread with your name as the author and the current time. The text will be duplicated as well.

The color of the duplicated annotation will be the your default color for that annotation type.

## 17.6. Delete Annotations

---

You can delete your own annotations using the **delete** key. You cannot delete replies to your annotations this way.

You can also delete annotations using **Annotation List > More actions > Delete Annotation**. From the [Annotation Pop-up](#) on page 62, use **More actions > Delete annotation**.

You have to confirm the deletion when you are deleting an annotation. However, if you are deleting replies, a confirmation is not required.

## 17.7. Save Annotations

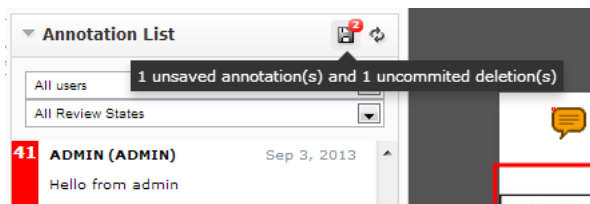
---

Your annotations and changes to annotations are not automatically saved to the server.

If you

- create a new annotation
- add/edit a reply
- move the pop-up
- pin/unpin pop-up
- change the annotation color
- set a review state
- edit text
- delete an annotation or a reply

the **Save** in the [Annotation List](#) on page 37 warns that there are unsaved annotations (or unsaved deletions). Save these annotations or changes by either clicking this icon, or by using the Save option in the [Annotation Pop-up](#) on page 62.



A message will indicate that the messages were saved successfully.

## 17.8. Viewing Annotations

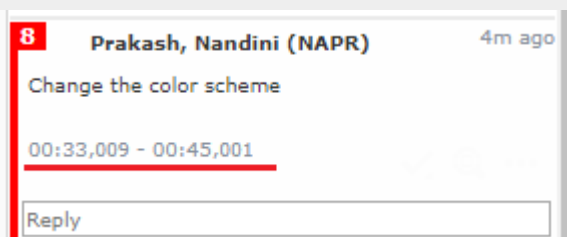
When you open an annotated document, the annotations will be visible on the document and the [Annotation List](#) on page 37 widget.

If you select an annotation either in the annotation list or in the viewport, this will be highlighted in the annotation list. You will also see the possible options concerning the annotation and its replies.

**Note:**

The time will be displayed as **5h ago**, yesterday, 2d ago... To see the exact time, hover over the displayed time.


**Note:** In video annotations, start time and end time of the annotation is displayed in the list.




**Tip:**

If you click and hold the left mouse button on an annotation in the annotation list, the annotation becomes highlighted in the view.

### 17.8.1. Step Through Annotations

You can step through all the listed annotations using the  button. By default it will step through each annotation. After the last one, it will return to the first annotation again.

**Tip:** Hold the **Shift** and click  to step backwards.

When you select an annotation, its comment window will appear.

You can set your preferred step through setting in [Annotation Options](#) on page 68. You can set your preference as any of the four options available.

- **Step by Thread:** This is the default mode. Will step through each annotation, but not through the replies to the annotations.
- **Step by Decreasing Date:** This mode will step through all annotation comments and replies sorted according to their modification dates.
- **Step by Thread - Fit View:** Same as "by thread", but will zoom the view to fit the selected annotation.
- **Step by Area/Position - Fit View:** Will step through all positions/areas of linked annotation and zoom the view to fit the selected annotation part.

## 17.8.2. Annotation Options

### Step through Options

You may choose to step through the annotation in any of the following ways.

- **Step by Thread:** This is the default mode. Will step through each annotation, but not through the replies to the annotations.
- **Step by Decreasing Date:** This mode will step through all annotation comments and replies sorted according to their modification dates.
- **Step by Thread - Fit View:** Same as "by thread", but will zoom the view to fit the selected annotation.
- **Step by Area/Position - Fit View:** Will step through all positions/areas of linked annotation and zoom the view to fit the selected annotation part.

### Show only Annotations

Use these two options to set the visibility of annotation and annotation pop-ups in the view. This helps in simplifying the view by displaying only targeted annotations.

- **Show only selected annotation:** Only the selected annotation is shown in the View and the pop-up appears when the annotation is selected.

In this setting you will see a warning.

`Warning! Only the selected annotations is shown.`

- **Show Only Selected annotation pop-up**

You can choose this option when the **Show only selected annotation** is unchecked.. All the annotations will be in the View, but only the selected pop-up will be present in the view.

**Note:** This setting overrules the [Pinning](#).

- A warning message will indicate your current setting.

`Warning! Only the pop-up of the selected annotation is shown.`

### Always show Annotation pop-ups

- Enable **Always Show Annotation Pop-ups** the [Annotation List](#) on page 37 settings. This setting is persistent and will show the pop-ups when you reopen the Viewer.

When this setting is enabled, the **Close** button will not hide the pop-ups.

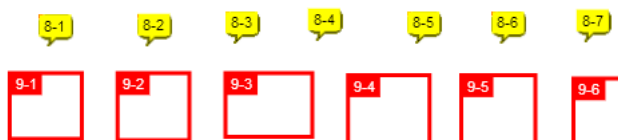
### Show or hide sequence label on the annotation

Use this option to show or hide the sequence number of annotations.

Unlinked annotations with sequence label:



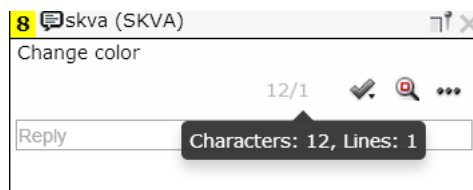
For linked annotations, the sequence number remains the same for all linked parts. A second number after a hyphen indicates different annotation areas.



### Show or hide character and line count

You can track the exact number of characters and lines in the annotation texts using this option.

When you enable this, the character and line count will be shown in the [Annotation pop-up](#) and in [Annotation List](#) panel.



To turn this off, disable this setting in the **Annotation Options**.

### Fit View to the selected Annotation

Use this option to automatically fit the view and the zoom to the selected annotation. The Viewer will remember this setting and will return to this view when you reopen.

### Ordering the Annotations

You can order the annotations in the [Annotation List](#) in two ways:

- **Ordered by creation date:** All annotation comments and replies will be sorted according to their creation dates.

- **Ordered by modification date:** All annotation comments and replies are sorted according to their modification dates.

### 17.8.3. Filter Annotations

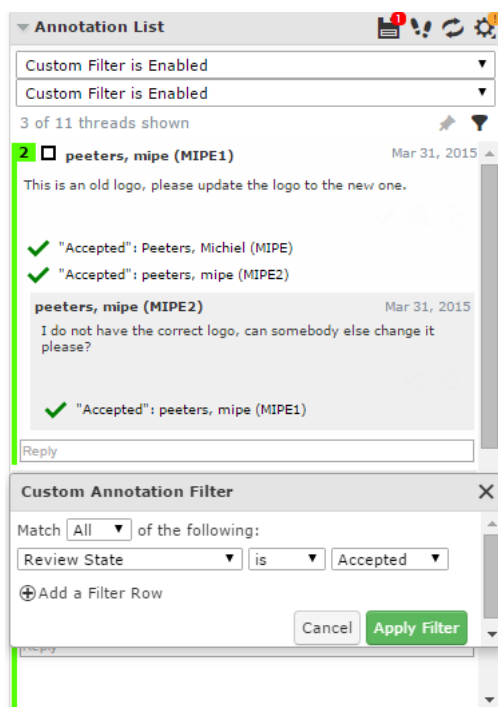
In the [Annotation List](#) on page 37, you can :

- filter annotations by user / author.  
When you select a single author, only the annotation threads and replies made by this author is displayed.
- filter annotations by its review state.
  - **Any Review State** will select all where there is a review state on the main annotation or any of the replies made.
  - **No Review State** will select all where there is no review state on the main annotation. If the review state is "None", it will not be shown.
  - **Accepted** will select all annotations and replies with Accepted review state.
  - **Rejected** will select all annotation threads and replies where the review state is Rejected.
  - **Cancelled** will select all annotation threads and replies where the review state is Cancelled.
  - **Completed** will select all annotation threads and replies where the review state is Completed .
  - **None** will select all annotation threads and replies where the review state is None.
- You also can filter using :
  - **All Except Accepted**
  - **All Except Rejected**
  - **All Except Cancelled**
  - **All Except Completed**
  - **All Except None**
- customize your own filter combining the author and review state. Read in [Custom Filters for Annotations](#) on page 70.

### 17.8.4. Custom Filters for Annotations

Use custom filtering to create advanced filters.



Click the **Custom Filter**  button to enable this option.



In the **custom annotation filter** dialog, you can combine the basic **Author** and **Review State** filters with a logical AND/OR operator.

Click **Apply Filter** to apply the changes and close the dialog. An active custom filter will show a message **Custom Filter Enabled** in the normal filter.

### Locking the custom filter

Click the pin  button to lock the custom filter. If you lock a custom filter , it stays active for other documents and consequent viewer sessions.

**Note:** You can always switch back to the basic filter by selecting a value from the drop down.

## 17.8.5. Hide Annotations

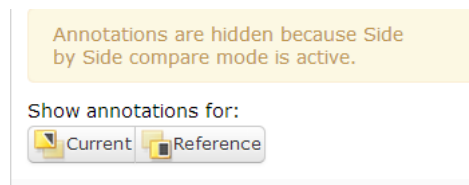
To hide annotations, you can click  **Hide annotations** in the toolbar. You can view them again by clicking on the same button.

## 17.8.6. Viewing Annotations in Compare

The annotations are hidden by default when comparing two documents. Set **Show Annotations for:**

- **Current**
- **Reference**

to display annotations from either the current or the reference version.



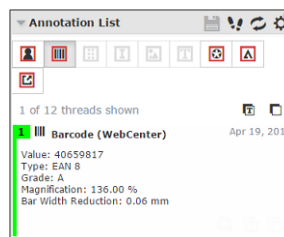
In **Blinking** compare mode, the annotations are hidden.

**Note:**






You can edit the annotations from the current document, but not from the reference document.

### 17.8.7. Viewing External Annotations




You can view annotation information in the Viewer even when the annotations are created by external tools such as Global Vision nodes of Automation Engine.



The Global Vision nodes create these five different types of annotations in an Automation Engine workflow:

-  **Barcode Annotations**
-  **Braille Annotations**
-  **Spell Check Annotations**
-  **Artwork Compare Annotations**
-  **Text Compare Annotations.**


The Viewer also supports:

-  Acrobat Annotations from Adobe Acrobat
-  Editor Annotations from the Esko editors
-  External Annotations coming from an unknown external tool.



**Note:** To view an external annotation in WebCenter Viewer, you have to ensure that the .xdf files are uploaded along with the pdf document.

When a document has Global Vision annotations, a group of buttons is shown in the **Annotation Widget** of the Viewer. Select any of them to see their information.

There is also a button for  **User Annotations**. Learn more in [Viewing Annotations](#) on page 67.

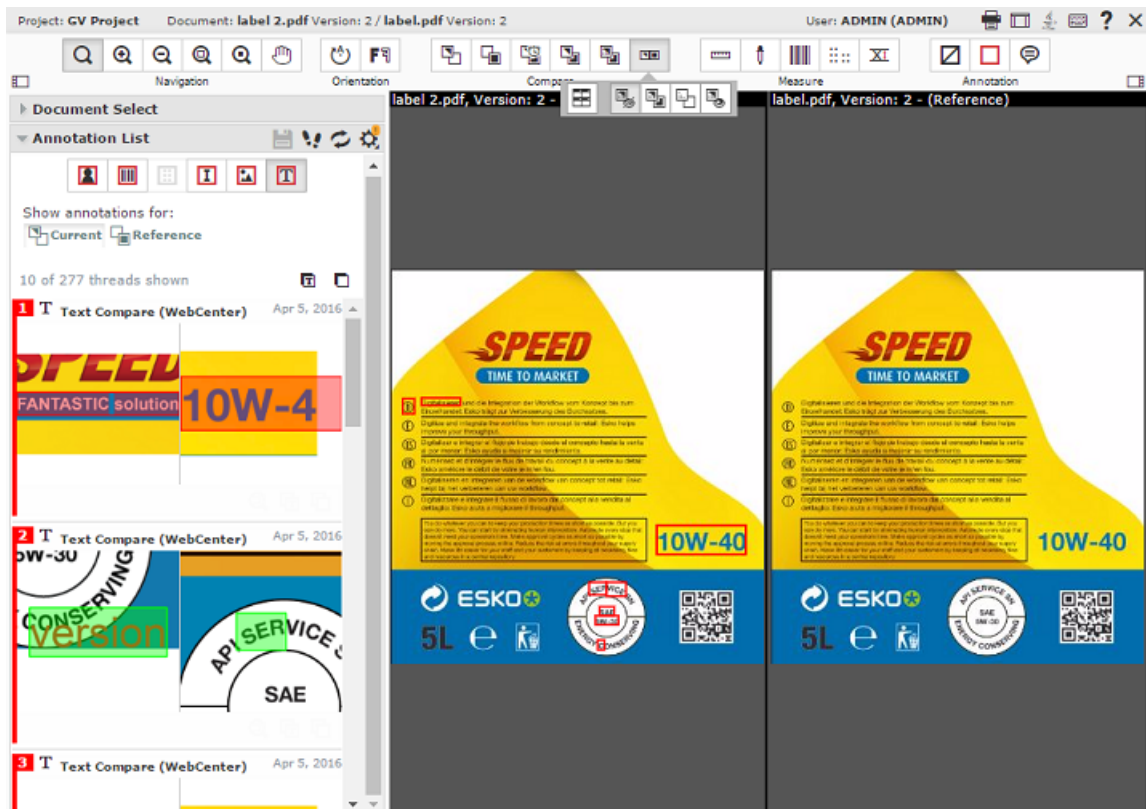
**Note:**

- Global Vision annotation buttons are only active when the document contains such annotations.
- The other annotation buttons are only shown when the document contains such annotations.
- All these externally created annotations are read-only. You cannot reply to them.
- The **Filter** option is only displayed for user created annotations.

- You can view the **Braille**, **Barcode** and **Spelling** annotations on a single document checked in Automation Engine.



- **Artwork Compare** and **Text Compare** annotations are available when you have compared documents in Automation Engine.







## 17.8.8. Creating User Annotations out of External Annotations

### Creating User Annotations out of External Annotations

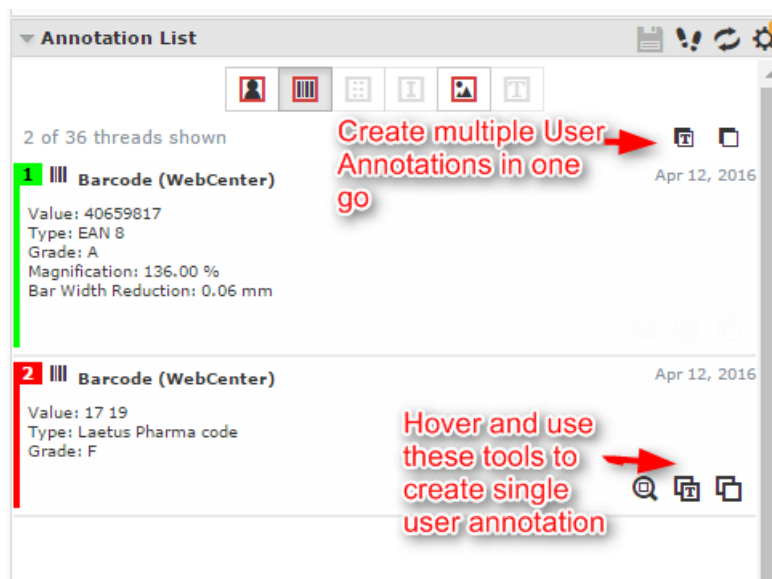
You can copy and create new **User Annotations** out of the external annotations that a document contains. You can choose to create from any one or all the external annotations; with or without text.

**Note:** You cannot create text annotations from Global Vision **Artwork Compare Annotations**.

To create such **User Annotations**:

- Click  **Create a User Annotation Here** button on an external annotation thread. The annotation is created.
- Click  **Create a Blank User Annotation Here** button on an external annotation thread. The annotation is copied, but without the text.
- Click  **Create User Annotations From All Annotations** button located on the **Annotations Widget**, when filtering on a type of external annotation. This creates **User Annotation** out of all currently displayed annotations.
- Click  **Create Blank User Annotations From All Annotations** on the **Annotation Widget**, when filtering on a type of external annotation. This creates **User Annotations** out of all currently displayed annotations but without the text.

The newly created annotations have the same properties and are shown in the **User Annotations** list.



## 17.9. Annotating in a Multi-page / Page List Document

While [Viewing Multi-Page Documents and Page Lists](#) on page 95, you can make annotations:

- on the active page
- on the adjacent page
- across both pages

When you draw annotations in the non-active page area, a message will ask you to confirm if you want to draw an annotation outside the current page. This warning does not appear when you draw an annotation across both pages.

**Note:** [Reader Spread View](#) on page 96 displays only the annotations from the currently active page.

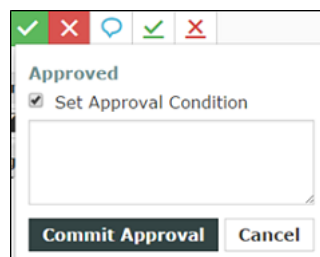
# 18. Approval

You can evaluate and approve the documents in approval cycle from the Viewer using the [approval tools](#).

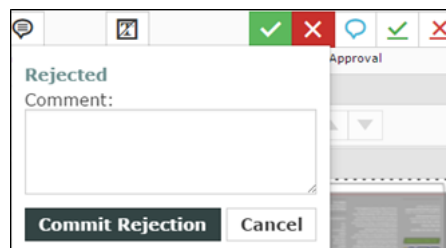
You can view the status of the approval in the viewer.

Clicking on any of the [approval tools](#) opens the approval pop-up.

- You may set a condition for your approval (if the approval cycle allows this). Select **Set approval condition** and type in your condition.



- You can give a reason for your rejection in the text box.



For example, if you reject a document because of a specific image detail, use [annotations](#) and add this as an approval comment.

- You may also just **Comment** without approving or rejecting. Then the status of the document is in Pending, until you approve or reject it later.
- **Commit** button to save your approval or rejection and comments to the server.

The approval status will be displayed in the top toolbar in the place of Approval tools. This status will be **Pending** if the **Approval Cycle** is still on-going.


**Remember:**

If you are in the Compare mode, you can only do the approval actions on the current document page.

Read also [Evaluate a Document in the Viewer](#) on page 77

## 18.1. Evaluate a Document in the Viewer







When you evaluate a graphic file or a page list (see [Document Types](#) for information about the supported file types), you can first open it in the Viewer to look at it in detail. You can then approve, reject, or share a document for approving or viewing or add a stage or comment it directly from the Viewer.

1. Click the document's thumbnail or the  button.

You can do this from:

- the **My Work** page (under **My Approval** if you have documents to approve or under **Approvals to Follow Up** if you are an **Approval Master**),
- the **Documents** tab in the project,
- the header of the Document Details page.
- the viewer

2. In the top toolbar, click:

-  to approve the document,
-  to reject it,
-  to comment it,
-  to forward approval request
-  to force approve it if you are a Project Manager
-  to force reject it (if you are a Project Manager).


Alternatively these options are also available in the **Approval Details** widget. This is available only if the user has **Change Approval** permissions.

**Note:** You can view the status of the approval of the document in top tool bar.

3. In the pop-up that opens, do the following:

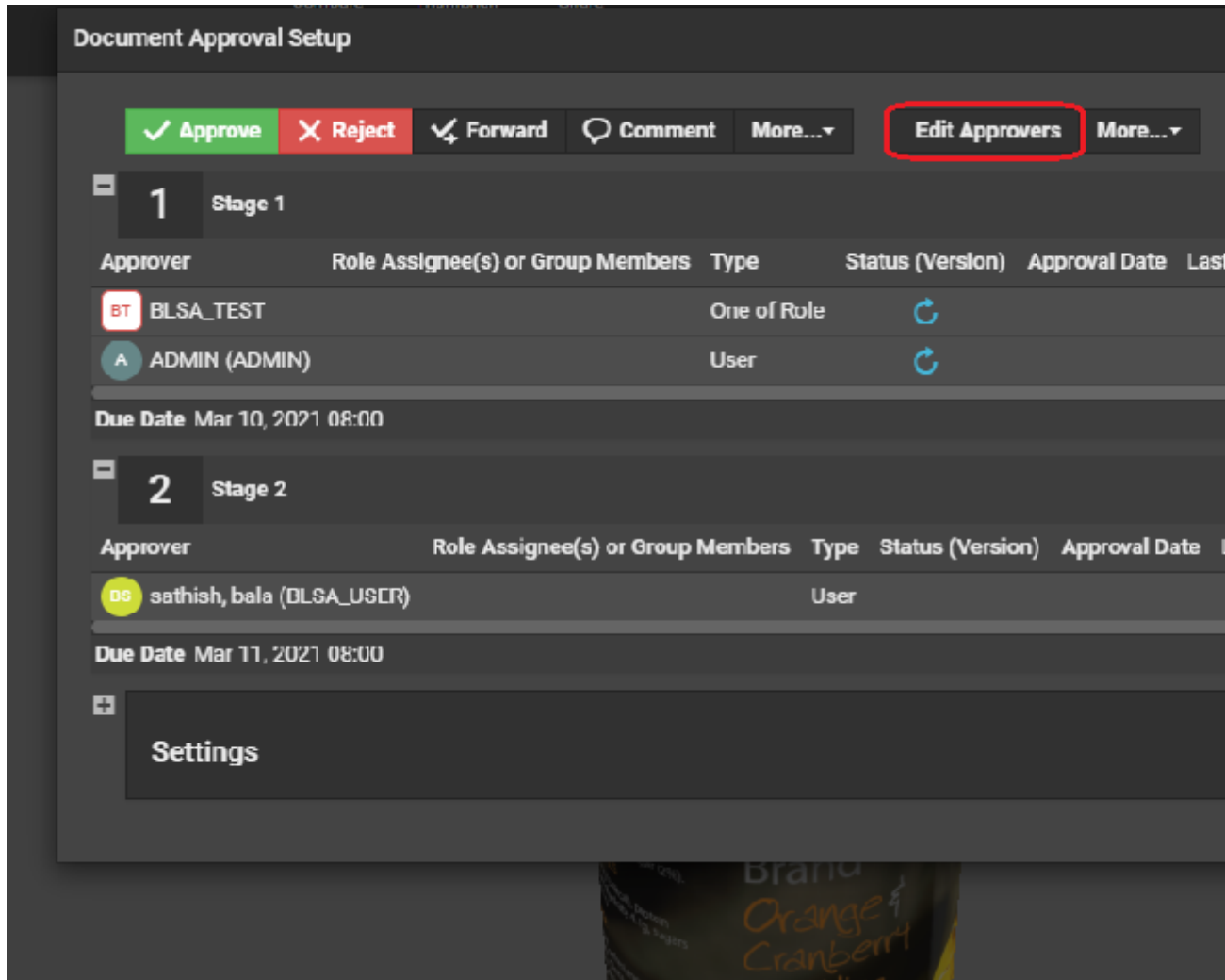
if you are...	you can...
<b>approving or force approving the document</b>	set a condition for your approval <b>if the approval cycle allows this</b> (see <a href="#">Allow Conditional Approval or Not</a> ): select <b>Set Approval Condition</b> and type your condition in the box.
<b>rejecting or force rejecting the document</b>	type a reason for your rejection in the box.
<b>commenting the document</b>	type your comment in the box.

4. If the user has **Change Approval** permissions, then the user can access the **Approval Setup** in the

Approval details widget. Click  to open the **Document Approval Setup** pop-up window. User can perform all actions as specified in

[Defining Approval Settings](#)

- It is possible to also Edit the approvers when the approval stage is in progress. When you click on the **Edit Document Approval Setup**, you can add a new approver or replace an existing approver based on the permission you have.



You can read about it in [detail](#).

- Enter your password, if your WebCenter server requires it.  
In case, the approval cycle is completed and the document is in Approved state, then the user cannot make any changes to the approval cycle from the viewer.
- Click the **Commit** button.  
A warning message is shown, if unsaved annotations are present, when you try to **Approve / Reject / Comment** on a document.

Once you have approved or rejected the document, you may not change its approval status later (only a **Pending** status allows future changes).

If you have entered an approval condition, a rejection reason or a comment, it will be shown in:

- the **Approval** tab of the Document Details page,
- the **Action History** tab of the Document Details page,
- the Java **Viewer's Document History** panel.

- the **Approval Details** panel.

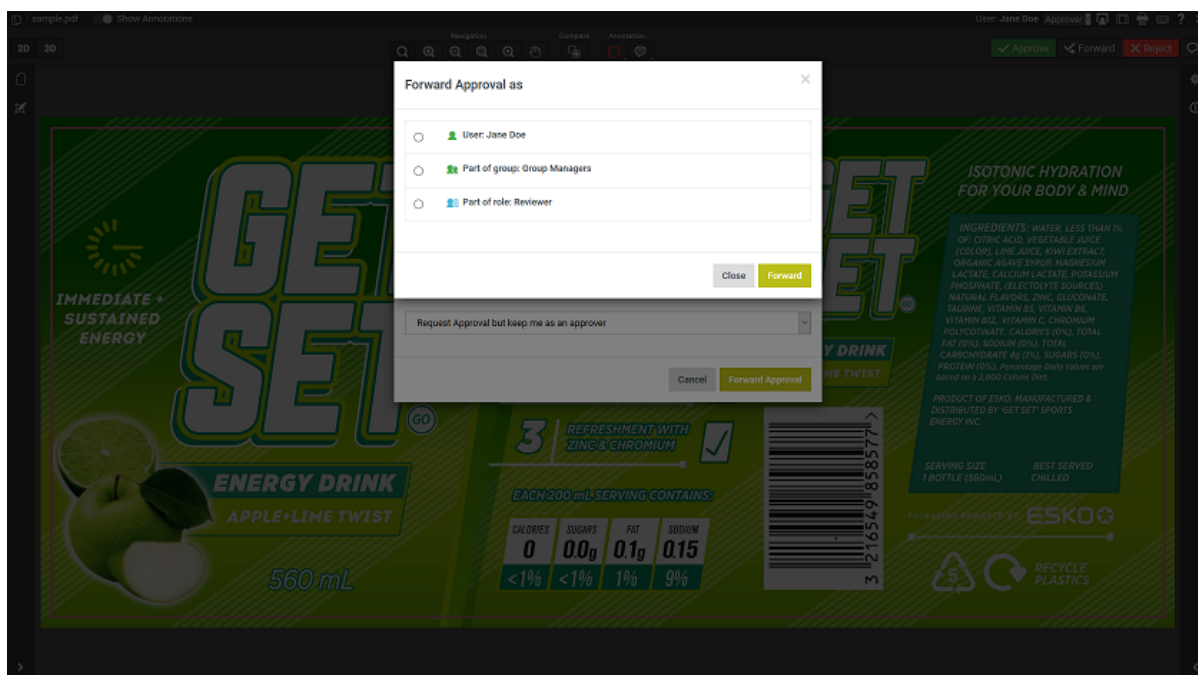
To see all the documents you have recently evaluated, go to **My Work > My Recently Submitted Approvals**.

**Note:** If you cannot see **My Recently Submitted Approvals**, go to **My Work > Edit My Work Setup** and add it to your **My Work** page.

### 18.1.1. Forwarding Approvals in Viewer

An Approver can forward the document for approval to another Approver/(s) who may be registered or an unregistered user(s) from the viewer itself. **Forwarding** option is enabled based on the preferences set by the **Site Administrator** and also by the **Approval Master**.

You can view the Forward button in the document and selecting it opens a pop up box. You can select the User from the list of approvers available or you can enter the email for which forward option is enabled.



#### Option to Forward and remain as Approver or not

Approver has an additional option to forward the document for Approval and remain as Approver or can forward the document and not remain as Approver.

### 18.1.2. Setup for Forwarding Approvals

An Approver can forward the document for approval to another Approver/(s), who is(are) registered or an unregistered user(s) from the viewer itself. **Forwarding** option is enabled based on the preferences set by the **Site Administrator** and also by the **Approval Master**.

### Forward Approvals setup by the Site Administrator

Site administrator can choose the following options in the **Approval Preferences** based on which forwarding option is enabled in the Viewer.

- **Don't Allow:** Does not allow you to forward any documents by the Approvers.
- **Allow Approval Forwarding to registered users:** Allows forwarding only to the existing users.
- **Allow Approval Forwarding to registered and unregistered users:** Allows forwarding to both existing and new users.
  - **Make your choice as default:** You can select this box, to make any of the above options as default except **Don't Allow**.

### Forward Settings by Approval Master

Approval Master can override the Approval preferences given for the current document setup or choose to inherit the preferences from the folder setup. The options to modify **Forward Approvals** is available in **Setup Approval** only, when the site administrator has not chosen **Don't Allow**.

Following options are available for the Approval Master to Forward Approvals

- **Allow Approval Forwarding to registered users:** Allows forwarding only to the existing users.
- **Allow Approval Forwarding to registered and unregistered users:** Allows forwarding to both existing and new users.
- **Don't Allow:** Does not allow forwarding by any of the approvers.

When the Approval Setup is modified by the **Approval Master**, and approval stages already in progress are not affected and only the stages setup after the changes are affected.

Option to forward an approval to other users are possible even as a Group member or a Role Member.

### Forward to other Approvers when In Groups or Role







- When you are a part of a Group or a Role, and if the option to approve is "One of Group" or "One of Role", then any of the member can forward for approval. In case of All of Role, then any member of the role can forward the approval, and all role members along with the forwarded user have to approve.
- When a Group is replaced with the forward, then only the Approver who is forwarding and the forwarded approver can approve.
- When the Group still exists, the forwarded member and any one member of the group can still approve .
- When the original approver is a group with 'All of Group', then along with members of the group, the forwarded user also approves.



# 19. Compare Documents in the Viewer

You can compare two versions of a document or two documents in the Viewer. Use the different comparison modes to have a close look at the differences between the two files. First, [select the documents](#) to compare and then [align](#) them as required.

Once you have opened the documents to compare, there will be extra comparison modes buttons in the [Top Tool Panel](#) on page 17, [Channels](#) on page 57, **Orientation and Alignment** and **Annotation List**.

Click...	to...
<b>View Current Version</b> 	view the current version (the file in the first document selector). See: <a href="#">Show Current and Show Reference Modes</a> on page 90
<b>View Reference Version</b> 	view the reference version (the file you opened in the second document selector ). See: <a href="#">Show Current and Show Reference Modes</a> on page 90
<b>View Both - Blinking</b> 	keep switching from the first to the second file rapidly. Read details in <a href="#">View Both - Blinking</a> on page 90
<b>View both - Show on Top</b> 	view both files on top of each other.
<b>Difference Compare Mode</b> 	view both files on top of each other and highlight the differences in red. Read more in: <a href="#">Difference Compare Mode (View both highlight differences)</a> on page 91
<b>View both - side by side</b> 	view both files side by side.

**Note:** Comparison of 3D files are possible with all the options above except **Difference Compare Mode**. You can read more on 3D compare at [Comparing 3D documents](#)

**Note:** This feature is not available for video files.

## 19.1. Channel Matching in Compare Mode

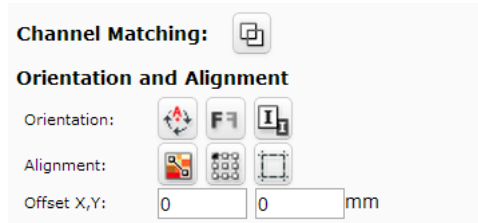
### Channel Matching in Compare

The **Channel Matching** influences the way differences in images are displayed while comparing them. For example :

- differences in display color of the same channel in the **current** and **reference** document
- differences in ink names. For example, a design ink name could be different from its production ink name.

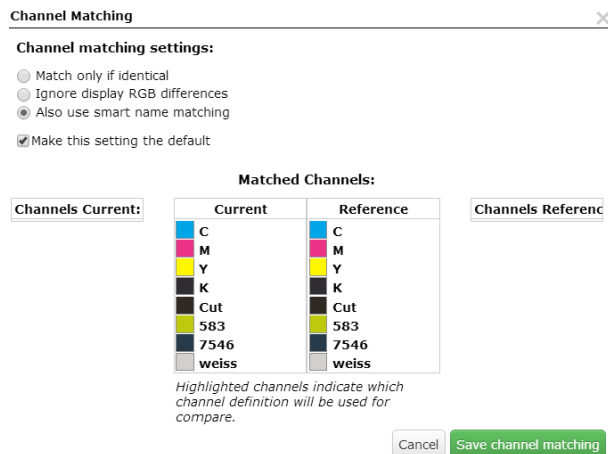
When a **Compare To** (reference) document is selected, a message may prompt you to open the [Channel Matching Dialog](#) on page 82. This happens only when there are unmatched channels in one of the documents.

Alternatively, click on the **Channel Matching**  button to open the [Channel Matching Dialog](#) on page 82.



### 19.1.1. Channel Matching Dialog

**channel matching** allows linking channels that have been changed in one of the documents/versions while comparing. Channel matching can be done automatically or manually.



There are three settings:

- **Match only if identical:** Select this to match only the channels with identical names and display colors.
- **Ignore display RGB differences:** Select this to match channels with matching names. This setting ignores the display color differences.
- **Also use smart name matching:** Select this to match the channels with related names. For example :
  - when the names differ in the letter case (Magenta - magenta)
  - when the names differ in color book specification ( 660 - Pantone 660 C and Cyan-Process Cyan )
  - when the names are known abbreviations. Example C - Cyan

**Note:** This setting ignores display color differences.

**Note:** The selection of a particular channel matching setting applies only to the current document. To make it default, enable the **Make this setting the default** check box.

It is possible to edit channel definitions of the current image to match those of the reference image (or vice versa). Read in [Manual Channel Matching in the Viewer](#) on page 83

### 19.1.2. Manual Channel Matching in the Viewer

The [Channel Matching Dialog](#) on page 82 displays four channel columns listing:

- the **Channels Current** and the **Channels Reference** columns display the unmatched channels.
  - the **Current** and the **Reference** columns represent the matched channels. Matched channels are displayed next to each other.
1. Drag the channel to be matched from the **Channels Current** column to the **Current**.
  2. Drag the corresponding channel from the **Channels Reference** column to the **Reference**.
  3. Click on the Channel from which the definition has to be copied. The clicked channel will be highlighted in the dialog. This indicates that the corresponding channel copies the definition of the highlighted one.

**Channels Current:**

- anva 350 C
- anva
- 877
- Artios Crease

**Matched Channels:**

Current	Reference
<span style="display: inline-block; width: 10px; height: 10px; background-color: #00BFFF; margin-right: 5px;"></span> C	<span style="display: inline-block; width: 10px; height: 10px; background-color: #00BFFF; margin-right: 5px;"></span> C
<span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFF00; margin-right: 5px;"></span> Y	<span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFF00; margin-right: 5px;"></span> Y
<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> K	<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> K
<span style="display: inline-block; width: 10px; height: 10px; background-color: #FF00FF; margin-right: 5px;"></span> M	<span style="display: inline-block; width: 10px; height: 10px; background-color: #FF00FF; margin-right: 5px;"></span> M
<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> Artios Cut	<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> Cut

*Highlighted channels indicate which channel definition will be used for compare.*

**Channels Reference:**

- 583
- 7546
- weiss

4. Click **Save Channel Matching**. After saving, the modified channel is marked with an asterisk \* next to the name.

**Matched Channels:**

Current	Reference
<span style="display: inline-block; width: 10px; height: 10px; background-color: #00BFFF; margin-right: 5px;"></span> C	<span style="display: inline-block; width: 10px; height: 10px; background-color: #00BFFF; margin-right: 5px;"></span> C
<span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFF00; margin-right: 5px;"></span> Y	<span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFF00; margin-right: 5px;"></span> Y
<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> K	<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> K
<span style="display: inline-block; width: 10px; height: 10px; background-color: #FF00FF; margin-right: 5px;"></span> M	<span style="display: inline-block; width: 10px; height: 10px; background-color: #FF00FF; margin-right: 5px;"></span> M
<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> Cut *	<span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; margin-right: 5px;"></span> Cut

*Highlighted channels indicate which channel definition will be used for compare.*

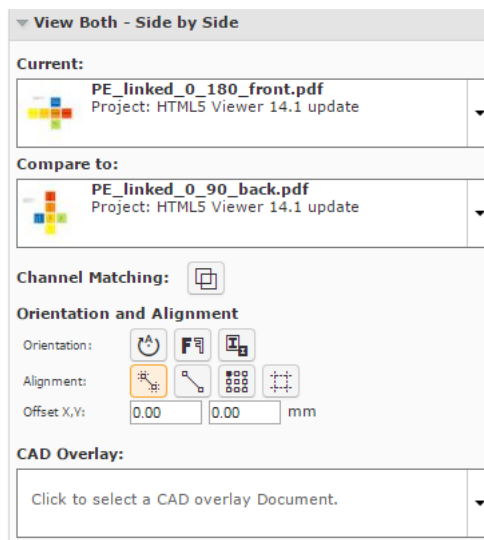
**Note:**

Channels displayed in bold in the matched columns cannot be unmatched.




If you manually move the channels from the matched lists to the unmatched lists, the channel definitions are reset.

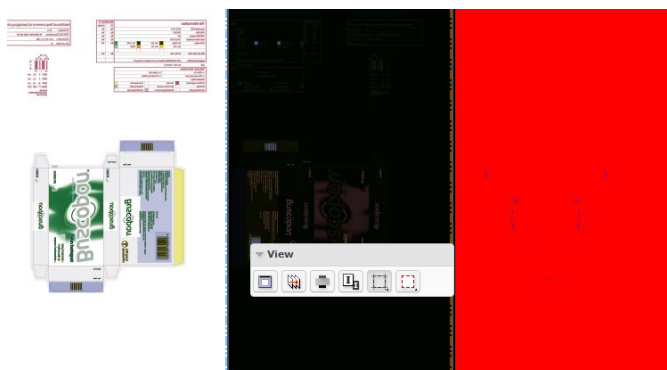
## 19.2. Using Orientation Tools while Comparing

Use the **Orientation** tools to rotate, mirror or invert the reference document / version relatively to the current document / version.



Use:

- **Rotate**  to rotate the reference document.
- **Mirror**  to mirror the reference document.
- **Invert**  to invert the reference document.



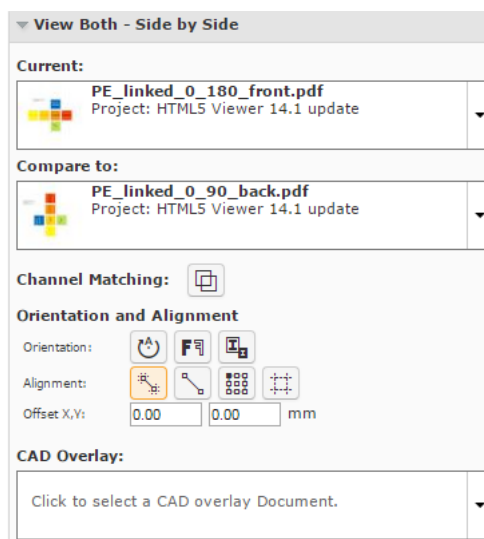
**Tip:** Use this when comparing a positive and negative version of the same document.

**Note:** The buttons indicate whether the rotation / mirroring / inverting of the reference document is currently on or off.

## 19.3. Aligning Files

You will get Viewer tools to align files in the **document select** panel while:


- comparing two graphics / CAD files.
- viewing a graphics file and a linked CAD Overlay. Read in: [Aligning CAD overlay and Graphics](#).



You can align the current and reference files during compare using:

- [auto-align](#)
- [anchor points](#)
- [corners, margins \(Trim-boxes\) or offset values](#).

### 19.3.1. Auto-aligning Files while Comparing (Graphics)

**Auto Align**  aligns the currently visible view of the two compared images automatically.

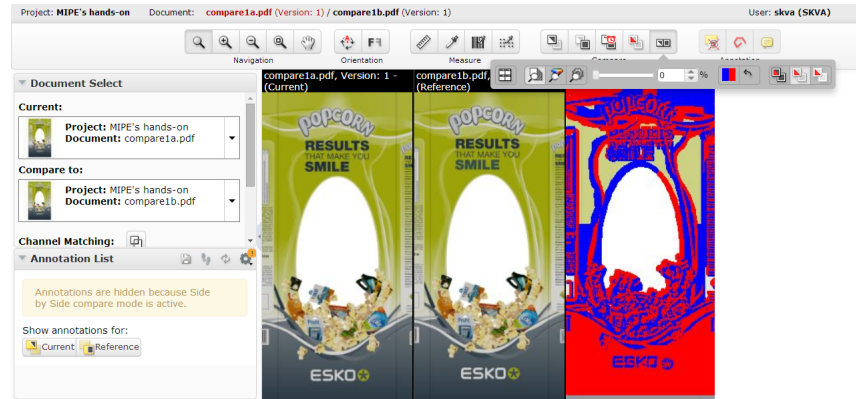
**Tip:** Using this tool along with the **zoom in** function is a quick way to align the current and reference images in the Viewer.



You can also use this to align the CAD overlay on the graphics correctly.

1. Select the files to compare from the **documents**.
2. Click **Actions > Compare in Viewer**.

3. Select the **Current** and **Reference** documents in the [Document Select](#) on page 32.

The viewer starts the last used Compare mode ( except the **View Reference Version** or **View Current Version** modes ) with those documents.



4. Select your preferred Compare mode, for example, **View both - side by side**  view.
5. Zoom-in to a specific area and use **Auto-align** .

Auto Align uses the currently visible view of the two compared images to attempt an automatic alignment.

**Note:** The **offset** values are filled in automatically.

**Tip:**

Using this tool repeatedly with one or more zoom-ins can be a very convenient and quick way to align two images.






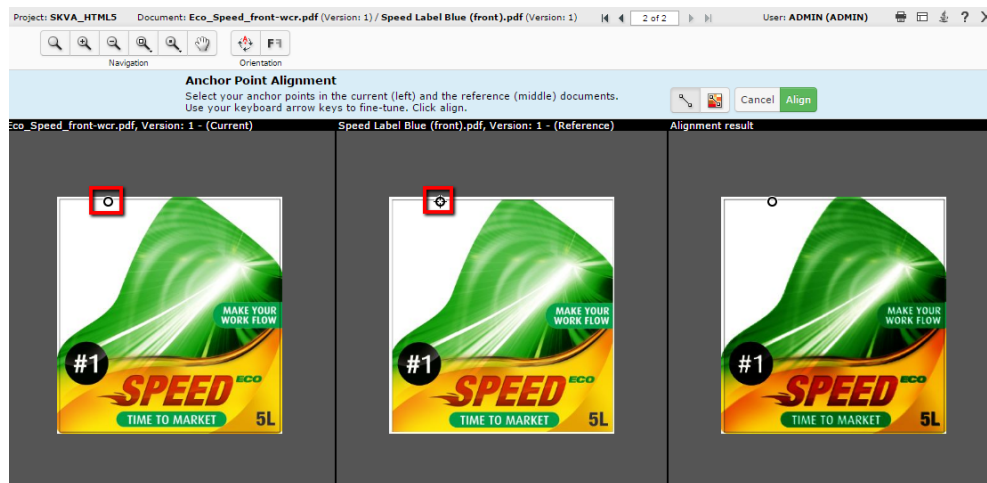
### 19.3.2. Using Anchor Points

1. Select and load your documents to the Viewer.
2. Select the **Current** and **Reference** documents in the [Document Select](#) on page 32.

The viewer starts the last used Compare mode ( except the **View Reference Version** or **View Current Version** modes ) with those documents.

Your **document select** panel will have **Orientation and Alignment** tools when you select two documents to compare.

3. Select your preferred Compare mode, for example, **View both - side by side**  view.
4. Click on the **Anchor Point Alignment**  tool.  
The Viewer will transform to the anchor point alignment mode. You can access the **navigation** and **orientation** tools in the top panel. You can also use the **Auto-align**  function in combination with the anchor points.



**Note:** The active anchor can be recognized by the crosshair icon.

5. Select your anchor point in the reference document displayed in the middle.
  - click to select a point.
  - use the arrow keys to fine-tune your anchor points
  - you can also drag the selected point to another location.

**Note:** Use zoom tool to help you in finding the anchor point.



6. Check the result on the right pane. Click **Align** to confirm.

**Tip:** If you click **auto align** after selecting the anchor points, it will start auto-aligning by moving the reference .

The Viewer will return to its original state when you click **Align/Cancel**.


### 19.3.3. Aligning Graphic Files Using Corner, Trim box or Offset

You can use the **Alignment** tools to align two graphics files.

1. You can align the files to compare using the **Choose corner for alignment of the reference**  option. To specify the corner point for alignment, click  and select your reference corner from the alignment drop-down.





2. Click on the **Use margins (trim boxes) for alignment**  option to align the images relative to the trim-boxes of the compared documents. When this option is not on, the alignment will be relative to the document boundaries.

**Note:** If the trim-box information is not included in the document XMP, the document boundary will be used for aligning files.

When you do a specific corner alignment after clicking this option, the trim box alignment will be remembered.

3. You can specify numbers in the **Offset X** and **Y** fields. This offset is added to the corner alignment.



**Note:**

If you are aligning two graphics files, the offset will be the distance between the **current** and the **reference** according to the graphics coordinate system (positive horizontal is set to the right and positive vertical is pointing downwards).

For CAD overlay and graphics, the offset is taken as the distance between the CAD overlay and the graphics page using the CAD coordinate system (positive vertical pointing downwards).

While aligning two CAD files, the offset is the distance between the **reference** and the **current** document page (in that order) according to the CAD coordinate system.

### 19.3.4. Aligning CAD files

- To open multiple CAD documents, select them and click **Actions > Compare in Viewer**. The documents will open in the **compare mode**. Read details in: [Compare Documents in the Viewer](#) on page 81
- Use the **Rotate Reference**  tool to rotate it with respect to the **current** document.
- **Mirror Reference Image** will flip your reference (from the centre of the view) with respect to the current document.
- Use the [anchor point](#) alignment tool to align two CAD files correctly.
  - a) Click on the **Anchor Point Alignment**  tool.

The Viewer will transform to the anchor point alignment mode. You can access the **navigation** and **orientation** tools in the top panel.

**Note:** The active anchor can be recognized by the crosshair icon.

- b) Select the anchor points in the **current** and **reference** documents. Use the arrow keys to fine-tune your anchor points. You can also drag the selected point to a new location.
- c) Click **Align**.
- **Offset X,Y** fields allow you to enter precise offsets for accurate alignment.

**Note:**

If you are aligning two graphics files, the offset will be the distance between the **current** and the **reference** according to the graphics coordinate system (positive horizontal is set to the right and positive vertical is pointing downwards).

For CAD overlay and graphics, the offset is taken as the distance between the CAD overlay and the graphics page using the CAD coordinate system (positive vertical pointing downwards).

While aligning two CAD files, the offset is the distance between the **reference** and the **current** document page (in that order) according to the CAD coordinate system.

## 19.4. Compare Modes

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### 19.4.1. Show Current and Show Reference Modes

If you click the **View Reference Version** or **View Current Version** button, the tools update their information accordingly. The annotations are also changed to the current document in view.

The [Approval Details](#) will be updated as well. In the **View Reference** mode, you will still be able to perform the approval actions of the **current** document.

### 19.4.2. View Both - Blinking

In this mode, you will see the two selected document pages rapidly one after the other.

- All annotations will be hidden
- Approval details will be unavailable
- If the channels are split in different views, in each view the documents will rapidly change.

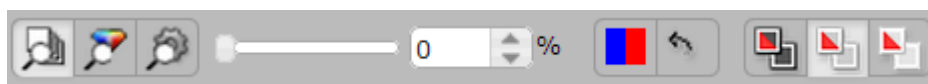
- If measure tools are active, the information pop-up will be updated rapidly depending on the visible page.

### 19.4.3. View Both on Top

You can view the documents to be compared on top of each other in this mode. You will not see the difference view in this mode.

### 19.4.4. Difference Compare Mode (View both highlight differences)

In **Difference Compare Mode**, you can view a combination of the current and the reference channels in the same window. When you select this mode, you will see an additional tool bar.



#### Selecting the Compare color space

You can use compare color space tools to judge the nature of the differences between the compared documents.

- **Compare: Channels** - This is the default mode. Use this to compare Channels one by one. The added and subtracted content is displayed in highlight colors.
- **Compare: HSV** - This mode compares the HSV color of the two documents and you can see the relative differences in a graded color overlay. The common parts among the compared documents are shown in a neutral gray color.

The overlay color will be a grade of the selected "Subtracted" color with the strength depending of the magnitude of the difference. Use this to compare documents where the channels are not the same. For example, a CMYK document and a Pantone spot color document.

- **Compare: Automatic** - In this setting, Channels will be used as compare color space if the definition of all the visible channels is the same in the two compared documents. If this is not the case, HSV compare will be used.

#### Change the difference threshold

You can change the precision of difference detection using the slider tool. You can also enter a percentage [0-100%] value. If the threshold is higher than 0 is set, you will see a message warning about the hidden differences.

**Note:**

Your **difference threshold** will be saved for your next compare session.

#### Change Difference highlight colors

Depending on your documents to compare, you may want to change the highlight colors. You can do this by clicking on the color block tool and selecting your preferred colors.

By default,

- the added channels and objects on common channels are displayed in blue to highlight the differences. The left part of the color block button indicates this highlight color.
- the subtracted channels and deleted objects on common channels are displayed in red. The right part of the color block button indicates this.

You can:

- **Change added highlight color**
- **Change subtracted highlight color**
- **Change both highlight colors**

There is a button to reset the changed highlight colors back to red/blue.

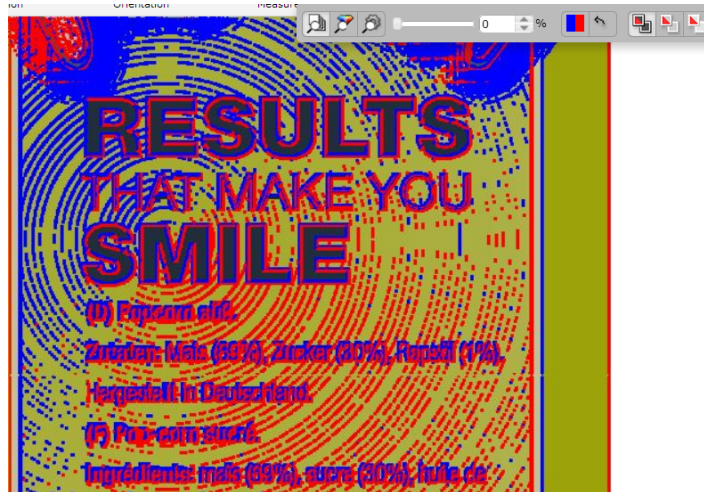
### Difference Compare Modes

You can select different compare modes for effective comparison of documents. These modes differ in how they display the unchanged parts in the compared documents. Select from:

- **View both (default)** 

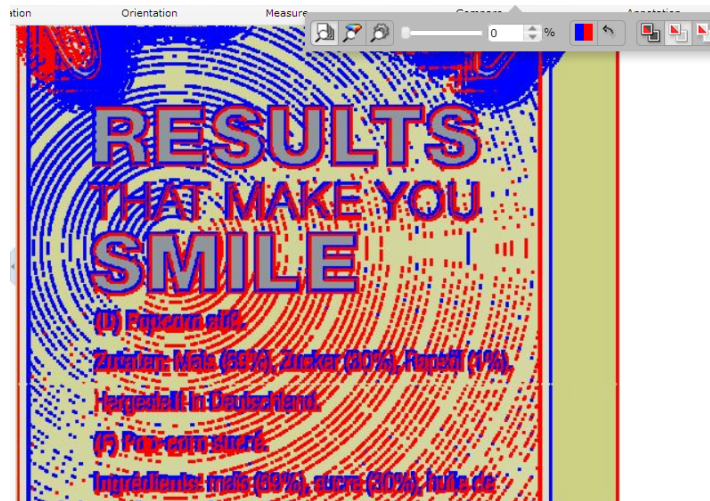
This mode displays the unchanged image parts as it is in its normal colors and changes in its highlight colors.

- **Channels** only present in the current version is indicated with a + after the channel name.
- **Channels** only present in the reference version is indicated with a - after the channel name.



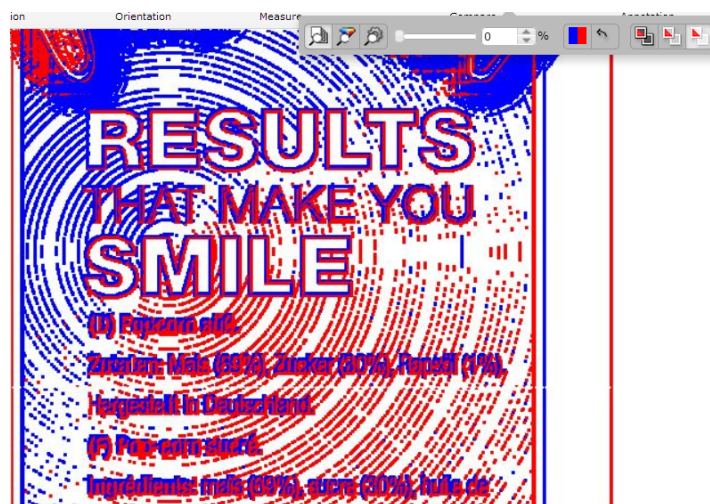
- **View both - highlight difference** 

This mode hides the unchanged parts. Select this to view unchanged image parts with lightened colors. This way, you can spot the differences in a colorful image.



**View both - show difference**

The unchanged image parts are displayed in white. In this mode, you can see the differences in its highlight colors and the rest of the image in white. This way, you can spot even small changes easily.



**Note:** View Both on Top and Difference Compare Mode are not possible when comparing SVG files.

**Compare Modes for different file types**

Compare Modes	Graphics	SVG	3D
Current Document	Possible	Possible	Possible
Reference Document	Possible	Possible	Possible
Blinking	Possible	Possible	Possible
Side by Side	Possible	Possible	Possible
View Both on Top	Possible	Not possible	Not possible

Compare Modes	Graphics	SVG	3D
Difference Compare Mode	Possible	Not possible	Not possible

## 19.5. Annotations in Compare Modes

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By default, all annotations are hidden and you cannot make new annotations in compare modes. However, in the **annotation list**, you can specify the **Show annotations for:** as either **Current** or **Reference**. Select:

- **Current** to view and make annotations in the current document.
- **Reference** to view the annotations present in the reference document. You cannot draw new annotations in the reference document.

## 20. Viewing Multi-Page Documents and Page Lists

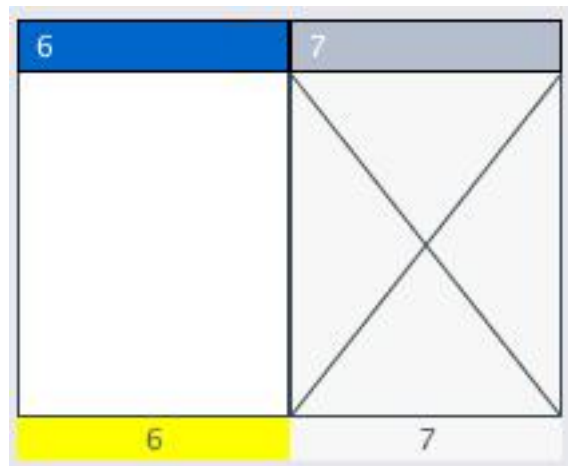
---

The Viewer has a number of features that make working with Page List and Multi-page documents intuitive: like [this](#) Widget

- [Reader Spread View](#)
- [Page List Widget](#)

When you open a Page List or Multi-page document, the Page List widget displays its pages as thumbnails. You can switch the main view to a specific page by clicking on the corresponding page thumbnail.

Special thumbnails are used for Blank and Empty (Non-available) and pages of a Page List. An empty page cannot be selected as the active page.




**Note:** Blank and Empty page thumbnails are only available for Page Lists.


You can see the page name and folio of each page below its thumbnail. A yellow color bar below the page thumbnail indicates the currently active page. The bar above the thumbnail contains the page number (index) and icons to indicate the page's approval state. In addition to the icon, a [color code](#) indicates the primary approval state.

Use the Viewer to [compare](#), [annotate](#), inspect and [approve](#) the pages.

## 21. Reader Spread View

The Reader Spread view  allows you to see pairs of pages from a multi-page or page list in the Viewer. This enables you to visualize the document matching the appearance of the final document in print.

**Note:** Reader Spread View is not available in compare mode.

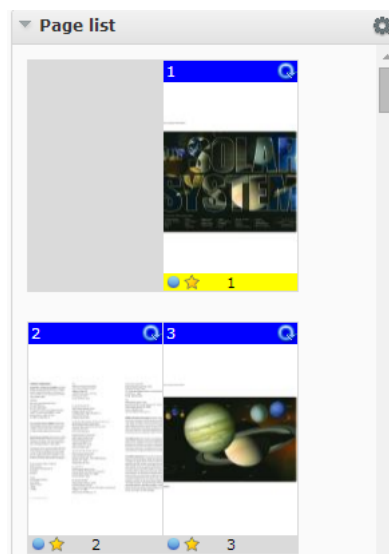
You can turn this on or off by clicking on the  button. You can use   arrows to navigate between reader spreads.

When one of the two pages is absent, the active page is displayed with an empty area next to it.

**Note:** Although you can view two pages at the same time, there can only be one active page. You can make a page active by clicking on its thumbnail.

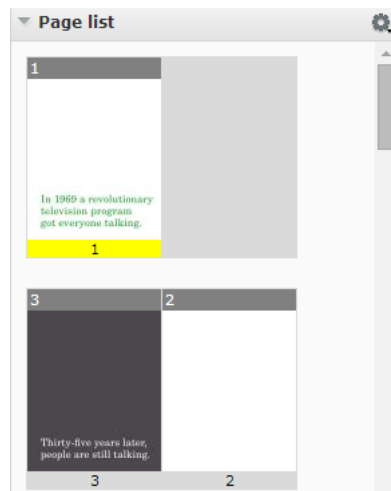
The pairs will be displayed according to its binding:

- Left edge binding: the first page and the odd numbered pages are displayed on the right. The even numbered pages will be on the left.



- Right edge binding : the first page and the odd numbered pages are displayed on the left. The even numbered pages are displayed on the right.



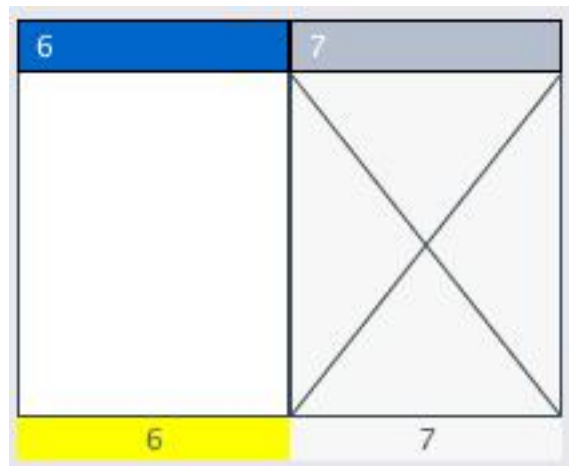


Read also [Marking Pages in a Page List](#) on page 103

## 22. Comparing Multi-Page / Page Lists Document Pages

1. Load the Multi-page / Page List documents into the Viewer by selecting them and clicking **Actions > View and Annotate** or **Actions > Compare in Viewer**.

Special thumbnails are used for Blank and Empty (Non-available) and pages of a Page List. An empty page cannot be selected as the active page.



**Note:** Blank and Empty page thumbnails are only available for Page Lists.

2. Select specific pages in **Current** and **Compare To** document selectors.

The pages are grouped by document version. Use **Hide all pages** in the **Current** and **Compare To** document selectors to have the display aggregated.

A dialog opens up where you can set your comparison mode.

3. In this dialog, define how the pages of the active document are mapped to the reference pages. Click **OK**.

- **Current page only** : to map the current active page to the selected reference page. The other pages will follow page number mapping.
- **Current and following pages**: to map the current active page to the selected reference page. This mapping will be used for the next reference pages.

**Note:** If there are no following reference pages, the last one will be set as the **Compare To** page.

- **All pages**: to map all pages of the two documents. The previous **current** pages will be mapped to the respective reference pages.

**Note:** If there are no previous **reference** pages, the first one will be set as the **current** page.

Any changes in the active page will lead to a corresponding change in the reference page (as defined in the dialog). If you have not defined any comparison mode, the page numbers will be mapped.

4. You can use [the Compare mode](#) tools to compare the details of the pages.

## 23. Approval in Page Lists

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You can set up approval cycle on individual pages of a Page List. However, for multi-page documents, the approval cycle is only possible for the entire document. You will see the approval tools when the loaded document is in an approval cycle.

**Tip:** A color coded bar on the page thumbnails display the approval state of the document.






- Grey bar: no approval cycle
- Blue bar: pending approval
- Green bar: approved or force approved
- Red bar: rejected or force rejected

In addition, a blue circle at the bottom of the thumbnails informs you that you need to approve the document.

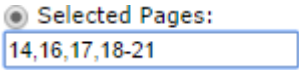
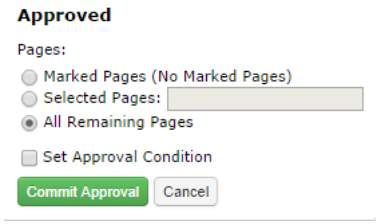
[Approval Details](#) widget will display the approval information regarding the active page. The widget updates the information when you view a different page of a Page List. When an approval status is submitted, the approval status will be updated for all visible pages.

Read also [Evaluate a Page List in the Viewer](#) on page 101

## 24. Evaluate a Page List in the Viewer

1. Navigate to the Page List in a Document list, and click on its thumbnail image. The **Viewer** opens, displaying the Page List in the Page List widget.
2. In the Viewer tool bar, click:
  -  to approve the document,
  -  to reject it,
  -  to comment on it,
  -  to force approve it (if you are a Project Manager),
  -  to force reject it (if you are a Project Manager).
3. In the pop-up that opens, choose to approve / reject / comment the :

Options	Description
<p><b>Current Page</b></p>	<div data-bbox="979 1070 1337 1330" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Approved</b></p> <p>Pages:</p> <p><input checked="" type="radio"/> Current Page</p> <p><input type="radio"/> Marked Pages (No Marked Pages)</p> <p><input type="radio"/> Selected Pages: <input type="text"/></p> <p><input type="radio"/> All Pages</p> <p><input type="checkbox"/> Set Approval Condition</p> <p><input type="button" value="Commit Approval"/> <input type="button" value="Cancel"/></p> </div> <p>Select this option when you intend to approve only the active page.</p>
<p><b>Marked Pages</b></p>	<div data-bbox="979 1518 1337 1756" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Approved</b></p> <p>Pages:</p> <p><input type="radio"/> Current Page</p> <p><input checked="" type="radio"/> Marked Pages (4, 7)</p> <p><input type="radio"/> Selected Pages: <input type="text"/></p> <p><input type="radio"/> All Pages</p> <p><input type="checkbox"/> Set Approval Condition</p> <p><input type="button" value="Commit Approval"/> <input type="button" value="Cancel"/></p> </div> <p>You can <i>mark pages</i> while evaluating to do approval actions in bulk.</p>
<p><b>Selected Pages</b></p>	<p>You can approve / reject the <b>selected pages</b> in one go by specifying them :</p>

Options	Description
	<ul style="list-style-type: none"> <li>• as a page range</li> <li>• or separated by commas</li> </ul> 
<p><b>All Remaining Pages</b></p>	 <p>If you are clicking on the Approval tools from an Approved /Rejected page, you will get an option to approve / reject all the remaining pages.</p>

a) Optionally:

if you are...	you can...
<p>approving or force approving the page(s)</p>	<p>set a condition for your approval <b>if the approval cycle allows this</b> (see <a href="#">Allow Conditional Approval or Not</a>): select <b>Set approval condition</b> and type your condition in the box.</p>
<p>rejecting or force rejecting the page(s)</p>	<p>type a reason for your rejection in the box.</p>
<p>commenting the page(s)</p>	<p>type your comment in the box.</p>

b) Enter your password if your WebCenter server requires it.



c) Click the **Commit** button.

## 25. Marking Pages in a Page List

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When you need to approve pages of a page list, you can first open it in the Viewer to inspect. You can then mark the pages ready to be approved, rejected or commented. This allows you to do bulk approval actions on marked pages.

**Note:** You cannot mark pages in a multi-page document.

- Select the page you want to mark and click on the  **Mark** button (from the **Page list** ) tools to mark the active page. For more options, right-click :
  - **Mark**
  - **Mark all pages**
  - **Clear marks on all pages**
- You can also right-click on any of the page thumbnails in the Page list widget to get the following options :
  - **Mark / Clear Mark**
  - **Mark all pages**
  - **Clear marks on all pages**
- To clear the mark or marks, click on the  **Clear Mark** button For more options, right-click :
  - **Clear Mark**
  - **Mark all pages**
  - **Clear marks on all pages**