Share and Approve 2403

Viewer Documentation

esko

Contents

1. The Viewer Window

The Share & 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.
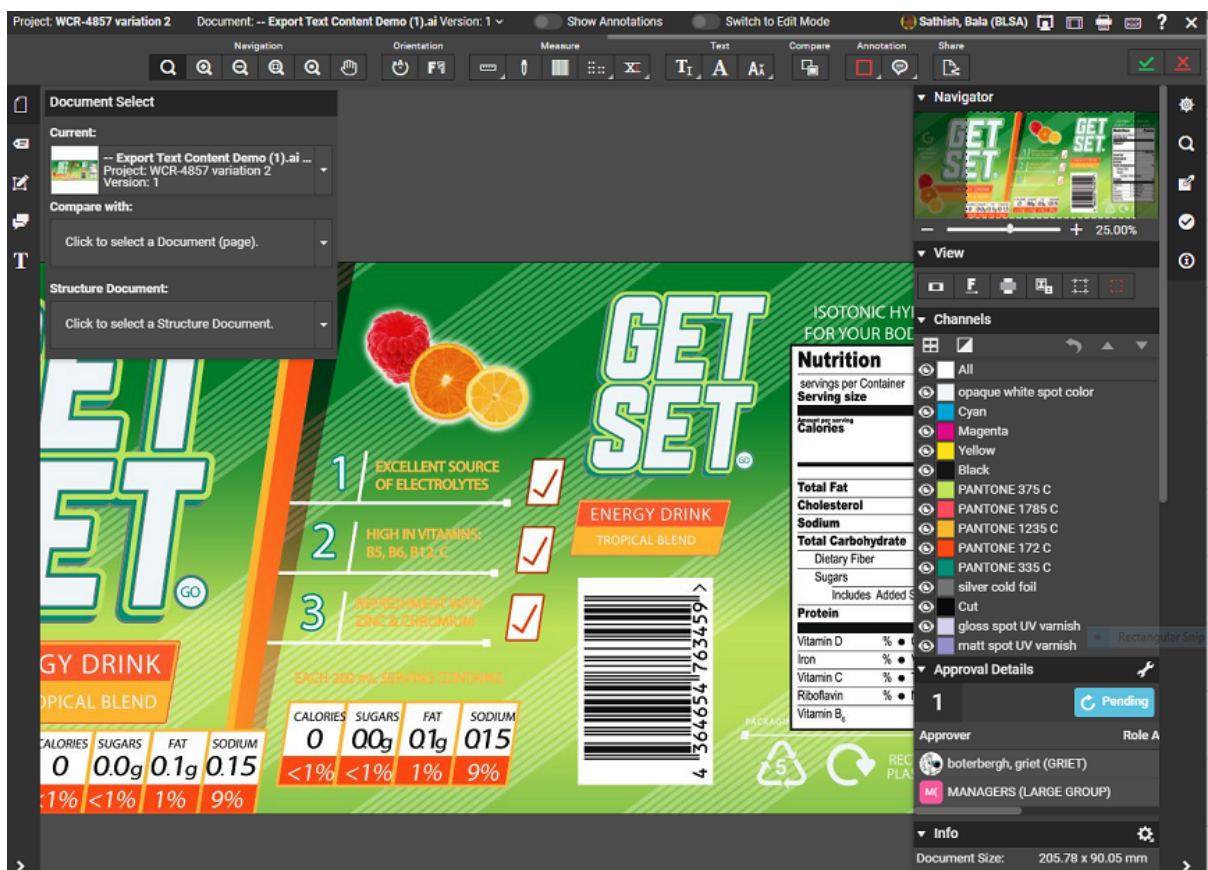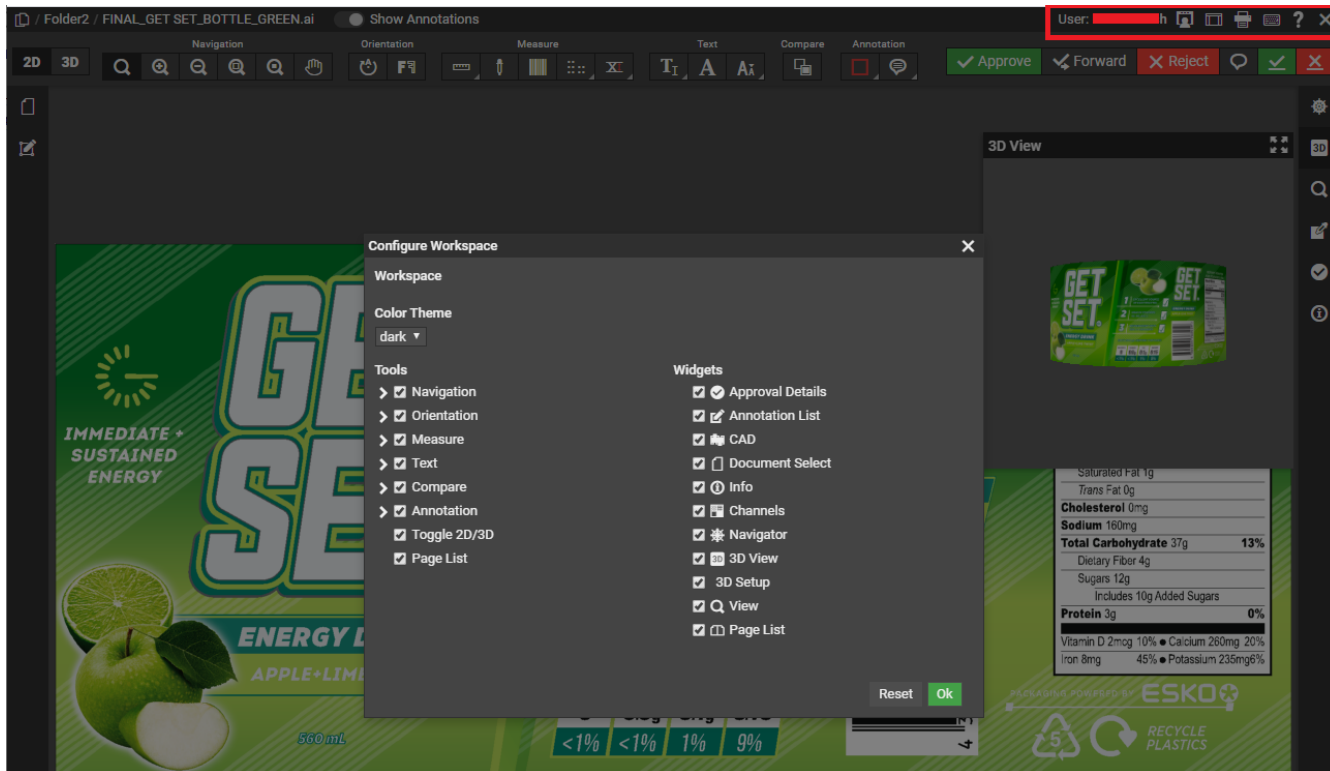
1.1. The Viewer Window Layout

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 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 5.

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.

2. 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.

2.1. Print Dialog

Use the **Print** 🖨 to print:

- the current view
- the selected image area

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

Print   ✕

Print type

○ Current view

◉ Image area

Parameters

Resolution: 59.055 | ppcm ▾

Cancel   Print...

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.

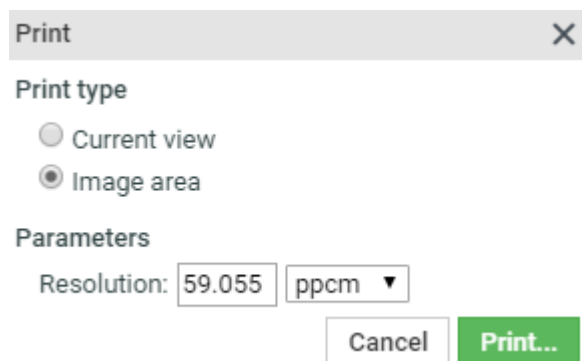- **Print Current View** : Enable this to print only the current view area. Do not check this when you want the entire image to be printed.

  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.

2.2. 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.
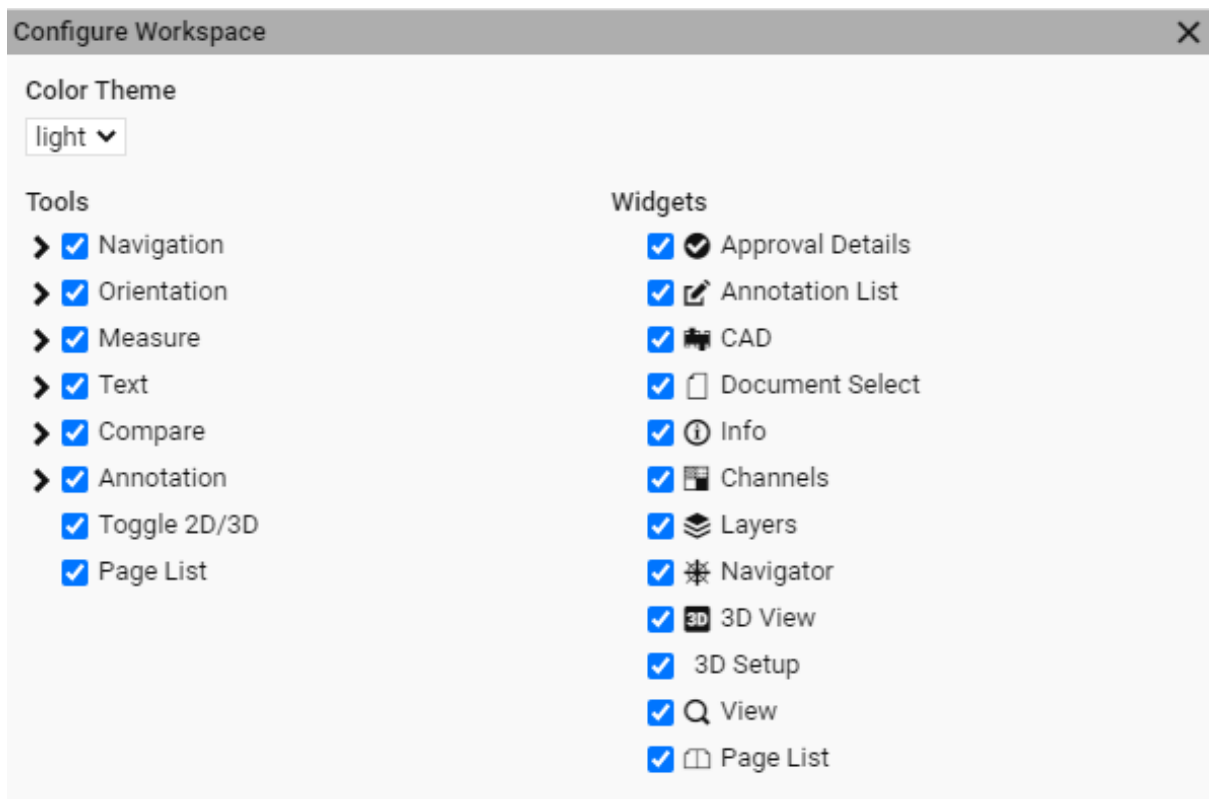
- **Visible**: Check box is selected for for the tool or widget and is currently available in the viewer.

- **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.

3. Top Tool Panel

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 12 for more information.

Orientation Tools

- Rotate view tool
- Mirror view tool

See *Rotate and Mirror* on page 14.

Measure Tools

- Ruler tool to *Measure Distances and Angles* on page 14
- *Measure Color Percentages* on page 18 (densitometer) tool
- *Caliper*

Text

- **Select Text**
- **Detect Font**
- **Check Font Sizes**

Annotation Tools

- *Hide Annotations* on page 58 tool
- *Add Annotation* on page 47 tool
- *Note Annotation* on page 50 tool

See *Annotating in the Viewer* on page 47 for more information.

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 65 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 Forward

- Comment

- Force Approve

- Force Reject

See *Approval* on page 60 for more information.

3.1. 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
Alt + click	Reverse the zoom to Zoom out $\ominus$
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.

Ctrl + / **Cmd +**	Zoom in one step
Ctrl – / **Cmd –**	Zoom out one step
Ctrl 0 / **Cmd 0**	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

3.2. 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.

3.3. 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.
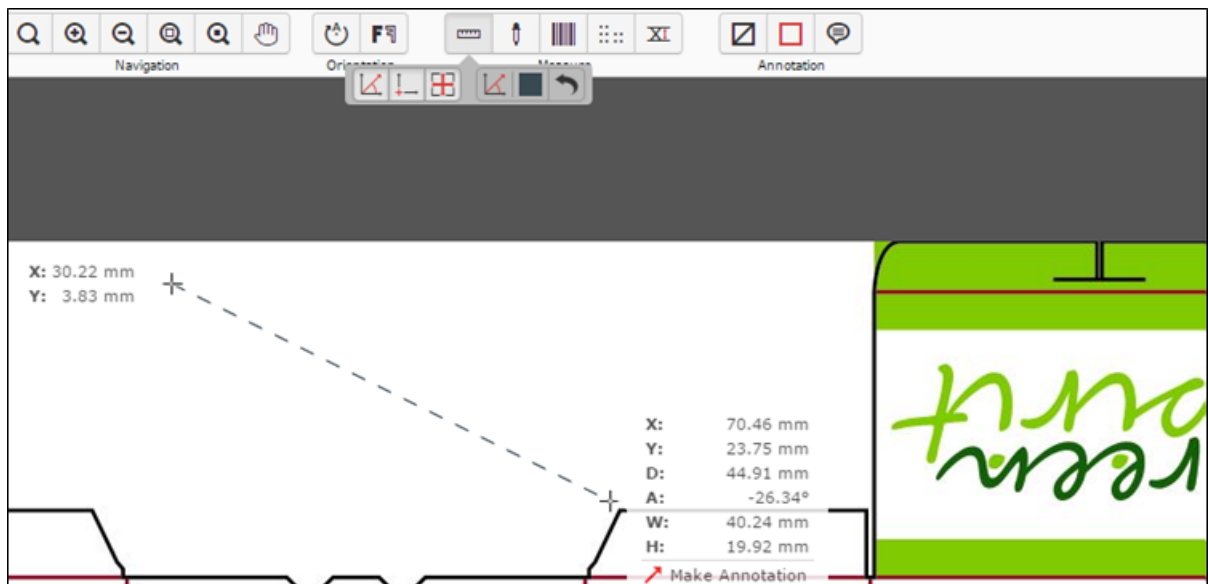
>
> **Note:** While viewing CAD data, then the **Ruler** will snap to the end points of most line segments in the CAD drawing.

>
> **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.
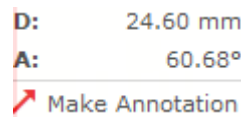
3.4. Measure Screen Ruling

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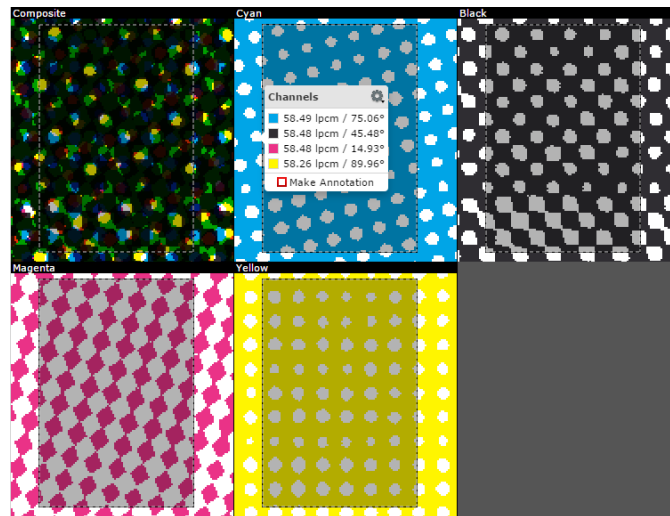
For each measured channel, you can see the lines per millimeter (lpmm) and the angle (degrees) of the line in the pop-up. When there is no screen in a channel, the value will be blank.

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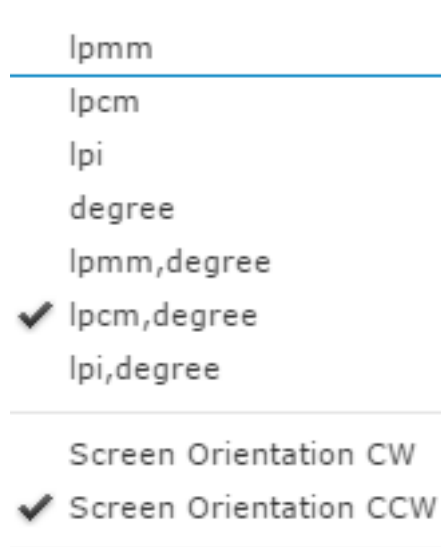
To change the orientation of the angle to either clockwise (**Screen Orientation CW**) or counter clockwise (**Screen Orientation CCW**).

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.

3.5. Measure Color Percentages

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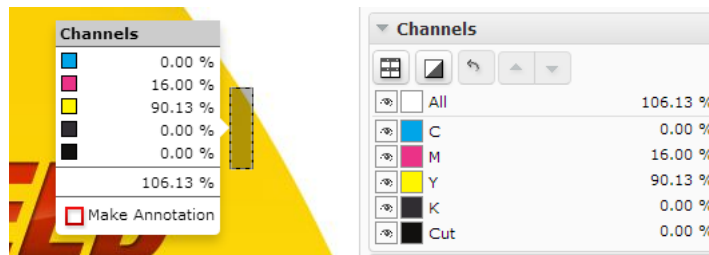
You can also click the ![eyedropper icon] tool button to make a measurement based on the current view. In this case, the densities are only visible in the **Channels** panel.

> **Note:**
>
> While viewing Digital Film files, you can change the units of the information pop-up. Click the
>
> **Unit Settings** ![gear icon] 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** ![red square icon] option. You will get a rectangle annotation with the measurements as its content.

3.6. Check Braille

Check Braille ![braille tool icon] 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 ![braille tool icon] tool to interpret the selection. The result appears in *The Channels Panel* and in a pop-up near the location you measured.
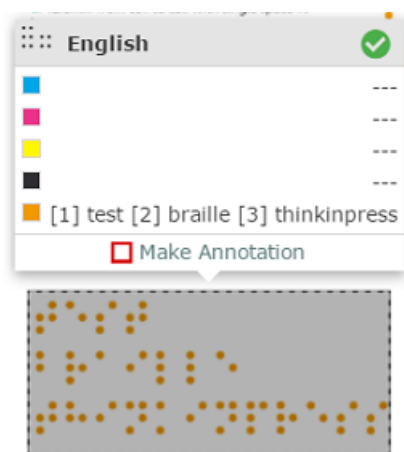
You can choose the language from the language list by clicking on the current language visible under the braille tool.

> **Note:** By default, English is selected. See also: *Braille Languages Supported in the Viewer* on page 19

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.

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.

3.6.1. 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

3.7. Check Bar Codes

Use the Check Bar Code ![icon] 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 ![icon] 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).
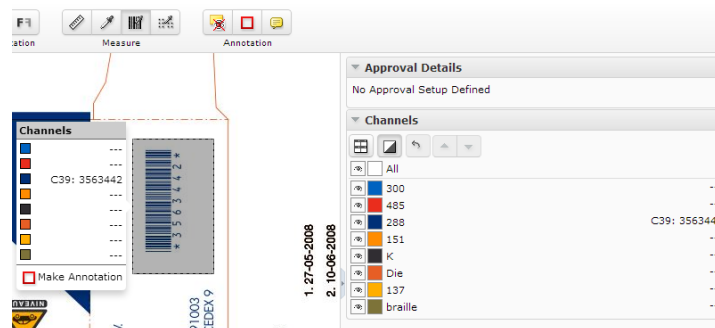
> ![note icon] **Note:** The information will be displayed in the following order :
>
> <Type>: <Value> <Magnification> % [<Bar Width Reduction> mm]

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** ![icon] option. You will get a rectangle annotation with the measurements as its content.

3.8. Caliper

Use the **Caliper** XI 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 XI 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).

3.9. 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.

3.10. 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.
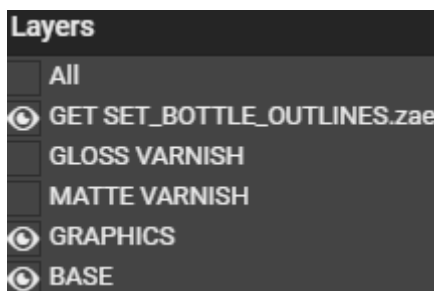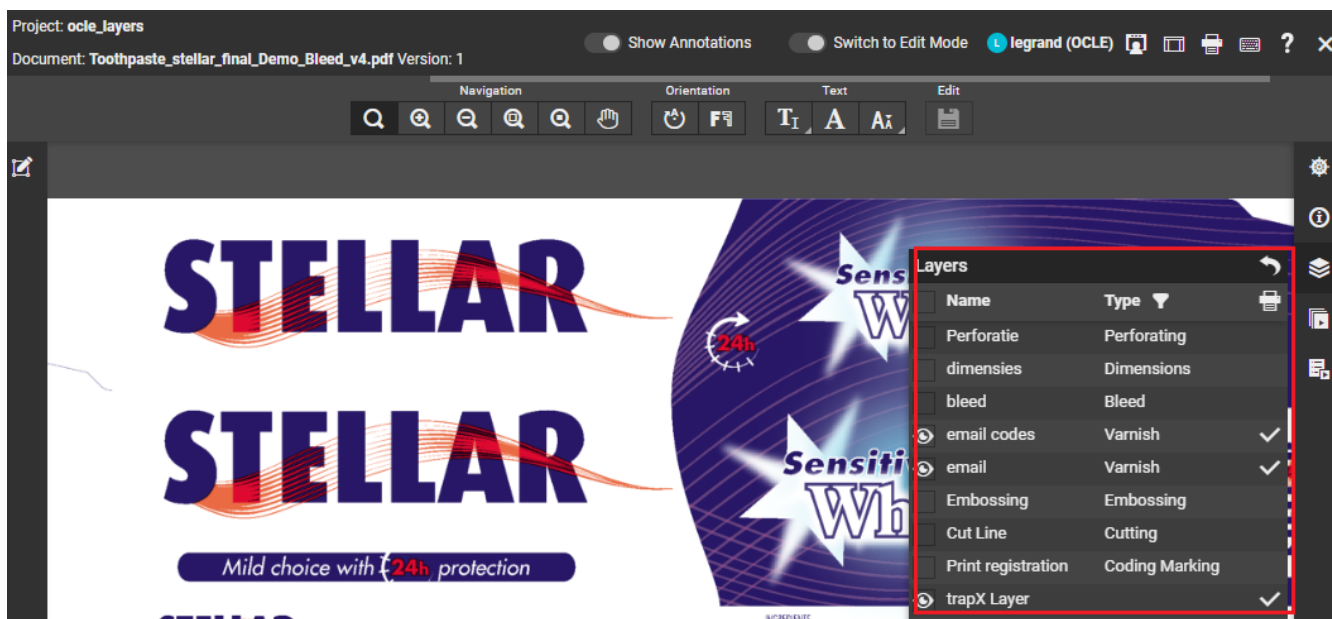
> **Note:** If no layers are defined in the document, the **Layers** widget is hidden.

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 disable that layer, the next layer in the list is enabled.

4. 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)
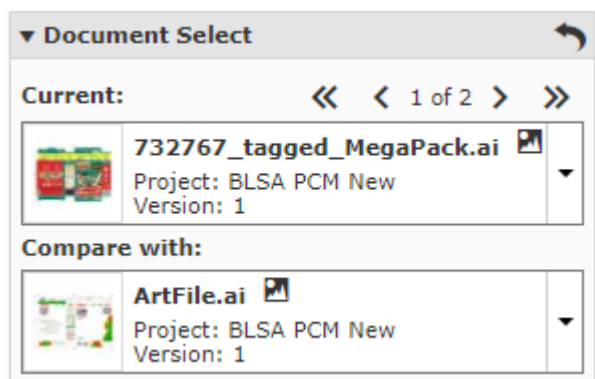
From the **Current** list, select the file you want to view. You can switch to different documents view from this list.

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.

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*.

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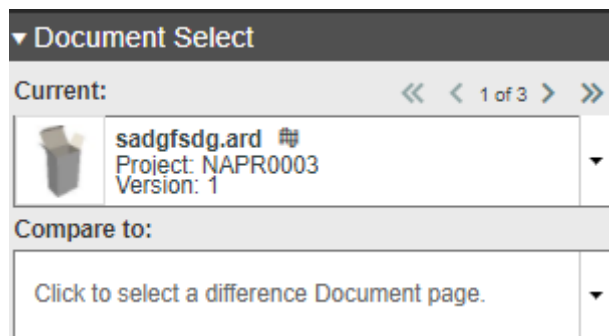
Current selected Document Index displays the number of documents selected and the number of the current document displayed.

5. Page List

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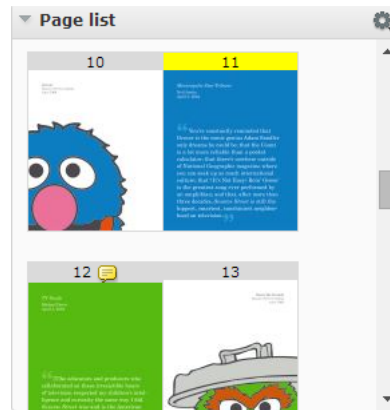
Here you can:

- 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 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*

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

6. 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.
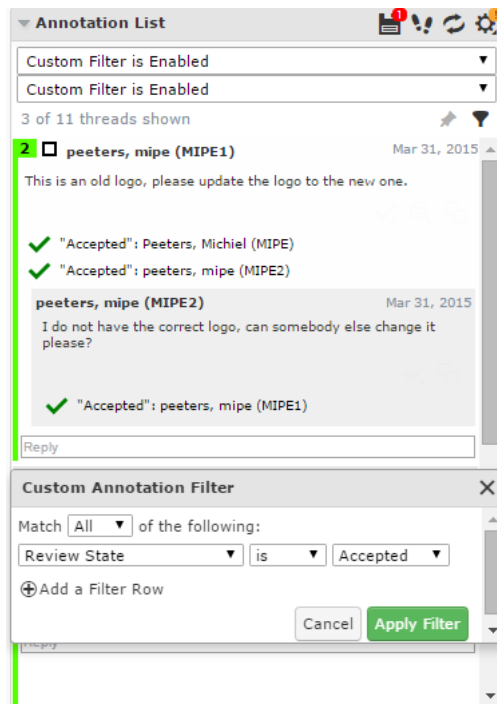
The Annotation list panel has tools to:

- *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.
>
> | 8 | Prakash, Nandini (NAPR) | 4m ago |
> | --- | --- | --- |
> | | Change the color scheme | |
> | | 00:33,009 - 00:45,001 | |
> | | Reply | |
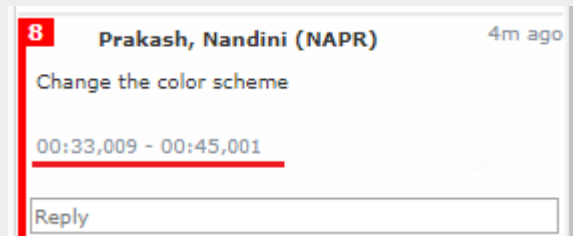
From within the Annotation list panel, you can:

• **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.

7. 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.
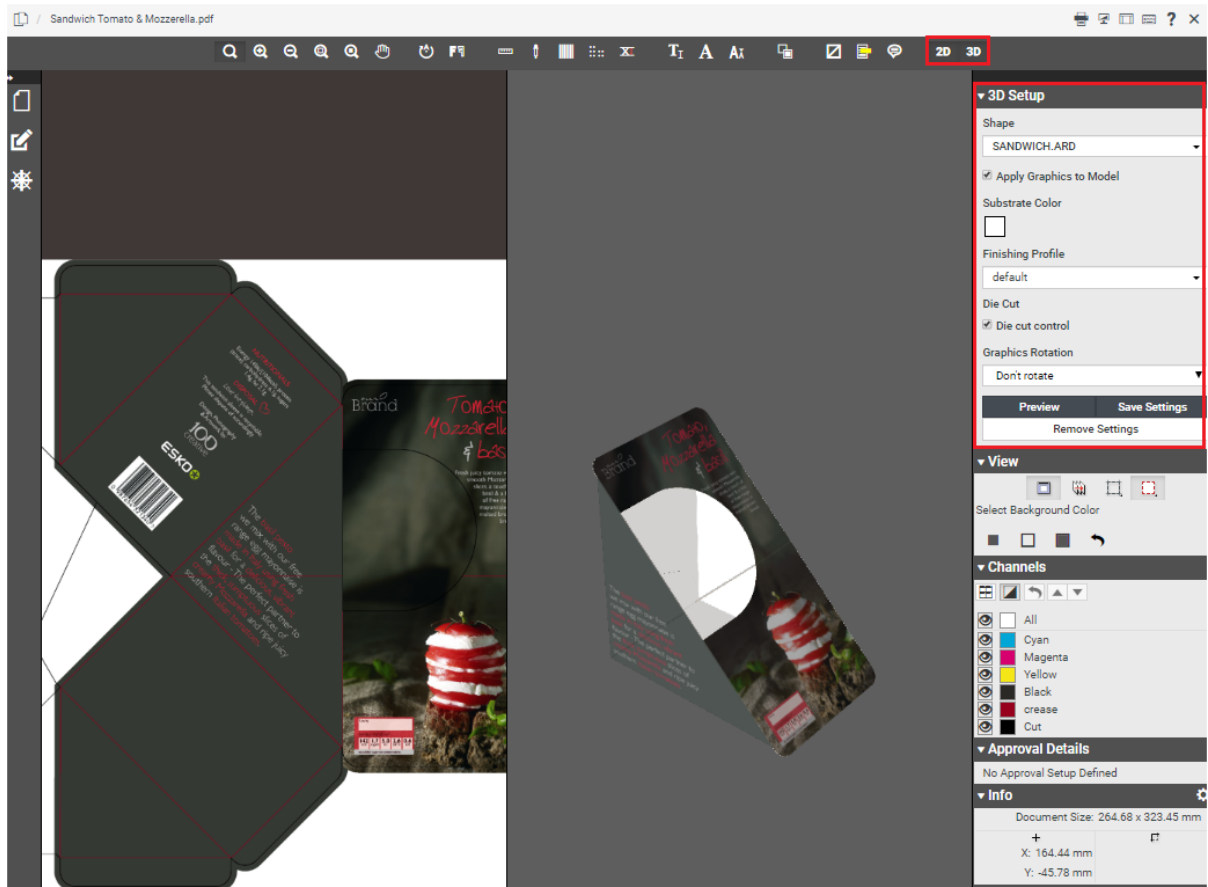
You can add the **Shape**, **Finishing Profile** and **Substrate Color** for the document viewed in the 3D Setup Widget and preview the same in the viewer. The options available are:

- **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.

7.1. How to Configure Custom finishing Profile

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*.

7.2. How to Configure a Separation Mapping

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.

8. 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.

9. 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 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.

> **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.
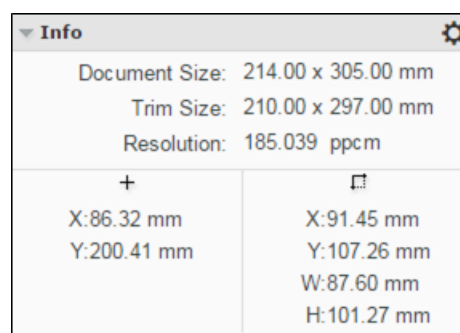
10. View

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*

10.1. 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.

10.2. 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.

10.3. Show or Hide Margins (Trim Box)

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).
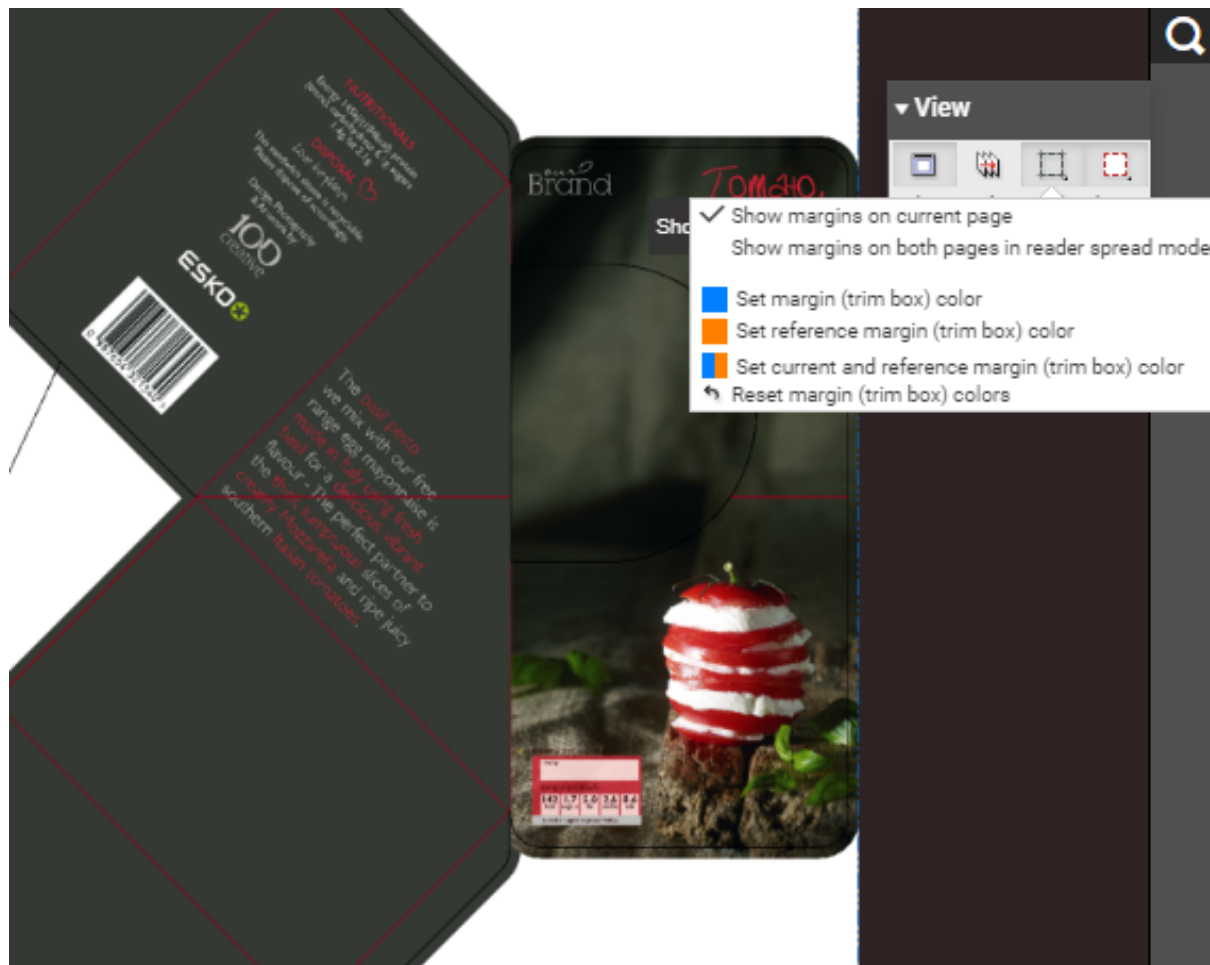
Right-click on for options:

- **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.

10.4. 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.

10.5. Rulers and Guides

Ruler

The Ruler displays the measurement of a file using various units. Users can enable Ruler by clicking the ruler icon from the View options.

Ruler displays the origin of the file (top left) as the zero point of the activated ruler. Zero point is the center for the linear transformations (rotation, scale, mirror) of an active ruler.

If the Orientation tool (rotation of the file) is used, the rulers change accordingly. The (0,0) origin remains intact to the top-left of the document.

Unit of measurement

Users can convert the units in the ruler between millimeters and inches, using the standard Unit Selector in the Info widget.

> **Note:** Zooming a file changes the scale of the ruler automatically to make the numbers in the ruler readable.

> **Note:** When unit is in inches; numbers are shown as imperial fractions while zoomed.

Guides

Guides can be used to check alignment between two documents. A Guide in the ruler can be created by clicking on the ruler and the created guide is preserved when switching between files.

- A vertical guide can be created by clicking on the top ruler.
- A horizontal guide can be created by clicking on the left ruler.

A guide cannot be picked and moved from the document area. Guides can be moved by picking them in the ruler (the cursor will change into a double arrow).

> **Note:** The color of the guides can be changed using the color-picker from the Ruler tool in the Measure toolbar.

Removing Guides

- A Vertical guide can be removed by moving them to the left ruler-area.
- A Horizontal guide can be removed by moving them to the top ruler area.

> **Attention:** The guides will be lost when you exit the viewing session.

11. 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. The 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 selecting Enable Color Management.
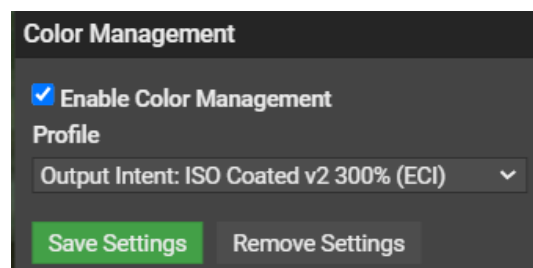
Profile

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 have 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 a Color Management view every zoom and pan operation will be 0.5 sec slower.

12. 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.

12.1. Object Screening
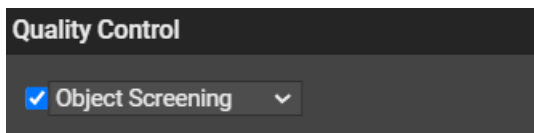
Using the Object Screening Preview, which is the default option, you can get an indication of what Screening Set is used on what objects.

Objects using a specific screen set are shown in the document window. The areas where multiple screen sets overlap are shown in different colors.

The screens set involved can be enabled/disabled from the colors displayed.

These screens can be measured via the Measure tool displayed above. After selecting the area to be measured, the unit settings can be selected from the Unit Settings. This gives all the information about the screening set that has been used i.e., the screen lines per inch and the color orientation. For example, 150 lines per inch by 20-degree orientation of cyan.

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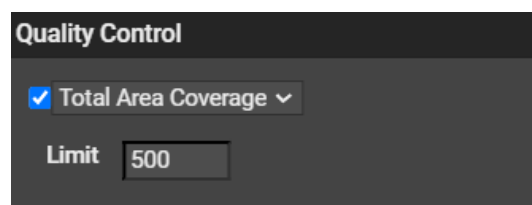
The Total Area Coverage (TAC) is the sum of all separation-densities at a certain point in your document.

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. Your printer should provide you with the TAC Limit value to use.

You can set the value up to 500%.

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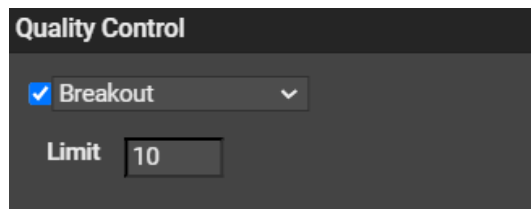
A Breakout is an area where the percentage of a single separation is lower than the First Printable Dot value. This is used to track areas that are not shown in the print because the values are too low.

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.

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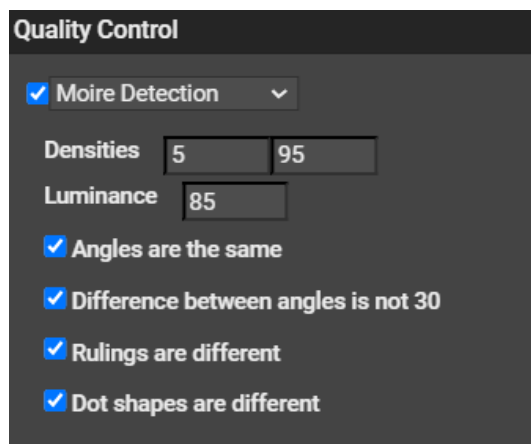
Using the Moiré Detection preview, you can detect possible screening problems in your document.

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.

12.5. Flexo Print Preview

The Flexo Print Preview helps to predict the effect of the flexo printing process in the highlight areas by applying a non-linear curve to the selected channels. The effect is shown immediately.
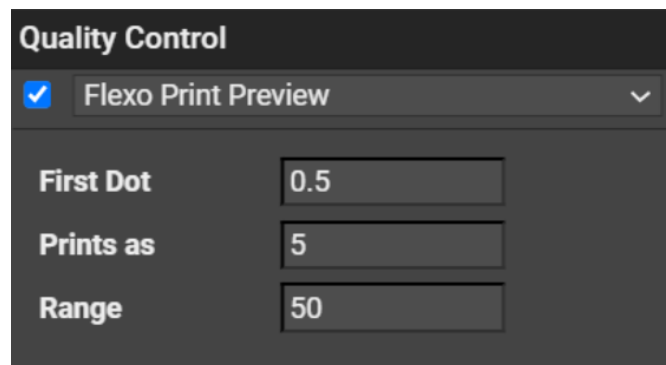
The curve has three adjustable parameters that you can change by typing a new value or by using the slider that pops up when you click on the parameter name.

- **First Dot (visible dot):** Under this value the output is zero (the "break out" value).

- **Print (First Dot) as:** This is the output value at the First Dot percentage. This value is typically somewhat higher than the First Dot percentage, creating what is typically called a bump-up effect.

- **Range:** This is the highest affected input value. Between the First Dot and the Range percentage, the effect of the bump-up is linearly decreasing. Percentages above the **Range** value are displayed unchanged

12.6. Flexo Plate Preview

The Flexo Plate Preview simulates how the selected channel would look when imaged as a flexo plate. This simulation is characterized by a **First Visible Dot** percentage and by a **Plate Color** selection.
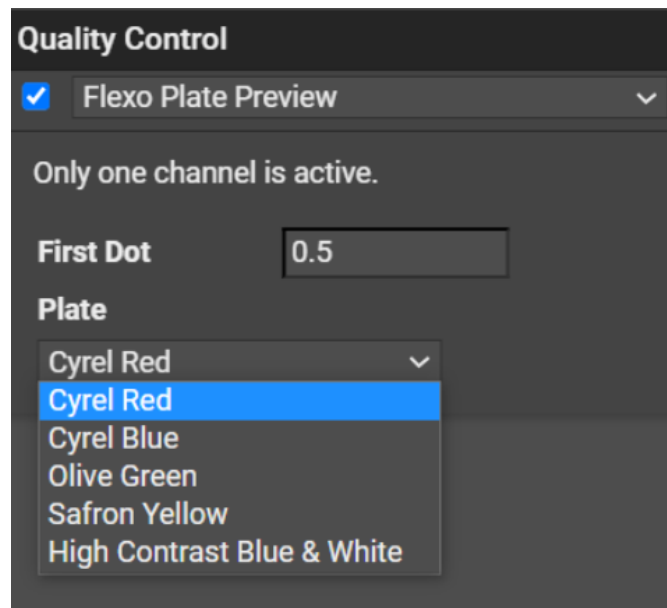
Here is an example in a Cyrel Red color:

To change the First Visible Dot percentage, click the value and enter a new percentage or use the up and down arrow that pops up.

To change Plate Color, click the current choice to pick one from the drop down list.

13. 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:**
>
> | | |
> |---|---|
> | **Alt + 1**, **Alt + 2** ..., **Alt + 9** | To select a particular channel in the sequence (from channel 1 to channel 9) |
> | **Ctrl + Alt + 0**, **Ctrl + Alt + 1**... **Ctrl + Alt + 9** | To select a particular channel in the sequence (from channel 10 to channel 19) |
> | **Alt + N** | 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. |
> | **Alt + A** | 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.
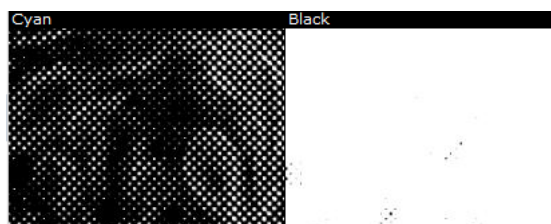
- **show single channel as black with show all effect** :

  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.
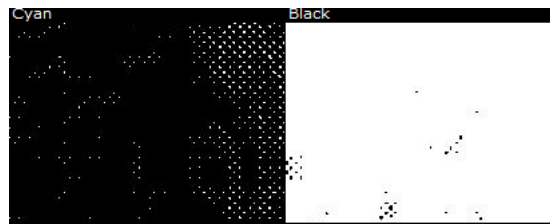
Changing the Channel Order

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**

14. Annotating in the Viewer

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 47 button or the 💬 *Note Annotation* on page 50 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.

14.1. 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 48. You may also **Change Color** of the annotation.

- Enter your comment inside the annotation window and save. Read also *Annotation Window* on page 48.

14.1.1. Annotation Window

While creating an annotation, an annotation window appears where you can add comments.
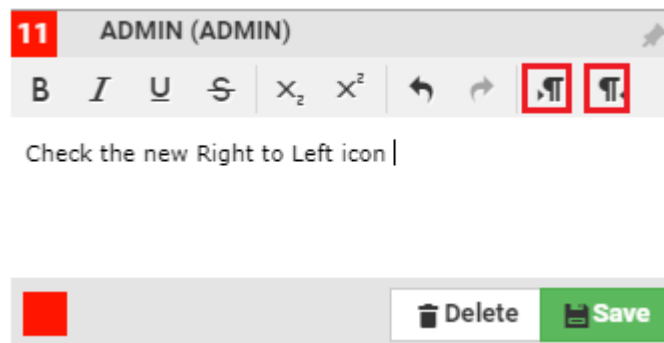
You can emphasize parts of the text using the formatting options. You may also undo and redo any changes you made in the text.

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.

14.1.2. 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
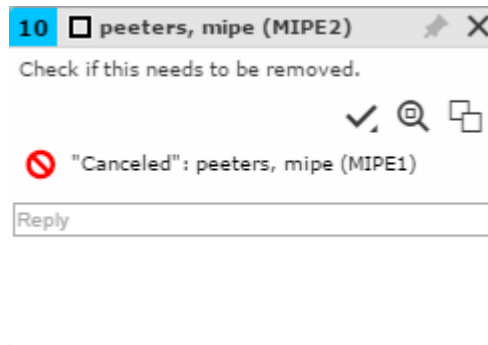
In the annotation pop-up you can:

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

  By default, the annotation pop-ups are unpinned. Use the ![pin] **Pin** icon to pin the annotation pop-up

  to the location. To unpin, click on the **Unpin** ![unpin] button. The setting you choose will be remembered.

- **Close** the annotation.

- **Set the review state** ![check] of the annotation

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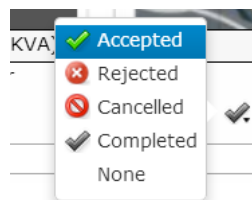
  The annotation list panel will display the new review state including the name of the reviewer. Save your changes after setting the review state.

- **Zoom to annotation** ![zoom]

- 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 54.

14.2. 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 48 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.

14.3. 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 28. 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 50 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 50 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 28) 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.

14.4. 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.

14.5. 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 48

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.

14.6. 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 48, 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.

14.7. 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 28 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 48.
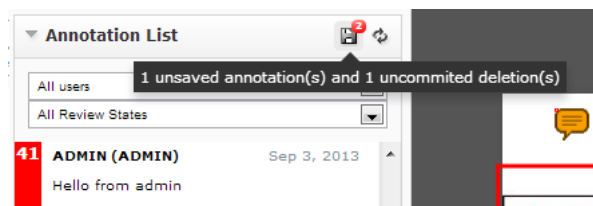
A message will indicate that the messages were saved successfully.

14.8. Viewing Annotations

When you open an annotated document, the annotations will be visible on the document and the *Annotation List* on page 28 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.
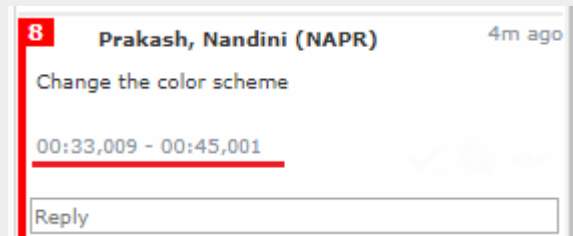
14.8.1. Step Through Annotations

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 54. 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.

14.8.2. 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 28 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.
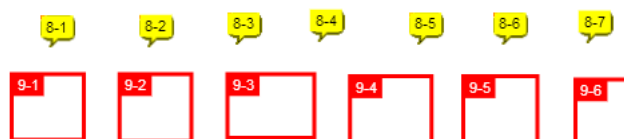
Show or hide character and line count

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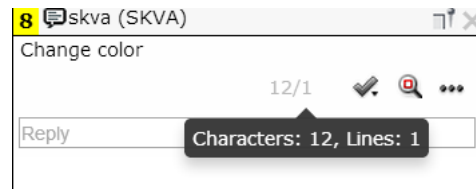
To turn this off, disable this setting in the **Annotation Options**.

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.

14.8.3. Filter Annotations

In the *Annotation List* on page 28, 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 57.

Internal Annotation

A user who has access to internal annotations can select the type of annotations to be included in the Annotation and Approval Report.

It can be

- **Internal**: The report contains only internal annotations.

- **External**: The report contains only external annotations.

- **Both**: The report contains both internal and external annotations.

Refer *Internal Annotation* for more details.

14.8.4. Custom Filters for Annotations

Use custom filtering to create advanced filters.

Click the **Custom Filter** 🌶 button to enable this option.
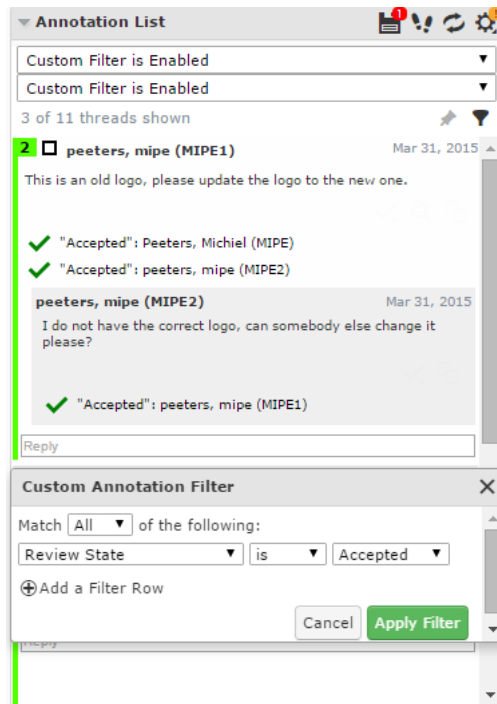
In the **custom annotation filter** dialog, you can combine the basic **Author** and **Review State** filters with a logical AND/OR operator.

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.

14.8.5. Hide Annotations

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

14.8.6. 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.

> Annotations are hidden because Side
> by Side compare mode is active.
>
> Show annotations for:
>
> Current Reference
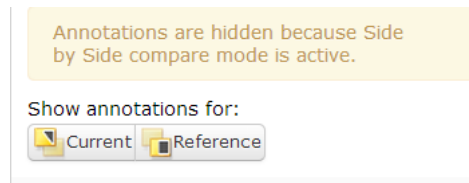
In **Blinking** compare mode, the annotations are hidden.

> **Note:**
>
> You can edit the annotations from the current document, but not from the reference document.

14.9. Annotating in a Multi-page / Page List Document

While *Viewing Multi-Page Documents and Page Lists*, 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.

15. 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.
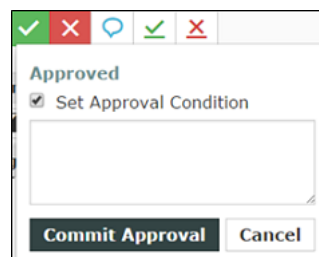
- You can give a reason for your rejection in the text box.
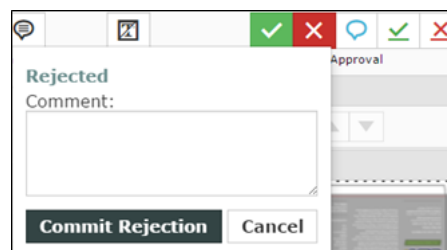
  For example, if you reject a document because of a specific image detail, use *annotations* and add this as an approval comment.
- You may also just **Comment** without approving or rejecting. Then the status of the document is in Pending, until you approve or reject it later.
- **Commit** button to 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.

15.1. 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.

2. In the top toolbar, click:

- ✅ to approve the document,

- ❌ to reject it,

- 💬 to comment it,

- to forward approval request

- ☑ to force approve it

- ☒ to force reject it .

> 📄 **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...
approving or force approving the document	set a condition for your approval **if the approval cycle allows this** (see *Allow Conditional Approval or Not*): select **Set Approval Condition** and type your condition in the box.
rejecting or force rejecting the document	type a reason for your rejection in the box.
commenting the document	type your comment in the box.

4. 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.
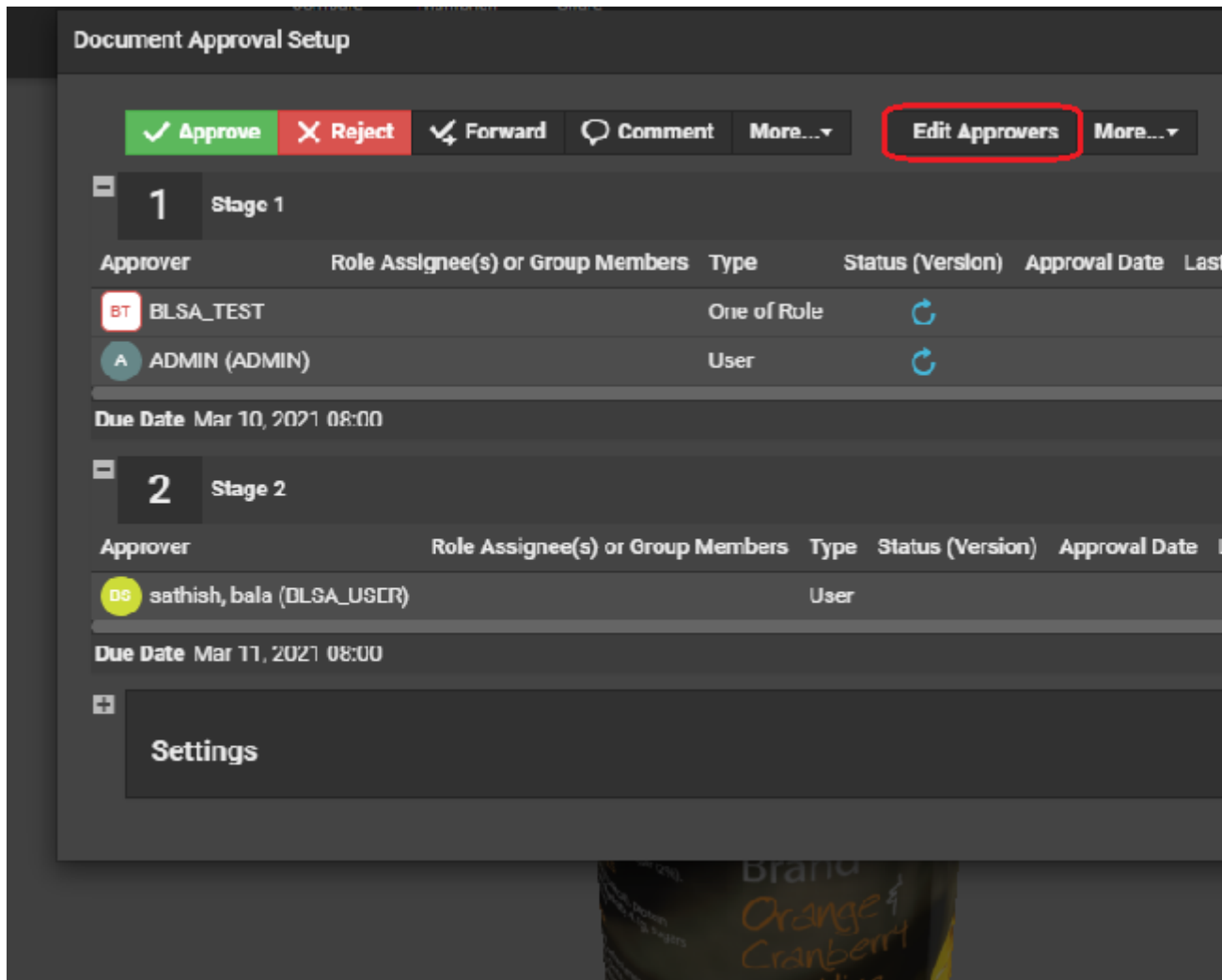
You can read about it in *detail*.

5. .

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.

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

15.1.1. 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.
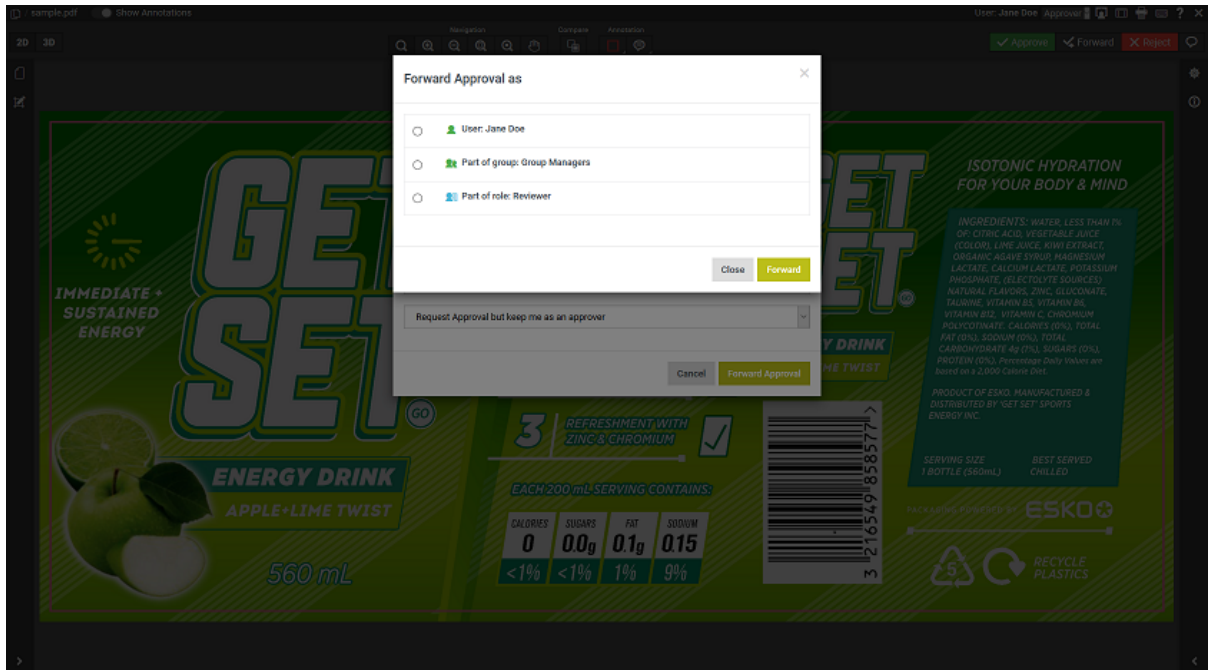
Option to Forward and remain as Approver or not

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.

15.1.2. 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.

16. 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 11, *Channels* on page 43, **Orientation and Alignment** and **Annotation List**.

Click...	to...
View Current Version	view the current version (the file in the first document selector). See: *Show Current and Show Reference Modes* on page 74
View Reference Version	view the reference version (the file you opened in the second document selector). See: *Show Current and Show Reference Modes* on page 74
View Both - Blinking	keep switching from the first to the second file rapidly. Read details in *View Both - Blinking* on page 74
View both - Show on Top	view both files on top of each other.
Difference Compare Mode	view both files on top of each other and highlight the differences in red. Read more in: *Difference Compare Mode (View both highlight differences)* on page 75
View both - side by side	view both files side by side.

> **Note:** Comparison of the following file formats are possible:
> - compare two digital film sets
> - compare a digital film set with a PDF
> - compare two RGB images

16.1. 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 66. 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 66.

Channel Matching: ⊡
Orientation and Alignment

Orientation:	⟳	F⊐	I₱
Alignment:	▨	▦	⊡
Offset X,Y:	0	0	mm
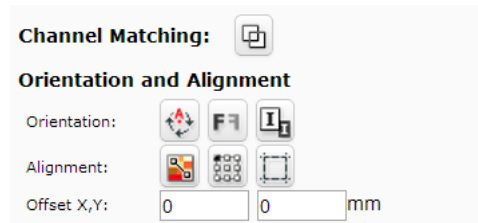
16.1.1. Channel Matching Dialog

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.

Channel Matching   ✕

Channel matching settings:
○ Match only if identical
○ Ignore display RGB differences
● Also use smart name matching

☑ Make this setting the default

Matched Channels:

Channels Current:	Current	Reference	Channels Referenc
	C	C	
	M	M	
	Y	Y	
	K	K	
	Cut	Cut	
	583	583	
	7546	7546	
	weiss	weiss	

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

Cancel   Save channel matching

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 do what the setting above does, but ALSO 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:** 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 67

16.1.2. Manual Channel Matching in the Viewer

The *Channel Matching Dialog* on page 66 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.

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

> **Note:** Channels displayed in bold in the matched columns cannot be unmatched.
>
> If you manually move channels from the matched lists to the unmatched lists, the channel definitions are reset.

16.2. Using Orientation Tools while Comparing

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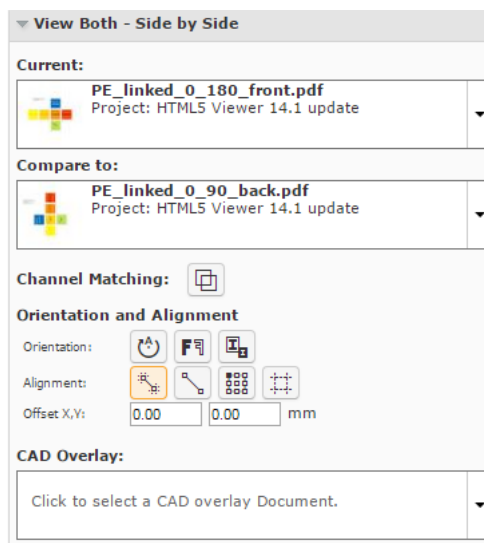
Use:

- **Rotate** to rotate the reference document.
- **Mirror** to mirror the reference document.
- **Invert** to invert the reference document.
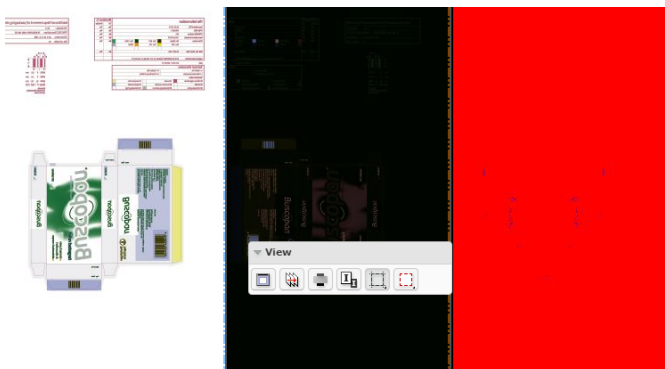
> **Tip:** Use this when comparing a positive and negative version of the same document.

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

16.3. 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*.
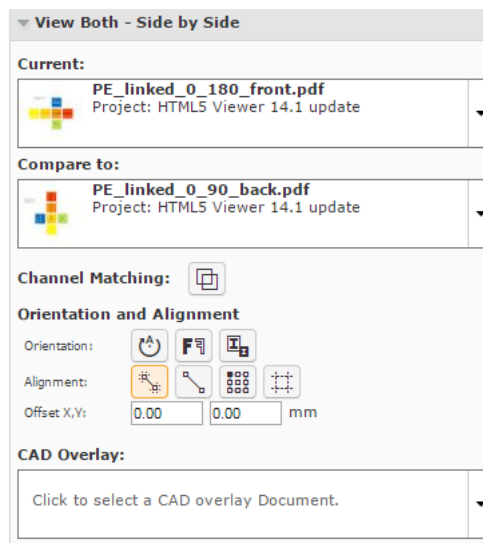
You can align the current and reference files during compare using:

- *auto-align*

- *anchor points*

- *corners, margins (Trim-boxes) or offset values.*

16.3.1. 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 25.

The viewer starts the last used Compare mode (except the **View Reference Version** or **View Current Version** modes) with those documents.
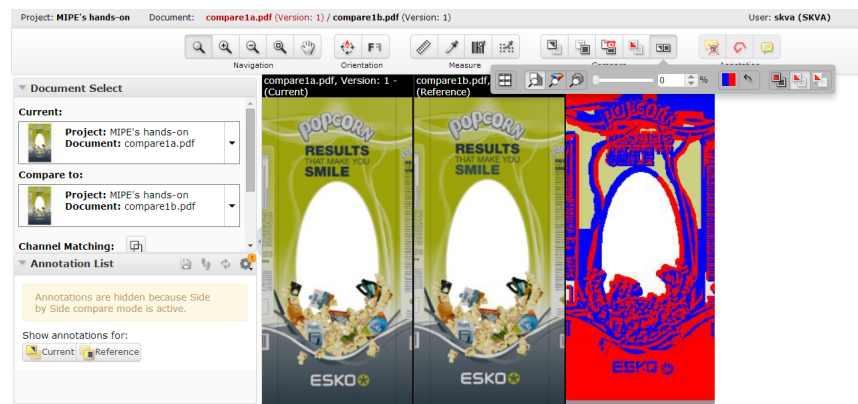
4.

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.

16.3.2. 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 25.

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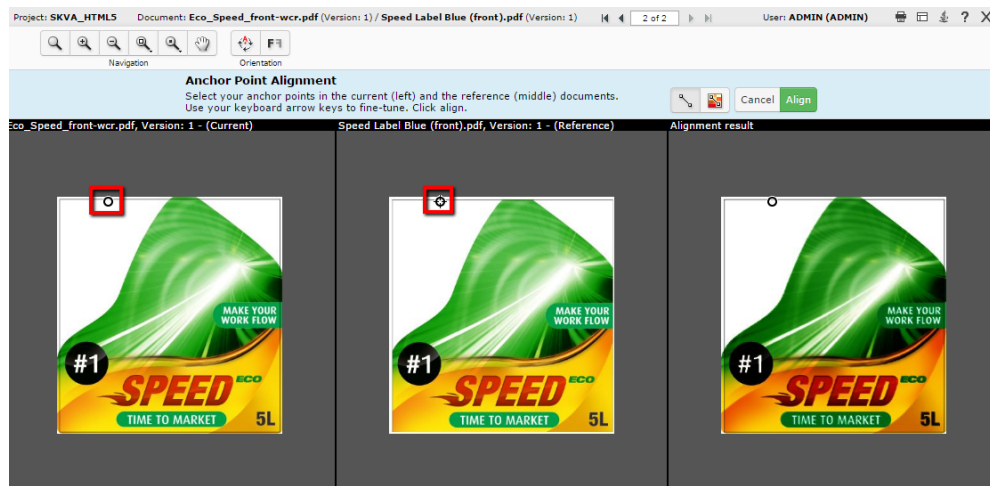
> **Note:** The active anchor can be recognized by the crosshair icon.

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**.

16.3.3. 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.

Top Left
Top Center
Top Right
Center Left
Centered
Center Right
Bottom Left
Bottom Center
Bottom Right

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.

16.3.4. 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*

- 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 cross hair 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.

16.4. Compare Modes

16.4.1. 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.

16.4.2. 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.

16.4.3. 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.

16.4.4. 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.
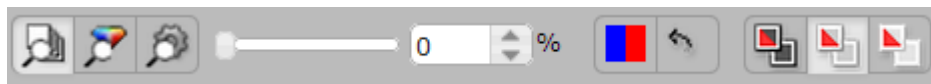
Selecting the Compare color space

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.
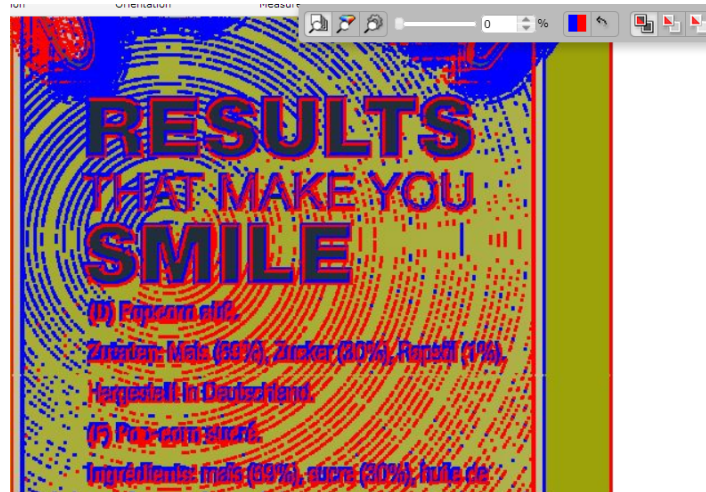
- **View both – highlight difference**

  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.
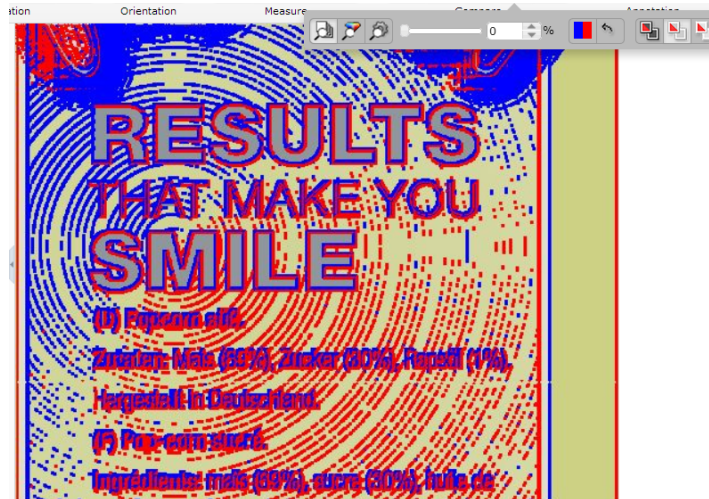
- **View both - show difference**

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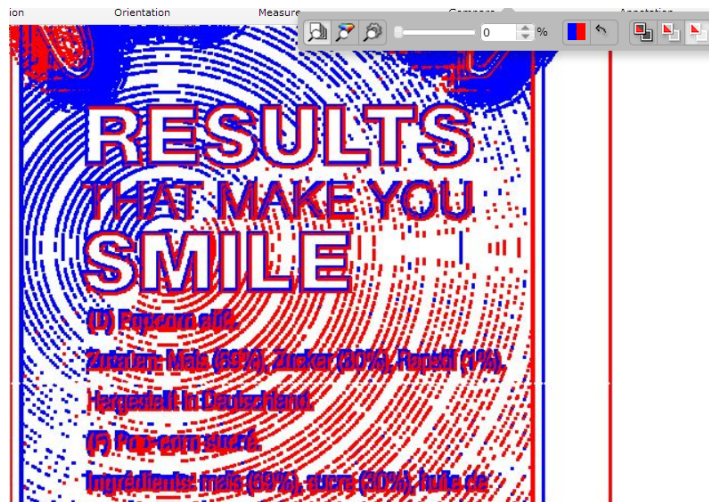
Note: View Both on Top and **Difference Compare Mode** are not possible when comparing SVG files.

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

Compare Modes	Graphics	SVG	3D
View Both on Top	Possible	Not possible	Not possible
Difference Compare Mode	Possible	Not possible	Not possible

16.5. Annotations in Compare Modes

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.

17. 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.

> 📄 **Remember:** 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 **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.

18. 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**.

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.

19. Digital Film Sets

Digital Film documents (DF document) and Digital Film Sets (DFS) are supported in Share & Approve (21.07 and later versions). The DF documents can be uploaded, shared, viewed, and approved. DF documents in the viewer are reviewed and compared using optimized speed and color recombination.

DF documents contain high resolution bitmap image, describing the printing dots (a.k.a. screens), and XMP metadata. You can upload DF documents either from Automation Engine as zip files or as supported file formats.

The supported file formats are LEN and TIFF.

- All LEN files with all compressions including the encrypted LEN-X files.
- TIFF files with the CCITT Group 3 and 4, LZW, Pack bits, deflate compressions.

The two different ways to work with DF documents are

1. **Digital Film Zipped Set (.dfz)**

   Documents which are zipped by Automation Engine, or any other means must be saved as a DFZ extension and are uploaded as a single document. When you open this in the viewer, the documents will be unzipped and displayed. However, it will not be shown as separations.

   Note that if the document is saved as .zip, use the Automation Engine copy and move task to rename the ZIP to DFZ.

   Best practice is to use the zip workflow while working with Automation Engine being the workflow can be automated.

   Note: Share & Approve creates a thumbnail for the DFZ when such a document is uploaded. You can open it in the viewer and work conventionally.

2. **Separated DF documents**

   The DF document which is uploaded individually as a supported file format, while opened, the viewer searches for other DF documents in the same Digital Film sets. The search will be based on the XMP metadata in the DF documents.

   A DF document will always be part of a Digital Film set. Therefore, it cannot be viewed as a single DF document. Viewer Channel Widget can be used to view a separate document.

   When you exit the viewer, a new document will be created with an extension .dfs. This new DFS will be automatically loaded displaying a color preview of the final printed result. You can click on this document to re-open and work.

   Note: If you click on any other separated DF documents, the existing DFS will be re-used. When you make changes on the DF documents, the DFS will get influenced. For example, if you have uploaded a new version to any DF documents, automatically the DFS refers to as a new version. If the DFS is already approved then, we recommend deleting it before performing any actions like uploading a new separation.

   Note: If a DF document which is a part of the DFS is deleted, when you re-open the DFS, an error message will be shown.

Digital Film XMP metadata

The XMP details for the DF documents are created by the Esko Raster Image Processor (RIP) such as Esko Imaging Engine are

- The resolution of the document.
- Whether the file was rotated, mirrored or inverted.
- The ink that the printing plate should be printed with.

These details are also displayed in the Documents Details page of each document uploaded to Share & Approve.

The XMP metadata in the viewer can be useful for

- Inverted document: Viewer identifies an inverted document and automatically inverts the document in the viewer. Inverted document in the viewer displays a negative color image as it makes all black pixels white and all white pixels black. This enables you to see the preview of the final document in its expected colors.
- Mirrored document: Viewer displays a mirrored image by default.
- To determine the right inks.
- To assign the correct printing sequence and opacity.