

WebCenter 16

Packaging Content Management

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1. Introduction to Packaging Content Management in WebCenter

WebCenter Packaging Content Management offers a simplified platform for creating, translating, approving and managing text / copy assets.

The Packaging Content Management module offers:

- a repository / library for your text content with GS1 tagging
- re-use of your content across multiple projects
- support for a translation based or single language workflow.
- export to and import from industry standard formats
- ability to view and edit your text in the context of your artwork in the WebCenter Viewer.
- a complete approval workflow
- established content rights facilitating the ownership at different stages

2. Packaging Content Management Basics

2.1 Text Document and Text Elements

Text Content Document

The WebCenter Text Content Document (`WebCenter Copy Content`) is an XML file that contains:

- Text that goes on Artwork. This includes the master text and the translated versions.
- Approval states
- Clearly defined ownership rights
- Element Types

A Text Document is a WebCenter **Document Type** and can have:

- Revisioning
- The documents are housed in projects or libraries (for re-use)
- Attributes
- Can be streamed through a workflow
- Download rules
- Document references from other documents. For example an artwork can refer to various text content documents.
- Text Content Template. Read about it below.

Text Content Element or Text Content Statement

A Text Content document has text elements: the Master text and its translated statements. When a Text Element is specified as the Master, it needs to be approved before translating.

The Master and Translation Elements or Statements can be viewed together.

2.2 Text Content Ownership via Permissions

Text Content Ownership

WebCenter offers established ownership for different phases of the text approval process. You have three default content permissions:

- **Content Manager**
- **Editor**
- **Approver**

These permissions, when mapped to the WebCenter roles, allows their assignees to perform specific functions on the document.

Note:

- To configure these permissions, the project manager needs to assign at least the Content Manager right to a relevant Role.
For example, you can configure a **Role, Marketing** to have the **Content Manager** function.
The Content Manager can then activate the **Editor** and **Approver** permissions by assigning them to relevant WebCenter roles.
If you do not assign a role to a specific permission, that remains inactive for the document.
- The permissions are set at each text document (.wcc) level and will be passed on along with the document and its versions when copied or moved.
- It is not possible to add custom permissions.

Three Types of Text Permissions

1. CONTENT MANAGER:

The WebCenter Role with this permission facilitates the entire content management process to ensure accuracy and compliance. For example, the role Marketing could have this permission where the Marketing has the responsibility of the packaging content. The Content Manager will manage the Master and Translated statements.

Note: The Content Manager Role is not associated with a specific language.

This role decides on:

- The Editors and the Approvers in the current document
- The master and translation languages
- The Element type (such as the GS1 standard) of the text
- text format (Simple or Rich)

Note:

Content Manager Role cannot act as an Editor or Approver unless this permission is granted to the same role.

2. EDITOR

The Content Manager typically assigns this right to the dedicated roles who will create, edit, revise or translate the text. This can be assigned per language.

An Editor Role (for example, a Translator) can edit when a document is in the **Draft** state, not in **Signed-Off** or **Ready for Review** state. After editing, the role can mark it as **Ready for Review**.

Note:

- The **Content Manager Role** has to configure the list of translation languages to make use of multiple language based **Editor** permissions.
- You can configure **Roles** for all languages to which the content should be translated and grant them the **Editor** permission. For example, **EDITOR fr-FR** can be assigned to the role "TRANSLATOR FRENCH".

3. APPROVER: A **Role** with this permission can approve the text content. This permission can also be configured per language. The approver puts the Text Statement to **Signed-Off** state.

The configuration of Approvers works exactly as in the case of Editors.

_REQUESTOR Role

To create new Text Documents, edit, approve or to reuse content during the Project Creation phase, you need to grant the relevant permissions to the **_REQUESTOR** role. You can give these permissions in the libraries of Text Document Templates, or Projects with approved Documents.

Manage Permissions

| Content Permission | Language | Role | Assignee(s) |
|--------------------|-------------------------|------------------------|---------------------|
| CONTENT MANAGER | | PCM_CONTENT MANAGER | 2016 (DRUPA) ADMINS |
| CONTENT MANAGER | | _REQUESTOR | |
| EDITOR | English - United States | PCM_TECHNICAL | 2016 (DRUPA) ADMINS |
| EDITOR | Danish | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |
| EDITOR | Dutch - Belgium | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |
| EDITOR | English - Great Britain | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |
| EDITOR | English - Ireland | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |
| EDITOR | Finnish | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |
| EDITOR | French - Canada | PCM_TRANSLATION AGENCY | 2016 (DRUPA) ADMINS |

2.3 Text Document Template

Text Document Template

An Administrator or Project Manager can [create Text Document Templates](#) using which the users can generate new text documents.

You can create a Text Document Template with pre-configured:

- Element Type
- Master and Translation Languages
- Approval Setup

These templates can be later reused as Document Sources.

Note:

It is not possible to create Text Documents without configuring Document Templates and Document Sources.

When configuring a text document reference for a Task / Project Template, you have the option to specify [document sources](#). These are buttons that will allow you to create, link, copy or reference documents in their respective documents tables.

2.4 Text Content Element Types

Text Content Element Type

WebCenter uses the **Element Types** concept and terminology from the GS1 standard to categorize the Text Documents. The Text Content Element Type categorizes the documents and maps to the WebCenter **Content Types**.

See the Element Type categorization below.

| Header Information | Product Identity | Marketing Copy, Claims & Endorsements | Nominal Content | Global Warning & Caution Statements | Usage Instructions & Consumer Relations Info | Ingredients and Technical Facts | Distribution & Manufacturing | Patent, Trademark, Copyright, Legal | Various |
|--------------------|--|---------------------------------------|-------------------------|-------------------------------------|--|----------------------------------|------------------------------|-------------------------------------|----------------------------|
| Countries of Sales | Additional Product Variant Information | Content Claim | Gross Content Statement | Warning Statements | Recycle Statements | Ingredients Header | Distribution Statement | Patent Statement | Sweepstakes Offer |
| | Brand Name | Disclaimer | Net Content Statement | Allergy Warnings | Contact Information | Ingredients Declaration | Manufacturer Statement | Patent Numbers | Product Display Disclaimer |
| | Product Form | Marketing Claim | Package Count | | Website | Active Ingredients Header | Importer Statement | Copyright Trademark Statement | Cross Sell |
| | Product or Statement of Identity | Marketing Copy | | | Disposal Information | Active Ingredients Declaration | Location of Origin | Under License Statement | Diet Exchanges |
| | Product Variant | Not for Sale Statement | | | Opening Instructions | Inactive Ingredients Header | Lot Number | | Consumer Guarantee |
| | Sub Brand Name | Packaging Claim | | | Usage Instructions | Inactive Ingredients Declaration | Manufacturing Site | | Recipe |
| | | Pricing Statement | | | Storage Instructions | Drug Facts | Internal Package Identifier | | |
| | | Product Features | | | Assembly Instructions | Nutrition Facts | Packaging Statement | | |
| | | Promotional Copy | | | Preparation Instructions | Nutrition Claims | Regional Contact Information | | |
| | | Third Party Endorsements | | | Other Instructions | Registration Information | Local Contact Information | | |
| | | Violator | | | | Quality Statements | Online Printer Header | | |
| | | Warrenty | | | | Environmental Statements | | | |
| | | | | | | Preservatives | | | |
| | | | | | | Technical Facts | | | |
| | | | | | | Shelf Life Statement | | | |
| | | | | | | Product Use | | | |

It is possible to add custom Element Types other than GS1 types. Read more in [Configuring Element Types as a List](#) on page 13.

These are used when extracting Dynamic Content into WebCenter as well as exporting the artwork's GS1 XML.

2.5 Text Content Translation

You can configure workflows to draft, translate and approve text in this module. To translate Text Elements (statements), in a translation software that uses XLIFF content (e.g. Trados or SDL), you can export them in XLIFF format. To do the review and final approval you can import the translated content back in the same format.

You can either:

- automate the export-import process using the Workflow nodes
- or use [actions](#) to manually export an XLIFF file and later import it back

back.

Note:

XLIFF is an industry standard format used in the industry to exchange data in a translation project.

Invariant Text Document

If translations are not required, the Content Manager can specify the Document as an “invariant” to avoid translating a Master statement. For example, a Text Document containing the Brand name.

You can set the **Invariant** status on a Text Document or Template.

See: [Text Content Tab](#) on page 40

2.6 Text Content Approval

The Packaging Content Management module offers separate approval processes for the Master and its translations. All the Approval information with regard to the Master and Translations stay within the Text Content Document.

Content Managers can set up the **Approval Type** for Text Content Documents. There are three Approval Types:

- **Default:** Only one member has to approve. For example, if the approver permission is assigned to two Roles, only one member (from any Role) has to approve.
- **One of role:** One member of each Roles (assignees) has to approve to complete the signing off. In case a Role is assigned to several members (groups or users), any Group member or user from that Role can approve.
- **All of Role – One per Group :** At least one member from each Role-Group has to approve. If there is a User, then he or she has to approve to complete the cycle.

Once approved, the master and translated text remain locked for regular users.

Note: Only the Content Manger has the rights to change the text element to draft.

The text element can be in one of the following states:

- **Draft:** The initial state of the Text Document where the content is still being worked on.
- **Pending Sign-off:** When drafting is complete, and the status is ready for its approval cycle. An approver can review and approve or reject the document.
- **Signed-off:** When the approval cycle is completed and the content drafted in the document is 'Signed Off'.
- **Sign-off Rejected:** When the approval cycle is completed and the content drafted in the document is 'Rejected'.

Note: This approval process is different from the regular WebCenter approval process.

Note: When you have configured the right [permissions](#), the users who has the **Approver** permission can perform approval actions. To automate the approval, you can configure Workflow tasks.

2.7 Dynamic Content in WebCenter

Dynamic Content- Linking with Adobe® Illustrator®

Esko's Dynamic Content for Adobe® Illustrator® brings the power of XML-based automation to Adobe® Illustrator® CS5, CS5.1, CS6 and CS7 on Mac and Windows.

Dynamic Content helps designers to be more efficient and win client confidence by minimizing the errors. By eliminating the process of copying and pasting the 'revised text', this minimises the errors.

In a typical case, the designer creates a design in **Adobe Illustrator** with "placeholders" for text content. These are tagged with appropriate GS1 Element Types (Content Types). You (brand owner) can process and approve the corresponding text content (with Element Type tagging) in WebCenter.

Dynamic Content can keep this link active and import the dynamically tagged content into Copy sheets. The edited and approved content can be exported back in GS1 format.

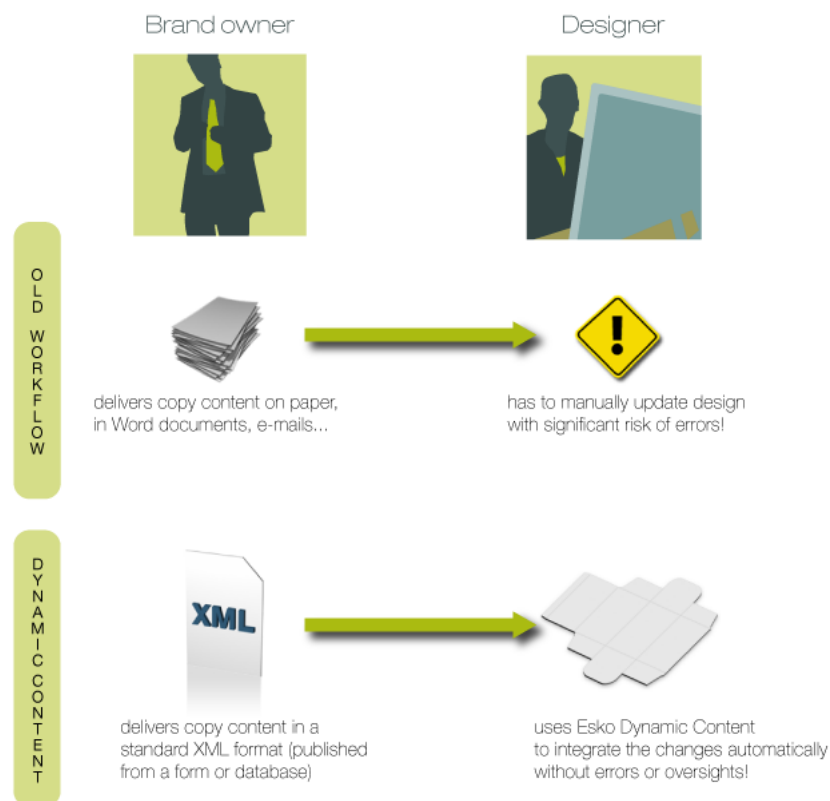
2.7.1 Why Dynamic Content?

Esko Dynamic Content allows packaging designers to add externally maintained content elements such as legal copy or nutritional information to a packaging design. This solves an increasingly common problem in the designer's day to day work: human error in copied content.

The ever growing number of stock keeping units that are brought onto the market by brand owners has resulted in an explosive growth in the **volume of artwork** that needs to be created for all the packaging of each unit. At the same time, the designs themselves become more and more complex in their competition for the consumer's attention.

Many designs share pieces of content. Some content is **mandatory**, required by regulatory instances such as the FDA, EMEA, or national bodies. Other content simply **recurs** on different variants of a shared design.

The end result is the same: an **increasing number of human interactions**, often of the "copy-paste" type, that at the same time increases the risk of errors slipping into the design. Errors in artwork are wasteful, generating rework, delays in product launches and sometimes even requiring product recalls.



Benefits of Using Dynamic Content

The Dynamic Content plug-in helps automate the insertion and updating of externally maintained content into a design. This prevents a number of common problems, and it saves valuable production time by eliminating repetitive manual tasks.

Some **typical problems prevented by a Dynamic Content workflow:**

- Typing errors;
- Wrong versions of copy text or barcodes are used in the final design;
- Cut-and-paste errors (e.g. when copy text is provided in a Microsoft Word document or PDF, and the designer has to manually copy this into the Illustrator document);
- Text overflows;
- Shared elements on design variants are not synchronised.

Because Dynamic Content allows you to keep this mandatory or shared content separated from the Illustrator document, it also **eliminates repetitive and time consuming updates:** simply modify the external XML file to update the text, barcodes, and nutrition tables on the design. Review cycles have never been this easy.

3. Essential Configuration Steps to enable Packaging Content Management

To setup the foundation of a working Content Management System follow the steps below:

1. Enable [the Text Content Document Type](#). Optionally also specify the [Language Editor and Approver Prefixes](#).
2. Configure Packaging Content Management related attributes. You can migrate the essential configuration into your WebCenter or do it as follows:
 - a) [Configure Element Types](#)
 - b) [Configure Master and Translation Language Lists and Attributes](#) on page 14
 - c) [Configure Text Reference Attributes](#) on page 16
 - d) [Create Text Document References with Rendering](#)
 - e) [Configure Language Index Attributes](#). These will be used when you Import Dynamic Content.

3.1 Packaging Content Management Preferences

Note: You need the Packaging Content Management license to be able to use this module.

Smart Role Names for Editors and Approvers

To work with language specific [Smart Role Naming](#) on page 22 specify your:

- **Language Editor Role Prefix**
- **Language Approver Role Prefix**

The specified prefixes will be used to automatically create **Role names** specific for each language in the **Role Mapping > Manage Permissions** page. If the **Roles** column in **Manage Permissions** is left blank, values in **Language Editor Role Prefix** and **Language Approver Role Prefix** are taken to calculate the role names for Editor and Approver Text Content permissions.

A change in a Text document creates a new document version. To allow or prevent the users from creating new Revisions use the **Revision Raise** option:

Select **Raise revision when Master Text Contents are updated** to allow raising a Revision when master text is updated.

Select **Never raise revision** if master text changes should not be saved as a new Revision.

Note:

This setting is independent of the **Allow raising Document Revision when uploading a new Document Version** setting.

3.2 Configuring Element Types as a List

You can categorize the packaging content using the **Element Types** list in WebCenter. You can use the categorisation from the GS1 / IPC standard or any other.

Note:

GS1 is an international non-profit association dedicated to the design and implementation of global standards and solutions. The GS1 system of standards is the most widely used one in the packaging supply chain standards system.

You can create a [WebCenter List](#) for configuring the **Element types**.

Note: Only Administrators can configure Lists.

- Create and upload your Excel (either .xls or .xlsx) document containing the element types to a project named [ListManager](#).

| | A | B | C | D | E |
|----|--|---|---|---------------|--------------------------|
| 1 | ELEMENT_TYPES | HUMAN READABLE FORM | ELEMENT CATEGORY | PCM_ELEMENT_T | COLOR |
| 2 | ACTIVE_INGREDIENTS_DECLARATION | Active ingredients declaration | Ingredients and Technical Facts | TECHNICAL | yellow |
| 3 | ACTIVE_INGREDIENTS_HEADER | Active ingredients header | Ingredients and Technical Facts | TECHNICAL | yellow |
| 4 | ADDITIONAL_PRODUCT_VARIANT_INFORMATION | Additional product variant information | Product Identity | MARKETING | red |
| 5 | ALLERGEN_STATEMENT | Allergen statement | Global Warning & Caution Statements | LEGAL | blue |
| 6 | ASSEMBLY_INSTRUCTIONS | Assembly instructions | Usage Instructions & Consumer Relations inf | MARKETING | red |
| 7 | BRAND_NAME | Brand name | Product Identity | MARKETING | red |
| 8 | CONSUMER_GUARANTEE | Consumer guarantee | Various | LEGAL | blue |
| 9 | CONSUMPTION_CONTEXT | Consumption context | | MARKETING | red |
| 10 | CONTACT_INFORMATION | Contact information | Usage Instructions & Consumer Relations inf | MARKETING | red |
| 11 | CONTENT_CLAIM | Content claim | Marketing Copy, Claims & Endorsements | MARKETING | red |
| 12 | COPYRIGHT_TRADEMARK_STATEMENT | Copyright trademark statement | Patent, Trademark, Copyright, Legal | LEGAL | blue |
| 13 | CROSS_SELL | Cross sell | Various | LEGAL | blue |
| 14 | DECLARATION_CONTEXT_FOOTNOTE | Element type Drop-down in the interface | | Optional | Color used in Thumbnails |
| 15 | DIET_EXCHANGES | | Various | TECHNICAL | blue |
| 16 | DISCLAIMER | Disclaimer | Marketing Copy, Claims & Endorsements | LEGAL | blue |
| 17 | DISPOSAL_INFORMATION | Disposal information | Usage Instructions & Consumer Relations inf | MARKETING | red |
| 18 | DISTRIBUTION_STATEMENT | Distribution statement | Distribution and Manufacturing | TECHNICAL | yellow |
| 19 | DRUG_FACTS | Drug facts | Ingredients and Technical Facts | TECHNICAL | yellow |
| 20 | ENVIRONMENT_STATEMENTS | Environment statements | Ingredients and Technical Facts | TECHNICAL | yellow |
| 21 | FUNCTIONAL_NAME | Functional name | Product Identity | MARKETING | red |
| 22 | GROSS_CONTENT_STATEMENT | Gross content statement | Nominal Content | TECHNICAL | yellow |
| 23 | ICON_VARIABLE_TEXT | Icon variable text | Various | MARKETING | red |
| 24 | IMPORTER_STATEMENT | Importer statement | Distribution and Manufacturing | TECHNICAL | yellow |
| 25 | INACTIVE_INGREDIENTS_DECLARATION | Inactive ingredients declaration | Ingredients and Technical Facts | TECHNICAL | yellow |

a) Add the following mandatory columns to your worksheet:

- ELEMENT_TYPES should contain the Element Type tags.
- HUMAN_READABLE_FORM with the Element Type names.

Note: This will appear as the Element Type drop-down in the interface. For example, in the [Text Document Details](#) on page 22 page.

- b) Optionally, you can add an ELEMENT_CATEGORY column. This column can contain the categories used to group Element Types.
- c) Optionally, add the PCM_ELEMENT_TYPE_RESPONSIBLE (this name can be different) column.

This column can have the Role names who would be responsible for a particular Element Type. For example, a role Legal would have the responsibility for the Element Type Consumer Guarantee.

Tip: In your Workflow configuration, you can look up in this list to find the Role matching a particular Element Type. Read more in the Workflow section.

- d) Add the `Color` column. Use this to specify the color coding for the Element Types.
 - If you have specified `Red` corresponding to `Brand Name`, your Text Document Thumbnail will be color coded as Red.
- [Create](#) a List named `ELEMENT_TYPES`.
- When configured, the **Element Types** will appear as a drop down in Text Document Details page.
- If the Element Types are color coded using the `Color` column, you will see Text Document Thumbnails in the system.

3.2.1 Configuring Thumbnails for Text Documents

When you upload a **Text Content Document**, a thumbnail with its name gets generated according to the color code specified in the [Element Types](#) list.

If you update the color code of an Element Type in the List, the existing thumbnails will not be updated immediately. Update the document's Element Type to generate a new thumbnail.

If color code column is not defined, thumbnail will not have color code in it, but still Element Type will be displayed.

Note:
If the Element Type name is longer than the thumbnail, it is truncated to fit in the thumbnail size.

Note:
Supported colors:

- green, blue, red, yellow, white, black, orange, cyan, magenta, pink, light gray and dark gray. RGB colors (rgb(x,x,x)) are also accepted in the **Element Types** list.

3.3 Configure Master and Translation Language Lists and Attributes

You have to configure Master and Translation Lists for setting up the Packaging Content Management module.

The master and translation languages can be added as [WebCenter Lists](#) and your users can easily access and select appropriate languages in the Attributes page.

Note: Only Administrators can configure Lists.

1. Create and upload your Excel (either .xls or .xlsx) documents to the [ListManager](#) project.
 - a) Create the Master Language document in Excel. Add the following mandatory columns to your worksheet:
 - LANGUAGE_CODE: For example, en-US.
 - FLAG_FILENAME: For example, English- United States.

Note:

When you add a language code in these Lists, a corresponding flag image will be available for you in the interface. The flags are installed in the `WebCenter\WebServer\tomcat\webapps\WebCenter_Inst\images\country_flags` folder. When you add a custom language to the Lists, place a corresponding flag image in this folder.

The flags are 16x16 in size. The subfolder `WebCenter\WebServer\tomcat\webapps\WebCenter_Inst\images\country_flags\bigU` contains same flags in bigger (32x32) sizes.

- LANGUAGE_INDEX: This is the corresponding field to localeSequence tag in GS1 XML standard. This is used in **Import Dynamic Content** node to map the GS1 XML coming from Dynamic Content.
- b) Create the Translation Language document in Excel. Add the following mandatory columns to your worksheet:
 - LANGUAGE_CODE
 - FLAG_FILENAME
 - LANGUAGE_INDEX: 1, 2, etc...
2. [Create](#) Lists named MASTER_TEXT_LANGUAGE and TRANSLATION_TEXT_LANGUAGE.

List Details - MASTER_TEXT_LANGUAGE

General list information

List Name * MASTER_TEXT_LANGUAGE

Description The list containing the master languages for PCM.

Input Source Properties ⓘ

Document MasterLanguageList.xlsx

Sheet Name Sheet1

Log File MASTER_TEXT_LANGUAGE_1.log

Flush existing list data before updating the list. The existing data will be replaced by the new data

Database Username and password are required when deleting data from list

List Properties

| Input Columns | List Columns | Unique Identifier ⓘ |
|----------------|----------------|--------------------------|
| LANGUAGE_CODE | LANGUAGE_CODE | <input type="checkbox"/> |
| DESCRIPTOR | DESCRIPTOR | <input type="checkbox"/> |
| FLAG_FILENAME | FLAG_FILENAME | <input type="checkbox"/> |
| LANGUAGE_INDEX | LANGUAGE_INDEX | <input type="checkbox"/> |

[Return](#) [Show List Data](#) [Delete List Data](#) [Delete List](#)

3. In **Admin > Attributes > Attributes** , create attributes named:

- MASTER_TEXT_LANGUAGE
- TRANSLATION_TEXT_LANGUAGE

These attributes define the languages that are used by Text Content as part of the Project's Attribute Category.

4. Create an **Attribute Category** and add the language attributes to it.

5. **Restrict Values** to the language lists. And specify the **Column** as **Descriptor**.

To able to select more than one language, you need to enable **Allow Multiple Values**.

These attributes has to be added to the Project's or Templates **Attribute Category**. The User can then select the Master Language and Translation Languages according to that Project's needs.

3.4 Configure Text Reference Attributes

You need to create two attributes which are used in mapping the Dynamic Content data. When Dynamic Content is imported, these are used to map the location and the instance sequence of the text. These are later used in exporting the Content into GS1 format as well.

Note:

These are not visible to your users.

1. Create the following **attributes**.

- INSTANCE_SEQUENCE

This will be a reference attribute (of a text document reference) keeps the instance sequence (a number) of the Text Statements.

- LOCATION_LIST

This reference attribute stores the specific location of the Text Element on the artwork for each dynamic Text Element.

2. Create an **Attribute Category** which will be used as a **Reference Category** when configuring [Text Document References \(Copy Sheet\)](#).

Note: Specify the **Visibility** as **Hidden (Keep Values)**.

[Creating a Copy Sheet](#) on page 27

When you are viewing an artwork document in the Viewer, the Text Documents are highlighted when you click on them. The reference property Location_List is used in rendering this feature.

Add this reference category to Text Document attributes used in Copy Sheets.

3.5 Configure Language Index Attributes

To map the **Language Index (Locale Index)** from Dynamic Content, you can create attributes. These attributes are needed when you configure [Import Dynamic Content](#) node in the workflow.

Note: Without setting these attributes, the import node will use default indices from the [language lists](#). We recommend that you create these attributes to be able to specify the language indices for each project.

- Create the language attributes and add them to the Attribute Category.
See the example screen shot:

Remove Grid Layout

Insert: TITLE, IMAGE, TABLE, FORM

| | |
|--------------------------------------|------------------------|
| [Title]Select the artwork languages. | |
| [Spacer] | |
| PCM Artwork Language 1 | PCM Artwork Language 6 |
| PCM Artwork Language 2 | PCM Artwork Language 7 |
| PCM Artwork Language 3 | PCM Artwork Language 8 |
| PCM Artwork Language 4 | PCM Artwork Language 9 |
| PCM Artwork Language 5 | PCM Artwork Language 1 |
| [Spacer] | |
| [Title]Metadata | |
| [Spacer] | |
| PCM Market | PCM Brand |

Details for selected cell:

| Attribute | PCM Artwork Language 1 |
|------------------------|---|
| Attribute Type: | Text |
| Label: | Label Text: Artwork Language 1 Label: <input type="text"/> Image: <input type="text"/> Position: Left Custom Unit Label: <input type="text"/> |
| Span Columns: | 1 |
| Style: | Field Add Style Edit Style Delete Style |
| Visibility: | Editable Add Rule |
| Restrict Values: | List: ALL_LANGUAGES_1 Copy List Column: DESCRIPTOR Rendering: Dropdown |
| Allow Multiple Values: | <input type="checkbox"/> |
| Info Page: | Info HTML page (name+extension) <WebInstanceRoot>/custom/AttributesHelp/ |

- Configure **Restrict Values** as a Language List to get the attribute selector drop down listing all languages.
Use this in the Template that is used to import Dynamic Content and the workflow step *Import Dynamic Content*.

4. Managing Text Permissions

Make sure that:

- you have invited the right **Roles** in your **Project** or **Template** with the Text document.
- you have added the Master and Translation Languages to the Project's Attribute Category to configure Language specific Editor and Approver permissions. This is also necessary to do role mapping in a *smart way*.
- you have enabled the right *Preferences*.

If you are a **Project Manager / Admin**, you can manage and assign content permissions.

Note:

A user without any of these permissions can only view (depending on the view permissions) the text content documents.

1. To manage Permissions, go to the **Document details > Text Information > Role Mapping** .
When you click on a Text Content Document Type, the **document details** will have the **Text Information** tab with the following sub-tabs:
 - **Text Content**
 - **Role Mapping**
2. Click on **Manage Permissions**. This will open up the **Role Mapping** page.
3. Click **Add Permission**. Repeat this for as many permissions as you want.

Text Content
Role Mapping

Content is changed since last save
SAVE CANCEL

For each Content Permissions, select the Language. If the '[ALL LANGUAGES]' option is selected under Language, Smart Name is applied automatically to derive the roles (if Role is not selected).
[Click here to Manage Roles](#)

| Content Permission | Language | Role |
|---|-------------------------|-----------------------|
| CONTENT MANAGER ▼ | | MARKETING ▼ × |
| EDITOR ▼ | [ALL OTHER LANGUAGES] ▼ | PACKAGING MANAGER ▼ × |
| <input type="button" value="+ Add Permission"/> | | |

4. Choose the **Content Permission** from the drop-down listing:
 - **Content Manager**

- **Editor**
- **Approver**

5. For the Content Managers permission, define the appropriate **Role**.

Read about the permissions below:

1. CONTENT MANAGER:

The WebCenter Role with this permission facilitates the entire content management process to ensure accuracy and compliance. For example, the role Marketing could have this permission where the Marketing has the responsibility of the packaging content. The Content Manager will manage the Master and Translated statements.

Note: The Content Manager Role is not associated with a specific language.

This role decides on:

- The Editors and the Approvers in the current document
- The master and translation languages
- The Element type (such as the GS1 standard) of the text
- text format (Simple or Rich)

Note:

Content Manager Role cannot act as an Editor or Approver unless this permission is granted to the same role.

2. EDITOR

The Content Manager typically assigns this right to the dedicated roles who will create, edit, revise or translate the text. This can be assigned per language.

An Editor Role (for example, a Translator) can edit when a document is in the **Draft** state, not in **Signed-Off** or **Ready for Review** state. After editing, the role can mark it as **Ready for Review**.

Note:

- The **Content Manager Role** has to configure the list of translation languages to make use of multiple language based **Editor** permissions.
- You can configure **Roles** for all languages to which the content should be translated and grant them the **Editor** permission. For example, **EDITOR fr-FR** can be assigned to the role "TRANSLATOR FRENCH".

3. APPROVER: A **Role** with this permission can approve the text content. This permission can also be configured per language. The approver puts the Text Statement to **Signed-Off** state.

The configuration of Approvers works exactly as in the case of Editors.

Note: You may choose to give two types of permissions to a Role. For example, the Content Manager can have Editor permissions as well.

- Define the **Editor** permission and assign it to a role. Select the corresponding **Language** from the drop-down.

You can automatically create **Editor** and **Approver** Roles for all languages in one go. Read about [Smart Role Naming](#) on page 22. To do this for the editor permission:

- Make sure that the **admin** preference section has the right Prefixes. Read [here](#).
- Next to the **Editor** permission, select **All Other Languages**.

Manage Permissions

| Content Permission | Language | Role | Assignee(s) |
|--------------------|--------------------------------|-----------------------|-------------------------|
| CONTENT MANAGER | | MARKETING | Varghese, Shalet (SKVA) |
| EDITOR | English - United States | LANGUAGE EDITOR EN-US | |
| EDITOR | Dutch - Belgium | LANGUAGE EDITOR NL-BE | |
| EDITOR | English - Ireland | LANGUAGE EDITOR EN-IE | |
| EDITOR | French - Canada | LANGUAGE EDITOR FR-CA | |
| EDITOR | French - France | LANGUAGE EDITOR FR-FR | |
| EDITOR | Greek | LANGUAGE EDITOR EL | |
| EDITOR | Italian - Italy | LANGUAGE EDITOR IT-IT | |
| EDITOR | Portuguese - Portugal | LANGUAGE EDITOR PT-PT | |

Note: A red annotation 'Prefix + Language code' points to the role 'LANGUAGE EDITOR FR-CA' in the table.

- Define the **Approver** permission and assign it to a role.

Select **All Other languages** to create Approver roles with default names in one go.

Note: You can configure Editors and Approvers individually for some languages and choose the Smart Role Naming for the rest of the languages by selecting **All Other languages**.

- To edit Content Permissions, click **Manage Permissions** and edit or change the assignment of a permission.

- The Role Mapping page will list all the Content Permissions, respective languages, Roles and their assignees (individual or Group).
The Roles will be clickable if they exist in the system and are invited to the Project.
- The Master Language of the Project will be highlighted in bold.

If you would like to give content editing and approving permission during Project Creation, assign Editor and Approver permission to the `_REQUESTOR` role.

For example, if you assign Editor permission to the `_REQUESTOR` role, the Editor can draft the text during project creation.

EDITOR **English - United States** `_REQUESTOR` BO, Manager (BO_MANAGER) Keizer, Debbie (DEKE)

Warning: During a Project's creation, you can assign another user as the Requestor. If this happens, the permissions defined for the `_REQUESTOR` role does not get transferred. In this scenario, some updates done during the Project creation may get lost.

4.1 Smart Role Naming

When your content workflow contains translations into different languages, you can have **Editor** and **Approver** permissions assigned to **Roles** (text authors/editors and approvers such as legal or marketing) associated with these languages. To automate the naming of such Roles, you can specify prefixes for these placeholder **Roles**.

Manage Permissions

| Content Permission | Language | Role | Assignee(s) |
|--------------------|-------------------------|--|-------------------------|
| CONTENT MANAGER | | MARKETING | Varghese, Shalet (SKVA) |
| EDITOR | English - United States | LANGUAGE EDITOR EN-US | |
| EDITOR | Dutch - Belgium | LANGUAGE EDITOR NL-BE | |
| EDITOR | English - Ireland | LANGUAGE EDITOR EN-IE | |
| EDITOR | French - Canada | LANGUAGE EDITOR FR-CA <i>Prefix + Language code</i> | |
| EDITOR | French - France | LANGUAGE EDITOR FR-FR | |
| EDITOR | Greek | LANGUAGE EDITOR EL | |
| EDITOR | Italian - Italy | LANGUAGE EDITOR IT-IT | |
| EDITOR | Portuguese - Portugal | LANGUAGE EDITOR PT-PT | |

The names of the Roles will have the specified **prefix** (In the example screenshot, Language Editor) and the respective language code.

4.2 Text Document Details

When you click on a Text Content Document Type, the **document details** will have the **Text Information** tab with the following sub-tabs:

- **Text Content**
- **Role Mapping**

Text Information Document Information Approval Action History Annotations Projects Attributes References

Text Content Role Mapping

Content is changed since last save SAVE

Last Updated: May 5, 2016 at 10:22

Make this an Invariant Text Document (The document will have no translations).

Element Type Active ingredients declaration

Approval Setup Default

Type Rich Text

Master Language English - United States

Translation language

- Hindi
- Dutch - Belgium
- French - France

Master Text

English - United States i 💬

30g bowl of Kellogg's Corn Flakes there are 113kcal, equivalent to 6% of the RI for energy, 0.3g fat or less than 1% of the RI for total fat, 0.1g of saturates equivalent to less than 1% of the RI, 2.4g sugars equivalent to 3% of the RI and 0.34g of salt which is equivalent to 6% of the RI for salt.

Translated

Hindi i 💬

केलॉग मकई का आटा की 30 ग्राम कटोरा वहाँ, 113kcal हैं ऊर्जा, 0.3g वसा या कुल वसा के लिए आरआई के 1% से कम, आरआई, 2.4 से कम से कम 1% के बराबर संतृप्त की 0.1g के लिए आरआई के 6% के बराबर जो शक्कर आरआई के 3% और नमक की 0.34g जो नमक के लिए आरआई के 6% के बराबर है के बराबर।

5. Creating a New Text Document

An Administrator or Project Manager can [create Text Document Templates](#) using which the users can generate new text documents.

Note:

It is not possible to create Text Documents without configuring Document Templates and Document Sources.

When configuring a text document reference for a Task / Project Template, you have the option to specify [document sources](#). These are buttons that will allow you to create, link, copy or reference documents in their respective documents tables.

1. Create a Project or Template to host all your Text Templates (a Text Document Template library).
2. To create text document templates:
 - a) Upload Text Documents (.wcc) into this Project or Template. We recommend that you create Templates per Element Type. This allows the users to create a new Text Document for each of the Element Type.

Make sure that you have enabled the text document type in the [Preferences section](#).
 - b) Go to **Document Details > Text Information > Text Content** tab of the Template and add the corresponding Element Type to the template.
 - c) Also, specify Master and Translation languages for each template.
 - d) Specify the **Approval Type** as:
 - e) In the **Role Mapping** tab, assign the [Content Permissions](#).
 - f) Repeat for all text document templates you want to create.

Note: When users will create documents from this document template, they will inherit these settings.

Note: The approval cycle is different from other document Types. Read more about Text Document Approval in our KB.

3. Create a Project Template for each kind of project that will be required by Project Managers.
4. In each of these Templates **configure** the **Document Library** as follows:
 - a) In the **Project Details** page, **Configure > Document Templates** .
 - b) Select **Project** or Template and select your document template library from the drop-down.

The screenshot shows a configuration page for Document Templates. At the top, there is a navigation bar with tabs: Documents (0), Tasks (1), Attributes, Project Information, Approval, Members, Security, and Configure. Below this, there is a sub-navigation bar with tabs: Workflow Connection, Document Templates (selected), Project Creation, Document Types, Document Creation, and Project Statuses. The main content area contains the following text and options:

Please select the Template or Project that will serve as a Document Library

- Do not use a Document Library
- Template
- Project

When the Document library contains ARD files, how do you want to use these ARD files when creating a new Document?

- Always run the ARD as a standard
- Run the ARD as a standard when the IsStandard Attribute is set to 'yes'
- Never run the ARD as a standard

c) Click **Save**.

When creating a Project from this Template, the user can click **New** and select a **text document template** from the Templates library to create new documents.

5. To allow the user to create new documents from the Copy sheet (document references) attached to a document / project / task, configure [document sources](#) for the individual reference attributes.

The user will be able to add **New** Text Documents from **Template > Attributes** section when creating a Project.

PCM Text Library Update Show Details

▼ Details

Note: The name of this Project will be created automatically.

Requestor
Me

Description

▼ New / Update

Master Text Language(s) English - United States

Translation Language(s) ---Please Select---

Document Sources configured with a Template

+ New + Update

6. Creating a Copy Sheet

Copy sheet is a term used to describe all the content together which will be attached to a particular 'Piece of Art' or printed item. A copy sheet containing aggregated content helps you to:

- validate the copy sheet templates for consistency, accuracy and compliance with the established content management process.
- review, proof-read and approve copy sheet in one place.

You can create a copy sheet using Text Content Document References in an Attribute Category. This gives the option to attach this copy sheet to your Projects or artwork documents.

The copy sheet categories allow you to:

- track the content on an artwork.
- easily reuse existing approved content
- configure separate permissions and approval system for each text document.

Tip:

By configuring [Document Rendering](#) for Text documents, you can attach copy sheets to Tasks. When you configure Workflows with manual tasks for editing or approving, the users can work on the copy sheet directly from their task.

An Attribute Category based copy sheet offers the following advantages:

- the languages. To view a particular translation corresponding to a master, just select that language in the filter drop down.
- the **Instance Sequence** (See more in: [Dynamic Content documentation](#))
- the option to [replace a text document with another](#)
- the button to [duplicate a document](#) with the same reference attributes
- [advanced document reference options](#)

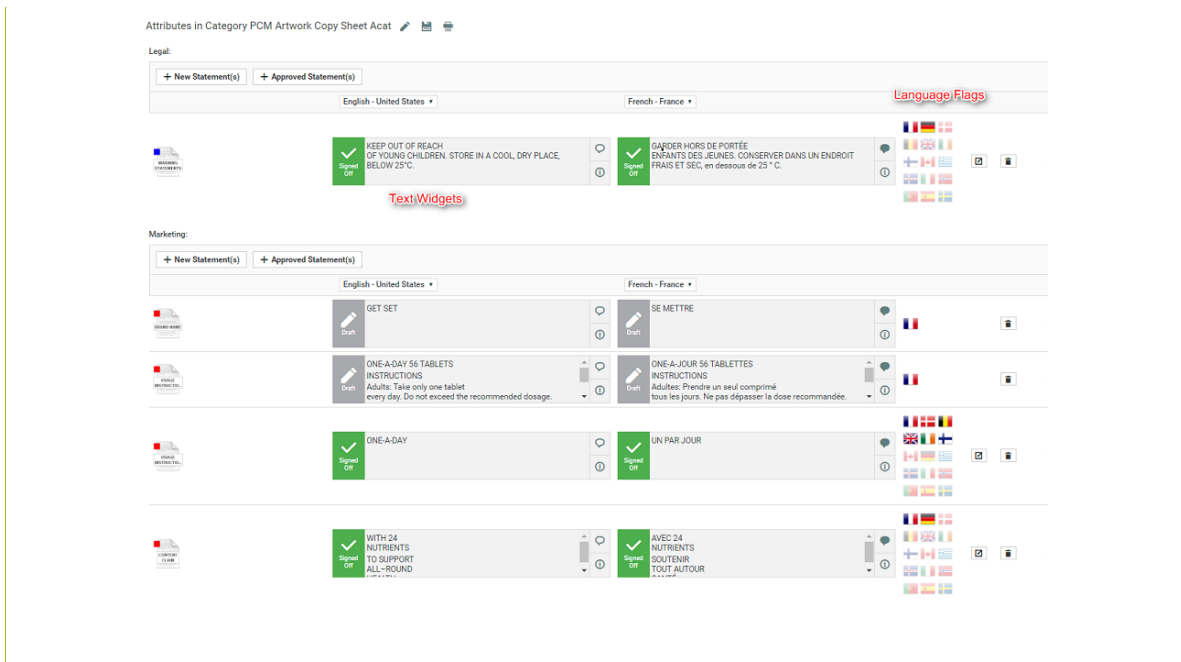
You can [Edit](#), [Start Approval](#), [Approve and Reject](#) actions from the copy sheet depending on your content permission.

Note:

The text document references are used when you import Dynamic Content into WebCenter. Read about this in: [Import Dynamic Content](#).

See the example screen shot below. The configuration explained here is only an example. You can configure your document references according to your needs.

Tip: You can configure the copy sheet with different **Attribute Views** to provide custom views to your users. For example, a content collator and Translation Language Editors can have different [custom views](#) of the same text document reference category.



6.1 Create a Table Rendering for Text Documents

You can configure Text Documents as document references and add them to a Project or Document Attribute category. The configuration and rendering are similar for Task Specifications as well.

To create a Copy Sheet using Text Document References, you can configure text related data to an advanced table rendering.

1. [Create a Table Rendering.](#)
2. In the **Edit Rendering Configuration** pop-up:

| Specify... | The result in the rendering table will be... |
|----------------------------|--|
| Master Text | Master Text Statement in a text widget along with its content in the edit field and all related text content actions. Note: The Visibility should be specified as Editable if you want your users to edit the text. |
| Translation Text | Translation Text Statement(s) in widgets. One or more columns can be configured for the translations of the Master Text. The Master and Translation languages will appear in a drop down as well. |
| Text Language Flags | The language dropdowns for Master and Translation Text columns. |

| Specify... | The result in the rendering table will be... |
|------------|---|
| | <p>Note: The master and translation languages are populated from the project attributes MASTER_TEXT_LANGUAGE and TRANSLATION_TEXT_LANGUAGE respectively.</p> |

Tip:
 You can specify a default language code for Text statements. The selected language will be the default in the document reference table. If you don't specify a default language, the first language from the language drop down will be selected as the default.

3. Specify the width for Master Text and Translation Text.

By default, the width of every column is set to **auto**. However, you can configure the width for the following:

- Document Name
- Master Text
- Translation Text
- Translation Languages

Tip:
 To change the width of the columns, specify pixels or a percentage (of the width of the table). If the label of the column is too big for the width specified, the column width will be bigger to accommodate this.

The screenshot shows the 'Edit Render Configuration' dialog for 'PCM Marketing DocRef_Default'. It features a table with the following columns: Type, Details, Label, Visibility, and Width. The rows are as follows:

| Type | Details | Label | Visibility | Width |
|----------------------|--|-----------------------|------------|-------|
| Document Property | Thumbnail | 50 px | Read Only | auto |
| Document Name | <input type="checkbox"/> Show Document Source <input type="checkbox"/> Show Document Description <input type="checkbox"/> Show Folder <input type="checkbox"/> Show Document Template | | Read Only | 0px |
| Master Text | en-US | | Editable | 450px |
| Translation Text | Default language code | | Editable | 450px |
| Text Language flags | Show for: Translation Language(s) Display: Show only flags | Translation Languages | Editable | 100px |
| Text Language flags | Show for: Master Language(s) Display: Show only flags | Master Text Languages | Editable | auto |
| Local/Remote Project | <input type="checkbox"/> Retain text document status | | Editable | auto |
| Delete Button | | | Read Only | auto |
| Reference Property | LOCATION_LIST | | Read Only | 0px |

At the bottom of the dialog, there are buttons for 'Add Column' and 'Revert to default configuration', and an 'OK' button in the bottom right corner.

4. Configure the display of Text Language Flags. You can configure the **Display** as **Show only Flags** or **Show Flags and Languages**.


These flags will be based on the Project Language Attributes.

- In the copy sheet view, all the newly created text documents will have the current Project's *Language attributes* as flags.
- All the sourced content (referenced from other Projects) will have the flags based on the source Project's language attributes.

To add the current project's languages, select them from the available flags.


- You can add or delete flags in this view. Read more in:

5. You can allow the users to move a referenced document into the current project. To set this up, create a column with **Local / Remote** setting. Specify the **visibility** as **editable** or **read-only**.

If the setting is **Editable**, the user can click  to move the document to a local folder. The users need **Change Properties** and **Add** permissions to move a document to local folder. The document reference will point to the local copies.

The user will be able to specify:

- a new name and description
- document template
- target folder

If the setting is **Read-only**, the user will see  indicating remote project.

6. If you are configuring Local / Remote button to allow copying of documents, ensure that you have enabled or disabled Retain text document status.

When this option is turned off, if you copy to **Local**, the approval status of the Text Document will be reset to **Draft**.

If **Retain text document status** option is turned on, when you copy the document, the document's approval status will be retained as it is.

7. Define adequate permissions to view and edit Text Statements:

Whether or not your user can edit or perform approval actions on a Text Element is determined by the following settings and permissions:

- **Visibility** should be specified as **Editable**.
- If your Text Document Reference is a child of another document (for example an artwork), the **Expand Attributes** (+) column of the Parent document should be configured as **Editable**.
- The user should have appropriate Content Permissions. Read more in: *Managing Text Permissions* on page 19.

Tip:

Check these Project level permissions (**Project Details > Security**) to troubleshoot editing problems:

- **Change Properties**
- **Lock/Update**
- **Start/Stop Approval**
- **Upload new version**
- **Change Task**
- **Download**
- **Add**

Note: The Text widgets, related languages, and statuses are rendered only for Text Document References.

6.2 Configuring Document Sources for Text Documents

You can configure your **document sources** (such as a Project/template which serves as a library of Text Documents / Artworks), a Saved search of your Text Documents, or your Document Templates) in the **Grid layout** of an Attribute Category or Project Template.

Edit Document Sources Configuration

PCM Technical DocRef_Default

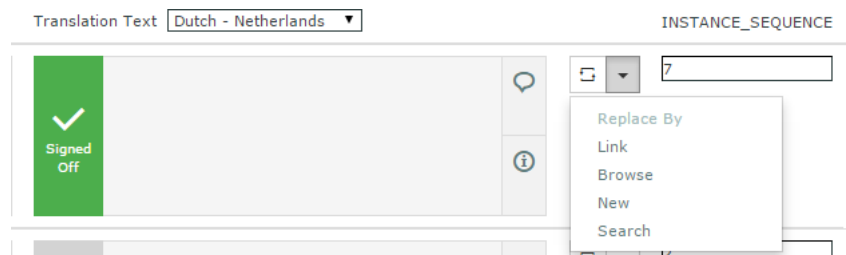
| Source | Label | Details | Operation | Target Folder |
|---|---------------------------------|--|---|---|
| <input type="checkbox"/> Document Templates | Simple New Statement(s) | Document Template selector Any Document Template configured | <input type="checkbox"/> Copy | <input type="text" value="02 - Text Statements"/> |
| <input type="checkbox"/> Saved Search | Simple Approved Statement(s) | Search Name PCM Text Library Search Technical | <input type="checkbox"/> Copy <input type="checkbox"/> Link <input type="checkbox"/> Move <input checked="" type="checkbox"/> Use By Reference | <input type="text" value="02 - Text Statements"/> |

Your configured sources will appear in the places (such as templates or forms you have designed) where you set the document reference categories. Read more in: [Adding Document Sources for a Document Reference Attribute](#).

6.3 Replace a Document Reference

You can configure a **Replace** option in your document reference table. When the user **replaces** the old reference, the new document reference will have the same **reference category** as the old one.

Note: Only users who are Project managers, Administrators or with Change Properties rights can replace the document reference.



When you configure a **Replace button**, it will allow the users:

- to replace the document via any of the configured *document sources* (**upload, browse**, etc.). If the user did not select any option, the first source will be taken as the default.
- to **Undo the action** before saving the new document reference.

This document will have its own **Attribute Category** but will keep the same **Reference Category** as the old reference.

6.4 Duplicate a Document Reference

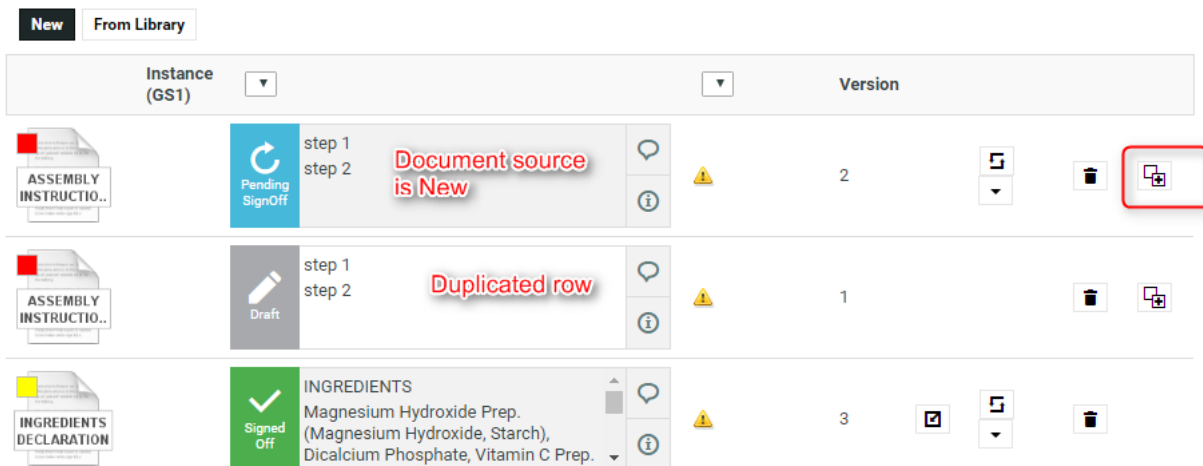
You can configure a **Duplicate** option in your document reference table. When the user **duplicates** a reference, a new row of document reference will be created. The duplicated document will have the same content, document **attributes** and **reference category** as the previous one.

In the case of Text Document, Content file, then each element status in the file will be reset to draft.

Note:

Only users who are Project managers, Administrators or with Change Properties rights can replace the document reference.

Technical:



When you configure a **Duplicate** button, it will allow the users:

- to duplicate a document row with **Copy** and **New** as *document sources*.

The duplicate documents are created in the current Project where the copied or newly created documents are stored.

Tip:

- The document will be named as [FileName] [Duplicate] [1], [FileName] [Duplicate] [2], etc.
- Use the **Rename** document action to change the document name.

Note:

You cannot duplicate a document reference if the document source is:

- **Browse / Link / Use by Reference / Remote.**

Behavior while duplicating document and its reference properties:

|

Notes

- If **Allow multiple values** is turned off in the attribute category, the duplicate will replace the original instead of adding a new document reference.
- The duplicated document will have the same Attribute category including the child document references. The Reference categories and its settings are copied at parent and child levels.

7. How to Configure a Setup to Extract Dynamic Content

This chapter provides an overview of what needs to be configured to have a functioning Content Management setup in WebCenter.

To efficiently manage the content, you need a setup that addresses the packaging content in the context of packaging artwork. To create such a system you need:

- Reusable text documents stored in the form of libraries
- Text Document Templates
- Artwork libraries and Templates
- Attribute Categories with Languages to be attached to the Projects
- Copy Sheet or Text Document References attached to Artworks

The steps below describe how to create a setup to import Artwork templates from Adobe Illustrator (With Dynamic Content) along with the Text Content mapped to a Copy Sheet.

Note: This is an example configuration. Other than the essential steps, all other steps meant as recommended, not mandatory.

Note: To get you started, we have created a migration setup that you can import into your system and start on it. See in: [Knowledge Base article](#).


1. ***Follow the Essential steps*** to configure the module.
2. ***Create Text Document Templates***. You need these templates to create new Text Documents.

Important: You can create Text Templates with all the necessary configuration automatically. This is recommended if you require a large number of templates. Contact Esko Professional to configure your Text Templates automatically.

You can now start using these templates to create new Text Content Documents.






Project: PCM Text Templates **Active** Project 2 of 2

Upload
Upload Multiple Documents
Mail link to
More...


 Manager: Daemen, Karsten (KADA)
 Customer:
 Due On:
 Modified: May 4, 2016
 Description: This project contains all the content document templates. New content files are created based on these templates.

Documents 101 Bill Of Materials Tasks Attributes Project Information Approval Members Security Configure

View and Annotate Create Report 3D Packshots Inspect & Update Compare in Viewer More...

| Documents 101 | Version | Approval | Uploaded | Tasks |
|---|---------|----------------------|--|-------|
|  Active ingredients declaration.wcc (2.1KB) WCC Template Document | 1 | Setup Approval Cycle | May 4, 2016 at 3:05 PM Daemen, Karsten (KADA) | |
|  Active ingredients header.wcc (2.1KB) WCC Template Document | 1 | Setup Approval Cycle | May 4, 2016 at 3:05 PM Daemen, Karsten (KADA) | |
|  Administration route.wcc (2.1KB) WCC Template Document | 1 | Setup Approval Cycle | May 4, 2016 at 3:05 PM Daemen, Karsten (KADA) | |
|  Allergen statement.wcc (2.1KB) WCC Template Document | 1 | Setup Approval Cycle | May 4, 2016 at 3:05 PM Daemen, Karsten (KADA) | |
|  Assembly instructions.wcc (2.1KB) WCC Template Document | 1 | Setup Approval Cycle | May 4, 2016 at 3:05 PM Daemen, Karsten (KADA) | |

3. Create WebCenter Projects as Text Libraries and Artwork Libraries and organize your assets in them.

Do this for:

- Text Content Documents,
- Artworks,
- and more...

See more examples [here](#).

To organize further, you can create [advanced Text Searches](#).

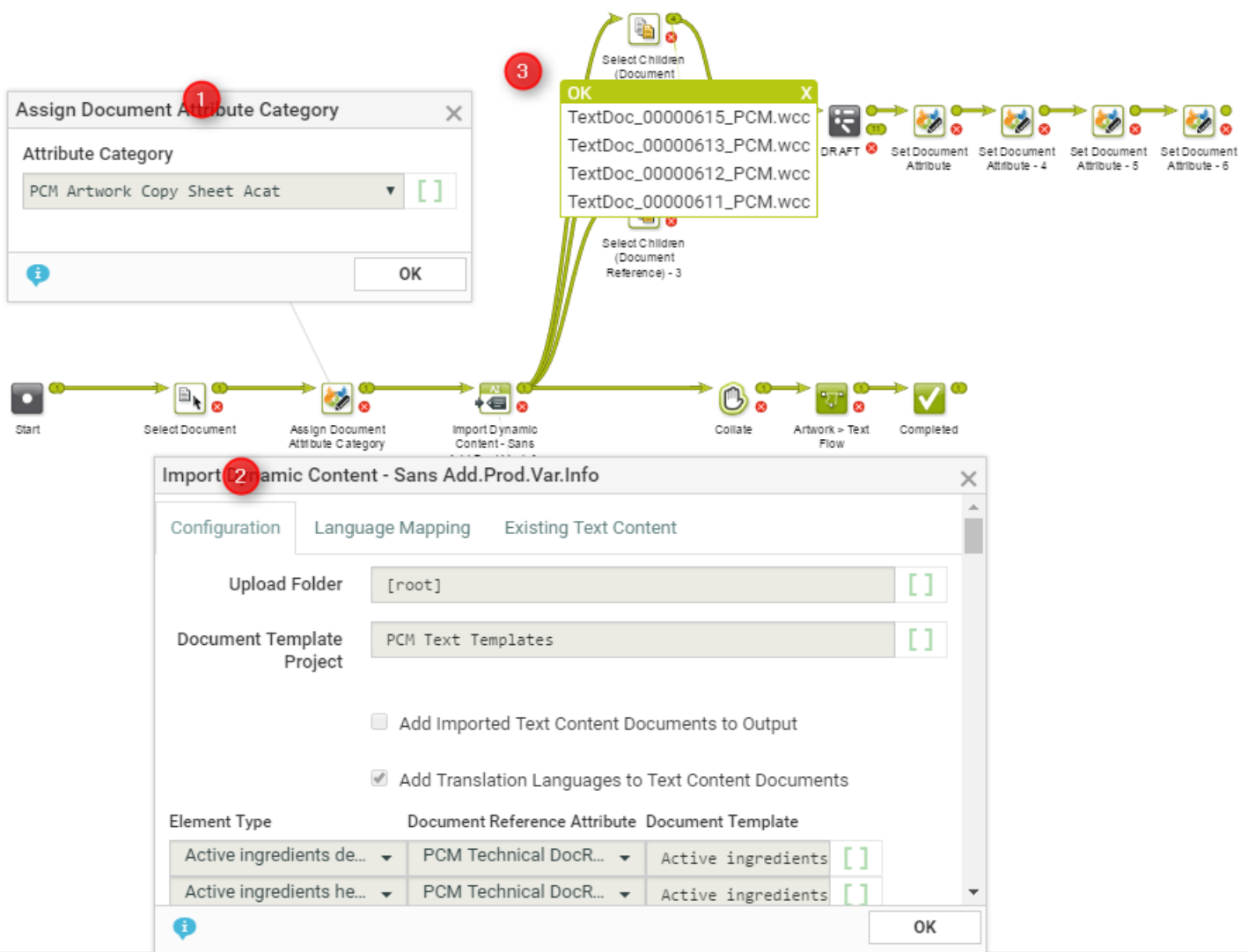
4. [Create copy sheets](#). They are Attribute Categories with Text Document References.

- Create your **text document reference attributes** and add them to an **Attribute Category**. You can use the advanced features available in the **grid layout**.
- Add the mandatory [Reference Category](#) to these document references. This is used in matching the Artwork's Dynamic Content elements to text references.
- [Create a table rendering](#) with text related options. You can configure Master and Translated Text widgets for your copy sheet. You can use all the advanced features available in the **grid layout**.

Depending on the User's permission (Editor, Approver or Content Manager), they can do content actions in this page.

- Make the attributes **editable** (the **visibility** setting) to allow for text editing.
 - Allow adding multiple documents by enabling **allow multiple values**.
- Configure the **document sources**. Choose the operation (copy, link, move, or use by reference). Read more in: [Adding Document Sources for a Document Reference Attribute](#)
document sources settings you configure here will be rendered in the text document table.

- Create a custom **label**.
 - Specify the source of the document. For example, a **Saved search** of text documents for adding approved text. To create new text documents, the source will be **Document templates**.
 - Specify the type of operation: **copy**, **move** (move content to the local folder) or **use by reference** (to use approved content from a library or saved search).
5. Create other attributes necessary for
6. **Create Import setup for Adobe Illustrator design files with Dynamic Content.** This workflow will map the content to the copy sheet attributes (text document references) created in the previous step.
- a) Create a Task Type for the import workflow.
 - b) Configure your workflow [step](#) to assign the Copy Sheet attribute category to
 - c) Create a step to extract the [text content as Copy Sheet references](#) of the artwork.
 - d) Configure the [Import Dynamic Content](#) step with document reference and document template mapping. Specify the reuse policy for partial matches in this step.
 - e) [Route the workflow depending on the text document status](#).



In the example, when an artwork with Dynamic Content arrives at a Packaging Content Management workflow, the following steps happen:

1. The workflow assigns a **document attribute category** to the artwork (parent). This 'copy sheet' category contains the **document reference attributes** to which the text content will be imported.

Note: If this step is not in the workflow, the **Import Dynamic Content** will use the Project's attribute as the default.

The category contains the **document reference attributes** for:

- technical text statements,
- legal statements and
- marketing statements

to serve as the copy sheet template.

2. The **Import Dynamic Content** step maps the various Element Types to appropriate **document reference attributes** as configured.
3. The [Select Children](#) nodes select the text documents (technical, legal and marketing) separately. These documents can be processed as separate text documents while keeping the link between them and the artwork alive.

Later in the production process, you can supply the approved textual content in the form of an XML file. Read in: [Export to GS1 Format](#). Using the Esko Dynamic Content plug-in, the designer can add the approved content to the Illustrator document.

7. Create Approval Workflows to assign Tasks for different approval stages.

When you have assigned Content Permissions and assigned them to Roles, the assignees can manually go into each text document and approve it. However with a workflow, you can assign [Tasks with Text Documents](#) to those Roles automatically.

Note: You need to configure these Workflows according to your business needs.

Read more in the KB article:

8. Create other Workflows depending on your business needs.
9. Configure Project Templates to create projects to update or create new Artwork templates with content.
 - a) Configure the Project Creation Form.
 - b) Invite **Members** (Roles and Groups) who will perform various tasks in the Project context. These are important for activating the Content Permissions (from Document Templates). Read more in: [Managing Text Permissions](#) on page 19
 - c) In **Configure > Document Templates** , link [the text document templates](#) to allow creating new text documents.
 - d) Optionally create a custom setup for document sources in **Configure > Document Creation** .
 - e) Assign an **Attribute Category**. It should contain the following attributes and any other attribute relevant to your Projects.

- MASTER_TEXT_LANGUAGE
- TRANSLATION_TEXT_LANGUAGE

Note: The MASTER_TEXT_LANGUAGE and TRANSLATION_TEXT_LANGUAGE attributes determine the languages of the Text Content documents located in that Project.

- [Language Index](#) attributes.

Note: If the Language Index values are not specified, the default values (from the Language Lists) will be used as indices.

To determine the Master and Translation languages of a Project, you need to define these in the **Template > Attributes** page.

- f) Add the Workflow Tasks to the Template. The workflow tasks configured for import and approval are configured to launch right after the project creation.

8. Working with Text Content

With the right [permissions](#), you can edit, start approval or approve in all the following pages:

- [Text Information](#) tab. Here you can only view and perform actions on the single text document and its elements.
- in Copy Sheet (Text Document References) attached to an Artwork or a Project. You will have a view of multiple text documents. You can perform actions on their Master or Translation Elements. Read more in: [Creating a Copy Sheet](#) on page 27.
- in a Task Document Rendering. Here also, you can view and perform actions on Master or Translation Elements of multiple text elements.
- In the Viewer Text Content Widget. You can perform the same actions, but you can use viewer filters to filter text content. Read in: [Viewing Text Content](#) on page 54

8.1 Text Document Details

When you click on a Text Content Document Type, the **document details** will have the **Text Information** tab with the following sub-tabs:

- **Text Content**
- **Role Mapping**

Text Information
Document Information
Approval
Action History
Annotations
Projects
Attributes
References

Text Content
Role Mapping

Content is changed since last save SAVE

Last Updated: May 5, 2016 at 10:22

Make this an Invariant Text Document (The document will have no translations).

| | |
|-----------------------------|---|
| Element Type | Active ingredients declaration |
| Approval Setup | Default |
| Type | Rich Text |
| Master Language | English - United States |
| Translation language | <div style="display: flex; flex-direction: column; gap: 5px;"> <div> Hindi</div> <div> Dutch - Belgium</div> <div> French - France</div> </div> |

Master Text

English - United States

Signed Off
 30g bowl of Kellogg's Corn Flakes there are 113kcal, equivalent to 6% of the RI for energy, 0.3g fat or less than 1% of the RI for total fat, 0.1g of saturates equivalent to less than 1% of the RI, 2.4g sugars equivalent to 3% of the RI and 0.34g of salt which is equivalent to 6% of the RI for salt.

Translated

Hindi

Draft
 केलॉग मकई का आटा की 30 ग्राम कटोरा वहाँ, 113kcal हैं ऊर्जा, 0.3g वसा या कुल वसा के लिए आरआई के 1% से कम, आरआई, 2.4 से कम से कम 1% के बराबर संतृप्त की 0.1g के लिए आरआई के 6% के बराबर जो शक्कर आरआई के 3% और नमक की 0.34g जो नमक के लिए आरआई के 6% के बराबर है के बराबर।

8.1.1 Text Content Tab

The **Text Document > Text Information > Text Content** tab displays all the content of Text Content document along with its classification and languages. You can see the following info:

- **Last Updated** date and time
- **Element Type**
- **Invariant** or not
- **Approval Setup** .
- **Type** of Text

Note: When you (as the Content Manager) change the text type, the Text Statements affected by this change will be put into **Draft** status.

- **Languages:** The Master and Translation languages will be listed here. You can see the language flags and the respective names.

Read more about the concepts in: [Packaging Content Management Basics](#) on page 5.

Working in the Text Content Tab

You can perform Text Content related actions in this tab if you are a Content Manager / Editor / Approver. What you can do in this tab depends on your permission.

If you are a **Content Manager**, you can:

- Select the **Element Type** of the Text Document.

Note: The **Element Type** drop down is configured as a *List* and is only visible for Content Managers. The regular users will see only the specific **Element Type** of the document as a label.

- **Make this an Invariant Text Document:** Enable this if translations are not required for a particular Text Document. For example, Brand Names.
- Define the **Approval Setup**:
 - **Default:** Only one member has to approve. For example, if the approver permission is assigned to two Roles, only one member (from any Role) has to approve.
 - **One of role:** One member of each Roles (assignees) has to approve to complete the signing off. In case a Role is assigned to several members (groups or users), any Group member or user from that Role can approve.
 - **All of Role – One per Group :** At least one member from each Role-Group has to approve. If there is a User, then he or she has to approve to complete the cycle.
- [Add or Delete](#) Master and Translation Languages

This list will contain the document's selected languages. You may have more languages to add from if they are present in the Project's Attribute Category.

If you are an **Editor** or a Content Manager with Editor permissions, you can modify text and save changes:


- Edit content and start Approval in the text widgets if you are an Editor. Read in: [Editing Text Elements and Starting Approval](#) on page 48.

An Editor user can start Approval or change the status back to Draft.

An **Approver** can:

- [Approve or Reject Text Content if you are an approver](#)
- [Add new Comments as an Approver/Editor](#)

Note: It is important to click **Save** after every action to save changes to the status element. A new document version is created after each **Save** action. You can view these changes in the Document's **Action History** page.

Note: The older versions of the Text Content Document are displayed as read-only (even when you have the right permissions). To **Reload latest version**, click .



















Tip: There is no direct way (even as the Content Manager) to change the status of the **Signed Off** Text Documents. As a workaround, the Content Manager can change the **Element Type** of a particular Document (and then put it back to the original). As a consequence, all Text Statements of this document will have the **Draft** status.

8.1.2 Role Mapping Tab

Role Mapping

This tab displays all the permissions enabled in the Text document.

Manage Permissions

| Content Permission | Language | Role | Assignee(s) |
|--------------------|---|---|---|
| CONTENT MANAGER | |  MARKETING |  Varghese, Shalet (SKVA) |
| EDITOR |  English - United States |  LANGUAGE EDITOR EN-US | |
| EDITOR |  Dutch - Belgium |  LANGUAGE EDITOR NL-BE | |
| EDITOR |  English - Ireland |  LANGUAGE EDITOR EN-IE | |
| EDITOR |  French - Canada |  LANGUAGE EDITOR FR-CA | |
| EDITOR |  French - France |  LANGUAGE EDITOR FR-FR | |
| EDITOR |  Greek |  LANGUAGE EDITOR EL | |
| EDITOR |  Italian - Italy |  LANGUAGE EDITOR IT-IT | |
| EDITOR |  Portuguese - Portugal |  LANGUAGE EDITOR PT-PT | |

Prefix + Language code

In this tab, you can see:

- the **Content Permission**

Note: **Content Manager** is not associated with any language.

- the **Language** relevant for each permission. For the **Editor** and **Approver** permissions, the language is listed.
- the **Role** assigned to each permission. The **roles** will be links if you are a **Project Manager** or an **Administrator**.

Note:

- The **Roles** list will have links only if these roles are invited to the project and exists in WebCenter.
- If you do not see **Roles** as links, check if you are looking at the latest version of the document. In older versions, this data will be read-only.

- the **Assignees** (Groups or Users) assigned to a particular **role** with a certain permission.

8.2 Managing Text Permissions

Make sure that:

- you have invited the right **Roles** in your **Project** or **Template** with the Text document.
- you have added the Master and Translation Languages to the Project's Attribute Category to configure Language specific Editor and Approver permissions. This is also necessary to do role mapping in a *smart way*.
- you have enabled the right *Preferences*.

If you are a **Project Manager / Admin**, you can manage and assign content permissions.

Note:

A user without any of these permissions can only view (depending on the view permissions) the text content documents.

1. To manage Permissions, go to the **Document details > Text Information > Role Mapping** .
When you click on a Text Content Document Type, the **document details** will have the **Text Information** tab with the following sub-tabs:
 - **Text Content**
 - **Role Mapping**
2. Click on **Manage Permissions**. This will open up the **Role Mapping** page.
3. Click **Add Permission**. Repeat this for as many permissions as you want.

Text Content **Role Mapping**

Content is changed since last save **SAVE** **CANCEL**

For each Content Permissions, select the Language. If the '[ALL LANGUAGES]' option is selected under Language, Smart Name is applied automatically to derive the roles (if Role is not selected).
[Click here to Manage Roles](#)

| Content Permission | Language | Role |
|-------------------------|-----------------------|-------------------|
| CONTENT MANAGER | | MARKETING |
| EDITOR | [ALL OTHER LANGUAGES] | PACKAGING MANAGER |
| + Add Permission | | |

4. Choose the **Content Permission** from the drop-down listing:

- **Content Manager**
- **Editor**
- **Approver**

5. For the Content Managers permission, define the appropriate **Role**.

Read about the permissions below:

1. CONTENT MANAGER:

The WebCenter Role with this permission facilitates the entire content management process to ensure accuracy and compliance. For example, the role Marketing could have this permission where the Marketing has the responsibility of the packaging content. The Content Manager will manage the Master and Translated statements.

Note: The Content Manager Role is not associated with a specific language.

This role decides on:

- The Editors and the Approvers in the current document
- The master and translation languages
- The Element type (such as the GS1 standard) of the text
- text format (Simple or Rich)

Note:

Content Manager Role cannot act as an Editor or Approver unless this permission is granted to the same role.

2. EDITOR

The Content Manager typically assigns this right to the dedicated roles who will create, edit, revise or translate the text. This can be assigned per language.

An Editor Role (for example, a Translator) can edit when a document is in the **Draft** state, not in **Signed-Off** or **Ready for Review** state. After editing, the role can mark it as **Ready for Review**.

Note:

- The **Content Manager Role** has to configure the list of translation languages to make use of multiple language based **Editor** permissions.
- You can configure **Roles** for all languages to which the content should be translated and grant them the **Editor** permission. For example, **EDITOR fr-FR** can be assigned to the role "TRANSLATOR FRENCH".

3. APPROVER: A **Role** with this permission can approve the text content. This permission can also be configured per language. The approver puts the Text Statement to **Signed-Off** state.

The configuration of Approvers works exactly as in the case of Editors.

Note: You may choose to give two types of permissions to a Role. For example, the Content Manager can have Editor permissions as well.

6. Define the **Editor** permission and assign it to a role. Select the corresponding **Language** from the drop-down.

You can automatically create **Editor** and **Approver** Roles for all languages in one go. Read about [Smart Role Naming](#) on page 22. To do this for the editor permission:

- Make sure that the **admin** preference section has the right Prefixes. Read [here](#).
- Next to the **Editor** permission, select **All Other Languages**.

Manage Permissions

| Content Permission | Language | Role | Assignee(s) |
|--------------------|-------------------------|-----------------------|-------------------------|
| CONTENT MANAGER | | MARKETING | Varghese, Shalet (SKVA) |
| EDITOR | English - United States | LANGUAGE EDITOR EN-US | |
| EDITOR | Dutch - Belgium | LANGUAGE EDITOR NL-BE | |
| EDITOR | English - Ireland | LANGUAGE EDITOR EN-IE | |
| EDITOR | French - Canada | LANGUAGE EDITOR FR-CA | |
| EDITOR | French - France | LANGUAGE EDITOR FR-FR | |
| EDITOR | Greek | LANGUAGE EDITOR EL | |
| EDITOR | Italian - Italy | LANGUAGE EDITOR IT-IT | |
| EDITOR | Portuguese - Portugal | LANGUAGE EDITOR PT-PT | |

Note: A red annotation 'Prefix + Language code' points to the role names in the table.

7. Define the **Approver** permission and assign it to a role. Select **All Other languages** to create Approver roles with default names in one go.

The names of the Roles will have the specified **prefix** (In the example screenshot, Language Editor) and the respective language code.

8.3 Adding and Deleting Languages in a Text Content Document

Go to **Projects > Attributes** page and assign the Master and Translation Language Attributes. This will make them available in your Project's text documents.

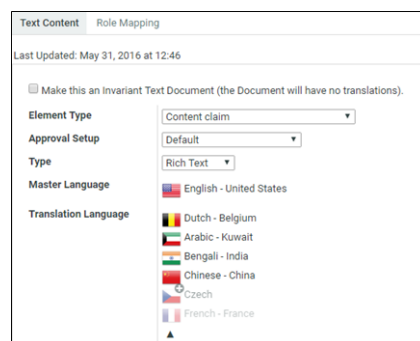
In the **Text Content Document Details > Text Content** tab, you can view and add / delete the Master Text Language and Translation Language(s).

It is also possible to view, add and delete these Languages in the [Copy sheet](#) view. Read also: [Creating a Copy Sheet](#) on page 27

Note: You can view this only if you have Content Manager Permissions.

- To add a language, hover over the blurred flag indicators and click **+** on the flag image to add a language.
The languages that are added in the list have clear flags. Only four of the selected Translation Languages (Flags) are displayed. Click **...** to view the expanded list of the other selected languages and **▲** to collapse the list.
- Hover over and click **x** on the flag image to delete a language. You can add or delete multiple languages in one go by clicking multiple language flags.
- To delete a language not present in the Project Attributes, but is there in a text document, click **Delete** icon next to the Text Element.
The language is now marked for deletion in the element status. Hover on **Delete** and click **↶** to revert the action.
- To remove all translation text from the document in one go, select the check box **Make this an Invariant Text Document**.

Click **Save** to save the language modifications.



Note:


The following conditions apply when you delete Master Text Languages:

- If only one Master Text Language is present, it cannot be deleted.
- If two or more Signed Off Master Text Languages are present, then any one of them can be deleted. But if there is only one Signed Off, that language cannot be deleted.
- If none of the Master Text Languages is Signed Off, then any of them can be deleted.
- A language can be deleted even if the Text Content document is linked with multiple projects.

8.4 Editing Text Elements and Starting Approval

Editing Content

With the Editor permission:

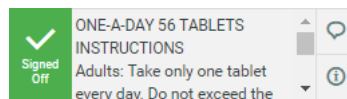
- you can edit a document in Draft  state.
- auto-approve. If you are assigned the role of an Editor and an Approver, you can approve the content you created immediately.

|

Approving after Editing (Auto- Approval)

For example, Marketing can create and approve Master Text of certain statements. Essentially, you can skip **Start Approval** and **Approve** actions. To do auto-approve:

- Hover over **Draft** state next to the Text widget. You see options to **Approve** or **Start Approval**.
- Approve and **Save**. The document status is now **Signed Off**.



Note:

If saving fails, check if:

- your Editor permission is revoked.
- there is any conflict from another user regarding content update.

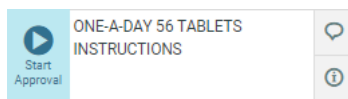
You can **Start Approval** by clicking  (even after you auto-approve).

Note:

- You cannot **Reject** when a document is set for Auto approval.
- You can auto-approve from all the pages where you have the Text widget (Text Document Details, Task Execution Page, Document Attribute Category, Project Attribute Category, Project Creation Page and Viewer).

Starting Approval or Reverting to Draft

Hover over **Draft** status to view and click **Start Approval** to kick start the approval process.



To put the status back to **Draft**, hover and click the **Revert** button.

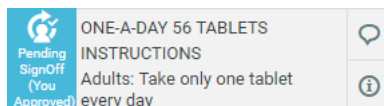
When you save, the status changes to **Pending SignOff**.


Note: Even after starting the approval process, you (Editors) can put the status back to Draft.

8.5 Approving or Rejecting Text Elements

Approving Text Content Element

To **Sign-off** text statements (as an Approver), hover over the **Pending SignOff** icon next to the Text Element and **Approve**. When you save, the status changes to **Signed Off** or **Pending SignOff (You Approved)** when there are more approvers.



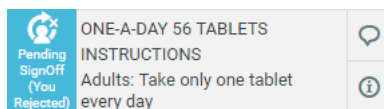
You can revert your action (before you **Save**) by clicking **Revert** .

Note: Once **Signed Off**, you cannot make changes to the text content or the text status.

Rejecting Text Content Element

To **Reject**, hover and click . When you save, the status changes to **SignOff Rejected**.




If there are more approvers, status remains **Pending SignOff (You Rejected)** until all Approvers approve or reject.



Note:

If the Admin has enabled **Required password for Approvals/ Rejections** in **Preferences**, your **Approve/Reject** actions require a password.

Other tools

| Use this... | To... |
|---|---|
|  | view the Approval Info . It will show the last updated state. |
|  | view the comments associated with a statement . It allows you to view earlier comments and also add a new comment. |
|  | add a new comment. This button indicates that there are no comments. Clicking it enables you to add comments, to hide and show existing comments. |

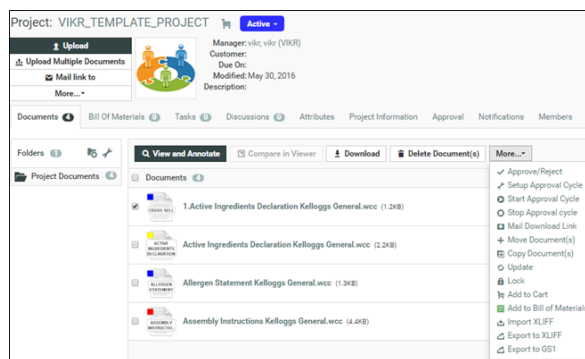
9. Text Document Actions

You have additional Project Documents Actions for Text Documents. These actions allow you to export and import Text Documents and copy documents with their Approval State.

9.1 Importing and Exporting Text Documents

Export and Import XLIFF

You can export your Text statements to be translated in a translation software that uses XLIFF content (e.g. Trados or SDL) and import the translated XLIFF files back to WebCenter.



To **Export to XLIFF** from a Project:

- Select the Documents and click **Export to XLIFF** in the **Actions** menu or bar.

Note:

You may have these actions in the **More...** drop down menu depending on your menu configuration.

- In the resulting pop-up, select **Source Language** and **Target Language** and click **Download**. The downloaded file contains the approved source language text and an empty statement of the target language.

To **Import XLIFF** files back:

- Click **Import XLIFF** in the **Actions** menu or bar. Click **Browse...** to select the file for importing. The translated XLIFF contents are added to the corresponding Text Content Document(s).
- When you import the translated content, you can directly **approve translation** by enabling the option as well.

Note: When you configure translation Workflows, you can use the [Export](#) and [Import](#) XLIFF content nodes.

9.2 Export to GS1 XML

You can download a GS1 XML file containing all the **text content documents (Dynamic Content)**. In the Artwork creation process, this GS1 XML file can be sent to the designer to place the content on the artwork in Adobe Illustrator with **Dynamic Content**. The **Dynamic Content** plug-in will match the placeholders in the artwork with the GS1 XML content.

Note: Any **User** with download permissions will be able to generate and download GS1 XML content. The resulting file will contain only the **Text Content** that can be accessed by the current **User**.

To generate a GS1 XML:

- Go to the **Project** where the artwork or **text content document(s)** is stored.
- Select the artwork document with text content or **text content documents**.
- Select **Actions > Export to GS1** .
- Specify the **Target Language** (one or more) in the **Export to GS1** pop-up.
The **Target Language** drop-down lists the master and translation languages specified in a project.

Note: If the project does not have specified language attributes, this drop-down will list the system wide language lists (master and translation).

- Click **Download**.

The GS1 XML will contain the **Text Statements** of the specified **Target Language(s)** including:

- the approval **status**
- the **Instance Sequence** value

9.3 Copying a Document with Status

You can copy a Text Content Documents to another project just like any other document. You can also copy the them with their status.

When you select one or more documents in a Project (Signed Off, Pending Signoff..) and choose **Copy Documents(s) Action**,

- you have the option to **Copy Text Content Status**. If you do not select this, the copied document will be in **Draft** state.

Project: VIKR_TEMPLATE_PROJECT Active

Manager: vikr (VIKR)
 Customer:
 Due On:
 Modified: May 30, 2016
 Description:

Copy Document(s)

Selected Document(s)

1 Active Ingredients Declaration Kelloggs General.wcc

Copy inside the current Project
 Copy to other Project(s)

Show Projects

Copy Text Content Status
 Copy Viewer Annotations

Rename Document

1 Active Ingredients Declaration Kelloggs General.wcc

Copy

Destination Projects

1 VIKR_TEMPLATE_PROJECT

Copy

If you are copying from the Document Details Page, you can:

- enable or disable the **Copy Text Content Status** option. If this is disabled, the copied document will be in **Draft** state.

Copy Document Administration route.wcc

Copy to Project: pma (PMA_PMA_PV)_143074260000_2
Please select a Project/folder to where you want to copy the Document

Folder: Root Folder

Document Details

Name: Administration route.wcc
Tip: When copying a Document to a Project with autonaming activated, the new Document name will be ignored, unless the autonaming schema has a free edit field. In that case, the new value will be part of the new Document name if the value was changed.

Copy Viewer Annotations
 Copy Text Content Status

Attributes Meta Data

PCM Market:

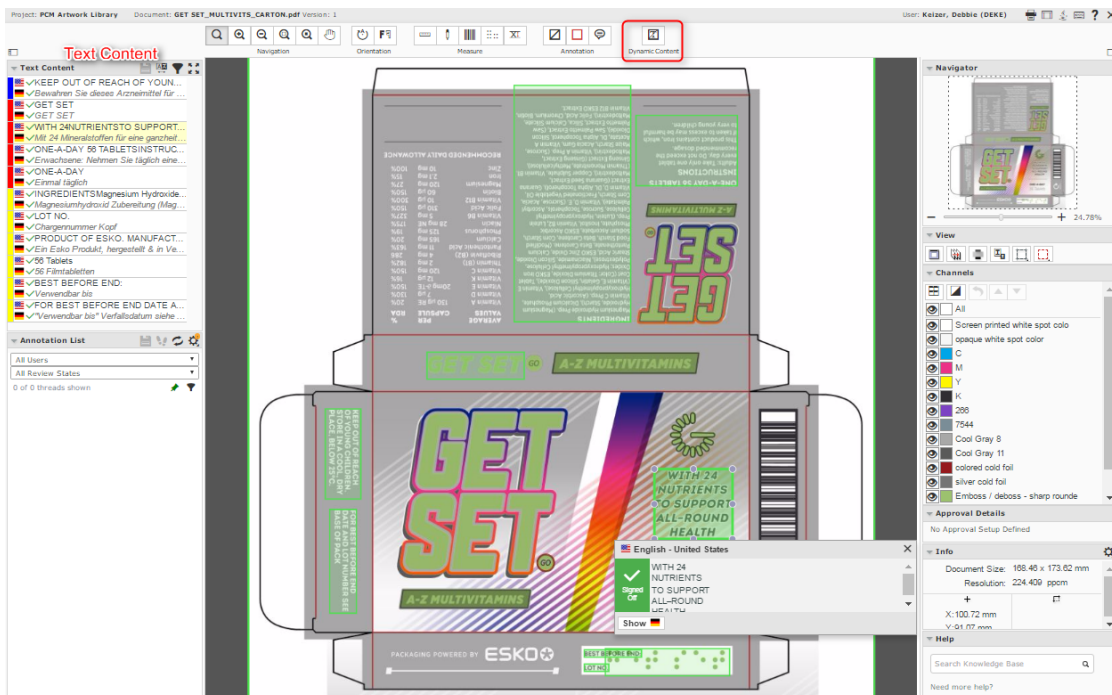
Product:

PCM Responsible: MARKETING

Copy **Cancel**

10. Viewing Text Content

The **HTML5 Viewer** enables you to view multiple Text Documents that are attached to an artwork. It also allows to view and update **Text Content** in **Full View** (the attributes page).



In the **Text Content** widget, you can:

- view multiple Text Content Documents
- view the master text language and the corresponding translation text language for each Text Content Document
- toggle the language selection and view other master and translation languages
- to comment, edit, approve and reject master text and translation text of each Text Content Document.
- view document attributes through the **Full View** modal pop-up

Note:

- The users are permitted to view one or more Text Content Documents depending on their **Permissions**.
- The **Full View** will open only if the Attributes Category of the document has a view named **TextView**. Read on how to create a view here:

Viewing text on Artwork file in canvas

In the Viewer, you can view an Artwork which contains Text Content Documents as references.

When you select a Text Statement in the Text Content Widget, it gets highlighted and the Viewer zooms in to the corresponding location. Conversely, if you click any Artwork in the canvas, then, both the text on Text Content Widget and the rectangle box (containing the Text Content) are highlighted.

Note:

- The canvas zooms into a particular location in canvas only if the text statement has a location information. These are stored as the reference properties:
 - INSTANCE_SEQUENCE
This will be a reference attribute (of a text document reference) keeps the instance sequence (a number) of the Text Statements.
 - LOCATION_LIST
This reference attribute stores the specific location of the Text Element on the artwork for each dynamic Text Element.
- If the text statement doesn't have location information, you can view the text content widget but the corresponding location on the artwork is not highlighted.
- If the same text is being used in multiple places on the artwork, all these locations are highlighted.

You can edit the text in the box that opens up on the canvas. If you have approver permissions, you also get approval options on the edit box.

Show/Hide Dynamic Content



Click the  button on the tool bar of the Viewer to show or hide the Dynamic Text Content highlighted.















The color of the rectangular boxes surrounding the text represent their statuses.

- Red means SignOff Rejected
- Green means Signed off
- Blue means SignOff Pending
- Gray means Draft

10.1 Text Content Widget Tools


The HTML5 Viewer displays all the Text Content referenced by an artwork in the **Text Content** widget.

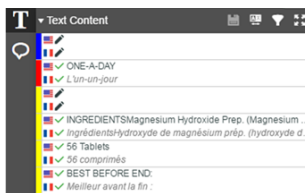
| Use... | to... |
|---|--|
|  | Select the languages from the list of Master Languages and the corresponding list of Translation Languages. |
|  | the Status Filter to filter based on the status of Text Statements. |

| Use... | to... |
|---|--|
| |  Draft (1)  Pending SignOff (1)  Signed Off (3)  Signoff Rejected (1) The filter also displays the count of Statements in each status. |
|  Language Not Added | indicate that the user does not have permission to edit the language or that the content manager has not added the Translation language. |
|  Draft | show that the Text Content language element is in Draft state. Hovering over the Draft button displays the approval status of the Text Content: <ul style="list-style-type: none"> • Start Approval  starts the approval process • Sign-Off  button. • Reject  shows that the Text Content is rejected • Pending SignOff  shows that the Text Content is ready for Approval • Revert  helps undo all the above actions |
|  Save | to save all changes made to the document. |
|  | The number of unsaved Text Content documents and comments are displayed in this image. Click the number to save modified Text Content documents. Upon saving, the number disappears and the icon is disabled. |
|  | The Full View mode lets you do all actions possible in the Attribute Category page. |

10.2 Selecting Language in Viewer

In the **Text Content Widget**, you can add comments, approve or reject content. To review content for a single language.

Click the **Select the languages**  button to select the Master and Translation Languages. Select a Master Language and a Translation Language to view corresponding Text Contents in the widget. You can select only one Master and one Translation language at a time but can toggle between the two.



The below conditions determine how the Text Content displays:

- The Project's assigned Language Attributes are displayed in the Language Selector.

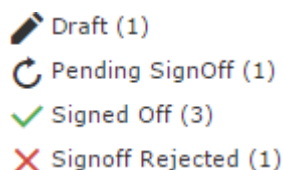
Note: These are based on the mandatory [Language Lists](#).

- If the Project has no Language attributes, then the selector shows language attributes of the referenced documents.

10.3 Filtering Text Content States

Use  **Filtering on Status** to filter the Text Statements based on its **Approval State**.

Select a status to view Text Statements in that state. This action filters the Text Statements of the selected Master and Translated languages. You can also view the count of text elements in each state.



If you do an Approval action, the statuses and the count are updated in the widget.

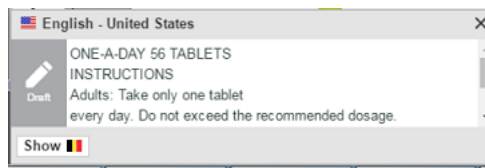
Note:

- If a Translated Statement matches the filter criterion, both the master and translated statements are visible.
- If a Master statement matches filter criterion and the translated statement has a different state, only the master text is visible.

10.4 Editing and Saving Text Content in Viewer


With the Editor [permission](#), you can add, modify and update the text content. Read more about how to work with text documents in: [Editing Text Elements and Starting Approval](#) on page 48 [Approving or Rejecting Text Elements](#) on page 49.


To edit text, simply select a text in Draft state and you will get a window to edit on the View area.




Note:

The text area is disabled for editing when:

- you do not have the permission for editing a particular language statement
- you have permission but **Language Not Added**  by the content manager






Use  to save modified text and comments.

You can also **start approval**  after editing the text.

With an Editor permission for a Text Content you can change Text Content Element from awaiting approval to **Draft**state. You can also **Revert**  this action and put the status back to Draft.

10.5 Approving Text Content in Viewer

With Approver permissions, you can **Approve** or **Reject** Text Statements in the Viewer. Hover over **Draft** or **Pending SignOff** icon to perform actions on the statements:

- **Start Approval**  starts the approval process
- **Signed Off**  button. It shows that the approval was successful
- **Reject**  shows that the **Text Content** is rejected
- **Pending SignOff**  shows that the Text Content is ready for Approval
- **Revert**  helps undo all the above actions

Remember to **Save** your action.

Note: Once the Element State changes from Approved or Rejected to Draft state, you cannot **Approve** or **Reject** again.

Note: An error message appears if you attempt to approve a text content element to which you no longer have Approve permission.

Note: You see a password prompt while saving the document when Approval actions are performed if the admin has configured the **Require password for Approvals/Rejections** option.