

WebCenter Tasks Plug-in 20

User Guide

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2. Introduction to WebCenter Tasks Plug-In

Content creators and Artwork designers use both Adobe applications and WebCenter for their content creation, editing and approval tasks. The most critical approvals required for the artwork is done in WebCenter whereas the creation of the artwork, editing based on the approval feedback are performed within Adobe applications like InDesign, Illustrator or Photoshop. This disconnect leads to time lapse and delays which is well addressed by the WebCenter Tasks Plug-in.

Enabling a communication mechanism between WebCenter with the other applications reduces the causes of errors and also speeds up the time taken for artwork creation and approval of packaging design.

Currently Adobe CC products specifically Adobe Illustrator, Adobe InDesign, Adobe Photoshop versions 2019 or higher are supported with the WebCenter Tasks Plug-in.

Note: Adobe CC products such as Adobe Premier, Adobe Bridge etc. are not in scope.

3. Installation of WebCenter Tasks Plug-in

Server Plug-in Installation

Installation of WebCenter Tasks server-side plug-in requires a WebCenter server with the WebCenter Tasks plug-in license.

To install the Server-side plug-in, Admin user has to follow the steps below:

1. Extract the WebCenter Tasks Plug-in folder.
2. Copy and paste the extracted folder content into the pre-installed WebCenter server path:

```
C:\Esko\Artios\WebServer\tomcat\webapps\WebCenter_Inst
```

3. If the **plugin** folder exists in the WebCenter path, WebCenter Tasks plug-in identifies it as a valid server and allows you to connect.

Uninstalling Server Plug-in

To uninstall the server-side plug-in, Admin user can delete the **plugin** folder in the WebCenter server path.

Upgrading Server Plug-in

To upgrade the server-side plug-in, delete the existing **plugin** folder and replace the new version in the WebCenter server path.

Ensure you end the current sessions in progress, before you upgrade to the new version of the plug-in.

Client Plug-In Installation

To connect Adobe applications to WebCenter tasks, client plug-in can be installed. Follow the steps given below :

1. Open **http(s)://<domain>/<WebCenter_Inst>/plugin/client/download.html** in your browser and connect to the installation instructions page in WebCenter Server.
2. To manually Install the client plug-in, download **WebCenterTasksClientPlugin.zip** and unzip the contents. **WebCenterTasks_v(version number)** folder is created. Copy "WebCenterTasks_v(version number)" folder to Adobe application installation path (for Windows) C:\Program Files (x86)\Common Files\Adobe\CEP\extensions and installation path on Mac is /Library/ApplicationSupport/Adobe/CEP/extensions.
3. Alternatively, to install with ZXP download the ZXP installer from <https://zxpinstaller.com/> based on your Operating System. Drag and drop your executable file on the ZXP.
4. Installation Is done by browsing/drag and drop of 'WebCenterTasks_v<version number>.zxp' file in ZXP installer.

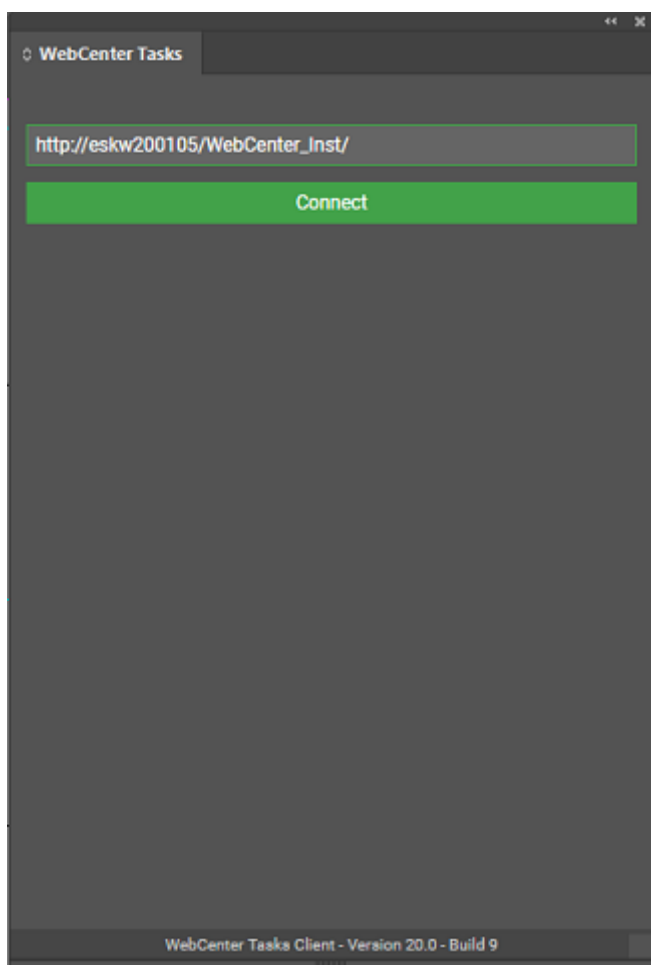
After successful installation WebCenter Tasks plug-in extension is available in all supported Adobe Host in the **Windows** Menu option **Extensions > WebCenter Tasks**.

4. Connect to WebCenter

To open a file from WebCenter in Adobe applications like Illustrator or InDesign, a connection has to be established with WebCenter.

To Create a connection with WebCenter follow the steps given below:

1. Open any of the Adobe applications like Illustrator or InDesign, in which you want to edit the graphic file. Navigate to the menu option, **Windows > Extensions > WebCenter Tasks**. This opens a WebCenter Tasks palette window.
2. Connect to the WebCenter Instance with the URL.



Version information of client-side plugin is displayed at the bottom of the WebCenter Tasks Plug-In palette window before signing in.

When connecting for the first time,

- a. Enter the URL of the WebCenter Instance you wish to connect to. **Connect** button is enabled only if the URL is right and there is a server installation of the WebCenter Tasks Plug-in already installed. Click on **Connect** to show the WebCenter Login page.

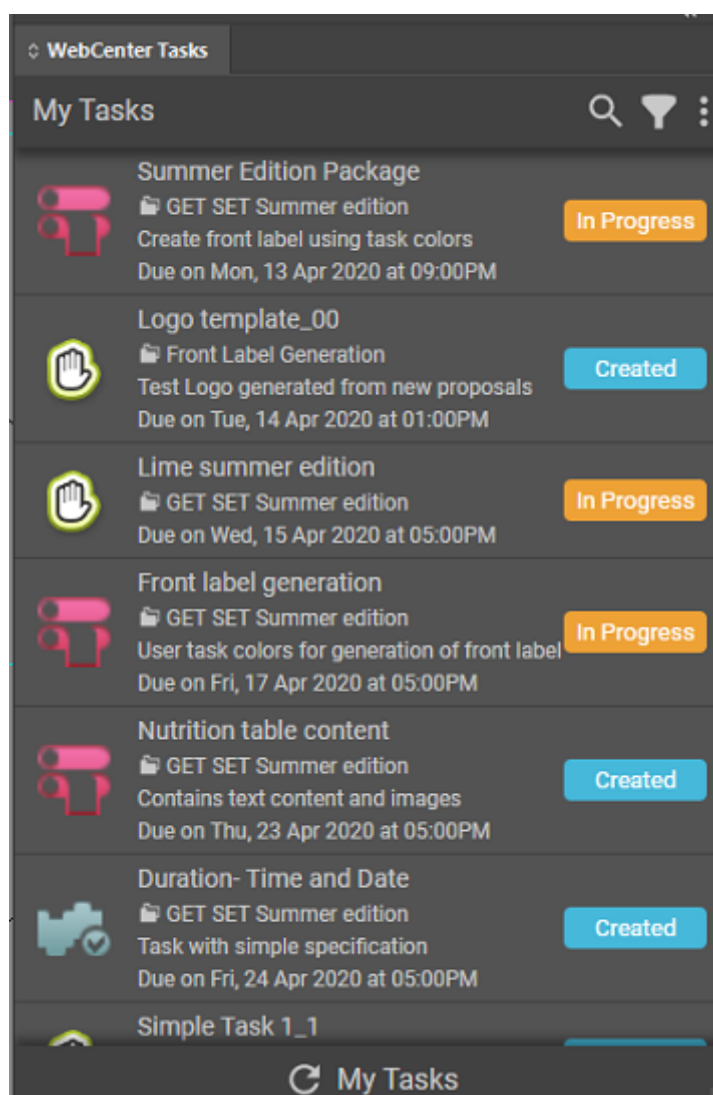
- b. Enter the **Username** and **Password** of the WebCenter Instance and your tasks are visible in the **WebCenter Task** Palette window.
3. On successful verification of your credentials, you are connected to WebCenter from your Adobe application.

5. View WebCenter Tasks In Adobe Applications

Tasks Plug-in can be effectively used, when the designers work on a graphic document in the Adobe applications and want to use the information already present in the WebCenter tasks.

When the connection is established with WebCenter, **WebCenter Tasks** palette window shows the list of tasks that are assigned to you. Tasks list shows the Task name, Project Name, Due date and the current status of the task. You can open the tasks to view the documents, or download documents or complete the task.

You can search for the tasks by Name or Description or the Project Name (where the task is executed) in the search option or filter them based on assignment.

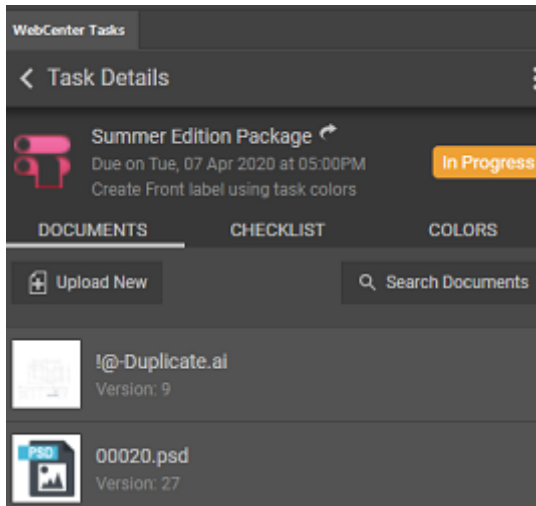


The tasks can be filtered on assignment to **Me** or **Me or Group I am in** or **Group I am in**.

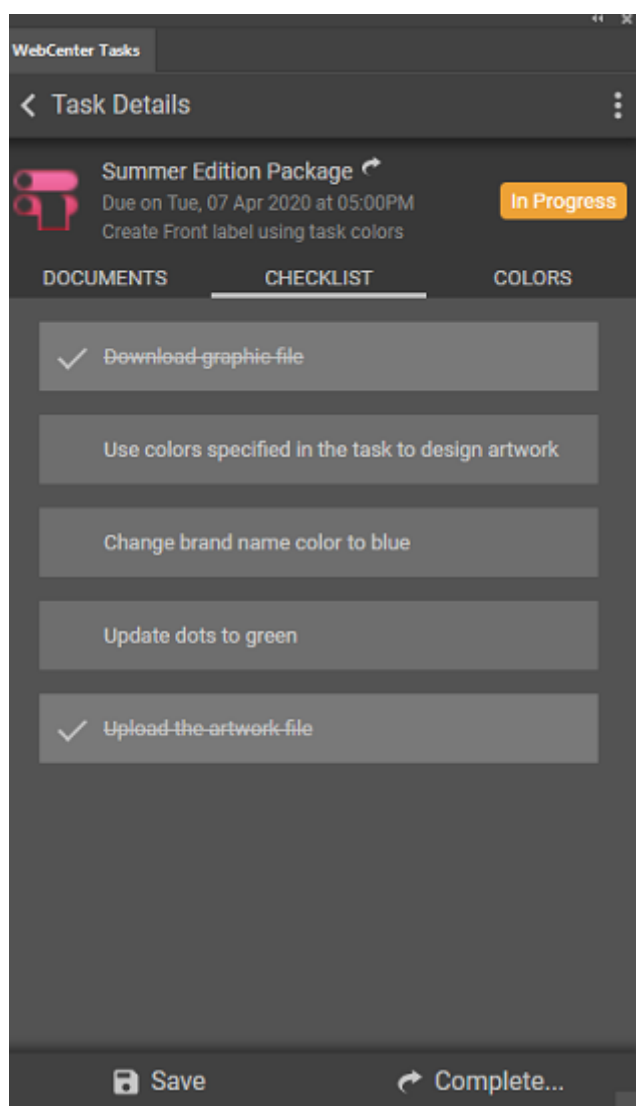
You can choose to view all tasks by selecting **Show Non-Started Tasks** option or choose **Show Workflow Tasks** to view only the tasks from work flow.

Task Details

You can click on the task, to view the details. Task Details are shown in different tabs like **DOCUMENTS**, **CHECKLIST** and **COLORS**, if they are present in the Task already.



CHECKLIST and **COLOR** tabs are only visible, if the Checklist and Colors are already present in the task. You can click on the checklist to check it and remember to save the changes.




You can search for any specific document already present in the Task in the **DOCUMENTS** Tab.

Upload and Download of documents in the Tasks

When no documents are present in the Task, then only an **Upload New** is shown when you view the document details. New documents can be uploaded only to the tasks where the Task Type allows adding of documents.

WebCenter Tasks

< Upload New Document



Summer Edition Package

Due on Mon, 13 Apr 2020 at 09:00PM
Create front label using task colors

In Progress

File*

Select a document to upload

Browse

Document Name

Enter the name of document

Project Name

GET SET Summer edition

Folder

Project Root Folder


Description

Enter the description of document

Upload

WebCenter Tasks

< Upload New Version



01_Label_Orange (3).ai

Version: 7
Size: 70.91 KB

File*

C:\Users\sabl\Documents\WebCenter\eskw200105

Browse

Document Name

01_Label_Orange (3).ai

Task Name

Summer Edition Package

Project Name

GET SET Summer edition

Folder

Project Root Folder

Version Comments*

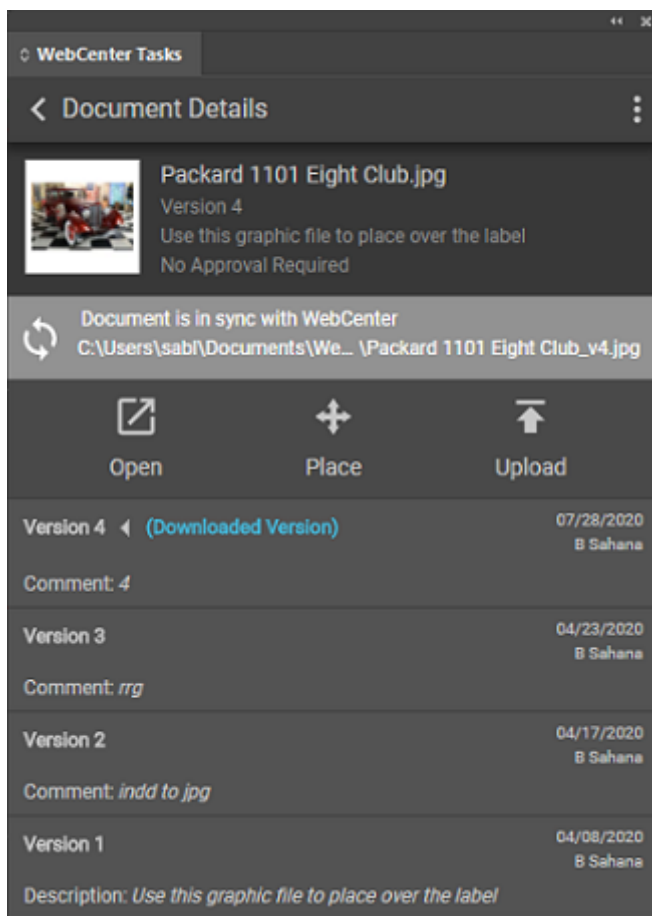
Enter the Version Comments of Document

Upload

When a document is selected to download, the latest version of the document present is downloaded. You can view all the details of the document by clicking on it and **Document Details** view is shown.

You can **Open** the document in the Adobe application from the **Document Details** view or **Place** the document within another document that is already open in the application by either choosing the **Place** option or by dragging the document from Task Details view or **Upload** a new version of the document.

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When the document version present in WebCenter is different, then you additionally get another option to **Download** the document.

When the document is downloaded, the local path of the document usually is C:\Users\<user name>\Documents\WebCenter\<host_name>\<project_name>\<document_name>_v<version number>.<extension_type>. Documents details displays two tabs namely **INFO** and **CONTENT**. In the INFO tab, you can download the document if the version present is WebCenter and the artwork are not the same. If both have the same version of the document, then **Document is in Sync with WebCenter** is shown along with the path of the document where it was downloaded last.

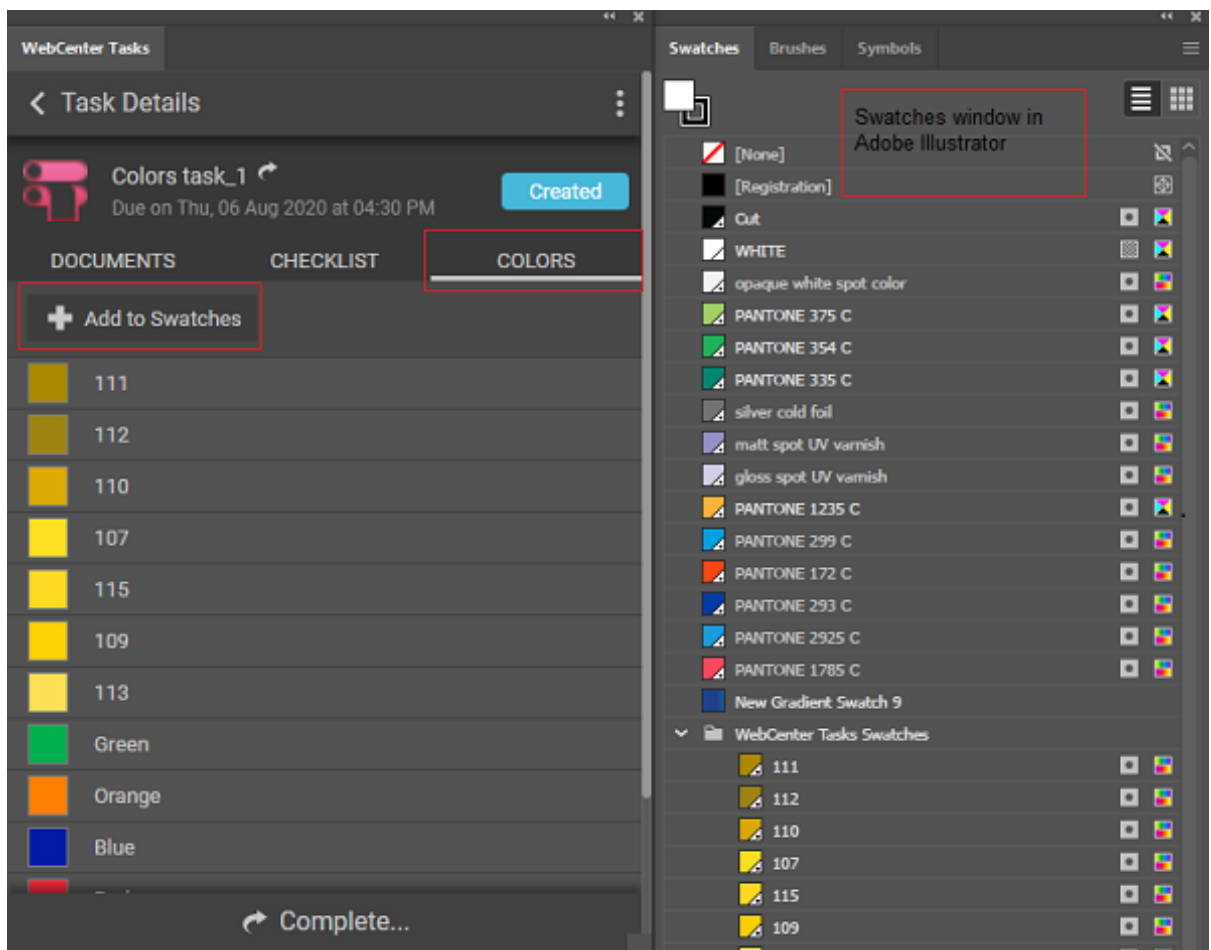
6. Add Colors from WebCenter

You can add the color information that is available in the WebCenter into the artwork using WebCenter Tasks plug-in.

Task assigned with the color specifications (#COLOR and #COLOR PALETTE) displays the colors associated with it in the particular Task's Detail view. All the colors of the task are listed under the **COLORS** tab with color thumbnail followed by color name same as defined in WebCenter.

Swatches is an Adobe host palette which has set of colors which you can use directly by clicking on it or can add colors to it.

Note: Color tab is visible only if the connected WebCenter is licensed for **WebCenter Support for Advanced Color options**.



You can add colors to the Swatches present from the **COLORS** tab in the Adobe application and use the colors in the artwork.

How to add Colors to Swatches

You can add the task colors to the swatches by clicking on **Add to Swatches** button. You can either choose to add task colors or Replace the colors in the swatches.

Please note each of the Adobe applications functionality for **Add to Swatches** is slightly varied.

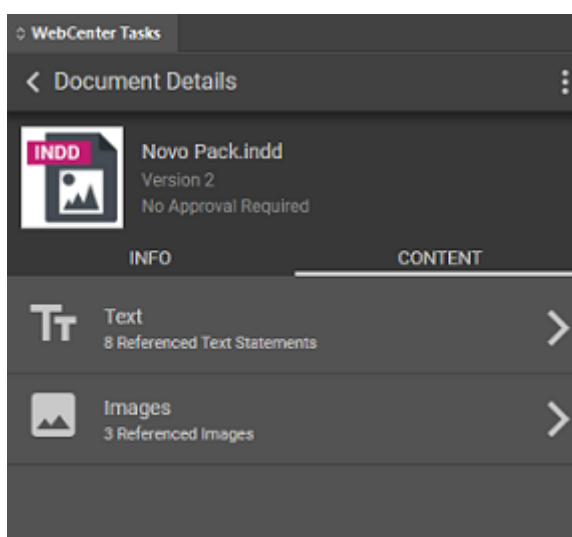
For both **Add** and **Replace** options, a new swatch group is created in **Swatches** within which the task colors are available as spot colors. When you import colors to Swatches in Adobe Illustrator and in Adobe InDesign, following actions occur.

- **Add:** Appends the Task colors at the bottom of the already existing colors in Swatches.
- **Replace:** Clears the existing colors from the Swatches and then adds the Task colors.

In case of Adobe Photoshop, for both **Add** or **Replace** options, task colors are always added at the bottom of the existing colors as spot colors to the swatches without any new swatch group creation.

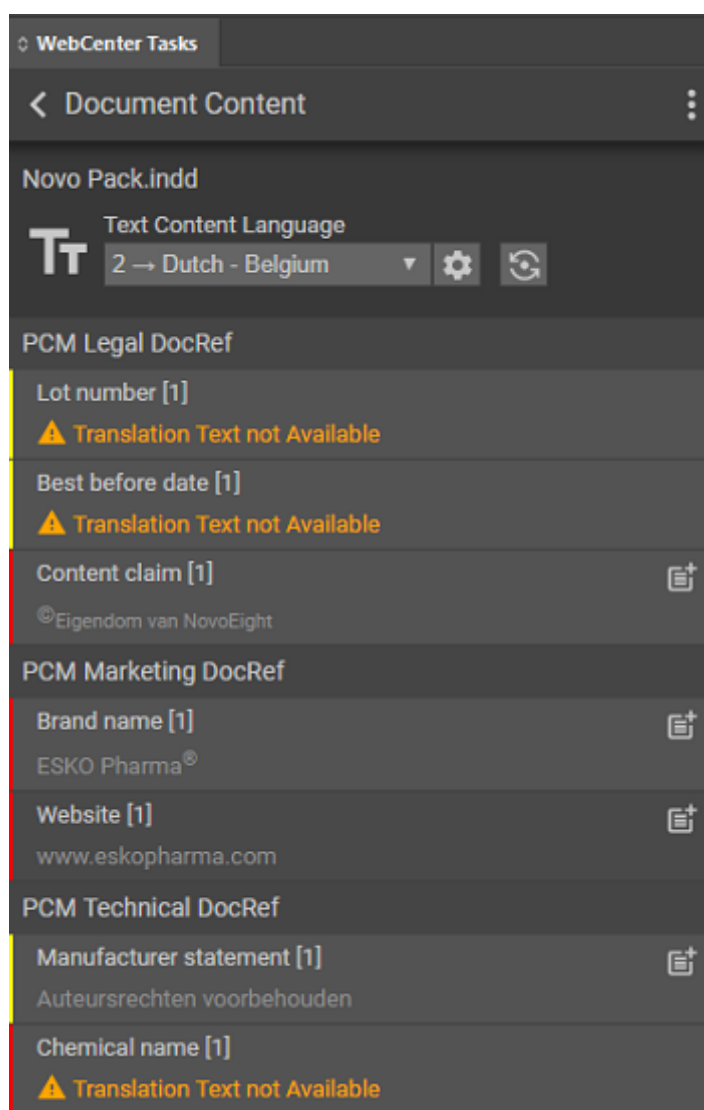
7. Content Handling in WebCenter Tasks Plug-in

Text statements can be created or added by the Content Editors or Content managers in WebCenter using the PCM (Packaging Content Management). You can add the text content to a graphic document in the Adobe InDesign using the WebCenter Tasks Plug-in. This plug-in ensures the inserted statements are added accurately in the artwork at the right frame or location.



Note: Content tab is only visible, if PCM license is available in WebCenter instance that is connected with the WebCenter Tasks Plug-in.

To open the task with the text statements in the WebCenter Tasks Plug -in, navigate to **Task Name > Document > Document Details > Content tab**.



When you open the Task documents having the PCM Text content in the **Content** tab, you can view the two sections:

Header shows the Document name, **Text Content Language** dropdown with list of Text Content languages which are added to the document and the locale mapping defined, **Locale Mapping settings** gear icon next to drop down. Text Content language dropdown contains both the master and translation languages defined in Document, Task and Project as per the sequence of Locale mapping defined in the WebCenter. Locale mapping is an attribute value (numerical) defined for the particular language.

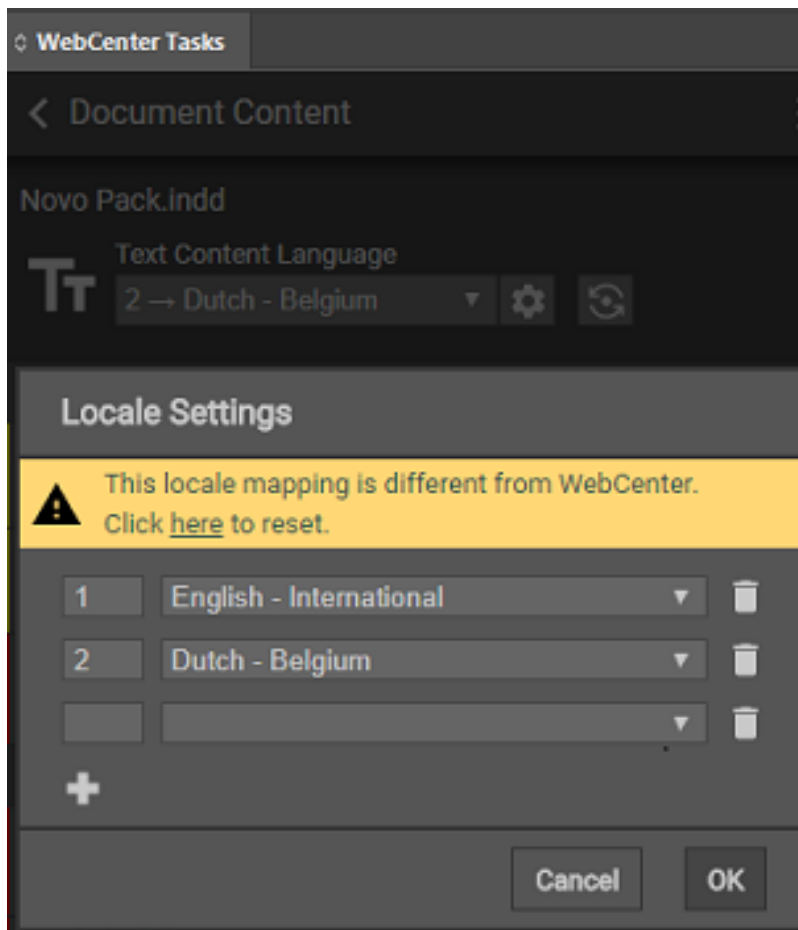
To view the text statement in a different language, change the language selection in the dropdown. If the translation for the selected language is not available, then a warning is shown.

Modifying Locale Mapping

Locale mapping can be changed in the WebCenter Tasks Plug-in, but the changes are not reflected in WebCenter.

You can modify the Locale Mapping from the current settings in WebCenter. Add new locale mapping languages by clicking on plus icon and selecting language from the dropdown which consists of

languages which are added to the document and are not defined as locale mapping language. You can add, delete or edit an existing locale mapping but all the changes are reflected only locally.



If no locale mapping language is defined in the WebCenter, default mapping is generated in WebCenter Tasks plug-in for all the document languages from locale #1 onwards and is displayed in the dropdown.

How it works in Illustrator and Photoshop

To add or replace the text statements present in the Artwork, select the text statement and click on **Place Text** button. You can also download each image and place it in the artwork by dragging and dropping the image.

How it works in InDesign

Place All Text button allows you to replace all content for which tags are matched in the InDesign document with the text statements defined in the document in WebCenter.

To update all statements in the artwork, click on the **Place all Text** button and all the text statements are updated in the InDesign document for all languages to which locale mapping is defined and the tags are matched.

Element types are displayed in same order as defined in Document Attributes in WebCenter. You can choose to select any one of the text statements present with the Place Text button and add it to the artwork's text frame selected in the InDesign document or at the cursor position. Matching of the attributes are done for the tags present in the InDesign document and the statements are updated to

the respective tags. To ensure that the text statements are not added at the wrong locations, it is not possible to add the text statement in a different tag in Adobe InDesign.

Creating template document in InDesign using content from WebCenter

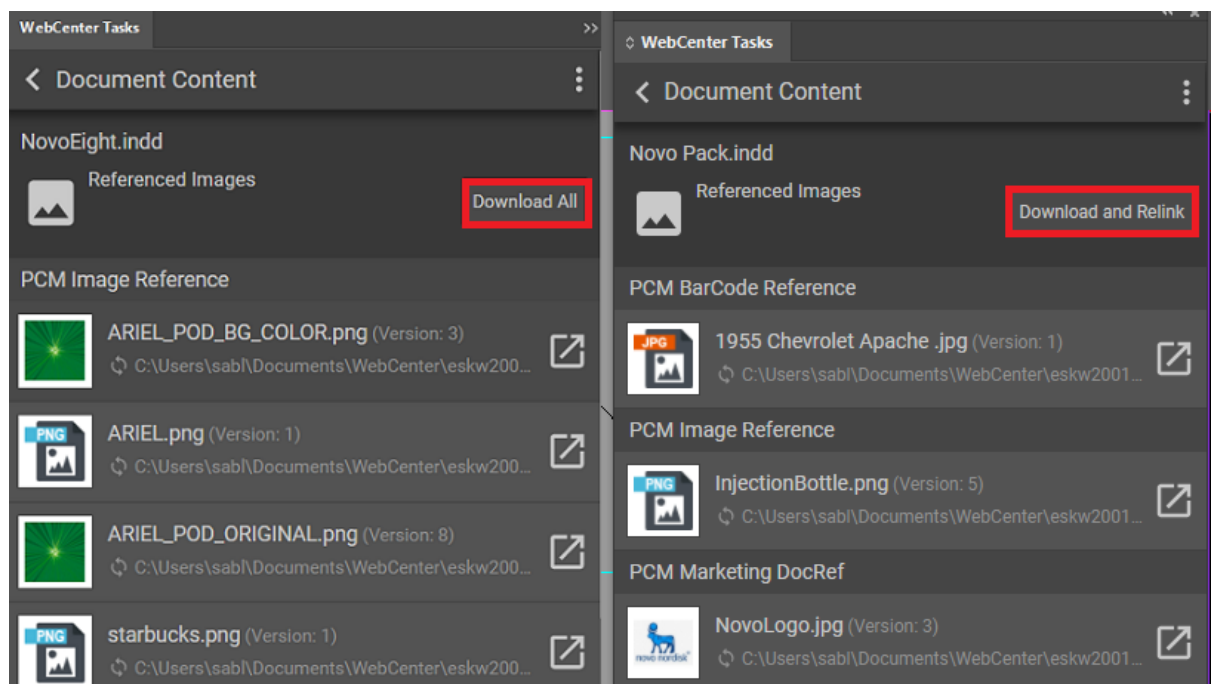
Designers create template in InDesign for updating artworks with many types of content like texts, images, bar codes etc. At this point, placeholders are created and identified for each type of content.

When content is imported from WebCenter to InDesign using WebCenter Tasks Plug-in,

- Whenever the location is identified for a content and tags are already created, on pushing the content from the WebCenter Tasks plug-in, the tags are updated with the content.
- Whereas when no tags exist in the text frame and cursor is placed in a location for updating the content, a tag is automatically created only for the placed text statement and the content is pushed from WebCenter Tasks plug-in to the InDesign document.
- Whenever a text frame with no tags is selected, when the text statement is placed from the WebCenter Tasks Plug-in, a tag is created for the text frame with the same as the name element type as of the text placed

Image Content Handling

To add images to the artwork from the WebCenter Tasks Plug-in, you can use the **Download All** in the Adobe Illustrator. You can also download each image and place it in the artwork by dragging and dropping the image.



Download and Relink option is present in Adobe InDesign and Photoshop, which both downloads the images and also relinks the links from the downloaded images for any matching links that are found in the artwork.

8. Completing Tasks

You can complete the task within the **Task Details** view in the WebCenter Tasks Plug-in. When you click on **Complete**

- **Task with specification:** are redirected to the Task Execution page in the WebCenter instance to complete the task.
- **Task without specification:** are completed (only when all the conditions of task are satisfied) and task status is changed to **Completed**.

Completed tasks are not then shown in the Tasks list in the WebCenter Tasks Plug-in.