

# WebCenter Tasks Plug-in 24.03

## User Guide

04 - 2024

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# 1. Copyright Notice

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## 2. Introduction to WebCenter Tasks Plug-In

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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 and 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 and the other applications reduces the causes of errors and also speeds up the time taken for artwork creation and approval of packaging design.

## 3. Supported Platforms and Applications

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### **Supported Software Operating Systems**

- 11 (Big Sur), 12 (Monterey), 13 (Ventura), 14 (Sonoma)
- Windows 10, Windows 11

### **Supported Applications**

- Adobe® Illustrator® 2022, 2023 and 2024
- Adobe® InDesign® 2022, 2023 and 2024
- Adobe® Photoshop® 2022, 2023 and 2024

## 4. System Requirements

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Following ports are required for proper functioning of plugin:

- Port 24681 for Adobe<sup>®</sup> Illustrator<sup>®</sup>
- Port 24682 for Adobe<sup>®</sup> InDesign<sup>®</sup>
- Port 24683 for Adobe<sup>®</sup> Photoshop<sup>®</sup>

## 5. Compatibility

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From 23.07 version onwards, WebCenter Tasks plugin is both backward and forward compatible with WebCenter. This means that with plugin 23.07 version you can connect to potential new versions of WebCenter (e.g., 23.11) and old versions of WebCenter (e.g., 23.03).



**Note:** some of the plugin features may not be available when you work with an older version of WebCenter..



## 6. Installation of WebCenter Tasks Plug-in

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### Prerequisites

User should have administrator permission for installing the application.



**Note:** After successful installation of the application user can be removed from administrator permission.

### Plug-in Installation

From 23.07 version onwards, WebCenter Tasks plugin is available as a free software. You can download and install the plugin from here: <https://www.esko.com/en/support/downloadsandlicenses/free-software>

After successfully installing WebCenter Tasks client plug-in, the extension will be available in all the supported Adobe hosts in the menu option **Window > Extensions > WebCenter Tasks**.

### Uninstalling Plug-in on Windows

Follow these steps to uninstall client plug-in on Windows:

1. Open Windows Settings panel and then click **Apps**
2. Select **Esko WebCenter Tasks Plug-in**.
3. Click **uninstall**.
4. Restart Adobe applications if they are already opened.
5. Go to menu option **Window > Extensions**

If the "WebCenter Tasks" is not listed, then the uninstallation is successful.

### Uninstalling Plug-in on macOS

Follow these steps to uninstall client plug-in on macOS:

1. Go to the directory where client plug-in is installed. Typical installation path would be **/Library/Application Support/Adobe CEP/extensions/WebCenter Tasks** .
2. Right click **WebCenterTasks** and select **Move to Bin**.
3. Move the following folder to Bin **/Library/Application Support/Esko-Graphics/DeskPack Plug-In Repository/WebCenterTasks**.
4. Restart Adobe applications if those are already open.

Go to menu option **Window > Extensions**. If "WebCenter Tasks" option is not listed, then the uninstallation is successful.

## 7. Licensing

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WebCenter Tasks requires a plug-in license. This license must be configured in the WebCenter server .

## 8. Connect to WebCenter

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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.
2. Navigate to the menu option, **Window > Extensions > WebCenter Tasks**. This opens a WebCenter Tasks palette window.



**Note:** On ARM-based mac follow these steps to load WebCenter Tasks extension in Photoshop:

1. Go to Applications/Adobe Photoshop 2021/Adobe Photoshop 2021
2. Right click Photoshop application and select **Get Info**.
3. Check **Open using Rosetta** option.

3. Enter the WebCenter URL.



Version information of plug-in is displayed at the bottom of the WebCenter Tasks Plug-in panel before signing in.

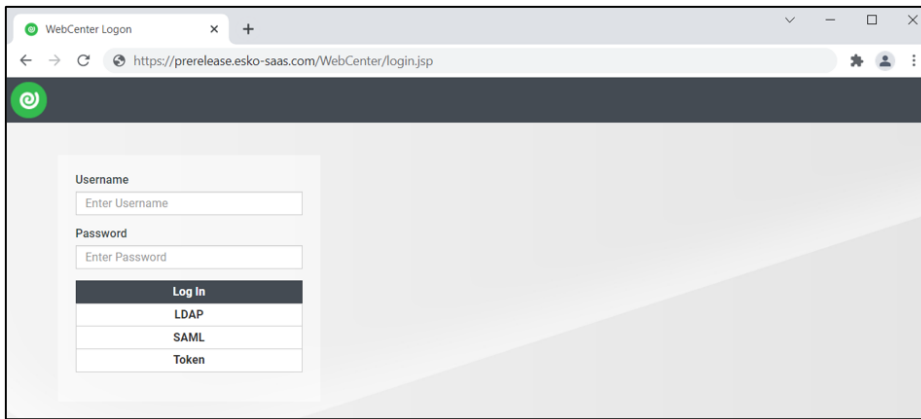
When connecting for the first time, enter the URL of the WebCenter Instance you wish to connect to.

4. Click **Login in Browser** to connect to WebCenter.



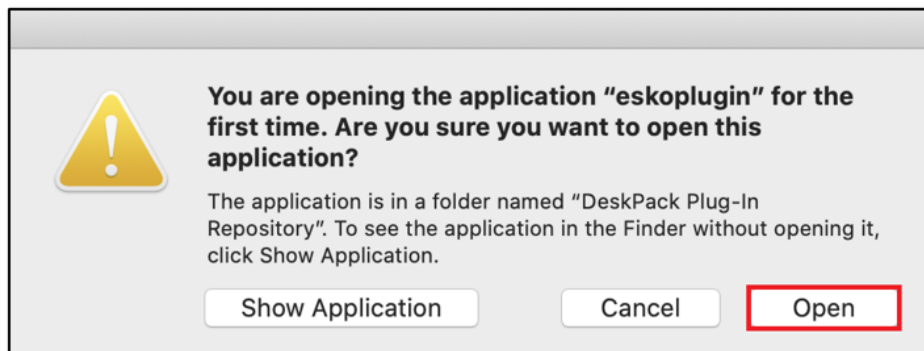
**Note:** **Login in Browser** button is enabled only if the entered URL is valid.

5. WebCenter Login page opens in default browser. Login with your credentials.

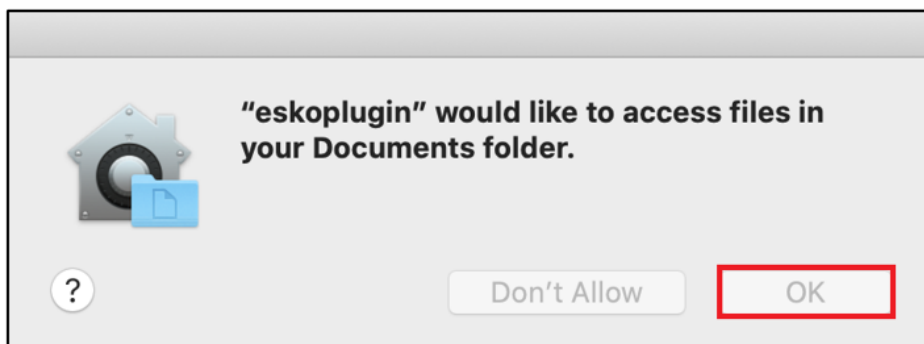


6. On macOS below pop-ups are shown after login:

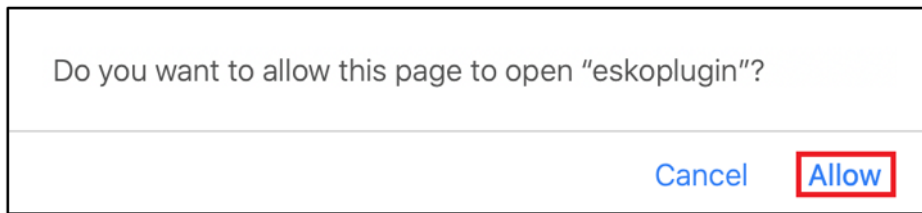
a. Click Open.



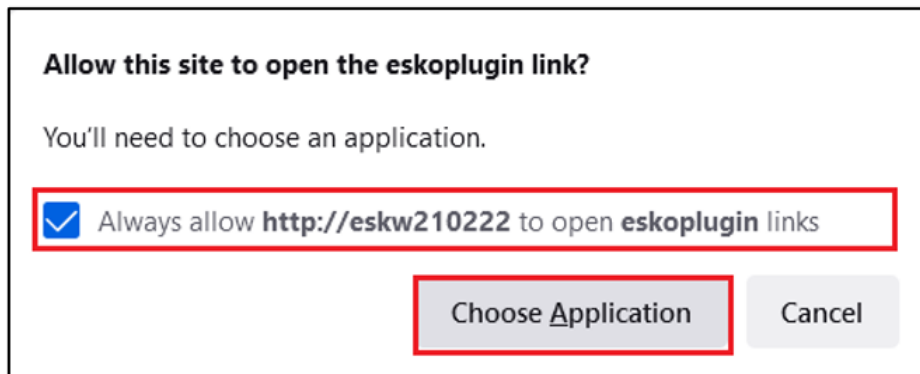
b. Click OK.



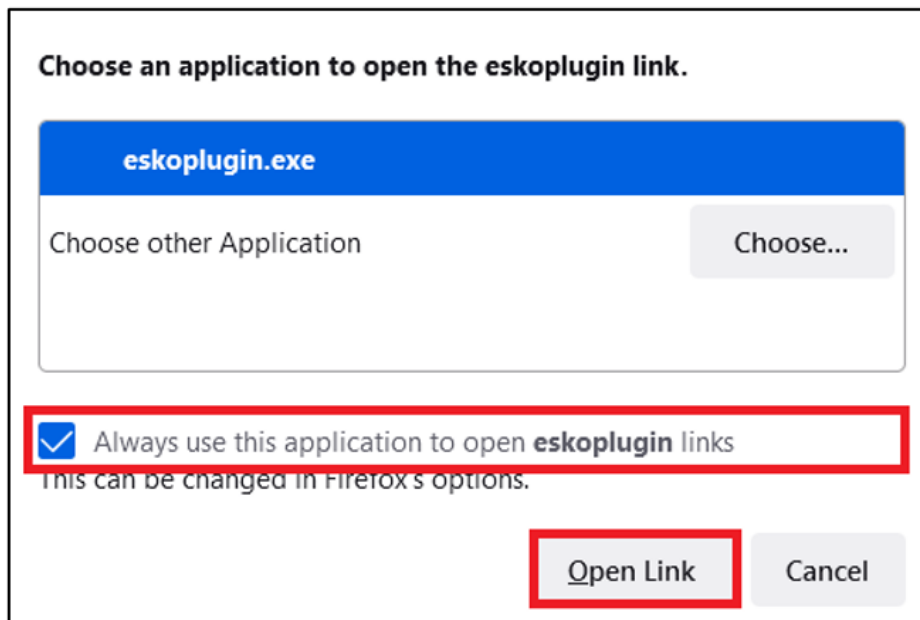
7. If your default browser is **Safari**, below pop-up is shown. Click Allow.



8. If your default browser is Firefox, below pop-ups are shown:
  - a. Check "Always allow ..." check box and click "Choose Application".



- b. Check "Always use this application ..." check box and click "Open Link".



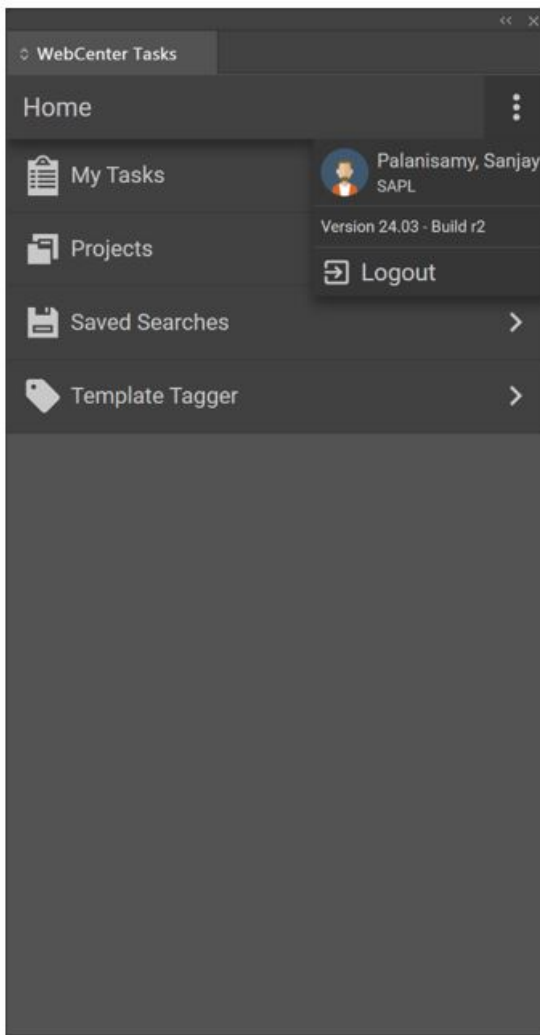
9. After successful login, go back to the Adobe application. Home view or Tasks view loads based on plugin preferences.

## 9. Home View

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Home view will have options to browse either **My Tasks** or **Projects** or **Saved Searches** and **Template Tagger** (based on preference set at server-side plugin).

Logged in user details like name, username and user avatar, plugin version and Logout are shown in **More** options in the plugin.



## 10. View WebCenter Tasks in Adobe Applications

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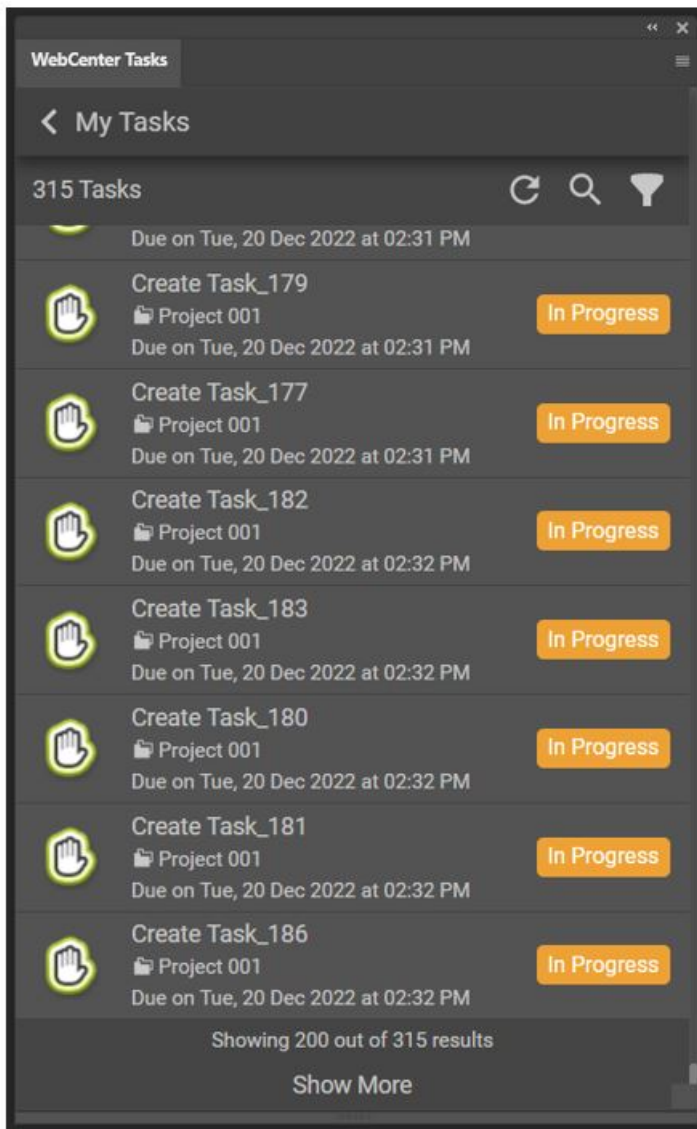
Tasks Plug-in can be effectively used, when the designers work on a graphic document in the Adobe applications and want to use the information already present in the WebCenter tasks.

My Tasks view becomes first view if Projects and Saved Searches plugin preference are disabled in plugin preferences. Hence will have Logout option and info regarding plugin version.

When the connection is established with WebCenter, **WebCenter Tasks** palette shows the list of tasks that are assigned to you. Only 200 tasks are loaded in the plugin. Click **Show More** to view the next 200 tasks and so on. 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, download documents or complete the task.

You can search for the tasks by name or Description or the Project name in the search option or filter them based on assignment.





The tasks can be filtered based on assignments:

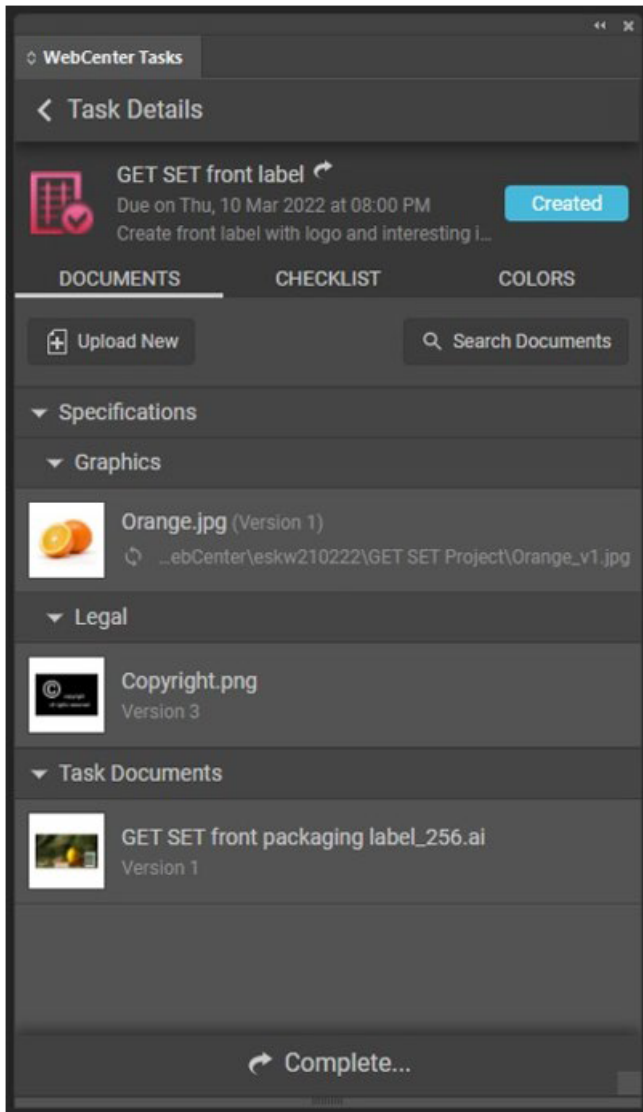
- **Me**
- **Me or Group I am in**
- **Group I am in.**

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 workflow.

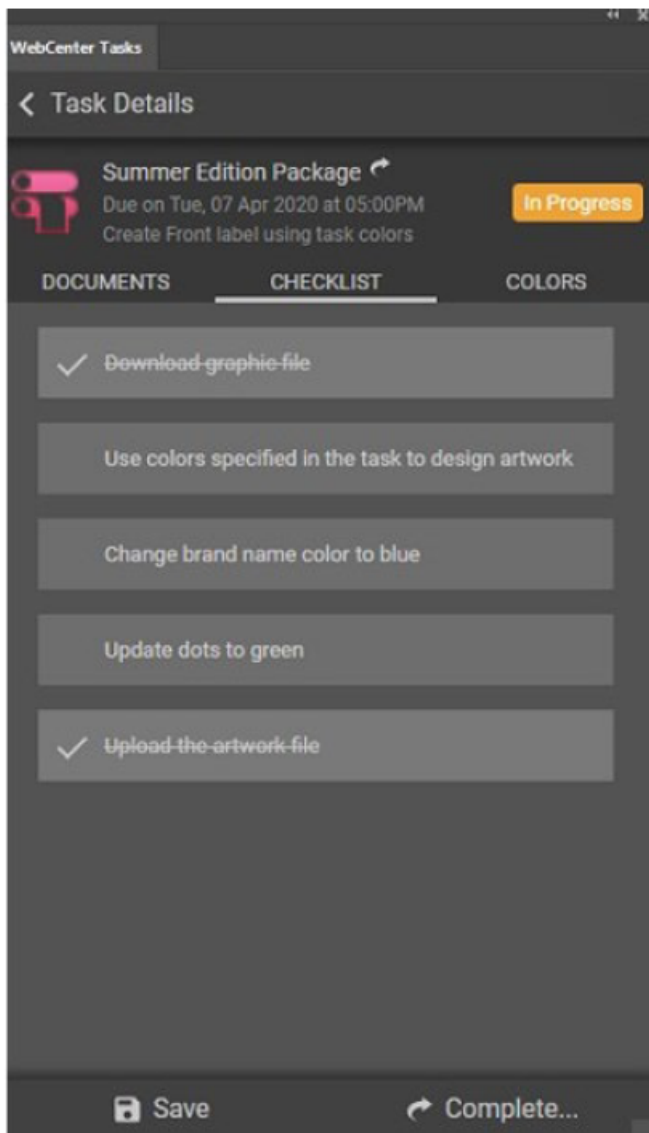
#### Task Details

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.

Task Specification document references and Task documents are displayed in the **DOCUMENTS** tab.



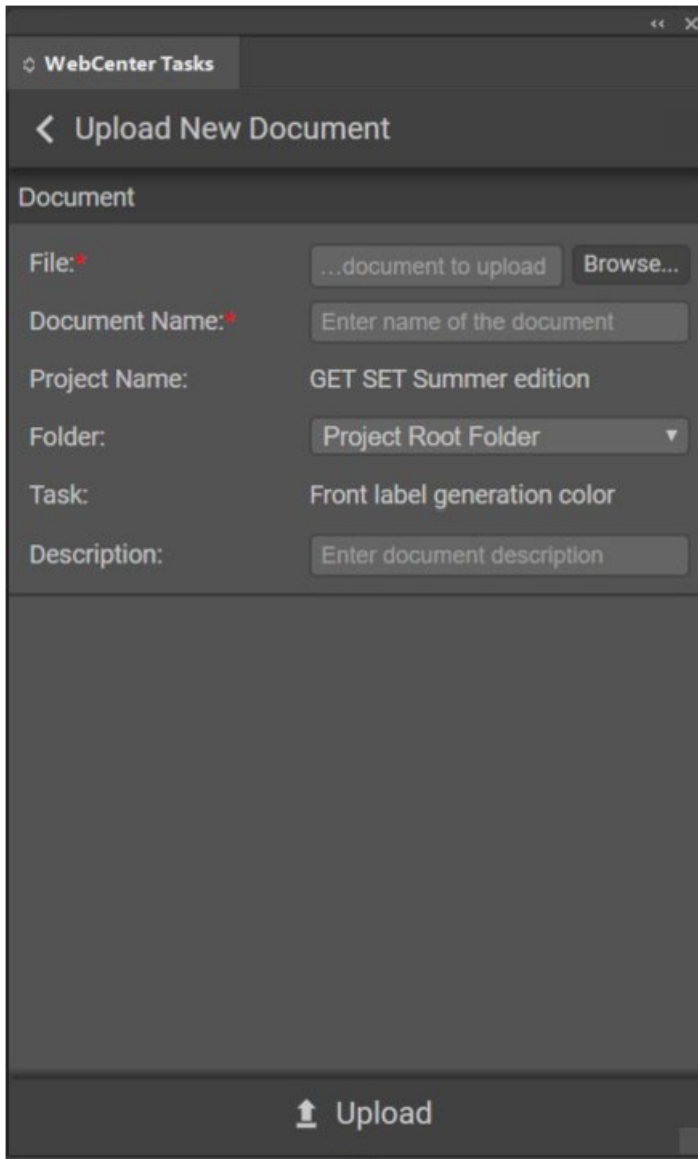
**CHECKLIST** and **COLORS** tabs are only visible if the Checklist and Colors are already present in the task. You can click on the checklist to check it and remember to save the changes.



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

#### **Upload and Download of documents in the Tasks**

You can upload a new document to the Task by clicking **Upload New** button.



WebCenter Tasks

### < Upload New Document

Document

File:

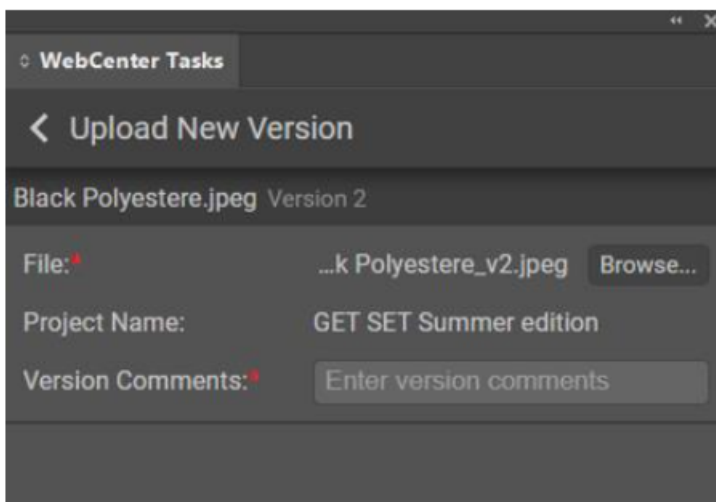
Document Name:

Project Name: GET SET Summer edition

Folder:

Task: Front label generation color

Description:



WebCenter Tasks

### < Upload New Version

Black Polyestere.jpeg Version 2

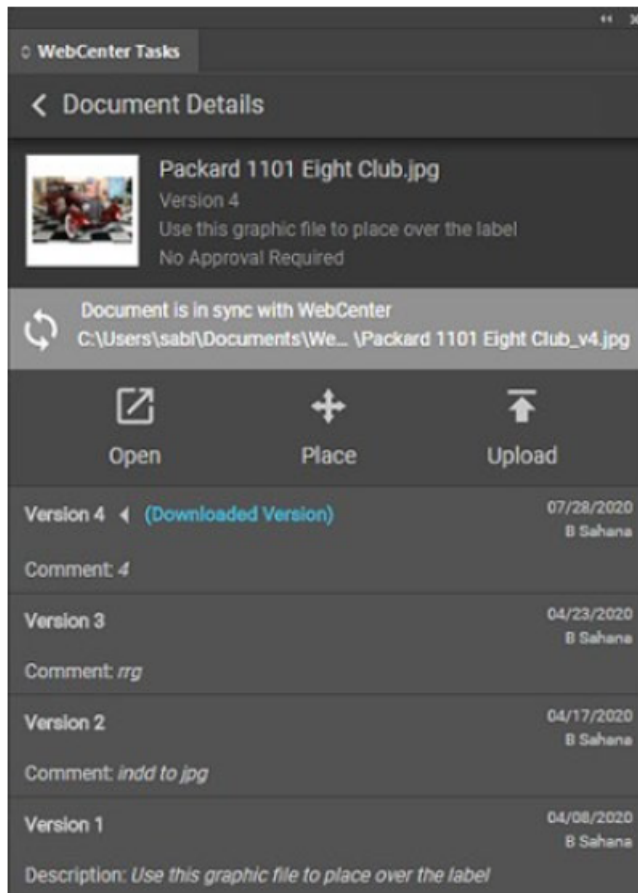
File:

Project Name: GET SET Summer edition

Version Comments:

When a document is selected to download, the latest/selected 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.
- Place it within another document that is currently open in the application by either choosing the **Place** option or by dragging the document from **Task Details View**
- **Upload** a new version of the document.



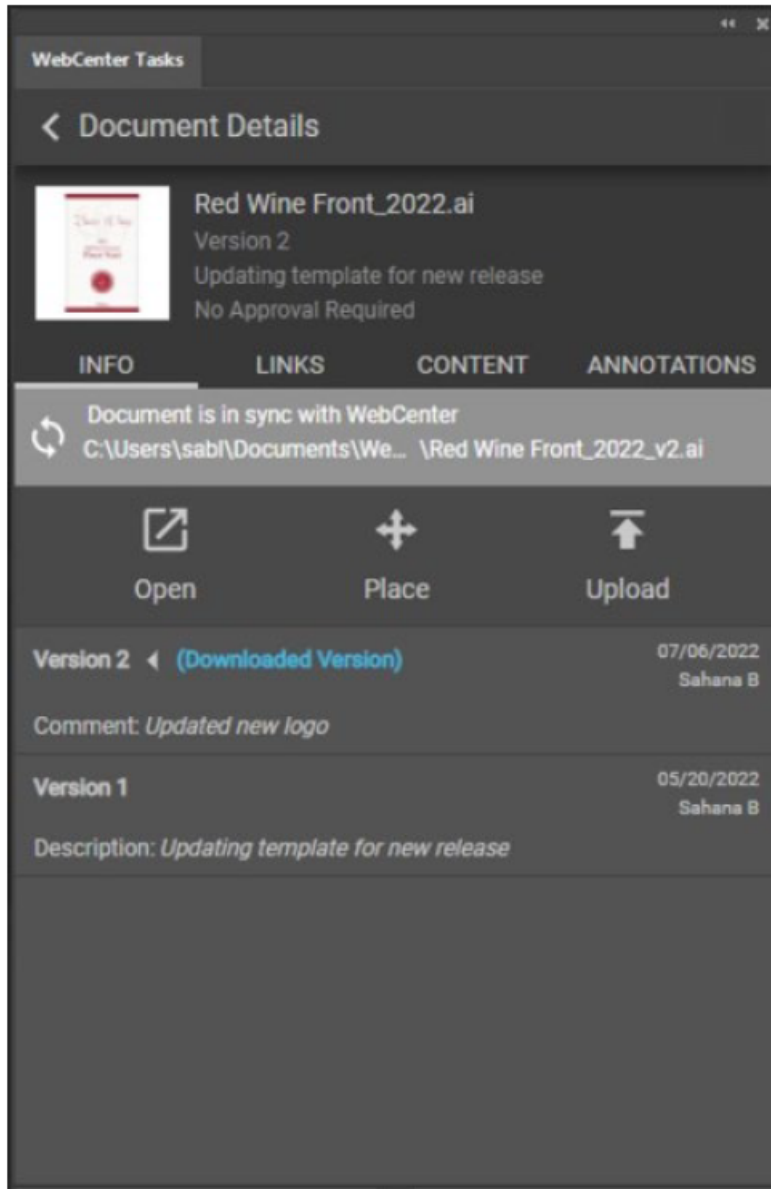
When the document version present in WebCenter is different, then you will see the option to **Download** the document.

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>`.

**Document Details** displays following tabs:

- 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.
- Images linked in the document are displayed in the **LINKS** tab.
- **CONTENT** tab is shown if document has text statements or referenced images.

- **ANNOTATIONS** tab is displayed for AI and PDF documents in Adobe Illustrator.



# 11. Projects

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This section consists of project browsing support available in plugin. On navigating to Projects from Home view, Projects view loads with list of projects user has access to according to the applied project filters.



**Note:** `showProjectsNavigation` should be configured in preference.json file at server-side plugin to **true** to view Projects option in Home view.

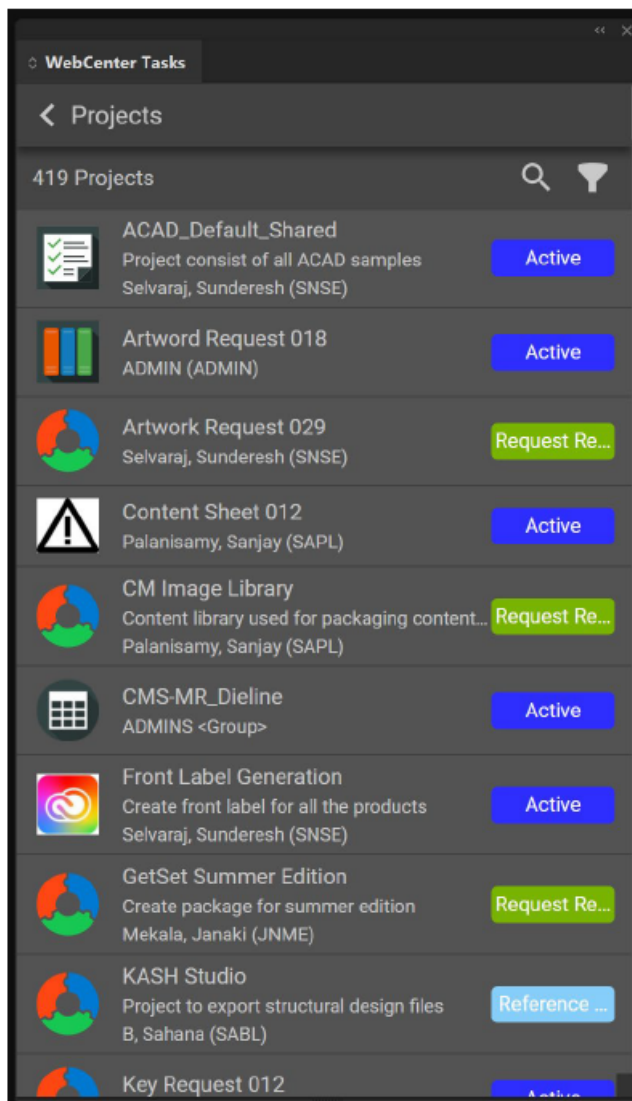
Projects list shows Project thumbnail, Project Name, Project Description, Project Status and Manager information. Project can be opened to view project documents to download and upload new project documents.

If projects count exceeds 200, then **Show More** button is available at the bottom of the view which on click loads next set of 200 projects in the view.

Projects can be searched based on project's meta information and its attributes using search option or filter the projects based on project status.

Projects can be filtered based on project status:

- Active
- Completed
- Archived
- Non-active



## 11.1. Project Details

You can click on project, to view the details. Project Details has meta information and lists down all the project folders user has access to and lists down respective project documents within each folder.

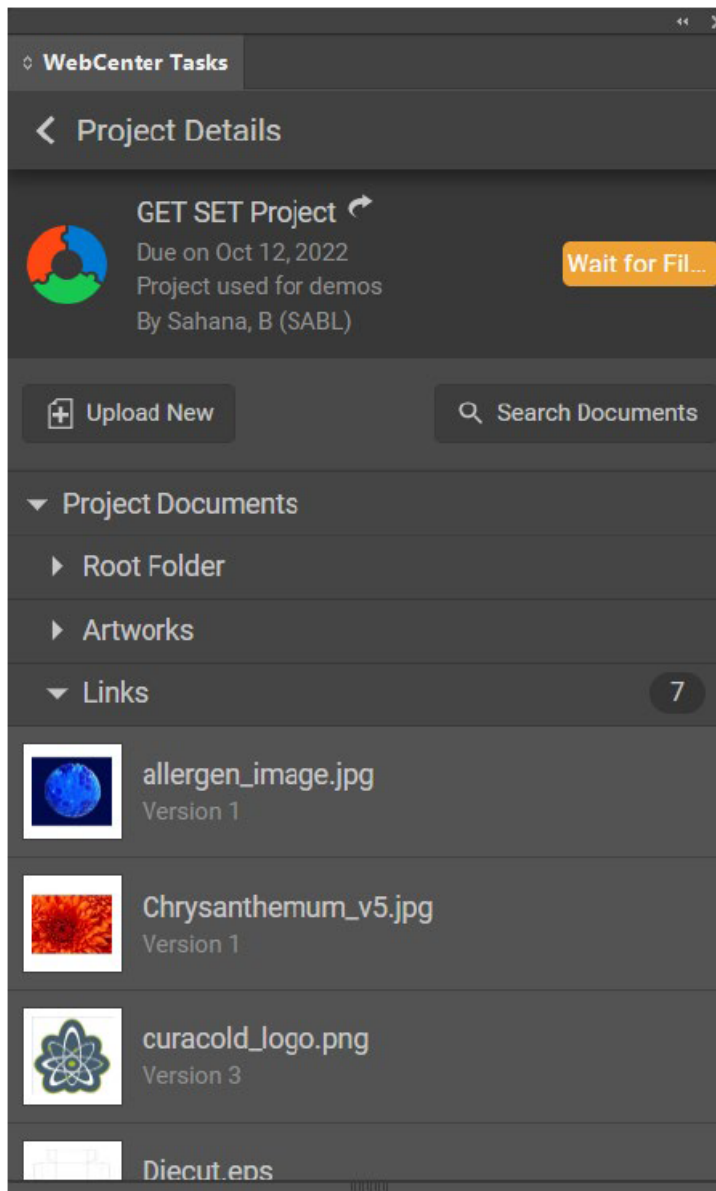
Project Details view has meta information such as project thumbnail, name, description, due date, project manager and status.

On expand of project folder project documents are listed down with its count beside the folder name.

If document count exceeds 200, then **Show More** button is available which on click loads next set of 200 documents within the folder.

User can search for any specific document available in project using **Search Documents** option which can be searched based on document's meta information and its attributes.

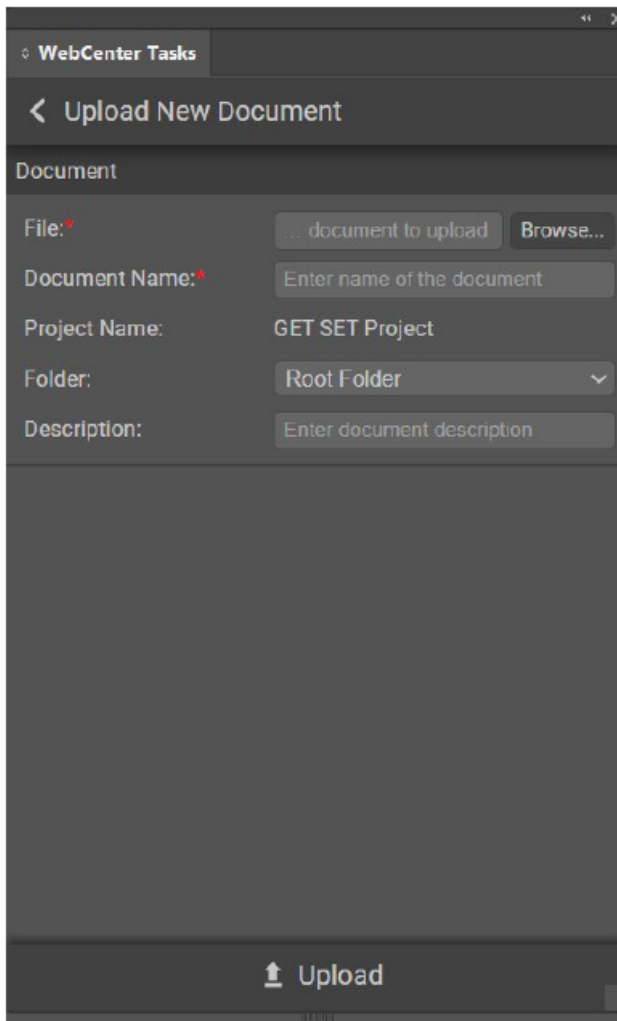




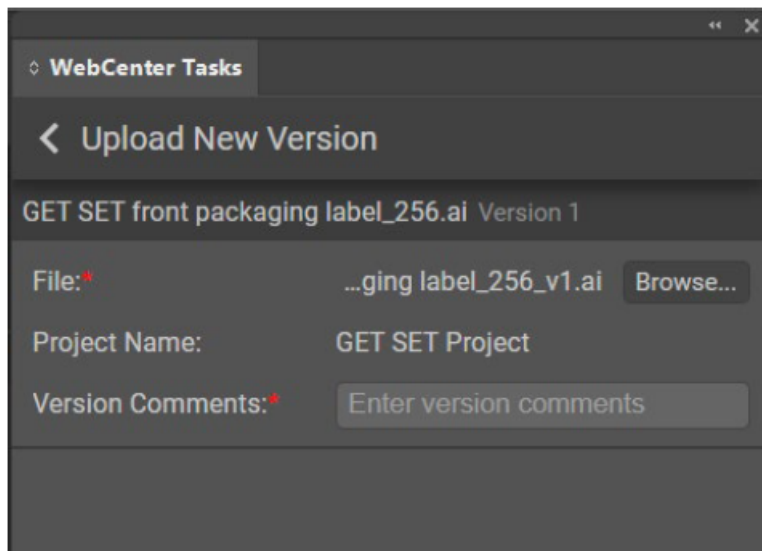
### Upload and Download of Project Documents

When no documents are present in the Project, then only an **Upload New** button is shown when you view the Project details. New documents can be uploaded only to the project that user has access to add documents. Documents will be uploaded to chosen Project folder and listed in Project Details view after upload.

Project Documents download is same as Task Documents download behavior. On selection of any Project Document, **Document Details** view loads in the view.



The screenshot shows a dark-themed dialog box titled "WebCenter Tasks" with a sub-header "Upload New Document". Under the "Document" section, there are five input fields: "File:" with a text box containing "... document to upload" and a "Browse..." button; "Document Name:" with a text box containing "Enter name of the document"; "Project Name:" with a text box containing "GET SET Project"; "Folder:" with a dropdown menu showing "Root Folder"; and "Description:" with a text box containing "Enter document description". At the bottom center is an "Upload" button with an upward arrow icon.



The screenshot shows a dark-themed dialog box titled "WebCenter Tasks" with a sub-header "Upload New Version". The document name "GET SET front packaging label\_256.ai" and "Version 1" are displayed at the top. Below, there are three input fields: "File:" with a text box containing "...ging label\_256\_v1.ai" and a "Browse..." button; "Project Name:" with a text box containing "GET SET Project"; and "Version Comments:" with a text box containing "Enter version comments".

## 12. Linked Assets

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This section details upload and download of linked assets.

### 12.1. Upload Linked Assets

---

Images linked in an artwork can be uploaded along with the artwork from the plug-in to WebCenter. The upload links are supported only for the following native document types:

- Illustrator: AI, PDF
- InDesign: INDD, IDML
- Photoshop: PSD, PDD

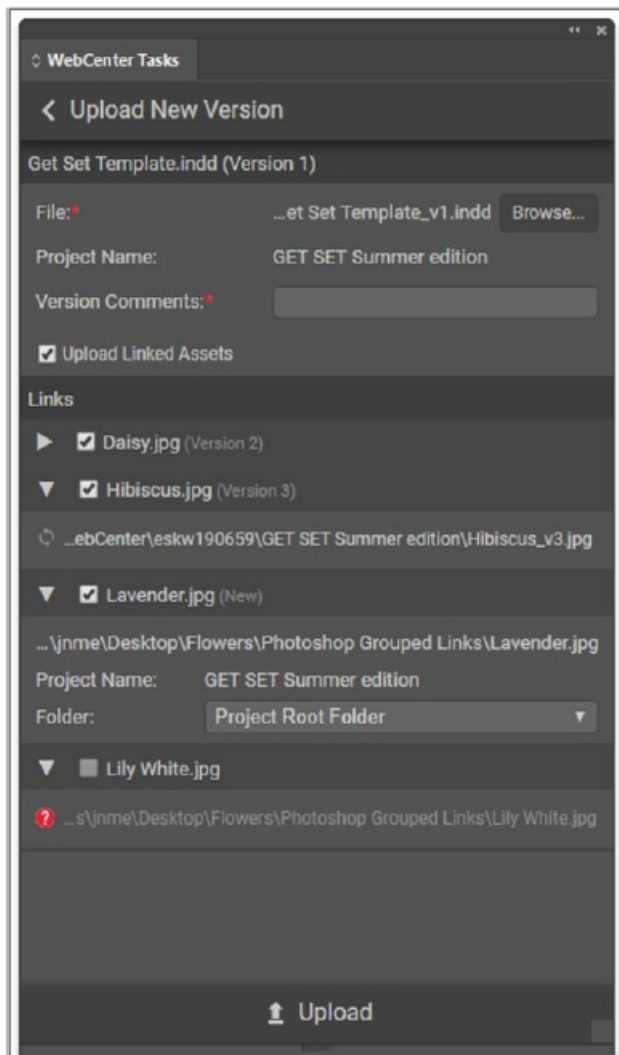
Any document downloaded or uploaded from the plug-in is considered as a WebCenter asset. User can choose to upload linked assets by checking/un-checking **“Upload Linked Assets”** check-box available in Upload view. Linked images which are WebCenter assets, are uploaded as new versions. Links which exist locally on your machine and are not available in WebCenter are uploaded as new documents to the project.

After the successful upload of artwork and linked images, the images are added as document references in the artwork, if **“LINKED\_ASSETS”** attribute is specified in the attribute category in the artwork.

You can specify default attribute category for document types in WebCenter. If **“LINKED\_ASSETS”** attribute does not exist in the document, then the artwork and linked images are uploaded, but the images are not added as document references in the artwork.



**Note:** Plugin allows to upload multiple links to WebCenter whether **“LINKED\_ASSETS”** attribute is configured to hold single/multiple value in the attribute category .



## 12.2. Download Linked Assets

The images linked in an artwork can be downloaded from LINKS tab in Document Details view. LINKS tab is displayed only for the following native document types:

- Illustrator: AI, PDF
- InDesign: INDD, IDML
- Photoshop: PSD, PDD

LINKS tab has two sections : **Remote Links** and **Local Links**.

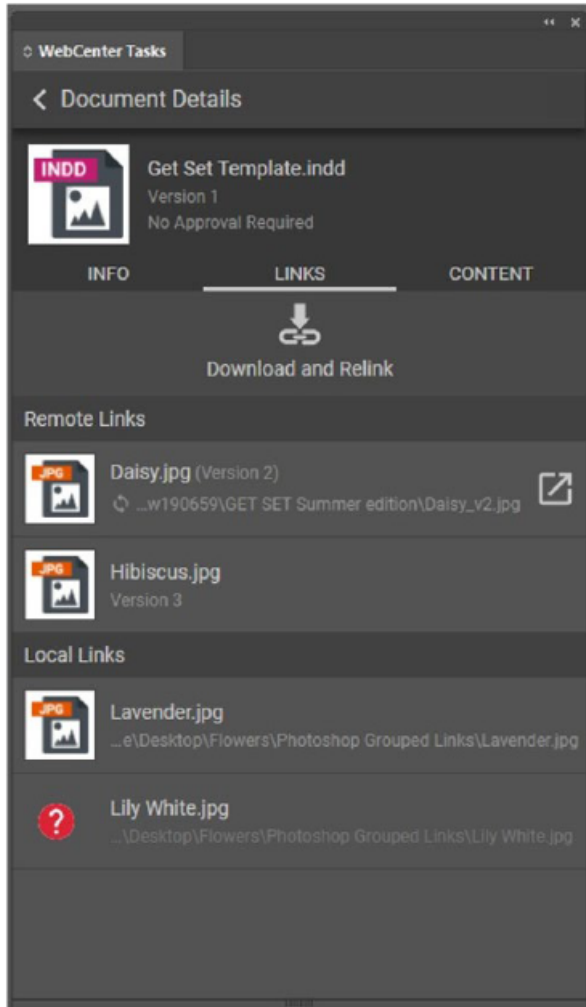
### Remote Links

The images referenced with "**LINKED\_ASSETS**" document reference attribute in the Task document are displayed in the Remote Links section. Links which are WebCenter documents (downloaded/ uploaded from plugin) but not referenced with "LINKED\_ASSETS" attribute in the artwork are also displayed in Remote Links section.

### Local Links

Links to which references are available on your local machine and not available in WebCenter are displayed in Local Links section. Missing link is the link for which linked file path does not exist on your machine. In Illustrator, missing links are not displayed in the plugin due to known technical limitation.

By clicking **“Download and Relink”** button in the LINKS tab, all the remote links are downloaded and the links in the Task document are relinked with the downloaded images, if matching links are found (Links are matched based on link base name). In Illustrator, images can only be downloaded, relink functionality is not supported in the plug-in.



## 13. Annotations

Annotations created for an artwork on WebCenter are shown in ANNOTATIONS tab in Document Details view in the plugin. Annotations are supported only in Adobe® Illustrator® for AI and PDF documents. You can highlight annotations in an artwork by clicking **Show All** or **Show Selected** buttons in the plugin.



**Note:** Annotations are always highlighted in rectangle shapes regardless of their actual annotation types.

Click **Add Annotation** to draw new annotation in the artwork. It is supported only for the latest version of document, not for the previous versions and a tool tip is displayed as **Annotations can only be added to the latest version**. After drawing the annotation, a new annotation with text field in the plugin. You can add the comment and save the annotation entry. Note that only rectangular annotation can be created from the plugin.

You can view annotations of one document (AI/PDF) over another document (AI/PDF) by clicking **Overlay** button. Overlay button is enabled/disabled based on the active/current document opened in the Adobe Illustrator. For example, let's say that the document viewed in WebCenter Tasks panel is "Red\_Wine\_Front\_Label.pdf". Base name refers to the actual document name without version number (\_v<number>).

- Overlay is disabled on document with same base name and same file type. Add annotation is enabled. Active document example: "Red\_Wine\_Front\_Label\_v2.pdf".
- Overlay is enabled on document with different base name and same file type. Add annotation is enabled when overlay is toggled ON. Active document example: "GET\_SET\_Orange\_v1.pdf".
- Overlay is enabled on document with same base name and different file type. Add annotation is enabled when overlay is toggled ON. Active document example: "Red\_Wine\_Front\_Label\_v2.ai".
- Overlay is enabled on document with different base name and different file type. Add annotation is enabled when overlay is toggled ON. Active document example: "GET\_SET\_Orange\_v1.ai".

### Show/Hide Filter Toggle Button

This functionality is used to toggle show/hide filters of

- New versions of annotation drop down
- User filter drop down
- Review state drop down

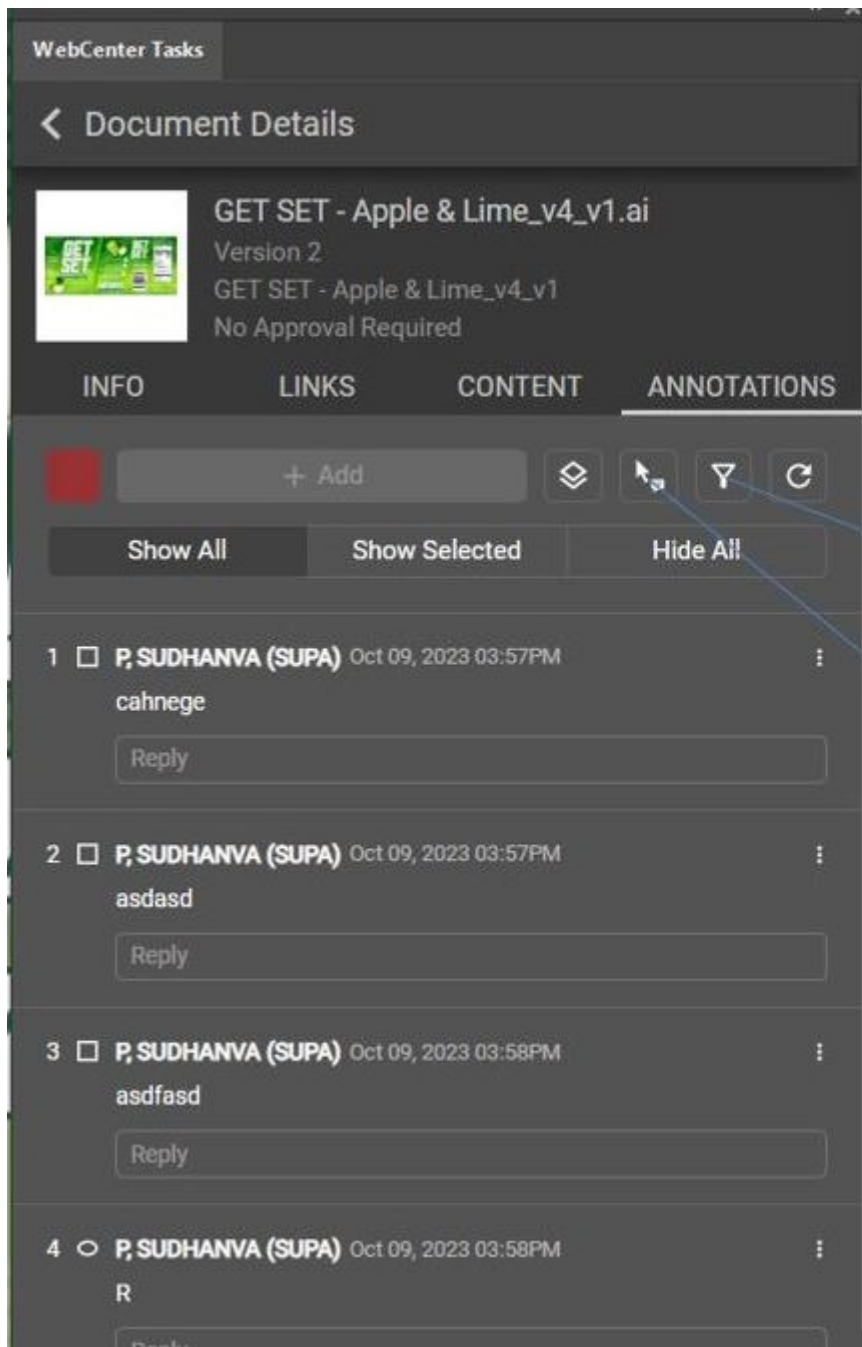
### Activate Annotation Tool

This functionality is used to select the annotation on the artwork which highlights the selected annotation in the panel.

You can set review state and reply to the annotation from the plugin only for the latest version of document. Whenever you add or modify an annotation, changes are saved to WebCenter immediately and the **ANNOTATIONS** tab is refreshed with the latest annotations from WebCenter. Click **Reload** button to fetch latest annotations from WebCenter.



**Note:** Esko Data Exchange plugin is required to highlight annotations in the artwork in Adobe® Illustrator®. This plugin is included in WebCenter Tasks plugin installer.



The screenshot displays the 'WebCenter Tasks' interface. At the top, there is a 'Document Details' section for a document titled 'GET SET - Apple & Lime\_v4\_v1.ai', Version 2. Below this, there are tabs for 'INFO', 'LINKS', 'CONTENT', and 'ANNOTATIONS'. The 'ANNOTATIONS' tab is active, showing a list of four annotations. Each annotation includes a checkbox, the user name 'P, SUDHANVA (SUPA)', a timestamp, and a text field with a 'Reply' button. The interface also features a '+ Add' button, a filter icon, and a refresh icon. Two callout boxes with red borders and arrows point to the filter icon and the refresh icon.

Show/Hide Filter Toggle Button

Activate Annotation Tool.

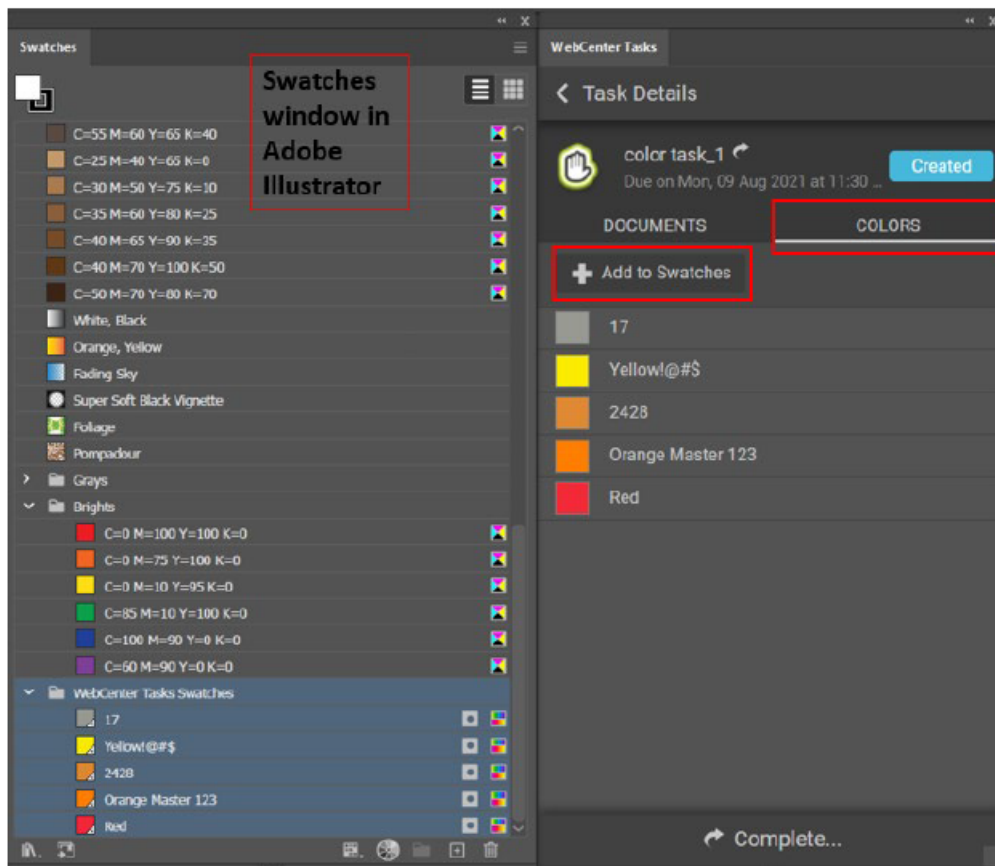
## 14. Add Colors from WebCenter

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

Task with color specifications are displayed in the **Tasks Details** view. All the colors of the task are listed under the **COLORS** tab with color thumbnail followed by color name.



**Note:** The color tab is visible only if the connected WebCenter is configured with basic or advanced Color options license.



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.

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.

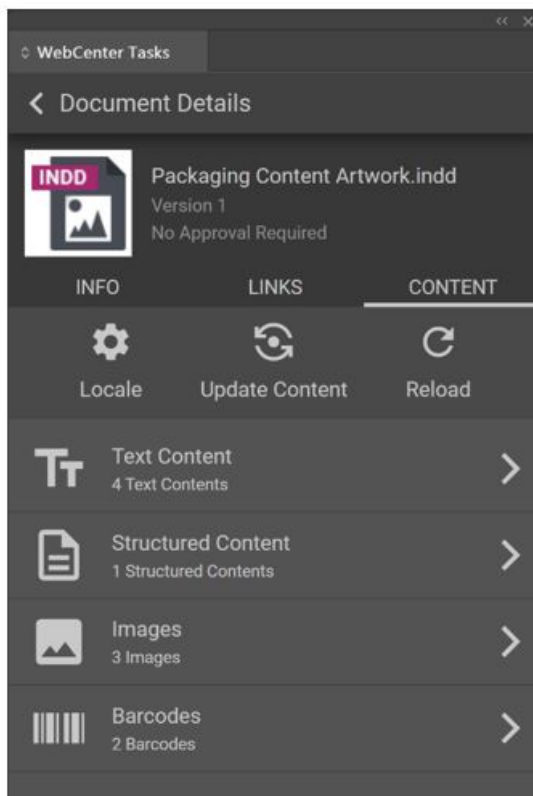
- **Add:** Appends the Task colors at the bottom of the already existing colors in Swatches.
- **Replace:** Clears the existing colors from the Swatches and then adds the Task colors.

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.

## 15. Content Handling in WebCenter Tasks Plug-in

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WebCenter using PCM (Packaging Content Management), user can view, add, update, and reload the referenced content in the document by navigating to **Document Details > CONTENT**. Currently text content, structured content, images, and barcodes are supported in the plugin. User can add the text content, images, barcode to a graphic document in the Adobe host using the WebCenter Tasks Plug-in. This plug-in ensures the inserted text, structured content, images and barcode are added accurately in the artwork at the right frame or location.

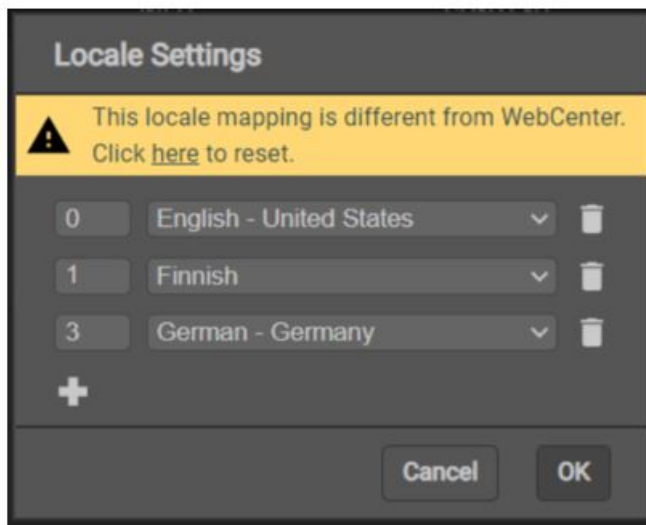


### Modifying Locale Mapping

Locale mapping is an attribute value (numerical) defined for a language in WebCenter. 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 drop down which consists of languages which are added to the document and are not defined as a 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 .

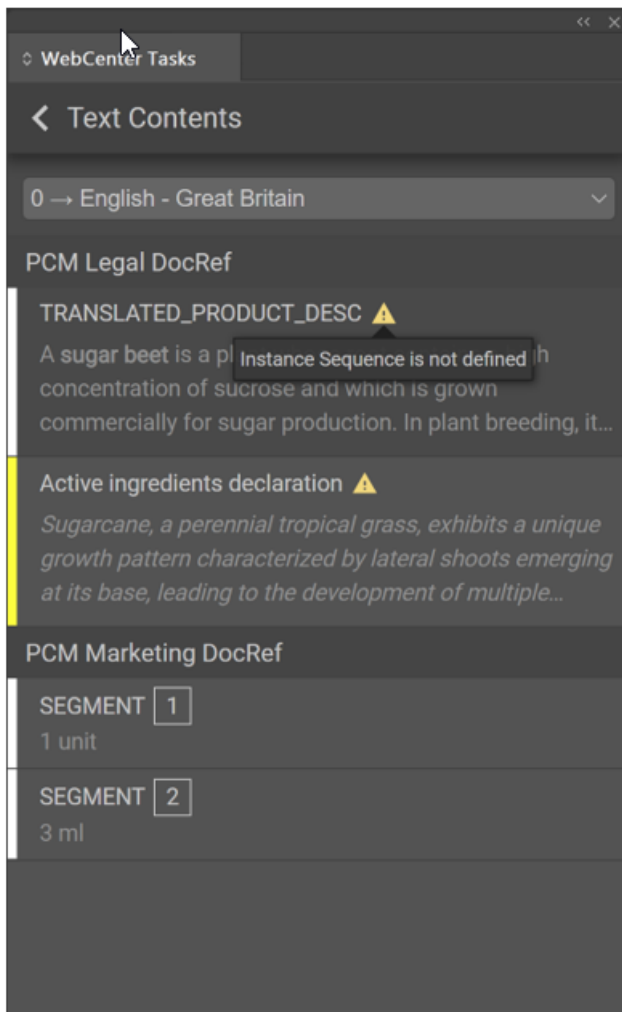


### Update Content

You can update the content in the artwork with the latest content from WebCenter by clicking **Update Content** button which downloads all the content and update it in the artwork..



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



You can click **Text Content** to see the PCM Text content in the **CONTENT** tab,

Header shows the **Text Content Language** drop-down with list of Text Content languages which are added to the document. Text Content language drop down contains both the master and translation languages defined in Document, Task and Project as per the sequence of Locale mapping defined in the WebCenter.

To view the text statement in a different language, change the language selection in the dropdown. A warning is shown if translation for the selected language is not available, or instance sequence is undefined or duplicate.

### 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.

### How it works in InDesign

When you place text from the plug-in, the text is tagged with the name ELEMENTTYPE\_I<INSTANCE SEQUENCE>\_L<LOCALE. If the tag doesn't already exist, the tag will be created. Ex: BRAND\_NAME\_I2\_L2. Placed text is not tagged if instance sequence is undefined or duplicate.

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,

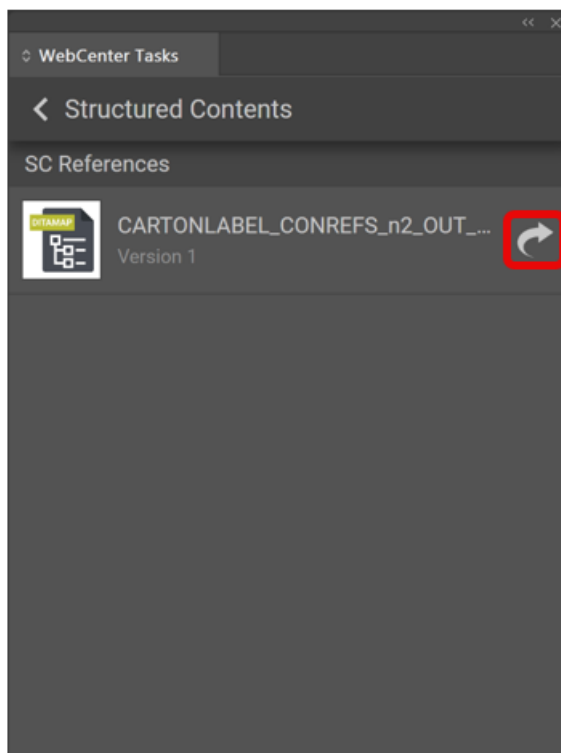
- Whenever the location is identified for a content and tags are already created, on pushing the content from the WebCenter Tasks plug-in, the tags are updated with the content.
- When no tags exist in the text frame and cursor is placed in a location for updating the content, a tag is automatically 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 if the tag does not exist.



**Note:** In Adobe® InDesign®, font styles like bold, italic etc. are not applied if text placed from plugin does not have proper instance sequence defined on WebCenter.

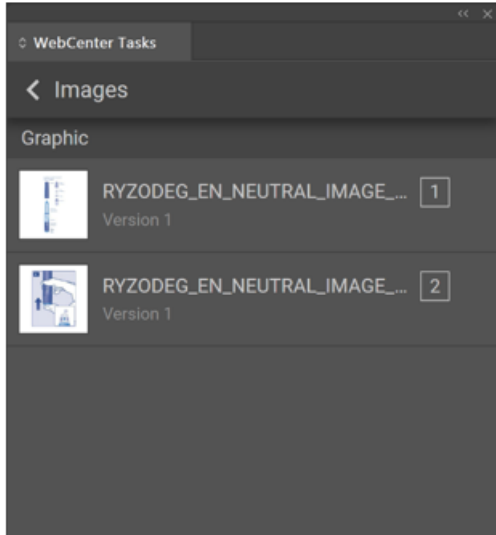
### Structured Content Handling

You can see the PCM text content by clicking **Structured Content** in the **CONTENT** tab. List of associated DITAMAPs and DITAs for the artwork are displayed. Clicking the arrow icon will redirect you to the Fonto editor in your browser for editing.



### Image Content Handling

To add images to the artwork from the WebCenter Tasks Plug-in, you can download an image and place it in the artwork by dragging and dropping the image. A warning icon is shown next to the image name if its instance sequence is undefined or duplicate.



#### InDesign

When you place an image from the plugin a tag is created with the name DESIGN\_GRAPHIC\_I<INSTANCE SEQUENCE> if it does not exist and the placed image is tagged with this tag name. Placed image is not tagged if instance sequence is undefined or duplicate.

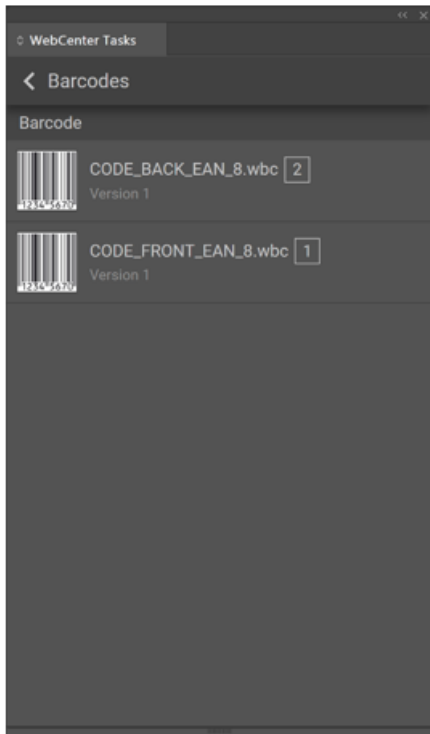
### BarcodeContent Handling

To add barcode to the artwork from the WebCenter Tasks Plug-in, you can download a barcode and place it in the artwork by dragging and dropping the barcode. A warning icon is shown next to the barcode if its instance sequence is undefined or duplicate.

#### InDesign

When users place a barcode from the plugin a tag is created with the name.

BARCODE\_I<INSTANCE SEQUENCE> if it does not exist and the placed barcode is tagged with this tag name. Placed barcode is not tagged if instance sequence is undefined or duplicate.



## 16. Completing Tasks

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

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

Once tasks are complete, those are not shown in the Tasks list in the Webcenter Tasks plug-in.



## 17. Saved Searches

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This section consists of support for Saved Searches in plugin. On navigating to Saved Searches from Home view, Saved Searches view loads with list of global Document Saved Searches that is set in preference.json file at server-side.

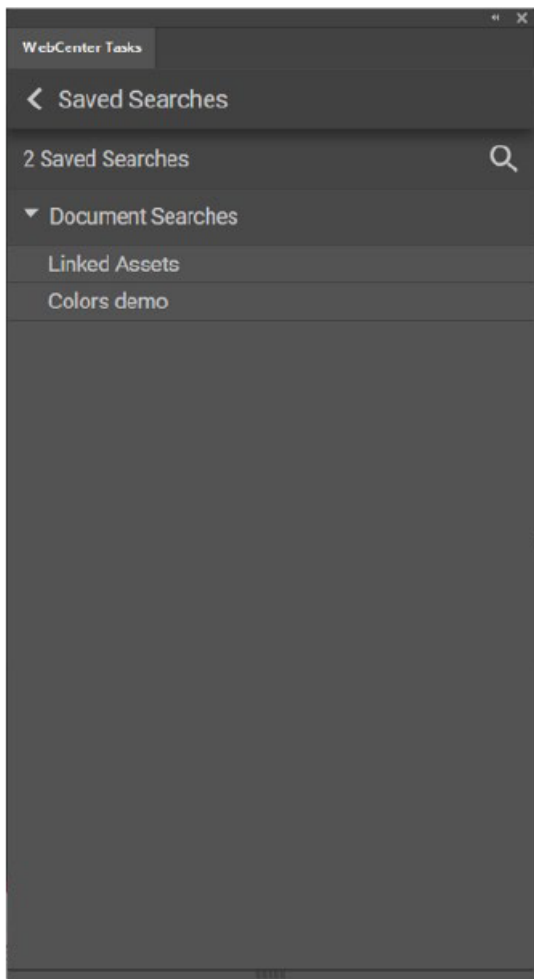


**Note:**

- **showSavedSearchesNavigation** should be configured in preference.json file at server-side plugin to **true** to view Saved Searches option in Home view.
- Global Document Saved Searches mentioned in **savedSearches** array in preference.json file are listed in Saved Searches view.
- If **savedSearches** array is empty then all global Document Saved Searches in WebCenter are listed in Saved Searches view.

Saved Searches list shows all document saved searches with its name. Each Saved Search can be opened to view documents which are part of saved search, download, and upload new version of those documents from **Saved Search Details view**.

Saved Searches can be searched based on its name using Search option available in **Saved Searches view**.



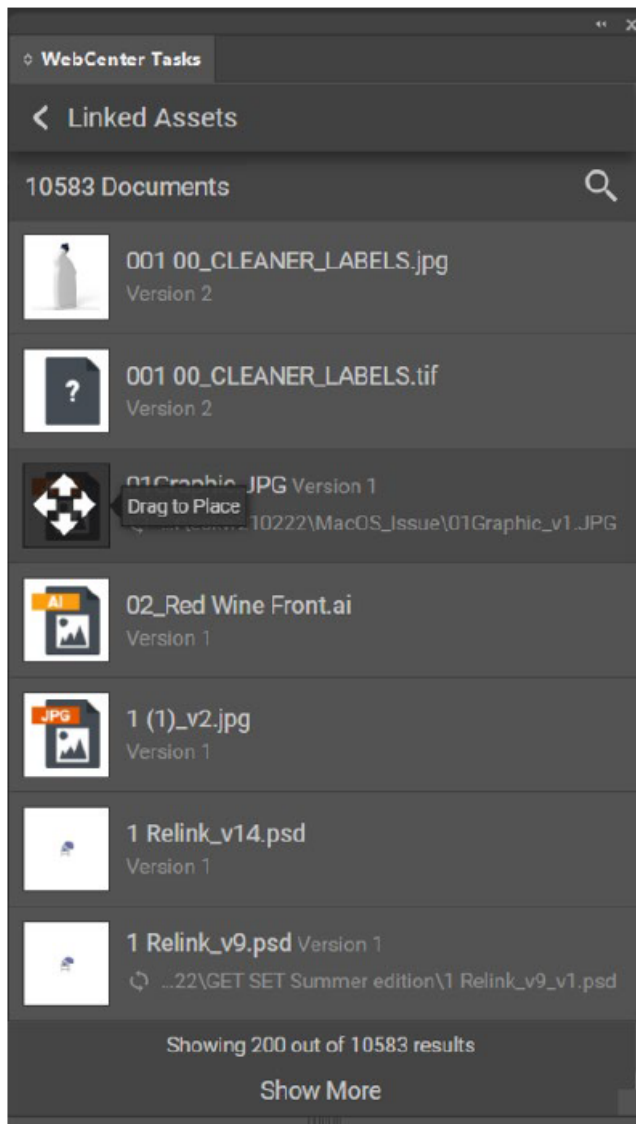
## 17.1. Saved Search Details

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You can click on any Saved Search, to view the details. Saved Search Details view lists down all the Documents which are part of selected saved search.

User can search for any specific document available in saved search using **Search** option based on documents meta information and its attributes.

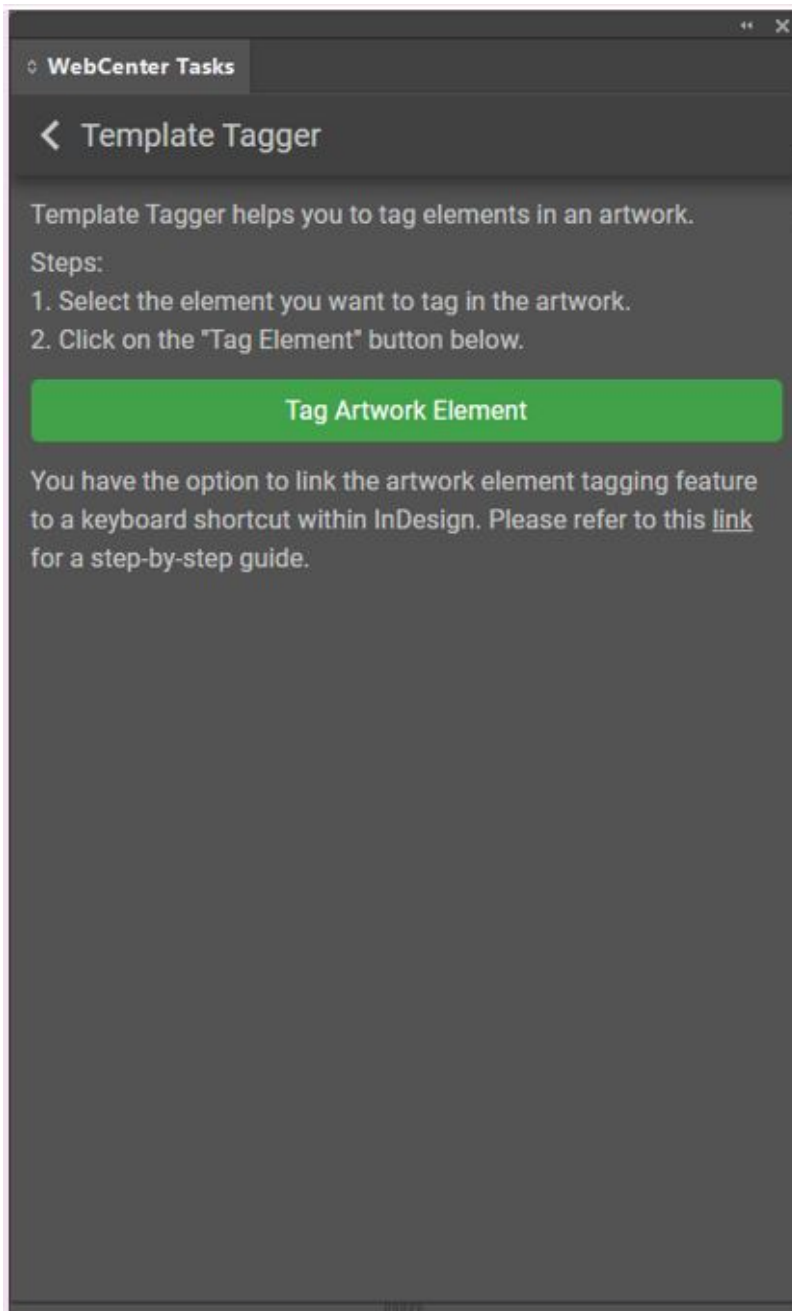
Saved Search Documents download is same as Task Documents download behavior. On selection of any Document, **Document Details** view loads in the view.



## 18. Template Tagger

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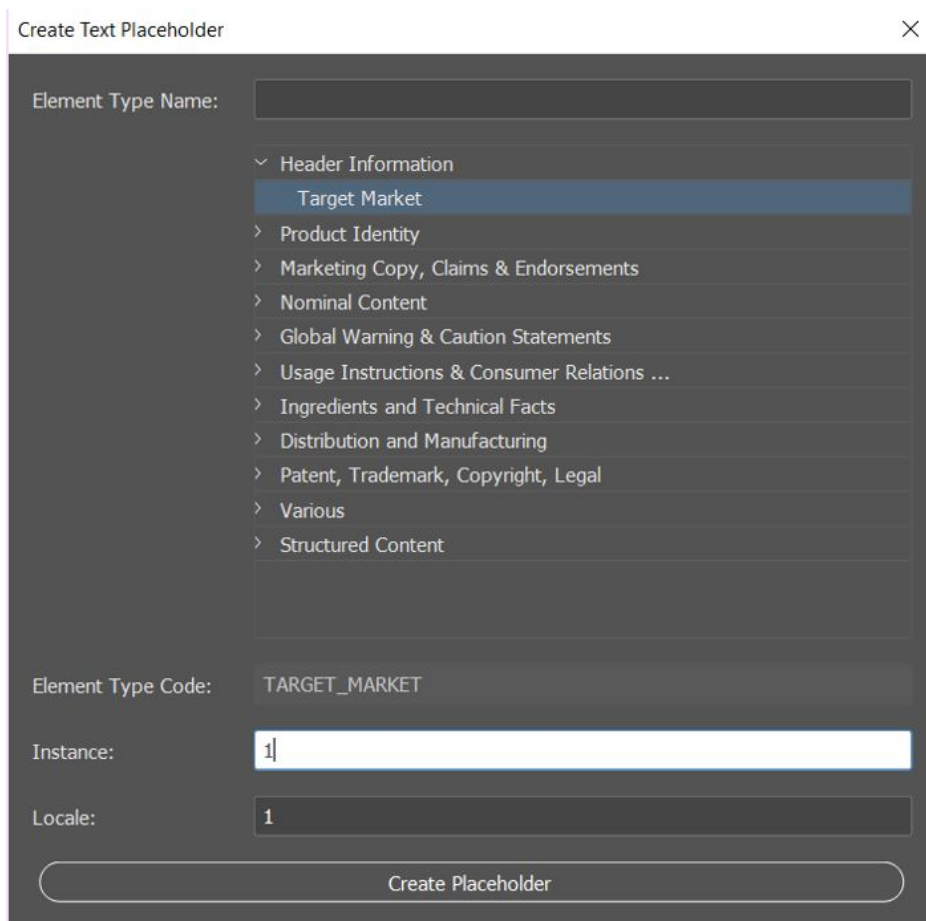
This section consists of support for Template Tagger in plugin. On navigating to Template Tagger from Home view, Template Tagger view loads with a description and steps to use. **Tag Artwork Element** button to tag the element in an artwork and below that a hyperlink of KB article page for further information on Template Tagger.



**Tag Artwork Element:** This button is used for tagging both text statements and graphic elements in the artwork.

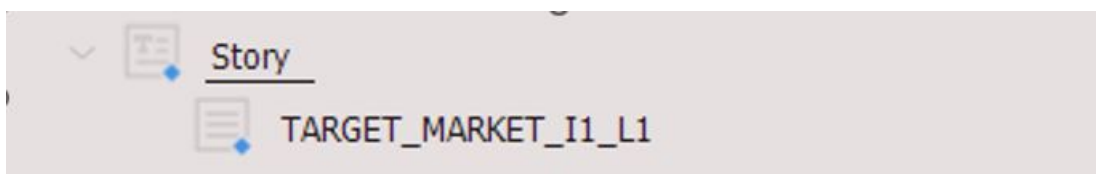
**Tag Text Statements:** To tag the text statement, the user has to select a text frame with cursor position, or the text frame has to be selected. When clicked on **Tag Artwork Element** button, a **Create Text Placeholder** window is opened with following options:

- **Element Type Name**
- **Element Type Code**
- **Instance**
- **Locale**
- **Create Placeholder**



**Element Type, Instance** sequence number and **Locale** number are mandatory field, otherwise the create placeholder button will be disabled.

Once the **Create Placeholder** button is clicked the selected text frame with cursor position or the text frame gets tagged with the name “ELEMENTTYPE\_I<INSTANCE SEQUENCE>\_L<LOCALE>” will be created.



The Element Types can be modified based on the user requirement by navigating to the below path.

**Windows:** C:\Users\

**Mac:** /Users/<user>/Library/Preferences/Adobe InDesign/Version<version>/en\_US/Scripts/Scripts Panel/Esko/ElementType.xml



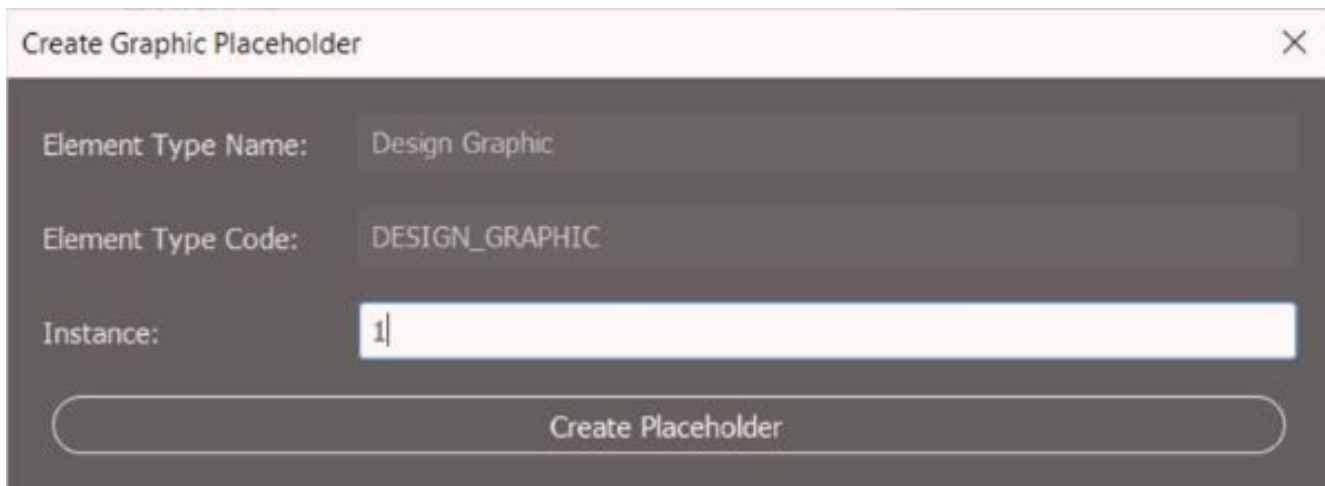
**Note:** Language folder may differ from user to user based on their preferred language.

### Tag Graphic Elements:

a.) To tag the graphic element, the user has to select a graphic element on the artwork.

When clicked on **Tag Artwork Element** button, a **Create Graphic Placeholder** window is opened with options of **Element Type Name**, **Element Type Code**, **Instance**, **Create Placeholder** button.

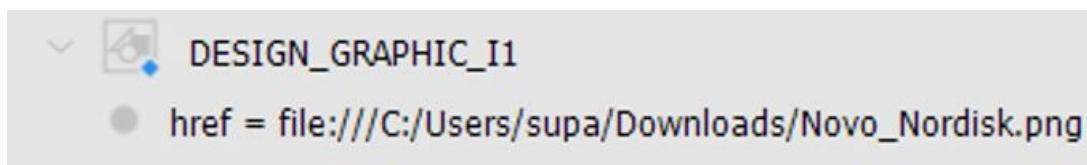
**Element Type Name** and **Element Type Code** has a non-editable values **Design Graphic** and **DESIGN\_GRAPHIC** respectively.



**Instance** sequence number are mandatory field, otherwise the create placeholder button will be disabled.

Once the **Create Placeholder** button is clicked, a tag is created with the name.

DESIGN\_GRAPHIC\_I<INSTANCE SEQUENCE> if it does not exist and the selected graphic element is tagged with this tag name.



## 19. Custom Styles

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Plug-in supports custom styles for both light and dark themes in Adobe hosts. Custom styles can be defined for any element in the plug-in like button, label, etc.

Custom CSS files must be placed in the WebCenter web server as:

```
..\WebServer\tomcat\webapps\WebCenter_Inst\custom\plugin\styles\custom.dark.css
```

```
..\WebServer\tomcat\webapps\WebCenter_Inst\custom\plugin\styles\custom.light.css
```

## 20. Configure Plug-in Preferences

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Default values for some plugin features can be configured in preferences.json file present in the WebCenter installation directory.

```
..\WebServer\tomcat\webapps\WebCenter_Inst\plugin\preferences.json
```

**uploadLinkedAssets** configure sets **Upload Linked Assets** checkbox check or uncheck in Upload New document and Upload New version views. By default, value is set to **false**.

WebCenter Admin user can configure to view Projects and Saved Searches in plugin by setting **showProjectsNavigation** and **showSavedSearchesNavigation** value to true or false. By default, both are set to **true**.

**savedSearches** list by default is empty which can be configured as below to view specific saved searches.

Example: **savedSearches**: ["Linked Assets", "Graphic Images"], this lists down only mentioned saved searches in plugin.

**Push Text** button is hidden by default in the Text Content page. Admin can set **ShowIndividualPushText** to **True** in the plugin preferences to show the button.

**Linked Assets** are excluded by default in the content page. Admin can set **ShowLinked Assets** to **True** in the plugin preferences to include it.

**Update Content** button is shown by default in the plugin. Admin can set **showUpdateContent** value to **false** in the plugin preference to hide the button in the plugin. . Admin can configure the **Attributes** to be listed in the plugin by configuring **showAllDocumentReferences** value to true and add attribute names to **documentReferences** settings.

For example, **documentReferences**: ["LINKED\_ASSETS", "Legal", "Marketing"]

**showTemplateTagger** is an option only for the Adobe InDesign plugin, Admin can set **showTemplateTagger** value to **false** in plugin preferences to hide the option in the plugin.