

ACTIV WEB2PRINT



by
ACTIVE PUBLISHING
WEB2PRINT & MISE EN PAGE AUTOMATIQUE

USER DOCUMENTATION

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Menu of the application (Up to the left)

Depending on your user rights, various menus and submenus are available. Users with privileges "Administrator" access to all the features. A user without expanded rights, will have access to two menus: Files (1) and Search (5)

Located on the left edge of the application, the menu decomposes into 6 tabs:

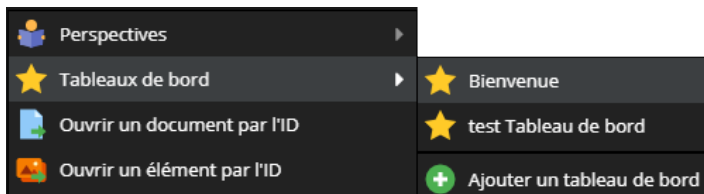
- (1) Files
- (2) Tools
- (3) Marketing
- (4) Configuration
- (5) Search
- (6) Active Search (advanced search)



Menu file

Outlook: This is not a template. This enables you to structure the different trees left by headings by customizing their wording. For example, the tree "objects" default can be split into 2 sections: A "Products" with all the products out tree and another under "PIM" in which we would have the whole tree. One can also choose the available actions to right-click in the edit tab of an object. Topics can be outsourced to the right or left of the screen (right products, for example, brief and to the left). Prospects are associated with users or user group.

The dashboard: Allows view reports, graphs or list to track production. By default, the reports of the last objects (products, articles ..) and are available. If custom reports (see page) have been created, they will be accessible to users who have the rights to use. Click on *Add a dash* to define a new one.



Open a document by ID: Opens a document (catalog, chapter, page) from its identifier or URL (preceded by http: //).

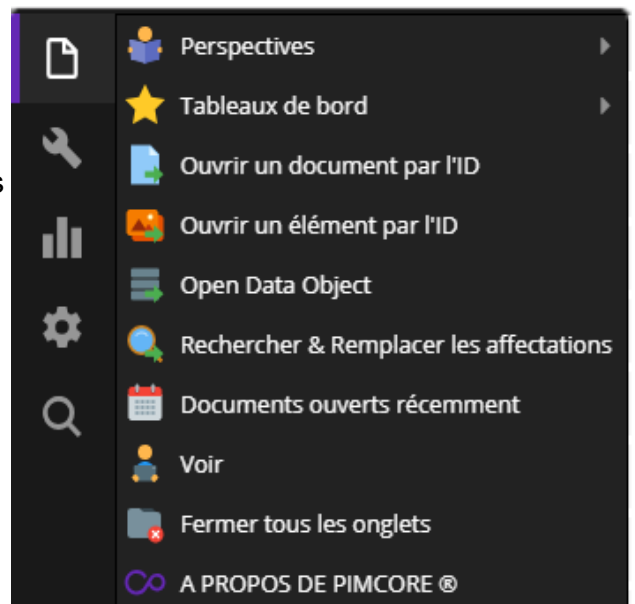
Open an item by ID: Open by a media ID.

Open Data Object (Open an object): Provides quick access to a product present in the application.

Recently opened documents: Allows access to all documents, media or objects recently opened on the application.

Close all tabs: To close all open tabs in the application.

About Pimcore: Provides access to application information.



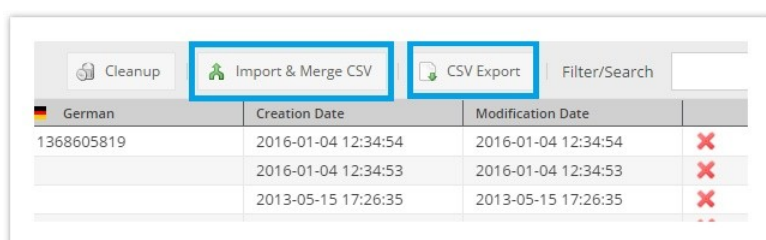
Menu Tool

Glossary: Storing explanations of abbreviations or acronyms.

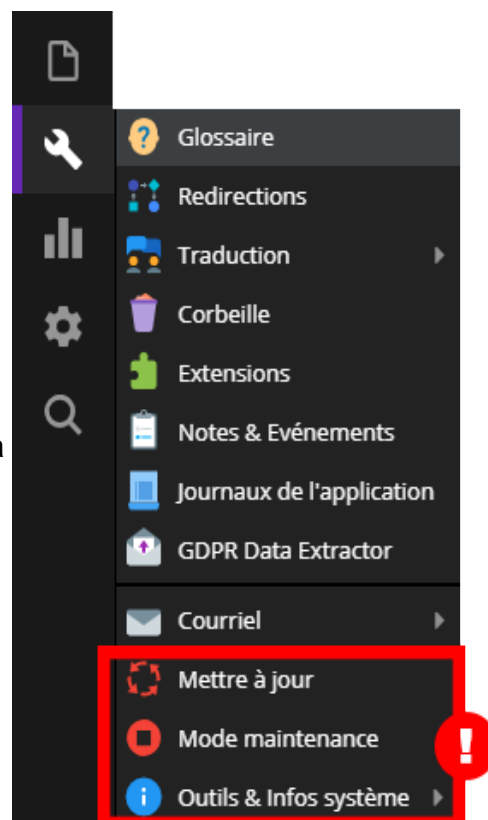
Translation : Defines the terms to translate into desired language

-Shared Translation: Edits the terms translate the application. They can customize the wording of the fields in an object.

- XLIFF Import / Export: Translations can be exported to a CSV file for use later.



German	Creation Date	Modification Date	
1368605819	2016-01-04 12:34:54	2016-01-04 12:34:54	✗
	2016-01-04 12:34:53	2016-01-04 12:34:53	✗
	2013-05-15 17:26:35	2013-05-15 17:26:35	✗



- MS Word Export: provides the ability to export the translations in a Word file.

Trash: Stores all documents, objects or media removed to restore if necessary.

Extensions: Allows management of plugins (Activation, installing, update)

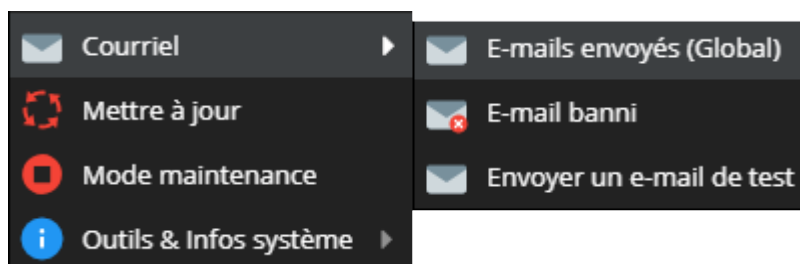
Notes & Events: Go to the notes issued by the users sur the objects, medias or catalog;

Newspapers app: Includes all of the logs.

GDPR Data Extractor: Provides access to data related to a user and to export them to communicate in accordance with the law GDPR.

Update, maintenance and tools are available only to super-administrator. Do not use.

e-mail: Allows management of emails and notifications



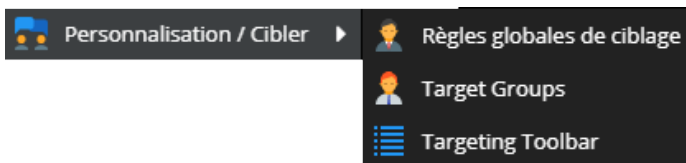
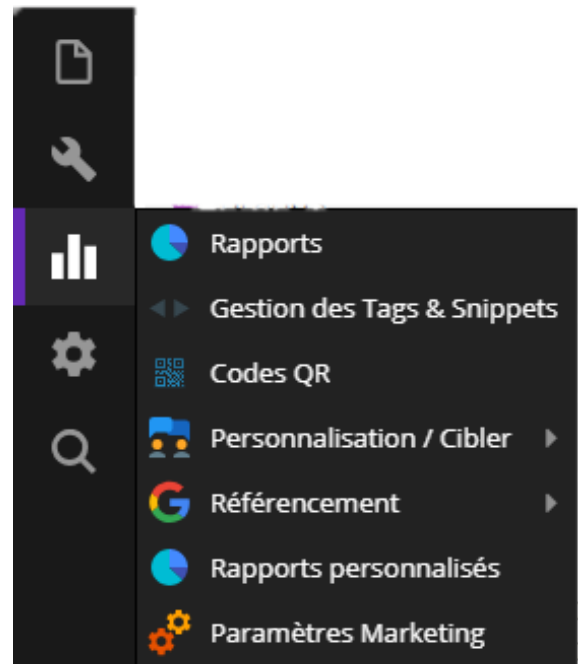
Menu marketing

Reports: Allows you to have an overview of the roles and users.

Tag Management & Snippets: Create and manage Tags for associate keywords on your items and media.

QR Codes: Create and manage QR Codes from URLs or vCard.

Customization / Target: Function to set the type of documents mailing with different content based on profiles. Name user based criteria (gender, geolocation ..) to send different content in one mailing. For example, "Hedges" operation with slates for people north and tiles for those in the South.

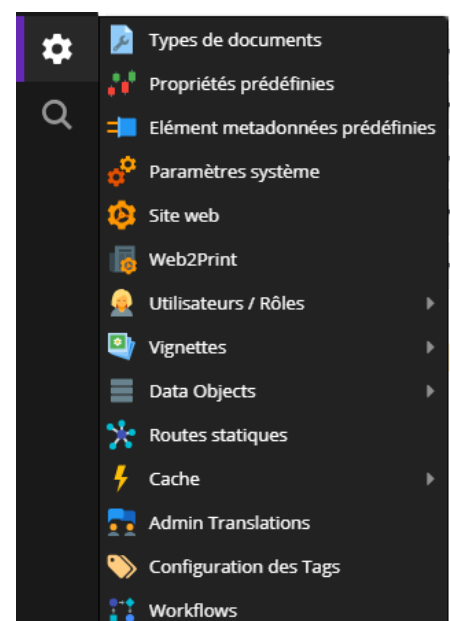


Custom reports : Sets custom reports can be added to a dashboard (see tab **File**). * MySQL Mastering required.

Menu Configuration

Document Types: Web Service to define document types already structured and charters.
For example : /newlycustomizable / Blog /

Predefined property: Sets custom properties that will be available in the chapters, pages, catalogs.
For example, the property " w2p_template_odd" lets you associate a page template (page pair) (PDF file) or change the associated creation.



Preset metadata elements : Sets of rights that will be available to associate with products, media and documents for SEO, for example.

System parameter : Application Settings

Website : Accesses to parameters of the site

Web2print: Provides access to Web to Print settings

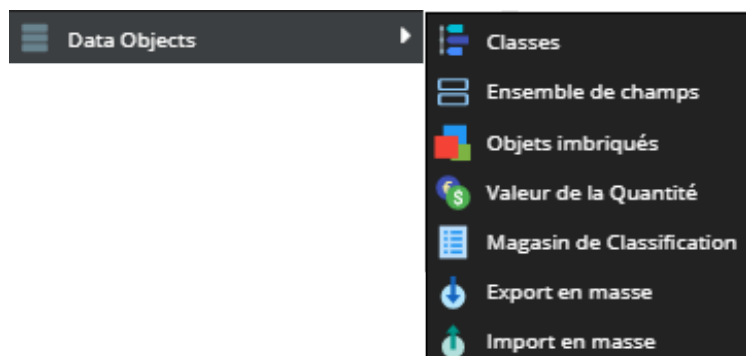
Users / Roles : Provides access to the roles and user management interface. The option *Analyze permissions* provides a detailed overview of the permissions.



Thumbnails: Sets miniature (thumbnails) for images available on the platform.



Data Objects: Product structure, articles, etc ..



Configuring tags: Displays all tags.




Workflow: Follow the state of any element present on the platform. It is possible to impose validations, single or multiple, using sub-reports, automatically associate states, notify one or more users and is multilingual.

Menu Active Search


Plugin Active Publishing, it extends the functions of research beyond a simple search of documents, products, files. Filters are available to refine your results.

Simple to use, the filters are located to the left of the search page. Actions batch are available for example, open multiple products.

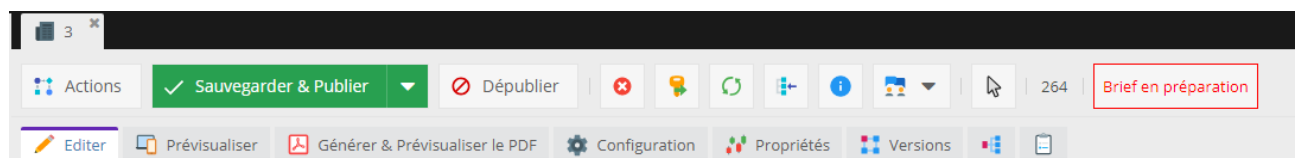
For details, see Chapter [Find a product with Active Search](#) p.44

(1) Profile of the connected user. Edits email, avatar, further personal information.

(2) Disconnect: The proper way to exit the application that is preferable to close the browser. 

Tools of edit mode



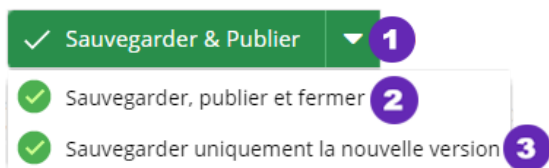
Actions: functional workflow, this button lets you associate a status (correct, validated, etc ...) to a page or chapter. For details, see chapter ... [4.0.14. Le Workflow](#) p.64



Save and Publish : Backup and activates a page. You can also use keyboard shortcut CTR +S ;When the recording is finished, a window appears in the lower right, indicating that the recording is completed. It is important to wait for this window to appear before closing the page (see the image below).



Other backup methods are available by (1) clicking the icon to the right button Save & Publish

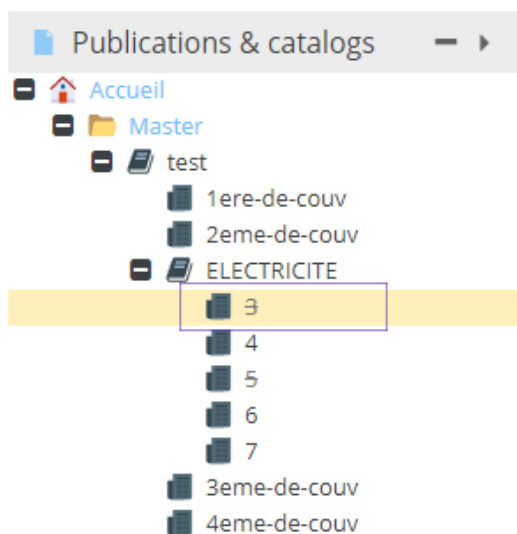


(2) Save, publish and close

(3) Save the new version only. Create a new version of the document available in the "Versions" tab (depending Rights)



Unpublish : Desactivated in the catalog draft and export or InDesign automatic generation. It remains present in the Catalog tree (appears closed off and light gray). To activate it again, open the page and click Saving & Publish. (Or right click in the tree and click Post).



Remove : The page moves to the Trash. It no longer appears in your catalog structure.



Rename: Define a new name to your page.



Refresh: Loading the currently open page.



Show in the tree: To locate the page in the tree of your catalog (located in the panel Publications & Catalogs).



Info: Collects different information on the open page (ID, path, parent ID, Type, Date Modified, Date Created, User Modification, deep links).



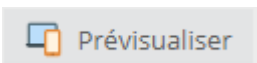
Open : Preview the page.

Thees tabs

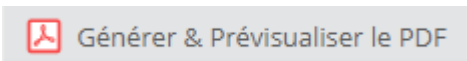
Under the menu bar, different tools are available (depending on user rights)



Edition : When you open a page, it is the active tab by default. It allows you to change or add content to the page.



Preview : Preview the page without generating a PDF file (HTML Format)



Generate & Preview PDF: Generation of the page, chapter or PDF catalog. The resulting file can be downloaded or printed. If the page has been modified since the last generation, a message in red appears to the left of the preview window to prompt you to generate it again. Then click on the "Generate" button to start the operation. If there is no change from the last generation, the page appears without user action.



Versions: Provides access to different versions of the page to restore an earlier version if needed. (For more details, [4.0.11.Versionning published](#)) p60. The versioning behavior is defined by the administrator)



Outbuildings: Provides access to the products list and media present the page. (For more details, [4.0.4.Afficher the products contained in a publication](#) p.51)



Notes & Events : Listing notes associated with the page. Adds one or more notes. (For more details, [4.0.6.Ajouter a note](#) p.54)



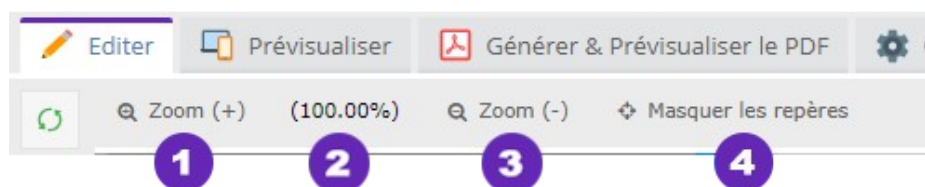
Scheduled task: Allows the publication, unpublication or suppression on a given date of an object, document or asset.



Tags: Associate freely words to pages, products or files. For example, in a photo of drill, we will be able to associate the keywords (Power, DIY, etc.) used for research. Do not use for Print projects.

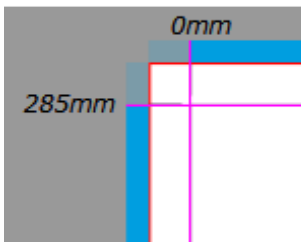
The editing actions

Under the tabs are present only tools available in the tab *Edition*.



- (1) Enlarges the display of a page.
- (2) Displays% zoom value.
- (3) Reduces the display of a page.
- (4) Shows or hides pins

Avec repères



Sans repères



Highlighting modifiable elements: The modifiable elements of a page are highlighted.
(Sidebar tool left of your page)

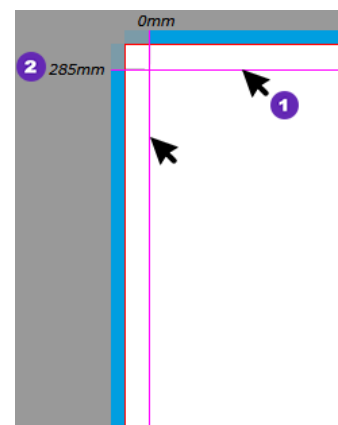
Pins

The marks present on the editing mode of the catalog pages can be moved according to your needs. The markings on a page are not reflected on the other pages.

(1) Click the marker you want and move it by holding the left click on your mouse.

(2) The positioning of the pins is measured in mm.

To remove placed landmarks, place it to original position.



Various pannels

	Stores	+ ▶
	Brands	+ ▶
	Suppliers & Collabs	+ ▶
	Nomenclatures	+ ▶
	Products	+ ▶
	Medias	+ ▶
	Editorial Content	+ ▶
	Publications & catalogs	+ ▶
	Options & attributs	- ▶

Stores: Regroup the list of stores and their identifiers respectively.

Brands: Contains all brands.

Suppliers & Collabs: Contains all suppliers and employees.

Classifications: Regroup BOMs.

Products: Contains all products

Media: Contains all media

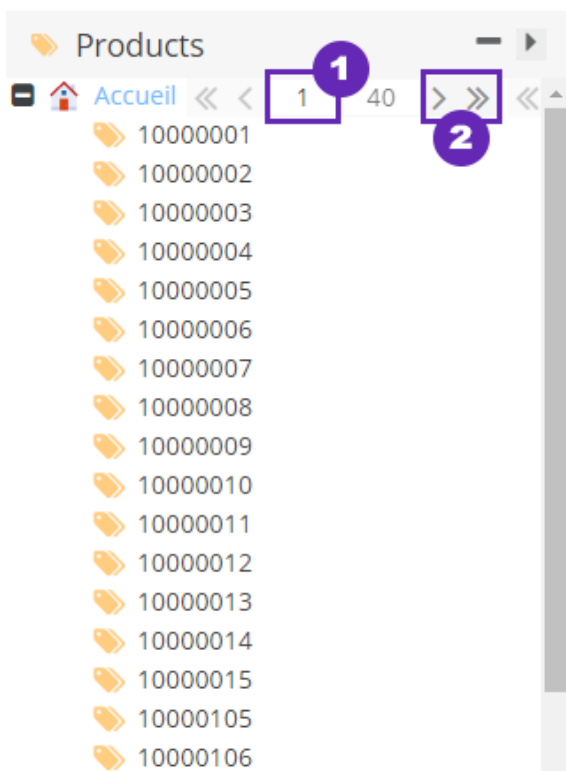
Editorial Content: Contains all editorial contents

Publications & Catalogs: Displays all catalogs, divided in chapters and pages

Options & Attributes: The list of all product-related attributes

In the panel **Products**, to search for a product quickly from the list (sorted increasingly) **(2)** Use the "next" arrows.

(1) If you know already the page where the product is located, type the page number in Zone 1.



Each object corresponds to an identifier of the application. You can easily find notomenclatures, products, awnings, media, editorial content, etc.

Find this ID in the tool bar of any item.



Editing options in the panels

These tools are present in the panel **Publications & Catalogs**

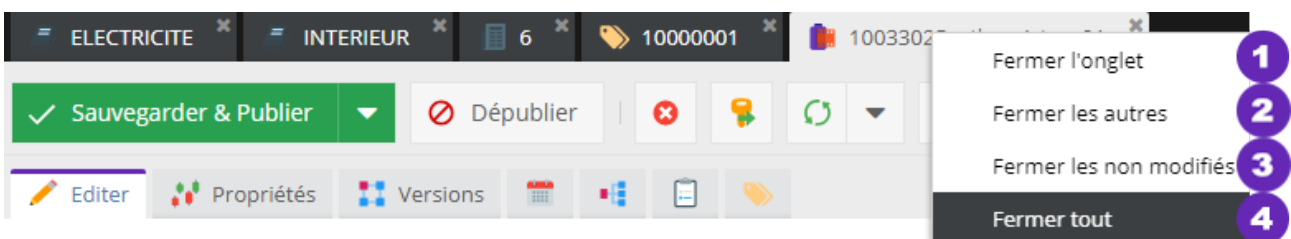


- (1) Copy an item in the tree
- (2) Cut a tree item
- (3) Rename an element
- (4) Unpublished element (Unpublished item appears still in the tree, but will be out of your catalog draft)
- (5) Delete item (item no longer appears in your railroad, it is placed in the trash)

Tab management

When a product catalog or media is opened, it appears in a new tab. To access the available actions, right-click on one of the tabs:

- (1) Closes the selected tab.
- (2) Closes all tabs except the one selected.
- (3) Closes all unmodified tabs
- (4) Closes open tabs.

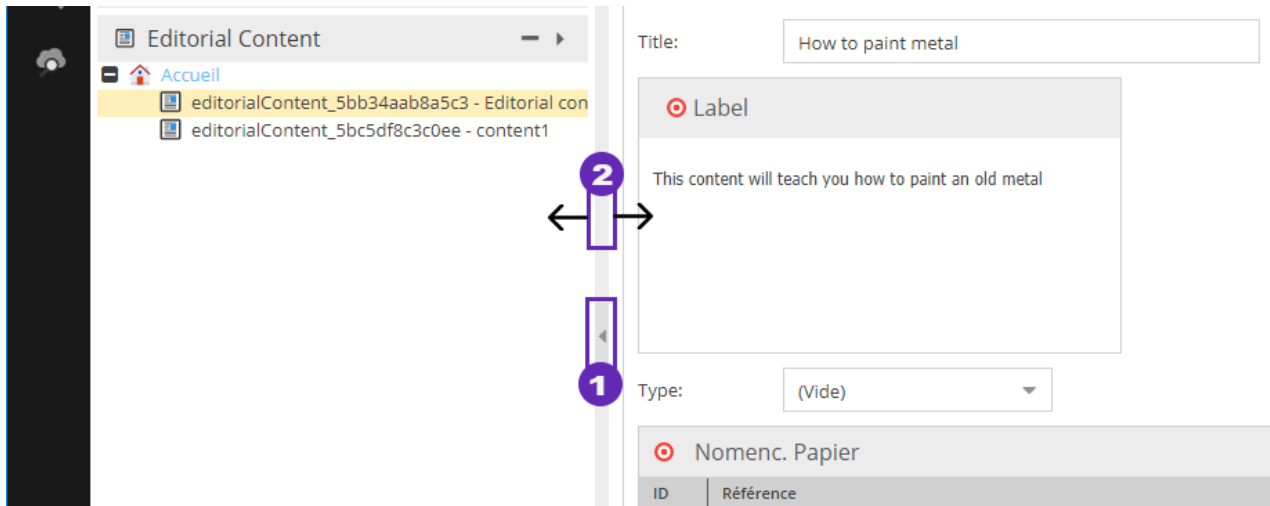


Management application windows

The bar splitting the application into two regions can be modulated.

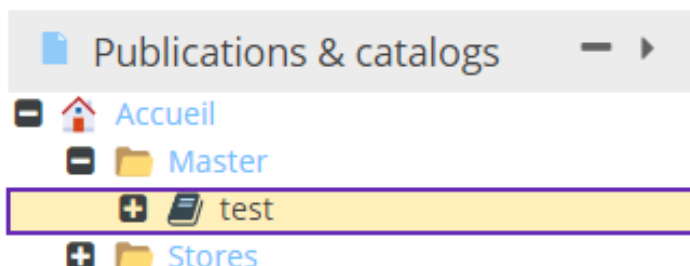
To reduce the left side panel, click the arrow (1).

To adjust to your liking the left panel, click and hold the left mouse and move it left or right (2).

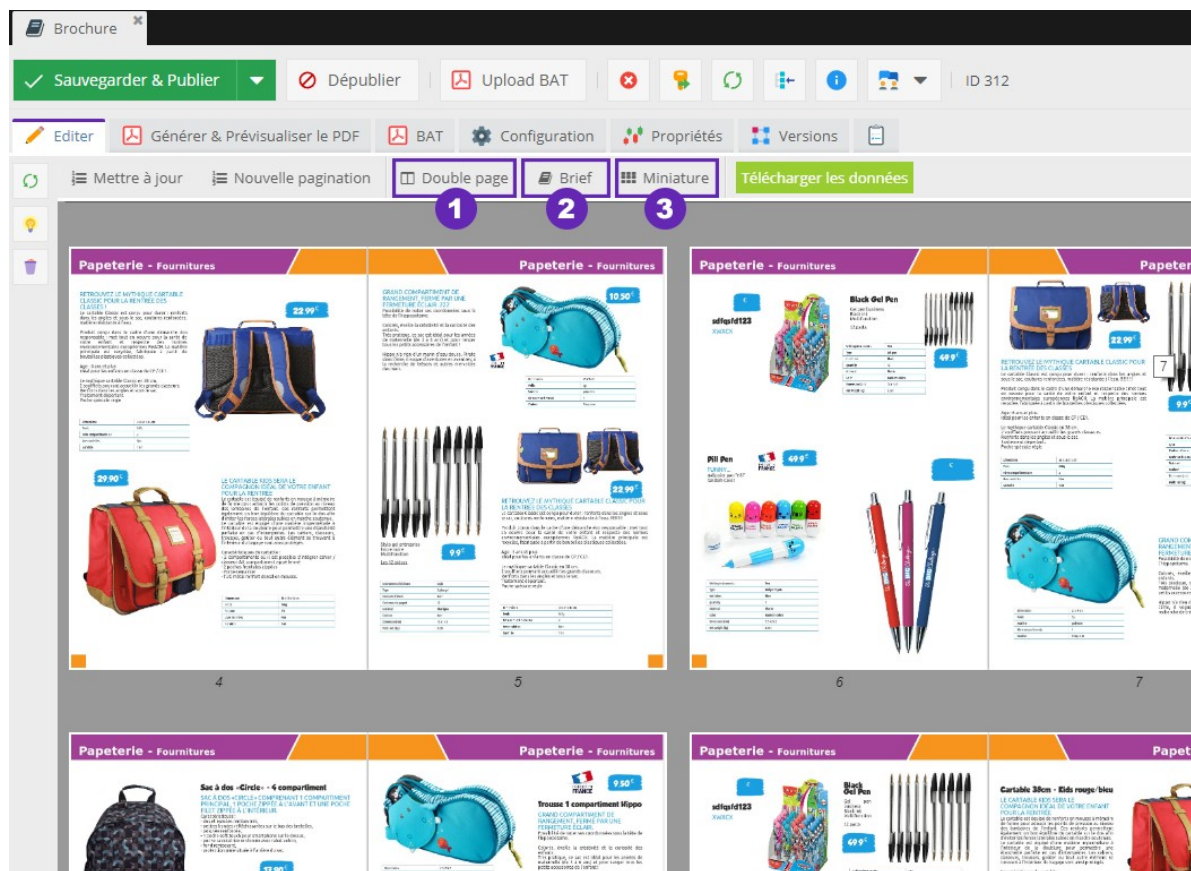


Display of catalog draft

You can choose different display modes when you open a catalog or chapter. To start with, click on one of your catalogs.

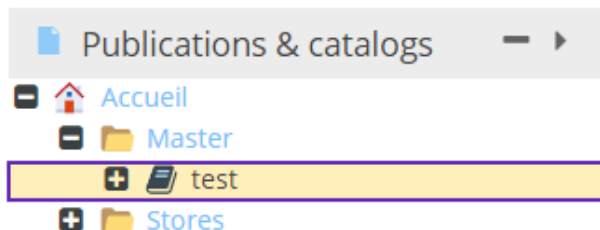


- (1) Viewing catalogue double page
- (2) Shows the catalog as a brief (Default view)
- (3) Shows the catalog as thumbnails

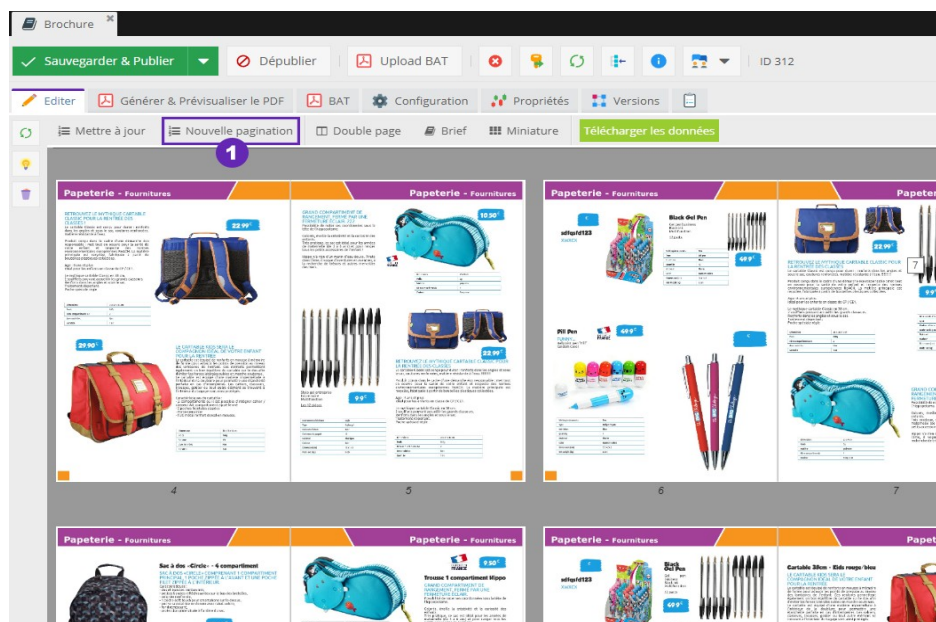


Numbering

If you add, move or delete pages or chapters, it is necessary to update the page numbers. For this, click on one of your catalogs or a chapter.



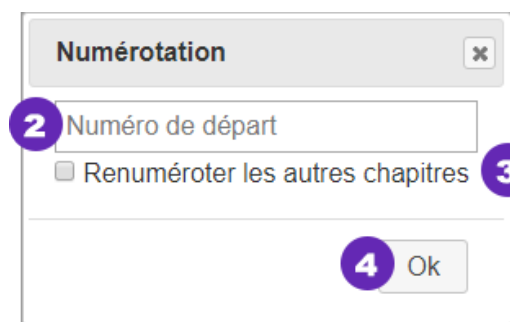
(1) Click on button **numbering**



(2) Enter the number of Chapters or catalog pages

(3) Check the box: Renumber chapters

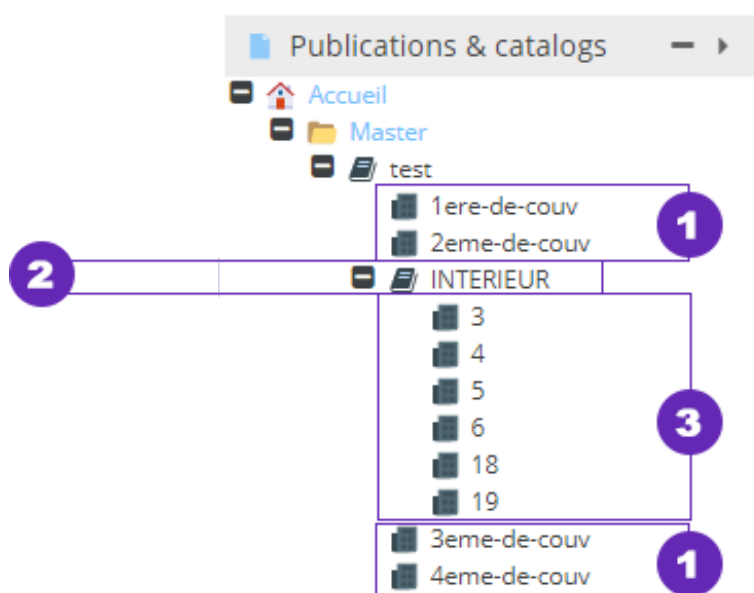
(4) Click on **okay**





Structure of a catalog

A catalog appears in the form of a tree. Its structure is decomposed as follows.

- (1) Covers (Can be changed in the same way that a standard page).
- (2) The chapters include a set of page
- (3) Pages

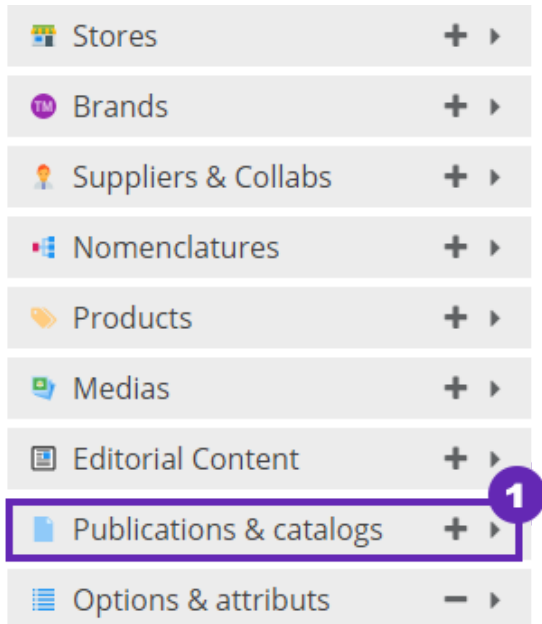


All these elements are defined during the creation of the catalog draft. (Refer to [Section 2.0.1.L'assistant creation of a catalog draft p.21](#))

By default, the tree does not appear entirely. To display the different elements of your catalog, click the icon  positioned to the left of a catalog or chapter. (Click on  if you want to hide the tree items).

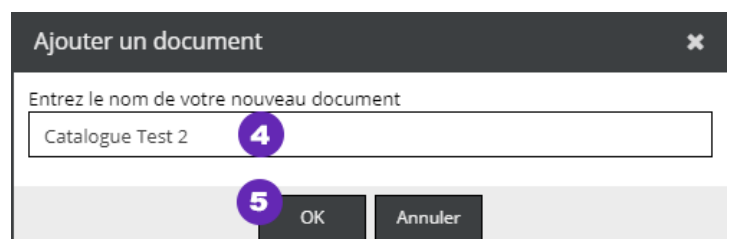
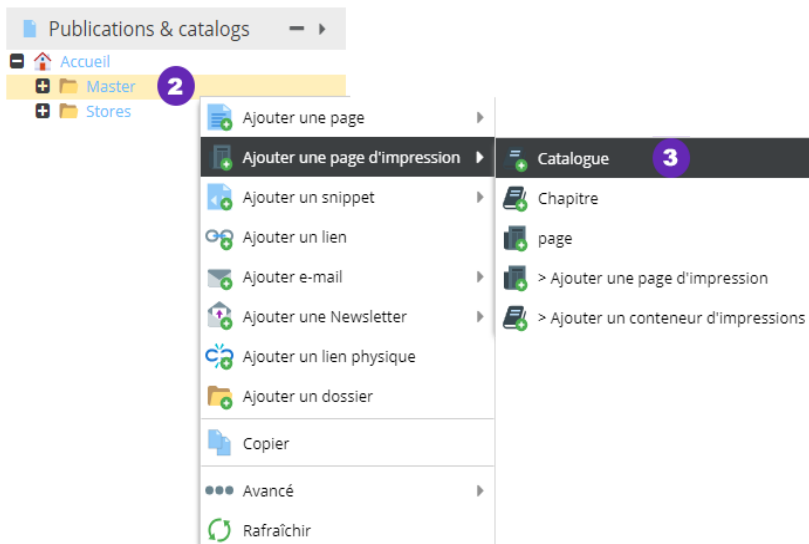
2 - Creation of a new publication

(1) Open the **Publications & Catalogs** panel by clicking on it:



Right-click the folder (2) **Master** and choose (3) **Add a print page /Catalog**.

(4) Name your catalog and (5) confirm to start the wizard.



The wizard for creating a catalog draft

Configuration

- (1) Choose the format of the pages or enter the values (in mm) for a custom size.
- (2) Choose orientation of your pages (Landscape or portrait).
- (3) Set whether to add blankets.
- (4) Set the margins of your catalog (in mm).
- (5) Click on **following** (Bottom right of the window), to access the "Automation" tab

Création d'un chemin de fer Webtoprint

Information : Les champs précédés d'une étoile sont obligatoires.

ConfigurationAutomatisationChapitres & PagesPersonnalisation

Information : Sélectionnez taille: orientation: marges... de votre catalogue.

* Format des pages :

A4 (210x297 mm) 1

* Orientation :

Portrait 2

Ajouter les couvertures

☒ Oui ☐ Non 3

Marges (mm) : 4

Petit fondGrand fond

HautBas

→ Suivant 5

Automating

Création d'un brief Webtoprint

Information : Les champs précédés d'une étoile sont obligatoires.

Configuration Automatisation Chapitres & Pages Personnalisation

Choix de l'importation : Aucune importation

← Précédent

→ Suivant

Options de l'importation :

- Aucune importation (a)
- Depuis un fichier (b)
- Depuis un objet (c)

a) No imports

If you do not want to automatically generate the pages of the publication, or do not have the information to do so, select "No import". The products have to be place, drag / drop, in pages.

b) From File

Allows using a CSV (previously mentioned structure, to automatically place the products in the pages and generate the required number of pages.

Click on **choose a file** and select an XLS or CSV file (Once the file is selected, its name will appears to the right of the button).

Choisir un fichier

Création d'un brief Webtoprint

Information : Les champs précédés d'une étoile sont obligatoires.

Configuration Automatisation Chapitres & Pages Personnalisation

Choix de l'importation : Depuis un fichier

Information : Importer et placer vos produits à partir d'un fichier XLS ou CSV.

Sélectionnez un fichier : Choisir un fichier Aucun fichier choisi

Colonne du chapitre : 1

Colonne de la page : 2

Colonne produits : 3

Colonne du template : 4

Information : Organisez vos produits en grille

Nombre de lignes produits : 5

Nombre de colonnes produits : 6

← Précédent

→ Suivant 7

To identify the various items below, use the letters columns.

A 1	B 2	C 3	D 4
Chapitre	Page	Produit	Template
Sol	12	10001118	<u>Product-it</u>
Sol	12	10001119	<u>Product-it</u>
Eau	12	10001120	<u>Product-it</u>

- (1) Set the chapter of the column identifier (for example A).
- (2) Set the page ID column (B).
- (3) Set identifier the products column (C).
- (4) Set identifiers columns template (D).

Organize your grid products:

- (5) Set the number of product lines
- (6) Set the number of products columns.
- (7) Click on Next

c) From an object:

Select an object of type 'ActivePaginate" (ActivePaginate documentation available on our website) to build the catalog draft. All these modes manage chapters and pages jump if needed.

- (1) In the rollout *Selecting the config*, select a configuration (for example : PE19 publication) then click **following**.

Création d'un brief Webtoprint

Information : Les champs précédés d'une étoile sont obligatoires.

Configuration
Automatisation
Chapitres & Pages
Personnalisation

Choix de l'importation : Depuis un objet Activ... ▼

Information : Construisez votre catalogue depuis l'une de vos configuration (Objet ActivePaginate)

Selection de la config. : Choisissez ▼

← Précédent

Publication PE19 **1**

→ Suivant

Below, the steps to create or edit a configuration (Eg: Publication PE19).

- (1) Enter a name for your configuration.
- (2) Select a default template from the dropdown list.
- (3) Choose a dominant color.
- (4) Link a template for your odd pages and pairs.
- (5) Set your margins (in mm).

Information | Chapitres

Nom: Publication PE19 **1**

Propriétés du document

Template par défaut: product-it **2**

Couleur dominante: #ea92edff **3**

Pages impaires: **4**

Pages paires: **4**

Marges (mm) **5**

Grand fond: 15 Petit fond: 5

Haut: 10 Bas: 10

- (6) Click on the green cross to add a chapter.
- (7) Enter the chapter name.
- (8) Set the number of rows and columns products.
- (9) Add your products (click on the magnifying glass to search for products or drag and drop from your panel Products).
- (10) The tab **Document Properties** allows you to add for example a page template or a specific background color for this chapter.

Information | Chapitres

6 + - ^ v

Chapitre

Nom: Sol **7**

Nombre de lignes produits: 4 **8**

Nombre de colonnes produits: 4 **8**

Produits **9**

ID	Référence	Numéro de page	Type	Sous-type				
12...	/BU_IT/Products/10000001		object	ITProduct	↑	↓	🖱	✖
12...	/BU_IT/Products/10000002		object	ITProduct	↑	↓	🖱	✖
16...	/BU_IT/Products/10000012		object	ITProduct	↑	↓	🖱	✖
12...	/BU_IT/Products/10000009		object	ITProduct	↑	↓	🖱	✖
16...	/BU_IT/Products/10000015		object	ITProduct	↑	↓	🖱	✖

Information | Propriétés du document **10**

Chapters & Pages

Set the number of chapter that contain your catalog by clicking on


(1) **Add Chapter** 

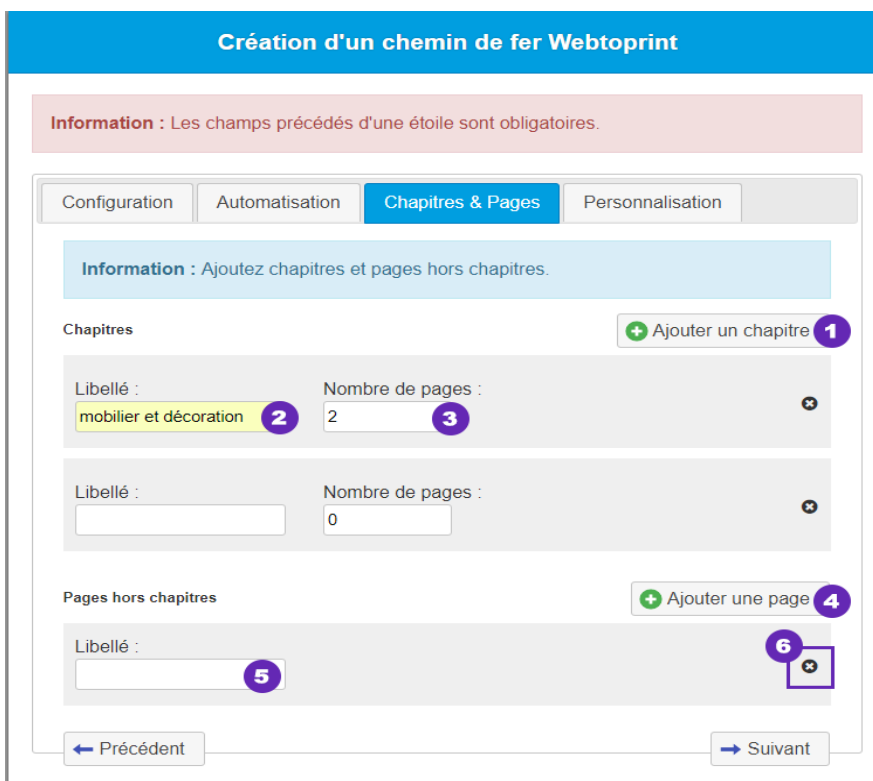
(2) Enter the name of your chapter in the fields wording. (For example : *Furniture and Decoration*).

(3) Then set the number of pages contained in your chapter.

(4) Add a page out Chapter which are often manual pages, index .. clicking on **Add page**.



In case you want to add pages out chapter (5) define the page names in the text field. You can delete page and chapter by clicking on the black crosse 



Customization

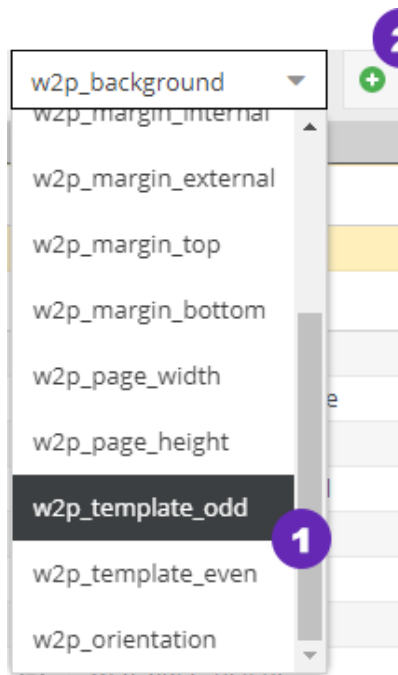
Contains templates page associates to the format of publication. (1) Select a template for the odd and even pages. (2) If you continue without choosing a template, the pages will be blank. It is possible to combine or modify templates pages using the properties tab of the chapter or pages. (For more details, [2.0.2.Modification properties of a page or chapter](#) p. 27)

The screenshot shows a web interface titled "Création d'un brief Webtoprint". At the top, there is a blue header bar with the title. Below it, a red information box states: "Information : Les champs précédés d'une étoile sont obligatoires." Below this, there are four tabs: "Configuration", "Automatisation", "Chapitres & Pages", and "Personnalisation" (which is active). Under the "Personnalisation" tab, a blue information box says: "Information : Sélectionnez vos gabarits de pages." Below this, there are two rows of four template preview boxes each. Each preview box shows a sample page layout with various elements like headers, footers, and content areas. Below each preview box, there are two radio buttons: "Pages paires" and "Pages impaires".

Users who have rights can add page templates. Upload them in the **Active-Wireframe** directory (1) present in panel **elements**. (2) You can make them available by placing the (Drag / drop) in the directory corresponding to the size and orientation of the template. You can also use the right-click and choose(3) **Add item (s) / Upload files**

They shall appear when creating a catalog. *(In your project the media access is not available, contact a Manager or administrator of the platform). The files need to be high resolution (pdf, tif, eps)*

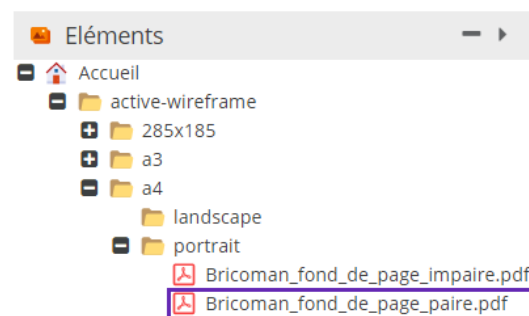
To edit a page template (1) select the properties followinges drop-down list:



- **w2p_template_odd** (pages odds)
- **w2p_template_even** (pages pairs)

Once the selected property, click on the cross green (2)

(3) Slide one page templates (from your elements panel to the red circle positioned in the column *value*.)

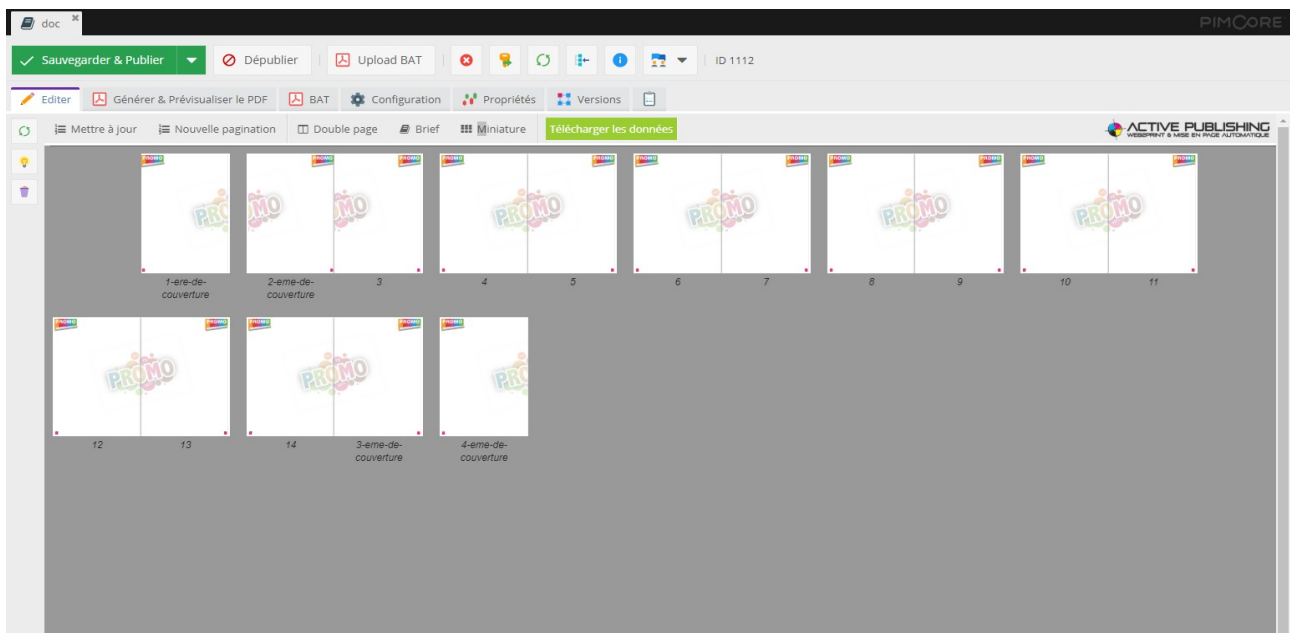


Changes to these predefined properties will be taken into account for the page or target chapter.

w2p_template_ever		Ajouter une propriété personnalisée		Clé	Type				
Type	Nom	Description	Valeur	Héritable					
Hérité(e)(s): false									
	w2p_background		#fff	<input checked="" type="checkbox"/>					
	w2p_template_even			<input checked="" type="checkbox"/>					
Hérité(e)(s): true									
	w2p_background		#fff	<input checked="" type="checkbox"/>					
	w2p_document_name								
	w2p_margin_bottom								
	w2p_margin_external								
	w2p_margin_internal								
	w2p_margin_top								
	w2p_num_page		true						
	w2p_page_height		285						
	w2p_page_width		185						
	w2p_template_even		/active-wireframe/285x185/285x185-paire.png	<input checked="" type="checkbox"/>					
	w2p_template_odd		/active-wireframe/285x185/285x185-impair.png						

Click on **Save & Publish**

Once you generated the catalog, you get a view aggregate of pages.

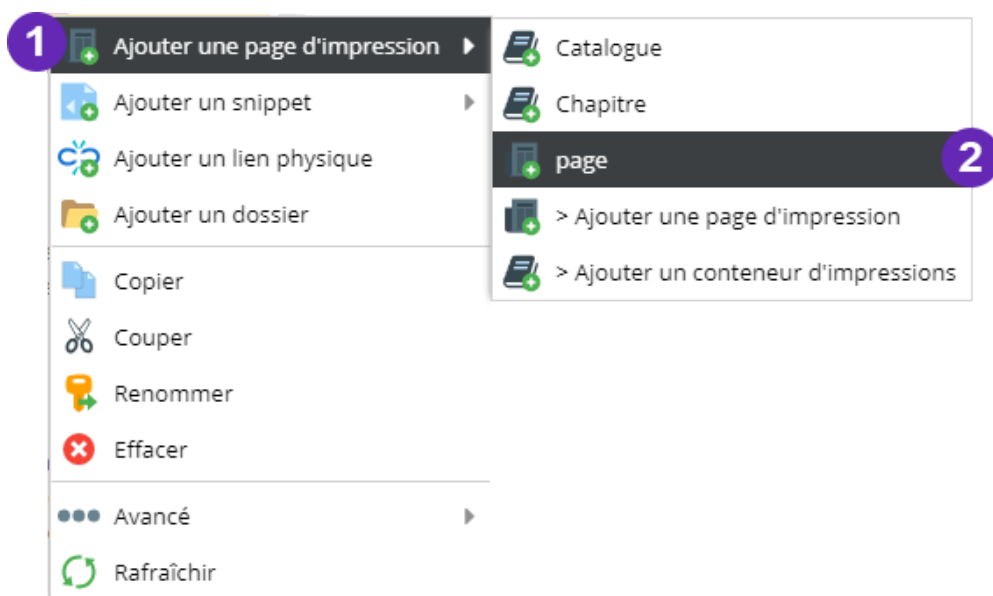


Adding a page manually

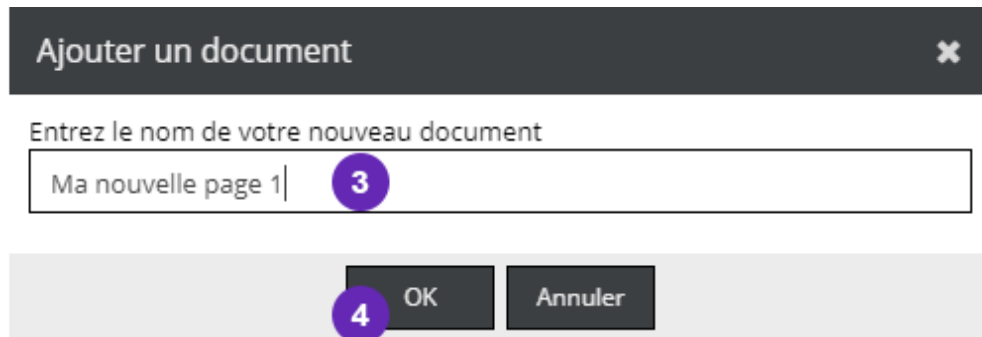
You can add a page manually after using the catalog draft wizard.

In the tree of your catalog, click on the chapter or the catalog in which you want to add a page.

(1) Click on **Add a print page** then choose the option **page (2)**.

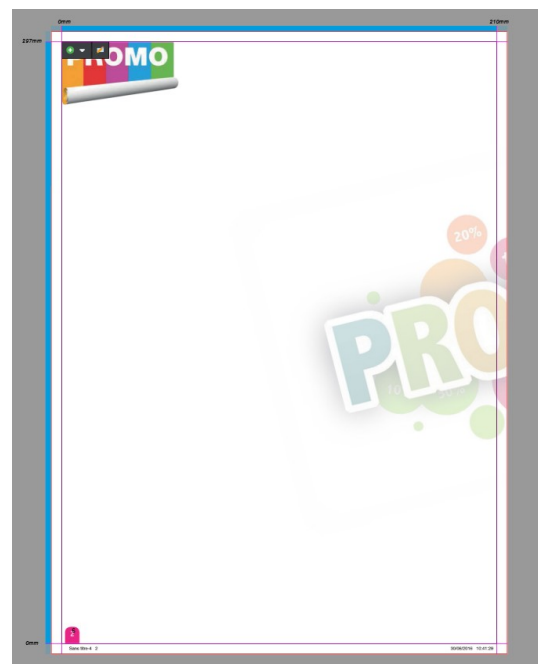
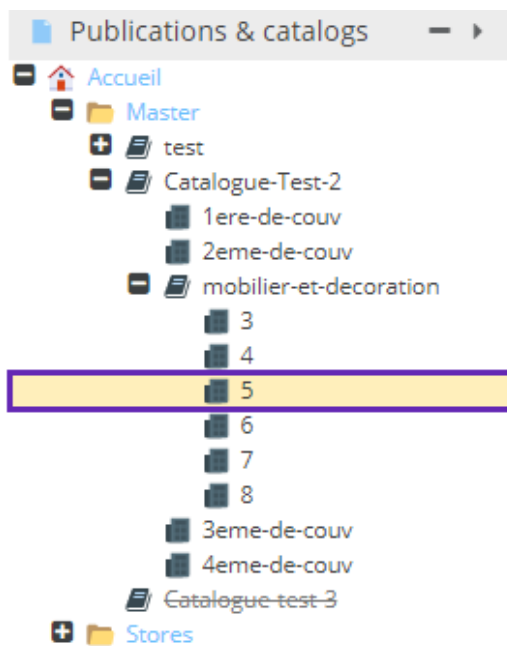


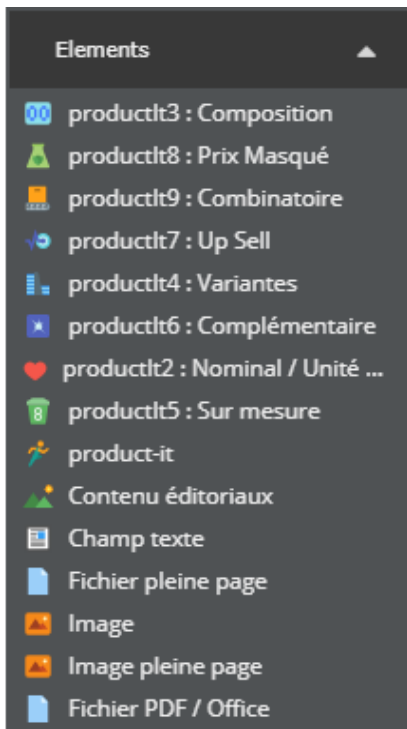
- (3) Enter the name of your new document.
- (4) Click on the **okay** button.



A screenshot of a dialog box titled "Ajouter un document" with a close button (X) in the top right corner. Below the title bar, there is a text prompt "Entrez le nom de votre nouveau document". A text input field contains the text "Ma nouvelle page 1". A purple circle with the number "3" is positioned to the right of the input field. At the bottom of the dialog, there are two buttons: "OK" and "Annuler". A purple circle with the number "4" is positioned to the left of the "OK" button.

To place products or free elements (text, images, PDF) in a page, click above in the Catalog tree (Pring **Publications & Catalogs**).





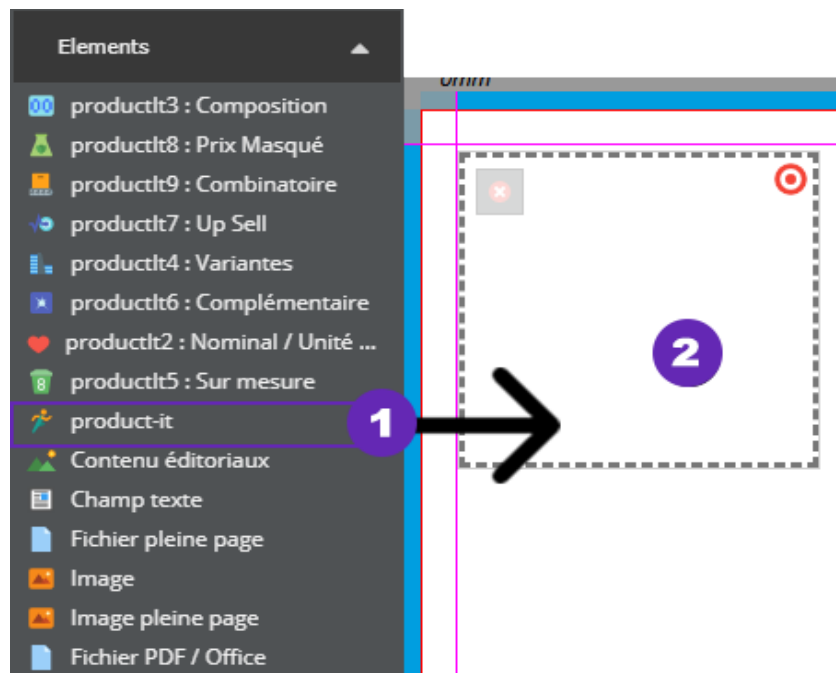
Choose a product to a template

The term "**template**" means the graphic appearance of a product.

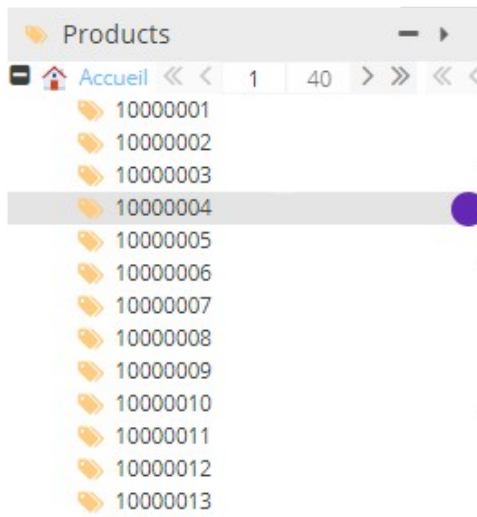
The pallet **Elements** available on each page, allows you to select templates for your products placed in the pages.

You can move this pallet where you want, keeping the click left of your mouse. (or reduce it by clicking the white triangle, at the top right of the pallet).

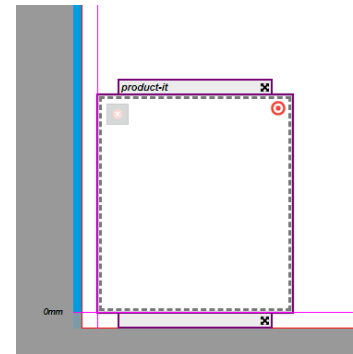
- (1) Select the template holding the left mouse button broken
- (2) Drag & drop it anywhere on the page.



By default, templates are located at the bottom left of your page. Drag it on the page and drop a product on the template. (2)



(1)



(2)

The product automatically formats. You can move it by clicking with the left mouse button on the gray bands present in the top and bottom of the product, and, holding the button, move your product(3).

(3)

REFERENCES-TEMPLATE

PROMO

338.15€

IMPERMÉABLE ET RÉSISTANTE !
 Imperméable et résistante, cette tente sera idéale pour le camping en famille ou entre amis.

Nombre de places : 6 places
 2 chambres de 180 cm de large par 210 cm de long.
 Séjour de 210 cm de long et 200 cm de large.
 Matières : 185T PU 2000 mm Polyester
 Tapis de sol : polyéthylène
 Couleurs : Gris et vert

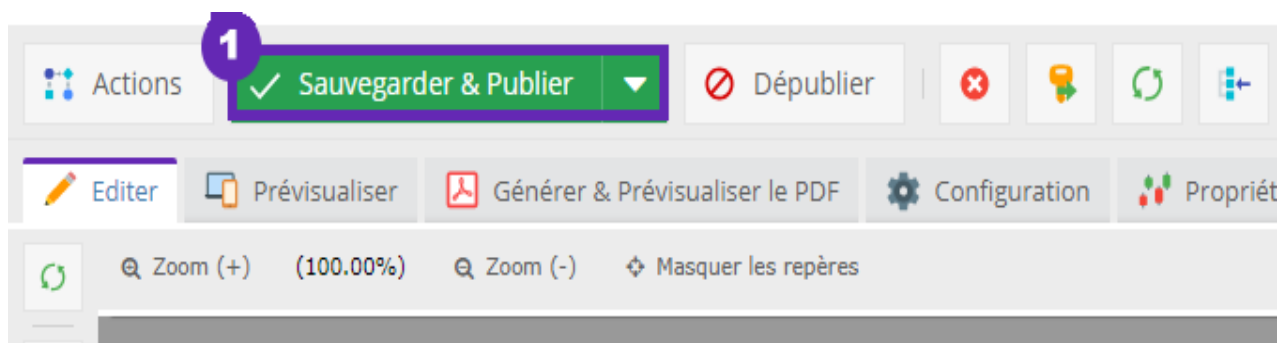
Ref Pro	Dimensions	Code	Prix HT	Prix TTC
10034926	200x180x180	3231422	281.79 €	338.15 €

You can change the shape of your product by resizing and / or moving the blocks. Text blocks can't be resized, but can be moved anywhere in the main block.

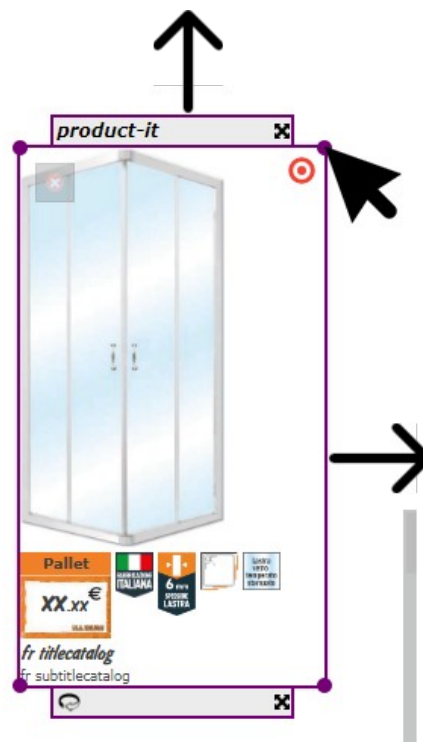


IMPORTANT : The publications generated in InDesign recovers only the size and the position of the complete product. Any customization of a product will only be a visual indicator for the studio that mount pages. In the case of smaller publications, PDF export HD will incorporate these changes.

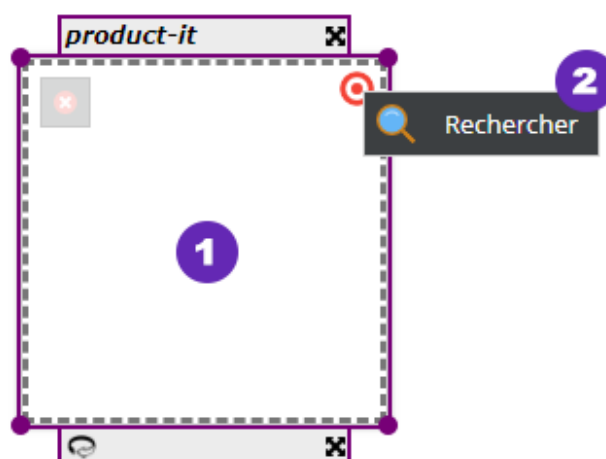
It is imperative to save your changes for each product by clicking on **(1) Save & Publish** or by using the keyboard shortcut **CTRL + S**.



The height and width of the template can be modified by selecting the four edges, and stretching in the desired manner.



You can also search for a product directly from the template. Make a **(1)** Right click on the template then click on **Search (2)**.



The panel **Search** (below) allows you to filter your search Data Objects (Document or Media).

(1) Enter your part number, part name of a product, for example, in the field research.

(2) You can specify which type you want to search:

Documents: Publications

elements: Media release (PDF, images)

Data Objects: Products, Articles

(3) Tap Enter on your keyboard or click **Search** to search

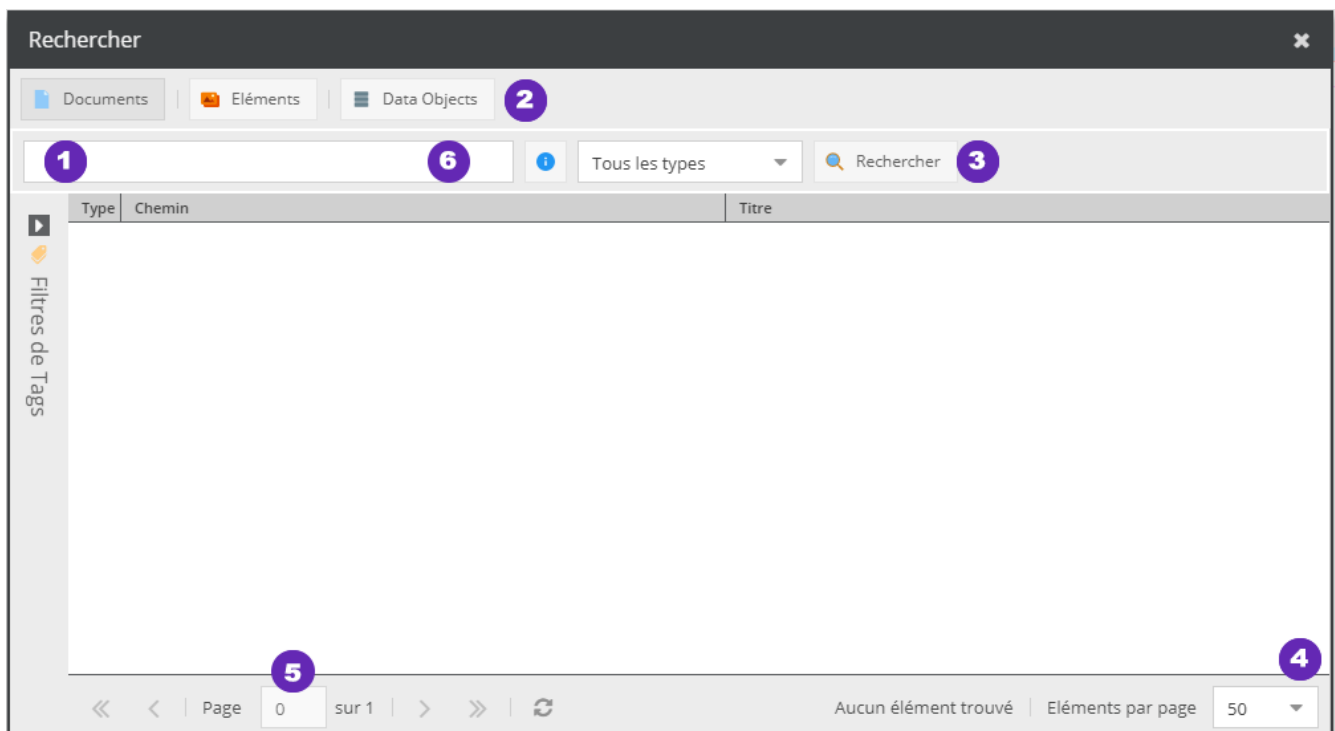
(4) Number of results

(5) Navigating result pages

(6) To find which begins with ABC, type **ABC***

To find which ends with ABC, type ***ABC**

To find which contains ABC, type **ABC**



The stores catalogs: Attributes Master Catalog

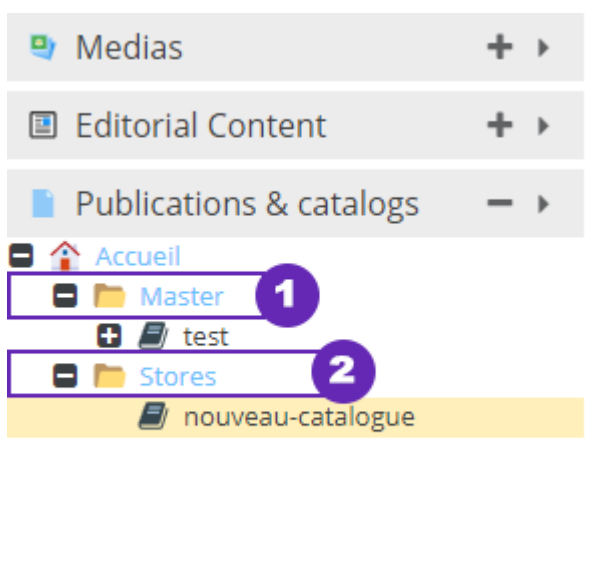
A Store Catalog inherits from a Master catalog. This means that its products, its layout, its characteristics will be the same as the Master.

The Catalogs may be modified according to the needs of each store.

The tab **Publications & Catalogs** is divided into two folders:

(1) **Master** : In which the master catalogs are recorded.

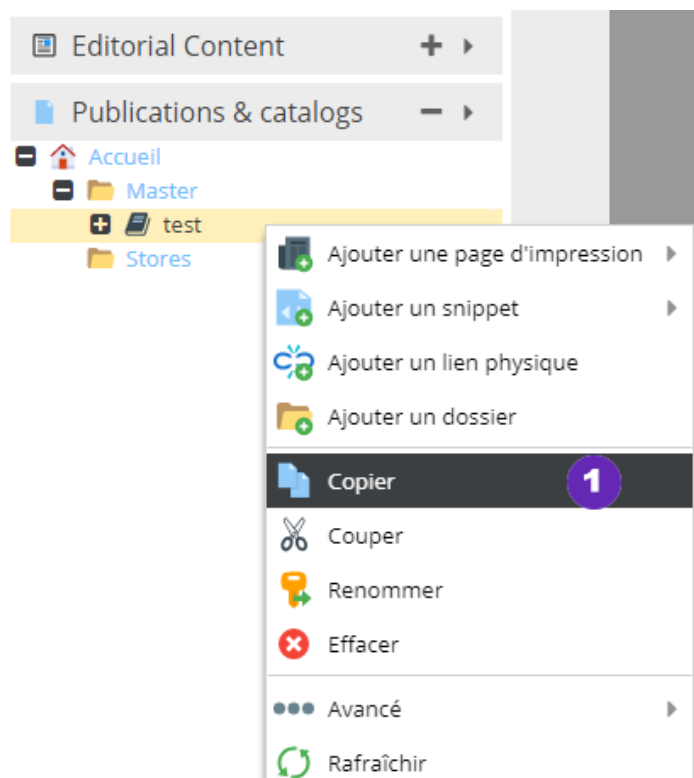
(2) **blinds** : In which include stores variations.



Creation of a store declination

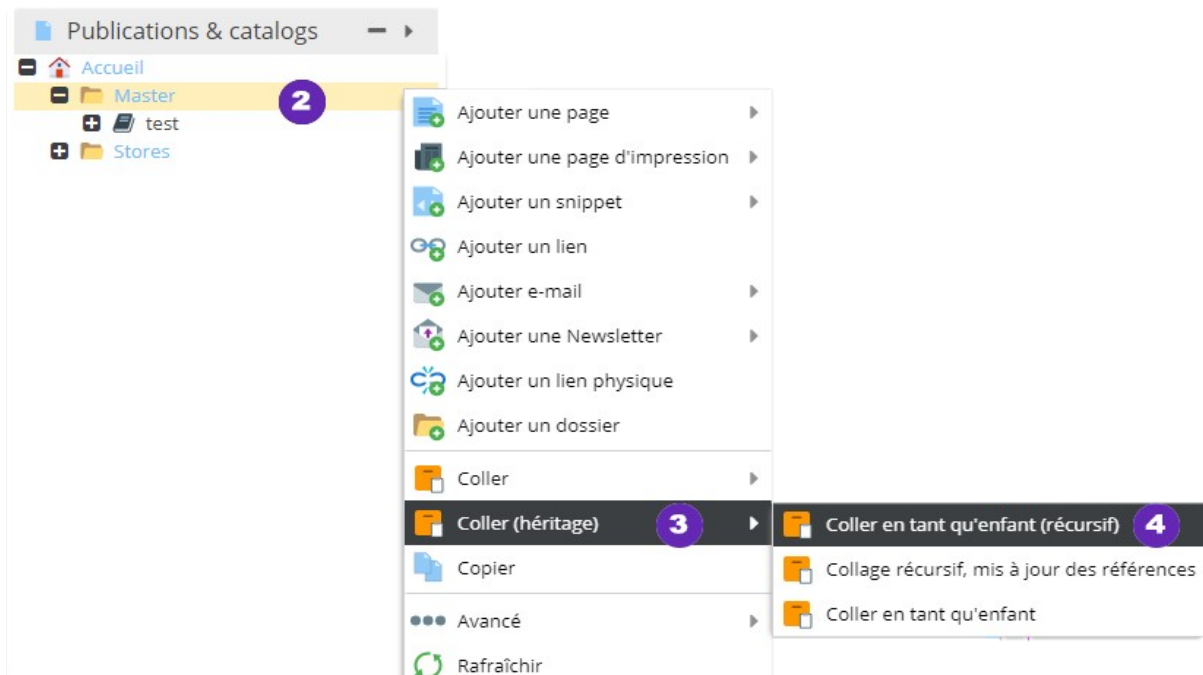
In the panel **Publications & Catalogs**, click on one of the catalogs in the folder *Master*.

(1) In the options, click on **copy**.

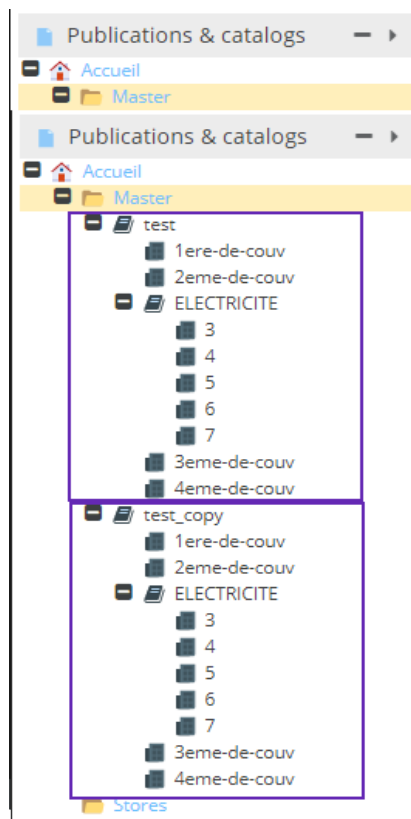


(2) Make a right click on the folder *Master*.

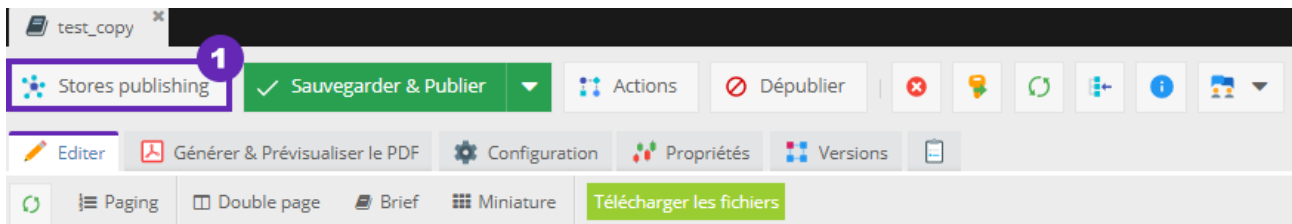
In the options, (3) move your cursor over **Paste (inheritance)** then (4) **Paste as a child (recursive)**.



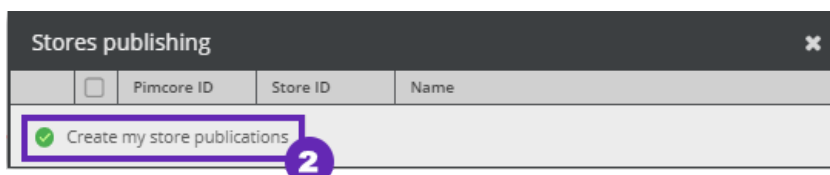
The Duplicate Master Catalog (test_copy) has the same structure as Master original (test).



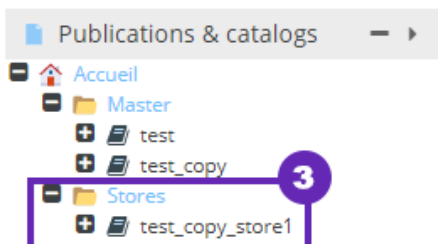
Visit your new duplicated catalog (Test_copy) and **(1)** Click on the button **publishing Stores** in your tool bar.



Then click on the button **(2) Create my store Publications**



(3) The store declination was properly initialized into the folder *Stores*. It includes the same features as the catalog *Master*. The positioning templates and products are similar.



The products on different Master pages can be deleted depending on the needs of different stores.

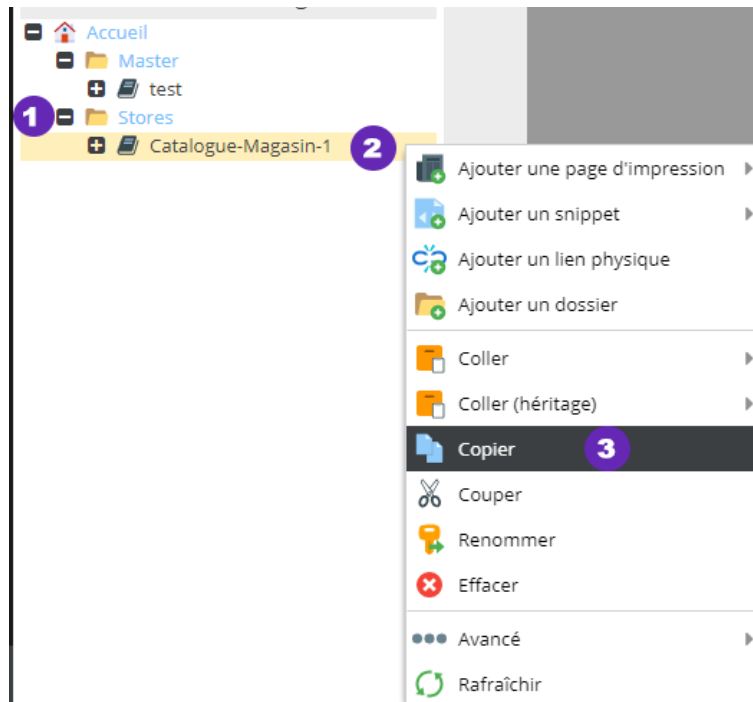
These appears grayed out on stores publication.

(4) Right click on the product and **(5)** click on the cross to remove the product page. Finally, drag and drop a new product in the template.

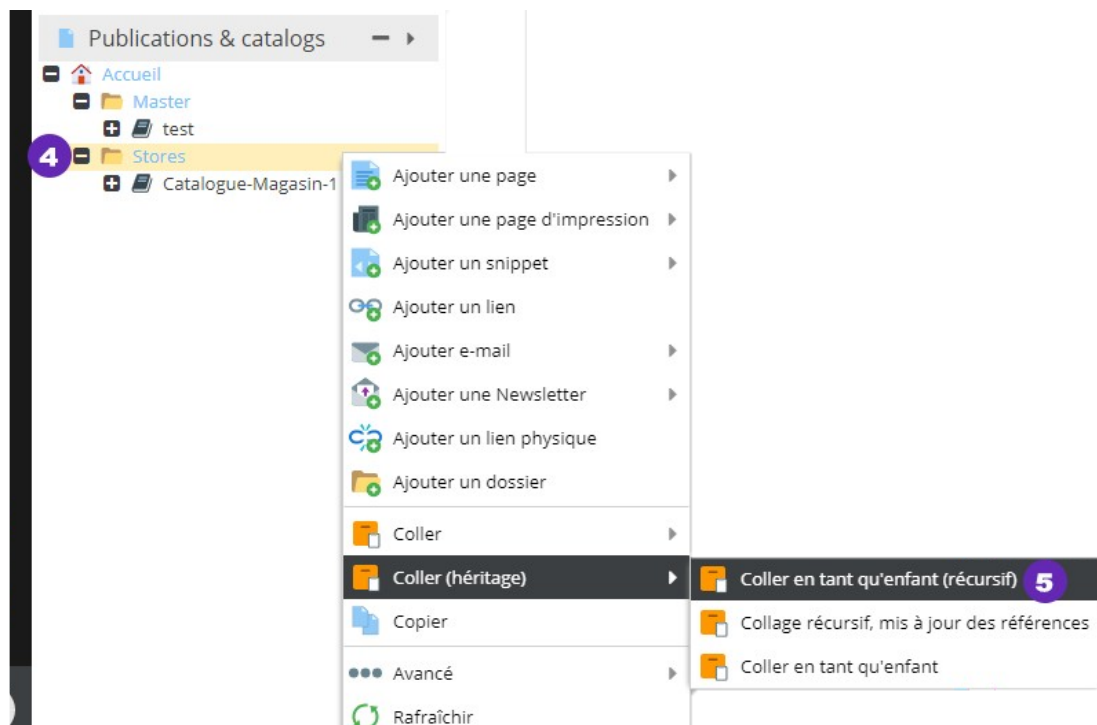


Attribute store in several languages

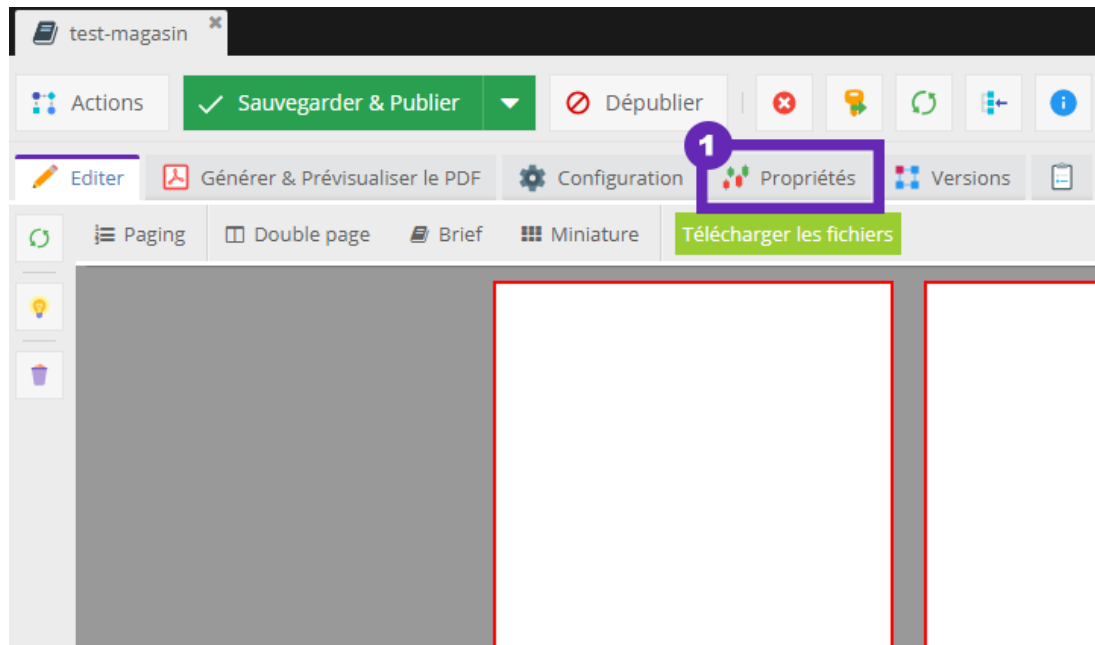
(1) Right-click to place the folder **blind**, (2) Right click on the catalog (3) Choose **copy** the catalog.



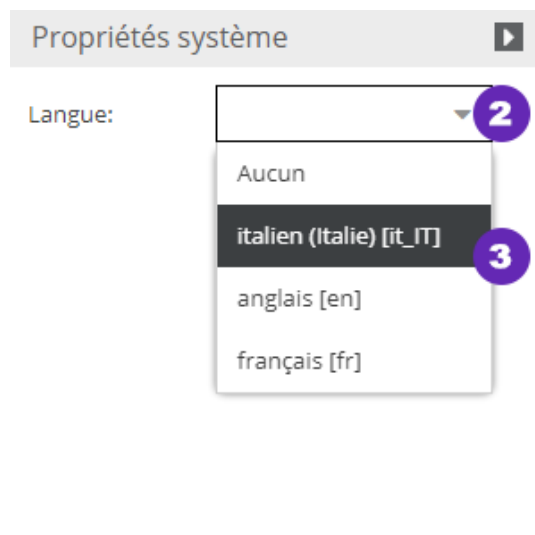
(4) Right click the folder *Stores* then (5) **paste (Legacy) / Paste as a child (recursive)**.



(1) Click on the desired catalog in your tree then **Properties**.



In the panel **system properties** right of your screen, (2) click the rollout and (3) choose the language to apply the catalog.



(4) **Save and Publish** to apply the changes.



Create a scheduled task for a or catalog page

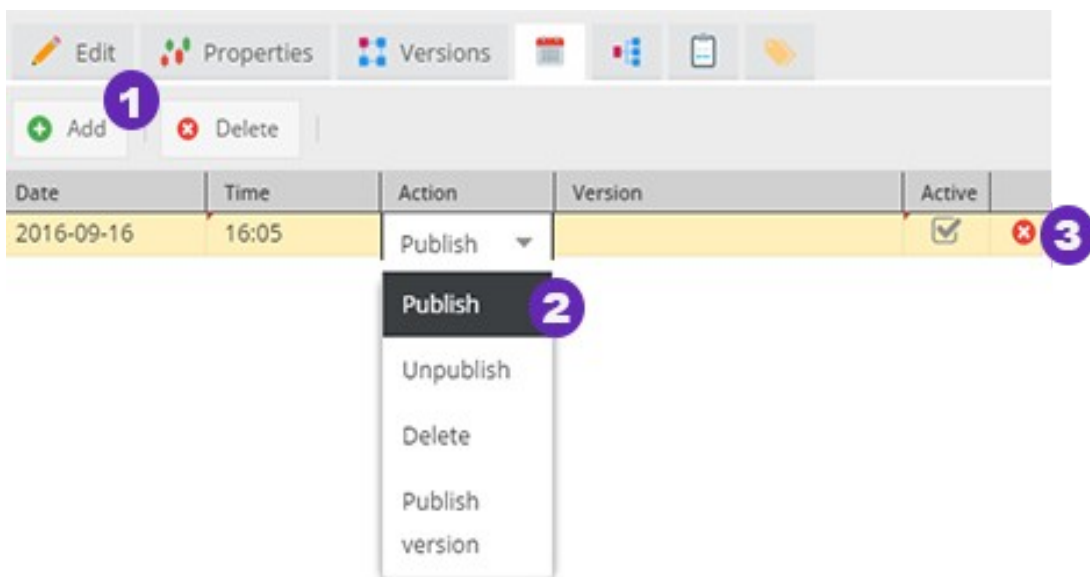
Planning allows you to set a state (Publish, Unpublish, Delete) of an object, document or media, to one date and hour given.

In the tool of your catalog page or toolbar, click Calendar



- (1) Click on **Add** and set a date and time.
- (2) Set the action to the given date. (Click Save & Publish)
- (3) To delete a scheduled task, click on the red cross.

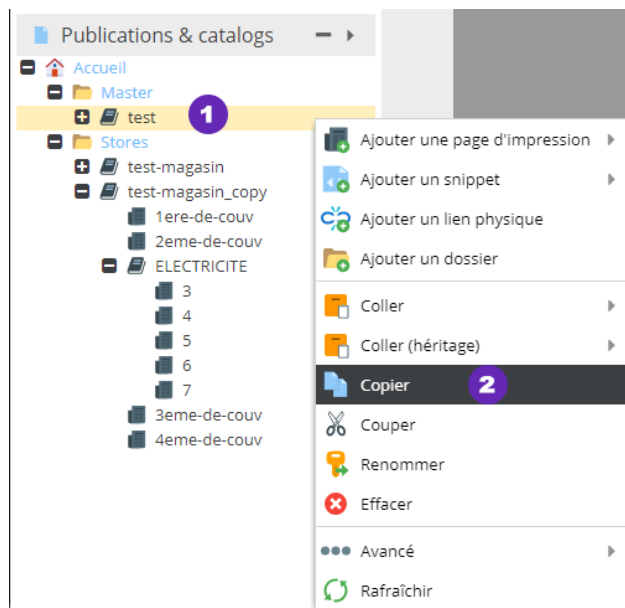
(The box checked **active** will be cleared automatically when the task ends.)



3 - Initialization of a new publication starting from a previous

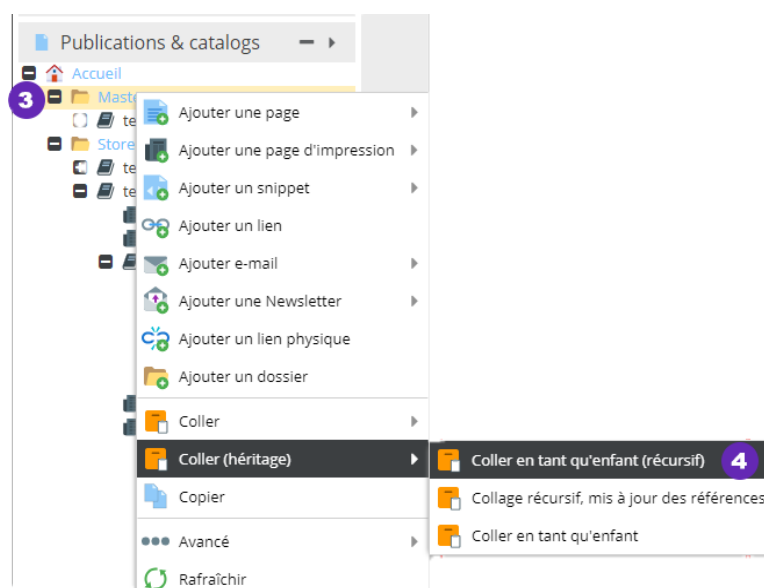
In this case, the catalog draft wizard does not appear.

In the tab **Publications & Catalogs** clicks the catalog to duplicate in the master file. **(1)** Make a right click the catalog and select **(2) To copy**.



Again, **(3)** clic on the Master folder and **(4) paste / Paste as a child (recursive)**.

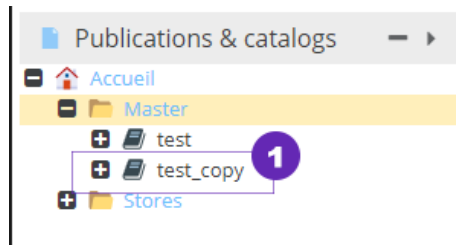
The duplicated catalog will have the same characteristics, structures and contents. Moreover, when a change is made to this new catalog, It will not impact the source catalog.



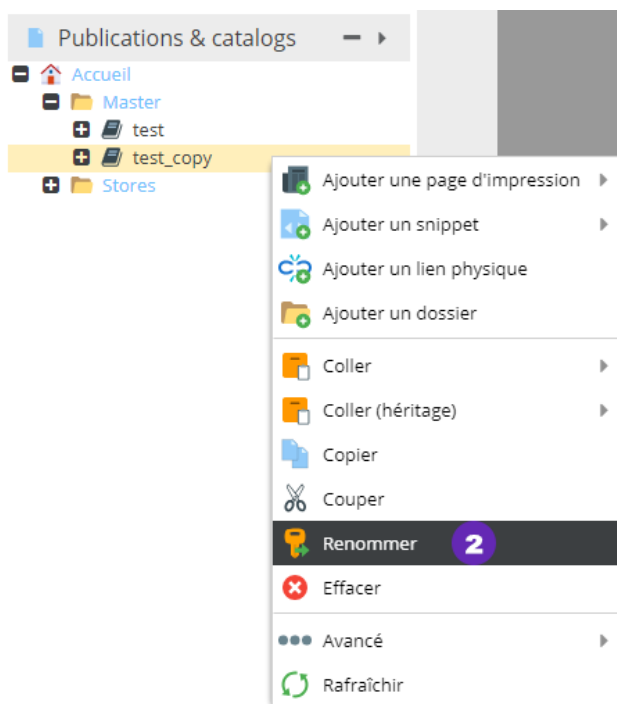
New catalog has the same name as the source catalog. (For example, if you duplicate the catalog **test**, It will be named **test_copy**).

Rename a catalog

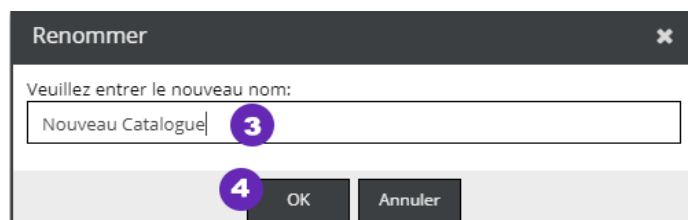
(1) You can change the name of the new catalog by making a right click on it.



(2) Choose the option **rename**.



(3) Enter the new name of the catalog.

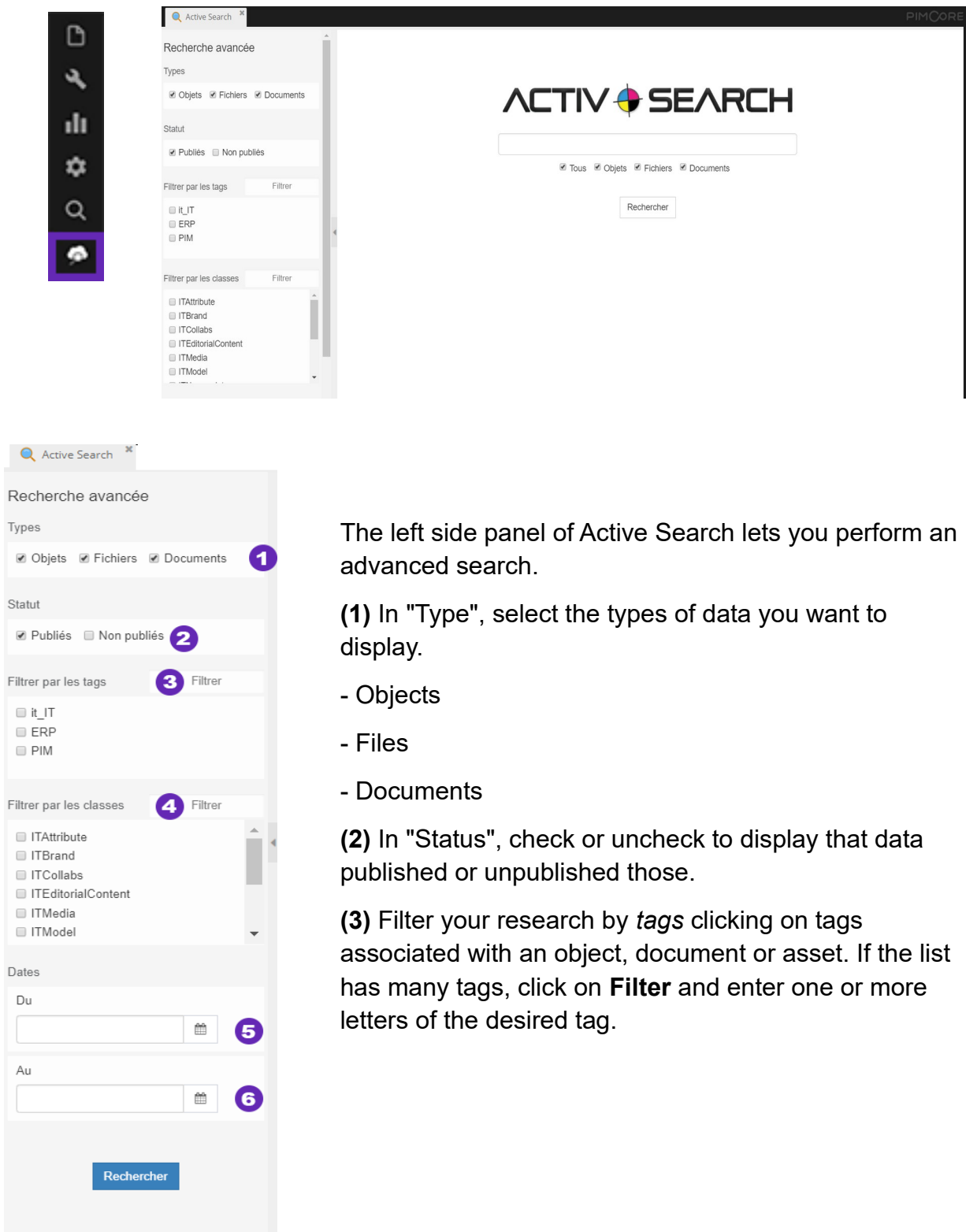


(4) Press **okay**

4 - Find content of the new publication

Find a product Active Search

To search for a product in the left side of the application bar, click the plugin icon Active Search.



The image shows the Active Search interface. On the left is a sidebar with a vertical menu of icons. The main area displays the 'Active Search' window. The sidebar contains the following sections:

- Types:** ☒ Objets ☒ Fichiers ☒ Documents (1)
- Statut:** ☒ Publiés ☐ Non publiés (2)
- Filtrer par les tags:** ☐ it_IT ☐ ERP ☐ PIM (3) **Filtrer**
- Filtrer par les classes:** ☐ ITAttribute ☐ ITBrand ☐ ITCollabs ☐ ITEditorialContent ☐ ITMedia ☐ ITModel (4) **Filtrer**
- Dates:** Du (5) Au (6)

The main search area shows the 'ACTIVE SEARCH' logo, a search bar, and a 'Rechercher' button. The sidebar also has a 'Rechercher' button at the bottom.

The left side panel of Active Search lets you perform an advanced search.

(1) In "Type", select the types of data you want to display.

- Objects
- Files
- Documents

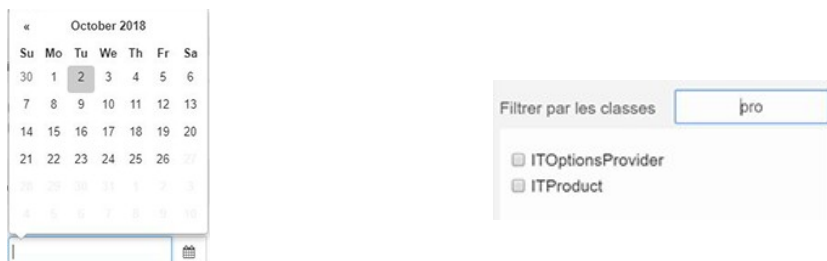
(2) In "Status", check or uncheck to display that data published or unpublished those.

(3) Filter your research by *tags* clicking on tags associated with an object, document or asset. If the list has many tags, click on **Filter** and enter one or more letters of the desired tag.

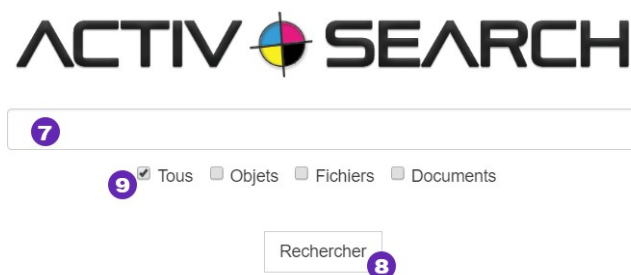
(4) Filter your research by classes by checking or unchecking desired classes. If the list includes many classrooms, click on **Filter** and enter an additional letter.

For example *ITProduct* to search, enter "pro".

(5-6) Filter by modified date by choosing a starting/ending date for the desired period.



(7) Like any search engine, simply type the value to search and press "Enter" on your keyboard or click **Recherch** (8).



(9) By default, the platform shows all results. You can display only the products, files or documents by clicking on one of the tabs above the search results. To view all results, click on "All."

The image shows a screenshot of the search results page. At the top, there are tabs for 'Tous', 'Objets', 'Fichiers', and 'Documents'. Below the tabs, there is a dropdown menu for 'Afficher' set to '50' and a search input field. The main content is a table with the following columns: ID, Libellé, Type, Chemin, Date de modification, Publiés, Etat du Workflow, and Action. The table contains five rows of data.

ID	Libellé	Type	Chemin	Date de modification	Publiés	Etat du Workflow	Action
0	editorialContent_5aaa4acd0d6cf - EEEE	Objet	editorialContent_5aaa4acd0d6cf - EEEE	2018-06-01	Non publiés	-	
1219	31000000 - TULLIO STRATA	Objet	/BU_IT/Suppliers/Collabs/31000000 - TULLIO STRATA	2018-05-07	Publiés	-	
1220	31000001 - ELIO CARIBONI	Objet	/BU_IT/Suppliers/Collabs/31000001 - ELIO CARIBONI	2018-05-07	Publiés	-	
1221	31000002 - PIETROPAOLO CONCAS	Objet	/BU_IT/Suppliers/Collabs/31000002 - PIETROPAOLO CONCAS	2018-05-07	Publiés	-	
1222	31000004 - ALESSANDRO DI GIOVANNI	Objet	/BU_IT/Suppliers/Collabs/31000004 - ALESSANDRO DI GIOVANNI	2018-05-07	Publiés	-	

Placed right in the list of results, actions can interact with the results of research. Depending on user rights, certain actions may be hidden.

Displays the item in the panel (Editorial Content, Products, etc ..)

✖ In "Action", click one the second icon to delete the item.

To open a result, simply click on its wording.

ID	Libellé
13417	Contenu Editorial 1

It is possible, by clicking on the boxes to do multiple actions on search results.

ID	Libellé	Type	Chemin
<input type="checkbox"/>	12277 10000001	Objet	/BU_IT/Products/10000001
<input type="checkbox"/>	12278 10000002	Objet	/BU_IT/Products/10000002
<input type="checkbox"/>	12279 10000003	Objet	/BU_IT/Products/10000003
<input type="checkbox"/>	12280 10000004	Objet	/BU_IT/Products/10000004
<input type="checkbox"/>	12281 10000005	Objet	/BU_IT/Products/10000005
<input type="checkbox"/>	12282 10000006	Objet	/BU_IT/Products/10000006

At the bottom of the result page search, click on the panel dropdown and select an action and press **Validate**.

Action grouper :

Ouvrir

Valider

Ouvrir

Supprimer

Dépublier

Publier

You can customize the number of results displayed.

Afficher

50

 enregistrements par page

50

100

200

Tout

ID	Libellé	Type	Chemin
<input type="checkbox"/>	12277 10000001	Objet	/BU_IT/Products/10000001

A second search field is located above, it allows to filter the results.

Search:

Non publiés

es tags

Filtrer

es classes

Filtrer

el

enclature

onsProvider

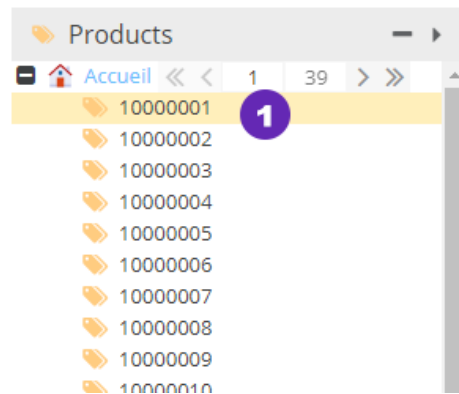
uct

To reduce the panel containing the filters, click the arrow located on the right edge.

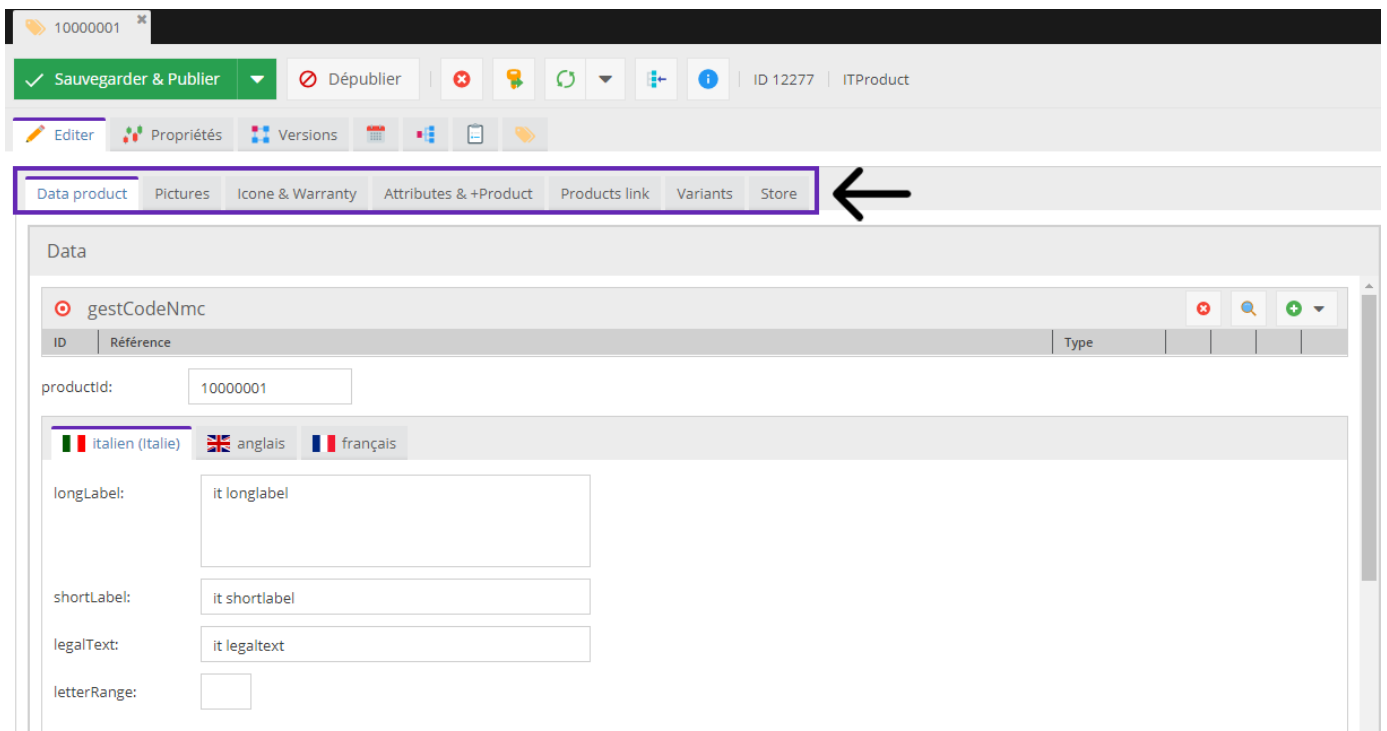
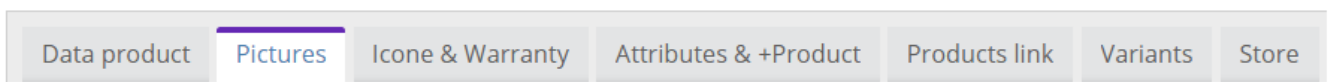
Opening and consult a product

You can also access products since **Products** panel.

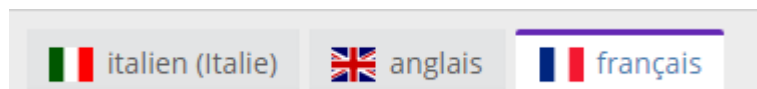
(1) Click on one of the list of products to open the product.



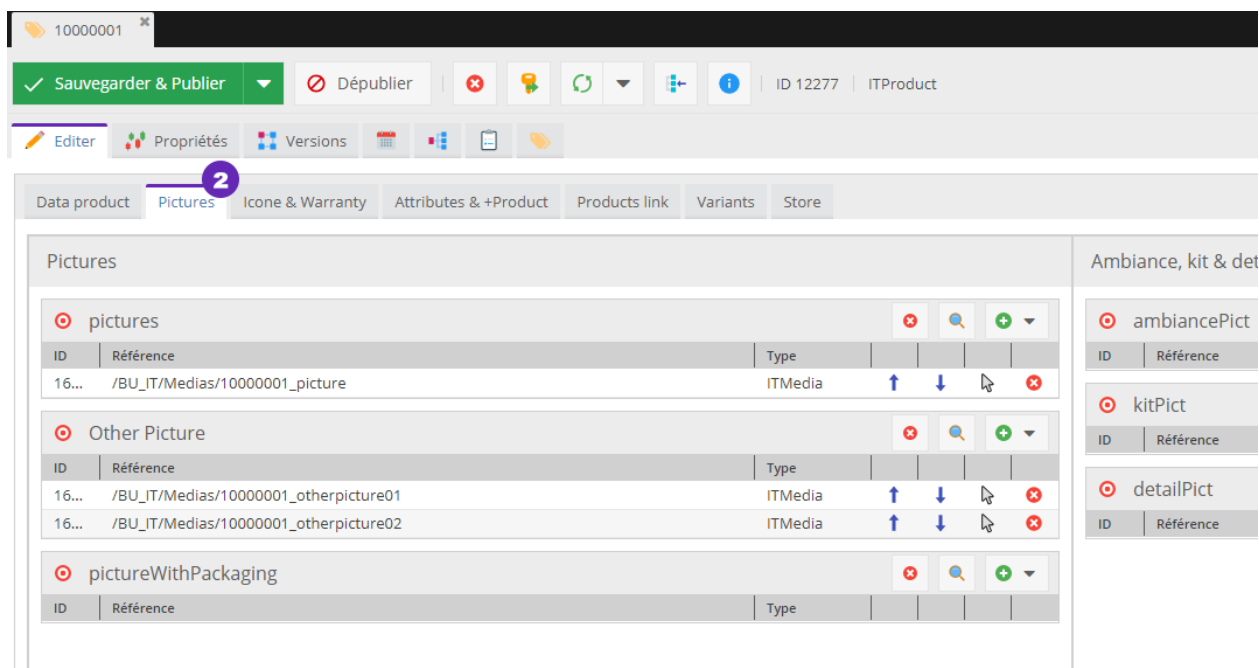
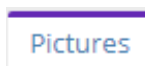
Product pages contain structured tabs. Click on a tab to view its contents.



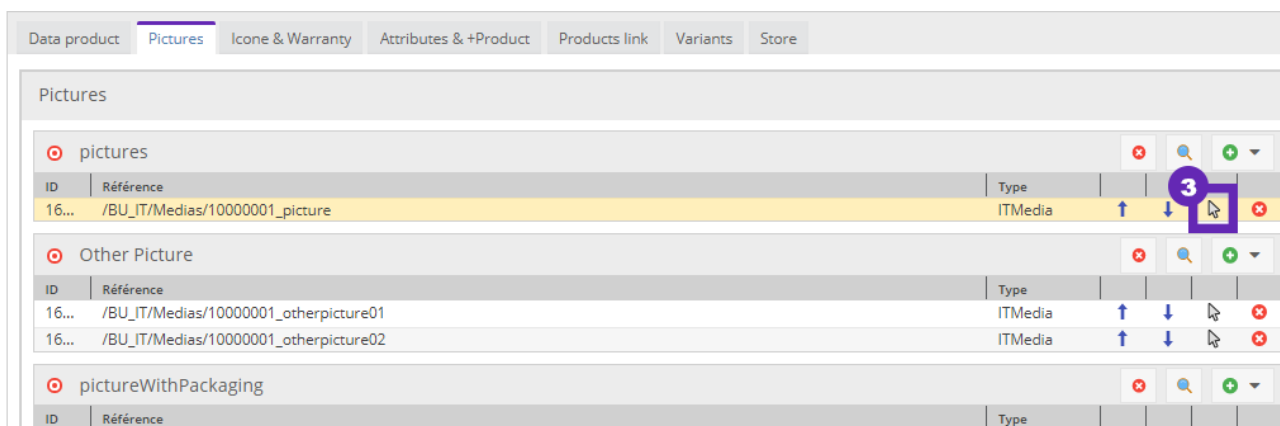
Some data have translation options.



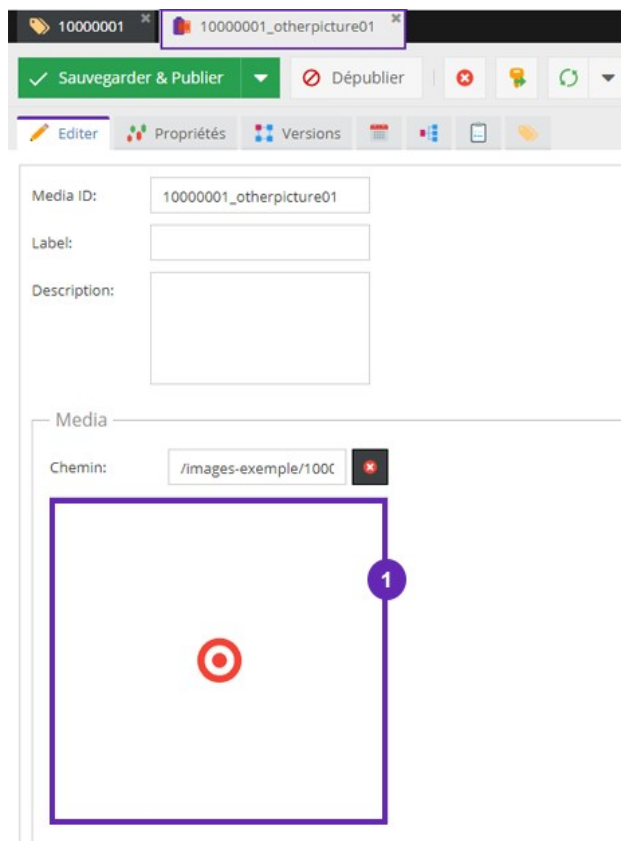
(2) Go to the various media in the product, by clicking on the tab **Pictures**.



To open one of the media content in a product, (3) click on the cursor icon (at the end of each media line).

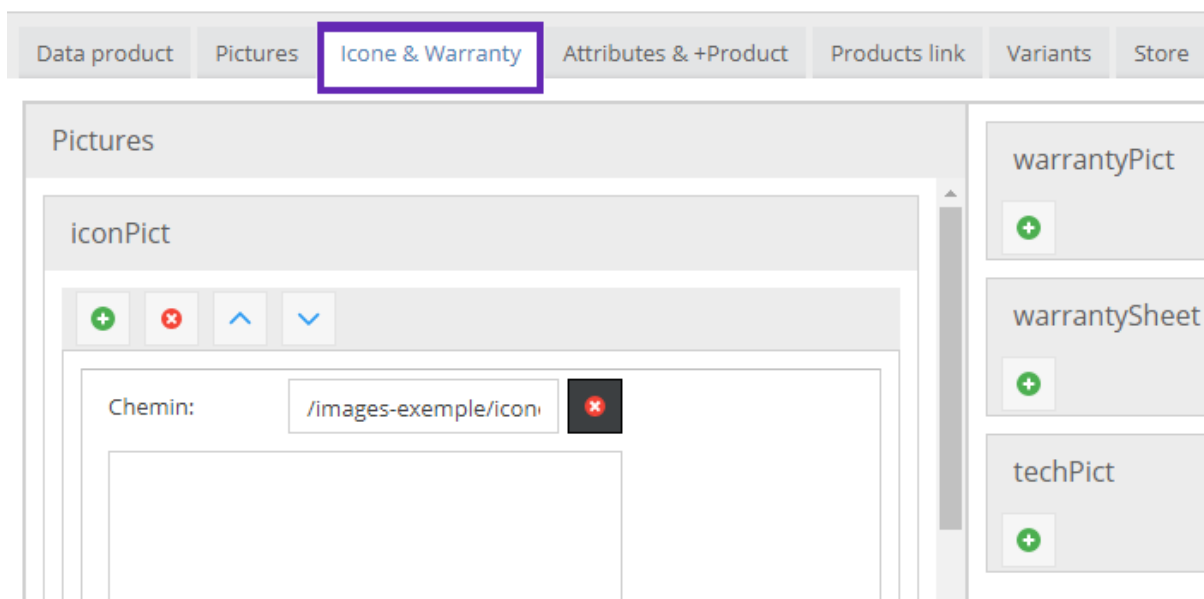


The media opens in a new tab



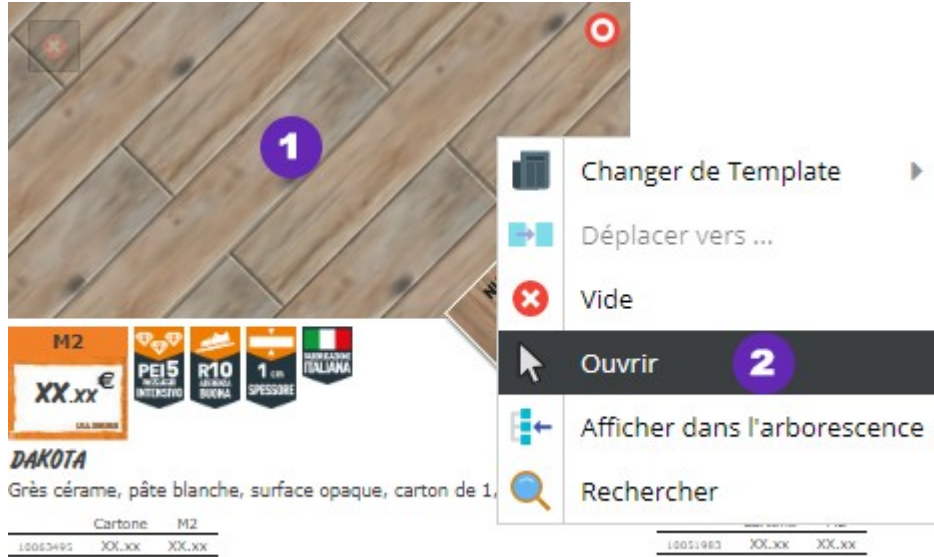
(1) The image content in the media appears under the path (url).

Find logos associated with the product by clicking on the tab **Icon & Warranty** from your sheet.



- (1) Right click the product in the page
- (2) In the options, click on **Open**

(2) In the options, click on **Open**



Control of publications containing a product

to control the presence of a product in one of the pages of the catalog, **(1)** click the tab **outbuildings** in your sheet. In category **(2) required by** You get the path of the page where the product appears.

For example: / BU_IT / Master / test / ELECTRICITY / 3 (this means that the product is located in the **page 3** chapter **ELECTRICITY** in the catalog **test** in the folder **Master**).

(3) Double click on the path of the page to go directly on the catalog page.

10000001

✓ Sauvegarder & Publier | Dépublier | ID 12277 | ITProduct

Editor | Propriétés | Versions

Requis

ID	Chemin
16060	/BU_IT/Medias/10000001_picture
16061	/BU_IT/Medias/10000001_otherpicture01
16062	/BU_IT/Medias/10000001_otherpicture02

Requis par

ID	Chemin
264	/BU_IT/Master/test/ELECTRICITE/3

Display products in a publication

Click on your catalog page **(1)** click the tab **Tree**. In category **Required** you get all the products in the page **(2)**.

(3) Double click Product path (Example: / BU_IT / Products / 12080287) To open it in a new tab.

Section **required by (4)** shows (if available) that the page is present in two catalogs (versions of the Test Master Catalog)

3

Actions | ✓ Sauvegarder & Publier | Dépublier | ID 12277 | ITProduct

Editor | Prévisualiser | Générer & Prévisualiser le PDF | Configuration | Propriétés | Versions

Requis

ID	Chemin
12277	/BU_IT/Products/10000001
16064	/BU_IT/Products/12080287

Requis par

ID	Chemin
360	/BU_IT/Stores/test-magasin/ELECTRICITE/3
393	/BU_IT/Master/Nouveau-Catalogue/ELECTRICITE/3

Indicators of activity


In order to have an overview of the activities performed on a catalog page click on the tab

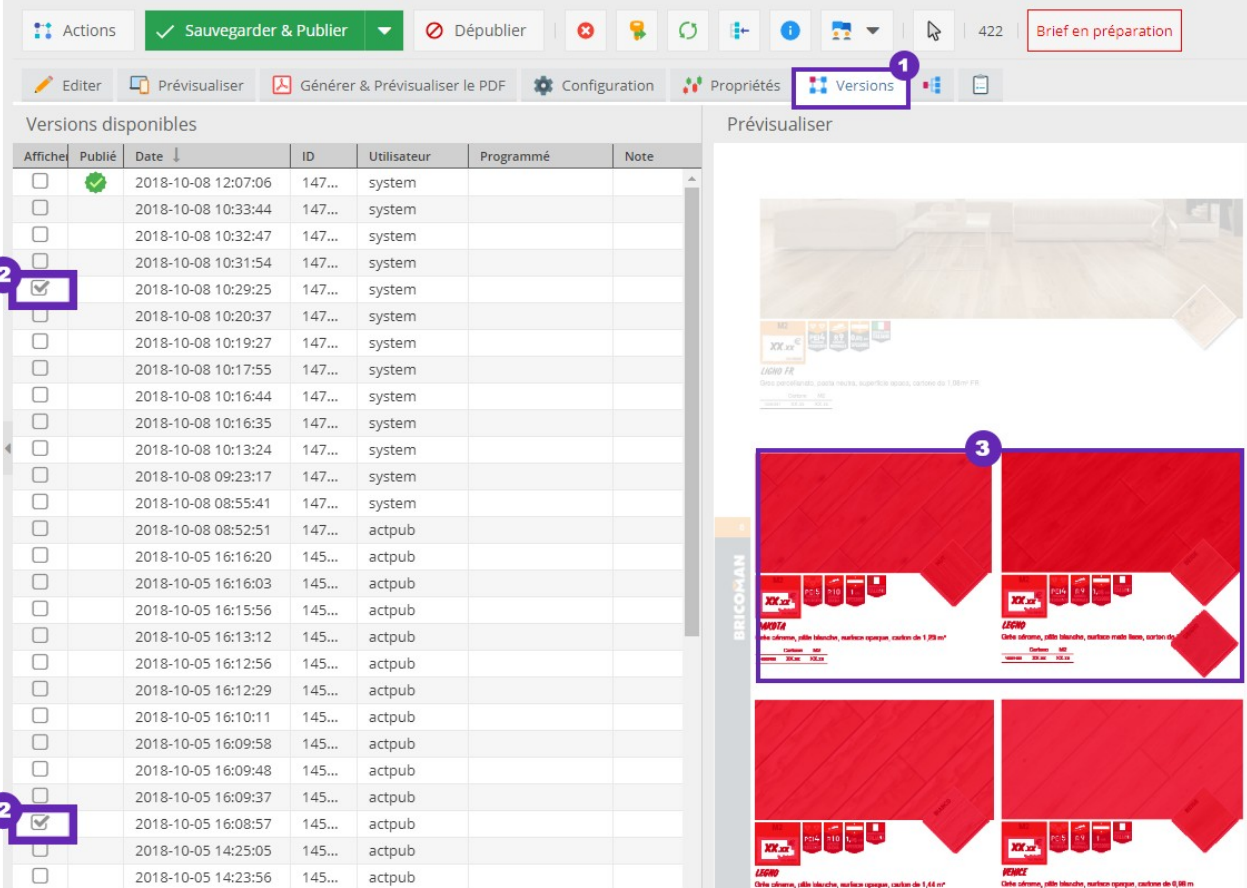
(1) Version Versions

The left panel shows all the saved versions of your page. The right panel provides an overview of the selected version.

Select 2 versions desired in the column **(2) Display**. The 2 checked versions appear on the right panel and changes between the two versions will be displayed in red **(3)**.

You can also choose to view one version of your page.

The current version is indicated by the presence of a green icon .



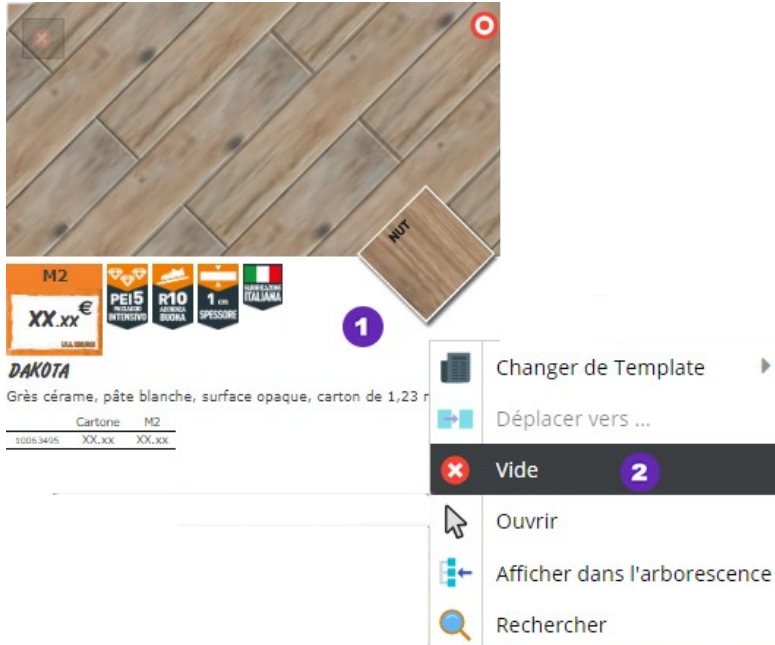
The screenshot displays the Bricoman software interface. At the top, there is a toolbar with various icons and a status bar showing '422' and 'Brief en préparation'. Below the toolbar, there are tabs for 'Actions', 'Sauvegarder & Publier', 'Dépublier', 'Configuration', 'Propriétés', and 'Versions'. The 'Versions' tab is selected, indicated by a purple circle with the number 1.

The 'Versions disponibles' panel on the left shows a table of saved versions. The table has columns for 'Affiche', 'Publié', 'Date', 'ID', 'Utilisateur', 'Programmé', and 'Note'. The 'Affiche' column contains checkboxes, and the 'Publié' column contains green checkmarks. Two versions are selected, indicated by purple circles with the number 2. The 'Prévisualiser' panel on the right shows a preview of the selected versions. The preview displays a 3D rendering of a room with a wooden floor and a white wall. The selected versions are highlighted in red, and the changes between the two versions are displayed in red, indicated by a purple circle with the number 3.

Affiche	Publié	Date	ID	Utilisateur	Programmé	Note
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 12:07:06	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:33:44	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:32:47	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:31:54	147...	system		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:29:25	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:20:37	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:19:27	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:17:55	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:16:44	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:16:35	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 10:13:24	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 09:23:17	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 08:55:41	147...	system		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-08 08:52:51	147...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:16:20	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:16:03	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:15:56	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:13:12	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:12:56	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:12:29	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:10:11	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:09:58	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:09:48	145...	actpub		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:09:37	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 16:08:57	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 14:25:05	145...	actpub		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018-10-05 14:23:56	145...	actpub		

Remove published products

In the case you wanted to keep the templates provided on the page: **(1)** Right click the template then **(2)** select **Empty**.



Save to apply your changes or **CTRL + S**.

If you want to completely remove the template, **(3)** click on the red cross present on it.



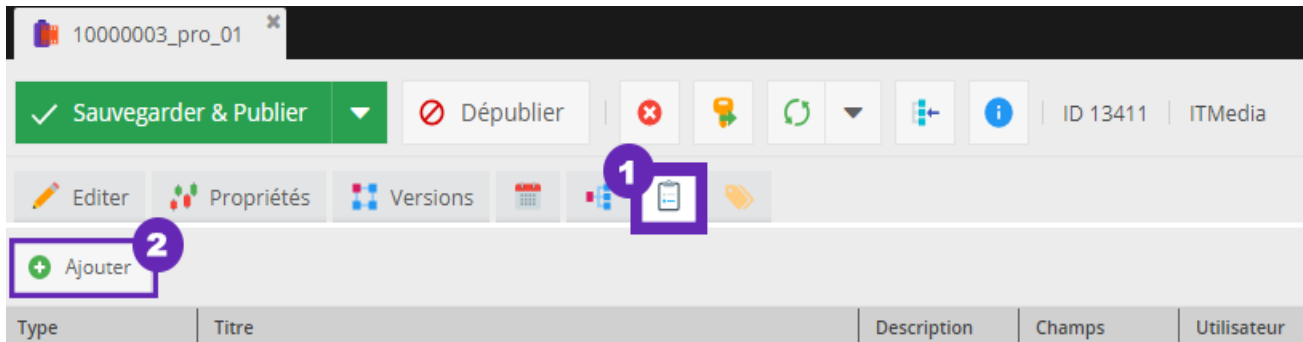
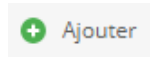
Save to apply your changes.

Adding a note

You can add a note for media, article or a catalog page.

In the tool bar of the item, select the tab **(1) Notes & Events**

To add a note, click the button **(2) Add**

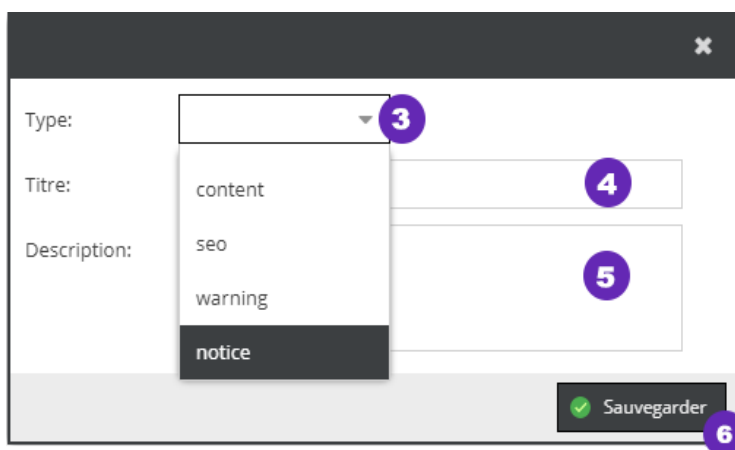


(3) Select the type of note you want to add by clicking on the dropdown menu.

(4) Set a title

(5) Add a description

(6) Click on **Save**



Warning a note can't be deleted!

To access all the notes (**Menu tool / Rating & Events**)

Content Blocks

A template is composed of several blocks:

- (1) Picture
- (2) Other Images
- (3) Pictos
- (4) Price
- (5) Legend
- (6) Under-legend
- (7) Table of reference



Example template: Product-it2

Recall When you import a product in a template, the different blocks component can be modulated. Refer to the next chapter [Associating a product to a template](#)

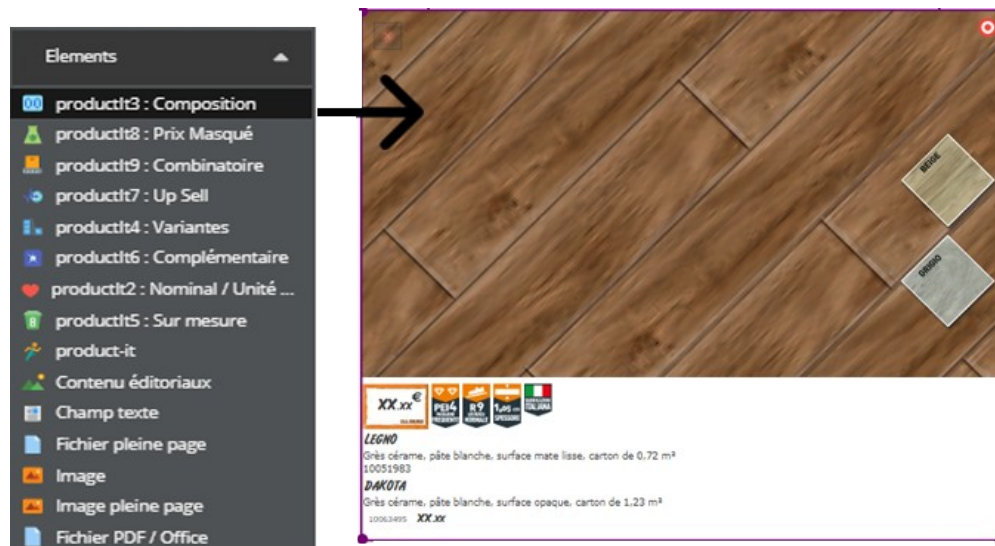
Showing compositions

To associate a composition to a catalog page, do the same way as a standard template.

Refer to chapter [2.0.2. Associating a product to a template](#) p.31

Slide the template **productlt3: Composition** your page and **Save**.

Slide your composition since **Schedules** panel in the template and **Save**.

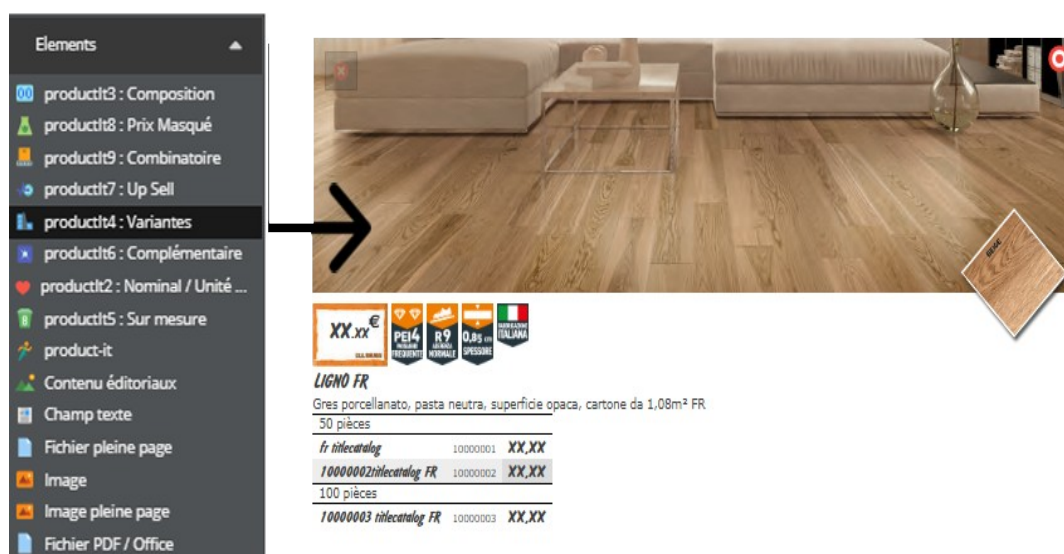


Display variants

To associate a variant with a catalog page, do the same way as a standard template. Refer to [2.0.2. Associating a product to a template](#).p.31

Slide the template **productlt4: Variations** to your page and **Save**

Slide your variant in the template and **Save**



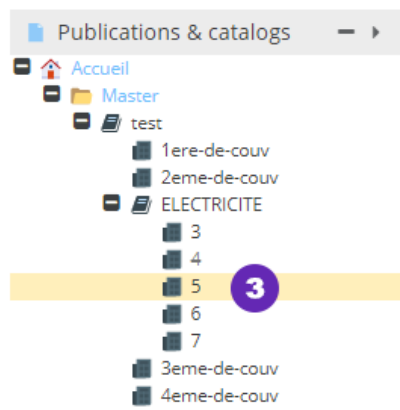
Associate editorial content to the new publication

To view an editorial, (1) click on the panel **Editorial Content** panel.



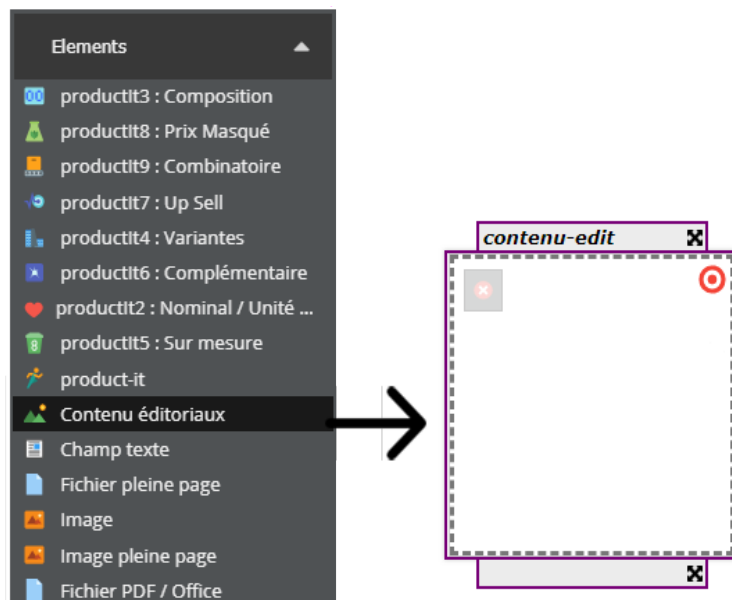
(2) Click on one of the editorial content in your panel to open it in the application.

The screenshot shows the 'Contenu Editorial 2' form. The form has a header bar with a green 'Sauvegarder & Publier' button and a red 'Dépublier' button. Below the header, there are tabs for 'Editer', 'Propriétés', 'Versions', and 'Tableaux'. The 'Editer' tab is active, showing fields for 'ID' (EC001), 'Name' (Test SLE Contenu Edito), and 'Title' (Contenu Editorial 2 - Title). Below these fields is a 'Label' section with a text area containing Latin text. Below the text area is a 'Type' dropdown menu set to '(Vide)'. At the bottom, there are two sections: 'Nomenc. Papier' and 'Media link', each with a table for 'ID' and 'Référence'.

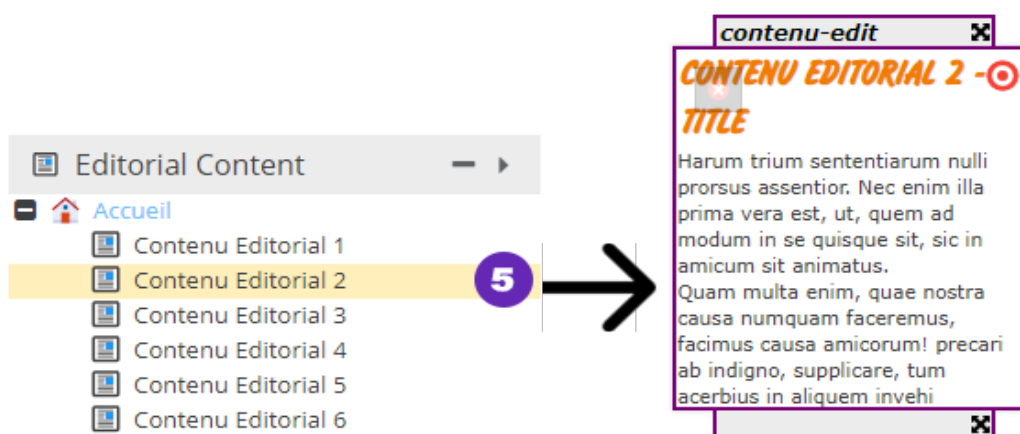


(3) Click on the desired catalog page

(4) The **elements** pallet Choose template **Editorial content**. Slide the template *editorial content* in your catalog page.



In the panel **Editorial Content**, (5) slide the editorial content of your choice into the provided template beforehand on your page. **Save & Publish** after each modification.



Modulate your editorial content based on your needs. (Refer to chapter [2.0.4. Associating a product to a template](#))

Set the final picture

When a product is associate to a template in your catalog page, **(1)** the first product photo appearing in the media list is the final photo **(2)**.

Pictures

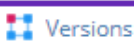
ID	Référence	Type				
16...	/BU_IT/Medias/12080287_picture	ITMedia	↑	↓	🖱️	✖️


ID	Référence	Type				
16...	/BU_IT/Medias/12080287_picture_beige	ITMedia	↑	↓	🖱️	✖️

ID	Référence	Type				

Versionning


All the contents in pimcore are versioned. Versioning allows you to recover a previous state a publication, product or even a media, when many changes have been conducted. Versioning is established through the action **Save & Publish** when a modification is operating on a product, or media content.

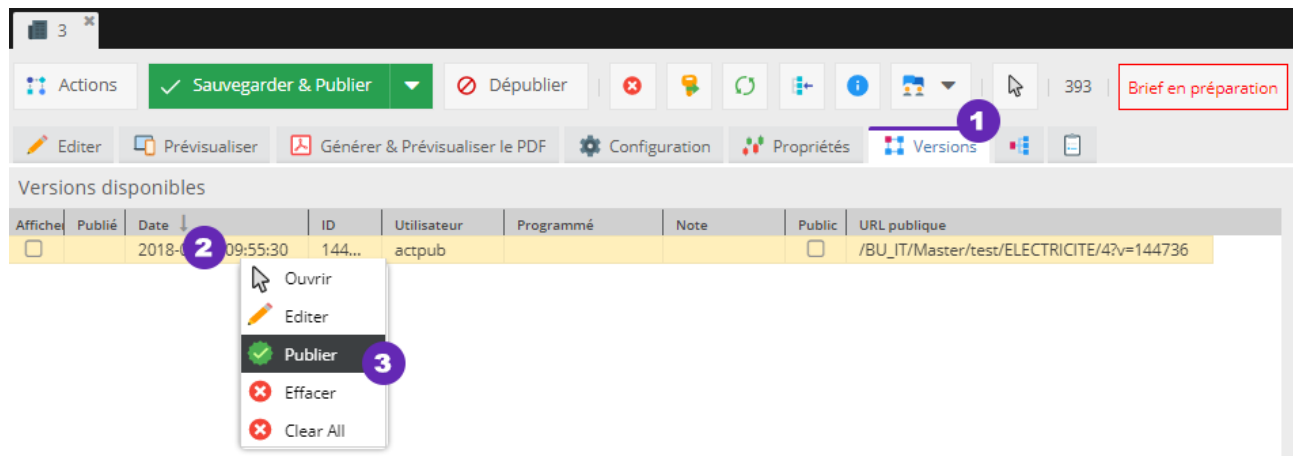
In your toolbar click on the tab **(1) versions**  to view a list of the different versions.

The active version of the document is annotated by a symbol  in the column **published**.

Versions can be filtered by date, ID, users, etc. (Other choices of columns can be added). To sort, click on the title of each column.

Afficher	Publié	Date ↓	ID	Utilisateur	Programmé	Note	Public	URL publique
----------	--------	--------	----	-------------	-----------	------	--------	--------------

To restore the previous state a publication, **(2)** right click on the version desired (line) and click on the option **(3) Publish**.  **Publier**



Afficher	Publié	Date	ID	Utilisateur	Programmé	Note	Public	URL publique
<input type="checkbox"/>		2018-09-25 09:55:30	144...	actpub			<input type="checkbox"/>	/BU_IT/Master/test/ELECTRICITE/4?v=144736

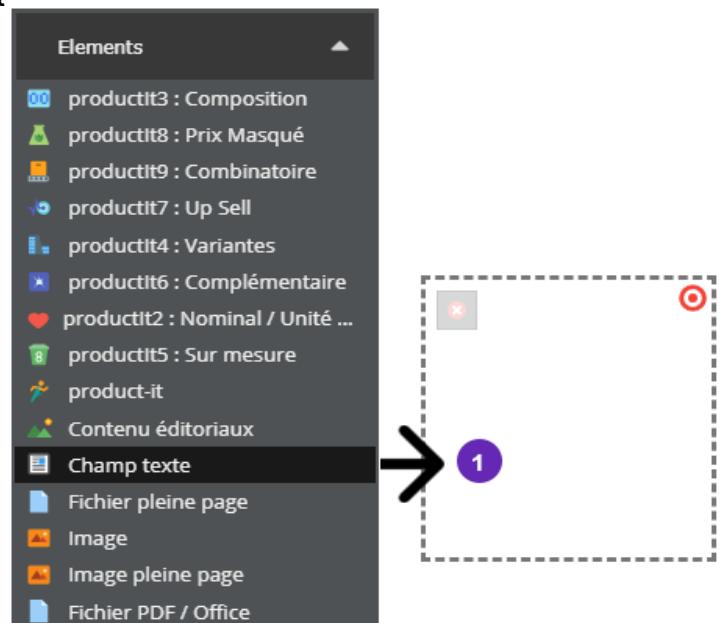
Your page will be refreshed and you find your page catalog with the previous version published.

Insert text

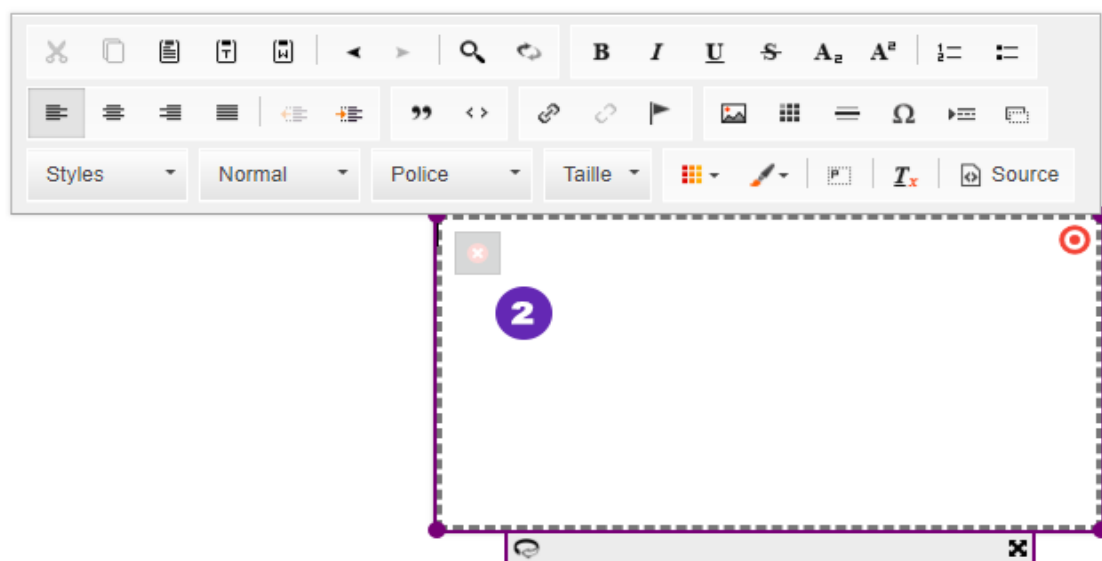
To insert a text on one of your pages, click the desired catalog. **(1)** In **elements** pallet on your page, slide the template **text field** in your catalog page.

The template will be located by default at the bottom left of your page.

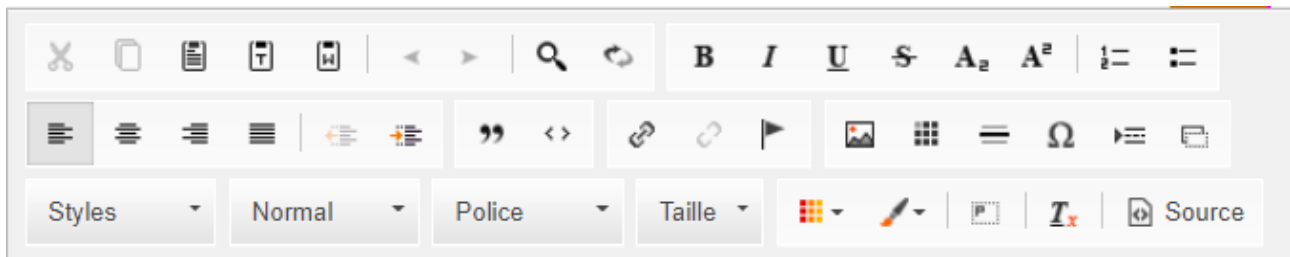
Move it to the desired location and then
Save & Publish



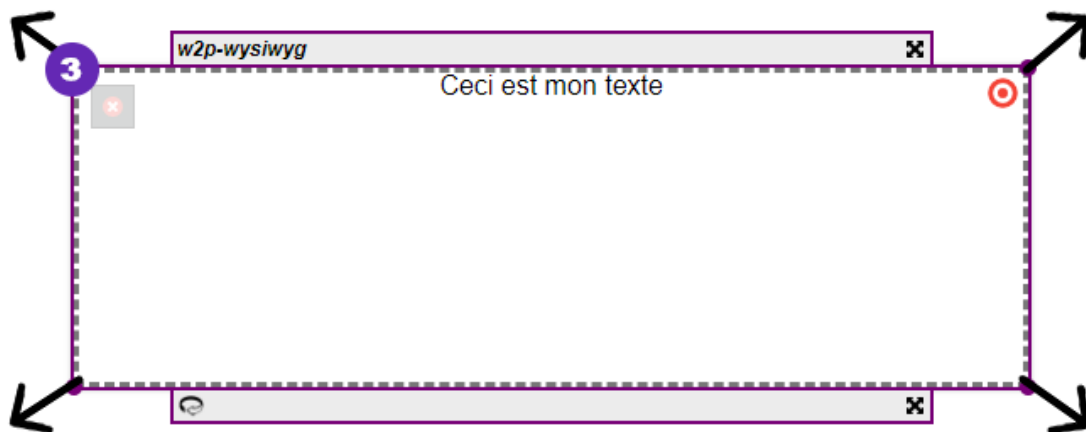
(2) Click your template and go to a text editor and editing tools.



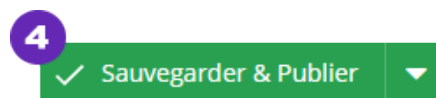
Below, all the features of the text editor.



(3) You can then adjust the text box by clicking on the corners of the template and stretching holding down your right mouse button.



(4) do not forget to **Save & Publish** after each of your changes.



The specific rights to the role **MARKETING_PAPIER**

Each team has specific rights on the application, defined by a role.

The role **MARKETING_PAPIER** has almost all rights to catalogs (reading and writing). However no right to change is granted on products such as the media. Otherwise, **the role MARKETING_PAPIER has no right system.**

Below, all rights granted to the role MARKETING_PAPIER

MARKETING_PAPIER													
Configuration		Zone de travail											
Documents		Ajouter											
Chemin	Lister	Voir	Sauvegarder	Publier	Dépublier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés		
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eléments		Ajouter											
Chemin	Lister	Voir	Publier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés				
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data Objects		Ajouter											
Chemin	Lister	Voir	Sauvegarder	Publier	Dépublier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés	Paramètres	
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The workflow

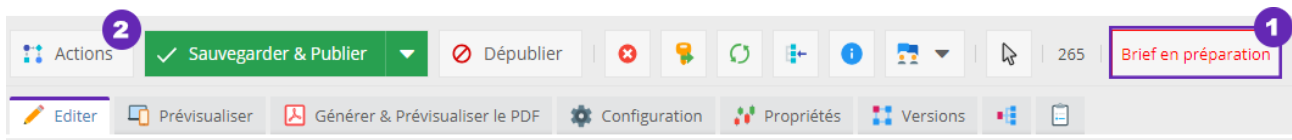


The Workflow can track the status of any element present on the application.

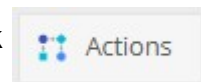
6 states were defined in the Workflow:

- 1 - Brief in preparation
- 2 - Current Product
- 3 - Control product being
- 4 - Fixed product being
- 5 - Valid BM
- 6 - Valid BAT

(1) The different Workflow states appear consistently in the top right of your toolbar when editing a catalog, a page or product.



When one of the steps in the workflow is completed, (2) click

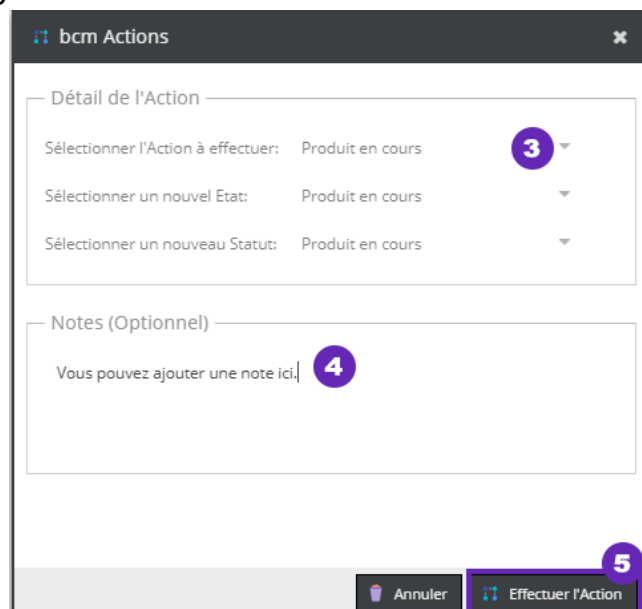


(3) The title of the action is displayed in the panel dropdown.

(4) Add a note (if necessary)

(5) Starting action (lower right panel).

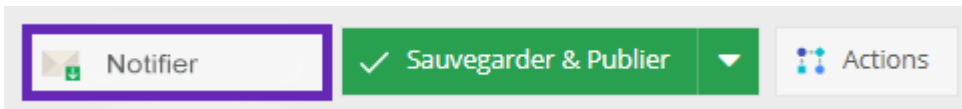
A notification is sent to the relevant users to perform the associated tasks the new state Workflow.



5 - Downloading the source file

Notification to the agency

The agency is notified through email. The button **notify** is located in the tool bar of your catalog.

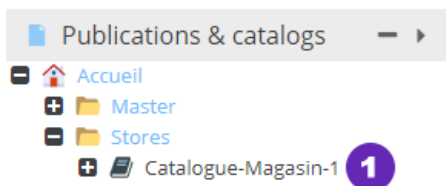


Log in

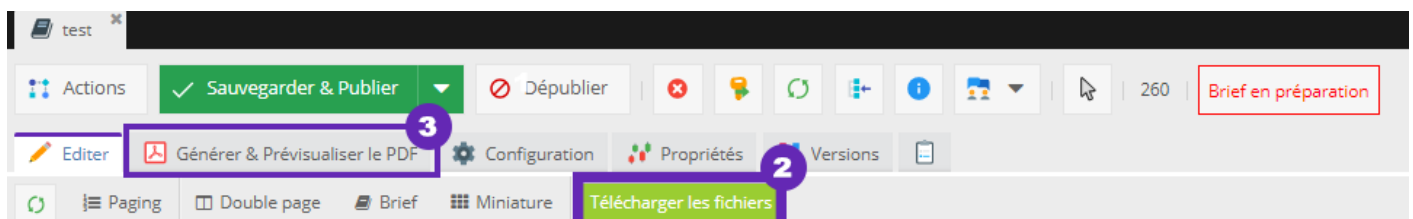
Refer to chapter [1.2.3.b - Log pimcore](#) p.Erreur : source de la référence non trouvée

Download the file and the media

To download the file, (1) click the desired catalog in the tree (panel Publications & Catalogs)



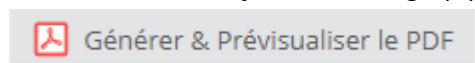
(2) In the tool of publication bar, click on **Download Files**



The downloaded file is a .zip archive containing:

- A file CSV with product data and the URL of various media.
- A PDF

To download only the catalog, (3) click on the button **Generate & Preview PDF**



Then click:

(4) Generate PDF

(5) After generating the PDF is completed, click on **Download PDF**.



Rights Agency

The agency has a right of reading and backup on catalogs. However, it has no right or writing system. *Below, all rights associated with the role Agency.*

Agence													
Configuration													
Zone de travail													
Documents													
	Ajouter												
Chemin	Lister	Voir	Sauvegarder	Publier	Dépublier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés		
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eléments													
	Ajouter												
Chemin	Lister	Voir	Publier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés				
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Objects													
	Ajouter												
Chemin	Lister	Voir	Sauvegarder	Publier	Dépublier	Effacer	Renommer	Créer	Configuration	Versions	Propriétés	Paramètres	
/	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6 - Upload the PDF

Log in

Refer to chapter [1.2.2.b - Log pimcore](#) p.Erreur : source de la référence non trouvée

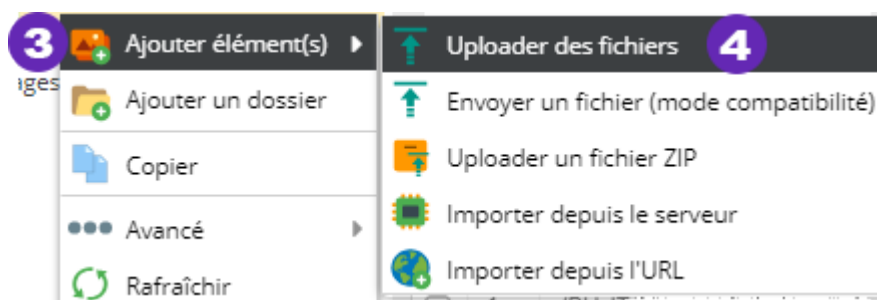
Upload

To upload the PDF from Indesign, **(1)** click on the panel **other files**.

(2) Right click on the folder



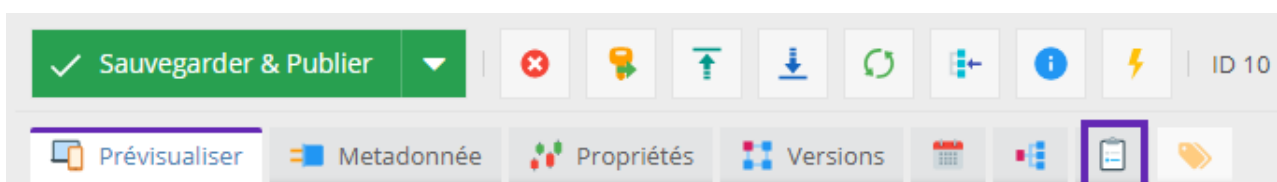
Choose the option **(3) Add item (s)** then **(4) Upload files**.




Add notes

(1) Click on your uploaded PDF in the left panel.

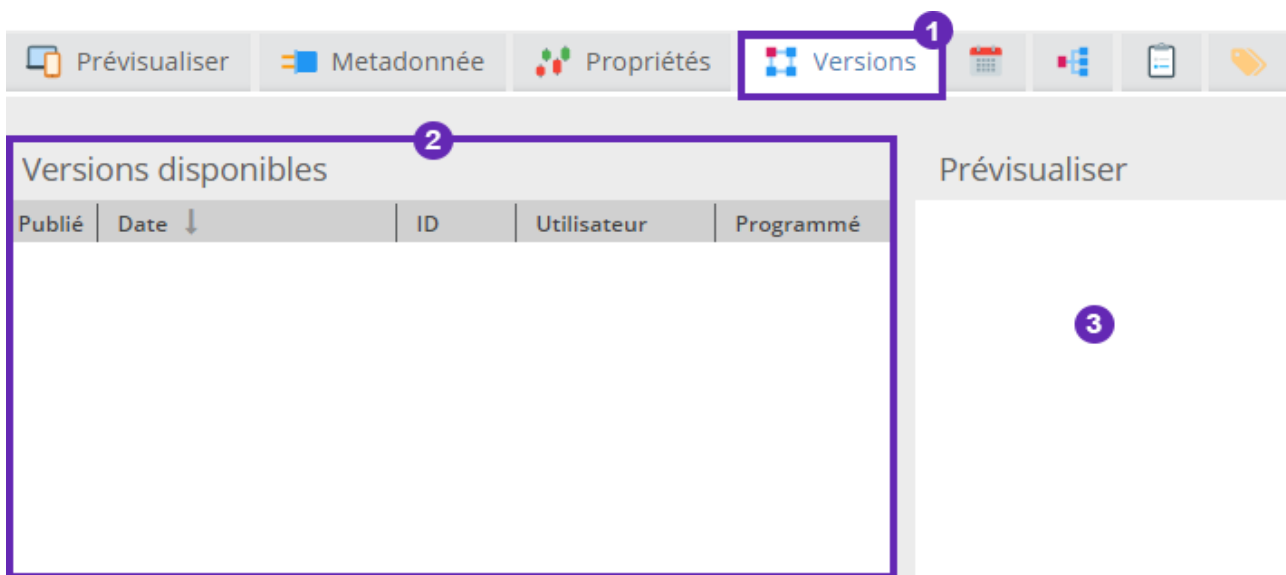
To add a note click on the tab **Notes & Events**  in the tool bar of your catalog.



Then click on the button  and fill in the required fields.

Versioning

- (1) Click the tab **Versions**
- (2) Viewing available versions
- (3) Preview the selected version



The screenshot shows a software interface with a top navigation bar containing several tabs: 'Prévisualiser', 'Metadonnée', 'Propriétés', 'Versions', and others. The 'Versions' tab is selected and highlighted with a purple box and a circled '1'. Below the tabs, there is a section titled 'Versions disponibles' with a purple box and a circled '2'. This section contains a table with the following headers: 'Publié', 'Date ↓', 'ID', 'Utilisateur', and 'Programmé'. The table is currently empty. To the right of the table, there is a 'Prévisualiser' button. A circled '3' is placed next to this button, indicating the next step in the process.

7 - PDF Control

Generating low resolution PDF

Click on the catalog in the panel **Publications and catalogs**. Download the PDF low resolution by clicking on the tab  **Générer & Prévisualiser le PDF**

Then click:

(1) Generate PDF

(2) After generating the PDF, click on Download PDF.

Générer le PDF

1

 Générer le PDF

Télécharger le PDF

Dernière
génération:


Dernier
message
généré:

Les documents ont changés depuis la dernière
génération pdf

2

 Télécharger le PDF

Add notes

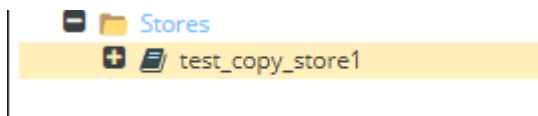
To add a note click the tab **Notes & Events**  in the toolbar at the top of your view of the catalog page.

Then click on the button  **Ajouter**

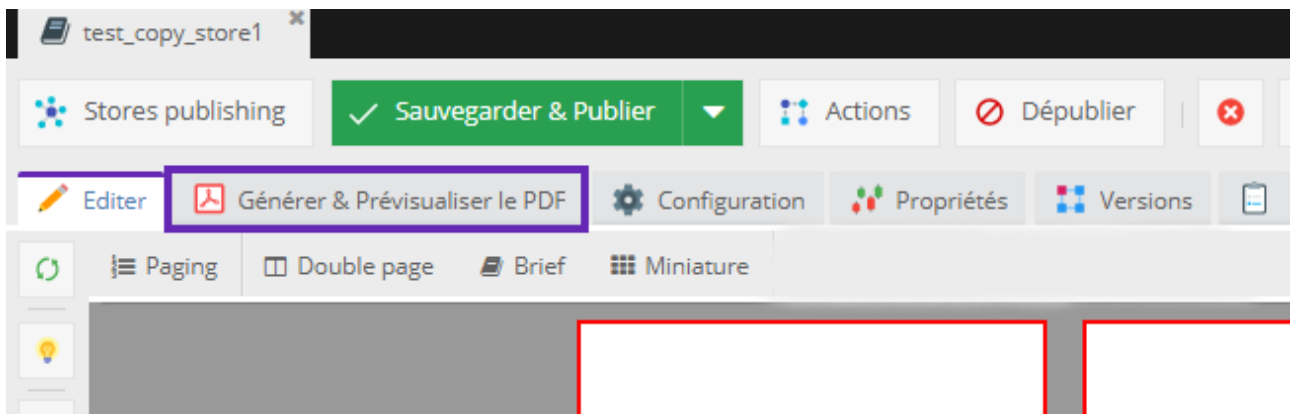
Refer to chapter [4.0.6.Ajouter a note](#) for more details.p.54

8 – Final PDF Download

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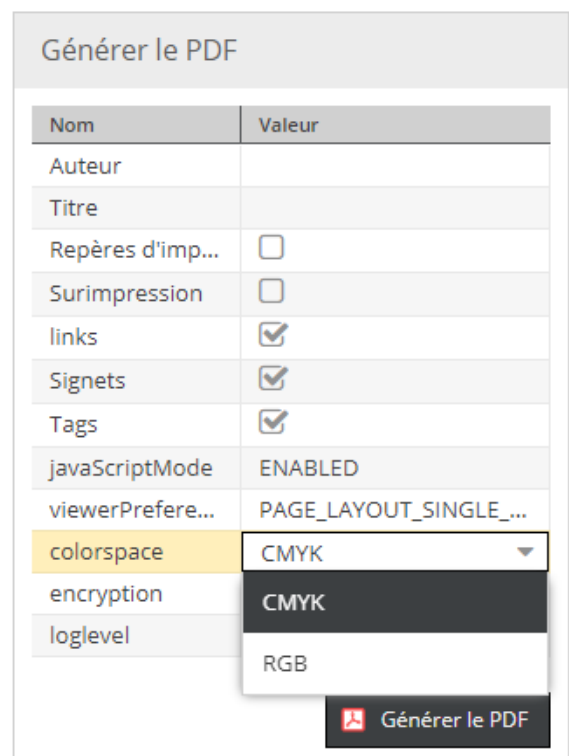


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(1) - Generate PDF

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With the Enterprise release, more options are available

