



**active
publishing**

**USER GUIDE
SUITE ACTIVE**

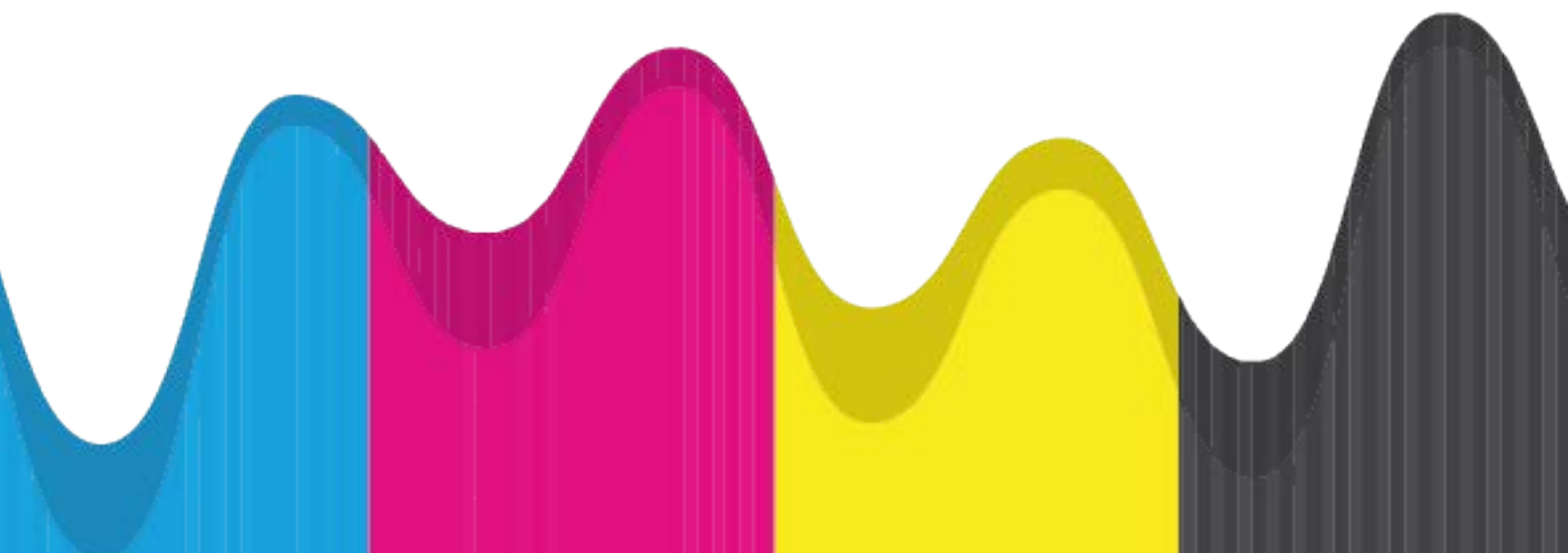


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Introduction

Welcome to the Active suite, created by Active Publishing.

The Active suite is the evolution of a solution offered by Active Publishing. It is the result of several years' work and genuine research into the needs of catalogue creators.

The suite is designed for any company that needs to create a catalogue. Aimed primarily at use by graphic designers and marketing departments, the Active suite aims to keep the interface and use close to Adobe Indesign so as not to 'disorientate' users.

The Active suite is an innovative project that is constantly being improved. Its aim is to evolve according to users' needs and recommendations.

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Getting started

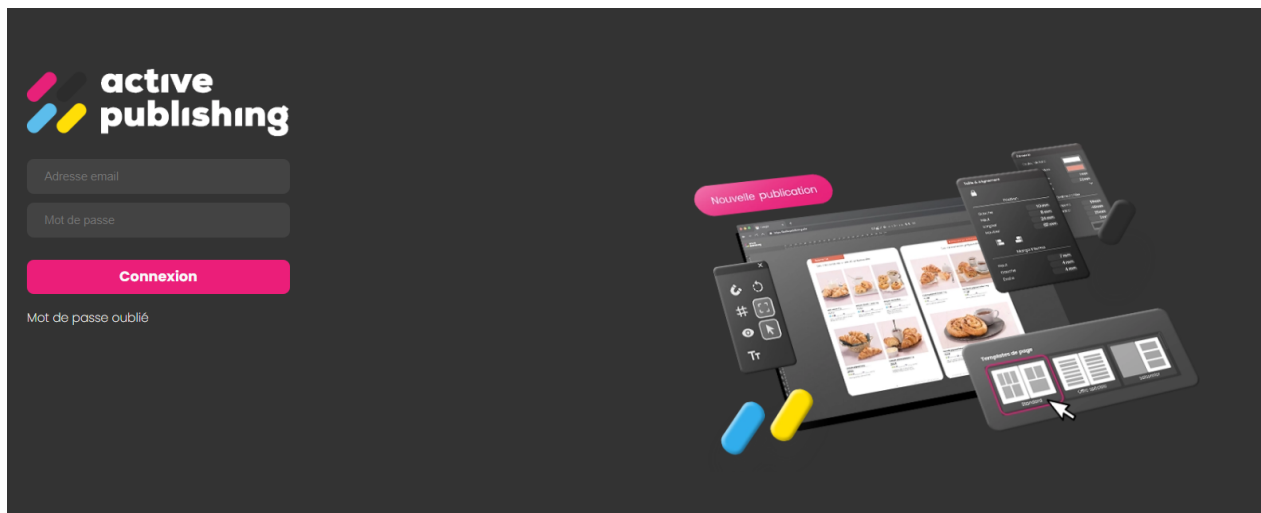
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Installation guide

To use the Active Publishing suite, you don't need to install anything. Everything is online!

To access Active, simply go to the Active Publishing website or click on the link below: lien-du-site-active-pub.fr

Once you're on the home page, all you have to do is log in.



Once you're logged in, you'll be taken to the Backoffice.

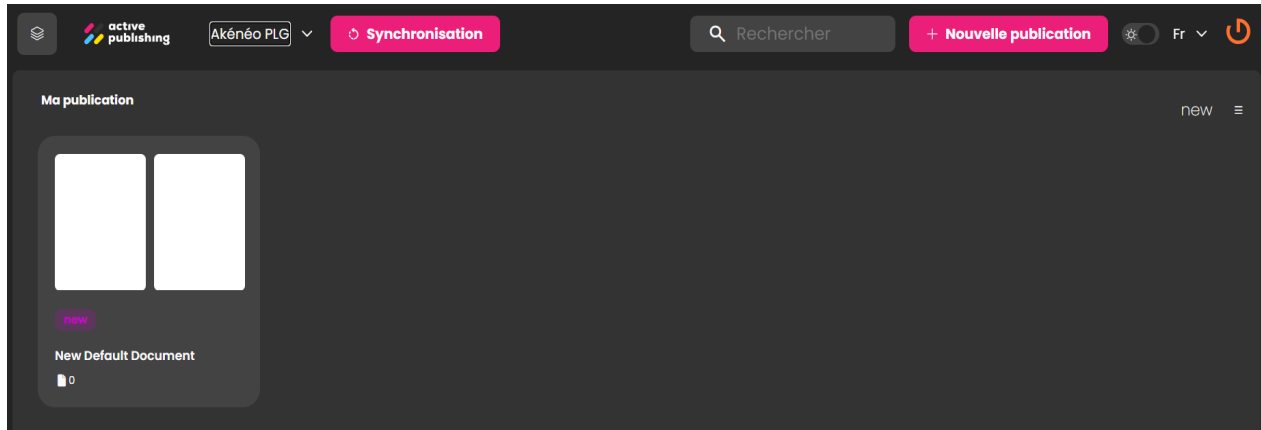
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Presentation

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Backoffice

This is the Backoffice, where you can manage all your publications, workspace, synchronisation, administrator space, PIM products, etc.

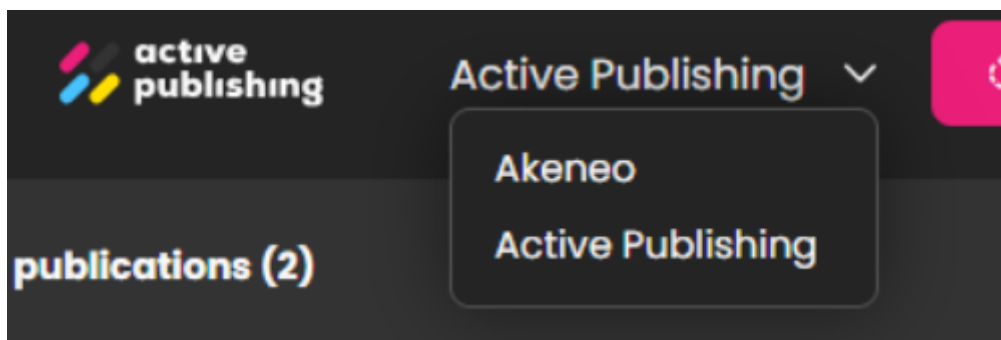


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Workspace

The workspaces are the places where you can find all your publications classified by job name.

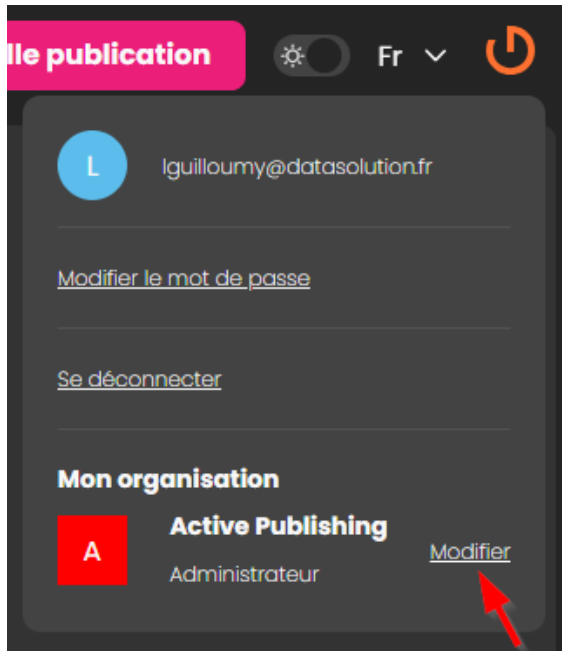
Workspaces can be assigned via the 'administrator area'.



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Administrator space

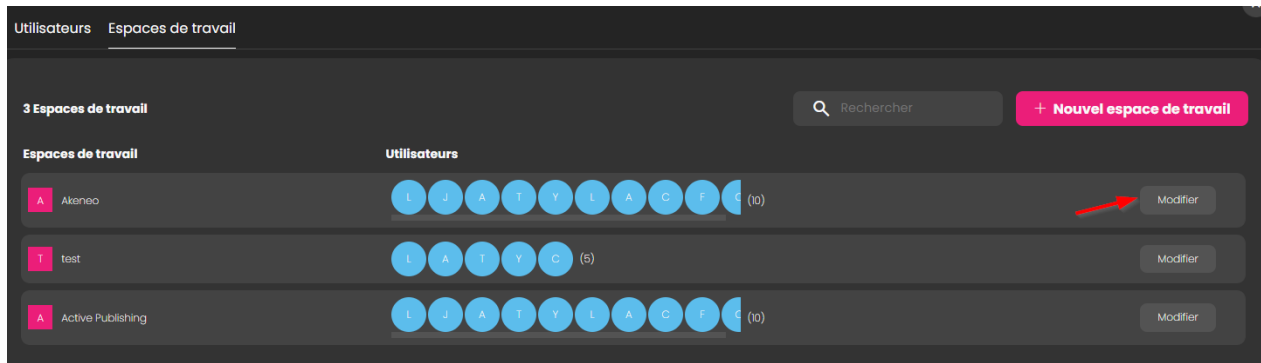
The administrator area lets you manage and create users and workplans. You can also assign a role to the user, as well as their workspace. You can access it via the 'Modify' tab in 'My organisation'.



Once in the administrator menu, you have access to all user accounts. You can manage roles, allocate workspaces, status and delete users.

Utilisateur	Role	Statut	Espaces de travail
lguilloumy@datasolution.fr	Admin	Actif	Akeneo, test, Active Publishing
jguilloumy@datasolution.fr	Admin	Actif	Akeneo, Active Publishing
aguilloumy@datasolution.fr	Admin	Actif	Akeneo, test, Active Publishing

You can create and manage your workspaces via the 'workspace' tab. You can add a workspace to a user or delete it.



You can find the first letter of the user's name in the 'user' column.

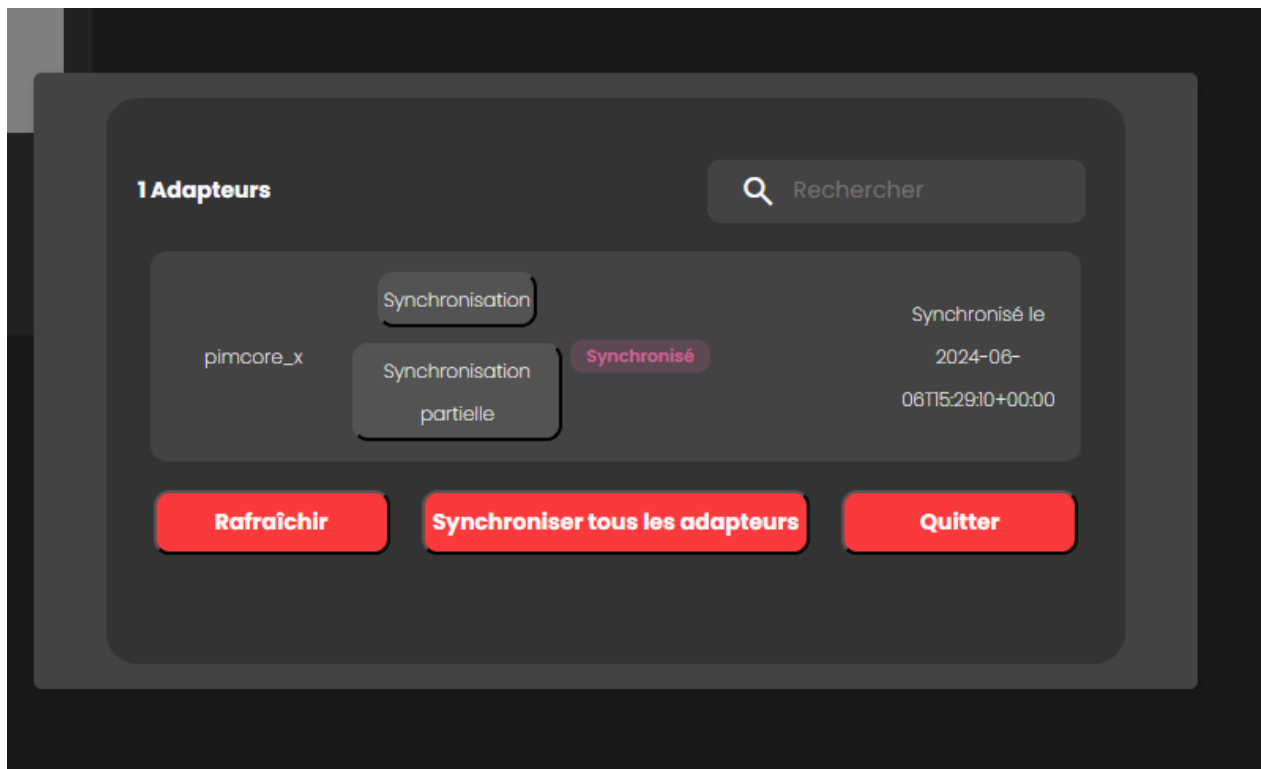
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Synchronisation

Synchronisation allows you to synchronise your PIM with the Active Publishing suite. You can choose between two synchronisations.

Classic synchronisation: Synchronises your entire PIM

Partial synchronisation: Synchronises only the modified elements of your PIM.



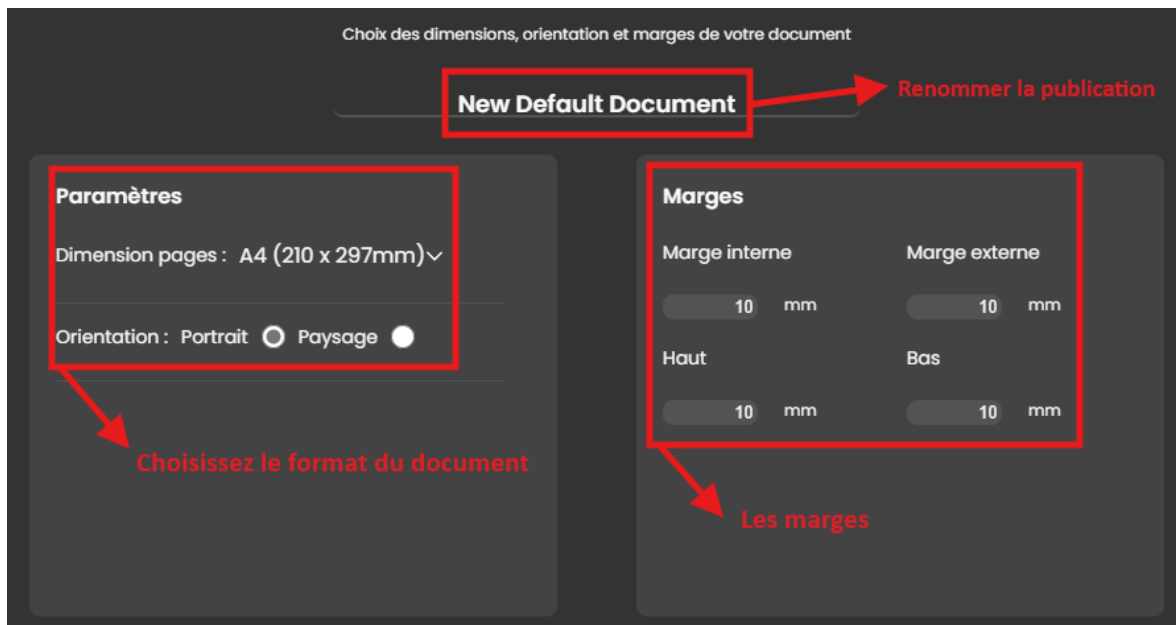
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Create a publication

To create a new publication, go to the 'New publication' tab.



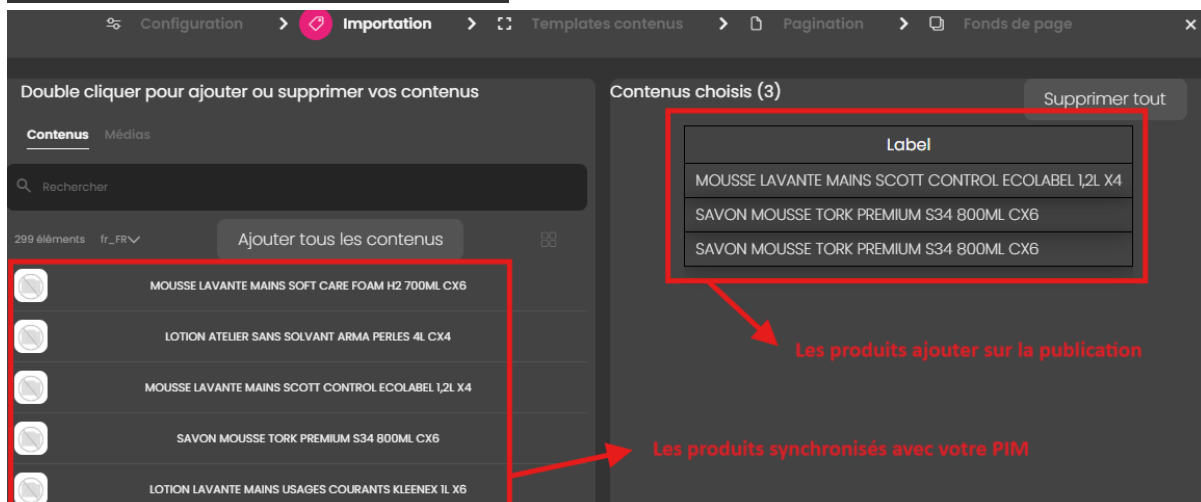
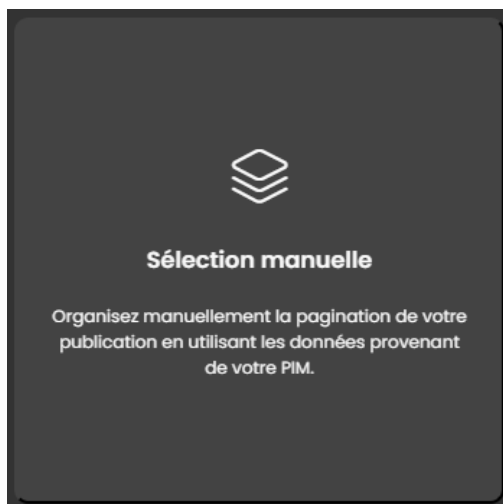
You can now set up your future publication. You can rename it, choose the format (predefined or custom), choose the orientation, margins and number of pages.



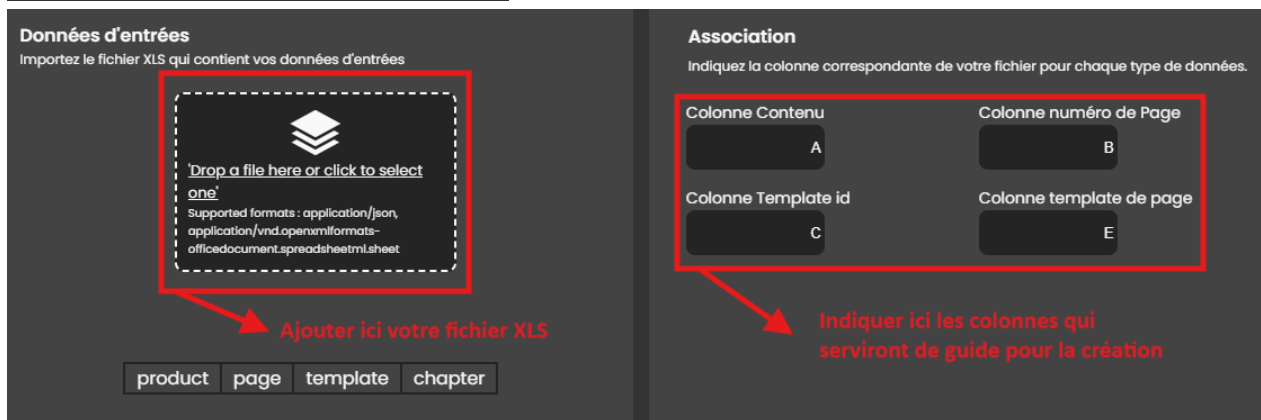
You can choose between two publication options, with or without content.



Publication 'With content' if you want to create a publication directly with the data from your PIM and organise the pagination of your publication manually.



You can also import an XLS file to automatically generate your publication.



No content' publication if you want to create a publication from scratch.

In the 'Pagination' tab, you can manage the input data for your publication. You can choose to create the publication using 'Grid' to define the number of elements on the page or you can choose 'Auto pagination' based on the size of the templates chosen.

You can also choose not to use pagination, in which case click 'Next'.

You can also add a page background for even and/or odd pages in the 'Page background' tab.



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Publication storage

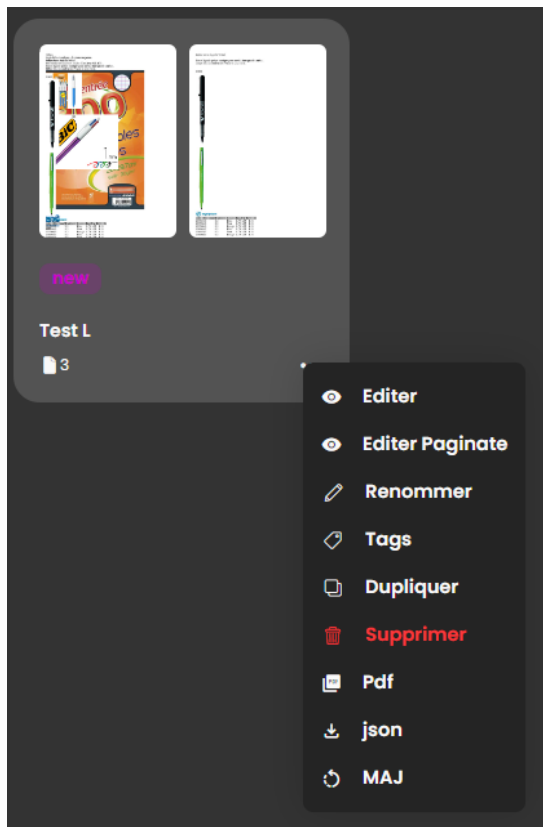
You can sort all your publications by tags and change the display to a list.



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Publication management menu

Right-click to rename, change or create a tag, duplicate the document, delete it, export it as a pdf or .json file and update the publication.



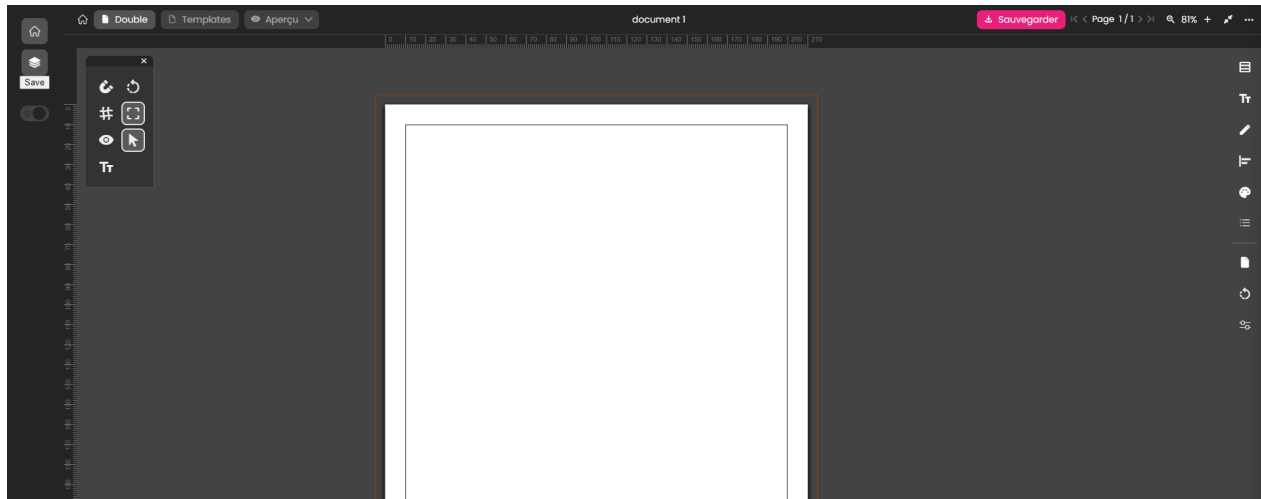
By clicking on 'Edit paginate', you can return to the publication configuration and add or modify content.

To modify your publication, click on 'Edit'.

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The interface

Once you are on the publication, you have this interface:



The icon interface will be presented from left to right

- **Back to home page**

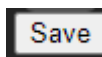


- Content and media button: to access all the products synchronised with your PIM and your

images



- Save button (remember to save before leaving the publication)



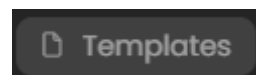
- **Day / Night mode**



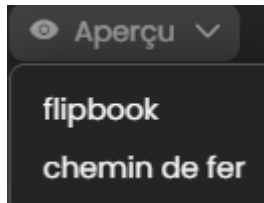
- **Single / Double page display**



- Template mode button: to access template mode (see Template section)











- Preview button : You can access 2 rendering modes:



- Flipbook mode: Allows you to see your publication rendered on a Flipbook. To find out more, go to the 'Flipbook' chapter.
- Chemin de fer mode: Allows you to view all your pages and reorganise the pages in your publication. To find out more, go to the 'Railway' chapter.
- Quick Menu: Allows you to access the most commonly used tools:





-  Magnetism: magnetises the selections on the rulers.
-  Rotation: allows you to rotate your products manually with the mouse
-  Deformation: allows you to deform your products
-  Size: allows you to change the size of your products
-  View: allows you to see your document in real life, without the page backgrounds, rulers, product outlines, etc.
-  Selection: Allows you to select your products on the publication
-  Edit text: allows you to directly edit the text of your imported products

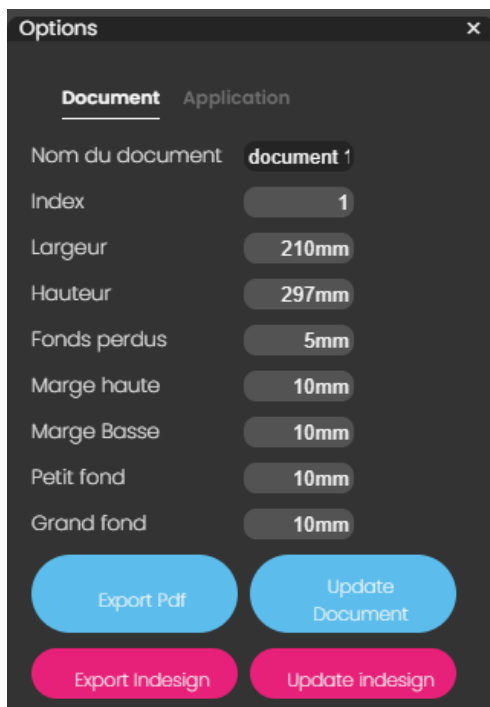
Save button : 

Page navigation : 

Zoom page : 

Full screen mode : 




Document parameters and export :  You can set up your document and export it in PDF and Adobe Indesign format. You can also update your document if any changes have been made to the exported documents.








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Tools

To access the various tools, simply click on the icon and pull down the tool interface.

-  Tables: You can set up tables with the option of modifying the header and data.
-  Text : Lets you access all the text parameters
-  Items : You can set the parameters for the selected item

-  Size & Alignment: Lets you manage an element's position, alignment and internal margins. You can also lock an element.
-  Text styles : Lets you create and manage all your text styles
-  Page: Allows you to import a page background and manage or add columns
-  History: Allows you to see all the actions carried out on the document
-  Tools: You can add pages, delete guides and add your own templates.


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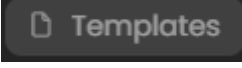
Template

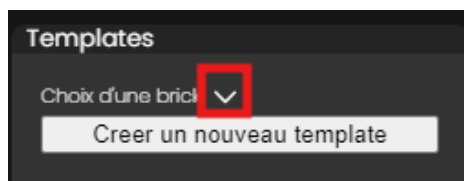
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Create a template

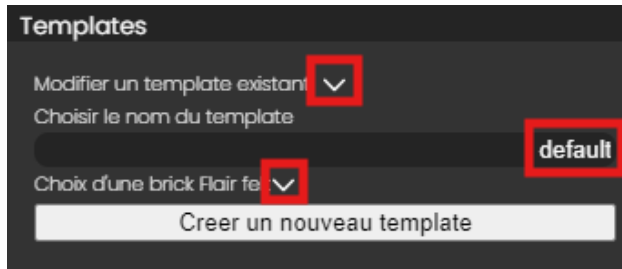
Creating a template allows you to apply a style of text, position, size, colour, etc. to your product with one click. You can add the template to all your products, and therefore the formatting, in just one click.


To start creating a template, you need to add a product to the page with , you can now create a template to apply to all your products.

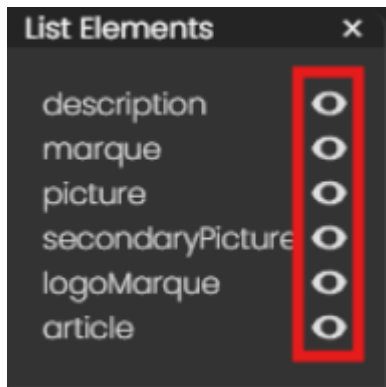
- To go to Template mode, click on 
- Select a product on which to create the template:




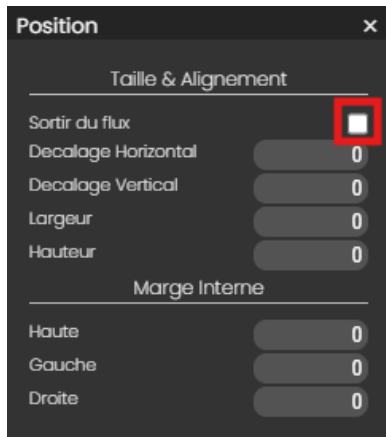
You can modify an existing template, change the name of the template and modify the product on which to create the template.




In template mode, you have access to a new tool, the **'Items List' tool**.  which allows you to choose whether or not to display an element of your product. To hide an item, click on the 'view' button.



To begin, remove all the images (pictures, icons) from the stream by clicking on  and **with your image selected, click 'exit feed'**.




You can now create your template and modify it as you wish. Once finished, save and click on .

Apply a template

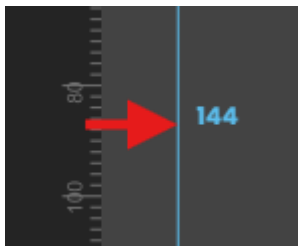
In edit mode, to apply a template, click on **'Tool'**.  then click on **'Template applied'** and select the desired template.




Once applied, you can move the block with the mouse or with **'Size & alignment'**. .

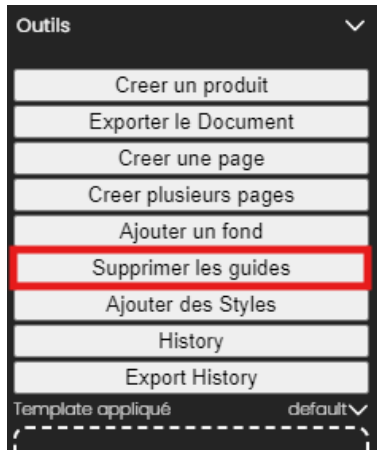
You can also add 'Guides' to help you position your products using the 'Magnetism' tool.

To place a guide on the document, simply click and drag the guide to position it where you want it.

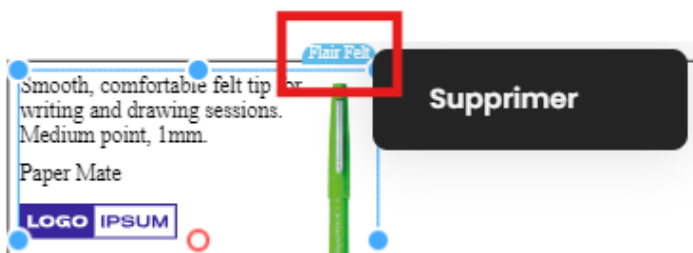


To delete a guide, click and drag it to the outside of the document. You can also delete all

the guides in the document by clicking on **'Tools'**.  and **'Delete guides'**.



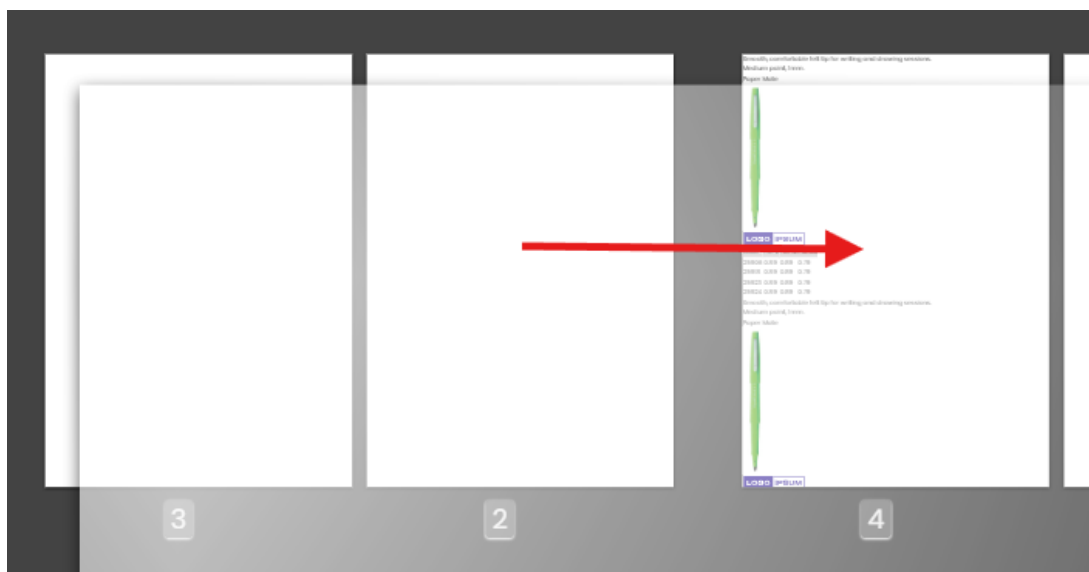
Delete a product: to delete a product, right-click on the product name and delete.



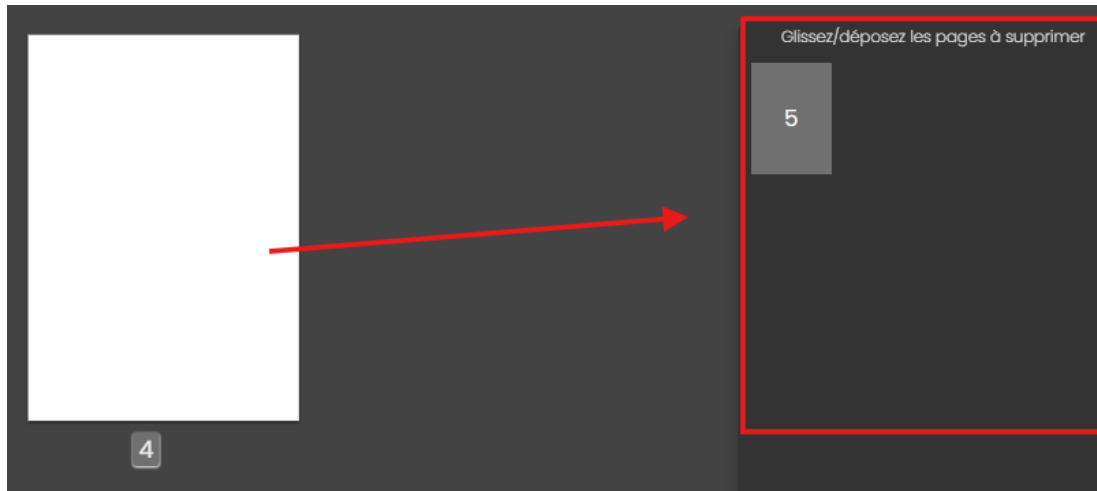
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Railways

To enter 'Chemin de fer' mode, you can view all your pages and reorganise the pages in your publication. To move pages, simply click and drag on the pages you want to reorganise.



If you wish to delete one or more pages, simply click on the recycle bin and click and drop the pages into the tab for pages to be deleted.

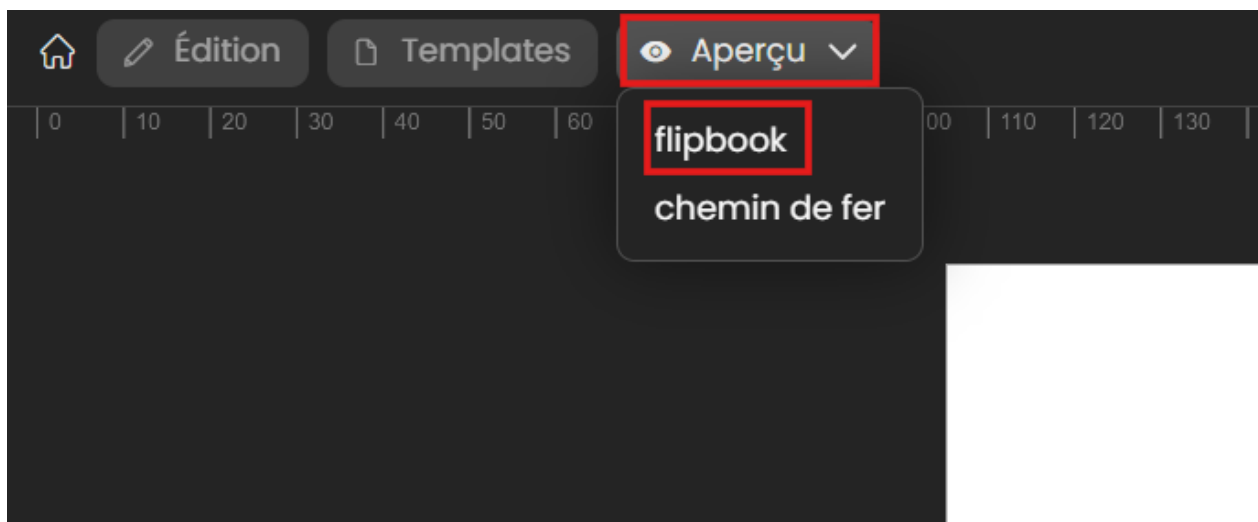


Your deleted pages will appear in your recycle bin. You can recover them by re-setting them in your publication.

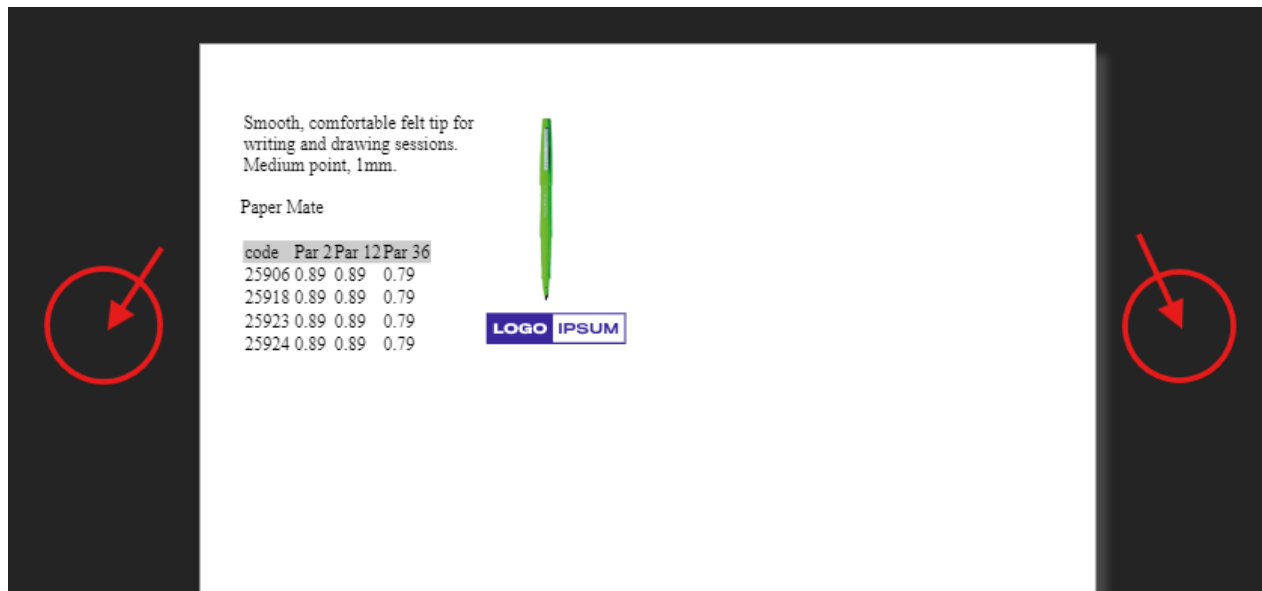
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Flipbook

'Flipbook' mode lets you view your publication with an animation of all your pages to see how they look in real life. To go to 'Flipbook' mode, click on 'Preview' mode and click on 'Flipbook'.



You can change page by clicking to the left or right of the page.




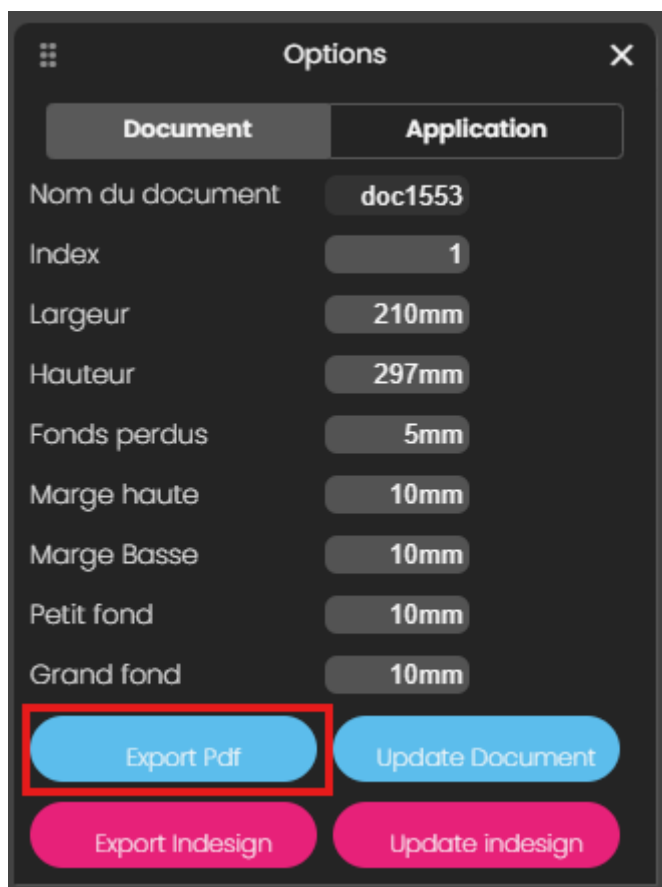
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Export

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
PDF export

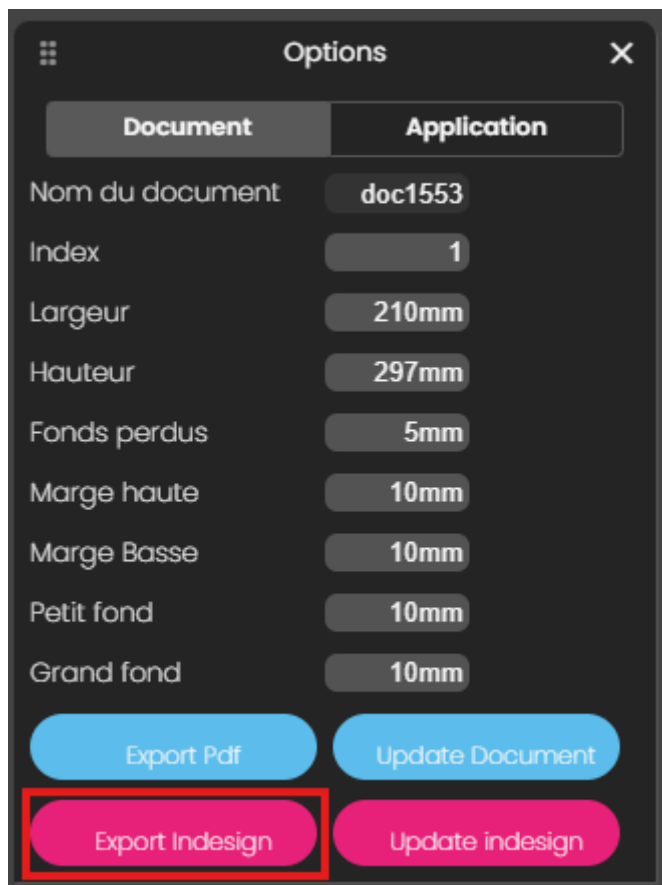
To export the catalogue to Indesign, go to **Options**  and click on **Export Pdf**.



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Export to Indesign

To export the catalogue to Indesign, go to **Options**  and click on **Export Indesign**.

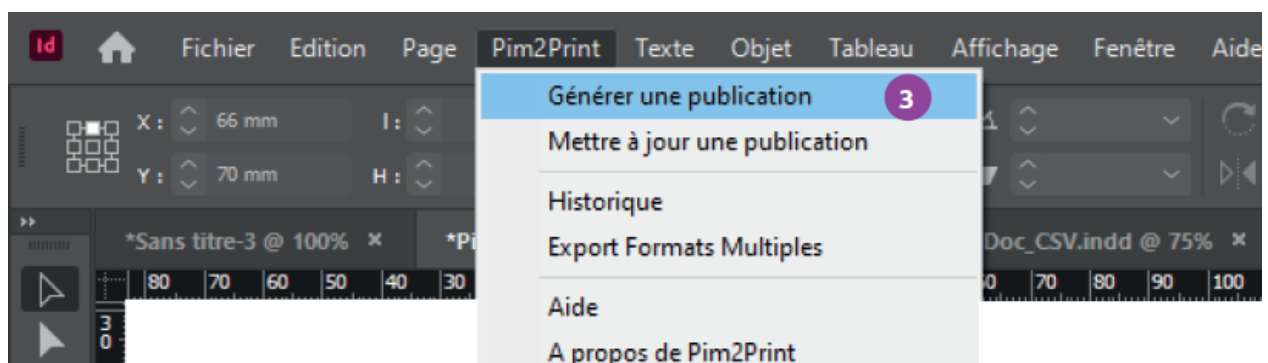


A .jsx file will be created for import into Indesign.

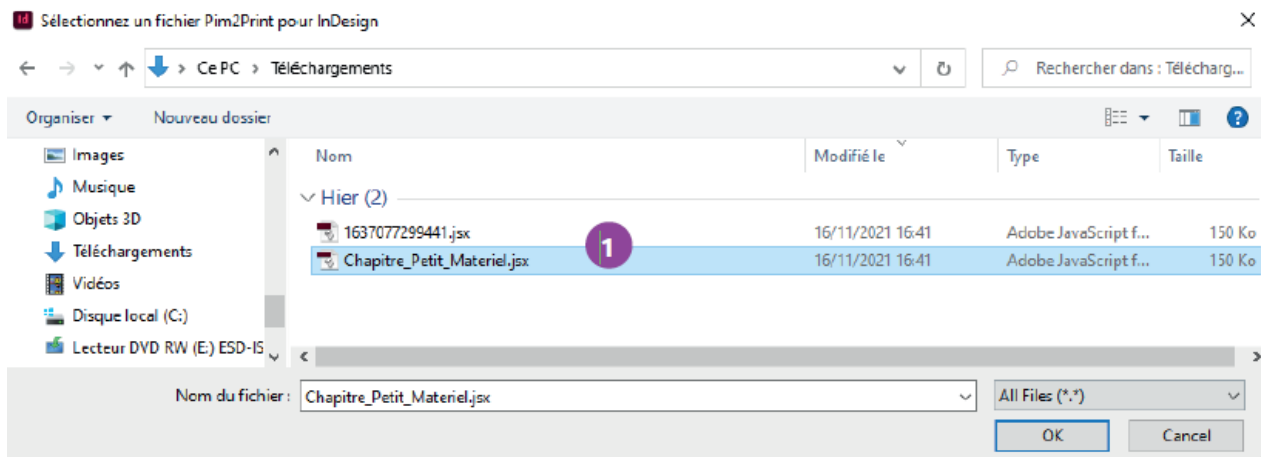
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Generate a publication

To generate your publication, open InDesign, then in the Pim2Print plug-in, select Generate a publication (3).

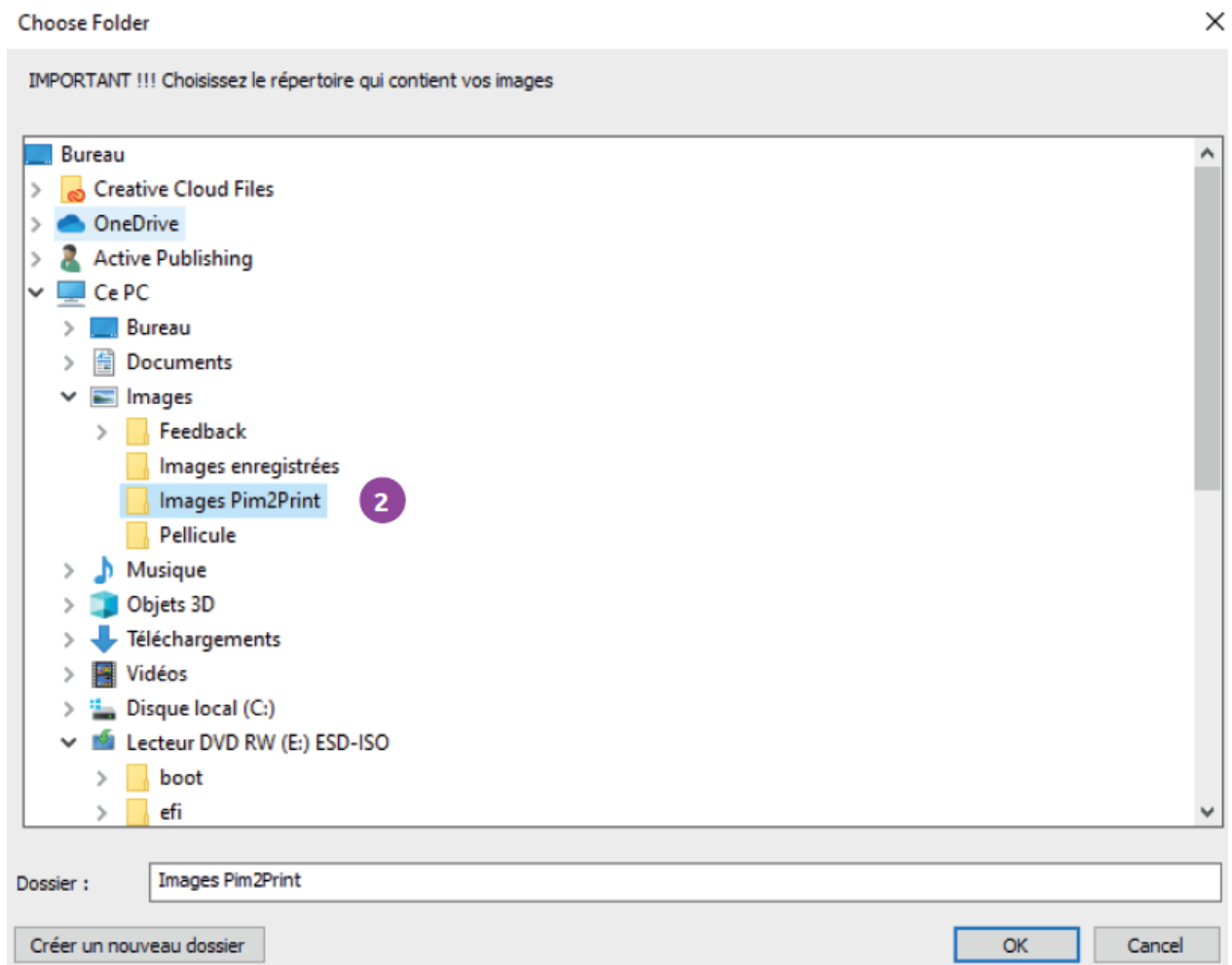


A window opens, select your Pim2Print file (.jsx) (1).



Then select the folder containing the images corresponding to your Pim2Print project. **(2)**.

IMPORTANT: This directory must contain the default.jpg image for any missing images.



Page layout is automatic and takes just 3 clicks!

<p>Barils avec robinet - modèle «Éco»</p>  <p>Incassable Translucide Contact alimentaire Ref. Pr. 158 0 € HT</p>	<p>Barils en polyéthylène avec robinet</p>  <p>Gradués Pour une réserve d'eau distillée ou Ref. Pr. 843 0 € HT</p>	<p>Cuvettes carrées</p>  <p>Remplice cristallin, cuve à eau. Ref. Pr. 843 0 € HT</p>
<p>Cuvettes rondes en polyéthylène 6 L (lot de 3)</p>  <p>Remplacent stabilisat, cuve à eau. Ref. 723 050 0 € HT</p>	<p>Nacelles de pesée</p> <p>Idéal pour la pesée, le dosage et le rangement. Antibactérien et biologiquement inerte.</p>  <p>Ref. Pr. 222 0 € HT</p> <p>Bidons rectangulaires en polyéthylène Bouchon fourni</p>  <p>Ref. Pr. 694 0 € HT</p>	
<p>Kit "Ballon solaire" + 1 kit électronique météo pour Arduino</p>  <p>Le kit "Ballon solaire connecté" permet d'arrêter les diodes dans une expérience impressionnante, associant théorie à une pratique ludique ! Ref. 277 47 0 € HT</p>	<p>Coupelle AZLON</p> <p>Matériau polypropylène</p> 	

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Update a publication

Once the data for your publication has been corrected and updated on Pimcore.

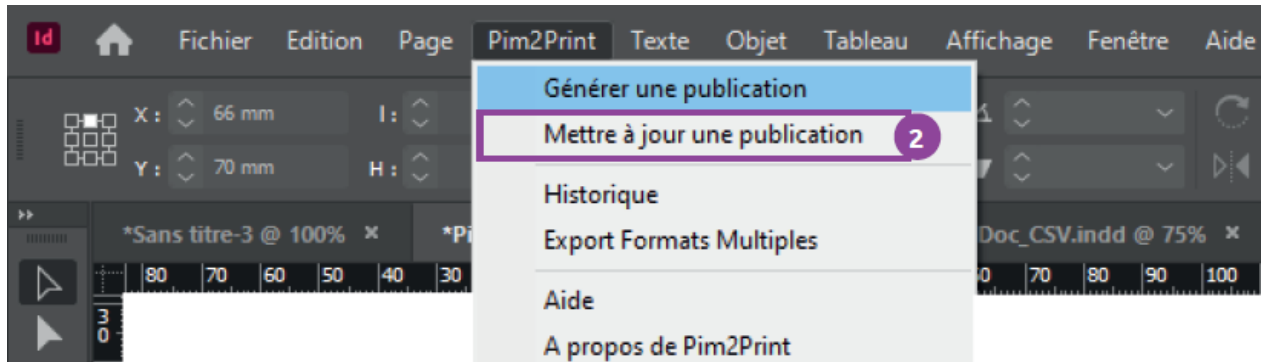
Generate the update file by clicking on the **Update InDesign** button (1).



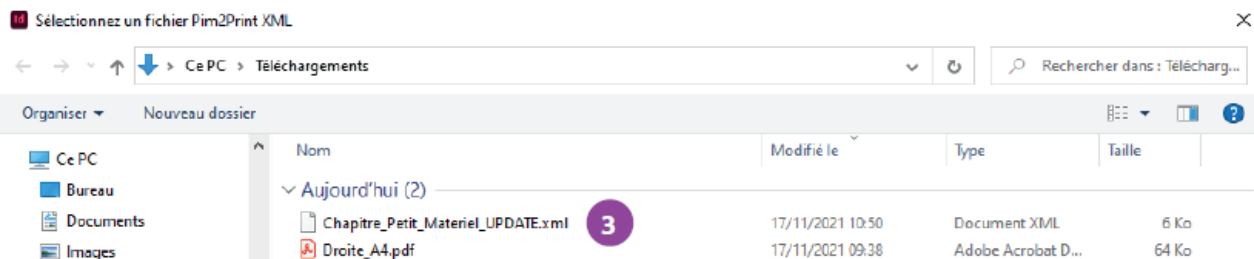
1

A Pim2Print XML file is generated. You can rename or move it as required.

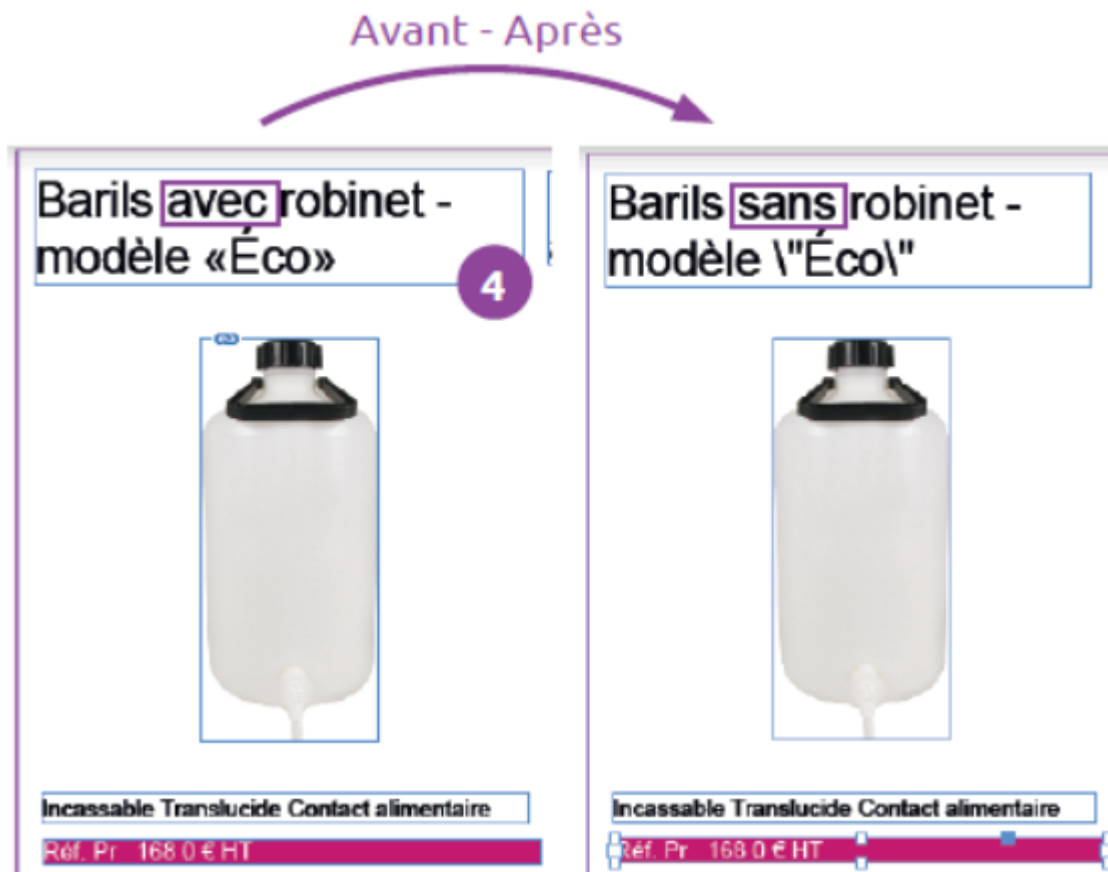
To update your publication on InDesign, in the Pim2Print plug-in select **Update a publication (2)**.



A window opens, select your Pim2Print XML file **(3)**.



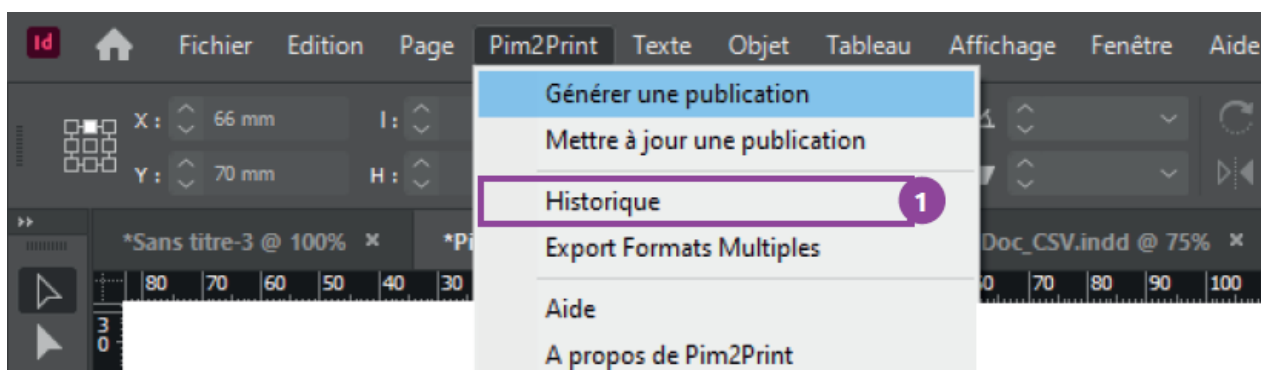
The page and products are updated automatically **(4)**.



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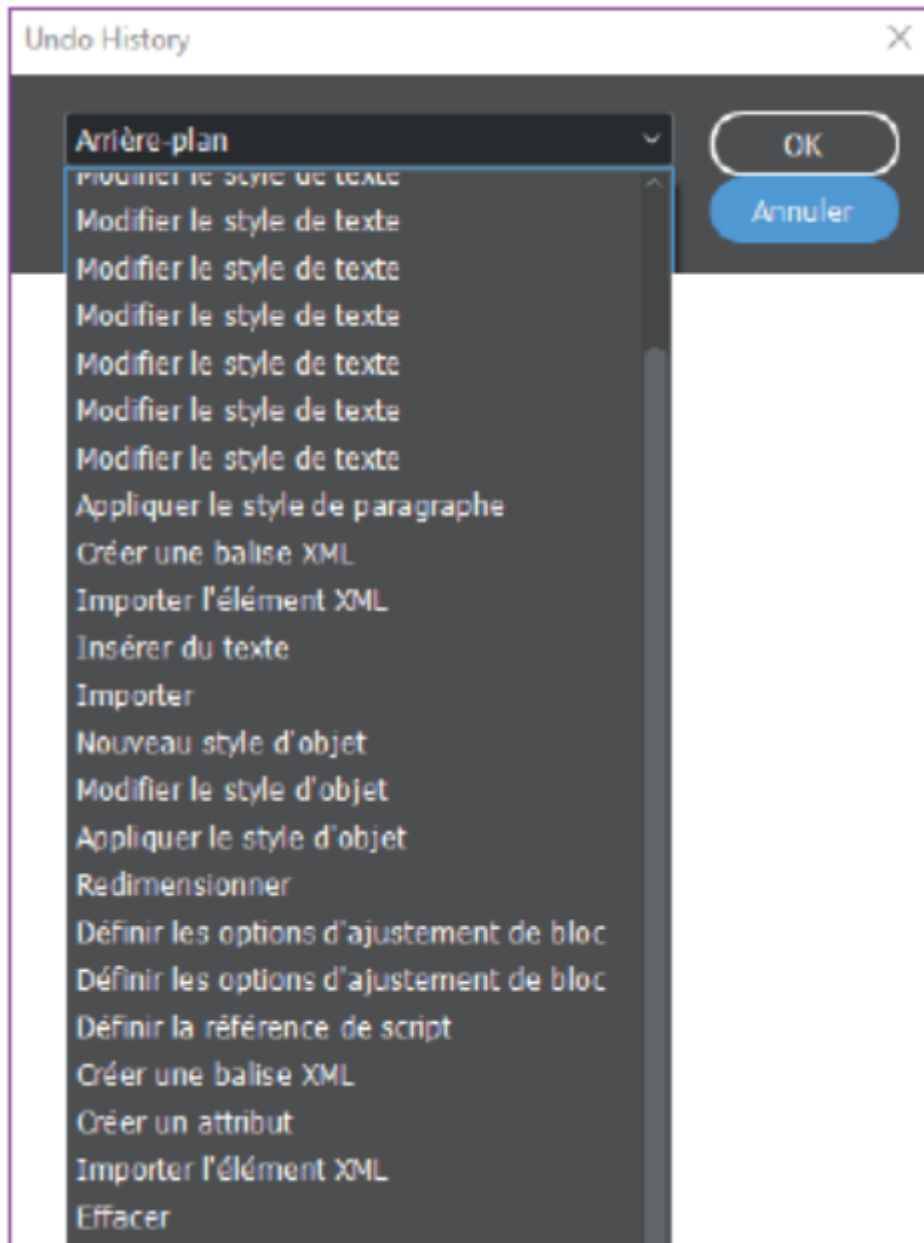
History

To access the history of your actions on Pim2Print, select History in the plug-in. **(1)**.



You have access to all the actions you have carried out on your file.

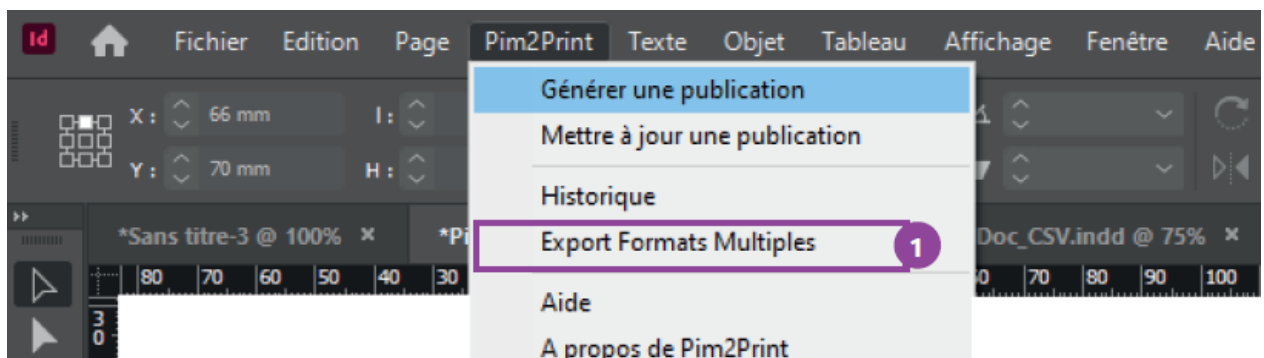
You can return to the step of your choice.



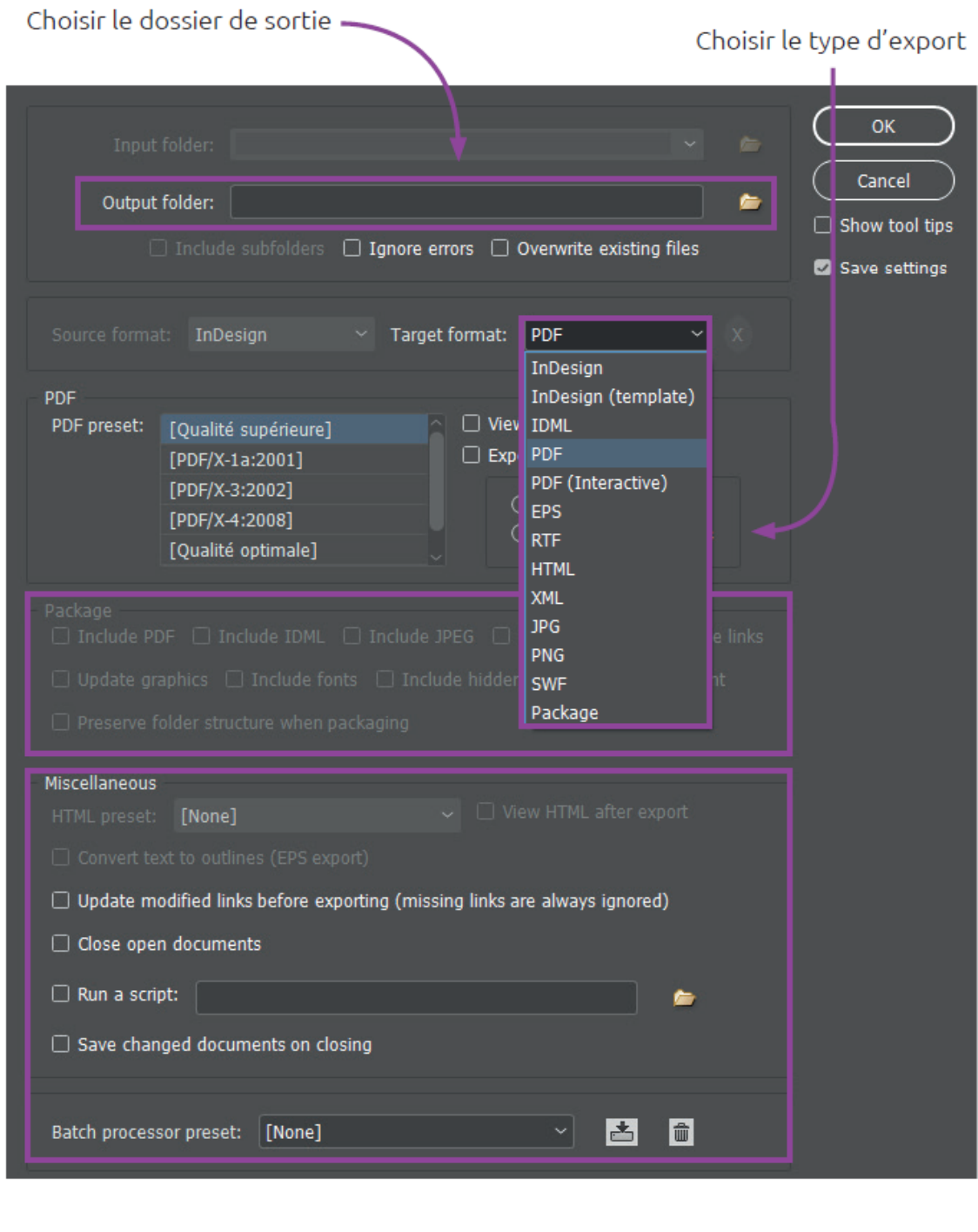
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Export in multiple formats

By selecting Export multiple formats in the plug-in (1) you can export your InDesign file in numerous output formats.



A wide range of actions are possible.



Les options sont différentes en fonction du type d'export choisi. (Option HTML, Package etc.)

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Plugin

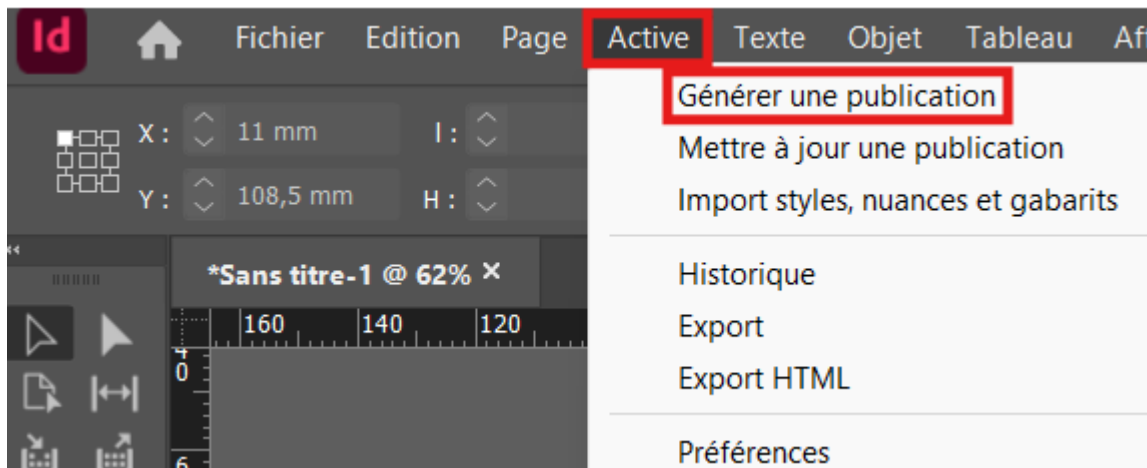
Picture

The Picture plugin lets you add images locally by exporting a .jsx file. It allows you to import images locally from a public URL. The plugin can be downloaded via a link provided with the Active publishing suite.

Installation:

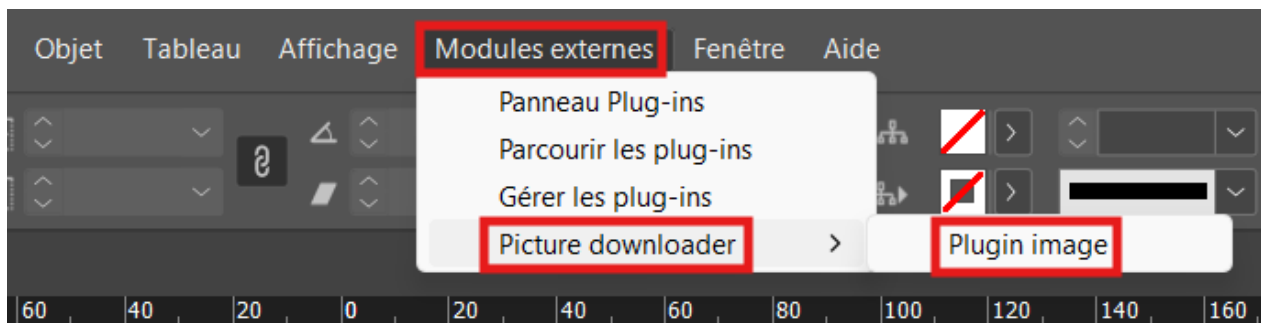
To install the Picture plugin, you will be given a download link. Simply download it and follow the installation programme. Once installed, you will find the Picture plugin ready to use in the Indesign Plug-ins window:

- To use the Plugin, go to the Active window and Generate a publication.



- Select your .jsx file and wait for it to open.

- Once the publication has been generated, go to the External Module window and select the Picture plugin.



- A window will open allowing you to indicate the folder into which you wish to upload all the images in your file.

- Once selected, all your images will appear on your publication and will also be uploaded to the folder indicated.

Release notes

Current version

In the latest update (V1.01), :

- Rulers can be removed by double-clicking on them.
- Restructured tool palettes

Future features

- Setting up CTRL+Z
- Automatic saving
- Implementing the import of table styles into Adobe Indesign
- Setting up several alignment styles for products
- Setting up layer selection
- When changing the size of a product, interior elements no longer move
- Rulers can be locked
- Free movement with the space bar
- Guided movement of a product using the Shift key
- Select several guides at the same time
- Add a table style to the template
- Add an image style
- Add a dimension to styles

- Ability to delete a created template
- Creation of a dynamic panel that displays only the tools available for the selected product
- Ability to return to the document history and undo an action

And much more...

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Frequently asked questions

Question about the Active suite :

1. What problem should the active Publishing suite solve?

- The suite makes it easier for you to create a catalogue by allowing you to apply a layout to articles with just a few clicks.

Questions about use :

If two people are using the same document at the same time, if one of them saves, does this overwrite what the other person has done?

- Yes, if you are using a document at the same time, on the same page, when you save, it will overwrite what has already been done.

Is there an automatic backup?

- No, there is no automatic save for the moment, but it will be part of future updates.

If I leave the document without saving by mistake, will I lose what I've done?

- Yes, if you don't save and quit, nothing will be recoverable.

When exporting, are the character styles exported to Adobe Indesign?

- Yes, the character styles are exported to Indesign and can be modified directly in Indesign.

1. How can I preview my catalogue before finalising it?

2. - You can preview your catalogue by going to 'Flipbook' mode.

Questions about compatibility and integration:

1. Is the suite compatible with other tools I already use (such as stock management or CRM software)?

2. - Yes, the active suite is compatible with a PIM to manage the import and management of your items.
3. Can I export the catalogue in different formats (PDF, HTML, etc.)?
4. - You can export the catalogue in any format.
5. Does the Active suite work on all platforms (Windows, Mac, Web)?
6. - As the suite is online, it can be used on all platforms.

Questions about performance and security :

1. Is the software fast and responsive, even with a large number of products?
2. - The suite is not affected by the number of pages or products.
3. Are there automatic back-ups to prevent data loss?
4. - There are no automatic backups, but this will be added in a future update.
5. How is the data secured?
6. - The data is secured by a VPN and nominative accounts.

Questions about support and maintenance :

1. What type of support is available in the event of a problem?
2. - In the event of a problem, you can contact support directly on our website on the Contact page.
3. Are there regular software updates?
4. - Patch updates will be released weekly and new feature updates will be released prior to their launch.
5. How can I report a bug or missing feature?
6. - To report a bug or missing feature, you can create a ticket on our dedicated platform.

Lexicon

Product Information Management (PIM): A PIM is a system that enables companies to centralise, manage and distribute information about their products across various sales and marketing channels. This includes data such as product descriptions, images, technical specifications, prices and much more.

Template: A template is a pre-designed model or schema that serves as a basis. It simplifies the creation process by providing a basic structure that users can customise to suit their needs.

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