

The background features a dynamic, abstract composition of flowing, translucent shapes in shades of gold, yellow, and blue against a dark background. The shapes appear to be moving and interacting, creating a sense of energy and flow. A white rectangular box is overlaid on the left side, containing the title text.

Working in a Team

Working in a Team

Depending on the edition/license, the program has a number of options that allow multiple users to work together worldwide and across languages. This includes the collaboration of several users in the sense of an editorial system, as well as the collaboration between media service providers and end customers.

Overview of the team functions

Editing of documents

Multilingualism and Translations

The program offers multilingual user guidance in over 20 languages, as well as automatic translation of colors and style sheets when certain rules are followed. You can enter texts in all languages and, if necessary, translate them fully automatically into several target languages.

Change Tracking

With the option **Change Tracking** you can establish who has made which changes in a document. The program creates a report with the exact time and which text was inserted, deleted or newly formatted by whom.

Notes

With the option **Notes** you can store nonprintable information and notes for other users for texts and objects.

Restrict document editing

With the options **Work Mode** and **Access Rights**, as well as Passwords for Alias pages and layers you can protect your documents and restrict the editing of documents for third parties and create perfect layout templates. These options are especially useful if you want to create documents that other users should edit only according to certain criteria or users have little or no knowledge of layout programs.

Tasks

With the option **Tasks** can be used to organize documents so that several users can work on a document at the same time.

Libraries

With the option **Libraries**, parts of documents can be saved and re-inserted into other documents. All styles and colors are preserved. Please refer to the notes in the **Libraries** section.

Embedded Fonts

With the option **Embed All Used Fonts** you can share documents with other users who do not have these fonts and cannot or do not want to install them. Please refer to the notes in the section **Preferences**.

Embedded Images

With the option **Embed All Used Images** you can embed all the images used in the document. This option is especially useful when users import images into the document that are not accessible to third parties, but still need to create printable documents. Please refer to the notes in the **Preferences** section.

Document Management

Drives

With the option **Drives** you can save documents to databases or Internet drives and edit them directly. They can establish connections to image databases from various manufacturers and optionally force the user to import images only from these drives. Please refer to the notes in the **Preferences** section.

VivaCloud

With VivaCloud a web-based system for the administration of documents and files (Asset Management System MAM) of all types is optionally available to you, which can also be used as an editorial system.

Collection

With the **Collection** option, you can combine individual documents into a complete work (book, magazine, journal, etc.). This option works on local drives, network drives or also Internet drives (e.g. VivaCloud). Please refer to the notes in the section **Working with Collections**.

Status information

With the help of **status information** in **VivaCloud**, you can control exactly which processing stage your documents are in. The status information is also displayed in collections.

Package & Send (VIVA FileSender)

Using the option "Package & Send" (VIVA FileSender) you can send a document to VIVA or to a specified address with all fonts and images fully automatically. You do not need an e-mail or FTP program to do this. To send the data to an address other than VIVA, you need an appropriate **communication profile**, which is available on request. Please refer to the notes in the **Export** section.

Change Tracking

With change tracking you can establish who has made which changes in a document. The program creates a report with the exact time and which text was inserted, deleted or newly formatted by whom. Change tracking is therefore suited for users who work in a team, or for users who only want to create a report protocol of their work.

Activate/Deactivate Change Tracking

You can activate change tracking at any time, and deactivate it either temporarily or permanently.

Activate/Deactivate Change Tracking

1. Choose the command **View > Track Changes** (Operating System Design) or **Text > Track Changes** (Neutral VIVA Design).

- Alternatively, choose the option **Track Changes** in the context menu.

If you deactivate change tracking, you can edit the document without any changes being marked. Deactivating change tracking will not remove any changes that were already marked. If you copy text containing changes marked by change tracking, the change tracking attribute will also be copied although change tracking was deactivated.

Display of changed text passages

Different text changes are marked in different colors by the Change Tracking:

- **Deleted text** will not be removed from the text, but instead will be displayed in red with a strikethrough.
- **Inserted text** will be displayed in blue and underlined.
- **Changed attributes** (e.g. assignment of style sheets, changes to font size, etc.) will be displayed with a yellow background.

Furthermore, a red correction bar will be displayed at the edge of the line. You can change the display for the current document in the Preferences at any time.

Accept/Reject changes

With the **Change Tracking** option you can check all changes and decide if you want to accept or reject them. For each change the **Date**, **Time** and **Change Type** are displayed. Insofar as it is available, the **Author** who made the changes will be displayed.

Accept or reject changes

1. Choose the option **Window > Track Changes**.
2. Choose one of the following actions:
 - Click **Next** to spring to the next change.
 - Click **Previous** to spring to the previous change.

- Click **Accept** to accept a change. The program then springs automatically to the next change. It may occur that with the next change the same text passage is marked if two text changes were made simultaneously. This is for example the case when a text is inserted and then formatted as well.
- Click **Accept All** if you want to accept all changes without any checking.
- Click **Reject** to reject a change. In this case all the newly inserted text will be deleted automatically and any formatting changes will be cancelled.
- Click **Reject All** if you want to reject all changes without any checking.

Changing the preferences for change tracking

With the **Preferences** you can define the **Author** name and the display of the altered text passages.

Define the Author Name

1. Choose the option **Edit > Preferences > Program > General** (Windows/Linux) or **{Application} > Preferences > Program > General** (Mac OS).
2. Enter the required name in the **Author** field.

Please note that the name is used not only for change tracking, but also for other options (e.g. Notes).

If you are using VivaDesigner in the Web Edition, particularly with VivaCloud, you should not enter a name for the author, as the author's name changes with the user. In such cases the name of the author can be transmitted during the session.

Define display of changed text passages

1. Choose the option **Edit > Preferences > Text > Change Tracking** (Windows/Linux) or **{Application} > Preferences > Text > Change Tracking** (Mac OS).
2. Choose one of the following actions:
 - Choose the option **Activate Change Tracking** to activate change tracking using the Preferences.
 - Choose options for **Deleted Text**, **Inserted Text**, **Changed Attributes: Strikethrough**, **Underline**, **Background Color** or **Foreground Color**. If you choose the option **None**, the text changes will be invisible. In this case you can still use the Change Tracking palette to spring to each change and accept or reject it.
 - Choose a color of your preference for **Deleted Text**, **Inserted Text** and **Changed Attributes**.
 - Choose **Left border** or **Right border** to define on which side of changed lines a correction bar should appear. Choose **None** if no correction bar should appear.

Notes

Create Notes

With the Notes function you can apply non-printable information and tips for other users to text and objects. Like change tracking, this option is suited for users who work in a team or for users who only want to create a report of their work.

Create a Note for an object

1. Choose and select an object.
2. Choose **Object > Note** in the menu or **Note** in the context menu.
3. Enter the note in the entry field.
4. Confirm your entry.

Create a Note in a text

1. Place the **cursor** at the point in the text where the note will be set.
2. Choose one of the following options:
 - Press **Alt + N** (Windows/Linux) or **Wahl + N** (MacOS).
 - Choose **Text > Note** (Operating System Design) in the menu or click the **Note symbol** (Neutral VIVA Design).
 - Choose **Note** in the context menu.
3. Enter the note in the entry field.
4. Confirm your entry.

A note is symbolised with a red speech bubble.

Change a Note for an Object

1. Select the Object containing the Note.
2. Choose **Object > Note** in the menu or **Note** in the context menu.
3. Change the note in the entry field.
4. Confirm your entry.

Change a Note in text

1. Place the cursor at the point in the text where the note is set.
2. Choose one of the following options:
 - Press **Alt + N** (Windows/Linux) or **Wahl + N** (MacOS).
 - Choose **Text > Note** (Operating System Design) in the menu or click the **Note symbol** (Neutral VIVA Design).
 - Choose **Note** in the context menu.
3. Change the note in the entry field.
4. Confirm your entry.

Managing notes

With the **Notes** option, you can check all the notes and decide if you want to change or delete them. For each Note the **Creation Date** and **Change Date** with the appropriate **Time** are displayed. Insofar as it is available, the **Name of the Author** who made the changes will be displayed.

1. Choose **Window > Notes**.
2. Choose one of the following actions:
 - Click **Next** to spring to the next note. If only one note is available, a further click on **Next** will have no effect.
 - Click **Previous** to spring back to the previous note.
 - Click **Remove** to delete a note.
3. Click in the entry field and change the note. The change will be accepted if you click **Next** or **Previous**, or if you click anywhere in the document.

Changing preferences for notes

You can change the **name of the Author** in the **Preferences**.

Define the Author Name

1. Choose **Edit > Preferences > Program > General** (Windows/Linux) or **{Application} > Preferences > Program > General** (Mac OS).
2. Enter the required name in the **Author** field.

Please note that the name is used not only for notes, but also for other options (e.g. Change Tracking).

Access Rights

The editing of documents can be limited for third parties using access rights. This function is particularly helpful if as a user you want to create documents that other users are only allowed to edit according to certain criteria. These users should for example only have the possibility of entering text or moving images. As the creator of the documents you protect them with an individual password and you can unlock the documents with the password to edit them yourself.

*In addition to the access rights described below, the program also offers the option of protecting Alias pages and layers. Please refer to the notes in the sections **Working with Pages** and **Working with Layers**.*

Basic working methods

Static Access Rights (desktop workflow)

If other users edit the documents in a desktop version, you can restrict the editing using the access rights but in this case you must assign a password. Without the assignment of a password, the options have no effect. Passwords for layers or Alias pages are not affected.

The access rights options affect the desktop version immediately when you assign a password, confirm the settings and save the document. You may also need to open the document again (**File > Revert to Saved**). Users who do not have a program version for unlocking access rights or who do not know the password can only edit the document according to the criteria that have been set. To unlock the document for complete editing, you need the assigned password. Therefore, it can be helpful to back up the document without a password, because if you forget the password, it can not be unlocked by anyone! Furthermore, consider a concept by which you assign the password or always assign the same password for all documents. Thus you will make editing easier.

If other users edit the documents on the desktop with a certain version, you may under certain circumstances be able to dispense with certain access rights as these options are not included in this edition. The Free Edition does not include any options for layers, for example. Therefore you don't need to assign any password protection to individual layers.

Dynamic Access Rights (Web workflow)

If other users edit the documents in a Web version, you may be able to dispense completely with setting access rights and assigning passwords in the document (for example in the Vivacloud). Passwords for layers or Alias pages remain unaffected. In the Web version, all the access rights described here can be assigned dynamically. Depending on the application, this assignment may be carried out with relation to user roles. Dynamic assignment works basically according to the same rules as the static assignment in the document, with the exception that the assignment of a password is superfluous.

Static and Dynamic Access Rights (Web workflow)

If you have assigned access rights both in the Web application and in the document, the relevant options are only available if they are not deactivated in both cases. This function is helpful if you apply a certain basis access right to a user group (e.g. Move Objects) but do want to switch this right off for a single document.

Create/Unlock Access Rights

Create access rights for a document

1. Choose **Edit > Preferences > Access Rights**.
2. Choose one of the options described in the section **Options for Access rights**.
3. Click the **Password** button.
4. Enter a password in the **Password** entry field and repeat the entry in the next entry field. Choose the option **Make visible** to display the password in clear text on the screen.
5. Confirm the entry.

Change access rights for a document

1. Choose **Edit > Preferences > Access Rights**.
2. Choose one of the options described in the section **Options for Access rights**.
3. Click the **Password** button to optionally apply another password.
4. Confirm the entry.

Unlock access rights temporarily/permanently

1. Choose **File > Unlock Access Rights**.
2. Enter the password.
3. Optionally choose **Unlock permanently**.
4. Confirm the entry.

Options for Access Rights

The name of the option usually corresponds to the name of the option of the same name in the menu. Please refer to the operation of each option in the relevant sections of the manual. Therefore, only general information, in particular interaction with other options, is described in this section.

For these preferences the same rules apply as those for all other preferences. This means: All options are only valid for the current document. If no document is open, then the settings will be valid for all new documents.

Options for Program

You define general access rights for the program in the **Program** dialog area.

Menubar — This option defines if the menu bar should be hidden or accessible. This option is useful if you want to provide an extremely minimalist interface. With this option, you should be aware that it is not possible to select any options via a menu afterwards. Therefore, all necessary options (Save, Exit, etc.) should either be available in corresponding toolbars or you have to start the document via the emergency mode. Please refer to the notes in the section **Starting the program (emergency mode)**. If you use the option as part of a dynamic access right (e.g. via VivaCloud), i.e. the access right is not part of the document and is assigned dynamically when the document is opened, there is no need to open the document in emergency mode.

Custom Document Toolbars — This option defines if the user may create personalised document toolbars in the Preferences.

Custom Program Toolbars — This option defines if the user may create personalised program toolbars in the Preferences.

Options for New menu

You define access rights for the **New** menu in the **New** dialog area.

Document — Defines if the user may create new documents.

Document from Template — Defines if the user may create a new document from a template (e.g. in the VivaCloud).

Collection — Defines if the user may create a new collection of Viva documents.

Library — Defines if the user may create a new library. This option only makes sense if the option **Library** is permitted in the section **Toolbars and Palettes**.

Options for Documents

You define general access rights for the document in the **Document** dialog area.

Save — This option only makes sense if the user has corresponding writing rights.

Save As — This option is only useful if the user has corresponding writing rights. If no option to save the document is selected, the document can not be saved. This is helpful, for example, if the user is only allowed to make changes and to print, but the source document is not to be changed.

Import — Texts or pictures can be imported. This option is only useful if the option **Images** and/or **Edit Text** is selected.

Document Setup — This option is only useful if the option **Objects** is selected.

Preferences — This option is only useful if the user is allowed to change ALL preferences. There is the danger that a user in the desktop version can change the access rights if he knows the password. In the Web Edition this is prevented if the access rights are applied dynamically (e.g. VivaCloud).

Colors — This option is only useful if the option **Edit Objects** and/or **Edit Text** is selected.

Style Sheets — This option is only useful if the option **Edit Objects** and/or **Edit Text** is selected.

View — This option steers the **View** menu.

Zoom — This option steers the **Zoom** menu.

Options for Libraries

You define the library options for the document in the **Library** dialog area. These options only make sense if the option **Library** is permitted in the section **Toolbars and Palettes**.

Open — Defines if a user may open a Library.

Add Item — Defines if a user may add an item to the Library.

Delete Item — Defines if a user may delete an item from the Library.

Options for Output

You define the output options for the document in the **Output** dialog area.

Printing — In the Web Edition, the document can be printed on a local printer.

PDF Export — This option is only useful if the user has corresponding writing rights. This option has no effect on editions that do not have PDF Export (for example, “Free Edition”).

EPS Export — This option is only useful if the user has corresponding writing rights.

PS Export — This option is only useful if the user has corresponding writing rights.

JPEG/PNG/SVG Export — This option is only useful if the user has corresponding writing rights.

Text Export — This option is only useful if the user has corresponding writing rights.

Object Export — This option is only useful if the user has corresponding writing rights.

High Resolution Output — This option is only useful if the images are embedded in the document or if access to the original images is possible.

Options for Layout & Content

Objects — Allows switching on and off all options for the editing of objects.

Move Objects — Objects may be moved. If the option is selected, the corresponding tool will be displayed if the **Tools** option is also selected. Otherwise, the object can be moved without the **Tools** palette.

Stretch Objects — The height and width of objects may be changed.

Edit Paths — Paths may be edited. If the option is not selected, no new paths can be created, selected or deleted.

Modify Objects — Objects can be edited. If the option is not selected, no new objects can be created, selected or deleted. This also applies to all Drag & Drop operations that are used for example to place images on a document page in a new object. Object coordinates, colors or frame settings may be changed.

Create Objects — This option is only useful if the if the **Tools** option is also selected.

Delete Objects — Objects may be deleted.

Pages — New pages may be created and existing pages may be deleted. If the option **Pages** is selected, Alias pages may also be displayed and assigned to a document page.

Text — Allows the switching on and off for all options for editing text.

Edit Text — Text may be edited or entered (input, deletion, replacement, etc.). The possibilities a user has for formatting text depend on the options **Module** and **Style Sheets**.

Track Changes — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply. This option is only useful if the **Edit Text** option is selected.

Text Invisibles — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Special Character — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Break — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Space — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Hyphen/Dash — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Variable — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Insert Object — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Ruby Text (furigana) — Determines whether the user can switch the option in question on and off. If the option is not selected, the settings in the document apply.

Pictures — Pictures can be edited (change image crop, scaling, etc.). The option can be limited by other options (e.g. **Modify Objects** or **Import**).

Tables — Tables may be edited (columns, rows, cells, etc.). The option may be restricted by other options (e.g. **Modify Objects** or **Module**).

If the option **Module** is not selected, the table settings can only be selected with the context menu.

If the option **Modify Objects** is not selected, only single cells and no table rows or columns may be selected.

Create Tables — Determines whether the user can create table objects.

Change Tables — Determines whether the user can modify table objects.

Edit Tables — Determines whether the user can edit table content.

Options for displaying palettes

With the options in the **Toolbars & Palettes** dialog area, you define which palettes can be displayed. If an option is not selected, the palette will be hidden automatically when switching between documents with different settings, and the appropriate options will either be hidden or grayed out in the **Window** menu.

Tools — Please note that not all tools may be displayed. The display of individual tools can be limited by other options (e.g. **Create Objects** or **Move Objects**).

Navigation — Please note that not all options may be displayed. The display of individual options may be restricted by other options (e.g. **Pages**).

Quick Access — Please note that not all options may be displayed. The display of individual options can be restricted by other options (eg **Edit Text**).

Neutral Design — This option is only useful if the **Neutral Design** option is selected in the Preferences. Please refer to the notes in the Preferences section. The palette allows the selection of character and paragraph style sheets independently of the Style Sheets option.

Module — The option determines not only the display of the palette, but also of the associated menus (object, text, images, table, etc.). Please note that not all options may be displayed. The display of individual options may be restricted by other options (eg **Edit Text**).

Pictures — This option is only useful if the option **Edit Pictures** is selected.

Layers — If the option is not selected, you cannot switch between several layers. In this case, new objects will be created on the selected layer. This option is only useful if at least one option under **Edit Objects** is selected.

Assignments — This option is only useful if the **Edit Objects** option is selected. This option is not required for editing a task file.

Pages — Please note that not all options may be displayed. The display of individual options can be restricted by other options (e.g. **Manage Pages**).

Colors — This option is only useful if the options **Modify Objects** and/or **Edit Text** are selected,

Style Sheets — This option is only useful if the options **Modify Objects**, **Edit Text** and/or **Pictures** are selected,

Search & Replace — This option is only useful if the option **Edit Text** is selected. The **Search & Replace** options work independently of the options for formatting text. Therefore a user could exchange fonts or Style Sheets, although he is not allowed to do this by other options.

Spell Check — This option is only useful if the option **Edit Text** is selected.

Character Inspector — This option is only useful if the option **Edit Text** is selected.

Change Tracking — This option is only useful if the option **Edit Text** is selected.

Text Formatting Inspector — This option is only useful if the option **Edit Text** is selected.

Notes — This option is only useful if the options **Modify Objects** and/or **Edit Text** are selected.

Trapping — This option is only useful if the option **Modify Objects** is selected.

OpenType — This option is only useful if the option **Edit Text** is selected.

Library — This option is only useful if the options for **Library** are selected.

Help — This option is only useful if a Help text is available.

