

A Quick Guide - VivaDesigner for InDesign Users

A Quick Guide for InDesign Users

Welcome to VivaDesigner, and many thanks for taking the trouble as an InDesign user to have a look at VivaDesigner. Please read this quick guide right through and check the references to further manual chapters/sections. You will save yourself a lot of time, and the information will help you to recognize the benefits of the software and form an opinion of it more quickly.

Introduction

It would be going too far to illustrate all the differences in detail. In this chapter we have tried to explain the most important points.

One request in advance: We are constantly improving our program to your benefit and take your comments and wishes very seriously. Therefore we would be very grateful if you would give us feedback as to what you like about VivaDesigner, and, more particularly, what you don't like about it, where you need improvements or why maybe you don't want to use VivaDesigner! In this way you will not only be helping others, but yourself as well, as we just may be about to introduce soon the very option that you are missing today.

If you miss anything in this short guide, we will be grateful for your comments. Please use the contact form on our Website in all cases, or send an email directly to our contact address "designer-feedback@viva.de".

Why VivaDesigner?

You can use VivaDesigner as an extension to or a replacement for InDesign. VivaDesigner is interesting for users who want to display their InDesign documents and edit them in the Web, and also to limit the editing possibilities for a document both on the desktop and also in the Web individually. Therefore VivaDesigner is perfectly suited for processes by which documents are exchanged with other users such as customers or colleagues, who only have experience of office applications but are very knowledgeable in their own field.

What are the differences between InDesign and VivaDesigner?

Both are professional typesetting and layout programs, but in parts they follow different concepts. The functional conformity between the two programs is probably over 90%. Furthermore, there are functions in InDesign that VivaDesigner does not possess and vice versa.

User interface

Both programs work on a document, page, frame and object basis and provide tools, dialogs and palettes/panels. Unusual for InDesign users is the fact that VivaDesigner knows no content tools, as it is unnecessary to change tools while working. In our opinion, the editing of documents is therefore much more intuitive. With the appropriate **Tool tips** the program shows exactly which options are available to a user when he has the mouse over an image, a text

object, frame or sizing handle. Since these tips could disturb the user in the long term, they may be switched off in the Preferences. Choose the menu command **Edit -> Preferences** (Windows/Linux) or **VivaDesigner -> Preferences** (Mac) and the option **Show Tool Tips in Document Window**.

The palettes may be moved and positioned individually on the monitor. On Windows the palettes can be unified and locked in the document window. In future we want to offer a similar technology on Mac OS.

The Toolbar is locked on the top edge of the window and on Windows may be dragged out at any time. The same goes for the Navigation bar, with which you can switch between document pages and Alias pages. Alias pages is the term for Master pages in VivaDesigner. The Alias page principle is similar to that of Master pages in InDesign.

VivaDesigner users tend to use the Module palette for editing objects and content, comparable with the horizontal “Control Panel” in InDesign. In earlier versions, VivaDesigner also had a horizontal palette. Since the vertical resolution of monitors has been reduced to the benefit of the horizontal resolution, we found it was a good idea to build the Module palette vertically, which also has the advantage of easier extension. This concept has been particularly advantageous with notebooks. Many users do however prefer the horizontal alignment, so in future versions there will also be a type of “Control Panel”.

Colors

In VivaDesigner colors may be defined as in InDesign. However, VivaDesigner deliberately does not support freely definable colors without any name as InDesign shows in the **Color palette**. These colors are however correctly imported and are automatically given a name relating to the color definition and color model.

VivaDesigner also has a **Color palette**, which however only contains named colors such as those InDesign displays in the **Color fields** palette. All colors must have a name and be defined clearly. Blends/Gradients also have a name in VivaDesigner and consist of two defined colors. To open the dialog, choose the menu command **Edit -> Colors & Blends**.

Style Sheets

The style sheets concept is also similar to that in InDesign. Paragraph Style Sheets offer a little more comfort than in InDesign. Paragraph Style Sheets may contain character styles that are either defined individually or are contained in a Character Style Sheet. In VivaDesigner as well as Character and Paragraph Style Sheets for text, there are also the so-called Layout Style Sheets. With Layouts you can define the number of columns in a text without applying physical columns to the object. Layout columns may not only have differing widths, but may also have relative widths. To open the dialog, choose the menu command **Edit -> Style Sheets**.

The working methods of style sheets are described extensively in the manual chapter **Working with Style Sheets**. You can download the latest version of this chapter from our Website when you click below on “Manual chapters”:

<http://www.viva.de/en/products/desktop-publishing/vivadesigner-desktop-version/download>

Preferences

VivaDesigner provides extensive preferences for objects, typography and many other function areas. To open the Preferences dialog, Choose the menu command **Edit -> Preferences** (Windows/Linux) or **VivaDesigner -> Preferences** (Mac).

Typography

In the field of typography, VivaDesigner provides basically everything that you know from InDesign, with the exception of the paragraph composer. Discover completely new possibilities for this with functions such as notes, change-tracking for attributes, character backgrounds and frames, paragraph backgrounds and frames, numbering of the baseline grid, automatic separator lines for text columns, paragraph rules in the “white space”, mathematical formulas, layouts, complex footnotes and endnotes, outlines, line counter, flying accents, character map with alternative suggestions, cap height calculation, text entry from right to left (Arabic, Hebrew), text entry from top to bottom (Japanese, Chinese, etc.), automatic translation of standard style sheet and color names, automatic measurement, barcodes, headers and footers for text objects, visualizing text style sheets, clipping paths, Alpha channels and avoiding print problems (Image Preflight) and much more.

Images

VivaDesigner imports images in the formats TIFF, JPG, EPS, PDF, LAY, AI, PNG and BMP. PSD and BSD files will be supported with effect from version 8.1, which will be released in Q1/2015. Interested users may already now receive a pre-release version for testing purposes. VivaDesigner interprets clipping paths and Alpha channels automatically as transparent surfaces. At present we do not have an option such as in InDesign, to deactivate individual layers and paths in an image, but this is in the planning stages.

Vector-based EPS files should contain a preview, however we advise against the usage of vector-EPS files and recommend using the PDF format, as long as you don't want to output a PostScript file. Pixel-based EPS files are generally no problem for output as PostScript (Level 2)- or as a PDF file.

Output

The question is raised again and again whether VivaDesigner can also output PDFs in the same quality as InDesign. This question can definitely be answered with YES. Millions of print-ready PDFs are produced with VivaDesigner every year. There is no reason for importing the documents in InDesign for output. VivaDesigner supports a PostScript export (Level-2) and PDF output in formats 1.4 to 1.6 and PDF/X-1 to PDF/X-3. In future versions, PDF 1.7, 2.0 and PDF/X-4 will also be supported.

One difference to InDesign is that PDF documents are not reduced. Such PDFs may as an alternative be reduced in size or optimized with Adobe Acrobat. We will also integrate this functionality in future versions. By contrast, VivaDesigner provides other functions which you will miss in InDesign: The optional output of notes in the PDF as well as optional warnings for extreme image scaling. VivaDesigner also offers the option of outputting the pages of a document as single pages and adding the page number or just outputting the page number as the file name. This is especially interesting for co-operation with printers, who need single page

PDFs for digital imposition. Furthermore, pages may be tiled individually. Since VivaDesigner enables very large formats of 20 x 20 metres, this option is very helpful.

InDesign Import & Export

The import and Export is described extensively in the chapter “Exchange with Adobe InDesign”. You can download the latest version of this chapter from our Website when you click below on “Manual chapters”:

<http://www.viva.de/en/products/desktop-publishing/vivadesigner-desktop-version/download>

Below a short summary:

Importing an InDesign document is very simple. You export the document as an IDML and in VivaDesigner choose the option **Open** and choose the format **IDML** and the appropriate file. A dialog then appears with a large selection of options. The predefined options are usually sufficient for a good result.

One request: The import filter is of a very high quality. If in VivaDesigner you still see differences to the original InDesign document, please get in touch with us. Please send us the original InDesign document, the IDML and if necessary the appropriate images and fonts, as well as a low resolution control PDF for checking if possible. We will analyse the problem free of charge and as quickly as possible and if necessary solve it. In this way you help to improve the quality of the product.

If the images are not imported, please select the image folder specifically .

To export a file for InDesign, choose the option **Save As** and choose the file format **IDML**.

Note: Due to limited personnel resources, we focus more on the import of InDesign documents. Therefore the export filter unfortunately does not (yet) have the same quality as the import filter. If the export within the framework of a project is particularly important for you, please do get in touch with us. We will be happy to improve the quality of our export for your specific documents free of charge.

How do I assign access rights?

The assignment of access rights in VivaDesigner is very simple. You can protect layers and Alias (Master) pages with a password. You assign the access rights in the Preferences. The functions are described extensively in the chapter “Working with Access Rights”. You can download the latest version of this chapter from our Website when you click below on “Manual chapters”:

<http://www.viva.de/en/products/desktop-publishing/vivadesigner-desktop-version/download>

Please don't forget to protect your access rights with a password and remember that access rights are only available in VivaDesigner if you possess the appropriate license for this module. The Demo version also includes this license.

If however you use the Web Edition of VivaDesigner, you don't have to assign access rights and passwords for every document. Access rights may also be assigned on a role basis from a third-party application during a session. This means that any Web application may assign access rights depending on the user's role when VivaDesigner or the document is opened. If for example a graphic designer opens the document, he may have different access rights from a colleague in Marketing or Sales. The appropriate roles may be assigned in the demo application **VivaCloud**. Please contact us if you need more information. Please see the section “How do I use VivaDesigner in the Web?” in this document.

How do I embed fonts in a document?

VivaDesigner offers the possibility of embedding fonts directly in a document. If you embed the fonts, another person may edit the document without installing the fonts on his system.

1. Choose the menu command **Edit -> Preferences** (Windows/Linux) or **VivaDesigner -> Preferences** (Mac) and then the option **Embedded Fonts**.
2. Choose **Embed All Used Fonts** to embed all the fonts that have been used in text or in Style Sheets.
3. Choose **Disable System Fonts** to display only the embedded fonts in the font menu.
4. Click in the font list in front of the font name to embed additional fonts.

VivaDesigner supports fonts in the formats **Type 1**, **TrueType** und **OpenType**. All fonts in these formats can be embedded in the document. You should however always and particularly with **Type 1** fonts check if the fonts are also displayed and output correctly on another computer. This is of particular relevance if documents are exchanged between different platforms (Mac & Windows). In most cases, particularly with **OpenType** fonts, there is no problem, but we cannot give a guarantee. Please note and heed the legal warnings in the dialog.

***Note:** If you work on Mac OS X, you should not embed any fonts of the type **dfont**. This does work technically, but in most cases leads to problems, which may even have a negative effect on the stability of the software.*

How do I use the Preflight option for the end user?

With the Preflight option in VivaDesigner you can define the minimum resolution and tolerance for image output. VivaDesigner automatically displays colored frames for images that either are not printable (red) or are in the tolerance area (yellow). Thus even beginners can see immediately in which image scale printing problems may be expected.

1. Choose the menu command **Edit -> Preferences** (Windows/Linux) or **VivaDesigner -> Preferences** (Mac) and then the option **Preflight**.
2. Choose **Preflight Document** to activate the option.
3. Choose one of the following options to define the **Minimum Image Resolution**:
 - Choose **Color Images**, **Grayscale Images** or **Black/White Images (Bitmaps)** to define a minimum resolution.
 - Define a tolerance to determine from which resolution images are definitely not printable. If you have chosen an effective resolution of 300 dpi for color images and the default tolerance of 30%, then the image is no longer printable with an effective resolution of 210 dpi (30% of 300 = 90; 300 - 90 = 210).
 - If the effective resolution is the same as or higher than the value shown, the image will be displayed as normal. If the effective resolution is within the tolerance, a yellow frame will be displayed around the picture object. With an effective resolution below the tolerance a red frame will be displayed.

***Note:** The effective resolution is calculated from the physical image resolution and the scaling factor. An image with a physical image resolution of 300 dpi and a scaling factor of 120% has an effective resolution of 240 dpi ($120/100 = 1,2$; $1,2 \times 300 = 360$). An image with a physical image resolution of 72 DPI and a scaling factor of 50% has an effective resolution of 144 dpi ($100/50 = 2$; $2 \times 72=144$). Both the physical and the effective resolution of the image are displayed in the Module palette. In the *Neutral Viva Design* the resolution is also shown below the menu.*

4. Choose one of the following options to define the **Image color Mode** warnings:
 - Choose **Warning for RGB Color Mode**, **Warning for Gray Color Mode**, **Warning for B/W Color Mode** to display a red frame around the images that fulfil the appropriate criteria.
5. Choose one of the following options to define the warnings for **Effects**:
 - Choose **Warning for Transparency** to display a red frame around the images that use transparency in the form of a clipping path or an Alpha channel.
 - Wählen Sie **Warnung bei Schattenverwendung**, um die Bilder mit einem roten Rahmen zu kennzeichnen, die einen Schatten verwenden.

***Note:** In all cases, the frames only serve as a screen display and are not printed. The Preflight will be extended in future versions. If you have requests with regard to this function (e.g. overflow, etc.) we will be delighted to receive them.*

How do I use VivaDesigner in the Web?

We offer interested customers on request access to our demo application **VivaCloud**. VivaCloud is a Media Asset Management (MAN) with which any files may be saved, shared and managed in the Internet. VivaCloud is particularly suited for agencies, printers, media service providers and corporations, who want to provide their customers, suppliers or employees with a simple platform for managing files and editing layout documents.

The special feature of VivaCloud is the possibility of editing open layout documents with VivaDesigner directly in a Web browser. The user has ALL the functions of a professional type-setting and layout program at his fingertips. Furthermore, the editing functions may be limited individually. Even simultaneous editing of ONE document in a team is possible.

You will receive access to VivaCloud after a short introduction in a Web demo with TeamViewer. We will set up a suitable area for you in which you can upload and delete documents and edit them in VivaDesigner.

How do I simulate VivaDesigner in the Web?

As standard, VivaDesigner in the Web edition looks exactly like the desktop edition on Windows. In the past this has led to irritation with Mac users. Apart from this it was mentioned that no-one wanted to see an application in the browser that looks like a desktop application. For this reason the **Neutral Interface Design** for editing documents was developed. With this design you can't tell from the menus which OS is being used. The design may also be used in the desktop version on Windows. On Mac OS the option is sadly not available for technical reasons.

1. Choose the menu command **Edit -> Preferences** (Windows/Linux) and then the option **Program**.
2. Choose an option from the popup menu **Interface Design** in the **General** tab to define the program design:
 - Choose the option **Neutral VIVA Design** for the program menus to be displayed as in a Web application.
 - Choose the option **Operating System Design** for the program menus to be displayed in the way that is usual for the appropriate operating system.
3. Quit the program and re-boot it.