



Getting started with CtrlChanges

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Thank you for choosing CtrlChanges

CtrlChanges is a plug-in for Adobe InDesign and Adobe InCopy users that require a clear and accurate solution to a common problem: to visually be able to see what has been changed in an InDesign document.

Support and other questions

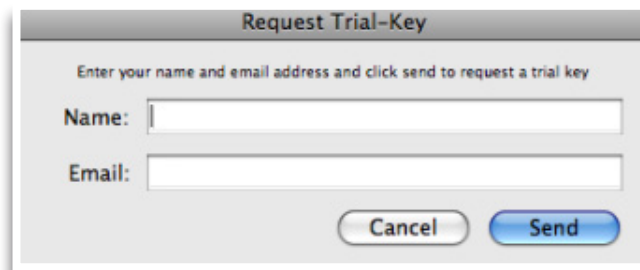
You can e-mail productsupport@ctrlpublishing.com with questions and problems, if you have ideas on how we can make our products better, or if you have any other comments or questions.

Installing CtrlChanges

1. Make sure that Adobe InDesign/InCopy is not running on your computer.
2. Start the CtrlChanges installer, and follow the instructions to complete the installation.
3. Once the installation is complete start InDesign/InCopy.
4. After your "host" application has started you will be greeted by the following window requesting you to choose one of the following options Close, Enter Serial or Get Trial Key.



5. If you would like a 30-Day Trial. Click on the "Get Trial Key", and a new dialogue will appear.

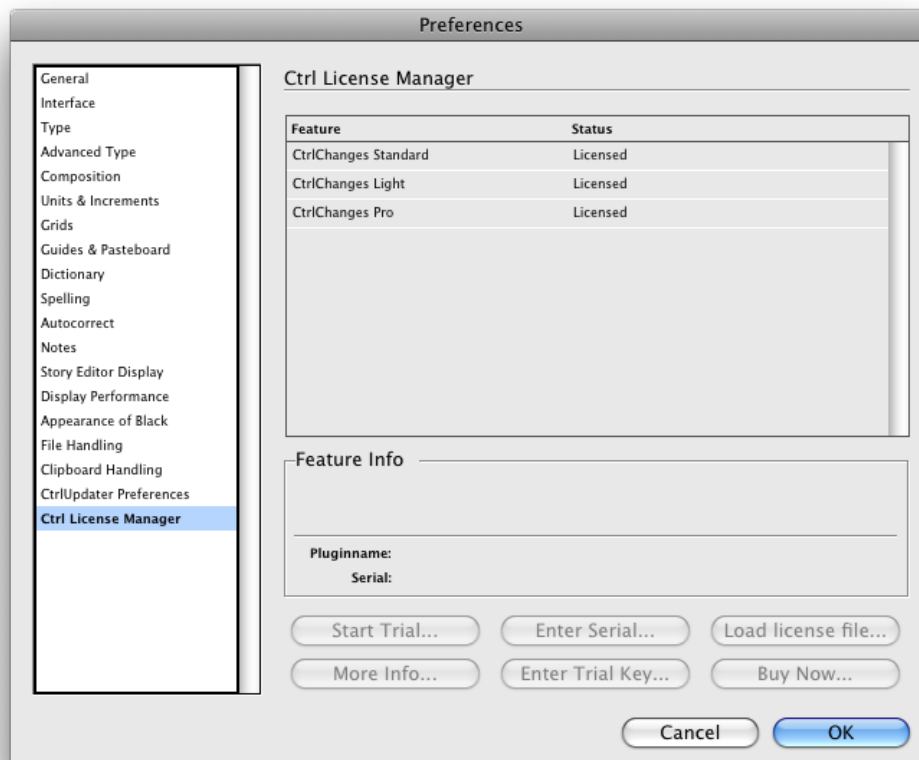


6. Complete the "Get Trial Key" procedure by filling in your information and click "Send" Within a few minutes you will receive an e-mail from us with your 30-Day Trial Key. Proceed to the next page for further instructions.

Using the CLM (Ctrl License Manager)

The CLM handles your licensing or trial period for your Ctrl plug-ins, you can access the CLM in the main menu next to “Help”. Go to “Ctrl” and choose “Register..”. Or you can go to Preferences and choose Ctrl License Manager

If you choose “Enter Serial” (described on the previous page) you should already see the CLM panel on you screen. If you chose to get a 30-Day Trial Key and have received you Trial Key by e-mail, you need to access the CLM to start you trial.

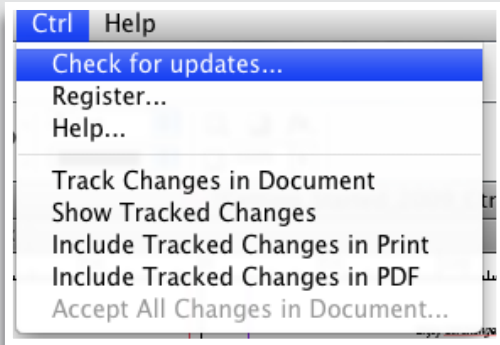


- A. Click “Enter Serial” to enter you purchased CtrlChanges license key. After entering your License Key, CLM will confirm your version of CtrlChanges to be licensed.
- B. Click “Start Trial” to enter your 30-Day Trial Key to start you trial. After entering your Trial Key, CLM will confirm that CtrlChanges Pro is active for 30 days. (We do not offer trial versions of CtrlChanges Light and Standard.)
- C. “Load license file..” is not relevant for non-promotional sales.

Enjoy CtrlChanges

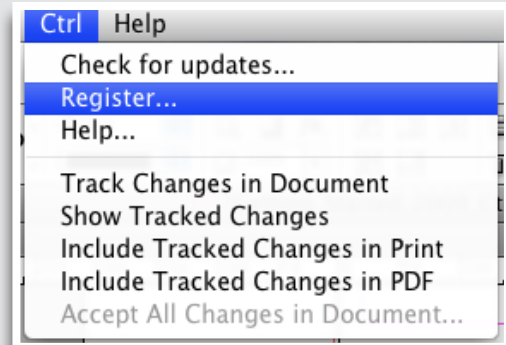
Overview

Understanding the Ctrl Menu



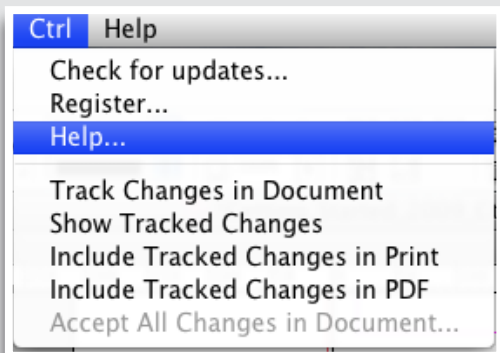
- Check for updates...

You can check to see if any updates are available for CtrlChanges by selecting this option. It is always wise to keep your plug-ins up to date to ensure that they include the most recent build of the software.



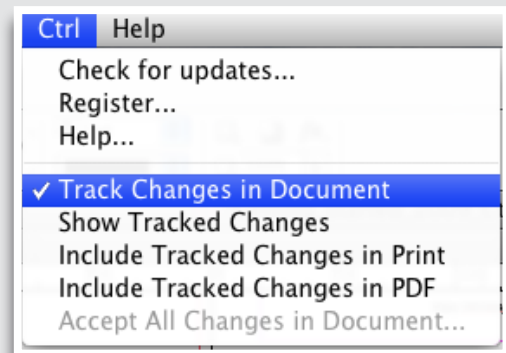
- Register...

Selecting the “Register...” option will open the CLM (Control License Manager) where you can upgrade your copy of CtrlChanges, purchase licence keys etc. The CLM can also be accessed via the main Preferences menu.



- Help...

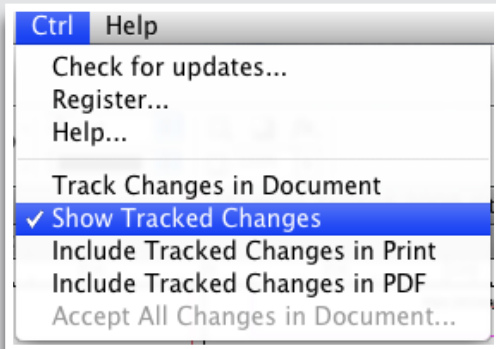
Selecting the “Help” option will take you to the on-line support pages for CtrlChanges.



- Track Changes in Document

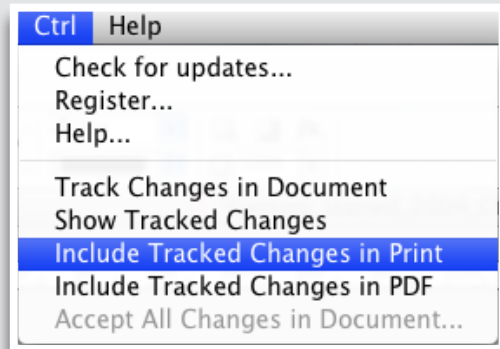
Enabling this option, by selecting it in the menu, will turn on tracking of changes (CtrlChanges). This *must* be enabled if want your changes to be documented in the current file. For files that you do not wish to use CtrlChanges with make sure that this option is not checked. You can start and stop tracking changes at any time.

Understanding the Ctrl Menu (Cont.)



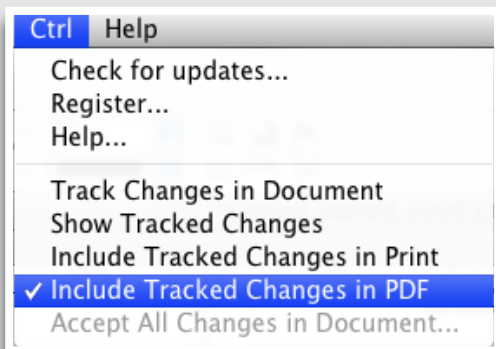
• Show Tracked Changes

You can toggle “Show Tracked Changes” on and off to hide and reveal changes made to the document. Occasionally you will want to view the file without the different marks shown by CtrlChanges in which case you will want to have this option unchecked.



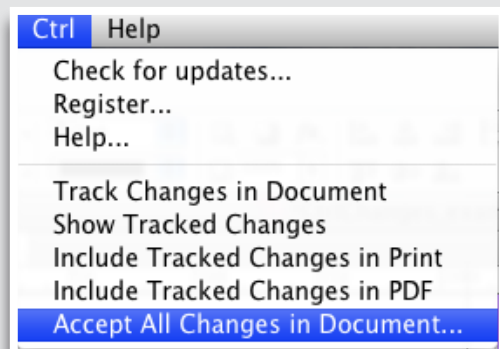
• Include Tracked Changes in Print

If you would like to see a document’s tracked changes when printing you can enable this option. On paper changes will appear exactly as they do on your screen. This option is not available in CtrlChanges Light.



• Include Tracked Changes in PDF

To include a document’s tracked changes when creating a PDF you can choose to enable this option. All CtrlChanges markers will be included and deleted text will be appended as “sticky notes”. These include information about the user and time of removal. Not available in CtrlChanges Light.



• Accept All Changes in Document...

If you are satisfied with the changes that have been made within a document you can choose to “accept” them. This will remove them from the document and you will no longer be able to review them or revert to them.

Understanding the CtrlChanges Pro Palette

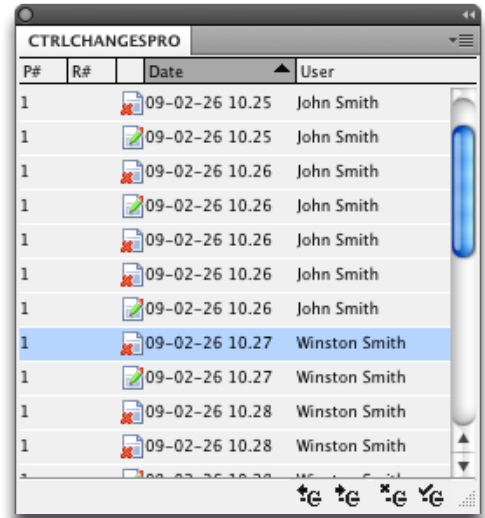
The CtrlChanges Pro palette (not available in Light and Standard) behaves like any other palette in InDesign/InCopy. It floats over screen content and can be docked with other palettes to the right of the screen, or placed anywhere you would like.

The palette allows you to traverse changes made, accept and deny changes, as well as sort them based on different criteria; user, date, page number and reading order. Keyboard shortcuts can also be applied.

If you cannot see the CtrlChanges Pro palette navigate to the “Window” menu (top of screen) and select CtrlChangesPro from the options available. The palette visible to the far right will appear when you select “CtrlChangesPro” from the Window menu.



Figure 1

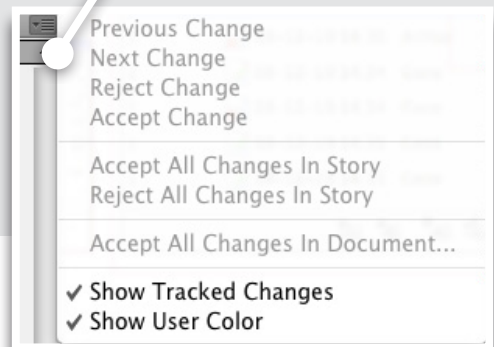
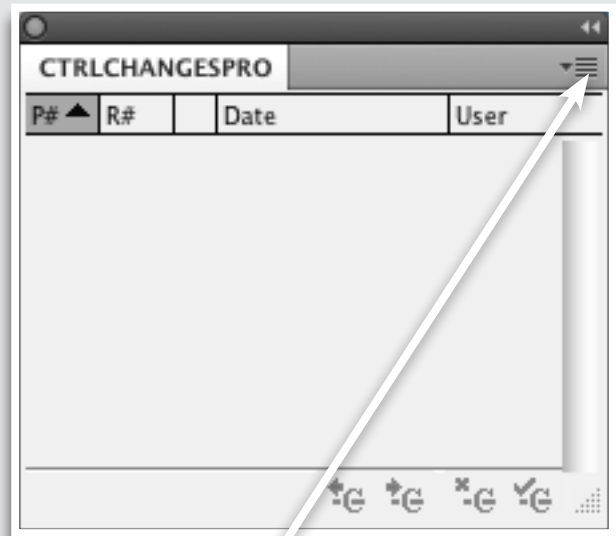


Legend

- P#** - Page number where the change has been made.
- R#** - Reading order. Based on text blocks and stories. No value will be shown in this column, however clicking on the header will allow you to sort the changes based on the order in which stories are placed in the document.
- []** - The unlabeled column shows the different types of changes. (See figure 1). Icons shown here indicate whether or not text has been removed or added.
- Date** - Shows the precise time the change was made. This column can be sorted chronologically by earliest or latest changes.
- User** - Shows who made the change, can be sorted alphabetically.

- Selects the previous change in the document.
- Selects the next change in the document.
- Reject the selected change(s).
- Accept the selected change(s).

Additional options - Including the ability to accept all and reject all changes in a particular story (text block) as well as all changes in the document. You can also show/hide tracked changes and indicate different user's changes with particular colours.

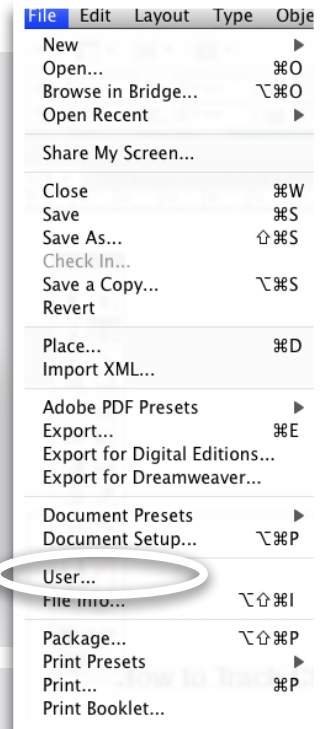
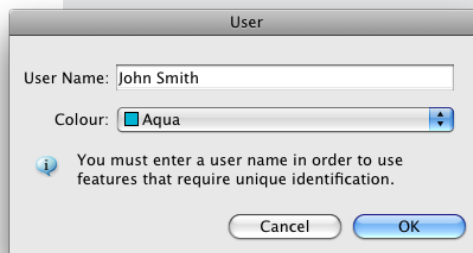


Setting Up and Starting to Track Changes

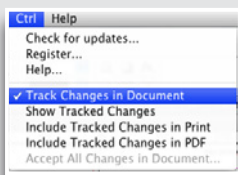
Assigning a User Profile


To start tracking changes and making use of the CtrlChanges plug-in you should begin by assigning yourself a user name and particular colour. If no profile is assigned the default colour is red. Light and Standard versions of CtrlChanges do not support multiple colours. Select the “File” menu (top of screen) and choose “User” from the list of options.

Once you have the “User” window open enter a User Name and select a colour from the list available. This profile will be used in the CtrlChanges Pro palette as well as for tracked changes markings in the document. In this case our user John Smith has chosen aqua.




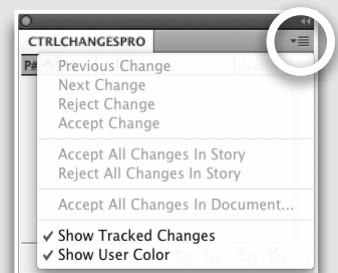
Turn Track Changes On



To start tracking changes in a document you must enable the option located under the “Ctrl” menu located at the top of the screen. Simply select it and a check marker will appear to indicate that the CtrlChanges plug-in is now active and that changes made will now be tracked. All subsequent changes made to the document will be listed in the CtrlChanges Pro palette described on the previous page. (This option is also available via the CtrlChanges palette by clicking on  located in the top right corner.)

Show User Colour

If you would like to see different user’s changes using their chosen colours (only available in Pro) click on  located in the top right corner of the CtrlChanges Pro palette and select “Show User Color”.



If this option is not selected all changes will appear marked in red.

The CtrlChanges Markers

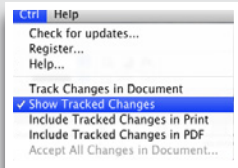



Track changes uses the markers seen to the left to indicate where changes have taken place in a document and to indicate that they have been registered and recorded by CtrlChanges. The triangle appears where text has been deleted and the underline denotes that text has been added. If you have “Show User Color” active these markers will appear in different colours where multiple users have made changes in the document. (This shows the importance of assigning yourself a particular colour profile.)

To the right is an example of how a typical document may look when multiple users have made changes with the CtrlChanges Pro plug-in active. The red markers indicate where one user has deleted and added text, the aqua markers show where our created user, John Smith, has made his deletions and additions.



Show/Hide Tracked Changes



If at anytime you would like to hide the CtrlChanges markings in the document you can easily do so by disabling “Show Tracked Changes” in the “Ctrl” menu or by clicking on  in the top right corner of the CtrlChanges Pro palette. Changes will continue to be tracked even when they are not being shown. To stop tracking changes entirely turn off the option entitled “Track Changes in Document”.

The Different View Options

A screenshot of a text document showing tracked changes. The text is: "These are the markers used in our plug-in. Here users have made changes that are shown by red and aqua markings". The text is green. There are red triangles pointing to the end of "plug-in.", "changes", and "aqua". There are aqua triangles pointing to the end of "Here", "are", and "markings".

Show Track Changes turned *off*.

A screenshot of a text document showing tracked changes. The text is: "These are the markers used in our plug-in. Here users have made changes that are shown by red and aqua markings". The text is green. There are red triangles pointing to the end of "plug-in.", "changes", and "aqua". There are aqua triangles pointing to the end of "Here", "are", and "markings". The words "plug-in.", "changes", and "aqua" are underlined in red. The words "Here", "are", and "markings" are underlined in aqua.

Show Track Changes turned *on*,
Show User Colour turned *off*.

A screenshot of a text document showing tracked changes. The text is: "These are the markers used in our plug-in. Here users have made changes that are shown by red and aqua markings". The text is green. There are red triangles pointing to the end of "plug-in.", "changes", and "aqua". There are aqua triangles pointing to the end of "Here", "are", and "markings". The words "plug-in.", "changes", and "aqua" are underlined in red. The words "Here", "are", and "markings" are underlined in aqua.

Show Track Changes turned *on*, Show User Colour turned *on*. (Only available in CtrlChanges Pro)

Marker Examples

The following text examples show the different markers in use, and how they differ based on user and function.

My name is

A first text is started by a user.

My name is Steve.

A user named Steve, with blue as his chosen colour, adds text. In this case his name. The new text is shown underlined.

His name is Steve.

In addition Steve changes the word *My* to *His*. This change is denoted by a triangle indicating removed text - the word *My*. The other change, the word *His*, because it is new text, is underlined just as the word *Steve* is above.

His names Steve.

In this example Steve has simply removed the space and the letter *i* from the text. Because no text was added this change is simply indicated by a blue triangle.

His name's Steve.

Steve is finished with his editing and sends his InDesign document to another user to proof read it. This user, who has chosen red to denote their markers in the document, sees that Steve missed an apostrophe in the word *names*. Once it is added it appears underlined in red.

Working With CtrlChanges


The following examples will demonstrate how CtrlChanges can be integrated into your workflow and how you can manage the different features available.

Accepting and Rejecting Changes

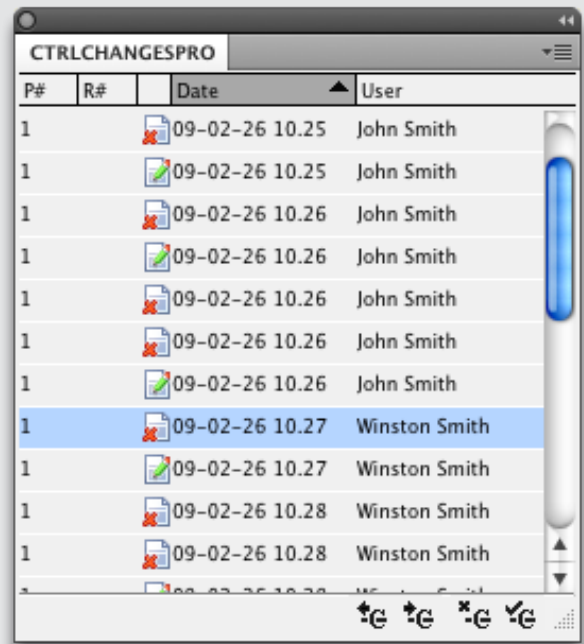
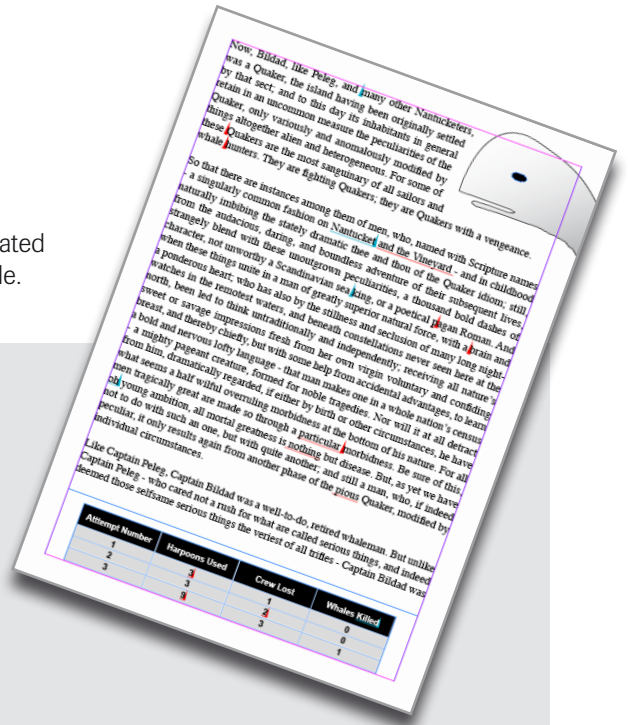
A key feature of working with CtrlChanges Pro is the ability to reject and accept changes that have been made to an InDesign document. Since all changes are listed in the CtrlChanges Pro palette you have the ability to revert back to previous edits until the time you decide to accept the most current change.

When viewing a document the most recent changes to take place will be those that are visible (with identifying markers.) You can review previous text deletions and additions by using the CtrlChanges Pro palette. The date in which these were made, where they are found in the document, as well as the type of change (deleted/added text) and the user who made them are also shown.


When you select a change listed in the CtrlChanges Pro palette, as seen to the right, it will be highlighted in blue. Double-click it and the portion of the text in the document which is effected will be selected and the cursor moved to that location.

To accept/reject changes, or to cycle through the changes in the document you use the icons located on the bottom of the palette. 

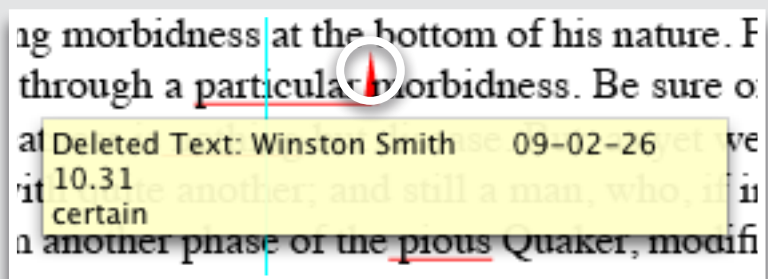
Accepting and rejecting changes will effect the appearance of your document in different ways. If you reject a change involving deleted text then that text will reappear. If you reject a change involving new text then it will be deleted. Accepting changes will finalize the current version of that particular text and will remove the tracked change from the document.



Information on Mouse Over in Document (Only in CS4)

Mousing over the symbol () for deleted text in a document will show you information regarding the change in a yellow "tool tip" box.

The information shown indicates who deleted the text and when, as well as the exact text that was deleted. (In the example: *certain*)



Accept/Reject in Use

The following examples show the different results when changes are rejected or accepted. In this particular case one user (John Smith) has deleted a portion of the story and replaced it with new text. Because he has both deleted and added text, two entries appear in the CtrlChanges palette. However, double clicking on the entry that shows “added text” will also highlight the deleted text entry. This is because both tracked changes have occurred in the same place.

This particular entry looks like this when the added text change is double-clicked. The change is automatically selected.

There are instances among them of men
 rarely common fashion on Nantucket and
 imbibing the stately dramatic thee and

P#	R#	Date	User
1		09-02-26 10.25	John Smith
1		09-02-26 10.25	John Smith
1		09-02-26 10.25	John Smith
1		09-02-26 10.25	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.26	John Smith
1		09-02-26 10.27	Winston Smith
1		09-02-26 10.27	Winston Smith

es among them of men,
 fashion on Nantucket and
 stately dramatic thee and

Current text with change markers indicating removed and added text, Both listings selected in CtrlChanges palette.

es among them of men,
 ashion on - and in child
 of the Quaker idiom;

Clicking on the icon for reject change then the first of the two listings will revert back. In this case the added text (*Nantucket*) disappears.

es among them of men,
 ashion on the island - and
 e and thou of the Quake

Selecting to reject changes one more time then the second change will also revert. In this case the deleted text (*the island*) reappears.

es among them of men,
 fashion on Nantucket and
 stately dramatic thee and

Choosing instead to accept the changes will remove the markers and both listings will disappear from the palette. The change is now set.

Accept/Reject All Changes in a Story or Document

To accept all changes in a document use the option found via the “Ctrl” menu at the top of the screen or by clicking in the top right corner of the CtrlChanges Pro palette. Doing so will remove all markers in the text and all listings in the CtrlChanges Pro. Essentially the document will now be set to it’s current state and you will no longer be able to access or see previous changes.

In addition CtrlChanges Pro users can accept/reject all changes in a story. This option is also found via the CtrlChanges Pro palette. To use this feature you will need to first select the story you would like to edit.

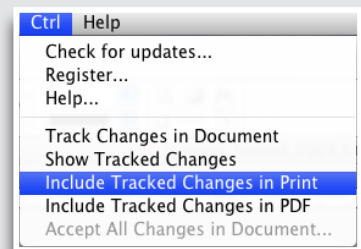
Printing and Version Differences

Version Differences

In addition to the CtrlChanges Pro palette, Light, Standard and Pro versions differ on available printing options. Pro and Standard users can see changes made in printed form as well as PDF files. Information on these options can be found below. As we are currently adding features to the different versions of CtrlChanges we ask you that you check our website (www.ctrlpublishing.com) for the most up to date list of which features apply to which versions.

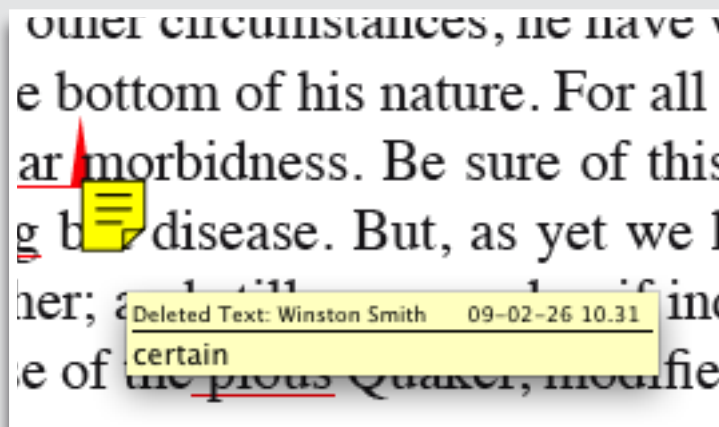
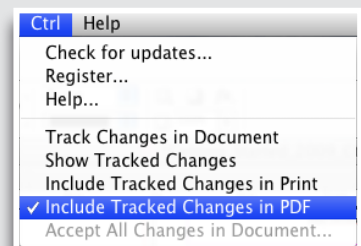
Including Tracked Changes in Print

If you have “Include Tracked Changes in Print” enabled (located via the Ctrl menu at the top of the screen) documents printed from InCopy or InDesign will appear with all of the markings that indicate deleted and added text. Pro users have the option of showing these colour coded by user.



Including Tracked Changes in PDF Files

If you have “Include Tracked Changes in PDF” enabled (located via the Ctrl menu at the top of the screen) you can export versions of your document as PDF files that include all of the markings for tracked changes.



To the left an excerpt from a PDF created with “Include Tracked Changes in PDF” enabled. The yellow “sticky note” indicates where text has been deleted, mousing over (or clicking on it) will show you what text was removed, by whom and when. Pro users have the option of including markers colour coded by user.

System Requirements

CtrlChanges is a plug-in for Adobe InDesign and Adobe InCopy. Current users of InDesign or InCopy CS3, CS4, CS5 or CS5.5 can immediately benefit from CtrlChanges without any additional modifications to their system.

For system requirements regarding Adobe InDesign and InCopy, please visit:
<http://www.adobe.com>

Please note that our plug-ins are Adobe CS version specific, this means, that if you buy a CS4 plug-in it will not work with newer or older versions. If you buy a new version of CS you will need to buy an upgrade of our plug-ins as well.