



CtrlCrossTalk

Getting started with CtrlCrossTalk and CtrlCrossTalkID

Installing CtrlCrossTalk
Using the CLM
Getting Started
CtrlCrossTalkID



CtrlCrossTalk

Thank you for choosing CtrlCrossTalk

Ctrl CrossTalk enables workgroups of copywriters, art directors and others involved to work in the same document but only being allowed to change what's under their responsibility. The copywriter works in Adobe InCopy, a specialized tool for writing, while the art director works in Adobe InDesign with full control of the document.

Support and other questions

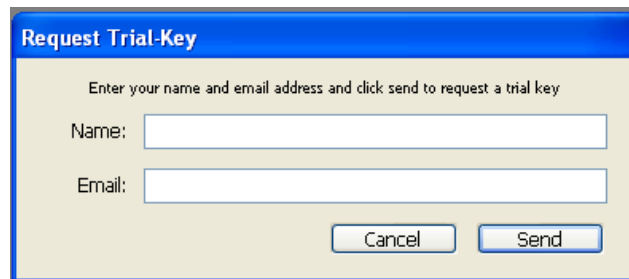
You can e-mail productsupport@ctrlpublishing.com with questions, problems, if you have ideas on how we can make our products better, or if you have any other comments.

Installing CtrlCrossTalk

1. Make sure that Adobe InCopy is not running on your computer.
2. Start the CtrlCrossTalk installer, and follow the instructions to complete the installation.
3. Once the installation is complete, start your InCopy.
4. After Adobe InCopy has started up you will be greeted by a dialogue requesting you to choose one of the following options; Close, Enter Serial number or start a 30-Day Trial (Get Trial Key).



5. If you choose to activate a 30-Day Trail. Click on the "Get Trial Key", a new dialogue will appear.

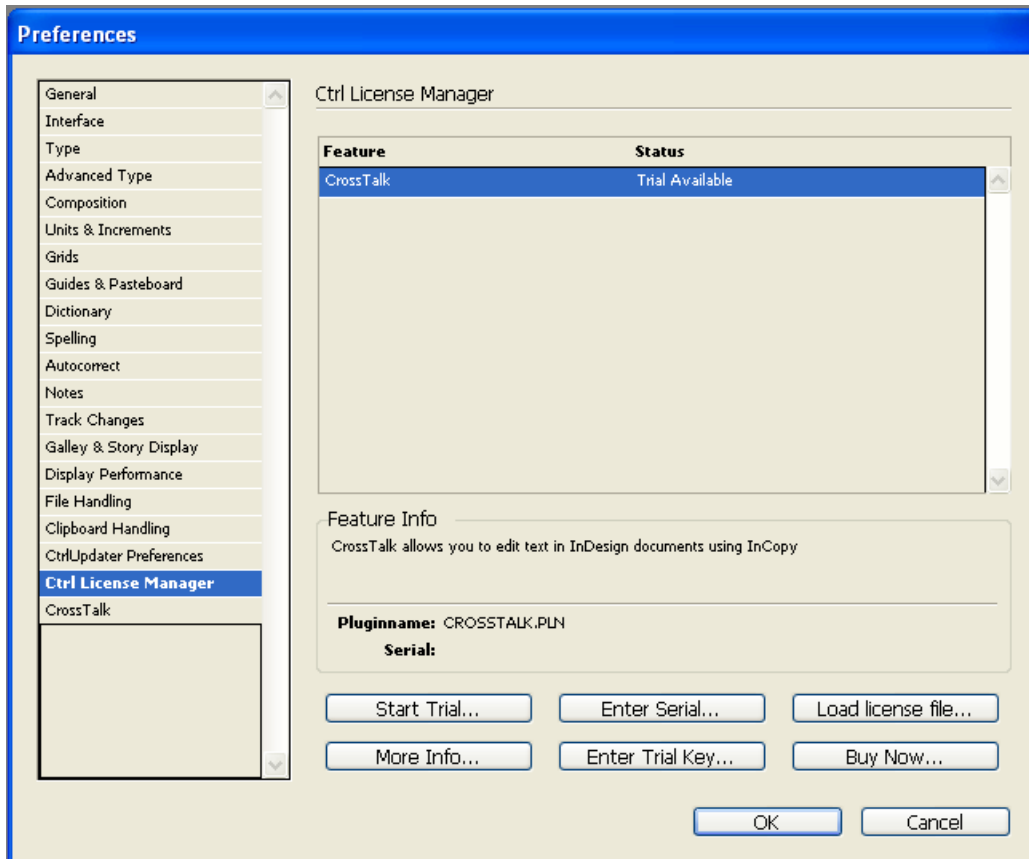


6. Complete the "Request Trial Key" procedure by filling in your information and click "Send". Within a few minutes you will receive an e-mail from us with your 30-Day Trial Key. Proceed to the next page of this documentation.

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 menu” and choose “Register”. Or you can go to Preferences and choose Ctrl License Manager

If you choose “Enter Serial” described on 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.

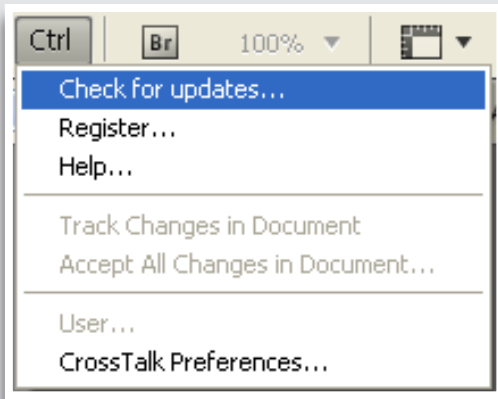


- Click “Enter Serial” to enter you purchased CtrlCrossTalk license key. After entering your License Key, CLM will confirm your version of CtrlCrossTalk to be Licensed.
- Click “Start Trial” to enter your 30-Day Trial Key to start you trial. After entering your Trial Key, CLM will confirm your that CtrlCrossTalk is active for 30 days.
- The Load license file is only used for certain occasions, at this point you will not need think about this.

Enjoy CtrlCrossTalk

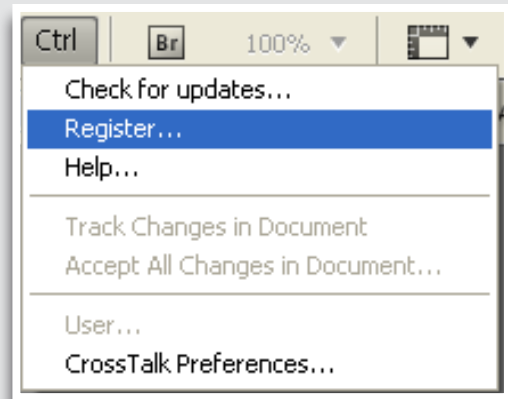
Overview

Understanding the Ctrl Menu



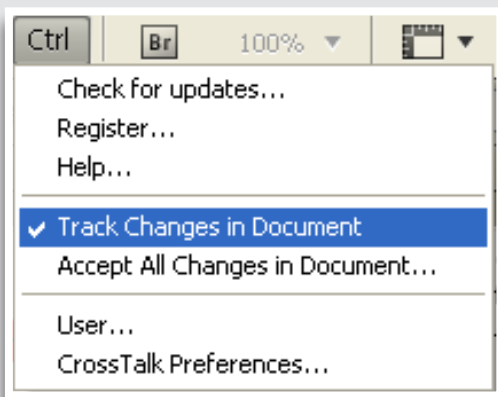
• Check for updates...

You can check to see if any updates are available for CtrlCrossTalk 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.



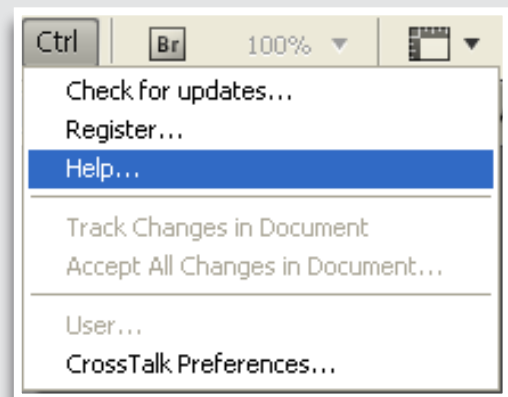
• Register...

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



• Track Changes in Document

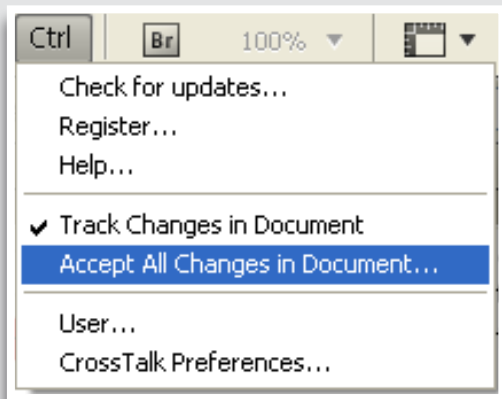
Enabling this option by selecting it in the menu will turn on or off tracking of changes. This *must* be enabled if want your changes to be documented in the current file. For files that you do not wish to use TrackChanges with make sure that this option is not checked.



• Help...

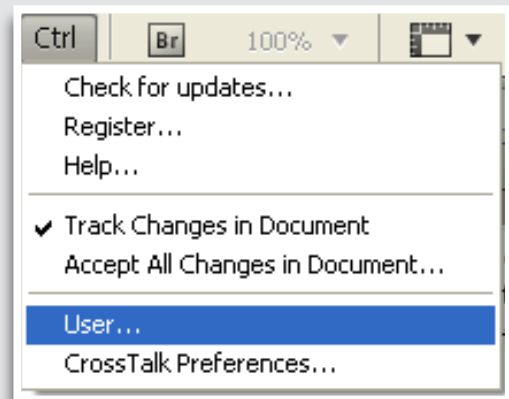
Selecting the “Help” option will take you to the on-line support pages for CrossTalk.

Understanding the Ctrl Menu (Cont.)



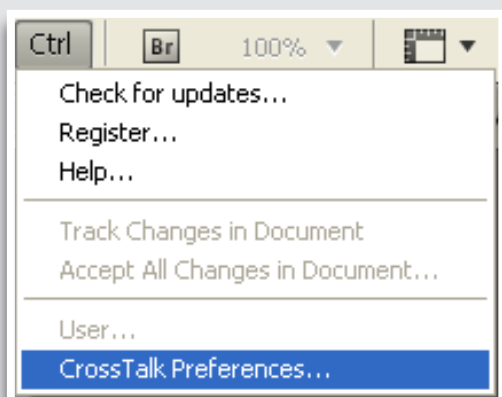
- **Accept All Changes in Document...**

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.



- **User...**

To start tracking changes you should begin by assigning yourself a user name and particular colour. If no profile is assigned the default colour is red. Navigate to the “File” menu (top of screen) and select User from the list of options.



- **CrossTalk preferences...**

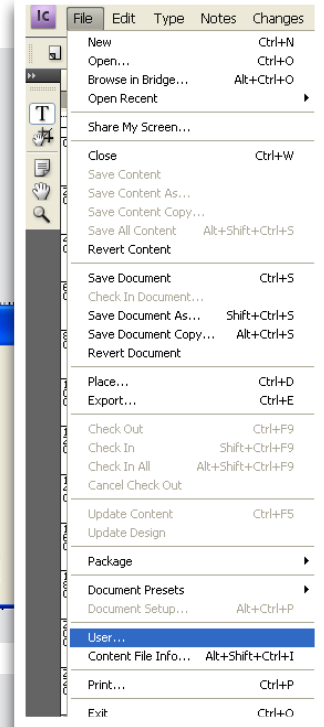
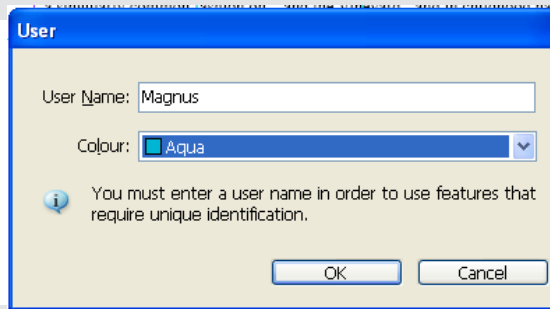
Settings for Track Changes and user selection. Preferences can also be accessed through InCopy preferences.

Setting Up

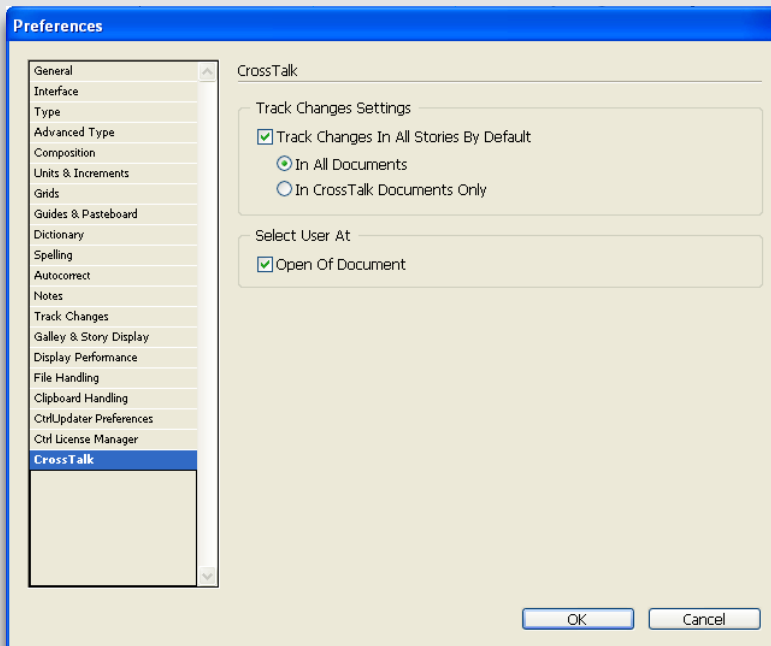
Assigning a User Profile

To start tracking changes you should begin by assigning yourself a user name and particular colour. If no profile is assigned the default colour is red. Navigate to the “File” menu (top of screen) and select 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 for tracked changes markings in the document. In this case our user Magnus has chosen aqua.



CrossTalk settings

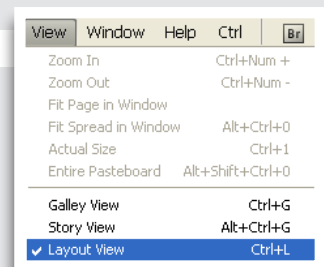


In preferences you can choose to Track Changes in all stories by default, in all documents or only in CrossTalk documents.

Select user at opening of document, or manually under the User menu in the Ctrl menu.

Default view

If you always want to open in the Layout view you choose “Layout View” when no document is open. InCopy will now always open the documents in layout view.



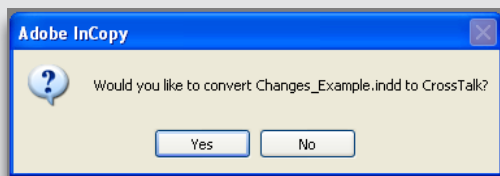
Working With CtrlCrossTalk

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

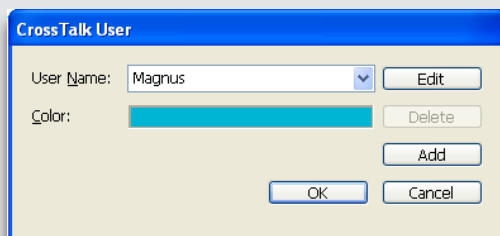
Editing text in InDesign documents

The key feature of working with CtrlCrossTalk is the ability to edit the text of an InDesign document in layout view using InCopy and save it as a single file.

Open a document made in InDesign. When opening you will be asked to convert the document to CrossTalk.

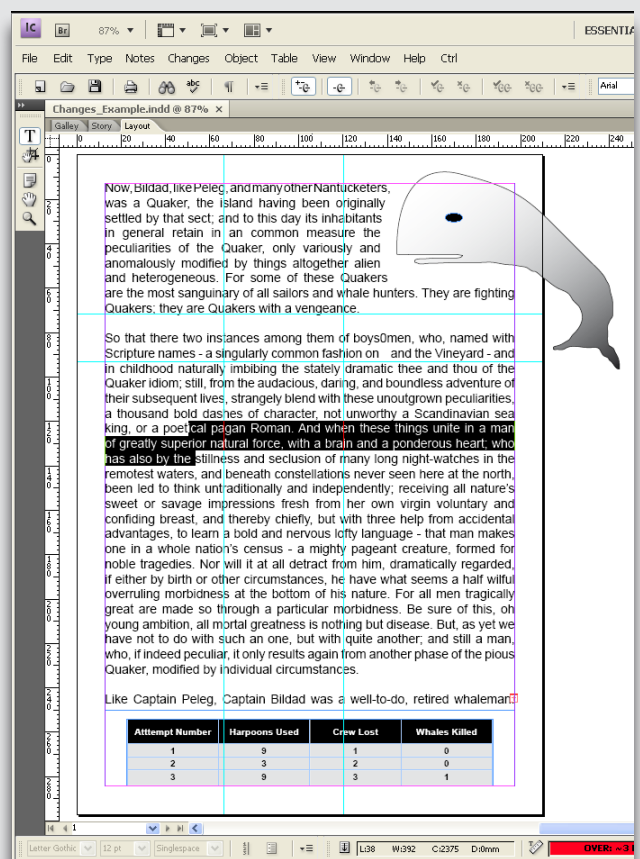


You will also be asked for a user. Choose your user or create a new one.



You will now be able to edit text in three views; galley, story and layout. In galley and story you will be able to see changes. In layout view you will see the actual layout of the InDesign document.

You will not be able to change anything in the layout, only edit the text.



Editing in tables

Tables made with the table tool in InDesign can only be viewed and edited in the layout view.

Tracking of changes in tables is only supported in CS4.

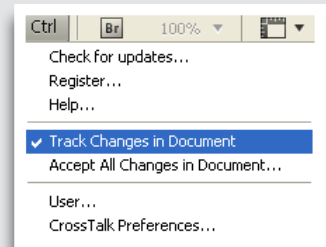
Attempt Number	Harpoons Used	Crew Lost	Whales Killed
1	7	1	0
2	3	2	0
3	9	3	1

Working With CtrlCrossTalk - cont.

Tracking changes

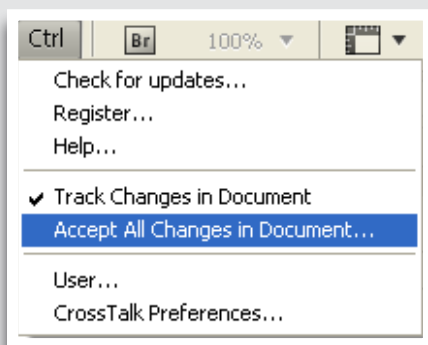
Enable "Track Changes in document" from the Ctrl menu will start the Track Changes process for the entire document. You may turn it off or on at any time in the process, your previous "recorded" changes will not be lost.

We do recommend you to start the process as you begin working and only if you have strong reason turn it off. This is not a recommendation based on technical issues, it is based on the fact that it's very easy to forget to turn back on when focusing on the content of the document.

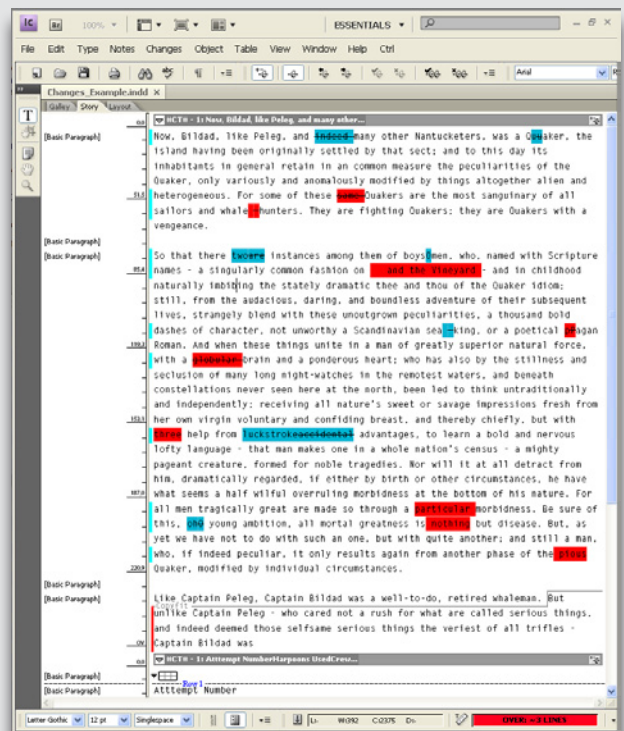
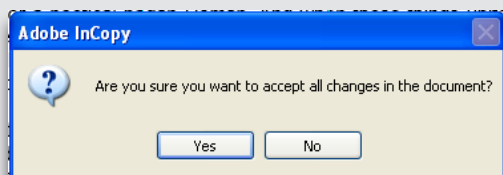


Accepting Changes

By choosing "Accept all changes" you will accepting the changes to the document at the point of process.



A dialogue will pop up to verify that this is what you want to do.

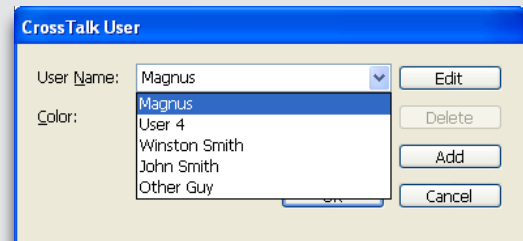


In a workflow situation this step can be used when for example the project leader decides to end the process or feel that the document has reached a point in the process that minor corrections are just to be done to finalise the project, or the fact that all parties are satisfied with the content.

Working With CtrlCrossTalk - cont.

Change user

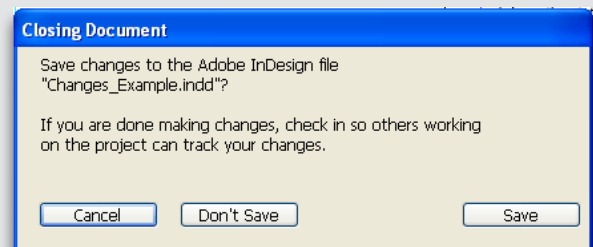
If you would like to change user while editing a document, just choose User, scroll down and choose another user. You can also choose to add a new user with another color.



Save document

When you are done editing you choose save. All changes and user information will now be saved in a single InDesign CrossTalk document.

When InDesign users edit text in the document these changes will also be tracked providing the InDesign user has created a user in the File/User menu i InDesign.

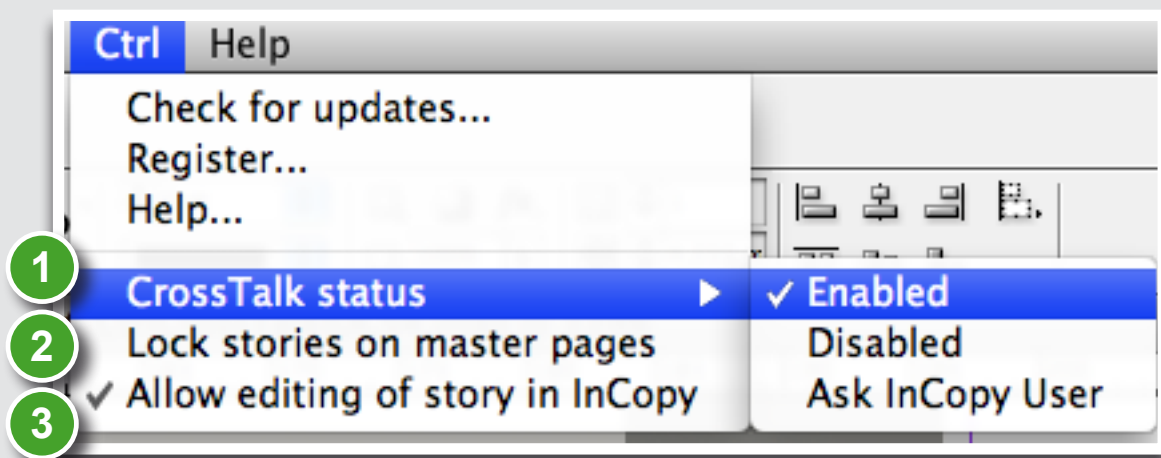


Working with CtrlCrossTalkID

CtrlCrossTalkID

CtrlCrossTalkID allows the InDesign user more control over how a document can be used together with CtrlCrossTalk giving them the ability to determine whether or not a document can be opened by an InCopy user, which elements can and cannot be edited and the ability to lock the master pages.

All of these options are available via the Ctrl menu in InDesign (seen below).



Using the different menu items

1 CrossTalk status

Controls how a document can be opened by the InCopy user.

Enabled - InCopy with CtrlCrossTalk will automatically open the InDesign file without additional dialogs.

Disabled - InCopy with CtrlCrossTalk will not allow the InCopy user to edit the file. This option behaves as if the user does not have CrossTalk installed, opening the file in the same manner InCopy alone would.

Ask InCopy User - Will prompt the user to confirm if they would like to convert the document for use with CtrlCrossTalk. (This is the current default for users without CtrlCrossTalkID)

2 Lock stories on master pages

Selecting this option will allow you to lock any text (stories) found on the master pages of a document to exclude them from being edited by an InCopy with CtrlCrossTalk user.

3 Allow editing of story in InCopy

This is specific to each particular story and allows you to choose those which you would like to be available for the InCopy with CtrlCrossTalk user. By default all stories are "allowed", select a story and right click on it (or use the Ctrl menu) to uncheck this option to disallow them. Locked stories are color coded so that they are easily identifiable.

System Requirements

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

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

For system requirements regarding Adobe 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.