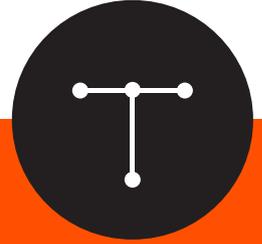


DO MORE .



TYPEFI™

WHAT'S NEW:

Typefi Designer

Automation for print, online and mobile



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Release: 1.0

What's New in Typefi Designer 8

Introduction

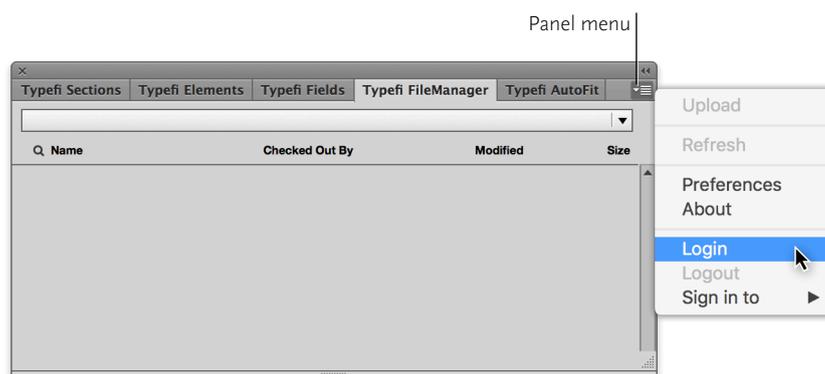
Typefi 8 introduces powerful automation made simple with modular, action-based workflows, allows you to organize your files the way you prefer to work, and easily share or repurpose content and templates across workflows.

Getting started

Typefi Designer 8 introduces a new panel, Typefi FileManager, that enables you to directly check out or in documents from within Adobe InDesign. To work with files on the Typefi Server you first need to sign in.

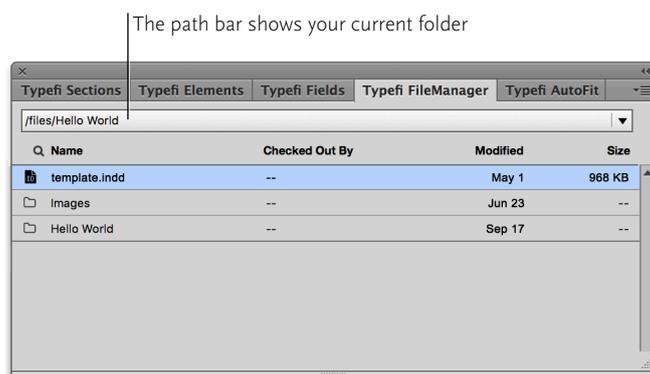
To login to a Typefi server:

- 1 Open the Typefi FileManager panel by choosing Window ▶ Typefi ▶ Typefi FileManager.
- 2 Choose **Login** from the Typefi FileManager panel menu



- 3 Fill out the login form with the information required to connect to your Typefi Server and click **Login**. If you don't know this information, ask the person who administers the server you want to connect to.

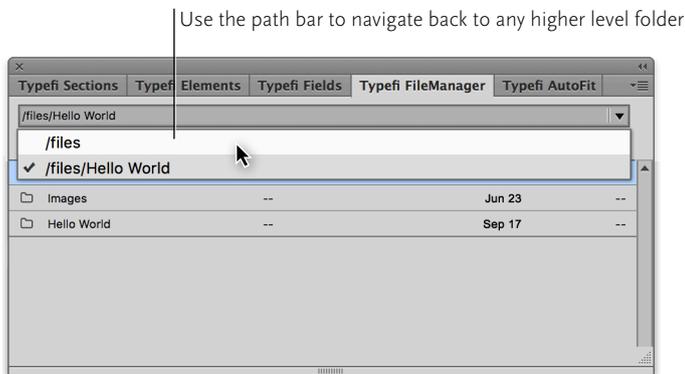
After you login FileManager automatically refreshes to display your available files and folders on the Typefi Server.



Note: You can force FileManager to refresh the view at any time by selecting **Refresh** from the panel menu.

Working with files

Navigating your Typefi Server with FileManager is simple and intuitive. To open a folder and view its content, double-click its icon or folder name. To step back through the hierarchy of folders, select a folder from the path bar at the top of the FileManager panel.



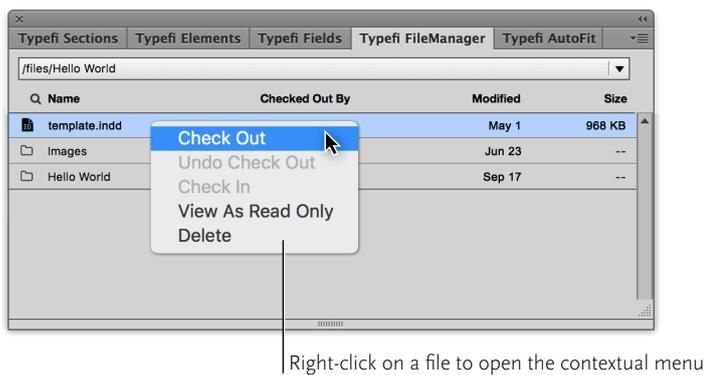
Note: While the Typefi Server can contain different types of content (Microsoft Word documents, images, workflows, CSS, etc.), only InDesign documents (.indd) or books (.indb) are shown when browsing using the Typefi File Manager panel.

Checking out files

Checking out a document locks the file for all other users while you make your changes. Other users can still view or download the original version of the document while you have it checked out, but they cannot make any changes.

To check out files from the Typefi Server:

- 1 Navigate to the document you want to check out.
- 2 Double-click the file, or right-click and choose **Check Out** from the contextual menu.



Tip: If you want to open a document without checking it out, right-click the file and choose **View As Read Only**.

Checking in files

When you finish making your changes, you must check it back into the Typefi Server to update the original document. This removes the lock and makes the updated file available to other users.

To check in files to the Typefi Server:

- 1 Make some changes to your open document and save them.
- 2 Close the document and a confirmation dialog appears:
 - Click **Yes** to check the document in.
 - Click **No** to close the document without checking it in.

Tip: You can also check in a document by right-clicking on the document and choosing **Check In** from the context menu.

Undo a check out

If you decide not to keep the changes you've made to a checked out document, you'll need to undo (cancel) the checkout to make the original version available to other users.

To undo (cancel) a check out:

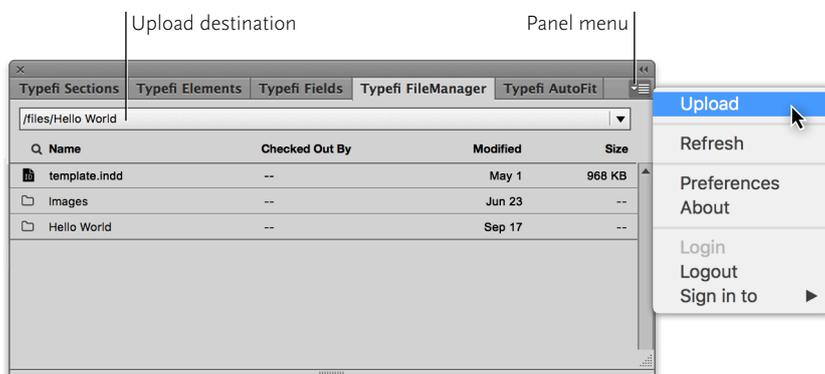
- 1 Close the document and choose **No** when prompted if you want to check it in.
- 2 Right-click on the file and choose **Undo Check Out** from the context menu.

Note: Only administrators can undo (cancel) a check out for files that are checked out by other users.

Uploading files

To upload a new document to the Typefi Server:

- 1 Open the document you want to upload.
- 2 Navigate to the destination folder where you want to upload your document.
- 3 Choose **Upload** from the Typefi FileManager panel menu.

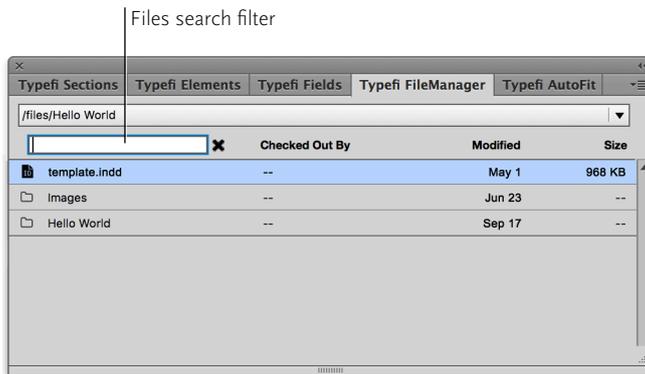


- 4 Enter the document name and click **Upload**.

Uploading an open document will upload a copy to the Typefi Server make it immediately available to other users for editing.

Filtering your files

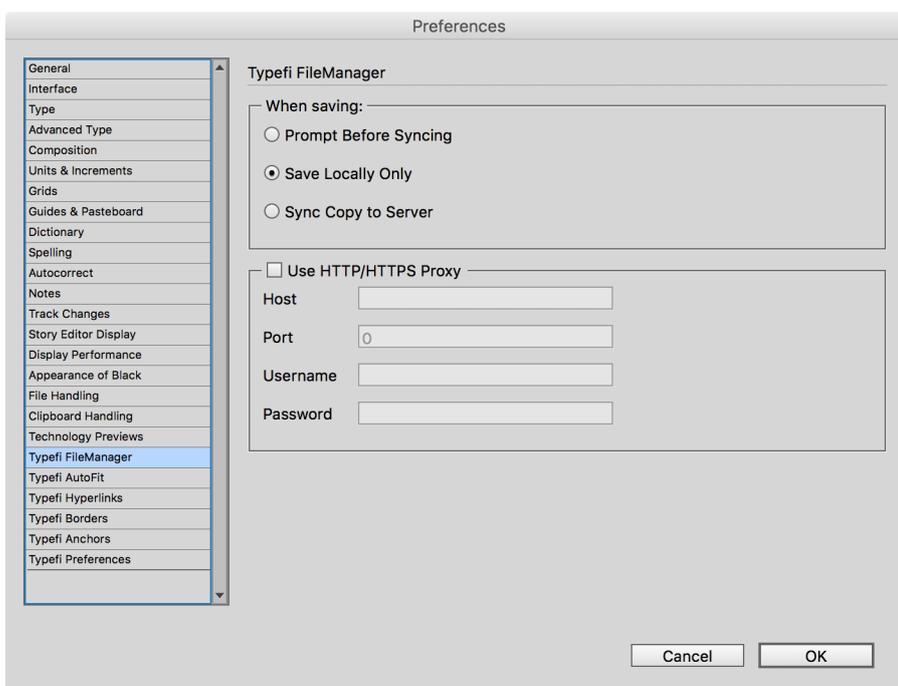
If a folder contains many files, you can use the search filter to help you quickly find a file. Click the search icon (🔍) above the list of files to show the files search box, and then enter your search query. Your search results will appear as you type.



To undo the files filtering, clear the contents of the search box by clicking the clear icon (✖) or by selecting and deleting it.

APPENDIX: FileManager Preferences

To change your FileManager settings, choose **Preferences** from the Typefi FileManager panel menu.



Save options

Typefi FileManager can automatically sync the changes you make to checked out documents back to the Typefi Server, ensuring that your changes are immediately available to workflows that use the template you may be working on.

To enable automatic file sync options:

- 1 Choose **Preferences** from the Typefi FileManager panel menu.
- 2 Choose one of the following when saving options:
 - *Prompt Before Syncing*: Receive a prompt when you save asking whether you want to upload your changes.
 - *Save Locally Only*: Changes are saved only to your local computer. You are responsible for checking in your changes as needed. This is the default setting.
 - *Sync Copy to Server*: Each time you save, your changes are automatically uploaded to the Typefi Server. This may result in longer save times on slower network connections.

Configuring proxy servers

Some organizations require that you use a proxy server to access servers outside the organization's local network.

To use a proxy server:

- 1 Choose **Preferences** from the Typefi FileManager panel menu.
- 2 Enable **Use HTTP/HTTPS Proxy**.
- 3 Enter the proxy server host, port, username, and password (as required) in the fields provided.

If you don't know this information, ask the person who administers your network.