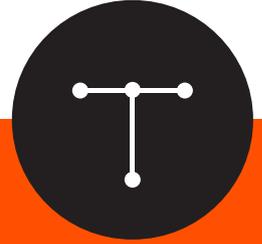


DO MORE .



TYPEFI™

WHAT'S NEW:

Typefi Writer 8

Automation for print, online and mobile



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What's New in Typefi Writer 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 Writer 8 has a familiar user interface to the previous version, but now supports attaching workflows (in addition to projects), directly checking out or in documents from within Microsoft Word, and a streamlined Typefi Print experience.

Working with workflows (and projects)

A **workflow**, created on the Typefi Server and the successor of *Job Options*, is made up of one or more actions that perform a sequence of tasks used to automatically generate output. Workflows can be as simple as a single action performing just one task or they can contain multiple actions that perform a series of tasks. **Projects** are collections of related or complementary workflows. For more information on creating workflows and projects, see Typefi 8 Workflows.

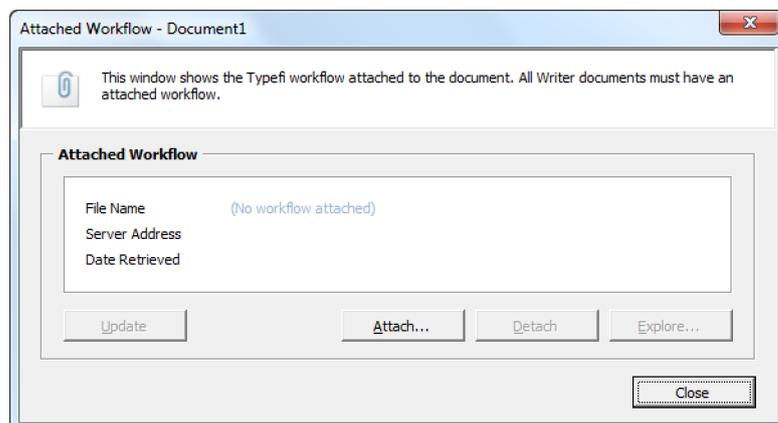
Attaching a workflow or project to your Microsoft Word document sets up the available options in Typefi Writer for inserting sections or elements, applying paragraph, character or table styles, or adding conditions. Typefi Writer can also validate documents against workflows and projects to identify and resolve errors in the structure or markup of a document.

To attach a workflow to a Word document:

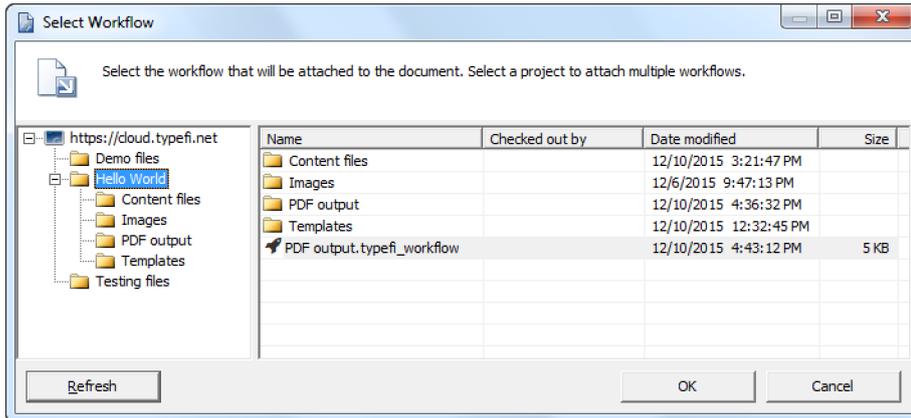
- 1 Open a Word document.
- 2 On the Typefi tab, click **Workflow** to open the *Attached Workflow* dialog.



- 3 Click **Attach...** to open the *Select Workflow* dialog.



- Navigate to the folder containing the workflow or project you want to attach, select its name, and then click **OK**.



- Click **Close** to exit the *Attached Workflow* dialog.

Working with files

While Typefi Publish 7 used a helper application to check out or check in files through your web browser to the Typefi Server, Typefi Writer 8 now supports direct check out, check in, and uploading files without leaving Microsoft Word.

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.

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.

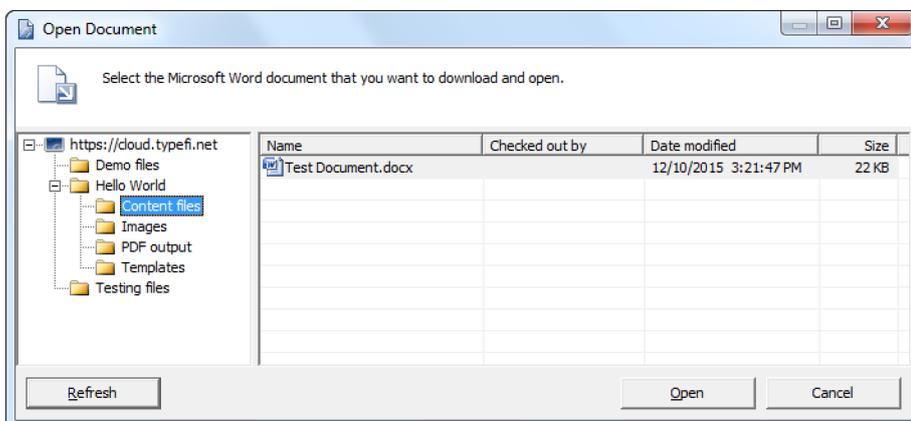
Checking out files

To check out files from the Typefi Server:

- On the Typefi tab, click **Open** to launch the *Open Document* dialog.



- Navigate to the document you want to check out.



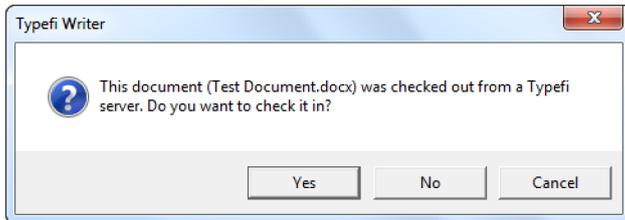
- Select the file and click **Open** or double-click the file.

Tip: If you want to open a document without checking it out, right-click the file and choose **Open without checkout**.

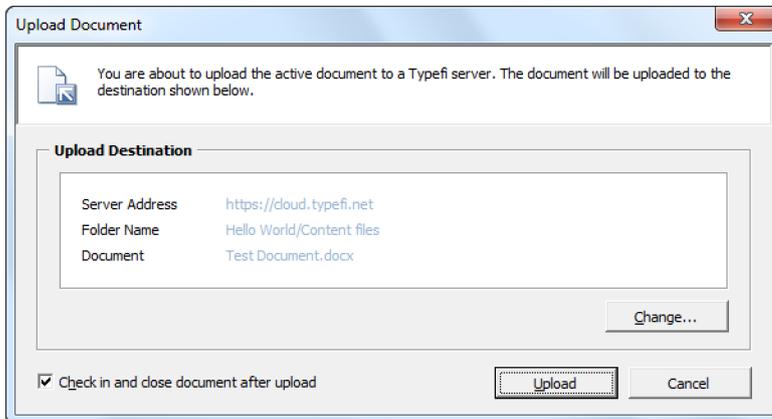
Checking in files

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.
 - Click **Cancel** to close the dialog and continue editing the document.



- 3 After clicking **Yes**, the *Upload Document* dialog appears, which displays the server address and folder to which the document will be uploaded. Click **Upload** to check the document into the specified folder.



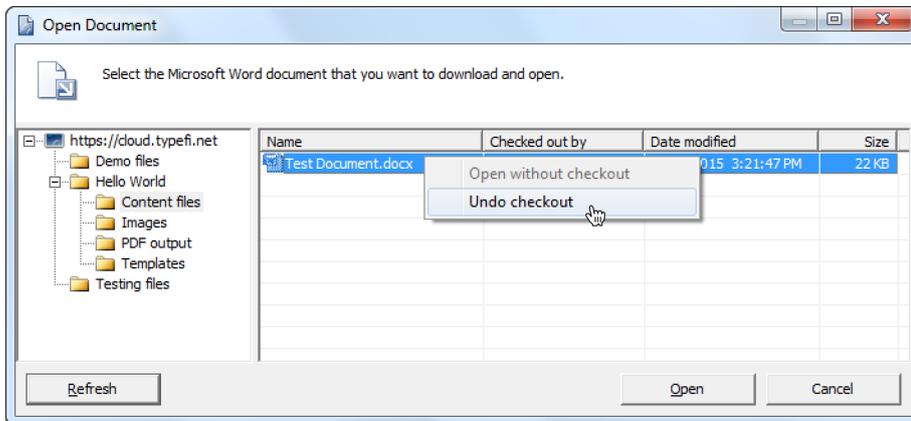
Tip: To keep a document checked out after checking in changes use the **Upload** button on the Typefi tab instead.

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 a check out:

- 1 On the Typefi tab, click **Open** to launch the *Open Document* dialog.
- 2 Navigate to the document you've checked out.
- 3 Right-click on the file and choose **Undo check out**.



- 4 Click **Cancel** to close the *Open Document* dialog.

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

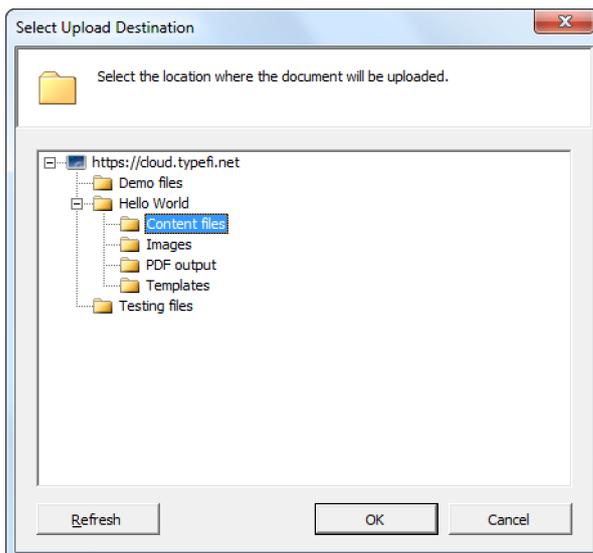
Uploading files

To upload a document to the Typefi Server:

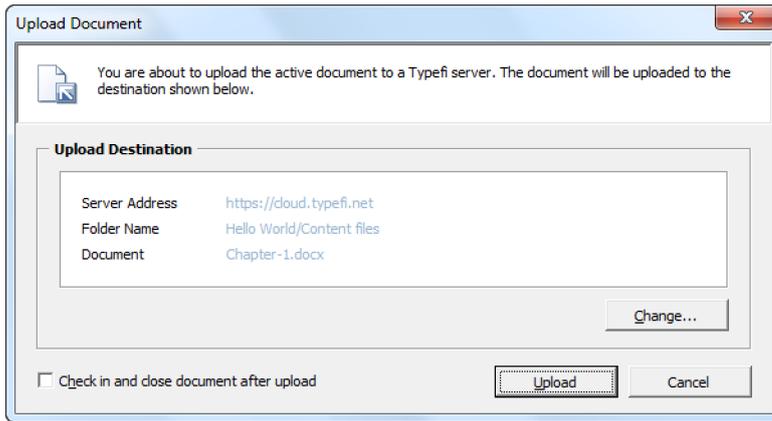
- 1 Open the document you want to upload.
- 2 On the Typefi tab, click **Upload** to launch the *Select Upload Destination* dialog.



- 3 Navigate to the destination folder where you want to upload your document and click **OK**.



- 4 After confirming the destination folder, click **Upload**.



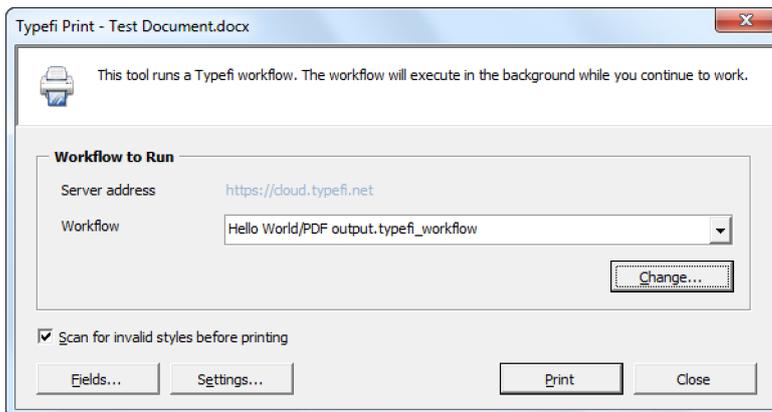
Note: Click **Change...** to select a different destination folder.

Uploading an open document will upload a copy to the Typefi Server and lock the file for other users to allow for further changes. If you are finished making changes, select the option **Check in and close document after upload** to remove the lock and makes the file available to other users.

Typefi Print

Typefi Print enables you to run a Typefi 8 Workflow using your current document as source content.

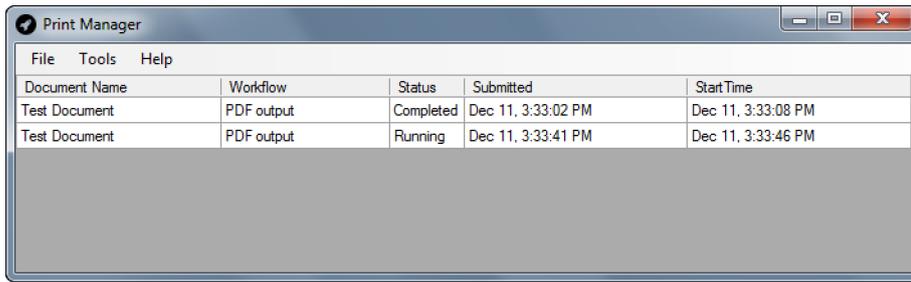
- 1 With a document open, click **Print** on the Typefi tab to open the *Typefi Print* dialog. If the settings in the Typefi Print dialog are fine as is, click **Print**.



- 2 Otherwise, choose any of the following Typefi Print settings:
 - *Workflow*: Switch between available workflows for an attached project using the drop-down menu. If you want to choose a different workflow, click **Change...** to browse for an alternate workflow on the Typefi Server.
 - *Scan for invalid styles*: Use this option to validate your document using the selected workflow to identify any errors in its structure or markup that may cause unexpected output.
 - *Fields*: Click **Fields** to enter new values for any workflow (global) fields.
 - *Settings*: Choose to change the local folder where your workflow output will be saved, or to enable additional validation checks before printing.

Checking your print status

Typefi Print Manager replaces Typefi FileManager, and automatically appears in the notification area (system tray) whenever you use Typefi Print.



While a document is printing, you can check its status using Typefi Print Manager. You can also cancel or reprint a Typefi Print job as needed.

- *View information about a job:* Double-click a job or select it, and then choose **Tools ▶ Job Information**.
- *Cancel a print job:* Select it, and then choose **Tools ▶ Cancel**.

After your document is printed, you can view the output or information about the job, reprint it, or remove it:

- *View information about a job:* Double-click a job or select it, and then choose **Tools ▶ Job Information**.
- *View the output of a print job:* Select it, and then choose **Tools ▶ Open File**.
- *Reprint a job:* Select it, and then choose **Tools ▶ Resubmit Job**.
- *Remove a job:* Select it, and then choose **Tools ▶ Remove**.