User Manual of ProofPlus for InDesign CS4/CS5/CS5.5

Windows   *Macintosh*

M E T A D E S I G N

User Manual

PROOFPLUS
for Adobe InDesign

ProofPlus- Add emailing, and watermarking functionalities to your InDesign

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1. Introduction

ProofPlus possesses the capability to add emailing features to your Adobe InDesign CS Suite. It also allows you to add watermarks to your documents. You can attach and send common file formats like PDF, JPEG and EPS, amongst others. Moreover, it can easily automate the whole process for you. *ProofPlus* is available for both Windows and the Macintosh platforms.

ProofPlus offers ability in InDesign to define templates for Watermark, InDesign export format and templates for emails. These features can be combined to work together and automate your proofing workflow.

1.1. Key Features of ProofPlus

- ★ *Export and Send emails on one click*
- ★ *Optional Watermark on attached EPS, PDF and JPEG files*
- ★ *Option to set predefined body and subject text*
- ★ *Choose transparency of watermark image*
- ★ *Ability to set relative position of watermark*
- ★ *Choose between default or custom email client*
- ★ *Automatic Emails on document close*
- ★ *Supports both Mac and Windows*
- ★ *Email documents as an attachment in PDF, EPS or JPEG format.*
- ★ *Save an email preset as your default preset.*
- ★ *Email your document to multiple people at a time.*
- ★ *Create a new email preset from the existing one with a single click.*
- ★ *Supports inclusion of Watermark Style in many formats.*
- ★ *Set watermark's ratio on the document.*
- ★ *Save a watermark preset as your default preset.*

1.2. How ProofPlus can help you…

- ✓ *Maintains accuracy and integrity of the published information.*
- ✓ *Be faster to market for a competitive advantage.*
- ✓ *Possesses the capability to add emailing features to Adobe InDesign.*
- ✓ *Enable you to include watermark for the document copyright authentication etc.*
- ✓ *Eliminates extra time consumption, as Emailing is just a single click away.*

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2.   Legal Disclaimer

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ProofPlus User Guide

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Production Note

This manual was created electronically using Microsoft Word.

3.   About Company

MetaDesign Solutions is a software development company which primarily develops editorial solutions for the print and the online media industry. This includes productivity tools and efficiency-enhancing plug-ins for Adobe InDesign, Illustrator & InCopy and Xtensions for Quark, all solutions being equally robust.

MetaDesign has an international roster of customers that includes many of the world's top book publishers and corporate clients.

MetaDesign Solutions is located in Gurgaon, India.

MetaDesign's Productivity Plug-ins

MetaDesign Solutions has created a number of productivity enhancing plug-ins for InDesign, InCopy and Illustrator that makes working with these applications easier, faster, and much more effective. For a full overview of these plug-ins, visit the page Products

4. Links

Company   :   *http://metadesignsolutions.com/home.php*

Info   :   *http://metadesignsolutions.com/products/proofplus.php*

Download Trial   :   *http://metadesignsolutions.com/products/downloads.php*

Buy   :   *ProofPlus*

5. Supported Environment

a) Operating System
   i) Windows XP/Vista/7
   ii) Macintosh PowerPC/Intel
b) InDesign Versions Supported
   i) CS4/CS5/CS5.5

6. Product Cost

Product	No. of Licenses	Price (in USD)
ProofPlus (InDesign)	One or More	$ 49.99 each
	Three or More	$ 44.99 each
	Five or More	$ 39.99 each
	Ten or More	$ 34.99 each

7. Watermark Styles Presets

Watermarking *is the process of embedding information (logo etc.) onto a document in a way that is difficult to remove. If the document is copied, then the information (watermark) also is carried in the copy. One application of watermarking is in copyright protection which is intended to prevent or deter unauthorized copying of the document. You may include several watermarks in your document as required and then send them to whomsoever with the emailing facility (Defined in **Email Styles Presets** section) as because of the watermark your document will remain copyright protected.*
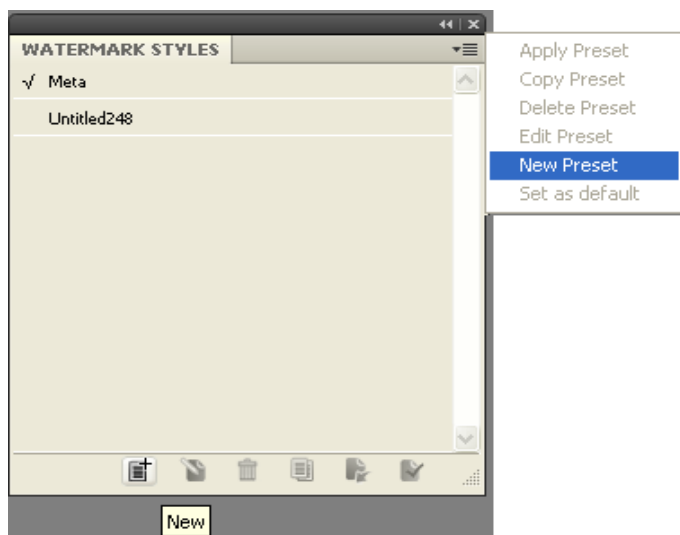
Menu Bar: *Choose ProofPlus → Watermark Styles*

Functionalities:

- ✶ *Creating a New Watermark Style Preset*
- ✶ *Applying Watermark Style*
- ✶ *Copying Watermark Style*

- ✶ *Editing an Existing Watermark Style*
- ✶ *Applying Multiple Watermark Style*
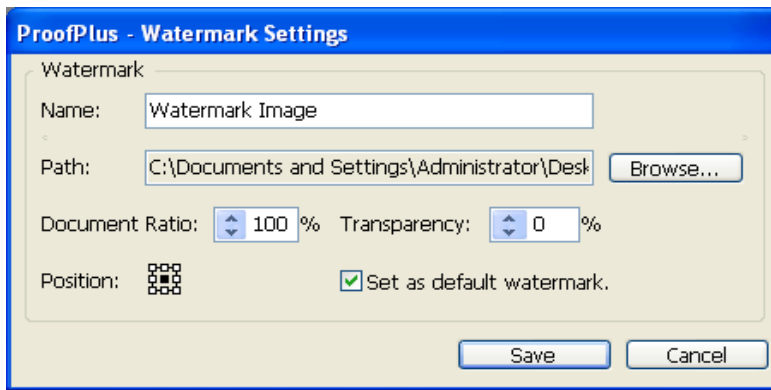- ✶ *Deleting a Watermark Style*

7.1 Creating a New Watermark Style Preset

A New Watermark can be created by using the steps defined below.

Step 1 *In the **Watermark Styles** palette, either Click on New icon or open the palette menu and select '**New Preset'**.*

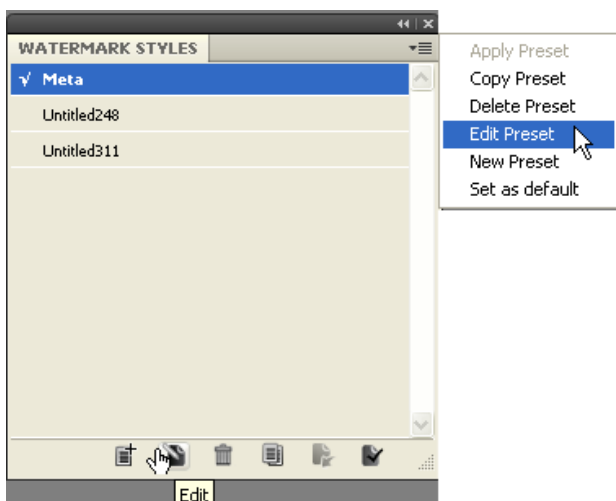*ProofPlus- Watermark Settings window pops up as displayed below:*

Step 2   *In the **Name** field enter the desired name.*

Step 3   *Click **Browse** and locate the file to include as watermark.*

Step 4   *Choose **Document Ratio** from 0 to 100, which is used to set the area covered by the watermark on the document.*

Step 5   *Set the Watermark's **Transparency** Level from 0 to 100.*

Step 6   *Choose the watermark **Position** where exactly you want to place the watermark on your document. You can choose from the 9 pre-defined positions.*

Step 7   *Check the "**Set as default watermark**" check box to make the currently selected watermark as your default watermark.*

Step 8   *Click **Save.***

*The New watermark gets created and can be seen in the **Watermark Styles** palette.*

7.2   Editing an Existing Watermark Style

An already created watermark can be edited easily by using the steps defined below.

Step 1   *In the **Watermark Styles** palette select the watermark to Edit.*

Step 2   *Either Click on Edit icon or open the palette menu and select '**Edit Preset**'.*

ProofPlus- Watermark Settings *window pops up.*

Step 3   *Make the required changes.*
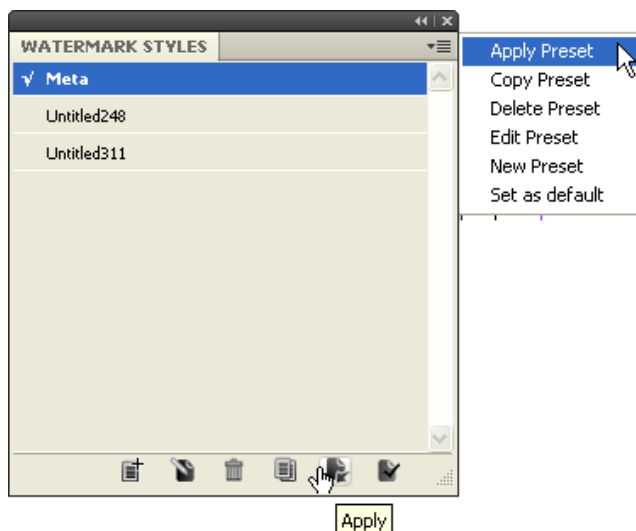
Step 4   *Click* **Save** *to commit changes.*
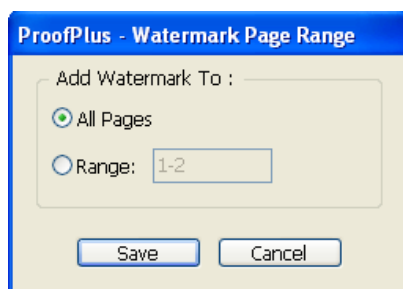
7.3   *Applying Watermark Style*

Applying the Watermark style can be accomplished by using the steps defined below.

Step 1   *In the* **Watermark Styles palette** *select the watermark to Apply.*

Step 2   *Either Click on* **Apply** *icon or open the palette menu and select* **'Apply Preset'**.

A **ProofPlus – Watermark Page Range** *window pops up. (if there are more than one pages)*

Step 3   *Select* **All Pages** *(to apply watermark on all pages of the document) or* **Range** *(to apply watermark on selected pages) option.*
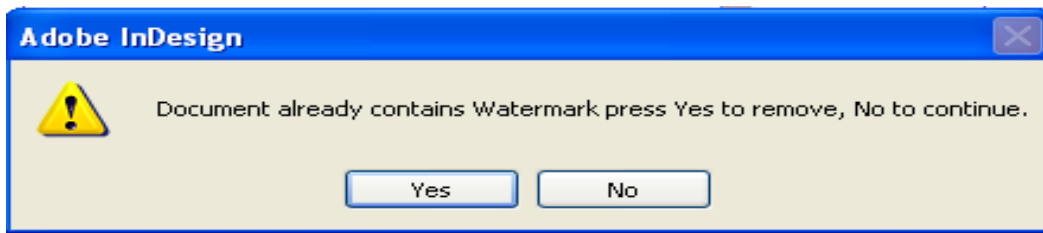
Step 4   *Click* **Save.**

The Watermark gets apply.

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7.4 Applying Multiple Watermark Styles

You can apply multiple different watermark styles on your document as per your requirement. The steps to apply another watermark style on the document when one watermark style is already applied are as defined below.

Step 1   *In the **Watermark Styles palette** select the watermark to Apply.*

Step 2   *Either Click on **Apply** icon or open the palette menu and select '**Apply Preset**'.*
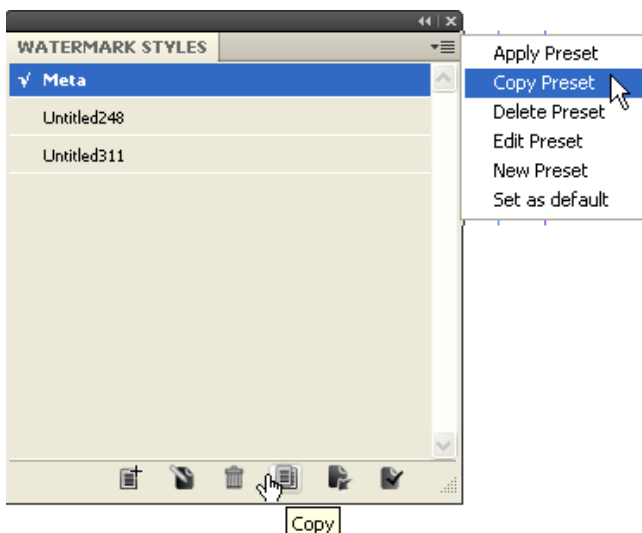   *A dialog appears as displayed*

Step 3   *Click **Yes** to remove the already applied watermark styles or*
    *Click **No** to have both, the already applied as well as the new watermark style.*

7.5 Copying Watermark Style

Existing watermark can be copied with just a single click and then desired changes can be done. To make a copy of an existing watermark follow the steps defined below.

Step 1   *In the **Watermark Styles palette** select the watermark to Copy.*

Step 2   *Either Click on **Copy** icon or open the palette menu and select '**Copy Preset**'.*
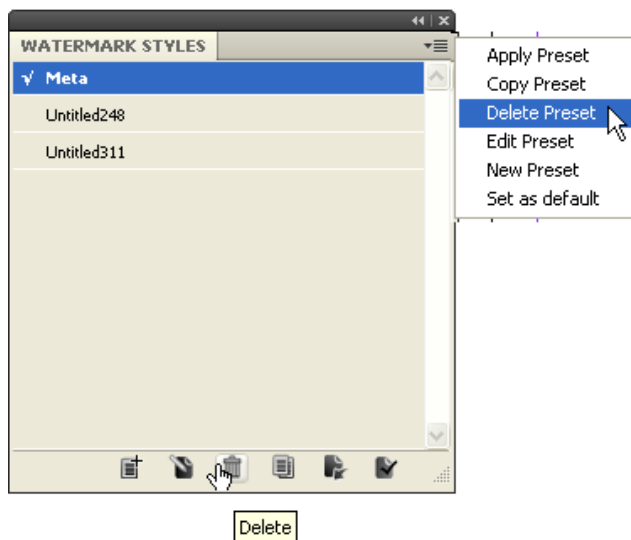

    A copy of the selected watermark gets created.

7.6   Deleting a Watermark Style

Deleting a watermark is also a single click activity. To delete a watermark follow the steps defined below.

Step 1   *In the **Watermark Styles palette** select the watermark to Delete.*

Step 2   *Either Click on **Delete** icon or open the palette menu and select '**Delete Preset**'.*

The selected watermark gets deleted.

8.   Email Styles Presets

*It's always desirable to add ease and comfort to everything we do. A regular practice for all InDesign professionals is to send their InDesign documents as emails. **ProofPlus** converts this desire into actual functionality by allowing the InDesign professionals to send emails directly from InDesign workspace itself to the concerned people.*

ProofPlus allows you to automate the process of sending emails. The automation process sends the documents as an attachment in the file formats like PDF, JPEG and EPS along with optional watermarks. You can predefine the subject and the body part of the emails and the recipients of the email.
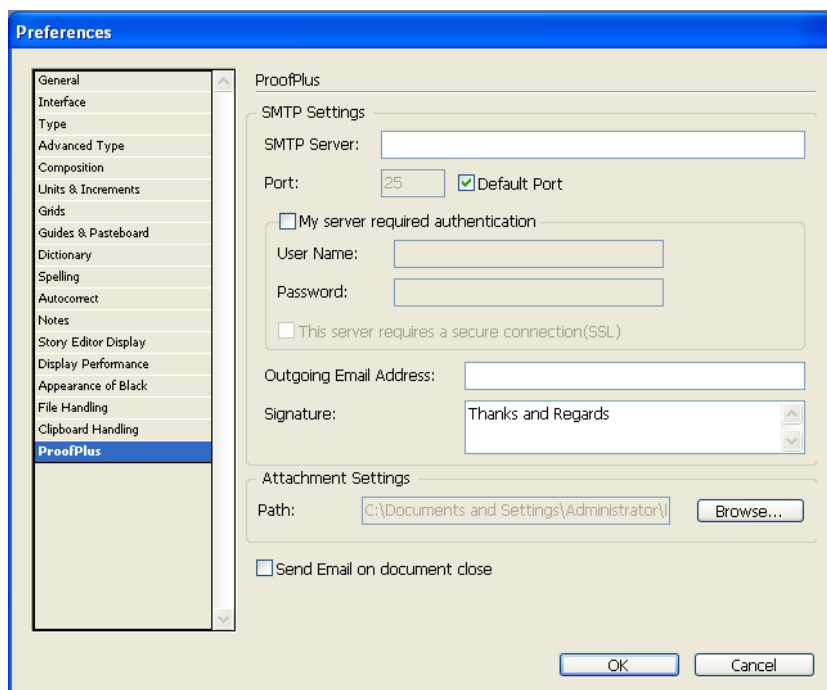
Menu Bar: *Choose EmailPlus* → *Email Styles*

Functionalities:

- ✸ *SMTP settings for ProofPlus*
- ✸   *Editing an Existing Email Style Preset*
- ✸ *Copying an Email Style Preset*

- ✸ *Creating a New Email Style Preset*
- ✸ *Sending an Email*
- ✸ *Deleting an Email Style Preset*

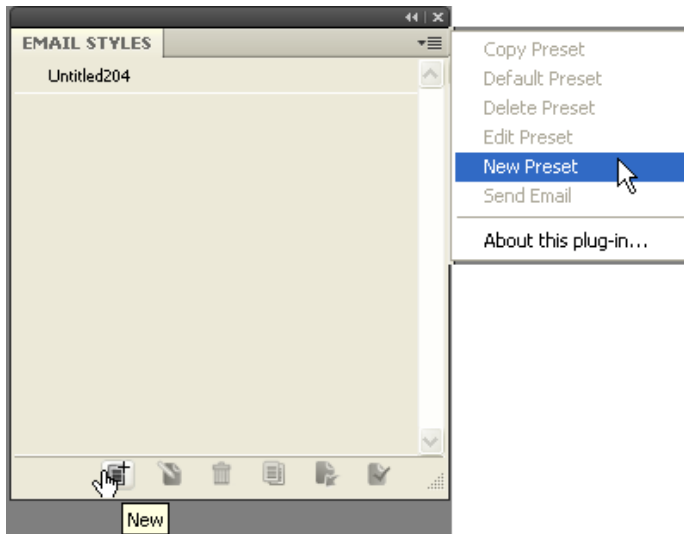### 8.1   *SMTP Settings for ProofPlus*

*To send emails you first need to setup the SMTP settings which you can do in the **Preferences** window. To configure the SMTP settings, go to **Edit->Preferences->ProofPlus***

(Please contact your concerned department to get this setting done)

8.2   Creating a New Email Style Preset

Step 1   *In the* **Email Styles** *palette, either Click on New icon or open the palette menu and select* '**New Preset**'.

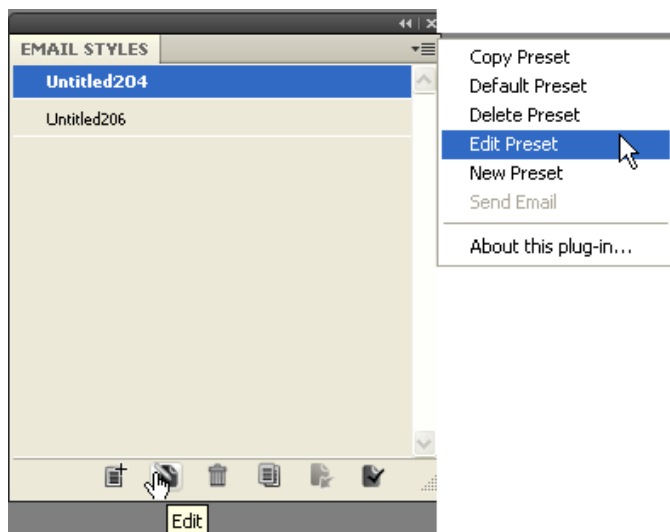*EmailPlus- Email Settings window pops up as displayed below.*

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Step 2   *In the **Name** field enter the desired name.*

Step 3   *In the **To** field, enter the email address/s, to whom you want to send an email.*

Step 4   *In the **CC** field, enter the email address/s, to whom you want to send a Carbon Copy of the email.*

Step 5   *In the **BCC** field, enter the email address/s, to whom you want to send a Blind Carbon Copy of the email.*

Step 6   *In the **Subject** field, enter the subject line.*

Step 7   *From the **Watermark** drop down, select an additional watermark which you want to embed on the document other than the already applied ones. (Optional)*

Step 8   *In the **Body** field, write the body of the email.*

Step 9   *In the **Signature** field, write the text which you want to include in your email as your signature.*

Step 10   *Select the format **PDF, JPEG and/or EPS** in which you want to send your document as an attachment from the **Send Attachment As** section.*

Step 11   *Check the check box "**Set as Default Preset**" to make the selected email preset as your default one.*

Step 12   *Click **OK**.*

                Your New Email Style Preset gets created and can be seen in the Email Styles palette.

8.3   *Editing an Existing Email Style Preset*

An already created Email Style Preset can be edited easily by using the steps defined below.

Step 1   *In the **Email Styles** palette select the email to Edit.*

Step 2   *Either Click on Edit icon or open the palette menu and select '**Edit Preset**'.*

                ***EmailPlus- Email Settings** window pops up.*
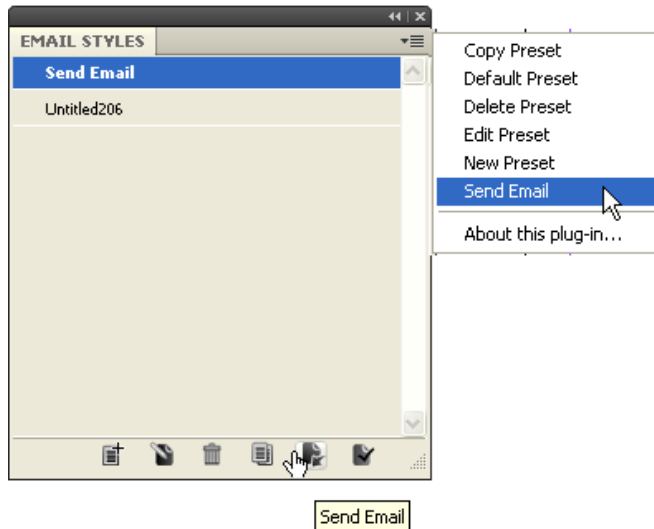
Step 3   *Make the required changes.*

Step 4   *Click **OK** to commit changes.*
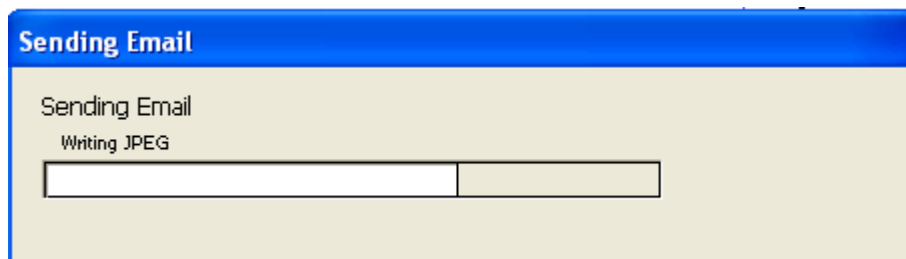
8.4   Sending an Email

Sending an email is a single click activity whose steps are as defined below.

Step 1   *In the **Email Styles** palette select the email to Send.*

Step 2   *Either Click on Send Email icon or open the palette menu and select '**Send Email**'.*

If all defined Email Settings will be correct then you'll see a Sending Email dialog as displayed below
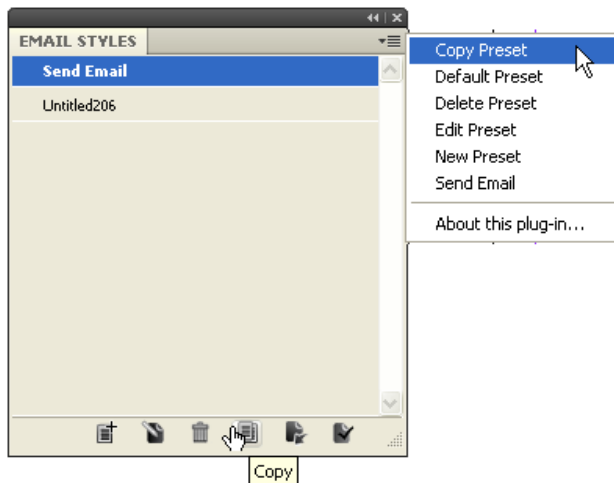

Your email will get send to the defined addresses.

8.5 Copying an Email Style Preset

Existing Email Style can be copied with just a single click and then desired changes can be done. To make a copy of an existing Email Style follow the steps defined below.

Step 1 *In the **Email Styles** palette select the Email to copy.*

Step 2 *Either Click on **Copy** icon or open the palette menu and select '**Copy Preset**'.*
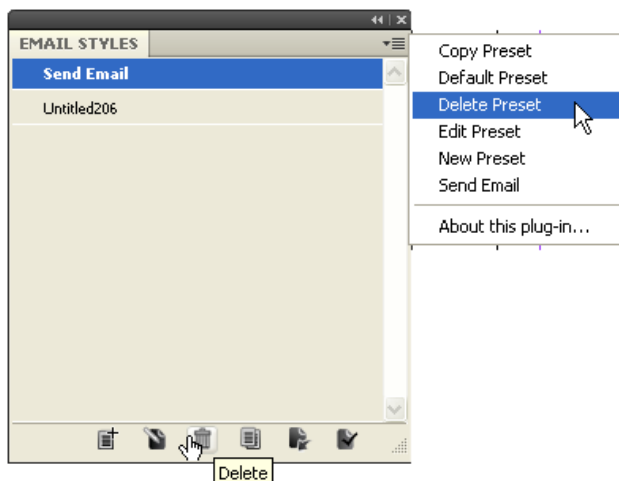

A copy of the selected Email gets created.

8.6 Deleting an Email Style Preset

Deleting an Email Style is also a single click activity. To delete a Email Style follow the steps defined below.

Step 1 *In the **Email Styles** palette select the email to Delete.*

Step 2 *Either Click on **Delete** icon or open the palette menu and select '**Delete Preset**'.*

The selected email style gets deleted.

9. Download ProofPlus

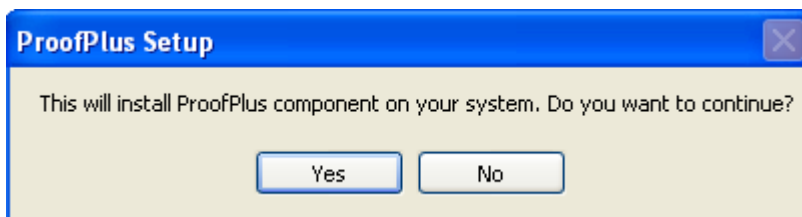To Download the installer of **ProofPlus** go to the below link:
http://metadesignsolutions.com/products/downloads.php
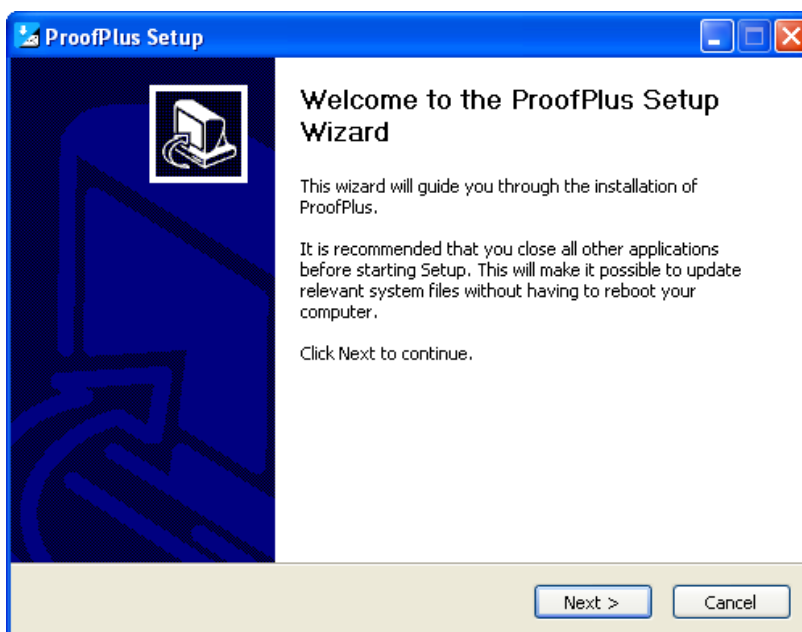
10. Install ProofPlus in Windows

Pre-Requisite:

      (1) *Installer File "***ProofPlus Installer CS4/CS5/CS55.exe***" should be downloaded.*

      (2) *Make sure you are logged in as an* **Administrator** *of your system.*

      (3) *Make sure your InDesign is not running. Close it if Open.*

Step 1   *Right click on the installer file and select* **'Run as..'** *or* **'Run as administrator'**
(options depend upon the Operating System in use)
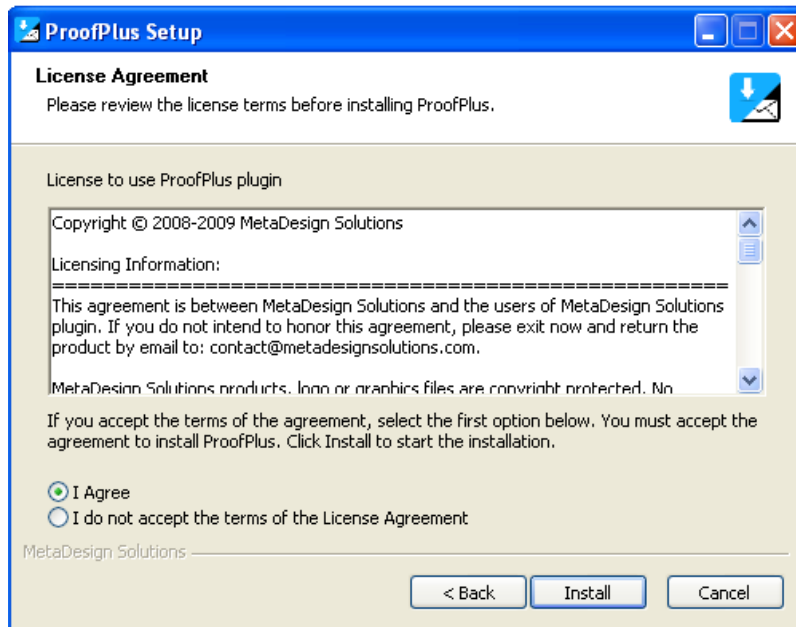*You'll get a dialog box as displayed below:*

Step 2   *Click* **Yes** *to continue.*
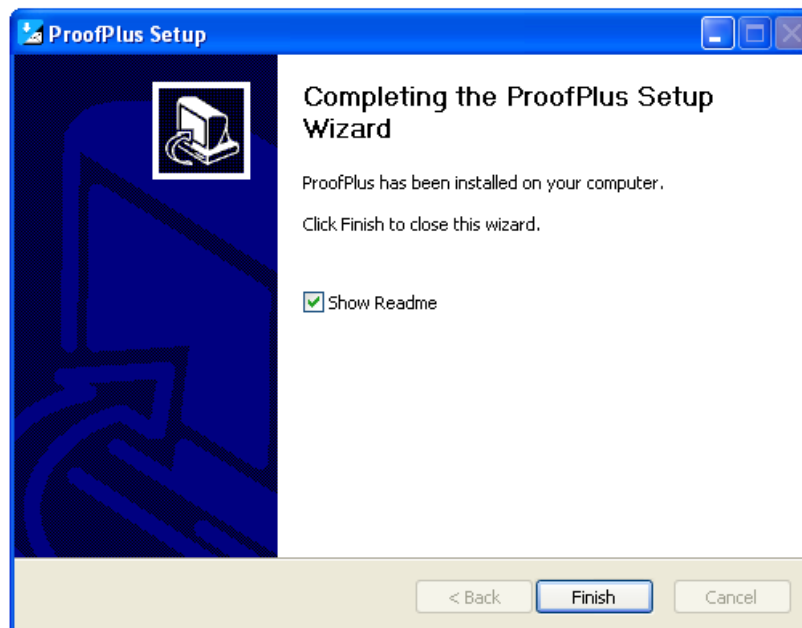*ProofPlus Setup Wizard dialog box appears as displayed below:*

Step 3   Click **Next** *to continue.*

License Agreement window appears as displayed below:

Step 4   *If you accept the terms, Click* **'I Agree'** *and then on* **Install** *button.*

You will get a window acknowledging you for the successful installation of **ProofPlus**.

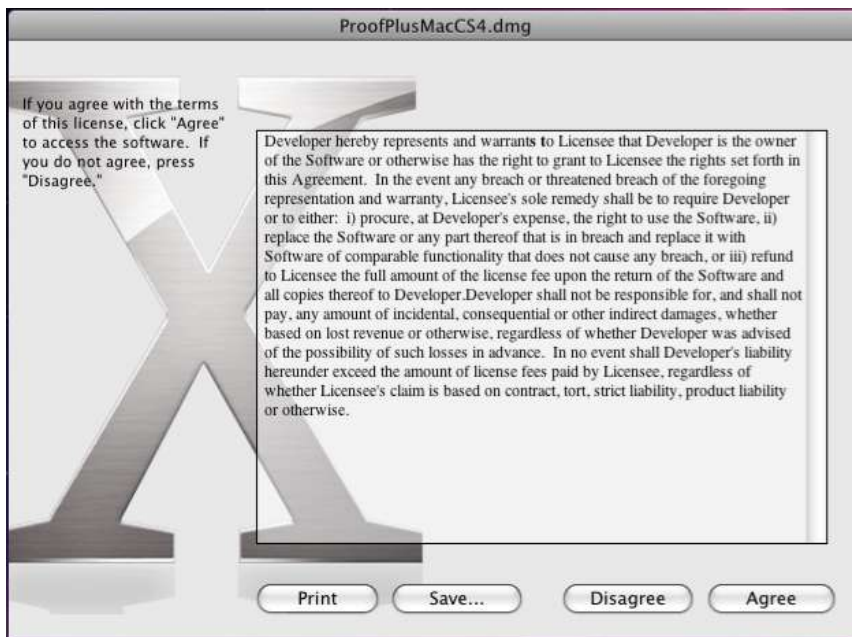**Step 5**   *Click* **Finish**.

Your ProofPlus is now installed successfully.

11. Install ProofPlus in Macintosh

Pre-Requisite:

      (1) *Installer File "**ProofPlusMacCS4/CS5/CS55.dmg**" should be downloaded.*

      (2) *Make sure your InDesign is not running. Close it if Open.*

Step 1   *Double Click the "**ProofPlusMacCS4/CS5/CS55.dmg**"*
              You'll see the License Agreement window as displayed below

Step 2   *If you accept the terms, Click '**Agree'.***
              *You'll get a file named "**ProofPlusInstaller**"*
Step 3   *Double Click the file "**ProofPlusInstaller**"*
              *You'll see two Folders named "**MetaDesign**" and "**ProofPlus**"*
Step 4   *Copy both "**MetaDesign**" and "**ProofPlus**" Folders and Paste them in your InDesign's Plug-Ins folder.*
              Refer the Illustration displayed below.

              Your ProofPlus is now installed successfully.

12. Trial's Limitations

Though all features and functionality of **ProofPlus** can be experienced using its **Trial version** but **Trial version** is limited to work for **7 Days** only from the date of installation.
To continue the experience of the full functionality [Purchase](#) your **License** for **ProofPlus**.
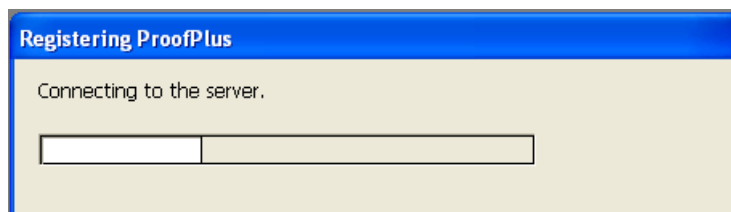
13. Register ProofPlus

Pre-Requisite:

1) Make sure you are logged in as an **Administrator** of your system.
2) Make sure you are connected to Internet.
3) Make sure you are not behind any firewall. (If you are, please switch it off so that ProofPlus will be able to connect with its License server. You may turn On your Firewall after registering ProofPlus)
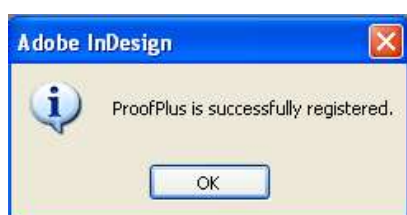
Step 1   Open InDesign.
You'll get a **ProofPlus-Registration** dialog box (You can also open the same dialog box by clicking ProofPlus in the menu bar and then selecting Register ProofPlus in InDesign) as displayed below:

Step 2   Enter your 25 alphanumeric License Key in the given box and then click **Ok**.
You'll get a dialog box as displayed below:

On successful connection of ProofPlus with its License server, you'll get a dialog box acknowledging you for the successful registration of your ProofPlus as displayed below:

14. Unregister ProofPlus

Please make sure that you have Unregistered your ProofPlus before formatting /selling your system, moving ProofPlus from where it was installed & registered to another system. As, if, it is not done, then in such a case you won't be able to Register your ProofPlus again on any system.
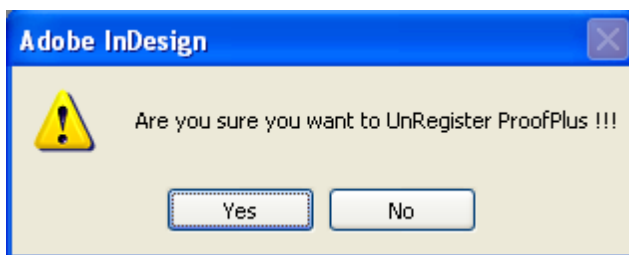
Pre-Requisite:
1) *Make sure you are logged in as an* **Administrator** *of your system.*
2) *Make sure you are connected to Internet.*
3) *Make sure you are not behind any firewall. (If you are, please switch it off so that ProofPlus will be able to connect with its License server. You may turn On your Firewall after registering ProofPlus)*
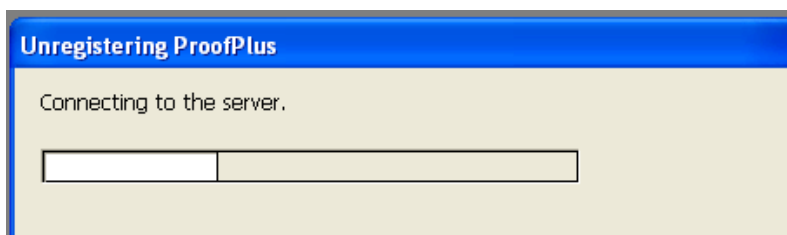
Step 1   *Open InDesign.*

Step 2   *In the Menu bar, Click ProofPlus->UnRegister ProofPlus.*
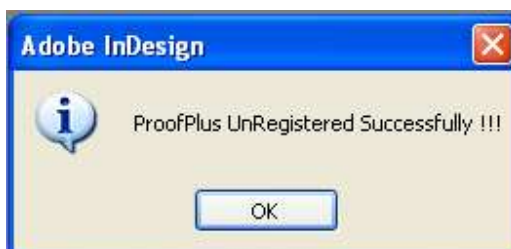*You'll get a dialog box asking for your confirmation as displayed below:*

Adobe InDesign

⚠ Are you sure you want to UnRegister ProofPlus !!!

[Yes]   [No]

Step 3   *Click* **Yes** *to continue.*
You'll get a dialog box as displayed below:

Unregistering ProofPlus

Connecting to the server.

On successful connection of ProofPlus with its License server, you'll get a dialog box acknowledging you for the successful Unregistration of your ProofPlus as displayed below:

Adobe InDesign

ⓘ ProofPlus UnRegistered Successfully !!!

[OK]

15. Uninstallation in Windows

Uninstallation *can be done very easily without hampering your other applications. To do so please follow the steps:*

Pre-Requisite:

1) *Make sure your InDesign is closed.*

Step 1   *Go to the folder where your* **ProofPlus** *is installed (The default location is: C:\Program Files\Adobe\<Application Folder (For eg. InDesign CS4, CS5 etc.>\Plug-ins\ProofPlus)*

Step 2   *Here you'll find a file named* **'Uninst ProofPlus.exe'***.*

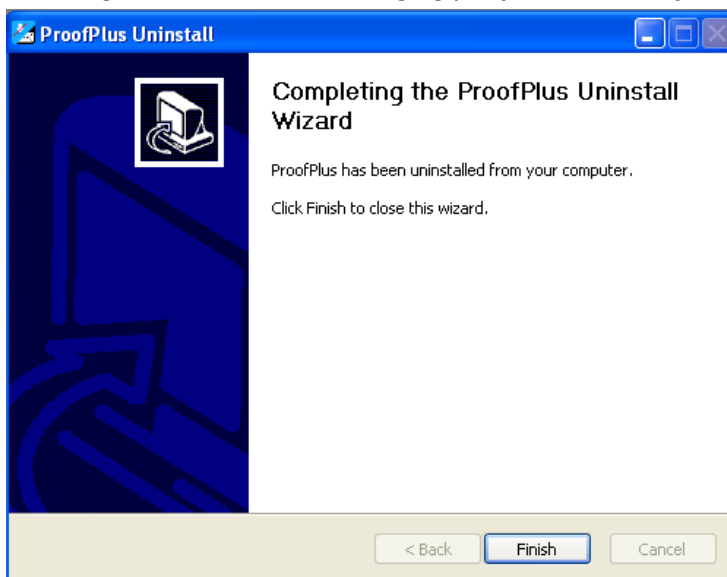**Step 3**   **Run** *the file.*

Uninstallation *wizard appears as displayed below:*

Step 4   *Click on* **Uninstall** *button.*

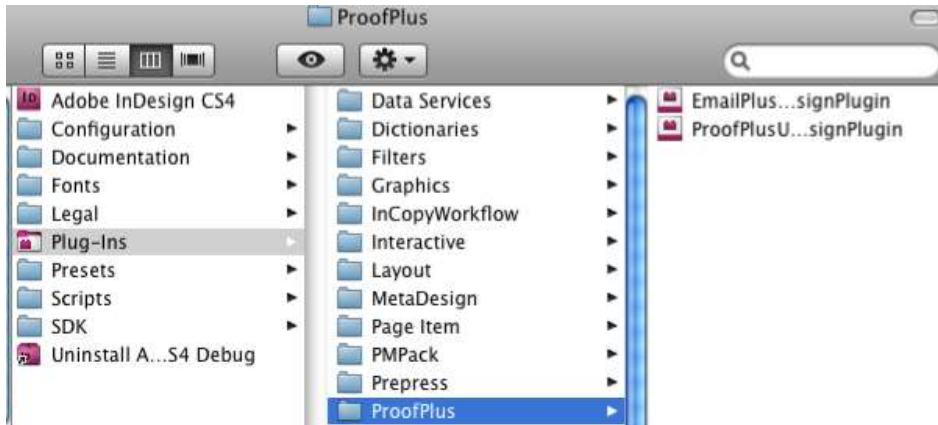*You will get a window acknowledging you for the successful* **Uninstallation** *of* **ProofPlus***.*

Step 5   *Click* **Finish***.*

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16. Uninstallation in Macintosh

Pre-Requisite:

    1) *Make sure your InDesign is closed.*

Step 1   *Go to the folder where your **ProofPlus** is installed (The default location is:*
                    Mac/Applications/<Application Folder (For eg. InDesign CS4, CS5 etc.>/Plug-ins/ProofPlus)

Step 2   *Delete the folder **ProofPlus**.*

Step 3   *On the same path, look for the folder **MetaDesign.***

Step 4   *Open folder **MetaDesign.***

Step 5   *Delete the file **ProofPlus.InDesignPlugin** only from it.*