

USER MANUAL

EKR Author



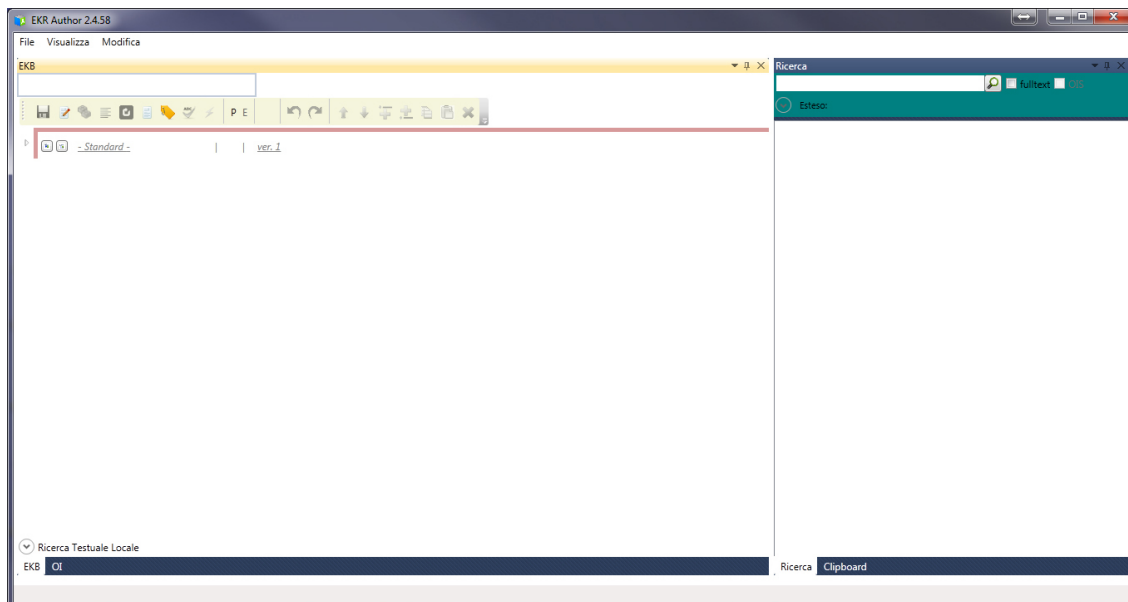
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Management of windows interface

Author allows the user to customize the interface, adding, removing, moving and grouping the various windows to your liking.



Add a window

To add a window see the menu item "Display".

Delete a window

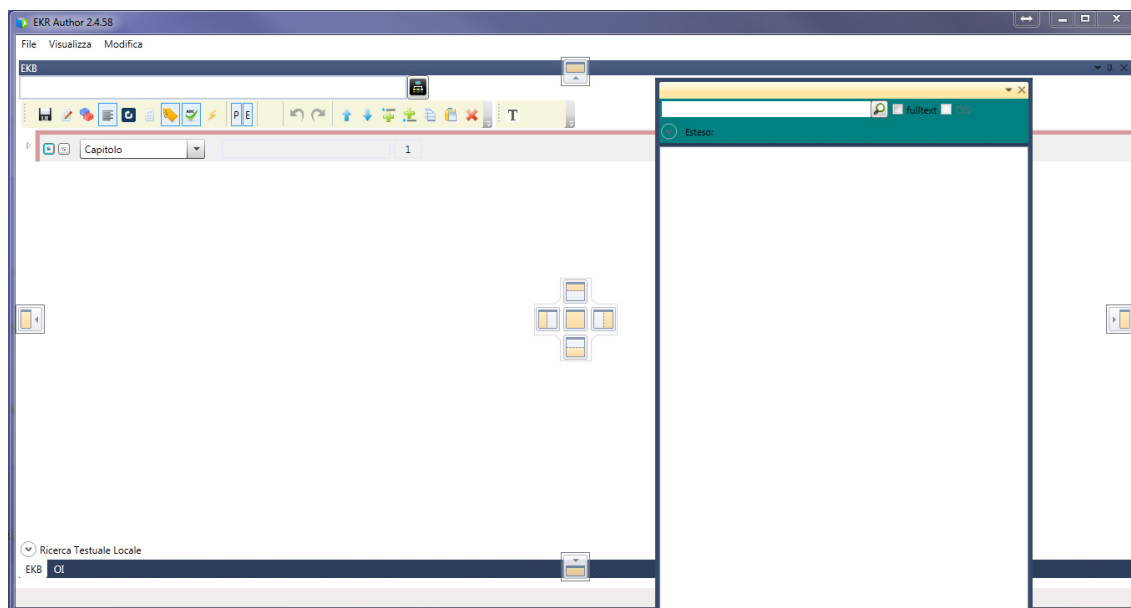
To delete a window, press the "X" button in the upper right corner. The other windows will fit filling the remaining space.

Move a window

To move and replace a window:

- Put the mouse pointer on the desired window
- press the left mouse button without moving
- after a second, hold down the mouse button, move the window to the desired location.

To facilitate the repositioning of a window is recommended to use the anchor references, which appear automatically when moving:



To dock a window to a reference, drag the active window to the reference, and release it only when the mouse pointer is over the desired reference.

Group multiple windows

To group multiple windows simply release the active window when the mouse pointer is positioned above the reference center of the window that you want to group.

Restore the default window

To restore the layout of default window, see "Reset Views".

Quick navigation of windows

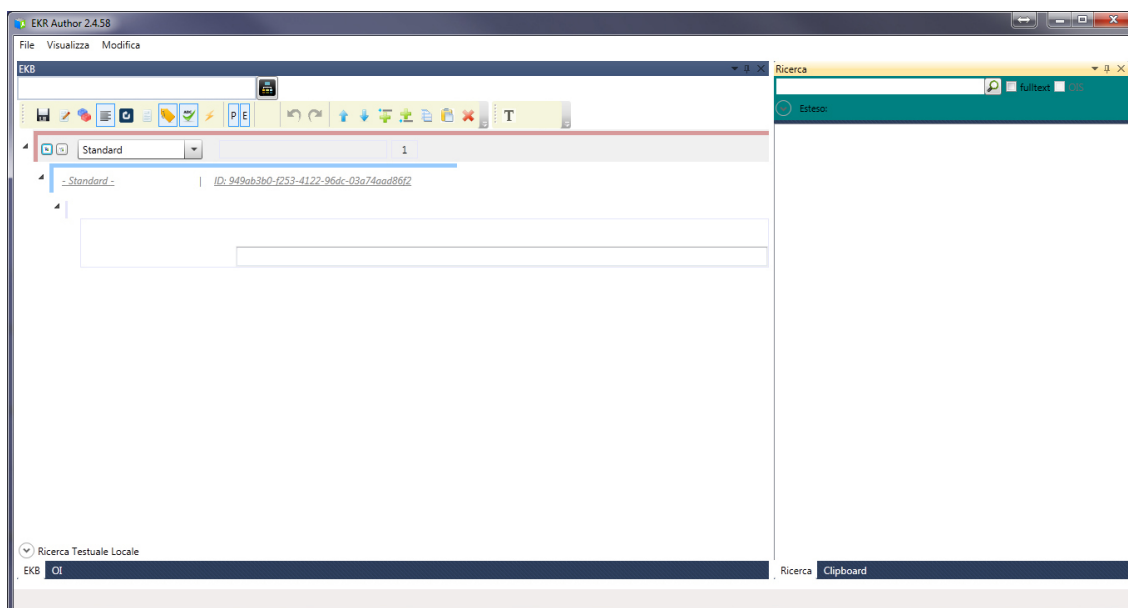
To quickly switch from one window to another, you can use the key combination CTRL + TAB.

Main menu

File

New Pallet

Creates a New Pallet, setting the Pallet detail window with the default values, and the ID of the Unit generated by the system. The button is enabled only in edit mode (✎).



Duplicates Pallet

Assisted procedure that allows you to easily duplicate a Pallet.

It guarantees not overwrite of nor any Pallet nor any Unit.

The Duplicate Pallet button is useful when there is a need to create new products (or chapters) which are very similar to one that already exists in the Knowledge Base (WAREHOUSE).

Open Pallet

Opens in Pallet detail window, a Pallet previously exported in XML format. The opening of the Pallet does not automatically involve the saving in the Knowledge Base (WAREHOUSE).

Open pallets from BackUp

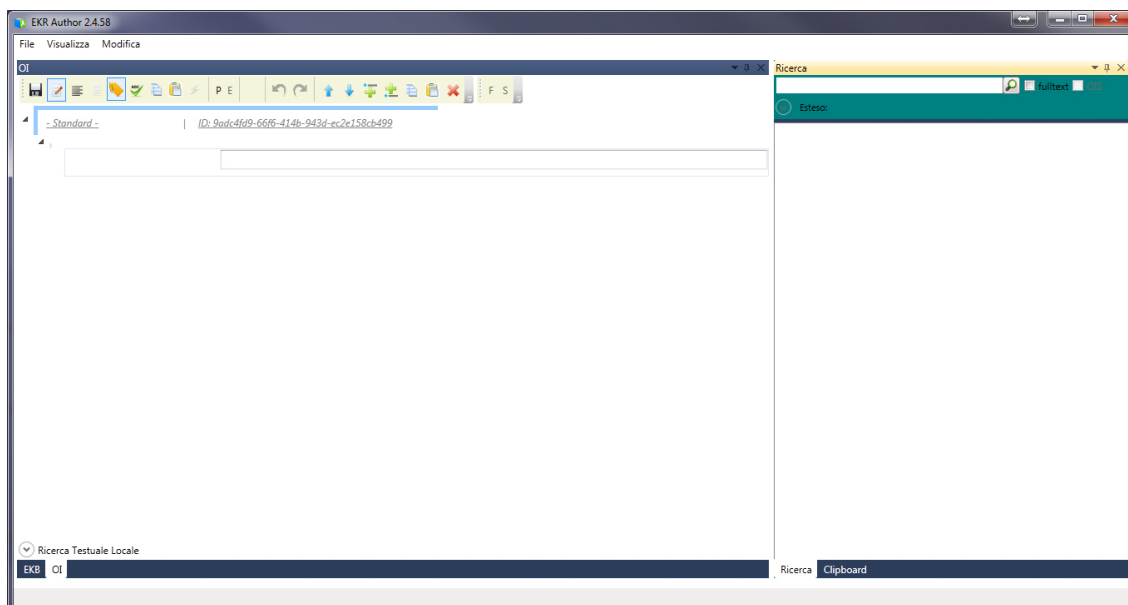
Allows you to load the Pallet detail previously saved locally as XML (File> Save Pallet).

Save Pallet

Saves in an XML file the Pallet loaded in the Pallet detail window. The button is enabled only in edit mode (✎).

New Unit

Creates a new Unit, setting the Unit detail window with the default values, and the ID of the Unit generated by the system. The button is enabled only in edit mode (✎).



Open Unit from BackUp

Allows you to load the Unit detail previously saved locally as XML.

Exit

Closes Author saving the settings interface. If you have activated the "Restore default windows", the interface will be reset as default.

View

Pallet

Enables the window viewing of the Pallet detail (see Window Pallet).

Unit

Enables the window viewing of the Unit detail (see Unit Window).

Research

Enables the viewing of the research window (see Research Window).

Labels

Enables the viewing of the management labels window (see Labels Window).

Editing Tables

Enables the viewing of the tables edit window (see Tables Edit window).

Preset

Enables the viewing of the management presets window (see Preset Window).

Outdoor Commands

Enables the viewing of outdoor commands window (see Outdoor Commands Window).

Log

Enables the viewing of Logs window (see Log window).

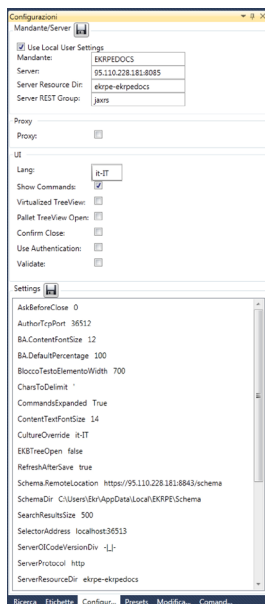
Edits

Login - EKRPE

Performs the log in Author allowing you to assign privileges (edit / read-only / hidden) for Box types or Units.

Configurations

Displays and edits basic settings of Author and the EKR-PE environment.



Mandator / Server

Use Local User Settings: If flagged, uses the active user's files (eg LOCALAPPDATA%% \ EKRPE \ Author \ ekrpe.author.config), rather than in "C: \ EKR-PE."

Mandator: Indicates, and Changes, the active mandator.

Server: Indicates, and Edits the IP server address and services door of the EKR-PE environment.

Server Resource Dir: Indicates, and Edits, the subfolder services of the EKR-PE environment within the Server.

Server REST Group: Indicates, and Edit, a parameter related to the services of the EKR-PE environment.

Proxy

Proxy: If flagged, enables the extended management of proxy for access to services, otherwise it uses the settings of the operating system.

UI

Lang: Sets the language to use in the interface of the Author.

Show Commands: No longer used, if flagged, activated the view of toolbars for the various structural elements.

Virtualized TreeView: Set to "false" only for Windows 8.

Pallet TreeView Open: Opens all the Box and the Units by default.

Confirm Close: Request confirmation for the closure of Author.

Use Authentication: If available, use authentication at the server level.

Validate: Validation to saving. If activated it prevents that you can save Pallets with empty fields.

Settings

AskBeforeClose: When set to "1" activates the alert confirmation for the closure of Author, if set to "0" Author exits without any prompting.

BA.ContentFontSize: Value of the dimension of the parameters of the anchored box.

BA.DefaultPercentage: Value as a percentage of the size of the anchored box.

BloccoTestoElementoWidth: Value of the maximum length of the text field.

CharsToDelimit: Changeable only on indication of EKR, to ensure the consistency with the configuration of the other instruments of the system.

ContentTextFontSize: Value of the size of the text content of the element.

CultureOverride: See "Lang".

EKBTreeOpen: When set to "true" value, in the opening of the EKB detail, the structure appears fully expanded.

SchemaDir: Path of the framework for content validation.

SearchResultSize: Default value of records number displayed for any page of search results.

ServerOICodeVersionDiv: Value of separation between OI code and OI version for compatibility with old environments server. Editable only by EKR!

ServerProtocol: Communication protocol of the server, editable only by EKR.

ServerResourceDir: Value of SOAP EKR-PE services, editable only by EKR.

ServerRestGroup: Value of REST EKR-PE services, which is edited only by EKR.

TipoGL_Default: Value of the default type of a new Box.

TipoOI_Default: Value of the default type of a new Unit.

UseAuthorization: Editable only by EKR!

UseSchema: If set to "true" validates contents according to the schema reference (see item "SchemaDir")

VirtualizedTreeView: Set to "false" only for Windows 8.

After each change, to have the labels window with the updated values, you must restart Author.

Reset views

Restores the default interface. After activating the button, in which is activated a check, you must restart Author.

Research Window

Pallet Research

Researches Pallets in the Knowledge Base (WAREHOUSE).



Text field: Inserts a Pallet code, or part of it, to perform a research. To perform a research on non-contiguous texts (eg, to find "flexible green chair" looking "chair" and "green"), you can use either the character "%" for intervals of one or more characters (eg: "% green chair "), and " _ "for intervals of just one character. To research as character "%" and " _ " should be preceded by "\".



: Performs the Pallets research according to what has been inserted in the text field and the settings that have been activated.

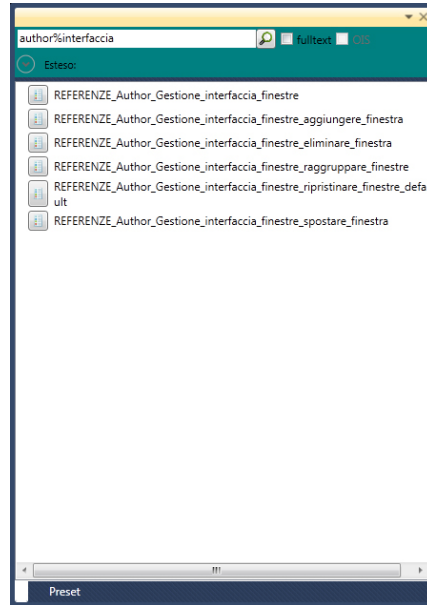
Fulltext research

Activated by the flag near the research button , Research Pallets in the knowledge Base (WAREHOUSE) for any text present in the contents and not just in the Pallet code.

To make the search more specific you can write a parameter or parts of it (eg, image), followed by ":" and the text to be searched.

View of results

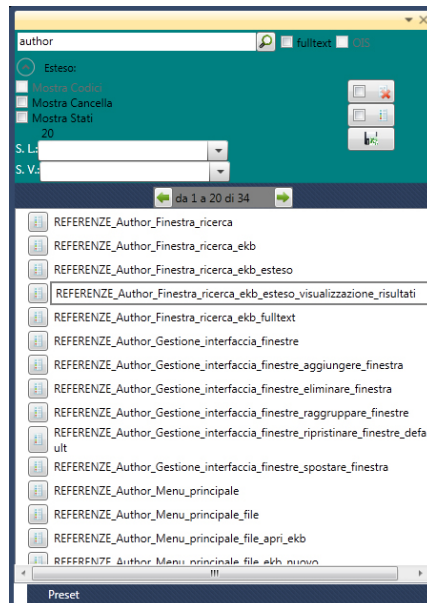
In the bottom of the research window are displayed the results of the research.



: Enables the loading of corresponding Pallet detail, in the Pallet Window.

Extensive

Activated by the expansion button, it extends the research panel to see other options that act on the research results.



Show Delete: Enables the viewing of the button __ logo__author_pulsante_elimina__, which allows the elimination of EKB corresponding from the Knowledge Base (WAREHOUSE).

Show States: Enables the viewing of the State Life, State Processing and modification date, in the research results. To improve the viewing, it is necessary to act on the width of the research window.

Results Limit: Sets the number of items for any page of results. At the top of the result there is a counter that indicates how many and which results you are viewing compared to the total number obtained from the research.

S.L.: Selects a state of working among those that are available for the active mandator, in order to apply further filtering to research results (not suitable for the "fulltext" mode).

S.V.: Selects a state of life among those available for the active mandator, in order to apply further filtering to research results (not suitable for the mode "fulltext").

Unit research

Researches Units in the Knowledge Base (WAREHOUSE) directly. To enable this research is necessary flag both the "fulltext" that the "Units".



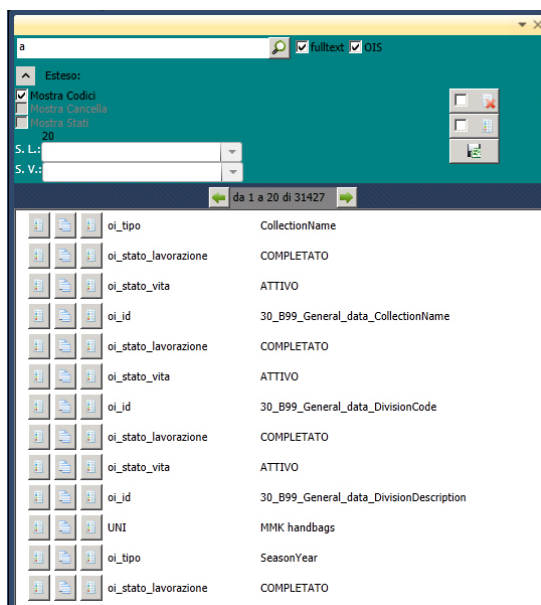
Text field: Inserts the ID of the Unit to do a research.



: Performs the research of Units according to what has been inserted in the text field.

View of results

In the bottom of the research window are displayed the results of the research.



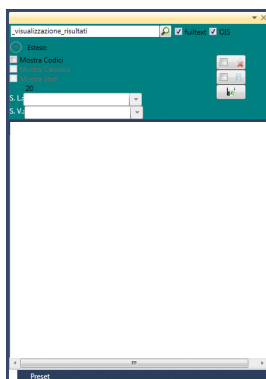
: Enables the loading of the corresponding Unit detail in the Unit Detail Window.

: Copies the Unit in the clipboard, which can be used where necessary.

: Displays Pallet codes using the corresponding Unit.

Extensive

Activated by the expansion button, it extends the research panel to see other options that act on the research results.



Show Codes: Enables the viewing of the Units ID.

Utility

: Deletes from the Knowledge Base (WAREHOUSE) the Units not used in any Pallet. By activating the check in the button, you can also include the Units of Canvas type.

: It obtains in the research results a list of the Units not used in any Pallet. By activating the check in the button, you can also include the Units of Canvas type.

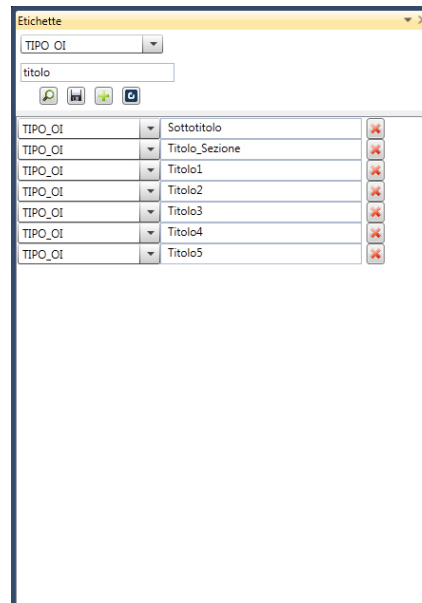
: Creates an Excel file with the voices of the results active page.

Labels window

Sets some basic parameters of the EKR-PE environment and the types for different objects (Box, Unit, etc.).

Research

Researches not only the various parameters but also the types present in EKR-PE.



Pull-down menu: Selects the label of the parameter for which research values (PATH_SUPERTEMPLATE, TIPO_BOX, TIPO_UNIT, etc..). If you do not set any value, it will display the values of all labels.

Text field: Inserts text to filter research results, so will only show values that contain the specified text.



: Performs the research of labels values.



: Saves changes or additions made to the values.



: Adds a new record to insert a new value to a label.



: Reload the saved values.

Results

The research returns as a result a series of label-value record. To add a new value, you can use the button __ logo__author_pulsante_aggiungi__, or edit one of the existing values . Any editing creates a new label-value record, so it is important recharge the values and eliminate those that are no longer correct.

At the end of the changes you need to save the values using the button __ logo__author_pulsante_loc_salva__.

Each new value after saving, becomes immediately available in its pull-down menu in the Pallet and Unit detail windows.

: Delete the corresponding value.

Types of labels

The labels are divided into different types:

ICON_EXT: Unique for context, indicates the extension of the preview files that Selector uses to represent icons.

By default, the extension used is jpg.

ICON_PATH: Unique for context, indicates the path to the folder that contains the preview files that Selector uses to represent icons.

IMG_EXT_HIRES: Unique for context, indicates the extension or extensions separated by comma which Selector applies to the images to be published for InDesign.

IMG_EXT_LOWRES: Unique for context, indicates the extension that Selector researches in the images while viewing. By default, the extension used is jpg. ** PENDING VERIFICATION **

IMG_ROOT_HIRES: Unique for context, indicates the root of the images path to be used in the process of publication for InDesign (usually in high resolution versions).

IMG_ROOT_LOWRES: Unique for context, indicates the root of the image path to use when viewing (usually low resolution versions). ** PENDING VERIFICATION **

IMG_STR_SEP: Unique for context, indicates the path to be considered as a reference to divide the path of an image and recombine the part after the value specified in IMG_ROOT_HIRES.

PATH_SUPERTEMPLATE: Unique for context, indicates the path to the folder files.idml of supertemplates.

SUPERTEMPLATE: Unbounded for context, indicates the name, without extension, of a supertemplate file.

STATO_LAVORAZIONE: Unbounded for context, indicates the name of a processing state combined with a Pallet.

STATO_VITA: Unbounded for context, indicates the name of a life state combined with a Pallet.

TIPO_ELEMENTO: Unbounded for context, indicates the name of an element type.

TIPO_BOX: Unbounded for context, indicates the name of a type Box.

TIPO_OGGETTO: Unbounded for context, indicates the name of an anchored box type.

TIPO_UNIT: Unbounded for context, indicates the name of a Unit type.

TIPO_PARAGRAFO: Unbounded for context, indicates the name of a paragraph type and text block.

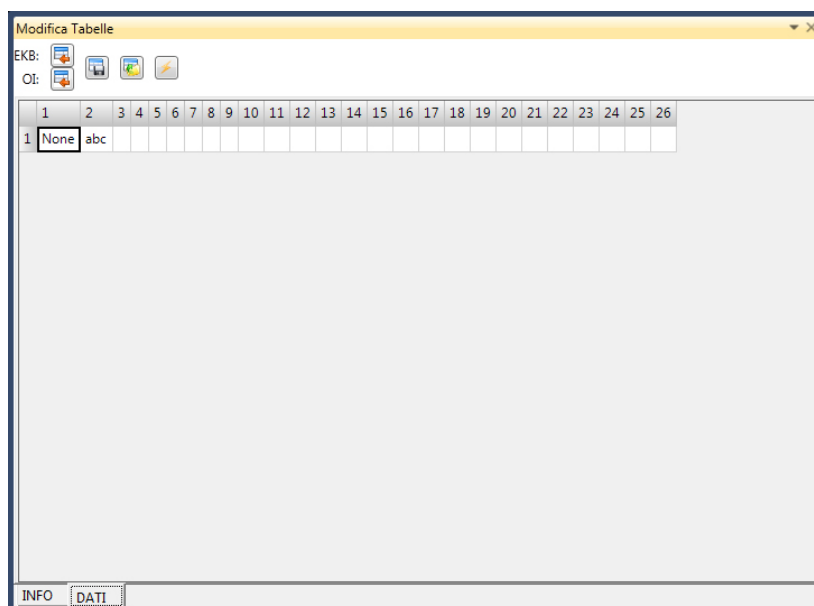
TIPO_PRESETS: Not used.

TIPO_SPAZIATORE: Unbounded for context, indicates the name of a spacer.

TIPO_TABELLA: Not used.

Editing Tables window

Creates and manages the Units tables (see also Toolbars> Toolbar specific table).



- : Reinserts the edited table in the Pallet detail or in the Unit detail.
- : Exports the table in an Excel file.
- : Imports table from an Excel file.
- : Recreates the table leaf.

INFO sheet

Defines the characteristics of the table in process.

Modifica Tabelle

EKB:

OI:

1	2	3	4	5	6	7	8	9	10	11	12	13
1	MANDANTE:	EKRPEDOCS	LEGENDA									
2	COD. TABELLA:	636e87ea-91a7-4ea7-90a9-7a2c7f021879	[P] paragrafo									
3	COD. EKBS:		[E] elemento									
4	COD. GL:	70ac6650-8cae-49b6-a695-a3f68dac017d										
5	TIPO GL:	Standard										
6	REV. GL:	1										
7	COD. OI:	07c6844b-bcd6-4e00-953b-df537bc487cf										
8	TIPO OI:	Standard										
9	TIPO TABELLA:	STANDARD										
10	MOSTRA INTESAZIONE:	True										
11	PRESET RIGHE:	Default										
12	PRESET CONTENUTI COLONNE:	Default										
13	PRESET PERCENTUALI COLONNE:	Default										
14	TITOLO:											
15	SOTTOTITOLO:											
16	DESCRIZIONE PRIMA:											
17	DESCRIZIONE DOPO:											

INFO

DATI

TYPE TABLE: Sets the table type, that in publication will contribute to the structuring of graphic styles.

SHOW HEADLINE: If with the value "true" in publication displays the lines defined as "header" type (see "Preset Window").

PRESET LINES: Sets the type of preset lines to be applied in the publication.

CONTENTS COLUMNS PRESET: Sets the columns preset type to be applied in the publication.

PERCENTAGE COLUMNS PRESET: Sets the percentage columns preset type to be used in publication.

TITLE: Inserts a title that will be added as a text block within the table Unit.

SUBTITLE: Inserts a subtitle that will be added as a text block within the table Unit.

DESCRIPTION BEFORE: Inserts a text that will be added as a text block within the table Unit before the table.

DESCRIPTION AFTER: Inserts a text that will be added as a text block within the table Unit after the table.

DATA sheet

Inserts the contents of the table in process.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	None	Codice	Descrizione	Sconto	Prezzo																			
2	None	123	Descrizione 1	5%	10																			
3	None	456	Descrizione 2	7%	20																			
4	None	789	Descrizione 3	10%	30																			

First column: Sets any "extra line style" (see "Preset Window"). As should always be valued, if not used, it must be added the value "None".

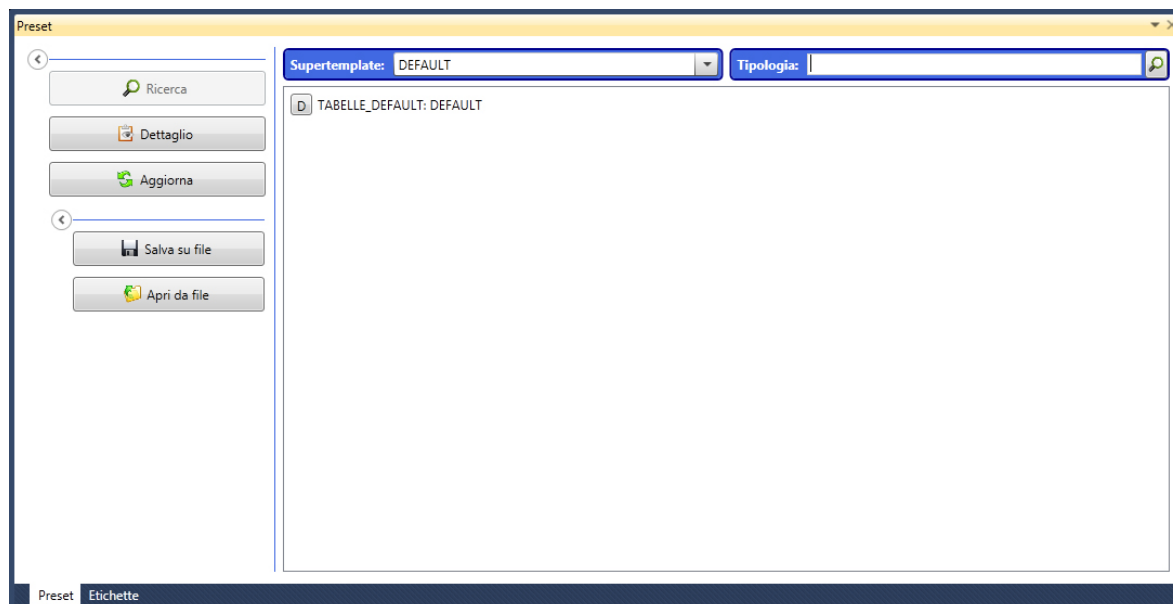
Navigation cells: To navigate between cells, it is necessary to use the context menu (right mouse button). In addition, to confirm an inserted data into a cell, you must confirm the action by pressing the "Enter" button on your keyboard.

NB: To adjust the column width to content, it is necessary to place in the header and double-click.

NB: To quickly add a new row or a new column, double click on the header of the last row or last column.

Preset window

Defines presets for graphical management of the tables to be matched with Supertemplates.



Ricerca: Go to the Research View, to research presets groups.

Dettaglio: Enters the Detail View of the active group presets.

Aggiorna: Saves the changes of the active presets group.

Salva su file: Exports to an XML file, the active presets group.

Apri da file: Imports from an XML file, a presets group.

Ranges

The ranges indicate on which ranges of elements use the various presets and then how to apply the graphics settings to the tables.

Examples of range

Single value (eg 1): Indicates that the element should be considered (rows styles, contents, paragraphs, etc..) In position 1.

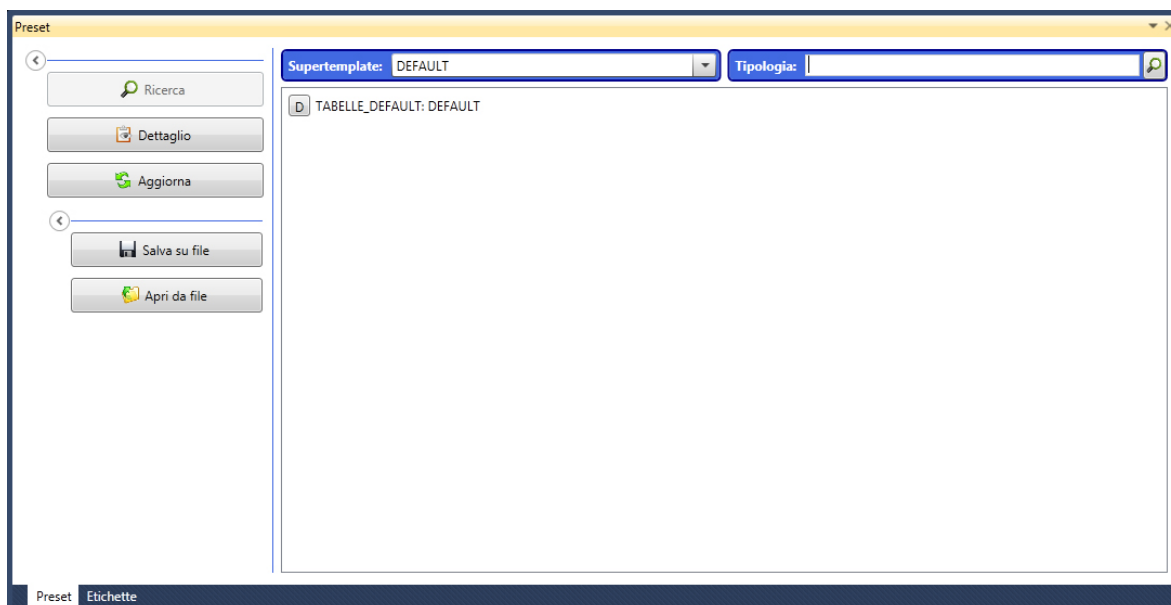
Values with commas (eg, 1,5,7): Indicates that must be considered the elements (row styles, contents, paragraphs, etc..) in positions 1, 5 and 7.

Values with ranges (eg 1_5): Indicates that must be considered the elements (rows styles, contents, paragraphs, etc..) in positions 1 to 5.

Single negative values (eg, -1): The negative value indicates that the count of the elements starts from the end, so it must be considered the element (row styles, contents, paragraphs, etc..) in the last position.

Research view

Researches "presets groups" combined with Supertemplates.



Supertemplate: Selects a Supertemplate among those available for the active mandator. To add a Supertemplate, see "Labels Window".

Typology: Filters the types of presets groups combined with Supertemplate. Do not consider, exist only presets tables groups.



: Researches the presets groups combined with the Supertemplate selected.



: Enters in the details of the corresponding presets group.

Detail view

General interface buttons



: Adds a new presets.



: Adds before a new element.



: Adds a new element after.



: Move the element before the previous.



: Move the item after the next.



: Delete the item.



: Cut the element.



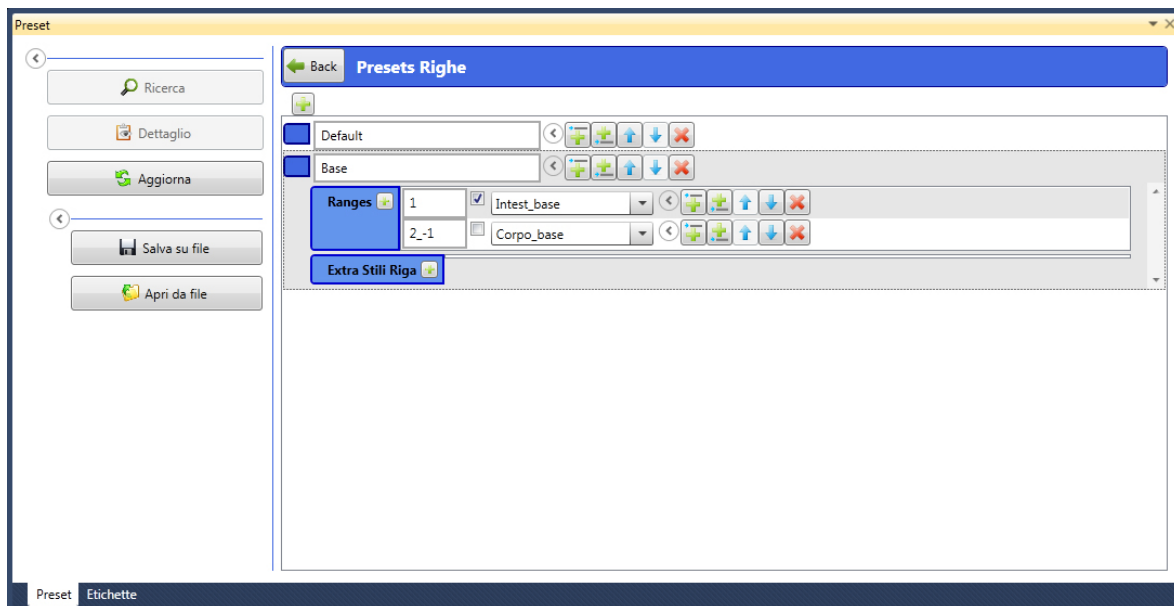
: Copy the element.



: Pastes the item.

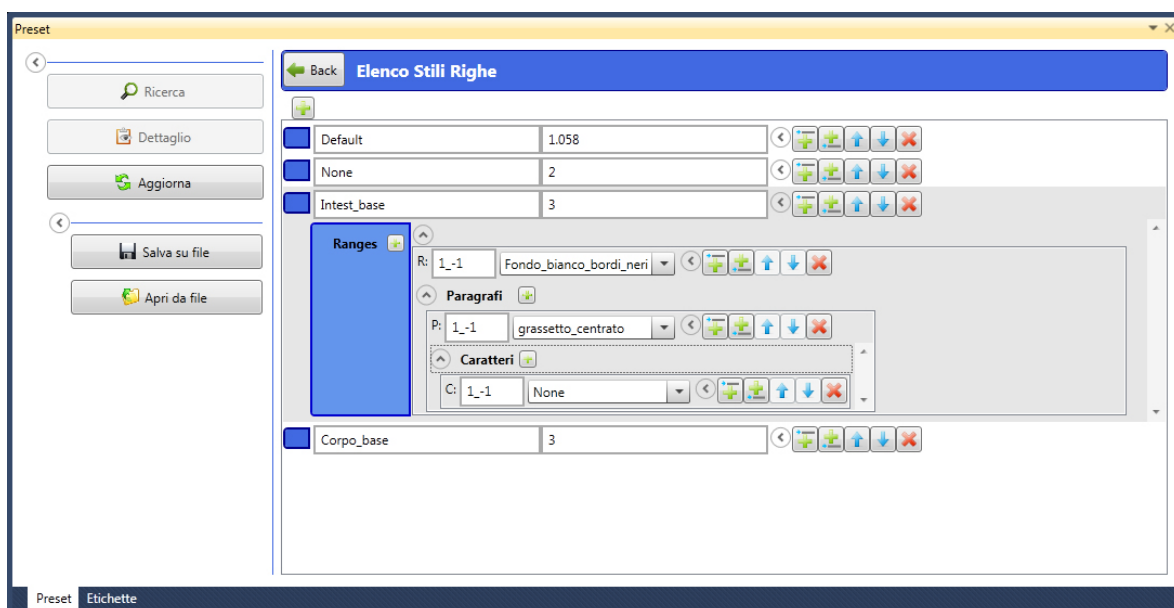
Presets Lines

Combines styles line to the range of rows.



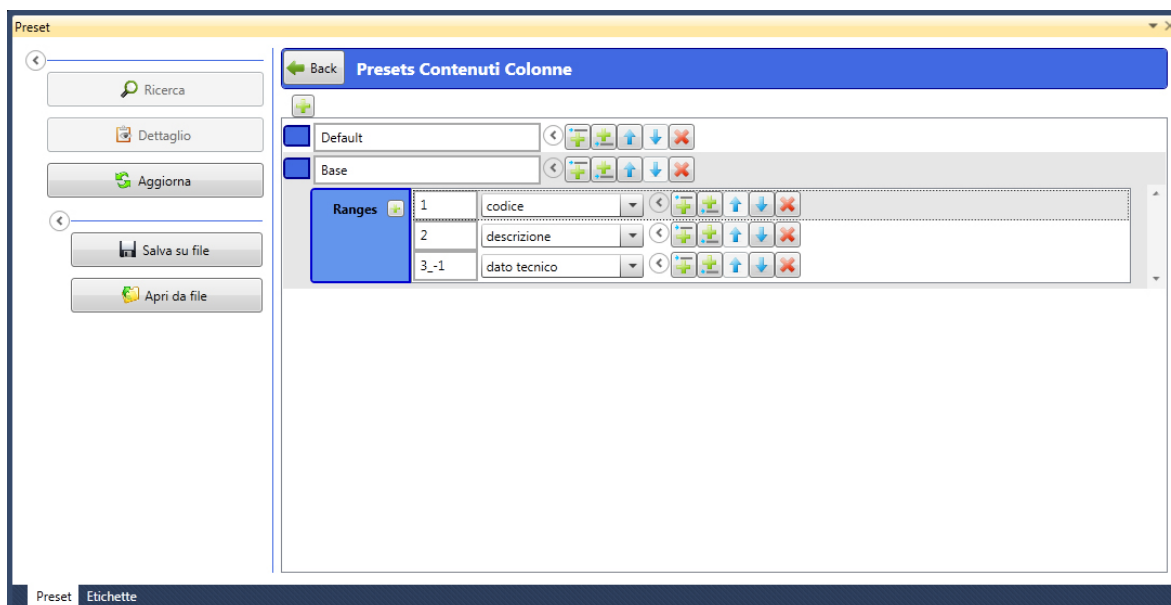
Row styles

Creates row styles, assigning to the cells range the cell styles, paragraph styles and character styles.



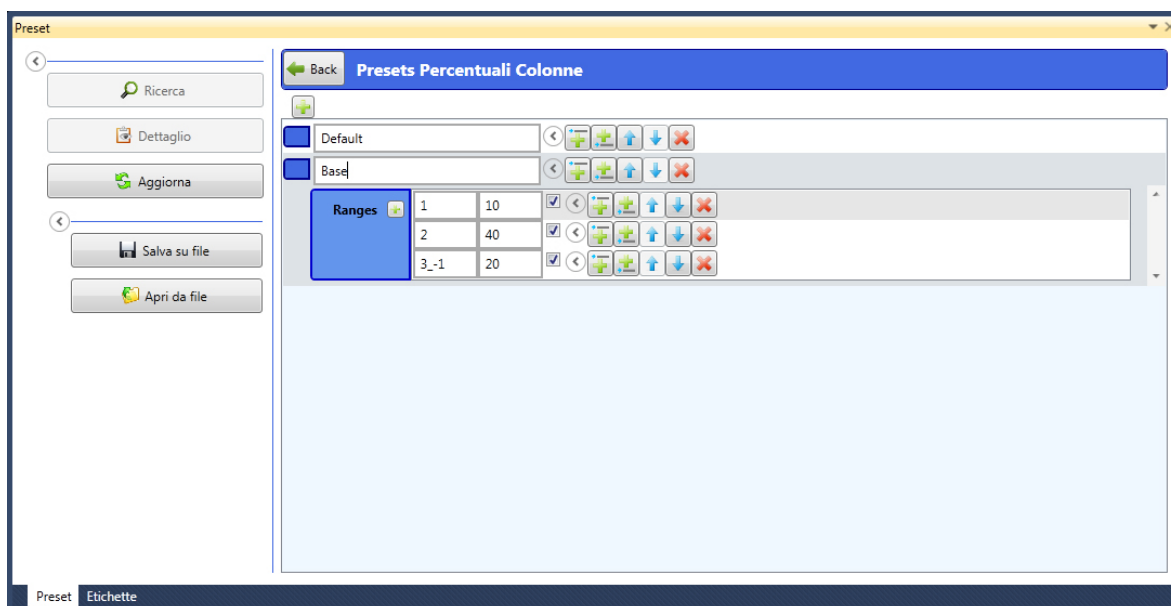
Columns Content Presets

Matches for columns range the content type.



Percentages Columns Presets

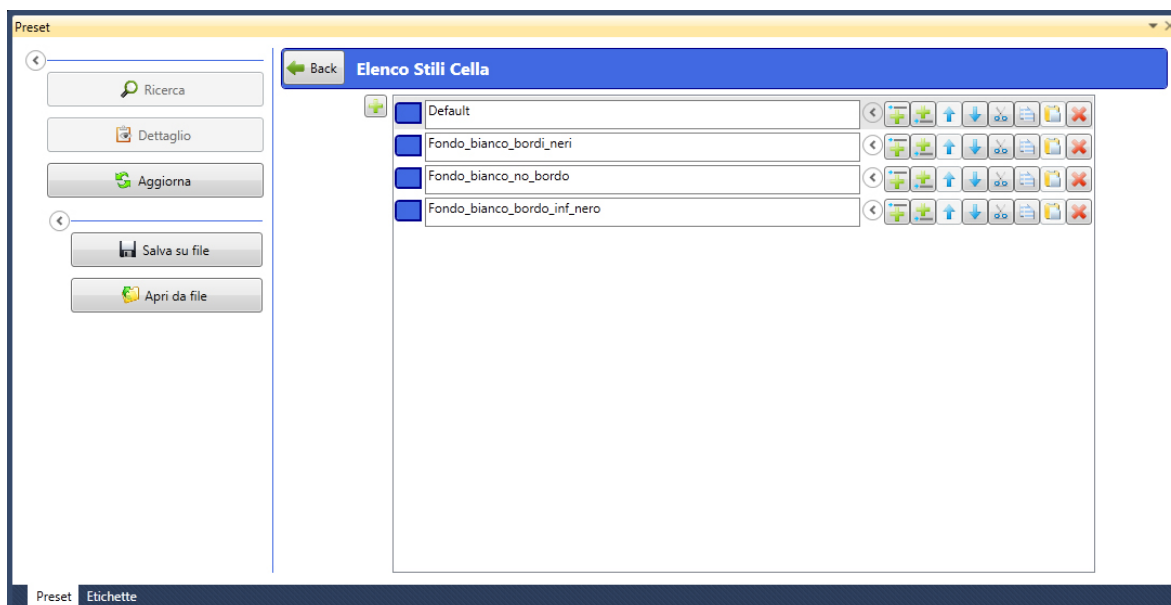
Combines the measures of the width for the range of scores. The default value is expressed as a percentage, but adding "mm", it is interpreted in millimeters.



flag: If flagged, enables the viewing of the column.

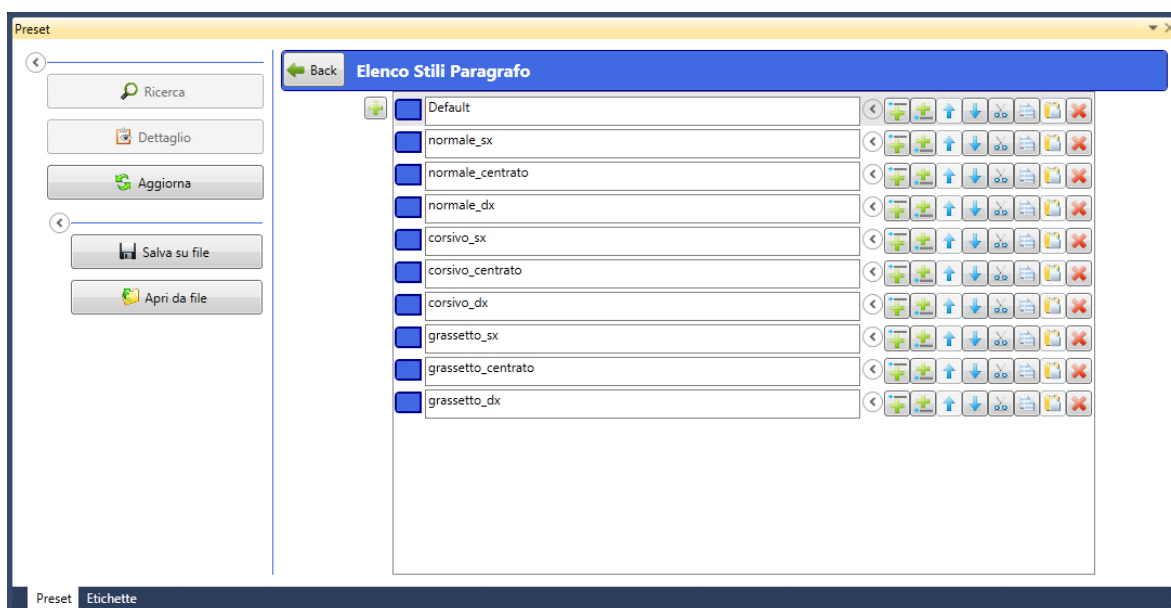
Cell styles list

Creates the name of the cell styles that are matched to the range of cells in the row styles.



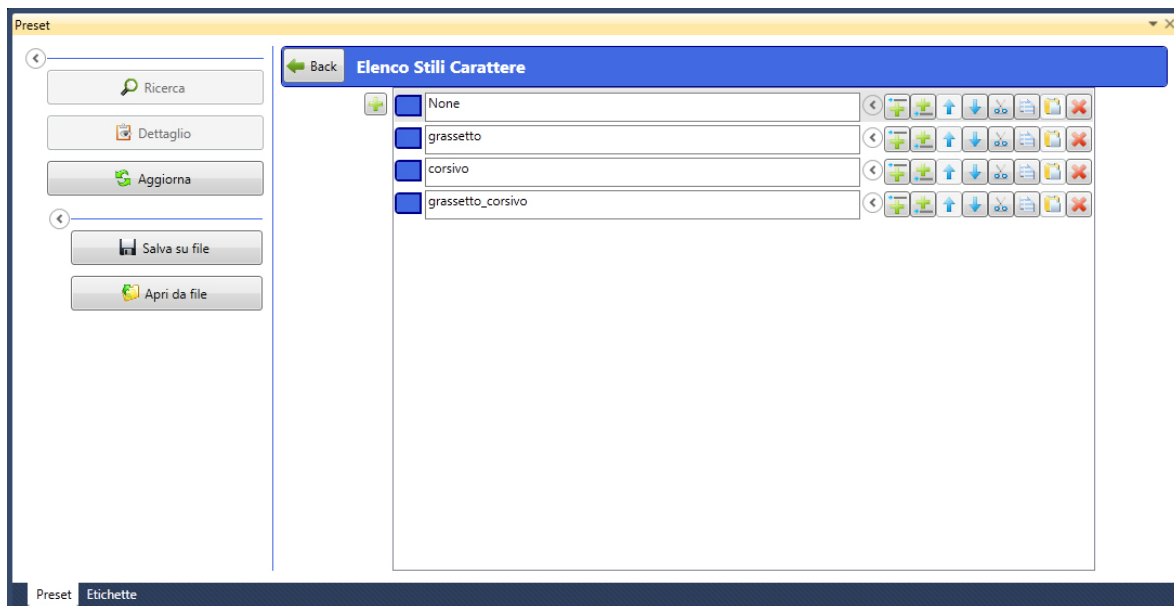
Paragraph styles list

Creates the name of paragraph styles that are matched to the cells range in the row styles.



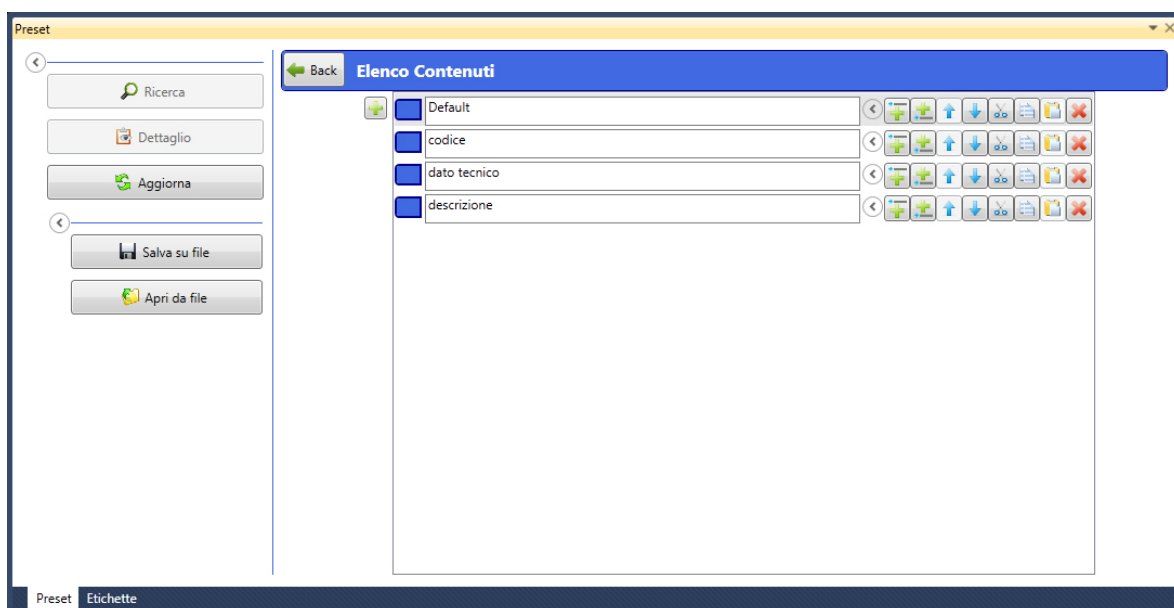
Character styles List

Creates the name of the font styles that are matched to the range of cells in the row styles.



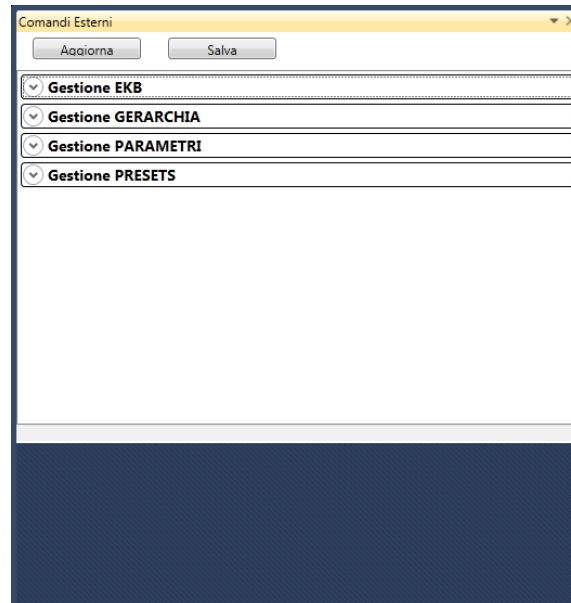
Content list

Creates the name of the content types that are matched to the range of columns in the contents columns presets.



Outdoor Commands Window

Manages the import and the export of data from the Knowledge Base (KB).

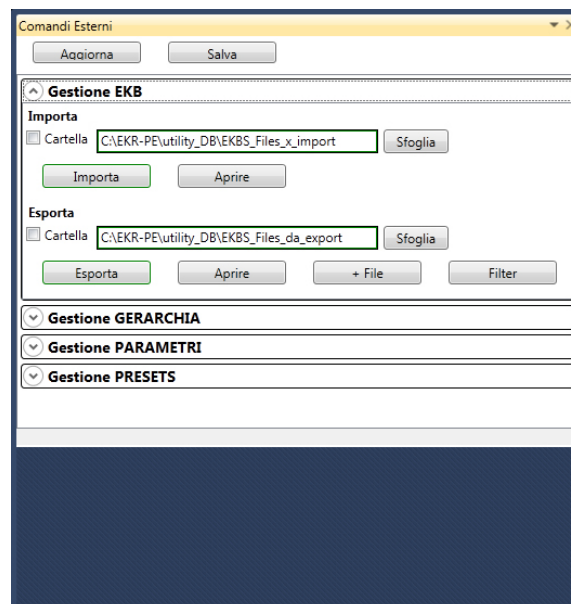


Updates: Updates paths and resets the processing states of the various import and export managements.

Saves: Saves in the configuration file of Author the setting paths in the various import and export management.

Pallet management

Exports Pallets in the Knowledge Base (WAREHOUSE) and imports all Pallets in the path set.



Imports

Browses: Selects the path from which import Pallets.

Imports: Performs the import of Pallets.

Open: Opens in the browser the present path in the text field.

Exports

Browses: Selects the path where export Pallets.

Exports: Performs the export of Pallets.

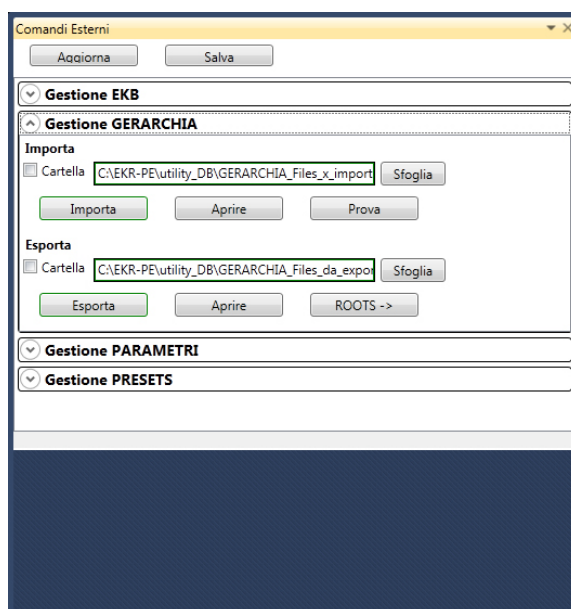
Open: Opens in the browser the present path in the text field.

+ **File:** If activated, Creates an XML file for each EKB in export process, rather than a single XML file with all Pallets.

Filter: Enables a text field on which insert the text to run a filtration on the Pallets code to export.

HIERARCHY management

Exports the hierarchies in the Knowledge Base (WAREHOUSE) and imports all those in the path set.



Imports

Browses: Selects a path from which to import hierarchies.

Imports: Performs the import of hierarchies.

Open: Opens in the browser the present path in the text field.

Tests: Tests hierarchies to be imported.

Exports

Browses: Selects the path where export the hierarchies.

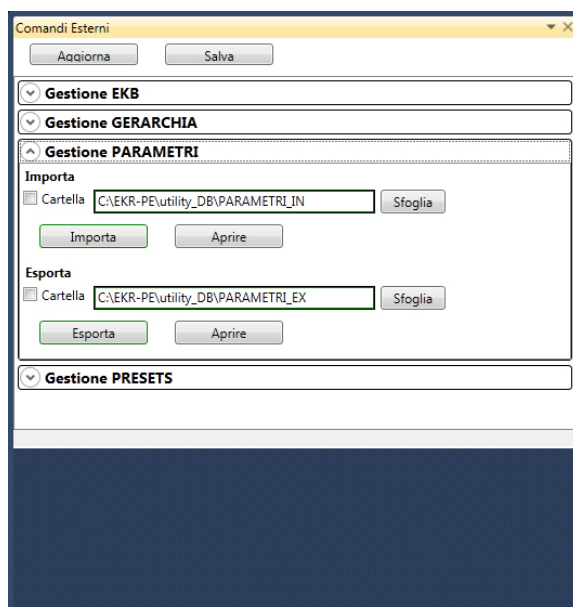
Exports: Performs the export of hierarchies.

Open: Opens in the browser the present path in the text field.

ROOTS ->: Selects the root of the hierarchy to be exported.

PARAMETERS management

Exports the parameters (labels) from the Knowledge Base (WAREHOUSE) and imports all those in the path set.



Imports

Browses: Selects a path from which import the parameters.

Imports: Performs the import of parameters.

Open: Opens in the browser the present path in the text field.

Exports

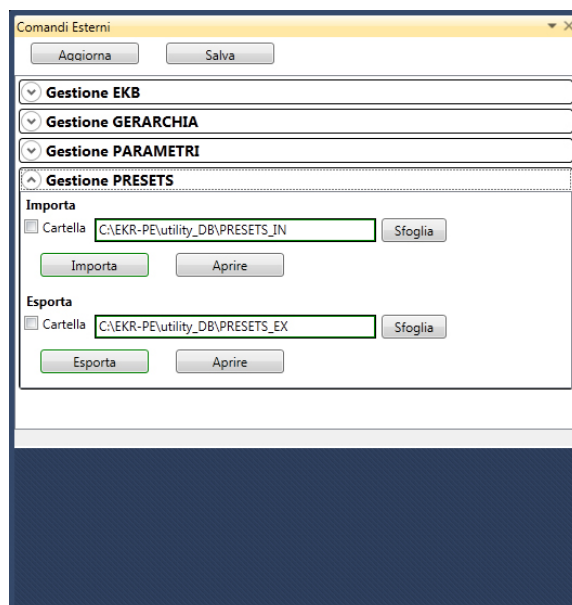
Browses: Selects the path where export the parameters.

Exports: Performs the export of parameters.

Open: Opens in the browser the present path in the text field.

PRESETS management

Exports the presets of the Knowledge Base (WAREHOUSE) and imports all those in the path set.



Imports

Browses: Selects a path from which import presets.

Imports: Performs the import of presets.

Open: Opens in the browser the present path in the text field.

Exports

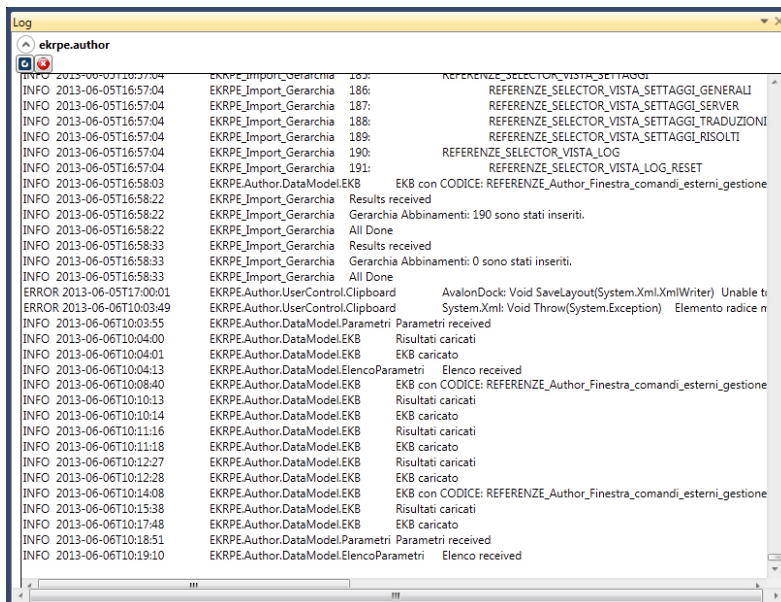
Browses: Selects the path where export presets.

Exports: Performs the export of presets.

Open: Opens in the browser the present path in the text field.

Log window

Records and displays the operations performed by Author.



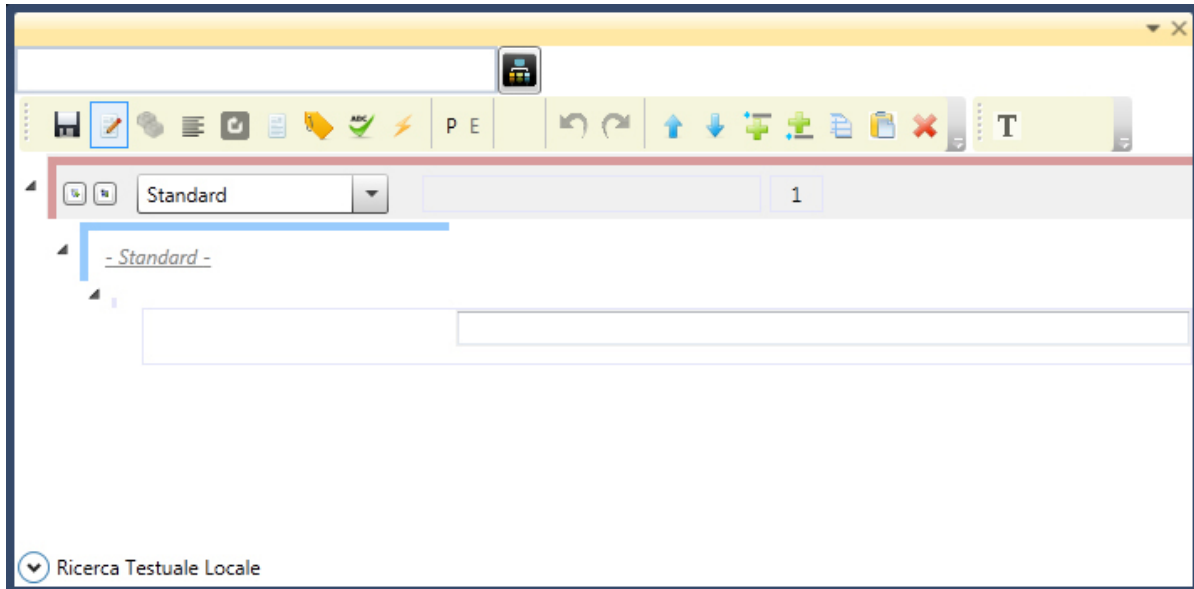
: Deletes the contents of the log.



: Updates the contents of the log.

Pallet detail window

Displays the detail of the active Pallet.



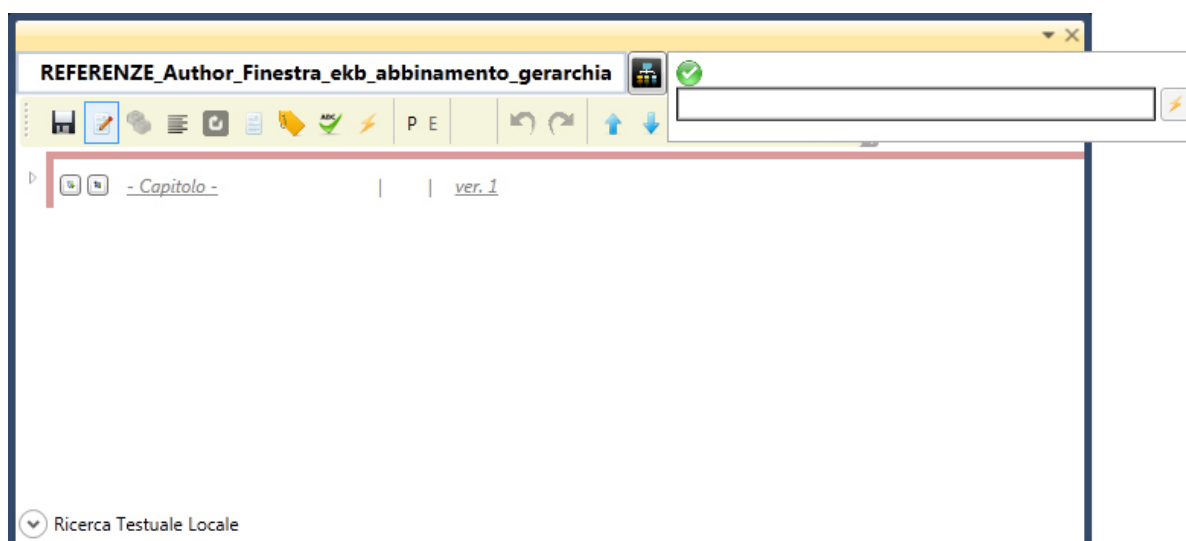
Pallet code

The present text field above the Pallet detail window displays the code of the active Pallet, also allowing you to create a new one with the present contents, simply by changing the code.

In general, during the saving of a Pallet, there are no warning messages that inform you whether the Pallet you are creating already exists!

Hierarchy Matching

Combines the active Pallet to a node of the hierarchy.



: Combines the active Pallet to the node of the hierarchy indicated in the text field.

: Indicates whether the active Pallet is already matched to some node of the hierarchy.

Text field: Inserts the code of the hierarchy node to match the active Pallet.

: Creates the combination of the active Pallet and the code of the hierarchy node.

Toolbars

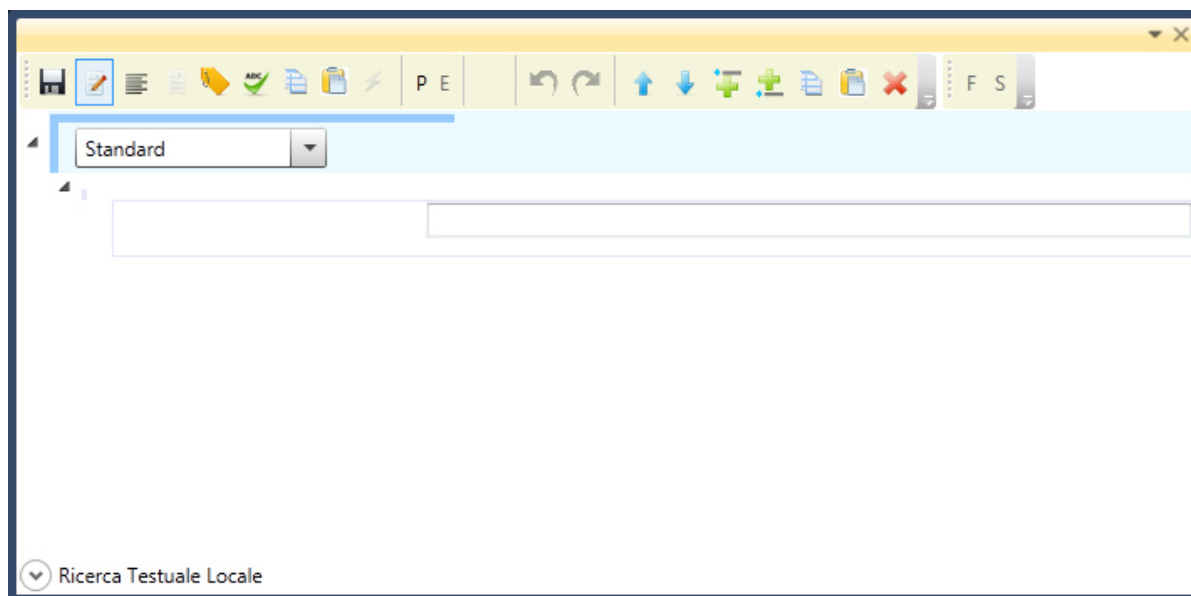
The toolbars presents specific tools depending on the selected object in the Pallet detail, which allow you to work on the structuring of contents (see "Toolbars Tools").

Research local text

Does textual researches between the content of the active Pallet.

Unit detail window

Displays the detail of the active Unit.



Toolbars

The toolbars presents specific tools depending on the selected object in the Unit detail, which allow you to work on the structuring of contents (see "Toolbars Tools").

Research local text

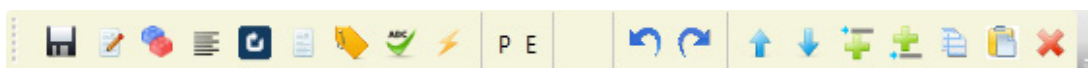
Does textual researches between the content of the active Unit.

Toolbars tool

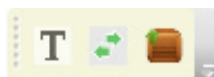
General toolbar

Contains tools that allow the main operations about the structure of the contents. Functionalities apply to the Pallet or individual Unit depending on the active window, Pallet or Unit detail.

To facilitate operations, most of the features are also available in the context menu activated by the right mouse button.



-  : Saves the changes made.
-  : Enables editing mode that acts on the structure and on the contents.
-  : Duplicates in a guided way the active Pallet, choosing whether or not to share all of the Units of the active Pallet with the new that you are creating.
-  : Enables the canvas mode that use combine models of Unit structure to Unit types.
-  : Reloads data from the Pallet detail.
-  : Displays information relating to the active Pallet or the selected Unit.
-  : Enables the viewing of the Units ID.
-  : Enables spelling on the contents.
-  : Edits not only the ID of all Units (Pallet detail window) but also the ID of the Unit (Unit detail window).
- P** : Enables the viewing of the paragraph type (both the text block that single paragraph).
- E** : Enables the viewing of the element type.
-  : Cancels the last change you made; continuing to click on the button, you go back to maximum 15 edits.
-  : Restores the last cancelled edit; continuing to click on the button, you back forward to maximum 15 edits.
-  : Moves the selected element before the previous one.
-  : Moves the selected element after the next.
-  : Adds a new element before the selected element.
-  : Adds a new element after the selected element.
-  : Copies the selected element to the clipboard of the operating system.
-  : Pastes the element in the clipboard of the operating system after the selected element.
-  : Deletes the selected element.



T : Creates a new Unit of "UNIT_Titolo" type inserting the present content in the Box description field.

: Transforms a content Box (hidden) in another Box in a Unit.

: Deletes a Box (not top level) by inserting in its place its contents.

Unit specific toolbar

It is activated only in the Pallet detail window, and contains tools that allow specific operations on the Units.



: Saves the active Unit.

: Displays information about the active Unit.

: Changes the ID of the active Unit.

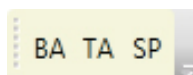
: Replaces the active unit with a Box.

F : Sets a content of "flow" type in the active Unit.

S : Sets a content of "space" type in the active Unit.

Text block specific toolbar

Contains tools that allow specific operations about the text block.



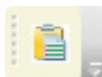
BA : Replaces the active text block with an anchored box.

TA : Replaces the active text block with a table.

SP : Replaces the active text block with a spacer.

Paragraph specific Toolbar

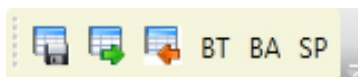
Contains tools that allow specific operations on paragraph.



: Pastes the textual content of the clipboard of the operating system, respecting the division into paragraphs.

Specific Table toolbar

Contains tools that allow specific operations on the table.



: Exports the table in an Excel file.

: Edits contents and table settings (see Table Edit Window).

: Imports table from an Excel file.

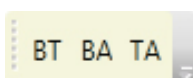
BT: Replaces the active table with a text block.

BA: Replaces the active table with an anchored box.

SP: Replaces the active table with a spacer.

Specific spacer toolbar

Contains tools that allow specific operations on the spacer.



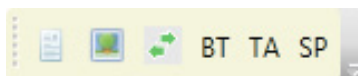
BT: Replaces the active spacer with a text block.

BA: Replaces the active spacer with an anchored box.

TA: Replaces the active spacer with a table.

Specific anchored Box toolbar

Contains tools that allow specific operations on the anchored box.



: Adds a textual type content to an anchored box.

: Adds an image type content to an anchored box.

: Replaces the content of the anchored box from one type to another.

BT: Replaces the active anchored box with a text block.

TA: Replaces the active anchored box with a table.

SP: Replaces the active anchored box with a spacer.

Structural elements

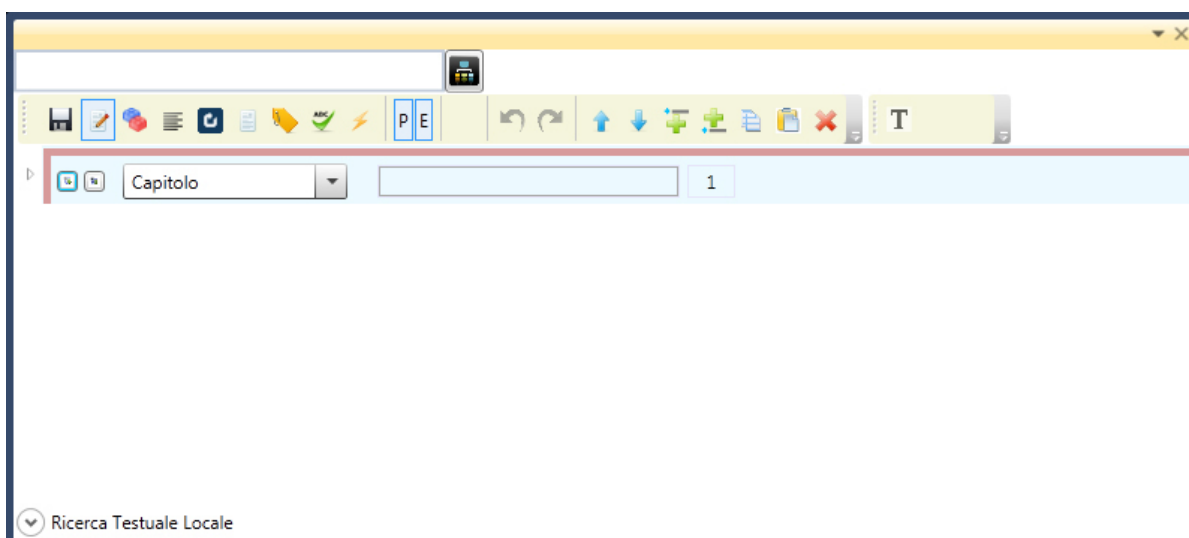
To allow you to move quickly in the data structure, there have been introduced keyboard buttons that facilitate the navigation:

CTRL+Up and CTRL+Down: Scrolls the data structure, jumping on the structural elements of the EKB that are visible according to the expansion of the tree.

CTRL+Shift+Up and CTRL+Shift+Down: Flows the data structure, expanding the nodes of the tree that are close, so as to reach all the structural elements of the Pallet.

Box

Groups Units and/or other Box. In a Pallet there is always at least one Box on the first level.



Pull-down menu: Selects the Box type from those which are available for the active mandator.

Text field: Inserts a description.

Numerical field: Edits the Box version, which by default has the value 1.



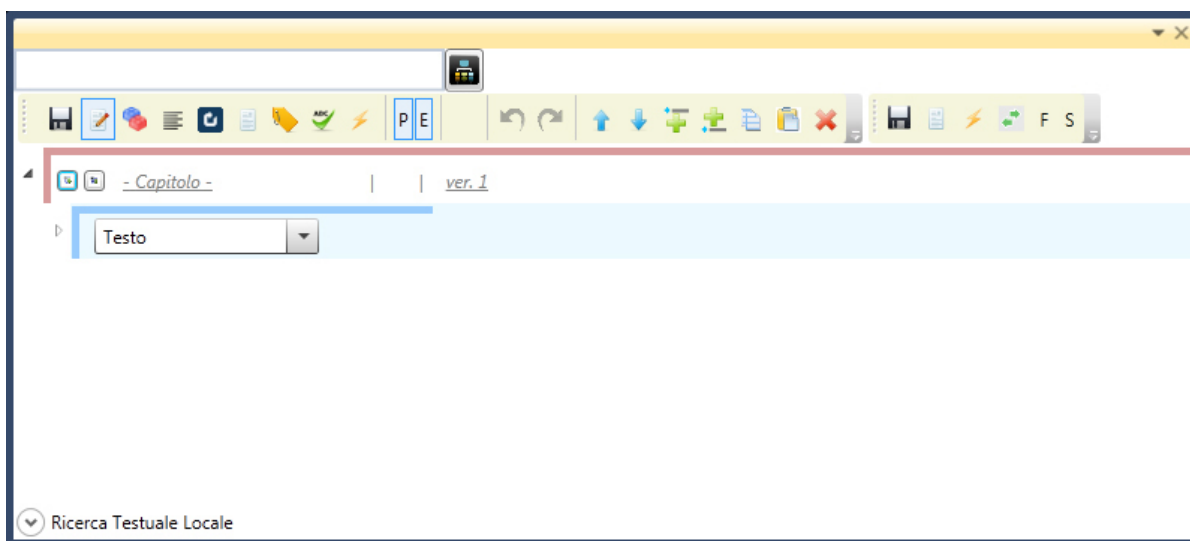
: Expands the viewing of all structural elements contained in the Box.



: Compresses the viewing of all structural elements contained in the Box.

Unit

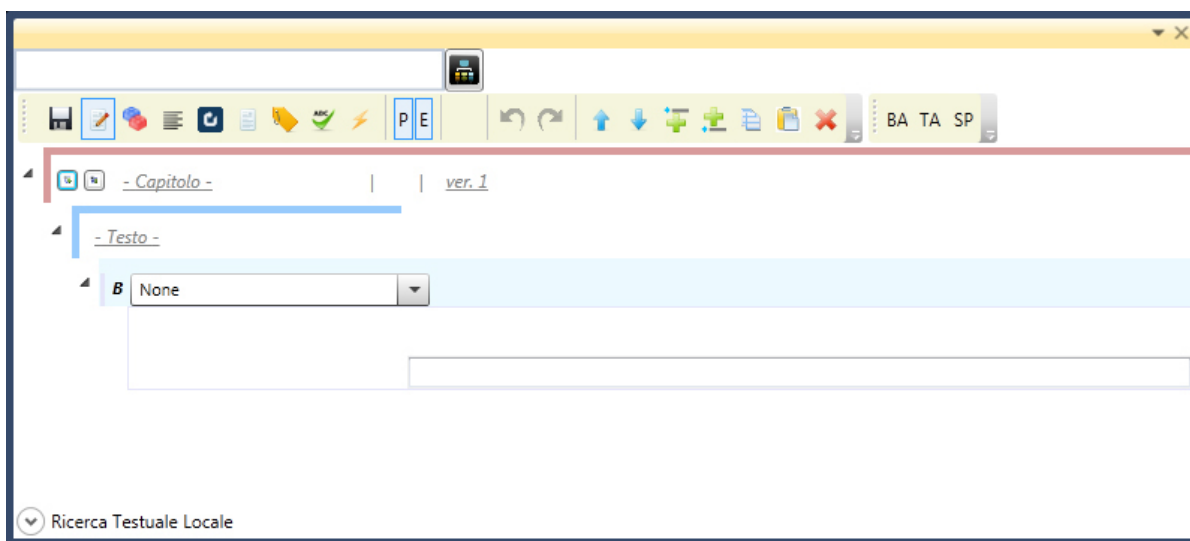
Manages the various types of contents. In a Pallet is always present at least one Unit.



Pull-down menu: Selects the Unit type from those which are available for the active mandator.

Text block

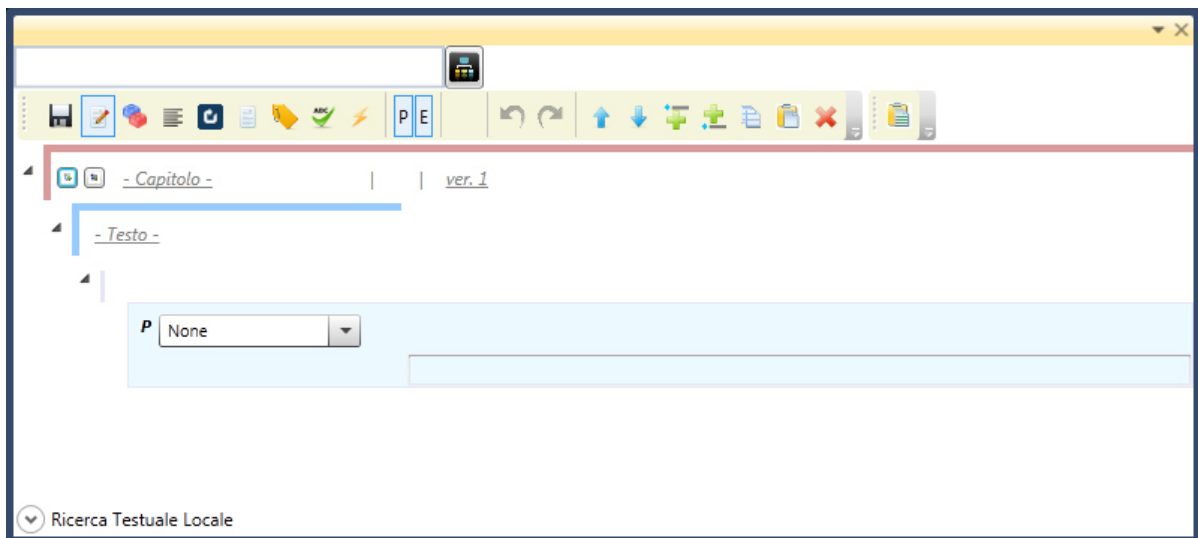
Manages textual type contents, and is composed of one or more paragraphs.



Pull-down menu: Selects the paragraph type among those which are available for the active mandator. The type is applied to all paragraphs belonging to the text block.

Paragraph

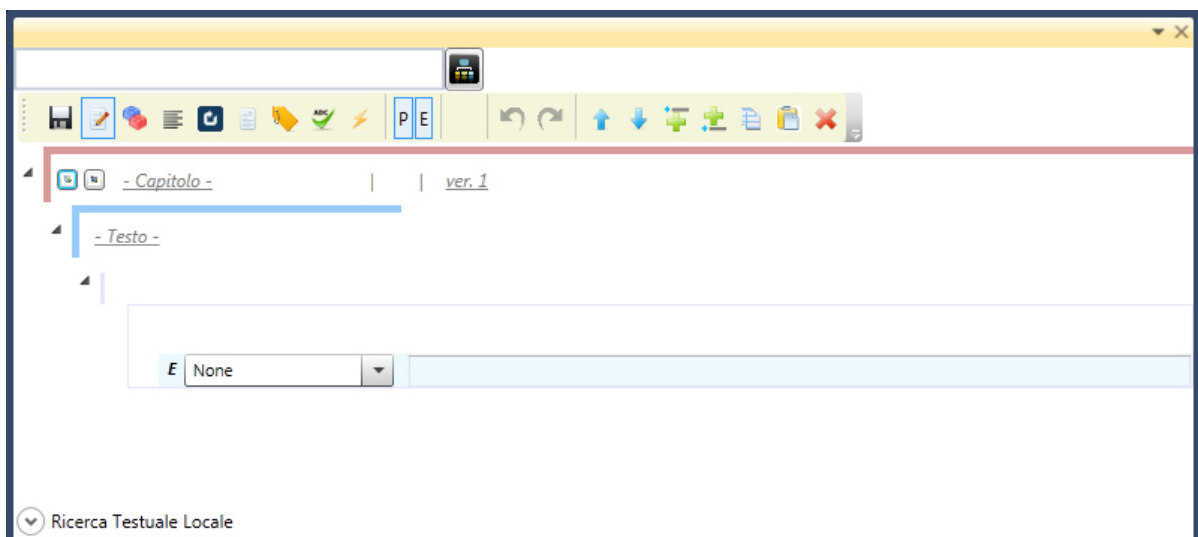
Manages textual type contents, and it is composed of one or more elements.



Pull-down menu: Selects the paragraph type among those which are available for the active mandator. The type is only applied to the current paragraph.

Element

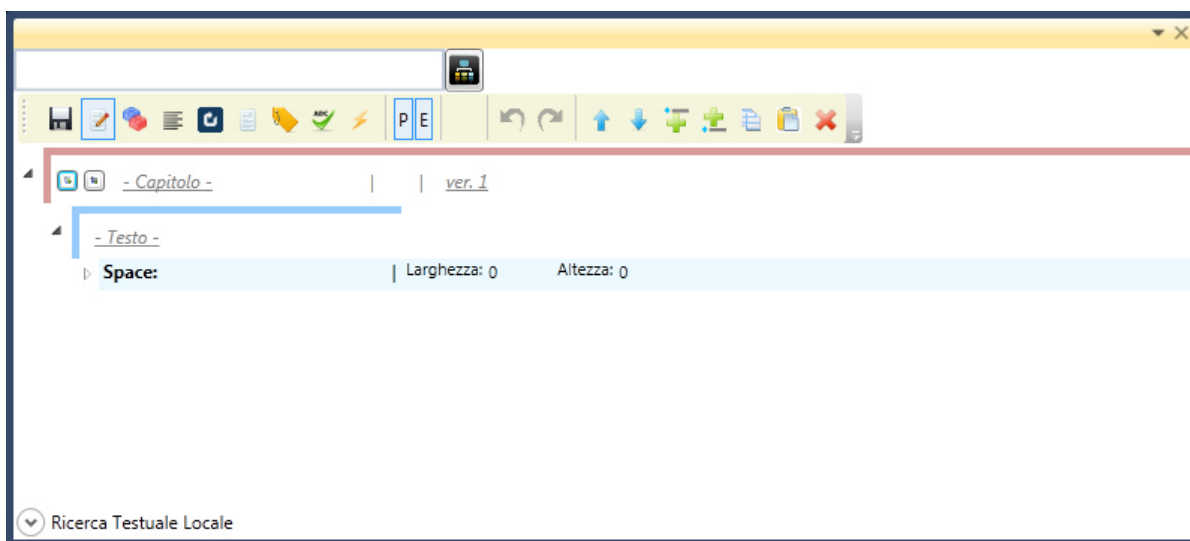
Manages contents of textual type.



Pull-down menu: Selects the element type from those which are available for the active mandator. The type is only applied to the active element.

Space

Manages contents both textual and images type, on one or more anchored objects.

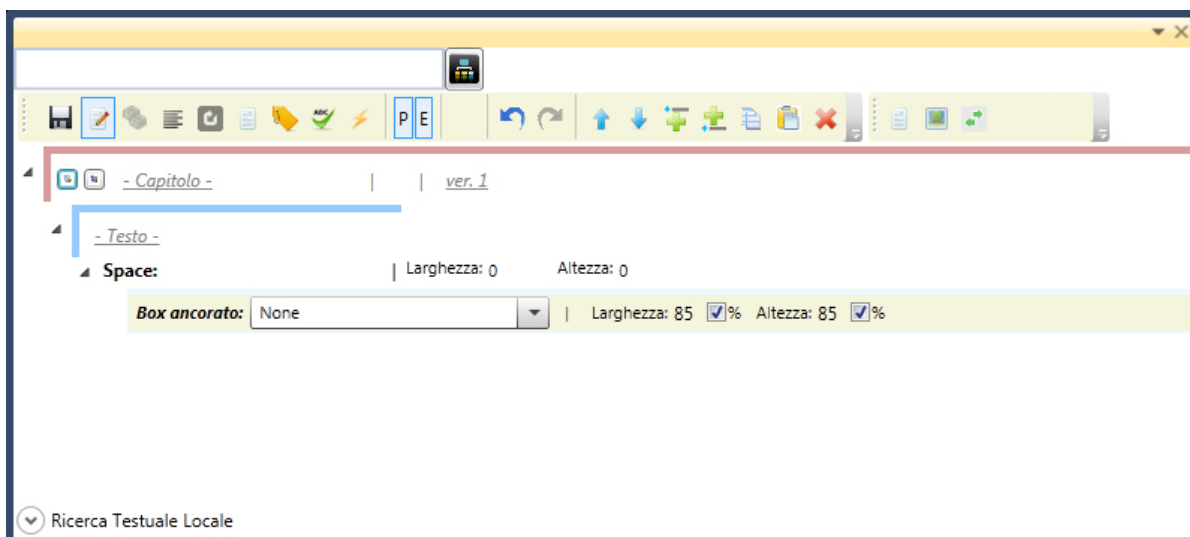


Width: Sets the width of the object in millimeters. The default value of 0 indicates that, in the layout process, the width will automatically set according to the use of the Unit.

Height: Sets the height of the object in millimeters. The default value of 0 indicates that, in the layout process, the height will automatically set according to the use of the Unit.

Anchored box

Manages contents both textual and images type.



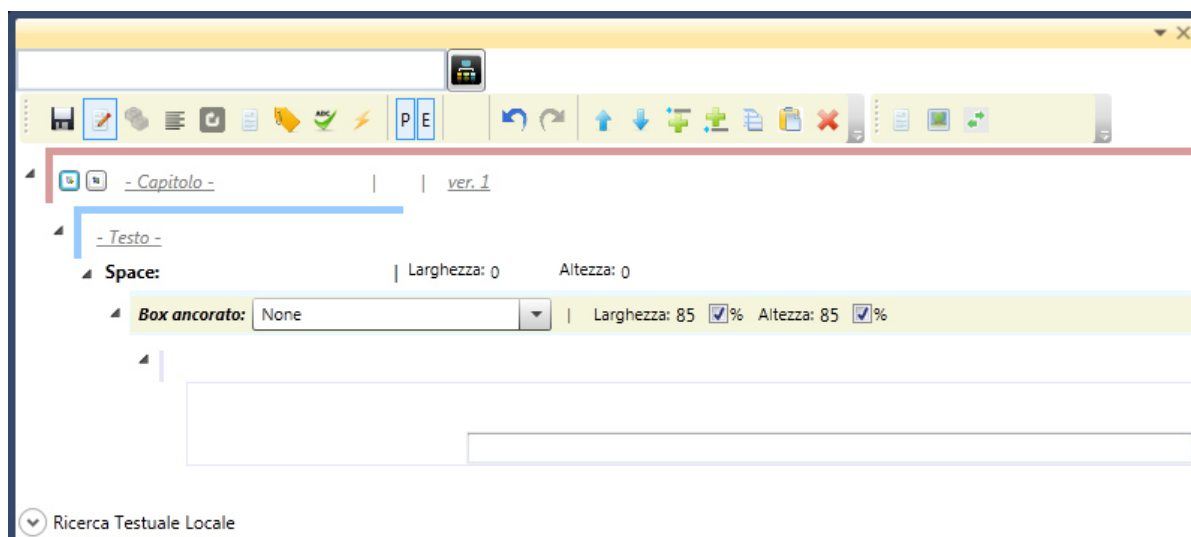
Pull-down menu: Selects the object type from those which are available for the active mandator.

Width: Sets the width of the anchored box. If the % flag is active, the measure is in percentage, otherwise in millimeters.

Height: Sets the height of the anchored box. If the % flag is active, the measure is in percentage, otherwise in millimeters.

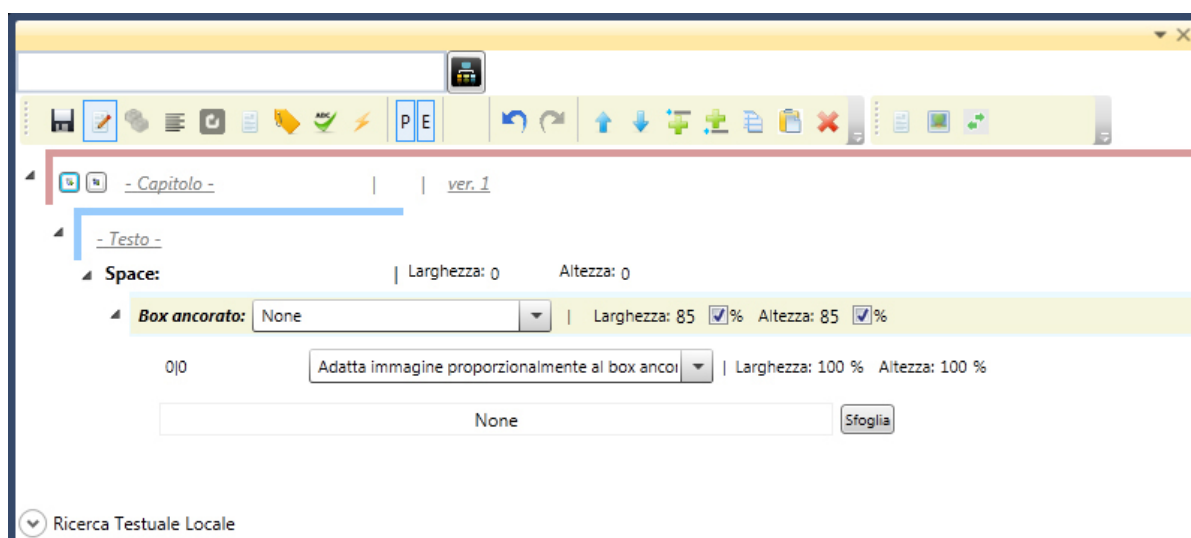
Textual

Manages contents of textual type (see text block).



Image

Manages contents of image type.



0|0: Sets the image cut compared to its container.

Pull-down menu: Sets the adaptation of the image compared to its container

- **Adapts the image in proportion to the anchored box**: Adapts the image proportionally to the size of the anchored box that contains it. If the ratio between width and height is not equal between image and anchored box will remain an empty space.
- **Image in percentage to the anchored box**: Adapts the image in percentage to the size of the anchored box that contains it.
- **Image in percentage to its original size**: Adapts the image in percentage to its original size.
- **Fills the anchored box proportionally**: Fills the anchored box keeping the proportions of the image. If the ratio between width and height is not equal between image and anchored box, the latter will be cut out.

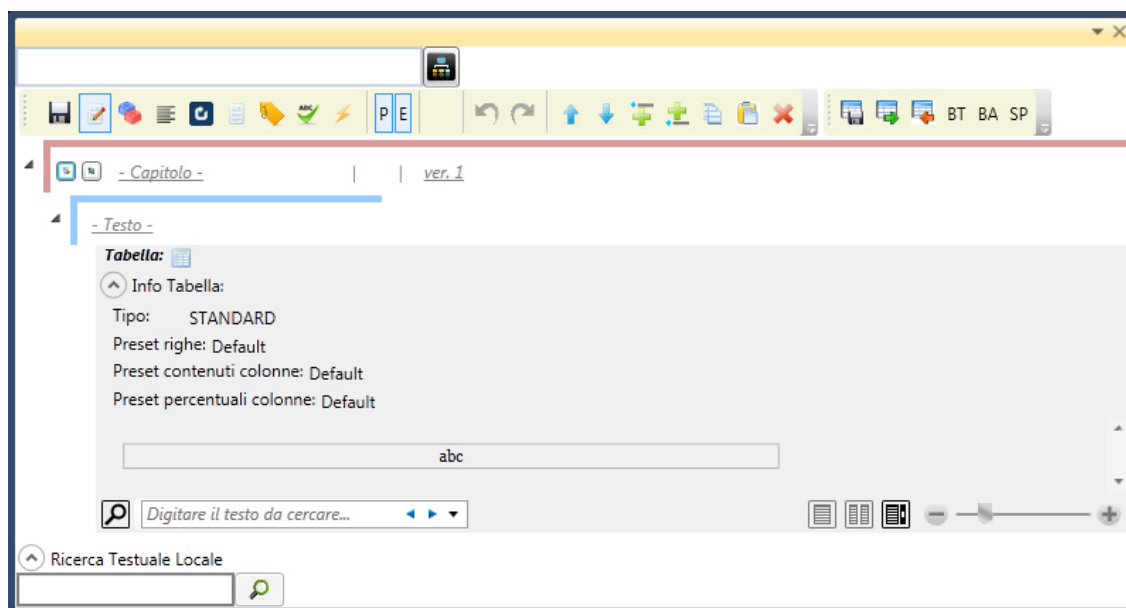
Width: Sets the width of the image in percentage compared to the anchored box.

Height: Sets the height of the image in percentage compared to the anchored box.

Browses: Selects an image file.

Table

Manages table contents type.



Type: Sets the table type, that in publication will contribute to the structuring of graphic styles.

Rows preset: Matches the rows preset to the table (see presets Window).

Content columns preset: Combines columns preset to the table (see preset Window).

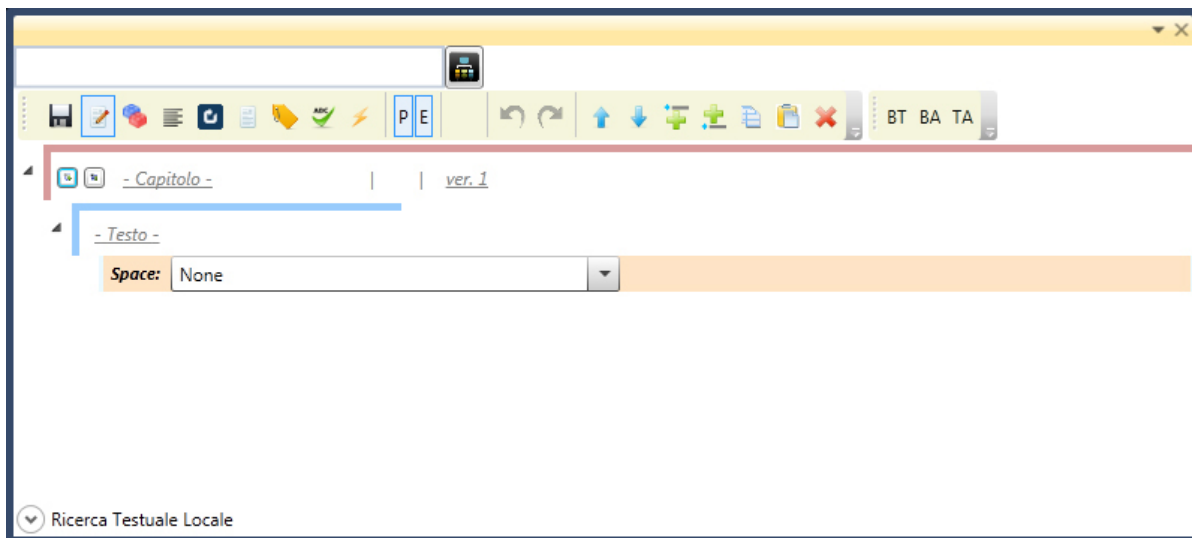
Percentage columns preset: Matches the percentage columns preset to the table (see presets Window).



: Performs textual researches between the contents of the table.

Spacer

Inserts in the contents a spacing paragraph.



Pull-down menu: Selects the spacer type from those which are available for the active mandator.