Take control with CtrlPrint Review

User Guide

8/4/2022

CtrlPrint

Using CtrlPrint Review

This document is designed to help CtrlPrint users understand how CtrlPrint Review works. It is intended for all users.

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Content

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Do you have questions or need help?
Contact our support:
SWE: +46 8 743 72 60
UK: +44 203 630 0134
FIN: +358 9 4245 4425
support@ctrlprint.net
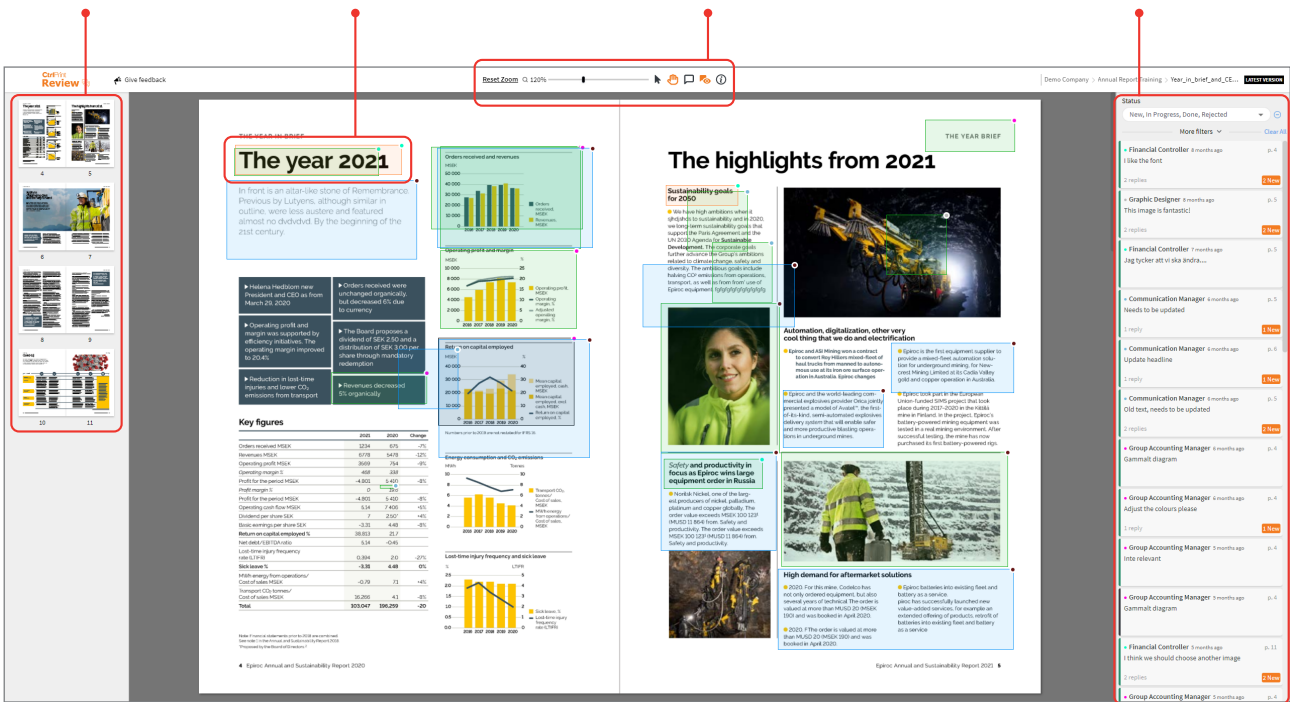
1. What is CtrlPrint Review?

CtrlPrint Review is an additional collaboration feature that can be used with CtrlPrint documents. It allows CtrlPrint users to comment on the layout and content of a document in a web browser. These comments can then be seen in our InCopy/InDesign palette where they are updated in real time.

Thumbnails
of the pages in the document.

Comment
marked in the layout view.

The toolbar
More information om page 4.

The comments
in the document in list view.

2. How to get started

CtrlPrint Review is an extra function that is activated per project. If you want CtrlPrint Review activated, please contact your CtrlPrint administatrors and they can activate it for you.
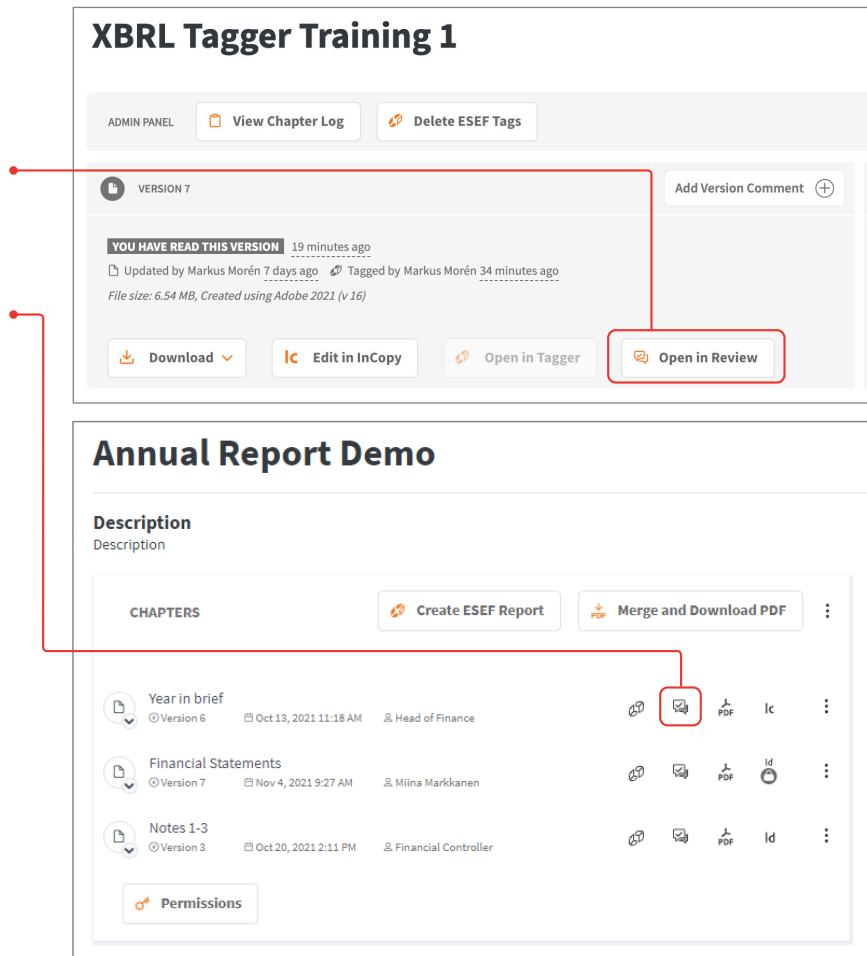
For users who only want to create comments and replies in their web browser, no additional installation is required. CtrlPrint Review is currently supported in the latest versions of Microsoft Edge, Chrome (MacOS & Windows), Firefox (MacOS & Windows) and Safari. For users who want to see the comments in InCopy and InDesign, the extension will be automatically installed when downloading a CtrlPrint document with Transfer Manager. All users who have access to documents in CtrlPrint can use Review.

3. Opening CtrlPrint Review

Once CtrlPrint Review has been activated you have two options to open a document in Review:

1. Select any chapter within the project, navigate to the chapter page and click the **Open in Review** button.

2. Select the project page and click the **Open in Review** icon for the chapter you want to review.

When you a start a review session a new window or tab will open in your browser.

XBRL Tagger Training 1

ADMIN PANEL   🗒 **View Chapter Log**   🔏 **Delete ESEF Tags**

📄 VERSION 7   Add Version Comment ⊕

YOU HAVE READ THIS VERSION 19 minutes ago
🗒 Updated by Markus Morén 7 days ago   🔏 Tagged by Markus Morén 34 minutes ago
File size: 6.54 MB, Created using Adobe 2021 (v 16)

⬇ Download ⌄   Ic **Edit in InCopy**   💬 Open in Tagger   💬 **Open in Review**

Annual Report Demo

Description
Description

CHAPTERS   🔏 **Create ESEF Report**   PDF **Merge and Download PDF**   ⋮

📄 Year in brief
⊙ Version 6   🗓 Oct 13, 2021 11:18 AM   👤 Head of Finance   ⟳ 💬 PDF Ic ⋮

📄 Financial Statements
⊙ Version 7   🗓 Nov 4, 2021 9:27 AM   👤 Miina Markkanen   ⟳ 💬 PDF Id ⋮

📄 Notes 1-3
⊙ Version 3   🗓 Oct 20, 2021 2:11 PM   👤 Financial Controller   ⟳ 💬 PDF Id ⋮

⚷ **Permissions**

4. Toolbar

The toolbar is located at the top of the page. The following tools are available:

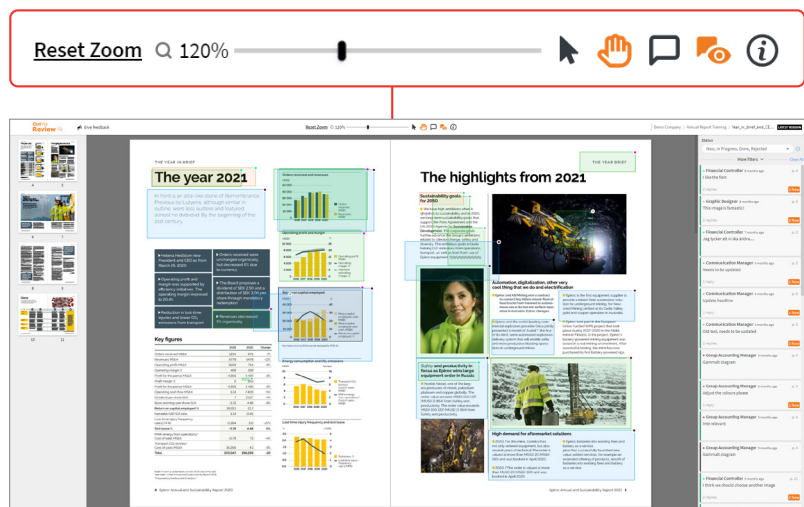🔍 **Zoom Slider** – Drag the slider to the right or left to zoom in and out respectively of the document.

↖ **Selection Tool** – Select and move comments.

✋ **Hand Tool** – Drag to move page view.

💬 **Comment Tool** – Add comment by click and drag.

🔲 🔳 **Show/Hide comment overlay** – Show or hide comments in the layout.

ⓘ **Information** – Short cuts and information about the tools.

Reset Zoom 🔍 120% ▬▬▬▬▬◉▬▬▬▬▬ ↖ ✋ 💬 🔳 ⓘ

5. Navigation

Quickly move from page to page by clicking the thumbnails in the left thumbnail frame. You can also use the Hand tool to move the page view. Zoom in and out of a document by using the Zoom Slider. Click on a comment in the right hand frame to centre the page around that comment.

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6. Making a new comment

Select the **Comment Tool** (💬) and click and drag to select the area of the page you wish to leave a comment.

An Add New Comment box will popup in which you can add your comment. In this Comment box you can also choose to notify users by e-mail. Click **Save** to add your comment – or **Cancel** to discard it.

7. Working with comments

To the right of the document you will see a list with all comments. You can switch between different filters depending on what type of comments you want to see.

Use the filter to sort by **Author**, **Creation date**, **Last updated** and **Page number.**

There are four different statuses for comments: **New**, **In Progress**, **Done** and **Rejected**. When a new comment is created it will have **New** as its status. Any user can then change the status of a comment if it is still open for discussion (**In Progress**), has been dealt with (**Done**), or has been rejected (**Rejected**).

If you wish to add a reply to a comment, select the comment, write your reply and click the **Reply** button. A timestamp will show when comments and replies were made in the comment list.

You can also edit a comment or reply which you have made. Click on the comment, then click on the 3 dots to the right and choose **Edit comment**, make your changes and click the **Save** button.
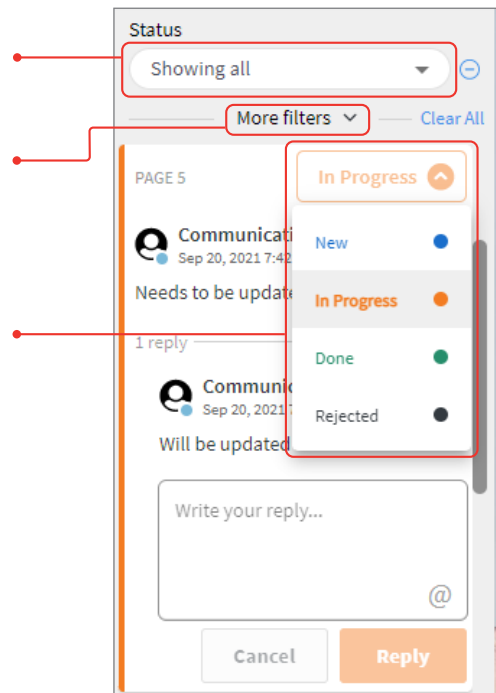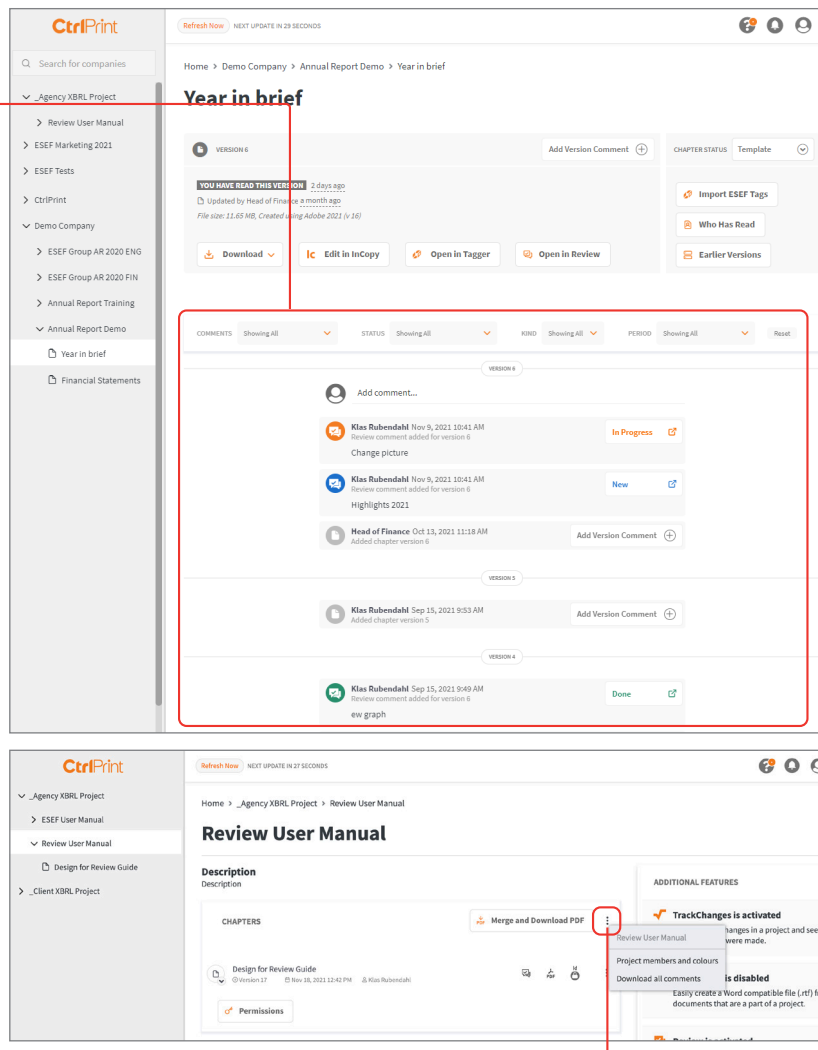

COMMENTS ON THE CHAPTER PAGE

If you navigate to a chapter in the project you can see all all comments. These can also be filtered.

DOWNLOAD ALL COMMENTS

In the Project view you can download all comments in a file that can be opened in Excel or similar. Click on the **three dots** next to the Merge and Download PDF button.
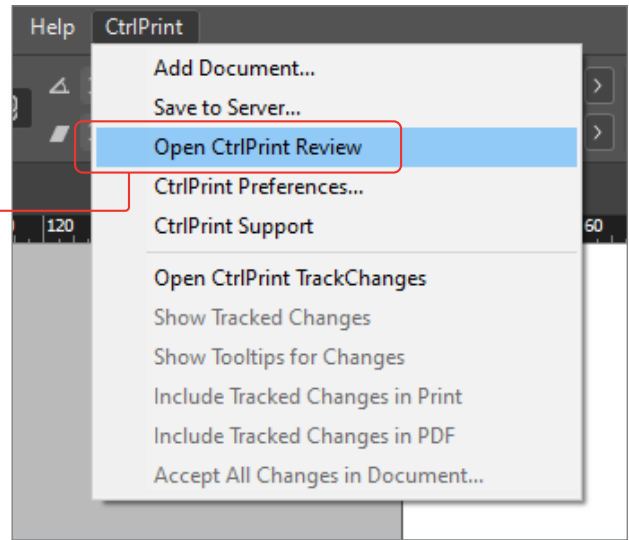
8. Review and InCopy/InDesign

You can see comments, reply to them and change their status while working in InCopy or InDesign. This is useful for when you want to action changes without going between a browser and InCopy/InDesign.

To open Review click **CtrlPrint/Open CtrlPrint Review** from the InCopy/InDesign top menu bar.

When you are working in InDesign/InCopy you are not able to add new comments.

You can only see the comments in **Normal** view. This option is found under the **View** menu in the **Screen Mode** section.

You can not move comments in InDesign/InCopy.

Review panel in InCopy/InDesign.