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Plug-in

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Notes Manager

→ Copyright

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This manual has been created using Adobe FrameMaker on a MacBook Pro. Text and headlines are set in Foundry Sans typefaces.

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→ Chapter 1 Introduction

The vjoon Notes Manager Plug-In enhances the default method used by Adobe InDesign and Adobe InCopy for administrating and displaying notes. It displays a list of all notes with modification date and author in one panel that have been inserted into the text using any of these applications. By double-clicking a note, you can directly access the corresponding note in the document.

→ vjoon Notes Manager works in conjunction with vjoon K4 publishing system. In this case, an additional column is displayed in the Notes Manager panel that shows the name of the layout or article containing the note. For further information about vjoon publishing systems contact vjoon GmbH.

System Requirements

vjoon Notes Manager can be used with Adobe InDesign or InCopy running under macOS and Windows. The software and hardware requirements for the following applications apply:

- vjoon Notes Manager 17.0.x for Adobe 2025
- vjoon Notes Manager 16.0.x for Adobe 2024
- vjoon Notes Manager 15.0.x for Adobe 2023
- vjoon Notes Manager 14.0.x for Adobe 2022
- vjoon Notes Manager 13.0.x for Adobe 2021

Installation

- (1) Place the plug-in and license in the folder "Plug-Ins" of Adobe InDesign/InCopy. We recommend to create a folder named "vjoon Plug-ins" and place Notes Manager in this folder.
- (2) Launch the application you want to use. If it is already running, quit the application and restart it.

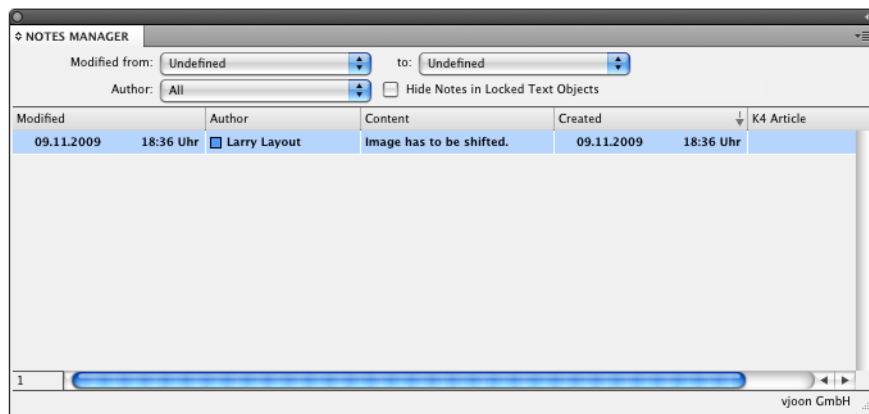
You can now start to work with Notes Manager as described in the next chapter.

About this Manual

This manual assumes that you are familiar with using Adobe InDesign or Adobe InCopy. Otherwise, please refer to the corresponding documentation. You will receive an optimum display of the images in this user guide by changing the view size to 200%.

→ Chapter 2 Using the Notes Manager Panel

The Notes Manager panel allows you to display a list of all notes contained in the document. In addition, you can define search parameters to search for the notes you want to see, and you can directly access any of note by double-clicking the corresponding entry in the panel.



You use the plug-in in Adobe InDesign and Adobe InCopy to get an overview of all notes contained in the document, and to navigate quickly between the different notes. To edit the notes text itself, you use the default Notes panel in Adobe InDesign, or work directly in Adobe InCopy's text views.

Displaying and Hiding the Panel

- (1) Launch Adobe InDesign or Adobe InCopy.
- (2) To display the panel in the corresponding application, choose the command "Window > Notes Manager". A checkmark appears in front of the menu command.

The panel appears and displays all notes contained in the document. In the bottom left corner of the panel you can see the total number of notes displayed.

(3)

Choose one of the following options:

- If you want, you can customize the panel, e. g. change the column order or the sorting within each column. See ["Customizing the Panel"](#) for further information.
- To display a selection of notes use the pop-up menus at the top of the panel. See ["Searching for Notes"](#) for further information.
- To access one of the notes in the document, click or double-click the corresponding entry in the panel. See ["Navigating with Notes"](#) for further information.

(4)

To hide the panel click the close box of the panel. Or you can choose the command again. The checkmark in front of the menu command disappears.

The panel is closed.

Customizing the Panel

You can customize individual columns in the panel to fit your specific needs, and you can change the sorting of the notes entries within each column.

Changing Column Order

You can change the width and the order of the columns in the panel, and you can hide and show individual columns.

(1)

Display the Notes Manager panel. See ["Displaying and Hiding the Panel"](#) for further information.

(2)

Choose one or more of the following options to change the order of the columns:

- **Change width:** Place the mouse pointer on the line between two adjacent columns titles. The shape of the pointer changes as soon as it is placed on top of the line. Drag in the direction you want. While dragging you can see how the column width changes. Release the mouse button when the column has the width you want. The column has the new width.
- **Change order:** Place the mouse pointer within the title field of the column you want to move. Drag the column to the new position, and release the mouse button. The column appears at the new position.
- **Hide:** Control-click a column title (macOS only), or click a column title using the right mouse button. A pop-up menu appears. Choose "Hide" from the top of the menu. The column disappears.

- **Show:** Control-click the title of the column in front of which you want to show the hidden column (macOS only), or click the title of the column in front of which you want to show the hidden column using the right mouse button. A pop-up menu appears. Select the name of the column you want to show from the bottom of the menu. The column appears in front of the column you clicked.




The columns are displayed according to the changes you made. These changes remain valid until you change them again.


Changing Sorting Order

By default, notes are sorted according to their modification date. In the Notes Overview panel, you can determine the order of the displayed notes using any column. You can sort the entries from top to bottom or from bottom to top. In addition, you can define up to five levels which determine a hierarchical order within these five columns.

(1) Display the Notes Manager panel. See "[Displaying and Hiding the Panel](#)" for further information.

(2) Choose one or more of the following options to change the sorting within columns:

- **Sort using one column:** Click the column title by which you want to sort. The First Level icon () appears.
- **Revert sorting:** Click the icon to reverse the sorting order ().
- **Use sorting levels:** To use a second (third, fourth, fifth) sorting level, Shift+click the title of the column you want to use. The corresponding icon for the next sorting level () appears.

 If you want to change the hierarchical order of the columns or you have accidentally assigned a sorting level to the wrong column, you have to sort the columns all over again.

The entries are sorted accordingly. The changes remain valid until you change them again.

Searching for Notes

Using the three pop-up menus at the top of the panel you can search for notes based on the modification dates, based on the author, or based on a combination of both search parameters.

Modification Dates

When searching for notes using the modification date, you can display all notes that have been modified as of a certain date, until a certain date, or within a specific period of time. Both pop-up menus list the modification dates of all notes contained in the document.

(1) In the panel, choose one of the following options from the pop-up menu "Modified from":

- **Undefined:** Includes all dates into the search procedure.
- **Date:** Searches for notes that have been modified as of the selected date.

(2) In the panel, choose one of the following options from the pop-up menu "Modified to":

- **Undefined:** Includes all dates into the search procedure.
- **Date:** Searches for notes that have been modified until the selected date.

The list of notes in the panel is updated.

Author

When searching for notes using the author, you can display the notes from all authors, or you can display the notes created by a specific author. The pop-up menu lists the authors that have created the notes contained in the document.

(1) In the panel, choose one of the following options from the Author pop-up menu:

- **All:** Includes all authors into the search procedure.
- **Name:** Searches for the notes that have been created by the selected author.

The list of notes in the panel is updated.

Hiding Notes in Locked Text Objects

Text frames of K4 articles on a layout page that are not in use by a vjoon K4 publishing system are labelled as locked objects. You can hide notes that belong to locked text objects by enabling the option "Hide Notes in Locked Text Objects" in the Notes Manager panel.

Navigating with Notes

You can navigate between the note anchor in the document and the individual entries in the Notes Overview panel. You can use the following methods:

- Clicking an entry in the Notes Manager panel selects the corresponding note anchor in the document, and vice versa.
- Double-clicking an entry in the Notes Manager panel opens the default Notes panel displaying the associated note.

