



*CtrlPrint is a powerful workflow system that helps you to handle the collaborative workflow process of producing printed matter.*

# It's time to stop

**Stop wasting time and effort** on the editing and approval process when producing printed matter. And it is time to start. Start taking advantage of the latest Internet and workflow technologies in your production process.

Imagine a system that handles the entire editing and approval process and lets you focus on what's important – content and design – of the printed matter being produced. A system that gives everyone involved in the project constant access to all files, and keeps track of all changes and comments related to the documents. That, and more, is possible with CtrlPrint.

Production of printed matter such as

business stationery, magazine spreads, newsletters, brochures and flyers typically involves people from many departments of the company and sometimes even from many different companies. For example, production of an annual report may involve dozens of people or even more, from the CEO, the CFO, the business unit managers and people in the marketing, legal and information departments, to the art director, copywriters and translators.

Traditionally, when creating these kinds of publications, much time is lost sending documents back and forth for editing, correction and approval. It's also difficult to ensure that all corrections really are made,

and to keep track of the current versions of the documents.

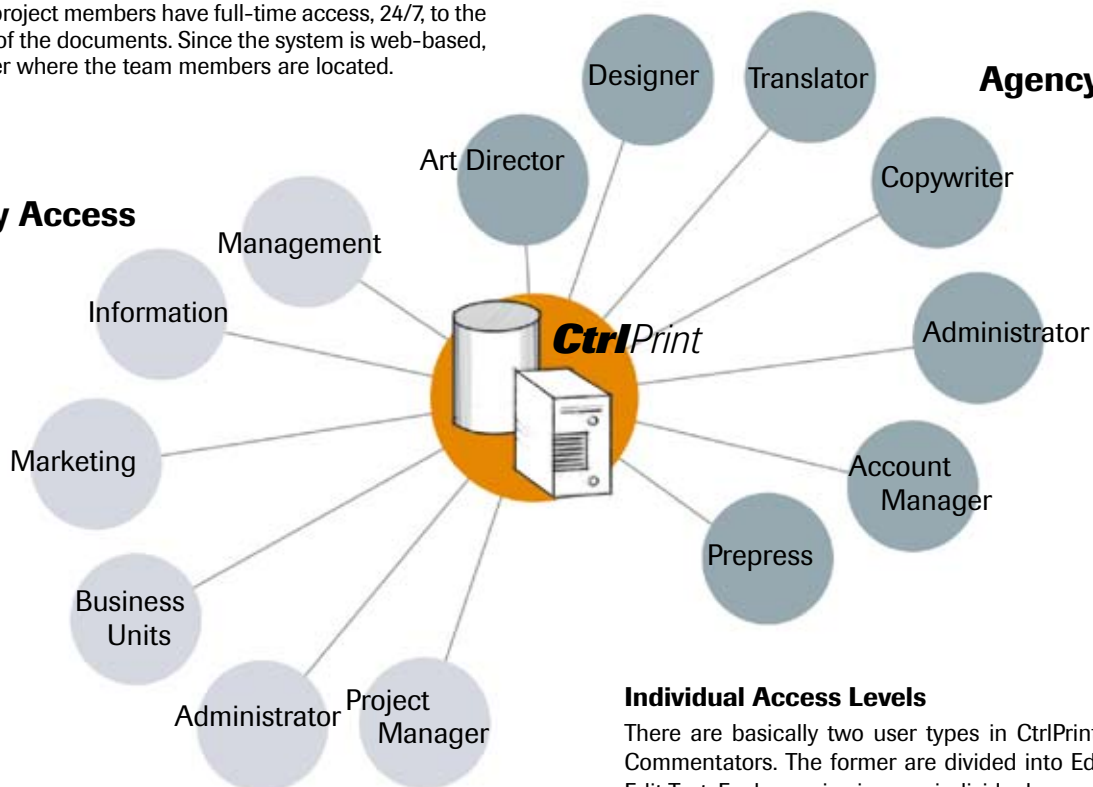
With CtrlPrint, the system manages all documents and provides an easy and intuitive means for the project team members to edit and comment on the documents in the report. The result is a dramatic increase in productivity and greatly reduced production costs.

And since it is the system that keeps track of all documents, comments and corrections, everyone involved in the production process can focus on content and design and increase the overall quality of the production.

## Availability/Flexibility

All authorized project members have full-time access, 24/7, to the latest versions of the documents. Since the system is web-based, it doesn't matter where the team members are located.

## Company Access

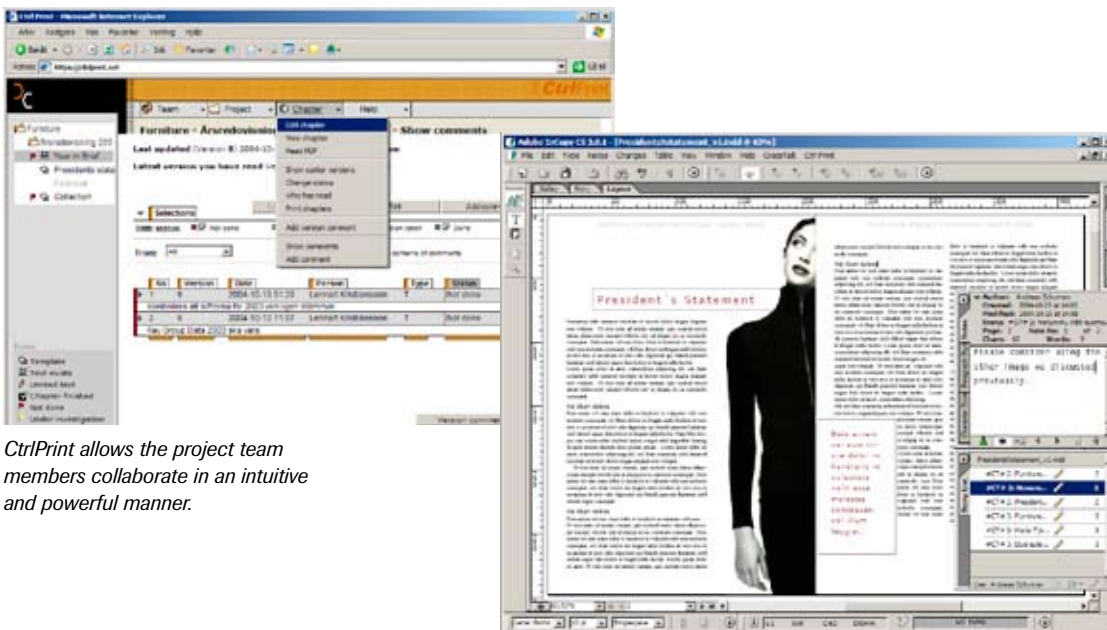


## Individual Access Levels

There are basically two user types in CtrlPrint: Editors and Commentators. The former are divided into Edit Layout and Edit Text. Each user is given an individual access level to any given document in the system

## Project Task List

The comments placed in a document is generating a task list for the editor in charge.



*CtrlPrint allows the project team members collaborate in an intuitive and powerful manner.*

*Team members participate in the editing and approval workflow by adding comments directly into the various text documents. Or by making text changes directly in the layout.*

# The CtrlPrint System

**CtrlPrint is a database-driven, web-based system that handles the collaborative workflow process of producing printed matter.** A project in CtrlPrint consists of one or more so-called chapters and each chapter contains a document file that can be viewed or edited by the users.

The actual editing is done using Adobe's leading publishing system InDesign. CtrlPrint provides a seamless integration with InDesign and InCopy. CtrlPrint stores all InDesign documents and keeps track of the changes being made. Whenever a document is changed, a copy of the previous version is saved and can be retrieved later. The system has built-in mechanisms that allow only one person at a time to edit a document, thus ensuring document integrity.

## Individual Access Levels

There are basically two kinds of users in CtrlPrint, editors and commentators. The editors are in turn divided into two levels, text editors and layout editors. When producing, for example an annual report, the text editors are the content providers within the company, or external copywriters. The layout editors would typically be the art director and the graphic designer, and the commentators would be people from the various departments of the company.

Only the editors are allowed to edit the documents. When an editor has finished editing a document, a PDF-file (Portable Document Format) is automatically gener-

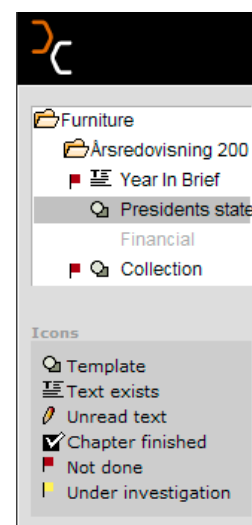
ated by CtrlPrint. The commentators then download the PDF-file for viewing in Adobe Acrobat. By using Adobe InDesign, the editors have full control over the format and content of the printed matter being produced. And Adobe Acrobat gives the commentators access to an exact replica of the printed matter, with the exception that they can't edit the document. By regulating who can edit the documents, the system ensures that no inexperienced user can "wreak havoc" in the documents.

The commentators participate in the editing and approval workflow by making comments on the various documents. CtrlPrint stores all the comments in a database. Access to the system is controlled individually for each user and chapter of the publication being produced.

## Workflow Interface

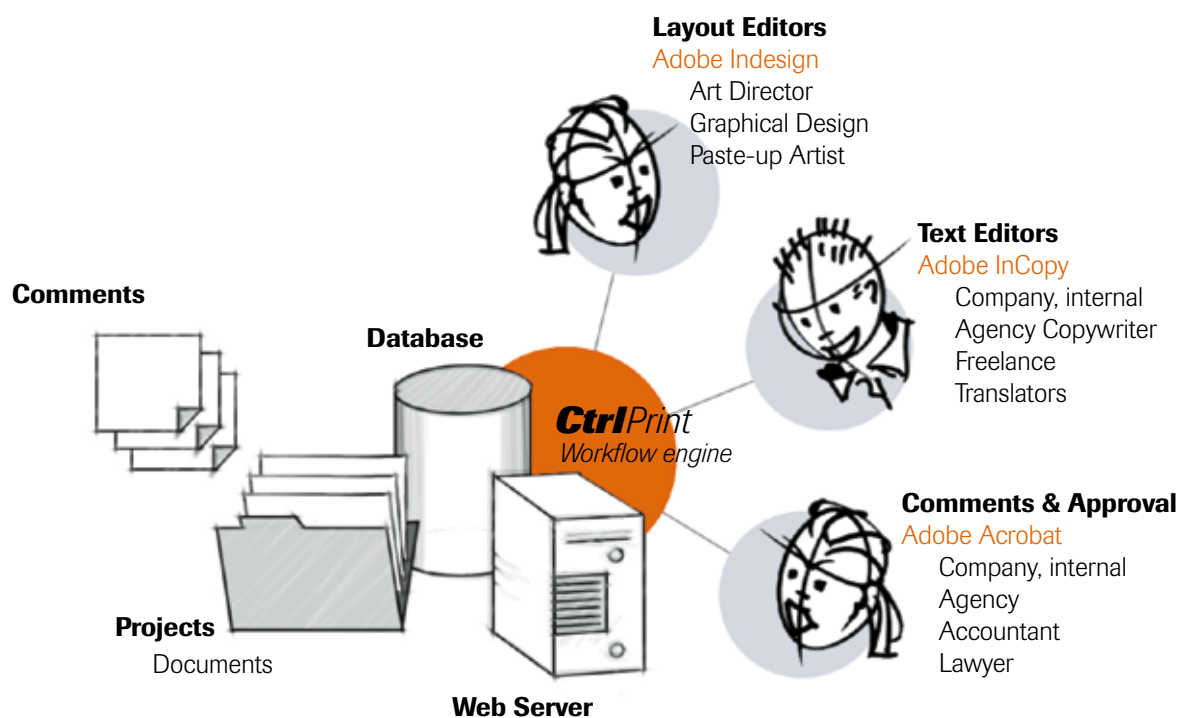
All aspects of CtrlPrint have been developed to be as easy to use as possible. A tree structure is used for easy navigation between the projects and documents. Throughout CtrlPrint, a system of flags (small icons) and color-coding makes it easy to see the current status of the work in progress.

CtrlPrint is based on well-established Internet standards. The system uses the Secure Sockets Layer (SSL) for encrypted transfer of the documents over the Internet.



*Intuitive navigation. The outline tree structure in CtrlPrint resembles the appearance of the finished publication making it easy to navigate between the different documents*

## System Overview



### CtrlPrint in 15 seconds:

- All documents stored in a shared database
- User access levels, to manage every users rights to a specific document
- Team members can place comments on text or layout. Each comment generates a task for the editor in charge
- Text changes can be executed in the layout, without advanced layout software
- All changes generates a new version, which is stored in the database

**Availability.** All authorized project members have full-time access, 24/7, to the latest versions of the documents. Since the system is web-based, it doesn't matter where the team members are located.

**Individual Access Levels.** There are basically two user types in CtrlPrint: Editors and Commentators. The former are divided into Edit Layout and Edit Text. Each user is given an individual access level to any given document in the system

**Text Editor.** Access to perform text changes to a given document.

**Layout Editor.** Access to perform text and Layout changes to a given document.

**Commentator.** Access to view PDF replica of document, and place comments/tasks.

**Version management.** CtrlPrint has a strong version management built into the system. All earlier versions of a document are stored for easy tracking and retrieval.

**Comments > Task list.** All users with access to a document can place a comment - a proposal for a change - regarding content or context. The comment generates a task for the editor in charge.

**PDF Generator.** As soon as the editor saves his changes to a new version, the system generates a PDF replica of the document.

**Security.** Access is controlled individually for each user and document. The system uses the Secure Sockets Layer (SSL) for safe, encrypted transfer of the documents.

## ASP Service or your own Server?

Depending on your needs you can chose to use CtrlPrint from our ASP Service or to invest in your own server. Please, contact our sales department for further information.



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