

GERBER YUNIQUEPLM

Color Folder V9.9 User Guide

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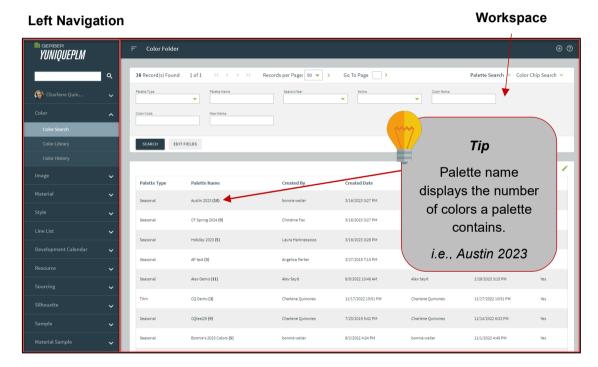
1. OVERVIEW

YuniquePLM™ provides the ability to create different palette types, such as seasonal palettes, fabric texture palettes, trim palettes, etc. These palettes can be seasonal, departmental, brand specific, etc.

Color palettes are created within the Color Folder tab for use with materials, artwork, styles, etc. User permission within the Color Folder can be set according to these palette types. The Color Chip tab lists individual colors included within any color palette. It also specifies its respective color code, name, source, season/year, etc., providing a convenient option to search for a preferred color.

1.1 Color Folder Overview

The color module contains a left navigation bar and a main workspace area. Within the workspace, the color folder and color chip sections are shown.



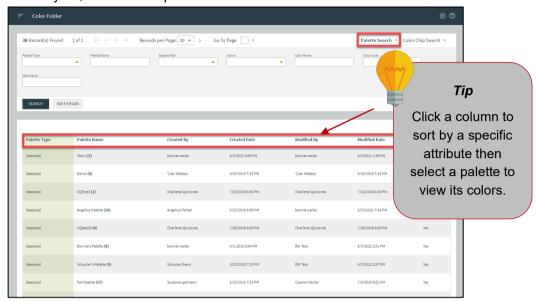
The **left navigation bar** and **workspace** contains several options:

- New Palette: Click to create a new color palette. (Opens in a new browser tab.)
- Color Search: Select and sort by palette or color chip.
- Color Library: Access the stored colors within the company library. (Opens in a new browser tab.)
- Color History: Displays a list of recently viewed color palettes by name and type.



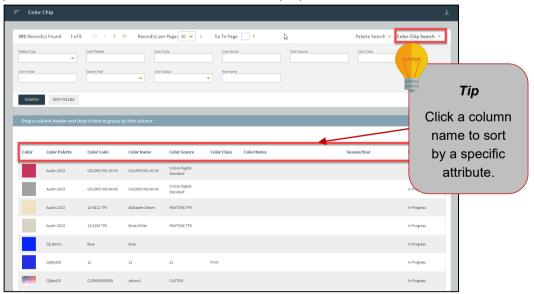
1.1.1 Color Folder

The Color Folder tab allows you to search for existing Color Palettes by type, name, season/year, etc. Select a palette to view its included colors.



1.1.2 Color Chip

The *Color Chip* tab performs a universal color chip search across multiple color palettes and libraries. Select a color to view its properties.

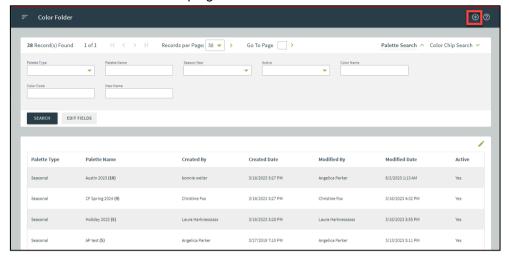




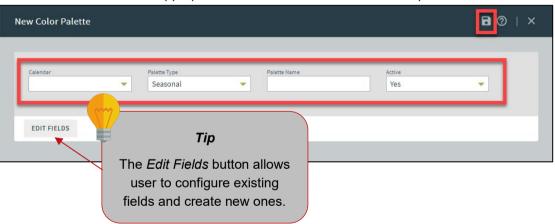
2. CREATING A NEW COLOR PALETTE

Creating a color palette involves choosing or creating colors, grouping them, and giving each group a name. For example, colors might be grouped by brand label, material type, design initiative, etc.

1. Click the **New** button on the top right corner.



2. Fill in the data fields with appropriate information about the new color palette.



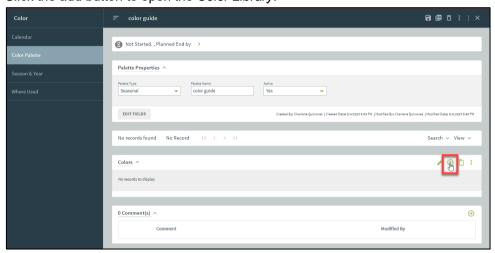
3. Click **Save** to store and view your new palette.



2.1 Adding Colors to a Palette

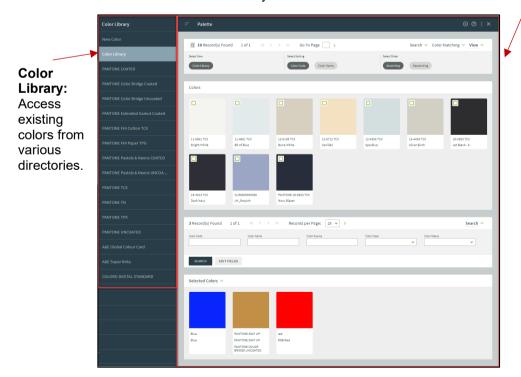
The newly created color palette opens, and you can now choose colors from a list of color libraries.

1. Click the add button to open the Color Library.



2.2 Color Library Overview

Workspace: Add colors from the Color library. Use the search fields to search for a particular color and use the secondary search fields to search for selected colors.

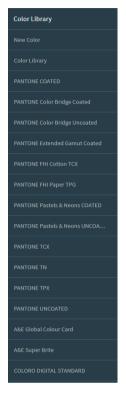




The **Color Library** area lists color groups for use with various materials:

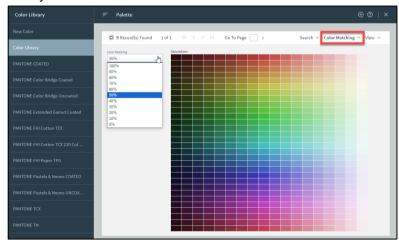
- Pantone Coated
- Pantone Color Bridge Coated (Use for digital design, animation, and packaging when CMYK process printing is required)
- Pantone Color Bridge Uncoated (Use for digital design, animation, and packaging.)
- Pantone Extended Gamut Coated (Use for marketing materials, packaging, signage, and process printing.)
- Pantone FHI Cotton TCX (Use for Fashion, Home Furnishings, and Interior Design.) Note: We have merged TCX 210 with TCX.
- Pantone FHI Paper TPG (Use for hard home, ceramics, textiles, apparel, paint, cosmetics, fashion accessories, and leather goods.)
- Pantone Pastels & Neons Coated & Uncoated (for use with print materials)
- Pantone TCX (for use with cotton materials)
- Pantone TN (for nylon fabrics)
- Pantone TPX (used with paper materials) is the default color library.
- Pantone Uncoated and Coated (for use with paper materials) are default color libraries.
- A&E Global Colour Card (for use with A&E thread)
- A&E Super Brite (for use with A&E thread)
- Coloro Digital Standard

In addition, company-specific colors can be configured to display in the default library, and other color sources can be integrated into YuniquePLM (such as Scotdic TM) for a fee.



2.3 Color Matching

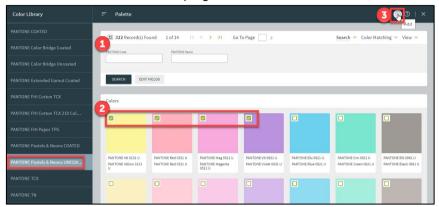
Individual colors can be selected by choosing a color in the Color Matching: Saturation area. Modify the selected color's saturation level and view its variation within the workspace.



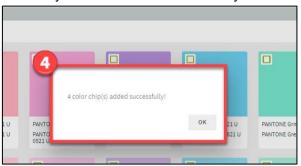


2.4 Workspace

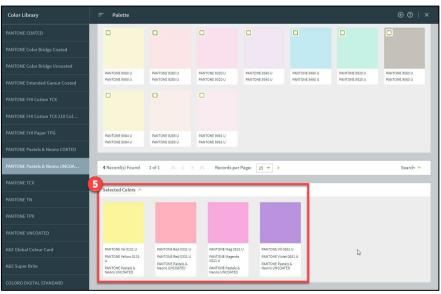
- 1. The search fields at the top of the color window allow you to filter colors within the various color libraries. Then, click the **Search** button.
- 2. Check one or more desired color chips to add to a new palette.
- 3. Press the **Add** button at the top right corner.



4. The newly added colors are successfully added. Press **OK** to proceed.

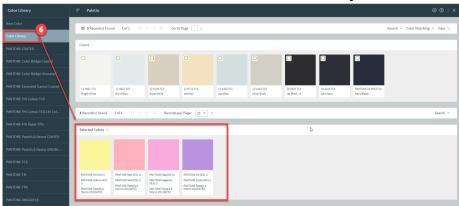


5. Scroll down to the **Select Colors** area, click the arrow to expand, and view the newly added colors.





6. The Selected Colors are also listed within the Color Library.





2.5 Adding a New Color

Colors not part of an existing color library can also be added.



 Click on New Color within the left navigation. The New Custom Color Chip area is shown.

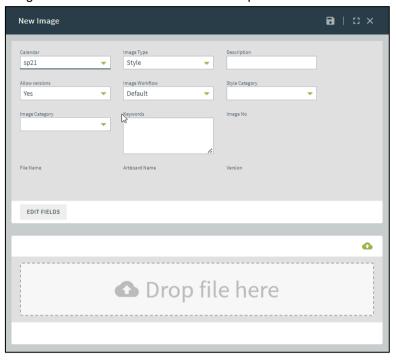
The *Color Code* and *Color Source* fields automatically generate data, while the Color Class and Color Name fields are modifiable.

- a. Color Code: A color code number is automatically generated after a new color is created from the RGB chart or uploaded. The code populates the color code field, making searching for a particular color easier. Once created, the code can be modified.
- Color Source: Newly created colors are automatically assigned as Custom within this field.
- c. **Color Class**: The user may select a class category from the drop-down menu.
- 2. Select colors using one of the following options: **Select RGB**, **Create Images**, **Select Images**.
 - a. Select RGB: Hover over the color area to select a desired color or enter the color's RGB or HEX values. Press Select RGB to add the selection, then press save to add the color chips. Add Color Names to the color chips, then press save.

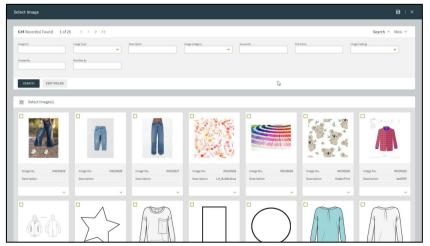




b. **Create Images:** A color can be selected from an image. Refer to the Create Images section within this document and press **save.**



c. Select Images: Click the select image button to open the window. Locate an image using the search fields and alternate the view from the large thumbnail, medium thumbnail, and list. Select one or more image(s) by pressing its check box. Press save to associate this image with the selected color chip. The select image window closes and returns to the color chip properties, displaying the newly added image(s). Add Color Names to the color chips, then press save.



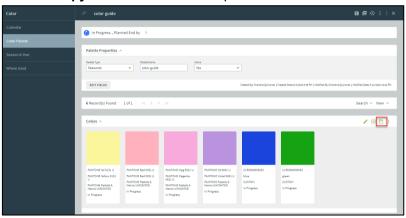
3. Close the color library to view the newly saved color chips within the Color Palette.



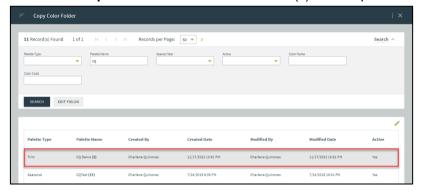
2.6 Copy Colors

Colors can also be added by copying from previously created color palettes.

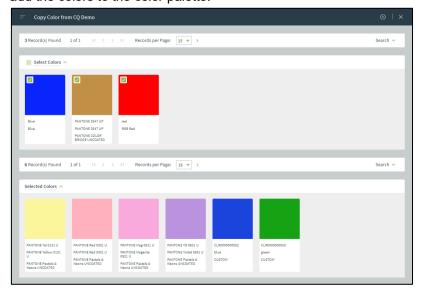
1. Click the **copy** button within the color palette window.



2. Select a **color palette** in which the desired color(s) to be copied are listed.



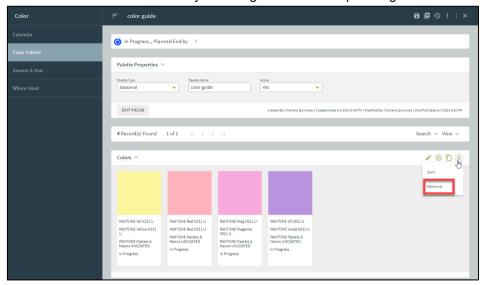
3. Select one or more color chips or press the **Select All** option to be copied. Click **save** to add the colors to the color palette.



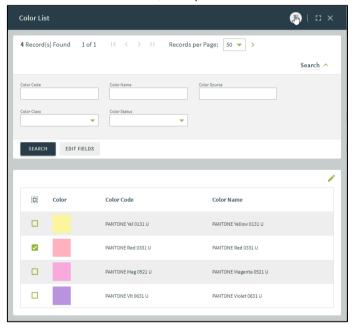


2.7 Deleting Color Chips

1. Added colors can be removed by selecting the menu and pressing **Remove**.



2. Select one or more colors, then press delete.

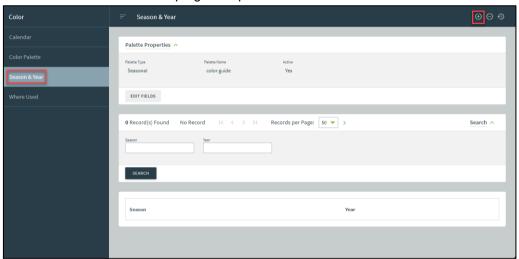




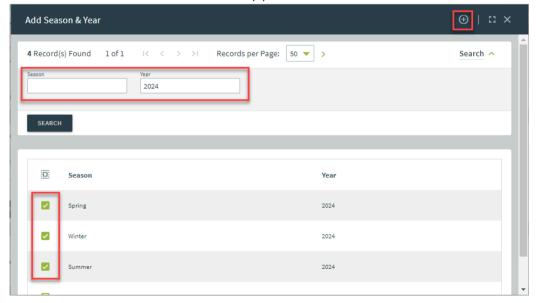
2.8 Season & Year

The Season & Year attribute is available so that a color palette can be created once, and color chips can be continually allocated to the appropriate season/year(s). Once a color palette has been created, the attribute "Season and Year" can be applied to it to narrow the list down even further. Only certain colors from the original palette would be available within a specific season.

- Select the Season & Year option on the left navigation bar to view the season and year window.
- 2. Click the Add button at the top right to open the Add Season and Year window.

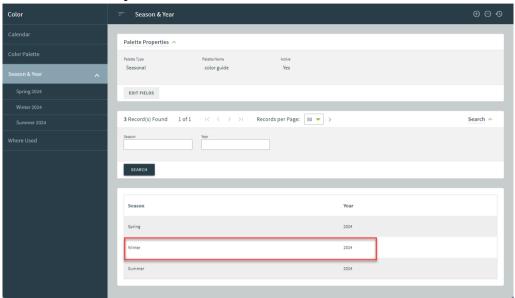


- 3. A list of seasons and years is shown. Check the box to the left for one more season/year combination that should be applied to the color palette. If the list is extensive, use the search fields to easily select specific seasons and years.
- 4. Click the Add button to add the selection(s).

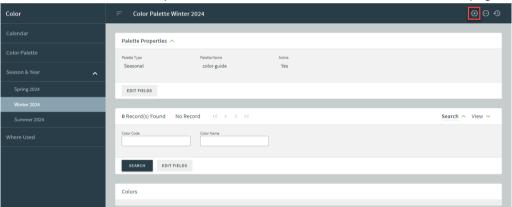




5. Click a season and year from the list.

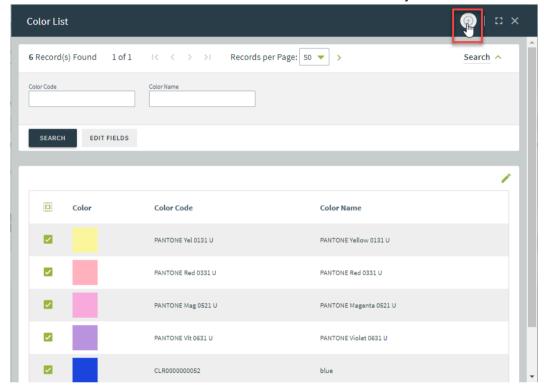


6. The Color Palette window opens. Press the add button within the Color Palette page.

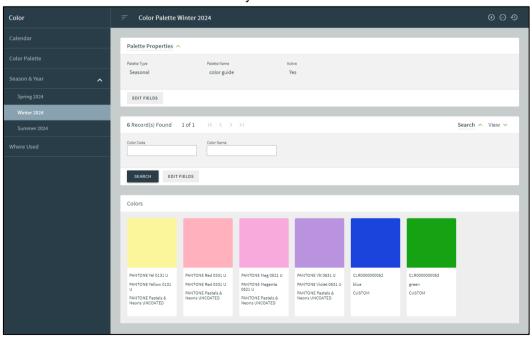




- 7. A *Color List* window opens with a list of colors. Place a **checkmark** next to each desired color, then press the **add** button.
- 8. Press the **add** button to add the colors to the selected season and year combination.



9. Colors are added to the selected season/year combination.

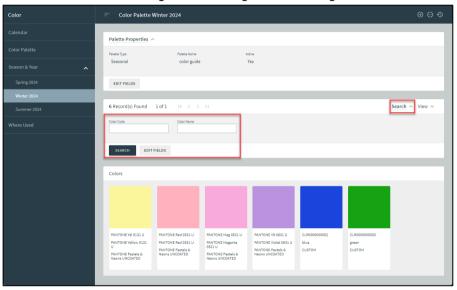




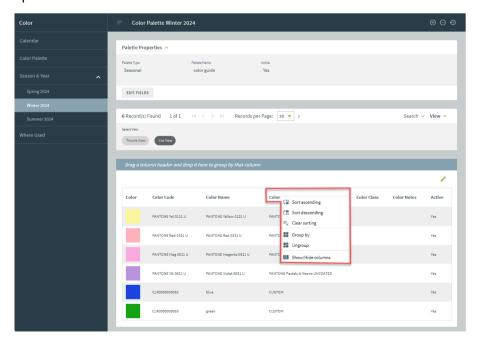
2.8.1 Color Palette Thumb and List View

The Season and Year's Color Palette page can be viewed as a List or Thumb view. Both views offer different functionality and make it easy to search through the entire color palette.

The *Thumb View* displays medium-sized colors while searching or sorting by color code or name and selecting an ascending or descending order.



The *List View* displays a list of color chips along with their color code, name, and source. Users can also group colors by dragging and dropping their column headers. Right-clicking a column header name provides more sorting and grouping options.

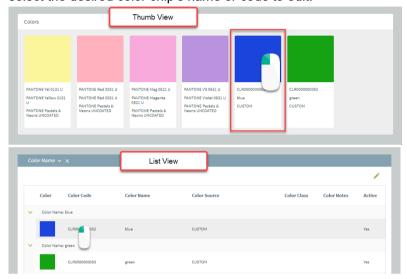




3. EDITING A COLOR

Changes can be made to existing colors within a palette and its associated data.

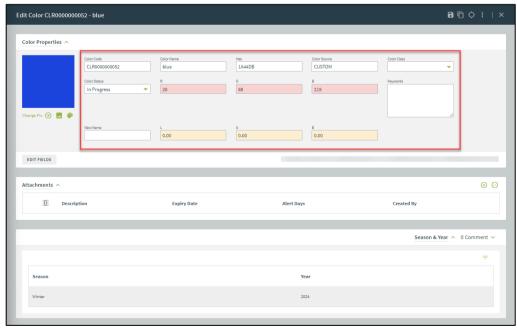
1. While in the *thumb view*, hover over a desired color and select its chip. While in *list view*, select the desired color chip's name or code to edit.



2. Modifying the available fields can be made to the color's properties. This will not affect the original color entry saved in the master color library.

The *Attachments* tab stores any data files related to the color chip from external sources, such as Excel files, Word documents, PDF files, and Spectrophotometer readings.

The *Season & Year* tab displays the season/year combination in which the selected color chip is included. The *Comment* tab allows users to add notes pertaining to this color.

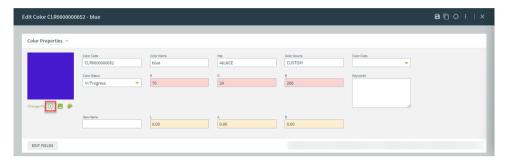




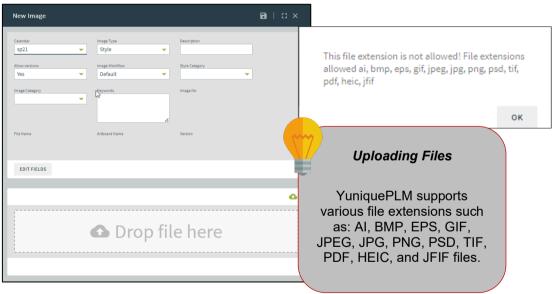
3.1 Creating Images

New images can be associated with a color chip by creating one using a third-party application like Adobe Illustrator, Adobe Photoshop or uploading an existing image.

1. Within the selected color chip's properties page, select the **create image** button below the color chip.

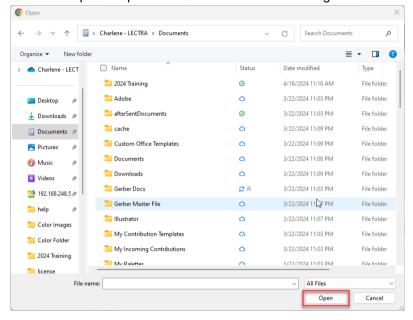


- 2. The *New Image* window opens. Select an option within the *Image Type* field. Once selected, an upload files area named "Drop file here" appears.
- 3. Select the **attach images** icon to open a file explorer window or drag and drop a file to the upload area.

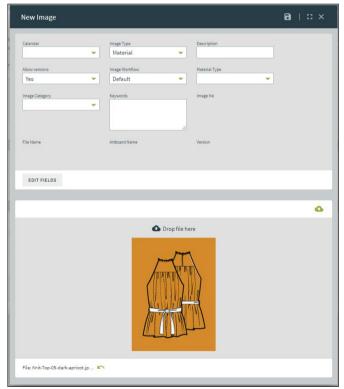




4. A new dialog window opens so the user can locate a specific file. Press **Open** to prepare the file for upload, and the screen automatically closes, returning to the New Image window. Repeat steps 4 and 5 until each desired image has been selected.



5. The selected file(s) are now attached and listed within the *New Image* window. Press **save** to keep the newly added image and return to the color chip properties page.





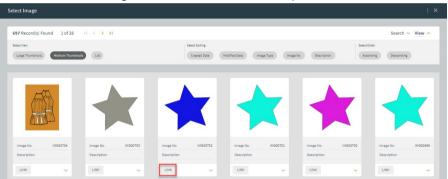
3.2 Selecting Images

Select Images from a library to associate it with a color chip.

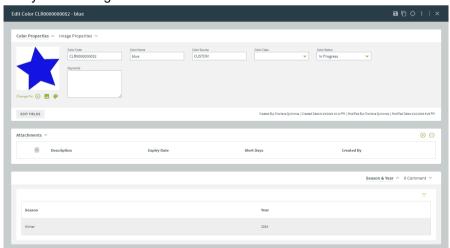
- 1. Navigate to a desired color chip and open its properties page.
- 2. Click the **select image** button to open the *select image* window.



3. Use the view, sorting, and order options to locate a specific image. Press the **link** button to associate this image with the selected color chip.



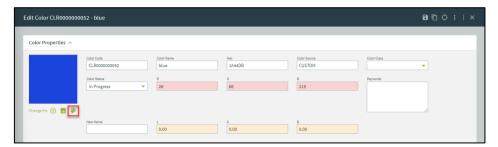
4. The select image window closes and returns to the color chip properties displaying the newly added image.



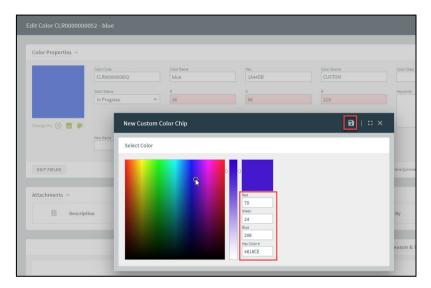


3.3 Changing RGB values

1. Click on the RGB icon located under the color chip. The New Custom Color Chip window opens.



- 2. Select a **new color** within the color display or enter new **RGB** or **HEX values**.
- 3. Once the desired changes have been made, click **save** to return to the color properties window.

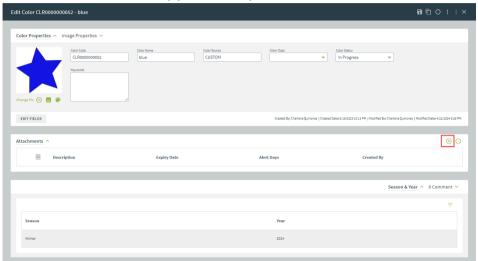




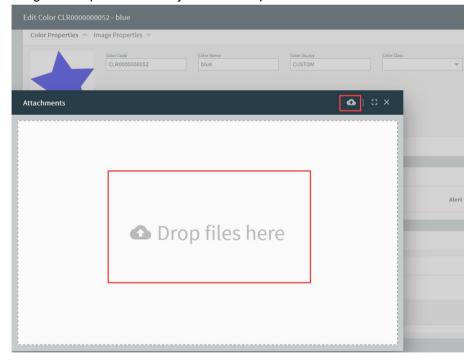
3.4 Attachments

The Attachments tab stores any data files from external sources related to the color chip.

1. Press the Add Attachment(s) button to open a new window.



2. Drag and drop the necessary files to the upload area.

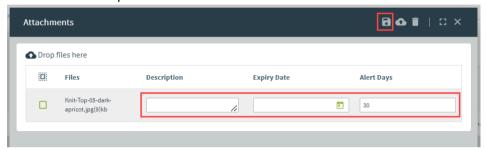




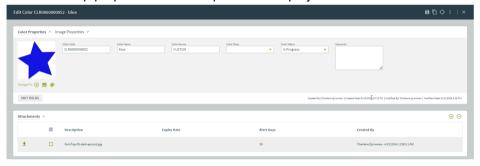
3. The attachments window will refresh and display the newly attached file. Enter a description, expiry date, and alert days.

The user can include additional files using the **add files** icon or drag and drop the file into the attachments window. Each file can be deleted by selecting its checkbox and pressing the **delete** icon.

Press save to keep the attachments.



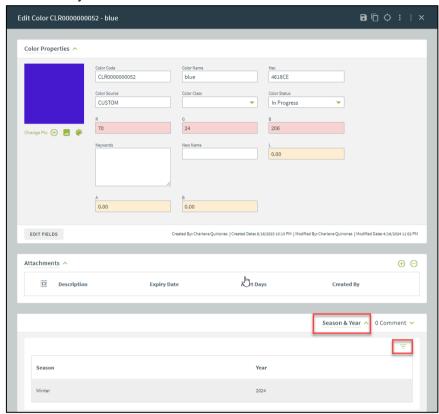
4. The color chip properties window opens and displays the new attachments.



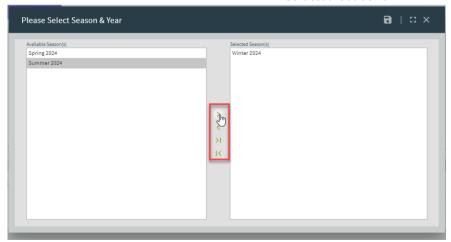


3.5 Add or Remove a Season

1. Select the **season & year** tab, then press the **upside triangle icon** to add or remove season and year details.



2. The Select Season & Year window opens. Select one or more desired *available seasons* then use the center arrows to add or remove a *selected seasons*.

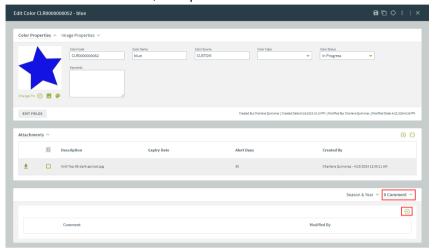


3. Press **save** to keep your selection, and the window automatically closes and returns to the color chip page.



3.6 Comments

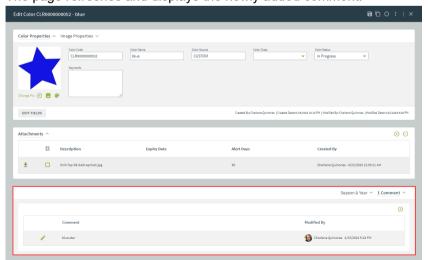
1. Select the **Comment** tab, then press the **Add New** icon.



2. A comment field is revealed, allowing users to add comments. Press **save** to keep the entry.



3. The page refreshes and displays the newly added comment.



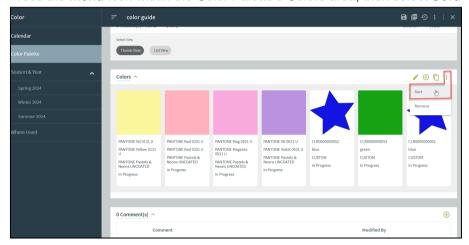
4. **Save** the page and **close** the color chip.



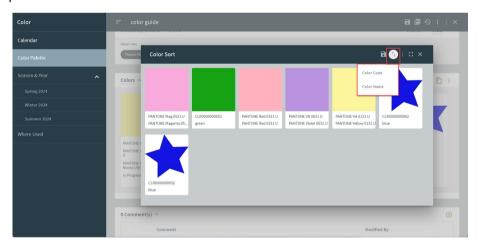
4. SORTING COLORS IN A PALETTE

Colors in a palette can be sorted by color code or name or dragged to a preferred order.

1. Press the menu icon within the Color Palette's Colors area, then select Sort.



2. A Color Sort window opens. **Drag and drop colors** within the Color Sort window to sort them in a preferred order.



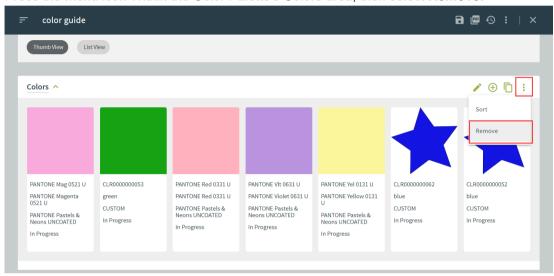
3. Select **save** after sorting your color chips in the palette. Close the window to return to the color palette.



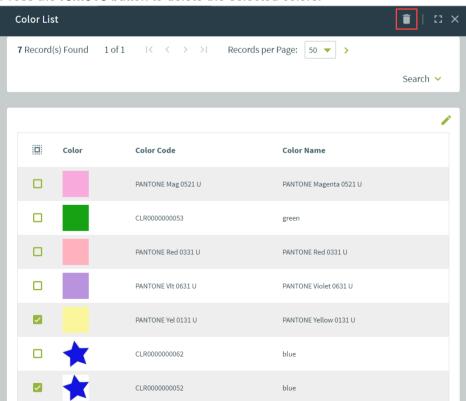
5. DELETING COLOR(S) IN A PALETTE

Remove one or more colors within a palette using two steps.

1. Press the menu icon Within the Color Palette's Colors area, then select Remove.

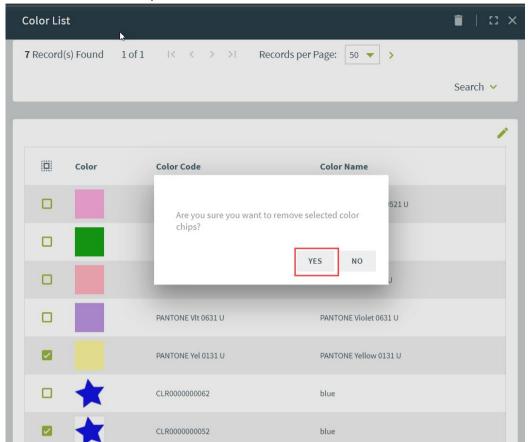


- 2. The *Color List* window opens. **Check** each of the desired colors *or* press the **select all** checkbox to remove all colors at once.
- 3. Press the **remove** button to delete the selected colors.

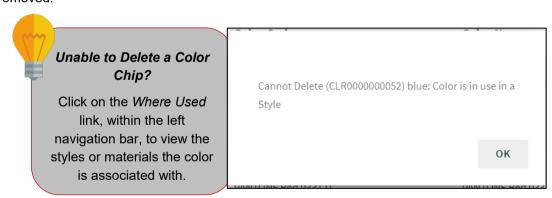




4. A confirmation window opens. Press Yes to confirm.



If any selected colors are in use, a notification window will appear stating the color cannot be removed.

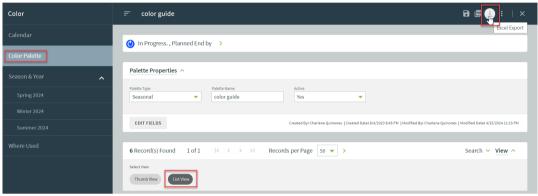




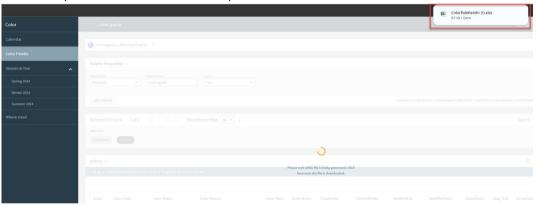
6. EXCEL EXPORT

The excel export feature is available within the Color Palette's List View.

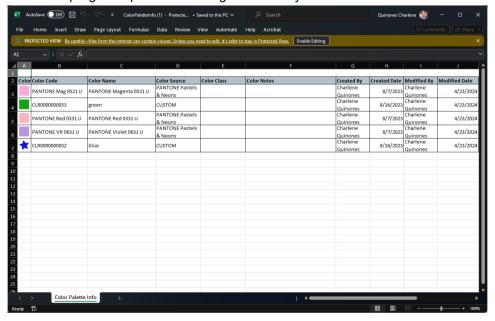
1. Click the Excel Export icon.



2. The Excel sheet will be generated and ready for download. Click the popup notification or navigate to the computer's download folder to open the file within Excel.



3. The excel program opens for viewing of the newly downloaded file.

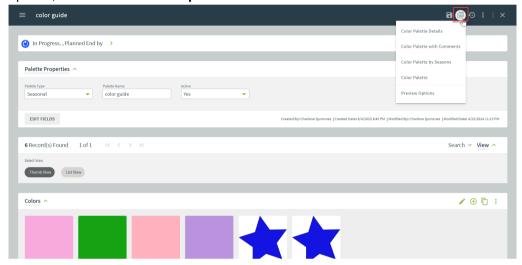




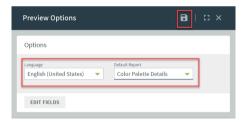
7. PREVIEW

This Color Palette report provides a thumbnail view of all included colors within a specified palette, along with the palette type and name.

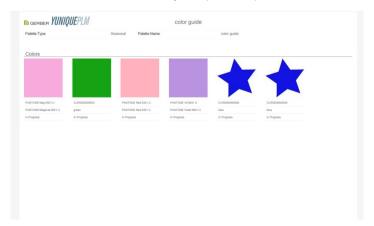
Generate a Color Palette report by clicking the preview button. A list of available reports is
presented in the drop-down. Select one of the reports to generate automatically or refine your
options, and select Preview Options.



a. If the Preview Options button is chosen, users can select a language and report from their drop-down menus. Then, press the save button. The report is generated as a PDF and opened in a separate window.



2. Notifications alert users when a report is generated and created. Click the notification stating the report has been created successfully to open the pdf.





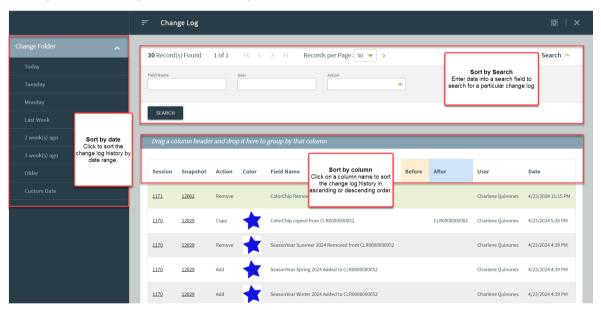
8. CHANGE LOG

Changes made throughout the Color Folder are listed within the change log.

1. Within the Color Palette's header, click the **Change Log** icon to open its history page.



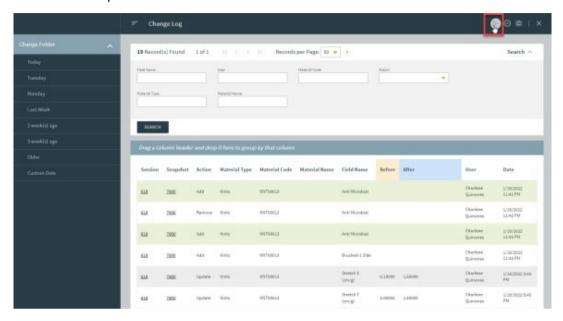
2. Changes to a particular color appear in the center of the new window, with details such as Field Name, Before, After, Date, etc. You can locate a particular change using one of the various options: sort by search, sort by column, or sort by date.



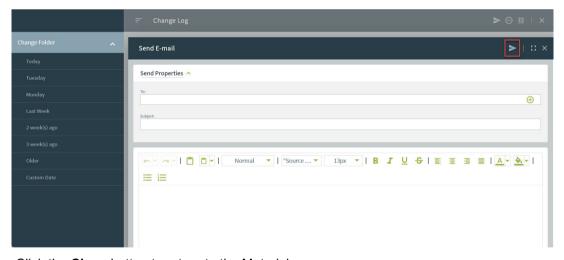
3. **Highlight one or more line items** by clicking within any field, except session or snapshot. A selected line item is highlighted in green. The Session or Snapshot item fields contain a link to view a list of related changes.



4. The user can share the selected change log items via email. Click the **Send To** button to compose an email in a separate window.



5. After entering the desired email information, click **Send** in the emailing window.

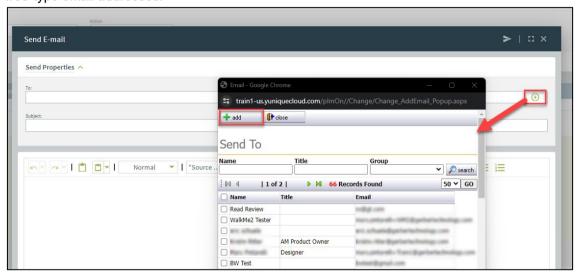


6. Click the **Close** button to return to the Material page.



8.1 Adding recipients

- 1. Click the add button next to the address bar in the address book window.
- 2. Place a **checkmark** next to the desired recipients.
- 3. Click the **add** button on the top left corner of the address book window. Users can also free-type email addresses.



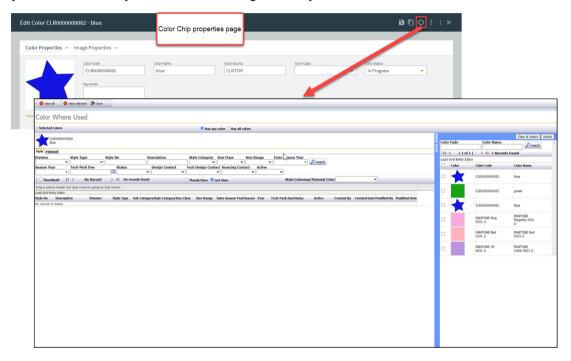
- Selected recipients will appear in the To: field. Add content to the email as needed, and click the **send** button.
- 5. Close the window when complete.

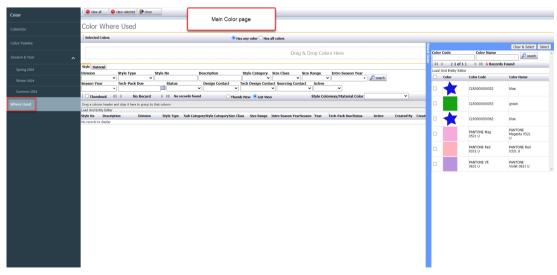


9. WHERE USED

The **Where Used** feature allows users to check which styles, materials, and line plans are associated with a particular color. It can be found within the *Color Chip properties window* or the left-hand bar on the main *Color Palette* page.

Drag and drop one or more colors, one at a time, to the *Selected Colors* section. The interactive results display the associated Styles or Materials using all or any combination of those colors.



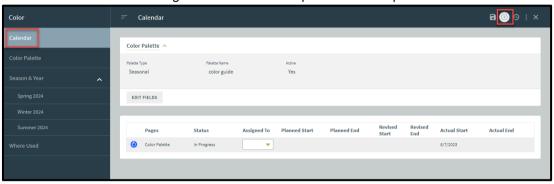




10. ADDING TO THE DEV CALENDAR

The Color Palette can also be associated with a Development Calendar (provided the calendar is enabled).

- 1. This area can be accessed by clicking on the Calendar workflow entry in the left navigation bar.
- 2. Select Add Calendar to designate a calendar to a particular color palette.



Each color palette entry may display a color-coded notification depending on its status and date range.