



Style Folder: Text-Image User Guide V8.0

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Overview

The Style Folder **Text - Image** workflow page offers users three workflow types to enter necessary text and image data together or independently. The *text & image*, *text only* or *image only* workflows can be used to communicate artwork, packaging designs, packaging placements, etc.

Accessing Text - Image

1. Select the **Style** drop-down arrow within the YuniquePLM ribbon.
2. Click on **Style Search** to open the *Style Folder*.
3. Locate and select a preferred **style**.

For further *Style Folder* information, refer to the *Style Folder Overview User Guide*.

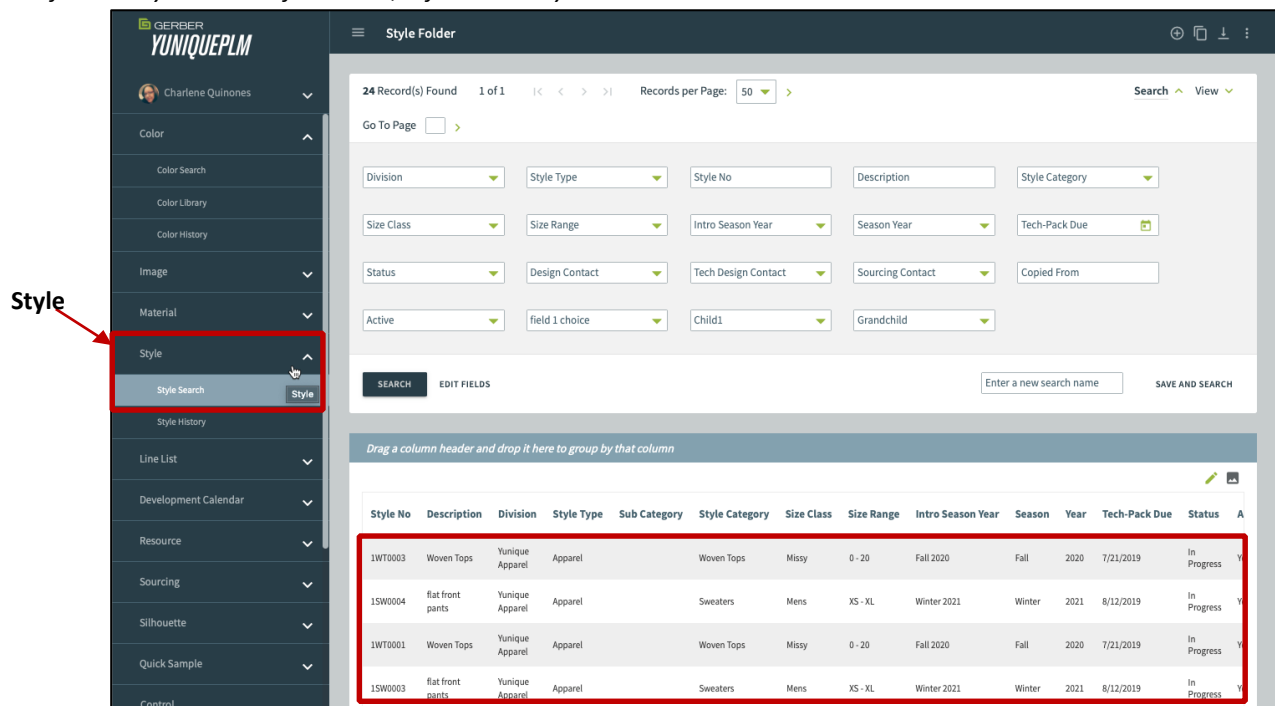


Figure 1 - Style Folder

4. Select the **Text - Image** link to open its workflow page.

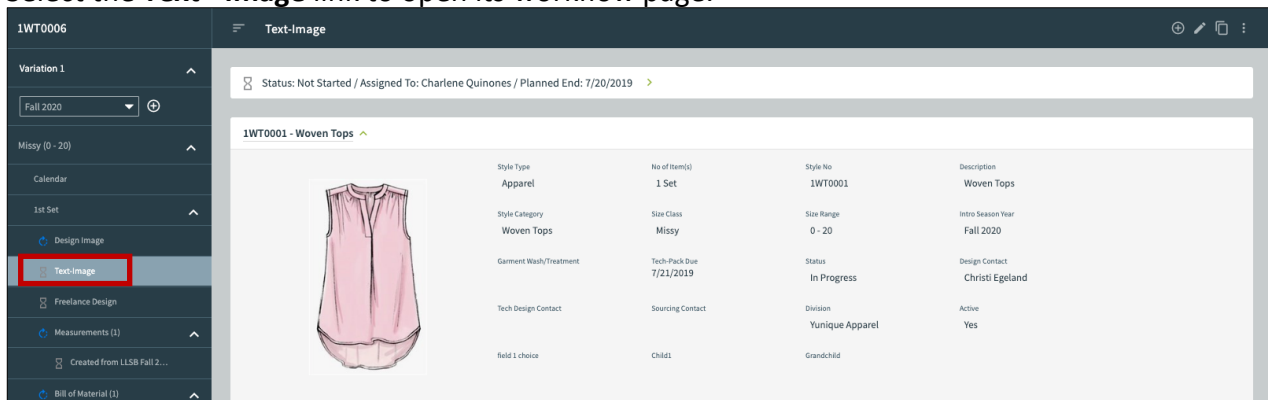


Figure 2 – Text - Image Workflow Page

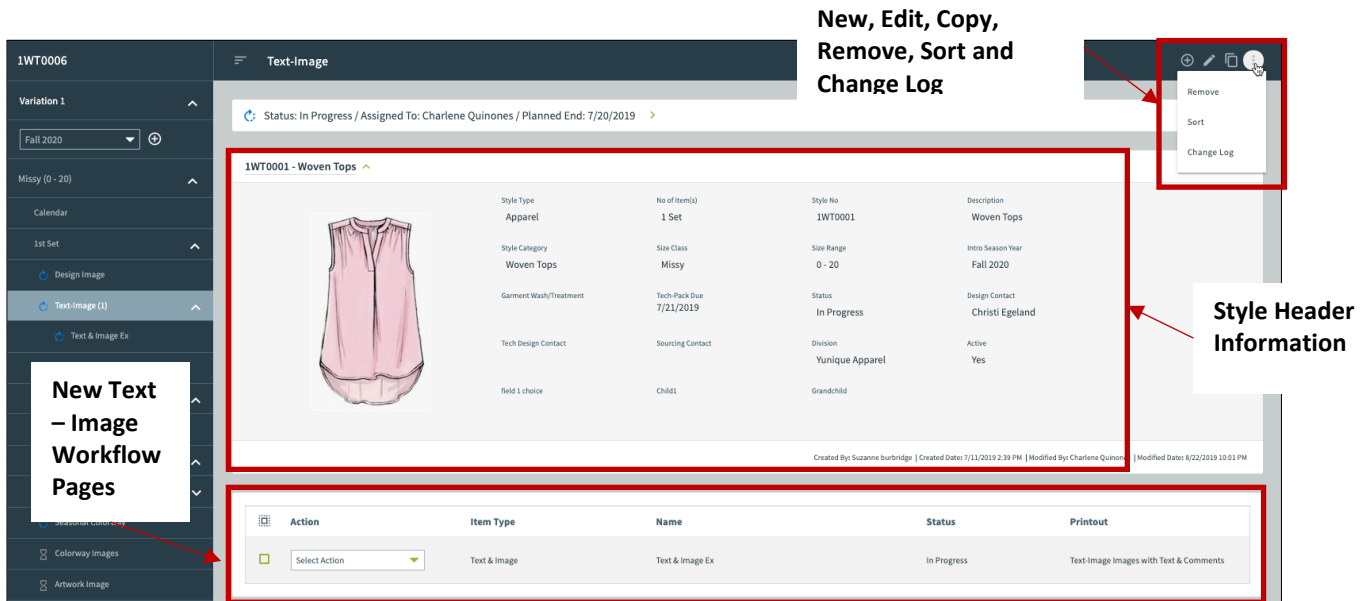


Figure 3 – Text - Image Main Page Overview

The **workspace** contains:

- **New:** Add new text-image workflow page(s).
- **Edit:** Modify the existing text-image page name.
- **Copy:** Duplicate a text-image workflow page from another style.
- **Remove:** Delete a text-image workflow page.
- **Sort:** Reorder the listed text-image workflow pages within the *new text-image data* area.
- **Change Log:** Lists all additions and modifications within the styles text-image page.
- **Style Header Information:** Expand the Style Header, using the green arrow, to reveal the style’s details.
- **New Text-Image Workflow Pages:** Lists all text-image, text-only and image only workflow pages where you can *view, edit or make a copy* of an existing workflow page.

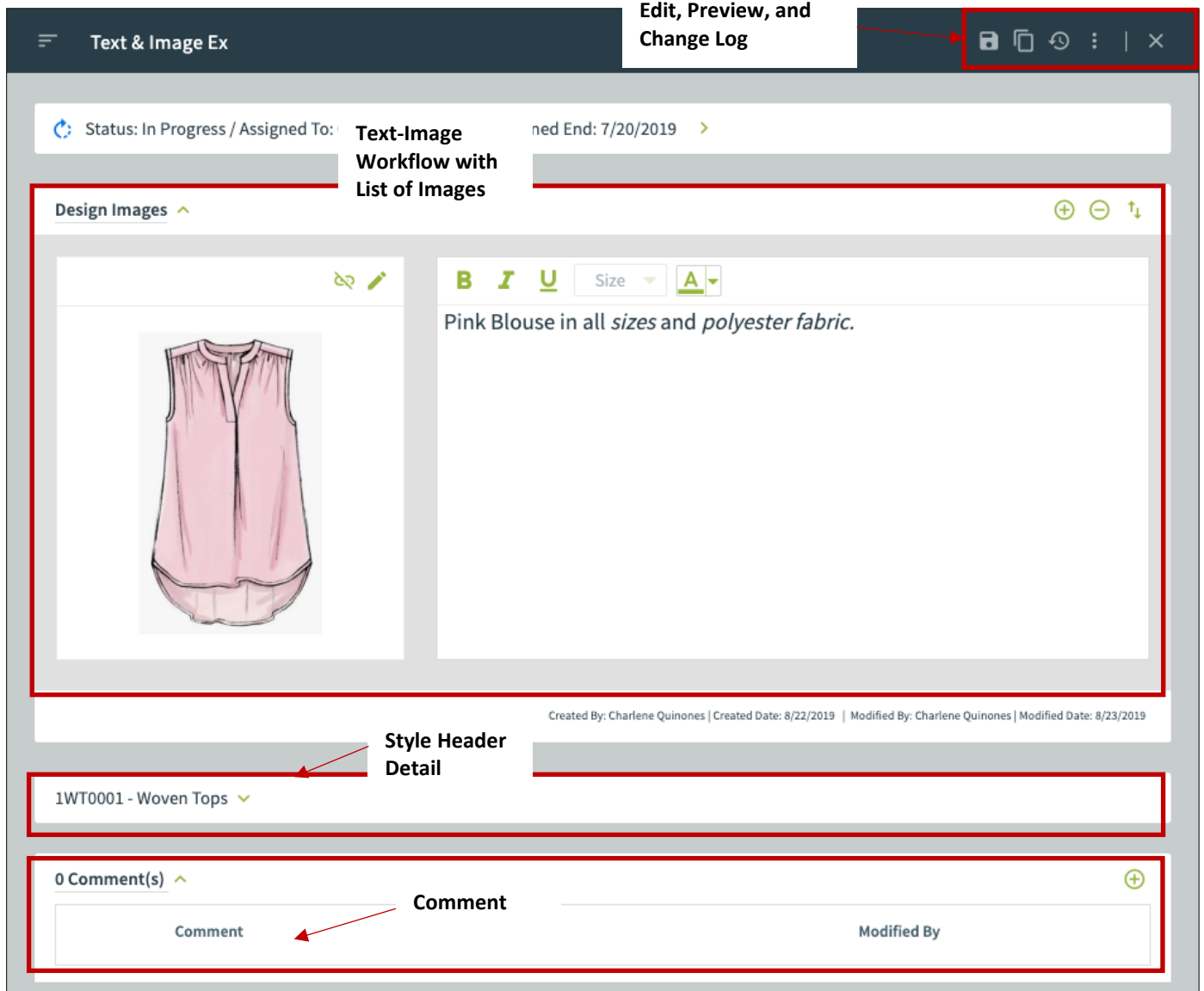


Figure 4 – Text-Image View Overview

The **workspace** contains:

- **Edit:** Modify the existing text-image data.
- **Preview:** View a report containing all of the text-image pages.
- **Change Log:** Lists all additions and modifications within the styles text-image page.
- **Comment:** Add a comment to share with other viewers.
- **Text-Image Workflow with Images:** Lists all images once uploaded along with its detailed comments.

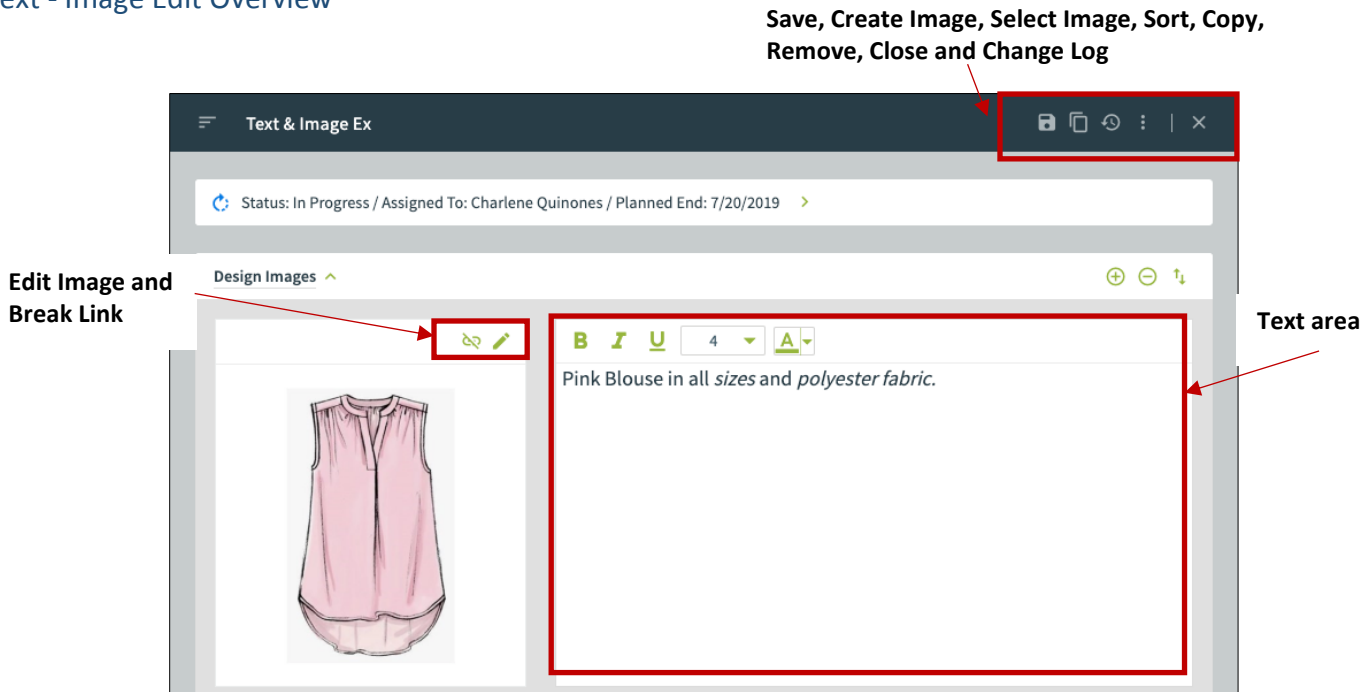


Figure 5 – Text – Image Edit Overview

The **workspace** contains:

- **Save:** Keep the newly added image descriptions.
- **Create Image:** Add a new image. *Refer to the Image User Guide for further information.*
- **Select Image:** Choose from a list of existing images. *Refer to the Image User Guide for further information.*
- **Sort:** Reorder the current text-image workflow pages.
- **Copy:** Duplicate a text-image workflow page from another style. *Refer to the Image User Guide for further information.*
- **Remove:** Delete an image from the text-image workflow page.
- **Close:** Closes the edit window and returns to the text-image view page.
- **Change Log:** Lists all additions and modifications within the styles text-image page.
- **Edit Image:** Use to replace the current selection with an image stored on your hard drive or via a third-party application. *Refer to the Image Folder User Guide for further information.*
- **Break Link:** Images saved to a particular style are linked to multiple size class variations. Any edits made to an image within a style will also apply to all size classes. Once the *Break link* button is selected, the image is 'unlinked' from all size classes, except the current residing size class. Now the user can make modifications to the newly unlinked image.
- **Text Box area:** Enter pertinent information related to the associated image.

Add a New Text, Image or Text-Image Workflow Page

1. Create a new *text-image*, *text-only*, or *image only* workflow page by pressing the **new** button. A new window opens.

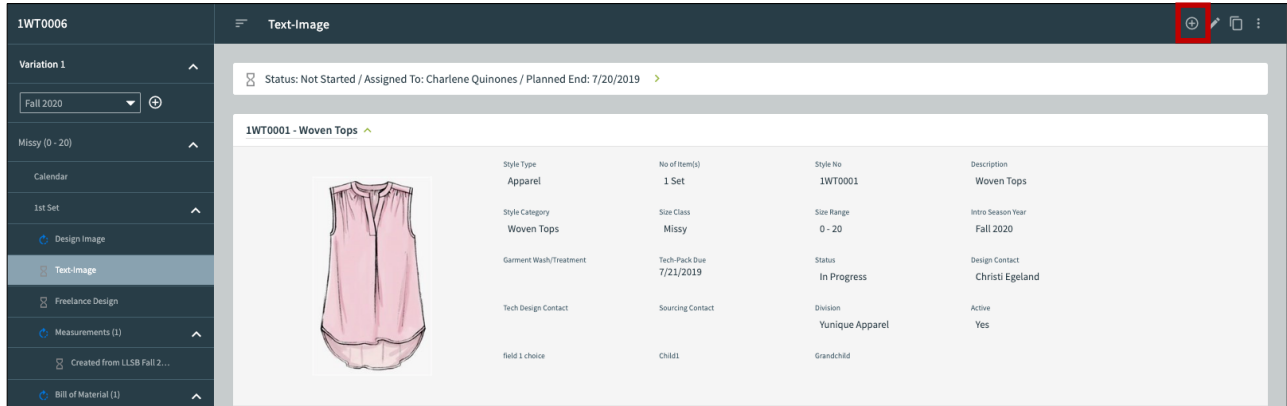


Figure 6 – Adding a New Workflow Page

2. Select an appropriate option from the *Workflow Item Type*, enter an *Item Name* and a *Printout* for the new workflow page. Click the **add** button to save the item.

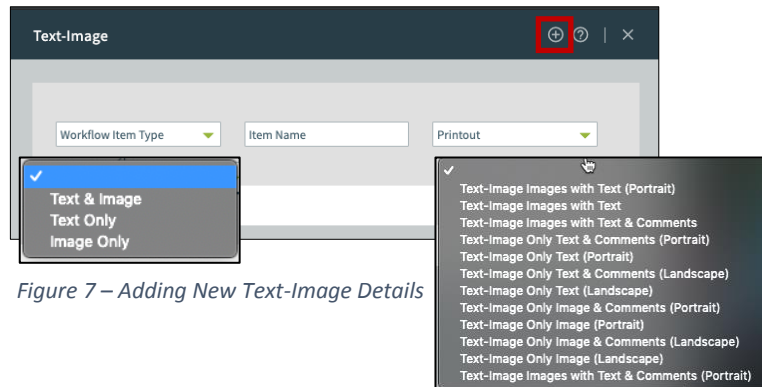


Figure 7 – Adding New Text-Image Details

3. Now the newly added workflow page will appear in the main window and the left navigation bar. The *item name* entered above, will be the name of this specific workflow page and listed under the *Text-Image* workflow.

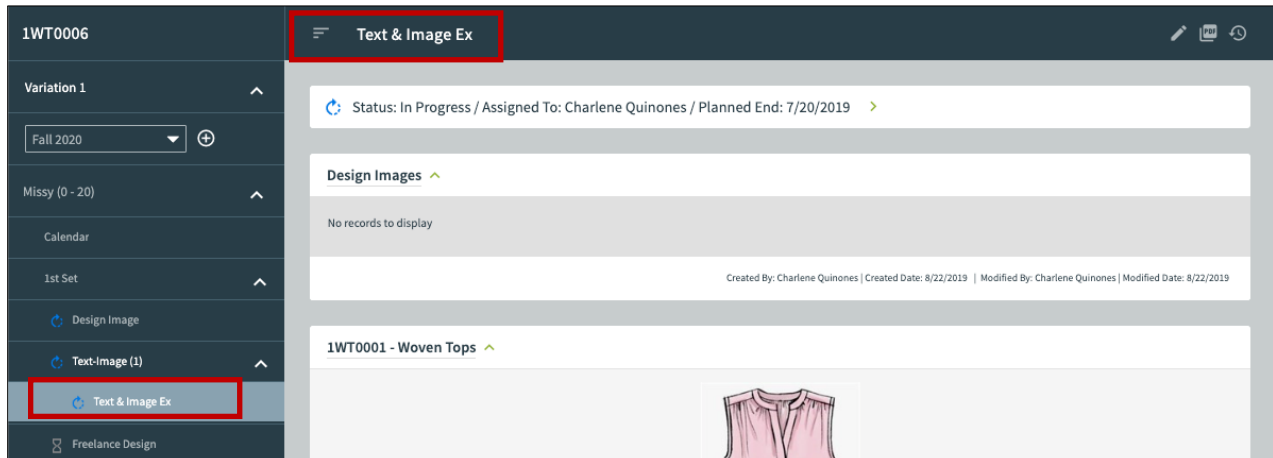


Figure 8 – New Text-Image Workflow Page

Adding Images & Text

1. Press edit.

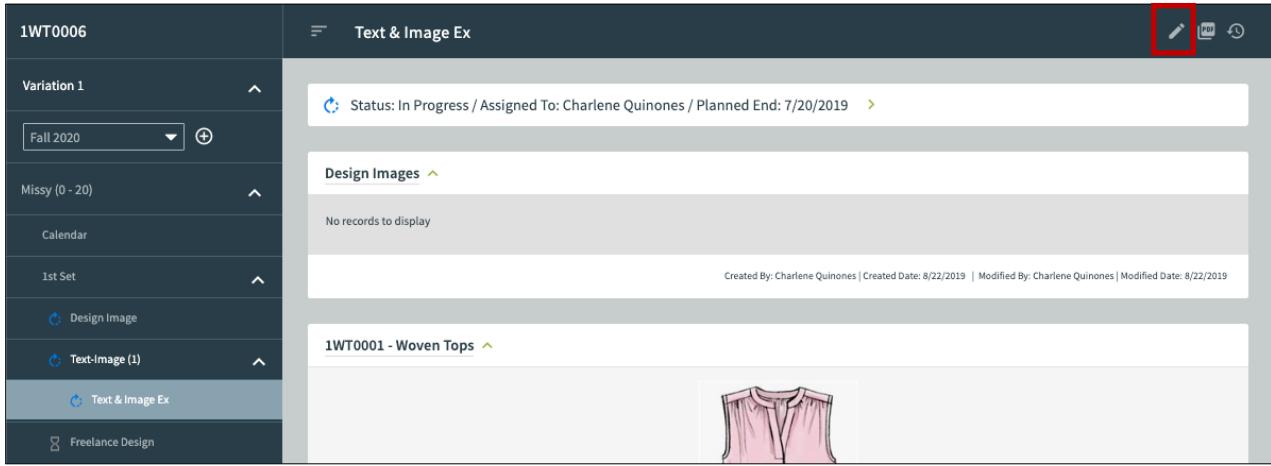


Figure 9 - Edit Workflow

2. There are three ways to add a text-image to this page: **Create a new image**, **Select from existing images** within the Image Folder, or **Copy** an image associated with an existing style.

Choose an *option* to select an image then *save*. *Note: These areas work the same as in the Image Folder with slight differences. For further information, please review the Image Folder User Guide.*

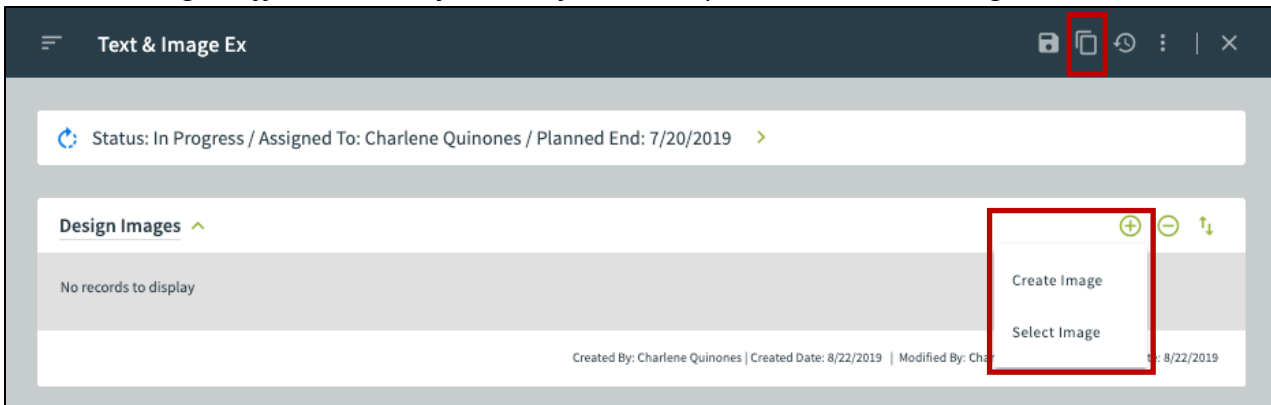


Figure 10 - Adding Images

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- The page will refresh once an option and an image are chosen. A text box will accompany each image if a *Text* or *Text & Image* workflow was selected. The user can enter important details and configure the font with the following options: *Bold*, *Italic*, *Underline*, *Font Size* and *Font Color*. Press **save** to keep the text.

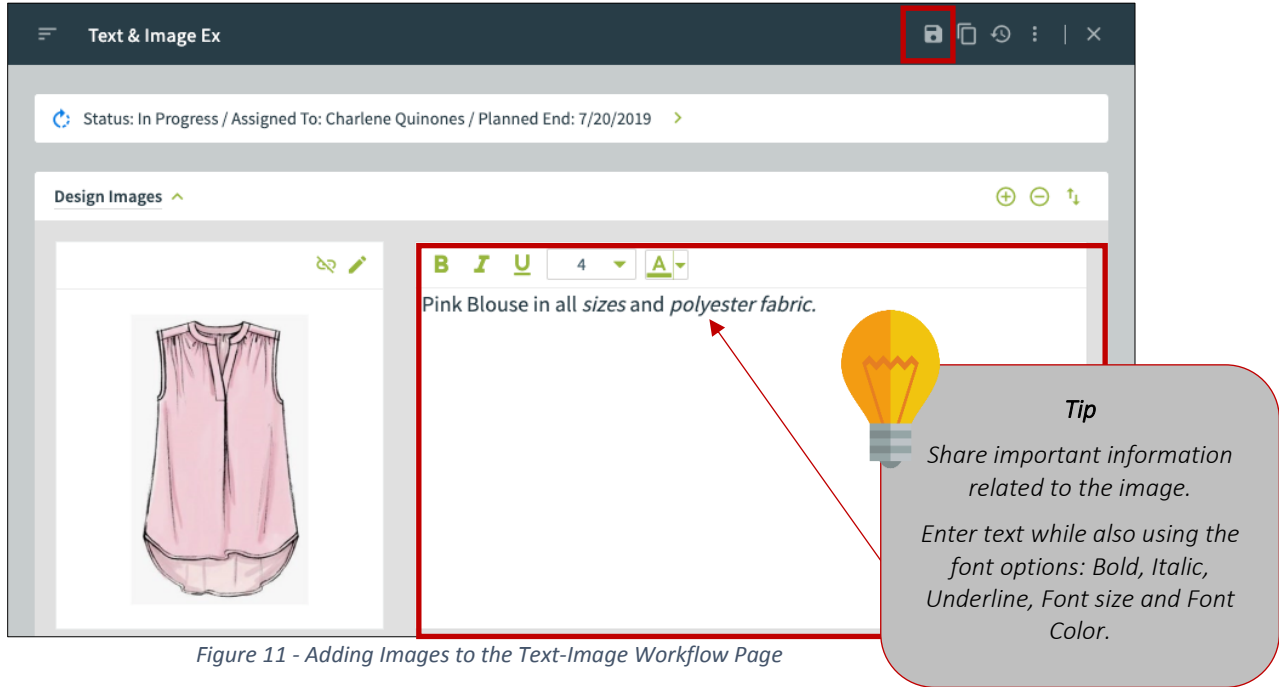


Figure 11 - Adding Images to the Text-Image Workflow Page

Sort

Image and Text & Image Workflows containing multiple images can be sorted.

1. Press the **sort** icon within the *Design Images* area.

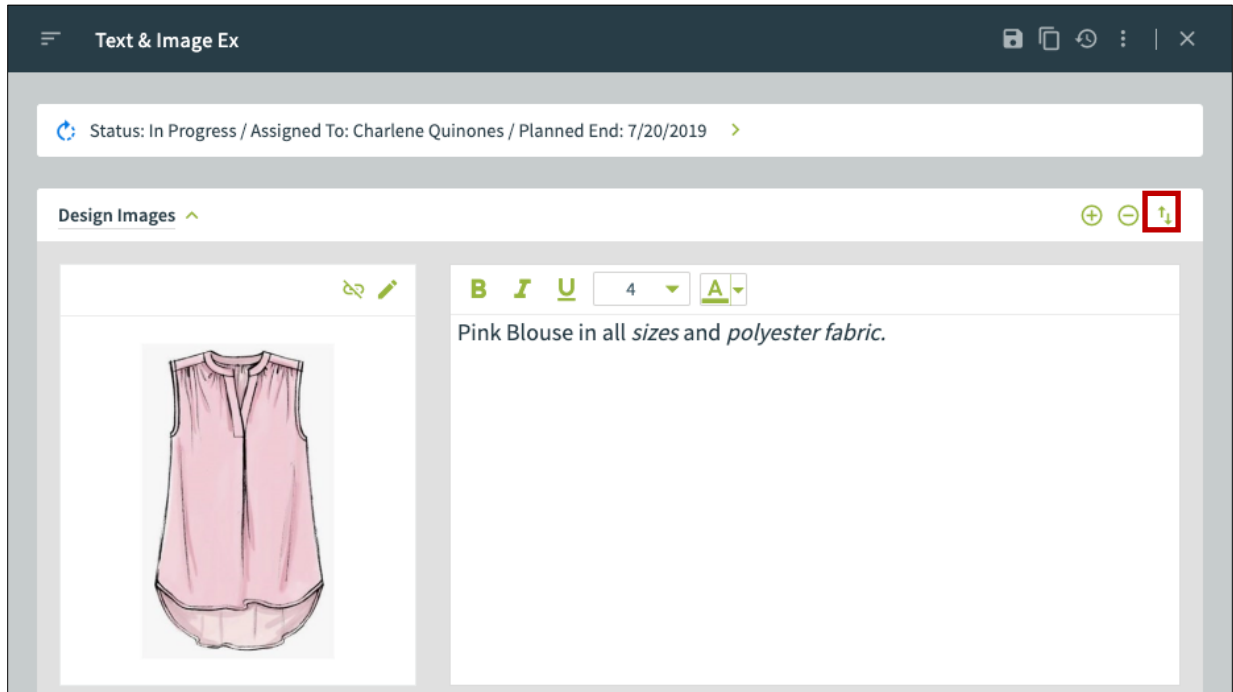


Figure 12 – Sort Text-Images

2. Either enter a number within the images' **sort fields** according to the preferred order OR click and drag the images' **sort bar** into the desired order.
3. Click the **save** button to keep the changes. The window closes and automatically returns to the text-image workflow edit page.

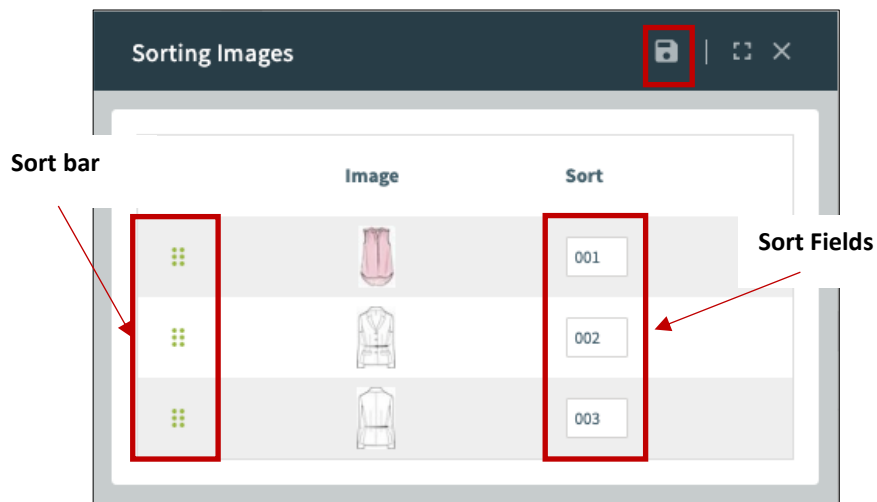


Figure 13 – Sort the Text-Images

4. The images will appear within the edit page in the sorted order.

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Remove

Unwanted images may be removed from a workflow.

1. Click the **remove** button to delete an undesired image.

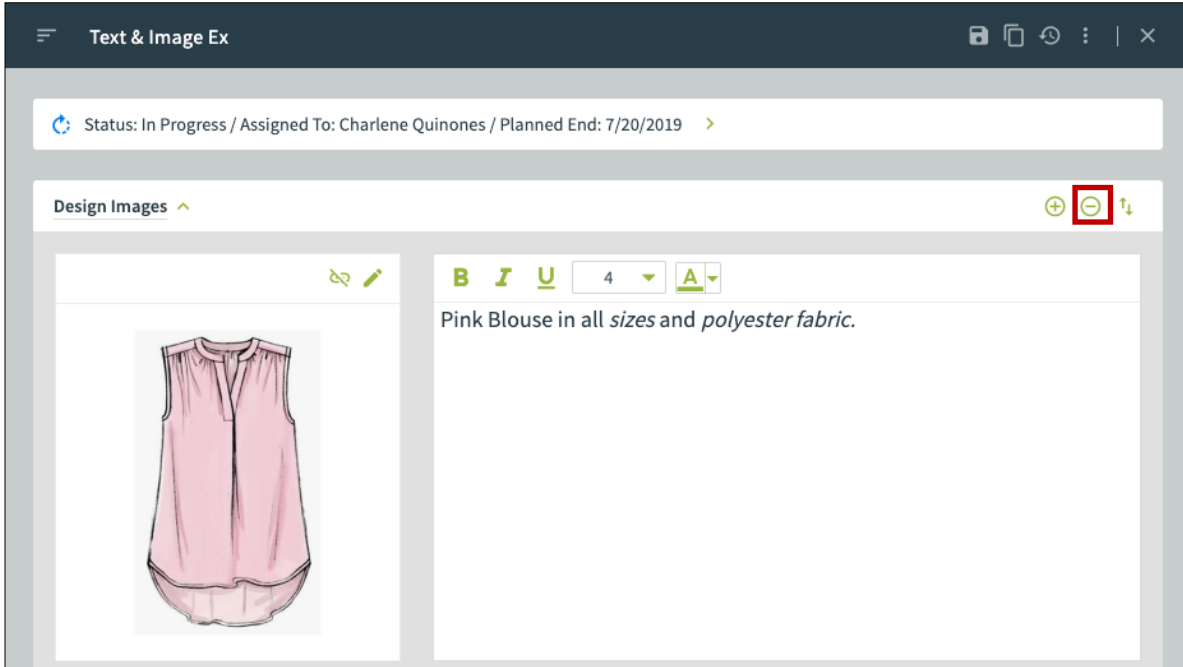


Figure 14 – Sort Text-Images

2. A new window will appear with existing images within this particular workflow page. Place a **checkmark** next to each image then click **remove**.

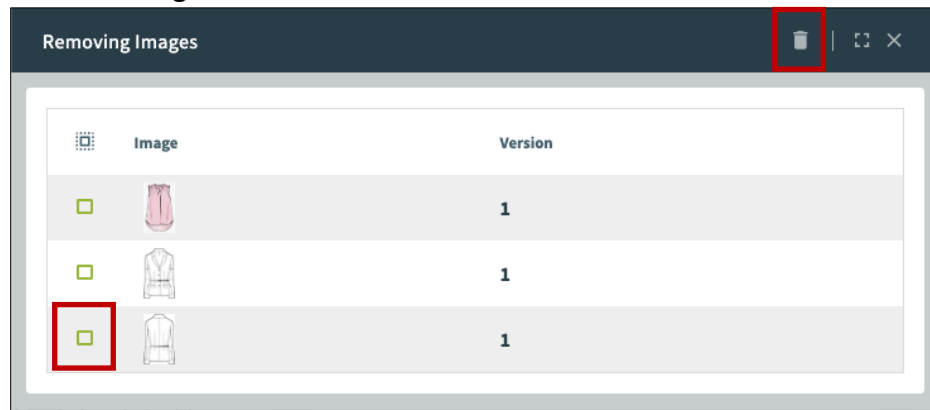


Figure 15 – Delete an Image

3. Select **yes** to confirm the deletion and return to the workflows edit page.

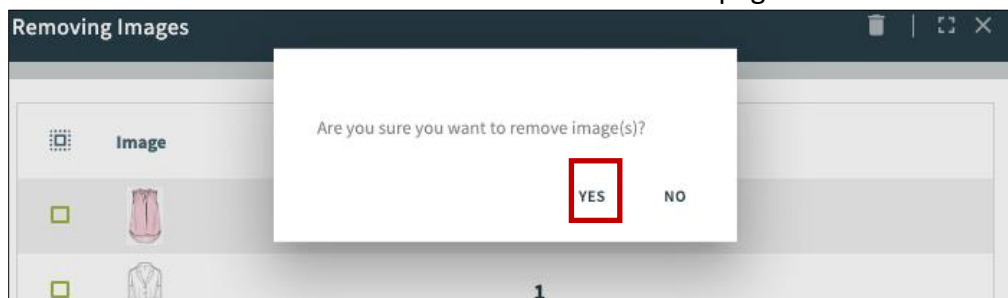


Figure 16 – Removal Confirmation

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Preview

1. Generate a *Text - Image* report by clicking the **preview** button. A list of available reports is presented in a new window.
2. Select a **language** then a **report**. The user will receive a notification stating the report is generating.

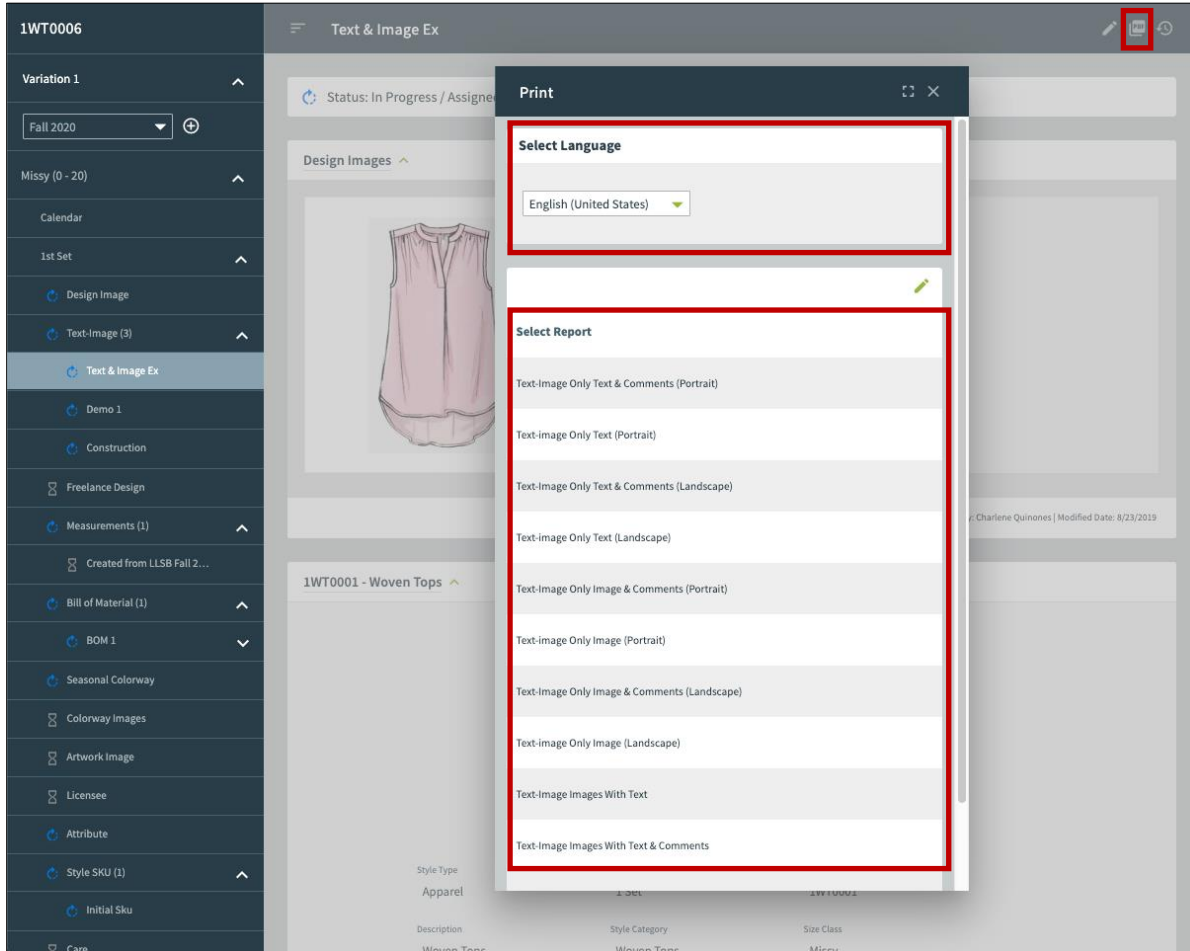


Figure 17 – Report Generation

3. A second notification states the report **has been created successfully**. Click the **notification** to view the report.

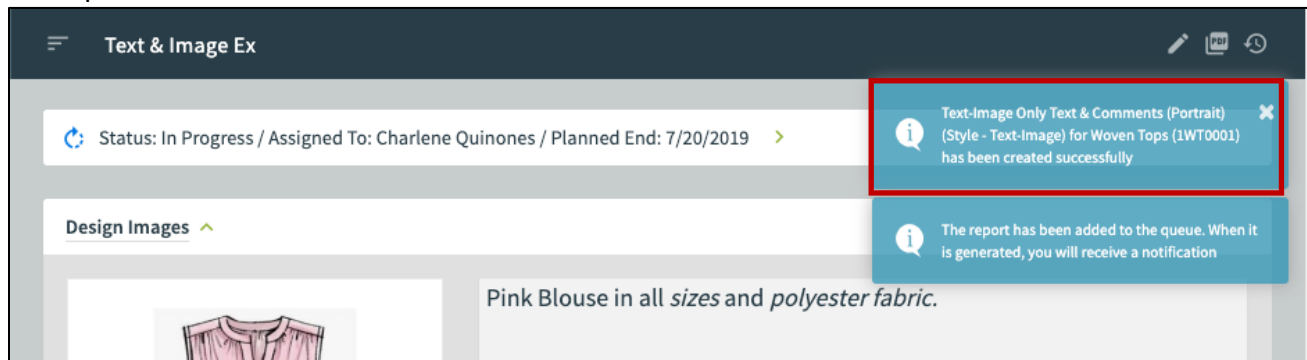


Figure 18 - Notifications

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4. The report opens, giving the user the option to download or print.

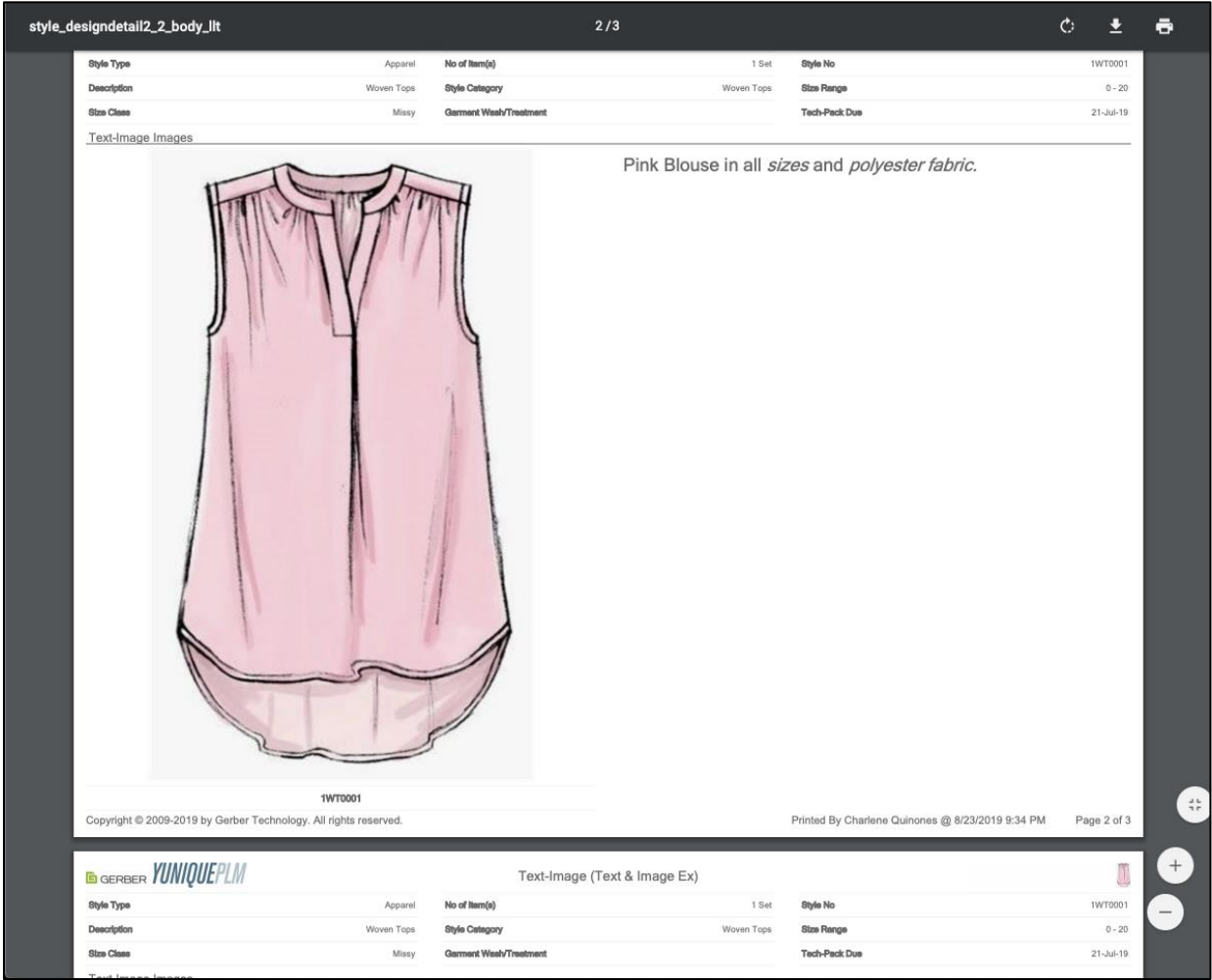


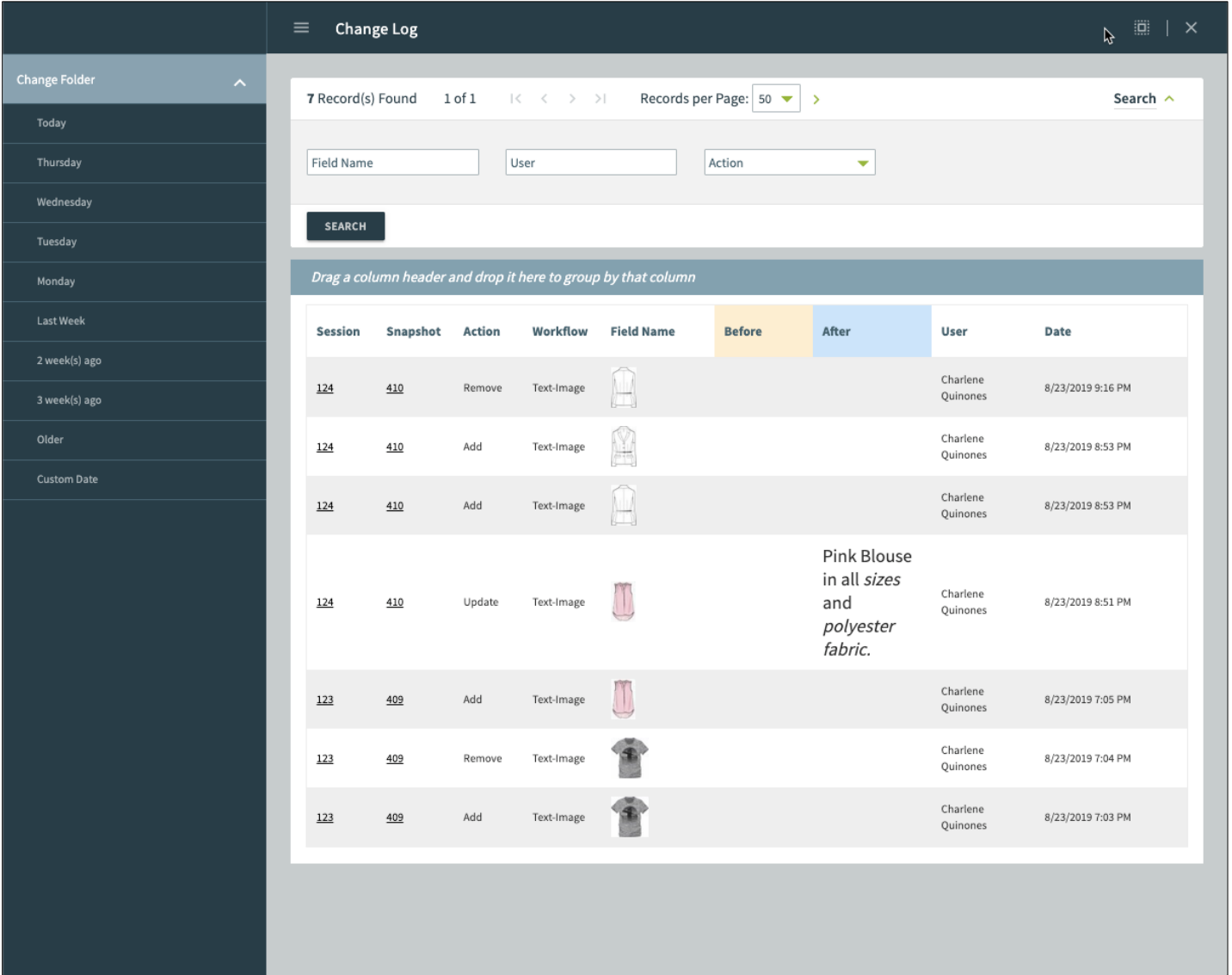
Figure 19 - Print Preview

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Change Log

Review a detailed list of changes made to a particular area.

For further information, refer to the *Change Log User Guide*.



The screenshot displays the 'Change Log' interface. On the left is a sidebar with a 'Change Folder' dropdown menu showing options like 'Today', 'Thursday', 'Wednesday', 'Tuesday', 'Monday', 'Last Week', '2 week(s) ago', '3 week(s) ago', 'Older', and 'Custom Date'. The main area shows a table of changes with the following columns: Session, Snapshot, Action, Workflow, Field Name, Before, After, User, and Date. The table contains 7 records. The 'After' column for one record is expanded to show a text description: 'Pink Blouse in all sizes and polyester fabric.' Below the table is a note: 'Drag a column header and drop it here to group by that column'.








Session	Snapshot	Action	Workflow	Field Name	Before	After	User	Date
124	410	Remove	Text-Image				Charlene Quinones	8/23/2019 9:16 PM
124	410	Add	Text-Image				Charlene Quinones	8/23/2019 8:53 PM
124	410	Add	Text-Image				Charlene Quinones	8/23/2019 8:53 PM
124	410	Update	Text-Image			Pink Blouse in all sizes and polyester fabric.	Charlene Quinones	8/23/2019 8:51 PM
123	409	Add	Text-Image				Charlene Quinones	8/23/2019 7:05 PM
123	409	Remove	Text-Image				Charlene Quinones	8/23/2019 7:04 PM
123	409	Add	Text-Image				Charlene Quinones	8/23/2019 7:03 PM

Figure 20 – Change Log



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