

Package & Send

Package and Send

With the “Package & Send” option, you can create a copy of your document with all the images and fonts used and optionally send this copy to a third party. For this process you do NOT need any compression, E-Mail or FTP programs, and no access data to the recipient’s servers are needed. With this technology you can exchange data with your service provider very simply.

Create a package

The program packs a copy of the document with the images and fonts used on a package. This package can be either a folder or a compressed file in the ZIP format.

Note: The program saves the current status of the file in the copy. Therefore the copy that is created may not be identical with the original file if you didn't save the document just before!

You can unpack a ZIP file with the tools in your operating systems. Normally you do not need any additional programs. If you want to look at the contents of a ZIP file without unpacking it, you may need additional software. Particularly Windows, under certain circumstances, displays the content of the ZIP file either incorrectly or not at all. In this case we recommend the software “WinZip”, as the software “7-Zip” has the same problem.

1. Select the menu command **File > Package & Send**.
2. Define the package content:
 - Choose the **Document** option to save a copy of the document in the package.
 - Choose the **Images** option to save copies of all the document images used in the package. This option is not available if the option **Embed All Used Images** in the Preferences is selected (w.e.f. version 8.0).
 - Choose the **Fonts** option to save copies of all the document fonts used in the package.
 - Choose the **Document Report** option to create a text file listing the document content (images, fonts, colors, etc).
3. (Optional) Choose the option **Save Package**.
4. Choose one of the following options for the **target folder**:
 - Choose the option **In Document Folder** if the package should be saved in the folder where the original document is saved.
 - Choose the option **User Defined Folder** if the package should be saved in another folder. Then click the **Select** button and choose a folder.
5. Choose the option **ZIP Package** if the package content should be compressed to a ZIP file.
6. Click the **Package Only** button.

Note:

- The program only collects those images which have been imported/linked correctly (a) and are physically available (b). If one of these conditions is not fulfilled, these images will not be collected. Example: Images from the Clipboard are correctly linked (a), but are not to be found as a physical image file (b). Images which are physically available (b), but not linked correctly (a), will also not be collected.
- If all images are embedded (b), then no images will be collected (w.e.f. version 8.0). In this case the option for collecting images will not be available.
- The name of the folder or the ZIP file corresponds to the document name. If the option is used several times, existing packages (folders or ZIP files) will not be overwritten, but will be saved with a number appended. If for example the name of the folder or ZIP file ends with "-3", the option has been carried out three times. If old versions are deleted, the program automatically fills the resulting gaps.

Send a package

1. Choose the required options for the package content.
2. (Optional) Choose the option **Save Package** if you want to save the package as well.
3. (Optional) Choose the option **ZIP Package** if the data saved should be compressed. To transfer data this is not necessary as the data are always transferred in compressed form.
4. Choose one of the following options:
 - Click the **Send Only** button to send the package if you **have not** selected the option **Save Package**.
 - Click the **Package & Send** button if you **have** selected the option **Save Package**.

*Please study the legal information provided by the program regarding the **copying of fonts**.*

The program starts the **VIVA File Sender** automatically. **VIVA File Sender** is a separate program that transfers the data to the recipient. During the transfer you can continue working with VivaDesigner.

5. In the **Welcome** dialog, click the **Continue** button.

In the **Recipient** section all recipients are displayed who have installed a profile for you.

Note: *If you want to send data to a service provider who does not appear in the list, please refer to your service provider. VIVA creates profiles for service providers on request.*

6. In the **Recipient** section, choose the recipient to whom the package should be sent. In the **Files** section you can check if the program has collected all data/files correctly.

Note: *The Recipient **VIVA Support Team** is usually installed as standard and enables you to send your documents directly to VIVA Support.*

Technical Note:

If in the **Files** section of the dialog no files are displayed to be sent, it may be that the program is still trying to build a connection to the VIVA Server, but has not yet received a reply. The files will not be displayed until the program has received the necessary reply from the VIVA Server. In this case please refer to the section **Technical Info for Administrators**. The program also saves a package temporarily on your computer if you just want to send it.

7. Choose one of the following options:
 - If the recipient profile demands NO further information, click **Send**.
 - If the recipient profile demands further information, click **Continue**. Enter your E-Mail Address and a comment if necessary. Obligatory fields are shown with an asterisk “*”.
8. Click **Send**. The sending process will now be started. During the transfer you can continue working with VivaDesigner.
9. Click **Finish** when the transfer is complete.

Sending data directly to the Recipient

You can use the **VIVA File Sender** to send files to a recipient directly. **VIVA File Sender** is a separate program that sends data to a recipient. In contrast to previous processes, you do not need any compression, E-Mail or FTP programs, and no access data to the recipient’s servers are needed.

1. Open the VIVA program folder on your hard drive.
2. Start the program **FileSender**.
3. In the **Welcome** dialog, click the **Continue** button.
4. In the **Recipient** section all recipients are displayed who have installed a profile for you. In the **Recipient** section, choose the recipient to whom the package should be sent.

Note: The entry **VIVA Support Team** is usually installed as standard and enables you to send your documents directly to VIVA Support.

5. (Optional) Click one of the two symbols **Add Files** or **Add Folders** to add a file or a folder of your choice. These symbols are only selectable if the profile selected enables this option. Repeat this step if you want to add several files or folders.
6. (Optional) In the **Files** section you can check if the program has collected all data/files correctly. With the **Delete** symbol you can remove added files or folders.
7. Click **Continue** when the list of files to be sent is complete.
8. If the recipient profile demands further information, enter your E-Mail Address and a comment if necessary. Obligatory fields are shown with an asterisk “*”.
9. Click **Send** to start the sending process.
10. Click **Finish** when the transfer is complete.

Install Communication Profile

The Recipient may offer the communication profile for download from his Website. The user installs the communication profile with a simple double-click. The profile will be installed automatically in the folder **Resources/Services** of the program folder. The user can of course copy the file to this folder manually.

Installation of a Configuration Profile:

1. Double-click the file with the Configuration Profile (suffix ***.vcp**).
2. The program will confirm the installation with a notice.

Note: If you have already installed a configuration profile with the same name, the program will ask if the existing profile should be replaced.

Technical Information for Administrators

Introduction

With VivaDesigner you can send VIVA documents, the images and fonts used in them as well as any other files to a recipient. The basis for this is the separate program **VIVA File Sender**, which is included in the VivaDesigner package. In contrast to conventional processes, you do not need any compression, E-Mail or FTP programs, or any access data to the recipient's servers.

With this technology, software developers, media service providers, printers or any companies (hereafter **Recipient**) can provide their customers and users with a comfortable process for data transfer.

The communication profile

The basis of the **VIVA File Sender** is a so-called communication profile. A communication profile is a file with the suffix ***.vcp**. As a standard, VIVA always supplies the communication profile **VIVA Support**, so that customers can send data to VIVA. Service providers can request their own profiles from VIVA. A communication profile defines in which way data will be transferred, which access data is needed and if a user must give his E-Mail adress and a comment before sending. The **Recipient** can also define if he and/or the end customer should be notified by E-Mail on successful transfer of the data.

After successful transfer, a certain Website may be opened as an option, for example to enable an order process for the data transferred. Through this technology, the VIVA program can be linked to every FTP server and Web application.

The file with the communication profile contains not the configuration itself, but only a reference to the settings, which are stored on a special VIVA website. Thus the data transfer settings can be changed at any time without the configuration profile needing to be distributed or reinstalled (Exception see section **The Communication Protocol**).

The Communication Protocol

Step 1: Settings request

When a user chooses a communication profile in **VIVA File Sender**, a connection with the VIVA server (address: <http://vcp.viva.de>) will be made to request the settings for the data transfer (see Step 2). From this request, the VIVA server delivers an XML with encrypted information to the **VIVA File Sender**. Depending on the settings that have been defined on the VIVA server for the communication profile chosen, the appropriate options will be displayed in the **VIVA File Sender**.

Communication between the **VIVA File Sender** and the the VIVA server to request the settings for data transfer can happen in different ways:

HTTP Request: The default communication is made with an HTTP Request (Standard Port 80). The data to be transferred and the options will only be displayed in the **Files** section when the program has received the necessary answer from the VIVA server. In most cases, communication with the VIVA Server takes just a few seconds. If in the **Files** section no data are displayed, it may be that the program is still trying to connect to the VIVA server, but has still not received a reply. This connection is important, as only the VIVA Server can tell the program how and where the files should be sent. In this case please wait if necessary for several minutes.

Proxy Server: If you work in a company, it may be that Internet connections (HTTP Requests) are only possible through a Proxy Server. The result may be that the **VIVA File Sender** cannot make contact with the VIVA server. In this case no files can be transferred, even if a connection to the Recipient could be made (see Step 2). To get around this problem, your System Administrator should if possible configure the Proxy Server in such a way that requests to the VIVA server (<http://vcp.viva.de>) are not intercepted.

Alternatively, you can define a Proxy Server in **VivaDesigner**, which will also be used to check for updates:

Define Proxy Settings for VivaDesigner/VIVA File Sender:

1. Choose the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Choose the **Program** option and then the **Updates** tab.
3. Choose the option **Manual Proxy Settings** and enter your settings for the Proxy server.

HTTPS: Request: If communication via an HTTP Request or a Proxy Server is not possible, communication may also be made via secure HTTPS Request (Standard Port 443) . The option can only be activated by VIVA on the VIVA server. If the HTTPS option is activated on the VIVA server, VIVA will deliver a NEW communication profile to the Recipient. The Recipient must then supply this communication profile to his customers/users. The customers/users must install the new communication profile. This installation is necessary, so that the **VIVA File Sender** knows how it should communicate with the VIVA server. Apart from this, a user does not need to re-install when the settings are changed in the profile.

Technical Note:

In a concrete customer project, the files and options in the dialog were only displayed after several minutes. In this project, the customer uses a Proxy Server and in VivaDesigner NO manual Proxy settings were made. There could be several reasons for this delay:

- 1. The Firewall may have been able to analyze the XML returned by the VIVA server, which could explain the resulting time delay.*
- 2. It is possible that some network configurations react in a sensitive way if HTTP Requests were sent that do not come from a browser and therefore possess no browser ID. You can easily test whether such an effect will appear in your system by opening a communication profile in an editor and copying the URL contained in it to a browser. If the browser displays the result immediately, the problem could be the missing browser ID. If the browser only displays the result after a long time, this points to a network problem. In this case, please check your network configuration.*

Step 2: Data transfer

Communication between the **VIVA File Sender** and the Recipient's server follows via the standard **FTP Protocol** (Port 21, passive, with user/login data). These Ports must be open for the communication.