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# **Version Cue CS2**

A Workflow Guided Tour



# What is Version Cue?

- Innovative file manager that's part of Adobe Creative Suite 2.
- Automatically saves versions of files and tracks them for you.
- Prevents files from accidentally being overwritten.
- Eliminates the need for complicated file-naming conventions.
- Allows you to create an alternate variation of a file.
- Allows you to embed searchable metadata into a file.
- Provides an easy way to implement, track, and manage Adobe PDF-based reviews.

## 2

# What is Version Cue?



- It is accessible from within Adobe Bridge.
- It is accessible from InDesign, Illustrator, Photoshop, GoLive.
- Integrates with products that support WebDAV (MS Word).
- Lock protection can be enabled on a project to safely share files.
- Allows you to create, manage, and back up projects.
- Gives you the option to establish users and access privileges.

# 1

## Installation and Configuration



- Installs as part of a typical Adobe Creative Suite installation.
- Can be installed individually or on a server.
- Once installed, Version Cue is ready to use. Can be turned off.
- An icon becomes visible in the menu bar on Mac OS X and in the systray area on Windows.
- Configure via the Adobe Version Cue CS2 System Preferences and the Advanced Administration Utility.

## 2

# Installation and Configuration



## Single User Configuration

The Version Cue Workspace is installed on the user's own computer. The user has complete access to his own files and all the features of Version Cue.



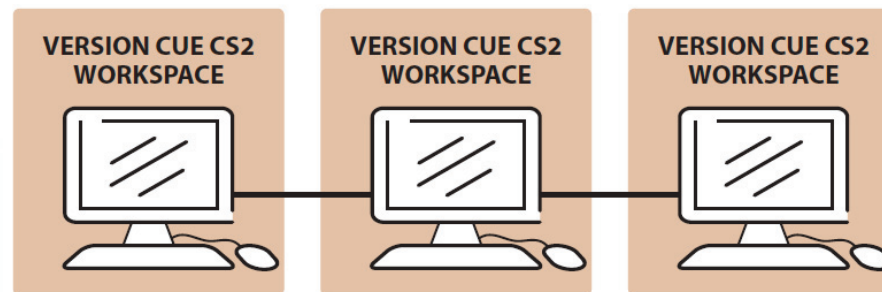
# 3

## Installation and Configuration



### Small Workgroup Configuration

A Version Cue Workspace is installed on everyone's computer within the workgroup's network. Co-workers can access each other's workspace to share and exchange files. Individual users control who can access specific project folders.



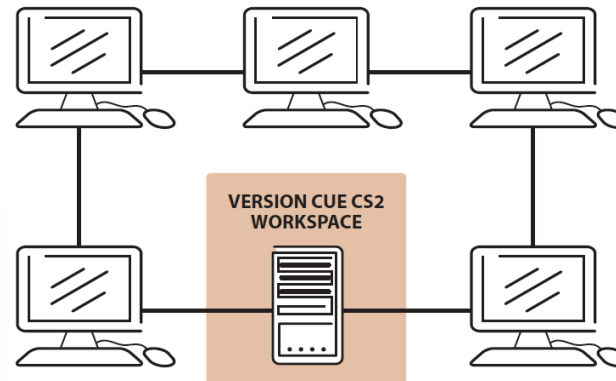
# 4

## Installation and Configuration



### Large Workgroup Configuration

A Version Cue Workspace is installed on a central server that everyone can access. An administrator controls who can access specific project folders.





# Understanding the Workflow

1. Create a new Version Cue project within a specified workspace
2. Create a new version of a file
3. Track and manage versions and alternates
4. Manage a PDF review
5. Backup the project or entire workspace

# Workflow Tasks



## Designer Tasks

- Create new Version Cue projects
- Create new versions of files
- Track and manage versions and alternates

## 2

# Workflow Tasks



### **Manager Tasks**

- Create new Version Cue projects
- Create new versions of files (i.e. Word documents that contain copy for various projects)
- Track and manage versions and alternates (i.e. promote an old version of a file to become the current version)
- Implement and Manage a PDF review

# 3

## Workflow Tasks



### **Administrator Tasks**

- Install and Configure Version Cue
- Add new users and assign usage rights
- Set up recurring backups for each project



# Version Cue Terminology



# Workspace

A virtual server that Version Cue uses to manage all projects and their assets such as InDesign, Photoshop, and even non-Adobe Files.

It stores projects and files as well as XMP metadata for the files.

The workspace location is defined during the installation process.

It can reside on an individual's computer or on a centralized computer or dedicated server.

It can be private or shared with others.

It can be shared through a local area network or virtual private network (VPN).



# Project

A folder in the Version Cue Workspace containing related files that are grouped as desired.

Any file that is saved to a project folder is automatically managed by Version Cue.

Individual projects can be shared or kept private with or without assigning user access privileges. Sharing is enabled for entire projects rather than individual files.

Projects can contain any file created by any application from within The Creative Suite. Some non-Adobe file types can be managed and versioned by Version Cue.



# Working Copy

When a file from a Version Cue project is opened, a working copy is created and stored on the designer's local hard drive. The file is then marked as "In Use."

Intermediate changes are saved by choosing File > Save. This only updates the working copy and not the Version Cue copy.

Once a file has reached a new version milestone and/or is ready to be shared with others in a workgroup, a new version of it can be saved by choosing File > Save A Version. This saves the file to the Version Cue project folder and is marked as "Synchronized", which means the working copy and the Version Cue copy are the same.



# Version

A version is a saved historical iteration of changes that have been made to a file over time.

The first version of a file is created as soon as it is copied to a Version Cue project folder. New versions are then created as File > Save A Version is used to save the file.

Historical versions can be opened and promoted to become the most current version. They can also be deleted.

Versions can be used to create several design ideas during exploratory design phases.



# Alternate

A file that is saved as an alternate variation of another file. It appears as a separate file in the project folder, but Version Cue maintains a link between the original file and the alternate.

Alternates can be created based on different versions or completely different files.

They can be used to present different design ideas to a client.

Files can easily be replaced or swapped out by an alternate version of that file through Adobe Bridge or from the links palette within InDesign or Illustrator.



# Alternates Group

Version Cue uses an alternates group to maintain the relationship between alternates.

An alternate group can be viewed in the Alternates dialog box which is found on the document window inside InDesign, Illustrator, and Photoshop (alternates are not available in Acrobat 7).

It can contain multiple files from multiple folders. But, alternates must be contained within a single project folder.

There is always a primary alternate within a group. It is the alternate that is displayed when opened or placed into an application. You can make any alternate the primary alternate.



# Metadata







Information about a file, such as its author, resolution, color space, copyright, and keywords applied to it that allow you to organize, search, and keep track of your files.

This information is stored in a standardized way using the Extensible Metadata Platform (XMP) standard on which Adobe Bridge and the Adobe Creative Suite applications are built.

XMP is built on XML, and in most cases the information is stored in the file so that it isn't lost. If it is not possible to store the information in the file itself, XMP metadata is stored in a separate file called a sidecar file.

# Version Cue File Statuses








-  **Open** The file is open on your computer.
-  **In Use By Me** You are currently editing the file.
-  **Synchronized** The latest version of the file is available for editing and you have a working copy on your computer that matches it.
-  **No Working Copy** No local copy of the file exists.
-  **In Use By <user name>** Another user is editing the file and has not yet saved a new version.
-  **Conflicted Copies** There is a version conflict, or both you and another user are editing the file.

## 2

# Version Cue File Statuses



-  **Offline Copy** There is a local copy of the file in your working copies folder, but the Version Cue Workspace is offline.
-  **Outdated Copy** A local copy exists, but there is a newer version of the file in the workspace.
-  **Only Copy** The file in the working copies folder is the only copy known to Version Cue and has not been synchronized yet.
-  **Unavailable** The Version Cue Workspace is offline or you don't have access privileges to it.
-  **Deleted** The file or folder has been deleted from the project, but not yet permanently erased (a file or folder can be restored).



# Additional Resources

- [Adobe Website](#)
- [Version Cue CS2: A Workflow Guide \(PDF, 1.6M\)](#)
- [Understanding Adobe Version Cue CS2 File Manager \(PDF, 1.2M\)](#)
- [Adobe Bridge and Adobe Version Cue CS2 \(PDF, 2.7M\)](#)
- [The Version Cue CS2 Productivity Benchmark \(PDF, 196k\)](#)

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## TRAINING

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