

EASYCATALOG LITE

FOR ADOBE® INDESIGN®



USER GUIDE

65bit Software Ltd



Revision History

Version	Date	Remarks
2.1.1	25 May 2006	Initial release
2.1.2	1 April 2009	Removed reference to CS2

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CHAPTER 1

GETTING STARTED

WELCOME! Thank you for taking the time to evaluate EasyCatalog Lite for Adobe InDesign.

65bit Software are committed to providing high quality software for Adobe InDesign, and appreciate the time you have taken to evaluate our product. All feedback is welcome, good or bad. Please email any comments to feedback@65bit.com. We promise to respond to every one!

WHAT IS EASYCATALOG LITE?

EasyCatalog Lite is a plug-in for Adobe InDesign which allows you to dynamically link data from a file or database directly to an InDesign document. Changes made to your data can be automatically applied to your document, ensuring it's always up-to-date.

As your data is being imported directly into InDesign, re-keying errors are eliminated. Using EasyCatalog Lite's 'Copy and Repeat' feature, multiple records can be automatically inserted into the document and the click of a button.

INSTALLATION

To install EasyCatalog Lite, run the installer which is available for download from our web-site. Ensure InDesign is not running when you run the installer.

ODBC on Macintosh

If you are connecting to an ODBC database, please ensure that before launching EasyCatalog you have run the installers inside of the 'ODBC Data Provider Prerequisites' folder on the installation disk image.

EVALUATING EASYCATALOG LITE

Your EasyCatalog Lite plug-in will, by default, run in demo mode until a valid registration code is entered. The plug-in will be fully functional during the evaluation period, and will expire after 15 days unless a valid serial number is entered. An extension to your trial period can be requested using our [support form](#).

Thank you for taking time to evaluate EasyCatalog Lite – if you have any questions or would like further information, please visit our web site at www.65bit.com or use our support form at www.65bit.com/support to ask us a question.

PURCHASING AND REGISTERING YOUR PLUG-IN

If you've purchased or downloaded EasyCatalog Lite through one of our partners, please obtain your serial number through them. Alternatively if you downloaded from the 65bit web site, serial numbers can be purchased through our [web-store](#).

QUESTIONS AND COMMENTS

Following purchase, you will be supplied with a serial number that needs to be entered in order to activate the plug-in. Once registered, all limitations of the demo version will be removed.

All support issues should be directed to your system integrator or local vendor. Alternatively, visit us at www.65bit.com, or email your questions to directly to us at support@65bit.com. We pride ourselves on working with our customers to get the very best out of our software - if you have any questions please don't hesitate to ask!

CHAPTER 2

IMPORTING YOUR DATA

INTRODUCTION The first stage in the process, importing your data is the most critical and key area when using EasyCatalog Lite.

By directly importing your data into InDesign, you eliminate re-keying errors and significantly reduce the amount of time required to produce your publication.

SUPPORTED DATA SOURCES A data source can be something as simple as a stock-list CSV (*Comma Separated Values*) file or a complex product-information database. Multiple data sources can be configured and worked with to produce your publication.

EasyCatalog Lite uses additional modules (*Data Providers*) to handle the importing of your data. This allows data to be acquired from an almost unlimited number of sources, by simply installing the correct *Data Provider* module.

Currently, there are two *Data Provider* plug-ins available:

Data Provider	Imports
File Data Provider	ASCII files, UTF-8, UTF-16 files The File Data Provider is installed by default and is available free of charge with EasyCatalog Lite.
ODBC Data Provider	Data from an ODBC-compliant database, such as MySQL, SQL Server, Oracle, FileMaker. An additional driver may be required to connect to your database. The ODBC Data Provider is an optional module that must be purchased separately.

Custom *Data Providers* can be written and tailored to your requirements - please contact us at support@65bit.com for further information on custom development work to integrate with your database.

**THE EASYCATALOG
LITE PANEL
OVERVIEW**

The EasyCatalog Lite Panel is the main control panel for EasyCatalog Lite. Using the EasyCatalog Lite panel, you can import your data, filter/search it and place it on the page.

Using the *EasyCatalog Lite* panel, you can import, filter and place your data on the document.

Use the 'Data Sources' pop-up menu to import your data or switch to data you've previously imported

Further options are available from the pop-out menu

Quickly filter your data using the 'Find' field.

Data for the currently selected record is shown in the main area of the panel.

Step through the records in the data source using the scroll-bar or the arrow buttons

The index number of the current record is shown here.
Jump directly to a record by entering it's number here.

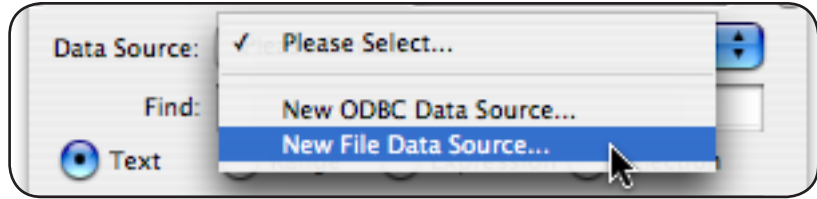
Insert the selected field in the document

Quicklink	1155
Manufacturer	Sony
Manufacturer Part Code	ST-SE3705
Description	ST-SE3705 Silver E-Line Tuner
Parent Category	Audio Separates
Child Category	Analogue Radio Tuners
Ex VAT Price	\$76.60
Inc VAT Price	\$90.00
Availability	1-2 days

If the EasyCatalog Lite panel is not visible, show it using the 'Window→ EasyCatalog Lite' menu option.

More information on the EasyCatalog Lite panel can be found in the '[EasyCatalog Lite Panel](#)' chapter.

IMPORTING DATA FROM A FILE



① The process begins by selecting 'New File Data Source' from data source pop-up menu on the EasyCatalog Lite panel.

② Select your data file using the standard file-selection dialog.

EasyCatalog Lite will now examine the file to determine the best settings for importing your data - these will be presented in the configuration dialog. Don't panic! This is by far the most complex stage in configuring EasyCatalog Lite - for the majority of users, the settings determined automatically will suffice.

This dialog is divided into four main functional areas:

The name which will be used to identify this data source - this name will appear in the list of available data sources

1 2

File Data Source Configuration

Name: STOCK.CSV OK Cancel

Location
Macintosh HD:Users:i... Data:Dabs:STOCK.CSV Choose...

Content
File Encoding: ASCII
Field Delimiter: Comma
Record Delimiter: CR/LF
 First record contains field names

Sample

Quicklinx	Manufacturer	Manufacturer Part...	Description
115S	Sony	ST-SE370S	ST-SE370S Silver E...
11T2	Sony	ST-SA3ESB	ST-SA3ESB Black T...
11T4	Sony	ST-SA3ESN	ST-SA3ESN Gold T...
25F7	Sony	HAR-LH500	HAR-LH500 Hard...
128C	Sony	HAR-D1000	HAR-D1000 Audio...
2ZDF	Creative	S1MF800AA001	Decoder DDT5-100

Field Information
 Key Options...

3 4

**IMPORTING FROM A
FILE
(CONTINUED)**

① **Location**

Shows the path to the selected file, and allows a new file to be chosen.

② **Content**

The pop-ups in this area allow you to specify how the file is structured. When importing a file for the first time, EasyCatalog Lite will attempt to automatically determine the correct settings for each of these pop-ups by inspecting a sample of the file.

Setting	Description
File Encoding	Specify the type of file being used - either ASCII or Unicode. The use of Unicode files offers several advantages, and should be used when available.
Field Delimiter	Specify the character that's used to separate each field in the file
Record Delimiter	Specify the character that's used to separate each record in the file

③ **Sample**

Each time any of the 'Content' settings are changed, the 'Sample' pane will change to show how the file will be imported using the current configuration. If you are unsure of the settings to specify, you can experiment until the desired results are shown in the 'Sample' frame.

④ **Field Information**

Select a column in the Sample pane to enable the *Field Information* options.

Key

Each record from your data source should contain a unique identifier - this 'key' field is used to link document content to the source data. Typical examples of key fields include SKUs and product codes. Where there is no single field that identifies a record, multiple fields may be specified to form a compound key.

Configuration of the 'key' attribute is critical to ensuring that record updates and synchronisation of data work reliably.

IMPORTING FROM A FILE (CONTINUED)



The choice of key field is critical to the operation of EasyCatalog Lite. The key field is used to uniquely identify each record from the data source and must never change.

The first time a file is loaded, EasyCatalog Lite will attempt to determine which column is the key field by looking for unique values in each of the columns.

As a record must have some data that changes, you must have one field that is **not** a key.

Formatting Fields

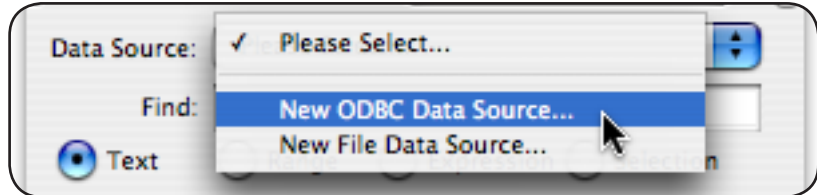
EasyCatalog Lite offers a number of configuration options that determine fields are formatted on the document. For example, currency symbols, number of digits both before and after the decimal place can be specified.

Hit the 'Options' button to open the 'Field Options' dialog. It isn't necessary to fully configure each field at this time, since the *Field Options* dialog is available at any time.

See the [Field Options](#) chapter for more information on the settings available in the Field Options dialog.

IMPORTING DATA FROM A DATABASE

Connecting to an ODBC Data Source offers several advantages over using text files: by connecting directly to the source of your data, intermediate export files are not required. This not only removes a stage from your workflow, but it also ensures you are working with the latest data available from your database.



① Create a new ODBC data source using the 'New ODBC Data Source' from data source pop-up menu in the EasyCatalog Lite panel.

Further information on how to configure the ODBC data source can be found in the manual that accompanies the ODBC Data Provider.



Importing data from an ODBC database requires the ODBC Data Provider, which is an additional module available at extra cost. You may also need to purchase drivers for your database.

THE EASYCATALOG WORKSPACE FOLDER

Once you have imported data from a data source, it is cached locally in your EasyCatalog *Workspace Folder*. By default, your workspace folder will be created in the following location:

Platform	Location
Macintosh	Documents:EasyCatalog Workspace
Windows	My Documents/EasyCatalog Workspace

By caching your data in the Workspace Folder, you can continue to use EasyCatalog when the source of your data is no longer available (e.g. if your database is not available or if you're working from a different location to your database).

The data displayed in the *EasyCatalog Lite* panel is the data that has been cached in your *Workspace Folder* - to retrieve the latest data from the data source, use the 'Synchronize with Data Source' panel menu option.

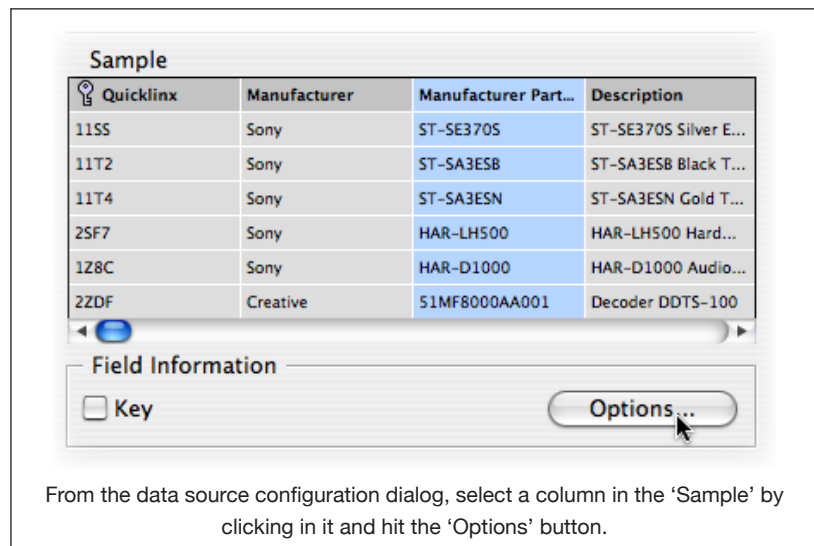
CHAPTER 3

FIELD OPTIONS

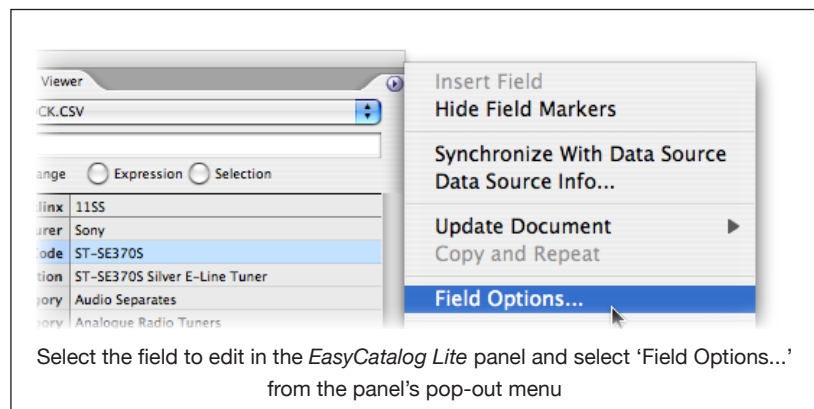
INTRODUCTION EasyCatalog provides facilities for fields to be formatted prior to placement in a document. By setting Field Options you can, for instance, ensure that your price fields are formatted to use the correct currency symbol and number of decimal places.

In addition to text fields, EasyCatalog can also import pictures. Using the Field Options dialog you can specify whether a picture should be scaled, aligned, etc. when imported.

EDITING FIELD OPTIONS The Field Options dialog can be accessed in a number of ways:
When configuring a new data source

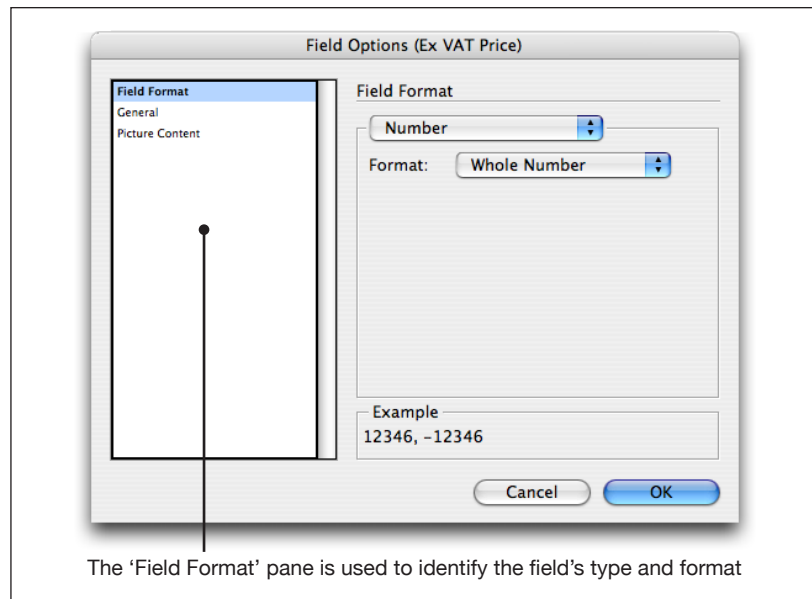


From the EasyCatalog Lite Panel



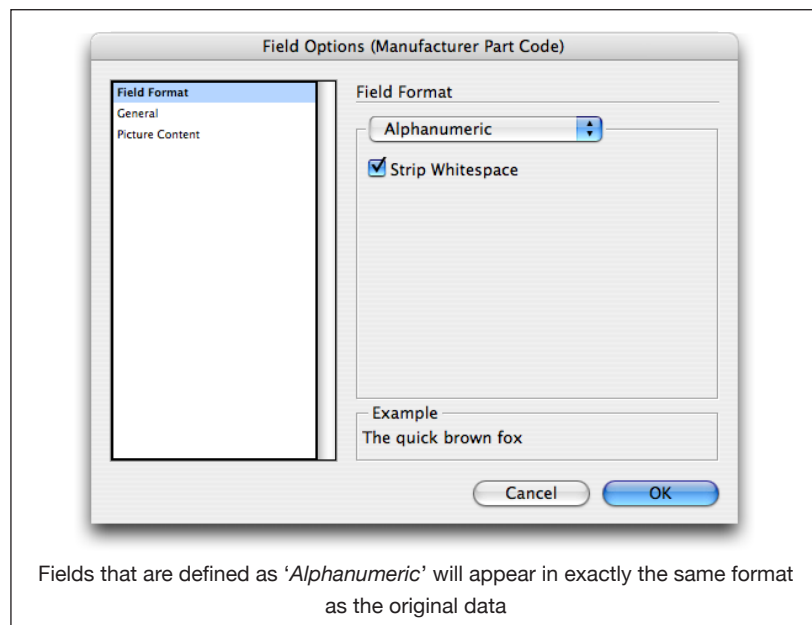
THE FIELD OPTIONS DIALOG

This dialog is divided into two panes – the left-hand list shows the predefined options available. Selecting any one of these will change the right-hand pane to show further configuration options.



FIELD FORMAT **Alphanumeric**

Fields that are defined as being '*Alphanumeric*' will be output to the document unchanged - use this option if your field is being formatted correctly by the original source of the data, such as a database.

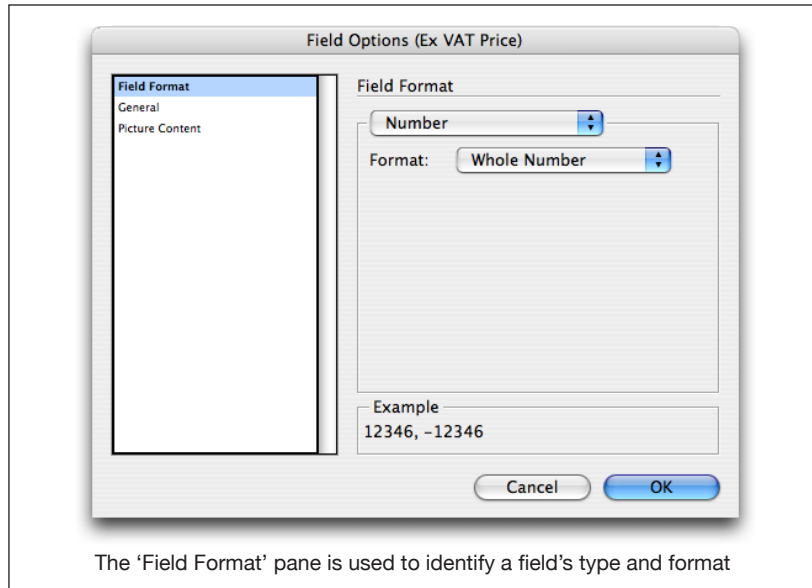


Strip White space

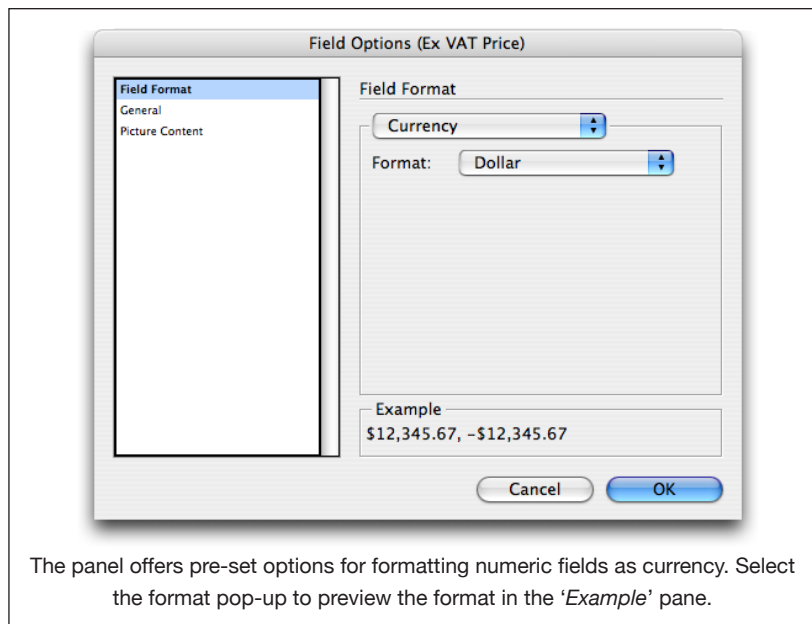
Select this option to strip 'white space' - tabs, spaces, etc. - that appears at the start or end of the field's content.

FIELD FORMAT Number
(CONTINUED)

Use this pane to format the field as a whole or fractional number. Select one of the formats from the popup menu; the example will update to show how an example value will appear.

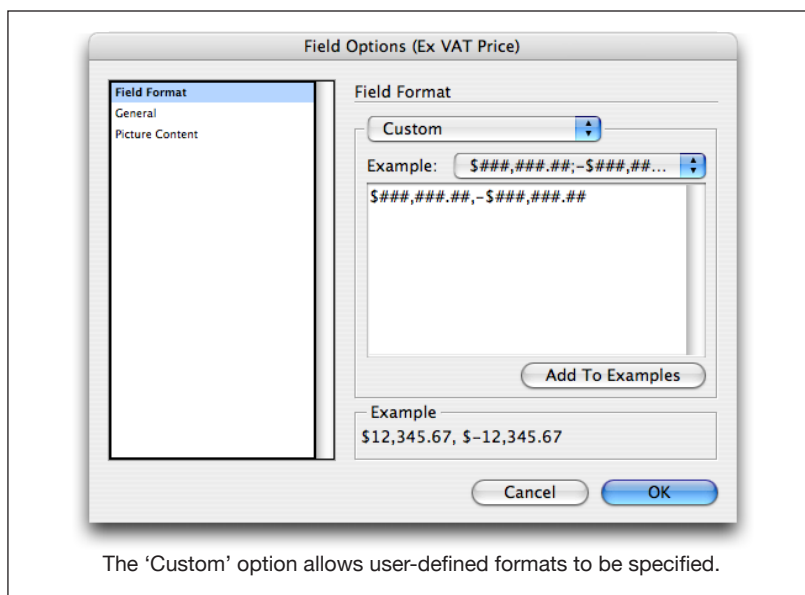
**Currency**

This pane has a number of predefined currency formats. Again, select one of the formats from the popup menu.



FIELD FORMAT (CONTINUED)

Custom Formats



Where your needs are not met by any of the available options, the 'Custom' option allows a number format to be specified through the use of a formatting string.

The following characters have special meaning in format strings, all other characters will appear untranslated when output.

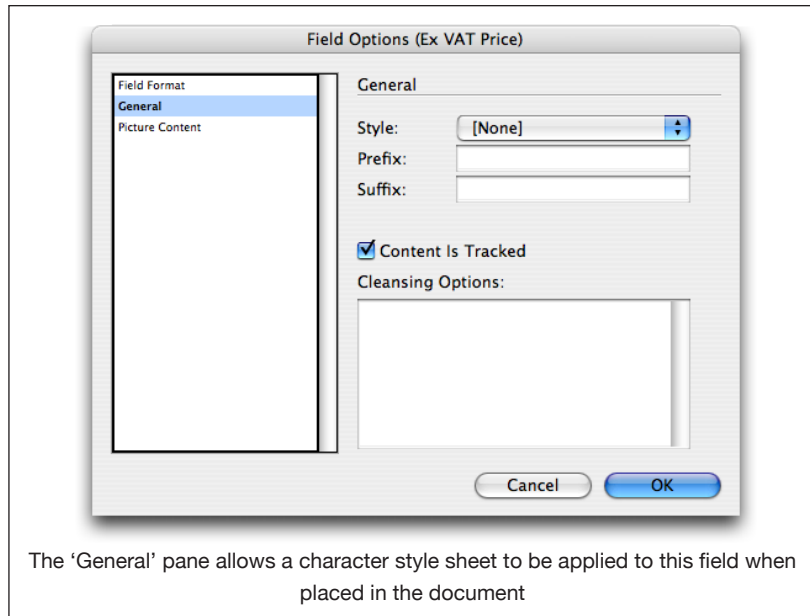
Character	Meaning
#	The most used character, the '#' indicates where digits from the source field should appear.
.	Decimal point. Specifies where the decimal point should appear and, by the use of the '#' character after the point, how many decimal places the number should be formatted to. No rounding will be performed on the value.
,	May or may not be present as a divider between groups of digits, such as thousands, millions, etc.
*	Used after the decimal point, this character indicates the minimum number of characters that must appear. For example, you can specify that a field must appear with at least two decimal places, but more will be output if required.

FIELD FORMAT (CONTINUED) **Custom Formats Samples**

The use of the formatting string is best explained by the use of examples. Assuming that a field has a value of 123456.123456:

Format String	Your data source contains...	Field will be formatted on the document as...
\$#.##	123456.123456	\$123456.12
The dollar sign has no special meaning, and appears unchanged in the output. Only two positions are available after the decimal point.		
###,###	123456.123456	\$123,456
The comma may be used to separate groups of digits. No decimal point is provided in the format strings, therefore the value will appear as a whole number.		
\$.####	123456.123456	\$123456.1234
Four places are available after the decimal point – the output value is truncated, not rounded.		
# USD	123456.123456	123456 USD
As the characters 'USD' do not have any special meaning, they appear untranslated in the output.		
###.##*	123456.1	123456.10
	123456.1234	123456.1234
Here, the position of the '*' character specifies that a minimum of two decimal places are required.		

GENERAL FORMATTING OPTIONS



Style

The character style sheet specified in this pop-up is applied to the field when it is inserted into the document. The Character Styles for the current document, or the default character style sheets if there is no document open, will be listed in this popup.

When inserting the field into the document, you must ensure that the character style sheet is available. A warning will be displayed if it is not, and the field will be inserted without applying the style sheet.

Prefix

Any characters that should always be prefixed to the content of this field should be specified here.

Suffix

Any characters that should always appear after the content of this field should be specified here.



Note that both the prefix and suffix are not applied to empty fields.

Cleansing Options

EasyCatalog allows the content of each field to be 'cleansed' before it is used in the document. '*Data Cleansing*' is a simple search-and-replace that is applied to the data during import and *before* any other formatting options are applied.

**GENERAL
FORMATTING
OPTIONS
(CONTINUED)**

The cleansing options are specified by way of a string in the following format:

{replace this}={with this};

#=£;

All of the ‘#’ characters will be replaced with ‘£’

Multiple cleansing options may be also specified:

#=£;*=-●;

Multiple cleansing options are separated by a semi-colon

Characters may also be stripped by not specifying a replace-with character:

#=-;

Specify nothing on the right-hand side of the cleansing option to strip the character on the left.

Character strings can also be cleansed :

ESY=EasyCatalog;

All occurrences of ‘ESY’ will be replaced with ‘EasyCatalog’

InDesign Metacharacters/Special Characters

InDesign metacharacters, such as those used in InDesign’s *Find/Change* dialog, can also be used as part of the cleansing statement. Metacharacters begin with a caret (^) and represent special characters in InDesign, such as a bullet point.

*=-^8;

All instances of the asterisk (*) will be replaced with the InDesign bullet character.

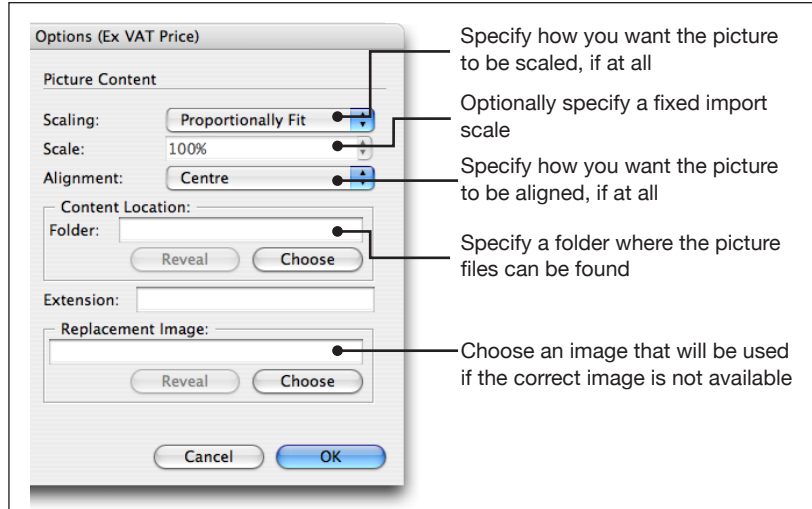
A full list of metacharacters supported by EasyCatalog is shown on the in the table below.

Code	Description	
^#	Auto Page Numbering	
^x	Section Marker	
^8	Bullet	•
^^	Caret	^
^2	Copyright Symbol	©

**GENERAL
FORMATTING
OPTIONS
(CONTINUED)**

Code	Description	
^p	End of Paragraph	
^n	Forced Line Break	
^7	Paragraph Symbol	¶
^r	Registered Trademark Symbol	®
^6	Section Symbol	§
^t	Tab	
^\ ←	End Nested Style	
^y	Right Indent Tab	
^i	Indent to Here	
^_ —	Em Dash	—
^m	Em Space	
^= —	En Dash	-
^>	En Space	
^f	Flush Space	
^	Hair Space	
^s	Nonbreaking Space	
^<	Thin Space	
^-	Discretionary Hyphen	
^~	Nonbreaking Hyphen	-
^{	Double Left Quotation Mark	“
^}	Double Right Quotation Mark	”
^[Single Left Quotation Mark	‘
^]	Single Right Quotation Mark	’

**PICTURE IMPORT
OPTIONS**



In addition to inserting field content into an InDesign text flow, EasyCatalog can also be configured to import images into picture boxes. The picture to import is specified by the content of each field.

Consisting of five options, the ‘*Picture Content*’ pane settings are used when importing a picture for a field.

When a picture is imported, it can be optionally scaled and aligned in its box.

Scaling	Description
None	The picture will not be scaled when it is imported
Proportionally fit	The picture will be proportionally scaled to fit it’s containing picture box.
Fill Frame	The picture will be proportionally scaled to fit it’s containing picture box but, unlike ‘Proportionally Fit’ it will completely fill the box. The aspect ratio of the original will not be maintained when using this option.
Fill Proportionally	The picture will be proportionally scaled to fill the frame, leaving no white-space around the image. The image may be cropped either horizontally or vertically using this option, as the picture box may have different proportions to the image.
Fixed Scale	Pictures will always be imported and scaled to the percentage specified by the ‘Scale’ pop-up.

Alignment

The picture can be centred in it’s picture box, or aligned to one of the four corners of its containing box.

Content Location

Where the content of the field does not specify the full path to the image file, the ‘*Content Location*’ folder will be checked for a file with the same name as the content of this field.

**PICTURE IMPORT
OPTIONS
(CONTINUED)**

For example, if this field contains the SKU 'AA1234', EasyCatalog will attempt to import an image from the '*Content Location*' folder with the name 'AA1234'. For more information on how to place images, see '[Inserting Fields](#)'.

To choose the image file folder location, hit the '*Choose*' button.

Extension

To specify that all image files have a '.jpg' file extension, for example, specify '.jpg' in this field.

Replacement Image

Where the image for this field can not be found, the image specified by the '*Replacement Image*' setting will be imported. For example, an 'Awaiting Photo' image could be specified here for use when the correct image is missing.

CHAPTER 5

THE EASYCATALOG LITE PANEL

INTRODUCTION The *EasyCatalog Lite Panel* presents your data a single record at a time, making working with records containing a large number of fields easy.

Using the *EasyCatalog Lite* panel, you can view individual records, quickly filter and place your data on the page. To help to identify fields already placed in the document, the *EasyCatalog Lite* panel can also show the record(s) in the current document selection.

THE EASYCATALOG LITE PANEL OVERVIEW

Using the *EasyCatalog Lite* panel, you can import, filter and place your data on the document.

Use the 'Data Sources' pop-up menu to import your data or switch to data you've previously imported

Further options are available from the pop-out menu

Quickly filter your data using the 'Find' options.

Quicklink	1155
Manufacturer	Sony
Manufacturer Part Code	ST-SE370S
Description	ST-SE370S Silver E-Line Tuner
Parent Category	Audio Separates
Child Category	Analogue Radio Tuners
Ex VAT Price	\$76.60
Inc VAT Price	\$90.00
Availability	1-2 days

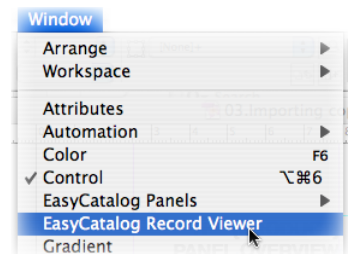
Data for the currently selected record is shown in the main area of the panel.

Step through the records in the data source using the scroll-bar or the arrow buttons

The index number of the current record is shown here. Jump directly to a record by entering its number here.

Insert the selected field in the document

If the *EasyCatalog Lite* panel is not visible, show it using the 'Window → *EasyCatalog Record Viewer*' menu option.



FINDING RECORDS

EasyCatalog offers a number of ways to step through the records from you data source, and can also filter the records shown based on the content of their **key field(s)**.

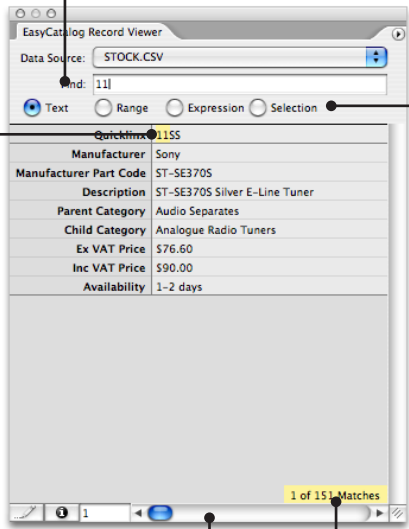
Finding Records in the Panel

The records shown in the *EasyCatalog Lite* panel can be filtered using the 'Find' edit box..

Enter the text to search for here

The position of the search text is highlighted in the key field

Choose the type of search



The number of records matching your search criteria

The scroll-bars and scroll buttons will step through all records where the key field matches the search criteria

Manufacturer	Sony
Manufacturer Part Code	ST-SE3705
Description	ST-SE3705 Silver E-Line Tuner
Parent Category	Audio Separates
Child Category	Analogue Radio Tuners
Ex VAT Price	\$76.60
Inc VAT Price	\$90.00
Availability	1-2 days



Moving Sequentially through the records

Either use the ① horizontal scroll bar at the bottom of the panel, or use the ② left and ③ right scroll buttons to move a record at a time. If the panel is filtered using the 'Find' options (below), the next/previous record matching the search criteria will be shown.

By Index number

Jump straight to a record by entering it's index number into the ④ edit field at the bottom of the *EasyCatalog Lite* panel.

FINDING RECORDS (CONTINUED)

Filtering Records

The records shown when stepping through using the scroll-bar/arrow buttons can be filtered by entering search criteria into the 'Find' text box.



① Text

Key fields containing the text entered into the 'Find' field will be shown in the panel. Only records whose **key fields** contain the text entered will be shown in the panel.

② Range

Enter a numeric range of record index numbers into the 'Find' field. Ranges and single index numbers are allowed - for example:

1, 2, 10-20

will display records 1, 2 and 10 thru 20 (inclusive) in the panel.

③ Expression

Enter a regular expression into the 'Find' field. The complete syntax of regular expressions is outside of the scope of this documentation, but a number of tutorials are available on the [internet](#). Examples of some of the most useful expressions are shown in the table below:

Example	Results
<code>^12</code>	Shows all records beginning with '12'
<code>12\$</code>	Shows records ending with '12'
<code>^1.*2\$</code>	Shows records that begin with '1' and end with '2'
<code>1.2</code>	Shows all records that contain '1' followed by any character followed by '2'
<code>1.*2</code>	Shows all records that contain '1' followed by any number of characters followed by a '2'

④ Selection

The fields in the current *document selection* will be shown in the panel. The names of the selected fields will be highlighted in the *EasyCatalog Lite* panel.

**FINDING RECORDS
(CONTINUED)**

Finding Fields Selected in the Document

The fields in the current document selection can be displayed by choosing 'Selection' as the search type

The selected field is highlighted in the panel

The number of unique fields selected in the document

Quicklink	15X2
Manufacturer	WSKA Inc
Manufacturer Part Code	
Description	Ace FTP v2
Parent Category	Networking & Communications
Child Category	File Exchange
Ex VAT Price	\$21.00
Inc VAT Price	\$24.67
Availability	Ordered Upon Request

INSERTING FIELDS

To insert a field in the document, select it in the panel and either use the 'insert' button in the bottom left of the panel. The current document selection will determine whether the field content is inserted as text, or if an image is imported.

Text Selection

The field will be inserted at the current text insertion point, replacing any text that is selected. If a character style sheet has been defined in the *Field Options* for the field being inserted, this will be applied to the inserted text.



Working with Field Markers

Field markers are non printing and are zero-width, and are used to track the content of fields in the document.

Individual field marker characters can not be deleted - they can only be removed if both the start and end marker characters are included in the selection.

**INSERTING FIELDS
(CONTINUED)**

Field content is shown between green, or red, field markers in the document

Field marker characters can only be deleted if the entire field is selected. As this selection range does not encompass the entire field, the start field marker character will not be deleted

All characters other than the marker character have been deleted.

Field markers are shown in [red] when the contents of the document does not match the data that the field is linked to. Otherwise, field markers are shown in [green]. The contents of the document are compared to the data when:

- Opening a document
- Switching between documents
- Using the 'Synchronize with Data Source' menu option

Picture-box Selection

The picture for the selected field will be inserted into the picture box. The content of the field determines how much configuration is required in the 'Field Options':

Field Options for the selected field can be edited using the 'Field Options' menu option on the panel's pop-out menu.

- If the field contains a full path to an image, such as 'Macintosh HD:Pictures:1234.jpg', the image will be imported from this location and no configuration is required.
- If the field contains only the filename of the image, such as '1234.jpg', the 'Content Location' must be configured in the field's *Field Options* dialog.
- If the field contains only part of the filename, such as '1234', you may also need to specify the file type extension (e.g. '.jpg') in the *Field Options* dialog.

Pictures can also be optionally scaled and aligned using the configuration options available in the *Field Options* dialog.

The frame will be tagged with the key field of the record - this is a visual aid to help to identify which record a picture belongs to.

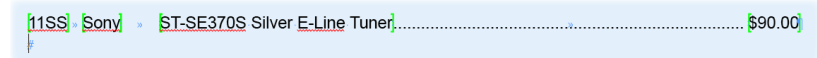
INSERTING MULTIPLE RECORDS

Multiple records can be inserted automatically into the document, or into an existing table, using the *'Copy and Repeat'* menu option from the *EasyCatalog Lite* panel's pop-out menu.

Automatically Inserting Text

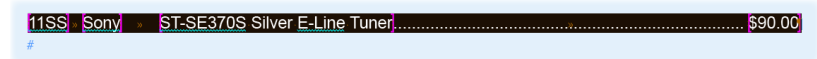
The current text-selection can be repeated for each record selected in the *EasyCatalog Lite* panel. By creating a simple prototype for a single record, multiple records can be inserted — pre-formatted — at the click of a button.

① **Create a prototype for a single record.**



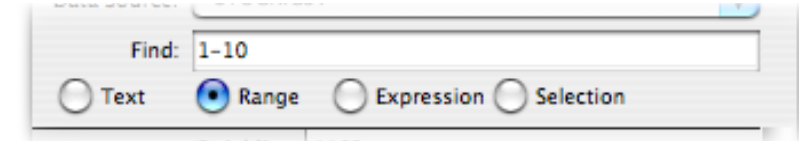
Begin by defining how a single record should appear in the document - do this by inserting fields from the panel and applying character and paragraph formatting to the prototype.

② **Select the prototype text**



Select the text you want to use as the prototype in the document.

③ **Use the 'Find' options to filter the data in the panel**



The records currently displayed in the panel will be placed in the document. Use the 'Find' options to filter the content of the panel so that it contains just the records you would like to insert into the document.

④ **Select *'Copy and Repeat'* from the *EasyCatalog Lite* panel pop-out menu.**

INSERTING MULTIPLE RECORDS (CONTINUED)

Automatically Inserting Table Rows

Table rows can also be repeated for each record selected in the *EasyCatalog Lite* panel. Again, by defining a prototype row that defines how each record should appear in the table, multiple records can be inserted at the click of a button.

① **Create a prototype for a single record.**

Code	Manufacturer	Description	Price
{11SS}	Sony	ST-SE370S Silver E-Line Tuner	\$90.00
#	#	#	#

Define a single prototype row in the table, by inserting fields into the correct cells and applying character and paragraph formatting where appropriate.

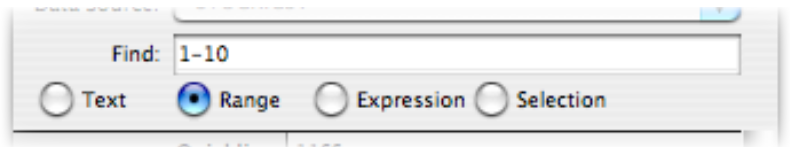
Note that sufficient rows should be present in the table to accommodate the amount of data being used - new rows will not be automatically inserted.

② **Select the prototype row(s)**

Code	Manufacturer	Description	Price
{11SS}	Sony	ST-SE370S Silver E-Line Tuner	\$90.00
#	#	#	#

Select the row or rows that should be used as a prototype for all of the records being inserted into the document. Multiple table rows can be used for each record being inserted into the table.

③ **Use the 'Find' options to filter the data in the panel**



④ **Select 'Copy and Repeat' from the *EasyCatalog Lite* panel pop-out menu.**

Code	Manufacturer	Description	Price
{11SS}	Sony	ST-SE370S Silver E-Line Tuner	\$90.00
{11T2}	Sony	ST-SA3ESB Black Tuner	\$278.47
{11T4}	Sony	ST-SA3ESN Gold Tuner	\$278.47
{2SF7}	Sony	HAR-LH500 Hard Drive Recorder	\$325.99
{1Z8C}	Sony	HAR-D1000 Audio Hard Drive Recorder/CD Deck	\$468.82
{7ZDE}	Creative	Decoder DTS 100	\$99.97

CHAPTER 6

UPDATING THE DOCUMENT

INTRODUCTION EasyCatalog Lite offers unidirectional linking of data to the InDesign document - any changes made to the source data can be reflected to the document.



The full version of EasyCatalog offers bidirectional linking of data, allowing changes made on the document to be updated in the original data source.

GETTING THE LATEST DATA EasyCatalog works with snapshots of data - an internal picture of the data that was taken at a moment in time. When data changes at it's source the snapshot needs updating.

By storing a snapshot of data, EasyCatalog can identify those records and fields that have changed through successive updates of the snapshot. This information is shown in the EasyCatalog panel to assist the user in making decisions on how to update the document.

To update the data snapshot, choose '*Synchronize with Data Source*' from the EasyCatalog panel menu.

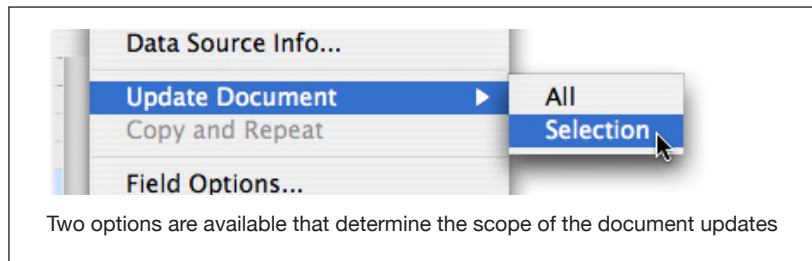
The data will be retrieved from it's original source and compared against the existing snapshot.

SYNCHRONIZING WITH A NEW FILE *File-based Data-sources only*

If the location of your data-file has changed, or you would like to select a new file, hold the shift key while selecting '*Synchronize with Data Source*'. A file chooser dialog will appear which will allow you to re-specify the location of your data file.

UPDATING THE DOCUMENT

The document can be updated with a single click - each EasyCatalog panel offers various options for updating the entire document, or parts of the document.



Each of these options will only update fields on current, front-most, document that differ to the data in the panel.

Any fields that are updated will have their field markers changed back to green to indicate that the field is no longer in error.

Note that only fields on unlocked layers will be updated.

All

Update the entire document

Selection

Update those fields on the document that are within the current document selection - highlight the fields in the document you want to update and select this menu option.

HOW DOCUMENT FORMATTING IS PRESERVED

When fields have changed on the database, EasyCatalog intelligently applies the changes to the document - rather than replacing each field on the document in it's entirety, new content into the existing document content. This helps to preserve any formatting that may have been applied to any of the characters in the field.

If the document needs updating, the updates are merged into the document to help preserve any formatting that may have been applied. Here, the '.99' is in superscript. The field should read '£24.00' - EasyCatalog will merge the changes and only replace the last two characters.

Price Ex. V.A.T.: [£24^{.99}]

Only the last two characters have been changed - rather than replacing the entire contents of the field which would have resulted in all characters being formatted the same.

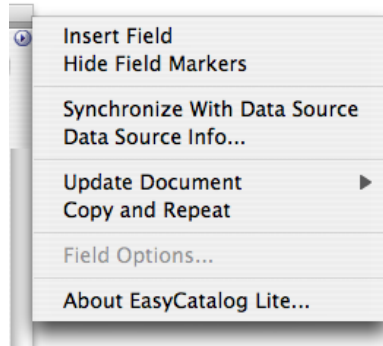
Price Ex. V.A.T.: [£24^{.00}]

This is how the field **would** have looked if all characters had been replaced, and illustrates the importance of only applying the differences to the document.

Price Ex. V.A.T.: [£24.00]

CHAPTER 7

MENU REFERENCE

**Insert Field**

Inserts the selected field in the document. The same can be achieved by selecting the field in the panel and using the 'insert' button. See '[Inserting Fields](#)'

Show/Hide Field Markers

The marker characters around each field can be hidden or shown at any time using the '*Show/Hide Field Markers*' menu option. The visibility of the marker characters is a document setting, so it is possible to set the visibility of the markers in individual documents.



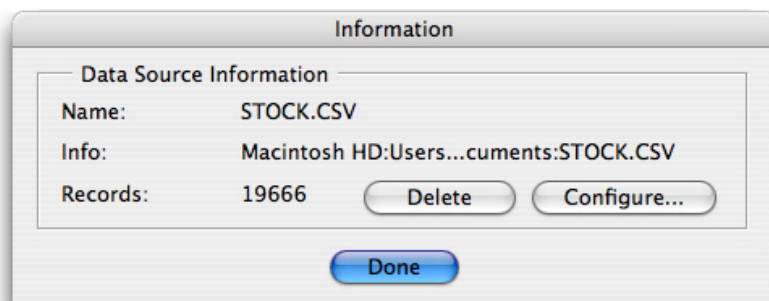
Field marker characters are never shown when the document is in Preview mode, and field markers on graphic frames will not be shown when '*Hide Frame Edges*' has been selected.

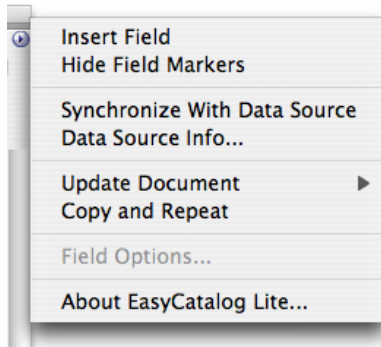
Synchronize with Data Source

Retrieves the latest data for the data source selected in the '*Data Source*' pop-up. The data that is imported into EasyCatalog is cached locally each time a '*Synchronize with Data Source*' is performed -- this allows you to continue working with data even when the data source (such as a database) is not currently available. See '[Getting the Latest Data](#)'.

Data Source Info...

Display information about the data source selected in the data-sources pop-up menu:





The current data source can be deleted using the *'Delete'* button on the *Information* dialog. Any open EasyCatalog panels for this data source will be closed, and the data source will be removed from your local workspace folder.

Update Document

To ensure your document always contains the latest data from your data source, or to correct any changes that may have been incorrectly made to data in your document, use the *'Update Document'* menu option.

See ['Updating the Document'](#).

Copy and Repeat

Multiple records can be inserted by defining a simple prototype for how each record should appear in the document. See ['Inserting Multiple Records'](#) (above) for further information.

Field Options

The configuration of each of the fields shown in the panel can be edited at any time using the *'Field Options'* menu. Select a field to edit in the panel, followed by the Field Options menu option. See ['Field Options'](#).

About...

Displays the *'About EasyCatalog...'* dialog, which also allows the software to be activated once a serial number has been purchased.