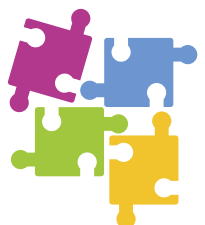
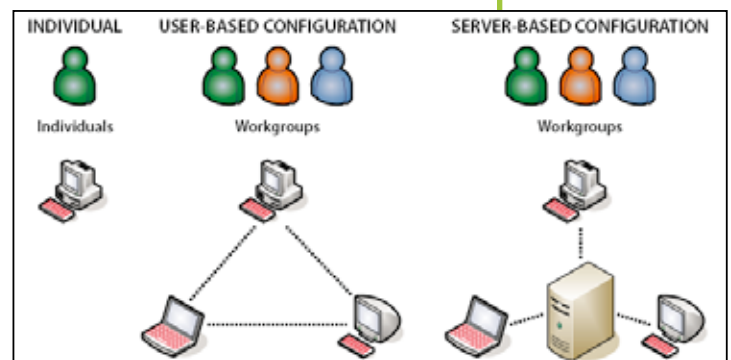


# Version Cue

## I. What is Version Cue?


- A. Adobe file management program for big projects
  1. Integrated with Bridge and Adobe Drive
  2. Manages multiple versions and [let's you change your mind on which asset version to use](#)
    - a. Eliminates saving bizillions of different versions of files on your hard drive (taco1, taco2, taco2b, taco 2c, tacof) — you'll create taco but it can have 4 different versions under the single filename
    - b. Ex: InDesign document with linked graphics from Illustrator/Photoshop (InDesign, PS, Illustrator assets)
  3. Acts like a virtual server for collaboration on common files in a project
- B. Version Cue creates [projects](#)
  1. Collection of folders and files (assets)
  2. When versions are created, the original document is saved, and instead of saving entire copies of each version, only the [changes](#) are saved in each new version
- C. Advantages
  1. You can view thumbnails of all versions
  2. You can [promote](#) an older version that you like better
  3. A Version Cue project can involve multiple versions of Illustrator and Photoshop graphics all going into different versions of InDesign
  4. Only one person can work on a file at a time (no deadly embrace) with a check in/check out system
- D. Version Cue can be used in different environments
  1. Individual: single person creating projects on personal computer
  2. User-based configuration: workgroup of people where one computer acts as a server in a network of computers
  3. Server-based configuration: corporate workgroup of people where a special server holds the project

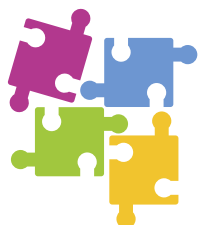
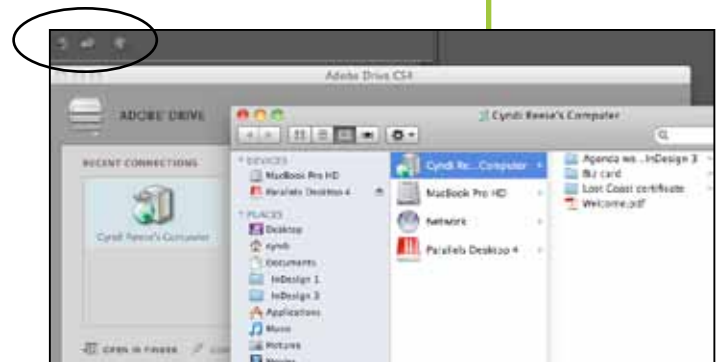


- E. Two parts of a Version Cue system
  1. Version Cue server: hosts the project
  2. Adobe Drive: connects to Version Cue server and makes it appear like a hard drive on your computer
- F. Workgroup projects can be managed with multiple users
  1. Administrator creates the project and sets up users with log on capabilities
  2. Users are given certain read/write rights (who can work on what)
- G. Examples of using Version Cue:
  1. You have a big project to do in InDesign and have several different versions of the finished document to show your client (personal)
  2. You have a group working together in different Adobe applications — your job is to put all the pieces into InDesign while the Photoshop and Illustrator graphics are still being worked on (corporate workgroup)

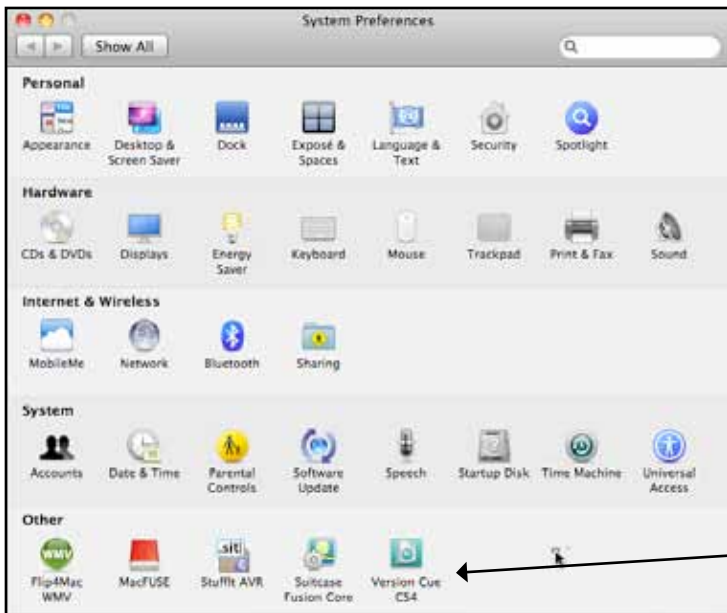
A server is a computer that shares files

## II. Individual Version Cue project

- A. Setting up Version Cue (see next page)
- B. Set up Bridge to show Version Cue in the Favorites panel
  1. Start Bridge in Full Mode
  2. In the **Bridge/Edit..Preferences** menu choose the Startup Scripts option and select to startup Version Cue (there are two Version Cue options to select) and set Version Cue as a Favorite Item
- C. Starting a Version Cue session
  1. Start the server using the Windows Control Panel or Mac System Preferences (can be set to automatically start when you startup your computer)
  2. From Bridge in Full Mode view, choose Version Cue from the Favorites pane — there are three important buttons:
    - a. Connect To: logs on to the server once started
    - b. New Project
    - c. Inspector panel: displays information and activates features for the project
  3. What's different when using Version Cue?
    - a. Adobe Drive displays an extra virtual hard drive on your desktop and taskbar
    - b. **File..Check In** creates new versions in Photoshop, Illustrator, and InDesign
    - c. Bottom left corner of window (next to Preflight) provides Version Cue information 

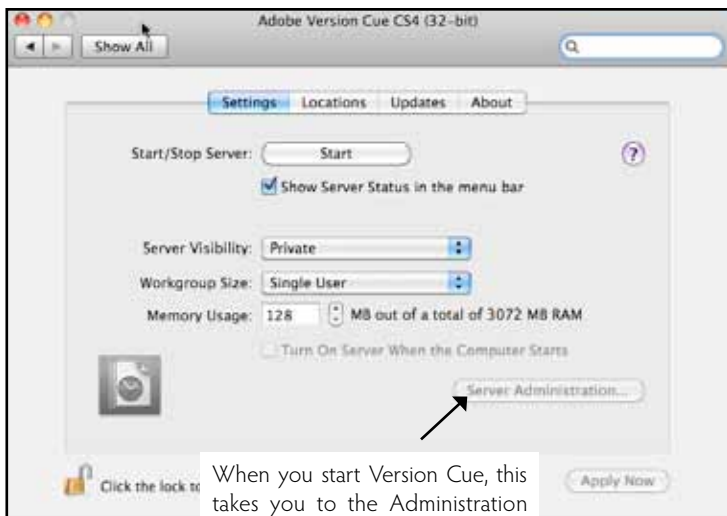


# Version Cue Installation and Sample Screens



(Windows) Open the Control Panel, double-click Adobe Version Cue CS4, and then click Start.

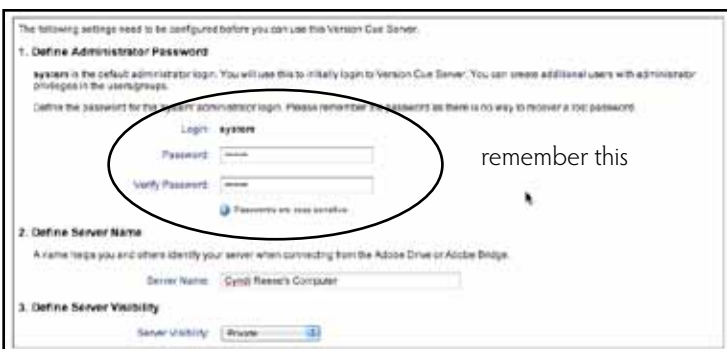
(Mac OS) Open System Preferences, click the Adobe Version Cue CS4 icon, and then click Start.



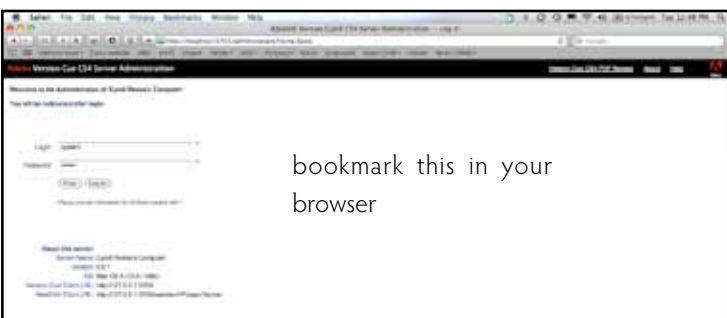
When you start Version Cue, this takes you to the Administration Log site in your browser

Version Cue starts Version Cue Server Administration and displays the Initial Configuration window in the default web browser. It may take a few moments for Version Cue Server Administration to start.

- In the Initial Configuration window, specify a system administrator password in the Password box. Specify the same password in the Verify Password box.
- Note: Be sure to note the password you specify. If you forget the system administrator password, you'll need to reinstall the Version Cue Server.
- Specify a name for the server in the Server Name box.
- Choose an option from the Server Visibility menu. To prevent other users in your network from seeing the server, choose Private. Private Version Cue Servers can be accessed only from your local computer.
- Click Save & Continue.
- Specify the Login name (system by default) and password, and then click Log In. You can then create a project, define users, and specify other server settings.
- After you configure Version Cue Server, use Adobe Drive to connect to the server. Connecting via Adobe Drive lets you view the server as a mounted drive.



remember this



bookmark this in your browser

Hint: as you set up Version Cue, print and save each of these steps. Remember your Version Cue login and password. Bookmark the Version Cue Administration Log on in your browser.

#### D. Creating a new project

1. From Version Cue Administration
2. From Adobe Drive: click on Settings link
3. Click on Version Cue from the Favorites panel and choose the New Project icon
4. Set up the project location, name, and whether it will be shared with others

#### E. Putting files into the project

1. If you have an InDesign document started, create a package of it and use the Import from Folder option when creating a new project
2. Using Adobe Drive, drag assets into the project

#### F. Creating versions

1. Open the desired Version Cue asset using InDesign, Illustrator, or Photoshop using Adobe Drive
2. Notice the Version Cue status information at the bottom of the window (synchronized)
3. You can **File..Save** to your local version without creating a new version (you have checked out the file)
4. When you are ready to create a new **version** of the document, choose the **File..Check In** menu and include a version comment

#### G. Managing versions — once versions have been created

1. Choose the Version Cue status information at the bottom of the application window to examine/manage the versions from within the application
2. Through Bridge, use the Inspector panel icon to assist you in managing versions (right-click on a version or use the top buttons)
3. You can promote a version, view it, or delete a version
4. From within InDesign
  - a. If you are working with linked versions of graphics, select the graphic in the Links panel and choose the fly-out menu Versions to manage the different imported versions
  - b. Update the link if a different version is selected (wait a few seconds to see a warning symbol in the Links panel)

