MPS GroupPicture™

The GroupPicture software for InDesign is perhaps best described as an import filter for InDesign content. It allows you to save and import a group of native InDesign objects into a document. Also, GroupPicture allows you to use a picture frame to indicate the location for the InDesign group that you are importing, and you can even import a group using the InDesign Place command. Importing a GroupPicture places a copy of the original group of InDesign objects onto a page and the objects in the imported group are fully editable. Additionally, GroupPicture has been tightly integrated with **DesignMerge® Pro** (variable data software) and **DesignMerge® Catalog** (database publishing software) from Meadows Publishing Solutions.

Topics Covered in this Manual:

- ✔ Installation
- ✔ Technical Support

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Installation

The information below describes how to install the GroupPicture software individually, as a standalone module.

If you are currently using a DesignMerge software package in your Adobe InDesign application, do not install this software. GroupPicture is already installed as a standard component of your DesignMerge software.

Required Modules

GroupPicture™
(file name: MPS GroupPicture)

This is the module that provides the ability to save and import a group of InDesign content.

MPS Administrator
(file name: MPS Administrator)

MPS Administrator is required to use GroupPicture. If you have already installed the MPS Administrator module, you may replace it with the module provided here.

System Requirements

Unless otherwise stated, all Meadows software is compatible with the hardware and operating systems currently supported by the Adobe InDesign applications where the software is installed.

Be sure to download the software that is appropriate for the version of Adobe InDesign that you are running. If you do not see a download that matches your version of Adobe InDesign,

feel free to send an email to our sales department at **sales@meadowsps.com** and they can provide further information about when the release might be available.

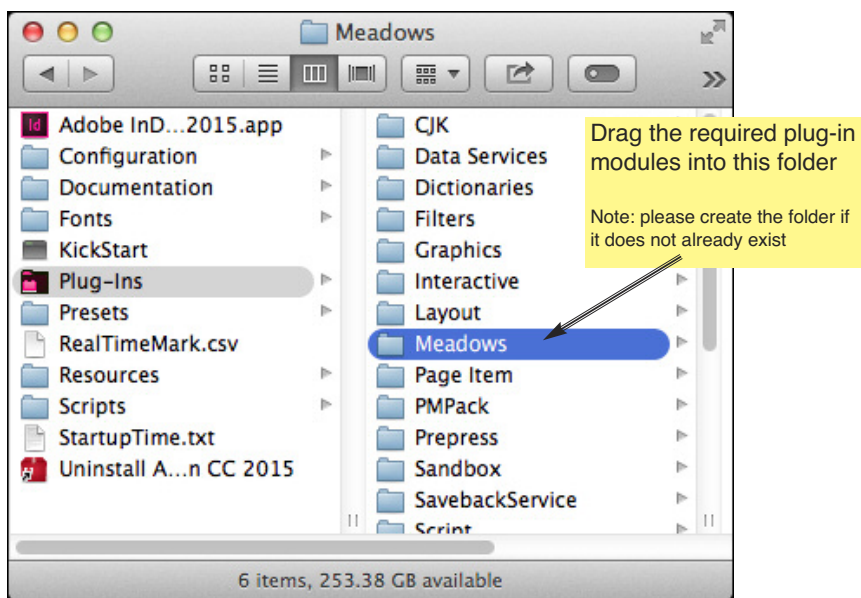You can also find helpful information by visiting the Meadows Online Support Center: **www.meadowsps.com/support**

Install the Software

If you are currently using a DesignMerge software package in your Adobe InDesign application, do not install this software. GroupPicture is already installed as a standard component of your DesignMerge software.

To install the software as a standalone module, quit InDesign if it is running.

Open the "Plug-Ins" folder for your InDesign application. Look for a folder named "Meadows". If you do not already have a folder named "Meadows" inside your "Plug-Ins" folder for InDesign, create one now.

Then, copy the required modules into the "Meadows" folder, as shown below:

Don't forget to remove older versions of the software! Leaving an older version in any of the following folders may cause conflicts or errors:

➤   *In the "Plug-Ins" folder for your InDesign application*
➤   *In the "Meadows" folder inside your InDesign "Plug-Ins" folder*
➤   *In any other folder inside your InDesign "Plug-Ins" folder*

Activate the Software

Once you have installed the software, you are now ready to activate it. Follow the steps below to activate your software:

1) Run the InDesign application where you installed the software.

Start by running your InDesign application. The first time the software loads, you will be prompted to "activate" it. If you are not prompted to activate it, proceed to the "Verify the Installation" section of this manual.

2) Enter your Name, Company, and Activation Order Code (or click <u>Demo</u>).

Enter your **Name**, **Company**, and **Activation Order Code** for the module that is requesting activation. You will have received your Activation Order Codes via e-mail. When ready, click the **Activate** button.

Running in Demo Mode: If you do not have an Activation Order Code for a module that supports being run in Demo Mode and wish to try out the software, click the Demo button instead to activate the software in Demo Mode. When the software is running in Demo Mode, the software is fully functional, however there may be limitations. For more details about the Demo Limitations of a Meadows software product, see the software's

Downloads page on the Meadows web site: **www.meadowsps.com/downloads**.

3) Read and Accept the Software License Agreement.

If you entered a valid Order Code and Validation Key (if required), or if you clicked the **Demo** button, you will now be presented with the Software License Agreement.

You may choose to **Print** a copy of the software license agreement if you wish to retain a paper copy before continuing.

Then, click the **Accept** button to accept the terms of the agreement, or click **Decline** if you do not agree with the terms. You must accept the terms of this agreement to use the software.

> *Please note that an Activation Order Code is <u>not</u> required for this software if you have already installed and activated the DesignMerge software for InDesign.*

Verify the Installation

In Adobe InDesign, you should see now a new menu item named **MPS GroupPicture** in the InDesign **File** menu. If you do not, please verify that you have followed the installation instructions, or contact Meadows Technical Support (**www.meadowsps.com/support**).

Install or Move a Copy to Another Computer

If the software is installed as a component of a DesignMerge software package, see the instructions provided with the DesignMerge installer.

Activating a Meadows software product binds that software installation to your computer. To install an additional purchased copy or to move a copy to another computer, see the instructions below:

Install Additional Purchased Copies

To install an additional purchased copy, repeat the installation instructions provided in this manual and have the Activation Order Code for your additional copy available.

Move a Copy to Another Computer

To move your installation to a different computer, deactivate your current installation. Next, remove the software from your InDesign application's "Plug-Ins/Meadows" folder.

Then, to install the software on a new computer, follow the installation instructions provided in this manual and have the Activation Order Code for your copy of this software available.

Deactivate The Software

For instructions to deactivate your software, see the online article titled "How do I deactivate my Meadows software" on the Meadows Help Desk Knowledgebase. You can access this Knowledgebase by visiting the Meadows Support web page: **www.meadowsps.com/support**.

Technical Support

For information about Meadows Support and to access both the Meadows Help Desk and the Meadows Knowledgebase, go to **www.meadowsps.com/support**.

From the Meadows Support website page, you may open a new support ticket, view the status of your open tickets, review any of your tickets that have been resolved, or view the Meadows Knowledgebase. The Knowledgebase is a categorized collection of answers to FAQs and serves as an excellent source for resolving your technical support questions.

Providing top-notch technical support has always been a priority for us, and we are confident that the Meadows Help Desk and Meadows Knowledgebase will allow us to provide the fastest, most efficient response to your technical support requests.

Contact Information

Meadows Publishing Solutions
1305 Remington Road, Suite G
Schaumburg, IL 60173

Toll-Free Sales:	(888) 983-6746 (U.S. and Canada)
Office/Support:	(847) 882-8202
Fax:	(847) 882-9494
Sales:	**sales@meadowsps.com**
Web:	**www.meadowsps.com**
Support:	**www.meadowsps.com/support**

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