



Objective TRAPEZE

OBJECTIVE TRAPEZE PROFESSIONAL

Deployment Guide

All information contained in this document was accurate at the time of release. However, Objective Corporation Limited reserves the right to make changes to the information contained herein without notice, although every attempt will be made to advise clients of alterations.

© 2019 Objective Corporation Limited. All rights reserved.

Trademarks used herein are trademarks or registered trademarks of Objective Corporation Limited. For an up-to-date list of trademarks owned by Objective Corporation Limited, see www.objective.com. All other trademarks or symbols are the property of their respective owners.

TABLE OF CONTENTS

1.	PURPOSE	1
1.1	Overview of installation and general deployment steps	1
1.2	System Requirements	1
2.	INSTALLING OBJECTIVE TRAPEZE	2
2.1	Planning	2
2.2	Running the installer	2
3.	UPDATING / UPGRADING	4
	LICENSING OBJECTIVE TRAPEZE	5
3.1	Applying your Objective Trapeze license manually	5
3.2	Deploying your Objective Trapeze license using Group Policy	5
4.	MANAGING WINDOWS FILE ASSOCIATIONS	8
4.1	Using Group Policy to deploy file associations	8
4.2	Manually selecting a default application for a file type	8
5.	WORKING WITH OBJECTIVE TRAPEZE CONFIGURATION SETTINGS	10
5.1	Overview	10
5.2	Create and manage Objective Trapeze configuration files (stamps list and general preferences)	11
5.3	Configure integration preferences	12
6.	DEPLOYING OBJECTIVE TRAPEZE CONFIGURATION FILES	13
6.1	Centralising Objective Trapeze configuration files	13
6.2	Pushing out Objective Trapeze configuration files	13
7.	LICENSE SERVER INTERNET CONNECTIVITY	14
7.1	Use Administration tool to configure Objective Trapeze to connect via proxy server	14
7.2	Pushing out Objective Trapeze proxy configuration settings via Windows Registry	14
8.	USING THE ADMINISTRATION TOOL	15
8.1	Assessment Presets	16
8.2	Annotations Presets	16
8.3	Stamps	17
8.4	Preferences	18
8.5	Toolbars	18
8.6	Preview window	19
9.	NEED HELP?	20

1. PURPOSE

This document will guide you through the process of installing and configuring Objective Trapeze for users in your organization.

1.1 OVERVIEW OF INSTALLATION AND GENERAL DEPLOYMENT STEPS

Objective Trapeze is a desktop application that is installed locally to each computer. For individual installations an interactive .exe installer is available, for organizational deployment we recommend using the .msi installer.

Objective Trapeze is highly configurable and customizable, optionally as part of the deployment common user preferences and a list of stamps or scale overlay images can be defined and made available to users.

The configuration can either be pushed out to users (a copy of the configuration placed on each PC), or centrally managed from a file share (which Objective Trapeze will read from each time it runs).

At a high level the installation process will follow these general steps -

- Identify Users & Computers Objective Trapeze will be installed to
- Run the installer to deploy Objective Trapeze to each computer
- Apply the Objective Trapeze license key for each user
- Manage Windows file associations
- Create and manage Objective Trapeze configuration files (annotation and assessment presets, stamps, quick-access toolbar and general preferences, etc.)
- Centrally host or push out configuration settings
- Configure DRMS integration preferences (optional)
- License Server internet connectivity

1.2 SYSTEM REQUIREMENTS

System Requirements	
Operating System (Supports both 32bit and 64bit versions)	<ul style="list-style-type: none">• Windows 7, 8 & 10• Windows Vista• Windows Server 2008• Windows XP• Windows Server 2003• Windows 2000
Hard drive	375 MB free disk space for install
Browser (when using as Active Document Server)	Windows IE
Citrix compatible	Yes
Terminal Services compatible	Yes

2. INSTALLING OBJECTIVE TRAPEZE

2.1 PLANNING

As a first step in planning your Objective Trapeze deployment it is a good idea to identify which users will have Objective Trapeze installed to their computers.

Creating an Organizational Unit or group for the Objective Trapeze users / computer in Active Directory is a good idea, as it will make pushing out settings or changes easier in the future. It will also allow you to install the software only where required.

You may also wish to create an additional group for Objective Trapeze Administration. This is for users who will manage the Objective Trapeze configuration for the organization. These users will have a specific Objective Trapeze license key deployed, that enables them to run the Objective Trapeze Administration tool (from within Objective Trapeze Sidebar > Menu > Help > Objective Trapeze Administration).

2.2 RUNNING THE INSTALLER

Objective Trapeze is available as an MSI or Executable installer. The Executable installer is for smaller deployments and has an interactive wizard style GUI. Simply follow the on-screen steps when installing from the .exe installer. For organizational deployment the MSI is recommended since this can be installed silently.

The MSI installer will automatically run silently when invoked from Group Policy, though if running the installer from command line or a script the '/q' parameter will request a silent installation.

e.g. `msiexec /i Objective Trapeze.msi /q`

For further MSI usage instructions please run “`msiexec /?`”

Briefly here are the steps involved to deploy via Group Policy.

Note: The approach suggested here requires an Organisational Unit (OU) be defined to specify which computers the GPO will be applied to, to create an OU and add computers to it please use **Active Directory Users and Computers management** console (Start > Administrative Tools > Active Directory Users and Computers). Though in large organizations its very likely that suitable OUs should already exist for the purpose of deployment and it should just be a matter of identifying which OU the GPO will be linked to.

1. On your network fileserver create a shared network folder where you will put the Objective Trapeze .msi installer
2. Set permissions on the share to allow access to the installer package
3. Copy the Objective Trapeze installer to your network shared folder

4. Open the **Group Policy Management Console** (Start > Administrative Tools > Group Policy Management, or gpmc.msc)
5. Right-Click **Group Policy Objects**, and then click **New**.
6. Type a name for this new GPO and then press enter, e.g. Install Objective Trapeze
7. Expand **Group Policy Objects**, right click your new “Install Objective Trapeze” GPO and click **Edit**
8. Under **Computer Configuration**, expand **Policies** and then expand **Software Settings**.
9. Right-click **Software Installation**, point to **New**, and then click **Package...**
10. In the Open dialog box, type the full UNC path of the shared installer package that you want. E.g. <\\fileserv\share\Trapeze.msi>
11. Click Open
12. Click Assigned, and then click OK. The installer package is listed in the right-pane of the Group Policy window.
13. Close the **Group Policy Management Editor**
14. Back in **Group Policy Management** navigate to the **Organisational Unit** you want to apply this GPO to, right click the **OU** and then click **Link an Existing GPO...** Select the **Install Objective Trapeze** GPO and click OK

For further information about Windows installer deployment using Group Policy please refer to Microsoft documentation.

3. UPDATING / UPGRADING

Objective Trapeze is easily updated automatically by running the application installer, there are no automatic or in application updates. To obtain the latest installer files please contact trapezesupport@objective.com

The installer is available as an .msi or .exe installer, and you should update the application using the same type of installer that was originally used to install Objective Trapeze.

E.g. If the software was originally deployed using the .msi, then use the .msi installer to apply future updates.

The .msi installer is generally recommended as it can be silently deployed or pushed out to computers using Group Policy. The .exe installer is an interactive installer, meaning the user has to click through each step and thus is only suited for smaller organizations where manual installation may be appropriate.

If both the .msi and .exe are installed at the same time the only drawback is that it will cause duplication of Program entries in Control Panel > Programs. This can be easily solved by first uninstalling the .msi, then installing from the .exe, and then uninstalling from the .exe to return to a clear uninstalled state.

Note: Updating from Trapeze 9 to Trapeze 10 or Trapeze Professional requires that Trapeze 9 is first uninstalled before installing the new software version. This is because the installer framework used for the .msi changed in Trapeze 10. Updating from Trapeze 10 to newer versions of software works automatically and no uninstallation is required.

LICENSING OBJECTIVE TRAPEZE

Objective Trapeze is licensed per user and needs a valid license key in order to run. If no license is found when Objective Trapeze starts users will be prompted to enter their license key, the license can be entered manually but for large organizations it is more convenient to push out the license key to all the users during deployment.

Group Policy can be used to push out the license as Windows registry values. Objective Trapeze reads the license and user preferences from the HKEY_CURRENT_USER registry node.

Your license can be pushed to HKEY_CURRENT_USER registry by setting the following values:

```
Windows Registry Editor Version 5.00

[HKEY_Current_User\Software\Onstream\Trapeze\3.0\License]
"Customer"="YourLicense"
"Location"="YourLocation"
"Key"="YourKey"
```

Note: Generally, we provide two licenses for use in your Objective Trapeze deployment, one is a regular key with standard Objective Trapeze functionality, and the other is labelled "Admin" which enables the administration functionality in Objective Trapeze. We recommend nominating one or more Objective Trapeze power users to be involved with administrating Objective Trapeze and applying the Admin license for these users, and the standard license for all other users. The Admin users will be able to help with configuring common Objective Trapeze preferences, e.g. annotation fonts, colours, default scale and the list of stamps used by your organization.

3.1 APPLYING YOUR OBJECTIVE TRAPEZE LICENSE MANUALLY

Users can manually enter the Objective Trapeze license by clicking **Sidebar > About Objective Trapeze > Enter License**.

Click **License File...** to browse and select your **.tpz** license file, or copy and paste your license text into each field.

3.2 DEPLOYING YOUR OBJECTIVE TRAPEZE LICENSE USING GROUP POLICY

The approach suggested here uses GPO Security Filtering to apply the Objective Trapeze license to a specific group of users. This requires an Organisational Unit (OU) and Security Group be defined to specify which computers and users the Objective Trapeze license will be applied to. We recommend creating an Objective Trapeze Users security group so that the specific users can be targeted during deployment, e.g. to apply the Objective Trapeze license, and also later for defining permission to common files, such as the Objective Trapeze configuration file or stamp images.

To create an OU and add computers to it please use **Active Directory Users and Computers management** console (Start > Administrative Tools > Active Directory Users and Computers). Though in large organizations its very likely that suitable OUs should already exist for the purpose of deployment and it should just be a matter of identifying which OU the GPO will be linked to.

1. Open the **Group Policy Management Console** (Start > Administrative Tools > Group Policy Management, or gpmc.msc)
2. Right-Click **Group Policy Objects**, and then click **New**.
3. Type a name for this new GPO and then press enter, e.g. Apply Objective Trapeze License
4. Right-Click the new Apply Objective Trapeze License GPO and click **Edit**
5. Navigate to User Configuration > Preferences > Windows Settings > Registry
6. Right-Click Registry and create 3 new Registry Items with the below parameters

Refer to your Objective Trapeze license file (.tpz) for the Customer, Location and Key values. You can open your .tpz file using a text editor such as Notepad.

"Customer" Registry item	
Action	Create
Hive	HKEY_CURRENT_USER
Key Path	SOFTWARE\Onstream\Trapeze\3.0\License
Value name	Customer
Value type	REG_SZ
Value data	Enter the Customer value from your license

"Location" Registry item	
Action	Create
Hive	HKEY_CURRENT_USER
Key Path	SOFTWARE\Onstream\ Trapeze\3.0\License
Value name	Location
Value type	REG_SZ
Value data	Enter the Location value from your license

"Key" Registry item	
Action	Create
Hive	HKEY_CURRENT_USER
Key Path	SOFTWARE\Onstream\Trapeze\3.0\License
Value name	Key
Value type	REG_SZ
Value data	Enter the Key value from your license

7. Close the Group Policy Management Editor.
8. Back in Group Policy Management navigate to the Organisational Unit you want to apply this GPO to, right click the OU and then click **Link an Existing GPO...** Select the Apply Objective Trapeze License GPO and click **OK**.
9. Expand the OU you have linked the GPO to and select the Apply Objective Trapeze License GPO.
10. In the right pane under Security Filtering section click **Add...** Select and add the Security Group of users you want to apply the Objective Trapeze license to.

Note: By default, a GPO is applied to all authenticated users of the domain, in the next step we will disable this behaviour because we only want to apply the Objective Trapeze license to the specific users in the security group

11. Go to the **Delegation** tab and click Advanced...
12. Select **Authenticated users** and untick **Apply group policy** in the list of permissions.
13. Steps completed. The license will be applied for all users of your Objective Trapeze Users security group

For more information about using Group Policy to deploy Windows registry values please refer to Microsoft documentation.

4. MANAGING WINDOWS FILE ASSOCIATIONS

4.1 USING GROUP POLICY TO DEPLOY FILE ASSOCIATIONS

The recommended best practise is to use in the built-in Windows tools for managing default programs and file associations. Although Objective Trapeze is able to register itself as a handler for various file types (.pdf, .tiff etc.) it is no longer able to set itself as the default handler due to limitations in recent versions of Windows.

In newer versions of Windows (Windows 8 and onwards) applications do not have permission to modify default application associations programmatically, instead it is up to the user or administrator to select the default program for each file type. This limitation was introduced in Windows 8, where a 'userchoice' hash mechanism is used to ensure that only the individual user or administrators can change default programs.

Therefore, the recommended approach for managing default applications and file associations is to use Windows administrative tools and Group Policy.

The general steps for deploying default file associations using group policy are:

1. Set up a reference computer, e.g. install Objective Trapeze to a test PC and use **Control Panel** or **Settings > Apps > Default Apps > Choose default apps by file type** to define default applications for file types and protocols
2. Export your default app associations with `dism.exe`
3. `Dism.exe /online /Export-DefaultAppAssociations:"C:\Temp\DefaultApps.xml`
4. Using Group Policy create the following policy **Set a default associations configuration file** located in `Computer\Policies\Administrative Templates\Windows Components\File Explorer`

Note: The user can change their file associations while this policy is applied, but at each logon the default association configured in XML file will be applied.

For further information on managing Windows file associations please refer to Microsoft documentation.

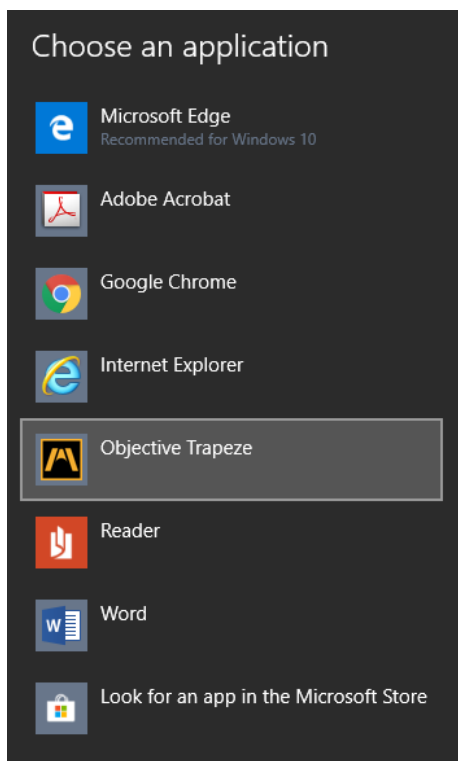
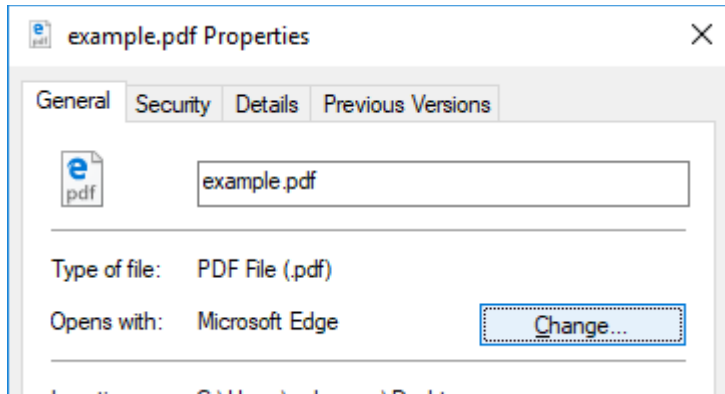
4.2 MANUALLY SELECTING A DEFAULT APPLICATION FOR A FILE TYPE

An alternate option to pushing out default applications is to allow the users to manually choose the default program they prefer for each respective file type.

Users can use Windows Settings app to modify default programs, e.g. Open **Settings > Apps > Default Apps > Choose default apps by file type** to select the default handler for each file type.

Or alternately by individually selecting documents or files. **Right-click** a file, click **Properties**, then click **Change...**

Select **Objective Trapeze** and click **OK**



5. WORKING WITH OBJECTIVE TRAPEZE CONFIGURATION SETTINGS

5.1 OVERVIEW

Objective Trapeze is a highly configurable application, the many user preferences available can be customized and saved into a configuration file that can be shared among users for a consistent deployment (e.g. default scale, background colour for annotations, fonts for text annotations etc.). Objective Trapeze provides an administration tool to facilitate management of the configuration, this can be accessed from the **Sidebar > Menu > Help > Administration** (An Admin enabled license is required. Please see section 8 for more info on the Administration tool.)

Your Objective Trapeze configuration settings will generally consist of an '.ini' file created from the Objective Trapeze Administration tool, there may also be a separate stamps file, and related stamps images (stamps can either be included in the main configuration file or managed in a separate file that is referenced from the main configuration file).

Generally, there are two main approaches used when deploying Objective Trapeze configuration settings:

1. Centrally host the configuration files from a network file share.
2. Push a copy of the configuration files to each computer.

When Objective Trapeze starts, it checks for configuration settings in the following manner:

1. Objective Trapeze first reads Windows registry to check if a configuration file location has been specified and if found the configuration is loaded.
2. If no configuration file was specified, Objective Trapeze will then check the local Objective Trapeze installation folder for a configuration file 'Trapeze.ini' (32-bit) or 'Trapeze64.ini' (64-bit) and if found load the configuration file.
3. If no configuration files are specified or found, Objective Trapeze will start without loading any external configuration.

For ease of management we recommend centrally hosting the configuration files, as settings can be updated in one location and changes are immediately available to end users (when they next restart Objective Trapeze).

In this scenario the Objective Trapeze configuration file is hosted centrally from a Windows file share and registry settings are pushed out to each user to instruct Objective Trapeze where to load the configuration from. The benefit of this method is that the configuration only needs to be updated in one place for changes to take effect for all users.

Alternately, the configuration files can be pushed out to each computer. This uses the inbuilt mechanism in Objective Trapeze to by default load 'Trapeze.ini' from the installation folder if no other configuration was specified.

Group policy or other batch deployment method can be used to copy the configuration files to each computer. This method will require the files to be pushed out to computers again any time there are changes to the configuration (e.g. If a new stamp is added to the list the configuration files will need to be copied out to all users).

5.2 CREATE AND MANAGE OBJECTIVE TRAPEZE CONFIGURATION FILES (STAMPS LIST AND GENERAL PREFERENCES)

Default Objective Trapeze preferences and stamps are saved to a configuration file (.ini) which Objective Trapeze will read on start up. The configuration file is created using the Objective Trapeze Administration tool, or by manually editing the configuration file with a text editor.

The Objective Trapeze Administration tool is accessed from within Objective Trapeze by going to Sidebar > Menu > Help > Administration.

Note: The admin feature must be enabled in the Objective Trapeze license for it to be available.

When preparing the Objective Trapeze configuration preferences and stamps, it can be useful to run Objective Trapeze locally on a test PC to ensure settings are working as expected.

To do this make a local copy of your configuration file in the Objective Trapeze installation folder. By default, when Objective Trapeze starts it will automatically load a configuration file named 'Trapeze.ini' from the installation folder (e.g. C:\Program Files (x86)\Objective Trapeze\ Trapeze.ini), if no other configuration was specified.

Note: When stamps reference an image file (Picture Stamps), the location of the image file for the stamps will depend on whether you chose to deploy your configuration centrally, or by pushing out a copy of the configuration files to each computer.

We recommend centrally hosting the files where possible.

When centrally hosting the configuration files, the stamp images should be referenced from your file share to ensure that all users running Objective Trapeze will have access to the images, e.g. [\\myserver\Trapeze\stamps\council-logo.bmp](#). Often this can be a mapped network drive, e.g. S:\Trapeze\stamps\council-logo.bmp.

Otherwise, if pushing out a copy of the configuration files to each computer, then the image files should be referenced locally, e.g. .\Stamps\council-logo.bmp would be relative to the Objective Trapeze install folder. Alternatively, an absolute local or network path can be used (e.g. C:\Stamps\council-logo.bmp, \\myserver\Trapeze\stamps\council-logo.bmp).

5.3 CONFIGURE INTEGRATION PREFERENCES

Objective Trapeze integrates with many Document Management Systems, e.g. Objective ECM, HPE Content Manager, OpenText Content Server, SharePoint etc.

In some cases, this may require manual changes to your configuration to enable the integration.

Please contact Objective Trapeze Support (Trapezesupport@objective.com) or your reseller for integration specific documentation relevant to your environment.

6. DEPLOYING OBJECTIVE TRAPEZE CONFIGURATION FILES

For ease of management we recommend centrally hosting the configuration files.

The benefit of this method is that the configuration only needs to be updated in one place for changes to take effect for all users. In contrast, if the config files are stored locally on each PC any time a change is required a new copy needs to be pushed out to every computer.

6.1 CENTRALISING OBJECTIVE TRAPEZE CONFIGURATION FILES

1. Make a central file share that all Objective Trapeze users will have read permission to access.
2. Grant write permission to only users who will administrate the Objective Trapeze configuration.
3. Deploy to each Objective Trapeze user Windows registry values to specify that the Objective Trapeze configuration file will be loaded from the network file share.

```
Windows Registry Editor Version 5.00
```

```
[HKEY_CURRENT_USER\SOFTWARE\Onstream\Trapeze\3.0]  
"IniFile"=\\myserver\Trapeze\Trapeze.ini
```

6.2 PUSHING OUT OBJECTIVE TRAPEZE CONFIGURATION FILES

Your configuration file should be named 'Trapeze.ini' in order to have it automatically loaded by Objective Trapeze when it starts.

A local copy of the Objective Trapeze configuration files will be copied out to the Objective Trapeze installation folder on each computer (e.g. C:\Program Files (x86)\Objective Trapeze\Trapeze.ini).

7. LICENSE SERVER INTERNET CONNECTIVITY

Each time Objective Trapeze starts it performs a license check to ensure the license is valid. This check requires an internet connection. For some organizations this may require changes to network security to allow the connection or configuring Objective Trapeze to connect via a proxy server.

When Objective Trapeze starts it makes a TLS encrypted HTTPS connection to Trapezels.objective.com on port 443.

Objective Trapeze can be configured to connect using a web proxy server from Objective Trapeze Administration tool, or via pushing out Windows registry values to the end users.

7.1 USE ADMINISTRATION TOOL TO CONFIGURE OBJECTIVE TRAPEZE TO CONNECT VIA PROXY SERVER

The Objective Trapeze Administration tool can be launched by running Objective Trapeze and going to Sidebar > Menu > Help > Administration. In Preferences > Internet, the web proxy server details can be specified.

Once the proxy server details have been set, the configuration file can be saved and distributed to users, or shared from a central location.

7.2 PUSHING OUT OBJECTIVE TRAPEZE PROXY CONFIGURATION SETTINGS VIA WINDOWS REGISTRY

The below registry values will enable connecting via proxy server. Note that the values for 'HTTP Proxy Host' and 'HTTP Proxy Port' must be specified as per your internal web proxy server address and port.

```
Windows Registry Editor Version 5.00

[HKEY_CURRENT_USER\SOFTWARE\Onstream\Trapeze\3.0\TCP/IP]
"Internet Settings"=dword:00000000
"HTTP Proxy"=dword:00000001
"HTTP Proxy Host"="myproxyserver.govt.nz"
"HTTP Proxy Port"=dword:00001f90
```

8. USING THE ADMINISTRATION TOOL

The **Administration** tool is included in the standard Objective Trapeze installation.

The Administration tool provides the ability, for a designated person/s in your organisation, to manage Objective Trapeze configuration including, create Assessment tools presets, Annotation tools, Stamps, Objective Trapeze application settings and Toolbar configurations.

These configurations and presets can then be distributed to your Objective Trapeze users or user group via a configuration file (typically 'Trapeze.ini').

Important: Objective Trapeze Administration is licence dependent. If you or your organisation require access to this functionality, please contact your Objective Trapeze reseller and request an Administrator enabled licence key.

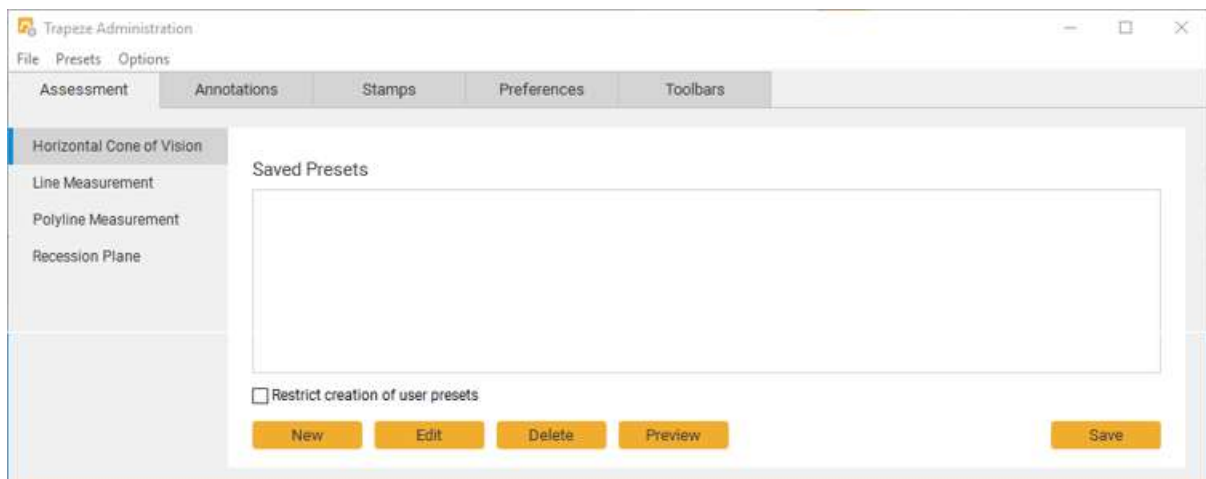
To access the Administration tool

1. Click on the Objective Trapeze Menu Bar **Help** item and select **Administration**.

Note: When Objective Trapeze Administration is first used, you will have the choice of either opening an existing configuration file [Open File] or making a new configuration file [New File].

2. Click either the **New File** or **Open File** button (enable the **Remember last configuration file** option if you want to skip the opening screen next time you use Objective Trapeze Administration).

About the Administration tool interface



The interface consists of –

- A **Menu Bar**.
- A ribbon with **Assessment**, **Annotations**, **Stamps**, **Preferences** and **Toolbars** tabs.
- A pane listing configurable presets in the case of the **Assessment** and **Annotations** tabs.
- A pane where your saved **Presets**, **Stamps**, **Preferences** or **Toolbars** will be listed.

- Buttons for **New**, **Edit**, **Delete**, **Preview** and **Save** functions.

Note: Clicking on the **Save** button will save your Administration configured changes to the configuration file.

8.1 ASSESSMENT PRESETS

The **Assessment Presets** that can be configured are listed under the **Assessment** tab.

1. Click on the **Assessment** tab to display the available tools.
2. Click on the **Assessment** tool type.

To configure Assessment Presets

Important: If you **DO NOT** want to allow users to create or use their own Assessment presets, enable the check box **Restrict creation of user presets**. This will restrict users from creating their own personal presets, by disabling access to the 'Add Presets' button within the Properties pane.

The configuration process is the same for all the tool types –

1. Click the **New** button to create a new **Preset**.
2. Type the new **Preset** name and press **Enter**.
3. In the properties dialog box, configure as required and click **OK**.
4. If required, click on the Preview button to see how your configured tool will display.
5. The Preset will now be listed in the Saved Presets window and can be saved to the configuration file (*.ini) by clicking on the **Save** button.

Note: Performing **Edit** and **Delete** functions are a matter of simply selecting a saved **Preset** and clicking on the relevant button.

8.2 ANNOTATIONS PRESETS

Annotation Presets can be created and configured within the **Annotations** tab.

1. Click on the **Annotations** tab to display the available tools.
2. Click on the annotation tool type to configure.

To configure Annotations Presets

Important: If you **DO NOT** want to allow users to create or use their own Annotations presets, enable the check box **Restrict creation of user presets**. This will restrict users from creating their own personal presets by disabling access to the 'Add Presets' button within the Properties pane on the user's installation of Objective Trapeze.

The configuration process is the same for all the tool types –

1. Click the **New** button to create a new **Preset**.
2. Type the new **Preset** name and press **Enter**.
3. In the **Properties** dialog box, configure as required and click **OK**.
4. If required, click on the Preview button to see how your configured tool will display.
5. The Preset will now be listed in the Saved Presets window and can be saved to the configuration file (*.ini) by clicking on the **Save** button.

Note: Performing **Edit** and **Delete** functions are a matter of simply selecting a saved **Preset** and clicking on the relevant button.

8.3 STAMPS

Objective Trapeze provides the ability to store stamps on a network location and have multiple users access and share the same set of stamps. These types of stamps are referred to as **shared** or **distributed** stamps. Only users with access to the **Objective Trapeze Administration** tool will be able to make changes to the centrally controlled stamps.

Distributed stamps are saved to a configuration (*.ini) file and distributed to the appropriate Objective Trapeze users. Distributed stamps can only be created or modified by Objective Trapeze Administrators.

Stamps for distribution are configured within the **Stamps** tab.

To configure stamps

Important: If you **DO NOT** want to allow users to create or use personal stamps, enable the check box **Restrict creation of personalised user stamps**. This will disable the display of the Add Presets button in the Properties pane on the user's installation of Objective Trapeze.

1. Click on the **Stamps** tab.
2. Click on the **Edit** button to display the Stamps dialog box.
3. Make the required configurations and click **OK**.
4. After the stamp configuration has been completed, optionally select the stamp from the Saved Stamps list and click the **Preview** button.
5. If the stamp configuration is as you want it, click on the **Save** button to save changes to the configuration file. If not, reselect and **Edit** further.

Note: The procedures for creating new picture and text stamps, as well as Copy and Menu functionality, are described in the Stamping section within the Objective Trapeze Help file.

8.3.1 DISTRIBUTED PICTURE STAMPS

When creating picture stamps, it is recommended that the size of the image file used is made as small as possible, as the size of the image files will impact the stamped document's file size.

To ensure that all picture stamps work correctly, it is recommended that the image files used in picture stamps should be located in a central area accessible by all users e.g. in designated folder on a server.

Before creating a site wide picture stamp, ensure the image file that will be used in the picture stamp is in a central network location. Then proceed to create the picture stamp as normal and select the relevant image file.

8.4 PREFERENCES

Objective Trapeze application **Preferences** can be configured and saved from within the **Preferences** tab window.

Click on the **Preferences** tab to access the **Saved Preferences** list.

To configure Preferences

1. Click the **Edit** button.
2. From within the Preferences dialog box, select the **Category** that you want to configure.
3. Make your configuration changes and click **OK** (the new configuration will appear in the Saved Preferences pane).
4. Repeat the process for any other configuration categories.
5. Click on the **Save** button to save changes to the configuration file.

Important: Two override options are available for Save Preferences. (1) 'Override amended user preferences' and (2) 'Override all user preferences'.

Override preferences

Override amended user preferences	<p>Enable this option to add a time stamp to the ini file when saving.</p> <p>The selected preference settings will override the user's previous settings for that preference.</p> <p>The time stamp is used by Objective Trapeze to determine the last amendment.</p>
Override all user preferences	<p>This option is dependent upon option (1) being enabled.</p> <p>All the items in the Saved Preferences list will override user preferences if the ini file is more recent than the user's changes.</p> <p>The time stamp is used by Objective Trapeze to determine the last amendments.</p>

8.5 TOOLBARS

The Objective Trapeze Quick Access Toolbar provides easy access to frequently used tools. The default toolbar configuration can be modified and distributed to groups of users based on the requirements of their roles, ensuring they have the right tools for the job. By default the Quick Access Toolbar is collapsed and can be expanded within Objective Trapeze by using the Toolset Menu button on the top right of the Tool Launcher.

To customise the Quick Access Toolbar

1. Click on the **Toolbars** tab. The Quick Access Toolbar will be highlighted in the list of Saved Toolbars.
2. Click the **Edit** button.
3. In the Customise Toolbar dialog box, select the tool/s to add or remove to/from the toolbar and click OK.
4. Make your configuration changes and click OK (the new configuration will appear in the Saved Preferences list).
5. Click on the **Save** button to save preference settings to the ini file.

Important: An override option is available for Save Toolbars ('Reset user Quick Access Toolbar').

Reset option

Reset user Quick Access Toolbar	<p>Enabling this option adds a time stamp to the ini file when saving.</p> <p>The time stamp is used by Objective Trapeze to determine the last Quick Access Toolbar amendment.</p> <p>The latest changes will be displayed within Objective Trapeze.</p>
---------------------------------	---

8.6 PREVIEW WINDOW

The preview window, accessed via the **Preview** button, allows you to see what the selected Assessment, Annotation tool or stamp will look like when applied to the document.

1. Select the relevant Ribbon tab (Assessment, Annotations or Stamps).
2. From the Presets or Stamps list, click on a saved Preset you want to preview.
3. Click on the Preview button.
4. Click to draw the annotation or stamp onto the blank document page.
5. Click the Close Preview button to return to the Preset/Stamp list.

9. NEED HELP?

Should require any assistance with the deployment and installation of Objective Trapeze, please feel free to contact the Objective Trapeze Support team on Trapezesupport@objective.com