

CtrlPrint

User Guide

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CtrlPrint

User Guide

updated: March 2021

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Adobe InCopy for CtrlPrint Users

updated: March 2021

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CTRLPRINT IN 5 MINUTES

Using CtrlPrint is easy. This cheat sheet explains everything you need to know to get started with CtrlPrint. If you have any problems, please contact support@ctrlprint.net.

1 THE FOUR FUNDAMENTALS OF CTRLPRINT

We recommend all of our users understand the four fundamentals of CtrlPrint:

1. [How to download your chapter for editing \(page 9\).](#)
2. [What **locked for editing** means \(page 10\).](#)
3. [How to save your chapter on your computer \(page 11\).](#)
4. [How to upload your document \(page 12\).](#)

2 HOW WILL I USE CTRLPRINT EACH DAY?

- [Login to the CtrlPrint web server: secure.ctrlprint.net \(page 6\).](#)
- Navigate to your project and the specific chapter you want to edit.
- **Fundamental #1** – [Download your chapter for editing \(page 10\).](#)
- **Fundamental #2** – Your chapter is now **locked for editing** [\(page 11\).](#)
 - When you download your chapter, it gets a unique ID code.
 - When you upload your chapter, CtrlPrint is expecting to see that unique ID code.
 - If you unlock the chapter you will lose your unique ID code. Your changes will be lost and your chapter will need to be recovered.
 - Never unlock the chapter. Always use **Save to Server**.
- **Fundamental #3** – Edit the text of your chapter and [save your work regularly \(page 12\).](#)
- **Fundamental #4** – When you have finished, [save your work to the server \(page 13\).](#)

3 I NEED MORE HELP

You can contact our support team 7AM – 6PM (GMT):

Email: support@ctrlprint.net

Phone: SWE: +46 (0) 8 743 72 60

UK: +44 (0) 203 630 0134

FIN: +358 (0) 9 4245 4425

1

Login and passwords

Login to CtrlPrint	6
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LOGIN TO CTRLPRINT

The Walkthrough

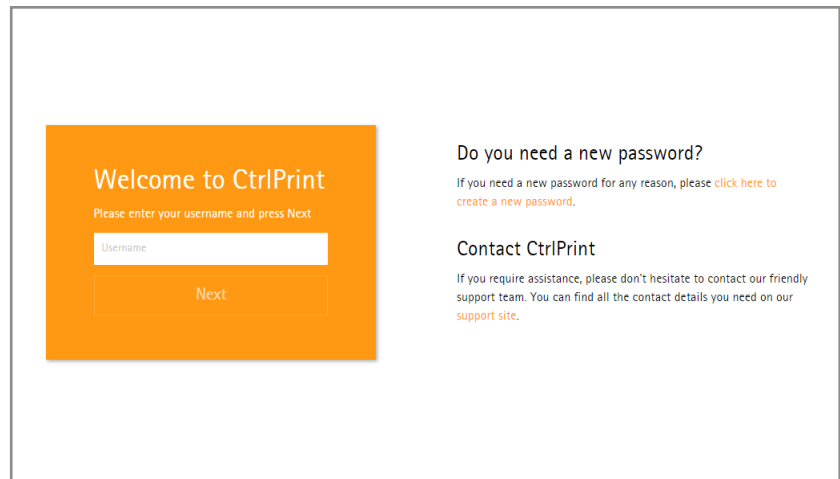
URL ADDRESS

The URL address to CtrlPrint is secure.ctrlprint.net.

Add this as a bookmark in your web browser so you can find it easily in the future.

Enter your username and click **Next**.

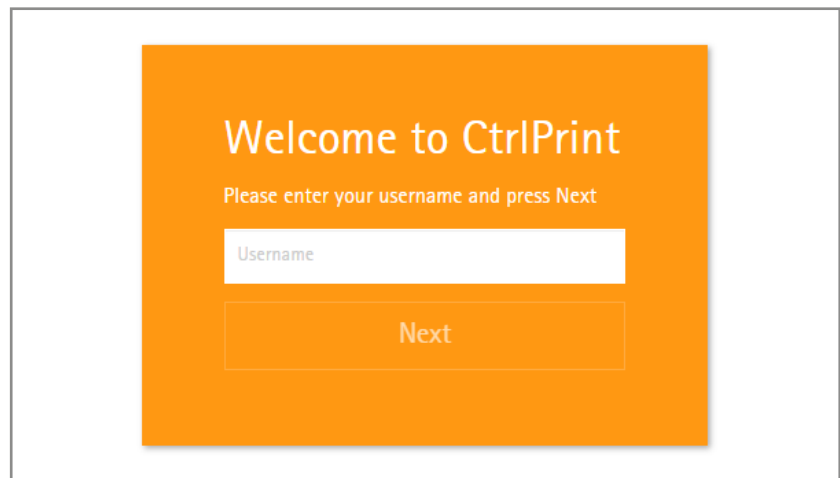
Enter your password and click **Login**.



USER CREDENTIALS

To log in to CtrlPrint you will need a username and password.

If you haven't received these, or don't know where they are, please contact your project administrator. **This is usually someone at your design agency.**



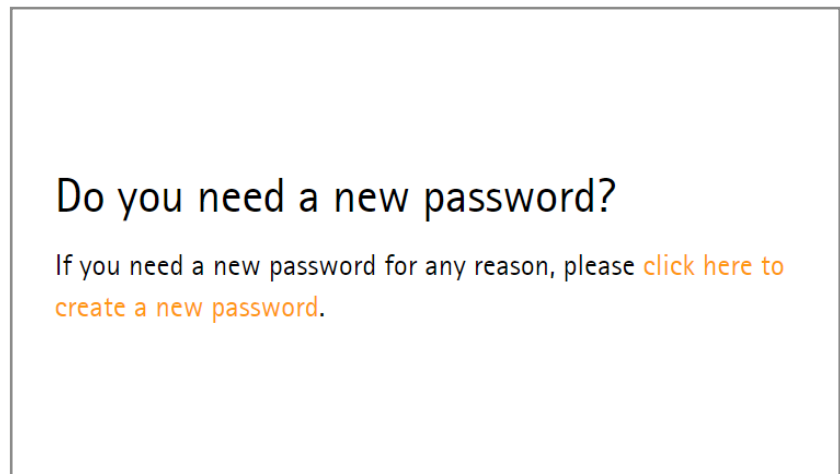
PASSWORD

The first time you log in to CtrlPrint you will need to request a password from the system.

Go to secure.ctrlprint.net and click: **Click here to create a new password.**

Enter your username and the email address associated with your account to be sent a password.

For security reasons you will be required to change this password after you log in for the first time.



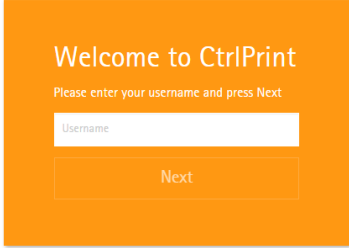
FORGOT/CHANGE YOUR PASSWORD

The Walkthrough

FORGOT YOUR PASSWORD?

1. Go to secure.ctrlprint.net.
Click: [Click here to create a new password.](#)
2. Fill in your username and the email address associated with your CtrlPrint account.
3. Click: **Send me a new password.**
A new password will be sent to your email account.

For security reasons you will be required to change this password after you log in.



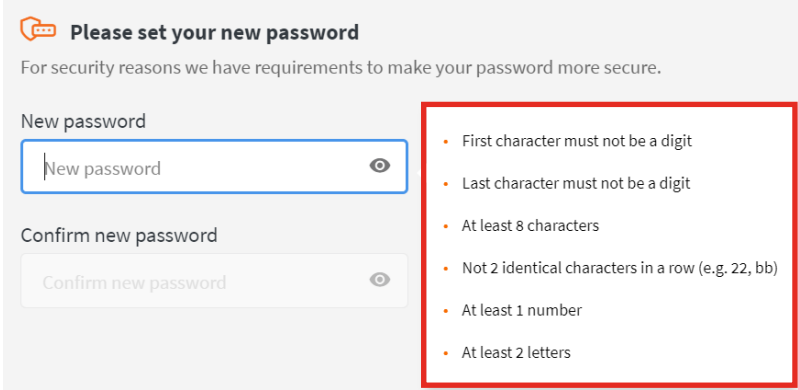
1 Do you need a new password?
If you need a new password for any reason, please [click here to create a new password.](#)

Contact CtrlPrint
If you require assistance, please don't hesitate to contact our friendly support team. You can find all the contact details you need on our [support site.](#)

CREATE A PASSWORD

For security reasons, we **do not recommend** using a password you already use for other online services.

You will only be able to create passwords that meet the rules for passwords (please see the example picture, right).



Please set your new password
For security reasons we have requirements to make your password more secure.

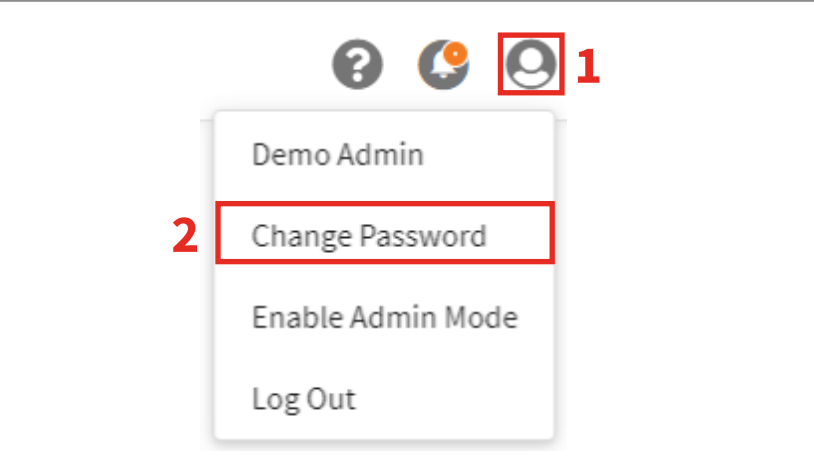
New password
New password

Confirm new password
Confirm new password

- First character must not be a digit
- Last character must not be a digit
- At least 8 characters
- Not 2 identical characters in a row (e.g. 22, bb)
- At least 1 number
- At least 2 letters

CHANGE YOUR USER PASSWORD

1. Log in to CtrlPrint and click on the person icon in the top right.
2. Click: **Change password.**
3. Follow the instructions in the above **Create a Password** box.



1

Demo Admin

2 Change Password

Enable Admin Mode

Log Out


LOGIN WITH SINGLE SIGN-ON (SSO)

The Walkthrough

WHAT IS SINGLE SIGN-ON?

Single Sign-On (SSO) lets you log in to different applications using one set of login credentials. For example, you might use Google or Facebook to log in to different websites.

If your organisation uses SSO, and it has been activated for your CtrlPrint account, use these instructions to log in (your project administrator will be able to confirm if this is the case). Otherwise, please use the instructions on page 6.



Do you need a new password?
If you need a new password for any reason, please [click here to create a new password](#).

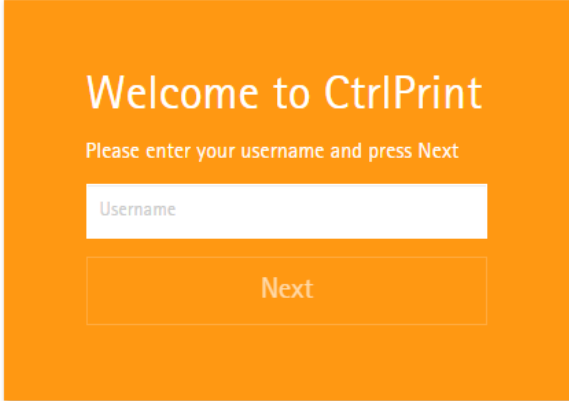
Contact CtrlPrint
If you require assistance, please don't hesitate to contact our friendly support team. You can find all the contact details you need on our [support site](#).

USER CREDENTIALS

The URL address to CtrlPrint is secure.ctrlprint.net. Add this as a bookmark in your web browser so you can find it easily in the future.

To log in to CtrlPrint you will need a username. This is a unique identifier, not your email address. If you haven't received this, please contact your project administrator. **This is usually someone at your design agency.**

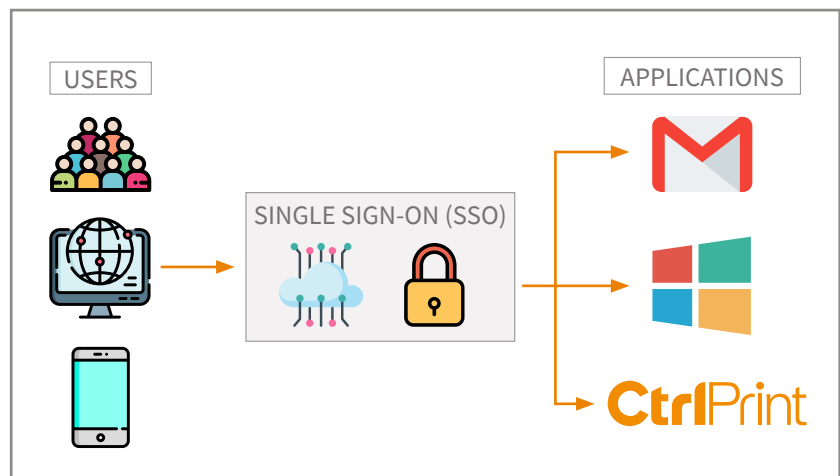
Enter your username and click **Next**.



PASSWORD (SSO)

Your account is setup to use Single Sign-On (SSO). This means that you will use the password associated with your company identity provider (IDP).

If you are unable to log in to your IDP you will not be able to log in to CtrlPrint. **There is no way to bypass SSO and log in with a regular password.** If there is a problem with your password, only your company IT support team will be able to resolve this.



2

Opening and saving chapters

Open a chapter for editing (check out)	10
A chapter is locked by me, but not open in InCopy	11
Save your work locally	12
Save to Server (check in)	13
A chapter is locked by another user	14

OPEN A CHAPTER FOR EDITING

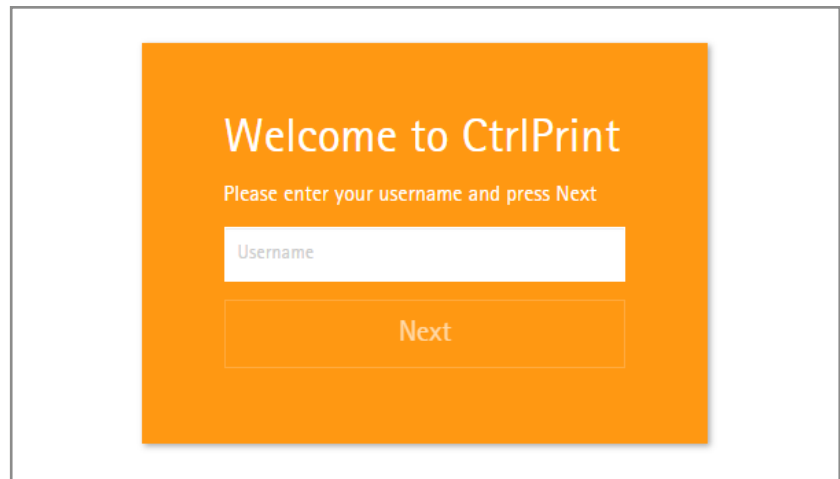
The Walkthrough

CHECK OUT VS CHECK IN

Only one person can edit a chapter at a time.

When you open a chapter for editing, (**check out the chapter**), it is locked for the rest of your team members ([see page 11](#)).

When you save a chapter back to the server, (**check in the chapter**), it is unlocked and the rest of your team members can open it for editing..



NAVIGATE TO YOUR PROJECT

1. Click your company name on the left side of the window.
2. Click your project name.
3. Click the chapter name.



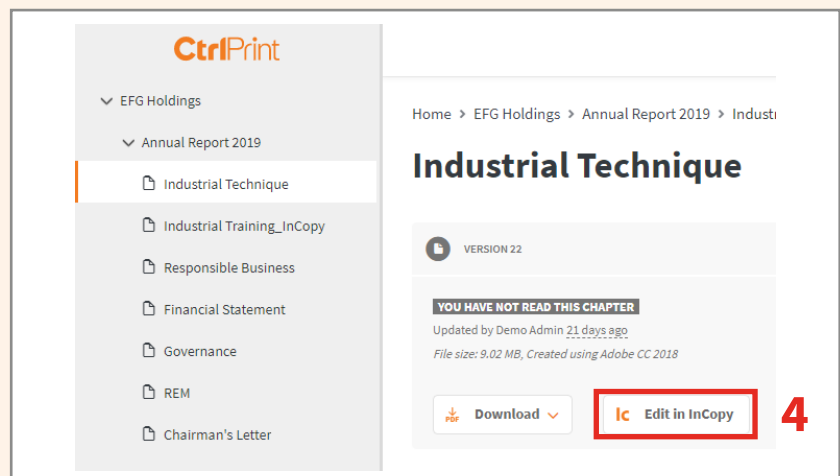
CLICK EDIT IN INCOPY

[The first fundamental of CtrlPrint \(page 4\)](#):

4. To open a chapter for editing, click: **Edit in InCopy**

You will be prompted by your browser if you want to open Transfer Manager. Click: **Open CtrlPrint Transfer Manager** and the chapter will automatically download and open.

Problems? Email support@ctrlprint.net



A CHAPTER IS LOCKED BY ME, BUT NOT OPEN IN INCOPY

The Walkthrough

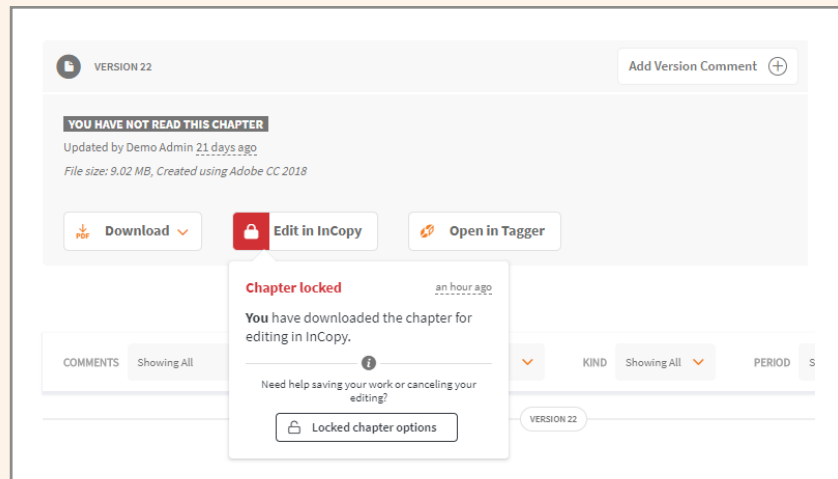
WHY IS THE CHAPTER LOCKED?

[The second fundamental of CtrlPrint \(page 4\):](#)

Users should never need to unlock chapters. The unlock feature is a troubleshooting resource for InCopy crashes and issues during data transfer.

You have closed InCopy without using Save to Server. Always [save your work locally](#) and [Save to Server](#) (pages 12–13).

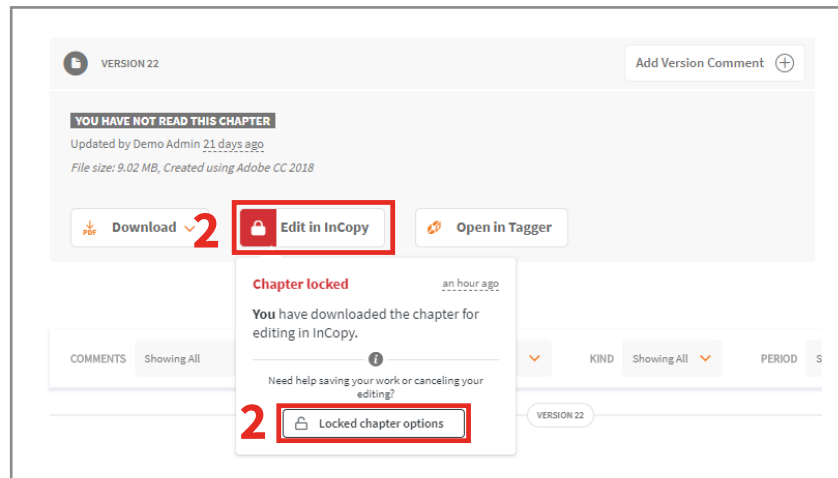
If in doubt, do not unlock your file. Please contact support@ctrlprint.net.



OPEN LOCKED CHAPTER OPTIONS

Locked chapters have a red lock next to the Edit in InCopy button on the chapter page and the chapter list on the project page.

1. Open the locked chapter page on secure.ctrlprint.net.
2. Hover over the Edit in InCopy button. Click: **Locked chapter options**.

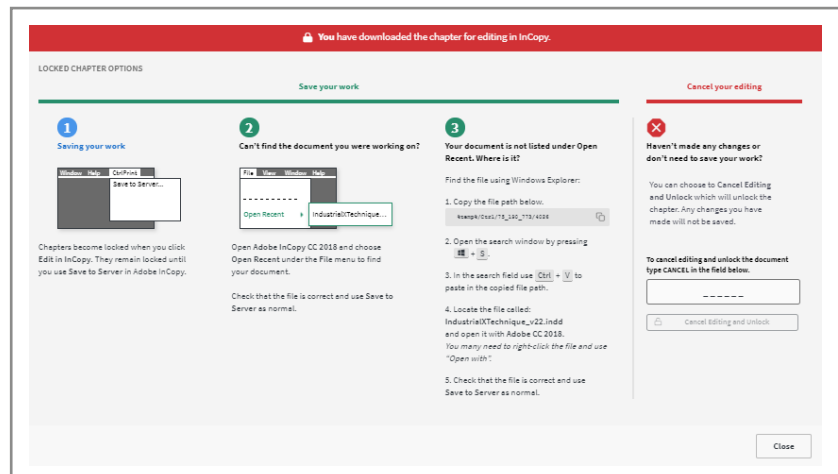


LOCKED CHAPTER OPTIONS

A pop-up will open with instructions on how to find and save your work back to the server.

If you have not made any changes, or do not want to save your work, you can type **CANCEL** in the text box in the right-hand column.

If in doubt, do not unlock your file. Please contact support@ctrlprint.net.



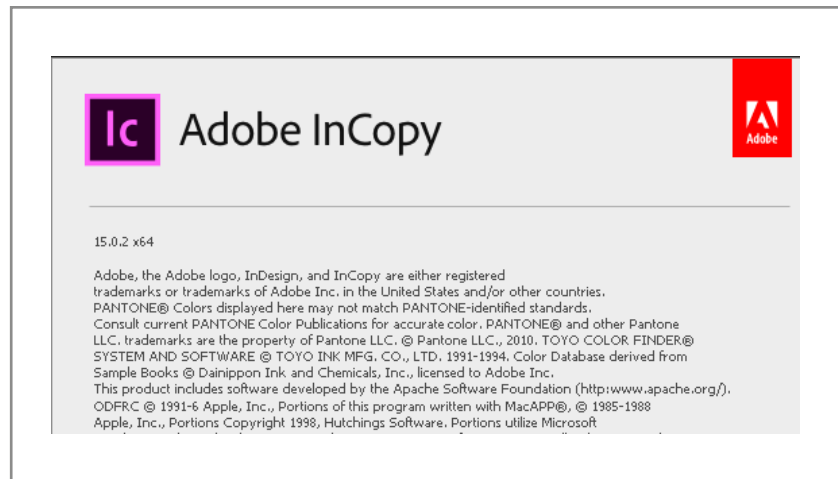
SAVE YOUR WORK LOCALLY

The Walkthrough

INCOPY HAS NO AUTOSAVE

Adobe InCopy does not have an auto-save function, so it is important to save your work regularly.

The chapter will be saved on your computer (locally) and may be retrievable in the event of a program or system crash.

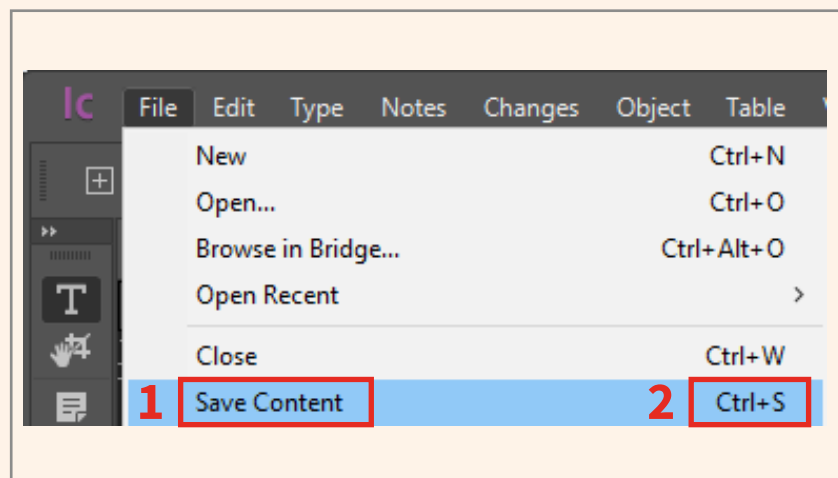


INCOPY - SAVE CONTENT

[The third fundamental of CtrlPrint \(page 4\):](#)

You must click **Save Content** to save your work.

1. Click: **File/Save Content**.
2. Alternatively, you can use the keyboard shortcut **Ctrl+S**.

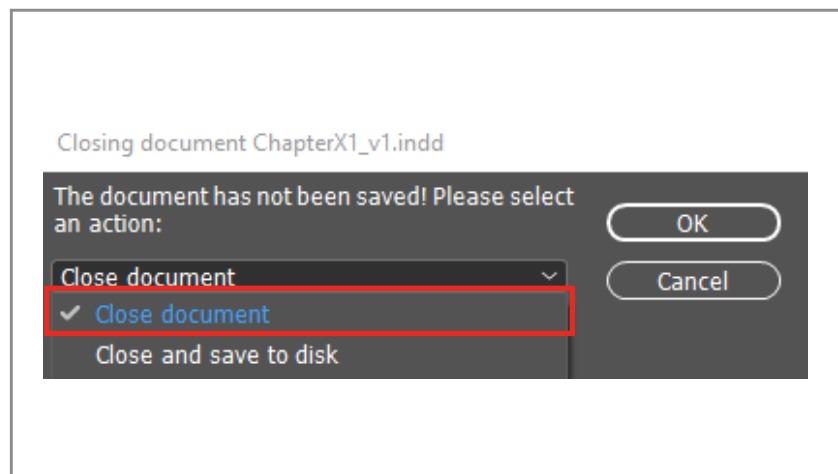


SAVE AND CLOSE LOCALLY

WARNING: until you Save to Server, your document will be locked for the rest of your team. To unlock it, you will need to [Save to Server](#) (page 13).

After you have saved your work locally, you can close InCopy. Select **Close Document** from the pop-up menu.

To re-open the document, please [follow the steps on page 11](#).



SAVE TO SERVER (CHECK IN)

The Walkthrough

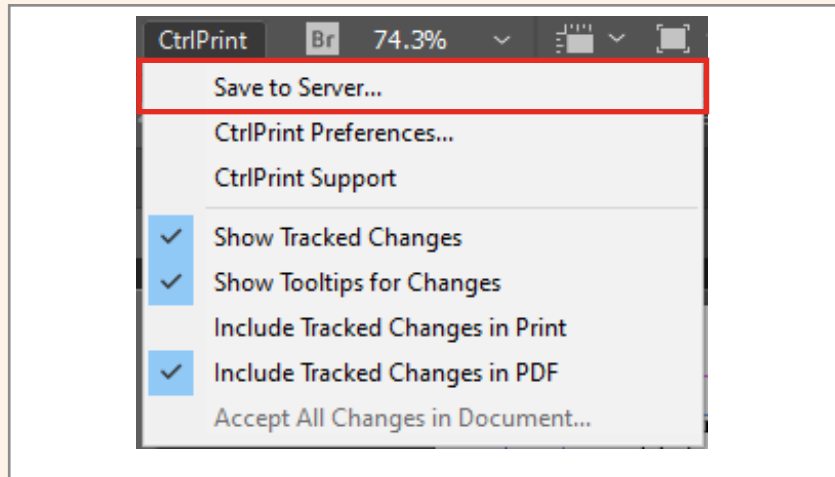
CHECK IN VS CHECK OUT

[The fourth fundamental of CtrlPrint \(page 4\):](#)

You must click **Save to Server** when you have finished making changes.

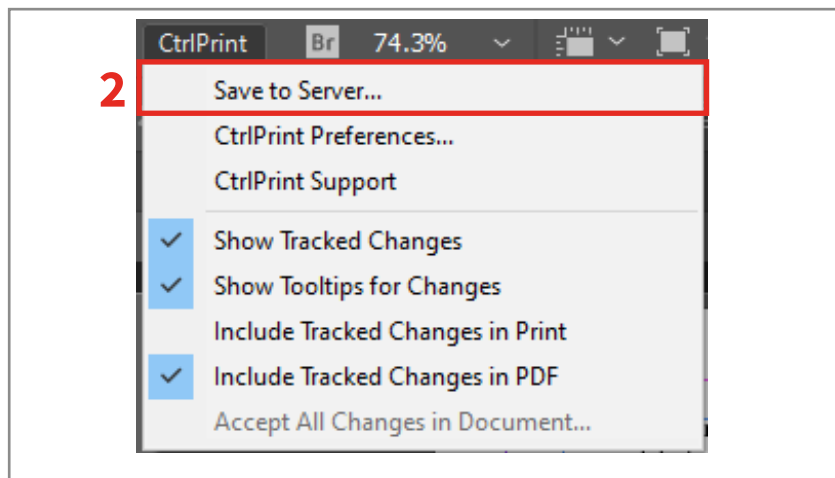
When you save a chapter back to the server, (**check in the chapter**), it becomes unlocked for the rest of your team members (page 10).

This new version of the chapter is now [available to edit](#), or [download as a PDF](#), with or without track changes.



INCOPY - CTRLPRINT MENU

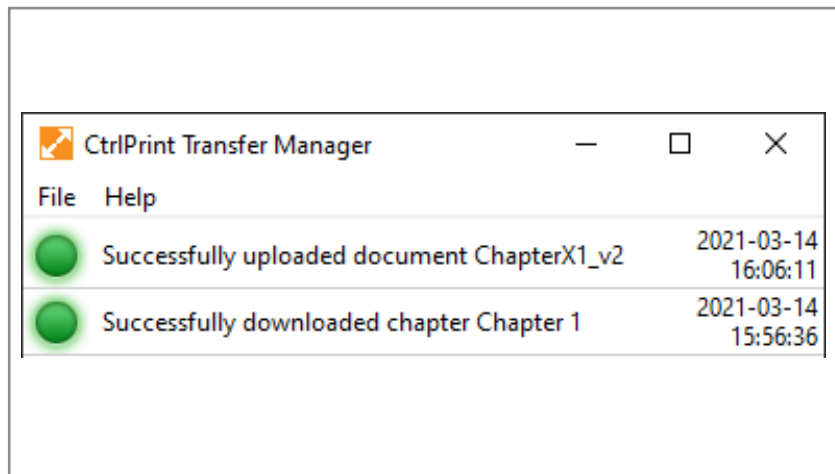
1. Save your work locally by clicking [File/Save Content](#) or use **Ctrl+S** (page 12).
2. Click: **CtrlPrint/Save to Server**.
3. Enter a version comment and click: **OK**.



TRANSFER MANAGER

4. The Transfer Manager will open and confirm when your document has successfully uploaded.

Receive an error message instead? [Contact our support team on support@ctrlprint.net](mailto:support@ctrlprint.net).



A CHAPTER IS LOCKED BY ANOTHER USER

The Walkthrough

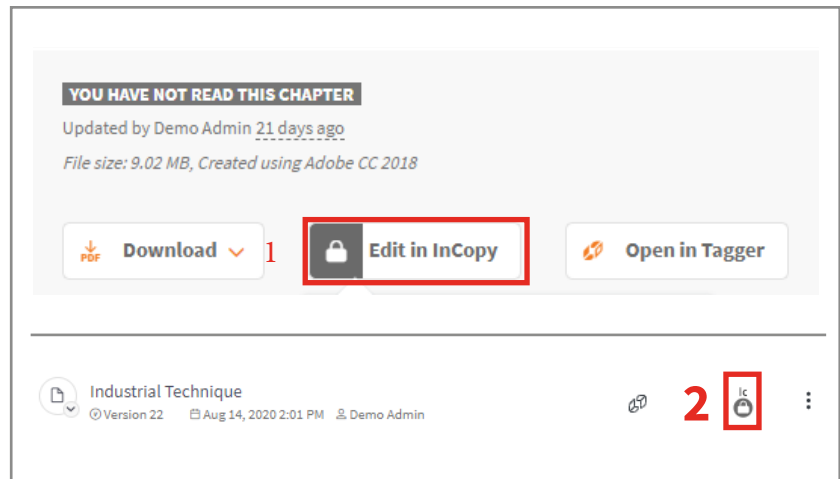
WHY IS THE CHAPTER LOCKED?

When another user has downloaded a chapter for editing (**checked out**), the chapter is locked for the rest of your team members.

A grey lock icon will be displayed on:

1. The chapter page itself
2. The chapter list on the project page

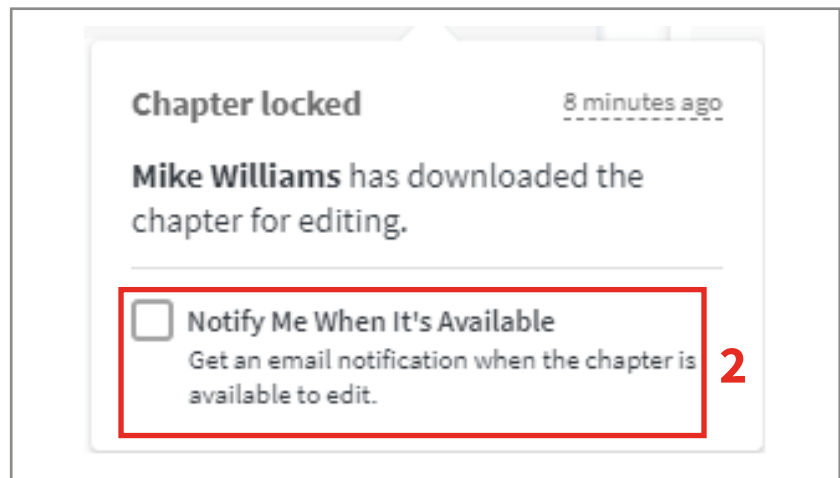
No one can download the chapter for editing until it has been uploaded again (**checked in**).



NOTIFY ME WHEN AVAILABLE

You can choose to receive an email notification when the chapter is checked in and ready for editing.

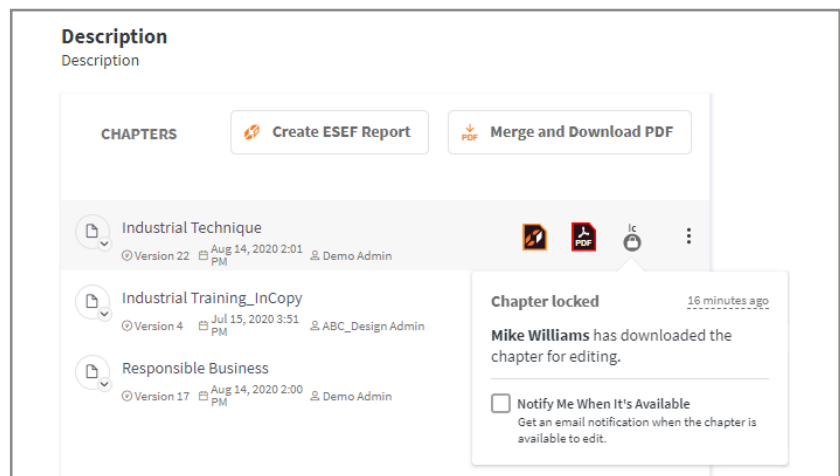
1. Navigate to the locked chapter page.
2. Click: **Notify me when it's available**.



GET ACCESS TO A LOCKED CHAPTER

1. Contact the user and ask them to [save the chapter to the server](#) (page 12).
2. Contact your project administrator. This is usually someone at your design agency. They can unlock the chapter for you.

WARNING: No changes will be saved to the server.



3

Comments, PDFs and earlier versions

Add chapter comments	16
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ADD CHAPTER COMMENTS

ADDING A CHAPTER COMMENT

Chapter comments let you create tasks for other users in your project.

- Navigate to the chapter page.
- Click: **Add Comment** and type your comment in the text box.
 - Click: **Concerns the layout of the document** if relevant.
 - Click: **Notify users responsible for the layout** if relevant.
- Click: **Comment**. Your comment will be posted. A notification will be sent to the designers if specified in 2b above.

FILTERING CHAPTER COMMENTS

You can filter comments in four ways:

Type: Filter chapter version comments and chapter comments. Version comments are created when you [save to server](#) (page 13); chapter comments are created as described above.

Status: Filter by New, In Progress, Done or Rejected. **Comment statuses can only be changed by InDesign users.**

Kind: Filter layout comments.

Period: Filter by date range.

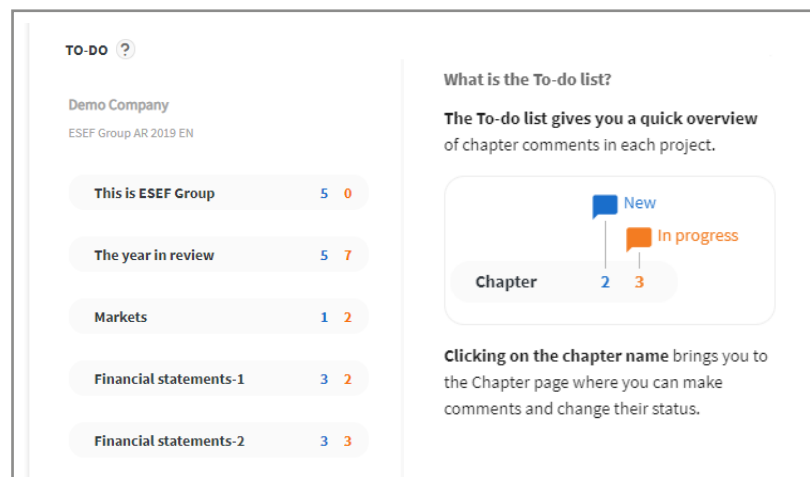
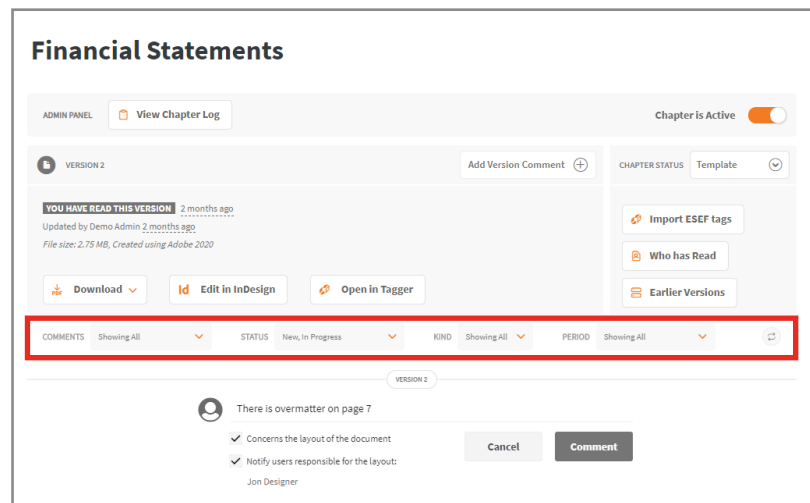
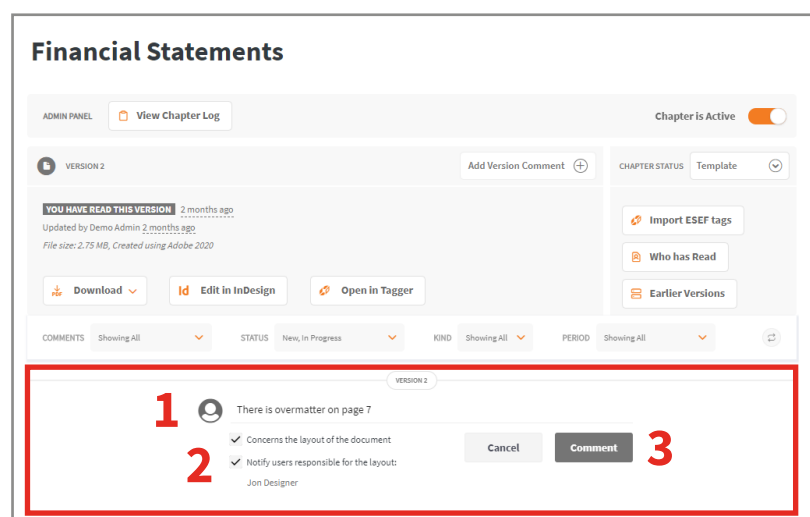
HOMEPAGE COMMENT SUMMARY

When you log into CtrlPrint, you will see a To-Do list. This summarises chapter comments in each project.

The **blue number** shows the number of comments with the **New** status. The **orange number** shows the number of comments with the **In Progress** status.

Clicking on the chapter name brings you to the Chapter page where you can make comments. **Comment statuses can be changed by InCopy and InDesign users.**

The Walkthrough



DOWNLOAD A PDF WITH OR WITHOUT TRACKCHANGES

The Walkthrough

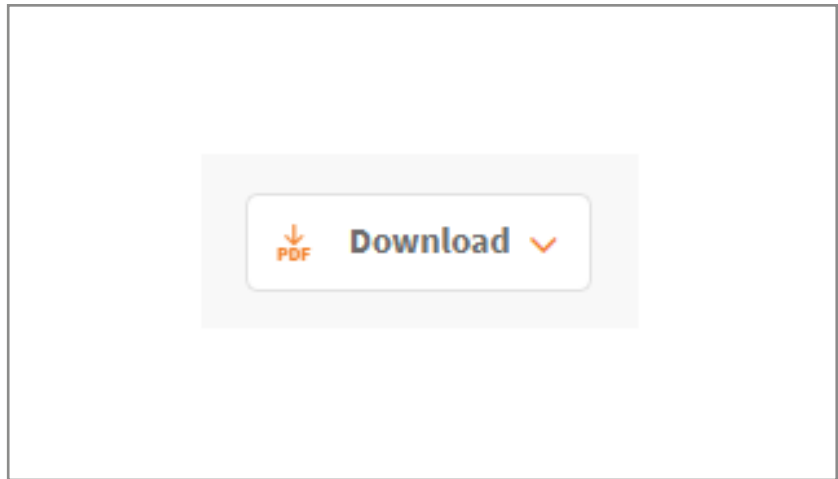
WHERE ARE MY PDFS SAVED?

Your web browser's preferences specify where CtrlPrint PDFs will be saved on your computer.

Use one of the external links below to check how to change this preference:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)
- [Mac Safari](#)

Please contact your company's IT department for further help if you cannot find your downloaded files.

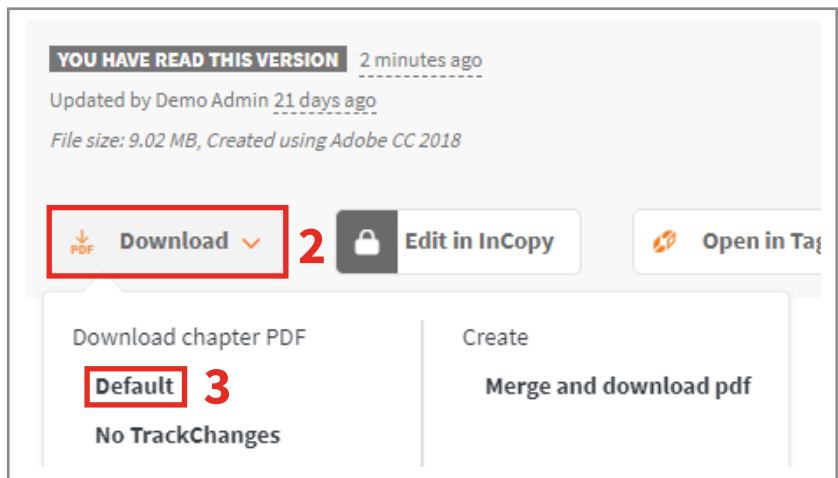


PDFS WITH TRACKCHANGES

A PDF with the latest changes is always available online.

TrackChanges will be visible.

1. Select the chapter you want to download as a PDF.
2. Click: **Download**.
3. Select: **Default**.

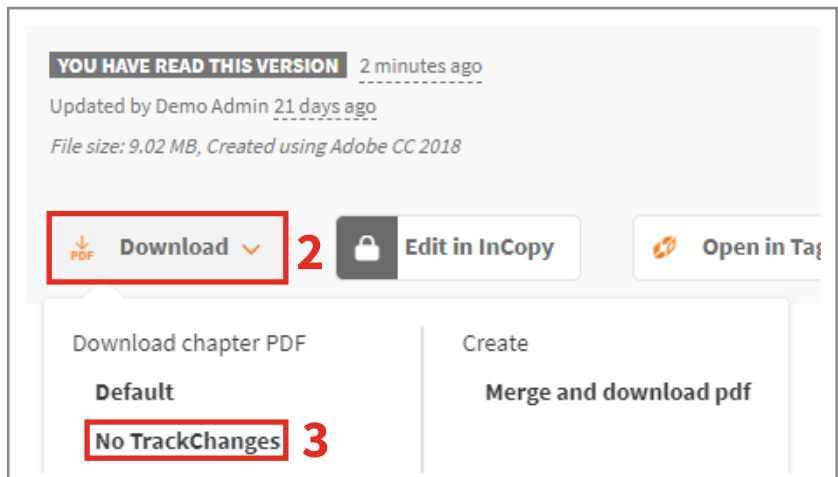


PDFS WITHOUT TRACKCHANGES

A clean PDF version with the latest changes is always available online.

TrackChanges will be hidden.

1. Select the chapter you want to download as a PDF.
2. Click: **Download**.
3. Select: **No TrackChanges**.

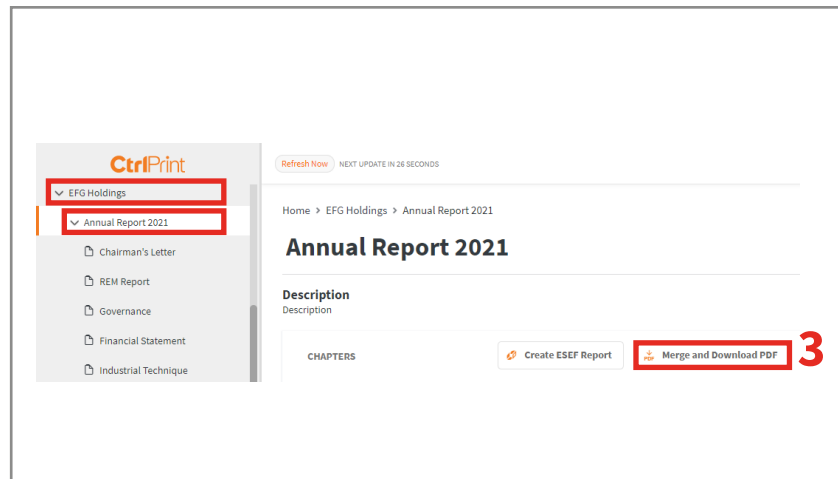


CREATE A PDF WITH SEVERAL CHAPTERS

The Walkthrough

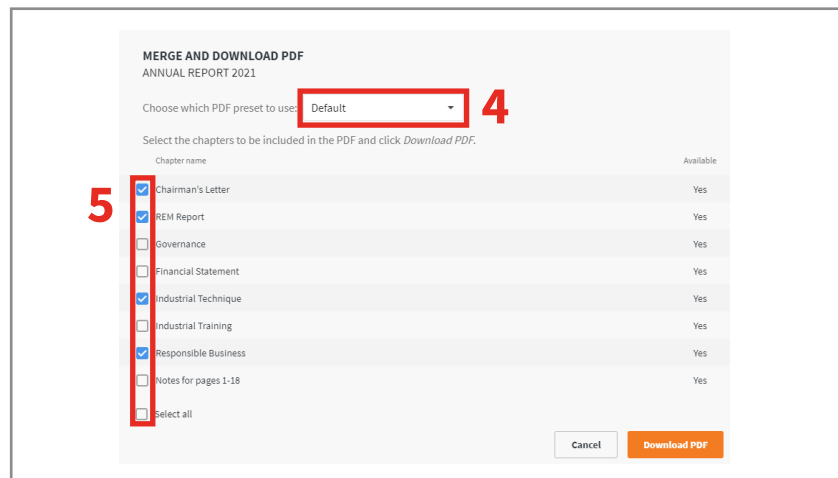
NAVIGATE TO PROJECT

1. Click on your company on the left side of the window.
2. Select the project from the dropdown list.
3. Click: **Merge and Download PDF**.



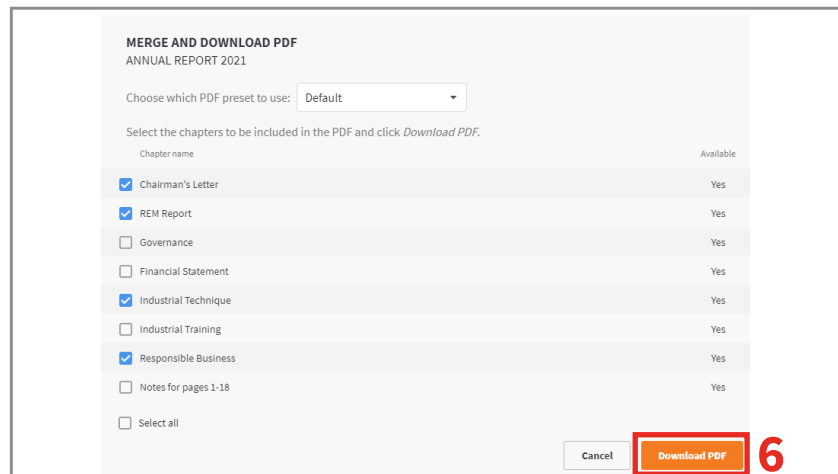
SELECT PDF OPTIONS

4. Select the PDF preset. [This will show or hide TrackChanges on the PDF](#) (page 17).
5. Select the chapters you want to include in the PDF. You can also click: **Select all** to select every chapter in the project.



DOWNLOAD PDF

6. Click: **Download PDF**.



SHOW EARLIER VERSIONS

The Walkthrough

WHAT ARE EARLIER VERSIONS?

You can download earlier versions of chapters as PDFs or as Read Only files.

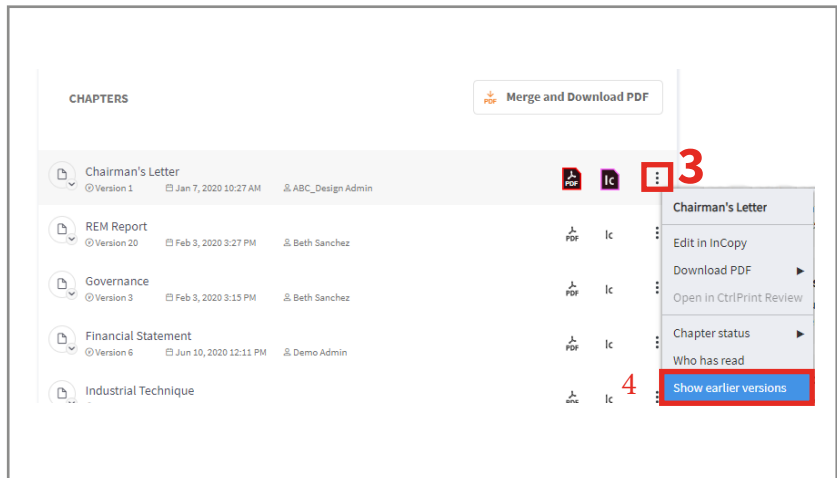
WARNING: Read Only files cannot be edited and are for reference only.

1. Click on your company on the left side of the window.
2. Select the project from the dropdown list.



SHOW EARLIER VERSIONS

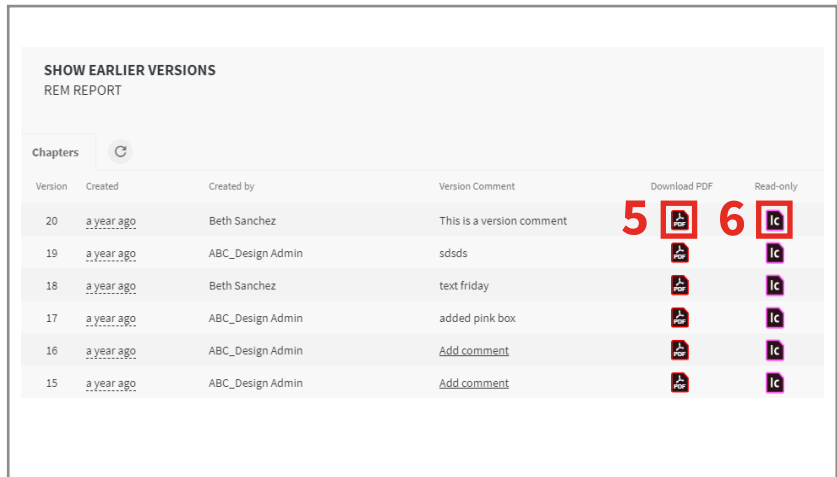
3. Click on the context menu for the chapter – the three dots icon on the right-hand side of the chapter row.
4. Click: Show earlier versions



DOWNLOAD EARLIER VERSIONS

5. Click the PDF icon to download a PDF. You can select to show or hide TrackChanges (page 17).
6. Click the InCopy icon to download a Read Only file.

WARNING: Read Only files cannot be edited and are for reference only.



4

TrackChanges

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HOW TRACKCHANGES WORKS

The Walkthrough

ACTIVATING TRACKCHANGES

TrackChanges is activated by your project administrator.

All changes to your chapters will be tracked regardless of whether or not TrackChanges is activated. However, they will only be visible if TrackChanges is activated.

Once activated, your project administrator must set a user's permissions for them to be able to accept/reject changes in the project (page 24).

TRACKCHANGES MARKUP

Text changes will be indicated in red, by default.

1. Underlined text indicates that text has been added.
2. A triangle indicates where text has been deleted.

THE TRACKCHANGES PANEL

All changes made to a chapter are listed in the [CtrlPrint TrackChanges panel in Adobe InCopy](#) (page 23).

You can [accept/reject changes](#) (if you have the correct permissions), [toggle viewing options](#) and [filter which changes are showing in the chapter and PDF](#).

This is my first change.

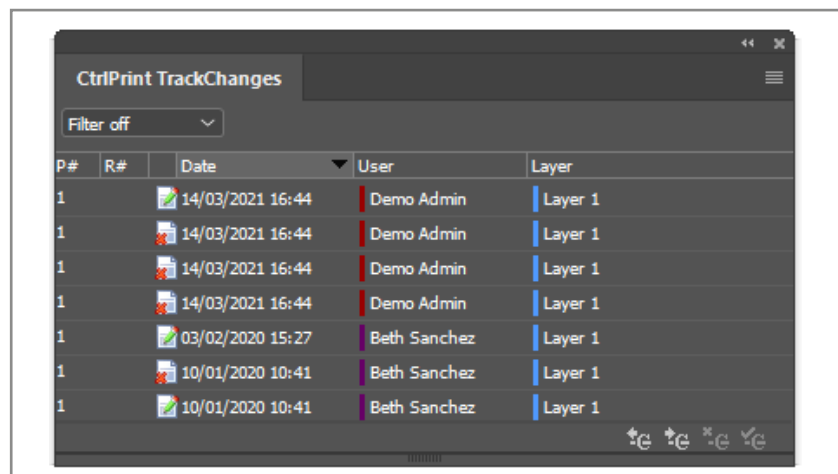
This is a ~~change~~ showing ~~deletions~~.

~~I deleted some text from this paragraph~~ and then added this text here.

This is an example paragraph. This is where some text has been added. The paragraph continues here.

1 This is my first change.

2 This is a ~~change~~ showing ~~deletions~~.



SHOW/HIDE TRACKCHANGES

The Walkthrough

TOGGLE TRACKED CHANGES

You can choose to hide TrackChanges if you do not want to see the markup in the chapter while you are working.

All changes to your chapter will be tracked regardless of whether or not show/hide TrackChanges is toggled; they will simply not be indicated on the screen.

SHOW TRACKED CHANGES

1. [Download a chapter for editing](#) (page 10).
2. Click:
CtrlPrint/Show Tracked Changes.

If Show Tracked Changes is ticked, changes will be shown.

HIDE TRACKED CHANGES

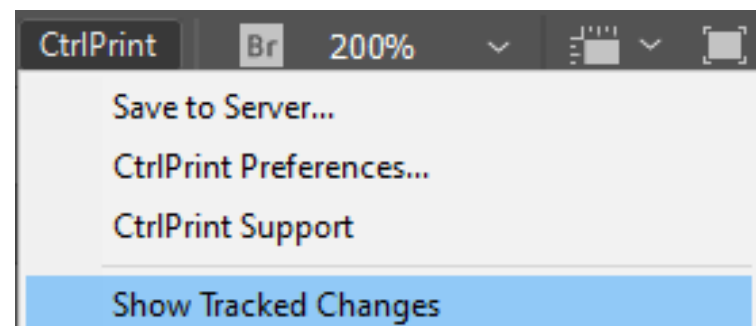
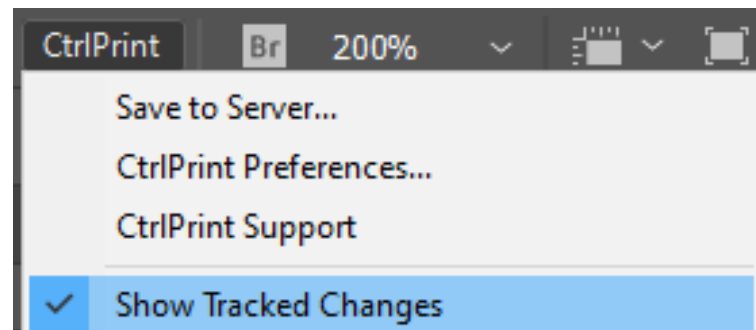
If Show Tracked Changes is unticked, changes will be hidden until you enable the option again.

This is my first change.

This is a ~~change~~ showing ~~deletions~~.

I deleted some text from this paragraph and then added this text here.

This is an example paragraph. This is where some text has been added. The paragraph continues here.



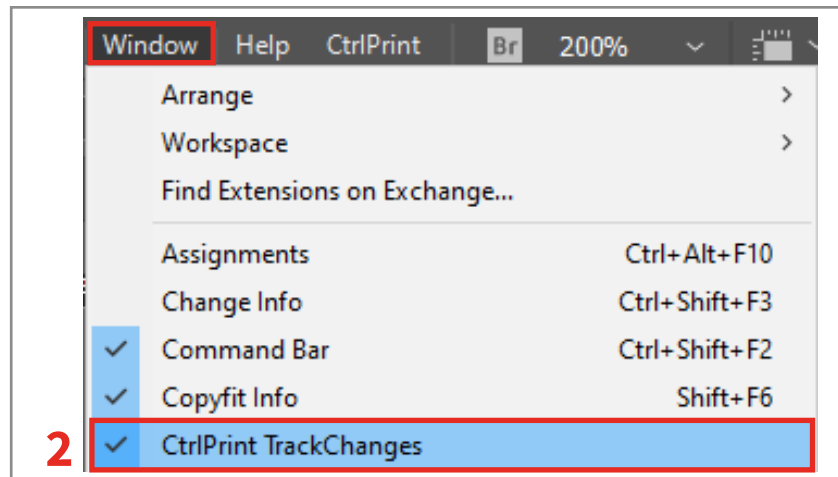
SHOW THE TRACKCHANGES PANEL

The Walkthrough

SHOW TRACKCHANGES PANEL

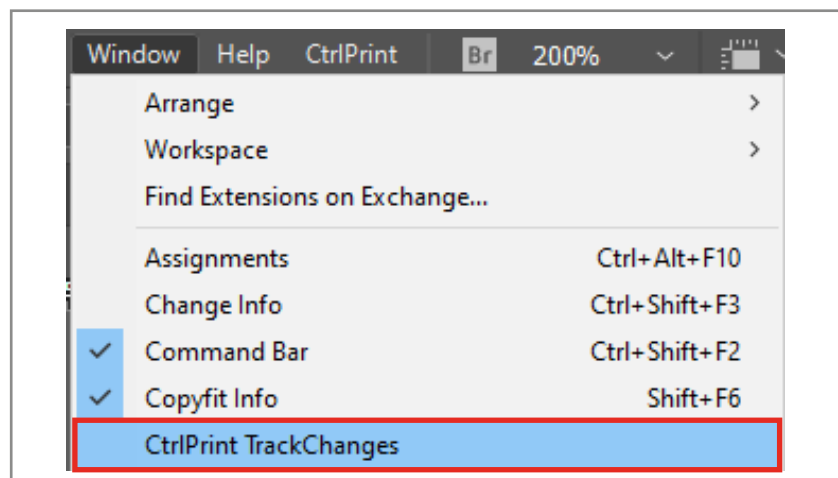
1. [Download a chapter for editing](#) (page 10).
2. Click: **Window/CtrlPrintTrack Changes** from the InCopy top menu bar.

If CtrlPrint TrackChanges is ticked, the panel will be displayed



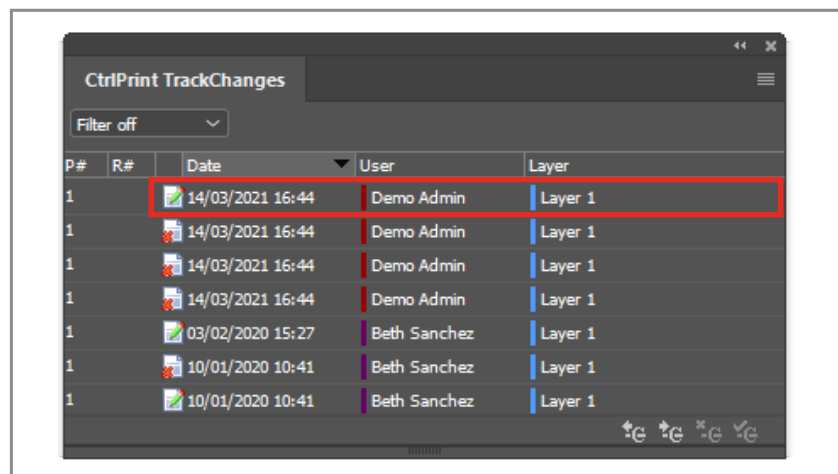
HIDE TRACKCHANGES PANEL

If CtrlPrint TrackChanges is unticked, the panel will be hidden.



NAVIGATE TO CHANGES

Double click on any change in the CtrlPrint TrackChanges panel and you'll be taken to its approximate location in the chapter.



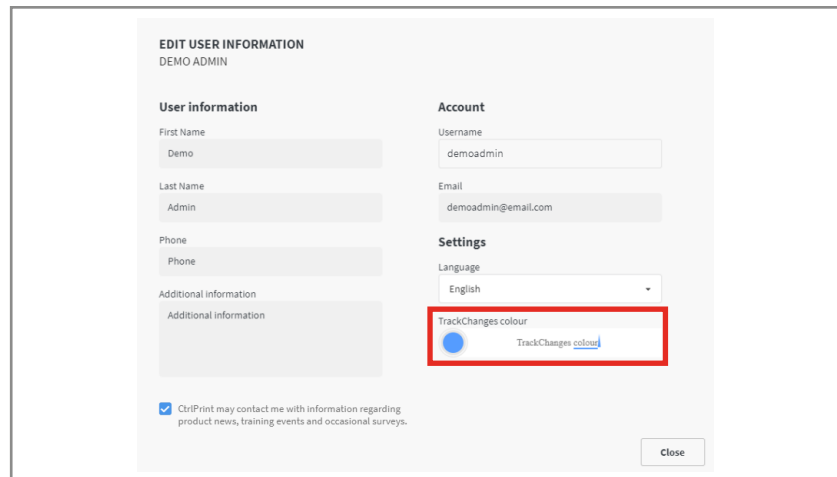
TRACKCHANGES AND USER COLOURS

The Walkthrough

WHAT ARE USER COLOURS?

Each user is assigned a different colour when their account is created. This colour can be changed by your project administrator.

These colours can be toggled on/off using the CtrlPrint TrackChanges panel so you can easily see which users made which changes.

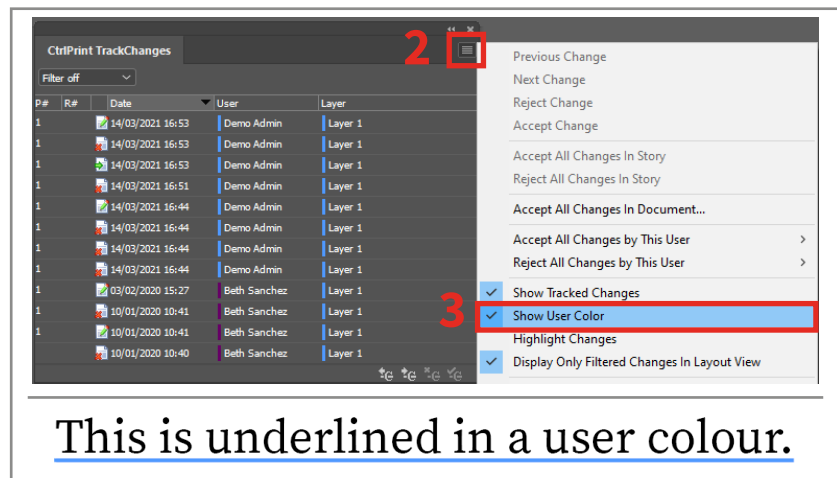


SHOW USER COLOURS

1. [Open the CtrlPrint TrackChanges panel](#) (page 23).
2. Click the **hamburger menu icon** in the top right hand corner.
3. Click: **Show User Colour**. It should now be ticked (see image opposite). The default red markup will be updated with user colours.

Changes will now be underlined in the user's colour.

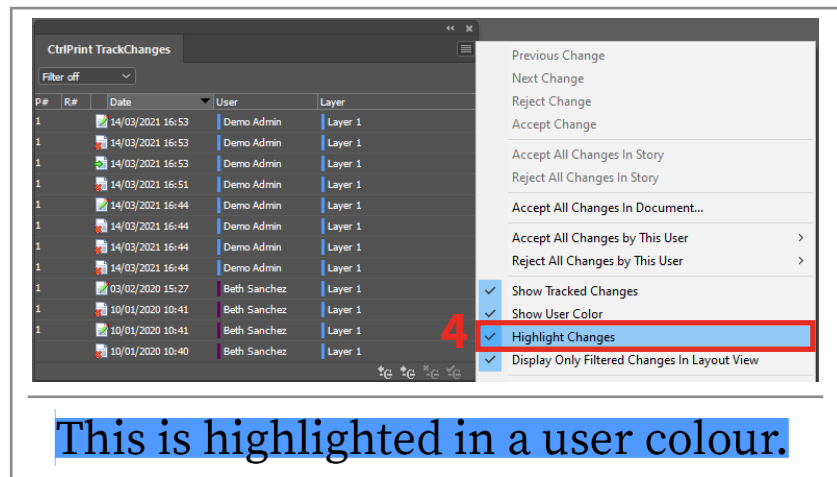
Repeat step 3 to hide user colours.



HIGHLIGHT USER COLOURS

1. [Open the CtrlPrint TrackChanges panel](#) (page 23).
2. Click the **hamburger menu icon** in the top right hand corner.
3. Click: **Show User Colour**. If this is turned off, changes will be shown in the default red.
4. Click: **Highlight User Colour**.

Changes will now be highlighted in user colours. Repeat steps 3 and 4 to hide user colours and highlights.

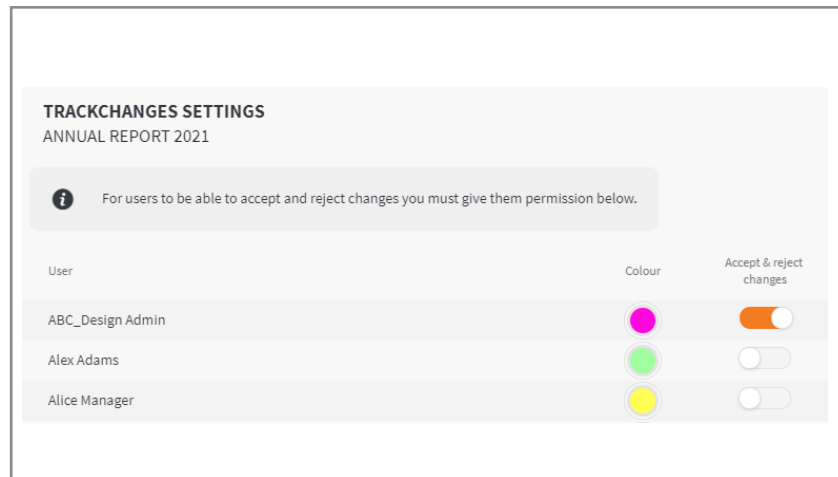


ACCEPT/REJECT CHANGES

The Walkthrough

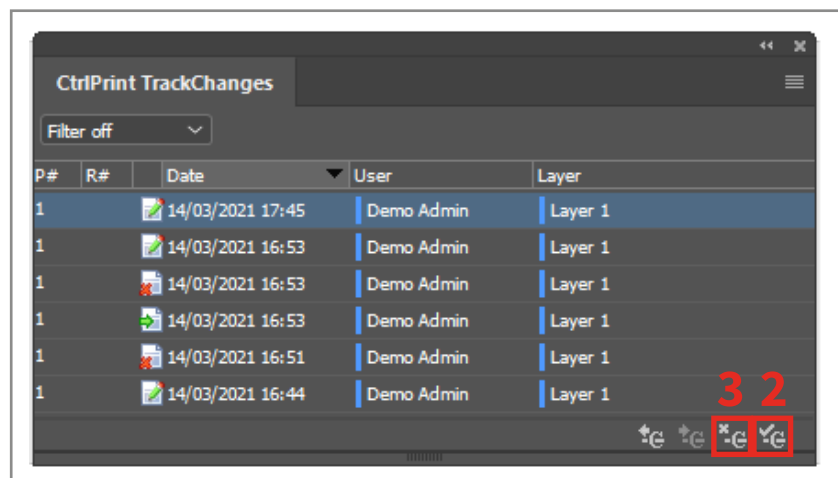
TRACKCHANGES SETTINGS

Your project administrator must set a user's permissions for them to be able to accept/reject changes in the project. This process is covered in the [Admin Guide](#).



ACCEPT/REJECT CHANGES

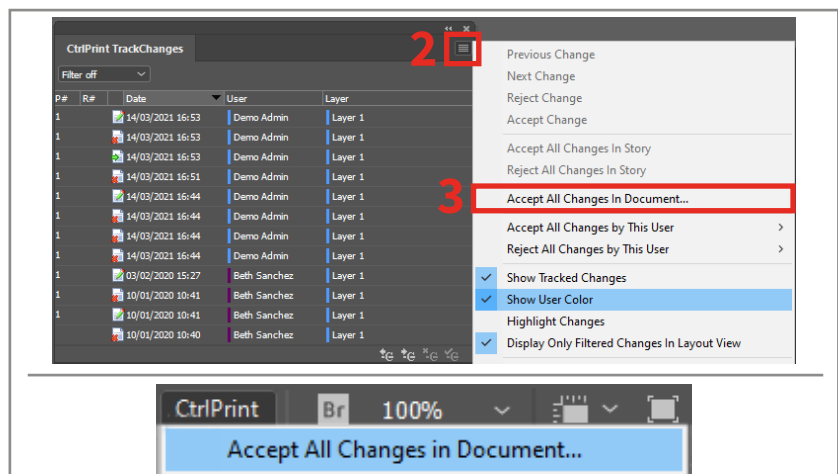
1. Click a change in the [CtrlPrint TrackChanges panel](#) (page 23). You can **Ctrl+click** multiple changes, or **Shift+click** the first and last change you want to accept/reject.
2. Click the **Accept Change** icon in the lower right corner. This will update the text with the change.
3. Click the **Reject Change** icon in the lower right corner. This revert the text back without the change.



ACCEPT/REJECT ALL CHANGES

1. Open the [CtrlPrint TrackChanges panel](#) (page 23).
2. Click the **hamburger menu icon** in the top right hand corner.
3. Click: **Accept All Changes In Document...**

Alternatively, click: **CtrlPrint/Accept All Changes In Document...** from the top menu in InCopy.

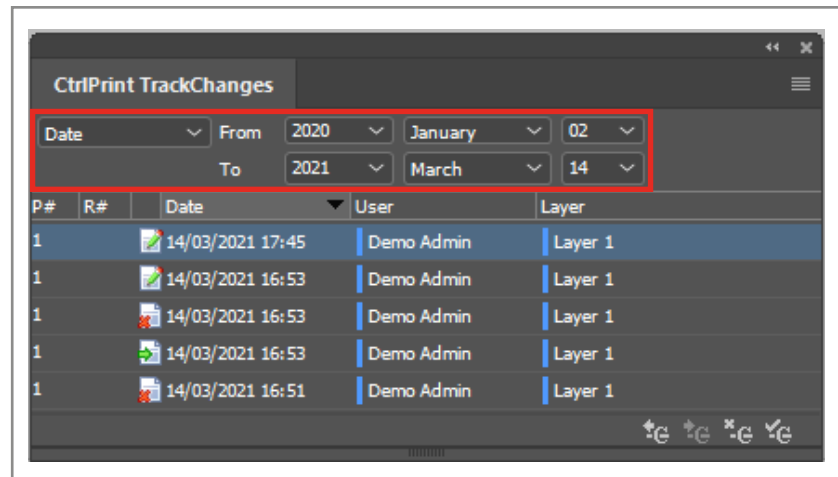


FILTER CHANGES IN A CHAPTER

The Walkthrough

FILTER CHANGES

You can filter changes by date or user. This will show or hide the changes in the chapter. It does not delete the changes or accept/reject them.

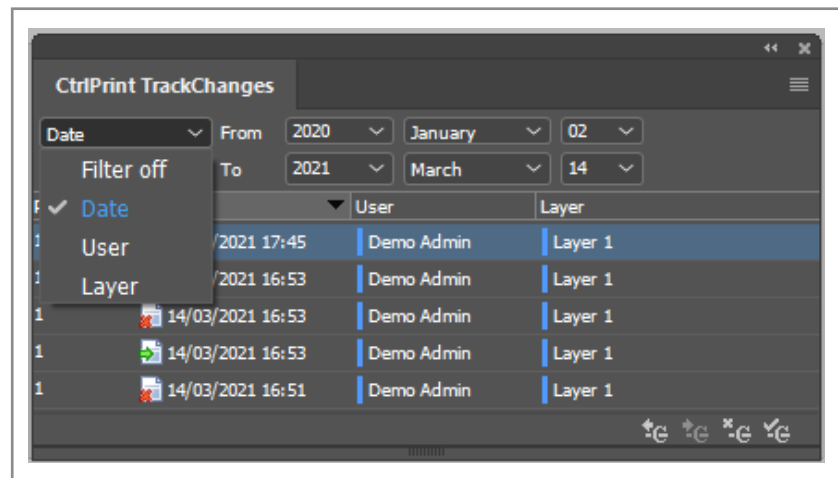


FILTERED CHANGES AND PDFS

If you have a filter active when you save to server, the PDF created will only show those changes. When users download a PDF of this version from the server, they will only see the filtered changes.

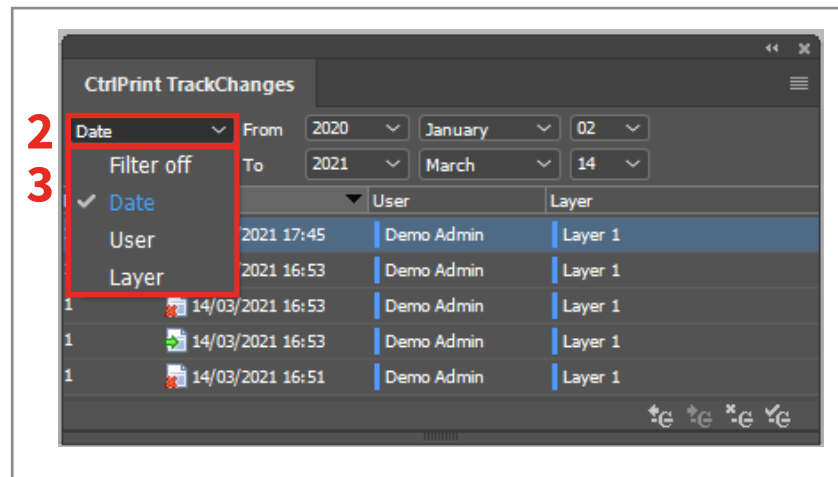
If you want all changes visible in the uploaded PDF, turn the filter off and save to server.

The next time the chapter is downloaded, the filter will be reset.



FILTERING CHANGES

1. [Open the CtrlPrint TrackChanges panel](#) (page 23).
2. Click the **drop-down menu** in the top left corner.
3. Choose which filter you would like to use. Remember to turn the filter off before saving to server unless you want to only show the filtered changes in the uploaded PDF.





InCopy User Guide

HOW TO USE THIS GUIDE

You will use Adobe InCopy to edit text in your chapters. Although InCopy is developed by a third-party, CtrlPrint has created this short guide for new users.

InCopy is easy to learn in a few minutes. Pages 28–31 explain the essential tools you will need to know.

More advanced tools are also covered but these tasks can be done by your design agency. If you are not sure about using these tools, please contact your project administrator.

1

Essential InCopy tools

What is Adobe InCopy?	29
Using view options	
• Move around the document (hand tool)	30
• Zoom in/out	30
• Preview mode	30
Working with text	
• Edit text (text tool)	31
• Copyfit	31
• View and edit overmatter	31
• Use spellchecker	32
• Use Find/Change	32

WHAT IS ADOBE INCOPY?

The Walkthrough

INCOPY

InCopy is a text editing application created by Adobe. This is where you will write and edit your document.

All images and text boxes are locked and cannot be moved. You cannot change the document's layout, even by mistake.

InCopy is very similar to Word. Although it may look different to other programmes you have used, you will only need to use a very small part of it.



INDESIGN

InDesign is the industry-standard document layout application, also created by Adobe. It is used by your agency, or internal design team, to design your document (e.g. fonts, colours, images).



CTRLPRINT

CtrlPrint stores your documents, manages user permissions and transfers documents over a secure connection.

Your IT team will need to install the **correct version of InCopy** and the **CtrlPrint Transfer Manager** as part of the installation phase.

Your project administrator will give you a username and password at the start of the project (page 6).

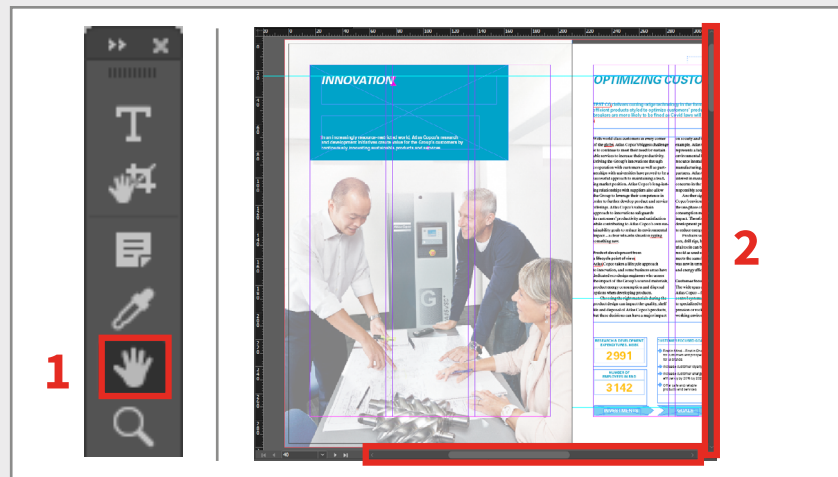


USING VIEW OPTIONS

The Walkthrough

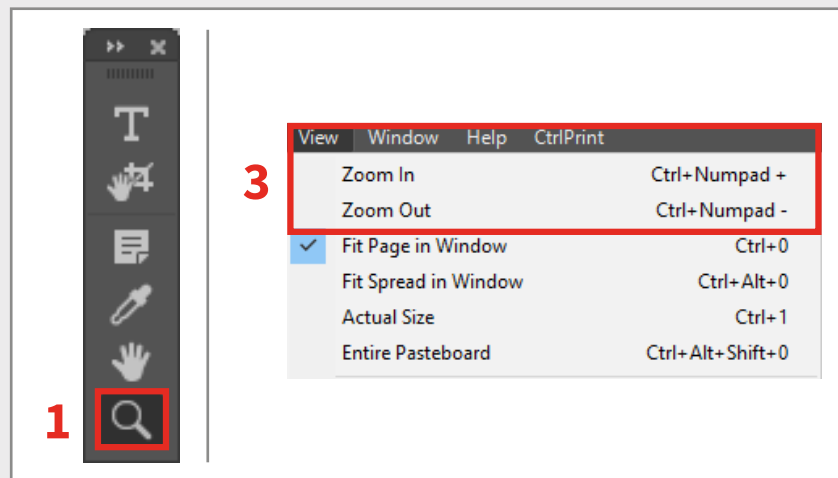
MOVE AROUND THE DOCUMENT

1. Click on the **hand tool** in the toolbar. Alternatively, use the keyboard shortcut **H**. You can now click and drag to move around the document.
2. You can also use the horizontal and vertical scrollbars to move around the document.
3. You can also use your mouse's scroll wheel (if applicable).



ZOOM IN/OUT

1. Click on the **zoom tool** in the toolbar. Click anywhere to zoom in. Hold **Alt** and click to zoom out.
2. Alternatively, use the keyboard shortcuts:
 - **Ctrl+Numpad +** to zoom in
 - **Ctrl+Numpad -** to zoom out.
3. Alternatively, click: **View/Zoom in/out**
4. Alternatively, you can hold **Alt** and use your mouse's scroll wheel.



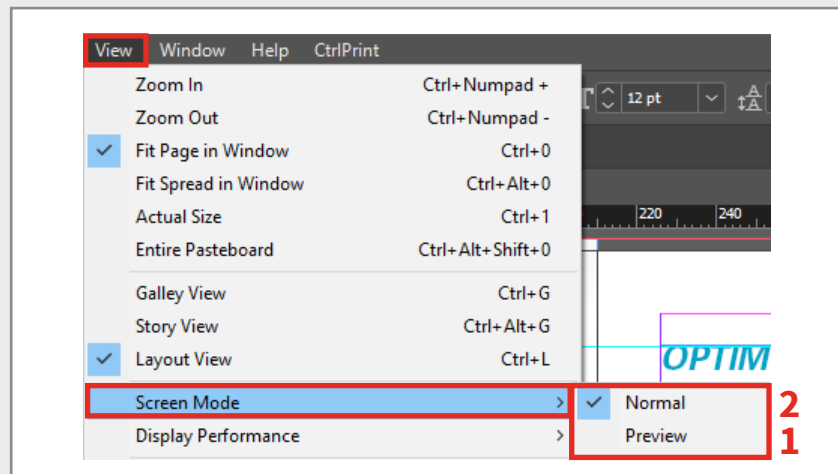
PREVIEW MODE

Use Preview mode to view the document without any visible TrackChanges, guides or text frames.

1. Click: **View/Screen Mode/Preview**

WARNING: TrackChanges will be hidden in Preview mode. To display TrackChanges again:

2. Click: **View/Screen Mode/Normal** from the InCopy top menu bar.



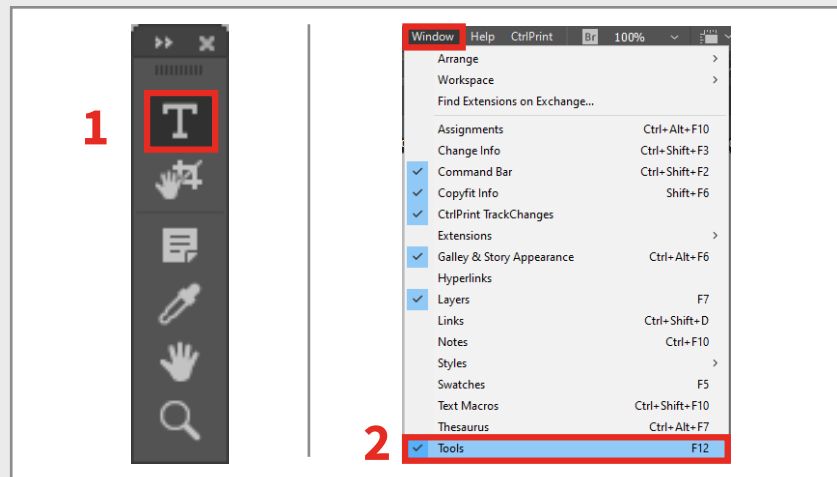
WORKING WITH TEXT - EDITING TEXT

The Walkthrough

EDIT TEXT (TEXT TOOL)

Use the text tool to select an area where you want to edit text.

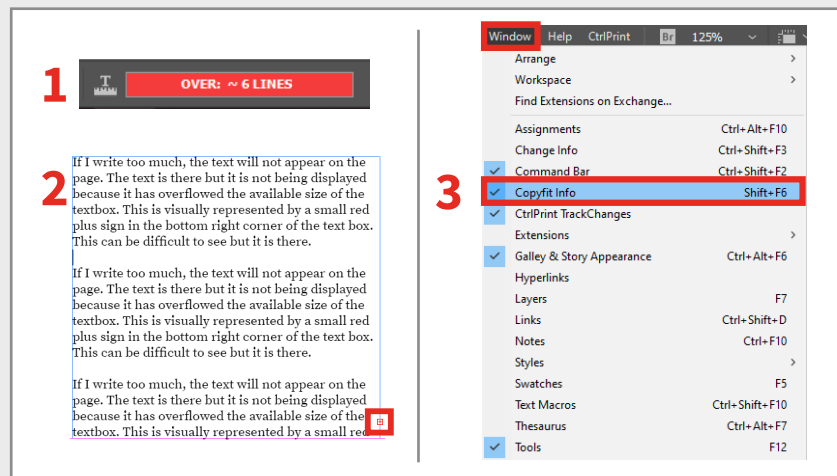
1. Click on the **text tool** in the toolbar. Alternatively, use the keyboard shortcut **T**.
2. Can't see the Tools toolbar?
 - Press **F12** on your keyboard.
 - Click: **Window/Tools** from the InCopy top menu bar.



COPYFIT

InCopy will alert you if text has overflowed the bottom of the text box (overmatter) by showing:

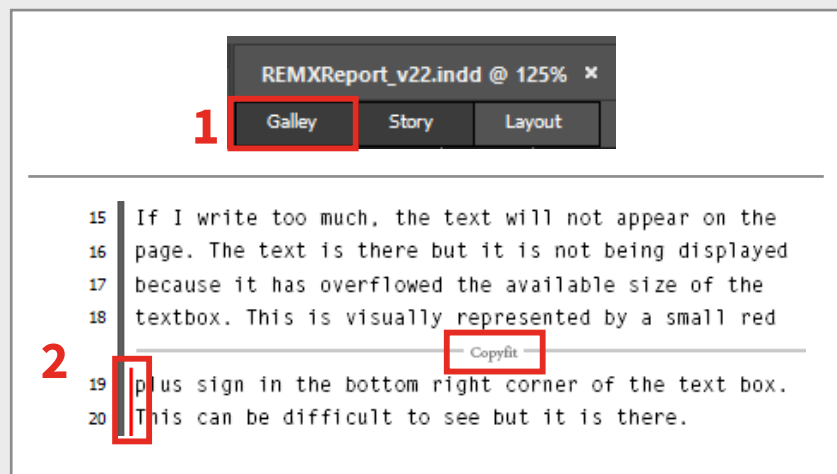
1. A red Copyfit warning at the bottom of the window.
2. A small red plus sign in the bottom right corner of the text box.
3. Can't see the Copyfit toolbar?
 - Press **Shift+F6** on your keyboard.
 - Click: **Window/Copyfit Info** from the InCopy top menu bar.



VIEW AND EDIT OVERMATTER

You can still edit any text that has overflowed the bottom of a text box:

1. Highlight the last few words in the text frame. Click the **Galley** tab in the top left corner above the document. Alternatively, use the keyboard shortcut **Ctrl+G**.
2. Any text that is not visible in Layout View will be indicated by a **red line to the left**, and also with a line labeled **Copyfit**.



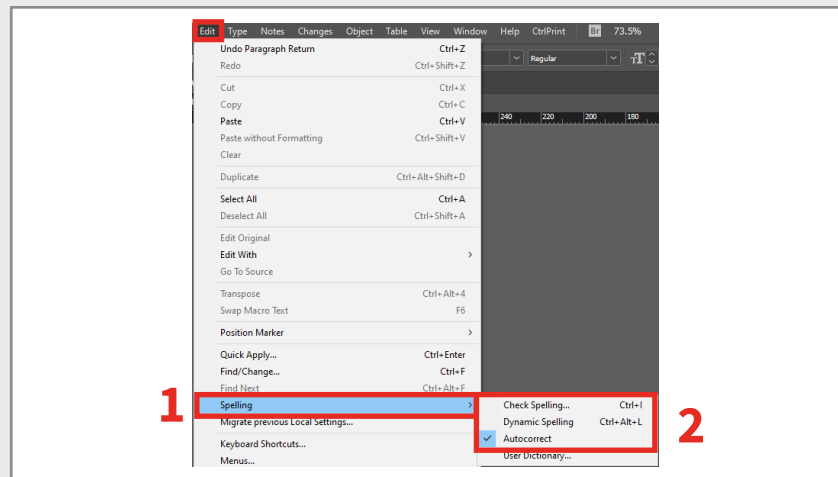
USE SPELLCHECKER AND FIND/CHANGE

The Walkthrough

USE SPELLCHECKER

You can check your spelling manually or have InCopy check automatically.

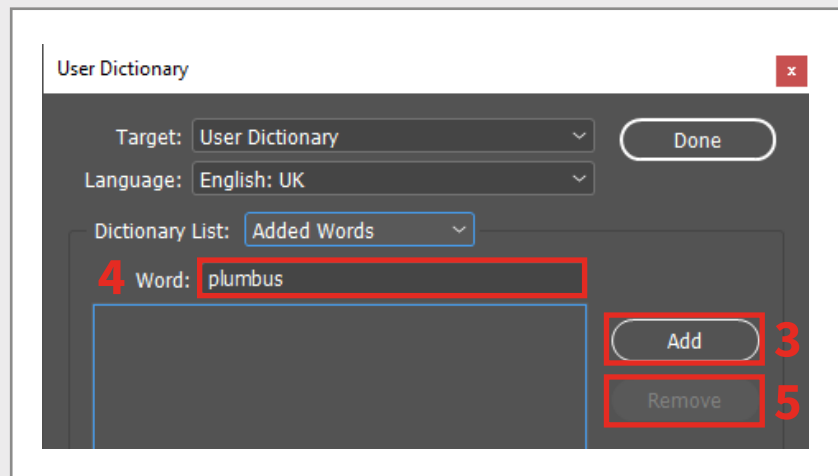
1. Click **Edit/Spelling** from the InCopy top menu bar.
2. Pick a spelling option:
 - Select **Check Spelling** to start spellchecking your document.
 - Select **Dynamic Spelling** to check spelling as you type.
 - Select **Autocorrect** to toggle the autocorrector.



ADD/REMOVE CUSTOM WORDS

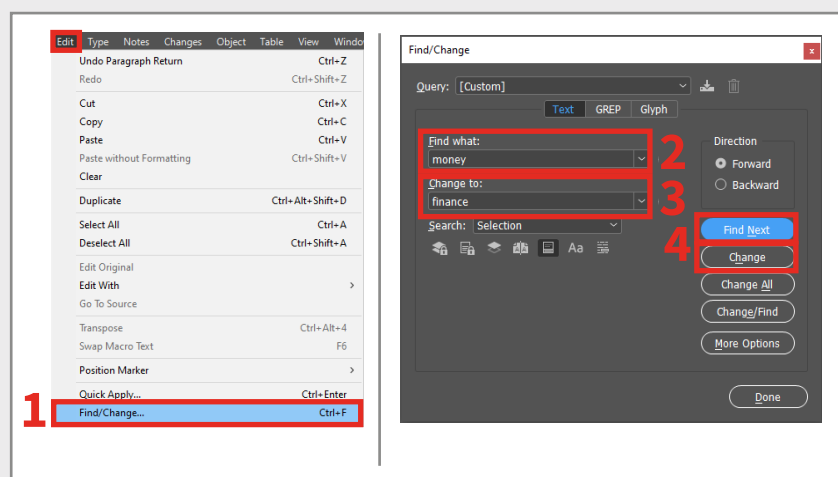
You can add words you use regularly but aren't in the dictionary:

1. Highlight the word you want to add to the dictionary.
2. Click: **Edit/Spelling/User Dictionary** from the InCopy top menu bar.
3. Click: **Add**.
4. You can also type the word you want to add into the word field.
5. To remove the word from your dictionary, select the word and click: **Remove**.



USE FIND/CHANGE

1. Click **Edit/Spelling/FindChange** from the InCopy top menu bar.
2. Type the word you want to find in the **Find what** field. You can also type the word you want to replace it with in the **Change to** field.
3. Specify whether you want to search the whole document or just the text box that you are working in.
4. Click: **Find Next** to go to the next match, Click: **Change** to make the change.



2

Advanced InCopy tools

Using text styles	34
Using the Eyedropper tool	35
Show hidden text characters	36
Working with tables	37

WARNING

The tools and techniques listed here are for advanced users only. These tools have an impact on how your document looks and may have a knock-on effect somewhere else in the designed document.

Please talk to your design agency before changing any text styles or adding rows or columns to tables. It is often easier and safer for the designers responsible for formatting your document to make these types of changes.

USING TEXT STYLES

The Walkthrough

WHAT ARE TEXT STYLES?

Your designers will have created text styles for different types of text in your chapter. In the example image, right, you will see that there are four text styles with different fonts, sizes, colours etc.

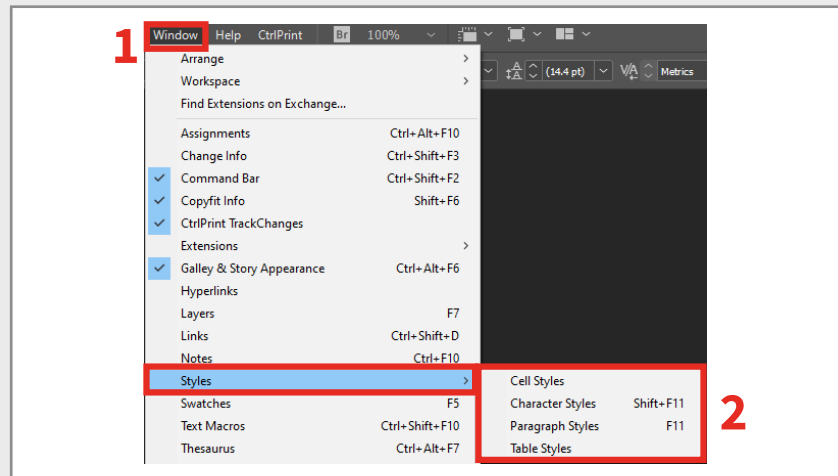
Designers use text styles so they can quickly and easily apply the approved style. Editing the style updates all text with the style applied (i.e. hundreds of pages of text can be updated with only a few clicks).



OPEN THE STYLES PANEL

1. Click: **Window/Styles** from the InCopy top menu bar.
2. Select which style panel you want to display:
 - Cell Styles
 - Character Styles
 - Paragraph Styles
 - Table Styles

WARNING: contact your design agency to confirm which style you should be using.

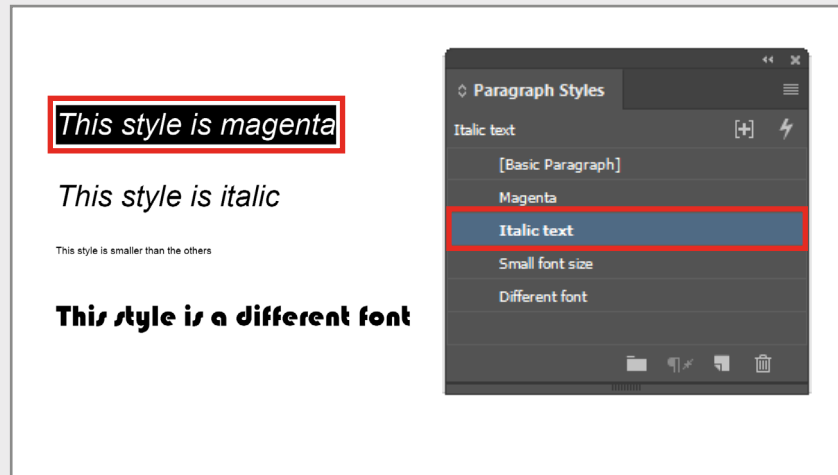


FORMAT TEXT WITH STYLES

3. Highlight the text you want to format and click **the style you want to apply**.

In the example image, right, we have applied the Italic style to the line that says "This style is magenta".

WARNING: applying a new style to text replaces any previously applied style.



USING THE EYEDROPPER TOOL

The Walkthrough

WHAT IS THE EYEDROPPER TOOL?

The Eyedropper tool allows you to click some text to copy its style and then apply that style to some text with a different style.

It can be used instead of the Styles panel (page 33) when formatting text. The key difference between the two methods is that you do not need to know the name of the text style you want to apply when using the Eyedropper tool – you just need to click the style you want to use.

SELECT TEXT STYLE

1. Click on the **eyedropper tool** in the toolbar. Alternatively, use the keyboard shortcut I.
2. Click on the text that has the style you want to copy. In the example images, right, we have copied the magenta style. We will apply it to the italic text in step 4, below.
3. The eyedropper tool icon will change to indicate it has copied the style.

FORMAT TEXT WITH EYEDROPPER

4. Click on the text you want to apply the copied style to.
5. The eyedropper tool will keep the copied style. You can now click on any other text you want to apply the copied style to.
6. To reload the eyedropper tool with a different style, **hold ALT and click on the text** with the style you want to copy. Alternatively, select any other tool from the toolbar and then select the eyedropper tool again.



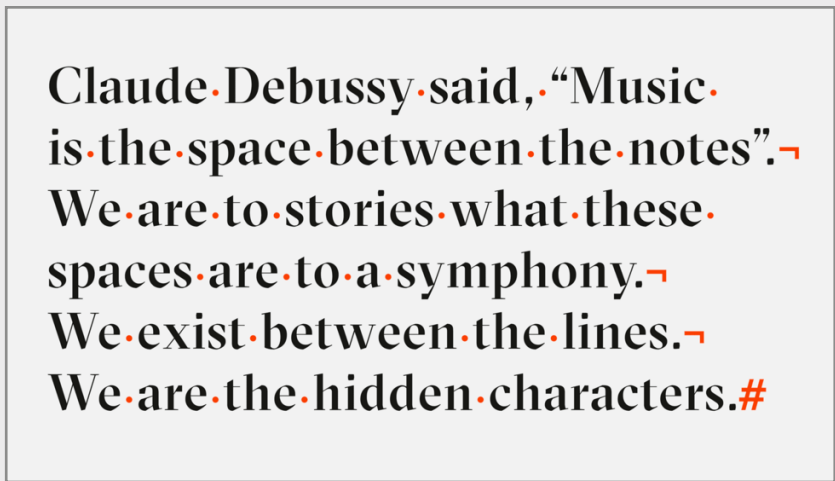
SHOW HIDDEN TEXT CHARACTERS

The Walkthrough

WHAT ARE HIDDEN CHARACTERS?

Every time you use the Spacebar, Tab key, Return key, or Enter key, you create an invisible character in the text. In the example image, right, you will see that the orange dots between the words represent spaces.

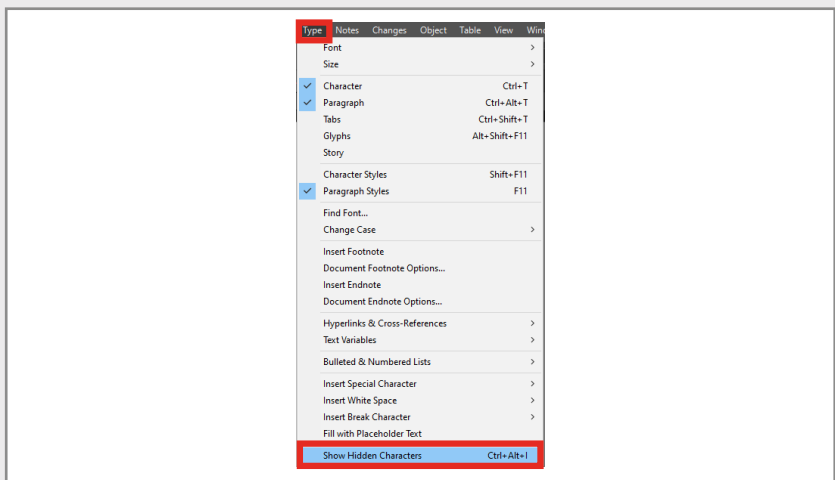
These hidden characters can be turned on to let you see where the spaces, tabs, and paragraph returns fall in the text. This can be very useful when editing text.



SHOW HIDDEN CHARACTERS

Click: **Window/Show Hidden Characters** from the InCopy top menu bar.

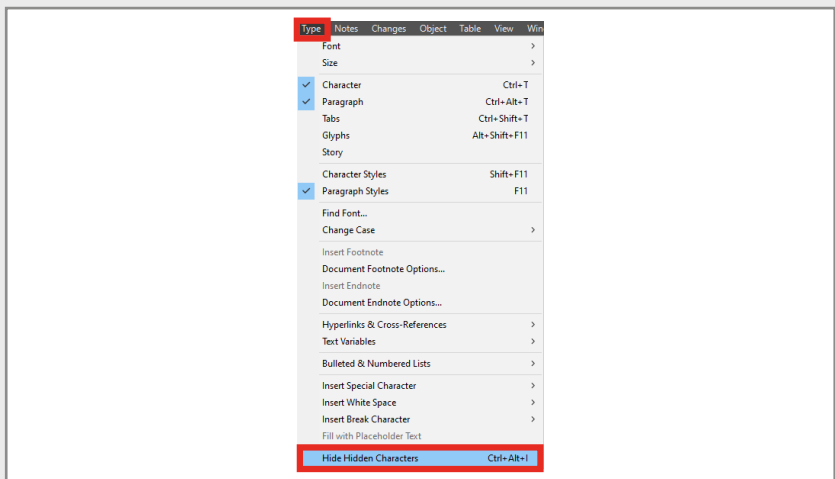
Alternatively, use the keyboard shortcut **Ctrl+Alt+I**.



HIDE HIDDEN CHARACTERS

Click: **Window/Hide Hidden Characters** from the InCopy top menu bar.

Alternatively, use the keyboard shortcut **Ctrl+Alt+I**.



WORKING WITH TABLES

The Walkthrough

TABLES AND INCOPY

Your design agency can create tables in InDesign that you can edit in InCopy.

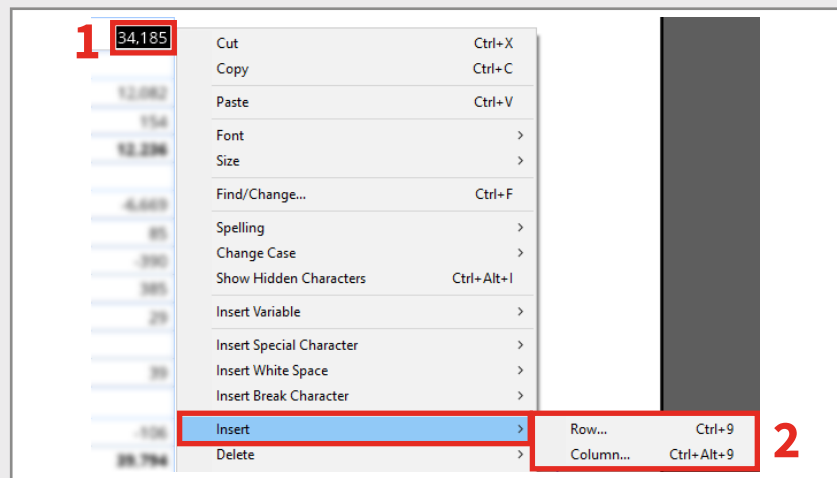
WARNING: InCopy tables do not work like Excel spreadsheets. There is no maths functionality, formulae or autosum feature.

Any totals will not be updated if you change a number in the table.

Amounts in GBP	Retained earnings	Total	Non-controlling interests	Total equity
Opening balance, Jan. 1	28,810	34,131	54	34,185
Profit for the year	12,072	12,072	10	12,082
Other comprehensive income for the year	27	157	-3	154
Total comprehensive income for the year	12,099	12,229	7	12,236
Dividends	-6,668	-6,668	-1	-6,669
Change in non-controlling interests	-2	-2	87	85
Acquisition of series A shares	-390	-390		-390
Divestment of series A shares held by ESEF Group	287	385		385
Divestment of series B shares held by ESEF Group	12	29		29
Share-based payment, equity settled				
- expense during the year	39	39		39

ADD ROWS AND COLUMNS

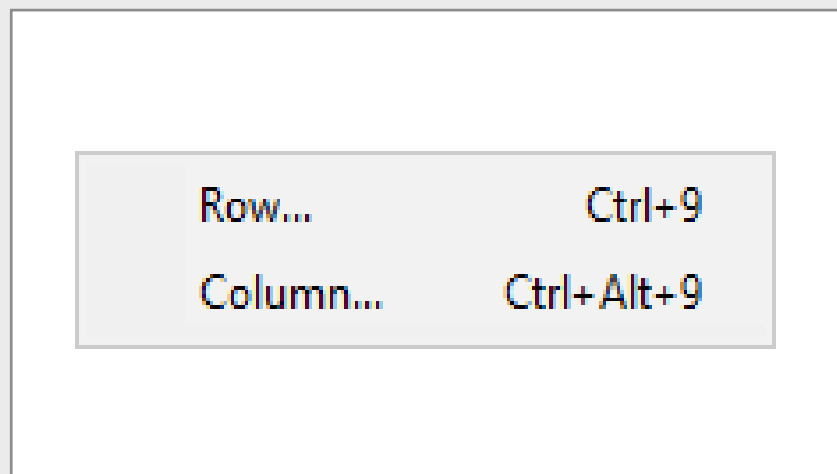
1. Right click on the cell where you want to add a new row or column.
2. Click **Insert** and choose whether to add a row or a column.
3. Select whether to insert the row above or below the selected row, or the column to the right or left of the select column.



KEYBOARD SHORTCUTS

Alternatively, use the keyboard shortcuts:

1. Click on the cell where you want to add a new row or column
2. Press **Ctrl+9** to add a row
Press **Ctrl+Alt+9** to add a column.



CtrlPrint

User Guide

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