

InCOPY EDITING

WHAT IS InCOPY?

InCopy is a professional word processor that integrates with InDesign. While InDesign is used to publish printed material, InCopy is used for word processing. It enables editors to write and edit design documents. The software includes features such as spell check, track changes, and word count, and has various viewing modes that allow editors to visually inspect design elements – just as it looks to the designer working in Adobe InDesign.

 **The following instructions are specific to the editor and designer SHARING A SERVER.**

STEP 1

OPEN THE FILE

- › Open up the InDesign file from the server, in InCopy – the file must remain on the server, with the same name, unmoved (or all linked assignments will be broken and work will be lost!)
- › **Viewing the file** – There are two ways to view the file, preview and normal. You can find this under **View > Screen mode**. **Preview** shows the file with content only, as it will appear in print. **Normal** shows the file with grids, bounding boxes, margins and bleed.

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DO NOT

- › Rename files
- › Move files
- › Rename folders
- › Move folders
- › Open the working file in InDesign

TIPS



Save Save Save

Go to the 'File' menu and 'Save All Content' periodically to safe guard your work!

Finding your panel docks

The panel dock is essentially your dock of expanded tools. You can find this panel under the windows pull down menu, under Workspace.

The default setting for this will start with 'Essentials'. Change it to 'Advanced' to see the most frequently used panels. You can find this preference at the top right hand corner of your document.



STEP 2

FIND YOUR ASSIGNMENTS PANEL

- › Under the **window** menu, open your **assignments** panel to see each individually listed story.
- › Under the **Unassigned InCopy Content** tab, the document will have numerous **stories**.
- › The layout view will show each **story** block that is editable to you and will have an icon in the top left corner for visual reference, everything else is locked and not accessible to the editor.

STEP 3

CHECK OUT YOUR STORIES AND EDIT

- › **Check out** your stories – or the whole unassigned content by either using the assignments panel, and right clicking the story to **check it out**. You can **check out** the stories individually, or as a whole by **checking out** the Unassigned InCopy Content tab. Or you can double click the story on the actual layout and follow the prompts.
- › Some stories may have a red '+' in the bottom right – this means there is too much text for the frame. To access this text you'll need to change your view from **layout** to **story** or **galley**, in the top left corner of the file preview.
- › Once finished editing, simply close the file and InCopy will prompt you to **check in** all content – choose yes, and the content will now be available to the designer.



For a more in-depth tutorial, visit:

LinkedIn Learning



fig. 1

A screen shot of the icon that indicates a story block is editable. The icon is a graphic of the world with an arrow pointing downward.

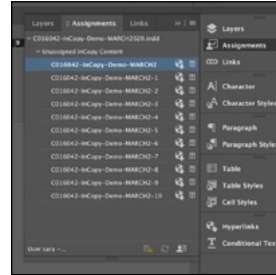


fig. 2

A screen shot of the Assignments panel.

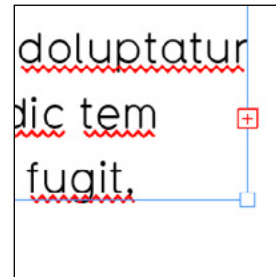


fig. 3

A screen shot of the red '+' symbol that indicates there is too much text for a frame.

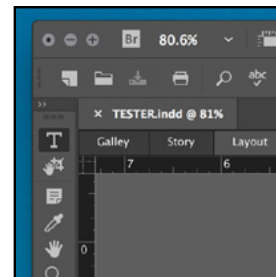


fig. 4

A screen shot of the tabs located in the top left corner of the file preview that are used to change between galley, story, or layout views.

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