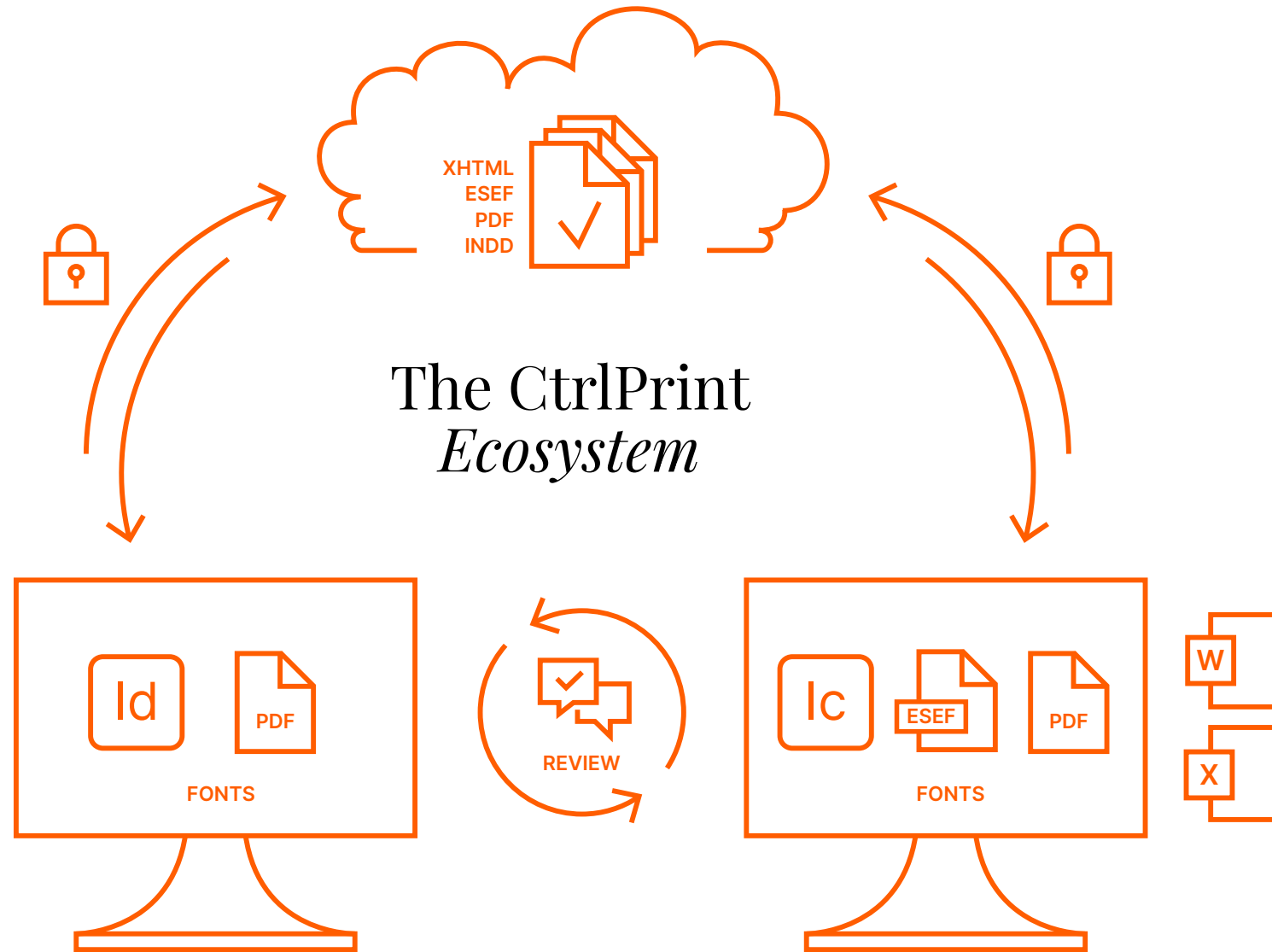


Get started with
CtrlPrint and Adobe InCopy

MICAELA ABREU CAESAR

Learning objectives

- What is CtrlPrint and how does it work?
- What needs to be installed?
- Run through of CtrlPrint & Adobe InCopy
- PDFs and CtrlPrint Review
- Contacting CtrlPrint Client services



THE FILE HANDLER TRANSFER MANAGER

- Transfers documents between the users' computers and the platform

THE CLOUD PLATFORM

- Version handling of documents
- Storage and access to PDF:s
- Permissions settings
- Enables TrackChanges
- Stores encrypted data in three data centers

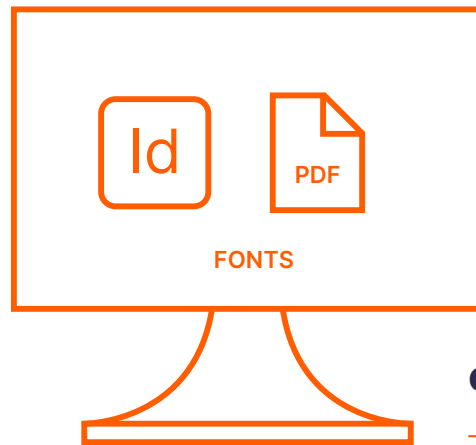


ALSO INCLUDED IN THE SERVICE

- Free of charge training in CtrlPrint and InCopy
- Free access to support in Swedish, English and Finnish

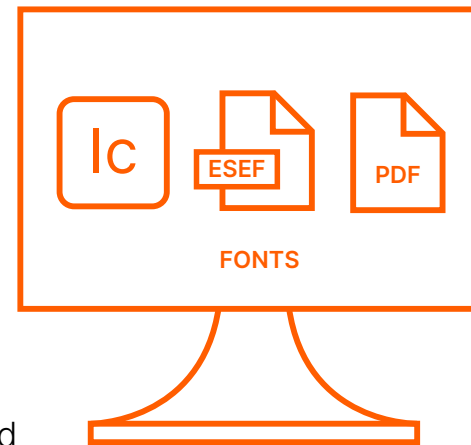
ADOBE INDESIGN

- Used by a designer
- Creates the "template"
- Uploads the first version of documents and PDF:s
- Creates new documents and PDF:s



CTRLPRINT REVIEW

- Discuss, comment and complete work together



ADOBE INCOPY

- Edit text and tables
- Layout and images are locked
- Installed on the user's computer
- Creates new documents and PDF:s

What needs to be *installed*?



1. Adobe Creative Cloud

- Validates license, installs and updates InCopy



2. Adobe InCopy

- Editor for text and tables



3. CtrlPrint Transfer Manager

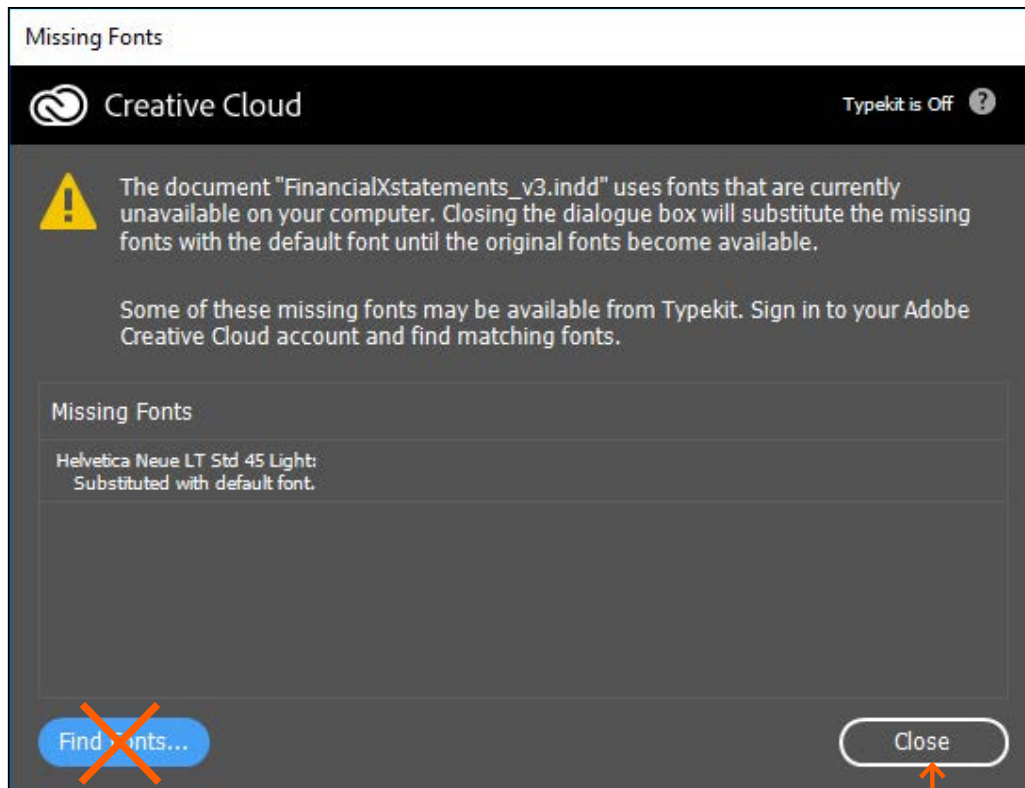
- Transfers files to and from your computer. Check in/out. Identification.



4. Fonts

- You need the correct fonts installed on your computer

Missing fonts can result in *hidden text*



- The fonts are installed on your computer or activated in Adobe Creative Cloud.
- You need the same fonts as the designer used when the document was created.
- If you are missing fonts, InCopy will automatically use other fonts. The document will then look a bit different and if you are unlucky, text at the end of a frame, may be hidden.

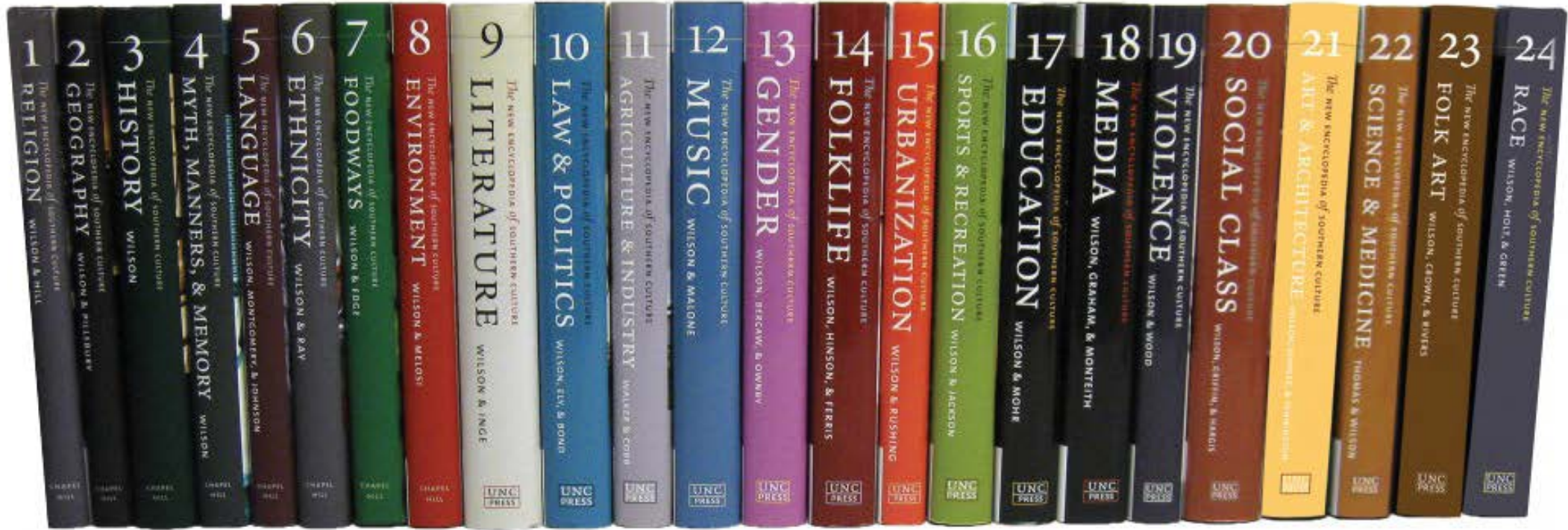
Click here to start work

The report is *split into chapters*

Annual Report



One user at a time *per chapter*



Where to *log in*

- secure.ctrlprint.net
- Add a bookmark for quick access



Run through of *CtrlPrint and InCopy*

- The CtrlPrint interface
- Create a new version of a document
- Tools
- Text editing
- Overmatter
- TrackChanges
- Tables

How to *Review and Comment*

- PDF by chapter/the whole report
- CtrlPrint Review
- Download Excel of all comments in report

Contact *CtrlPrint Client Services*

Web address: support.ctrlprint.net

Mail: support@ctrlprint.net

Sverige: +46 8 743 72 60

United Kingdom: +44 203 630 0134

Suomi: +358 9 4245 4425

Resources

- support.ctrlprint.net
- [CtrlPrint ESEF Learning](#)
- [Tutorials](#)

Many thanks for your
attention and good luck
with your project!

MICAELA ABREU CAESAR

Head of Training

micaela.abreu@ctrlprint.net