

InCopy minimanual



Login, make changes, save og log-off

1. Start Internet Explorer
 - goto <https://vpn.datagraf.dk> and login with provided username and password. If you have lost this you must contact Datagraf
2. Open assignment
 - choose menu File/open
 - use shortcut to My documents in left side of window
 - find folder “Artikler” and perhaps subfolder
 - open your article
3. Take “ownership” of article
 - open palette Window/Assignments and highlight second level
 - Press icon at bottom of palette (mouseover-text: “Check out”)
4. Make changes
 - choose view: Galley, Story eller Layout – typically layout is preferred...
 - choose typetool (T) in toolbox topleft
 - place cursor and make your changes
5. Save
 - press diskicon or ctrl+s
6. Logoff
 - give back ownership (same as bullet no. three)
 - close document: top right - second highest “x”
 - close programe: top right - highest “x”
 - IMPORTANT: wait until blue screen goes away – logout rutine needs to finish correctly. It can take 5–20 seconds.

Make PDF, print and mail

1. Make pdf
 - choose layout view
 - choose menu File/Export
 - use shortcut to My documents in left side of window
 - open pdf-folder and perhaps subfolder
 - give pdf a name and choose pdf as export filetype
 - choose pages in article to export of leave in all pages
 - press “Export”
2. Download pdf
 - minimise InCopy in top yellow bar
 - press link “Incopy pdf folder”
 - click on pdf to download
3. Print or mail
 - open pdf and print from Adobe Reader
 - attach pdf to mail and send it