

luminous

Editor™ and InCopy™

InCopy™ is a software product from Adobe (part of Creative Suite or purchased just on its own) that allows you to edit text in a document that has been designed in InDesign™ and is hosted on a server that you have access to.

Editor™ is Luminous' proprietary system and plugin that provides secure access to the files for editing content and adds complete version control to the process (something not available directly in InCopy)

Benefits

Editor™ allows clients the ability to directly access the designed file to make text changes and additions without having to call the design company to do them. Clients can also produce high quality PDFs of the document to share with colleagues, Board etc.

The initial design of the document and agreed structure is done by Luminous in collaboration with the client to setup the file. The initial draft content is flowed in and the relevant areas that can be edited are made active. Secure logins are then created and the file(s) are placed on the secure Editor™ server and then access is granted. Training in using Editor™ and InCopy™ is made available as needed.

Clear communication in the initial stages of the project to determine pagination, sections and estimated content flow is important. If content exceeds the allowed area in the design, the design team need to access the file, make appropriate changes and then make the document available for further editing.

Clients can make changes at any time of night or day. Content can be managed in sections (ie CEOs Report, Remuneration report etc) so that multiple sections can be edited by different people at the same time. Each individual section can only be edited by one person at a time to maintain content integrity. This is where content is "checked out" while editing and then "checked in" before others can edit.

As well as providing secure access to the files, Editor™ adds version control to the document providing continuous backing up and the ability to "roll-back" the content to a previous version if needed. Any time someone edits the file and closes the file a version of that content is automatically saved.

Access

Luminous' secure Editor™ server is a private server wholly owned and managed by Luminous located in a secure Data Centre in Sydney NSW Australia.

Clients are provided access to a folder on the Luminous Editor™ Server with a secure login and password that follows Luminous' strict password policy and protocols.

Luminous internal access to the folder is on a need to know basis with only staff approved for the project given access.

All data is encrypted in transit.

All files are backed up hourly for the previous 24 hours, then daily for the previous week, then weekly for the previous month.

Software requirements

Adobe InCopy (available for purchase direct from Adobe).

Editor Plugin supplied by Luminous. Installer for Mac or Windows available when services engaged

Fonts that are used in the project must be purchased by the client and installed on any computer that is going to access Editor™.

System Requirements

Windows™ and/or Mac™ compatible.

Server Details

TBD