

## Editar™ 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.

Editar™ is Sodali & Co's 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

Editar™ 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 Sodali & Co 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 Editar™ server and then access is granted. Training in using Editar™ 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, Editar™ 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

Sodali & Co's Editar is a cloud-based solution that operates on the WebDav concept. It functions in a way that allows clients to navigate to a URL from their file explorer and enter security credentials to access files or folders within the system. All folders and files are managed with access control, ensuring that people without permission cannot access the system.

In terms of security, all stored files are encrypted at the system level and in transit, and access to the backend of the system is through a VPN. All incoming and outgoing files are fully scanned and checked for vulnerabilities. Additionally, we perform real-time scanning of the system to identify vulnerabilities. Moreover, at Morrow Sodali, we undergo annual penetration tests.

All files are backed up daily.

### Software requirements

Adobe InCopy (available for purchase direct from Adobe).

Editar Plugin supplied by Sodali & Co. 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 Editar™.

### System Requirements

Windows™ and/or Mac™ compatible.

### Server Details

The Server where Editar is hosted is running Microsoft Windows Server 2022 Datacentre Azure Edition