



Adobe® InCopy CS4

Duration: 2 Days

Overview:

Adobe InCopy CS4 is a professional writing and editing program that tightly integrates with Adobe InDesign® CS4 software. It is for collaborative editorial workflow offering 100% accurate copy fitting, highly customising professional editorial tools, and support for parallel work flows between designers and editors.

Prerequisites:

A basic understanding of the computer operating system you are using.

DAY 1

Work Environment

- Customising Keyboard Short-cuts
- Customising preferences & global Defaults
- Customising Menus & Workspaces
- Using Galley view
- Using Story view
- Using Layout view
- Saving of Reordered InCopy Stories
- Changing Text Preview Attributes

Documents Setups

- Working with stand-alone documents
- Difference Document types & template (New XML-based file formats)
- Document presets
- Using grids, rulers, and guides
- Agate measurement units
- Adding pages
- Saved file formats
- Export file formats
- Version Control
- Alternates
- Spread view rotation
- Facing Pages option

Integrating InCopy and InDesign

- Working with InDesign documents in InCopy
- Working with Assignment Files (incl. e-mail based Assignments)
- Assignment Palette (Broken, Missing, Locked Stories)
- LiveEdit Workflow
- About checking stories out and in
- Overriding locked files (InDesign)
- Working with story files in InCopy
- Working with linked stories
- Placing an InCopy story in an InDesign document

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Page Elements and Graphics

Placing and Manipulating Graphics & PDF's
Image File Formats
Inline Graphics
Links Palette

Importing & Manipulating

Importing Text (Word, Excel, PDF, other)
Finding and changing text & Styles
Word Count Facility
Copy fitting text
Transpose
Correct Missing Fonts
Quick Apply

Spelling

Checking spelling
Auto Correct
Create a User Dictionary
Using the thesaurus
Import a Word List into a User Dictionary

Colours and Swatches

Creating Colour Swatches
Creating Tint Swatches
Swatch Options
Applying Fills and Strokes to Type

Working with editorial notes

Creating Notes
Converting Notes
Add notes in tables

DAY 2

Formatting Type

Open Type Fonts
Character Formatting (Tracking, Kerning, Sizing, Leading, Case Position, Skew, Scale, Underline)
Paragraph Formatting (Alignment, Indenting, Drop Cap, Paragraph spacing)
Tabs
Hyphenation & Justification
Glyphs palette (Filter, sort, & save)
Special Characters, Inserting white spaces & Breaks
Optical Story Alignment
Advanced bulleted and numbered lists

Applying Styles

Creating Styles
Local Overrides in Styles
Basing One Style on Another
Importing and Redefining Styles
Nested Styles & Looping
Nested line styles
GREP styles

Tracking and reviewing changes

Enabling of Change Tracking
Reviewing Changes Made
Track changes in tables

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Layers

- Creating layers
- Viewing & locking layers
- Stacking & rearranging layers
- Selecting, copying, merging & flattening layers

Using Tables

- Creating & Editing Tables
- Importing of Tables
- Formatting Tables
- Importing tables from Excel
- Tables and cell styles

Advanced Text Manipulation

- Text Macros
- Tags
- Text variables (Repeating & Dynamic Elements)
- XML
- Conditional text
- Hyperlinks
- Cross-references
- Autocorrect editing

Creating Acrobat PDF Files

- Export to PDF
- PDF Presets
- PDF Options
- PDF Files for Printing

Printing

- Output and the Print Dialogue Box
- Exploring the Print Setup Options
- Print Presets