COURSE SYLLABUS

Adobe InCopy

Learn how to contribute to an InCopy/InDesign workflow, edit text, apply styles, add comments, and more with our customized Adobe InCopy training. Editors and copywriters can quickly learn the workflow and features of InCopy to efficiently contribute content to InDesign documents.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/adobe-incopy



hello@nobledesktop.com • (212) 226-4149

Course Outline

Topics We Can Cover: We'll Customize For Your Group

The InDesign & InCopy Workflow
Setting Your User Name
Story, Galley, & Layout Views
Layout View: Navigating, Zooming, Etc.
Customizing the Interface: Panels & Workspaces
Creating Toolbars & Multiple Document Windows
Importing Word Documents
How to Properly Use Tabs
Special Characters & the Glyphs Panel
Applying Paragraph & Character Styles
Removing Paragraph & Character Styles
Adding Notes
Viewing Notes
Checking In, Checking Out, & Canceling a Check Out
The Assignments Panel
Tracking Changes
Copyfitting
Importing Tables
Creating & Editing Tables
Find/Change
Text Macros & Autocorrect
Spell Checking
Shared Spelling Dictionaries

The Thesaurus

Printing Layouts & Exporting Text

Recommended Preferences & Setting Defaults