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

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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