

Adobe InCopy

Quickly get started with Adobe InCopy so you can edit content and contribute to projects build with Adobe InDesign. Learn how to contribute to an InCopy/InDesign workflow, edit text, copyfit, apply premade styles such as Paragraph and Character styles, add comments, and more.

Group classes in NYC and onsite training is available for this course. For more information, email hello@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