



Adobe InCopy

INCOPY TRAINING COURSE SYNOPSIS

Adobe InCopy software is a professional writing and editing program that tightly integrates with Adobe InDesign software to deliver a complete solution for collaborative editorial workflow. In this class you will get hands-on practice working with basic and advanced techniques to get the most out of your experience.

INCOPY TRAINING COURSE LENGTH AND TIME

This class is 1 day long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

WHAT YOU WILL LEARN IN THIS INCOPY TRAINING COURSE

- Using the InCopy Interface
- Working in Layout View
- Customizing Your Workspace
- Assignments workflow
- Multiple text format support
- Story separator
- XML and scripting support

WHO SHOULD ATTEND THIS INCOPY TRAINING COURSE

Graphic professionals using Adobe InDesign who need an essential understanding of workflow process using InCopy with an emphasis on real-world issues and collaborative editorial production.

INCOPY ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS INCOPY TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

PREREQUISITES FOR THIS INCOPY TRAINING COURSE

This class is appropriate for editors who are new to InDesign but will be contributing to an InDesign publication, as well as InDesign users who will be creating documents for use with editors using InCopy. It is not designed as an introduction to InDesign, however.

GOALS FOR THIS INCOPY TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

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LESSON 1 - THE INCOPY INTERFACE

- Using the Toolbars
- Accessing Palettes
- Organizing Palettes
- Viewing Documents
- Navigating the Document Window
- Customizing Galley and Story Appearance
- Viewing Multiple Stories
- The Structure Pane
- Adjusting Display Performance
- Previewing Documents
- Customizing Preferences
- Customizing Keyboard Shortcuts
- Updating Your Software
- Accessing the Help Files

LESSON 2 - GETTING STARTED: CREATING, OPENING, PLACING, AND IMPORTING DOCUMENTS

- User Designation
- Creating a New Document
- Working with Document Presets
- Working with Existing InCopy Files
- Working with MS Word Documents
- Working with .rtf Files
- Working with .txt Files

LESSON 3 - EDITING AND FORMATTING TEXT

- Editing Text
- Formatting Text
- Understanding OpenType
- Ensuring Consistency

LESSON 4 - TEXT AUTOMATION

- Assigning a Language
- Managing Dictionaries
- Using Spell Check
- Understanding Dynamic Spelling
- Using Autocorrect
- Text Macros
- Using Find/Change
- Using the Thesaurus

LESSON 5 - TRACKING TEXT EDITS

- User Designation
- Working with Track Changes
- Using the Change Info Palette
- Hiding and Showing Changes
- Responding to Tracked Changes

- Working with Notes
- Printing Stories
- Exporting to PDF
- Working with Embedded Metadata

LESSON 6 - WORKING WITH IMAGES, TABLES, AND FOOTNOTES

- Working with Images
- Working with Tables
- Creating and Editing Footnotes

LESSON 7 - XML AND INCOPY

- What is XML?
- Creating New Tags
- Manually Applying and Managing Tags
- Automating the Tagging Process
- Viewing Structure
- Working with and Validating DTDs
- Exporting XML

LESSON 8 - UNDERSTANDING THE INCOPY WORKFLOW

- LiveEdit Workflow Plug-Ins
- Exporting InCopy Stories from InDesign
- Opening InDesign Files
- Opening InCopy Stories
- Improving Efficiency with Assignments
- Using Check In and Check Out
- Calculating Copyfit
- Unlinking InCopy Stories
- Archiving Publications
- Upgrading from Previous Versions

LESSON 9 - WORKFLOW SCENARIOS

- Design-first Workflow
- Content-first Workflow
- Parallel Workflow