



# 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

# Adobe® InCopy CS4

## **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

# Adobe® InCopy CS4

## **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