

InCopy CS3 Introduction

Length: 1 Day

Summary: You will explore and organize the InCopy workspace and create basic documents, add content to an Adobe InCopy document, edit content in an InCopy document, collaborate InCopy work, and create output from InCopy documents.

COURSE CONTENT

GETTING STARTED WITH ADOBE INCOPY

- Organize the Workspace
- Create a New Document Using Adobe InCopy
- Create a New Adobe InCopy Document Using Adobe InDesign

ADDING CONTENT TO ADOBE INCOPY DOCUMENTS

- Add Text
- Add Pictures
- Add List Items
- Add Tables
- Insert Footnotes

EDITING CONTENT IN ADOBE INCOPY DOCUMENTS

- Format Text
- Apply Styles
- Change Text and Text Formatting
- Check Spelling
- Work with Pictures

COLLABORATING INCOPY WORK

- Manage Assignments
- Collaborate with Notes
- Edit in Track Changes Mode
- Validate Tracked Changes

CREATING OUTPUT FROM INCOPY DOCUMENTS

- Print an InCopy Document
- Export an InCopy Document