

Adobe InCopy Topics

Understanding the LiveEdit Workflow

- LiveEdit purpose
 - Old-Style Workflow
 - LiveEdit Workflow
- InDesign (ID) functions
 - InCopy Add-ons
- InCopy (IC) functions
- Server setup
 - Job Folder setup
- Cross-Platform Issues
 - Fonts
 - Graphics
 - File Extensions

Introduction to IC/ID

- Palettes
 - Layers
 - Character/Paragraph
 - Character Styles/Paragraph Styles
 - Table Styles/Cell Styles
 - Swatches
 - Links
 - Assignments
- Saving Workspaces
- Menus & Tools review
- Story Views
 - Layout
 - Zoom in/out options
 - Story
 - Collapse/Expand stories
 - Galley
 - Display settings for Story/Galley views

Common ID& IC Editorial Features

- Notes
 - Inserting, Viewing
- Importing Text
 - MS Word Import
 - Import with Styles
 - Paste without formatting
- Inserting & Viewing Characters
 - Special Characters
 - White Space
 - Glyphs
 - Custom Glyphs
 - Viewing Hidden Characters
 - Break Characters vs. Style settings
- Case Change
- Spell Check
 - User Dictionaries
 - Dynamic Spell Checking
 - Correcting/User Dict.
- Auto-Correct Options
- Text Formatting
 - Manual
 - Styles
 - Quick Apply
 - Apply Next Style

- Find/Replace
 - Special Characters
 - Formatting options
 - GREP Find/Change
- Bullets & Numbers
- Footnotes
- Tables
 - Insertings, Editing
 - Importing Tables from Word & Excel
- Track Changes
 - Activating
 - Accepting/Rejecting changes

Editorial Features

- Thesaurus
- Text Macros
- Position Marker
- Copyfit (limited overset in ID)
- Transpose

Common Graphic Features

- Image Import
 - Formats
 - Layer Control for PSD, AI & PDF files
 - Positioning Graphic
 - Fitting Graphic

Workflow from the Start

- LiveEdit with ID*
- Setup
 - Specify User name
 - Show Frame Edges if necessary
- Layout Methods
 - Layer-Based Workflow
 - Assignment-Based Workflow
 - Email-Based Workflow
- Creating Assignments
 - Assignment Options
- Editing Stories in ID
 - Checking In/Out
- Updating Other Assignments in ID

LiveEdit with IC

- Opening Assignments in IC
 - Checking Assignments In/Out
 - Editing stories
- Updating Layout in IC
- Starting New Stories from IC
- Importing Styles

Additional ID Features

- (covered time permitting or upon request)
- Creating Styles
 - Paragraph
 - Character
- Advanced Table Formatting
- Creating New Swatches
- Tabs
- Editing Keyboard Shortcuts