

## InCopy Introduction - 1 day Beginner course

If editorial plays a large part in your design workflow, then InCopy is for you. Learn about workflows, tracking changes, editing essentials and more. Bring design and content in one collaborative environment. InCopy software tightly integrates with InDesign to enable enhanced collaboration between design and editorial teams. Distribute assignments between co-authors and dynamically improve your workflow from conception to completion.

### Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

### Overview

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 workflows. In this class you will get hands-on practice with basic and advanced techniques to get the most out of your experience.

### Who is this course for?

Graphic professionals using Adobe InDesign who need an essential understanding of workflow processes using InCopy, with an emphasis on real-world issues and collaborative editorial production. The course also suits editorial staff with Microsoft Word skills and those with little or no experience of InDesign.

### Assumed knowledge

We recommend designers already have basic experience of InDesign, but editors do not require any previous knowledge.



### What you will learn

- Using the InCopy interface
- Assignments workflow
- Standalone copyfit
- Working in Layout View
- Check out and check in
- Multiple text format support
- Adobe PDF export options
- Customising your workspace
- Creating and editing tables
- Story separator
- LiveEdit workflow

Level: **Beginner**  
Duration: **1 day**  
Cost: **£299 +VAT**



Claim: **£60 FlexiCredit**  
Exam included: **No**

Mac and Windows    
Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

### Payment

Payment can be made by cheque, BACS or all major credit/debit cards

### London Covent Garden

27 August 2019

26 November 2019

### Related Courses

InDesign Introduction  
InDesign Masterclass  
InDesign Masterclass + Adobe Certified

## Course outline

### Overview

- Exploring the traditional linear workflow
- Exploring a parallel workflow with InCopy
- The rewards of moving to InCopy
- The challenges of moving to InCopy

### Basic workflows

- Workflow overview
- Project organisation on the server
- Defining usernames and colours
- Understanding stories and frames
- Making stories editable from InDesign
- Editing workflow stories in InCopy
- Checking stories in and out
- Completing a project in InDesign

### The interface

- The three main views of a file
- Default panels and toolbars
- Panel management
- Document navigation

### Editing essentials

- The Assignments panel
- Editing in Layout view
- Editing in Story or Galley view
- Customising the view in Story and Gallery
- Copy fitting your text
- Inserting special characters Importing text
- Working with read-only layouts

### Formatting text

- Applying styles for copy fit
- Applying local character formatting
- Applying local paragraph formatting

### Useful tools

- Checking spelling
- Changing the language
- Thesaurus
- Find/Change
- Auto correct
- Text macros
- Using inline notes

### Track changes

- Track Changes overview
- Setting up and using Track Changes
- Customising the markup
- Accepting and rejecting changes

### Working with images

- InCopy images overview
- Using the Position tool
- Using the Object menu
- Importing and replacing images
- Inserting images into the story

### Standalone mode

- Creating new InCopy documents
- Creating InCopy templates
- Opening linked InCopy stories directly
- Opening Word files in InCopy

### The workflow

- Exporting stories from the layout
- Working with the Assignments panel
- Working with stories in the Links panel
- Fixing links to renamed or deleted stories
- Editing and updating stories in the layout
- Using inline notes in InDesign
- Placing standalone InCopy files
- Closing out of a project

### Assignment workflows

- Assignment workflow overview
- Creating assignments in InDesign
- Working with assignments in InCopy
- Working with local layout files
- Assignment tips

### Working remotely

- Remote workflow overview
- Creating assignment packages in InDesign
- Working with assignment packages in InCopy
- Keeping packages up to date

## Further information

### Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

### Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

### Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

### Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

### General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

# Certitec.

Adobe Authorised Training for Creatives & Professionals

## Contact Certitec

0845 527 0768

[enquiries@certitec.com](mailto:enquiries@certitec.com)

[www.certitec.com](http://www.certitec.com)



### Certitec London

90 Long Acre, Covent Garden, London WC2E 9RZ

### Certitec Cardiff

15th Floor, Brunel House, 2 Fitzalan Road  
Cardiff CF24 0EB

### Certitec Bristol

Broad Quay House, Prince Street, Bristol BS1 4DJ