

Adobe InCopy Fundamentals (8 hours)

Day 1 (4 hours)

1. Introduction

- New features
- Using InCopy
 - Creating workflows
 - Transform your graphics
 - Different documents for Stand-alone
 - Save and export of file
 - Adding metadata
 - Controlling display of graphics
 - Frame grids
 - Rulers and guidelines

2. What you need to know about Workspace

- How to view stories
- Recovering file and undoing action
- Going through your documents
- Preferences options and customization

3. Guide to InDesign and InCopy

- How to share content
- Managing files
- Paragraph styles
- Working with different text styles

4. All you need to know about Typography

- Adding bullets and numbers
- CJK formatting
- Different fonts
- Composition of text
- Using indents and tabs
- Text alignment
- Changing space between CJK
- Character formatting
- Paragraph formatting
- Text formatting
- Making the most of Text
- Special characters
- Notes for editor
- Thesaurus
- Macro text
- Review and track changes
- Variables

Day 2 (4 hours)

5. Inputting on Tables

- Table formatting
- Strokes and fills
- Table creations

6. Setting up for printing

- How to use printer
- Stories printing

7. Using XML

- How to use XML
- XML file usage
- Tag content
- Document structure for XML
- XML export
- Shortcuts on keyboard
- Conclusion