

## Course Overview:

In this course, you will learn how to use the professional writing and editing features of Adobe InCopy CC 2018. You will discover how the tight integration of InCopy CC and Adobe InDesign CC can contribute to an efficient collaborative workflow for document creation, editing and output. Master the Galley, Story and Layout Views as you create and edit, getting precise copyfit and visual feedback information, allowing you to accurately export your stories into InDesign.

## Course Content:

- Using the InCopy CC 2018 Interface
- Using the toolbars, accessing and organizing palettes
- Viewing documents
- Viewing multiple stories
- Creating new documents in Adobe InCopy CC and Adobe InDesign CC
- Working with Document Presets
- Creating and adding content to InCopy CC documents
- Adding text, list items and tables
- Formatting text
- Using Adobe Typekit within InCopy CC
- Using the Eyedropper tool to copy text formatting from one text selection and apply that formatting to different text.
- Using Spell Check
- Defining and applying Styles
- Using Find/Change
- Creating and editing Footnotes
- Inserting images
- Understanding XML tagging in InCopy CC
- Understanding the collaborating process
- Using Assignments
- Editing in Track Changes Mode
- Calculating Copyfit
- Exporting InCopy CC Stories from InDesign CC
- Printing and exporting InCopy CC documents