InCopy CC, Part 2: Workspace, Tools and Spelling

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Prerequisites: This course assumes very little familiarity with Adobe InCopy. This course is part of 5 courses; InCopy CC: Create, Edit and Preferences; InCopy CC: Workspace, Tools and Spelling; InCopy CC: Copyfit, Symbols and Templates; InCopy CC: Tables, Planning and Packages; and InCopy CC: Printing, Publishing and QR Codes. Please be sure to view the courses in order if you are new to the material.

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Course description: This 5 part learning series will teach you how about Adobe InCopy and how it is a writing application designed to incorporate with InDesign CC. It lets copywriters and editors style text, track changes, and make layout edits to a document while designers can be working simultaneously on the same document using InDesign. This video course will take you on a Quick Tour of the InCopy and InDesign workflow and familiarize you with the InCopy workspace. Additional lessons cover writing and editing text in InCopy, using InCopy with InDesign, collaborating with remote designers and authors, proofing, printing, and exporting files. If you're looking for real-world Adobe InCopy CC instruction, you'll find it here.

Course outline:

Managing the Workspace
• Introduction
• Managing the Workspace
• Working with Panels
• Custom Workspace
• Saving the Workspace
• Navigating Documents
• Zoom Methods
• Summary

Tools & Workflow
• Introduction
• Working with Tools
• Resizing & Notes
• Eyedropper & Zoom
• Best Practices
• Creative Cloud
• Multi-Author Scenario
• Realtime Workflow
• Summary

Spell Check & Thesaurus
• Introduction
• Spell Check
• Scope of the Search
• Thesaurus
• Find Change
• More Document Cleaning
• Text Macros
• Summary