Adobe InCopy Training Course

In this Adobe InCopy training class, you learn to use the Adobe InCopy application and discover how it integrates with Adobe InDesign to deliver a complete solution for collaborative editorial workflow. You learn how InCopy puts copy-fitting control back in their hands, reducing the number of editorial review and revision cycles.

What you'll learn in this training course

- To View stories, customizing preferences and defaults and moving through documents in InCopy
- To understand InCopy workspace basics
- Saving & exporting, using Frames, grids, rulers, & guides, importing and transforming graphics

- How to share content with InDesign
- How to format text in InCopy
- How to create, format and edit tables in InCopy
- How to print from InCopy
- How to save a PDF out of InCopy

Audience for this training course

This InCopy training class is for students looking to learn how to use the Adobe InCopy application. It will specifically teach students to integrate InCopy with InDesign to create a complete solution for collaborative editorial workflow.

Training course duration

This class is a one day in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this Adobe InCopy training course

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this Adobe InCopy training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

Adobe InCopy training class topics:

Module 1: Introducing Adobe InCopy
Viewing InCopy stories
Customizing preferences & defaults of Adobe InCopy
Moving through documents

Module 2: The InCopy Workspace
Understanding Adobe InCopy workspace basics
Viewing stories
Customizing preferences & defaults in InCopy
Moving through documents
Using recovery & undo

Module 3: Working With InCopy Documents
Using an InCopy workflow
Working with stand-alone documents
Saving & exporting
Using Frames, grids, rulers, & guides
Importing graphics
Transforming graphics
Controlling graphics display
Controlling graphics display

Module 4: Sharing content with InDesign
Understanding a basic managed-file workflow
Sharing content
Working with assignment packages
Working with managed files
Adjusting your workflow

Module 5: Formatting Text in InCopy
Using fonts
Understanding leading
Kerning & tracking
Formatting characters
Formatting paragraphs
Aligning text
Using tabs & indents
Working with bullets & numbering
Understanding text composition in InCopy

Module 6: Building Tables in InCopy
Creating tables
Selecting & editing tables
Formatting tables
Applying table strokes & fills in InCopy
Applying table & cell styles in InCopy

Module 7: Printing from InCopy
Setting up a printer
Printing stories

Module 8: Saving to PDF
Understanding Adobe PDF
Exporting to Adobe PDF