

Adobe InCopy CS2 Topics

Understanding the LiveEdit Workflow

- LiveEdit purpose
 - Old-Style Workflow
 - LiveEdit Workflow
- InDesign (IDCS2) functions
- InCopy Plug-Ins
- InCopy (ICCS2) functions
- Server setup
 - Job Folder setup
- Cross-Platform Issues
 - Fonts
 - Graphics
 - File Extensions

Introduction to ICCS2/IDCS2

- Palettes
 - Layers
 - Character/Paragraph
 - Character Styles/Paragraph Styles
 - Swatches
 - Links
 - Assignments (ICCS2 only)
- Saving Workspaces
- Menus & Tools review
- Story Views
 - Layout
 - Zoom in/out options
 - Story
 - Collapse/Expand stories
 - Galley
 - Display settings for Story/Galley views

Common IDCS2 & ICCS2 Editorial Features

- Notes
 - Inserting, Viewing
- Importing Text
 - MS Word Import
 - Import with Styles
 - Paste without formatting
- Drag & Drop Options
- Inserting & Viewing Characters
 - Special Characters
 - White Space
 - Glyphs
 - Custom Glyphs
 - Viewing Hidden Characters
 - Break Characters vs. Style settings
- Case Change
- Spell Check
 - User Dictionaries
 - Dynamic Spell Checking
 - Correcting/User Dict.
- Auto-Correct Options
- Text Formatting
 - Manual
 - Styles
 - Quick Apply
 - Apply Next Style

- Find/Replace
 - Special Characters
 - Formatting options
- Bullets & Numbers
- Footnotes
- Tables
 - Insertings, Editing
 - Importing Tables from Word & Excel

ICCS2 Exclusive Editorial Features

- Track Changes
 - Activating
 - Accepting/Rejecting changes
- Thesaurus
- Text Macros
- Position Marker
- Copyfit (limited overset in IDCS2)
- Transpose

Common Graphic Features

- Image Import
 - Formats
 - Layer Control for PSD & PDF files
 - Positioning Graphic
 - Fitting Graphic

Workflow from the Start

- LiveEdit with IDCS2*
- Setup
 - Specify User name
 - Show Frame Edges if necessary
- Creating Assignments
 - Assignment Options
- Editing Stories in IDCS2
 - Checking In/Out
- Updating Other Assignments in IDCS2

- LiveEdit with ICCS2*
- Opening Assignments in ICCS2
 - Checking Assignments In/Out
 - Editing stories
- Updating Layout in ICCS2
- Starting New Stories from ICCS2
- Importing Styles

Additional ICCS2 Features

- (covered time permitting or upon request for custom classes)
- Creating Styles
 - Paragraph
 - Character
- Advanced Table Formatting
- Creating New Swatches
- Tabs
- Editing Keyboard Shortcuts
- Using Version Cue

ICCS2 Expansion Options

- Editor Log-In/Workflow Tracking
- Woodwing Smart Connection
- Managing Editor TruEdit