

InCopy CS4

lesson 1

the liveEdit workflow
installed plug-ins
organizational folder
structure
file formats - .inca, .incx,
.inct

lesson 2

InDesign Templates

lesson 3

creating placeholders
the assignment palette
creating assignments
assignment options

lesson 4

adding content
adornment symbols
updating assignment

lesson 5

touring the InCopy
interface
the tools
key palettes
tab and menu views)
story: word processing
galley: frame fit, line

breaks

layout: assigned frames
preferences

lesson 6

checking out
copyfitting
editing
spell checking
thesaurus
updating content
checking content in
saving content

lesson 7

contextual menu support
edit menu options

lesson 8

assignment status
available
in use
editing
available/out of date
out of date
text content/out of date
text content/up to date
graphics content/out of
date

graphics content/up to
date

lesson 9

editing content in InDesign
spellchecking/update,
check-in

lesson 10

track changes enabled
accept/reject changes

lesson 11

notes
alternate text

lesson 12

text macros
drag and drop text

lesson 13

table creation
importing spreadsheets

lesson 14

importing Word docs
mapping styles
content driven workflow
starting in InCopy