## Introduction InCopy

Master the interface, menus and tools

Contextual menu.

preferences

#### Learn a method of work

Integration of InCopy and InDesign.

File sharing, articles.

Export

archiving

Extraction

updating the information.

Modes of work

# InCopy and InDesign

InCopy and InDesign interactions

Preparation in InDesign

Exporting Assignments for InCopy

Opening in InCopy

#### View mode

Fashion article, closet, layout

Settings preferences and tools

## Understanding text entry

Text blocks.

Using grids.

rules and benchmarks.

Applying styles.

Fonts.

Formatting (characters, paragraphs)

Applying styles

Input error warnings

Inversion of letters

Text macros

Change the case

Spell checking

Paragraph and character styles

### **Calibration**

InCopy Calibration or InDesign Calibration

Entering height information

Viewing information

# Printing and exporting

Setting

Export in PDF format.

Finalization of the document

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