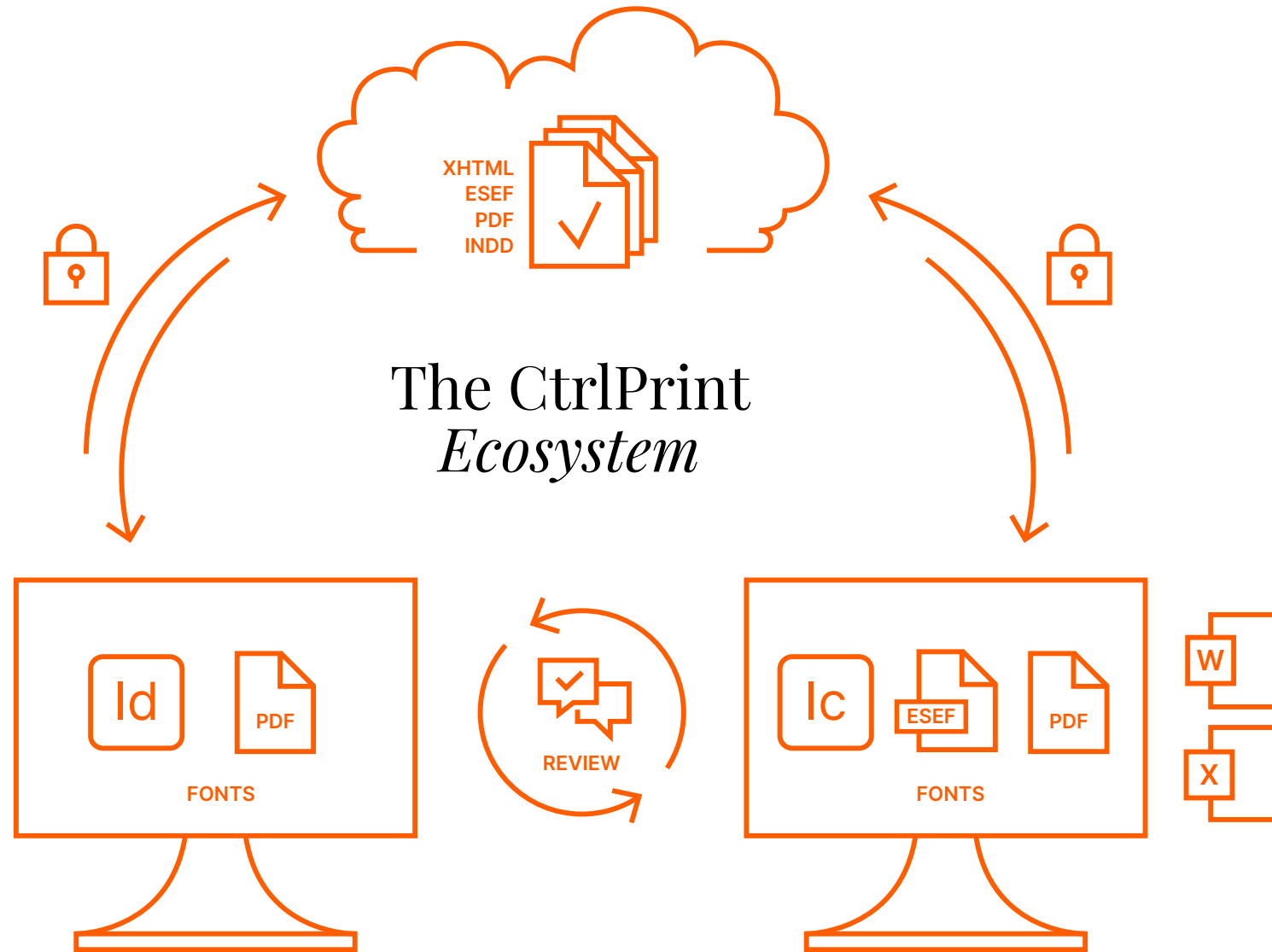


Welcome to advanced
CtrlPrint &
InCopy training

MICAELA ABREU CAESAR

Learning Objectives

- InCopy deep dive, workspaces, shortcuts and more
- How to use TrackChanges and WordExport
- How to handle comments and tasks



Text editing with InCopy

- Workspace – set the windows/ menus your way
- Hidden characters (Ctrl+Alt+I)
- Soft hyphen (Ctrl+Shift+-)
- Non-breaking space (Ctrl+Alt+X)
- Find/replace (Ctrl+F)
- Check Spelling (Ctrl+I)
- Superscript
- Styling – the Eyedropper Tool

Work effectively in InCopy

- Paragraph styles (headlines, body text etc.)
- Cell styles (Formatting cells)
- Character styles (bold, italic)
- Highlighter (conditional text)
- Automated formatting with GREP

Tables in InCopy

- Navigating in tables
- Styling – the Eyedropper and Styles Window
- Inserting a row/column
- Copying from Microsoft Excel[©]
- Link tables from Excel to InDesign

TrackChanges

- Showing changes between versions
- Filter on user and date
- Editing “on behalf of” (File>User)
- Edits within your own change isn't tracked
- Accept all changes

PDF management

- Different preset PDFs – date/time, spreads, high resolution
- Sharp graphs and illustrations in PDFs from CtrlPrint
- Comment summary with Adobe Acrobat

CtrlPrint Review

- How to add comments
- Different filters
- View the comments in InCopy



Export to Word

- Styled textfile, no layout
- Some translators prefer Word, can also be used when reusing content from previous year

Contact *CtrlPrint Client services*

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Resources

- support.ctrlprint.net
- [CtrlPrint ESEF Learning](#)
- [Tutorials](#)



Keyboard shortcuts in InCopy

File and Edit		View and Select		Text and numbers	
Save	Ctrl+S	Fit page in window	Ctrl+0	Show/Hide Hidden characters	Alt+Ctrl+I
Undo	Ctrl+Z	Zoom in	Ctrl+Num +	Non-breaking space	Alt+Ctrl+X
Redo	Shift+Ctrl+Z	Zoom out	Ctrl+Num -	Soft hyphen	Shift+Ctrl+-
Copy	Ctrl+C	Layout view	Ctrl+L	Non-breaking hyphen	Alt+Ctrl+-
Cut	Ctrl+X	Galley(text) view	Ctrl+G	En dash (–)	Alt+-
Paste	Ctrl+V	Select cell	Esc	Em dash (—)	Shift+Alt+-
Find/change	Ctrl+F	Select word	Double click	Paragraph styles	F11
Check spelling	Ctrl+I	Select line	Triple click	Character styles	Shift+F11
		Select paragraph	Quadruple click	Quick Apply (styles)	Ctrl+Enter

Many thanks for your
attention and good luck
with your project!

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