

# InCopy CC

## PASTE CONTENTS INTO A TABLE

1. In Excel, select the cells and copy them (Ctrl+C).
2. In InCopy place the cursor in the first cell where you wish to paste the copied cells. Press the "esc" key to select the whole cell.
3. Paste the copied cells (Ctrl+V).

## ADD A ROW/COLUMN TO A TABLE

*IMPORTANT! The text frame that contains the table needs to have enough space to accomodate added rows/columns. Contact the agency you work with if more space is needed..*

1. Place your cursor in a cell where you want to add the row or column..
2. Right click > Insert > Row or column > Number > Over or under/right or left

## ADD FOOTNOTES TO A TABLE

1. Type the footnote's numberr
2. Select the number.
3. Hover your cursor over the selected number. If the font you are using has a superscript version it will appear and you can choose it. (Otherwise contact your agency for assistance creating a character style)

## SHOW HIDDEN CHARACTERS

Click the button in InCopy which looks like this:



## SHOW TRACKED CHANGES IN THE LAYOUT

Form the "View" menu choose "Screen mode" and then "Normal" to show **tracked changes**, **text frames** and other **grids and guides**.

## HIDE GUIDES AND TRACKED CHANGES

Form the "View" menu choose "Screen mode" and then "Preview" to hide all **grids, guides and tracked changes**.

## CHANGE FONT STYLES USING THE EYEDROPPER TOOL

The eyedropper tool lets you easily apply existing defined styles. It works similar to the Format Painter found in Office:

1. Select the text you want to change the formatting of.
2. Click on the eyedropper tool in the "Tools" palette. 
3. Click on the text that uses the format you want to copy.
4. The text you selected should now change to the same style as the one you clicked on with the eyedropper tool.

## NONBREAKING SPACE

Right click > Insert White Space > Nonbreaking Space (Alt+Ctrl+X)

## BUTTONS FOR DIFFERENT DISPLAY OPTIONS

1. **View Options:** Which grids, guides and characters to show.
2. **Screen Mode:** switch between "Normal" and "Preview".
3. **Arrange Documents:** If you are working with more than one document at a time you can use the options here to select how you wish to display them simultaneously for comparing.



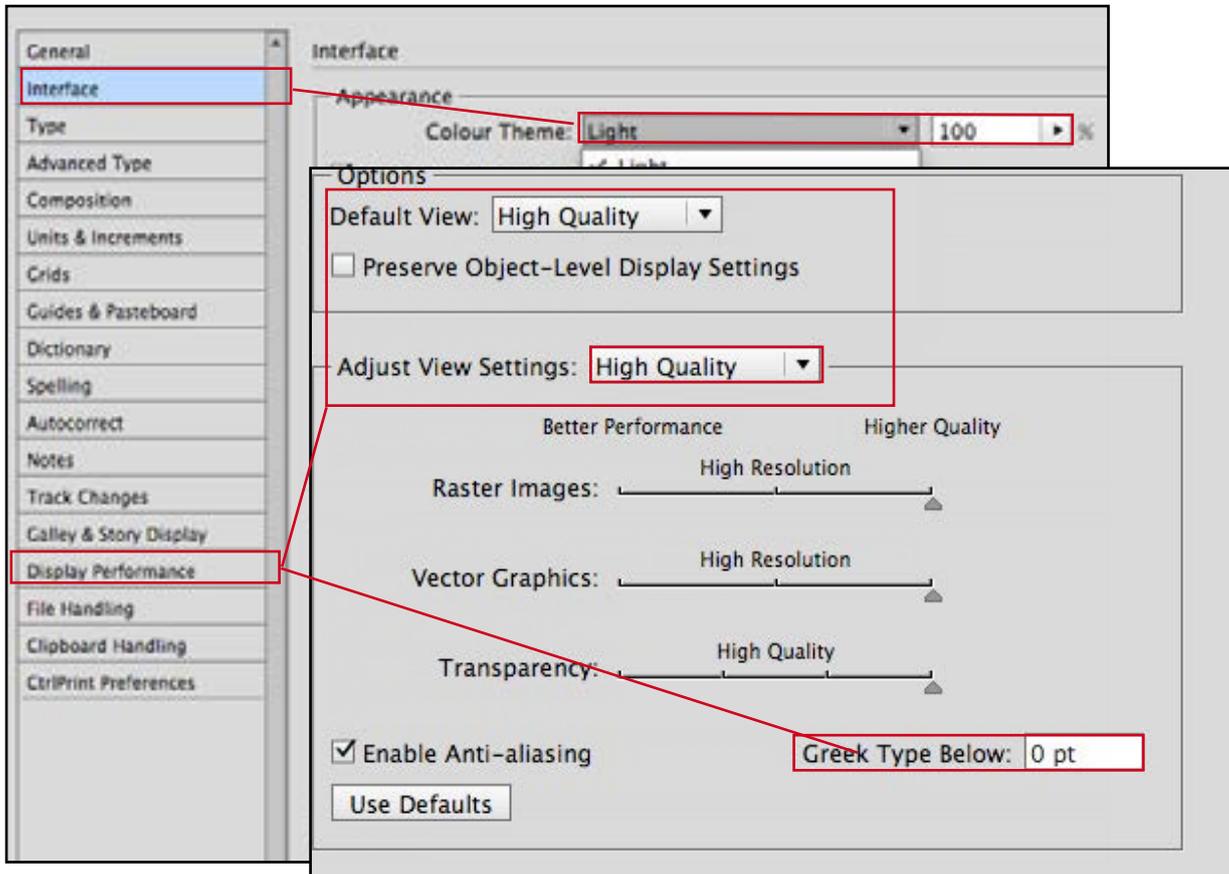
## KEYBOARD SHORTCUTS

File and Edit		View and Select		Text and numbers	
Save	<b>Ctrl+S</b>	Fit spread in window	<b>Ctrl+0</b>	Nonbreaking space	<b>Alt+Ctrl+X</b>
Undo	<b>Ctrl+Z</b>	Zoom in	<b>Ctrl+Num +</b>	Discretionary hyphen	<b>Shift+Ctrl+-</b>
Redo	<b>Shift+Ctrl+Z</b>	Zoom out	<b>Ctrl+Num -</b>	Nonbreaking hyphen	<b>Alt+Ctrl+-</b>
Copy	<b>Ctrl+C</b>	Layout view	<b>Ctrl+L</b>	En dash (–)	<b>Alt+-</b>
Cut	<b>Ctrl+X</b>	Galley (text) view	<b>Ctrl+G</b>	Em dash (—)	<b>Shift+Alt+-</b>
Paste	<b>Ctrl+V</b>	Select cell	<b>Esc</b>		
		Select word	<b>Double click</b>	Paragraph styles	<b>F11</b>
Find/change	<b>Ctrl+F</b>	Select line	<b>Triple click</b>	Character styles	<b>Shift+F11</b>
Spelling	<b>Ctrl+I</b>	Select paragraph	<b>Quadruple click</b>	Quick Apply (styles)	<b>Ctrl+Return</b>

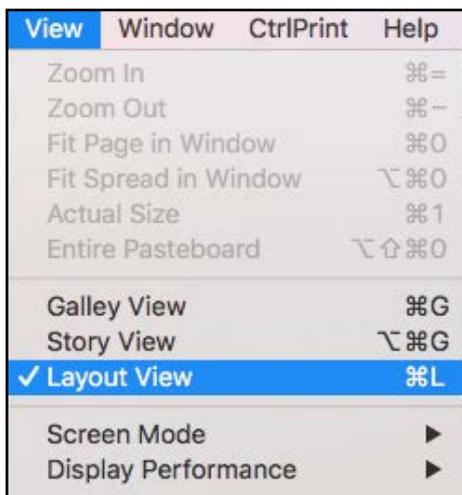
# Changing InCopy's Preferences

Start InCopy from Windows' "Start" menu **without** a document open.

1. Interface and display performance. *Edit (menu) > Preferences*



2. Set InCopy to open documents in "Layout view" by default. *View (menu) > Layout View*



3. Show changes with user color. *Window>CtrlPrint TrackChanges*

