

Publisher Introduction

Duration: 1 Day

Description

This beginning class includes topics on how to open and navigate through an existing publication; create a publication; add and modify text and text boxes. Students also learn how to add and modify graphic objects; arrange objects; work with multiple pages and view and print a publication.

Prerequisites

- A working knowledge of Windows

Who Should Take This Course?

New users of Publisher.

Objectives

- ✓ Understand the Publisher interface
- ✓ Open and navigate through an existing publication.
- ✓ Create a publication.
- ✓ Add and modify text and text boxes.
- ✓ Change the design of a publication.
- ✓ Add and modify graphic objects.
- ✓ Arrange objects.
- ✓ Work with multiple pages.
- ✓ View and print a publication.

Outline

Introducing Publisher

- Starting Publisher
- Using the Publisher interface
- Getting Help

Creating a Publication

- Creating a blank publication
- Creating a publication using a Template
- Changing the template in use
- Changing Template options
- Use business information fields
- Saving a publication

Working with Text

- Adding and editing text
- Modifying text
- Linking text boxes
- Using linked text boxes
- Breaking links
- Applying styles
- Changing alignment
- Using the Format Painter

Working with Text Boxes

- Moving, copying, resizing, and deleting text boxes
- Adding special effects
- Auto-fitting text
- Using text wrapping options

Designing Your Publication

- Choosing colour and font schemes
- Using the built-in guides
- Adding, naming and moving pages
- Adding page numbers
- Working with headers and footers
- Choosing the page background

Working with Graphics

- Inserting Pictures and Clip Art
- Changing pictures
- Moving and resizing objects
- Rotating and flipping objects
- Modifying Graphics
- Ordering, aligning and grouping objects

Printing and Viewing Your Publication

- Understanding publication masters
- Customising screen elements
- Using the zoom controls
- Checking spelling
- Using Page Setup options
- Setting print options
- Emailing a publication