

Publisher

Create desk top published documents and understand how to use frames and objects to create flyers, posters, and newsletters.

Audience

This **one-day** course is suitable for both new users to Publisher and those that use Publisher or other Desk top publishing applications but need to ‘fill in the gaps’ and feel more confident creating flyers, posters and newsletters in order to set up publications, templates, booklets and other professional printed output.

Aims

By the end of the course delegates will be able to apply a range of Desk top publishing skills to create and edit text, tables, images and diagrams, understand object stacking, object formatting, and text box links.

Course Content

GETTING STARTED WITH PUBLISHER

- Creating a new publication
- Work space
- Layout guides
- Margin Grid and Ruler guides
- View ribbon
- Status bar
- Zooming and magnification

WORKING WITH OBJECTS and SHAPES

- Object formatting
- Shape and object fills and borders
- Stacking objects
- Selecting multiple objects
- Grouping and Ungrouping objects
- Nudging, Rotating, Flipping
- Measurement toolbar
- 3-d and shadows

CLIPBOARD

- Making use of the Clipboard
- Techniques for cutting, copying and duplicating
- Format Painter

WORKING WITH TEXT

- Text boxes
- Formatting text boxes to fit text

- Formatting text boxes with fills and borders
- Working with backgrounds
- Applying a Drop Cap

IMAGES

- Inserting and editing images
- Picture editing tools
- Text and Image wraps
- Cropping, sizing and rotating
- WordArt
- Clipart

PUBLISHER PAGES

- Inserting and deleting pages
- Understanding and applying Master Pages

TABLES

- Creating, editing, formatting and manipulating Tables and tabulated data.

NEWSLETTERS

- Laying out a multipage publication
- Linking text boxes
- Hyphenation of stories
- Creating template styles