

Publisher Level 1 – 1 day course

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

Publisher Level 2 – 1 day course

Audience

This **one-day** course is suitable for those wishing to build on their Desktop publishing skills and create mailshots, catalogues, and longer publications and other professional printed output together with an overview of using Publisher as an HTML and web authoring tool.

Aims

By the end of the course delegates will be able to apply to work with text and paragraph formats, manipulate images and watermarks, build a bank of repeating text and images, set up documents for a variety of page layouts and sizes, integrate documents for mailmerge and produce catalogues linked to database records.

WORKING WITH TEXT

- Import Text from a File
- Working with Text Box Overflow
- Inserting Symbols, Fractions, or Special Characters
- Set or Change Tab Stops
- Insert Date and Time
- Paragraph formatting

IMAGE EDITING

- Wrapping Text Around a Picture
- Cropping Pictures
- Inserting a Picture into an AutoShape
- Converting Pictures to Watermarks
- Make Pictures Transparent
- Picture Styles

GRAPHICS, COLOURS AND OBJECTS

- Graphics Manager Task Pane
- Using the Building Blocks Library
- Understanding and setting colour values – RGB, Pantones
- Graphic File Formats and Filters

PAGE LAYOUTS AND SIZES

- Change the Paper and Page Size
- Working with the Scratch Area
- Add or Remove Headers and Footers
- Watermarks

MAIL AND E-MAIL MERGES

- Creating a Data Source
- Creating a mailmerge publication
- Personalising publications

CREATING A CATALOGUE

- Insert Catalogue Pages
- Create a Product List
- Choosing a Catalogue Layout
- Finishing Your Catalogue Merge

PUBLICATION INFORMATION

- Personalizing Your Publication
- Using the Design Checker
- Setting Commercial Print Information
- View or Change Properties

SAVE AND SEND FILES

- Send Using Email
- Save Files in Other Formats
- Using the Pack and Go Wizard for Commercial Printing

PUBLICATIONS FOR THE WEB

- Designing for the Web
- Creating a Web Site
- Building Web pages
- Inserting Images for the Web
- Creating Hyperlinks
- Working with text on web pages
- Publish to web

