

PUBLISHER 2007

OBJECTIVES

This training will allow participants to learn how to use the Publisher software for the production of documents with graphical elements and text.

At the end of this course, participants will be able to create and modify graphic elements; add text and apply some special effects; and carry out document layout.



TARGET CLIENTELE

Public

PREREQUISITES

Windows

COURSE SYLLABUS

1. Discovering Publisher 2007

- Publisher 2007
- New content
- Launching Publisher 2007
- Exploring the Publisher window
- Office pane
- Publisher default environment
- Help functions
- Exit Publisher
- Publisher quick overview

2. First Steps in Publisher

- Launching, recording and closing
 - Open a publication
 - Quickly open a recently worked publication



- Close a publication
 - Save a publication with a different name or other format
 - Save a publication by keeping it on the screen
 - Find the last saved version of a publication
- Creating publications
 - Create a publication from a predefined template
 - Create a publication from a blank page
 - Create a publication from a Word document
- Custom page size
 - Create a custom page size
 - Delete a custom page size
- Personal information
 - Create a professional information category
 - Modify a personal information category
 - Insert personal information into a publication
 - Convert professional information to plain text

3. Viewing and Printing

- Display of pages
 - Change the display zoom
 - Show/hide placemarks
 - Show/hide format marks in text
 - Change the way images are displayed
 - Display a publication in "double page" mode
- Printing to a desktop printer
 - Set up printing
 - Preview before printing
 - Print a publication
 - Change print options

4. General Formatting of the Publication

- Publication appearance
 - Change the template of a publication
 - Apply page options
 - Apply a background
- Font/color sets
 - Change the font set of a publication
 - Create a new font set
 - Change the color scheme



- Create a color scheme
 - Delete a created font/color set
- Replacing the contents of predefined frames
 - Replace the contents of a text frame
 - Replace a frame image with a media library image
 - Replace the image of a frame with an image contained on a disk
- Rearrange pages
 - Duplicate a page
 - Insert pages
 - Delete pages
 - Move pages

5. Manipulation of Objects

- Basic manipulations
 - Select one or more objects
 - Copy an object
 - Delete an object
 - Change the size of an object
- Positioning objects
 - Move an object
 - Specify the position of an object
 - Align objects with the magnetism of the elements
 - Align objects
 - Distributing objects
 - Change the overlay order
- Grouping objects
 - Group objects
 - Ungroup graphical objects
- Rotate and flip objects
- Marks
 - Set margin markers
 - Set grid markers
 - Set rule markers
 - Duplicate a rule marker
 - Remove rule markers

6. Appearance of Objects

- Formatting objects
 - Apply colors



- Add basic colors to color palettes
- Apply a fill
- Apply line border
- Apply a special border
- Create a special border from an image
- Remove a special border from the list
- Change the appearance of an image
- Recolor an image
- Add a shadow
- Change shadow options
- Add a 3D effect
- Customize the 3D effect
- Replace an AutoShape with another
- Change the aspect of an AutoShape or WordArt object
- Change the ends of open shapes
- Copy formatting
- Wrapping an object
 - Change the skin
 - Specify the position of the text for the wrapping
 - Specify the distance between the wrapped object and the text
 - Redefine the points of the wrapping

7. Text Box

- Text areas
 - Insert text box
 - Enter text
 - Import text
 - Insert symbols and special characters
 - Insert date or time
 - Divide a text box into columns
 - Anchor an object to text
 - Edit text with Word
- Automatic text adjustment
- Text appearance
 - Change font, attributes, and character color
 - Change the horizontal scale of characters
- Spacing between characters
 - Change the spacing
 - Change kerning

- Deleting character formatting
- Position of text in a block
 - Change the vertical alignment
 - Rotate text
 - Specify interior spacing for a text box
- Linking text boxes
 - Link text boxes
 - Move from a text box linked to the other
 - Show indication of continuity in linked text boxes
 - Delete an indication of continuity
 - Cut the link between linked text boxes
- Embedding fonts
 - Embed fonts
 - Open a composition with embedded fonts

8. Formatting Paragraphs

- Formatting paragraphs
- Alignments
- Copying text formatting
 - Copy character formatting
 - Copy paragraph formatting
- Spacing between lines and paragraphs
 - Change line spacing
 - Create a spacing before or after the paragraph
 - Lock a paragraph on baseline markers
 - Change grid spacing
- Line breaks control and paragraph
- Tabs
 - Place a tab stop on the ruler
 - Move a tab stop on the ruler
 - Remove a tab stop on the ruler
 - Place tab stops from the dialog box
 - Change the type of a tab
 - Remove all tab stops
- Paragraph indentation
 - Create a left indent
 - Create a right indent



- Create a positive indent of the first line
 - Create a negative indent of the first line
 - Create indents from the dialog box
- Bulleted or numbered list
 - Customize a bulleted list
 - Customize a numbered list
- Net
- Deleting paragraph formatting
- Drop cap
 - Apply a predefined drop cap
 - Apply a custom drop cap
 - Change the drop cap of a paragraph
 - Remove a drop cap

9. Adding Graphical Objects

- Images
 - Insert A image from the library
 - Insert A image from a folder
 - Insert an empty picture frame
- Automatic shapes
 - Draw a shape
 - Draw free shapes with straight curves or segments
 - Add text to a shape
- WordArt objects
- Saving objects
- Graphics Manager
 - View the list of all the images in the composition
 - Manage images in a composition

10. Object Library

- Object library
 - Insert a presentation library object
 - Add an object to the content library
 - Insert a content library object
 - Delete an object added to the content library
 - Manage categories of the content library

11. Board

- Creating a board
 - Create a board
 - Prevent automatic adjustment of the height of the rows
- Modifying a board
 - Select a row/column/cell
 - Insert columns/rows
 - Delete columns/rows
 - Change the width of the columns
 - Change the height of the rows
 - Vertically align text in a cell
 - Merge cells
 - Change the margins of a cell
 - Change the orientation of a cell's text
 - Dividing diagonal cells
- Appearance of the board
 - Apply a predefined format
 - Apply a personalized format
- Inserting objects into a board

12. Layout of a Publication

- Master page
 - Show master pages of a publication
 - Modify a master page
 - Move objects of a publication to a master page
 - Move objects from the master page to a publication
 - Rename a master page
 - Create a master page
 - Duplicate a master page
 - Apply a master page to a publication page
 - Apply a master page to a range of pages of the publication
 - Apply a master page when inserting a page
 - Ungroup a page from a master page
 - Delete a master page
 - Transforming a single master page into a double master page
 - Equal positioning of elements
 - Transforming a model into a double master page

- Header and footer
 - Create a header/footer
 - Edit a header/footer
 - Delete a header/footer
- Paging
 - Paging a publication using the page numbers function
 - Change the paging format or starting number for all pages
 - Change the paging format from a specific page
 - Undo a section
 - Undo paging on a page

13. Text Style

- Text styles
 - View text styles in a publication
 - Apply a text style
 - Import text styles
 - Create a text style
 - Create a text style from an existing format
 - Edit a text style
 - Update a style
 - Rename a text style
 - Delete a text style

14. Catalogue Merge and Mail Merge

- Catalogue merge and mail merge
 - Create a recipients list
 - Edit a recipients list
 - Create a mail merge
 - Associate another data file to a publication
 - Sort records
 - Delete a sort
 - Filter records
 - Delete a filter
 - Redefine a main document as a publication
 - Create a catalog merge

15. Professional Printing

- Layout auditor
 - Change auditor options
- Printing a publication at a printer
 - Set up a publication for printing
 - View color separations
- Take away publication Wizard
 - Take a publication to another computer
 - Take a publication to a printer
 - Compress a publication
 - Decompress a publication