

## PUBLISHER 2016

### OBJECTIVES

This course allows participants to learn how to use the Publisher software for the production of documents with graphical elements and text.

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



### TARGET CLIENTELE

Managers, administrative staff

### PREREQUISITES

Windows

### COURSE SYLLABUS

#### 1. Publisher interface

- The Visual
- Interactions

#### 2. Introduction to Publisher

- PAO concept
- Difference between Publisher and a word processor
- The Publisher screen
- Publisher toolbars
- Menus and controls
- Customizing the work environment

### **3. Starting Point of a Publication**

- Start a publication
- Open, save, and close a publication
- Set margin markers
- Layout types
- Customizing the layout
- Definition and use of master pages
- Use the presentation library
- Use layout guides
- Insert an automatic page number
- Add and remove pages
- Working with rules
- Selecting color schemes
- Selecting font sets

### **4. Text frames**

- The concept of a text frame
- Create a new text frame
- Dimensioning, moving, copying, and deleting text frames
- Linking text frames
- Set text wrapping options for graphical objects
- Import text

### **5. Text formatting options**

- Content element 1 change font, size, and style
- Change the space between paragraphs, lines, and letters

### **6. Use text styles**

- Create and apply styles
- Change styles

### **7. Insert and format graphical elements**

- Create graphical elements
- Dimensioning, moving, copying, and deleting graphical elements
- Align graphic elements

## **8. Import an image**

- Size, cut and crop an image
- Add border
- Superimpose elements
- Using colorization options
- Add and edit WordArt objects
- Rotate items
- Create a shading effect
- Create a drop cap

## **9. Use Tables**

- Create simple tables
- Format tables

## **10. Use Themes**

- Use color and font sets

## **11. Use Building Blocks**

- Insert a building block
- Create a building block

## **12. Publisher and the WEB**

- Convert publications

## **13. Print**

- Set up the printer
- Change printer options
- Print professionally
- Use color separation

## **14. Various**

- Mailing
- Prepare a publication