

Introduction to Publisher Training

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Software interface The interactions Difference between Publisher and a word processor Customizing the work environment

Structure your Publisher document

Prepare and manage your pages
Types of layout
Use the presentation library
Use layout markers
Work with the rules
Colors and fonts
The master pages
Manage page numbers
Manage headers and footers

Publisher Texts

Text areas
Text modification
Highlight characters
Format paragraphs
Use text columns in a text box
Styles
Link text frames
Set text wrapping options for graphic objects
Import text

Insert and format graphic elements

Create graphic elements
Size, move, copy and delete graphic elements
Align graphical elements
Upload an image
Sizing, cutting and trimming an image

Add a border
Overlay elements
Using colorization options
Add and edit Word Art objects
Rotate elements
Achieving a shading effect
Create a drop cap

Use tables

Create simple tables Format tables

Use themes

Use color and font sets

Export the publication

Prepare and set up a file for a professional print

Enable the layout checker

Save a composition in PDF or XPS format

Save a composition as a web page

To print

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

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