



Publisher Training

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

Nous contacter:
Doussou Formation
Email: info@doussou-formation.com
<http://doussou-formation.com>

