

USING MICROSOFT[®] PUBLISHER

We can offer training for any level of Publisher (Desk Top Publishing), from complete beginners to those with some experience. The following topics are meant only as a guide, as you can mix and match any combination of the topics to suit your needs or existing skills.

Introductory

- Setting up and creating a simple publication, including using columns
- Importing and manipulating text and images
- Editing text and dealing with different types of font
- Using lines and borders and creating simple shapes
- Saving and printing

Further skills

- Setting up and using a master page or template to a design brief
- Layering and grouping graphics and text
- Applying special text effects and using boxes, lines and arrows
- Using and applying consistent styles to headings, sub headings and body text
- Adding headers and footers
- Dealing with multi-page documents and different paper sizes
- Preparing for printing or external publication including colour separated or composite copies