

Microsoft Publisher Introduction

One day

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Course Aims:

On this course delegates will learn the principles of DTP layouts using Microsoft Publisher.

Course Outline:

publisher

- the publisher environment
- toolbox
- grids and guides
- using predesigned templates and designs
- using / editing preset colour schemes
- using design sets
- design gallery

dtp layouts

- create a basic document
- insert text
- insert graphics

text

- inputting text
- formatting text
- importing text from Microsoft word
- manipulating and rotating text boxes
- tracking and kerning text
- character / paragraph text formatting
- importing text
- linking text
- text effects

colours

- default colour
- custom colour
- border and shading for text and graphic boxes
- applying gradient colours

graphics meet text

- inserting graphics
- graphics handling
- text wrapping
- graphics manager

print preparation

- preflight
- preparing files for print bureau
- commercial printing tools
- registration marks
- adobe acrobat overview
- creating a pdf file

Assumed Knowledge: No previous knowledge is required although any experience gleaned of dtp software will be an advantage