



Duration: 1 day

What you will learn:

***The skills to
create effective
and professional
publications.***

Publisher basics

- Exploring the Publisher environment
- Help options
- Closing the publication

Creating documents

- Creating basic documents
- Setting page properties
- Using text frames
- Adding pictures

Formatting documents

- Formatting text
- Changing paragraph properties
- Using editing tools

**Working with multi-page
documents**

- Creating multi-page documents
- Specifying document settings for facing pages
- Adding a background
- Working with text

Inserting objects and graphics

- Inserting objects
- Inserting graphics
- Adding special effects

Working with tables

- Adding tables
- Modifying tables
- Formatting tables

Printing

- Printing publications
- Integrating with Office
- Importing from other applications

Time allowing:

Using Mail Merge

- Creating data sources
- Merging publications
- Sorting and filtering

Working with newsletters

- Using the Newsletter Wizard
- Editing newsletters

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