



Airhouse Studios

Publisher Advanced 2003 Contents

Course Aims

This extremely practical course furthers the delegate's knowledge of Publisher 2003. It will provide "hands on" experience of many of the features found in this product.

Course Outline

Graphics and Objects

Manipulating /Formatting Objects
Flowcharts and Connectors
Grouping Objects
Flip, Mirror & Recolour Graphics
Import from Scanner or Camera
Link and Embed Files

Multiple Page Publications

Add Pages
Use Master Page
View Two Pages/Facing Pages
Headers and Footers/Page Numbering
Insert Date and Time
Print Specific Pages

Text Styles and Editing

Create and Edit Text Styles
Use Hyphenation
Align Text Vertically
Copyfit Text in Text Boxes
Prevent Widows and Orphans
Edit Text in Word

Useful Tools

Find and Replace Text
Use Auto Correct
Use Continued On/From in Text Boxes
Insert Symbols into a Text Box
Use the Design Gallery

Advanced Printing

Prepare Publication for a Printing Service
Print Composite/Colour Separation Proofs
Print Crop Marks
Print a Draft Publication
Use Pre-printed Paper

Publisher Options

Show Special Characters
Hide Guidelines and Boundaries
Change Options
Use Graphics Manager

Web

Create a Web Page
Add Hyperlinks and Hot Spots
Colour & Background Schemes
Preview a Web Page
Animate Images
Add Background Sound
Use Web Properties
Save as a Web Page
Send as E-mail

Mail Merge

Create the Main Publication
Create an Address List
Edit the Main Publication
Merge/Filter Records to Merge
Print Labels & Envelopes

Target Audience

Those wishing to increase their knowledge by accessing more advanced features of Publisher.

Assumed Knowledge

Delegates should have some experience of the basic features of Publisher gained from an Introductory Course or some other source.