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PUBLISHER 2007: BASIC **2**

PUBLISHER 2007: ADVANCED **6**

Publisher 2007:Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows XP: Basic* or equivalent experience

Unit 1 : Getting started

Topic A: 0 The Publisher interface

A-1: Exploring the Publisher interface

A-2: Exploring the toolbars

A-3: Opening an existing publication

A-4: Navigating pages

A-5: Zooming in and out

Topic B: 0 Getting help

B-1: Getting help using Publisher

B-2: Navigating the Help window

B-3: Exploring Microsoft Office Online

Unit 2 : Basic documents

Topic A: 0 Basic publications

A-1: Creating a new publication

A-2: Creating text in a document

A-3: Inserting text in a document

A-4: Inserting pictures into a document

A-5: Defining a custom color

Topic B: 0 Object positioning

- B-1: Aligning elements to guides
- B-2: Positioning elements precisely
- B-3: Aligning and distributing items
- B-4: Creating a bleed

Unit 3 : Multi-page publications

Topic A: 0 Multi-page layouts

- A-1: Creating a facing-pages publication
- A-2: Inserting pages in a publication
- A-3: Moving items between publications

Topic B: 0 Master pages

- B-1: Editing the default master page
- B-2: Creating a new master page
- B-3: Inserting page numbers
- B-4: Applying master pages

Unit 4 : Working with text

Topic A: 0 Text box linking

- A-1: Linking text boxes
- A-2: Breaking a text box link
- A-3: Adding continuation notices

Topic B: 0 Paragraph formatting

- B-1: Setting tab stops and creating a leader
- B-2: Creating indents
- B-3: Creating a bulleted list
- B-4: Applying a keep setting
- B-5: Adjusting vertical spacing
- B-6: Creating a drop cap
- B-7: Creating a horizontal rule

Unit 5 : Tables

Topic A: 0 Table basics

A-1: Creating a table

A-2: Importing an Excel document

Topic B: 0 Table structure

B-1: Modifying table cells

B-2: Merging table cells

Topic C: 0 Table formatting

C-1: Changing the color of table cells

C-2: Positioning text within table cells

C-3: Formatting cell borders

C-4: Inserting graphics into table cells

C-5: Modifying an Excel spreadsheet

Unit 6 : Layout and design techniques

Topic A: 0 Text boxes

A-1: Positioning text within a text box

A-2: Applying a text box border

A-3: Changing text box columns

Topic B: 0 Graphics

B-1: Controlling text wrap

B-2: Arranging pictures

Topic C: 0 Stacking and grouping objects

C-1: Stacking objects

C-2: Grouping objects

Unit 7 : Finalizing documents

Topic A: 0 Document output

A-1: Printing a publication

A-2: Exporting to a PDF file



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Topic B: 0 Print preparation

B-1: Checking spelling

B-2: Checking a design for errors

B-3: Preparing a publication for commercial printing

Publisher 2007:Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Publisher 2007: Basic* or equivalent experience

Unit 1 : Basic design options

Topic A: 0 Publication setup

A-1: Examining a brochure

A-2: Setting up a brochure

A-3: Creating a business information set

A-4: Adding business information

Topic B: 0 Custom colors

B-1: Changing the color scheme

B-2: Creating tint swatches

B-3: Creating a gradient

Topic C: 0 The Content Library

C-1: Adding an item to the Content Library

C-2: Inserting an item from the Content Library

Topic D: 0 The Graphics Manager pane

D-1: Linking a picture

D-2: Replacing a picture

Unit 2 : Typography

Topic A: 0 Styles and font schemes

A-1: Examining a style

A-2: Creating a style

A-3: Basing a style on an existing style

A-4: Applying a style

A-5: Overriding and modifying a style

A-6: Changing the font scheme

Topic B: 0 Graphics in typography

- B-1: Inserting WordArt
- B-2: Creating a type mask with WordArt
- B-3: Wrapping text based on image contours

Topic C: 0 Precise spacing control

- C-1: Snapping text to a baseline guide
- C-2: Distributing text horizontally

Topic D: 0 Symbols and special characters

- D-1: Inserting symbols
- D-2: Inserting special characters

Unit 3 : Long publications

Topic A: 0 Sections

- A-1: Creating sections in a publication
- A-2: Formatting section page numbers

Topic B: 0 Bookmarks

- B-1: Adding bookmarks
- B-2: Navigating to a bookmark
- B-3: Deleting a bookmark

Unit 4 : Mail merge

Topic A: 0 Recipient lists

- A-1: Creating a recipient list

Topic B: 0 Mailing labels

- B-1: Preparing mailing labels

Topic C: 0 The Mail Merge pane

- C-1: Beginning a mail merge
- C-2: Sorting recipients
- C-3: Filtering recipients

Topic D: 0 Mail merge fields

- D-1: Adding mail merge fields to a publication

Topic E: 0 Merged publications

E-1: Completing a mail merge

Unit 5 : Interactive forms

Topic A: 0 Web forms

A-1: Converting a print publication to a Web publication

A-2: Inserting text input fields

A-3: Creating a list box

A-4: Inserting checkboxes and option buttons

A-5: Inserting submit and reset buttons

Topic B: 0 Form settings

B-1: Sending form data via e-mail

B-2: Labeling form elements

B-3: Previewing a form

Unit 6 : Web site publishing

Topic A: 0 Web elements

A-1: Checking for basic Web site errors

A-2: Adding alternative text to a picture

A-3: Creating a hyperlink

A-4: Inserting a navigation bar

Topic B: 0 Web page options

B-1: Entering information for search engines

Topic C: 0 Web site publishing

C-1: Publishing a Web site