
Content overview

Introduction

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PART ONE: LEARNING THE BASICS

1 Creating Simple Publications

2

After a brief introduction, you create your first publication. You learn the various parts of a publication, how to work with color schemes and text, and how to save and print your work. Finally, you learn how to get help and quit Publisher.

2 Developing More Complex Publications

40

You use a wizard to create a flyer and then rearrange its elements by working with its frames. Then to see how to customize the flyer further, you take a look at Publisher's formatting capabilities, including multiple columns, lists, and styles.

3 Adding Visual Elements

76

This chapter shows you how to add graphics, borders, and special type effects to your publications. Along the way you explore Publisher's Design Gallery and use the drawing tools to create your own graphic objects.

PART TWO: BUILDING PROFICIENCY

4 Designing Longer Publications

110

While showing you how to create a newsletter, we discuss the design and editorial concepts you need to know to produce effective longer publications. Then you develop and format tables from scratch and work with forms.

5 Creating Custom Templates

142

You design a template as you create a press release from scratch. Then you add items to the background so that they can be repeated on every page, and develop a custom color scheme. Finally, you create a publication based on your template.

6 Using Advanced Printing and Publishing Techniques

166

You look at more ways to fine-tune your files, as well as handle final page adjustments. Then you create materials for bulk mailings and prepare a publication for commercial printing. Finally, you use a wizard to create a Web page.

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Content details

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PART TWO: BUILDING PROFICIENCY

4 Designing Longer Publications

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