Let Us Learn

Publisher Essential

Contents

1. Understanding the interface
2. Creating a new publication
3. Adjusting page and print setup
4. Inserting pages and navigation
5. Using built-in templates
6. Adding and modifying placeholder text
7. Inserting text from another file
8. Using the scratch area
9. Creating a web publication
10. Creating and applying master pages
11. Previewing and printing publication
12. Packaging a publication to go
13. Saving a publication to shareable formats

Program Structure

- Individual Participant project.

Recommended Participants

- Anyone with basic computer skills.

Number of Participants

6 - 8 Persons

Training Period:

30 hrs.

3 hrs. x 10 days

Or

2 hrs. x 15 days