

Creating Flyers & Brochures with Publisher 2003



THE FUNDAMENTALS

- Understanding the Publisher 2003 Program Screen
- Viewing, Editing, Saving and Closing a Publication
- Previewing and Printing a Publication

EDITING A PUBLICATION

- Creating a Publication from a Blank Publication or Design Set
- Inserting, Importing, and Deleting Text and Pages

WORKING WITH TEXT

- Using Bold, Italics, Size, Color
- Using the Format Painter
- Working with Bulleted and Numbered Lists
- Working with Tabs and Indenting Paragraphs
- Changing Paragraph Alignment and Line Spacing
- Adjusting Character Spacing
- Inserting a Drop Cap
- Using Undo, Redo and Check Your Spelling

FORMATTING YOUR PUBLICATION

- Working with Color Schemes and Font Schemes
- Changing the Background of a Publication
- Using Layout and Ruler Guides
- Working with Headers and Footers
- Creating a Master Page
- Using the Design Gallery
- Using the Design Checker

DRAWING AND WORKING WITH SHAPES AND IMAGE

- Adding, Formatting and Linking Text Boxes
- Inserting Clipart and Pictures
- Drawing, Flipping, Rotating and Layering Objects

OTHER FEATURES

- Using the Pack and Go Wizard