

# McMillan Bird

## Publisher 2003

Duration: 1 day

### Course Aim:

The aim of this course is to develop the skills needed to produce an attractive small brochure, flyer or newsletter.

### Learning Outcomes

At the completion of this course participants will be able to:

- Create and print a publication.
- Edit text and pictures to a required format and layout.
- Work with frames
- Manipulate text
- Draw objects and enhance pictures
- Create attractive backgrounds
- Apply styles.

### Topics

#### Getting started:

Why use publisher?, creating a new publication, saving a publication, the publisher screen, view differences, using help.

#### Creating:

Working with frames, working with text, spelling, character formatting, paragraph formatting, working with non-text objects.

#### Images:

Drawing objects, improving your pictures, moving, sizing.

#### Publishing:

Publishing techniques, creating a background, using publication wizards, printing your publication, styles, mail merge, design tips, creating web pages

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