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Exploring The Publisher Interface

- Starting Publisher
- Exploring the Toolbars
- Opening a Publication
- Basic Navigation
- Zooming In and Out
- Getting Help

Basic Publication Skills

- Utilizing Margin Guides
- Saving a Publication
- Selecting Text
- Formatting Text
- Inserting a Text Box
- Inserting a Picture
- Using Custom Colors
- Aligning and Distributing Objects
- Creating a Bleed

Working with Multi-page Publications

- Viewing a Two-Page Spread
- Inserting Pages
- Moving Items Between Publications
- Working with Master Pages
- Creating a New Master Page
- Inserting Page Numbers

Working with Text

- Linking Text Boxes
- Breaking Text Boxes
- Adding Continuation Notices
- Aligning Text with Tabs
- Setting Tab Stops with a Leader
- Indenting Text
- Formatting Bulleted Lists
- Controlling Widows and Orphans
- Adjusting Vertical Spacing
- Creating a Drop cap
- Applying a Horizontal Rule

Creating Tables

- Creating a Table
- Resizing a Table
- Importing an Excel Spreadsheet
- Modifying an Excel Spreadsheet
- Modifying the Table Structure
- Merging Cells
- Filling Table Cells
- Changing the Tint & Transparency
- Formatting Cell Borders
- Positioning Text in a Table
- Graphics in Table Cells

Layout and Design Techniques

- Changing Text Box Margins
- Setting the Vertical Alignment
- Applying a Text Box Border
- Changing Text Box Columns
- Controlling Text Wrapping
- Working with Pictures
- Arranging Pictures
- Controlling Object Overlapping
- Grouping Objects
- Ungrouping Objects

Finalizing Documents

- Previewing a Publication
- Printing a Publication
- Exporting to a PDF File
- Using the Spell Checker
- Checking a Design for Errors
- Preparing a Publication for Commercial Print