

Publisher 2007: Advanced

Activity-Level Outline

Days: 1

Prerequisites: *Publisher 2007: Basic* or equivalent experience

Unit 1: Basic design options

Topic A: Publication setup

- A-1: Examining a brochure
- A-2: Setting up a brochure
- A-3: Creating a business information set
- A-4: Adding business information

Topic B: Custom colors

- B-1: Changing the color scheme
- B-2: Creating tint swatches
- B-3: Creating a gradient

Topic C: The Content Library

- C-1: Adding an item to the Content Library
- C-2: Inserting an item from the Content Library

Topic D: The Graphics Manager pane

- D-1: Linking a picture
- D-2: Replacing a picture

Unit 2: Typography

Topic A: Styles and font schemes

- A-1: Examining a style
- A-2: Creating a style
- A-3: Basing a style on an existing style
- A-4: Applying a style
- A-5: Overriding and modifying a style
- A-6: Changing the font scheme

Topic B: Graphics in typography

- B-1: Inserting WordArt
- B-2: Creating a type mask with WordArt
- B-3: Wrapping text based on image contours

Topic C: Precise spacing control

- C-1: Snapping text to a baseline guide
- C-2: Distributing text horizontally

Topic D: Symbols and special characters

- D-1: Inserting symbols

D-2: Inserting special characters

Unit 3: Long publications

Topic A: Sections

A-1: Creating sections in a publication

A-2: Formatting section page numbers

Topic B: Bookmarks

B-1: Adding bookmarks

B-2: Navigating to a bookmark

B-3: Deleting a bookmark

Unit 4: Mail merge

Topic A: Recipient lists

A-1: Creating a recipient list

Topic B: Mailing labels

B-1: Preparing mailing labels

Topic C: The Mail Merge pane

C-1: Beginning a mail merge

C-2: Sorting recipients

C-3: Filtering recipients

Topic D: Mail merge fields

D-1: Adding mail merge fields to a publication

Topic E: Merged publications

E-1: Completing a mail merge

Unit 5: Interactive forms

Topic A: Web forms

A-1: Converting a print publication to a Web publication

A-2: Inserting text input fields

A-3: Creating a list box

A-4: Inserting checkboxes and option buttons

A-5: Inserting submit and reset buttons

Topic B: Form settings

B-1: Sending form data via e-mail

B-2: Labeling form elements

B-3: Previewing a form

Unit 6: Web site publishing

Topic A: Web elements

A-1: Checking for basic Web site errors

A-2: Adding alternative text to a picture

A-3: Creating a hyperlink

A-4: Inserting a navigation bar

Topic B: Web page options

B-1: Entering information for search engines

Topic C: Web site publishing

C-1: Publishing a Web site