

Desktop Publishing

Using a digital camera

Taking a picture
Transferring pictures to the computer
Touching up photos

Using a Scanner

Choosing a picture
Using common scanning software
Maximizing scanner settings
Sizing and manipulating scanned pictures

What is Microsoft Publisher 2002?

What is Publisher 2000?
Getting familiar with the environment
Publications by wizard
Publications by design
Blank publications
Existing publications
Viewing the Publisher 2000 window without a catalogue
Menus and toolbars
Rulers and measurements

Starting to use Publisher 2002

Learning about wizards
Using zoom
Hiding and showing the wizard
Publications by wizard
Changing the design
Save and save as
Publications by design
Blank publication
Opening a publication from disk
Personal information

Understanding Publisher objects

Creating Publisher objects
Create a text frame
Using undo and redo
Text frame - text entry
Table frame tool
Inserting a new page
Deleting a page
The WordArt frame tool
WordArt formatting toolbar

The picture frame tool
The clip art frame tool
Drawing objects
Changing the view
Zoom
Previous page, next page
Background
Picture display
Show hide characters
Boundaries and guides

Manipulating objects

Copy, cut and paste objects
Changing picture frames
Changing clip art
Re-sizing objects
Moving objects
Re-colouring objects
The crop picture tool
Adjusting outline nodes

Manipulating text

Text flow
Disconnecting frames
Copy/fit text
Other text formatting options
Importing text
Spell check a publication

Layout issues

Page setup
Layering objects
Aligning objects
Nudging objects
Flipping and rotating objects
Group and ungroup objects

Printing your work

Setting up for a printing service
Printing to an installed printer

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