



COURSE SCHEDULE

PUBLISHER – LEVEL 2

FORMATING

Style schemes

Font schemes

Exact spacings

Using Symbols and special characters

DESIGNING CHOICES

Setup

Creating your own custom colours

Content Library

Task Panes

LARGE PUBLICATIONS

Creating Sections

Using Sections

Creating Bookmarks

Using Bookmarks

SENDING BULK MAILS

Creating and Managing Recipients

Labels

The mail merge task pane

Mail merge fields

Merging publications