

Microsoft Word for Publishing Professionals

Power-packed tips for editors, typesetters, proofreaders, and indexers



Jack M. Lyon

Microsoft Word For Publishing Professionals

A Gutmann

Microsoft Word For Publishing Professionals:

Microsoft Word for Publishing Professionals Jack M. Lyon, 2008-07 Still working the hard way Make your life easier with this compilation of articles from Editorium Update a nitty gritty electronic newsletter for publishing professionals Here s the scoop on Microsoft Word s macros styles templates wildcards customization features and much much more Full of specific step by step examples that will take you far beyond the basics this is a rich and detailed guide for anyone who wants to master Microsoft Word Some of the sharpest most useful tidbits about Microsoft Word I ve ever seen Jack Lyon does a superb job of presenting expert level instruction at a level almost any Word user can manage Dan A Wilson The Editor s Desktop This is not your usual Ctrl B will make characters bold stuff This is serious information for people who regularly use Word to edit serious material Tom Anderson Word Help for Professional Editors Sacra Blue Jack Lyon is quite simply the Microsoft Word Jedi Master Obi Jack He automates tasks in Word that would be hard to do by hand and in some cases just flat out wouldn t be possible to do If you use Word to do your job like me and have wished that Word could only do this or only do that check it out Doug Clapp PocketPCPress Jack M Lyon is a book editor who got tired of working the hard way and started creating programs to automate editing tasks in Microsoft Word He s been working in publishing since 1978 and editing on the computer since 1985 In 1996 he founded the Editorium www editorium com which provides Microsoft Word add ins for publishing professionals Formerly managing editor at Deseret Book Company he now owns and operates Waking Lion Press www wakinglionpress com He is also the coauthor of a business book Managing the Obvious and a contributor to Word Hacks from O Reilly **PC Mag**, 1990-12-11 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Microsoft Office Publisher 2007 For Dummies** Jim McCarter, Jacqui Salerno Mabin, 2011-01-31 This is supposed to be the age of instant and constant communication right And if you have a business belong to an organization or have a cause you want to promote a great looking flyer or brochure can say a lot If you have Microsoft Office Professional Small Business or Ultimate on your PC you already have a great communication tool hidden inside Publisher 2007 Use it to promote your organization with newsletters cards and brochures This book gets you started with Publisher basics so you can start communicating with your public Chances are you re not planning to become a Publisher guru you just want to use Publisher to get some things done Then Microsoft Office Publisher 2007 For Dummies is just the book for you It has just what you need to know to Understand design basics and plan a page Set up a flyer or publication and place text and pictures where they work best Use various Publisher templates Incorporate images and files from other programs Build Web sites with Publisher Prepare your creations for printing or posting online Whether you re selling a product or service getting the word out about a not for profit organization or helping out your church synagogue or school Microsoft Office Publisher 2007 For Dummies makes it easy **Microsoft Office Professional, Version 4.3** Don

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