

## **Microsoft Publisher Manual of Instructions**

### **Publisher 2010 template quick reference sheet**

Review this checklist in conjunction with the functional testing and saving requirements to ensure that your templates are ready for submission. Make sure, also, that your template satisfies the important considerations for your content and audience that are described in

GUIDELINE	DETAILS TO CHECK
<b>Styles, schemes, and fonts</b>	<ul style="list-style-type: none"><li>All text has a <b>style</b> applied, and the styles contain all font, paragraph, and list formatting.</li><li>Only scheme colors are used in styles; where necessary, new scheme color palettes and font pairings have been created.</li><li>All styles are associated with a <b>color scheme</b> and <b>font</b> pairing.</li><li>Only fonts that ship with your version of Windows and the Microsoft Office system are used.</li><li>Any styles that were created or modified but not used have been deleted.</li></ul>
<b>Paragraph and character formatting</b>	<ul style="list-style-type: none"><li><b>Paragraphs</b> are not manually formatted, and line spacing has not been created by inserting paragraph marks.</li><li>Paragraph-level formatting is used throughout. Where character styles are used, they are clearly labeled for their use within the template and within a paragraph.</li></ul>
<b>Text boxes, tables, and building blocks</b>	<ul style="list-style-type: none"><li>Unless the size is important to the design of a template, all <b>text boxes</b> are formatted to resize automatically.</li><li>Design elements or content placeholders that you or customers might use more than once are implemented using <b>building blocks</b>.</li><li>Any building blocks used in the template are added to the appropriate Building Blocks Gallery and are saved to the template file itself.</li><li>All text boxes and <b>tables</b> are positioned relative to the margin guides, and are formatted to flow or to not flow contents, as appropriate.</li><li>For tables, heading rows are set to repeat, if appropriate to the design and if text can flow across more than one page.</li></ul>
<b>Pictures, clip art, and shapes</b>	<ul style="list-style-type: none"><li><b>Inserted images</b> are in JPEG, PNG or EMF format for best results.</li><li>Images have a resolution of 72 dpi for on-screen use and 150-200 dpi if they will be printed.</li><li>Images have been sized and cropped prior to being inserted into</li></ul>

# Microsoft Publisher Instruction Manual

**Arthur James Wells**

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Information Technology in Construction Design Michael Phiri,1999 Part 1 Introduction Background Text Graphics Images Manipulation Facilities management Financial accounting and modelling Database activities Data manipulation and Statistical analysis CAD CAM CAE and multi media Telecommunications and networks Part 2 Case studies of organisations Architectural and engineering practices including some of the biggest names in the industry in the UK covering different sizes structures philosophies working methodologies and different services offered to clients in different markets Part 3 Conclusions Comments about IT in action Emerging views Future developments

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The Secret Guide to Computers, 2001 Russ Walter, 2000-10

**Business in the Ex-USSR.** , 1995

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