



Publisher
aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Publisher

Review publication tools and create a newsletter.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Create a Publication](#)

[Basics Tasks in Publisher](#)

[Find a Template](#)

[Business Information Sets](#)

[Building Blocks](#)

[Layout Guides](#)

[Format Text Boxes](#)

[Copyfitting](#)

[Count the Words in a Story](#)

[Borders](#)

[Typographic Styles](#)

[Insert Hyperlinks](#)

[Print a Publication](#)

[Video: Use Mail Merge with Publisher](#)

[Video: Publisher Templates](#)

[Web Functionality](#)

Books

[Office 2010 Simplified](#), by Kate Shoup, Call number: 005.5 Mi