

Time-saving techniques

Assignments are designed to help you apply the information learned in the lessons.

Save time

1. Use a Master set to create at least five different publications, all with the same design. Customize each of them with your own personal information.
2. Spell-check each publication, and set up any words that you tend to misspell as AutoCorrect entries. Add any words to the custom dictionary as needed.
3. Use the Design Gallery to insert at least three different objects, in whichever of your five publications they fit the best.
4. Check all your publications with the Design Checker, and then either fix the problems found or decide to ignore some of them. (The Design Checker is not always right.)
5. Save and print all your publications.