



# COREL VENTURA INTRODUCTION

COURSE DURATION: 2 DAYS

PREREQUISITE: NONE

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## **Introduction**

- What is Corel Ventura
- Course Objectives
- How to Use the Manual
- How to Install the Exercise Files

## **Getting Started**

- Exploring the Corel Ventura Screen
- Getting Assistance
- Using Dialog Boxes and Dockers
- Setting Options

## **Publication Basics**

- Constructing a Publication
- File Management
- Moving Around the Current Page
- Changing Pages
- Viewing Documents in Different Ways

## **Creating a New Publication**

- Creating a New Document
- Setting up the Page
- Importing Text Into the Base Frame
- About Stylesheets
- Saving a Publication

## **Tagging Paragraphs**

- About Tags
- Tagging Paragraphs
- Tagging Multiple Paragraphs

## **Working with Frames**

- Types of Frames
- Creating Frames
- Selecting Frames
- Moving, Sizing, and Deleting Frames
- Copying Frames
- Importing Pictures into Frames
- Removing Files from Frames

## **Modifying Paragraph Tags**

- Paragraph Basics
- Modifying Paragraph Tag Attributes
- Setting Paragraph Alignment
- Using the Tag Window
- Creating a New Tag

## **Special Paragraph Attributes**

- Using Rule Lines
- Creating Bulleted Paragraphs
- Using Paragraph Tag Overrides

## **Working With Text**

- Entering and Editing text
- Typing Text
- Tagging Text in the Copy Editor
- Selecting text
- Deleting and Replacing Text
- Moving and Copying text
- Inserting Special Characters
- Setting Custom Tabs
- Inserting Line Breaks
- Spell Checking
- Changing Attributes of Selected Text

## **Modifying Page Layout**

- Manually Inserting Pages
- Choosing Between Single or Double Sided
- Setting Page Tag Options
- Creating Headers and Footers
- Formatting Headers and Footers
- Creating a Multi-Chapter Publication

## **Newsletter Frame Options**

- Typing Text Into Frames
- Aligning Frames
- Flowing Text Between Multiple Frames
- Creating Frame Ruling Lines
- Applying Fills and Outlines
- Rotating Frames
- Flowing Text Around Frames

## **Printing**

- Print Options
- Print Previewing
- Printing a Document