

# Course : Affinity Publisher, getting started

*Practical course - 2d - 14h00 - Ref. ADU*

*Price : 1180 € E.T.*

Affinity Publisher training will teach you how to create and organize elements, use external resources, work with styles and templates, export files for printing and the web, and create interactive documents.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Master the Affinity Publisher user interface
- ✓ Create documents and manage page settings
- ✓ Use drawing, layout, text and image tools
- ✓ Apply styles and templates for consistent page layout
- ✓ Export files for different print formats and for the web

## Intended audience

Anyone wishing to master the basic functions of this page layout and desktop publishing software, whether a beginner or occasional user.

## Prerequisites

No special knowledge required.

## Practical details

Discussions, experience sharing, demonstrations, tutorials and case studies to train you throughout the course.

## Teaching methods

Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

## Course schedule

### PARTICIPANTS

Anyone wishing to master the basic functions of this page layout and desktop publishing software, whether a beginner or occasional user.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Introduction to Affinity Publisher

- Introduction to the Affinity Publisher user interface.
- Software navigation.
- User interface customization.
- Using keyboard shortcuts.

### Hands-on work

Customize the user interface

## 2 Using drawing and layout tools

- Creation of new documents.
- Modification of page parameters.
- Use drawing tools to create shapes.
- Use layout tools to organize elements.

### Hands-on work

Create a new document with standard business card parameters

## 3 Creating and managing text blocks

- Create text blocks.
- Modification of text parameters.
- Text block management: move, resize, align.

### Hands-on work

Use text settings to modify font, size and color

## 4 Use of images and external resources

- Image import.
- Change image size and resolution.
- Use cropping and cropping tools.
- Implementation of external resources: fonts, color palettes, etc.
- Use hypertext links to connect pages.
- Creation of buttons to add interactivity.

### Hands-on work

Creating a document with images and hyperlinks

## 5 Using styles and templates for page layout

- Create text styles.
- Use paragraph styles.
- Create and use page templates.
- Character style management.

### Hands-on work

Create a new document with multiple pages

## 6 Using tables and graphs

- Table creation.
- Import data from tables.
- Use graphing tools to create graphics.

### Hands-on work

Create a budget table

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 7 Integration of visual effects such as shadows and reflections

- Use of blur and distortion effects.
- Adding cast shadows and reflections.
- Use blend masks to create complex effects.

### Hands-on work

Add blurring and masking effects to an image

## 8 Export files for printing and the web

- Export parameters for printing.
- Export parameters for the web.
- Export files in various formats.

## Dates and locations

**PARIS LA DÉFENSE**

2026 : 1 June, 5 Nov.