

TABLE OF CONTENTS

<u>Chapter</u>	<u>Topic</u>	<u>Pages</u>
<i>DESKTOP PUBLISHING</i>		
1	Introduction to Desktop and Electronic Publishing in Health Promotion	1
2	Formatting Peer-Reviewed Health Promotion Journal Articles Using Microsoft Word®	12
3	Creating Form Letters and Mailing Labels Using Microsoft Word®	49
<i>ELECTRONIC PUBLISHING</i>		
4	Designing Health Promotion Portable Document Format (PDF) Documents and Fillout Forms Using Adobe Acrobat	69
5	Designing Health Promotion Web Pages Using Microsoft Dreamweaver	91
6	Checking Hyperlinks Using Xenu Link Sleuth	112
7	Designing Electronic Portfolios in Health Promotion	121
8	Designing Health Promotion Presentations With Handouts Using Microsoft PowerPoint	133
9	Designing Scientific Conference Posters Using PowerPoint	181
10	Podcasting for Internet Radio: Recording and Editing Health Promotion Programs Using Audacity	190
11	CD-ROM Basics: Icons, AutoPlay, Media, Packaging, Copyright	201

<u>Chapter</u>	<u>Topic</u>	<u>Pages</u>
12	Burning CD-ROMs: Audio Versus Data	218
13	CD-ROM Duplication/Replication Methods	226
14	Designing CD/DVD Labels Using Discus®	234
<i>SPREADSHEET/STATISTICS</i>		
15	Grant Budget Spreadsheet Basics Using Microsoft Excel	251
16	Computing Statistics Using Statistical Package for the Social Sciences (SPSS)	267
<i>GRAPHIC DESIGN AND ADOBE PHOTOSHOP</i>		
17	Introduction to Graphic Design in Health Education	291
18	Recording Health Education Events Using Digital Photography: The Basics	297
19	Editing Digital Photographs	312
20	Transforming Photos Using Filters for Health Education Publications	335
21	Designing Health Education Posters	343
22	Designing Health Education Conference Posters Using PhotoShop	353
23	Designing Health Education Game Boards	366
24	Designing Health Education Book Covers	383
25	Designing Health Education CD/DVD Labels	405