

TABLE OF CONTENTS

<u>Chapter</u>	<u>Topic</u>	<u>Pages</u>
DESKTOP PUBLISHING		
1	Introduction to Desktop and Electronic Publishing in Health Promotion	1-9
2	Formatting Peer-Reviewed Health Promotion Journal Articles Using Microsoft Word®	10-32
3	Creating Form Letters and Mailing Labels Using Microsoft Word®	33-46
4	Designing Health Promotion Three-Fold Brochures Using Microsoft Publisher®	47-66
ELECTRONIC PUBLISHING		
5	Creating a Fillout Form Using Microsoft Word®	67-72
6	Designing Health Promotion Portable Document Format (PDF) Documents and Fillout Forms Using Adobe Acrobat®	73-92
7	Designing Health Promotion Web Pages Using Microsoft FrontPage®	93-119
8	Checking Hyperlinks Using Xenu Link Sleuth®	120-127
9	Designing Electronic Portfolios in Health Promotion	128-138
10	Designing Health Promotion Presentations With Handouts Using Microsoft PowerPoint®	139-181
11	Podcasting for Internet Radio: Recording and Editing Health Promotion Programs Using Audacity®	182-191
12	CD-ROM Basics: Icons, AutoPlay, Media, Packaging, Copyright	192-206
13	Burning CD-ROMs: Audio Versus Data	207-214
14	CD-ROM Duplication/Replication Methods	215-221
15	Designing CD/DVD Labels Using Discus®	222-238

<u>Chapter</u>	<u>Topic</u>	<u>Pages</u>
SPREADSHEET/STATISTICS		
16	Grant Budget Spreadsheet Basics Using Microsoft Excel®	239-253
17	Computing Statistics Using Statistical Package for the Social Sciences (SPSS)	254-276