

Summary

During this training, you have learned how to select specific style sheets for your project and you have learned how to create builds for your project. Remember that there are many advantages for using style sheets and builds, which include the ability to simplify the process of formatting and viewing your document. All of the esthetics for a document are taken care of in style sheets, so you don't have to worry about selecting fonts, resizing margins, etc. All of that is taken care of in your style sheets allowing you to focus on just the content within your document. Additionally, the builds process is great for preparing you for your publishing portion of E-planning. The builds process will automatically compile all of your necessary materials for your project and your documents and move them into one location where all of that information will be retrieved from when you move into the creating and publishing portion of your project.

If you're still unsure how to perform any of these tasks, you can review the lessons you have had difficulty with or reference your training workbook you received during the E-planning basics classroom course. If after that you're still experiencing trouble, feel free to call anyone on the E-planning team for further assistance. Thank you.