

## 8983 New Desktop Publishing – Level 1

### Areas for development

Check candidates are using the correct paper sizes. This examination may use A6, A5 or A4 paper sizes in either portrait or landscape orientation.

Ensure candidates can resize the graphic objects without distortion, especially when the task requires copying and pasting from Task 1 into Task 2

Placement of text or graphic must be accurate – ensure candidates use only one type of measurement throughout the examination, either imperial (inches) or metric (centimetres).

Alignment of objects on the page should align either to margins or other objects on the page as shown on the page diagram.

Candidates are still having problems with the use of small caps and initial caps.

### Recommendations

Ensure candidates are used to all paper sizes and orientation and can produce copy on standard A4 paper with crop marks identifying the paper sizes of A5 or A6.

Check that the candidates maintain aspect ratio of the graphic when copying and pasting.

Make sure all candidates understand what is meant by small caps and how to apply this. Text in Initial Caps can be changed to Small Caps (e.g. This is Initial Caps).

### Tips

- Is the candidate using the correct paper size?
- Check alignment is as specified.

### Additional comments

Centres using own text and graphics **must** include a printout when submitting the candidate scripts.

## 8983 New Desktop Publishing – Level 2

### Areas of good performance

The majority of the candidates have demonstrated good quality regarding the production of the drawn graphic.

The candidates have also displayed a good overall interpretation of the paper.

### Areas for development

Care to be taken when using fonts, for example, serif and sans serif as specified. Setting up and maintaining the layout - margins, etc.

Ensure candidates are fully aware of how to use the features of Drop Caps and Small Caps and can maintain these as specified, throughout a publication.

Candidates must remember when copying or resizing graphic objects, to maintain the aspect ratio.

### Recommendations

Use a style sheet or template to ensure consistency of margins and fonts etc.

Practise using the features of the program and maintain consistency when using Drop Caps and Small Caps.

Ensure the candidates resize the objects without distorting them. Always make sure the graphic objects and text are placed as specified as shown or to the margins.

### Tips

- Check that the page is balanced
- Is all the text visible in the frame?
- Know the difference between **Copy** and **Move**

### Additional comments

Centres using own text and graphics **must** include a printout when submitting the candidate scripts.