

New Desktop Publishing

Levels 1 & 2

Syllabus

City & Guilds

Pitman Qualifications

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New Desktop Publishing

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Syllabus

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City & Guilds is household name – in fact, according to consumer surveys, one in five UK households has one of our qualifications.

We were established 125 years ago to encourage education and training in, and for, the workplace. Today City & Guilds is **the** leading vocational awarding body in the UK, awarding almost 50% of all National Vocational Qualification. As the only major awarding body solely dedicated to vocational learning, we offer companies worldwide a recognised skills benchmark.

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New Desktop Publishing

Level 1

Introduction

Time allowed for examination

1 ½ hours excluding final printing time.

Aim

The aim of the examination is to test the candidate's ability to apply the concepts of desktop publishing and basic design skills using imported text and graphic objects. The candidate will be able to produce simple publications such as posters or newsletters.

Target group

The New Desktop Publishing award is designed for people seeking a first qualification in desktop publishing, or who require essential desktop publishing skills or wish to extend their vocational qualifications. This may be taken as a stand alone examination or as part of a wider area of study such as media, information technology, business design or general studies

Entry requirements

Candidates should have knowledge of computer systems and disk management and would benefit from the ability to use keyboarding/word processing skills. It would benefit the candidates if they had some basic design skills, but this is not essential at this level.

We recommend non-native speakers of English should have at least Intermediate level English.

Age levels

This award may be suitable for candidates under 16 years of age.

Syllabus Objectives

Outline

Candidates must be able to demonstrate the following practical skills in order to complete the examination successfully. All objectives are tested in the practical examination, unless otherwise specified.

1. *Use desktop publishing software and manage files*
 - 1.1. Use computer hardware and access the desktop publishing software application
 - 1.2. Create a new desktop publishing file and save it
 - 1.3. Save a desktop publishing file
2. *Set up page and publication layout*
 - 2.1. Set up a page with specified margins : Top, bottom, left, right
 - 2.2. Set up a text box (frame) or page with 1 or 2 columns, with gutters where appropriate
 - 2.3. Use different page sizes: A4, A5 & change page orientation : portrait, landscape
 - 2.4. Apply typesetting conventions and desktop publishing terminology : spacing, quotation marks, ligatures, hyphenation, font versions, small caps, typefaces, white space, widows & orphans etc
3. *Manipulate text*
 - 3.1. Import prepared text
 - 3.2. Input text and edit
 - 3.3. Align or justify text : left, right, centre aligned or fully justified
 - 3.4. Change the attributes of a font: serif, sans serif, size, colour
 - 3.5. Change the text formats : bold, italic, underline, dropped caps
 - 3.6. Select, move or copy text
 - 3.7. Apply fills to a selected area
 - 3.8. Use text wrapping settings
 - 3.9. Balance columns and position/align text appropriately
4. *Manipulate graphic objects*
 - 4.1. Import a digital, bitmap or vector graphic object
 - 4.2. Select, move and copy a graphic object
 - 4.3. Delete a graphic object
 - 4.4. Draw lines, circles, boxes, arrows and polygons
 - 4.5. Add a box around text or place text inside a graphic box
 - 4.6. Apply flip/mirror, scale, rotate and crop to a graphic object
5. *Produce printed and file outputs*
 - 5.1. Use the application preview facility to view and check that output is suitable for printing
 - 5.2. Produce a draft copy for checking before final printing
 - 5.3. Proofread and correct spelling, grammar and punctuation

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- 5.4. Demonstrate consistency in use of typeface, type size, margins and layout, throughout all pages of the publication
- 5.5. Produce final output where the quality of the print is appropriate for the standard of work required

Guidance on underpinning knowledge

While the knowledge listed in this part of the syllabus is not directly tested in the practical examination, they are skills which help the candidates to complete the assignments in the time available. Also, the underpinning knowledge are those skills that a person working at this level would be expected to have.

It is strongly advised that this section of the syllabus is treated with the same importance as the objectives and that the candidates are provided with the opportunities and teaching they need to acquire the knowledge and skills listed.

2.3 Detail

The following table details the objectives, guidance and skills and associated underpinning knowledge for each section. These have been listed on separate pages for clarity.

1. Use desktop publishing software and manage files		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
1.1. Use computer hardware and access the desktop publishing software application	Access the appropriate software and be aware that desktop publishing files use a lot of memory (RAM)	Switch on/log on to the system and access the appropriate software. Identify the common types of desktop publishing software applications and their use in business
1.2. Create a new desktop publishing file and save it	Save a desktop publishing file with the name given	Check the disk storage space before creating desktop publishing files.
1.3. Save a desktop publishing file	Understand the difference between saving a file with the same name or a new name. Regularly save work to prevent loss of data.	Manage directories/folders and files. Save work frequently to prevent loss of data.

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2. Set up page and publication layout		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
2.1. Set up a page with specified margins	<p>Set up each page of their publication with top, bottom, left and right margins, to exact specifications</p> <p>Identify centimetres and inches as units of measurement and select one for use throughout the publication</p>	Locate the margins and change the settings as required
2.2. Set up a text box (frame) and/or page with one or two columns, with gutters where appropriate	Set columns for text, either for the full page or within a specific text box or frame	Identify the reasons for using columns in a page layout and understand the use of gutters between columns
2.3. Use different page sizes and change page orientation	Set up a one page, one sided A4 or A5 publication and be able to create other publications of differing sizes and orientation	Identify common paper sizes and the difference between landscape and portrait orientation
2.4. Use typographical and typesetting conventions	<p>Adhere to the typesetting conventions described in the syllabus:</p> <ul style="list-style-type: none"> ▪ spacing ▪ quotation marks ▪ ligatures ▪ hyphenation ▪ font versions ▪ small caps ▪ typefaces ▪ white space ▪ widows and orphans 	Identify typographical/typesetting conventions and desktop publishing terms

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3. Manipulate text		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
3.1. Import prepared text	Identify the different text file types used for importing into desktop publishing applications	Differentiate the different text formats and know how to import each type of text into a file
3.2. Input text and edit	Enter text using a keyboard	Spellcheck and proof-read this
3.3. Align or fully justify text	Align text either left, right, centre or fully aligned, within a page or column or within a box or frame	Recognise the different types of alignment and full justification, and list reasons for using them
3.4. Change the attributes of a font	Apply the following attributes/formats exactly as specified:	Apply the terms font, typeface, type size, picas points and baseline
3.5. Change the text formats	<ul style="list-style-type: none"> ▪ bold ▪ italic ▪ dropped caps ▪ subscript and superscript ▪ serif/sans serif font ▪ font size and/or colour 	
3.6. Select, move and copy text	Use cut, copy and paste to move or copy text to a required position on a page	Explain the difference between cut and copy. List the reasons for not using cut to delete objects
3.7. Apply fills to a selected area	Apply specified fills to given areas of text within a publication	
3.8. Use text wrapping settings		
3.9. Balance columns, use gutters and position/align text appropriately	Accurately balance columns and align text accordingly, using the given publication layout and text attributes	Identify all of the paragraph and column settings available, such as widows and orphans and balancing columns, gutters and white space

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4. Manipulate graphic objects		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
4.1. Import a digital, bitmap or vector graphic object	Explain the difference between bitmap and vector graphic objects, and recognise what file type a given graphic object is	Describe the different methods of producing graphic objects and list the benefits and limitations of different graphic object sources
	Describe scanners and digital cameras, list their uses as sources of graphic objects and the use of the internet for acquiring graphic objects	Recognise when graphic objects are subject to copyright issues, and that these graphic objects may not be reproduced without permission from the copyright holder.
4.2. Select move and copy a graphic object	Move the graphic object to a specific location and align using layout guides	Describe the benefits of anchoring and using layout guides and/or grids
4.3. Delete a graphic object	Delete a specific graphic object from the publication	Understand the reasons for using delete rather than cut when removing a graphic object
4.4. Draw lines, circles, boxes, arrows and polygons	Use a combination of these elements when producing a publication	Understand all of the options available for adding drawn features to a publication
4.5. Add a box around text or place text inside a graphic box	Position text within a specified area and apply a box around the text	Identify the different ways of entering text into boxes and the benefits of using each format
4.6. Apply flip/mirror, scale, rotate and crop to a graphic object	Manipulate the graphic object as specified, maintaining the aspect ratio at all times	Describe the main ways of manipulating a digital graphic object (size, crop, shape) and describe how resolution settings affect the level of detail of an object

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5. Produce printed and file outputs		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
5.1. Use the application preview facility to view and check that output is suitable for printing	Schedule time to check their publication by previewing the prints and producing draft copies	Understand the reasons for using the preview facility before producing a hard copy
5.2. Produce a draft copy for checking before final printing	Produce draft copy print, and use this to check the layout and alignment of the publication	Understand the importance of printing a draft copy at a lower resolution for checking before final printing
5.3. Proofread and correct spelling, grammar and punctuation	Use the screen or draft copy to proofread the publication for errors	Understand the importance of checking and correcting output before printing
5.4. Demonstrate consistency in use of typeface, type size, margins and layout, throughout all pages of the publication	Ensure that all margins and type settings are consistent throughout the entire publication, unless specified otherwise	Study printed material from various sources (newspapers, magazines, leaflets etc) and observe their consistencies
5.5. Produce final output where the quality of the print is appropriate for the standard required	Select an appropriate printer to produce their final publication	Have experience of using a variety of printers, so that they are able to recognise which printer produces the most suitable quality of printout required for the publication Candidates should know that printed output can be sent to a disk file as well as a printer

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the New Desktop Publishing Examination Support Guide.

Health and Safety

Tutors and candidates must observe all health and safety regulations according to current legalisation and welfare requirements.

Useful publications

Tutors should refer to the following free publications, which can be ordered from us or downloaded from www.pitmanqualifications.com

- Recommended Reading List (free)
- Support Materials Catalogue (free)
- Marketing literature for this award (free)
- Sample examination paper (free)
- Examination Support Guide for this award

This publication includes the following:

- Details of assessment/marketing criteria/grades
- Worked example of assessment
- Instructions for specialist teachers
- Chief examiners reports, including tips and recommendations to trainers and candidates

New Desktop Publishing

Level 2

Introduction to syllabus

Time allowed for examination

2 hours excluding final printing time.

Aim

The aim of the examination is to test the candidate's ability to apply the concepts of desktop publishing and basic design skills using imported text and graphic objects. The candidate will be able to produce multi-page publications such as leaflets and brochures.

Target group

The New Desktop Publishing award is designed for people who are able to work with limited supervision and those wanting to expand their knowledge and gain recognition for their skills in a desktop publishing environment. It would suit people who are seeking employment in publishing or who require essential desktop publishing skills.

Entry requirements

Candidates should have knowledge of computer systems and disk management and would benefit from the ability to use keyboarding/word processing skills. It would benefit the candidates if they had some basic design skills, but this is not essential at this level.

We recommend non-native speakers of English should have at least Intermediate level English.

Age levels

This award may be suitable for candidates under 16 years of age.

Syllabus objectives

Outline

In addition to the objectives listed in the level 1 syllabus, candidates must be able to demonstrate the following practical skills in order to complete the examination successfully. All objectives are tested in the practical examination, unless otherwise specified.

1. *Import text and graphics objects from other applications*
 - 1.1. Import text and graphic objects into a new desktop publishing file
 - 1.2. Save a desktop publishing file with a new name
2. *Set up a multi-page publication*
 - 2.1. Set up a master page to a specified style : margins, column gutters, backgrounds, colour, page orientation, columns
 - 2.2. Create a multi-page publication or create a themed set of 2 or more pages
 - 2.3. Set up single or alternate pages for a publication
 - 2.4. Insert running items into a multi-page publication: headers and footers
 - 2.5. Select suitable colours and produce them on the screen by specifying the colour components
 - 2.6. Apply typesetting conventions and desktop publishing terminology : spacing, quotation marks, ligatures, hyphenation, font versions, small caps, typefaces, white space, widows & orphans etc
 - 2.7. Maintain consistency throughout all pages of the publication
 - 2.8. Save the publication layout (template/master) so it may be used for different publications
3. *Manipulate text*
 - 3.1. Use guides or page layout grids to position and align text
 - 3.2. Create and use different text styles
 - 3.3. Use different text layouts: line and character spacing, bullet and numbered lists, indents/hanging indents, side headings, speech bubbles, rotated/skewed text, banner headlines, justification
 - 3.4. Use different text enhancements and formats: font, font size, bold, italics, roman, subscript and superscript, dropped and raised capitals, reverse text, tinted backgrounds
 - 3.5. Create tables, forms or questionnaires, position and size to fit text and page/column layouts
 - 3.6. Input text for headings and other text as required, including an email address and or web site address
 - 3.7. Use different spacing and hyphenation to fit copy to a given space
 - 3.8. Use symbols and special characters
4. *Manipulate graphic objects*
 - 4.1. Use guides or page layout grids to position and align graphic objects on pages containing text

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- 4.2. Change the attributes/properties of lines, circles and boxes, line thickness, colour, line style
 - 4.3. Change the attributes/properties of a graphic object: size, position, shape, border, background (vector or bitmap)
 - 4.4. Resize, flip/mirror, scale, rotate and crop digital, bitmap or vector graphic objects, retaining aspect ratio
 - 4.5. Add a frame and/or caption to a graphic object
 - 4.6. Anchor a graphic object to a specified position
 - 4.7. Wrap text around a graphic object
 - 4.8. Group/ungroup graphic objects
 - 4.9. Layer graphic objects
 - 4.10. Adjust brightness/contrast/colour of a graphic object
 - 4.11. Adjust attributes of a photographic image
5. *Produce printed and file output*
- 5.1. Use the application preview facility to view and check that output is suitable for printing
 - 5.2. Use typeface, type size, margins and layout, consistently throughout all pages of the publication
 - 5.3. Produce a multi-page publication or themed set of 2 or more pages that includes a range of text and graphic objects
 - 5.4. Proofread and correct spelling, grammar and punctuation
 - 5.5. Produce final output where the quality of the print is appropriate for the standard required

Guidance on underpinning knowledge

Whilst the knowledge in this part of the syllabus is not directly tested in the practical examination, they are skills which help the candidates to complete the assignments in the time available. Also, the underpinning knowledge are those skills that a person working at this level would be expected to have.

It is strongly advised that this section of the syllabus is treated with the same importance as the objectives and that the candidates are provided with the opportunities and teaching they need to acquire the knowledge and skills listed.

In addition to the knowledge and skills acquired at the New Desktop Publishing award level 1 (or equivalent), candidates must be able to demonstrate the skills listed and have the knowledge to operate competently at this level.

Detail

The following table details the objectives, guidance and skills and associated underpinning knowledge for each section. These have been listed on separate pages for clarity.

1. Import text and graphic objects from other applications		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
1.1 Import text and graphic objects into a new desktop publishing file	Import the edited text and graphic object file(s) into the publication layout as required	Understand that text editing and graphic object editing programs may need to be used in conjunction with desktop publishing software when creating desktop publishing publications
1.2 Save a desktop publishing file with a new name	Create a new desktop publishing file and save it with the name given Understand the difference between saving a file with the same name or a new name and be aware of the need to regularly save work, to prevent loss of data	Manage directories/folders and files. Be able to save work frequently and understand the importance of this

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2. Set up a multi-page publication		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
2.1 Set up a master page to a specified style : margins, column gutters, backgrounds, colour, page orientation, columns	Set up a master page, with specified settings, so that all pages of the publication are of exactly the same layout	Describe the purpose and role of master pages. Explain how inside and outside margins work in multi-page publications. State the impact of methods of binding multi-page publications on page layout
2.2 Create a multi-page publication or create a themed set of 2 or more pages	Adhere to a specified style for fonts, sizes and formats as specified	Describe the purpose and role of corporate styles and be able to set up styles or style sheets accordingly
2.3 Set up single or alternate pages for a publication	Specify settings for inside and outside margins and alternate or single sided pages	Understand the difference between producing single sided publications and documents with alternate pages
2.4 Inset running items into a multi-page publication : headers and footers, page numbers	Set these items at the start of the publication and place them in a position and format specified	Describe the reasons for using 'rules and borders' in headers and footers
2.5 Select suitable colours and produce them on the screen by specifying the colour components	Change the colours in a publication and/or the objects within it	State the reasons why differences in colour may arise between the screen and the final printed output. Describe a pre-defined commonly used colour scheme (RGB etc)
2.6 Apply typesetting conventions and desktop publishing terminology	Adhere to the typesetting conventions described in the syllabus: <ul style="list-style-type: none"> ▪ spacing ▪ quotation marks ▪ ligatures ▪ hyphenation ▪ font versions ▪ small caps ▪ typefaces ▪ white space ▪ widows and orphans 	Identify basic principles of effective communication using printed graphic objects and text layouts and be able to apply basic design principles to their desktop publishing publication

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2.7 Maintain consistency throughout all pages of the publication	<p>Maintain consistency throughout all pages of the publication, this includes, margins, backgrounds, page orientation, headers and footers and columns</p> <p>One unit of measure (centimetres or inches) should be adhered to throughout the publication</p>	State the main ways of editing a publication to enhance effectiveness and the effects of continuity within a publication
2.8 Save the publication layout	Save the publication as a file for printing later	Save a publication as a template so that it may be used as a basis for different publications in the future

3. Manipulate text		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
3.1 Use guides or page layout grids to position and align text	Align objects to exact positions. Where an exact position is not given, alignment should be to the nearest margins	Insert and use grids and guides to layout their publication
3.2 Create and use different text styles	Adhere to the specific styles of text as required	Describe the purpose of selecting different typographical designs when creating a publication
3.3 Use different text layouts	<p>Apply specific layouts to the text in publications, as below :</p> <ul style="list-style-type: none"> ▪ line and character spacing ▪ bullet and numbered lists ▪ indents/hanging indents ▪ side headings ▪ speech bubbles ▪ rotated/skewed text ▪ banner headlines ▪ justification 	Recognise each of the layouts and be able to apply any one of them as required

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<p>3.4 Use different text enhancements and formats</p>	<p>Apply specific text enhancements as required, as below:</p> <ul style="list-style-type: none"> ▪ font, font size ▪ bold, italics, roman ▪ subscript and superscript ▪ dropped and raised capitals ▪ reverse text ▪ tinted backgrounds 	<p>Distinguish between different font types (printer, bitmap, scaleable fonts, embedded and True Type)</p> <p>Candidates should be aware that the type of font they use must be compatible with the output of their printer</p>
<p>3.5 Create tables, forms or questionnaires, position and size to fit text and page/column layouts, using tabs, leader dots and rules</p>	<p>Create at least one of these during the examination</p>	<p>Use tables for design elements, eg</p> <ul style="list-style-type: none"> ▪ forms ▪ lists
<p>3.6 Input text for headings and other text as required, including an email address and or web site address</p>	<p>Accurately input additional text into their publication. This must be entered exactly as specified, paying attention to punctuation, the use of capital letters etc</p>	<p>Accurately key in text as required</p>
<p>3.7 Use different spacing and hyphenation to fit copy to a given space</p>	<p>Use as many layout features as possible to ensure the text fits into a given space in the required way</p>	<p>Identify the concepts of good publication design, to avoid the over use of white space and visually un-balanced layouts</p>
<p>3.8 Use symbols and special characters</p>	<p>Use a variety of symbols and special characters, including fractions, ticks, tick boxes:</p> <p>☰ ✂ ① © ® ™ € % ½ ¼ ⅓ ✓ <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>Know how to obtain and insert special characters into their publications</p>

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4. Manipulate graphic objects		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
4.1 Use guides or page layout grids to position and align graphic objects on pages containing text	Align objects to exact positions. Where an exact position is not given, alignment should be to the nearest margins	Acquire graphic objects using a scanner or digital camera and know their purposes as input devices Also use the internet to acquire images, and understand why certain graphic objects may be subject to copyright issues
4.2 Change the attributes/properties of lines, circles and boxes	Change the specific attributes and/or properties lines, circles or boxes <ul style="list-style-type: none"> ▪ line thickness ▪ colour ▪ style 	Insert and manipulate clipart, artistic text, charts and graphs
4.3 Change the required attributes/properties of a graphic object	Change the specific attributes and/or properties of a graphic object, this will include : <ul style="list-style-type: none"> ▪ size ▪ position ▪ shape ▪ border ▪ background 	
4.4 Resize, flip/mirror, scale, rotate and crop digital, bitmap and vector graphic objects	Follow specific instructions to change the size and position of a graphic object and unless otherwise specified, maintain aspect ratio at all times	Use a graphics editing program to change the size and layout of any graphic objects prior to importing into the desktop publishing publication
4.5 Add a frame and/or caption to a graphic object	Add the caption or title to the graphic object as required and position the frame using the exact specifications given in the instructions	Understand the different features of their desktop publishing software, and how to specify frame and wrap settings Understand the reasons for wrapping text and using frames and captions, and how to best use the different effects for certain publications

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4.6 Anchor a graphic object to a specified position	Anchor graphic objects as specified, either to a page, margin or paragraph	
4.7 Wrap text around a graphic object	Wrap text in the format specified Unless specified otherwise, the text should be wrapped around the graphic object in a box or square format	
4.8 Group/ungroup graphic objects	Either group or ungroup a given object or group of objects	Understand all of the grouping/ungrouping options available and to which graphic object types these settings can be applied
4.9 Layer graphic objects	Apply layering settings as specified and understand the terminology used: <ul style="list-style-type: none"> ▪ watermark ▪ background/foreground ▪ stacking 	Understand and ensure that any graphic objects removed from publications have not merely been placed behind another object or hidden with a white box
4.10 Adjust brightness/contrast/colour of a graphic object	Make changes to graphic objects (including photographs) to enhance the appearance when printed <ul style="list-style-type: none"> ▪ contrast ▪ brightness ▪ colour ▪ greyscale 	Explain the concepts of pixels and pixel editing and the different options available for photo editing

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5. Produce printed and file output		
Objectives	Guidance and skills (Candidates must be able to ...)	Underpinning knowledge (Candidates should be able to ...)
5.1 Use the application preview facility to view and check that output is suitable for printing, including final proofreading	Schedule time to check their publication by previewing their prints and producing draft copies	Identify the difference between draft and final proof copies, and the differences between speed and quality of output
5.2 Use typeface, type size, margins and layout, consistently throughout all pages of the publication	Ensure that all margins and type settings are consistent throughout the entire publication, unless specified otherwise	Study printed material from various sources (newspapers, magazines, leaflets etc) and observe their consistencies
5.3 Produce a multi-page publication or themed set of 2 or more pages containing a range of text and graphic objects	Produce a publication that combines the layout instructions with the text and graphic objects as specified	Know that desktop publishing is not only used for personal output to a printer, but for commercial publication, or publishing on the internet
5.4 Proof-read and correct spelling, grammar and punctuation	Proof-read their publication prior to the end of the examination when final printing will take place	Identify the reasons for ensuring the accuracy of their final publication output, especially with regard to sending desktop publishing publications to commercial printing houses
5.5 Produce final output where the quality of the print is appropriate for the standard required	Save all files for printing later.	Describe the characteristics, uses and weights of commonly used types of paper and understand how this can affect the quality of output. Describe suitable electronic formats for storing desktop publishing files (PDF and Postscript)

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the New Desktop Publishing Examination Support Guide.

Health and Safety

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Useful publications

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- Sample examination paper (free)
- Examination Support Guide for this award

This publication includes the following:

- Details of assessment/marketing criteria/grades
- Worked example of assessment
- Instructions for specialist teachers
- Chief examiners reports, including tips and recommendations to trainers and candidates

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