

# ESKIDTP1 (SQA Unit Code - F9CE 04)

## Desktop publishing software



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### Overview

This is the ability to use desktop publishing software designed to combine and manipulate text, image and graphic elements in layouts appropriate for subsequent publication to screen or print.

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### Performance criteria

*You must be able to:*

#### **Select and use appropriate designs and page layouts for publications**

- P1. Select and use an appropriate page design and layout for publications in line with [local guidelines](#), where relevant
- P2. Select and use appropriate [media](#) for the publication

*You must be able to:*

#### **Input and combine text and other information within publications**

- P3. [Input](#) information into publications so that it is ready for editing and formatting
- P4. Organise and [combine information](#) of different types or from different sources in line with any copyright constraints
- P5. [Store and retrieve](#) publication files effectively, in line with local guidelines and conventions where available

#### **Use desktop publishing software techniques to edit and format publications**

*You must be able to:*

- P6. Select and use appropriate techniques to [edit publications](#) and [format text](#)
- P7. [Manipulate images and graphic elements](#) accurately
- P8. [Control text flow](#) within single and multiple columns and pages
- P9. [Check publications](#) meet needs, using IT tools and making corrections as necessary

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### Knowledge and understanding

*You need to know and understand:*

#### **Select and use appropriate designs and page layouts for publications**

- K1. Identify what **types of information** are needed
- K2. Identify what **page design and layout** will be required

*You need to know and understand:*

#### **Input and combine text and other information within publications**

- K3. Identify **copyright constraints** on using other's information

*You need to know and understand:*

#### **Use desktop publishing software techniques to edit and format publications**

- K4. Identify what editing and formatting to use for the publication

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### Additional Information

#### Scope/range

A foundation user can use a range of basic desktop publishing software tools and techniques to produce straightforward or routine publications. Any aspect that is unfamiliar will require support and advice from others.

Publication tools and techniques will be described as 'basic' because:

1. the software tools and functions will be predefined or commonly used;
2. the range of entry, manipulation and outputting techniques will be straightforward or routine; and
3. the inputting, manipulating and outputting of the information will be predetermined, straightforward or routine.

**Examples of context:** Typical documents may include – invitation, poster, menu, greetings card, business card.

#### Examples of Content

*The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment*

#### Select and use appropriate designs and page layouts for publications

**Types of information:** Text, images, graphics, video, sound

**Page design and layout:** Organisation of information, size, white space, columns, consistency, orientation

**Local guidelines:** Templates, house style, branding, publication guidelines, styles, colours and font schemes

**Publication media:** Web, document, multimedia

#### Input and combine text and other information within publications

**Input information:** using keyboard, mouse, scanner, voice recognition, touch screen, stylus

**Copyright constraints:** Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism

**Combine presentation information:** Insert, size, position, wrap, order, group  
Forms: images, text, graphic elements (eg borders, lines, panels, shading, logos)

**Store and retrieve:** Save, save as, find, open, close

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### **Use desktop publishing software techniques to edit and format publications**

**Edit publications:** Drag and drop, find, replace, undo redo, size, crop and position, use layout guides

**Format text:** Existing styles and schemes for font (typeface), size, orientation, colour, alignment

**Manipulate images and graphic elements:** Size, crop, position, maintain proportion, border

**Control text flow:** In columns, around images and graphic elements, between pages

**Check publications:** Spell check; grammar check, word count, completeness, accuracy, orientation, layout, text alignment and formatting

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**Developed by** e-skills UK

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**Version number** Version 4

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**Validity** Current

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**Status** Original

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**Originating organisation** e-skills UK SSC

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**Original URN** ESKIDTP1

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**Relevant occupations** Application Support; ICT for users; Information and Communication Technology

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**Suite** IT Users 6.2

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**Key words** IT User, ICT, Information Technology, ITQ, Productivity