

ESKIDTP2 (SQA Unit Code - F9CF 04)

Desktop publishing software



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.

ESKIDTP2 (SQA Unit Code - F9CF 04)

Desktop publishing software

Performance criteria

You must be able to:

Select and use appropriate designs and page layouts for publications

- P1. Select, change 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. Find and [input](#) information into publications so that it is ready for editing and formatting
- P4. Organise and [combine information](#) for publications in line with any copyright constraints, including importing information produced using other software
- P5. [Store and retrieve](#) publication files effectively, in line with local guidelines and conventions where available

You must be able to:

Use desktop publishing software techniques to edit and format publications

- 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
- P10. Identify and respond to [quality problems](#) with publications to make sure they meet needs

ESKIDTP2 (SQA Unit Code - F9CF 04)

Desktop publishing software

Knowledge and understanding

You need to know and understand:

Select and use appropriate designs and page layouts for publications

- K1. Describe what **types of information** are needed
- K2. Describe how to change **page design and layout** to increase effectiveness of a publication

You need to know and understand:

Input and combine text and other information within publications

- K3. Describe how **copyright constraints** affect use of other's and own information
- K4. Describe which **file format** to use for saving designs and images

You need to know and understand:

Use desktop publishing software techniques to edit and format publications

- K5. Identify what editing and formatting to use for the publication

ESKIDTP2 (SQA Unit Code - F9CF 04)

Desktop publishing software

Additional Information

Scope/range

An intermediate user can select and use a wide range of intermediate desktop publishing software tools and techniques effectively to produce publications that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

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

1. the software tools and functions used will be at times non-routine or unfamiliar;
2. the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
3. the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Examples of context: Typical documents may include – a newsletter or e-bulletin, illustrated brochure, price list.

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, proportion

Local guidelines: Templates, house style, branding, publication guidelines, existing styles and schemes, refinements to styles and 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

ESKIDTP2 (SQA Unit Code - F9CF 04)

Desktop publishing software

Combine information for publications: Combine images with text and graphic elements (eg borders, lines, panels, shading, logos) import information produced using other software, reference external information with hyperlinks, object linking or embedding

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

File formats for designs and images: Will vary according to the content, for example jpg for Internet photo display, png for Internet drawing display, svg for graphic designs (the ISO standard most likely to be fully supported by web browsers)

1. Digital picture format (e.g. jpeg and psd)
2. Bitmap or raster picture formats (eg raw bitmaps, bmp and compressed formats jpeg and png)
3. Vector graphics (eg svg, wmf, eps, ai)

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

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

Quality problems with publications: Will vary according to the content, for example, text (eg colour, size, style), images (eg orientation, size, position, cropping)

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Desktop publishing software

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Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIDTP2

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

Suite IT Users 6.2

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