

<b>Unit Title:</b>	<b>Desktop publishing software</b>
OCR unit number:	31
Level:	2
Credit value:	4
Guided learning hours:	30
Unit reference number:	D/502/4566

## Unit purpose and aim

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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.

This unit is about selecting and using 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 at this level are defined as intermediate because:

- the software tools and functions used will be at times non-routine or unfamiliar;
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and

The user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Select and use appropriate designs and page layouts for publications</p>	<p>The learner can:</p> <p>1.1. Describe what <b>types of information</b> are needed</p> <p>1.2. Describe how to change <b>page design and layout</b> to increase effectiveness of a publication</p> <p>1.3. Select, change and use an appropriate page design and layout for publications in line with <b>local guidelines</b>, where relevant</p> <p>1.4. Select and use appropriate <b>media</b> for the publication</p>	<p><b>Types of information:</b> Text, images, graphics, video, sound</p> <p><b>Page design and layout:</b> Organisation of information, size, white space, columns, consistency, orientation, proportion</p> <p><b>Local guidelines:</b> Templates, house style, branding, publication guidelines, existing styles and schemes, refinements to styles and schemes</p> <p><b>Publication media:</b> Web, document, multimedia</p>
<p>2 Input and combine text and other information within publications</p>	<p>2.1 Find and <b>input</b> information into publications so that it is ready for editing and</p>	<p><b>Input information:</b> using keyboard, mouse, scanner, voice recognition, touch screen, stylus</p>

Learning Outcomes	Assessment Criteria	Examples
	<p>formatting</p> <p>2.2 Organise and <b>combine information</b> for publications in line with any copyright constraints, including importing information produced using other software</p> <p>2.3 Describe how <b>copyright constraints</b> affect use of own and others' information</p> <p>2.4 Describe which <b>file format</b> to use for saving designs and images</p> <p>2.5 <b>Store and retrieve</b> publication files effectively, in line with local guidelines and conventions where available</p>	<p><b>Combine information for publications:</b> Combine images with text and graphic elements (e.g. borders, lines, panels, shading, logos) import information produced using other software, reference external information with hyperlinks, object linking or embedding</p> <p><b>Copyright constraints:</b> Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism, provisions of the Data Protection Act</p> <p><b>File formats for designs and images:</b> 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)</p> <ul style="list-style-type: none"> <li>- Digital picture format (e.g. jpeg and psd)</li> <li>- Bitmap or raster picture formats (e.g. raw bitmaps, bmp and compressed formats jpeg and png)</li> <li>- Vector graphics (e.g. svg, wmf, eps, ai)</li> </ul> <p><b>Store and retrieve:</b> Save, save as, find, open, close</p>
<p>3 Use desktop publishing software techniques to edit and format publications</p>	<p>3.1 Identify what editing and formatting to use for the publication</p> <p>3.2 Select and use appropriate techniques to <b>edit publications</b> and <b>format text</b></p> <p>3.3 <b>Manipulate images and graphic elements</b> accurately</p> <p>3.4 <b>Control text flow</b> within</p>	<p><b>Edit publications:</b> Drag and drop, find, replace, undo redo, size, crop and position, use layout guides</p> <p><b>Format text:</b> Existing styles and schemes for font (typeface), size, orientation, colour, alignment</p> <p><b>Manipulate images and graphic</b></p>

Learning Outcomes	Assessment Criteria	Examples
	single and multiple columns and pages 3.5 <b>Check publications</b> meet needs, using IT tools and making corrections as necessary 3.6 Identify and respond to <b>quality problems</b> with publications to make sure they meet needs	<b>elements:</b> Size, crop, position, maintain proportion, border  <b>Control text flow:</b> In columns, around images and graphic elements, between pages  <b>Check publications:</b> Spell check; grammar check, word count, completeness, accuracy, orientation, layout, text alignment and formatting  <b>Quality problems with publications:</b> Will vary according to the content, for example, text (e.g. colour, size, style), images (e.g. orientation, size, position, cropping)

## Assessment

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All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

## Evidence requirements

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An Evidence Checklist must be completed without gaps. Where candidates are submitting evidence produced having sat an OCR-set assignment, there is no need to complete an Evidence Checklist.

Individual checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

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Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).