Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computer page composition methods
2. Code	PPPRPE202A
3. Level	2
4. Credit	12
5. Competency	<u>Performance Requirements</u>

	5.1 Master text font functions of page composition software	♦ Master advanced functions of page composition software regarding text properties ♦ Use setting functions of page composition software for sections and related specifications including indentation, widow, orphan, run-on punctuation and custom dictionary
	5.2 Master table with borders functions of page composition software	♦ Understand table with borders functions of age composition software and make complex tables
	5.3 Use page composition software to set default functions	♦ Make use of layout and preferences to fit binding method ♦ Understand nested master pages, dummy, pagination, table of content and other functions for making complex bookwork of multiple pages ♦ Master assembly of text, photos and shapes on page layout

		♦ Understand advanced shape functions and image effect functions of software
		♦ Use software functions properly for defining colours, colour coding, gradient colours and other effects
	5.4 Use page composition software to make special settings for Chinese page composition	♦ Make use of Chinese and English text properties and mutual replacement methods
		♦ Able to use special settings of software for Chinese page composition for mixed composition of Chinese and English
	5.5 Use processing methods for jobbing works, bookwork, boxwork, forms, charts and diagrams	♦ Use page composition software functions for text and image insert, text stringing, colour handling, image and text merging for processing complex jobbing works, bookwork, boxwork, forms, charts and diagrams
		♦ Understand PDF properties and convert file into effective PDF
6. Range	Make use of software for composition of simple jobbing works, bookwork, boxwork, forms, charts and diagrams according to specific requirements and perform related tasks in prepress department.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in page composition tasks according to specific requirements.	
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer page composition.	