

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

1. Title	Understand computer retouching methods
2. Code	PPPRPE204A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: right;"><b><u>Performance Requirements</u></b></p> <p>5.1 Have basic knowledge of retouching software</p> <ul style="list-style-type: none"> <li>◆ Understand toolbox and panel functions of software</li> <li>◆ Understand settings for resolution, bit-depth and image size</li> <li>◆ Understand basic text functions of software and produce text effects</li> <li>◆ Set colour properly and perform colour conversion</li> </ul> <p>5.2 Master retouching software functions</p> <ul style="list-style-type: none"> <li>◆ Master basic colour correction function</li> <li>◆ Understand advanced layer management and make use of layer effects</li> <li>◆ Apply proper use of photo handling and correction skills based on the original and printing requirements</li> <li>◆ Apply blocking out techniques</li> <li>◆ Use filter properly to achieve effects</li> </ul> <p>5.3 Make appropriate use of common text and graphics file attributes</p> <ul style="list-style-type: none"> <li>◆ Master application of save format and properties</li> <li>◆ Use compress methods properly</li> <li>◆ Understand proper embedding of colour profile in a file</li> </ul>

	<p>5.4 Follow procedures to convert file into PDF</p> <ul style="list-style-type: none"> <li>◆ Understand PDF properties</li> <li>◆ Able to set image information properly and convert file into PDF for various uses</li> </ul>
6. Range	Use retouching software for simple colour editing, layer management, picture editing, blocking out, spot colour, effects and other tasks according to specific requirements in prepress department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software and assist in retouching and related tasks according to specific requirements.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer retouching.