

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master computer page composition techniques
2. Code	PPPRPE305A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand and master page composition principle</p> <ul style="list-style-type: none"> ◆ Master Chinese and English page composition principles ◆ Master advanced text, shapes and photos functions of page composition software <p>5.2 Master special functions of page composition software</p> <ul style="list-style-type: none"> ◆ Use plug-in functions of page composition software ◆ Master advanced layer application of software ◆ Make use of database ◆ Master techniques for creating table of contents and index ◆ Produce electronic format of document for transfer <p>5.3 Use major composition software for complex printing jobs</p> <ul style="list-style-type: none"> ◆ Master techniques for processing complex bookwork and other printing jobs ◆ Master techniques for merging various documents

5.4 Master techniques of optimized file output with major composition software

- ◆ Understand colour definition and effect on output
- ◆ Master techniques of effective PDF conversion
- ◆ Master output settings for colour separation of file
- ◆ Master method and techniques for proper examination on file for output suitability
- ◆ Understand need of correcting and arranging document file for colour separation output
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