

# **DESKTOP PUBLISHING**

**CODE: 960 214 Duration: 60 hours**

## **A. Plan the visual format of a document**

- Harmony of various components
- Visual balance of the model
- Consistent style of the visual format selected

## **B. Determine the appearance of titles, subtitles**

- Appropriate choice of fonts key words and normal text.
- Correct proportion between different type sizes
- Spacing between sections of text proportionate to type size

## **C. Determine the content and the appearance of**

- Correct determination of: headers and footers.
- Text to include
- Character size character font
- Proper layout of graphic components
- Proper positioning of header and footer components

## **D. Create templates**

- Appropriate setting of all parameters

## **E. Divide up a text on several pages**

- Format appropriate for size of page content of text

## **F. Create shaded areas.**

### **Correct positioning of shaded areas**

- Correct choice of types of lines and shading
- Accurate dimensions of internal and external printable areas
- Inclusion of legends