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

Functional Area - Prepress Technology

Title	Assist in implementing computer page composition
Code	111050L2
Range	According to specific requirements in prepress department, make use of page composition software, assist in the imposition of simple jobbing works, bookwork, packaging boxes, forms, charts, diagrams and correct file setting.
Level	2
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Know Chinese fonts, tables, Chinese page composition, frequent use setting and correct file setting functions in page composition software. • Know advanced functions of page composition software regarding text properties. • Know the setting functions of page composition software for sections and related specifications, including but not limited to indentation, widow, orphan, run-on punctuation and custom dictionary. • Know table with borders functions of page composition software and make complex tables. • Know layout and preferences to fit binding method. • Know nested master pages, dummy, pagination, table of content and other functions for making complex bookwork of multiple pages. • Know assembly of text, photos and shapes on page layout. • Understand advanced shape functions and image effect functions of software. • Know software functions properly for defining colours, colour coding, gradient colours and other effects. • Know Chinese and English text properties and mutual replacement methods. • Know special settings of software for Chinese page composition for mixed composition of Chinese and English. • Know page composition software functions for text and image insert, text stringing, colour handling, image and text merging for processing complex jobbing works, bookwork, packaging box, forms, charts and diagrams. • Know PDF properties and convert file into effective PDF. • Know the standards of file setting which meet the requirements of print production. 2. Under guidance and according to the specific requirements, make use of page composition software, assist in processing simple jobbing works, bookwork, packaging boxes, forms, charts and diagrams; implement file setting which meets the requirements of print production. 3. Demonstrate professional skills and attitude • According to the requirements of the customer and the established specifications of the prepress department, able to use software, assist to do page composition, implement file setting which meets the requirements of print production. Page composition must meet the requirements of the customer, and the file setting should be met with the requirements of print production and achieve the ISO international standard.
Assessment Criteria	The integrated outcome requirement(s) of this unit of competency is/are: • Able to use software and assist in page composition, implement file setting which meets the requirements of print production accurately according to the specific requirements.

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Remark	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer page composition.
	This unit of competency originates from the first edition of PPPRPE202A and its content has been updated.