

## Mapping to Unit BSBITU309A Produce desktop published documents

This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents. The following table maps elements to the manual from Microstar Publishing titled **BSBITU309A Produce desktop published documents with Publisher 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement.

Element and Performance Criteria		Reference
<b>1. Prepare to produce desktop published documents</b>		
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies.,	eCompanion
1.2	Use energy and resource conservation techniques	eCompanion
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required.	All chapters contribute.
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image	All chapters contribute.
<b>2. Set up desktop published document</b>		
2.1	Design content structure and layout to ensure information and graphics are arranged according to related topics and logical sequence	Ch 3 Format Objects Ch 4 Graphics Ch 5 Design, layout and Masters Ch 6 Working with Text Ch 7 Arranging Text
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout.	Ch 2 Simple Text Ch 3 Format Objects Ch 5 Design, Layout and Masters Ch 6 Working with Text Ch 7 Arranging Text
2.3	Confirm layout with appropriate person.	Ch 5 Design, Layout and Masters
<b>3. Create desktop published document</b>		
3.1	Prepare, format and enter required text.	Ch 2 Simple Text Ch 6 Working with Text Ch 7 Arranging Text Ch 8 Tables Ch 9 Mail Merge
3.2	Import text from other applications and resolve any formatting issues.	Ch 6 Working with Text
3.3	Scan or import graphics from other applications and resolve any formatting issues.	Ch 4 Graphics
3.4	Arrange text and graphics according to organizational and task requirements.	All chapters contribute

#### 4. Finalise desktop published document

4.1	Review text for possible errors or omissions, and resolve any issues.	Ch 6 Working with text
4.2	Check page order, structure and linkages.	Ch 5 Design and Layout Ch 6 Working with Text
4.3	Produce completed document in required format.	Ch 5 Design and Layout Ch 6 Working with Text Ch 9 Mail Merge
4.4	Name and store text documents, in accordance with organizational requirements and exit the application without information loss/damage.	eCompanion
4.5	Prepare text documents within designated timelines and organizational requirements for speed and accuracy.	All chapters contribute
4.6	Use manuals, user document and online help to overcome problems with document design and production.	eCompanion All chapters

# **BSBITU309 Design and produce desktop published documents with Publisher 2013**

## **Chapter 1 Introducing Publisher 2013**

The Publisher 2013 workplace; Open, save, create and close a file; Page navigation buttons; Add a page; Zoom, Views; Frames in Publisher; Work with frames; Text boxes; Entering Text; Create a Picture Frame with ClipArt

## **Chapter 2 Using Text**

Create, save, close and open a new publication; Insert a text box and text; Format text; Align, Colour text; Format text box with shade and borders

## **Chapter 3 Format Objects and WordArt**

Draw objects; Perfect shapes; Group and ungroup; Format; Shade; Graduated colours; Fill Effects; Lines and borders; WordArt; Orientation; The Design gallery; Flip and rotate; Layers; Align and distribute objects

## **Chapter 4 ClipArt and Image Files**

Insert and format ClipArt; Crop pictures; Wrap text; Free rotate; Scaling an object; Recolour object; Adjust the image; Insert picture files; Image Formats; Compress images

## **Chapter 5 Page Layout**

Publication types; Design; Good design principles; Layout design; Templates; Layout guides; Text Styles; Aligning objects; Snap to guides, objects or ruler marks; Use the background; Header and footer text and page numbers

## **Chapter 6 Working with Text**

Text boxes; Import text; Link text boxes; Check spelling; Find and Replace; Text Styles; Columns; Overlay text boxes; Connecting text boxes on different pages; Using "Continued" Notices

## **Chapter 7 Arranging Text**

Format Paragraphs; Paragraph spacing; Line spacing – Leading; Kerning and tracking; Hyphenation; Bullets and numbers; Columns in text boxes; Tab stops, leaders

## **Chapter 8 Tables**

Create; Enter and edit text; Insert rows and columns; Row height and column width; Grid lines; Border and shade cells; Change the font style and size; Fill in data; Aligning cell contents; Merge and split cells

## **Chapter 9 Mail Merge**

Main Document; Data source; Fields; Enter Data; Edit or Open an Address List; Create merged publication; Print and save Mail Merge document; Find filter and sort records; Labels