# City & Guilds Level 3 Desktop publishing software (DTP 7574-322)

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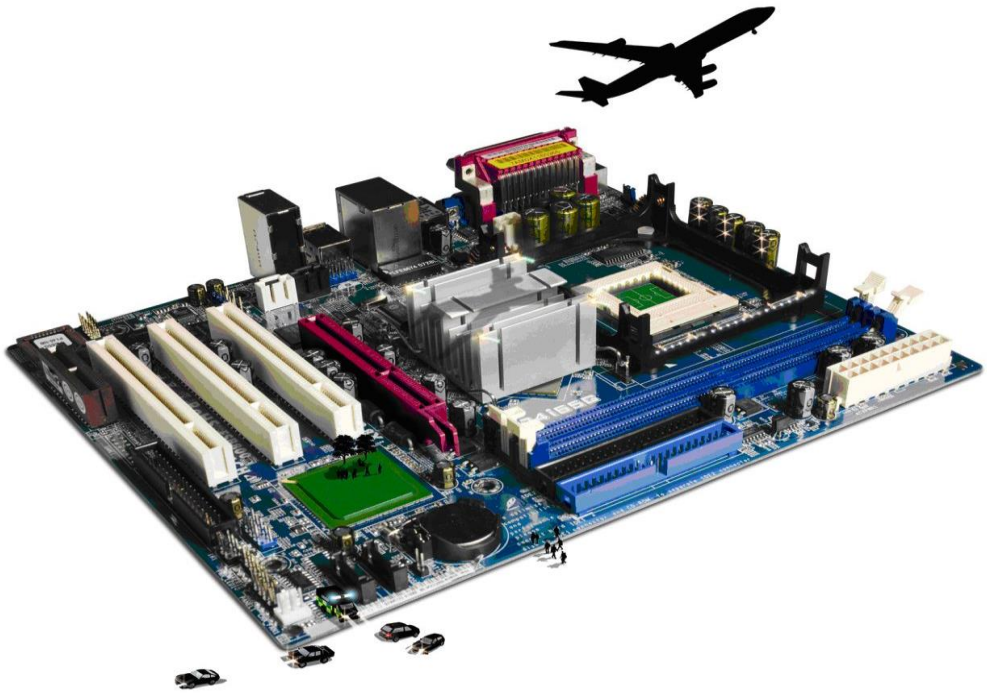
## ITQ
## Assignment guide for Candidates
Assignment A



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# Level 3 Desktop publishing software (DTP 7574-322)
# Assignment A
Introduction – Information for Candidates

## About this document
This assignment comprises **all** of the assessment for Level 3 Desktop publishing software (DTP 7574-322).

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## Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

## Time allowance
The recommended time allowance for this assignment is **two and a half hours**.

# Level 3 Desktop publishing software (DTP 7574-322)
# Candidate instructions

## Time allowance: Two and a half hours

## The assignment:

This assignment is made up of **four** tasks

- Task A - File set up and preparation for editing
- Task B - Creating Publication
- Task C - Finalising the publication
- Task D - Responding to questions.

## Scenario

You work as an advertising assistant for a wildlife park. Several visitors have recently asked questions about the 'African Big Five', so your manager had decided to make a small booklet on that subject available and eventually to include it on their website.

Your manager has asked you to both research and write a booklet for visitors based on the 'Big Five'. You will need to find out information relating to the 'Big Five', to develop a booklet that could readily become interactive when uploaded to the website and to prepare it for commercial printing.

To assist you, the following outline specification has been agreed by the management team to match those publications already in existence:

- A5 booklet format
- 8 pages in total
- All margins to be set to 1cm
- Page 1, 2 and 8 must contain no columns
- The remaining pages 3 to 7 must have two columns with a divider
- Page 1 to be a front/title page
- Page 2 must be an introduction to the Big Five
- Pages 3 – 7 must contain information and pictures relating to the Big Five
- Page 8 must be a contact and acknowledgements page with links to at least 4 other websites with related content.

Read all of the instructions carefully and complete the tasks in the order given.

Continued over…

## Task A – File set up and preparation for editing

1 Create a folder in your work area named **Booklets**.

Create a sub-folder in your **Booklets** folder with the name **Data**.

Copy all of your research or provided materials that will be used for the publication into your **Data** folder.

2 Open you software application and referring to the outline specification create suitable blank master pages.

Save your work as a template in the **Booklets** folder named:

**The Big Five_Template**

3 Add your research, or supplied text, to your publication.

- Add the introduction text about the Big Five to Page 2.
- Add all other text relating to the animals only to pages 3 to 7 ensuring that the text flows between columns and pages as required.
- Ensure that Pages 1 and 8 are left blank at this stage. Check your work and re-format the text size if necessary.

Save your work as **The Big Five_Draft1** in the **Booklets** folder.

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## Task B – Creating Publication

1 Excluding Pages 1 and 8, add pictures from your research, or those supplied, to your publication.

Any pictures used must enhance the relevant text and be included within the text areas.

At least **one** picture must have text wrapped around it.

2 Ensure that Page 7 has minimal whitespace. If necessary, add additional text and pictures or insert the supplied file **Public Perception**.

3 On Page 1, add text to identify your park, a title and at least one image.

Use suitable text editing to enhance the appearance.

Continued over…

4 On Page 8 add suitable contact information including: -

| | |
|---|---|
| Email us on: | enquiries@chaplins.coz |
| Visit our website: | www.chaplins.coz |

Add any acknowledgements to authors/websites and include **one** additional picture of a wild animal of your choice.

5 Check your work to ensure that it meets the specification and make any corrections necessary.

6 Save your work as **The Big Five_Draft2** in the **Booklets** folder.

## Task C – Finalising the publication

1 Enhance your publication by adding a suitable background or theme to each page.

2 On Page 8 under any acknowledgements add the URL addresses of at least **four** websites that cover wildlife or the Big Five.

3 Save your work as **The Big Five_Final**.

4 Publish your publication as a .pdf document named **The Big Five_PDF** into your **Booklets** folder.

## Task D – Responding to questions

1 Using the **Answers** document, provided by your assessor, add your own name and today's date as a footer.

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1. Using the scenario as a guide, explain your choice of text in relation to the Big Five.
2. Explain how and when you would change the page design and layout to increase the effectiveness of a publication.
3. What copyright constraints may apply that could affect the use of your information?
4. Explain which file formats should be considered when saving designs and images.
5. Evaluate the styles, colours, font schemes, editing and/or formatting used for the publication.

3 Save the document as **Answers_XX** (*where XX is your initials*) into your **Booklets** folder.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

**End of assignment**

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