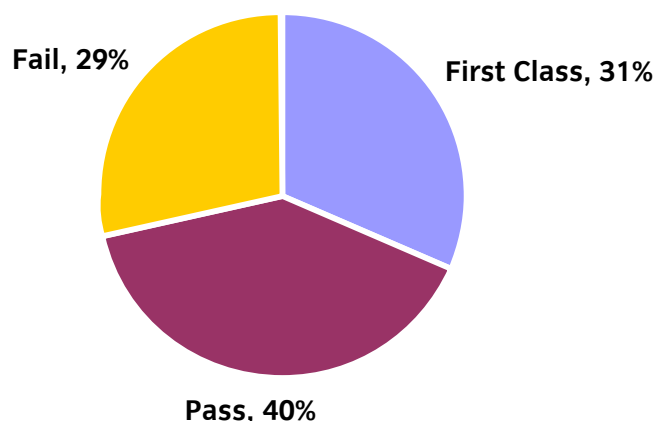


# 8983 New Desktop Publishing Level 1

## General Observations

There has been a pleasing increase in the number of candidates passing this examination a 6% increase on last year. The number of first class passes has dropped slightly on last year. The number of candidates failing this examination has increased but generally speaking most candidates are succeeding in passing. Candidates who fail at this level may not be sufficiently prepared for this examination.



## Areas of good performance

It is pleasing to note that many candidates produce good work often demonstrating imaginative skills.

## Areas for development

Page sizes are not always as specified and margins in the second printout are not always identical to the first printout. Candidates should ensure that they set up a document with two pages and not use two separate documents.

Graphics should be resized without distortion. Duplicated drawn objects are sometimes inconsistent or distorted.

Drop Caps are sometimes displayed as Raised Caps.

## Recommendations

Margins should be consistent for both printouts unless otherwise specified. A single document should be created and additional pages added.



Example of graphic with a border



Example of graphic with white space



Example of graphic with no white space

Incorrect graphic sizes could be due to white space in the imported graphic (which must not be included in the measurements unless the graphic has a border). The aspect ratio should be 'locked' when resizing graphics.

If text boxes (or drawn objects containing text) are to be copied, candidates should ensure that the copy function is used (rather than attempting to reproduce an identical object).

The descender of a drop cap should take a specified number of lines.

## Tips

- Before printing, ensure text or graphics touch all margins (top, bottom, left and right). Remember that examiner will check your margins with a ruler.
- Use rulers and guides on-screen to measure your images – don't include the white space unless there is a border.
- Check spelling using the Spell-check and proofread.

## Additional comments

Rarely, tutors are confused about the terms serif and sans serif and do not understand that these are not font names but font families. To clarify for example:

**Times, Bookman, Courier** are all serif fonts

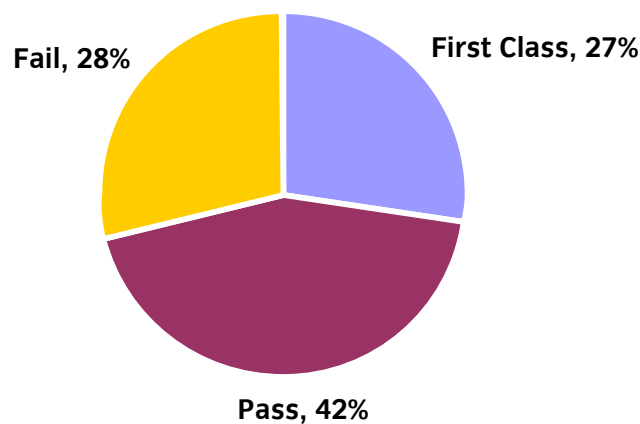
**Arial, Broadway, Comic Sans, Verdana** are all sans serif fonts:

Specialist Tutor copies are sometimes missing – which could mean that candidates are unnecessarily penalised.

# 8983 New Desktop Publishing Level 2

## General Observations

The number of candidates passing this examination has increased by 5% but the number of first class passes has fallen. There has also been an increase in the number of candidates being unsuccessful in this examination. This could be attributed to candidates not understanding the requirements of this examination. At this higher level more copyfitting techniques are required.



## Areas of good performance

A variety of skills and techniques are tested at level 2 and many candidates respond well to the challenges.

## Areas for development

Use of style sheets, page numbering and master pages will help to avoid inconsistencies in layout.

A thorough understanding of typesetting terms and conventions will help prevent simple errors eg reverse text, leading, kerning, etc.

**This is an example of reverse text**

## Recommendations

Use a style sheet for headings and/or subheadings.

Use the automatic page numbering facility to ensure consistency in font, size and alignment.

In order to appropriately copyfit text on the pages and understanding of leading is essential. Text and/or graphics should begin and finish at the top/bottom margins on each page giving a consistent layout to the publication.

Reverse text is the absence of colour, usually displayed as white text on a dark background.

**Tips**

- Consistency is the KEY!
- Set up and use a style sheet
- Copyfit your publication

**Additional comments**

Some Centres have failed to understand the sketch layout used by this examination to denote margins, columns and gutters. All too often candidates reproduce the dashed rectangular boxes. These are simply used as an indication of columns and gutters and must not be reproduced.

Centres should ensure they are able to impart the following knowledge to their candidates:

- how to set up style sheets and tag text appropriately
- how to use the page numbering facility and align this accurately to margins
- how to copyfit the publication by altering the leading ie the spacing between the lines of text.