

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

1. Title	Know computer retouching techniques
2. Code	PPPRPE104A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use basic functions of retouching software and related layers and colour functions</p> <ul style="list-style-type: none"> <li>◆ Know the difference between vector and bitmap digital image</li> <li>◆ Use toolbox and function panels of software</li> <li>◆ Use basic colour editing function of retouching software</li> <li>◆ Master basic management of layers</li> <li>◆ Have a clear idea of colour mode definition and settings of software</li> </ul> <p>5.2 Understand image file input and simple editing using retouching software</p> <ul style="list-style-type: none"> <li>◆ Use basic text function of software for simple text input and editing</li> <li>◆ Carry out proper input of image file and assemble various images</li> <li>◆ Know basic image retouching</li> </ul> <p>5.3 Understand workings of blocking out, pantone and special effects using retouching software</p> <ul style="list-style-type: none"> <li>◆ Use basic tools correctly for blocking out and creating paths</li> <li>◆ Know how to use pantone for making duotone/tritone images</li> <li>◆ Use simple filter to produce effects</li> </ul>

	<p>5.4 Understand shortcut to repetitive complex functions using retouching software</p> <p>◆ Able to use shortcuts of software for repeating complex functions</p>
<p>6. Range</p>	<p>Make use of retouching software to assist in simple colour editing, layer management, image editing, blocking out, pantone handling and producing effects according to instructions and perform related tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software and assist in simple retouching and related tasks under supervision and according to specific requirements.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>