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

1. Title	Know digital output techniques
2. Code	PPPRPE105A
3. Level	1
4. Credit	12
5. Competency	<table><tr><td colspan="2" align="center">Performance Requirements</td></tr><tr><td>5.1 Know use of major common text and graphics files</td><td>♦ Know difference and application of text and image formats ♦ Save text and graphics files in correct formats for output use</td></tr><tr><td>5.2 Know procedures for converting file into portable format</td><td>♦ Know PDF (portable document file) and its properties ♦ Use software properly for converting document into PDF ♦ Know how to open and print PDF document</td></tr><tr><td>5.3 Know output requirement for printable file</td><td>♦ Differentiate between resolution dpi (dots per inch), lpi (lines per inch) and printing requirements ♦ Choose text and graphics file format suitable for printing ♦ Know basic preflight methods ♦ Understand choice of output colour mode and use of digital fonts</td></tr></table>

	5.4 Know basic application of digital page imposition software	♦ Differentiate between page composition and page imposition ♦ Use digital page imposition software for simple loose pages and book pages imposition
	5.5 Know digital proofing methods	♦ Know digital proofing method and basic theory ♦ Know different kinds of wet proofs and digital proofs
	5.6 Know procedures of CTP (computer-to-plate)	♦ Know difference between conventional plate-making and CTP procedures ♦ Know advantages of CTP
	5.7 Assist in digital output	♦ Assist in digital output under supervision and according to specific requirements
6. Range	Assist in checking digital output file format and make use of page imposition software for digital proofing, CTP and related tasks according to instructions in prepress department.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in digital output and related tasks under supervision and according to specific requirements	
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.	