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

Functional Area - 電子出版

Title	Master content conversion of e-publishing materials
Code	106339L5
Range	In e-publishing materials production department, master the conversion of contents from original format of print-based book, text file or pdf file to e-publishing materials' target file format. Print-based books must be scanned with sufficient resolution to some image files similar to TIFF, and then gone through OCR character recognition tools before conversion to text file. Master the pre-conversion process of the clearing and changing of page control instructions and user interface before conversion of text file formats such as MS Word and PDF to e-publishing materials' file format. Master how to convert from traditional publishing software file format such as InDesign format to e-publishing materials' file format.
Level	5
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Understand the differences in file format requirements between original print-based book, text file formats or pdf file and that of e-publishing materials' file format. 2. Understand the guidelines of format conversion from print-based book, text file format, or pdf file contents to e-publishing materials' target file format. 3. Master how to convert from traditional publishing software format, such as InDesign format to e-publishing materials' file format. ⋅. Master print-based book must be scanned with sufficiently high resolution, for example to some image file like TIFF, and then gone through OCR character recognition tools before conversion to text file. ⋅. Master the pre-conversion process of clearing and changing of page control instructions and user interface before conversion of text file formats such as MS Word and PDF to e-publishing materials' file format.
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Be able to master scanning print-based book and then converting to text file format. • Be able to master converting text file format to e-publishing materials' file format.
Remark	