
BSBITU309

Produce desktop published documents

Prepare to produce desktop published documents

- Use safe work practices including addressing ergonomic requirements and using work organisation strategies
- Use energy and resource conservation techniques
- Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required
- Identify organisational and task requirements for desktop published documents to ensure consistency of style and image

Set up desktop published document

- Design content structure and layout to ensure information and graphics are arranged according to related topics and in logical sequences
- Select appropriate formatting and create templates or master pages to ensure consistency of design and layout
- Confirm layout with appropriate person

Create desktop published document

- Prepare, format and enter required text
- Import text from other applications and resolve any formatting issues
- Scan or import graphics from other applications and resolve any formatting issues
- Arrange text and graphics according to organisational and task requirements

Finalise desktop published document

- Review text for possible errors and omissions, and resolve any issues
- Check page order, structure and linkages
- Produce completed document in required format
- Name and store text documents, in accordance with organisational requirements and exit application without information loss/damage
- Prepare text documents within designated timelines and organisational requirements for speed and accuracy
- Use manuals, user documentation and online help to overcome problems with document design and production