

BSBITU313

Design and produce digital text documents

Prepare to produce documents

- Adjust workspace, furniture and equipment to suit user ergonomic environments
- Ensure workspace meets organisational requirements related to work health and safety, and energy and resource conservation, taking into account the type of digital device to be used
- Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required
- Identify organisational and task requirements for text-based business documents to ensure consistency of style and image
- Select most appropriate word processing application to produce document, in accordance with available resources and organisational policies

Design documents digitally

- Design document structure and layout to suit purpose, audience and information requirements of task
- Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout
- Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements
- Insert a standard table into document, changing cells, columns, and rows as necessary to meet information requirements
- Insert and format visual elements (including, for example, images or icons) to meet organisational and task requirements for style and layout

Produce text documents digitally

- Use intermediate-level application functions to enable efficient production of digital text documents
- Enter or import, and edit text and other data to meet required specifications
- Preview, adjust and prepare documents for delivery in accordance with organisational and task requirements
- Name and store document, in accordance with organisational requirements and exit application without information loss/damage
- Deliver document within designated timelines and organisational requirements for speed and accuracy
- Use relevant help functions to overcome intermediate issues with document design and production