



ASSESSMENT BRIEF: Collection of Work 5

Module Title: **Desktop Publishing**
Module Code: **5N0785**
Assessment Technique: **Collection of Work**
Assessment Weighting: **30%**
Assignment Title: **Multipage Document**

Submission Date: _____

Candidate Name: _____

I confirm that the work handed up is my own original effort

Signed: _____ **Date:** _____

Note: All work produced must be your **original effort** (Plagiarism through the presentation of someone else's ideas, arguments, concepts or work as your own by failing to reference or acknowledge properly is a very serious offence – see Student Handbook for sanctions that may apply).



Scenario

You must plan, design and produce a multi-page document (*booklet, magazine or newsletter*) in consultation with a client. The document must contain at least 4 A4 pages. The content does not require original research and can be on a topic of your choice. For example:

Personal interest or hobby

Local interest or club

Local small business or school

Assignment Details

1. Planning

Document Proposal

Complete a magazine proposal in consultation with your tutor. This will set out the topic of your document and research you need to carry out.

Project Log

Create a diary that logs your progress. The log should include the following headings:

- *Date*
- *Planning/Word Undertaken (Details of work carried out)*
- *Modifications (Identify any alterations to your original plans)*

Production Plan

Draw up a production plan and identify and schedule the main stages of document development.

Hardware and Software Specification

Provide a specification outlining the hardware and software required for completion of the document. The specification should include full details of the hardware and software including make, model and specification.

2. Thumbnails and Sketches

Show clear development of your design ideas through notes, sketches and rough visuals. Indicate design considerations including colour schemes, font schemes – titles and body text, images – style and positioning, borders – page border/text box borders, etc.

3. Production

Use Microsoft Publisher to create **two** design options for your document. You must complete the following:

Master Page & Stylesheet

Create a master page template and style sheets for each design option

Magazine Pages

Create at least **4 A4 pages** and ensure each document includes the following:

- *Document title*
- *Relevant graphics*
- *Header/footer*
- *Table of Contents*
- *Text boxes/Text*
- *Bordered text frames*
- *Page numbering*

4. Presentation

Final Product

The final design options should be carefully presented in a form suitable for a client. The document style should be consistent and suited to purpose. A digital copy should be ready for printing and you must also:

- Submit a full colour printout of your two design options
- Pages should be printed back-to-back
- Printouts should include crop marks as appropriate
- Provide a copy of your finished documents on electronic file.

Cost Analysis

Carry out a cost analysis for printing:

- 100, 1000 & 5000 colour copies
- By photocopying, laser printing and commercial printing.