Monaghan Institute

**QQI 5N0785**

**Desktop Publishing 5N0785**

Aim of the Programme Module: The purpose of this award is to equip the learner with the knowledge, skill and competence to produce a range of documents containing text and graphic images from design briefing to printing, using a Desktop Publishing (DTP) system.

**Monaghan Institute**

**FETAC 5N0785**

# The learner will be enabled to create a range of possible designs to meet a given brief with due consideration for production cost, presentation format and environment, and print materials.

## Create a range of designs to produce single documents, folded documents and multiple page documents.

To add folds to a document you have created select the **Change Page Size** button in the **Format Publication** window.



Browse down through the many available document types with the scroll bar and click on the required fold style. When you have chosen the style you require click on **ok**.



NOTE: If the **Format Publication** task pane is not showing click on **View** > **Task Pane** and turn it on. In addition if the **Format Publication** option is not turned on click on the drop down menu and select the correct option from the list.

## Identify and compare the relative costs of different printing options e.g. photocopying, laser printing and commercial printing giving consideration to environment and print materials.