

Desktop Publishing

Level 2

8983-12-012
(IT-NDTP 12)
00002

This paper must be returned
with the candidate's work.
Failure to do so will result in
delay in processing the
candidates' scripts.



Instructions for Specialist Tutor and Invigilator

Before the Examination

Please note that files for the examination are supplied on disk. If you are unable to access these files, create them as detailed below:

- 1 Create the following files and save. If your system does not allow you to use the file name indicated, substitute an appropriate file name.
 - 1.1 Create a file named CLIMB and copy the attached text, either by scanning or first keying into word processing software using any serif typeface, 12 point and a ragged right margin.
 - 1.2 Create a file named BARGAIN and copy the attached text (without heading), either by scanning or first keying into word processing software using any serif typeface, 12 point and a ragged right margin.
 - 1.3 Create a file named MOUNTAIN and copy the attached graphic into that file.

NB If you are unable to copy the graphic supplied, select a suitable graphic from your own bank as a substitute. Ensure that it measures at least 10 cm x 7 cm (4.0" x 2.8").
 - 1.4 Create a file named CODES and copy the attached graphic into that file.

NB If you are unable to copy the graphic supplied, select a suitable graphic from your own bank as a substitute. Ensure that it measures at least 5 cm x 4 cm (2.0" x 1.6").
- 2 Print out one copy of each file and retain. These are to be returned with the candidates' scripts at the end of the examination.
- 3 Copy the above files onto the system(s) to be used by the candidates. These files must be protected against access by other users of the equipment and the content of the examination must not be divulged. The names of these files appear on the candidate paper; any change of name must be announced to the candidates at the commencement of the examination.
- 4 The publication(s) to be saved and printed by the candidate as part of the examination should be saved as NEWS. If this file name is unsuitable, provide a substitute and inform the candidates.
- 5 Serif, sans serif or script typefaces must be used as specified. If the specified point size is not available, another suitable size may be substituted. Any changes must be stated on the Attestation Form and candidates informed at the commencement of the examination.

At the start of the Examination

- 1 The time allowed for the examination is 2 hours, excluding printing time. Candidates should be reminded to save their files under appropriate file names if printing is to take place at the conclusion of the examination.
- 2 Any printing required is stated in the Candidate's Instructions.

At the end of the Examination

- 1 Candidates' final printouts should be separated and each sheet clearly marked with the candidate's name. They should be attached to the front sheet of the examination paper containing the candidate's name. All draft printouts must be destroyed.
- 2 All the copies of the source documents must be returned to City and Guilds with the candidates' papers, Specialist Tutor copies, the Result Entry Form and the Attestation Form.
- 3 The files created for the examination must be erased from all storage media.
- 4 The Attestation Form must be signed by the Specialist Tutor and the Invigilator, attesting that the procedures outlined above were followed.

Text for the CLIMB file (key in using a 12 pt serif font and ragged right margin)

If you are thinking of doing some climbing for the first time it can be a daunting experience. You will need to find out about specialist skills and advice so come along to our ClimbIt seminar which is to be held at the end of January.

This seminar is aimed at anyone interested in climbing from the complete beginner to the more adventurous and seasoned climber and all our climbs are simply coded to ensure your complete safety and well-being. (See below) There will be experts on hand to advise you on what you need to start off – don't worry, it's not too expensive!

Climbing in the Alps

In the Alps there is an extensive network of mountain huts available for climbers to use and they are positioned to avoid the threat of avalanches.

The style of huts varies from very simple covers to well planned accommodation with private rooms. Generally they have bunk beds (or one very large bed) and clients are given pillows and blankets although the owners would prefer the use of own sleeping bags to help with the laundry problem. All the huts have basic features such as washing rooms drying facilities, etc.

Prices

It is important to pre-book the huts especially at busy times or in popular resorts – the local tourist information office will be happy to do this for you. Bear in mind that huts are usually open from the beginning of July until the middle of September. Costs vary depending on which area you are in, but an average would be about £10 per night without food.

Dinner

You can cook your own food at the huts or you may be asked to give it to the hut owner to cook for you. There are usually stoves outside and inside depending on your own preference. Breakfast is usually provided and is the standard fare – this will be charged extra on your bill.

Text for the BARGAIN file (key in using a 12 pt serif font and ragged right margin)

Visit our new website: www.climbit.com for details of the latest offers. We are making way for new stock to arrive so this is your opportunity to pick up a real bargain. Log on and see for yourself.

Sample ST1 000002

Graphic for the MOUNTAIN file



Sample ST10002

Graphic object for the CODES file

<i>Easy</i>	^
<i>Medium</i>	^^
<i>Difficult</i>	^^^

Sample ST1 000002