

**SYLLABUS FOR
PHOTOTYPE SETTER AND
DESK TOP PUBLISHING OPERATOR
UNDER
CRAFTS MEN TRAINING SCHEME**

As approved by
GOVERNMENT OF INDIA

In consultation with
**THE NATIONAL COUNCIL FOR
VOCATIONAL TRAINING**

&
CENTRAL APPRENTICESHIP COUNCIL

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SYLLABUS FOR THE TRADE OF “PHOTOTYPE SETTER & DESK TOP PUBLISHING OPERATOR” UNDER CRAFTSMEN TRAINING SCHEME

GENERAL INFORMATION

- | | |
|-------------------------------|------------------------------------------------------------------------------------------------|
| 1. Name of the Trade | Photo type Setter & Desk Top Publishing Operator |
| 2. Duration of Craftsmen Trg. | One Year |
| 3. Qualification | |
| (a) Essential | (a) Passed Matriculation Examination or 10 th class Under 10 +2 system with English |
| | (b) Typing speed of 30 w.p.m. in English |
| Desirable | Typing speed of 30 w.p.m. in regional language |
| 4. N.O.C. Code No. | 922.50 & 922.60 |

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LIST OF TRADE COMMITTEE MEMBERS

MEMBERS

S/Shri.....

1. Y. Singh Director of Apprenticeship Trg. Chairman.
2. S. I. Siddiqui Addi. Director of Trg. (DGE&T)
3. Mendi Ratta Head of Printing Deptt.
Pusa Polytechnic, Pusa, New Delhi.
4. S. Majumdar Sr. Lecturer, Printing Deptt,
Pusa Polytechnic, Pusa, New Delhi.
5. P. K. Subramanian Training Officer, DPA Tech, Trg. Centre
A-2/10, Naraina Industrial Area, Phase –II
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6. S.N. Mehta Chairman, DPA Tech., Trg. Centre
A-2/10, Naraina Industrial Area, Phase –II
New Delhi-23.
7. Jai Chandran Manager, Production, Thomson Press India Ltd.
Faridabad.
8. S.K. Sepory Manager, Directorate of Printing,
B-Wing, Nirman Bhavan, New Delhi.
9. S.N. Chakraborty Controller of Publication, Deptt. Of Publication
New Delhi
10. Principal Instt. Of Printing Tech., Telier Ganj,
Allahabad -4.
- 11.S.K. Rai Choudhry Manager, Govt. Of India, Text/Book Press,
Chandhgarh.
- 12.M.N.Das Joint Director of Trg., CD(DGE&T),
New Delhi
13. Miss A. Sarvaria Joint Director of Trg., CD (DGE&T),
New Delhi
- 14.A.K.Ganguli Asstt. Director of Trg. (DEGT)
- 15.D.K. Jatav Trg. Officer, (DEGT)
- 16.T.C. Mittal S.T.A.(D.G.E. &T)
- 17.P.K. Sharma S.T.A.(D.G.E. &T)

TRADE: Phototype Setter & Desk Top Publishing Operator

Period of Training: One Year of 52 Week

Total time available : 52-2 =50 Week X 42 hrs.=2100 hrs.

Hrs. prescribed for

(i) Trade Theory 25% of 2100 hrs.=525 hrs.

(ii) Practical 75% of 2100 hrs.=1575 hrs.

<i>Week No.</i>	<i>Practical</i>	<i>Trade Theory</i>
1	2	3
1	Key board practice on Dummy Keyboard with English, Hindi/ Regional Language. Emphasis of accuracy with speed.	Brief History of Printing, comparative analysis of different printing process.
2	---do---	---do---
3	---do---	Types, Type sizes, different families, characteristics to type point system and other of measuring, casting off, Typography and proof reading. Familiarization with symbols used in marking copy/typescript for press. Determining line measure and page depth and hence margins. House styles.
4	---do---	---do---
5	Introduction to phototype setting machine – use of various commands- understand functioning of the machine loading the machine with stabilization paper/t/c bromide paper, films, chemicals. Creating Macros, UFDs, Limitations of photosetters. Maintenance of photosetters, cleaning of CRT.	---do---
6	---do---	---do---
7	---do---	Different composing process & their development. Suitability for job, merits & demerits.
8	---do---	---do---
9	---do---	Brief description of the function of conventional composing machines.
10	---do---	---do---
11	Introduction to personal computer – its functions keyboard – viewing terminals.	Element of design, elements of page desing, selection of types for text/ display work. Copy preparation and copy fitting procedures –paper sizes. Principles of page make up of books.
12	---do---	---do---
13	---do---	---do---

14	---do---	---do---
15	---do---	Electronic Typewriter –their characteristics, functions, utilities in composing – care and maintenance.
16	---do---	---do---
17	---do---	Photo composing methods, off line/ on line, terminals for editing, input terminals, hard ware and software, various commands for setting and their uses.
18	Setting of Solid Text matters	---do---
19	---do---	---do---
20	---do---	---do---
21	---do---	---do---
22	Setting of Display matters	Keyboards, storage of information – their techniques.
23	---do---	General principles of setting off phototype setter, Interword/ line spacing, setting of display and tabular matters, corrections, and use of text edit, word breaking and justification. Use of kerning and reducing space between characters for proper work breaks.
24	---do---	---do---
25	---do---	---do---
26	Setting of tabular matter, with boxes use of box, repeat box, repeat rulo/ commands.	---do---
27	---do---	---do---
28	---do---	---do---
29	---do---	Use of bromide/ Resin coated, paper/ stabilization paper/ Direct plate, film & chemicals.
30	Use of scanner for picking up of illustrations & making up of a page using both computer terminal & scanner.	---do---
31	Selecting proper line screen per inch. What are highlights, shadow area and how to set scanner. Contrast and detail, how to read colour strip and do colour correction.	Introduction to computers hardware, software – computer fundamentals. File management
32	Setting of solid text tabular & illustration in combination using various type faces and the various commands available	---do---
33	---do---	---do---
34	---do---	---do---

35	Proof corrections with appropriate proof reading marks	---do---
36	---do---	Use of DOS operating system
37	Edit text by recalling the stored matters from memory	---do---
38	---do---	Microsoft word processing wordstar – Ms-Word operating systems, Use of these systems for various text settings & text editing.
39	---do---	---do---
40	Use of Dot matrix printer for taking our copies	---do---
41	---do---	---do---
42	---do---	---do---
43	Use of laser printer	Page composing through page makers and ventura
44	---do---	---do---
45	Graphics- drawings inputs of pictures/ sketches/ diagrams etc.	Comparative study of DTP/PTS
46	---do---	Page make- up on IBM computers and also on macintosh, copy fitting
47	---do---	---do---
48	Bromide/ Film Processing	---do---
49	---do---	Preparation of Graphics – use of software
50	---do---	Interface of Type Setting
51	Industrial Visits.	Industrial visits.
52	Final Trade Tests.	Final Trade Test.

Achievements: the trainees are expected after completion of 52 weeks training:

1. Handle and operative Phototype Setter Unit.
2. Handle and operate personal Computer & Printers.
3. Execute all the key board commands for typesetting, editing and to operate the processing unit of Phototype Setter and Printers attached to computers.
4. Take out the print of the made out page for further processing for printing.

**List of Equipment for “Phototype Setter
And Desk Top Publishing Operator” Trade
For a batch of unit of 16 trainees**

Description of Equipment

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. One IBM Compatible/PCAT/XT with standard accessories and two terminals. | |
| 2. One Dot Matrix Printer (80 Columns) | 1 No. |
| 3. One laser writer 90/1.58 (post Script) | 1 No. |
| 3a. Page Scanner Flat bed type | 1 No. |
| 4. Software containing: | |
| DOS -4.01 | |
| Word Star -2000 | 1 set each |
| Micro Soft Word | |
| Ventura & Page Maker | |
| 5. Phototype Setter with controller modules with one preview terminal and two input terminals, software containing – dictionary and all editorial and classified commands with accessories with at least 4-5 founts in regional/devnagiri & 10 -15 founts in English. | 1 unit |
| 6. Separate Master Programme and command floppies | 1 unit |
| 7. Electronic Typewriter with One line display and connection facilities with memory repeat English, Hindi/Regional Language with standard accessories. | 2(1 each) |
| 8. Golf balls/ Daisy wheel of different type in 12, 10 & 8 points- English, Hindi/ Regional Language/ Diacritical | 2 in. series |
| 9. Air conditioners 1.5 Tons | 4 nos. |
| 10. Dummy key board | 3 nos. |
| 11. Paste up table | 1 nos. |
| 12. Straight back revolving & adjustable typist chair | 9 nos. |
| 13. Steel table for work procedure | 9 nos. |
| 14. Steel cupboards | 4 nos. |
| 15. Storable cabinet –back up / software | 2 nos. |
| 16. Cabinet with Drawers – output | 2 nos. |
| 17. Continuous power supply (stabilizer) | 2 nos. |
| 18. Room Temp. thermometer | 1 nos. |
| 19. EM scales, steel rules, scissors, seal pals etc | 16 nos. each |
| 20. Automatic Processor for both film and paper | 1 no. |
| 21. Paper Cutter (Standard size) | 2 nos. |
| 22. Tape holder | 2 nos. |
| 23. Rubber slipper | 16 nos. |
| 24. Shoe rack | 2 nos. |
| 25. Class room table | 10 nos. |
| 26. Instructor table | 1 nos. |
| 27. Chairs (class room) | 20 nos. |
| 28. Instructor chair | 1 no. |
| 29. Student lockers | 4 nos.\ |

NOTE: The room should have false ceiling PVC floor & antigular lighting.

SOCIAL STUDIES : The same syllabus for Social studies common to all trades may be followed.
