

## **Desktop Publishing Operators and Related Occupations**

Desktop Publishing Operators and Related Occupations create, format, and produce printed or digital publications such as brochures, books, newsletters, and marketing materials. They combine design, typography, and layout skills with computer software to produce visually appealing and professional documents. Their work supports communication, marketing, and publishing objectives.

### **Duties and Responsibilities (Points):**

- Design and format publications using desktop publishing software
- Prepare layouts for print or digital media, including text and graphics
- Edit and proofread content for accuracy, grammar, and style
- Collaborate with writers, editors, and designers to meet publication requirements
- Select appropriate fonts, images, and color schemes for documents
- Ensure final products meet quality standards and client specifications
- Convert documents into print-ready or digital formats
- Maintain files, templates, and version control for projects
- Stay updated on design trends, software tools, and publishing standards
- Assist with production, printing, and distribution of materials