



DESKTOP PUBLISHER

SUMMARY

As a desktop publisher at APC, you will use publishing software to create page layouts for APC publications, brochures and other items for print or electronic publication. This will involve designing pages using text, graphics, and other materials; editing text, correcting spelling, punctuation, and grammar to arrive at the finished product.

RESPONSIBILITIES

Your work will typically involve the following:

- Work with textual content provided to design publications according to prescribed standards.
- Gather existing materials or work with designers and writers to create new artwork.
- Find and edit graphics, such as photographs or illustrations.
- Use scanners to turn drawings and other materials into digital images.
- Import text and graphics into desktop publishing software programs.
- Position artwork and text on the page layout.
- Select formatting properties, such as text size, column width, and spacing.
- Check proofs, or preliminary layouts, for errors and make corrections.
- Finalize formatted documents for printing or electronic publication.
- Work with proofed documents to make corrections.
- Send final files to a commercial printer or print the documents on a high-resolution printer.

REQUIRED SKILLS

- Proficient working with Adobe InDesign and Microsoft Word.
- Familiarity with Adobe Illustrator and Photoshop.
- Familiarity with PageMaker and CorelDraw a plus, but not required.
- Ability to work with regional languages (e.g. Hindi, Kannada, etc.) a plus, but not required.
- Have excellent grammar and spelling skills.
- Have an eye for detail and be very accurate in their work.
- Have imagination and good visual sense.
- Be able to work with personnel at commercial printers and give clear, accurate instructions.
- Have good organizational and decision making skills.
- Be able to work under pressure and meet deadlines.
- Be prepared to work long hours if required.