

**List the main activities and processes within the desktop and pre-press areas**

Desktop publishing and pre-press areas usually include the following activities:

- (a) Data capture: all forms of electronic files, plus hard copy (typed or handwritten copy)
- (b) Scanning of images to disk or film
- (c) Retouching and /or colour correction
- (d) Page assembly
- (e) Imposition planning
- (f) Platemaking: traditional techniques or computer to plate (CTP)
- (g) Proofing
- (h) Data archiving

The 2 methods of pre-press are:

- (a) Analogue: using conventional manual techniques of cutting and taping film to produce plates
- (b) Digital: plates are produced by producing pages and impositions on a computer and then sending the files to an imagesetter to produce the plates (CTP)

Documents may be produced for printing on an offset lithographic printing machine or for electronic publishing using digital presses.

The image carriers provided by a pre-press area are normally used for printing by the offset lithographic process, but can also be used for:

- (a) Cylinders for photogravure printing
- (b) Stencils for screen printing
- (c) Plates for flexographic printing
- (d) File masters for digital printing