

1. Priprava rokopisa:

A) Elementi rokopisa glede na posamezne žanre: 1) naslovna stran, 2) kolofon, 3) posvetilo, 4) moto, 5) splošno kazalo, 6) kazalo slik, 7) kazalo tabel, 8) predgovor, 9) zahvale, 10) integralno telo besedila vključno z uvodom in delitvijo na poglavja, 11) opombe, 12) povzetek 13) dodatki, 14) bibliografija (viri in literatura), 16) imensko in stvarno kazalo, 17) slike in tabele, 18) seznam kratic, 19) seznam dovoljenj za uporabo slikovnega gradiva

B) Oblikovni parametri rokopisa: 1) izbira tipografije, 2) velikost črk, 3) razmik med vrsticami, 4) poravnave in umiki, 5) deljenje, 6) vezaji in pomišljaji, 7) raba in funkcija tipografskih rezov (typefaces; kurzivno, polkrepko, krepko, superkrepko ...), 8) oblika naslovov poglavij, podpoglavij, 9) raba posebnih znakov in simbolov, 10) citati (proza, poezija), 11) podčrtne in odzadnje opombe, 12) imenska in stvarna kazala, 13) seznam kratic in krajšav

2. Priprava tabel in slikovne opreme:

1) številčenje slik in tabel (tipi številčenja), 2) priprava slikovne opreme iz diapozitiva, skena ali tiskanega vira, 3) priprava digitalnih fotografij, 4) raba rastrske in vektorske grafike (osnove dela s programom Adobe Illustrator), 5) umestitev ilustracij ob besedilo, 6) obdelava sivinske in barvne slikovne opreme (osnove dela s programom Adobe Photoshop), 7) obrezovanje in retuširanje slikovne opreme, 8) cmyk vs. rgb, 9) struktura tabel in njihova uporaba, 10) horizontalna in vertikalna pravila za oblikovanje tabel

3) Osnove knjižnega oblikovanja in preloma:

1) standardni formati (ISO 216), 2) pravila za oblikovanje knjižnega stolpca, 3) zlati rez, 4) tipografija in njena izbira, 5) živa pagina, 6) paginacija, 7) tipi odstavkov in poravnave, 8) platnica, 9) vezni list, 10) predlist, 11) naslovni list, 12) kolofon, 13) oblikovanje kazal (splošno, imensko, stvarno), 14) raba tipičnih strani in stilov, 15) osnove dela s programom Adobe InDesign, 16) umestitev tabel, grafov in slikovne

1. Manuscript preparation:

A) Manuscript elements according to individual genres: 1) title page, 2) colophon, 3) dedication, 4) motto, 5) general index, 6) picture index, 7) table index, 8) preface, 9) acknowledgements, 10) integral body of a text including an introduction and chapter distribution, 11) notes, 12) summary, 13) appendix, 14) bibliography (sources and literature), 16) name and subject index, 17) pictures and tables, 18) abbreviation list, 19) list of image materials allowed to be used

B) Manuscript design parameters: 1) typography choice, 2) fonts, 3) line spacing, 4) levelling and withdrawals, 5) dividing, 6) hyphens and dashes, 7) usage and function of typefaces (cursive, semi-bold, bold, extra bold ...), 8) chapter and sub-chapter title design, 9) usage of special signs and symbols, 10) quotes (prose, poetry), 11) footnotes and endnotes, 12) name and subject indexes, 13) acronym and abbreviation lists

2. Table and graphic design preparation:

1) picture and table numbering (types of numbering), 2) image material preparation from a slide, scan or printed source, 3) digital photo preparation, 4) raster and vector graphics usage (basics of the work with an Adobe Illustrator programme), 5) inserting illustrations next to a text, 6) greyscale and coloured image material treatment (basics of the work with an Adobe Photoshop programme), 7) cutting and retouching of image materials, 8) cmyk vs. rgb, 9) table structures and their usage, 10) horizontal and vertical rules of table design

3. Basics of book design and page formatting:

1) standard formats (ISO 216), 2) rules of book column design, 3) golden cut, 4) typography and its choice, 5) live pagination, 6) pagination, 7) types of paragraphs and levelling, 8) cover, 9) binding page, 10) pre-page, 11) title page, 12) colophon, 13) (general, name, subject) index design, 14) typical page and style usage, 15) basics of work with an Adobe InDesign programme, 16) table, graph and image

opreme, 17) izbira papirjev za izdajo, 18) tipi vezav, 19) ščitni ovitek

4) Priprava za izdajo:

1) Priprava knjižnega bloka na korekturo (klasično, digitalno – osnove dela z Adobe InCopy in Adobe Acrobat Reader Professional), 2) match/best print platnic, 3) priprava knjižnega bloka in platnic za oddajo v tisk, 4) priprava knjižnega bloka in platnic za digitalno produkcijo, 5) pdf, 6) flipbook (html), 7) e-pub, 8) montaža cd verzije za okolje Windows

material inserting, 17) choice of edition paper, 18) binding types, 19) protection wrapper

4. Preparation for publishing:

1) Book block preparation on correction (classic, digital – basics of work with an Adobe InCopy and Adobe Acrobat Reader Professional), 2) match/best print covers, 3) book block and cover preparation for digital production, 5) pdf, 6) flipbook, 7) e-pub, 8) fitting a CD version for Windows (autoplay ...)