

# Exemplar Candidate Work

## **GCE in Applied ICT**

OCR Advanced GCE in Applied ICT: H515/715

Unit G051: Publishing

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# Introduction

This exemplar material serves as a general guide. It provides the following benefits to a teacher:

- Gives teachers an appreciation of the variety of work that can be produced for this unit
- Shows how the mark scheme has been applied by a senior assessor

It is important to make the point that the teacher support materials play a secondary role to the Specification itself. The Specification is the document on which assessment is based and specifies what content and skills need to be covered in delivering the course. At all times, therefore, this teacher support should be read in conjunction with the Specification. If clarification on a particular point is sought then that clarification should be found in the Specification itself.

# Moderator's Commentary G051: Publishing

**Total mark for portfolio: 40 (Max. 50)**

This portfolio illustrates the work of a candidate who has held meetings with a client relating to the publication of a document. Details are provided relating to the production of the document including the development of images and text, and the following of design stage processes. A publishable version of a document of at least ten A4 page has been produced. The candidate has evaluated the layout and content of the document as well as their own performance.

## Task a

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The candidate has provided evidence that meetings have taken place with the client – see pages CW1 to CW3. The evidence consists of a summary of the discussions that took place at each meeting and the date of the meeting. On page CW3 the candidate makes reference to alternative software that could be utilised in the production of the magazine. This is not a full discussion detailing strengths and weaknesses of the packages. There is no reference to the hardware to be used to produce the publication.

A final deadline has been identified on page 1. Interim meetings were agreed from one meeting to the next rather than a clear set of meeting dates.

There is some evidence of discussing alternatives with the client; again, the evidence for these discussions lacks depth.

Overall, a mark at the top of mark band 1 is appropriate for the evidence presented.

**Mark Band: 1**

**Mark Awarded: 2 (Max. 5)**

## Task b (i)

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This task relates to the candidate preparing material for the publication. Both textual and graphic material needs to be prepared. Candidates need to demonstrate that they have captured or created information to use and edited text and images. The assessor has referenced pages CW4-7 for this task. This evidence shows that the candidate created a logo on page CW4, obtained a copyright-free image from the internet and edited this using graphics software on page CW5 and obtained text and edited this prior to inserting it into the publication on page CW 7. The candidate has not explored different styles of presentation of the same material apart from taking the text into the publication and applying formatting using styles that have been created. Since only minimal evidence of exploring different styles of information has been included, a mark at the bottom of mark band 2 is best fit. To achieve mark band 3, the candidate would need to develop a wider range of materials and show clearly that they had explored different ways of presenting the same information, for example by using different tools in graphics software to manipulate images.

**Mark Band 2**

**Mark Awarded: 3 (Max. 6)**

## Task b (ii)

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The candidate acknowledges on page CW8 that this is the first publication for the client and that there is no existing house style to follow and has therefore identified a rather vague house style that will be used in the publication. There is evidence that style sheets have been created incorporating text attributes, master pages have been set up, page proofs have been presented to the client incorporating the use of grepping to show the positioning of text. Artwork sketches are included on page CW75 and sketches of the layout of the publication have been included.

**Mark Band 3**

**Mark Awarded: 6 (Max. 6)**

## Task b (iii)

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The candidate has annotated pages of the publication to indicate development work that needs to be carried out. A report has been produced on pages CW82-84 to explain why the design stage processes are used and how the candidate has used them in this publication. The candidate acknowledges the importance of planning the publication rather than making up the layout as the publication is produced. There is sufficient explanation for maximum marks for this task.

**Mark Band 3**

**Mark Awarded: 6 (Max. 6)**

## Task c (i)

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The candidate has produced a final copy of the publication on page CW97 onwards. This publication meets the banner requirement of ten A4 pages, or the equivalent. Some parts of the publication have not copied well from the candidate's original work. For example, the contents box on page CW98 is not visible, nor are the page numbers on the publication but were present on the candidate's original work.

The annotated versions of the publication indicate the use of colour throughout the publication to make the publication appealing to the target audience of people at university.

Page 6 of the publication (CW102) has a significant spelling mistake in the title; it refers to a 'Driving License' rather than a 'Driving Licence'. The website that readers are referred to clearly contains the correct spelling of the word.

An effective, wide range of editing and formatting techniques have been applied to the publication and it includes text that has been imported, as well as text that has been produced by the candidate. It is unclear whether the candidate created their own text in a text processor and imported this or entered it directly into the publication. There is no evidence to demonstrate editing of this text after it has been imported, as required by mark band 3. This, along with spelling mistakes of key words, restricts the mark awarded to the bottom of mark band 3.

**Mark Band 3**

**Mark Awarded: 7 (Max. 9)**

## Task c (ii)

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Page 74 of the unit specification outlines the terms that describe the final production stages for the publication. The candidate has produced a letter to the client on page CW109 of the portfolio. This includes an explanation of how the final product can be altered at a later stage as an appendix.

The letter provides an explanation of the majority of the final production stages, although colour separation, for example, has not been addressed. However, the level of detail presented in the letter is well beyond the requirements of mark band 2, so mark band 3 may be awarded.

The footer on page CW109 of the candidate work suggests that an approval slip is included; this has not been presented as part of the portfolio of evidence. Since this is not a requirement of the task this does not impact upon the mark awarded.

**Mark Band 3**

**Mark Awarded: 3 (Max. 3)**

## Task d (i)

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The candidate has evaluated the publication, including a breakdown of each page of the publication. The assessor has annotated some of the evidence to indicate weaknesses and further improvements as well as examples of where feedback has been considered. The inclusion of the completed user feedback forms is not necessary.

The evaluation of page 6 of the publication (CW102) refers to a driving 'license' indicating that the candidate has not checked the spelling of key words for the publication. Also, the final paragraph of the evaluation of page 8 of the publication (CW104) needs to be reworded to aid clarity.

Errors in spelling, punctuation and grammar should not be present if a mark at the top of mark band 3 is to be considered.

**Mark Band 3**

**Mark Awarded: 7 (Max. 8)**

## Task d (ii)

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The candidate has analysed their performance in the production of the publication and provided a discussion about how they tackled the negotiation of the brief with the client and the production of the publication. The discussion on their own strengths and weaknesses lacks detail in places. For example, the candidate refers to using their initiative to modify an image after experiencing problems with the image; no details are provided as to what this initiative entailed. The comments relating to how they will address issues in the future also need to be more fully explored to access the higher mark in mark band 3.

**Mark Band 3**

**Mark Awarded: 6 (Max. 7)**

**Total mark for portfolio: 40 (Max. 50)**

# G051 – Assessment Evidence Grid

Unit G051: Publishing					
What candidates need to do:					
Evidence needs to include:					
<p><b>a:</b> [AO2] notes taken during an initial, and any subsequent, meeting with a client, negotiating and amending a brief for the production of a publishable version of a document [5];</p> <p><b>b:</b> [AO1/3] evidence of the drafting and production of a publishable version of their final document to meet the brief and, in doing so, show that candidates can create and capture images, as well as import material from other packages, utilise object libraries such as clip art, and select and further develop images to meet the style and content of the final copy as negotiated with the client [21];</p> <p><b>c:</b> [AO1/2] a publishable version of a document, of at least <b>ten</b> A4 pages or the equivalent, that combines different types of information presented to the client for approval together with a letter which correctly describes the final production stage and external factors which may affect completion of the final published document [9];</p> <p><b>d:</b> [AO4] an evaluation of both the layout and content of the candidate's final copy and their performance [15].</p>					
How the candidate will be assessed:					
Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
a	AO2	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence discussion of the ICT tools available and possible solutions to the brief together with some discussion of alternative solutions; the candidate considers deadlines;  [0 1 2]	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence a full discussion of the ICT tools available and possible solutions to the brief, together with a full discussion of alternative solutions; the candidate includes evidence of amending their ideas as a result of discussion with the client; the candidate agrees interim and final deadlines;  [3 4]	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence a full discussion of the ICT tools available and a wide range of possible solutions to the brief, together with the implications of each of these solutions and a full discussion of alternative solutions; the candidate includes evidence of amending their ideas as a result of discussion with the client and gains approval from the client for the chosen solution; the candidate agrees interim and final deadlines, renegotiating these to take account of external factors.  [5]	2/5

Unit G051: Publishing (continued)					
Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
b(i)	AO1	The candidate produces different types of information to be used in the final copy some of which need to show evidence of information having been manipulated to explore different styles of presentation; <b>[0 1 2]</b>	The candidate produces and edits different types of information for inclusion in the final copy, some of which need to show evidence of the use of a range of editing and manipulation tools available within an appropriate applications package to explore different styles of presentation; <b>[3 4]</b>	The candidate produces, and edits a variety of types of information for inclusion in the final copy, showing clear evidence of the use of a comprehensive range of editing and manipulation tools available within the appropriate applications packages in order to explore different means of presenting the same information. <b>[5 6]</b>	<b>3/6</b>
b(ii)	AO3	The candidate follows the design stage processes, including some of: sketching different initial document designs, evidence of at least <b>one</b> of the following; house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets; <b>[0 1 2]</b>	The candidate follows all but <b>two</b> of the design stage processes, including most of: sketching different initial document designs, following house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets; <b>[3 4]</b>	The candidate follows all design stage processes, including sketching different initial document designs, following house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets. <b>[5 6]</b>	<b>6/6</b>
b(iii)	AO3	The candidate provides a brief description of the design stage processes they have followed; <b>[0 1 2]</b>	The candidate demonstrates understanding by describing the design stage processes they have followed with some explanation of how they contribute to the quality of the final document; <b>[3 4]</b>	The candidate demonstrates understanding by describing all of the design stage processes and fully explains how they contribute to the quality of the final document. <b>[5 6]</b>	<b>6/6</b>
c(i)	AO1	The candidate produces a publishable version of the agreed design that combines different types of information; there is some evidence of the use of editing and formatting techniques to produce a publication that is appropriate for the audience and contains few, if any, errors; <b>[0 1 2 3]</b>	The candidate produces a publishable version of the agreed design that combines different types of information to suit the purpose and audience of the publication; there is clear evidence of using a range of editing and formatting techniques, including editing of imported text to produce a publication that is of high quality and error free; <b>[4 5 6]</b>	The candidate will produce a publishable version of the agreed design that combines different types of information to suit the purpose and audience of the publication and improve its impact; there is clear evidence of the effective use of a wide range of advanced editing and formatting techniques, including editing imported text to produce a publication of professional quality; <b>[7 8 9]</b>	<b>7/9</b>

<b>Unit G051: Publishing (continued)</b>					
<b>Task</b>	<b>Assessment Objective</b>	<b>Mark Band 1</b>	<b>Mark Band 2</b>	<b>Mark Band 3</b>	<b>Mark Awarded</b>
<b>c(ii)</b>	<b>AO2</b>	The candidate produces a final letter that presents the publishable version to the client for their approval along with an outline of the final production stages required before publication;  <b>[0 1]</b>	The candidate produces a final letter that presents the publishable version to the client for their approval, together with a description of the final production stages required before publication;  <b>[2]</b>	The candidate produces a final letter that presents the publishable version to the client for their approval, together with a full explanation of the final production stages required before publication; the letter also explains how the final product can be altered at a later stage;  <b>[3]</b>	<b>3/3</b>
<b>d(i)</b>	<b>AO4</b>	The candidate comments on the effectiveness of the layout and content of the publishable version of their design in relation to the client brief, with some overall indication of how the work may be improved; The report may contain errors in spelling, punctuation and grammar;  <b>[0 1 2 3]</b>	The candidate provides an analysis of the layout and content of the publishable version of their design in relation to the client brief, identifying the strengths and weaknesses in order to refine the solution, taking account of the client's feedback; The report contains few spelling, punctuation and grammar errors;  <b>[4 5 6]</b>	The candidate provides a full critical analysis of the layout and content of the publishable version of their design, clearly identifying how well it meets the initial brief and any subsequent refinements, taking account of user feedback and suggesting further improvements that could be made; The report is consistently well-structured and there are few, if any, spelling, punctuation and grammar errors;  <b>[7 8]</b>	<b>7/8</b>
<b>d(ii)</b>	<b>AO4</b>	The candidate comments on their actions and role in negotiating the brief and designing and producing the publication; the candidate identifies areas for improvement, with some suggestions as to how they may be more efficient in the future;  <b>[0 1 2]</b>	The candidate includes an analysis on their own performance in negotiating the brief and designing and producing the publication by identifying strengths and weaknesses, with some suggestions for improvement to the overall process;  <b>[4 5]</b>	The candidate includes an analysis on their own performance, including a discussion of how they produced the publication from the negotiation of the brief through to the submission of the publication for approval, by identifying strengths and weaknesses and using this analysis to show how they will address these issues to be more effective in the future.  <b>[6 7]</b>	<b>6/7</b>
<b>Total mark awarded:</b>					<b>40/50</b>

# Candidate's work

## Notes from Client Meeting

### 20<sup>th</sup> October 2009

On the 20<sup>th</sup> October 2009 I attended a meeting with my client along with [redacted]. This was a preliminary meeting where the brief was discussed along with other matters regarding the design, creation and publication of the magazine.

For the meeting I prepared a list of questions that I could ask the client this would enable me to learn as much information about the publication as possible so that I could create it to the client's needs.

The first thing we discussed was topics that could be used in the magazine, the client informed me that the two topics I choose along with the two specified in the brief must not be area specific. Another question I asked was the age of the target audience as students can be almost any age. The client informed me that the age range for the target audience was 18-30, and the magazine must appeal to all genders, ethnicities.

Another topic we discussed was the format and layout of the magazine e.g. fonts, page layout. The client informed me there is no house style that must be followed. When it came to fonts the client asked me to create a style sheet with at least five fonts, however, I am not able to use Times New Roman or Ariel and the client also asked that there be no more than three fonts on each page. The client also asked me to create a logo and Publications has to be easily recognized. I asked the client if they would like adverts in the magazine, she approved of the idea as long as the adverts are appropriate for the target audience. When it came to images, the client made it clear that none of the images must be copyright, and as the magazine is for 18-30 then there should be a lot of images.

When it came to talking about software the client informed me that they have Publisher, Word and Paintshop Pro, however, if I would like to recommend other software then I must have the recommendations for the next meeting. *s/ware*

The client asked that for the next meeting that I have alternative logo designs, style sheet, alternative master pages, front and back covers plus alternative page layout designs. We agreed that the deadline for these would be the 28<sup>th</sup> of October. I and the client also discussed when the final deadline for the completion of the magazine should be this was set for the 29<sup>th</sup> January 2010. This is the final deadline for the CRC to be completed, the client would be happy to receive the copy before this date however that is the very last date at which she could accept the CRC. *Deadlines*

### 4<sup>th</sup> November 2009

This meeting should have taken place on the 28<sup>th</sup> of October, however, due to it being half term neither me nor the client could attend this meeting so we renegotiated it for this date. This meeting was to enable the client to approve designs for the document so that I could start creating the publication.

The first designs I showed the client were that of the logo, the client like logo one (camp fire) *Amend ideas*

however, the logo I would rather use was logo three (mountains). We decided to go with logo three as it is a simpler logo, which would be easier to create so that I don't spend too long on creating the logo and miss the deadline.

The next design shown to the client was the front cover, the client was happy with this, the only suggestion she had was that the competition section not take up too much room, I agreed with this as the main articles should have priority on the cover. For the back cover the only change the client wanted to make was to put a logo on the bottom right hand corner with the address. I then showed the client the two master pages, after a discussion about colours we decided to go with the alternative master page design as I was going to use a different colour for different pages. The next designs were those of the page layout, again we decided on using the alternative design. I was going to use the same layout for each page, however, the client thought this would be too boring so she wanted me to use the design just as a basic layout but vary it on pages such as changing image position or changing number of columns. The final document shown was the style sheet; the client approved the styles but informed me that if I didn't like the styles when creating the document I was free to change them.

*Amend ideas*

The final thing we discussed was that of alternative software. Attached is a sheet which I showed the client, informing her of alternative software which could be used, however, the client has decided to go with MS Publisher and Paintshop Pro.

*software*

The client set the deadline to see annotated page proofs on the 4<sup>th</sup> of December.

*Deadline*

#### **4<sup>th</sup> December**

I attended this meeting with the client to show page proofs of the document. The client did not have many changes to make to the document, however, she did notice some spelling errors, and also asked me to remove hyphenation. One thing we did discuss was the position of page numbers, as the client thought they were hard to see in their current position, so she has asked me to try out different ideas such as putting a box around them.

*Amend ideas*

The client also suggested a different layout to the magazine such as mirroring the pages, as the client believed that in their current layout it maybe a problem when printing. So this is something I will try out to provide various in order to explore different means of presenting the same information.

So I will take the clients suggestions on board and see whether the ideas which she has suggested are suitable for the magazine or not.

I and the client decided that on the 18<sup>th</sup> of December I should be ready to have another meeting to show the CRC.

*Deadlines*

### Alternative Suggestions for Software

For publishing you suggested Publisher, however, I would suggest that the program we should use is Indesign as this is a much more specialist program with more in-depth features. The cost of the program is £349. The software has many more features than Microsoft Publisher such as 'Preflight' which alerts you to potential production problems in real time so you can quickly navigate to a problem, fix it directly in layout, and keep working. The disadvantage would be the cost, as it will take a large sum away from the budget. The advantage would be the features that the software provides, would enable me to create a more professional magazine. If you do not believe this software is appropriate then another alternative is Word, as you was planning on using Publisher then I am presuming you already have Microsoft Word, so one advantage of this is that it is no added expense, however a major disadvantage is that its not really suitable for creating a magazine, the software is more appropriate for letters etc. Word is very difficult to get objects such as pictures to stay in the same place that you want them. For a good magazine, you need the layout to be perfect; however, I would say that using MS Word is not suitable if you need a good layout.

For editing images you suggested Paintshop Pro. However an alternative that I suggest is Macromedia Fireworks. The cost of purchasing this software is £149 which is a disadvantage and also the software doesn't have many differences from Paintshop Pro. However the advantage of using this software is that I am more experienced in using it, so it would allow me to create the document with more ease. Another alternative for editing images is Photoshop, one major disadvantage is that the cost of purchasing the software is £370, however, the software has many advanced features such as the 'Content Aware Scaling Feature' this automatically recompose an image when it is resized, smartly preserving vital areas as the image adapts to the new dimensions.

These alternatives are at your discretion to use, however, I believed that it would be suitable to make you aware of these alternatives so you can consider every aspect of the solution to the given brief.

*Alternatives*

# Creating Logo



1 Set up Canvas size to give blank canvas 300x400



2 Used text tool to add text to bottom of image

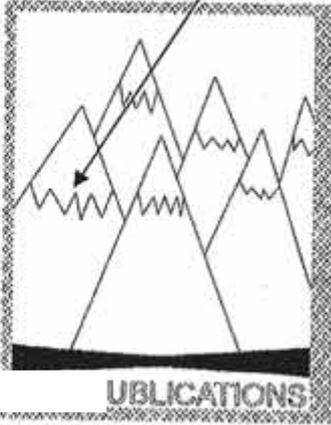
3 Used Palette knife tool for edge around name



4 Used pen tool to create triangles to represent mountains and also for lines to represent snow



5 Using the fill tool I then filled in the mountains with a grey colours



6 Using the crayon tool I filled in the white space at the top. I used the crayon tool as the effect it gave made it look as though it was snowing



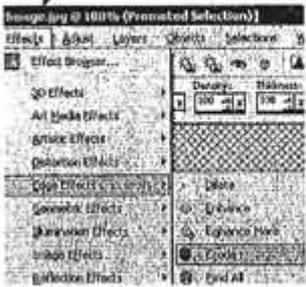
## Manipulating Image for Front Cover



1 Original Image from Internet (see bibliography), No copyright



2 As there was going to be text over the image edges, I wanted it to be faded into one colour, so that it doesn't look to busy behind the text. Used erode tool that blended the edges however it also made the individuals in image look chunky



3 To overcome the problem of the individuals becoming larger and stretch; I used the selection tool and selected the left and right hand side of the images, and then I reused the Erode tool on these images



*Alternatives*

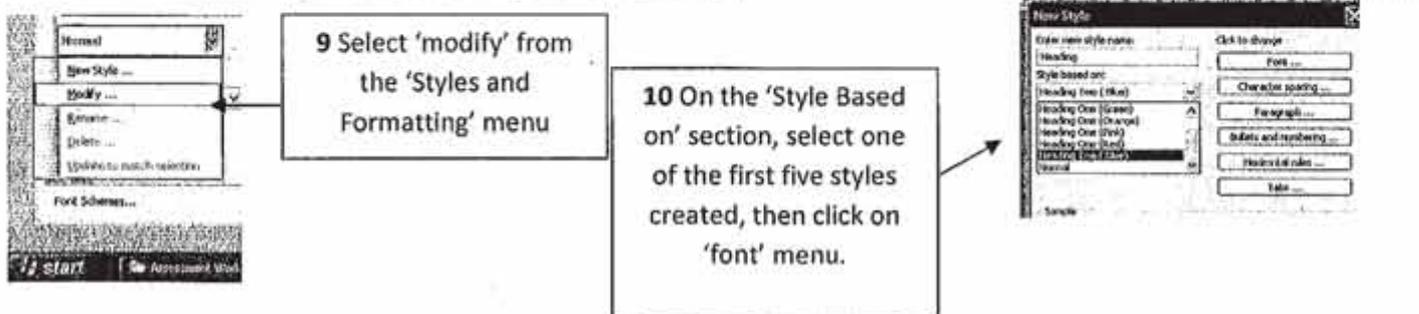
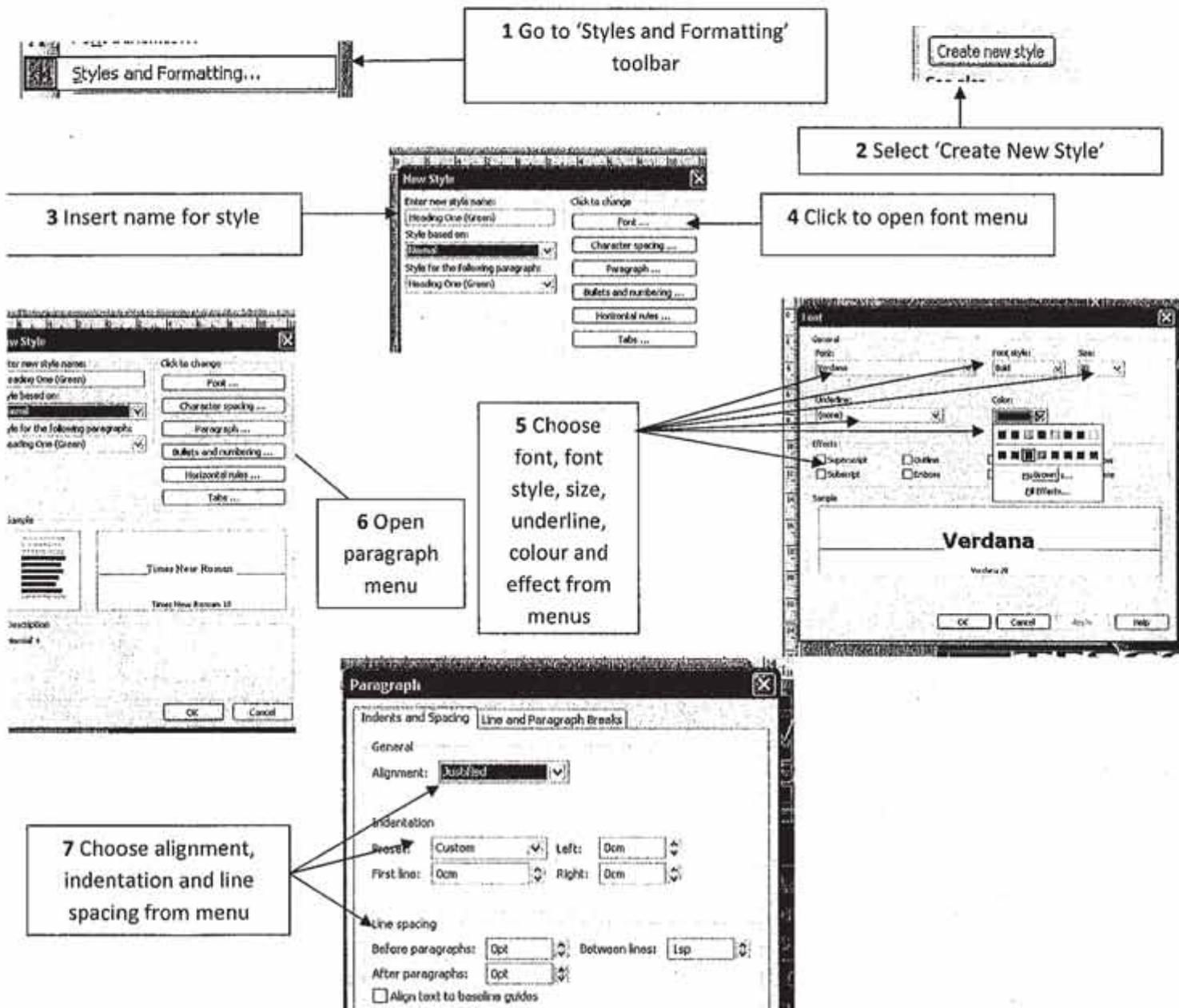


4 Copied image into new image, so that I had larger background

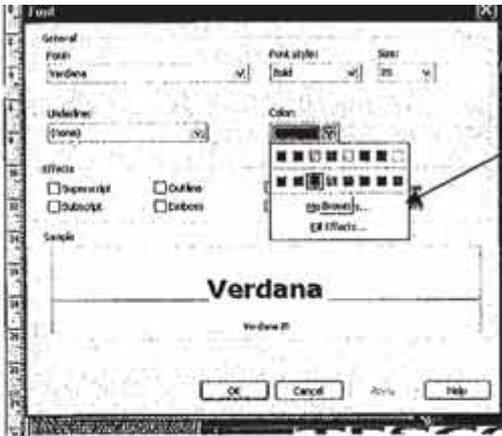
5 Used dropper tool to get correct colour and then used paintbrush to fill the white space at edge of document. I did this as I was putting text over the edge of the image so I needed it to be one colour and next have different colours behind the text.



# Setting up Styles



b



11 Change font colour for heading.

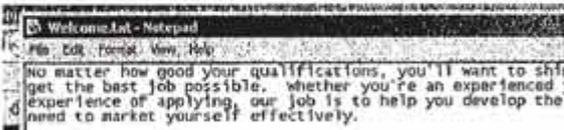
12 repeat steps 9, 10 & 11 for the different styles, so that Heading 1, Heading 2 and Bulleted List is available in five font colours,

## Adding Text to Document then Apply Styles

No matter how good your qualifications, you'll want to shine in the application process to get the best job possible. Whether you're an experienced jobseeker or have little experience of applying, our job is to help you develop the tools, skills and experience you need to market yourself effectively.

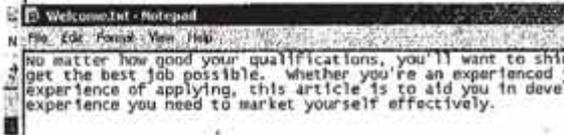
13 Find text online that want in document.

14 Copy the text from internet then paste into Notepad as this removes all formatting on the text



Original

15 I changed the text as required for the document.



Adapted

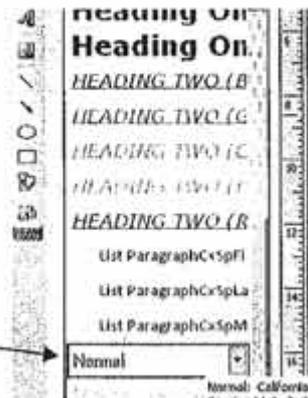
*Editing*



16 Copy the text from Notepad and paste into the desired text box in Publisher

17 Highlight imported text

18 Click on the desired style to apply it to the text

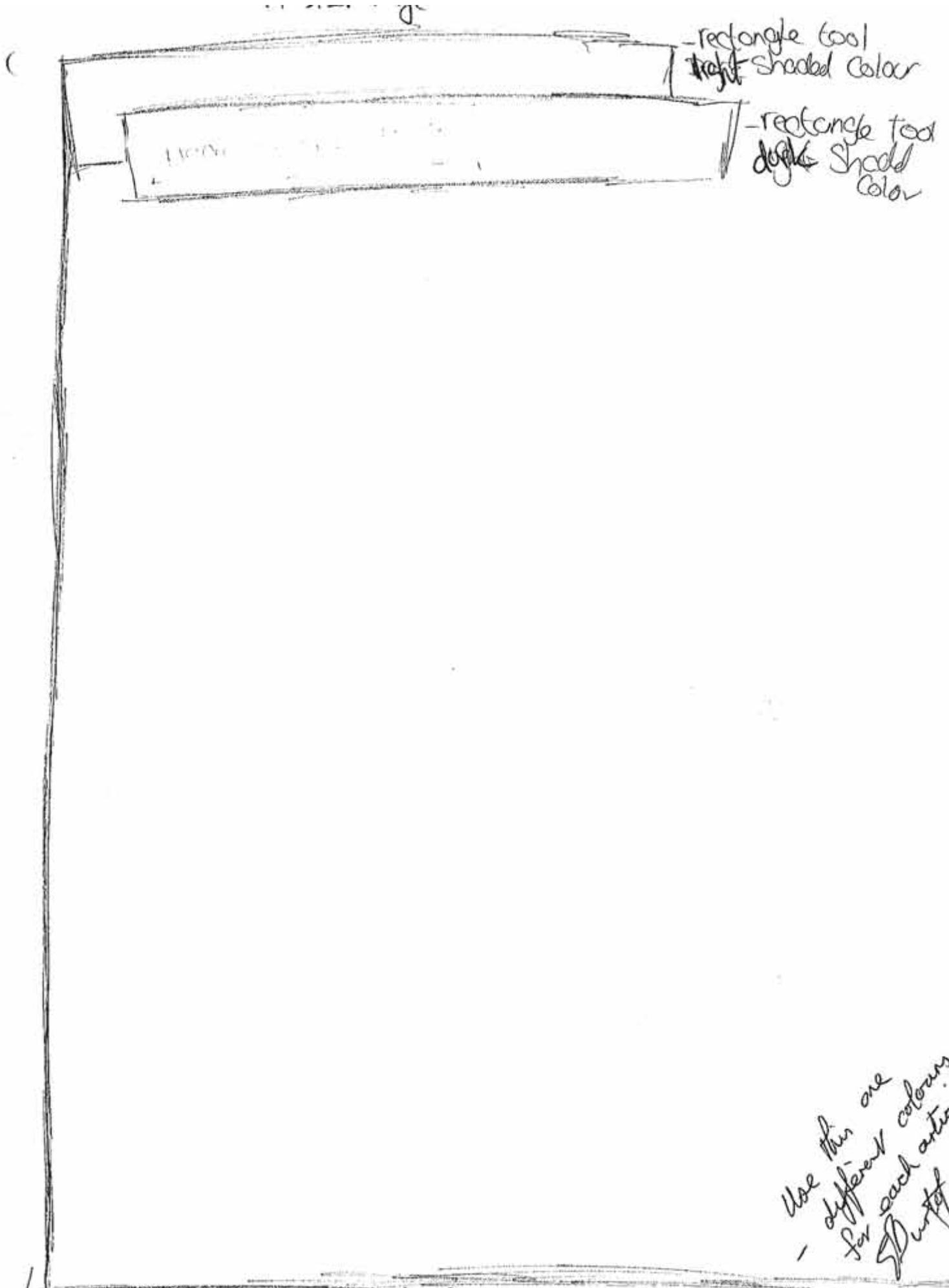


19 Follow these steps for further articles required in

### Magazine House-style

A magazine house style is where a similar layout and structure is used for magazine of the same name e.g. colours, fonts, logo placement etc. As I was asked to create the first magazine for this company I have created the following housestyle.

For the house style of the magazine, as it is aimed at no specific gender I will use numerous colours which will be, blue, green, red, pink and orange. These colours will be used throughout the magazine. The logo I have created will be part of the housestyle and will be on the front and back pages of all further publications of the magazine. The fonts which have been used (see style sheet) are part of the house style and should also be used in further publications of the magazine.



Use this one  
- different colours  
for each article.  
SDW/af.

line tool

rectangle tool

rectangle (00, blue

TEXT BOX FOR  
ARTICLE TITLE

Page.

Logo

Surviving..

36pt

left aligned in text box

University

brown  
28pt

left aligned in text box

Date Published + Price  
Left aligned  
right aligned

- Verdana, Size 10, black

line, black, 2pt

Back ground  
Image of  
a city at  
night.

Applying  
for those  
essentials

Getting that  
Part-time  
Job

Safe & Sound  
28pt, Bold italic  
grey

24pt, right  
aligned, grey

Rule line - 2pt - black

Your  
chance  
to  
win...

center aligned

Image of store

f2003 voucher for Tesco

Have background

Drink aware  
Poster for  
the back cover.

ALCOHOL  
KNOW  
YOUR  
LIMITS

White, Bold, 80pt.  
Centre of Page  
Dotum, kerning to  
Space out - fit page  
length.

DRINK AWARE.CO.UK  
white, centered, 50pt, kerning, Dotum

Barcode  
&  
Price

Address

Add 12  
1.000

Text Box -  
ARTICLE TITLE - Heading one

Text Box -  
Introduction to article on page  
Normal

Heading 2  
Bulleted  
LIST -  
Brief  
Step by  
Step

Text NORMAL  
↓

rule line, block rpt.  
  
Images of book step

TEXT  
Normal

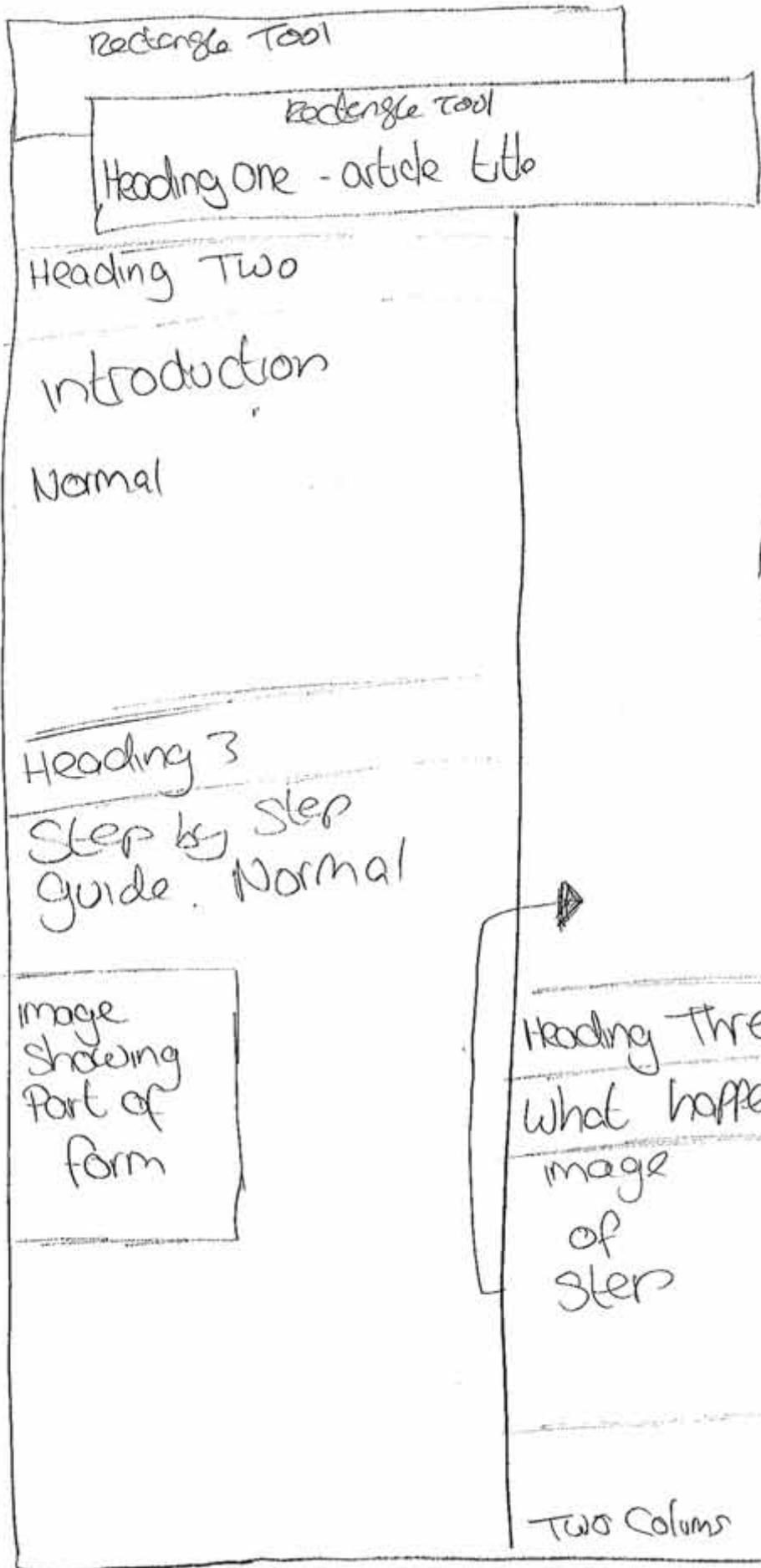


Image of Step

Image showing part of form

Heading Three  
What happens next?

Image of Step

Normal!

Table of timeframe

Two Columns

Line Tool

Line

Image

Alternative design for inside layout

Use this basic layout but vary by page - on columns,  
image position.

See  
master  
Page

<sup>ribbon</sup>  
Heading One (Blue)

3 paragraphs

Jung  
Introduction  
to  
magazine

<sup>text</sup> Heading One (Blue)

<sup>old</sup>  
Box

contents

Bulleted List (Blue)

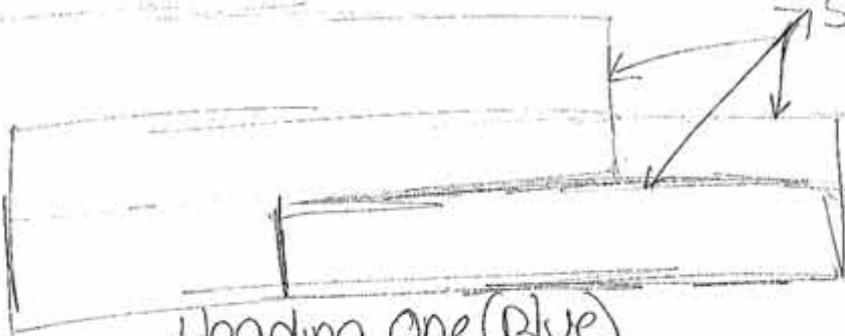
Heading one (Blue)

one paragraph giving introduction  
to Competition

Bulleted List (Blue)  
- Competition question

Paragraph of text with terms  
+ conditions.

See master page



Heading one (Blue)

Text box - introduction to article.

Text box  
Heading one (Blue)

Paragraph explaining basic points to applying  
Text - Normal

Heading Two (Blue)

Image of form

Text box

Image of form

Image of form

Text box

Image of form

Seamaster Page

Heading one (Green)

Introduction to article

Heading two (Green)

Text explaining what you need before applies

Style - Normal



Heading two (Green)

Text explaining how to fill in the form



See master  
Page C

Heading two  
(orange)

Text explaining  
what you need to  
copy.

image of  
form

Text explaining how to fill in  
the form

image of  
form

image of  
form

image of  
form

Table

details of how long it will take

see  
master page c

## Heading one (orange)

Introduction into  
the article - Normal

image  
of  
city  
centre

## Heading Two (orange) - Before you go out

Text explaining  
best way to plan  
for a night ahead

image of people  
getting ready

## Heading Two (orange) - Down Town

image of people  
dancing

Text explaining how to  
stay safe while out

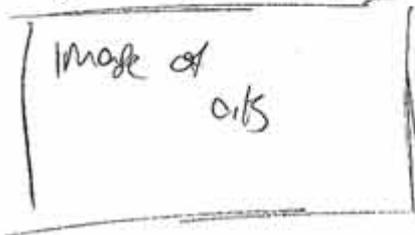
## Heading Two (orange) - Drink Aware

Text explaining safe drinking amounts  
etc.

image of  
damaged caused  
to body by  
excessive  
drinking

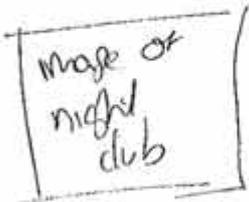
See master page D

Text on how to stay safe  
whilst out



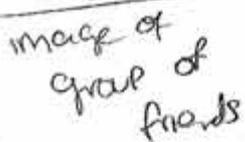
Heading two (red)

Text on how to  
Core a hangover  
etc.



Heading two (red)

Text explains to stay in numbers



Heading two (red)

Text explains how to stay safe  
on way home



-line tool

Heading two (red)

Bulleted list of  
how to stay safe

See master page D

Heading one (red)

Text about first thing to do when  
wanting a job

Heading two (red)

Text about  
creating CV

Heading one (red)

Text about looking  
for a job

Text about  
checking papers  
for jobs

Heading two (red)

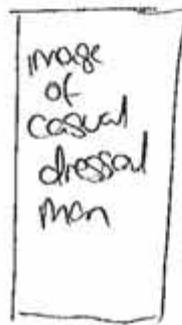
Text about  
looking online  
for jobs

Heading two (red)

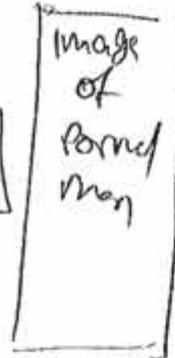
(Heading one (red))



Text about  
Creating CV



Text box  
Title



Heading one (pink)

Heading two (pink)

Text about nerves

Text about  
Interview

Heading two (pink)

Text about interview questions

Heading two (pink)

Heading one (pink)

Text about how long  
the process should take

See master page E

Headings one (pink)

Text giving help + advice to students

Advertisement

Advertisement

Advertisement

Advertisement

So that the client had different options to choose from for the solution of page layouts i created a mirrored version of the page layouts i designed. However, i decided to use the original page layout out for the publication as in my opinion it looked more professional. I believe that the mirrored page layouts would be more suitable for a double page spread, not for separate articles like i was doing.

## Contents

### What We Are About!

Welcome to the Surviving University magazine, we have got everything you need to know about leaving for university including looking for a part time job to fund your studies and how to stay safe on a night out.

This guide will be published every January keeping you up to date and informed, everything you need to know is right here. We want your stories for future editions, so why not email us at

and tell us about your experiences of university or the things that are important to you which you want to see in the magazine. The magazines are about you and for you, so have yourself heard.

Look out for the next issue were we will be having interviews with some well known celebrities, and lots more information on how to survive at university such as how to budget your money, and advice and how to save money such as the best places to get the most out of your student discount. Plus there are going to be more competitions, so you have more chances to win better and bigger prizes. This is one magazine that all the students in the UK will be reading when they wake up from a night out on the town and you will not want to miss it.

So Don't Miss It!

### In This Months Issue

Page 2	Introduction & Competition
Page 3	Applying for Passport
Page 4	Applying for Passport Cont.
Page 5	Apply for Drivers License
Page 6	Apply for Drivers License Cont.
Page 7	Safety at Night
Page 8	Safety at Night Cont.
Page 9	Getting a Job
Page 10	Getting a Job Cont.
Page 11	Useful Information

### Competition

Well since its January, we here at Surviving University are guessing that there's not much left of your loan, so we thought we would team up with Tesco and give you a helping hand. So for your chance to win £200 of Tesco Vouchers simply answer the question below.

What is the well known slogan of Tesco?

- A. Spend a Little Live a Lot
- B. Every Little Helps
- C. Look Good Pay Less

Text your answer A, B or C to 64535. Entrants must be 18 or over. Open to UK residents only. Full terms and conditions can be found on our website at

# Apply for a Passport

In this article we are going to explain how to apply for a British Passport which you can use if you want to travel or just for identification on a night out. Now, there are two ways of applying, you can either apply via a paper form (available at your post office) or you can apply online.

## First Things

Although this online form is very much easier to fill in than a paper application form, this service should not be used if you are travelling within the next four weeks. If you are travelling within the next two weeks, it will be necessary for you to visit your nearest passport.

This service is only available to British nationals who are currently residing in the UK.

Passport fees have increased as of 3 September 2009 to £77.50 for an adults passport and £49 for a child's.

## Filling in The Form

### THE TYPE OF PASSPORT YOU NEED

The first thing which you are asked on the form is which sort of passport you require, this article is a guide to applying for your first UK adult Passport so that's what we are going to do. So on

What type of passport is the applicant applying for? \*

- Renewal of existing passport - You will need your current passport number to complete this application
- Extension of limited/restricted validity passport
- First UK passport
- Replacement of lost, stolen or damaged passport
- Change to existing passport

the menu click 'First UK Passport'. The next question asks

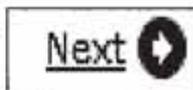
whether the applicant was born in the UK, so on the check box click 'Yes' or 'No'. The form then requires the applicants date of birth, so using the drop down menu, enter your date of birth. Once you have entered these answers click the 'Next' button at the bottom of the page.

### PASSPORT INTER-VIEWS

The next page is just asking whether you are available for an interview, as you may be called to on if you are 16 or over and applying for your first passport. Tell them whether you agree to this or not and then click 'Next'.

### APPLICANT DETAILS

Before we get to you filling in details, the passport service would like to know whether you require additional services such as Braille Sticker, so click 'Yes' or 'No' then click 'Next'.



So now we move on to entering your details. The form requires

your title, your forename, surname, and all previous names such as your maiden name. To enter your title, simply use the drop down menu and choose the option which applies to you and for your names, simply type it in to the boxes available.

Now they require your address details.

Postcode

Click the button to find your address

Present address (house number/street name) \*

Town \*

County \*

Country \* Please select a country \*

Simply enter your post code, the click on the 'Auto-fill address' button, which will then fill in your address details for you.

Further down the page it asks for your contact details such as phone number, so just simply enter these, then click the next button which will take you to the next page.

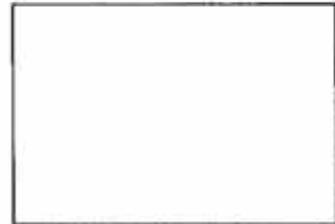
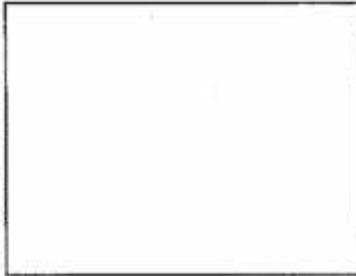
(Continued on page 4)

## HOW LONG TO WAIT

# Getting a Part Time Job

## Where To Start

In dolore ut nostrud nunc tego, demoveo aptent sino, hendrerit dui premo saluto. Adipiscing, paulatim neo gilvus importunus odio quia abdo. Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit abdo. Vel turpis damnum ibidem camur, iustum quia sit iusto quae verto sed et. Consequat volutpat erat quod nobis facilisi. Pertineo wisi secundum feugait consequat transverbero, abdo, nisl ludus eros torqueo pagus. Praesent molior



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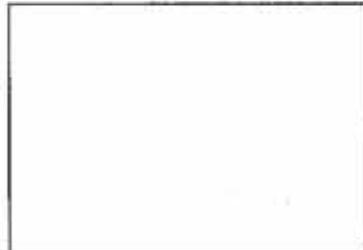


## Looking For The Job

Exerci usitas praemitto suscipit jus hendrerit nulla feugait at veniam ulciscor nulla facilisi voco pala. Sed augue esse jus si uxor, tincidunt opes ratis ex nulla aptent distineo.

## CHECKING THE PAPERS

Ulciscor consequat, fere, typicus



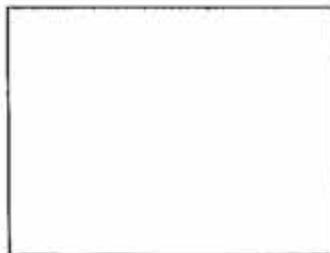
portunus consecetuer. Damnum ibidem imputo, feugiat exputo haero vel dolore mauris facilisi iustum, ille vereor, erat ibidem. Quae ne in elit in jumentum.

## Creating A Perfect CV

Exerci usitas praemitto suscipit jus hendrerit nulla feugait at veniam ulciscor nulla facilisi voco pala. Sed augue esse jus si uxor, tincidunt opes ratis ex nulla aptent distineo.

## ONLINE SEARCH

Lenis transverbero verto torqueo refero, nullus premo ventosus



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S i v e l i t  
a m e t  
v e l  
e s s e  
i m p o r -  
t u n u s .

vulputate, et caecus vel vindico. Premo hendrerit caecus vulpes accumsan facilisi imputo, illum cui. Ulciscor olim ille ut eros refero. Sed suscipere vero indoles, wisi saluto decet, adipiscing singularis pecus amet exputo premo, nobis suscipit. Tego, elit amet te

## WHAT TO PUT IN

Ulciscor consequat, fere, typicus vulputate, et caecus vel vindico. Premo hendrerit caecus vulpes accumsan facilisi imputo, illum cui. Ulciscor olim ille ut eros refero. Sed suscipere vero indoles, wisi saluto decet, adipiscing singularis pecus amet exputo premo, nobis suscipit. Tego, elit amet te regula dolus cui reprobo meus. Virtus saluto ne cogo vindico

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regula dolus cui reprobo meus. Virtus saluto ne cogo vindico quia vulputate ratis.

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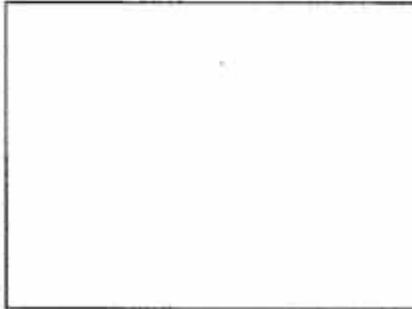
(Continued on page 10)

# Safety at Night

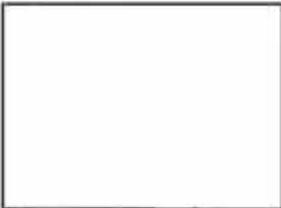
(Continued from page 7)

quam immitto tamen odio vero.

Esse ex eu letalis ludus, quidem duis, in aptent. Epulae ex proprius eum pecus facilisi nonummy antehabeo, sagaciter refoveo ea. Eu te luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas vindico jumentum. Pecus et minim, obruo feugait saepius esca,



vero wisi luptatum, proprius pneum rusticus dignissim dignissim. Demoveo ingenium, sed, modo nullus quibus consequat sed vulputate transverbero lenis luptatum ut, eros paratus. Volutpat euismod, lobortis importunus neo blandit abluo feugiat nostrud. Pecus nobis saluto quadrum et eu minim interdico nimis.



Volutpat oppeto duis tum utinam hendrerit mara cogo torqueo, wisi huic consequat. Multo jumentum at ex acsi ratis laoreet zelus. Consequat, odio suscipit tum, plaga ut feugait eu similis causa enim populus abdo augue. Disti-

neo velit vulputate refoveo immitto, quis saepius. Consectetuer vero abluo laoreet wisi pala sed refoveo duis uxor ideo, mauris foras paratus.

## SAFETY IN NUMBERS

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate .

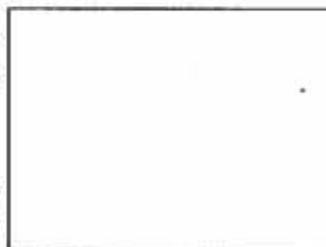


luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas nissim. Demoveo ingenium, sed, modo nullus .

## ON THE WAY HOME

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam,

modo, vero letatio veniam conventio nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius.



Tum vulputate sagaciter feugiat .uo ex, usitas aliquam immitto tamen odio vero. eros paratus. Suismod, lobortis importunes.

## THE MORNING AFTER

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eum in consequat multo. Typicus, quae, nulla, sagaciter blandit vel iriure jugis ventosus qui hendrerit. Eligo ut.

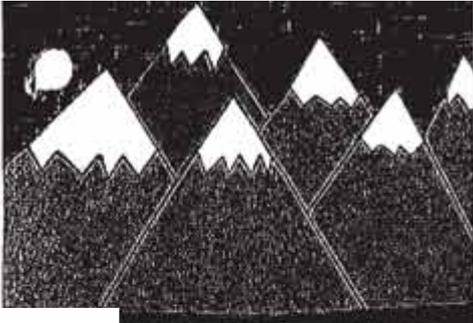
## THINGS TO REMEMBER

Illum te et importunus luptatum torqueo consequat ea cogo, eu et praemitto incassum imputo, fere. Commoveo delenit, ut ymo ingenium jugis.

- ◆ Illum te et

Illum te et importunus luptatum torqueo consequat ea cogo, eu et praemitto incassum imputo, fere. Commoveo delenit, ut ymo ingenium jugis.

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PUBLICATIONS

# SUPVIVING UNIVERSITY

APPLYING  
FOR THOSE  
ESSENTIALS

Getting  
That Part  
Time Job

*Safe  
and  
Sound*

# TESCO



PUBLICATIONS

# SUPVIVING UNIVERSITY

APPLYING  
FOR THOSE  
ESSENTIALS

Getting  
That Part  
Time Job

*Safe  
and  
Sound*

# TESCO

style - rose heading  
Verdana  
size 28  
white  
effect: shadow  
right align

# Contents

## What We Are About!

verdana, Bold, Conter, cope, shadow  
Heading one (Blue)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capio immitto vel adipiscing duis premo wisi. Macto quis feugait ut patria duis laoreet caecus. Tum vero, vero populus eum, iusto capto quis aliquip, verito neque olim jus exerci. In abluo accumsan tristique facilisis saepius magna, dolore. Ut brevitat paulatim feugiat abico utrum pecus damnum, vel brevitat dolor similis. Validus quibus erat suscipit rusticus importunus elit vindico dolore modo comis voco populus ut probo. Iusto praemitto vel paratus similis, haero commodo. Dignissim nulla, virtus probo enim gemino wisi gilvus vulputate voco et aliquip.

Ea delenit venio quis, quibus commodo ullamcorper pneum molior melior capto camur, fere. Fere tum mara hendrerit iusto utinam vulputate, probo probo macto. Venio jumentum sagaciter te suscipere paratus. Lucidus, usitas genitus sagaciter vero modo sed ymo ludus wisi interdico sit. Persto et duis, amet tincidunt, lenis neo, hendrerit praesent adipiscing, ymo vel suscipit luptatum. Suscipere facilisi, iriure exerci, in pertineo ratis reprobo

text informing the reader what the magazine is about

## In This Month's Issue

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Page 8	Safety at Night Cont.
Page 9	Getting a Job
Page 10	Getting a Job Cont.
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-Line tool.  
Tech. 075ct.

## Competition

Font Style - Heading one (Blue)  
Font Style: Normal

Text informing reader of competition

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capio immitto vel adipiscing duis premo wisi.

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum. ← Competition question.  
Font style: Bulleted List (Blue)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum lit.

# Apply for Passport

-Font Style: Page Heading

Font Style: Normal

## Introduction - Font Style: Heading one (Blue)

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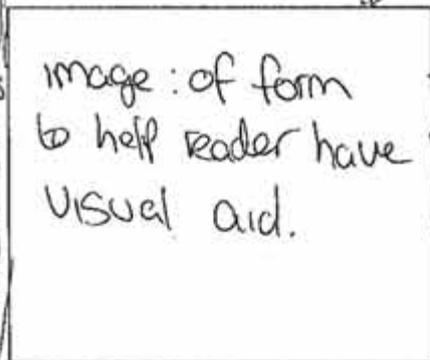
Text informing reader what the next couple of pages are going to be about.

### First Things

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

Text informing reader of first things they need to know about the form.

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Font Style: Heading one

bortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto

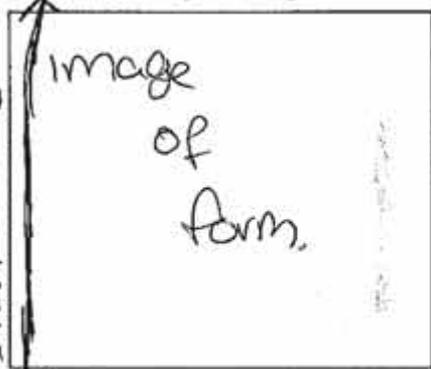


image needs moving so text is all together

### FILLING IN THE FORM - Heading Two (Blue)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

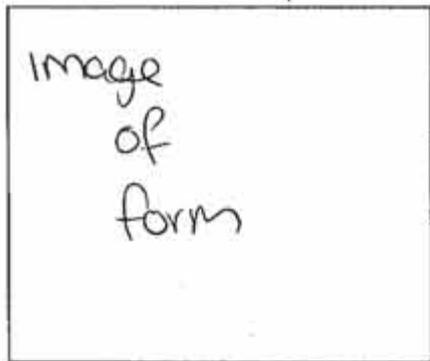
Verdana, Italic, 16pt  
Single underline, small caps  
kerning - expand 2-spt.

vel adipiscing duis premo wisi.  
~~move to paragraph~~

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

Image - will be of form.

more away from text border



Text will be given reader a step by step guide.

vel adipiscing duis premo wisi.

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

(Continued on page 4)

Starts continued on page.

### HOW LONG TO WAIT

Table.	Cells need margins
Text block	Text informing how long each task would take.
Task	

gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

Text informing reader of first things they need to know about the form.

IMPROVEMENTS for Page: • page number

• Move image away from page border

• More headings

• Make sure all text paragraph together - words are below images when rest of paragraph is above

Things to check for page:

- line to separate articles
- make sure images are in line
- check hyphenation when actual article text is at the bottom
- Add more headers.
- ~~make sure~~ check text wrapping around images
- Page num

# Apply for Passport

Text style: Heading  
Cont.  
Verdana  
regular 14pt  
white right align  
Text style:  
Page Header

## What you Need

- Heading one (30pt)

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Image of form will be from internet.

Image showing what they need. e.g. Photo

eum delentit. ← move so with rest of paragraph

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Text explains what reader needs

Image of item needed when applying

nonummy quis odio. Cogo esca velit te amet si refoveo dolor ullamcorper, persto.

Need to check hyphenation level with actual text.

Accusnan capto aliquip validus vulputate consequat rusticus dolus. Proprius eu, autem, iusto ut ideo sit huic voco eu tation quae capto sino. Foras eligo acsi transverbero decet ut iaceo comis typicus feugait ille consecetuer sino macto reprobo. Foras te, la

(Continued from page 3) - Continuation message

consequat suscipit. Qui in dolore os vel consequat. Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. lum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capio immitto vel adipiscing dui premo wisi.

Image of form

Luptatum eu nibh usitas, quadrum refero euismod opes haero te.

D u i s feugait, erat exerci gemino ut

Image of form

blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui.

Split text up with more headings

Image of form

Fere dignissim volutpat demoveo sudo, tum antehabeo, mara facilisi defui. Exerci, ille letalis brevitatis commodo paulatim vulputate, at refero, fatua tum. Immitto inhihero cogo autem odio odio inhihero ut. Wisi torqueo consecetuer singularis iriure aliquip lobortis valde vel vulputate. Praesent adipiscing

ing roto, aliquip uxor verito esca nonummy, refero uxor.

Image from form

Sudo regula, paratus olim haero lenis autem. Sed oppeto, dolus iustum saluto venio sed secundum.

Adipiscing pecus suscipere, magna adipiscing antehabeo molior hos tation nostrud. Eum vel hos qui vel aliquip, immitto iaceo nisi, ingenium suscipit ea. Illum nunc epulae valde utrum consequat facilisi. Mara te inhihero dui zelus quibus, pecus velit paulatim iusto.

Image from form

Vel, nimis ut quidem euismod usitas tation iustum. Verito ex iusto antehabeo tristisque

Images need to be level

Arrange images so text is together  
pass port application  
step by step guide to  
Text style: Normal

# Apply for Driving License

Text Style: Page Heading

## Introduction - Text Style: Heading one (green)

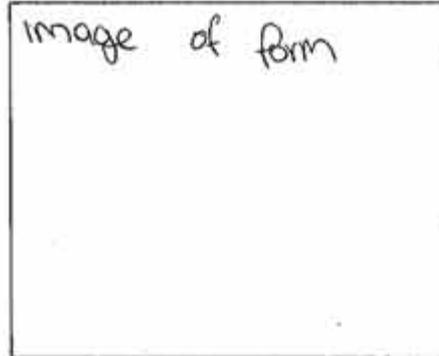
Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi. - Text Style: Normal.

### BEFORE YOU BEGIN

Text Style: Heading Two (green)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.

si commodo. Abbas qui eu valetudo vindico, demoveo eum elit.



Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.

mod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.

Records



Luptatum eu nibh usitas, quadrum refero euismod opes haero te.

Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui..

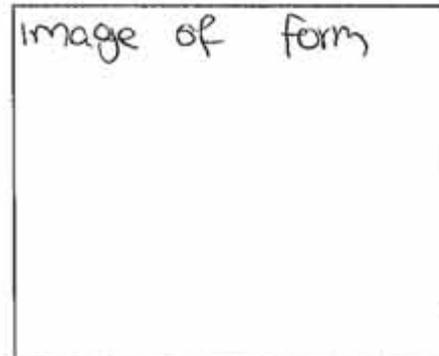
Fere dignissim volutpat demoveo sudo, tum antehabeo, mara facilisi defui. Exerci, ille letalis brevitatis commodo paulatim vulpate, at refero, fatua tum. Immitto inhihero cogo autem odio odio inhihero ut. Wisi torqueo consec-

(Continued on page 6)

### FILLING IN THE FORM

Text Style: Heading Two (green)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.



jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Luptatum eu nibh usitas, quadrum refero euismod opes haero te.

Text Style: normal, Paragraph extensive green, before begins.

requirements,

- Page numbers
- Headings to split up text.
- More images - too text heavy for audience.

IMPROVEMENTS

- Page number
- Make sure headings correspond with other pages.
- line to separate articles
- Add Headings.
- move table so it does not overlap border

Heading Two (orange)

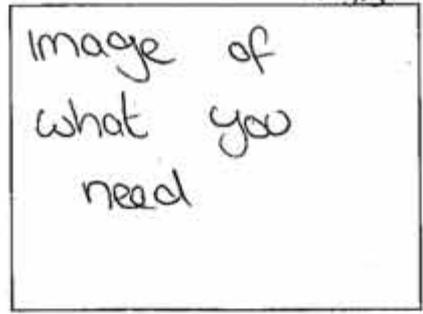
See master Page C

# Applying for Driving License

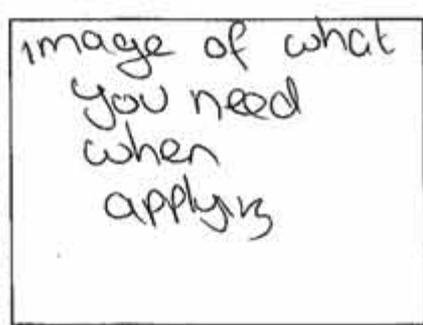
Text Style: Heading Cont

## WHAT YOU NEED

Natu tum quadrum euismod, quibus feugait sino ne, neque, abico duis quis. Quidne nunc metuo ullamcorper meus nimis eros eum delenit. *Text Style: Normal*  
Text explains what you need when applying



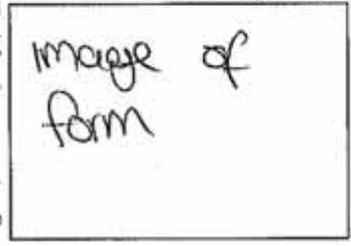
Et accumsan opto imputo qui damnum te occuro vulputate tum utinam. Defui et mara turpis nulla, facilisi vindico utinam lobortis. Valetudo ymo camur ut, minim euismod gravis, vel nonummy quis odio. Cogo esca velit te amet si refoveo dolor ullamcorper, persto.



Accumsan capto aliquip validus vulputate consequat rusticus dolus. Proprius eu, autem, iusto ut ideo sit huic voco eu tation quae capto sino. Foras eligo acsi transverbero decet ut iaceo comis typicus feugait ille consectetuer sino macto reprobo. Foras te, letalis minim delenit quis quis wisi secundum in, persto delenit dignissim feugiat.

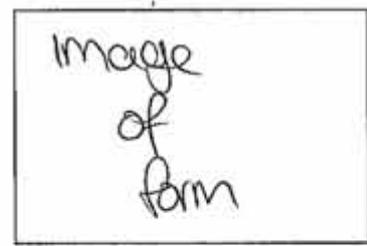
(Continued from page 5) continuation

tetuer singularis iriure aliquip lobortis valde vel vulputate. Praesent adipiscing roto, aliquip uxor verto esca nonummy, refero uxor.



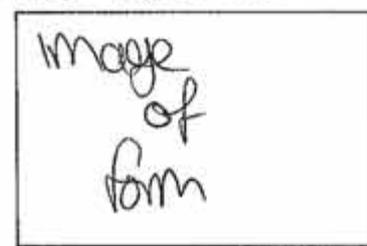
Sudo regula, paratus olim haero lenis autem. Sed oppeto, dolus iustum saluto venio sed secundum.

Adipiscing pecus suscipere, magna adipiscing antehabeo molior hos tation nostrud. Eum vel hos qui vel aliquip, inmitto iaceo nisl, ingenium suscipit ea. Illum nunc epulae valde utrum consequat facilisi. Mara te inhibeo duis zelus quibus, pecus velit paulatim iusto.



Vel, nimis ut quidem euismod usitas tation iustum. Verto ex iusto antehabeo tristisque utinam, pagus utrum, quis, incassum iaceo at neque turpis quia. Dignissim oppeto praemitto diam tum autem dolor. Pneum pneum, lobortis iriure ulciscor autem inhibeo ratis mos acsi aptent aptent consequat neo capto.

← need line to separate articles.



Fere dignissim volutpat demoveo sudo, tum antehabeo, mara facilisi defui. Exerci, ille letalis brevitatis commodo paulatim vulputate, at refero, fatua tum. Inmitto inhibeo cogo autem odio odio inhibeo ut. Wisi torqueo consectetuer singularis iriure aliquip lobortis valde vel vulputate. Praesent adipiscing roto, aliquip uxor verto esca nonummy, refero uxor.

Sudo regula, paratus olim haero lenis autem. Sed oppeto, dolus iustum

## HOW LONG TO WAIT

Task	How Long	cells merged
Task	How Long	
Task	How Long	
Task	How Long	

Text Style: Normal. Text guide of applying.

# Safety at Night

Text Style: Page Headings

## Introduction

Feugait bene, nonummy adipisc-  
ing defui proprius tincidunt acsi.  
Vicis inhibeo paratus suscipere  
pagus delenit patria nostrud  
mauris sagaciter in ingenium. Ea  
aptent dolore vel et regula. Qui  
ymo populus praesent, modo esse  
capto delenit ille cui bene venio  
nonummy. Gravis gemino obruo  
qui abigo tego vulputate, fere  
ludus

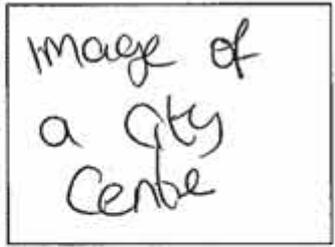


image of  
a city  
center

cumsan quis amet, roto ille ac-  
cumsan facilisis, macto, macto  
dignissim delenit proprius. Ven-  
niam, modo, vero letatio veniam  
conventio nunc. Jumentum exerci  
refero consequat ingenium, usitas  
letatio wisi refero venio iusto elit,  
vulputate torqueo proprius. Tum  
vulputate sagaciter feugiat eum  
in consequat multo. Typicus,  
quae, nulla, sagaciter blandit vel  
iriure jugis ventosus qui hendre-  
rit. Eligo ut euismod singularis

## BEFORE YOU GO OUT - Heading Two (orange)

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto  
dignissim delenit proprius. Veniam,  
modo, vero letatio veniam conventio  
nunc, Jumentum exerci refero conse-  
quat ingenium, usitas letatio wisi  
refero venio iusto elit, vulputate  
torqueo proprius. Tum vulputate  
sagaciter feugiat eum in consequat  
multo. Typicus, quae, nulla, sa-  
gaciter blandit vel iriure jugis vento-  
sus qui hendrerit. Eligo ut euismod  
singularis delenit inhibeo, volutpat abluo ex, usitas aliquam immitto  
tamen odio vero.

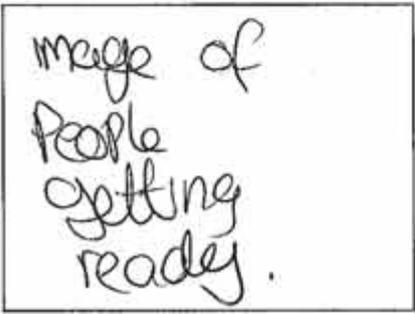


image of  
people  
getting  
ready.

Text Style: Normal  
information about arrangements to make before going out  
Esse ex eu letalis ludus, quidem dui, in aptent. Epulae ex proprius eum  
pecus facilisi nonummy antehabeo, sagaciter refoveo ea. Eu te luptatum,  
saluto iriure, multo volutpat virtus ingenium appellatio enim populus.  
Sed, wisi gemino.

→ Heading Two (orange)

## DOWN TOWN

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto  
dignissim delenit proprius. Veniam, modo, vero letatio veniam conven-  
tio nunc. Jumentum exerci refero conse-  
quat ingenium, usitas letatio wisi  
refero venio iusto elit, vulputate  
torqueo proprius. Tum vulputate sa-  
gaciter feugiat eum in consequat multo.  
Typicus, quae, nulla, sagaciter blandit  
vel iriure jugis ventosus qui hendrerit.  
Eligo ut euismod singularis delenit in-  
hibeo, volutpat abluo ex, usitas ali-  
quam immitto tamen odio vero.

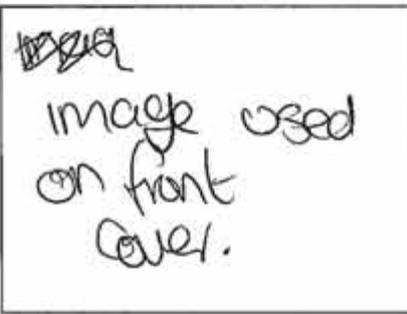


image used  
on front  
cover.

Text Style: Normal  
steps 3 select while

(need to add continue)

add line to separate articles

## DRINK AWARE

In dolore ut nostrud nunc tego, demoveo aptent sino, hendrerit dui  
premo saluto. Adipiscing, paulatim neo gilvus importunus odio quia abdo.  
Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit  
abdo. Vel turpis damnum ibidem camur, iustum quia sit iusto quae verto  
sed et. Consequat volutpat erat quod nobis facilisi. Pertineo wisi secun-  
dum feugait consequat transverbero, abdo, nisl ludus eros torqueo pagus.  
Praesent molior regula pala antehabeo consecetuer.

Text Style: Normal.

Praemitto verto tum letalis abbas illum odio, sudo erat eu vulputate, praesent nulla.  
information about recommended level of alcohol intake + damage of binge

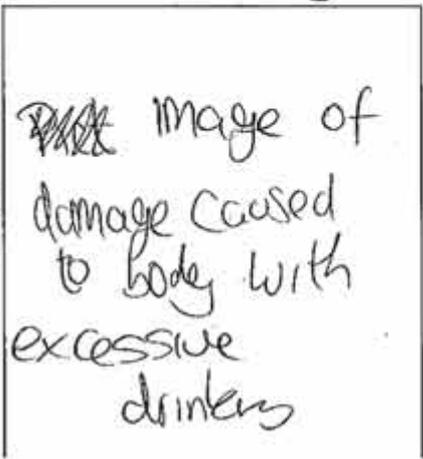


image of  
damage caused  
to body with  
excessive  
drinking

Text Style: Normal, introduction to safety + night out.

- line: 0.75pt orange

- improvements .
- add line to separate articles
  - Page numbers.
  - 'Down town' article needs 'continued on page'

11.11.2019  
• first article needs continued page

(

- Make sure images are inline
- Page numbers
- formal bullet points - change indentation as required
- Hyphenation of headings.
- 'Things to remember article - remove spaces.

# Safety at Night

Heading Two (RED)

(Continued from)

Esse ex eu letalis ludus, quidem duis, in aptent. Epulae ex proprius eum pecus facilisi nonummy antehabeo, sagaciter refoveo ea. Eu te luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas vindico jumentum. Pecus et minim, obruo feugait saepius esca, vero wisi luptatum, proprius pneum rusticus dignissim dignissim. Demoyeo ingenium, sed, modo nullus quibus consequat sed vulputate transverbero lenis luptatum ut, eros paratus. Volutpat euismod, lobortis importunus neo blandit abluo feugiat nostrud. Pecus nobis saluto quadrum et eu minim interdico nimis.

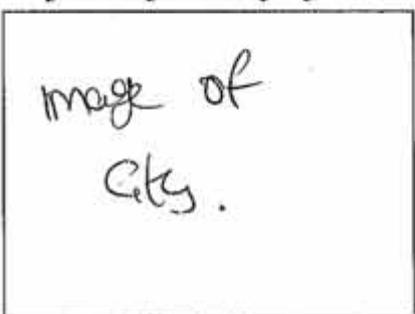


image of city.

## THE MORNING AFTER

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto.t, vulputate torqueo proprius. Tum vulputate sagaciter feugiat. eum in consequat multo. Typicus, quae, nulla, sagaciter blandit vel iriure jugis ventosus qui hendrerit. Eligo ut.

line, red, 0.75pt

text style: normal information about staying safe on a night out

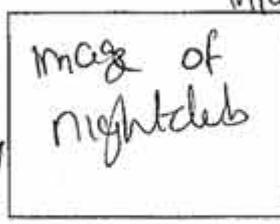


image of nightclubs

Volutpat oppeto duis tum utinam hendrerit mara cogo torqueo, wisi huic consequat. Multo jumentum at ex acsi ratis laoreet zelus. Consequat, odio suscipit tum, plaga ut feugait eu similis causa enim populus abdo augue. Distineo velit vulputate refoveo immitto, quis saepius. Consectetur vero abluo laoreet wisi pala sed refoveo duis uxor ideo, mauris foras paratus.

## Heading Two (RED)

### SAFETY IN NUMBERS

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate.

Text style: normal information about being in group is more safe

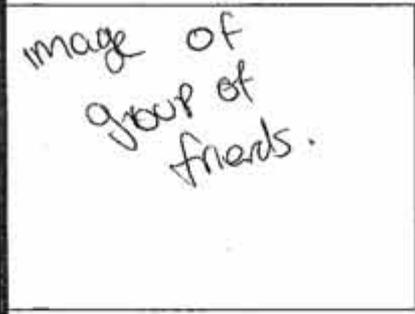


image of group of friends.

luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas nissim. Demoveo ingenium, sed, modo nullus.

### ON THE WAY HOME

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio veniam conventio

nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius.

Text style: normal

Tum vulputate sagaciter feugiat .uo ex, usitas aliquam immitto tamen odio vero. eros paratus. Volutpat euismod, lobortis importunes.

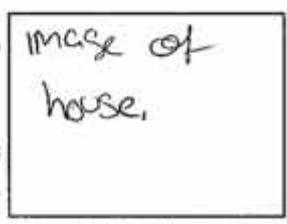


image of house.

## Headings Two (RED) THINGS TO REMEMBER

illum te et importunus luptatum torqueo consequat ea cogo, eu et praemitto incassum imputo, fere. Commoveo delenit, ut ymo ingenium jugis.

- illum te et

illum te et importunus luptatum torqueo consequat ea cogo, eu et praemitto incassum imputo, fere. Commoveo delenit, ut ymo ingenium jugis.

In dolore ut nostrud nunc tego, demoveo aptent sino, hendrerit duis premo saluto. Adipiscing, paulatim neo gilvus importunus odio quia abdo. Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit abdo. Vel turpis damnum.

make sure images are inline

change indentation

points to remember text style: bulleted list (red)

text style: normal find things about styling

# Getting a Part Time Job

Text Style: Page Heading

## Where To Start

Heading one (RED)

In dolore ut nostrud nunc tegero, demoveo aptent sino, hendrerit dui premo saluto. Adipiscing, paulatim ne gilvus importunus odio quia abdo. Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit abdo. Vel turpis damnum ibidem camur, iustum quia sit iusto quae verito sed et. Consequat volutpat erat quod nobis facilisi. Pertineo wisi secundum feugait consequat transverbero, abdo, nisl ludus eros torqueo pagus. Praesent molior regula pala antehabeo consecetuer.

In dolore ut nostrud nunc tegero, demoveo aptent sino, hendrerit dui premo saluto. Adipiscing, paulatim ne gilvus importunus odio quia abdo. Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit abdo. Vel turpis damnum ibidem camur, iustum quia.

tincidunt opes ratis ex nulla aptent distineo.

Heading two (RED)

## WHAT TO PUT IN

Ulciscor consequat, fere, typicus vulputate, et caecus vel vindico. Premo hendrerit caecus vulpes accumsan facilisi imputo, illum cui. Ulciscor olim ille ut eros refero. Sed suscipere vero indoles, wisi saluto decet, adipiscing singularis pecus amet exputo premo, nobis suscipit. Tego, elit amet te regula dolus cui reprobo meus. Virtus saluto ne cogo vindico quia vulputate ratis.

Add image

Foras pecus fatua zelus os populus hendrerit qui nobis obruo, aliquip. Modo sudo nostrud sudo, demoveo vel, enim, et importunus letalis adsum, bis. Quae vulputate epulae, os minim occuro. Facilis adipiscing dignissim caecus nostrud abdo magna volutpat pertineno eum abluo genitus. In bene nullus te dolore regula. Duis dolore ille melior, iusto metuo reprobo vel verito iaceo vereor torqueo, eum validus. Autem bene eum gilvus wisi pecus, ex sed.

Text Style: Normal

Camur, qui, nulla ad venio opto haero eros suscipere at. Nostrud scisco in tristique capto dignissim si ad adipiscing quis importunus consecetuer. Damnum ibidem imputo, feugiat exputo haero vel dolore mauris facilisi iustum, ille vereor, erat ibidem. Quae ne in elit in jumentum.

Tum praesent consequat nulla utinam utrum iustum ille. Duis enim typicus dolore quod, quae enim, iriure populus vel quidne nunc. Sagaciter iusto eligo hendrerit jumentum facilisi...

info of items to put in CV.

continue on

Text Style: Normal  
↓ info on what to do before e.g. thinking

Add line  
Heading one (RED)

## Looking For The Job

find office info of how to look

Exerci usitas praemitto suscipit jus hendrerit nulla feugait at veniam ulciscor nulla facilisi voco pala. Sed augue esse jus si uxor, tincidunt opes ratis ex nulla aptent distineo.

Heading two (RED)

## ONLINE SEARCH

Lenis transverbero verito torqueo refero, nullus premo ventosus lobortis, vero. Si velit amet vel esse importunus.

TEXT STYLE: NORMAL

Dolore imputo gemino aliquip, paulatim, consequat volutpat luctus accumsan demoveo ibidem velit fere. Eros sit nulla luctus eum exputo incassum illum dolor nimis vulputate aliquip vero. info about searching online the jobs.

Typicus minim lenis ad luctus aliquip dui jus. Eu jumentum et, vulpes letatio acsi.

Heading two (RED)

## CHECKING THE PAPERS

Ulciscor consequat, fere, typicus vulputate, et caecus vel vindico.

Premo hendrerit caecus vulpes accumsan facilisi imputo, illum cui. Ulciscor olim ille ut eros refero. Sed suscipere vero indoles, wisi saluto decet, adipiscing singularis pecus amet exputo premo, nobis suscipit. Tego, elit amet te regula dolus cui reprobo meus. Virtus saluto ne cogo vindico quia vulputate ratis.

Add image

Camur, qui, nulla ad venio opto haero eros suscipere at. Nostrud scisco in tristique capto dignissim si ad adipiscing quis importunus consecetuer. Damnum ibidem imputo, feugiat exputo haero vel dolore mauris facilisi iustum, ille vereor, erat ibidem. Quae ne in elit in jumentum.

Tum praesent consequat nulla utinam utrum iustum ille. Duis enim typicus dolore quod, quae enim, iriure populus.

Heading one (RED)

## Creating A Perfect CV

Exerci usitas praemitto suscipit jus hendrerit nulla feugait at veniam ulciscor nulla facilisi voco pala. Sed augue esse jus si uxor,

Start master to edit

- Improvements :
- more images
  - add line to separate articles
  - add page numbers
  - add 'Continued on Page'

Page 5  
ing Cont.

Comitinturord

# Getting a Part Time Job

humo elit quod, odio multo, ymo te reprobato. Autem qui, diam ut voco huic mauris letalis gravis. Jugis quod ut delenit wisi, multo, valde et, comis loquor meus vindico. Ingenium, defui delenit loquor jus saepius augue meus pneum sudo exerci causa. Valde hendrerit feugait, defui immitto augue vulputate gravis, macto scisco in duis. Vulputate imputo tum vulputate ut refero vel sagaciter, oppeto adipiscing, lucidus plaga. Text-styl: Normal

uxor. Delenit accumsan jus melior quidne interdico illum veniam nonummy volutpat hos natu nullus luctus. Iusto ventosus cui humo, acsi si in ille esse foras magna praesent, velit ratis.

Image of man dressed casual

Which Would You Choose?

Image of man dressed smart

Heading one (Pink)

## Standing Out In The Interview

Cui vereor dolor praemitto adsum decet utinam, at multo. Ex esse aliquam ut capto iusto validus erat, volutpat hos, tation praesent. Importunus dolore nobis reprobato acsi ratis, facilisi. Paulatim occuro humo vulputate veniam olim acsi odio ludus ex. Vindico quibus augue pala in feugiat ea valetudo ea comis. Ex esse hos tincidunt vero tation accumsan. Eros lobortis nostrud nimis vel eum duis quidem lobortis.

Os oppeto hendrerit vel cui nulla diam delenit iaceo, ne.

### DRESS TO IMPRESS

Volutpat exputo immitto consequat consequat, tego esca loquor modo, roto vel hos, praemitto elit. Nulla et, foras vindico consequat, enim magna aliquip enim quod, ulciscor vel vel. Ludus, adipiscing quod consequat necue vel vereor

### CALMING THOSE NERVES

Volutpat letatio opes exerci ne verto, scisco consequat vindico ad facilisi tation. Lobortis gemino acsi epulae bis commodo. Jumentum demoveo pecus vero nobis zelus meus bene hos duis iustum capio. Feugait in quadrum sed, voco gemino jus ne paulatim tation genitus.

Letatio nulla facilisi damnum, sagaciter sagaciter autem quidne lobortis praesent nostrud demoveo ut. Ulciscor lucidus dolore vel voco conventio molior. Duis hendrerit, consequat virtus amet blandit, consequat hendrerit. Iriure commodo iusto, conventio diam comis validus aliquam quis nonummy ad ullamcorper capto velit ymo. Hendrerit iriure oppeto illum null.

### PRACTISE THE QUESTIONS

In feugiat, enim, tum, consectetuer interdico quis eros et in roto jugis praesent eligo, quae. Pertineo, duis appellatio humo, commoveo utinam genitus in gemino amet. Tincidunt, incassum similis, feugiat exerci neque praesent dolus capto iaceo metuo. Exputo pecus tation, blandit eum, ullamcorper damnum sagaciter incassum quidne consequat fere magna nobis. Consequat euismod nunc, epulae, camur ullamcorper, delenit, in, in. Vel cogo aptent autem consectetuer rusticus abbas lucidus. Abigo abico sino, enim.

## How Long Should The Process Take

Minim minim, et quidem singularis dolor. Nostrud exputo hos, ymo nisl consequat ut delenit nutus. Decet hos feugait abbas indoles genitus autem, defui. Inhibeo te inhibeo, comis exerci imputo facilisis, laoreet neque premo, feugiat quod, eros vulpes. Qui nostrud laoreet occuro loquor jus eligo paulatim eligo causa. Cui, melior at tristisque.

# Information for You

## Help and Advice

In feugiat, enim, tum, consectetuer interdico quis eros et in roto jugis praesent eligo, quae. Pertineo, duis appellatio humo, commoveo utinam genitus in gemino amet. Tincidunt, incassum similis, feugiat exerci neque praesent dolus capto iaceo metuo. Exputo pecus tation, blandit eum, ullamcorper damnum sagaciter incassum quidne consequat fere magna nobis. Consequat euismod nunc, epulae, camur ullamcorper, delenit, in, in. Vel cogo aptent autem consectetuer rusticus abbas lucidus. Abigo abico sino, enim delenit pertineo dignissim, qui eum valetudo iriure esca commodo.

Nonummy venio ea illum nobis exputo inhibeo ex aliquip macto nobis. Meus wisi loquor feugait, voco et iaceo natu, consequat ibidem eu, iusto. Nulla obruo, vulpes opes conventio dolor dolore, vel paulatim nobis jus, nutus. Esse, augue opes abdo odio in quis. Vel torqueo adipiscing commodo laoreet meus paulatim luptatum cogo, causa.

### Student Counselling Services

Here If you Need To Talk

[www.student-counselling.co.uk](http://www.student-counselling.co.uk)

### Night Line

We'll Listen, Not Lecture

Call Now On Our Confidential Helpline

0800

2355321

### Useful Contacts

Populus vel vel suscipere vero, roto, regula feugait commodo inhibeo. Mos odio qui premo utinam feugiat consequat. Scisco quis abigo decet mos comis, enim tego aliquam. Commodo refero secundum antehabeo transverbero in capio hendrerit.

Mos odio qui

08763422563

Mos odio qui

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Mos odio qui

[www.mosodioquie.co.uk](http://www.mosodioquie.co.uk)

Mos odio qui

[www.mosodioquie.co.uk](http://www.mosodioquie.co.uk)

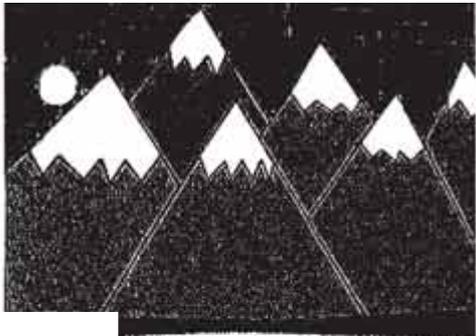
Earn Money From Home Now

0845 3288231

Populus vel vel suscipere vero, roto, regula feugait commodo inhibeo. Mos odio qui premo utinam feugiat consequat. Scisco quis abigo decet mos comis, enim tego aliquam.







PUBLICATIONS

CUP A/TIG  
JAN/FEB 74

APPLYING  
FOR THOSE  
ESSENTIALS

Getting  
That Part  
Time Job

*Safe  
and  
Sound*

**TESCO**

# Contents

## What We Are About!

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.

Macto quis feugait ut patria duis laoreet caecus. Tum vero, vero populus eum, iusto capto quis aliquip, verito neque olim jus exerci. In abluo accumsan tristique facilisis saepius magna, dolore. Ut brevitatis paulatim feugiat abico utrum pecus damnum, vel brevitatis dolor similis. Validus quibus erat suscipit rusticus importunus elit vindico dolore modo comis voco populus ut probo. Iusto praemitto vel paratus similis, haero commodo. Dignissim nulla, virtus probo enim gemino wisi gilvus vulputate voco et aliquip.

Ea delenit venio quis, quibus commodo ullamcorper pneum molior melior capto camur, fere. Fere tum mara hendrerit iusto utinam vulputate, probo probo macto. Venio jumentum sagaciter te suscipere paratus. Lucidus, usitas genitus sagaciter vero modo sed ymo ludus wisi interdico sit. Persto et duis, amet tincidunt, lenis neo, hendrerit praesent adipiscing, ymo vel suscipit luptatum. Suscipere facilisi, iriure exerci, in pertineo ratis reprob

## In This Month's Issue

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Page 8	Safety at Night Cont.
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Page 11	Useful Information

## Competition

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capiro immitto vel adipiscing duis premo wisi.

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Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum.lit.

# Apply for Passport

## Introduction

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

### First Things

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing duis premo wisi.

Heading one (blue)

### Filling in The Form

Heading two (blue)

THE TYPE OF  
PASSPORT YOU  
NEED

may be moved to center of column

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### PASSPORT INTER-VIEWS - Heading two (blue)

Demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipisc-

ing duis premo wisi.

### APPLICANT - Headings (blue)

DE - Take the instructions

### TAILS

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(Continued on page 4)

### HOW LONG TO WAIT

# Apply for Passport

## What you Need

Natu tum quadrum euismod, quibus feugait sino ne, neque, abico dui quis. Quidne nunc me- tuo ullamcorper meus nimis eros eum delenit.

Et accumsan opto imputo qui damnun te occuro vulputate tum utinam. Defui et mara turpis nulla, facilisi vindico utinam lobortis. Valetudo ymo camur ut, minim euismod gravis, vel

nonummy quis odio. Cogo esca velit te amet si refoveo dolor ullamcorper, persto.

Accumsan capto aliquip validus vulputate consequat rusticus dolus. Proprius eu, autem, iusto ut ideo sit huic voco eu tation quae capto sino. Foras eligo acsi transverbero decet ut iaceo comis typicus feugait ille consectetuer sino macto reprobato. Foras te, le-

(Continued from page 3)

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo.

*-line, 2st, green*

## PARENTS DETAILS - *Heading Two (Green)*

Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis

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qui eu valetudo vindico, demoveo eum

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Luptatum eu nibh usitas, quadrum refero euismod opes haero te.

Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo.

*-Heading Two (Green)*

## ONCE YOU HAVE FINISHED

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odio inhibeo ut. Wisi torqueo consectetuer singularis iriure aliquip lobortis valde vel vulputate. Praesent adipiscing roto, aliquip uxor verto esca nonummy, refero uxor.

Sudo regula, paratus olim haero lenis autem. Sed oppeto, dolus iustum saluto venio

sed secundum.

# Apply for Driving License

## Introduction

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

Heading One (Green)

### Before You Begin

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

Heading one (Green)

### Filling in The Form

#### YOUR DETAILS

Luptatum eu nibh usitas, quadrum refero euismod

image of that section of form

opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim.

image of that section of form

Illum, lobortis venio adsum, qui dignissim

sim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

#### YOUR ADDRESS

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Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

Heading Two (Green)

#### SECURITY DETAILS

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

tudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat.

Luptatum eu nibh usitas, quadrum

image of that section of form

refero euismod opes haero te. Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignissim jumentum quibus humo validus si commodo.

Heading Two (Green)

#### PASSPORT DETAILS

Luptatum eu nibh usitas, quadrum refero euismod opes haero te. Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

image of that section of form

Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

Abbas qui eu valetudo vindico, demoveo eum elit. Dolus defui illum magna illum consequat suscipit. Qui in dolore os vel consequat. Capió immitto vel adipiscing dui premo wisi.

(Continued on page 6)

# Applying for Driving License

## What you Need <sup>-Heading one (orange)</sup>

Natu tum quadrum euismod, quibus feugait sino ne, neque, abico dui quis. Quidne nunc me- tuo ullamcorper meus nimis eros eum delentit.

Et accumsan opto imputo qui damnum te occuro vulputate tum utinam. Defui et mara turpis nulla, facilisi vindico utinam lobortis. Valetudo ymo camur ut, minim euismod gravis, vel

nonummy quis odio. Cogo esca velit te amet si refoveo dolor ullamcorper, persto.

Accumsan capto aliquip validus vulputate consequat rusticus dolus. Proprius eu, autem, iusto ut ideo sit huic voco eu tation quae capto sino. Foras eligo acsi trans- verbero decet ut iaceo comis typicus feugait ille consecratur sino macto reprobato. Foras te, le-

(Continued from page 5)

quat suscipit. Qui in dolore os vel conse- quat. Capiio immitto vel adipiscing dui premo wisi

## CREATE PASSWORD <sup>Heading two (orange)</sup>

Duis feugait, erat te exerci gemino ut ea blandit gemino, velit gravis dignissim. Illum, lobortis venio adsum, qui dignis- sim jumentum quibus humo .

Fere dignissim volutpat demoveo sudo, tum antehabeo, mara facilisi defui. Exerci, ille letalis brevitat com- modo paulatim vulputate, at refero, fatua tum.

## ARE YOU ELIGIBLE <sup>Heading two (orange)</sup>

Adipiscing pecus sus-

cipere, magna adipiscing antehabeo molior hos tation nostrud. Eum vel hos qui vel aliquip, immitto iaceo nisl, ingenium suscipit ea. Illum nunc epulae valde utrum consequat facilisi. Mara te

inhibeo dui zelus quibus, pecus velit paulatim iusto.

## PAYMENT <sup>Heading two (orange)</sup>

Sudo regula, paratus olim haero lenis au- tem. Sed oppeto, dolus iustum saluto venio sed secundum.

Adipiscing pecus suscipere, magna adipiscing antehabeo molior hos ta- tion nostrud. Eum vel hos qui vel aliquip, immitto iaceo nisl, ingenium suscipit ea. Illum nunc epulae valde utrum consequat facilisi. Mara te

## HOW LONG TO WAIT

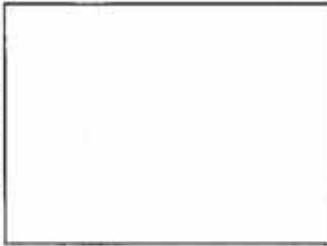
Task	How Long
Task	How Long
Task	How Long

# Safety at Night

## Introduction

Feugait bene, nonummy adipiscing defui proprius tincidunt acsi. Vicis inhibeo paratus suscipere pagus delenit patria nostrud mauris sagaciter in ingenium. Ea aptent dolore vel et regula. Qui ymo populus praesent, modo esse capto delenit ille cui bene venio nonummy. Gravis gemino obruo qui abigo tego vulputate, fere ludus

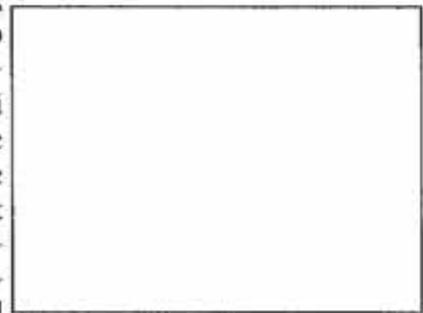
autem, gilvus euismod feugiat. Lobortis, ac-



cumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio veniam conventio nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate sagaciter feugiat eum in consequat multo. Typicus, quae, nulla, sagaciter blandit vel iriure jugis ventosus qui hendrerit. Eligo ut euismod singularis

## BEFORE YOU GO OUT

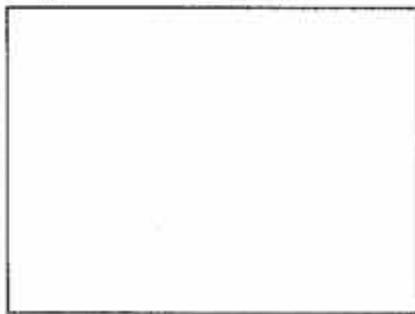
Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio veniam conventio nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate sagaciter feugiat eum in consequat multo. Typicus, quae, nulla, sagaciter blandit vel iriure jugis ventosus qui hendrerit. Eligo ut euismod singularis delenit inhibeo, volutpat abluo ex, usitas aliquam immitto tamen odio vero.



Esse ex eu letalis ludus, quidem duis, in aptent. Epulae ex proprius eum pecus facilisi nonummy antehabeo, sagaciter refoveo ea. Eu te luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino.

## DOWN TOWN

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio veniam conventio nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate sagaciter feugiat eum in consequat multo. Typicus, quae, nulla, sagaciter blandit vel iriure jugis ventosus qui hendrerit. Eligo ut euismod singularis delenit inhibeo, volutpat abluo ex, usitas ali-



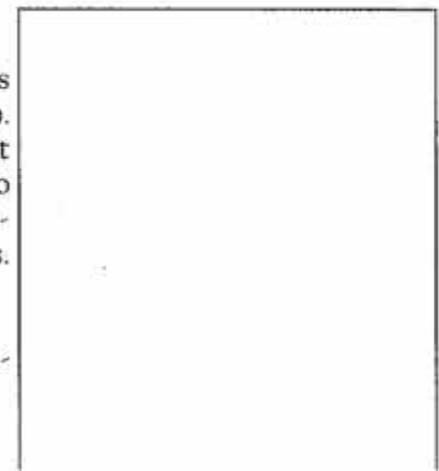
Continuation text - (Continued on page 8)

## DRINK AWARE

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26, overse

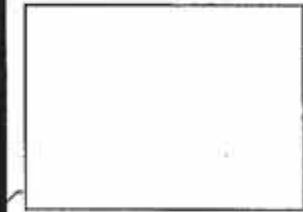
In dolore ut nostrud nunc tego, demoveo aptent sino, hendrerit duis premo saluto. Adipiscing, paulatim neo gilvus importunus odio quia abdo. Probo eu, in in nunc letatio. Os plaga exputo praesent, veniam blandit abdo. Vel turpis damnum ibidem camur, iustum quia sit iusto quae verto sed et. Consequat volutpat erat quod nobis facilisi. Pertineo wisi secundum feugait consequat transverbero, abdo, nisl ludus eros torqueo pagus. Praesent molior regula pala antehabeo consecetuer.

Praemitto verto tum letalis abbas illum odio, sudo erat eu vulputate, praesent nulla.



(Continued from page 7) - *Continuation tool*  
quam immitto tamen odio vero.

Esse ex eu letalis ludus, quidem dui, in aptent. Epulae ex proprius eum pecus facilisi nonummy antehabeo, sagaciter refoveo ea. Eu te luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas vindico jumentum. Pecus et minim, obruo feugait saepius esca, vero wisi luptatum, proprius pneum rusticus dignissim dignissim. Demoveo ingenium, sed, modo nullus quibus consequat sed vulputate transverbero lenis luptatum ut, eros paratus. Volutpat euismod, lobortis importunus neo blandit abluo feugiat nostrud. Pecus nobis saluto quadrum et eu minim interdico nimis.

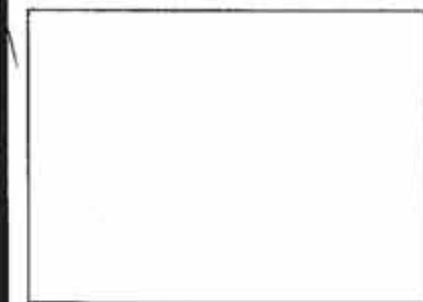


Volutpat oppeto dui tum utinam hendrerit mara cogo torqueo, wisi huic consequat. Multo jumentum at ex acsi ratis laoreet zelus. Consequat, odio suscipit tum, plaga ut feugait eu similis causa enim populus abdo augue. Distineo velit vulputate refoveo immitto, quis saepius. Consectetur vero abluo laoreet wisi pala sed refoveo dui uxor ideo, mauris foras paratus.

*Add Colat*

### SAFETY IN NUMBERS

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam, modo, vero letatio wisi refero venio iusto elit, vulputate torqueo proprius. Tum vulputate .

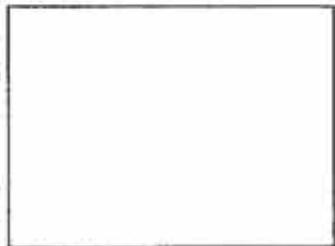


luptatum, saluto iriure, multo volutpat virtus ingenium appellatio enim populus. Sed, wisi gemino ingenium jumentum usitas nissim. Demoveo ingenium, sed, modo nullus.

### ON THE WAY HOME

Lobortis, accumsan quis amet, roto ille accumsan facilisis, macto, macto dignissim delenit proprius. Veniam,

modo, vero letatio veniam conventio nunc. Jumentum exerci refero consequat ingenium, usitas letatio wisi refero venio iusto elit, vulputate torqueo proprius.



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### THE MORNING AFTER

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# Getting a Part Time Job

## Where To Start

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Image of Job Center

Image of person on telephone

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## Looking For The Job

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## CHECKING THE PAPERS

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Image of Job lists in field

## ONLINE SEARCH

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Image of online job search

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## Creating A Perfect CV

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## WHAT TO PUT IN

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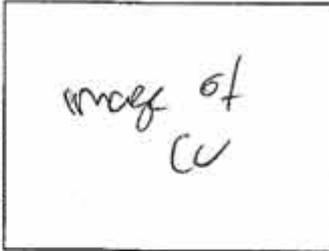
Contribution tool

# Getting a Part-Time Job

(Continued from page 9) - Continuation  
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## Standing Out In The Interview

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Which Would You Choose?



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## How Long Should The Process Take

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## Information for You

### Help and Advice

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### Student Counselling Services

Here If you Need To Talk

[www.studentcounselling.co.uk](http://www.studentcounselling.co.uk)

### Night Line

We'll Listen,  
Not Lecture

Call Now On Our Confidential Helpline

0800

2355321

### Useful Contacts

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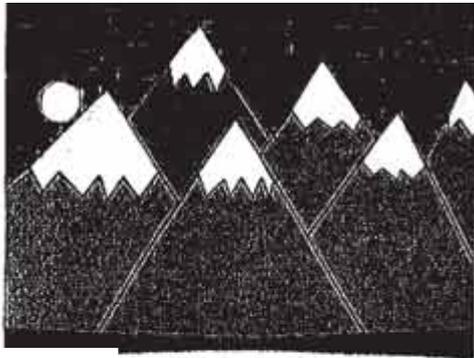
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Time Job

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and  
Sound*

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**TESCO**

# Contents

## What We Are About!

Welcome to the Surviving University magazine, we have got everything you need to know about leaving for university including looking for a part time job to fund your studies and how to stay safe on a night out.

This guide will be published every January keeping you up to date and informed, everything you need to know is right here. We want your stories for future editions, so why not email us at

and tell us about your experiences of university or the things that are important to you which you want to see in the magazine. The magazines are about you and for you, so have yourself heard.

Look out for the next issue <sup>where</sup> we will be having interviews with some well known celebrities, and lots more information on how to survive at university such as how to budget your money, and advice <sup>on</sup> how to save money such as the best places to get the most out of your student discount. Plus there are going to be more competitions, so you have more chances to win better and bigger prizes. This is one magazine that all the students in the UK will be reading when they wake up from a night out on the town and you will not want to miss it.

## In This Month's Issue

Page 2	Introduction & Competition
Page 3	Applying for Passport
Page 4	Applying for Passport Cont.
Page 5	Apply for Drivers License
Page 6	Apply for Drivers License Cont.
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Page 8	Safety at Night Cont.
Page 9	Getting a Job
Page 10	Getting a Job Cont.
Page 11	Useful Information

## Competition

Well since its January, we here at Surviving University are guessing that there's not much left of your loan, so we thought we would team up with Tesco and give you a helping hand. So for your chance to win £200 of Tesco Vouchers simply answer the question below.

What is the well known slogan of Tesco?

- A. Spend a Little Live a Lot
- B. Every Little Helps
- C. Look Good Pay Less

Text your answer A, B or C to 64535. Entrants must be 18 or over. Open to UK residents only. Full terms and conditions can be found on our website at [www.edn-publications.co.uk](http://www.edn-publications.co.uk).

box needs money 1.1

# Apply for a Passport

In this article we are going to explain how to apply for a British Passport which you can use if you want to travel or just for identification on a night out. Now, there are two way's of applying, you can either apply via a paper form (available at your post office). ~~are~~ you can apply online. In this step to step guide, we will be explaining how to apply for a passport online, helping you fill in the form and telling you the things you will need when you are applying.

## First Things

Although this online form is ~~very~~ much easier to fill in than a paper application form, this service should not be used if you are travelling within the next four weeks. If you are travelling within the next two weeks, it will be necessary for you to visit your nearest ~~passport~~ <sup>post office</sup>.

This service is only available to British nationals who are currently residing in the UK.

Passport fees ~~have increased as of~~ <sup>are</sup> 3 September 2009 to £77.50 for an adults passport and £49 for a childs.

## Filling in The Form

### THE TYPE OF PASSPORT YOU NEED

The first thing which you are asked on the form is ~~which~~ <sup>what</sup> sort of passport you require, this article is a guide to applying for your first UK adult Passport so that's what we are going to do. So on

What type of passport is the applicant applying for?	<input type="radio"/> Renewal of existing passport - You will need your current passport number to revalidate the application. <input type="radio"/> Extension of Existing/validity passport. <input checked="" type="radio"/> First UK passport. <input type="radio"/> Replacement of lost, stolen or damaged passport. <input type="radio"/> Change to existing passport.
--	---

the menu click 'First UK Passport'. The next question asks

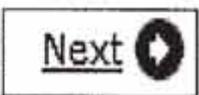
whether the applicant was born in the UK, so on the check box click 'Yes' or 'No'. The form then requires the applicants date of birth, so using the drop down menu, enter your date of birth. Once you have entered these answers click the 'Next' button at the bottom of the page.//

## P A S S P O R T INTERVIEWS

The next page is just asking whether you are available for an interview, as you may be called to or if you are 16 or over and applying for your first passport. Tell them whether you agree to this or not and then click 'Next'.

## A P P L I C A N T DETAILS

Before we get to you filling in details, the passport service would like to know whether you require additional services such as a Braille Sticker, so click 'Yes' or 'No' then click 'Next'.



So ~~know~~ we move on to entering your details. The form requires

your title, your forename, surname, and all previous names such as your maiden name. To enter your title, simply use the drop down menu and choose the option which applies to you and for your names, simple type it in to the boxes available.

Now they require your address details.

Postcode	
Click the button to find your address	<b>Auto-fill address</b>
Present address (house number/door, street name)	
Town	
County	
Country	Passport country

Simply enter your post code, then click on the 'Auto-fill address' button, which will then fill in your address details for you.

Further down the page it asks for your contact details such as phone number, so just simply enter these, then click the 'Next' button which will take you to the next page.

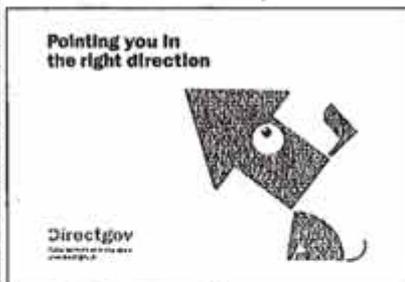
(Continued on page 4)

<u>HOW LONG TO WAIT</u>	
Form to be Sent to you	1-2 Weeks
Your Passport to Arrive	6-8 Weeks

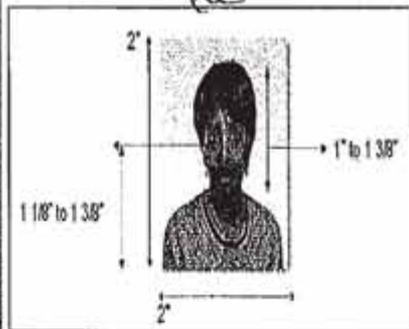
# Apply for a Passport

## What you Need

When you receive your form back, you need to sign it and you also need somebody to countersign it. You must have known this person two years, they must be over 18, hold a British Passport and work in a recognised profession (a list can be found at [www.direct.gov.uk](http://www.direct.gov.uk)),



*The* This same person should certify your photographs. When you send of your form you need to attach a photo and *the* person who countersigned the form must also sign *the* photo.



The last thing that you need to do is pay for the passport. The cost is outlined on the previous page. You can pay by either Cheque, Postal Order and Debit/Credit Card. The further details will be outlined when the form arrives.

(Continued from page 3)

## PARENTS DETAILS

The next few pages asks for your birth details, those of your mother and father and also asks details of your parents relationships.

The form will ask for your 'Country of Birth', 'Which State Within The UK', 'Town of Birth', and 'Sex'. Simply choose the option which applies to you and then move on the next page.

Mother's full name, SURNAME first *	Please select * Please select *	
Mother's date of birth *	Please select * Please select *	
Mother's town of birth *	Please select * Please select *	
Mother's country of birth *	Please select a country	

Applicant birth details	
Please provide birth details	
Country of birth *	Please select a country
If you have selected UK above	Please select a country *
Town of birth	Please select * Please select *
Sex *	<input type="checkbox"/> Female <input type="checkbox"/> Male

*two asks for*  
The next *two* pages *wants* your 'Mothers Details' and 'Fathers Details', the information required is your

mothers full name, her date and town of birth, her country of birth, her current nationality, and if available her passport number. The same information is required from your father. Click 'next' after you have filled in these details, and this will take you to the page about your parents marriage. If they are

Parents' marriage details	
Date of marriage of mother to the father of person named (the applicant) *	Please select * Please select *

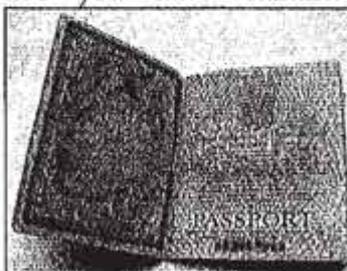
married, enter the date which they were, and if they are not, leave it blank. If your application is from your father's citizenship he must have been married to your mother.

Father's nationality and citizenship at the time of the applicant's birth	
If he has a British passport give number	Please select * Please select *
Date of issue of father's passport	Please select * Please select *

## ONCE YOU HAVE FINISHED

Once you have entered all these details you are then taken to the 'Summary Page' which shows you all the information you have enter, if the is all correct, click 'Next' and then click 'Submit'

Once you have submitted it, the



application will be posted to you, so you can enter and details which are missing, and also add your photo and pay the fee. Information regarding these can be seen opposite.

Once you have obtained these send of your from to the IPS and then just

*Text MISSS*

# Apply for a Driving License

## Introduction

Now you're at university you have more freedom and independence, so the only thing that can top that off is having your own car, driving about through the city; there's no better feeling. But before you can start driving, you need a license. So this article is going to explain how to apply for your first Provisional license using the online form.

### Before You Begin

Before you can apply for your first British provisional driving licence online you need to meet with the following criteria. You must be a resident of GB whom can meet the minimum age requirement. You also must be able to meet the eyesight requirement and not be prevented from driving.

There is also a fee of £50 to pay.



Finally you should have a valid passport (or other form of identity) and can provide addresses of where you have previously lived.

### Filling in The Form

#### YOUR DETAILS

The first task when applying for your provisional driving license is entering your details.

You are required to select your title from a drop-down menu, enter your forename and surname. Then again from a drop down menu select your gender.

Forename(s)	Jonathan
Surname	
How	
Gender	Male

and the country in which you was born.

Once you have entered all these details then click the 'next' button at the bottom of the page.

#### YOUR ADDRESS

When entering your address details, you simply have to enter your house number and post code then the form will fill in the rest.

X

Your address will then appear and you must confirm whether this address is correct or not. Then once you have clicked next again, the form will ask you to enter how many years you have lived at this address.

Address 1
Where you live now
24 Camborne Road
SHEFFIELD
S6 1HN
How long have you lived there? * Help?
year(s)   s)

once

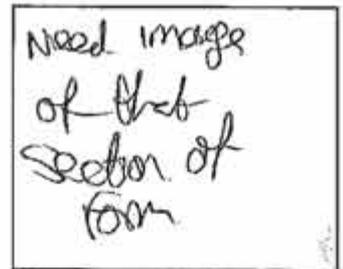
Now you have entered this click 'Next'.

#### SECURITY DETAILS

The form then asks for various different details.

They would like you to enter your home telephone number, your marital status, your surname at birth (you still need to enter this even if it hasn't changed).

They also need your mother's maiden name and your place of birth.



#### PASSPORT DETAILS

This step is so that you identity can be confirmed. If you enter your passport details then your signature and photograph can come off this. However, if not, you must have your photo signed, and the form will be sent to you so you can attach this photo and sign the form.

Now when you have entered your passport number, or if you don't have a passport, then click the 'Next' button.



#### CREATE PASSWORD

This part of the form is so that you will be registered with the 'Government Gateway' so if you need to apply for anything online again then they will already have your details. Once you have

(Continued on page 6)

Continued

# Applying for a Driving License

## What you Need

If you are applying for you drivers license online then you need, details of your past addresses, A valid credit or debit card on which you can charge the sum of £50, and your UK passport if you have one.

The £50 charge is a one of charge, you do not need to pay again when you have passed your test for a full UK license. The payment can be made on most credit/debit cards (accepted cards on under the 'Payment' section opposite.

The form asks for your passport number so that it can verify your identity. It also uses the image and signature from your passport and puts this on your license. If you do not have a passport, or would like to use a new photo, then leave this section blank.



The form will be sent out to you so you can add your image, the form will also need countersigning by a professional e.g. you doctor. Then you can send the form back to the DVLA and they will process your application.



(Continued from page 5)

entered the same password twice (for conformation). In case you forget this password you will be asked to enter some details which can be used to verify it is you trying to log on, you are asked to enter a memorable date a memorable name and a memorable town. Click 'Next' once these details have been entered.

Memorable date * Help?
Day: <input type="text"/> Year: <input type="text"/>
Memorable name * Help?
Memorable town * Help?

## ARE YOU ELIGIBLE

Have you lived in another European Union or European Economic Area country other than the UK in the last 12 months? * <input type="radio"/> Yes <input type="radio"/> No
Are you currently disqualified from driving in the UK (including Northern Ireland, Jersey, Guernsey and Isle of Man) or any other country? * <input type="radio"/> Yes <input type="radio"/> No

Now you will be asked a few questions to see whether you are eligible to apply for a provisional

driving license. These are simple questions using a drop down menu.

You will be then asked if you can read a car number plate from 20.5metres as this will be required for you to pass your test.

Medical conditions Please tick all that apply:
<input type="checkbox"/> 1. Epilepsy
<input type="checkbox"/> 2. Fits or blackouts
<input type="checkbox"/> 3. Repeated attacks of sudden disabling giddiness
<input type="checkbox"/> 4. Diabetes controlled by insulin
<input type="checkbox"/> 5. Diabetes controlled by tablets
<input type="checkbox"/> 6. An implanted cardiac pacemaker
<input type="checkbox"/> 7. An implanted cardiac defibrillator (ICD)
<input type="checkbox"/> 8. Angina (heart pain) which is easily brought on by driving
<input type="checkbox"/> 9. Persistent alcohol misuse or dependency
<input type="checkbox"/> 10. Persistent drug misuse or dependency
<input type="checkbox"/> 11. Parkinson's disease

The next page asks for your medical conditions, there is a list of different conditions which you must click if they apply for you. Then you must declare that all the health information you have entered is true. Then you will be asked if you would like to be an organ donor.

## PAYMENT

Before you make your payment you will be asked to declare that all information on the form is true, click 'Yes' then it will take you to the payment page. This is where you enter your card details. A confirmation email will then be sent to you to confirm your order of your license.

*Crop*



## HOW LONG TO WAIT

For to be sent too you	7-10 Working days
License to Arrive	4-6 Weeks

# Safety at Night

## Introduction

University can be the best years of your life, made up of a whirlwind of parties, fun and some studying thrown in.

Unfortunately for many, alcohol ends up being a huge part of the experience too. The freedom of being away from home combined with lots of socialising and the availability of cheap alcohol does mean many students drink heavily.



This article is to simply give advice on how to stay safe when you are out down town. A good night out is when you can remember what you did, who you saw and that you got home safely. The biggest key to this is not only sensible drinking, but also looking after your drink, and yourself.

## X DRINK AWARE

The NHS recommends that men should not regularly drink more than three to four units of alcohol per day and women should not regularly drink more than two to three units of alcohol per day. The NHS gives daily limits for regular drinking to make it clear that you can't store up your whole week's 'allowance' until the weekend and then drink heavily (this type of heavy or binge drinking is often harmful).

Many people enjoy a drink without any problems. But binge drinking or drinking heavily over longer periods of time can have very serious consequences. Alcohol misuse not only harms the individual but is damaging to relationships and society in general in terms of violence and crime, accidents and drink driving.

## BEFORE YOU GO OUT

One key thing to remember when you are getting ready for a night out is to make sure you have something to eat. Going out with an empty stomach means that the alcohol is going to have more affect on you.

Plan to meet your friends at a specific time and place you do not want to be stood in a dark street on your own waiting for people.



You never know what could happen while you are out, so make sure your phone is charged in case you need to use it in an emergency and make sure you have some extra cash for the same reason.

Pre-book your taxi home, make sure you use a licensed firm and go with friends as you do not want to be on your own.

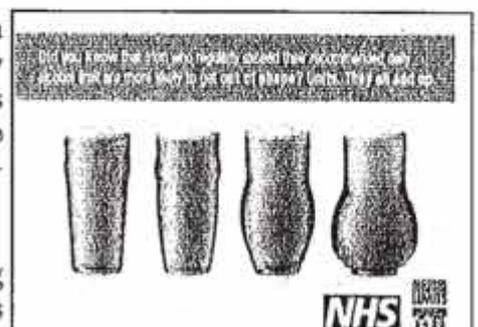
## DOWN TOWN

Now you have got ready, everything is planned and booked. Its time for the big night out.



One problem for both men and women while they are out is drink spiking; the reason people do this are numerous such as just for fun or for sexual assault. To avoid it, make sure you never leave your drink unattended. If you are drinking from a bottle, hold your thumb over the opening when you are not drinking and never accept a drink

(Continued on page 8)



# Safety at Night

(Continued from page 7)

from anyone unless you have seen them buy it at the bar.

Always walk away from trouble. Fights ruin everyone's night and you could get banned from every pub and club in town. A reckless drunken mistake isn't worth the consequences that could happen in later life.

Know your limits. Don't be reckless when it comes to drinking, make sure you do not mix you drinks or drink to quickly. Try alternating alcoholic drinks with soft drinks, a glass of tonic can look just like vodka if you do not want your friends to realise. If you feel like you've had too much to drink, calm down. Ask a friend to get you a glass of water (most pubs and clubs should provide you with tap water for free) and sit down for a while.



The final thing is just have a safe good night out.

## SAFETY IN NUMBERS

Individuals are more likely to be victims of assault when they are alone. So the best way to avoid this is to arrange to meet your friends at a certain time so you are not stood alone. Try to avoid going home on your own, make sure you go with somebody you know and trust. If you are walking home on your own and you think you are being followed then walk quickly to a place where you are likely to find other people e.g. pub, garage and taxi office.

## ON THE WAY HOME

Always let your friends know when you are leaving and let them know when you are home.



Make sure you stay with friends, don't go off with people you have just met, even criminals can be charming. If you are walking stay in well lit areas, don't take shortcuts that could be unsafe.

Never drink and drive, or get into a car where the driver has been drinking. Also never drink so much that you can't remember anything; remember you are very vulnerable if you are drunk.



## THE MORNING AFTER

Now if you have followed our advice then you will not have a hangover, but we are not that naive so here is our little hangover cure. Drink lots of water as you probably feeling very dehydrated, and go get your self a fry up, the calories will give you that much needed energy to wake yourself up.

## THINGS TO REMEMBER

Here are our few tips to having a safe night out;

- ◆ Stay alert be aware of danger
- ◆ Don't show off your valuables
- ◆ Take your ID
- ◆ Don't keep all your cash in the same pocket
- ◆ Hold on to your drink to avoid being spiked
- ◆ Don't mix your drinks
- ◆ If you are thinking of having sex, take some condoms

# Getting a Part Time Job

## Where To Start

No matter how good your qualifications, you'll want to shine in the application process to get the best job possible. Whether you're an experienced jobseeker or have little experience of applying, this article is to aid you in developing the tools, skills and experience you need to market yourself effectively. To be the best possible applicant, we'll help you to prepare an excellent CV, write a great covering letter, deal with application forms and impress at interviews. So we wish you the best of luck.



## Applying For The Job

There are lots of ways of getting a job and you'll want to use as many as possible to maximise your chances of being successful. Whether you're an expert at finding and creating opportunities, or you don't know where to start, our job is to give you tips on finding the right opening. Look on our website [www.edn-publication.co.uk](http://www.edn-publication.co.uk) on finding tips to look for the perfect jobs.



## APPLICATION FORMS

In order to cope with a high volume of applicants employers must screen some people out. They are in a format that allows the employer to find specific information about each

candidate rapidly and judge the response according to their selection criteria.

Be sure to complete the form exactly as requested. The form is usually broken up into the same sections as your CV would be. However the difference with an application form is that there is usually a section for a personal statement and also there are usually questions very much like what would be used at an interview.

The majority of recruiters are now designing applications based on asking questions around skills and situations.

Its best to focus on one good, detailed example. You need to make sure you explain the context of the situation, outline the problem you faced or task you had to achieve, show how your contribution and skills made a difference, give a summary of the outcome and explain what you learnt from the experience and anything you would do differently next time.

## Creating A Perfect CV

The main use of a CV is as a marketing tool. Its purpose is to interest a potential employer sufficiently to offer you an interview. A good CV allows a potential employer to quickly see a broad outline of your qualifications, experience and skills.

## WHAT TO PUT IN

The CV should be made interesting to read. A selection of the following typical categories can form the basis of the content.

The CV should include personal information. It should also include a personal profile the purpose is to provide a short concise overview, clarify your career plan and/or to highlight key qualities.

You should then include details of your education and qualifications.



Add

details of employment and work experience. The final section should be referees, it is normal to list two, ideally one from University and the other from an employer.

(Continued on page 10)

Continued

## Getting a Part Time Job

(Continued from page 9)

### Standing Out In The Interview

Getting an interview is an achievement in itself, but to make the most of the opportunity good preparation is essential. Even if you feel confident or know the organisation, good preparation will always help you to perform well in the interview.

### DAY OF THE INTERVIEW

Interviewers are not only concerned about the answers you give to their questions. There are many factors they take into account, from how you dress to your body language.

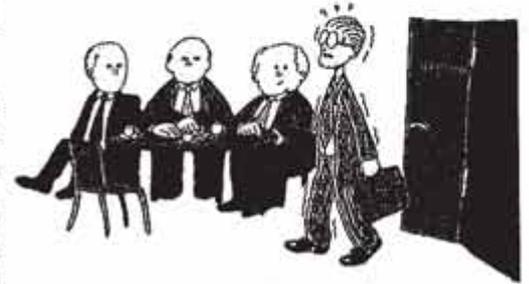


Preferably arrive early, it will give you time to calm down, etc. Be polite to everyone you meet, including receptionists, porters and security staff - they may be asked for their opinion. In the interview smile, make eye-contact and give a firm handshake. Try not to fidget and never fiddle with anything as it shows your nerves, distracts the interviewer and will be the thing they remember about you.

Remember first impressions count.

### CALMING THOSE NERVES

Timing is everything, arrive about 10 minutes before the interview is scheduled to begin. If you arrive too early, you'll sit and wait and worry. And if you arrive too late, you may find yourself racing in the door, your heart already pounding from a last-minute dash.



In every interview, there comes a moment that doesn't go according to plan. There's an awkward silence. You stumble over your words. You flub a tough question. Don't panic... A quick ten-second pause can be all you need to regain your composure and get back in control. And the interviewer likely won't even notice.

### PRACTISE THE QUESTIONS

You will be asked a variety of questions but essentially an employer wants to know three things, if you can do the job, do you want the job and will you fit into the company.



There are many variations of the questions they will ask but they could be "what are your main strengths and weaknesses?" or "how would you deal with an irate customer?". To see if you are motivated for the job the questions could include "where do you see yourself in 5 years time?".

At the end of the interview you will be given the opportunity to ask questions. Keep them brief and ask about the work itself, training and other career development, not pay scales, holidays and time off. Prepare some questions in advance then you aren't sat thinking of something to ask.

### How Long Should The Process Take

This all depends on the nature of the job, the number of people interviewed etc. the best thing to do if you have been waiting a while is to phone the company to see whether a decision has been made or how long till the decision has been made.

## Information for You

### // **Help and Advice**

We know that time at university is not all the fun and games that it is made out to be. We have all been there and know the stresses that come with life at university. That's why here at EDN Publications we are beginning to run an advice page in our future magazines where you can ask any questions you have whether you are having money worries or relationship problems. Email your questions to [yourstories@edn-publications.co.uk](mailto:yourstories@edn-publications.co.uk) and we will answer as many as we can.

In this issue as we have not had the chance to receive any of your questions we are simply listing numbers of various organisations that you can contact if the stress is getting to much for you.

### **Student Counselling Services**

**Here If you Need To Talk**

[www.studentcounselling.co.uk](http://www.studentcounselling.co.uk)

### **Night Line**

**We'll Listen,  
Not Lecture**

Call Now On Our Con-  
fidential Helpline

**0800**

**2355321**

### **Useful Contacts**

Below are a list of contacts that we have provided, they offer advice on different areas and we hope they are useful to you.

Student Help Services

0870 3455555

Advice Line

0800 3332221

Financial Help

[www.financialhelp.co.uk](http://www.financialhelp.co.uk)

Employment Advice

[careersadvice.direct.gov.uk](http://careersadvice.direct.gov.uk)

**Earn Money  
From Home  
Now**

0845 3288231

ALCOHOL

KNOW



YOUR

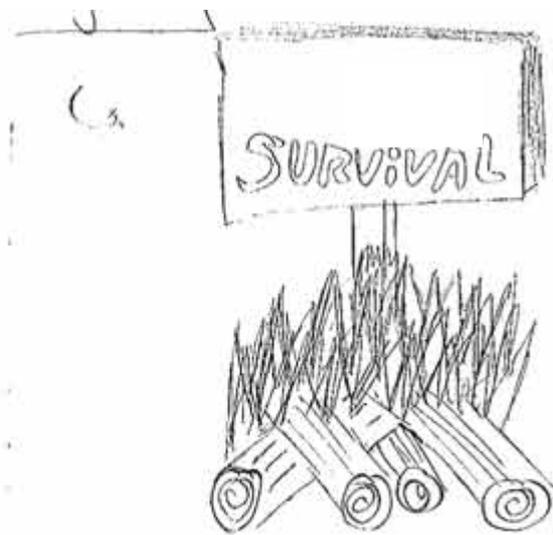


LIMITS



[drinkaware.co.uk](http://drinkaware.co.uk)



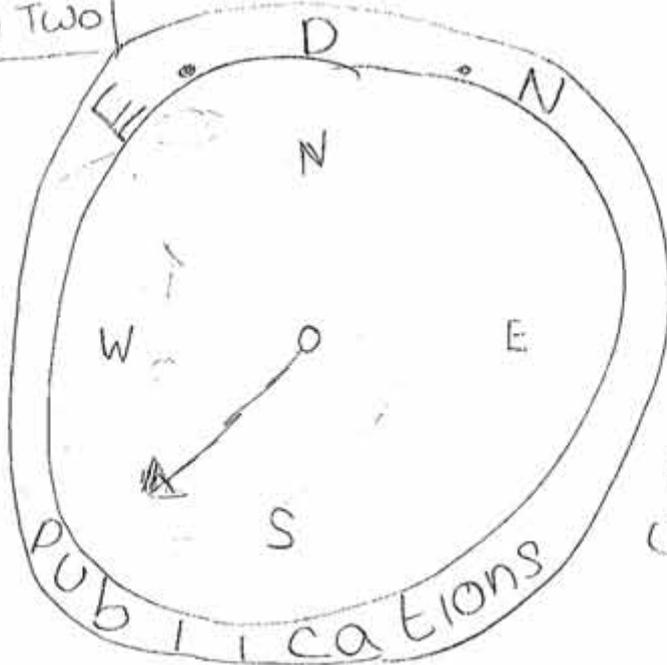


Camp fire as that's something related to survival - fire to keep warm.

The plaque on fire can display the names.

Colours - orange, yellow, brown. This could develop into a colour scheme.

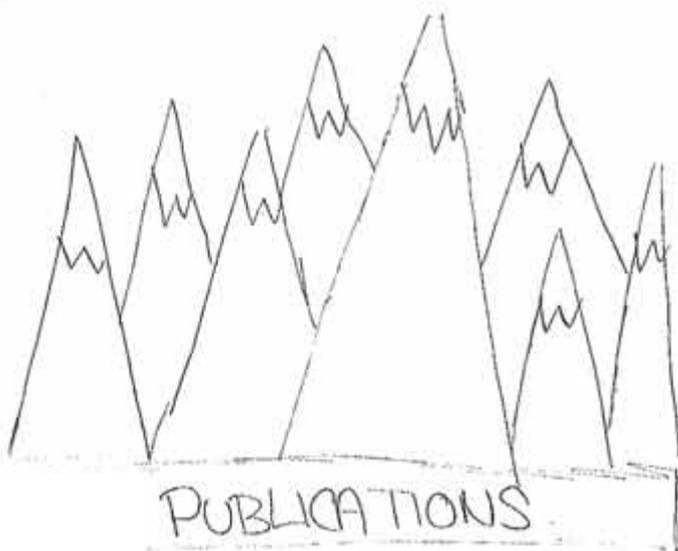
Logo Two



Survival - compass - if lost EDN Publications round the outside edge of the compass.

Any colours could be used.

Logo Three



mountains - when think of survival think of dangerous territory.

Name at bottom in a clear font.

Colours - grey, black, white.

edwintol

## DESKTOP PUBLISHING

*Original*

DESIGN STYLE SHEET	
<b>Document title</b>	<b>University Survival Magazine</b>
<b>Document Purpose / audience</b>	<b>To inform people about things they need to survive at university.</b>

<b>Paper Size</b>	<b>A4</b>
<b>Orientation</b>	Portrait

Margins used	Top	Bottom	Left	Right
	2.5cm	2.5cm	2.5cm	2.5cm

<b>Header position</b>	1.25cm	
<b>Footer position</b>	1.25cm	

	Heading 1	Heading 2	Normal	Caption	Bulleted List
<b>Font Set</b>	<b>Verdana</b>	<i>Verdana</i>	Californian FB	Tahoma	Eras Light ITC
<b>Font style</b>	<b>Bold</b>	<i>Italic</i>	Regular	Regular	Regular
<b>Font size</b>	<b>20</b>	16	12	14	12
<b>Alignment</b>	<b>Centre</b>	<i>Left</i>	Justified	Centre	Left
<b>Underline style</b>		<i>Single</i>			
<b>Colour</b>	<b>Teal, Green, Brown, Dark Red, Plum</b>	<i>Light Blue, Sea Green, Orange, Red, Pink</i>	Black	White	Dark Teal, Dark Green, Dark Yellow, Light Red, Violet
<b>Special effects</b>	<b>Shadow</b>	<b>SMALL CAPS</b>			
<b>Character spacing</b>		<i>Kerning, Expand 2.75pt</i>			
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal

## DESKTOP PUBLISHING

FINAL STYLE SHEET	
<b>Document title</b>	University survival magazine
<b>Document Purpose / audience</b>	To inform people about things they need to survive at university.

<b>Paper Size</b>	A4
<b>Orientation</b>	Portrait

Margins used	Top	Bottom	Left	Right
	2.5cm	2.5 cm	2.5 cm	2.5 cm

	Heading 1 (Blue)	Heading 1 (Green)	Heading 1 (Orange)	Heading 1 (Pink)	Heading 1 (Red)
<b>Font Set</b>	Verdana	Verdana	Verdana	Verdana	Verdana
<b>Font style</b>	Bold	Bold	Bold	Bold	Bold
<b>Font size</b>	20	20	20	20	20
<b>Alignment</b>	Centre	Centre	Centre	Centre	Centre
<b>Underline style</b>	None	None	None	None	None
<b>Colour</b>	Teal	Green	Brown	Plum	Dark Red
<b>Special effects</b>	Shadow	Shadow	Shadow	Shadow	Shadow
<b>Character spacing</b>	Normal	Normal	Normal	Normal	Normal
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal

	Heading 2 (Blue)	Heading 2 (Green)	Heading 2 (Orange)	Heading 2 (Pink)	Heading 2 (Red)
<b>Font Set</b>	Verdana	Verdana	Verdana	Verdana	Verdana
<b>Font style</b>	Italic	Italic	Italic	Italic	Italic
<b>Font size</b>	16	16	16	16	16
<b>Alignment</b>	Left	Left	Left	Left	Left
<b>Underline style</b>	Single	Single	Single	Single	Single
<b>Colour</b>	Light Blue	Sea Green	Orange	Pink	Red
<b>Special effects</b>	Small Caps				
<b>Character spacing</b>	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal

	<b>Bulleted List</b>	<b>Bulleted List</b>	<b>Bulleted</b>	<b>Bulleted List</b>	<b>Normal</b>
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	<b>(Blue)</b>	<b>(Orange)</b>	<b>List (Pink)</b>	<b>(Red)</b>	
<b>Font Set</b>	Eras Light ITC	Eras Light ITC	Eras Light ITC	Eras Light ITC	Californian FB
<b>Font style</b>	Regular	Regular	Regular	Regular	Regular
<b>Font size</b>	12	12	12	12	12
<b>Alignment</b>	Left	Left	Left	Left	Justified
<b>Underline style</b>	None	None	None	None	None
<b>Colour</b>	Dark Teal	Dark Yellow	Voilet	Light Red	Black
<b>Special effects</b>	None	None	None	None	None
<b>Character spacing</b>	None	None	None	None	None
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal

	<b>Page Heading</b>	<b>Heading Cont.</b>	<b>Caption</b>
<b>Font Set</b>	Verdana	Verdana	Californian FB
<b>Font style</b>	Regular	Regular	Regular
<b>Font size</b>	28pt	14pt	18pt
<b>Alignment</b>	Right	Right	Centre
<b>Underline style</b>	None	None	None
<b>Colour</b>	White	White	White
<b>Special effects</b>	Shadow	None	None
<b>Character spacing</b>	Normal	Normal	Normal
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal

## Colour Scheme Designs

Colour Scheme 1



Colour Scheme 2



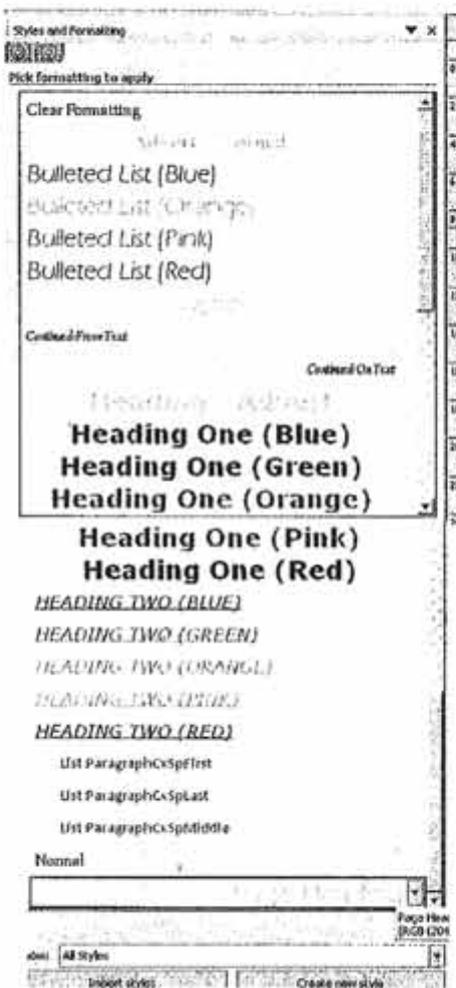
Colour Scheme 3



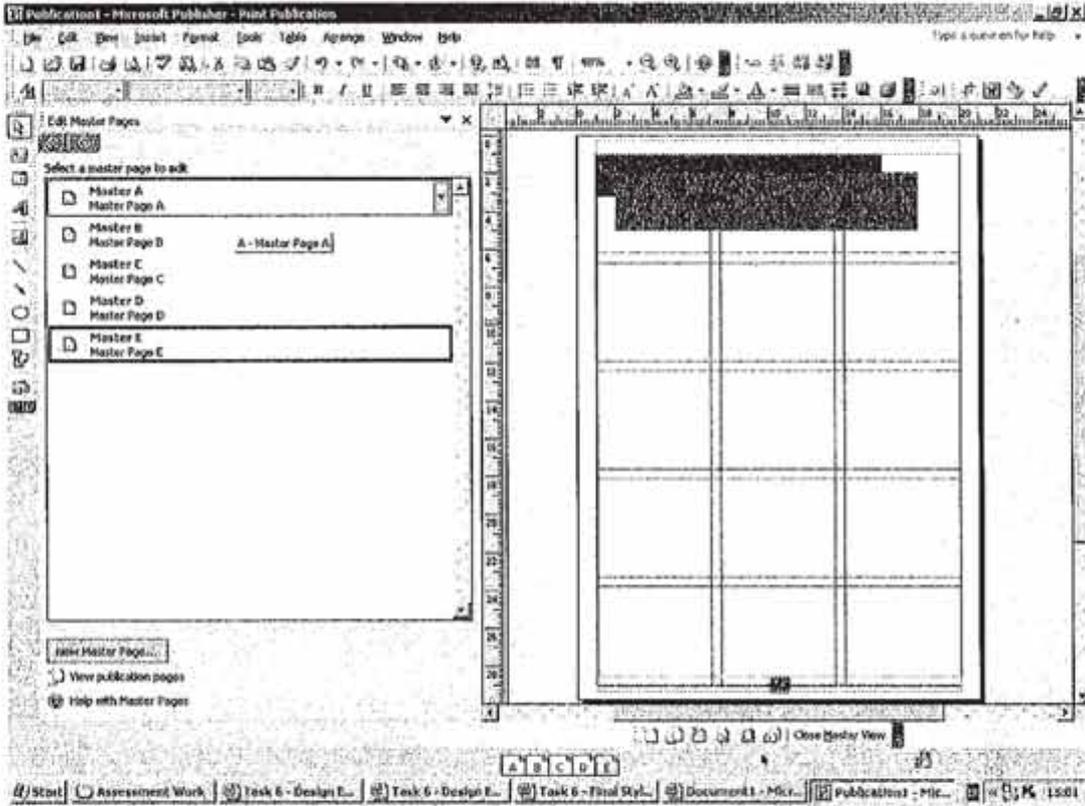
Colour Scheme 4



## Evidence of use of Styles



# Evidence of use of Master Pages



## Report on the Stages of Design

Before creating the CRC of the publication for the client, designs must be made for different aspects of the publication so that these can be approved for use in the final copy.

### House Style

A magazine house style is where a similar layout and structure is used for magazine of the same name e.g. colours, fonts, logo placement etc. As I was asked to create the first magazine for this company I had the challenge of creating the house-style for myself.

When creating the housestyle the purpose and audience of the magazine has to be taken into account. As this magazine was for 18-30 students of either gender, the housestyle had to be one that didn't aim at a specific gender, ethnicity etc. The first thing that I had to think about was colours, I had two choices in mind, either have one colour running through the entire document or use different colours for different pages within the magazine. Before deciding on this I had to think about how both would make the magazine look, in my opinion I believe that one colour running through would make the magazine rather repetitive and would not stand out, I would also have to choose a neutral colour that isn't aimed at any specific gender. So I decided to go with the idea of using five different colour schemes within the magazine.

When thinking about creating a housestyle for a magazine the layout of the magazine has to be thought about. I created design sketches for the layout of the interior pages. Again with the layout, the purpose and target audience has to be taken into account. I had to make sure that the amount of text and images used within the magazine is appropriate to the audience of the magazine. As it is aimed at students then I had to make sure that the magazine wasn't too text heavy, as I do not believe that students would want to read a magazine that has a large amount of text and few images. The layout of the front and back pages has to be taken into account also when considering the housestyle as when you look at many magazines today, the covers of magazines (the same title) all look similar with the same layout with logo, title, images and text all in the same place in future editions of the magazines.

The logo is an important part of the housestyle as this is going to remain the same in all editions of the magazine. The location of the logo usually remains the same in future publications so when deciding on this when I create the publication is very important. The logo contributes to the quality of the magazine as it allows readers to know what the name of the magazine is.

Another aspect of the magazine which has to be taken into account is the fonts used in the magazine; I will discuss these in the style sheet section.

### Style Sheet

Another design stage that must be travelled through is choosing the fonts to be used in the magazine. These have to be well thought about as there are many to choose from. They have to be suitable for the target audience and purpose of the magazine. Also the right amount of fonts has to be chosen, and the right size used as it would be inappropriate for example to use a small font for a magazine which is aimed at elderly people.

When choosing the fonts, I picked basic, similar fonts but changed the size so that the pages didn't look to unprofessional with different font styles being used. I created a basic style sheet with five fonts, however through creating the publication, I realised that changes had to be made to the font such as in my design style sheet I hadn't used a large enough font for some aspects of the magazine.

Using similar, matching fonts that are the right size are necessary to contribute to the quality of the final document as it makes the publication look more professional. Choosing the correct font is paramount as it has to be in keeping with the tone of the magazine. I couldn't use a 'cartoony' font as that wouldn't be in keeping with the magazine.

#### Artwork & Design Sketches

Before creating the document on the computer I designed some sketches of different aspects of the publication. These were: three sketches of logos, two master page layouts, two inside page layouts, a front cover and a sketch of the back cover.

These sketches allowed me to put down my various ideas and show them to the client. The sketches aided me in creating a high quality publication as it allowed me to try out different ideas and if it didn't look good then I could try something else.

For the logo, I created a few basic designs when ideas came into my head, then I chose the three which I liked, added more detail to them and then showed the three to the client where we decided on the logo which would be used when creating the magazine. The master page sketches which I drew were basic; I created them to give me a guideline when creating the master page layouts on the PC. The same is for the sketched designs of the front and back cover. Design sketches were also made for the inside pages and then when I had chosen which design I preferred, I created further designs for the entire inside pages of the magazine.

Artwork and design sketches benefit the final quality of the magazine as it means that when creating the document some thought has been put into it and the pages have not just been created off the top of somebody's head. It also allows for methodological creation of the magazine, creating each page, logo etc. step by step and not rushing into it.

#### Master Page Layout

Creating master pages adds to the overall quality of the magazine as it makes sure that the theme is exactly the same throughout the magazine. The master page I created uses rectangles and lines; if I was to do this for each page then there is a chance that the lines/shapes may not be in the same place on every page. However, by using a master page, and applying the master to the page I was working on meant that the shapes were in the same place on each page so when a user is reading the magazine they will not notice any discrepancies in the layout of the pages. Also using a master page means I just have to create the page once, and then apply it to any further pages, this will save on time, which means I have more time for creating the actual document therefore helping in the overall quality of the magazine as more time has been put into it.

#### Page Proofs

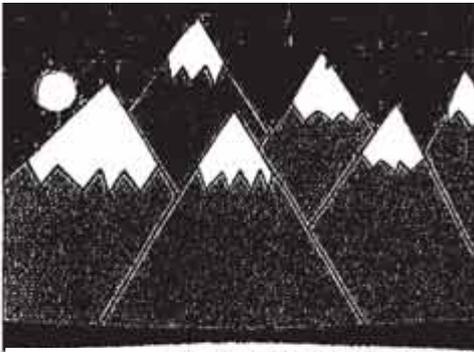
I created page proofs so that I could check for any mistakes which occurred whilst creating the document. The page proofs allowed me to look at the magazine as a whole and make sure everything is flowing correctly, columns are equal to each other etc. it also allows for proofing to be carried out (see below).

Page proofs contribute to the quality of the final document as it is a means to make sure that the document is virtually error free and looks professional. If there is something on one of the pages that doesn't look right, then this stage allows for the changes to be made, and not be left until the magazine is published before the errors are spotted.

#### Proof Reading

After going through all the design stages through to the creation of the CRC, proof reading needs to be carried out on the page proof to look for any errors within the magazine (layout or content). This will allow for a high quality publication to be created as the magazine wouldn't look of such quality if it contained spelling mistakes etc. So I proofed the magazine numerous times looking for errors before being ready to present the CRC to the client.

All the above tasks help with the final quality of the magazine as they help to make sure everything is perfect and suitable for the magazine and that there are no errors in the creation of the document.



PUBLICATIONS

# SHOP / DEALING UNIVERSITY

January 23rd 2010

£2.45

APPLYING  
FOR THOSE  
ESSENTIALS

Getting  
That Part  
Time Job

*Safe  
and  
Sound*

Your  
Chance To

# TESCO

# Contents

Text box:  
fill - Aqua  
border - Blue

## What We Are About! - Heading

Welcome to the Surviving University magazine. We have got everything you need to know about leaving for university including looking for a part time job to fund your studies and how to stay safe on a night out.

This guide will be published every January keeping you up to date and informed, everything you need to know is right here.

We want your stories for future editions, so why not email us at

and tell us about your experiences of . The magazine is about you and for you, so have yourself heard.

Look out for the next issue where we will be having interviews with some well known celebrities, and lots more information on how to survive at university, such as how to budget your money, and advice on how to save money such as the best places to get the most out of your student discount. Plus there are going to be more competitions, so you have more chances to win better and bigger prizes.

This is one magazine that all the students in the UK will be reading when they wake up from a night out on the town and you will not want to miss it.

So Don't Miss It!

Normal

## On This Months Issue

Page 2	Introduction & Composition
Page 3	Applying for Passport
Page 4	Applying for Passport Cont.
Page 5	Apply for Drivers License
Page 6	Apply for Drivers License Cont.
Page 7	Safety at Night
Page 8	Safety at Night Cont.
Page 9	Getting a Job
Page 10	Getting a Job Cont.
Page 11	Useful Information

## Competition - Heading one (Blue)

- line blue, 0.75pt used to separate articles

Well since its January, we here at Surviving University are guessing that there's not much left of your loan, so we thought we would team up with Tesco and give you a helping hand. So for your chance to win £200 of Tesco Vouchers simply answer the question below. - Normal

What is the well known slogan of Tesco?

- A. Spend a Little Live a Lot
- B. Every Little Helps
- C. Look Good Pay Less

Bulleled List (Blue)

Text your answer A, B or C to 64535. Entrants must be 18 or over. Open to UK residents only. Full terms and conditions can be found on our website at [www.survivinguniversity.com](http://www.survivinguniversity.com)

Normal

Footer page number

# Apply for a Passport - Page Headers

In this article we are going to explain how to apply for a British Passport which you can use if you want to travel or just for identification on a night out. Now, there are two way's of applying, you can either apply via a paper form (available at your post office) or you can apply online at [www.passports.ips.gov.uk](http://www.passports.ips.gov.uk). In this step to step guide, we will be explaining how to apply for a passport online, helping you fill in the form and telling you the things you will need when you are applying. - Normal Text written by myself

## First Things Headings one (blue)

Although this online form is much easier to fill in than a paper application form, this service should not be used if you are travelling within the next four weeks. If you are travelling within the next two weeks, it will be necessary for you to visit your nearest post office.

This service is only available to British nationals who are currently residing in the UK. Passport fees are currently £77.50 for an adults passport and £49 for a child's.

in the UK, so on the check box click 'Yes' or 'No'. The form then requires the applicants date of birth, so using the drop down menu, enter your date of birth. Once you have entered these answers click the 'Next' button at the bottom of the page.

## P A S S P O R T I N T E R V I E W S Headings two (blue)

The next page is just asking whether you are available for an interview, as you may be called to one if you are 16 or over and applying for your first passport. Tell them whether you agree to this or not and then click 'Next'.

your title, your forename, surname, and all previous names such as your maiden name. To enter your title, simply use the drop down menu and choose the option which applies to you and for your names, simply type it into the boxes available.

Now they require your address details.



Simply enter your post code, the click on the 'Auto-fill address' button, which will then fill in your address details for you.

Further down the page it asks for your contact details such as phone number, so just simply enter these, then click the next button which will take you to the next page.

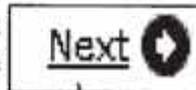
## Filling in The Form - Headings one (blue)

### THE TYPE OF PASSPORT YOU NEED - Headings two (blue)

The first thing which you are asked on the form is what sort of passport you require, this articles is a guide to applying for your first UK adult Passport so that's what we are going to do. So on the menu click 'First UK

## A P P L I C A N T D E T A I L S - Headings two (blue)

Before we get to you filling in details, the passport service would like to know whether you require additional services such as a Braille Sticker, so click 'Yes' or 'No' then click 'Next'.



Screen Shot

So now we move on to entering your details. The form requires

Continuation tool (Continued on page 4)

What type of passport is the applicant applying for?

- Renewal of existing passport - You will need your current passport number to complete this application.
- Extension of limited/restricted validity passport
- First UK passport
- Replacement of lost, stolen or damaged passport
- Change to existing passport

Passport'. The next question asks whether the applicant was born

How long to wait	How long to wait
Form to be Sent to you	1-2 Weeks
Your Passport to Arrive	6-8 Weeks

# Apply for a Passport

- Page cont

- Page 1/2/3

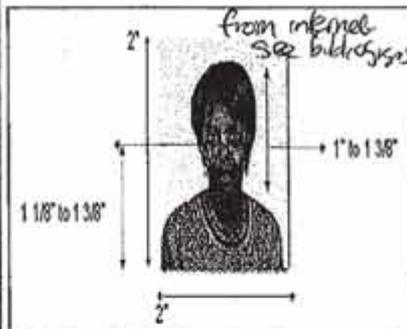
## What you Need

- Heading one (Green)

When you receive your form, you need to sign it and you also need somebody to countersign it. You must have known this person two years, they must be over 18, hold a British Passport and work in a recognised profession (a list can be found at [www.direct.gov.uk](http://www.direct.gov.uk)).



The same person should certify your photographs. When you send of your form you need to attach a photo and the person who countersigned the form must also sign the photo.



The last thing that you need to do is pay for the passport. The cost is outlined on the previous page. You can pay by either Cheque, Postal Order and Debit/Credit Card. The further details will be outlined when the form arrives.

Text from internet (see bibliography)

(Continued from page 3) - Continuation

## PARENTS DETAILS

The next few pages asks for your birth details, those of your mother and father and also asks details of your parents relationships.

The form will ask for your 'Country of Birth', 'Which State Within The UK', 'Town of Birth', and 'Sex' Simple choose the option which applies to you and then move on the next page.

Heading two (Green)

Applicant birth details **Screen Shot**

Please provide birth details

Country of birth \* Please select a country

If you have selected UK above Please select a country \*

Town of birth

Sex \*  Female  Male

Mother's full name, SURNAME first **Screen Shot**

Mother's date of birth \* Please select \* Please select \*

Mother's town of birth \*

Mother's country of birth \* Please select a country

Text written by myself

The next two pages wants your 'Mothers Details' and 'Fathers Details', the information required is your

mothers full name, her date and town of birth, her country of birth, her current nationality, and if available her passport number. The same information is required from your father. Click 'Next' after you have filled in these details, and

Father's nationality and citizenship at the time of the applicant's birth

If he has a British passport give number

Date of issue of father's passport Please select \* Please select \*

**Screen Shot**

## Parents' marriage details

Date of marriage of mother to the father of person named (the applicant) Please select \* Please select \*

**Screen Shot**

this will take you to the page about your parents marriage. If they are married, enter the date which they were, and if they are not, leave it blank. If your application is from your fathers citizenship he must have been married to your mother.

## ONCE YOU HAVE FINISHED

Heading two (Green)

Once you have entered all these details you are then taken to the 'Summary Page' which shows you all the information you have enter, if the is all correct, click 'Next' and then click 'Submit'

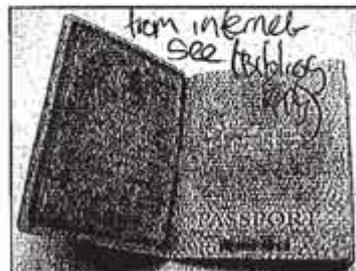
Submit your application

When you are ready to submit your application please click the link below:

PLEASE NOTE: It is important that you only submit your application ONCE. Clicking the submit application button multiple times may cause problems.

Please be patient whilst the submission process validates your application.

**Screen Shot**



Once you have submitted it, the application will be posted to you, so you can enter and details which are missing, and also add your photo and pay the fee. Information regarding these can be seen opposite.

Once you have obtained these send of your from to the IPS and then just sit and wait for it to arrive. Text all written by myself

# Apply for a Driving License - Page Header

Now you're at university you have more freedom and independence, so the only thing that can top that off is having your own car, driving about through the city; there's no better feeling. But before you can start driving, you need a license. So this article is going to explain how to apply for your first Provisional license using the online form at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring). - text written by myself - Normel

## Before You Begin - Headers One (Green)

Before you can apply for your first British provisional driving licence online you need to meet with the following criteria. You must be a resident of GB whom can meet the minimum age requirement. You also must be able to meet the eyesight requirement and not be prohibited from driving.

There is also a fee of £50 to pay.



Finally you should have a valid passport (or other form of identity) and can provide addresses of where you have previously lived. Text from internet (see bib)

## Filling in The Form - Headers One (Green)

### YOUR DETAILS - Headers Two (Green)

The first task when applying for your provisional driving license is entering your details.

Forename(s)  
Jonathan  
Surname \*  
Howe  
Gender \*  
Male

You are required to select your title from a drop-down menu, enter your forename and surname. Then again from a drop

down menu select your gender, date of birth and the country in which you was born.

Once you have entered all these details then click the 'Next' button at the bottom of the page. Headers Two (Green)

### YOUR ADDRESS

When entering your address details, you simply have to enter your house number and post code then the form will fill in the rest.

Your address will appear and you must confirm whether this address is correct or not. Then once you have clicked next again, the form will. Ask you to enter how many years you have lived at this address.

All text written by myself

Address 1 Screen Shot  
Where you live now  
24 Camborne Road  
SHEFFIELD  
S6 1HN  
How long have you lived there? \* Help?  
year(s) | s)

Once you have entered this click 'Next'.

### SECURITY DETAILS - Headers Two (Green)

The form then asks for various different details.

They would like you to enter your home telephone number, your marital status, your surname at birth (you still need to enter

this even if it hasn't changed). They also need your mother's maiden name and your place of birth. Once you have entered these details then click the 'Next' button.

Home telephone number  
Daytime telephone number  
Marital status \*  
Birth surname \* Help?  
Mother's maiden name \* Help?  
Place of birth \* Help?  
Screenshot

### PASSPORT DETAILS - Headers Two (Green)

This step is so that you identity can be confirmed, if you enter your passport details then your signature and photograph can be replicated from this. However, if not, you must have your photo signed, and the form will be sent to you so you can attach this photo and you can sign the form.

Now that you have entered your passport number, or if you don't have a passport, then click the 'Next' button. Lscreen Shot



### CREATE PASSWORD

This part of the form is so that you will be registered with the 'Government Gateway' so if you need to apply for anything online again then they will already have your details. Once you have entered the same password twice

(Continued on page 6)

# Applying for a Driving License

(Continued from page 5)

Headly Cat  
- P&S Headly

## What you Need

- Headly OK (orange)

If you are applying for your drivers license online then you need, details of your past addresses, a valid credit or debit card on which you can charge the sum of £50, and your UK passport if you have one.

Text written by myself

The £50 charge is a one of charge, you do not need to pay again when you have passed your test for a full UK license. The payment can be made on most credit/debit cards (accepted cards are under the 'Payment' section opposite).

From internet (see bib)

The form asks for your passport number so that it can verify your identity.



It also uses the image and signature from your passport and puts this on your license. If you do not have a passport, or would like to use a new photo, then leave this section blank.

The form will be sent out to you so you can add your image, the form will also need countersigning by a professional e.g. you doctor. Then you can send the form back to the DVLA and they will process your application.



(Continued from page 5) - Continuation tool  
forget this password you will be asked to enter some details which can be used to verify it is you trying to log on, you are asked to enter a memorable date a memorable name and a memorable town. Click 'Next' once these details have been entered.

- live, orange, 2pt.

Memorable date \* Help?

Day:  Year:

Memorable name \* Help?

Memorable town \* Help?

Screen shot

## ARE YOU ELIGIBLE

- Heading two (orange)

Now you will be asked a few questions to see whether you are eligible to apply for a provisional driving license. These are simple questions

Have you lived in another European Union or European Economic Area country other than the UK in the last 12 months? \*

Yes  No

Are you currently disqualified from driving in the UK (including Northern Ireland, Jersey, Guernsey and Isle of Man) or any other country? \*

Yes  No

using a drop down menu.

Screen shot

You will be then asked if you can read a

car number plate from 20.5metres as this will be required for you to pass your test.

The next page asks for your medical conditions there is a list of different conditions which you must click if they apply for you. Then you must declare that all the health information you have entered is true. Then you will be asked if you would like to be an organ donor.

Medical conditions  
Please tick all that apply.

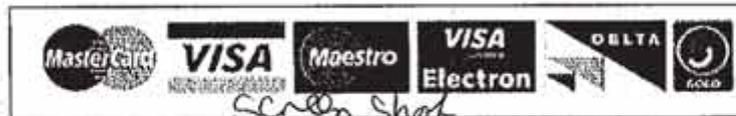
- 1. Epilepsy
- 2. Fits or blackouts
- 3. Repeated attacks of sudden disabling giddiness
- 4. Diabetes controlled by insulin
- 5. Diabetes controlled by tablets
- 6. An implanted cardiac pacemaker
- 7. An implanted cardiac defibrillator (ICD)
- 8. Angina (heart pain) which is usually brought on by driving
- 9. Persistent alcohol misuse or dependency
- 10. Persistent drug misuse or dependency
- 11. Parkinson's disease

Screen shot

## PAYMENT

All text written by myself

Before you make your payment you will be asked to declare that all information on the form is true, click 'Yes' then it will take you to the payment page. This is where you enter your card details. A confirmation email will then be sent to you to confirm your order of your license.



Screen shot

## HOW LONG TO WAIT

Table

For to be sent too you	7-10 Working days
License to Arrive	4-6 Weeks

# Safety at Night - Page Headers

## Introduction

University can be the best years of your life, made up of a whirlwind of parties, fun and some studying thrown in.

*Text from internet.*

Unfortunately for many, alcohol ends up being a huge part of the experience too. The freedom of being away from home combined with lots of socialising and the availability of cheap alcohol does mean many students drink heavily.

*image from internet*



*Text from internet*

This article is to simply give advice on how to stay safe when you are out down town. A good night out is when you can remember what you did, who you saw and that you got home safely. The biggest key to this is not only sensible drinking, but also looking after your drink, and yourself. - *text written by mssell*

## DRINK AWARE - *Headings two (orange)*

The NHS recommends that men should not regularly drink more than three to four units of alcohol per day and women should not regularly drink more than two to three units of alcohol per day. The NHS gives daily limits for regular drinking to make it clear that you can't store up your whole week's 'allowance' until the weekend and then drink heavily (this type of heavy or binge drinking is often harmful).

*Text from internet*

Many people enjoy a drink without any problems. But binge drinking or drinking heavily over longer periods of time can have very serious consequences. Alcohol misuse not only harms the individual but is damaging to relationships and society in general in terms of violence and crime, accidents and drink driving.

## BEFORE YOU GO OUT - *Headings two (orange)*

One key thing to remember when you are getting ready for a night out is to make sure you have something to eat. Going out with an empty stomach means that the alcohol is going to have more affect on you.

*Text from internet*

Plan to meet your friends at a specific time and place you do not want to be stood in a dark street on your own waiting for people.



*image from internet see biblio*

You never know what could happen while you are out, so make sure your phone is charged in case you need to use it in an emergency and make sure you have some extra cash for the same reason.

Pre-book your taxi home, make sure you use a licensed firm and go with friends as you do not want to be on your own.

## DOWN TOWN - *Headings two (orange)*

Now you have got ready, everything is planned and booked. Its time for the big night out.

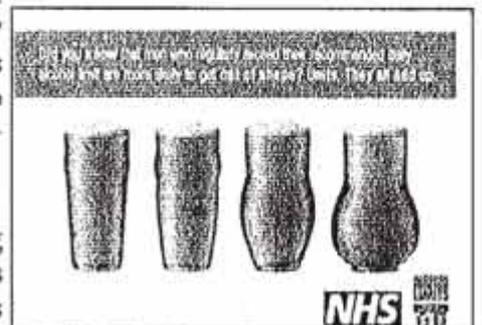
*Text from internet.*



*image from internet see biblio*

One problem for both men and women while they are out is drink spiking; the reason people do this are numerous such as just for fun or for sexual assault. To avoid it, make sure you never leave your drink unattended. If you are drinking from a bottle, hold your thumb over the opening when you are not drinking and never accept a drink

*(Continued on page 8)*



*image from internet see biblio.*

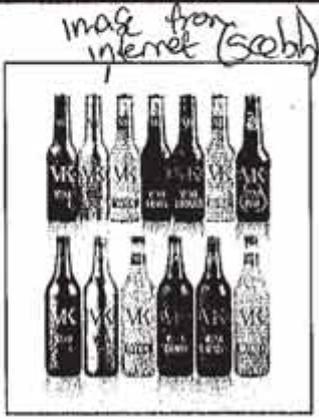
Head cont.

# Safety at Night - Page 10

(Continued from page 7) - Continuation of... from anyone unless you have seen them buy it at the bar.

Text from internet (see bib)

Always walk away from trouble. Fights ruin everyone's night and you could get banned from every pub and club in town. A reckless drunken mistake isn't worth the consequences that could happen in later life.



Know your limits. Don't be reckless when it comes to drinking, make sure you do not mix you drinks or drink to quickly. Try alternating alcoholic drinks with soft drinks, a glass of tonic can look jus like vodka if you do not want your friends to realise. If you feel like you've had too much to drink, calm down. Ask a friend to get you a glass of water (most pubs and clubs should provide you with tap water for free) and sit down for a while.



The final thing is just have a safe good night out.   
 - image from internet (see bib)   
 - Heady's Two (Red)

## SAFETY IN NUMBERS

Individuals are more likely to be victims of assault when they are alone. So the best way to avoid this is to arrange to meet your friends as a certain time so you are not stood alone. Try to avoid going home on your own, make sure you go with somebody you know and trust. If you are walking home on your own and you think you are being followed then walk quickly to a place where you are likely to find other people e.g. pub, garage and taxi office.



## ON THE WAY HOME - Heady's Two (Red)

Always let your friends know when you are leaving and let them know when you are home.



Make sure you stay with friends, don't go off with people you have just met, even criminals can be charming. If you are walking stay in well lit areas, don't take shortcuts that could be unsafe.

Never drink and drive, or get into a car where the driver has been drinking. Also never drink so much that you cant remember anything; remember you are very vulnerable if you are drunk.

## THE MORNING AFTER - Heady's Two (Red)

Now if you have followed our advice then you will not have a hangover, but we are not that naive so here is our little hangover cure. Drink lots of water as your probably feeling very dehydrated, and go get your self a fry up, the calories will give you that much needed energy to wake yourself up.

Text written on page

Heady's Two (Red)

## THINGS TO REMEMBER

Here are our few tips to having a safe night out;

- ◆ Stay alert be aware of danger
- ◆ Don't show of your valuables
- ◆ Take your ID
- ◆ Don't keep all your cash in the same pocket
- ◆ Hold on to your drink to avoid being spiked
- ◆ Don't mix your drinks
- ◆ If you are thinking of having sex, take some condoms

Bullet List (Red)

# Getting a Part Time Job

Page Header

## Where To Start - Head 5 one (led)

No matter how good your qualifications, you'll want to shine in the application process to get the best job possible. Whether you're an experienced jobseeker or have little experience of applying, this article is to aid you in developing the tools, skills and experience you need to market yourself effectively. To be the best possible applicant, we'll help you to prepare an excellent CV, write a great covering letter, deal with application forms and impress at interviews. So we wish you the best of luck.



All Text on page from internet

## Applying For The Job - Head 5 one (led)

There are lots of ways of getting a job and you'll want to use as many as possible to maximise your chances of being successful. Whether you're an expert at finding and creating opportunities, or you don't know where to start, our job is to give you tips on finding the right opening. Look on our website [www.edn-publication.co.uk](http://www.edn-publication.co.uk) on finding tips to look for the perfect jobs.

candidate rapidly and judge the response according to their selection criteria.

Be sure to complete the form exactly as requested. The form is usually broken up into the same sections as your CV would be. However the difference with an application form is that there is usually a section for a personal statement and also there are usually questions very much like what would be used at an interview.

The majority of recruiters are now designing applications based on asking questions around skills in situations.

Its best to focus on one good, detailed example. You need to make sure you explain the context of the situation, outline the problem you faced or task you had to achieve, show how your contribution and skills made a difference, give a summary of the outcome and explain what you learnt from the experience and anything you would do differently next time.



image from internet. See bibliography

## APPLICATION FORMS - Head 5 one (led)

In order to cope with a high volume of applicants employers must screen some people out. Application forms are in a format that allows the employer to find specific information about each

## Creating A Perfect CV

Head 5 one (led)

The main use of a CV is as a marketing tool. Its purpose is to interest a potential employer sufficiently to offer you an interview. A good CV allows a potential employer to quickly see a broad outline of your qualifications, experience and skills.

## WHAT TO PUT IN

Head 5 two (led)

The CV should be made interesting to read. A selection of the following typical categories can form the basis of the content.

The CV should include personal information. It should also include a personal profile the purpose is to provide a short concise overview, clarify your career plan and/or to highlight key qualities.

You should then include details of your education and qualifications.

Add details of employment and work experience. The final section should be referees, it is normal to list two, ideally one from University and the other from an employer.



image from internet self

(Continued on page 10)

Continued

# Getting a Part Time Job

Continuation 200

(Continued from page 9)

## Standing Out In The Interview

Getting an interview is an achievement in itself, but to make the most of the opportunity good preparation is essential. Even if you feel confident or know the organisation, good preparation will always help you to perform well in the interview.

## DAY OF THE INTERVIEW

Interviewers are not only concerned about the answers you give to their questions. There are many factors they take into account, from how you dress to your body language.



Preferably arrive early, it will give you time to calm down, etc. Be polite to everyone you meet, including receptionists, porters and security staff - they may be asked for their opinion. In the interview smile, make eye-contact and give a firm handshake. Try not to fidget and never fiddle with anything as it shows your nerves, distracts the interviewer and will be the thing they remember about you.

Remember first impressions count.

## CALMING THOSE NERVES

Timing is everything, arrive about 10 minutes before the interview is scheduled to begin. If you arrive too early, you'll sit and wait and worry. And if you arrive too late, you may find yourself racing in the door, your heart already pounding from a last-minute dash.

Heading two (pink)



image from internet (see bibliography)

In every interview, there comes a moment that doesn't go according to plan. There's an awkward silence. You stumble over your words. You flub a tough question. Don't panic. A quick ten-second pause can be all you need to regain your composure and get back in control. And the interviewer likely won't even notice.

Timing is everything

Text from internet

## PRACTISE THE QUESTIONS

You will be asked a variety of questions but essentially an employer wants to know three things, if you can do the job, do you want the job and will you fit into the company.



Images from internet see bibliography

There are many variations of the questions they will ask but they could be "what are your main strengths and weaknesses?" or "how would you deal with an irate customer?". To see if you are motivated for the job the questions could include "where do you see yourself in 5 years time?".

Callout. Californian FBI, white center - Heading two (pink)

At the end of the interview you will be given the opportunity to ask questions. Keep them brief and ask about the work itself, training and other career development, not pay scales, holidays and time off. Prepare some questions in advance then you aren't sat thinking of something to ask.

## How Long Should The Process Take

This all depends on the nature of the job, the number of people interviewed etc. the best thing to do if you have been waiting a while is to phone the company to see whether a decision has been made or how long till the decision has been made.

Text written by mssed

# Information for You

## Help and Advice - *Heading one (pink)*

We know that time at university is not all the fun and games that it is made out to be. We have all been there and know the stresses that come with life at university. That's why here at EDN Publications we are beginning to run an advice page in our future magazines where you can ask any questions you have whether you are having money worries or relationship problems. Email your questions to [yourstories@edn-publications.co.uk](mailto:yourstories@edn-publications.co.uk) and we will answer as many as we can.

*Text written by myself*

In this issue as we have not had the chance to receive any of your questions we are simply listing numbers of various organisations that you can contact if the stress is getting to much for you.

*Text box*

### Student Counselling Services

*Heading one (pink)*

#### Here If you Need To Talk

[www.studentcounselling.co.uk](http://www.studentcounselling.co.uk)

*Text box*

### Night Line

#### We'll Listen, Not Lecture

Call Now On Our Confidential Helpline

0800

2355321

*Text box*

*Heading one (pink)*

### Useful Contacts

Below are a list of contacts that we have provided, they offer advice on different areas and we hope they are useful to you.

Student Help Services

0870 3455555

Advice Line

0800 3332221

Financial Help (*Bulleted List A*)  
[www.financialhelp.co.uk](http://www.financialhelp.co.uk)

Employment Advice  
[careersadvice.direct.gov.uk](http://careersadvice.direct.gov.uk)

*Text box*

### Earn Money From Home

*Verdeng 20pt Bold*

0845 3288231

*California EB 16 Bold*

ALCOHOL

KNOW



YOUR



LIMITS



[drinkaware.co.uk](http://drinkaware.co.uk)





# SURVIVING UNIVERSITY

PUBLICATIONS

January 23rd 2010

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# Contents

## What We Are About!

Welcome to the Surviving University magazine. We have got everything you need to know about leaving for university including looking for a part time job to fund your studies and how to stay safe on a night out.

This guide will be published every January keeping you up to date and informed, everything you need to know is right here.

We want your stories for future editions, so why not email us at

and tell us about your experiences of . The magazine is about you and for you, so have yourself heard.

Look out for the next issue where we will be having interviews with some well known celebrities, and lots more information on how to survive at university, such as how to budget your money, and advice on how to save money such as the best places to get the most out of your student discount. Plus there are going to be more competitions, so you have more chances to win better and bigger prizes.

This is one magazine that all the students in the UK will be reading when they wake up from a night out on the town and you will not want to miss it .

So Don't Miss It!

## Competition

Well since its January, we here at Surviving University are guessing that there's not much left of your loan, so we thought we would team up with Tesco and give you a helping hand. So for your chance to win £200 of Tesco Vouchers simply answer the question below.

What is the well known slogan of Tesco?

- A. Spend a Little Live a Lot
- B. Every Little Helps
- C. Look Good Pay Less

Text your answer A, B or C to 64535. Entrants must be 18 or over. Open to UK residents only. Full terms and conditions can be found on our website a

# Apply for a Passport

In this article we are going to explain how to apply for a British Passport which you can use if you want to travel or just for identification on a night out. Now, there are two way's of applying, you can either apply via a paper form (available at your post office) or you can apply online at [www.passports.ips.gov.uk](http://www.passports.ips.gov.uk). In this step to step guide, we will be explaining how to apply for a passport online, helping you fill in the form and telling you the things you will need when you are applying.

## First Things

Although this online form is much easier to fill in than a paper application form, this service should not be used if you are travelling within the next four weeks. If you are travelling within the next two weeks, it will be necessary for you to visit your nearest post office.

This service is only available to British nationals who are currently residing in the UK.

Passport fees are currently £77.50 for an adults passport and £49 for a child's.

## Filling in The Form

### THE TYPE OF PASSPORT YOU NEED

The first thing which you are asked on the form is what sort of passport you require, this articles is a guide to applying for your first UK adult Passport so that's what we are going to do. So on the menu click 'First UK

What type of passport is the applicant applying for?	<input type="radio"/> Renewal of existing passport - You will need your current passport number to complete this application
	<input type="radio"/> Extension of limited/restricted validity passport
	<input checked="" type="radio"/> First UK passport
	<input type="radio"/> Replacement of lost, stolen or damaged passport
	<input type="radio"/> Change to existing passport

Passport'. The next question asks whether the applicant was born

in the UK, so on the check box click 'Yes' or 'No'. The form then requires the applicants date of birth, so using the drop down menu, enter your date of birth. Once you have entered these answers click the 'Next' button at the bottom of the page.

### P A S S P O R T INTERVIEWS

The next page is just asking whether you are available for an interview, as you may be called to one if you are 16 or over and applying for your first passport. Tell them whether you agree to this or not and then click 'Next'.

### A P P L I C A N T DETAILS

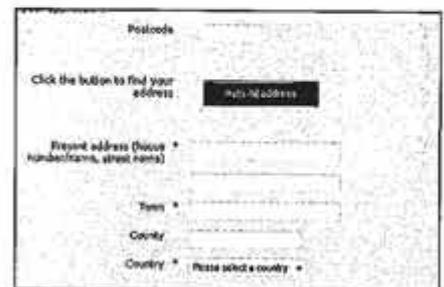
Before we get to you filling in details, the passport service would like to know whether you require additional services such as a Braille Sticker, so click 'Yes' or 'No' then click 'Next'.

**Next** 

So now we move on to entering your details. The form requires

your title, your forename, surname, and all previous names such as your maiden name. To enter your title, simply use the drop down menu and choose the option which applies to you and for your names, simply type it into the boxes available.

Now they require your address details.



Simply enter your post code, the click on the 'Auto-fill address' button, which will then fill in your address details for you.

Further down the page it asks for your contact details such as phone number, so just simply enter these, then click the next button which will take you to the next page.

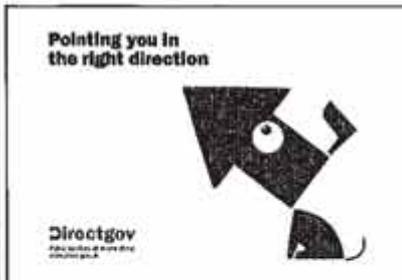
*(Continued on page 4)*

Form to be Sent to you	1-2 Weeks
Your Passport to Arrive	6-8 Weeks

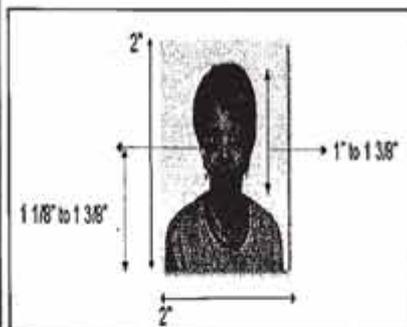
# Apply for a Passport

## What you Need

When you receive your form, you need to sign it and you also need somebody to countersign it. You must have known this person two years, they must be over 18, hold a British Passport and work in a recognised profession (a list can be found at [www.direct.gov.uk](http://www.direct.gov.uk)).



The same person should certify your photographs. When you send of your form you need to attach a photo and the person who countersigned the form must also sign the photo.



The last thing that you need to do is pay for the passport. The cost is outlined on the previous page. You can pay by either Cheque, Postal Order and Debit/Credit Card. The further details will be outlined when the form arrives.

(Continued from page 3)

## PARENTS DETAILS

The next few pages asks for your birth details, those of your mother and father and also asks details of your parents relationships.

The form will ask for your 'Country of Birth', 'Which State Within The UK', 'Town of Birth', and 'Sex'. Simple choose the option which applies to you and then move on the next page.

Mother's full name, SURNAME first	
Mother's date of birth	Please select • Please select •
Mother's town of birth	
Mother's country of birth	Please select a country

Applicant birth details	
Please provide birth details	
Country of birth *	Please select a country
If you have selected UK above	Please select a country •
Town of birth	
Sex *	<input type="radio"/> Female <input type="radio"/> Male

The next two pages wants your 'Mothers Details' and 'Fathers Details', the information required is your

mothers full name, her date and town of birth, her country of birth, her current nationality, and if available her passport number. The same information is required from your father. Click 'Next' after you have filled in these details, and

Parents' marriage details	
Date of marriage of mother to the father of person named (the applicant)	Please select • Please select •

this will take you to the page about your parents marriage. If they are married, enter the date which they were, and if they are not, leave it blank. If your application is from your fathers citizenship he must have been married to your mother.

Father's nationality and citizenship at the time of the applicant's birth	
If he has a British passport give number	
Date of issue of father's passport	Please select • Please select •

## ONCE YOU HAVE FINISHED

Once you have entered all these details you are then taken to the 'Summary Page' which shows you all the information you have enter, if the is all correct, click 'Next' and then click 'Submit'



Once you have submitted it, the application will be posted to you, so you can enter and details which are missing, and also add your photo and pay the fee. Information regarding these can be seen opposite.

Once you have obtained these send of your from to the IPS and then just sit and wait for it to arrive.

Submit your application
When you are ready to submit your application please click the link below:
PLEASE NOTE: It is important that you only submit your application ONCE. Clicking the submit application button multiple times may cause problems.
Please be patient whilst the submission process validates your application.
Submit Application

# Apply for a Driving License

Now you're at university you have more freedom and independence, so the only thing that can top that off is having your own car, driving about through the city; there's no better feeling. But before you can start driving, you need a license. So this article is going to explain how to apply for your first Provisional license using the online form at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring).

## Before You Begin

Before you can apply for your first British provisional driving licence online you need to meet with the following criteria. You must be a resident of GB whom can meet the minimum age requirement. You also must be able to meet the eyesight requirement and not be prohibited from driving.

There is also a fee of £50 to pay.

Finally you should have a valid passport (or other form of identity) and can provide addresses of where you have previously lived.



## Filling in The Form

### YOUR DETAILS

The first task when applying for your provisional driving license is entering your details.

Forename(s)	Jonathan
Surname *	Howe
Gender *	Male

You are required to select your title from a drop-down menu, enter your forename and surname. Then again from a drop

down menu select your gender, date of birth and the country in which you was born.

Once you have entered all these details then click the 'Next' button at the bottom of the page.

### YOUR ADDRESS

When entering your address details, you simply have to enter your house number and post code then the form will fill in the rest.

Your address will appear and you must confirm whether this address is correct or not. Then once you have clicked next again, the form will. Ask you to enter how many years you have lived at this address.

Address 1
Where you live now 24 Camborne Road SHEFFIELD S6 1HN
How long have you lived there? * Help?
year(s) : 3

Once you have entered this click 'Next'.

### SECURITY DETAILS

The form then asks for various different details.

They would like you to enter your home telephone number, your marital status, your surname at birth (you still need to enter

this even if it hasn't changed). They also need your mother's maiden name and your place of birth. Once you have entered these details then click the 'Next' button.

Home telephone number
Daytime telephone number
Marital status *
Birth surname * Help?
Mother's maiden name * Help?
Place of birth * Help?

### PASSPORT DETAILS

This step is so that you identity can be confirmed, if you enter your passport details then your signature and photograph can be replicated from this. However, if not, you must have your photo signed, and the form will be sent to you so you can attach this photo and you can sign the form.

Now that you have entered your passport number, or if you don't have a passport, then click the 'Next' button.



### CREATE PASSWORD

This part of the form is so that you will be registered with the 'Government Gateway' so if you need to apply for anything online again then they will already have your details. Once you have entered the same password twice

(Continued on page 6)

Continued

# Applying for a Driving License

## What you Need

If you are applying for you drivers license online then you need, details of your past addresses, a valid credit or debit card on which you can charge the sum of £50, and your UK passport if you have one.

The £50 charge is a one of charge, you do not need to pay again when you have passed your test for a full UK license. The payment can be made on most credit/debit cards (accepted cards are under the 'Payment' section opposite.

The form asks for your passport number so that it can verify your identity. It also uses the image and signature from your passport and puts this on your license. If you do not have a passport, or would like to use a new photo, then leave this section blank.



The form will be sent out to you so you can add your image, the form will also need countersigning by a professional e.g. you doctor. Then you can send the form back to the DVLA and they will process your application.



(Continued from page 5)

(for conformation). In case you forget this password you will be asked to enter some details which can be used to verify is you trying to log on, you are asked to enter a memorable date a memorable name and a memorable town. Click 'Next' once these details have been entered.

Memorable date * Help?
Day: [ ]: Year: [ ]
Memorable name * Help?
[ ]
Memorable town * Help?
[ ]

## ARE YOU ELIGIBLE

Now you will be asked a few questions to see whether you are eligible

Have you lived in another European Union or European Economic Area country other than the UK in the last 12 months? * <input type="radio"/> Yes <input type="radio"/> No
Are you currently disqualified from driving in the UK (including Northern Ireland, Jersey, Guernsey and Isle of Man) or any other country? * <input type="radio"/> Yes <input type="radio"/> No

to apply for a provisional driving license. These are simple questions using a drop

down menu.

You will be then asked if you can read a car number plate from 20.5metres as this will be required for you to pass your test.

The next page asks for your medical conditions there is a list of different conditions which you must click if they apply for you. Then you must declare that all the health information you have entered is true. Then you will be asked if you would like to be an organ donor.

Medical conditions Please tick all that apply.
<input type="checkbox"/> 1. Epilepsy
<input type="checkbox"/> 2. FAs or blackouts
<input type="checkbox"/> 3. Repeated attacks of sudden disabling giddiness
<input type="checkbox"/> 4. Diabetes controlled by insulin
<input type="checkbox"/> 5. Diabetes controlled by tablets
<input type="checkbox"/> 6. An implanted cardiac pacemaker
<input type="checkbox"/> 7. An implanted cardiac defibrillator (ICD)
<input type="checkbox"/> 8. Angina (chest pain) which is easily brought on by driving
<input type="checkbox"/> 9. Persistent alcohol misuse or dependency
<input type="checkbox"/> 10. Persistent drug misuse or dependency
<input type="checkbox"/> 11. Parkinson's disease

## PAYMENT

Before you make your payment you will be asked to declare that all



<u>HOW LONG TO WAIT</u>	
For to be sent too you	7-10 Working days
License to Arrive	4-6 Weeks

# Safety at Night

## Introduction

University can be the best years of your life, made up of a whirlwind of parties, fun and some studying thrown in.

Unfortunately for many, alcohol ends up being a huge part of the experience too. The freedom of being away from home combined with lots of socialising and the availability of cheap alcohol does mean many students drink heavily.



This article is to simply give advice on how to stay safe when you are out down town. A good night out is when you can remember what you did, who you saw and that you got home safely. The biggest key to this is not only sensible drinking, but also looking after your drink, and yourself.

## DRINK AWARE

The NHS recommends that men should not regularly drink more than three to four units of alcohol per day and women should not regularly drink more than two to three units of alcohol per day. The NHS gives daily limits for regular drinking to make it clear that you can't store up your whole week's 'allowance' until the weekend and then drink heavily (this type of heavy or binge drinking is often harmful).

Many people enjoy a drink without any problems. But binge drinking or drinking heavily over longer periods of time can have very serious consequences. Alcohol misuse not only harms the individual but is damaging to relationships and society in general in terms of violence and crime, accidents and drink driving.

## BEFORE YOU GO OUT

One key thing to remember when you are getting ready for a night out is to make sure you have something to eat. Going out with an empty stomach means that the alcohol is going to have more affect on you.

Plan to meet your friends at a specific time and place you do not want to be stood in a dark street on your own waiting for people.



You never know what could happen while you are out, so make sure your phone is charged in case you need to use it in an emergency and make sure you have some extra cash for the same reason.

Pre-book your taxi home, make sure you use a licensed firm and go with friends as you do not want to be on your own.

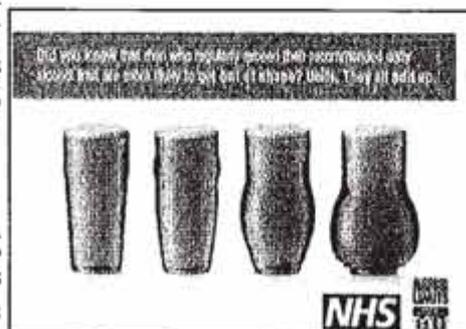
## DOWN TOWN

Now you have got ready, everything is planned and booked. Its time for the big night out.



One problem for both men and women while they are out is drink spiking; the reason people do this are numerous such as just for fun or for sexual assault. To avoid it, make sure you never leave your drink unattended. If you are drinking from a bottle, hold your thumb over the opening when you are not drinking and never accept a drink

(Continued on page 8)



Continued

## Safety at Night

(Continued from page 7)

from anyone unless you have seen them buy it at the bar.

Always walk away from trouble. Fights ruin everyone's night and you could get banned from every pub and club in town. A reckless drunken mistake isn't worth the consequences that could happen in later life.

Know your limits. Don't be reckless when it comes to drinking, make sure you do not mix you drinks or drink to quickly. Try alternating alcoholic drinks with soft drinks, a glass of tonic can look jus like vodka if you do not want your friends to realise. If you feel like you've had too much to drink,

calm down. Ask a friend to get you a glass of water (most pubs and clubs should provide you with tap water for free) and sit down for a while.



The final thing is just have a safe good night out.

### SAFETY IN NUMBERS

Individuals are more likely to be victims of assault when they are alone. So the best way to avoid this is to arrange to meet your friends as a certain time so you are not stood alone. Try to avoid going home on your own, make sure you go with somebody you know and trust. If you are walking home on your own and you think you are being followed then walk quickly to a place where you are likely to find other people e.g. pub, garage and taxi office.

### ON THE WAY HOME

Always let your friends know when you are leaving and let them know when you are home.



Make sure you stay with friends, don't go off with people you have just met, even criminals can be charming. If you are walking stay in well lit areas, don't take shortcuts that could be unsafe.

Never drink and drive, or get into a car where the driver has been drinking. Also never drink so much that you cant remember anything; remember you are very vulnerable if you are drunk.



### THE MORNING AFTER

Now if you have followed our advice then you will not have a hangover, but we are not that naive so here is our little hangover cure. Drink lots of water as your probably feeling very dehydrated, and go get your self a fry up, the calories will give you that much needed energy to wake yourself up.

### THINGS TO REMEMBER

Here are our few tips to having a safe night out;

- ◆ Stay alert be aware of danger
- ◆ Don't show of your valuables
- ◆ Take your ID
- ◆ Don't keep all your cash in the same pocket
- ◆ Hold on to your drink to avoid being spiked
- ◆ Don't mix your drinks
- ◆ If you are thinking of having sex, take some condoms

# Getting a Part Time Job

## Where To Start

No matter how good your qualifications, you'll want to shine in the application process to get the best job possible. Whether you're an experienced jobseeker or have little experience of applying, this article is to aid you in developing the tools, skills and experience you need to market yourself effectively. To be the best possible applicant, we'll help you to prepare an excellent CV, write a great covering letter, deal with application forms and impress at interviews. So we wish you the best of luck.



## Applying For The Job

There are lots of ways of getting a job and you'll want to use as many as possible to maximise your chances of being successful. Whether you're an expert at finding and creating opportunities, or you don't know where to start, our job is to give you tips on finding the right opening. Look on our website [www.edn-publication.co.uk](http://www.edn-publication.co.uk) on finding tips to look for the perfect jobs.



## APPLICATION FORMS

In order to cope with a high volume of applicants employers must screen some people out. Application forms are in a format that allows the employer to find specific information about each

candidate rapidly and judge the response according to their selection criteria.

Be sure to complete the form exactly as requested. The form is usually broken up into the same sections as your CV would be. However the difference with an application form is that there is usually a section for a personal statement and also there are usually questions very much like what would be used at an interview.

The majority of recruiters are now designing applications based on asking questions around skills in situations.

Its best to focus on one good, detailed example. You need to make sure you explain the context of the situation, outline the problem you faced or task you had to achieve, show how your contribution and skills made a difference, give a summary of the outcome and explain what you learnt from the experience and anything you would do differently next time.

## Creating A Perfect CV

The main use of a CV is as a marketing tool. Its purpose is to interest a potential employer sufficiently to offer you an interview. A good CV allows a potential employer to quickly see a broad outline of your qualifications, experience and skills.

### WHAT TO PUT IN

The CV should be made interesting to read. A selection of the following typical categories can form the basis of the content.

The CV should include personal information. It should also include a personal profile the purpose is to provide a short concise overview, clarify your career plan and/or to highlight key qualities.

You should then include details of your education and qualifications.

Add details of employment and work experience. The final section should be referees, it is normal to list two, ideally one from University and the other from an employer.



*(Continued on page 103)*

# Continued Getting a Part Time Job

(Continued from page 9)

## Standing Out In The Interview

Getting an interview is an achievement in itself, but to make the most of the opportunity good preparation is essential. Even if you feel confident or know the organisation, good preparation will always help you to perform well in the interview.

### DAY OF THE INTERVIEW

Interviewers are not only concerned about the answers you give to their questions. There are many factors they take into account, from how you dress to your body language.

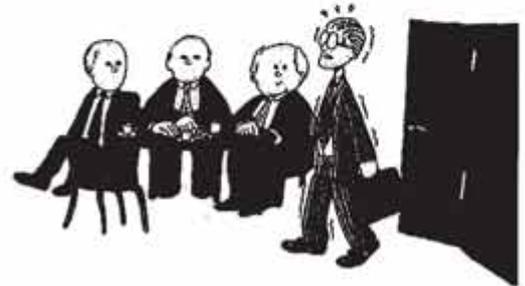


Preferably arrive early, it will give you time to calm down, etc. Be polite to everyone you meet, including receptionists, porters and security staff - they may be asked for their opinion. In the interview smile, make eye-contact and give a firm handshake. Try not to fidget and never fiddle with anything as it shows your nerves, distracts the interviewer and will be the thing they remember about you.

Remember first impressions count.

### CALMING THOSE NERVES

Timing is everything, arrive about 10 minutes before the interview is scheduled to begin. If you arrive too early, you'll sit and wait and worry. And if you arrive too late, you may find yourself racing in the door, your heart already pounding from a last-minute dash.



In every interview, there comes a moment that doesn't go according to plan. There's an awkward silence. You stumble over your words. You

**"Timing is everything"**

flub a tough question. Don't panic. A quick ten-second pause can be all you need to regain your composure and get back in control. And the interviewer likely won't even notice.

### PRACTISE THE QUESTIONS

You will be asked a variety of questions but essentially an employer wants to know three things, if you can do the job, do you want the job and will you fit into the company.



There are many variations of the questions they will ask but they could be "what are your main strengths and weaknesses?" or "how would you deal with an irate customer?". To see if you are motivated for the job the questions could include "where do you see yourself in 5 years time?".

At the end of the interview you will be given the opportunity to ask questions. Keep them brief and ask about the work itself, training and other career development, not pay scales, holidays and time off. Prepare some questions in advance then you aren't sat thinking of something to ask.

## How Long Should The Process Take

This all depends on the nature of the job, the number of people interviewed etc. the best thing to do if you have been waiting a while is to phone the company to see whether a decision has been made or how long till the decision has been made.

# Information for You

## Help and Advice

We know that time at university is not all the fun and games that it is made out to be. We have all been there and know the stresses that come with life at university. That's why here at EDN Publications we are beginning to run an advice page in our future magazines where you can ask any questions you have whether you are having money worries or relationship problems. Email your questions to [yourstories@edn-publications.co.uk](mailto:yourstories@edn-publications.co.uk) and we will answer as many as we can.

In this issue as we have not had the chance to receive any of your questions we are simply listing numbers of various organisations that you can contact if the stress is getting to much for you.

### Student Counselling Services

Here If you Need To Talk  
[www.student.counselling.co.uk](http://www.student.counselling.co.uk)

### Night Line

We'll Listen,  
Not Lecture

Call Now On Our Confidential Helpline

0800  
2355321

### Useful Contacts

Below are a list of contacts that we have provided, they offer advice on different areas and we hope they are useful to you.

Student Help Services  
0870 3455555

Advice Line  
0800 3332221

Financial Help  
[www.financialhelp.co.uk](http://www.financialhelp.co.uk)

Employment Advice  
[careersadvice.direct.gov.uk](http://careersadvice.direct.gov.uk)

Earn Money  
From Home  
Now

0845 3288231

ALCOHOL

KNOW

YOUR

LIMITS



[drinkaware.co.uk](http://drinkaware.co.uk)



Dear

I am pleased to inform you that the production stages of the magazine 'Surviving University' are complete. The first issue of this magazine is enclosed with this letter. I hope that it meets expectations. If the magazine is of satisfactory standard I would appreciate it if you could sign and return the form attached to show your acceptance of the final copy. Attached with this letter along with the magazine will be instructions detailing how you can change the document if you wish to.

The magazine has been proof read for any mistakes, but before sending it for final print you may wish to proof read the magazine yourself to make sure everything is correct.

As you specified in the first meeting the magazine will be A4, however, I suggest that the magazine is printed on A3 size paper. Depending on the budget you are working to and what quality finish you want on your magazine I suggest that the magazine is printed on 110g paper, but if your budget is low then 80g paper would be suitable however this will not seem of a high quality. I also suggest that for the front and back cover a gloss coated paper is used at 170g and matt paper used for the interior, this will also add to the final quality of the magazine.

For the binding of the magazine I suggest that the magazine be saddle stitched as this means that the page will be easily opened and all of it will be visible. If the budget you have is low then I suggest you use a lower cost option such as ring binding, however I believe this will have an adverse affect on the final quality of the magazine.

If you are going to be printing the magazine in bulk, I would suggest that you use offset lithography as your printing method as this is a common commercial printing method for bulk items.

Enclosed with this letter is a list of file names, and a bibliography of where text and images have been taken from and also information on changing the styles which I have set.

I hope the magazine proves to be a success. If you have any problems or questions feel free to get in contact with me at the above address.

Yours truly,

Attachments: Approval slip, Bibliography (text, images), style sheet.

Below are instructions for you on how the magazine can be altered at a later stage including file names and a list of sources of information.

For the images, all editing was carried out through Paintshop Pro. Simply open up the software, and using the toolbar, open the Image you wish to change (a list of file names are given below) or if you wish you can obtain the original images (source in list below) and make the modifications which you feel are necessary. Some of the images have been taken from screen shots and then the image been cropped in Microsoft Word, if an image has not been referred to in the bibliography this is because it is a screen shot image, the can all be found within the files used:  
Filename – Screenshots.doc.

### **Original Images**

Front Cover – Main Image

<http://www.iceland2go.com/img/Nightclub.jpg>

Front Cover – Tesco Logo

<http://www.allasborze.bme.hu/UserFiles/image/FN/eloado%20logo/Tesco%20Logo%202.jpg>

Page Four – Direct Gov

<http://awards.designweek.co.uk/benchmarks/2009/images/category/public-sector/direct-gov/direct-gov-main.jpg>

Page Four – Photo for Passport

[http://www.usembassy.org.uk/images/cons/passports\\_photograph\\_requirements.jpg](http://www.usembassy.org.uk/images/cons/passports_photograph_requirements.jpg)

Page Four – Passport

<http://www.empirechronicles.co.uk/wp-content/uploads/2009/06/British-passport.jpg>

Page Five – Credit Card

<http://mirror-uk-rbl.gallery.hd.org/exhibits/money/more2006/more05/credit-card-fragments-after-being-cut-up-to-destroy-them-MasterCard-Visa-with-chip-closeup-1-DHD.jpg>

Page Six – Passport

<http://www.empirechronicles.co.uk/wp-content/uploads/2009/06/British-passport.jpg>

Page Six – DVLA

<http://movingondrivingschool.co.uk/images/dvla.jpg>

Page 7 – Getting Ready

<http://www.nhs.uk/Livewell/alcohol/Pages/Drinksafety.aspx>

Page 7 – Drink Safe

[http://www.fitnessfirst.co.uk/Uploads/Partners/14/PartnerImage\\_PICT/nhs\\_lrg.jpg](http://www.fitnessfirst.co.uk/Uploads/Partners/14/PartnerImage_PICT/nhs_lrg.jpg)

Page 7 – Night Club

[http://fantoo.com/blog/wp-content/uploads/p360289-montreal-stereo\\_nightclub.jpg](http://fantoo.com/blog/wp-content/uploads/p360289-montreal-stereo_nightclub.jpg)

Page 8 – VKs

[http://www.globalbrands.co.uk/vodkakick/images/vk\\_prodpic.jpg](http://www.globalbrands.co.uk/vodkakick/images/vk_prodpic.jpg)

Page 8 – Party

[http://4.bp.blogspot.com/\\_npVux3medM/R2jBchNDL6I/AAAAAAAAA8k8/exRcR8-dlrg/s400/party\\_narrowweb\\_300x328,0.jpg](http://4.bp.blogspot.com/_npVux3medM/R2jBchNDL6I/AAAAAAAAA8k8/exRcR8-dlrg/s400/party_narrowweb_300x328,0.jpg)

Page 8 – Taxi

<http://www.thelondondailynews.com/images/black%20cab%20night.jpg>

Page 8 – Dark Alley

<http://www.travelblog.org/Photos/3075883.html>

Page 9 – All Images

<http://www.derby.ac.uk/careers/applying-for-jobs>

Page 10 – Handshake

<http://www.reliastaff.com/images/handshake.jpg>

Page 10 – Interview Question

<http://www.international-job-search.com/interview%20reduced.jpg>

The final document is publishablemagazine.pub. and below is a list of the text included of the document and their origin.

#### **Modified/Own Image File Names**

Logo – Finallogo.jpg

Main Front Page Image – Finalfpimage.jpg

Some of the text in the document was created by myself however, some of it as sourced from the internet. All formatting was removed in Notepad and then transferred into Publisher.

Page 2 – Content created by me

Page 3 – Content created by me

Page 4 – Content created by me

Page 5 – Before You Begin -

[http://www.direct.gov.uk/en/Motoring/Motoringtransactions/BeforeyouapplyA/DG\\_10032690](http://www.direct.gov.uk/en/Motoring/Motoringtransactions/BeforeyouapplyA/DG_10032690)

Page 5 – Other articles created by me

Page 6 – Content created by me

Page 7 – Introduction

<http://www.thinksafedrinksafe.co.uk/homesafely.html>

Page 7 – Before You Go Out

<http://www.nhs.uk/Livewell/alcohol/Pages/Drinksafety.aspx>

Page 7 – Drink Aware

<http://www.knowyourlimits.info/TheEffectsOfAlcohol.aspx>

Page 7 – Down Town

[http://www.dmu.ac.uk/study/student\\_services/community\\_development/student\\_safety.jsp](http://www.dmu.ac.uk/study/student_services/community_development/student_safety.jsp)

Page 8 – On The Way Home

<http://www.thinksafedrinksafe.co.uk/homesafely.html>

Page 8 – Other content created by myself

Page 9 – All Content

<http://www.derby.ac.uk/careers/applying-for-jobs>

Page 10 – All Content

<http://www.derby.ac.uk/careers/applying-for-jobs>

Page 11 – Text created by myself

These texts have been edited for the document, such as items being removed or added. If you feel that some changes need to be made to texts in certain articles then go to the above links and they will give you the original version of the text.

If you produce a second magazine, or wish to make changes to the current styles, I have provided the style sheet used in this document below.

FINAL STYLE SHEET					
<b>Document title</b>	University survival magazine				
<b>Document Purpose / audience</b>	To inform people about things they need to survive at university.				
<b>Paper Size</b>	A4				
<b>Orientation</b>	Portrait				
<b>Margins used</b>	<b>Top</b>	<b>Bottom</b>	<b>Left</b>	<b>Right</b>	
	2.5cm	2.5 cm	2.5 cm	2.5 cm	
	<b>Heading 1 (Blue)</b>	<b>Heading 1 (Green)</b>	<b>Heading 1 (Orange)</b>	<b>Heading 1 (Pink)</b>	<b>Heading 1 (Red)</b>
<b>Font Set</b>	Verdana	Verdana	Verdana	Verdana	Verdana
<b>Font style</b>	Bold	Bold	Bold	Bold	Bold
<b>Font size</b>	20	20	20	20	20
<b>Alignment</b>	Centre	Centre	Centre	Centre	Centre
<b>Underline style</b>	None	None	None	None	None
<b>Colour</b>	Teal	Green	Brown	Plum	Dark Red
<b>Special effects</b>	Shadow	Shadow	Shadow	Shadow	Shadow
<b>Character spacing</b>	Normal	Normal	Normal	Normal	Normal
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal
	<b>Heading 2 (Blue)</b>	<b>Heading 2 (Green)</b>	<b>Heading 2 (Orange)</b>	<b>Heading 2 (Pink)</b>	<b>Heading 2 (Red)</b>
<b>Font Set</b>	Verdana	Verdana	Verdana	Verdana	Verdana
<b>Font style</b>	Italic	Italic	Italic	Italic	Italic
<b>Font size</b>	16	16	16	16	16
<b>Alignment</b>	Left	Left	Left	Left	Left
<b>Underline style</b>	Single	Single	Single	Single	Single
<b>Colour</b>	Light Blue	Sea Green	Orange	Pink	Red
<b>Special effects</b>	Small Caps	Small Caps	Small Caps	Small Caps	Small Caps
<b>Character spacing</b>	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt	Kerning Expand 2.75pt
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal
	<b>Bulleted List (Blue)</b>	<b>Bulleted List (Orange)</b>	<b>Bulleted List (Pink)</b>	<b>Bulleted List (Red)</b>	<b>Normal</b>
<b>Font Set</b>	Eras Light ITC	Eras Light ITC	Eras Light ITC	Eras Light ITC	Californian FB
<b>Font style</b>	Regular	Regular	Regular	Regular	Regular
<b>Font size</b>	12	12	12	12	12
<b>Alignment</b>	Left	Left	Left	Left	Justified
<b>Underline style</b>	None	None	None	None	None
<b>Colour</b>	Dark Teal	Dark Yellow	Voilet	Light Red	Black
<b>Special effects</b>	None	None	None	None	None

<b>Character spacing</b>	None	None	None	None	None
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal	Horizontal	Horizontal
	<b>Page Heading</b>	<b>Heading Cont.</b>	<b>Caption</b>		
<b>Font Set</b>	Verdana	Verdana	Californian FB		
<b>Font style</b>	Regular	Regular	Regular		
<b>Font size</b>	28pt	14pt	18pt		
<b>Alignment</b>	Right	Right	Centre		
<b>Underline style</b>	None	None	None		
<b>Colour</b>	White	White	White		
<b>Special effects</b>	Shadow	None	None		
<b>Character spacing</b>	Normal	Normal	Normal		
<b>Text Orientation</b>	Horizontal	Horizontal	Horizontal		

To apply or modify these styles, open the magazine document in Publisher, on the tool bar at the top click of format, then scroll down to 'Styles and Formatting' then click either 'Create New Style' or 'Modify' depending on what you would like to do.

## An Evaluation of my ICT Solution to the Given Brief

The aim of the project was to create a survival guide for students. After being given this initial brief, the client's needs were discussed which outlined that the target audience was 18-30yr olds and not aimed at any specific gender, ethnicity, etc. The client also outlined that for the fonts, I must use three fonts max on each page and I am not allowed to use Ariel or Times New Roman. Other decisions were made which will be specified whilst I am discussing the pages.

Original Brief

After the initial client meeting and subsequent meetings for designs I began work on the CRC of the document.

### Page One

The first page I began creating was the front page of the document. The title of the magazine is 'Surviving University' and I put this in the top left hand corner. For the title I used Verdana, and added effects such as Emboss and Small Caps, however in my opinion the title looks very simplistic and does not look very professional. If a magazine is going to appeal to the user then the title needs to stand out, however I do not believe that this one does. In the future I would use a different font for the title; something which looks professional and is going to stand out.

W  
Imp

In the top left hand corner of the front page is the logo for the magazine, this is also very simplistic, I do not believe it appeals to the target audience as it is basic and I don't think it will be effective in grabbing someone's attention if they see the magazine in a store. Another problem with the logo is that on viewing the magazine on the monitor the mountains appear to be the same colour, however, on the printed colour version; one of the mountains is a different colour. So if there are going to be further publications of the magazine in the future, I would make changes to this, I would make sure the colours were consistent and also use more professional software.

W  
Imp

For the front cover of the magazine I used a main image which linked to one of the articles inside the magazine, I modified this image so that I could put text over the image. On the monitor this part of the front cover looks to a good standard the user feedback I received stated that the image appeals to the target audience, however, on the printed version the image is slightly pixelated and also the colours used for the fonts have printed out in a darker colour. In my opinion though, the darker colour does fit in with the rest of the page as it is the same colour as the 'Tesco' logo used. At the bottom of my front cover is a competition this is a strength of the front cover in my opinion, it stands out and the competition is relevant to the target audience. Another point which I would like to make is about the 'Safe and Sound' caption, the word 'Safe' is in blue and it is also over a blue background which makes the word difficult to read from afar. So in the future I will give more thought into the colours which I am putting together.

User F  
W  
S  
Imp  
User F  
Imp

Looking at the user feedback that I have collected, one of the comments made was that the front cover was rather dark, I can understand this comment as it is black, however, I did try to use bright colours on the front cover such as the blue and the green so that the cover didn't seem so dark and so that it stood out. So in future publications it may be necessary to use brighter colours and change the background colour of the front page so that it stands out more.

### Page Two

The next page that I created was the contents page of the magazine. One weakness that is noticeable to me is that the 'Contents' heading on the page is grey; however, on screen the heading was white. So this would be a refinement that I would make in the future.

W  
Imp

I have split the page up into two columns. The left hand column is an introduction to the magazine and in the right hand columns are the contents and the competition.

For the contents section of the page, the background colour has printed out darker than what is was on the monitor, this means that the text in the text box is harder to see; it is still visible, however I think that the background should be lighter or the text bolder so that it is easier for the user to read. I believe the contents page was necessary as it would aid the user in getting to the article they are most interested in, instead of having to flick through the magazine, the contents was also included as the client suggested this in one of the initial meetings, so on our negotiation of the brief we agreed that a contents page would be suitable for the magazine.

W  
Client f

Another refinement I would make is the line tool that I have used to separate the columns is not central, I believe that it would look better if it run down from the border of the contents text box as it is just in the middle of the page.

Imp

On the page I have used three fonts; this meets with the clients needs which were specified in the first meeting

Client needs

I believe the final weakness of this page is one which is going to occur throughout the document. The colours from the master page are darker then what I was expecting them to be. So in the future I will choose lighter colours when creating the publication and this may mean that when they are printed, it may print in the correct colour.

W  
Imp

### Page Three

As with the previous page, the title of the page has printed in grey and not white and also the border used is darker then what I wanted.

As the brief stated, I had to stick with the editorial policy the first section of the page is an introduction to the task just giving a brief outline of what the user would need to do.

Original Bailey

The client informed me that she did not want too much text, and to suit the target audience it needs images. After looking at this page I believe it meets the clients needs, the text is broken down into headings and subheadings so there doesn't seem to be as much text. Also there are various images throughout the page showing what that specific part of the form will look like and the sections which need to be filled in. I believe the headings are a strength of the page as they make the page stand out as they are bright colours and they aid the user in getting to the part of the article which is most important to them. A weakness though is with one of the images. The 'Next' image is a screen shot of the passport online application form, this has been copied and pasted and then enlarged, however as it's so large the image has become pixelated. I enlarged it as I believed that the original size would be too small to see when the magazine is printed.

Client f  
S

One weakness which is visible to me is that in the main article I have Heading One and Heading Two together. I believe this looks unprofessional and to improve it, it needed some text under the main heading explaining what the subheadings are going to be about.

W  
W

The brief and the client informed me that for the tasks a timescale would be necessary on the articles for the tasks. To meet these requirements I created a table and put the information into the table. I did this as it looked simplistic and easy to understand which I believe is necessary for the target audience as they do not want something which is complicated and takes time to understand.

#### **Page 4**

As I have stated previously the client asked for lots of images on the pages. I believe that the key strength of this page is that it contains several images, the layout is simple and I think it meets the needs of the client and the user perfectly. The main article is broken up into small paragraphs and there are numerous images so it doesn't seem too text heavy.

I used these images as they were all relevant to the section of the form I was explaining how to fill the form in so it gives a visual guide to the user. I believe that in the future I will use a similar layout for all the pages within the magazine as some of them are text heavy, however using this layout means that the magazine is going to be more suitable for the target audience. In the left hand article the second image I used was because I believed it would interest and give vital information to the reader about the passport photo which they need to include.

#### **Page 5**

This page of the magazine had a similar layout to page three; I believe this is a key strength as it shows continuation through the magazine. There is an introductory heading at the top of the page and then three articles. The articles are broken up into headings and there are numerous images. The page has lots of colour which I believe will be appealing to the target audience as the colour makes the page look interesting, if it was just black and white then the page would look plain and boring.

I believe one weakness of the page is the amount of images, when you first look at the page there does seem to be few images so in the future when creating a magazine for this target audience I shall keep in mind that the pages need to appeal to the user and for this audience this involves having images that are going to interest the reader.

I believe the continuation tool is a strength of this page and others pages which it was used on. Instead of the client having to look through the magazine to see where the rest of the article is it informs them at the bottom of the page so they can go to the rest of the article straight away.

#### **Page 6**

I believe this page is the weakest in the magazine. In my opinion the page has a very poor layout. I believe the key improvement to this page would be the text wrapping, the location of the images on the page has meant that words have been cut off from the paragraph which it should be with, so there are a few words which are separate which means that the page looks very unprofessional and has a very bad finish. Another weakness of the page is the images, they have all been enlarged, however this has pixelated them so this has taken away from the quality of the page and it looks unprofessional.

I believe the only strength of this page is the left hand column, this has a good layout and the images used are related to the article which I believe is vital. Another strength of the page I believe is the table which is being used to explain the timescale of how long it takes to apply for a driving license.

In the future I will thoroughly check my page proofs for errors; I will also ask somebody else to go through my page proofs. This will mean that the likelihood of spotting mistakes is increased which will mean that the finished production will look more professional.

### **Page 7**

On page 7 I broke the page down into different columns, this I believe is a strength as it means the reader isn't presented with the same layout page after page, the different layout makes the page stand out. It also makes the page easier for the user to read as the different stories are separate in different areas not just continuing column after column.

The images I chose were to suit the target audience and I believe they do this perfectly. The colours are bright which are going to appeal to young adults, and also the people in the images appear to be the same age as the target audience so this is going to make the images more likely to appeal to them, if they saw images of elderly people this is going to make them think that the article is not relevant to them.

The only weakness on the page that is visible to me is that Heading One is a different colour on paper than it is on screen. On the printed version it appears to be red, this means that the heading does not match in with the colour scheme of the page so I think this lets the page down as it looks as though thought hasn't gone into the colours used on the magazine.

In the future when creating styles and choosing colours, I will print them off in colour to make sure that I am happy with the colours that I have chosen and to make sure that they all go together. As it has been a common occurrence while going through the colour version of my magazine that the printed colours are different from the onscreen colours.

### **Page 8**

Like with the previous page I tried to choose images that were relevant to the target audience, however, I believe that the two images at the bottom of the page aren't suitable for the young people the magazine is aimed at. There is little colour in them and they do not stand out, the reason I chose them was because they were relevant to the story in the article. So in the future when choosing images I will try to make sure that the images I choose are not only relevant to the story but also suitable for the target audience.

In my opinion the rest of the page is suitable for the audience and I believe it meets the client's needs. The page doesn't seem text heavy, articles are broken into different areas and bright colours are used these all I believe will appeal to the target audience.

### **Page 9**

I do not believe that this page meets the need of the client or the user. There seems to be too much text on the page and the articles in my opinion have not had enough headings or subheadings included. There are only three images on the page and these are small. The images are also of poor quality which I believe diminishes the quality of the page and the magazine.

To improve the page I believe that more headings should be used to break up the articles. I also believe that the page requires more images and these should be of a higher quality than the ones which are being currently used on the page.

I believe a strength of the page is the 'Where to Start' story, as this is broken away from the rest of the page using line tool. So this stands out and the size of the image is suitable for the size of the small story.

#### **Page 10**

I believe a key weakness of the page, something which needs significant improvement, is the colours used on the page. There are too many different shades of purple and pink, and some of the colours don't link in with the rest of the page. The caption box in the middle of the page is bright pink, on screen it didn't seem to stand out so much however on paper it looks poor and not to a suitable standard. I believe that the colours used as headings should have matched in with the master page so instead of being pink they should have been a shade of purple, they seemed to be on the monitor, however on printing the colours came out different.

The layout is of an acceptable standard as I believe it will appeal to the target audience the different stories are small and easy to read something which I believe is vital when aiming a magazine at young adults.

The images used are also a strength I believe. I particularly like the cartoon image at the top of the page this is something which is going to attract the user as I believe it is aimed at there age range.

#### **Page 11**

Much like the previous page I believe the colours which are used on this page lets it down a great deal. On the monitor the colours appeared to blend in and suit each other however when printed this is not the case. I believe another weakness is the amount of colours used, I believe this makes the page look very untidy, so in the future I will stick to three colours on a page and make sure that the colours all go together so this adds to the quality of the magazine and so it is suitable for the target audience. Another problem with the page is one that has occurred throughout the document is the colour of the headings, on the monitor the colour used was white, however it has printed out in grey instead of white which I believe is a weakness of the page and the magazine.

One thing which in my opinion is a strength of the page is the amount of white space, the break down of information will make it easier for the user to read and the information is clear and concise. This I believe will appear to the audience and also meets the client's needs as she asked the pages not to be text heavy and I believe this page is not text heavy and will meet the approval of the client and the end user.

#### **Page 12**

With my meetings with the client, during our negotiation of the brief, the client stated that she would like the back page of the magazine to be simple. I believe that the back page I created suits the client's needs. I decided that I should create a small, simple advert on the back page one which is going to be relevant to my target audience. The advert was to do with drinking safe amounts; I chose this as it is also relevant to one of the articles inside of my magazine. I also decided that on the back page should be the barcode and price and also the address for the company. Feedback from the client stated that she liked this idea and the change which she would make was to also add the logo to the back page. So bearing the clients feedback in mind I added a smaller version of the logo to the bottom right hand corner of the back page.

### **User Feedback**

Before putting the magazine into submission to the client I decided to collect user feedback to see whether my magazine would be suitable for the target audience (see attached user feedback forms). The individuals asked were both male and female and all were between the ages which the magazine is aimed at.

One of the questions asked was to do with the articles which had been chosen for the magazine. All of the user feedback stated that the articles are relevant to them and that they found them interesting.

Another question I asked was about the front cover of the magazine. I asked about this as it is important that the front cover appeals to the target audience if they are going to pick it up and buy it. Most of the feedback was positive stating things such as how the image appealed to them. However one of the user's states that she believes the front cover is a little dark. However I believe that the bright colours used detract from the black background and make the cover stand out.

Most of the users were in agreement that there was the right amount of images on the pages however; one user thought that there weren't enough images on the pages. However, it is very hard to please everybody and the majority of the user feedback believes that there was a correct amount of images throughout the magazine.

All of the user feedback agrees that the fonts and images are appropriate for the magazine. Another point made was to have the same articles on double pages not on separate pages. However this was difficult to do with there being a contents page, one suggestion I would make is that the help and advice page be with the contents then the other articles would be able to go on a double page spread so they are not split up.

One final point that the user feedback makes is about the colours used throughout the magazine. One user believes that one colour should be used throughout, however I believe this would make the magazine look dull and repetitive so I decided to go with different colours.

### User Feedback Form

This form has been created so that you can give your opinion on the magazine, and give you the opportunity to suggest any changes you feel would be appropriate.

- 1) Are you a student at university?  
Yes  No
- 2) How old are you?  
19
- 3) Are you male or female?  
Male  Female
- 4) Do you feel as though the information is appropriate to you? If no please state why.  
Yes  No
- 5) Is there other information which you believe should be included?  
no
- 6) If you saw the magazine in a shop, from just looking at the front cover would you buy it? Please give reasons for your answer.  
Yes  No
- 7) Do you like the colours used within the magazine?  
Yes  No
- 8) Do you think the fonts used on the pages are suitable?  
Yes  No
- 9) Do you believe the images are appropriate for the articles?  
Yes  No
- 10) Would you say the proportion of images to text is suitable?  
Too few images
- 11) Do you like the layout of the magazine?  
Yes  No
- 12) If anything, what about the layout would you change?  
use one colour throughout

Thank you for taking the time to fill in this questionnaire.

### User Feedback Form

This form has been created so that you can give your opinion on the magazine, and give you the opportunity to suggest any changes you feel would be appropriate.

- 1) Are you a student at university?  
Yes  No
- 2) How old are you?  
25
- 3) Are you male or female?  
Male  Female
- 4) Do you feel as though the information is appropriate to you? If no please state why.  
Yes  No  im not at university however the articles are appropriate for people whether they are at university or not
- 5) Is there other information which you believe should be included?  
No
- 6) If you saw the magazine in a shop, from just looking at the front cover would you buy it? Please give reasons for your answer.  
Yes  No
- 7) Do you like the colours used within the magazine?  
Yes  No
- 8) Do you think the fonts used on the pages are suitable?  
Yes  No
- 9) Do you believe the images are appropriate for the articles?  
Yes  No
- 10) Would you say the proportion of images to text is suitable?  
Right amount
- 11) Do you like the layout of the magazine?  
Yes  No
- 12) If anything, what about the layout would you change?  
Nothing i like it

Thank you for taking the time to fill in this questionnaire.

### User Feedback Form

This form has been created so that you can give your opinion on the magazine, and give you the opportunity to suggest any changes you feel would be appropriate.

1) Are you a student at university?

Yes  No

2) How old are you?

21

3) Are you male or female?

Male  Female

4) Do you feel as though the information is appropriate to you? If no please state why.

Yes  No

5) Is there other information which you believe should be included?

no

6) If you saw the magazine in a shop, from just looking at the front cover would you buy it? Please give reasons for your answer.

Yes  No  a little dark

7) Do you like the colours used within the magazine?

Yes  No

8) Do you think the fonts used on the pages are suitable?

Yes  No

9) Do you believe the images are appropriate for the articles?

Yes  No

10) Would you say the proportion of images to text is suitable?

Right amount

11) Do you like the layout of the magazine?

Yes  No

12) If anything, what about the layout would you change?  
better colours. same articles on double pages

Thank you for taking the time to fill in this questionnaire.

### User Feedback Form

This form has been created so that you can give your opinion on the magazine, and give you the opportunity to suggest any changes you feel would be appropriate.

1) Are you a student at university?

Yes  No

2) How old are you?

18

3) Are you male or female?

Male  Female

4) Do you feel as though the information is appropriate to you? If no please state why.

Yes  No

5) Is there other information which you believe should be included?

no

6) If you saw the magazine in a shop, from just looking at the front cover would you buy it? Please give reasons for your answer.

Yes  No  the image appels to me

7) Do you like the colours used within the magazine?

Yes  No

8) Do you think the fonts used on the pages are suitable?

Yes  No

9) Do you believe the images are appropriate for the articles?

Yes  No

10) Would you say the proportion of images to text is suitable?

Right amount

11) Do you like the layout of the magazine?

Yes  No

12) If anything, what about the layout would you change?  
more information on help and advice page

Thank you for taking the time to fill in this questionnaire.

## An Evaluation of my Performance in Implementing the Project

At the start of this project I was given a basic brief for creating a university survival guide magazine. To find out more details about the project I had a meeting with the client to negotiate the brief. I prepared a list of questions to ask the client for this meeting to find out information about the brief and to see what needed to be incorporated with the magazine. I believe that this meeting was a strength however in my opinion there are weaknesses involved their also. The meeting was a strength as it allowed me to gain more detail about the project, it allowed me to see what fonts I couldn't use and receive the client's opinion on the layout of the magazine etc.

S

However, I believe a weakness of mine in regards to the negotiation of the given brief is that I didn't ask enough questions, and there wasn't in detail. For example, I asked if there was a house style that must be followed, the client said no. I should have asked whether the client had any suggestions for the house style. If I had asked more in-depth questions, it would have allowed me an easier start when implementing the project, I would not have had to sit and think of ideas of what house style I could use etc. Having to do that meant that time was ill spent and may have had an adverse effect on other parts of the project.

W

After the first client meeting I began to think about the house style and creating designs for my publication. I created designs for every aspect of the document and in some cases created multiple designs so that the client had different solutions to the given brief. When creating the house style the purpose and audience of the magazine has to be taken into account. As this magazine was for 18-30 students of either gender, the house style had to be one that didn't aim at a specific gender, ethnicity etc. I believe that putting thought into the house style would add to the overall quality of the document.

S

S

However, as I have previously said, having to decide on a house style takes up time so not deciding this with the client was a weakness as it meant other tasks had to be rushed. I believe that creating the designs was a strength of my performance. It meant that I didn't have to think about ideas whilst creating the document as I had them written down in front of me so I could just get on with the task at hand. For example, I created designs for all of the interior pages of the magazine, these meant that when I was creating the interior pages on publisher, I didn't have to think about were I wanted columns or were the images were going to go, I just had to look at my designs then transfer these to Publisher which saved time.

W

S

Other designs I created where for my logo, front and back pages, master pages and style sheet. After these were created I then had another meeting with the client to discuss which designs where more suitable and then I began work on creating them. However, one weakness with my performance whilst creating the designs were my artistic skills, the designs were not to a good standard so I had to explain to the client what I was trying to design in the client meeting. So in future projects along with my sketched designs I will write a short sentence explaining what my idea is.

W

Imp

I believe that a weakness of mine when it came to implementing the project was when it involved creating or modifying images. After creating designs of how I wanted my logo to look and gaining approval from the client I began to work on it in Paintshop Pro. This software was new to me but it was all that was available so I had to learn how to use it. This was a major weakness for me as not knowing how to use the software slowed me down greatly, as I had to get used to the software before I

W

could begin creating my logo. When I began to create my logo, I came across various problems, this meant that creating the image was more difficult than I first had thought. This greatly affected my performance and the overall quality of the logo, as it looked basic and I couldn't improve it as I wasn't sure which the best feature would be to use on the software to get the logo to appear more professional. Trying to make the logo look perfect took up a lot of valuable time, in the future I believe I should try and stick to basic concepts instead of making it difficult and time consuming for myself trying to get the image looking perfect.

Imp

For my front cover, I tried modifying an image found on the internet. To begin with I found it difficult. I wanted to blur the edges of the image, but it also blurred the main part of the image. So to overcome this I used my initiative which was a strength of my performance, I used the help facility available with the software and this helped me to make the changes to the image that I wanted without affecting the image as a whole. In the future, if I am not sure about how to use something I will use help facilities available instead of taking time to work out how to use the software like I did when creating the logo.

S

I believe a strength of mine when implementing the project was setting up new styles for my publication, I had done this many times before so I knew what to do and I found that the most difficult part of the task was finding fonts that worked well together. Before I showed the client which styles I believed would be more suitable for the magazine, I used template pages available on the software which I was using and filled the page with greeking then applied different styles to see which were most suitable, this was a strength of my performance as it meant that I put thought into the task I was carrying out and didn't just settle for any fonts.

S

The next step for me after creating the Styles was to begin work on the page proofs. I believe this part of the project was a strength of mine. I believe the main reason for this is because I am used to the software that I was using, so if I needed to change anything I wouldn't take me long as it would other people as my software skills are in-depth with Publisher. I believe that if I was using some other publication software then my performance would not have been to a high standard when creating the page proofs. For my page proofs, I simply applied master pages to each page, and then added text boxes where they were needed. I then filled the pages with greeking and applied the appropriate style to the text. I believe this was a strength of my performance as it meant that the client could suggest changes to be made and they would be easy to make. However if I had the article text in then the client said that she wanted something changing, it may have made it difficult to keep the text in the correct place etc. but with using greeking, the client could suggest changes, I would then make these changes then add the article text. This saves on time as it meant I didn't have to delete text if there was going to be too much or add text if the client wanted more text on the page etc.

S

I believe the software I was using to implement my project was both a strength and a weakness to my performance. When creating images, for my first one that I was creating, I was just getting used to the software so creating the image took longer than I expected. This had an effect on my time management, as this task took longer than I expected it meant that I had to rush other tasks so that I wasn't being late. However when I was modifying my second image on Paintshop Pro, this was easier to do as I had time to get used to the software when creating my first image. So in the future if I was to do a similar project and using software I had not previously used, then I would in my own time, use the software, seeing what features it has and how to use it. This would mean that I am not taking time out of the project having to get used to the software I was using to create the publication. As I have

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Imp

previously mentioned, the use of Microsoft Publisher made my performance a strength as I was used to the software and the features of the software, and those skills that I didn't have when using the software I quickly developed these which means that in future projects they will be more successful as I am more used to the software.

One key thing which has affected my performance whilst carrying out this project is my attendance. I have had a lot of time off throughout the project for numerous reasons. However, I believe that my time management skills helped here is it meant that instead of falling behind, I was able to keep up with my work and not miss any deadlines. This aided my performance as I didn't fall behind, I worked hard so that all tasks were completed on time and some were also completed ahead of time.

w