

Pre Training Assessment

Adobe® InDesign®

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name		Date	
Company		Phone	

Please indicate which of the following skills and/or features of Adobe® InDesign® you feel confident about by ticking the relevant boxes.

InDesign Introduction

Understand basic publication terms (*e.g. RGB, CMYK, resolution, bleeds and slugs, etc.*)
 Manage and/or configure the InDesign workspace
 Set the document type and size
 Set appropriate unit of measurement, columns, and margins
 Enter text and draw shapes
 Apply colour to text and shapes
 Create and manage pages, including master pages
 Insert, fit, resize, and align images
 Import content from an external file (*e.g. MS Word*)
 Connect a block of text with another
 Format content (*e.g. change font type, colour, alignment, character and paragraph spacing, etc.*)
 Work with layers (*i.e. create new, rename, move, delete*)
 Check document for errors and package files
 Export to various PDF presets for printing

InDesign Intermediate

Apply Advanced Styling and manage style overrides
 Insert inline graphics and anchored objects
 Merge data into a single document layout
 Utilise libraries and snippets for better asset management
 Create custom paths, clip images to paths, and create type on a path using the Pen Tool
 Compile several documents (*i.e. book*)
 Define a style reference for document consistency
 Create page references, such as section headings and table of contents using styles and text variables
 Create hyperlinks and bookmarks (for PDF)
 Import layered files (*e.g. Photoshop native files*)

Submit your completed form:

Email as an attachment to admin@ardito.co.nz

Or

Fax document on **07 857 0771**
 Attention – Administration