



Australian Government

ICPPRP2840 Produce PDF files for online and screen display

Release: 1

ICPPRP2840 Produce PDF files for online and screen display

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to produce both passive and interactive Portable Document Format (PDF) files for online and screen display.

It applies to individuals who prepare, create and edit PDF files and navigation features, and manage and finalise the documents. Individuals generally work within defined procedures, respond to clearly defined briefs, and work under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Pre-Press

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare file	1.1 Identify document requirements according to job specifications and work health and safety (WHS) requirements for work on computers 1.2 Identify purpose and audience, and determine accessibility requirements from job specifications 1.3 Select fonts, format and chunk text, and add article threads as required 1.4 Develop navigation plan and display timing and allocate required elements and areas on document 1.5 Check document meets job design specifications and enterprise requirements for printability
2. Create and edit PDF	2.1 Select final file media, and choose required pre-set job options

ELEMENT	PERFORMANCE CRITERIA
	and colour management settings 2.2 Open and export document for conversion in required enterprise software 2.3 Export PDF file, open and check against job requirements 2.4 Make text corrections and edit images using text and object touch-up tools as required by brief 2.5 Change page orientation, insert and delete pages as required by job specifications 2.6 Add, name and edit bookmarks with magnification added as required by job specifications
3. Create navigation and file management	3.1 Create menus for major themes with required buttons and graphics 3.2 Add internal and external links with actions according to job brief 3.3 Create multiple navigational options that meet user navigation requirements 3.4 Embed fonts and graphics as required for greater portability 3.5 Save all additional files in required folder and format 3.6 Remove all unused elements and pages to meet file size requirements
4. Edit document preferences and settings	4.1 Set screen display preferences as required by job specifications 4.2 Set magnification 4.3 Apply actions and preferences for multimedia elements according to specifications for final media
5. Finalise PDF document	5.1 Save final file to folder required by enterprise and open to check for identified screen display and magnification requirements 5.2 Test all links, bookmarks, navigation and actions for functionality to job specifications 5.3 Test document in a range of environments and platforms for consistency and predictable display 5.4 Use logical and cross-platform compatible file naming conventions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
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Reading	• Identifies and evaluates text to establish job requirements
Writing	• Completes workplace records and forms legibly using technical and enterprise-specific vocabulary
Oral Communication	• Participates in spoken interactions, using strategies to confirm and clarify understanding
Numeracy	• Analyses range of mathematical information used in familiar and routine tasks
Self-management	• Confirms effectiveness of decisions in terms of how they conform to stated design brief specifications • Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Planning and Organising	• Takes responsibility for planning and organising own workload and assembles required resources
Problem Solving	• Uses enterprise communication protocols and conventions to confirm and clarify client requirements
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools and operates them to create and save files in required format • Utilises a broad range of features within applications to improve personal productivity, optimising software functions for defined purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRP284 Produce PDF files for online or screen display.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>