



**Australian Government**

# **ICPPRP396 Generate high-end PDF files**

**Release: 1**

## ICPPRP396 Generate high-end PDF files

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to generate a high-end Portable Document Format (PDF) file.

It applies to individuals required to check, set and create high-end PDF files ready to be sent to an imaging centre. Individuals 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.

### Pre-requisite Unit

ICPPRP284	Produce PDF files for online or screen display
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### 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 Check file	1.1 Document is checked to ensure correct layout file and that all elements are printable 1.2 Scanned images are checked for correct resolution and electronic

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>font modification is avoided</p> <p>1.3 Images requiring cropping and compression are edited in an image editing environment to maintain quality of image</p> <p>1.4 Tint areas are checked to ensure correct percentage for printing</p> <p>1.5 Unnecessary elements and blank pages are deleted if not required</p> <p>1.6 Bleed allowance is incorporated in margins and borders</p>
2 Set PDF Distiller	<p>2.1 Correct paper size is set and fonts are chosen and embedded to meet quality print requirements under copyright regulations</p> <p>2.2 Appropriate PDF standard is established and selected</p> <p>2.3 All job options, compression, colour management, colour separation and font options are selected and checked according to requirements of the data recipient</p> <p>2.4 Process colour separations or spot colour jobs are checked and any problems resolved</p> <p>2.5 Job ticket is set up according to enterprise procedures, if required</p> <p>2.6 Advanced job options are selected depending on compatibility and system requirements</p> <p>2.7 Job options set is named and saved to the correct folder</p>
3 Create PDF	<p>3.1 Printer description file or postscript language file is created and all relevant options are selected, or export file settings selected</p> <p>3.2 Saved postscript file is opened and job option file is opened through the Distiller as required</p> <p>3.3 Distiller/PDF export options are checked and set so they do not override the postscript file preferences</p> <p>3.4 File is distilled and, when processing is finished, opened to view</p> <p>3.5 File is printed to postscript device and quality of all elements are checked</p> <p>3.6 Changes to the file are made in the layout program and pages inserted into multiple page documents</p> <p>3.7 Additional files are converted or exported using the saved job option set</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 2.3	<ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> <li>Proofreads texts to check for accuracy</li> </ul>
Writing	2.5	<ul style="list-style-type: none"> <li>Completes workplace forms accurately and legibly using correct technical and enterprise specific vocabulary</li> </ul>
Numeracy	1.6	<ul style="list-style-type: none"> <li>Performs calculations necessary to determine bleed allowances in pages and borders</li> </ul>
Navigate the world of work	2.1, 2.5	<ul style="list-style-type: none"> <li>Follows legislative requirements and organisational policies and procedures relevant to own role</li> </ul>
Interact with others	2.3	<ul style="list-style-type: none"> <li>Uses appropriate communication protocols and conventions to confirm or clarify recipient requirements</li> </ul>
Get the work done	1.1-1.6, 2.1-2.7, 3.1-3.7	<ul style="list-style-type: none"> <li>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and uses analytical processes to decide on a course of action</li> <li>Plans, identifies and assembles resources required to complete tasks</li> <li>Responds to predictable problems and implements standard or logical solutions</li> <li>Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to create, edit and save files in required format</li> <li>Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>

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ICPPRP396 Generate high-end PDF files	ICPPP396A Generate high-end PDF files	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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