



Australian Government

ICPPRP284 Produce PDF files for online or screen display

Release: 2

ICPPRP284 Produce PDF files for online or screen display

Modification History

Release	Comments
Release 2	This version first released with ICP Printing and Graphic Arts Training Package Version 1.1. Version created to correct mapping table information
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 produce both passive and interactive Portable Document Format (PDF) files for online or screen display. It requires individuals to prepare, create and edit PDF files and include navigation features, and manage and finalise the document.

It applies to individuals who produce both passive and interactive PDF files for use online or screen display. 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 Document use is identified according to brief specifications 1.2 Purpose and audience are established and cultural, equity or gender requirements determined from brief or client 1.3 Changes required in media size and format are chosen from predefined settings

ELEMENT	PERFORMANCE CRITERIA
	1.4 Relevant fonts for online readability are selected, text is formatted, chunked and article threads added as required for ease of online reading 1.5 Navigation plan or display timing is developed, and required elements or areas allocated on document 1.6 Document is checked to ensure correct layout and that all elements are printable 1.7 Unnecessary elements and blank pages are deleted, if not required 1.8 Document is proofed for colour, positioning, bleed allowance, grammar and text
2 Create PDF	2.1 Final file media is identified, and correct Distiller pre-set job options and colour management settings are chosen 2.2 Document is opened and exported to PDF or postscript file for conversion in Distiller 2.3 PDF file is exported to correct folder, opened and checked against requirements of the brief
3 Edit file	3.1 Text corrections are made using text touch-up tool, as required 3.2 Images are edited using touch-up object tool, as required 3.3 Page orientation is changed, pages inserted and deleted, as required 3.4 Bookmarks are added and named or edited with magnification added, as required
4 Perform navigation	4.1 Menus are created for major themes, with buttons and graphics consistently placed and easily identifiable by users 4.2 Internal and external links with actions are added according to the brief requirements 4.3 Navigation is consistent and traceable to ensure maximum usability and user confidence 4.4 Users are given more than one navigational option for moving through the document
5 Perform file management	5.1 Fonts and graphics are embedded where possible for greater portability 5.2 All additional files are saved in correct folder and in appropriate format 5.3 All unused elements or pages are removed to reduce file size

ELEMENT	PERFORMANCE CRITERIA
6 Display settings	6.1 Screen display preferences are set as required to fit brief 6.2 Magnification is set for consistency of display 6.3 Transactions are applied as desired to fit brief 6.4 Actions and preferences for multimedia elements are applied to suit final media
7 Finalise document	7.1 Final file is saved to correct folder and opened to check for correct screen display and magnification 7.2 All links, bookmarks and actions are tested for functionality 7.3 Navigation is assessed for intuitive usability 7.4 Document is tested in a range of environments and platforms for consistency and predictable display 7.5 File naming conventions are logical and comparable for cross-platform use

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 2.1, 2.3, 3.1, 4.2	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.1	Completes workplace records and forms accurately and legibly using correct technical and enterprise-specific vocabulary
Oral Communication	1.2	Participates effectively in spoken interactions by using strategies to confirm, clarify or repair understanding
Numeracy	1.3	Interprets and analyses range of mathematical information used in familiar and routine tasks
Interact with others	1.2	Uses appropriate communication protocols and conventions to confirm or clarify client requirements
Get the work done	1.1-1.8, 2.1-2.3, 3.1-3.4, 4.1-4.4, 5.1	- Takes responsibility for planning and organising own workload and assembles required resources - Evaluates effectiveness of decisions in terms of how

		well they meet stated design specifications • Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes • Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to create and save files in required format
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP284 Produce PDF files for online or screen display	ICPPP284B Produce PDF files for online or screen display	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPPRP284 Produce PDF files for online or screen display

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Performance Evidence

Evidence of the ability to:

- produce both passive and interactive online and screen display Portable Document Format (PDF) files
- locate and use information relevant to the task from a variety of information sources.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify different file types and their use
- identify page sizes and formats for online print
- outline use of different fonts in online documents
- explain reformatting text in an online document
- identify work health and safety (WHS) standards that relate to working for long periods on computers
- name various document types.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Pre-Press field of work and include access to special purpose tools, equipment and industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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