

Tosa Skills Framework

InDesign

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Introduction to Tosa Skills Framework

For Tosa Assessment and Certification

Tosa® (Test on Software Applications)

The Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. The Tosa assessments are designed to validate the professional InDesign software skills of individuals (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, similar to the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. Tosa assessments and certification exams validate candidate proficiency in the most popular professional InDesign software programs using a score on a scale from 1-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main InDesign domains within each proficiency level. This information will also support educators and trainers in tailoring their training programs to achieve desired proficiency levels.

Unique Tosa Scoring

Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa® levels	Corresponding Tosa® score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification failed - certificate of completion issued
Beginner	1 – 350	Certification failed - certificate of completion issued

InDesign domains and subdomains

<p>Interface, digital workspace, and fundamentals</p>	<ul style="list-style-type: none"> ■ Organizing and setting up the workspace ■ Importing text, and managing templates with Parent and Child templates ■ Managing page options ■ Setting up pagination and formatting images for printing
<p>Text and tables</p>	<ul style="list-style-type: none"> ■ Managing the layout ■ Building a table
<p>Images and graphic objects</p>	<ul style="list-style-type: none"> ■ Importing images re-editing, updating links, scaling images ■ Activating paths, placing, and managing text blocks ■ Using color panels, adjusting styles
<p>Preparation for printing</p>	<ul style="list-style-type: none"> ■ Managing Parent and Child styles ■ Automating the formatting of paragraphs, objects, and paintings ■ Inserting text variables ■ Synchronizing documents

About the InDesign certification

The Tosa InDesign certification relies on a database of around 150 questions. It is composed of 35 questions and lasts one hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 550 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 551 points or above earn the certification. They will receive a diploma by email within five (5) business days and are eligible to a Credly digital badge.

There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa InDesign adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

Level 1 – Beginner User

Between 1 and 350 points

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Attaining the Beginner score defines little or limited knowledge of the InDesign software, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

Overview

Domains	Skills Assessed
Interface, Workspace, and Database	<ul style="list-style-type: none">Knowing InDesign's role in the graphic chainIdentifying key panels, menus, and basic tools
Text	<ul style="list-style-type: none">Handling the different icons of the main Control panel for text formatting
Images and Graphical Objects	<ul style="list-style-type: none">Knowing the RGB and CMYK modesUpdating an uploaded image
Preparation for Printing	<ul style="list-style-type: none">Printing a document

Level 2 – Basic User
Between 351 and 550 points

Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

Interface, Workspace, and Database

Interface and Workspace

Candidates know the use of InDesign in the graphic chain. They know how to create a new document by setting up the format, columns, and margins. They can identify the main panels and tools. They know the basic use of the interface and know how to open the panels they need via the Window menu.

The difference between the beginner and basic levels lies in candidates' ability to organize and save their workspace in a personalized way. At this level, candidates can change the layout with the basic tools.

Fundamentals

Basic users understand the difference between pages and templates but have very limited use for them. They can insert an automatic pagination and spot section markers in the pages. They know how to change the number of columns and margins on a page of a document.

Text

Text

Candidates know how to find their way through the various icons of the main Control panel to format text, just as they have memorized the different keyboard shortcuts (font size, leading, tracking). They know how to indent a paragraph, identify the main hidden characters (nonbreaking space, thin space, indent to here...), or shadow a paragraph.

They are also able to set up the Eyedropper tool by disabling one or more options. They vertically align a text in a block, so they know the automatic adjustment. They can save a query in the Find/Change window.

Table

The basic level requires candidates to be able to set up tables and know how to merge cells in a table.

Images and Graphical Objects

Candidates know the color modes (RGB and CMYK), use the Gradient Swatch tool, and know the difference between a tint of a swatch and opacity. They can update links, edit an image in Photoshop, and remove a white background from an image.

They understand the use of layers; they can move an object onto another layer. They know how to use the Align panel (and among other things with a key object) to align objects.

Preparation for printing

Print

The basic level requires the capacity to print a document in spreads and save a predefined print.

Automation

Basic users have some knowledge about styles. They can spot style overrides (paragraph or character) in a document. Similarly, they identify imported styles in the Style panels. They understand the benefits of creating styles based on one another. They know how to use the Cloud Library.

Overview

Domains	Skills Assessed
<p>Interface, Workspace, and Database</p>	<p>Interface and Workspace</p> <ul style="list-style-type: none"> ✎ Creating a new document ✎ Identifying key panels and basic tools ✎ Knowing how to save a workspace <p>Fundamentals</p> <ul style="list-style-type: none"> ✎ Creating a template ✎ Setting up pagination in the template ✎ Finding a section marker in the Pages panel ✎ Creating guides or changing margins in a document
<p>Text</p>	<p>Text</p> <ul style="list-style-type: none"> ✎ Identifying the main text formatting icons of the Control panel ✎ Indenting and shadowing a paragraph ✎ Setting up the Eyedropper tool ✎ Recognizing the main hidden characters ✎ Saving a Find/Change query ✎ Knowing how to align text vertically in a frame and activating the text frame auto-sizing <p>Table</p> <ul style="list-style-type: none"> ✎ Merging the cells of a table
<p>Images and Graphical Objects</p>	<ul style="list-style-type: none"> ✎ Knowing the RGB and CMYK modes ✎ Updating a placed image ✎ Using the Gradient Swatch tool ✎ Knowing the difference between a tint of a swatch and opacity ✎ Deleting the white background of an image ✎ Editing an image in Photoshop that has been placed into an InDesign document ✎ Managing the layers, moving a frame onto another layer ✎ Aligning objects using a key object

<p>Preparation for printing</p>	<p>Print</p> <ul style="list-style-type: none"> ✎ Printing spreads and saving predefined print settings <p>Automation</p> <ul style="list-style-type: none"> ✎ Knowing the utility of styles ✎ Understanding the benefits of creating styles based on one another ✎ Identifying imported styles ✎ Using the Cloud Library
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Level 3 – Productive User

Between 551 and 725 points

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

Interface, Workspace, and Database

Workspace

Candidates can modify their workspace and customize it. They identify the different panels and tools. They have mastered the different keyboard shortcuts for document display (Preview mode, Presentation mode, and Fit Page in Window). They can also activate a tool with a keyboard key. They know how to change the format of their document or save an InDesign document for a previous version.

Fundamentals

Productive users understand the difference between pages and templates of a document. They can set up automatic pagination in a document and can unlock template objects on a page. They can also create guides or change the number of columns or margin values on a page or in a template. They master the different image file formats accepted by professional printers.

Business application: For example, for a communications manager, these skills allow them to optimize his workspace and the creative process. They are thus able to adapt his creations to their needs and to develop their promotional campaigns on different channels.

Text

Text

Candidates have a good knowledge of text formatting. They know how to spot the different icons in the Control panel but also master the main keyboard shortcuts (text size, leading, tracking). They can indent a paragraph but also modify the justification of a text for better typographical layout (word spacing, letter spacing, glyphs scaling), insert Special Characters (Symbols, Markers), as well as Break Characters (Column Break, Frame Break) and White Spaces (Nonbreaking space, Thin space).

They can also set up bulleted or numbered lists while still aligning text. They know the value to be inserted in the Baseline Grid > Increment Every field, whether it's a text block or a document. They know how to identify the fonts used in a document.

Table

The productive level requires knowing table formatting and merging cells and setting various cell and table strokes.

Business application: For example, on a communications manager profile, these skills allow them to edit and arrange the content of their creations.

Images and Graphical Objects

Candidates know the different color modes used in InDesign. They master image placement (in spread or with Live Captions). They can update, relink, or edit an image of a document in Photoshop or check the final resolution of the graphics throughout the entire document.

They can scale an image by using the Control panel specific icons, with the mouse (and the associated keyboard key), or with keyboard shortcuts. They can remove the white background from an image and can place a text frame over another frame with a Text Wrapping set. They use the Swatches panel to store colors, colors tints, and color gradients and know the difference between a Color Tint and Opacity.

They also handle layers and can move objects from one to another. They align frames with the Alignment panel using a key object. They can also set up frame Corners Options and know how to choose several styles.

Business application: For example, for a communications manager, these skills allow them to import images and illustrations into their compositions and to perfect the finish of their visuals by retouching the colors, typography, or illustrations.

Preparation for printing

Print

Candidates can print a document and save predefined print settings. They can export a document to PDF depending on a specific purpose: low definition, high definition, or interactive pdf. They know which predefined settings to use for professional printer pdf exports. Similarly, they can set up custom settings for all their documents in the Preflight panel.

Automation

Productive users know what styles are in general. They can differentiate paragraph styles and character styles and understand the advantage of creating parent/child links between styles. They can spot style overrides in the Paragraph or Character Style panels, just as they spot imported styles. They can set up the Next Style field and apply it. They are also able to adapt their layout after a document size change. They also know how to create Table Styles.

Business application: For example, for a communications manager, these skills enable them to export file formats that meet the technical constraints of printers.

Overview

Domains	Skills Assessed
<p>Interface, Workspace, and Database</p>	<p>Workspace</p> <ul style="list-style-type: none"> ✎ Identifying panels and tools, and saving a workspace ✎ Knowing how to change the format of the document ✎ Saving the InDesign file in a previous version ✎ Knowing the different keyboard shortcuts for displaying the document <p>Fundamentals</p> <ul style="list-style-type: none"> ✎ Setting up automatic pagination in the template ✎ Overriding a Master Page item in a page of the document ✎ Finding a section marker in the Pages panel ✎ Creating guides and changing the number of columns in a document ✎ Setting up a baseline grid ✎ Knowing the different image file formats
<p>Text</p>	<p>Text</p> <ul style="list-style-type: none"> ✎ Mastering text formatting with keyboard shortcuts ✎ Indenting a paragraph as well as shading it ✎ Changing justification values ✎ Inserting special characters, break characters, and white spaces ✎ Setting up bulleted or numbered lists and aligning the text ✎ Finding the fonts used in a document ✎ Setting up the Eyedropper tool ✎ Saving a Find/Change query ✎ Knowing how to align a text vertically in a frame and activating the automatic size adjustment <p>Table</p> <ul style="list-style-type: none"> ✎ Merging cells in a table ✎ Setting different strokes in a table

<p>Images and Graphical Objects</p>	<ul style="list-style-type: none"> ✦ Using the Gradient Swatch Tool and the Swatches panel ✦ Knowing the difference between Opacity and a tint of a swatch ✦ Importing images into spreads or with Live Captions ✦ Editing or updating a link ✦ Deleting the white background of a placed image, finding the resolution of an image, and editing it in Photoshop ✦ Managing the layers, moving a frame from one layer to another ✦ Aligning frames using a key object ✦ Setting up rounded corners on a frame ✦ Placing a text frame over another frame with Text Wrapping set ✦ Differentiating the various image adjustment icons, or enlarging or reducing proportionally an image frame
<p>Preparation for Printing</p>	<p>Print</p> <ul style="list-style-type: none"> ✦ Printing a document on spreads ✦ Saving predefined print settings <p>Automation</p> <ul style="list-style-type: none"> ✦ Knowing Paragraph and Character Styles and spot style overrides in the Styles panels ✦ Setting up Cascade Styles by applying the Next Style parameter ✦ Creating Table Styles ✦ Adapting the layout during a document size modification

Level 4 - Advanced User

Between 726 and 875 points

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

Interface, Workspace, and Databases

Interface

Candidates have complete knowledge of the software. Their knowledge allows them to find the best approach to organizing their workspace. They know most of the keyboard shortcuts used to manage the document display, activate the tools, set up a frame, or format text. They know the different file formats that can be exported from InDesign (interactive pdf, epub2, epub3, animated layout). They can save using many predefined parameters (export settings, printing settings, glyphs sets, preflight...) allowing them to produce more efficiently.

Fundamentals

Advanced users can work on long documents; they can create different templates with parent/child links. They can set up automatic pagination and unlock a template object with a keyboard shortcut. They can also create guides or change the number of columns or margin values on a page (or in a template). They can set up a baseline grid for the entire document or in a single text frame. They master the different image formats accepted by printers as well as the different InDesign file extensions (.indd, .indl, .indb).

Business application: For example, for a graphic designer, these skills allow them to optimize the creation process of all types of printed and digital visual documents.

Text

Text

Candidates can easily spot all the icons on the Control panel and know most of the keyboard shortcuts. They master paragraph formatting including indenting, justification, special characters, white spaces, and bulleted or numbered lists. They know how to create footnotes.

They know the difference between text underlining and paragraph rules. They know how to set up a baseline grid for the entire document and know the value to be entered in the baseline grid increment field.

They know how to set up hyphenation and can force a word hyphenation. They know all the text frame options. They can add columns and margins and manage the columns while creating and setting a custom baseline grid and activating the automatic size adjustment of the frame.

Business application: For example, for a graphic designer, these skills allow them to work on their typographies and their layouts to express an identity and meet the needs of their clients and their creative team.

Images and Graphical Objects

Candidates know the different color modes. They master image placement, update image links, edit images in Photoshop, and know how to find the effective resolution of the images in the document. They can scale an image with the icons designed for this purpose or with the mouse (associated with a key on the keyboard).

They can use a Photoshop path as a mask with the Clipping Path command or remove a white background from an image. They can position a text frame over another frame with Text Wrapping activated. They use the Swatches panel to save colors, gradients, or tints and can differentiate between a swatch tint and opacity. They can combine frames (addition, subtraction, exclusion) using the Pathfinder panel. They can also apply corner effects to frames by choosing different styles.

Business application: For example, for a graphic designer, these skills allow them to manage their image library and optimize their design and computer graphics modeling.

Preparation for printing

Print

Candidates can print a document and record predefined print settings. They can export a pdf file depending on the purpose: low definition, high definition, or interactive PDF. They can choose the appropriate settings from the predefined list for exporting a pdf to a printer. Similarly, they can set up a custom preflight profile for all their documents in the Preflight Panel. Candidates use the Ink Manager to manage inks for output.

Automation

Advanced users use their knowledge of styles to automate text formatting. They can differentiate Paragraphs and Character Styles. They fully understand the advantage of creating parent/child-linked text styles. They know how to spot a style override in the Paragraph Styles and Character Style panels just as they can identify imported styles.

They can set up the Next Style parameter within Paragraph Styles and apply them. They can insert text variables. Their knowledge of styles also enables them to use Nested Styles. They can automatically generate a Table of Contents (always with text styles). They exploit anchored objects in the text flow or outside a frame. They are also able to adapt their layout during a document size modification. Their knowledge of styles will be completed by Object Styles (including frame formatting and styles for text) and Table Styles (with Cell Styles).

Business application: For example, on a graphic designer profile, these skills allow them to customize, automate and save complex printing criteria of the service providers they work with.

Overview

Domains	Skills Assessed
<p>Interface, Workspace, and Database</p>	<p>Interface</p> <ul style="list-style-type: none"> ✎ Making perfect use of panels, tools, and menus ✎ Mastering many keyboard shortcuts <p>Fundamentals</p> <ul style="list-style-type: none"> ✎ Perfectly managing a document with automatic pagination ✎ Creating different templates using the Parent and Child templates link. Create guides and change the number of columns and the margins of a page or template ✎ Knowing the different image file formats ✎ Setting up a baseline grid in a text frame or for the entire document ✎ Saving preset settings, importing styles from other documents ✎ Using the different InDesign export file formats
<p>Text</p>	<ul style="list-style-type: none"> ✎ Knowing all the icons on the Control panel ✎ Knowing most of the keyboard shortcuts ✎ Mastering paragraph formatting including indenting, justification, special characters, white spaces, and bulleted or numbered lists ✎ Creating footnotes ✎ Knowing the difference between text underlining and paragraph rule ✎ Setting up a baseline grid for the entire document and knowing the value to be entered in the baseline grid increment field ✎ Setting up hyphenation ✎ Forcing a word hyphenation ✎ Knowing all the text frame options ✎ Adding columns and margins ✎ Managing the columns ✎ Creating and setting a custom baseline grid ✎ Activating the automatic size adjustment of the frame

<p>Images and Graphical Objects</p>	<ul style="list-style-type: none"> ✎ Updating the link of a placed image ✎ Deleting the white background of a placed image ✎ Editing an image placed into the document with Photoshop ✎ Using the Gradient Swatch tool and Swatches panel ✎ Aligning frames using a key object ✎ Setting and applying rounded corners to a frame ✎ Using a Photoshop path as a Clipping Mask, place a text frame over another one with Text Wrapping set ✎ Mastering the Pathfinder panel
<p>Preparation for Printing</p>	<p>Print</p> <ul style="list-style-type: none"> ✎ Printing a document in spreads and saving predefined print settings ✎ Exporting ✎ Managing the Ink Manager <p>Automation</p> <ul style="list-style-type: none"> ✎ Knowing Paragraph and Character Styles and identifying style overrides in the Styles panels ✎ Setting up cascading text styles by applying the Next Style parameter ✎ Creating Paragraph Styles with Nested Character Styles ✎ Adapting the layout during a change in size ✎ Creating Table Styles ✎ Anchoring a frame in a text flow ✎ Setting up the table of contents ✎ Inserting a text variable

Level 5 – Expert User
Between 876 and 1000 points

Interface, Workspace, and Databases

Text Interface

Candidates have a very complete software mastery. Their knowledge gives them the means to find the best approach to organizing their workspace. They know the main keyboard shortcuts that allow them to manage the display of their document, text, and frame formatting just as they know the different keys that allow them to activate a tool.

Their knowledge of the software enables them to create predefined settings, as well as InDesign preferences (Units and Increments, among others), and to use the Cloud library to increase productivity.

Fundamentals

Expert users can work on long documents. They can import entire text (with added pages and threaded text frames), manage different templates with Parent and Child Templates, and insert a pagination option into the pages of their document.

They also know how to set up automatic pagination and unlock a template object on a page.

They can create guides or change the number of columns on a page (or in a template) or change the margin values. They master the different image formats for printing. They can choose from the Text Wrapping options according to the needs of the placed image (Wrap around a selection frame or an object shape, etc.).

Business application: For example, for a layout artist, these skills allow them to set up their documents to save them and share them with their teams (art director, graphic designers, etc.) via the Cloud library.

At this level, the candidate can train on this software.

Text

Text

Candidates control paragraph formatting, whether for indents, justification values, special characters, typographical white spaces, and bulleted or numbered lists. They know the difference between underlining a text and a paragraph rule.

They know how to set up a baseline grid for the entire document and know the value to be set in the grid Increment field.

They know how to set hyphenations, just as they can force or remove one. They not only master bulleted and numbered lists but can also create new lists or list levels.

Similarly, they can manage footnotes with Paragraphs and Character Styles. They can add columns to a frame and manage text spanning over the columns while creating and setting a custom baseline grid in the frame and activating the automatic frame size adjustment. They can use the Find/Replace function (saved queries, typographical white space searches, etc.). They know how to use Story Editor.

Table

The Expert level requires candidates to know how to format a table, merge cells, set different strokes, and convert rows of the table into header or footer rows.

Business application: For example, on a layout artist's profile, these skills allow them to design attractive pages, whatever the type of support. By setting up and arranging their texts, they can quickly create a strong visual impact.

At this level, the candidate can train on this software.

Images and Graphical Objects

Candidates have mastered the management of placed images. They can edit or update image links, edit the image in Photoshop, and find the final resolution of the images in the document.

They can scale an image with the icons designed for this purpose, with the mouse (associated with a keyboard key), or with keyboard shortcuts.

They can use a Photoshop path as a clipping mask or remove a white background from an image. They master the different Text Wrapping options (wrap around a selection frame or an object shape). They know how to place a text frame over another one with Text Wrapping set.

They use the Swatches panel to save colors, gradients, or tints and know how to differentiate between a tint of a swatch and opacity. They know how to get the Unnamed colors list from the document and save them in the Swatches panel. They can add, subtract, and exclude from frames with the Pathfinder panel. They can apply rounded corners to frames and can set different styles. They can use Object Layer Options to hide one or more layers of a placed image in .psd or .ai formats.

They use the Paste Into function for graphic effects.

Photomontages

Candidates understand the basic concept of a layer. They know how to duplicate layers, organize them, and understand the use of the layer's palette, especially with the grouping and linking functions. The candidate must be familiar with the concept of layers and understands the term mask in connection with layers. The candidate can manipulate parts of the visual to do initial photomontages.

Selections

The candidate knows how to use the magic wand and the quick selection tool without optimizing it with the Improve the Selection function. They know how to change the selection via the Selection menu (Dilation, Contract, etc.) and use the Save the Selection function. They must also be able to understand the use of selections, and their exploitations, as well as saving them in the form of layers.

Deep Etching and Masks

They use the merge mask and know the vector mask. They can activate this function via the menu or the layers palette.

The candidate uses the Pen tool to create simple outlines and transform them in the form of vector masks. They also know how to transform a selection into a vector outline. They know how to transform a work outline into a saved outline. In addition, they can create outlines that can be used by third-party software.

Business application: For example, on a layout designer profile, these skills allow them to identify and implement the most effective creative solution to represent the message from a graphic point of view.

At this level, the candidate can train on this software.

Preparation for printing

Print

Candidates can print a document and save predefined print settings. They can export a document in .pdf according to a specific purpose (low definition, high definition, or interactive pdf).

They can choose the appropriate pdf export settings in the Print Presets menu. Similarly, they can create a personalized profile for all their documents in the Preflight panel. Candidates can use the ink manager to manage the inks for output.

Automation

Expert users master all styles and automation. They perfectly differentiate between Paragraph Styles and Character Styles. They understand the advantage of creating Parent and Child Styles. They know how to spot overrides in the Paragraph or Character Style panels, just as they can spot imported styles. They can set up the Next Styles parameter and apply them. Their knowledge of styles allows them to use Nested Styles, so they can automate paragraphs, objects, and table formatting.

They can nest Character Styles in a Paragraph Style, nest a Cell Style in a Table Style, or nest a Paragraph Style in an Object Style. They can also generate a table of contents using nested styles. They can insert text variables into the text frame. They use anchored objects in the text flow or outside a frame while creating an Object Style. They know the Book function and can synchronize several documents and manage pagination.

Business application: For example, for a layout artist, these skills allow them to export file formats corresponding to the technical constraints of other departments and service providers.

At this level, the candidate can train on this software.

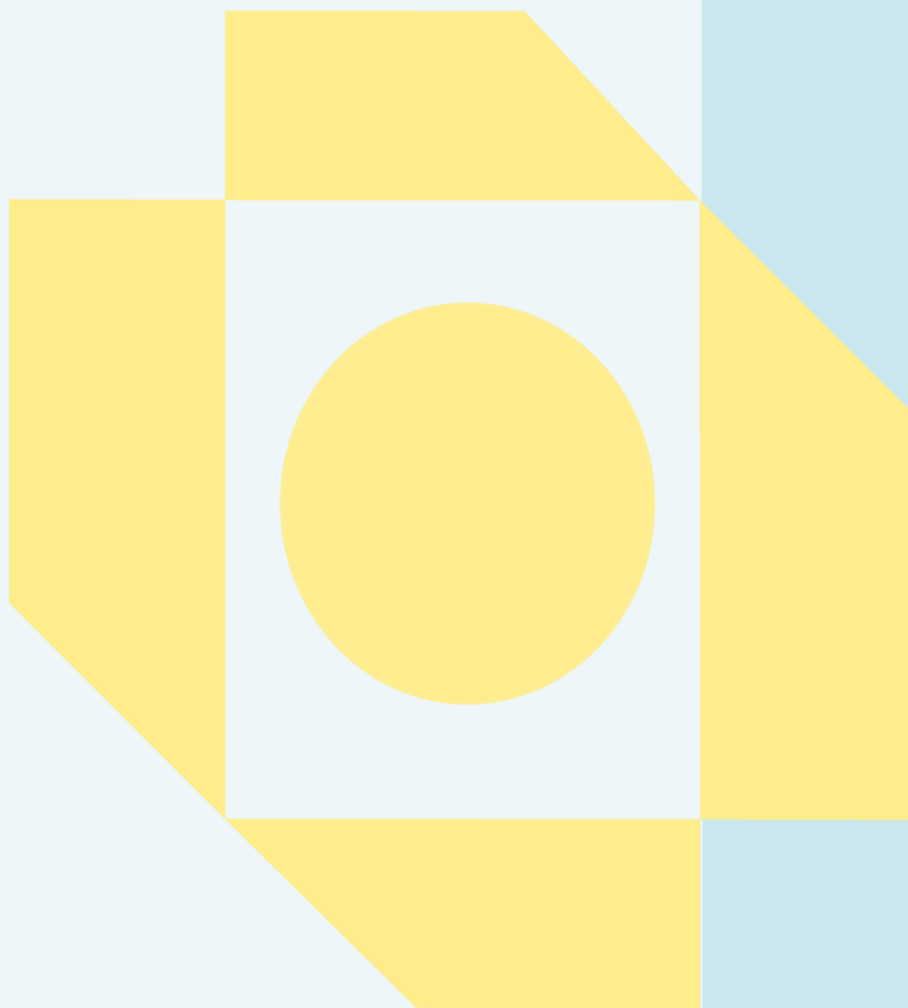
Overview

Domains	Skills Assessed
<p>Interface, Workspace, and Database</p>	<p>Interface</p> <ul style="list-style-type: none"> ✎ Making perfect use of panels, tools, and menus ✎ Mastering all keyboard shortcuts <p>Fundamentals</p> <ul style="list-style-type: none"> ✎ Thoroughly managing a long document with text importation, automatic pagination, and different templates using Parent and Child links ✎ Creating guides, changing the number of columns and margins of a page or template ✎ Using different image file formats ✎ Setting up a baseline grid in a text frame or for the entire document ✎ Saving preset settings ✎ Importing styles from another document ✎ Managing text wrapping
<p>Text</p>	<p>Text</p> <ul style="list-style-type: none"> ✎ Mastering text formatting ✎ Finding the fonts used in a document ✎ Align text vertically within a frame ✎ Adding columns to a frame and spanning text over columns ✎ Setting up footnotes ✎ Mastering the Find/Change feature ✎ Mastering the Story Editor <p>Table</p> <ul style="list-style-type: none"> ✎ Merging cells in a table ✎ Setting different outlines in a table ✎ Converting table rows into body, header, or footer rows
<p>Images and Graphical Objects</p>	<ul style="list-style-type: none"> ✎ Using RGB and CMYK modes ✎ Updating a placed image ✎ Deleting the white background of a placed image

	<ul style="list-style-type: none"> ✎ Spotting the resolution of an image ✎ Editing an image placed into the document with Photoshop ✎ Aligning frames using a key object ✎ Setting & applying rounded corners of a frame ✎ Activating a Photoshop path as a clipping mask, removing a white background, placing a text frame over another with a text wrap set ✎ Using the different InDesign paste commands
<p>Preparation for Printing</p>	<p>Automation</p> <ul style="list-style-type: none"> ✎ Creating table styles containing nested cell styles ✎ Adapting the layout during a document size change ✎ Anchoring a frame within a text flow ✎ Setting up the table of contents ✎ Inserting a text variable ✎ Creating object styles



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