



Your skills. Your advantage.

Tosa for Adobe InDesign*

Exam Blueprint

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Table of Contents

Table of Contents	2
Introduction to the Tosa® Exam Blueprint	3
Tosa® (Test on Software Applications)	4
Tosa® Exam Blueprint Objective	4
Unique Tosa® Scoring	5
About the Tosa® for Adobe InDesign certification	6
Tosa Sequence for Progressive Skills Development	7
Isograd Learning Lab	8
Tosa® InDesign Level Descriptions	9
Business Applications	10
Domain 1: Fundamentals and Applications	11
Sub-domain 1: Getting started with Adobe InDesign	11
Domain 2: Interface, Workspace, and Database	12
Sub-domain 1: Navigating and customizing the software interface	12
Sub-domain 2: Managing documents	13
Sub-domain 3: Using tools and panels	14
Domain 3: Texts and Tables	15
Sub-domain 1: Manipulating text	15
Sub-domain 2: Managing text styles	16
Sub-domain 3: Managing advanced text	17
Domain 4: Images and Graphical Objects	18
Sub-domain 1: Manipulating graphical objects	18
Sub-domain 2: Managing wrapping and fitting techniques	19
Sub-domain 3: Using libraries and content	20
Domain 5: Preparation for Printing	21
Sub-domain 1: Controlling color and transparency	21
Sub-domain 2: Performing preflight checks	22
Sub-domain 3: Managing the creation of PDFs and other formats for print	23

Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for InDesign.

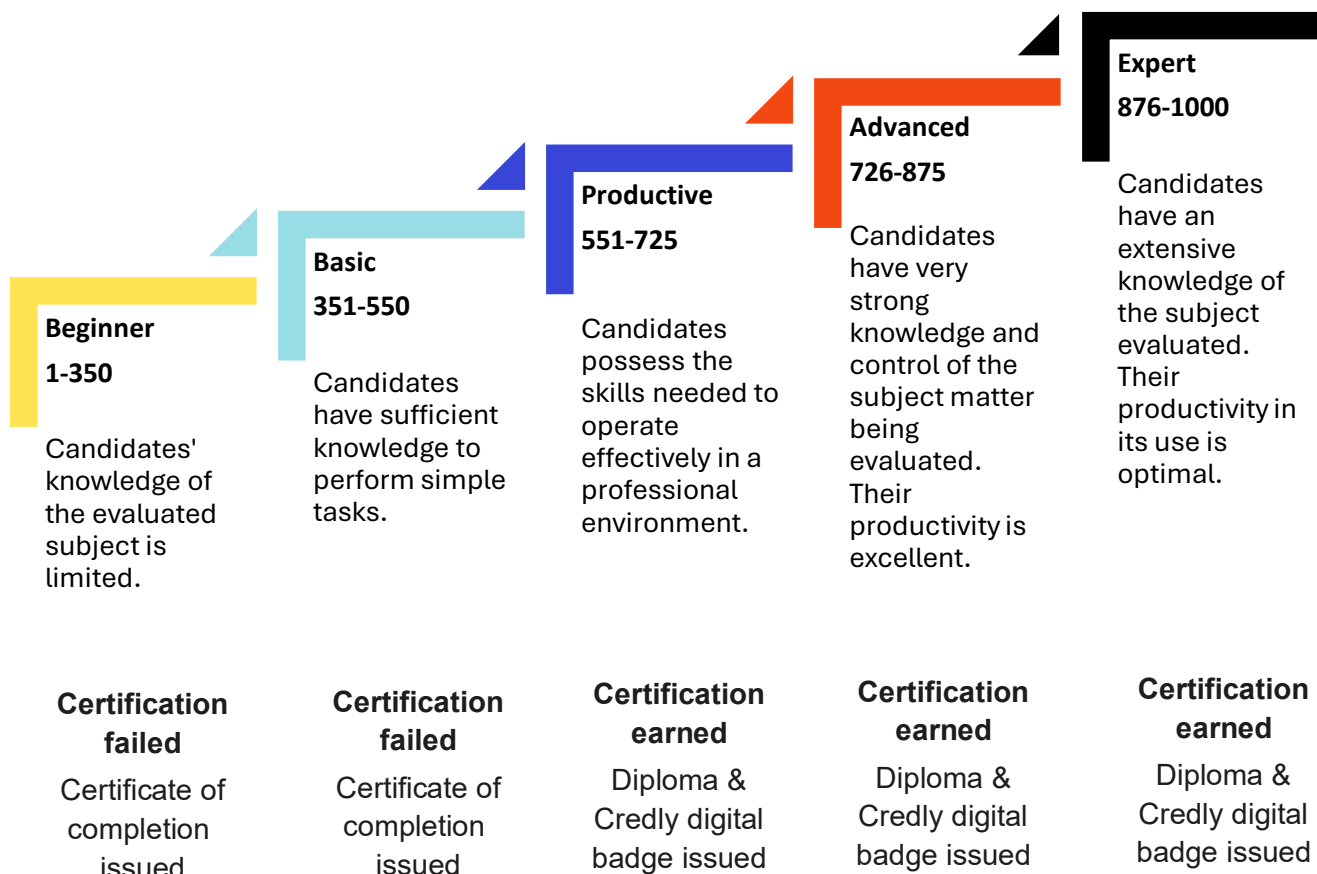
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this blueprint is to specify the technical knowledge expected at each level and within each of the four main skill categories of InDesign. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

Unique Tosa® Scoring

The 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 the assessment.



About the Tosa® for Adobe InDesign certification

The Tosa for Adobe InDesign Certification relies on a database of more than 130 questions. It is composed of 35 questions from the question database and lasts for 1 hour. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm 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 a classroom setting, 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. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 550 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 551 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa for Adobe InDesign adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (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. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

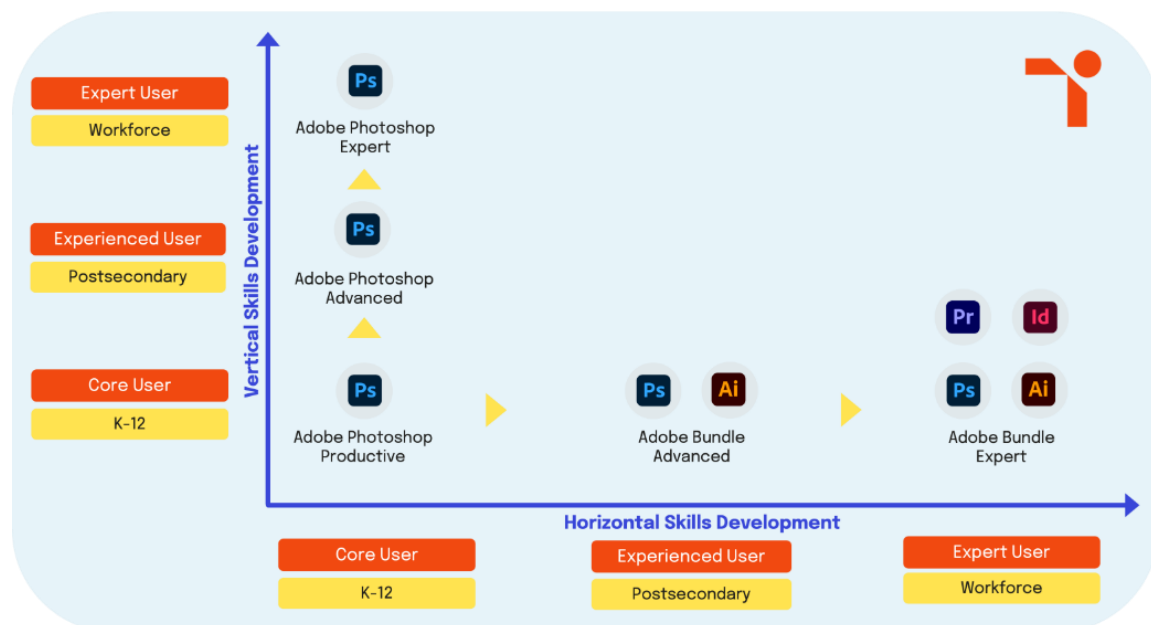
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Tosa Sequence for Progressive Skills Development

Students and professionals can tailor their certification journey with Tosa, demonstrating their expertise in ways that align with their unique needs and goals.

With the **Tosa for Adobe InDesign Certification**, starting at a productive level, users can progress vertically, advancing to advanced and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

With the **Tosa for Adobe Bundle Certification**, users can expand their skill set horizontally across Adobe applications, mastering interconnected applications that touch on a broader range of competencies. This flexible approach empowers individuals to develop both depth and breadth in their skillset, enhancing career prospects and workplace versatility.

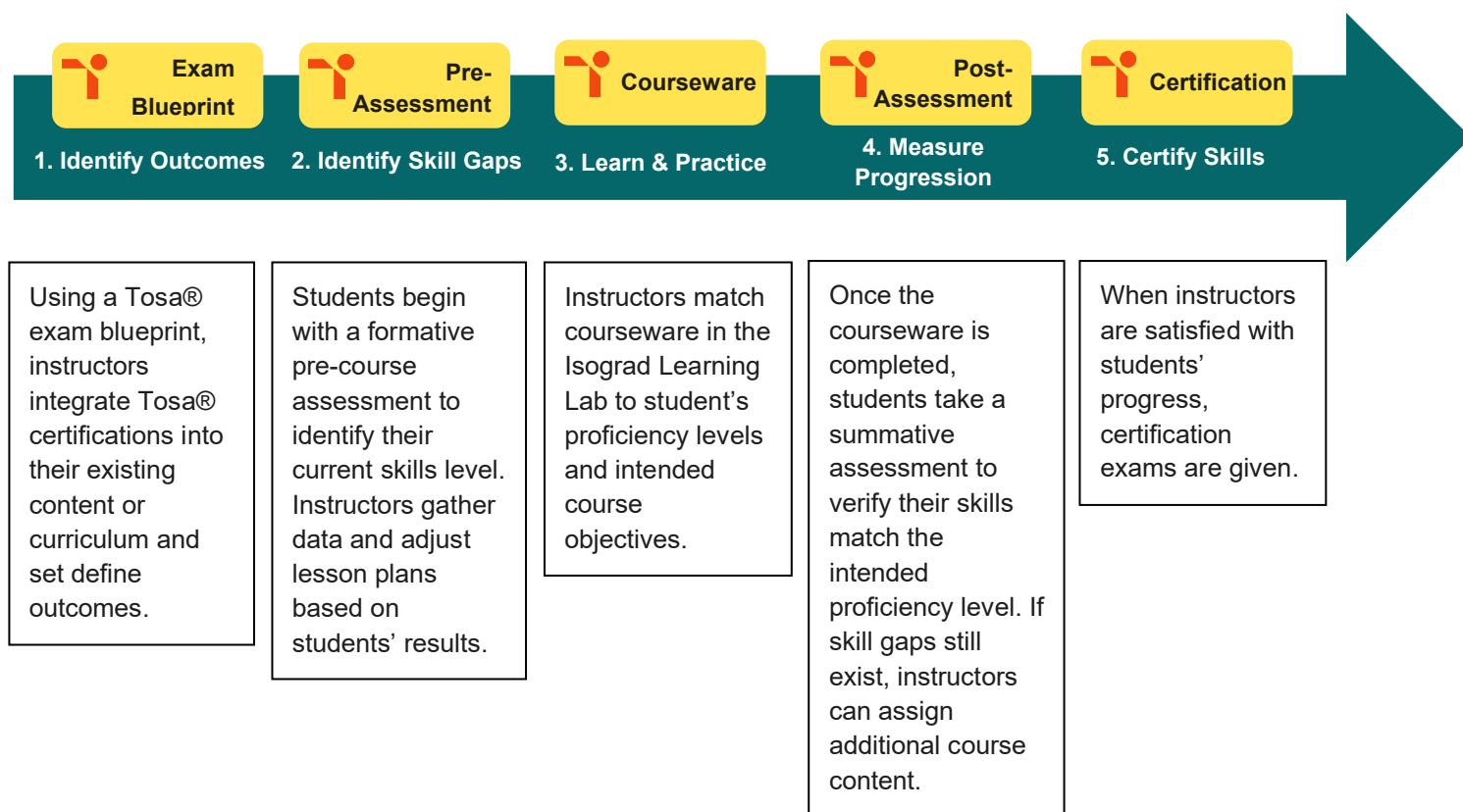


Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® InDesign Level Descriptions

At each level, candidates can:

Beginner

- Understand what Adobe InDesign is, identify its typical users and audiences, and know how to start a project using the application.
- Demonstrate basic understanding of the InDesign interface and essential tools.
- Lay out text and insert images into predefined documents.
- Open, modify, and save existing documents, but may need assistance with more advanced functionalities or to solve unexpected technical problems.

Basic

- Understand the purpose of Adobe InDesign, master key concepts and terminology, and be familiar with project planning and the post-production workflow.
- Apply basic InDesign skills to create and manage simple documents with a degree of autonomy.
- Manipulate text, use basic styles, and organize graphic objects on the page.
- Prepare simple documents for printing without requiring assistance, as long as settings remain standard and uncomplicated.

Productive

- Identify the main tools and features of Adobe InDesign, understand its use cases, and grasp the stages of the post-production process.
- Manipulate advanced text styles, integrate images and graphic elements with text wrappers.
- Use layers to organize design elements.
- Demonstrate autonomy in solving common problems and adjust documents to meet the requirements of different output formats.

Advanced

- Understand how to target the right audience, plan the visual structure of a project, and navigate the overall production process in Adobe InDesign.
- Master InDesign to manage complete publishing projects, including magazines, books, and interactive brochures.
- Use sophisticated features such as advanced master page management and scripting to automate tasks.
- Demonstrate mastery of fine color management for printing.
- Optimize workflows within a professional environment.

Expert

- Use advanced and innovative InDesign techniques for demanding, professional projects.
- Innovate in the use of advanced techniques to create interactive digital publications.
- Integrate with other Adobe software for cross-media workflows.
- Develop customized solutions to optimize production.
- Demonstrate creativity by proposing original and effective approaches to complex design challenges.
- Act as a trainer to other users.

Business Applications

Achievement of Beginner score defines little or limited knowledge of the InDesign application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

For a production assistant or editorial assistant, skills at this level enable a candidate to manage InDesign documents: open and navigate layout files, input and revise text accurately, and apply basic formatting techniques to ensure visual clarity and consistency in print or digital layouts.

For a marketing assistant, publishing specialist, or communications associate, these skills enable a candidate to create, organize, proofread, and professionally format layouts in Adobe InDesign; insert and customize tables, graphics, and other visual design elements; and prepare final documents for print production, digital distribution, or internal review by design and editorial teams.

For a graphic designer, content production specialist, or marketing coordinator, these skills enable a candidate to build, enhance, and structure multi-page documents such as brochures, newsletters, or product guides; manage graphic elements like shapes, tables, and imported images; and export or share the file in the appropriate format for print or digital publication.

For a layout designer, editorial lead, marketing production lead, or other design-focused professional, these skills enable a candidate to customize the InDesign workspace, organize and present complex visual content, produce tailored layouts for specific audiences, and manage advanced design elements such as master pages, paragraph and character styles, and custom grid systems.

Domain 1: Fundamentals and Applications

Sub-domain 1: Getting started with Adobe InDesign

Includes identifying when and for whom to use the Adobe InDesign application, and matching Illustrator to real-world use

Beginner

- Understanding what Adobe InDesign is.
- Identifying users and audiences.
- Starting a project in InDesign.

Basic

- Understanding InDesign and its purpose.
- Identifying basic editing tasks and interface components.
- Describing the editing workflow and how to organize a project.

Productive

- Applying tools and features of InDesign in real-world contexts.
- Recognizing editing tasks and use cases across professions.
- Understanding post-production structure and editing concepts.

Advanced

- Adapting projects to audience needs and content types.
- Structuring production workflows across pre-, mid-, and post-production.
- Comparing InDesign to other desktop publishing and layout tools and platforms.

Expert

- Collaborating efficiently on shared project.
- Planning and adapting content for diverse platforms and audiences.
- Managing accessibility, client goals, and format/export requirements.

Domain 2: Interface, Workspace, and Database

Sub-domain 1: Navigating and customizing the software interface

Covers: Settings for user interface, workspaces, and preferences.

Beginner

- Open the InDesign application to access the workspace interface.
- Identify key interface elements such as panels and the toolbar.
- Close the application properly after use.

Basic

- Use basic commands to perform simple actions.
- Modify panel display to adapt the workspace.
- Apply text styles and predefined formats using the Styles and Paragraph panels.
- Save display preferences for future sessions.

Productive

- Customize panels by adding or removing options and tools.
- Configure grid and guide settings to improve object alignment and layout.
- Navigate efficiently between display modes (Normal, Preview, Presentation).
- Import customization settings from other InDesign installations.
- Adjust control bar settings to display relevant information.

Advanced

- Optimize the workspace by creating custom workspaces for different types of projects.
- Integrate scripts and plug-ins to extend the interface's functionality.
- Synchronize user settings and preferences with Creative Cloud for consistency across multiple devices.
- Automate interface configuration with scripts for recurring tasks.
- Develop custom interface templates for specific business needs.

Expert

- Deploy custom interface configurations.
- Program extensions for InDesign that add specific features to the user interface.
- Implement advanced customization solutions, such as custom control panels and interactive user interfaces.

Sub-domain 2: Managing documents

Covers: Techniques for creating, saving, opening, and managing pages and templates.

Beginner

- Create a new document using default settings.
- Save a document to prevent data loss.
- Open an existing document to make modifications.

Basic

- Add pages to a document to extend the content.
- Apply simple master pages for consistent layout.

Productive

- Apply master pages for consistent layout.
- Modify document settings such as page size and margins.
- Save a document in different formats for various uses.
- Open multiple documents simultaneously and switch between them.
- Organize pages using the Pages panel to structure the document.

Advanced

- Customize document creation settings for specific needs.
- Use autosave and versioning options to manage revisions.
- Import and manage pages from external documents to merge content.
- Use sections and custom numbering for advanced page management.
- Develop and manage complex master pages with recurring elements and integrated styles.

Expert

- Create interactive documents with links, buttons, and multimedia elements.
- Automate saving and version control with scripts.
- Manage large documents with hundreds of pages using books and sections.
- Implement nested master pages for dynamic and consistent layouts.
- Integrate templates and styles from shared libraries for consistent enterprise-wide use.

Sub-domain 3: Using tools and panels

Covers: Mastering the main tools and panels such as paragraph styles, colors, and layers.

Beginner

- Use the Selection tool to move and adjust basic objects.
- Use the Type tool to create and edit text frames.
- Access and adjust basic colors via the Color panel.

Basic

- Display and organize layers in the Layers panel to manage page elements.
- Apply simple paragraph styles to text for basic formatting.

Productive

- Modify and adjust the properties of text and image frames using the transformation tools.
- Use paragraph styles to apply consistent formatting to text frames.
- Create and apply custom colors using the Color panel.
- Organize elements on different layers for more efficient document management.
- Use guides and rulers to align page elements.

Advanced

- Customize paragraph and character styles for advanced formatting.
- Use object styles to apply consistent formatting to frames and graphics.
- Manage color palettes using custom swatches and gradients.
- Use layers to structure complex documents, locking and hiding layers as needed.
- Integrate table and cell styles for advanced table formatting.

Expert

- Master nested styles and GREP styles for advanced automated formatting.
- Use shared color libraries to maintain color consistency across multiple documents.
- Use effects and transparency to add sophisticated graphic elements.
- Manage complex layers with nested objects and groups for elaborate compositions.
- Automate the application of styles using scripts and actions.

Domain 3: Texts and Tables

Sub-domain 1: Manipulating text

Covers: Entering, importing, and formatting text, including adjusting fonts and alignment.

Beginner

- Enter text using the Type tool to create basic text frames.
- Edit font size and basic text alignment using basic formatting options.

Basic

- Apply predefined fonts to change the appearance of text.
- Align text to the left, right, or center for basic presentation.
- Import text from external files while preserving original formatting.
- Apply predefined paragraph styles for quick and consistent formatting.

Productive

- Format text by modifying font attributes such as style, weight, and case.
- Use advanced formatting options to adjust spacing between characters and words.
- Create custom paragraph styles for consistent formatting throughout the document.
- Import text while managing imported text styles from various file formats.
- Apply text effects such as shadows and outlines for a more dynamic appearance.
- Use justification tools for precise text alignment to margins.

Advanced

- Manage complex typography using ligatures, special characters, and extended character sets.
- Use typography plug-ins for advanced text formatting options.
- Import and process text from external sources such as databases or XML feeds.

Expert

- Create text templates for recurring documents, including dynamic variables.
- Use scripts to automate text formatting based on specific criteria.

Sub-domain 2: Managing text styles

Covers: Creating and managing character and paragraph styles for consistent, efficient page layout.

Beginner

- N/A

Basic

- Create simple paragraph styles to standardize text formatting.
- Apply predefined character styles to change the appearance of selected text.
- Use basic text styles for consistent content presentation.
- Use predefined text styles for quick and consistent layout.

Productive

- Create and edit paragraph styles to adjust spacing, alignment, and other paragraph attributes.
- Use character styles to apply specific font attributes such as style, size, and case.
- Import text styles from external documents for consistent formatting.
- Manage text styles in the Styles panel for easy use and quick access.
- Apply consistent text styles to maintain a uniform appearance throughout the document.

Advanced

- Create paragraph style hierarchies to organize and structure document content.
- Develop custom character styles for advanced text formatting.
- Import and export sets of text styles for use in other documents.
- Use conditional styles to automatically apply formatting based on specific criteria.
- Customize text style options to meet specific project or business needs.

Expert

- Manage text styles in shared libraries to ensure brand consistency across multiple projects.
- Create nested text styles for automatic and consistent text formatting.
- Use scripts to automate the creation and management of complex text styles.
- Develop advanced text style systems for large-scale collaborative projects.
- Integrate text styles with automated publishing workflows to maximize efficiency and consistency.

Sub-domain 3: Managing advanced text

Covers: Complex techniques such as the use of text strings, columns, text wrapping around objects, and text variables.

Beginner

- N/A

Basic

- Experiment with columns to organize text in simple multi-column layouts.
- Apply column break options to control text flow within columns.
- Use basic text wrap tools to define exclusion zones around objects.
- Explore basic text variable functions to generate dynamic content.

Productive

- Use text threads to link text from one frame to another for smooth layout flow.
- Use multiple columns with custom width and spacing settings to create sophisticated layouts.
- Customize column break options to control text flow in complex layouts.
- Use advanced text wrap options to wrap text around objects with precision.
- Experiment with simple text variables to add dynamic elements such as automatic page numbers.

Advanced

- Apply complex typographic effects such as ligatures and ornaments.
- Use nested text threads to manage complex and interconnected text structures.
- Create advanced multi-column layouts with balanced distribution and custom spacing options.
- Customize column break options for precise control of text flow in complex layouts.
- Master advanced text wrap options for seamless integration of text around graphic objects.

Expert

- Develop automated text thread systems for dynamic publishing workflows.
- Create sophisticated multi-column layouts with advanced text distribution options and grid-based designs.
- Customize column break options for fine control of text flow in complex and dynamic layouts.
- Integrate advanced text wrap techniques for smooth integration of text around complex graphic objects.

Domain 4: Images and Graphical Objects

Sub-domain 1: Manipulating graphical objects

Covers: Inserting, positioning, and resizing images and other graphic elements.

Beginner

- Position images by dragging them onto the page with the Selection tool.
- Resize images by dragging the resizing handles.

Basic

- Use rotation and skew tools to adjust image orientation.
- Explore basic options to align and distribute images on the page.
- Use alignment options to align graphic objects relative to other page elements.
- Distribute graphic objects evenly across the page using distribution tools.

Productive

- Resize graphic objects proportionally while maintaining original proportions.
- Apply special effects to graphic objects such as drop shadows and transparency effects.
- Create clipping masks to crop images into specific shapes.
- Use advanced grouping and locking options to organize and secure graphic objects.

Advanced

- Use advanced positioning techniques such as snapping to guides or rulers.
- Create complex graphic objects by combining multiple elements and applying styles.
- Apply blending and overlay effects to create complex visual effects.
- Create interactive graphic objects such as buttons and hyperlinks.

Expert

- Create automated systems for dynamic generation of graphic objects in dynamic publishing workflows.
- Manage shared graphic object libraries at the enterprise level for overall consistency.

Sub-domain 2: Managing wrapping and fitting techniques

Covers: Applying text wrapping, adjusting images in frames, and managing transparency.

Beginner

- Adjust image frame size to match the size of the images.

Basic

- Apply basic text wrap options to position text around graphic objects.
- Use basic commands to manage object transparency.

Productive

- Use advanced text wrap techniques such as custom wrapping and contour wrapping.
- Precisely adjust images within frames using reference guides and rulers.
- Manage object transparency with gradient opacity effects and opacity masks.

Advanced

- Integrate advanced text wrap techniques such as wrapping text around irregular shapes.
- Use advanced image cropping tools to create complex visual effects.
- Create complex transparency effects by combining multiple objects with blending modes.

Expert

- Develop custom solutions for complex wrapping and fitting techniques in dynamic publishing environments.
- Manage shared wrapping and fitting technique libraries at the enterprise level for overall consistency.

Sub-domain 3: Using libraries and content

Covers: Use of CC Libraries to integrate graphic elements and collaborate through shared libraries.

Beginner

- Access CC Libraries to explore available graphic elements.

Basic

- Integrate graphic elements into the document from libraries.
- Explore basic collaboration features through libraries.

Productive

- Create custom libraries to organize graphic elements.
- Add graphic elements to libraries for quick and easy access.
- Share libraries with other users for optimal collaboration.

Advanced

- Create organized library sets for different projects or teams.
- Use automated workflows to sync libraries with other Adobe tools.
- Develop advanced content management strategies to maintain order and consistency in libraries.

Expert

- Develop custom solutions for advanced integration and management of graphic elements across libraries.
- Create automated publishing workflows that integrate library elements into dynamic documents.
- Analyze and optimize the performance of libraries and content workflows to ensure effective collaboration.

Domain 5: Preparation for Printing

Sub-domain 1: Controlling color and transparency

Covers: Color management for print, use of ICC profiles, management of transparency and overprints.

Beginner

- Select basic colors to use in the document.

Basic

- Apply colors to objects using the color palette.
- Use basic opacity values to adjust object transparency.

Productive

- Explore color management options for print.
- Use ICC profiles to maintain color consistency during printing.
- Apply simple transparencies to individual objects.
- Experiment with overprint options to control color interaction during printing.

Advanced

- Customize ICC profiles for specific color management needs.
- Manage transparency of complex objects using blending effects and opacity masks.
- Use separate print layers to control color overprinting.
- Explore advanced transparency settings such as transparency isolation.

Expert

- Create custom ICC profiles for sophisticated print workflows.
- Use advanced transparency management techniques for complex visual effects.
- Optimize overprint settings for high-quality print results.
- Integrate advanced color management solutions with automated workflows.

Sub-domain 2: Performing preflight checks

Covers: Use of InDesign functions for error checking, color separation preview, and management of links and fonts.

Beginner

- Check for basic errors such as typos and elements outside the print area.

Basic

- Use the default preview to view the document before printing.
- Manually check links and fonts to ensure they are properly embedded in the document.

Productive

- Use InDesign's preflight tools to detect common errors such as missing or low-resolution images.
- Perform a color separation preview to check color conversion and overprinting.
- Use the Links panel to check the status of linked files and update them if necessary.
- Check the fonts used in the document to ensure they are embedded or available for printing.

Advanced

- Customize preflight settings to meet specific print specifications.
- Analyze preflight results and correct detected errors.
- Use overprint checking tools to ensure accurate print results.
- Proactively manage links by identifying and correcting missing or damaged files.

Expert

- Develop custom preflight profiles for specific business or project needs.
- Automate the preflight process using scripts or actions.
- Use advanced tools to detect complex transparency and overprint issues.
- Implement automated workflows to proactively manage links and fonts.

Sub-domain 3: Managing the creation of PDFs and other formats for print

Covers: Exporting documents in print-ready formats, including specific settings for PDFs, crop marks, and bleeds.

Beginner

- Understand the basic concepts of crop marks and bleeds, but do not actively apply these settings during export.

Basic

- Export documents to PDF format using default settings.

Productive

- Export documents to PDF format by customizing basic settings such as quality and compatibility.
- Apply crop marks and bleeds according to project or printer specifications.
- Use predefined settings for common print formats.

Advanced

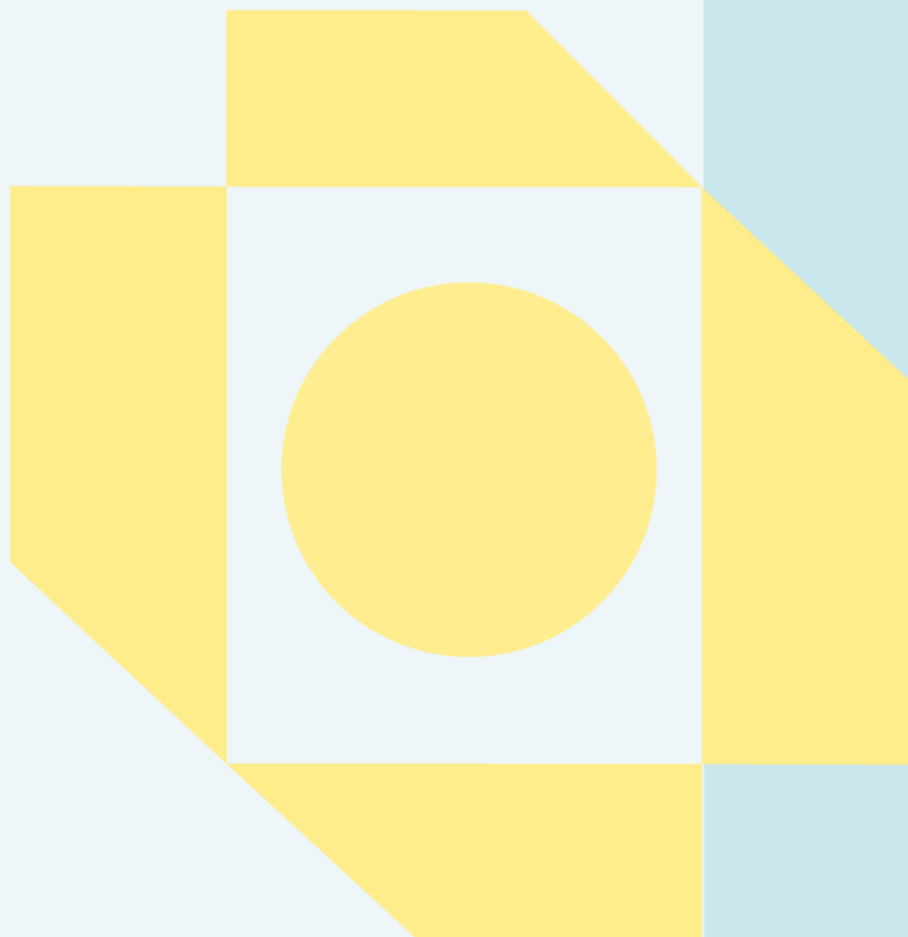
- Customize PDF export settings to meet specific print requirements.
- Understand and use advanced options such as including ICC profiles and image compression.
- Manage crop marks and bleeds accurately to ensure smooth print production.

Expert

- Create custom PDF export presets to meet specific printer or project requirements.
- Use scripts or actions to automate the PDF export process for recurring documents.
- Integrate advanced features such as layer management and metadata inclusion when exporting to PDF.



Your skills. Your advantage.



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