Pre Training Assessment
Adobe® InDesign®

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name		Date	
Company		Phone	

Please indicate which of the following skills and/or features of Adobe® InDesign® you feel confident about by ticking the relevant boxes.

InDesign Introduction

- [ ] Understand basic publication terms *(e.g. RGB, CMYK, resolution, bleeds and slugs, etc.)*
- [ ] Manage and/or configure the InDesign workspace
- [ ] Set the document type and size
- [ ] Set appropriate unit of measurement, columns, and margins
- [ ] Enter text and draw shapes
- [ ] Apply colour to text and shapes
- [ ] Create and manage pages, including master pages
- [ ] Insert, fit, resize, and align images
- [ ] Import content from an external file *(e.g. MS Word)*
- [ ] Connect a block of text with another
- [ ] Format content *(e.g. change font type, colour, alignment, character and paragraph spacing, etc.)*
- [ ] Work with layers *(i.e. create new, rename, move, delete)*
- [ ] Check document for errors and package files
- [ ] Export to various PDF presets for printing

InDesign Intermediate

- [ ] Apply Advanced Styling and manage style overrides
- [ ] Insert inline graphics and anchored objects
- [ ] Merge data into a single document layout
- [ ] Utilise libraries and snippets for better asset management
- [ ] Create custom paths, clip images to paths, and create type on a path using the Pen Tool
- [ ] Compile several documents *(i.e. book)*
- [ ] Define a style reference for document consistency
- [ ] Create page references, such as section headings and table of contents using styles and text variables
- [ ] Create hyperlinks and bookmarks (for PDF)
- [ ] Import layered files *(e.g. Photoshop native files)*

Submit your completed form:

Email as an attachment to **admin@ardito.co.nz**