

Las Positas College — Spring 2013: VCOM 65:

Print Production Self Assessment #1

Your Name _____

Date _____

Assessment question	What's that?	a little	moderately	I'm aware of it and/or know where to find it	I've used it on a client project
Your familiarity with VCOM Client Questionnaires?					
Use of the PAGES PANEL and PAGES PANEL OPTIONS					
Using RULER GUIDES					
Single page text import					
Multi-page text import					
Automatic multi-page text import					
Importing Graphics and Images					
Paragraph Styles					
Character Styles					
Object Styles					
Styles removed text import					
Save as a PDF					
Resize image box content					
"Hanging Indents"					
Drop Caps					
Nested styles					
Find and replace & GREP (Find and replace)					
Numbering & Sections; Auto page numbering					
Use of the LAYERS PANEL					
Point size, Leading, Baseline shift					
Kerning & Trasking					
Using a Grid structure					
Using the Baseline Grid					
Total Ink Density and Color Panel/Palette organization					
The FIRST RULE OF PRINTING when starting a job					
Color Settings and Color Profiles					
Paragraph rules					
Adding interactive links to a pdf document					