



SKILLS TEST 1

This test is a task-based workflow. You will create and format an InDesign document to both answer several advanced questions and to complete a series of tasks. When you are finished with the test, you will create a compressed folder of assets that will be sent to me using Acrobat.com. Your work is to be independent — collaboration is not allowed. The test is due on March 17th.

Questions should be answered thoroughly in 1-2 paragraphs of text. Limit your use of images to those in question #4. There are several questions that require work in InDesign CS5. Students working in an older version of the software may need to come to the SRJC computer lab to finish this test.

Each task or question below is worth 12 points. The evaluation is worth 5 points.

1. **Color.** Create three custom CMYK swatches in the InDesign document for a Spring-time document: dark green, orange and pink. You can install these colors into the Swatches panel using Kuler or create them using the Swatches panel fly-out menu. Name/rename the colors as follows in the Swatches panel: Dark Green, Orange and Pink. For these three colors only, create an .ase file called Spring to allow the colors to be shared with Photoshop and Illustrator.
2. **Fonts.** The InDesign test document is meant to be cross-platform compatible and should only include fonts that install on both the Mac and Windows platforms. Include instructions on how to install the fonts on an operating system of your choice. Specify the OS in your answer.
3. **Snippet.** At the top of your document, include the following title information:

InDesign 3
Test 1 Spring 2011
your name and email address

Use all three colors from question 1 in this title area. You can only include text frames and InDesign paths (i.e. a formatted rectangle or ellipse) in this task. Select all of the title objects and export to create a snippet called Title.

4. **Metadata.** Include the following metadata in your InDesign test document:

Document Title: InDesign 3 Test 1
Author: your name
Author Title: Student
Description: include a description of your choice
Keywords: include at least 3 keywords
Copyright Notice: © *your name* 2011 *Hint: use a keyboard shortcut for the ©*

Locate any 3 images on your computer. You might find it handy to save them on your desktop as you'll be using them again in question #9. Using Bridge in Full Mode, navigate to these images and include Copyright Notice metadata (© *your name* 2011) for each of these three images.

5. **Data merge.** Describe how to prepare a data source file for an InDesign data merge workflow. Include the structure of the file, how images are included in the data source file, and the file format.
6. **Acrobat.com.** Describe the process of uploading and sharing a file. Include information on workspaces, setting collaboration privileges, and different options for sharing a file.

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7. **Layer integration.** Describe how InDesign can import and manage the layers in imported Photoshop and Illustrator graphics. Describe how InDesign can create a PDF with layers for access in Acrobat.
8. **InDesign file extensions.** Advanced users need to have knowledge of the different filetypes that are internally used in the InDesign program. Give an example of the following filetypes — the first one is already done for you.

.xml: a custom workspace
.inx
.idml
.idlk
.idpp
.indk
.joboptions

9. **CS5 features.** Using the three images from question #4, use the gridified feature of InDesign CS5 to create a single large row of three graphic images similar to the layout at the bottom of this page. Generate a live metadata caption for each image that includes the copyright information created in question #4.
10. **Legacy files and setting up the folder.** Create an InDesign package of your test document and call it *lastnameTest1*, where you include your last name at the beginning of the file followed by Test1. Create a legacy file of your InDesign document to be opened by InDesign CS4 and save this into your InDesign package. Also include the .ase file from question #1 and the snippet from question #3 in the package folder. Compress (zip) the folder and upload to Acrobat.com. Share this zipped file with me at creese@santarosa.edu.

Evaluation. Include a 1-2 paragraph evaluation of the class so far. What has been the most important topic in this class and why? What has been the hardest topic to master? Do you have any suggestions to improve the class?

