

Graphic Communications

I. Demonstrate competencies related to the digital workflow process to related PrintED competencies

Tasks Instructions:

Each number to the right refers to a single student/candidate (1-10). Place a check (✓) in the respective column for the appropriate student/candidate number (1-10) if the skills listed below are observed as stated. Leave blank if not observed. Student/candidate will only get credit for the skills they have demonstrated.

1	2	3	4	5	6	7	8	9	10
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Follow instructions on job ticket

- Explain the nature and type of instruction relevant to this type of work
- Determine all implications of the instructions on the steps that follow

Use page layout software

- Use InDesign
- Use QuarkXPress
- Distinguish between the functionality of each page layout software

Check files in preparation for preflight

- Describe the steps to be followed prior to preflight

Complete preflight procedures

- Explain the process and concept of checking files to rip

Check and make necessary corrections to files prior to preflight

- Apply the use of a checklist prior to preflight

Apply instructions for ripping of completed files

- Explain terminology and directions prior to preflight

Demonstrate knowledge of the PMS color system

Demonstrate knowledge of type use in page layout design

- Explain how type can impact design

Make adjustments when sending a job to an output device

<ul style="list-style-type: none"> Explain the procedures for checking files before preflight 											
Save a completed file											
<i>Safety and infection control are adhered to during all aspects of this task.</i>											
<i>The student completed task within the time limited.</i>											
Points earned											
Total possible points (9)											

III. Demonstrate competencies related to finishing processes to related PrintED competencies

Tasks Instructions:

	1	2	3	4	5	6	7	8	9	10
Read instructions for use of tabletop folding equipment <ul style="list-style-type: none"> Define terms used in folding procedures Describe various folding procedures 										
Make adjustments on tabletop folder <ul style="list-style-type: none"> Explain the components and functionality of the tabletop folder 										
Make adjustments for a letterfold <ul style="list-style-type: none"> Describe the characteristics of a letterfold fold 										
Make adjustments for an accordion fold <ul style="list-style-type: none"> Describe the characteristics of an accordion fold 										
Demonstrate knowledge of paper characteristics										
<i>Safety and infection control are adhered to during all aspects of this task.</i>										
<i>The student completed task within the time limited.</i>										
Points earned										
Total possible points (7)										

IV. Demonstrate competencies related to offset press operations processes to related PrintED competencies

Tasks Instructions:

