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Student Name

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High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION**

**Baker College**

Please check below each skill the student has mastered with a minimum of 80 percent accuracy or with an A or B grade.

**GRC121 INTRODUCTION TO DESKTOP PUBLISHING**

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
The student will demonstrate the ability to complete all of the assigned hands-on exercises, using the most recent version of InDesign methods/features:		
Document setup including: margins and guide, custom workspaces, using bridge and saving.		
Create, edit, and flow text using a variety of techniques including frames, text blocks, and text on a curve.		
Format text using a variety of attributes: font, size, color, kerning, tracking, leading, hyphenation, and accessing special characters.		
Create lists using tabs (hanging indents, decimal tabs), create tables, and build a drop cap.		
Utilize drawing tools native to InDesign (lines, shapes, gradients, compound paths, and pathfinder operations).		
Demonstrate the ability to import and modify artwork.		
Utilize transparency and effects including clipping paths and alpha channels.		
Create, apply, and modify style sheets to change layout/publication specifications.		
Set up master pages with headers, footers, and page numbers and suppress some or turn off all master page elements for individual pages.		
Understand printing requirements such as color separation, trapping, necessary files to send, and font considerations, bleeds, preflight, packaging, and the PDF workflow.		
Demonstrate an understanding of the theory of page layout concepts (single-sided vs. facing pages) and the importance of grid structures.		
Demonstrate an understanding of the application software by performing hands-on tests to design flyers/brochures and multi-page bulletins/newsletters.		

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_