

PREPARATION GUIDE – THE PUBLISHING CERTIFICATION EXAM

Overview

The Publishing Certification exam includes two parts. In the written portion you will find the following types of questions: definitions, multiple choice, true & false with a required brief explanation of your answer, matching, and short answers for publishing scenarios. In the second part of the exam, you will recreate a publication using CoreDossier.

This preparation guide includes information on:

- Certification
- Preparation Tools
- Skill Matrix

Certification

Certification as a publisher has three levels. Each level is awarded based on the average of the percentage score from both parts of the exam. The levels are:

- 70% - Certified CoreDossier Publisher
- 80% - Certified Advanced CoreDossier Publisher
- 85% - Certified CoreDossier Expert Publisher

Preparation Tools

In addition to your hands-on experience publishing with CoreDossier, you may want to use the following tools and training to help you prepare for this exam:

Written Documentation

- Student Guides from classroom training
- CoreDossier Guides installed with Assembler on your workstation
 - User Guide (*\ESPS\EspShared\cduser.pdf)
 - Administrator Guide (*\ESPS\EspShared\cdadmin.pdf)
 - Release Notes (*\ESPS\EspShared\cdrel.pdf)

Instructor Led Classes

- PUB – Publishing with CoreDossier
- ADP – CoreDossier Advanced publishing
- TEM – Creating CoreDossier Templates
- CRC – CoreDossier Certified publishing Review Class

Liquent Learning Network (LLN) Classes

- PUB5 series – Publishing with CoreDossier
- ADP5 series – CoreDossier Advanced publishing
- TEM5 series – Creating CoreDossier Templates

What's Being Measured

This certification exam measures your ability to demonstrate knowledge of publishing with CoreDossier and your ability to apply this knowledge in the creation of a publication.

Skill Matrix

Before you take the exam, you should be fully proficient in all CoreDossier publishing functions. The necessary skills are presented in the following matrix. The matrix also shows the CoreDossier course you may take to help you reach competency in these skills.

All topics are covered in detail in the CoreDossier User Guide and the CoreDossier Administrator Guide.

Skills measured by Publishing Certification Exam	Course	LLN Course
Working with the Publication Manager		
<ul style="list-style-type: none"> Define what CoreDossier does Define the Publication Manager Manage Categories and Publications Access the Publication Wizard 	<ul style="list-style-type: none"> PUB PUB PUB PUB 	<ul style="list-style-type: none"> PUB5-02 PUB5-02 PUB5-02 PUB5-02
Using Property and Content Templates		
<ul style="list-style-type: none"> Describe the relationship between templates & publications Define a property & a content template Differentiate between a property template & content template Import a property template to the Report tab Import a content template to the Report tab 	<ul style="list-style-type: none"> TEM TEM TEM TEM TEM 	<ul style="list-style-type: none"> TEM5-02 TEM5-03, 06 TEM5-03 TEM5-06 TEM5-06
Creating a Publication		
<ul style="list-style-type: none"> Create a publication using property and content templates Create a publication copying a pre-existing publication Name major and minor division Set PDF Output location Set PostScript Output location Set number of pages per volume 	<ul style="list-style-type: none"> PUB PUB PUB PUB PUB PUB 	<ul style="list-style-type: none"> PUB5-04 PUB5-04 PUB5-04 PUB5-04 PUB5-04 PUB5-04
Working in the Publication Window		

Skills measured by Publishing Certification Exam	Course	LLN Course
<ul style="list-style-type: none"> • Define Publication Properties • Access Publication Properties • Give user groups access to a publication • Make cover pages contribute to the page count • Describe the function of the DMS Choose Location buttons • Change the Component Title Format String • Use the Previous and Next buttons 	<ul style="list-style-type: none"> • PUB • PUB • PUB • PUB • PUB • PUB • PUB 	<ul style="list-style-type: none"> • PUB5-05 • PUB5-05 • PUB5-04 • PUB5-05 • PUB5-05 • PUB5-05 • PUB5-05
Managing the Publication Structure		
<ul style="list-style-type: none"> • Define the different outline elements • Add/modify/delete outline elements • Promote and demote outline elements • Copy and paste outline elements 	<ul style="list-style-type: none"> • PUB • PUB • PUB • PUB 	<ul style="list-style-type: none"> • PUB5-06 • PUB5-06 • PUB5-06 • PUB5-06
Working with Source Files		
<ul style="list-style-type: none"> • Demonstrate how to assign and insert documents • Differentiate between assigning and inserting a document • Define placeholders and identify them in a publication • Modifying PDF Forms • Override a Transformation plug-in • Suppress a header and footer in a document 	<ul style="list-style-type: none"> • PUB • PUB • PUB • PUB • ADP • ADP 	<ul style="list-style-type: none"> • PUB5-07 • PUB5-07 • PUB5-07 • PUB5-07 • ADP5-06 • ADP5-06
Attaching Source Files		
<ul style="list-style-type: none"> • Define Docmark and Datamark • Differentiate between attaching source files and data files • Demonstrate the steps to attach a source document • Demonstrate the steps to attach a data file 	<ul style="list-style-type: none"> • ADP • ADP • ADP • ADP 	<ul style="list-style-type: none"> • ADP5-04 • ADP5-04 • ADP5-04 • ADP5-04

Skills measured by Publishing Certification Exam	Course	LLN Course
Transformation		
<ul style="list-style-type: none"> • Define Generator • Define the Transformation processes for Part 1 and 2 • Define the process of 'watching' a publication • Describe Apply/Do Not Apply Author Changes • Differentiate between Send to queue and 'Watching' • Define/describe the effects of password & macros on transformation jobs 	<ul style="list-style-type: none"> • PUB • PUB • PUB • PUB • PUB • **Note 	<ul style="list-style-type: none"> • PUB5-10 • PUB5-10 • PUB5-10 • PUB5-10 • PUB5-10 • ADM5-09
<p><i>**Note: refer to the CoreDossier Administrator Guide (esps/espsshared/help/cdadmin.pdf)</i></p>		
Reconciling Document Extracts		
<ul style="list-style-type: none"> • Define an extract • Define/describe autoreconciliation rules • Manually reconcile extracts • Create manual extracts • Validate User Defines Extracts • Suppress and extract • Identify and demonstrate how to remove a blank node 	<ul style="list-style-type: none"> • PUB • PUB • PUB • PUB • PUB • PUB • ADP 	<ul style="list-style-type: none"> • PUB5-11 • PUB5-11 • PUB5-11 • PUB5-12 • PUB5-12 • PUB5-12 • ADP5-06
Cross References		
<ul style="list-style-type: none"> • Define Document and Publication cross-references • Define Automatic cross-references • Create a document cross-reference citation string • Create a cross-reference citation using a Custom String • Create a cross-reference on a PDF rendition page • Resolve author created cross-references • Explain minimum font size 	<ul style="list-style-type: none"> • PUB • ADP • PUB • ADP • PUB • PUB • PUB 	<ul style="list-style-type: none"> • PUB5-14 • ADP5-05 • PUB5-14 • ADP5-05 • PUB5-14 • PUB5-14 • PUB5-14
Creating Table of Contents (TOC)		
<ul style="list-style-type: none"> • Create a PDF TOC outline • Identify the process to create automatic PDF TOC • Modify outline components in a TOC range • Modify the line spacing in a PDF TOC 	<ul style="list-style-type: none"> • PUB • PUB • PUB • TEM 	<ul style="list-style-type: none"> • PUB5-15 • PUB5-15 • PUB5-15 • TEM5-05

Skills measured by Publishing Certification Exam	Course	LLN Course
Adding Special Sheets		
<ul style="list-style-type: none"> • Describe the three types of special sheets • Create a cover page 	<ul style="list-style-type: none"> • PUB • PUB 	<ul style="list-style-type: none"> • PUB5-16 • PUB5-16
Working with Master Pages		
<ul style="list-style-type: none"> • Create master pages • Modify master page settings • Set the default master page • Prevent collision of headers • Describe the ‘<i>Contribute to total page count setting</i>’ • Explain the concept of ‘<i>Inherit from Parent</i>’ 	<ul style="list-style-type: none"> • TEM • TEM • TEM • TEM • TEM • TEM 	<ul style="list-style-type: none"> • TEM5-04 • TEM5-04 • TEM5-04 • TEM5-04 • TEM5-04 • TEM5-04
Prepare for Publishing		
<ul style="list-style-type: none"> • Define <i>Prepare for Publish</i> • Create multiple paper and electronic volumes • Explain the purpose of splitting a document • Split a document • Handle large documents in volumes • Describe the reasons for preparing to publish multiple times 	<ul style="list-style-type: none"> • PUB • PUB • ADP • ADP • **Note • PUB 	<ul style="list-style-type: none"> • PUB5-17 • PUB5-17 • ADP5-02 • ADP5-02 • PUB5-17
**Note: refer to the CoreDossier User Guide (esps/espssshared/help/cduser.pdf)		
Publishing		
<ul style="list-style-type: none"> • Complete the publishing process • Describe how to reuse a publication in a submission 	<ul style="list-style-type: none"> • PUB • PUB 	<ul style="list-style-type: none"> • PUB5-18 • PUB5-09