

# PREPARATION GUIDE – THE PUBLISHING CERTIFICATION EXAM

## Overview

The Publishing Certification exam includes two parts. In the written portion (3 hours) 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 (4 hours), you will use EZsubs to publish a volume and electronic output of a virtual document.

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 EZsubs Publisher
- 80% - Certified Advanced EZsubs Publisher
- 85% - Certified EZsubs Expert Publisher

## Preparation Tools

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

### Written Documentation

- Student Guides from previous training
- EZsubs Tutorial Book.pdf
- Documentum Publishing Module (DPM) User Guides located at:  
\*/EZsubs54/Integration/DPM/Docs/0009

### Instructor Led class

- EZsubs Review Class for the Publishing Certification Exam – 1 day

## What's Being Measured

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

### Skill Matrix

Before you take the exam, you should be fully proficient in all EZsubs publishing functions. The necessary skills are presented in the following matrix. The matrix also shows the EZsubs resource files that will help you reach competency in these skills.

All topics are covered in detail in the EZsubs Tutorial Book and DPM User Guides.

| Skills measured by Publishing Certification Exam                                                                                                                                                                                                                                                  | Resource File                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Getting Started</b>                                                                                                                                                                                                                                                                            |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Define what EZsubs does</li> <li>• Describe publishing effects</li> <li>• Describe the DPM Server</li> <li>• Describe the Submission Manager</li> </ul>                                                                                                  | DPM User Guide.pdf<br>Publishing Essentials.pdf<br>DPM Administration Guide.pdf<br>Submission Manager User Guide.pdf |
| <b>Working in the Profile Manager</b>                                                                                                                                                                                                                                                             |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Define a profile</li> <li>• Create a profile from scratch</li> <li>• Create a profile from a template</li> <li>• Modify a profile</li> <li>• Describe the function of the Settings tab</li> <li>• Describe the function of the Attributes tab</li> </ul> | Managing Profiles. PDF<br>Using Profiles.pdf<br>Publishing Essentials.pdf<br>Settings tab.pdf<br>Attributes tab.pdf  |
| <b>Creating a Virtual Document</b>                                                                                                                                                                                                                                                                |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Create a virtual document from a no content object</li> <li>• Add source documents to a virtual document</li> </ul>                                                                                                                                      | EZsubs Tutorial Book.pdf                                                                                             |
| <b>Working with Overlays and Matter</b>                                                                                                                                                                                                                                                           |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Define an overlay file</li> <li>• Create a Portrait overlay</li> <li>• Create a Landscape overlay</li> <li>• Create a TOC overlay</li> <li>• Create a TOT overlay</li> <li>• Define Body Matter</li> <li>• Create Front Matter</li> </ul>                | Publishing Essentials.pdf                                                                                            |

| Skills measured by Publishing Certification Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Resource File                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Working with Table of Contents (TOC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                            |
| <ul style="list-style-type: none"> <li>• Describe 3 types of TOCs</li> <li>• Create a TOC Definition File</li> <li>• Create an overall TOC for a submission</li> <li>• Create a TOC overlay</li> <li>• Create a TOT overlay</li> <li>• Describe creating TOCs for Sections, Breaks, or Volumes</li> <li>• Exclude components from the TOC</li> </ul>                                                                                                                                                          | ATOC User Guide.pdf<br>TOC Editor.pdf<br>Publishing Essentials.pdf         |
| <b>Bookmarks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
| <ul style="list-style-type: none"> <li>• Define PDFrender</li> <li>• Define bookmarks</li> <li>• Describe the automatic generation of bookmarks</li> <li>• Describe a nested bookmark</li> </ul>                                                                                                                                                                                                                                                                                                              | Publishing Essentials.pdf                                                  |
| <b>Using Attributes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
| <ul style="list-style-type: none"> <li>• Define a simple attribute</li> <li>• Create a simple attribute in an overlay</li> <li>• Define a nested attribute</li> <li>• Define a multi-line attribute</li> <li>• Create a multi-line attribute in Front Matter</li> <li>• Define a barcode attribute</li> <li>• Define a graphic attribute</li> <li>• Define reserved attributes</li> <li>• Use Reserved Attributes in an overlay</li> <li>• Define delimiters</li> <li>• Create a literal attribute</li> </ul> | Reserved Attributes.pdf<br>Attributes tab.pdf<br>Publishing Essentials.pdf |
| <b>Cross References</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
| <ul style="list-style-type: none"> <li>• Create a signpost cross reference</li> <li>• Resolve signpost cross references</li> <li>• Create hyperlinks in Word and PDF file</li> <li>• Create hyperlinks between files</li> </ul>                                                                                                                                                                                                                                                                               | Xref Manager User Guide.pdf                                                |

| Skills measured by Publishing Certification Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Resource File                                                                                                                                                                       |
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| <b>Volume Publishing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Describe the function of the Component tab</li> <li>• Describe the Volume Compiler feature</li> <li>• Insert Section, Part or Volume breaks</li> <li>• Modify Section, Part or Volume breaks</li> <li>• Manage large documents in a volume</li> <li>• Describe the process to automatically insert TOCs for breaks</li> <li>• Publish a virtual document containing breaks</li> <li>• Use a “volume output” profile to publish a virtual document</li> <li>• Use a profile from a previous published output</li> <li>• Describe PDFfusion</li> <li>• Describe printing to a DocuTech printer</li> </ul> | <p>Volume Compiler.pdf<br/> Components tab.pdf<br/> DPM Graphical Interface.pdf<br/> Using Profiles.pdf<br/> Printing with a DocuTech printer.pdf<br/> EZsubs Tutorial Book.pdf</p> |
| <b>Electronic Publishing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Publish an electronic output</li> <li>• Modify an electronic output profile</li> <li>• Use an “electronic output” profile to publish a virtual document</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>EZsubs Tutorial Book.pdf<br/> Components tab.pdf<br/> DPM Graphical Interface.pdf<br/> Using Profiles.pdf</p>                                                                    |
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