

<b>Title</b>	<b>Produce interactive pdf files for online or screen display</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	People credited with this unit standard are able to: prepare an interactive pdf file to a given brief; produce documents digitally; create navigation that is consistent and user friendly; and proof and edit documents, test navigation and links, and make corrections.
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<b>Classification</b>	Printing > Digital Processes for Print
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation, regulations and/or standards relevant to this unit standard includes but is not limited to the:
  - Copyright Act 1994;
  - Harmful Digital Communications Act 2015;
  - Health and Safety at Work Act 2015;
  - Privacy Act 2020.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

A *brief* refers to a clear description of the outcomes sought by the customer and the constraints to be met by a successful solution. Brief must contain a statement of use, and purpose, and requirements against which the document can be evaluated.

A *conceptual design* refers to a drawing or sketch which clearly indicates the final product and is of standard suitable to show to a customer.

A *plan* outlines how the requirements of the brief will be realised.

*Job requirements* refer to specific requirements for the print job at hand. These requirements may or may not be covered in the workplace job documentation and may include special instructions or quality requirements expected by the customer and/or the production standards of the print workplace and/or organisation.

*Navigational design* refers to the navigation system (related links, pagination [previous/next page], footer navigation, etc.) that a visitor can use to move around the PDF and the visual appearance of such systems (hyperlinked text, tabs, buttons, etc).

*Recognised ethics* refers to meeting the standards expected by acts of parliament and the workplace such as respecting privacy, protecting intellectual property and copyright, and meeting the requirements of the video recording act.

*Usability requirements* refer to the ease of use of the interactive pdf. Some broad goals of usability are the presentation of information and choices in a clear, concise and consistent way; a lack of ambiguity; and the placement of important items in appropriate areas.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the print sector.

- 3 It is recommended that people hold credits for Unit 27881, *Create simple jobs using digital processes for printing*, before being assessed against this unit standard.

4 **Range**

A minimum of four interactive pdf files that demonstrate a range of interactive components must be produced.

Evidence of planning may be oral, written, and/or graphic.

Plan may include – key milestone outcomes; how resources such as time, expertise, and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone; how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.

5 **Assessment information**

The brief can be created either as part of employment or in response to a set task.

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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## **Outcomes and performance criteria**

### **Outcome 1**

Prepare an interactive pdf file to a given brief.

### **Performance criteria**

- 1.1 Check the brief to identify the customer's requirements for the production of an interactive pdf document.

Range includes – use, purpose, display requirements, target audience, specifications (including constraints) required for the document to realise its purpose.

- 1.2 Develop a plan which identifies all the different processes required to meet the brief by the given deadline.

- 1.3 Incorporate design, layout and navigational principles and practices into the design of each document.

Range design and layout may include but is not limited to – eye flow, balance, proportion, harmony, contrast, space, scale, alignment, proximity, consistency;  
navigation may include but is not limited to – a variety of navigational options may include – providing context, consistency, support.

- 1.4 Produce a conceptual and navigational design which meets the brief requirements, incorporates design principles, and usability requirements.

## Outcome 2

Produce documents digitally.

### Performance criteria

- 2.1 Select and use appropriate software in accordance with job requirements.
- 2.2 Choose a typeface suitable for online display and format text using typographic conventions, add chunked and article threads, to ensure good readability on screen.
- 2.3 Assemble documents electronically from the concept design to suit the display options in the job specifications.
- 2.4 Check documents to ensure that the quality of graphics used meets the job requirements.
- Range includes but is not limited to – composition, resolution, colours.
- 2.5 Use text and graphic images in accordance with recognised ethics and copyright standards.
- 2.6 Set screen display settings to meet job requirements.
- Range may include but is not limited to – page view, page transitions, multimedia elements.

## Outcome 3

Create navigation that is consistent and user friendly.

### Performance criteria

- 3.1 Incorporate navigation into the pdf document.
- Range may include but is not limited to – internal and external links, actions, bookmarks, article threads, buttons, text fields, check boxes, radio buttons, list boxes, menus.

3.2 Use navigational principles in accordance with job requirements.

Range includes a variety of navigational options given at any one time including information on where the user is, and providing context, consistency and support for the user.

3.3 Save electronic files in the required pdf format and manage in accordance with job requirements.

Range may include but is not limited to – naming, storage, backups, embedding fonts and graphics.

#### Outcome 4

Proof and edit documents, test navigation and links, and make corrections.

#### Performance criteria

4.1 Compare documents to the brief and correct as necessary to meet job requirements.

4.2 Test navigation to meet job requirements.

4.3 Test all links, bookmarks and actions to ensure operation of the interactive pdf meets job requirements.

4.4 Obtain approval for final proof.

<b>Planned review date</b>	31 December 2027
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 September 2013	31 December 2027
Review	2	30 March 2023	N/A
Revision	3	27 February 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.