Activity guide structure

An *Activity outline* describes all activities that are included in this guide. View the outline to determine which activities best meet your needs and the requirements of your prepress environment.

Each activity includes the following standard components:

Who should complete this activity

Suggests who should complete an activity based on their job role.

Why you should complete this activity

Defines the importance of completing the activity.

Recommended reading

Lists reading materials that are associated with an activity.

Time to complete this activity

States an approximate time required to complete an activity.

Tasks

Provides steps to follow when performing an activity.