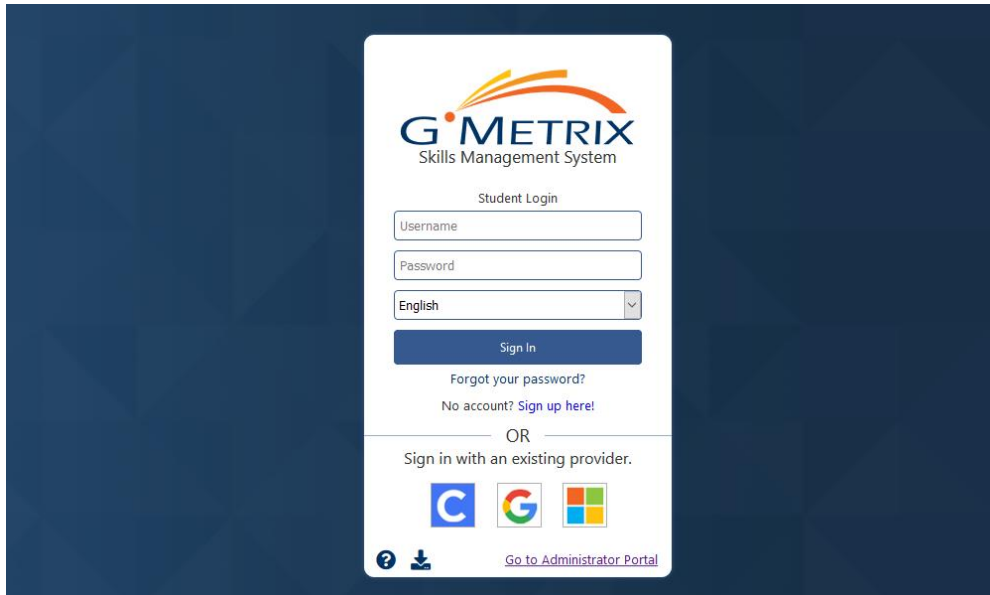
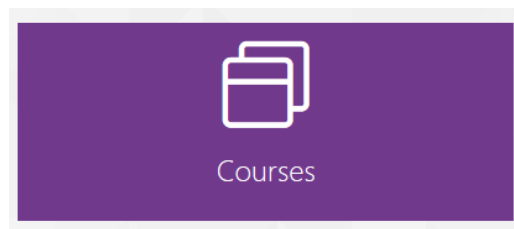


GMetrix Video Training

Step 1 - Navigate to www.gmetrix.net to register an account for yourself if you do not already have one.



Step 2 – Once your account is registered, please login and click on the Purple “Courses” Button.



Step 3 – To activate the Video training click on the “Start a New Course” Button.

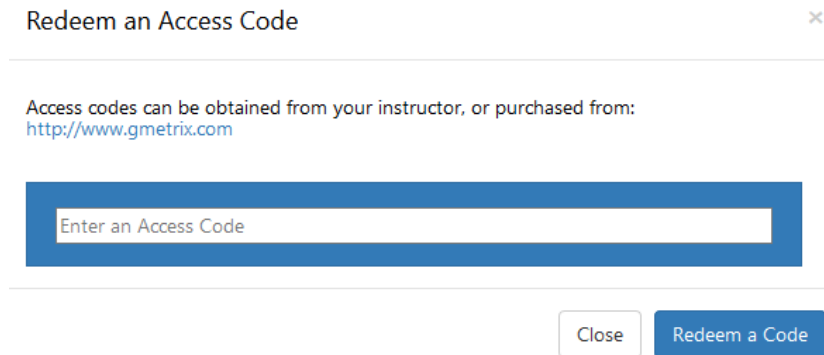


Step 4 – If you have not previously redeemed an Access Code, please click on the green “Redeem New Access Code” Button.

Choose a Course

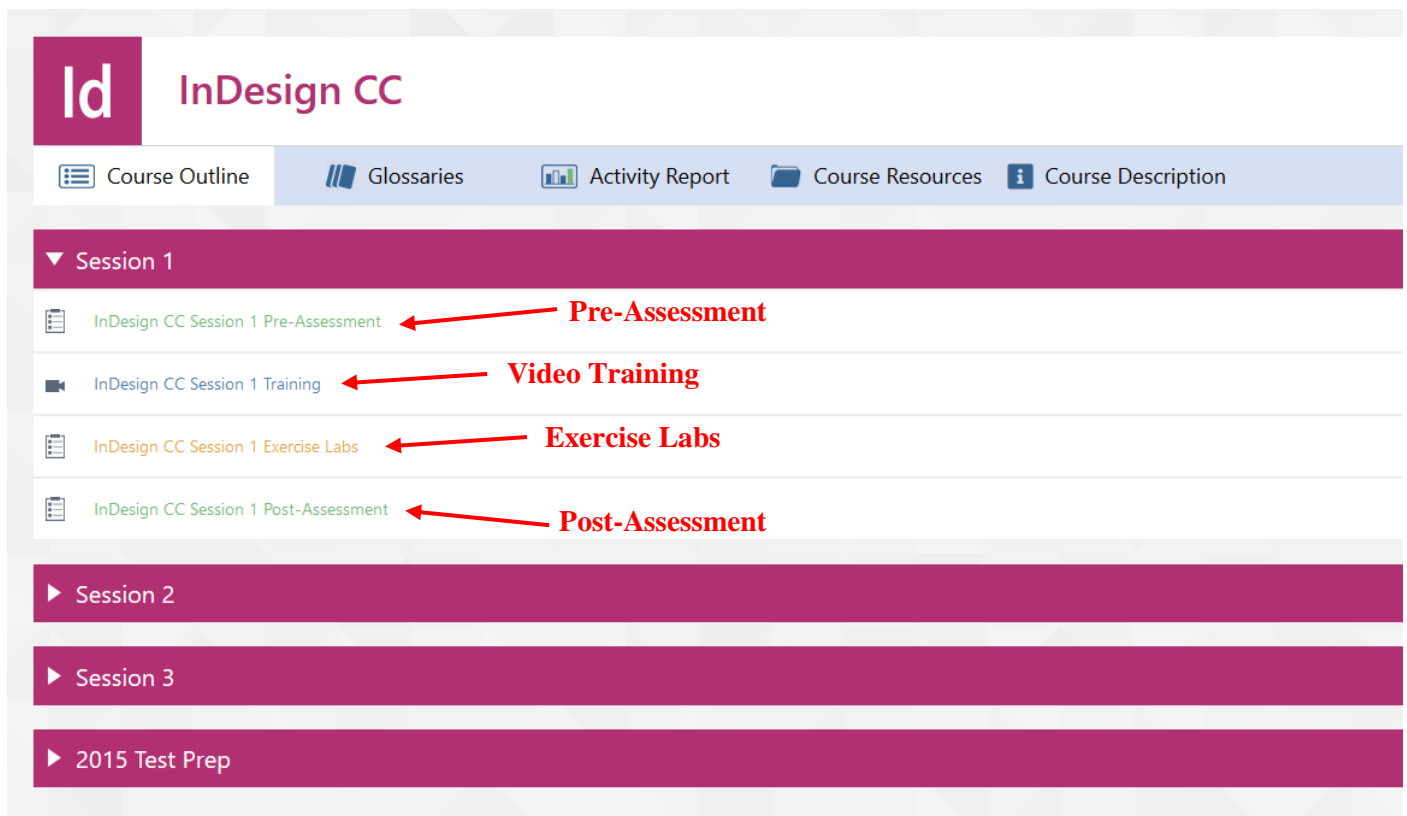
Redeem New Access Code

Step 5 – Enter your Access code into the Dialog box then click “Redeem a Code”. The format for the video training code is typically **LKey-xxxxx-xxxxx-Id**



Step 6 – Click on the “Start a New Course” again, you should see your video training course displayed on the screen.

Step 7 – Click onto the course Title to begin the video training. The training is divided into the Objectives. Within each of these sections you will find a **Pre-Assessment**, Lessons (these include the **Video Training** clips, and **Exercise Labs**) as well as the **Post Assessment** at the end.

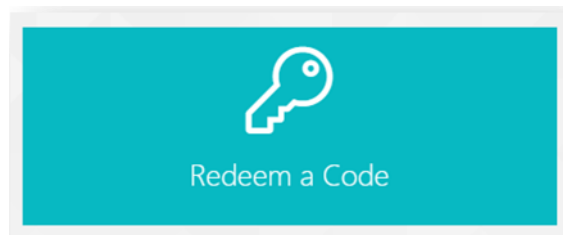


GMetrix Practice Tests

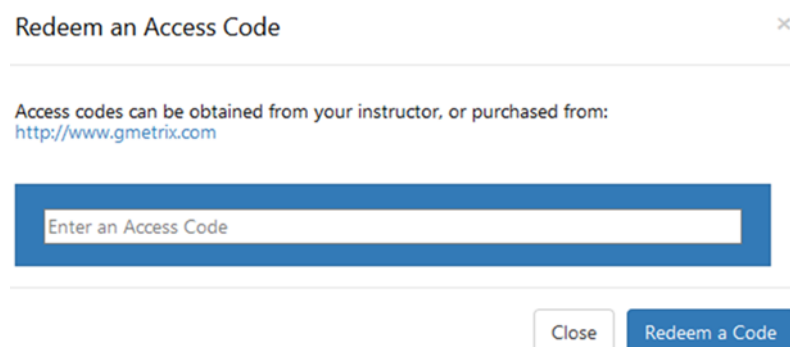
Step 1 – Depending on the version of the ACA CC practice tests you are doing you may need to Install the GMetrix application from <https://support.gmetrix.net/download>

Please note: The installed version of GMetrix is used for the ACA CC 2018 tests. ACA CC 2013/2015 is browser based and can be completed via your GMetrix account at www.gmetrix.net

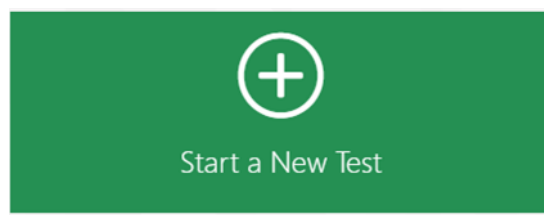
Step 2 – Once logged in to your GMetrix account First activate your Access Code by clicking on the “Redeem a Code” button.



Step 3 - Enter your Access code into the Dialog box then click “Redeem a Code”. The format for the video training code is typically **xxxxx-ID-xxxxx**

A dialog box titled "Redeem an Access Code" with a close button (X) in the top right corner. Inside the dialog, there is a text area containing the text "Access codes can be obtained from your instructor, or purchased from: <http://www.gmetrix.com>". Below this is a text input field with the placeholder text "Enter an Access Code". At the bottom right of the dialog are two buttons: "Close" and "Redeem a Code".

Step 4 – Click on “Start a New Test” to begin.



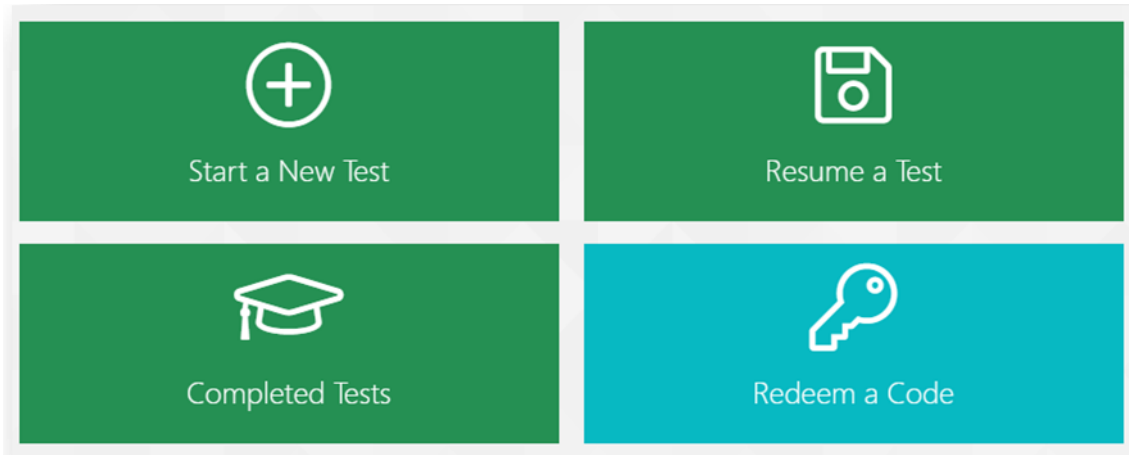
Step 5 – Select the relevant application Photoshop, InDesign, Illustrator... from the list of available.

Step 6 – The tests can be started in either “Training” or “Testing” mode.

Training Mode – These tests have a help feature and are not timed tests

Testing Mode – These tests do not have the help feature and they have a time limit (similar to the Exam)

Step 7 - Tests that have been saved can be resumed by clicking on the "Resume a Test" button, and you can find your score report for tests that have been finished by clicking on the "Completed Tests" button.



Step 8 – Click on the "Completed Tests" button to view your Score Reports for test that were previously finished.