

Adobe® Certified Expert Program

Product Proficiency Exam Bulletin

Adobe® Acrobat® 9 Professional Exam # 9A0-084

ACE Certification Checklist

The checklist below will help guide you through the process of obtaining ACE certification.

- Review this bulletin to become familiar with the topic areas and objectives of the exam.
- Identify the topic areas and objectives you need to study.
- Determine which study materials you need to improve your skills.
- For a list of recommended study materials, visit:
<http://www.adobe.com/misc/training.html>

Study for the exam.

- Contact Pearson VUE or Thomson Prometric to register for an exam:
Pearson VUE: <http://www.pearsonvue.com/adobe>
Thomson Prometric: <http://www.prometric.com/Adobe/default.htm>
When registering for the exam, refer to the exam number located at the top of this bulletin.
- Take the exam.

Your score is electronically reported to Adobe. Please allow 2-4 weeks from the date you pass the exam to receive your ACE Welcome Kit.

Exam Structure

The following lists the topic areas and percentage of questions delivered in each topic area:

	% of Exam	# of Questions
Viewing and navigating PDF documents	6	3
Combining PDF documents	12	6
Modifying and enhancing PDF documents	12	6
Reviewing, collaborating, and commenting	16	8
Creating PDF documents	20	10
Managing document security	12	6
Creating forms and collecting data	10	5
PDF standards and print production	12	6

Number of Questions and Passing Score

- 50 questions
- 70% minimum required to pass

Test Content: Topic Areas and Objectives

1. Viewing and navigating PDF documents

- Explain how to access and use navigation features in a PDF document.
- Use Search to locate specific information in PDF documents. (Search features include: Advanced search, location, indexes, across PDF Portfolios)
- Given a viewing option, explain the purpose of and how to use that option. (Options include: Full screen mode, Split, Zoom tools, Pages panel)

2. Combining PDF documents

- Given a tool or feature, use that tool or feature to combine PDF documents. (Options include: Create a PDF Portfolio, Merge command, Create and/or combine files by using drag-and-drop)
- Manage how files are combined and optimized by using the Combine Files dialog box.
- Manage the creation of PDF Portfolios.

3. Modifying and enhancing PDF documents

- Use the Document menu to modify and enhance a PDF document. (Commands include: Header & Footer, Background, Watermark, Split Document)
- Given a tool on the Advanced Editing toolbar, explain how to use that tool. (Tools include: Touchup Text, Touchup Object, Crop, Link)
- Create and modify bookmarks by using the Bookmarks panel.

- Given a PDF document, reduce the size of that PDF document. (Options include: Using the PDF Optimizer, Reduce File Size)
 - Embed audio, video, and Flash content in a PDF document.
 - Given a PDF document, use the available tools to enable accessibility.
- 4. Reviewing, collaborating, and commenting**
- Use the Geospatial Location Tool to discover geospatial data in a PDF Map.
 - Given a scenario, describe the methods available for conducting a review, and when you would use that method. (Methods include: Using Acrobat.com, live collaboration, shared review, e-mail-based review)
 - Conduct and manage reviews by using the Review Tracker.
 - Set up an E-mail review of an Adobe PDF document.
 - Set up a shared review of an Adobe PDF document by using Acrobat.com or an internal server.
 - Add comments to a PDF document.
 - Set up and participate in a Page View Sharing session. (Send and Collaborate Live)
- 5. Creating PDF documents**
- List and describe the methods available for creating PDF documents. (Methods include: From a Scanner, from a File, from the Clipboard)
 - Create a PDF document by using Adobe PDF Printer.
 - Create a PDF document by using Adobe PDFMaker.
 - Create a PDF document by using Acrobat Distiller.
 - Create a PDF document from a Web page.
 - Create a PDF document from a Create Suite application.
- 6. Managing document security**
- List and describe methods that can be used to secure a PDF document by using passwords.
 - List and describe the methods available for creating and acquiring digital signatures and certificates.
 - Certify a document by applying a digital signature.
 - Secure documents by creating a security envelope.
 - Describe the security functionality provided by using Adobe LiveCycle Rights Management ES.
 - Examine documents for and remove hidden data by using the Redaction commands.
- 7. Creating forms and collecting data**
- Compare and contrast the functionality provided for creating forms by using Adobe LiveCycle Designer ES versus using the Acrobat forms tools.
 - Explain the functionality provided by the Form Editing mode.

- Compile and manage form data. (Scenarios include: distributing forms, collecting form data, tracking responses, compiling and analyzing responses)
- 8. PDF standards and print production**
- List and describe the features and options made available through the Print Production toolbar.
 - Given an option in the Output Preview dialog box, explain the purpose of that option.
 - Given an option in the Convert Colors dialog box, explain the purpose of that option.
 - Given a scenario, select the appropriate option in the Preflight dialog box. (Scenarios and options include: Understanding the difference between a fixup and a check, creating and editing a Preflight Droplet)
 - Given a PDF standard, describe the differences and discuss options in the Standards panel. (Options include creating, converting, and verifying: PDF/X, PDF/A, PDF/E documents)
 - Given a scenario, control flattening of a transparent PDF document.

Practice Exam

prepare for the exam, closely review the topic areas and objectives in this Exam Bulletin.

1.1 Explain how to access and use navigation features in a PDF document.

You are reading an article thread in a PDF document. What should you do to return to the beginning of the thread?

- A. Shift+click within the article
- B. Double-click within the article
- C. Right-click (Windows) or Ctrl+click (Mac OS) within the article
- D. Ctrl+click (Windows) or Option+click (Mac OS) within the article

Correct answer: D

2.1 Given a tool or feature, use that tool or feature to combine PDF documents.

You want to add a PDF document into the middle of another PDF document. Which should you choose?

- A. Assemble PDF Portfolio
- B. Document > Insert Pages
- C. Document > Split Document

D. Merge Files into a Single PDF

Correct answer: B

3.1 Use the Document menu to modify and enhance a PDF document.

You have converted a scanned document to PDF. You select Optimize Scanned PDF. What will the Deskew option do?

- A. Rotate a document 45 degrees clockwise.
- B. Remove excess color at high contrast edges.
- C. Remove dark streaks that occur at edges of scanned pages.
- D. Rotate a PDF page to correct for misalignment on a scanner.

Correct answer: D

4.2 Given a scenario, describe the methods available for conducting a review, and when you would use that method.

Which statement about using Adobe Reader to participate in a review of a PDF document is true?

- A. Commenting rights can only be enabled in versions of Adobe Reader 6 or later.
- B. When you initiate a managed review, commenting rights are automatically enabled in Adobe Reader.
- C. If you enable commenting for Adobe Reader in a digitally signed document, the signature remains valid.
- D. If you send a PDF document directly in email, commenting rights are automatically enabled in Adobe Reader.

Correct answer: B

5.1 List and describe the methods available for creating PDF documents.

You are working on a Windows PC. You have copied some text from a document and want to convert that text into a PDF document. Which should you choose from the Create button on the task bar?

- A. PDF from File
- B. PDF from Scanner

- C. PDF from Clipboard
- D. PDF from Web Page

Correct answer: C

6.1 List and describe methods that can be used to secure a PDF document by using passwords.

You are creating a security policy that uses password security. Which setting allows search engines to access document information?

- A. Encrypt all document contents
- B. Compatibility: Acrobat 3.0 and later
- C. Compatibility: Acrobat 5.0 and later
- D. Encrypt all document contents except metadata

Correct answer: D

6.6 Examine documents for and remove hidden data by using the Redaction commands.

Where can you specify that every PDF document is examined for hidden data before it is closed?

- A. in the Preferences dialog box
- B. in the Document Properties dialog box
- C. choose Advanced > Redaction > Search and Redact
- D. choose Advanced > Redaction > Redaction Properties

Correct answer: A

7.1 Compare and contrast the functionality provided for creating forms by using Adobe LiveCycle Designer ES versus using the Acrobat forms tools.

You want to create a dynamic form with fields that show or hide based on user interaction. Which should you use?

- A. Acrobat Pro form tools
- B. LiveCycle Designer ES
- C. Acrobat Standard form tools

D. Acrobat Pro Extended form tools

Correct answer: B

7.3 Compile and manage form data.

You want to save the information from a completed PDF form as a data file that will preserve all the data in much less space. Which command should you choose?

A. Forms > Track Forms

B. Forms > Manage Form Data > Export Data

C. Advanced > Accessibility > Change Reading Options

D. Advanced > Document Processing > Set Document Actions

Correct answer: B

8.2 Given an option in the Output Preview dialog box, explain the purpose of that option.

You want to use the Output Preview dialog box to highlight areas in your document that have an ink coverage of greater than 280%. What should you do?

A. Turn on Simulate Black Ink

B. Click the Ink Manager button

C. Turn on Total Area Coverage

D. Choose 5 by 5 average from the Sample Size lists

Correct answer: C