

# Adobe® Certified Expert Program

## Recertification Exam Bulletin

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### Adobe® Acrobat® 9 Professional - Recertification Exam Exam # 9A0-085

#### 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.
- To register and take a recertification exam, go to:  
Thomson Prometric: <http://ibt.prometric.com/Adobe>
- 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.

#### Number of Questions and Passing Score

- 41 questions
- 76% minimum required to pass

#### Test Content: Topic Areas and Objectives

Following is a detailed outline of the information covered on the exam.

## **1. Viewing and navigating PDF documents**

- Use Search to locate specific information in PDF documents. (Search features include: across PDF Portfolios).

## **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)
- Manage the creation of PDF Portfolios.

## **3. Modifying and enhancing PDF documents**

- Use the Document menu to modify and enhance a PDF document.
- Embed audio, video, and Flash content in a PDF document.

## **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)
- Conduct and manage reviews by using the Review Tracker.
- Set up a shared review of an Adobe PDF document by using Acrobat.com or an internal server.
- Set up and participate in a Page View Sharing session. (Send and Collaborate Live)

## **5. Creating PDF documents**

- Not covered on the recertification exam.

## **6. Managing document security**

- List and describe the methods available for creating and acquiring digital signatures and certificates.
- Examine documents for and remove hidden data by using the Redaction commands.

## **7. Creating forms and collecting data**

- 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**

- 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)

## Practice Exam

Try out these practice questions to get a feel for the types of questions on the recertification exam. Please note that your performance here does not indicate how you will do on the actual exam. To fully prepare for the exam, closely review the topic areas and objectives in this Exam Bulletin.

### **1.2 Use Search to locate specific information in PDF documents. (Search features include: across PDF Portfolios.)**

You are searching the documents in a PDF Portfolio for the word “widgets”. In addition to PDF documents, which two file types will Acrobat search? (Choose two.)

- A. .doc
- B. .psd
- C. .indd
- D. .html
- E. .eps

Correct answer: A and D

### **2.1 Given a tool or feature, use that tool or feature to combine PDF documents. (Options include: Create a PDF Portfolio, Merge command)**

You have chosen File > Create PDF. Which two commands will allow you to create a PDF Portfolio? (Choose two.)

- A. From File
- B. Assemble PDF Portfolio
- C. From Selection Capture
- D. Batch Create Multiple Files
- E. Merge Files into a Single PDF

Correct answer: B and E

### **3.1 Use the Document menu to modify and enhance a PDF document. (Split Document)**

You have a large PDF document that you would like to split into several smaller PDF documents. You choose Document > Split Document. What should you do so that you can add a label and number to each document?

- A. Split the document by File size.
- B. Split the document by Top-level bookmarks.
- C. Click Output Options.
- D. Click Apply to Multiple.

Correct answer: C

### **4.3 Conduct and manage reviews by using the Review Tracker.**

You receive an email inviting you to participate in a document review, and you open the PDF email attachment. In order for this PDF to remain listed in the Joined folder of your Review Tracker, what action must you take?

- A. Save the file
- B. Close the file without saving
- C. Use the Save As command to save the file under a different name on your local system
- D. Use the Save a Copy command to save the file under a different name on your local system

Correct answer: A

### **4.5 Set up a shared review of an Adobe PDF document by using Acrobat.com or an internal server.**

You are setting up a shared review on an internal server. Where will the comments be stored?

- A. Acrobat.com
- B. on the internal server
- C. the initiator's local hard drive
- D. the recipient's local hard drive

Correct answer: B

### **6.2 List and describe the methods available for creating and acquiring digital signatures and certificates.**

When a contact sends you a certificate in email, it is displayed as which type of file attachment?

- A. .FDF

- B. .XFDF
- C. .XML
- D. .FLV

Correct answer: A

### **7.2 Explain the functionality provided by the Form Editing mode**

Which is a benefit of Form Editing mode?

- A. dragging and dropping fields to set the tab order
- B. enables interaction with Acrobat.com
- C. managing form data
- D. tracking forms

Correct answer: A

### **7.3 Compile and manage form data. (Scenarios include: distributing forms, collecting form data, tracking responses, compiling and analyzing responses)**

You have opened a completed PDF form. Which format is available for form data export?

- A. .doc
- B. .rtf
- C. .txt
- D. .xls

Correct answer: C

### **8.3 Given an option in the Convert Colors dialog box, explain the purpose of that option.**

You are outputting your PDF document to a high-end output device. Changes you make to color values within the Convert Colors dialog box have what impact on the file?

- A. Colors are temporarily converted during viewing.
- B. Colors are temporarily converted during viewing and printing.
- C. Colors are changed in the document for selected objects in the file.
- D. Colors are changed in the document for all specified object types on a page, ranges of pages, or all pages.

Correct answer: D

**8.4 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)**

You are in the Preflight dialog box and see these two icons next to a profile. What do these icons indicate? (See exhibit)



- A. The PDF document will be analyzed for compliance; any noncompliance will NOT be automatically fixed.
- B. The profile contains property statements that analyze the PDF document and if the document is NOT compliant, it will be automatically fixed.
- C. The PDF document will NOT be analyzed for compliance; but will be modified according to the assigned fixup.
- D. The PDF document will NOT be analyzed for compliance or modified.

Correct answer: A