

Adobe® Certified Expert Program

Product Proficiency Exam Bulletin

Adobe® Acrobat® X Pro Exam # 9A0-160

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 to register for an exam: *<http://www.pearsonvue.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 and will also be displayed when you complete your exam.
- Upon passing the exam, your certificate will be sent to you via email. Please ensure that you have provided an accurate email address.
- You can update your certification profile by going to: <http://www.adobe.com/support/certification/community.html>. You will need the information provided on your score report to create a user account.

Exam Structure

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

Topic Area	% of Exam	# of Questions
Viewing and navigating PDF documents	13%	6
Creating PDF documents	16%	8
Reuse PDF content	4%	2
Modifying and enhancing PDF documents	11%	5
Combining PDF documents	13%	6
Using the Actions Wizard	9%	4
Reviewing, collaborating, and commenting	13%	6
Creating forms and collecting data	6%	3
Managing document security	9%	4
PDF standards and print production	6%	3

Number of Questions and Passing Score

- 47 questions
- 67% 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

- Describe how to access and when to use navigation features in a PDF document.
- Customize the workspace. (Options include: customizing the Quick Tools bar, customizing the Tools, Comment, and Share panes.)
- Given a viewing option, explain the purpose of and when and how to use that option. (Options include: zooming, Read mode, Full screen mode.)
- Use Search to locate specific information in a PDF document. (Search features include: Advanced Search, indexes, searching multiple documents, and searching within PDF Portfolios.)

2. Creating PDF documents

- List and describe the methods available for creating PDF documents. (Methods include: by scanning, from a file, from a web page, from the Clipboard.)
- Create a PDF document by using the 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 Creative Suite application.
- 3. Reuse PDF content**
- Given a scenario, describe how to reuse PDF content in Microsoft Word and Microsoft Excel.
 - Given a scenario, describe how and when to save a PDF document in another format. (Formats include: Certified PDF, Reader Enabled PDF, Image, Microsoft Word, and Spreadsheet.)
- 4. Modifying and enhancing PDF documents**
- Given a scenario, explain the methods for modifying PDF documents. (Methods include: inserting, deleting, and rearranging pages, editing document text, splitting the document.)
 - Describe how to add navigation elements to a PDF document. (Elements include: bookmarks, links, buttons, headers and footers.)
 - Describe how to reduce the size of a PDF document. (Options include: reduce file size and optimize scanned PDF.)
 - Embed audio, video, and Flash content in a PDF document.
 - Describe how to make a PDF document accessible.
- 5. Combining PDF documents**
- Given a scenario, describe when and how to merge files into a single PDF document and when and how to create a PDF Portfolio.
 - Describe the options available for enhancing PDF Portfolios. (Options include: applying layouts and visual themes, adding headers and footers, adding background images, and changing colors, modifying details.)
- 6. Using the Actions Wizard**
- Explain when and describe how to use an Action.
 - Create and modify Actions.
- 7. Reviewing, collaborating, and commenting**
- Given a scenario, describe the methods available for initiating a review and when you would use that method. (Methods include: using an MS SharePoint server, Acrobat.com, email-based review.)
 - Initiate an email-based review.
 - Initiate a shared review using Acrobat.com or an internal server.
 - Add comments to a PDF document.
 - Manage reviews using the Tracker.
 - Share a large document using SendNow.
- 8. Creating forms and collecting data**
- Compare and contrast the functionality provided by using the Acrobat forms tools and Adobe LiveCycle Designer ES.

- Describe the options for creating a PDF form using the Acrobat forms tools. (Options include: how to create a form, using appropriate field types, and setting form field properties.)
- Compile and manage form data. (Scenarios include: distributing a form, collecting form data, tracking responses, compiling and analyzing responses.)

9. Managing document security

- List and describe the methods used to secure PDF documents. (Methods include: password security, certificate security, and Adobe LiveCycle Rights Management.)
- List and describe methods available for creating and applying digital signatures and certificates.
- Remove document content using the Redaction tools.

10. PDF standards and print production

- Describe the PDF Standards and when to use them. (Standards include: PDF/X, PDF/A, PDF/E.)
- Given a scenario, select the appropriate Preflight option. (Options include: analysis vs. fix ups, using, creating, and editing Preflight profiles and droplets.)
- Given a scenario, select the appropriate Print Production option. (Options include: Output Preview, Convert Colors, Ink Manager, and Flattener Preview.)

Practice Exam

Try out these practice questions to get a feel for the types of questions on the ACE 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.

Use Search to locate specific information in a PDF document.

Which item is searched when using the Search window, but NOT when using the Find toolbar?

- A. form fields
- B. digital signatures
- C. text on hidden layers
- D. image EXIF metadata

Correct answer: D

List and describe the methods available for creating PDF documents.

Which type of source content can only be converted by using the Create PDF menu?

- A. Web pages

- B. AutoCAD files
- C. Microsoft Office documents
- D. Content copied to the clipboard

Correct answer: D

Given a scenario, describe how and when to save a PDF document in another format.

You want to save a PDF file as a Certified PDF document. What is required to certify the document?

- A. Digital ID
- B. PDF/X file format
- C. Visible Signature field
- D. PDF currently in Preview Mode

Correct answer: A

Given a scenario, explain the methods for modifying PDF documents.

You want to split a single PDF document into multiple smaller documents. After selecting the Split Document command, which criterion is available for splitting the document?

- A. Specify at which page numbers the file will be split.
- B. Specify the maximum number of pages for each document in the split.
- C. Specify inserted text annotations to indicate where to split the document.
- D. Specify one or more bookmarks, up to two levels, to indicate where to split the document.

Correct answer: B

Given a scenario, describe the methods available for initiating 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

Describe the options for creating a PDF form using the Acrobat forms tools.

Which statement about using the functionality provided by the Form Editing mode is true?

- A. JavaScript can be used to validate checkboxes.
- B. Data can be compressed before it is encoded using the LZW compression method.
- C. Changing the default form field properties does NOT change the settings for existing form fields of that type.
- D. A form field Fill Color choice of No Color will block any images on the PDF page that are behind the form field.

Correct answer: C

List and describe the methods used to secure PDF documents.

Which statement about using the security functionality in Adobe LiveCycle Rights Management ES is true?

- A. Adobe LiveCycle Rights Management ES can be configured to run with LDAP.
- B. Adobe LiveCycle Rights Management Server settings are secure and CANNOT be shared with others.
- C. The Adobe LiveCycle Rights Management ES page is accessed through your copy of Adobe Acrobat or Adobe Reader.
- D. Security policies are stored on a server running Adobe LiveCycle Rights Management ES, along with the PDF documents.

Correct answer: A

List and describe the methods used to secure PDF documents.

Which statement about using passwords to secure a PDF document is true?

- A. Passwords can be added to a document that is already digitally signed or certified.
- B. If you forget a password, Adobe technical support can recover it from the PDF document.
- C. A PDF document can be opened with either the Document Open password or the Permissions password.

- D. If a password secured PDF document is opened in Adobe Illustrator or Adobe Photoshop, the user must enter the Document Open password.

Correct answer: C

Given a scenario, select the appropriate Print Production option.

While simulating how your document will look when printed, you want to map blacks to the darkest color that the monitor can draw. Which option should you select in the Output Previews dialog box?

- A. select Simulate Black Ink
- B. deselect Simulate Black Ink
- C. select Simulate Paper Color
- D. deselect Simulate Paper Color

Correct answer: B