

# Adobe® Certified Expert Program

## Product Proficiency Exam Bulletin

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### Adobe® InDesign CS4 - Recertification Exam Exam # 9A0-087

#### 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. Please allow 2-4 weeks from the date you pass the exam to receive your ACE Welcome Kit.

#### Number of Questions and Passing Score

- 46 questions
- 69% minimum required to pass

#### Test Content: Topic Areas and Objectives

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

1. **Laying out a document**
  - Use the Power Zoom mode of the Hand tool to navigate a document.

- Rotate page spreads and, when required, clear the rotation.
- Given a scenario, work with Smart Guides and the Smart Cursor (options include: spacing, alignment, rotation, preferences settings).
- Create a new document with settings appropriate for SWF or XFL output.
- Arrange multiple document windows (options include: tabbed or floating, N-up arrangements)
- Use Quick Apply to assign styles and choose menu commands.
- Explain the process of using Data Merge to build a template and import data into a final InDesign or PDF document.
- Create, apply, and modify an object style.

## 2. Working with text and tables

- Configure automated styling inside a paragraph (options include: nested styles, line styles, GREP styles, and creating a new Character Style within the Paragraph Style Options dialog box)
- Given a scenario, configure Smart Text Reflow (scenarios include: master text frames, non-master text frames, deleting empty pages).
- Edit table cell data inside Story Editor
- Create and apply text conditions and condition sets, including synchronizing across documents in a book.
- Insert and update cross-references in a document or book, including modifying the cross-reference format.
- Adjust the look of text inside a text frame by using Text Frame Options (options include: columns, inset spacing, first baseline offset, and vertical justification).
- Import an RTF or Word file and map style names to styles in the current document.
- Assign and format automatic bullets or numbering to paragraphs (options include: numbering across multiple non-threaded frames)
- Edit and format a table (options include: formatting text, editing tables in the Story Editor, adding Notes, strokes and fills; text alignment).

## 3. Managing graphics

- Create a grid of multiple images or text files while importing with the Place cursor.
- Given a scenario, configure the Links panel to reveal metadata and attributes (options include: Link Info pane, thumbnails, path info, XMP metadata).
- Manage placed files by using the Links panel (options include: editing the original, adjusting column order and sort, relinking to new files, and updating modified files)
- Use the Conditional Text panel to assign a condition to a graphic or other non-text object.

- Given a scenario, determine the best settings for choosing and placing an image (options include: import options, Illustrator artboards, choice of file format, resolution, ICC color profiles, layers, and transparency)
  - Hide or show layers in a placed PSD, AI, INDD, or PDF file, and discuss how image transparency is handled.
- 4. Working with and managing color**
- Use the Kuler panel to browse, share, and create swatch palettes.
  - Given a scenario, choose the best course of action to manage color (options include: Transparency Blend Space, Color Settings, Overprint Preview, ICC profiles, mixed RGB and CMYK).
  - Describe how to and explain why you should create mixed inks.
- 5. Importing, exporting, and working with cross-media**
- Select the appropriate options for exporting to XFL for use in Flash CS4.
  - Select the appropriate options for exporting to SWF.
  - Use the Hyperlinks panel to create functional hyperlinks for exported PDF documents or SWF files.
  - Build a multi-state button by using the Buttons panel.
  - Apply and customize page transitions for exported PDF documents or SWF files.
  - Explain the differences between the IDML and INX file formats, including exporting a file so that a CS3 user can open the file.
- 6. Managing prepress and printing**
- Troubleshoot common printing issues by using Live Preflight (options include: using Basic profile to locate and correct errors, create custom profile, create a Preflight report, share profiles)
  - Explain how to and why you should embed a preflight profile into your documents.
  - Given a scenario, choose the appropriate PDF Preset or PDF Export settings.

### **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.

### **1.7 Explain the process of using Data Merge to build a template and import data into a final InDesign or PDF document.**

You want to use Data Merge to create labels based on data from a CSV file. You want the labels to appear in a grid on the page, 3 across and 8 down. You set up the first placeholder label on a document page. However, when you open the Create Merged Document dialog box, the Records per Document Page pop-up menu is disabled and you cannot set it to Multiple Records.

What needs to change in order for you to create the grid of labels?

- A. You must use a facing pages document instead of a single-sided document.
- B. You need to delete all but one of your document pages.
- C. You need to put the text and graphic frames on the master page instead of the document page.
- D. You must create enough blank pages to contain the final merged document before performing the data merge.

Correct answer: B

### **2.9 Edit and format a table**

You want to insert a footnote number in a table cell and place the footnote at the bottom of the table. What should you do?

- A. You place the cursor inside the cell you want the footnote and choose Type > Insert Footnote.
- B. You place the cursor inside the cell you want the footnote and click the New Note button in the Notes panel.
- C. You use the Type tool to manually type a footnote number in the cell. You then add an extra row at the bottom of the table, and insert the footnote text in it.
- D. You place the text cursor inside the cell you want the footnote and choose Type > Insert Special Character.

Correct answer: C

### **3.5 Given a scenario, determine the best settings for choosing and placing an image**

You want to replace an image from a selected frame. The new image is larger than the original image. You want the new image to be imported at the same scaling percentage as the original. What should you do?

- A. hold down Shift as you click the Relink button in the Links panel
- B. hold down Option/Alt as you click the Update button in the Links panel
- C. before replacing the image, deselect Preserve Image Dimensions When Relinking in the File Handling pane of the Preferences dialog box
- D. before replacing the image, select Preserve Image Dimensions When Relinking in the File Handling pane of the Preferences dialog box

Correct answer: C

#### **4.2 Given a scenario, choose the best course of action to manage color**

You choose Edit > Color Settings while a document is open. Which color profiles are affected when you change the values in the RGB and CMYK pop-up menus and click OK?

- A. the color profiles that the current document assigns to images that have no embedded profiles (does not apply to other documents)
- B. the color profiles that future documents assign to images that have no profiles embedded (does not apply to current document)
- C. the color profiles that are assigned to all images and swatches you place or create in this document after changing this setting
- D. the color profiles that are assigned to RGB and CMYK swatches (does not affect placed images)

Correct answer: B

#### **5.1 Select the appropriate options for exporting to XFL for use in Flash CS4**

Which InDesign feature can be maintained when you export an XFL file?

- A. hyperlinks
- B. page transitions
- C. interactive buttons
- D. editable text

Correct answer: D

#### **6.1 Troubleshoot common printing issues by using Live Preflight**

You want InDesign to alert you if your art is not bleeding off the page properly according to your print provider's specifications. What should you do?

- A. You enter the correct Bleed size by choosing File > Document Setup.
- B. You create an Adobe PDF Preset that has Use Document Bleed Settings selected.
- C. In a custom preflight profile, you select the Bleed and Slug Setup checkbox. You then select the Bleed Size Must Be checkbox and enter the desired distance from the page edge.
- D. In a custom preflight profile, you select the Bleed and Slug Setup checkbox, the Bleed Size Must Be checkbox, and the Bleed/Trim Hazard checkbox. You then enter the desired distances from the page edge.

Correct answer: D