



Adobe Certified Expert: RoboHelp 9



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ACE: RoboHelp 9 exam overview

Adobe® RoboHelp® 9 software is an easy-to-use solution for technical communicators to author, collaborate, personalize, and optimize content for help systems, policies and procedures, and professional knowledgebases for multichannel, multidevice publishing.

The RoboHelp 9 exam is intended to verify your experience as a technical communicator, creating end user documentation, instructional/training materials, knowledgebase creation, and help systems using RoboHelp.

Exam description

The certification consists of achieving the minimum passing score on a multiple-choice test. Some questions may include screen shots. Specific exam details include:

- 66 multiple-choice questions, covering a range of topics listed below
- A passing score of 62%
- A short survey that we use to gather information about your product experience

The certification exam has a time limit of 75 minutes, and includes a timer to mark the remaining time.

Exam preparation

The following are typical tasks that you should already be able to perform:

- Author content targeted toward end users including manuals, online tutorials, and knowledgebase articles.
- Manage content workflows that incorporate collaboration with other authors and subject matter experts
- Create help content that provides access to external Web content
- Create context-sensitive help
- Create content that can be distributed/published via multichannels and multidevices including CHM/HTML, Adobe AIR, PDF, and EPUB.
- Uses supplied scripts.
- Use existing skins and edit skins (WebHelp and AIR Help).
- Imports external content (for example, Microsoft Word, Adobe FrameMaker, XML, and HTML files).
- Create content such that it can be easily reused.

Exam topics include:

Customizing the environment (workspace) and application

- Given a scenario, create an environment.
- Given a scenario, configure application- and project-level settings (General, Recent Projects, and File Association tabs).

Creating and managing projects

- Create a project by selecting the appropriate settings in the New Project Wizard dialog box.
- Create and import topics into a project.
- Given a scenario, create a merged project.
- Given a scenario, generate reports and identify solutions for reported problems.

Editing topics

- Given a property of a topic, explain the purpose of that property. (Properties include: title, master page, status, indexing, search keyword, exclude from search)
- Change the appearance of a topic by using style sheets and master pages.

Importing content

- Evaluate and modify a Microsoft Word document to ensure it can be efficiently imported into RoboHelp.
- Evaluate and modify a FrameMaker doc to ensure it can be efficiently imported into RoboHelp.
- Import XML files.

Working with styles and master pages

- Create style sheets.
- Create master pages.
- Create and use styles.

Creating and managing lists and tables

- Create and manage lists.
- Create and manage tables.

Creating links and user navigation

- Create and edit links.
- Create and manage bookmarks.
- Create and manage TOCs.
- Create and manage indexes.
- Create and manage See Also and Related Topics buttons.
- Create an image map link.
- Create and manage breadcrumb navigation.
- Create and manage glossaries.

Inserting graphics and multimedia

- Insert and manage graphics.
- Given a multimedia type, insert and manage that multimedia type. (Multimedia types include: Captivate, MP3, SWF, AVI, FLV)

Creating and editing reusable content

- Create and manage User Defined Variables.
- Create and manage snippets.
- Use Resource Manager to create, manage, and share resources.

Inserting DHTML

- Create and manage User Defined Variables.

Create and manage drop-down menus.

Create and manage expanding hotspots.

Create and manage text-only popups.

Creating conditional build tags

- Create and manage conditional build tags.
- Attach conditional build tags to project assets.
- Create conditional output.

Implementing context-sensitive Help

- Given a scenario, identify the tasks a content author performs to implement context-sensitive Help.
- Implement automatic CSH mapping.
- Given a scenario, identify the steps to test context-sensitive Help.

Managing the spell checker and search

- Manage language settings and dictionaries.
- Create and manage keywords and synonyms.
- Given a set of user requirements, set up search.
- Implement external content search.

Generating and distributing output

- Given a Single Source Layout, select the appropriate properties for that Single Source Layout. (Single Source Layouts include: FlashHelp, HTML Help, WebHelp, Adobe AIR, Printed Documentation, XML Layout ePub Format).
- Given a set of user requirements, generate a Single Source Layout.
- Given a Single Source Layout, create a checklist for distributing the output.

Implementing review and collaboration

- Implement different types of review and collaboration.
- Import and manage comments and tracked changes.

Working with skins

- Create and manage skins.
- List and describe the functionality of the WebHelp Skin Editor.
- Given a scenario, determine which type of skin should be used. (Skin types include: AIR Help, FlashHelp, and WebHelp)

Automating tasks

- Given a scenario, configure a script.
- Create, manage, and run scripts.

Working with other applications

- Manage linked FrameMaker and Word documents.
- Given a scenario, identify the benefits of hosting the output on a RoboHelp server.
- Given a scenario, identify the benefits of using RoboSource Control.
- Create, edit, and manage screen captures by using RoboScreenCapture.

Exam preparation checklist

- I can complete the tasks outlined in the "Exam preparation" section without assistance.
- I have read and studied the topics listed in this exam guide.



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