

Adobe® Certified Expert Program

Product Proficiency Exam Bulletin

Adobe® Acrobat Professional® 6.0 Exam # 9A0-034

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://partners.adobe.com/asn/training/aceprogram.jsp>
- Study for the exam.
- Register for the exam. In the U.S. and Canada, call Sylvan Prometric at 800-356-EXAM. For information on testing outside the U.S. and Canada, visit *www.2test.com*.
- 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 4-6 weeks from the date you pass the exam to receive your ACE Welcome Kit.

Test Content: Topic Areas and Objectives

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

1. General knowledge

- Describe the product features and workflows that Adobe Acrobat Pro provides for a specific type of user. (user types include: Creative Professional, Engineer, IT Professional)
- List and describe the options available for creating PDF documents. (options include: multiple files, Right-click, E-mail attachments)
- Describe the options available for exchanging metadata, and the functionality provided by the Extensible Metadata Platform (XMP) format.
- Describe the functionality Adobe Acrobat Pro provides by allowing users to create PDF forms.

2. Creating Adobe PDF documents

- Given a scenario, configure settings in the Acrobat PDFMaker dialog box to create Adobe PDF documents from Microsoft Office applications.
- Describe the options available for creating PDF documents from a Web page by using the Create PDF from Web Page and Web Page Conversion Settings dialog boxes.
- Given a scenario, create a PDF document by selecting the appropriate settings from the Acrobat Distiller dialog box.
- Discuss issues related to including fonts and images in PDF documents.

3. Viewing and navigating through large documents

- Given a tool used for viewing or navigating, describe the functionality and purpose of the tool. (tools include: Loupe, Zoom tools, Distance, Compound Distance, Area)
- Compare and contrast the options available for viewing PDF documents by using commands from the View menu.
- Manage how a user views and navigates through a PDF document by configuring options provided by Navigation tabs.
- Configure viewing and navigation options for PDF documents that will be viewed in a Web browser.

4. Modifying and enhancing PDF documents

- Given a scenario, optimize a PDF document by setting the appropriate options in the PDF Optimizer dialog box.
- Create and add buttons and actions in a PDF document.
- List and describe the options available for editing text and graphics in a PDF document.
- Create an index by setting the appropriate options in the Catalog dialog box.
- Create a batch sequence by setting the appropriate options in the Batch Sequences dialog box.

5. Distributing, reviewing and commenting

- Describe the functionality and place comments in a PDF document by using the Commenting toolbar, Advanced Commenting toolbar, and drawing tools.
- Describe the functionality, setup, and conduct a browser-based review of a PDF document.
- Describe the functionality, setup, and conduct an E-mail-based review of a PDF document.

6. Creating PDF forms

- Given a PDF document, create form fields and set the properties of form fields.
- Given a scenario, customize the behavior of a field on a form.
- Given a scenario, select and assign an action to a form field.

7. Managing security

- List and describe the options and processes that can be used to secure PDF documents.
- Explain how to protect a PDF document by using Acrobat Self-Sign Security.
- Explain how to protect a PDF document by using digital signatures.

8. Advanced printing tools

- List and describe the steps required to produce color separations.
- List and describe the options in the Advanced Print Setup dialog box. (options include: Output, Marks and Bleeds, Transparency Flattening, PostScript)
- Explain how to incorporate a color management workflow into the process of creating PDF documents.

9. Validating PDF content

- List and describe the options provided by the Adobe Preflight feature.
- Describe the steps necessary to validate PDF content for output to a press or other output device.
- List and describe the options Adobe Acrobat provides for creating PDF/X-compliant files.